

Chapter One: Getting Started

What is *Mangia*?

Mangia is an easy and fun way to store, retrieve and organize recipes. Once you have a collection of recipes stored in *Mangia*, you can easily create meals, make shopping lists, maintain your pantry inventory, and even print menus for that fancy dinner party!

How to Read this Manual

Before you begin using *Mangia*, you should be aware of the writing conventions we used in this manual.

◆ Lists of information are bulleted like this.

☞ Actual instructions that you should follow are marked with this hand.

When we refer to components of *Mangia*, like the Dictionary or the Recipe Browser, their names will be capitalized. The names of **menus**, **keys** and **buttons** will all appear in **Bold** type. You will sometimes see the shorthand **File:Print**, which means “Choose the Print option from the File menu”.

When you must type something exactly as specified in the instructions, it will be shown in `this typeface`. When you are required to provide your own information, it will be indicated like this: `<your name here>`.

We will frequently refer to **Shift**-select or **Ctrl**-select when instructing you to choose recipes. This means that you should hold down the **Shift** or the **Ctrl** key while clicking the mouse button while the cursor is over the desired location.

The term “drag and drop” is often used when describing how to move items from one location to another. To “drag” an item, click on it and hold down the mouse button while moving the cursor to the desired location. “Drop” the object by releasing the mouse button.

Installing and Running *Mangia*

Windows 95

- ☞ Insert the *Mangia* CD into the appropriate drive.
- ☞ If the Autoplay feature of Windows 95 is enabled, a window will appear on your screen. Click on the **Install** button to begin the installation. Follow the onscreen instructions to complete the installation.
- ☞ If Autoplay is disabled, and no window appears, open the **My Computer** icon on your desktop, double click on your CD drive, then double click on the “Setup” icon to begin the installation process. Follow the onscreen instructions to complete the installation.
- ☞ To run *Mangia* after installation, click on the **Start** button, select **Programs**, **Sierra**, then select *Mangia*.

Windows 3.1

- ☞ Insert the *Mangia* CD into the appropriate drive.
- ☞ In Program Manager, select **File:Run**, then type `d:\setup` and press **Enter**. (If your CD-ROM drive is not drive D:, substitute the appropriate drive letter.)
- ☞ To run *Mangia* after installation, double click the Sierra group, then double click on the *Mangia* icon.

Macintosh

- ☞ Insert the *Mangia* CD into the appropriate drive.
- ☞ Double-click the **Install Mangia** icon.
- ☞ In the resulting dialogue box, click **Install**.
- ☞ To run *Mangia* after installation, double click on the *Mangia* icon.

NOTE: When you run *Mangia* for the first time, the Recipe Browser will be empty. To load recipes into the Recipe Browser, choose **File:Open** and select one of the Recipe Files that come with *Mangia*. Chapter Two will show you how to create Recipe Files of your own.

How to Make a Demo Copy

Once your friends see you using *Mangia*, they will probably want to try it out! We have provided an easy way to make a legal and free demo copy of *Mangia* for your fellow cooks. In the main *Mangia* screen, select **File:Make a Demo Copy**, then choose the destination disk or folder from the resulting dialog box. This demo copy is identical to your version of the program, with two differences: it will only work for two months, and the **Make a Demo Copy** option is replaced by **Print Order Form**.

Chapter Two: Recipe Cards, Recipe Files and the Recipe Browser

Recipes in *Mangia* are stored in Recipe Cards. A Recipe File is simply a collection of these Recipe Cards, similar to a cookbook. *Mangia* comes with several Recipe Files already created. The Recipe Browser is a list of recipes drawn from the Recipe Files and divided into categories. This chapter will explain how to open these files and how to access the recipes within them.

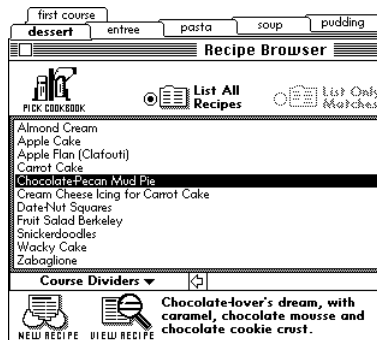
The Recipe Browser

The Recipe Browser is *Mangia's* main tool for organizing and managing your recipe collection. Once you have recipes on file, you will use the Browser to:

- ◆ Add new recipes
- ◆ Find recipes
- ◆ Open recipes for viewing
- ◆ Sort recipes into categories

If the Recipe Browser does not appear when you start *Mangia*, you can access it by choosing **Tools:Recipe Browser**. The Browser will be empty until you load a Recipe File into it.

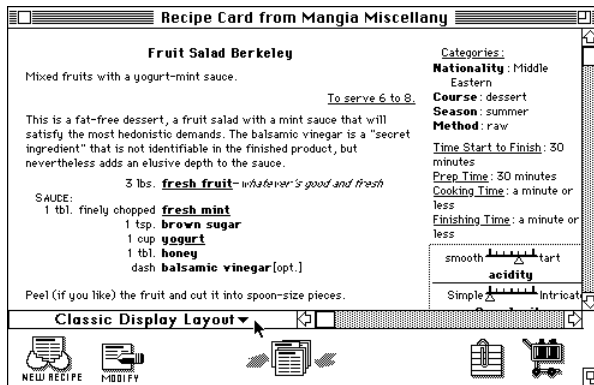
- ☞ Click on the **Pick Cookbook** icon in the upper left corner of the Browser.
- ☞ In the resulting dialog box, you'll see a list of the recipe files that come with *Mangia*. Click on one to select it. A check mark will appear next to the selected file. (You can select more than one cookbook if you want.)
- ☞ Click **OK**. The dialog box will disappear and you'll see a list of recipes in the Browser.
- ☞ Click once on a recipe to highlight it. Notice the recipe's description at the bottom of the Browser window.



In this example, the recipes are organized by course. Note the tabs reading “dessert”, “entrees”, etc. Click on a tab to see a list of the recipes in that category. In the bottom left of the recipe list, you'll see a small pop-up menu reading “Courses Dividers”. Click on this menu to change the recipe categories.

Viewing a Recipe Card

The Recipe Browser shows you only recipe titles and descriptions. To view a recipe, click once to highlight it, then click the **View Recipe** button. Or, double-click on a recipe's title. This opens the Recipe Card window, which shows the selected recipe in an appropriate layout.



Changing a Recipe's Layout

Mangia can display recipes in many different layouts. The example above shows a recipe in the "Classic Display" layout. To select a new layout, click on the pop-up **Layout** menu in the bottom left of the Recipe Card window.

Printing a Recipe

You can print a recipe from either the Recipe Browser or the Recipe Card window.

- ☛ From the Recipe Card window, choose **File:Print Recipe Card**.
- ☛ From the Recipe Browser, click on the recipe you want to print and choose **File:Print Recipes**. To highlight multiple recipes, hold down the **Shift** or **Ctrl** while clicking.
- ☛ Choose the paper size and desired layout and click **OK**.

Chapter Six covers *Mangia's* many printing options in detail.

Scaling a Recipe

If your recipe serves six, but you're cooking for four, *Mangia* will adjust, or "scale" the ingredient amounts for you.

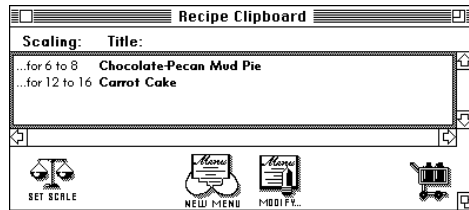
- ☛ Open the desired recipes, then select **Recipe Card:Scale Amounts...**
- ☛ In the resulting dialog box, specify how many people you want the recipe to serve, then click **OK**.

NOTE: *Mangia* has no way to separate any amounts mentioned in the recipe's instructions. For example, part of the butter listed in the ingredient list is used in one step of the recipe and the

remaining butter in another step. You will have to adjust each amount yourself when cooking the recipe.

The Recipe Clipboard

While you're browsing your recipe collection, you may find yourself wanting to "jot down" recipes for later reference. *Mangia* provides a tool for just this purpose: the Recipe Clipboard. You can use the Recipe Clipboard from either the Recipe Browser or the Recipe Card window.

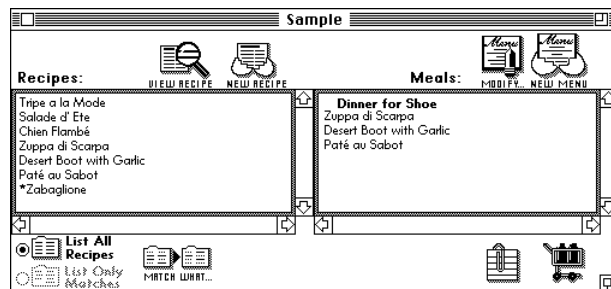


- In the Recipe Browser, highlight the recipe or recipes that you want to send to the Recipe Clipboard, then click on the **Clipboard** (paper clip) icon.
- In the Recipe Card window, clicking on the **Clipboard** icon will send the recipe to the clipboard.
- To view the Recipe Clipboard, double-click on the **Clipboard** icon.
- To delete a recipe from the Clipboard, highlight the unwanted recipe and press the **Delete** key.

Opening a Recipe File

Mangia stores your recipes in files on your hard drive, but how you organize your recipes into these files is up to you. In the Recipe File window, you can rearrange, delete, and add new recipes or group recipes into selected meals.

- If you are in the Recipe Browser, select **Open** or **Quick Open** from the **File** menu.
- Choose the recipe file you wish to open.



In the example on the previous page, note the asterisk (*) next to the “Zabaglione” recipe. This indicates that the recipe is not stored in this file, but is merely listed here as a reference to its actual location in another file. *Mangia* allows you to create Recipe Files that are “collections” of Recipe Cards from other Recipe Files, yet have only one copy of each Recipe Card on your hard drive. This saves space by not duplicating files on your hard drive.

Rearranging a Recipe List

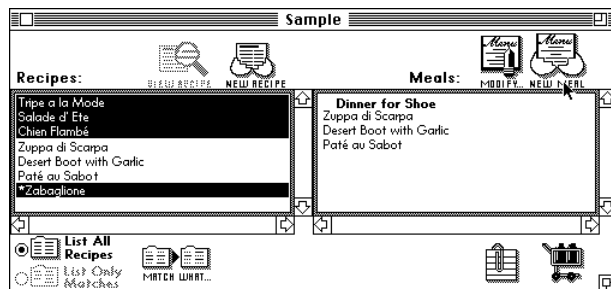
The order of recipes is very flexible; you can manually rearrange them, or *Mangia* can sort them for you.

- ☛ To have *Mangia* sort your recipes in alphabetical order, choose **Recipes:Sort by Title**.
- ☛ If you have a collection of recipes taken from other sources like cookbooks or magazines, you may want to sort your recipes by their source. Choose **Sort by Source** from the **Recipes** menu and the recipes will appear in reference order. If the recipes are from a book, they are listed by page-number; if from a magazine, they are listed by page number within each issue.
- ☛ To manually rearrange items, click on a meal or recipe to select it. Holding the mouse button down, drag the recipe or meal to another location in the list and release the mouse button. The selected item will move to its new location.

Creating a Meal

Many cookbooks include a list of suggested menus you can assemble from the dishes in the book. *Mangia* does the same thing; you’ll see *Mangia*’s meals listed on the right side of the Recipe File window.

- ☛ **Shift**-select the recipes you want to include in your meal.
- ☛ Click on the **New Meal** button in the upper right corner of the Recipe File window.
- ☛ A dialog box will ask you to provide the meal title. Enter a descriptive name, then click **OK**. Your new meal will now appear in the meal list on the right side of the Recipe File menu.
- ☛ To edit the title or a recipe in an existing meal, double click on the item you wish to change.
- ☛ From an open recipe card, you can scale the recipes in your new meal by selecting **Scale Amounts** from the **Recipe Cards** menu. Enter the new scale amounts, then click **OK**.



You can also use the Recipe Clipboard to plan meals:

- ☞ From the Clipboard, **Shift**-click to select the desired recipes, then click on the **New Meal** button. Type the name of your meal into the dialog box and click **OK**.

The selected recipes are grouped together under the title you entered to create your new meal.

- ☞ Simply click and drag a recipe to change its place in the meal.
- ☞ To scale all the recipes in your new meal at once, click on the meal title to highlight them, then click on the **Set Scale** icon in the lower left corner.

Locating Recipes

If there is an asterisk next to a recipe in a recipe file list, that recipe is not actually located in that recipe file; it is merely referenced from its original file. Therefore, if you wish to permanently delete a recipe with an asterisk, you must open and delete its original recipe file. Fortunately, *Mangia* provides you with a tool to find the original location of any recipe in your files.

- ☞ Select the title of a recipe in Recipe File.
- ☞ Choose **Locate Recipe** from the **Recipes** menu.

Mangia will open the original Recipe File window and highlight the desired recipe.

Deleting Recipes from Recipe Files

CAUTION: When you delete a recipe from a recipe file, *Mangia* permanently removes the recipe from your hard drive.

- ☞ Open a Recipe File and highlight the unwanted recipe.
- ☞ Choose **Delete** from the **Recipes** menu.
- ☞ In the resulting dialog box, click **OK** to confirm the deletion or **Cancel** to back out.

Cloning and Copying Recipes

When entering several similar recipes, you may want to start a new recipe by making a copy of an existing one.

- ☞ Select the title of a recipe in any Recipe File list.
- ☞ Choose **Clone Recipes** from the **Recipes** menu.

Mangia will make a copy of the original recipe, which you can change to fit your needs without changing the original. Chapter Three covers changing recipes in detail.

If you need a full copy of a recipe in a Recipe File (perhaps you wish to share a Recipe File with another *Mangia* user), you must use the **Copy** and **Paste** commands to duplicate the recipe:

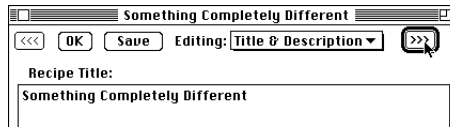
- ☛ Open two recipe files. In one file, click on a recipe's title to select it.
- ☛ From the **Edit** menu, choose **Copy**.
- ☛ Click on the other recipe file window to bring it forward.
- ☛ From the **Edit** menu, choose **Paste**.

Mangia makes a complete copy of the selected recipe in the other file.

Chapter Three: Adding and Changing Recipes

Adding a New Recipe

You can add a recipe to *Mangia* whenever a Recipe File window is open. For more information on Recipe Files, see Chapter Two.



- ✦ Open a recipe file using **File:Quick Open**.
- ✦ Select **Recipes:New Recipes** or click on the **New Recipe** button.
- ✦ Type the name of the recipe, then click **OK**.

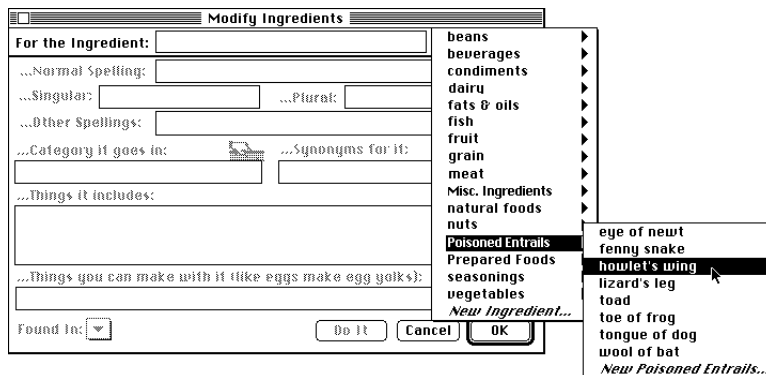
The Recipe Card opens up with the new recipe, and a window asking you to enter the title and description of your new recipe.

- ✦ Enter a short description of your recipe. The contents of this field will now be displayed at the bottom of the Recipe Browser whenever you highlight this recipe.

Using the Dictionary

While you are editing a recipe, you may see a small “hand and book” icon next to some of the text boxes. This icon represents the Dictionary, one of *Mangia*’s most powerful tools. *Mangia* comes with an extensive dictionary of food and cooking terms that make it easy to input information.

- ✦ From the **Editing** pop-up menu, choose **Course Served** from the **Categories** menu. When the cursor is in the **Course Served** field, the **Dictionary** icon will highlight. Remove any existing text in the field.
- ✦ Click on the **Dictionary** button to see the resulting menu.



By navigating through the levels of this menu, you can find any appropriate entry in the Dictio-

nary. When you select an entry, *Mangia* will automatically insert it into the empty field.

Editing the Parts of the Recipe

There are eleven different parts of a recipe: the Title, Description, Source, Yield, Times, Ingredients, Notes, Instruction, Categories, Ratings and Compatible Recipes. The Recipe Editing window allows you to modify several parts at a time. There are five controls at the top of this window:

- ◆ The left and right arrow buttons allow you to move forward and back through the editing windows.
- ◆ The **Editing** pop-up menu lets you jump directly to the part of the recipe you wish to edit.
- ◆ The **OK** button saves and closes the recipe.
- ◆ The **Save** button saves your work without closing.

Recipes are not saved to your hard drive until you click the **OK** or **Save** button. If you wish to exit without saving, click on the close box in the upper left corner of the editing window.

Entering the Recipe's Ingredients

Most parts of a recipe are edited using standard text boxes and pop-up menus, but the Ingredients list is an exception. This part of the recipe has a specialized structure that allows *Mangia* to group recipes by their ingredients. The Ingredient list editor has two halves. On the left side you describe an individual ingredient, and the ingredient list appears on the right.

Something Completely Different

<<< OK Save Editing: Ingredients >>>

Amount: 1 cup

Ingredient: white wheat flour

Prep for Measuring: sifted

Remarks & Other Prep:

☐ Optional ☐ Main Ingred. Add To List Remove Selection

- Create a new recipe, add its title and a short description, then jump to the **Ingredients** list using the **Editing** pop-up menu.
- In the box labeled *Amount*, type 1 cup. In the **Ingredient** field, enter white wheat flour, and sifted into the **Prep for Measuring** field.
- Or, use the **Dictionary** to select the amount, ingredient and prep.

- ☛ Since this is a main ingredient in the new recipe, click the **Main Ingredient** check box.
- ☛ Click **Add to List**. The ingredient is now in the list part of the window, and the text boxes are empty, waiting for the next ingredient.
- ☛ Double-click on an ingredient in the list window to change it. This will move the ingredient from the list window to the text boxes so that you can edit it. The **Add to List** button will now say **Replace Selection**. When you click on **Replace Selection**, the ingredient list will be updated with your changes.

Using One Recipe as an Ingredient in Another

Many recipes use other recipes as ingredients. A salad, for example, may call for a particular dressing. When this occurs, *Mangia* will let you use one recipe as an ingredient in another. Suppose you're creating a recipe for Crab Louis and its Ingredient List calls for Thousand Island Dressing:

- ☛ Locate Thousand Island Dressing in the Recipe Browser. Click on it to highlight it, then choose **Edit:Copy**.
- ☛ Go to the Ingredient List for Crab Louis and click in the **Ingredient** field. Choose **Edit:Paste** or **Ingredients:Use Recipe as Ingredient**. "Thousand Island Dressing" will appear in the Ingredient field.
- ☛ Click the **Add to List** button to move "Thousand Island Dressing" to the ingredient list.

Now the dressing recipe is "linked" to the Crab Louis recipe and *Mangia* will include the ingredients for the dressing in the Crab Louis recipe. For example, when you send Crab Louis to the Shopping List, the list will also include all the ingredients necessary to make Thousand Island Dressing. (We'll cover the Shopping List in detail in Chapter Five.)

Grouping Ingredients in the Ingredient List

It is often helpful to create groups in an ingredient list. For example, in a pie recipe, you may want to display the ingredients for the crust in a separate group from the filling ingredients.

- ☛ To move an ingredient, click on it, then drag it to another place on the list. You can move more than one ingredient at a time by **Shift**-selecting each one.
- ☛ To group ingredients, **Shift**-click to select the items you want in the new group, then choose **Group** from the **Ingredients** menu.

There are three types of groups to choose from:

- ☛ **Either/Or** creates a **Choice** group, meaning that any one of the ingredients may be used, as in "butter or margarine".
- ☛ **All** means that all ingredients in the group must be used.
- ☛ **Named Group** creates a named "section" in a recipe, like "Pie Crust" and "Cherry Filling". Once a group has been created, you can select the entire group by clicking at its left-hand side. You can also click and drag ingredients into and out of the group.

Merging Ingredients

Merging is useful when you want to say something like “1 lb. zucchini or yellow squash” instead of using a Choice group with two ingredients with the same amounts: “1 lb. zucchini” or “1 lb. yellow squash”.

- ☛ In the Ingredients list **Shift**-select the two ingredients you want to merge.
- ☛ Choose **Merge into 1 Ingredient** on the **Ingredients** menu.
- ☛ To switch back to two ingredients, highlight the merged ingredient and choose **Separate Ingredients** from the **Ingredients** menu.

NOTE: If ingredient amounts differ, only the first amount is used.

You can also Merge ingredients when you enter them into the Ingredient Field. Simply type yellow squash or zucchini into the Ingredient field; the effect will be the same as Merging them later.

Categorizing Recipes

When you click on the dividers in the Recipe Browser, you get recipes sorted into four categories: Course, Nationality, Cooking Method and Season.

- ☛ With a recipe open in the recipe editor, use the **Editing** pop-up menu to select **Categories**, or double-click on the **Categories** section of a recipe card.
- ☛ Click in the **Nationality** field, then on the highlighted **Dictionary** button. A menu will appear.
- ☛ Click on an item in the menu to select it. **Shift**-select to choose more than one Nationality.

The Nationality field now shows your selection. The recipe will now be filed under both categories. You can also type into the text box without using the pop-up menu; multiple categories must be separated with commas.

Rating a Recipe

Mangia lets you rate recipes for different attributes, such as “Spicy Hotness” and “Difficulty”. These ratings are not only useful when browsing through your recipe collection, but you can also use them to search for particular kinds of dishes in the Full Recipe Finder. (Chapter Four contains detailed information on the Full Recipe Finder.)

- ☛ If you’re entering a new recipe, select **Ratings** from the **Editing** pop-up menu. If you are modifying an existing recipe, double-click on the **Ratings** section of the recipe to access the Ratings window.
- ☛ Choose a Rating by clicking the **Pick Rating** button. You will get a menu that lets you access the rating scales.
- ☛ Set the rating by clicking somewhere on the scale or dragging the indicator to the desired location.
- ☛ To set a range, click and drag one of the “ears” on the sides of the indicator.
- ☛ Some ratings, like “Crock Pot” and “From the Garden”, use check boxes instead of sliding scales. Simply click in the box to check it.

Mangia provides several different rating scales, but you don't have to use each one for every recipe. When you're entering or editing ratings, just use the ones you find relevant to that recipe. You can also create your own rating scales by clicking on **New Rating Scales...** and entering the new rating name and indicator type (either sliding scale or check box).

Locating Compatible Recipes

While browsing through *Mangia's* cookbooks, you will often find recipes that go well together, like "Salmon Croquettes" and "Aromatic Creole with Shrimp". *Mangia* keeps track of these compatible recipes for you.

- ☛ If you're entering a new recipe, go to the **Compatible Recipes** list by selecting it from the **Editing** pop-up menu. If you are modifying an existing recipe, double click on the **Compatible Recipes** section of the recipe.
- ☛ In the Recipe Browser, select a recipe and **Copy** it using the **Edit** menu.
- ☛ Return to the **Compatible Recipes** list and choose **Edit:Paste**. The compatible recipe's title now appears in the list.

If you have several recipes that are compatible with one another, you can **Link** them together.

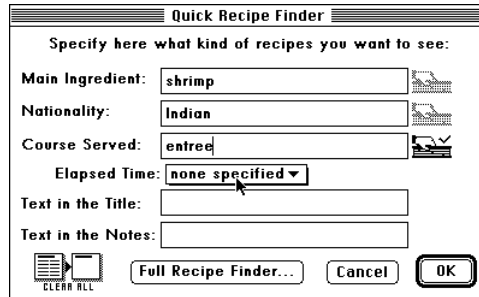
- ☛ From the Recipe Browser, **Shift-select** the compatible recipes.
- ☛ Choose **Link Recipes** from the **Recipe** menu.

Every recipe you selected is added to the others' Compatible Recipes list.

Chapter Four: Finding Recipes

Finding Recipes

If you want *Mangia* to show only specific *kinds* of recipes, either in the Browser or the Recipe File window, you can specify what you want by filling in the blanks in the Quick Recipe Finder window. Click on the **Match What...** button to access the Quick Recipe Finder.



Note that there are several possible fields, but you can fill in as many or as few as you want. If you fill in several of the items in the Quick Recipe Finder, *Mangia* shows you only the recipes that match *all* the features you specify.

Locating Recipes that Match Several Criteria

To find recipes that match more than one category, for example, all Italian pasta dishes, simply enter the information into the appropriate fields.

- ☛ Type *pasta* in the **Main Ingredient** field, and *Italian* in the **Nationality** field. Click **OK** to return to the Browser.

In the Recipe Browser, you will see only Italian recipes where pasta is the main ingredient, not Greek pasta recipes or Italian recipes for rice.

You can also specify several things in one field by separating them with a comma.

- ☛ Type *mediterranean, Italian* in the **Nationality** field to get a list of recipes that fit both categories: in this case, Neapolitan and Sicilian recipes.

Searching Across Categories

Suppose you want to find recipes that use fresh fruit, but you don't want to type the name of every fruit there is.

- ☛ In the Quick Recipe Finder, click in the **Main Ingredient** box. You'll see the **Dictionary** button darken. Click on the **Dictionary** to open it.

You'll see there are many items in the fresh fruit category. You don't want to enter every type of fresh fruit, as *Mangia* will look for recipes that contain *all* the specified ingredients.

- ➡ Click on the “fresh fruit” category in the Dictionary listings. This will enter “fresh fruit” in the **Main Ingredient** field of the Quick Recipe Finder.

Searching for an Ingredient Anywhere in a Recipe

In the Full Recipe Finder you can list critical ingredients in one of three fields: Main Ingredients, Foods to Use and Foods to Avoid.

The difference between **Main Ingredients** and **Foods to Use** is important. Most recipes are dominated by just a few of their ingredients (like the apples in an apple pie), with the other ingredients playing a more minor role (the butter in the pie crust). When you view or print a recipe, Mangia denotes the main ingredients in the ingredient list by underlining them. To see how this work, try the following experiment:

- ☛ Clear everything out of the Full Recipe Finder, then type eggs into the **Foods to Use** field.
- ☛ Return to the Recipe Browser and choose **No Dividers** from the **Dividers** pop-up menu.

You'll see every recipe that has any egg in it (every cake in the book, for example).

- ☛ Now, remove eggs from **Foods to Use**, and enter eggs into **Main Ingredients**.

The Browser will now show you far fewer recipes, like omelets and soufflés.

Avoiding Recipes that Use Certain Foods

This feature is handy if you're looking for recipes that obey dietary restrictions, allergies or food preferences.

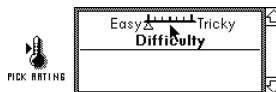
- ☛ Type meat into the **Foods to Avoid** field and click **OK**. You will see only meatless recipes.

You can use this feature with generic categories, like "meat", or specific ingredients, like "corn".

Locating Recipes According to their Ratings

You can use the Pick Rating feature of the Full Recipe Finder to find recipes according to their ratings.

- ☛ Click on the **Pick Rating** button in the Full Recipe Finder.
- ☛ Select the **Difficulty** item from the pop-up menu. The Difficulty scale will appear.
- ☛ Click the mouse near the middle of the scale. The indicator will move to the place you just clicked.



Mangia will now find recipes at *only* that level of difficulty. However, you may want to see a *range* of difficulty levels.

- ☛ Click and drag on one of the "ears" at each end of the indicator. The indicator will stretch and show a range along the scale.

The Browser will now show you only the recipes in the Difficulty range you specified.

Locating Recipes by their Instructions

Like the Quick Recipe Finder, the Full Recipe Finder can find recipes with specific text in the **Title** and **Notes**, but it also includes a third box to find specific text in the recipe **Instructions**.

Locating Recipes by Publication and Author

The **Publication** and **Credited Author** text boxes let you find recipes that were published in specific magazines or books or created by specific people. You can type in the name of the publication or author or use the pop-up **Dictionary** menu to pick from a list.

Locating Timely Recipes

The pop-up menus for **Cooking Time** in the Full Recipe Finder give you three more options than the Quick Recipe Finder. As in the Quick Recipe Finder, **Elapsed Time** lets you specify the total time from start to finish required to prepare a recipe. In addition:

- ◆ **Prep Time** indicates the time you are likely to spend on activities like chopping or peeling before you actually begin to cook.
- ◆ **Attention Time** indicates the time the cook needs to spend concentrating entirely on the recipe, including Prep Time.

For example, a casserole might take ten minutes to assemble, but an hour to bake. Its Elapsed Time would be an hour and ten minutes, but its Attention Time would be only ten minutes.

- ◆ **Finishing Time** is the time you need to spend at the last minute before serving. A baked dish might go straight to the oven from the table, but an omelet is almost entirely finishing time.

Finding recipes with short Finishing Times can be very helpful when you're planning a dinner party and want to spend minimal time in the kitchen away from your guests!

Using the Pantry to Cook without Shopping

At the bottom of the Full Recipe Finder is the **No Shopping** check box. When this box is checked, *Mangia* will only list recipes that can be prepared with ingredients currently in your Pantry. Of course, the No Shopping feature is only useful when your Pantry is up to date. If you don't have the desire (or time) to maintain the Pantry inventory with perfect accuracy, *Mangia* provides a way to maintain your Pantry while working on your Shopping List. Chapter Five will cover the Pantry in detail.

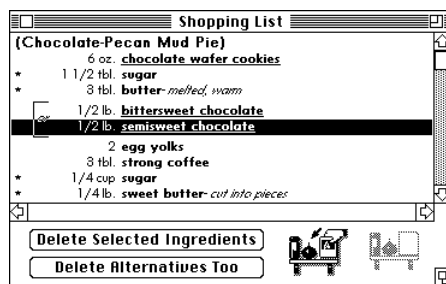
Chapter Five: The Shopping List and the Pantry

This chapter covers two of *Mangia*'s most useful features: the Shopping List and the Pantry. The Shopping List allows you to create and edit shopping lists based on selected recipes, and the Pantry maintains an inventory of ingredients you have in your kitchen.

Creating a Shopping List

Anywhere you see a recipe in *Mangia*, you can create a Shopping List for it.

- ☛ If you have a Recipe Card open, click on the **Shopping Cart** icon to add the recipe to the Shopping List.
- ☛ If you are looking at a recipe list, select one or more titles, then click on the **Shopping Cart** icon.
- ☛ Double-click on the **Shopping Cart** icon to open the Shopping List window.



The Shopping List window shows a list of the ingredients in each recipe you selected. Select and delete any ingredients you don't need to buy, then print the list using **File:Print**.

Editing the Shopping List

After you have generated the Shopping List, you will probably need to make minor adjustments to eliminate duplicates or items you already have.

- ☛ To modify an ingredient, double click on it, then make any necessary changes.
- ☛ To delete an ingredient, select it, then click on the **Delete Selected Ingredients** button. You can select several ingredients at once by **Shift**-clicking on them, or you can select an entire recipe by clicking on its title.
- ☛ To add an ingredient to the Shopping List, choose **Shopping List:Add Ingredient**. Enter your new ingredient, then click the **Add Ingredient** button.

Using the Pantry with the Shopping List

When you look at the Shopping List, some of the items are marked with an asterisk (*) to note that they also appear in your Pantry. If your Pantry is current, you can use this feature to quickly

remove unnecessary items from your Shopping List.

- ☛ In the Shopping List window, choose **Shopping List:Select Ingredients in Pantry** to select the items for deletions.
- ☛ Click the **Delete Selected Ingredients** button.

If a recipe gives alternatives (like butter *or* margarine) and one of them is selected for deletion, you will probably want to remove the alternatives too.

- ☛ Click on the **Delete Alternative Too** button.

Using the Shopping List with the Pantry

You can also use the Shopping List to maintain your Pantry inventory.

- ☛ Read the items in the Shopping List windows, looking for ingredients that you do not have. **Shift**-select each one.
- ☛ Click on the **Remove from Pantry** button.



The ingredients are no longer marked, which means that they have been also removed from the Pantry.

- ☛ Read the list again, this time **Shift**-clicking on any *unmarked* ingredients you *do* have.
- ☛ Click the **Add to Pantry** button.



If you take a few seconds to update the Pantry whenever you create a Shopping List, *Mangia's* Pantry will more accurately reflect what is in your kitchen.

Printing a Shopping List

Now you'll need a paper copy of the Shopping List to take to the store with you.

- ☛ Choose **File:Print Shopping List...**
- ☛ If you want the ingredients grouped according to the store section, check **Group Ingredients by Store Section**.
- ☛ If you prefer the ingredients be marked with the recipe name, check **Note Recipe for Each Ingredient**.
- ☛ If you want only the ingredients you've selected to print, check **Selection Only**.
- ☛ Click the **Print** button.

Chapter Six: Mangia – Your Culinary Print Shop

You don't need a computer in your kitchen to use *Mangia* effectively! *Mangia* provides you with many choices of printing options:

- ◆ **Recipes:** Print recipes in many different layouts and on a variety of forms, including booklets and card stock.
- ◆ **Menus:** Create “presentation menus” for special occasions or as keepsakes for guests.
- ◆ **Lists:** Print shopping lists to take to the store and lists of your recipes and meals.

Printing a Full Page Recipe

Printed recipes are ideal for taking into the kitchen. You can even print a recipe in large type so you can read it from a distance. And if you spill on it, just print another one, unlike a \$50 cookbook!

- ☞ Open a recipe, then choose **Print Recipe Card...** from the **File** menu.
- ☞ In the resulting dialogue box, click on **Page Design** and choose your preferred recipe layout.
- ☞ If the **Selection Only** checkbox is available, decide whether you want to print all the recipes in the window or select the recipes you want.
- ☞ Click the **Print** button.

Setting up Mangia to Print Booklets and Recipe Cards

When printing items from *Mangia*, you can choose from several different formats.

- ◆ **Full Page** prints your chosen item on one side of a sheet of paper.
- ◆ **½ Page Booklet** and **¼ Page Booklet** are used to print menus and recipe booklets.
- ◆ **4x6 Cardstock** and **Hand-Fed Cards** will print onto pre-cut card stock.

Before you print booklets or recipe cards, you must provide *Mangia* with some printer information. The following steps will help you find the necessary information and show you how to input it into *Mangia*.

- ☞ On a new sheet of paper, write the words “In Up” and draw an arrow pointing to one end of the paper. Load this sheet of paper into the printer with the writing face up and the arrow pointing into the printer.
- ☞ Print a full page recipe.
- ☞ When the page comes out, write the words “Out Up” on the side of the paper that's up as it emerges from the printer.
- ☞ In *Mangia*, choose **Print Recipes...** from the **File** menu.
- ☞ Check the **Print Two Sides Separately** and click the **Print** button.
- ☞ In the resulting **Load Paper** dialog box, click the **Printer Info...** button.

Now tell *Mangia* the result of your paper experiment:

- ☞ If the printing is on the same side as the word “In Up”, click the **Upside** button. Otherwise, click the **Downside** button.
- ☞ If the printing is on the same side as the words “Out Up”, click the **Face Up** button. Otherwise, click the **Face Down** button.
- ☞ Hold the page so you can read what you printed. If the arrow is pointed toward the top of the page, click the **Head First** button. If the arrow is pointing to the bottom, click the **Foot First** button.
- ☞ For hand-fed recipe card stock, look at the guide that feeds narrow pieces of paper (like envelopes) into your printer. Does it feed them at the left side, right side or center? Click the appropriate button.
- ☞ If your printer takes sheets from the bottom instead of the top, click **Printer Feeds From Bottom of Stack** box
- ☞ Click **OK** to save the printer information. Click **Cancel** to quit the printing process.

Mangia will save your settings and use them to guide you through the two-sided printing process. You won’t need to change these settings again unless you change your printer.

Printing a Menu

If you’ve worked hard on an important dinner party, it’s fun to hand out keepsake menus of the event.

- ☞ In the Recipe File window, click on the title of the meal you want to print.
- ☞ Select **Print Menus...** from the **File** menu.
- ☞ Select your desired menu format from those provided.
- ☞ Click **Print**.

To set the font and size of a printed menu’s text, select **Preferences...** from the **Edit** menu. Use the **Text of** pop-up menu to choose **Menus**. Then choose the font and size you want to use. Many office supply stores stock fun or fancy paper ideal for printing menus – be creative!

Printing a Recipe Booklet

Recipe booklets are a fun way to share your special recipes with friends! This process prints a booklet that can be read from front to back.

- ☞ Open a recipe file and **Shift**-select the recipes you want in your booklet.
- ☞ Choose **Print Recipes...** from the **File** menu.
- ☞ Click on the icon labeled $\frac{1}{4}$ **Page Booklet**.
- ☞ Check the **Two-Pass Printing** box, then click **Print**.
- ☞ You’ll see the **Load Paper** dialog instructing you to load your printer. Click **OK** to continue.

Your printer will print the first half of the booklet on one side of the paper. If you’ve set up your printer correctly, the **Reload Paper** dialog box will give you explicit instructions for reloading. (See the section “Setting Up Mangia to Print Booklets and Recipe Cards”.)

- ☞ Follow the instructions in the **Reload Paper** dialog, then click **OK**.
- ☞ After the pages are printed the second time, cut the stack in half along the dotted line.
- ☞ Place the top half of the page and place it on the bottom half. Do not turn or flip it!
- ☞ Fold the result in half and staple it in the middle.

You can also print ½ page booklets using these steps, however, you will not need to cut the sheets before folding and stapling.

Printing Recipe Cards onto Card Stock

Printing on card stock is similar to printing booklets, but you might want to practice on plain paper first. When you're ready to print actual recipe cards, we recommend Avery Laser Post-cards, product number 5389, which are available in most office supply stores.

- ☞ From the Recipe Browser, **Shift**-select several recipes.
- ☞ Choose **Print Recipes...** from the **File** menu.
- ☞ Select **4x6 cardstock** from the resulting dialog box. Make sure that **Two-Pass Printing** is checked. Click **Print**.
- ☞ When the first sides are printed, follow the instructions in the **Reload Paper** dialog box and click **OK**.

If you have set up *Mangia* correctly, any recipe that requires more room than the front of a card will continue to print on the back of the card. If you haven't configured *Mangia*'s printer settings yet, see the section "Setting Up Mangia to Print Booklets and Recipe Cards".

Printing Hand-Fed Recipe Cards

Before you attempt this, check your printer's manual to see if your printer will accept individual index cards.

- ☞ From the Recipe Browser, double click on a recipe to open it.
- ☞ Choose **Print Recipe Card...** from the **File** menu.
- ☞ If the resulting dialog box includes an option for **Manual Feed**, select it.
- ☞ Click on **Hand-fed Cardstock**. Make sure the **Two-Pass Printing** box is checked, then click **Print**.
- ☞ Following the instructions in your printer's manual, feed a card into the printer.
- ☞ In the **Load Paper** dialog, click the **Printer Info...** button. Specify if the card will enter your printer at the left, right or center. Check your printer's manual if you're unsure.
- ☞ If necessary, the **Reload Paper** dialog box will prompt you to turn over the card and reinsert it. Click **OK** when you're ready to continue printing.

Chapter Seven: Customizing Mangia

We know that all cooks are different. Fortunately *Mangia* provides many options to customize the program to suit your needs and interests.

Adding New Terms to the Dictionary

Mangia makes it easy to add terms to the Dictionary. Suppose you want to add “chocolate milk” to the list of ingredients in the Dictionary.

- ☛ Choose **Edit Dictionary** from the **Edit** menu.
- ☛ Choose the category you are adding to. In this case, **Ingredients**.
- ☛ Click in the **For the Ingredient** field, then click on the highlighted **Dictionary** icon.
- ☛ Highlight **Dairy**, then choose **Milk**.
- ☛ From the **Milk** menu, choose **New Milk**.
- ☛ In the resulting dialog box, type chocolate milk in the **Normal Spelling** field.
- ☛ Click **OK** to save your new Ingredient.

You can also add a new Dictionary entry from the recipe editing window.

- ☛ Click in the **Ingredient** field, then click on the **Dictionary** icon.
- ☛ Highlight **Dairy**, then choose **Milk**.
- ☛ From the **Milk** menu, choose **New Milk**.
- ☛ In the resulting dialog box, type chocolate milk in the **Normal Spelling** field.
- ☛ Click **OK** to save your new Ingredient.

Change the Store Section of an Ingredient.

When *Mangia* prints a shopping list, you can sort the ingredients by store section for your convenience. However, not all stores have every item in the same section, or you may prefer to buy flour in the Bulk Food section instead of the Baking Supplies section. *Mangia* lets you edit the Dictionary to change the Section in which an ingredient is found.



- ☛ From **Edit:Edit Dictionary**, choose **Ingredients**.
- ☛ Type or select the name of the ingredient you want to change.
- ☛ Select the new store section from the **Found In:** pop-up menu.
- ☛ Click on **Do It** or **OK**.

The ingredient you selected will now be found under a different section of the store on your shopping list.

Creating Your Own Recipe Ratings

When you are entering or modifying a recipe *Mangia* lets you create your own rating scale!

- ☞ Click the **Pick Rating** button and select **New Rating Scale**.
- ☞ Type the new scale's name.
- ☞ Choose whether the new rating is a check box or sliding scale.
- ☞ Click on **OK** to save your new rating.

Go Directly to the Full Recipe Finder

You can get to the Full Recipe Finder without going through the Quick Recipe Finder's **Full Recipe Finder** button.

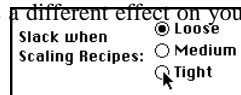
In the Recipe Browser, hold down the **Ctrl** key (in Windows) or the **Option** key (on the Macintosh) when clicking on the **Match What...** button.

If you prefer that *Mangia* always use the Full Recipe Finder instead of the Quick Recipe Finder, select **Edit:Preferences**, and check the **Use Full Recipe Finder** box.

Adjust Recipe Scaling

When *Mangia* scales recipes, it usually adjusts the ingredient amounts to avoid awkward fractions. *Mangia* gives you three level of scaling; each level has a different effect on your scaled ingredients.

- ☞ From the **Edit** menu, choose **Preferences**.

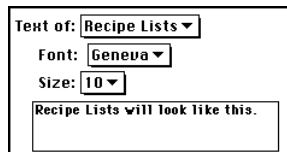


When you choose **Loose**, *Mangia* will adjust the scaled amount up to 10% to give you a standard fraction like “3/4 cup milk”. When you choose **Medium**, *Mangia* will only adjust the fraction within 5%, and **Tight** keeps the scaled amounts to within 3%. The tighter the scaling, the more likely you are to see odd ingredient amounts like “7/62 cups of flour”. Usually **Loose** or **Medium** scaling will suffice, but for delicate or complex recipes (like a soufflé) or certain ingredients (like cayenne pepper), you may want to use **Tight** scaling.

Change the Fonts in Lists

You can use your favorite fonts in *Mangia*'s recipe and ingredient lists.

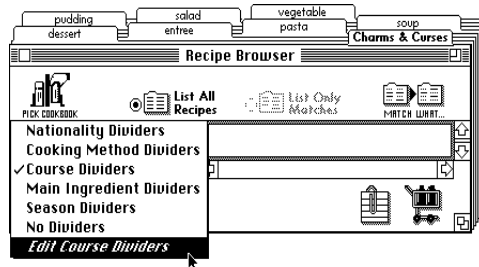
- ☞ Choose **Preferences...** from the **Edit** menu.



Use the pop-up menus to select fonts and type size.

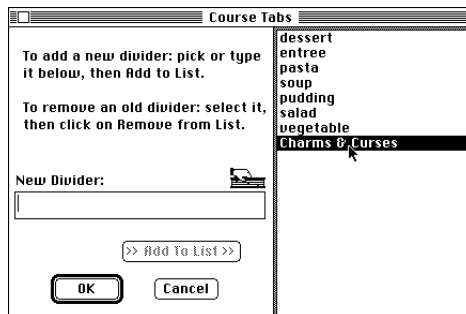
Changing the Dividers on the Browser

Editing the divider list allows you to make the dividers as specific or as general as you like. For example, if you are interested in Chinese cuisine, you may want to add dividers for “Szechuan” or “Cantonese”.



- In the Recipe Browser, use the divider pop-up menu to select the category you want to change. In this example, we are modifying the “Courses” category.
- Click on the pop-up menu again and select **Edit Course Dividers**.

The resulting dialog box lists the current dividers in the order they appear.



In this window you can:

- Reorder the list by clicking and dragging course name. The dividers will appear in the Browser in the same order as they appear in the list.
- To remove any category you don't want, Highlight an entry, then press **Delete** or select **Edit:Clear**.
- Create new dividers by typing a new category into the **New Divider** Box, or use the **Dictionary** button to select a new divider. Click the **>>Add to List>>** button, then click **OK**.

Chapter Eight: Contacting Sierra On-Line

Contacting Sierra's Technical Support

Contact Technical Support if you have any problem with the installation of Mangia or if you experience difficulties with the program. Please note: Before contacting Sierra Technical Support about printing problems, please contact your printer manufacturer for the latest drivers.

Sierra Technical Support

Voice Line:	206-644-4343
Fax Line:	206-644-7697
Automated Tech Support System:	206-644-4343
Mail:	Sierra On-Line Technical Support PO Box 85006 Bellevue, WA 98015-8506

Sierra Technical Support E-Mail

America On-Line	Keyword: Sierra
CompuServe	GO Sierra
Sierra Internet Website	http://www.sierra.com
Internet Mail	support@sierra.com

Technical Support – United Kingdom

Voice Line:	(0118) 920-9111
Fax Line:	(0118) 987-5603
Mail:	Sierra On-Line Limited 2 Beacontree Plaza Gillette Way Reading RG2 OBS UNITED KINGDOM

Technical Support – France

Voice Line:	(33) 1-46-01-46-50
Fax Line:	(33) 1-46-30-00-65
Mail:	Parc Tertiaire de Meudon Immeuble "Le Newton" 25 rue Jeanne Braconnier 92366 Meudon La Forêt Cedex FRANCE

Technical Support – Germany

Voice Line:	(+49) 0-6103-99-40-40
Fax Line:	(+49) 0-6103-99-40-35
Mailbox:	(+49) 0-6103-99-40-41
Mail:	Sierra Coktel Deutschland Robert-Bosch-Str. 32 D-63303 Dreieich GERMANY

Servicio Tecnico – Spain

Voice Line:	(34) 1-764-39-69
Fax Line:	(34) 1-382-08-39
Mail:	Coktel Educative Multimedia C/Tomas Redondo, 1-1° F Edificio Luarca 28033 Madrid SPAIN

Sierra Direct Sales Group

Our Direct Sales personnel are here to help you with problems concerning disk or documentation replacement, upgrades, or purchasing any other Sierra products.

Voice Line:	800-757-7707
Fax Line:	402-393-3224
Mail:	Sierra Direct Sales 7100 West Center Road Suite 301 Omaha, NE 68106

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- ◆ Disk replacement: All requests within the warranty period must include a copy of your sales receipt and the CD. Include a note telling us why you need a disk replacement and where to send it. If you are outside the 90-day warranty period, please include \$10 to cover shipping and handling.
- ◆ Documentation replacement: Requests within the warranty period must include a copy of your sales receipt, a photocopy of the CD (please do not send the CD), a note telling us why the documentation is being replaced, and a shipping address. Requests past the 90-day warranty period, please include \$5 to cover shipping and handling.

Send all requests for disk or documentation replacement to:
Sierra On-Line Fulfillment
PO Box 485
Coarsegold, CA 93614

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Mangia's

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