

## SN3-HOW1-DuplicateB4Decorate-transcript



### Scrap It Now How To Duplicate a Template Transcript

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If there's one thing that you need to remember when working with these Scrap It Now templates, it's to duplicate before you decorate.

Why duplicate? Well, these templates are intended to be used over and over and over again. If you alter the original file, you'll be breaking the beauty of the system. So let's say it together, duplicate before you decorate.

Here's how to do that. First, open one of the Scrap It Now templates, and then in the Menu Bar, choose File > Duplicate. If you're using Photoshop, choose Image > Duplicate. In the dialog box, you can rename the file or just go ahead and click OK. And then you'll want to make sure and close the original file without saving.

So one more time, duplicate before you decorate. I can't tell you how many templates I've accidentally overwritten in my scrapbooking journey. Don't make the same mistake that I've made. If you need to, write it on a sticky note and attach it to your monitor. One last time, just for kicks and giggles. Duplicate before you decorate. Happy scrapping.