### Culture Is Our Wings 2019-1-NL01-KA229-060531



## Workshop-How to produce Postcards

2nd Short-term Exchange of groups of pupils ITT G. Malafarina Soverato Italy



## **Brief history of postcards**

Dating the precise birth of the Postcards is hard because postcards were not uniquely devised, they developed in time

The first available date could be 1870 when the British Post Office edited "official" postcards, endowed with a printed "stamp" on the reverse side.

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The 1890s photographies appeared in postcards. Usually they represented famous city street scenes or astonishing scenarios

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Dear Era Curr awfulle zorry but witchot come Will write and tellyou soon Lovingly meg. dounto monow

In 1902 the British Post Office let users write texts on one half of the side. In this way the reverse side could definitively host interesting pictures



Postcards achieved great popularity in the 20th century. They were continuously sent to share travel sightseeing

Postcardsarestilleverywhereinthetouristic centres.



REETINGS FROM

Yet nowadays they have been almost completely replaced by messages, photos and videos through media channels.

# Making your own postcard

You can create your own customized, professional postcards at home. You just need a computer or a mobile device and a printer. You can use your software or free apps and online software. In this workshop we will use Microsoft

In this workshop we will use Microsoft Publisher application

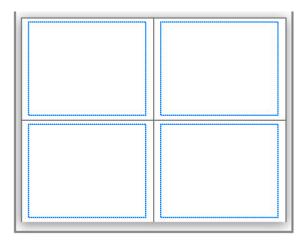


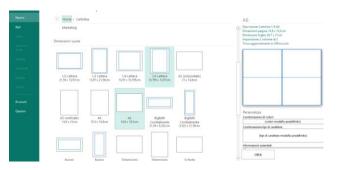


### **Let's start with Microsoft Publisher**

The first step to edit postcards is choosing the right template. In this example we will work on a 10x15 cm postcard printed on a A4 cardboard sheet.

Start Publisher and click Built-In. In the publication types list, scroll down and select Postcards. Scroll to the bottom of the postcard templates to find the specific manufacturer you will be using, and then find the specific card stock. Find the specific card stock and select it



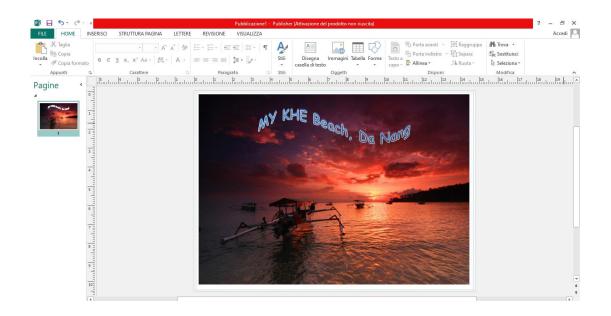


This is the front page of the postcard. Add any pictures and text you desire. If the picture is too small you can resize it until it fits

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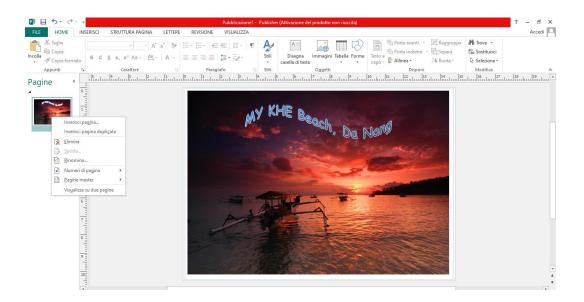
# Set color, opacity, size, background or just insert the image and the front side is ready.



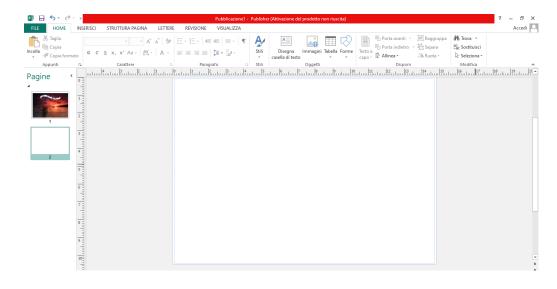
*Tips: before adding the picture you can use your apps to add effects, arrange a collage etc...* 



#### Right click on the left miniature and choose "insert page"



#### Now you are ready to add whatever you want oh the back side of the postcard





Print multiple postcards on a single sheet in Publisher Click File > Print.

In the Printer list, select the printer you want to use.

Under Settings, in the Pages drop-down list, select Multiple pages per sheet and the number in Copies of each page.

Click Print.

*Tips: Check the print preview to be sure that the pages will all fit on the sheet.* 

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7	Print on Both Sides Flip sheets on long edge				
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## Thanks for your attention

Giuseppe Schiavi ITT Malafarina Erasmus + team

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