






Food Labeling Clients: Please only use these icons on the left:






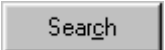
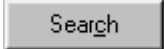




# QuickStart Guide: Creating Food Labels

Serving Size: 2 Steps (Must complete Step 1 before Step 2)

## 1. Add New Food to the Database

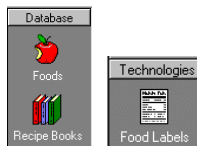
	% To Completion*
A. Click  , then click  .	10%
B. Go to File → New → Food → Basic Food.	20%
C. Type in name of your Food.	30%
D. Use the other Tabs (General, Nutrients, Exchanges, Pyramid Categories, and My Pyramid) to customize and complete your basic food.	40%
E. When finished, click  to save, or File → Save As. *Note: The food will not save unless you add a gram weight value to your serving.	50%

## 2. Create a Nutrition Label

A. Click  , then click  .	58%
B. Go to File → New → Food Label. Choose your label, then click  .	67%
C. Click  or  to Search for your Custom Recipe: (2 ways) 1. Under Basic Tab → “Name Contains:” → Type in Name → click  . OR 2. Under Status Tab, click “Data Source: Custom” and “Type: Recipe” → click  . - Highlight your Custom Recipe and click  .	75%
D. When finished with customizing your label, click  to save, or File → Save As.	83%
E. To Preview, Print or Extract the label, click  .	92%
F. To Extract, click  , then choose a format (jpg, pdf, tif, bmp, eps, gif, pcx).	100%

**\*Questions? Please call our Nutrition Associates at 800.709.2799**



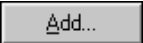

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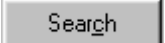
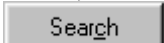




# QuickStart Guide: Creating Food Labels

Serving Size: 2 Steps (Must complete Step 1 before Step 2)

## 1. Add New Recipe / Formula

	% To Completion*
F. Click  , then click  .	8%
G. Go to File → New → Food → Recipe.	17%
H. Type in name of Recipe.	25%
I. Under the Recipe Tab, click  to search for foods to add to your recipe.	33%
J. Use the other Tabs (Recipe, General, Nutrients, Exchanges, Pyramid Categories, and My Pyramid) to customize and complete your recipe.	42%
K. When finished, click  to save, or File → Save As. *Note: The recipe will not save unless you add a serving amount and the number of servings.	50%

## 2. Create a Nutrition Label

D. Click  , then click  .	58%
E. Go to File → New → Food Label. Choose your label, then click  .	67%
F. Click  or  to Search for your Custom Recipe: (2 ways) 2. Under Basic Tab → “Name Contains:” → Type in Name → click  .	
OR	
2. Under Status Tab, click “Data Source: Custom” and “Type: Recipe” → click  .	
- Highlight your Custom Recipe and click  .	75%
D. When finished with customizing your label, click  to save, or File → Save As.	83%
E. To Preview, Print or Extract the label, click  .	92%
F. To Extract, click  , then choose a format (jpg, pdf, tif, bmp, eps, gif, pex).	100%

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