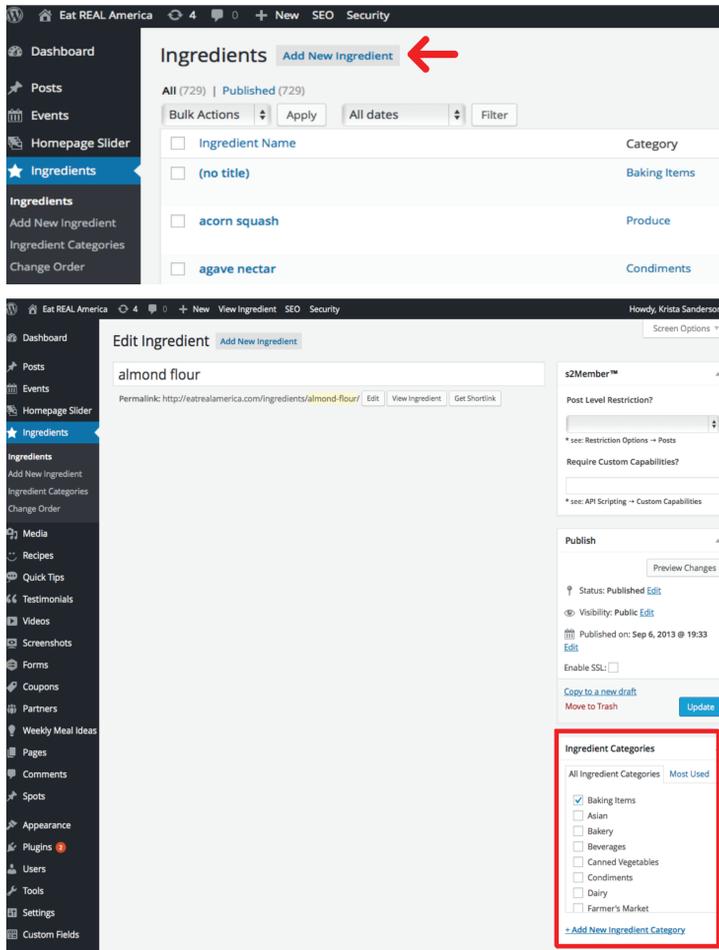


Step 1 - Add New Ingredients

Before you can add a new recipe you must enter any new ingredients that have not been used in previous recipes.

1. Click Ingredients on Left Hand Side
2. Click Add New Ingredient at Top of Page
3. Type in Ingredient Name
4. Select Ingredient Categories
5. Click on the Blue Update Button



Step 2 - Add New Recipe

When you add images to the featured or gallery, you have several options.

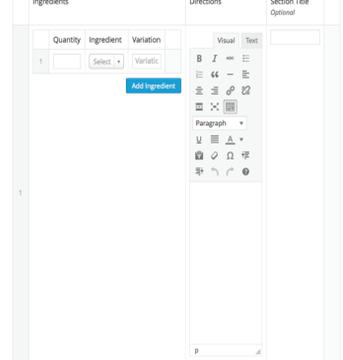
1. Click Recipes on Left Hand Side
2. Click Add New Recipe at Top of Page
3. Fill Out Following Information
4. Check the Use New Recipe Method to break the ingredients into steps
5. Click on the Recipes Tab - Fill out:

Title - Used for internal searches
Description of Recipe - Shown on the website

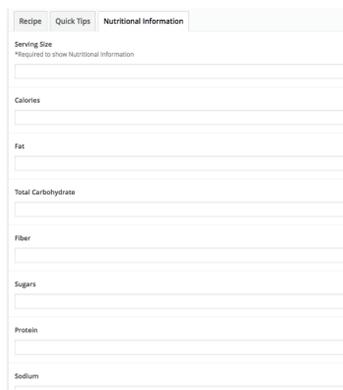
4. Check the Use New Recipe Method to break the ingredients into steps
5. Click on the Recipes Tab - Fill out:

Ready In
Serves
Variation
Directions
Section Title

Click Add Row or Add Step as needed



6. Click the Quick Tips Tab if you have any tips you would like to share.
7. Click the Nutritional Information



8. Fill Out Recipe Information
9. Add All Ingredients
10. Fill Out Directions, Recipe Attributions
11. Check the box if you would like to allow comments below the recipe
12. Add Tags
13. Select the Recipe Categories you would like it to show up in
14. Upload a Featured Image
15. Click the Blue Update Button

Use the Red X to Delete
 Use the Yellow Box to Add a Subtitle
 Use the Green + to Add Ingredients - As you type your ingredient in a drop down list will appear to choose from

