

CG2-JW-TagTemplate-manual



Christmas Greetings 2

Tag Template & Action Set

by Jen White

Design and create in record time with my customizable tag template and action set.

In this video I'll show you exactly how to install the action set provided in this class and how to use it in tandem with my tag template.

The template and action for this tutorial can be found [in the classroom](#).

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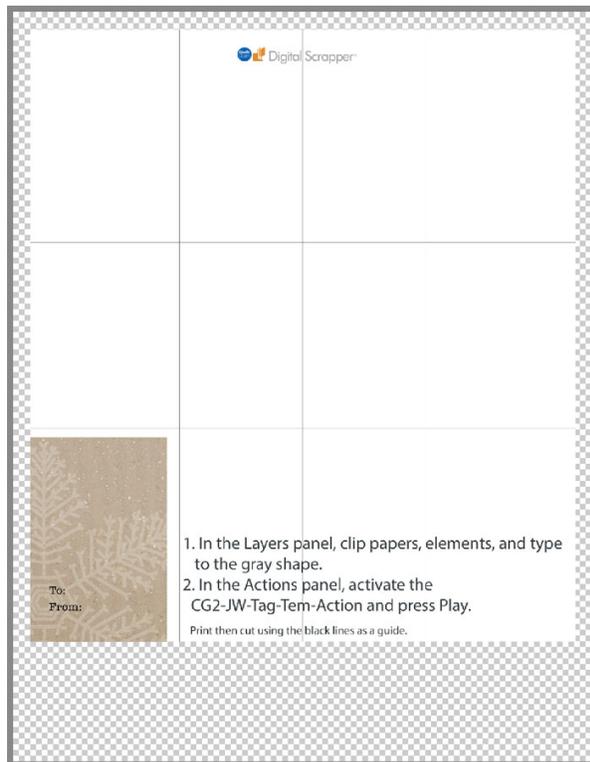
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Step One: Install the Tag Template Action

- In the Actions panel (Window > Actions), open the flyout menu and choose Load Actions.
- Navigate to the place you downloaded the CG2-Tag-Template-Action folder, click on the CG2-Tag-Template-Action.atn file inside the folder, and click Open.

Step Two: Open the Template & Design a Tag

- Open the CG2-JW-Tag-Template (File > Open) from the download folder.



- In the Layers panel, clip papers, elements, and type to the gray clipping mask.

Note: Only design ONE tag, the action will duplicate it for you. You can use the paper, element, and type provided; or replace those layers with items from your stash.

Note: Do not unlock the Background layer or the gray shape layer.

IMPORTANT: Make sure to clip everything down to the gray shape.

Step Three: Play the Action

- In the Actions panel, open the CG2-Tag-Template-Action folder, then click to activate the "Tag Template Action by Jen White" action.
- Press Play.

Note: A dialog box will instruct you to duplicate the document you personalized.

- Click Stop.
- In the Menu Bar, choose File > Duplicate. (PS: Choose Image > Duplicate.) Click OK.
- In the Actions panel, press the Play icon.



Step Four: Print and Cut the Tags

- Print the tag document on 8.5x11" medium weight card stock.
- Use the black line guides on the document to cut the tags apart.
- Close both of tag documents without saving.