

# Postcard

When people visit communities other than their own, they often send postcards to their friends and relatives at home. Have you ever sent or received a postcard? What did the postcard look like? Most postcards have a picture of a place on the front side, and space on the back side for a written message and the name and address of the person who will receive the postcard.

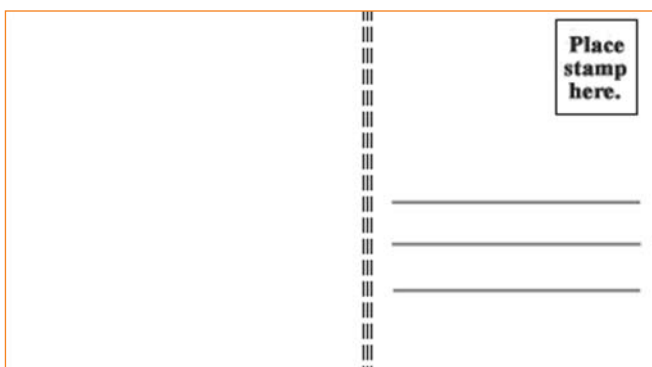


## Plan It

Design a postcard with a picture of your community. The finished postcard should look like one a visitor to your community might find in a store. Look at the following example:



Postcard Front Side Example



Postcard Back Side Example

### Unit 1: Technology and Community

Think about the following questions, and discuss your ideas with your partner. You might want to write your ideas on a sheet of paper. You can also draw what you would like the front and back sides of your postcard to look like.

- If you had to pick one picture of your community to put on a postcard, what would that picture be? Why? Where might you find a picture that you could use?
- How might you design the back of the postcard? How could you make it easy to identify the space for writing the message and the space for writing the name and address of the person receiving the postcard?

For help on how to do certain skills, look at the following groups in the *Help Guide*:

- **Graphics Group 4:** Getting to Know the Graphics Draw Software (**NOTE:** This group name will change depending on the *Help Guide* version being used.)
- **Graphics Group 5:** Using the Drawing Tools
- **Graphics Group 6:** Changing the Look of Lines and Shapes
- **Graphics Group 7:** Adding Words to Your Drawings
- **Word Processing Group 5:** Adding Pictures to Your Pages

### Do It

1. Launch the word processing software, and open a new, blank document.
2. On the page, draw a rectangle that is about the same size as a postcard. This rectangle will be the front of your postcard.
3. Make a copy of the rectangle, and move it just below the first rectangle. This second rectangle will be the back of your postcard.
4. Now, you need to add a picture of your community for the front side of your postcard. You can do this in three ways:
  - You can start the graphics program and make your own picture. Then, save your finished painting on your computer and insert it into your postcard. (For help, see Word Processing Skill 5.2: To add a picture you have already made and saved on your computer.)
  - You can add a picture from the Clip Art Gallery. (For help, see Word Processing Skill 5.1: To add pre-made computer pictures, or clip art.)
  - You can find an actual picture of your community on the Internet, copy the picture, and paste it into your postcard. (For help, see Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document.)

## Unit 1: Technology and Community

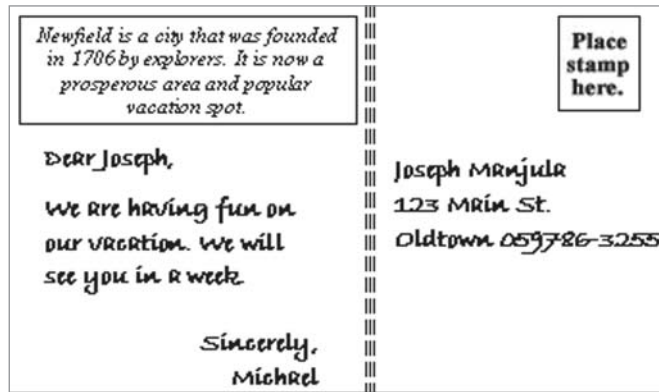
5. After you add your picture, change its text wrapping. (For help, see Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture.) Then, move and resize the picture so it fits inside the first rectangle.
6. Make an artful title, such as WordArt or Fontworks, with words that invite or welcome people to your community. Make the artful title bigger or smaller as needed, and move it so it fits on top of the picture in your postcard.
7. Now, you need to work on the back side of the postcard. Scroll down so the second rectangle is on your screen. Then, draw a line near the center of the card to divide it into two parts.
8. Change the line width, color, and style.

**Challenge:** Sometimes, the back side of a postcard has information about the picture on the front side. Make a text box in the top-left area of the postcard. Type a sentence that explains the picture of your community that is on the front of the postcard. Change the look of the words as needed, and apply a text box border and fill color. (See the Postcard Back Side Challenge Example at the end of this section.)

9. In the top-right corner of the back of the postcard, make a small text box about the size of an actual postage stamp. Inside the box, type "Place stamp here." As needed, change the look and size of the words. You can also change the look of the text box border.
10. Below the stamp, draw a line where someone can write the name of the person receiving the postcard. Copy and paste the line two times so you have two more lines where someone can write an address. Move the lines so they are aligned and spaced apart evenly.

**Challenge:** Delete the three lines, and in that space, make a text box so you can type the name and address of a person you and your partner want to receive the postcard. Change the look of the words, and remove the text box border. You can also make a text box on the left side of the postcard and write a short message to the person. (See the Postcard Back Side Challenge Example at the end of this section.)

### Unit 1: Technology and Community



Postcard Back Side Challenge Example

### Review It

Look over your postcard. Make sure it has the following elements:

- Picture of your community on the front side
- Artful title that invites or welcomes people to your community
- Line that divides the back side of the card into two parts
- Place for a postage stamp

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

### Share It

Be prepared to discuss your answers to the following questions:

- Why did you decide on the picture of your community that you put on the front of the postcard?
- What method did you use to put a picture of your community on the front side of your postcard? Why did you pick that method?
- What was the hardest part about making this postcard? How did you and your partner figure out how to complete that step or task?
- What other types of postcards might you make?