



4-H Photography Record

The *4-H Photography Record* is a summary of your project for the current 4-H year.

To use this record: Download and save this Microsoft Word file to a folder on your computer (File/Save As/). Give the document a name that you will recognize.

To fill in data: Click your cursor on the gray box where you want to add information. When the gray field becomes highlighted, type your entry. You may type as many lines as you want. Using the gray “fillable” boxes helps the page formatting stay the same.

To add more rows to a table: Keep the last row empty. Highlight the last (empty) row in the table.

PC: Copy the row (CTRL C or Edit/Copy on the menu bar) then paste (CTRL V or Edit/Paste on the menu bar).

Mac: Copy the row (Command C or Edit/Copy on the menu bar) then paste (Command V or Edit/Paste on the menu bar).

Then, repeat the Paste command to add as many new rows as you need.

To add page breaks: There are page breaks between some of the tables of the record sheet. You may add page breaks between pages and/or parts of the record. Click to place your cursor where you want to add a break.

PC: On the menu bar, click Insert, click Page Break from the new menu, and click OK.

Mac: On the menu bar, click Insert, choose Break, then click Page Break.

Save your document frequently.

PC: Click File/Save on the menu bar or press CTRL S.

Mac: Click File/Save on the menu bar or press Command S.

We also recommend that you save a *backup copy* of the document somewhere in addition to your hard drive (such as on a zip disk, CD, or jump drive).

Income

List income from the sale of prints, duplicate slides, sitting fees, sale of equipment, etc.

| Item sold | Cost to you | Selling price | Date |
|-----------|-------------|---------------|------|
| | \$ | \$ | |
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What I Learned

Describe the major things you learned about photography this year. Include anything you learned using borrowed equipment.

Resources for Learning

List the people, books, workshops, classes, tours, field trips, etc., that helped you learn about photography this year.

Sharing Your Photography Skills

List the photography presentations (demonstrations, illustrated talks, speeches) you gave this year. Also list the ways and places you've used your photography to help others, including photo gifts you gave.

Exhibits and Contests

List all the exhibits and contests you entered, even if you did not receive a ribbon or prize (i.e., local library photo contest, school photo exhibit, County Fair).

| Contest or exhibit name | Location | Type of entry | Date |
|-------------------------|----------|---------------|------|
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