

Cooking in Microsoft Word

A Beginner's Guide to Crafting Their Own Cookbook



Gianna Leidich

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To Anna Cooney,
For always supporting my creative endeavors, including this manual.

To Arisa Yu,
For always swiping me into the dining hall.

Acknowledgements

I would like to thank Professor Janine Solberg for her constant support and advice throughout the compilation of this manual, as well as my fellow classmates in English 380 for helping refine it over the course of the semester. I would also like to thank my user analysis test subjects: Anna Cooney, Ella Masciarelli, and Arisa Yu. This manual could not have been completed without you.

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Introduction

Cooking in Microsoft Word: A Beginner's Guide to Crafting Their Own Cookbook was created out of my love of food and my appreciation for all those that make it, including all the wonderful home cooks and bakers of the world. Whether you want to share your cookbook with family and friends or hope to get it published, this manual can help you create your very own professional-looking cookbook in Microsoft Word.

This manual is divided into three main chapters, each of which is designed to guide your cookbook documentation and development. This manual can be read in any order, and the organization of the chapters are intended to support the natural order in which a book is typically written. That is, the first and second chapters are all about creating the actual recipes through textual design, page layout, and formatting images. The final chapter focuses on wrapping up your cookbook: adding page numbers, table of contents, and cover and title pages.

It's up to you how you want to use certain chapters and sub-chapters, and you might find yourself not using certain ones at all. Ultimately, this manual was created to help you and any way you desire to use it will necessarily fulfill that purpose.

I hope that you find reading and using this manual as enjoyable as I did in creating it. You are already experienced in the kitchen, and now it is time for you to become experienced in creating your own cookbook in Microsoft Word.



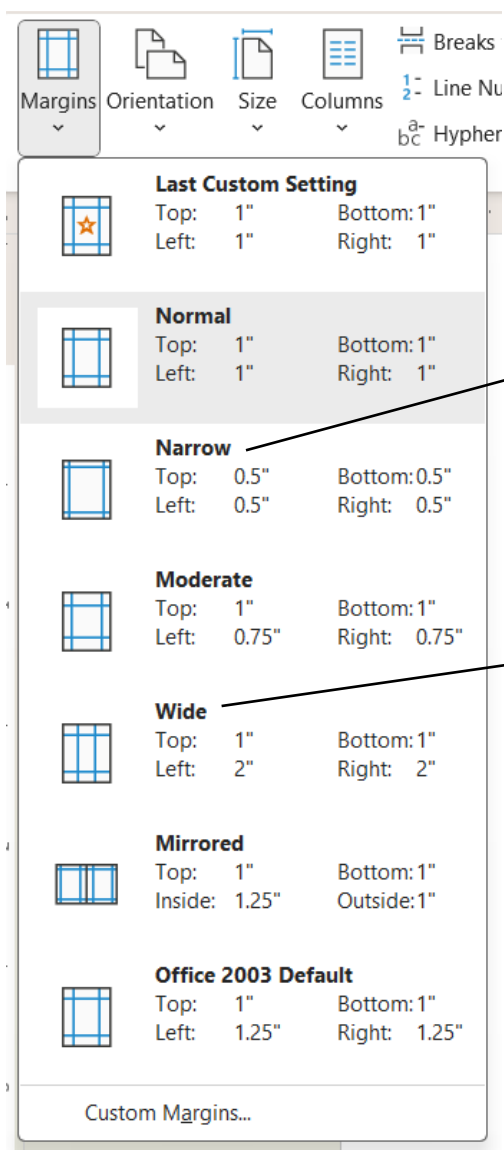
Chapter 1: Formatting Text

Adjust Margins

Adjusting your page margins—the amount of whitespace that appears at the top, bottom, and sides of the page—allows you to control how much content appears on the page and determine the overall format of your recipe. You can use Word’s default margins for a simple adjustment or create your own, giving you tighter control over your recipe’s design.

Adding a Default Margin

1. Click **Layout** on the ribbon.
2. Click **Margins**. A drop-down menu opens.
3. Select a default margin from the drop-down menu.

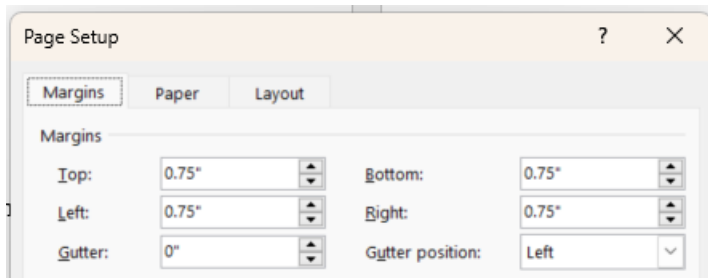


Use narrow margins when you want to fit more content on the page.

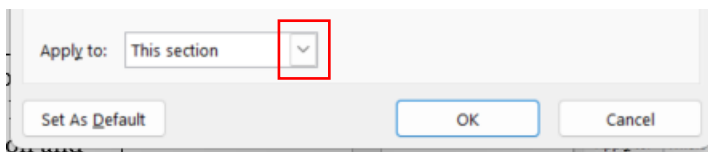
Use wide margins when you want to give your recipe a minimalist or luxurious feel.

Creating a Custom Margin

1. Click **Layout** on the ribbon.
2. Click **Margins**. A drop-down menu opens.
3. Select **Custom Margins** at the bottom of the menu. A pop-up window opens.
4. Edit the margins using the respective text boxes under the **Margins** tab.



5. Navigate to the text box next to **Apply to** and click the button on the right. A drop-down menu opens.



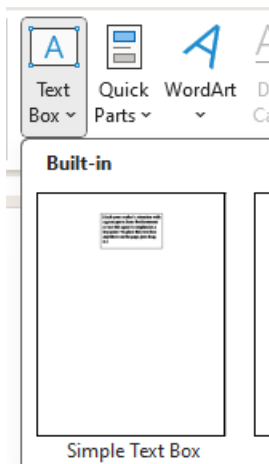
6. Select **Whole document** to apply your custom margin to the entire document.
7. Select **OK** to save your custom margins. Your custom margin is automatically applied.

Insert Text Boxes

Adding text boxes gives you more control over where text appears in your recipes. You can use text boxes as callouts for images and as containers for additional information that cannot otherwise be placed in the procedure.

Add a Text Box

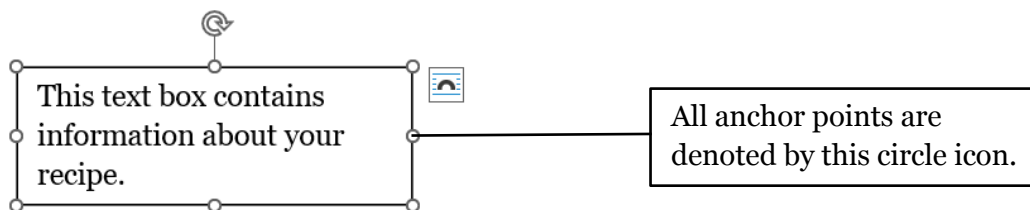
1. Click **Insert** on the ribbon.
2. Navigate to the **Text** section.
3. Click **Text Box**. A drop-down menu opens.



4. Select **Simple Text Box**. A text box with default text appears.
5. Click the border of the text box and drag it to your desired position. Any surrounding text automatically reformats around it.
6. Click inside the text box to add your own text.

Edit a Text Box's Shape

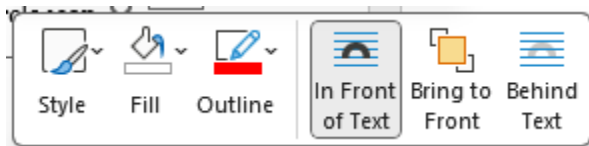
1. Navigate to the text box you want to edit.
2. Click on the border of the text box. Anchor points on the corners and midpoints appear.



3. Select an anchor point:
 - Use an anchor point on the top or bottom to edit the height.
 - Use an anchor point on the sides to edit the width.
 - Use an anchor point on the corner to edit the height and width in proportion.
4. Click and drag your selected anchor point to change the size of the text box.

Edit a Text Box's Design

1. Navigate to the text box you want to edit.
2. Left click on the text box. Two menus appear, and the smaller menu allows you to customize the visual design of the text box.



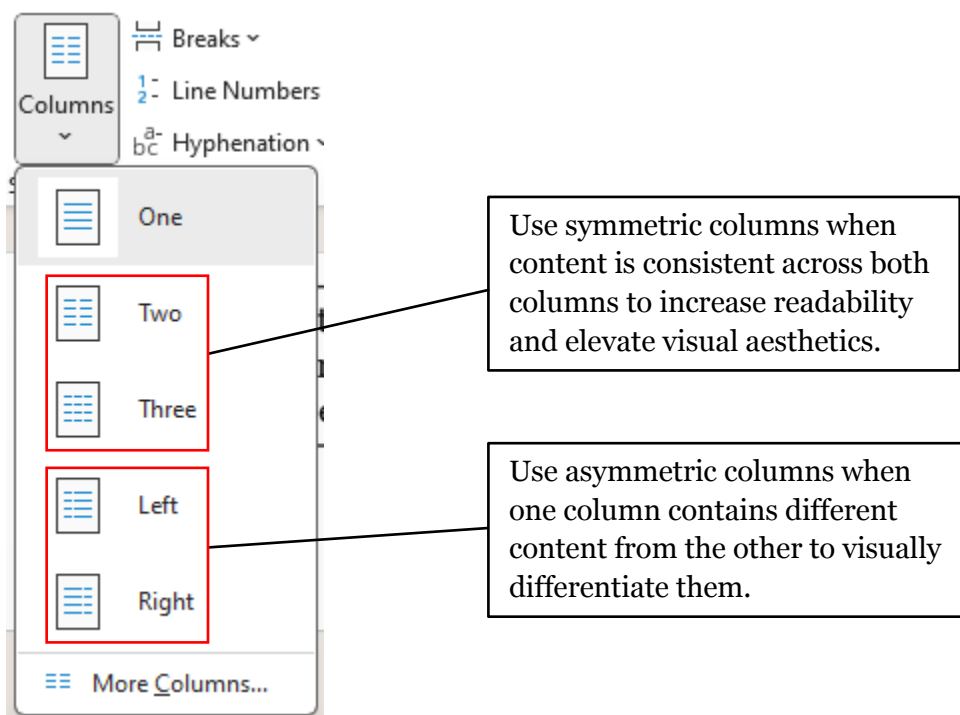
3. Select **Style** to choose from one of Word's default styles, or your own if you have one previously added.
4. Select **Fill** to change the background color of your text box.
5. Select **Outline** to change the border color of your text box.

*Note: The remaining options change how the text box appears in relation to other content. To ensure that the text box stands out, **In Front of Text** should always be selected.*

Add Columns

Placing your procedure in columns can heighten your recipe's readability and organization and is a common convention in most cookbooks. You can also use columns to visually separate your ingredients from the main procedure.

1. Select the text you want inside the columns.
2. Click **Layout** on the ribbon.
3. Click **Columns**. A drop-down menu opens.

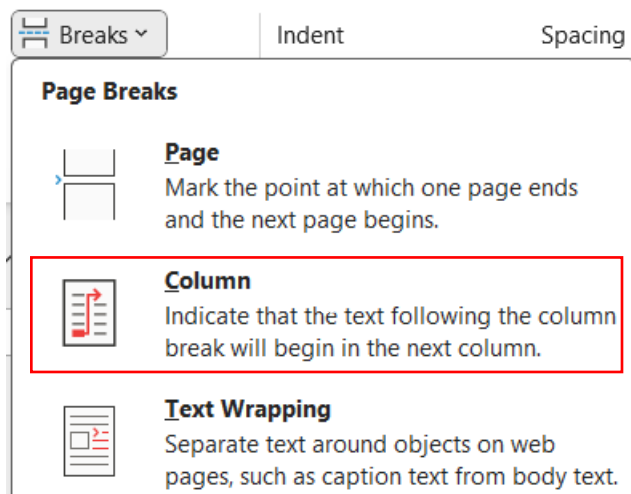


4. Select a column format. Your selected text transforms to your selected format.

Insert Column Breaks

Sometimes you have text in one column when you really want it in another column. For example, when an instruction starts in one column and ends in another. Inserting column breaks gives you control over where your content appears to avoid such scenarios.

1. Navigate to the columns you want to edit.
2. Place your cursor *before* the text you want in the next column.
3. Click **Layout** on the ribbon.
4. Click **Breaks**. A drop-down menu opens.
5. Select **Column**. A column break is automatically inserted at your cursor.

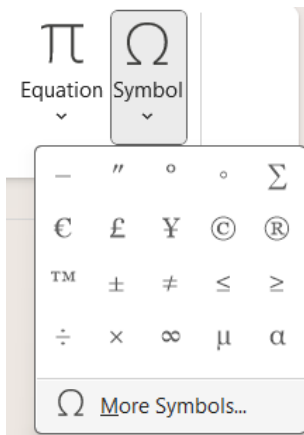


Note: Inserting a column break in your last column creates a new pair of columns that contain the remaining text.

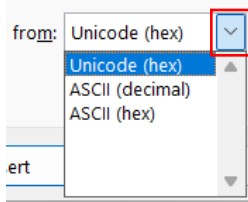
Insert Symbols

You might want to use special symbols, like the degree symbol before Fahrenheit, in your recipe. You can insert such symbols in Word using Unicode, a standard character encoding system. This module provides you with the character codes for symbols commonly found in recipes that you may wish to include.

1. Place your cursor where you want the symbol to appear.
2. Click **Insert** on the ribbon.
3. Navigate to the **Symbols** section.
4. Select **Symbol**.
5. Select **More Symbols**. A pop-up menu opens.



6. Navigate to the **From** text box at the bottom of the window.
7. Click the side button. A drop-down menu appears.

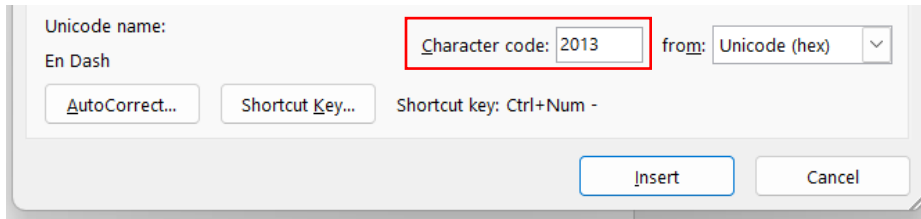


8. Select **Unicode (hex)**.

Warning: The remaining instructions and the character codes provided are in hexadecimal and will not map to the correct characters if you select any other format.

9. Navigate to the **Character code** text box and type in one of the following:

- 00B0, to insert the degree (°) symbol.
- 2033, to insert the inch (") symbol.
- 2013, to insert an en-dash (–).



10. Select **Insert**. Your desired symbol appears at your cursor.

Note: If you want to include a symbol not shown in this module, you can search its Unicode and insert it in the same way.

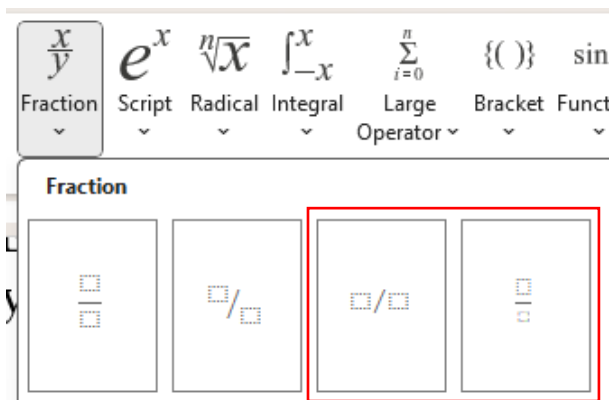
Insert Fractions

Your recipe might use fractions in its ingredients list and instructions. Using Word's equation editor allows you present your fractions as in-line characters, as opposed to typed as regular text, thus allowing you to better integrate them into your content.

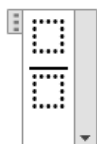
1. Place your cursor where you want your fraction to appear.
2. Click **Insert** on the ribbon.
3. Navigate to the **Symbols** section.
4. Click on the **Pi** (π) symbol. A text box to write your equation appears at your cursor.

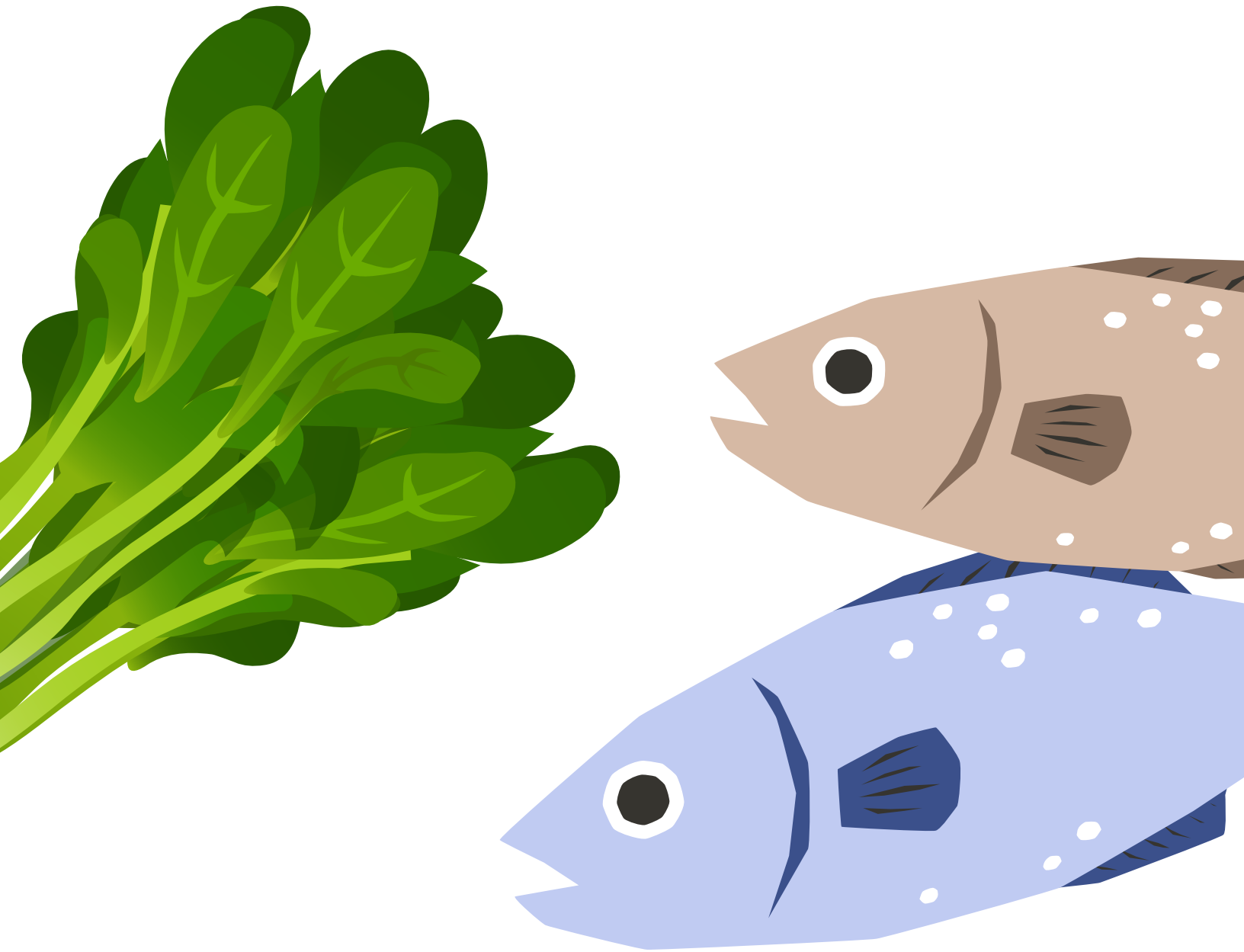


5. Select the **Equation** tab on the ribbon. You must be currently editing the equation to see this tab.
6. Navigate to the **Structures** section.
7. Click **Fraction**. A drop-down menu of different formatting options opens.
8. Select one of the last two options to ensure that your fraction is in-line with the surrounding text. The fraction bar is inserted into the equation box.



9. Click on the equation box to type your fraction. You must type the numerator and denominator in their respective boxes.



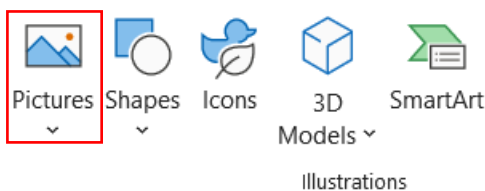


Chapter 2: Adding Images

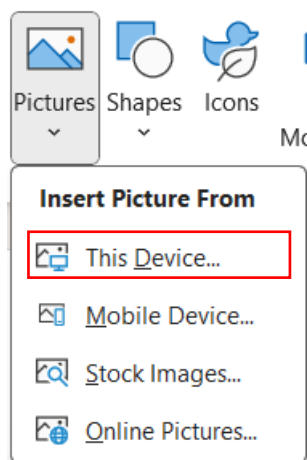
Insert Images

You can add images to your cookbook to give it an authentic, personalized touch, and provide your readers with a visual reference of what their food is supposed to look like throughout the recipe. Your images should already be downloaded onto your computer before starting this module.

1. Place your cursor where you want your image in the recipe.
2. Click **Insert** on the ribbon.
3. Navigate to the **Illustrations** section.
4. Click **Pictures**. A drop-down menu opens.



5. Select **This Device**. **File Explorer** opens.



6. Locate your image in **File Explorer**.
7. Select **Insert**. Your image appears at your cursor.

Note: You can select multiple images, but you will need to move and edit each one individually.

Resize Images

You can resize your images so that they better integrate with the rest of your content or to ensure that they fit comfortably on the page.

1. Click on the image that you want to resize. Anchor points on the corners and midpoints appear.



All anchor points are denoted by the circle icon.

2. Select an anchor point.
 - Use an anchor point on the top or bottom to edit the height.
 - Use an anchor point on the sides to edit the width.
 - Use an anchor point on the corner to edit the height and width in proportion.
3. Click and drag your selected anchor point to change the size of the image.

Note: Sizing up images can cause them to get blurry. If the image is blurry on your screen, then it will also be blurry on a printed or PDF copy.

Crop Images

Cropping allows you to remove content from your image's borders. Word's cropping tool allows you to cut out the unwanted content and have the result automatically show on the page.

1. Click on the image that you want to crop.
2. Click the **Picture Format** tab on the ribbon. You must be currently editing the picture to see this tab.
3. Navigate to the **Size** section.
4. Click **Crop**. Black borders appear on your image at the top, bottom, sides, and corners.



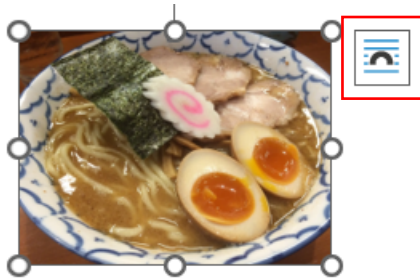
5. Click a border and drag it inwards, towards the center of the image, to crop out material.
6. Click outside of the image to apply the cropping.

Note: You should always crop inwards to remove content, as dragging a border outward will have unintended consequences, such as adding extra whitespace around the image.

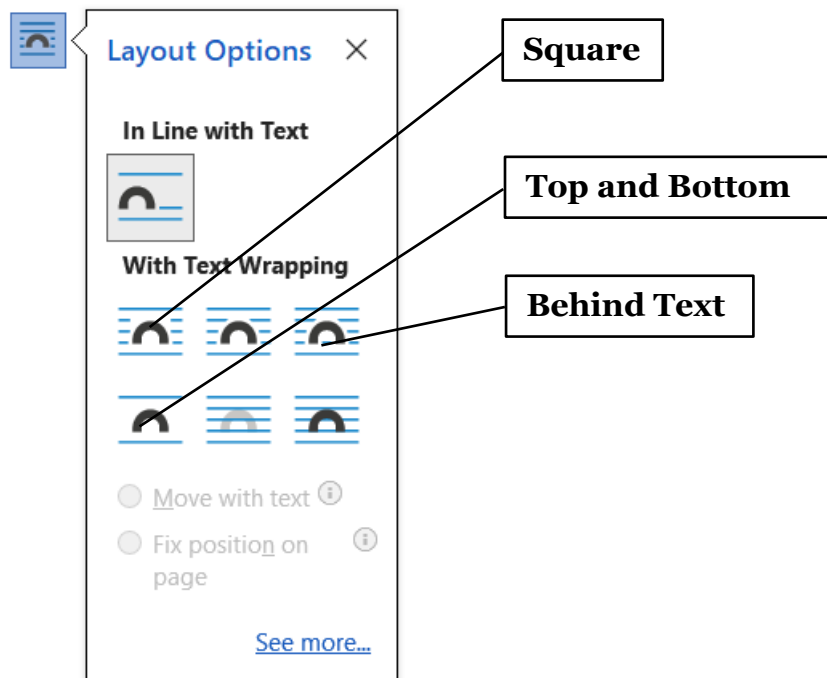
Position Images

You can integrate your images into your recipe by positioning them throughout its steps. Word's default format has images in-line with the text, but you can reformat images such that you can freely move and position them on the page.

1. Click on the image that you want to crop.
2. Click the **Layout Options** icon, located at one of the corners. A pop-up window opens.



3. Select an option from one of the following.
 - **Square**, to make the text move fully around your image.
 - **Top and Bottom**, to make text move around your image, but not the sides.
 - **Behind Text**, to display text on top of your image.



4. Click and drag your image to reposition it anywhere on the page.

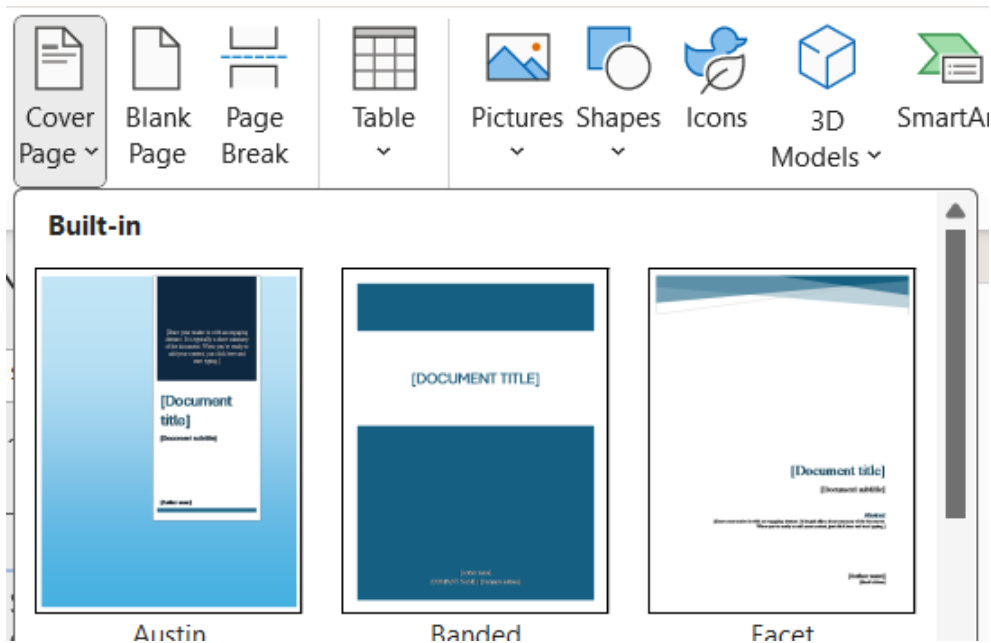


Chapter 3: Compiling the Recipes

Add a Cover

Adding a cover page contributes to the overall cohesion of your cookbook and allows you to customize its visual design.

1. Click **Insert** on the ribbon.
2. Click **Cover Page**.

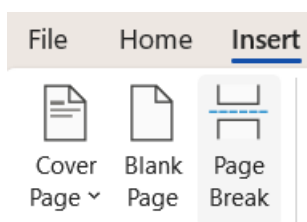


3. Select an option from Word's built-in selection. The cover page automatically becomes the first page of your cookbook.
4. Edit the default text with your own text.

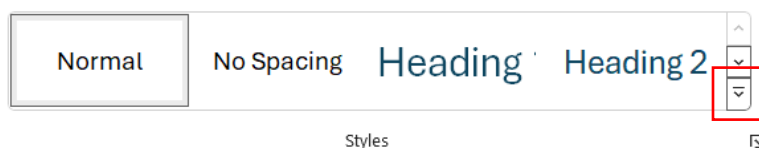
Add a Title Page

Adding a title page allows you to add a layer of professional to your cookbook as most cookbooks—and books, in general—have title pages. Including a title page with the title style is also essential in creating a table of contents, as it's used by Word's automatic generator.

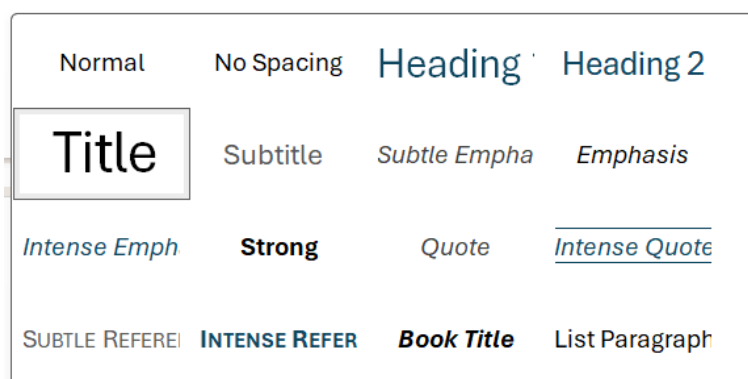
1. Open the document you are using to compile your cookbook.
2. Navigate to where you want the title page.
3. Click **Insert** on the ribbon.
4. Click **Page Break**. A new blank page appears.



5. Navigate to the **Styles** section of the **Home** ribbon.
6. Click the drop-down button next to the preview. A menu of all the default styles opens.



7. Select **Title**.



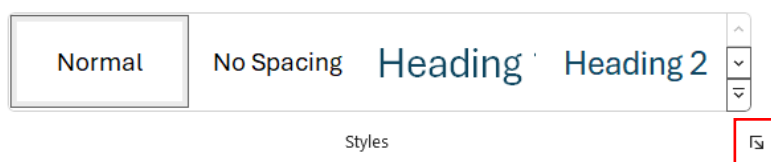
8. Type the title of your cookbook.
9. Click enter and select **Normal** from the same menu.
10. Add any other additional text that you want to appear under the title.

Add Recipe Titles

Using headings to title your recipes allows you to organize them by name and include a table of contents, which will ultimately help your users navigate through your cookbook.

Opening the Styles Menu

1. Open the document you are using to compile your cookbook.
2. Navigate to the **Styles** section on the **Home** ribbon.
3. Click the arrow button in the bottom-right corner. The main **Styles** menu that contains all default styles appears.



Inserting Headings

1. Highlight the text you want to apply the heading.
2. Open the **Styles** menu.
3. Select from the following options:
 - **Heading 1**, to add a title to your recipe.
 - **Heading 2**, to add a subtitle within your recipe.

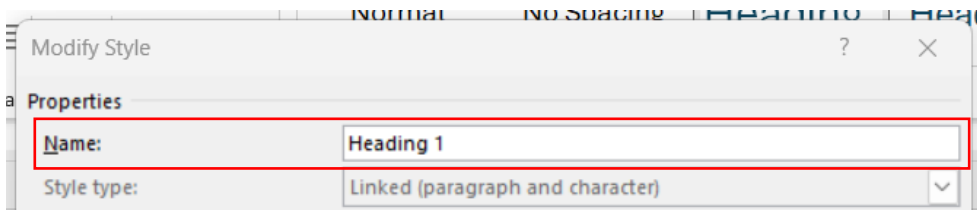
Note: Selecting a style will transform any text your cursor is at into that style.

Editing Your Headings

1. Open the **Styles** menu.
2. Hover over the style you want to modify. A description box and a button for a drop-down menu appears on the right.
3. Click the drop-down button. A menu appears.

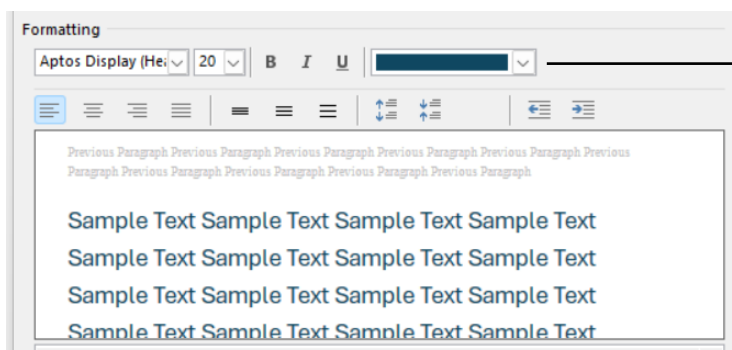


4. Select **Modify**. Another menu appears in a pop-up window.
5. Edit the style's name by typing in the textbook next to **Name**.



Note: You might find it helpful to change the name to “Recipe Title” so you can easily find and use it after.

6. Edit the style's appearance using the **Formatting** drop down menus.



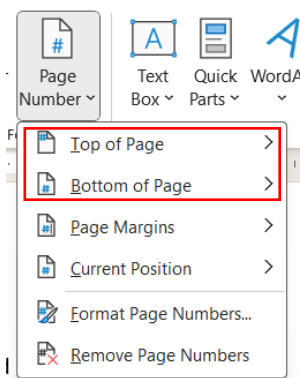
You can change the font, size, emphasis, and/or color.

7. Select **OK** to save your modified style. You can see your modifications reflected in the **Styles** menu.
8. Select **Cancel** to revert any changes.

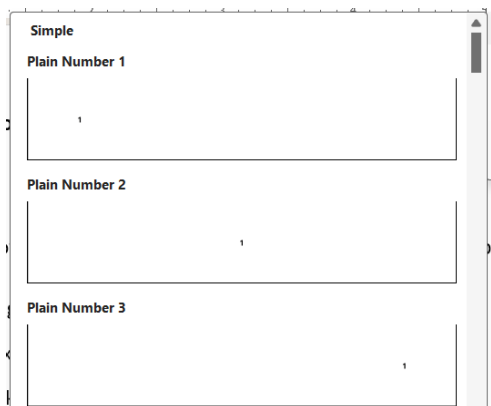
Add Page Numbers

Adding page numbers to your cookbook can help you locate recipes and add a touch of professionalism to the final product. If you want to include a table of contents, consider adding page numbers as they are used by Word's automatic table of contents generator.

1. Click **Insert** on the ribbon.
2. Click **Page Number**.



3. Select **Top of Page** or **Bottom of Page**. Standard cookbooks typically put page numbers at the bottom.



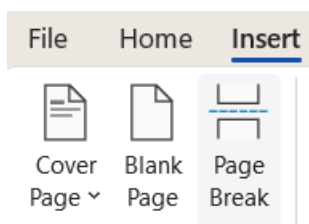
4. Select **Plain Number 1**, **Plain Number 2**, or **Plain Number 3**. The document's footer opens with the page number automatically inserted.
5. Double-click on the bottom of the page to add any additional text next to the page number.

Note: Any additional text will be consistent for all pages because default footers are consistent across the entire document.

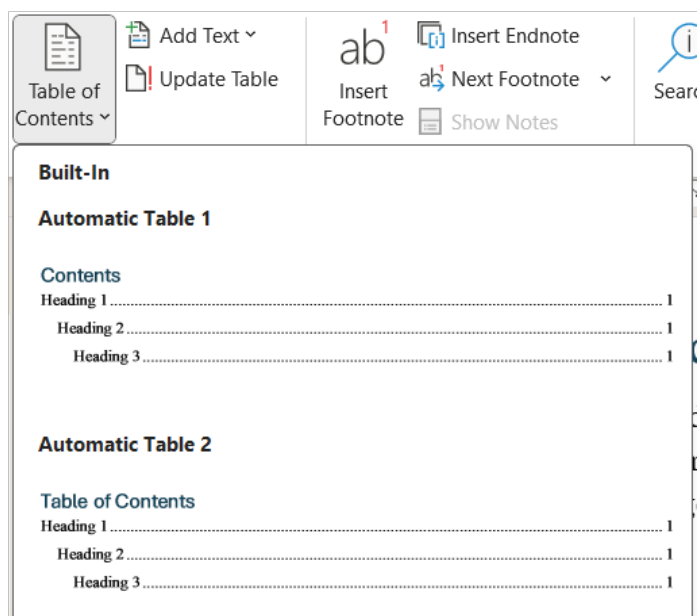
Add a Table of Contents

Adding a table of contents will allow you and your readers to easily locate your recipes. You should consider adding a title page, recipe titles, and page numbers before using this module, as Word's automatic table of contents generator uses each to produce the table.

1. Navigate to where you want the title page.
2. Click **Insert** on the ribbon.
3. Click **Page Break**. A new blank page appears.



4. Click **References** on the ribbon.
5. Click **Table of Contents**. A drop-down menu appears that contains default formats.



6. Select **Automatic Table 1** or **Automatic Table 2**. A table contents is automatically inserted for you.
7. Click on the table to make any modifications.
8. Select **Update Table** to update the table of contents if you add additional pages after creation.

Colophon

This manual was originally written on a Dell Laptop running Windows 11 and was finished on a MacBook Air running macOS 15 Sequoia, using Microsoft Word. All screenshots were taken using Microsoft's Snipping Tool.

This manual was printed at Staples in Hadley, Massachusetts.

