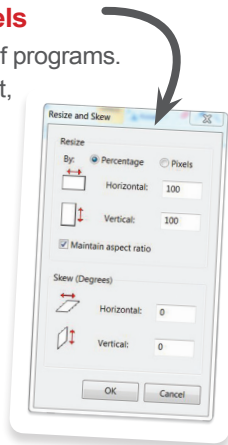




KAN... now display recipes with photographs when highlighted in the folders, these can also appear on the **menu** and **recipe** print outs, if specified.

Editing an image to 400 x 400 pixels

You can resize images in a wide range of programs. Most computers will have Microsoft Paint, depending on the version you have the options will be different. There will either be a 'Resize' option in the home banner across the top of the screen or you will need to go to Image and then Stretch/Skew. Here you will see the same box appear, you will need to amend the number from 100% to whatever percentage it needs to be to fit within the upload limit.



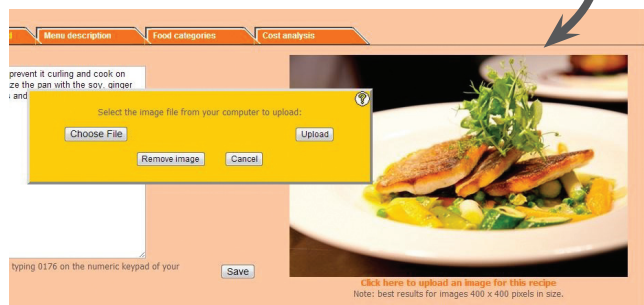
Highlighting recipes in folders

On the Recipes – Open/New page you choose the folder of recipes that you would like to view on the left hand side and then **click one of the recipes** listed on the right hand side of the screen. This recipe will then be highlighted and an image viewer box will appear with the recipe photo in.

Having the option to print out your recipes with an image is ideal for all chefs and kitchen staff to know exactly how the dish should be presented and therefore keeping a set standard of all meals served.

Uploading an image to a recipe

Whether you are creating a recipe or adding an image to an existing recipe, you need to have the recipe open then go to the '**Preparation Method**' tab. On the right hand side of the page you click '**Click here to upload an image for this recipe**' and this will bring up a pop up box. You click '**Choose File**' or '**Browse**' and then retrieve the appropriate image file from your computer and then click '**Upload**'. Once the image is uploaded you click save and the image is saved to the recipe.



You could put together a handy recipe book of all the recipes used for each day, menu cycle, season etc.

Recipe Print out

To print out a recipe you need to choose the recipe from the relevant folder, open the recipe and then press the '**Print**' button. This will then take you to what the recipe print out will look like, if there is an image for the recipe this will be automatically shown on the print preview.

Hide photo

You can remove the photo from the recipe print out by pressing the '**Hide Photo**' button. Remember, this doesn't remove the image from the recipe it just hides it so it isn't printed.



Ingredient	Supplier	Quantity	Vegetarian	Vegan
Garlic	Macro	1 gm	✓	✓
Ginger dried	Howarths Cash and carry	1 gm	✓	✓
sesame oil	Wilduck	20 ml	✗	✗
Soy Sauce Chinese supermarket	Wilduck	50 ml	✗	✗
Bok Choi	Supermarkets	100 gm	✗	✗
Seabass	Supermarkets	140 gm	✗	✗

Preparation method

Heat the sesame oil in a suitable frying pan, score the bass fillets skin to prevent it curling and cook on each side for approx 3 mins take out of the pan and set to one side, deglaze the pan with the soy, ginger and garlic and wilt