4-H Club: Meal Planning "B" Plan

Agricultural Extension Service, South Dakota State College

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4-H CLUB
MEAL PLANNING
"B" PLAN

AGRICULTURAL EXTENSION SERVICE
SOUTH DAKOTA STATE COLLEGE, BROOKINGS
U. S. DEPARTMENT OF AGRICULTURE COOPERATING
Table of Contents

Goals for “B” Plan ................................................. 3

Eating Right Keeps You Healthy ........................................ 4
  The Basic Seven Groups .......................................... 4
  Food Selection Scorecard ...................................... 5

Planning and Preparing Meals ...................................... 6
  Writing Menus .................................................. 6
  Recipes—Foundation of Good Cooking .......................... 6
  Neatness, Cleanliness and Safety in Cooking ................. 6
  Accurate Measuring ............................................ 7
  Methods of Mixing .............................................. 7
  Washing Dishes ................................................. 7
  Care of Silver .................................................. 7

Planning the Luncheon or Supper .................................. 8
  Eggs ............................................................ 8
  Cheese and Soups .............................................. 9
  Vegetables and Quick Breads ................................... 10
  Yeast Breads ................................................... 11
  Desserts and Cookies ......................................... 14
  Cakes ........................................................... 15
  Pies .................................................................. 17
  Raw Fruit and Put-up Lunches .................................. 18

Serving the Luncheon or Supper .................................... 19

Storing Foods Correctly ............................................. 22
Meal Planning

Goals for "B" Plan

The B Plan is to help you with the planning and preparing of luncheons or suppers. The number of meals per day is a matter of custom. Our three meals are breakfast, luncheon and dinner. We eat one light meal (breakfast), one moderate meal (luncheon or supper) and one heavy meal (dinner). In this plan we are concerned with the moderate meal. Noon seems like the favored time for this meal.

There is more variety in luncheon menus than in breakfast menus. Such factors as age, sex, occupation, state of health, habit and season influence what we eat at each meal. This circular will help you in planning and preparing luncheon and supper dishes.

The goals for B Plan Meal Planning project are these:

Goal 1. To Do Your Part To Keep Our Nation Healthy
1. Check food selection record.
2. Check health record for one week at beginning and one week at close of club year. (Record book)
3. Learn the basic seven food groups needed daily.
4. Learn the vitamins and minerals necessary for health.

Goal 2. To Prepare Food Attractively and Save Its Food Value
1. Prepare each of the following five or more times for luncheon, or supper, using three methods of preparation:

<table>
<thead>
<tr>
<th>milk dish</th>
<th>salad eggs</th>
<th>meat or fish beverage</th>
<th>vegetables dessert</th>
<th>fruit soup</th>
</tr>
</thead>
</table>

2. Choose to do one of the following units (or one-half of each):
   Baking Unit: Bake each five or more times: Yeast bread or rolls (whole grain or enriched); Quick bread (variety of cereals); Cakes or cookies.
   Food Preservation Unit: Can or freeze 30 or more containers of fruit, vegetables, or meat.
3. Make collection of recipes you have tried and found reliable.

Goal 3. To Be a Planner in Preparing and Serving Meals
1. Learn to use both the family and English styles of table service.
2. Learn to clean and care for silverware and wash dishes properly.
3. Plan, prepare, and serve five family luncheons, or suppers. Plan other meals for that day.
4. Plan, prepare and pack three school or picnic lunches.
5. Compare cost of one-pound loaves of homemade and bakery bread.

Goal 4. To Fight Food Waste by Proper Care and Storage
1. Learn to care for and store properly six of the following:

| milk eggs | butter meat | flour bread | canned foods cereals | fresh vegetables |

Anna M. Wilson, Former Extension Nutritionist
Revised by Ima R. Crisman
Assistant State Club Leader, 1948
Eating Right Keeps You Healthy

To help you know what foods you should eat to be healthy, nutritionists have divided foods into seven groups. They tell us to eat one food from each group every day. They call their classification of food—

The Basic Seven Food Groups

Study this chart carefully, then close your book and see if you can remember the foods in each group. If you can, you will have learned one of the guides which you should use every day.

Eating right keeps you healthy, and healthy girls or boys have the qualities everyone wants to have—liveliness, strength, vigorousness, enthusiasm and interest in things worth while. Healthy girls and boys are beautiful in appearance too, because their eyes are clear and bright and their hair smooth and glossy. Perhaps you wonder how nearly right you have been eating and you would like to score yourself. Check yourself for the meals you ate yesterday on the score card given below. Repeat this checking of your daily meals toward the close of your project to learn what progress you have made in forming good food habits.

What Is Meant by Food Value

Just as a cake contains several different foods such as sugar, flour, eggs, and fat, so does most food contain several different elements. These elements are what our bodies must have to stay alive and to grow. We call these elements the food value and measure the worth of a food to us, in terms of the number and quantity of the food elements which it contains.

The names of the food elements are carbohydrates, protein, fat, minerals and vitamins. It is interesting to learn how each of these functions in the body as it helps us,
**My Food Selection Score**

<table>
<thead>
<tr>
<th>Basic seven food groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leafy, yellow or green vegetables, two or more servings, one raw</td>
</tr>
<tr>
<td>Tomatoes, oranges, grapefruit, or cantaloupe, one or more servings</td>
</tr>
<tr>
<td>Potatoes and other vegetables or fruits, two or more servings</td>
</tr>
<tr>
<td>Milk, children one quart, adults one pint or more, expectant or nursing mothers one quart or more</td>
</tr>
<tr>
<td>Eggs, one or at least four per week; meat, poultry, fish, cheese, or dried beans, one serving</td>
</tr>
<tr>
<td>Cereals, one or more servings of whole-grain cereals and “enriched” or whole-wheat bread at every meal</td>
</tr>
</tbody>
</table>

**Butter**

**My score**

**What I should eat to make my score 100**

---

*"Yes" in each group equals a total score of 100. Deduct 15 points for each "No."*

To understand better and to appreciate more, the food we eat.

**Carbohydrates.** Starch and white sugar are pure carbohydrates. White flour, macaroni, spaghetti, breads, syrups and candy are mostly carbohydrates. Their chief purpose is to furnish energy which is used in keeping the body warm and giving it power for activity.

**Protein.** For our body to build muscle, skin, blood, hair and nails, it must have something for material from which to build it. The building material used is called protein and is found in meat, eggs, cheese, poultry, fish, peanut butter, dried beans and peas.

**Fats.** Fats are used for energy the same as carbohydrates but are two and a half times as rich.

**Minerals.** Things that are rigid and hard, like stones, contain minerals which give them that strong quality. In like manner, our bodies contain minerals too, because there are parts of it which are rigid and firm.

Many of the minerals which our body needs are supplied by our food rather easily; but there are our minerals of which we might not have enough if we did not choose the right foods. These minerals are: calcium, phosphorus, iron and iodine.

**Vitamins.** Vitamins are an interesting study because the discovery of them and discoveries that are still being made about them, read like adventure stories. Alphabet letter names were given to the different vitamins because people didn’t know what they were. Today, chemists can build many of the vitamins with chemicals and that is why some of the vitamins have both a chemical and an alphabet name.

They are A - B₁ or Thiamine; B₂ or Riboflavin; Niacin; C; D; E and K.
Planning and Preparing Meals

Learn To Plan Interesting Meals

Variety is the secret of success in preparing meals that people will enjoy eating. Using the rule that, “every meal should have something hot and something cold, something crisp and something soft, something moist and something dry, something sweet and something sour”, will help you have variety in the meals you plan.

You will want to include in your dinner the foods people should eat every day. To be sure you are doing this, check the menu you have planned by the Basic 7 Food Group. You should find you have all or all but one of the food groups represented in your menu.

Some additional points to remember in meal planning are:

- Do not plan too elaborate a menu. It is better to have a few well cooked, attractively served dishes than many dishes, some of which are not attractive or poorly cooked. Also, too many bowls and platters on the table detract from its appearance.
- Do not choose only foods with bland flavor for a meal. Example: Escalloped eggs, biscuits, corn starch pudding. Or serve more than one strong flavored food at a meal such as onions, salmon, or strong cheese.
- Include some foods that are hard and some that are soft so that there will be variety in chewing.
- Do not have more than one fried food at a meal.
- Prepare the same foods by different methods to keep the family's interest in it.
- Varying the size piece in which the food is served helps to add interest. Example: at one meal serve the carrots whole, at another have shredded carrots.
- When planning the meal, visualize how it will look on the plate. Include one or more foods which are colorful.
- Season foods well. Some foods must be seasoned to taste. Remember taste with the tasting spoon, not the stirring spoon.

Writing Menus

There are a few rules to keep in mind when writing menus. These are:

- List the foods in the order they will be eaten.

Use capitals for all words except prepositions and conjunctions.

Write the main dish of a course across the center of the sheet, or space in which the menu is being written. If only one dish accompanies the main dish write the name of it immediately below the main dish. If more than one food accompanies the main dish balance the names of these foods on the sheet.

The beverage is written at the bottom of the menu even though it is served all through the meal.

Recipes—The Foundation of Good Cooking

As you learn to cook you will find many tested recipes well worth keeping. Start your collection of recipes now but choose carefully the ones you include. A good recipe will have the following points.

1. Accurate measurements of each ingredient.
2. Directions for combining ingredients or preparing the dish.
3. Time and temperature for baking or cooking.
4. Amount of number of servings.

A Good Cook Practices Neatness, Cleanliness and Safety

She does this by observing the following:

- She wears a wash dress or apron and comfortable low-heeled shoes.
- Washes hands and cleans fingernails before handling food.
- Wears no rings.
- Has her hair neatly combed and fastened down with a ribbon or net.
- Keeps her work table, stove and sink, clean and orderly.
- Plans her work carefully. First reads her recipe, then collects her utensils and materials and plans her order of work so as to save time, steps, fuel and dishes.
- Uses a different spoon for stirring and tasting and when tasting, pours food into the tasting spoon with the stirring spoon.
- Handles hot dish with pot holders, not dish towels.
- Does not waste food.
- Follows the recipe exactly and measures accurately.
- Puts to soak or washes a utensil through with it.
Leaves table neat and orderly when cooking is done. Sweeps floor if necessary. She avoids hazards in the kitchen by:

- Keeping the handles of pans turned inward from the edge of the stove so that children cannot reach them nor grown people brush against them.
- Tips the far side first when removing a lid from a hot pot or pan.
- Never uses kerosene to start a fire.
- Does not pour water or wet food into hot grease as this causes spattering which may result in painful burns.
- Keeps small children out of the kitchen when handling hot jars, hot jellies, preserves and while canning.
- Keeps matches in a metal or glass container and out of reach of small children.
- Does not handle electric cords when hands are wet, or when standing on the wet floor.

**Accurate Measuring**

Special measuring tools are:

- Measuring spoons - 1 tbsp., 1 tsp., ½ tsp., ¼ tsp.
- Liquid Measuring cup - cup projects above the cup measure to avoid liquid spilling.
- Dry Measuring cup - holds only level measurement. May be ¼, ½, ⅔ or 1 cup size.
- Spatula or straight edge knife for leveling.

Standardized methods of measuring different foods are:

**Flour:** Sift flour once before measuring as flour tends to pack on standing. If graham or whole wheat flours are sifted, the bran is recombined with the sifted portion before measuring. In filling the cup, dip with the tablespoon and fill lightly into the cup until the cup is heaping full. Then level with the edge of a knife. Do not shake or tap the cup while it is being filled.

**Sugar:** White granulated sugar is measured the same as flour, except it is not sifted before measuring.

- Brown sugar - Roll out the lumps. Press the sugar firmly into the cup and level off.
- **Baking powder, salt or soda:** Press into a measuring spoon with the knife, then level off with the edge of a knife.

**Liquids:** Set liquid measuring cup on a flat surface, fill to the division line indicating the portion of the cup desired. Have the cup placed on a height level with the eye if possible.

**Fats:** Remove fats from the refrigerator long enough before measuring for them to have become plastic. Press the fat firmly into the cup so that the air spaces are forced out. Cut off level with the edge of a knife. Dry measuring cups are used for measuring fat.

**Methods of Mixing**

**Stirring—**Food is mixed thoroughly by a circular motion.

**Beating—**Food is beaten when the contents of the bowl is brought from the bottom to the top repeatedly and thereby thoroughly blends the food and encloses considerable air.

**Folding in—**Two foods are folded together by cutting the spoon vertically down through the foods, bringing it across the bottom and vertically up again.

**Cutting in—**This is a process of cutting fat into flour with one or two knives.

**Creaming—**Rubbing and beating fat or fat and sugar together until soft and light.

**Kneading—**A process of stretching and folding dough so as to include more flour or make the dough smooth.

**Washing Dishes**

After cooking, there are always dishes to be washed and a thoughtful girl does not leave the dishes she has soiled for her mother or another person to do. Also, after meals, there are dishes to be washed, and helping with this task or doing it alone, is one way in which girls show they are good home members. Whenever washing dishes, strive to do the task quickly and well. Following the recommended steps in dishwashing will help you achieve this goal.
1. Put cooking pans and kettles to soak as they are emptied. Use cold water for soaking dishes which have held:
   a. milk or cream.
   b. uncooked eggs.
   c. uncooked flour mixtures.

Use hot water for soaking dishes that have held:
   a. most cooked foods.
   b. syrups or sugars.

2. Scrape dishes using rubber scraper or soft paper.

3. Pile dishes neatly at the right of the dishpan.

4. Wash dishes in hot soapy water, changing the water whenever it becomes cold or dirty. Do not let soap soak in water.

5. Wash the glassware first, then the silverware.

(Note: If someone in the family has a cold or infectious disease, get fresh soapy water after washing glassware, silverware and cups.)

6. Scald and dry the glassware and silverware.

7. Wash the china in soapy water, place in a drainer and scald, being particularly careful to scald the inside of the dish.

8. Wash, scald and dry the cooking utensils.


10. Wipe off the stove and work table.

11. Wash sink, dish pans and dish cloth.

Occurrence of diseases, such as influenza, have been traced directly to poor dishwashing. All dishes which have come in contact with the lips will contain bacteria. For this reason, rubbing where the dish touches the lips and scalding well is a very important step in dishwashing, otherwise dishes which look clean may actually have disease bacteria on them.

Greasy cooking pans are unpleasant to wash. Wipe them out with paper, then soak in hot water to which a little soda has been added.

The stains on cooking pans should be rubbed off when washing them. Use fine steel wool for scouring aluminum and whitening or baking soda for enamelware.

Care of Silver

Careless handling of silverware often results in scratches which are lasting. To avoid this, wash the pieces individually, putting only two or three pieces into the dishpan at once. Do not stack pieces when draining. Wash silver immediately after the meal at which it has been used.

When cleaning silver with silver cream, apply the paste with a soft damp cloth and rub until all tarnish is removed. Rinse in hot water and wipe dry with a soft cloth.

Silver should be stored in especially made flannelette bags or boxes in which each piece is separated from the others.

Planning The Luncheon or Supper

A famous French queen was once heard to say, “The heritage I hope to leave my children is happy memories.”

One of the happy memories girls have of their childhood years is that of preparing dishes for the family meals for the first time and after some practice, preparing whole meals by themselves. Perhaps the dishes served for luncheon or supper are the most fun to prepare because there are so many different kinds and types from which one may choose.

From this booklet you will learn the basic information needed to understand and use recipes successfully. It tells how to plan desirable luncheon or supper menus that supplement breakfast and dinner in making a balanced diet. A brief description of each of the food essentials by which the adequacy of our diets are measured.

Eggs

One should eat an egg a day if possible or at least four or five eggs every week. Eggs are good sources of iron, phosphorus, vitamin A and riboflavin, and contain protein of high quality.

The secret of success in cooking eggs is to use moderate, even heat. Cooked this way, eggs will be tender when they are done. Eggs cooked at too high a temperature, become tough and leathery.

For cooking eggs in the shell, the water should simmer—never come to a boil. This may be accomplished by placing the egg in boiling water to cover, and setting pan where the water will keep hot but not
If left in the water 15-20 minutes, the eggs will be soft-cooked. The eggs should remain in the water 45 minutes to be hard-cooked.

When cooking egg thickened mixtures on the top of the stove, set the pan in which the eggs are cooking, in another pan of water.

For baked custards and similar mixtures, set the baking dish in a pan of water in a moderate oven for required baking time.

Egg whites whip up more quickly when they are at room temperature. To get a form with greater volume, add a pinch of salt to egg whites just before beating.

Store eggs in a cool cellar or the refrigerator. If soiled, scour with steel wool. Do not wash until just before using as the bloom on the shells forms a protective covering.

Recipes

Proportions for White Sauce

<table>
<thead>
<tr>
<th>Kind</th>
<th>Liquid</th>
<th>Flour</th>
<th>Butter</th>
<th>Salt</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thin</td>
<td>1 c. milk</td>
<td>1 tbsp.</td>
<td>1 tbsp.</td>
<td>½ tsp.</td>
<td>Cream soups</td>
</tr>
<tr>
<td>Medium</td>
<td>1 c. milk</td>
<td>2 tbsp.</td>
<td>2 tbsp.</td>
<td>½ tsp.</td>
<td>Creamed dishes</td>
</tr>
<tr>
<td>Thick</td>
<td>1 c. milk</td>
<td>3-4 tbsp.</td>
<td>2 tbsp.</td>
<td>½ tsp.</td>
<td>Scalloped dishes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Souffles</td>
</tr>
</tbody>
</table>

Method of Mixing

Method 1. Heat milk to scalding. Mix flour with twice its volume of cold liquid. Add slowly to hot milk while stirring. Cook with continued stirring until sauce is thickened. This takes three to five minutes over direct heat or 15 to 20 minutes in double boiler. Add fat and seasoning.

Method 2. Melt fat, add flour and cook while stirring until smooth. Add cold milk and cook as for Method 1.

Cheese

Cheese is a valuable source of protein, riboflavin, calcium and phosphorous. It is a very concentrated food and for this reason, should be served with bulky materials such as vegetables and fruit. It digests more easily if eaten in a finely divided form. For this reason many recipes call for grated cheese combined with other foods. Crisp toast or vegetables furnish a pleasing texture contrast with cheese.

Since cheese is high in protein, is should be cooked at a low temperature as high temperatures toughen it. Cheese may be ground in a food chopper when large quantities are to be prepared.

To store cheese, wrap it in wax paper and store it in the refrigerator or other dry, cold place.

Cheese Souffle

1 cup thick white sauce 3 egg yolks
1 cup grated cheese 3 egg whites

Add cheese to white sauce, stir until melted. Add beaten egg yolks and fold in stiffly beaten egg whites. Pour into oiled baking dish, filling not more than two-thirds full. Set in a pan of hot water and bake in a moderate oven (350 degrees F.) until firm and a sharp pointed knife comes out clean, about 45-60 minutes. Serve at once from baking dish. Six servings, one-half cup each.

Macaroni and Cheese

2 cups macaroni Buttered crumbs
2 cups thin white sauce 2 tsp. salt
2 quarts boiling water 2 cups grated cheese

Break the macaroni into one-inch lengths. Cook it in the boiling water until it is soft. Drain and pour a cup of cold water over it. Drain and place in a buttered baking dish. Stir the cheese into the white sauce. Add seasoning and pour over the macaroni. Cover with buttered bread crumbs. Bake in a moderate oven (350 degrees F.) until crumbs are brown.

Soups Made With Milk

Soups made with milk are delicious on cold winter evenings. They serve as the main hot dish for the meal. The usual proportion of ingredients is one-fourth - 1 cup cooked vegetable to one cup white sauce. The vegetable may be tomato, peas, potatoes, asparagus, spinach, beans, celery or corn. The vegetable may be in pieces or forced through a sieve.
Cream Soups, Garnishes and Accompaniments

Cream soups may be garnished with grated cheese, paprika, peanuts, popcorn, chopped nuts, bits of toasted bread or crackers. Serve crackers or toasted bread with soup.

Cooked Vegetables

Vegetables are especially valuable as sources of iron, vitamin A, vitamin C, riboflavin, niacin, and roughage. They add variety and texture, color and flavor to the meal. Most vegetables may be eaten either raw or cooked.

Vegetables are cooked to soften the fiber, cook the starch, and in some instances, improve the flavor.

To retain food value when boiling vegetables, observe the following points:
1. Use a minimum of water or liquid.
2. Have water boiling hot when added.
3. Stir as little as possible.
4. Cook in their skins whenever possible.
5. Cook until tender but not soft and mushy. The recommended cooking times in boiling water are:

<table>
<thead>
<tr>
<th>Vegetable</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asparagus</td>
<td>5-10 minutes</td>
</tr>
<tr>
<td>Beans, green</td>
<td>25-35 minutes</td>
</tr>
<tr>
<td>Beet greens, whole</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Broccoli</td>
<td>15-25 minutes</td>
</tr>
<tr>
<td>Cabbage, green</td>
<td>6-8 minutes</td>
</tr>
<tr>
<td>Cabbage, white</td>
<td>12-15 minutes</td>
</tr>
<tr>
<td>Cabbage, Chinese</td>
<td>8-10 minutes</td>
</tr>
<tr>
<td>Carrots</td>
<td>15-20 minutes</td>
</tr>
<tr>
<td>Cauliflower</td>
<td>8-10 minutes</td>
</tr>
<tr>
<td>Chard</td>
<td>5-10 minutes</td>
</tr>
<tr>
<td>Corn on the cob</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Onions</td>
<td>25-35 minutes</td>
</tr>
<tr>
<td>Parsnips</td>
<td>15-20 minutes</td>
</tr>
<tr>
<td>Peas</td>
<td>15-30 minutes</td>
</tr>
<tr>
<td>Rutabagas, diced</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Spinach</td>
<td>5-10 minutes</td>
</tr>
<tr>
<td>Turnips</td>
<td>10-20 minutes</td>
</tr>
</tbody>
</table>

*The length of cooking time may need to be increased a little for the Black Hills area where the altitude is high.

Buttered Vegetables.

Boiled vegetables are frequently seasoned by adding one tablespoon of butter for each cup of cooked vegetable. The butter is melted, then poured over the vegetable and mixed lightly.

Creamed Vegetables.

Cream vegetables by mixing one cup of medium white sauce with each two cups of vegetables.

Scalloped Vegetables.

Scalloped vegetables are made by placing alternate layers of cooked vegetables and medium white sauce in a baking dish, topping with buttered bread crumbs and baking until the sauce has bubbled up through the crumbs and the crumbs are browned.

Raw Vegetables.

People are encouraged to eat raw vegetables because quite large quantities of vitamin C are lost in the cooking. Raw vegetables add a crispness of texture to the meal which is desirable.

Raw vegetables are prepared by washing them well and crisping them by placing them in a cool place. They should be cut or divided into the desired size pieces shortly before the meal is served. Do not soak raw vegetables for any length of time.

Serve them attractively arranged on a plate or mix them together as a tossed salad with or without dressing. Many people prefer the dressing served in a side dish, adding it as they choose.

Vegetables that are delicious raw are:

<table>
<thead>
<tr>
<th>Vegetable</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>lettuce</td>
<td>cabbage</td>
<td>rutabagas</td>
<td></td>
</tr>
<tr>
<td>radishes</td>
<td>cauliflower</td>
<td>endive</td>
<td></td>
</tr>
<tr>
<td>onions</td>
<td>Kohlrabi</td>
<td>beets</td>
<td></td>
</tr>
<tr>
<td>carrots</td>
<td>turnips</td>
<td>Chinese cabbage</td>
<td></td>
</tr>
</tbody>
</table>

Quick Breads

Quick breads are mixtures of flour, baking powder, salt, fat and liquid. Other ingredients may be added for variety. Hot quick breads are liked for lunch or supper when these meals are especially light.

The mixtures for quick breads are classified according to the proportion of liquid and flour used.

<table>
<thead>
<tr>
<th>Classes</th>
<th>Liquid</th>
<th>Flour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pour</td>
<td>1</td>
<td>1 cup</td>
</tr>
<tr>
<td>Drop</td>
<td>1</td>
<td>2 cups</td>
</tr>
<tr>
<td>Soft</td>
<td>1</td>
<td>3 cups</td>
</tr>
</tbody>
</table>

Consistency Example

<table>
<thead>
<tr>
<th>Consistency</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pours in steady stream</td>
<td>pancakes</td>
</tr>
<tr>
<td>Breaks into drops when poured</td>
<td>muffins</td>
</tr>
<tr>
<td>Soft to touch</td>
<td>biscuits</td>
</tr>
</tbody>
</table>
Recipes

Muffins I

2 cups flour 1 well-beaten egg
3 tsp. baking powder 1/4 cups milk
2 tbsp. sugar 2-3 tbsp. melted fat
1 tsp. salt

Sift dry ingredients together. Add milk to egg and fat. Temperature of milk should be such that it will not solidify fat. Combine mixtures. **Stir only enough to mix ingredients slightly.** Batter will still be lumpy. Long beating makes muffins more compact and inclined to form tunnels. Put batter into oiled muffin pans filling about two-thirds full. Bake in hot oven (425 degrees F.) 15-20 minutes. Remove from pans at once. Ten large or 20 small muffins.

Baking Powder Biscuits

2 cups flour 5 tbsp. fat
3-4 tsp. baking powder 1/4 - 1 cup milk
1 tsp. salt

Sift dry ingredients together twice. Work in fat with fingers, a fork, pastry cutter, or cut in with two knives held back to back while working. Add milk, all at once, mixing until product cleaves from sides of bowl. Dough should be as soft as can be handled. Turn onto lightly floured board, knead about 20 seconds (20 times) or until dough is just smooth. Shape into a ball. Pat or roll lightly into a sheet one-half to three-fourths inch in thickness. Shape with floured cutter. Place fairly close together on floured pan. If crusty sides are desired, place further apart. Bake in hot oven (425 degrees F.) 12-15 minutes. 20 biscuits one and one-fourth inches high and two inches in diameter.

Our Daily Bread

Bread is served on the American table three times a day. Its food value depends upon materials of which it is made and its palatability upon the material, the methods of mixing, and the baking.

The main ingredient is flour made of refined inner part of the grain or of the whole grain. Wheat makes the best flour because it contains proteins which combine in the presence of moisture to form gluten which gives to wheat doughs, a texture and character unlike any other bread mixtures. The elasticity of dough is due to gluten, which expands and holds the gas bubbles given off as the yeast ferments in the dough; or as baking powder and soda react when liquid is stirred into the dry ingredients of a quick bread.

**All purpose flour** is the most practical. It can be used for bread, cake and pastry. It contains a moderate amount of gluten. It is produced by blending different wheat flours, soft and hard, in the mill until the desired flour is obtained. Chemical and baking tests are used by the better equipped mills to determine the quality of the flour before it is sold.

Cake and pastry flours contain more of the soft wheat (spring wheat). According to the state law sacks of flour of twenty-four and forty-nine pounds carry a statement as to the composition of the flour similar to the following: "One hundred per cent of hard winter wheat grown in northern Minnesota and it contains not less than 12.41 percent protein." Hard wheat flour when squeezed together, falls like powder when released. It is more gritty than soft wheat flour. The soft wheat flour tends to hold its shape when squeezed together. It feels soft and velvety to the touch. Certain points must be kept in mind in order to produce good bread out of both kinds of flour.

Yeast Breads

Yeast breads are made of wheat or rye flour or mixtures of wheat and rye flour, meal, oatmeal or bran flours.

**Ingredients:** The ingredients of yeast breads are flour, liquid, salt, leavening, sugar and fat.

A strong flour makes the best yeast bread. White flour and whole wheat together make a lighter loaf of bread than whole wheat flour alone. Most dark yeast breads contain some white flour with the whole wheat, rye or bran flour.

Yeast is a tiny cell-like plant, which in growing, produces carbon dioxide gas which stretches the dough and makes it light.

Yeast, whether in the dry, liquid, or compressed form, is equally good if prepared properly.
Any form of milk, whole, skim, dried, or evaporated, may be used in bread. Milk improves the quality and food value of the bread. If milk or potato water are used in bread, it does not dry out so quickly and keeps in better condition than when water is used.

Fat makes bread dough rise more quickly and helps to give the crust a golden brown color. It improves the flavor, also.

A small amount of salt aids in the growth of the yeast. Enough salt should be used to bring out the wheat flavor. Too much fat, sugar, or salt retards the growth of the yeast. The dry yeast requires a longer time to make bread light because the plants are inactive. The compressed yeast consists of very active plants which immediately begin rapid growth when put into the dough.

**Fermentation:** As soon as the yeast is added to the dough, fermentation starts. Some of the starch is changed to sugar which in turn is changed to carbon dioxide gas and alcohol. The carbon dioxide gas makes the dough light. The alcohol evaporates in the baking. The gluten of the flour is acted upon and it becomes more elastic.

Yeast produces the best bread if the dough is kept between 80 degrees and 85 degrees F. Above 95 degrees F. the growth of the yeast is retarded. Other organisms grow in the dough and give it an undesirable flavor.

If the room is cold the pan of bread can be set in a pan of warm water and covered. The dough may be placed near the stove where it will receive some heat. A thermometer is a help in bread making because the temperature can be more evenly maintained.

The rising of the dough should be stopped at the right point. If it rises too long before it is punched down or baked it may develop an unpleasant flavor and the gluten be injured. If the loaves are too light, the bread will be coarse grained. If the dough does not rise enough, the bread will be heavy.

The volume, appearance, and feel indicate when the dough has risen enough. When it has reached this stage, a slight depression will remain in the dough when it is touched. If it disappears quickly the dough should rise a little longer. Dough of strong gluten flour will rise to two and one-half times its volume before the test is obtained. The dough made of weak gluten flour will give the test when about double its original volume.

**Steps in Making Yeast Bread**

**White Bread**

(Three and one-half pound bread)

2-⅔ c. liquid (potato water, milk or water)
1 to 2 cakes yeast
2 tbsp. sugar
2 tbsp. salt

Note: The total amount of flour may vary depending upon the kind of liquid and condition of flour.

**Straight Dough Method**

Bread can be made in about four hours. If the time needs to be shortened, two to three times as much yeast can be used. Compressed yeast will give the quick action.

1. The liquid is scalded to destroy foreign bacteria and give a better flavored bread.

One fourth of the liquid is set aside and when cooled to lukewarm the yeast is dissolved in it. The rest of the liquid while hot is poured over the fat, sugar and salt. The yeast mixture is added. Add about half of the flour and beat batter until large bubbles appear. This beating distributes the yeast plants so that they can start feeding immediately and this makes the dough rise much more quickly. Add enough flour to make a soft dough. Place on a floured board and knead in the rest of the flour until a stiff dough is formed that will not stick to the board and has a smooth surface.

2. The first kneading mixes the ingredients thoroughly and develops the gluten. Brand from hard wheat flour requires more kneading to develop the gluten than that from soft wheat flour. The gluten in soft wheat flour is weak and too much kneading breaks it down. When the dough becomes smooth and velvety on the outside and when an impression made with the finger springs back, it is ready for the first rising.

3. The bread is allowed to rise to double in bulk. The dough is then punched down in the center and sides folded to the center, reducing the dough to its original volume.
4. When the dough has again doubled in bulk and light pressure leaves a dent, punch down again. The second rising gives a good texture and fine even grain to the bread.

5. Turn dough onto molding board and divide it into even portions so that each piece will fill a baking pan about half full.

6. Forming into balls—Gently round each piece into a ball to seal cut surfaces.

7. Resting dough—Cover dough and let it rest on board 10 to 15 minutes.

8. Molding loaves—Flatten each ball of dough into an oblong sheet with palms of hands.

9. Double over and seal edges of dough with knuckles or palms of hands. Repeat several times, each time folding a different way.

10. The last time, stretch dough slightly into long sheet.

11. Fold ends of dough to center letting them overlap and seal with knuckles. Then fold nearest side over one-third and seal. Finally, fold opposite side over and seal again.

12. Shape with hands into long roll and place in greased pan, smooth side up, sealed edges down. Grease and cover to prevent drying out and keep surface elastic. The shape of the pan makes a difference in the volume and quality of the loaf. A pan four by eight and one-half by three inches is about the right size for the individual loaf. It bakes quickly and has a fine even crust on all sides. Glass and enamel pans require a lower baking temperature than tin and aluminum.

13. Rising loaves—Cover loaves closely and set in warm place (120 degrees F.) to rise.

14. Let loaves rise until doubled and until a light touch leaves a slight dent.

15. Baking loaves—When loaves are almost risen, heat oven. Bake at 350 degrees F. Place loaves on lower rack one inch or more apart so heat can circulate all around each pan and loaf will rise evenly on all sides. After 10 minutes increase heat to 420 degrees F., hold 20 minutes and then temperature may be reduced. Turn loaves in oven, if they bake unevenly. Bake medium loaves 50 minutes, larger ones one hour. When baked, test loaves as follows: When done, they shrink from pan, sound hollow when tapped with fingers, and the crust springs back when pressed, leaving no dent.

16. Cooling bread—When baked, remove loaves from pans at once. Place on wire rack or across edges of pans to cool so that air can circulate all around the loaf and the steam escape. Cool thoroughly before storing. Butter the crust as soon as the loaves are taken out of the oven, if soft crust is desired.

**Sponge Method:** The dried yeast can be made into a sponge early in the morning or the night before.

The yeast cake is broken into small pieces and soaked for about 30 minutes in half a cup of scalded water cooled to lukewarm. The liquid (called for in the recipe), the yeast and half of the flour are mixed and left until they form a light frothy sponge. For a quick sponge the sugar also is mixed with the other ingredients.

The sponge is left to rise overnight at room temperature, 65 degrees F. to 75 degrees F. or for a shorter sponge process the temperature will have to be maintained at 80 degrees F. to 85 degrees F., the same as for bread. When light, the salt, sugar, melted fat and rest of the flour are added.

The process from now on is the same as the straight dough method.

**Ice Box Rolls**

1 cake yeast, compressed 1/2 c. sugar
1/4 c. lukewarm water 1 egg
1/2 c. fat 2 c. milk, scalded
8 c. sifted flour 1 1/2 tsp. salt

Scald the milk and water. Cool one-fourth cup of the water in which to dissolve yeast. Add the fat, salt and sugar to the hot milk. When cool, add the yeast and egg, beaten. Measure eight cups of sifted flour. Add half of the flour and beat well. Add more flour until a soft dough is formed. (It may not be necessary to use all the flour). Knead well. Place in a greased bowl. Grease the top, cover and set aside to rise until double in bulk. Mold into biscuits as desired; place to rise. When double in bulk bake in a medium hot oven (400 degrees F.) about 20 minutes.
Simple Desserts
Many people like something sweet at the close of a meal. Light desserts mildly sweetened are the preferable kind. Stewed or canned sauces, chilled and served with a simple cookie, are easily prepared and make satisfactory desserts for lunch or supper.

Puddings are also favorite desserts for lunch or supper.

Soft Custard

1 cup milk
2—4 tbsp. sugar
1—2 eggs

Scald milk. Beat eggs just enough to mix, add salt and sugar. Pour milk gradually over egg mixture, stirring to avoid overcooking. Cook over hot, not boiling water, stirring constantly until thickened. Cool by setting in cold water. Flavor after slightly cooled.

Custard Variations

Chocolate Custard: Make as for foundation custard, cooking one-half to one ounce chocolate with half the sugar and a little water until glossy. Combine with milk and proceed in usual way.

Floating Island: Make soft custard of egg yolks and a meringue of egg whites. Poach meringue by spoonfuls in hot water, turning once. Drain. Place meringue in serving dish and pour custard over it. Garnish with chopped nuts, coconuts, cherry, cubes of jelly, or other desired material.

Fruit Custard: Make soft custard. Place any desired fruit in serving dish and pour custard over it. Garnish with sliced bananas, coconut, cherry, cubes of jelly, or other desired material.

Baked Custard: Follow recipe for soft custard, using three to four eggs to 1 cup of milk, and flavoring as mixing other ingredients. Pour into an oiled baking dish and set in a pan of water in the oven while baking. Custard is done when a pointed knife comes out clean when inserted into custard.

Apple Crisp

1/4 cup butter or substitute
1/2 cup sugar, white or brown
1/4 tsp. salt
1 cup flour
1—2 tbsp. water if apples are dry
1/2 tsp. cinnamon or 1 tbsp. lemon juice if desired
4 apples, medium size, pared and sliced

Work fat, sugar, salt, and flour together until crumbly. Place apples in oiled baking dish. Add water and cinnamon or lemon juice if used. Cover with flour mixture. Bake in moderate oven (375 degrees F.) until apples are tender, about one hour. Serve with thin cream. Four servings.

Rolled Cookies

Making Good Rolled Cookies—1. The secret of success in making rolled cookies is in handling the dough as little as possible, and in using no more flour than necessary. This may be accomplished by chilling the dough, thus hardening the fat and making the dough easier to handle. A cold dough requires less flour for rolling and rises more when baked than a dough at room temperature.

2. Dip cookie cutter in flour before using. Roll out small portions of dough at a time; cut as many cookies as possible so that only a little dough will need to be reworked.

3. In rolling the dough use light, quick strokes so it will not stick to the rolling pin or better yet, cover the molding board with canvas and the rolling pin with stockinette.

4. Use no more flour than necessary to keep the dough from sticking to the molding board. Excess flour prevents cookies browning on top and tends to make them firm on the bottom, and they are usually hard and dry.

Sugar Cookies

2 c. sifted flour (about) 1/2 c. butter
1/2 tsp. baking powder 1 egg
1/2 tsp. salt 1 tbsp. cream or fruit juice
1 c. granulated sugar or 1 c. firmly packed brown sugar
1 tsp. vanilla or grated lemon or grated orange rind

Sift dry ingredients together. Cream butter, beat in sugar gradually, then egg, vanilla and cream. Stir in flour gradually, adding more if not stiff enough to roll; chill thoroughly. Remove part of dough to lightly floured board and shape into a ball. With lightly floured rolling pin, roll dough one-eighth inch thick; cut with floured cookie cutter. With spatula remove to ungreased baking sheet. May sprinkle tops with sugar (put in salt shaker). Bake in moderately hot oven (375 degrees F. to 400 degrees F.) from eight to ten minutes until browned.
For soft cookies increase the proportion of liquid and decrease the amount of fat.

For crisp cookies increase the proportion of fat and decrease the amount of liquid.

Like cakes, cookies should be perfectly cold before storing in a covered jar or box.

**Drop Cookies**

$\frac{1}{2}$ c. sifted flour  
1 egg  
$\frac{1}{2}$ tsp. baking powder $\frac{1}{2}$ tsp. vanilla or  
$\frac{1}{4}$ tsp. salt  
1 tsp. grated orange rind  
6 tbsp. butter  
2 tbsp. milk or orange juice  
$\frac{3}{4}$ c. sugar  

Sift dry ingredients together. Cream butter, beat in sugar, then egg and flavoring. Add flour alternately with milk, beating until smooth after each addition. Drop from teaspoon in mounds on greased baking sheet, about two inches apart using another spoon or rubber scraper to empty spoon. Bake at 375 degrees F. from 8 to 12 minutes.

**Variations**

1. Add one of the following:

   $\frac{1}{2}$ c. chopped nuts  
   $\frac{1}{2}$ c. raisins  
   $\frac{1}{2}$ c. cocoanut

2. Using the orange juice and rind and adding cocoanut give you orange cocoanut cookies.

3. Make the batter using the orange rind and juice. Remove one-half to a second bowl. Stir one square of chocolate, melted and cooled into one batter. Turn into eight inch square pan and spread evenly. Sprinkle one-half cup chopped nuts over top. Stir one-third cup cocoanut into the second batter, spread evenly in buttered eight inch cake pan. Sprinkle one-third cup cocoanut over top, then mixture of one tbsp. sugar and one-half tsp. grated orange rind. Bake in moderate oven (350 degrees F.) 15 minutes. Cool in pans, cut in one inch strips.

4. Using plain batter top with one-fourth chopped almonds before placing in oven.

5. Spread plain batter in cake pan. Beat one egg white until stiff but not dry. Add one cup brown sugar, one-half tsp. vanilla and spread thinly over cookie batter. Sprinkle with nuts and bake 25 to 30 minutes in moderate oven.

**Cakes**

Cakes are divided into two classes—those containing fat and those without fat.

**Cakes Containing Fat**

Characteristics of an excellent cake with fat:

1. Velvety texture.
2. Light and fine grained.
3. Small holes evenly distributed over the cut surface.

In making cakes with fat, the problem is to finely divide the ingredients and thoroughly combine them to form a good stable mixture without, at the same time, stirring out the carbon dioxide liberated from the baking powder.

It is necessary to combine the ingredients in cakes so that they stay combined. If they separate, the velvety texture is lost.

**Ingredients**

**Flour:** Pastry flour is not essential for cakes with fat. Excellent cakes can be made with general purpose flour.

**Fats:** There are a number of fats that are tasteless, odorless and elastic so that they cream easily and can be used successfully in cake. Butter gives cakes all of these qualities and also a most desirable flavor. Lard cakes are equally good if the special method of mixing is followed.

**Eggs:** Eggs vary greatly in size. The medium size egg is the one to use. Any appreciable variation in the size of egg (white or yolk), in a recipe makes a difference in the quantity of liquid, flour and fat required.

**Sugar:** Fine, rather than coarse granulated sugar gives the best results. Coarse sugar can be crushed by rolling before sifting.

**Manipulation of Ingredients**

**Conventional Method**

Cream the fat, add the sugar (two tbsp. at a time), then the egg yolks, and then alternate the sifted dry ingredients (flour, salt, baking powder) with the liquid—beginning and ending with the flour mixture.

It is necessary that the ingredients be thoroughly combined at every point. It requires about 18 minutes to make a cake. A good deal of beating is required in combining the fat, sugar, egg yolk and first flour. Experiments show that the beating may be given
at each stage or after the above ingredients are added. It is easier to do the beating at each stage.

A good texture cannot be obtained from either melted fats or very hard fats. About 73 degrees F. is the best temperature of ingredients for making cakes. A delay in combining does not matter before the first milk is added. As soon as the milk is added, the baking powder begins to act. If the work of combining is slow after that, much carbon dioxide gas may be lost. As soon as the first milk is added, the work must progress continuously and quickly. The flour and liquid is added alternately and the mixture is given a good beating after the addition of each portion of flour. This insures a complete combination of the flour with the other ingredients and cuts down the tendency to separate. Beat the egg whites until they are stiff but not until they lose their shiny appearance.

The beaten whites are stirred in quickly at the last, until no egg flakes show. A cake containing fat tends to lose gas on stirring; but the egg white must be thoroughly combined with the other ingredients or the cake will be coarse.

The cake batter is poured immediately into the paper-lined greased baking pan. Whether it is baked at once or allowed to stand as long as three hours in the refrigerator, does not seem to affect the final result. If placed in the refrigerator, it is covered with a damp cloth and oiled paper. Double action baking powder is used in cakes which are allowed to stand before baking.

Muffin Method

A fairly good cake can be made by the muffin method. It will be light and of good flavor. A beginner can generally make a good cake by this method.

Sift the flour, baking powder, sugar, and salt together. Beat the egg, add the milk, and mix well. Melt the fat. Cool it slightly and add it to the egg mixture. Beat until well blended. Add the flour mixture and flavoring and beat one minute. Pour into a greased pan. With a tartrate baking powder, the egg whites are beaten separately.

Cakes made by the muffin method are best when baked in muffin tins and served hot. Left-over cakes may be reheated by sprinkling with cold water, returning to muffin tins and heating in the oven at 400 degrees F. until warmed through.

In using the muffin method, the fat should not be hot, because it warms up the cake mixture and hastens the action of the baking powder. The fat should not be cold because it will become solid when it strikes the cold milk and will not mix well with the other ingredients. The cake will be coarse and granular as a result.

A freshly baked cake made by the muffin method may be very good at first. A velvety textured cake can only be made by the conventional method. This cake will keep fresh a longer time than a cake made by the muffin method. The quality of staleness in cakes is not a matter of dryness but distribution of water among the different ingredients.

Baking

Bake in a regulated oven at 350 degrees F. The cake is baked when a toothpick, inserted in the center, comes out clean. A well baked cake shrinks from the pan and does not dent in the center when touched lightly with the finger. Remove cake from the pan when baked and place on rack to cool so steam will not condense in it and affect the texture and flavor.

Cake flour (pastry flour) makes the finest cakes. With general purpose flour, use two to three tablespoons less per cup than in the recipe with pastry flour. Practice will determine how much to use.

Angel Food and Sponge Cakes

Angel food and sponge cakes contain no shortenings. They are difficult to make because the beaten egg whites must be well mixed with the other ingredients without stirring out the air, which is the leavening agent. The expansion of the air makes the cake light and if it is lost, the cake will be compact and heavy. If the egg whites are not well mixed with the other ingredients, the cake will be coarse (large holes, of uneven texture and small volume. If the ingredients are combined gently, the result will be a fine, even grained and large volume cake.

Cake flour and finely granulated sugar contribute toward light and tender angel food and sponge cakes. Cream of tartar is an essential ingredient of angel food cake and desirable in sponge cake. Angel food
cake made without it is cream colored, tends to shrink during the last few minutes of baking so that the volume after baking is little greater than before.

**Manipulation of Ingredients**

Flour is sifted but once in making angel food and sponge cakes. In angel food cakes, the sugar and flour are folded into the egg whites. In sponge cakes, the egg whites are folded into the other ingredients (egg yolks, sugar and flour). The folding movement is essentially the same.

**The Folding Movement:**

The bowl is held in the left hand, tipped slightly toward the right. The whip is held in the right hand parallel to the side of the bowl. The action is to cut straight down through the egg white, across the bottom of the bowl, up the near side, and across over the top to the first side, keeping the back of the whip always parallel to the sides and bottom of the mixing bowl. The bowl is rotated about one-half each time a folding is completed.

With angel food cake, the folding begins with the first addition of sugar and continues until all the sugar or sugar and flour are added. It is continued a little longer to insure complete mixing of ingredients. With sponge cake, the folding begins with the addition of the beaten whites to the mixture of egg yolks, sugar, flour and water and is continued about two minutes afterward—until there are no visible flakes of egg white. If the folding is done gently, there is not much danger of over-doing. Rough handling is disastrous.

**Baking:**

Angel food and sponge cakes are baked at a very low temperature in order to insure tenderness. They contain a large proportion of egg which is made tough by baking at high temperature. They are always baked in ungreased cake pans so that the cake can cling to the sides of the pan while rising.

They are not removed from the pan until they are cooled and stiffened so that they will not collapse when handled.

**Pies**

**Qualities of Good Pie Crust**

1. Flaky.
2. Rough blistered surface.
3. Tender enough to cut with a fork but not so tender that it crumbles.
4. Golden brown on the bottom.

**Method of Mixing Ingredients**

**Plain Pastry**

(two crust pie)

1½ c. family flour or 3/4 tsp. salt
2 c. pastry flour 3/4 c. water (about)
1/3 to 1/2 c. fat

Note: Lard makes the most tender and flaky crust. Butter gives compact and hard but crisp crust.

**Combining Flour and Fat**

1. Do not over-mix ingredients.
2. Mix until particles of fat are coated with flour.
3. Use cold fat and work quickly.

Sift dry ingredients into a bowl and add shortening. Cut the shortening into the dry ingredients until the mixture resembles coarse meal. Use a dough blender or two knives with firm blades.

**Addition of Water**

Use very cold water and add it carefully and evenly among the fat-flour particles—only a small amount at a time, just enough to dampen each particle so that it will stick to its neighbor. Putting the water in a pepper shaker helps to regulate the amount added.

Sprinkle a small portion of water over the surface of the fat-flour mixture, and immediately bring the dampened part in contact with as much undampened mixture as possible by running a fork along the bottom of the bowl and bringing it up through the flour with a tossing motion.

The dampened particles stick together and roll into lumps. The lumps are pressed together and removed from the pan or pushed to one side each time water is added to the dry mixture. The wetted particles are pressed into a lump without mixing or kneading. The result is a ball of dough that is not sticky from too much water nor crumbly from too little water. It will give a flaky, tender crust.

An exact measure of water cannot be given. It varies with:
1. The temperature of ingredients.
2. Fineness of division of ingredients.
3. Rate of adding water.

Less water is used for warm than cold ingredients and for finely divided than for coarse particles. More water is required when it is added slowly. Too little water
makes a crumbly crust, too much tough crust. One to two minutes is required to add the water.

The mixture should be kept cool enough so the fat shows no tendency to melt.

**Rolling and Placing Crust**

Press particles of dough together into separate balls for each crust. Handle the dough as little as possible. Place the dough on a canvas covered floured board and roll it flat with a rolling pin that has been covered with a white baby stocking and floured.

Roll the dough out lightly in each direction with short strokes of the rolling pin. If it sticks, loosen it with a spatula. Lift the dough edge with the left hand and dust Bour underneath. Roll the dough to one-eighth inch thickness.

When dough is rolled lightly to the right thickness, fold one-half over on the other and into quarter fold, if desired.

**Raw Fruit**

Select choice raw fruit such as peaches, green grapes, pineapple wedges and marachino cherries. Arrange attractively on a plate. This makes a tempting dessert.

Other raw fruits may be combined in similar manner.

**Cooking Fruit**

Cooked fruit should retain color, shape and flavor as much as possible. Slow cooking helps in retaining shape. Flavor is more delicate and natural if sugar is added toward the end of the cooking period and as sugar toughens fruit, the fruit will be more tender.

**Baked Apple**

Wash the apples and core them without cutting through the blossom end. Place the apples in a baking dish, fill the holes with sugar and sirup, add a little fat and raisins, if desired. Add just enough water to keep the apples from sticking, and cover the dish. Bake in a hot oven (400 degrees F.) until the apples are soft.

**“Put Up Lunches”**

A good school lunch includes:

1. A lunch box of metal with holes for ventilation.
2. Two paper napkins, one for desk, the other for the lap.
3. A thermos bottle with hot food or a pint jar with food which can be heated at school.
4. A protein food (meat, egg, fish, cheese).
5. A cereal food (preferably one or two slices of dark and one or two slices of white bread).
6. A fruit, raw, cooked or dried—preferably fresh.
7. A vegetable, cooked or raw—preferably raw unless a fresh fruit is included.
8. Milk as a drink or included in the food that will be served hot.
9. Dessert—simple—cake, cookies, or fruit.
10. Sandwiches wrapped separately.

A good picnic lunch should be similar to a school lunch. Possible differences are:

1. The food for all persons going on the picnic is packed together, separate containers being used for different kinds of food.
2. Some preparation may be done after reaching the picnic ground, such as putting filling in sandwiches, cutting pies, or heating hot drink.
3. Table cloth and dishes may be packed with the lunch.
4. There may be no hot food included in the picnic lunch.

Good tasty sandwiches are often the main dish of a school or picnic lunch. In making sandwiches, spread the butter well to the outer edge of the slice of bread and put a liberal quantity of filling between the bread to make the sandwich tasty. From the suggested combinations of foods for sandwich spreads, you may find a number you like especially well.

**Suggested Food Combinations for Sandwiches**

Chopped green pepper, onion, celery, and cabbage with thousand island dressing.

Grated raw carrots, nuts, and salad dressing with graham bread.

Cucumbers, sliced very thin, marinated with French dressing, with or without lettuce. Brown bread is good.

Lettuce with salad dressing.

Thinly sliced tomatoes with lettuce and mayonnaise.

Cooked chicken, chopped and moistened with salad dressing or rich chicken stock. Chopped parsley, celery salt, or onion juice may be used for seasoning. Chopped celery is a good addition.

Boiled ham with salad dressing or prepared mustard.

Boiled ham with chopped, sweet pickles and salad dressing. Allow one cup ham to four medium-sized pickles.

Boiled ham, hard-cooked eggs, and salae
Dressing or prepared mustard to taste.
Tuna fish, mayonnaise, and lettuce.
Hard-cooked eggs, mayonnaise, and lettuce.
Hard-cooked eggs and lettuce. Season eggs and mix with creamed butter. Add vinegar to taste.
Sliced-hard-cooked eggs; chopped, stuffed olives, mayonnaise and lettuce.
Hard-cooked eggs, tomato catsup and lettuce.
Cottage cheese with equal amount of chopped Spanish onion. Add mayonnaise if desired.
Cottage cheese with jelly, jam, marmalade or finely chopped candied ginger.
Cottage cheese with chopped pickles, olives, nuts, or pimentos.

Serving the Luncheon or Supper

What a pretty table!
Have you ever said this to a friend or had someone say this to you when looking at a table you had set? Setting an attractive table can be lots of fun, and even with our everyday dishes we can have a pretty table.

Let us suppose that you are a member of a large family and there are several rather small children in your family. To save work, mother used an oilcloth tablecloth instead of a cloth tablecloth for everyday. Can you have a pretty table with an oilcloth tablecloth?

Yes, you can. Perhaps mother will let you help choose the oilcloth for the table. These are the points you must remember. A white or light colored tablecloth is best, one that is dull rather than shiny will look more like a cloth tablecloth. If you choose a cloth that has figures, choose one which has small rather inconspicuous figures or geometric designs, such as squares or triangles. The color of the oilcloth should blend with the color of the dishes and be a background for them. The oilcloth should hang five or six inches over the edge of the table. Paper may be pasted in the corners of the new oilcloth to help keep the corners of the cloth from cracking so quickly.

Perhaps the most important of all to remember is to be sure your tablecloth is clean before you set the table. This may mean that your first step in setting the table is to wash off the tablecloth.

Now you are ready to actually set the table. Find something lovely for a centerpiece. Maybe it's a low plant, a bowl of fruit or a vase of attractively arranged flowers. The centerpiece must be low so that people can see over it when talking to each other.

Next you place the plates. Be sure to set them one inch from the edge of the table. Then bring a small tray of knives, forks and spoons and napkins. The knife is placed on the right of the plate, cutting edge toward the plate, and the spoon, bowl up, beside the knife. The fork, tines up, is placed at the left of the plate and the napkin at the left of the fork with the open edges toward the fork. The silver, napkin, and plates are all one inch from the edge of the table and the knife and fork about an inch out from the plate. The water glass is placed at the tip of the knife or slightly to the right of it. The milk glass is placed to the right of the water glass and in a straight line with it.

The sugar and cream are placed above mother's plate, the cups and saucers at the right of her place with a space left at the corner for the coffee or tea pot.

Place salt and pepper shakers in convenient places, spacing them uniformly. It is nicest to have one set for each two persons.

When the bowls of served food are put on the table, you will have a more orderly appearance if the meat is placed above father's
plate, the potatoes to the right of his plate, the second vegetable to the left. The relish, gravy, bread and butter may be placed in a square formation around the centerpiece. The milk and water pitchers may be placed at mother’s left. The dessert may be placed above each person’s place. The serving spoon or fork should be placed on the table at the right of the dish with which it is to be used. An exception to this is that the serving spoons for the potatoes and cooked vegetables may be placed by father’s spoons.

A diagram showing the individual arrangement for a luncheon or supper.

Often the question is asked, “Which way should food be passed at the table?” The answer is that either way is all right although passing to the right is preferred. However, the chief point is to keep passing food in the direction in which it was started.

**Tablecloth**

A clean, unwrinkled cloth tablecloth does add beauty to a table. To give the appearance of body and smoothness, as well as protect the table and deaden sounds, a silence cloth should be used with the cloth tablecloth. The silence cloth is put on the table first. It should come to the edge of the table or it may hang over the edge a little distance. Commercial silence cloths are flannel covered boards or quilted pads. Frequently we make silence cloths at home using an old blanket or several thicknesses of cotton flannel.

When you put the tablecloth on the table, place it with the middle lengthwise, crease up, and exactly in the center of the table. If the cloth has been ironed with the selvage edges turned back to the center fold, you can unfold the top and in this way put the cloth on the table skillfully and without getting more wrinkles in it. (When ironed this way the two side creases will be inverted). The cloth should extend over the table an equal distance at each end, and an equal distance at each side. We like to have at least a one-inch drop.

After the tablecloth is on the table, you may set the table as described previously.

Many people who have tables with nicely finished surfaces use individual mats instead of a tablecloth for a part of their meals. There should be a mat in the center of the table for the center piece and other articles placed there.

**English Style Service**

Perhaps in your family, father serves the plates at the table, or maybe you have been a guest where the father in that home served the plates. This is called English style service and is a gracious way of serving food.

To set the table for this style service, you do not put the plates on the table; instead you set them near the stove where they will warm. You place the silver, napkins, glasses, cups and saucers, salt and pepper shakers, milk and water pitchers, bread, butter and relish on the table as described for family service.

The family is seated. After grace has been said, mother or an older girl in the home brings the dishes and food to the table in the following order. First the warm plates which are set in front of father, then the main dish (meat dish)—this is placed above the plates. The potatoes and cooked vegetables are brought to the table next; the potatoes are placed at father’s right, the second vegetable to his left. The gravy may be placed between the main dish and the potatoes if father is to serve it. If the gravy is to be passed, it is placed a little nearer the person to father’s right. The beverage is brought in next and placed at mother’s left.

Father serves the plates. He does not pick up the plate as he is putting food onto it, unless he has to avoid dropping food onto the tablecloth.

Father passes the served plates to his right and tells who it is for. The first plate may be for mother, or if there are guests in the home he may wish to serve them first as an act of courtesy. A very good form is to serve the person at father’s right first, the person
Table Set for English Style of Service

to the right of this person second, and so on. This order is especially nice because, should there be a lady guest, she would be seated at father's right. A gentleman guest would be seated at mother's right. While father is serving the plates, mother serves the beverages; she may serve the person to her right first and continue around the table.

The bread, butter and relish are passed at the table. Mother or father generally ask the person sitting nearest these foods to pass them. This may be done by saying, "Please help yourself to the bread and pass it."

Second helpings are given by father saying, "Let me help you to some meat and potatoes." If this person cares for a second helping, he passes his plate to father. In the same way mother serves second helpings of beverage.

When the main course has been eaten, the soiled dishes are removed from each person's place. These are removed from the left side of the person, the person removing the dishes using her left hand.

Next clear the table of all the serving dishes. No dishes, except those actually used in the dessert course, should be left on the table.

If mother has a tea cart sitting beside her (at her left), she may ask to have the soiled dishes and serving dishes passed to her. She would stack these dishes on the lower shelf of the tea cart. In this case, mother can serve the dessert by passing it, as it can be setting on the tea cart ready to be served. If the tea cart method is not used, the dessert may be served to each individual person or the serving dishes and dessert may be set in front of father and he serves it as he did the main course.

It is very easy to have a first course with the English style service. This may be a soup or fruit juice which is already served at each person's place when the family is seated. The soiled dishes from this course should be removed before the main course is served in the same manner as described for the main course dishes.

When serving food to others, always keep these important points in mind:

1. You do not put your hand on any part of the glass, cup or silver that will be put in the guest's mouth.

2. When carrying plates or bowls, place your thumb or fingers on the edge, not into or onto the plate.
3. When removing soiled dishes, do not place your hands on any part of the dish that may have been in the guest’s mouth.
4. If you must use your handkerchief while serving or handling food, wash your hands before you do another thing.
5. Do not handle your hair or rub your face while serving food. If you have to brush your hair back, wash your hands before you continue handling or serving food.

Storing Foods Correctly

Learn to Store Food Correctly
Each food requires special treatment.
It has been said that a wasteful woman in the home can throw out more with her teaspoon than her husband can bring in with a shovel. Storing foods according to the method best suited is a good way to cut down waste.

Storage in the Refrigerator
1. Place butter in a covered dish on the shelf next to the freezing unit.
2. Wash the outside of milk and cream bottles when they are brought into the kitchen. Place them on the shelf next to the freezing unit. Pitchers of milk or cream should be covered with a waterproof refrigerator cover.
3. Unwrap meat as soon as it is taken from the market. Wipe it with a clean, dry cloth and place uncovered in the compartment just below the freezing unit.
   Bacon is wrapped in its original wrappings or wax paper and stored in a cool part of the refrigerator.
   Cooked meat should be put into a covered dish and placed in the refrigerator.
   Wash poultry, wrap it loosely in waxed paper. Place in cool part of refrigerator.
   Wrap fish in waxed paper, store in freezing unit or directly below it.
4. Spread peaches, pears, plums on lower shelf of refrigerator to prevent bruising.
   Store berries in a shallow dish on lower shelf of refrigerator.
   Keep ripe fruit in moist, cold compartment of refrigerator.
5. Remove spoiled leaves of lettuce, cabbage, broccoli, cauliflower, or greens. Wash and place in refrigerator, vegetable pan or wrap on a damp cloth or wax paper and place in refrigerator. Root vegetables may be washed, tops removed and placed in refrigerator, vegetable pan or stored in cool ventilated place outside of refrigerator.
   Store frozen vegetables in freezing unit.
   Store cooked vegetables in covered dishes in refrigerator.
6. Place eggs in refrigerator in covered dish.
7. Store cheese in covered dish in refrigerator.

If You Have No Refrigerator
If you have no refrigerator, greater care for storing butter, cream, milk and left over cooked food will be necessary.
Butter, milk and cream may be put in covered tin containers, which are set in a shallow pan of water. Place a wet tea towel over the tin container with the ends of it dipping into the water. The tea towel should be folded so it is four thicknesses deep. As the water evaporates from the towel, the air around the tin container is cooled. By having the ends of the towel in the water, more moisture is drawn into the towel so that evaporation continues.
Best results are obtained by placing the pan with tin container, in a shady, well-ventilated place.
Butter, milk or cream may be put in buckets and hung in a well or cistern or placed on the floor of a cool cellar.
Cooked left-over food should be put into covered containers and cared for in the same way as the dairy products.
Put cured meat from which the family is using in a tin container and hang it in the well or set it on the floor of the cellar.
Pay special attention to keeping the cellar air cool and fresh during the summer. This is best accomplished by leaving the cellar door and ventilator open during cool nights, being careful to close the door by daylight.
Have good quality of eggs for home use and for sale. Do this by gathering them at the middle of the day and of an evening. Gather the eggs in a wire or well-ventilated basket. Set the basket in a cool place and 24 hours later put the eggs in the egg crate. The egg crate should be stored in the cellar while it is being filled with eggs.
Storage on The Supply Shelf

Some fresh fruits and vegetables store satisfactorily outside of the refrigerator if the special recommendations for each are followed.

Orange and lemons and grapefruit. Spread out and keep in cool place. Temperature of 28-31 degrees chills and freezes citrus fruits and causes them to spoil rapidly.

Bananas—Let underripe bananas ripen at room temperature, then use immediately.

Apples—Store where cool, 45 to 50 degrees F. At room temperature apples soften rapidly.

Dried fruits—Store in closed jar or covered can in a cool, dry place.

White potatoes, sweet potatoes, onions, root vegetables and squash that are to be used within a week or two, store well when the weather is cool, in a cupboard which has an outdoor outlet, or a protected box or cupboard on the back porch. Remove the tops of root vegetables, not leaving too much stem.

Commercially canned food—store in a cool, dry place.

Beets, carrots, rutabagas, parnips, salsify and turnips that are to be stored, should be harvested before they become woody and strong. Leave one inch of top on the root. Place the vegetable in a cool, moist place with little air circulation. They store successfully in tightly covered boxes or crocks or packed in sand and placed in the cellar or basement. To pack in sand, place two to three inches of slightly moist sand in the bottom of the box, then put in layer of roots, placing them so they do not touch. Add more sand and more roots until the box is filled.

Store late cabbage and kohlrabi in deep slatted shelves in the same room with the root vegetables.

Pumpkins and squash should be well ripened and cured before then or stored when fully ripe. It is difficult to puncture these vegetables near the stem with the thumbnail. Harden their shell by placing them in a warm place for several days, then place them on shelves in the cellar, as these vegetables need good air circulation. Do not carry them by the stem as it may lose it, allowing bacteria to enter which would cause the vegetable to rot.

When onions topple over and the necks are dry, the onion is ripe. They should be pulled, spread out in an airy shed or tied to the ceiling of the storage shed in bunches until the tops are thoroughly dried. Remove the tops, leaving stems one and one-half inches and spread them out in a dry cool place. Onions keep well for two months as that is the length of their normal resting period. Then they must be placed where the temperature is close to freezing to keep them from sprouting.

2. Cereals, cakes, spices, and sugar.
   a. Store flour, cereals, sugars in tight containers (tin or glass preferred) to keep them dry and free from dust, insects or mice.
   b. Store bread in tin box or container which is scalded and aired often. Do not store it with stale or musty bread.
   c. If climate is humid, store cake in a ventilated box; if climate is dry, store it in a tighter box.
   d. Keep cookies in air-tight cans or boxes.

Storage in Basement or Cellar

Home canned food keeps best in places that are cool, dry and well-ventilated. Food canned in glass should be stored in a dark place to keep it from fading in color. Store vegetables for winter use, fresh, whenever possible. This is the cheapest and easiest way to preserve them and when satisfactorily done, their flavor is best.

Helpful Hints

Do not place bananas in a draft nor near frosted windows as bananas turn dark and lose flavor when chilled.

Oranges keep best if dry and wrapped. Wilted asparagus may be freshened by standing the butts for a few hours with about one-half inch of cold water. Be sure to keep the tips dry.

Freshen withered cabbage by placing them down in a pan containing one teaspoon of soda (or salt) in a gallon of water. Wilted carrots become firmer if submerged in cold water for several hours. Revive wilted celery by standing the butts in one inch of cold water.

Slightly frozen lettuce is usable if thawed out by immersing it in ice water.
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