

# Record Book



# 4H Ontario

# The 4-H Ontario Scrapbooking Project

## THE 4-H PLEDGE

"I pledge:

My Head to clearer thinking

My Heart to greater loyalty

My Hands to larger service

My Health to better living

For my club, my community and my country."

## THE 4-H MOTTO

Learn to do by doing

## PROVINCIAL 4-H OFFICE

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Layout: Stephanie Craig

Editing: Mary Dunn  
Shonna Ward



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Date: May, 2009

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### Table of Contents

Introduction	3	Balance Worksheet	9
Club Information	4	Colour Experiences Worksheet	10
Club Membership	5	Meeting Record Sheet	11
Member Expectations and Goals	6	Project Evaluation and Feedback	12
All About Me	7		
Supply Checklist	8		



## Record Keeping

### What is It and Why Do We Do It?

Record Books are to document time and money spent, your ideas, memories, what you learned, what you contributed and your likes and dislikes. Down the road when you look back on your 4-H projects these books are wonderful to revisit. It will bring back memories of the project, your 4-H friends, your story and thoughts at the time of the project. You will never forget because this book will act as a reminder!

### Why Have You Been Put to This Task?

Your Record Book...

- is your personal space to tell your story, decorate, draw, figure and journal ideas.
- provides a space to put your ideas and questions for the weeks to come.
- helps you set goals for this project.
- has space to record club members and important dates, names and contact information.
- is a great way to get and stay organized.
- helps you record what you have learned in this project.
- is a great place to put newspaper clippings and other memorabilia from this project that don't or can't go into a scrapbook.

So get on board and make your Record Book your own. Oh, and remember to bring your Record Book to every meeting!



Club Name: \_\_\_\_\_ Association: \_\_\_\_\_



# The 4-H Ontario Scrapbooking Project

## Who's Who

Club President: \_\_\_\_\_ #/Email: \_\_\_\_\_

Vice President: \_\_\_\_\_ #/Email: \_\_\_\_\_

Secretary: \_\_\_\_\_ #/Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ #/Email: \_\_\_\_\_

Press Reporter: \_\_\_\_\_ #/Email: \_\_\_\_\_

	DATE & TIME	PLACE	NOTES (things to bring, remember, etc.)
<b>Meeting 1</b>			
<b>Meeting 2</b>			
<b>Meeting 3</b>			
<b>Meeting 4</b>			
<b>Meeting 5</b>			
<b>Meeting 6</b>			
<b>Achievement Program</b>			

Leader Name & Contact Information	Leader Name & Contact Information



## Member Expectations and Goals

Why did you join this scrapbook club?

What is one goal that you want to achieve in this project?

Do you have any ideas for fun things to do during the project?

Do you have any ideas for an Achievement Program for this scrapbook club? (Keep in mind that an Achievement should involve the community in some way).

### **Member Responsibilities**

- Be a current paid member of 4-H Ontario.
- Attend at least 2/3 of the meeting time allotted for this project.
- Complete the Record Book for this project. Bring it with you to each meeting!
- Complete at least 3 facing pages (8-10 pages, not all being 2 page spreads). Pages should be displayed between a front and back cover and be protected by scrapbook page protectors.
- *Remember, the more you put into your 4-H club the more you will get out of it!!*



## All About Me

### An Inspiration Page

Write a little about yourself. For example: the grade you are in, how many people are in your family, what you like to do, favorite colour, other 4-H projects you are involved in etc. Use this page to record thoughts and ideas that you can use to inspire you while working on your scrapbook!



# The 4-H Ontario Scrapbooking Project

## Supply Checklist

Below is a checklist of supplies to bring to each club meeting. This chart is also a place to record the costs of these supplies. Even if borrowing, estimate how much the item is worth as you are responsible for that item, and its value.

[illegible]



## Balance Worksheet

Formal

Informal



## Colour Experiences

Select and mount three different colours with an example of a tint and a shade of each.

The difference between a tint and a shade is: \_\_\_\_\_

\_\_\_\_\_.

*Small scraps of cardstock or  
paint chips from a store work  
great for this activity!*

**tip**

Tint

Selected Colour

Shade



## Meeting Record Sheet

Meeting # : \_\_\_\_\_

The topics we discussed were: \_\_\_\_\_  
\_\_\_\_\_.

The Roll Call was: \_\_\_\_\_  
\_\_\_\_\_ and I answered with: \_\_\_\_\_  
\_\_\_\_\_.

The topic/subject I chose to scrapbook about during this meeting is: \_\_\_\_\_  
\_\_\_\_\_.

I brought \_\_\_\_\_ photos to use, and the following materials and embellishments:  
\_\_\_\_\_  
\_\_\_\_\_.

My idea/concept for this layout is: \_\_\_\_\_  
\_\_\_\_\_.

The best thing about the page(s) I created this meeting is: \_\_\_\_\_  
\_\_\_\_\_.

I learned while scrapbooking this meeting: \_\_\_\_\_  
\_\_\_\_\_.

*\* Photocopy and complete this page for every meeting to remember what you did and why!*



## Project Evaluation and Feedback

*For members and parents to complete at the end of the project.*

I joined this club because \_\_\_\_\_

I really enjoyed the meeting where we \_\_\_\_\_

My least favorite activity/topic was when we \_\_\_\_\_

Something I learned this year that I did not know before was \_\_\_\_\_

Something I would like for us to do next club is \_\_\_\_\_

### ***Parent/ Guardian comments***

This year I learned \_\_\_\_\_

Next year I would like to see \_\_\_\_\_

### ***Leader Comments***

This year you did a great job of \_\_\_\_\_

Additional Comments \_\_\_\_\_

*After your own reflection, and if you feel comfortable, hand in this sheet to your leader.  
Your comments will help leaders improve the project the next time it is led.*



# The 4-H Ontario Seraphbooking Project



4H  
Ontario



Reference Book  
Reference Book



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## Table of Contents

Project Overview	3	Meeting 1: Making It Mine	13
Planning a Scrapbooking Meeting	5	Meeting 2: Making It Match	25
Leader's Planning Chart	7	Meeting 3: Keeping the Key Ingredient	32
Scrapbook Lingo	8	Meeting 4: Looking the Best It Can	37
References and Resources	10	Meeting 5: An Extra Touch	47
Project Completion Certificate	11	Meeting 6: Making Sense of it All	55
Leader Hints	12		





# The 4-H Ontario Scrapbooking Project

## Project Overview

The 4-H Ontario Scrapbooking Project will give members the opportunity to learn and explore the art of scrapbooking. A variety of topics relevant to this art will be touched upon. Members will gain skills in a “Learn to Do by Doing” atmosphere through activities, creating scrapbook pages and information sharing. Come along and enjoy the creative process of building wonderful pages and memories together!

The Reference Book is laid out in six meetings and covers the following topics:

- Meeting 1 - Making It Mine: Where to Start and What You Need
- Meeting 2 - Making It Match: Design Principles and Colour
- Meeting 3 - Keeping the Key Ingredient: Photo Care, Storage & Choice
- Meeting 4 - Looking the Best it Can: Cropping and Matting Photos and Memorabilia
- Meeting 5 - An Extra Touch: Embellishments & Scrap Recovery
- Meeting 6 - Making Sense of it All: The Importance of Journaling

*(Please note that although the project has been broken down into six meetings it can also be run in four longer sessions. This method may work better for members who prefer to sit and scrapbook for a longer period of time.)*

## Activities

It is expected that the main activity occurring at meetings will be the actual scrapbooking of a page or entire book. After discussing the information provided members should be able to scrapbook for a long period of time using the new skill or technique covered earlier in the meeting. A few additional activities have been provided in the Reference Book and in the Member's Record Book, but members' main focus should be the completion of a page at each meeting.

## Judging and Public Speaking

Each meeting should include either a judging or public speaking activity.

- Judging activities give the members an opportunity to use judging techniques as part of the learning process. Through judging members learn to evaluate, make decisions and communicate with others. They also develop critical thinking skills, confidence and self-esteem. Members don't even need to practice their judging on scrapbooks! They can judge brands of glue sticks, magazines, photography - whatever! As long as they are setting criteria, and critically thinking about where the items fit within that set of criteria, they are learning the basic skills of judging!
- Public speaking can be included in the Roll Call or social recreation time. These activities do not necessarily need to involve the topic of scrapbooking as the outcome should be more about understanding the concepts of effective communication rather than scrapbooking information. If stuck for fun ways to incorporate public speaking into your meetings read through the 4-H Speak Pack, written by Alberta 4-H. 4-H Ontario also has many great public speaking resources available through the office. These activities help members develop confidence when speaking to their group and in public.



## The Next Level

This section includes more challenging and advanced topics such as making paper, mini brag books, colour mixing and painting on scrapbook pages, iris folding, genealogy, sewing on scrapbook pages, stamping and how to use large numbers of photos and/or embellishments successfully. These “Next Level” units are a couple of pages long and include topic instructions and sources for more information. If the leaders and members are keen, this section also provides enough material to start another scrapbook club (covering completely new information) right after the first.

## Achievement Ideas

The Achievement Program offers members the opportunity to share with others what they learned from the project. Each 4-H club must hold an Achievement Program, and must provide the opportunity for each 4-H member to display and/or demonstrate project work.

- Have members build a county /association scrapbook as a team. The group can even build an online scrapbook or scrapbook video. Display at the local fair and other public venues if resources allow.
- Have each member enter a page in the local fair scrapbook class.
- Create cards (“Thank you”, “Birthday”, “Get Well Soon”) out of the leftover cardstock and paper pieces to donate to a local nursing home or charitable organization for their use.
- Have each member make a mini album for someone who may not have attended an event. This could include a relative or friend that missed a 4-H event, holiday, or birthday. These little books do not have to be huge, just a few pages with selected photos and a story about the event. These little book ideas are found in the “Next Level” section.
- Hold a “Scrap-a-thon” where parents, siblings, friends and other people from the community are invited to join club members as they scrapbook several hours in a row. Members can lead informative workshops and show everyone what they have learned in the club.

## The Record Book

The Record Book should be given to each member at the beginning of the first meeting. It includes worksheets and forms for the members which will help them track their progress and keep records of what they have accomplished. Go through the book with the members and explain the forms. The Record Book should also include selected printouts from the Reference Book. While planning meetings prepare print-outs from the Reference Book that you think will be beneficial to your members. These pages should not replace but accompany the Record Book. In essence they are creating/ compiling their own manual throughout the course of the project.



Pages labelled with a clover icon are suggested pages to distribute to members. This can be done either as a complete booklet at the beginning of the club or as smaller units at each meeting. Ask each member to bring in a binder to hold these pages and their Record Book.



## Planning a Scrapbooking Meeting

Review available resources, plan the meetings and choose activities and themes that compliment the ages and interests of your members.

Each 4-H project must be held over a period of at least 4 separate meetings, totaling a minimum of 12 hours. Typically, 4-H meetings are approximately 120 minutes (2 hours) in length. Before each meeting, create a timeline to ensure that you are providing an adequate amount of instructional time for club completion.

Included in the following pages is a Leader's Planning Chart to help with the planning of meetings. In addition to the chart, keep track of what went well and what should be changed next time, because each time this project is run, the content of the meetings can be different!

***When planning each meeting, a typical 4-H meeting agenda should include the following:***

- Welcome
- 4-H pledge
- Roll Call
- Secretary's Report
- Treasurer's Report (if any)
- Press Report
- New Business: local and provincial 4-H activities/opportunities, upcoming club activities
- Meeting content and activities
- Clean-up
- Social recreation and/or refreshments
- Adjournment

***Remember.... As a club volunteer your responsibilities are to:***

- Complete the volunteer screening process and attend a volunteer training session
- Arrange a meeting schedule and participate in club meetings, activities and the Achievement program
- Have membership lists completed and submitted along with fees collected (if applicable) by the end of the second meeting
- Review project material in the Reference Book to familiarize yourself with the information and adapt it to fit your group. Be well organized, and teach the material based on your group's age, interests, and experience levels.
- Have members fill out a Health and Safety Form and identify any health concerns. Ensure that all members, leaders and parent helpers know the appropriate actions during an emergency.

***Club member responsibilities are to:***

- Participate in at least 2/3 of his/her own club meeting time.
- Complete the project requirements to the satisfaction of the club leaders
- Take part in the project Achievement Program



### **Suggested Planning Session**

It is suggested that a club has a planning session to group and organize club time and resources before having a “content” meeting where scrapbooking takes place. At this meeting members can discuss what they want to do and learn throughout the project. Also, elections for the club executive positions can be held. This meeting is a great time to introduce members to the Record Book as well. Have the members fill out the club information form, “Who’s Who”, and “Members Expectations and Goals” pages. Once members have thought about the types of pages they want to create, discuss the supplies needed. Go through the “Supply Checklist” in their Record Book, and if desired arrange for one of the club meetings to occur at a scrapbook supply store where members can purchase supplies. Reviewing the “Scrapbook Lingo” would also be beneficial at this session so that all members are on the same page, and are familiar with the terminology you will be using.

Doing a meeting mixer activity like 4-H Bingo (4-H Fun Pack) or a Canadian Family Tree (Quality Equation Project) is a great idea for this first session. Activities such as these get the group working together and are of course tons of fun!

Here are some suggested Roll Calls to be used at this first “pre-meeting”:

1. What do you hope to learn from this club?
2. How many 4-H projects have you completed? Any scrapbooking projects?
3. What is your favourite thing about 4-H?



Leader’s Planning Chart

Mtg. #	Date/Place	Topics Covered	Activities	Materials Needed

## Scrapbook Lingo

### ***Acid Free***

Acid is used in paper making to break apart the wood fibers and the lignin that holds them together. If acid remains in the material used in photo albums the acid reacts with the photography chemicals and causes the picture to deteriorate and discolour. Acid-free products have a pH of 7.0 or above. It is very important that all materials (glue, paper, pens etc.) used in memory albums or scrapbooks are acid free.

### ***Acid Migration***

This is the transfer of acidity from one item to another. An example is a newspaper clipping that has not been pre-treated and mounted into a scrapbook. The clipping will turn yellow and also cause the paper it is mounted on to change colour.

### ***Adhesive***

Scrapbook adhesives include glue sticks, double sided tapes, spray adhesives, white craft glue, glue gun glue, mounting tabs and other products. Read the label to decide what adhesive is best for each job in your scrapbook, and be sure it is acid free.

### ***Archival Quality***

Archival quality is a term that applies to materials that have undergone laboratory analysis to determine that their acidic and buffered content are within a safe range for use in scrapbooks. This term applies to paper, inks, chalks, colouring pencils, page protectors, albums etc.

### ***Buffered***

Even acid-free paper may become acidic over time when exposed to acidic memorabilia (e.g. newspaper articles). Buffered paper is less likely to become acidic.

### ***Cardstock***

Paper which is often used as a base or background of a page. It is a heavy paper with a smooth surface. Cardstock can be plain or printed.

### ***Craft Knife***

This tool has a replaceable blade. It is small and used for cutting paper and other materials. The craft knife should be used with a cutting mat as it is very sharp.

### ***Cropping***

This is the term used when cutting or trimming a photo to keep only the most important parts of the image for use in a scrapbook.

### ***Decorative Edge Scissors/ Decal Scissors***

These scissors cut fancy edges. They come in a wide assortment of designs like wavy, scalloped, and zigzag. These scissors are great for decorative edges on paper.

### ***Die Cuts***

Paper embellishments (or decoration) in which the background has been cut away. Die cuts come in a wide variety of shapes and sizes for all occasions and scrapbook needs.





# The 4-H Ontario Scrapbooking Project

## **Digital Scrapbooking**

These types of scrapbooks are made up of photos and thoughts stored electronically on a computer. There are many online companies that can help with this process or programs from computer shops can be purchased to help with this method.

## **Embellishments**

These are any item that are added to a scrapbook page that is not a photo or paper. Examples of embellishments are ribbon, buttons, tags, wool, clips, die cuts etc. See “101 Things You Can Use to Decorate Your Scrapbook Pages”, in Meeting 5, for more information.

## **Glossy**

A smooth, shiny appearance or finish on paper or embellishment.

## **Journaling**

Journaling refers to text on a scrapbook page that provides details about the photographs and/or the event. Journaling can be done in your own handwriting, with adhesive letters, rub-ons, stencils, or it can be computer generated.

## **Mat**

Mats are varying weights of paper used to frame a photo. A mat can be more than one layer of paper, and different colours and sizes. A mat can also refer to a self-healing cutting surface made to be used with a craft knife.

## **Matte**

A dull surface or finish on paper, not shiny or glossy.

## **Opaque**

Colours and materials that are dense and cannot be seen through.

## **Paper Trimmer**

A paper cutting tool with a surface for holding the paper and a sharp blade that cuts the paper in a straight line.

## **Protective Sleeves**

These sleeves are made of plastic and slip over a finished album page. Sleeves can be side or top loading and fit 8 1/2x11-inch page or 12-inch square pages. Choose only acid free sleeves as the vinyl “office type” sleeves are not acid free and many contain PVC’s that can yellow your photos and paper. Look on the packaging as it will state if they are archival safe.

## **Scrapbook Papers**

Scrapbook papers are usually 30.5x30.5cm (12x12) but can come in smaller sizes. These papers come in a large variety of colours and styles to create fun and emphasis on the pages.



# The 4-H Ontario Scrapbooking Project

## **Scraplifting**

Taking ideas and inspiration from another person's work. Copying design and layout ideas is allowed as no two sets of photos, paper or embellishments are exactly alike. Therefore no two pages will be exactly alike.

## **"Scrappers"**

People who scrapbook.

## **Stickers**

Stickers are available in plastic, paper, vinyl, fabric and other materials. Stickers will be labelled if they are acid free for use in scrapbooks. Again there is an almost endless variety to choose from to decorate pages.

## **Vellum**

A translucent (mostly see through) paper that has a frosted appearance. This specialty paper comes in white, colours and patterns, as well as clear.

*When searching on the internet for inspiration, fonts or templates, make sure you type "free" into the search engine as well.*

**tip**

## **References and Resources**

- [www.dictionary.com](http://www.dictionary.com)
- [www.about.com](http://www.about.com)
- [www.scrapbooksetc.com](http://www.scrapbooksetc.com)
- [www.scrapbooking101.net](http://www.scrapbooking101.net)
- <http://scraptime.ca>
- [www.collectionscanada.gc.ca/genealogy](http://www.collectionscanada.gc.ca/genealogy)
- [www.genealogy.gc.ca](http://www.genealogy.gc.ca)
- *4-H Oxford County Stamping and Scrapping Fun ways with Paper* (Locally Approved Project)
- *4-H Oxford County Scrapbooking: Celebrate the Millennium* (Locally Approved Project)
- *4-H Scrapbooking Project* by Nova Scotia 4-H Canadian Scrapbooker Magazine
- *Creative Keepsakes Magazine*
- "Creative Scrapbooking" by Melody Lord
- "Complete Book of Scrapbooking" by Louise Riddell
- "Encyclopedia of Scrapbooking Tools and Techniques" by Susan Pickering Rothamel
- NDSU 4-H Scrapbooking
- The Ontario Genealogical Society materials (with permission to use and reproduce by 4-H Ontario)
- "The Joy of Scrapbooking" by Kerry Arquette, Andrea Zocchi & Darlene D'Agostino

\*All photos not specifically referenced are those of the author.

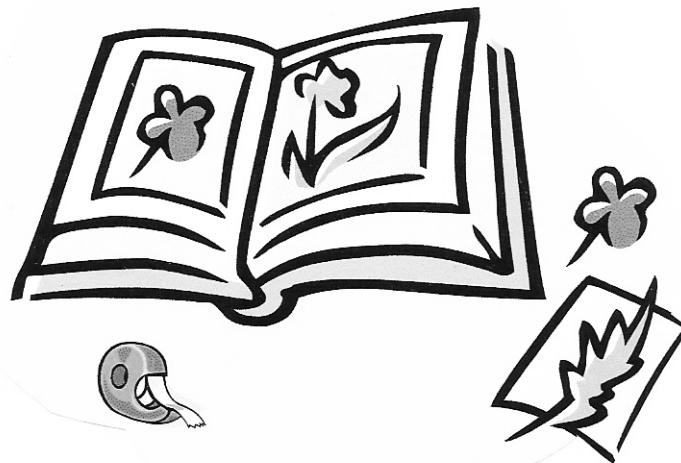


# Congratulations

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on successfully completing the

## The 4-H Ontario Seraphbooking Project



Leader's Signature

Date

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# The 4-H Ontario Scrapbooking Project

## Leader Hints

- Due to the hands-on nature of the project, leaders may find that longer sessions and fewer of them work best for this type of project. Remember there can be no less than four club meetings for the members to successfully complete the project!
- If the leader and members are new to scrapbooking consider calling an expert to help. There are many home based companies that sell scrapbooking supplies and teach scrapbooking. Ask a local craft, hobby or scrapbook store or another 4-H leader (with scrapbooking experience) to come and talk to members about the art of scrapbooking.
- Research what is available in the area the club is running. Find out where to purchase the most cost effective supplies. However, don't underestimate the importance of quality. Finding quality merchandise without paying a high cost is the most desired option.
- If there is a print shop in the area they will often have leftover paper from their print jobs. These shops will usually donate the scraps if asked. The paper may not all be acid free, but could be used to make cards or place under embellishments. This is a way to increase your paper stash on no budget.
- Local scrapbook stores are also a great resource for scraps and leftovers. If classes are taught at the store there will most likely be leftover bits that the store may sell at a low cost or even donate. Scrapbook stores may also give you a deal on scrapbooks and supplies if you are buying in bulk for all the members.
- It is helpful to have a few magazines on hand for inspiration on building pages or to demonstrate a concept or idea.
- Members get very excited seeing and working with all of the options that scrapbooking provides. They want it all, and they want it in their scrapbook. There is nothing wrong with this enthusiasm, but it is easy to be very paper wasteful. Remind the members to be frugal and considerate in their choices.
- Never build a scrapbook page on the back of another scrapbook page. This is asking for poor and disappointing results. Build the page on only one side. If you do not follow this the page will buckle under the weight of the papers and photos. This also protects pages from bleed-through colour from other pages, and glue or adhesive residue that can seep through, possibly damaging photos. Another good reason to never build on the back of a page is the ease at being able to remove the page(s) without disturbing the layout or flow of your scrapbook.
- Encourage members to use the blank paper that comes with every scrapbook as a canvas on which they can build their pages, not as boring. Brightly coloured papers are extra highlight and/or embellishment, and not always needed to be the backbone of a good scrapbook page.



## Meeting One

### Making It Mine: Where to Start and What You Need

1. How do you define your personal style?
2. Name a magazine, book or piece of art that you like the look/style of.
3. What tool do you use most when scrapbooking?

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Club Business/Parliamentary Procedure		10 min
Topic Information Discussion	Show members examples of each design style. Have each of them evaluate their first impressions of each. Discuss each style and its features.	15 min
	Review the Design Principles and what makes an effective layout	10 min
Activity Related to Reference Material	Have members look for examples of Formal and Informal balance in magazines. Members can then mount the examples they find in their Record Books on the "Balance Worksheet"	10 min
	Build a scrapbook page	75 min
Clean up/ Adjourn	Clean up the work area and discuss the topic everyone would like to scrapbook about next meeting. Remind members to bring the appropriate photos and supplies for next meeting, and adjourn the meeting.	15 min
Social Time / Snacks		10 min



# The 4-H Ontario Scrapbooking Project

## A Basic Scrapbook Toolkit - What to Have at Each Meeting

Members should bring all of the following materials to every meeting. Remind them to be responsible for their own materials and tools. They initial their items so there is no confusion as to whose tools are whose. Some members may even wish to put their supplies and tools into a carrying case for easy transportation and consolidation.



**Scissors:** Scissors are a “must have” for scrapbooking. Good paper scissors with a long blade for long smooth cutting are key. Shorter scissors for fine and more detailed work are also helpful. Very sharp pointed scissors are great for cutting shapes to mount on scrapbook pages, and decorative edge or decal scissors that make wavy, jagged or different lines can be used for cutting and decorating pages. All of these can be found at dollar stores so there is no need to spend a lot of money on them. Be sure to keep these for scrapbooking only to keep them nice and sharp.

**Glue & Adhesives:** The best, most cost effective glue to use is glue sticks. Be sure they are acid free and they can be found at dollar stores, sometimes more than one to a pack. Just be sure when the glue stick is not in use to put the lid on or it will dry out and not hold papers and materials together. Like anything else you get what you pay for, so it might be best to purchase better glue sticks at a business supply store. For harder to hold items double sided tape is another important buy. Again be sure that the product is acid free and photo safe. This type of tape can be purchased from business supply stores (Staples, Office Depot etc.), craft stores (Michaels, scrapbook stores etc.), home party stamping and scrapbook companies, and department stores that carry scrapbook supplies (Wal-Mart, Zellers etc.). There are tons of options available, see the following pages for more information on adhesives.

**Pencils, Markers and Pens:** Pencils are needed for drawing lines to cut by that can be easily erased. Sometimes it is good to mark where an embellishment or photo should go on a page. This kind of “mapping” helps with the layout of a scrapbook page. A soft lead pencil is the best and easiest to erase. Pens should be non-smearing and photo safe. Gel-pens and coloured pencils, as well as permanent markers work well on scrapbook pages. Make sure that the markers and pens are fade resistant, water proof and colour fast. Be sure that all markings on pages are dry before inserting them into the page protectors. There are some pens made specifically for scrapbooks and labeling photos but they are more costly and not necessary.





# The 4-H Ontario Scrapbooking Project

**Rulers:** A good straight ruler 15cm (6") or 30.5cm (12") is a must. It will be used for measuring papers, photos, frames, etc. Metal rulers can also be used as a tearing edge to give papers a unique look.

**Eraser:** Use a standard white eraser as sometimes the "pink type" can leave traces of pink on the paper, especially on white paper.

**Tweezers:** Tweezers are great to have. They can be used to pick up glued items and place on a page without getting fingers in the middle of everything. They are also great to use to handle those small items put on a page. Tweezers can be purchased at the dollar store.

**Emery board:** It may sound like a strange item to need - after all you use them for finger nails! Emery boards can be used to file down a cut edge that is rough, or can be used to rough up paper (on purpose) to give it a weathered look.

**Paper Trimmer:** This is a very useful item, but is not something that is needed all of the time. The best scenario is for members who already have one to share with other members. Get a 30.5x30.5 (12"x12") trimmer if making the investment, as it will fit all of the papers needed for a scrapbook. Most trimmers come with two blades, one for scoring and the other for cutting. They also often come with an extension arm that gives 30.5cm (12") in both directions. This is not a toy or for use without some instruction; guidance must be given on the proper use and care of this item. The cost of the trimmers can start at \$20.00 and go up from there depending on where it is purchased. Again quality is important, so spending a bit more money on this tool might be best.

Now that members have the tools needed, they also need: PHOTOS, PAPER and an ALBUM!

## Types of Albums

There are three standard sizes of albums: 15x15cm (6"x6"), 20x20cm (8x8"), 21.5x27cm (8.5"x11") and 30.5x30.5 (12"x12"). The choice is up to you. Many **scrappers** use a 12"x12" album for permanent record albums and use the smaller albums for theme albums like a vacation, wedding, new baby or pets. The 6"x6" albums are also popular as "gift albums" to give a person on a specific theme. The most popular type of album is a 30.5x30.5cm (12"x12") post bound album. This allows lots of room for creative pages that can include lots of photos. The post bound also allows for easy expansion as the project grows and the pages are easy to find and inexpensive.

**Post bound albums** come with black or white cardstock pages covered with sheet protectors; the pages are bound into the album with two or three posts that can easily be taken out and more pages added in or removed. This makes it easy to move pages around if you don't like the order they appear in the scrapbook. You can pull the cardstock out of the sheet protector and slide a page made with patterned paper. These albums are widely available and priced from \$10.00 and up. These albums can be purchased from business supply (Staples, Office Depot etc.), craft stores (Michaels, Scrapbook stores etc.), home party stamping and scrapbook companies, department stores that carry scrapbook supplies (Walmart, Zellers etc.). Be sure that they are acid free.



# The 4-H Ontario Scrapbooking Project

**3-ring binders or D-ring binders** are just like the binders used in schools. The simple 3-ring or D ring binder lets you change pages around easily. The D-ring advantage is that the pages lay flatter. These types of scrapbooks do limit the number of pages somewhat that you can fit into one binder, so it's best to buy the bigger sizes to allow lots of creative space. The draw back to these types of albums is that there is a space between the facing pages. This type of album comes in 21.5x27cm (8.5"x11") or 30.5x30.5cm (12"x12") and the prices start below \$10.00 and go up from there. These albums can be purchased from business supply (Staples, Office depot, etc.), craft stores (Michaels, Scrapbook stores etc.), home party "stamping and scrapbook" companies, and department stores that carry scrapbook supplies (Walmart, Zellers etc.). Be sure to purchase the type with the acid free plastic covers to protect your pages.

**Strap hinge albums** have flexible plastic straps in the cover that run through wire loops embedded in each page. The binding of these albums is expandable but more cumbersome to get in and out than the two types mentioned above, although the pages can be slipped out of the page protectors easily and moved. These binders also come in at least 3 or more sizes depending on which company you purchase them from. The extra pages for this type of scrapbook may also be unique to a specific company and therefore be slightly more expensive than the generic refills that the two types of albums listed above can hold.

**Paper Albums & Spiral Bound Albums** are usually 15x15cm (6"x6") or 20x20cm (8"x8") and have a fixed number of pages in them. The paper often resembles homemade papers and can be quite pretty. Paper albums are great for gift albums or for the young inexperienced scrapbooker as a small first project. These albums do not allow for much flexibility as the pages are usually fixed and bound. They do not usually have page protectors on them, just paper to put photos and embellishments on. Paper albums are available even at the dollar store. This type of album is not recommended unless used by junior members and only for the one project. If used keep the theme specific to one topic or event (ie. a holiday, pet or 4-H event).



## About Paper - The Ins and Outs

All paper that is used in scrapbooks must be acid and lignin free. There are many different companies that make and sell all types and styles of paper. The choice is up to you. Every person has colour preferences, or their photos may influence what colours they choose to use on a scrapbook page. Go wild!! Here are a few of the more common types of paper you will find while shopping and a little about why and where they are best used.



Image: Matt DeTurck\_ <http://creativecommons.org/licenses/by-nc-nd/2.0/>

**Cardstock** is a thick, sturdy paper, that is usually acid and lignin free. The white or black paper that comes in most scrapbooks is a light weight type of cardstock. Cardstock is the best base for a scrapbook page layout as it is sturdy enough to hold the layers of other paper and photos without buckling. Cardstock comes in a wide variety of colours and textures, pre-cut sizes and some cardstock is even printed with patterns. You can now also buy a type of cardstock called “ColourCore”; this paper is the same inside as out. So when you cut or tear it the colour is the same and not white inside like normal paper when torn. Also, “ColourCore” now has a black paper with vibrant colour inside when torn, giving a very dramatic effect. This is very cool paper!

**HINT:** When buying your cardstock keep in mind the size of your scrapbook as this will cut down on the amount of extra cutting you need to do to prepare your base page for the addition of your photos and fun embellishments.

**Patterned papers** are usually a thinner weight paper than cardstock and are great to use when decorating your scrapbook pages. There is a huge selection of colour and pattern, everything from lace to puppy dogs.

**Vellum** is a transparent or semi-transparent paper. It can come printed with a design or solid and in a range of clear to frosted finishes. Vellum is great to use for computer journaling as it is not too thick to go through a standard printer. Vellum can be used over a photo to kind of hide it with a message over top. Vellum makes great envelopes to hold little keepsakes as it is stronger than regular paper and won't tear easily.

**Mulberry paper** is a type of rice paper but made in a different process. Mulberry paper is very strong and can not be easily torn or cut. Mulberry paper is semi-transparent and comes in wonderful rich colours. The best way to manage and shape mulberry paper is to run a thin line of water along where you want to “cut” it and gently pull the wet fibers away from each other. This gives a great wispy, fuzzy looking edge that you can put under photos or embellishments.



# The 4-H Ontario Scrapbooking Project

**Rice paper** is a textured paper that is similar to water colour paper. It can be thick or thin, is good for texture on pages. This paper is not good for journaling as it is bumpy. Origami papers are usually a form of rice paper and are very colourful and decorative. Both rice paper and mulberry paper are sometimes called “washi” papers.

**Specialty paper** for use in your scrapbook - cork, rippled cardboard, chipboard, maruyama (thin mesh-like Japanese paper), suede and printable canvas. Always ensure that these papers are acid and lignin free.

**Hand-made paper** adds a wonderful texture and feel to scrapbooks. This paper comes in a wide variety of colour and thickness. Some handmade papers are made with flowers and leaves in them. Handmade paper can easily be made from your leftover scraps of cardstock and other scrapbook papers. If you use your left over bits of acid free paper when making your handmade papers, it will ensure your handmade paper is acid free and safely used in your scrapbook. If you are buying hand made paper ask if it is acid free. If the paper comes packaged it should say somewhere on the package if it is acid free. There are paper making kits in hobby stores, or directions on the internet. Instructions for papermaking are included in “The Next Level” section if a member wishes to try, or if the club has time for a papermaking session.

## Adhesives - The Sticky Situation

**Glue sticks** are a solid stick of glue that you rub onto an object before sticking it to another. Glue sticks are economical to use and can be purchased almost anywhere at a reasonable cost (\$1.00 or less). Best used for paper to paper application, glue sticks do not work well with 3-D or heavy items on a scrapbook page. Be sure the glue stick says acid free or photo safe.

**Double sided tape** is just that a tape that is sticky on both sides. Double sided tape is more expensive than glue stick but much better value than some other products for regular use (from \$2.00 up per roll), but is great for holding heavier weight paper and photos. Easy to apply and usually moveable if you change your mind about where you want something on a scrapbook page within a few minutes. Double sided tape also comes in a foam type that can be used to raise a photo or object up off of your page for a dimensional effect. Double sided tape can be purchased anywhere you buy scrapbook supplies. Again be sure that the tape says acid free or photo safe.

**Runner tape** comes in a dispenser that is refillable. It will leave a strip of little sticky dots or dashes depending on what brand you buy. This is a fairly pricey item (\$10.00 and up with the refill running around \$6.00 per) to be used for everything. It is easy to use but can and should be used sparingly as a little goes a long way for holding photos and other items on your scrapbook pages. Runner tape can be purchased anywhere you buy scrapbook supplies. Again be sure that the tape says acid free or photo safe.





# The 4-H Ontario Scrapbooking Project

**Glue dots** are little round sticky dots that are clear and used on the back of photos, embellishments etc. They cost about \$5.00 and up per roll to purchase. Glue dots are great for hard to hold items on a scrapbook page like buttons or metal. Available anywhere you can buy scrapbook supplies.

**Sticky squares or circles** are sticky on both sides and are often used to raise an item on a scrapbook page to add interest and depth. They are not for regular use on a page as they can be pricey (\$5.00 and up per package). This item is great for dimension and holding heavier objects on a page, therefore should be used to give effect and emphasis. Available anywhere scrapbook supplies are available.

**Mounting tabs** are the old fashion type sticky corners that were used in the past to hold photos. They are not just black anymore like they once were, but come in many colours and sometimes even in the form of a sticker that is 3-dimensional and decorated with sparkles, flowers etc. These mounts allow you to move a photo or change the photo on the page easily, as the mounts themselves are sticky so there is no need to glue down the photo.

**“Crystal Effects”, “Perfect Glue”, “Crystal Clear”** are all brands of shiny, clear drying, tough holding adhesives. These products are made to be used sparingly for hard to hold items or on an object with a shiny texture. Use these adhesives on paper and embellishments only...NOT on photographs!! This product has a plastic like base to it and may cause your photographs to crack. This type of adhesive is pricey for regular use (around \$7.00 and up per bottle) but is great for use on hard to hold items, and to add shine.

**Spray Adhesives** come in aerosol containers and are best for covering large surfaces. They spray on easily and dry clear. Use these sprays in a well-ventilated room or go outside. Remember to put a piece of wax paper under your work or you may find that more than you bargained for is sticking to your page!!

**White glues** are like the school white craft glue. It is very economical to use (\$1.00 or less per bottle), but it takes time to dry and can get messy. White glue is great for paper to paper use only. It is not usually strong enough to hold decorative objects on a scrapbook page. The other problem with white glues is that if too much is applied to the thinner scrapbook paper it will make the paper “wet” and it may not hold together well. Use sparingly and be sure that it is acid free first.

**Glue guns** are a good choice for hard to hold items such as buttons, metal, fabric etc. You should use this glue sparingly and carefully. Use only for spot or specific application, as in a strip of fabric or a metal Concho, not liberally on a page. Small glue guns for crafting can be found at most department or hardware stores and will cost around \$5.00 and up. Again be sure the glue is acid free. Caution must be taken when using glue guns as both the gun and the glue get very hot and will burn the skin easily.



# The 4-H Ontario Scrapbooking Project

## Discovering Your Style

**Minimalist Style** is a basic, simple layout design with simple detail. The use of stickers, a short simple heading and minimal journaling can be found on these types of pages. This style also uses large blocks of colour. Often it is the easiest to work with when first learning to scrapbook. The page seen here shows two studio photos that were not cropped. The papers and embellishments stayed the same on both pages and the torn paper helps to mask the fact that the photos were different sizes. They are examples of formal/ symmetrical balance.



**Colour Blocking** uses the “system of quarters” or quadrant division. These blocks divide the page into 4 equal pieces. Photos and embellishments can be layered over the blocks that have become the base. In this example the “C” is on the first block by itself, the second block contains journaling, and the other two blocks on this page hold photos. On the facing page we have photos in each block and words in the center of the page. This page is informally or asymmetrically balanced because of the photo placement (even though the page itself started with 4 equal squares).

**Mosaic Pages** use many small colourful objects to create a picture or design. Often the use of colour blocking (as seen above) is used but is divided into even smaller units. The page to the right uses postcards (that were treated with spray to make them acid free). It also uses a die-cut bus, and a few photos (whole and cut apart). There are nine cropped photos laid out in a window design with coloured paper as a frame around each. This is a great way to tell a story when there are a lot of photos from an event.





# The 4-H Ontario Scrapbooking Project

**Shabby/ Chic** uses the elements of texture (usually a washed or vintage look) white and pastel colours, flowers, mixed papers and a variety of different embellishments. The example shown here uses all of these elements. There are two original studio photos that were not cropped, and other photos that were copied and cropped to fit the space. Is this layout symmetrical?



**Ephemera pages** usually contain rich colours and tones. These pages usually look like heritage pages, and include old family photos. It uses texture, embellishments and memorabilia. The layout to the left includes studio portraits that are not cropped even though one is cracked. One photo is a copy as the original was discoloured badly and is stored in an acid free envelope on the page. Ribbon, paper clay, buttons, flowers, and a photo strip all in aged colour round out this Ephemera page.

**Altered Art** refers to a style that changes items into something else. In this case all of the photos are cut apart and put back together again with small lines in them to add depth and interest. Some of the store bought frames have been altered as well by adding photo corners and raffia. This is a very symmetrical page even though one picture is a different shape from the others.



**Retro pages** use bright bold colour. Lots of embellishments and patterns are often used. Different patterns of paper should be used, not all the same. This layout to the left has a studio portrait that is uncropped, rhinestones on a velvet "G", and ten different charms with sentiments printed out from a computer and put into a wheel design. With this style you can go wild and crazy!



## 7 Steps to Completing Your First Scrapbook Page

### 1. Select a Theme

At the beginning of this meeting you will have brought pictures that you wish to scrapbook. The number of photographs will depend on what your theme is and the size of the photos being used. For a two page 30.5cmx30.5cm (12"x12") spread it is suggested to bring 6-10 photos. Keep in mind that progress does not mean loads of pictures. Sometimes it is better to have just a few photos and more journaling to tell your story. Not every photo is scrap worthy. The focal point of a scrapbook page is often the main photograph, however it could very well be a piece of memorabilia or embellishment also. In this example we see "bath time" photos to be scrapbooked. There were seven photos for a double page spread on 30.5cmx30.5cm (12"x12") paper. Sketching out your layout on paper sometimes helps with balance and ideas.



### 2. Coordinate Your Paper

Take your photographs with you when buying paper. This will ensure you get a great match. If not taking the photographs eye the colours in the photos carefully before going to purchase your papers. Select a few different colours and place them behind your photographs to see which combination works best. Patterned paper is a great way to mirror your photos' story, and pick a plain paper to mat or frame your photos. Paper layering also adds interest and depth. So you can cut, scissor, tear or fold your patterned paper to add interest to your layout. In this instance, greens and blues were used to build these pages as the photos picked up both colours.

### 3. Crop Photographs

Cropping is where some of the photograph is cut away from the central focus. Only crop when necessary. Don't go "crop crazy" as sometimes the background tells as much about the event as the focus of the picture itself. Keep your cropping minimal and never crop one-of-a-kind photographs. A "Colluzle" cutting system was used to crop the photographs (seen here) into rounded shapes on this layout. For the photos that would loose too much of the picture when cropped, a "corner rounder punch" was used to emulate the rounded look.





# The 4-H Ontario Scrapbooking Project

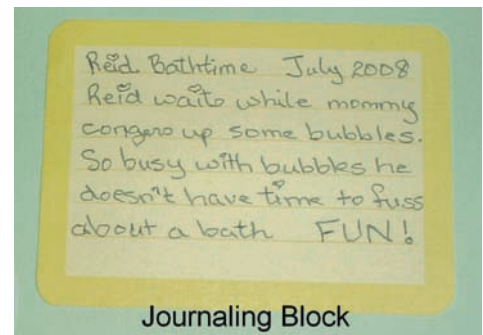
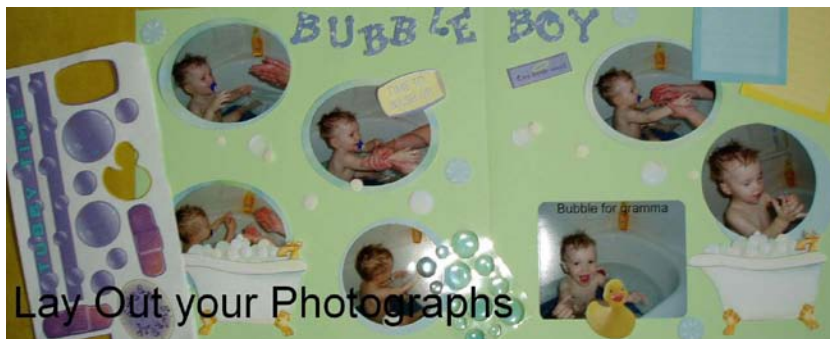
## 4. Mat "Frame" Photographs

A plain piece of cardstock can provide an interesting frame or mat for your photos. These frames or mats can also make photos pop off the page(s). There are many ways to mat a photo, but for this example we focus on plain lines. With the "Colluzle" cutter the mat was cut one round larger than the photo making the mat  $\frac{1}{4}$ " larger than the photo. If a plain paper background is used a colourful patterned paper may be chosen to enhance the photo and stand out from the background paper. You can also reverse this by mounting on plain paper and matting with colourful papers.



## 5. Lay out the Page

Once your photos are matted, lay them out on your two page spread of cardstock. Re-arrange the items on the page until you get the desired balance. Formal or informal, it doesn't matter as long as it is pleasing to the eye. When the layout is decided attach the items to the page. If stuck for inspiration "scraplift" by looking through a magazine or online to find an idea that may suit your photographs.



## 6. Create Titles and Journaling

Decide on a title or theme name for your pages as the title of a page sets the mood. Take some time to come up with a catchy phrase. You may even come up with a cool title first and then collect your photos that go with the title. Decide how you want your title to display: across your page, down your page or diagonally- whatever catches your eye. The journaling or story behind your photographs is important so be sure to leave plenty of space for this aspect of your page. Try to record stories that future generations will find interesting. You can journal right onto your page, but sometimes it is easier and less stressful to write on a separate page and then mount it. That way if you make a mistake you can get another piece of paper and start again! You can also journal on the computer (which has the added bonus of spell-check) and print it out.



# The 4-H Ontario Scrapbooking Project

Again, be sure that the paper used in the printer is acid free. Readability of a story is important, so be sure that the spacing of the words fits the space on the page. It is important the type is not too small that it strains the readers' eyes as well. Limit the number of font styles used on your pages to 1 or 2. There are a number of fonts that come standard with a computer, and there are free font downloads on the internet. Purchasing a font program at business supply stores that sell office and/or scrapbook supplies is also an option if really serious about scrapbooking.

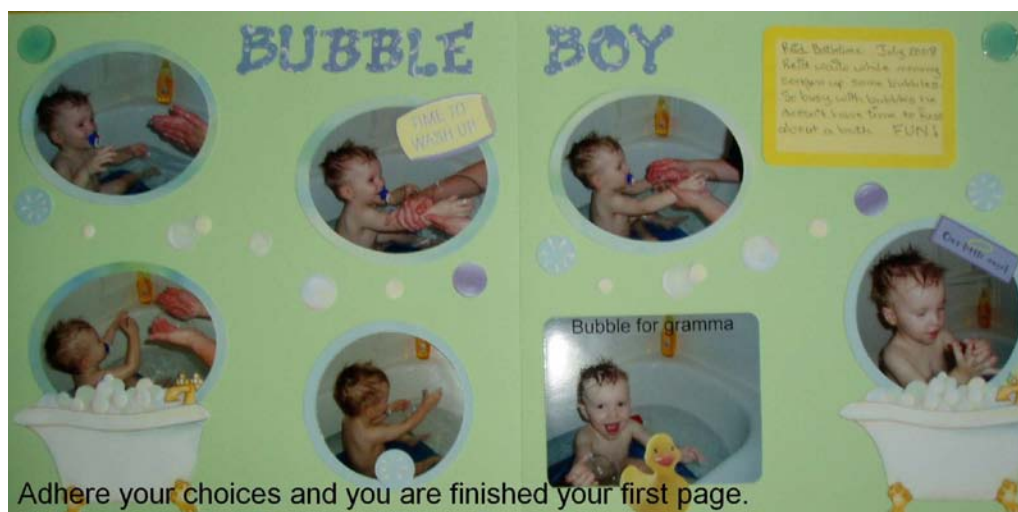


## 7. Memorabilia and Embellishments

Finally, add any memorabilia that may be relevant to the pictures. If you have none, add embellishments that compliment the photographs and story that you have created. Start simple and small, and then fill in only until you have an eye catching layout. Do not go overboard or the page will end up being cluttered or jumbled.



So now you have a simple system for page building. On the finished page shown the layout is symmetrical. The tub and bubbles were cut out of a piece of scrapbook paper and used as dye cuts. Notice how the bubbles on the page make your eye meander across both pages, tying them together? A simple and easy scrapbook page.



## Meeting Two

### Making it Match: Design Principles and Colour

1. What is your favorite colour?
2. What is your second favorite colour?
3. Look at a scrapbook page - is your eye drawn to the colours or the page itself?

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Club Business/Parliamentary Procedure		10 min
Topic Information Discussion	Introduce the topic of colour, and show members a Colour Wheel.	15 min
Activity Related to Reference Material	Have each member complete the "Colour Experiences" worksheet found in their Record Books	10 min
Optional Activity	Have members try mixing paint colours. Members can use any kind of paint but should only mix very small amounts. It should be used very sparingly on their page(s) and needs to dry completely before continuing the scrapbook page building process.	20 min
Activity Related to Reference Material	Build a scrapbook page	75 min
Public Speaking Activity	Have each member tell the group about the colour choices they made on their page this meeting.	20 min
Clean up/ Adjourn	Clean up the work area and discuss the topic everyone would like to scrapbook about next meeting. Remind members to bring the appropriate photos and supplies for next meeting, and adjourn the meeting.	15 min
Social Time / Snacks		10 min



## Design Principles

There is no right or wrong way to arrange a scrapbook page, but there are guidelines to help create visually appealing pages every time. Designers of all kinds (clothing, set, landscape or scrapbooks) follow the same basic principles of balance. Here are a few ways to achieve balance on scrapbook pages.

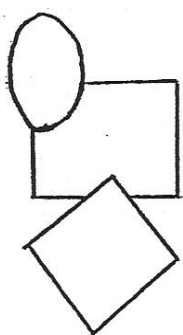
Balance helps to create an aesthetically pleasing design that flows across the page and sets the mood of the finished product. If the pages are unbalanced the eye stops its movement across the page and this may detract from some of the other interesting elements or photos on the page. The two most common ways of describing balance is “formal” and “informal”. Formal balance means that if the layout is divided in half, each half would have the same elements. Informal layouts may have the same colour and texture but the elements on each half are different.

Scrapbookers use photos, embellishments and journaling blocks to build their pages. The shapes, sizes, colours and placements of these elements result in layouts that are terrific or just so-so. A successful design is one that has flow; when all of the elements work together. A scrapbook page is like a puzzle waiting to be put together. Clean straight lines are easiest for the budding scrapbook page designer to work with. Repetition of shape, colour, size and elements all make balance easier to achieve.

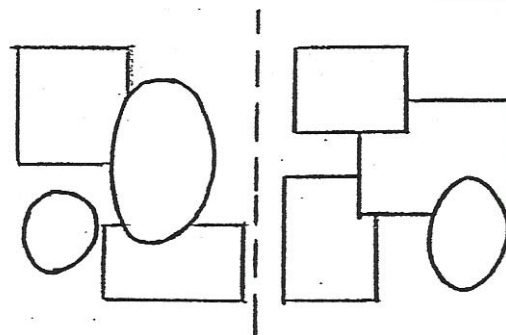
*Artists often turn their canvases upside down to check for balance. This technique actually works well for scrapbook pages as it will direct the eye to the area that is not in balance, and can be easily changed by a slight adjustment of photo position or the addition/removal of an embellishment.*

**tip**

## Examples of Balance



Formal Balance/ Symmetrical



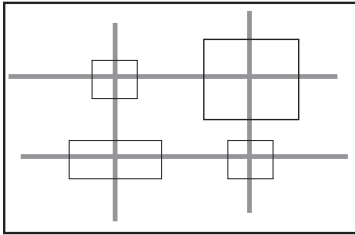
Informal Balance/Asymmetrical



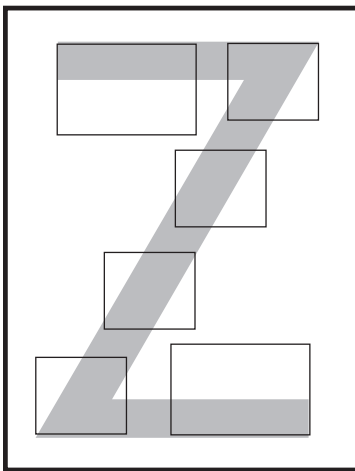


# The 4-H Ontario Scrapbooking Project

Quadrant division of scrapbook pages is the easiest to begin with. Divide a page into 4 equal parts. Place the photos and/or elements onto the “grid”; move them around until they balance one another. The resulting layout should provide a logical path for the eye to follow.



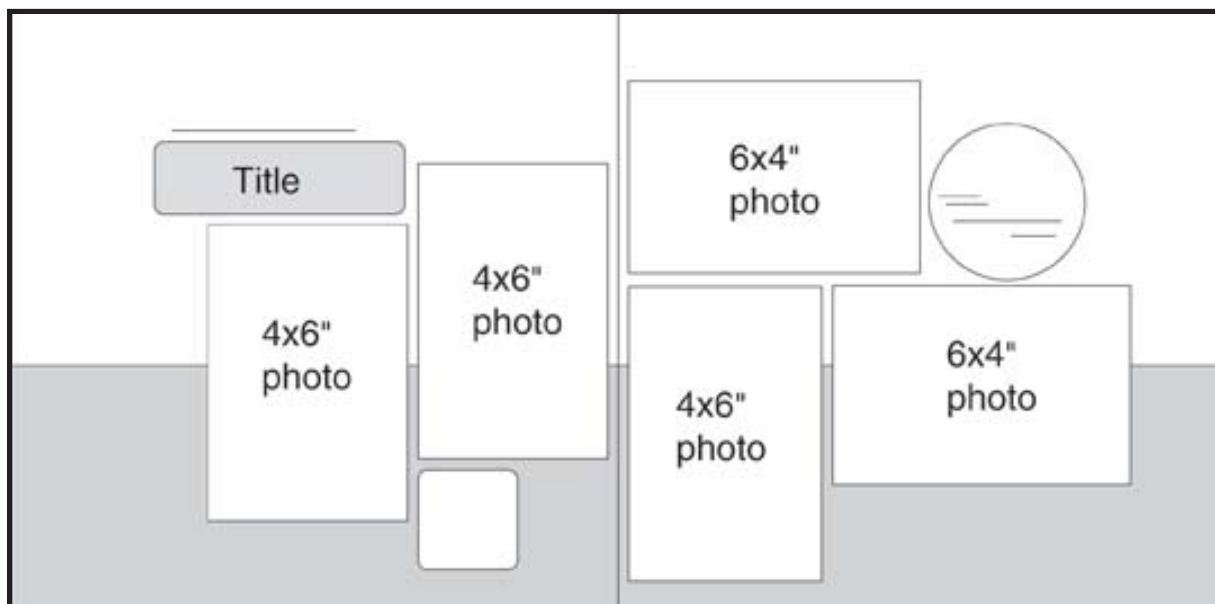
The “**Rule of Thirds**” is a technique that has been used by artists and photographers for decades. When the rule of thirds is used correctly this technique can provide a very effective layout design. This technique divides your page into thirds both vertically and horizontally, creating nine smaller sections and 4 points of intersection. By placing your most important photos or elements on these 4 points you will create a visually appealing page with good flow.



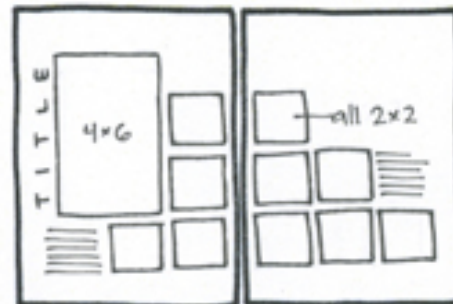
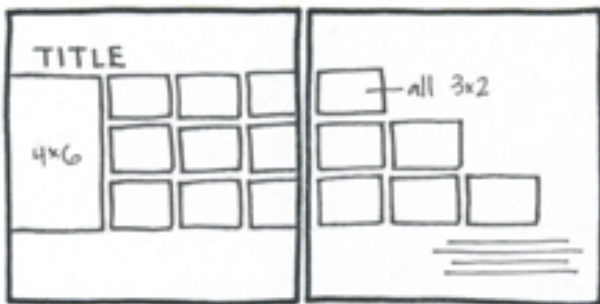
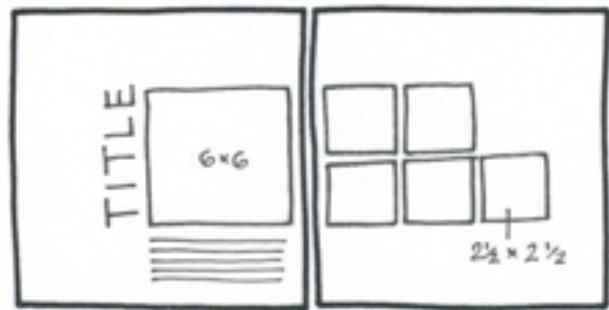
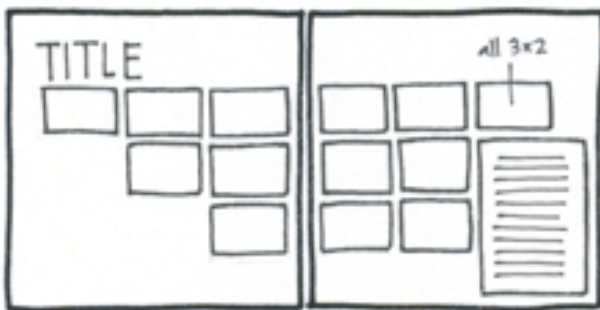
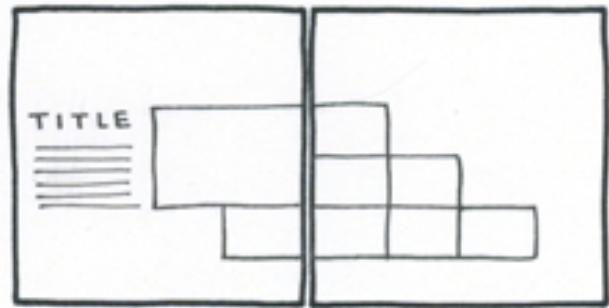
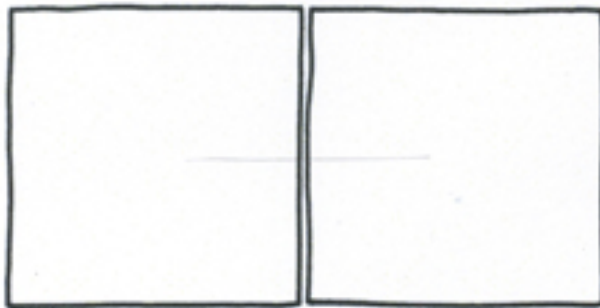
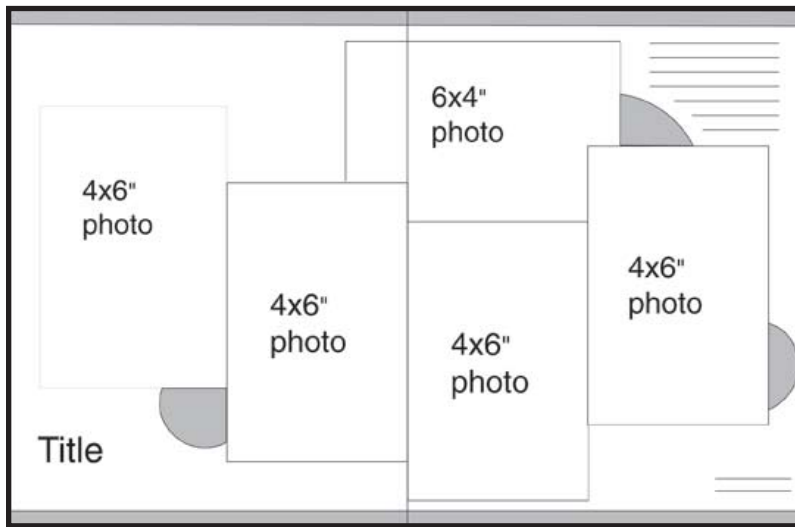
Creating “**Z” movement** on a page is also a great technique. This is achieved by arranging elements so that they form a “Z” shape. This guides the eye naturally through the page(left to right, down and across) by creating an appealing flow.

**Shapes** are visually appealing and add flair to a layout. While cropping a photo can add shape and interest, extensive cropping is not recommended. Cutting a sharp corner with a circle can soften a feature and still provide interest. Using punches of basic shapes and decorative scissors provide a quick way of adding shape. Embellishments can also quickly add shape to a layout. Move these items around on a page until there is a pleasing flow.

Here are some more examples/ideas for layout:



# The 4-H Ontario Scrapbooking Project



## Colour

Colour is the predominant element in a page design. It has the ability to set the mood and feeling. Colour choices in a layout should either compliment or enhance the focal point of the photo grouping. **Colour** is the quality of an object or substance with respect to light reflected by that object. Determined visually by measurement of hue, saturation and brightness of the reflected light saturation or chroma hue. A **shade** is the degree of darkness of a colour, determined by the quantity of black or the lack of illumination or brightness. A **tint** is a colour diluted with white. Less than maximum purity, chroma or saturation.

Warm  
Colours



Cool  
Colours

Image: Claire L. Evans\_ <http://creativecommons.org/licenses/by-nd/2.0/>

Colours are categorized as either *warm* or *cool*. It is said that purples, blues, and greens are cool (receding) colours and inspire feeling of tranquility and peace. The warm (aggressive) colours, reds, yellows and oranges, evoke energy and playfulness. The depth of the colour can also affect the tone of the layout. Deep dark colours suggest a regal atmosphere while light, pale colours imply a delicate soft feel. Earth tones are appealing as the colours are neutral and do not compete with other tones in the photographs. Colour can make a photo look drab and not stand out but can also make the photo “pop” and draw attention to it.



# The 4-H Ontario Serapbooking Project

The **Primary colours** are red, yellow and blue. When mixed in different proportions, these colours produce all others. At a later time experimenting with paints will allow you to “play” with colour combinations to find the surprising results.

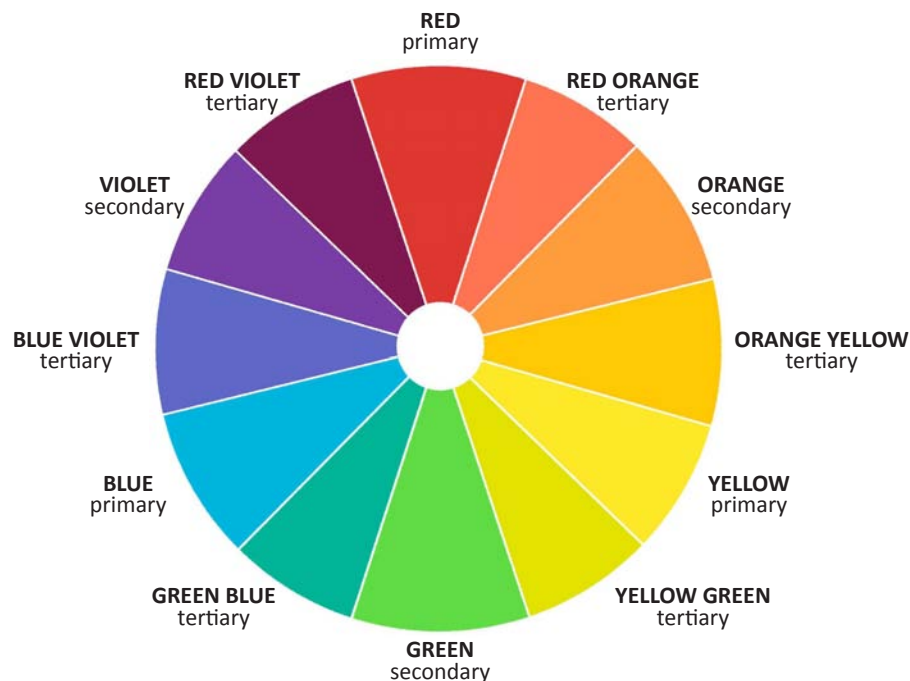
The **Secondary colours** are green, purple and orange. These are the colours produced when the Primary colours are mixed with one another. Red and blue make purple, yellow and blue make green, and yellow and red make orange.

**Tertiary colours** are those that are a mix of one primary colour and one secondary colour. Analogous harmonies are groups of colours that appear next to each other on the colour wheel. These are closely related colours. Analogous harmonies are visually pleasing. Blue, blue-violet, violets are analogous harmonies.

A **monochromatic scheme** uses only one colour selection in different shades and tints to add interest to a layout. This can help emphasize or bring out pieces of a photograph. Monochromatic is likely the best choice when having a hard time choosing colour for a layout.

A **complimentary scheme** uses colours that are found on opposite sides of the colour wheel. These colours contrast the most and create excitement when placed side by side. Complimentary colours are visually appealing. The **triadic colour scheme** selects three colours of the same value. This means that the colours will all be soft, bold, muted, light or dark.

**Non complimentary colours** are colours that clash. They convey a sense of aggressiveness because our minds can't see them together (i.e. vivid orange and bright violet). The shade or tint involved will make the colours compatible. If you use the extreme opposite of a colour they look garish and visually fight with one another.





## Choosing the Right Colours

Choosing colour for a layout can be overwhelming. Choose a colour that will reinforce a mood or feeling desired. Ask yourself, “What kind of a mood do I want to capture on this page? Calm and relaxed or energetic and exciting?”

Many colours are associated with holidays and special occasions. Often these associated colours are automatically used in layouts. Try to use other colours of the season or holiday. Bring out some of the other colours in the photos to express the theme through your journaling and other accents you put on the layout.

Use colour from your photos to help choose the best colour of paper. An easy way to make sure the colours on your layout enhance your photographs is to use cardstock or paper in shades that match the colour in your photographs. Decide which colour to use by deciding what it is in your photograph that you want to highlight. Draw your colours from the main photograph you are using on your page.

*Less is often more with colours.  
Too much colour can be a  
distraction.*

**tip**



## Meeting Three

### Keeping the Key Ingredient: Photo Care, Storage & Choice

1. What is your favourite photo of all time and why?
2. What is the worst/silliest picture you have of yourself? Who took the photo?
3. What is the best picture you have ever taken?

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Club Business/Parliamentary Procedure		10 min
Review	Review what the members completed from last meeting. Address any questions or difficulties.	10 min
Topic Information Discussion	Introduce the topic of photo care, storage and how to choose photos for scrapbooking. It would be helpful to have examples of a damaged photo, yellowed newspaper, Polaroid photos etc. to demonstrate what happens without proper care.	15 min
Activity Related to Reference Material	Build a scrapbook page	75 min
Public Speaking Activity	Review with members why they chose the photographs used during this meeting. What mood do those photos create on the page(s)?	20 min
Clean up/ Adjourn	Clean up the work area and discuss the topic everyone would like to scrapbook about next meeting. Remind members to bring the appropriate photos and supplies for next meeting, and adjourn the meeting.	15 min
Social Time / Snacks		10 min





# The 4-H Ontario Scrapbooking Project

## About Your Photographs

Scrapbooks are a way of organizing, presenting and preserving memories for the enjoyment of family, friends and future generations. A scrapbook artist is often the link in a family tree tying together the past and the future. If nothing else a scrapbook will preserve photos that represent your life and times as you are living them now. What fun!

**Problem:** Unfortunately in recent decades, attempts to store and display albums have led to photo and memorabilia destruction. Magnetic albums made with PVC covers contain chemicals that react with photos eat away at them, causing discolouration and even holes in the photographs. Some of the papers in old photo albums were made from inferior paper with poor light fastness and high acid content. Worse yet the tapes, glues and waxed albums caused irreparable damage to photos and memorabilia.

**Preservation:** For scrapbookers this poses a preservation challenge and means that those photos and scrapbooks must undergo a preservation action. This includes not only photos, but trying to preserve the scraps (newspaper clippings, old report cards, theater programs etc.). The first consideration is the removal and transfer of items from these inferior books. Conservation is the key, but may not always be easy. If possible scan the page before trying to remove its contents. That way just in case something crumbles or you lose an item in the transfer you will atleast have a record on acid free paper ready to use in your scrapbook.



One of the most difficult kinds of photos to work with is Polaroid (old instant photo type) photos. These photos fade over time and can not be touched up. The other issue with Polaroid's is that they contain an acid like chemical in the back of them. If they crack or are cut and touch another photo, the second photo will also deteriorate very quickly due to the acid released. Be very careful using this type of photo on your scrapbook page(s). It would be wise to copy these photos rather than use the original. Never cut them and always store these photos by themselves. It is recommended if the photo is in good shape to scan or copy the photo for use in a scrapbook.

Polaroid  
Precautions?!

# The 4-H Ontario Scrapbooking Project

**The Fix:** Removing the photos from these “bad” albums is a time consuming process. By scanning items to be used in your scrapbook and then properly storing those yellowed photos or newspaper clippings you can have the best of both worlds. The original is then saved and the scan can be used in a scrapbook. DO NOT try to pull the pictures off the sticky page as they may tear, and at the very least the backing of the photo will be lost.

There are a few ways to safely remove items from old albums:

- ***The Hair Dryer Method:*** A hair dryer can heat up the glue or tape on a page, and the pictures can be carefully peeled off. Hold the hair dryer 12cm (5”) from the page you are removing the items from. If an item is stubborn use waxed dental floss behind photographs to lift them off without damage. This is the best method to use on Polaroid pictures as you don’t want to disturb the backing of the photograph. The hair dryer may not help with the removal of some newspaper items. These often literally get absorbed by the page itself, making the newspaper one with the paper it is on. When this occurs try to scan the item and if mounted on thin enough paper cut around it and store the item in an acid free envelope alone. This will ensure it does not contaminate any other items.
- ***“Un-Du”:*** A product that works with just a few drops onto the little shovel provided and the liquid then migrates under the photo dissolving the glue. Be careful in its application as it may not work on news paper items. It is more expensive than the “hair dryer” trick so don’t buy it unless really needed.

Once these photos have been taken off the page inspect them for acid damage. If they are deteriorating it is best to scan and/or reprint the photo on good quality photo paper to preserve the photo. This can be done at a professional print shop or with a good quality at-home scanner. The old photo (original) can then be put into an acid free envelope or box for safe keeping and the copy can be used in a scrapbook. Also once scanned, these photos can be saved onto a CD. In “The Next Level” section digital scrapbooking methods are discussed.



# The 4-H Ontario Scrapbooking Project

**Storage:** Store negatives away from pictures as negatives can damage photos. The photography sleeves that come with the negatives are not necessarily safe for long term storage either. Check with the photo shop to be sure the sleeves are safe for long term storage. If they are not, the best fix is to find sleeves that are made from polyester or polypropylene plastic. The same can be said for CD's and the protective sleeves they come in. Again, store them separately from negatives and photos and check with the photo shop to be sure that the plastic is safe for long term storage. We now know that some CD's have a limited lifetime, so CD's may need to be re-burned before 10 years of storage or they will deteriorate.

- Photo boxes are an ideal storage solution when storing and sorting photographs. These boxes are usually made from decorative acid free paper and cardboard and have a snug fitting lid. Some photo storage boxes also come made in photo safe plastic either in an accordion style holder or box format. Store these boxes in a cool, dry location to avoid damage from light and mould. Photographs can be stored in chronological order or by event (theme), whichever is preferred for easy finding.
- If interested in doing a big restoration project of photos and memorabilia, try doing journal cards on acid free paper as sorting the photos. That way you no important information will be lost. This will save time and energy when planning layouts for later scrapbooking.
- Remember to store Polaroid's separate from all other photographic items.

**Sorting:** Sorting is a hard job. For the purposes of this project it is most likely the easiest to begin with current photos that might be the most enjoyable to use. Sort photos into an order that makes sense to you. This order could be chronological (age), by event, person, topic, vacation, birthday, or pet. For example on a pet layout, have baby pictures up to the pet being elderly. Put these photos in order for easy layout. Themed pages like Christmas are easy but make sure to group these photos together, and plan ahead before hand.

**Precautions:** Never crop a studio portrait, no matter how new or old it is. These kinds of photos are specialty items and are usually very high quality. Studio portraits deserve to be preserved and their story told. If edges are torn or frayed try using a frame around the photo (see Meeting 5 for more information). If using very old photos, it is recommended that beginners scan or copy the photo rather than “practice” on the real thing.



Image: Stephen Cummings\_ <http://creativecommons.org/licenses/by/2.0/>



## Choosing Photos

When planning and getting photos ready to scrapbook there are a few things that need to be kept in mind.

### 1. Get Organized

This is the number one rule for scrapbookers. Group pictures together beforehand so you know what you have to work with. Plan ahead.

### 2. Not All Photos are “Scrapbook Worthy”

Photographs are the centerpiece of a scrapbook page. Photos are the powerhouse of a page as they tell the story, direct the colour choices, and may even dictate the size of scrapbook page used. Be sure to use the best photos, not ALL of them. Less is more.

### 3. Questions to Ask

- Think about the colours in the photographs you are choosing to use; do they coordinate?
- Think about the mood that this page will create, will you have fun with it?
- How many photos do you have to work with on your page(s)?
- Will the number of photographs work with the size of album you have chosen?

### 4. Get the Info!

Unfortunately many people have boxes and boxes of photos and no labels letting anyone know who is in the photos or what the event or story was behind the photo. A trip or phone call to a grandparent or other relative may need to be made to find out the answers to the questions of who, what, where and why. These stories will make great scrapbook pages!



Image: Toni Travels\_ <http://creativecommons.org/licenses/by-nc-nd/2.0/>



## Meeting FOUR

### Looking the Best It Can: Cropping and Matting Photos and Memorabilia

1. Name an experience or event that you would like to preserve in your scrapbook.
2. What do you think is the most interesting part of a scrapbook page? Why?
3. Tell about the best scrapbook page you have seen?

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Club Business/Parliamentary Procedure		10 min
Topic Information Discussion	Discuss the topics of photo cropping, matting photos and memorabilia. Demonstrate to members how to properly use the photo cropper tool, and explain the importance of the decision on whether to crop.	20 min
Activity Related to Reference Material	Build a scrapbook page	75 min
Judging Activity	Have 4 different pages for the members to judge. Choose pages that either you as leader or someone you know has created, opposed to a member created page. Depending on the size of the club, do the judging activity as a group or have members come one at a time while other members are working on their scrapbook page(s). Have each member give reasons on their placings.	20 min
Clean up/ Adjourn	Clean up the work area and discuss the topic everyone would like to scrapbook about next meeting. Remind members to bring the appropriate photos and supplies for next meeting, and adjourn the meeting.	15 min
Social Time / Snacks		10 min





## To Crop or Not to Crop? That is the question.

**Cropping** is the cutting down of an item. For our purposes in this project, cropping can refer to the cutting down of photos, paper or cardstock. The decision to crop comes after deciding what photo should be the focal point of the layout. Be sure that the background of the picture that will be cropped does not tell part of the story, or give hints as to the time and place of the event. Cropping 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. Cropping also gives the scrapbooker more space to put on journaling and embellishments.

Before randomly cutting photos look at each photo carefully and ask the following questions:

1. What is the main subject in this photo? What should be highlighted or showcased? Crop off the distracting background to enhance the focus. Keep in mind the other photos that you have on this subject to use. Use the photocropper "L"'s to find the focus and see what the photo would look like with less background. Sometimes the photo would just look better with a frame around it rather than cropping off the background. Try this and see how the photo would look.
2. Would the subject in the photo look better if it was another shape? Use homemade templates to try laying them over the photo to see if a change of shape brings out the focus of the photo. Try round, oval, square, oblong and see what changes.
3. Do the photos have backgrounds with historical or sentimental value? Some items that might seem unimportant now may have great importance at a later time. Try to leave background in some of the photos. These items may be a car, pet, cottage etc. Ask, if this portion of the photo adds interest, mood or balance to the page(s).
4. Do you have a backup copy or negative of the photo you want to shape? Before cutting any photo, make sure to have a copy of it. Use the copies to experiment with different shapes and layout options. Remember to leave old and one-of-a-kind photos intact as they are too valuable to be cut. Instead make a copy of them and use the copy.

Less cropping is often best. Limit the number of shapes on a page or it will look too busy and have no focus point. Beginners are advised to start with the simplest method of straight line cuts using a paper trimmer. As the members become familiar with cutting tools they may wish to try cropping photographs into circles, ovals and other shapes. When using a new cutting tool always practice on a scrap piece of paper first to be sure of the technique before cutting into original photographs.

## When NOT to Crop?

Never cut a one-of-a-kind photograph. Copy the photo instead for use in a scrapbook. This is especially important for older photos. Photo's of grandparents or photo cards are examples of photos not to crop. Along with studio portraits, these photos are considered specialty and should be preserved intact. If the edges are cracked on an old photo consider framing the photo not cutting it. Also remember to never crop a Polaroid photograph. Chemicals in the paper will leak and damage everything around it. Always copy these types of photos for use in a scrapbook.



## Cropping Tool

If using a digital camera, computers often have programs that enable cropping before printing. If not, crop an already printed photo with the photocropper "L"s. The photo seen here shows the "L"s placed over a photo cropping out hands and focusing on the main subject. Cut the "L"s from sturdy cardstock or cardboard, and use them to create a window around the photo. Move them around, making the window bigger or smaller, until the best crop position for that photo is found. Carefully mark where to crop with a soft lead or grease pencil. Use these lines as a cutting guide. Remember straight cuts are easiest for beginners.



## Matting

Matting is the process of cutting and placing complimentary paper singly or in layers behind a photograph to highlight it. As well as being decorative, matting with acid free cardstock ensures that photographs are separated from other items on the page.

- **Focal Point** - The matting beneath a photo needs to be carefully chosen so that it does not take the focus away from the photo. Plain cardstock is the easiest way to achieve highlights without detracting from the photograph. If you wish to use more than one mat, printed paper can be used effectively. Try echoing colour on the page with shades of the same tones. Matting draws attention to photographs and makes them become the focal point of a page.
- **Colour** - When looking at a photograph identify a secondary and/or tertiary colour in the image. Use that hue for the mat. Then pick a background colour that creates a natural environment for the photo but also contrasts with the mat. A lighter photo mat on a darker background helps a photo "pop".
- **Size** - Try varying the size of your mat. Mats do not need to be all the same size. One can be bigger than another. Torn edges often provide an interesting focal point on a page, as does wavy edged scissors to cut edges.
- **Shape** - Use punches that are various sizes and shapes and layer those under the photos. Try using a frame around a few photographs instead of matting under them. What does this do to the focal point of the photo(s)?

Below are examples of matting and framing. The combination adds interest and depth to the pages.

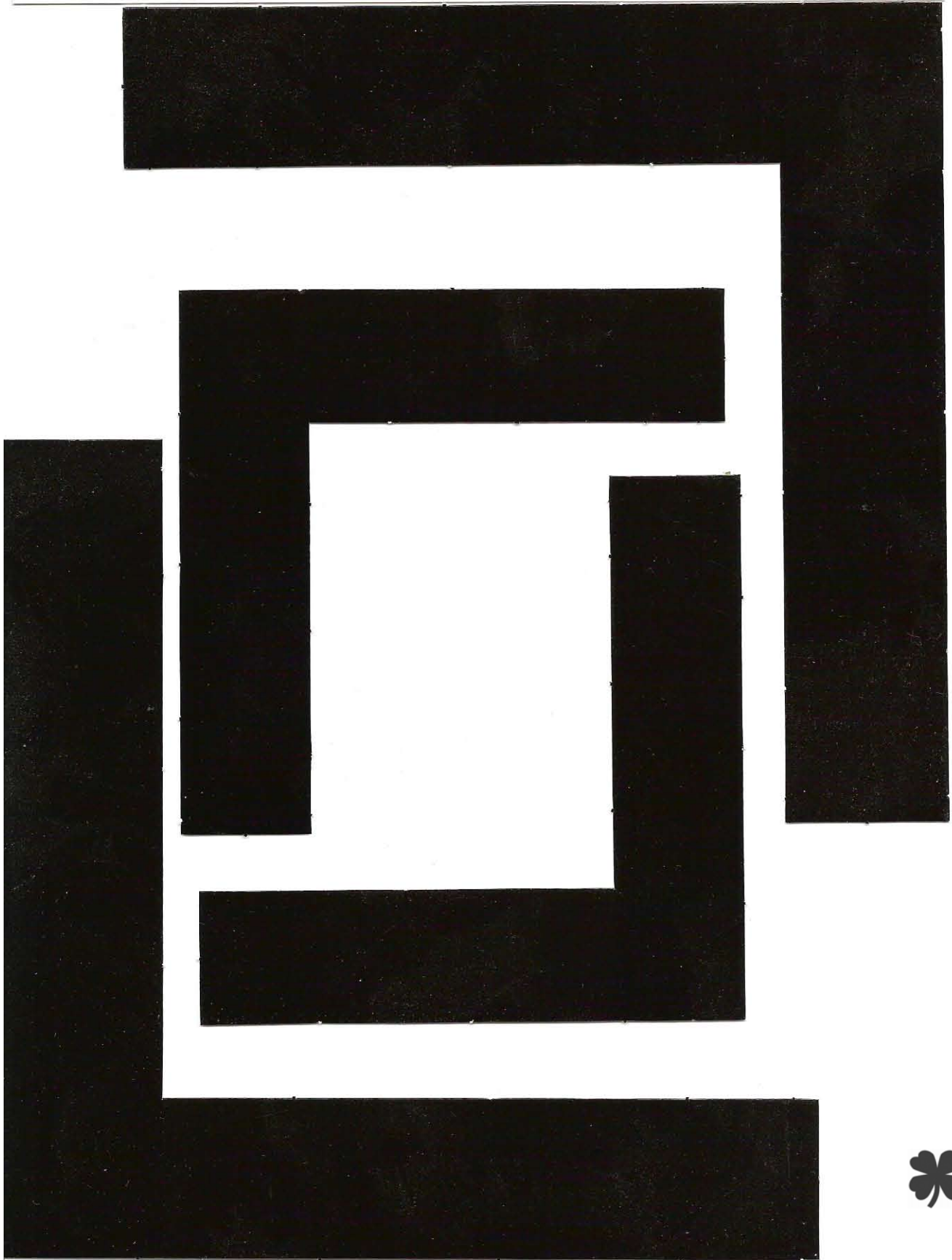
Mat



Frame



# PHOTO CROPPERS





## Cutting Systems - Do You Need Them or Not?

Scissors are basic to everything a scrapbooker does. Scissors are a definitely needed as you will use them all of the time. A trimmer is a basic tool also. Beginners especially will find a paper trimmer to be their best friend for straight even cutting. For accurate measuring and less paper waste a paper trimmer is essential.

There are 3 types of paper trimmers:

A **straight- edge trimmer** is a this type of trimmer that is affordable, versatile, safe and portable. It comes in a variety of sizes, the most common being the 30.5 (12"). They usually have a grid system on them and a swing out arm that allows you to use the 30.5x30.5cm (12x12") paper easily. The blade can cut in both directions.

A **rotary trimmer** is a type of trimmer that uses a rolling blade much like a pizza cutter. One advantage to this type of trimmer is that it usually hold paper slightly larger than 30.5cm (12") and can cut more than one piece of paper at a time. This trimmer cuts straight edge like the previous one but can also come with different decorative blades. This blade can also cut in both directions.

A **guillotine trimmer** is a type of trimmer that has a slicing arm that you pull down to cut your paper. Guillotine trimmers usually have a grid on them for measuring, but only cut straight lines. Guillotine trimmers come in all sizes but are usually not as portable as the trimmers mentioned previously.



**Punches** are a fun and basic tool to use while scrapbooking. Punches don't require a lot of paper - in fact using your scraps for punching is great. You can get punches from a dollar store or any place that sells paper crafting supplies. For round holes to string ribbon or yarn, ask parents who might have one around home.

**Decorative scissors** are fun and inexpensive. You can find these fancy scissors even in dollar stores. Try to buy a longer pair for your money as when you are cutting 30.5x30.5cm (12"x12") paper you have less interruption of the pattern.



# The 4-H Ontario Scrapbooking Project

**Templates/stencils** can be found anywhere around your home!! Need a circle? Use a clear plate. Need a square? Use a box. Need a shape? One of the least expensive ways to find it is in a colouring book!! These simple shapes are great for using to include what you want on a scrapbook page (hearts, animals, word bubbles etc.). Those school stencils that you use for lettering projects, make perfect letters to cut out for a title in your scrapbook.



*Remember to trace letters backwards, on the back of the paper so no erasing is necessary! Or buy more sophisticated templates at any crafting store.*

**tip**

## Curvy Cutting Systems

A **Colluzle** is one of the older series of cutting systems used in scrapbooking. These clear plastic templates come in all different shapes and on one plastic sheet there will be varying sizes of that shape whether it is a circle, square rectangle or tag. This allows the scrapbooker freedom to choose the best part of the picture to cut out or to size a mat to go around it. Colluzle has it's own cutting mat and cutter with blade.

A **Fiskar** is a brand of cutting systems, including a straight trimmer. Friskar also makes a trimmer that has a multitude of blades and some that cut with fancy edging. They also have “free hand” cutting templates that allow you to draw a shape, and then cut it out.

A **Memory Makers System** is a system that has again clear plastic templates to cut a variety of shapes in multiple sizes. This system has a series of cutting blades to correspond with the size you are cutting. This system comes with a self-healing cutting mat also. It is a very durable product, but is only available in scrapbook supply stores and is a little pricey for members to purchase when starting out.





# The 4-H Ontario Scrapbooking Project

## Memorabilia

Memorabilia can be used to tell a story just like photographs. Memorabilia can be anything (plane ticket, concert ticket stub, piece of old lace from your grandmother, ring etc.). Not all of these items are acid free or safe to put into scrapbooks but there are methods of helping and/or fixing this dilemma.

Theme/Event	What to Keep
Vacation	Maps, travel brochures, menus, postcards, ticket stub, foreign coin, receipts, stamps. Charm bracelet, buttons, rings, fabric, doilies, lace, colour swatches.
Home/Family	Cards, letters, old keys, recipe cards, house plans.
Records/Awards	Certificates, ribbons, report cards, medals, diplomas, scout badges, 4-H awards.
Pets	Dog tags, leash, piece of their favorite toy or bed.
Babies	Ultrasound photo, hospital bracelet, corner of blanket, lock of hair.
School	Report cards, projects, notes, posters, ID cards, items from field trips.

**Dilemma** - You have a family story and no photograph is available of that event or story.

**Answer** - Often the memorabilia along with journaling can tell the story by itself without any photographs.

Studio portrait not cropped, just matted



Charms tied onto the page with embroidery floss to match the journaling

**Dilemma** - Childhood memorabilia like cards, letters, paintings, projects and stories are not acid free but great to include in a scrapbook.

**Answer** - If you are using an original paper item be sure to de-acidify them with an archival spray (Archival Mist) before mounting it onto a scrapbook page. If de-acidifying products are not available use copy the item onto acid free paper or have the object laminated. Store the original item in a safe environment and scrapbook the acid free copy.



## Important Note About Antique Memorabilia

Some of the photo cards from the 1900's that were popular are double sided and the photograph of the sender is on one side and the message on the other. It is very important to preserve these items as they are, and never cut or mount them glued to a page. Permanent mounting will destroy the original handwriting on the one side and/or will mar the photograph on the other. One of the best methods of incorporating them into a scrapbook page is by using clear envelopes and mounting the envelope on the page. These envelopes when marked as acid free are a great way to store small objects, newspaper clippings and old photo cards. That way you can keep the original right with the page in a safe environment. Another way to scrapbook photo cards is to mount them in your scrapbook with photo corners. The corners will stick to the page but the card can be moved if needed.

A new method of preserving memorabilia is box frames. These are 3D frames that can be decorated like a scrapbook page but hung on a wall like pictures. These newer style frames allow you to create a collage using bulkier items that will not fit on a scrapbook and are great for antique/heritage items.

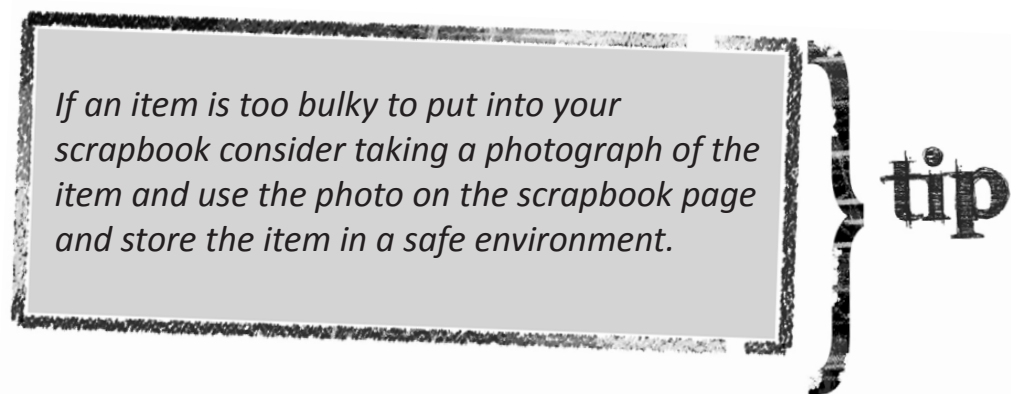


Photo card loose in acid free envelope

Copy of death notice mounted on page  
& original inside small envelope



## You Be the Judge: The Scrapbook Page

Judge scrapbook pages on the following criteria:

### COLOR

/20

- Is the colour palette pleasing to the eye?
- Does the colour flow across both the pages?
- Do the colours enhance the photographs on the page?
- Do the pages have a balance of tint and shade of colour?

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### LAYOUT

/20

- Is the layout balanced and thought out?
- Do the pages flow and fit together nicely?
- Are photos cropped appropriately, and still tell the story?
- Are the pages calming or busy?

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### EMBELLISHMENTS

/20

- Do they match the photos and help tie everything together?
- Is there the appropriate amount of embellishments?
- Do they give the pages a sense of completion?

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### TEXTURE

/10

- Do the pages have a variety of texture on them?
- Does the texture match the theme of the pages?

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### ORGANIZATION & NEATNESS

/10

- Are edges cut cleanly, and adhesives hidden from the eye?
- Are photos, papers and embellishments secured well?
- Are papers clean and in good condition?

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### JOURNALING

/20

- Is there enough journaling to tell the story?
- Does the journaling tell the 5 W's of the photos?
- Is the journaling clear and concise (not too wordy)?
- Is the journaling easy to read and understand?

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### How to Give Reasons

“

*I place this class of scrapbook pages #1, #4, #2, #3*

*I placed #1 on the top of the class because.....*

*I placed #1 over #4 because...(compare colour, layout, embellishments, journaling)*

*I placed #4 over #2 because...(compare qualities of #4 and #2)*

*I placed #2 over #3 because...(compare qualities of #2 and #3)*

*Placing #3 last, it has...(qualities that put #3 at the bottom of the class . It is important to end on a good note however. Point out a good quality of #3 before finishing.)*

*For these reasons, I placed this class of scrapbook pages #1, #4, #2, #3.*

”



## You Be the Judge: The Scrapbook

Judge a scrapbook on the following criteria:

### EXHIBITION

/5

- Pages are exhibited between a front and back cover
- Pages are exhibited in page protectors

### PHOTOS & MEMORABILIA

/10

- All are entirely encased in a page protectors
- Newspaper is photocopied onto acid free paper/laminated

### COLOUR & BALANCE

/15

- Colours compliment one another
- Different colour schemes used
- Pages are visually balanced
- "Rule of Odds" is utilized

### CROPPING & LAYOUT

/15

- Variety in pages and layouts
- Quality of cropping and editing of photos

### EMBELLISHMENTS

/10

- Choices appropriate for layouts
- Emphasize the photos and journaling
- Adds interest and fun to pages without cluttering the layout

### NEATNESS

/10

- Legible handwriting/typing
- No smudges or smears

### JOURNALING

/20

- Correct spelling
- Every photo is labeled
- Appropriate for page and photos

### PHOTO-SAFE?

/10

- Use of photo-safe albums
- Use of photo-safe pens and markers

### UNITY & EFFECTIVENESS

/5

- Preserves memories effectively.
- Interesting and of variety layouts
- Chronological/thematic order to pages



## Meeting Five

### An Extra Touch: Embellishments & Scrap Recovery

1. What is your favorite embellishment to use?
2. If you could scrap in one keepsake what would it be?
3. Name an embellishment you have used and had trouble with. How did you remedy the situation?

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Club Business/Parliamentary Procedure	Confirm Achievement Program ideas and plans.	10 min
Topic Information Discussion	Demonstrate paper tearing, talk about building their scrap page, Punching, tearing, building serendipity squares, lattice background for titles...all from scraps. Create a sample of both a matt and serendipity square ahead of time to show members.	20 min
Activity Related to Reference Material	Build a scrapbook page. Challenge members to only use scraps from the scrap box to decorate their pages this meeting.	75 min
Activity Related to Reference Material/Public Speaking	Have each member create either a matt or serendipity square to use in their scrapbook. Then have members explain to the group what they have created, how they made it, and what challenges they incurred.	20 min
Clean up/ Adjourn	Clean up the work area and discuss the topic everyone would like to scrapbook about next meeting. Remind members to bring the appropriate photos and supplies for next meeting, and adjourn the meeting.	15 min
Social Time / Snacks		10 min





# The 4-H Ontario Scrapbooking Project

## Lace and Tiles and Beads - Oh My!

An **embellishment** is an element that adds decoration to a scrapbook page. It can be buttons, game pieces, rhinestones, hardware or really anything! See “101 Things to Use in Your Scrapbook”.

Embellishments can take a “ho-hum” drab looking page and turn it into a stellar scrapbook page! Nothing pulls a page together quite as well as carefully chosen items that look like they belong together. Watch out though, as overdoing it with embellishments can be easy.

- Limit the number of embellishments on each layout. Don't feel that you have to use all of the stickers on the sticker sheet. Decide which embellishments accent the page best and use only those. Put the leftovers into a file to use on future pages.
- Stick to one kind/medium of embellishment. Using a lot of different embellishments can take away from the balance of your layout.
- Limit the number of embellishment themes on each layout. Although the photographs may contain a variety of events or activities, the layout will be more appealing if you select one embellishment theme. The size of the embellishment should be about the same size as the photo's subject. If the embellishment is smaller, build it up to fit the size of the photo subject to give balance to the layout. Adjust the size by using a copier or computer, or put matting under the embellishment to make it appear bigger.



The pages seen here were done with easy square cut shapes. The snowflakes were punched out of shiny silver and white paper. Journaling was done on the computer printed onto vellum paper and white acid free paper. The star was done with a technique called “iris folding”. This interesting technique is explained further in “The Next Level” section 5. These pages are simple and have a clean cut design line. All of the matting and decoration is done with the same silver shiny paper. Torn white strip at the bottom adds a snow effect, and the torn edges made the paper look softer, like snow.



# The 4-H Ontario Scrapbooking Project

Once you have selected the right embellishments arrange them on your layout, and move them around to see how different arrangements will look. When placing embellishments on your layout use an odd number of items and triangle shaped designs. Odd numbers and triangles are pleasing to the eye and give a flow and balance to a layout. One side of the layout should not have more embellishments than the other side.

Page embellishments can either be strong or subtle. First decide how the embellishment will work on the page. For example embellishments such as fabric, felt, mulberry paper and handmade paper will add a tactile feel to your layout. Embellishments should reflect the subject matter, so look for links between your photos and different embellishments.

Use groupings to bring logic to accents. For example, leaves may look fine randomly scattered throughout a layout but actually may be more effective when grouped in a cluster of three; especially to emphasize a focal point or journaling block.



The above pages contain a lot of different elements. This was an advanced page, but it shows how a combination of many different elements together works effectively in a layout. Every item on this page has texture, including the horse stickers as they are felt. The leaves are silk, the fabric is flannel, the words are on twill tape and there are two types of mesh (one metallic and one rope). Every item coordinates in colour and texture. The photos are what stand out on the page, and without careful inspection all the embellishments seem to blend into one another.

*Do not limit accents to just filling in an empty space. Place them so they are sticking out from behind photographs, or use them to embellish journaling blocks.*

**tip**



# The 4-H Ontario Scrapbooking Project

## “Nice to Have” Supplies for Your Scrapbook

The following is a list of supplies that are nice to have to use in your scrapbook, but these items are not necessarily essential to the process. Walk into any scrapbook store and you'll find millions of fun products to add creativity to your pages. Once you get the basics and learn how to use them effectively, here are some favorite additions to any pages.

**Stickers** are great. They're inexpensive, fun to use and they're available in just about any theme. Stickers are available anywhere including dollar stores.

**Die- Cuts** are paper shapes that are already cut out and ready for you to use on your scrapbook page. You can find die-cut alphabets to just punch out and use for titles or other words. If you have a hard to find theme to accent often you can find a die-cut or stickers to help you out.

**Rub-ons** are clear sheets with images, letters, sayings etc. on them. Place the rub-on onto your page and then rub over what you want to transfer with a popsicle stick and “voila” you have a title or saying on your page.



**Tags** may look a bit like shipping tags, but they're really not. You can buy plain manila tags and decorate them to suit your theme, use them for journaling on or buy them by the sheet already decorated and cut them out and add to pages.

**Embellishments** give endless possibilities. Decorate your pages with all kinds of embellishments easily found in your own home (ribbon, buttons, wool, beads, craft wire, silk flowers, and the list goes on). Check out “101 Things You Can Use in Your Scrapbook” later in this section.

**Chalk** of all kinds can be used. Even sidewalk chalk can be used to decorate scrapbook pages. There are chalk sets available at most craft and hobby stores. Chalk can be applied to paper with your finger, a cotton ball or a “q-tip”. Chalk is nice to add shading and a hint of colour to torn edges or paper to highlight cut-outs or die-cuts. Chalk is also acid-free.

**Paints** of all kinds can work on a scrapbook page, but **acrylic paint** is the best to use. There is a large choice available in many stores. Some paints are said to be made just for scrapbooks and may be more costly than an artist acrylic paint.



# The 4-H Ontario Scrapbooking Project

**Punches** are tools that are used to punch shapes out of paper. They come in all shapes and sizes. As a beginner you will want to pick some common shapes like circles, small flowers, corner edges to decorate a matt or frame, and the list goes on.

*To sharpen a dull punch simply punch through tinfoil a few times, this will sharpen up the edges of the punch just fine.*

**tip**



**Brads** are metal fasteners, with two prongs or legs that spear through paper or other scrapbook materials, and flare in the back to secure in place. Brads come in a wide variety of shapes and colours. A few uses for using brads other than decoration; holding heavy objects together, framing by wrapping fiber around the brad to frame a photo or page, and attaching vellum paper to avoid glue marks showing from behind.

**Eyelets** have been used in scrapbooks since the very beginning, and learning to set them is one of the special techniques you may want to learn. Eyelets come in a large range of sizes and shapes. Eyelets are metal shapes with a hole in the center. You put them into your pages or paper for a decorative touch. Because there is a hole in the center you can put ribbon or other fiber through the eyelets for decorative edges. In the hole you can use glitter glue or scrapbook paint to make them look like eyes, or just to fill in the hole so they look solid. There are lots of ideas for eyelets. There are a number of different tools on the market for setting eyelets. Some of the professional tools for eyelet setting include all-in-one setters like the “Anywhere Hole Punch System” or the “Silent Setter System”. You can also just use your hole punch and hammer, but carefully and this will limit where you can place the eyelets.



Image: Angela Mabray\_ <http://creativecommons.org/licenses/by/2.0/>

Punches Image: Fern R.\_ <http://creativecommons.org/licenses/by/2.0/>



## Scrap Recovery

The term **scrap recovery** refers to using scrap paper and embellishments in a cost effective and artistic way. So what if you can't find the embellishment that you are looking for?

If the right embellishment cannot be found, or is not on hand, do not worry. Look at the paper being used to matt the photos, or the paper that was used for the base. Pull out a colour that coordinates and punch out or draw a shape. Use paper tearing to make a heart, or wavy scissors to cut strips to use down the side of a page. Use strips of coloured paper to make a woven matt for under a photo, have the matt peeking out from underneath, or put the woven matt under a title. These interesting mats also use up leftover paper pieces.

## Serendipity Squares

Another easy way to add interest to a scrapbook page is to make serendipity squares with leftover bits of paper. This is a great idea for beginners as it is an easy way of adding interest and fun to a scrapbook page. **Serendipity** is the gift of making fortunate discoveries by accident. A happy finding. A happy creation.

1. Use a square punch or object punch, or cut out a square from plain paper. The number of squares you choose to use on the page depends on the size of the scrapbook page. For this example 4 squares have been punched out.



2. Once the squares have been punched out, begin to tear small bits of coloured paper and glue them to the square. These "serendipity" squares will all look different and unique, and that is what makes this type of embellishment so interesting to use. Choose colours that tie into the colours in your photographs.



3. Try to cover most of the base square with other colours based on the photo selection. Vary the direction, size and shape of the paper bits used for this technique. The more subtle changes, the more appealing the squares will become. Tear the papers or cut them with scissors. Torn paper gives a more interesting and random feel.

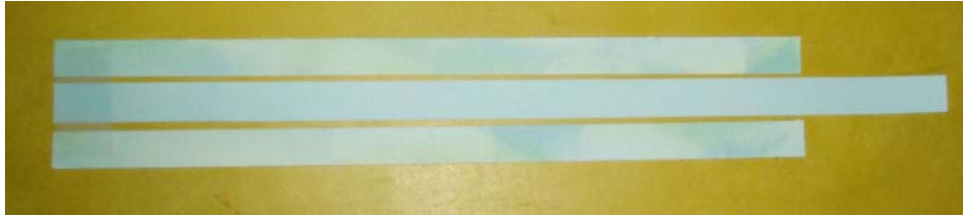




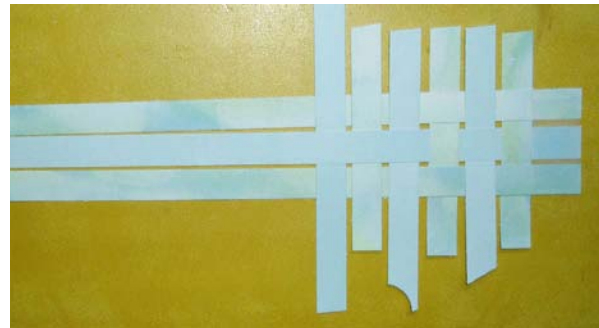
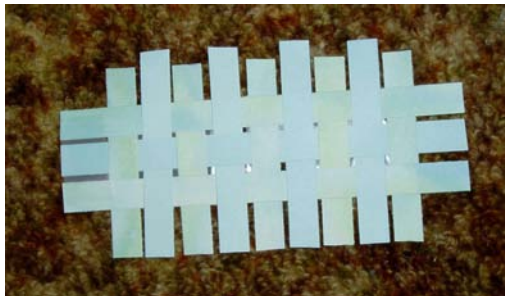
## Woven Scrap Paper Mat

Paper weaving is another way to use scrap paper.

1. Cut strips of paper about 1.25cm ( $\frac{1}{2}$ " ) wide. Tape 3 strips of paper together at one end to hold them straight while beginning to weave.



2. Begin to weave coloured strips through these three until the mat is the size desired.  
It is up for you to decide!



3. That's it! A woven mat of scraps that can be used to put under a title or photo on a scrapbook page. These mats can easily add texture. For an interesting contrast use a mat under vellum paper with journaling on it as a hint of the mat texture under the vellum will be seen. Use these little mats to mount small photos on. They can give photos a boost; a 3-D look.



# The 4-H Ontario Scrapbooking Project

## 101 Items You Can Use In A Scrapbook

1. Acetates (*photo safe*)
2. Acrylic fibers, yarns
3. Beads
4. Brads
5. Buttons
6. Cabochons (*a polished, convex-cut uncut faceted gem*)
7. Cardstock
8. Cd's (or pieces of them)
9. Chalk
10. Charms
11. Chip Board shapes
12. Coated paper clips
13. Conchos (*decorative nail head with triangle teeth on the back*)
14. Cord
15. Cork
16. Craft hair
17. Die cut shapes (*acid free*)
18. Dried flowers
19. Drywall mesh
20. Drywall tape
21. Embroidery threads
22. Envelopes (*acid free*)
23. Eyelets
24. Fabric
25. Feathers
26. Felt
27. Foam tape
28. Foam squares or circles
29. Foil
30. Found objects (*anything!*)
31. Frames (*metal or paper*)
32. Fun foam (*shapes or letters*)
33. Game pieces
34. Gauze (*medical type*)
35. Gemstones
36. Glitter glue
37. Glue Sticks
38. Glue (*white*)
39. Glue (*specialty*)
40. Haberdashery (*ribbons, buttons, lace and other trimmings*)



41. Hair
42. Hemp
43. Hardware (*small items*)
44. Inks (*waterproof, non smear*)
45. Jewelry
46. Jump rings
47. Keys
48. Lace
49. Leather
50. Markers (*waterproof*)
51. "Magic Mesh"
52. Mulberry paper (*textured with fibres, tears with a feathered edge when wet*)
53. Mono tape/ Correction Tape/ "Whiteout" Tape
54. Metal engraved plates
55. Metal photo corners
56. Metal rings and letters
57. Notions (*sewing items - thread, buttons, lace, trim and snaps*)
58. Optical pieces/ lenses
59. Page pebbles
60. Paints (*acrylic, watercolour*)
61. Paper (*acid free*)
62. Paper clay items
63. Paper fasteners
64. Parchment paper
65. Pens (*non-smear*)
66. Photo corners (*paper*)
67. Plastic eyes
68. Pockets (*fabric or paper*)
69. Pre-made embellishments
70. Raffia
71. Rhinestones
72. Ribbon
73. Ric Rac (*wavy trim used on fabric or clothing*)
74. Rocks (*small*)
75. Rice Paper
76. Rubber stamped images
77. "Sculptey" clay shapes
78. Sequins
79. Shaker box (*decorative with clear plastic top – rattles*)
80. Shells
81. Silk flowers
82. Slide mounts (*frame in the shape of a photoslide*)
83. Stamps
84. Staples
85. Stickers
86. Tags
87. Tassels
88. Threads (*any kind*)
89. Tiles (*small*)
90. Tissue paper
91. Twill tape
92. Twine
93. Vellum (*translucent white paper*)
94. Washers
95. Washi paper (*Japanese, usually made with bark from the Gampi tree, the Mitsumata shrub and Mulberry paper*)
96. Watch parts
97. Watercolour pencil
98. Wire
99. Wool
100. Woven labels
101. Yarn (*all types*)

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## Meeting Six

### Making Sense of it All: The Importance of Journaling

1. Name a song you like the lyrics to.
2. What does your handwriting look like? Messy, neat, loopy, small etc.?
3. Do you keep a journal/ record of events that happen in your life? Why or why not?

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Club Business/Parliamentary Procedure	Review Achievement Program plans. Have members fill out the Project Evaluation Form and encourage them to hand it in.	10 min
Topic Information Discussion	Review the history of scrapbooking and discuss the importance of journaling. If a computer is available explore the available fonts, and have members print off titles and journaling for their scrapbooks.	20 min
Activity Related to Reference Material	Build a scrapbook page.	60 min
Optional Activity	"Searching for Supplies" Word Search	10 min
Judging Activity	Have each member evaluate their own and someone else's scrapbook using "The Judge's Seat" handouts.	15 min
Clean up/ Adjourn	Clean up the work area. Discuss the option of continuing the club with the topics from "The Next Level" section. If there is member interest, plan the start of your next scrapbooking club.	15 min
Social Time / Snacks		10 min



# The 4-H Ontario Scrapbooking Project

## The History of Scrapbooking

The earliest known reference to scrapbooks was around 1598. At that time it was common for the upper class or those who thought themselves to be intellectuals to paste poems, quotes, newspaper clippings or product labels into plain paper books. These types of book were called “Commonplace Books”. In 1706 John Locke published his “New Method of Making Commonplace Books”, which advises readers on the best way to preserve ideas, proverbs, speeches and other notes.

It was in the 18th century that scrapbooks began to take on their modern form. These albums contained printed pictures, engravings and lithographs. Lithographs were machine printed copies of pictures that had first been scratched into stone or metal before being applied with ink to print.

In the 1830's came brightly coloured post cards, die-cuts (pre-cut paper shapes), pressed flowers, calling cards, locks of hair, and brightly coloured papers. Even Queen Victoria had a royal scrapbook. Scrapbooks would go on to also carry greeting cards, advertising clippings, photos and some rubber stamping or calligraphy.

The 20th century saw the addition/introduction of genealogy into the scrapbooking process. Tracing ancestors and preserving their photos and recording their words became a very important component of the scrapbook craze.

Today scrapbooks are blooming everywhere. There are many scrapbook magazines with great ideas, stores that offer classes and sell supplies for your scrapbooks, as well as many companies selling products and vying for your scrapbook dollar. The internet has many, many websites with ideas and products available.

As members work on their scrapbook they become the link between the past and the future. Even if they scrapbook the “here and now”, someone in the future will appreciate their points of interest and opinions.



Images: litlnemo \_<http://creativecommons.org/licenses/by-nc-sa/2.0/>

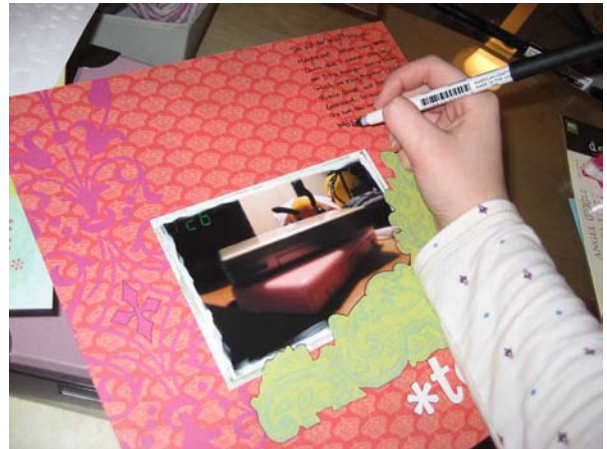




## Journaling: What is it and Why is it Important?

It could be said that journaling saves lives...or at least the details and stories of those who have lived and are living. Stories and details from the past and present are the colour and shading that fill in the outline of our ancestors. A well-journaled scrapbook can close the gap of generations and allow others to meet our ancestors. Journaling will also allow future generations to know the writer. Words laid down on paper are more permanent than some memories; helping us to recall the details of events. When journaling in a diary the words are just to be read by the writer. While when journaling in a scrapbook, it is an invitation for others to enter the world of our stories.

Although it can often seem like the hardest part of a scrapbook page, journaling is also the most important. Journaling completes a scrapbook page. When words join photos together, wonderful things happen. You can capture moments on film, but journaling is what tells about the excitement, emotions and story of that time. Words are the only thing that can fill in the spaces that photos leave. Journaling should eliminate the need to explain what the photographs and pages are about. It can be the words that would be used when talking someone through the page or can also just be the facts and dates. Journaling styles can be humorous, sentimental, informative, highly personal or all of the above. The decision about what to write in a scrapbook depends on the type of album being created, its audience, and the personality of the scrapbooker.



### *A few things to consider while journaling:*

- Am I going to write in the first, second or third person? First person is “I and me”, second person is “you”, and third person is “he, she and they”. Some scrapbooks may need a combination of first, second and third person. If your scrapbook is all done in first person identify yourself as the author in the beginning page so people aren’t guessing who “I” is.
- Ask yourself who, what, where, when and how questions. Answering these questions provides primary information: the facts. Who or what is in the picture? Where are they? How long ago was this? What is being celebrated/done? What are your feelings about the event? Use details so people know who everyone is in the picture.
- Use a theme to write about. The title of your page is your “headline”. This helps keep the focus on the reason you are scrapbooking. On some pages, journaling may even be the main focus of your layout.
- Write about reactions and the story of what was happening. Recollections that seem funny today may prove fascinating to those who read your scrapbook years from now. Get another’s point of view on a subject, interview people, and add their thoughts to the story. Each layout has its own personality and reason for being part of your scrapbook.

Image: rocketgirl13\_ <http://creativecommons.org/licenses/by-nc-nd/2.0/>



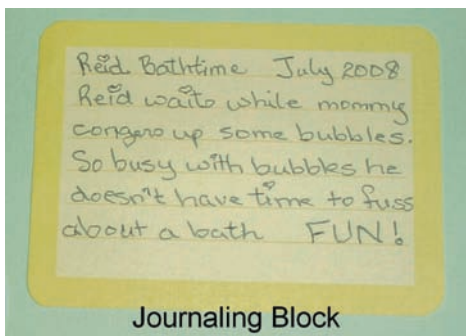


# The 4-H Ontario Scrapbooking Project

There are a wide number of computer fonts (a specific style of letter design) available that have many scrapbookers heading for their computer to journal. There are fonts already installed in the programs on your computer, but there are also many free font websites on the internet. Be careful as some of these sites say “free” but are free for a limited time only. Computer journaling is easy; but consider the importance of a hand written message. There is something very personal about journaling done by hand. Like a fingerprint, handwriting is distinct and individual. The pressure of the pen, the slant of the letters, the loops and swirls all say a lot about the writer. Strongly consider using hand writing in your scrapbooks to add a personal touch. Don’t fret over the quality of the handwriting, just do it.

Choosing a journaling pen or marker can be a challenge depending on your writing style. Pens and markers come in very thick to very fine styles. Be sure that all of the writing and drawing tools chosen for use in a scrapbook are archival safe, waterproof, smear resistant and acid free. Experiment with different types of writing tools to see which is the best for you. Thicker is great for doodling, and some pens have an additional fine tip at the other end to write with. Essentially when purchasing this type of pen, you get two writing instruments for the price of one.

Saying it with style does not always come easy. While the images and embellishments on a page contribute to the impact, journaling can make the overall effect work better. Make the journaling fun. For example, change “the clowns made us laugh” to “the clumsy clowns make us giggle”. Pull out a sense of play. Use dictionary definitions, recipes or lyrics to a song to get the message across. Add a conversation as though it were a script in a play or put a CD right onto the page with a conversation or story on it. When journaling a personal story consider using envelopes, pockets or flaps to hide the intimate details of a story or event.



*Write on scrap paper before writing in your scrapbook. The safest way is to write on a journaling card - then if you make an error you can start again without ruining the page.*

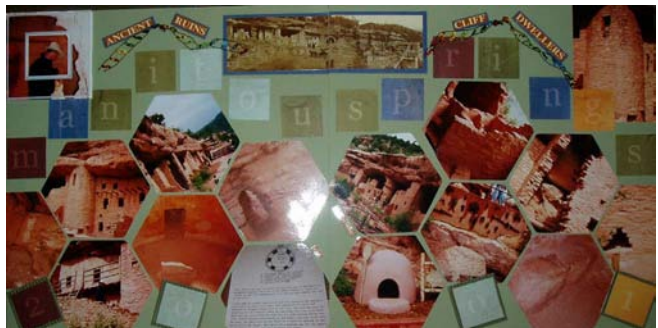
**tip**



# The 4-H Ontario Scrapbooking Project

## Journalling Ideas

1. On the outside of the pocket it says “Talents and Strengths”, and below on the card is where the words tell others what those talents and strengths are. The inside page is for weaknesses, as these are hidden under a flap and the paper slides in and out for viewing.
2. On this double page spread there are three envelopes. Each envelope contains a keepsake: an original newspaper clipping, a photo, and a story. Intimate journaling can also be placed in these envelopes as well. Just be sure the product used is acid free. The title of the page is very simple, “Love”. It was not added to or changed as the creator of the page did not feel that more words were necessary.
3. Titles can be difficult to come up with, especially when having a “creative-block”. Take a close look at your photographs: what do you want the page to tell you? Maybe just tell the audience where the photos are from, as the example to the right does. All it says is “Manitou Springs”. The pictures fill in the blanks as there are a lot of them, and the viewer gets a clear picture about what Manitou Springs is like. There is one photo on this layout that is actually words. It is a photograph of words on sign describing the site.



## Resources to Help Get Over “Title-block” or “Writers-block”

- Cruise magazines for ideas and sentiments
- Scrapbooking “How To” Books can be found in the library, or bookstores.
- The following websites are great for titles and inspiration
  - [www.dictionary.com](http://www.dictionary.com) is an online dictionary
  - [www.lyrics.astraweb.com](http://www.lyrics.astraweb.com) is an archive of lyrics to music searchable by artist or topic
  - [www.quoteland.com](http://www.quoteland.com) is a guide to famous quotes from celebrities and literature
  - [www.scrapbook.com/titles](http://www.scrapbook.com/titles) has many titles, sayings and layout ideas, all for free
  - [www.theperfecttitle.com](http://www.theperfecttitle.com) provides title ideas, quotes and sayings
  - [www.scrapsayins.com](http://www.scrapsayins.com) has more great quotes, title and sayings



## Searching for Supplies

P	Y	K	G	E	L	J	G	L	U	E	D	O	T	S	L	O	C	J	T
S	A	E	L	L	U	M	Q	R	U	L	C	D	L	K	M	P	Q	R	M
C	D	P	B	S	I	E	Z	P	E	W	T	I	T	L	E	O	D	U	A
R	H	E	C	A	O	U	R	A	T	W	E	E	Z	E	R	S	M	T	X
A	E	N	C	E	M	B	E	L	L	I	S	H	M	E	N	T	S	E	Z
P	S	C	D	R	A	T	W	B	Y	K	C	J	A	G	D	B	R	A	P
B	I	I	I	U	T	V	C	U	T	S	I	D	R	A	T	O	Q	R	A
O	V	L	E	L	T	A	Q	M	V	C	S	X	K	G	L	U	E	I	P
O	E	V	C	E	S	C	T	S	I	R	S	B	E	A	R	N	Z	N	E
K	S	T	U	R	B	I	V	R	C	A	O	H	R	P	E	D	I	G	R
I	C	S	T	L	M	D	N	I	V	P	R	S	H	O	P	S	Y	L	T
N	Z	T	S	K	T	F	R	B	Q	E	S	T	I	C	K	E	R	S	R
G	E	R	I	J	I	R	C	B	U	A	W	O	J	R	E	V	Y	W	I
Z	C	A	D	H	N	E	H	O	B	B	Y	R	M	A	P	D	N	H	M
X	I	P	A	T	T	E	R	N	I	V	E	E	D	F	R	Z	I	J	M
Y	E	H	U	G	E	V	E	L	L	U	M	T	E	T	K	L	X	P	E
Q	W	I	N	K	S	T	Y	J	O	U	R	N	A	L	I	N	G	H	R
P	U	N	C	H	E	S	H	A	D	E	T	I	Y	E	U	O	P	O	B
T	A	G	S	D	R	A	O	B	Y	R	E	M	E	W	R	E	Y	T	K
Q	U	E	D	F	C	A	R	D	S	T	O	C	K	X	Z	C	R	O	P

Acid free  
 Adhesives  
 Albums  
 Cardstock  
 Craft  
 Create  
 Crop  
 Die cuts

Embellishments  
 Emery board  
 Glue  
 Glue dots  
 Hobby  
 Inks  
 Journaling  
 Marker

Pattern  
 Paper trimmer  
 Pencil  
 Photo  
 Post bound  
 Punches  
 Ribbon  
 Ruler

Scissors  
 Scrap  
 Scrapbooking  
 Shade  
 Shop  
 Strap hinge  
 Stickers  
 Tags

Tearing  
 Tint  
 Title  
 Tweezers  
 Vellum



# The 4-H Ontario Scrapbooking Project

## Searching for Supplies

P	Y	K	G	E	L	J	G	L	U	E	D	O	T	S	L	O	C	J	T
S	A	E	L	L	U	M	Q	R	U	L	C	D	L	K	M	P	Q	R	M
C	D	P	B	S	I	E	Z	P	E	W	T	I	T	L	E	O	D	U	A
R	H	E	C	A	O	U	R	A	T	W	E	E	Z	E	R	S	M	T	X
A	E	N	C	E	M	B	E	L	L	I	S	H	M	E	N	T	S	E	Z
P	S	C	D	R	A	T	W	B	Y	K	C	J	A	G	D	B	R	A	P
B	I	I	I	U	T	V	C	U	T	S	I	D	R	A	T	O	Q	R	A
O	V	L	E	L	T	A	Q	M	V	C	S	X	K	G	L	U	E		P
O	E	V	C	E	S	C	T	S	I	R	S	B	E	A	R	N	Z	N	E
K	S	T	U	R	B	I	V	R	C	A	O	H	R	P	E	D	I	G	R
I	C	S	T	L	M	D	N		V	P	R	S	H	O	P	S	Y	L	T
N	Z	T	S	K	T	F	R	B	Q	E	S	T	I	C	K	E	R	S	R
G	E	R	I	J	I	R	C	B	U	A	W	O	J	R	E	V	Y	W	
Z	C	A	D	H	N	E	H	O	B	B	Y	R	M	A	P	D	N	H	M
X	I	P	A	T	T	E	R	N	I	V	E	E	D	F	R	Z	I	J	M
Y	E	H	U	G	E	V	E	L	L	U	M	T	E	T	K	L	X	P	E
Q	W		N	K	S	T	Y	J	O	U	R	N	A	L	I	N	G	H	R
P	U	N	C	H	E	S	H	A	D	E	T	I	Y	E	U	O	P	O	B
T	A	G	S	D	R	A	O	B	Y	R	E	M	E	W	R	E	Y	T	K
Q	U	E	D	F	C	A	R	D	S	T	O	C	K	X	Z	G	R	O	P

Acid free  
Adhesives  
Albums  
Cardstock  
Craft  
Create  
Crop  
Die cuts

Embellishments  
Emery board  
Glue  
Glue dots  
Hobby  
Inks  
Journaling  
Marker

Pattern  
Paper trimmer  
Pencil  
Photo  
Post bound  
Punches  
Ribbon  
Ruler

Scissors  
Scrap  
Scrapbooking  
Shade  
Shop  
Strap hinge  
Stickers  
Tags

Tearing  
Tint  
Title  
Tweezers  
Vellum





# The 4-H Ontario Scrapbooking Project



The Next Level  
The Next Level



# The 4-H Ontario Scrapbooking Project

## THE 4-H PLEDGE

"I pledge:

My Head to clearer thinking

My Heart to greater loyalty

My Hands to larger service

My Health to better living

For my club, my community and my country."

## THE 4-H MOTTO

Learn to do by doing

## PROVINCIAL 4-H OFFICE

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## Table of Contents

The Next Level 1 -Scrapbooking Goes Digital	3
The Next Level 2 - Handmade Paper	6
The Next Level 3 - Mini Albums	9
The Next Level 4 - Stamping and Colouring	11
The Next Level 5 - Manipulating Paper	16
The Next Level 6 - Genealogy	21



## Scrapbooking Goes Digital

### The Next Level 1

#### So What Does This Mean?

1. Some would say it is the use of a digital camera and photo editing software on a computer to crop and edit photographs, to then print out and use a scrapbook. A good printer/scanner is a must for this. Often printer/scanners come with digital imaging software, as do most digital cameras. Other people choose to edit and delete photographs, they do not want and then send the files to a photo shop to be printed. Ink for printer/scanners can often be expensive, so when printing a lot of photos, it is wise to have them professionally printed.
2. Others say that computer scrapbooking is building and storing entire pages and events on the computer to be printed, sent and shared anywhere online. These scrapbookers may also use their pages as screen savers and slide shows on their computers. They take digital photographs, digitally edit them on a computer using software and then use another program to actually build scrapbook pages. The finished project stays on the computer and is not necessarily printed.

Different programs offer a variety of different options for digital scrapbooking. Of course, the more spent the greater the options and flexibility in the program. In these programs you can choose background styles, colours, themes, frames, insert whatever photos you choose, and journal to your hearts content. Then just hit save. When finished just click save for the next time you wish to open the project.

#### A New Way of Scrappin'

Most learning curves have and “ouch” factor attached to them. It often feels safest and easiest to stick with what we know. However, if you persevere you will find that mastering some digital skills offers scrapbookers a load of benefits.

Some of the advantages to this type of scrapbooking are:

- Saving on scrapbooking supply costs. If you already have a computer and digital camera with editing software there is no need to buy paper and all the other scrapbook items traditionally used. Just pull up a chair and play on the computer until a series of pages are created, then click save, and you're done!
- These pages are easy to share with others, as they can be e-mailed to others with computers or burned to a DVD. These DVD's make great gifts for family and friends as they can be viewed on an ordinary DVD player by someone without a computer.
- Total creative control is had with these types of scrapbook pages. Depending on the program every element is there for the choosing (colour, textures, text etc.).



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The two pages below were done totally on the computer using digital photos and the background and lettering were part of a program that belonged to the printer/scanner. The advantage is that there was no cost to do these pages, and they were quite quick to finish. They can be printed out and incorporated into a traditional scrapbook page if desired if printed on proper photo paper (acid free and safe for use in a traditional scrapbook). The disadvantages here were a limited range of background choices, the learning curve to learn the program, and the pages could only be printed on a 21.5cm x 28cm (8 1/2 x 11") photo paper.



## Computer Fonts for Scrapbooking

In the journaling section of this project we talked about fonts. Many scrapbookers choose to use a computer to type out their journaling. There are many beautiful and fun fonts at your fingertips with many standard computer program. These fonts can make pages interesting and there is control over colour, size and style of font. The computer allows you to layout your journaling and change things before actually committing your choices to print. Depending on your type of printer you may not be able to print on cardstock as it is quite heavy, but scrapbook or other acid free papers usually work well in most printers. Also, when journaling onto coated paper such as vellum, be sure to allow time for your printing to dry before using it or the ink will smudge. Another trick to use when printing digital journaling is to print in grey and then trace over the text with pen for a "hand-done" look. Want a monogram? Just print one large letter onto acid free paper then cut it out and apply to your scrapbook page. Use fancy script or plain sans serif, depending on the tone of the page.

For the serious scrapbooker there are programs that can be purchased to extend the range of fonts available for use. There are also some websites that have "free" font downloads. Be sure these sites are really and truly free as some have a free trial only, and then will charge for use of the website fonts. Be sure the website is secure and appropriate before suggesting it to members.



## Scanning

Scanners are similar to cameras in that they are used to capture images. They can be useful for cropping and enlarging photographs or copying memorabilia like artwork, packaging, fabrics, hand writing and family heirlooms. Items such as paper clips, string or even cereal can be placed directly onto the scanner bed and uploaded onto the computer as a picture. Scanners are useful for adjusting poor quality photos by cropping out unwanted details. Experienced computer users can improve copies of heritage photos using the scanner and computer programs such as Adobe Photoshop. A great idea for scrapbookers is to scan albums and store them on CD's. This allows you to copy scrapbook photos or pages easily for gift giving or sharing. Store all CD's in a safe environment, or firebox so your precious photo history will never be lost.

## Photo Editing Software

Most digital cameras and many new computer operating systems come with basic image editing software that allows you to adjust your photographs. Some of the basic tools can brighten or darken poor quality images, crop or straighten images, change the colour cast of an image and remove red eye. Specialty image editing software takes all of the above steps even further and allows for manipulation and other creative freedoms (from removing entire backgrounds to changing the texture of a sweater). These programs can be used with images from a digital camera or from a scanner. Software such as Adobe Photoshop Elements and Microsoft Digital Image Pro are two of the most common packages, but there are others available.

## Scrapbook Layouts on the Computer

Using a computer and software to create complete scrapbook layouts, including embellishments, is a method of choice for some. A scrappers' entire scrapbooking output can be stored on a CD or DVD. Some printer/scanners come with a photo package to use for digital scrapbooking. There are software packages available that provide all the elements needed to build digital scrapbook pages. These software packages, such as Hallmark Scrapbook Studio, Adobe Photoshop Elements and Broderbund Print Master include fonts, embellishments and backgrounds. If searching online for scrapbook sites for building pages, be very careful. Most of these are free for a short period of time, but then require a monthly or yearly fee. The idea of an online site deleting designs or photos because the user does not wish to pay for the program is scary. The other factor to consider is by scrapbooking online you are inviting the world to view what you are doing. Be careful to check the site out thoroughly for security before proceeding.



## Handmade Paper

### The Next Level 2

#### Handmade Paper History

The first paper ever made was by the Chinese in 105AD. They discovered they could make paper with old rags and cloth. They carefully guarded this secret for 500 years until their discovery reached Korea and Japan. Papermaking then went westward to Europe. Historically the best papers in Europe were made from processed sheep, goat and calf skin. When the development of the printing press created a huge demand for paper, Europeans began using rags and recycled clothes, and eventually wood pulp from trees. Other parts of the world used vegetable fibers pounded together. Egyptians used papyrus a long coarse grass, and Japan is known, even today, for its wonderful rice paper made from rice leaves and shoots. Most paper produced today is made from wood pulp, a poor quality fiber requiring glues and bleaches to be added. These additives are what causes newsprint to go yellow. In the USA a German colonist set up the first paper mill in 1690 near Philadelphia. Believe it or not until 150 years ago there was no paper made commercially, it was all handmade.

#### Let's Make Paper- The Necessities:

1. Any recyclable paper (business correspondence, stationary, napkins, gift wrap and of course remember to use acid free paper scraps)
2. Kitchen blender
3. Window screen (Metal is stronger and a little stiffer than synthetic screening. You will need a section slightly larger than the size of paper you wish to make.)
4. Vat or tub (Needs to be water tight, and should be at least 30cm (12") deep.)
5. Large towels (These should be towels that can get dirty or stained.)
6. Damp cloth ( A simple kitchen cloth or J cloth will work well.)
7. Sponge
8. Rolling pin
9. Additions to handmade paper (flowers, leaves, grass, corn silk, confetti, snippets of fiber or ribbon, foil, napkins, feathers etc.)

#### Let's Make Paper- A Simple Recipe:

- 12 sheets of shredded white bond acid free paper (8 cups)
- 2 sheets of shredded yellow acid free paper (1/2 cup)
- 2 white or yellow paper napkins
- 2 tbsp of yellow snippets- confetti, sparkles, threads etc.
- 3 tbsp of green snippets
- 1 tablespoon of green or peppermint tea
- 1 tbsp of green grass





# The 4-H Ontario Scrapbooking Project

## Let's Make Paper - Step by Step:

1. Collect and sort your paper by colour so that you don't get muddy results when blending paper for your slurry. Soak all your additions in water before adding them to the paper slurry that you are making. A basic batch of paper requires 12 sheets of bond paper (this could be acid free printer paper white or coloured or the equivalent in acid free card stock), 2 paper towels (anything strong can be used like cardstock) and 3 paper napkins (again can be any acid free paper for scrapbooking).
2. Cut, rip or tear your paper into 2.5 cm (½") to 5 cm (1") pieces. Soak paper in a plastic pail covered with hot water for 24 hours. This can be left for several days, longer if refrigerated and even longer still if you put the slurry into the freezer, just thaw and use. Don't forget to soak your additives separately at this point as well.
3. Pulp the paper by taking a small handful of paper from the pail, put it into the blender, and fill the blender ¾ with water. Blend until you cannot see any paper bits floating around (12-20 seconds) and put this into the vat. Repeat until all the paper has been blended. Prepare your accents and blend them if you wish or if necessary add to the vat also. Add more water if needed until the vat is about ¾'s full. This allows for the paper bits to be suspended in the water and makes them easier to pick up on the mould. Stir with your hand to unsettle the elements off the bottom of the vat of water and start to make paper with your mould (screen) and deckle.



4. To form a sheet of paper with the mould and deckle position your mould with the screen side up and place the deckle ovetop. Now hold this firmly as one unit. Stir the slurry of paper with your hand. Then starting at the farthest side away from you in the vat, dip your mould and deckle into the slurry pulling towards you while leveling the unit parallel with the water surface and slowly lifting it gently out of the slurry. Allow this to drain in the mould and deckle until it only drips slightly. You have just made a new sheet of paper!!
5. **Couching** is removing the paper from the screen onto a damp cloth which you have placed over old towels. Remove the deckle (frame), and place the longest edge of the mould (piece with the screen) on the edge of the damp cloth. In one quick motion flip the mould over so the paper sheet is between the screen and the cloth. Using a sponge, gently pat the back side of the screen to remove water from the paper. Slowly lift the mould off of the paper so the paper remains on the cloth. The paper does not come off of the mould easily give it a gentle tap. If it breaks or there are holes in the paper put it back into the slurry and start again. Cover the paper with a dry cloth/towel, and applying pressure (with a rolling pin, hand or sponge) remove as much water as possible from the paper. Continue to make paper sheets until the slurry becomes thin.



# The 4-H Ontario Scrapbooking Project

6. A great gift idea is to make seed paper. First couch one layer of paper onto the towel and sprinkle small seeds over top of it. Then do another paper and place it directly on top of the first piece. Let dry. The seeds will dry into the center and can be put into a card and in turn be planted right into the ground by the recipient of this great recyclable and usable gift.

7. Drain the slurry into a straining cloth, NOT into the sink as it will clog up the pipes!! Squeeze out all of the moisture, freeze the leftovers for your next paper making session, or toss into the garbage.

8. Drying your sheets of paper will take about 24 hours, depending on how much water you removed and how thick the sheet of paper is. Good ventilation and air flow will speed drying time. If your sheets buckle when dry simply iron them on medium setting. To get a textured surface use textured cloths for pressing and drying.

- *Sort your scraps into colours and place them in a bag- one for each colour.*
- *Soak your papers and additions in separate containers.*
- *Add your tea and grass fibers directly into your vat.*

tip

## Inspirations

Make unique photo mats and frames for your photographs, journaling tags, card making, invitations, unique stationary, envelopes, gift tags, bookmarks and book covers or bindings. Check out the internet for all sorts of papermaking resources. Just go to [www.google.ca](http://www.google.ca) and type handmade paper into the search engine and find materials, information and inspiration all for free.



## Mini Albums

### The Next Level 3

#### Paper Bag Mini Album

##### Making a Paper Bag Album- The Necessities:

1. 2-3 paper bags, any of size bag or style will do.  
\* The example pictured was done with paper envelopes, but the same effect is achieved.
2. Cardstock
3. Ribbon or cord
4. Hole punch
5. Ruler
6. Stapler or sewing machine



##### Making a Paper Bag Album - Step by Step:

1. Fold the first paper bag in half. With a ruler measure evenly three holes down what will be the spine of your book. At the marks punch 3 holes. Fold you second paper bag in half, mark where the holes should be punched and then punch those holes. For the purpose of this session we are not cutting off the end of the paper bags. Doing so will give you more pockets but it is not necessary.
2. It is easiest to punch the side holes, one bag at a time. First, fold the bag in half. Next measure along the fold evenly spacing where you wish to punch your holes and punch them out. Line up the second bag (folding it the same way), and mark where to punch the holes on the second bag. Punch holes in the second bag, line the bags up and bind them together.
3. Cut your ribbon, cord, or whatever you have chosen to bind your book into three pieces. Here the ribbon has been cut into 12.5cm (5") pieces. Thread the ribbon through the holes and tie. You can use eyelets, ribbon, metal rings, staples or even a sewing machine to bind these little albums.
4. Now to decorate your pages. Cut cardstock slightly smaller than you paper bag pages. Cut some cardstock and insert into your pockets. These pocket are great for journaling in/on.

*Photos in these mini albums will fade as paper bags are not acid or lignin free. As a precaution use copies of originals It also helps to put acid free cardstock over the paper bag pages to protect your photos better than just mounting them on the paper. It is also decorative!*

*If the bags have a flap it is less bulky to alternate the direction of the bags. If they are the flat type this is not necessary,*

**tip**

##### Websites to check out for these mini paper bag albums are:

[www.about.com](http://www.about.com) (search engine)  
[www.scrapbookie.com/paperbagscrapbook.htm](http://www.scrapbookie.com/paperbagscrapbook.htm)  
[www.sweetfinds.typepad.com](http://www.sweetfinds.typepad.com)

Image: Wendy Copley\_ <http://creativecommons.org/licenses/by-nc-sa/2.0/>





## Chip Board Mini Album

Another type of mini album is made using chipboard coasters. These chipboard coasters come in many shapes. Use as many chipboard coasters as you wish.

### Making a Chip Board Mini Album- The Necessities:

1. Chipboard coasters any shape
2. Scrapbook paper
3. Cardstock paper
4. Glue
5. Embellishments
6. Photos



### Making a Chip Board Mini Album- Step by Step:

1. Use your paper trimmer to cut scrapbook paper to the dimension of your coaster. For example if you are using a square coaster you would cut the paper 10x10cm (4"x4") then round your corners off with a corner rounder punch.
2. Cover your coasters with colourful paper or cardstock. Be sure that the papers are firmly attached to the coaster.
3. Decorate your pages with scrapbook paper before you punch your holes on one side as it makes it easier to line up.
4. Punch holes down the one side. Usually two holes are sufficient for these little pieces.
5. Tie the pieces together with fancy ribbons or round metal fasteners that you can buy in any office supply store.
6. Decorate the pages with other scrapbook papers, embellishments and photos. These make a great little keepsake book.

These same techniques can be used to create personalized address books and calendars. One fun idea is to create a "Birthday Reminder Calendar". Have one chip board page for each month and list your friends' and family's birthdays so you never forget! Try an irregular size like 3" x 12".

**Websites for more information on these little books are:**

[www.craftbits.com](http://www.craftbits.com)

[www.scrapbooksetc.com](http://www.scrapbooksetc.com)

Image: webgrl\_ <http://creativecommons.org/licenses/by-nc-nd/2.0/>





## Stamping and Colouring

### The Next Level 4

Stamping, embossing, painting, chalking, marking and pens are all great ways to add extra colour and texture to your scrapbook pages.

#### Types of Stamps

There are many stamp companies out in the market place, some less expensive and some more. Go with what you will get the most use out of and like to look at. Reasonable cost is an important feature also.

**Rubber stamps** are the most widely available and are durable when made of high quality rubber.

**Acrylic stamps** are becoming more popular because of their see-through nature. The fact that the image and the mounting block are both clear makes for perfect placement. This type of stamp is more difficult to clean than the rubber type.

**Foam stamps** are usually large, and less durable than the two types listed above. Foam stamps work best with acrylic paint and give a sort of distressed (ephemera) look to a page.

#### Mounted vs. Unmounted Stamps

**Mounted stamps** come with the stamp image attached to a wood block. They are long lasting and easy to use, but can pose a storage challenge as they are bulky. **Unmounted stamps** can be stored in binders. They peel on and off acrylic mounts via static cling. Foam stamps are not mounted but are usually fat enough that they are fairly easy to hold. Unfortunately, they also pose a bit of a storage problem.

#### Stamping Inks

**Pigment ink** is preferable for scrapbooks. It is archival quality, waterproof, fade resistant and lightfast. Pigment ink takes longer to dry than other types of ink. You can speed up drying time by using a heat gun. Pigment ink produces sharp, striking colour. Pigment inks come in a wide variety of colours.

**Dye inks** dry very quickly and are water based. These pads are acid free, permanent and can sometimes be waterproof if indicated on the package. Dye ink pads come in a wide variety of colours. They produce subtle colour. The colour from this type of ink may fade over time unless they are marked as archival.



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**Watermark ink** is transparent or lightly tinted to create tone-on-tone effects on a page. It is slow to dry so allow time for this to happen so there is no smudging or heat set with a heat gun.

**Brush markers** can be used to colour stamps if more than one colour is desired. Once the colours have been brushed on, the stamp is then applied to paper. Brush markers usually come wide at one end and small for journaling or fine detail on the other. The colour choices are unlimited in these markers.

**StazOn ink** is a newer product and is a pigment, permanent ink. This brand of ink can be used on paper, cloth, metal etc. It is acid free, archival safe and is waterproof and light fast. StazOn is a little harder to clean up after use so take care to clean tools right away to avoid staining stamps, clothes and fingers. This ink has a special cleaner of its own, but this can be a little pricey.



*Soap and water and an old toothbrush used right away on a stamp will clean off ink nicely.*

**tip**

## Other Fun Colourants

**Coloured pencils (pencil crayons)** are a natural choice for shading images or colouring in stamped images. The more pressure you apply the darker the colour will become.

**Watercolour paints** can be brushed, splattered or sprayed onto a page to add soft colour. Use it with stamped images or create your own background paper by releasing your inner artist.

**Chalks** are one of the easiest colourants to manipulate. They are the perfect choice for defining torn edges, enhancing the raised surface of embossed or crumpled paper, and hand tinting black and white or sepia photos. Chalks can be applied with cotton swabs, makeup sponges or your fingers. Spray chalks with a fixative to insure longevity.

**Acrylic paint** helps achieve a distressed look. Use it to create a colour washed background or to add colour to metal, plastic, fabric and papers. This is a great medium to use with foam stamps to produce an opaque, distressed image.

**Metallic rub-ons** look like a rich, shimmery, almost oily chalk. You can use them in much the same way as you use chalks to add dimension and shine.



## Chalking, Paper Tearing and Layering

Chalk and paper tearing is a quick and inexpensive way to decorate scrapbook pages. The one nice thing about chalk is if a mistake is made it is easy to erase with your white eraser and you can start over.

### Chalking, Paper Tearing and Layering - The Necessities:

1. Chalks various colours
2. Makeup sponges or cotton balls
3. Papers in light blues, greens, browns
4. White eraser
5. Stencil or stamps for letters, and suitable ink if stamping.

### Chalking, Paper Tearing and Layering - Step by Step:

1. Begin with a blank piece of cardstock that comes with scrapbooks as the base.
2. Glue  $\frac{1}{4}$  to  $\frac{1}{2}$  of a sheet of blue paper on top of the base page. The clouds can now be done with swirls of white chalk.
3. Tear and layer green and brown paper until you have enough torn to build your field. Chalk all of the white torn edges with either brown or a darker shade of green than the paper chosen. This is a great way to use up left over paper pieces!
4. Once the papers are chalked you can begin to glue the layers to your base paper. A sun could be punched out of yellow paper and mounted in the sky.
5. With lettering stencils and chalk do a title on the sky so it is easy to read. Use darker shades of blue so the title will show up well. Rubber stamps can also be used if available. Again be sure to use a darker colour of ink. This simple but effective page is great for pet pages or 4-H livestock project pages.



Below is another way to incorporate the same technique using water as the theme instead of a field. Water is done using vellum, either clear or light blue (if you are using clear you need a piece of blue background paper). The sand is in sand coloured scrapbook paper. The wave edges were chalked with blue, and once they were glued to the page a bit of silver glitter glue was applied to make the layers pop off the page and look more 3D. A few die-cuts were used (flip flops, little envelope with sand in it, small piece of cork to record the year and some raffia to accent.) Journaling could be put on the strip down the right side of the page or along the sand.



## Water Colour Splatter

Below you will find an example of splatter water colour painting. Practice on a scrap piece of plain paper first to get the hang of splattering without being too thick or blotchy. Remember that some of the splatter will be covered with photos or embellishments so some blobs on the page is fine.

### Water Colour Splatter- The Necessities:

1. Water colour paints or stamp pad re-ink colours
2. Water
3. Brushes
4. Paper - white or cream cardstock background paper and coordinating scrapbook papers
5. Newspaper to protect tables and floor.

### Water Colour Splatter- Step by Step:

1. Start by covering the work surface with newspaper, this will save a lot of clean up time.
2. Mix your water colour paint or re-inker colours with water to the colour you want to work with. Test this colour out on scrap paper the same colour as what you will be using for your page(s). This way you can see if the colour needs to be a lighter or darker shade.
3. Once you have the colour you like, using a soft brush flick the colour onto your practice paper. When you feel you have good control over the colour application begin working on your scrapbook page. Try different brushes if you are still a little timid of this technique.
4. Use this method with as little or as much colour you want- whatever pleases your eye! Run a line of colour down each side of you page if desired. Play with this technique as it can be loads of fun and provide very interesting results on a page. Be careful not to saturate your page as it will buckle. Take time to let the paint dry, it only takes a few minutes. If the paper is too wet or buckles it can be ironed flat using an iron and pressing cloth. Iron from the back of the page, and do this before adhering your photographs.





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One more idea is to use the acrylic paints made for scrapbooking. These paints are specially formulated to use on scrapbook paper. Again remember not to saturate your pages so that they buckle or tear on you. This painting technique should be used as a highlight or added feature, not throughout the entire page. Also remember to paint on cardstock paper rather than scrapbook paper as it is thicker and will stand up better to the extra moisture.



Notice the tags in pockets on the left side of the page; these are great for notes on friends or special thoughts that not everyone should see. The metal discs are flattened bottle caps. These are used as mini photo mounts ( a picture of each friend could go on each bottle cap) and you can journal about your friend on the tag beside. The words on these pages are phrases about friendship that were found online. The words were then printed on clear, acid-free acetate sheets. The phrases were then cut apart and placed around the pages at random. There is also hopsack fabric on the pages that was stained with tea so it would blend into the page and not stick out too much. This fabric was to be used as a photo mat. Try this activity as it is lots of fun, quite easy to do and provides an interesting addition to a scrapbook.

***Some websites to check out on the subject of scrapbook paints and colouring are:***

[www.ehow.com](http://www.ehow.com)

[www.scrapfriends.us/articles/wet\\_on\\_wet\\_painting.html](http://www.scrapfriends.us/articles/wet_on_wet_painting.html)

[www.scrapfriends.us/articles/faus\\_stucco\\_background](http://www.scrapfriends.us/articles/faus_stucco_background)

[www.diynetwork.com](http://www.diynetwork.com)

Also check magazines and library scrapbooking books for more ideas.

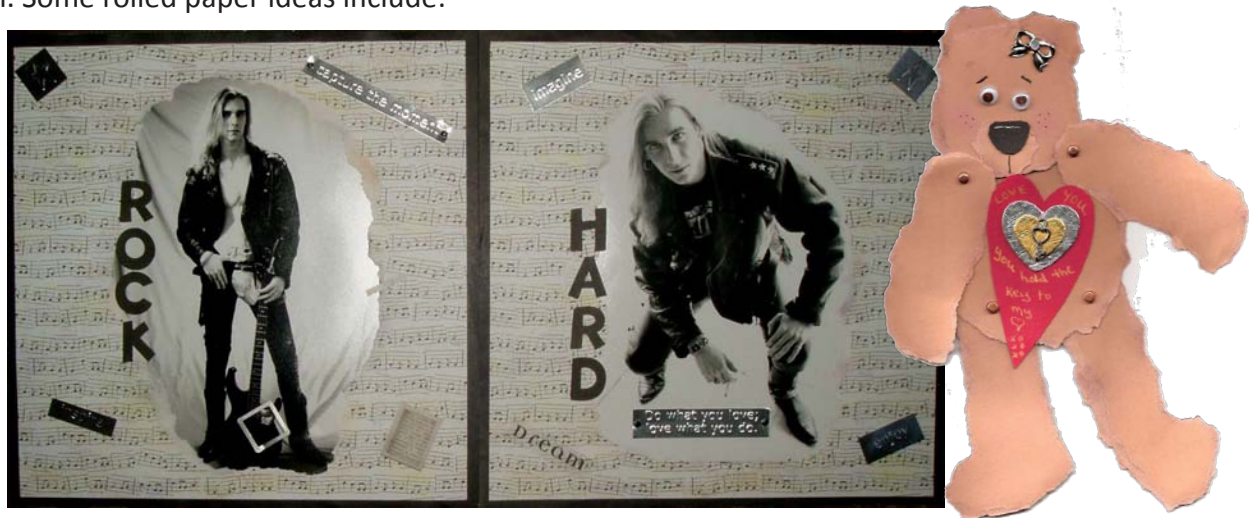


## Manipulating Paper

### The Next Level 5

#### Torn Paper and Rolling Paper Edges

Paper tearing was mentioned in the session prior to this one. It is a common technique used to add depth and interest to any page. Chalk does a great job on torn paper by bringing out added colour and depth. Now to take paper tearing one step further, try chalking and then rolling the paper edges into a curl. Some rolled paper ideas include:



- Tear a hole in the middle of the piece of paper and roll the edges from the center towards the outer edge. Now place your photograph or journaling behind this paper so it is peaking out from underneath. The pages above were done this way.
- Layering torn and rolled paper like in the beach scene in the previous session.
- You can make your own die-cuts like the torn teddy above. He was made with 6 scrap pieces of brown scrapbook paper and some darker brown chalk around the edges. If you want your paper to have a gilded edge, tear the paper and put gold or silver metallic on the wrong side of the paper. That way when you roll it you will have what looks like a metal edge.
- Paper scraping and sanding gives paper a weathered look. This technique ages the paper and is great for use in heritage pages, outdoor pages or even vintage pages. This technique is best done on cardstock as the paper is heavier and will stand up to the scraping and sanding better than thin papers. For scraping pull a pair of sharp scissors along the edge of the paper towards yourself. This will result in the paper becoming a little “fluffy” looking. Wipe away the fluff and you will see the edge of the paper has become softer, like the pages of a very old book.
- Sanding your paper is just that, but with an emery board from your basic kit. Not only does it sand down rough cut edges, but by sanding the surface of your paper it roughens it up and looks weathered. This will leave sand marks on the paper. Depending on the colour of the core (inside) of your paper it may show as white lines through whatever colour you have chosen to sand. If you are using the colour core paper you will find a different colour will show to the inside and will usually be darker than the outside colour. This provides a very interesting.



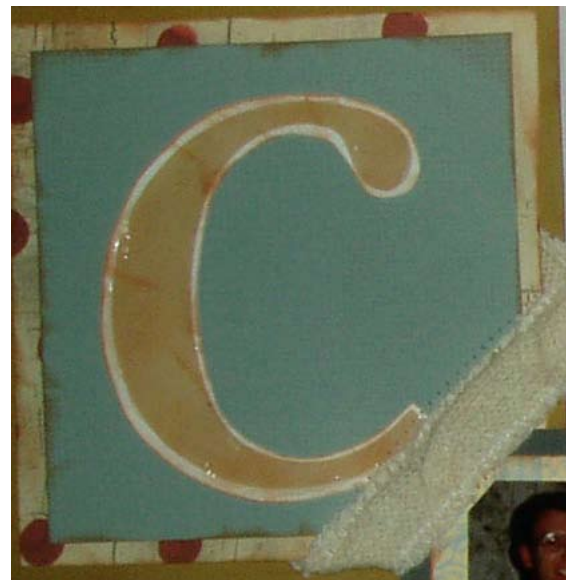
# The 4-H Ontario Scrapbooking Project

## Sewing on Paper

With a sewing machine stitch down other pieces of paper, cloth bits, and even buttons. Go carefully and slowly with the sewing as some sewing machines take exception to sewing on paper and may snag. Don't make the embellishment that you wish to attach too thick and be sure to carefully guide the paper through the machine. Do not glue the papers down, especially around the edges or where you intend to sew as this will gum up the needle and will be unable to sew. A zigzag stitch is the most common line to use but a straight stitch serves the purpose well also.

Faux sewing on scrapbook pages is done with a new gadget called a cutter bee. This little gadget is like the old fashion Dritz wheel that is used to use for marking patterns in sewing. The cutter has little teeth, that when run across the paper makes holes in the paper at an even rate and looks like a sewing stitch. There are different little blades that provide different looks on a page. These are safe little tool for young hands and the blades are retractable (or use an old Dritz wheel).

*\*\*Dritz is a trademark name for a serrated tracing wheel.\*\**



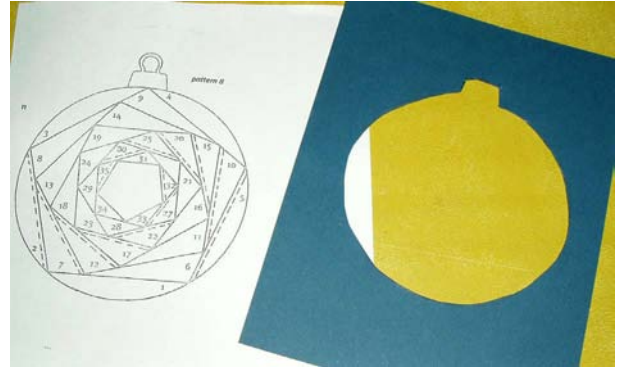


## Iris Folding

Basic instructions for making a card or on your scrapbook page.

### Iris Folding- The Necessities:

1. Paper in various colours and patterns. Gift-wrapping paper, insides of envelopes that have colour and scrapbook paper work well.
2. Cardstock
3. Paper trimmer
4. Scissors
5. Ruler
6. Pencil
7. Scotch tape
8. Templates for easy Iris patterns included



### Iris Folding- Step by Step:

1. Choose your design and colour of cardstock you wish to build on. Start with your piece of cardstock, either the size of your scrapbook page or sized for making a greeting card. Cut out a hole in the cardstock the size of the design you want to build.
2. Choose one or more colours to use in your design. Cut these papers into 1.5 cm (1/2") strips and fold then 1/4 of the way over as shown.
3. Tape the pattern (the piece with the numbers) to the table using the low-tack tape like masking tape.
4. Align the cardstock template FACE DOWN on the pattern and fasten with a small piece of low-tack tape at the corners. This creates a window for you to build on. Remember you are working on the wrong side of your paper and all your raw edges will be hidden once you turn your cardstock over.
5. Put your tape ONLY on the areas of the strip that will be touching the cardstock. You don't want to stick it to the pattern. Next, place the strip FACE DOWN along the line of #1. The folded or clean edge goes on the line and will be the finished edge that shows when you turn over your cardstock.





# The 4-H Ontario Scrapbooking Project

6. Continue following the numbers in sequence. Piece #2 lines up with the #2 line and the folded edge again goes there. Continue until all areas have been covered that you wish to cover. Overlap all pieces of paper so that no raw edges are showing from the right side (only the folded edge is to be seen on the right side).

7. If you are using this as a card front then fill in all the spaces. If you are using this on a scrapbook page and wish to put a picture behind the circle then leave off some of the strips from the center so a picture can be put in behind (where the shiny silver is in the example). The below example was a holiday card so a silver cord was put in from the wrong side during building to make it look like a holiday ornament.

8. When the piece is completed it is best to put it under a heavy weight to flatten it as much as possible. It can then be glued onto a card. Double-sided foam tape can be used as the topper as it can be a little bulky, and this gives a nice raised effect. Continue to add any other embellishments wanted on the card.



**Here are some websites to find free patterns for iris folding:**

[www.irisfolding.circleofcrafters.com](http://www.irisfolding.circleofcrafters.com)

[www.irisfolding.com/freepatterns.html](http://www.irisfolding.com/freepatterns.html)

[www.mykindofliving.com/crafting/paper/iris-folding-patterns.shtml](http://www.mykindofliving.com/crafting/paper/iris-folding-patterns.shtml)

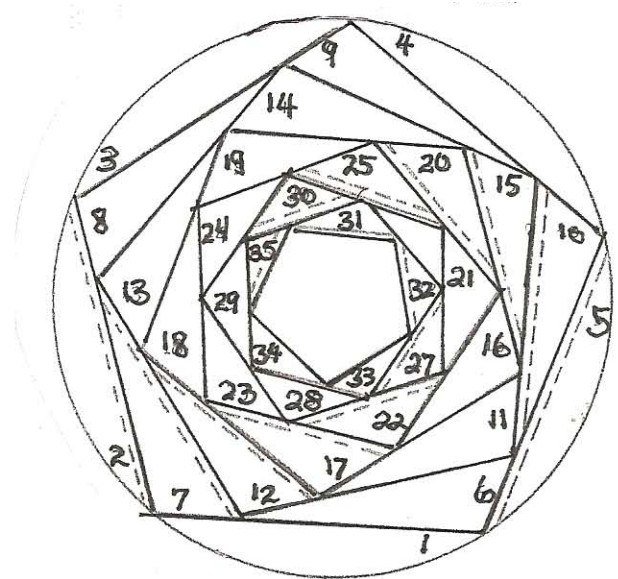
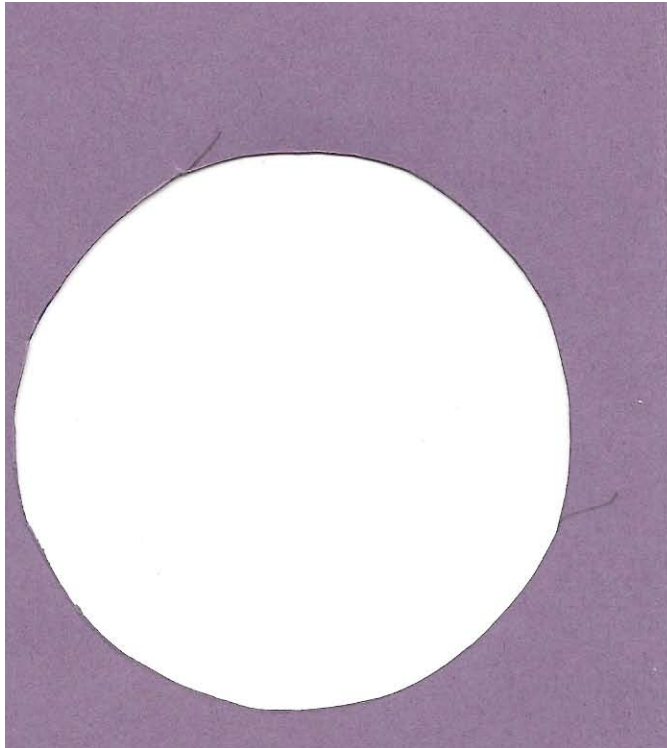
*Put a solid piece of thin paper over the back of the wrong (messy) side of the design so that it will not catch on any other papers and come loose with handling. When using this technique for a card, put something eye catching in the center.*

**tip**

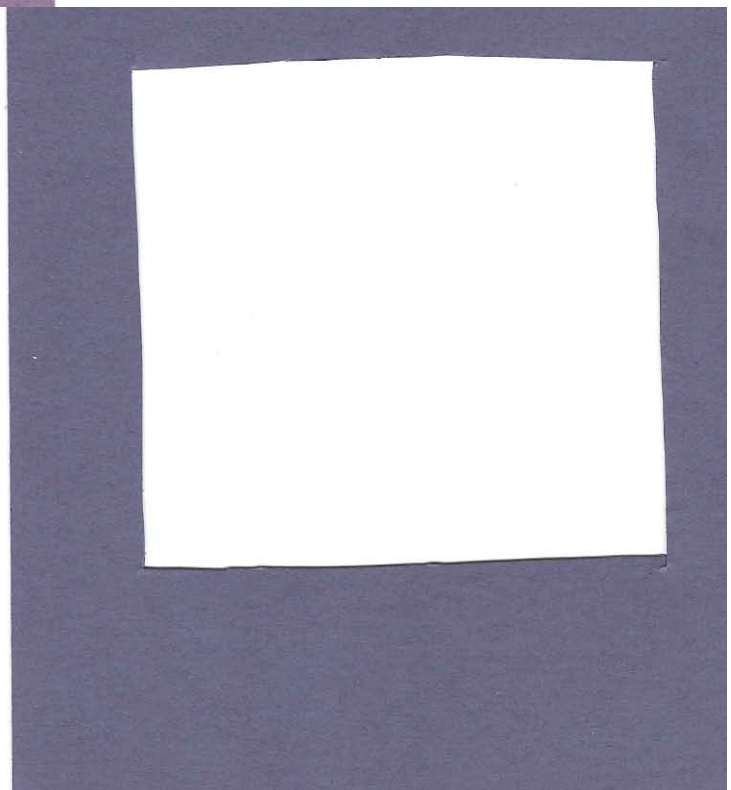
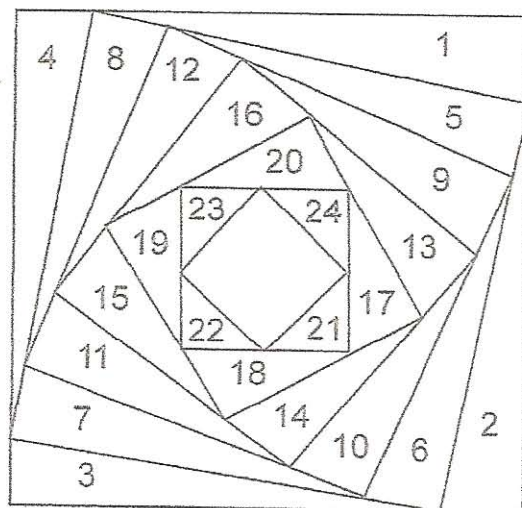


# The 4-H Ontario Scrapbooking Project

The two templates below are very simple and perfect learning examples. Photocopy/ scan and blow-up if you wish to increase the size of the iris.



Pattern for paper placement.



## Genealogy

### The Next Level 6

Genealogy is the study of a person's ancestors and a collection of information about those ancestors. The type of information you desire when studying genealogy is births, deaths, marriages, immigration to a country, war service, siblings and of course family names. The study of genealogy and family history promotes and encourages interaction between generations. It is a natural and interesting way to arouse member interest in history. People need to understand their past in order to understand their present and future.

#### Glossary of Terms

**Ancestor** – any person from whom another person is directly descended. For example, parents, grandparents, great-grandparents and so on.

**Descendants** – a person's children, grandchildren, great-grandchildren and son on.

**Emigration** – leaving one country to live in another.

**Family tree** – a chart that shows how people in a family are related to each other.

**Genealogy** – the study of a persons ancestors and the collection of information about that family.

**Generation** – people born about the same time and related to a person at the same level. This is a period of about 30 years separating each generation.

**Given name** – the name that parents give their child at birth.

**Immigration** – a person's entry into a new country to settle there.

**Maiden name** – a women's family name before marriage. Some women keep their maiden names after marriage, while others take their partner's surname. This practice of changing names is also at times country dependant. Some women also choose to hyphenate their last name thereby keeping their maiden name and adding their married name.

**Maternal ancestor** – is an ancestor on the mother's side of the family.

**Migration** – movement from one place to another.

**Paternal ancestor** – an ancestor on the father's side of the family.

**Sibling** – a person's sister or brother

**Surname** – a person's family name or last name.



## **How to Explore Our Heritage and Fill in the Blanks**

This topic lends itself very well to taking members on a trip out into the community or having a guest speaker come and speak. There are many people/ groups that specialize in history, the past and genealogy. Visiting a local museum, census office, or branch of the Ontario Genealogical Society could be fun. Inviting a member of the local chapter of the Genealogy Society is also an option. Visiting [www.ogs.on.ca](http://www.ogs.on.ca) to find the chapter nearest you. Having a member of the local Women's Institute or Historical Society would be very interesting. These people have the resources to access family records and interesting history about your area that the members can use. Some local libraries house local history also.

## **Tracking History on the World Wide Web**

There are websites available to track ancestry, but most cost money to join due, so unless you already belong to a site it is best for members to ask family members to help them fill in their family tree with as much information as they can find.

There is a great website that has interactive activities for all ages on genealogy. Visit [www.genealogy.gc.ca](http://www.genealogy.gc.ca) and go to "Learning Resources" and then to "Youth Corner". There are many online or printable activities for members of all ages. The activities are also printable or can be ordered for use in your club at no cost. Some of these resources have been included on the following pages.

## **How to Show Off Your Heritage**

Encourage members to do an ancestry tree to include in their Record Book and/or scrapbook. A sample Ancestral Chart is included to help get members started.

Remind members to photocopy old/heritage photos, and not use the originals in their scrapbooks. Using copies of these invaluable photos is always a safer option, especially when a "beginning scrapper".





# Ancestral Chart

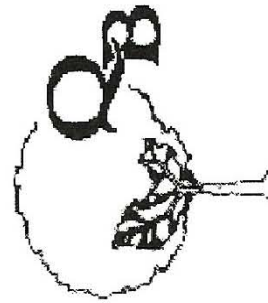
No. 1 on this chart is the  
same person as No. \_\_\_\_\_

on Chart \_\_\_\_\_

Chart No. \_\_\_\_\_

1 Born Place Married Place Died Place	2 Born Place Married Place Died Place	3 Born Place Died Place	4 Born Place Married Place Died Place	5 Born Place Died Place	6 Born Place Married Place Died Place	7 Born Place Died Place	8 Cont'd on chart	9 Cont'd on chart	10 Cont'd on chart	11 Cont'd on chart	12 Cont'd on chart	13 Cont'd on chart	14 Cont'd on chart	15 Cont'd on chart

Name of spouse \_\_\_\_\_



Courtesy of The Quinte Branch - OGS  
<http://www.rootsweb.com/~canqbogs/>









Hey, look at my special genealogical chart! Create a genealogical chart for 5 generations of your family. Don't forget to write your name and date of birth!

Name:

Date of birth:

# Give me five generations!

