



TheDigitalScrapbookTeacher.com

# How to Use a Template in Photoshop Elements

## Scrapbook Soup TV #201

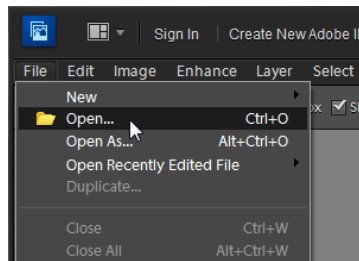
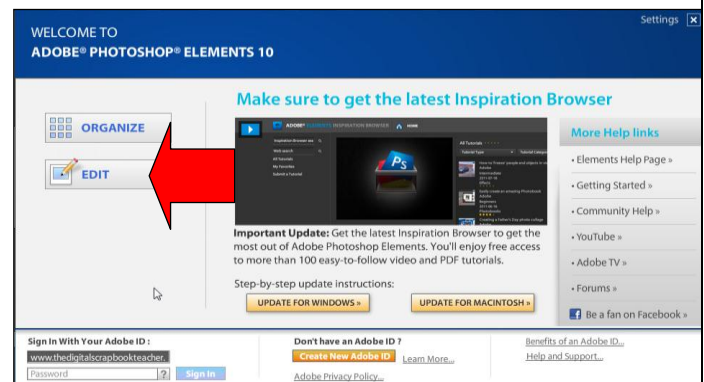
### The Digital Scrapbook Teacher

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To complete this tutorial you will need to use a photo editing program that uses layers, such as Photoshop Elements or Photoshop. I have included all steps needed to complete this task. While it looks like a lot of work it will take you just a couple of minutes after you get the hang of it.

1. Start Photoshop Elements by double clicking on the desktop icon. This tutorial shows Photoshop Elements 10, but it will work with most versions of Photoshop Elements. Photoshop CS instructions are similar.
2. When the Welcome screen appears, choose the Editor.
3. Open several photos (File>Open)



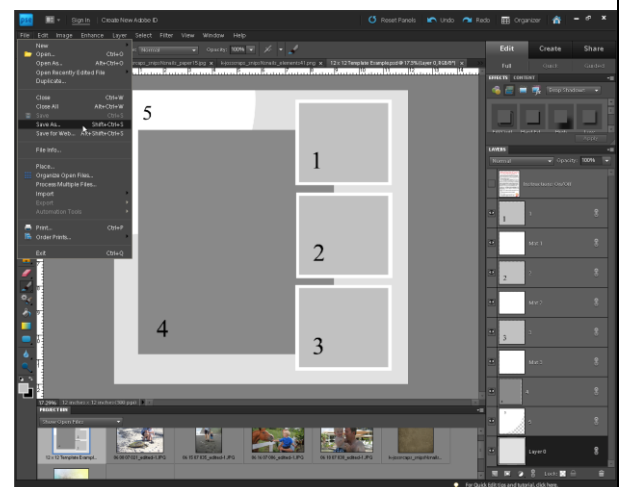
4. Open a Template (File>Open). The template I used on the Scrapbook Soup TV episode can be downloaded for free here:

[http://bit.ly/DST\\_TV](http://bit.ly/DST_TV)

In this example I am using digital art that can be found on the DVD for my book *Photoshop Elements - Basics & Beyond*. This kit is from the Snips and Snails kit that can be found in the Kelly Jo Scraps folder on the book DVD.

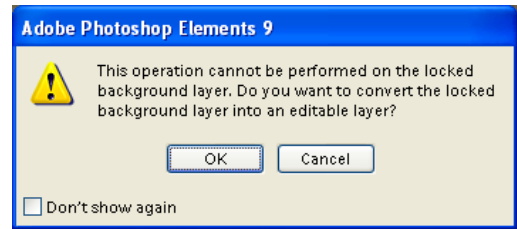
All of The Digital Scrapbook Teacher's products are high quality and created at 300 pixels per inch so they will print beautifully.

Because you do not want to save over the original template, as soon as you open it, choose File>Save As from the Menu bar and save it with a new file name in a new location such as a Scrapbook Pages folder. The format will remain as a Photoshop document (PSD).

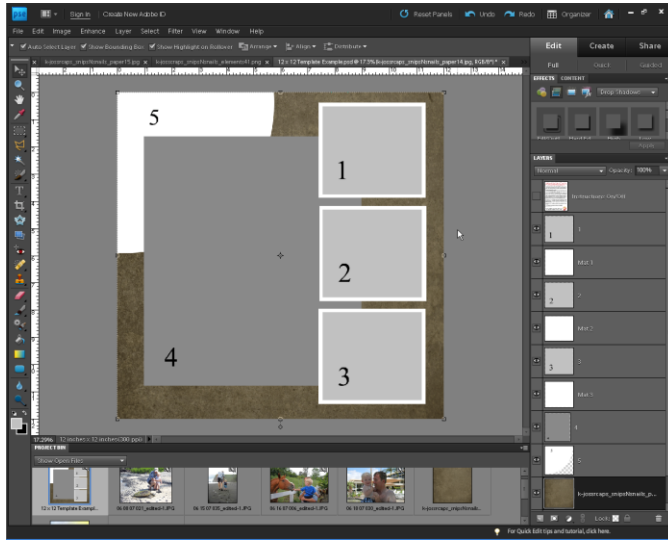


Click on the bottom layer in the Layers panel so that the layer is selected. Double click on the paper that you wish to use as the bottom paper.

Select the Move tool (V) and click, hold and drag the paper you wish to use as the background onto the page. If you receive the warning on the right it's because you let go too soon.



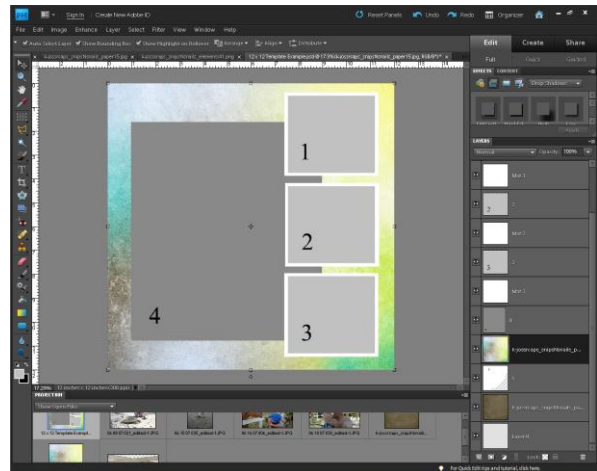
Because you had selected the bottom layer of the template the paper is dropped on top of that layer. Using this trick will help you complete a template quickly.



In the Layers panel, click on the layer marked #5 (the quarter circle piece) so that it is the selected layer.

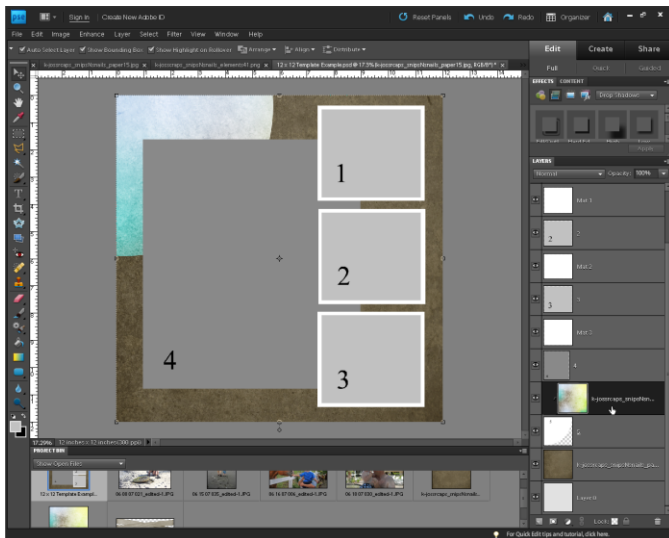
Drag the next paper onto the template file.

The new paper layer will cover up the #5 template piece. In the Layers panel it should be directly above the #5 layer.



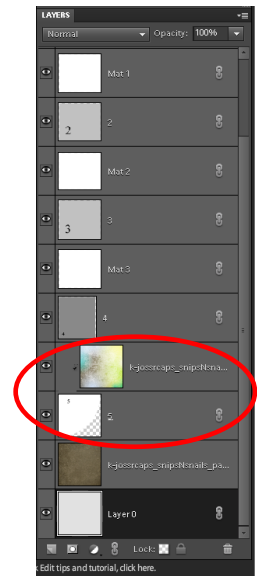
Choose Layer>Create Clipping Mask (Ctrl>G Mac: Cmd>G) from the Menu bar. Note: If you are using Photoshop Elements 7 or lower, choose Layer>Group with Previous (same command, new name).

Once you click on Create Clipping Mask, the paper will be cut into the template quarter circle shape just like a die cut!

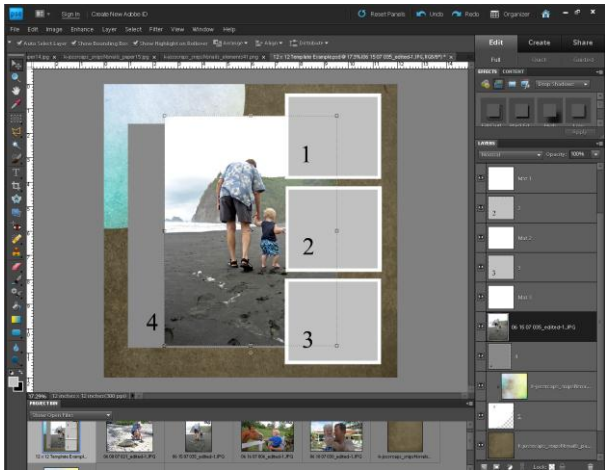


Notice that the paper layer in the Layers panel has stepped a little bit to the right and there is a bent arrow pointing down to the layer it's clipped to (red circle).

Now or in the future, because the paper isn't actually cut, it can be moved with the Move tool (V) to display some of the different colors on the paper. Save.



*We will repeat the same steps for each layer we wish to fill with paper or photos. You will find that if you pay special attention and select the correct layer each time you will finish a page lightening fast!*



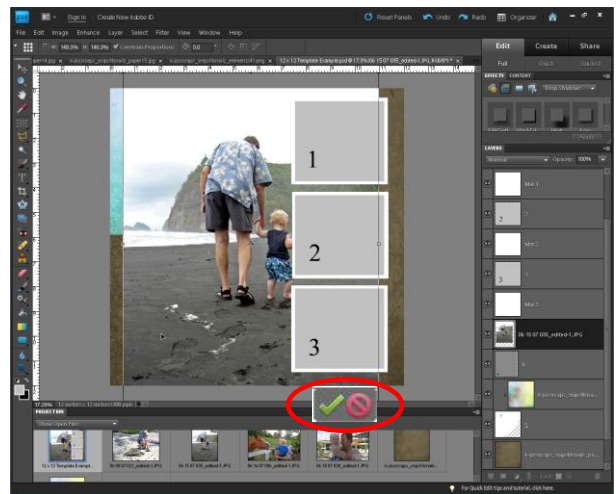
Click on the layer in the Layers panel marked #4 so that it becomes the active image.

Your Move tool (V) should still be selected because we haven't changed tools. Click and drag the photo onto the template page. Your photo may be larger or smaller than my example. If your photo is tiny, even though you enlarge it, be aware that it will probably not print well.

Click and drag on a **corner** sizing handle to make the photo slightly larger than the template piece. Do not drag the **side** sizing handles or you will distort the photo. Do not try to make the photo the exact size of the template piece.

Click on the checkmark (red circle) or double click on the photo to commit your change.

Choose Layer>Create Clipping Mask (Ctrl>G Mac: Cmd>G) from the Menu bar. Note: If you are using Photoshop Elements 7 or lower, choose Layer>Group with Previous (same command, new name).

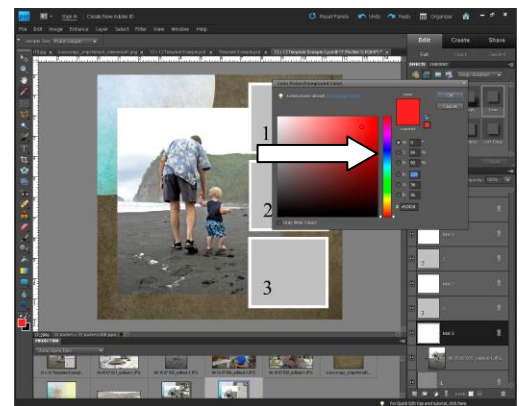


You may adjust the size and position of your photo by clicking on it or using the **corner** sizing handles again. Be sure that the photo covers the gray template piece. Remember to check the green checkmark ✓ to confirm the transformation (resizing), or you will not be able to proceed.

Click on the Mat 3 layer to make it the selected layer. You have several choices:

- Leave the mat white and go on to the next layer.
- Fill the mat with the multi-colored paper used for Shape #5 by following the same steps above (you can also open another paper).
- Fill the mat with a solid color.

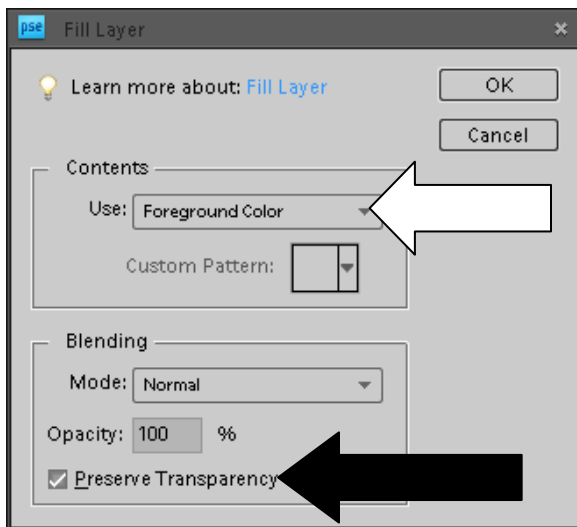
To fill the mat with a solid color, you will need to first choose the color by clicking in the Foreground color swatch at the bottom of the Toolbar. Once you click inside the swatch, the Adobe Color Picker box will be shown.



If the box is in your way, click and drag on the top bar and move it to another area of your screen. You may choose a color by clicking anywhere inside the color box. In my example Red is displayed. (Note the small circle where I clicked to choose red).

If I want blue I, would click in the bar on the right (white arrow) and then blue would be displayed. Click once in the large color square to select a color and then click OK.

To match a color from the page, move the cursor out of the Color Picker Box and it will become an eyedropper. Click anywhere to choose a color. Make sure the new color shows in the top of the box and click OK. Notice your Foreground color swatch has changed to the color you just picked.



To fill the Mat 3 layer with the new Foreground color, select the layer and choose Edit>Fill Layer. Select Foreground Color (white arrow in my example).

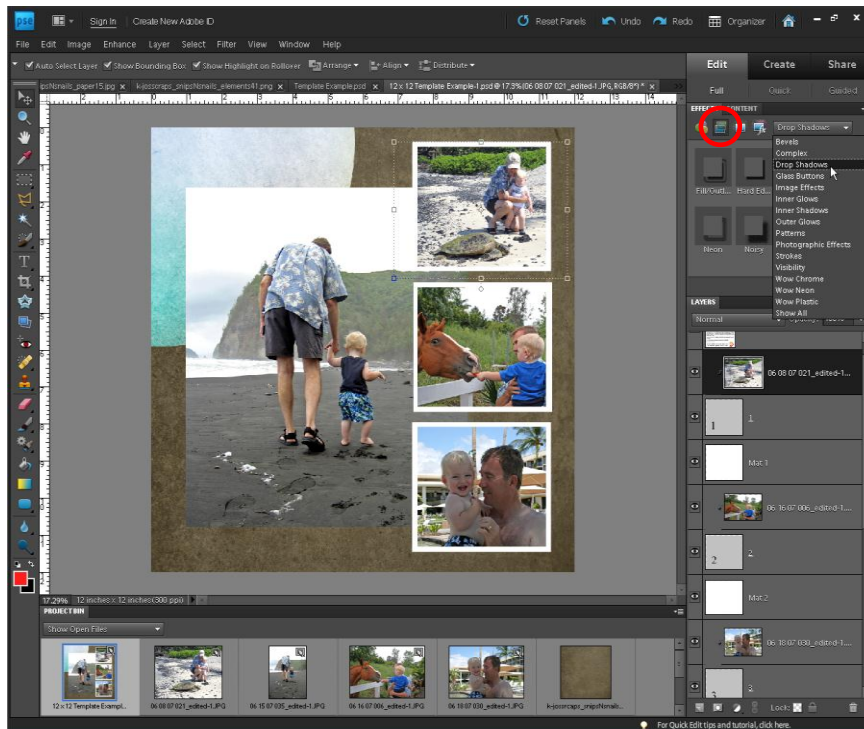
Blending-Normal  
Opacity 100%

\*Very Important! Check Preserve Transparency (black arrow). If you forget to check this box your whole layer will be filled with your Foreground color instead of just the mat shape.

Honestly...I don't ever fill my layers this way. I use a great shortcut: Shift>Alt>Backspace (Windows)  
Shift>Opt>Delete (Mac)

Use whichever method works best for you.

**Repeat the same steps for each layer as we've done in the preceding examples. Pay attention to what layer you're on to work smarter!**



Right now the page is pretty flat, so we will add drop shadows to give it dimension. To add drop shadows you will need your Effects panel open. If your Effects panel is not open, choose Window>Effects or tap the Reset Panels button at the top of the screen.

Click on the Layer Styles icon (red circle) and choose Drop Shadows from the drop down list.

Several drop shadows will be displayed. If the names under the drop shadows are not displayed, see how to turn them on in the *First Things First* chapter in my book *Photoshop Elements Basics & Beyond*.

Drop shadows need to be applied to template pieces, any embellishments added, and possibly text. If you add a drop shadow to a photo layer that has been clipped to a template piece, the drop shadow will not be displayed; you must add it to the template piece. For this reason you could have actually added the drop shadows before you started adding papers and photos.

To add a drop shadow, select the layer in the Layers Panel, and double click on the Drop Shadow icon...it's that easy.

Add drop shadows to each layer using this technique, or you can speed things up a little bit especially if you've customized your shadows.

Once you've added a shadow, right click (Mac: Ctrl Click) on the layer **name** (red circle) and choose Copy Layer Style (red arrow).

Select all layers in the Layers panel that need a drop shadow by clicking on one and Ctrl clicking (Mac: Cmd Clicking) on the others, or using the Shift key to select several layers in a row.

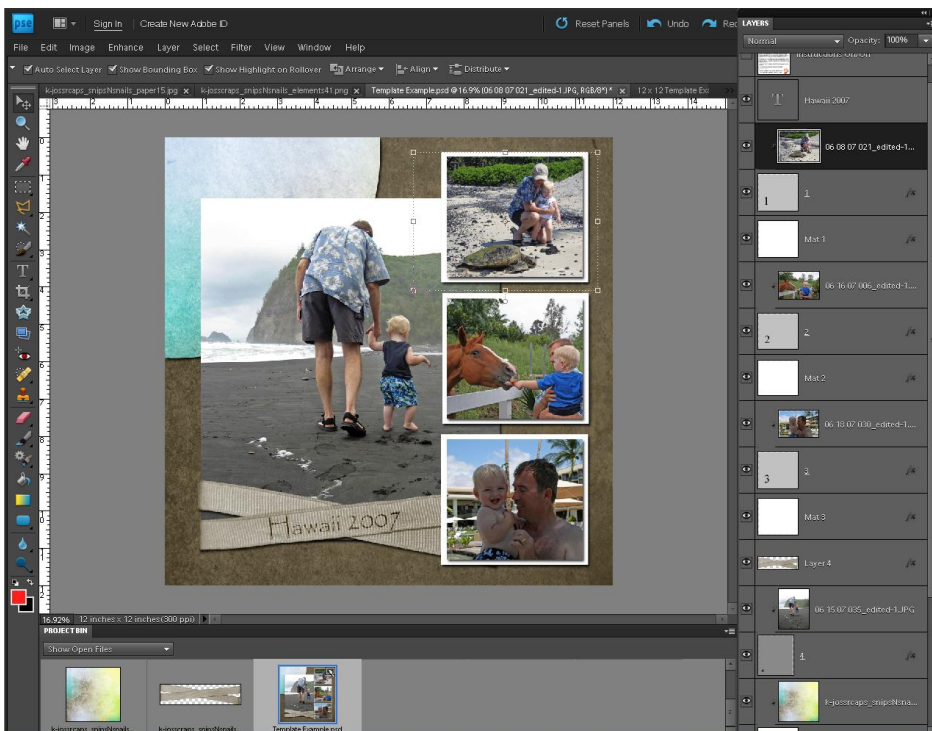
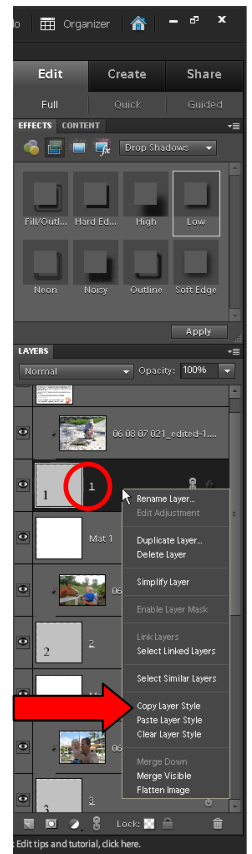
Right click (Mac: Ctrl Click) and choose Paste Layer Style and your work is done very quickly. To save time, add drop shadows to all layers including the photo layers.

Save.

Add the embellishment to the page by clicking on the **top** layer and then dragging it onto your page. Move it to the desired location from the center of the page where it dropped.

Add type using the Text tool (T) if desired. Make sure you are on the top layer in the Layers Panel when adding type or it may be covered up by another layer.

Add drop shadows to the embellishments and add type if desired. Save.



In this example I have expanded the Layers panel so that you can see most of the layers.

The *fx* symbol on the layers indicates that a Layer Style has been added to the layer.

### 13. Printing

This is a great digital technique that will also allow you to print on traditional scrapbook papers. Choose papers that are very light in color, such as ledger papers, because the light areas of the photo will take on the color of the paper.

I use an Epson R2000 to print my 12 x 12 scrapbook pages and it works beautifully.

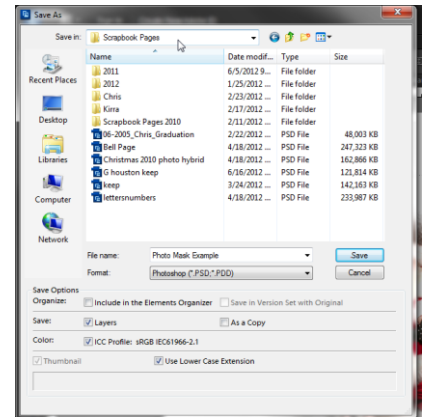
### 14. Saving

From the Menu bar choose File>Save.

Choose a location (I suggest creating a folder and naming it Scrapbook Pages) where you want your computer to save the file. The Format is Photoshop.

Also uncheck the box that says Include in Elements Organizer. I love the Organizer and use it for a lot of things but I don't save my completed pages there.

Click on the Save button.



Next choose File>Save As and change the Format to JPEG and click the Save button. This will save your page in a single layer in the event you want to send it to a photo processor to print it for you.

Choose 10 in the Quality box and Baseline Standard for Format Options.

When you are finished saving, choose File Close All to close all of the files.

For more information about digital photo editing, digital scrapbooking, and organizing photos and digital scrapbooking supplies see my book *Photoshop Elements Basics & Beyond* by Patty Debowski.

