

## MA2-L02-Archiving-manual



### Digital Scrapbooking Mastery, No. 2 Archiving & Using Lesson 2: Tall Doodly Flower Manual © 2019 Jen White

#### Duplicate the Group

- Open the document (File > Open) you ended with in Lesson 2.
- In the Layers panel make sure the Tall Doodly Flower group is the active group.
- Right click (Mac: Ctrl click) on the group and choose Duplicate Group.
- In the dialog box, set the Destination Document to New and click OK.

#### Crop the Flower

- Get the Rectangular Marquee tool.
- In the Tool Options, click on the New Selection icon. Set the Feather to 0 and the Aspect to Normal. (PS: Set the Style to Normal.)
- Click and drag a selection outline that's slightly larger than the flower. To reposition while dragging, hold down the Space bar.
- In the Menu Bar, choose Image > Crop.
- Press Ctrl D (Mac: Cmd D) to deselect.

- In the Layers panel, set the Opacity to 100%.

### **Save the New Document**

- Save the new document (File > Save) as layered PSD file named Tall-Doodly-Flower in a location that is easily found.
- Close the document.

### **Use in Another Project**

- Open the Tall-Doodly-Flower document (File > Open).

If you need the layers (to alter the look of the flower):

- Get the Move tool.
- In the Layers panel, click and drag the flower group onto another document. Holding down the Shift key before letting go of the mouse will assure the flower lands in the center of the document.

If you don't need the layers:

- Press Ctrl A (Mac: Cmd A) to select the entire document.
- Press Shift Ctrl C (Mac: Shift Cmd C) to copy the merged layer.
- Activate another project.
- In the Layers panel, choose the location in the list of layers you'd like the flower to land.
- Press Ctrl V (Mac: Cmd V) to paste the flower into the project.



Card: Oh, Hello by Jen White

Class: Digital Scrapbooking Mastery 2, Lesson 2

Kit: Chasing Dragonflies by Brandy Murry

Font: Anadale Mono, Amalyara