

Create a personal Valentines card using Scran

Scran is an online database that provides you with access to a wide range of images. If you are feeling creative follow the instructions below to produce a personal greetings card using the Scran image bank.

To Access the Databases in the Library

If you are using the database in the library select '**Online Information Service**' (you will find this link on the left hand side of the library homepage) then select '**Scran**' (you will find this link under the heading **reference database** in the centre of the page).

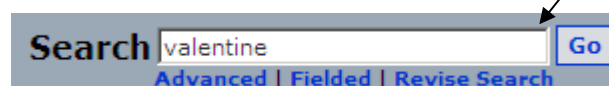
Select **library access**. You will then be prompted to select which library you are using from a drop down menu list, now click **Go** or press **Enter** on the keyboard.

To Access the Database from Home

Access the library homepage (www.aberdeenshire.gov.uk/libraries) and then select '**Online Information Service**' (you will find this link on the left hand side of the homepage) then select '**Scran**' (you will find this link under the heading **reference database** in the centre of the page). Input your library membership/borrower number when prompted. You will also need to type in the words displayed in the box before clicking on login.

Image Search

The first thing you need do is find an image you would like to appear on the front of your card by typing the keywords in the search box. For the purpose of this help sheet exercise type **valentine** in the search box and click on **Go** or press **Enter** on the keyboard.



Click on the link titled **Valentine's Day Cards**.



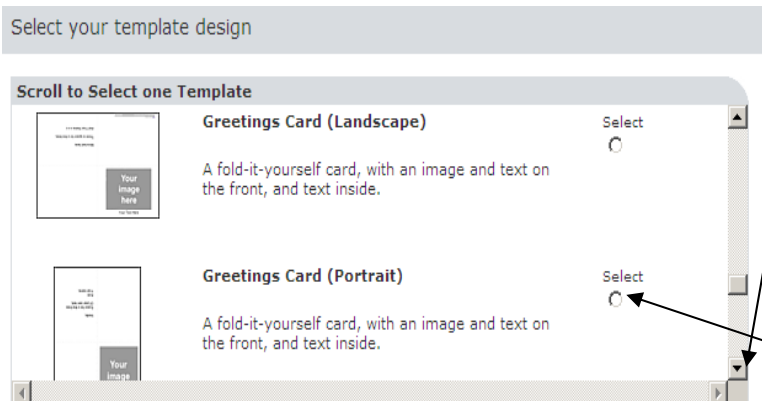
Aberdeenshire Libraries

There are a few images here to choose from, however for the purpose of the instructions click on the first image.



[Open](#) | [Create](#) | [Save](#) | [Buy](#)

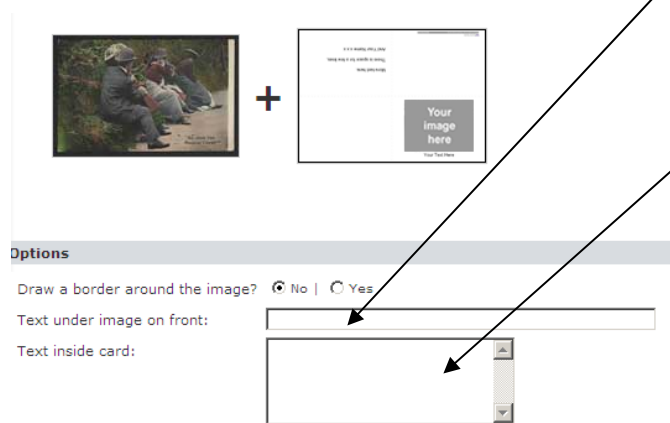
Now scroll down and click on **create** (you will find this link on the purple shaded area) [Open](#) | [Create](#) | [Save](#) | [Maps](#) | [Share](#) | [Add Info](#) then click on **ok**.



Using the scroll bar, scroll down until you find the template to create a greetings card. Select the card style of your choice (landscape or portrait) by clicking the relevant radio button.

Click **ok** (this prompt is shaded in purple).

You can now personalise your card by inputting your own **title** and **message**.



Now click **ok** (this prompt is shaded in purple).

Click on the link [View Created Document \[PDF\]](#) and click on the print icon to print out your card. Fold your card as instructed.

Hope you have enjoyed using Scran to create a Valentines card.