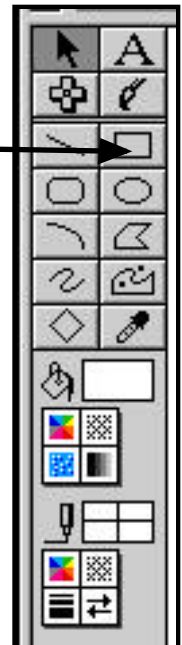
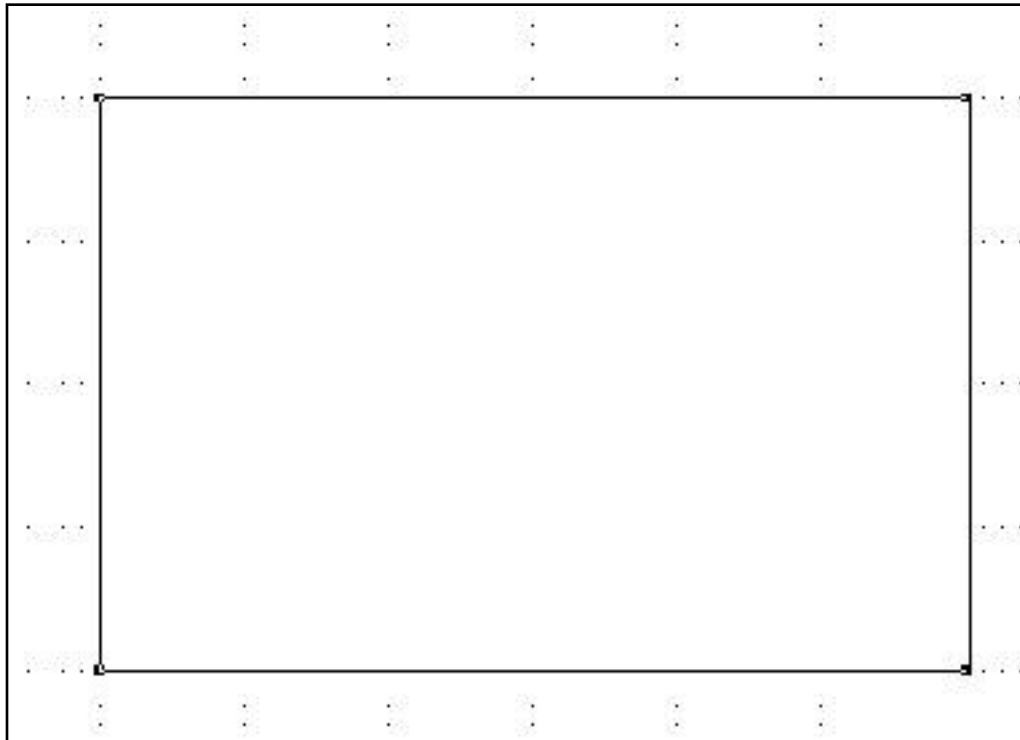


Creating Your Post Card in AppleWorks Draw

1. Open AppleWorks Drawing.
2. The dotted grid lines are spaced at 1 inch.
3. Click on the Rectangle in the toolbox.
4. On the top half of the page draw a rectangle on the drawing page that is 6 inches wide and 4 inches high. (6 grids across - 4 grids down)

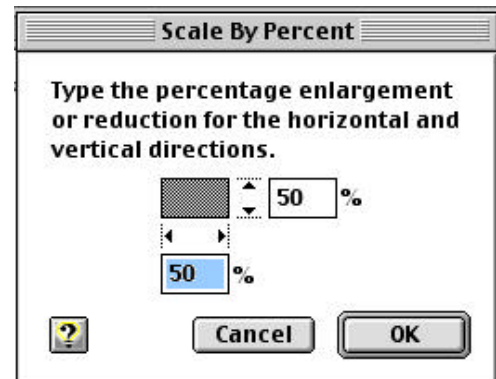


5. Find your pictures on the Internet.
6. Copy the first picture. (On a MAC hold down the mouse button on the picture and choose COPY IMAGE. On a PC right click on the picture and choose COPY).
7. Return to your AppleWorks page and go to EDIT - PASTE.
8. If your picture is too large you will need to resize it. **USE THE ARRANGE MENU - DRAGGING TO MAKE SMALLER WILL DISTORT YOUR IMAGE.**
9. Go to the ARRANGE menu at the top of the screen.



Creating Your Post Card in AppleWorks Draw

10. Choose SCALE BY PERCENT. You will have to estimate the percentage to put in the boxes.



11. Put the same number in BOTH boxes. If you make a mistake - or want to try a different size, use the EDIT - UNDO to go back to the original size and try another number.

12. Repeat for more pictures.

13. Arrange your pictures in an attractive way on the rectangle.

14. Put a title on your card.

15. Click on the A button

16. Click on the page.

17. You should get a gray box with a flashing cursor. Type in your title.

18. Change the font, font size and color.

19. Be sure everything fits inside the box.

20. Now color the background. Use the paint can tools to choose a color and/ pattern that is pleasing.

21. On the bottom half of the page draw another 6 by 4 inch rectangle.

22. Use the line tool to draw a vertical line to divide it in half like a post card. (Hold down the SHIFT key while you draw to make a straight line.

23. Draw a small stamp-sized rectangle in the upper right hand corner.

24. Go to the Internet and find a small picture (or resize) related to your topic.

25. Paste it in the stamp.

26. On the right side of the line put a text box (Click on the A in the tool box.) and type your school's address.

27. On the bottom of the box, put a text box and type your description of the picture on the card. It should go across both sides of the bottom.

28. On the upper left hand side, create another text box and type your message. Edit as needed to make it fit.

29. Be sure to sign the card. Print

