Recipe Card Instructions for Cookbook  
Follow these instructions exactly!

1. Open **Microsoft Word**  
2. Click **"View Tab**" then check “Ruler” box

3. Click on “Page Layout” Tab and “Margins” click “custom margins”  
 Change margins to:

**Top: 1" Bottom: 5"  
 Left: 1" Right: 4"**5. Then click "**OK**"  
6. Then click **"Page Borders"** then click on “Borders" tab along the top.   
7. Select the "**Box**" option then change the width to "**3pt"** then select **"OK"**

8. Click on Spacing before and after should be set to 0 pt.

**RECIPE NAME**

Your Ingredient

Your Name/Names (First and Last)

**INGREDIENTS**

**DIRECTIONS**

9. In the box on the first line, in the center type your recipe title **(bold & underlined**). In the line below, center again and type your project ingredient then your names.

10. Below title on the left side in bold capital letters type the word **INGREDIENTS (all caps bold and underlined)** hit enter and on the next line and each following type your ingredients with the amounts.

11. Next type **DIRECTIONS (all caps bold and underlined)** and type out your directions under that line. Number steps

12. Go back and Check

\*Make sure each new line starts with a capital letter   
\*There are periods at the end of each direction.    
\*Your directions are numbered

\* Your Ingredient list is complete and includes all amounts.   
\*Your Headings (DIRECTIONS INGREDENTS) are all caps, bold and underlined

**Before you print have Mrs. Arcori Check your recipe**