



## Tabbed Title

by Gina Harper

Add dimension to your title using the Type tool and the Selection tool.

For this tutorial you will need:

- Photoshop Elements or Adobe Photoshop
- The dst-Tools-Type-Tabbed-Title-Template.psd file from the download folder
- A print-style font

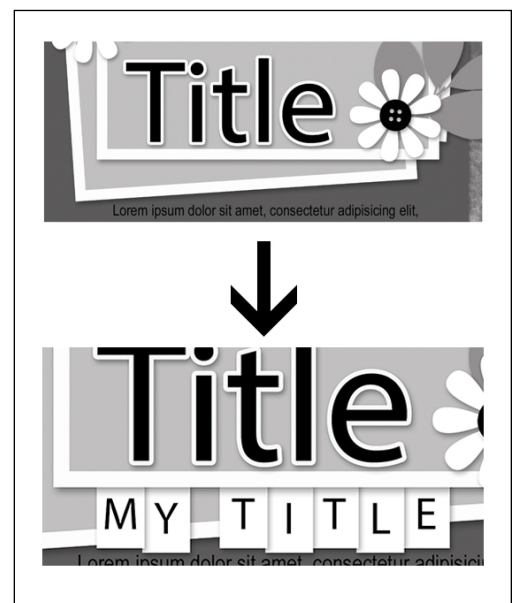
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### Step One: Prepare the Workspace

- Open the dst-Tools-Type-Tabbed-Title-Template.psd file (File > Open) from the downloads.
- Press the letter D to reset the Color Chips to the default of black over white.
- Press Ctrl + (Mac: Cmd +) about four times to zoom into the area above the journaling. To reposition while zooming, hold down the Space bar and click and drag on the document.

### Step Two: Create a Tab

- Get the Rectangular Marquee Tool.
- In the Tool Options, click on the New Selection icon. Set the Feather to 0 and the Aspect to Fixed Size. (PS: Set the Style to Fixed Size.) Set the Width to .35 inches and the Height to .5 inches.
- In the Layers panel, click on the Left Stroke Frame layer to make it the active layer.

NOTE: When placing the tabs on another layout, be sure to tuck them in behind the edge of a photo or element to create a connection.

- Click on the Create a New Layer icon.
- Double-click directly on the name of the new layer, and rename it Tab.
- Press Enter or Return to commit the change.
- On the document, near the bottom of the photo frame, click once to make a selection.
- Press Ctrl Backspace (Mac: Cmd Delete) to fill the selection with the white background color.
- Press Ctrl D (Mac: Cmd D) to deselect.
- In the Tool Options, Set the Aspect back to Normal. (PS: Set the Style to back to Normal.)



### Step Three: Add a Drop Shadow

- In the Layers panel, the Tab layer should still be active.
  - **Photoshop Elements Only:**
    - In the Menu Bar, choose Layer > Layer Style > Style Settings.
    - In the dialog box, set the Lighting Angle to 120°. Click directly on the words Drop Shadow to open the settings. Set the Size to 13, the Distance to 8, and the Opacity to 35%. Click OK.
  - **Adobe Photoshop Only:**
    - In the Menu Bar, choose Layer > Layer Style > Drop Shadow.
    - In the dialog box, click on Reset to Default. Set the Blend Mode to Multiply, the Opacity to 35%, the Angle to 120°, the Distance to 8, the Spread to 0, and the Size to 13. Click OK.



### Step Four: Add a Letter

- In the Layers panel, the Tab layer should still be active.
- Get the Horizontal Type tool.
- In the Tool Options, open the Font Picker and choose a print-style font. I'm using Myriad Pro Regular.

### Choosing a Font:

- Use a print style or handwritten font.
- Use all caps to keep the type layers uniform in size.
- Avoid a script-style font.
- **Photoshop Elements Only:** Set the Size to 24 and press Enter/Return. Click on the Center Align icon. Click on the Color Chip and choose black.



- **Adobe Photoshop Only:** Set the Size to 24 and press Enter/Return. Click on the Center Align icon. Click on the Color Chip to open the Color Picker. In the Color Picker, choose black and click OK.
- On the document, click once in the center of the newly created tab to place the cursor.
- Type the first letter or character of your title in all caps.
- Click the checkmark to commit the type.
- In the Layers panel, hold down the Ctrl key (Mac: Cmd key) and click on the thumbnail of the Tab layer to get a selection outline.
- The type layer should still be active. If it's not, click on it to make it the active layer now.
- Get the Move Tool.
- In the Tool Options, click on the Align Horizontal Centers (Middle) icon and the Align Vertical Centers icon to center the type layer on the tab.
- Press Ctrl D (Mac: Cmd D) to deselect.



NOTE: Depending on the font you choose, it may be necessary to adjust the font size to best fit the tab.

### Step Five: Duplicate and Move Layers

- In the Layers panel, the type layer should still be active.
- Hold down the Shift key and click on the Tab layer to activate it. Both layers should now be active.
- Hold down the Alt key (Mac: Opt key) and drag a duplicate copy of the layers below the previous Tab layer and above the Left Stroke Frame layer.

NOTE: Placing the duplicate layer below the previous layer in the Layers panel will help to keep the layers in order.

- Get the Move tool.
- In the Tool Options, uncheck Auto-Select Layer and uncheck Show Bounding Box. (PS: Uncheck Show Transform Controls.)
- Holding down the Shift key, press the Right Arrow key 10 times to place the new layers to the right where they end up slightly under the right edge of the previous Tab layer on the document.



- Use the Arrow keys to nudge alternating layers up or down once or twice to add interest.
- Repeat these steps to duplicate the Tab and type layers for each letter or character needed for your title. Be sure to drag subsequent layers below the previous Tab layer and above the Left Stroke Frame layer.



### Step Six: Edit the Type Letter Layers

- Get the Horizontal Type tool.
- In the Layers panel, double-click directly on the thumbnail of the letter you want to change to highlight it.
- Type the new letter in all caps.
- Click the checkmark to commit the change.
- Repeat these steps for each letter you wish to change to complete the title.
- Press Ctrl 0 (Mac: Cmd 0) to fit the image to your screen.



### Step Seven: Finish and Save the Document

- Add photos, a date, journaling, and some elements to finish the page as desired.
- Save the document (File > Save As) as a layered PSD file with a unique name.



Here is my finished page after I changed the font and adjusted my tabs just a tad. I love how the tabs add some dimension to my layout.



Photos & Page: Walking by Faith by Gina Harper  
Tutorial: Tabbed Title by Gina Harper  
Kit: Faith Love Hope by KimB Designs  
Fonts: Sacramento, Caroni