

## MA2-L11-Archiving-manual



### Digital Scrapbooking Mastery, No. 2

### Archiving & Using Lesson 11: Corrugated Whimsical Heart

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Before resizing your big and beautiful corrugated heart, make sure to archive it in order to preserve it's pixels in their most unaltered form. In this video I'll show you exactly how to do that and how to use your archived heart in a another project.

#### Duplicate the Group

- Open the document (File > Open) you ended with near the end of Lesson 11.
- Right click (Mac: Ctrl click) on the Corrugated Whimsical Heart group and choose Duplicate Group.
- In the dialog box, set the Destination Document to New and click OK.

#### Remove the Drop Shadow and Crop

- In the Layers panel, double click on the effect (style) of the group to open the Style Settings dialog box.
- In the dialog box, uncheck Drop Shadow and click OK.
- In the Layers panel, click on the arrow to open the group.

- Hold down the Ctrl key (Mac: Cmd key) and click on the thumbnail of the Corrugation layer to get a selection outline.
- Click on the arrow to close the Corrugated Whimsical Heart group.
- In the Menu Bar, choose Select > Modify > Expand.
- In the dialog box, Expand By 10 px 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 Corrugated-Whimsical-Heart in a location that is easily found.
- Close the document.

### **Use in Another Project**

- Open a document you wish to add the heart to.
- In the Layers panel, click to activate the layer you want the heart to land above.
- Open the archived Corrugated-Whimsical-Heart.psd document.
- Get the Move tool. In the Tool Options, uncheck Auto Select Layer.
- On the document, click and drag the heart onto another document. Holding down the Shift key before letting go of the mouse will assure it will land in the center of the document.
- Transform as needed.
- In the Layers panel, double click on the effect (style) to open the Style Settings dialog box. Click to check Drop Shadow and click OK.

### **Change the Color of the Heart**

- In the Layers panel, click on the arrow to open the Corrugated Whimsical Heart group.
- Double click on the thumbnail of the top Color Fill layer to open the Color Picker.
- In the Color Picker, choose a different color and click OK.
- Double click on the thumbnail of the bottom Color Fill layer to open the Color Picker.
- On the document, sample the darkest shade of the chosen color and click OK.
- In the Layers panel, click on the arrow to close the Corrugated Whimsical Heart group.
- Save your document.



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