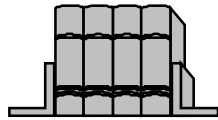

MEAL-MASTER™

RECIPE FILE SYSTEM



Version 8 User's Manual

EPISOFT SYSTEMS

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REGISTRATION. Meal-Master versions earlier than 8.06f were distributed as "shareware", with additional utilities and functions only available to registered users. Beginning with version 8.06f, the program and all provided utilities are freeware. Some utilities still include obsolete text stating they are only for registred users, and/or that they should not be distributed. Such text can be ignored with version 8.06f and higher. These utilities are part of the Freeware Meal-Master, and can be used and distributed in the same manner as the main program.

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Welcome to Meal-Master! Meal-Master is a menu-driven database system especially designed to manage recipes. With Meal-Master, you can store, update, and print your recipes in a variety of formats, and you can search for recipes using any combination of Title, Category, and Ingredient criteria.

Meal-Master is not just a replacement for an index card box - it gives you entirely new capabilities that can save you time and money. Meal-Master gives you a real tool to organize and simplify your recipe collection.

Want to find a recipe that uses a particular ingredient? Using Meal-Master's ingredient search, you can enter an ingredient and find all the recipes that can be made with that item!

Or maybe you're looking for an appetizer. Using the category search, you can quickly list all the appetizers on file.

What if you find a likely recipe, but it serves (3) and you're expecting (5) guests? No problem: With Meal-Master, you can change the serving quantity and have all the ingredient quantities recalculated automatically!

If you like to exchange recipes with friends or relatives, you will appreciate Meal-Master's Export and Import functions. These functions allow transferring of recipes in one Meal-Master database to another, making it easy to share recipes without re-typing! For those without Meal-Master, you can print a perfect copy of any recipe, in a variety of formats. The Export function can also be used to prepare a recipe for inclusion in a letter or document you have created with your word processing software.

Meal-Master will even help you with your shopping: Just select several recipes, then ask for a shopping list! Meal-Master will collect, sort and summarize quantities to produce a shopping list ready for your trip to the store!

Of course, nothing worthwhile comes easy. You'll first have to type your favorite recipes into the Meal-Master database. But once you're done, the new capabilities you'll have will convince you to throw away those dog-eared recipe cards and the old file box forever!



Last-Minute Information

Please be sure to print or view the README! file created during installation. It contains the latest news about Meal-Master changes and additions that have not yet made it into this manual. You can print the file by typing the command **copy readme! prn**, and pressing return. You can also view the file from Meal-Master. From the Main Menu, select **U Utilities**, then **V View file**, and enter **README!** at the prompt. (Since the README! file is created during installation, you cannot view or print it until you have completed the installation procedure.)

Equipment Requirements

To run Meal-Master, you need an IBM PC, XT, AT, PS/2, or close compatible with at least 512k of memory (640k is recommended), DOS 2.0 or higher, one floppy drive, and a color or monochrome monitor. It is also easily installed on a hard disk, and, like most database software, will perform significantly faster on one.

If you wish to print your recipes, you will also need a parallel printer. If you have a serial printer, you can still print your recipes, but you have to use the DOS Mode command to redirect the parallel output to the serial port (see your DOS manual for details if you need to do this).

Capacities

The number of recipes Meal-Master can store in one database depends primarily upon the size of each recipe, how you have configured your system, and the amount of disk space available.

Our own testing has found that an average recipe consumes about 1200 characters of storage. If, for example, you are using 360k diskettes, and you are using two drives (the Meal-Master program in one drive, and the recipe database on another), you could store approximately 300 recipes on one diskette. Using a 720k diskette would double this to about 600 recipes. Of course, there is no limit to the number of different databases you can have on different diskettes, so you can use Meal-Master to manage any number of recipes. (**WARNING:** When using multiple disks, you should be certain never to swap disks when the program is active. Always exit Meal-Master before swapping diskettes. Failure to follow this procedure could result in damage to your recipe files!)

Aside from the amount of disk space available, a single Meal-Master database is limited to 65,535 recipes. If you are using a hard disk drive, you can easily store all your recipes in one file, or you can split your recipes into different files in different subdirectories, as you choose.

In addition, each recipe is limited to a combined total of 100 ingredients and direction lines. These 100 entries are assigned dynamically, allowing you to have, for example, 20 ingredients with 80 direction lines, or 40 ingredients with 60 direction lines, etc., so long as the total does not exceed 100.

Installation

Meal-Master is distributed in a "compressed" form and must be installed before it will run. Installation is accomplished using the INSTALL program provided on the program master disk.

To start the installation process, insert the master disk into a floppy disk drive, then type **A:Install** if the drive's name is "A:", or **B:Install** if the drive's name is "B:". The install menu will be displayed.



Figure 2-1: Installation Menu

Entering the Source Path

Enter the name of the disk drive which contains the Meal-Master source disk. This entry defaults to "A:\". If your floppy drive name is different, change this entry to the appropriate name.

Entering the Destination Path

Enter the name of the disk drive and directory where you want Meal-Master to be installed. This entry defaults to "C:\MM", which assumes you want to install the program to the "C:" drive (usually a hard disk) in a sub-directory named "\MM".

If you do not have a hard drive, then you probably only have drive names "A:\\" and "B:\\", and should enter the name of one of these drives. While on large capacity diskettes, it is possible to have the "source" and "destination" be the same disk, this is not recommended. You should install Meal-Master on a separate diskette, and not on the master diskette.

Selecting the Install Type

If you have a hard disk or you are installing to a disk size larger than 360k, then you should accept the default "Normal: All Files" install type. This will install the Meal-Master program, all utilities, and associated documentation files to the destination path.

If you have a system with two 360k drives and no hard drive, you will not be able to use the "Normal: All Files" installation. This is because there is not enough room on a single 360k disk for all of the Meal-Master files. In this case, you need to run the install program twice.

To install to 360k disks, select an install type of "Small: Main program and README! only", and start the installation process. This will create the first of two working disks. It should be labelled "Meal-Master, Main Program". Next, restart the Install program, select the "Small: Utilities and misc. only" install type, and start the installation process. This will create the second of two working disks. It should be labelled "Meal-Master Utilities Disk".

When installed to 360k disks, you will need to insert the "Meal-Master, Main Program" disk when you wish to run the main Meal-Master program. To use the utility programs, you will need to first exit the Meal-Master program, remove the disk, then insert the "Meal-Master Utilities Disk".

Configuring Your System

Meal-Master, like most file management software, uses several disk files simultaneously to store your data. Unfortunately, MS-DOS does not automatically allow many files to be used at once.

Fortunately, you can tell DOS to allow more open files. To do so, the disk you start, or "boot", your system from must include a file named "CONFIG.SYS", with the appropriate system configuration commands in it. DOS will read this file when your system is started, and set up your system's configuration appropriately.

If your boot disk does not contain a CONFIG.SYS file, or has a CONFIG.SYS file that does not have a FILES statement, create or modify the file to include the following statement:

FILES=xx

The "xx" should be replaced with a number of at least 30 if you are running DOS only, at least 45 if you are running MM under Windows, and at least 75 if running MM under Windows95.

You can edit or create the CONFIG.SYS file using any word processor that supports ASCII files, or using a small utility such as the EDIT program supplied with DOS. For more information about EDIT and CONFIG.SYS, consult your DOS manual.

Starting Meal-Master

To start the Meal-Master program, just type **MM** and press return. If you have a hard disk, be sure you are in the correct sub-directory first by using the CD command.

Command Line Options

There are several command line options available when starting Meal-Master. These can be used separately or together, by including them on the command line when you type **MM**. For example, to use the /C switch described below, type **MM /C** at the DOS prompt when starting Meal-Master.

The **/C** switch is designed to allow the use of speech synthesis software with Meal-Master. This switch causes all screen writing to go through the Basic Input Output System (BIOS) of your computer, so that programs which intercept BIOS calls and synthesize speech will work with Meal-Master. This is especially useful for sight-impaired users.

The **/C** switch will also make the program compatible with some "less than 100%" compatible machines. If you cannot get Meal-Master to start, or it does not write to the display properly, try typing **MM /C** to start the program. This switch prevents Meal-Master from writing directly to display memory, allowing it to be used with some non-standard video hardware.

The **/NOCLOCK** switch will prevent the clock display on Meal-Master's main menu from being updated each second. Instead, the clock will only be updated once each time the menu screen is displayed. This feature is primarily designed for sight impaired users with speech synthesis equipment, as it prevents the time from being re-announced every second.

The **/T** switch can be used to force all tablespoon units, which can normally be entered and displayed as either "T" or "tb", to always display as "tb". This is more aesthetically pleasing to some users, and is also valuable to those using speech synthesis software since "T" and "t" (teaspoon) are usually pronounced the same. The consistent usage of "tb" eliminates this ambiguity. *(Note: This option can also be toggled on or off from the program's Maintenance/Setup menu. If the command line switch is used, it overrides the setting entered on the Maintenance/Setup menu.)*

The **/X** switch is used to cause display of "ea" and "1 x" units of measure. Previous versions of Meal-Master required that the unit of measure and quantity always contain a value, whereas the current version allows these fields to be blank. The "ea" unit of measure and "1 x" qty/unit combination were used in previous versions when a unit of measure was not really appropriate, but the program required one to be there. In the current version, these combinations are normally suppressed.

If you decide to store recipes in multiple databases, you normally switch between the databases using the "Filepath" command on the Maintenance Menu. The **/F** switch allows you to specify a database directory on the command line. For example, starting Meal-Master with **MM /Fc:\mm\db1** would cause Meal-Master to look in the directory c:\mm\db1 for a recipe database.

The **/EMS** switch will cause Meal-Master to use Expanded Memory for part of its functions. If you have Expanded memory on your system, using the **/EMS** switch will improve Meal-Master performance and make better use of available memory.

First-time Usage

The first time you run Meal-Master, you will be asked to supply the directory name where recipe files are to be stored. If you want them stored in the same drive and directory where your Meal-Master program files are stored, you can just press return. If you wish to have them stored elsewhere, enter the name of that drive and/or directory. The directory name you enter must already exist.

For example, if you have a dual floppy drive system without a hard disk, you may wish to have the Meal-Master recipe files stored on the B: drive by entering **B:** as the drive/directory name. This would allow more recipes to be stored in the Meal-Master database by putting them on a disk by themselves, away from the program files, but also requires you to keep track of a separate data disk.

After you have provided the directory name, Meal-Master will initialize new recipe files and display the start-up screen, with the Meal-Master title, copyright, and shareware registration instructions. Pressing any key will proceed to the Meal-Master Main Menu.

Registration Procedure

Version 8.06f, released 10-24-1998, changed Meal-Master to "Freeware". Version 8.06f has all the same features of previous registered versions, and no registration codes are required. The following applies only to versions prior to 8.06f.

When you register Meal-Master, you receive a personalized Serial number. You need to enter this serial number into the program to activate the special registered user features. For example, none of the Registered User Utilities will run unless the serial number has been entered.

To record your registration, start Meal-Master and from the Main Menu select **R Registration Menu**. Next, select **E Enter Registration Number**. Enter your Name and Number *EXACTLY* as shown on the registration slip provided. All spaces, punctuation, and capitalization are significant and must be entered exactly.

Once your name and serial number have been entered successfully, the message "Registration Recorded" will be displayed. If you do not get this message, then you need to repeat the registration process, being careful to enter everything *EXACTLY* as shown on the registration slip.

If you have installed the Meal-Master main program and Utilities programs on separate disks, you will need to take one additional step. Once registration is completed, a file named Mmreg.mmf will be created in your Meal-Master directory. You should copy this file to the disk which contains the Utilities programs. For example, if your main program is on a floppy disk in the A: drive, place your Utilities disk in the B: drive and use the command **copy a:mmreg.mmf b:** to copy the file.

If you have trouble with registration, re-read the above paragraphs carefully. Most registration problems are caused by not typing the name and number exactly as shown on your registration sticker. If you continue to have trouble, contact Episoft for assistance.

Directory Structure

The above instructions are appropriate for most installations, where all recipes will be stored in a single database. Some users prefer to split their recipes into several databases for greater organization and ease of retrieval.

A Meal-Master database consists of three files: Index.mme, Ingrid.mme, and Direct.mme. When Meal-Master is started, it tries to find these files in the directory specified by the "Filepath" entry on the Maintenance menu, or if the Filepath entry is blank, in the current directory. If they are not found, Meal-Master will create them after first asking you for verification.

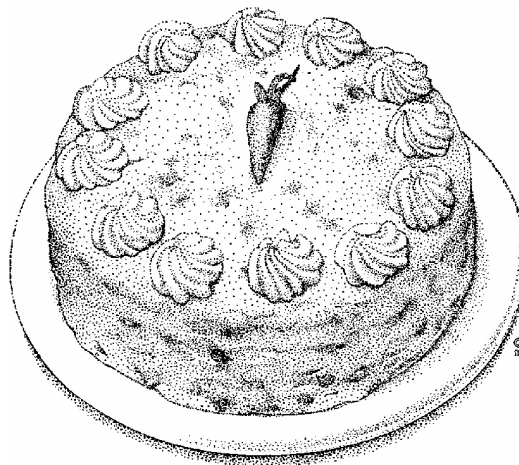
To create a new database, you must create a new subdirectory. The easiest method of doing this is to enter a new subdirectory name in the "Filepath" field of the "Maintenance" menu (see chapter 9).

Moving Recipes Between Databases

To "move" recipes from one database to another, you can use the Export function to export the recipes from one database, switch to the other database using the Maintenance/Filepath command, then use the Import function to import the recipes into the other database.

There are several ways to move recipes, but here is one of the most popular:

1. Mark the desired recipes.
2. Export all Marked recipes to the TRANSFER.TXT file.
3. Change the Filepath to switch to the other database.
4. Import the recipes from the TRANSFER.TXT file. You can use the Search function to verify that all the recipes have been successfully transferred.
5. Change the Filepath back to the original database.
6. Use the U Utilities, F Flag Marked **Recipes for Deletion** command to flag all the marked recipes for deletion. The next time you use the "Rebuild" command, the recipes will be permanently deleted from the database.



Access

The Main menu is displayed whenever the Meal-Master program is started, and when the Exit or Esc options are used on the subordinate menus.

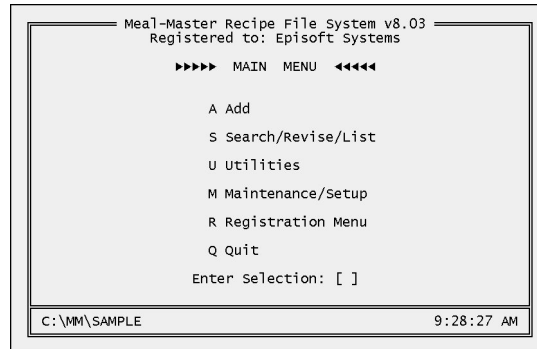


Figure 3-1: Main Menu

Options

There are six options available from the Main Menu. Pressing the first letter of the option name selects that option.

If you want to add recipes to the file, press the **A** key. Adding recipes is described in Chapter 4.

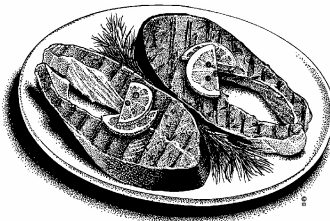
If you want to search for a recipe, press the **S** key. Note that searching is also used to locate a recipe that you wish to revise, list, or mark. These functions are described further in Chapter 5.

The shopping list, index, and batch print features are accessed by pressing **U** for the Utilities Menu. These functions are described in Chapter 8.

Pressing the **M** key will display the Maintenance/Setup menu, described in Chapter 9. The Maintenance/Setup menu is used to set certain system parameters, maintain the valid category list, and to rebuild the Meal-Master database.

The **R** key displays the Registration Menu. The options on this allow you to create a registration form for additional users to register Meal-Master, and to Enter or Delete your personal registration number. (*Entering your personal registration number is required to access certain features in Meal-Master. See the "Registration Procedure" section in Chapter 2 for more information.*)

If you press the **Q** key, the Meal-Master program will be terminated, and you will be returned to DOS.



Starting the Add Process

You tell Meal-Master you wish to add a new recipe by selecting option **A** from the Main Menu. Meal-Master will respond with a prompt telling you it is ready to add the next recipe to the database:

```
Ready to add recipe #60
Press RETURN to continue, anything else to cancel: _
```

If you press any key other than the **return** key, Meal-Master will simply return to the Main Menu. If you press **return**, you will be prompted for each entry necessary for a complete recipe, as described in the following sections.

Entering the Recipe Title

Type the recipe title and press **return**. This title should be fairly specific, in order to make best use of the title-search option described in Chapter 5. When searching by title, you will be able to specify any word or phrase that you wish to search all recipe titles for. Meal-Master will automatically capitalize the first letter of the title entry, however, capitalization is ignored when using the search function.

Entering the Categories

You may enter up to five categories for each recipe. To leave the current and remaining categories blank, press return only.

The first category is considered the “primary” category, and should always be entered, while the other four may be entered or left blank, as desired. When using the search feature, described in Chapter 5, you may search against the primary category only or against all categories.

With the cursor in any of the Category fields, pressing the **F1** key will display a window with the category names you have defined on the valid category table (see Maintenance/Setup, Chapter 9). You can use the **↑** **↓** keys to highlight a category, or press any series of alphabetic keys to “jump” to the first entry that begins with those letters. When a category is highlighted, press return to select it. If you wish to return to the category field without selecting a category name from the table, press Esc.

If you enter a category name that is not on the valid category list, the system will “beep” and present you with a dialogue box:

```
Invalid Category; Keep/Revise/Add (K/R/A)? [ ]
```

If you want to keep the entry as is, even though it is not on the valid list of categories, press **K**. If you wish to revise the entry to another category name, press **R**. If you wish to keep the entry as is, *and* have the category added to the valid category list for future use, then press **A**. (You can also change or add to the list of categories from the Maintenance menu; see Chapter 9.)

Entering the Recipe Yield

Enter the number of servings (or other units) that the recipe makes. You must enter a whole number between 1 and 9999. Remember that you can change this later and have all the ingredient quantities recalculated automatically.

Entering the Yield Units

Enter the appropriate unit to describe the yield quantity. This field defaults to “servings”, but you may enter any value you wish, such as “loaves”, “cups”, or “jars.”

Entering the Ingredients

After the title, categories and number of servings have been entered, a window will appear for entry of ingredients. Each ingredient is made up of three separate entries: The quantity, how that ingredient is measured (unit of measure, i.e., cups, tablespoons, ounces, etc.), and the ingredient name. The screen contains a “fill-in-the-blanks” form, which allows easy entry of all ingredient components. To move left and right from field to field, use Enter, Tab, and Shift-Tab. To move up and down from field to field, use the up/down arrow keys.

Entering the Ingredient Quantity

The quantity field will accept an ingredient quantity, the letter **H**, or may be left blank. Typing **H** signifies that this is a “Heading” entry, used to separate groups of ingredients (i.e., to separate ingredients for a topping or sauce from the main list of ingredients).

When entering a number, any fractional amount may be entered as a common fraction or its decimal equivalent. For example, “1/2” could be entered as **1/2** or as **.5**, and “3 3/8” could be entered as **3 3/8** or as **3.375**; Meal-Master will accept either format you enter. How quantities are displayed depends upon the setting of the “Quantity Display Format” option on the Maintenance menu (see Chapter 9).

After entering the quantity, press return to move into the unit of measure field.

Entering the Unit of Measure

After entering the quantity, you will need to indicate the unit of measure being used. You can type in a unit of measure, or press the **F1** key to display a list of the valid entries.

With the unit of measure window displayed, you can use the up/down arrow keys to highlight an entry, or press an alphabetic key to “jump” to the first unit of measure that starts with that letter. Pressing return will select the highlighted unit of measure, or pressing Esc will return to the unit of measure field without selecting a unit.

If you enter a unit of measure that is not on the valid unit of measure table, Meal-Master will “beep” and refuse to leave the field until you have corrected it. All ingredient entries must have a valid (or blank) unit of measure code.

Note that the “x” unit of measure code is treated in a special way when recipe serving sizes are scaled up or down. The “x” indicates a “per serving” quantity, which is not changed when the recipe is scaled up or down by changing its number of servings value. The “x” unit of measure is good for entering items such as nutritional values which you want expressed on a per serving basis, and not changed when the serving quantity of the recipe changes.

While in the unit of measure field with a valid unit of measure, the **Alt+U** key combination can be used to automatically convert the unit of measure to another compatible unit. Each press of **Alt+U** will change the unit of measure to the next one available, and automatically change the quantity correspondingly. This makes it easy to convert between metric and English measures, for example.

Once you have entered a valid unit of measure, press the return key to move into the ingredient name field.

Entering the Ingredient Name

The ingredient name or heading text can now be entered. This field is *REQUIRED* for each ingredient entry. While the quantity and unit of measure can both be left blank if desired, the name field must contain a value. Leaving the name field completely blank will result in Meal-Master deleting that ingredient line completely.

Type in the desired ingredient name or heading text, and press return when completed. The ingredient will be accepted and the prompt will move to the quantity field of the next ingredient line.

Table 4-1 lists the editing functions available while adding or editing ingredients.

Key	Description
INS	Toggles between Insert and Overtype modes.
DEL	Deletes the character at the cursor position, and moves all characters to the right of the cursor one position left.
HOME	Moves the cursor to the beginning (left) of the field.
END	Moves the cursor to the end (right) of the existing text in the field.
}	Moves the cursor one position to the right.
ctrl+{	(hold down CTRL and press {) Moves the cursor to the beginning of the next word in the field.
[Moves the cursor one position left.
ctrl+[(hold down CTRL and press [) Moves the cursor to the beginning of the previous word in the field.
ctrl+T	(hold down CTRL and press T) Deletes the word at the cursor.
ctrl+Y	(hold down CTRL and press Y) Deletes the entire field.
Shift+Tab	(hold down Shift and press Tab) Indicates you are done editing the field, and moves to the previous field on the form.
RETURN or Tab	Indicates you are done editing the field and moves to the beginning of the next field.

Table 4-1: Ingredient Editing Functions

If you intend to use the Shopping List feature of Meal-Master, you will want to enter ingredient names accordingly. When creating a shopping list, Meal-Master will attempt to sum the quantities of ingredients with the same name. However, if you enter the same ingredient two different ways (i.e., **chopped onions** and **Onions, chopped**), Meal-Master will not recognize them as being the same.

To allow some variation in ingredient names while still allowing use of the shopping list feature, the semicolon (;) and colon (:) characters have a special meaning when used in the ingredient name. Any characters entered after the semicolon or colon will be ignored when preparing the shopping list. This means that **onions; chopped** and **onions; finely chopped** would both appear as just "onions" in the shopping list, with one total quantity.

To accommodate long ingredient names that require an additional line, a "continuation" line can be entered. To specify that an ingredient name is a continuation of the previous line, start the ingredient name with a hyphen ("-").

Note: Lines which begin with "-" are not included in the shopping list.

Additional Ingredients

Repeat the above steps for each ingredient you wish to add. If you wish, you can scroll backwards and forwards (↑ and PgUp/PgDn keys), insert or delete lines (Alt+I and Alt+D keys), and revise lines while in the add mode. More information on revising ingredients is available in Chapter 6.

When you are through entering all your ingredients, pressing the **Esc** key will terminate ingredient entry and proceed to direction entry.

Entering the Directions

Directions are entered similar to ingredients, but many more editing features are available. In fact, entering direction text is much like typing in a word processor.

As you continue to type at the end of a line, Meal-Master will automatically insert another line and “word-wrap” to the new line. Table 4-2 lists the editing commands available while entering and editing directions.

Key	Description
INS	Toggles between Insert and Overtyping modes.
DEL	Deletes the character at the cursor position.
HOME	Moves the cursor to the beginning (left) of the field.
END	Moves the cursor to the end (right) of the existing text in the field.
↑	Moves the cursor up one line.
↓	Moves the cursor down one line.
→	Moves the cursor one position to the right.
ctrl+→	(hold down CTRL and press →) Moves the cursor to the beginning of the next word in the field.
←	Moves the cursor one position left.
ctrl+←	(hold down CTRL and press ←) Moves the cursor to the beginning of the previous word in the field.
ctrl+T	(hold down CTRL and press T) Deletes the word at the cursor position.
ctrl+Y or F10	(hold down CTRL and press Y) Deletes the line at the cursor, moving all successive lines up by one line.
ctrl+B or F5	(hold down CTRL and press B) Reformats the current paragraph, from the cursor position to the end of the paragraph. The end of a paragraph is signified by an indented line or a completely blank line.
alt-R or F6	(hold down ALT and press R) Reformat text, closing up unused space. Note that lines which begin with a space will not be reformatted; this allows use of a blank line or an indent to signify the beginning of a new paragraph.
RETURN	If in Insert mode, breaks the current line at the cursor position and moves text to the right of the cursor to a new line below the current line. If in Overtyping mode, moves the cursor to the beginning of the next line.
Esc	Saves all changes and ends direction editing.
Alt-Q	Cancels all changes and ends direction editing.

Table 4-2: Direction Editing Commands

When finished entering the direction text, press **Esc**. This will terminate direction entry and place you on the Revise menu, described in Chapter 6.

If you need to make any revisions to the recipe you just entered, you may use the Revise menu options to do so. When the recipe is complete, press the **X** key to leave the Revise menu.

Access

The search, revise, list, and mark functions are all accessed by typing an **S** on the Main menu.

```

>>>> Search/Revise Menu <<<<
C:\MM\SAMPLE
Search Criteria
Number: <any>
Category String(s): <any>
Title String: <any>
Ingredient String(s): <any>
Direction String: <any>

N Number      C Category  I Ingredient
T Title       D Direction

S Start Search      A AutoMark Search
M Marked Recipes    E Erase Marks (0)
F Find Flagged      U Undefined Categories
H Hide flagged deletions from Search: Yes
X Exit

Enter Selection: [ ]
    
```

Figure 5-1: Search Menu

The search function is used to locate recipes that you wish to list, revise, or mark (marking is used to designate a group of recipes for the Shopping list, Export, Add/Delete Category, and Title Index functions). In general, the following steps are followed:

1. Enter search criteria,
2. Perform the search, locating the desired recipe(s),
3. If desired, revise, list, or mark the selected recipe(s).

Meal-Master will let you search for a recipe specifically by its number, or by any combination of title, category, and ingredient criteria. Or, by leaving all criteria blank and starting the search, all recipes will be displayed.

Recipe Number Criteria

Selecting **N** from the search menu causes Meal-Master to prompt you for a recipe number to search for. When you type in a recipe number and press return, a second prompt is displayed:

```

Start at, or Jump to (S/J)? [S]
    
```

Press **S** or return to select "Start at". This limits the search to displaying recipe numbers equal to or larger than the one you have entered. Press **J** if you want to "jump" directly to that recipe number.

Requesting a specific "Jump to" number takes precedence over any other search criteria, and, if any other search criteria are present, they are removed when the number is entered.

To remove a recipe number from the search criteria, select **N** and press return.

Category Criteria

To search by category, type **C** on the search menu. You will be prompted for a category name, and a window will appear that lists the categories on your valid category table (see Maintenance/Setup, Chapter 9). You can use the **Left** and **PgUp/PgDn** keys to highlight a desired category, or type a series of letters to "jump" to the first entry

that begins with those letters. Pressing **return** selects the highlighted category, or pressing **Esc** allows you to enter a category search manually (this is especially useful when searching for categories not on your valid category table, or entering a complex category search).

When searching by category, Meal-Master normally looks for any partial match, so if you search for **Bread** you will find recipes whose categories include **Bread**, **Breads**, or any other variation. You can defeat this search method and force Meal-Master to search for an exact match by placing the category in quotes. For example, searching for **"Bread"** (*including the quotes*) will not include recipes which have a category of **Breads**.

You may also enter more complex category searches if desired. For example, you could enter **Soups and Chinese** to find only recipes that include both **Soups** and **Chinese** in their categories. You may enter up to five categories, each separated by "and" or "or", when specifying the search. Adding a hyphen ("-") before a category name will reverse the search; for example, searching for **"Soups and -Chinese"** would locate recipes that include **Soups** but do not have **Chinese** in their category list.

After you enter the category, another prompt will appear:

```
ALL OR PRIME (A/P):[A]
```

As described in Chapter 4 (Adding Recipes), each recipe can have up to five categories assigned, with the first category considered the "primary" category. If you wish the search to find only those recipes that have the requested category as their primary, or first category, type **P**. If you would like the search to find all recipes that have the requested category in any of their category entries, type **A** or just press Return.

You can locate recipes which do not reference any category names by searching for **None** in the category field.

To remove a category from the search criteria, select **C** from the menu, press **Esc** to close the category selection window, and press **Ctrl+Y** to clear the field. Press **Enter** to finish the operation.

Title Criteria

Pressing **T** on the search menu will allow you to enter title search criteria. You may enter a complete recipe title, or any word or phrase you wish. If the word or phrase is found anywhere in the title, the recipe will be selected. For example, if you entered **Chili**, all the following would qualify:

Chili with beans
Green chili
Nachos with chilies

You can also specify that Meal-Master only match on complete words in the title by placing quotes around your search. For example, in the above search if you entered **"Chili"** (including the quotes) then only the first two titles would match.

If you wish to limit the search to only those recipes whose titles *begin* with the specified string, then add two periods ("..") to the end. Using the above example, but searching for **Chili..**, only the first entry ("Chili with beans") would be selected because the other two do not *begin* with the word "Chili".

If you wish to remove title criteria from the search, select **T** and delete the entry using the **DEL** key, the **space** bar, or **Ctrl+Y**.

Ingredient Criteria

The ingredient search works much like the title search described above. When you press **I** on the search menu, you will be prompted to enter a word or phrase to search for. When the search begins, only those recipes whose ingredients contain the specified word or phrase will be selected. For instance, entering **onion** would select all the recipes that had any of the following in their list of ingredients:

Large onions
Chopped onion
Onion soup mix

A "complete word" search can be specified by enclosing the search string in quotes. For example, searching for **liver** will normally find both **liver** and **slivered almonds**. However, by searching for "**liver**" (note the quote symbols around the word **liver**) will **not** find **slivered almonds** in the search.

You may also search for multiple ingredients. For example, you can enter **Beef and Cheese** to find all the recipes that contain both Beef and Cheese as ingredients, or you could enter **Chicken or fish** to find any recipe that contained either chicken or fish as an ingredient.

Prefixing an ingredient with a hyphen tells Meal-Master to search for the absence of that ingredient. For example, searching for **Chicken and -salt** would find recipes that *do* contain chicken, but *do not* contain salt.

You can use both "and" and "or" in a single search. The order in which Meal-Master evaluates such searches is purely left-to-right, however. For example, if you specify **Beef and cheese or hamburger**, Meal-Master will search for recipes that contain either (Beef and cheese) or (hamburger) in their ingredients.

A more complicated example would be searching for **Beef or hamburger and cheese**. Since this is evaluated left-to-right, the search will find any recipe that contains either Beef or hamburger, and contains cheese. Since **and cheese** is the last part of the search, only recipes that contain cheese will qualify for the search.

To find recipes in the database which do not have any ingredient lines, enter **None** in the Ingredient search field.

If you wish to remove ingredient criteria from the search specification, select option **I** and use the **Del** key, **space** bar, or **Ctrl+Y** to erase the field's contents.

Direction Criteria

The direction search will find recipes which contain a certain word or phrase in their directions section. The ingredient search works much like the title search described above. When you press **D** on the search menu, you will be prompted to enter a word or phrase. When the search begins, only those recipes whose directions contain the specified word or phrase will be selected.

Starting the Search

When you type an **S** on the search menu, Meal-Master will begin searching your recipe file using the criteria you have entered for Number, Title, Category, or Ingredient.

If you have entered a combination of number (start at), title, category and/or ingredient, only those recipes that meet **all** the criteria will be selected.

If you have not entered any search criteria, then all recipes in the file will be selected. A quick way to list **ALL** your recipes is to access the Search menu, and press **S** to start the search without entering any criteria.

During the search, the number and title of each recipe selected is listed on your screen. You may interrupt the search by pressing any key. Each time the screen is full, or when all qualified recipes have been listed, Meal-Master will pause, highlight the first recipe on the list, and give you an options prompt at the bottom of the screen. See Figure 5-2 for an example of the Search Results screen.

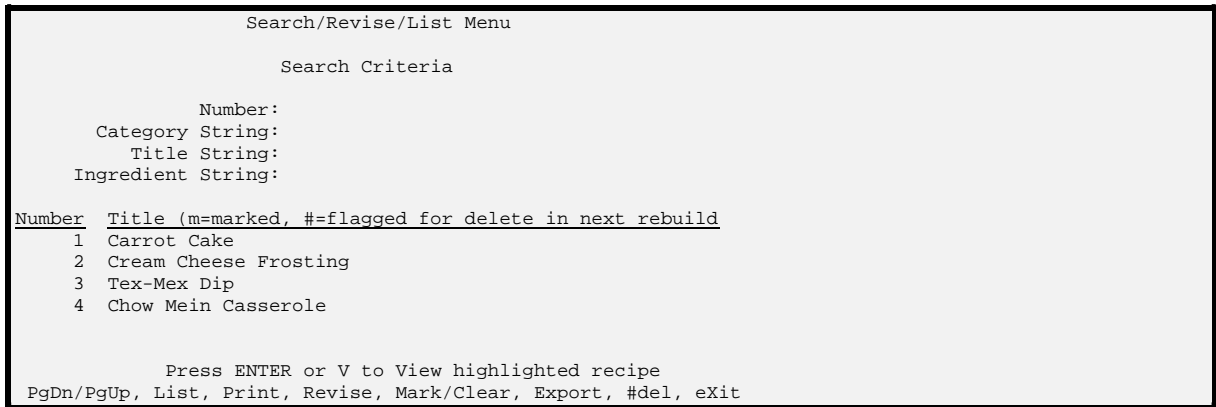


Figure 5-2: Search Results Listing

The up and down arrow keys can be used to move the highlight up or down the search listing. Note that the commands available are listed at the bottom of the screen. A description of each command follows.

Viewing a Recipe

Pressing **Enter** will view the highlighted recipe. When done viewing, press **Esc** to return to the search screen.

Continuing the Search

If you press **PgDn** or the **Spacebar**, the screen will be cleared and the search will continue, displaying the next screen of search results.

Searching Back

If you press **PgUp**, the screen will be cleared and the search will return to the previous page (if any) of the listing.

Listing a Recipe

Pressing **L** will allow you to List the highlighted recipe to the screen (just as pressing Enter), or List the recipe to the printer. (Note: pressing **Enter** to view, or **P** to print, are more direct methods than using **L**). More information about listing recipes, and how to change the format, can be found in Chapter 7. After pressing **L**, another prompt is displayed so you may select the printer or your screen as the output destination.

Printing a Recipe

Selecting **P** will immediately print the highlighted recipe on your printer.

Revising a Recipe

Pressing **R** will select the highlighted recipe for revision, and display the Revise menu as described in Chapter 6.

Marking and Clearing

Pressing **M** will toggle the mark status of the highlighted recipe; that is, if it is not marked then pressing **M** will mark it and if it is already marked then pressing **M** will clear it. (Marking recipes is used to specify a group of

recipes to be processed in the shopping list, batch print, add/delete category, title index, and/or export facilities, which are explained in Chapter 8.) A lower case "m" is displayed beside the recipe number of marked recipes.

Exporting a Recipe

Pressing **E** will allow you to export the highlighted recipe to a DOS file. After pressing **E**, the Export menu will be displayed with the highlighted recipe information already filled into the menu blanks. You may specify a filename for the export, and whether you want to append or replace an existing file of the same name. Press **Enter** to Export the recipe, or **Esc** to return without exporting. See the section on Exporting in Chapter 8 for detailed information about the Export function.

Flagging for Deletion

Pressing **#** will toggle the "flagged for deletion" status of the highlighted recipe. When flagged for delete, recipes can still be found and restored until the next "Rebuild" process is run (see Chapter 9 for more information about Rebuilding).

Exiting the Search Results Screen

Pressing **X** or Esc will stop the search, and return to the Search menu.

Starting an Automark Search

Pressing **A** from the Search menu will start a search exactly as pressing **S** does, except that all recipes displayed in the search will automatically be marked. This feature allows easy marking of a set of recipes for later use in the batch print or Export functions.

There are two types of automark searches. When you select **A**, a second prompt will appear:

Automark: C Continuous, P Page-by-Page: []

Selecting **P** will cause the search to proceed one page at a time, marking each recipe as it is displayed. This lets you verify the search page-by-page, or individually unmark recipes if you wish. Selecting **C** will cause the search to proceed continuously through the database, marking all recipes that meet the search criteria (up to the limit of 1000 marks). During either type of search, you can interrupt the search before it completes by pressing any key.

Displaying Marked Recipes

Selecting **M** from the search menu will display the recipes that have been marked, if any. The search options (List, Print, Revise, Mark/Clear, Export, #delete, as described above) will be displayed at the bottom of each screen. This option is exactly like a normal Search, with all options as explained above, except that it displays the Marked recipes instead of using the search criteria to select recipes.

Erasing Marks

Pressing **E** on the search menu will erase (clear) marks from all recipes.

Finding Recipes Flagged for Deletion

Pressing **F** on the Search menu will list the recipes that have been flagged for deletion, if any. The search options (List, Print, Revise, Mark/Clear, Export, #delete as described above) will be displayed at the bottom of each screen.

You can easily restore a recipe that has been flagged for deletion in one of two ways. First, you can highlight the recipe and press the **#** key to toggle the flagged status off. Second, you can select **R** to revise the recipe. If you

select **R**, you will be asked to verify that you want to restore the recipe before you can revise it. If you verify the restoration by pressing **R** a second time, the Revise menu will be displayed. If not, you will be returned to the list of flagged recipes.

Unlisted Category Search

If you delete categories from the category table (see chapter 9), or if you import recipes from other sources, you may have recipes in your database with categories that do not match your personal category list. You can find such recipes with the Unlisted Category Search feature. Simply press **U** to start the search, and Meal-Master will compare the categories on each recipe to those on the valid category table, and display any recipes with non-matching category names.

Controlling Display of Flagged Deletions

Pressing **H** will toggle whether recipes flagged for deletion are displayed in searches. The normal status is “Yes”, meaning that any recipes you have flagged for delete will *not* be displayed during any searches (except the “Find Flagged” search). If you decide to want to see the flagged recipes in your search, press **H** to toggle the status of this option to “No”.

Leaving the Search Menu

Pressing **X** will leave the Search Menu and return to the Main Menu.



Access

The Revision menu is reached by typing **R** in response to the options prompt at the bottom of each search results screen, as described in Chapter 5.

Figure 6-1: Revise Menu

Revising the Title

Pressing **T** allows you to edit the recipe title. You may update the title as desired, and press return when done. Table 6-1 describes the editing commands available while editing the title.

Key	Description
INS	Toggles between Insert and Overtype modes.
DEL	Deletes the character at the cursor position, and moves all characters to the right of the cursor one position left.
HOME	Moves the cursor to the beginning (left) of the field.
END	Moves the cursor to the end (right) of the existing text in the field.
}	Moves the cursor one position to the right.
[Moves the cursor one position left.
RETURN	Indicates you are done editing the field and saves the value.

Table 6-1: Title Editing Functions

Revising the Categories

Typing a **C** allows you to add, revise, or delete categories for the recipe. Each possible category (1 through 5) is presented in order, and you may change or delete each category entry. If you wish to keep a category entry as is, just press the return key.

If you want to change a category, simply type in the new value, or press the **F1** key to display a selection window. With the window displayed, you can use the **[** **]** and **PgUp/PgDn** keys to highlight your choice, or press a series

of letter keys to “jump” to the first category that starts with those letters. Pressing Esc will allow you to manually enter a category, whether or not it exists on the valid category table.

To delete a category entry, use the delete key to delete the entire entry, and press return.

Revising the Recipe Yield

When you select **Y** from the Revise menu, you will be prompted for a new yield amount. You may enter a new yield, or press return only if you want to keep the current value. If you enter a new value, Meal-Master will ask if you want it to automatically adjust each ingredient quantity proportionate to the change you have made.

Adjust ingredient quantities to reflect yield change (Y/N)? []

If you answer **N**, ingredient quantities will be left as they are, and not increased or decreased to match the new serving quantity. This would be appropriate if you have found that the recipe, as entered, actually makes more or fewer servings than indicated.

If you answer **Y**, all ingredient quantities, except those which have an “x” unit of measure (“per serving”), will be revised proportionate to the serving size change you have made. In the example shown in Figure 6-2, the serving quantity was changed from 12 to 24. The ingredient quantities are automatically adjusted to 24/12 (twice) their previous values.

Ingredient	Old Qty	New Qty
Sugar	1 c	2 c
Vanilla	1 t	2 t
Flour, whole wheat	2 c	4 c
Baking soda	1 t	2 t
Baking powder	1 t	2 t
Carrots; shredded	3 c	6 c
Oil	1 c	2 c
Brown sugar	1 c	2 c
Eggs	4	8
Dry milk	1/3 c	2/3 c
Salt	1 t	2 t
Cinnamon	2 t	4 t
Walnuts; chopped	1 c	2 c

Ingredients adjusted to 24/12 old values.
Press any key to continue...

Figure 6-2: Automatic Ingredient Scaling

Note that if you are displaying quantities in common fraction form, upscaling/downscaling may adjust quantities by less than 1/16 unit, but 1/16 unit is the smallest fraction Meal-Master will display. When adjusting recipes with very critical measurements, it is recommended that the serving size be increased or decreased only to an even multiple of the existing size (i.e., double, triple, quadruple, etc. when upscaling, or half, third, quarter, etc. when downscaling), to avoid this loss of accuracy. Alternately, you may wish to change to decimal quantity display, which always displays more accurately.

Revising the Yield Units

Pressing **U** will prompt you for a new value in the Yield Units field. You may enter any value you wish in this field, such as **servings, loaves, cups**, or whatever best describes the yield of the recipe.

Changing this value will not automatically rescale quantities. For example, changing this value from **pints** to **gallons** will have no effect on the ingredient quantities in the recipe. If you wish to make this type of change, you must first rescale the recipe, then change the yield.

For example, to change a recipe that makes “4 pints” to say “1 gallon”, requires two steps. First, change the Yield from 4 to 1, and when prompted about adjusting ingredient quantities, answer “no.”. Then change the Yield Units to “gallon.”

Revising the Ingredients

When you select **I** from the Revise menu, a window is created near the center of the screen and the ingredients are listed there. You may scroll the ingredients up and down in this window using the up and down arrow keys.

To update an ingredient, simply overwrite the current values in the quantity, unit of measure, and name fields. Table 6-2 lists the editor commands available while editing the ingredients.

Key	Description
INS	Toggles between Insert and Overtyping modes.
DEL	Deletes the character at the cursor position, and moves all characters to the right of the cursor one position left.
HOME	Moves the cursor to the beginning (left) of the field.
END	Moves the cursor to the end (right) of the existing text in the field.
{	Moves the cursor one position to the right.
ctrl+{	(hold down CTRL and press {) Moves the cursor to the beginning of the next word in the field.
	Moves the cursor one position left.
ctrl+	(hold down CTRL and press) Moves the cursor to the beginning of the previous word in the field.
ctrl+T	(hold down CTRL and press T) Deletes the word at the cursor.
ctrl+Y	(hold down CTRL and press Y) Deletes the entire field.
Alt+I	Inserts a new ingredient line above the current cursor position.
Alt+D	Deletes the ingredient line at the cursor position.
Tab	Indicates you are done editing the field and moves to the beginning of the next field.
Shift+Tab	(hold down Shift and press Tab) Indicates you are done editing the field and moves to the beginning of the next field.
RETURN	Indicates you are done editing the field and moves to the beginning of the next field..
Esc	Saves all changes and returns to the Revise menu.
Alt-Q	(hold down Alt and press Q) Cancels all changes and returns to the Revise menu.

Table 6-2: Ingredient Revision Commands

With the cursor positioned in the unit of measure field, an additional option is available. Pressing **F1** will display a window with the available unit selections. To select a unit from this table, use the arrow keys to highlight your choice and press **Enter**; to exit the window without selecting a new unit simply press **Esc**.

Automatic Unit Conversion

In addition to normal editing commands, Meal-Master is fully capable of automatically converting between compatible units of measure. For example, if a measurement was originally entered in teaspoons, but you want to see the measurement in tablespoons instead, Meal-Master will automatically perform the necessary math on the quantity field.

If the current unit of measure is expressed in Weight or Volume, pressing **Alt-U** (hold down Alt and press U) will change the current unit to the next unit of the same type (volume or weight) and automatically rescale the quantity appropriately. If the quantity is too large or too small to display in the units selected, it will display as “++++”.

If you press **Alt-U** for an ingredient that uses a unit of measure that cannot be converted (i.e., “blank” or “x”), Meal-Master will beep to let you know that no conversion can be made.

Automatic conversion is especially useful if a recipe has been upscaled or downscaled dramatically. For example, if a recipe that uses 3 teaspoons of an ingredient is upscaled to three times its original serving size, the ingredient would be listed as 9 teaspoons. Using the automatic conversion feature, you can have Meal-Master convert this to 3 tablespoons instead.

In addition to the **Alt-U** command, there are two commands available to convert **all** ingredients in the recipe at one time. Pressing **Alt-E** will convert all ingredients to English measures, and pressing **Alt-M** will convert all ingredients to Metric measures. The rules for conversion are the same as for **Alt-U** discussed above.

Revising the Directions

Pressing **D** on the Revise menu will create a window near the screen's center, and the existing directions will be displayed there. The directions window works like a small "word processor". Table 6-3 lists the editing commands available while editing the directions.

Key	Description
INS	Toggles between Insert and Overtyping modes.
DEL	Deletes the character at the cursor position.
HOME	Moves the cursor to the beginning (left) of the field.
END	Moves the cursor to the end (right) of the existing text in the field.
↑	Moves the cursor up one line.
↓	Moves the cursor down one line.
→	Moves the cursor one position to the right.
ctrl+→	(hold down CTRL and press →) Moves the cursor to the beginning of the next word in the field.
←	Moves the cursor one position left.
ctrl+←	(hold down CTRL and press ←) Moves the cursor to the beginning of the previous word in the field.
ctrl+T	(hold down CTRL and press T) Deletes the word at the cursor position.
ctrl+Y or F10	(hold down CTRL and press Y) Deletes the line at the cursor, moving all successive lines up by one line.
ctrl+B or F5	(hold down CTRL and press B) Reformats the current paragraph, from the cursor position to the end of the paragraph. Note that lines which begin with a space will not be reformatted; this allows use of a blank line or an indent to signify the beginning of a new paragraph.

alt-R or F6	(hold down ALT and press R) Reformat text, closing up unused space. Note that lines which begin with a space will not be reformatted; this allows use of a blank line or an indent to signify the beginning of a new paragraph.
RETURN	If in Insert mode, breaks the current line at the cursor position and moves text to the right of the cursor to a new line below the current line. If in Overtyping mode, moves the cursor to the beginning of the next line.
Esc	Saves all changes and ends direction editing.
Alt-Q	Cancels all changes and ends direction editing.

Table 6-3: Directions Editing Commands

Viewing a Recipe

Selecting **V** from the Revise menu will access the View function. This will allow you to review the recipe on your computer screen. If the recipe is longer than one page, you can use the **↑**, **PgUp** and **PgDn** keys to scroll through it. Listing recipes, including ways to control formatting, is more fully explained in Chapter 7.

Printing a Recipe

Selecting **P** from the Revise menu will access the Print function. This will allow you to print a hard-copy of the current recipe on your printer. See Chapter 7 for more information about listing recipes.

Exporting a Recipe

Pressing **E** will allow you to export the recipe to a DOS file. After pressing **E**, the Export menu will be displayed with the highlighted recipe information already filled into the menu blanks. You may specify a filename for the export, and whether you want to append or replace an existing file of the same name. Press **Enter** to Export the recipe, or **Esc** to return without exporting. See the section on Exporting in Chapter 8 for detailed information about the Export function.

Marking and Clearing

Pressing **M** will toggle the current mark status of the recipe; that is, if already marked it will be cleared, if currently clear it will be marked. The menu prompt for option **M** will read "Mark Recipe" when the recipe is not marked, and "Clear Recipe" when the recipe is marked, to indicate the action that will be taken when you select **M**.

Flagging for Deletion

If you select **#** from the Revise menu, the recipe will be flagged for deletion. The recipe is not deleted, and can still be found and displayed in searches (if you select to display deleted recipes), but with a **#** beside the title to indicate the "flagged for delete" status.

If a flagged recipe is selected for revision, you will be asked if you want to restore the recipe. If you answer yes, the deleted status will be cleared, and the recipe will again be fully available.

Recipes flagged for delete remain accessible in this manner until the "Rebuild" option is used from the Maintenance/Setup menu, as described in Chapter 9. At that time, all flagged recipes are permanently deleted from the file, and the space they were using on the database is reclaimed for use by additional recipes.

Access

There are several ways to access the list feature.

From the Search Results screen, pressing **Enter**, **P** for print, or **V** for View will all invoke the List feature. From the Revise menu, pressing **V** for View or **P** for Print will access the List feature.

Prompted/As Stored Serving Sizes

If the *Prompted/As Stored Serving Size* option on the Maintenance menu is set to *Prompted*, you will be given a chance to change the serving size before the recipe is listed. An example of this prompt is shown in Figure 7-1.

```
Specify Number of Servings for this Listing

Title: Carrot Cake
Categories: Cakes, Desserts

Standard servings: [12]
Servings for this listing: [12 ]

Press Return to Continue

(This prompt can be disabled via Maint. Menu)
```

Figure 7-1: Serving Size Prompt

If you wish to change the quantity, simply overtype it and press return. Press return alone if you do not want to change the quantity. Any change made only affects the current listing; the change is *not* stored on the recipe database.

Printer/Screen Selection

If you accessed the list function by pressing **P** for Print, then your listing will automatically be sent to the printer. If you accessed it using **V** for View (or by using **Enter** on the Search menu), then your listing will automatically be sent to the screen.

If you accessed the List function using **L** on the Search results screen, then before starting the listing Meal-Master will ask if you want the recipe listed on the screen or your printer:

```
----- Select Output Device -----
Press P for Printer, S for Screen: [ ]
```

If you select **P**, the recipe will begin to print on your printer. (Meal-Master assumes you have a parallel printer. If you have a serial printer, you can use the DOS Mode command to accommodate it. See your DOS manual for more information about the Mode command.)

If you select **S**, the recipe will be listed on your monitor screen (see Figure 7-2). If the recipe is larger than can be displayed on one screen, you can use the **PgUp/PgDn** and **↑ ↓** arrow keys to scroll the display up or down.

When viewing the recipe on screen, an indicator at the bottom right of the display screen will tell you which page (screen) you are currently viewing, and the total number of pages available. Press the **Esc** key when you are done viewing the recipe.

```

      PgUp/PgDn      Home/End      Esc to quit

Title: Carrot Cake
Categories: Cakes Desserts
Yield: 12 servings      MM#: 1

1 c Oil                1 c Sugar
1 c Brown sugar        1 t Vanilla
4 Eggs                 2 c Flour, whole wheat
1/3 c Dry milk         1 t Baking soda
1 t Salt               1 t Baking powder
2 t Cinnamon           3 c Carrots; shredded
1 c Walnuts; chopped

In large bowl, blend oil and sugars on low until well
mixed. Add vanilla. Beat in eggs, one at a time, blending well after each addition. Stir together dry
ingredients and add to egg mixture
until well blended. Stir in walnuts and carrots by hand. Pour
batter into well greased and floured 10" tube pan or fluted pan.
Bake at 350f for 50-60 minutes. Cool in pan, then top with powdered sugar or frosting of your choice.

(mmout.tmp)                        Page 1 of 1

```

Figure 7-2: Recipe Listing on Screen

Form Sizes and Printer Commands

You can accommodate many different sizes and styles of printer forms by using the printer settings, which are described in Chapter 9. You can select the number of lines per page, whether your forms are single or continuous, and you can specify a command string to be sent to the printer.

For example, if you have an Epson printer and want to print on individual 3" x 5" index cards, you could use the following settings:

```

Lines per Page: ..... 18
Pause between pages? ..... YES
Printer Init.: ..... \015

```

Since most printers print at 6 vertical lines per inch, the form length is set to 18 lines (3" x 6 lines = 18), the number of lines available on the 3" long card.

With the Print Pause option set to **YES**, each time the bottom of the card is reached, the printer will stop, and Meal-Master will ask you to insert another. You may insert another card, or, if you want to print on both sides of each card, turn the current form over and reinsert it into the printer.

The printer initialization character (15) selects condensed print on most Epson printers, allowing the recipe text to fit on the 5" wide forms.

Note that there are two sets of printer setup information, one for Recipes and another for Listings (Indexes and Shopping Lists). The above settings refer, of course, to the Recipe settings.

More information on setting these options can be found in the Maintenance/Setup description in Chapter 9. Also, you should consult your printer manual for its specific print control codes.

Formatting Options

There are several other options available that will change the output format of recipes you list. These options can be changed on the Maintenance menu, and are described in Chapter 9.

One of the options allows you to specify whether the ingredients should be listed in a single column, or in two columns. A related option lets you to specify whether ingredients listed in the dual column format should be listed in a "down-then-across" sequence, or in a "across-then-down" sequence.

Another option allows you to choose whether quantities are displayed in common fractions or their decimal equivalents, regardless of how they were input.

These formatting options are discussed in more detail in Chapter 9.

Access

The Utilities menu is reached by selecting **U** at the Meal-Master Main menu.

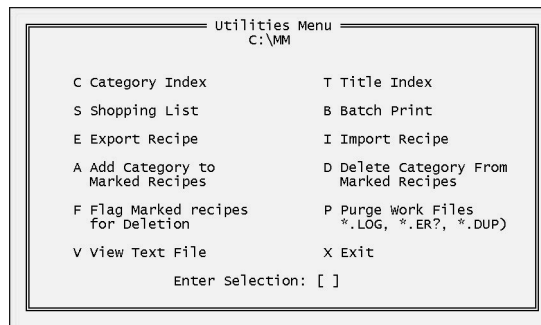


Figure 8-1: Utilities Menu

Category Index

The category index is sorted by category and recipe name. When producing the Category Index, each recipe is normally listed under every applicable category; that is, a recipe with multiple categories will appear in the index under each of its categories. Select **C** from the Utilities menu to display the Category Index menu (see Figure 8-2).

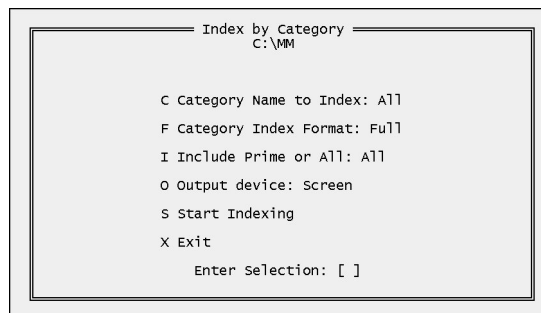


Figure 8-2: Category Index Menu

Several options can be selected from this menu to control the category index.

Selecting **C** will allow you to enter a category name. If entered, the index will contain recipes for that category only. If left blank, the entry will default to All categories. Do not enter the word **All** to get all categories; leaving the field blank automatically displays the word **All** and selects all categories. *(Note: if you have a very large database, you may not have enough free memory to process a complete index. This option allows you to process the index one category at a time, which should be small enough to be processed in the available memory).*

Selecting **F** will allow toggle between the “Full” and “Counts Only” formats. The “Full” format lists each category name found in the database, along with each recipe title in that category. The “Counts Only” format displays each unique category name found in the database, along with a count of how many recipes include that category.

Selecting **I** will toggle between **Prime** and **All**. If **All** is selected, then recipes will be listed under each of their categories. If **Prime** is selected, recipes will be listed once under their Prime, or first, category only.

Selecting **O** will toggle between “Screen”, “Printer”, “File CTINDEX.TXT on default path”, and “File CTINDEX.TXT on database path” as the output device for your index. If you select **Screen**, the index will be displayed on your monitor and you will be able to scroll the listing forward and backward using the **↑** **↓** keys or the **PgUp/PgDn** keys. Selecting **Printer** will send the index to the LPT1: print device. When sending output to the printer the forms length, initialization string, and print pause mode entered on the Maintenance/Setup menu will be used to format the listing. Selecting **File CTINDEX.TXT** will print the index to a file, allowing you to use it with other application programs.

Select **S** to start the index process using the options you have selected. See Figure 8-3 for an example of the Category index.

↑↓ PgUp/PgDn Home/End ESC to quit ** Meal-Master Recipe Index ** Recipes with Any Value in Any Category	
Category	Title / (No.)
Appetizers	Chiles Rellenos de Queso (32)
	Garlicky Clam Dip (6)
	Tex-Mex Dip (3)
Beverages	Black Russian (13)
	Bloody Mary (14)
	Margarita (15)
	Whiskey Sour (16)
Breads	All-Bran Seed Loaf (10)
	Apple Crunch Muffins (26)
	Beer Bread (11)
	Grandma's Current Pound Cake (31)
	Pop-up Pizza (5)
	Whole Wheat Bread (Machine) (34)
Cajun	Cajun Meat Loaf (24)
(mmout.tmp)	

Figure 8-3: Category Index Example

Title Index

The Title Index lists each recipe once, in order alphabetically by the recipe name. It can be used to prepare an index of all recipes in the database (if you have sufficient memory), or for an alphabetical range of recipe names. Select **T** to display the Title Index menu (see Figure 8-4).

Index by Title C:\MM\SAMPLE F First Letter in Index: A L Last Letter in Index: Z I Include: All Recipes A Alphabetic Sub-Titles: YES O Output device: Screen S Start Indexing X Exit Enter Selection: [_]
--

Figure 8-4: Title Index Menu

Several options can be selected from this menu to control the Title Index.

Selecting **F** will allow you to specify the beginning letter for the index. The default is **A**, but can be set to any letter of the alphabet or a special character. For example, selecting **C** would start the index with recipes whose titles begin with the letter **C**, skipping all those titles that begin with **A** or **B**.

Selecting **L** will allow you to specify the ending letter for the index. The default is **Z**, but can be set to any letter of the alphabet. For example, selecting **W** would end the index with recipes whose titles begin with the letter **W**, skipping all those titles that begin with **X**, **Y**, or **Z**. (Note: if you have a very large database, you may not have enough free memory to process a complete index. Using the **First** and **Last** options allow you to process the index in several “pieces”, each small enough to be processed in the available memory.)

The index menu will not allow you to specify a beginning letter greater than the ending letter, or an ending letter less than the beginning letter.

Pressing **I** toggles the selection of either **All Recipes** or only the recipes that are currently marked. If set to **Marked Recipes Only**, the index listing will contain only the recipes that you have marked through the Search menu (see Chapter 5).

The **A** option controls whether alphabetic subtitles are displayed in the index listing. When set to **Yes**, a subtitle will be inserted each time the first letter of the title changes. For example, before the first recipe title beginning with "A", a subtitle of "-- A --" will be inserted, and a subtitle of "-- B --" will be inserted before the first recipe title that starts with the letter "B". To suppress these subtitles from your index, set this option to **No**.

Selecting **O** will toggle between **Screen**, **Printer**, **File CTINDEX.TXT on default path**, and **File CTINDEX.TXT on database path** as the output device for your index. If you select **Screen**, the index will be displayed on your monitor and you will be able to scroll the listing forward and backward using the **↑** **↓** keys or the **PgUp/PgDn** keys.

Selecting **Printer** will send the index to the LPT1: print device. When sending output to the printer the forms length, initialization string, and print pause mode entered on the Maintenance/Setup menu will be used to format the listing. Selecting **File CTINDEX.TXT** will print the index to a file, allowing you to use it with other application programs, such as a word processor or publishing program. File output can be placed on the "default" path (where you were when starting the MM program), or on the drive/directory where the current database is stored.

Select **S** to start the index process using the options you have selected. See Figure 8-5 for an example of the Title index.

↑↓ PgUp/PgDn Home/End ESC to quit ** Meal-Master Recipe Index - Title Sequence **		
No.	Title	Primary Category

-- A --		
10	All-Bran Seed Loaf.....	Breads
19	Aniseed Chrabell.....	Cookies
20	Aniseed Cookies.....	Cookies
26	Apple Crunch Muffins.....	Muffins
-- B --		
22	Baked Vanilla Cheesecake.....	Cakes
11	Beer Bread.....	Breads
13	Black Russian.....	Beverages
14	Bloody Mary.....	Beverages
12	Bogracs Gulyas (kettle goulash).....	Main dish
-- C --		
24	Cajun Meat Loaf.....	Cajun
1	Carrot Cake.....	Cakes
29	Chicken Avocado Melt.....	Poultry
32	Chiles Rellenos de Queso.....	Appetizers
25	Chocolate Cherry Cheesecake.....	Cakes
(mmout.tmp)		Screen 1 of 3

Figure 8-5: Title Index Example

Shopping List

Selecting **S** from the Utilities menu will prepare a shopping list for a group of recipes. The recipes you wish included must first be marked using the Search menu (see Chapter 5).

Meal-Master collects all the ingredients from the marked recipes and sorts them into alphabetical order. If the same ingredient is found on multiple recipes, then the quantities will be summed if possible.

If two ingredients to be summed have different unit of measure entries, the item with the smaller unit of measure will be converted to the larger unit of measure. Of course, no conversion can be done between those items with a blank, "x" (as required), "pk" (package), "cn" (can), "pn" (pinch), "ds" (dash), "dr" (drop), or "ea" (each) unit of measure and those using other units.

Ingredient names must normally be identical for them to be summarized. One exception to this is when the semicolon character (";") or the colon character (":") is used within an ingredient name: Only characters up to this

character are used in the shopping list. For example, the ingredient entries **Onions; chopped** and **Onions: finely chopped** will both appear on the shopping list as **Onions** with one total quantity.

It is important to understand how Meal-Master processes quantities when building the shopping list. For example, if one recipe uses “1 cup flour” and another recipe uses “1 tablespoon flour”, Meal-Master would calculate the total quantity as being 1 1/16 cups. Figure 8-6 shows an example of the shopping list.

Meal-Master Shopping List			
Qty	UM	Ingredient	Required for:
4 ts		Aniseed	Aniseed Chrabeli (19) Aniseed Cookies (20)
1 c		Apples, tart	Apple Crunch Muffins (26)
1/2		Avocado	Chicken Avocado Melt (29)
3 md		Avocadoes	Tex-Mex Dip (3)
4 tb		Bacon fat	Bograc's Gulyas (kettle goulash) (12)
4 tb		Baking powder	Beer Bread (11) Kahlua Brownies (28)
			Vegetable Tamale Pie (35)
			Carrot Cake (1)
			Apple Crunch Muffins (26)
			Aniseed Cookies (20)
6 ts		Baking soda	All-Bran Seed Loaf (10)
			Chocolate chip Cookies (17)
			Waldorf Red Velvet Cake and Frost+ (30)
			Oatmeal Raisin Cookies (18)
			Vegetable Tamale Pie (35)
			Snickerdoodles (8)

Figure 8-6: Shopping List Example

If you intend to upscale or downscale recipes that include very critical measurements, you should either switch to decimal quantity display, or be sure that you increase and decrease recipes in even multiples of their serving quantity. For example, evenly doubling a recipe will not risk shopping list inaccuracy.

After Meal-Master has assembled the shopping list, it will ask if you wish to send the listing to the computer screen, printer, or file. If you select the printer, Meal-Master will begin printing the list.

If you choose to display the listing to the screen, the first page of the listing will be displayed. If there are additional pages, you can access them by pressing the **PgDn** or **|** key. You can also return to previous pages using the **PgUp** or **|** key. An indicator at the bottom right of the screen will tell you the current page you are viewing, and the total number of pages available.

Selecting **F** for file will place the formatted shopping list in a file named “SHOPLIST.TXT”. This option is useful if you want to use your word processor to edit the shopping list after Meal-Master has prepared it.

Batch Print

Entering **B** on the Utilities menu will display the batch print menu (see Figure 8-7).

```

Recipe Batch Print

Marked or Range (M/R):  [R]

Recipe Numbers to Print: [1    ] - [3    ]

Go or Exit (G/X):  [G]

```

Figure 8-7: Batch Print Menu

With the batch print feature, you can automatically print a group of recipes that have previously been marked using the Search menu (see Chapter 5), or print a range of recipe numbers.

To print the marked recipes, enter an **M** in response to the **M/R** prompt. To print a range of recipes, enter an **R** in the **M/R** field and then enter the beginning and ending recipe numbers in the fields provided. Enter a **G** in the last field and press return to start the batch print. Pressing **Esc** at any time will return to the Utilities menu.

Each recipe in the range, or each marked recipe, will be printed in succession, and the screen will continually indicate the number of recipes left to print. The lines per page, print pause, and initialization string from the Maintenance/Setup menu will be used to format the recipes, as described in Chapter 9.

Export to File

Pressing **E** on the Utilities menu displays the Export menu (see Figure 8-8).



```

                                Export Recipe To File

                                Name of Output File: [TRANSFER.TXT]
                                Create, Append, Replace (C/A/R): [ ]

                                Individual, Marked, Range (I/M/R): [ ]
                                Recipe Number to Export: [ ]

                                Normal, BB, or MMMM Format (N/B/M): [ ]
                                Single or Dual Columns (S/D): [ ]

                                Go or Quit: [ ]
  
```

Figure 8-8: Export Menu

This menu allows you to specify an output file name and cause listings of selected recipes to be copied to that file, allowing the recipe(s) to be used in a word processing program, uploaded to an electronic bulletin board system, or provided to another computer user on diskette. If the file name you specify already exists, you are given the option of replacing it or appending it. By using the append option, you can place several extracted recipes in the same output file.

Meal-Master will propose the path and name of the file you last used for exporting. You may accept this filename, or overwrite it with a new one. If you enter a number as the file's extension, Meal-Master will automatically increment the file number each time it exports a recipe. For example, if you entered **TRANSFER.001** as the file name and then exported (3) recipes, the first recipe would be written to **TRANSFER.001**, the second to **TRANSFER.002**, and the third to **TRANSFER.003**. If the number needs to be incremented beyond 999, the last character of the file name will be used. For example, the next file created after **TRANSFER.999** would be **TRANSFE1.000**. This feature is very useful for exporting a series of Marked recipes into individual files.

You can choose to export an individual recipe, a range of recipe numbers, or all the recipes previously "marked" using the Search menu. If you choose **Marked**, the number of marked recipes will be displayed. If you choose **Individual**, you must then enter the number of the recipe to be exported. If you choose **Range**, then you must enter both a starting and ending recipe number to be exported.

The next two fields allow you to select the format of the export. The format of an exported recipe is very similar to a recipe that has been printed from Meal-Master. Export files are standard "ASCII" files, which can be easily used by most word processing and communications programs.

You can choose between the **Normal**, **Bulletin Board (BB)**, or **MMMMM** formats (these formats are described further in chapter 9). You can also choose whether the export has single or dual column ingredients. These fields will initially propose the values that are set on the Maintenance/Setup menu, but can be changed by typing the appropriate value.

Entering **G** in the last field and pressing Return will start the export process. Press **Esc** at any time if you want to return to the Utility menu.

Import from File

The Import function provides the ability to read files previously exported from Meal-Master. This makes recipe exchange between Meal-Master users extremely convenient - one user exports the recipe to a file, and provides it to the other, who uses the Import function to add the recipe to their own Meal-Master database.

Meal-Master will only import files in “Meal-Master” format. You must enter the name of a file which was created by the Meal-Master Export function, or has been otherwise prepared in Meal-Master format. Recipes can be manually formatted in a word processor to “look” like Meal-Master export files, thus allowing them to be imported. Also, the Conversion program supplied with Meal-Master will process files from several other recipe programs into files that can be imported by Meal-Master. Importing of files not specifically matching the Meal-Master format may be possible, but cannot be guaranteed!

File Name to Import

After selecting **I** from the Utilities menu, you will be asked to specify a filename for the import. Meal-Master will suggest the path from which you last imported a file.

```
Enter filename & press Enter or filepath & F1 for list
Import From File: [C:\MM\TRANSFER.TXT      ]
```

You can enter a filename and press **Enter**, or you can enter a drive, directory, and file specification then press **F1** to get a listing of all files that match the specification. For example, you could enter **C:\MM*.TXT** and press **F1** to get a listing of all the files ending in **.TXT**. You can highlight an entry on the list using the up/down arrow keys, or type a series of letters to “jump” to the first filename that matches those letters. Press **Enter** to select the highlighted filename, or press **Esc** to return to the filename prompt without making a selection.

Once you have entered the name of an existing file, the Import menu will be displayed (see Figure 8-9).

```

      RECIPE IMPORT MENU

File: C:\MM\TRANSFER.TXT

M Mode.....: MANUAL

  E Error Handling.....: N/A
  D Duplicate Handling.: N/A

R Reformat Directions: YES

S Start Importing

X Exit

      Selection: [ ]
```

Figure 8-9: Import Menu

Import Mode

Pressing **M** toggles the import mode between **Manual** and **Automatic**. When in Manual mode, each recipe is displayed and you are asked how it should be processed. In Automatic mode, Meal-Master will review the recipes and determine, based on the options you specify, how each recipe should be processed.

If you start an import in Automatic mode, you can interrupt it by pressing any key, which will display an options prompt:

```

      Interrupted...
      Press C-Continue, M-Manual Mode, X-Exit: [ ]
```

Answering **C** continues the import, while answering **M** switches to Manual mode. Answering **X** terminates the import process completely and returns to the Utilities menu.

Error Handling

This option is only available if the Import Mode is set to **Automatic**. Pressing **E** will toggle among three settings that tell Meal-Master how to proceed when it finds an error in the import file. Each option is described below.

Manual tells Meal-Master that when an error is found, it should temporarily stop importing, and alert you to the error. You will be given the opportunity to decide how to process the error (see Manual Mode, below), after which the Import will continue in automatic mode.

Log to Import.Log tells Meal-Master to skip over the recipe which has errors, but to make an entry in the **Import.Log** file. The entry will include an error message, and the first two lines of the recipe. The log file is a simple text file which you can review later to see which recipes were not processed.

Copy to Import.Er1 tells Meal-Master to make a copy of the recipe which has errors in the **Import.Er1** file. The **Import.Er1** file is a simple text file, and will contain the entire recipe (header to footer) that was skipped. This option is especially useful for importing large files since it allows the import to proceed through a file unattended, simply placing the recipes which need manual handling in a separate file. You can then later import the **Import.Er1** file using Manual mode, handling each error as appropriate.

Note that when you import the **Import.Er1** file, you could potentially need to write more errors to the **Import.Er1** file -- which would be impossible if you were importing it! For this reason, if you attempt to import the **Import.Er1** file, the program will require that you rename it to a name which you can specify, plus the special extension of **.Er2**. The import will then proceed, reading from the renamed **.Er2** file, and writing any errors to a newly created **Import.Er1** file.

Duplicate Handling

This option is only available if the Import Mode is set to **Automatic**. Pressing **D** will toggle among five settings that tell Meal-Master whether to check for duplicate recipe titles when importing, and how it should proceed if it does find a duplicate. Each option is described below.

Skip and Log to Import.Log tells Meal-Master that it should check for duplicate titles, and if it finds one, not to import the recipe. The duplicate will be skipped, and an entry will be appended to the **Import.Log** file, which you can review later.

Copy to Import.Dup tells Meal-Master that it should check for duplicate titles, and if it finds one, not to import the recipe. The duplicate will be skipped, and a copy of the recipe appended to the **Import.Dup** file, which you can review later.

Overwrite Existing tells Meal-Master that it should check for duplicate titles, and if it finds one, that it should update (replace) the existing recipe with the one being imported. *(Note: Even though the recipe is being replaced, Meal-Master still allocates new database space for the ingredient and direction lines of the recipe being imported; the original lines are "tagged" as deleted but are still part of the database. If you import/overwrite frequently, you should periodically run the "Rebuild" option, described in Chapter 9, to reclaim this disk space.)*

Always Import tells Meal-Master that it should not check for duplicates. This option is much faster, and is recommended if you know that no duplicates exist in the import file. All valid recipes in the file will be imported, with no regard for duplication.

Skip tells Meal-Master to check for duplicates and skip them. There is no copy of the file made, nor any entry in the **Import.Log** file.

Direction Reformatting

Pressing **R** toggles between **Yes** and **No** settings for this option. This setting is primarily intended for imported recipes that were previously exported using the **Special: BB** format, which formats the direction lines to 60 columns.

When set to **Yes**, the directions section of the recipes being imported will automatically be reformatted to full length. When set to **No**, the directions will be imported exactly as they are stored in the import file.

When reformatting occurs, an indented line or a completely blank line signifies the end of a paragraph. In addition to using this to separate paragraphs, if you enter "tabular" data in the directions section you should be sure to indent each line by two spaces. This will prevent the direction reformatting from reformatting the tabular data.

Starting the Import Process

After specifying the above options, press **S** to start importing the recipes.

How Import Errors are Handled

As each recipe is read from the file, Meal-Master checks it to see if it meets the formatting rules for a Meal-Master import. If the recipe contains an error, Meal-Master refers to your option settings to determine how it should proceed. If you are in Manual mode, or if you have selected Automatic mode with Manual error handling, Meal-Master will temporarily stop importing and display an error message screen. The screen will show a portion of the import file, with the line where the error occurred highlighted, and an error message describing what is wrong.

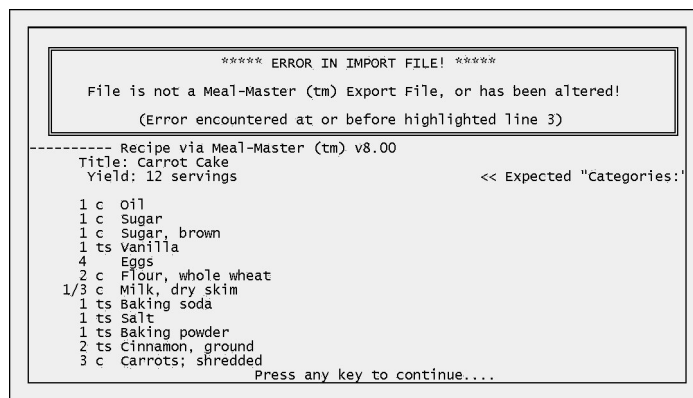


Figure 8-10: Import Error Display

Figure 8-10 is an example of a recipe with an error. Category names were expected on line 3 of the recipe, but were not found. When you press a key to continue, the Import Processing Menu is displayed, as shown in Figure 8-11.

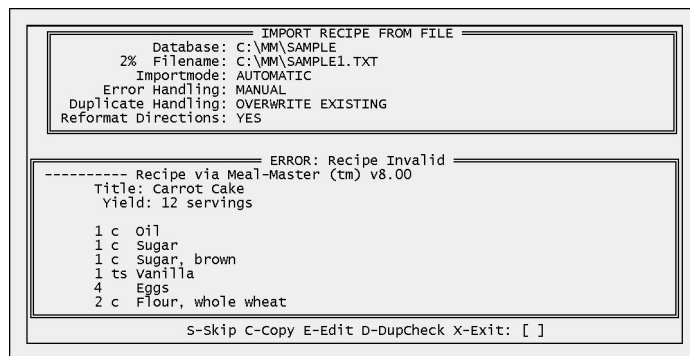


Figure 8-11: Import Processing Menu (Invalid Recipe)

The top of the Import Processing menu displays the name of the import file, and your current import options. The bottom portion displays the first few lines of the import file, and provides a prompt for you to answer:

```
A-AddHeader S-Skip C-Copy E-Edit X-Exit: [ ]
```

The **AddHeader** option (only displayed if the recipe does not contain a valid header) will automatically insert a valid header line. If you select **Skip**, the recipe will be skipped and Meal-Master will proceed to the next recipe in the import file, if any. If you select **Copy**, the recipe will be copied to the Import.Er1 file, where you can process it later if you desire.

Selecting **Edit** will allow you to edit the recipe so that the error can be corrected and the recipe imported properly. When you select edit, the screen changes as shown in Figure 8-12.

```

      IMPORT RECIPE FROM FILE
      Database: C:\MM\SAMPLE
      2% Filename: C:\MM\SAMPLE1.TXT
      Importmode: AUTOMATIC
      Error Handling: MANUAL
      Duplicate Handling: OVERWRITE EXISTING
      Reformat Directions: YES

      Press ESC when finished, or ALT-Q to Quit without Saving Changes
      Line: 1      Column: 1      Ins
      ----- Recipe via Meal-Master (tm) v8.00
      Title: Carrot Cake
      Yield: 12 servings

      1 c Oil
      1 c Sugar
      1 c Sugar, brown
      1 ts Vanilla
      4 Eggs
      2 c Flour, whole wheat

      | Up      Ctrl]- Word left  Ins      Toggle Insert  Esc  Done/Save
      | Down   Ctrl]- Word right F10/Ctrl]-Y Delete Line
      - Left   Home Line Start  F5 /Ctrl]-B Reformat Paragraph  Alt-Q Quit/Don't
      - Right  End   Line End    Alt-U/M   Valid Units/Cats  Save
  
```

Figure 8-12: Editing an Import File

The recipe can now be edited, just as if it were in a word processing program. The most significant editing commands are listed at the bottom of the screen. Table 8-1 provides a complete list of commands available while editing.

Key	Description
INS	Toggles between Insert and Overtyping modes.
DEL	Deletes the character at the cursor position.
HOME	Moves the cursor to the beginning (left) of the field.
END	Moves the cursor to the end (right) of the existing text in the field.
↑	Moves the cursor up one line.
↓	Moves the cursor down one line.
→	Moves the cursor one position to the right.
ctrl+→	(hold down CTRL and press →) Moves the cursor to the beginning of the next word in the field.
←	Moves the cursor one position left.
ctrl+←	(hold down CTRL and press ←) Moves the cursor to the beginning of the previous word in the field.
ctrl+T	(hold down CTRL and press T) Deletes the word at the cursor position.
ctrl+Y or F10	(hold down CTRL and press Y) Deletes the line at the cursor, moving all successive lines up by one line.
ctrl+B or F5	(hold down CTRL and press B) Reformats the current paragraph, from the cursor position to the end of the paragraph.
RETURN	If in Insert mode, breaks the current line at the cursor position and moves text to the right of the cursor to a new line below the current line. If in Overtyping mode, moves the cursor to the beginning of the next line.
Esc	Saves all changes and ends recipe editing.
Alt-Q	Cancels all changes and ends recipe editing.

Table 8-1: Import Editing Commands

When finished editing, Meal-Master will again check the recipe for errors. If errors are found, the above steps will be repeated. If no errors are found, the import proceeds:

If in Automatic mode, the recipe will be imported (after being checked for duplication, if you have selected that option), and the import will proceed. If you have selected Manual mode, the Manual Mode screen will be displayed as described below.

Manual Mode

When importing in Manual mode, each recipe is displayed and you are asked for instructions on how to process it. A recipe that is ready for processing is displayed as shown in Figure 8-13.

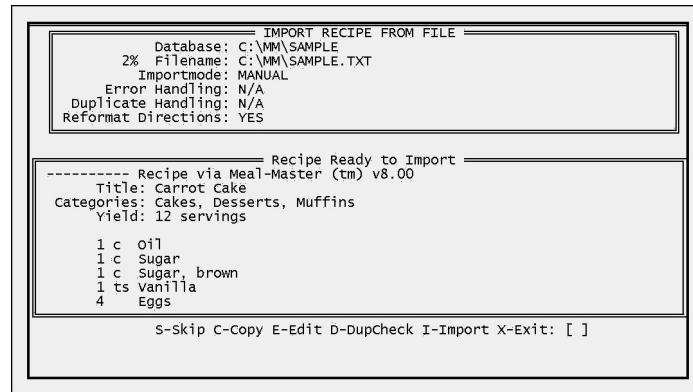


Figure 8-13: Import Processing Menu (Valid Recipe)

Note that just above the recipe, there is a message saying that the recipe is ready for import. This indicates that the recipe has been checked for errors, and is in valid Meal-Master format. The options prompt is normally displayed with the following options:

S-Skip C-Copy E-Edit D-DupCheck I-Import X-Exit: []

Selecting **Skip** will skip the recipe, and the import will proceed to the next recipe in the file.

Selecting **Copy** will make a copy of the recipe in a DOS file for later review. The name of the file the recipe is written to depends upon whether you have run the **DupCheck** option, described further below. If the **DupCheck** has not been performed, or it has been performed and the recipe is *not* a duplicate, then **Copy** appends the recipe to the Import.Er1 file. If a **DupCheck** has been run, and the recipe has been found to be a duplicate, then Copy appends the recipe to the Import.Dup file.

Selecting **Edit** will allow editing of the recipe, just as described above (see “How Import Errors are Handled”). This allows changes to be made before importing the recipe. Each time the recipe is edited, Meal-Master checks it again for compliance with Meal-Master format restrictions. If any errors are found, they are processed as described above.

Selecting **DupCheck** will cause Meal-Master to scan the current database for a recipe with the same title as the one being imported. When the Duplicate Check is complete, a message will be displayed. If it is a duplicate, the message “DUPLICATE TITLE!” is displayed, along with the number of the recipe in your database which has the same title. If the recipe being imported has a unique title not already found in the database, then the message “NEW TITLE” is displayed. There are two additional options displayed if the recipe is checked and found to be a duplicate:

The **Overwrite** option will tell Meal-Master to overwrite the recipe found in the database with the same title to be replaced, or overwritten, with the current recipe being imported.

The **ViewDup** option will allow you to view the recipe found in the database with the same title. This allows you to verify that the recipe is actually a duplicate, and not a different recipe with just a title that is the same as the one being imported.

Selecting **DupCheck** a second time will scan the database again, starting from where the first duplicate was found, to see if additional recipes exist with the same title. Each time **DupCheck** is used, it will report the next duplicate or it will beep and place an **L** beside the recipe number to let you know that it is the last duplicate.

Selecting **Import** will import the recipe to the database, and proceed to the next recipe in the file (if any).

An additional option, **Resume Automatic Mode**, is only offered if you started the import in Automatic mode, then interrupted it and switched to Manual mode. Pressing **R** in this case will resume processing recipes automatically, according to the options you set on the Import menu.

If you select **Exit**, the import process will be terminated and you will be returned to the Utility menu. *(Note: To avoid accidentally exiting the Import function, the Esc key does not exit from this menu as it does from most others.)*

Import Session Statistics

When the import session is complete (or is terminated), a statistical report is displayed. This report describes the activity and recipe dispositions made during that import session (see Figure 8-14).

```

----- Import Session Statistics -----

Lines Read.....10568
Recipes found..... 172
  Imported..... 116
  Overwritten..... 23
  Skipped (Valid)..... 0
  Skipped (Invalid)..... 0
  Written to IMPORT.ERL..... 4
  Written to IMPORT.DUP..... 29

Press "D" to delete file, any key to continue....

```

Figure 8-14: Import Statistics Report

These statistics are especially important if you have been using the automatic mode, since they will tell you how many recipes were placed in the Import.Er1 and Import.Dup files.

Deletion of Import Files

At the bottom of the import statistics, a prompt will ask if you wish to delete the file you just imported from. If all recipes were successfully imported into your database, you may wish to save hard disk space by deleting the import file. Pressing **D** will delete the file, while pressing any other key will keep the file.

Adding Categories to Marked Recipes

Selecting **A** from the Utilities menu will display the Category Add menu (see Figure 8-15). This feature allows adding a specific category name to all Marked recipes (see Chapter 5 for information on marking recipes).

```

----- Add Category to Marked Recipes -----
C:\TURBO\MM65X

C Category Name: [ ]

S Start Adding (3 marked recipes)

X Exit

Selection: [ ]

```

Figure 8-15: Category Add Menu

Pressing **C** allows you to select a category name. Initially, a category selection window is displayed. You can use the **↑** **↓** keys or type the first few letters of the desired category to “jump” to the desired category, then press **Enter** to select it. If you want to specify a category name that is not on the valid category table, press **Esc** to return to the prompt and type in a category name manually.

Press **S** to begin adding the categories. At the end of the add processing, a short report will be displayed, as shown in Figure 8-16.

```

      ---- UPDATE COMPLETE ----
Processed:   3           Updated:   2
Duplicate:   1           Full:      0

      Press any key to continue...

```

Figure 8-16: Category Add Report

The first line of the report tells how many recipes were processed and how many were successfully updated. The second line tells how many were not updated because either the category being added was a duplicate of an existing category, or because the recipe's categories were already full (recipes can only have 5 category codes).

Pressing a key will return to the Category Add menu. You may now process another category addition, or press **X** to return to the Utilities menu.

Deleting Categories from Marked Recipes

Selecting **D** from the Utilities menu will display the Category Delete menu (see Figure 8-17). This feature allows deleting a specific category name from all Marked recipes (see Chapter 5 for information on marking recipes).

```

----- Delete Category from Marked Recipes -----
C:\TURBO\MM65X

C Category Name: [ ]

S Start Deleting (3 marked recipes)

X Exit

Selection: [ ]

```

Figure 8-17: Category Delete Menu

Pressing **C** allows you to select a category name. Initially, a category selection window is displayed. You can use the **|** **|** keys or type the first few letters of the desired category to “jump” to the desired category, then press **Enter** to select it. If you want to specify a category name that is not on the valid category table, press **Esc** to return to the prompt and type in a category name manually.

Press **S** to begin deleting the categories. At the end of the delete processing, a short report will be displayed, similar to that shown in Figure 8-18.

```

      ---- UPDATE COMPLETE ----
Processed:   3           Updated:   3
                        Not Found:   0

```

Figure 8-18: Category Deletion Report

The first line of the report tells how many recipes were processed, and how many were updated. The second line tells how many were not updated, because the specified category was not found on that recipe.

Pressing a key will return to the Category Delete menu. You may now process another category deletion, or press **X** to return to the Utilities menu.

Flagging Marked Recipes for Deletion

Pressing **F** on the Utilities menu will display the Flag for Deletion menu (see Figure 8-19). This feature will let you automatically tag all the marked recipes for deletion in the next rebuild process.

```

----- Flag Marked Recipes for Deletion -----
C:\TURBO\MM65X

(flagged recipes will be deleted in next Rebuild)

V Verify each deletion
A Automatic (nonstop) deletion (3)

X Exit without deleting anything

Enter Selection: [ ]

```

Figure 8-19: Flag for Deletion Menu

Pressing **V** will start processing, with a prompt as each recipe is considered:

```

Liver in Mustard Sauce (145)
Delete? (Y/N/Esc): [ ]

```

This prompt shows you the recipe title and number, then asks if you really want to delete the recipe. Respond **Y** to flag the recipe for deletion, **N** to leave this recipe alone, or **Esc** to cancel the flagging process.

Pressing **A** will start automatic processing, in which each of the marked recipes are flagged for deletion. Use this option cautiously! You should always review the Marked recipes (use the Search menu's **Display Marked** feature as described in Chapter 5) before selecting the Automatic option.

Purging Work Files

During the Import process, Meal-Master creates several files according to the options you select. A Log file is created to record the import actions, an Error file will be created if you choose to copy errors to a file, and a Duplicate file will be created if you choose to copy duplicates into a file. If you import the "Import.Er1" file, a file with the extension "Er2" is also created.

This option provides an easy way to "clean up" the Meal-Master directory by deleting these files. Simply press **P** on the Utilities menu to start the function. You will be asked to verify the deletion of each group (*.Log, *.Er1, *.Er2, and *.Dup) of files. *If you have been sending recipes to the Import.Er1 or Import.Dup files for later processing, be sure not to delete them!*

Viewing Text Files

Pressing **V** on the Utilities menu allows you to view a DOS text file without leaving the Meal-Master program.

There are several uses for this option. If you have been importing, you may wish to review the Import.Log, Import.Err, or Import.Dup files. Many users keep small files of useful information (conversion tables, cooking time tables, Meal-Master "hints", and so forth) in their Meal-Master directory; this option can be used to quickly view those files without leaving the program.

When you press **V**, Meal-Master will ask for a file name. You can enter a file name and press Enter, or enter a file mask (like *.txt) then press **F1** to display the matching files. If you display the list, you can select an item by first using the **↑** **↓** keys to highlight it, and then pressing the **Enter** key.

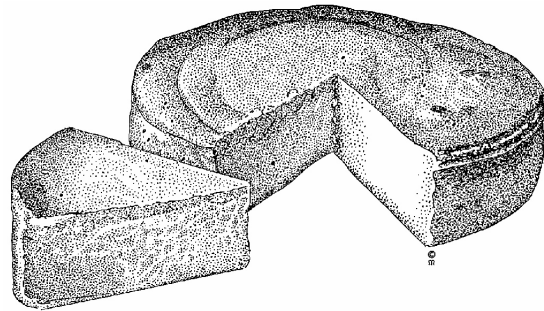
When the file is displayed, you can use the **↑** **↓** keys to scroll up and down a line at a time, or the **PgUp/PgDn** keys to scroll up and down a page at a time. The **Home** and **End** keys will move to the top and bottom of the file, respectively. Press **Esc** when you are done viewing the file, and the Utilities menu will be displayed.

Viewer Limitations

The viewer can only display text files up to 79 columns in width. If lines are longer than 79 columns, only the first 79 are displayed.

Exiting from the Utilities Menu

To exit the Utilities menu, press **X** or **Esc**.



Access

The maintenance/setup section of Meal-Master is reached by typing **M** on the Main menu. The menu consists of several “toggle” options that control the way Meal-Master formats recipes, followed by several parameters that control other Meal-Master functions.

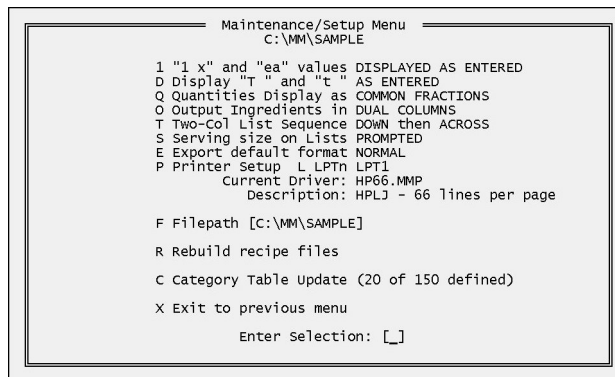


Figure 9-1: Maintenance/Setup Menu

Display of “1x” and “ea”

In early versions of Meal-Master, the quantity and unit of measure fields could not be left blank. In cases where no unit of measure was appropriate, the “ea” unit had to be used (for example, “3 eggs” was entered as “3 ea eggs”). In cases where no quantity or unit was appropriate, a quantity of “1” and unit of “x” was used (for example, “Salt to taste” was entered as “1 x Salt to taste”).

Later versions of Meal-Master allow these fields to be blank, and since most users wanted their previously entered “1 x” and “ea” entries to display as blanks, the program automatically suppresses them when recipes are viewed or printed. If you prefer to see the “1 x” and “ea” items displayed, set this option to **as entered** by pressing the **1** key. Pressing **1** again will return the setting to **suppressed**.

Tablespoon/Teaspoon Display

Many sight-impaired people using Meal-Master have speech synthesis hardware which “speaks” the screens to them. A difficulty is imposed by the “T” and “t” units used for Tablespoon and Teaspoon, respectively, because most speech synthesis hardware pronounces the upper and lower case letters the same.

Pressing **D** on the Maintenance/Setup menu will toggle between displaying these units however they are stored in the database and always displaying them as “tb” and “ts”. If the latter is selected, any units entered as “T” will always be displayed as “tb”, and any entered as “t” will always be displayed as “ts”.

If you exchange recipes across electronic services such as Bulletin Board Systems (BBS), you are encouraged to use the **tb** and **ts** setting, to make it easier for sight-impaired users to use the recipes.

Quantity Display Format

The format in which quantities are displayed and printed can be toggled by pressing the **Q** key. Each time you press **Q**, the selection will alternate between “Common Fractions” and “Decimal Fractions.” If you select “Common Fractions”, Meal-Master will display and print all quantities as common fractions, i.e., “1/2” and “3 1/2”. If you

select "Decimal Fractions", then Meal-Master will display and print all quantities as their decimal equivalents, i.e., ".50" and "3.50".

Ingredient Output Format

Pressing **O** toggles between "Dual Columns" and "Single Column" settings. When set to Single Column, ingredients are listed in a single column just as they look when adding/revising the recipe. When set to Dual Columns, the ingredients are formatted into two columns across the page.

Two-Column List Sequence

If the Dual Columns output format is selected (see above), then this option controls the sequence of ingredients as they are formatted into two columns. Pressing **T** toggles between two available settings.

When set to "Down then Across", ingredients start at the top of the first column and proceed vertically down, then jump to the top of the second column and proceed vertically down. For example, a recipe with five ingredients would have ingredients 1, 2, and 3 listed vertically in the first column, with ingredients 4 and 5 listed vertically in the second column.

When set to "Across then Down", ingredients are alternately written into the left and right columns. For example, a recipe with five ingredients would have ingredients 1, 3, and 5 listed vertically in the first column with ingredients 2 and 4 listed vertically in the second column.

Prompted/As Stored Serving Size

Pressing **S** will toggle this option between "Prompted" and "As Stored" values. Setting this option to "Prompted" will cause Meal-Master to allow changing the serving size before listing a recipe. When set to "As Stored", recipes are listed with the serving size stored on the recipe database.

Export Format Selection

Pressing **E** will toggle between the available export formats. For direct exporting and importing between Meal-Master databases, the **NORMAL** setting is usually the best.

The second option is the **SPECIAL: BB** format. This format is used for creating export files compatible with Bulletin Boards and on-line services which use narrow line formats, such as Prodigy[™].

The third option is the **SPECIAL: MMMMM** format. This format is similar to the NORMAL format, but uses "M" characters instead of hyphens ("-") in the recipe headers and trailers, and has slightly shorter lines to prevent word-wrapping on most bulletin board or other on-line services. The hyphens confuse certain electronic BBS software, so if you are exchanging recipes across a BBS that cannot accept hyphens, select this format instead of the NORMAL format.

Printer Setup

Meal-Master is capable of supporting various printer models, font sizes, and forms sizes. This is done through a file called a "printer driver".

Meal-Master will allow you to create as many printer drivers as you wish. For example, you might want to create one driver that has the proper settings for printing in condensed print on 3 x 5 cards, and another that has settings for printing on normal 8-1/2 x 11 paper. Once these files have been created, you can switch between them easily.

Directly under the **P Printer Setup** option, the driver currently selected and its description will be displayed. Pressing **P** on the Maintenance/Setup menu will display the Printer Setup menu, as shown in Figure 9-2.

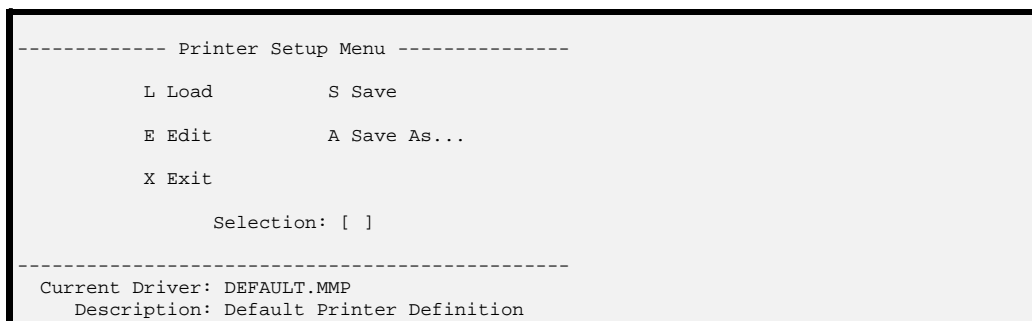


Figure 9-2: Printer Setup Menu

There are five options on this menu: Load, Edit, Save, Save As, and Exit. Each option is discussed below.

Loading an Existing Printer driver

Press **L** to load a printer driver file. A window will be displayed listing all the printer driver files (*.mmp) available in the current directory. Meal-Master includes driver files for most common printers and media sizes, so these will be listed along with any files you have created for your specific needs.

To select a file, highlight it using the **↑ ↓** keys. In addition to arrow keys, pressing a letter key will “jump” to the first filename that begins with that letter. Press **Enter** to load the highlighted file, or press **Esc** if you decide not to load a file at this time.

Changing a Printer driver

Press **E** to edit the printer driver that is currently loaded. The printer driver Editing screen will be displayed (see Figure 9-3).

As you use the **TAB** key to move from field to field, a short description of what should be in that field will be displayed at the bottom of the screen.

Note that there are two sets of setup information, one for Recipe Printing and another for Shopping List and Index Printing. This allows you to set different printing parameters for these operations within a single printer driver. Within each set of information, there are four fields provided.

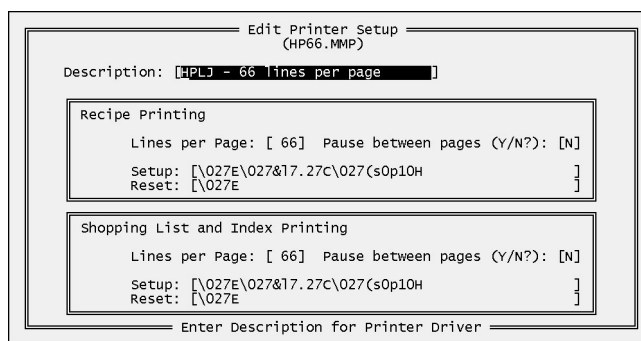


Figure 9-3: Editing a Printer Driver File

Lines per page

Enter the number of lines per page (form) on your printer. For example, most laserjet printers print 60 lines per page, so you would enter 60 for these printers. If you are using 3" x 5" cards, and your printer prints six lines per inch, you would enter 18 (3" x 6 lines per inch = 18 lines per card).

Pause between pages

If you are using continuous feed paper, you will usually want to set this option to **N**. If you are loading forms into your printer manually, such as is often done with recipe cards, set this option to **Y**. When set to **Y**, Meal-Master pauses after printing each page so that you can insert the next form before continuing the print.

Setup

Entries in this field are sent to the printer *before* starting to print. This allows you to send commands to your printer to set margins, different type sizes, and so forth.

Each printer manufacturer defines the commands for their printers. You will need to consult your printer manual to determine what codes need to be sent to your printer to invoke the features you want.

To enter codes into Meal-Master, simply type them in. To enter "control" characters, use a backslash followed by the ASCII code of the character. For example, enter Esc by typing **\027**. In the example in Figure 9-3, the setup string consists of an **Esc**, the character **E**, another **Esc**, and the characters **&a3L**. (This sequence resets an HP Laserjet printer, and sets a left margin of three characters).

You may enter up to 150 characters in the setup field (note that an **Esc**, entered as **\027**, is counted as four characters).

Reset

Entries in this field are sent to the printer *after* printing is finished. This allows your printer to be "reset" after printing, if desired. If you do not need to reset your printer after printing, simply leave this field blank.

Entering data in this field is done exactly as described above for the Setup String.

When you have finished making changes to the printer driver, press Esc to save your changes and return to the Printer Setup Menu.

Saving the Printer Driver

After making changes to a printer driver, will need to save it unless you want the changes to apply only to your current Meal-Master session.

Pressing **S** will save the printer driver, with any changes you have made, into the same file name it was loaded from. This is the best way to update a printer driver.

Pressing **A** will save the printer driver, with the changes you have made, into a new file name. You will be asked for a new file name, the printer driver will be saved to that file, and that file will become the "Current Driver." This is the best way to create a new printer driver.

If you only want to use the changes during the current Meal-Master session, simply exit without saving. The changes will be used during the current Meal-Master session, then lost when you exit the program.

Returning to the Maintenance Menu

Pressing **X** or **Esc** on the Printer Setup menu will return you to the Maintenance/Setup menu.

Printer Port Selection

Pressing **L** will toggle between printer ports LPT1, LPT2, and LPT3.

File Path

In some cases, you may wish to store your recipe files on a different disk drive or in a different directory than the Meal-Master program files. This can be especially useful on systems with floppy disks only, where putting the recipe files on a separate disk by themselves allows more recipe data to be stored before the disk becomes full.

Some people also prefer to split their recipes into several databases, for better organization. For example, many people enter untried recipes into a separate database, then copy them (using the export/import process) to their primary database once they have been tried and verified.

The first time you type **F** on the Maintenance menu, you will be prompted for a new file path. For example, if you want to create a database on the "B:" drive, enter **B:** in the field. If you want to create a new database in a subdirectory, enter the name of the subdirectory. For example, you might enter **desserts** to create a separate database for your dessert recipes.

After the first time you create a new path, pressing **F** will provide a list of the previous entries you have used. You can use the arrow keys to select one of these existing paths, or press **ESC** and enter a path name (existing or new) manually. Picking from the list is an easy way to switch between several databases.

When you enter a directory name which does not exist, Meal-Master will ask if you want to create that directory. Answer **Y** to create a new subdirectory and database.

See the discussion under "Directory Structure" in Chapter 2 for additional information about using different file paths.

Rebuilding the Recipe Files

When the "Flag for deletion" function is used to delete a recipe, the recipe remains intact in the database. It still occupies the same amount of disk space as before removal, and can still be displayed. Also, ingredient and direction lines that have been deleted while editing still occupy space in the database files. Rebuilding the database reclaims the disk space used by the removed recipes for reuse.

```
>>>> Meal-Master File Rebuild <<<<

Meal-Master directory: C:\MM\
Drive for work space: C:

F1-Start Rebuild  F2-Edit File Paths  Esc-Quit
```

Figure 9-4: Rebuild Menu

The Rebuild function builds a completely new set of recipe files. In doing so, it eliminates all recipes flagged for deletion and all deleted ingredient and direction lines from the new files it builds. If you have flagged many recipes for deletion, or if you have done extensive editing of ingredients or directions, using Rebuild can compact the recipe database substantially, providing better performance and more space to add new recipes.

The Rebuild function is selected by choosing option **R** from the Maintenance Menu. A screen will be displayed which contains the current path to your Meal-Master files, and a proposed path to a "work space" (see Figure 9-4). This is an area of disk space that Meal-Master will use to place temporary files during the rebuild process. If you agree with the proposed entries, press **F1** to start the rebuild process.

Meal-Master will check to ensure that it can find your existing recipe files, and to ensure that sufficient work space is available before rebuilding the files. If either check fails, an error message will be displayed and you will be given an opportunity to correct the error, or to terminate the rebuild process.

If Meal-Master indicates that insufficient work space is available, you will need to provide another path that does have sufficient space. If you are using a two drive system, the other disk drive would normally be used as work space.

When rebuilding is complete, a report will be displayed with statistics about the rebuild process. This report indicates how many recipes were deleted, and how much space was reclaimed in each of the files (see Figure 9-5).

```

>>>> Meal-Master File Rebuild <<<<

Records in old index file:      053
Records in new index file:      053
Index records reclaimed:        000 (0 bytes)

Records in old ingredient file: 589
Records in new ingredient file: 545
Ingredient records reclaimed:    44 (1672 bytes)

Records in old direction file:  454
Records in new direction file:  430
Directions records reclaimed:    24 (1824 bytes)

Rebuild completed....Press any key to continue.

```

Figure 9-5: Rebuild Statistics

Category Maintenance

Pressing **C** displays the Category Maintenance menu. Using this menu, you can add, change, or delete the category values available in Meal-Master.

Each category currently available is listed on this screen. To change the value of a category, use the arrow keys to highlight it, then press the Enter key. Meal-Master will then ask you to enter a new value to replace the current one. Enter the desired value, and press return.

In addition to the current categories, the last entry displayed will be “* ADD NEW *”. If you wish to add a category to Meal-Master, select this entry. You will then be asked to enter the new category value. When you press return, the new entry will be added to the list.

To delete a category, select it as though you were going to change the value. When prompted for the new value, use the delete key to delete the entire value, then press return. The category will be removed from the list.

Entering a **Q** will tell Meal-Master you are finished revising categories. You will be asked if you wish to save the changes you have made. If you answer **Y**, the changes you have made will be saved. If you answer **N**, the changes you have made will be discarded, and Meal-Master will return the category list to its previous condition.



Several external utility programs are included with Meal-Master. Prior to version 8.06f of Meal-Master, several of these programs were provided to Registered Users Only. Beginning with version 8.06f, Meal-Master became freeware. All utilities now function without any registration code.

Registration Entry *(Not required for MM version 8.06f or later)*

Before any of the Registered User Utilities will run, you must first enter your personal serial number on the **Registration Menu**.

When you register Meal-Master, you receive a personalized Serial number. To enter your registration, start Meal-Master and from the Main Menu select **R Registration Menu**. Next, select **E Enter Registration Number**. Enter your Name and Number *EXACTLY* as shown on the registration slip provided. All spaces, punctuation, and capitalization are significant and must be entered exactly.

Once your name and serial number have been entered successfully, the message "Registration Recorded" will be displayed. If you do not get this message, then you need to repeat the registration process, being careful to enter everything *EXACTLY* as shown on the registration slip. If you continue to have trouble, please contact Episoft for help.

Setting Colors

The program **MMCOLOR.EXE** can be used to select the specific background and foreground colors you want used in Meal-Master. This file should be copied to the same directory where you keep the Meal-Master program file.

Type **MMCOLOR** at the DOS prompt to start the program. You will be presented with the menu of four basic sections. Each section allows you to set the colors for a specific type of text that Meal-Master displays.

The first section allows you to set the foreground and background colors for low-intensity text. Meal-Master will use these colors for most text throughout the program including most menu text, recipe listings, indexes and shopping lists. Pressing the **F1** key will cycle through the available foreground colors, and pressing the **F2** key will cycle through the available background colors.

The second section allows you to set the foreground and background colors for medium-intensity text. Meal-Master will use these colors for certain windowed text and prompts. Pressing the **F3** key will cycle through the available foreground colors, and pressing the **F4** key will cycle through the available background colors.

The third section allows you to set the foreground and background colors for high-intensity text. Meal-Master will use these colors for most menu options, menu titles, and other items needing high visibility. Pressing the **F5** key will cycle through the available foreground colors, and pressing the **F6** key will cycle through the available background colors.

The last section allows you to set the foreground and background colors used for reverse mode text. Meal-Master uses these colors for highlighting category and unit of measure choices when selecting them from a list, and for some error messages and prompts. Pressing the **F7** key will cycle through the available foreground colors, and pressing the **F8** key will cycle through the available background colors.

Two final options appear at the very bottom of the screen. Pressing **F10** will set the default Meal-Master colors. Pressing the **Esc** key indicates you are finished selecting colors and are ready to exit the program. Upon pressing the **Esc** key you will be given a prompt:

SAVE CHANGES (Y/N)?

If you answer **Y**, the colors you have chosen will be saved and used in future Meal-Master sessions. You can, of course return to MMCOLOR and change them again at any time. If you answer **N**, any changes you have made will be ignored and Meal-Master will continue to use its previous color settings.

Database Statistics

The program **MMSTAT.EXE** will provide you with statistics about your recipe database. This program should be placed in the same directory where your Meal-Master program file is located.

When executed by typing **MMSTAT** at the DOS prompt, the program will scan the currently selected recipe database. It will gather statistics about the total and average size of your recipes, and compare these averages to your remaining disk space to project approximately how many more recipes can be stored.

When complete, the program displays a report of the statistics it has gathered and returns to the DOS prompt.

Converting Recipes From Other Programs

The program **CONVERT.EXE** can be used to convert recipes from several popular recipe programs to a format that Meal-Master can import. The programs currently supported are CompuChef, Micro Cookbook, Micro Kitchen Companion, MasterCook-PC, MasterCook-II, and Chef's Accountant.

The first step in converting these recipes is to export them from the other program's database. (If you don't know how to export, consult the program's documentation or the "Program Information" selection within the CONVERT program.)

Start the CONVERT program by typing **CONVERT** at the DOS prompt. When the title screen is displayed, press a key and the convert program's Main menu will be displayed (see Figure 10-1).

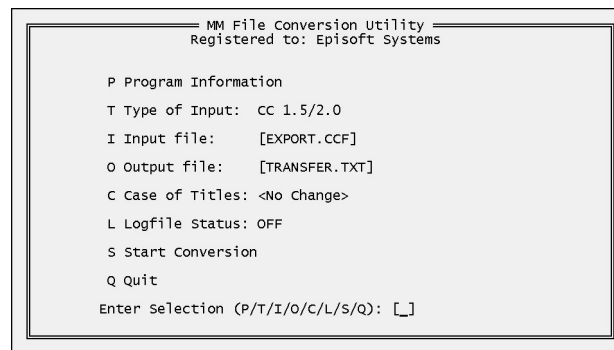


Figure 10-1: Convert Menu

The **P** option will tell you more about what formats the program can convert, and the steps involved.

The **T** option will toggle between the formats that the program can convert. The program name (or common abbreviation) is displayed, along with the version number(s) supported. Make sure you select the correct program type and version number before continuing.

The **I** option allows you to specify the name of the "Input" file that you wish the program to convert. The Convert program will initially propose the "default" file name used by the recipe program you exported from. If you specified a different filename when exporting, select the "I" option and enter the same filename here.

With the **O** option, you can specify the name of the file into which Convert will put the converted recipes once they are ready for import into Meal-Master. The program will initially propose **TRANSFER.TXT** as the file name. If you wish to use a different name, press **O** and enter the new name.

The **C** option will tell the Convert program how you want titles converted. Each press of the **C** key will cycle between the three available options. The **<<no change>>** option will simply copy the titles “as is” for input into Meal-Master. The **CONVERT TITLES TO ALL CAPITALS** option will convert any lower case letters in the titles to upper case letters for input into Meal-Master. The **Convert titles to lower case** option will convert any upper case letters in the recipe titles to lower case, and capitalize only the first word of the title.

The **L** option will toggle the “Logfile Status” between the **ON** and **OFF** settings. When **ON**, messages displayed to the screen during conversion will also be recorded in a DOS file named **CONVERT.LOG**. This file can then be viewed or printed after the conversion.

The **S** option will begin the conversion process using the settings you have made. If the output file exists, a prompt will be given asking if you want to Replace or Append to it. If you are doing multiple conversions, but want to do a single Import operation to Meal-Master, the Append option allows you to place all your converted recipes into a single file.

During the conversion, the title of each recipe being converted will be displayed. In some cases, unit of measure entries must be converted to be compatible with Meal-Master, and these conversions are also displayed on the screen. As mentioned above, if the Log File Status is set to **Yes**, these messages will also be recorded in the **CONVERT.LOG** file.

The **Q** option allows you to leave the Convert program and return to DOS.

After exiting Convert, the final step in the conversion process is to run Meal-Master. Select the Import option from the Utilities menu, and type in the name of the file you specified as the **Output File** in Convert. Meal-Master will locate the file, and offer you the standard Import menu. See Chapter 8 for more information on Importing recipes into Meal-Master.

Changing Category Names

The program **CHGCAT.EXE** can be used to globally change or delete category names throughout your Meal-Master database. You should copy this file into the same directory where you store your Meal-Master program file. To start the program, type **CHGCAT** at the DOS prompt.

When first started, the program will scan through the database to find all the unique categories on your recipes. A status report will be displayed during this process, as shown in Figure 10-2.

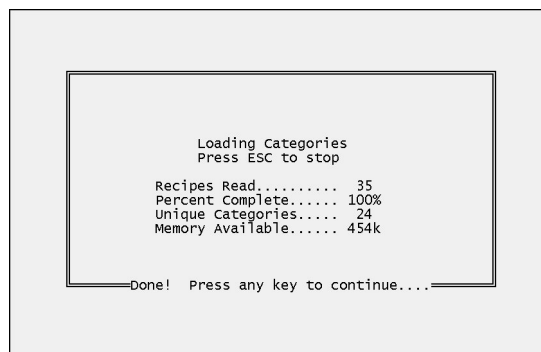


Figure 10-2: ChgCat Category Load Screen

Once the categories have been loaded, the program will wait for you to press a key, then display the main Category Maintenance menu (see Figure 10-3).

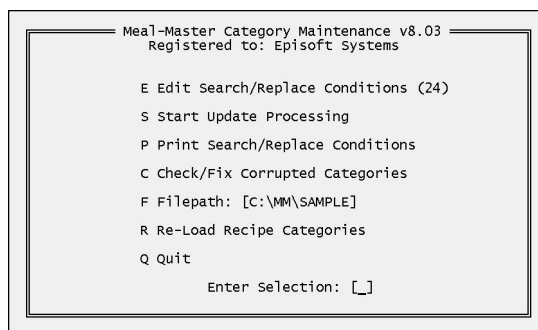


Figure 10-3: ChgCat Main Menu

Selecting **E** from the menu will allow you to specify which category names will be Searched for and Replaced or Deleted (see Figure 10-4).

Search/Replace Conditions			
No.	Search For:	Qty. On Table?	Replace With: On Table?
1	[Appetizers]	3 Yes	
2	[Beverages]	4 Yes	
3	[Breads]	6 Yes	
4	[Cajun]	1	
5	[Cakes]	5 Yes	
6	[Candies]	1 Yes	
7	[Cheese]	2	
8	[Cheese/eggs]	0 Yes	
9	[Cookies]	7 Yes	
10	[Desserts]	15 Yes	
11	[Fish]	0 Yes	
12	[Fruits]	1 Yes	
13	[Low-cal]	2 Yes	
14	[Main dish]	8 Yes	
15	[Meats]	1 Yes	
16	[Mexican]	1	
17	[Muffins]	1	
18	[Pies]	0 Yes	
19	[Poultry]	1 Yes	

Tab|← Select, F1 List, AT Table, Letter SpeedSearch, ESC Quit

Figure 10-4: ChgCat Edit Screen

Specifying Search/Replace Criteria

The Search/Replace Screen displays each category name found in the database, the quantity of recipes which reference that category name, and whether that category name is on your valid category table. (The valid category table is maintained from within the Meal-Master main program; see Chapter 9 for more information.)

With the cursor in the **Search For** column of the screen, you may use the **↑** **↓** keys to move up and down the list, or press a letter key for “SpeedSearching” the list. When you press a letter key, the list will “jump” to the first category name that begins with the letter you pressed. Pressing the **F1** key with the cursor on one of the category names will search the database and display all recipes that contain that category name.

The **←** **→** keys or the **Tab** key will move the cursor into the **Replace With** column and change the prompt at the bottom of the screen to show the options available while in this column. Entering a value in the **Replace With** column will tell the program that you wish to search the database for all occurrences of the category name in the **Search For** column, and replace them with the value you have typed in the **Replace With** column. (This will not be done until you return to the Main menu and select **S** to start the update process).

If the value you enter in the right-hand column is on the valid category table, a **Yes** will appear in the **On Table?** column. You can also enter the word **Delete** for the replacement value, in which case the program will remove the corresponding **Search For** category name from all recipes (and from the valid category table, if it exists there). Typing a value in the **Replace With** column and pressing **F1** will search the database and display all recipes that contain that category name.

Categories can be added or deleted from the category table by pressing **ctrl-T**. If the category is on the table, pressing **ctrl-T** will remove it and remove the **Yes** indicator. Similarly, if the category is not on the table then

pressing **ctrl-T** will attempt to add it and change the indicator to **Yes**. If the category is already on the table, or cannot be added because the table is full, the indicator will remain blank and Meal-Master will issue an error tone to advise you that the operation could not be carried out.

Press the Esc key to leave the Search/Replace Screen and return to the Main menu.

Starting the Update Process

Press **S** on the Main Menu to start the update process. This will search the database for the categories you specified changes for on the Search/Replace Screen, and perform the actual update. During the update process, a status display will show the progress, as shown in Figure 10-5.

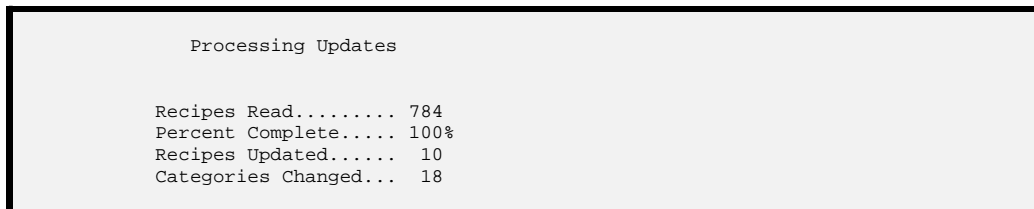


Figure 10-5: ChgCat Statistics

Printing Search/Replace Conditions

Pressing **P** on the Main menu will send a printed list of the current search/replace conditions seen on the Edit screen. Use this feature to document the changes you are making, or just to get a list of all the categories in your database. When printing, the printer setup information from the Meal-Master main program is used. See Chapter 9 for more information about printer setup.

Corrupted Category Names

When importing recipes with versions of Meal-Master less than 6.05, category names were sometimes loaded into the database incorrectly. When viewed, the names look fine but they are not found when performing a recipe search.

If you have used a version of Meal-Master less than 6.05, and have imported recipes into your database, then select the **C** option to check your database. If any problems are found, they will be corrected. You need run this option only once for each Meal-Master database.

Changing the File Path

If you maintain multiple Meal-Master databases on different drives or directories, you will already be familiar with the Filepath selection on Meal-Master's Maintenance menu. The Filepath option in CHGCAT is similar.

When CHGCAT is first started, it accesses the database that was last used with Meal-Master. If you wish to access a different database, select the **F** option and enter the path for that database. CHGCAT will check for the existence of a Meal-Master database on the path you specify, and if found, will automatically re-load the categories from that database.

Re-Loading Recipe Categories

After processing updates, you may wish to continue making more updates to the same database. If so, select the **R** option to re-load categories so you can specify more search/replace options on the Search/Replace Screen. (Categories are not automatically re-loaded after processing, since you may wish to Quit the program or change to a different Database before continuing.)

If you have specified changes on the Search/Replace Screen, but want to start over without making any changes to the database, select the **R** option. This is essentially like exiting the program and starting it again; all search/replace criteria you have specified will be discarded, and the categories will be re-loaded from the current Meal-Master database.

Leaving the CHGCAT program

To exit the CHGCAT program, select the **Q** option. If you have entered Search/Replace criteria, be sure to use the **S** option to perform the updates prior to exiting the program. If you do not, any updates specified will be lost!

Upon selecting the **Q** option, you will be asked to verify that you really want to exit the program. Answer **Y** if you wish to exit, or **N** if you wish to continue working in CHGCAT.

Title Update Utility

The program **TITLES.EXE** can be used to add consistency to the formatting of recipe titles in your database. Often, especially when importing recipes from several sources, some of your titles will be all upper case, some will be predominantly lower case, and others will be mixed case. With this utility, you can update your entire database to the format you prefer.

To start the Titles program, type **TITLES** at the DOS prompt and press **Enter**. The Titles Main menu will be displayed, as shown in Figure 10-6.

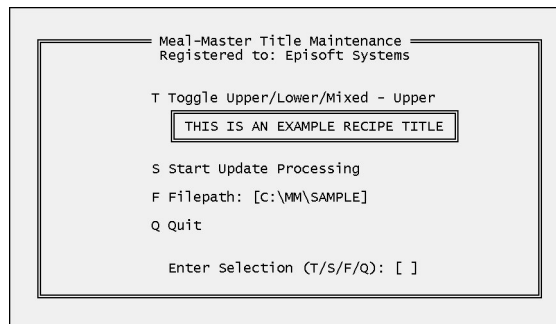


Figure 10-6: Title Maintenance Menu

Pressing **T** toggles between three options for the formatting of your titles.

Upper formats the titles in all upper case letters (“CARROT CAKE”).

Lower formats the titles in all lower case, with the first letter of the first word capitalized (“Carrot cake”).

Mixed formats the titles in lower case, with the first letter of each word capitalized (“Carrot Cake”).

Press **S** to start updating your titles. As each recipe is processed, its title is shown in a “before” and “after” condition so you can see what updates are occurring.

When started, Titles will access the database you most recently used with Meal-Master. You can select a different database by entering its directory path. Press **F**, enter the new path, and press **Enter**.

Meal-Master Program Menu

The **MMM.EXE** program is supplied to provide an easy interface to the main Meal-Master program and all the utility programs. This eliminates the need to quit to DOS and start each program from the DOS prompt.

Simply type **MMM** and press Enter to start the program menu. The menu lists the Main Meal-Master program and each of the utility programs (see Figure 10-7).

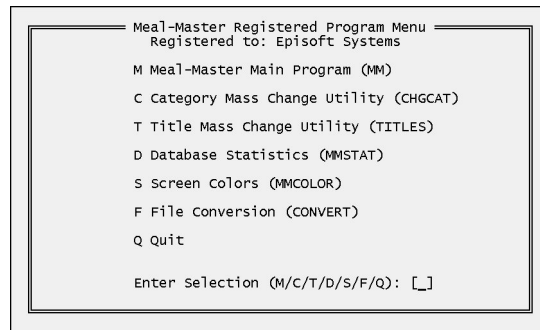


Figure 10-7: Registered Program Menu

Simply press the letter corresponding to the program you wish to run. When you quit that program, instead of returning to DOS you will be returned to the MMM menu, where you can either launch another companion program or exit to DOS.

Note that when the programs are started from the MMM shell, the normal opening title screen is not displayed; rather, the programs proceed immediately to their Main menu.

The MMM program uses approximately 28k of memory for its own functions, thereby reducing memory available to the other programs. If you are short on free memory, you may wish to run the programs directly from the DOS prompt to gain the extra 28k of work space.

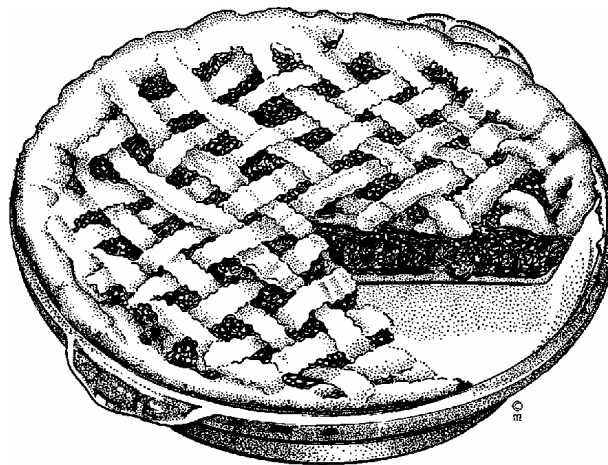
To exit from the MMM program, press **Q**.

If you encounter any problems with Meal-Master, have any questions, or would like to pass on suggestions, please write us at:

Episoft Systems
episoft@comcast.net

When reporting problems, be sure to include the version number of your Meal-Master program, the type of machine, memory size, and DOS version you are using, and a detailed description of the problem.

We hope you enjoy Meal-Master. Bon Appétit!



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