

# Advanced Folio editing

In this walkthrough you will use advanced methods to expand the "Recipes" Folio

**Prerequisites:**

- The "Recipes" Folio from [Folio Facts](#); **OR**
- Open [this Folio document](#) and [import](#) it

You will:

- Rename and revise the Chicken Gumbo recipe
- Tag the recipe as "Savory"
- Add a new Fact (Prep Time = 1 hour) to the recipe
- Copy the Tomato Soup recipe and use it to create a new recipe for Potato Soup



Once you understand the format of Folio documents, you may find it quicker to make extensive revisions directly to the Folio document rather than through the **Folios** screen. All of these chores can be performed directly in the Folio document:

- Add, rename, and edit Passages.
- Add, rename, edit, and delete Tags.
- Add, rename, edit, and delete Facts.

1

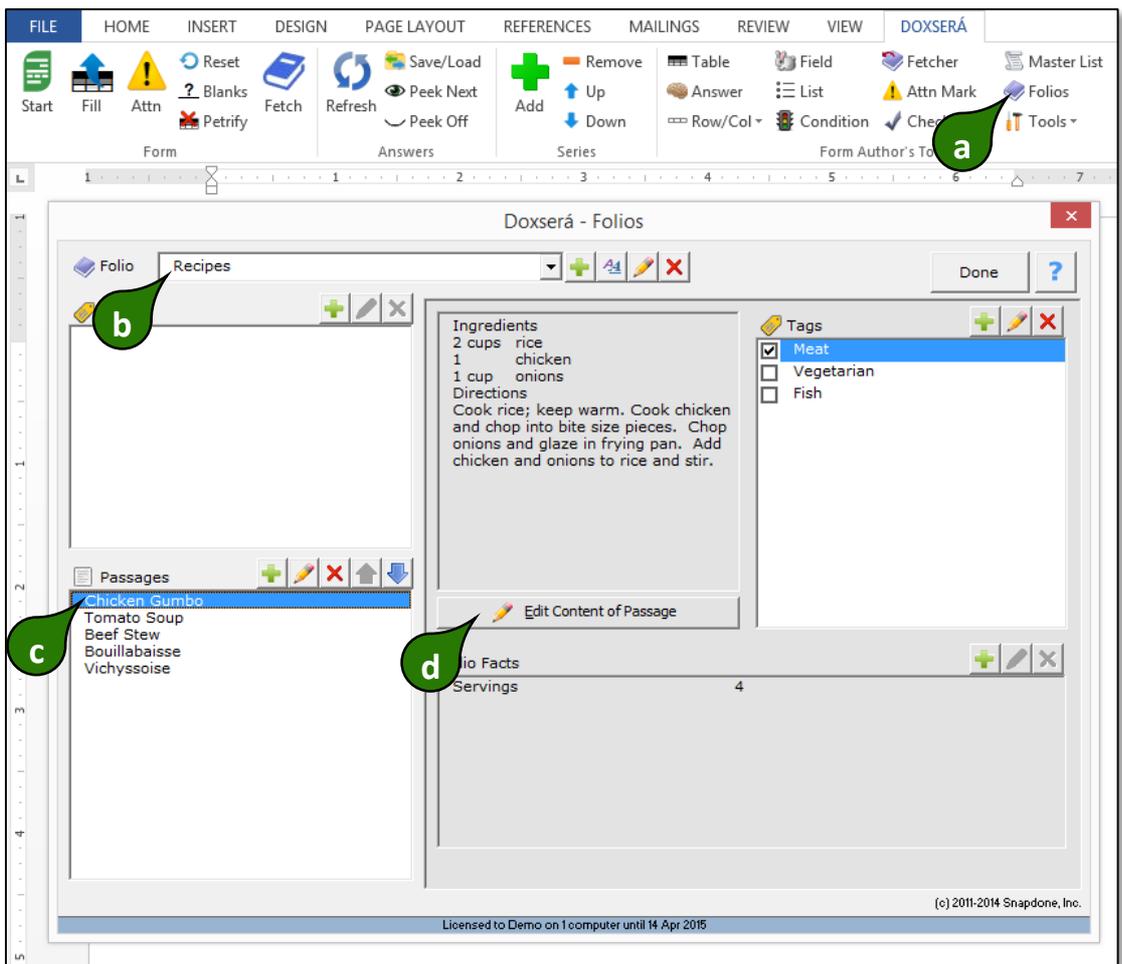
## Open a Folio document

**a** Click **Folios**

**b** Select the **Recipes** Folio

**c** Select any Passage

**d** Click **Edit Content of Passage**



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## Passage format rules

**a** Each Passage is preceded by a blue **vvv**

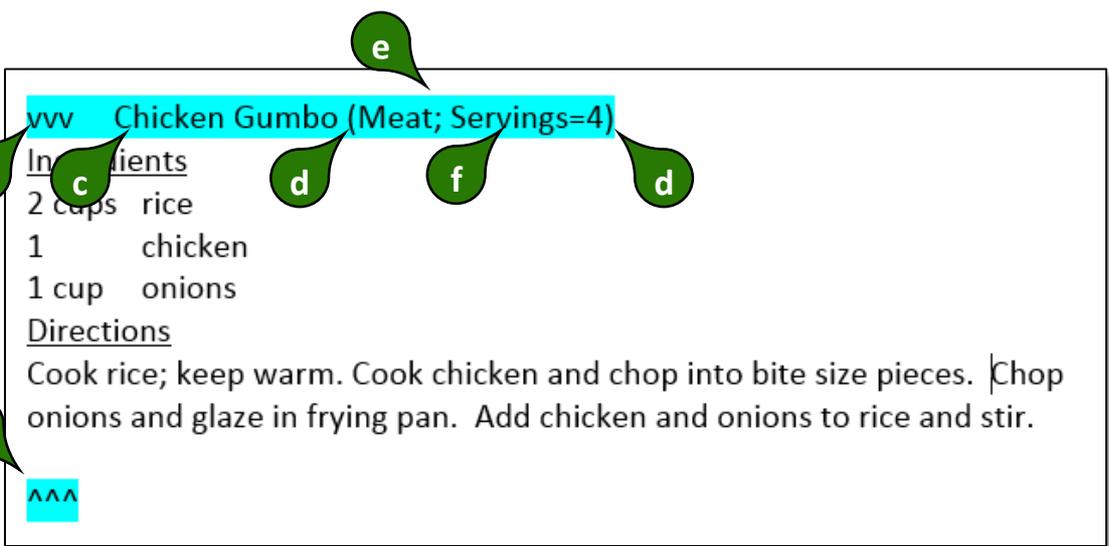
**b** Each Passage is followed by a blue **^^^**

**c** The Passage name (**Chicken Gumbo**) appears after **vvv**

**d** The Passage name is followed by parentheses

**e** Tags (**Meat**) and Facts (**Servings=4**) appear within the parentheses, separated by semicolons

**f** Facts are typed in the format **label=fact**. For example: **Servings=4**



3

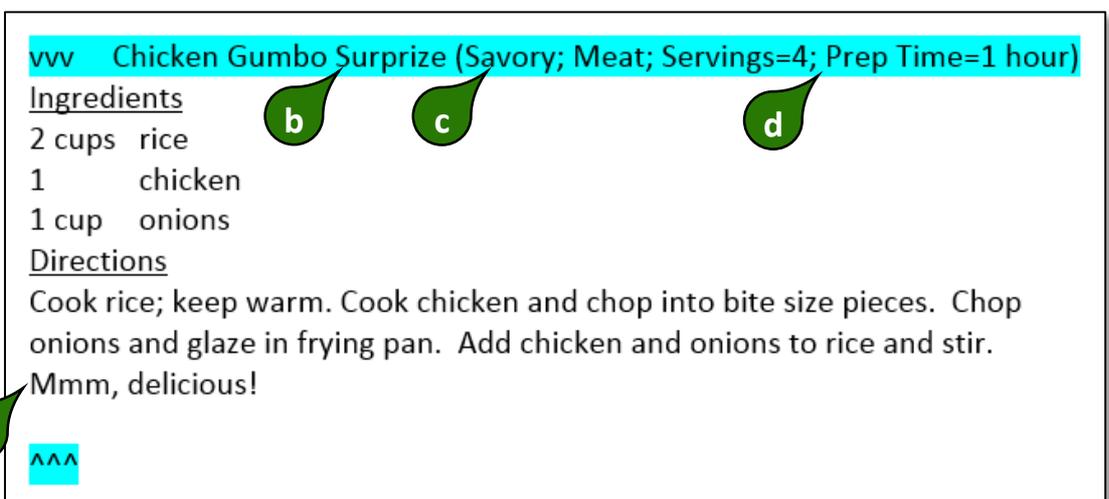
## Follow the rules to edit all aspects of a Passage\*

**a** Edit the *content* of the Passage by typing **Mmm, delicious!**

**b** Edit the *name* of the Passage by typing **Surprize**

**c** Add a *Tag* by typing **Savory;** (including the semicolon)

**d** Add a *Fact* by typing **; Prep Time=1 hour** (including the semicolon)





Don't use these special characters in Passage names, Tags, or Fact labels: ; = ( )

4

### Create a new Passage with copy/paste

- a Select the entire **Tomato Soup** Passage, making sure to include the **vvv** at the beginning and the **^^^** at the end
  - Copy

onions and glaze in frying pan. Add chicken and onions to rice and stir.  
Mmm, delicious!

^^^

**vvv Tomato Soup (Vegetarian; Servings=3)**

Ingredients  
4 tomatoes  
1 tspn pepper

Directions  
Squash tomatoes. Cook on medium heat for 30 minutes. Add pepper to taste. Serve while hot with a sprig of parsley.

^^^

**vvv Beef Stew (Meat; Servings=4)**

Ingredients  
2 lb beef stew meat  
1 onion  
1 tomato

- b Place the cursor before the **Beef Stew** Passage, making sure it's in front of the **vvv** that begins the Passage

- Paste

onions and glaze in frying pan. Add chicken and onions to rice and stir.  
Mmm, delicious!

^^^

**vvv Tomato Soup (Vegetarian; Servings=3)**

Ingredients  
4 tomatoes  
1 tspn pepper

Directions  
Squash tomatoes. Cook on medium heat for 30 minutes. Add pepper to taste. Serve while hot with a sprig of parsley.

^^^

**vvv Beef Stew (Meat; Servings=4)**

Ingredients  
2 lb beef stew meat  
1 onion  
1 tomato

- c Revise the copied recipe so it refers to **potatoes** instead of **tomatoes**

- d Click **Folios** to return to the Folios screen

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DOXSERA

Start Fill Attn Blanks Fetch Refresh Peek Next Peek Off Add Up Down Row/Col Condition Check Tools

Form Answers Series Form Author's

**Folio: Recipes**

Add Passage content between the blue arrows, then click **Folios** to save changes.

**vvv Chicken Gumbo Surprise (Savory; Meat; Servings=4; Prep Time=1 hour)**

Ingredients  
2 cups rice  
1 chicken  
1 cup onions

Directions  
Cook rice; keep warm. Cook chicken and chop into bite size pieces. Chop onions and glaze in frying pan. Add chicken and onions to rice and stir. Mmm, delicious!

^^^

**vvv Tomato Soup (Vegetarian; Servings=3)**

Ingredients  
4 tomatoes  
1 tspn pepper

Directions  
Squash tomatoes. Cook on medium heat for 30 minutes. Add pepper to taste. Serve while hot with a sprig of parsley.

^^^

**vvv Potato Soup (Vegetarian; Servings=3)**

Ingredients  
4 potatoes  
1 tspn pepper

Directions  
Squash potatoes. Cook on medium heat for 30 minutes. Add pepper to taste. Serve while hot with a sprig of parsley.

^^^

**vvv Beef Stew (Meat; Servings=4)**

Ingredients

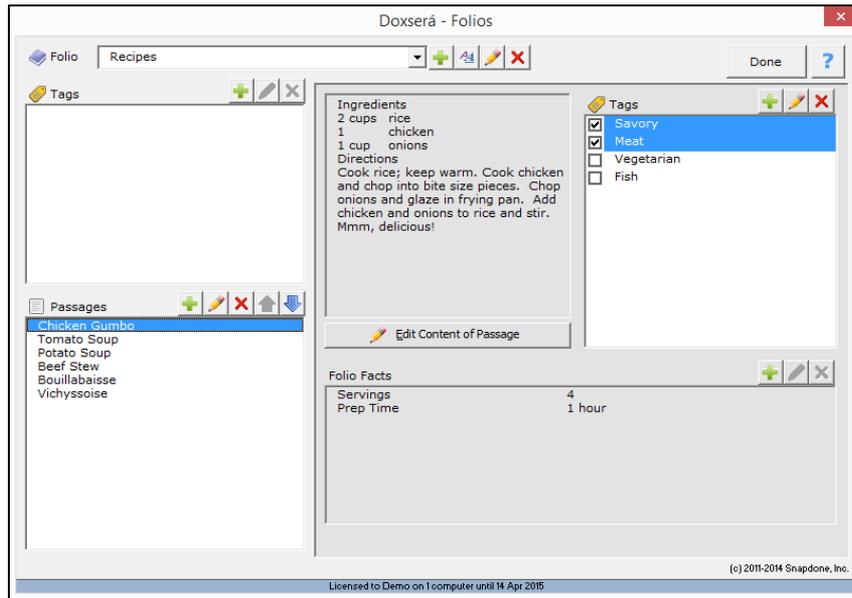
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### Save your work

Click **Save** to save changes to this Folio

# ... and Presto

The “Recipes” Folio has been updated with a new Tag, new Fact, and new Passage



## ▲ Advanced Folio editing

### Related Info

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[Folio Overview](#)

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[Create a Folio](#)