Request for Quote

Type-Your-Own

Recipe Software

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October 10, 2007

**OVERVIEWType-your-own-recipe software.**

*Revised 9 27 2007*

**OVERVIEW**

This software will enable CPI customers to type their own recipes in a standardized format that can be imported into Miles 33 publishing software and subsequently converted into any of CPI’s recipe formats.

This software will be available in 3 different forms:

1. Online recipe submission

2. Download version; can be downloaded from the CPI website.

A link will be placed on the Online Recipe Software page that will jump to CPI’s Download Center.

3. CD version; identical to the Download version, but available on a CD.

A link will be placed on the Online Recipe Software page that will jump to CPI’s contact information.

*The download/CD version will require minor modification of the online version.*

*Provide 2 separate quotes: one for the online version and a second quote for the CD/Downloadable software.*

The main components of a cookbook (for type-your-own-recipes software) are:

Divider Categories

Divider Subcategories

Title

Subtitle

Ingredients

Method

Contributors

Recipe Notes

(Allow for multi-part recipes; # of “parts” is currently unlimited.)

The online version will allow the customer to enter all recipes into a standardized format that can then be imported by CPI into the Miles 33 software, which will then convert the ASCII, XML or RecipeML DATA code into one of CPI’s recipe formats.

The customer will be able to (online version):

1. Spell-check, edit, delete, preview a recipe on screen

2. Print (recipe/subcategory/category/book).

3. Establish levels of accessibility for the recipe software (i.e., editing, deleting, inputting, etc.)

4. Send e-mails to Recipe Contributors directly from the Online Software, with the password and link

to the Online Software.

5. Notify CPI when the recipe collection is complete and ready to hand over to CPI.

6. Edit and resubmit the Recipe Collection after reviewing a PDF proof from CPI which shows how the

recipes will actually look in print.

The customer will be able to (CD/Download Version):

1. Perform functions 1, 2, and 6 from above, plus

2. Import a cookbook

3. Export a cookbook

4. View contents of book on CD or Floppy

5. Merge contents of 2 “books”

6. Check for updates to software

Reports

Notes to myself on additional options/functions/issues:

1. Recipe Proof Report:

Recipe Count by any one of the following:

Total Book

Category

Sub-category

List of Recipe Contributors

List of Recipe Contributors with list of recipes contributed by individual contributors.

List of Recipe Contributors with number of recipes contributed by each individual contributor.

5. Determine the look for onscreen preview & printed proof by customer.

6. Print Proof of recipe, subcategory, category, or book

??Include date, time, category if single recipe

If subcategory, include date, time, subcategory, and (of course) recipes, plus recipe count

If category, include date, time, subcategories, recipes, plus recipe count for category

7. The customer can skip over certain fields in the “Add a Recipe” screen. However, the Miles 33 software will still

need a way to recognize the elements of the recipe. It currently looks for the codes for the following, whether or not

there is copy for these elements:

Recipe Title

Ingredients

Method

Contributor’s Name

These elements are optional:

Recipe Subtitle

Recipe Notes

Multiple parts of a recipe

8. How do we want to count the recipes?

By Recipe Title (no matter how many parts there are)

By Recipe Parts (each part counts as 1 recipe)

*If the customer wishes to set-up and type their own special pages, could that be part of this software? Only a template would be needed, with the correct margins. The customer could also place photographs, sketches, etc. The customer would need a way to designate the page order. This would be available only for pages in the front of the cookbook placed before the TOC.*

*Perhaps the customer could also submit press-ready ad pages. The customer would save money because we would only charge the special page charge, not the full price . . . because the typesetting and proofreading would be eliminated.*

*The Morris software automatically closes down if inactive for more than 30 minutes. Is this necessary for the downloadable version and/or the online version?*

NEW ACCOUNT SETUP,

MANAGEMENT

& RIGHTSNew Account Setup, Management and Rights

A “Welcome Page” will:

1. Step the customer thru a new account setup

2. Allow users to log into the recipe collection

3. Provide a link to “Frequently Asked Questions”

4. Provide a link to “Instructions”

5. Provide a link to the download version of the Online Recipe Software.

The Chairperson will need to fill out an online Registration Form to start their online account. This form will include the following fields (Required fields are in red; optional fields in black.)

Type of Organization (drop-down menu)

Organization Name

Chairperson

Street, City, State, Zip

Daytime Number

Fax

E-mail address

Co-Chairman and e-mail address

1. Chairperson password (with all rights)

Set up, edit, add, delete, move

1. Categories

2. Subcategories

3. Menus

4. Recipes

5. Recipe Notes

2. Recipe Contributor password

Once the contributor has spellchecked, previewed & saved the recipe, the contributor can no longer

edit that recipe. This prevents any contributor from changing a recipe that is not their own. It also

eliminates the need for a large number of passwords.

*???Should the contributor be able to view all recipes, or should the Chairman control that option???*

3. Chairman can send e-mails from the online software to contributors with welcoming message, link

and password to online recipe software.

4. Chairman can print a proof of:

Entire book

Individual Categories

Individual Recipe

Table of Contents

List of Contributors

List of Contributors with list of recipes submitted by each contributor

5. Recipe contributors can print their own recipes (prior to SAVING); however, they cannot edit their recipes once

they SAVE the recipe. If they need additional corrections or want to delete or move one of their recipes

once it is saved, they will need to contact the Chairperson.

6. Chairman notifies CPI when the recipe typing is complete.

7. A PDF proof of the recipes in the format chosen by the customer will be sent via e-mail to the

Chairman, who can then edit the recipes online and resubmit the recipe collection.

(An alternative approach would require that the customer mark up the PDF proof, send it back to CPI, who would then make the corrections at $4.00 each.)

8. If an additional PDF proof is requested by the customer, there will be a $35 charge.

TOOLBAR FUNCTIONS**TOOLBAR FUNCTIONS**

The following categories will appear on the toolbar. A detailed list of the functions available under each category follows. *(Create shortcut keys using a combination of a selected letter of a given function plus the “alt” key AND/OR assigning a function key.) Those functions in green = functions for CD/Downloadable version only.*

FILE

EDIT

TOOLS

INSERT

HOW DO I

HELP

FILE

New Book

Cookbook Title

Divider Categories

🞎 Standard

🞎 Custom

Recipe Insertion Order

🞎 Alphabetical

🞎 Order Entered

Recipe Designer Options

🞎 Subcategories

🞎 Menus

🞎 Recipe Notes

Add Category

Add Subcategory

Add Menu

Add Recipe

Open Book

Close Book *(only shows if a book is open)*

Print

Recipe

Category

Book

TOC

Exit

EDIT

Rename

Undo

Redo

Cut

Copy

Paste

Clear

Select All

TOOLS

Find

Recipe Count

Recipes by Contributor

🞎 Auto Spell Check

🞎 Prompt when adding new units or measures

Export Book (Save to customer CD or floppy. Allow for multiple disks.)

Import Book

View Exported Book Contents

Check for Updates

INSERT

List of symbols (degree symbol + assortment of letters for foreign words)

HOW DO I

Create a Cookbook

Add a Recipe

Add a Category

Add a Subcategory

Add a Menu

Export my Cookbook

Import a Cookbook

Use the Find Feature

Merge Two Cookbooks Together

Print a Cookbook Proof

INSTRUCTIONS

HELP

I. Getting Started

A. System Requirements

1. Disclaimer

B. Installation

1. License Agreement

C. Starting (Recipe Software name)

D. Setting up a Cookbook

II. Using (Recipe Software name)

A. The (Recipe Software name) Work Area

B. Adding a Category

C. Adding a Subcategory

D. Adding a Menu

E. Adding a Recipe

F. Exporting a Cookbook

G. Importing a Cookbook

H. Updating (Recipe Software name)

III. Reference

A. Auto Spell Check

B. Book Options

C. Copy Book to Floppy

D. Deleting

E. Divider Categories

F. Find/Replace

G. Folders Screen

H. Menus

I. Merge Books

J. Printing a Cookbook

K. Prompt when Adding New Units or Measures

L. Recipe Count

M. Renaming

N. Symbols

O. Toolbar

**Setup Parameters**

*This is the first screen that the Chairman will be required to fill out before going any further with the project.*

The sidebar on the left should always show the current divider categories, subcategories, menus, and recipes (in the order submitted or as changed by the Chairman). The list will be collapsible/expandable.

The toolbar at the top of the screen should have the following visible at all times when working within the recipe collection:

*Add Category Add Subcategory Add Menu Add Recipe Delete Rename Book Options*

*See next page for description of this screen.*

*The Chairman can access all buttons; the Recipe Contributors can access only “Add Recipe.”*

Cookbook Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If unknown, can be added at later date. Editor can change at any time.*

Divider Categories

🞎 Standard *(no editing permitted; cannot add, delete, rename, or move categories)*

*If the customer attempts to edit the standard 7, a popup message will state that*

*they need to choose “Custom” categories.*

🞎 Custom

*The customer will be asked if they want to start with our 7 standard categories.*

*If yes = list on left. Customer can than add, delete, rename, or move any of our*

*standard 7 categories and/ or add, delete, rename, or move any of their custom categories.*

*If no = customer can begin entering custom categories.*

Recipe Designer Options

🞎 Subcategories

🞎 Menus

🞎 Recipe Notes

SCREENScreen

List of categories/subheads/menus on left (collapsible/expandable)

Following buttons available:

Add Category Add Subcategory Add Menu Add Recipe Delete Rename Book Options

(Chairman) (Chairman) (Chairman) (Everyone) (Chairman) (Chairman) (Chairman)

Add Category

A pop-up screen “Enter the new category title”

Add Subcategory

A pop-up screen instructing user to “Select a category to add the subcategory to.”

Then . . . select category. Pop-up screen: “Enter the new subcategory title.”

Add Menu

A pop-up screen “Enter the new menu title.” (Click OK or Cancel)

The top of the pop-up screen shows the category the menu will go into.

Delete

Self-explanatory

There is a fail-safe with a pop-up window asking if

“Are you sure you want to delete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

Yes or No

Rename

User selects category, subcategory, menu, or recipe title

Pop-up window: “Enter the new \_\_\_\_\_\_\_\_\_\_ title.”

ADD A CATEGORYAdding a Category

The Chairperson can add categories only to “Custom Categories,” not “Standard Categories.”

*Pop-up screen: “Would you like to start out with our list of standard categories and add to, delete, or rename them? YES or NO.*

*No = pop-up screen:*

*Enter a category below, and click the “Add Category” button. The category will appear in the folder screen on the left. After adding all of the category titles, click the finish button. You can add more categories later by clocking the “Add Category” button on the toolbar at the top of the screen. Category titles can be changed later, and the order of the categories can be changed by dragging and dropping them in the folder screen.*

*Category Title:*

*­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Add Category*

*Finish*

After “Finish” is chosen, then the Subcategory Title screen pops up (if this option was chosen)

*Select a category from the list below. Then enter the subcategory title, and click the “Add Subcategory” button. The subcategory will appear in the folder screen on the left. Once you have added all the subcategories, click the “Finish” button. You can add a subcategory later by clicking the “Add Subcategory” button on the toolbar at the top of the screen. The order of the subcategories can be changed by dragging and dropping them in the folder screen.*

Categories Subcategory Title: Add Subcategory

*List of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*categories*

*Finish*

ADD A RECIPEADD A RECIPE

A list (collapsible/expandable) of the categories, subcategories, and menus always appears on the left.

Recipe Title: Contributors Recipe Parts

Recipe Subtitle Allow for 3 names Add part

(3 fields) Delete part

Ability to scroll thru parts

Recipe Part 1 Add Ingredient

Amount Unit Measure Item

Instructions (method)

*Does not allow customer to hit “enter” key. This means that the customer’s copy will be only 1 paragraph, and it controls the amount of space used within a recipe.*

Recipe Notes

*This area is non-functioning UNLESS the customer chose “Recipe Notes” as an option. The Chairman can always enable this Designer Option later.*

At the bottom of the screen:

Save Preview Print Spell Check Cancel

*Notations:*

1. Recipe title and subtitle appear in caps only.

*(Can caps be converted in Miles 33 to upper & lower for Black Tie)*

*OR Caps = the default, but the customer can choose Caps or Upper & Lower case.*

2. Use the Tab Key or mouse to move to different fields.

Also, hitting “ENTER” at the end of an ingredient moves the cursor to the next ingredient field.

3. Under the ingredients, the customer has the option to add new words to the “dictionary” for

“Units” and “Measures.”

4. Degree symbol = hold down shift key + “6”. This combination results in this character: ^

5. “Recipe Parts”:

“Add Part” button

“Delete Part” button

A button or arrows to quickly move from one part to another

The number of Recipe Parts can be added “on the fly” or indicated before the recipe is

typed.

\*\*\*Question: Allow unlimited Recipe Parts, or limit the number of Recipe Parts?

Ingredients:

For standardization purposes, there will be 4 fields:

1. Quantity

2. Unit

3. Measure

4. Description

Drop-down menus will list the standardized units and the standardized measures.

When a unit or measure is typed by the customer that does not appear on the list, the customer will have the option of adding the unit or measure to the list. This feature can be turned on or off at the taskbar under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.