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Printing Categories, Groups, and Individual Recipes

Note: Only users that have printing privileges can access the print options.

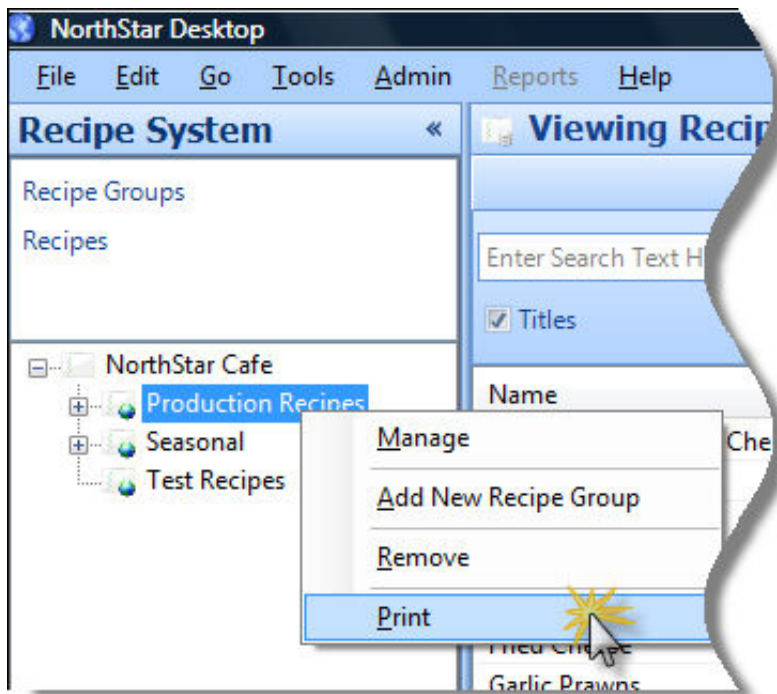
You can print all recipes within a category or group from the Recipe System window. Individual recipes can also be printed. Each time you print you will have the option to choose to print Notes, Utensils, Images and Image Notes. You will flag the options that you want to print.

Once you select the options, the recipes will display in a print preview. From the preview window you can click the printer icon to select the printer and print. You can also use the preview option or click the tools icon to set header and footer options.



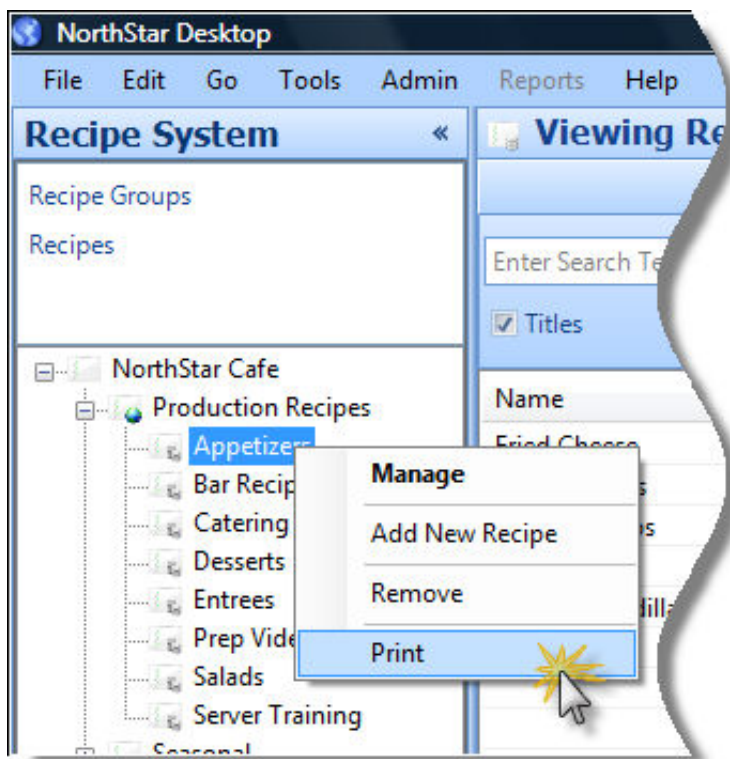
Categories

1. From the Recipe System window, navigate to a category.
2. Right click on the category and choose the **Print** option.
3. Select the language you want to print.
4. Select the recipe components you want to print.
5. Click OK.



Groups

1. From the Recipe System window, navigate to a group.
2. Right click on the group and choose the **Print** option.
3. Select the language you want to print.
4. Select the recipe components you want to print.
5. Click OK.



Recipes

There are two ways to print an individual recipe.

1. From the Recipe System window, click on **Recipes**.
2. Locate the recipe that you want to print.
3. Right click on the recipe and choose the **Print** option.
4. Select the language you want to print.
5. Select the recipe components you want to print.
6. Click OK.

You can also click from within the actual recipe. The print option is located in file menu.

