

# How to access the new food information reports?

The purpose of this training sheet is to show you how you can obtain a list of all recipes or food intakes that use the selected food, a nutrient information sheet for the food or details and the nutrient values for the food.

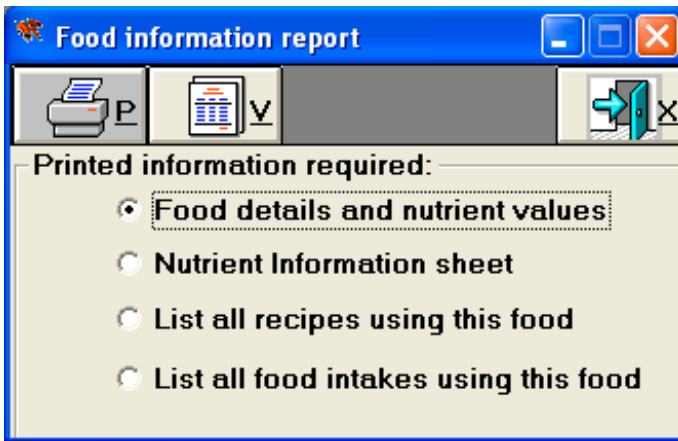
## 1. Producing the report


From the main menu bar,

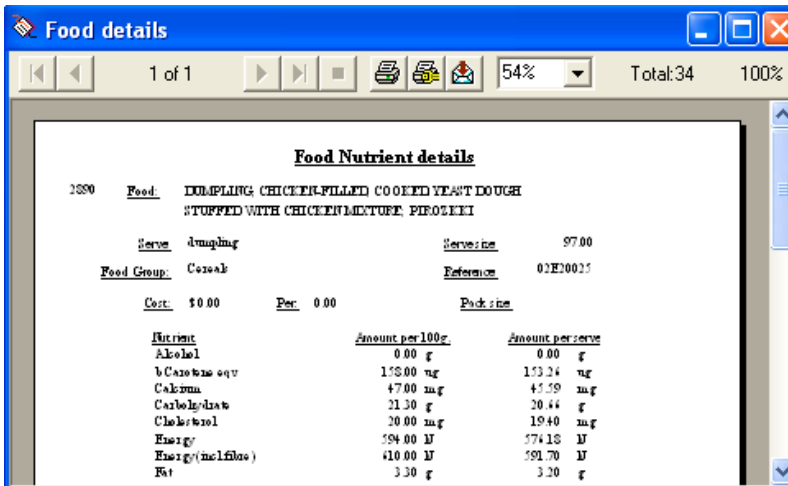




select **Food**, then select **Modify Foods**.

Find the food to be reported then click . The following window will display.



Click on the report you want to view then click  to preview the report selected.



Then click  to print the report, or click  to export to a file (e.g. Word)

To exit the print preview window click 