LEARNING

FOODWORKS 10 PROFESSIONAL

Basic Tutorial

FoodWorks

xyris

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Phone: 1800 875 549
Email: info@xyris.com.au
Web: www.xyris.com.au

Contents

About this tutorial

Learn how to use FoodWorks to analyse your clients diets and recipes.

This tutorial is for you if you are new to **FoodWorks** and want to get started recording your clients' dietary intakes, and creating meal plans and recipes. Gain insight by analysing them in a range of flexible and sophisticated ways.

What you need to know

This tutorial also assumes that you have a broad knowledge of the advantages and limitations of computerised nutrition analysis as well as professional nutrition and dietetics knowledge.

You should use your own technical expertise to verify any results generated by **FoodWorks** before relying on them for any significant purpose.

What you'll learn

1. **FoodWorks** basics – take a tour of the **FoodWorks** window
2. How to create a **FoodWorks** database for all your work
3. How to enter dietary intakes for your clients, e.g. food records
4. How to create recipes
5. How to create foods
6. How to analyse diets and recipes
7. How to print a report for your client

You'll have the opportunity to:

- Create a **FoodWorks** database to play in
- Enter a food record, recipe and food
- Analyse the food record in a variety of ways
- Print a report for your client

Before you start

This tutorial assumes that you have already installed **FoodWorks 10 Professional** (or **FoodWorks 10 Premium**).

Time needed

To complete this tutorial, set aside about 1.25 hours.

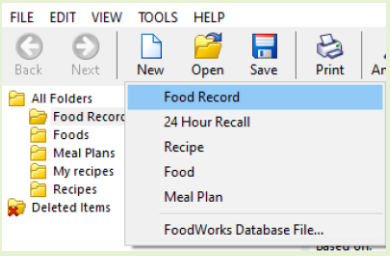
How to use this tutorial

This is a self-paced tutorial. You can simply read it through – but our recommendation is that you use the tutorial at your computer, working through all the examples.

A mouse icon and background shading indicate an instruction for you to follow on your computer. For example:

To create a *new food record*:

On the **FoodWorks** toolbar, click **New**, then click **Food Record**.



After this tutorial

FoodWorks Professional is a powerful tool and has many more features and capabilities than are shown in this tutorial.

For how to use some of the more advanced features, you can see other guides, videos and articles on the **FoodWorks** support site (**support.xyris.com.au**), under the topic **Using FoodWorks Professional**.

1 - A tour of FoodWorks

FoodWorks® Professional (and **FoodWorks® Premium**) enables you to analyse your clients' diets, meal plans and recipes in detail.

FoodWorks has comprehensive food data for Australia and New Zealand, and flexible and sophisticated analyses for macronutrients, vitamins and minerals, food intolerances chemicals (salicylates, amines and glutamate) and food groups.

You can enter your clients' food records into **FoodWorks** manually, or you can get them to send you their own logged diary from our free, popular mobile app, **Easy Diet Diary**.

Not all **FoodWorks** functionality is showcased here. This tutorial is designed to get you going with the basics and to give you a good foundation for learning more.

Take the tour

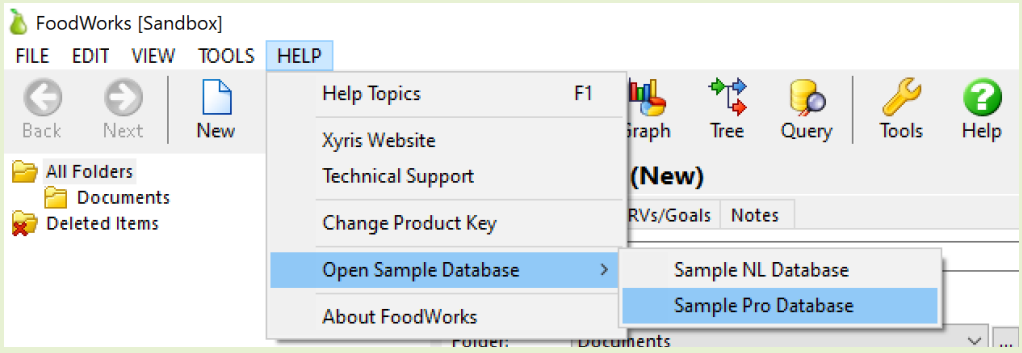
The **FoodWorks** window is your view onto your **FoodWorks** database.

To show you around **FoodWorks**, we'll use the **Sample Pro database** supplied with **FoodWorks**. This sample database is already populated with a variety of documents – food records, meal plans, recipes and foods – for you to explore.

Open the sample database

To open the sample database:

1. Start **FoodWorks 10**.
2. Follow the instructions to open an existing database, or if necessary, create one.
3. Then on the **FoodWorks** toolbar, click **Help**, then **Open Sample Database**, then select **Sample Pro Database**.

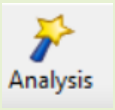


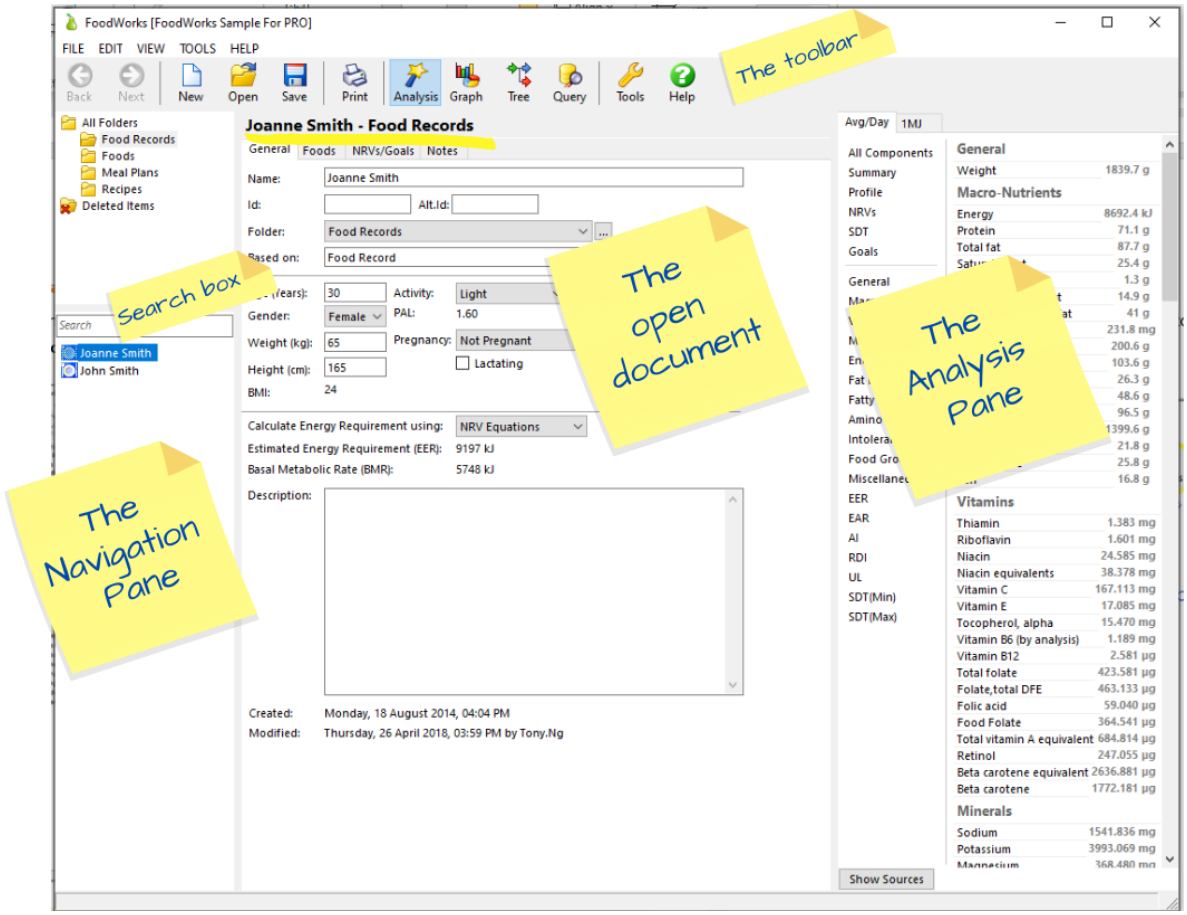
Explore the FoodWorks window

The **FoodWorks** window shows:

1. The Navigation Pane (on the left) - showing the folders and documents in your database
2. The open document (in the middle), which has a series of tabs
3. The Analysis Pane (on the right) – the nutritional analysis of the open document
4. The **FoodWorks** toolbar (below the main menu)
5. Search box in the Navigation Pane.

If the Analysis Pane is not displayed on the right, on the toolbar click this button:

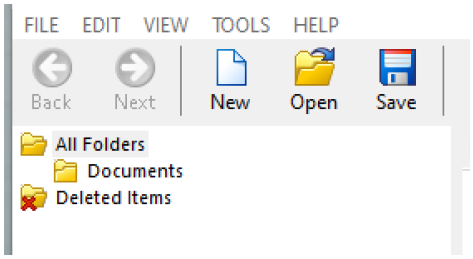




A. Navigation Pane

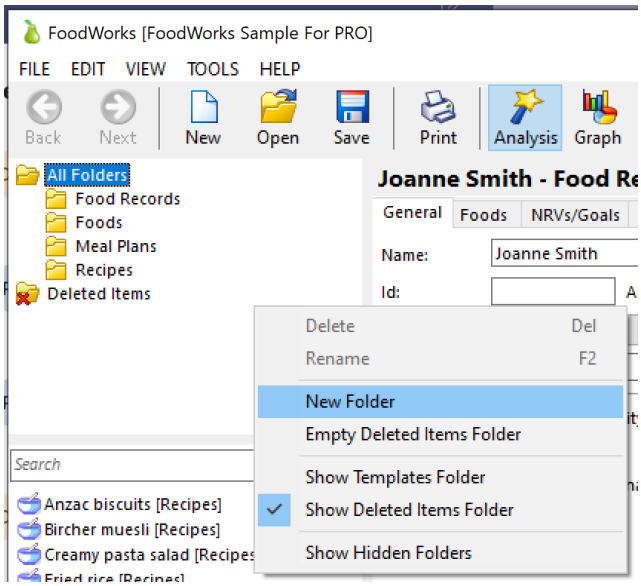
The Navigation Pane on the left of the **FoodWorks** window shows the folders in your database in the top section.

When you create a new database, the default folder provided is **Documents**:



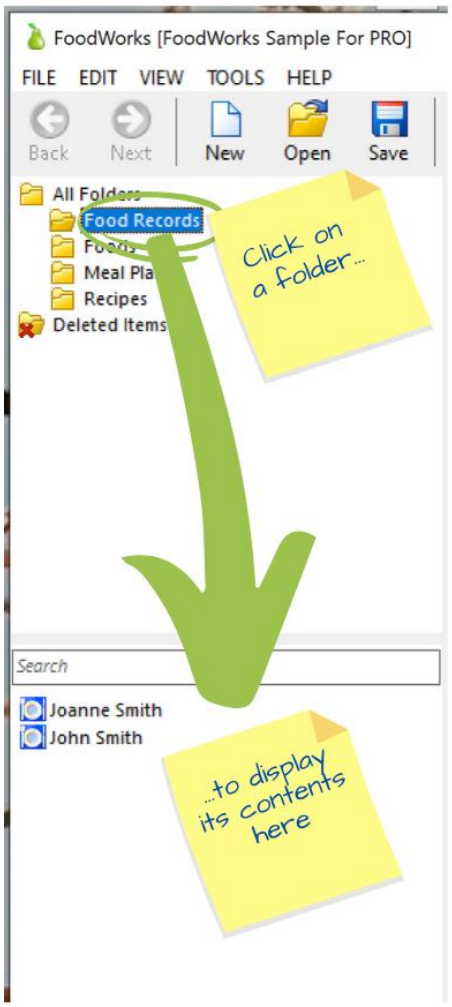
You can **add new folders** by right-clicking in the folder area to display the menu, as shown below, and clicking **New Folder**.

For example, as has been done in the **Sample Pro** database shown below, you might create folders for your clients' food records, your recipes, your meal plans, and any foods that you add.



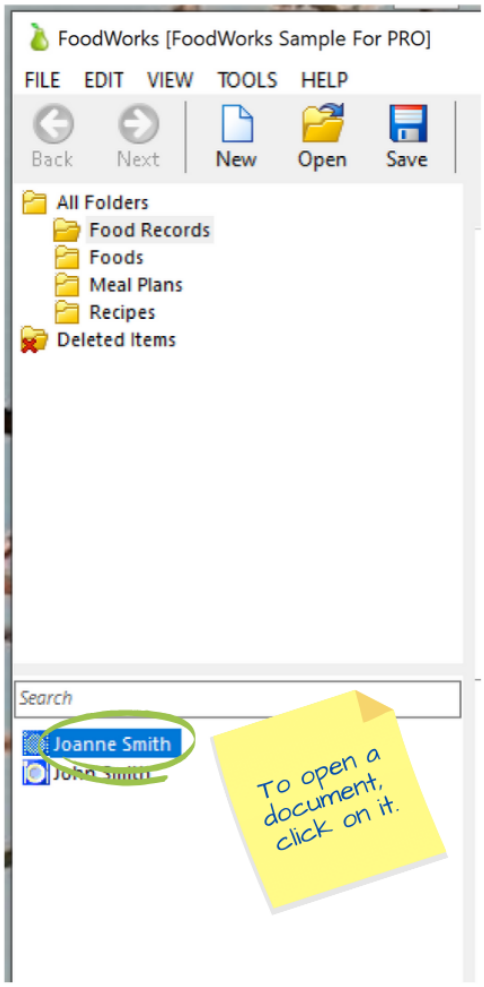
Try adding a new folder – and then delete it.

To open a folder and display the documents it contains, in the Navigation Pane, click the folder. Its contents (the documents it contains) are then displayed below, as shown here:



Try clicking on each folder to display its contents.

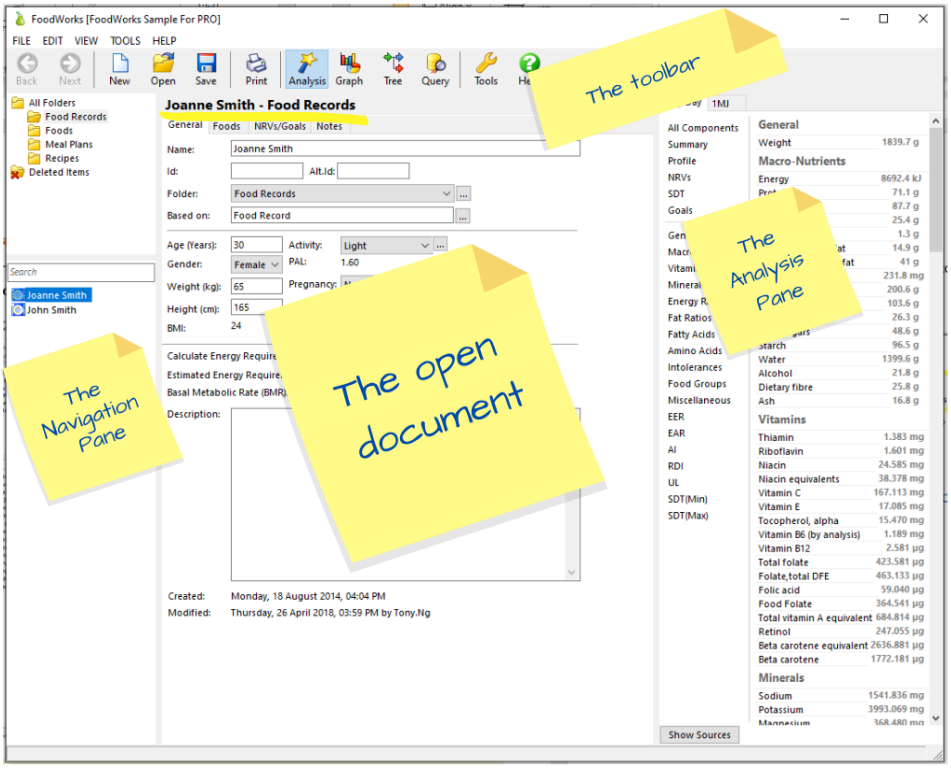
Then **to open a document** (a food record, 24 hour recall, recipe, food or meal plan), in the Navigation Pane, click the document.



Click the **Food Records** folder, then click **Joanne Smith** to open this document in the middle of the window.

B. Open document

The document selected in the Navigation Pane opens in the middle pane of the **FoodWorks** window.

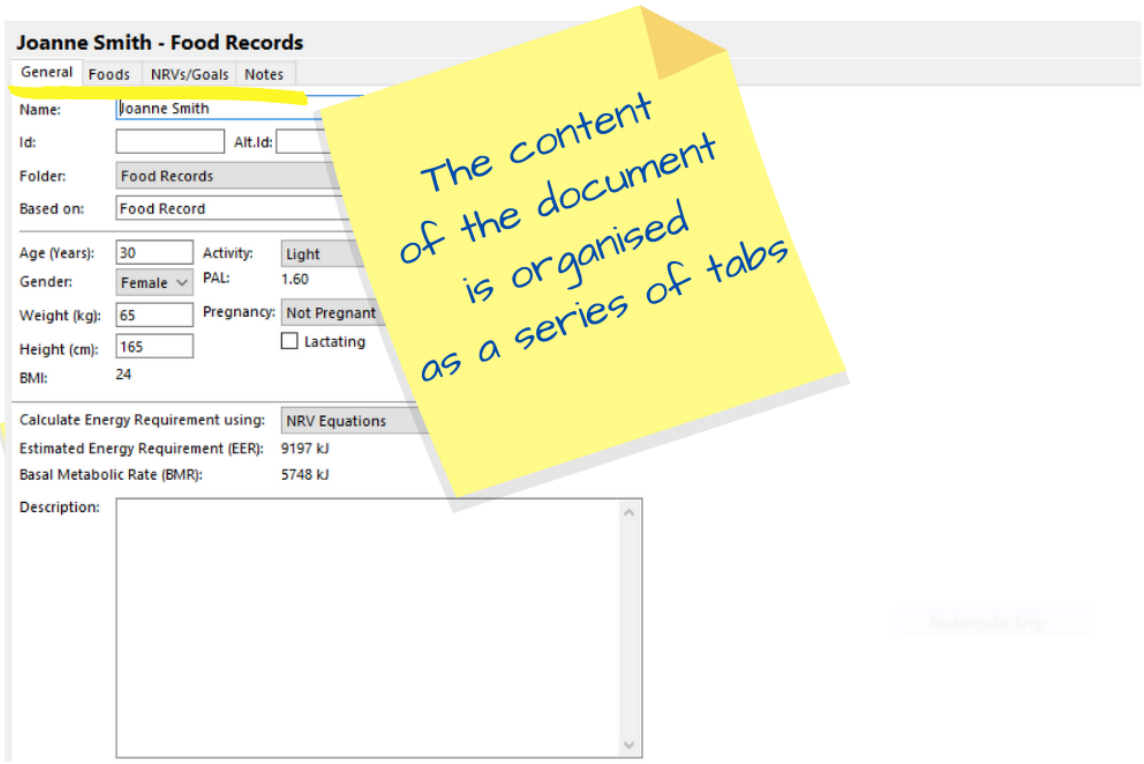


This middle pane is where you do your data entry for any document you create.

The following types of document are available by default in **FoodWorks Professional**:

Document type	Icon	Description
Food Record		A multi-day record of a dietary intake
24 Hour Recall		A single day record of a dietary intake
Recipe		A recipe you create
Food		A food you create (such as an unusual food you can't find in the data sources)
Meal Plan		A multi-day meal plan. Very similar in format to Food Records.

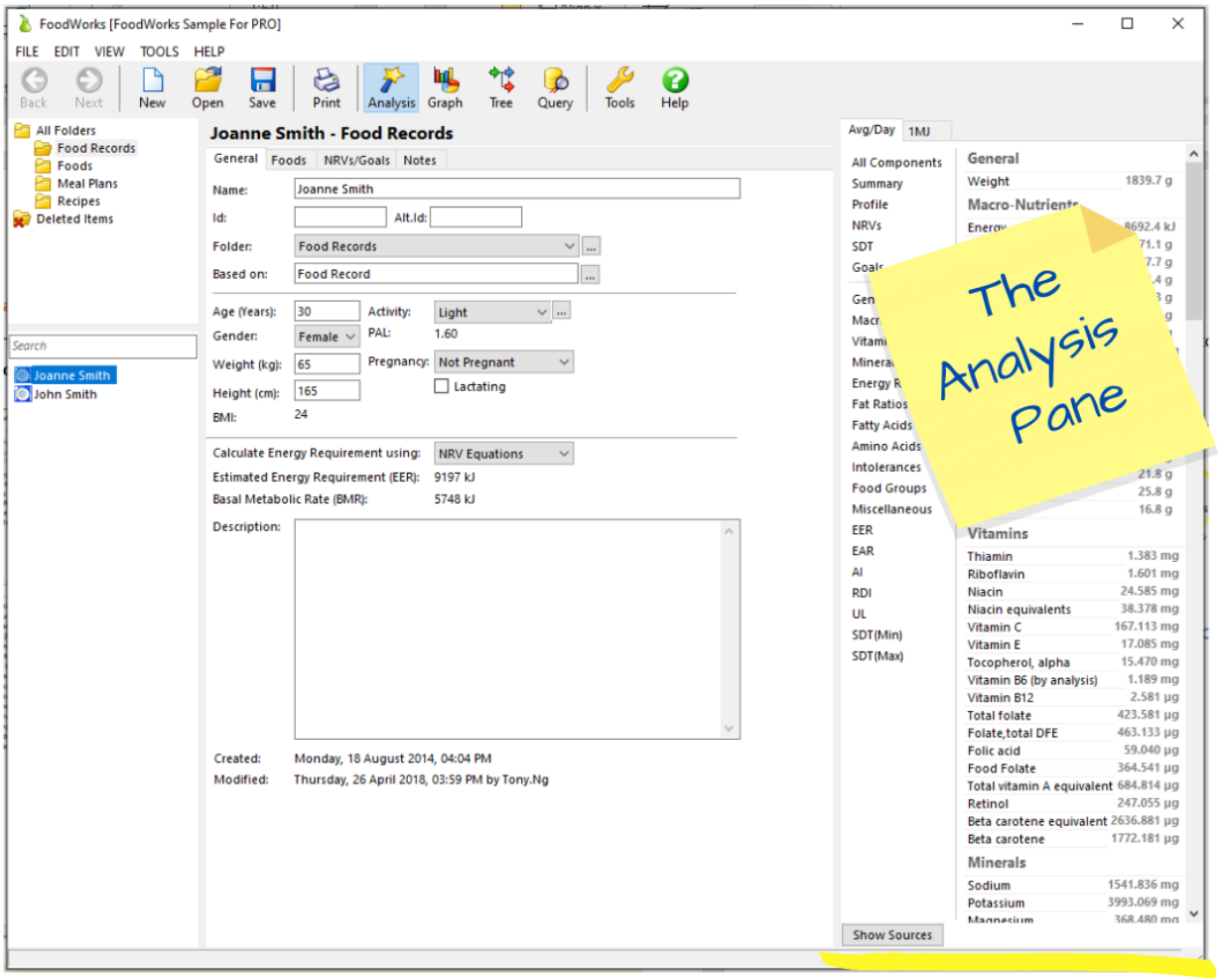
Each document has a series of tabs to organise its content. When you create a document, you enter its data onto each of these tabs.



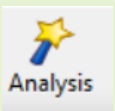
Click each tab in **Joanne Smith** to see the content of a food record.

C. Analysis Pane

The Analysis Pane down the right of the **FoodWorks** window shows the nutritional analyses for the open document.

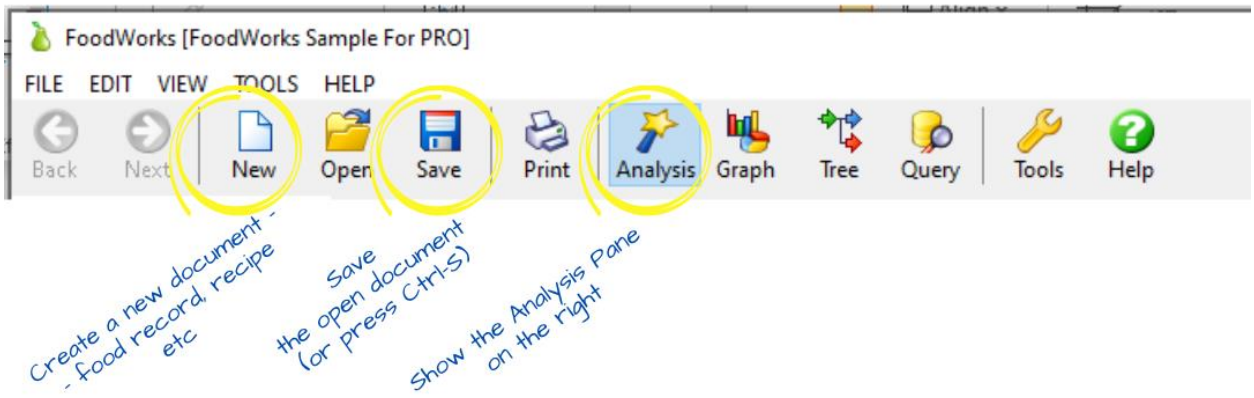


If the Analysis Pane is not displayed on the right, on the toolbar click this button:



D. Toolbar

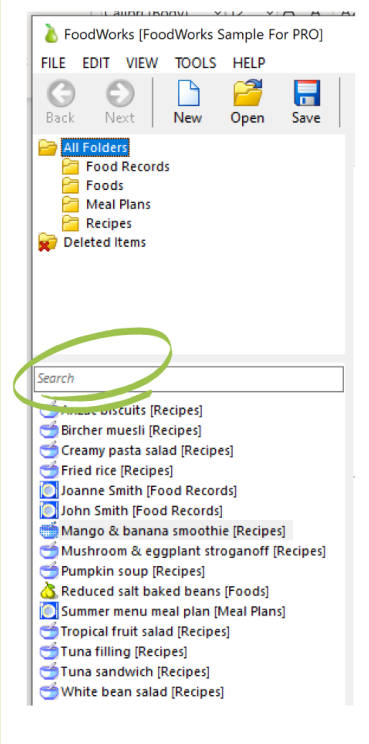
To get started, here are the most important buttons for you to know on the **FoodWorks** toolbar:



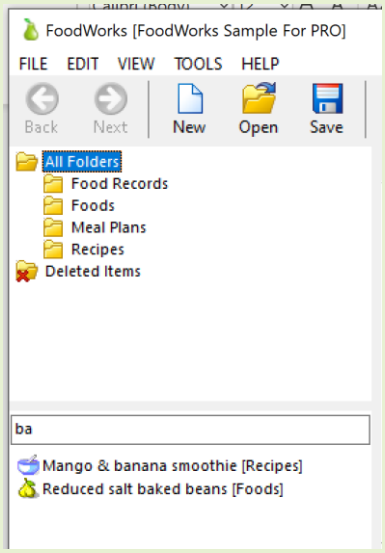
E. Search box

You can search all the documents in your database, or all the documents in a specific folder.

To search the whole database, click **All Folders**, then type part of the name of the document in the *Search* box. (To search a particular folder, click that folder.)



For example, to find 'baked beans', type **ba**.



2 - Create a FoodWorks database

*Your **FoodWorks** database is a repository*
*for the work you do in **FoodWorks**.*
You store all the food records, recipes and other documents
that you create here.

A **FoodWorks** database is a Windows file (with the extension **.fwb**). So you can copy and move it like any other Microsoft Windows file.

For dietary and recipe analysis tasks, the type of database you need is a *Diet and Recipe Analysis* database appropriate to your region (Australia or New Zealand). When you create your database you choose its type and region.

Note: Types of database

*If you are using **FoodWorks Professional** there will only be one type of database –* **Diet and Recipe Analysis**.

*(If you are using **FoodWorks Premium** there is also the option to create a database for product development and nutrition labelling.)*

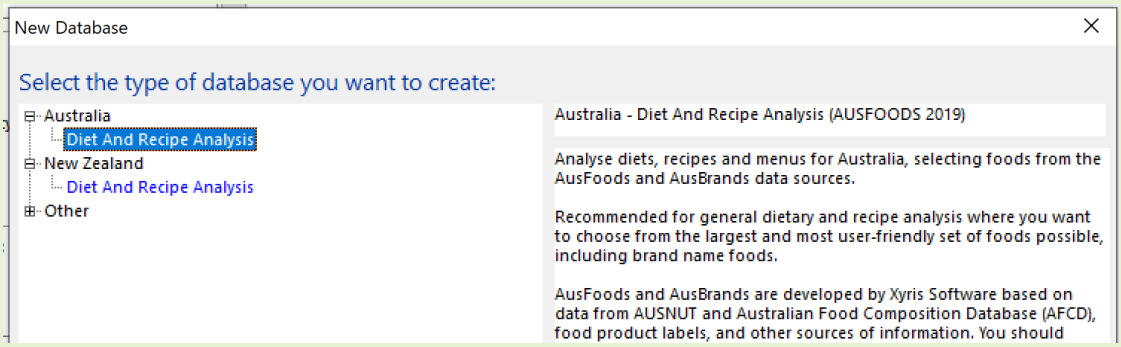
Note: Don't forget – Back up your database

*As for any important work you do, you should ensure that your **FoodWorks** database is backed up. So when you create your database, save it in a location that is regularly backed up.*

Create a new database to play in

To create a new database that you can use for the purposes of this tutorial:

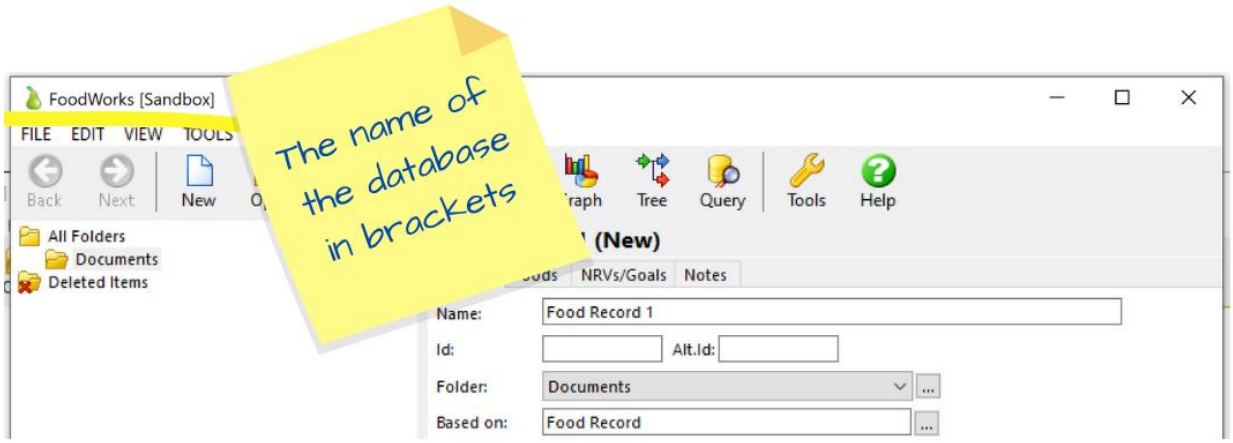
1. On the **FoodWorks File** menu, click **New**, then **FoodWorks Database File**.
2. Select the type of database (*Diet and Recipe Analysis*) in the appropriate region (for this tutorial, *Australia*):



3. Click **OK**.
4. Enter a name for your database e.g. *Sandbox*.
5. Browse to an appropriate location in your file system to save the database. (In general, make sure that your databases are saved to a location that is regularly backed up.)
6. Click **Save.**

Filename and location of your database

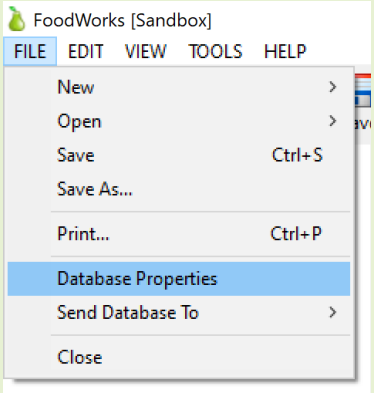
The name of your **FoodWorks** database is shown in brackets at the top of the **FoodWorks** window, as shown here:



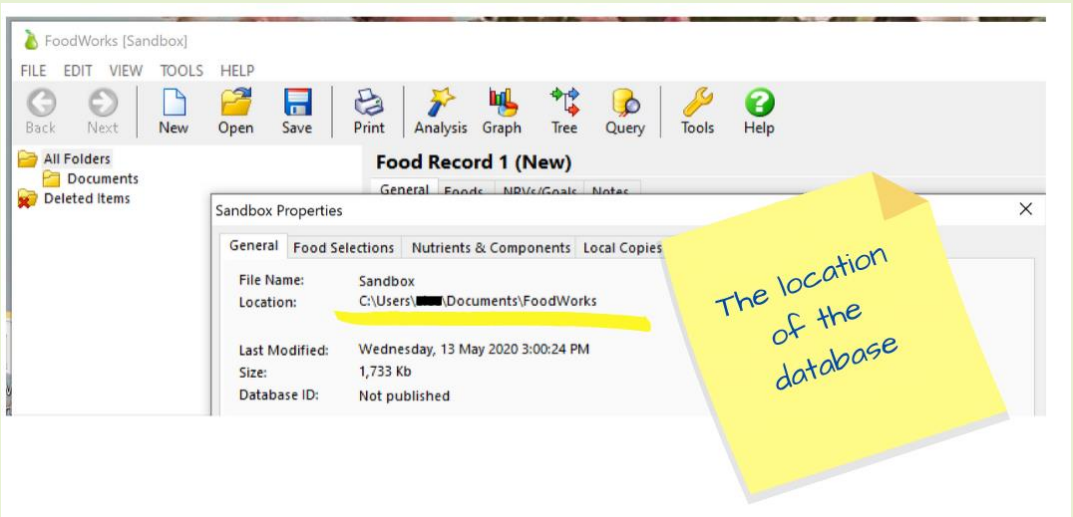
At any time, if you want to check where your database is located in your file system here is how:

To check where your database is located in your file system:

- On the **FoodWorks File** menu, click **Database Properties**:



The location of the database is displayed on the **General** tab.



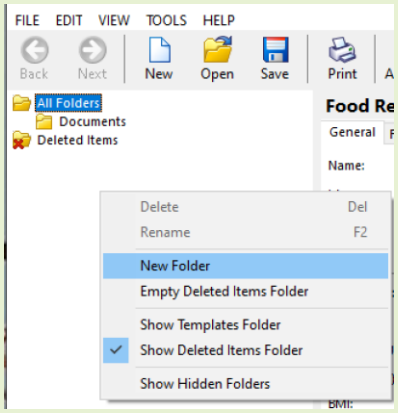
Organise your documents

To organise your work, you can create as many folders as you like in your **FoodWorks** database. (**FoodWorks** does not support subfolders.)

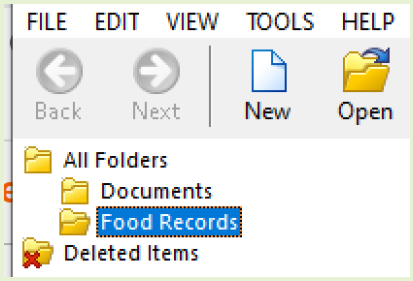
Create some folders for your work

Create some new folders to organise the work you do in this tutorial::

1. In the Folder box in the Navigation Pane, right-click and select **New Folder**.

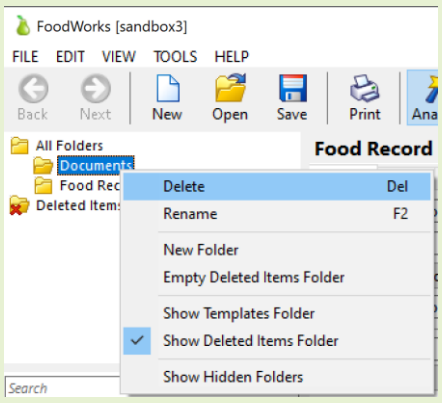


2. Name the folder **Food Records**.



3. Then create two more folders: **Recipes** and **Foods**

4. To delete the **Documents** folder: Right-click on the **Documents** folder, and select **Delete**.



3 – Analyse a dietary intake

Learn how to enter a food record for a client
and how to explore the analyses to gain insight.

In this example, you'll enter a simple **Food Record** for a sample client, Jill Green, and then explore some of the analyses.

You'll find plenty of tips and tricks on the way through.

NOTE: Food records, 24 hour recalls and meal plans

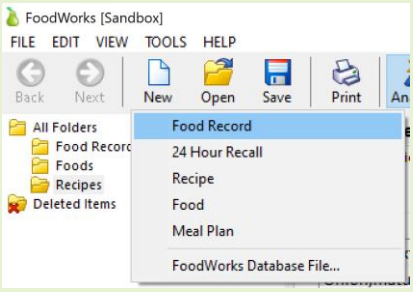
Once you learn how to work with food records you will find that these skills transfer directly to 24 hour recalls (which are simply a 1-day food record) and meal plans (which work the same way as food records).

Create a food record (Jill Green)

A. Create a food record

To create a new food record (or 24 hour recall or meal plan):

- On the **FoodWorks** toolbar, click **New**, then click **Food Record**.



Then continue working on the **General** tab.

B. General tab – Enter client details

Here you enter the personal details for the client.

These details are used to calculate analyses of their intake, such as their Estimated Energy Requirements (EER) and Estimated Average Requirements (EARs) for specific nutrients.

1. On the **General** tab, enter the following details:

- Name: **Jill Green**
- Folder: **Food Records**
- Age: **30**
- Activity: **Light**
- Gender: **Female**
- Weight: **65**
- Height: **165**

2. On the toolbar, click **Save**.

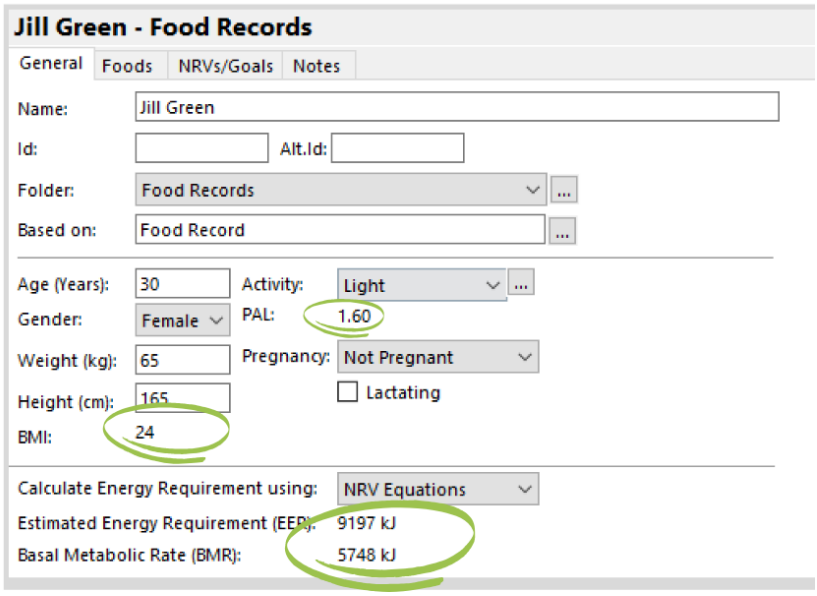
Note:

When you click **Save**, *this food record will be shown in the Navigation Pane..*

Here are Jill's details entered:

Once you've entered Jill's personal details, more information can be calculated and displayed on the **General** tab and on the **NRVs/Goals** tab:

- **On the General tab:** Jill's **PAL** (Physical Activity Level), **BMI** (Body Mass Index), **EER** (Estimated Energy Requirement), and **BMR** (Basal Metabolic Rate)



- **On the NRVs/Goals tab:** Jill's NRVs for each nutrient (see the note about NRVs below) are also calculated. You can click the tab to have a look:

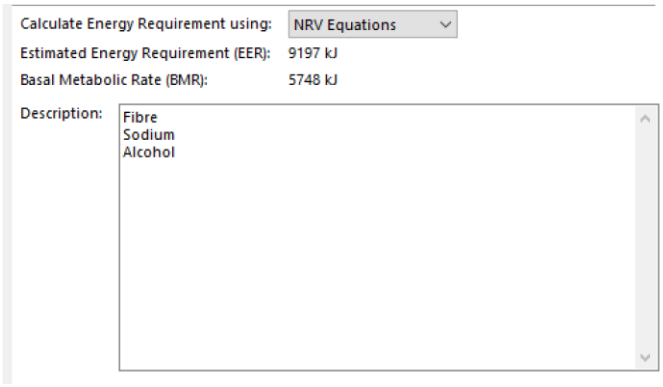
Nutrient/Component	Goal-Min	Goal-Max	
Energy (kJ)	9197		EERM=9197 kJ DEER=8919 kJ
Protein (g)			EAR=39 RDI=48.75
Total fat (g)			
Saturated fat (g)			
Trans Fatty Acids (g)			
Polyunsaturated fat (g)			
Monounsaturated fat (g)			
Cholesterol (mg)			
Carbohydrate (g)			
Sugars (g)			
Added Sugars (g)			
Free Sugars (g)			
Starch (g)			
Water (g)			AI=2800
Alcohol (g)			
Dietary fibre (g)		30	AI=25 SDT-Min=28
Thiamin (mg)			EAR=0.9 RDI=1.1
Riboflavin (mg)			EAR=0.9 RDI=1.1
Niacin equivalents (mg)			EAR=11 RDI=14
Vitamin C (mg)			EAR=30 RDI=45 SDT-Min=190
Vitamin E (mg)			AI=7 UL=300 SDT-Min=14
Vitamin B6 (by analysis) (mg)			EAR=1.1 RDI=1.3 UL=50
Vitamin B12 (µg)			EAR=2 RDI=2.4
Total folate (µg)			
Folate,total DFE (µg)			EAR=320 RDI=400 SDT-Min=300
Folic acid (µg)			
Food Folate (µg)			
Total vitamin A equivalents (µg)			EAR=500 RDI=700 SDT-Min=1220
Retinol (µg)			UL=3000
Sodium (mg)		1600	AI=460 SDT-Max=2000
Potassium (mg)			AI=2800 SDT-Min=4700
Magnesium (mg)			EAR=255 RDI=310
Calcium (mg)			EAR=840 RDI=1000 UL=2500
Phosphorus (mg)			EAR=580 RDI=1000 UL=4000
Iron (mg)			EAR=8 RDI=18 UL=45
Zinc (mg)			EAR=6.5 RDI=8 UL=40
Selenium (µg)			EAR=50 RDI=60 UL=400
Iodine (µg)			EAR=100 RDI=150 UL=1100

Note: Nutrient Reference Values

The nutrient reference values (NRVs) for use in Australia and New Zealand[1] *are a set of recommendations for nutritional intake based on currently available scientific knowledge from the National Health and Medical Research Council (NHMRC). For more information, go to the 'Nutrient Reference Values for Australia and New Zealand' website.*

3. (Optional) In the **Description** field enter any helpful text or notes.

For this example, for Jill, we are particularly interested in Fibre, Sodium and Alcohol. So we've added some quick notes as follows:



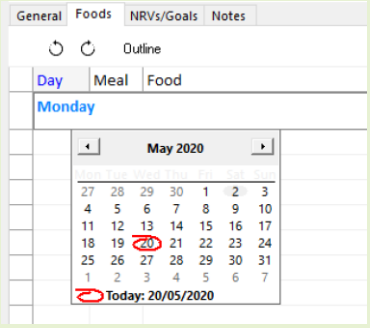
You can use this field however suits you.

[1] [1]National Health and Medical Research Council (NHMRC) (2006). *Nutrient reference values in Australia and New Zealand. Executive summary.* Canberra:NHMRC

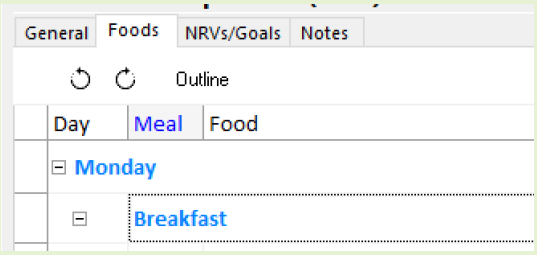
C. Foods tab – Enter foods

1. Click the **Foods** tab.

2. (Optional) Click in the **Day** column and type a day (say, **Monday**), or alternatively, select a date from the pop-up calendar.

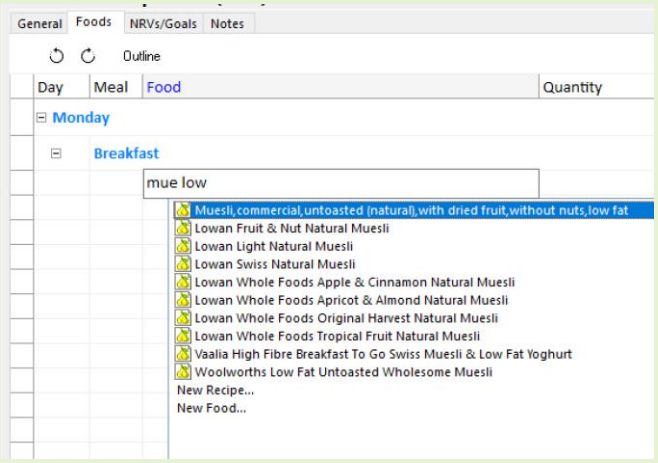


3. (Optional) On the next row, click in the **Meal** column and type: **Breakfast**

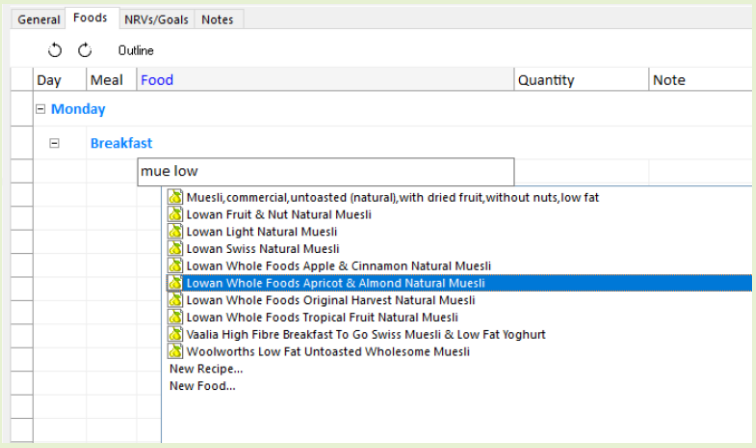


4. On the next row, in the **Food** column, type just a few letters of the food name you are after – here we will enter **Lowan Whole Foods Apricot & Almond Natural Muesli.** To start searching you need to type only a few letters.

   For example, type: **mue low**

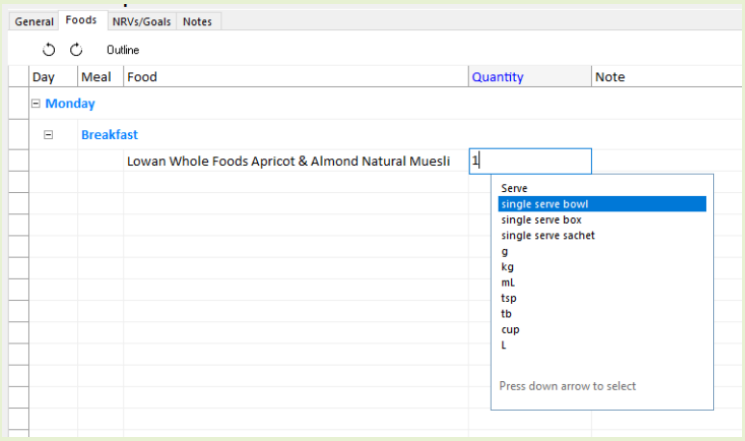


5. Then press the up and down arrow keys to select the food item:



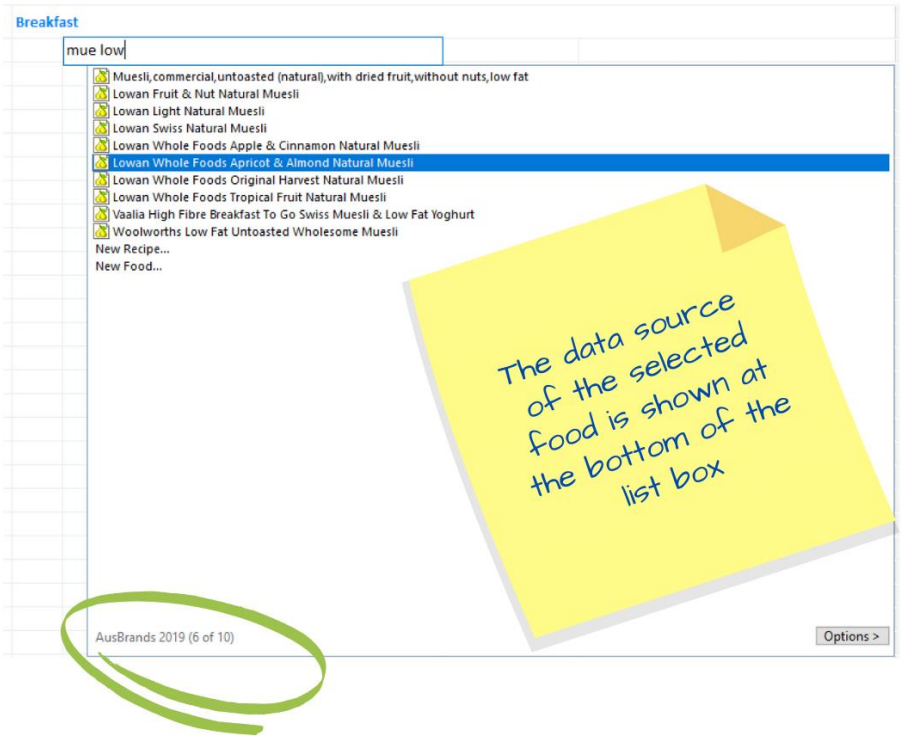
6. In the **Quantity** column enter: **1**

7. Then press the up and down arrow keys to select the unit: Select **Single serve bowl**



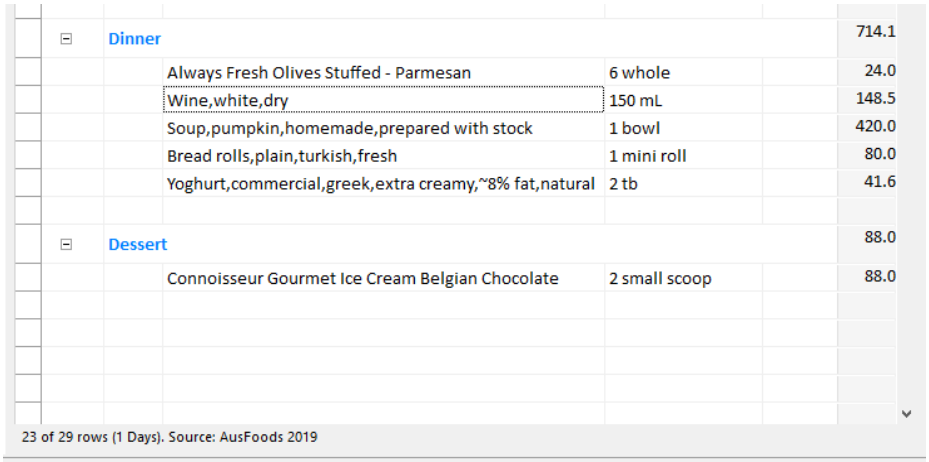
INSIGHT: Where does a food come from? Data sources in FoodWorks

Whenever you are selecting a food to enter, you can see the ***FoodWorks data source*** *the food is from at the bottom of the food selection list box:*



The muesli is from the data source ***AusBrands****.*

And when you are in the ***Foods*** *tab, you can click any food to see its data source at the bottom of the tab. For example, if you click the* ***white wine*** *in Jill's dinner you see – at the bottom of the tab – that it is from the data source,* ***AusFoods****:*

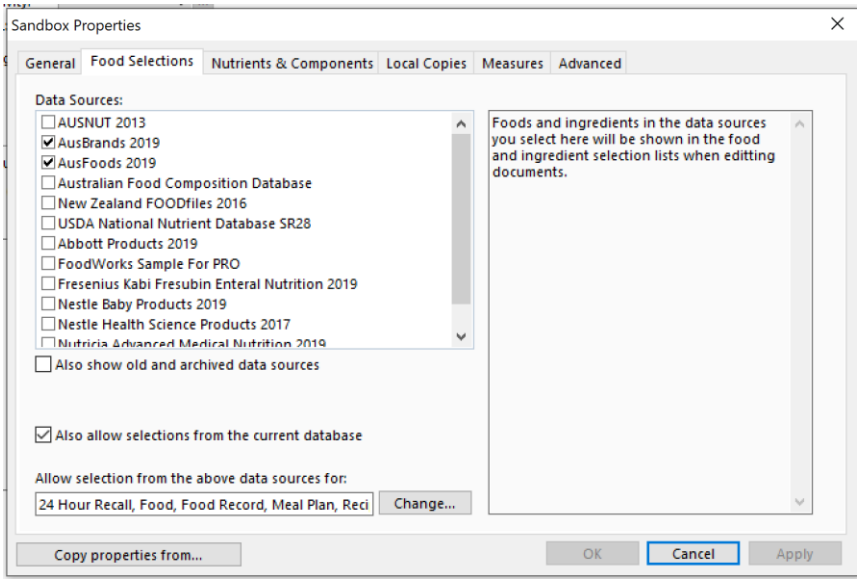


INSIGHT: What data sources should I use?

*A **FoodWorks data source** is a set of foods and their nutrient values (a food composition table). In general, it is recommended that you use the default data sources selected for the type of database you are using.*

*You can see the default selected data sources in the **Database Properties** dialog: On the **File** menu, click **Database Properties**, then click **Food Selections**.*

*The dialog shown below shows the default selected data sources for Australian dietary analysis – **AusFoods** and **AusBrands**.*



*In general, do **not** change the default data sources unless you have good reason (for example, you are using some additional proprietary products with their own data source, such as Nestle Baby Products). Different data sources contain different nutrient sets and may cause confusion.*

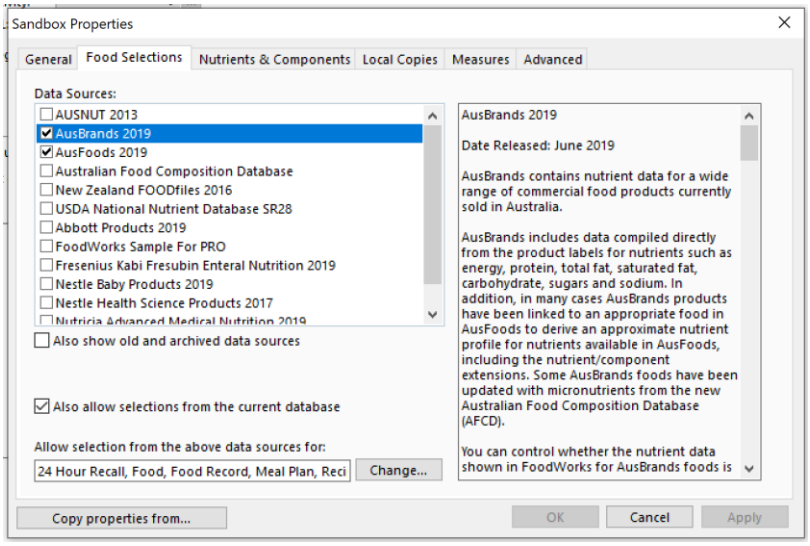
INSIGHT: About FoodWorks data sources

To find information about a particular data source:

1. *On the* ***File*** *menu, click* ***Database Properties****, then click* ***Food Selections****.*

2. *Click the data source you want information about, for example,* ***AusBrands****.*

3. *Information about the data source is shown on the right:*



For more about the data sources (food composition tables) supplied with ***FoodWorks****, see this blog article* [Where does the food data come from](#)*?*

Finish entering Jill's foods

To keep this tutorial brief, we suggest you **enter foods for one day** for Jill. So grab a cup of tea/coffee and settle in – it should only take a few minutes.

*We will use this day of food data **in the rest of this tutorial**. Taking the time now to enter this data means you'll be 'on the same page' as we work through the exercises..*

To complete Jill's Monday, continue entering foods on the **Foods** tab as **shown in the screenshot on the next page**.

If you need some reminders, refer to C. *Foods tab – Enter foods*, steps 1-7 above, on page 25.

You might also like to use the **keyboard shortcuts below** to speed things up.

TIPS: Keyboard shortcuts for entering foods

*Use the **arrow keys** and **Enter key** to make entering foods faster.*

1. *Click in the **Food** column, and start typing the name of the food. **FoodWorks** starts searching and displays a drop-down list.*
2. *Use the **arrow keys** to select the item from the drop-down list.*
3. *Press **Enter** to both insert the item into the grid and to move to the **Quantity** column.*
4. *In the **Quantity** column, type a number, then use the **arrow keys** to select the unit from the drop-down list.*
5. *Press **Enter** to both insert the unit and to move to the next row in the **Food** column.*
6. *Enter the next food. Or if desired, press **Enter** again to move to the next row in the **Meal** column.*

Jill's Monday foods

Finish entering Jill's meals, foods and quantities for Monday using the screenshot below.

1. Enter these meals, foods and quantities:

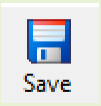
Jill Green - Food Records

General | Foods | NRVs/Goals | Notes

Outline

Day	Meal	Food	Quantity
Monday			
	Breakfast		
		Lowan Whole Foods Apricot & Almond Natural Muesli	1 single serve bowl
		Soy milk,plain,regular fat,commercial,added ca	1 cup
	Morning tea		
		Coffee,cappuccino,caffeinated,regular,full cream milk	1 regular takeaway cup
	Lunch		
		Fish,tuna,canned,flavoured	90g
		Lettuce,iceberg	3 medium leaf
		Tomato,roma	1 medium
		Cucumber,common,unpeeled	8 medium slice
		Dressing,vinaigrette	2 tb
	Afternoon tea		
		Ryvita Multi-Grain Wholegrain Crispbread	2 crispbread <10g>
		Cheese,cheddar,other,regular fat	4 cracker-size slice
		Tomato,common,raw	4 medium slice
	Dinner		
		Always Fresh Olives Stuffed - Parmesan	6 whole
		Wine,white,dry	150 mL
		Soup,pumpkin,homemade,prepared with stock	1 bowl
		Bread rolls,plain,turkish,fresh	1 mini roll
		Yoghurt,commercial,greek,extra creamy,~8% fat,natural	2 tb
	Dessert		
		Connoisseur Gourmet Ice Cream Belgian Chocolate	2 small scoop

2. On the toolbar, click **Save**.



TIPS: Can't find a food?

If you can't find a food you are looking for, here are some tips:

- *Try different spellings for the food e.g.* ***hummus*** *and* ***hummous***
- *Type fewer letters e.g. if searching for a milk with added Vitamin D, instead of typing* ***milk vitamin d****, try typing* ***milk vit d*** *(AusFoods example)*
- *Select a different food that is similar in nutrition e.g. for* ***jonagold apples*** *use a variety that is available in the data*
- *If the food is not nutritionally significant leave it out e.g. parsley on top of pasta*
- *If necessary, you can create a new food, basing its nutrient values on a food from a* ***FoodWorks*** *data source, or by manually entering nutrient values from a third party source – see chapter '5 - Create a food'*

Now that you've entered Jill's food data we can begin to explore her analyses.

But first, enter some personal goals for Jill so that you can analyse her intake against her goals.

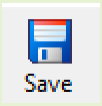
D. NRVs/Goals tab – Set personalised goals

On this tab you can see the NRVs for Jill (as long as you have entered her details on the **General** tab).

And here, you can set personal minimum and maximum goals for any nutrient or food group.

For Jill, we are interested in her fibre, sodium and alcohol intake. For convenience, we'll also add her **Energy** goal.

1. Click the **NRVs/Goals** tab.
2. Enter these goals:
   - For **Energy**, enter the **Goal-Max** of **9197**.
   - For **Dietary Fibre (g)** enter the **Goal-Min** of **30**.
   - For **Sodium (mg)** enter the **Goal-Max** of **2000**.
   - For **ALCOHOLIC DRINKS (sd)** enter the **Goal-Max** of **1**.
3. On the toolbar, click **Save**.



Here are Jill's personalised goals: (Note that alcohol is not shown as it is further down the list.)

Jill Green - Food Records

General | Foods | NRVs/Goals | Notes

Nutrient/Component	Goal-Min	Goal-Max	
Energy (kJ)		9197	EERM=9197 kJ DEER=8919
Protein (g)			EAR=39 RDI=48.75
Total fat (g)			
Saturated fat (g)			
Trans Fatty Acids (g)			
Polyunsaturated fat (g)			
Monounsaturated fat (g)			
Cholesterol (mg)			
Carbohydrate (g)			
Sugars (g)			
Added Sugars (g)			
Free Sugars (g)			
Starch (g)			
Water (g)			AI=2800
Alcohol (g)			
Dietary fibre (g)	30		AI=25 SDT-Min=28
Thiamin (mg)			EAR=0.9 RDI=1.1
Riboflavin (mg)			EAR=0.9 RDI=1.1
Niacin equivalents (mg)			EAR=11 RDI=14
Vitamin C (mg)			EAR=30 RDI=45 SDT-Min=1
Vitamin E (mg)			AI=7 UL=300 SDT-Min=14
Vitamin B6 (by analysis) (mg)			EAR=1.1 RDI=1.3 UL=50
Vitamin B12 (µg)			EAR=2 RDI=2.4
Total folate (µg)			
Folate,total DFE (µg)			EAR=320 RDI=400 SDT-Mir
Folic acid (µg)			
Food Folate (µg)			
Total vitamin A equivalents (µg)			EAR=500 RDI=700 SDT-Mir
Retinol (µg)			UL=3000
Sodium (mg)		2000	AI=460 SDT-Max=2000
Potassium (mg)			AI=2800 SDT-Min=4700
Magnesium (mg)			EAR=255 RDI=310
Calcium (mg)			EAR=840 RDI=1000 UL=250
Phosphorus (mg)			EAR=580 RDI=1000 UL=400
Iron (mg)			EAR=8 RDI=18 UL=45
Zinc (mg)			EAR=6.5 RDI=8 UL=40

Once you've set her goals, **FoodWorks** will compare Jill's intake with her goals. More on that later.

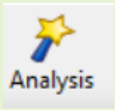
Explore the analyses

*The nutritional analyses in **FoodWorks** update dynamically as you make changes to your document.*

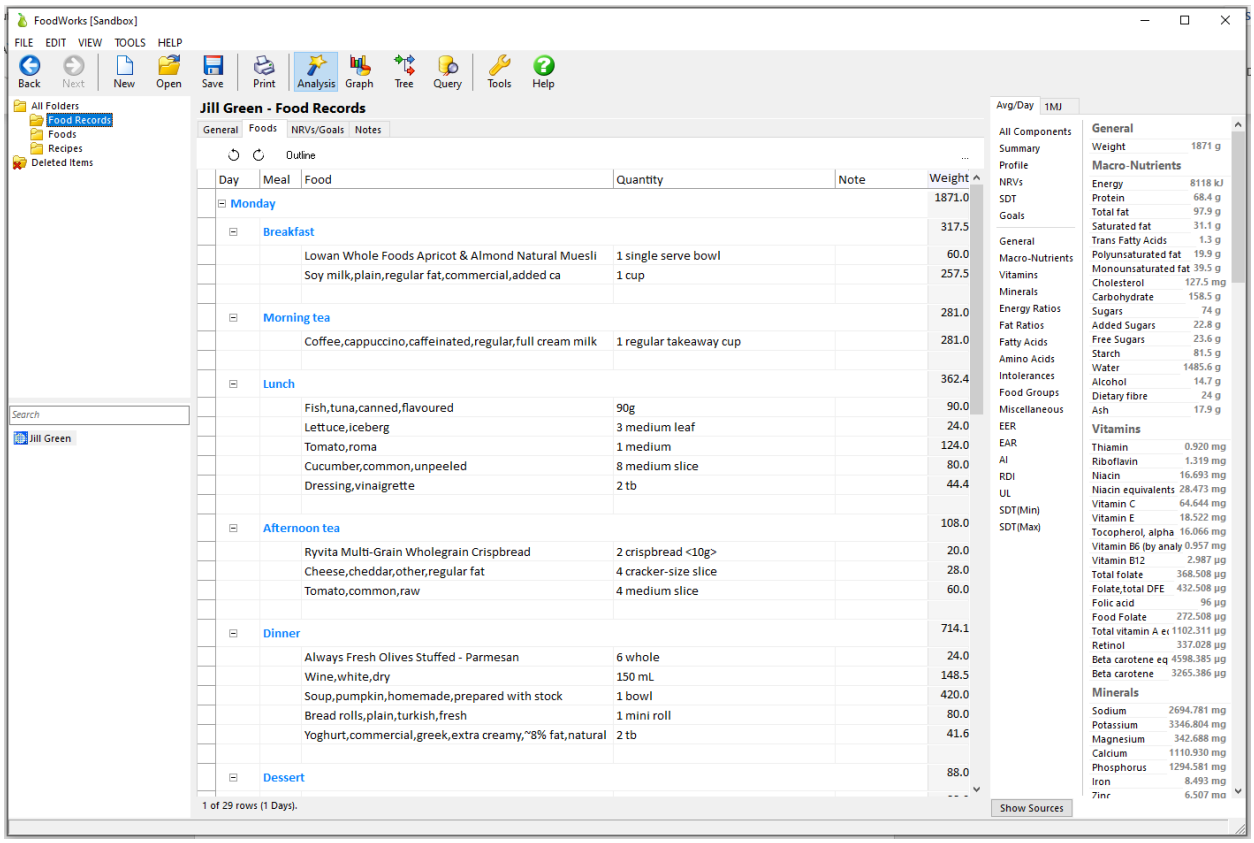
Now we can explore the nutrient analyses of Jill's food record so far.

A. View the analyses

1. Open Jill's food record and make sure the Analysis Pane is showing on the right. If necessary, click the **Analysis** button on the toolbar:



Here is Jill's food record, with the Analysis Pane showing on the right:



About the Analysis Pane

By default, all the available nutrients and components are shown in the Analysis Pane – that is, the **All Components** analysis is shown. Note that:

- You can **scroll** through the Analysis Pane to look through the different analyses.
- But it's probably easier to **select a specific analysis** to view by clicking its name in the list of analyses on the left of the Analysis Pane.

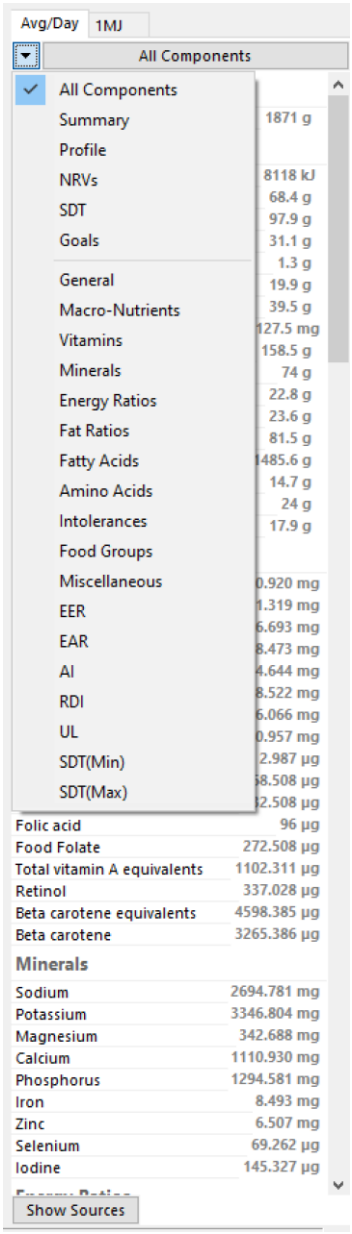
NOTE: For a food record, the analyses are the average per day

For Jill, we've entered just one day. The analyses are the average per day. If you were to enter second day, the analysis shown would be the total divided by two, if you entered 3 days, similarly, the analyses are the total divided by 3.

If you want, you can display analyses for just one day – or for any part of the food record – see 'D. Show the analyses for a selection' on page 45.

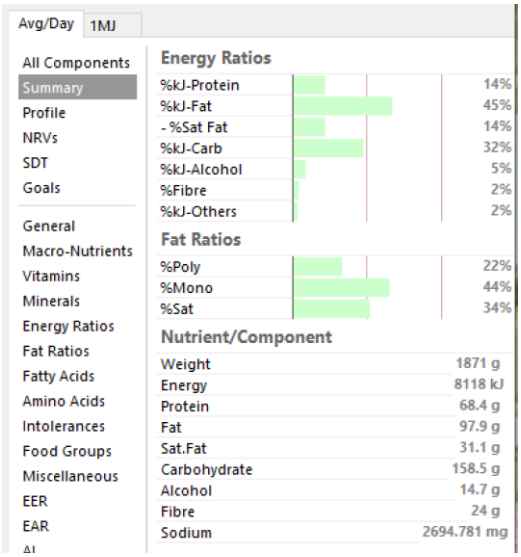
NOTE: Narrow Analysis Pane

You can change the width of the Analysis Pane. If you've narrowed the Analysis Pane, then the list of analyses becomes a drop-down menu as shown here:



2. Click through some of the different analyses on the left (or in the dropdown menu).

For example, here the **Summary** analysis has been selected:

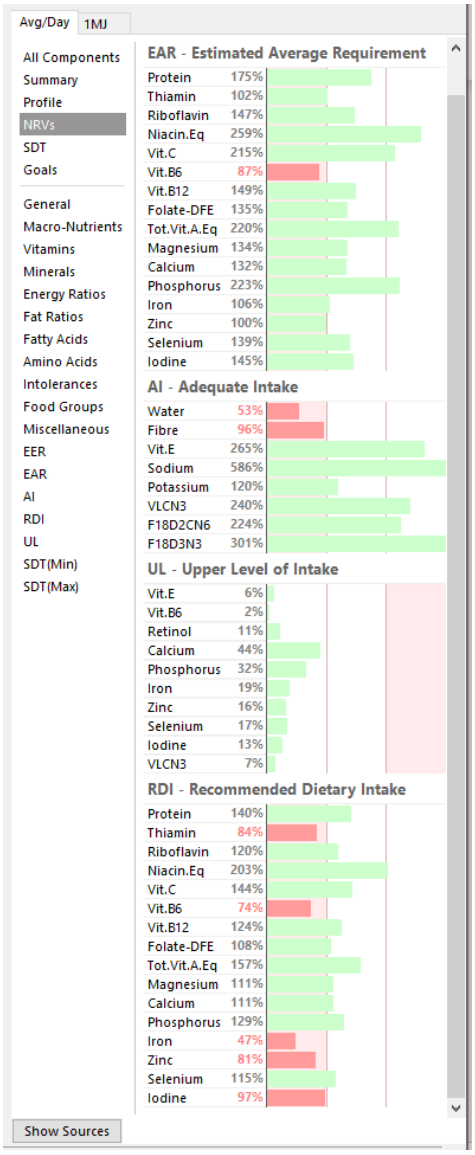


Now we'll take a look at a few more analyses.

B. Select an analysis

1. In the Analysis Pane, click the **NRVs** analysis.

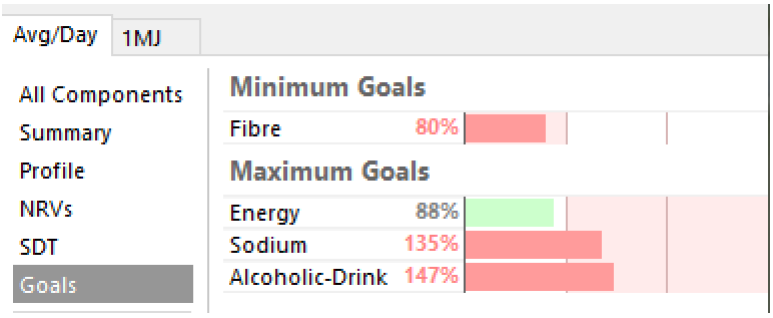
Here is the NRVs analysis for Jill's food record. The red indicates nutrients that may warrant some attention as they are under or over the suggested level.



As we have already set some personal goals for Jill on the **Goals/NRVs** tab, we can also view the **Goals** analysis to see how she's going so far.

2. In the Analysis Pane, click the **Goals** analysis.

Here is the **Goals** analysis for Jill's food record:



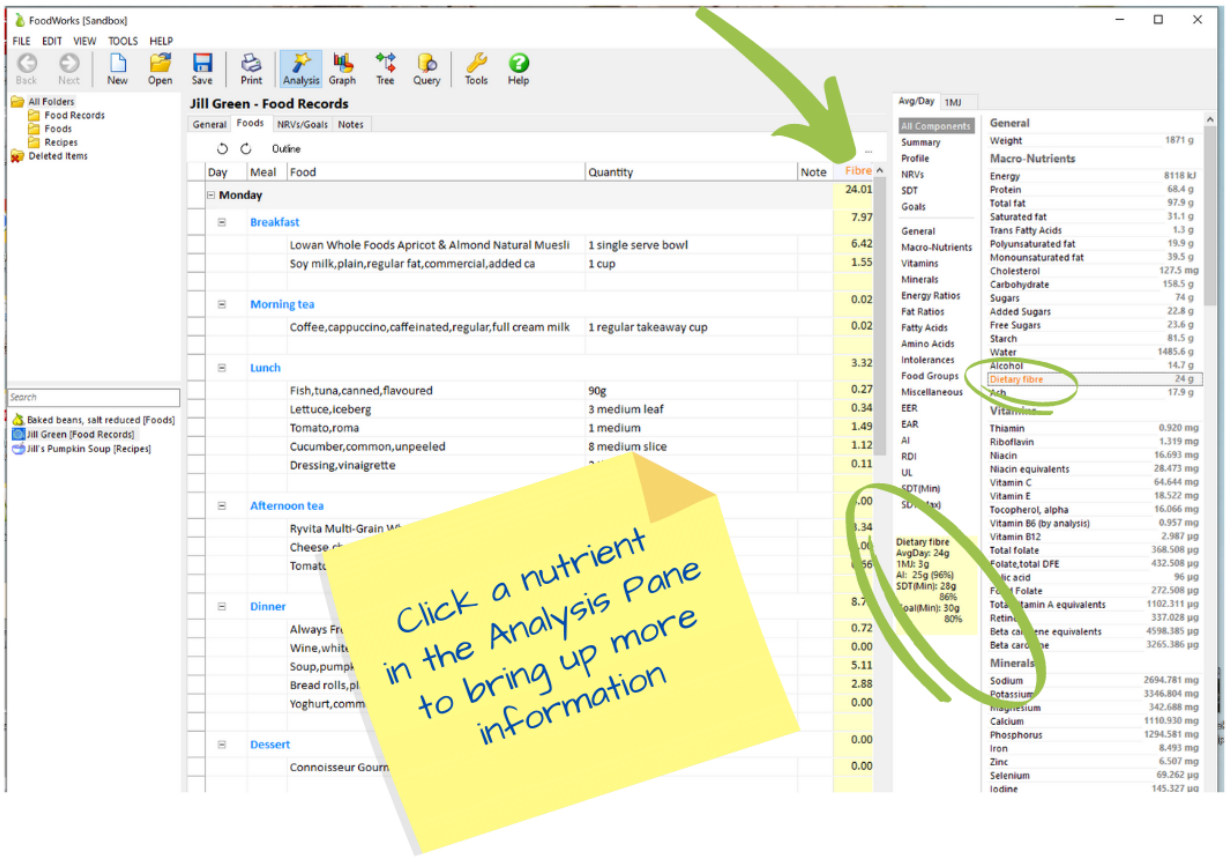
C. Investigate a particular nutrient – focus on fibre

So let's look at how to explore how Jill could increase her **fibre** intake. Exploring the analyses of Jill's current diet can provide information to assist you to make suggestions to Jill for useful change.

When you click any nutrient in the Analysis Pane, a new column is shown in the **Foods** tab, showing the amount of that nutrient in each food.

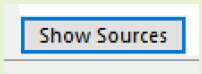
1. Click the **Foods** tab.
2. In the Analysis Pane, click **All Components**, then **Dietary Fibre**.

The new column on the **Foods** tab shows the amount of fibre in each food.

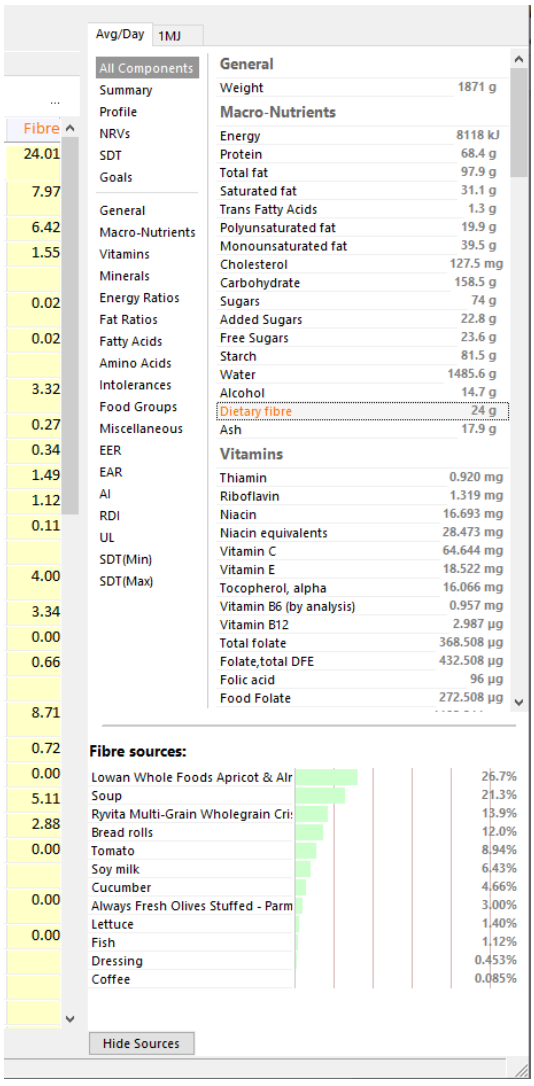


Here's an easy way to see the major contributors of fibre (or any selected nutrient) – in Jill's diet so far:

3. In the Analysis Pane, click the **Show Sources** button.



The sources of fibre are shown in descending order of contribution:

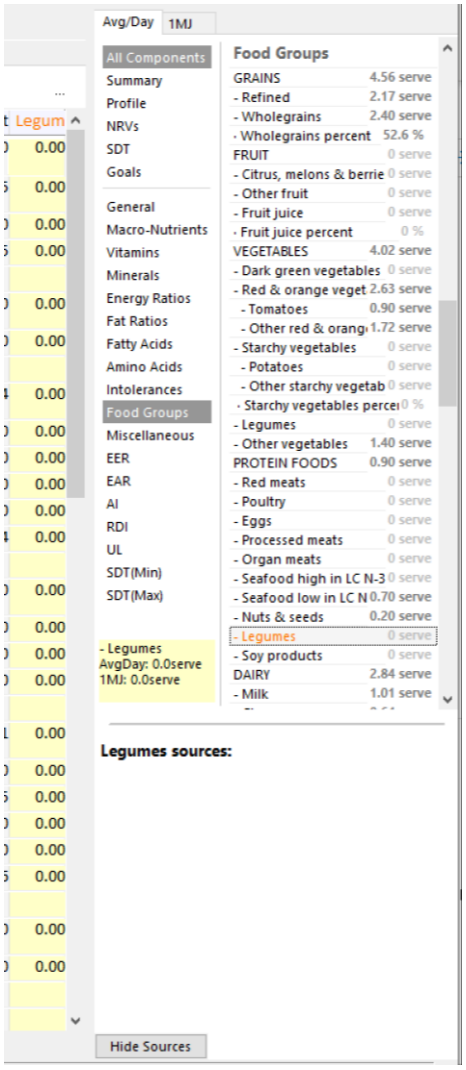


Going further – Looking at Food Groups

FoodWorks analyses are flexible and extensive. Here is another way to dig into Jill's fibre intake in particular – you could look at the **Food Groups** analysis.

When you click fibre-rich food groups – such as **Legumes**, or **Wholegrains**, or **Other Fruit** – you can see which groups Jill is including in her diet, and their sources in her diet.

For example, if you click **Legumes**, you can see that Jill's intake on Monday is zero, and there are no foods containing legumes.



You could also investigate her intake of vegetables and fruit: at the moment, Jill has consumed 4.0 serves of **Vegetables**, with 2.6 serves of **Red & Orange vegetables**, zero serves of **Dark green vegetables**, and zero serves of **Fruit**.

INSIGHT: Food groups in FoodWorks

FoodWorks *offers detailed food groups analyses. The food groups use Australian food composition data, including extensive brand name data, and are informed by the Australian Guide to Healthy Eating (AGHE)*[2]*, and the USDA Food Patterns Equivalents Database (FPED)*[3]*. (There is currently no food group data for New Zealand data sources.)*

Some of the strengths of the Xyris food groups are:

- *The food groups analysis allows you to analyse diets, recipes and meal plans by food group, and thus investigate food patterns in your clients' food intake.*
- *There are 5 major food groups and 28 subgroups to drill down to, as well as oil equivalents, solid fat equivalents, added sugars and alcoholic drinks.*
- *You can set personalised goals for food groups.*
- *Where a recipe is available for them, composite foods and recipes (e.g. donuts, lasagne) are allocated to food groups according to their ingredients. (This means that the "Discretionary" foods of the AGHE are broken into their ingredients/components and assigned to 'groups' accordingly. The resulting analysis exposes teaspoons of solid fat equivalents and added sugars, and serves of refined grains, etc.*

For more information, see the FoodWorks support site.

[2] https://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating

[3] http://www.ars.usda.gov

D. Show the analyses for a selection

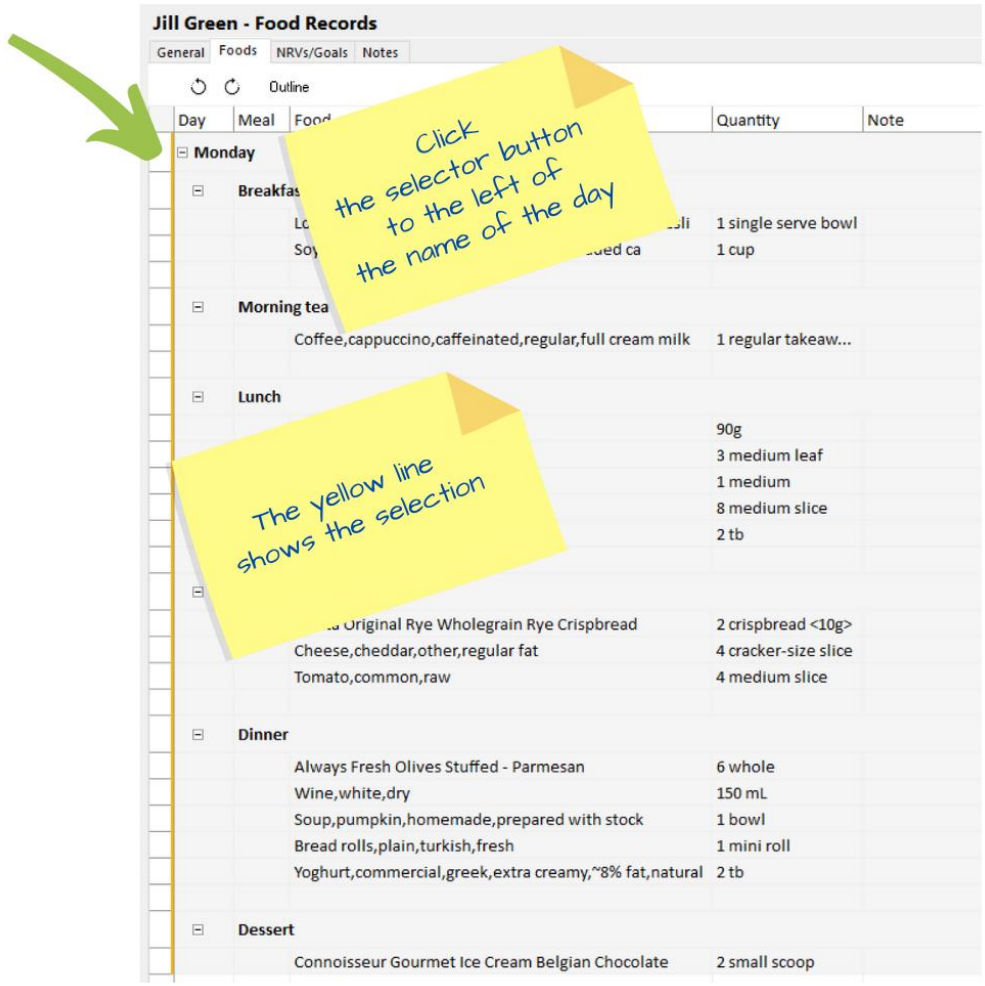
Up until now we've been viewing the analyses for the whole food record.

NOTE: Analyses for a selection

*When you select a portion of a document – for a food record you can select a day, a meal, or a number of rows – the analyses shown in the Analysis Pane will then be **just** for that selection.*

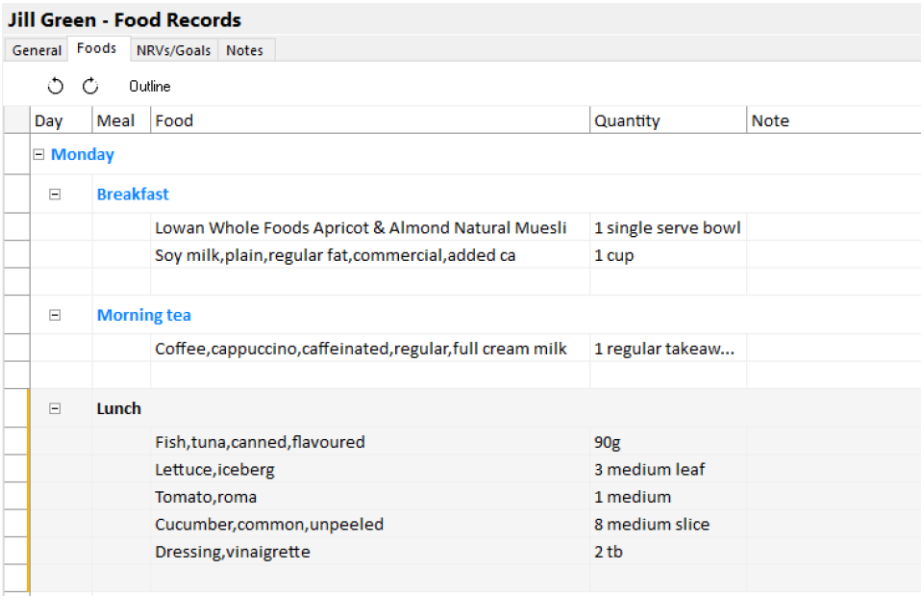
To make selections within a document you use the **selector buttons** shown down the left side of the food grid.

To see the analyses for just **one day** of a food record (or meal plan), click the selector button here beside the name/date of the day:



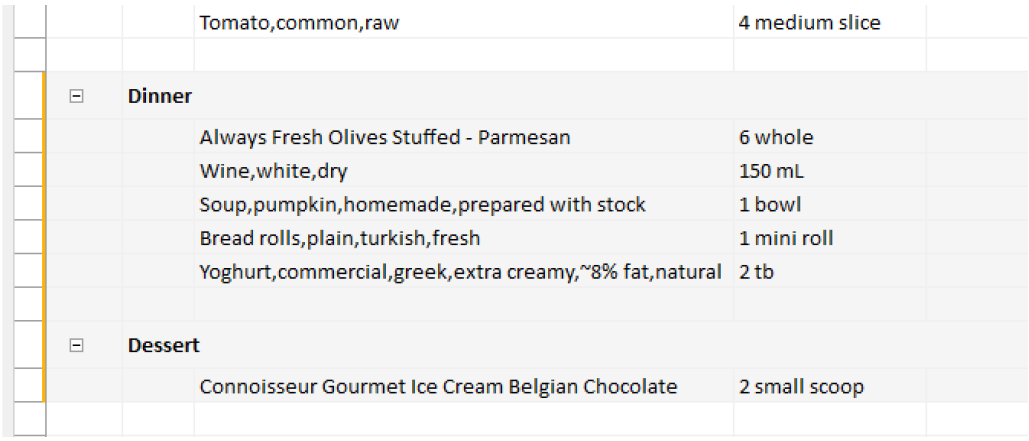
A **yellow line** appears to show you the selection – here you are focused just on that day. And the analyses in the Analysis Pane are now just for the selected day.

Likewise you can click the selector button beside a **meal name**, to show analyses just for that meal, here **Lunch**:



Or you can click beside a **single food**, to show analyses for just that food:

Or, to select **any rows of your choosing**, click on a selector button and drag.



E. Customise a nutrient profile

The nutrient list available in FoodWorks is quite **extensive**. If you want a more targeted set of nutrients, you can create a customised nutrient analysis – the **Profile** analysis – with just the nutrients and components of special interest to you.

This nutrient profile is set for all the documents in your database. It is easy to adjust or change it at any time.

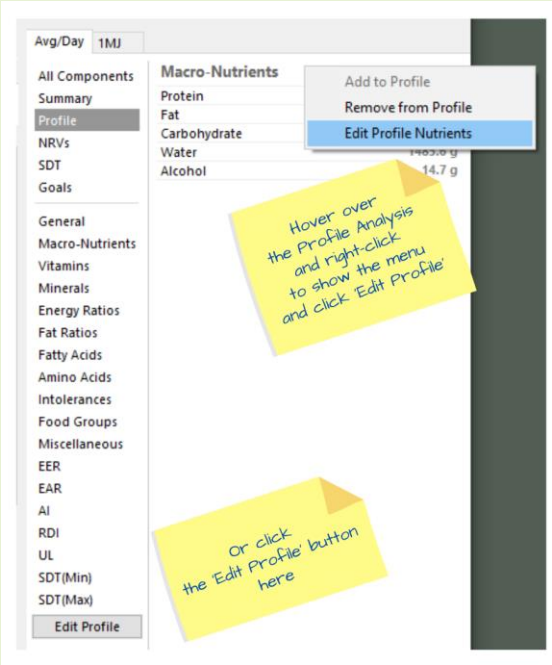
NOTE: Set the nutrients to include in a report for your client

If you provide your client with a printed report, you can choose to print this ***Nutrient Profile*** *for them.*

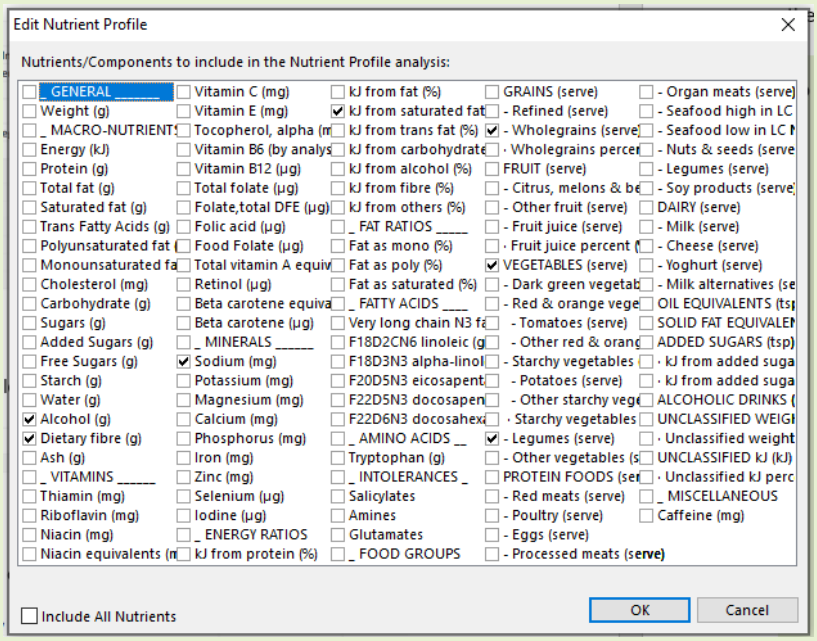
To create a **Nutrient Profile** tailored for Jill:

1. Click the **Profile** analysis**.**
2. To edit the nutrients in the profile, in the **Profile** right-click and on the context menu, click **Edit Profile Nutrients**.

   Or click the **Edit Profile Nutrients** button at the bottom of the list of analyses.



3. Select and de-select the nutrients and components that you'd like to show for Jill.



4. Click **OK**.

More on dietary analysis

Importing from Easy Diet Diary

You can get your clients to log their own intake in our popular free mobile app, Easy Diet Diary. They can send their diary to you to open and analyse in **FoodWorks 10**.

EASY DIET DIARY

Here's how.

4 - Analyse a recipe

Jill actually cooked her own pumpkin soup. (Earlier we used a generic recipe from the data sources.)

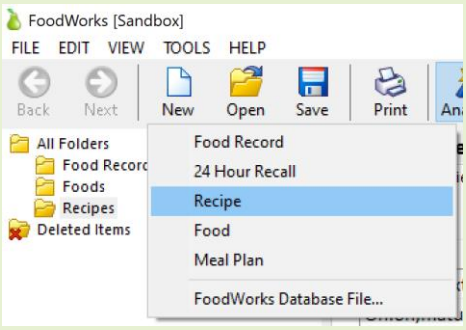
So we can analyse her intake more accurately if we use her recipe. We'll create Jill's pumpkin soup and add it to her food record.

Create a recipe (pumpkin soup)

A. Create a recipe

To create a new Recipe:

- On the **FoodWorks** toolbar, click **New**, then click **Recipe**.

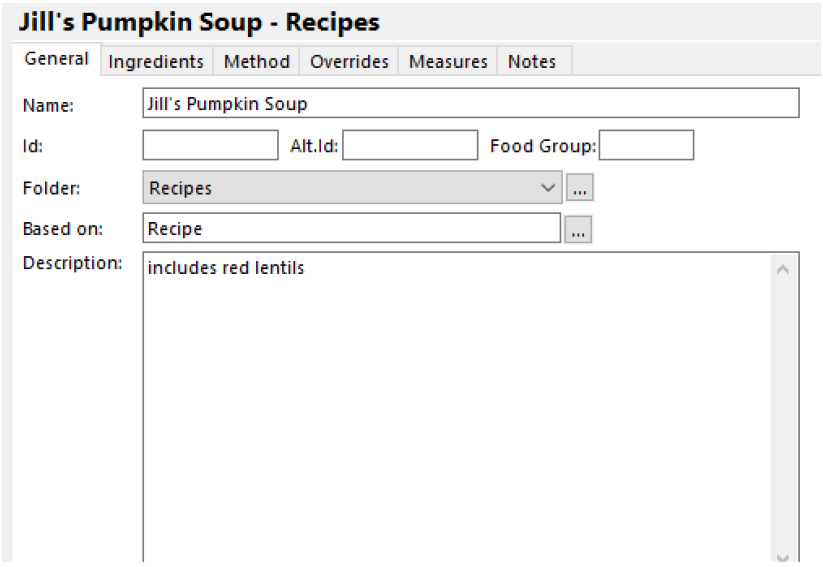


B. General tab

Here you enter the name of the recipe and its folder.

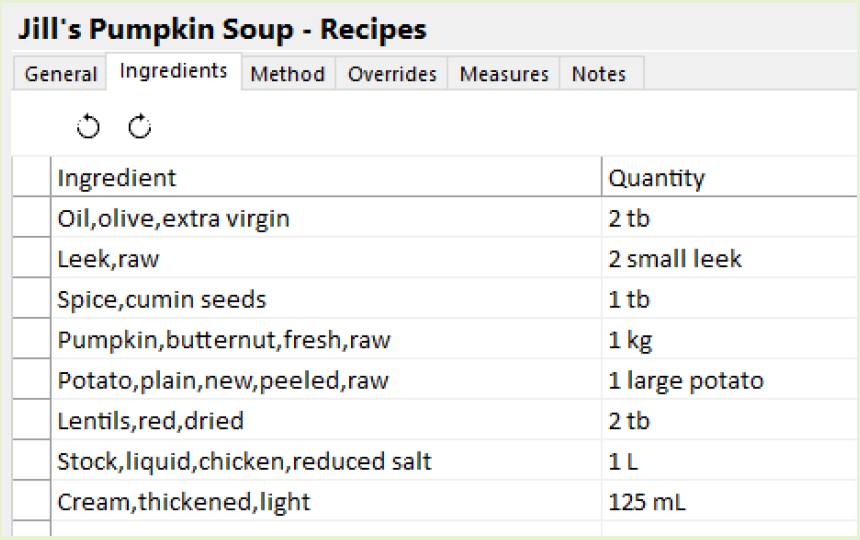
1. On the **General** tab, enter the following details:
   - Name of the recipe: **Jill's pumpkin soup**
   - Folder: **Recipes**
   - Description: **Add any text you want here**
2. Click **Save**.

Here is the **General** tab filled in:



C. Ingredients tab - Enter ingredients, serves, yield etc

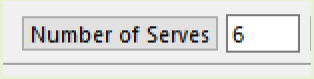
1. On the **Ingredients** tab, enter the following ingredients and their quantities:



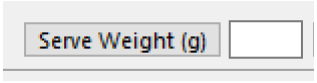
Ingredient	Quantity
Oil,olive,extra virgin	2 tb
Leek,raw	2 small leek
Spice,cumin seeds	1 tb
Pumpkin,butternut,fresh,raw	1 kg
Potato,plain,new,peeled,raw	1 large potato
Lentils,red,dried	2 tb
Stock,liquid,chicken,reduced salt	1 L
Cream,thickened,light	125 mL

Enter the serves

2. At the bottom of the **Ingredients** tab, enter the number of serves: here **6**.



If you know the weight of a serve (rather than the number of serves), then click on the **Number of Serves** button to toggle to **Serve Weight**:

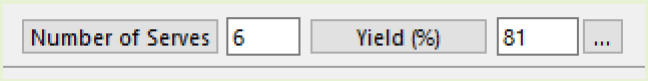


Once you enter the serve information, in the Analysis Pane the per **Serve** tab is shown:

Enter the yield

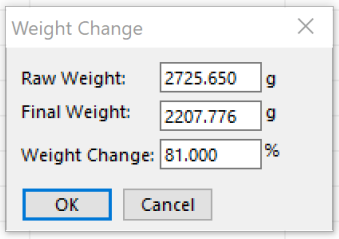
If you want accurate analyses **per 100g**, you need to enter the **yield** for a cooked recipe. The yield accounts for moisture loss during cooking and changes the weight of the recipe.

3. For this recipe enter 81%.



If you did not have the percentage yield available, you could instead enter the weights of the recipe before and after cooking.

To enter raw and final weights, click the ellipsis button beside **Yield.**

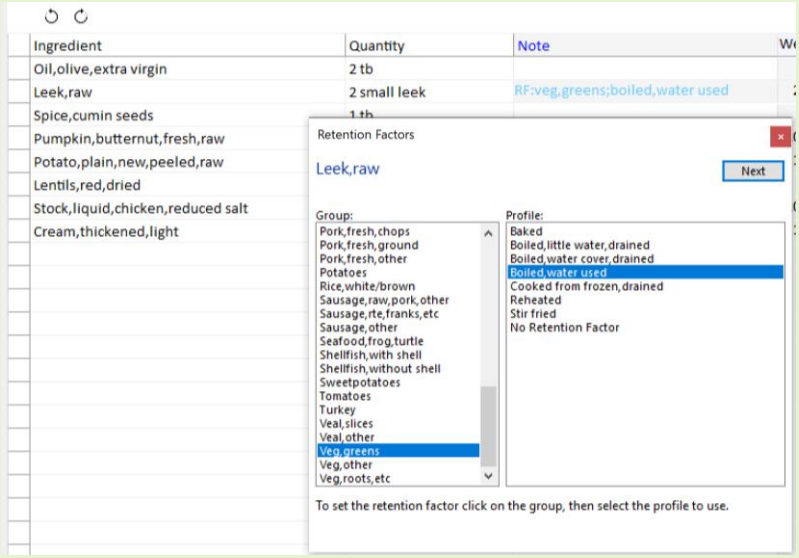


Set retention factors for ingredients

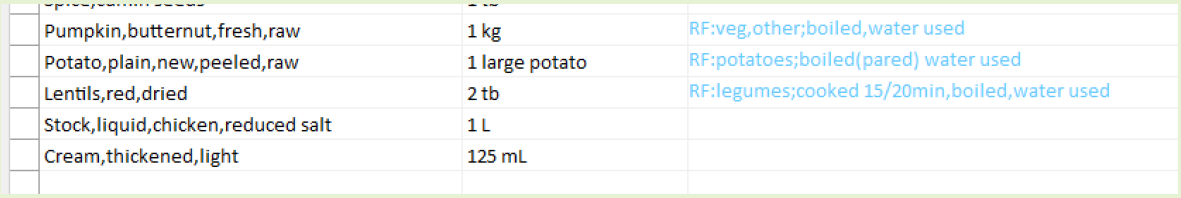
Setting retention factors[4] for ingredients in a recipe accounts for vitamin and mineral loss during cooking. If an ingredient is used in a very small quantity you can generally ignore it (e.g. garlic and parsley).

To set retention factors for major ingredients:

1. In the **Note** column for an ingredient, right-click and select the appropriate retention factor. For the Leek, choose the following:



2. Then enter these retention factors for the pumpkin, potato and lentils:



3. Click **Save.**

[4] https://www.ars.usda.gov/ARSUserFiles/80400525/Data/retn/retn06.pdf

D. Overrides tab

In most cases you don't need to override the nutrient values that **FoodWorks** calculates for recipes – you want them to be calculated from the ingredients you have entered – so you can ignore this tab for now.

D. Method tab

You can enter the method for the recipe as text. (This has no effect on the nutrient analysis.)

E. Overrides tab

For recipes, this tab is only for unusual cases, so you can ignore it.

G. Measures tab

When you enter a portion of a recipe into a food record or other document, you need to select a measure to use.

By default a recipe has these measures available: Grams (**g**) and Kilograms (**kg**)

If you have set the Serve information on the **Ingredients** tab for the recipe, the **Serve** measure will also be shown.

For some recipes you may want to enable **volume measures** (such as *millilitres (mL)* or *cups*), or **common measures** (such as *slice* or *bowl*).

Enable volume measures

To enable volume measures for a raw material, you must provide **specific gravity** data **(density)**, sometimes known as the **Volume Conversion Factor (VCF)** – that is, you need to provide **its weight(g) per mL**.

To find out the specific gravity, you can weigh the recipe:

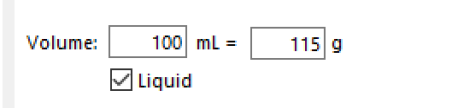
- Use scales to weigh 100mL of the liquid. Say the weight is 115g.
- Then in **FoodWorks**, you'd enter **100mL = 115g**.

To enter the VCF (density) for the pumpkin soup:

1. Click the **Measures** tab.
2. For the pumpkin soup, enter the **Volume Conversion Factor** values:

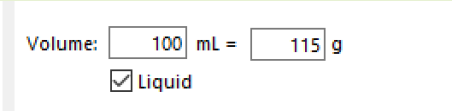
   100mL = 115g.

3. Select the **Liquid** check box.

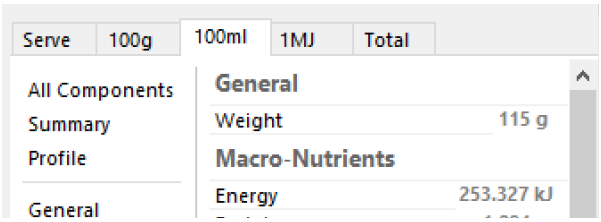


Selecting the **Liquid** checkbox means that a new tab, per **100mL**, is shown in the Analysis Pane:

4. Select the **Liquid** check box.



Here is the Analysis Pane showing the **100mL** tab.



Add a common measure

Still on the **Measures** tab, enter a common measure for the pumpkin soup:

4. In the **Common Measure** column, enter **bowl**.

5. Enter the weight for a bowl of the pumpkin soup: **420g**

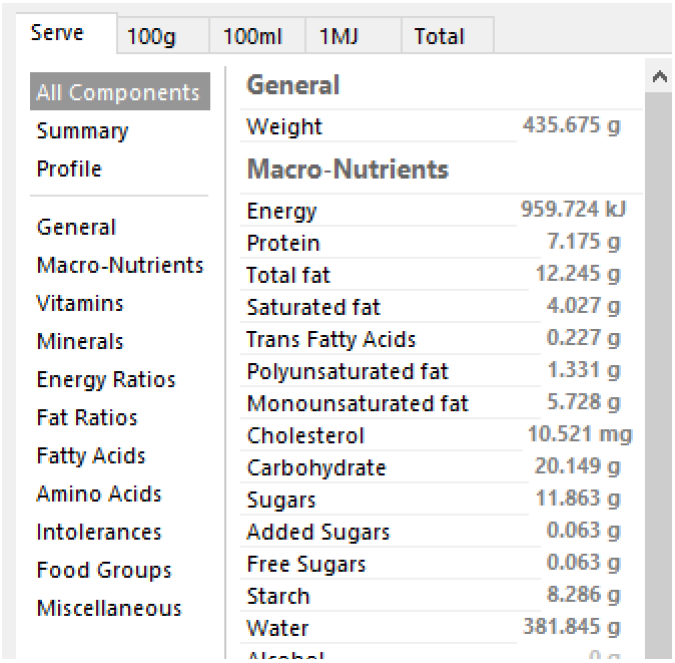
6. Click **Save.**

E. Notes tab

This is an optional text field. Enter any text you wish here.

Analyse a recipe

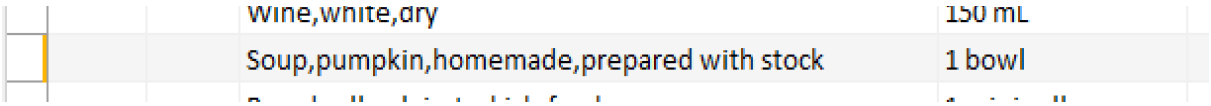
For recipes, the set of analyses available is the same as for food records, but of course NRVs are missing as they are not applicable:



You can analyse the pumpkin soup recipe using the same **Profile** analysis you set earlier. Let's compare the generic pumpkin soup we entered into Jill's food record with her home-made soup.

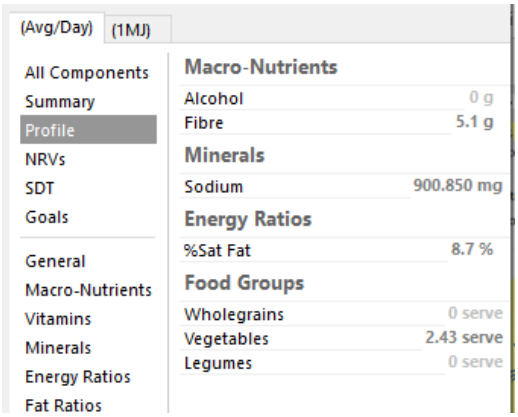
NOTE:

To show the analysis for the generic pumpkin soup, in Jill's food record, just the pumpkin soup was selected as shown below (notice the yellow line on the left):

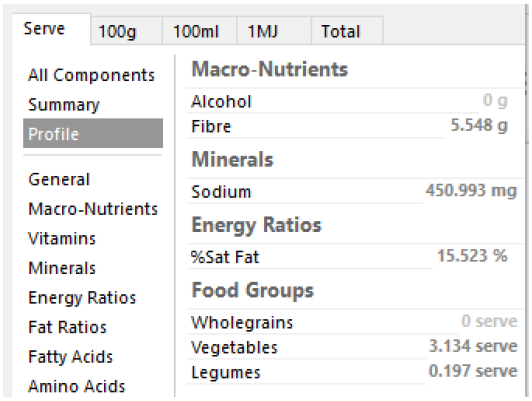


Here are the **Profile** analyses so you can compare the nutrients of interest. (The serve size for each was 420g.):

Generic Pumpkin Soup - From Jill's food record



Home-made Pumpkin Soup - From the recipe



Use the recipe in Jill's food record

Now you can replace the generic pumpkin soup in Jill's food record as shown below:

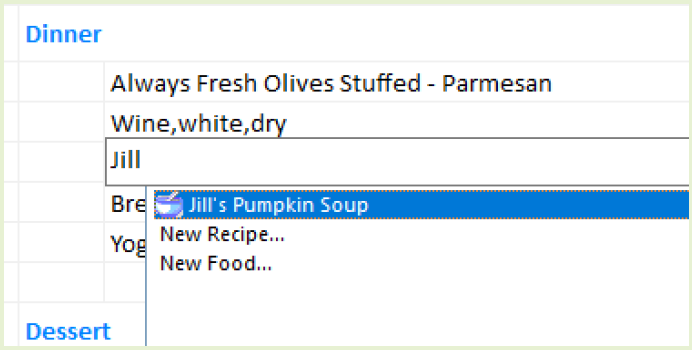
1. Open Jill's food record:

   In the Navigation Pane, click the folder **Food Records**, then click **Jill Green**.

2. On the **Foods** tab, double-click **Soup,pumpkin,homemade,prepared with stock** so you can edit it.

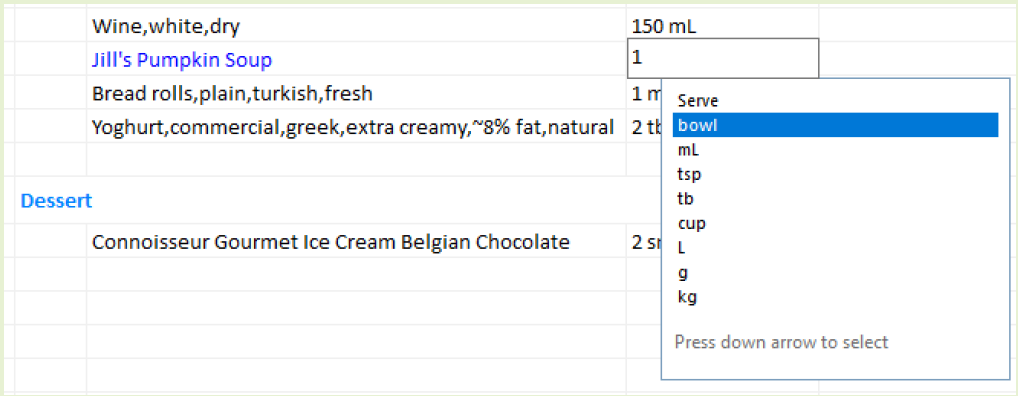
3. Delete that soup.

4. Type a few letters to bring up **Jill's Pumpkin Soup** e.g. type **Jill**.



   Double-click to select Jill's soup.

5. Enter the quantity and measure: **1 bowl**

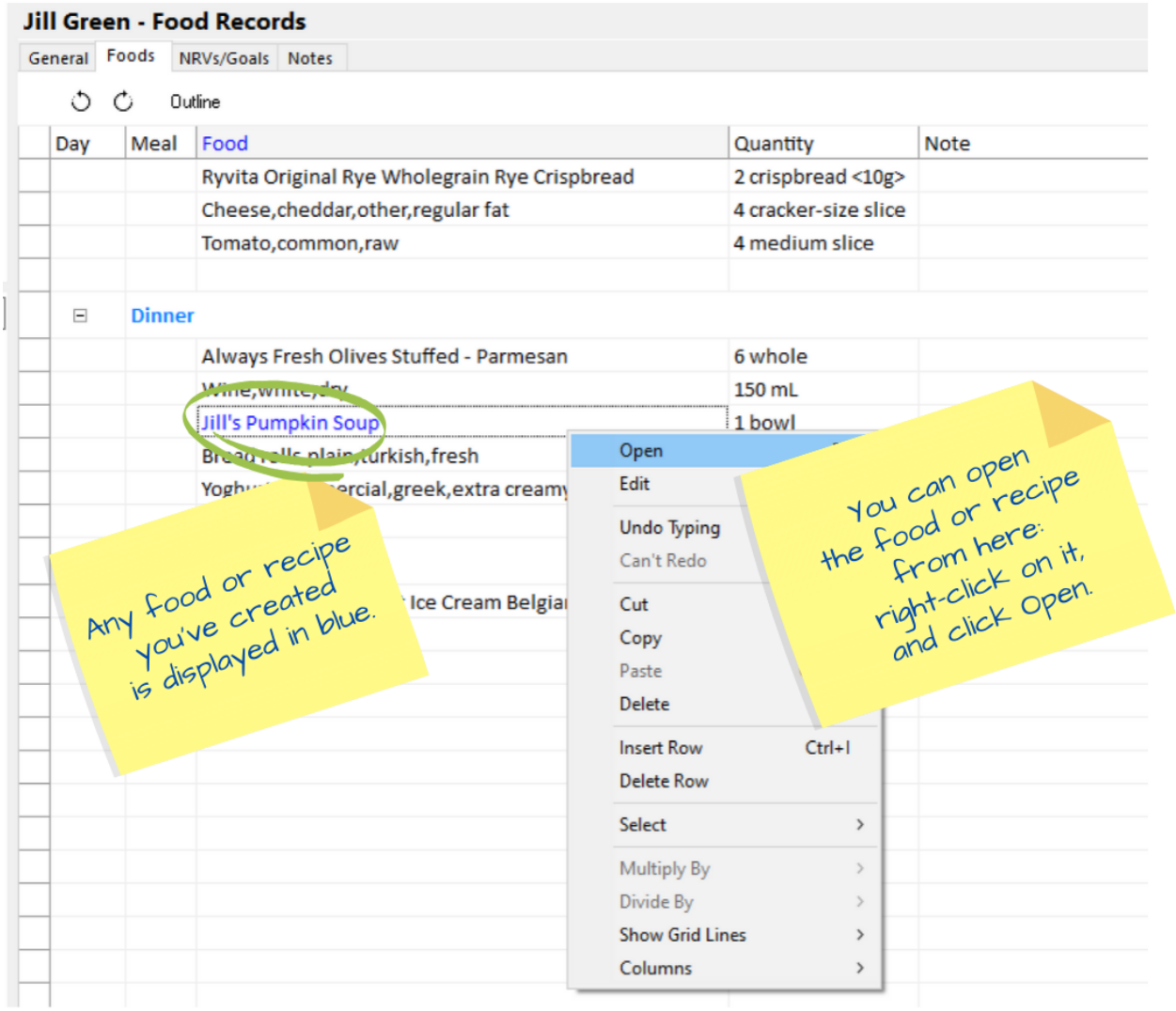


6. Click **Save.**

NOTE: The recipe is displayed in blue

Now you can see Jill's Pumpkin Soup in her food record. All of your **FoodWorks** *documents are displayed in* ***blue*** *(in contrast to foods from the data sources which are displayed in* ***black****.)*

To open this recipe from here in the food record, right-click the recipe, and click **Open***.*



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5 - Create a food

Sometimes you might want to use a food that is *not* in the data sources provided with **FoodWorks**.

You can create your own foods. You can source their nutrition information from:

- A similar reference food provided in **FoodWorks**. (You can override nutrient values if you have more specific information – as we'll do in the following example.)

  OR

- You might have nutrition information from a third-party, such as the manufacturer. In this case you can enter the nutrition values directly.

Create a food (salt reduced baked beans)

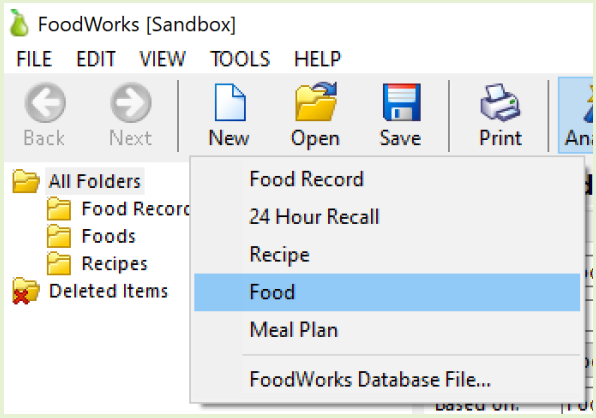
Jill is having salt reduced-baked beans for her Tuesday breakfast. We have access to more specific data for the salt content of the beans she is consuming.

And seeing that sodium is of interest for her, we will enter a new food so we can adjust the sodium content.

A. Create a food

To create a new Food:

- On the **FoodWorks** toolbar, click **New**, then click **Food**.

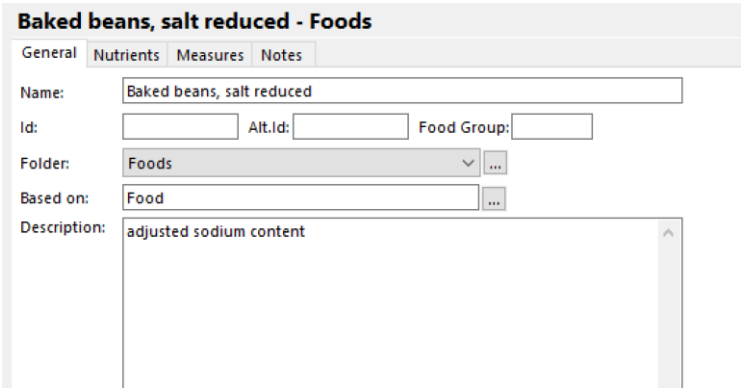


B. General tab

Here you enter the name of the food and its folder.

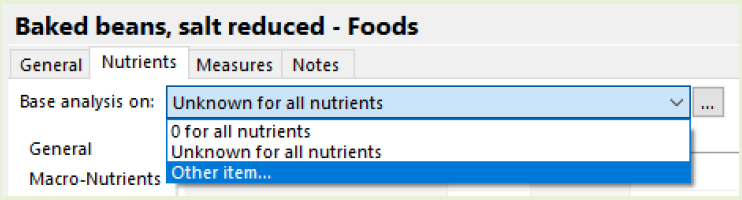
1. On the **General** tab, enter the following details:
   - Name of the food: **Baked beans, reduced salt**
   - Folder: **Foods**
   - Description: **Add any text you want here**
2. Click **Save**.

Here is the **General** tab filled in:

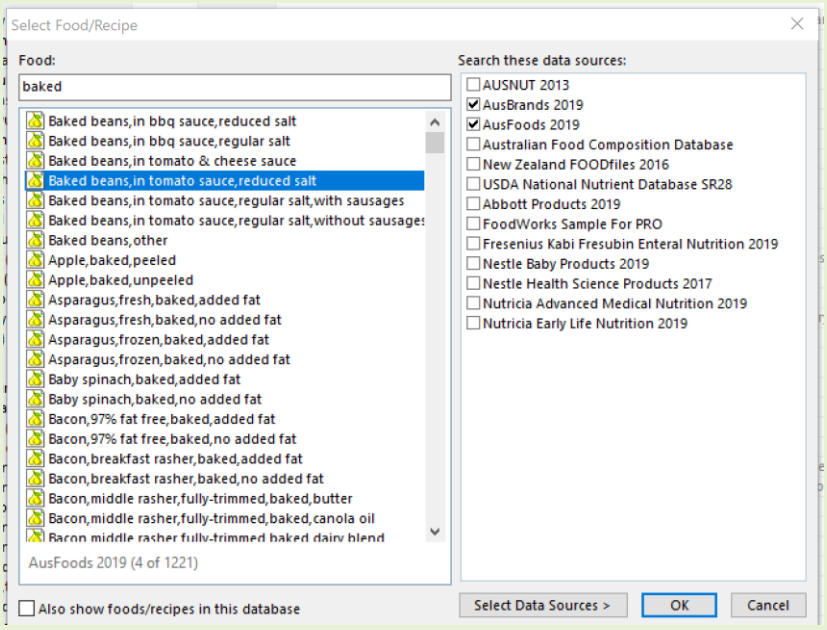


C. Nutrients tab

1. On the **Nutrients** tab, from **Base Analysis On** dropdown menu, choose **Other Item**:



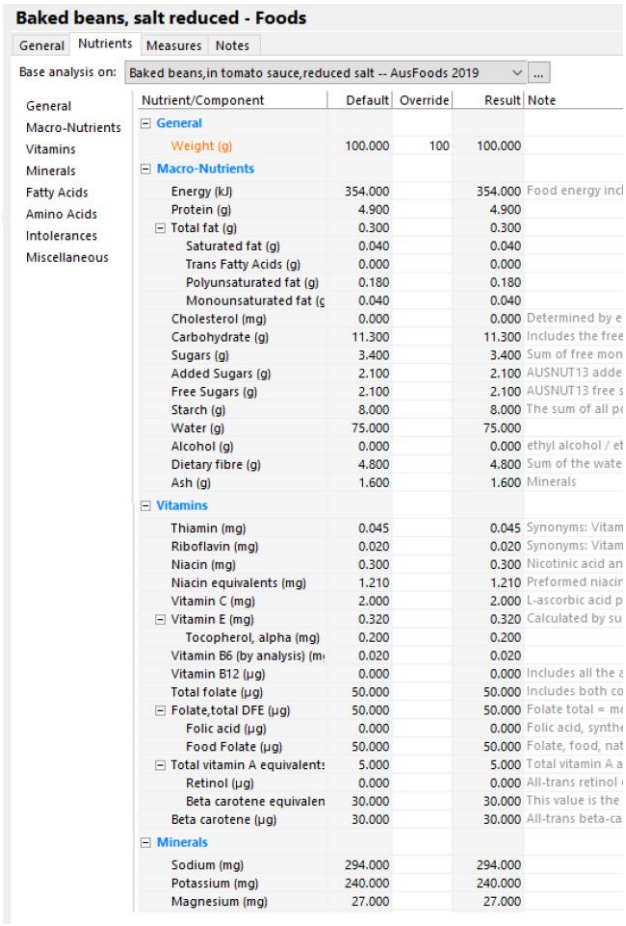
2. Search for baked beans, and select **Baked beans,in tomato sauce, reduced salt**:



3. Double-click the baked beans, or click **OK**.

4. Click **Save**.

The nutrient values are now shown for the baked beans:



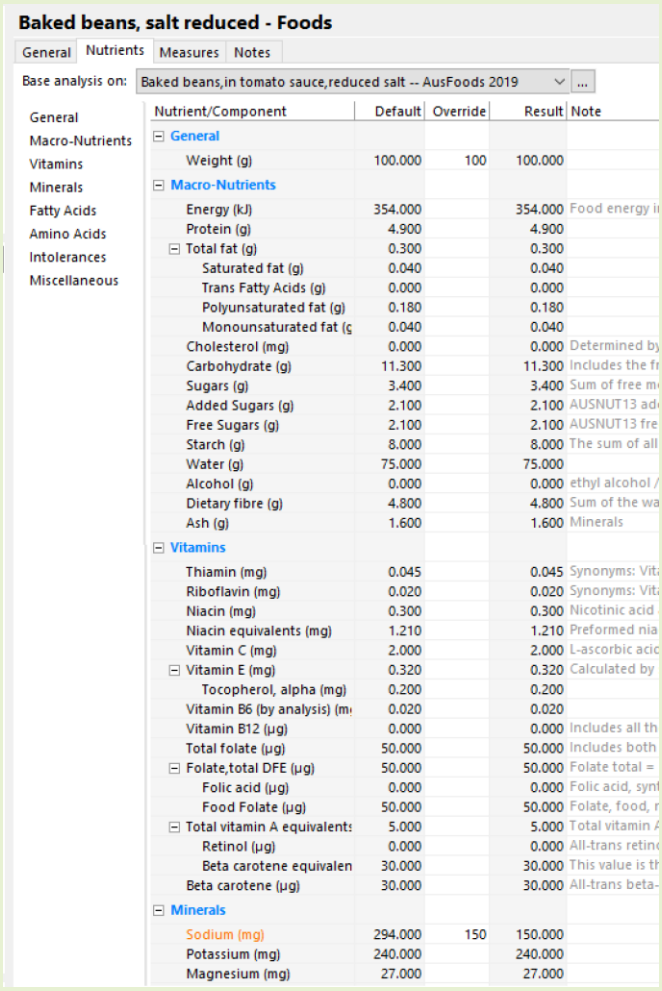
In the **Overrides** column, you can:

- Enter nutrient values for a food from a third-party source such as a website or supplier.
- If you are using the nutrient values from a similar reference food, you canoverride specific nutrient values.

For Jill's baked beans, we are basing the nutrient values on a reference food – and you also have a more accurate value for the sodium for the brand of baked beans that Jill is consuming.

So let's enter that value as an override now.

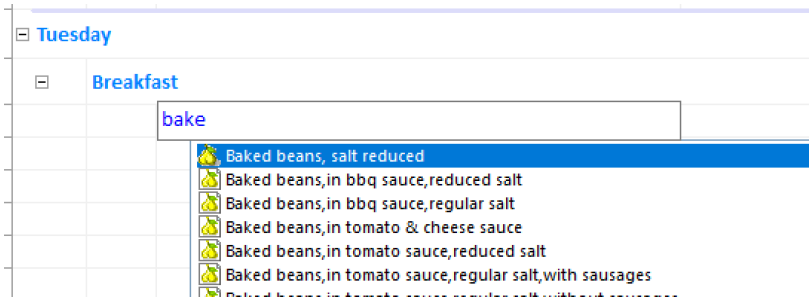
5. In the **Override** column, beside **Sodium**, enter the new value of **150**mg.



You'll notice this changes the value in the **Result** column.

6. Click **Save**.

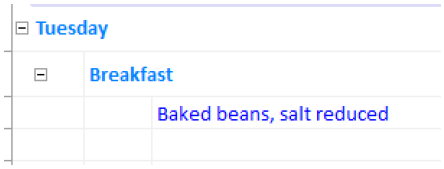
Now if you were to return to Jill's food record, you could select this food:



Foods you've created are shown at the top of the selection list. Their icon is a pear. (Reference foods from the data sources are shown as a pear with a box around them.)

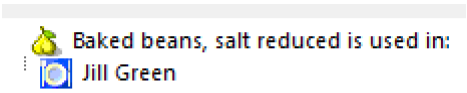
Note: Your documents are shown in blue

Once you've entered the food into the food record, it will be shown in blue. This indicates that this item is one of your own ***FoodWorks*** *documents and you can open and edit it.*



Note: 'Used' In box

Now when you open this food, you can see where it is used, in the ***Used In*** *box at the bottom of the Navigation Pane:*

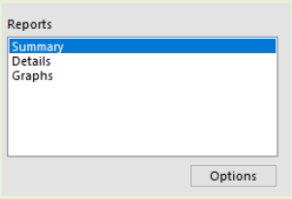


6 - Print a report

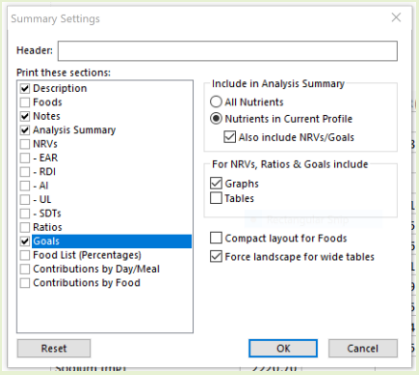
You can create a custom report for your client to give them as a printout or a PDF document. For example, you might want to give Jill a report based on her food record.

1. Open Jill's food record.
2. On the **FoodWorks** toolbar, click the **Print** button:

3. The **Print** dialog gives 3 pre-defined reports. For now, choose **Summary**.



4. You can then customise the report to suit your requirements – click **Options**.



5. Explore the options to get the report you want. (Next time you use the Summary report, these options will be selected for you.)
6. If you want to focus on just the **Profile** nutrients (rather than the large list of nutrients), make sure you select "**Nutrients in Current Profile**".
7. Select your options, then click **OK**.
8. Click **Save As PDF** or **Print.**

Congratulations!

Well done. You've now completed the ***Basic Tutorial*** for **Learning *FoodWorks 10 Professional***.

You have learned the skills to enter and analyse dietary intakes and to create recipes and foods as needed.

This guide covered some basic functionality in **FoodWorks** to get you going. To learn more, see the FoodWorks support site.