



## Accessing your Personal Chef Recipe Collection

- 1) Select "My Programs" from the top header
- 2) Next, again click the orange "My Programs" tab, then the circle as seen below

A screenshot of a website for the Culinary Business Institute. The top navigation bar includes a logo for "Culinary Business Institute", a "My Programs" tab (which is highlighted with a red oval), "Programs", "Blog", "About", "Contact", a user icon, and a shopping cart icon. Below the navigation is a user greeting "Hello your name", an email address "E-mail us: info@culinarybusinessinstitute.com", and a "VIEW CART" button. A secondary navigation bar below shows "Dashboard", "Orders", "My Programs" (which is highlighted with a red oval), "Downloads", "Address", "Payment methods", "Account details", "My Security", and "Log out". The main content area features a large heading "My Programs" and a sub-section titled "Personal Chef Recipe Collection" with a circular icon.

- 3) On the following screen display, there will be two options. Select the "Resource Pantry" tab, then click the "Personal Chef Recipe Collection" link.

A screenshot of the "My Programs" section on the website. It shows a navigation bar with "Program" and "Resource Pantry" (which is highlighted with a red oval). Below this, a link "Personal Chef Recipe Collection Zip" is circled with a red oval.

Your recipe collection will download to your computer as a .zip file and will look like the image below. Open this .zip file with any zip file opener – both PC and Mac have free zip opener programs, or search for "free zip file opener". Once opened, you will have folders/files (pdf's) to copy to the destination of your choice. And, you will always have the option to repeat the steps above should you need to.

