



Finding Cooking Conversion and Measurement Equivalents:

Did you know that a dash is really 6 drops? Want to include this type of information in your cookbook? Try the following:

1. http://www.nal.usda.gov/fnic/foodcomp/Bulletins/measurement_equivalents.html
2. <http://www.e-cookbooks.net/ingredeq.htm>
3. <http://www.delish.com/guides/cooking/ingredient-equivalents>

How do I Find Out the Nutritious Content of My Recipe:

1. <http://www.nutritiondata.com/>
2. <http://recipes.sparkpeople.com/recipe-calculator.asp>

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What's Cookin' in Your Kitchen?

Tips and Tricks to Putting Together a Cookbook

First Things First-*Decide on a Size*

Most cookbooks are usually going to come in either an 8½ x 11 (full page) size or 5½ x 8½ (half page) size. It's up to you to decide which size works best for you.

Decide on a Software Package, Template, or Make Your Own:

From a Software Package:

1. Matilda's Fantastic Cookbook Software
(<http://www.cookbookpeople.com/>) - free trial version

From a Template:

1. Microsoft.com and search for "cookbook templates"
2. My Cookbook by MidWest Living
(http://www.midwestliving.com/app/mycookbook/?_requestid=70503)
3. HP Photo Heirloom Cookbook
(hp.com and search for "heirloom photo cookbook")

Naming Your Cookbook:

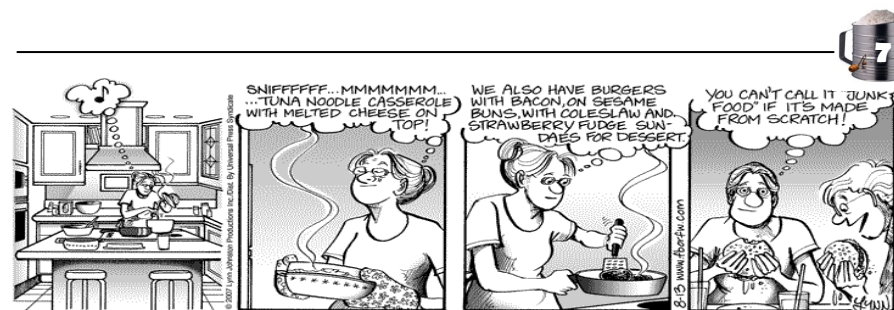
Naming your cookbook is a great way to set the tone for your cookbook. Will it be funny with kids' recipes and jokes or will it be more like a family history with bio's and photographs? When naming your presentation make sure to do the following:

1. Keep the title short but descriptive
2. Focus on the theme of the cookbook
3. Say the same thing differently (Family Recipes vs. Three Generations of Smith Family Favorites.)

Tips and Tricks for Cooking Up a Winning Cookbook:



1. Identify the types of recipes you want to include (appetizers, soups, main dishes, breads, desserts, etc).
 2. Email out request for recipes and include a standard template that ask for the following information:
 - Recipe name and contributor
 - Ingredients and measurements
 - Cooking directions (including oven temperature)
 - Prep time and cook time
 - Number of people the recipe serves
 - Other tips
- By emailing out the request you increase the likelihood of people responding, plus the recipe is already typed up so you won't have to type it in! All you will need to do is copy and paste the recipe into your cookbook.
3. Ask people to send in pictures not only of themselves but their families as well. You could also include things such as old family portraits, photos of the old home place, family vacations, etc.
 4. In addition to pictures, request that people write down family traditions, common sayings, funny stories, or photographs of family heirlooms.
 5. If you have recipes that have been passed down from generation to generation and they are handwritten consider scanning the recipe into the computer for the cookbook.
 6. Decide how to organize your cookbook:
 - By family member or unit
 - By category
 - By individuals
 - By holiday
 7. Consider how you will print and bind your final project. Is there a business in your area that can bind your finished project for you? If so, how much will it cost?
 8. You can also use the "memory" books or "keepsake" books from companies such as Wal-Mart, Walgreens, Kodak, etc. to create cookbooks.
 9. Limit dessert recipes otherwise you'll end up with a 3:1 ratio of dessert recipes to all of your other recipes.
 10. Give folks a couple of weeks to get their recipes together but do set a deadline. Deadline or not—plan on it taking twice as long as you planned.



Source: http://www.fborfw.com/strip_fix/strips/2007/august/a3q/070813mhy.gif

Inserting Photos:

- Step 1: Left-click Insert.
- Step 2: From the ribbon toolbar left-click Picture. Select the picture you wish to use.
- Step 3: Left-click Insert.



Inserting Clipart:

- Step 1: Left-click Insert.
- Step 2: From the ribbon toolbar left-click ClipArt. In the Search menu type in a keyword and press Go.
- Step 3: Left-click on the picture you would like to Insert.

*Don't forget you can also go out to Microsoft Office's ClipArt Gallery to find more free images:
<http://office.microsoft.com/en-us/clipart/default.aspx>

Finding Quotes:

Your best source of quotes will be your family but if you need a few fillers try the following websites:

<http://www.quotesdaddy.com/>
<http://thinkexist.com/>
<http://www.dontquoteme.com/>

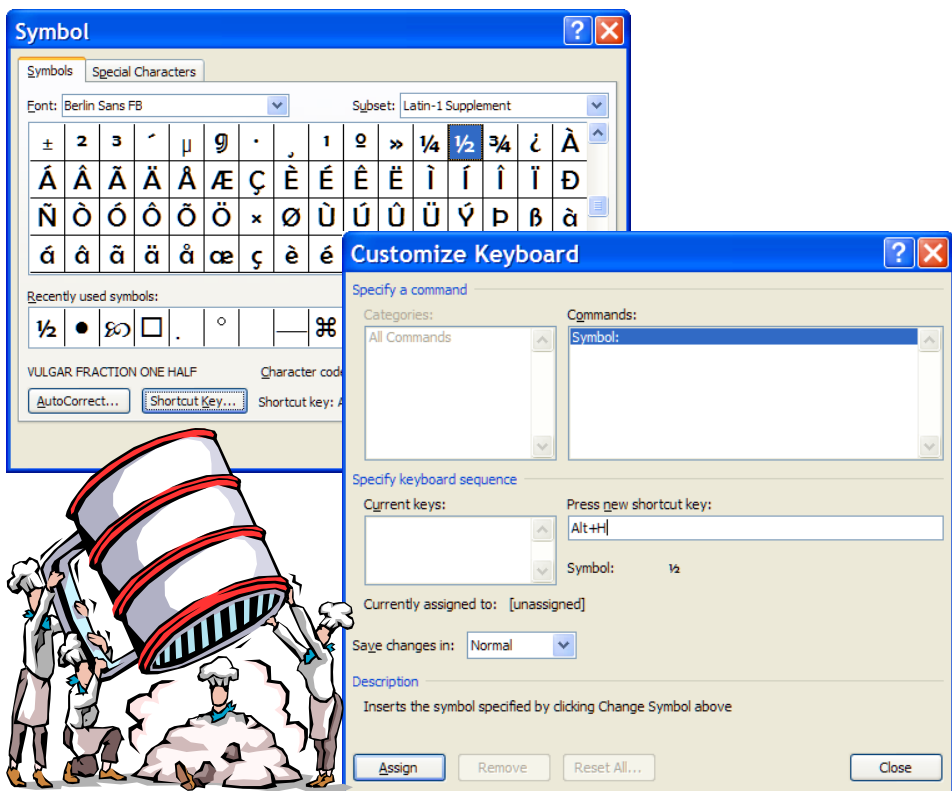
"I worry about scientist discovering that lettuce has been fattening all along..."

- Erma Bombeck

Using the Auto Key Function:



- Step 1: Left-click Insert from the ribbon toolbar.
- Step 2: Left-click Symbols.
- Step 3: Left-click More Symbols.
- Step 4: In the Font window left-click on the down arrow and select the font that matches your type.
- Step 5: Scroll through the list of symbols until you find the desired symbol ($\frac{1}{2}$, $\frac{3}{4}$, etc.) and left-click on the symbol.
- Step 6: Left-click Shortcut Key.
- Step 7: Press the new shortcut keys on your keyboard.
- Step 8: Left-click Assign.
- Step 9: Left-click Close.



Now anytime you need to type in the $\frac{1}{2}$ symbol simply press the Alt key plus the letter H on your keyboard—Voila!

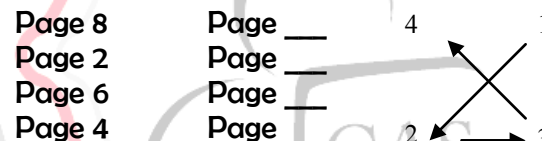
Setting Up a Bi-Fold (5½ x 8½) Cookbook Template:



- Step 1: Set the page layout to Landscape (Page Layout/Orientation/Landscape)
- Step 2: Adjust the margins to 0.5' or 'Narrow' for the top, bottom, left, and right margins. (Page Layout/Margins)
- Step 3: Insert two columns into the document (Page Layout/Columns/Two)
- Step 4: Insert a Column Break in each column (Insert/Column/Break). *This also allows you to move between columns.

Numbering Pages in a Bi-Fold Cookbook:

- Step 1: When creating a bi-fold cookbook the pages will ALWAYS be in multiples of four (ex. 4, 8, 12).
- Step 2: To determine how the pages will be numbered follow this simple step:



Inserting Tables into Cookbook:

- Step 1: Left-click Insert.
- Step 2: Left-click Table (ex. select 2 columns and 5 rows).

How do I remove the black lines on the table? First, you'll need to go to the Table Tools/Design tab and left-click on Borders. In the drop down menu select No Borders. Secondly, you'll need to go to Borders and in the drop down menu select View Gridlines. By choosing View Gridlines you'll be able to view and use them but not worry about them printing out in your final cookbook.

Adding Rows or Columns:

- Step 1: Select a row or column that is near the location you wish to insert additional rows or columns.
- Step 2: Right-click on the row or column.
- Step 3: In the pop-up menu select Insert Row or Insert Column.

Merging Cells:



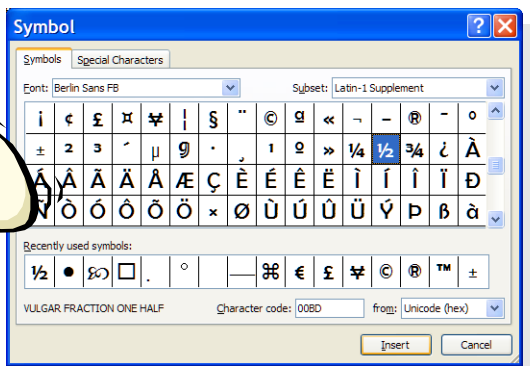
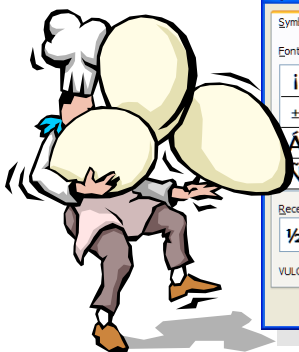
- Step 1: Highlight *both* cells you wish to merge (either side by side horizontally or vertically).
- Step 2: Right-click on the rows.
- Step 3: In the pop-up window left-click Merge Cells.

Deleting a Row or Column:

- Step 1: Highlight the rows or columns that you wish to delete.
- Step 2: Right-click on the highlighted row or column.
- Step 3: In the pop-up menu left-click Delete Rows or Delete Columns (depending on which you have highlighted)

Inserting Symbols:

- Step 1: Left-click Insert from the ribbon toolbar.
- Step 2: Left-click Symbols.
- Step 3: Left-click More Symbols.
- Step 4: In the Font window left-click on the down arrow and select the font that matches your type.
- Step 5: Scroll through the list of symbols until you find the desired symbol ($\frac{1}{2}$, $\frac{3}{4}$, etc.) and left-click on the symbol.
- Step 6: Left-click Insert.



What about copyright issues?

“According to U.S. Copyright Office, “Mere listings of ingredients as in recipes, formulas, compounds, or prescriptions are not subject to copyright protection. However, when a recipe or formula is accompanied by substantial literary expression in the form of an explanation or directions, or when there is a combination of recipes, as in a cookbook, there may be a basis for copyright protection”.

(Source: <http://www.copyright.gov/fls/fl122.html>)

Example of a Sample Email Request for Recipes:



To: Smith Family Email Group
From: Mariah Smith <mariahs@ext.msstate.edu>
Date: Month, Day, Year
Subject: Tasty Delights: Three Generations of Home Cookin’

Dear Great Aunt Judy,

Christmas time is almost upon us and I thought it would be a great idea to put together a family cookbook. Everyone just loves your 3-Layer Coconut Cake, it’s simply the best. Would you mind sharing your years of cooking experience with the rest of us? Just fill out this “recipe card” for each recipe you can send me (the more the better). I can’t wait to put together this yummy family history.

Sincerely,
Mariah

Recipe Name: _____
From the Kitchen of: _____

Ingredients (please include exact measurements—no pinches!)

Directions: _____

Oven Temp: _____ Preheat: _____ Serves how many? _____

Please include a photo of yourself and/or family with the recipe or please email any other good family photographs. The people in the picture I have included from L-R are: _____

_____ Date Taken: _____

Are there any good family stories that go along with this recipe?

Aside from the recipe are there any good quotes or stories you know that we could include in the cookbook? _____
