Name_____

Creating Your Own Postcards

You may want to supplement the Postcard Set with additional images. You can purchase images at museums or from catalogues, or cut out pictures of posters from art poster catalogs and paste them on cardstock. However, one of the best ways to get these images is to download and print them from the Internet. The postcard activities include suggestions to help you choose supplemental images. Art history textbooks may be helpful. They can give you ideas of artists or styles that relate to your lesson materials.

To create postcards from images you have found on the Internet, open a word processing program like Word Perfect or Microsoft Word. Next, open Netscape or Internet Explorer and use a search engine to find an image you want to use as a postcard. Another way to search is to go to art sites, such as artcyclopedia.com and the Springville Museum's web site www.sma.nebo.edu, and search their databases.

Once you have found a desired image, move your cursor to anywhere on the image. This will select the image. If you are using an IBM type computer, then click and hold the right mouse button until a pop-up menu is displayed. Move the cursor to select the menu choice " save image as." A new menu will appear that will allow you to name and save the file in any directory you choose on your hard drive or floppy disk. Now go back to your word processor and select "insert" from the menu bar, and a new pop-up menu will appear. From the insert pop-up menu, select "graphics," and then a new pop-up menu will appear. Choose the option "from file." This will allow you to insert the image you saved as a file from Netscape or Microsoft Internet Explorer.

Once the image is inserted in your document, you may increase the size of the image by moving your cursor over one of the dots at the corners until a double arrow appears at the corner. Now, hold and click on the left mouse button and at the same time, hold the control key down. This will allow you to increase or decrease the size of the image without distorting the proportions. A good size for a postcard is four by six inches.

Next, space down the page two or three lines and type the information for the label. The label should contain the following information:

• The name of the artist, the year the artist was born, and the year the artist died.

• The title of the artwork and the year the artwork was created.

• The size and media of the artwork.

• Who owns the artwork.

Include a short biographical sketch and some background information about the artwork if desired.

If possible, print this document using a color printer. Cut and crop both the image and text to fit the 4" x 6" format. Glue the paper with the label and additional information on the back of the image, using a small amount of glue from a glue stick. Now run both through a laminator, if possible, and trim the edges. It is most economical to run several postcards at a time through the laminator.