

# Online Short/Cut Program Instructions for the Chairperson

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## **I. Log In**

Using your Web ID # and password provided.

## **II. Steps to Set Up the Book**

1. Enter your cookbook title, and click Update Book Title button.

2. Set the program end date, and click Update Deadline button. Allow yourself enough time before your end date and the submission date to review the recipes, make corrections. You can always extend the end date when it is necessary.

3. Enter a welcome message that members will see when they enter the recipes, and then click Update Welcome Message button. This message will not be printed in the cookbook.

4. Determine which divider set you will be using in your book. We offer four options: Fundcraft Stock Color Dividers, Fundcraft Stock Black and White Dividers, Custom Black and White Dividers and Custom Color Dividers.

5. Define the section divider title, such as Appetizers, Main Dishes, etc. This function is not available for Fundcraft Color Divider Sets, since the Fundcraft Color Dividers have the pre-defined divider titles.

6. Determine if you would like to include the "Recipe Notes" option. This option will allow you to include short personal comments that do not pertain to the preparation of the recipe. For instance, a recipe note might be "This was Aunt Sally's favorite recipe!" or "Delicious served with a

green salad and French bread." If you would like to include brief nutritional information such as a calorie count, it can be included in this location. If you do not select "Recipe Notes", any notes included will not appear in the book. **The Recipe Notes option is not available for recipe format 3, 4, 10, and 11**, please make sure of this when you fill out the order form. Additional charges will apply to this feature.

7. Double check the settings of your cookbook project and click Save Book Settings when you are ready.

8. Please be aware that **once any recipe is entered, the book setting information cannot be changed**, unless you manually delete recipes from each section.

### **III. Distribute the Word**

Notify your recipe contributors that the system is now available. Provide the Web ID to them, and instruct them to enter their recipes in the sections provided. Make sure everyone is aware of the program end date to avoid unnecessary problems. However, you can always extend the program end date if it is necessary.

**Note: Group members only need the web id to post recipes. If a member signs in with the web id and not the password, they cannot change, delete or move recipes, only post new recipes.**

### **IV. Post Recipes**

1. The chairperson can begin entering recipes by selecting "Post a Recipe". Select the appropriate section for your recipe, enter the recipe title and subtitle (if you have one). Then enter the ingredients (one ingredient per line) in the order in which they are used in the recipe. Type in the method, including oven temperatures, etc as appropriate. Fill out the contributor's name (only 2 lines available) in the appropriate box at the bottom. Enter recipe notes if there are any. Use the "Spell Checking" feature for ingredient and method if necessary.

Note: Use all upper/lower case letters - NOT ALL CAPS. The ingredient box allows only one ingredient per line. Hit the Enter key after each ingredient. Do not hit the Enter key until you have finished the entire ingredient description. Do not hit the Tab key or try to make 2 columns. When typing the recipe method, do not hit the Enter key until you are ready to begin another paragraph. Do not include a blank line between paragraphs.

2. When typing multi-part recipes (for instance, a cake with its frosting), **select the number of parts** this recipe has at the top of the screen. As you enter the recipe, be sure to **include the subheading for each part**. Also, do not forget to enter recipe notes and contributor's name at the bottom of the screen if applicable. Recipe notes are a maximum 4 lines of copy and do not pertain to the preparation of the recipe. Recipe notes are also an additional per book charge. (Examples of recipe notes: "This recipe makes a great appetizer for that special occasion or just for that simply party." "This recipe was a long-time family favorite, especially when we all gathered on Sunday afternoon after church.") "Serve 6" or "Freezes well" is not considered as Recipe Notes. Once each part is entered in its entirety, select 'View Sample' to double check your recipe. If no corrections are necessary then you can go ahead and submit the entire recipe.

3. Some "recipes" may not be recipes at all but may be a poem or some other inspirational writing. You may include these in your cookbook so long as you have a title. The entire text should be typed in the method box, not the ingredient box. Remember, anything typed in the ingredient box will be placed in 2 column format in your final book. Poems will not look right this way.

Note: Some poems have stanzas that require a blank line between them. Normally, our

typesetter will ignore blank lines in the method; to insert a blank line between stanzas, use the special code **\*BLKLIN** where the blank line belongs. Our typesetter will convert this code to a blank line in your final cookbook.

4. To make your recipe collection easier, we have provided you with some free **Publisher's Choice recipes** that you may add to your book. These recipes are sorted into seven main categories, but you may put them in any of your sections. You may also edit these recipes - add a variation or ingredient, for example -- and you may even include a 'Submitted by' entry. To add a Publisher's Choice recipe to your book, follow these steps:

a). Select 'Post New Recipe'. b). Click on 'Publisher's Choice Recipes' (beneath the Submitted by field). c). Select a Publisher's Choice Section Title. d). Select a Publisher's Choice Recipe Title, make changes if desired. e). Select a section from your book where you want the recipe to appear: Insert Recipe to Section'. f). Click on 'Add This Recipe'. g). A 'Process is done' message indicates a Publisher's Choice recipe has been added to your book and you will be returned to the Post New Recipe screen.

5. If you would like to clear the screen and start any new recipe, click Reset button.

6. Once the recipe is typed, review the recipe by clicking "View Sample". Make any necessary corrections at that time. Click "Submit Recipe" when the recipe is typed correctly.

## **V. Modify/Retrieve All Recipes and Submit the Book**

1. At the end of the program, the chairperson can check through all recipes by each section and make the necessary changes (**Update** button), even delete the improper recipes (**Delete** button). You can also move any recipe from one section to another (**Change Section** button) or rearrange the sequence of the recipes in any section (**Rearrange Recipes** button). In addition to that, you can always print a hard copy of the recipes by clicking the **Retrieve All** button. You will need to have the Adobe Acrobat Reader installed on your computer to be able to open the proof copy. However, this printout is not how your final book will look. The final book will be re-formatted based on the recipe format you select on the order form that you will submit later. Of course, as the chairperson, you have the capability to submit recipes of your own, too.

2. When you completely finish reviewing and correcting the recipes, click **Submit Book** button on the "Modify/Retrieve All Recipes" page. **It is important that you do not click the 'Submit Book' button until you completely finish with the project**, since you won't be able to make any changes once the book is submitted. However, submitting the book online does not mean an actual order is placed; you will still need to mail the order form to us to place the order.

3. Fill out the order form and send it with all other materials, such as cover layout, ad pages, etc.