MA2-L05-Archiving-manual

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.

Duplicate the Group

- Open the document (File > Open) you ended with in Lesson 5.
- Right click (Mac: Ctrl click) on the Tattered Photo Frame group and choose Duplicate Group.
- In the dialog box, set the Destination Document to New and click OK.

Select the Frame

- In the Layers panel, click on the arrow to open the Tattered Photo Frame group.
- Double click on the Effect icon of the Tattered Frame group to open it.
- In the dialog box, uncheck Drop Shadow and click OK.
- Holding down the Alt key (Mac: Opt key), click and drag a copy of the Tattered Frame group above the original.

- In the Menu Bar, choose Layer > Simplify Layer. (PS: Choose Layer > Merge Group.)
- In the Layers panel, hold down the Ctrl key (Mac: Cmd key) and click on the thumbnail of the simplified layer to get a selection outline.
- Click and drag the simplified layer to the Trash icon.
- Close the Tattered Photo Frame group.

Crop the Frame

- In the Menu Bar, choose Select > Modify > Expand.
- In the dialog box, Expand By 10 and click OK.
- In the Menu Bar, choose Image > Crop.
- Press Ctrl D (Mac: Cmd D) to deselect.

Save the New Document

- Save the new document (File > Save) as layered PSD file named Tattered-Photo-Frame in a location that is easily found.
- Close the document.

Use in Another Project with the Layers

- Open the Tattered-Photo-Frame document (File > Open).
- Get the Move tool.
- In the Layers panel, click and drag the Tattered Photo Frame group onto another document. Holding down the Shift key before letting go of the mouse will assure the paper lands in the center of the document.
- To add a drop shadow, open the Tattered Photo Frame group, then double click on the FX icon of the Tattered Frame group to open the Style Settings dialog box. Click to check Drop Shadow and click OK.
- In the Layers panel, click on the Photo Clipping Mask layer to activate it.
- Open a photo.
- Using the Move tool, click and drag the photo onto the document.
- In the Menu Bar, choose Layer > Create Clipping Mask.
- Use the Transform options to resize the photo to fill the clipping mask.

Use in Another Project with Just the Frame

- Open the Tattered-Photo-Frame document (File > Open).
- In the Layers panel, click on the arrow to open the Tattered Photo Frame group.
- Click on the Visibility icon of the Photo Clipping Mask layer to hide it.
- Press Ctrl A (Mac: Cmd A) to select the entire document.
- Press Shift Ctrl C (Mac: Shift Cmd C) to create a merged copy.
- Activate the new project.

- Press Ctrl V (Mac: Cmd V) to paste the merged frame.
- Add a drop shadow and transform as needed.

Card: Happy Birthday by Jen White
Class: Digital Scrapbooking Mastery 2, Lesson 5
Kit: Simplify by Angie Briggs
Font: Andale Mono