

FG108



4-H Scrapbooking



NDSU
Extension Service

North Dakota State University, Fargo, ND 58105

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

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

Originally compiled by Greshen Clegg and edited by Paula Bearson and Sharlene Woffinden.

Permission to use received from University of Idaho, Caribou County Cooperative Extension Service.

Reviewed and revised by Linda Hauge, 4-H Youth Specialist, NDSU Extension Service, 2006

Resources

Simple Scrapbooks Magazine, *A Simple Guide to Designing Scrapbooks*, Primedia Inc., www.simplescrapbooksmag.com

Simple Scrapbooks, *A Simple Guide to Scrapbooking with Color*, Primedia Inc., www.simplescrapbooksmag.com

Additional Ideas and Web Resources

Archiver's Online – www.archiversonline.com – Scrapbooking ideas and articles.

Creative Memories – www.creativememories.com – Layout ideas, tips on photography, journaling and album ideas.

DIY Network – www.diynetwork.com – From this site search for scrapbooking. Includes free templates to download; information on photography, journaling, layouts, crops and organization.

Free Scrapbooking Ideas – www.free-scrapbooking-ideas.com – Layout ideas and articles.

Scrapbooking 101 – www.scrapbooking101.net – Basic information, layout ideas, scrapbooking terms with definitions, lots of scrapbooking ideas for the beginner and more advanced scrapbooker.

Scrapbooking Your Memories – www.scrapbooking-your-memories.com – Basics of scrapbooking, tips on photography, layout ideas and many other suggestions.

Creative Scrapbooking – www.creativescrapbooking.com – Layout and album ideas, photography tips.

Suggestions for Completing 4-H Scrapbooking Project

- Complete all six lessons.
- Set at least **one** goal that you want to achieve in scrapbooking.
- Give an oral presentation (demonstration, speech or illustrated talk) related to this project.
- Complete county 4-H project record requirements.



Exhibit Guidelines

- Album size should meet the needs of the exhibitor.
- Album must be made by the 4-H member and should include the required number of pages (per age division).
 - Under age 13 – six to eight pages (front and back)
 - Age 13 and older – at least 10 pages (front and back)
- Pages are exhibited between a front and back cover.
- Pages are exhibited in plastic protectors.
- Pages should follow a theme or be in chronological order.
- All photos should be labeled and journaling should be appropriate for the page.
- Use photo-safe products to create the album.
- For more details, check the 4-H Scrapbook Project Scorecard on the back of this publication.

Lesson 1

What You Need

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

Albums

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

❖ **Size** – The size of your scrapbook is a matter of personal preference, but you will want to consider the availability of supplies, as well as how many pictures you want to fit on each page, when you make your choice. Theme albums frequently lend themselves to smaller-sized books.

- 6-by-6, 7-by-7 and 8-by-8-inch albums have small pages that will hold one or two

pictures to a page. This size can be great for a theme album or brag book to tote around.

- 8½-by-11-inch albums are the size of a notebook. This size allows you to put three to five pictures to a page. You usually can find supplies for this size.

- 12-by-12 allows you to hold more photos than the other albums. Getting supplies for this size usually is easy. However, it might be harder to fit on a bookshelf because of the size.

❖ **Three-ring** – These have rings that snap apart for easy page insertion and removal.

❖ **Spiral-bound** – These wire-bound albums have permanently attached pages. They are ideal for one-topic or themed scrapbooks.

❖ **Strap Style** – These use plastic straps that thread through staples, which will allow the pages to lie completely flat when the album is opened.

❖ **Post-bound** – These use a set of threaded bolts to bind pages together. They offer the flexibility to add or rearrange pages.

Page protectors

Page protectors are clear, acid-free plastic sleeves that slip over completed pages to keep them clean and looking their best. The strap style has its own design. The same protector usually fits the three-ring and post-bound binders.



Paper

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

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

Adhesives

Choose adhesives that are scrapbook-safe. They come in a variety of forms, from aerosol sprays and liquid pens to peel-and-stick tabs. Many can be used either for permanent or temporary bonds.

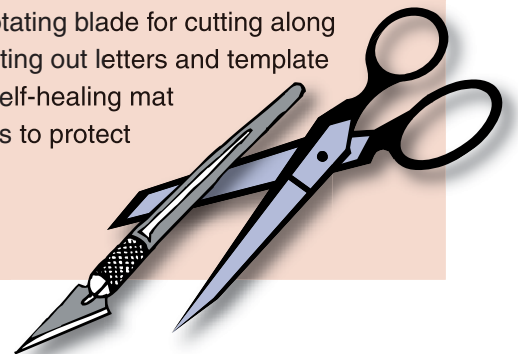
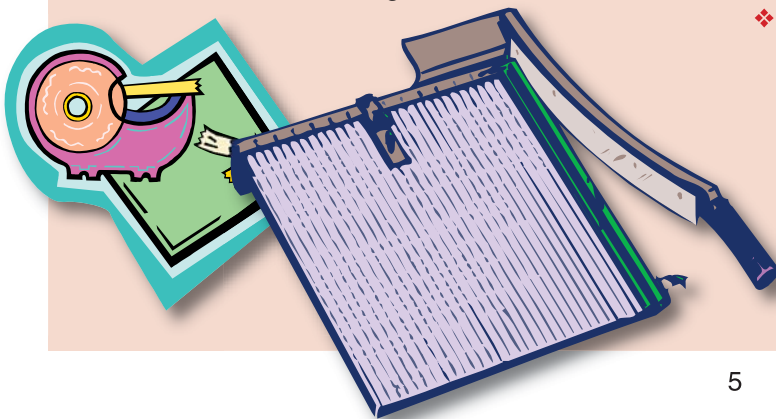
- ❖ **Double-sided tape, dots and tabs** – Double-sided adhesives are an easy way to adhere items to a page. The tape works best for adhering photos to mats or large elements to background papers. Dots are good for adhering small items to layouts. White and transparent tabs, which come in rolls and refillable dispensers, are great for securing both small and large items.

- ❖ **Photo corners** – Today's photo corners with peel-away or lick-and-stick backings are available in many colors. They offer flexibility in that the corners, not the photo, are attached to the layout.
- ❖ **Liquid adhesives** – They come in handy when attaching small embellishments. Liquid adhesive is available in a bottle, stick, pen or wand applicator. Because the consistency varies and wrinkles may result, experiment on different types of paper before applying to your layout.

Cutting tools

Cutting tools are essential to scrapbooking, and reliable tools are a good investment.

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



Writing tools

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

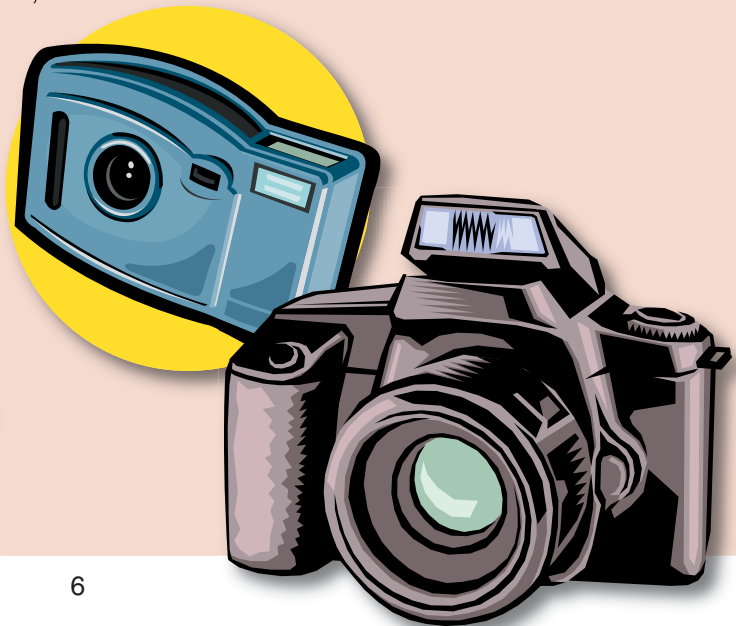
- ❖ **Felt-tip markers** come in several different tip styles.
 - Monoline pens, which have tips that range from very fine to thick, can create smooth lines for basic lettering, captions, borders, illustrations and line art.
 - Chisel-point markers produce distinctive decorative lettering and designs.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



Photos

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

- ❖ **Visualize the end from the beginning** by deciding what types of albums you want to compile. Are you working on a family book or creating a book on you? Do you have an album just for holidays, vacations and family reunions? This is an important first step because it determines how you sort your photos.
- ❖ **Sort it and store it.** Begin by simply taking a stack of photos and sorting by person or event, depending on the albums you’re putting together. Once you have sorted your pictures, write the names of people in the photo and the date (at least the year) on the back of your photos. **Use a photo pencil.** Storing your photos and negatives is the most important step. You do not want to store them in extreme temperatures or in places that are moist. This can result in rapid aging of your photos and negatives. Store them in acid-free products and in a place that stays at a moderate temperature. If available, store precious negatives and papers in a safe deposit box.



Scrapbooking Lingo

Get to know some of the terms and talk of scrapbooking.

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

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

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

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

Crop – Trimming unwanted backgrounds from a photo.

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

Embellishment – Any item used to enhance or add decoration to a scrapbook page, including stickers, die cuts, borders, charms, tags, fibers, buttons.

Layout – The arrangement of a photo or photos and design elements that go together. A layout can consist of one, two or more scrapbook pages.

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

Lignin-free – Lignin causes paper to yellow when exposed to ultraviolet light. Most paper, other than newsprint, is lignin-free. (Some construction paper is lignin-free.)

Matting – Placing a piece of paper behind a photograph to emphasize it or act as a buffer between the photo and the page.

Nonbleeding – The ink or paper will not bleed onto the rest of the paper when water is added.

Permanent ink – A water-proof, fade-proof, nonbleeding ink.

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

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

Pigment ink – Thick, opaque, water-based ink. Very slow drying. Pigment inks keep their color longer than dyes.



Lesson 2

Designing a Page

1. Sort through your photos and select a theme. Five to 10 photos fit on a two-page spread and three to five photos fit on a single page. Keep in mind that you don't have to scrapbook every photograph; only select the best photos to highlight the event, feeling or moment you want to convey.

2. Create a title. A title sets the mood for the entire layout. Take some time to come up with a catchy phrase. You may even think of a title first, and then gather photos to fit that theme. Keep it simple.

3. Keep a focal point. The focal point is the primary image or area on the page. It's where the eye looks first. It may be a centrally located photo, a photo that is larger than the others on a page, a unique or exceptional photo, or a photo that is matted with a special paper or technique that makes it stand out from the others. Supporting images elaborate the main photo or theme. They may be smaller than the main photo and either depict the same scene or time as the primary shot or provide extra information. *Note:* Sketch your layout on paper before putting it together. This will help you save some time.

4. Create balance. Large, bright and busy photos feel heavier than their counterparts. Place your selected photos on the page and move them around until the page is balanced so no one area overpowers the others. If you are creating a two-page layout, make sure the pages don't appear lopsided. They need to flow into each other.

Formal Balance – Layout is the same if divided in half. Each half would have the same element.

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

Activity:
Find examples of a formal and informal balance in magazines and paste on a worksheet.



Balance Worksheet

Formal Balance

Informal Balance

Lesson 3

Learning Color Basics

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

- ❖ Use color from your photos. An easy way to make sure the colors on your layout enhance your photographs is to use cardstock or paper in shades that match the colors in your photographs. Select which colors to use by deciding which items or people in the photos you'd like to highlight. If you're working with several photographs with different color schemes, draw the colors from your focal-point photograph.
- ❖ A monochromatic color scheme uses shades, tints or tones of one color to add interest to a layout. This can help emphasize or bring out portions of a photo. If you are having a hard time picking out a color scheme for your layout, start with a monochromatic scheme.
- ❖ Choosing colors for a layout can be overwhelming. Choose a color that will reinforce a mood or feeling. Ask yourself what kind of feeling or mood do you want to capture. "Cool" colors—blues and greens—are calm and relaxing colors, and "warm" colors—reds, oranges, and yellows—are energetic and exciting.
- ❖ Many colors are associated with holidays and special occasions. Oftentimes they automatically are used in layouts. Try to use other colors of the season or holiday. Bring out some of the colors in the photos and express the theme through your journaling and other accents to put on your layout.
- ❖ Patterned paper and other textured paper also can portray a theme or event. Ask yourself if the patterned paper fits the mood and the feeling you're trying to portray. When using patterned paper, make sure it doesn't take away from your photo. Place a solid color between the photo and the patterned paper to separate it from the background.

Activity:
Select and mount three different colors with an example of a tint and a shade of each.



Color Experiences

Select and mount three different colors with an example of a tint and a shade of each. The difference between a tint and a shade:

Example:

Tint	Selected Color	Shade

Lesson 4

Cropping and Matting Photos

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

The first decision you want to make is which photographs, if any, you want to crop or shape for your layout. Before you start randomly cutting your photos into shapes, look at each photo carefully and ask yourself these questions:

❖ **What is the main subject of this photo?**

Think about what you want to show the viewer with this photo. Crop off distracting backgrounds to make the focus of a photo clearer. Keep in mind the other photos you will be using in your layout.

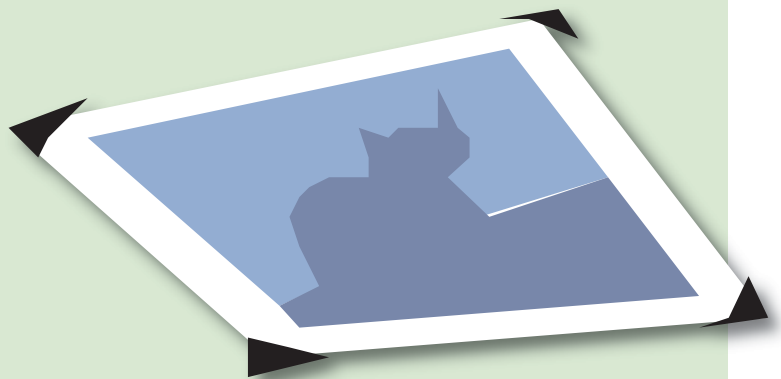
❖ **Would the subject of the photo look best if the photo were shaped or unshaped?**

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

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

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

Note: Don't crop Polaroid photos. The chemical in the paper will leak and damage your photos. Instead, use a scanner or check with your local photo developer to make a copy of your picture and crop the copy.

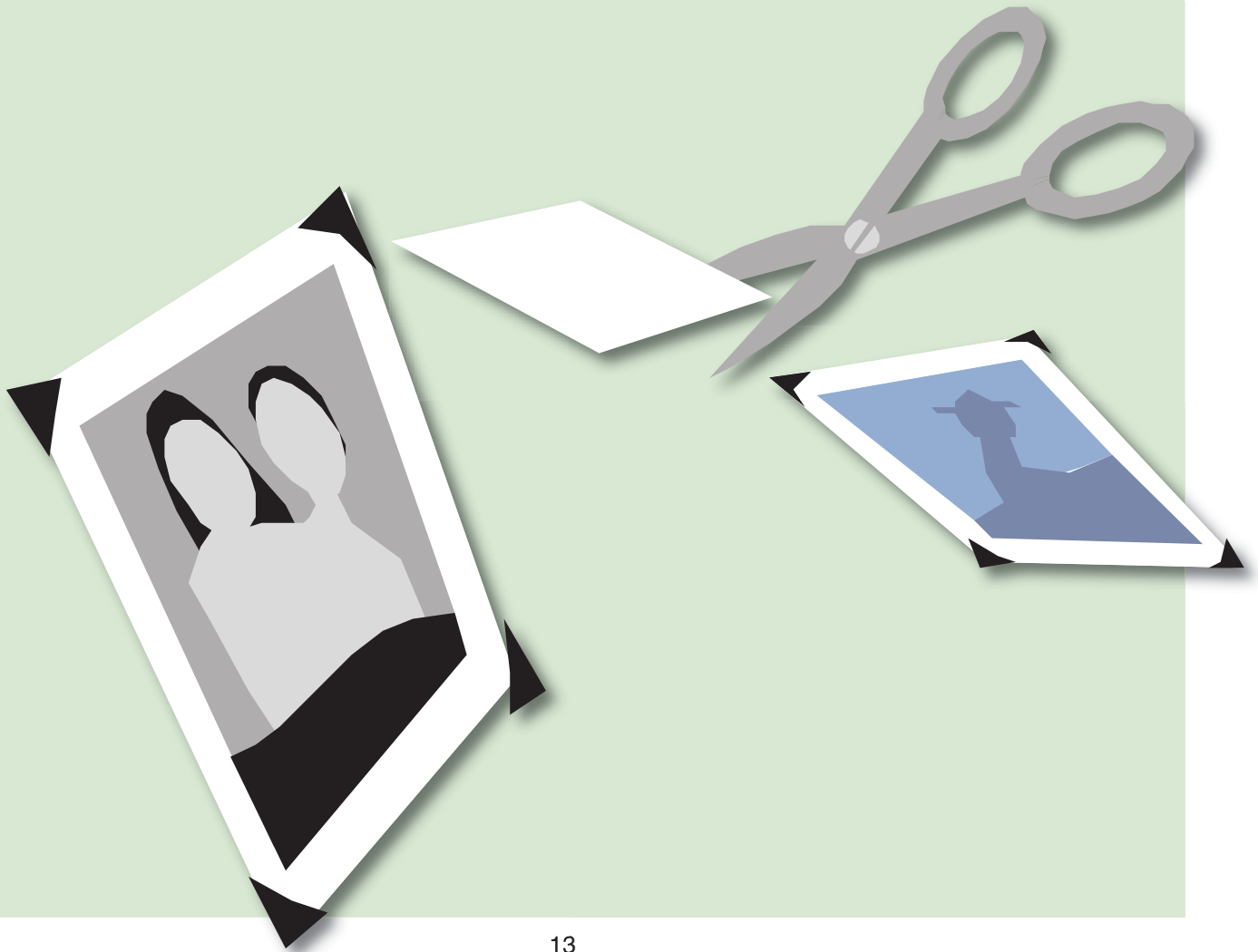


Matting

Matting is adding dimension to complement and accent the photo. Matting will help focus attention on the photos and add visual interest and balance to a layout. Not every photo needs to be matted. You can add one or more colors to a photo. Remember not to take away from the photo and the focus of the layout.

- ❖ Add creativity to your mats. Mats can be simple or elaborate. Use decorative scissors to cut the outside of a mat.
- ❖ Use smaller, simpler mats for smaller photos. Use bold and elaborate mats for larger photos.
- ❖ Cut the center out of stationary to create a mat.
- ❖ Use different shapes for mats. They don't all have to be round, square or oval.

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



Lesson 5

The Importance of Journaling

Journaling completes your page or pages. It sometimes feels like it is the hardest part of the layout. But it is the most important part of your scrapbook. You can capture moments on film, but the journaling is what tells of the excitement and motions of that time. You need to journal your pages so when someone sits down to look at your scrapbook, you don't have to explain what the picture and pages are all about.

Some questions to think about when you are journaling:

- ❖ Am I going to write in first, second or third person?

First person is I and me.

Second person is you.

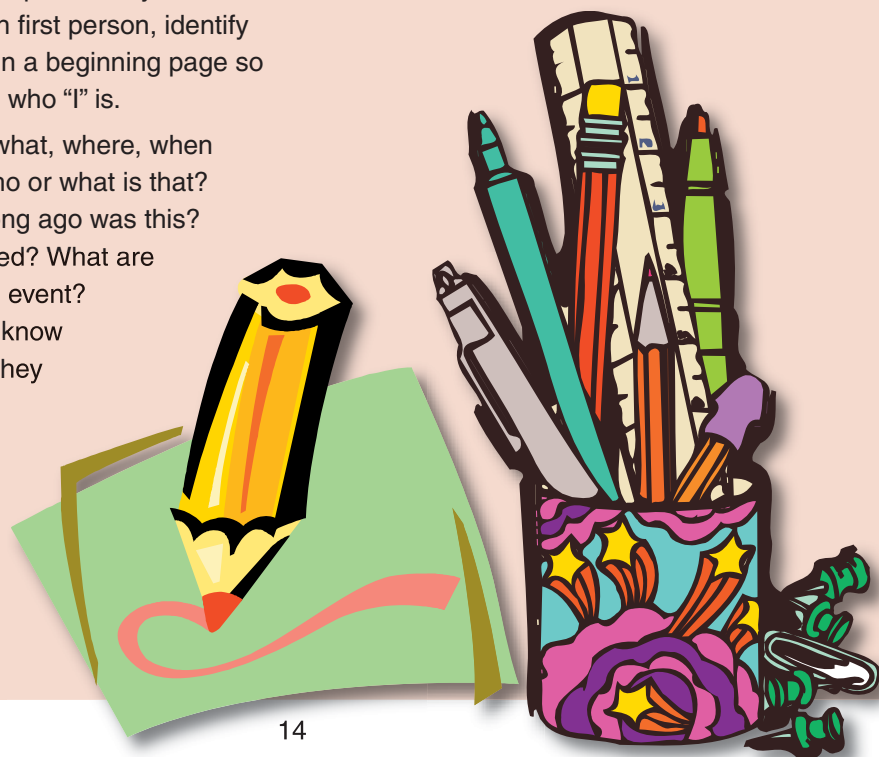
Third person is he, she and they.

Some scrapbooks may need a combination of first, second and third person. If your scrapbook is done all in first person, identify yourself as the author in a beginning page so people aren't guessing who "I" is.

- ❖ Ask yourself the who, what, where, when and how questions. Who or what is that? Where are we? How long ago was this? What is being celebrated? What are your feelings about the event? Use details so you will know who people are when they get older.

- ❖ Use a theme to write about. This helps keep the focus on the reason you are scrapbooking. On some pages, journaling may even be the main focus of your layout.
- ❖ Write about reactions to 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 the subject. Interview people and add that into your story. Each layout has its own personality and reason for being part of your scrapbook.

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



Lesson 6

Adding Embellishments

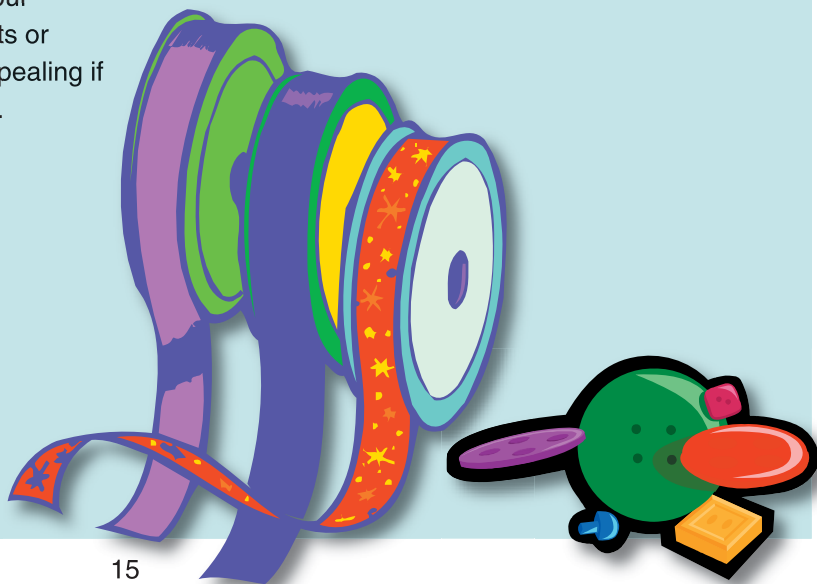
When you go to a scrapbook store, you will find a wide variety of embellishments to add to your layout. The use of embellishments, such as stickers, die cuts, ribbon, fibers, buttons, tags and charms, can enhance a scrapbook page, but too many embellishments will take the focus away from the layout. Remember the important part of scrapbooking is the pictures and journaling. Embellishments are to enhance the layout. Overdoing it can be easy.

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

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

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

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





4-H Scrapbook Project Scorecard

Area Being Judged	Excellent	Good	Needs Improvement
1. Scrapbook Exhibit			
<ul style="list-style-type: none"> • Pages are exhibited between a front and back cover 			
<ul style="list-style-type: none"> • Pages are exhibited in plastic protectors 			
<ul style="list-style-type: none"> • Completed number of required pages <ul style="list-style-type: none"> - Exhibitors under age 13 (6 to 8 pages) - Exhibitors age 13 to 18 (10 pages) 			
2. Photos and Memorabilia			
<ul style="list-style-type: none"> • Memorabilia and/or photos entirely encased in a protective sleeve 			
<ul style="list-style-type: none"> • Newspaper articles photocopied on acid-free paper or laminated 			
3. Neatness Counts!!			
<ul style="list-style-type: none"> • Legible handwriting/typing 			
<ul style="list-style-type: none"> • Neat with no smudges or smears 			
4. Journaling			
<ul style="list-style-type: none"> • Correct spelling 			
<ul style="list-style-type: none"> • Every photo labeled 			
<ul style="list-style-type: none"> • Journaling appropriate for page 			
5. Cropping and Layout			
<ul style="list-style-type: none"> • Interesting layouts 			
<ul style="list-style-type: none"> • Variety of pages 			
<ul style="list-style-type: none"> • Quality of cropping and editing of photos 			
6. Photo-safe			
<ul style="list-style-type: none"> • Use of appropriate pens and markers 			
<ul style="list-style-type: none"> • Use of photo-safe albums 			
7. Sense of Entire Project			
<ul style="list-style-type: none"> • Preserves the 4-H'ers' memories effectively 			
<ul style="list-style-type: none"> • Interesting and variety of page layouts 			
<ul style="list-style-type: none"> • Chronological or thematic order of pages 			