

*u*typeit™ ONLINE User Guide



Questions? Call us at **1-800-227-7282** or
visit our website at **www.cookbookpublishers.com**

BEFORE SETTING UP ACCOUNT

NAVIGATION HINTS



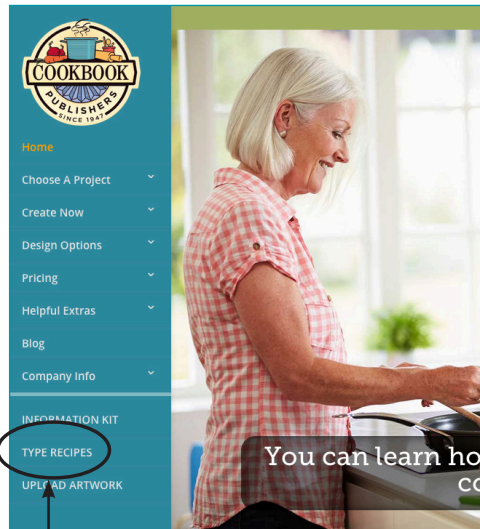
Begin | Organize Your Cookbook

The first step in successfully utilizing U-Type-ItTM Online begins before setting up your account. There are several design decisions you may want to make before typing in your recipes:

- Will your cookbook use our Standard Divider Categories or would you like to create Custom Divider Categories for your cookbook?
- Will your cookbook have Subcategories (Designer Option)?
- What is the maximum number of recipes for your cookbook?
- What is the maximum number of recipes each person may contribute?
- What is the deadline for recipes to be entered?

... STEP **1** ONE ...

ACCESS U-TYPE-IT



From the main website,
access U-Type-It™ here

Step 1 | Create Your Account

U-Type-It™ Online is created and accessed through your internet browser. We recommend **Firefox** for the best performance of U-Type-It™ Online. Click [here](#) to download Firefox if you do not already have it installed. You will also need Adobe® Reader® installed on your computer. If you do not have Acrobat® Reader®, [download it here](#).

The *Chairperson* should go to www.cookbookpublishers.com and click on U-Type-It™ Online. Follow the instructions to create your organization's FREE account and enter your contact information. Click the button to Start Your Cookbook (or try it out first with a Demo account). While you're

here, sign up for our FREE monthly newsletter, Cookbook Creations™, and receive special email announcements for new products, sales, and deadlines. Click the Next button to be taken through the rest of the Account Wizard.

You will receive a confirmation email that the account was successfully created, but you can begin entering recipes immediately. The email will have the Order Title you chose, your username, password, and account number. Keep this information in a secure place as it will be required each time you login to your account. For convenience your new account number and Order Title will appear at the top of each page after logging in.

... STEP **2** TWO ...

Step 2 | Set the Stage

In Step 2 of the Signup Wizard Options, the *Chairperson* will enter the Order Title and make other choices to set the stage for the cookbook. The Order Title is used to identify the current project you will be working on. Some examples are, "Anniversary Cookbook," "Church Fundraiser," "Family Cookbook," etc. As you enter the details for your cookbook, you

will see those items that are FREE, those that are Designer Options (highlighted in blue), and those that are CentSaver™ Options (highlighted in green). Designer Options add more value to your book, enabling you to increase your book's selling price, while CentSaver™ Options actually save you money!

ACCOUNT SET UP

Welcome to the UTypeIt™ Online Signup Wizard

Setup Wizard Options

We will now help you setup up your cookbook order. Options may be changed later when you log into your account. Items highlighted with blue are Designer Options. These options add more value to your book, enabling you to increase your book's selling price. Items highlighted with green are CentSaver™ options which reduce your per-book cost.

*Enter an Order Title:

I want to add more contributors to my order ☒

I want to set up my cookbook options now (cookbook title, book style, number of books, etc.) ☒

I want to set up my recipe sections (categories, subcategories) ☒

I want to set up my recipe format and options now ☒

Use the **Next** and **Back** buttons to set up your account.

... STEP **3** THREE ...

Step 3 | Add Contributors

It is important to designate a *Chairperson*, *Co-Chairperson*, and *Contributors* for your project. The *Chairperson* will oversee the project, communicate with Cookbook Publishers, and submit the cookbook upon completion. The *Co-Chairperson* and *Contributors* assist the *Chairperson* in making decisions and preparing

the recipes for submission. The *Chairperson* and *Co-Chairperson* may add, delete, and edit recipes. *Contributor* refers to any person who submits a recipe. *Contributors* may edit and view only their own recipes. Each user should have a unique username and password.

ADD CONTRIBUTORS

Welcome to the UTypeit™ Online Signup Wizard

Step 3 : Add Contributors

« Back Next » Cancel

In addition to yourself (the Chairperson), you may add a co-chairperson, committee members, or contributors who will be assisting with the order and adding recipes. To see the list of levels and their associated permissions, click on the ? button below.

* User Level: Contributor ?

* First Name: Donald * Last Name: Duck

* Username: donald * Password: quacker

* Email: d@tomfloyd.casstel.net Phone:

Address 1: Address 2:

City/State/Zip: Select One:

Contributors for this order...

Daisy Duck

NOTE: If you only want to add one contributor, simply enter their information in the fields above and click "Next" above. You DO NOT have to use the buttons below unless you want to add multiple contributors for this order. If you want to add more than one contributor, enter the information in the fields above, then click on the "Add Another Contributor" button on the right, then enter the new information. If you change your mind and do not want to enter contributors at this time, click the "Cancel" button below.

Cancel Add Another Contributor

Click **Add Another Contributor** until all members have been added to the order. When finished click **Next**.

ACCOUNT ACCESS LEVELS

	Chair- person	Co-Chair- person	Contributor
Add Recipes	X	X	X
View List of Recipes	X	X	X
Edit Recipes	X	X	Only their own
Approve Recipes	X	X	Only their own
Reorganize Recipes	X	X	
Delete Recipes	X	X	
Add Recipes After Cut-off	X	X	
Edit/Delete Recipes After Cut-off	X	X	
Request a Proof	X		
Edit/Change Contributor Information	X		Only their own
Set up/Change Book Details	X		
Add/Delete/Rename/Move Categories	X		
Add/Delete/Rename/Move Subcategories	X		
Submit Book	X		
Access Message Center	X	X	X

... STEP **4** FOUR ...

COOKBOOK OPTIONS

« Back

screen you can enter some of the basic information for your cookbook project. Remember you can always update this information when you log in. For help click on the ?

Book Style: Select one... ?

of Books to Order: ?

of Recipes in Cookbook: ?

Add free nutritional information pages to the cookbook? ☒ ?

Add a free contributor index? ☒ ?

Add a free order form to the back of the cookbook? ☒ ?

Add subcategories to each category? ☐ ?

Recipe index type... Select one... ?

RECIPE CATEGORIES

Step 5 : Recipe Sections

« Back

Our standard recipe categories are shown below in the order they appear. You can change the order of the categories by clicking the appropriate button. Sub-category names are shown in parentheses. If sub-categories are complete, categories may be modified and/or the order of their appearance may be changed.

Add Category Remove Item Show Sub-categories

Appetizers, Beverages	⊞	
Soups, Salads	⊞	
Vegetables	⊞	
Main Dishes	⊞	
Breads, Rolls	⊞	
Desserts	⊞	
Miscellaneous	⊞	

Step 4 | Cookbook Options

The Account Wizard will lead you through the process, a step at a time, with “Helps” provided along the way should you have questions. Just click on the green button to get a more detailed description of what the item is, and what you can do with it. If you change your mind about an option later, don’t worry! It’s easy to make changes before submitting your book for printing.

Be sure to take advantage of the many FREE options available for your cookbook!

Step 5 | Recipe Categories

For convenience, our seven standard Recipe Categories are already entered for you. Recipe Categories can be easily arranged in the order you want them to appear, and recipes and ingredients can be organized with simple Drag and Drop. If you will be using our FREE full color dividers, we suggest leaving the category names as you see here. Otherwise additional costs could be incurred for custom dividers. If you want more than 7 categories (also an additional cost) click the **Add Category** button. On the other hand, our CentSaverTM Black and White dividers give you the flexibility of changing the 7 standard category names shown here at *no additional charge*. Sub-categories, if selected in the previous step, are also entered here.

Recipe Formats

Format	Recipes Continued	Recipes Not Continued
Black Tie	Not available	Designer Option
Casual	Not available	Designer Option
CentSaver™	Discount \$.10 per book	Not available
Classic	FREE	Designer Option
E-Z Read	FREE	Designer Option
Fanciful	Not available	Designer Option
Premiere	Not available	Designer Option
Traditional	FREE	Designer Option
Welcome Home	FREE	Designer Option

Step 6 : Recipe Format & Designer Options

«- Back

Next ->

Cancel

Choose the recipe format and designer options that make your book special. Each recipe format features a different typestyle and page layout. Recipe formats are available only in the typestyle shown. Click on the thumbnail to see a larger sample of each recipe format.

Order the recipes by...

Select one... ▼

Recipes Continued

(Recipes may continue across pages)

Recipes Not Continued

(Recipes will not continue to another page)

Allow recipe notes?

Yes No

Use recipe icons?

Yes No

Use page fillers?

Yes No

Filler Type:

-- ▼

Filler Set:

-- ▼

Show Filler Sets

< Last Format

Next Format >

Black Tie: Only available in recipes not continued

... STEP **7** SEVEN ...

Step 7 | Type Your Recipes

Click EDIT to the right of the order you wish to add recipes to, then follow these easy steps to add your recipes.

1. Click on the Recipe Box icon, then on the **ADD A RECIPE** tab.
2. Use the drop-down menu to select the category where your recipe should appear. If you require a category not already listed, you need to contact your Chairperson and have him/her add the required category or subcategory, or to give you another option.
3. Type the Recipe Title and Subtitle (another name for the title, optional).
4. If Recipe Icons have been requested and you wish to display an icon next to your recipe title, click the **Recipe Icons Side Box** to the right and select the appropriate icon. *Note: Only 1 recipe icon may be included with each recipe title.*
5. Enter the recipe contributor's first and last name in the first and last name fields. Contributor information (grade, department, etc.) is entered in the Contributor Information field. If an additional contributor is needed, click the **Add Contributor** button.
6. By default the first Recipe Part is the list of ingredients. If you wish to change it, just click on the button next to Recipe Method. Use the Tab key to enter up to the first 6 ingredients. If more ingredients are needed, just tab to the plus sign and use the Enter key to add another

field (or, click on the plus sign with your mouse). Ingredients may be deleted with the minus sign or moved by clicking on the **Move** button, then drag and drop where you wish them to appear.

7. To add the next Recipe Part (Recipe Method) to this recipe, just tab to the open field after the ingredients (or click in the field with your mouse) and begin typing. For additional Recipe Parts, click the **Add Recipe Part** button. If you wish to rearrange Recipe Parts, just click the **Move** button beside the Recipe Part, then drag and drop in the desired order.
8. Use the Preview button to view a generic proof of the recipe and check for any errors. The Firefox browser utilizes a redline spell check so be sure to watch for any misspellings and correct them along the way. (Other browsers may have a free spell checker available to download. We suggest you do a search and install a spell checker if you are not using Firefox.) If changes are needed, close the Preview window make changes where needed.
9. When the recipe is complete and proofread, change the Recipe Status from **Data Entry** to **Approved**. Click on **Save** if you are finished adding recipes, or **Save and Add Another** to continue adding recipes.
10. *Note:* Changing the Recipe Status to **Approved** will automatically open the preview window when clicking on **Save** or **Save and Add Another**.

ADDING A RECIPE

1 Click Add a Recipe.

ADDING A RECIPE

Use the tab key to move from field to field.

... STEP **8** EIGHT ...

Step 8 | Proof Your Recipes

The *Chairperson* or *Co-Chairperson* may add, delete, edit, and move recipes at any time. Only recipes with Approved status will be included in your book. To quickly determine if all recipes have been Approved, click on Recipe List to see their status. Click on **Edit Recipe** to view and edit the recipe.

Before submitting your cookbook for printing, the *Chairperson* must request a proof of the cookbook. A proof may also be requested at any time during the recipe entry process. Go to **Order Options** and click on the **Proof This Book** icon, or **Proof This Cookbook** in the **Manage Cookbook** Menu to the left. Choose whether

you wish to wait for notification that the proof is ready to download, or receive notification by email that the proof is ready to download. Only the *Chairperson* may request a proof. The proof will be generated in your chosen recipe format. Please proofread the recipes carefully for errors and make any necessary corrections. *The recipe proof feature is only available prior to submitting your cookbook for printing!* Errors in recipes that are not corrected prior to submitting your cookbook will appear in the printed book. You will not receive another proof once your cookbook has been submitted for printing.



... STEP **9** NINE ...

Step 9 | Submit Your Cookbook

After all proofing, editing, and changes have been completed, the *Chairperson* will go to **Order Options** and click on the **Submit the Order** icon, or **Submit This Order** in the **Manage Cookbook** Menu to the left. Once your cookbook is submitted to Cookbook Publishers, Inc. any changes, additions, or deletions will

incur additional charges. Write your U-Type-ItTM Online Account Number in the space provided on your Cookbook Order Form. We will process your cookbook after we have received your completed Order Form and all other cookbook materials.



Click **Submit This Order**.