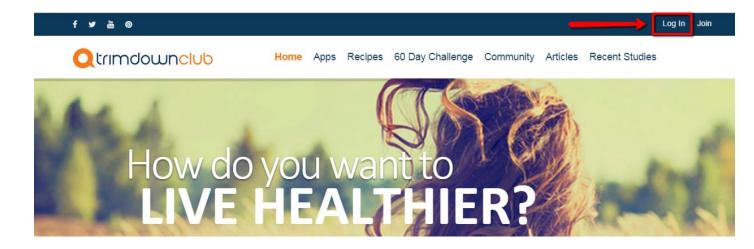
Menu Planner Tutorial

The Menu Planner is an online application in the Trim Down Club membership area that gives you the ability to create personal menus based on your favorite foods. Simply choose the foods you like and we combine them into meals that are beneficial to your specific dietary needs.

This state-of-the-art application is like having your very own nutritionist help plan your meals! You don't have to leave anything up to the imagination, as this tool helps you to easily plan out what to eat each day.

Are you ready to start? Here we go!

1. Go to http://www.trimdownclub.com/



2. In the top right corner, click Login.



3. Enter your username or email address and password.



4. After logging in, access your profile by clicking on your Username at the top of the page.



Your Username will appear here.

5. At the bottom right corner of your profile, you can choose which dietetic route you would like, according to any special needs or preferences you may have. If you do not have any, you do not need to check anything, and can simply continue to the next step.

At this point, you can also choose the level of variety foods, and the amount of selected recipes you would like in your weekly choices.

Menu Planner Variety is the variety of foods you will see in your weekly menu.

Menu Planner Recipe Variety is the variety of recipes you will see in your weekly menu.

You can also input your body shape and bone size, which will help us in creating your menus based on your dietary needs.

Body Shape

Apple: More fat stored around the waistline.

Pear: More fat stored below the waistline: hips, thighs, or rear.

Hourglass: Fat distributed evenly above and below the waistline.

Bone Size

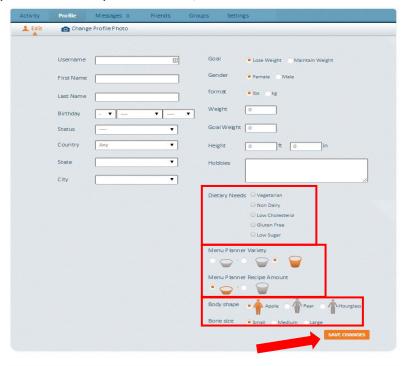
To determine your bone size, wrap your thumb and index finger around your wrist tightly until you feel bone.

Small bones: If your fingers overlap more than 1 cm (half an inch), you have small bones.

Medium bones: Thumb and finger touch or overlap less than 1 cm (half an inch).

Large bones: Thumb and index finger do not touch.

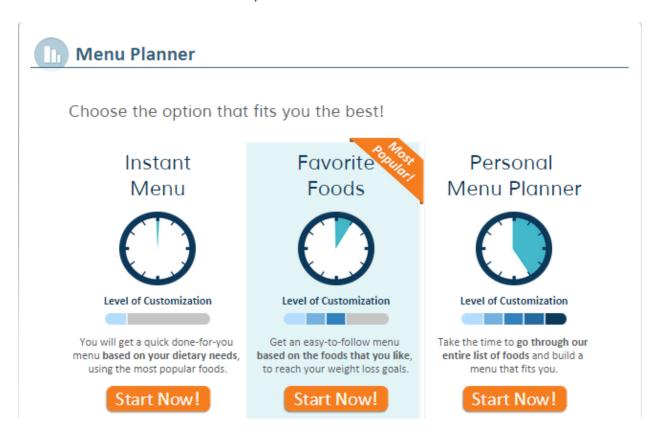
When you have made your selection, click on **SAVE CHANGES** to continue.



6. In order to move on, go back to the home page and click on the Create a Menu button on your dashboard.



- 7. On the page that appears, you will see 3 menu creation options: Instant Menu, Favorite Foods and Personal Menu Planner. Each of these options are unique and have different levels of customization. Below is a brief explanation of all 3:
- <u>Instant Menu:</u> a quick done-for-you menu based on your dietary needs, using the most popular foods.
- <u>Favorite Foods:</u> an easy-to-follow menu based on the foods that you like, to reach your weight loss goals.
- **Personal Menu Planner:** a complete menu with full flexibility. Go through our entire list of foods and build a menu that fits you.



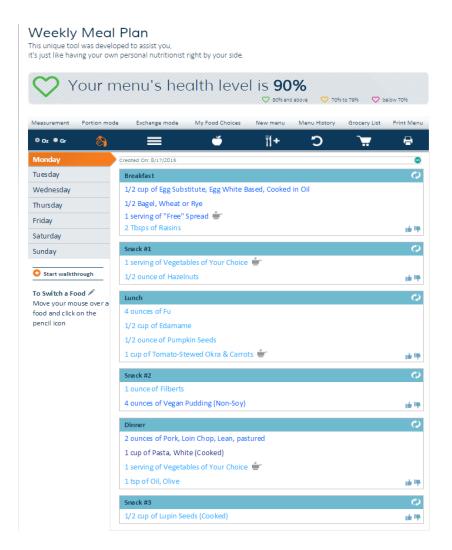
8. Now that you understand the different tools for building a menu. Let's create a menu using the Instant Menu tool. Go ahead and click on "Start Now!" under Instant Menu to get started.



You will get a quick done-for-you menu based on your dietary needs, using the most popular foods.



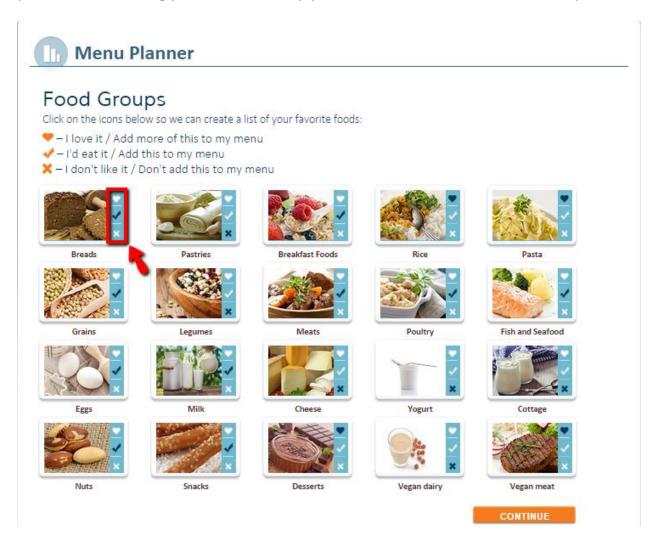
9. 30 seconds and voila! Your new weekly menu will appear with options to help you further customize it. We will get into these options later on, as we discuss the Personal Menu Planner.



10. Now that we've finished creating an Instant Menu, let's move on to the Favorite Foods tool. This is by far our most popular tool amongst our members. To get started, return to the Menu Planner page and click on "Start Now!" under Favorite Foods.

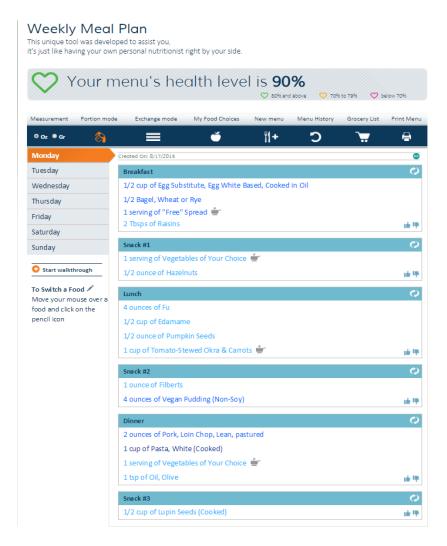


11. We are now taken to the Food Groups area, step one of 3 simple steps to creating a menu. Here you will mark the Food Groups that you love, would eat, or dislike. Once you've finished making your selections, simply click on "CONTINUE" to move on to step 2.



12. Based on your selections in Step 1, we've put together a list of foods to help you build a menu. In order to get a menu that suits you, add a heart icon to the right of the foods you would like to add to your menu more frequently or place an x on the foods you don't want in your menu. You can also skip this step, but it is important to know that if you skip this step, your menu will be created based on all of the foods within the list, regardless of your likes and dislikes. Once you've finished going through the list, click on "SAVE & CREATE MENU" to finalize your weekly menu.

Please Notice The lighter the color of the food name, the healthier it is FOOD NAME **Favorites Remove** ▲ Bread Bagel, Whole-Grain, 3-in / 7.5 cm × Bread, Rye × Bread, 100% Whole-Grain × Bun, Hamburger, Whole-Grain × Muffin, English, 100% Whole Grain × Rice Cake × Roll, 100% Whole Grain × ▲ Grains Couscous (Cooked) × Quinoa (Cooked) × Rice, Brown (Cooked) × ▲ Breakfast Meal Cereal Cold, Bran-based X Cereal Cold, Oat-based × Oatmeal (Cooked) X Shredded Wheat / Shreddies × ▲ Legumes Beans, Black X Beans, Kidney × Edamame X Lentils × ▲ Fruits Apple BACK TO FOOD GROUPS **SAVE & CREATE MENU** 13. You are all set! You now have your very own menu based on your favorite foods. Your new weekly menu will appear with options to help you further customize it. We will get into these options later on, as we discuss the Personal Menu Planner.



14. With only one option left to explore, let's build a menu using the Personal Menu Planner tool. This will take more time than the other 2 options, so please set aside a little more time. Go back to the Menu Planner page and click on "Start Now!" under Personal Menu Planner to get started.

Personal Menu Planner



Take the time to go through our entire list of foods and build a menu that fits you.



15. The main menu planner interface will now open.



My Food Choices

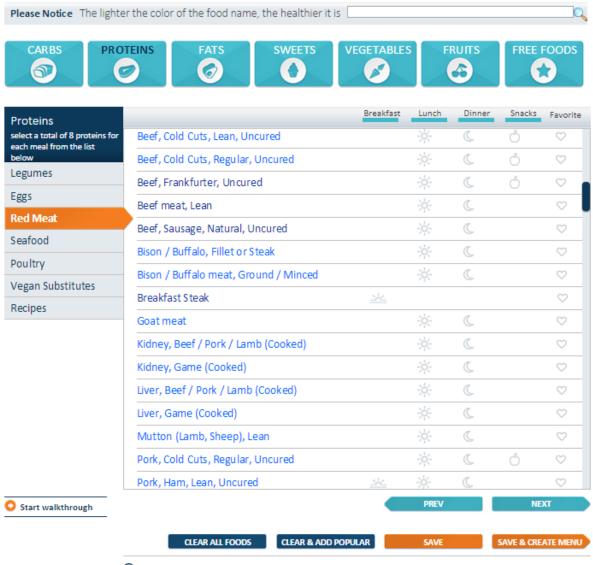
Below you will see that the Menu Planner is organized by food groups.

For each food group, please select your favorite foods based on the mealtimes listed below.

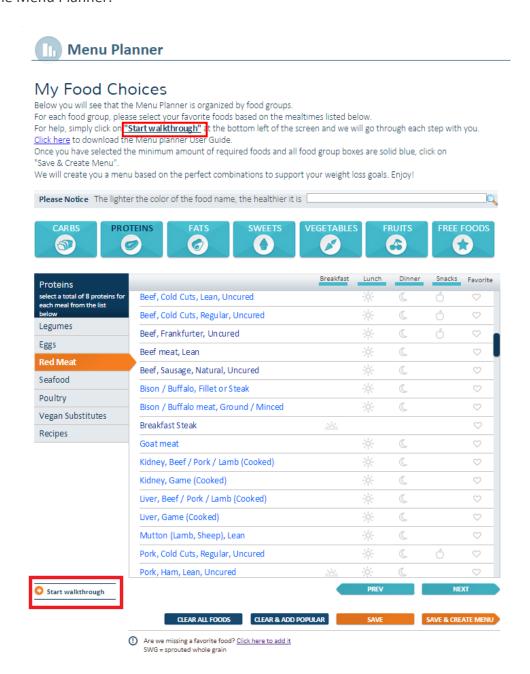
For help, simply click on "Start walkthrough" at the bottom left of the screen and we will go through each step with you. Click here to download the Menu planner User Guide.

Once you have selected the minimum amount of required foods and all food group boxes are solid blue, click on "Save & Create Menu".

We will create you a menu based on the perfect combinations to support your weight loss goals. Enjoy!



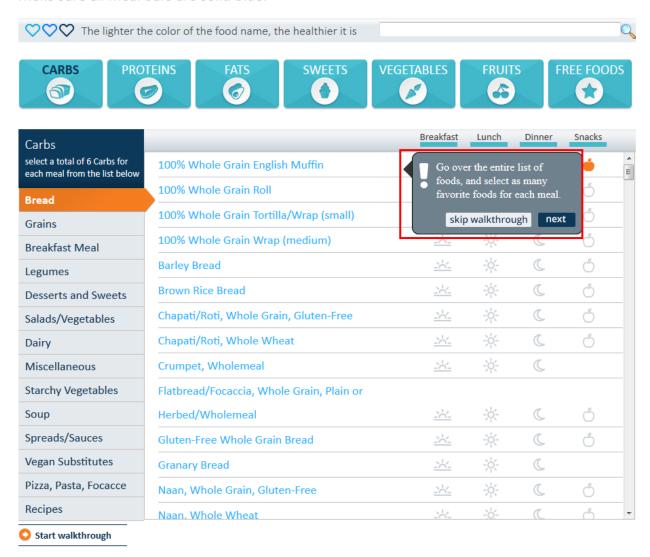
 Are we missing a favorite food? <u>Click here to add it</u> SWG = sprouted whole grain 16. For a complete step by step guide on how to select foods using the Personal Menu Planner, simply click on "Start walkthrough" which can be found at the top or bottom left of the Menu Planner.



This will generate a series of text balloons to guide you through the features of the Menu Planner.

My Food Choices

For each food group, select as many favorite foods as you can. Make sure all meal bars are solid blue.



We encourage you to stick around as the directions below can also help guide you through the menu-building process.

17. Near the top of the page, you will see seven different food group buttons near the top.

My Food Choices

For each food group, select as many favorite foods as you can. Make sure all meal bars are solid blue.



- The first three carbs (carbohydrates), proteins, and fats serve as the main all-inclusive groups
- The second three, also included in carbs **sweets**, **vegetables**, and **fruits** get special attention:
- Sweets, because they are generally a combination of at least two food groups (carbs and fats)
- Vegetables and fruits, because their unique contribution to good health warrants emphasis on a variety in the menu
- The last category is free foods, which you can eat without any limitations.

 Jump from tab to tab by clicking on the one you want to view.

18. When you click on a food group button, the food subgroups appear to the left below.

My Food Choices

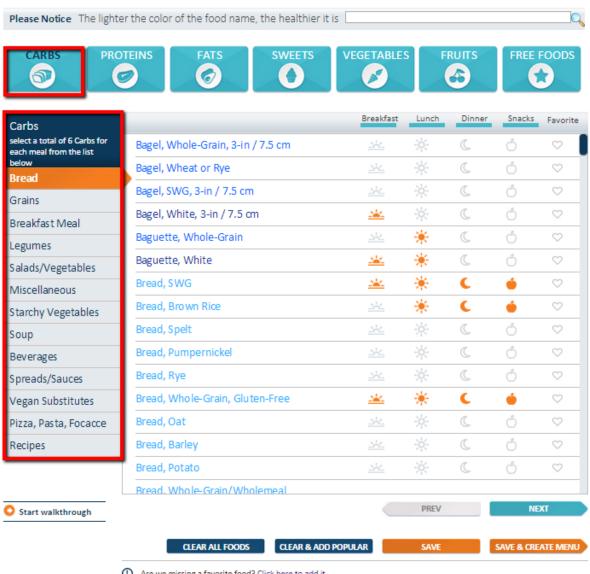
Below you will see that the Menu Planner is organized by food groups.

For each food group, please select your favorite foods based on the mealtimes listed below.

For help, simply click on "Start walkthrough" at the bottom left of the screen and we will go through each step with you. Click here to download the Menu planner User Guide.

Once you have selected the minimum amount of required foods and all food group boxes are solid blue, click on "Save & Create Menu".

We will create you a menu based on the perfect combinations to support your weight loss goals. Enjoy!



Are we missing a favorite food? <u>Click here to add it</u> SWG = sprouted whole grain **19.** To the right of the subgroup column is the master list of foods for the entire category. The foods in the selected subcategory appear from the top down.



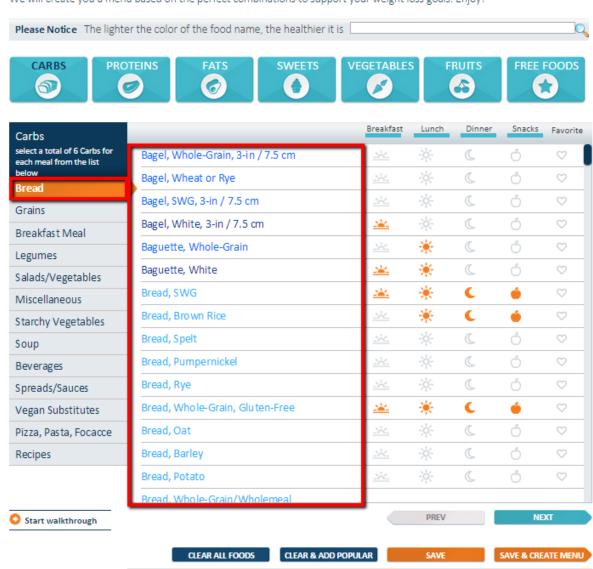
Below you will see that the Menu Planner is organized by food groups.

For each food group, please select your favorite foods based on the mealtimes listed below.

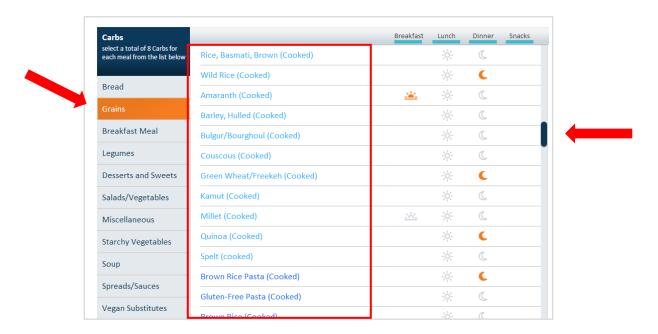
For help, simply click on <u>"Start walkthrough"</u> at the bottom left of the screen and we will go through each step with you. <u>Click here</u> to download the Menu planner User Guide.

Once you have selected the minimum amount of required foods and all food group boxes are solid blue, click on "Save & Create Menu".

We will create you a menu based on the perfect combinations to support your weight loss goals. Enjoy!



20. Because the food list contains all items in the larger category, it continues through the next subcategory – which you will see will then be automatically selected as you continue to scroll down.



21. To the right of the food list are the meal categories: **Breakfast**, **Lunch**, **Dinner**, **Snacks**. Underneath each meal at which the food is intended, you will see symbols. Simply click on the symbols of foods you'd like to add to your menu. Also, please note that there is a special button called **Favorite**. Mark a food as favorite to frequently include it in your menu.

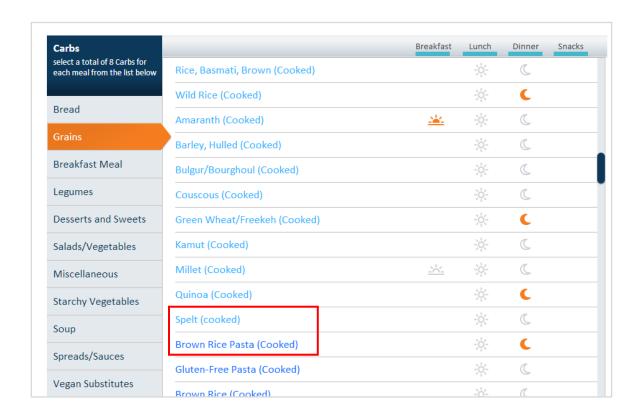


22. Let's start by selecting foods. Under each food group you'll need to select a minimum amount of items for each meal. For example: at least 6 Carb items, 8 Protein items and 5 Fat items, 2 sweet items, and 6 fruits. You will not need to select from Vegetables and Free Foods, as these items can be added freely to your menu. Please note that it is important to select as much different foods as possible, as this will help give your menu greater variety and combinations.

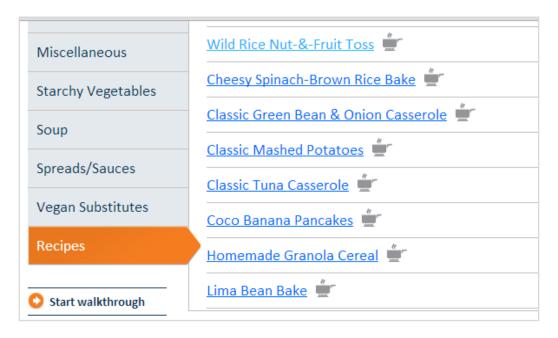
23. We've made it easy to know which choices are healthier than others. As noted at the top of the page, the lighter the text color, the healthier the food will be.



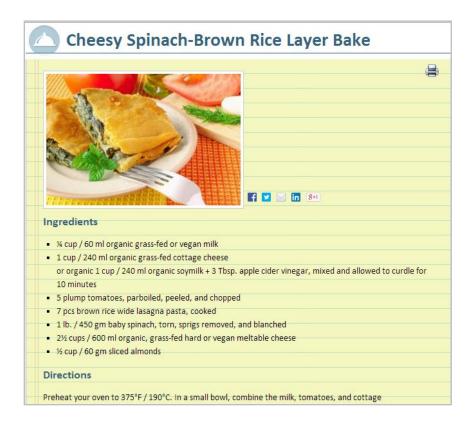
For instance, foods in dark blue color text are the least recommended, but are still available to help you transition to healthier choices. Medium blue foods are healthier than the dark blue foods, and the lightest blue foods are the healthiest out of all the groups. We recommend you stick to them as much as you can.



24. You'll find many quick and easy recipes in the subcategory list, at the bottom. Each is marked with a pot icon.

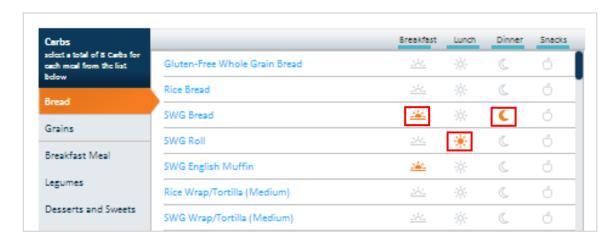


25. Click on the recipe name or icon to open the full recipe in a new window.



If you have a busy schedule and prefer a time-saving menu, we recommend selecting more of the non-recipe items on the foods list, or selecting quicker recipes – such as those with "simple," "homemade," "classic," or "basic" in the name.

26. To select foods for each meal, simply click the meal symbol to the right of each choice.



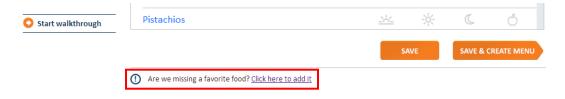
Note: The more items you select the richer your weekly menu will be, so feel free to choose as many food choices as you can from each category.

If you made a mistake or change your mind, you can always click on the box you ticked to de-select items.

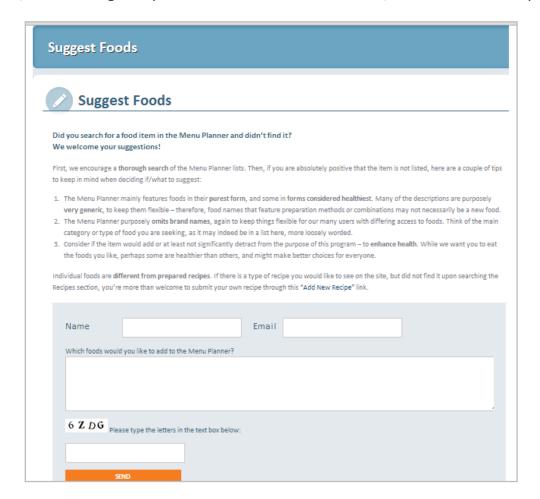
- 27. We've gathered hundreds of delicious food ideas that suit any taste, so if you don't find anything you like in one category, simply click the next one to find other tasty options.
- 28. If you are looking for a specific food, you can type it into the search bar, located near the top of the page.



29. If you still can't find the food you want, at the bottom of the food list, find the following question: "Are we missing a favorite food?" – then click on "Click here to add it".



30. When the "Foods to Add" window opens, read the instructions carefully. If you still have a food you would like to submit for consideration to be added to the Menu Planner food lists, enter it along with your Name and contact information, as well as the security code.

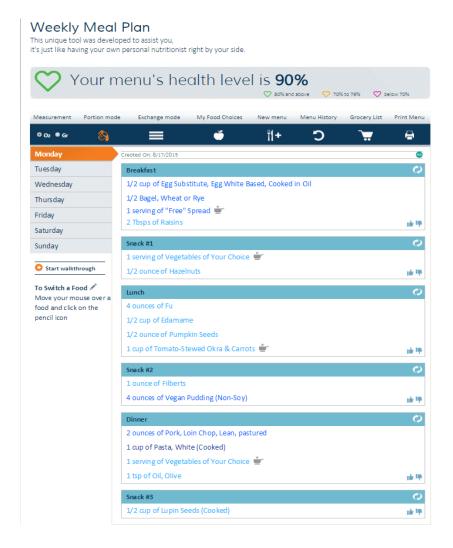


Click "Send". The suggestion will be reviewed, and if it meets the program's criteria, it will be added in the next upgrade cycle of the Menu Planner.

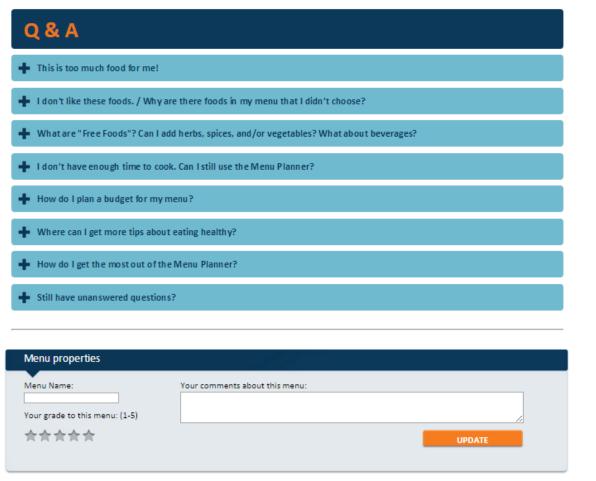
31. After choosing the minimum items required per category, the "Save and Create Menu" button at the bottom right hand corner of the page will turn orange, signifying it is available. Click on this button to generate a week-long set of daily menus, composed according to your food selections for each meal.



32. The weekly menu will then appear, generated according to your personal parameters and with the right combination of proteins and carbs to help you reach your weight loss goals.



33. At the bottom of the Menu Planner page you will find answers to frequently asked questions and also an area where you name, comment, and grade your menu.

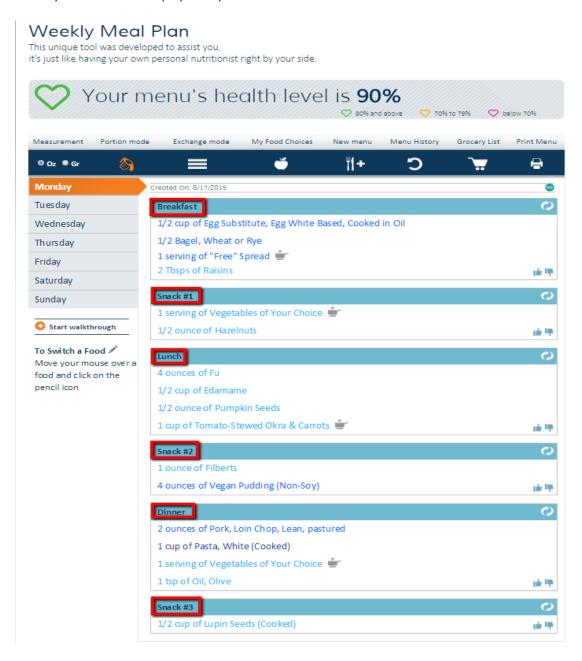


Near the top of the menu page is your score, indicating how healthy your menu is based on the health level of the foods you've chosen. The higher the percentage, the better! We recommend you try keeping your menu's health level at least at 80%. To increase the health level, simply replace some of the foods with healthier alternatives – foods with lighter blue text.

34.



35. Your day will be divided into 3 traditionally-sized meals and 3 smaller meals I "snacks". It's what we call the "constant energy flow" diet. Eating 6 meals a day will ensure balanced levels of hormones in your body throughout the day – which will control your hunger and your need to snack on unhealthy foods or binge toward the end of the day, when you are likely to be the least physically active.



36. At the top of the menu, you will see a toolbar with icons, with titles above each.



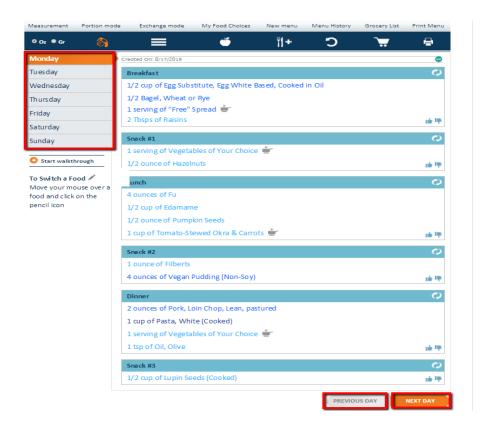
Measurement: Click on "Oz" for US measurements, or "Gr" for metric measurements.



Portion mode: When the icon is orange, portions of foods are listed in selected measurements, and you will have the ability to review and substitute foods.



To the left of the portions and foods, you will find the days of the week. Click through them or use the PREVIOUS DAY and NEXT DAY buttons below to view each day's meals.

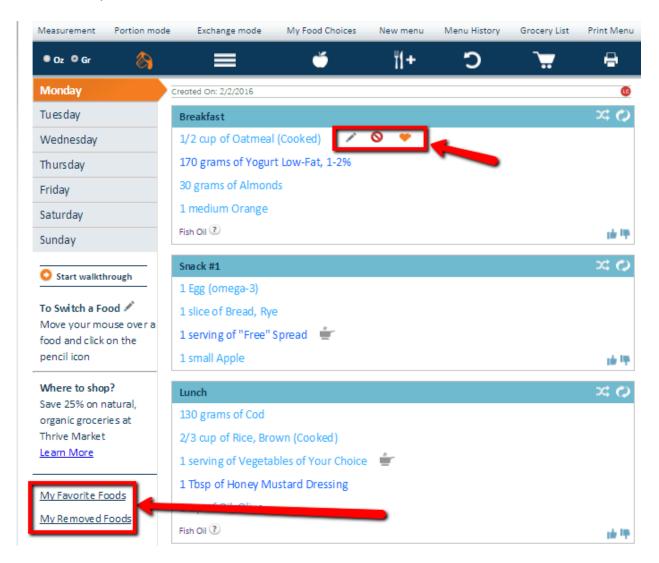


If your menu does not suit you, we encourage you to provide us with feedback by using the symbols (thumbs up and thumbs down) below:

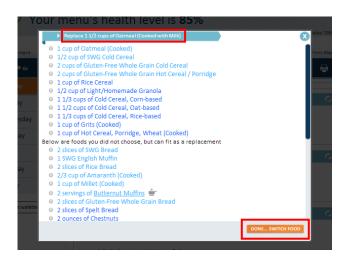


The beauty of the Menu Planner is that you always have full flexibility. You can favour specific foods so that they appear in your menus more often, remove foods from your future menus, and even change individual foods and meals.

In order to favour a meal so that it appears more frequently in your future menus, simply click on the 'Heart' icon to the right of the food. And, if you are looking to remove a food from your current and future menu/s, simply click on the 'Remove' icon. You will be able to find all of your Favorite Foods and Removed Foods at the bottom left of the Menu.

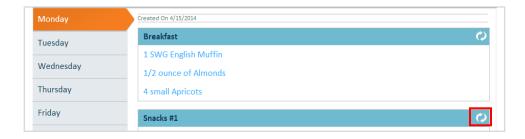


To swap individual foods, simply click on the food (or the Pencil Icon to the right of the food) you would like to change. A list of possible exchanges matching the general nutritional value of that food will appear – some are based on your choices, and others are listed to give you additional options. Click on what you would like to include in your menu instead, and click "DONE – SWITCH FOOD".

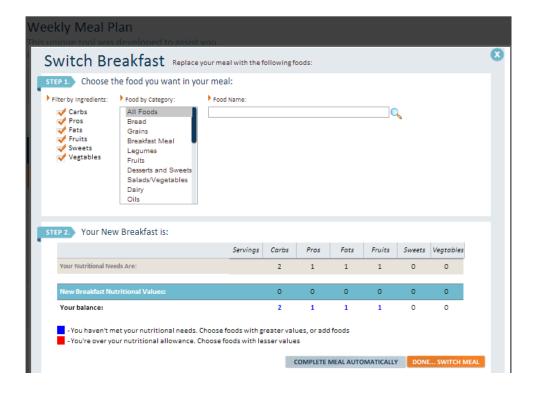


You also have the option of building your own menu "from scratch".

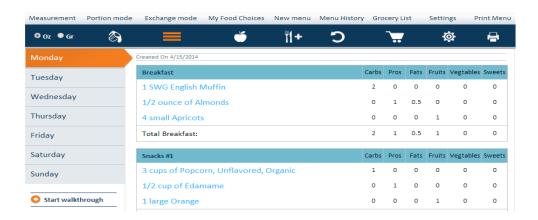
To do this, click on the circular arrow icon in the top right corner of the particular meal.



A "self-service" menu-building window will then appear, with directions to walk you through the process.

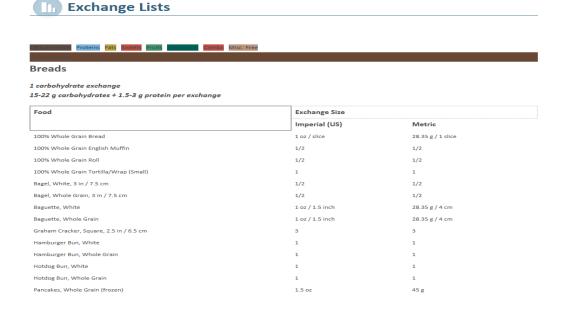


Exchange mode: When the icon is orange, foods are listed as exchanges. They help serve as an example if you eventually decide to build your own menus based on the Trim Down Club principles and food lists.

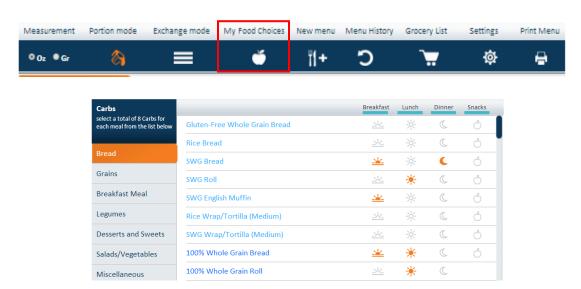


- Each "carb" exchange provides approximately 15 g or less carbohydrate
- Each "protein" exchange provides approximately 7 g protein
- Each "fat" exchange provides approximately 5 g fat
- Each "fruit" exchange provides approximately 15 g carbohydrates
- Each "veg" (vegetable) exchange provides approximately 7 g carbohydrates
- Each "sweet treat" provides approximately 15-22 g carbohydrates and 4-5 g fat

You can view full lists of exchanges for various foods by clicking here.



My Food Choices: Click on this to bring you back to the application section in which you initially began selecting your foods for the menu in step #9.



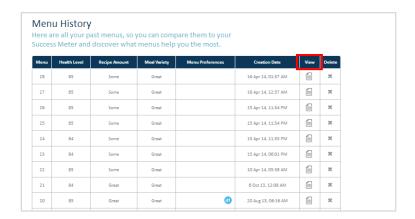
New menu: Click on this and we will provide you with an entirely different menu plan.



Menu History: Click on this to see previously generated menus.



A new window will open with the **Menu** number and **Creation Date** you created it. To open a menu, click on "**View**".



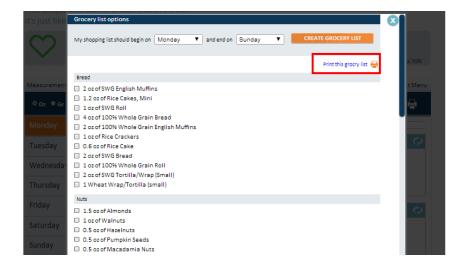
Grocery List: Click on this to generate a shopping list for your menu, based on your choices.



A "Grocery list options" window will appear, in which you can select which days you would like the grocery list to cover. After selecting the day range, click on "CREATE GROCERY LIST".



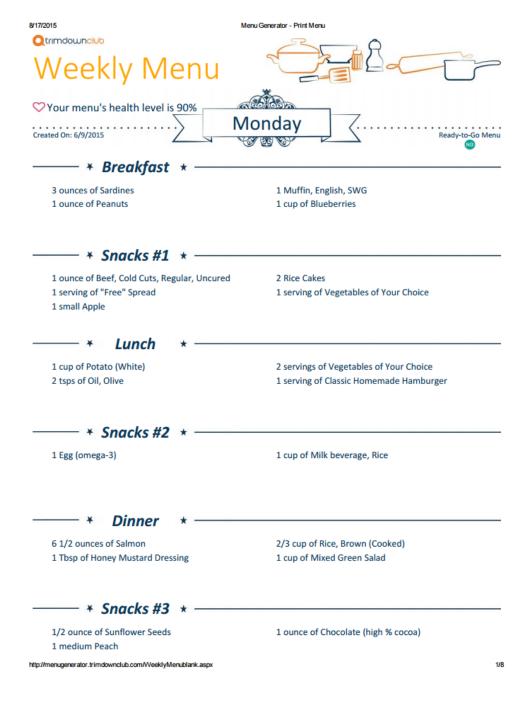
The list will appear, divided by food groups. You can print it by clicking on "Print this grocery list".



Print Menu: When you are satisfied with your menus – see all previous steps and onward (below) before printing! – click on this...



...to generate a printer-friendly version of the entire weeks' worth of menus with some helpful tips...



You can print the menu to take with you wherever you go, or to post in plain sight as a regular reminder!

37. In addition to the link through the icon bar in the Menu Planner application, your past menus will be available through the My Menus application in the Apps section of the website.



38. If at any time you wish to change the dietary route for your menu planning, return to your profile, repeat step #5, and then return to the Menu Planner application.

Tips

- Choose as many foods as possible the first time you try the Menu Planner. This will help you create the right menu for you quickly and give you more options (most likely the very first time).
- It is strongly recommended to try the Menu Planner several times.

 Each time, you should eliminate the food choices that will not work for you until you feel you've reached the best menu you will be able to easily follow!
- Not sure about your food choices? You can also try the "Instant Menu" tool for a
 quick done-for-you menu based on your specific dietary needs, using the most
 popular foods.

Does this mean the Menu Planner meals are all I can eat?

No. The Menu Planner gives you the best choices for a healthy diet from the foods you choose. The foods listed serve as a basic starting point — you can either eat them as is, or you can prepare them according to the healthy principles encouraged in the Trim Down Club Program Guide.

You can also use the 14-Day Meal Plan as a basic weekly menu and/or the Trim Down Club Cookbook to replace one meal with another.

Online Tool Box

In addition to the Personal Menu Planner and Digital Guides, the Program offers online access to articles, recent studies, and recipes, all reflecting the most up-to-date information in the field of nutrition and health.

As a member of the Trim Down Club, you will also find a tool box for weight loss success, which includes:

My Journal

With this tool, you can keep log of everything you eat and how you feel with your new food choices.

This tool can help you track your favorite foods and how they worked for you.

My Progress

Keep track of your progress and gain access to a host of "inspirational metrics" that will help keep you motivated until you reach your weight loss goals!

Then, it will be the right place to continue tracking your progress and visually see how you maintain your weight over time.

Online Forum

Speak and interact with others as you all journey together towards attaining your respective weight loss goals. This is an invaluable source of support where you can ask questions and share successes and pitfalls, and on which you can count 24 hours a day, 365 days a year! Support really matters, and this forum will always be there for you.