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Creating a Recipe

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There are two ways to create a new recipe. You can create a blank recipe or copy from an existing recipe. If you choose the copy option, all characteristics of the original recipe are copied to the new one, including procedures, ingredients and multi media. For information on copying a recipe, [click here](#).

Adding a New Recipe

1. From the Recipe System window, right click on the recipe group that the new recipe will be in.
2. Choose **Add New Recipe**.
3. Enter a **name and description** for the recipe.
4. Edit the **created date** if necessary.
5. Edit the **modified date** if necessary.
6. Edit the **header count** if necessary.
7. Edit the **column count** if necessary.

In the recipe editor screen, there are several menus to choose from. These menus are:

- Preview
- General
- Detail
- Groups
- Media
- Links

Below is a description of what is in each of the different menus:

Preview

The preview option will open the recipe in a web browser. This enables you to quickly see the recipe as the end users will see it. If you cannot preview, or you receive an error while attempting to preview, you may not have the server address configured correctly in the recipe system options. To open those options, click **Tools>Options**.

General

This menu contains the name, description, created date and modified date. The amount of headers and quantity columns are in this menu.

Detail

The detail menu is a WYSIWYG type screen where you will do most of the work for a recipe. Here, you can change the default titles; add stages, ingredients, and procedures. Notes and utensils are added from the detail menu as well. There is also a formatting menu to add color to your text.

Groups

The groups menu displays a list of each of the recipe groups. The group that the recipe belongs to displays in the right pane. remove that group and add a different one, or add the recipe to more groups.

Media

The media menu allows you to add, edit or remove multi media. Any pictures or videos that you want to use must be

added to the media library. For information on using the media library, [click here](#).

Links

The links menu is where you can define recipes that the current recipe can link to. In previous versions of Recipe Viewer this was called variations.