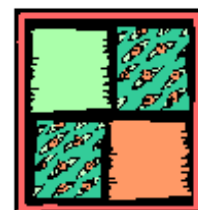
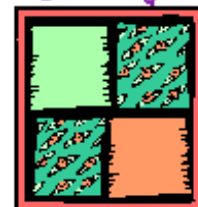


# Scrapbook Fun

# Princess Crafts

.COM



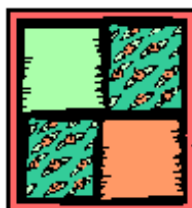
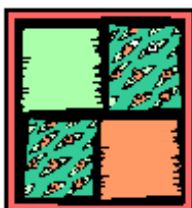
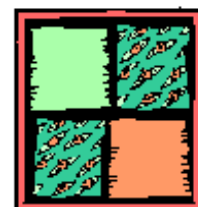
Scrapbook Fun with  
 ©Microsoft ©PowerPoint 2000  
 By Katherine Waddell



Although Microsoft PowerPoint was specifically designed as an office slide show presentation tool, I have found it to be great for all my scrapping needs.

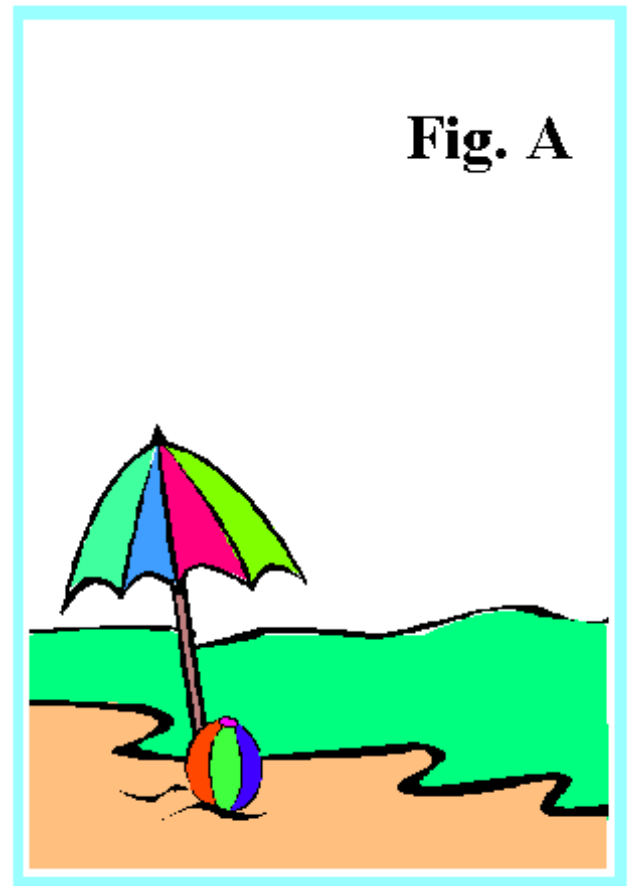


This instruction guide will walk you through the basics of creating professional looking scrapbook pages of your own. I have used several other graphics Programs (Corel, Serif) but prefer using PowerPoint for its ease and flexibility.



**Building background pages:** There are three sources for your background art: clip art libraries, clips online and personal collections. To begin, open a blank slide. Go to File (drop menu), **Page Setup** and select Portrait. Change numbers on the left to your desired paper size. I use 8 inches wide x 10.5 inches high. I find that leaving a 1/2" minimum border lets me use maximum page coverage without a lot of wasteful space around the outside border. **Note:** If you're lucky enough to have a borderless printer, change width to: 8.5 and height to: 11.0 to use maximum paper space.

**Clip Art Libraries:** Start with Insert (drop menu) - **Picture – Clip Art**. Type in the category you are interested in where it says "**Search for clips:**" then choose your picture. I chose the vacation category (**Fig A**) for this example. This is a ready made beach background. Drag the clip art right onto your blank page. Use the picture corner arrow and diagonally stretch your picture to fit the page. It's okay if the picture is not kept in it's original proportions, since you are using clip art. If using a real photo, you will not want to stretch to fit if the proportions will be skewed. In that instance, you will have to tile your photo to fit or do not use it as a background image. Try to build your page from the bottom foundation up (back to front). This will help to avoid having to re-layer pictures later. To re-layer your pictures, right click on the picture and choose **Order - Send to Back** or **Bring to Front**, whichever applies. Your background is complete and ready for you to add pictures.



**Fig. A**



**Fig. B**

**Clips online:** Open your Internet web browser and then return to PowerPoint and select Insert - **Picture – Clip Art**. In the dialog box you can select a button that says - Clips Online. When the dialog box asks if you are already connected to the Internet, select yes. This takes you to the @Microsoft Office Design Gallery. (This requires that you have Microsoft office with PowerPoint). Search for: clip art category – Search in: backgrounds **Fig B** – Results should be: clip art or photos – Order by: colorful (You either open the image or save it directly to your hard drive. Drag picture to your blank page. In my example, I chose **Children - Backgrounds - Clip Art - Newer**, in the 4 drop menu selections. This children's border (**Fig B**) can be used as a background. Drag picture to blank slide and stretch to fit. This makes a quick and easy background for your photo pages. All you have to do is add your own pictures. Then add this to your scrapbook.

**Alternate Clip Art Sources:** To use clip art or photos from your personal clip art collections is also done with minimum effort. Select **Insert - Picture - From File** - then browse your computer directories, using the Insert Picture window menus until you find the picture you want to use.

**Tiling Clip Art:** Here (**Fig C**) I selected a picture from Microsoft Design Gallery and connected 5 identical images to use as a background. If you are using clip art with a clear background, it is easier to line them up evenly if you add a border line. To create the border line, select picture then go to the drop down menu under **View – Toolbars**. Make sure the drawing box is checked. Then simply push the button with the paintbrush picture on it at the bottom of your screen. This is the line color button. Select a color and instantly you will have a line drawn around your picture. Once all your clip art pictures have boxes around them, it is very easy to line them up exactly. Position them so that the lines fall over the tops of each other to form a straight line. If you put this in the 150% view it is much easier to see. Using the arrow buttons to move pictures left and right. Get them lined up as close as possible without overlapping. Then you will need to use the Control key on your keyboard along with the arrow keys to make slight adjustments until they are lined up perfectly. If they don't stretch completely across the page, don't worry. We will fix that later. Your line colors should all be the exact same color and width. If one is darker or thicker than the other lines, you have not lined it up exactly. To group, use your mouse and position the arrow key past the sides of your page. This is easiest accomplished in the 50% view from the top tool bar. Click and drag a dotted box all around the grouped pictures, making sure that you go past each one (or you can hold the shift key down and select each picture individually). After you have your box encircling all the pictures or they are highlighted, right click on one of them and select Grouping and then the Group button. Now all of the pictures will be moved as a group. Stretch them to fit to the edge of your paper sides. You can always ungroup your pictures after alignment. (**Fig C - Fig D**). A very easy way to tile your own pictures is to draw a box encircling your entire page, using the pre-drawn images located on your bottom tool bar. Click on the box and select fill effects, which is the little arrow just to the right of the colored paint can on your bottom tool bar. Choose the **texture** option tab – then the **other texture** button to browse your computer. This will automatically tile your background. However, if you want it staggered, you will have to do it yourself (which I will show you how on the next page).

**Fig. C**



**Fig. D**



**To tile images for background:** Right click on picture group and paste enough copies to fill your page. Then, align all the rows. Remember if you don't make it all the way to the top of your slide, just group the whole page and stretch or shrink to fit. I generally turn off the snap command by going to the draw button on the bottom toolbar. Click on **Draw** and go up the menu to **Snap**. Make sure that no buttons are depressed. This allows for easier alignment and placement. If snap command is left on, your picture groupings will automatically jump to the closest grid or ruler shape. While this is a very handy tool to have for side borders, it can make lining up pictures from top to bottom a bit difficult. If you want total control of your art, you must have snap turned off. To delete lines, make sure your whole page is grouped. Then select the line button once more and select the **No Lines** at the top of the dialog box. This will instantly delete all the lines around your images in one quick and easy step (**Fig D**).

**Staggered Backgrounds:** To create a staggered background to go with any theme, start by choosing a picture and then fading it to a watermark picture. To make the watermark, select a picture and copy it to your page. Right click on the picture and select **format picture**. This brings up a dialog box. Select **picture** tab and move the **contrast slide bar** to a lower number and the **brightness bar** to a higher one. Experiment and make it as faded as you like. I find that 70% on brightness and 30% on contrast works well for the look I like. You can still see what the picture is, but it does not detract from the photos you paste over it. Tile your picture alternately over the whole slide to have a beautiful scrapbook page (**Fig E**). To tile alternately just copy and paste 1 row of pictures. Off set the second row under the top one. Then ungroup the shorter line to delete one of the pictures. Re-group that line and then group both lines together. Copy and paste both lines over whole page. Remember if they don't quite cover the whole page, then group all rows together and stretch or shrink to fit. **Fig E**



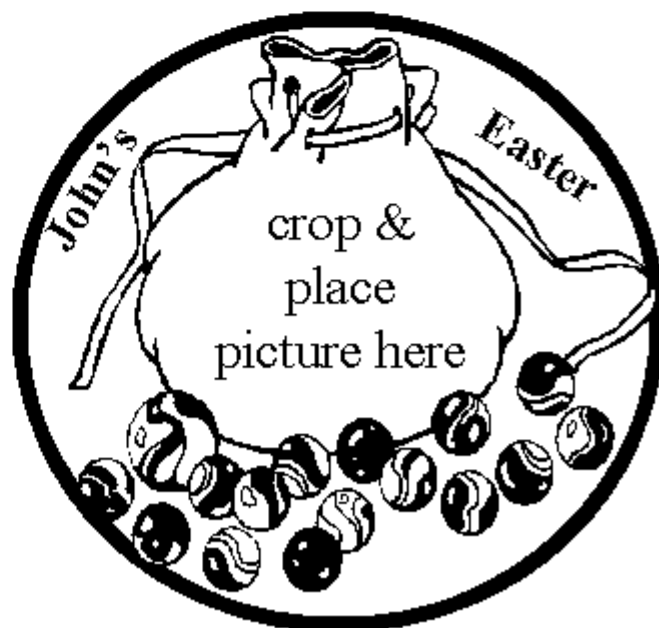
**Fig. E**

**Building Frames:** A frame with a matching theme picture looks very nice with this faded background. To make frames, draw two shapes. Make sure that the top one is smaller than the bottom one. Arrange and group them together. Use the same picture (not faded) on the frame and other pictures that match your theme around edges. Add a name tag (my oval for baby's name (**Fig F**)). Remember you can also use pictures themselves as frames and add words directly on them. I started by drawing a circle, then imported my picture frame (marble bag) on top and added a name. (**Fig G**).

**Fig. F**



**Fig. G**

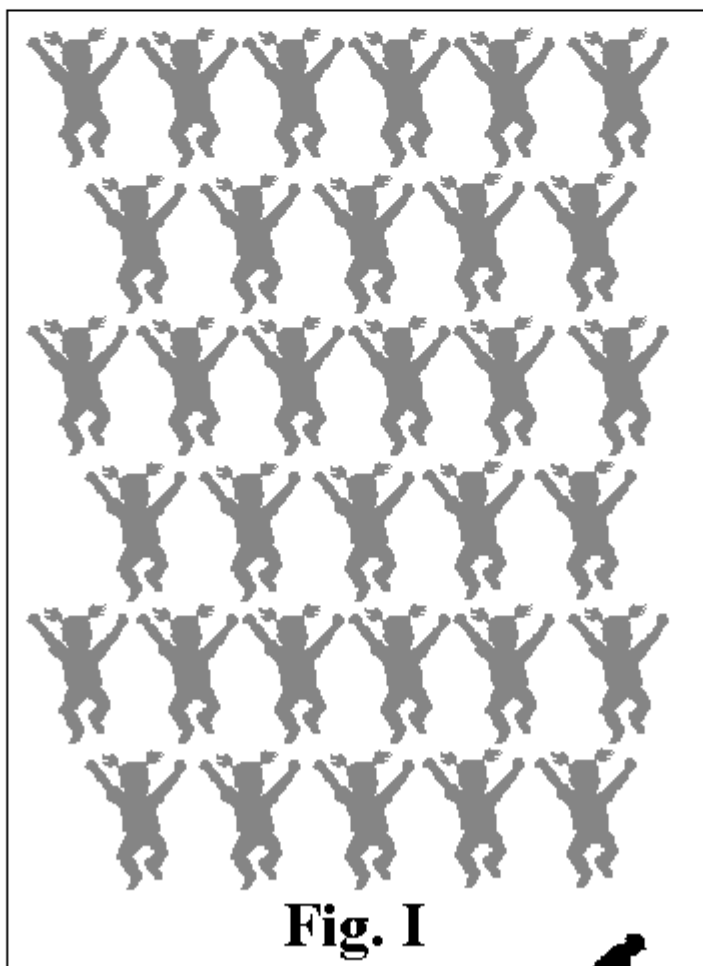
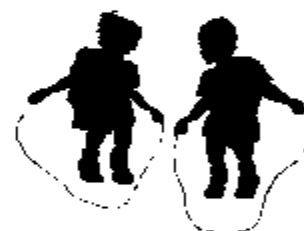




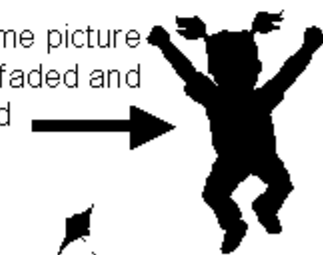
**Fig. H**



**Scrapbook Borders:** To build this cute theme border is amazingly simple in PowerPoint. Just select pictures from the Design Gallery and arrange them around the page until you are happy with your border layout. Then group pictures and shrink or stretch to fit the page (Fig H). I have used this border in my own grandchildren's scrapbooks. All these silhouettes can be found on the Microsoft Design Gallery web site by searching **children - clip art - black & white**. When making borders for your scrapbooks, don't forget that searching in black and white can be quite rewarding. To make a two page matching spread for scrapbooks, use normal pictures on one page and fade and shrink matching pictures to make a second page staggered background to accompany the first one. This technique looks very professional (Fig I).



Same picture un-faded and tiled →



**Fig. I**



**Frames:** Adding custom frames around your pictures adds a touch of class to every page. There are 4 methods that I find easy to master. They are Solid Frames, Clip Art frames, Picture texture frames and Patterned frames.

**Solid Frames:** To make solid frames (**Fig J**), draw your frame first, using your drawing toolbar at the bottom of your screen.

For my example I used an autoshape figure. I chose

**Autoshapes – Basic Shapes – Rounded cornered rectangle.**

Begin by drawing a large shape and then a smaller shape on top. Arrange your shapes any way you like. Remember they don't always have to be centered. Choose your fill color and line color from the bottom tool bar. For the top shape, choose a line color and then fill with white. Add any words or pictures you want. I am of the opinion that you can never have too many colors and pictures in scrapbooking. However, some people prefer a more conservative look.



**Fig. K**

**Clip Art Frames:** For this elegant wedding frame (**Fig K**), I drew a square and filled it with a light purple color. Then I drew a white box over the top of it. After the basic boxes were finished, I chose a clip art picture from the Design Gallery and stretched it to fit just over the white box. Last, I added words and clip art pictures to continue the wedding theme. Experiment using light words over dark frames and dark words over light frames.

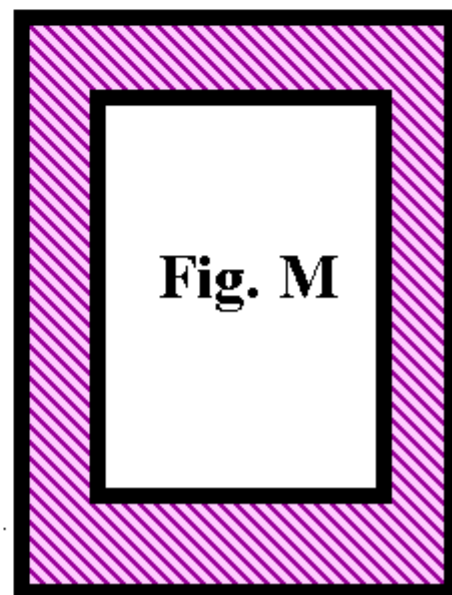
**Picture Texture Frames:** You can actually import your own pictures into a frame. A sunset or forest scene looks wonderful in these frames. It is fun to experiment with different pictures. Make a square shape. Right click on shape and chose format auto shape. Choose the fill color drop menu and go down to the fill effects. Select the **texture** tab and - **other texture** in the dialog box. In my example (**Fig L**) I have



used a picture of pronghorn deer grazing in a field. It adds an unusual texture to your frame. You can also insert your pictures in this way to make a computer generated ready-made scrapbook page as I did in **Fig. K**. You don't have to crop your pictures if you insert and print them this way. I inserted the picture into the solid white box that was placed over the larger bottom one.

**Patterned Frames:** To make patterned frames (**Fig M**), make your bottom frame with a smaller white frame on top. Select the bottom box and choose the **fill key** at the bottom of your screen – **fill effects - pattern** - then choose a foreground and background color with your desired pattern. I chose a vertical striped pattern with dark pink as the foreground color and light pink as the background color. It only takes a few minutes to create your frame.

Now for the hard part - cut and mount it in your scrapbook with your picture!



**Building Text Boxes:** This is my favorite part of scrapbook building. The addition of text boxes or circles add elegance for your scrapbooks. There are two easy ways to do this. The first option is to draw text frames using your drawing tools located at the bottom of your screen. Notice there is a circle or square shape. If you select **AutoShapes**, you will find more shapes to try. Add clip art and words to your shapes. Change colors and line thickness also using the tool bar. (Fig N & O).



The text boxes on this page were all built in less than 5 minutes.



Another example for a text box is to use clip art pictures as borders and add words (Fig P). This is an actual Microsoft clip art picture, to which I have added the words "Baby's First Christmas". Always try to match your font color and style to go with the theme for your page. Don't forget to experiment with white letters on dark backgrounds (Fig Q & R).



Fig. Q



Fig. R

**Tips:** Most computer inks are acid free and safe for scrapbooks. Watch out for background colors in some clip art. Backgrounds must be transparent or they will be noticeable over other colors. If the background is solid white and you are printing on white paper, you won't notice anything. However, if you are adding a picture with a solid white background over another colored object, you will see the difference. There are many sources for collecting clip art on the Internet to use for your albums. Try a search for example: "Easter clip art" and you will be able to view many choices. The same goes for many popular children's characters. I also like to create scrapbook pages of my family's current photos to hang on my walls. When a new picture becomes available, I just remove the old one and add it to the family album (it's already scrapped) and then hang the new scrapped picture in it's place. Finally; experiment, be creative, but most of all have fun!