

INSTRUCTIONS FOR REPRODUCING “2 RECIPE” DOCUMENT

1. On the “Desktop” of your computer, use the mouse to click on the shortcut to “Microsoft Word”.
2. When the program opens, click on “File” at the top, and then “Save”.
3. To choose a folder to save your document in, “double click” on it. If you don’t want to put it in a folder skip to step 4. OR:

To make a folder with your name on it:

- a) At the top, click on the small icon showing a folder with an asterisk.
 - b) Type in your name and click “OK”.
4. Type a document name (such as: 2Recipes) in the box called “File Name”.
 5. Click on “Save”.
 6. At the top of your document page, click on “File” and then on “Page Setup”.
 7. Change the four margins to .7” and click “OK”.
 8. Type in both recipes from the “Text For Two Recipes” handout. OR:

Copy them from my website and paste them onto your page:

- a) Open up an “Internet Explorer” window.
 - b) At the top, type “www.LittleRasCo.com” in the “Address” area.
 - c) Click on “Go” to the right of the address.
 - d) Go halfway down my page and click on the “Book Reviews” page.
 - e) When that page opens, go to the bottom and click on “6 Recipes”.
 - f) To copy the first two recipes, “highlight” them by clicking the mouse at the start of the first recipe, and then holding the button down while you drag the mouse to the end of the second recipe. Release the button.
 - g) Place your mouse pointer over this highlighted text. Make sure the pointer is an “arrow” and then click the “right” mouse button.
 - h) Choose “Copy” and click on it.
 - i) Close this Internet Explorer Window by clicking on the “X” at the top of the page. Your “Microsoft Word” Recipe document should be in view.
 - j) Place your mouse on the page and click the “right” mouse button.
 - k) Choose “Paste” and click on it.
 - l) Both recipes will now appear on the page.
9. With the mouse, “highlight” the entire text of both recipes.
 10. At the top of your page, choose font style “Arial” and size “16” in the “dropdown” menus that are opened by clicking on the “down” arrows.
 11. Use the mouse to highlight the first recipe title by “triple” clicking on it.

12. Place the mouse on the title and follow step “g” above to “right” click on it.
13. Click on “Font” and a box will open.
14. Choose font style “Bold” and size 18; click on “Small caps” and then “OK”.
15. While the title is still highlighted, again place the pointer on it, making sure it is an “arrow”. “Right” click the mouse, and click on “Paragraph”.
16. Halfway down the box, under “Line Spacing”, click the “down” arrow next to the word “Single” and choose “Double” by clicking on it. Click “OK”.
17. Repeat steps 11 through 16 with title of the second recipe.
18. To add another two lines between both recipes, place the mouse between them, and press “Enter” on the keyboard, twice.
19. Highlight the title and ingredients of the first recipe.
20. Click on the Icon at the top of your page for “Center” justified text.
21. Repeat steps 19 and 20 with the second recipe.
22. To add more space below the last ingredient, place the mouse on the line with the last ingredient and click the right mouse button.
23. Choose “Paragraph” by clicking on it.
24. Under “Line Spacing”, click the “down” arrow next to “Single” and choose “1.5 lines” by clicking on it. Click “OK”
25. Repeat steps 22 through 24 with the last ingredient of the second recipe.
26. Highlight the four steps of instructions to the first recipe.
27. At the top, click on the Icon representing “Italic” font type.
28. At the top, click on the Icon representing a numbered “list”.
29. Repeat steps 26 to 28 with the “three” instructions to the second recipe.
30. To add more space below the last step of instructions in both recipes, repeat steps 22 through 24 above.
31. Save your document by clicking on the Icon at the top of the page representing a “floppy disk”.
32. Print your recipe page by clicking on “File” at the top of the page.
33. Click on “Print”.
34. Make sure the number of copies you want is correct and click “OK”.
35. To close your recipes, click on the “X” at the top right corner of the page.