



## MYFITNESSPAL ASSISTS IN TAKING YOUR HEALTH AND FITNESS TO THE NEXT LEVEL.

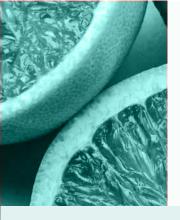
The MFP application helps you track nutrition and exercise very simply. It also enables you to calculate the number of calories you consume and use daily to understand your overall caloric goals.

Tracking your nutrition doesn't just help you with counting calories; it becomes a way to find foods you frequently eat, gaining an insight into the energy levels of these foods you often consume.

This guide will assist you in setting up and understanding the application, enabling you to get the most out of your food tracking experience.

Whether your goal is to lose weight, build strength, improve your peak performance or support your unique health needs.

LET'S GO!



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## OVERVIEW OF PREMIUM FEATURES

Premium membership to MyFitnessPal unlocks many further features that could be of use. You can trial a premium membership for free, so give it a go and see if the added features benefit you.

#### STEP 1

Select More

#### STEP 2

Select Try Premium for Free - or Premium users select My Premium Features

N.b. If you haven't signed up already you will be directed through the 1 month free trial selection where you can change and cancel anytime.

FIG. 1a. START PREMIUM - FIG.1b. OVERVIEW MENU PAGE

#### **MEAL SCAN**

Log meals quickly using your smartphone camera - this allows you to identify and match food with nutritional information - you will be guided through the process of how to do it.

FIG. 2. MEAL SCAN

#### **HOME SCREEN DASHBOARD**

You can change the header dashboard to see more than just remaining calories- this allows you to select information that's most important to you on the apps header.

FIG. 3. DASHBOARD

Premium users can choose:

#### 'Calorie Focused'

Showing total calories consumed, burned and remaining.

#### 'Macronutrients Focused'

Showing remaining carbs, protein, fat and remaining calories.

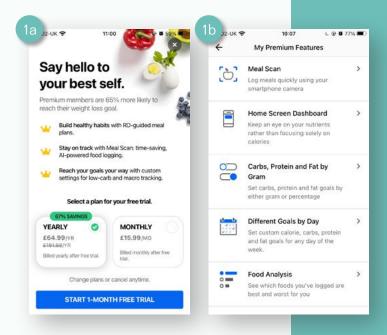
#### 'Heart Healthy'

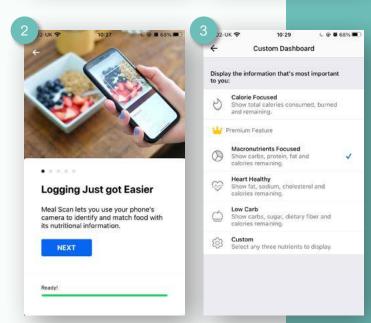
Showing fat, sodium, cholesterol and calories remaining.

#### 'Low Carb'

Showing carbohydrates, sugar, dietary fibre and calories remaining.

'Custom' Showing any three nutrients you wish to display.





#### CARBS, PROTEIN AND FAT BY GRAM

Set carbs, protein and fat goals by either gram or percentage - this allows you to set customised calorie and macro goals but also set different daily goals.

FIG. 4. CALS CARBS PRO FAT

#### **DIFFERENT GOALS BY DAY**

Set custom calorie, carbs, protein and fat goals for any day of the week.

FIG. 4. CALS CARBS PRO FAT

#### **FOOD ANALYSIS**

See which foods you log fit your goals most appropriately - this accesses the nutrition dashboard to show off daily macro and micronutrient totals, calories per meal, and the foods you eat that are highest in total calories.

#### STEP 1

Press food analysis

#### STEP 2

Select 'Calories'

#### STEP 3

Scroll to the bottom and find 'Foods Highest in Calories'

#### STEP 4

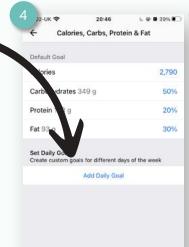
Press 'View More'

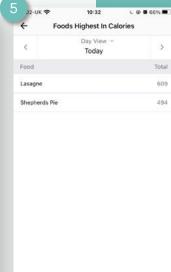
FIG. 5. HIGHEST IN CALS

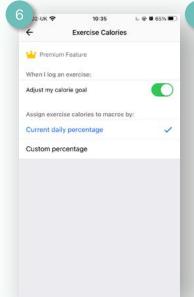
#### **EXERCISE CALORIE SETTINGS**

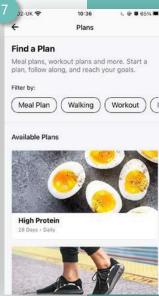
Decide on the daily adjustment of nutrients when you exercise - this allows you to adjust your calorie intake for exercise as a daily or custom percentage set by yourself.

FIG. 6. EXERCISE CALS









santé

#### **PREMIUM PLANS**

Find the plans that MyFitnessPal provide to reach your goals - this shows you multiple options for your abilities and lifestyle.

FIG. 7. FIND PLANS

#### **FOOD TIMESTAMPS**

Learn how/when you eat and if it impacts your energy, workouts and more - this button allows you to switch on this premium option.

FIG. 8. TIMESTAMPS

#### **CALORIE GOALS BY MEAL**

Set custom calorie goals for each meal - this accesses a tick box to enable this function.

FIG. 9. CAL GOALS BY MEAL

Premium lets you break down your daily nutrient goals into smaller, meal-sized calorie goals to help keep you on track throughout the day. As an example, if your goal is to hit 1,200 calories for the day, you can allocate 300 calories for breakfast, 300 calories for lunch, 400 calories for dinner and 200 calories for snacks

You can plan to enjoy an evening out with friends, make a breakfast meeting or divide your calories in a way that makes the most sense for you.

#### **QUICK ADD CARBS, PROTEIN AND FAT**

Add calories, grams of carbs, protein and fat and the time eaten - this takes you to a menu for adding this fast.

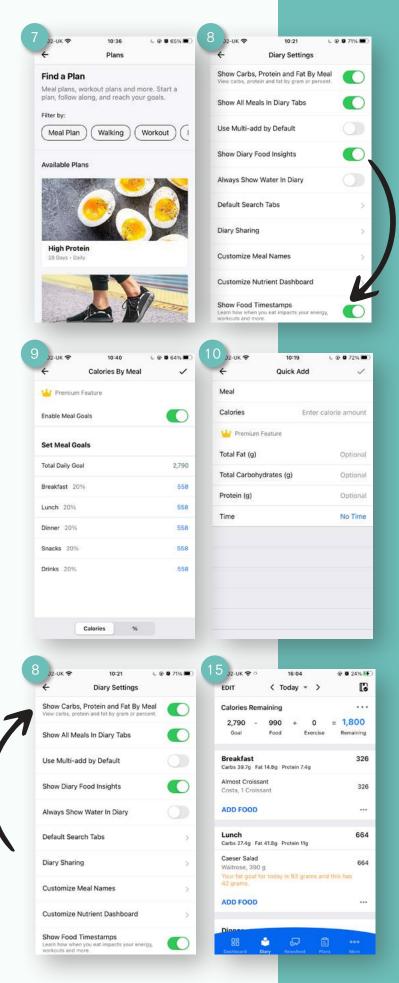
FIG. 10. QUICK ADD

Carbs, Protein and Fat by Meal View carbs, protein and fat by gram or percentage in your diary - this takes you to the diary settings page to enable this option.

FIG. 8. TIMESTAMPS

FIG. 15. P C F BY MEAL

Each meal title in the food diary will now also display the macro breakdown for that meal.



#### **EXPORT YOUR INFORMATION**

Download CSV files of your progress and your meal and exercise data - this takes you to the export information page, where you can select a date range to share information on a Spreadsheet.

FIG. 11. EXPORT INFO

#### **VIEW ALL WEEKLY DIGESTS**

Get unlimited access to your reports from previous weeks - this will take you to the online web browser to log in and be shown a 'Week at a glance' total for weekly calorie goal, calories logged, and calories burned.

This option will also highlight the most frequently logged foods, total macronutrients, exercise and steps, all-time user stats and a goal for your logging streak.

FIG. 12. WEEKLY DIGEST

#### PRIORITY CUSTOMER SUPPORT

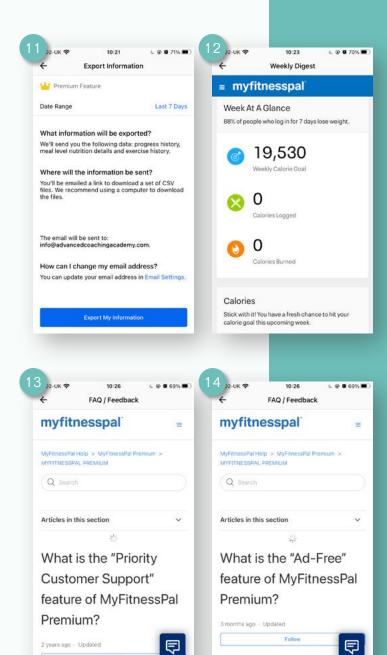
Premium support is currently provided, seven days a week - this takes you to a Frequently Asked Questions portal where you can search and find user questions.

FIG. 13. FAQ OVERVIEW

#### **AD-FREE**

Focus on meeting your goals without distraction - this will take you to a portal in the FAQ's explaining this feature.

FIG.14. ADFREE OVERVIEW



### **ICONS EXPLAINED**

#### **QUICK ADD BARCODE SCAN FROM THE MENU BAR**

This has a guick access to the food and barcode search, where you can quickly add food items or scan a barcode to enter into your food diary.

FIG. 1. MENU BAR

Using the quick food search means you will have to select from the drop down menu at the top of the food search, which meal your food items go into.

FIG. 2. SELECT THE MEAL

Weight is a shortcut to the 'Add Weight' page. Water is a shortcut to the 'Add Water' page. Status allows you to update your status and add a progress photo.

Food allows you to add foods into your meal diary - select which meal then find a food. Exercise allows you to quickly add cardio exercises, strength exercises or find workout routines.

FIG. 3. ENTRY CANCEL AND CONFIRM

#### **BACK ICON**

Goes backwards through your page navigation or cancels.

#### **TICK ICON**

When you come across items with the green check in your search results, this indicates that the item is a Verified Food by MyFitnessPal. This means it has been crosschecked and is likely the most accurate option from the search results.

### Enters or saves items through the navigation. FIG. 4. FOOD TICK its **FOOD ITEM GREEN TICK**

Search for a food

Lunch

Breakfast

Lunch

Snacks

S Drinks

History

Caeser Salad

QWERT

ZX

Lasagne 🖸

YU

**Edit Entry** 

G

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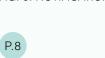
@ **■** 33% **■** 

Sun?

#### **NOTIFICATIONS**

Select this button from the home page to see notifications and friend updates.

FIG. 5. NOTIFICATIONS





#### **ANDROID USERS**

Some functions for Android users are dependant on manufacturers device including the availability of some button icons and page titles.

Cog Wheel - Settings Icon - this allows you to access your user profile settings for your account, profile, goals and linking the application to other apps and devices.

ANDROID. A1 AVATAR

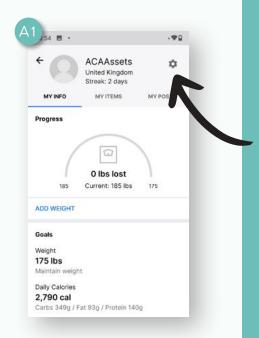
Pencil tool - Edit button - this allows you to select, copy to a date and remove and save meals in the food diary.

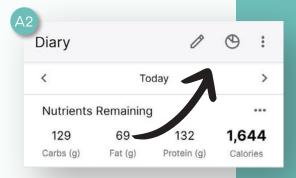
**N.b.** Not all Android users have this pencil tool, until foods are logged into the 'Diary'.

Pie Chart / Disc Icon - in the Diary at the top of the app, this icon has access to the Calories, Macros and Nutrients page.

Vertical triple dots - this allows you 'Copy to a Date' or 'Save Meal' as well as 'Complete Diary' and access 'Diary settings'

ANDROID. A2. PENCIL TOOL





## **GET SET UP**

For many reasons, keeping an accurate food log of what you eat and drink is helpful. Having insightful information about your nutritional habits helps you and your health professional make reasonable adjustments with minimal time or effort. Research shows that we aren't very good at recalling our food intake, and it is very easy to overeat. Keeping your own food diary is effective for strategic nutritional implementation.

The first step to tracking your food intake, nutrients and macronutrients (macros) in MyFitnessPal is **creating an account** and setting up **your specific goals**.

Once you've set up your numbers in the MFP app, you need to be able to check the numbers throughout the day, so you know what you can (and can't) fit into your intake that day

## DOWNLOADING AND INSTALLING MYFITNESSPAL TO YOUR MOBILE DEVICE.

Using the App Store (Apple) or Google Play store (Android), search for the MyFitnessPal app.

Open your devices 'Store' > Search for MyFitnessPal > Tap install...

#### **SETTING UP YOUR ACCOUNT**

If you're on a mobile device, open the app and click the 'Sign Up' button.

You can also do this online via the website, navigate to www.myfitnesspal.com and click the 'Sign Up' button.

FIG. 1. MOBILE WELCOME MESSAGE FIG. 2. ONLINE WELCOME MESSAGE

Choose either to sign up with email, 'continue with Facebook' or 'continue with Apple'.

Choose your weight-related goal.

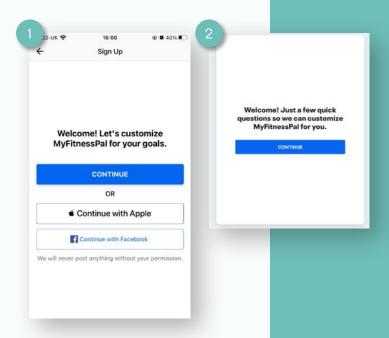
Choose your activity level.

Enter personal details.

Enter weight and height.

Create a username.

Your account has been created and now you are ready to track!



e-vrerryyday,

## **DASHBOARD**

#### **APP DASHBOARD:**

FIG. 1. APP HOME PAGE

The apps dashboard allows you to:

- Navigate to the essential functions of the app via the toolbar at the base of the page.
- Navigate to your profile and edit your content.
- Shows you notification updates.
- Shows you your remaining totals.
- Gives quick access to steps, weight, exercise and totals.

#### YOUR AVATAR PROFILE IMAGE

Selecting this button will access the profile overview allowing you to view and edit your profile information and post new comments.

FIG. 2. BUDDY ICON

#### **DASHBOARD WIDGETS**

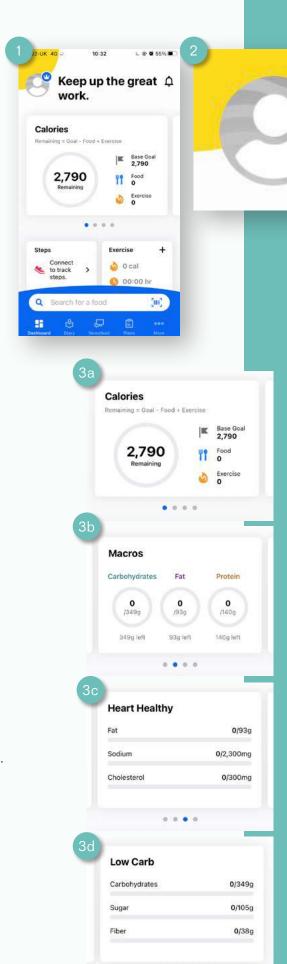
FIG. 3a. CALORIES FIG. 3b. MACROS FIG. 3c. HEART HEALTHY FIG. 3d LOW CARB

Calories shows your daily calories remaining, your base goal, food intake and exercise calories burnt.

Premium users can swipe to see totals for other options such as total daily macros or other micronutrient specific lists for health needs.

Steps shows your total daily steps if you have fitness tracker connected to your mobile device.

Exercise shows your total daily exercise calories and duration. Selecting the plus icon in the corner allows you to manually add cardio, strength or workout information.



Progress shows your weight progression change and selecting the plus icon allows you to add an updated weight.

Steps shows your step total and allows you to integrate your fitness tracker or phone's integrated motion processor to enhance the apps detail.

FIG. 4. PROGRESS

#### **APP TOOLBAR:**

FIG .5. APP TOOLBAR

The three main buttons to familiarise yourself with are:

**Search for a food** - this fast track button accesses updates food tracking.

**Diary** - accesses your food diary page for further tracking and logging functions.

**More** - Accesses most of the app settings.

You also have:

**Newsfeed** - See your calorie totals and headline updates from the MyFitnessPal blog.

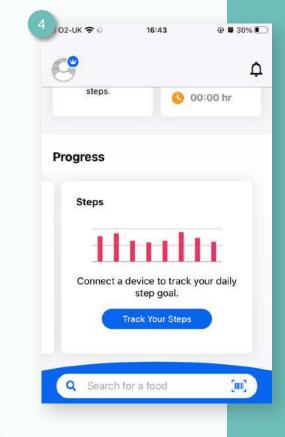
**Plans** - Access further education on food tracking or find a meal plan and workouts.

#### **CUSTOM HEADER DASHBOARD**

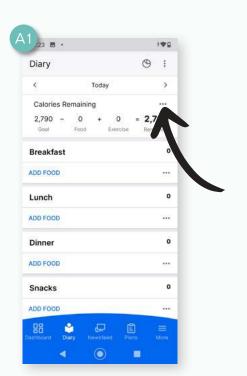
IOS and ANDROID USERS

Tap the '...' icon in the dashboard from the food diary to quickly navigate between calorie (free users), macro, heart healthy, low carb or custom focused (premium users) dashboard header.

ANDROID, A1, CUSTOM HEADER DASHBOARD









### **APP SETTINGS - MORE**

#### **SELECT UNITS OF MEASUREMENT**

It's important to setup the measurements you wish to use so that you can enter your information easily.

Select More > My Profile > Edit Profile > Units

This enables you to determine what measures you use for weight, height, distance energy and water. Set these to your preference.

FIG. 1. MORE PAGE - FIG. 2. MORE PAGE BTM

#### **ANDROID USERS**

Select your avatar from the Dashboard > Settings Icon (cog wheel) > Edit Profile > Units

ANDROID. A1. AVATAR - ANDROID. A2. EDIT PROFILE

#### **SETTING YOUR OWN NUTRITION TARGETS**

The first step to tracking your macros is setting up your specific goals so they're easy to track.

MyFitnessPal automatically generates a caloric and macronutrient goal suited to the rate of weight loss or gain you desire.

FIG. 3. GOALS

The application will suggest a generic macro percentage but this is customisable. Macronutrients are nutrients we need in larger quantities that provide us with energy (calories): in other words, fats, proteins and carbohydrates.

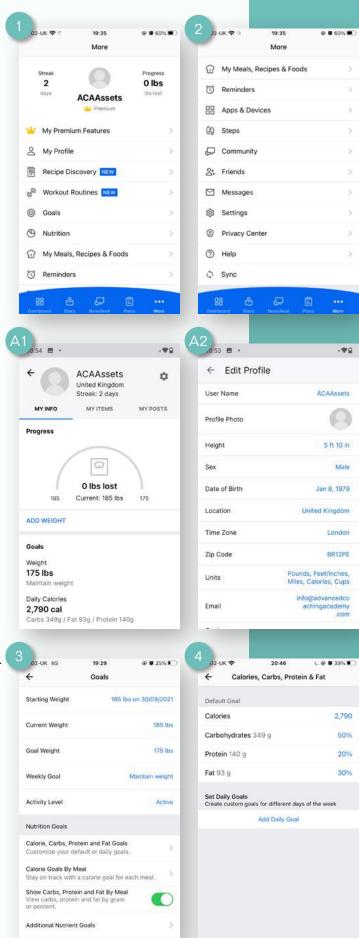
MFP suggests a fixed macronutrient percentage:

- 20% of calories from Protein
- 50% of calories from Carbohydrates
- 30% of calories from Fat

If you follow a customised eating plan, those numbers may well differ.

MyFitnessPal gives you the flexibility to adjust your macronutrient goals by percentages and Premium users can also set custom macronutrient goals by grams and also set custom goals based on the day of the week.

FIG. 4. CALS CHO PRO FAT



**N.b** Foods you eat are made up of the macronutrients protein, carbohydrate, sugar, fibre and fats, some include alcohols too. Spend time looking at your food labels and entries to know which heavily belong to each food group. Whole single ingredient foods are easy to recognise as their calories are made up from protein (eggs, yoghurts, seafood, meats), carbohydrates (grains, potatoes, fruits, pastas) and fats (oils, avocados, nuts, seeds, fatty cuts of meat). Meals and recipes will have combined macronutrients hence labelled 'low fat, high protein, low carb', for example.

# SETTING YOUR DAILY NUTRITION GOALS ONLINE

Log in to https://www.myfitnesspal.com in a web browser

Click My Home > Goals

This will give you an option to edit 'Daily Nutrition Goals', which consist of macronutrients and calories.

FIG. 1. DAILY NUTRITION GOALS

Calories by meal - you can set targets per meal - premium only

FIG. 2. CALS PER MEAL

Fitness goals - helps you set your fitness goals

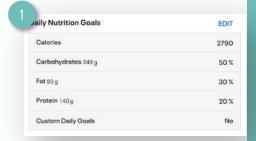
FIG. 3. FITNESS

Micronutrients - to set micronutrient goals such as sodium, saturated fat, sugar or fibre amounts

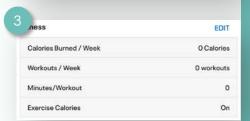
FIG. 4. MICROS

To select 'Calories' and enter your information, click 'Edit' next to 'Daily Nutrition Goals'

FIG. 5. CHANGE CALS MACROS







cronutrients	EDI
Saturated Fat	31
Polyunsaturated Fat	0
Monounsaturated Fat	0
Trans Fat	0
Cholesterol	300 m
Sodium	2300 m
Potassium	3500 m
Fiber	38
Sugar	105
Vitamin A	100 %D
Vitamin C	100 %D
Calcium	100 %D
íron	100 %D

Daily Nutrition	n Goals
Calories	2790
Macronutrients	Set by Gram
Carbohydrates 349 g	50% ▼
Fat 93 g	30% ▼
Protein 140 g	20% ▼
% Total	100

e-v-e-r-y-d-a-y

You can enter your calories and click 'Save Changes'.

Underneath Calories are the macro headings Carbohydrates, Protein and Fat.

To change the macronutrient numbers, select any of the boxes and edit their information with percentages equaling 100%.

**N.b.** Premium users can enter precise numerical information. Adjust them to your preferred numbers as close as you want them to be or enter your detailed information.

If the percentage is not equal to 100% it will highlight in red and you will be unable to save these macros. Adjust the wheel to equal 100% as closely to your macros as possible.

#### Click 'Save Changes'.

To enter in your custom micronutrients, return to the Goals page and select 'Edit' under 'Micronutrients'.

Select Additional Micronutrient Goals.

Manually enter in your micro numbers and select the check to save.

This is particularly useful if you're trying to hit a fibre goal, have to watch your saturated fat or sodium intake.

# SETTING YOUR DAILY NUTRITION GOALS VIA THE APP

From the toolbar in MyFitnessPal, select 'More' from the bottom right-hand corner and select Goals.

Find "Calories, Carbs, Protein & Fat Goals" to change your calories and macros.

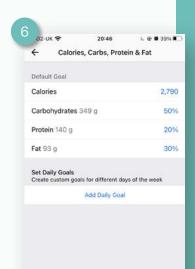
FIG. 6. CHANGE CALS MACROS IOS

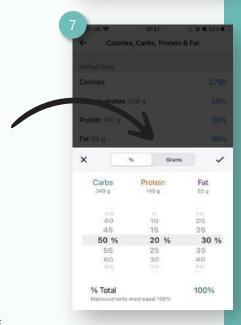
Tap 'Calories' and enter your information. Select save. Underneath Calories are the macro headings Carbohydrates, Protein and Fat.

To change the macronutrient numbers, select any of these headings.

A wheel with percentages equaling 100 will appear or Premium users can enter precise numerical information. Adjust the wheels to represent your numbers as close as you want them to be or enter your detailed information.

FIG. 7. PERCENTAGE WHEEL





If the percentage is not equal to 100% it will highlight in red and you will be unable to save these macros. Adjust the wheel to equal 100% as closely to your macros as possible.

Here Premium users can also choose to enter precise grams.

#### Select the tick to save these macros.

Press the back arrow.

"Additional Nutrient Goals," will adjust additional micronutrient goals such as sodium, saturated fat, sugar or fibre amounts.

To enter in your custom micronutrients, return to the Goals page and scroll back down to the Nutrition Goals selection.

Select Additional Micronutrient Goals.

FIG. 8. CHANGE MICROS IOS

Manually enter in your micro numbers and select the tick to save these micronutrients.

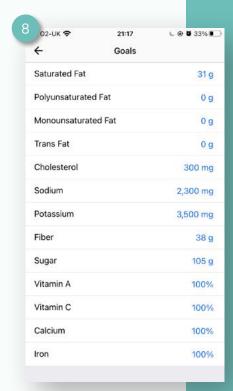
**N.b 1.** Micronutrient goals are particularly useful if you're trying to hit a fibre goal, have to watch your saturated fat or sodium intake.

Once you've set up your numbers, you need to check the totals throughout the day so you know what you can (and can't) fit into your nutrition plan.

**N.b. 2.** Your calorie and macro goals may be set by yourself or your health professional but it is also advisable for you to calculate your daily calorie intake. You may refer to professional guidance or use the suggested information from the app, which is determined from your height, weight, age and sex as well as your activity level.

Once your macros and micros are saved, Premium users can also update their **daily goals** to have different numbers for specific caloric requirements over the week, this is especially useful if you're calorie or carbohydrate cycling or have different macronutrient and energy needs for different days of the week.

Your custom calorie, macros and micros are now saved.





## SETTING UP YOUR DIARY MEALS FOR THE AMOUNT OF MEALS YOU EAT.

You and your health professional may not follow three meals a day and MyFitnessPal allows you to adjust that. You can also change the meal names and add up to two more.

#### **VIA THE WEBSITE:**

Navigate to www.myfitnesspal.com and log into your account.

Once you've logged in, click on "My Home", then "Settings", then "Diary Settings".

On this page you can change many items but you can scroll to find 'Change meal names', you can title and add up to two additional meals.

FIG. 1. CUSTOM MEAL NAMES ONLINE

Scroll to the bottom and click 'Save your changes'.

The new meal names will synced to your mobile app as well.

#### **VIA THE APP:**

#### STEP 1

Select the More menu

#### STEP 2

Scroll to and tap Settings

#### STEP 3

Select Diary Settings

#### STEP 4

Select "Customise Meal Names"

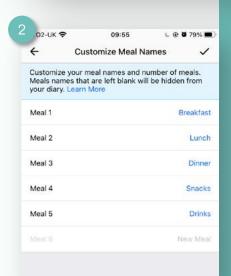
You can have up to six total meal entries.

FIG. 2. CUSTOM MEAL NAMES IOS

#### STEP 5

Press your tick to confirm.





## EXAMPLE TITLES YOU AND YOUR HEALTH PROFESSIONAL MAY WISH TO INCLUDE:

Traditional	Simple	Meal Titles	Peri Workout Nutrition
Breakfast	1	On Waking	Pre Workout Meal
Snacks	2	Meal 1	Intra Workout
Lunch	3	Meal 2	Post Workout
Dinner	4	Meal 3	Post Workout Meal
Dessert	5	Meal 4	Supplements
Drinks	6	Before Bed	Hydration

## **ENTERING FOOD ITEMS**

#### **SEARCH FOR FOODS**

Entering the foods you eat is very simple and can be done using a variety of methods, fast.

#### STEP 1

From the toolbar, you can select 'Diary' to see your log and meal titles or from the dashboard you can press 'Search for a food' to get to the food search faster.

FIG. 1a. DIARY - FIG. 1b. TOOL BAR

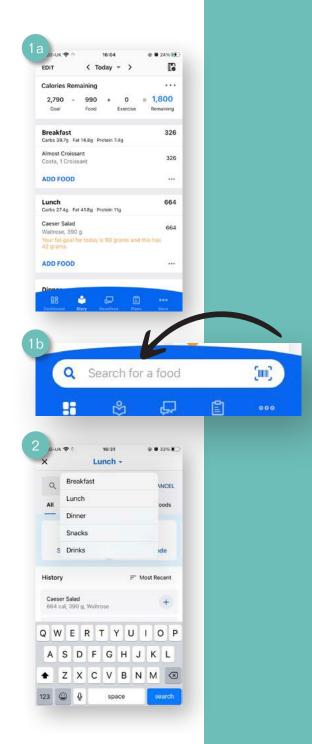
#### STEP 2

From the diary under the meal title, tap 'Add Food', which will take you to the food item search.

- OR -

From the dashboards 'Search for a food' quick search button, select the meal title you wish to add a food into.

FIG. 2. MEAL TITLE



e-v/e/r/y-d-a/y

#### **METHOD 1 - MANUAL SEARCH**

If you're new to tracking food in MyFitnessPal, your database of recent, frequent and saved meals and recipes will be empty.

FIG. 3a. SEARCH LIST

To begin adding items, use the **search bar** at the top of the 'Add Food' page and 'Search for a Food'.

Enter the name of the food you're tracking with as much detail as possible. (E.g. raw or cooked, skin on or off, brand name, etc.)

#### Select Search.

A list of search results will appear.

FIG. 3b. SEARCH RESULTS

Usually but not always the best items will be matched and verified with nutritional databases with a **green tick**. This indicates the MyFitnessPal have verified this food and should be the most accurate.

Filter through your options and select the most appropriate choice.

FIG. 3c. SEARCH SELECTION

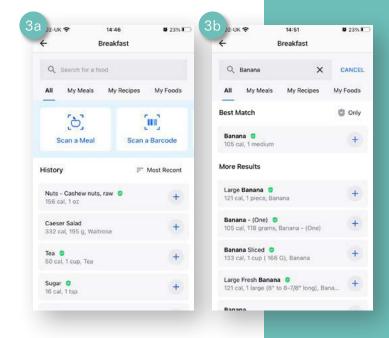
It is always important to cross check these entries with the food label provided on a food item or meal, food manufacturers do update their food ingredients and labelling regularly but if these are not available (for example a food item brought from a deli) then use your best judgement by selecting green tick verified food entries.

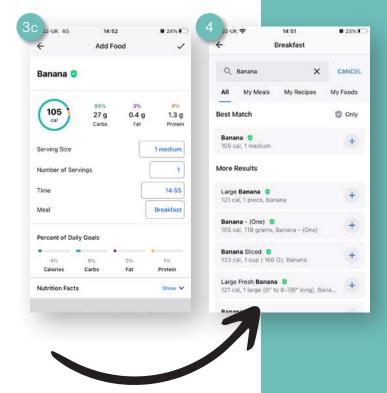
Specify the serving size, amount, time (Premium) and meal title that you're logging for. Select the tick in the top right to save the item to your food diary.

Repeat the process for all food items you are tracking and you can add as many items as you wish.

Select the  $\iff$  icon to go back to your food diary.

FIG. 4. NEW FOOD ADDED





#### **METHOD 1 - MANUAL DELETE**

If you need to delete a food because you have found a better matching option or didn't eat a food item that day.

#### STEP 1

From the toolbar, select 'Diary' to see your log and meal titles.

#### STEP 2

Swipe to the left over the food item you wish to remove from the meal title and a red delete icon will appear.

FIG. 5. MANUAL DELETE

Select delete.

The food item will be removed and your calories and macros will be updated.

#### **ANDROID USERS**

Press and hold the food in the Diary to show options for 'move to' and 'delete entry'.

Select delete entry.

ANDROID. A1. MANUAL DELETE

#### **METHOD 2 - SCAN A BARCODE**

Scanning barcodes of food items is a simple way of getting them into your diary and you might use this function very regularly. This opens your phones camera to scan the barcode of a food item.

FIG. 6a. MENU BAR BARCODE - FIG. 6b. SCAN BARCODE

#### STEP 1

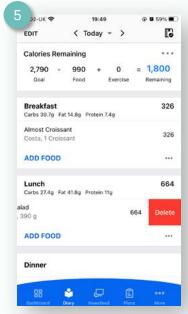
From the toolbar, you can select 'Diary' to see your log and meal titles.

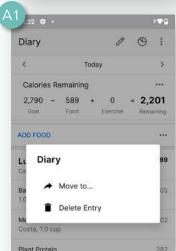
#### STEP 2

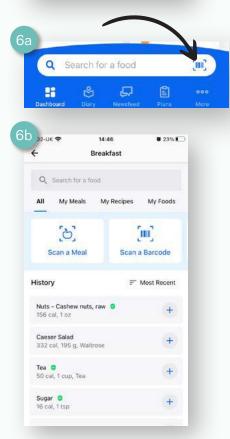
From the diary under the meal title, tap 'Add Food', which will take you to the food item search.

- or -

From the dashboard, select 'Search for a food' and select the meal title you wish to add a food into.









#### STEP 3

Tap on the barcode scanner icon. This will open your phones camera. Place the barcode for the item in front of the camera to scan it. If successful, the food entry, calorie and macro information of the item or recipe will show.

Select the tick icon in the right top corner and the meal will be added to your diary. Sometimes the food item isn't the right item or doesn't yet exist in the MyFitnessPal database so you may have to do a manual search or manually enter the food item as a new food yourself to use again.

#### **ANDROID USER**

The 'Scan a Barcode' button is on the opposite side in the Android app.

ANDROID. A1. SCAN A BARCODE

#### ADDITIONAL METHODS TO SPEED UP FOOD TRACKING

#### **USING SMART COPY**

Smart copy can be turned on for each meal category so that the next day you can simply swipe to the right and copy everything into that category from the previous day. You might create a meal title for repeatable food items or supplements such as greens powders, fish oils, creatine and and other workout supplements so you can swipe and add those items easily and regularly.

#### Turning on and entering 'Smart Copy'

#### STEP 1

Navigate to the food diary and find the meal title you wish to turn on smart copy.

N.b. You will have to repeat this for the meals you do wish to have this setting on.

#### STEP 2

Select the triple dot (...) icon under the meal entry you wish to use smart copy on.

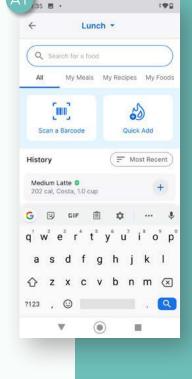
Select 'Turn On Smart Copy'

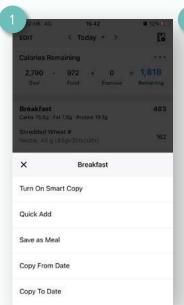
FIG. 1. TURN ON SMART COPY

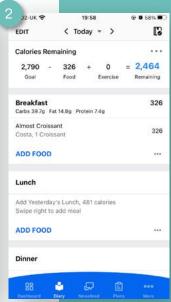
#### STEP 3

To use Smart Copy, navigate to the food diary and find the meal title you wish to use smart copy in. You will notice text will appear in the meal item list saying 'Add Yesterdays Meal Title/Calories - Swipe right to add meal'.

FIG. 2. SMART COPY TEXT







#### STEP 4

Swipe right over the text in the meal title and a green bar will appear to confirm it will be added. As you let go the app will add all of the food you ate yesterday for that meal.

#### **ANDROID USERS**

#### **METHOD 1 - COPY TO**

Smart copy is slightly different on Android, most users can chose the meal to copy and press the '...' icon at the bottom of that meal entry, which then gives the option to copy meal to date.

Similarly, to add a food or meal from a previous day.

In the food diary, navigate to the meal you wish to copy to, press add food. From the search menu, select 'My Meals', then 'Copy Previous Meal'.

ANDROID. A1. COPY PREVIOUS MEAL

#### **METHOD 2 - SAVE MEALS**

You can save and add these meals to use at a later date by selecting the triple dot icon in the meal you wish to save.

Select 'Save Meal' and then you can add that food to your My Meals menu list.

ANDROID. A2. SAVE A MEAL

This will then come up under the list of 'My Meals' form the food search menu.

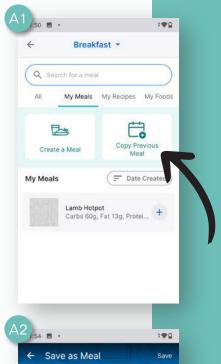
#### METHOD 3 - SELECT AND COPY TO DATE

Other users may use the pencil icon (EDIT).

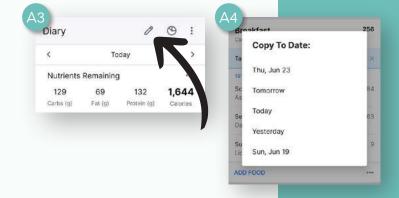
ANDROID. A3. PENCIL TOOL

When you select this icon, you are able to select food items in the Diary and then select the vertical triple dot icon to 'Copy to Date'.

ANDROID. A4. COPY TO DATE







#### **USING QUICK ADD**

The quick add tool is a way to add calories or macronutrients for foods or items that either don't exist in the MyFitnessPal system yet (so you can add a food later) or that you want to add from a restaurant menu, recipe or eating out guide.

#### STEP 1

Navigate to the food diary and find the meal title you wish to quick add calories or macronutrients.

#### STEP 2

Select the triple dot (...) icon under the meal entry you wish to use 'Quick Add'.

FIG. 3a. FIND QUICK ADD

Select 'Quick Add'.

This is the 'Quick Add' page.

FIG. 3b. QUICK ADD PAGE

#### 

#### STEP 3

Free users may only select a calorie amount but Premium features the addition of macronutrient and time specific entries.

You can add the calories and/or macronutrients into to your diary and if you only adjust the macronutrients, the application will calculate the calories too.

Select the tick icon in the top right corner to save to your diary and the new calories and macronutrients will be added.

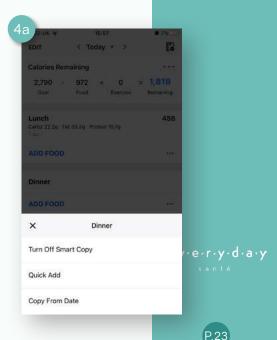
#### **COPYING MEALS OR FOODS FROM A PREVIOUS DATE**

If you've eaten a similar or same meal days previous you can copy that meal into your food diary to speed up your tracking.

FIG. 4a. COPY FROM DATE

#### STEP 1

Navigate to the food diary and find the meal title you wish to copy meals or foods to.



#### STEP 2

Select the triple dot (...) icon under the meal entry you wish to use 'Copy From Date'.

Select 'Copy From Date'.

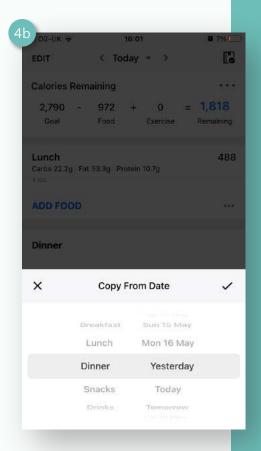
#### STEP 3

A rotating calendar will appear and you can select the date you wish to copy the meal items from.

FIG. 4b. COPY FROM DATE CALENDAR

Select the tick icon in the top right corner to save to your diary and the meal items from the date will be added.

You can also use this same process in reverse and 'Copy To Date' if you want to find the meal items first from previous days and add them to your current or future days.



#### **COPYING WHOLE DAYS OF FOODS**

If you follow a set structure in your diet for repeatable amounts then this function will allow you to keep your food entries consistent for entire days.

#### STEP 1

Navigate to the 'Diary.

#### STEP 2

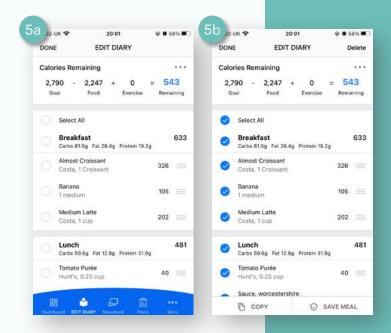
In the top left of the diary there is an 'EDIT' button. Select this button and you will see that you can select individual items or multiple ones to save or add as another option to create meals.

FIG. 5a. COPY A WHOLE DAYS FOODS

#### STEP 3

At the top of the Diary, tap 'Select All' then select 'Copy To Date' and select the date from the rotating calendar bars, along with the option to add all or single foods to any meal title.

FIG. 5b. COPY WHOLE FOODS SELECT



Choose the date then select the tick icon in the top right corner to save to your meal items to the date selected.

FIG. 5c. COPY FOODS CALENDAR

You do have to do this one day at a time but it is a simple way to save you time.

#### **ANDROID USERS**

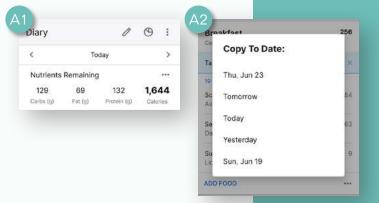
At the top right of the Diary select the pencil (EDIT) icon.

ANDROID. A1. PENCIL TOOL

Select all items you wish to copy, select the vertical dot icon at the top right of the page.

Select 'Copy to Date'.

ANDROID. A2. COPY TO DATE



#### **SAVE A MEAL YOU EAT OFTEN**

You may find you eat the same meals or meal items very often so it is worthwhile saving them as a 'meal' so you can save yourself time in the future.

FIG. 6a. SAVE AS MEAL

#### STEP 1

From the home screen of MyFitnessPal, select 'Diary'. Find an existing input of the meal under the meal title you wish to save.

#### STEP 2

Under the meal title, select the triple dot icon (...) at the bottom right.

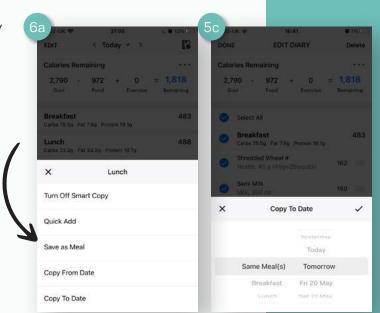
Select the icon and tap 'Save as Meal'.

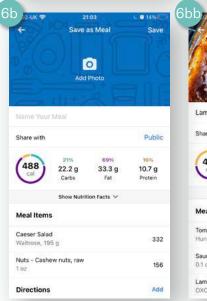
FIG. 6b. SAVE AS MEAL PAGE

#### STEP 3

Enter a name, photograph, instructions and additional foods necessary to that meal. For example you might want to label it 'breakfast' as you always have a goto meal or even a meal when you eat in a certain restaurant. You can make this available to the public database (or not) under the 'Share with' section, check the nutritional information is correct and select 'Save'. A text box to tell you this meal has been created will show and you are directed back to the diary.

FIG. 6bb. SAVE AS MEAL PAGE ENTERED







#### Adding that meal to your food diary

#### STEP 1

From the diary, navigate to the meal title you wish to add your new meal. Select the 'Add food' button underneath the heading.

#### STEP 2

From the food search page there are three headings:

My Meals - for meals you save.

My Recipes - for multiple food items to become one large meal.

My Foods - for new foods we find and add to the database.

Select 'My Meals' and you will be able to find your newly created meal.

FIG. 6c. ADD A MEAL RECIPE FOOD

#### STEP 3

Select the meal title and press the tick in the top right corner.

FIG. 6cc. ADD THE MEAL YOU MADE

This meal will now be added to the heading you selected.

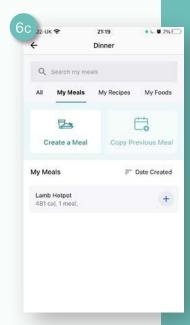
You can save and add meals to use at a later date by selecting the triple dot icon in the meal you wish to save after entering your food items in the Diary.

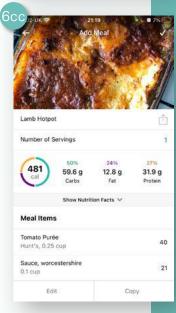
Press the '...' icon at the bottom of the meal entry in the Diary.

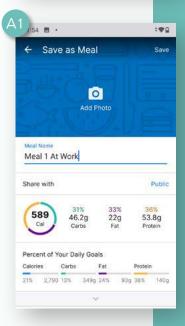
Select 'Save Meal' and then you can add that food to your My Meals menu list.

ANDROID. A1. SAVE A MEAL

This will then come up under the list of 'My Meals' from the food search menu.







## **LOGGING A RECENT MEAL**

#### STEP 1

To repeat a meal that you have previously logged (for example, you are having the same thing for lunch today that you had yesterday) go to your meal heading and select 'Add food'.

#### STEP 2

In the top navigation bar, the first list of foods should appear under 'All' showing your history. By scrolling through this list you will see food items that you recently had under that meal title.

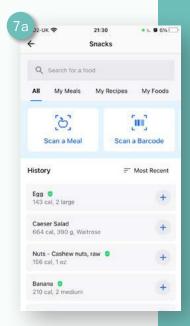
FIG. 7a. FOOD TITLES

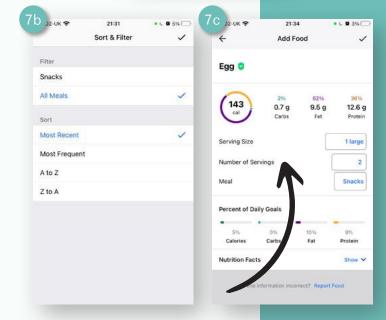
You can sort and filter these results by selecting 'Most Recent' adjacent to to History title. You can choose to show recent options for that meal title or all meals. You can also sort them alphabetically and recent or frequent.

FIG. 7b. SORT & FILTER

Select the food item you want to repeat and, if required, update the serving size and enter by pressing the tick.

FIG. 7c. UPDATE SERVINGS





### **ADD NEW FOOD ITEMS**

Sometimes the food you want to include in your diary doesn't exist in the database yet but you can add a food item or recipe yourself very easily.

**N.b.** You will need the nutritional content label of your item. Nutrition Information in the nutrition panel on the back of a pack provides more details on the nutrition content of the food such as the fat, protein and carbohydrate content. It sometimes details other information such as the vitamin and minerals where relevant.

The panel shows nutritional info per 100g – it may also show it per portion - including per 100g info in the food items means you can adjust the portion size for your own preference.

FIG. 8a. NUTIRTIONAL TABLE

#### STEP 1

#### Method 1

Select 'More' from the navigation menu bar - then select Meals, Recipes & Foods - this will show you the create menu for inputting your own meals, recipes or foods.

FIG. 8b. CREATE NEW ITEMS

At the bottom of the Foods page select the button 'Create a New Food'. You will be taken to the 'Create food' page.

- or -

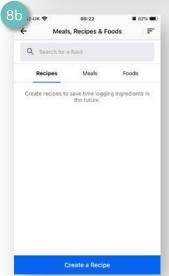
#### Method 2

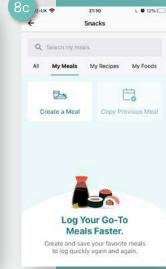
From the Diary page - select Add Food under the meal title - this will take you to the food search which also includes sections for Meals, Recipes & Foods.

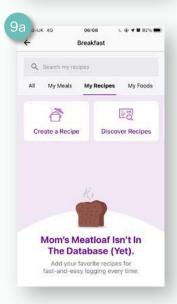
FIG. 8c. CREATE A MEAL - FIG. 9a. CREATE A RECIPE

FIG. 9b. CREATE A FOOD











#### STEP 2

Using the packaging and nutritional label from your food item, enter the brand, name and description.

FIG. 9c. BRAND NAME DES

Use the nutrition label to enter the serving size and servings per container. Use per 100g as the serving amount for the most accurate and personalised data but if a food always comes in a serving packet it is better logged in it's entirety.

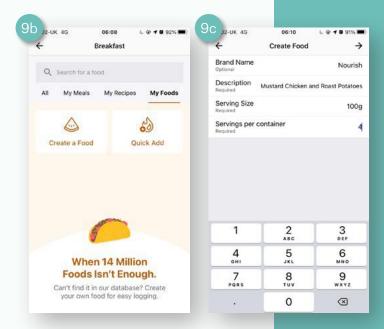
The weight of a food is more accurate than measuring volume or amount so its preferential to enter the grams as the serving size.

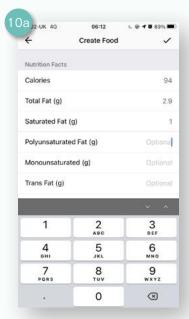
MyFitnessPal will calculate the macros per gram of the food item so you can use any amount. The app will also create a 1g serving size option so you can weigh and measure your own serving to the gram. Once complete, select the arrow in the top right corner to move on.

#### STEP 3

Using the nutritional label, fill out the available information you have for that foods macronutrients, micronutrients, vitamins and minerals. You may not have all of them but include the ones you have available for the best data.

FIG. 10a. MACRO ENTRY





You must include the main macronutrients, protein, fat, and carbohydrates as well as fibre. Select the 'tick' in the top right corner to save the food **to your database.** 

#### STEP 4

You will be directed back to your MyFitnessPal 'Food' database, which will now include your food item. This can now be added to your 'Diary' to include in your meals.

FIG. 10b. FOOD DATABASE

#### STEP 5

Select the food and adjust the serving size and/or number of servings.

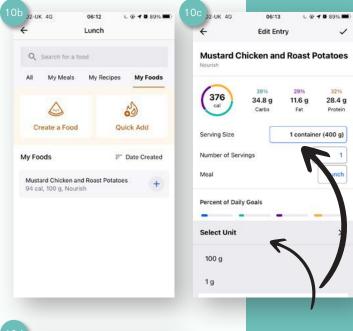
When logging items you have created to include the serving size For example, weighing the food at 50g you can go into the serving size per 100g or 1g and change the amount.

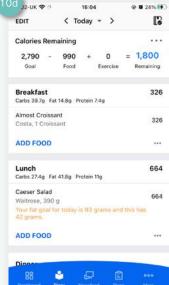
You will see the macros update to your entry as you increase or decrease the serving size.

FIG. 10c. SERVING SIZE

Select the check in the top right corner to add the item to your food diary.

FIG. 10d. FOOD ADDED







## ADDING FOODS UNCOOKED VS RAW

It is important to note that foods drastically change their weights depending on whether they are cooked and raw. Foods cooked with water such as grains gain volume and water weight whereas animal proteins reduce theirs.

#### Examples:

100g raw chicken when cooked can weigh anywhere around 55g FIG.1a. CHICKEN

300g sweet potatoes when roasted can weigh 200g - FIG. 1b. POTATO

100g pasta cooked in water can weigh around 240g - FIG. 1c. PASTA

**N.b**. It is important to check the nutritional label for statements such as 'as prepared' or 'raw' as this indicates the information presented on the nutritional label in line with the cooking method on the packet. The difference in calories and macronutrients will greatly differ.

It is typically more accurate to use uncooked food data from the database but you should discuss with your health professional the best option for your tracking success. Always refer to the label for entering food items for the most accurate data.





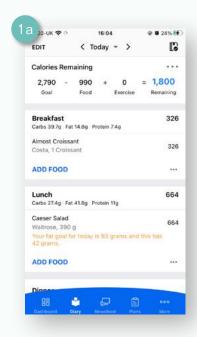


## **CHECKING YOUR MACROS**

From the navigation bar, select 'Diary'.

Premium users can enable 'Carbs, Protein and Fat by Meal' in the Premium features. Your food diary displays a macronutrient breakdown for each meal you log. You can easily switch between grams and percentages by tapping on the numbers.

FIG. 1a. C P F BY MEAL



**N.b.** If you have orientation unlocked on your phone, you can also turn your phone horizontally to show the macronutrient tables for food items and totals per day.

FIG. 1b. ORIENTATION MACRO TABLE

- or -

Scroll to the very bottom of your food diary and select the button labeled 'Nutrition'.

#### STEP 2

At the top of the 'Nutrition' page you can select from Macros, Nutrients or Calories.

As a Premium user, the app will show you which foods are highest in the calories and macros you care about. This helps you see which food choices help cut your saturated fat or help you with your protein target.

FIG. 2a. CALORIES MENU - FIG. 2aa CALORIES PREMIUM

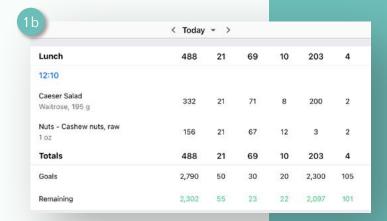
Calories allows you to view your caloric intake from each mealtime as a pie graph percentage along with total, net and goal calories. As a Premium user, you will also be shown your foods highest in calories if you scroll down the page.

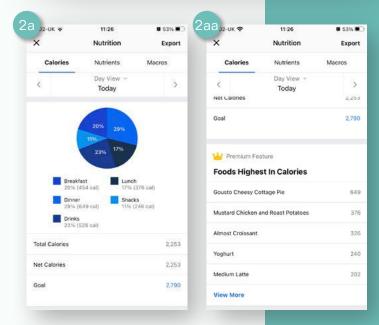
FIG. 2b. NUTRIENTS MENU

Nutrients allows you to view your macronutrient and micronutrient intake as numerical totals and small bar graphs with the total, goal and how many grams you have remaining. As you scroll down the page you can also check your micronutrients.

FIG. 2c. MACROS MENU - FIG. 2cc. MACROS PREMIUM

Macros allows you to see your macronutrient intake as a total pie chart percentage with exact grams underneath. As a Premium user, you will also be shown your foods highest in carbohydrates, fat and protein if you scroll down the page.







e-v-e-r-y-d-a-y

#### **METHOD 2**

#### STEP 1

From the navigation bar, select 'More'.

#### STEP 2

From this page select 'Nutrition'.

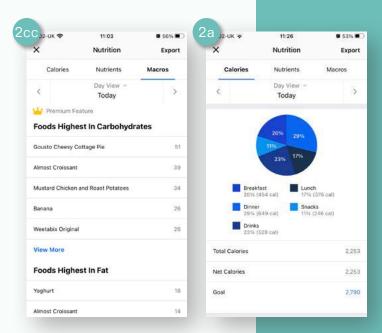
This will take you to the Macros, Nutrients and Calories pages where you can view your macro, micro and calorie intakes.

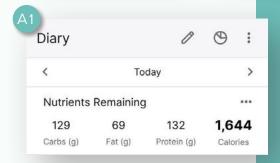
FIG. 2a. CALORIES MENU

#### **ANDROID USERS**

Android users can access the calories, nutrients and macros by selecting the pie chart / disc icon at the top right of the food diary.

ANDROID, A1, PENCIL TOOL





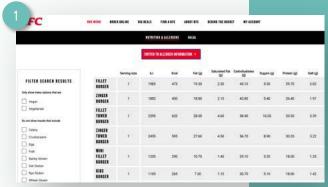
## TRACKING MEALS

You won't always be able to or want to eat a meal cooked at home, and with MyFitnessPal, you can make great choices when eating out. Most restaurants and eateries include calorie information on their menus; some are already in the MyFitnessPal database. If not, you may be able to access this information from their website on their menus. or nutritional information provided.

#### **METHOD 1 - ONLINE MENUS**

Using the food search, try to find the food item from the MyFitnessPal database or visit the restaurants website. You can then add a food item if it is missing from the database using ENTER A FOOD ITEM.

FIG. 1. ONLINE MENU INFO



#### **METHOD 2 - BREAK IT DOWN**

FIG. 2a. BUN FIG. 2b. PATTY FIG. 2c. CHEESE FIG. 2d. SAUCE

Break the meal down into its ingredients.

Add each individual item into the meal title. It is an estimate but it is a solution if you don't have any online menu information to use.

#### **METHOD 3 - QUICK ADD ESTIMATE**

FIG. 3. QUICK ADD

It takes some practice but the more you use your food log and understand serving sizes, the more you can make good estimates from a portion size. It's not the most accurate but it serves as a best guess, especially if you are used to often preparing your own food.

#### STEP 1

Navigate to the Diary,

#### STEP 2

Scroll to the meal title you wish to include this item and select the triple dot (...) icon to find 'Quick Add'.

#### STEP 3

Select 'Quick Add'.

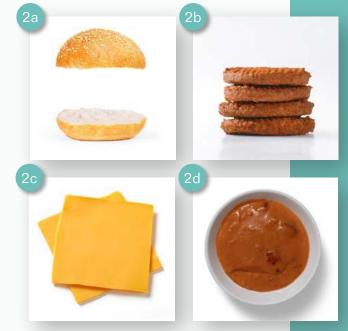
Free users can enter calories but Premium users are able to include full macronutrient details.

#### **METHOD 4 - LOG A SUPERMARKET VERSION**

FIG. 4. SUPERMARKET ITEM

You can choose a supermarket item that you may know as being close to what you are eating. Most supermarkets have 'Finest' or 'Best' ready meals which are more in line with restaurant cooked preparation and macronutrients.

**N.b.** Your health professional may have eating out guides as well to help you stay on track and enjoy great food.









## SETTING DIFFERENT DAILY CALORIE AND MACRO TARGETS

You or your health professional may discuss an elevation of nutrition on certain days of the week in line with planned activities or dietary practices.

With a Premium version, you can set custom macros for different days so if you have lower and higher carb days for example, you can pre-set those in the app.

#### STEP 1

Select 'More' on the bottom right hand corner of the navigation bar.

#### STEP 2

Select 'Goals'.

#### STEP 3

On the 'Goals' page, select 'Calorie, Carbs, Protein & Fat Goals'.

#### STEP 4

Select 'Add Daily Goal'.

#### STEP 5

This will take you to the 'Add Custom Goals' page.

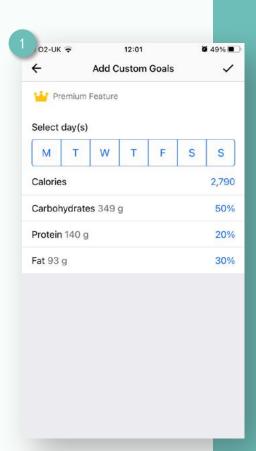
FIG. 1. ADD CUSTOM DAILY GOALS

Select which day(s) of the week you would like to adjust and use the rotating bars to update the macros for the selected day(s). Select the 'Tick' to save it.

Now when you go back to the Diary and navigate to the day(s), you will see that the macros will be different in line with your settings.

You may also wish to change your 'Weekly Nutrition Settings' to adjust seven days of the week your nutritional information is collected.

For example, if you and your health professional meet on a Tuesday, you can adjust your exported information to show the previous seven days to align with your meeting schedule.



#### STEP 1

Select More from the navigation bar.

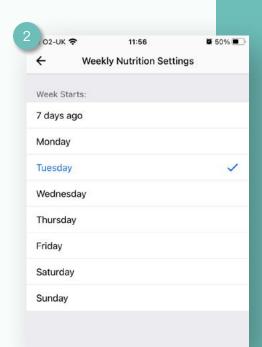
#### STEP 2

Select Settings

#### STEP 3

Select Weekly Nutrition Settings

From here you can adjust to see the previous seven days or select the days your week begins by selecting the specific day.



## **CUSTOMISE YOUR EXERCISE CHANGES**

When you add exercise for a given day: your exercise calories are added to your overall caloric goal and then distributed according to the nutrient ratio you've chosen.

FIG. 1. APP HOME PAGE

If you're a premium user, you can opt-out of the exercise calories being added to your daily total, or you can choose to have them distributed in a custom ratio of macronutrients.

By default, MyFitnessPal sets your nutritional targets in Net

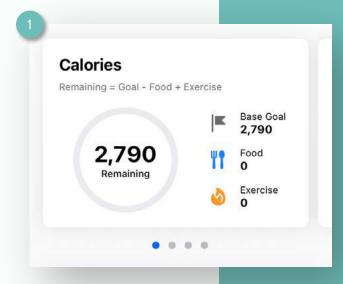
Calories which is defined as:

Calories Consumed (Food) - Calories Burned (Exercise) = Net Calories

This means that if you exercise, the app facilitates you eating more for that day. It gives you a nominal amount of calories that you can 'spend' per day with exercise being a way to accrue 'credit'.

You can even customise whether you want the calories added back as carbohydrates, fat or protein. This becomes useful if you only want to eat a certain amount of a particular macronutrient.

This feature is particularly helpful if you're carb conscious and only want to eat a certain number of carbohydrate grams per day. You can tell the app to add exercise calories back as just fat and protein.



e-v/e/r/y-d-a-y

This has pros and cons so it's always beneficial to discuss this with your health professional.

#### **ACTIVITY TRACKERS UPDATING CALORIES REMAINING**

If you have an attached smart watch or step tracker, this may change the exercise data automatically for you. This can be removed or adjusted in the app.

You can do this by:

#### **METHOD 1**

#### STEP 1

From the app dashboard, scroll down to progress and swipe to 'Steps'.

#### STEP 2

Select the 'Track Your Steps' button then choose a device.

#### **METHOD 2**

#### STEP 1

From the menu bar, select the 'More' menu.

#### STEP 2

Select the 'Steps' menu.

#### STEP 3

Select 'Don't track steps'.

FIG. 2. DON'T TRACK STEPS

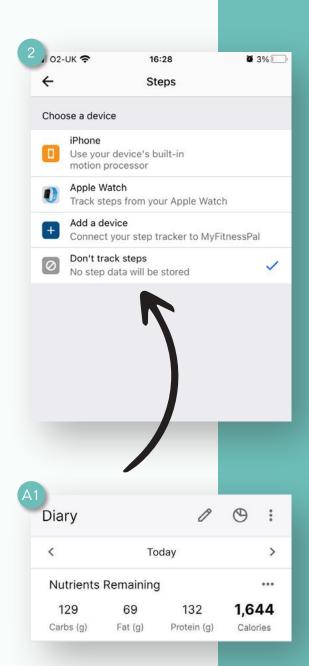
From this page you can also choose which tracker you wish to take your most relevant information from.

**N.b.** you can also disregard this yourself by focusing on the 'calorie goal' rather than the 'calories remaining'.

#### **ANDROID USERS**

From the app menu bar select More > Steps > Choose a Device

You may also wish not to track your steps.



## **EXPORT YOUR INFORMATION**

With MyFitnessPal Premium, you are able to export your information into a set of .CSV files (a file that includes tables) that you can open in Microsoft Excel, Apple Numbers or Google Sheets for example.

You can play around with your information and do a deep dive into your habits by creating custom graphs. You can also print your files and share them with your health professional.

#### **EXPORT USING THE WEBSITE:**

From the 'My home' screen:

#### STEP 1

Click 'Reports' from the menu bar

#### STEP 2

Click the green 'Export' button on the 'Charts and reports' page

FIG. 1a. CHARTS AND REPORTS ONLINE

This is the 'Export information' page. From here you can confirm your email address and choose your date range before clicking the 'Export' button.

#### STEP 3

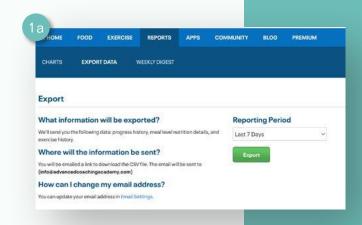
Check your email

#### **EXPORT USING THE APP:**

#### STEP 1

From the navigation bar at the bottom of the app, select 'Progress', you can find the 'Export' button at the top of this page.

You can also find the 'Export' button at the top of the 'Nutrients' page from the 'Nutrition' button at the bottom of the food diary.





Tap either the More or Progress tabs from the bottom menu

If you tapped More, then tap Nutrition

Tap the Export link is listed at the top left of the Progress screen and the top right of the Nutrition screen.

FIG. 1b. EXPORT INFO APP

#### STEP 2

This is the 'Export information' page. From here you can confirm your email address and choose your date range before clicking the 'Export' button.

#### STEP 3

Check your email

#### WHAT TO DO WITH THE ZIPPED FILE:

Open the email from MyFitnessPal:

FIG. 2a. EMAIL ONLINE

FIG. 2b. EMAIL IOS

Your information will arrive as a Zip file.

Click the 'Download Files' button in the email and download to your computer.

This is best viewed with a spreadsheet program such as Microsoft Excel, Apple Numbers or Google Docs.

To unzip a file or folder on a Mac, double-click it.

To open a zipped file on a PC, drag the attachment to the desktop. Once the file is on the desktop, you can double click or right-click to open and see its contents.

FIG. 3a. ZIP FILE ONLINE

FIG. 3b. ZIP FILE IOS

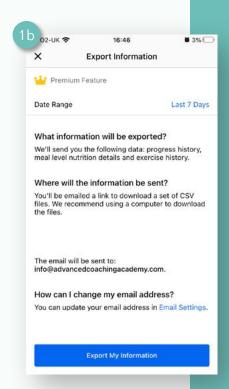
You'll see three different files:

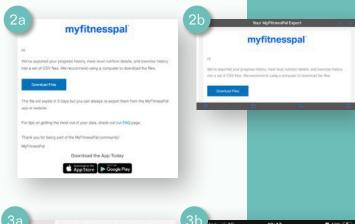
Your Progress

Your Exercise

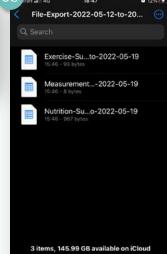
Your Nutrition

These now show you your information for each section and can be shared with your health professional for greater insight and choices.









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### **WEEK AT A GLANCE TOTAL**

Premium users get unlimited access to your reports from all previous weeks but also a 'Week at a glance' total for weekly calorie goal, calories logged and calories burned for a faster, visual look at your information.

This option will also highlight the most frequently logged foods, total macronutrients, exercise and steps, all time user stats and a goal for your log in streak.

FIG. 1. WEEK AT A GLANCE

#### STEP 1

Select 'More' from the navigation bar.

#### STEP 2

Select 'Try Premium for Free' if you haven't signed up to start a 1-month free trial. Premium users will see 'My Premium Features'.

FIG. 2. PREMIUM QUICK ACCESS

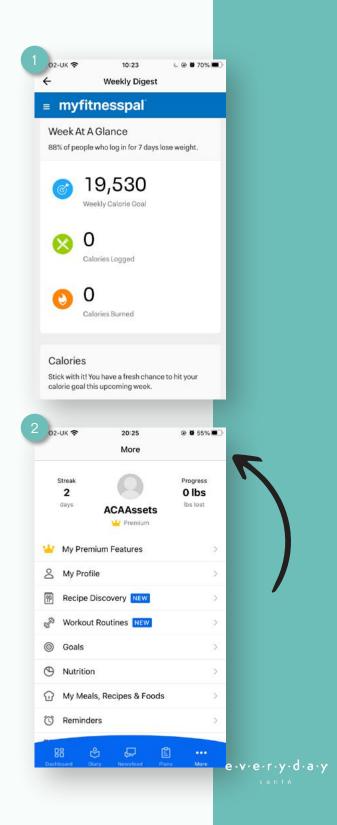
#### STEP 3

Scroll and select 'View All Weekly Digests' to be directed to the online login. Log in with your details.

#### STEP 4

View your weekly totals for calorie goal, calories logged and calories burned. Scroll to see a weekly summary table for calories, frequently logged foods, weekly summary table for micronutrients, exercise and steps, all time stats and a log in streak.

This is a very simple and visual way to share and discuss this information with your health professional.



## SHARING YOUR DIARY & PRIVACY SETTINGS

You can publicly share your diary as a free user or completely hide your information through the applications privacy settings.

FIG. 1. WEEK AT A GLANCE

#### STEP 1

Select 'More'

#### STEP 2

Scroll to and select 'Settings'

#### STEP 3

Select 'Sharing and Privacy'

#### STEP 4

Select 'Diary Sharing'

FIG. 1. DIARY SHARING PREF

#### **ANDROID USERS**

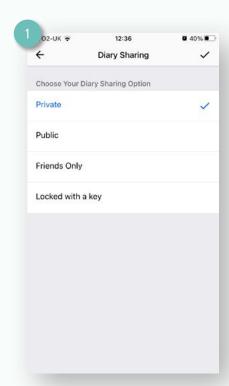
Android users can also select to complete their diary and change their diary settings from the vertical '...' icon.

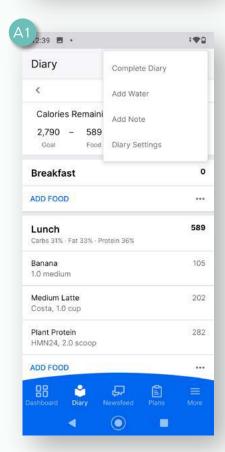
ANDROID. A1. ACCESS DIARY SETTINGS AND SHARING

Select the vertical dots from the top right of the Diary

Select 'Diary Settings'

Select 'Diary Sharing'





#### **COMPLETE YOUR DIARY AND SHARE**

At the end of a day you might like to share and 'complete' your diary so this can be seen by your acquaintances or health professional.

#### STEP 1

Select 'Diary' form the navigation menu.

#### STEP 2

Scroll to the bottom and find 'Complete Diary'

FIG. 2. PUBLICLY SHARE THE DIARY

This will tell your friend connections in the app that you have updated your diary and met or exceeded your goal via the status updates on the home page.

Select the vertical dots from the top right of the Diary.

Select 'Complete Diary'

#### **ANDROID USERS**

Select the vertical dots from the top right of the Diary.

Select 'Complete Diary'

## REMINDERS

The latest versions of the app for iOS and Android can alert you if you have not yet logged food for a particular meal, or for all meals. You can choose the time of day that you would like to receive these reminders as well as what you would like to be reminded for. This includes logging your weight, any meal from the Diary or if you haven't logged in and tracked food items for one, three or seven days.

#### STEP 1

Press 'More' then 'Reminders' which takes you to your current reminders list.

To add a new reminder, tap the "+" button in the top right corner.

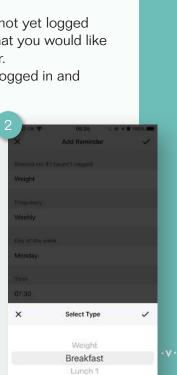
FIG. 1. REMINDERS LIST

Step 2

Select a reminder time and type by tapping the two fields on the screen.

FIG. 2. REMINDER TYPE





⊕ 55% ■

< Today ▼ >

2,790 - 2,372 + 503 = 921

Food

Running (jogging), 10.9 mph (5.5 min mile)

COMPLETE DIARY

Exercise

125

503

EDIT

Calories Remaining

Carbs 4g Fat 0g Protein 0g

ADD FOOD

Exercise

ADD EXERCISE

NUTRITION



When the conditions for the reminder are correct, tap the ' $\checkmark$ ' button.

This needs your general push notification settings to allow MyFitnessPal to generate notifications.

#### **ANDROID USERS**

You can access this from the Diary under any meal entry directly.

In the food diary, navigate to the meal you wish to copy to, press the triple dot '...' icon in the meal and the menu has access to Reminders.

ANDROID. A1. REMINDER ACCESS

#### **REMOVE OR EDIT REMINDERS**

From the reminders page list, you will see green selector switches to turn your reminders on and off.

FIG. 3. REMINDER LIST BUTTONS

If you tap the reminder this allows you to edit the settings or delete completely.

FIG. 4. EDIT REMINDER

## **RECIPE DISCOVERY**

With recipe discovery, you can easily find recipes that support your dietary goals, then save favourites and log the ones you prepare directly to your diary.

Step 1

Select 'More'

Step 2

Select 'Recipe Discovery'

FIG. 1. RECIPE DISCOVERY

This is a great option to find new recipes, ideas to use vegetables, cook high protein meals but also assist in specific health needs such as boosting immunity or finding diabetic friendly options.

