

Instructions For Filling Out The Cookbook Recipe Sheet On Your Computer

The Cookbook Recipe Sheet can be opened, filled out, saved and printed using Microsoft Word.

We strongly recommend that after you have finished typing your recipe you do a spell check and read your recipe over for any typos. Also, double check that you haven't left out any ingredients and that all your ingredients, quantities, cooking times and temperatures are correct. Rasmussen Company does not edit recipes.

To Complete The Form

Recipe Category

To indicate the recipe category in which your recipe belongs, click on the box to the left of the category name. When you click on the box, a "X" mark will be placed in the box.

If your recipe belongs to a category not listed on the form, click on the box to the left of the word **Other** to mark an "X" in the box. Then, click on the shaded area to the right of the word **Other** and type your category name. The shaded area will expand as you type to accommodate the length of your text.

Recipe Title

Click in the shaded area on line to the right of **Recipe Title** and type the name of your recipe. The shaded area will expand as you type to accommodate the length of your text.

Your Name

Click in the shaded area on line to the right of **Your Name** and type your name as you would like it to appear in the cookbook next to your recipe. The shaded area will expand as you type to accommodate the length of your text.

Recipe Ingredients

Please type your ingredients in the order that they are used in your recipe. Rasmussen Company types the ingredients according to the numbers on the Cookbook Recipe Sheet. The shaded area will expand as you type to accommodate the length of your text.

To type your ingredients, click on the shaded area to the right of the number **1**, and type the first ingredient in your recipe. When you have finished typing your first ingredient, click on the shaded area to the right of the number **2** and type the second ingredient in your recipe. Continue to click on each line in order and type your recipe ingredients.


Recipe Directions

Click on the shaded area below the words **Recipe Directions**. The shaded area will expand as you type to accommodate the length of your text. If your recipe is long, you can continue typing on a second blank page. The text will automatically continue onto a new page if required.

To Save Your Work

1. On the **File** menu, click **Save As**.
2. In the **File name** box, enter a new name for the file.
3. Click the **Save as type** list, and then click the file format Word document (*.doc).
4. Click **Save**.

To Print Your Recipe

You can print your recipe by clicking **Print**  on the **Standard** toolbar.