

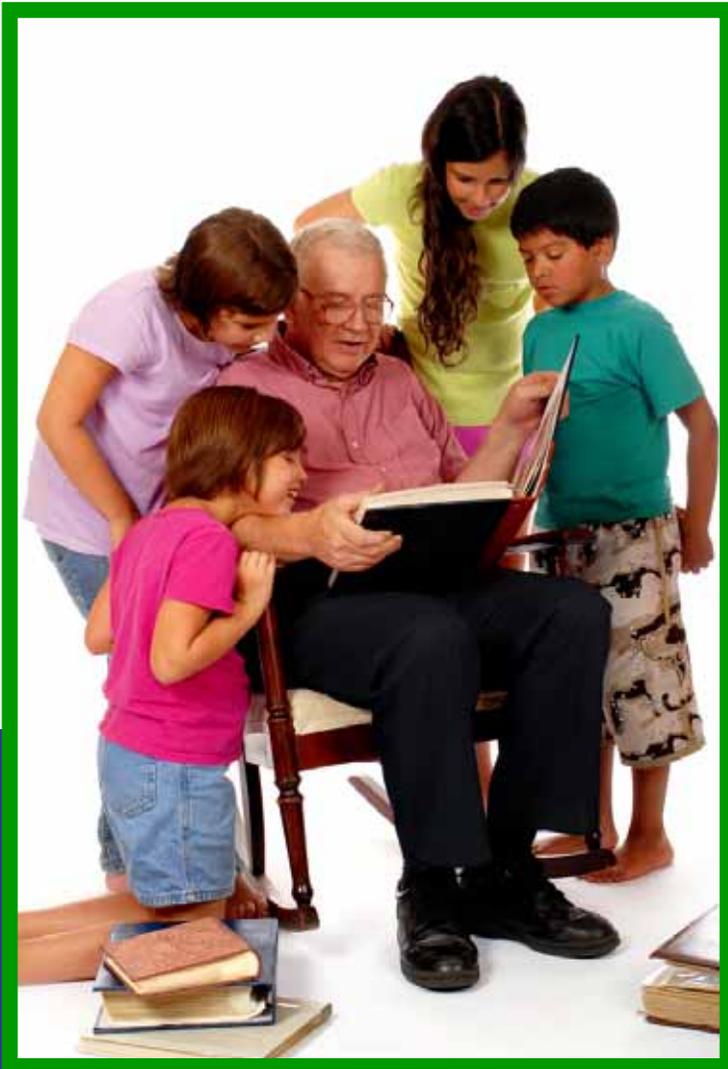


# Pieces of Time

**4-H**  
**Scrapbooking**  
**Curriculum**



# Pieces of Time



Preserving your  
memories through the  
art of scrapbooking

# National Standards For Art Education

Developed by the Consortium of National Arts Education Associations under guidance of the National Committee for Standards in the Arts through a grant from the U.S. Department of Education, the National Endowment for the Arts and the National Endowment for the Humanities, 1994.

**National Visual Arts Content Standards provide program goals for all grade levels:**

- Understanding and applying media, techniques, and processes
- Using knowledge of structures and functions
- Choosing and evaluating a range of subject matter, symbols, and ideas
- Understanding the visual arts in relation to history and culture
- Reflecting upon and assessing the characteristics and merits of their work and the work of others
- Making connections between visual arts and other disciplines

## Missouri Show-Me Standards For Art Education

**Missouri Visual Arts Content Standards provide program goals for all grade levels:**

- Planning and making written, oral and visual presentations for a variety of purposes and audiences
- Exchanging information, questions and ideas while recognizing the perspectives of others
- Learning processes and techniques for the production, exhibition or performance of one or more of the visual or performed arts
- Using technological tools to exchange information and ideas
- Learning the principles and elements of different art forms
- Examining problems and proposing solutions from multiple perspectives
- Assessing costs, benefits and other consequences of proposed solutions
- Developing, monitoring a revising plans of action to meet deadlines and accomplish goals
- Identifying the interrelationship of visual and performing arts and the relationships of the arts to other disciplines



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## CREDITS:

Adapted with permission from the Cooperative Extension Service 4-H Youth Programs, North Dakota State University, the University of Idaho, and Kathy Workman- University of Missouri.

# What is Scrapbooking?

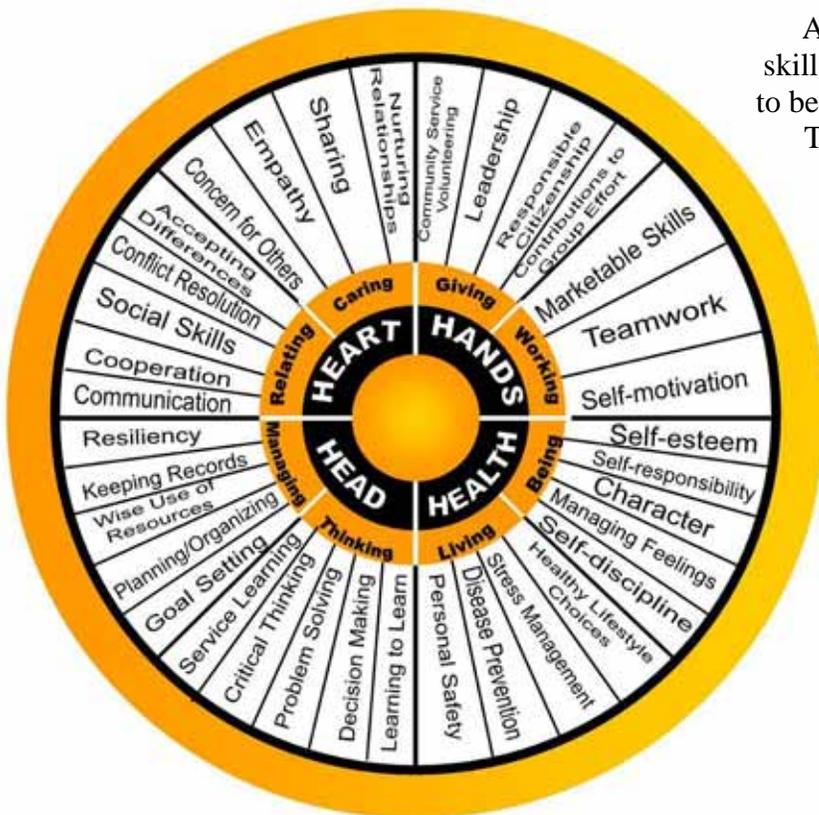
Scrapbooking is a method of preserving memories that uses photographs, journaling, memorabilia and embellishments to create a layout that can be added to an album. An album can be a method of preserving the past to share with generations to come.

Scrapbooking is an excellent way to record and preserve your memories and can be incorporated into many 4-H projects. It allows you to save your memories in an organized and creative way. It also can be used as a portfolio to showcase, highlight and preserve experiences as a 4-H member, or in school or church activities and other community involvement.



## Skills for a Lifetime

A skill is a learned ability to do something well. Life skills are abilities that individuals learn which help them to be successful in living a productive and satisfying life. The scrapbooking curriculum uses the Targeting Life Skills Model and focuses on five life skills:



Targeting Life Skills Model by Patricia A. Hendricks, PhD., Iowa State University Extension, 1998.

- **BEING:** Self-esteem or positive identity – pride in oneself; valuing oneself; understanding one’s abilities, strengths, and limitations; realistic assessment.
- **WORKING:** Self-motivation – able to make the effort needed to carry out a task or plan; inspiring oneself to take action.
- **RELATING:** Communicating – exchange of thoughts, information, or messages between individuals; sending and receiving information using speech, writing, gestures, and artistic expression.
- **THINKING:** Problem solving – clearly identifying a problem and a plan of action for resolution of the problem.
- **MANAGING:** Planning ahead –

# Experiential Learning

Experiential learning takes place when a youth is involved in an activity, looks back at it critically, determines what was useful or important to remember, and uses this information to perform another activity. 4-H activities use a hands-on learning approach to teach both new topics and life skills. A five-step experiential learning model guides the process, to turn activities into fun learning experiences. The scrapbooking curriculum combines two of the five steps into a three-step model of Do, Reflect, and Apply. By following the experiential model, youth learn new topics, practice the elements and principles of design (content skills), and learn and develop skills that will last a lifetime.



## Do

This is the “exploring” part of the activity. It engages youth in the creative process to give an opportunity to learn-by-doing before being told or shown how to learn experientially. Art helps can assist youth by asking questions, suggesting resources, and locating supplies.



## Reflect

Reflecting on each activity allows youth to process their art experiences and to analyze and reflect upon what happened during the activity. This process becomes the beginning of critiquing their artwork.

Critiquing one’s artwork is a valuable skill. It helps the artist grow in developing compositions, techniques and skills. Critiquing builds a sense of appreciation and understanding for art. Learning to assess one’s artwork builds life skills, which can then be transferred to other learning situations.

## Apply

Generalizing and applying the art techniques learned in each activity allows youth to form principles or guidelines that can be used in real life situations. This is the beginning of relating the experience to life skills. Application of the experience focuses youth on their accomplishments and how they can take the skills and techniques learned and apply them to a different situation. Application can lead back to creating. It is helpful to repeat the art activity more than once and allow the youth to build on each new skill learned.

# Suggestions for Completing Your 4-H Scrapbooking Project

1. Develop your personal storage system for equipment and supplies used in the scrapbook and card making focus area.
2. Make a color wheel. Describe to others the characteristics of complementary colors, shades and tints.
3. Experiment with creating formal and informal balance on scrapbook pages or cards.
4. Create scrapbook pages or cards using elements of composition.
5. Demonstrate the safe use of cutting equipment.
  - Scissors
  - Paper cutter
  - Decorative scissors
6. Crop pictures and photographs using elements of composition.
7. Learn about themeing scrapbook pages.
8. Create titles for scrapbook pages or cards.
9. Learn about writing basic captions, descriptive captions and journaling. Use basic captions on your scrapbook pages or cards.
10. Visit a store that sells scrapbooking supplies or attend a scrapbooking party to compare different kinds of paper, paper size, albums, binding, embellishments and equipment.
11. Experiment with embellishment.
  - Color blocking
  - Stamping
  - Stickers
  - Paper cutting
  - Die cuts
12. Visit a museum. Discuss preservation of paper items with the curator. Apply what you have learned about preserving to your scrapbook pages or cards.
13. Using a variety of paper in different colors, expose them to:
  - Outdoor elements by attaching to a sunny wall
  - Indoors in a room exposed to incandescent lighting
  - Indoors in a room exposed to fluorescent lighting
  - Indoors in a sunny window or on a sunny windowsill
  - Indoors in a closed drawer

Discuss and record the results that you observe after 1 week, 2 weeks and one month.



1. Organize your supplies or create a sample book to illustrate different techniques you have used.
2. Use four different adhesives such as glue pens, glue stick, adhesive tabs, spray adhesive, rubber cement, photo corners, adhesive dots or double sided tape to make scrapbook pages and cards and discuss the advantages and disadvantages of each.
3. Demonstrate the safe use of cutting equipment.
  - Die cut
  - Circle cutter
  - Oval cutter
  - Templates
4. Experiment with scrapbook lettering using hand drawn, stenciled, diecut or computer generated lettering.
5. Use descriptive captions on scrapbook pages or cards.
6. Experiment with embellishments. Incorporate some of the following in scrapbook pages or cards.
  - Stamping (advanced techniques)
  - Paper piecing
  - Punch art
  - Die cuts (advanced techniques)
  - Eyelets
  - Computer clipart, hand drawn pictures or images from other sources
  - Textured papers and fabric
  - Objects of nature such as pressed leaves, flowers, small seashells, bark, gravel, etc.
7. Use patterned or textured papers or fabric as background for a scrapbook page or card.
8. Create a pocket page or card.



1. Develop a storage or catalog system for your scrapbook pages, cards, embellishments or a technique sample book.
2. Use a variety of writing tools on scraps of acid-free paper and expose each to a different environmental condition such as:
  - Sunlight
  - Moisture
  - Rubbing
  - Heat
 Note whether inks are waterproof, permanent or are prone to fading, bleeding or smearing.
3. Demonstrate the safe use of cutting equipment.
  - Craft knife
  - Swivel knife
4. Use journaling techniques in your captions on scrapbook pages or cards.
5. Create a scrapbook page or card using a collage or puzzle technique.
6. Experiment with embellishments. Incorporate some of the following in scrapbook pages or cards.
  - Stamping (more advanced techniques)
  - Paper dolls
  - Paper quilling
  - Scherrenschnitte (German paper snipping)
  - Fiber, ribbon, strings, tags
  - Wire
  - Templates
7. Create scrapbook pages or cards using at least two of the following techniques.
  - Dry Embossing
  - Wet Embossing
  - Sandpapering
  - Chalk
8. Create a coordinated 2-page scrapbook layout or greeting card. If you choose a card layout, include the envelope in the theme.



**The 4-H Youth Development Program promotes experiences that help children grow and develop. Experiences in SCRAPBOOKING target six developmental outcomes for children:**



- Enjoying and appreciating – the children understand and appreciate preserving family memories.
- Expressing self – the children learn more about themselves and develop writing and language skills through journaling that result in improved communication skills.
- Imagining – the children create imaginative and original artwork, learn the elements and principals of design (layout of pages, color choices, embellishments), and use problem-solving skills.
- Interacting with others – the children improve their social skills by interacting with adults, cooperating with other children, and handling conflict.
- Observing and sensing – the children develop their observation and sensory skills through the scrapbooking media explored.
- Manipulating materials – through exploration of a variety of materials (photographs, newspaper clippings, paper, fabric, embellishments) the children demonstrate increased ability to manipulate and to understand the possibilities of various scrapbooking media.

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a

f

e

# scrapping

## What is *archival*?

If you are already a scrapbooker or if you work in a museum, you already know that to “archive” is to gather and store documents and pictures safely. The goal is to make them last forever.

Your family photos and mementos are not replaceable. It would be a disaster to lose them or let them be destroyed because they are not stored properly.

**Storing your photos safely and displaying them attractively is what this scrapbooking project is all about!**

## Time Bombs

Look out for old-time albums with adhesive pages or black pages. Pictures stored in these albums crack, yellow, and disintegrate with time. Tips and ideas to help you save your pictures will be studied in this workbook.



# Adhesives and Page Protectors



What type of adhesive can I use?

## Permanent Mounting

Use tape runners. There are many available. These are great and most useful for adhering photos to your pages or mats.

## Photo Splits or Corners

These handy little tabs are also great for attaching pictures to your pages. They are not repositionable, but you will be able to remove your photos from your finished pages in case you need to make a copy of it for someone.

## GO SHOPPING!

Grab your shopping friends and call your project leader. Set up a date to go to a scrapbook store. Take a notebook with a list of what you have. Look around at all the scrapping supplies! Write down what you need and how much it is. Compare notes with your group. Can you figure out a way to share and make the supplies go farther?

**Remember, what you need and what you want are two different things!**

What type of page protectors are safe?

Photo sleeves or page protectors must be PVC safe. Check your labels. Take the “sniff” test. If the protectors have a funky, unpleasant smell they are most likely to be BAD for your pages!

## To stick on mats or embellishments:

You have many options: glue sticks, wands, pens, and more. The heavier the item you are fixing to your page, the thicker the glue should be. Some sticks and pens come as “two-way.” These allow you to move a photo or item after placement. You apply the glue to the item and wait for it to dry **BEFORE** placing it on your page. This way you can move it around until you get it in the right spot for your layout. For extra strong hold on heavier items, you can use little sticky foam dots.

# Why is scrapbooking important?

Future generations will want to know about you and your family members. You don't want your pictures to just be "strangers in a box."



## Things to think about

What do I want to save?  
What pictures?  
What documents?  
What mementos?

*What do I want future generations to know and enjoy?*

## Need some help?

*Check out these websites for ideas and inspiration.*

[www.archiversonline.com](http://www.archiversonline.com): scrapbooking ideas and articles  
[www.creativememories.com](http://www.creativememories.com): tips on layout, photography, and journaling  
[www.diynetwork.com](http://www.diynetwork.com): download free templates, great search site  
[www.free-scrapbooking-ideas.com](http://www.free-scrapbooking-ideas.com): layout ideas and articles  
[www.scrapbooking101.net](http://www.scrapbooking101.net): basic information, definitions, and ideas for beginners  
[www.creativescrapbooking.com](http://www.creativescrapbooking.com): layout and album ideas, photography tips

# Project Idea

Get together with your Scrapbook leader and members. Have everyone bring the OLDEST picture album they can find. Ask your grandparents, your cousins, aunts, etc. Take a look at the photos.

1. How are they attached to the pages?
2. How are they labeled?
3. Are they yellowed, cracked, or wrinkled?

Discuss why you think this damage occurred, what can be done to correct it, if possible, and how you can avoid this happening to your photo/scrapbook albums.

### **Learning Indicator:**

I learned to present facts and analyze archival needs of media, art work, and photos.

### **Success Indicator:**

I can describe and carry out archiving techniques.

LIFE SKILLS: Recognizing and solving problems, communicating with peers.

Read  
your  
labels!  
They  
must say  
acid free  
or photo  
safe.



**Saving memories of my family and me makes me a LIFE saver!**



# What you need

**ALBUMS** Choosing an album can be a critical decision. Do you want to add pages through the years or just highlight a one-time event? Do you want oversize pages that offer more space for photos and journaling, or are you more comfortable with smaller pages? Your answers will help you determine which style is right for you.

- **Size.** The size of your scrapbook is a matter of personal preference, but consider the availability of supplies, as well as how many pictures you want to fit on each page, when you make your choice. Theme albums frequently lend themselves to smaller sized books.
  - A 6 x 6 inch album has small pages that will hold 1 or 2 pictures to a page. It can be great for a themed album or brag book to tote around.
  - 8½ x 11 inch is the size of a notebook.
  - 12 x 12 inch albums allow you to hold more photos than the other albums. It's easy to get supplies for this size. It allows you to put three to five pictures to a page. It's easy to get supplies for this size. However, they're harder to fit on a bookshelf because of their size.
- **Three-ring.** These have rings that snap apart for easy page insertion and removal.
- **Spiral Bound.** These wire bound albums have permanently attached pages. They are ideal for one-topic or themed scrapbooks.
- **Strap Style.** Albums that use plastic straps that thread through staples will allow the pages to lie completely flat when the album is opened.
- **Post Bound.** These albums use a set of threaded bolts to bind pages together. They offer the flexibility to add or rearrange pages.

**PAGE PROTECTORS** are clear acid free plastic sleeves that slip over completed pages to keep them clean and looking their best. The strap style has its own design. The three ring and post bound binders fit the same protector.

**PAPER** Colored paper enhances pages without much effort. The paper is sold as single sheets or in multi sheet packages. Paper comes in many colors, textures, and designs.

- **Patterned papers** are used to create themed pages or interesting backgrounds. Layering the papers can add impact to your journaling areas.
- **Card Stock** is solid colored, sturdy paper. It has many uses and comes in a variety of colors and textures. Card stock is used for backgrounds, die cuts, tearing, paper piecing, and punched embellishments.
- **Specialty papers.** Commonly include vellum (slightly translucent paper), embossed (raised) card stock, handmade paper, and metallic-finish paper. Use them to create special effects.

**ADHESIVES** that are scrapbook-safe come in different varieties from aerosol sprays to liquid pens to peel-and-stick tabs. Many can be used for either permanent or temporary bonds.

- **Liquid adhesives** come in handy when attaching small embellishments. It's available in a bottle, stick, pen, or wand applicator. Because the consistency varies and wrinkles may result, experiment on different types of paper before applying to your layout.
- **Double-sided tape, dots, and tabs.** Double-sided adhesives are an easy way to adhere items to a page. The tape works best for adhering photos to mats or large elements to background papers. Dots are good for adhering small items to layouts. White and transparent tabs, which come in rolls and refillable dispensers, are great for securing both small and large items.
- **Photo corners.** Today's photo corners with peel-away or lick-and-stick backings are available in many colors. They offer flexibility so the corners, not the photo, are attached to the layout.



**CUTTING TOOLS** are essential to scrapbooking and reliable tools are a good investment.

- **Straightedge scissors** are good for cutting paper or for freehand cropping photos. Use small scissors for detail work such as cutting out embellishments or photo silhouettes.
- **Decorative-edge scissors** make it easy to create fun or dressy edges. Use the scissors on papers and for cropping photos.
- **Paper trimmers** come in handy for making square cuts and straight edges. Small, lightweight trimmers are a nice option if you plan to take your scrapbooking with you or you are short on storage space. Larger trimmers are capable of handling oversized sheets of paper and card stock.
- **Circle and oval cutters** are adjustable tools that can make circles and ovals of various sizes. Use them to crop photos, create mats, and embellish pages. Use them with a self-healing mat to protect tabletops.
- **Craft and swivel knives** are used when you need to make small or intricate cuts. Swivel knives have a rotating blade for cutting along curves or for cutting out letters and template shapes. Use a self-healing mat with these knives to protect tabletops.

**WRITING TOOLS** Seeing “acid-free” on a pen is not enough. Scrapbook-safe pens are fade resistant, permanent, waterproof, and odorless when dry. They also won’t smear or bleed. Although any pen that meets these criteria can be used, most scrapbookers choose from the types of tools listed below.

- **Felt-tip markers** come in several different tip styles within the felt-tip marker family.
  - Monoline® pens, which have tips that range from very fine to thick, can create smooth lines for basic lettering, captions, borders, illustrations, and line art.
  - Chisel-point markers produce distinctive decorative lettering and designs.
  - A notched-tip scroll-point marker produces a double line with just a single stroke to allow creative fun borders or basic block letters.
  - Brush-point markers have a paintbrush-style tip used to fill in shapes and letters.
- **Gel pens** are medium-line pens that are perfect for journaling or outlining letters and embellishments, and come in a variety of colors.
- **Colored pencils** are used for shading and adding highlights to lettering and embellishments. To soften and smooth lines, use a blender, a clear, colorless pencil or a pen.

Carefully select your scrapbooking tools. They are the basics of what you will be using for all of your scrapbooking.



# PHOTOS

A reason to scrapbook starts the moment you pick up your camera. After all, the photos you take will become the heart of your scrapbook. Having your photos in an organized will help in preparing your layouts.

## Getting Organized

- **Visualize the end from the beginning** by deciding what types of albums you want to compile. Are you working on a family book or creating a book about you? Do you have an album just for holidays, vacations and family reunions? This decision is an important first step because it determines how you sort your photos.
- **Sort, sort, sort!** Begin by taking a stack of photos and sorting by person or event depending on the albums you're putting together.
- **Store your photos.** Where you store your photos is most important. You do not want to store them in extreme temperatures or in moist places that can result in rapid aging of your photos and negatives. **Your photos should be stored in acid-free products in a place that stays at a moderate temperature. Store your negatives in a separate location.**

## Variations on a Theme

Sometimes inspiration comes effortlessly and sometimes you need a little help! Here are some ideas for themes:

- **Seasons/holidays:** Halloween, springtime, July 4<sup>th</sup>, the first snow of winter
- **Years or Chronological order:** the year you were born, your middle school years, last year
- **Family members:** all about Mom, Dad, sisters or brothers
- **Sports:** your basketball team, your brother's soccer league, your trip to a KC Royals game
- **Special Events:** your summer vacation to Mexico, the school play, Prom
- **Friends:** a special friend or a group of friends



# Don't Worry!

*Feeling overwhelmed?* Even if you have 50 years worth of photos, sorting IS possible. Start with your current photos and work backward. As you become more efficient with your skills, you can work on those irreplaceable vintage photos.



## Project Idea

Get your group together and choose a theme: Christmas, Birthdays, Summer Fun, etc. Everyone brings pictures relating to the theme. Compare your photos with one another.

Bring any papers, embellishments, etc. you have for that topic. Sort your pictures and put them in page protectors according to layouts. Share extra pages or stickers with your 4-H friends. You can make your supplies go further, and you will have lots of laughs sharing page ideas.

## Computer Scrapping

Digital scrapbooks are a relatively new addition to the scrapbooking world. “E-scrapbookers” use digital pictures, scanners, and desktop publishing programs to create a page electronically.

A digital layout uses the same elements as a physical layout: balance, color, cropping, matting, embellishments, and journaling. Using your own handwriting is more of a challenge with an electronic layout, but if you have access to a scanner, you can write out your thoughts and then scan them as a picture file.

Scrapbooking kits (collections of matching and/or themed papers, embellishments, etc.) are available for both traditional and digital scrapbooks. Traditional kits can be found at craft stores and discount stores. Digital kits can be searched online.

If you have access to a good color printer, digital pages can be printed out and put into book form. The sample layouts at the back of this manual were created digitally.

Whether you create your pages by hand or on the computer, the tips and techniques in the following pages will help you display your memories in a fun, attractive way.

# Get to know some of the terms and lingo of scrapbooking.

**Acid Free.** Acid will discolor and fade photos, and destroy almost anything else in which it comes in contact. Acid-free products have a pH (acidity) factor of 7 or above.

**Acid migration.** The transfer of acid from an acidic material to a less acidic material or pH neutral material. Remember acid always migrates to neutral; Never does neutral migrate to acid. Acid migration may occur directly, when two materials are in intimate contact.

**Archival quality.** Materials with this label have undergone laboratory tests to determine that their acidic and buffered content is within safe levels.

**Buffered.** Even acid-free paper may become acidic over time when exposed to acidic memorabilia. Buffered paper is less likely to become acidic.

**Crop.** Trimming unwanted backgrounds from a photo.

**Dye Ink.** A thin, fast-drying water based ink. Not generally considered archival, unless specifically stated.

**Layout.** The arrangement of photo(s) and design elements that go together. A layout can consist of one, two, or more scrapbook pages.

**Light fast.** The speed at which a pigment or colored paper fades in sunlight.

**Lignin-free.** Lignin causes paper to yellow when exposed to ultraviolet light. Most paper, other than newsprint, is lignin-free.

**Non-bleeding.** When water is added, the ink or paper will not bleed onto the rest of the paper.

**Permanent Ink.** A water proof, fade proof, non-bleeding ink.

**pH Balance.** pH is a scale to determine acidic and alkaline levels. The scale spans from 0 (more acidic) to 14 (more alkaline). The desirable level for scrapbooking products is to be on the balance or neutral.

**Photo safe.** This term is similar to archival quality but more specific to the materials used with photographs.

**Pigment Ink.** Thick, opaque, water based ink. Very slow drying. Pigment inks keep their color longer than dyes. Pigment ink should be heat set if possible.

Before you begin cutting, gluing or arranging anything, take a second and make some notes:

- **WHAT HAVE I DONE SO FAR?**
- **WHAT DO I WANT TO ACCOMPLISH NEXT?**
- **HOW DO I GO ABOUT IT?**

Never hesitate to get advice from an experienced scrapbooker, project leader or one of the helpful personnel at your local scrapbook store.

# Now do it!



# Designing a Page

- 1. Sort through your photos and select a theme.** Five to seven photos fit on a two-page spread and three to five photos fit on a single page. Keep in mind that you don't have to scrapbook every photograph, only select the best photos to highlight the event, feeling or moment you want to convey.
- 2. Create a title.** A title sets the mood for the entire layout. Take some time to come up with a catchy phrase. You may even think of a title first and then gather photos to fit that theme. Keep it simple.
- 3. Keep a focal point.** The focal point is the primary image or area on the page. It's where the eye looks first. It may be a centrally located photo, a photo that is larger than the others on a page, a unique or exceptional photo, or a photo that is matted with a special paper or technique that makes it stand out from the others. Supporting images elaborate the main photo or theme. They may be smaller than the main photo and either depicts the same scene or time as the primary shot or provides extra information. NOTE: Sketch your layout on paper before putting it together to help save time.
- 4. Create balance.** Large, bright and busy photos feel heavier than their counterparts. Place your selected photos on the page and move them around until the page is balanced so no one area overpowers the others. If you are creating a two-page layout, make sure the pages don't appear lopsided. They need to flow into each other.

**Formal Balance-** Layout is the same even if divided in half. Each half would have the same element.

**Informal Balance-** Layout is not the same but the different elements balance each other. Example: One large element with three smaller ones.

## Project Idea

Get together with a group of friends. Ask everyone to bring old magazines. Find examples of formal and informal balance in the magazines. Cut them out and paste them on a sheet of paper. Compare your examples with your friends'.

# Formal Balance



*The  
Beautiful  
Virgin  
Islands*



*Summer  
Vacation  
July  
2007*

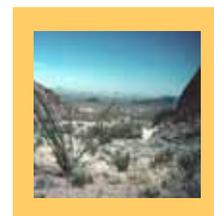
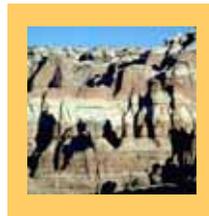


# Informal Balance



Our family  
trip to the  
**DESERT**

The  
trip  
was a  
great  
opportunity  
to see what  
Mother Nature  
had on display.



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# The Basics of Color

Color sets the mood, provides balance and illuminates the photos on your page. Choose colors for background, mats, and accents that convey the feelings of the photos and the events they record. When it comes to color, less is sometimes more. Too much color can be a distraction.

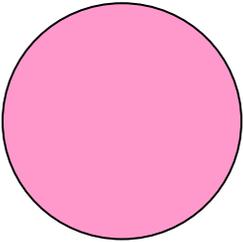
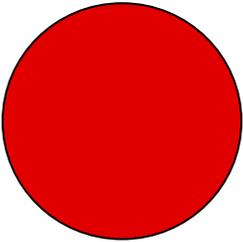
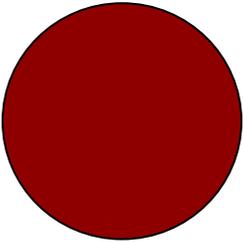
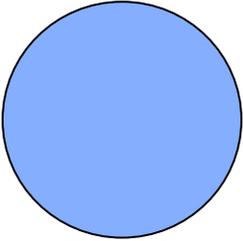
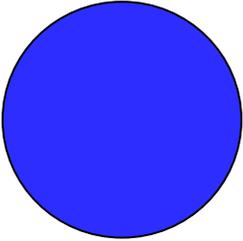
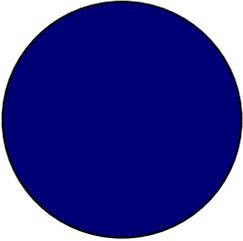
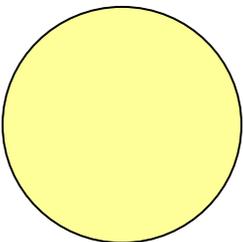
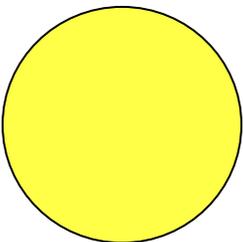
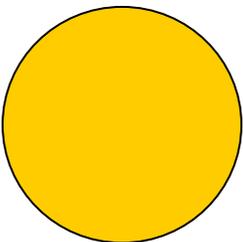
- Use color from your photos. An easy way to make sure the colors on your layout enhance your photographs is to use cardstock or paper in shades that match the colors in your photographs. Select which colors to use by deciding which items or people in the photos you'd like to highlight. If you're working with several photographs with different color schemes, draw the colors from your focal-point photograph.
- A monochromatic color scheme uses shades, tints, or tones of one color to add interest to a layout. This can help to emphasize or bring out portions of a photo. If you are having a hard time picking out a color scheme for your layout start with a monochromatic scheme.
- Choosing colors for a layout can be overwhelming. Choose a color that will reinforce a mood or feeling. Ask yourself what kind of feeling or mood do I want to capture? There are "cool" colors- blues and greens- are calm and relaxing colors and "warm" colors- reds, oranges, and yellows are energetic and exciting.
- Many colors are associated with holidays and special occasions. They are often times automatically used on layouts. Try to use other colors of the season or holiday. Bring out some of the colors in the photos and express the theme through your journaling and other accents to put on your layout.

Patterned paper and other textured paper can also portray a theme or event. Ask yourself if the patterned paper fits the mood and the feeling you're trying to portray. When using patterned paper, make sure it doesn't take away from your photo. Place a solid color between the photo and the patterned paper to separate it from the background.

# Tints and Shades

A monochromatic layout using tints and shades can make for an interesting and unusual page. You might use tints and shades of red for Valentine's Day.

You can also use tints only or shades only. Pink, light blue, and light yellow would give your page a soft, pretty look. Dark red, dark blue, and dark yellow would make a bolder statement.

Tint	Color	Shade
 PINK	 RED	 DARK RED
 LIGHT BLUE	 BLUE	 DARK BLUE
 LIGHT YELLOW	 YELLOW	 DARK YELLOW



# Cropping & Matting



**Cropping a photo** means trimming it. This can be intimidating the first time, but creative cropping can improve a photo's composition by eliminating distracting backgrounds and spotlighting the subject at hand. It also opens up spaces for adding journaling or embellishments.

Before you start randomly cutting your photos into shapes, look at each photo carefully and ask yourself some questions.

**What is the main subject of this photo?** Think about what you want to show the viewer with this photo. Crop distracting backgrounds to make the focus of a photo clearer. Keep in mind the other photos you will be using on your layout.

**Would the subject of the photo look best if the photo were shaped or unshaped?** Is the background of the photo taking away from the main subject of the photo? If you have templates available, try laying the templates on the photo to see how it would look in a particular shape, such as an oval or square, before actually cutting the photo. Create a silhouette by carefully cutting out the photo's subject and discarding the background. Use silhouetting sparingly.

**Are there items in the background that have historical or sentimental value?** Some items that might seem insignificant to you at the time can help define your generation. Try to leave the background in some of your photos, especially if they contain items that help define the photo's place in history or that might be interesting to your family members such as a pet or a car. Ask yourself if this portion of the photo adds interest, mood, or balance. Does it help date or place the subject? Taken out of context can the image stand alone?

**Do you have a back-up copy or negative of the photo you want to shape?** Before you cut any photo, make sure you have a copy of it. Use the copies to experiment by cutting them into different shapes and laying them on the layout. Be especially cautious with one of a kind and older photographs that are better left as is.

**NOTE:** Don't crop Polaroids. The chemical in the paper will leak and damage your photos. Instead use a scanner or Picture Maker to make a copy of your picture and crop the copy.

## What color is best?

Experiment with different mats to see what you like.



**Matting** adds dimension to compliment and accent the photo. Matting will help focus attention on the photos and add visual interest and balance to a layout.

## Project Idea

Get together with a group of friends. Bring several copies of the same picture and have everyone mat it the way he or she thinks is best. When everyone is finished, compare results. What do you like about your friends' mats? Do they give you any ideas that you might use in your scrapbook?

Keep in mind:

- Not every photo needs to be matted.
- You can add one or more colors to a photo.
- Remember not to take away from the photo and the focus of the layout.

**Use your imagination...**

**The sky's the limit!**



# More about Matting

## How to Mat:

1. Mat a cropped photo by adhering it to a piece of acid-free paper.
2. Cover these with a template that is slightly larger than the photo.
3. Trace around the template and cut.
4. For added dimension, make several layers of mats, each slightly bigger than the previous one.



Use  
small,  
simple  
mats for  
small  
photos.  
Use  
bold and  
elaborate  
mats for  
larger  
photos.



Add creativity to your mats.  
Mats can be simple or elaborate.  
Use decorative scissors to cut the  
outside of a mat.

Cut the center out of stationary  
to create a mat.

Use different shapes for mats.  
They don't all have to be round,  
square, or oval.

# Embellishments

When you go to a scrapbook store, you will find a wide variety of embellishments to add to your layout. Too many embellishments will take the focus away from the layout. Remember the important part of scrapbooking and the pictures and journaling. Embellishments are to enhance the layout. It can be easy to overdo it.

- **Limit the number of embellishments on each layout.** Don't feel like you have to use all the stickers on the sheet on one layout. Decide which embellishments accent your page the best and use those. Put the leftovers in a file to use on a different layout.
- **Stick to one kind of embellishment.** Using different types of embellishments takes away from the balance of your layout. Stick to one embellishment type such as stickers, stamps or die cuts.
- **Limit the number of embellishment themes on each layout.** Although your photos may contain a variety of events or activities, your layout will be more appealing if you select one embellishment theme.

The size of your embellishments should be around the same size as your photo's subject. If your embellishment is smaller, enlarge the size to give balance to your layout. You can adjust the sizes of your embellishments by using the copier and computer.

Once you have selected the right embellishments, it's time to arrange them on your layout. When placing them, use odd numbered items and place them in a triangle on the layout. Odd numbers and triangles are pleasing to the eye and give the layout a flowing balance. You do not want one side of your layout to have more than the other.

## Don't get carried away!

Adding the right amount of embellishments can bring balance and unity to your layout. Adding too many can draw attention away from the focus of the most important thing on the layout, the photos.





# The Importance of Journaling

**The importance of your pictures are the memories they show. Recording these memories will keep them alive.**

Don't make the mistake of thinking "I'll never forget that." Chances are that 5, 10, or 15 years from now you won't remember the details that made the event so special.

Journaling is the most important part of your scrapbook. You can capture moments on film, but it's your writing that tells of the excitement and emotions of that time. Journaling displays your personality and reveals why you have chosen to record these thoughts.

You need to journal your pages so that when someone sits down to look at your scrapbook, you don't have to explain what the picture and page are all about. Record your thoughts as if you were writing for a stranger. Make your facts and thoughts clear to anyone who might see your scrapbook... now or in the future.

Some things to think about when you are journaling:

- Ask yourself the Who, What, Where, When, and How questions. Who or what is that? Where are we? How Long ago was this? What is being celebrated? What are your feelings about the event? etc. Use details so you will know who people are when they get older.
- Use a theme to write about. This helps keep the focus on the reason you are scrapbooking. On some pages, journaling may even be the main focus of your layout.
- How did others react to what was happening? Get others' points of view on the subject. Interview people and add their thoughts into your story.

Here are more ideas to get you started:

- Write your feelings. Recall how you felt at the time: happy, sad, excited, worried. When your family and friends look back they will see a little piece of you, even though you may not be in the picture.
- Capture quotes. Did someone say something dear to you, or hilarious or so sweet that you want to remember it forever? Write it down.
- Document an unfortunate incident. How many times have you said "I can laugh about it now but..." Unless it was something truly horrible you never want anyone to think about again, it is good to record those times. Your thoughts will give future generations insight as to how their family members reacted to situations. And they will get to know you a little better!

# Lettering made easy

Decide what “look” you want for your writing. You can simply write as you would any other time, in cursive or printed letters. There are also many different styles of lettering you can try. There are great books and websites that give lots of examples. Or, create your own unique variations.

Experiment with different pens and markers. Just be sure what you use is waterproof and acid-free.

Before you write on your page, practice on scrap paper. The more you practice the more comfortable you will be. Practice at other times, too: every list and phone message you write down is an opportunity to improve.

Less than perfect handwriting? Not so steady under pressure? Try writing on a separate piece of paper and then attaching it to your page. That way you won't ruin a completed work of scrapbook art with a misspelled word or ink smear. Or, use a light table or window to trace letters directly onto your paper.

Many expert scrapbookers stress making your album personal by using your own handwriting. that's good advice. your handwriting is part of who you are.

## Helpful Tip

Always write a draft on scrap paper or on the computer before writing on your page. Have someone proofread it before journaling in your layout. Mistakes are hard to cover up when done with ink.

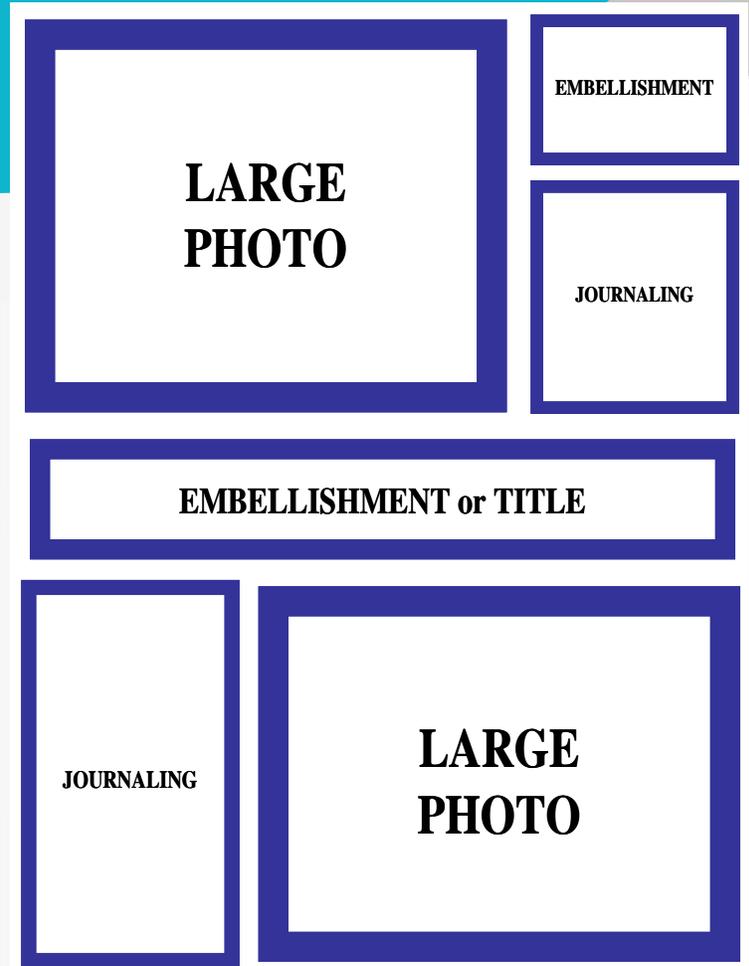
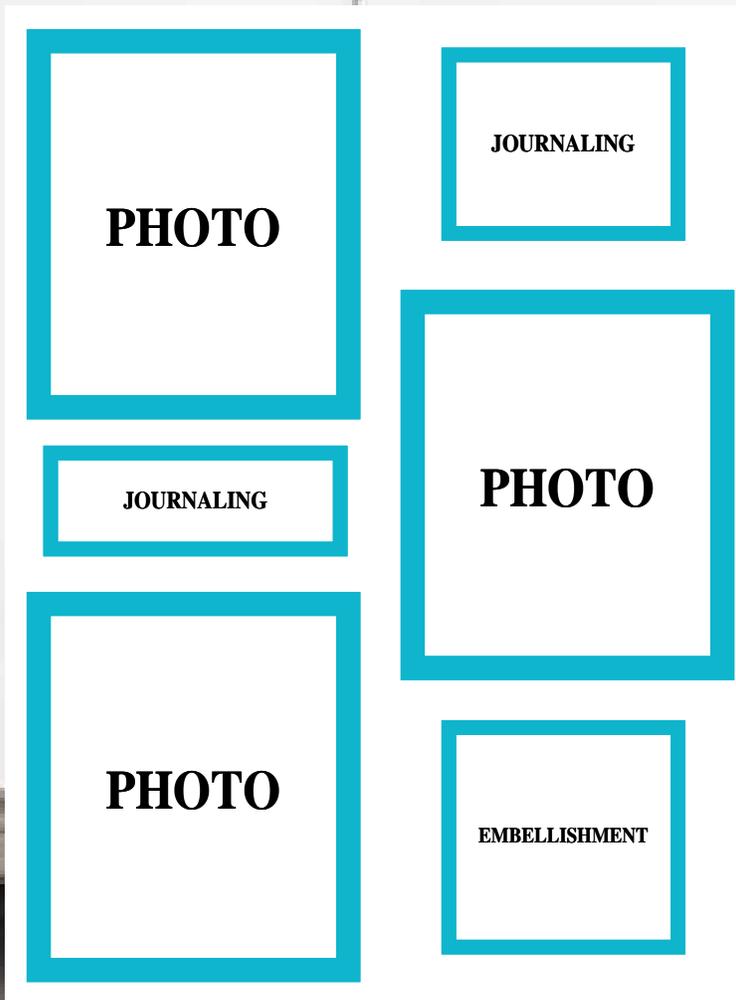


# LAYOUT Ideas

Now that you have learned about the elements that go into each page...

- Balance
- Color
- Cropping and Matting
- Embellishments
- Journaling

...You are ready to begin!



Use these layouts as a guide, or design a layout of your own.

*And don't forget the most important thing:*

# Have Fun!

# Things to consider when **EXHIBITING**

## Helpful hints to make the judges' job efficient in judging YOUR scrapbook:

- Enclose a few package labels stating that the contents you used were archivally safe. You can enclose index cards explaining why this information was worth saving for future generations.
- Make sure your journaling is precise and explains what is happening in the pictures so that a stranger viewing your pages will be properly and pleasantly informed.
- Have fun, demonstrate your creativity, and be proud of your work whether it receives a blue ribbon or a white. If you do your best, you have achieved your goal.

**Good Luck!**

## Kyle and Janna



Above is a picture of the corsage Kyle brought me for the Prom. White roses are my favorite. I was so impressed that he remembered that! I have preserved them in silica gel and I'll have them forever. I hope we last as long as these Prom Night memories.

## "A Night to Remember"

*Jefferson High School, May 2008*



We went to the Prom in a limo! The limo' driver was named Stanley and he was so funny. I felt just like a princess and all my friends were soooooo jealous!

It was really a night to remember.

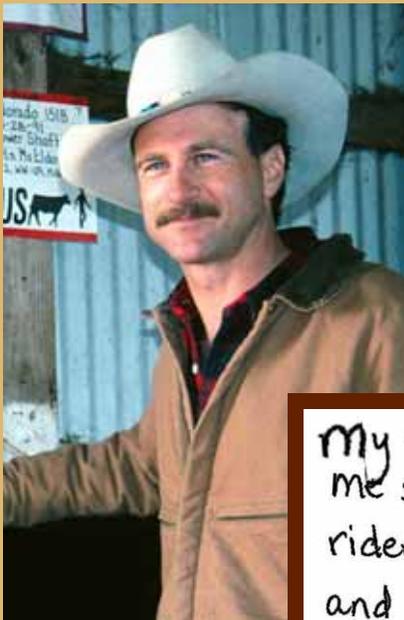




Me and Fancy



FANCY



my friend Lance has helped me so much! He was a rodeo rider when he was younger and he taught me lots of tricks!



Trail Ride Fun!!!





## What a Champ!

Sparky won this trophy in our first contest. He won first place in the Frisbee toss and I was so proud of him!



Sparky has been in our family since I was a baby. He's smart and loyal and he loves to snuggle.

What a  
great dog!



# Sample pages



*This summer I had my first job as a camp counselor. I wasn't sure if I would like being in charge, but actually it was pretty fun.*

C

A

M

P

S

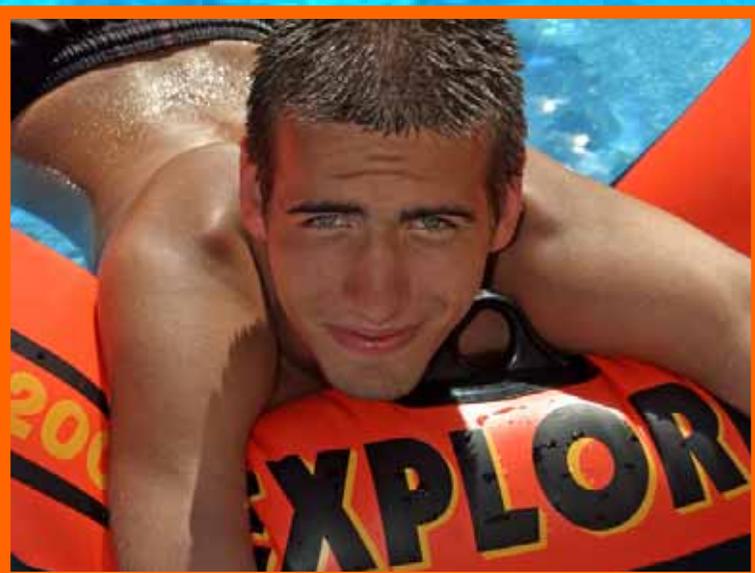


*There was lots of stuff to do every day, but everyone's favorite was swimming.*

W

I

M



# Notes and Ideas