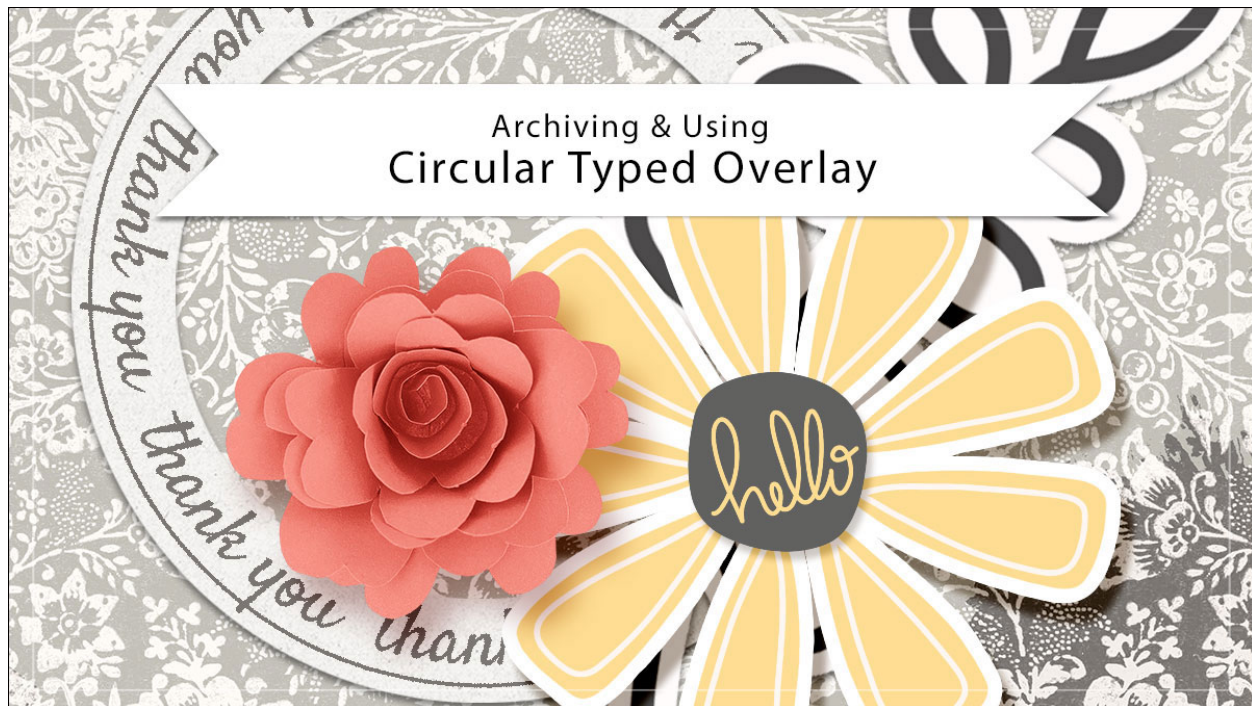# MA2-L03-Archiving-manual

Digital Scrapbooking Mastery, No. 2
Archiving & Using Lesson 3: Circular Typed Overlay
Manual © 2019 Jen White

Whether you've personalized your circular overlay or not, you'll definitely want to save it so that you can create a quick customization at any time for another project.

Duplicate the Group

- Open the document (File > Open) you ended with in Lesson 3.
- In the Layers panel, Right click (Mac: Ctrl click) on the Circular Typed Overlay group and choose Duplicate Group.
- In the dialog box, set the Destination Document to New and click OK.

Hide the Color

- In the Layers panel, click on the arrow to twirl open the Circular Typed Overlay group.
- Click on the Visibility icon of the Color Fill layer to hide it.
- Click on the arrow to twirl the Circular Typed Overlay group closed.

Crop the Circle

- 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 circle. To reposition while dragging, hold down the Space bar.
- In the Menu Bar, choose Image > Crop.
- Press Ctrl D (Mac: Cmd D) to deselect.

Save the New Document

- In the Layers panel, click on the arrow to close the Circular Typed Overlay group.
- Save the new document (File > Save) as layered PSD file named Circular-Typed-Overlay in a location that is easily found.

Use in Another Project

- Open the Circular-Typed-Overlay.psd document (File > Open).
- Get the Move tool.
- In the Tool Options, uncheck Auto Select Layer.
- On the document, click and drag the overlay onto another document. Holding down the Shift key before letting go of the mouse will assure the circle lands in the center of the document.
- Click on the arrow to twirl open the Circular Typed Overlay group.
- To change the font or phrase/word, double click on the thumbnail of the word type layer.
- To change the color, first turn on the visibility of the Color Fill layer and then double click on the color icon.