

# Instructions

## *How to use the Clipping Mask Templates*

Now that you've made your purchase and since you are reading this, downloaded and extracted the templates (along with these instructions), we thought it might be helpful to give you a little extra help – just in case you need it... If you are new to using clipping masks, you will find these very easy to use. It may seem a little confusing at first, but you'll quickly get the hang of it.

Step 1 – Open the template in Photoshop or Photoshop Elements.

Step 2 – Now that you have the file open in either Photoshop or Photoshop Elements, go to your Layers palette. On the Layers palette, you will notice that each opening on the template has its own layer (the example in Figure 1 below shows the layers palette and a template with 4 openings). You will notice that you can see a thumbnail on the layers palette and it gives you a visual reference as to which opening on the template is represented by that particular layer (see Figure 1 below).

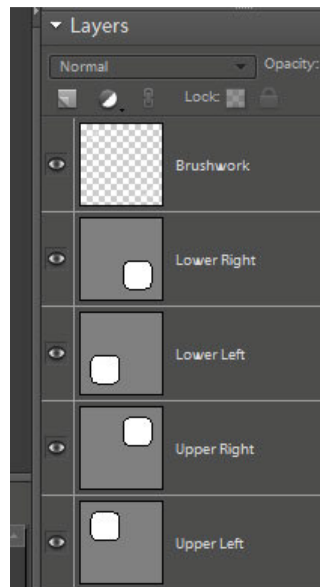


Figure 1

Step 3 – Now, we get to fill the template openings with photos. Let's open a photo (go grab one of the photos you want to place in your template).

Step 4 – Now you should have 2 files open in Photoshop (or Elements). This is where the fun begins... On the template file, click on the layer (one of the openings in the template) in which you want to place your photo. In Figure 2 below, you will notice that we have selected (clicked on the “Upper Left” layer).

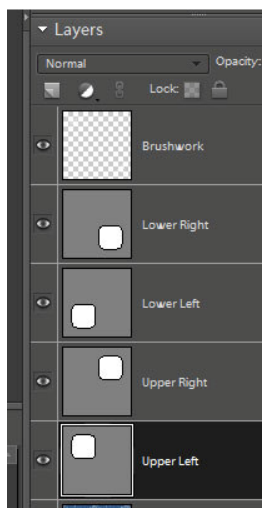


Figure 2

Step 5 – This is where we start filling the openings. Go to your photo, the one you opened in Step #3 above. On the layers palette on your photo, you can do one of 2 things (copy and paste -OR- drag and drop).

To use Drag and Drop - Make sure you are on the layer that has your photo (usually called the “background” layer – simply click on the background layer and drag it (while continuing to hold the mouse button down) over to the template file and once you have it placed over top of the template file release the mouse button (this is called drag and drop). You should now see the template file with a new layer (a copy of your photo) and it should be directly above the layer you selected in Step #4 above (see Figure 3 below).

To use Copy and Paste – Make sure you are on the layer that has your photo (usually called the “background” layer. Select everything. You can do this by going to SELECT at the top of the screen and then click ALL (you should see the “marching ants” going around your whole photo). Now, go to EDIT at the top of your screen and select COPY. You can minimize your photo and go to the Template file. Now that you are on the Template file, go to the top of your screen and into the EDIT menu and click PASTE. This will create a new layer (a copy of your photo) and it should be directly above the layer you selected in Step #4 above (see Figure 3 below).

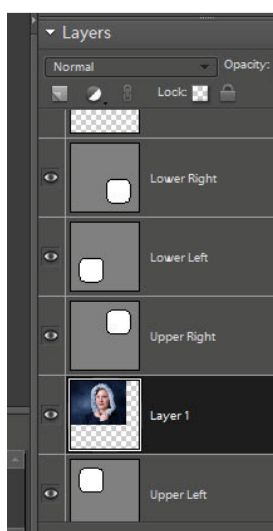


Figure 3

Step 6 – Looking at the template, you may think you messed up... It's very likely that you didn't. Here is an example of what you might see (see Figure 4 below). Notice how the photo is now on the template, but it's over the "Top Left" opening and not in it (we're about to fix that).



Figure 4

Step 7 – Putting the photo into the opening is a little different between Photoshop and Photoshop Elements.

*For Photoshop* – Go to the layers palette on the template. On the layers palette, select the layer that has your photo on it. In the area on the layer that is empty (far right next to the layer name) right click and then select Create Clipping Mask (see Figure 5 below). This will place your photo into the window you selected in the template.

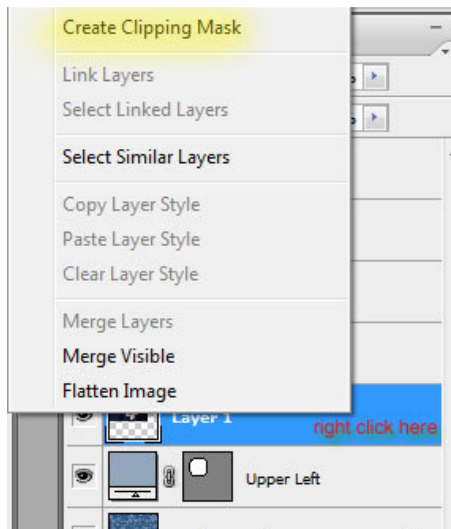


Figure 5

*For Photoshop Elements* – Go to the layers palette on the template. On the layers palette, select (click) the layer that has your photo on it. Now, go to the top of your screen and select the “Layer” menu. Inside the Layer menu drop down, select “Group with Previous” (see Figure 6 below). This will place your photo into the window you selected in the template.

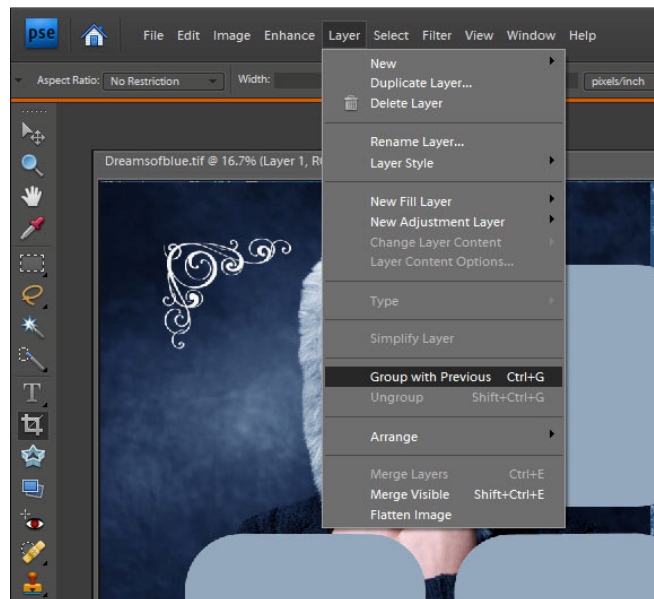


Figure 6

Step 8 – Your photo is now in the window (opening) you selected in the template file. Your photo is still at its original size; which may be too big or too small for the template. You can change the size of your photo and the placement of the photo within the opening in the template by using the Free Transform (or Transform) command.

To use the Free Transform, you access it a little differently (on a PC, you can use the CTRL + T on your keyboard) or you can go to the Free Transform menu:

In Photoshop Elements, go to IMAGE > TRANSFORM > FREE TRANSFORM

In Photoshop go to EDIT > FREE TRANSFORM)

Once you select the Free Transform command, it will give you handles on your photo (in the corners and on the sides). Simply select one of the corners and click/drag to make your photo smaller or larger. You can also move your photo by clicking on your photo and dragging it around.

Here is what the Template will look like if you have placed an image in one of the windows (see Figure 7 below).



Figure 7

This completes the instructions. Play around, be creative, and feel free to share your work with us...

If you have any questions, feel free to give us a shout at:

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