



1. After opening your **Paint Shop Pro (PSP)** program, locate the page set / file(s) you wish to use in your Layout.

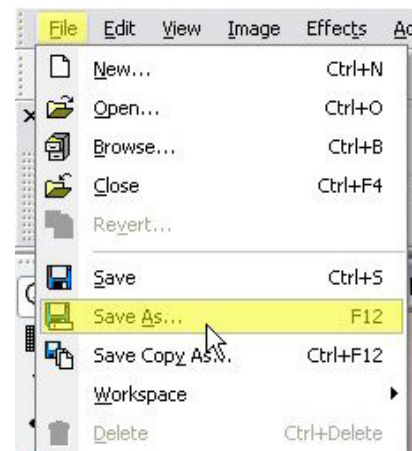
Open the Background file of your choice. (**Ctrl + O**) to Open or (**Ctrl + B**) for PSP Browse

2. **Duplicate** the Background file that you have opened. (**Shift + D**)

Close the original and save your new image in the name that your Layout will be called.

**File > Save As (F12)**

- *be sure to save in .psp format!*



- 3a. If using a **photo mat** or cropped background to place behind your photo(s), open that file

**Copy** the file

**File > Copy (Ctrl + C)**

- 3b. Then **Paste** it onto your Background image – making sure that the background image is your selected file

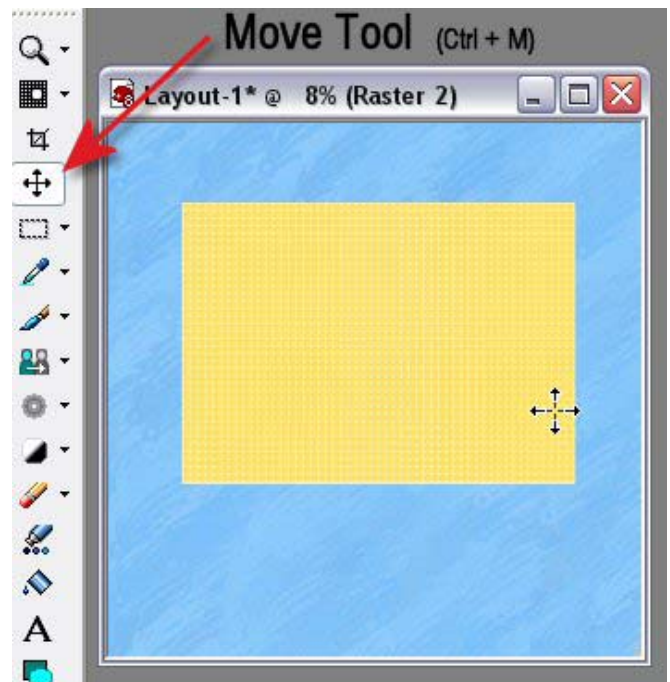
**File > Paste > Paste As New Layer (Ctrl + L)**

Use your **Move Tool (Ctrl + M)** to place the photo mat in the position you desire it to be on your Layout.

- 3c. Add a **Drop Shadow** to your photo mat to give it the appearance of being layered.

**Menu > Effects > 3D Effects > Drop Shadow**

(Some Page Sets may already have pre-shadowed files, you can then skip this step)



**REMEMBER TO SAVE OFTEN!**

4a. Open the **photo** you are using in this Layout  
Copy the file  
**File > Copy (Ctrl + C)**

4b. Then **Paste** it onto your Background image –  
making sure that the background image is your  
selected file  
**File > Paste > Paste As New Layer (Ctrl + L)**  
Use your **Move Tool (Ctrl + M)** to place the photo  
in the position you desire it to be on your Layout.

4c. Add a **Drop Shadow** to your photo mat to give it  
the appearance of being layered.  
**Menu > Effects > 3D Effects > Drop Shadow**  
(Some Page Sets may already have pre-shadowed files,  
you can then skip this step)



**REMEMBER TO SAVE OFTEN!**

5. Now you can add either a Title or more Photos  
and/or Embellishments (Elements), in the same  
manner as you placed your Photo Mat and Photo,  
remembering to add your Drop Shadows.



6. **Save** your finished project in **.psp format** – this allows you to go back at any time and make any  
changes or corrections that you may wish to.

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