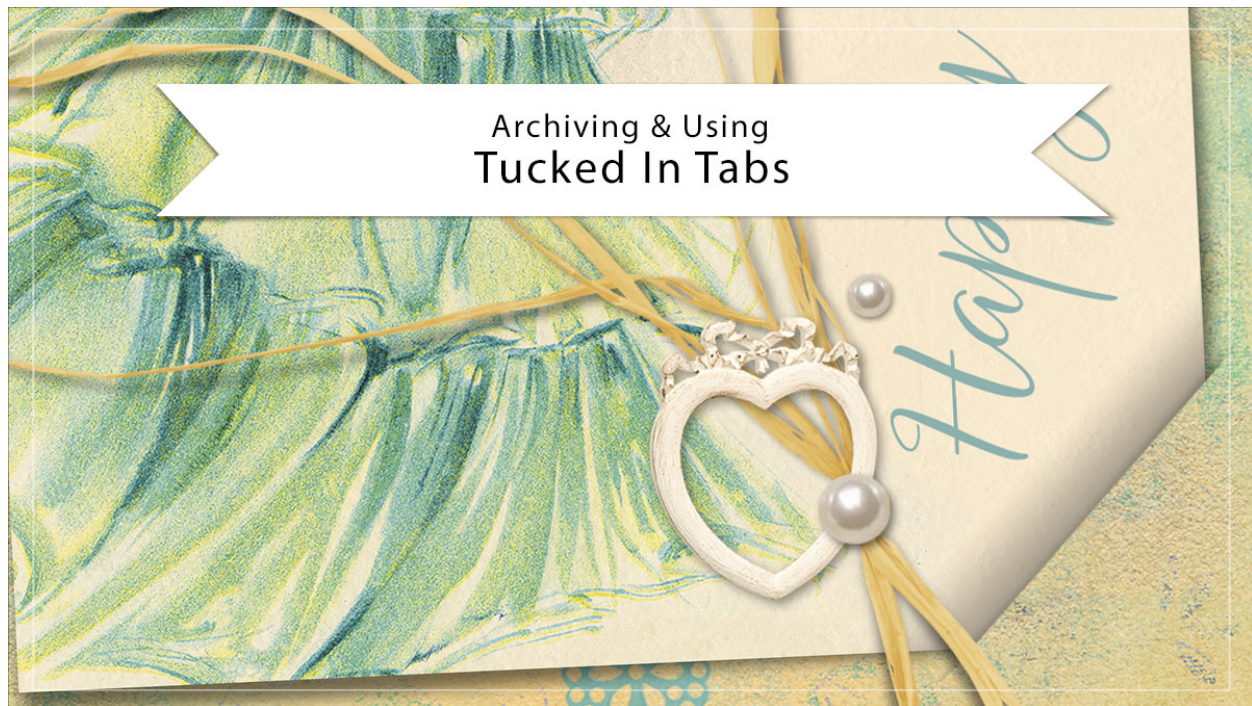# MA2-L06-Archiving-manual

Digital Scrapbooking Mastery, No. 2
Archiving & Using Lesson 6: Tucked In Tabs
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You've put quite a bit of time into creating your tucked in tabs, now let's archive them and use them in another project.

Duplicate the Group

- Open the document (File > Open) you ended with in Lesson 6.
- In the Layers panel, Right click (Mac: Ctrl click) on the Tattered Photo Frame with Tucked Tabs group and choose Duplicate Group.
- In the dialog box, set the Destination Document to New and click OK.

Archive With the Tucked Frame

- In the Layers panel, click on the arrow to open the Tattered Photo Frame with Tucked Tabs group.
- Hold down the Ctrl key (Mac: Cmd key) and click on the layer mask of the Tuck Shadows layer to get a selection outline.

- Click on the arrow of the Tattered Photo Frame with Tucked Tabs group to close it.
- In the Menu Bar, choose Image > Crop.
- Press Ctrl D (Mac: Cmd D) to deselect.
- Save the new document (File > Save) as layered PSD file named Tattered-Photo-Frame-Tucked-Tabs in a location that is easily found.

Archive Without the Tucked Frame
Complete the step above before completing this step.

- In the Layers panel, click on the arrow to open the Tattered Photo Frame with Tucked Tabs group.
- Click on the arrow to open the Tattered Photo Frame group.
- Click on the Photo Clipping Mask layer to activate it.
- Press Ctrl T (Mac: Cmd T) to get the Transform options.
- Hold down the Shift key and click and drag the side handles of the bounding box to line up with the edges of the tattered frame.
- Click the checkmark to commit.
- Rename the Photo Clipping Mask layer to be Clipping Mask.
- Click and drag the Tattered Frame group to the Trash icon.
- Click on the arrow to close the Tattered Photo Frame with Tucked Tabs group.
- Rename the group Tucked Tabs.
- Save the new document (File > Save As) as layered PSD file named Tucked-Tabs in a location that is easily found.
- Close the document.

Use in Another Project

- Open the Tattered-Photo-Frame-Tucked-Tabs document or the Tucked-Tabs document (File > Open).
- Get the Move tool. In the Tool Options, Auto Select Layer should be unchecked.
- On the document, hold down the Shift key and click and drag the tucked tabs 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.
- Transform as needed.

Add a Photo or Paper to the Clipping Mask

- In the Layers panel, click on the arrow of the Tucked Tabs group to open it.
- Click on the arrow of the Tattered Photo Frame group to open it.
- Click on the Clipping Mask layer to activate it.
- Open a photo or paper or other element (File > Open).
- Get the Move tool.

- Holding down the Shift key, click and drag the element onto the new document.
- In the Menu Bar, choose Layer > Create Clipping Mask.
- Transform as needed.

CAUTION: To keep the effect looking realistic, make sure the tucks only show on a background paper, not above any 3D elements.

Adjust the Opacity of the Shadows

- In the Layers panel, inside the Tucked Tabs group click on the Tuck Shadows layer to activate it.
- Change the Opacity.
- Click on the Bottom Photo Bend layer to activate it.
- Change the Opacity.
- Click on the Top Photo Bend layer to activate it.
- Change the Opacity.

Reduce the Size of the Tuck Shapows

- In the Layers panel, inside the Tucked Tabs group, click on the Tuck Shadows layer to activate it.
- Get the Smudge tool.
- In the Tool Options, open the Brush Picker and choose a Soft Round brush from the Default Brushes. (PS: Choose a Soft Round brush from the General Brushes.) Set the Mode to Normal and the Strength to 50%. Uncheck Sample All Layers and Finger Painting.
- On the document, hover your cursor over the tuck and press the Left or Right Bracket key to make the size of the brush near the same size as the tuck.
- Click and drag slightly to push the shadow back up inside the tuck.

Card: Happy Birthday by Jen White
Class: Digital Scrapbooking Mastery 2, Lesson 6
Kit: Summer Chills by Vero
Font: Axellaria