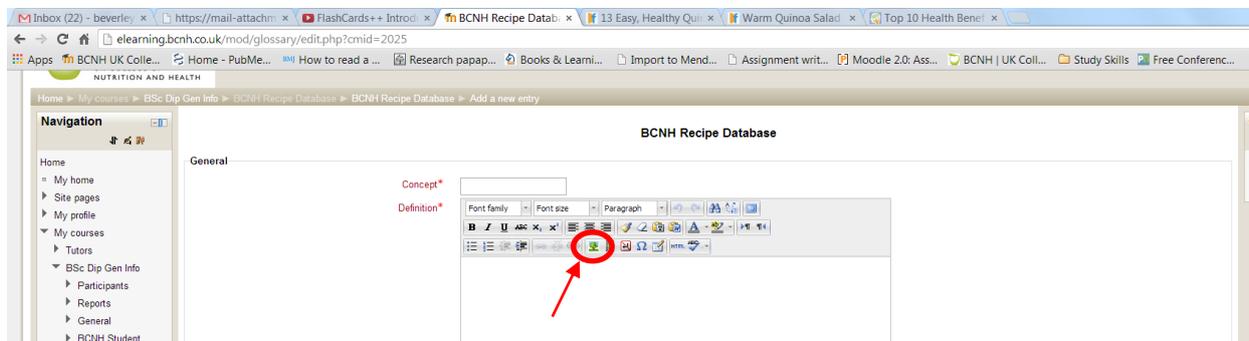


INSTRUCTIONS FOR ENTERING RECIPES IN THE BCNH DATABASE

1. Click “add a new entry”
2. In the box titled “concept” type your **recipe title**
3. In the box titled “definition”, where possible, first add an **image and then your text (ingredients and instructions)**:
 - a. If your recipe is from an online source, try right clicking on the image and “copy image” (this is not always possible)
 - b. With the cursor in the “definition” box, press CTRL + V (if using windows, command (apple) + V on Mac) to paste your image
 - c. You can also upload an image if you have photographed your recipe by clicking on the icon of a tree and following the instructions:



4. Paste the **ingredients and instructions** directly under the image (or type in your recipe).
5. Choose the **category** most relevant to your recipe
6. Click **save changes**

7. PLEASE ENSURE YOU CREDIT YOUR SOURCE, WITH NAME, URL OR BOOK DETAILS

- a. **The database is only accessible to BCNH students and is therefore not widely distributed**
- b. **However all recipes taken from another source (i.e. not a personal or family recipe) must be credited**
- c. **If your recipe is a personal or family recipe, please still list “Source: personal recipe” at the bottom of your entry**