Instructions for Creating a Digital Scrapbook Page

Creating a scrapbook page involves juxtaposing found scraps – photos, poems, images, borders, etc. – in arrangements that creatively express your point of view as a reader. You might select a poem and then trace themes through other poems or images. Or you might focus instead on the visual appeal of the page as a whole, rather than tracing thematic threads.

1. The instructions below are focused on creating a page using Microsoft Word. However, please feel free to create your page using any software program that is most comfortable (and creatively inspiring) to you.
2. Please submit the page to us by September 16 as a 8 ½ x 11 inch PDF file in our Google Docs file. If you need to change the size of your page, go to "Layout" > "Size" and then select 8 ½ x 11 inch format.
3. After receiving all of your pages, we will combine them all into a digital scrapbook that we will distribute to you via the same Google Docs file.

Creating a Digital Scrapbook Page via Word

1. Open up a blank document in Word. Under the "Design" tab, you will see options for changing the color of the page and for adding borders.
2. Under "Layout" > "Margins," select "narrow margins."
3. You might decide to insert a title at the top of the page or not.
4. We have provided a variety of poetic scraps in the Google Docs file. One file contains poetic scraps and another contains borders, images, and other do-dads. We have also included some whole pages from newspapers and periodicals that you can crop, as desired. You can of course look for your own poems and images via Google Images.
5. Simply cut and paste these files on to your page.
6. If you would like images to overlap, click on the one you want to be in front and then go to the "Layout" tab and select "Bring Forward." You can also change the "Layout Options" next to the image to allow for more maneuverability:
7. Using the "Insert" tab, you can add shapes to your page. After adding the shape, right click it to change its color or add a border. To place an image on top of a shape, click on the image and then go to the "Layout" tab and select "Bring Forward."
8. If you right click an image and select "Format Picture," you will see many options for adding artistic effects to the image – e.g., recoloring, softening edges, adding a glowing border, etc.
9. Please add your name somewhere on the page. After completing your page, please save it as a PDF (using the "Save As" command).

Commented [KN1]: These instructions pertain to the RSVP 2021 conference activity. Modify these instructions to fit your classroom/workshop assignment.