Visual Arts for All Ages and Interests Instructions

Welcome to Orange Valley Community Arts Association! Our community-based group of local artists of all ages and levels is always excited to welcome newcomers into our creative mix.

Considering joining Orange Valley Community Arts Association (OVCAA)? With unlimited access to our exhibits and art classes, and a close-knit group of talented and inspiring members, we believe it’s the hottest ticket in town.

To get up-to-date on what we’re all about, take a peek at some of our latest blog postings below. Then, if you’re still inspired (and we think you’ll be even more so), jump to our Membership section to find out how to join.

**About:**

Orange Valley Community Arts Association (OVCAA) is a non-profit organization dedicated to promoting the visual arts in Orange Valley, by ensuring the community has access to art classes, exhibits, and other visual arts resources. OVCAA was founded in 1997 and is currently overseen by a seven-member Board of Directors, all artists in the local community, as well as a healthy volunteer force comprised of 50+ artists. We’re able to exist primarily from membership dues, grants, and generous contributions from private donors.

We hold events and classes at various locations around the community. Please check our schedule of events regularly, and sign up for our newsletter, if you’d like to be notified of upcoming events.

**Membership Info:**

Every day, we hear members say how important the OVCAA community has been to them both artistically and personally. We believe it’s because our group has the best art teachers in the area, and some of the biggest hearts in the country. It may sound trite, but we truly are a big, creative family that welcomes newcomers with open arms.

Membership Rates:

* Rainbow Level
  + $675 for Individuals
  + $850 for Family
* Standard Level
  + $250 for Individuals
  + $375 for Family

By joining OVCAA, you’ll have access to every art event we sponsor or co-sponsor, and every class offered, including our popular Art Summer Camp for Kids (ASCK), which runs from June 1st through August 31st each year. In addition, if you join at our Rainbow level, you’ll get special invitations to seminars, talks, demonstrations, and performances by well-known and inspirational artists and musicians. Our standard annual membership fee is just $250 for individual and $375 for family, and our annual Rainbow level membership is $675 for individuals and $850 for family. All membership fees directly support the organization and help purchase supplies, rent exhibit and class locations, and provide funding for events.

We offer a complimentary, two-week guest pass to enjoy our offerings and decide if the OVCAA is right for you. We hope to see you at an event or class soon!

**Contact:**

www.ovcaa.org

info@ovcaa.org

**Follow us on:**

Facebook

Twitter

Pinterest

Instagram

**Blog Posts for Summer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Date | Time | Place | Speaker |
| Meeting minutes for Art Summer Camp for Kids (ASCK) Committee | **May 23** | **7 pm** | **Orange Valley Community Center** |  |
| Jenny Rogen’s Faces of Dog Exhibit | **May 2** |  | **Orange Valley Art Gallery** | **Jenny Rogen** |
| Recycle Scrap Art and Drawing Hands | **June 13** | **1 pm to 6 pm** |  | **Laura Stout** |
| Topical content post – The Color Wheel | **July 14** |  |  |  |

**The Color Wheel**

For most artists, one of the first concepts you’ll learn is how to use the color wheel. So, we thought we’d give a crash course on the color wheel…right here on our blog. The color wheel, based on the three primary colors of red, yellow, and blue, is divided into 12 quadrants, as shown here. Red, yellow, and blue are considered primary colors because they can’t be mixed or formed by any other colors. Instead, all other colors are derived from these three hues. Secondary colors, which are formed by mixing the primary colors, are green, orange, and purple. And rounding out the Color Wheel, are tertiary colors – formed by mixing a primary color with a secondary color. Tertiary colors are named by their primary and secondary color combinations, and include yellow-orange, red-orange, red-purple, blue-purple, blue-green, and yellow green.

**Care and Cleaning of Paintbrushes**

For many of us, painting is the greatest pleasure, but cleanup is absolutely tedious. Yet, we want to remind you that taking care of your paintbrushes is crucial unless, of course, you have the means to purchase new paintbrushes at very regular intervals. Caring for your brushes doesn’t have to be a burden. Follow these simple tips, and you’ll find your paintbrushes last much longer, and your budget for other paint supplies, like paint, may even increase:

Clean your brush immediately after using it.

Clean your brushes between painting sessions with soapy water.

Don’t forget to clean the base of the brush, or the ferrule.

Never store your paintbrushes vertically in liquid.

Store brushes vertically, brush side up, or horizontally.

**Events Calendar Double Check Dates**

[Events.txt]

|  |  |  |  |
| --- | --- | --- | --- |
| FINAL CHALLENGE  Go to View, select Split, click in the middle of the document. | | | |
|  | **Objective** | | **Instructions** |
| 1. |  | **Save File** | Save the file as *“My 07\_01 Challenge”* in the Chapter 7 Exercise folder. |
| 2. |  | **Border** | Apply a Page Border to Section 1. Apply a 3-D, Light Blue, Double Line Style Border. |
| 3. |  | **Cover Page** | Insert the **Banded Cover Page**. Insert the Document title “**OVCAA MEMBERSHIP**”  in the placeholder [DOCUMENT TITLE]. |
| 4. |  | **Insert** | 1. Apply the **Banded Header.** 2. Do not display the Header on Page 1. Insert the logo.jpg into the Section 1 document Header. 3. Configure Text Wrapping to **Tight**. 4. Place the logo at the top left margin of the Page Border 5. Resize the logo to 0.5” high. 6. Format with a **Rotated, White** Picture Style. 7. Apply the **Marker** Artistic Effect. 8. Close the Header. |
| 5. |  | **Apply Styles** | Apply the Heading 2 Style to the following Subheadings:   1. ***About*** 2. ***Membership Info*** 3. ***Contact*** 4. ***Blog Posts for Summer*** 5. ***Events Calendar*** |
| 6. |  | **Modify Styles** | Modify the Heading 2 Style to Arial, Blue, Bold, Size 14 |
| 7. |  | **Symbol** | Using the Special Characters menu tab, insert the Copyright symbol at the end of the first sentence, but before the exclamation point, “**Welcome to Orange Valley Community Arts Association!**”. |
| 8. |  | **Footnote** | Insert a Footnote after the text **“…. Art Summer Camp for Kids (ASCK)”**. Copy and paste the following into the Footnote: “**June 1st through August 31st”.** |
| 9. |  | **Insert text** | Replace the [Events.txt] placeholder by inserting the text from the **Events.txt** file (found in the Chapter 7 Exercise File). |
| 10. |  | **Table** | Convert the Events text to a table and AutoFit to Window. Apply the **Grid Table 5 Dark, Accent 5** Style. Sort the Table by the first column (Class) A-Z. Configure the table so that the table headers repeat on each page. |
| 11. |  | **Style** | Apply the Lines (Simple) Style Set to the document. |
| 12. |  | **Numbered List** | Create a numbered list for the steps for the “Care and Cleaning of Paintbrushes”. Use 101., 102., etc. as the format. |
| 13. |  | **Hyperlink** | 1. Insert a hyperlink for the text **www.ovcaa.org.** Text to Display: ***“Check out our new Website!”*** 2. Move the hyperlink down below the email address: **info@ovcaa.org**. DO NOT copy the formatting. |
| 14. |  | **Bookmark** | Insert a bookmark titled “***Membership***” in front of the “**Membership Info*:*”** heading. Apply a hyperlink to the word “**jump**” on Page 2 that links to the **“Membership”** bookmark. |
| 15. |  | **WordArt** | Convert the Title “**Visual Arts for All Ages and Interests**” on Page 2 to **WordArt**. Apply the Gradient Fill: Blue, Accent Color 5. Resize the Font to 20 pts. |
| 16. |  | **Options** | Configure Word to always***“Insert/paste pictures as:” Tight.*** |
| 17 |  | **AutoCorrect** | Configure AutoCorrect to replace “***OVCAA***” with “***Orange Valley Community Arts Association***”. |
| 18. |  | **Columns** | Under the **Contact** Heading, place the four items listed under “**Follow us on:**” in two columns, 1.25” spacing, Line between the columns. |
| 19. |  | **Background** | Apply the **Blue, Accent 5, Lighter 80%** Page Color to the entire document. |
| 20. |  | **Spacing** | On Page 2, format the line spacing of the first 3 paragraphs to **at least 10 pt**. Change the Space Before and Space After to “**0 pt.**” |
| 21. |  | **Table of Contents** | At the top of Page 12 (under the [TOC] placeholder) insert a **Fancy** **Table of Contents** that shows 2 levels, page numbers right aligned with a dotted leader line. |
| 22. |  | **Break** | Insert a Continuous Section Break before the heading “**Events calendar:**” and another Continuous Section Break after the Table. Change the Page Orientation for this Section to **Portrait**. |
| 23. |  | **Line Spacing** | Configure spacing settings to keep the heading “**Care and Cleaning of Paintbrushes**” with the paragraph and list that follows. |
| 24. |  | **SmartArt** | Convert the list under “**Care and Cleaning of Paintbrushes**” to a **Basic Cycle Process**.   1. Delete any empty shapes. 2. Change the colors to **Colorful Range – Accent Colors 5 to 6** and the SmartArt Style to **Sunset Scene**. 3. **Switch the Layout** to **Right to Left**. 4. Change the Text Wrapping Layout to **Top and Bottom.** |
| 25. |  | **Shapes** | Insert a **Cloud** shape to the right of the “**Blog Posts for Summer**” heading and move the heading into the Shape and keep the **Source Formatting**. Resize the graphic to 1.0” high x 3.5” wide. Change the Text Wrapping Layout to Tight. Center the graphic on the page. Center the text in the graphic. |
| 26. |  | **Highlighter** | Highlight the text “**Topic**” in Teal, and “**Speaker**” in Pink. |
| 27. |  | **Alternative Text** | Insert the following Alternative Text to the Events Calendar Table:  Title: “**Event Information”**  Description: **“Summer Program Topics”** |
| 28. |  | **GoTo** | Use the **GoTo** command to find the Schedule Table under the “Blog Posts for Summer” heading. Configure the Table to **AutoFit to Contents**. |
| 29. |  | **Text Box** | On Page 2, insert a **Banded Quote** text box and move the text in the second paragraph into the text box, retaining the source formatting. Change the Text Wrapping Layout to **Top and Bottom** and center the text box under the first paragraph. HINT: Alignment will be Centered Relative to Page. |
| 30. |  | **Inspect Document** | Inspect the Document and remove any **headers, footers and watermarks** as well as **hidden text** found in the document. |
| 31. |  | **Save and Close** | Save and Close the file. |

[TOC]