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| Title of Recipe Print these 4x6” recipe cards on regular paper or card stock. INGREDIENTS 2 cups Chocolate Chips 1 cup Butter  ¾ cup Sugar 2 ¼ cup Flour  1 tsp Baking Soda 1 cup Chopped Nuts  1 tsp Vanilla Extract DIRECTIONS  1. Edit the **Title** of the recipe and add a short **Description** 2. Add **Ingredients** above using **Ctrl+tab** to insert a tab 3. To change the tab locations for the ingredients, go to **Tabs** in the **Format** menu, or edit the Ingredients style. 4. The border of the recipe cards will print by default. To turn them off, go to **Table Properties** in the **Table** menu. Then in the Table tab, click on the **Borders and Shading** button. Click on **None** to turn off the borders, or **All** to turn on the borders. |



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| Title of Recipe Add a short description INGREDIENTS 2 cups Chocolate Chips 2 Large Eggs 1 cup Butter DIRECTIONS  1. First Step 2. Second Step |