

How to Use Scrapbooking Kits

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First off, congratulations on the purchase of your new digital scrapbook kit! From it you'll be able to make wonderful layouts which include your own photos.

PURPOSE:

To provide directions on how to easily use the files included in any of my kits.

ASSUMPTIONS:

This guideline assumes the user has basic computer knowledge and basic knowledge of digital imaging software such as Photoshop Elements or Paint Shop Pro.

This guideline is meant for scrapbook users who are new or unfamiliar with using digital kits to create scrapbook layouts.

Directions provided in this guideline focus primarily on Photoshop or Photoshop Elements software; however, the functions described below will work with **many** (not all) digital imaging software.

Instructions in quotes "" are commands used from the software's main menu.

GENERAL DIRECTIONS:

Each one of the steps below assumes the user has already opened a NEW FILE for creating their own personal layout. The steps below are to copy items within the kit onto their personal layout.

COPY AND PASTING ELEMENTS ONTO A NEW LAYOUT

1. **Using .PNG files with multiple elements in the .PNG file.** Many elements are included in kits in this format, such as tags, buttons, ribbons, alphabets, etc.
 - Using the selection tool, draw around the item to be added to your layout. (Example, if the .PNG is an alpha, using the mouse, drag the selection box around the letter of the alphabet you want copied to your new personal layout.)
 - There should be a dotted line surrounding the item you want to copy.
 - From the menu, select "edit, copy".
 - Select your new personal layout so it is the active window.
 - Select "edit, paste" onto your personal layout. The item should become a new layer in your personal layout.
 - Move the layer up or down depending on where you want it placed within your layout.
 - Repeat this action as many times as necessary to include all the elements you desire into your personal layout.
 - Close the .PNG file when you are finished.
2. **Using .PNG files with a single item in the file.** There is only one element within the .PNG file such as a ribbon.
 - Open the .PNG file to be copied.
 - From the menu, "select, all". This selects all components within the .PNG file
 - Select your new personal layout so it is the active window.
 - Select "edit, paste" onto your personal layout. The item should become a new layer in your personal layout.
 - Move the layer up or down depending on where you want it placed within your layout.
 - Close the .PNG file when you are finished.

3. **Using .JPG files as backgrounds.** The .JPG file is normally full-sized and is used as a background for your layout; however, it can be sized/scaled down and used as another type of element within your new personal layout if you desire.
 - Open the .JPG file you want to copy to your new personal layout.
 - From the menu, “select, all”. This selects the complete .JPG file.
 - Select your new personal layout so it is the active window.
 - Select “edit, paste” onto your personal layout. The item should become a new layer in your personal layout.
 - Move the layer up or down depending on where you want it placed within your layout.
 - Close the .JPG file when you are finished.

QUICK PAGE LAYOUTS

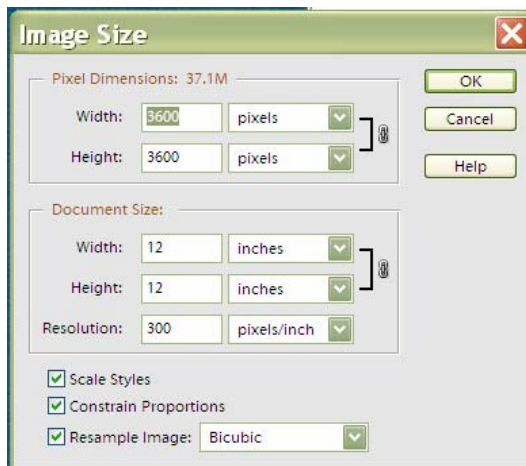
Quick Pages usually come in two formats, .JPG and .PNG.

1. **Using .PNG Quick Pages.** These steps are for .PNG quick pages.
 - Open the .PNG Quick Page you want to copy to your new personal layout. DO NOT use the original .PNG file for your personal layout.
 - From the menu, “select, all”. This selects the complete .PNG file.
 - Select your new personal layout so it is the active window.
 - Select “edit, paste” onto your personal layout. The .PNG should become a new layer in your personal layout.
 - In most cases, the quick page should be the top-most layer in your personal layout so your pictures are positioned behind the quick page.
 - Copy and paste your personal pictures into your layout, placing your pictures below the quick page layer. This may require resizing your photos for them to properly fit within the windows or picture frames of the quick page overlay.
 - Close the original .PNG quick page file when you are finished.
 - Once you are satisfied with the position of your photos within the frames, save your personal layout.
2. **Using .JPG Quick Pages.** These steps are for .JPG quick pages.
 - Open the .JPG Quick Page you want to copy to your new personal layout. DO NOT use the original .JPG file for your personal layout.
 - From the menu, “select, all”. This selects the complete .JPG file.
 - Select your new personal layout so it is the active window.
 - Select “edit, paste” onto your personal layout. The .JPG should become a new layer in your personal layout.
 - Close the original .JPG quick page file when you are finished.
 - Open the photos you wish to use on your personal layout. Following the same steps, copy and paste them onto your new personal layout. They will show up as new layers within your personal layout.
 - Select the **quick page layer** in your personal layout so it is the active layer.
 - Using the **magic wand** tool, click on the center of the frame within the quick page. This should highlight the white (or solid) color where you want to place your picture. If the magic tool selects more than the center of the frame, check the following settings:
 - a. The quick page layer is the **active** layer
 - b. The magic wand **tolerance** is set to 10 or lower
 - c. The magic wand **contiguous** is selected
 - Once the center of the frame is selected, from the menu, “select, inverse”.
 - Select your photo layer so it is the active layer.
 - Move your photo so it appears inserted into the frame.
 - Resize your photo to your preferences.
 - Once the photo is sized where you like it, “edit, delete”. This deletes the outer layer of your photo making your photo appear inserted into the frame. Repeat these steps for the next frame and photo.
 - Once you are satisfied with the position of your photos within the frames, save your personal layout.

RESIZING 12x12 PAPERS TO 8x10 OR 8.5x11 PAPERS

Most digital scrapbook kits come in 12x12 sizes as it is one of the more widely used size of scrapbook binders. Because it is also square, the paper can be easily resized to 8x8, which is becoming a common binder size for inserting printed scrapbook layouts.

1. Create a new file for your new personal layout.
2. Open the .JPG file that is in 12x12 format.
3. Once the .JPG is open, select “Image, Resize, Image Size”
4. Change the inches to either 8 for width and 10 for height; or 8.5 for width and 11 for height.



5. Click “OK”. This resizes the image to the size you would like to use.
6. Once resized, from the menu, “select, all”. This selects the complete .JPG file.
7. Select your new personal layout so it is the active window.
8. Select “edit, paste” onto your personal layout. The item should become a new layer in your personal layout.
9. Move the layer up or down depending on where you want it placed within your layout.
10. Close the .JPG file when you are finished.

IN SUMMARY

This guideline, by all means, doesn't address every possible scenario, but is meant to be a general tutorial in the basics of using digital scrapbook kits.

If you have any questions, or find any errors in these steps, please contact me so I can update it for all other users.

Thank you for your business and support!

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