

# **INTRO TO SCRAPBOOKING TECHNIQUES**

## **SCRAPBOOKING TIPS**

### 1. Use Acid-Free products.

In paper manufacturing, acid is used in the process to break apart the wood fibers and lignin that holds them together. When acid remains in the products used for scrapbooking, the acid will react chemically to accelerate the deterioration of photos. Acid free products have a pH factor of 7 to 8.5. A product must be acid-free to be labeled "photo safe."

### 2. Use Lignin-Free products.

A tree contains lignin, which is a bonding material that holds wood fibers together as the tree grows. When lignin remains in a paper product such as newspaper, it will yellow and become brittle over a period of time. In today's market, the majority of paper that is manufactured is lignin-free, but be sure to protect your precious photos by double checking!

### 3. Buffer your acidic items.

If you have to use an acidic product, consider using a buffering agent. As paper ages, acids can form within the paper fibers, causing it to become brittle, to turn yellow or deteriorate. To neutralize acid, a buffering agent such as carbonate or magnesium bicarbonate can be added to paper giving the paper a pH of 8.5. Buffered paper is generally considered longer lasting than unbuffered paper. If an acidic letter is attached to an acid-free page, buffered paper can also prevent acid migration by neutralizing any acid transfer.

### 4. pH Factor is important, and easy to understand.

The pH factor simply refers to the acidity of paper. The pH scale runs from 0 to 14. Acid free products have a pH of 7 to 8.5. To determine the acidity in products, you can purchase a pH tester pen.

### 5. Sheet protectors help to protect your photos and designed scrapbook page.

A sheet protector is a plastic (polypropylene) acid-free top loading or side loading sheet that slips over an album page. Never use vinyl sheet protectors as they are not photo safe. Sheet

protectors add an additional user-friendly quality to scrapbook viewers.

### 6. Add a personal touch by journaling in your book and adding interesting details.

Pictures speak a thousand words, and your journaling will only add to the story! Be sure to use pens designed for scrapbooking to ensure the product is photo-safe.

### 7. Before you buy, check to see if it is labeled "Archival Quality."

Materials, techniques and methods used in manufacturing of archival quality items will make the scrapbook last for generations.

### 8. A photo-labeling pencil can prevent damage to photos.

Use this photo safe pencil for labeling on both the front and back of your photographs. The pencil can also be used for tracing around templates on photos. Pencil marks will wipe off with a tissue or cotton ball. To be safe, test the pencil marks on a corner of the photo to be sure that the marks will wipe off. This is especially important when using old photos. A quality photo labeling pencil may seem like an added expense, but well worth the investment!

### 9. Use a spray neutralizer when needed.

If you want to include ticket stubs, programs, etc., in your scrapbook, use a spray neutralizer for deacidification of those items. The spray coats the item and neutralizes acid levels.

### 10. Look for "Photo Safe" on supplies.

Scrapbook supplies labeled Photo Safe are acid free and will not destroy photographic image.

Source: A2Z Scrapbooking at <http://a2zscrapbooking.com/>.

## **50 IDEAS TO GET ORGANIZED**

Scrapbooking is a wonderful hobby! Besides being relaxing and fun, it also allows you to be creative and to spend quality time with your family and friends. Plus, it results in a storybook of lifelong memories. One very important element of scrapbooking is getting it all organized. This includes, but is not limited to:

- Storing all of your supplies in an organized fashion so they can be found instantly when you need them.
- Remembering what supplies to pick up at the store, and eliminating duplicate purchases.
- Finding time to research new and creative ways to spruce up your scrapbooks.
- Finding enough time to enjoy the art of scrapbooking in your busy life.

#### 1. Tell a Story.

Plan your photos, before you shoot. Instead of taking random shots of someone standing here, or someone else sitting there, tell a story. For example, let's say it's Halloween. You may plan on taking four photos of your child:

- a. On the hayride taking him/her to the pumpkin field.
- b. Looking for a pumpkin.
- c. Finding a pumpkin.
- d. With the carved pumpkin later.

#### 2. Great Photos.

Photos for your scrapbooks can be extra nice if you take a little bit of time to learn some basic photography. Visit [www.kodak.com](http://www.kodak.com) for a quick photography tutorial. Getting organized has a lot to do with preparation and this site is filled with helpful tips and ideas.

#### 3. Who, What, Where, When.

Organized documentation is important for the serious scrapbooker. The main goal is to eliminate future questions such as "Who or what is that?," "Where and when was this photo taken?," and so on. Document photos as you're taking them, so you'll know exactly what is on each roll of film. That way you'll be prepared when you're ready to organize the photos in your scrapbooks.

#### 4. Take Care of That Undeveloped Film.

If you find rolls of film around your house that are ready to go to the developer, bring them today. You may consider mailing all of your film to a supplier such as [www.mysticcolorlab.com](http://www.mysticcolorlab.com) so you don't have to spend time dropping off film or picking up photos. Simply mail your film out, and you'll get your photos back in the mail a week later. From now on, always get your film developed as soon as you take the used rolls out of your camera.

#### 5. Storing Photographs.

Once your photos are developed, you need a place to store them until you're ready to put them in your scrapbook. Keep them separated by year or event, in Ziplock bags. Label each bag with a number, and put a corresponding number on your Documentation Form. Then, store them in a photo box. Keep the box in a dry, cool place to protect your photos until you're ready to put the photos into your scrapbook.

#### 6. Organizing Boxes of Photos.

If you have boxes of photos that span from the beginning of the 1900's to now, it's time to start getting them organized. Schedule a day and time to begin sorting through them and stick with your appointment when the day rolls around. Get your kids, or friends, to help out. Begin by making piles, categorized by event or year. If you don't know the exact year, at least sort them by decade. This may take a little while, but once everything is separated, scrapbooking your photos will be much easier and more pleasant. Once they're all sorted, store your photographs as mentioned above.

#### 7. Work Backwards.

If you're planning to scrapbook lots of photos from way back, start with the most recent photos you have, and work backwards. Chances are, you have a journal describing recent photos, and even if you don't, you can probably recall the details more easily. Older photos – the ones that you don't have a journal for – will take a little more thinking.

#### 8. Baby Steps.

If your scrapbooking hobby seems like a colossal job to you, it's not going to be fun. Don't feel like you have to put ALL of your photos into scrapbooks. You can always put the majority of your photos in acid-free photo albums or photo boxes where they will be safe. Choose a small set of photos to begin scrapbooking. Once you're done with this small set, you can then decide whether you want to dig into your photo albums or photo boxes and continue scrapbooking them, or leave those photos where they are, and simply scrapbook any new photos in the future.

#### 9. Double Prints.

Double prints will do you no good if they're just sitting in your photo box taking up space. Do something with them. Perhaps send them to someone who is in the photograph. It's a great way to keep in touch. Or, pass the doubles onto

your young children who may like to create their own scrapbooks. It's a great way for them to learn your beloved hobby and decide if they would like it to be a hobby of their own.

#### 10. Related Stuff.

Sometimes, for the purpose of creatively decorating your scrapbook, you may wish to keep tickets, brochures, maps, postcards, and so on, that are related to a particular trip or event. Use manila file folders or catalog envelopes for this purpose. Label the folder/envelope so that you know which photos/Documentation Form it corresponds to. File these until they're ready to be used.

#### 11. Keeping It All Together.

Already have a pretty good idea of stickers, diecuts, etc. that you're planning to use with a particular set of photographs? Keep them in the same Ziplock bag with the photos until you're ready to put them into your scrapbook. This way, everything will be in one place and ready to use.

#### 12. Stickers and Shapes.

Stickers and punched shapes can be kept in acid-free sheet protectors, plastic baseball card sheets, business card sheets, or even Ziplock bags that are 3-hole punched. Each sheet should be categorized and labeled by theme: birthday, Christmas, Halloween, wedding, springtime, etc. Insert these sheets into a 3-ring binder. If you have a large number of stickers and shapes, you may want to use index dividers labeled with general categories. For example, a general HOLIDAY category, may hold Easter, Christmas/Hanukkah, Halloween, etc., a general SEASONS category, may hold Summer, Fall, Winter and Spring, and so on.

#### 13. Tiny Stuff.

For very tiny diecuts and other small items, consider storing them in empty film canisters. The clear ones are best, but if you only have opaque ones, simply stick a label – or the actual diecut attached with a piece of tape – on the canister indicating what is inside. Baby food jars serve the same purpose well.

#### 14. Paper.

Where do you keep all of that cool paper until you're ready to use it? You can get a plastic, portable filing container – research its composition to assure archival safety – that holds hanging file folders. Label the hanging files by theme or color. You may want to place a manila

file folder into each hanging file folder, to keep your papers from curling. Or, you may buy file folder pockets or sheet protectors that fit into a 3-ring binder and store your papers inside each pocket, categorized and labeled. By the way, be very careful not to store acid-free paper with other paper.

#### 15. Storage Containers.

Do a little bit of research and purchase a scrapbooking organizer, which will hold papers, supplies, etc. There are many products on the market that can help you keep it all together. Many office supply stores carry six-drawer organization stations. They're vertical and have 6 see-through drawers of equal size. Each drawer can be designated for a different purpose – papers, templates/diecuts, stickers, etc. Plus, they have wheels, which makes them very easy to transport from one room to another. Or, if you often bring your scrapbooking supplies outside of your home, such as to a friend's house, use a portable system that isn't too heavy or cumbersome, and comes with a handle.

#### 16. Stencils.

Put your stencils/templates into sheet protectors that can be purchased at any office supplies store. Then insert them into a 3-ring binder for easy access. By the way, you can store two templates in one sheet protector with a piece of paper in between each – white or colored depending on the color of your template. This will make it easier to see the designs and eliminate them from catching onto each other.

#### 17. Supply Caddy.

If you always scrapbook at home, use a kitchen utensil caddy with a number of divided compartments, like those you normally keep tall kitchen spoons, ladles, and spatulas in. The ones that spin will keep everything you need at your fingertips.

#### 18. Hang It Up.

If you're lucky enough to have a room specifically designated for your scrapbooking hobby, hang a large pegboard above your work area. You can then attach scissors, templates, crimpers, rulers, stencils and more, all within easy sight and reach. In addition, you might hang a small ledge or shelf nearby, to store all of your corner rounders, photo corners, and so on. If you prefer everything out in the open, this system will work like a charm.

#### 19. Rubber Stamps.

Store rubber stamps in shallow, plastic containers, a rubber stamping organizer, or a plastic organizer with shallow drawers. Don't stack stamps. They should be stored in a single layer, so that you can always see the top of the stamp showing the design.

#### 20. Other Storage Ideas.

Fishing tackle boxes – with compartments and levels that expand and collapse – are wonderful for storing scrapbooking supplies and tools. Plastic tool boxes, with many see-through drawers are also great for this purpose.

#### 21. Scrapbooking Magazines.

Is your closet full of scrapbooking magazines? There are a few things to do about this dilemma. 1) You can go through your magazines, find the articles you wish to keep and organize them into file folders by category. In other words, keep the article, toss the magazine. 2) Or you can keep the magazines in cardboard magazine boxes. If you do this, you should always keep a list of the title/issue of the magazine, the pages that interest you, and a few words describing why they interested you. This way, you can just scan your list, instead of going through the entire magazine to find what you're looking for. You can even use your computer and create the list in a word processing file. Then using the Find feature, you can simply search for key words in your document.

#### 22. Hold That Thought.

Rather than keeping all those great scrapbooking ideas and tips in your head – you know, the ones you pick up from magazines, web sites, etc. – keep a 3-ring binder with some notepaper inside for all your thoughts and ideas. Plus, when you see something in a magazine, you can simply tear the page out of the magazine, 3-hole punch it, and place it in your binder. The same goes if you see something on a web site that you wish to refer to later; just print it out and insert it into your binder. You can even separate the binder into a few different sections, such as page layout ideas, organizing ideas, neat tools/supplies, etc.

#### 23. Choose a Designated Work Area.

Scrapbooking is more fun and less of a chore, when everything is in one place and in close, accessible proximity to your working area. Designate a room, or a portion of a room, in your home for this activity. You should be able to retrieve your supplies, photos, etc. in seconds,

without having to walk into another room, or rummage through a closet.

#### 24. Shopping.

Use an organized shopping system so you remember what you want to pick up for your hobby – scissors, crimpers, papers, etc. This will also eliminate purchasing items that you already have. When you think of something you need, immediately put it on a *Scrapbooking Pick Up* list, and bring this list with you when you go shopping. Using 3 inch x 5 inch index cards, make examples of your cuts and punches on them. Label and keep them in your day timer, or a tiny 3-ring binder. Bring these cards with you when shopping for scrapbooking items, and you'll never buy duplicates. This also works great for remembering what color pens/pencils you have. Just draw a line on your index cards and label them.

#### 25. Use What You Have First.

Resist the urge to buy a million new papers, punches, and so on, until you've used some of the craft supplies you already have. Unless you're planning on opening a scrapbooking warehouse, it's best to be choosy before emptying your wallet on new items, when you already have items you could use in your current supply.

#### 26. Shop Online.

You'll save a lot of time running back and forth to the store, if you commit instead to making your purchases online.

#### 27. Trade.

If you have something that you haven't used in a year or more, such as craft scissors, stickers, etc., swap them with a friend. Who knows? Perhaps your friend will find immediate use for this item, and you will get something you can use right now in return.

#### 28. Goals.

Always set goals for your scrapbooking hobby, perhaps one to two pages a week. This is especially necessary if you're creating a scrapbook for an upcoming special occasion.

#### 29. Plan.

Before you start working on your pages, plan ahead. Arrange your photos in chronological order and gather stickers, diecuts, etc. that correspond with your photos. Think about your layout and how you plan to document each

photo. This will ensure you're going to be happy with the final results, and will reduce the need to redo things.

### 30. Do the Two Step.

Step One: Assemble your pages with your photos, documentation and critical diecuts. Step Two: Decorate with stickers, stamps, etc. The two-step process will help you get the critical part (step one) done faster, and then you can continue with the second step (less important) later on.

### 31. Keep Your Pages Simple.

Although you may really feel the need for creating a work of art on occasion, if your goal is to get a scrapbook done as quickly as possible, keep it simple. Getting photos and documentation in the album is the main goal. Save your really creative moments for extra special scrapbooking projects. And remember, too much stuff on any one page, takes away from the photos.

### 32. Quick Color Schemes.

Quickly, organize your scrapbooks with colors that compliment each other, by referencing a good color harmony book. You can pick one up at your local bookstore. They include hundreds of color combination examples. Color Harmony, by Hideaki Chijiwa, is an excellent book for this purpose.

### 33. Multi-Tasking.

Looking for a few minutes here or there to catch up on your scrapbooking? Take and make all your phone calls in the same room as your designated scrapbooking work area. Then, while you're on the phone with your friends or family, you can crop, frame or mount at the same time. Or, instead of making punches when you need them, make a bunch of punches at once while you're watching television, or are on the telephone, or when you're waiting for a pot of water to boil. This will save time later because your punches will be ready when you need them.

### 34. Get Your Kids Involved.

Many people like to get their kids involved with the actual project, such as arranging stickers, applying diecuts, etc. If you would rather your kids were not involved with the actual project, give them a project of their own. You can always find a few photos that you're not going to use in your scrapbook, some inexpensive paper, kid scissors, etc. Then have each child make their

very own scrapbook. Either way, the kids will be occupied, which will give you time to enjoy your hobby.

### 35. Eliminate Bickering.

If you have more than one child that is involved with a scrapbooking activity, get them each their own plastic storage box and/or accordion files to keep their own supplies in. This way, when they want to work on their scrapbook, all of their supplies will already be separated. You may even color code their supplies, plastic boxes, etc. so they always know which stuff belongs to them. For example, blue container, blue scissors and markers labeled in blue for Billy, and all pink for Sally.

### 36. Family Time.

Scrapbooking is a great way to spend some time with your family. Get the whole family involved and around the table at the same time. It's a great time to share ideas and dreams with each other. Can't seem to get the male family members involved? Perhaps they can sit at the table while the females are scrapbooking, and they could do something they enjoy at the same time. At least everyone will be together and having fun.

### 37. Team Up.

Scrapbooking is a great way to spend time with your friends and catch up with each other. Start a scrapbooking club and meet at each other's homes one day every few weeks. Make a party of it!

### 38. Identify.

The next time you get together with friends, or a scrapbooking club, put a little piece of colored tape on your scissors' handles, the sides of your punch tools, pens, etc. Then, everyone could share, but you'll be sure to get your tools back when it's time to go home.

### 39. Don't Take the Kitchen Sink.

If you're going to be scrapbooking at a friend's home, take a few minutes to plan what you want to work on. By doing this, you will only have to carry those supplies you're going to use. In other words, if you're going to be working on a wedding theme, there's no reason to be carrying all of your holiday items with you.

### 40. Clear the Way.

If you are spending too much time looking for supplies, background papers, photos, frames, that great rubber stamp and so on, then, it's time to

organize your work station. Declutter and toss out or trade those items you don't need, you don't like, etc. Organize your supplies into binders and storage containers. You should always be working on a clear surface, with only the current project in front of you.

#### 41. Clean Up the Scraps.

If there is a wastepaper basket right near your work station, all of the scraps that you're not planning on using can be tossed immediately. Don't leave trash on your work surface. If you visit a friend's home, you may want to carry along an empty tissue box so that all scraps can be discarded immediately, and make clean-up for your host quick and easy.

#### 42. Put It Away.

Always have a home for your supplies, and when you're finished using them, take a few moments to put everything away. You should be able to start fresh with a clear mind and a clear surface.

#### 43. Big Item/Small Item.

Never place a big item over a smaller item, because if you do, it will be out of sight, and difficult to find quickly.

#### 44. Ergonomics.

Organize your work area for increased productivity. Make sure it's well lit. Have a comfortable chair to sit on. Your supplies and tools should be within arms reach.

#### 45. Safety.

Organize your scrapbooking with safety in mind. Use a protective covering for your table. Craft mats are great for cutting on. Scissors and other sharp tools should be face down in a holder, and out of a young child's reach.

#### 46. Make It Easy.

Different personality styles require different organization systems. Make sure you use an organization system you can live with – one that works with your style and that allows you to find things without delay. If you find things easier when they're alphabetized, then use that type of system. Perhaps you're better at finding things by color. Then use that system. Your organization system must work in harmony with your personality.

#### 47. Don't Do So Much.

Finding the time for your scrapbooking and/or

rubberstamping hobby can be difficult if you have too many things going on in your life. Reduce or eliminate the activities you don't truly enjoy. Reduce the activities of your children. Get on an organized cleaning schedule, so you're not wasting the entire weekend cleaning up. Make easier dinners that are healthy, but take half the time to prepare. Get your family to help out with household chores and obligations.

#### 48. Spare Time.

Those spare minutes that we all have can be put to good use. Have to wait at the doctor's office for your appointment? Sketch out a quick layout idea. Waiting for the wash cycle to finish? Sort out some photos, or gather supplies for tomorrow's scrapbooking project.

#### 49. Write It Down.

Don't ever leave your home without a small notebook in hand. You're bound to come up with a thought, or a cute caption, for your scrapbook. If you don't write it down right away, you may forget about it. You may also want to keep a small pad and a pen right near your bedside, in case you have a bright idea in the middle of the night.

#### 50. Enjoy!

Plan, organize and schedule some time to enjoy your creations with family and friends. Scrapbooking is all about fun, laughter, memories, and touching moments!

*Source: Maria Gracia Get Organized Now web site at <http://www.getorganizednow.com/>.*

## **FINDING TIME**

You've organized the pictures, you have lots of paper and other supplies – in fact you have so many, you are now a certified scrapbook supply collector! However, there is a bigger problem for you and it is called a lack of time. You know that no one will be able to enjoy the great moments you captured on film if you don't get going, yet day in and day out, you just can't find the time scrapbook.

I know the reality is that sometimes it is just too hard to get going on our scrapbooking. I also know that the majority of scrapbookers are mothers, who must take care of the needs and wants of their children, and take care of a home. With cooking, cleaning, and in some cases, work

outside of the home, how are you to find the time? In this article, I hope to help you find that time so that you can make progress in your scrapbooking.

**Your Attitude** – Now, don't take that heading the wrong way, but you have to admit, your attitude has a lot to do with your lack of scrapbooking. It isn't that your attitude is bad, it is just that you haven't got to a point yet where you really want to make the time to scrapbook. No matter how convincing I am trying to sound, and no matter how many times you read this article, or others like it, you won't make the time unless you REALLY want to. Make sense?

Now is the time to change your way of thinking. While we all hate to think about it, imagine if tomorrow you were gone from this Earth. Would you leave behind albums full of memories or boxes full of photos? This is not to say that you have to be totally caught up – in some cases, you will never be caught up. Accept that fact and move on. Decide now and today that you will make scrapbooking a priority!

**To-Do Lists** – “To-Do” Lists are one way to remind yourself to spend some time scrapbooking. With “To-Do” Lists, you develop a list everyday that has all the things you need or want to get done. I suggest starting off with the tasks that are most important. Chances are that with all the things you have to get done, scrapbooking won't be at the top of your list, but make sure you get it on there somewhere. Also, be sure to be specific about what you want to get done with your scrapbooking that day. For example, if you have been working on a specific layout, make a goal to get it done. As you work down your list, cross off each task that you have completed. Imagine the satisfaction you will feel when you have completed your “have-to's” and now you get to spend sometime on your scrapbooks!

**Same Time, Same Place** – Some scrappers have found that they can get the most done with their scrapbooking when they scrap at the same time of day, everyday. This time is different for everyone. Mothers with small children in the home, may find using the time they have during naps or after the children are in bed for the night, the best time to scrap. Others who have children in school during the day will find that to be the best time. Consider the following when deciding when the best time is for you to schedule your scrapbooking time. Answering these questions will

help you to determine when scrapbooking will best fit into your schedule.

- Can I scrap well with my children around?
- When do I usually enjoy my leisure activities?
- Do I scrap better during long scrapbooking sessions or small blocks of time?

**Me, My TV, & My Scrapbooks** – Another idea for finding the time is to plan your scrapbooking during a favorite television show. Let's say you love to watch the hour long drama “E.R.” on NBC every week. Make a pact with yourself that you will not allow yourself to sit and watch “E.R.” unless you are scrapbooking at the same time. What a great incentive! The best part is that if you do no other scrapbooking all week, you can rest assured you are making some progress because you will get something done during that favorite TV show!

**Your Own Scrapbook Area** – I don't mean necessarily a whole room (but those are great too!), but how about a table or desk, just for your scrapbooking? If possible, find an area of your home that you can set up and leave all your scrapbooking supplies at it. If you have a place that everything is ready at all the time, you are more likely to work on your scrapbooks. If you have to lug out all your pictures, albums and supplies everytime, you might find your scrapbooking hobby to be a hassle and that isn't going to help motivate you!

**Crops** – One of the best ways I have found to really get some scrapbooking done is to plan scrapbooking sessions, also known as crops, with a friend or two or my local scrapbook group. When I make plans with someone else, I will follow through, but when it is only me, I tend to let other things get in the way. So, find a friend that enjoys scrapbooking – all you really need is just one other person, but sometimes the more the merrier! Then schedule the best time for your scrapbooking – once a week during lunch is something that I enjoy.

Don't have a scrapbooking friend? Visit your local scrapbook store and see if they have crops – if they do sign up for the next one and in no time, you will have scrapbooking buddies!

Source: Brandie Valenzuela on Pages of the Heart web site at <http://www.pagesoftheheart.net>.

## **SCRAPBOOKING DESIGN**

A scrapbook is more than a photo album with a few cute stickers. It's a visual recording of your life and loves. A way to communicate with generations to come. It's also the basis of a multi-billion dollar industry – and it's an art form all in itself. Here are 10 basic design principles to guide your own creativity and lend natural balance and flow to your scrapbook pages.

1. Designate your focal point, first thing, by choosing your layout's main photograph. Ask yourself, "Where do I want the viewer's attention to be drawn first?" Then you can choose your supplementary, supporting photographs, if appropriate.
2. Group accents and small embellishments in groups of three or five. Aesthetically, we are drawn to groupings that contain an odd number of items.
3. Place related accents close in proximity so the eye processes them as one unit.
4. Create a triangle on the page, placing photos or embellishments at each of the triangle's three points. Our eyes like that, too.
5. Create sections in multiples of two. Two sections or four sections are more aesthetically pleasing to our eyes than 3 or 5 sections.
6. Apply the "Rule of Thirds." Think of your page as a grid, divided into thirds horizontally and vertically. Place your focal point on one of the convergences of these lines.
7. Maintain balance with the size of your elements. Consider both the size and complexity of your page elements as you distribute them in your layout.
8. Achieve a natural sense of flow by placing the photographs so that the eyes of your subjects turn toward the center of the page or toward your focal point.
9. Use repetition. Repeat shapes, textures, sizes, colors, or other attributes. It's usually best to stay consistent with the types and color of metals you use in your embellishments. Make sure that everything maintains some sort of connection with something else on the page.

10. Sketch your favorite layouts in books and scrapbooking magazines. Try to determine which design principles are at work to create such visual appeal and work to incorporate those principles into your own layouts.

The first rule of art, of course, is not to be bound by rules. Now that you know the basics of what our eyes are naturally attracted to, see what kind of beauty you can create.

*Source: Susie Cortright on the Momscape web site at <http://www.momscape.com/scrapbooking>.*

## **CARING FOR PHOTOS**

Photographs are wonderful, mysterious things. Yet we have become so accustomed to them that we take them for granted. 1999 marked the 160th anniversary of the public introduction of photography. Prior to 1839 you could not see what distant places truly looked like, or see yourself as you appeared when you were younger. Most people didn't know what the President of the United States really looked like, or the King or Queen of England. Oh sure there were pictures, artists drawings and paintings, but they were all interpretations – even the most faithful representations were influenced by the style, medium and mind of the artist. Along came the invention of photography, and all that changed overnight.

With every picture you take, you are freezing a moment in time; capturing a view that can never be exactly the same again. You may have a closet full of such frozen moments, or just a few rolls from your last vacation. If you want to be able to enjoy those moments far into the future, you need to take some care in the handling and storage of those images. If you have family photos handed down from earlier generations, you have a responsibility to future generations to pass them on in as good condition as possible.

When taking care of older photographs it helps to know something of the process by which they were made, but it not essential. If you would like to learn more about "Identifying and Dating Old Photographs," there is considerable information available. In practice, all photos need to be protected from the same dangers. Light is enemy number one. Chemical degradation is another problem, and much less easy to deal with. And

of course you must protect them from physical damage, be it the curiosity of children or the fury of storm, flood or fire.

**Light** – Photographs are made by the action of light on a specially treated chemical surface (at least they were before digital imagery was invented). Little wonder then that even after they are fixed into a stable image, photographs can still be affected by light. Bright light will cause photos to fade. Actually, all photographs are fading at all times, but light greatly accelerates the process. The degree of fading depends on the type of process used to create the image, how well it was processed, and other factors. As a general rule, color photos fade faster than black and white.

Of course you have to expose photos to light to view them, and what good are they if they are never seen? But you should be careful to store them in light-proof boxes. Pictures you hang on your walls should be thought of as disposable – don't hang the original if it is a family heirloom – make a copy and hang that. Avoid placing pictures where they will be in direct sun.

**Chemical Degradation** – When pictures fade from sunlight it is really a form of chemical degradation, but there are other factors that can contribute to this process. If the pictures were not properly processed when they were made, they have more damaging chemicals on them, and will suffer the effects of chemical degradation much faster than properly processed images. If you are having copies made, or prints from new photos that you want to last well into the future, you can have them archivally processed to ensure the fewest possible damaging trace chemicals will remain on the print. Old prints can be re-processed to remove chemicals, but that process should only be attempted by professional restoration experts.

Another source of chemical degradation is the paper (or on mounted pictures, the cardboard the print is mounted on) used in making prints. If the paper is too acidic, it may fall apart with time, disintegrating slowly from within. There are sprays available that can be used on the back of photos to slow this process.

Photos can also pick up deleterious chemicals from their environment, the air around them, other pictures, or the material they are stored in.

To ensure long life, store your pictures in safe materials designed for archival storage. Never use those so-called magnetic photo album pages that are sticky – that sticky surface is made of chemicals that will destroy your pictures.

Other factors than can affect the chemical degradation of photographs are temperature and humidity. Like most chemical processes, those that damage your pictures are accelerated by heat and humidity. Excessively low heat or humidity can also be damaging however. All materials expand and contract with temperature changes, which can lead to cracking of the image surface. Rapid changes in temperature and humidity can be very destructive. Very low humidity can also cause curling. Store your photos in an area where the temperature is steady and avoid extremes such as would be found in an attic or basement. Again, proper storage materials will help ameliorate the effects of fluctuating temperature and humidity.

**Physical Protection** – How many times have you seen interviews with survivors of a disaster such as flooding or fire, where they lament the loss of their irreplaceable family photos? There is a simple solution to this problem. Photos have the wonderful property of being reproducible. You can have copies made in any quantity. Always have multiple copies made of your favorite photos, and send them to relatives living in other parts of the country. If you have pictures of historical significance, contact museums in the locality where they are from, they may be happy to accept copies. Distribute your images far and wide, and you will always be able to find another copy should yours be destroyed.

There are less severe forms of physical destruction that you can protect against. Bent corners, folds and smudges from greasy fingers can all damage your pictures. Children will scribble on the backs if given the chance. Store your pictures securely, in safe materials. Don't just stuff them in a drawer. There are chemically inert plastic sleeves available for picture albums that allow the pictures to be viewed without removing them from their page.

**Information** – The value in common snapshots and portraits lies mostly in the associations we have with them. Portraits of our ancestors interest us more than unidentified portraits. Pictures of places we have been, houses we have lived in, are more interesting than similar

pictures for which we have no associations. Even indirect associations lend worth to an image – a snapshot of the pyramids in Egypt may not approach the many professional images available of those wonderful monuments; but if we know it was Aunt Lizzie who took that picture while on her honeymoon, the picture suddenly has more sentimental value.

These associations require information not contained in the photo itself. Always label your pictures! The who/what/why/when/where associated with an image makes a world of difference in how it is valued by others. Never write on a print with a pen, the ink may have chemicals that will damage the picture. Write on the back, using a dark pencil, and don't press so hard as to damage the front side. At a minimum, put the date and names of persons shown and/or location of the photo. If you store them in clear plastic sleeves, don't put two pictures back-to-back in one sleeve – leave the back visible so you can see if there are any notes without having to remove the picture from its sleeve.

**Digital Images** – With the advent of digital imaging, we have a whole new type of image to deal with. It does not degrade, and can be copied at little expense. It is also more easily manipulated. Long-term storage is technology dependent, and less predictable than the physical processes affecting chemical photographs. Will CDs or DVDs made now be intact a hundred years from now? Will there be machines capable of reading them? Who knows? But the opportunity to duplicate and distribute your images at minimal cost, with room to include as much information as you want, rather than just the little note that will fit on the back of a print, makes this an attractive way to share your pictures. You can be sure that when the time comes that the CD or DVD formats are phased out, there will be a “window of opportunity” during which time it will be easy to transfer the digital information from those to whatever format replaces them.

*Source: Andrew J. Morris on his web site at <http://ajmorris.com>.*

## **Preserving Newspaper Clippings**

Most people, at some point in their life, save a newspaper clipping. Perhaps your child was the star of your local paper for a science experiment.

Or, your teen's tennis team is heading to the state finals. There are even sad events we may clip – a national tragedy, an obituary, or details of a car accident. The reason we clip these newspaper article is because they document a period in time that for whatever reason, we want to remember. Unfortunately, many people don't consider the fact that the very article they wish to keep, is already starting to slowly deteriorate seconds after coming off the press.

What do you do? Continue to clip and accept this as the way it is? Absolutely not. With the help of modern technology, your newspaper clippings can be preserved, so that they will never be yellow, brittle, and faded. With a little preventive maintenance, your newspaper clippings will be able to be enjoy by future generations. Here are your options:

1. Many family historians and scrapbookers swear by a product called Archival Mist. Spray Archival Mist on your clippings and the solution will neutralize the acid in the paper. This product can be cost a bit more than the other options listed here, but if you wish to preserve a document in original state, Archival Mist is the way to go. Check your local or online scrapbook store or discount chains such as Wal-mart to purchase this extraordinary product.

2. Recently, the popular spray paint company, Krylon, has come out with their own product that neutralizes the acid in paper called “Make It Acid Free.” It is reported that Krylon's product is much more cost efficient than the above mentioned Archival Mist. Check for this product at stores selling spray paint.

3. Scanners can be found on many home desktops and with one, you can print an acid-free copy of your newspaper article. To do so, simply clip the article and scan into your computer. Then, using acid-free paper, print a copy of the article. The results are fantastic and usually look exactly like the actual clipping.

4. If you don't have a scanner, you're still in luck. Take your newspaper clippings to your local print shop and have them copied onto acid-free paper.

5. Another idea for deacidifying your newspaper clippings is to use the following homemade solution. It is a bit more complicated than the above options, but some like this method best.

Please be sure to this on an unimportant document first, as I assume no responsibility for any damage caused by using or misusing this formula.

Pour one capful of milk of magnesia into one bottle of club soda. Carefully replace the cap and *slowly* invert to mix the two fluids. Store this overnight in the refrigerator. Pour the new solution into a glass cake pan. Gently put a clipping into the solution for 2-3 minutes. Be careful not to tear or poke holes in the fragile paper. Carefully place between *white* paper towels to extract most of the solution. Transfer and store overnight between two pages of white blotter paper with books used on top for weights. This method is not for manuscripts or letters as the ink will bleed.

So there you have it. Take some time and find those newspaper clippings that you have tucked away and get them prepared for the future. Even if you clipped them years ago and you find that they are already starting to deteriorate, it's not too late. Stop their aging by using one of the methods above.

Source: Brandie Valenzuela on Pages of the Heart web site at <http://www.pagesoftheheart.net>.

## **DO'S, DON'TS**

### **Dos**

1. Design page layouts to highlight your pictures.
2. Color coordinate your decorative papers.
3. Create page interest by cropping an occasional picture in a shape, circle or oval.
4. Use acid-free, lignin-free paper.
5. Use only archival safe pens to write on your pages.
6. Be careful with what you use to adhere your pictures with. Even though it is acid-free, it may not hold your pictures to the page indefinitely.
7. Use a stabilo pencil to write on the back of your pictures when necessary. Acid free pens will not hurt your pictures, but they will smear and will transfer onto other surfaces.

8. Journal often. It is as much fun to read about the event, as it is to see it in pictures.

### **Don'ts**

1. Don't create such "darling" pages that you only see the page and not the pictures. Why is it you are doing the page in the first place?
2. Don't crop too much out of your pictures.
3. You are putting so much time and love into your album, don't scrimp on quality when buying your scrapbooking products.
4. Don't stack your albums. Stand them up side by side.
5. Don't cut Polaroid pictures.
6. Don't scrapbook when you are tired. You'll find that you make more mistakes.
7. Don't forget to let your children do their own scrapbooks. They can be extremely creative and will find it very fulfilling.
8. Don't think that you aren't creative. Everyone has their own style and every scrapbook ever made is a cherished possession.

Source: Cropaholics:  
[http://www.cropaholics.com/tips\\_tricks/dos\\_donts.html](http://www.cropaholics.com/tips_tricks/dos_donts.html).

## **SCRAPBOOKING RESOURCES**

### **Books**

*The Simple Art of Scrapbooking : Tips, Techniques, and 30 Special Album Ideas for Creating Memories that Last the Lifetime* by Scrapbook Guild (U. S.), Kathleen Jayes (Editor). This paperback features step-by-step instructions on how to start scrapbooking, with information and inspiration to help you create your own unique albums.

### **Magazines**

*Creating Keepsakes Magazine* - Magazine known for its innovative content on scrapbooking. Each monthly issue features new page ideas, helpful tips, hot product features, creative sketches for layouts, articles and more.

*Memory Makers Magazine* - One of the first scrapbooking publications. You'll find over 100 ideas in each issue, complete with supplies lists and easy-to-follow instructions.

*PaperKuts Magazine* - Paperkuts brings you featured layouts, hot product reviews, scrapbooking tips, informative articles and more.

*Simple Scrapbooks Magazine* - Every issue features reader pages as well as tips from experts that encourage and teach with a "no-stress" inspiring style.

## Web Sites

All About Scrapbooking:  
<http://allaboutscrapbooking.com/>. Online scrapbooking workshop devoted to teaching techniques step-by-step

Computer Scrapbooking:  
[www.computerscrapbooking.com/index.html](http://www.computerscrapbooking.com/index.html). Essential resource for digitally-aided scrapbooking – fonts, layouts and fun tools.

Crazy For Scroppin':  
<http://alysta.com/scrapbooking/>. Site for scrapbooking enthusiasts to share ideas and inspiration.

Creating Keepsakes:  
<http://www.creatingkeepsakes.com/>. A scrapbooking magazine – with tips, products, and news of upcoming expos.

Creative Scrapbooking:  
<http://www.creativescrapbooking.com/>. All things scrapbooking – from tips and layouts to books and supplies

Learn 2 Scrapbook: <http://learn2scrapbook.com/>. "How-to" information for beginning scrapbookers.

Lifetime of Memories:  
<http://www.geocities.com/Heartland/Village/3771/>. Collection of scrapbook tips and techniques.

One Scrappy Site:  
<http://www.onescrappysite.com/>. Scrapbooking community with news, articles, layouts, fonts and support.

Scrap Stop: <http://www.scrapstop.com/>. Source for scrapbooking supplies and tips.

Scrap Tutor: <http://www.scrapstutor.com/tips/>. Weekly e-zine with tips on how to preserve your memories. Tips vary from journaling ideas to technique hints to organizing your supplies.

Scrapbook Tips from Life Tips:  
<http://scrapbook.lifetips.com/>. Dozens of scrapbook tips organized into handy categories.

Scrapbook.Com Resource Center:  
<http://www.scrapbook.com/resources.html>. Interactive scrapbooking resource center where you can browse through scrapbooking tips, articles, quotes and poems.

Scrapbooking 101:  
<http://www.scrapbooking101.net/>: Share the fun of scrapbooking and learn basic techniques

Scrapbooking and How:  
<http://www.scrapbookinghow.com/tips.htm>. Collection of tips on scrapbooking and preserving photos.

Scrapbooking.Com: <http://scrapbooking.com/>. Online magazine filled with scrapbooking ideas for every occasion.

Scrapjazz: <http://www.scrapjazz.com/>. Scrapbooking layouts and ideas, a message forum, product reviews and more.