**Formatting a Recipe**

Go to one of the trusted websites – examples: epicurious.com, foodnetwork.com, eatingwell.com, Culinary Institute of America, etc. When you have read through a few recipes, choose one that particularly appeals to you. Copy and paste the entire recipe into a Word document.

Format the recipe by selecting “narrow” margins, font size 12 or larger, directions which are 1.5 line spacing, and make sure you have given credit where credit is due – i.e. Gourmet, 2010 (with author if applicable). Split directions up into easy to follow, numbered or bulleted steps (do not leave in paragraph form).

Print your recipe (with your name included) and send an electronic copy to Ms. Bien.