



## **A Step-by-Step Guide For Online Recipe Submission**

### **Step 1 – Getting Started – Creating an Account**

This is your first step. As the primary contact and administrator of this cookbook project, you will be setting up the account with a unique **Admin Username** and **Admin Password**. Create something that is easy to remember like a combination of your first and last name. (For example – ‘JenniferSmith’). We suggest you also write it down somewhere so you don’t forget.

You will now create the **General Username** and **General Password**. The General Username and Password are what you will provide to members of your group or organization so that they can input recipes themselves through group access. We suggest you use words easily identifiable for the group. For example – if it’s your church doing the cookbook, make the General Username ‘CloverdaleChurch’ with the Password as ‘Cookbook’.

Complete the remaining information and hit ‘Submit’.

### **Step 2 - Input the organization’s name /Choose a title for your cookbook.**

Note – if you’re not with an organization –input your group or author’s name here. Giving your project a title really brings it to life. You can change the title at any point prior to actually submitting the book. The title is an important feature that helps you sell the book so make sure you /your group put some thought into it.

#### **Footer text / Template**

The Footer is a line of text that will print at the bottom of each page. It can be the title of the book, or organization’s name, whatever you like. There is room for 4 or 5 words. The Template is the typestyle/layout of the page. You can change your template selection at any point prior to submitting the book. We also suggest that you read our *Cookbook Do’s & Don’ts* (downloadable PDF) to help you make the most out of your cookbook experience.

### **Step 3 – Choose your category headings.**

This is an important step. Choose your divider/category headings carefully. If you are selecting one of our Stock Cover/Divider sets - the category headings cannot be changed. You may add a category or you may choose not to use a category but you cannot edit the wording of the headings themselves. Once you have made your selection it cannot be changed so review the dividers carefully before selecting one. Once selected, all of the recipes that you input get grouped in the pre-selected divider categories. If you are creating Custom Dividers – selecting Custom Dividers will then present you with a screen to input the divider/category headings of your choice.

#### **Step 4 - Type recipes online.**

Consistency here is key. Whether one individual gathers everyone's recipes and inputs them or multiple people are accessing the system – give them some guidelines for measurements / abbreviations / temperatures. Make sure to read our measurement and abbreviation guide supplied (see *Recipe Measurement Abbreviations*). You will want all your users to be adding ingredients using the same measurement abbreviations and temperature settings. This ensures there is continuity in your cookbook. (For example – Preheat oven to 350 F or Preheat oven to 177 degrees Celsius. Ask your contributors to submit recipes in one or the other. Keep it consistent.)

#### **Step 5 - Proofread your recipes.**

Proofread the recipes carefully. Check the accuracy of the recipe titles, the ingredients and method. Check the spelling of the contributor's names. (No one likes seeing his/her name spelled incorrectly). The Modify Recipe icon enables you to see all of the recipes grouped within their respective categories. You can then open each recipe to proofread and make any corrections.

#### **Step 6 - Submit your online cookbook.**

Once you are satisfied that everything is correct – click 'Submit Cookbook'.

#### **Step 7 - Complete the Cookbook Order Form.**

Fill out the Cookbook Order Form (downloadable PDF). Make sure the order form has two signatures and fax it to Gateway Rasmussen at Fax (204) 224-4410 or scan and email to: [info@cookbookprinter.com](mailto:info@cookbookprinter.com)

#### **Step 8 – Price Estimate / Acceptance**

Once we have received your submitted cookbook and signed Cookbook Order Form, we will email you an estimated price quote. Please review the quote and confirm acceptance via return email. At this point your cookbook will go into a queue to be formatted. Gateway Rasmussen will email you a proof of your book within 7 – 10 days following receipt of your quote acceptance email.

#### **Step 9 - Reviewing Your Proof**

Once you receive the emailed proof of your book, read through it very carefully. Once again check spellings, ingredients, etc. This is your opportunity to correct any errors. Email Gateway Rasmussen with your comments and corrections. The correction of errors and minor changes are done at no charge to you. Remember – you are proofreading – not editing. If you decide you want to make major changes to your book like re-arranging recipes, re-writing Intro Pages or adding new photos – editing fees may apply.

### **Step 10 – Final Price Quote & Approval / Books To Print**

Once you have reviewed your proof and all the requested corrections have been made to your book, you will receive via email a final price quote. Print out and complete the Final Approval Form (downloadable PDF) from our website. Complete the form and fax it to us at Fax (204) 224-4410 or scan and email to: [info@cookbookprinter.com](mailto:info@cookbookprinter.com). That's it! You're done! Your cookbooks will go to print and will be shipped within 1-2 weeks.

**Any questions – feel free to contact us at anytime!**

**Toll Free 1-800-665-4878 or Email: [info@cookbookprinter.com](mailto:info@cookbookprinter.com)**

**Thank you for choosing Gateway Rasmussen!**