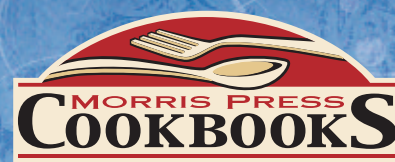


Quick Start Guide to typensave®



Thank you for using Morris Press Cookbooks to create your custom cookbook! If you do not already have our **FREE** Cookbook Kit, order it at www.morriscookbooks.com or call **800-445-6621**. The kit includes samples and our *Cookbook Publishing Guide*, which provides complete pricing and information.

Using **typensave®** is the fastest and easiest way to prepare recipes. Plus, it saves you time and money, and all members can enter their own recipes 24/7. Simply follow the 5 steps below.


STEP 1 ~ CREATE AN ACCOUNT

- Select a chairperson to oversee your cookbook project and committee members to assist. Your chairperson should go to www.typensave.com and click on **create new account** to start. He or she will receive a confirmation e-mail with the group login, passwords, and further instructions.
- You will be given 3 passwords which allow certain functions. Provide group login and appropriate passwords as directed.
 - Chairperson Password** – able to alter Book Settings, add, edit, delete, or rearrange recipes, and submit final recipes. **Distribute this password only to chairperson(s).**
 - Committee Password** – can add, edit, delete, or rearrange recipes. **Distribute this password only to committee members** (those who will help proof and edit recipes).
 - Contributor Password** – can only add and view recipes. Cannot edit recipes once they've been saved. Once a recipe has been saved, it can only be edited, moved, or deleted by a committee member or the chairperson. **Distribute only this password to all other members.**

STEP 2 ~ ENTER BOOK SETTINGS

- Return to www.typensave.com and click on **login**.
- The first time you log in as chairperson, you will be taken directly to “Book Settings.” Choose your settings based on features the cookbook committee wants for your recipe pages.
 - Choose whether recipes will be arranged in alphabetical order (cannot be rearranged) or in a custom order (can be rearranged) within each category and/or subcategory.
 - Enter a deadline for accepting recipes. For no deadline, enter 0 (zero).
 - Enter the maximum number of recipes allowed from each contributor and for the entire cookbook. For no limit, enter 0 (zero).
 - Choose between our 8 standard divider categories or your own custom divider categories.
 - Decide if you want Subcategories, Recipe Notes, and/or Recipe Symbols.
- When you are finished, click on “Update Book Settings” at the bottom of the page.
- If you have chosen custom categories and/or subcategories, select “Recipe Management” under the **Chair Menu** to create custom category and/or subcategory names.
- Category/subcategory choices can be changed at any time. If you change from standard categories to custom categories, you will need to set up custom categories under “Recipe Management.” You may also change from custom categories to standard categories. The easiest way to do this is to rename custom category titles to standard category titles. Please call us at 800-445-6621 if you need any assistance. **Note:** Making these changes may require recipes to be moved to the appropriate category.

STEP 3 ~ ENTER RECIPES

- Distribute the group login and appropriate passwords to the committee members and contributors.
- Once logged in, contributors simply click on **Add Recipe** to enter their recipes.
- Make sure everyone is aware of the deadline for entering recipes. Inform members to use the help buttons  if they need assistance. If recipe contributors have any questions, they should contact the chairperson or a cookbook committee member, or they can call us at 800-445-6621.
- If contributors do not have Internet access to enter their own recipes, other group members may enter them instead.
- Recipe contributors cannot edit their recipes after saving. Only the chairperson or committee members may edit recipes.
- **Important:** DO NOT copy and paste information from another document into typensave®. Any special formatting, symbols, and characters not found on a standard keyboard may be lost and default to other characters. The online proof may appear correct, but once we convert recipes into your chosen recipe format, those symbols or special characters may not appear. Ingredients and all directions should be *keystroked* into the appropriate fields. When you receive your proof, check all recipes to ensure they appear accurately. Any errors not marked in the proof or not corrected on a digital proof are the customer's responsibility, and Morris Press Cookbooks cannot be held responsible.

STEP 4 ~ PROOF RECIPES

- Using chairperson or committee passwords, you may click **Request Proof** on the menu to the left to download a **FREE** electronic proof at any time. View the proof on your monitor or print it using Adobe® Acrobat® Reader.
 - Using chairperson or committee passwords, you may add, delete, edit, or rearrange recipes as needed. Proof for errors in spelling or punctuation, missing ingredients or contributor names, capital letters, spaces after periods, etc.
- Note:** The online preview of recipes and the electronic proof are designed to make editing easier. You recipes will not be formatted in your chosen recipe format.

STEP 5 ~ SUBMIT YOUR BOOK

- Once all recipes have been entered, proofed, and edited, you're ready to submit them. (We recommend submitting them at the same time you send your *Cookbook Order Form* and other material.) Click on "Submit Book" under the **Chair Menu** and follow the instructions. Changes, deletions, or additions cannot be made online once recipes have been submitted.
- You will receive an e-mail confirming that your recipes have been received.
- Order processing will begin after we receive your completed *Cookbook Order Form* and any other necessary material (custom cover or dividers, personal pages, artwork, photos, etc.). Be sure to write your typensave® account number in the space provided on the order form. **Note:** Your account number appears on the bottom right corner of each typensave® page once you are logged in.
- You will receive a reformatted proof in the recipe format you indicated on the *Cookbook Order Form*. Changes or corrections to this proof are subject to charges and may delay production. Final production will begin after we receive your signed and approved proof.

Questions?

Call us at **800-445-6621** or review the **FAQ** at **www.typensave.com**.