

These instructions may seem complicated but just follow the steps and you will be surprised how quickly you are able to negotiate your way to a healthier lifestyle.

To view and print the weekly menus, recipes and shopping list follow these easy steps:

Pick the weekly menu you want.

In the lower right corner choose: Add to Meal Plan Box ; this will add the menu to your favorites box. Click OK to The mealplan has been added.

This will take you to: emealsManager: My Meal Plans Box

Choose <u>Shopping List</u> on the right: this will take you to the shopping list page.

Choose CLEAR SHOPPING LIST on the bottom right; this will clear any previous shopping lists you may have. Click OK to Shopping list has been cleared.

Choose <u>My Meal Plans</u> on the right; this will take you back to Your Meal Plan page.

Now choose the Meal Plan (Weekly Menu) you wish. On the right side of the page you will see: 
Add Meal Plan to Shopping List

## <u>Print This Meal Plan</u>

Scale This Recipe Serves

Choose Scale This Recipe; Choose the number of servings you will need, this will update the entire menu to this number of servings. Click OK to Mealbox Plan has been updated to new scale.

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**Choose**  $\blacksquare$  <u>Print This Meal Plan</u> **click**  $\stackrel{\mathsf{PRINT}}{\mathsf{to print the meal plan on your}$  printer. Click OK to print, now close the printer browser by clicking the **RED X** at the top right corner.

Choose Add Meal Plan to Shopping List ; this adds the menu to the shopping list. Click OK to The meal Plan has been added to the shopping list. Click OK to Meal Plan has been added to the shopping list.

Choose Add Pantry Items to List Add Additional Items to List

Print this Shopping List

Choose <u>Add Pantry Items to List</u> to add any on-hand pantry items to this shopping list.

Choose Add Additional Items to List to add any household items to this shopping list.

Choose <u>Print this Shopping List</u> to print the shopping list. Click <sup>PRINT</sup> to print the shopping list on your printer. Click OK to print, now close the printer browser by clicking the **RED X** at the top right corner.

You now have a complete week's meal plan, recipes and shopping list.