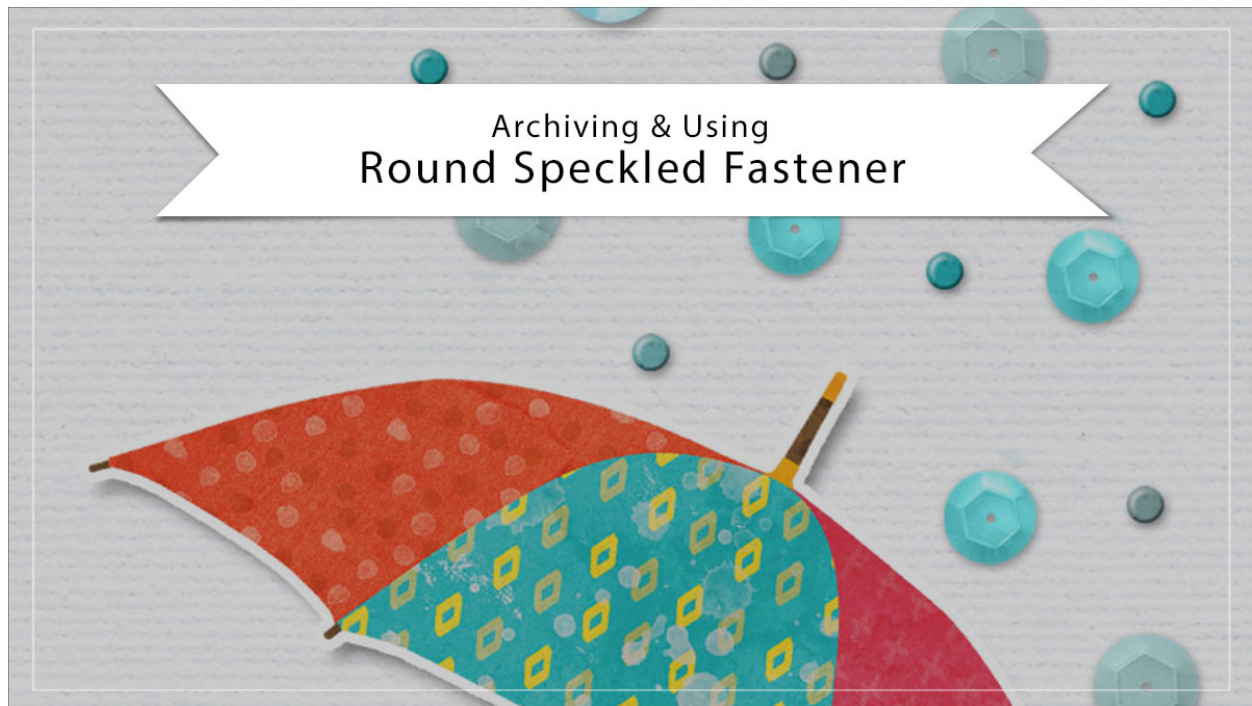# MA2-L10-Archiving-manual

Digital Scrapbooking Mastery, No. 2
Archiving & Using Lesson 10: Round Speckled Fastener
Manual © 2019 Jen White

Before you go changing the size of the round speckled fastener, it's a good idea to archive it in its most unaltered form. In this video I'll show you how to do that and how to use it on another document.

Duplicate the Group

- Open the document (File > Open) you ended with in Lesson 10.
- Right click (Mac: Ctrl click) on the Round Speckled Fastener group and choose Duplicate Group.
- In the dialog box, set the Destination Document to New and click OK.

Remove the Drop Shadow

- In the Layers panel, click on the arrow to open the Round Speckled Fastener group.
- Click and drag the Effect (Style) to the Trash icon.

Select and Crop the Fastener

- Hold down the Ctrl key (Mac: Cmd key) and click on the thumbnail of the Fastener layer to get a selection outline.
- Click on the arrow to close the Round Speckled Fastener 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.
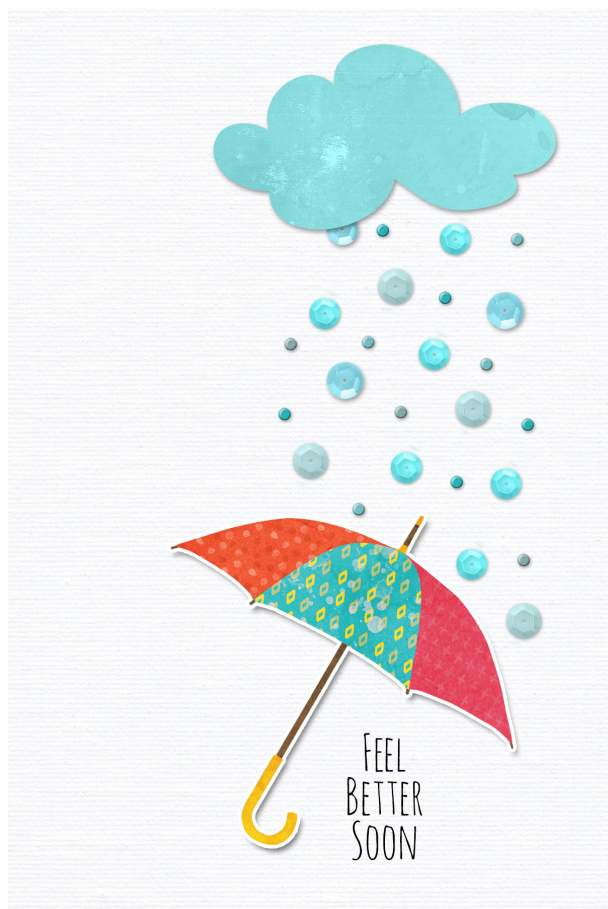- Press Ctrl D (Mac: Cmd D) to deselect.

Save the New Document

- Save the new document (File > Save) as layered PSD file named Round-Speckled-Fastener in a location that is easily found.
- Close the document.

Use in Another Project

- Open a document (File > Open) you wish to add the fastener to.
- In the Layers panel, click on the layer you want the fastener to land above.
- Open the Round-Speckled-Fastener.psd document.
- Get the Move tool.
- On the document, click and drag the fastener onto the new 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 and add a drop shadow.

Change the Color of the Fastener

- In the Layers panel, click on the arrow of the Round Speckled Fastener group to open it.
- Double click on the thumbnail of the Color Fill Layer to open the Color Picker.
- In the Color Picker, choose a different color or sample one from the document. Click OK.
- In the Layers panel, click on the arrow of the Round Speckled Fastener group to close it.

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