



## Easy Tabbed Journaling

by Jen White

Gain a little expert knowledge of the Rectangular Marquee tool to make it easy to create tabbed journaling.

### For this tutorial you will need:

- Adobe Photoshop or Photoshop Elements

### Important Links:

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On July 27, 2023, the long summer at GrammaJ's came to an end. It was time to return Stetson and Tobias to Texas so they could start school. This cool Texas monument was at the first rest area we came to after crossing the Texas border. Nobody was really in the mood for photos, but this is what I got after a couple of minutes of begging.



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## Prepare Your Workspace

- Create a new 12 x 12 inch document (File > New > Blank File) at 300 ppi with a white background. (PS: Choose File > New.)
- NOTE: Other document sizes will also work as long as they are 300 ppi. You can also start with a nearly completed scrapbook page like I've done here.
- Press the letter D to reset the Color Chips to the default of black over white.



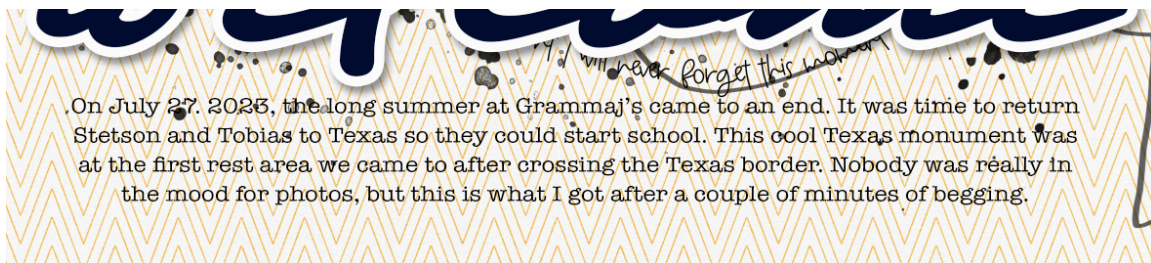
## Journal In a Text Box

- In the Layers panel, click on the topmost layer to activate it.
- Get the Horizontal Type tool.
- In the Tool Options, open the Font Picker and choose a clean journaling font. I'll use American Typewriter Regular. Set the Size to 12 pts. Set the Leading to Auto and the Tracking to 0. (PS: Set the Leading and Tracking in the Character panel.) The Color Chip should already be black. Click on the Center Align icon, or whichever alignment works for the position of your journaling. The Style should be set to None. (PS: There is no Style setting.)
- On the document, hold down the Shift key and click and drag to create a large text box. Let go of the Shift key while dragging to release the proportion constraints.

NOTE: Holding down the Shift key while clicking and dragging keeps your new text box from interfering with other type layers on your document.

- Type in journaling for your scrapbook page. If your text box is not big enough, click and drag on the bounding box handles to make it bigger, and then continue typing.
- Click the checkmark to commit the change.

NOTE: At this point, I'd recommend spellchecking your journaling and looking it over for missing or extra words. Reading the typed paragraph slowly and out loud will usually help spot errors.



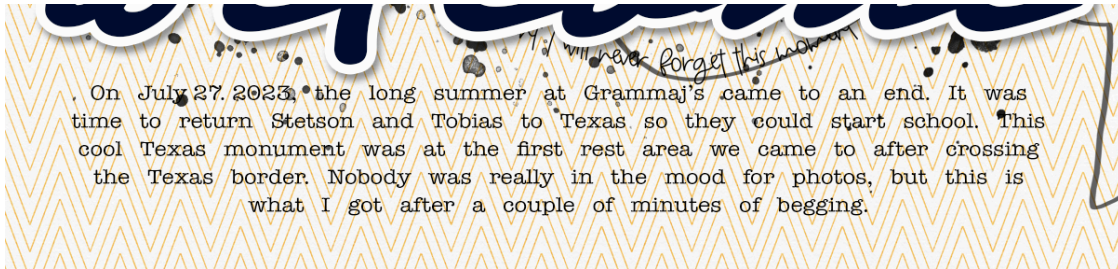
## Zooming Tips

- To zoom in to your document, press Ctrl + (Mac: Cmd +).
- To zoom out, press Ctrl - (Mac: Cmd -).
- To reposition the zoom, hold down the Space bar and click and drag on the document.
- To fit your document to your viewing area, press Ctrl 0 (Mac: Cmd 0).



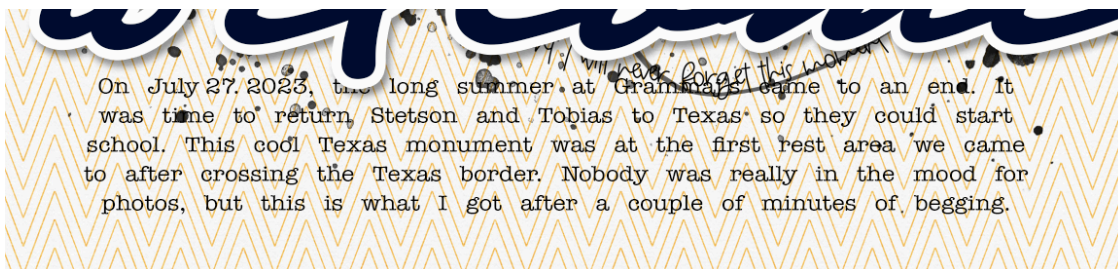
## Add Extra Spaces to the Journaling

- In the Layers panel, double click on the thumbnail of the type layer to highlight all the type.
- Press the Left Arrow key to place your cursor at the very beginning of the type.
- Press the Right Arrow key until your cursor is at the end of the first word.
- Press the Space bar twice to add two additional spaces between the words.
- Continue using the Right Arrow key and Space bar to add two additional spaces between each word of your journaling. If you run out of room in your text box, click on the bounding box handles to make the text box bigger and continue adding spaces.
- Do not commit the change.



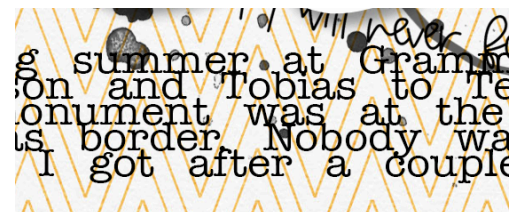
## Set the Final Width

- To make the text box wider, click and drag out on a side handle of the bounding box.
- To make the text box thinner, click and drag in on a side handle of the bounding box.
- To reposition the text box, hold down the Ctrl key (Mac: Cmd key) and click and drag inside the bounding box.
- Click the checkmark to commit the change.

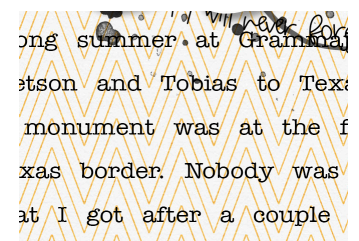


## Add Extra Leading

- Get the Horizontal Type tool.
- In the Tool Options (PS: Character panel), reduce the value of the Leading until the lines of type are touching, but not overlapping. I set mine to 7 pt.

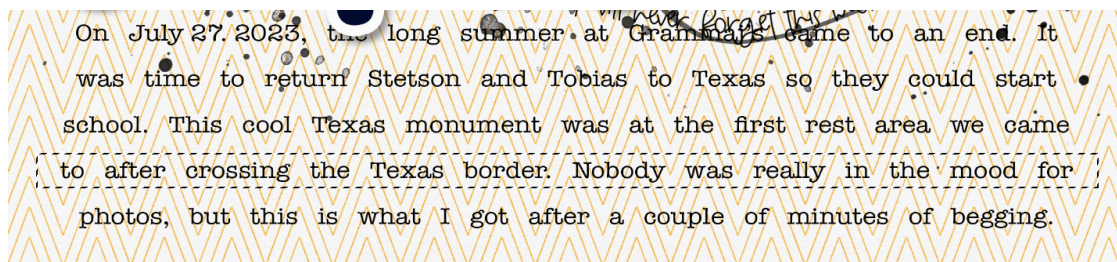


- Multiply the Leading value by 3 and enter the new number in the Leading field. I'll enter 21 pt, which is 7 x 3.

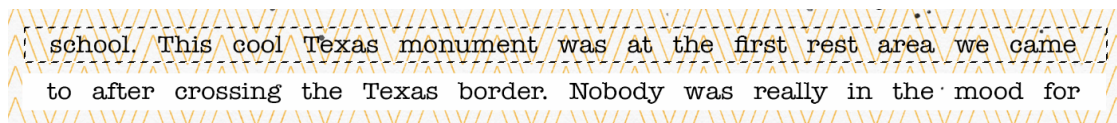


## Add Long Tabs Behind the Journaling

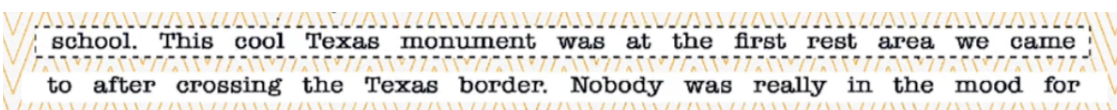
- In the Layers panel, hold down the Ctrl key (Mac: Cmd key) and click on the Create a New Layer icon.
- Double click directly on the name of the new layer, rename it TABS, and press Enter/Return to commit the change.
- Get the Rectangular Marquee tool.
- In the Tool Options, click on the New Selection icon. Set the Feather to 0 and the Aspect (PS: Style) to Normal.
- On the document, click and drag a selection outline around the longest line of type.
  - Include extra room at the beginning and the end of the line.
  - Do not make the selection too high. There should be just enough to cover all of the words.
  - To reposition while dragging, hold down the Space bar.



- Press Ctrl Backspace (Mac: Cmd Delete) to fill the selection with the Background Color Chip of white.
- Do not deselect. You should still have the Rectangular Marquee tool.
- On the document, click inside the selection outline and drag it to the next longest line of type. If needed, use your Arrow keys to nudge it into place.



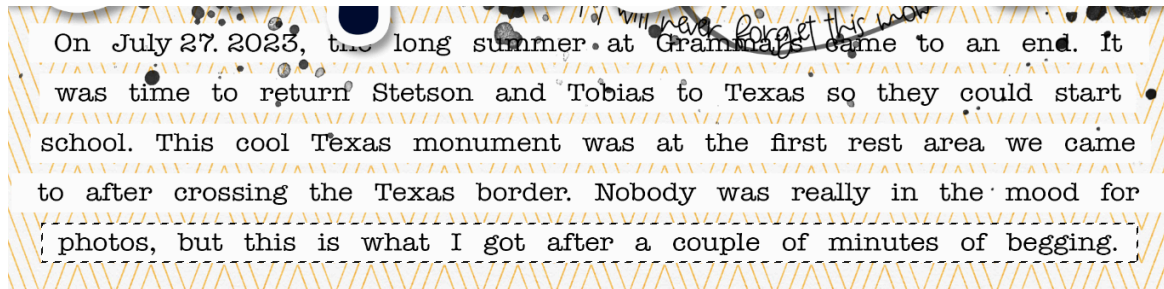
- To transform the selection:
  - Right click (Mac: Ctrl click) inside the selection and choose Transform Selection.
  - Hover your cursor over a side handle of the bounding box until you see a horizontal arrow, then holding down the Shift key, click and drag inward. Repeat, if needed, for the other side.
  - Click the checkmark to commit the change.
- Press Ctrl Backspace (Mac: Cmd Delete) to fill the selection with the Background Color Chip of white.
- Do not deselect.





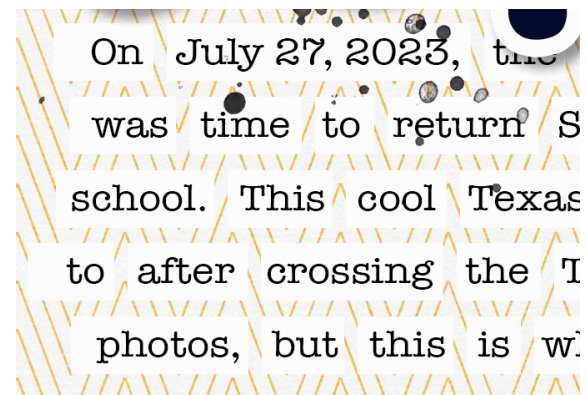
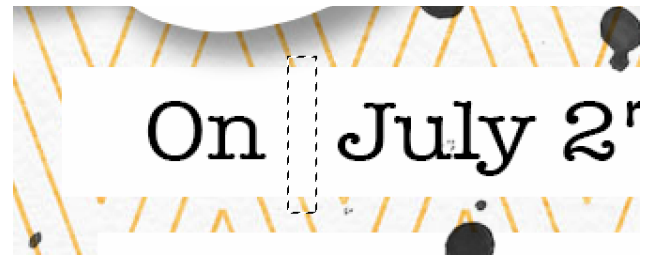
## Repeat the Process for the Remaining Lines of Type

- With the Rectangular Marquee tool, reposition the selection to a new line of type.
- Transform the selection to fit the new line, making sure to hold down the Shift key while clicking and dragging.
- Fill the selection with white.



## Remove the Parts of the Strips Between Words

- Get the Rectangular Marquee tool.
- On the document, click and drag a short, thin selection between the first two words of the journaling. Make sure the thin selection is centered between the words and extends slightly beyond the top and bottom edges of the tab. To reposition while dragging, hold down the Space bar.
- In the Layers panel, the TABS layer should still be active.
- Press the Backspace key (Mac: Delete key) to delete that part of the tab.
- Do not deselect. You should still have the Rectangular Marquee tool.
- On the document, click inside the selection and drag it between the next two words.
- Press the Backspace key (Mac: Delete key) to delete that part of the tab.
- Repeat the process of moving the selection and deleting until all words have been separated.
- If you need to undo, press Ctrl Z (Mac: Cmd Z).
- Press Ctrl D (Mac: Cmd D) to deselect.



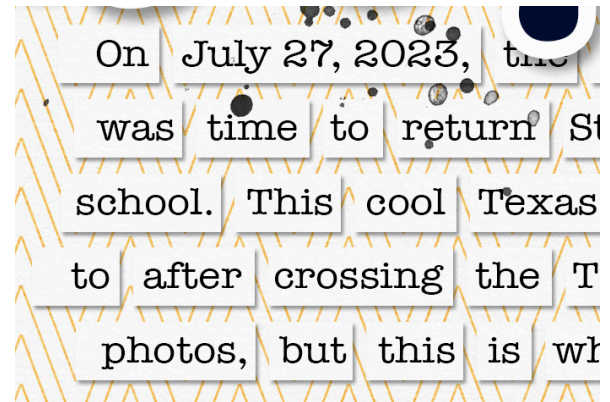
### (Optional) Clip Paper to the Tabs Layer

- In the Layers panel, click on the TABS layer to activate it.
- Open a white or light-colored solid paper (File > Open).
- Get the Move tool.
- Holding down the Shift key, click and drag the paper onto the scrapbook page.
- In the Menu Bar, choose Layer > Create Clipping Mask.
- Choose Layer > Merge Down.

### Add a Drop Shadow to the Tabs Layer

- In the Layers panel, click on the TABS layer to activate it.
- In the Menu Bar, choose Layer > Layer Style > Style Settings (PS: Drop Shadow).
- In the dialog box, click on Drop Shadow to activate it and reveal the settings. Set the Lighting Angle (PS: Angle) to 120, the Size to 7, the Distance to 7, and the Opacity to 40. (PS: Also set the Spread to 0 and the Blend Mode to Multiply.)

NOTE: You may need to change the opacity of the drop shadow based on the color of your background paper.

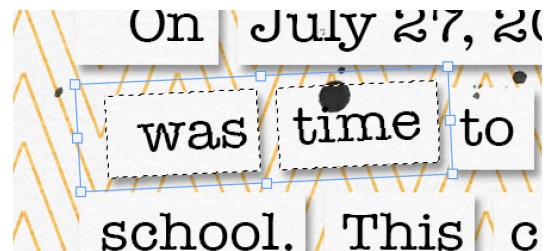


### Merge the Journaling with the Tabs

- In the Layers panel, click on the type layer to activate it.
- In the Menu Bar, choose Layer > Merge Down.

### (Optional) Transform the Tabs

- In the Layers panel, the TABS layer should still be active.
- Get the Rectangular Marquee tool.
- On the document, click and drag a selection outline around one or two tabs, or around an entire line of tabs. Make sure not to select parts that you do not want to move.
- Press Ctrl T (Mac: Cmd T) to get the Transform options.
- To move the tabs, press the Arrow keys.
- To rotate the tabs, hover your cursor near a corner handle of the bounding box until you see a curved, double-headed arrow, then click and drag to rotate. Only rotate by 1-3°.
- Click the checkmark to commit the change.
- Repeat with any other tabs.
- Doing this will add interest and variety to your journaling tabs.
- When finished, press Ctrl D (Mac: Cmd D) to commit the change.
- In the Layers panel, click and drag the TABS layer below any shadowed layers, but above any unshadowed layers.







Page & Photos: Jen White

Template: Unforgettable by Anita Designs

Tutorial: Easy Tabbed Journaling

Kits: Unforgettable by Anita Designs

Fonts: Miss Stanford, Trebuchet MS, American Typewriter