

# How to Use the Recipe Snippet in OU Campus



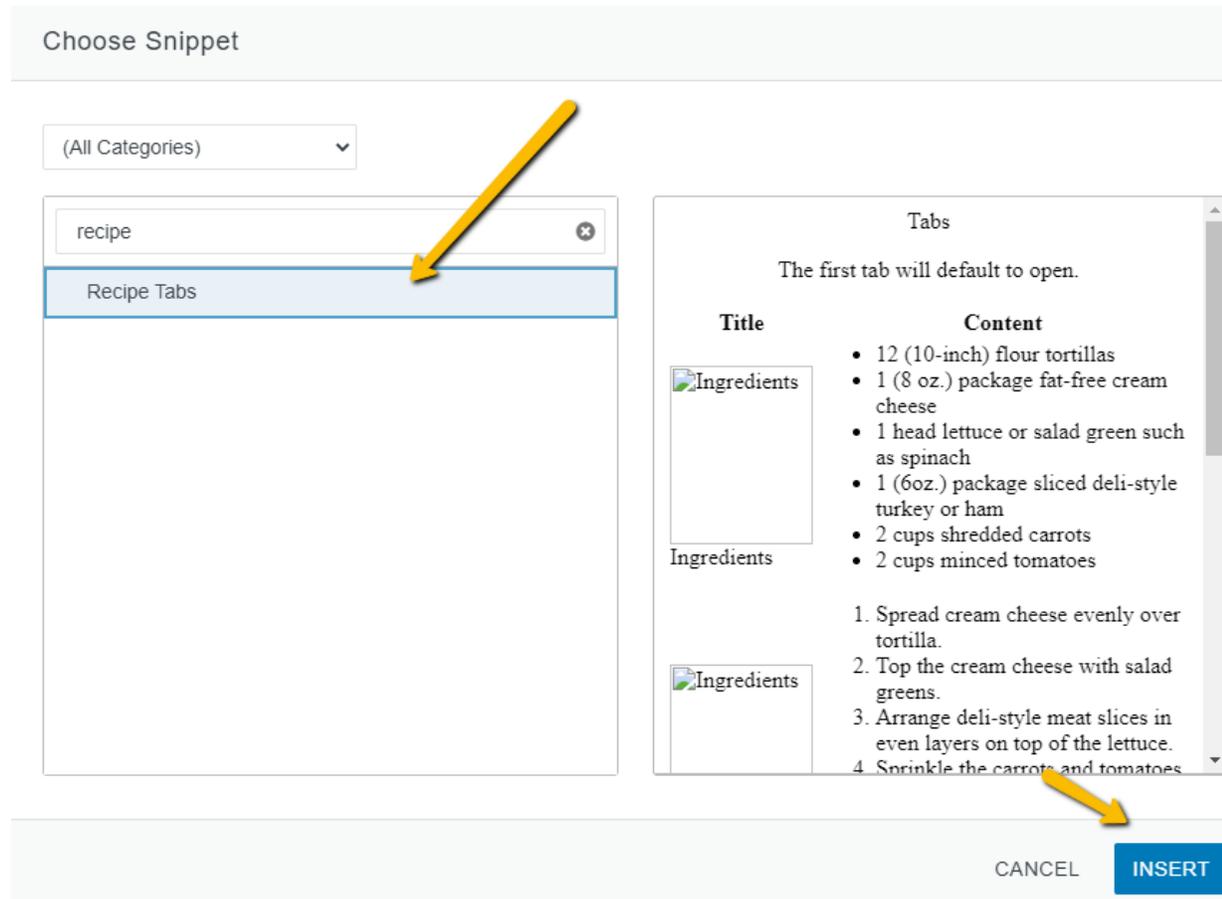
Want to see it done? Watch the [March OU User Group recording!](#) The recipe demo starts at 38:18.

## Written Instructions with Screenshots

1. Once you are logged into OU and in edit mode, **place your cursor on the page** where you'd like your recipe to go.
2. Then, **select the puzzle piece icon** in the toolbar to access snippets. (See screenshot below.)



3. In the snippet pop-up window, **start typing "recipe"** into the search bar
4. **Select the snippet called, "recipe tabs"** and **click insert** (See screenshot below.)



5. Then **paste your content into the "content" column** on the right.

(Note: Don't paste in pre-formatted text with bullets etc. this can cause formatting issues. If you're copying from an outside source, say a PDF or Word doc. Remove extra formatting by pasting text into Notepad, then copying it out of Notepad, which can be found on any computer.)

Summer Squash Gratin	
Title	Content
 Ingredients	 <ul style="list-style-type: none"><li>• 6 Tablespoons olive oil</li><li>• 1 pound zucchini, cut into 1/4-inch slices</li><li>• 1 pound yellow summer squash, cut into 1/4-inch slices</li><li>• 1 teaspoon salt</li><li>• 2 medium onions, sliced</li><li>• 2 medium garlic cloves, minced</li><li>• 1 Tablespoon fresh thyme leaves, chopped fine or 1 teaspoon dried</li><li>• 4 large ripe tomatoes (1 1/2 pounds), cut into 1/4-inch slices</li><li>• 1 cup bread crumbs</li><li>• 2 ounces Parmesan cheese grated to about 1 cup</li></ul>
 Directions	<ol style="list-style-type: none"><li>1. Preheat oven to 400 degrees F. brush 13 x 9-inch baking dish with 1 tablespoon olive oil. Set aside.</li><li>2. In a large bowl, toss zucchini and summer squash slices with 1 teaspoon salt. Transfer to colander set over bowl. Let stand for 30 minutes.</li><li>3. In a 12-inch nonstick skillet over medium heat, heat 1 tablespoon oil until simmering. Add onions and cook, stirring occasionally, until onions are softened and dark golden brown.</li><li>4. Press zucchini and summer squash slices between layers of paper towel to remove as much liquid as possible, then place zucchini and squash slices in a large bowl.</li><li>5. In a small bowl, combine garlic, 3 tablespoons oil and thyme. Pour half of the mixture over zucchini and summer squash, toss to cover and then arrange slices in the greased baking dish.</li><li>6. Arrange caramelized onions in even layer over squash. Layer tomato slices on top of onions. Spoon remaining garlic-oil mixture evenly over tomatoes.</li><li>7. Bake until vegetables are tender, about 30 minutes. Combine bread crumbs, remaining tablespoon oil and cheese. Remove baking dish from oven and increase heat to 450°F.</li><li>8. Sprinkle breadcrumb mixture evenly on top of tomatoes. Bake until bubbling and cheese is lightly browned. 5 to 10 minutes. <b>Yield: 10 servings</b></li></ol>

Don't worry about editing the text in the top row. This is assistive text and it will not show in production. If you want to add a title to your recipe you will add it to the body of the page outside the snippet like I've done here.

## What if I don't need the nutritional info or the print recipe tab?

1. Place your cursor in the row you'd like to delete.
2. Right-click inside that row.
3. Hover over "Row" to make the pull-out menu appear.
4. Then select "Delete row." (See screenshot below.)

The screenshot shows a recipe page with four main sections: Directions, Nutritional Information, a print link, and Tabs. A context menu is open over the 'Row' option in the Tabs section. The menu includes options like 'Insert row before', 'Delete row', and 'Delete table'. Yellow arrows point from the 'Delete row' option in the sub-menu to the 'Row' option in the main menu, and from the 'Delete row' option to the 'Delete row' option in the sub-menu.

 Directions	<ol style="list-style-type: none"><li>1. Preheat oven to 400 degrees F. brush 13 x 9-inch baking dish with 1 tablespoon olive oil. Set aside.</li><li>2. In a large bowl, toss zucchini and summer squash slices with 1 teaspoon salt. Transfer to colander set over bowl. Let stand for 30 minutes.</li><li>3. In a 12-inch nonstick skillet over medium heat, heat 1 tablespoon oil until simmering. Add onions and cook, stirring occasionally, until onions are softened and dark golden brown.</li><li>4. Press zucchini and summer squash slices between layers of paper towel to remove as much liquid as possible, then place zucchini and squash slices in a large bowl.</li><li>5. In a small bowl, combine garlic, 3 tablespoons oil and thyme. Pour half of the mixture over zucchini and summer squash, toss to cover and then arrange slices in the greased baking dish.</li><li>6. Arrange caramelized onions in even layer over squash. Layer tomato slices on top of onions. Spoon remaining garlic-oil mixture evenly over tomatoes.</li><li>7. Bake until vegetables are tender, about 30 minutes. Combine bread crumbs, remaining tablespoon oil and cheese. Remove baking dish from oven and increase heat to 450°F.</li><li>8. Sprinkle breadcrumb mixture evenly on top of tomatoes. Bake until bubbling and cheese is lightly browned, 5 to 10 minutes. <b>Yield: 10 servings</b></li></ol>
 Nutritional Information	Nutrition Information per Serving: Calories-190, Fat-12 g, Sodium-470 mg, Carbohydrates-14 g, Fiber-2 g, Protein-7 g
	<a href="#">Click here to print this recipe!</a>
Tabs	

The first tab will default to open.

- Link... Ctrl+K
- Table >
- Table properties
- Cell >
- Row >
- Column >
- Delete table

- Insert row before
- Insert row after
- Delete row
- Row properties
- Cut row
- Copy row
- Paste row before
- Paste row after

## How do I get the print recipe tab to appear?

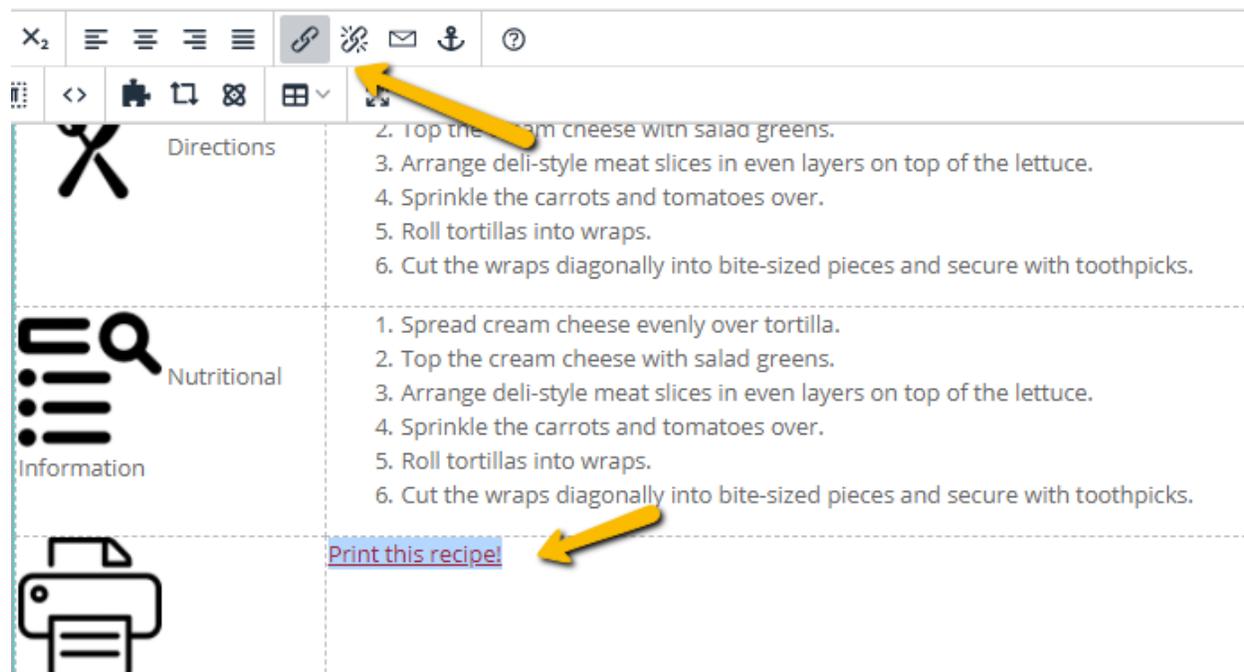
The original version of the recipe tab snippet did not include a print recipe tab, but the new version does. The updated snippet is still titled, "recipe tabs." This update was not recursive, so if you want to use the print recipe tab on your recipe snippet you will have to reinsert it.

## How do I upload my recipe to the print tab?

1. You will need to remove the template text, "(add link to PDF of recipe)." You can change the text for the hyperlink, but it has to be descriptive. An example might be, "Click here to print this recipe!" or "Download and Print this Recipe."

**Accessibility tip:** NEVER add hyperlinks that say, "click here" or "learn more." This is not helpful, especially for folks using screen readers because it does not tell the user what they are about to click on.

2. To upload your accessible recipe PDF, select the text you want to be a hyperlink.
3. Then select the link (chain) icon in the toolbar (see screenshot). In the "edit/insert link" pop-up window, you will upload your document like you normally would.



Go to: <https://www.uaex.edu/life-skills-wellness/food-nutrition/eating-well/fruits-and-vegetables/squash.aspx> to see a live example of the recipe snippet.