

RECIPE FORMATTING INSTRUCTIONS

1. Begin a new document.
2. Change > Page Layout > Orientation > Landscape. *Note: We want the recipe to be on one page when completed.*
3. Change > Page Layout > Margins > Narrow (.5" Top, .5" Bottom, .5" Left, .5" Right)
4. Insert > Header > Choose Blank > Type First Line *Recipe from... into header
5. Go back to work area. Press Enter 2X. Insert > Table > 1 x 8 (1 column x 8 rows)
6. Insert > Clipart > Pancakes > Double Click > Right Click On the Clipart > Wrap Text > In Front of Text > Shrink and move to Header
7. Type the remaining parts of the recipe into the work area using the formatting instructions as shown in right column.
8. IF your ingredients are too long so recipe doesn't fit on one page, you must split that cell into 2 columns like this: Select that entire row > Right Click > Split Cells > Choose "Number of columns 2", "Number of Rows 1"
9. Delete all borders: Select entire Table > Go to Borders Icon (Paragraph Ribbon) Click Down Arrow > No Borders

	Formatting Instructions
*Recipe from the kitchen of: Stephen Rocco	(Calibri, Bold, size 18)
<i>Title: Caramel Apple Pancakes</i>	(Segoe Script, Bold, size 16)
Brief Description: Delicious Pancakes perfect for the fall or anytime. With the sweetness of the caramel syrup and the tartness of the apple this makes a perfect pancake that everyone will love.	(Arial, Bold, size 14)
Ingredients:	(Times New Roman, size 12)
<u>Syrup</u>	(Underline Headings, Bulleted List)
<ul style="list-style-type: none"> • ¼ cup Butter • 1 cup packed brown sugar • 2 tablespoons water • ½ teaspoon vanilla 	
<u>Pancakes</u>	
<ul style="list-style-type: none"> • 2 cups Original Bisquick [™] mix • 1 cup milk • 2 eggs • ¼ teaspoon ground cinnamon • 1 teaspoon vanilla 	(Superscript [™])

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- Butter for greasing skillet
- 2 large apples, peeled, cored and thinly sliced into rounds.

DIRECTIONS:

1. To make syrup, melt $\frac{1}{4}$ cup butter in 1 quart saucepan over medium heat. Add brown sugar; stir until dissolved. Add water; heat to boiling. Simmer 3 minutes, stirring frequently, until thickened. Remove from heat; add $\frac{1}{2}$ teaspoon vanilla.
2. To make pancake batter, in large bowl, beat Bisquick mix, milk, eggs, cinnamon and 1 teaspoon vanilla with whisk.
3. Heat skillet over medium heat; grease with butter. Pour $\frac{1}{4}$ cupfuls of batter into skillet. Once batter has stopped spreading and begins to set, place 1 apple round on top of each. Cook 2 or 3 minutes longer until bubbles appear at surface and edges are dry. Turn; cook 2 minutes longer or until browned. Repeat with remaining batter, greasing skillet before each to prevent apple slices from sticking.
4. Serve immediately with syrup.

(Comic Sans, size 11)

(Numbered List)
(Double space between paragraphs)

