

BarBack

for Windows 98, ME, NT and XP

Version 6.0



User's Guide

Interworld Software
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System Requirements:

Any computer capable of running Microsoft Windows 98 or better has enough processing power to also run BarBack.

	<i>Minimum</i>	<i>Recommended</i>
Processor	Pentium 90 MHz	Pentium III 300 MHz
Memory	32MB	64 MB
Disk Space	30MB Free	100MB Free

BarBack requires Microsoft Internet Explorer 4.0 or better.

Disclaimer

This software is meant for people of legal drinking age. It does not in any way promote under age drinking, excessive drinking, hazing or other abuses of alcohol.

The drinks in the BarBack database have been compiled from many publicly available sources as well as from user submissions. I obviously have not tried each and every drink. If you feel that a drink is not appropriate, please do not make it or drink it. If you are a bartender, please remember your professional responsibility to keep your customers safe. Many drinks in BarBack are not portioned for use in a commercial bar or tavern. I cannot be held responsible for any damages that may occur in the use of this guide. I have faith in your common sense, that you will use this guide responsibly.

BarBack is not sponsored by, endorsed by or promoted by any particular liquor company or distributor. All brand names mentioned in BarBack are copyrighted by or trademarks of their respective owners.

Think Locally, Drink Responsibly.

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Technical Support

World Wide Web

For database updates, patches, and other information, check the BarBack web site at

www.barback.com

E-Mail

For a personal response to a specific problem, e-mail

support@barback.com

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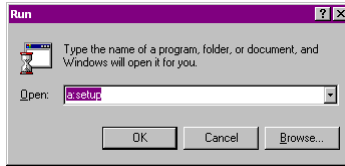
Installation

BarBack has been shipped to you on a single CD-ROM. In order to work properly, BarBack must first be installed on your computer. The installation program will copy the required files to your hard drive and will also create program icons. To install BarBack follow the instructions below:

For systems running Windows 98, ME, NT or Windows XP

Insert the CD into your CD-ROM drive. The installation program should start automatically and lead you through the rest of the installation process. If it does not, follow these steps:

1. Click on the start button on the task bar in the lower left corner of the screen. Select the run command.



3. Type in where it says "Open:" **d:\setup** and press enter. If your CD-ROM drive is assigned a letter other than **d**, then replace the **d** with the letter for your drive.

4. The setup program should start and lead you through the rest of the installation process.

INSTALLATION NOTE

BarBack requires that Microsoft Internet Explorer (IE) version 4.0 or greater be installed on your PC prior to installing BarBack. Versions of Windows from 98 on up come with IE pre-installed as part of Windows. If you use a web browser other than IE (Netscape, for example) Installation of BarBack will not affect your web browser settings.

If you're installing BarBack on Windows 95, IE 4 or better must be installed first. The current version of IE is available for free from the Microsoft web site at www.microsoft.com

Basic BarBack II Functions

When BarBack first starts up, on the left side of the screen is a list of drink names and on the right are details about the current drink. The current drink is the drink that is currently highlighted in the list.

Here are the parts of the main BarBack screen:

The screenshot shows the BarBack 6.0 interface. On the left is a scrollable list of drink names, with '(BILL) GATES OF HELL' highlighted. On the right, the details for this drink are displayed, including ingredients, instructions, and pricing. The interface includes a menu bar with icons for various functions and a search bar.

Labels pointing to specific parts of the interface:

- Current Drink: Points to the highlighted '(BILL) GATES OF HELL' in the list.
- Menu Buttons: Points to the row of icons below the search bar.
- Drink Name: Points to the title '(BILL) GATES OF HELL' in the details panel.
- Drink List: Points to the scrollable list of drink names on the left.
- Recipe: Points to the ingredients and instructions section in the details panel.

Current Drink: (BILL) GATES OF HELL

Menu Buttons: [Icons for Home, Edit, Add, Search, Check, Hammer, Help]

Drink Name: (BILL) GATES OF HELL

Ingredients:

- 1 1/2 oz. Jose Cuervo® Tequila
- 2 tsp. Lemon Juice
- 2 tsp. Lime Juice
- 1 tsp. Cherry Brandy
- Crushed Ice

Instructions:

In a shaker 1/2 filled with ice, mix Tequila, lemon, and lime juice. Shake well. Strain into glass with crushed ice. Drizzle brandy over top. submitted by John B.

Cocktail Glass

Categories: Cocktails

Comments: This drink is exactly the same as the GATES OF HELL - someone decided adding "Bill" in front would be a clever pun.

Rating: Good

Marked: Not Marked

Price: \$11.25, Cost: \$1.11

Drink 2 of 24969

1. Viewing a Drink Recipe

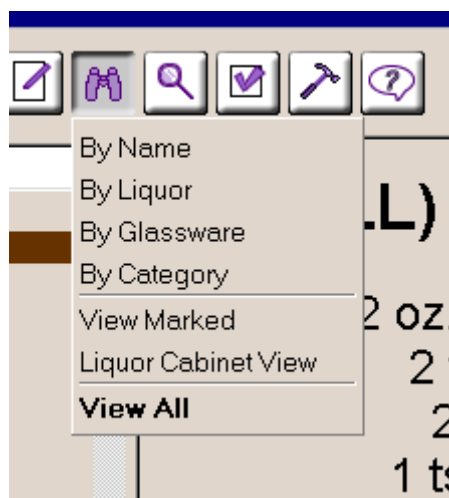
To view the recipe for a drink, simply click on its name in the drink list. Use the scroll bar on the right side of the drink list to move up and down in the list.

You can also use the keyboard to move through the drink list. Using the up and down arrows will move up and down one drink at a time. Using the page up and page down arrows will move a full page of drinks at a time.

2. Changing Your View

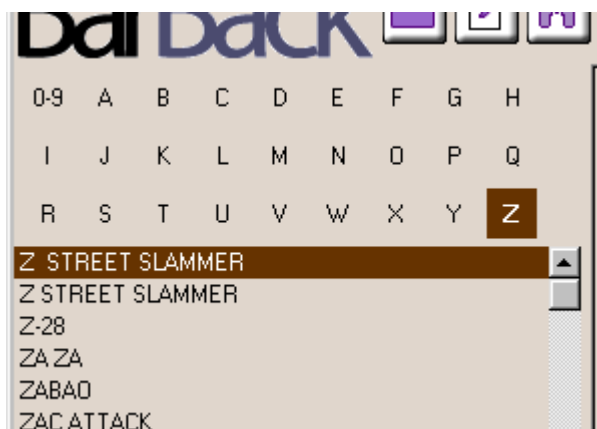
In BarBack, a view is a way of organizing the drink list. BarBack has six different views, or six different ways of organizing your drinks.

Use the View menu button to choose the view you want.



The Views available in BarBack are:

By Name – Shows an alphabet grid. Clicking on a letter shows the drinks that start with that letter. Clicking on 0-9 shows drinks that start with a number instead of a letter.



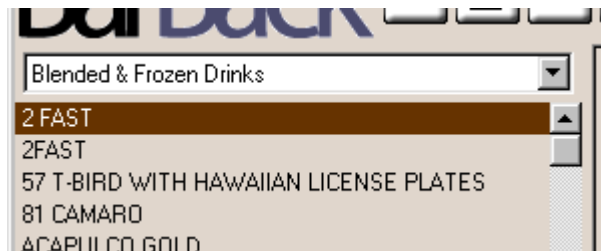
By Liquor – Select an ingredient and all drinks that use that ingredient will be displayed in the list.



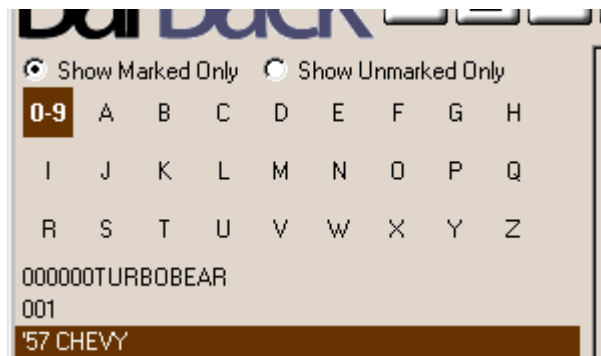
By Glassware – Select a glass, and all drinks that use that glass will be displayed in the list.



By Category – Select a category and all drinks that fall into that category will be displayed in the list. A drink may be placed into more than one category. If that is the case, the drink will be listed under each category it is in.



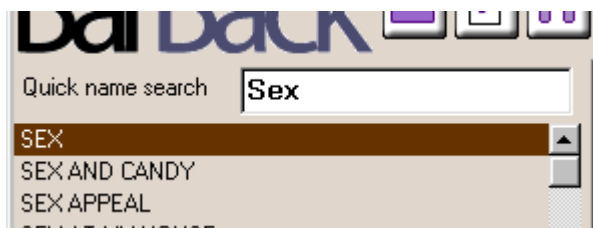
Marked – Shows an alphabet grid and allows you to view all drinks that are currently marked or unmarked and that start with the selected letter as in the Name View.



Liquor Cabinet – Shows an alphabet grid and allows you to view all of the drinks that can currently be made.



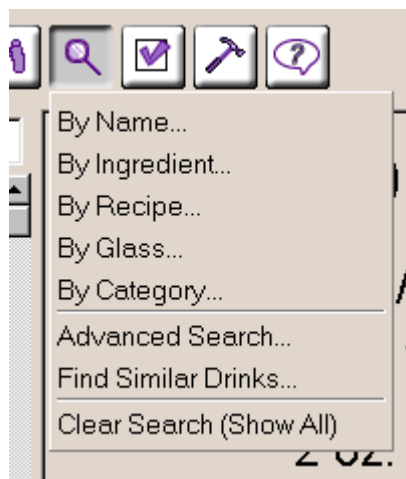
View All – This is the default view and the most useful for general use. It shows all drinks, listed alphabetically and provides a **Quick Search** feature. Typing the first few letters into the Quick Search box will narrow the list of drinks down to only the ones that start with the letters you typed. This is a fast and simple way to find a particular drink.



3. Searching for Drinks

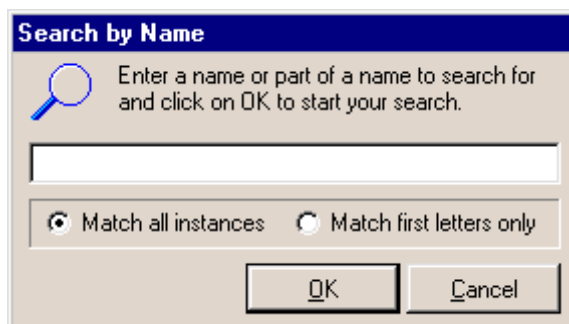
There are five different basic ways to search through the drink list to find the recipes you're looking for. The **Advanced Search** and **Find Similar Drinks** features are given their own chapter and can be found in chapter XIII.

Search options are found under the Search Menu button:



BarBack will remember your search criteria even as you change views. For example, if you searched for all drinks that contain the words "on the beach" then afterwards wanted to narrow that down to only the ones you can make, simply switch to the Liquor Cabinet view, and the same search will be applied, but limited only to those drinks you can make.

Name Search – This will match all or part of the name of a drink. You can choose to match all instances or to only match the first letters. For example, suppose you enter rum as the text to search for. If you choose the “Match All Instances” option, then you will get a list of drinks including “Rum Runner” and “Bermuda Rum Swizzle”. If you choose the match first letters only option, you would get the “Rum Runner” but not the “Bermuda Rum Swizzle” because it does not *start* with the word rum.



Ingredient Search – This will match all or part of the name of an ingredient and give you a list of all drinks that contain the matching ingredients. The “Match all instances” and “Match first letters only” options work the same way as they do when searching by name.

Recipe Search – This will match all or part of the recipe of a drink and give you a list of all drinks with recipes that match the text you are searching for. The “Match all instances” and “Match first letters only” options work the same way as they do when searching by name.

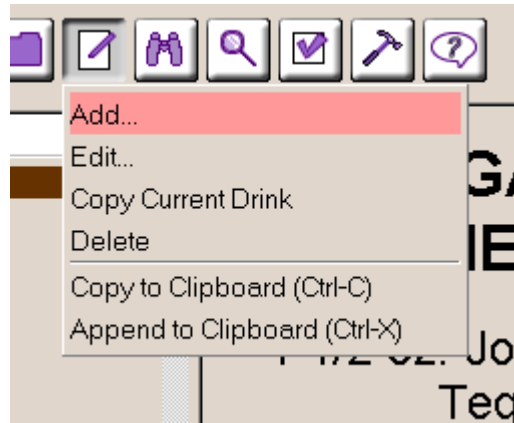
Glassware Search – This will search for drinks that use the glass that you select. This search will give you a list of glasses to choose from and will then show all the drinks that use that glass.

Category Search – This will search for drinks that fall into the category that you select. This search will give you the current list of categories to choose from and will then show all the drinks that fall into your selected category.

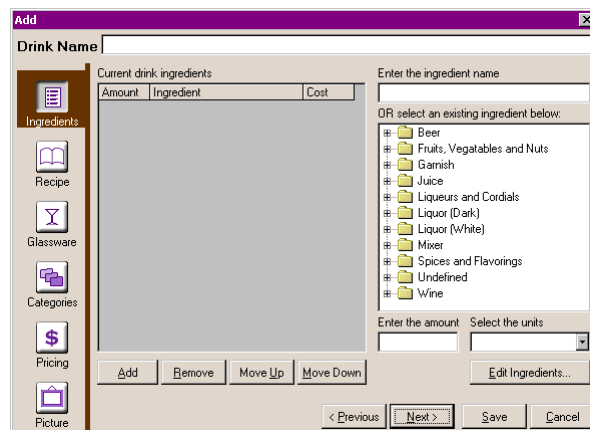
Clear Search (Show All) - When you’re finished with the search and want to go back to showing all of the drinks, use the Clear Search command found under the Search menu. This will reset the drink list to show all of the available drinks.

4. Adding a Drink

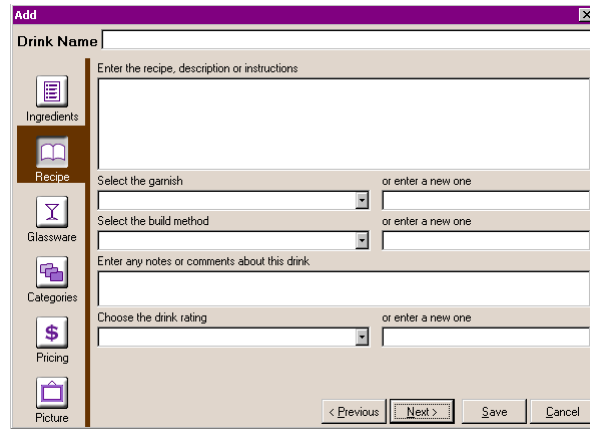
To add a drink, choose the “Add” command from the Edit menu.



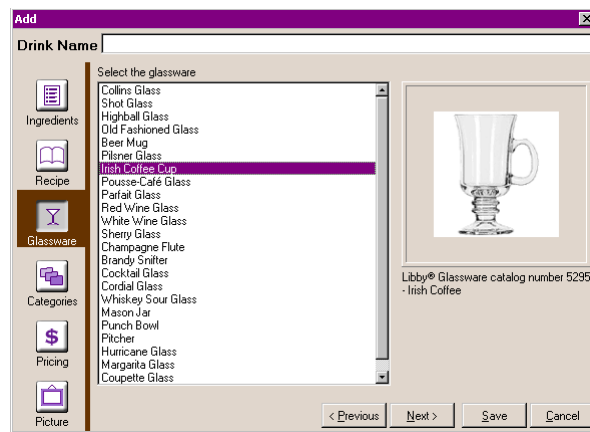
The keyboard shortcut for this command is **Control A**. After choosing this command, a screen will appear where you can enter information about the new drink. Here is the process step by step:



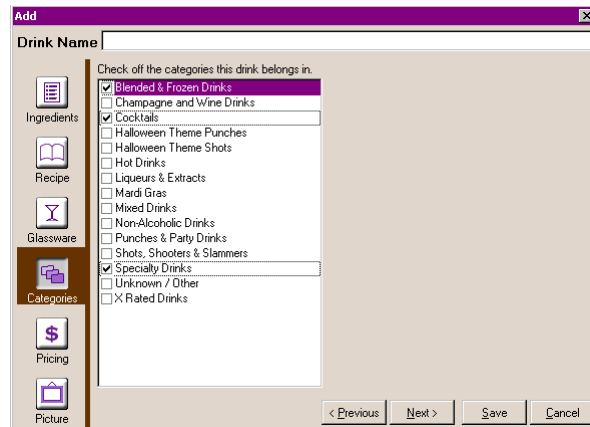
1. After the screen comes up, enter the name of the drink at the very top of the screen. The drink name that you enter must be different from all the other drink names. Each drink must have a different name.
2. Now you need to add the ingredients. To enter an ingredient, you first must select the name of the ingredient. The ingredient can either come from the list of existing ingredients on the right, or it can be a new ingredient name that you type in where it says “Enter the ingredient name”.
4. After you select the ingredient, you then need to enter the amount. The amount should be entered as a decimal number. For example, enter 1.5 instead of 1½. This will recognize any international settings you may have for the decimal place.
5. After you have entered the amount, you should now select the units. There are 22 different units you can choose from, including metric, English and bar measurements as well as ambiguous measurements, such as Part, Piece, Top With or Fill With, that depend on the size of the glass or the type of ingredient. After you have selected the units, click on the Add button. You will now see your ingredient entered in your list of ingredients for the new drink. To add more ingredients, repeat this process. The ingredients for your drink will always be displayed in the order that you enter them and there is no limit to the number of ingredients you can have in a single drink. To change the order of the ingredients, use the Move Up and Move Down buttons. To remove an ingredient, click the Remove button.



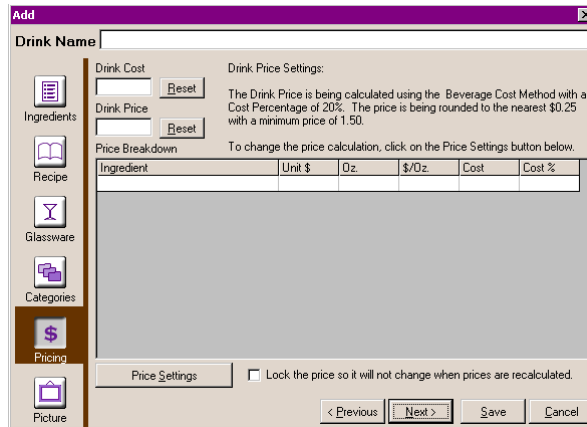
- Once all the ingredients are entered, you can move on to the Recipe section. Here you can enter the recipe, select a garnish (or enter a new one), select the Build method (or enter a new one), enter any notes or comments, and choose a rating for the drink if you want to.



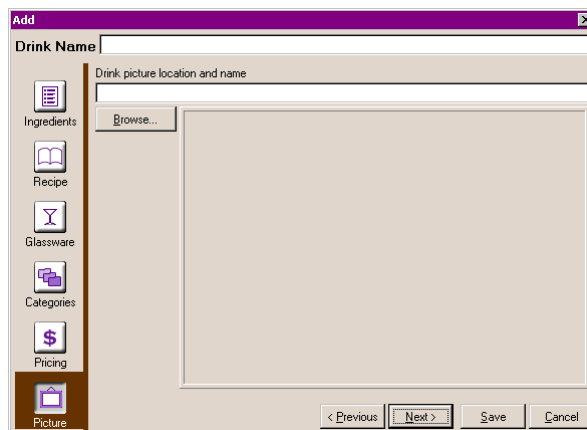
- Next you can chose the glassware to use with the drink. Choose from a list of 23 different glasses or leave it “unknown”. The glassware images used in BarBack are courtesy of Libby Glass (www.libby.com).



- Now you can choose the categories that this drink will be under. You can choose as many categories as apply.





9. Drink Cost and Price, as calculated, are shown. You can enter the cost and price manually if you think it didn't calculate correctly. You can also Lock the price, by checking the "Lock the price..." box. This will prevent BarBack from modifying the price when the ingredient prices change or when the drink pricing options are changed.



10. The final step to adding a drink is to specify the location of the drink image. This step is not required and can be omitted if you don't have a photograph of the drink. If you do happen to have a photograph of the drink you're adding, you can click the "Browse" button to browse to the file that contains the drink image. At that point, the image will be shown on the screen, and when you select the new drink in BarBack, the image will be shown there as well (only if the template that you're using supports Drink Images. See the Templates section for more information).

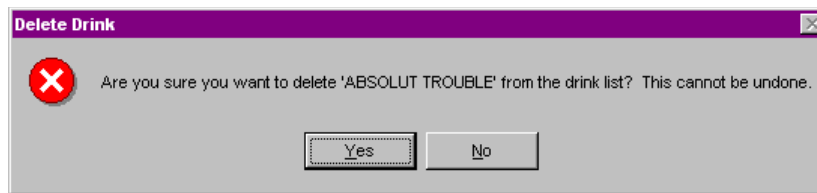
5. Editing a Drink

To edit a drink, choose the Edit option from the Edit menu. The keyboard shortcut for this command is  . Drinks can only be edited when you are in the Name View.

This command will bring up a dialog that is exactly the same as the Add A Drink dialog. Here you can make whatever changes you want, changing the name, ingredients, price, category, recipe or glassware. Once you click the OK button, all your changes are saved. For details on how to use the dialog, see *Adding a Drink*.

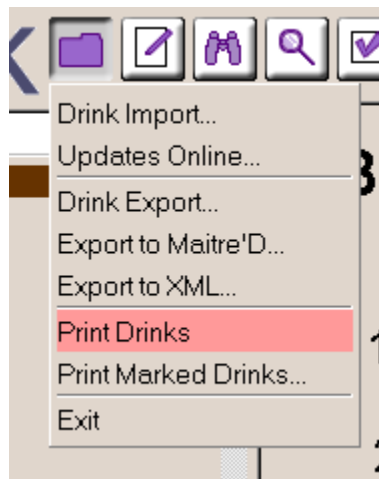
6. Deleting a Drink

To delete a drink, choose the Delete option from the Edit menu. When you do this, a warning will appear asking if you are sure that you want to delete this drink. After being deleted, the drink is lost. There is no way to undo the command except to add the drink again as a new drink.



7. Printing Drinks

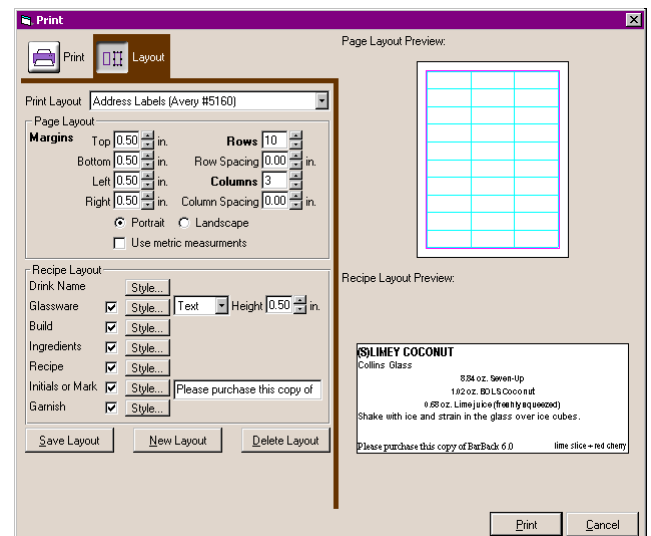
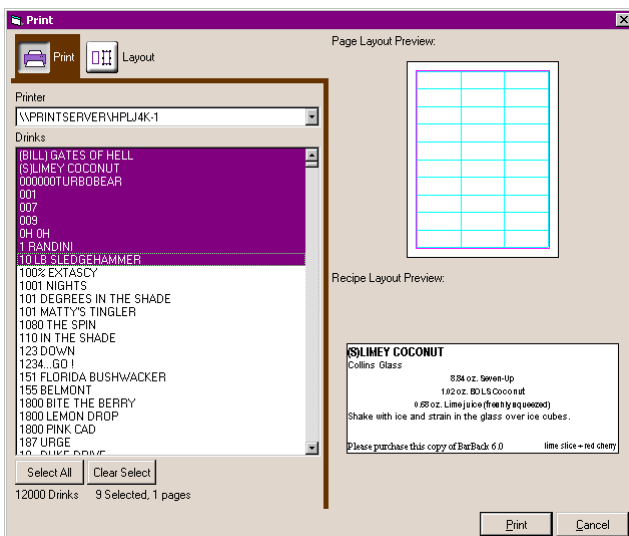
To print drinks, choose the Print option from the File menu. The keyboard shortcut for this command is **Control P**. This command will bring up the Print Drinks dialog. If there are more than 12,000 drinks currently in the drink list, then a warning will be displayed, and only the first 12,000 drinks will be listed.



Printing in BarBack is broken down into two parts:

The Drinks to Print

And the Layout on the Page



Choosing the Drinks

1. Choose the printer you want to use. The printer that you have set in Windows as the default printer is the default printer selected here. If you want to use another printer, select it from this list.
2. Select the drinks you want to print. There is a list that displays all of the drinks that were displayed in your drink list when you selected the print option. To select individual drinks in the list, simply click on each drink that you want to print. That drink will become highlighted and the count of selected drinks at the bottom will increase. To deselect a drink, just click on it again and the highlight will go away. If you want to select all of the drinks in the list, there is a button at the bottom of the list labeled “Select All”. Clicking on it will highlight all of the drinks in the list. If you want to clear all of the selections you made, you can click on the “Clear Select” button and all the drinks that were highlighted will be cleared.
3. Select the tab labeled Layout to change some of the print options.
4. Now make sure that your printer is on and it has paper then click on the Print button.

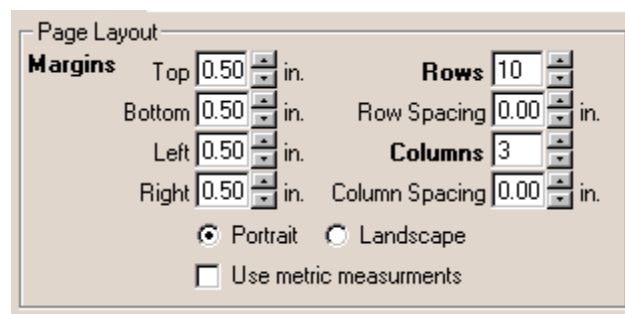
Laying out your page

Working with Stored Layouts



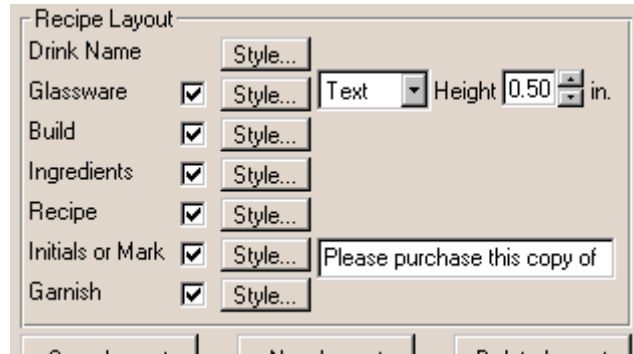
1. BarBack allows you to save a layout you’ve created. You can save the layout as a new layout by clicking the “New Layout” button, or you can replace the current layout with the changes you made by clicking “Save Layout”
2. You can choose a saved layout from the dropdown box labeled “Print layout” at the top of the layout screen. Selecting one of the layouts from that list will instantly show you a preview of the page layout and the layout of a drink on the page.
3. If you want to remove a layout, select the layout you want to remove from the list, and click the “Delete Layout” button.

Setting up a Page



1. You can use metric or English measurements to layout the page. Click on the use Metric measurements box to use millimeters, or uncheck the box for inches.
2. You can set the orientation of the page to either portrait (tall) or landscape (wide) by choosing the desired option.
3. You can set the top, bottom, left and right margins by typing numbers into the boxes, or by clicking the up and down arrows next to each box. Clicking Up or Down changes the value by 0.1 inches or 1 mm.
4. You can set the number of rows by changing the number in the Rows box. You can set the number of columns by changing the number in the Columns box
5. You can set the space between rows and columns.

Setting up the Drink Layout



1. There are seven items that make up a recipe. The name, glass, build, ingredients, recipe, mark and the garnish. Each of these items can be turned on or off except for the name. Use the check box next to each item to turn it on or off.
2. Each item has a style associated with it. The style includes the Font Name, Font Size, bold, italic, underline, strikeout and color.
3. For the glassware you have a choice of printing the name, or a picture. If you choose picture, you can set the height that the picture will print at. The width is automatically set based on the height.
4. For the Initials or Mark section, you can place your name or initials or a company name there so that others will know that these recipes were printed by you.

Printing Marked Drinks

To print marked drinks, select the Print Marked Drinks option from the print menu. The print dialog will appear just as it does for normal printing, but the drinks that are available in the drink list are only those that are marked.

8. Marking and Unmarking a Drink

The Drink marking feature allows you to quickly get back to a drink that you like or that you thought might be interesting.

Marked drinks can be viewed using the View Marked view and can be printed using the Print Marked Drinks command.



In the lower right corner of the BarBack screen there is an icon and a button. The icon is a picture of a drink when the drink is not marked and is a picture of a drink with a red check mark when the drink is marked.



Marked Drink



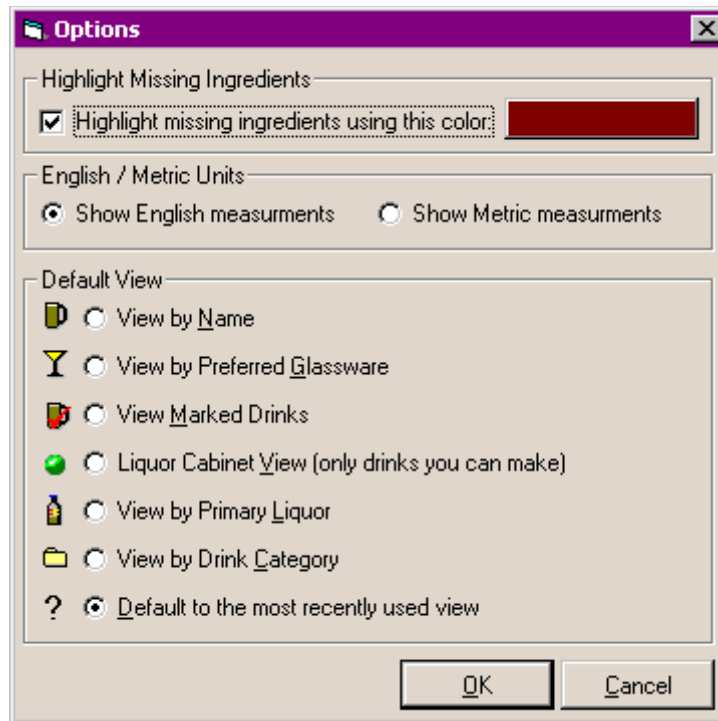
Unmarked Drink

To mark the drink, click on the Mark menu and choose Mark Drink. If the drink is already marked, the menu will read Unmark Drink and clicking on it will unmark the drink. The keyboard shortcut for this command is Control M to both mark and unmark the drink.

See the Drink Marking chapter for more information about marking all drinks, unmarking all drinks, and converting marked drink into a category.

Setting your Preferences and Options

BarBack has three options that it remembers after the program is shut down: Ingredient Highlighting, Default View, and Price Settings.



Ingredient Highlighting

The Ingredient Highlighting option allows you to display ingredients that you do not currently have in a different color from the ones that you do have. BarBack uses the information entered in the Liquor Cabinet section to determine what ingredients you do and do not have.

If you uncheck the “Highlight missing ingredients” checkbox, the highlighting will be turned off and all ingredients will be listed in the default text color. If you leave the box checked, you can then click on the raised “color box” next to it. This will bring up a color selection dialog where you can select the color you want the missing ingredients to be highlighted in.

Default View

If you want BarBack to always start up in a particular view, you can select that view here. If you want BarBack to come up with the view that was most recently used, select the bottom option “Default to most recently used view.” This will bring BarBack up with the last view that you were using. BarBack does not remember any searches that you had when it was shut down.

Measurements

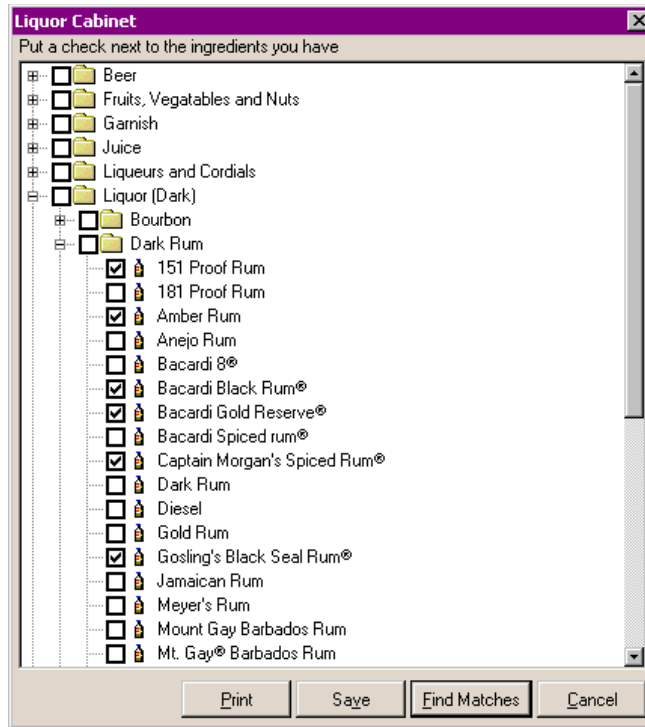
BarBack allows you to select the units of measurement that you are most comfortable with. If you choose English, then drinks will be displayed with English measurements. The only exception being those drinks that were originally entered in metric units or those drinks that are independent of units (parts, pieces, slices, etc..)

If you choose metric units, then drink recipes will be displayed with metric units with the same exceptions above for English units.

The Liquor Cabinet

The Liquor Cabinet will allow you to select all the ingredients that you have on hand and will then generate a list of all the drinks that you can make.

Here is what the Liquor Cabinet dialog looks like:



Selecting Ingredients

To select an ingredient, place a check mark next to it by clicking on the box. You can select individual ingredients or entire categories. To unselect an ingredient click on the check mark and the check mark will go away.

Save

You can save the list of selected ingredients without doing a search. We understand that selecting all the ingredients you have on hand can be a tedious process, so if you get tired, simply save what you've done. You can then come back to it later.

Print

If you want a printed report of what you have on hand, choose the Print option. This is useful for doing a manual inventory, or just as a checklist.

Canceling

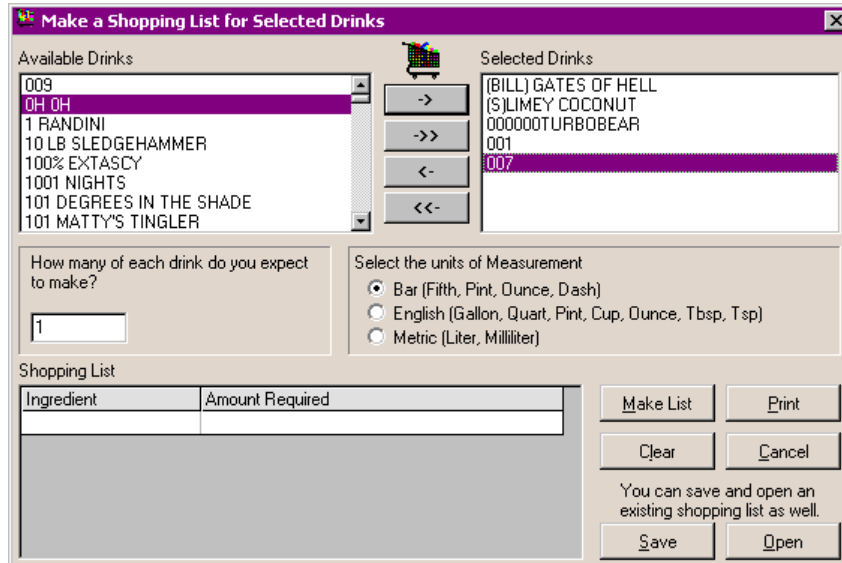
While the Liquor Cabinet feature is busy matching drinks, you can click on the cancel button at any time to interrupt it. Any matches it had found up to that point will still be kept.

Finally, when the Liquor Cabinet is finished checking all the drinks, you will be returned to the main BarBack screen with the drink list with the list now filtered to show only the drinks you can make.

The Shopping List

The Shopping List is a feature of BarBack that allows you to select drinks and the approximate number of drinks that you plan to make and from that information, create a shopping list with all of the different ingredients used by your selected drinks and the amounts of each that you will need.

The Shopping List dialog looks like this:



The available drinks are in the list on the left and the selected drinks are in the list on the right. To add a drink to the selected list, you can double click on it, or you can highlight it and click on the -> button. The <- button removes the drink from the selected list as does double clicking on the drink in the selected list. The ->> and <<- buttons move the entire drink list to and from the selected side. You can highlight more than one drink at a time and use the -> button to add or remove them.

Estimating The Number of Drinks

An average person that drinks will have between 2 and 5 drinks at a party. This is based on personal observation and not on any statistical information that I know of. When entering the number of drinks, I use this equation: Take the number of guests that you expect, multiply that by the number of drinks you expect each guest to drink (on average), then divide that by the number of drinks that you have selected.

This is only a rough estimate of course. You will have to use your best judgement as to the popularity of certain drinks over others and the drinking capacity and habits of your guests.

Measurements

Once you have selected the drinks you want, and estimated the number of drinks, then you can select the type of measurements to use. The measurements are in **Bar** (Fifth, Pint, etc...), **English** (Gallon, Quart, Pint, etc...) and **Metric** (Liter and milliliter). Pick the one that you feel is appropriate for where you will shop.

Make List

Clicking on Make List will generate the shopping list. If you change any of you settings, clicking on Make List again will update the shopping list.

Clear List

This will clear the list of selected drinks.

Print

This will print your shopping list. You also have the option of printing the recipes for the drinks you selected as well.

Save List

Once you have the shopping list the way you want it, you can save it. The default extension for a saved shopping list is .LST.

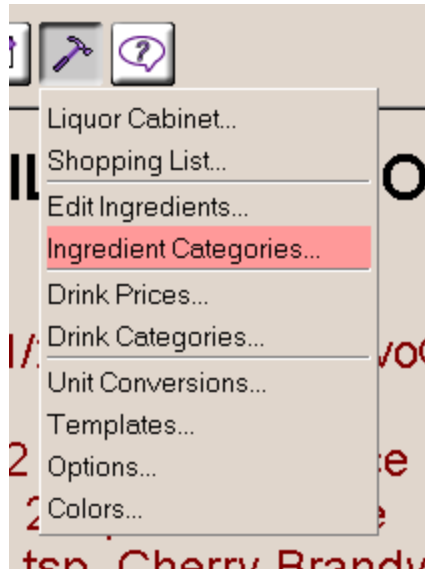
Open List

If you want to bring up a previously saved shopping list, you use the Open List button and browse until you find the shopping list you are looking for. This will read in the list, set the selected drinks, set the estimated number of drinks and set the measurement method for you. You can then print or change any of the settings.

Working With Ingredients

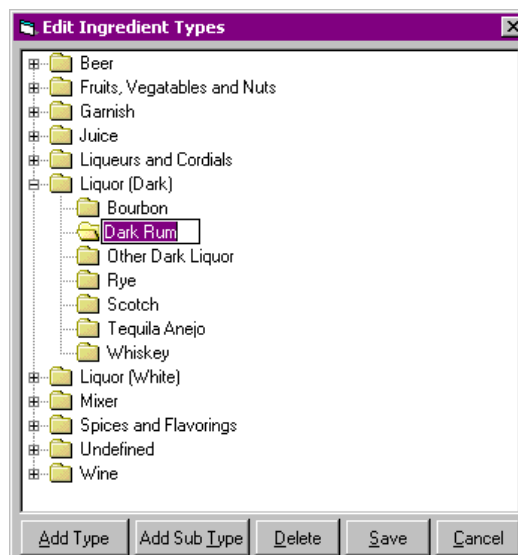
There are over 24,900 drinks in BarBack with over 1490 different ingredients. To help organize this list of ingredients, the list is broken down into types and sub types. Ingredient types and sub types are completely customizable. You can add edit and delete any of the types with only one exception. You cannot delete the “Undefined / Other” type or sub type. This is used internally by BarBack and must be present.

To change the ingredient types, you use the Ingredient Type dialog which is under the “Edit Ingredient Types” command in the Tools menu.



To change the type of an ingredient, select the ingredient you want to change from the list at the top. Then select the new type from the combo box at the bottom. The ingredient will be updated automatically.

Editing the Ingredient Types



Changing an Existing Type

To change an existing ingredient type or sub type, expand the tree out so that the one you want to edit is visible. Click on the item (you may have to click on it more than once) to put it in “Edit Mode” (as the Dark Rum

item in above) type in the new name and press enter. The ingredient type or sub type will be updated with your changes.

Adding an Ingredient Type or Sub Type

To add a new ingredient type, Click on the Add Type or Add Sub Type buttons, type in the name and press enter. Add Sub Type will place the sub type under the currently selected type.

Removing an Ingredient Type or Sub Type

To remove an ingredient type, highlight the type or sub type that you want to remove and click on the Remove button. This will take the type out of the list. It will also set any ingredients that use that type to be changed to the “Undefined / Other” type or sub type. you will then need to go back to the Edit Ingredients dialog and change the “Undefined / Other” types to another type (if you want to). Please note that the remove cannot be undone. If you remove an ingredient type and then add that type back again as a new type, all of the ingredients that were made undefined when you deleted the type will still be undefined, so use this carefully.

Editing The Ingredient List

BarBack gives you the ability to set a drink's price based on it's cost. To determine that cost, BarBack must know the cost of the ingredients. For BarBack to know the cost of each ingredient, you have to tell it.

Ingredient	Unit	Ounces	Price	Type	Sub Type	Notes
100 Proof Bourbon	Fifth	25.4	12	Liquor (Dark)	Bourbon	
107 Liqueur		1	0	Liqueurs and Cordials	Other Liqueurs	
151 Proof Rum		1	0	Liquor (Dark)	Dark Rum	
181 Proof Rum		1	0	Liquor (Dark)	Dark Rum	
43 Liqueur		0	0	Liqueurs and Cordials	Other Liqueurs	
7-Up	2 Liter	67.6	1.09	Mixer	Lemon Lime Soda	
99 Bananas (99 proof)	Fifth	25.4	17.5	Liqueurs and Cordials	Fruit Flavored Schnapps	
A & W Root Beer		0	0	Undefined		
A&W Cream Soda	2 Liter	67.6	1.19	Mixer	Other Soda	
A-1 Steak Sauce	8	8	3.79	Spices and Flavorings	Other Flavorings	
Aalborg Akvavit		1	0	Liqueurs and Cordials	Other Liqueurs	
Absinthe		1	0	Liqueurs and Cordials	Other Liqueurs	
Absolut Citron®	1 Liter	33.8	19.95	Liquor (White)	Vodka	
Absolut Kurant®	1 Liter	33.8	19.95	Liquor (White)	Vodka	
Absolut Mandarin		0	0	Liquor (White)	Vodka	
Absolut Peppar®	1 Liter	33.8	19.95	Liquor (White)	Vodka	
Absolut Vodka®	1 Liter	33.8	15.67	Liquor (White)	Vodka	
Acerola Pulp		0	0	Fruits, Vegetables and	Tropical	
Advocaat		0	0	Liqueurs and Cordials	Other Liqueurs	
Aftershock Cinnamon		0	0	Liqueurs and Cordials	Other Schnapps	
Agavero Liqueur		0	0	Liqueurs and Cordials	Other Liqueurs	
Aguardiente Caña Blanca		0	0	Liqueurs and Cordials	Brandy and Congac	
Ale	1 Case	288	17.99	Beer	Dark / Microbrew Beer	
Alifé		0	0	Liqueurs and Cordials	Fruit Flavored Schnapps	

To bring up the Edit Ingredients dialog, choose Edit Ingredients from the Tools menu.

Name—You can edit the name of a selected ingredient by clicking on the Ingredient column

Units—You can select the units that the ingredient comes in (Say a 1 liter bottle, or a Gross). If the unit is one that you've used before, the Ounces per unit (ounces) column will be set automatically.

Ounces—This is the ounces per unit. It's used to calculate the cost of the ingredient.

Price—This is the cost of 1 unit (as specified in the units column) of the ingredient

Type—This is the Ingredient type. Select the type from the drop down list.

Sub Type—This is the Ingredient Sub type. Select the sub type from the drop down list after you've selected the type.

Notes—This is a section for any notes you might want to add about an ingredient. The note is limited to 255 characters.

Add—Add a new ingredient

Remove—Remove the selected ingredient

Merge—Merge one ingredient with another. The ingredient you select will be removed and everyplce that it was used will be replaced with the ingredient you choose to merge it with.

Usage—Shows you the names of the drinks that use the selected ingredient.

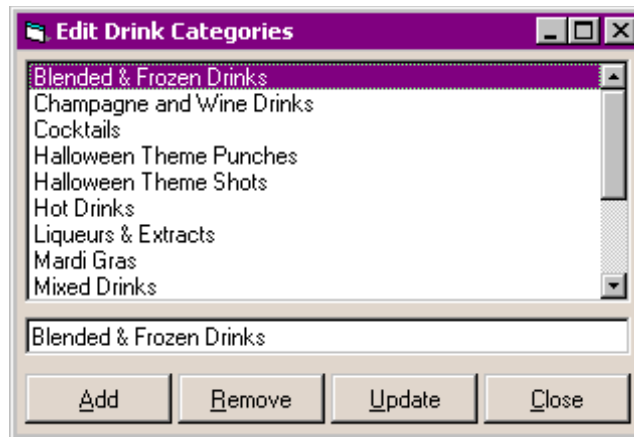
Types—Allows you to edit the ingredient types.

Save—Saves the changes you've made

Cancel—Does not save the changes you've made.

Working with Drink Categories

BarBack organizes drinks into several different categories. The Drink categories work much the same way the ingredient categories do. To change a drink's category, edit the drink as described in the "editing a Drink" section. To add or remove categories or to change the description of a category, choose "Edit Drink Categories" from the Tools menu.



Changing an Existing Category

To change an existing drink category, highlight that category in the list at the top. The category will be displayed in the edit control at the bottom. Make the changes that you want in the edit control and then click on the Update button. The drink category will be updated with your changes.

Adding a Drink Category

To add a new drink category, enter the description of the category in the edit control at the bottom. Then click on the Add button. This will append the new category to the end of the list. After adding a category, you will then need to edit any drinks that you want to have use that category and change their category to the new one you just added.

Removing a Drink Category

To remove a drink category, highlight the category that you want to remove and click on the Remove button. This will take the category out of the list. It will also set any drinks that use that category to be changed to the "Undefined / Other" category. you will then need to go back and edit the drinks with the "Undefined / Other" category. Please note that the remove cannot be undone. If you remove a drink category and then add that category back again as a new one, all of the drinks that were given undefined categories when you deleted the category will still be undefined, so use this carefully.

Using the Drink Price Worksheet

The drink price worksheet is used to set the prices of all drinks at once. It is also used to update the drink costs when the ingredient prices are changed.

Drink Price Worksheet

Average Cost Per Oz (Liquor): \$0.56 Average Drink Cost: \$0.69
Average Cost Per Oz (Other): \$0.15 Average Drink Price: \$2.95

Calculate Prices

Based on the Beverage Cost Method
Where the desired cost percentage is %

Based on % Markup from cost
Where the markup is %

Based on % Increase or decrease from current price
Where the markup is %
(use negative numbers for a decrease)

For more information about drink cost and pricing, see the book
[Successful Beverage Management by Robert Plotkin with Steve Goumas](#)

Options

Apply only to drinks with a current price of 0

Round calculated prices up to the nearest

Force the minimum price of any drink to

Beverage Cost Method

Based on the book *Successful Beverage Management* by Robert Plotkin. Set the percentage that you want the cost of the drink to represent. For example, if you want the beverage cost to be 10%, then a drink that costs \$1, will be priced at \$10. That way, the cost is 10% of the price.

Percent Markup

This option sets the drink price as a percentage markup from the cost. For example, if a drink costs \$1.04, a 100% markup would make the price \$2.08. If you want drink prices to be equal to the cost, you can enter 0 as the percentage.

Percent Increase

This option allows you to set the price as a percentage of the current price. For example, if a drink is currently priced at \$3.00 and you apply a percent increase of -50%, the new price will be 50% lower than the current price or \$1.50. Negative numbers indicate a markdown and positive numbers indicate a markup.

Apply only to drinks with a price of 0—This option allows you to only set the price of drinks that have not yet been set. If the drink price has not been set and is still 0, then this will apply the new drink price. If the drink price has already been set then it will be left alone.

Round calculated prices to—This combo box lists six possibilities for rounding the drink price. You can round the price to the next Dollar (or whole unit of currency), .50, .25, .10, .05 or .01. The last option really means don't round the price at all. The drink price is always rounded up and is presented using the international settings found in Windows for currency symbol and format.

Force minimum price—This option has two parts. First is the check box which indicates if you want a minimum price or not. If the box is unchecked, then whatever is entered in the edit control is ignored and no minimum price is applied. If the box is checked, then the price that is entered in the edit control is used as a minimum price for all drinks that are being set. The minimum price must be greater than or equal to 0.

Edit Ingredient List—Allows you to edit the ingredient list and change the ingredient prices.

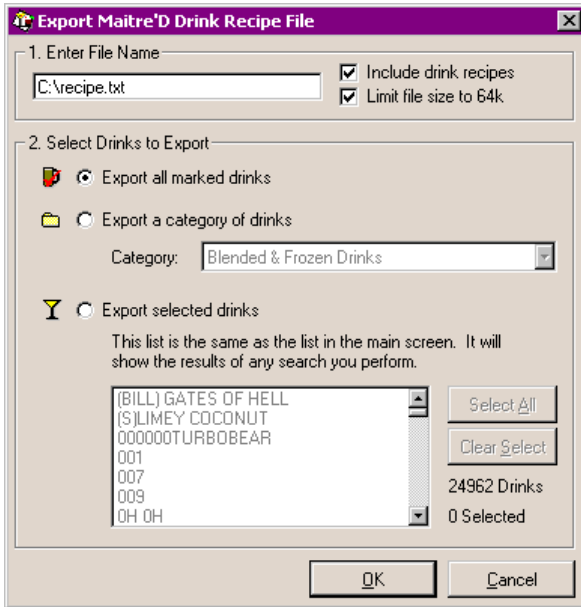
Update Prices—This will go through all the drinks (or only those with a price of 0) and will update the price, applying the rules that you have set. If a drink has the "Lock Price" option set, then the price for that drink will not be changed.

Exporting the Drink List

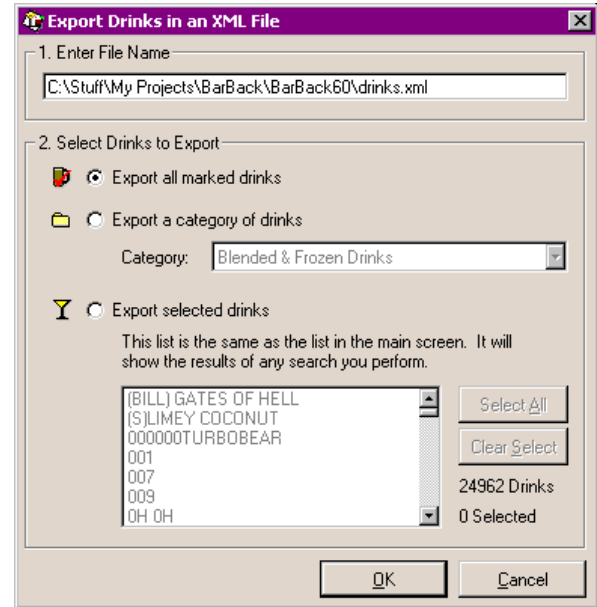
NOTICE: This feature is provided for your convenience. This drink list is copyright © 2002, by Paul Knorr and cannot be reused without permission. This includes use in another bartender's database program, printed book, or posting on the Internet.

In order to make it easier to share drink recipes with others, and to use the recipes in other applications, BarBack supports to export formats other than the built in BarBack Drink Exchange (BDX) format. They are Maitre'D Point of Sale system format, and Extensible Markup Language (XML) format.

Maitre'D Export



XML and BDX



BDX File Export

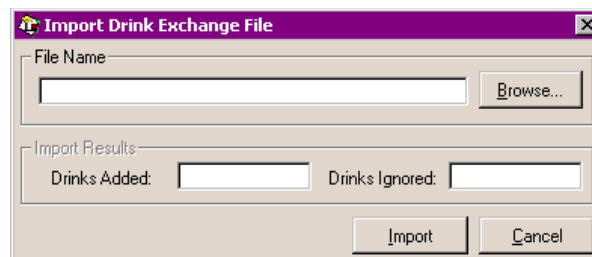
The BarBack Drink Exchange file (BDX) is a plain text file with a special format that can be read and created by BarBack. It is used to exchange drink recipes with other users. A collection of BDX files can be found at the BarBack web site at www.barback.com. The specification for the BDX file format can also be found at the web site. It is an open specification and can be used by any other programmer who wishes to support BDX files.

To export or create a BDX file, you first enter the file name in the box at the top. You then must select the drinks that you are going to export.

You can export all marked drinks, all drinks in a category, or you can select any drinks from the complete list.

After you have selected the drinks you are going to export, click on the OK button and BarBack will create the BDX file.

BDX File Import



To import a BDX file into your current drink database, simply enter the file name of the BDX file, or use the Browse button to select it. Then click on the Import button.

As the import is performed the number of drinks added and the number of drinks ignored is shown on screen.

Drinks are added and ignored based solely on their name. If a drink exists in your database with exactly the same name as the drink that is about to be imported, then that drink will be ignored.

Maitre'D File Export

The Maitre'D recipe.txt file is a plain text file with a special format that can be read and created by the Maitre'D point of sale system created by Posera. It is used to display the recipe of a selected drink. To export or create a Maitre'D file, you first enter the file name in the box at the top. You then must select the drinks that you are going to export.

Maitre'D files are limited in size to 64K (about 65535 bytes) You can have BarBack limit the size of the file for you, so the export stops when the file gets too large, or you can just export a large file, but Maitre'D will only read the first 64K of it. Also, to conserve space, you do not have to export the recipe or description of the drink.

You can export all marked drinks, all drinks in a category, or you can select any drinks from the complete list.

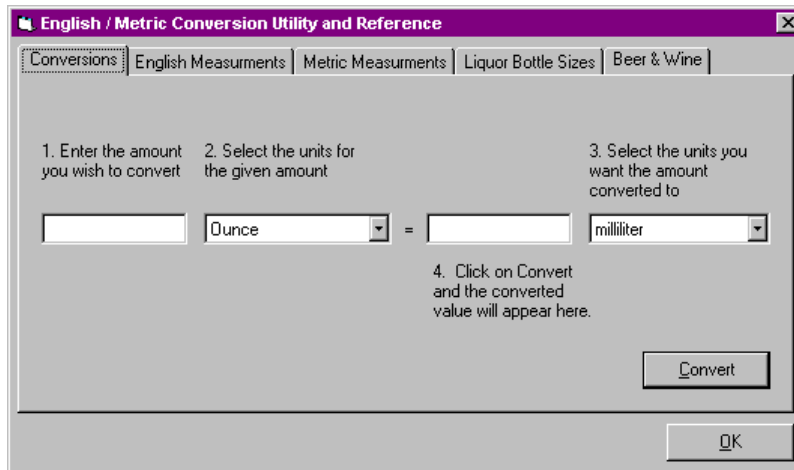
After you have selected the drinks you are going to export, click on the OK button and BarBack will create the Maitre'D file

XML File Export

XML Export works the same as the BDX file export. XML Files can be read by a large number of other programs including spreadsheets, databases, web browsers and word processors

Units Conversion and Reference

In an effort to make BarBack more useful to those people who use the metric system, BarBack now includes a unit conversion tool to convert English and metric measurements. This conversion tool is limited to English and Metric units of fluid measurement only.



The unit conversion tool is found under the Unit Conversions option on the Tools menu. It can convert English to metric, metric to English, English to English and metric to metric.

To use the conversion tool, first enter the amount that you want to convert. Then select the units that the amount to be converted is in.

Then select the units that you want to convert to. The area with the converted amount will be filled in when you click on the Convert button.

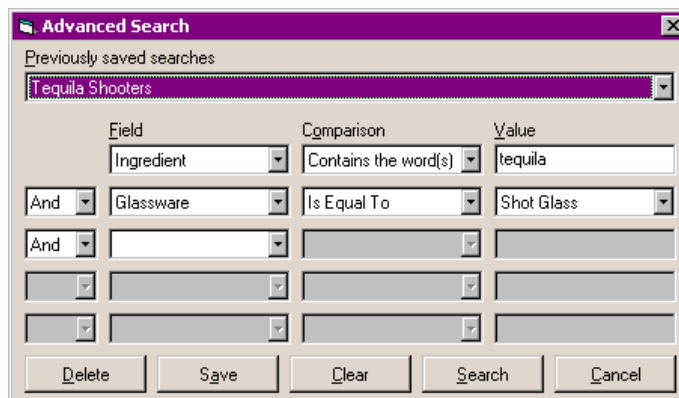
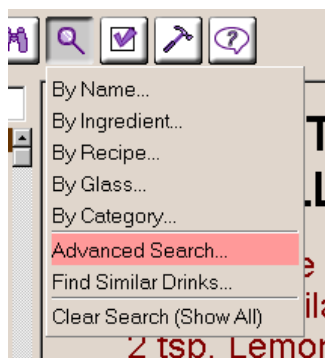
Reference

This is really just a collection of equivalent measurements for English, metric, and other more esoteric units. It includes the volume of beer kegs and cases, wine carafe's, and standard liquor bottle sizes, among other things.

Advanced Search

The Advanced Search feature is the most powerful search engine available to bartenders. It allows you to enter up to five criteria that each drink must meet in order to be listed as a match for your search. The criteria can be any combination of name, ingredients, category, glassware, marked, price, cost, comment, rating, build, garnish and recipe.

The Advanced Search will also allow you to save your search for future use.



Creating a New Search

To begin creating a new search, first choose the field. This can be either name, ingredients, category, glassware, marked, price, cost or recipe.

Next, choose the comparison. Only those comparisons that are appropriate for the selected field will be displayed. For example, if your field is name, then the comparisons will be Is Equal To, Starts With, Ends With or Contains the Word(s). If you chose Marked as you field, then your only comparison would be Is Equal To.

Finally, enter or choose the value to search for. For those fields where there are a limited number of possibilities (i.e. Category, Glassware...) a list will be given that you can pick from. For those fields where anything can be entered (Name, Ingredients, Recipe...) a space will be provided for you to enter a word or phrase.

You can now repeat this process up to four more times.

Once you are finished, click on the Search button to have BarBack start searching.

Retrieving a Saved Search

To retrieve a saved search, simply pick it's name from the list at the top of the dialog.

Saving a Search

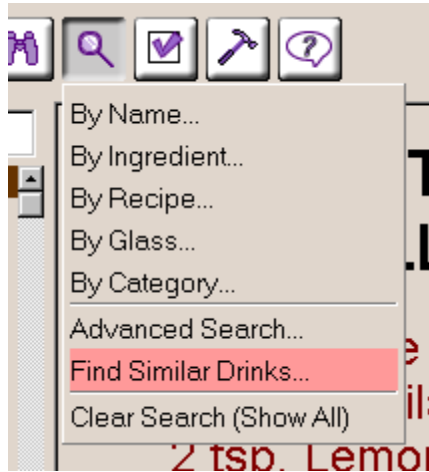
After you have finished entering your criteria, you can save the search by clicking on the Save button and giving your search a name. After that, it will appear in the list at the top of the dialog.

Deleting a Saved Search

To delete a saved search, first retrieve the search then click on the Delete button.

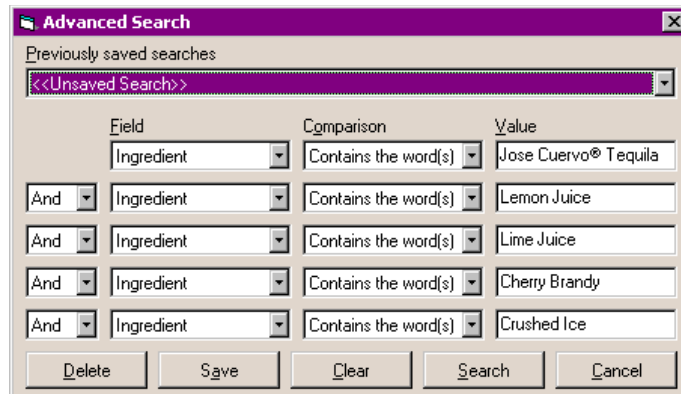
Find Similar Drinks

The Find Similar Drinks feature uses the Advanced Search to find drinks with the same ingredients as the current drink. Choose Find Similar Drinks from the Search menu.



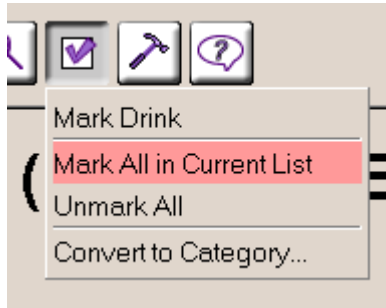
BarBack will automatically display the Advanced Search dialog, already filled with the ingredient names from the current drink. Only the first five ingredients will be entered if there are more than five.

You can then choose Search to find drinks that have the same ingredients as the current drink.



Drink Marking

BarBack supports three special Marking features to help you control and organize your drink recipes.



Mark All

Mark All can be found under the Mark menu. It will mark all of the drinks in the current list. This works much the same way the printing works. If you do a search, and then choose Mark All, only those drinks that matched your search will be marked - only the drinks that were in the list.

Unmark All

Unmark all can be found under the Mark menu. It will unmark any drink that is marked regardless of whether it's in the current list of drinks or not.

Convert to Category

Convert to category will take all of the drinks that are currently marked, and will place them into the same category. When the convert to category dialog comes up, you can choose an existing category, or you can click on the Edit Categories button and create a new category. This makes it very easy to create new categories of drinks.

