

[Show](#)

## Getting Around: Getting Around in a Recipe

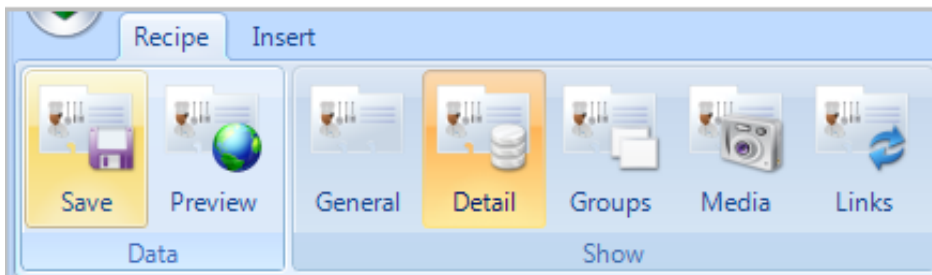
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### Recipe Editor Window

The recipe editor contains a WYSIWYG editor that displays the recipe as it appears to an end user. Recipe admins can actually edit the contents of a recipe directly from this display. Changes can be made on the fly and updated just by saving.

### Menu Ribbons

The ribbon is a strip across the top of that window that provides navigation for the user. Each ribbon is a section that may have one or more options. In the sample below, the Data and Show ribbons are displayed.



### Show Ribbon



The Show ribbon links to different functions of the editor. Below is listing of each option.

#### Preview Option

Clicking on the Preview option will display the recipe in an internet explorer window. This will allow you to see the recipe as it displays to the end user. You must have the correct URL (web site address) of the recipe viewr portal listed in **Tools>Options**.

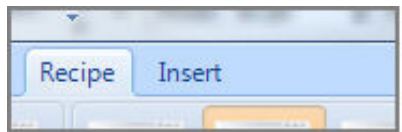
#### General Option

Clicking on the General option will display items such as the name and description of a recipe.

Name:	<input type="text" value="BBQ Burger"/>
Description:	<input type="text" value="BBQ Burger"/>
Date Created:	<input type="text" value="Tuesday , September 23, 2008"/> 
Date Modified:	<input type="text" value="Tuesday , September 23, 2008"/> 
Header Count:	<input type="text" value="2"/> 
Column Count:	<input type="text" value="2"/> 

#### Detail Option

Clicking on the Detail option opens the Recipe in the WYSIWYG screen and allows you to add, move or remove the contents of a recipe, such as ingredients or notes. When you need to add or edit the contents of a recipe, use the **Insert** tab to access a ribbon for each component, i.e.: Stages, Ingredients, etc..



### Groups Option

Clicking on the Groups option will show each group that the recipe is associated with. You can add or remove associated groups from this window. **Note:** Removing a group that the recipe is associated with in the recipe editor will not remove the actual group.

### Media Option

The Media option lists all the associated multi-media. You can add or remove media from this window. Notes for the media are also added, edited and removed from this window. **Note:** Removing an image associated to the recipe in the recipe editor does not remove the image from the Recipe Media Library.

### Links Option

The Links option lists recipes that are linked from the current recipe.