

## MA2-L05-Archiving-transcript



### Digital Scrapbooking Mastery, No. 2

#### Archiving & Using Lesson 5: Tattered Photo Frame

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You put in a lot of time making your tattered photo frame look fantastic. Now let's archive it for later use and use it on another project. This video is being filmed in Photoshop Elements, but the instructions are exactly the same for Adobe Photoshop except where noted.

Let's first archive the frame. Begin by opening the document that you ended with in lesson 5 of this class. Then in the Layers panel, Right click, or Ctrl click on a Mac, on the Tattered Photo Frame group and choose Duplicate Group. In the dialog box, set the destination document to New and then click OK. In the Layers panel of the new document, click on the arrow to open the Tattered Photo Frame group. Double click on the Effect icon of the Tattered Photo Frame group to open it. And then in the dialog box, uncheck Drop Shadow and then click OK. Holding down the Alt key in Windows, or the Opt key on Mac, click and drag a copy of the Tattered Photo Frame group directly above the original. Then in the Menu Bar, choose Layer > Simplify Layer. In Photoshop, you would choose Layer > Merge Group. Back in the Layers panel, hold down the Ctrl key in Windows, or the Cmd key on a Mac, and click on the thumbnail of the simplified layer to get a selection outline. Then click and drag the simplified layer to the Trash icon. And you can close the Tattered Photo Frame group.

Now we can crop the frame. In the Menu Bar, choose Select > Modify > Expand. In the dialog

box, expand by 10 px and click OK. Then in the Menu Bar, choose Image > Crop. Then press Ctrl D, Cmd D on a Mac, to deselect.

And then the final step for archiving is to save this new document as a layered PSD file. I'll rename my file, Tattered Photo Frame, and save it in a location that's easily found.

When you're ready to use your archived frame, you basically have two options. The first of which is to use the frame in conjunction with all of the layers and the photo mask. This will provide the most versatility. Here's how to do that. Open the archived document that contains the Tattered Photo Frame group. Then make sure that group is active. Get the Move Tool and holding down the shift key, click and drag the frame onto a new document. You will most likely want to add a drop shadow to the frame itself. So in the Tattered Photo Frame group, click on the arrow to open it and then double click on the Effects icon of the Tattered Photo Frame group. That will open the Style Settings dialog box. Then click on drop shadow and the same settings that you had before should be right there. Then click OK. Now there's a shadow on the frame.

To add a photo to the clipping mask, again you would need to open the Tattered Photo Frame group and then click on the photo clipping mask layer. Open a photo that you'd like to use. Then with the Move Tool, click and drag the photo on to the new document, and then in the Menu Bar choose Layer > Create Clipping Mask. You will most likely need to resize the photo to fit in the clipping mask and then click the checkmark to commit. I'll undo those changes and then show you the alternate method for using the frame on a project.

Here's a card I created and I want to add just the frame with no clipping mask to the card. So in this case, adding the entire Tattered Photo Frame group to this document is not only unnecessary and will create extra work, but it's going to make the file size of the card much larger than it needs to be. So here's how I'll add the frame to my card. In the Tattered Photo Frame document, click on the arrow to open the Tattered Photo Frame group and then click on the Visibility icon of the photo clipping mask to disable it. Next press Ctrl A, Cmd A on a Mac, to select the entire document, and then press Shift Ctrl C, that's Shift Cmd C on a Mac, to create a merged copy of the document. Next, activate the document that contains your new project and then press Ctrl V, Cmd V on a Mac, to paste in the merged copy. For this particular card, I'm only wanting to use the frame for just part of the edge. So I'm going to transform it, and then I'm going to select the part of the frame that I want to keep. Then I'll click on the Add Layer Mask icon. Now the only thing left to do is to add a drop shadow and I'm all done. So that's how to archive and use the tattered photo frame from lesson 5 of Mastery 2. This has been Jen White with Digital Scrapbooking Mastery.