NutriBase Basics

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NutriBase is a powerful and flexible nutrition and fitness software program. To help you get the most out of NutriBase, we provide you access to our on-line Help Topics. The NutriBase software itself includes a context sensitive Help system. We provide email support 24/7 and telephone support (8-3, Mon-Thu, Arizona time).

Not every feature described in this on-line help section applies to all versions of NutriBase. Many of the "high-end" features apply only to Professional and higher editions. Some of these high-end features (which are not included in the Personal Editions of NutriBase) include the ability to create Nutrition Facts Labels and save them into publication quality image formats, save reports to a variety of formats (PDF, Excel, CSV, etc.), the ability to create a Client Intake Module, support for a web-based questionnaire, access to 180+ nutrient variables (including amino acid and fatty acid profiles), support for an unlimited number of clients, etc.

The following are a couple of basic ideas that we hope you embrace:

Use the right mouse click (also referred to as "right click")
In NutriBase, you access over 95% of software functions via the right mouse click (also called the "right click"). Using the right click saves screen space and unclutters the interface... it also makes it easy to view, understand, and implement your options. Display your options in NutriBase by pointing to the section of the window that you are interested in, then right click.

When you start learning NutriBase, we recommend that each time you visit a new window, you point to a section of interest on this window and right click. Study and click on your options. This way, you will to learn what you can do in any of many locations within NutriBase.

The image on the right shows you what you see when you right click over your ingredient listing in a Recipe (while using the Professional Edition). These options can vary depending on the version of NutriBase you are using.

Schedule Automatic Backups for All Your Work
NutriBase can create backup files for you. Backup files contain all the work you ever created in NutriBase. If you should suffer a hard drive crash or any other catastrophe, you can reinstall NutriBase and restore your latest backup file to reclaim your lost work.

Scheduling your backups reduces your probability of losing your hard-earned work. (This is a hard lesson to learn if you happen to suffer a hard drive failure.) To set this up now, click the NutriBase Menu Icon in the upper left corner of the NutriBase window, click the "Options" button, and then select "Automatic Backup."

Use the Quick Access ToolBar
After using NutriBase for a while, you may want to set up your Quick Access ToolBar shortcuts. It's a good idea to get familiar with NutriBase before setting up your Quick Access ToolBar shortcuts. Once you figure out which features you will be using the most, you may want to create shortcuts to these capabilities so you can jump to them quickly.

To setup up your Quick Access Shortcuts, click the down arrow (circled in the image to the left). What you should do next will be revealed to you. Green underlined text (in the software) provide you with explanations... regarding the text topic you click on. These glyphs are scattered throughout the software. Click them for context sensitive help.

Read the On-LIne Help Topics
Locate your on-line Help Topics and review them. We recommend you take a good look at all of these topics. If you are going to become a NutriBase Certified Coach, this will be imperative if you wish to become NutriBase certified.

Performing these tasks will not only teach you how to perform the task at hand – it will show you how to perform many other similar tasks… going through these Help Topics will get you up to speed with NutriBase very quickly.

Click Each NutriBase Tab and View the Contents of Each Window
Take time to look at each Tab in your user interface and take a close look at each window. Learn what you can do in each of these sections.

Right Click Over Each NutriBase Window and Learn What Each Option Does.

Right Click Over Each NutriBase Search Results and Learn What Each Option Does. Search results screens appear after each search that you perform. NutriBase performs eight types of food lookups ("searches") for you.

Knowing that something can be done and knowing where to do it is more than half of knowing how to do it.

As you become familiar with NutriBase, you will notice that the user interface is deceptively simple. This is partly because it isn't loaded down with buttons to access every capability we support in each window. You access almost everything via the right click.

Functions are performed similarly from window to window. For example, the search functions (Food Lookups) are identical in the Food Log, Recipe, Meal, and Meal Plan windows. Learn it once, use it everywhere.

Learn About the Shortcuts You Can Use to Speed Up Your Tasks
For example:
Use the PUF Display button to bring up an alphabetical listing of Previously Used Foods in your Food Log. Then just click the food item to add it to your Food Log. This saves you from having to look up any previously used food again.
Use the PUI Display button to bring up an alphabetical listing of Previously Used Ingredients in your Recipes. Then just click the food item to add it to your Recipe. This saves you from having to look up any previously used ingredient again.
Learn to use your Quick Add List. This gives you an alphabetical listing of foods that you have selected and used in the past. You can check the ones you want to add to your Food Log, Recipe, Meal, or Meal Plan, and add them all with a single click. **Learn to drag and drop foods into your Food Log, Recipe, Meal, or Meal Plan.** this is often faster than highlighting the item, then clicking a button or right clicking and choosing the proper option. **Use the auto-Record feature to automatically record a list of items that belong in a client's Food Log each and every day.** This is handy for recording supplements and foods eaten every day.

Learn About Your NutriBase Options
Click the NutriBase Menu icon in the upper left corner of your NutriBase window and view your options. For example, you can make a NutriBase Backup file from here. You can also restore a previously created backup file if you like. **Click the Options button and view your NutriBase options.** Become familiar with these options. You can have NutriBase help you remember to make backups here. Or specify whether you want to use Metric or English units for client profiles. Check out your options.

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