

# Create a Folio

In this walkthrough, you are a keeper of recipes, and you have decided to store them in a Folio for easy access.

You will:

- Create a Folio named "Recipes"
- Add recipes (Passages) to the Folio

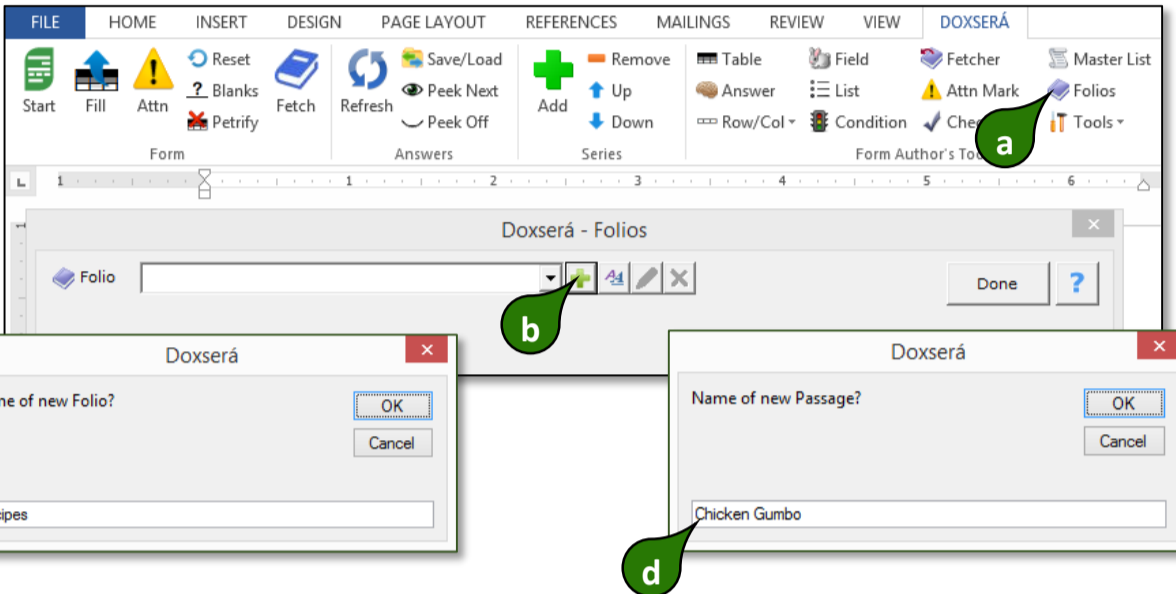
Why store recipes in a Folio? After the Folio is created, you will be able to:

- Quickly and easily search for and insert recipes in any document ([Fetch a Passage](#)).
- Create a form that instantly builds custom tailored cookbooks ([A form where the user selects Passages](#) and [A form where the user selects a Tag](#)).

**1**

## Create a Folio and its first Passage

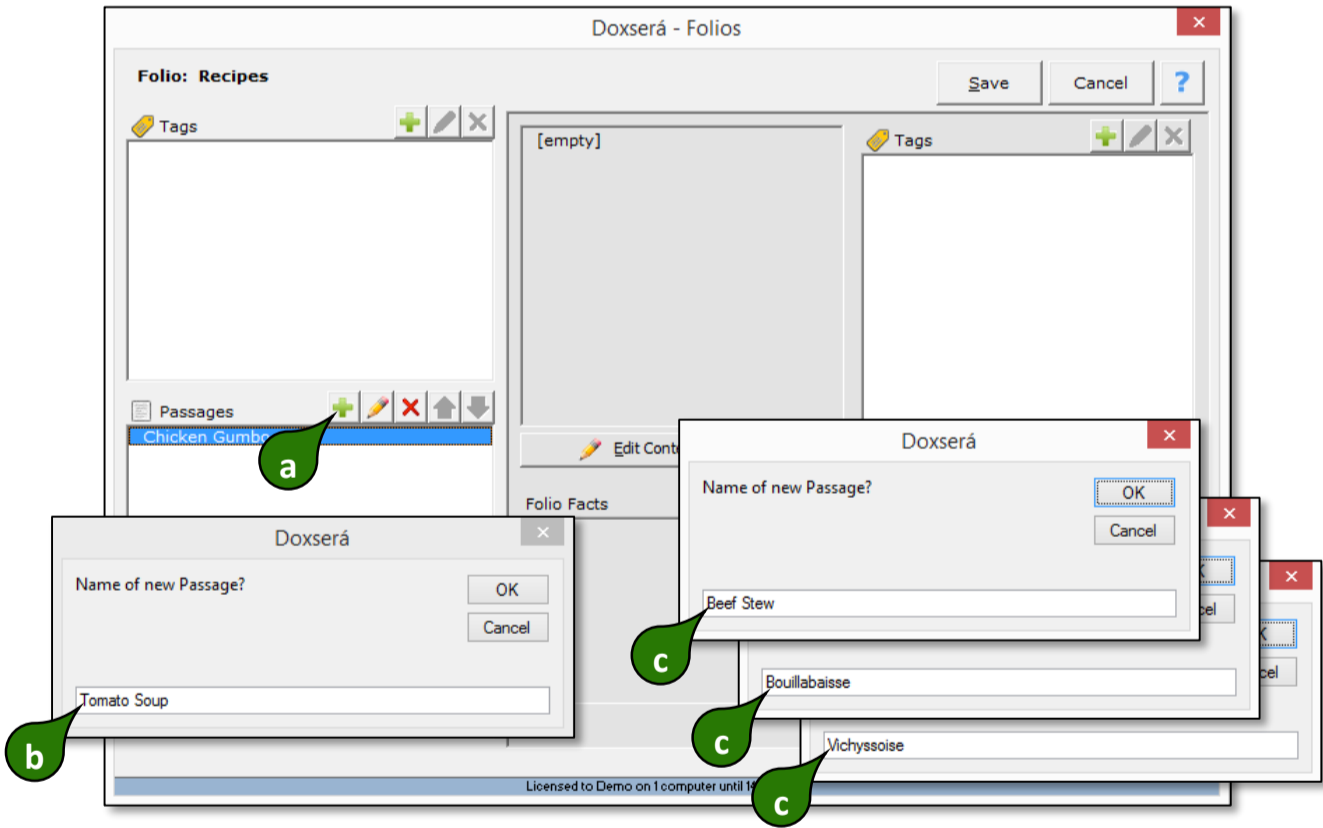
- Click Folios
- Click the new Folio icon
- Type the Folio name **Recipes** and click **OK**
- Type the first Passage name **Chicken Gumbo** and click **OK**



**2**

## Add more Passages

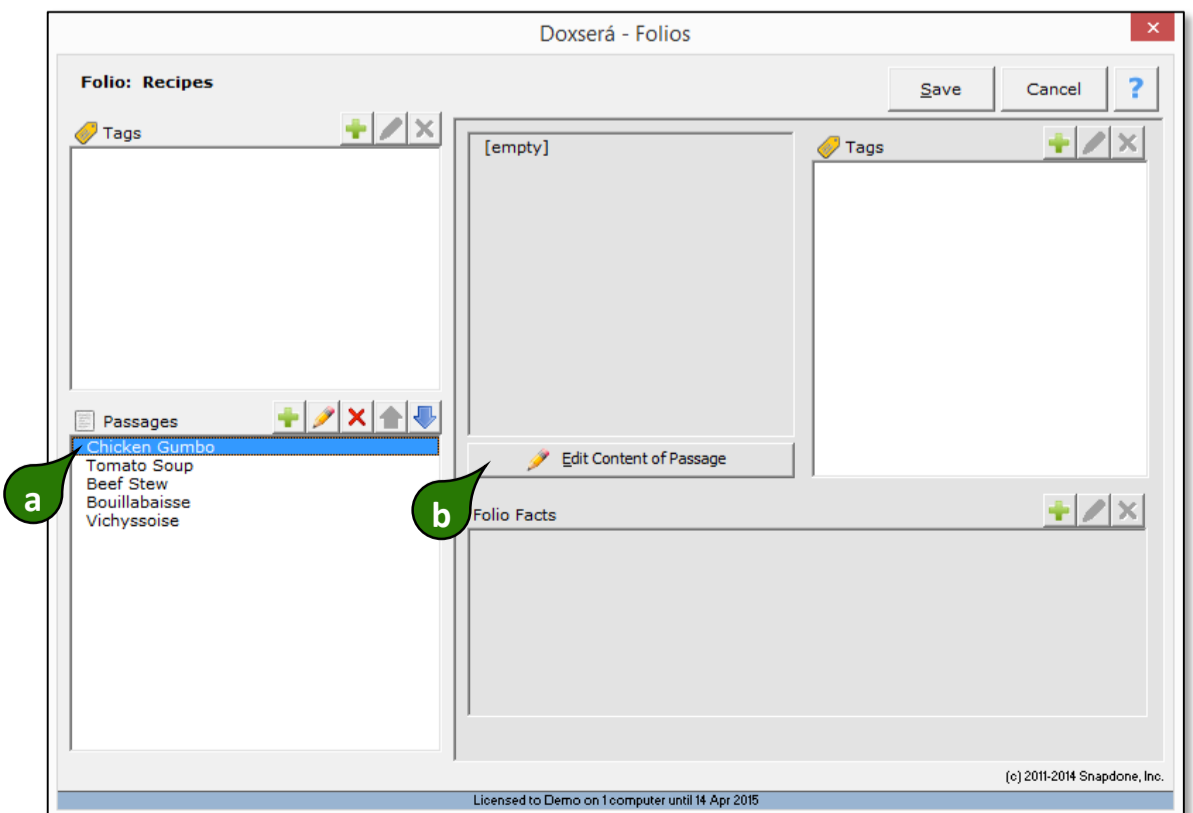
- Click the new Passage icon
- Type the Passage name **Tomato Soup** and click **OK**
- Repeat steps **a** and **b** to create three more Passages: **Beef Stew**, **Bouillabaisse**, and **Vichyssoise**



**3**


## Open the Folio document

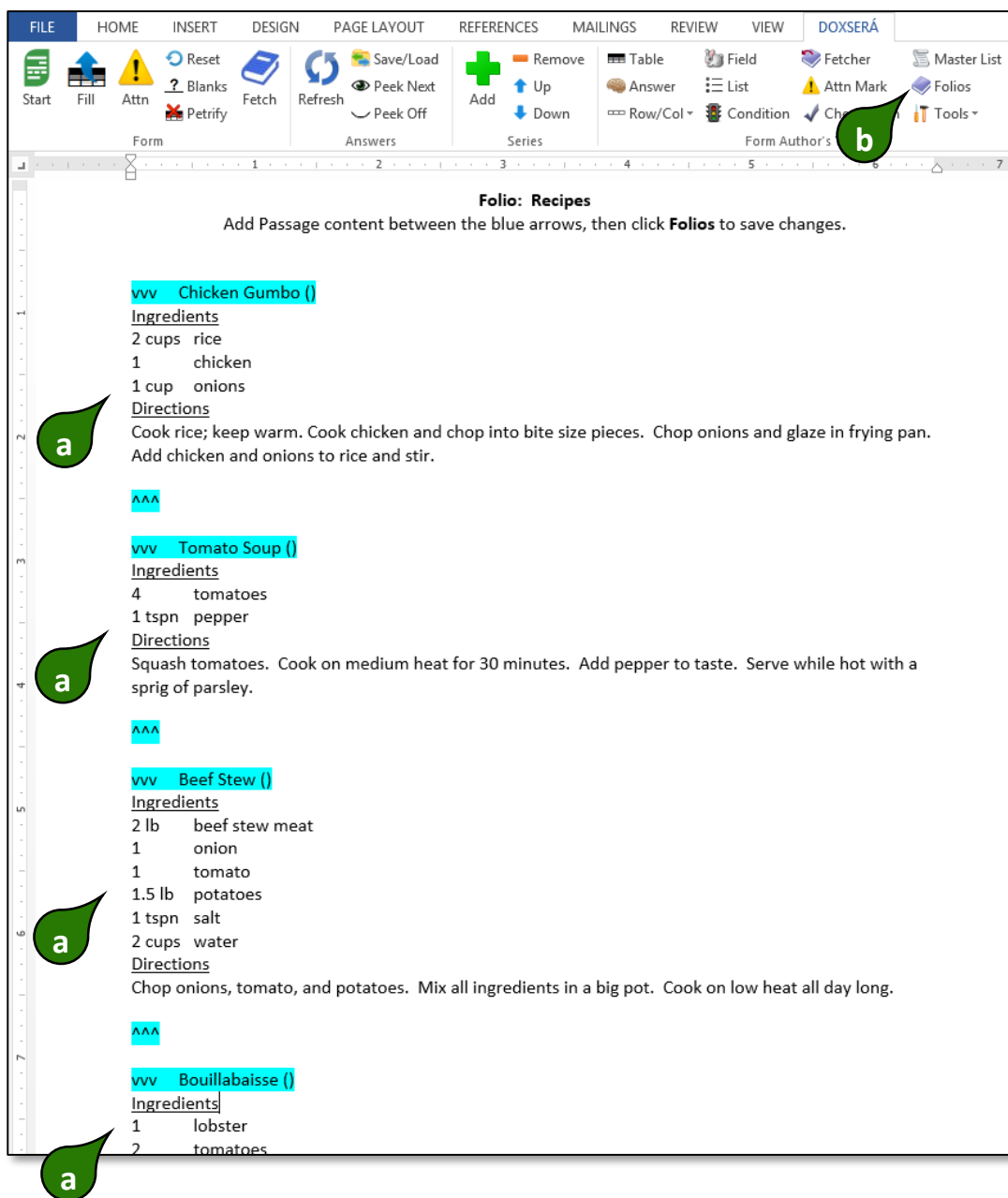
- Select any Passage
- Click **Edit Content of Passage**



4

## Edit content of Passages

- a Between the blue arrows, type or paste a recipe for each dish
- b Click  Folios to return to the Folios screen



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

**vvv Chicken Gumbo ()**  
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.

**vvv Tomato Soup ()**  
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 ()**  
Ingredients  
2 lb beef stew meat  
1 onion  
1 tomato  
1.5 lb potatoes  
1 tspn salt  
2 cups water  
Directions  
Chop onions, tomato, and potatoes. Mix all ingredients in a big pot. Cook on low heat all day long.

**vvv Bouillabaisse ()**  
Ingredients  
1 lobster  
2 tomatoes

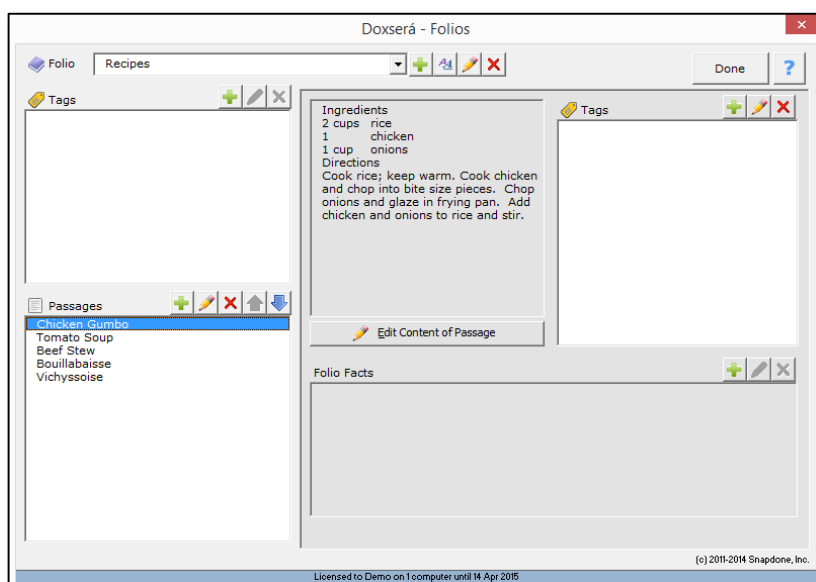
5

## Save your work

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




## ... and Presto

You've created a "Recipes" Folio containing 5 dishes



 **Create a Folio**

### Related Info

-  [Folio Overview](#)
-  [Creating a Folio](#)
-  [Folios screen details](#)

 [Overview](#)  [Walkthrough](#)  [Lesson](#)  [Video](#)  [Guide](#)