



# INSTRUCTIONS SCT SPRING 2017 TEMPLATE

## CZDESIGN 8½x11 LAYERED TEMPLATE

*These instructions and templates are for use in Photoshop (PS) and Photoshop Elements (PSE) only*



### WORKING WITH LAYERED TEMPLATES

Open the template and then make sure you also have your **Layers Palette** open. (**View > Layers** in PSE; **Window > Layers** in PS)

Open a paper or photo of your choice, **Select All** (**CTRL + A**; **CMD + A** on a Mac), copy (**CTRL + C**; **CMD + C** on a Mac), then return to the template, click on the layer in the **Layers Palette** that you wish to modify and paste (**CTRL + V**; **CMD + V** on a Mac). Your paper or photo should appear in a new layer directly above that layer in the palette. If not, click on your photo or paper in the **Layers Palette** and drag it directly above the layer you intend to clip into. Use the **Move Tool** to position your image directly over the target shape.

With the new layer highlighted, create a clipping mask (PSE: **CTRL + G**; **CMD + G** on a Mac; (PS: **OPT + CTRL + G**; **OPT + CMD + G** on a Mac) to clip it into the template layer shape below. It works like magic. You can also go to the **Layer Menu** and find the **Create Clipping Mask** command there. Repeat for each photo and paper layer.

### CUSTOMIZING ELEMENT COLORS IN PS/PSE

**To change the color of an element:** Open the PSD file and then make sure you also have your **Layers Palette** open. (**View > Layers** in PSE; **Window > Layers** in PS)

To change the color of an element, click on its layer in the **Layers Palette** to highlight it, or click on it directly the **Move Tool** to select.

Next, go to **Edit > Fill Layer** (**Edit > Fill** in PS). Under **Contents** choose **Color** from the drop down menu. The **Color Picker** will come up.

Use your mouse to select a color you want to use and be sure that **Preserve Transparency** is checked. Click **OK** and your layer element will change to the color you selected.

### FONTS USED IN THE TEMPLATE

**Free Template Font:** [Open Sans](#)

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