

# Folio Facts

In this walkthrough, you will add supplemental info to each dish in the “Recipes” Folio.

**Prerequisites:**

- The “Recipes” Folio from [Tag Passages](#); **OR**
- Open [this Folio document](#) and [import](#) it

You will:

- Add a Fact to the “Recipes” Folio named “Servings”
- Enter a serving size for each recipe

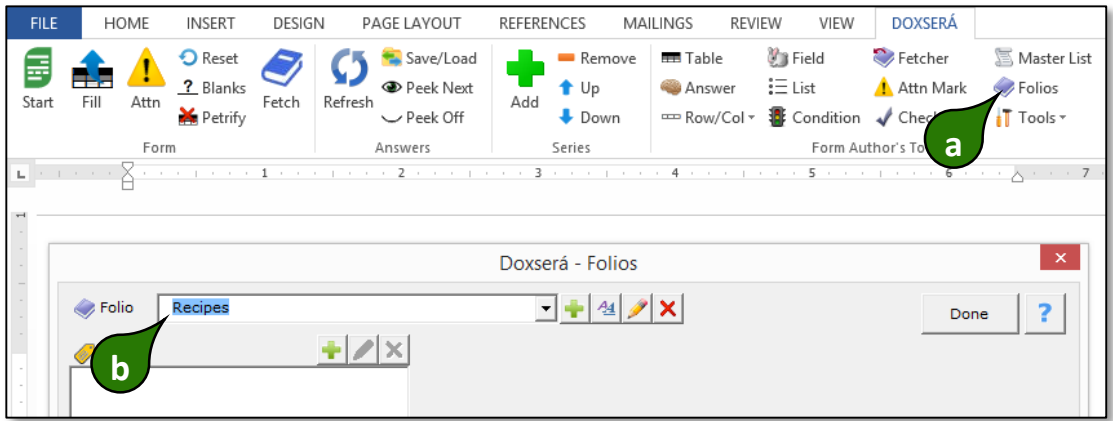


Folio Facts add supplemental information to Passages. They are useful when, in addition to inserting a Passage into a form, form authors also need to insert information about that Passage. For example:

- A form that inserts biographies from a Folio could also include a separate listing of each person’s name and profession.
- The same Passages and Facts might be arranged differently in two forms. For example, a catalog might show a product’s name in a large font above its description. But the same product could appear in a two-column invoice with the name on the left and description on the right.

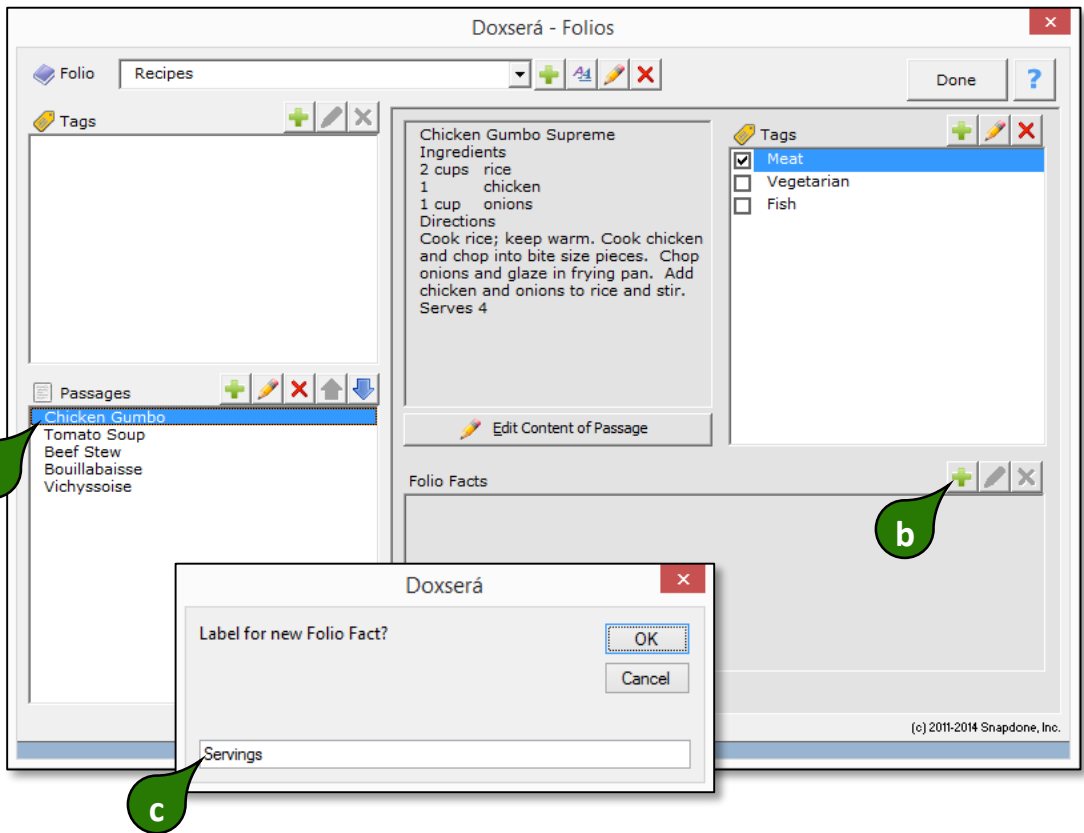
**1 Open the “Recipes” Folio**

- a Click **Folios**.
- b Select the **Recipes** Folio.



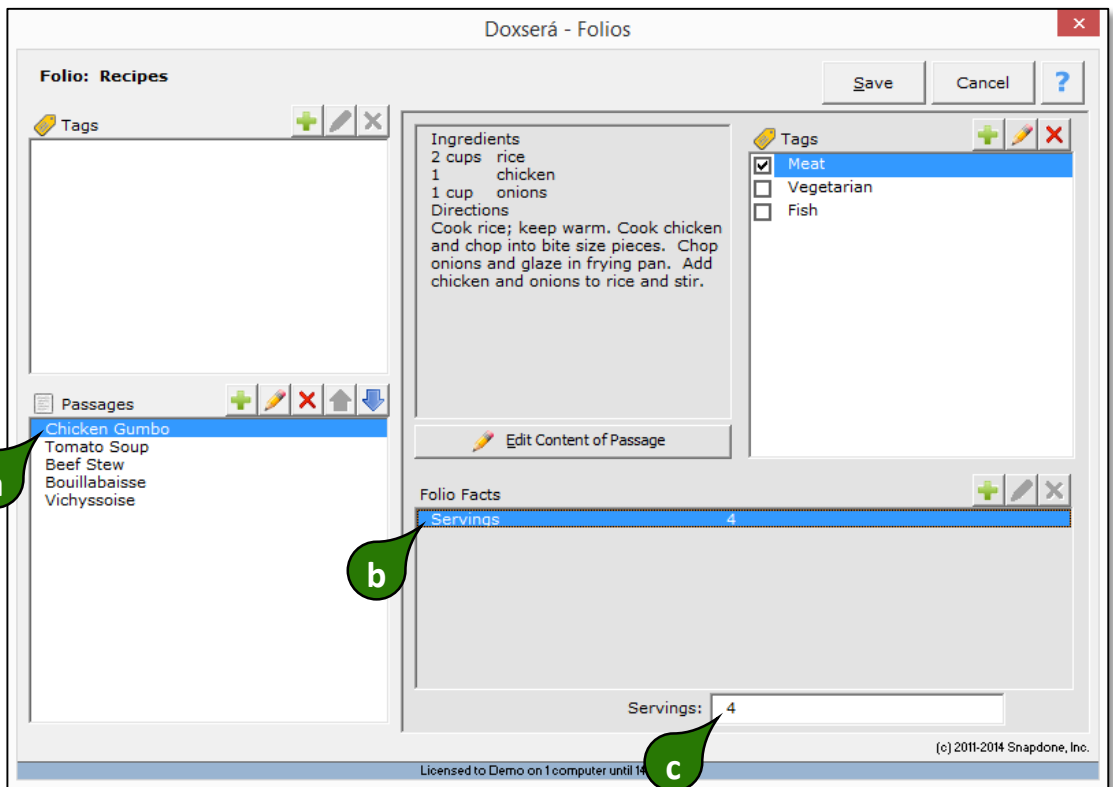
**2 Add Fact label**

- a Select any Passage.
- b Click the **new Fact** icon.
- c Type the label **Servings** and click **OK**.



**3 Enter Facts**

- a Select the **Chicken Gumbo** Passage
- b Select the **Servings** Fact
- c Type **4** in the Servings box
- Repeat steps a to c for the remaining Passages: **Tomato Soup** serves **3**; **Beef Stew** serves **4**; **Bouillabaisse** serves **4**; and **Vichyssoise** serves **2**

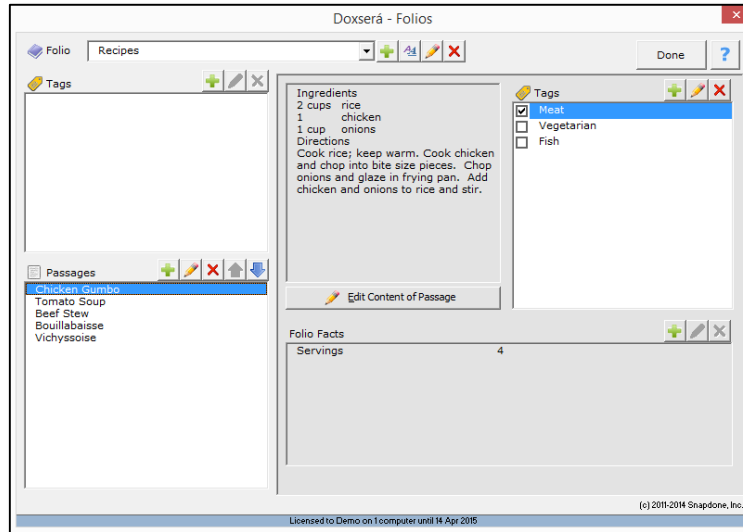


**4 Save your work**

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

# ... and Presto

The dishes in your "Recipes" Folio now include serving size info



## ▲ Folio Facts

### Related Info

 [Folio Overview](#)

 [Folio Facts](#)

 [Folio Facts in Lists](#)

 [Folios screen details](#)

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