# 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 |
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## 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.