



DIRECTIONS FOR MAKING A POSTCARD TEMPLATE

Select **File--Page Setup** from the Pull Down Menu. Then select "Landscape" or "Horizontal" orientation.

Reduce the page so you can see all of it at once.

Use the **rectangle tool** to draw two boxes side by side. Make each box 5 boxes wide by 4 boxes long. Use the line thickness tool to make the lines surrounding the boxes 4 pt. thickness. The boxes should touch.

Use the **rectangle tool** to draw a stamp outline in the upper right corner of the first box. Use the **text tool** to write the words "Place Stamp Here" inside of the box.

Use the **line tool** to draw three lines in the center right side of the first card. These will be for the address. You may choose to use a 2 pt. or 3 pt. thickness for these lines.

Print the postcard to make sure it looks like you want it to. If not, make adjustments until you are satisfied with it. Then save it to your desktop with the title **Postcard Template**.

Each time a student wants to use it, he/she can open it on the desktop. Remind them to give their own postcard a name different from the original template so the original is available for everyone to use.

DIRECTIONS FOR CREATING A POSTCARD

Procedure for making postcard:

Use the postcard template provided to create your own postcard. Then design and send a postcard to your family or friends describing your experience on the moon that you have chosen to research. Your description should include information that you gathered about its atmospheric and/or surface conditions (like mountains, craters, valleys, etc.). Be sure to sign your name and write the correct mailing address on the front of the postcard.

If using the template:

Front of postcard should include:

- A. Your name and the school address
- B. A picture of the moon you have researched (copied from the Internet)
- C. The name of the moon underneath the picture of it
- D. The address of the person you are sending the postcard to (written correctly)
- E. A stamp (optional)

Back of the postcard should include:

- A. The name of the planet your moon belongs to (in large colorful letters)
- B. A library clip art star burst with the name of the moon typed inside it.
- C. A different picture of your moon or a picture of the planet
- D. The message (be sure to include facts learned during your research)
- E. Your signature