

# Culture Is Our Wings

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## Workshop-How to produce Postcards

2nd Short-term Exchange of groups of pupils  
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**The 1890s photographs appeared in postcards. Usually they represented famous city street scenes or astonishing scenarios**



**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**



**Postcards are still everywhere in the touristic centres.**



**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.

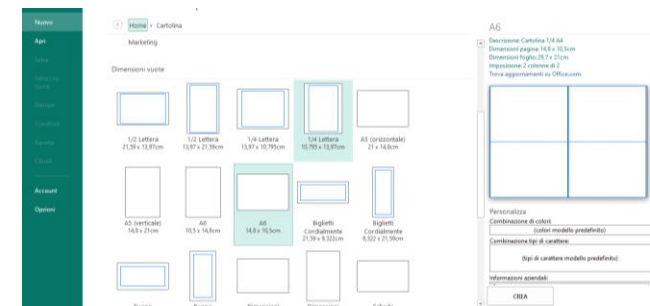
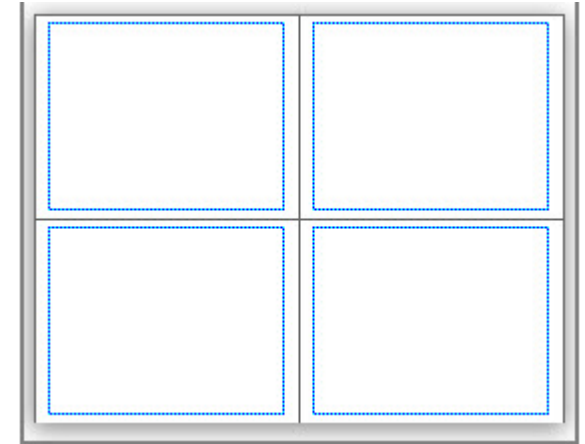
In this workshop we will use Microsoft Publisher application



# Let's start with Microsoft Publisher

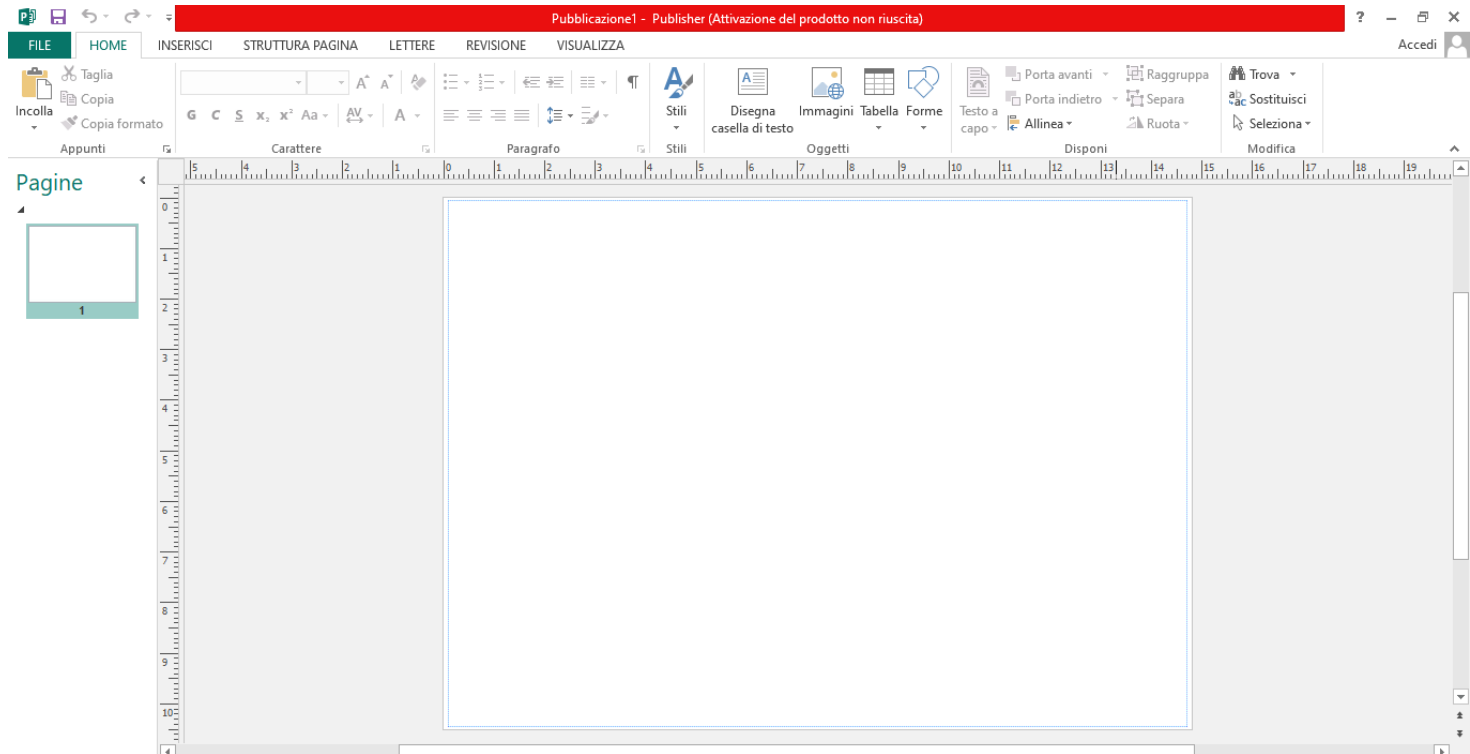
The first step to edit postcards is choosing the right template. In this example we will work on a 10x15 cm postcard printed on a A4 cardboard sheet.

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 and select it

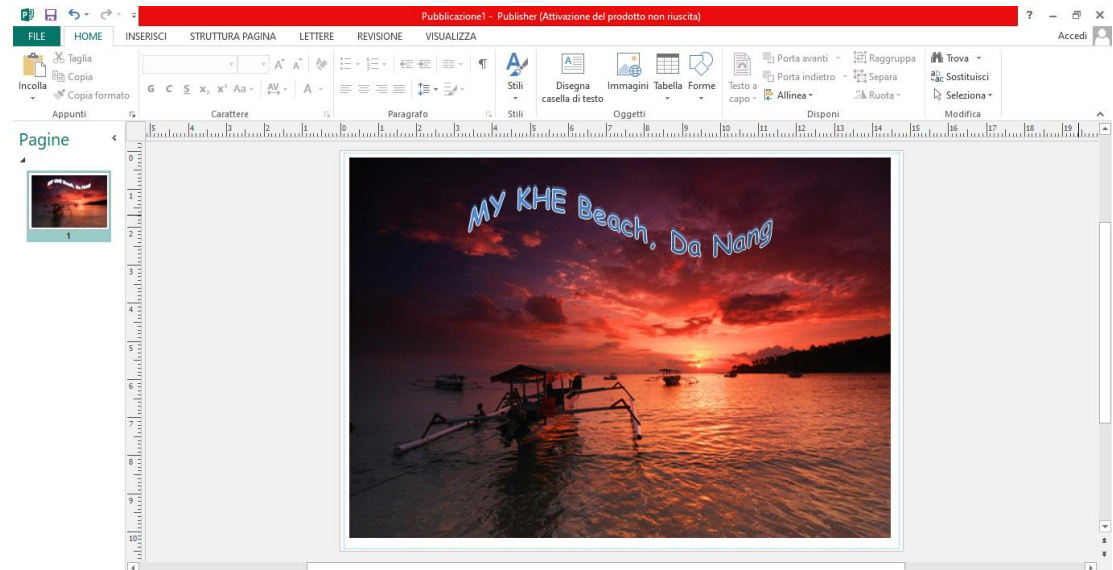


Tick on “create”

**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**



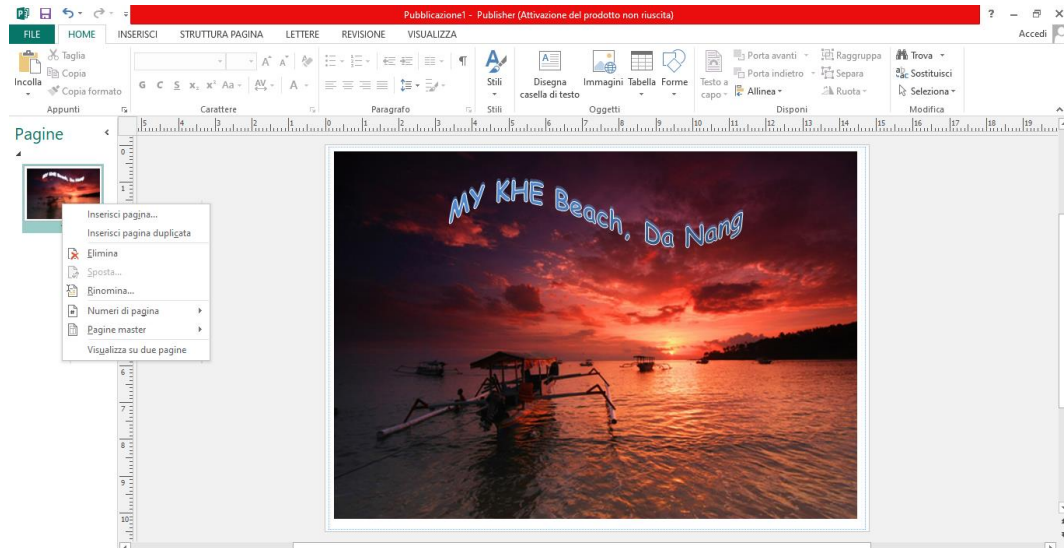
**Set color, opacity, size, background or just insert the image and the front side is ready.**



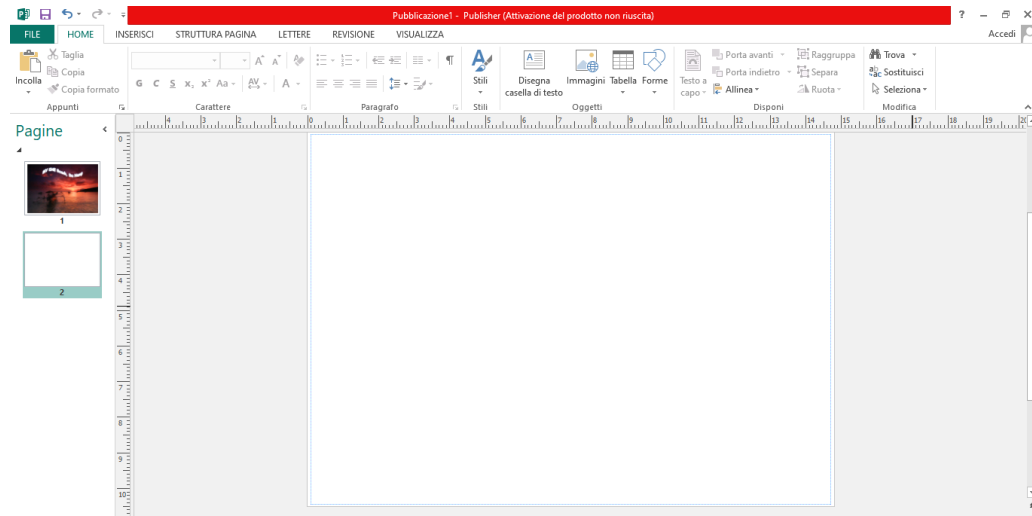
***Tips: before adding the picture you can use your apps to add effects, arrange a collage etc...***



**Right click on the left miniature and choose “insert page”**



**Now you are ready to add whatever you want on the back side of the postcard**



**Print multiple postcards on a single sheet in Publisher**

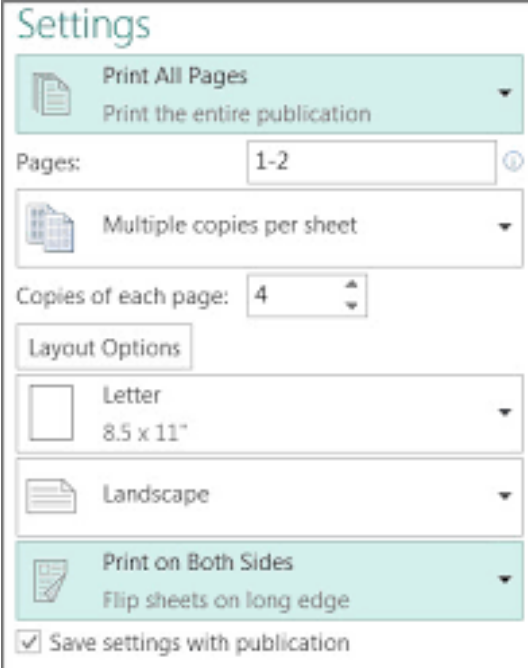
**Click File > Print.**

**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.***



The screenshot shows the 'Settings' dialog box in Microsoft Publisher. The 'Print All Pages' section is highlighted in light green, with the text 'Print the entire publication'. Below this, the 'Pages' field is set to '1-2'. The 'Multiple copies per sheet' section is also highlighted in light green, with a dropdown arrow. The 'Copies of each page' field is set to '4'. The 'Layout Options' section includes 'Letter 8.5 x 11"', 'Landscape', and 'Print on Both Sides Flip sheets on long edge', which is highlighted in light green. At the bottom, there is a checked checkbox for 'Save settings with publication'.

Section	Setting
Print All Pages	Print the entire publication
Pages	1-2
Multiple copies per sheet	[Dropdown Arrow]
Copies of each page	4
Layout Options	Letter 8.5 x 11"
	Landscape
Print on Both Sides	Flip sheets on long edge
Save settings with publication	<input checked="" type="checkbox"/>

# Thanks for your attention

Giuseppe Schiavi  
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Erasmus + team

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