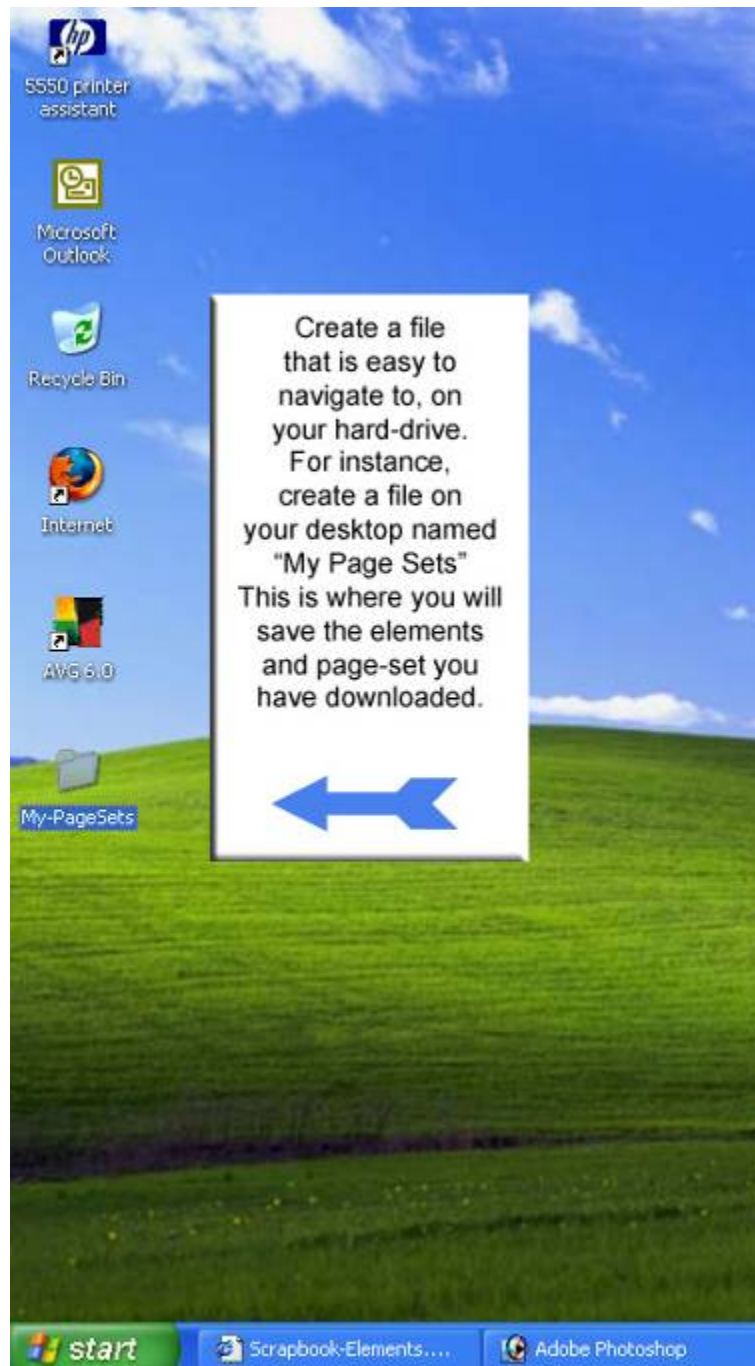


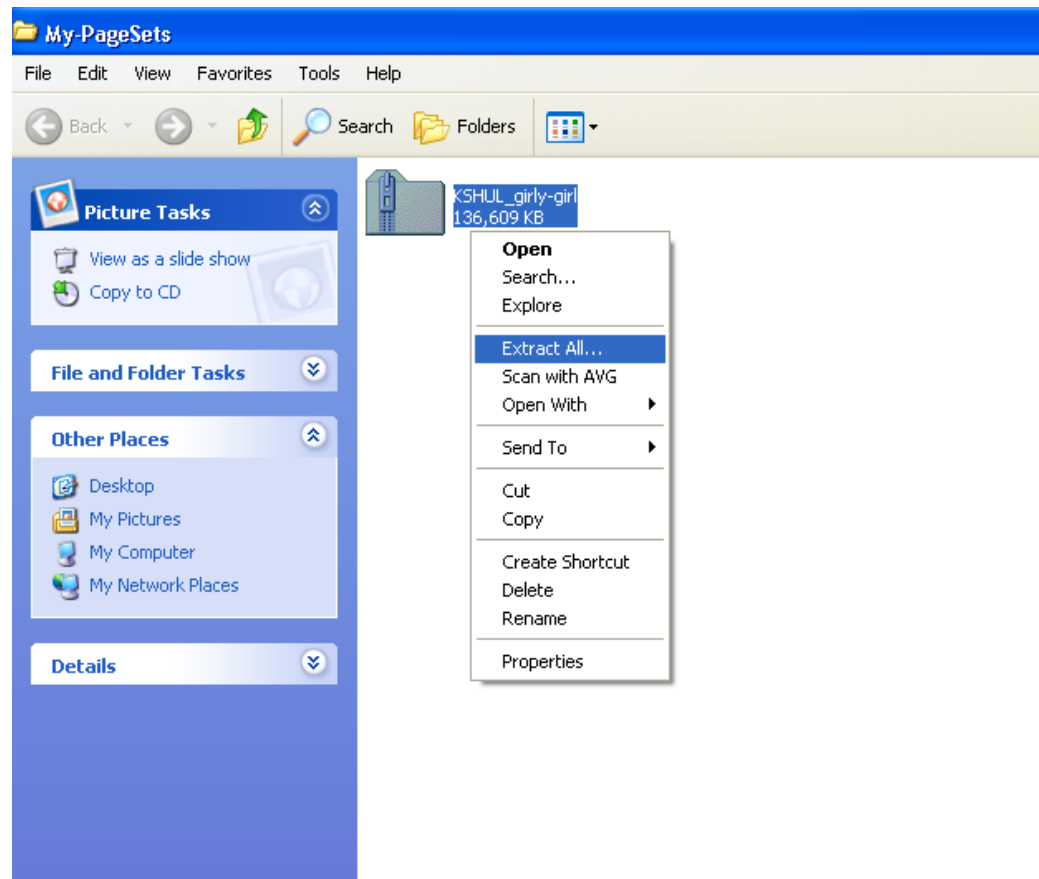
1. Once you have purchased the page-set or element of your choice from scrapbook-elements.com, download the file to a folder on your hard-drive that you can easily navigate to and remember.



2. The file you downloaded from scrapbook-elements will be in a zipped folder. You will need a program like [Win-Zip](#) to unzip the folder or you can find others (some free) at [Download.com](#).

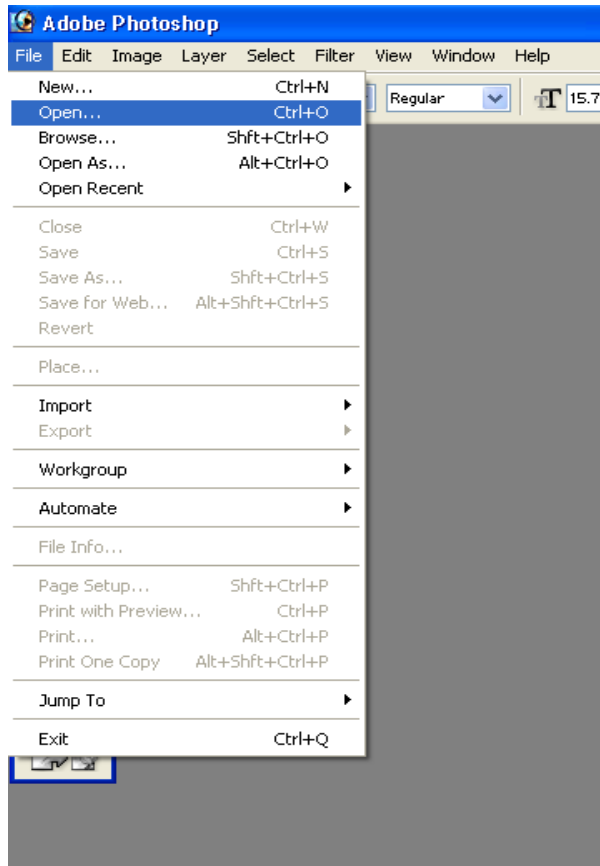
If you have Windows XP, there is a built in extraction utility (unzip), just right-click the zipped folder, and choose **Extract All**. This will open the extraction wizard, which will guide you through the unzipping (extraction) process.

** Make sure you unzip the file in the same folder you created in STEP 1.

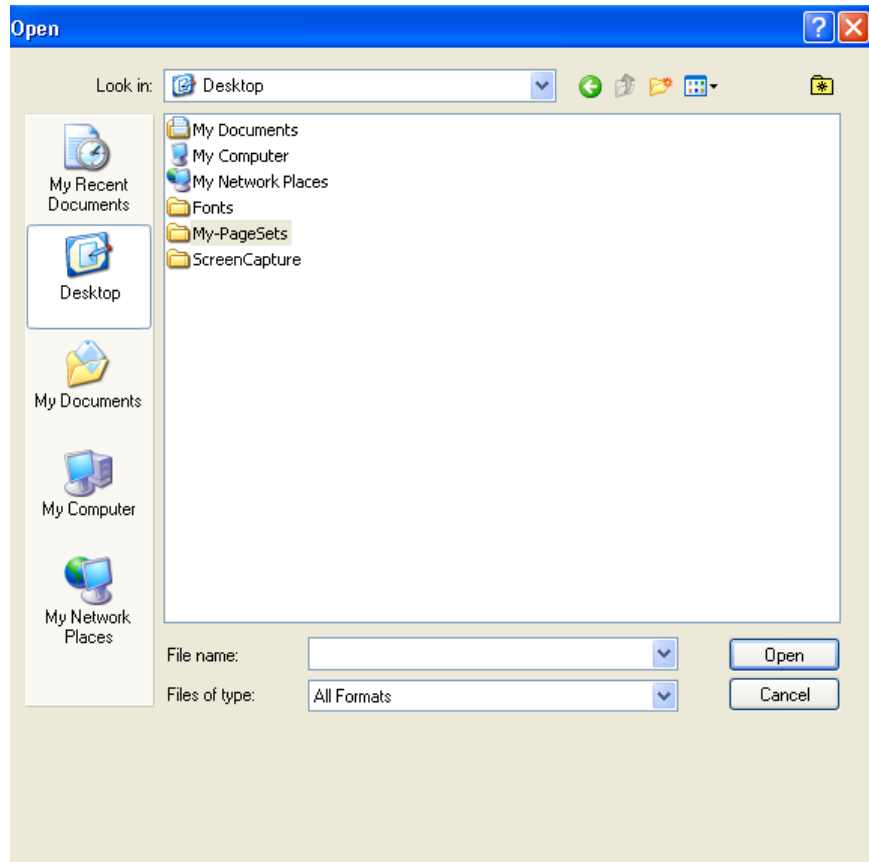


3. Open Photoshop

4. In Photoshop click: **File** → **Open** → then navigate the browser to the new folder you created.



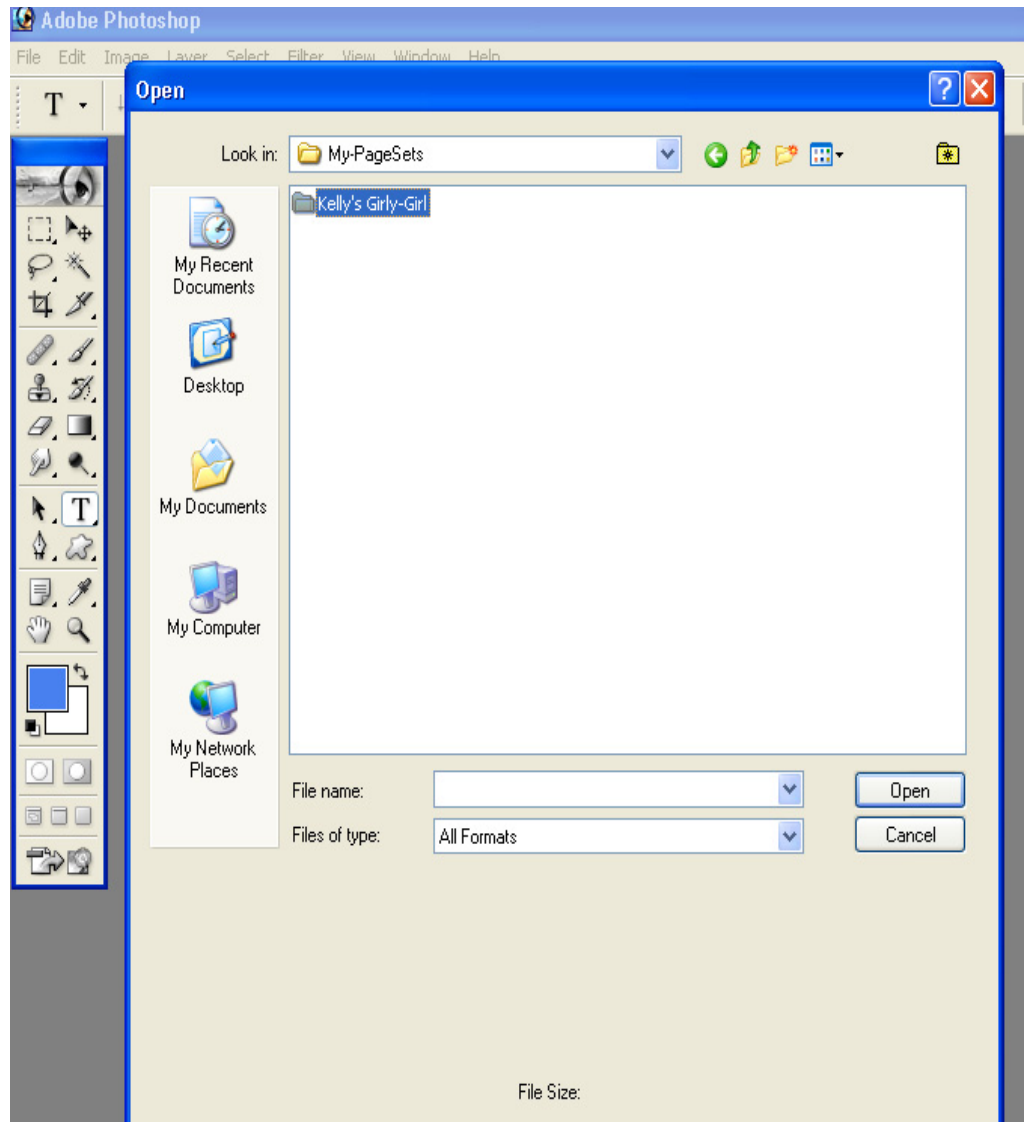
5. Double click the folder to open it.



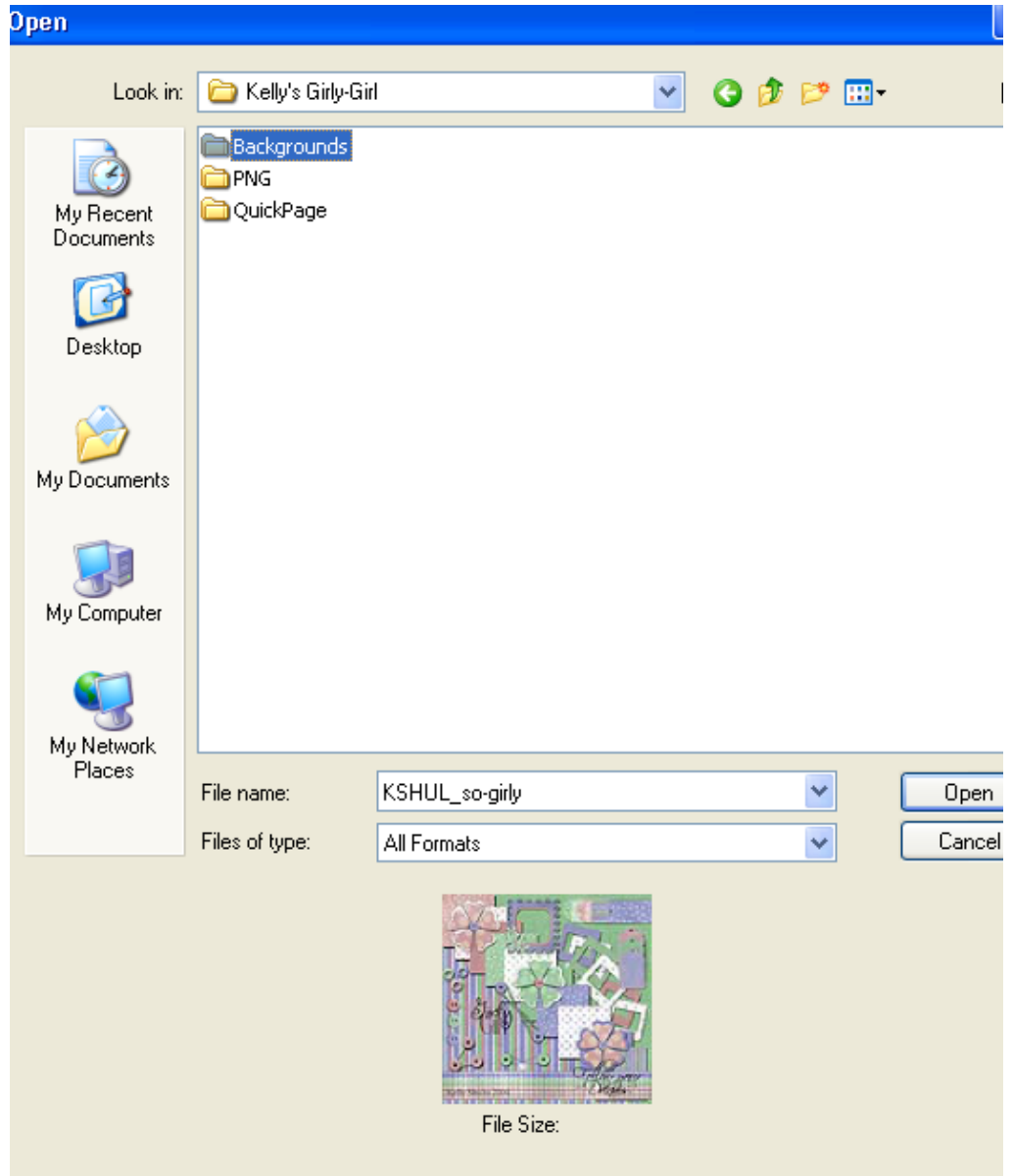
6. The page-set you downloaded and unzipped should be in this folder.

(For this tutorial, I will be using Kelly's "Girly-Girl" Page Set)

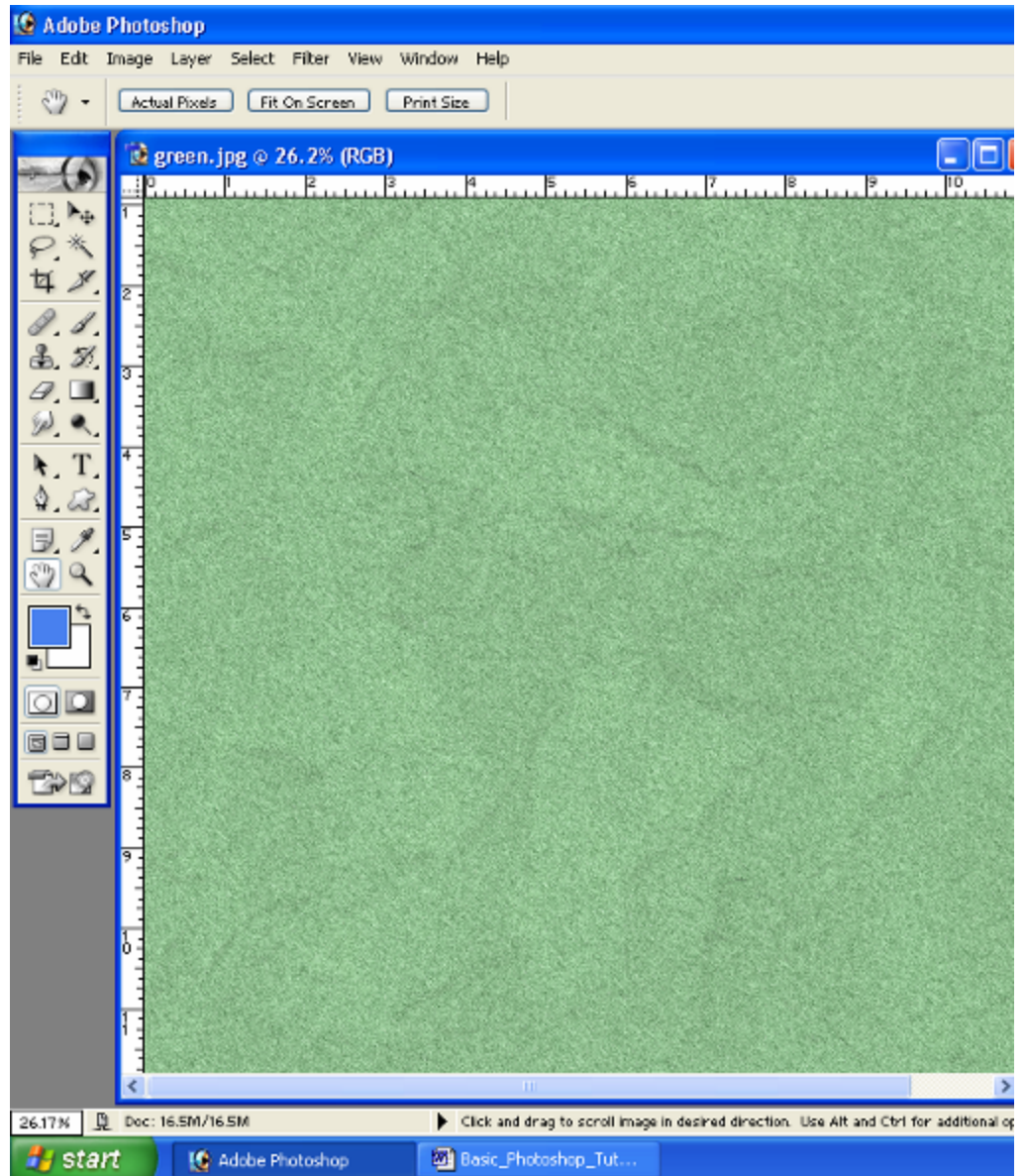
7. Double click this folder to open it and you should find more folders that contain the backgrounds and other elements included in the page-set you purchased.



8. Find a background paper that you want to use in your layout and double click to open it.



9. You should now have a background image from your page-set, opened in Photoshop.

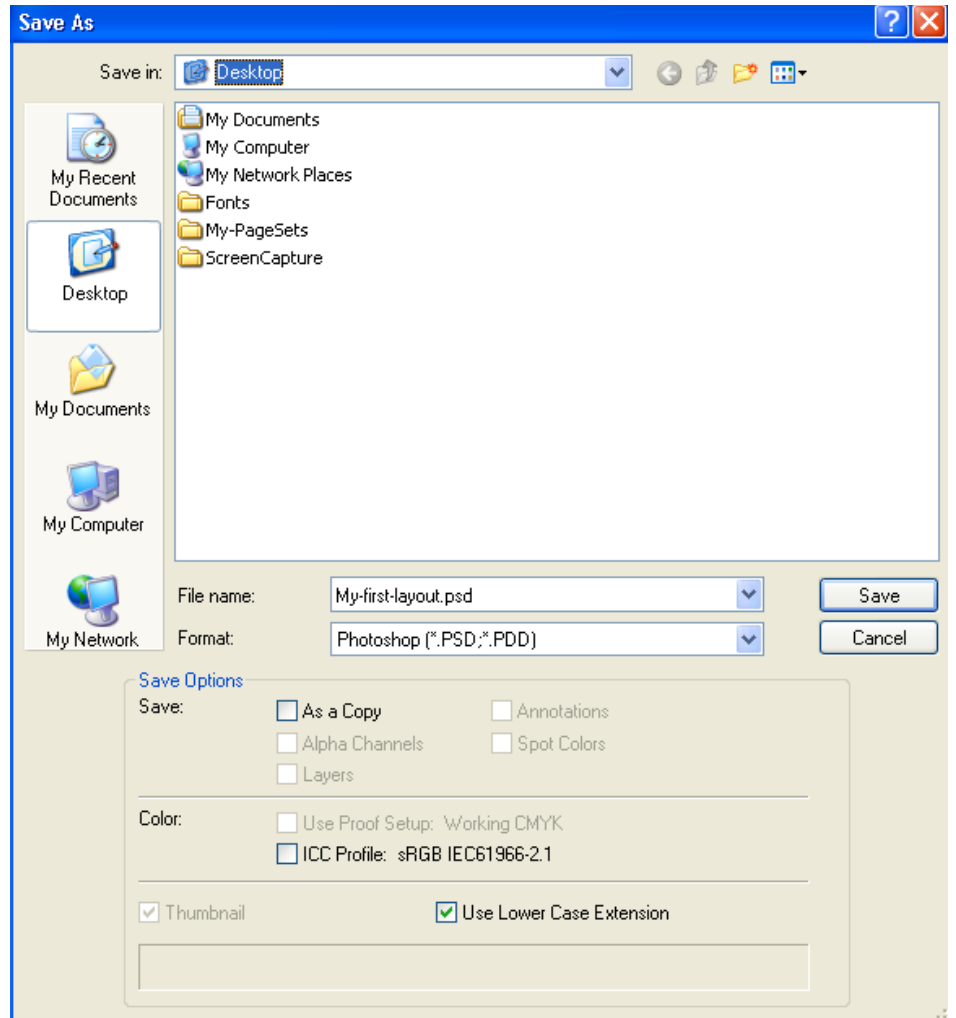


10. Click: **File** → **Save As...** This will open the following dialog box

At the **Save in:** field, you will need to navigate on your hard drive where you want to save your layout.

Also, name your file and save it in the Photoshop PSD format.

Note: We are using save-as instead of save because we don't want to alter our background image so we can use it again in the future.

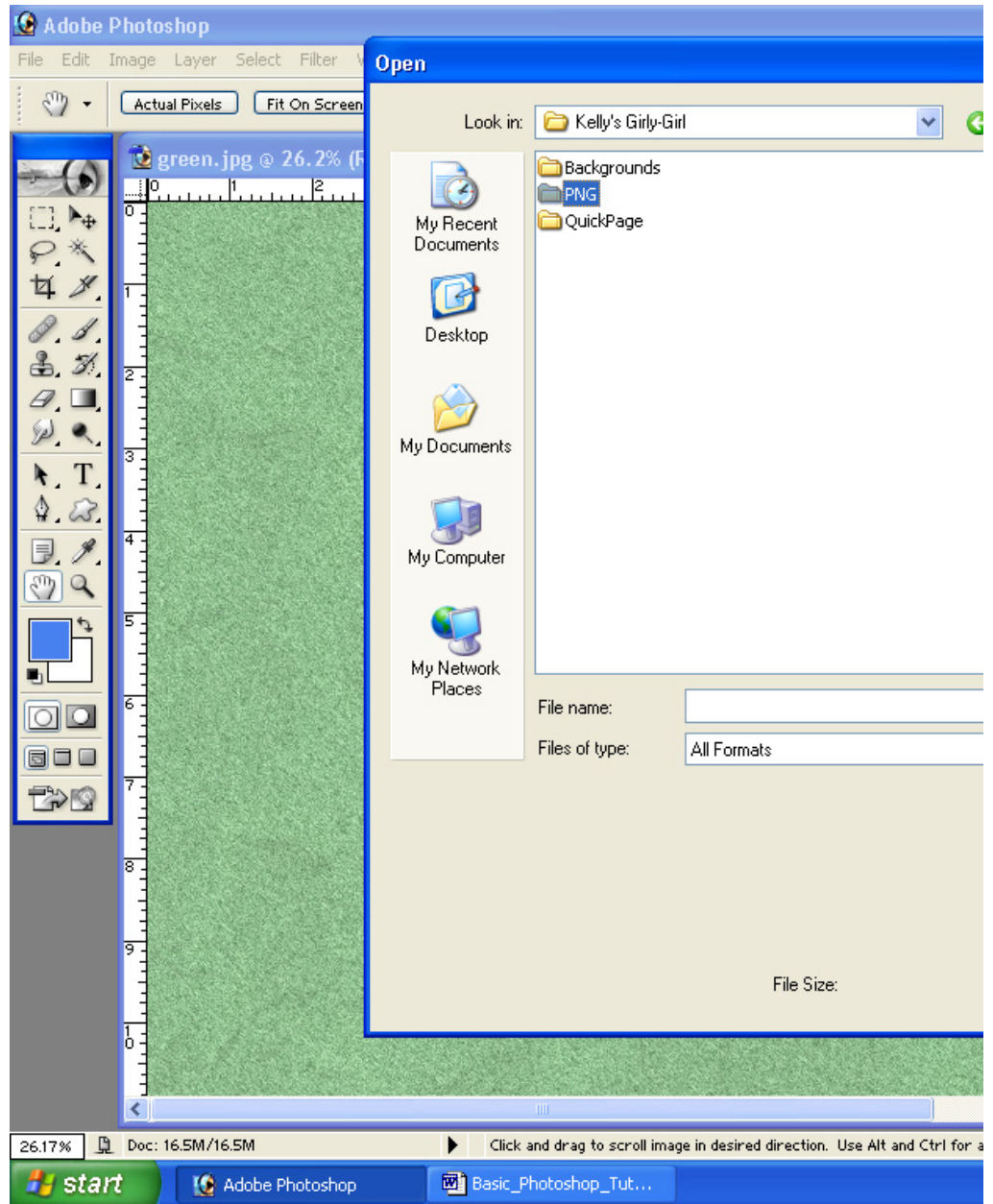


11. Now lets start adding some elements and photos to our background.

Click on **File** → **Open** and navigate again to the folder that contains your page-set and browse for an element that you would like to add.

In the screen shot, I am navigating my browser to the PNG folder which contains the elements I want to add to my layout.

**TIP: PNG is the name of the file extension which supports transparency.*

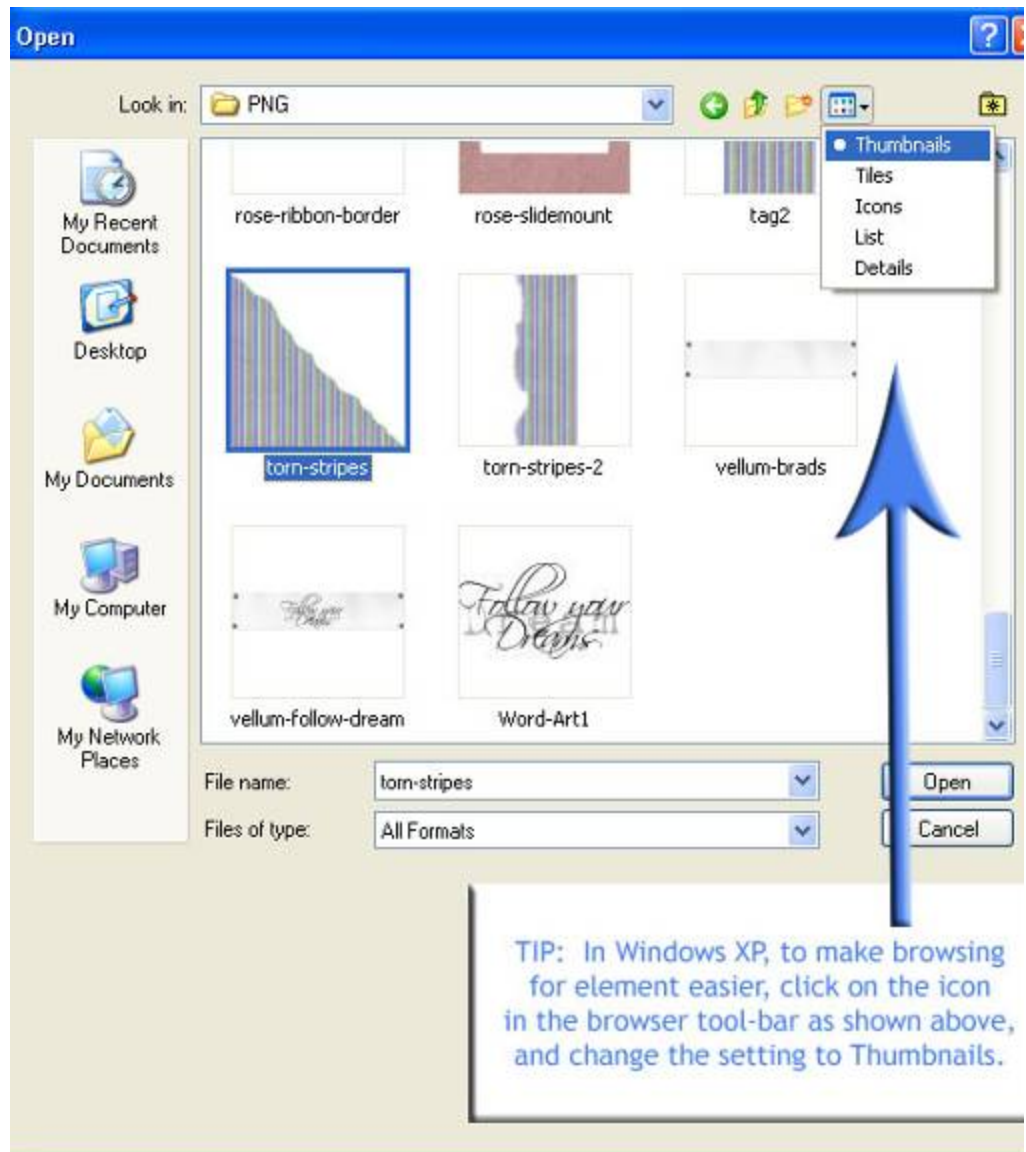


** TIP: In Windows XP, to make browsing for element easier, click on the icon in the browser tool-bar as shown above, and change the setting to Thumbnails.*

Now you will see mini pictures of the elements instead of just file names.

12. Once you find the element you want to add, double-click it to open it in Photoshop.

This will open a new file in Photoshop.



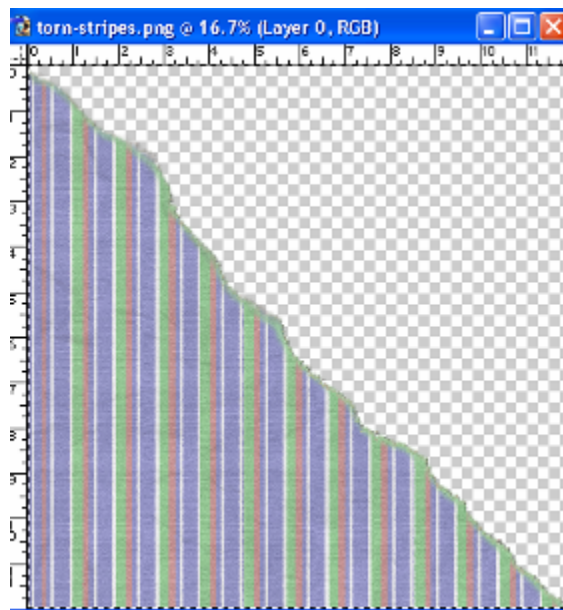
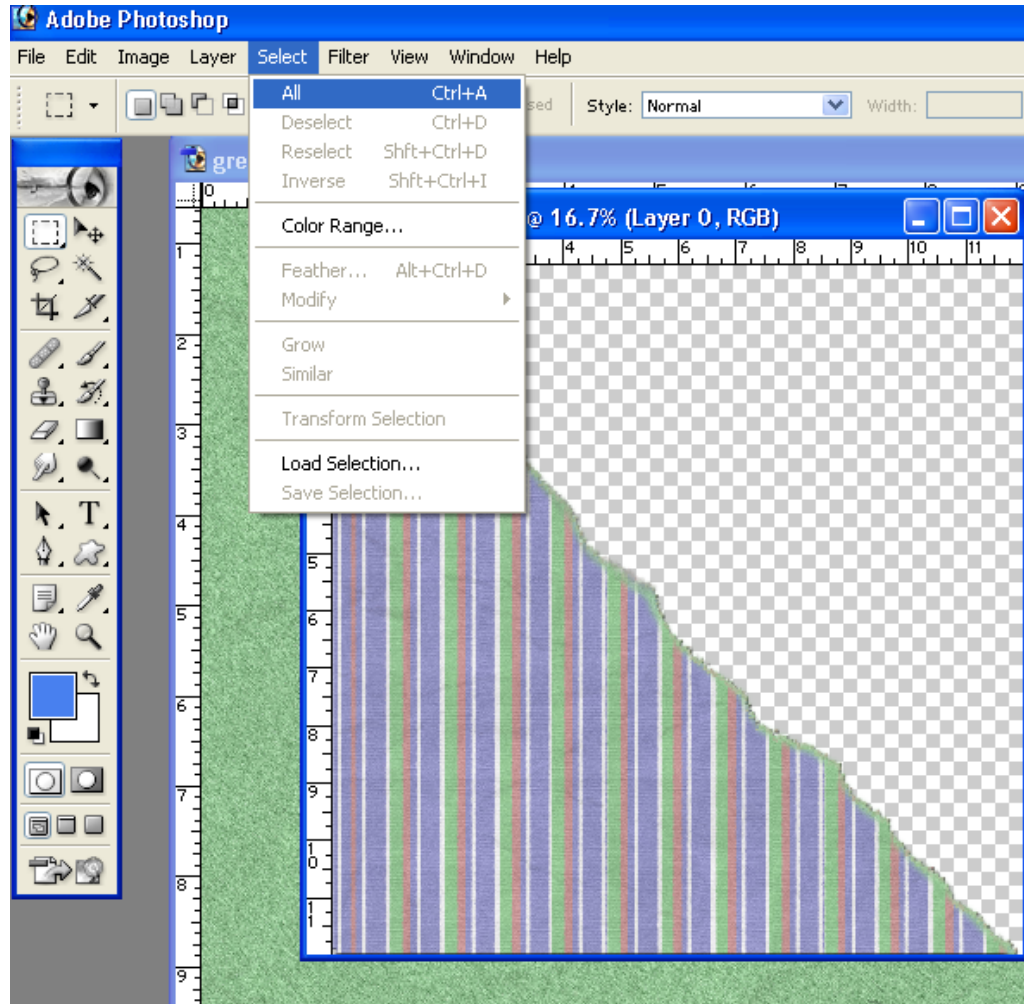
13. Now we want to move this new element onto our background.

Make sure your new element file is on top and active.

Now, click on **Select** → **Select All** or you can use the shortcut keys (ctrl +A) to select the element. You should see “marching-ants” (black dashes) dancing around the perimeter of the document.

**TIP-Always press and hold shortcut keys at the same time.*

For instance press the CTRL key and the A key, at the same time for the shortcut ctrl+A..



14. Now select the Move tool in your Photoshop ToolBox Palette.

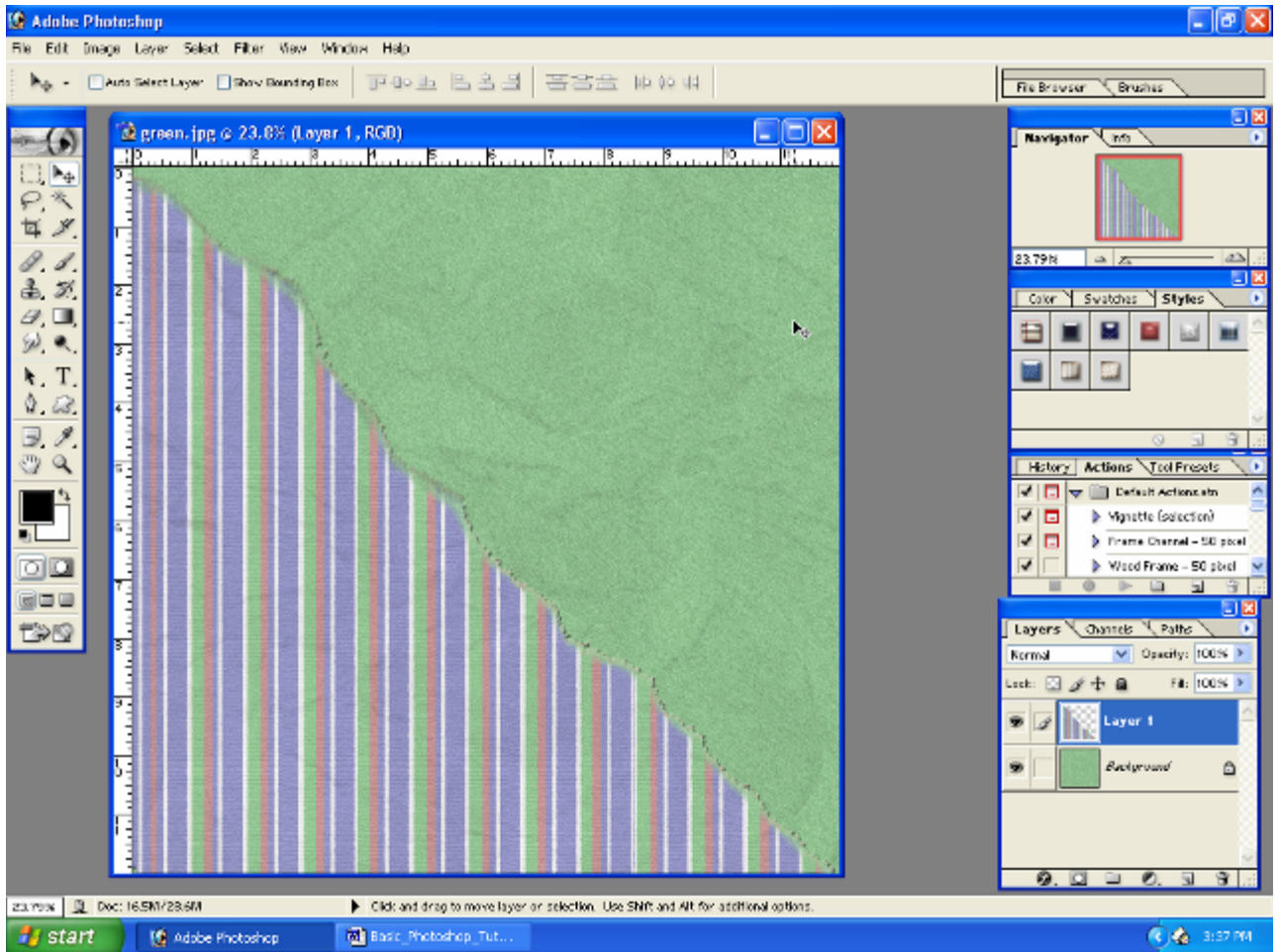
With the move tool, click the element that you selected and drag it to your background.

Photoshop automatically creates a new layer for you on top of the background layer.

Go ahead and close the element document.

View the screen shot below to see how the workspace looks now.





15. You can keep adding elements and photos by repeating steps 11- 14 until you are satisfied with your layout.

**TIP- All elements and photos should be on their own layer, so you can remove or alter that one layer without affecting any of the other layers.*

16. Save your final document, by clicking on **File** → **Save**.

Optional Step

17. Once you have finished adding elements and photos, you need to flatten all the layers and save the layout in JPEG format.

Note: PSD file format will retain the layers you have created, so if you ever wanted to change the layout you would be able to with this format. However, it is much larger in size and takes up more of your hard-drive space than JPEG. The JPEG file format flattens the image and you lose your layers, so you will not be able to alter the layout once saved in this format.

If you decide to save in JPEG format click on **File** → **Save As**, and in the Format drop-down list choose the JPEG option, you can also change the name of the layout if you would like.

The PSD file will still be on your hard-drive where you saved it, so you can delete it at this point, if you so choose.

The most important tip I can give you is to be patient with yourself and enjoy the process! Photoshop is a massive program and there are many different ways to do the things. The way explained above is just one example. Experiment and find what works best for you! Happy Scrapping!

Kelly Shults

