



How To: Create a Digital Cookbook

Having members create and submit a recipe is a fantastic idea for a virtual achievement program for cooking and baking projects. This guide outlines how to create a cookbook of compiled recipes, submitted by members.

Create a Google Form

A custom form tool such as Google Forms can be helpful for collecting the information in an organized and consistent manner. Have members complete the form with their recipe details.

- To set up your form visit www.forms.google.com
- Click add new form to start
- Add a title and description to your form, this could be your club or association name and should include simple instructions for members.
- Add questions for every field you intend to capture. For example: member's name, recipe name, yield, cook time, ingredients and instructions.
- Ensure to click the "Required" button on the bottom right so that all fields get completed.
- Click send on the top right, then select the second option and copy the link to share.
- As the administrator of this form you will be able to see the results from the form responses by clicking responses.

View an example of a Google Form template for recipe submission: <https://forms.gle/Dotng5ZSgNRuw52m6>

Merge the Data into a Cookbook

Next you can export the information from your Google Form and import it into word to format and create a document with everyone's recipe.

- When you have your google form open, click the responses tab. On the top right, click the spreadsheet icon.
- This will open a spreadsheet with all the data. Export the spreadsheet to an excel file.
- Open word and create a layout for the recipes.
- Use the mail merge function to add the information from the spreadsheet into the document.
- Learn how to complete a mail merge here: <https://www.webucator.com/article/how-to-use-mail-merge-in-microsoft-word-lvnonqmbps/>
- Once all the data has been added, do a final format check and save your document as PDF and share with members.

