MA2-L01-Archiving-manual

Digital Scrapbooking Mastery, No. 2
Archiving Lesson 1: Grungy Grid Paper
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You've created a classic and versatile grungy grid background paper, now let's save it as a stand alone file so that it can be used on another digital project.

Duplicate the Group

- Open the document (File > Open) you ended with in Lesson 1.
- In the Layers panel make sure the Grungy Grid Paper 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.

Save the New Document

- Save the new document (File > Save) as layered PSD file named Grungy-Grid-Paper in a location that is easily found.
- Close the document.

Use in Another Project

- Open the Grungy-Grid-Paper document (File > Open).

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 paper to land.
- Press Ctrl V (Mac: Cmd V) to paste the paper into the project.

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

- Get the Move tool.
- In the Layers panel, click and drag the grungy grid paper 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.

Card: Happy Birthday by Jen White
Kit: Just Peachy by Syndee Nuckles
Font: Angelista