



INTRODUCTION TO
Nutrition Labelling
WITH **FoodWorks 10**

AUGUST 2019



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Phone: +617 3223 5300 or 1800 875 549

Fax: +617 3223 5399

Email: info@xyris.com.au

Web: www.xyris.com.au



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About this guide

Purpose and scope

This guide is designed to help you to get started using FoodWorks® 10 to produce nutrition labels. You can use either **FoodWorks® Nutrition Labelling Edition** or **FoodWorks® Premium Edition** for nutrition labelling—and this guide applies to both.



This guide assumes that you are a new user of FoodWorks, and that you are creating a new FoodWorks database.

To produce nutrition labels you need a good working knowledge of the *Australia New Zealand Food Standards Code* and other relevant legislation. This guide does *not* attempt to teach or reproduce these regulations.

Note that using FoodWorks in no way ensures that you are complying with the relevant legislation and regulations. You need to seek independent expert legal advice to ensure this.

This guide also assumes that you have a broad knowledge of the advantages and limitations of computerised nutrition analysis.

Please note that this guide does *not* cover how to do **Country of Origin Labelling** or **Health Star Ratings** in FoodWorks—please see the Related Documents below.

Related documents

The following guides and articles are available from the FoodWorks support site: support.xyris.com.au.

Country of Origin Labelling (CoOL)

For how to do Country of Origin Labelling in FoodWorks, see this complementary guide, available from the FoodWorks support site:

[*Getting Started with Country of Origin Labelling in FoodWorks 10*](#)

Health Star Ratings

For how to generate Health Star Ratings for your products using FoodWorks, see this complementary guide available from the FoodWorks support site:

[*Getting Started with Health Star Ratings in FoodWorks 10*](#)

Working with BarTender for CoOL and HSR

To work with the BarTender® Label Software using data from FoodWorks to produce labels that include Country of Origin Labelling or Health Star Ratings, see this support article:


[*Tutorial: FoodWorks and BarTender*](#)

Dietary analysis

If you are using **FoodWorks Premium**, and you are also using it for dietary analysis and meal planning, the following guide is helpful:

[*Introduction to Dietary Analysis with FoodWorks® 10*](#)

Conventions

Each step-by-step computer procedure is introduced by a mouse icon  in the left margin.

Example



To create a new database:

1. On the FoodWorks toolbar, click **New**, then click **FoodWorks Database File**.

Getting more help

On FoodWorks

We recommend that you use this booklet as a guide for your nutrition labelling work with FoodWorks. There are also several other ways to get help using FoodWorks, including:

- **On-line help**



To get help on using FoodWorks: On the FoodWorks **Help** menu, click **Help Topics**.

- **FoodWorks support site**



To search our knowledge base and to submit support requests, please go to the FoodWorks support site: support.xyris.com.au

On the Australia New Zealand Food Standards Code

You can access the Food Standards Code, and assistance with implementing it, at www.foodstandards.gov.au.

Contact details

Telephone

+61 7 3223 5300 or 1800 875 549

Email: info@xyris.com.au

Web:

xyris.com.au

support.xyris.com.au

1. About FoodWorks

FoodWorks makes it easier to comply with the Food Standards Code.

FoodWorks® Nutrition Labelling Edition and FoodWorks® Premium Edition are designed to assist companies developing food products and producing nutrition labelling information under the *Australia New Zealand Food Standards Code* and other legislation.

FoodWorks automatically generates nutrition information panels (NIPs), ingredient statements, allergen declarations, Country of Origin standard marks and statements, and Health Star Ratings, to comply with the regulations. And FoodWorks offers advanced options to give you flexibility in designing and publishing your nutrition labels.

You can also use FoodWorks to assist with new product development. With FoodWorks, you can perform “what if” style calculations to evaluate the nutrient composition of possible new products and easily compare variations of a product.

FoodWorks lets you manage your recipe and ingredient data effectively. For example, when you make changes to an ingredient in FoodWorks, the changes automatically flow through to recipes and their nutrition labels are updated.

Food Standards Code and other legislation

FoodWorks supports the [Australia New Zealand Food Standards Code](#) in relation to nutrition labelling and ingredient statements, in particular the following sections:

- 1.2.3 Mandatory Warning and Advisory Statements and Declarations
- 1.2.4 Labelling of Ingredients
- 1.2.5 Date Marking of Packaged Food
- 1.2.6 Directions for Use and Storage
- 1.2.8 Nutrition Information Requirements
- 1.2.10 Characterising Ingredients and Components of Food

FoodWorks supports the [Country of Origin Food Labelling Information Standard 2016](#) (under s.134 of the Australian Consumer Law - Schedule 2 of the *Competition and Consumer Act 2010*). Note that this functionality is covered in the companion guide: [Getting Started with Country of Origin Labelling in FoodWorks 10](#).

FoodWorks supports Health Star Ratings according to the guidelines the following guidelines: [Guide for Industry to the Health Star Rating Calculator \(February 2018\)](#) – how HSRs are calculated; [Health Star Rating system Style Guide \(December 2017\)](#) – guidance for the application of the Health Star Rating system on food packages; the [Australia New Zealand Food Standards Code](#). Note that this functionality is covered in the companion guide: [Getting Started with Health Star Ratings in FoodWorks 10](#).

Features

Food composition data

FoodWorks provides reference foods and nutrient data from Food Standards Australia New Zealand (FSANZ), as well as other data sources. The nutrient analysis for simple raw materials can be based on data from these reference data sources.

Label design

FoodWorks offers advanced options for designing and publishing your labels.

FoodWorks automatically generates draft labels from your recipes with the click of a button. You can then refine the label to suit your particular requirements. You can choose from a variety of content and layout options.

For **Nutrition Information Panels**, FoodWorks will:

- Automatically generate a nutrition information panel from the recipe using default settings
- Automatically round nutrient values
- Automatically update the label if an ingredient in the recipe changes

You can choose to:

- Show just the mandatory nutrients, or add others
- Show values per serve and per 100g, or per 100mL for beverages
- Show the % daily intake column with the prescribed explanatory message
- Show 'less than' for small nutrient values where applicable
- Show Calories as well as kJ for energy
- Include servings per pack and serving weight
- Override the generated nutrient information
- Set the font, capitalisation and use of gridlines

For **Ingredient Statements**, FoodWorks will:

- Order ingredients by ingoing weight with automatic adjustment for water loss or gain
- Automatically combine ingredients with the same declaration name
- Automatically merge the ingredients of sub-recipes to create a single list

You can choose to:

- Show characterising ingredients or components (such as milk solids)
- Calculate the percentage of a characterising ingredient or component

- Add your own declaration name for an ingredient
- Declare an ingredient as a simple ingredient, compound ingredient, processing aid, additive, inedible component or reconstituted ingredient
- Declare an ingredient as part of a group, for example, *nuts (brazil, cashew)*, where *nuts* is a group you have defined, and *brazil* and *cashew* are ingredients
- Use different statements for an ingredient depending on whether it is more or less than 5% of the total recipe
- Set the font and capitalisation

For **allergen declarations**, FoodWorks will:

- Set allergens at the ingredient and recipe level
- Generate *Contains* and *May contain* statements

FoodWorks also handles **other label elements**, allowing you to:

- Use an alternative name for the label (other than the name for the recipe in your database)
- Include a description for the label
- Include a description for the serving size
- Include preparation instructions and storage instructions
- Include Country of Origin statements (more detail below)
- Include Date Marking statements
- Include Net Weight

For **Country of Origin Labelling**, FoodWorks:

- Calculates the percentage of Australian ingredients for your recipes
- Helps formulate your text statements
- Allows you to include the appropriate graphical standard mark (bar chart and logo)
- Provides the **CoOL Editor** to make it easier to enter the percent Australian for all your raw materials at once
- Provides the **CoOL Explorer** so you can examine how the CoOL values in the raw materials and sub-recipes contribute to the CoOL value for your final recipes

For **Health Star Ratings**, FoodWorks:

- Once you set the HSR category for your recipe and enter the FVNL and cFV values for your raw materials, **FoodWorks** can calculate the HSR.
- Provides the **FVNL Editor** to make it easier to enter the FVNL and cFV for all your raw materials at once.

- Allows you to examine the Baseline Points, Modifying Points and Final Points for the recipe/product in the **HSR Explorer**.
- On the label for the recipe, you can choose from a range of compliant HSR system graphics.

Publishing labelling information

FoodWorks includes a variety of options for publishing your nutrition label information. You can:

- Print labels directly from FoodWorks for any label printer supplied with a Windows printer driver
- Integrate with your label printing software
- Produce a label, then with a single click open it in Microsoft Word
- Use the **Publish with Microsoft Word** feature for complete formatting control of the label

We also make available the graphical assets needed so that you can integrate labels including HSR graphics with **BarTender** or other label-printing software.

Ingredient costing

You can import ingredient costs from Microsoft Excel. Watch ingredient cost change in the Analysis Pane as you modify your recipe.

System requirements

- Windows 7, 8, 8.1 or 10; Windows Server 2008 or later
- For publishing to Microsoft Word, Microsoft Office 2013 or later is required

2. Getting started

This chapter explains how to start and exit FoodWorks, and how to create your first FoodWorks database. We also introduce the major elements of the FoodWorks application window, and finish with a practical exercise to help you get familiar with FoodWorks.

Downloading and installing FoodWorks



To download and install FoodWorks 10, go to xyris.com.au and follow the instructions shown.

NOTE: There is a single download for all the editions of FoodWorks 10. For the free trial period, you have access to the functionality of FoodWorks Premium, which combines the functionality of both FoodWorks Nutrition Labelling and FoodWorks Professional.

When you purchase FoodWorks you are issued with a **product key**. Your product key enables the features of the FoodWorks edition that you have purchased.

The free trial begins when you start FoodWorks for the first time. To continue using FoodWorks after the free trial expires, you need to purchase it.

Starting FoodWorks and creating your first database

To start FoodWorks and create a FoodWorks database for nutrition labelling and new product development:

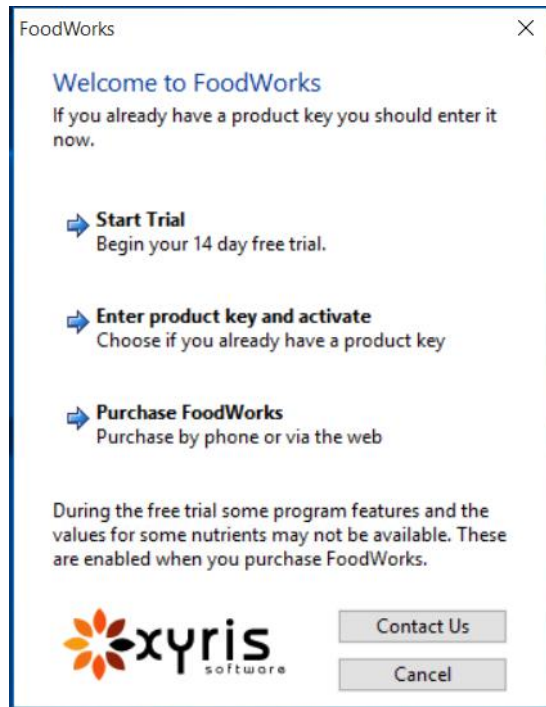
1. Click the Windows **Start** button.



2. Locate then click **FoodWorks 10**.



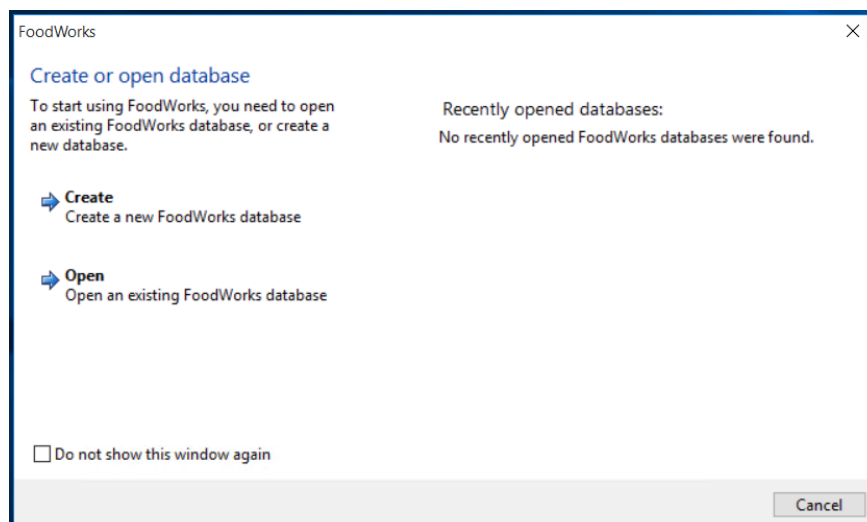
3. If this is the first time you have started FoodWorks, or you are trialling FoodWorks, the following dialog is displayed.



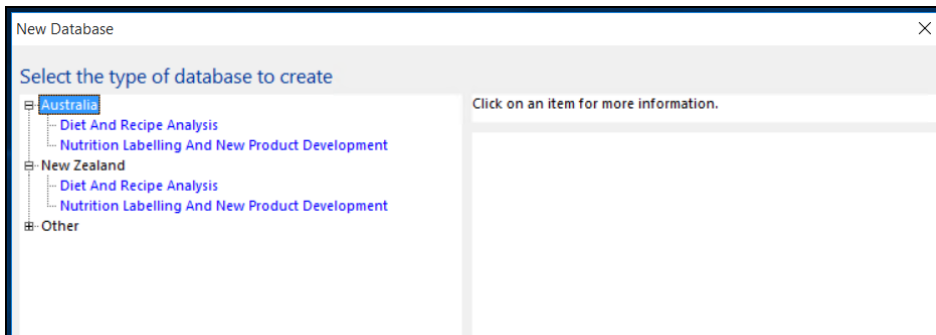
In the above dialog, you can click to start the free trial, enter your product key if you have already purchased FoodWorks, or purchase.

4. If this is the first time you have started FoodWorks, read the **FoodWorks License Agreement**. To accept and continue, click **I accept**.
5. To create a new database, click **Create**.

Example



A list of different types of databases is displayed on the left.



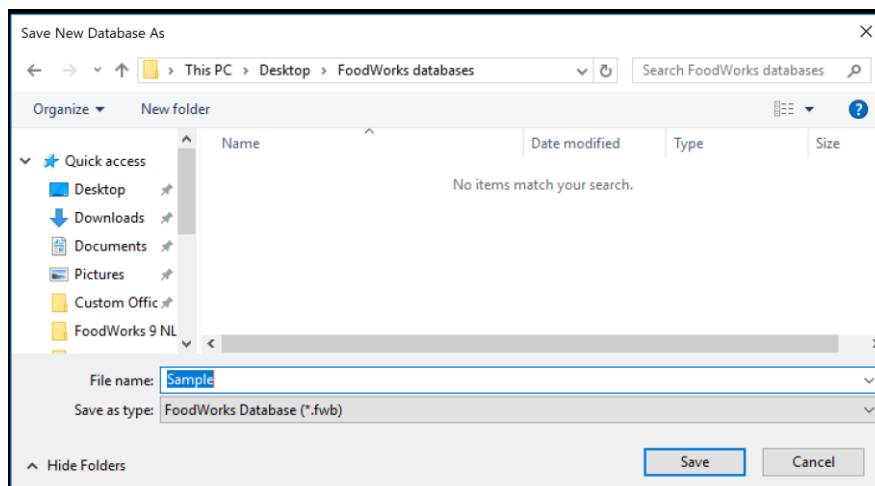
- To see information about each type of database in the list, under the country you require, click its name. A description appears on the right.



- Select a type of database appropriate for both:
 - your country (in this guide we use *Australia*)
 - what you want to do (*Nutrition Labelling and New Product Development*)

Then click **OK**.

- Type a name for the new database and browse to an appropriate location to save it.



NOTE: It is important to choose a location where you know that your FoodWorks database file will be regularly backed up. See *Backing up your database* on page 12.

- Click **Save**.

FoodWorks is started with your new database open.

NOTE: *The 14-day free trial*

The free trial begins when you start FoodWorks for the first time. To continue using FoodWorks after the free trial expires, you will need to purchase FoodWorks by going to our website or contacting us. For contact details see page 2.

About your FoodWorks database

Your FoodWorks *database* is a repository for the work you do in FoodWorks. You store all the ingredients and recipes that you create in this database.

For nutrition labelling tasks, you need a *nutrition labelling database* appropriate to your region. You selected this when you created your first database by stepping through the process in *Starting FoodWorks and creating your first database* on page 8.

If you still need to create a database, see *Create a new database* on page 21.

Backing up your database

It is very important to ensure that your FoodWorks database is backed up regularly.

If you are working in a networked environment, there are usually shared network drives available that are automatically backed up by your system administrator. In general, your FoodWorks database should be stored on one of these network drives. You should check the location of your database, and move it if necessary.

FoodWorks provides a simple option for backing up the currently open FoodWorks database.



To back up your database using FoodWorks:

1. On the FoodWorks **Tools** menu, click **Back up Database**.
2. Select the location and name for the backup.
3. Click **Save**.

Finding your database

When you start FoodWorks you are asked whether you want to create or open a database. The databases you have opened recently are listed on the right, along with their file location.

If you select the checkbox **Do not show this dialog again**, then in the future, the last database you worked with is opened.



To view the location of the currently open database: On the FoodWorks **File** menu, click **Database Properties**. The location of the database is displayed on the **General** tab.

Moving your database

A FoodWorks database is stored as a single file with the extension **.fwb**.






To move your database: First, find its current location (see above). Then use Windows Explorer to move it to the correct location. Note that you need to close FoodWorks before moving the database.

FoodWorks documents and templates

Each ingredient and recipe that you create using FoodWorks is referred to as a FoodWorks *document*. There are different types of documents. You can organise your documents into folders within your FoodWorks database.

The default document types available in a nutrition labelling database created with FoodWorks 10 are:

Icon in FoodWorks	Document	Usage
 (bowl)	Recipe	Use for your top-level recipes (product formulations) for which you want to generate nutrition labels.
 (yellow pear)	Sub-recipe	Use for those ingredients that have ingredients of their own—your internal recipes that will be used as ingredients in your product formulations. You will draw the ingredients for these sub-recipes from your own raw materials, or from other sub-recipes.
 (yellow pear)	Raw material	Use for basic ingredients. These ingredients are usually a single component and sourced from external suppliers. For raw materials, you generally supply their nutrient analyses from the supplier's product specification, commissioned analyses, or by basing them on a similar reference food supplied with FoodWorks. For compound ingredients you would also enter the ingredient statement.

NOTE: Each type of document is based on an underlying *document template*. You can add new templates and modify the default document templates for a database. When you modify a template, documents in the database that are based on that template may also be changed. For how to modify templates, see the FoodWorks on-line help.

Sources of food composition data

FoodWorks comes with several sets of reference food composition data, referred to as *data sources*.

FoodWorks data sources are *not* stored in your FoodWorks database, and are *not* modifiable by you.

The main FoodWorks window

The FoodWorks application window is opened when you start FoodWorks. This window provides a view into your FoodWorks database. The name of your database is displayed at the top of the window.

The window shows:

- the contents of your database—its folders and documents
- the open document, for example, a raw material or a recipe
- the analyses of the open document

The major elements of the FoodWorks window are described below.

Figure 1—The FoodWorks Window

The screenshot shows the FoodWorks application window with the following components and callouts:




- Navigation Pane:** Displays all folders and documents in the database. Callout: "The Navigation Pane displays all the folders and documents in your database."
- Name of the open database:** "FoodWorks [FoodWorks Sample For NL]"
- FoodWorks toolbar:** Contains icons for Back, Next, New, Open, Save, Print, Analysis, Tree, Query, Label, Tools, and Help. Callout: "The FoodWorks toolbar."
- Name—and folder—of the open document:** "Caramelised Onion - Sub-Recipes"
- Analysis Pane:** Shows analyses for the open document. Callout: "The Analysis Pane shows analyses for the open document."
- FoodWorks folders:** Callout: "Your FoodWorks folders. Click a folder to open it and display its contents below."
- Contents of the selected folder:** Callout: "The contents of the selected folder—in this case, All Folders. Click a document here to open it in the middle of the window."
- Open document:** Callout: "The open document displays the selected raw material, sub-recipe or recipe as a series of tabbed pages. Click the tabs to view or edit information in the document."
- Recipe ingredients table:**

Ingredient	Quantity	Note	Weight	Energy
Olive oil	800 mL		728.0	26936
Brown onion	16 kg		16000.0	23184
Processed garlic	2.5 kg		2500.0	12898
Brown Sugar	1.5 kg		1500.0	24735
- Analysis Pane (Nutrients):**

Component	Value
Weight	100 g
Country of Origin	%Australia 100 %
Health Star Rating (HSR)	Health Star Rating (HSR) ?
Macro-Nutrients	Energy 905.935 kJ, Protein 3.753 g, Total fat 8.231 g, Saturated fat 1.366 g, Carbohydrate 27.203 g, Sugars 24.958 g, Starch 2.245 g, Dietary fibre 8.822 g
Minerals	Sodium 269.398 mg

Navigation Pane

The Navigation Pane is displayed down the left side of the FoodWorks window. It shows you the folders and documents within your database.

-  To open a folder or document: Click the name of a folder or document in the Navigation Pane.
-  To show or hide the Navigation Pane: On the **View** menu, click **Navigation Pane**, or press **F6**.
-  To resize the Navigation Pane: Point to the right-hand border until the pointer turns into the resize pointer, then drag to the new position.



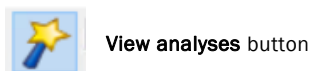
Open Document


The middle of the FoodWorks window displays the currently open document, for example, a recipe. This document is selected in the Navigation Pane, and its name is also shown at the top of the document. Only one document is open at any time. Each document is displayed as a set of tabbed pages. You click a tab to view a page.

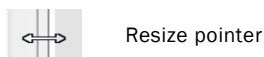
Analysis Pane

The Analysis Pane is displayed down the right side of the FoodWorks window. It shows analyses of the currently open document.

-  To show or hide the Analysis Pane: On the **View** menu, click **Analysis Pane**; or press **F8**; or on the FoodWorks toolbar, click the **View Analyses** button:



-  To resize the Analysis Pane: Point to the left border until the pointer turns into the resize pointer, then drag to the new position.



Selecting an analysis

How you select an analysis to display depends on the width of the Analysis Pane.




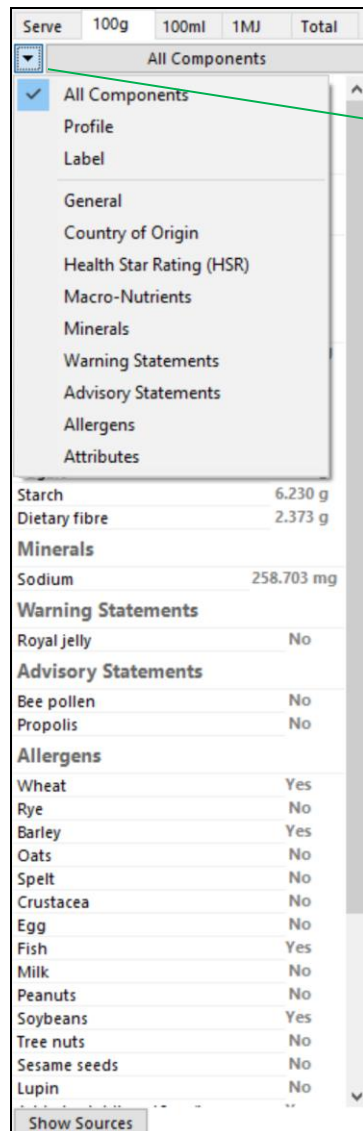
If the Analysis Pane is **wide**, to select the type of analysis you want to view: Click an analysis in the list on the left.

Serve	100g	100ml	1MJ	Total
All Components	General			
Profile	Weight 100 g			
Label	Country of Origin			
General	%Australia 97.114 %			
Country of Origin	Health Star Rating (HSR)			
Health Star Rating	Health Star Rating (HSR) 4			
Macro-Nutrients	FVNL - Fruit, Vegetable, Nuts, Legume: 31.312 %			
Minerals	Concentrated FV - Fruit & Vegetables 3.284 %			
Warning Statement	Macro-Nutrients			
Advisory Statement	Energy 271.213 kJ			
Allergens	Protein 3.655 g			
Attributes	Total fat 0.647 g			
	Saturated fat 0.129 g			
	Carbohydrate 9.757 g			
	Sugars 3.526 g			
	Starch 6.230 g			
	Dietary fibre 2.373 g			
	Minerals			
	Sodium 258.703 mg			
	Warning Statements			
	Royal jelly No			
	Advisory Statements			
	Bee pollen No			
	Propolis No			
	Allergens			
	Wheat Yes			
	Rye No			
	Barley Yes			
	Oats No			
	Spelt No			
	Crustacea No			
	Egg No			
	Fish Yes			
	Milk No			
	Peanuts No			
	Soybeans Yes			
	Tree nuts No			
	Sesame seeds No			
	Lupin No			
	Added sulphites > 10mg/kg Yes			

Wide Analysis Pane...

... showing the list of analyses down the left.
Click an analysis to select it.

 If the Analysis Pane is **narrow**, to select the type of analysis you want to view: Click the down arrow, then click an analysis in the drop-down list.



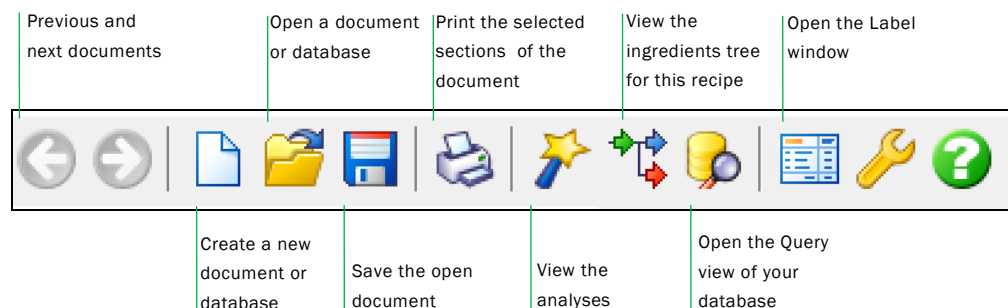
Narrow Analysis Pane


Click the down arrow to show the list of analyses as a drop-down. Then click an analysis to select it.

NOTE: The analysis options most useful for your nutrition labelling task are **Label**, **Country of Origin**, **Warning Statements**, **Advisory Statements** and **Allergens**.


Toolbar and status bar

The FoodWorks toolbar is shown across the top of the FoodWorks window and provides short-cuts for commonly used commands.




 To see the name of a button in the toolbar, hover your cursor over the button.

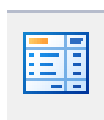
The status bar is shown along the bottom of the FoodWorks window.

 To show or hide the toolbar or status bar: On the **View** menu, click **Status Bar** or **Toolbar**.

The Label Window

The **Label** window displays the automatically generated nutrition label for the recipe that you have open.

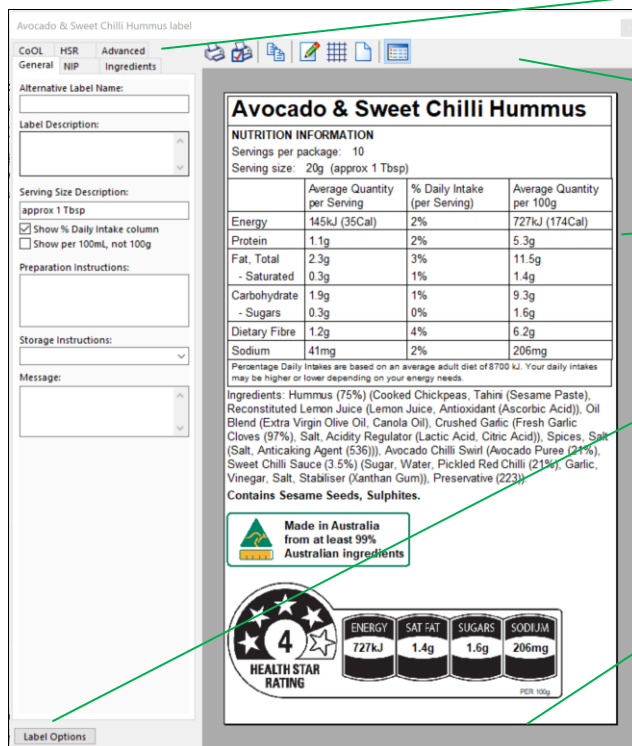
 To display the **Label** window: Click the **Label** button on the FoodWorks toolbar.



Label button on toolbar

See *Figure 2 - The Label Window* below.

Figure 2 - The Label Window



On these tabs, set properties for this label.

The Label window **toolbar**.

The draft label for the open recipe.

The **Label Options** button opens a dialog that has settings that affect **all** the labels in this database.

If necessary, messages appear here that alert you to missing or inconsistent data. There are no messages for this label.

You can refine the label design by editing the label properties in the left side of the window.

The **Label Options** button at the bottom of the window opens a dialog for setting properties that affect all the labels in your database.

How to use the **Label** window is explained in 6. *Designing your labels* on page 52.

Closing FoodWorks



To close FoodWorks: On the FoodWorks **File** menu, click **Close**; or click the **X** in the top right corner of the FoodWorks window.

Orientation exercise



Try this quick orientation exercise to become more familiar with the elements of the FoodWorks window:

1. Start FoodWorks.
2. Open on a recently opened database.

When you first open FoodWorks, a blank document is opened.

Try hiding and then showing the Navigation Pane

1. On the **View** menu, click **Navigation Pane**. Repeat to show/hide it again. Try using the shortcut key (**F6**).
2. Explore the options in the open document. Click each of the tabs—for example, for a recipe, click the **Ingredients** tab, the **Overrides** tab, and so on.


Explore the options with the Analysis Pane

1. Try hiding and then showing the Analysis Pane. On the **View** menu, click **Analysis Pane**. Repeat to show/hide it again. Try using the shortcut key (**F8**) or the button on the toolbar.



2. Try resizing the Analysis Pane to show the wide view – in the list of analyses on the left, click an analysis to display it.
3. Then resize the Analysis pane to show the narrow view. Click the down arrow, then from the drop-down list, click an analysis to display it.

Explore the Help menu

1. In FoodWorks, on the **Help** menu, click **Help Topics**.
2. If necessary, to show the help menu, click the Menu button. 
3. To browse the help using the table of contents, click the **Contents** tab. Then click a book, and then a topic, to open it.
4. To look up the index, click the **Index** tab, and type a search term e.g. *yield*. Then click a topic in the search results.
5. To search the help text as a whole, in the **Search** box, type a search term, e.g. *allergen*, and press **Enter**. Then click a topic in the search results.

Close FoodWorks

- On the FoodWorks **File** menu, click **Close**—or click the black **X** at the top right of the FoodWorks window.

3. Nutrition labelling—Overview

This chapter provides an outline of the steps in your nutrition labelling task with FoodWorks. Each step refers you to the relevant section of this guide for the procedure.

Step 1—Set up your FoodWorks database

If you have not yet created your *first* FoodWorks database, use the procedure *Starting FoodWorks and creating your first database* on page 8.

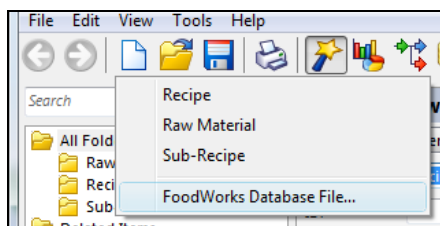
If you want to create a new database now, see below.

Create a new database



To create a new database:

2. On the FoodWorks toolbar, click **New**, then click **FoodWorks Database File**.



3. Under **Australia**, click **Nutrition Labelling And New Product Development**, or the appropriate option for your country or region, then click **OK**.
4. Select the folder in which you want to store the new database.

NOTE: It is important to choose a location where you know that your database file will be regularly backed up. See *Backing up your database* on page 12.

5. In the **File Name** box, type the name for the new database, then click **Save**.

The database settings

By default, your new database is created with all the most commonly required settings for nutrition labelling. This guide assumes that you are using these default settings. The database settings include:

- The ingredients available to you when selecting ingredients for a recipe or sub-recipe.

By default, you choose from your own raw materials and sub-recipes.

- The nutrients, allergens and components that you are working with.

By default FoodWorks enables a limited set of nutrients, including all the mandatory nutrients as well as all the allergens prescribed under the Code.

- The document templates available.

By default, for nutrition labelling the document types are **recipe**, **sub-recipe** and **raw material**.

NOTE: *Changing the default database settings*

You can change the database settings at any time.



To change your database settings: On the **File** menu, click **Database Properties**, make your changes, and click **OK**. For more information see the FoodWorks on-line help.



To change the default document templates, see the FoodWorks on-line help.

Step 2—Enter your raw materials and sub-recipes

You are now ready to enter your ingredients into FoodWorks:

1. Add your raw materials to your FoodWorks database—see *4. Adding raw materials* on page 23.
2. Add your sub-recipes to your FoodWorks database—see *5. Adding sub-recipes and recipes* on page 35.

Step 3—Add your recipes

With your ingredients in the database, you can now enter the top-level recipes for which you wish to generate labels:

1. Add your recipes to your FoodWorks database—see *5. Adding sub-recipes and recipes* on page 35.
2. As you enter each recipe, check its label information and resolve any issues—see *Exploring the analyses* on page 47.

Step 4—Design and publish your labels

FoodWorks automatically generates a draft label for a recipe with the click of a button. You can then refine the label design to suit your particular requirements:


1. View the draft label for a recipe—see *Viewing the draft label* on page 52.
2. Refine the label design—see *Setting the label properties* on page 53 and *Setting label options for all labels* on page 56.
3. Publish your labels—see *7. Publishing your labels* on page 62.

4. Adding raw materials

This chapter explains how to add your basic ingredients—raw materials—to your FoodWorks database.

Before you start

A **raw material** in FoodWorks is usually a single-component ingredient (though it *may* be a compound ingredient) sourced from an external supplier. Raw materials in FoodWorks are different to recipes and sub-recipes in that you need to supply their nutrition information. (In recipes and sub-recipes the nutrition information is calculated using the list of ingredients.)

Icon in FoodWorks	Document	Usage
 (yellow pear)	Raw material	Use for basic ingredients. These ingredients are usually a single component and sourced from external suppliers. For raw materials, you generally supply their nutrient analyses from the supplier's product specification, commissioned analyses, or by basing on a similar reference food supplied with FoodWorks. For compound ingredients you would also enter the ingredient statement.

When adding a raw material, you will need the following information:

- The **nutrition information** for the raw material.

You can source the nutrition information from the supplier's product specification sheet or from commissioned analyses.

Or you can use FoodWorks to derive the nutrition information from a similar reference food.

You can also use a mixed approach—basing the nutrition information on a reference food in FoodWorks, and then overriding those nutrient values for which you have more specific data available.
- The presence of any **allergens** in the raw material.
- The **statement of ingredients** or **ingredient listing** for the raw material, if this raw material is a compound ingredient. This should be available on the product specification sheet.
- The **declaration name** to use when the raw material appears in the ingredient statement for a recipe.
- For **Country of Origin Labelling**, the percent Australian for this raw material. (See the Note below.)

NOTE: Setting up your raw materials for Country of Origin Labelling

See the companion guide [Getting Started with Country of Origin Labelling in FoodWorks 10](#) for how to set the percent Australian for your raw materials, including how to use the **CoOL Editor** to set up multiple raw materials.

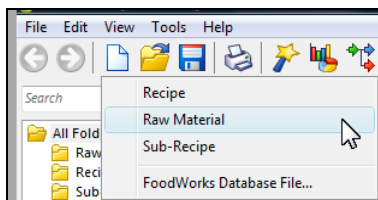
Adding a raw material

To add a raw material to your FoodWorks database follow these steps.

A. Create the new raw material in FoodWorks

To create a new raw material:

1. On the FoodWorks toolbar, click **New**, then click **Raw Material**.



2. On the **General** tab, in the **Name** box, type the name for the raw material.

A screenshot of the 'Raw Material 1 (New)' dialog box in FoodWorks. The 'General' tab is selected. The 'Name' field contains 'Raw Material 1'. The 'ID' and 'Alt.ID' fields are empty. The 'Folder' dropdown is set to 'Raw Materials'. The 'Based on' dropdown is set to 'Raw Material'. The 'Label Declaration' dropdown is set to 'Simple Ingredient'. The 'Declaration Name' and 'Ingredient Group' fields are empty. There is a large 'Description' text area at the bottom.

3. Optionally, enter your ID for the raw material.
4. Click the **Folder** drop-down button.

A screenshot of the 'Raw Material 1 (New)' dialog box, similar to the previous one, but with the 'Folder' dropdown menu open. The dropdown list shows 'Raw Materials', 'Recipes', and 'Sub-Recipes'. A mouse cursor is pointing at 'Raw Materials'.

5. Select the folder in which you want to store the raw material. If you want to create a new folder, click the ellipsis (...) button.

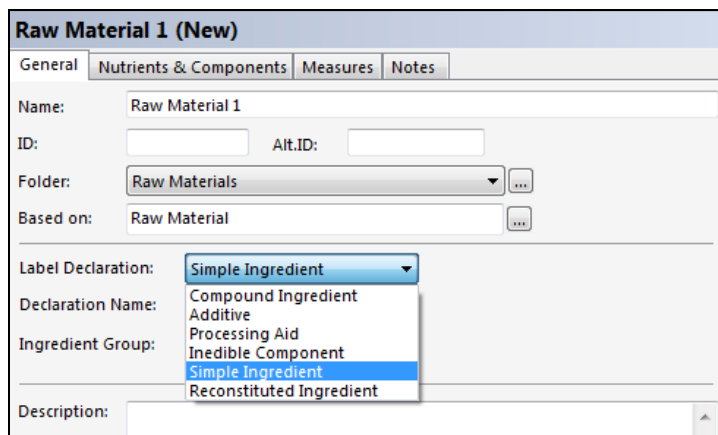


B. Choose how the ingredient will be declared



To select how you want this raw material to be declared when it is an ingredient in a nutrition label:

1. Click the **Label Declaration** drop-down button.



2. Select how you want the raw material to be declared on nutrition labels—each type of label declaration is explained below.
3. Then fill in the relevant fields for that declaration type.

Declare the raw material as a compound ingredient

When you declare a raw material as a **compound ingredient**, then when it appears within the ingredient list on a nutrition label, it is declared as its declaration name followed by its own ingredients listed in parentheses().

In contrast, you can declare a raw material as a **simple ingredient**, with no ingredient list. See *Declare a raw material as a simple ingredient* on page 28.



To declare a raw material as a compound ingredient:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.

2. Click **Compound Ingredient**.

The screenshot shows a software interface for creating a new raw material. The title is "Raw Material 1 (New)". There are four tabs: "General", "Nutrients & Components", "Measures", and "Notes". The "General" tab is active. The form contains the following fields:

- Name: Raw Material 1
- ID: [empty text box] Alt.ID: [empty text box]
- Folder: Raw Materials (dropdown menu)
- Based on: Raw Material (dropdown menu)
- Label Declaration: Compound Ingredient (dropdown menu)
- Declaration Name: [empty text box]
- Ingredient Group: [empty dropdown menu]
- Statement (>5%): [empty text box]

3. In the **Declaration Name** box, type the name that you want to appear in nutrition labels. This will be a common or generic name for the raw material—see the Food Standards Code 1.2.4, Clause 4.
4. (Optional) To assign this ingredient to an *ingredient group*, either type a new ingredient group name or select an existing group from the drop-down. An **ingredient group** is a category you define such as *Nuts*. See *About ingredients group* on page 30 for more information.
5. In the **Statement (>5%)** box, enter the ingredient statement to be used if the ingredient comprises more than 5% of the total recipe .
6. From the **Statement (<5%)** drop-down button:
 - Select **Same As Above** if the same ingredient statement applies in both cases.
 - Select **No Declaration** if no ingredient list will be declared on the label if the ingredient is less than 5% of the total recipe.
 - Select **Alternative Declaration** for an ingredient statement to be used if the ingredient comprises less than 5% of the total recipe. Then type the statement.

This screenshot is a close-up of the "Statement (<5%)" dropdown menu. The menu is open, showing the following options:

- Same As Above
- Same As Above
- No Declaration
- Alternative Declaration

NOTE: Declaring a compound ingredient—less than 5%, greater than 5%

How you declare the ingredients for a compound ingredient may depend on whether it forms more or less than 5% of the final product. See Standard 1.2.4 of the Food Standards Code, clause 6.

Declare a raw material as an additive



To declare a raw material as an additive when it appears on nutrition labels:

1. In the open raw material, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Additive**.

The screenshot shows the 'Raw Material 1 (New)' form with the 'General' tab selected. The 'Label Declaration' dropdown menu is open, and 'Additive' is selected. Other fields include Name: Raw Material 1, ID: (empty), Alt.ID: (empty), Folder: Raw Materials, Based on: Raw Material, Class Name: (empty), and Additive Code: (empty).

3. In the **Class Name** box, type the class name you want to appear in nutrition labels.
4. In the **Additive Code** box, type the code for this additive. Food Additive Code numbers are listed in Schedule 2 of Standard 1.2.4.

Declare a raw material as a processing aid



To declare a raw material as a processing aid—that is, it will *not* be shown on nutrition labels:

1. In the open raw material, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Processing Aid**.

The screenshot shows the 'Raw Material 1 (New)' form with the 'General' tab selected. The 'Label Declaration' dropdown menu is open, and 'Processing Aid' is selected. Other fields include Name: Raw Material 1, ID: (empty), Alt.ID: (empty), Folder: Raw Materials, Based on: Raw Material, Class Name: (empty), and Additive Code: (empty).

Declare a raw material as an inedible component



To declare a raw material as an inedible component—that is, it will *not* be shown on nutrition labels:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Inedible Component**.

The screenshot shows a dialog box titled "Raw Material 1 (New)" with four tabs: "General", "Nutrients & Components", "Measures", and "Notes". The "General" tab is active. The "Name" field contains "Raw Material 1". The "ID" and "Alt.ID" fields are empty. The "Folder" dropdown is set to "Raw Materials". The "Based on" dropdown is set to "Raw Material". The "Label Declaration" dropdown is set to "Inedible Component".

Declare a raw material as a simple ingredient



To declare a raw material as a simple ingredient on nutrition labels—that is, as an ingredient without an ingredient list of its own:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Simple Ingredient**.

The screenshot shows a dialog box titled "Raw Material 1 (New)" with four tabs: "General", "Nutrients & Components", "Measures", and "Notes". The "General" tab is active. The "Name" field contains "Raw Material 1". The "ID" and "Alt.ID" fields are empty. The "Folder" dropdown is set to "Raw Materials". The "Based on" dropdown is set to "Raw Material". The "Label Declaration" dropdown is set to "Simple Ingredient". Below this, there are two more fields: "Declaration Name" and "Ingredient Group", both of which are currently empty.

3. In the **Declaration Name** box, type the name that you want to appear in nutrition labels. This will be a common name for the raw material—see the Food Standards Code 1.2.4, Clause 4.
4. (Optional) To assign this ingredient to an *ingredient group*, either type a new ingredient group name or select an existing group from the drop-down. An **ingredient group** is a category you define such as *Nuts*. See *About ingredient groups* on page 30 for more information.

Declare a raw material as a reconstituted ingredient



To declare a raw material as a reconstituted ingredient on nutrition labels:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Reconstituted Ingredient**.

Raw Material 1 (New)

General | Nutrients & Components | Measures | Notes

Name: Raw Material 1

ID: Alt.ID:

Folder: Raw Materials

Based on: Raw Material

Label Declaration: Reconstituted Ingredient

Declaration Name:

Ingredient Group:

Statement (> 5%):

Statement (< 5%): Same As Above

Rate: : 1

3. In the **Declaration Name** box, type the name that you want to appear in nutrition labels. This will be a common or generic name for the raw material—see the Food Standards Code 1.2.4, Clause 4.
4. (Optional) To assign this ingredient to an *ingredient group*, either type a new ingredient group name or select an existing group from the drop-down. An **ingredient group** is a category you define such as *Nuts*. See *About ingredient groups* on page 30 for more information.
5. In the **Statement (>5%)** box, type the ingredient statement to be used if the ingredient comprises more than 5% of the total recipe.
6. From the **Statement <5%** drop-down button:
 - Select **Alternative Declaration** for an ingredient statement to be used if the ingredient comprises less than 5% of the total recipe. Then type the statement.
 - Select **Same As Above** if the same ingredient statement applies in both cases.
 - Select **No Declaration** if no ingredient list will be declared on the label if the ingredient is less than 5% of the total recipe.
7. In the **Rate** box, enter the ratio at which this raw material will be reconstituted. (For example to dilute 1 litre of the raw material with 4 litres of water, in the **Rate** box, enter 5.)

About ingredient groups

Ingredient groups are categories you define—such as *fruit*, *nuts*, *milk products*—to group ingredients when they appear in the ingredient list of a nutrition label. This allows an ingredient to be declared in ingredient lists as part of that group e.g. if the raw materials *cashews* and *almonds* have been assigned to the group *nuts*, then they can appear in labels as *nuts (cashews, almonds)*.

If you want a raw material to be assigned to an ingredient group, such as *nuts* or *milk products*: In the **Ingredient Group** box, either type a new ingredient group name or select an existing one from the drop-down.

When you create a new ingredient group by typing it into a document, this ingredient group now appears in the drop-down list for other documents in this database.

Note that to use an ingredient group in a label for a particular recipe you need to set the properties for the label: Open the recipe, and on the FoodWorks toolbar, click **Label**, then select the ingredient group on the tab. See *Set characterising ingredients and components* on page 55.

C. Base the nutrient values on an existing food

Using this procedure, you can base the nutrient values on a reference food (from a data source in FoodWorks), or on another FoodWorks document in your database.

If you want to type in values from an external source, skip to *D. Enter nutrient values* on page 31.



To derive the nutrient values for this raw material from a reference food or another FoodWorks document:

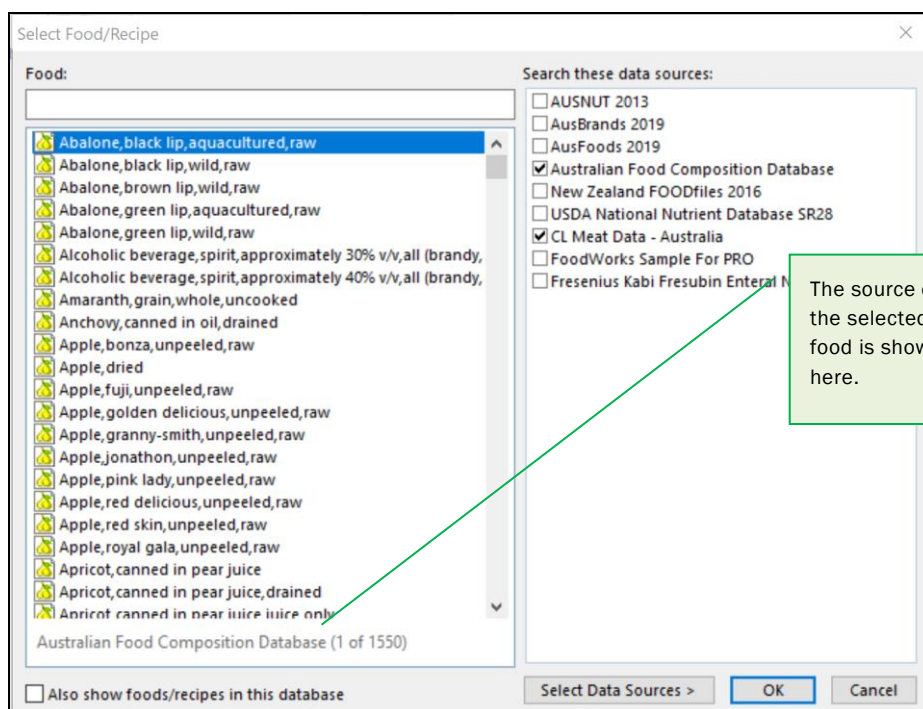
1. Click the **Nutrients & Components** tab.

	Nutrient/Component	Value	Result	Note
General	<input type="checkbox"/> General			
Country of Origin	Weight (g)	100	100.000	
Health Star Rating (HSR)				
Macro-Nutrients	<input type="checkbox"/> Country of Origin			
Minerals	%Australia (%)			? Percent
Warning Statements	<input type="checkbox"/> Health Star Rating (HSR)			
Advisory Statements	FVNL - Fruit, Vegetable, Nu			? percent
Allergens	Concentrated FV - Fruit &			? percent
Attributes	<input type="checkbox"/> Macro-Nutrients			
	Energy (kJ)			? Food
	Protein (g)			?
	<input type="checkbox"/> Total fat (g)			?
	Saturated fat (g)			?
	Carbohydrate (g)			? Carbo
	Sugars (g)			? Sum

- To the right of the **Base Analysis On** drop-down button, click the ellipsis (...) button.



The **Select Food/Recipe** dialog is displayed.



- Under **Search these Data Sources**, select the data sources from which you want to select the food. If you want to select from your own documents in this database, select the check box **Also show foods/recipes in this database**. (When you close this dialog, your choices are saved for next time.)
- In the **Food/Recipe** box, type the first few letters of each word in the name of the food you want to use until it is displayed. Select the food you want from the list box, then press **Enter**.

If you wish to edit the nutrient values, use the following procedure.

See the *Tips for finding ingredients* on page 46 for more information on searching for foods.

D. Enter nutrient values

Use this procedure to enter nutrient values for your raw material from an external source, such as the supplier's specification or laboratory analyses.

You can also use this procedure, if necessary, to override some of the nutrient values that you have derived from a reference food or FoodWorks document in the last procedure.



To enter nutrient values for a nutrient or component:

1. On the **Nutrients & Components** tab, on the left, click the category of nutrient that you wish to work with.

Raw Material 1 (New)

General | **Nutrients & Components** | Measures | Notes

Base analysis on: Unknown for all nutrients

	Nutrient/Component	Value	Result	Note
General	[-] General			
Country of Origin	Weight (g)	100	100.000	
Health Star Rating (HSR)				
Macro-Nutrients	[-] Country of Origin			
Minerals	%Australia (%)			? Percent
Warning Statements	[-] Health Star Rating (HSR)			
Advisory Statements	FVNL - Fruit, Vegetable, Nu			? percent
Allergens	Concentrated FV - Fruit &			? percent
Attributes	[-] Macro-Nutrients			
	Energy (kJ)			? Food e
	Protein (g)			?
	[-] Total fat (g)			?
	Saturated fat (g)			?
	Carbohydrate (g)			? Carbo
	Sugars (g)			? Sumo

Click the category of nutrient in the left column.

2. In the **Value** column, type the value for the nutrient, then press **Enter**.

NOTE: Be sure to use the appropriate unit for the nutrient in FoodWorks. You can see the unit beside the nutrient name in the **Nutrient/Component** column. For example for sodium, the correct unit is **mg**, not **grams**.

This tabbed page also has information about allergens, including warning and advisory statements. These are dealt with in the next procedure.

E. Declare the presence of allergens



To declare the presence of allergens and set warning and advisory statements for this raw material:

1. On the **Nutrients & Components** tab, on the left, click the category that you wish to work with—**Warning Statements, Advisory Statements, or Allergens**.

Raw Material 1 (New)

General | **Nutrients & Components** | Measures | Notes

Base analysis on: Unknown for all nutrients

	Nutrient/Component	Value	Result	Note
General				
Country of Origin				
Health Star Rating (HSR)	Weight (g)	100	100.000	
Macro-Nutrients				
Minerals				
Warning Statements				
Advisory Statements				
Allergens				
Attributes				
	General			
	Country of Origin			
	Weight (g)	100	100.000	
	Country of Origin			
	%Australia (%)			? Percent
	Health Star Rating (HSR)			
	FVNL - Fruit, Vegetable, N...			? percent
	Concentrated FV - Fruit &			? percent
	Macro-Nutrients			
	Energy (kJ)			? Food e
	Protein (g)			?
	Total fat (g)			?
	Saturated fat (g)			?
	Carbohydrate (g)			? Carboh
	Sugars (g)			? Sum of
	Starch (g)			? The su
	Dietary fibre (g)			? Sum of
	Minerals			
	Sodium (mg)			?
	Warning Statements			
	Royal jelly			? Royal j
	Advisory Statements			
	Bee pollen			? Bee po
	Propolis			? Propol
	Allergens			
	Wheat			?
	Rye			?
	Barley			?
	Oats			?
	Spelt			?
	Crustacea			?
	Egg			?
	Fish			?
	Milk			?
	Peanuts			?
	Soybeans			?

Final moisture adjustment: %

There are 2 warnings. Click here to show...

Click here to show where any data is missing.

2. For **Warning** and **Advisory Statements**, for each allergen listed, click in the **Value** column and select either **Yes** or **No**.
3. For the other allergens, listed under **Allergens** for each allergen listed, click in the **Value** column and select **Yes**, **No** or **Maybe**. **Yes** is for a *Contains* statement, **Maybe** for a *May Contain* statement.

NOTE: It is quick to type **y** for Yes, **n** for No, **m** for Maybe.

NOTE: *Missing values for allergens*

If you do *not* enter a value for every warning statement, advisory statement and allergen, then warning messages are displayed.



To see the warning messages that alert you to missing data: Click the red message at the bottom of the open document.

NOTE: *Setting the statements and allergens you need*



To change which warning and advisory statements and allergens are shown, on the **File** menu, click **Database Properties**. Click the **Nutrients & Components** tab. On the left, click the category that you wish to work with—**Warning Statements, Advisory Statements** or **Allergens**. Select and de-select as required, then click **OK**.

F. Save the raw material



To save the raw material:

- On the FoodWorks toolbar, click **Save**.

You have now added your first raw material to the FoodWorks database. You can see your new document in the Navigation Pane of FoodWorks, and it is available for you to use as an ingredient when you are entering a sub-recipe or recipe into FoodWorks.

G. Repeat for the next raw material

Repeat these steps for your next raw material.



What next?

After adding the raw materials, you can now add your sub-recipes and recipes, as explained in the next chapter.

5. Adding sub-recipes and recipes

This chapter explains how to add a sub-recipe or a recipe to your FoodWorks database:

- **Sub-recipes** are ingredients that have ingredients of their own. They are your internal recipes that will be used as ingredients in your final product formulations.
- **Recipes** are your top-level recipes (product formulations) for which you want to generate nutrition labels.

Icon in FoodWorks	Document	Usage
 (bowl)	Recipe	Use for your top-level recipes (product formulations) for which you want to generate nutrition labels.
 (yellow pear)	Sub-recipe	Use for those ingredients that have ingredients of their own—your internal recipes that will be used as ingredients in your product formulations. You will draw the ingredients for these sub-recipes from your own raw materials, or from other sub-recipes.

NOTE: In practice, there is little difference between a *sub-recipe* and *recipe* in FoodWorks. The procedure for entering them is essentially the same. For convenience, in the rest of this chapter the term *recipe* encompasses *sub-recipe*.

Adding a recipe

This procedure assumes that you have already created any raw materials that you wish to use in the recipe (see *Adding a raw material* on page 24).

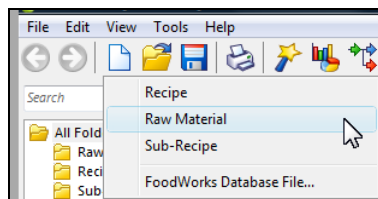
To add a recipe to your FoodWorks database:

A. Create the new recipe

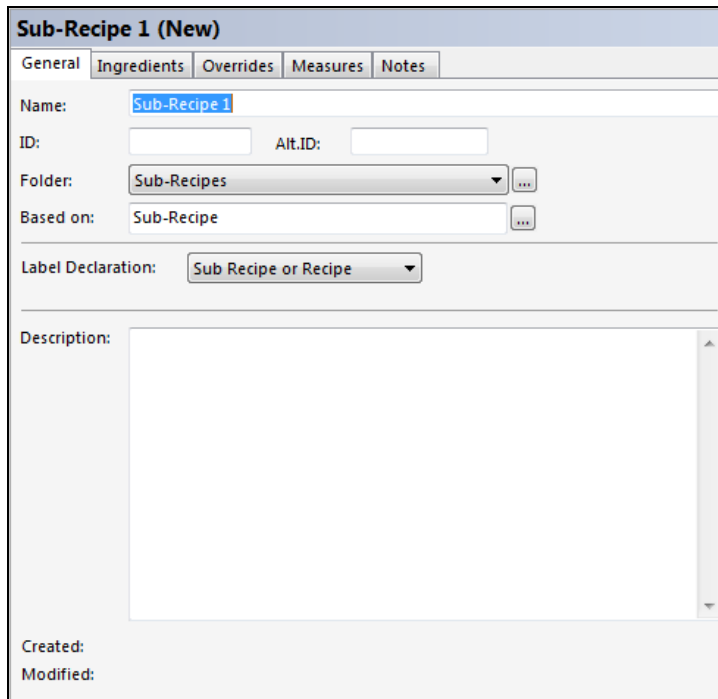


To create a new recipe:

1. On the FoodWorks toolbar, click **New**, then click **Sub-Recipe** (if this is an internal recipe to be used as an ingredient) or **Recipe** (if this is a top-level recipe from which you want to generate a label).



2. On the **General** tab, in the **Name** box, type the name for the recipe.



Sub-Recipe 1 (New)

General Ingredients Overrides Measures Notes

Name: Sub-Recipe 1

ID: Alt.ID:

Folder: Sub-Recipes

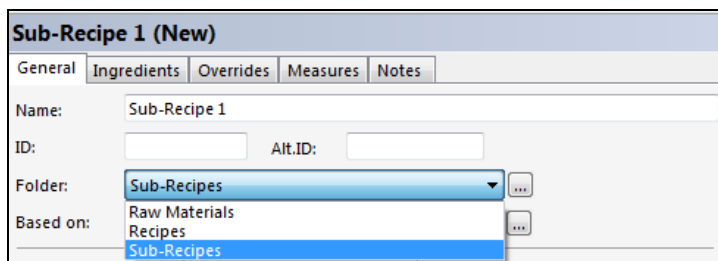
Based on: Sub-Recipe

Label Declaration: Sub Recipe or Recipe

Description:

Created:
Modified:

3. Optionally, enter your **ID** for the recipe.
4. Click the **Folder** drop-down button.



Sub-Recipe 1 (New)

General Ingredients Overrides Measures Notes

Name: Sub-Recipe 1

ID: Alt.ID:

Folder: Sub-Recipes

Based on: Raw Materials
Recipes
Sub-Recipes

5. Select the folder in which you want to store the recipe. If you want to create a new folder, click the ellipsis (...)



B. Declare this recipe for use as an ingredient in labels



To select how you want this recipe to be declared on a label when it used as an ingredient in another recipe:

1. Click the **Label Declaration** drop-down button.

Recipe 1 (New)

General Ingredients Overrides Measures Notes

Name: Recipe 1

Id: [] Alt.Id: []

Folder: Recipes [v] [...]

Based on: Recipe [...]

Label Declaration: [Sub Recipe or Recipe] [v]

- Sub Recipe or Recipe
- Sub Recipe or Recipe
- Compound Ingredient (based on overrides)
- Compound Ingredient (from ingredients)
- Additive
- Processing Aid
- Inedible Component
- Reconstituted Ingredient

Description: []

2. Select how you want the recipe to be declared when used as an ingredient— each type of label declaration is explained below.
3. Then fill in the relevant fields for that declaration type.

Declare a recipe as a sub-recipe or recipe

Choose this option if you want the ingredients of this recipe to be merged into the final ingredient list of any recipe of which it is itself an ingredient.



To declare the recipe as a sub-recipe or recipe when used as an ingredient in other recipes:

1. On the Label Declaration drop-down list, choose Sub-recipe or Recipe.

Recipe 1 (New)

General Ingredients Overrides Measures Notes

Name: Recipe 1

Id: [] Alt.Id: []

Folder: Recipes [v] [...]

Based on: Recipe [...]

Label Declaration: Sub Recipe or Recipe [v]

Declare a recipe as a compound ingredient (based on overrides)

If you declare this recipe as a compound ingredient, then on labels of other recipes, it will be shown as its declaration name followed by its own ingredient list in parentheses.

Choose this option if you want the recipe's ingredient list to be drawn from what you enter in the **Statement (>5%)**, rather than from its actual ingredients. (If you want the recipe's own ingredients to be used, see *Declare a recipe as a compound ingredient (from ingredients)* on page 39).



To declare the recipe as a compound ingredient (based on overrides) when used as an ingredient in other recipes:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Compound Ingredient (based on overrides)**.

Recipe 1 (New)

General Ingredients Overrides Measures Notes

Name:

Id: Alt.Id:

Folder: ...

Based on: ...

Label Declaration:

Declaration Name:

Ingredient Group:

Statement (> 5%):

Statement (< 5%):

3. In the **Declaration Name** box, type the name that you want to appear in nutrition labels. This will be a generic name for this ingredient—see the Food Standards Code 1.2.4, Clause 4.
4. (Optional) To assign this ingredient to an *ingredient group*, either type a new ingredient group name or select an existing group from the drop-down. An **ingredient group** is a category you define such as *Nuts*. See *About ingredient groups* on page 30 for more information.
5. In the **Statement (>5%)** box, enter the ingredient statement to be used if the ingredient comprises more than 5% of the total recipe.
6. From the **Statement (<5%)** drop-down button:
 - Select **Alternative Declaration** for an ingredient statement to be used if the ingredient comprises less than 5% of the total recipe. Then type the statement.
 - Select **Same As Above** if the same ingredient statement applies in both cases.
 - Select **No Declaration** if no ingredient list will be declared on the label if the ingredient is less than 5% of the total recipe.

NOTE: Declaring a compound ingredient—less than 5%, greater than 5%

How you declare the ingredients for a compound ingredient may depend on whether it forms more or less than 5% of the final product. See Standard 1.2.4 of the Food Standards Code, clause 6.

Declare a recipe as a compound ingredient (from ingredients)

If you declare this recipe as a compound ingredient (from ingredients), then on labels it will be shown as its declaration name followed by its own ingredient list (drawn from this recipe) in parentheses.



To declare the recipe as a compound ingredient (from ingredients) when used as an ingredient in other recipes:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Compound Ingredient (from ingredients)**.

The screenshot shows a dialog box titled "Recipe 1 (New)" with several tabs: General, Ingredients, Overrides, Measures, and Notes. The "General" tab is active. It contains the following fields:

- Name: Recipe 1
- Id: (empty)
- Alt.Id: (empty)
- Folder: Recipes (dropdown menu)
- Based on: Recipe (dropdown menu)
- Label Declaration: Compound Ingredient (from ingredients) (dropdown menu)
- Declaration Name: (empty)
- Ingredient Group: (empty)

3. In the **Declaration Name** box, type the name that you want to appear in nutrition labels. This will be a generic name for this ingredient—see the Food Standards Code 1.2.4, Clause 4.
4. (Optional) To assign this ingredient to an *ingredient group*, either type a new ingredient group name or select an existing group from the drop-down. An **ingredient group** is a category you define such as *Nuts*. See *About ingredient groups* on page 30 for more information.

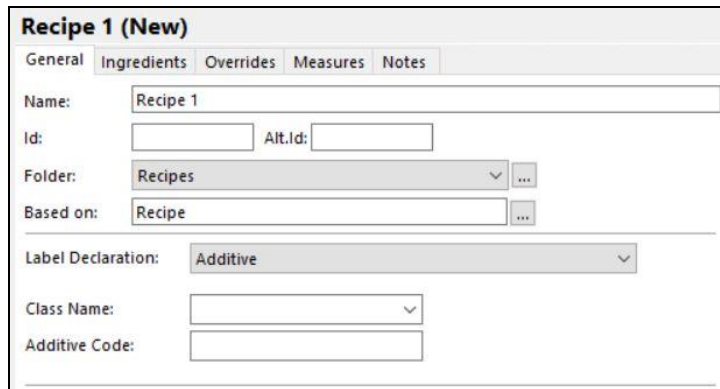
Declare a recipe as an additive



To declare a recipe as an additive when it appears as an ingredient on nutrition labels:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.

2. Click **Additive**.



The screenshot shows the 'Recipe 1 (New)' form with the following fields and values:

- Name:** Recipe 1
- Id:** (empty)
- Alt.Id:** (empty)
- Folder:** Recipes
- Based on:** Recipe
- Label Declaration:** Additive
- Class Name:** (empty)
- Additive Code:** (empty)

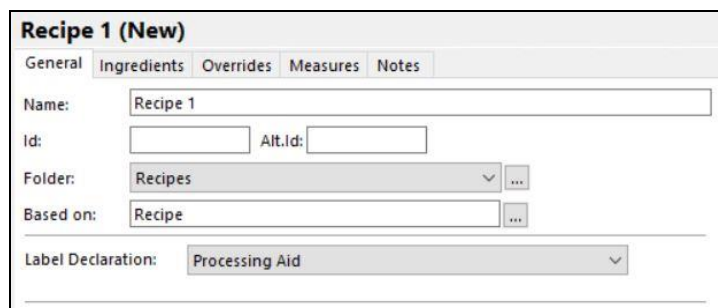
3. In the **Class Name** box, type the class name you want to appear in nutrition labels.
4. In the **Additive Code** box, type the code for this additive. Food Additive Code numbers are listed in Schedule 2 of Standard 1.2.4.

Declare a recipe as a processing aid



To declare a recipe as a processing aid when it is used as an ingredient—that is, it will *not* be shown in ingredient statements on nutrition labels:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Processing Aid**.



The screenshot shows the 'Recipe 1 (New)' form with the following fields and values:

- Name:** Recipe 1
- Id:** (empty)
- Alt.Id:** (empty)
- Folder:** Recipes
- Based on:** Recipe
- Label Declaration:** Processing Aid
- Class Name:** (empty)
- Additive Code:** (empty)

Declare a recipe as an inedible component



To declare a recipe as an inedible component when it is used as an ingredient—that is, it will *not* be shown in ingredient statements on nutrition labels:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Inedible Component**.

The screenshot shows the 'Recipe 1 (New)' dialog box with the 'General' tab selected. The 'Label Declaration' dropdown menu is open, and 'Inedible Component' is selected. Other fields include Name: Recipe 1, Id: (empty), Alt.Id: (empty), Folder: Recipes, and Based on: Recipe.

Declare a recipe as a reconstituted ingredient



To declare a recipe as a reconstituted ingredient when it appears as an ingredient on nutrition labels:

1. In the open document, click the **General** tab, then click the **Label Declaration** drop-down button.
2. Click **Reconstituted Ingredient**.

The screenshot shows the 'Recipe 1 (New)' dialog box with the 'General' tab selected. The 'Label Declaration' dropdown menu is open, and 'Reconstituted Ingredient' is selected. Other fields include Name: Recipe 1, Id: (empty), Alt.Id: (empty), Folder: Recipes, and Based on: Recipe. Below the dropdown, there are fields for Declaration Name, Ingredient Group, Statement (> 5%), and Statement (< 5%) set to 'Same As Above'. At the bottom, there is a Rate field set to 1.

3. In the **Declaration Name** box, type the name that you want to appear in nutrition labels. This will be a generic name for the raw material—see the Food Standards Code 1.2.4, Clause 4.

4. (Optional) To assign this ingredient to an *ingredient group*, either type a new ingredient group name or select an existing group from the drop-down. An **ingredient group** is a category you define such as *Nuts*. See *About ingredient groups* on page 30 for more information.
5. In the **Statement (>5%)** box, type the ingredient statement to be used if the ingredient comprises more than 5% of the total recipe.
6. From the **Statement <5%** drop-down button:
 - Select **Alternative Declaration** for an ingredient statement to be used if the ingredient comprises less than 5% of the total recipe. Then type the statement.
 - Select **Same As Above** if the same ingredient statement applies in both cases.
 - Select **No Declaration** if no ingredient list will be declared on the label if the ingredient is less than 5% of the total recipe.
7. In the **Rate** box, enter the ratio at which this raw material will be reconstituted. (For example to dilute 1 litre of the raw material with 4 litres of water, in the **Rate** box, enter 5.)

C. Enter the ingredients for the recipe



To enter the ingredients for the recipe:

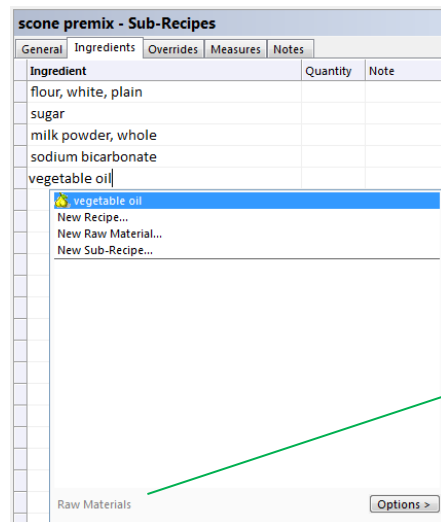
1. Click the **Ingredients** tab.

Sub-Recipe 1 (New)				
General	Ingredients	Overrides	Measures	Notes
Ingredient		Quantity	Note	

2. In the **Ingredient** column, type the first few letters of each word of the ingredient that you require. Use the arrow keys to select the ingredient from the drop-down list box, then press **Enter**. See the *Tips for finding ingredients* on page 46.

NOTE: Source of the ingredients


When you are selecting an ingredient, you can see its source at the bottom of the drop-down list.



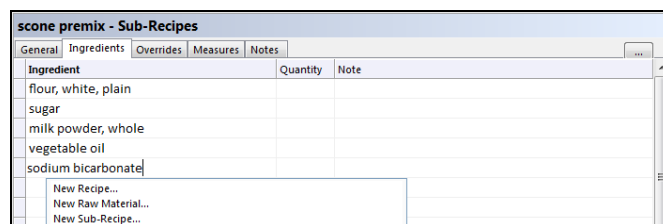
The source of the selected item is shown here—in this case, it is the Raw Materials folder.

TIP: Creating ingredients on the fly

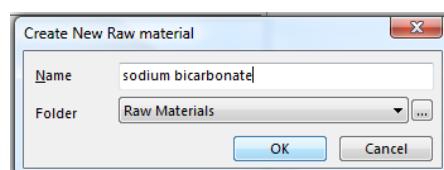
If the raw material or sub-recipe that you want is not yet in your database, you can create it on the fly, and enter its details later.

 To create a new raw material or sub-recipe while entering ingredients: In the **Ingredient** column, type the name of the missing ingredient (or simply type **new**), then click **New Sub-Recipe...** or **New Raw Material...**

In the example below, the new ingredient **sodium bicarbonate** has been typed:



When **New Raw Material** is selected this dialog appears: Type the name and select the required folder, then click **OK**.



3. In the **Quantity** column, type the value (a number) for the measure that you want to use. A drop-down list displays the available measures for this item.
4. Select the measure using the arrow keys, or type the first few letters of the measure name, then press **Enter**.

D. Enter the serve weight for the recipe



To enter the serve weight (in grams):

- On the **Ingredients** tab, in the **Serve Weight(g)** box (at the bottom of the Ingredients grid), enter the serve weight.

Serve Weight(g)

NOTE: If **Number of Serves** is showing instead, click it to toggle to **Serve Weight(g)**.

E. Enter the yield for the recipe

If the processing step for this recipe or sub-recipe will result in a change in weight due to the loss or gain of water, then you need to set the yield.



To set the yield:

- If you already know the final *percentage* weight of the recipe, on the **Ingredients** tab, in the **Yield** box, type the percentage.
- If you know the final weight of the recipe, FoodWorks can calculate the yield for you. To enter the final weight, click the ellipsis (...) button, type in the final weight, then click **OK**.

Yield (%) ...

Click the ellipsis button to enter the final weight.

F. Enter the serves per pack for the recipe




To set the number of serves per pack:

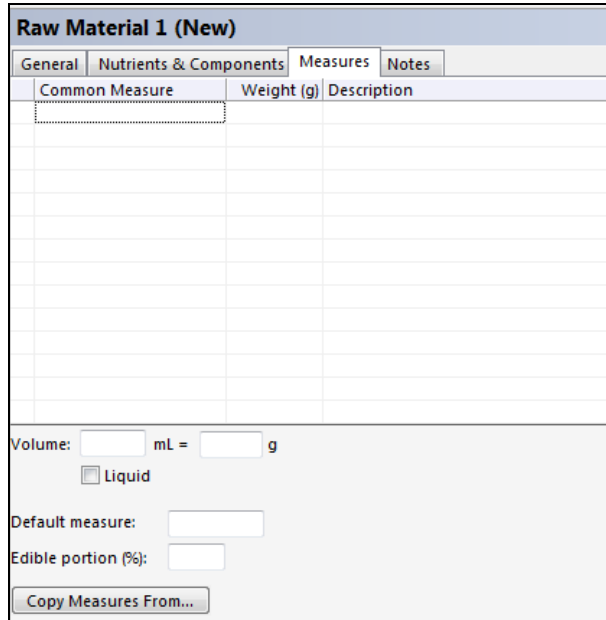
- On the **Ingredients** tab, in the **Serves per pack** box, enter the number of serves per pack.

Serves per pack:

G. If the recipe is a beverage

 If the recipe is a beverage or a liquid:

1. Click the **Measures** tab.



Common Measure	Weight (g)	Description

Volume: mL = g
 Liquid
Default measure:
Edible portion (%):
Copy Measures From...


2. Set the density by entering a volume (in mL) and corresponding weight (in g).
3. Select the **Liquid** check box.

H. Override the generated data [optional]

By default, FoodWorks automatically calculates for the recipe, the:


- nutrition analysis for the recipe
- ingredient statement
- allergen declarations

In some cases, you might wish to override some or all of these automatically calculated values with your own data.

 To override the automatically calculated values for your recipe:

- On the **Overrides** tab, enter your override information. See pages 30 to 32 in *Adding a Raw Material* for more information on these procedures.

I. Save the recipe

 To save the recipe:

1. On the FoodWorks toolbar, click **Save**.

You have now added your first recipe to the FoodWorks database. You can see your new document in the Navigation Pane of FoodWorks, and it is available for you to use as an ingredient when you are entering another sub-recipe or recipe into FoodWorks.

What next?

You should now verify the analyses for your recipe. See *Exploring the analyses* on page 47.

Tips for finding ingredients

When you are entering ingredients for a recipe on the Ingredients tab, try these tips for finding them faster:

- Type two to four letters only per key word of the ingredient name. This is faster and helps avoid spelling mistakes—for example, **avo** finds **avocado**. Typing **avocado** does not refine this search any further.
- Typing the first part of two or more key words helps refine your search—for example, **black tea**, type **bl tea** rather than **tea**.
- The order for typing key words does not alter the number of foods found—for example, **tea black** is identical to **black tea**.
- Case is unimportant. FoodWorks accepts upper-case and lower-case entries.
- Type the singular for foods—for example, type **pea**, not **peas**, **bean** not **beans**.
- If you do *not* find the food, try alternative spellings or other word combinations.
- For some foods, there are many different varieties. Hence, when the varieties are displayed that may not all fit on to the screen. Use the arrow key to scroll down and see more varieties.
- To enter a fraction, use decimals—for example, for $\frac{1}{2}$ type **0.5**.

Exploring the analyses

While you are creating your recipe, you can view its analyses in the Analysis Pane as you make changes. When your recipe is complete, you should satisfy yourself that its nutrition information, ingredient statement and allergen information are correct before moving on to designing the label.

Here are some suggestions for exploring your analyses.

A. Show the Label analysis in the Analysis Pane

NOTE: It is more convenient to explore and verify the nutrition information panel and ingredient statement *in the Analysis Pane*, as explained in this procedure, rather than through the **Label** window. The **Label** window, described in the next chapter, is for designing the label once your information is correct.



To show the **Label** analysis:

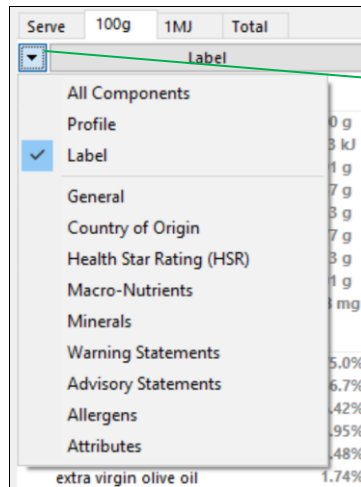
1. Make sure that the Analysis Pane is showing. If it is not, on the **View** menu, click **Analysis Pane**, or press **F8**.

If the Analysis Pane is wide, the analyses are listed down the left of the pane.

Serve	100g	1MJ	Total
All Components			
Profile			
Label			
General			
Country of Origin			
Health Star Rating			
Macro-Nutrients			
Minerals			
Warning Statement			
Advisory Statement			
Allergens			
Attributes			
NIP Nutrients			
	Weight		100
	Energy		727.223
	Protein		5.291
	Fat		11.547
	Sat.Fat		1.433
	Carbohydrate		9.277
	Sugars		1.613
	Fibre		6.201
	Sodium		205.878
Ingredients			
	Hummus		75.5
	Cooked chickpeas		56.4
	tahini (sesame paste)		6.4
	reconstituted lemon juice [lemon juice, antioxidants]		5.9
	oil blend		3.4
	extra virgin olive oil		1.7
	canola oil		1.7
	crushed garlic [Fresh garlic cloves (97%), salt, ...]		1.5

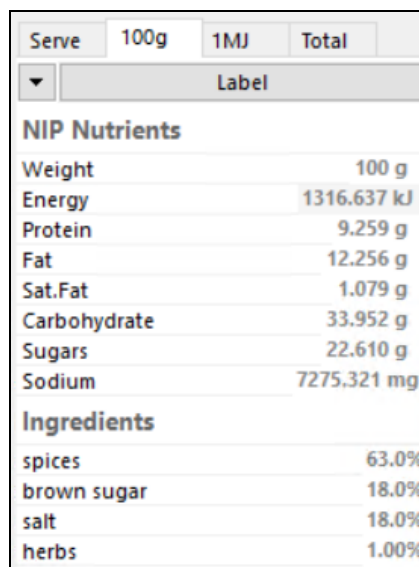
When the Analysis Pane is wide, the list of analyses is shown on the left. Click the analysis you require.

If the Analysis Pane is narrow, the analyses are shown as a drop-down list. Click the down arrow to display the list.



When the Analysis Pane is narrow, click the down arrow to show the list of analyses is shown as a drop-down. Then click the analysis you require.

By default, the **Label** analysis contains the mandatory nutrients. It also shows you the list of ingredients for the recipe.



The Nutrition Information Panel analyses.

The list of ingredients and their percentages.

NOTE: Question marks (?) in the Label analysis

Question marks (?) in the Analysis Pane alert you that there is missing or invalid data in the recipe and that FoodWorks was unable to complete its calculations. For help with finding out why the question marks are appearing, see *B. Explore the ingredient contributions to the results* below.

NOTE: Asterisks (*) in ingredient statements

An asterisk (*) in an ingredient statement alerts you that the corresponding ingredient is a compound ingredient, however, its ingredient statement is not known.

B. Explore the ingredient contributions to the results



This procedure is useful in exploring how the results were calculated, or why question marks are appearing in your nutrient analyses:

1. In the Analysis Pane, select the type of analysis required.
2. Click the **Ingredients** tab in your recipe.
3. In the Analysis Pane, click on the nutrient that you wish to explore further. The nutrient column will then be displayed as the last column of the Ingredients grid, as shown below.

Here, the user has clicked on Saturated Fat in the Analysis Pane.

B. Spicy Tomato & Lentil Soup, scaled up to 275 kg batch, extended NIP, reduced salt - Recipes						Serve	100g	1MJ	Total
						▼			
General Ingredients Overrides Measures Notes						Label			
Ingredient	Quantity	Note	Weight	Energy	Sat.Fat	NIP Nutrients			
Caramelised Onion, onion, garlic base...	10 kg		10000.0	90786	105.97	Weight			100 g
Mexican style seasoning blend, 100g ...	450g		450.0	5925	4.85	Energy			283.050 kJ
Chopped tomatoes in juice, canned	75 kg		75000.0	76500	0.00	Protein			3.487 g
Yeast extract Marmite	1 kg	switch to powdered yeast extract such as Flave	1000.0	6977	2.00	Fat			0.666 g
Lea & Perrins Worcestershire sauce	3.6 kg	switch to cheaper foodservice supplier	3600.0	15635	3.60	Sat.Fat			0.097 g
Green herb stock powder	3 kg	switch to a stock liquid, lower salt	3000.0	22800	60.00	Carbohydrate			10.565 g
Water using in Recipes	150 kg	less evaporative loss on cooking, see yield	150000.0	0	0.00	Sugars			3.519 g
Lentils raw dry in recipes	30 kg		30000.0	426744	87.00	Fibre			2.299 g
Tomato Paste No Added Salt, recipe u...	10 kg		10000.0	27300	0.00	Sodium			275.005 mg
Brown Sugar in recipes	2 kg		2000.0	32398	0.00	Iron			1.323 mg
Citric acid named food additive	250g	pH <4.6, alternatively use lemon juice?	250.0	3218	0.00	Ingredients			
Modified starch	5 kg	estimate of level only	5000.0	72355	5.00	purified water			51.7%
Antifoaming agent, 20% polymethylsil...	10g	max use 0.005% for 10ppm max =13.8ml	10.0	0	0.00	tomatoes in juice			25.8%

The Sat.Fat column is then displayed in the Ingredients grid.

4. Where an ingredient has a question mark for this nutrient, in the Ingredients grid, right-click on it and then click **Open**.
5. In the ingredient you have just opened, click the **Nutrients & Components/Overrides** tab and check for missing data. Enter any required data.
6. If *all* the ingredients have question marks for this nutrient, then it may mean there is a more global problem with the recipe. For example, check the following:
 - Has a valid value been entered for the yield?
 - Has the serve weight been entered?

C. Explore the nested ingredients in a recipe

A recipe can include other recipes and sub-recipes with their own ingredients.



To see *all* the nested ingredients of a recipe in a tree-like view:

1. In the Navigation Pane, select the recipe.

2. On the toolbar, click the **View food/ingredient tree** button.



The **Food/Ingredient Tree** dialog is displayed.

Example

Food/Recipe	Weight
Spicy tomato & lentil soup: Yield=95%	275567
Caramelised Onion [10 kg] Yield=46.731%	10000
Olive oil [800 mL]	752
Brown onion [16 kg]	16518
Processed garlic [2.5 kg]	2581
Brown Sugar [1.5 kg]	1549
Mexican style seasoning blend [450 g]	450
Chilli powder [3.7 kg]	167
Cumin powder [2 kg]	90
Brown Sugar [1.8 kg]	81
Salt [1.8 kg]	81
Sweet paprika [600g]	27
Dried oregano [100g]	5
Chopped tomatoes in juice, canned [75 kg]	75000
Yeast extract Marmite [1 kg]	1000
Worcestershire sauce [3.6 kg]	3600
Vegetable stock powder [3 kg]	3000
Water [150 kg]	150000
Lentils dry [30 kg]	30000
Tomato Paste [10 kg]	10000
Brown Sugar [2 kg]	2000
Modified starch [5 kg]	5000
Antifoaming agent [10 g]	10

3. To open an ingredient from this window, double-click its name.
4. To view the values for a specific nutrient, for example, *sugars*: Click that nutrient in the Analysis Pane. A column for that nutrient then appears in the **Food/Ingredient Tree** dialog.

Example

Food/Recipe	Weight	Sugars
Spicy tomato & lentil soup [100 %]: Yield=95%	275567	9716.88
Caramelised Onion [10 kg] Yield=46.731%	10000	2495.77
Olive oil [800 mL]	752	0.00
Brown onion [16 kg]	16518	958.04
Processed garlic [2.5 kg]	2581	38.71
Brown Sugar [1.5 kg]	1549	1499.01
Mexican style seasoning blend [450g]	450	100.12
Chilli powder [3.7 kg]	167	16.82
Cumin powder [2 kg]	90	1.98
Brown Sugar [1.8 kg]	81	78.41
Salt [1.8 kg]	81	0.00
Sweet paprika [600g]	27	2.73
Dried oregano [100g]	5	0.18
Chopped tomatoes in juice, canned [75 kg]	75000	2625.00
Yeast extract Marmite [1 kg]	1000	129.00
Worcestershire sauce [3.6 kg]	3600	792.00
Vegetable stock powder [3 kg]	3000	129.00
Water [150 kg]	150000	0.00
Lentils dry [30 kg]	30000	520.00
Tomato Paste [10 kg]	10000	990.00
Brown Sugar [2 kg]	2000	1936.00
Modified starch [5 kg]	5000	0.00
Antifoaming agent [10g]	10	0.00


Chilli powder
Based On: Chilli (chili) powder [Australian Food Composition Database]

[Double-click to open food/recipe](#)

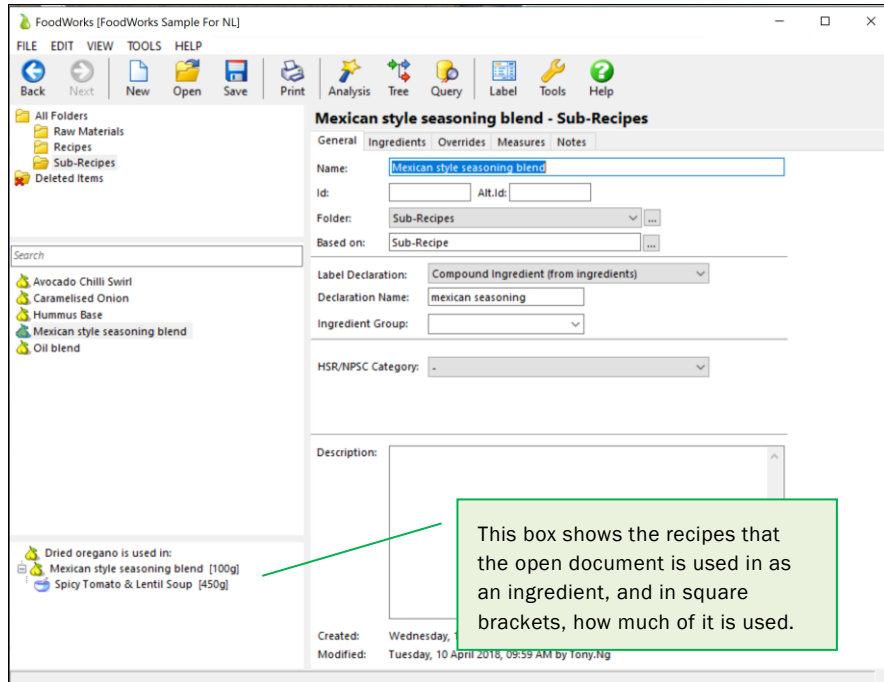
Click a nutrient in the Analysis Pane to show it here.

Click on a raw material to see what it is based on.

D. Explore where an ingredient is used

 To see what recipes in your database contain an ingredient (a sub-recipe or raw material):

1. In the Navigation Pane, navigate to the ingredient and select it.
2. At the bottom of the Navigation Pane, a box appears showing you the recipes the ingredient is used in.



3. As elsewhere in the Navigation Pane, simply click on a recipe name to open it to see how that ingredient is used.

What next?

Once you have checked the analyses for a recipe, you may wish to enter all your remaining recipes, as described in this chapter. Or you can move on to designing the nutrition label for the recipe—as explained in the next chapter.

6. Designing your labels

Once you have entered the information for a recipe (see 5. *Adding sub-recipes and recipes* on page 35), you can view the draft label that is automatically generated by FoodWorks. You can then refine the label in many ways to suit your particular requirements.

This chapter first explains the design options available for designing each individual label. You can also set some options for all the labels in the database, for example, the font and capitalisation used, and whether this item is shown. These options are explained later in the chapter.

NOTE: It is more convenient to explore and verify the nutrition information panel and ingredient statement in the *Analysis Pane in the Label analysis* as explained in *Exploring the analyses* on page 47, rather than through the **Label** window. The **Label** window, which is described in this chapter, is a tool for designing the label once the information is correct.

Viewing the draft label

This procedure assumes that you have already entered the recipe for which you want to generate a label.



To generate the draft nutrition label for the recipe:

1. Open the recipe.
2. On the FoodWorks toolbar, click the **Label** button.



The **Label** window appears with the automatically generated label information.

Avocado & Sweet Chilli Hummus

NUTRITION INFORMATION

Servings per package: 10
Serving size: 20g (approx. 1 Tbsp)

	Average Quantity per Serving	% Daily Intake (per Serving)	Average Quantity per 100g
Energy	145kJ (35Cal)	2%	727kJ (174Cal)
Protein	1.1g	2%	5.3g
Fat, Total	2.3g	3%	11.5g
- Saturated	0.3g	1%	1.4g
Carbohydrate	1.5g	1%	7.3g
- Sugars	0.3g	0%	1.6g
Dietary Fibre	1.2g	4%	6.2g
Sodium	41mg	2%	206mg

Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes may be higher or lower depending on your energy needs.

Ingredients: Hummus (75%) (Cooked Chickpeas, Tahini (Sesame Paste), Reconstituted Lemon Juice (Lemon Juice, Antioxidant (Ascorbic Acid)), Oil Blend (Extra Virgin Olive Oil, Canola Oil), Crushed Garlic, Fresh Garlic, Cloves (97%), Salt, Acidity Regulator (Lactic Acid, Citric Acid)), Spices, Salt (Salt, Anticaking Agent (E301)), Avocado Chilli Sweet (Avocado Puree (21%), Sweet Chilli Sauce (2.5%) (Sugar, Water, Pickled Red Chilli (21%), Garlic, Vinegar, Salt, Stabiliser (Xanthan Gum)), Preservative (223)).

Contains Sesame Seeds, Sulphites.

Made in Australia from at least 95% Australian ingredients

HEALTH STAR RATING 4

ENERGY 727kJ SAT FAT 1.4g SUGARS 1.6g SODIUM 206mg

NOTE: Question marks in labels

Question marks in labels alert you that there is missing or invalid data in the recipe and FoodWorks was unable to complete its calculations. For suggestions on how to investigate and correct this, see *Exploring the analyses* on page 47.

If there are question marks in the Serve column, the serve weight may not have been set. See *D. Enter the serve weight for the recipe* on page 44.

NOTE: Asterisks (*) in ingredient statements

An asterisk (*) in an ingredient statement alerts you that the corresponding ingredient is a compound ingredient however its ingredient statement is not known.

You can now refine the label design as explained in the following section.

Setting the label properties

The draft label may suit your needs, but it is likely that you will have your own particular requirements. To refine the label to suit your requirements, click the Label Properties button at the bottom of the **Label** window.

Through this dialog you can make many refinements to your labels to suit your requirements.



To open the **Label Properties** dialog and set properties:

1. Open the recipe.
2. Open the **Label** window by clicking the **Label** button on the FoodWorks toolbar.



3. Then, click on each tab as required.
4. Set the properties as required.
5. The changes are displayed in the label on the right as you go.
6. When finished, on the FoodWorks toolbar, click **Save**.

The following sections discuss the options available on each tab of the **Label Properties** dialog.

Set the general properties

The table below explains the properties available on the **General** tab of the **Label** window.



To set the general properties for the label for this document:

1. In the **Label** window, click the **General** tab.

2. Set the properties as desired. See the table below.
3. On the FoodWorks toolbar, click **Save**.

Table 1 – Properties on the General tab of the Label Properties dialog

Set these properties...	Purpose of property
Alternative Label Name	By default, FoodWorks will display the name of the recipe in the label title. In some cases this name is different to the name you want to appear on the product label. This option lets you set an alternate name to use for the label.
Label Description	Text.
Serving Size Description	This option lets you add a description for the serving size e.g. 60 g (2 slices)
Show % Daily Intake column	The % Daily Intake column is optional. This option lets you display this column.
Show per 100 mL, not per 100g	This option lets you display the NIP with the per 100ml column, rather than per 100g. Be sure to have entered the specific gravity information for the recipe on the Measures tab e.g. 1mL = 0.92g
Preparation Instructions	Add preparation instructions for the product. Note that when you save this recipe, these instructions become available in a drop-down menu for use in other recipes.
Storage Instructions	Add storage instructions for the product. Note that when you save this recipe, these instructions become available in a drop-down menu for use in other recipes.
Message	Text.

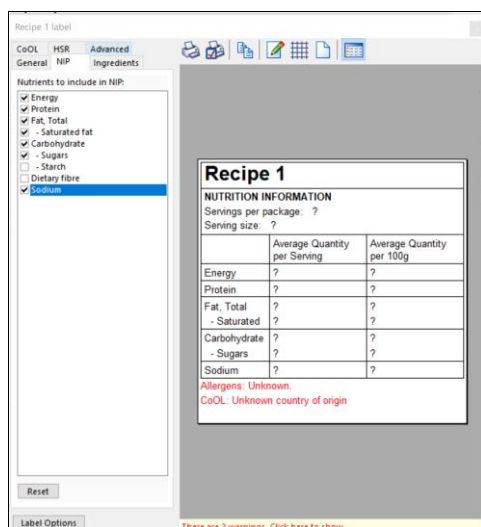
Add nutrients to the nutrition information panel

By default, FoodWorks displays the mandatory nutrients in the nutrition information panel. To display other nutrients, for example, when making a nutrition claim, you need to enable them in **Database Properties** then set them on the **NIP** tab of the **Label** window.



To set the nutrients for the label for this document:

1. In the **Label** window, click the **NIP** tab.



2. Select the nutrients that you want to appear in the label.
3. On the FoodWorks toolbar, click **Save**.

NOTE: *Only the mandatory nutrients are visible*

By default, only some of the available nutrients in FoodWorks are enabled for your database.



To work with additional nutrients: Close the Label window, then on the **File** menu, click **Database Properties**, then click the **Nutrients & Components** tab. Select the desired nutrients and click **OK**. Return to the **NIP** tab in the **Label** window—these nutrients are now available for selection.

Set characterising ingredients and components

On the **Ingredients** tab, you can set the ingredients or food components that are mentioned in the name of the food, associated with the name of a food by the consumer, or emphasised on the label as characterising ingredients or components. See Standard 1.2.10 of the Food Standards Code for details.

For characterising ingredients, FoodWorks calculates the percentage of the characterising ingredient (by ingoing weight) and displays this value in parentheses after the ingredient name in the ingredient statement. For example, if you set

strawberries (which is 10% of the weight of the product) as a characterising ingredient, it will appear in the ingredient statement as *Strawberries (10%)*.

For characterising components, FoodWorks displays the name of the component and its percentage after the ingredient statement.



To set characterising ingredients/components for the nutrition label of a recipe:

1. In the **Label** window, click the **Ingredients** tab.

The screenshot shows the 'Avocado & Sweet Chilli Hummus' label window. On the left, under 'Characterising Ingredients', the following items are listed with checkboxes: Hummus (checked), Cooked chickpeas, tahini (sesame paste), reconstituted lemon juice, oil blend, extra virgin olive oil, canola oil, crushed garlic, spices, salt, Avocado Chilli Swirl, avocado puree, and sweet chilli sauce (checked). The main window displays the nutrition information table and the full ingredient list.

	Average Quantity per Serving	% Daily Intake (per Serving)	Average Quantity per 100g
Energy	145kJ (35Cal)	2%	727kJ (174Cal)
Protein	1.1g	2%	5.3g
Fat, Total	2.3g	3%	11.5g
- Saturated	0.3g	1%	1.4g
Carbohydrate	1.9g	1%	9.3g
- Sugars	0.3g	0%	1.6g
Dietary Fibre	1.2g	4%	6.2g
Sodium	41mg	2%	206mg

Ingredients: Hummus (75%) (Cooked Chickpeas, Tahini (Sesame Paste), Reconstituted Lemon Juice (Lemon Juice, Antioxidant (Ascorbic Acid)), Oil Blend (Extra Virgin Olive Oil, Canola Oil), Crushed Garlic (Fresh Garlic Cloves (97%), Salt, Acidity Regulator (Lactic Acid, Citric Acid)), Spices, Salt (Salt, Anticaking Agent (536))), Avocado Chilli Swirl (Avocado Puree (21%), Sweet Chilli Sauce (3.5%) (Sugar, Water, Pickled Red Chilli (21%), Garlic, Vinegar, Salt, Stabiliser (Xanthan Gum)), Preservative (223)).
Contains Sesame Seeds, Sulphites.

2. To select characterising ingredients, click the desired ingredients in the list box.
3. Select characterising components if required.
4. On the FoodWorks toolbar, click **Save**.

NOTE: Characterising components

For characterising components to be shown they must be enabled in the **Database Properties** dialog.



On the **File** menu, click **Database Properties**, then click the **Nutrient & Components** tab. In the **Category** box on the left, click **Characterising Components**. Select the characterising components as desired. Return to the **Label** window—these characterising components are now available for selection.

Set the Country of origin properties

See the companion guide [Getting Started with Country of Origin Labelling in FoodWorks 10](#) for how to set these properties.

Set the HSR properties

See the companion guide [Getting Started with Health Star Ratings in FoodWorks 10](#) for how to set these properties.

Set the advanced properties

The table below explains the properties available on the **Advanced** tab of the **Label** window. All of these settings are optional.

NOTE: *To see these properties on your label, set them to visible.*

If these properties are not showing on your label, you need to show them:



At the bottom of the **Label** window, click the **Label Options** button. Select the section of the label, e.g. **Date Marking**, and tick the box to show the section, e.g. tick **Show Date Marking**.



To set the advanced properties for the label for this document:

1. In the **Label** window, click the **Advanced** tab.

	Average Quantity per Serving	% Daily Intake (per Serving)	Average Quantity per 100g
Energy	145kJ (35Cal)	2%	727kJ (174Cal)
Protein	1.1g	2%	5.3g
Fat, Total	2.3g	3%	11.5g
- Saturated	0.3g	1%	1.4g
Carbohydrate	1.9g	1%	9.3g
- Sugars	0.3g	0%	1.6g
Dietary Fibre	1.2g	4%	6.2g
Sodium	41mg	2%	206mg

Percentage Daily Intakes are based on an average adult diet of 8700 kJ. Your daily intakes may be higher or lower depending on your energy needs.

Ingredients: Hummus (75%) (Cooked Chickpeas, Tahini (Sesame Paste), Reconstituted Lemon Juice (Lemon Juice, Antioxidant (Ascorbic Acid)), Oil Blend (Extra Virgin Olive Oil, Canola Oil), Crushed Garlic (Fresh Garlic Cloves (97%), Salt, Acidity Regulator (Lactic Acid, Citric Acid)), Spices, Salt (Salt, Anticaking Agent (E261)), Avocado Chilli Suid (Avocado Purée (91%))

2. Set the properties as desired. See the table below.
3. On the FoodWorks toolbar, click **Save**.

Table 2 – Properties on the Advanced tab of the Label Properties dialog

Set these properties...	Purpose of property
Date marking	
Shelf Life (Days)	Number of days.
Date Marking	Choose whether to use a Use By or Best Before statement. The date is calculated from the date you create this label.
Secondary Shelf Life	Number of days. Not shown on label (but is exported when you use publish your labelling information).
Serves	
Net Weight (g)	Number of grams for the content of the product.
Show per Serving column	By default, FoodWorks will display the per Serving column as mandated by the Food Standards Code. In some cases you may wish to not display this column, for example, when supplying a raw material to another food company.
Show Serve Size	This value is set in the Serve Weight/Number of Serves box on the Ingredients tab of the recipe.
Show Servings per Package	This value is set in the Serves per pack box on the Ingredients tab of the recipe (<i>not</i> the Ingredients tab in the Label window).

Setting label options for all labels

You can control aspects of the content and look of your label in the **Label options** dialog. To open it, click the **Label Options** button at the bottom of the Label window. The table below explains the options available. All of these settings apply **per database**, that is, to all the labels generated in your database.

Set up each part of the label



To set up each part of your label to your requirements:

1. Click the **Label Options** button at the bottom of the **Label** window.
2. In the **Options** box on the left, select the part that you want to modify.

Label Options

Options:

Name

Label Description

Nutrient Information Panel

Ingredient Statement

Allergen Declaration

Characterising Components

Preparation Instructions

Storage Instructions

Message

Country Of Origin

Health Star Ratings

Net Weight

Date Marking

User Name & Date

Other Options

Nutrient Information Panel

Show Nutrient Information Panel

Use FSANZ rounding rules

Show Calories with kJ

Show "less than" for small values

Use FSANZ minimum values

Round very small values to 0 (<0.001)

For vitamins ignore missing values

Show gridlines between nutrients

Case: Initial Caps (All Words)

OK Cancel Apply

3. On the right, make your modifications. See *Table 3 – Options for each part of the label in the Label Options dialog* on page 60 below.
4. Click **Apply** to see the effect of your changes on the open label as you make them.
5. Click the next part that you want to modify, and make the modifications you require.
6. When you have finished, click **OK**.

Table 3 – Options for each part of the label in the Label Options dialog

Section	Set these properties...	Purpose of property
Name Label Description Preparation Instructions Storage Instructions Message Net Weight Date Marking User Name & Date	Show <this label part>	Set whether to show this on labels.
	Case	Set the case (capitalisation) for these parts.
Nutrition Information Panel	Show Nutrition Information Panel	Set whether to show the NIP on labels.
	Case	Set the case (capitalisation) for this section.
	Use FSANZ rounding rules	Allows you to choose whether to use the rounding rules required to comply fully with the Food Standards Code. This may not always be appropriate, for example, if this product is a raw material that will be used by another food manufacturer who must calculate the nutrition information panel for their final product from your data.
	Show Calories with kJ	To show Calories (kilocalories) as well as kilojoules in the nutrition information panel.
	Show gridlines between nutrients	Allows you to choose whether to show horizontal lines in the nutrition information panel.
	Show “less than” for small values Use FSANZ minimum values	Set whether to include the words “less than” for small values, rather than giving the actual value. Control whether to use the minimums permitted in the Food Standards Code or not.
	Round very small values to 0	Whether to round very small values to 0, rather than displaying “less than”.
	For vitamins ignore missing values	Whether to ignore the fact that for some ingredients the value for one or more vitamins is not known and to still allow an overall value for the vitamin(s) to be given.
Ingredients & allergens	Show Ingredients	Whether to show ingredient and allergen statements on labels.
	Ingredients Statement Case	Set the case (capitalisation) for the ingredient statement.
	Allergen Statement Case	Set the case (capitalisation) for the allergen statement
	Show allergen Contains statement where applicable	Set to show the Contains statement on labels.
	Show ‘May contain’ allergen statements when applicable	This can be used with VITAL (Voluntary Incidental Trace Allergen Labelling) calculations to declare ‘trace’ amounts of an allergen.
	Append allergen statements to ingredient statement	A formatting option—whether to place the allergen statement directly after the ingredient statement or on another line.
	Exclude allergen ‘product’ statements if redundant	Whether to exclude redundant allergen product information. For example, if wheat products and wheat are both selected as allergens, only wheat is shown in the allergen declaration.
	May contain allergen statement prefix	Set this box to control the prefix to use for the Contaminants statement.
	Allergens button	Opens the Database Properties dialog where you can enable allergens for your database.
Country of Origin	See Chapter 6 in the companion guide – Getting Started with Country of Origin Labelling in FoodWorks 10 .	
Health Star Ratings	See Chapter 5 in the companion guide – Getting Started with Health Star Ratings in FoodWorks 10	
Characterising components	Show Characterising Components	Set whether to show characterising components on labels.
	Case	Set the case (capitalisation).
	Append to Ingredient Statement	A formatting option—whether to place the characterising components statement directly after the ingredient statement or on another line.
	Characterising Components button	Opens the Database Properties dialog where you can set the characterising components to use for your database.
Other options	Default font	Set the font for labels.

Set the font for all labels



To set the font that you want all your labels to use:

1. In the Label **Options** dialog on the left, click **Other Options**.
2. Click the **ellipsis (...)** button next to the **Font box**.



3. Set the **font**.
4. Click **OK**.

7. Publishing your labels

Once you have created your recipes and set up your labels there are several options for printing or publishing them. You can:

- Print your labels directly from FoodWorks to any label printer supplied with Windows printer drivers
- Publish your labels using label-printing software
- Open your label in Microsoft Word
- Publish your labels using the FoodWorks to Microsoft Word Publisher

All these options are explained below.

Printing labels directly to your label printer

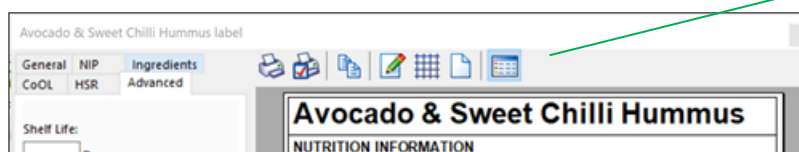
Print a test label

This section only applies if your label printer is supplied with Windows printer drivers.



To print a test label on your label printer:

1. Make sure that your label printer is correctly configured and that the correct Windows printer drivers are installed. To test this, try printing a test page from another application such as Microsoft Word.
2. Start FoodWorks and open a recipe.
3. On the FoodWorks toolbar, click **Label**.
4. Make sure the **Set to Screen View** button is *not* depressed. Use this button to toggle between the *page* view (which shows how your label looks when printed) and the more compact *screen* view.



Set to Screen View button on the **Label** window toolbar. Here it is set to **page view**.

5. Make sure the correct printer is selected. On the **Label** window toolbar, click the **Print** button, then click the **Printer** button and select your label printer, then click **OK**.



Print button on the **Label** window toolbar.

6. On the **Label** window toolbar, click the **Page Setup** button and adjust the settings as necessary (such as margins and paper size). Click **OK**.



Page Setup button on the **Label** window toolbar.

7. Review your adjustments in the **Label** window.
8. Click the **Print** button to print a test label.
9. Click **OK**.

Print the label



To print the label for a recipe:

1. Open the recipe for which you want to print the label.
2. On the FoodWorks toolbar, click **Label**.
3. On the toolbar in the **Label** window, click the **Print** button.



Print button on the **Label** window toolbar.

4. Enter the number of copies to print.
5. Click **OK**.

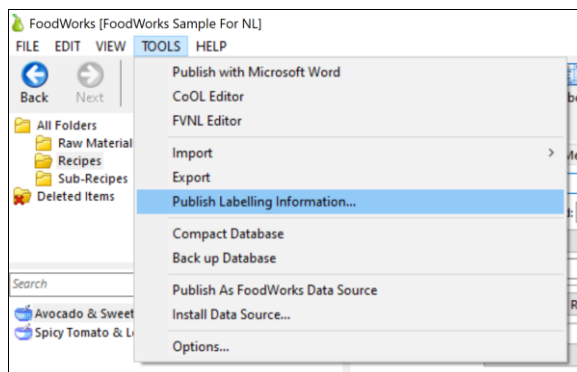
Publishing labels via label-printing software

You can publish the labelling information from your FoodWorks database to Microsoft Access or to a tab-delimited text file ready for use by your label-printing software.



To publish the labelling information from your FoodWorks database to Microsoft Access or to a tab-delimited text file:

1. Open the FoodWorks database.
2. On the **Tools** menu, click **Publish Labelling Information...**



3. Follow the instructions displayed.

Opening your label in Microsoft Word

This command simply opens a new Microsoft Word document with the label inserted as it was formatted in FoodWorks.



To open the label in Microsoft Word:

1. On the FoodWorks toolbar, click **Label**.
2. On the toolbar for the **Label** window, click the **Publish to Microsoft Word** button.



The **Publish to Microsoft Word** button on the Label window toolbar.

Microsoft Word is started.

3. Click the template in Word that you want to use, then click **OK**.

Your label is shown in the new Word document, and you can edit as you like.

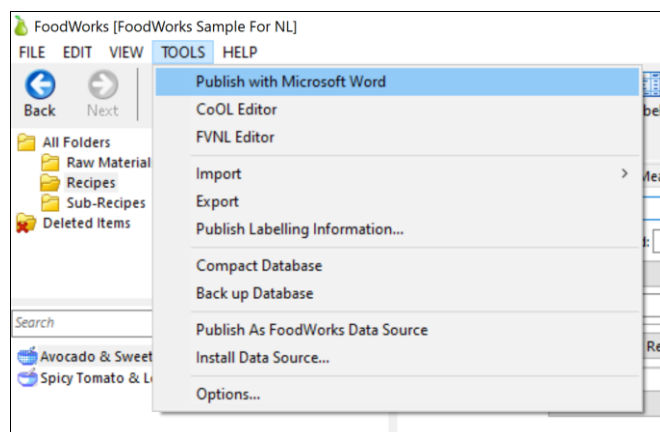
Publishing labels to Microsoft Word

For complete control over the format of your label, use the **Publish with Microsoft Word** command from the FoodWorks **Tools** menu.¹ Using this command, you can format the label in the Word document rather than inheriting the formatting from FoodWorks.



To publish a label from FoodWorks using Microsoft Word:

1. In FoodWorks, open the recipe for which you want to publish the label.
2. On the **Tools** menu, click **Publish with Microsoft Word**. FoodWorks now opens Microsoft Word.



¹ To publish a FoodWorks document using Word, you require Microsoft Word 2010 or later.

3. Click the template in Word that you want to use, then click **OK**. The FoodWorks Word Publisher tool window appears.



4. In the Word document, position the insertion point where you want the data to appear.
5. On the FoodWorks tool window, click the button for the type of data you want to insert.
6. Continue to insert data in this way until you have all the data you require in the Word document.
7. In Word, format the document as required.

Tips for using the FoodWorks to Microsoft Word Publisher

Using templates

Whenever you create a new document in Word, you have the option to save it as a Word template. This gives you a head-start the next time you publish to Word.



To save your Word document as a template (instructions for Windows 8 or later):

1. On the Word **File** menu, click **Save As**.
2. In the **Type** box, select **Document Template (*.DOTX)**.
3. In the **File name** box type the name that you want to use for this template.
4. Save in the location:

C:\Users*<user name>*\App Data\Roaming\Microsoft\Templates

NOTE: *<user name>* means insert your computer user name.

5. Click **Save**.

You can then select this template when next you publish from FoodWorks to Word.

Making changes

If you change the FoodWorks document using FoodWorks while you still have the corresponding Word document open, to update your Word document, click the **Update** button in the FoodWorks tool window.

If you change the FoodWorks document after closing the corresponding Word document, you will need to re-publish.

Improving performance

You can improve performance significantly by turning off the Word option that automatically checks grammar and spelling as you type.