MA2-L08-Archiving-manual

Digital Scrapbooking Mastery, No. 2
Archiving & Using Lesson 8: Frayed Herringbone Ribbon
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Your frayed herringbone ribbon is complete, now let's archive it so it can be used over and over again on different projects.

Duplicate the Group

- Open the document (File > Open) you ended with in Lesson 8.
- In the Layers panel, Right click (Mac: Ctrl click) on one of the Frayed Herringbone Ribbon groups and choose Duplicate Group.
- In the dialog box, set the Destination Document to New and click OK.

Center the Ribbon

- Press Ctrl A (Mac: Cmd A) to select the entire document.
- Get the Move tool.
- In the Tool Options, click on the Align Vertical Centers (Middle) icon.
- Press Ctrl D (Mac: Cmd D) to deselect.

Remove the Drop Shadow

- In the Layers panel, click on the arrow to open the Frayed Herringbone Ribbon group.
- Double click on the Effect icon (style) of the Ribbon Template group to open the Style Settings dialog box.
- In the dialog box, uncheck Drop Shadow and click OK.

Select and Crop the Ribbon

- In the Layers panel, hold down the Ctrl key (Mac: Cmd key) and click on the layer mask of the Color Fill layer to get a selection outline.
- Click on the arrow to close the Frayed Herringbone Ribbon group.
- In the Menu Bar, choose Select > Modify > Expand.
- In the dialog box, Expand By 10px 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 Frayed-Herringbone-Ribbon in a location that is easily found.
- Close the document.

Use in Another Project Without the Layers

- Open the Frayed-Herringbone-Ribbon.psd document (File > Open).
- Press Ctrl A (Mac: Cmd A) to select the entire document.
- Press Shift Ctrl C (Mac: Shift Cmd C) to create a merged copy.
- Open a document you'd like to add the ribbon to.
- In the Layers panel, activate the layer you want the ribbon to be on top of.
- Press Ctrl V (Mac: Cmd V) to paste the merged ribbon onto the new document.
- Add a drop shadow.

Use in Another Project With the Layers

- Open a document (File > Open) you'd like to add the ribbon to.
- In the Layers panel, activate the layer you want the ribbon to be on top of.
- Open the Frayed-Herringbone-Ribbon.psd document.
- In the Layers panel, the Frayed Herringbone Ribbon group should be closed and active.
- Get the Move tool.
- On the document, click and drag the ribbon 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.

Caution: Because there's a bevel applied to this element, you may have to adjust the bevel (attached to the Ribbon Template group) if you transform the ribbon much smaller.

Card: Thank You by Jen White
Class: Digital Scrapbooking Mastery 2, Lesson 8
Kit: Heart of Gold by Kim B Designs
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