

Instructions for completing the recipe template

Below are the instructions you will need to complete your recipe in our template. If you have any difficulties please contact us via email at p.and.f.ormond@gmail.com and we will do our best to help. If you are still unable to use the template for any reason, just send us a text version of your recipe including the recipe title, ingredients, method, cooking time, number of serves, why you chose this recipe, plus any photos and we will try to format them for you. We want to ensure everyone has the chance to be included!! For families with more than one child at OPS, you are welcome to send in a different recipe for each child OR just use same recipe for every child in your family.

Notes:

- *We suggest you look at our finished example (file name "Recipe - finished example.pdf") as an example of what your recipe could look like, before completing the template.*
- *This template works best in "Word"*

Instructions to create your recipe:

1. **Open the recipe template** (file name "Template_OPS Cookbook recipe.doc")
2. **Type your child's name and their Year Level** (child's first name and the first letter of their surname (eg **Thomas H, 1C**) by positioning the cursor at the top of the page. Please then delete the existing typed instructions;
3. **Add your "Recipe Title", "Ingredients", "Preparation" and "Story"**. Please delete the existing typed instructions under each title;
4. You can change the font colour on "Recipe Title", "Ingredients", "Preparation" and "Story" if you wish;
5. **Add a photo of your recipe by replacing the existing one in the template.** To do that, just click on the existing picture, then right click to choose the option "Replace image" and upload your picture from your computer or drive;
6. **Add your cooking time in "Ready in:" and your number of serves in "Serves:"** (below recipe picture). Then delete the existing instructions;
7. **Please save your recipe** using a file name that shows the child's Year Level, first name and the first letter of their surname. For example, file name "2C_ThomasH".
8. **Email your recipe** back to p.and.f.ormond@gmail.com by **16th October** to be included.

Additional optional step:

9. If your child would like to decorate their recipe by hand, please print out the recipe in colour, complete the drawings and then scan the file. The file can then be emailed to P and F at "p.and.f.ormond@gmail.com".

We can't wait to see your recipes!!