

# Meal Planner – User Guide

Meal Planner

Natural Parenting Tips

[www.naturalparentingtips.com/meal-planner](http://www.naturalparentingtips.com/meal-planner)

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## Introduction

Before we start, if you click on the blue circle with an 'i' in it, anywhere in the program it will give you on the spot help.

The meal planner is a program designed to store your recipe's, store a meal plan and then create your shopping list for you, making life just that little bit easier.

**QUICK NOTE:** If you wish to delete something from a list, select the row and press the delete button.

## Recipes

### Categories

Categories are here to help organise recipes.

1. Create a category by clicking on the Add/Edit Category button.
2. Enter a category name and press Add.
3. Close the window and you will now see your new category.

Select a category to start adding recipes.

### Recipes

Once you have selected a category, press Add Recipe. You will see a new recipe has been added to the list of recipes for that category.

You can delete recipes by pressing the Red Cross.

Press the recipe name (in blue) to edit the recipe such as the name and adding ingredients and instructions.

## Ingredients

The ingredients section is split into two parts. The top part is the recipe name, description and other general recipe related information. The bottom section is for adding the ingredients.

### Adding Recipe Instructions

When in the ingredients section by the selecting the recipe

1. Press "Enter Instructions"
2. A new window will appear
3. Enter the Step number (e.g. 1, this is only used for ordering the instructions)
4. Enter the instruction (e.g. Grease pan)
5. Then press Add.
6. Once complete close the window.

## Recipe Information

1. Name – Name of the recipe
2. Description – Something to describe the recipe (optional)
3. Servings – How many people is this recipe designed to serve.

## Section

The section is to separate different parts of the ingredients. For example a recipe may include a section for the cake base and a section for the icing. This will ensure the ingredient lists remain separate. By default all recipes come with a section called main. You do not have to add or edit sections and can leave everything as per the default.

## Add Ingredients

1. Select the section (or leave as Main)
2. Enter the ingredient name (try to use the same name in each recipe, for example Self Raising Flour should be spelt the same in each recipe, not SR Flour in one and Self Raising in the other. This will help with the shopping list.
3. Enter the amount of the ingredient. For example 1. You will enter the metric next.
4. Enter the metric such as cup or gram.
5. Press Add.
6. Once finished its time for the planning section.

## Planner

Select the planner button from the top menu.

### Introduction

The planner is used to plan out your meals. You can enter in the meals you wish to have for each day of the week.

### Adding

1. Select the date you wish to start from.
2. Select the date to end on.
3. Press Refresh.
4. On the right hand side enter in a meal
  - a. Select a category
  - b. Select a meal (aka recipe)
  - c. Enter the amount of people this is for
  - d. Select the meal type, such as when you plan to have this meal. e.g. lunch.
  - e. Press Add
5. Once complete go to the shopping list by pressing on the main menu.

**NOTE:** The date range selected in the planner is the same date range that will be used in the shopping list.

## **Shopping List**

The shopping list generates a list of ingredients needed to create the meals you have planned out by the dates that you have shown on the planner page. Ingredients have been grouped together for your convenience.

When you go to the Shopping List page you will see a list of ingredients needed.

## **Printing**

To print the shopping list, simply press the print button and a print window will open. Select your printer and press print.