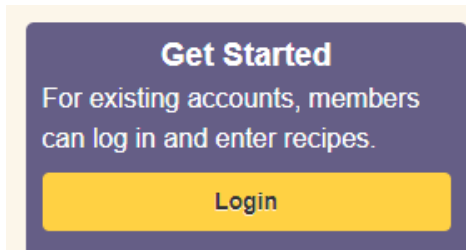


## Submitting Recipes for Norman Lutheran 150th Anniversary Cookbook

Go to [www.typensave.com](http://www.typensave.com)

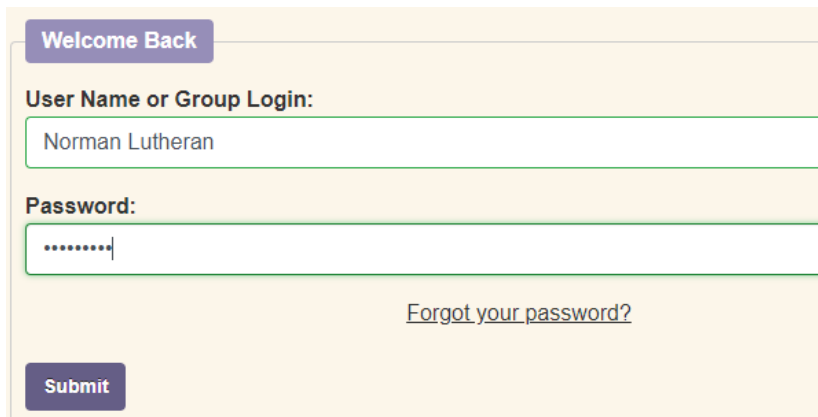
A purple rectangular box with rounded corners. At the top, it says "Get Started" in white bold text. Below that, in smaller white text, it says "For existing accounts, members can log in and enter recipes." At the bottom, there is a yellow rectangular button with the word "Login" in black text.

**Get Started**

For existing accounts, members can log in and enter recipes.

Login

- Click 'Login'

A light beige rectangular form with rounded corners. At the top left, there is a purple button labeled "Welcome Back". Below it, the text "User Name or Group Login:" is followed by a text input field containing "Norman Lutheran". Below that, the text "Password:" is followed by a password input field with masked characters ".....". To the right of the password field is a link that says "Forgot your password?". At the bottom left, there is a purple button labeled "Submit".

Welcome Back

User Name or Group Login:

Norman Lutheran

Password:

.....

[Forgot your password?](#)

Submit

- Enter the User Name: Norman Lutheran
- Enter the password: celery733
- Click 'Submit'.



### Add Recipes

Add, spell check, preview, and save a recipe.

- Click on 'Add Recipe'

## Recipes > Add a Recipe

Contributors	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Additional Contributor	<input type="text"/>
Additional Contributor	<input type="text"/>

- Enter your name and any additional names of contributors.

Recipe Information	
Recipe Title	<input type="text" value="GINGERSNAPS"/>
Recipe Subtitle	<input type="text"/>
Category	<input type="text" value="COOKIES &amp; CANDY"/>
Symbol	<input type="text" value="No Symbol Selected"/>

- Enter the Title of the recipe. (In this tutorial I will use my cookie recipe as an example)
- Recipe subtitles can be left blank.
- Select a category from the drop-down menu.
- Select a symbol (optional). Using a symbol is just an easy way for people to find recipes quickly with special features. Examples:



Hot & Spicy

This one could be used if the recipe is hot & spicy



Slow Cooker

This one could be used for a recipe that uses a crockpot.

Recipe Parts

+ Add A Part

**Ingredients:** *Press "Enter" to add another ingredient.* Tips ⓘ

1 1/2 c. shortening

- Start entering the ingredients in the order they will be used in the recipe. One ingredient per line.

It only shows two lines for ingredients at first, but once you put in an ingredient, hit ‘Enter’ and another line will show up. Below is how it looked once I entered all my ingredients.

Recipe Parts

+ Add A Part

**Ingredients:** *Press "Enter" to add another ingredient.* Tips ⓘ

1 1/2 c. shortening

2 c. sugar

2 eggs

2/3 c. dark molasses

4 c. flour

4 tsp. baking soda

1 tsp. salt

2 tsp. ground ginger

2 tsp. ground cinnamon

Directions

#### Tips

Click on this for tips about entering your recipe. It is helpful and shows you the standard abbreviations to use when entering your recipe. Here it is for a quick reference for you.

#### [Recipe tips from Morris Cookbook](#)

- Press the Enter Key after typing each ingredient, to add another ingredient.
- Use parenthesis to separate amounts.  
1 (8-oz.) pkg. cream cheese
- We will reformat your fractions.  
1 1/2 will be changed to 1 ½.
- To enter a degree symbol (°), use the Special Characters button or enter a ^ and we will reformat.

- **Standard Abbreviations**

<b>c.</b>	cup(s)
<b>tsp.</b>	teaspoon(s)
<b>T.</b>	tablespoon(s)
<b>lb.</b>	pound
<b>lbs.</b>	pounds
<b>oz.</b>	ounce(s)
<b>sm.</b>	small
<b>med.</b>	medium
<b>lg.</b>	large
<b>approx.</b>	approximately
<b>pkg.</b>	package
<b>pkgs.</b>	packages
<b>pt.</b>	pint(s)
<b>qt.</b>	quart(s)
<b>gal.</b>	gallon(s)
<b>env.</b>	envelope
<b>ctn.</b>	container(s) / carton(s)
<b>opt.</b>	optional
<b>g.</b>	gram(s)
<b>mg</b>	milligram(s)
<b>No. 2</b>	number 2 can
<b>doz.</b>	dozen
<b>L.</b>	liter(s)
<b>reg.</b>	regular

## Directions

Blend shortening and sugar. Add eggs and blend together. Add molasses and blend well. In mixture. Roll into 1 inch balls. Roll in additional sugar. Place on ungreased cookie sheet. Pr

- Continue with writing directions in paragraph form. Do not number and list as steps.

*For the ° degree sign for your oven temperature:*

## Recipes > Add a Recipe

é Special Characters

Click on the 'Special Characters' at the top of the screen.



A new window will open and click on the first symbol for the degree sign.

A recipe note is content that does not pertain to recipe preparation and is optional for you to use. Recipe notes may include nutritional information, recipe history, uses, etc., Here is an example for my recipe:

### Recipe Notes

I believe that using the brand Grandma's molasses makes these gingersnaps to be soft and chewy.

- Now that you have entered your recipe, go to the top of the screen and click "Preview"

é Special Characters

✓ Spelling

Preview

Save

Delete

Here is the preview from my recipe:

---

## GINGERSNAPS

---

**1 ½ c. shortening**  
**2 c. sugar**  
**2 eggs**  
**⅔ c. dark molasses**  
**4 c. flour**

**4 tsp. baking soda**  
**1 tsp. salt**  
**2 tsp. ground ginger**  
**2 tsp. ground cinnamon**

Blend shortening and sugar. Add eggs and blend together. Add molasses and blend well. In a separate bowl, mix flour with baking soda, salt, ginger, and cinnamon. Add dry ingredients to the molasses mixture. Roll into 1 inch balls. Roll in additional sugar. Place on ungreased cookie sheet. Press with a fork and sprinkle with additional sugar. Bake at 350° for 6 minutes or until the tops are cracked.

**Note:** I believe that using the brand Grandma's molasses makes these gingersnaps to be soft and chewy.

- Close the preview window.
- If you see any errors, you can correct them. Click 'Preview' once again to see any changes you have made.
- Once it is all correct and you have reviewed it, click 'Save'

é Special Characters

✓ Spelling

👁 Preview

💾 Save

🗑 Delete

---

- A green box at the top will tell you it has been successfully added to the collection.

You can then continue adding another recipe if you would like.

I hope this tutorial was helpful for you to contribute your recipe to the church cookbook. If you have any questions, please don't hesitate to contact me at [deannaopgrand@gmail.com](mailto:deannaopgrand@gmail.com)