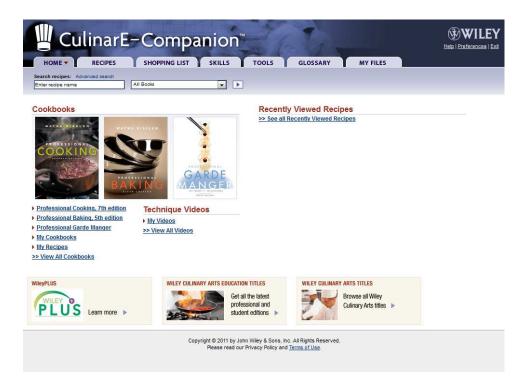


# **TUTORIAL SERIES**

### **Topic: Printing from CulinarE-Companion™**

- 1. How do I print a recipe from CulinarE-Companion<sup>™</sup>? (page 2)
- 2. How do I print a shopping list from CulinarE-Companion<sup>™</sup>? (page 4)
- Can I include additional information such as the nutritional analysis of a recipe in my print out? (page5)
- 4. Can I print my recipes in recipe card format? (page 6)
- 5. How do I print recipes in culinary format as opposed to food service format? (page 7)
- 6. Can I print multiple recipes at once? (page 10)





#### Question 1: How do I print a recipe from CulinarE-Companion™?

Answer: At the top of the recipe, select the **PRINT** button

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You will then be asked to choose a format and select the **Print** button again.

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#### Question 2: How do I print a shopping list from CulinarE-Companion™?

Answer: Shopping lists can be printed from CulinarE-Companion<sup>™</sup> in a PDF format by selecting the **PRINT** button at the top of the shopping list.

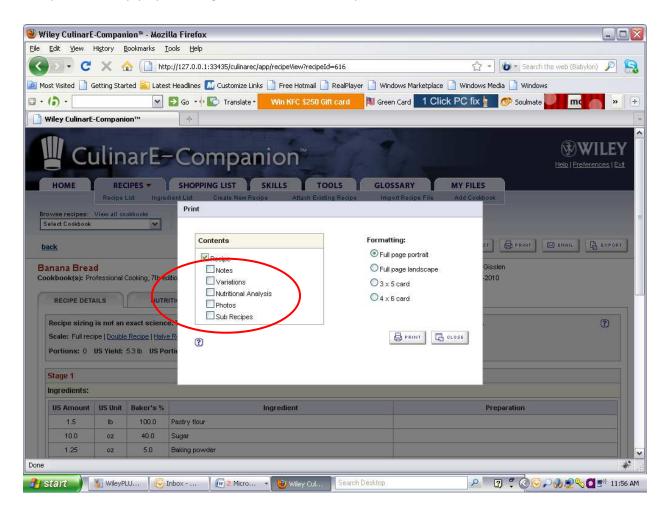
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Question 3: Can I include additional information such as the nutritional analysis of a recipe in my print out?

Answer: You can choose to print out any or all of the content associated with a recipe in CulinarE-Companion<sup>™</sup> simply by selecting that content from the print menu as shown below.





#### Question 4: Can I print my recipes in recipe card format?

Answer: CulinarE-Companion<sup>™</sup> allows for recipes to be printed in two recipe card sizes – 3X5 and 4X6. From the **Print** menu, select your chosen format.

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#### Question 5: How do I print recipes in Culinary format as opposed to Food Service format?

Answer: CulinarE-Companion<sup>™</sup> automatically prints recipes in the Food Service format. In order to print a recipe in the culinary format the recipe must first be exported to Excel.

Step 1: When viewing the recipe, select the **Export** button at the top of the screen

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3.0	oz	Onion				fine dice		
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2.0	pint	Chicken stock				1.5-2 pt; set	e Note	
to taste		Satt						
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# CulinarE-Companion<sup>™</sup>, Version 4.2

# Step 2: Select **MS Excel File** as the format for exporting.

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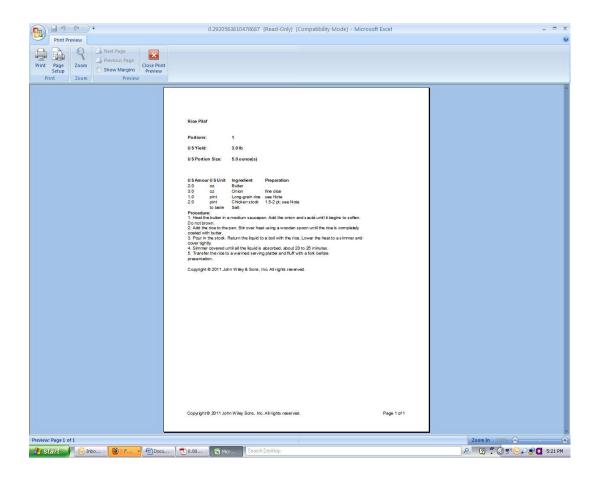


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# Step 3: Open the exported excel document and you will see the desired layout.



Step 4: Print from Excel without the grid lines and you will have a document that displays as shown below.



#### Question 6: Can I print multiple recipes at once?

Answer: Yes. From the recipe list page, place a check mark in front of each recipe you would like to print before clicking the **Print** button.