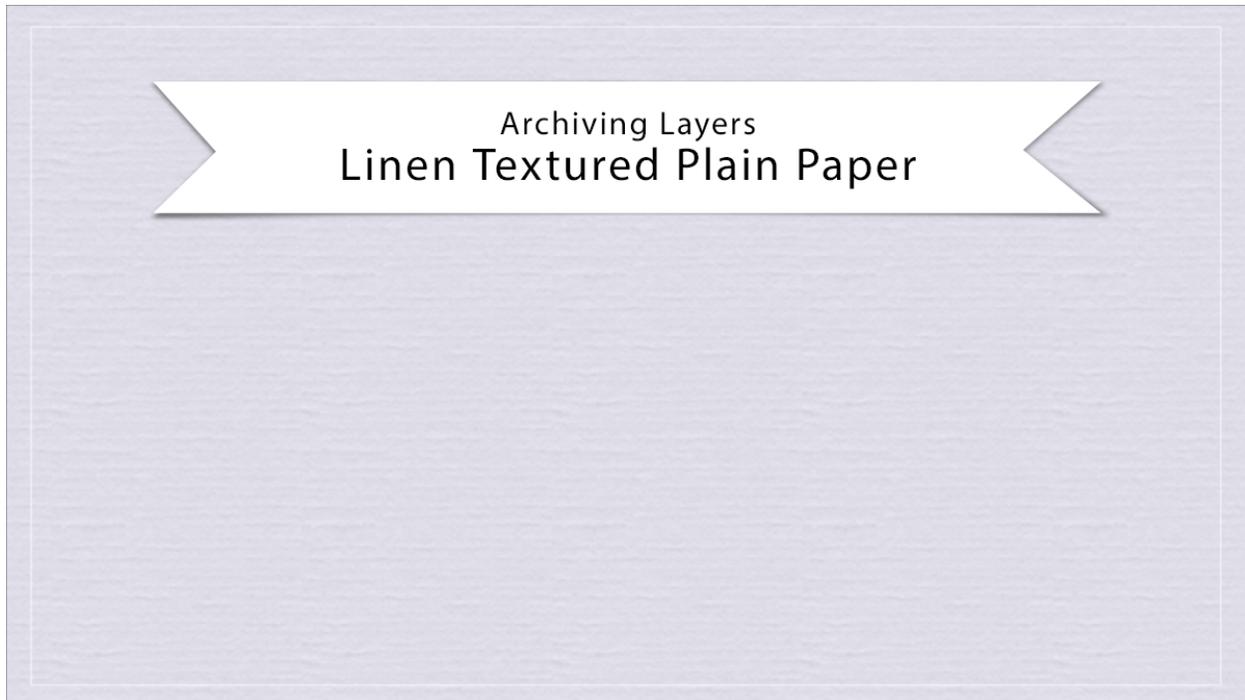# Mastery1-01-Archiving-Linen-Textured-Plain-Paper-transcript

Digital Scrapbooking Mastery, No. 1
Archiving Lesson 1: Linen Textured Plain Paper
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When you create something you love, and it has potential to be used over and over again with just a little bit of adjustment, why not save it for reuse in an easy to find location. This is the document I ended up with after Lesson 1. I'd like to save this paper, along with the pattern and color layers, so that I can easily edit it and reuse it in a later project. Because this paper was created non-destructively, doing that is going to be a snap. The process for archiving layers in this class is going to be very similar with each lesson, but I've keep each lesson separate so that you can see any decision making changes that need to be made with each object that we create. Here's the process for archiving the layers in lesson one. This video is filmed in Adobe Photoshop, but the instructions are exactly the same for Photoshop Elements.

In the Layers panel make sure the Linen Textured Plain Paper group is the active group. Then Right click in Windows or Ctrl click on a Mac and choose Duplicate Group. In the dialog box you need to set the Destination Document to New and then click OK.

At this point you can keep the layers in a group, but you can also ungroup them so they are easily accessible. To do that Right click in Windows or Ctrl click on a Mac on the group and choose Ungroup Layers.

Finally, I am going to save this new document as layered PSD file with a unique name in a location that is easily found. I am planning to create a folder called By Me within my scrapbook folder so that I always know right where to go to find things that I created earlier. Also, I'm planning on naming this file with something that is very descriptive so I remember what it was that I did to create the object. I will be calling this Linen Textured Plain Paper. Now when your finished saving your document, you will want to go ahead and close this working document without saving. So that's how to archive the layers for Lesson 1. This has been Jen White with Digital Scrapbooking Mastery.