

TechWizard™

Add an Ingredient to an Ingredient File in Version 4

1. Open the Current Ingredient File

(Excel 2000 – 2003) Click the **File** menu, select **Ingredient Files**, and click **Edit Current Ingredient File**.
(Excel 2007 or higher) Select the **Edit Ingredient File** tab and click **Edit Current File** from the **File** group.

2. (Excel 2000 – 2003) Select the **Edit Ingredients** menu and click **Add**.
(Excel 2007 or higher) Select the **Edit Ingredient File** tab and click **Add** from the **Ingredients** group.

The Add Ingredients window appears.

3. Enter the ingredient name and reference number in the spaces provided.
4. Click the **Add** button.
5. When prompted to update ingredient file enter yes. Close the window when finished. Note the ingredient file is updated automatically. You do not have to save it. You are now ready to add ingredient information described below.

Update Ingredient Information

1. Select the ingredient you just added (**A**). In this example, the ingredient Basil is selected.

Ingredients and Properties		# Properties	# Ingredients	# Columns	Spec	Spec
April 18, 2008		70	245	74		
Units:			Text	\$/lb	%	%
Ingredients	?	Volume Choice	Source of Info.	Price	Serv Tomato	Scoville
Ice Cream Mix			Ingrid created on 11/01/07 1:27:41 PM using FDFrmls: Ice	0.650		
Basil A		0	spices and herbs	1.450		
*Corn Syrup Solids (ICSC)		3	Tech/Wiz Formula, 12/21/01	0.225		
*Cream (ICSC)		3	Tech/Wiz Formula, 12/21/01	0.750		

2. (Excel 2000 – 2003) Select the **Edit Ingredients** menu and click **Edit Selected**.
(Excel 2007 or higher) Select the **Edit Ingredient File** tab and click **Edit Selected** from the **Ingredients** group.
3. The cells for the selected ingredient are now blue (**B in figure below**). You can type directly in the cells.
4. Press the **Finish Edit** button (**C**) when you are done. When prompted to update the ingredient file enter yes. Note the ingredient file is updated automatically. You do not have to save it.

Ingredients and Properties		# Properties	# Ingredients	# Columns	Spec	Spec
April 18, 2008		70	245	74		
Units:			Text	\$/lb	%	%
Ingredients	?	Volume Choice	Source of Info.	Price	Serv Tomato	Scoville
Ice Cream Mix			Ingrid created on 11/01/07 1:27:41 PM using FDFrmls: Ice	0.650		
Basil B		0	spices and herbs	1.450		