FOOD PROCESSOR (SQL VERSION) INSTRUCTIONS

1. Select the computer you will use throughout your project in the computer lab. Remember the computer position or number. USE ONLY THIS COMPUTER THROUGHOUT THE SEMESTER.(Insert your thumb drive on this computer.)
2. Turn the computer on! Let it boot up. Go to "Start Programs."
3. You will find the ESHA (the Food Processor SQL) program icon.

- Click to open.

4. OR you can take the shortcut by finding the FoodProSQL icon on the desktop and click that.
5. Before getting started with data entry, let's set up the program to only evaluate the nutrients we will be considering in our analyses.
6. Under HOME, go to NUTRIENTS TO VIEW.
7. Go to MODIFY, then EDIT.
8. Be sure the Vitamin A that you select is (RAE)
9. You'll see all of the nutrients. Select FOLATE (it's with the vitamins). Use the arrow to add it to the label nutrients
10. Click on LABEL and folate.
11. **Basic components: Calories, (calories from fat), fat, saturated fat, trans fatty acid, cholesterol, carbohydrates, dietary fiber, (total sugars), protein, vitamin A – IU, vitamin C, folate, sodium, calcium, and iron**

12. CREATING A PERSON
    a. Along the top (FILE) on the left side, select "New." Click that. Then command-shift-P (for new profile).
    b. Enter Personal information for that client (Name, semester [E.g. A. Student [semester], age, gender, activity level, height, **current** weight.
    c. Advance through the remaining screens to familiarize yourself with them and enter any information you feel is important, as listed above in (b).
    d. Keep advancing to enter information.
    e. Just past the **Recommendations** screen, you'll enter the **Weight loss** or **Weight gain**, if that is part of your goal with the client.
    f. For the purposes of this assignment, do not use the Weight Gain/Loss
    g. Select **Okay** to enter the food entry screen.
13. Then save.
14. Click on **Reports,** and you'll see several choices. Look at **MyPlate** and **Recommendations.** Print or Save these onto your thumb drive.
15. Ultimately, you will print a copy of these for each group member.

CREATING NEW RECIPES

1. Go to FILE. Then Control-Shift-R to start a new **Recipe**.
   - Name that, using **CAPITAL LETTERS** (E.g. LF BREAKFAST BURRITO TL).
   - Enter either a weight or the number of servings for that recipe.
   - Do <u>not</u> enter any information in the **Optional** section.
   - Click **finish** to begin entering the recipe's ingredients.
2. Toward the top of the screen find the "Search" box.
   - First enter the food item (ingredient) you wish to add to your list. Press **Return**.
   - For each food item, the computer does a search, and lists ALL of the items that match.
   - From the list, you select the food item that matches the best, and double click that.

- Type in **quantity** (e.g. 1) and select a **measure** (teaspoon, tablespoon, cup, grams, oz, each, etc.)
- Click **OK**
- Continue adding ingredients in this manner until all ingredients are added.

3. Enter Preparation Instructions, if you'd like. (**Not mandatory**)
   - Click to place your cursor in the Notes field.
   - Type the preparation instructions for the recipe.
4. Scaling a Recipe
   - Make sure the radio button next to **Recipe makes _ servings** is selected.
   - Change the number of **Servings** or **Weight**.
   - Click **OK.**
5. Before you are ready to print, be sure each of your recipe lists of ingredients is "open" on the computer screen. In this way, you'll be able to see all ingredients when you print.
6. Printing your recipe and its Analysis Reports
   - Go to **File > Print.** This will take you to **Select Report Sections to Print.**
   - In the **Select** section, check off the reports to print:
   - Click on **RECIPE, LABEL DISPLAY, SPREADSHEET, and MULTICOLUMN.**
   - Check **Print Preview**, and scroll through all the pages.
   - If it shows all of your required reports, you're set!
   - **PRINT ALL** on the REPORTS.
   - Do this for EACH of your recipes. (All FOUR)
   - One report to add for each of the recipes: Go to **Reports PLUS** at the lower end of the screen and select **SPREADSHEET.** It takes a little time, and you'll be prompted with a message that indicates that the program is setting this up for you. Once you see the Print Preview, go ahead and print this to be included in your reports.

CREATING A DIETARY INTAKES LIST (It is not actually a **Diet Recall**, as you are doing the planning, rather than the client reporting his/her intake, but you use the same format. *Creating a Dietary Intakes list is the most fundamental operation you will perform in the program. You will do so by prompting the program to search for specific food items from the 2-day plan that you created, then enter the selected foods into your list.*

1. You will start by going to **OPEN** then to **Person –** and find your person.
2. **Day 1** (with a displayed date) will appear, and you'll begin adding the items from your Meal Plan.
3. Searching for a food item
   - In the **Search** box, type the food item you wish to add. (The database is extensive, so your item list could be quite long. You'll learn to specify as you get more experience.)
   - Press **Return** on the keyboard to open the food item or recipe.
   - Double-click the item that most closely matches your food item.
   - Type in **Quantity** and select a **Measure** and **Meal**.
   - Specify the Day and Meal. (Actually, to do this more easily, highlight the day/meal before searching.)
   - Click **OK**.
   - Be sure to change **Meal** to the appropriate one for the food items you enter.
   - (Every so often, click on the **save icon** so that you don't lose your data, should the computer shut down.)
   - Continue adding foods in this manner until you've completed your 1-day foodlist.
4. Ready to add for **Day 2**? Go to **Edit > Add Day,** and repeat the same steps you followed for Day 1 – adding food items, quantity, measure, meal.

- BEFORE analyzing your client's Dietary Intake and printing the reports, you can preview some: Click on one of the report icons to the left.

5. If you want to get a peek and compare the dietary intake to the person, simply click on the **Bar Graph** icon to the left.
6. Toward the top of the page (above the FILE tab), you'll see 3 icons, FP, Save, and Print. Click on the icon of the printer. That should turn blue.
7. BEFORE PRINTING any of the Reports, in Print Report Sections, toward the bottom of the page, go to Select Report Sections to Print. To the right of that, check the box that shows ☐Reports – Expand All.
8. Below is a list of all the Reports you'll need to print and include in your project binder:

- **CLIENT, PERSONAL, RECOMMENDATIONS, WEIGHT GAIN/LOSS** (if applicable), **BAR GRAPH, MULTICOLUMN, CALORIES FROM FAT PIE CHART,** and **MyPlate.**
- Again go to **Print Preview** to be sure that you have all of your required printouts. You check this by clicking **Next Page**, scrolling through all the reports.
- When you're ready to print, select Print. You should also be able to select Two-Sided.
- Then print – or save to your thumbdrive.
- (Note: Be sure you have the analyzed the necessary nutrients: Go to **View > Nutrients to View > Modify**. You should have all of the following: **Basic components: Calories, (calories from fat), fat, saturated fat, trans fatty acid, cholesterol, carbohydrates, dietary fiber, (total sugars), protein, vitamin A – RAE, vitamin C, folate, sodium, calcium, and iron**. If not, go to **Edit** and modify your list.
  - As with the recipes, be sure you have the spreadsheet for the 2-day analysis. Once you see the Print Preview, go ahead and print this.

DO YOU HAVE ALL OF THE PRINTOUTS? (The final count)

For EACH of the **FOUR** recipes, you need:

☐ **1 RECIPE (per recipe = 4)**

☐ **1 LABEL DISPLAY (per recipe = 4) (Nutrition Facts)**

☐ **1 MULTICOLUMN (per recipe = 4) (Recipe Card w Multicolumn)**

☐ **1 SPREADSHEET (per recipe = 4)**

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For your client's **2-DAY AVERAGE**, you need all of the following reports:

☐ **1 PERSONAL**

☐ **1 CLIENT**

☐ **1 RECOMMENDATIONS** (Which is the **PROFILE** w/ RDAs for your person.)

☐ **1 WEIGHT GAIN/LOSS,** if applicable

☐ **1 BAR GRAPH with COMPARISON for your client**

☐ **1 CALORIES FROM FAT PIE CHART**

☐ **1 MyPlate** and finally…

☐ **1 SPREADSHEET**

PRINT (1 copy of each report for each team member). CONGRATULATIONS! You've mastered Food Processor SQL! You're ready for the rest of your Meal Plan Project.