

CREATING RECIPE CARDS WITH COLUMNS

This recipe template can be used to make handy recipe cards that can be passed on for many generations.

INGREDIENTS

- 1 6" x 4" paper
- 1 1/4 Good, old-fashioned recipe from Mom

DIRECTIONS

1. Type the name, description, ingredients list, and directions to the recipe.
2. Press TAB after each ingredient.
3. To change the columns, click **Columns** on the **Format** menu.
4. To change the paper size, click **Page Setup** on the **File** menu and then click the **Paper** tab.
5. Save the recipe by clicking **Save As** on the **File** menu.

Tip: If you want to undo your changes, click **Undo** on the **Standard** toolbar, or press BACKSPACE.

