



TO INSERT AN IMAGE

1. With your template and image open in Photoshop, open your Layers Palette. Window>Layers.
2. Find the layer that says Image Holder and click the eyeball symbol beside it to hide the example image. Then click on the Image Frame Layer so that it is highlighted in the palette.
3. Now click on the image you want to insert and drag it over to your template*. In the Layers palette you will notice your image layer now has a little black arrow beside it indicating that it is "clipped" to the layer below it (the Image Frame). If you do not see this arrow, right click on your image layer and select Create Clipping mask.
4. Resize your image. You'll now see your Image in the clipping mask, but it may be too big. To resize it, hit Ctrl + T (Cmd +T for Mac users) on your keyboard. Hold down Shift and drag your corner boxes in until your image is the right size. (You should also be able to click inside the bounding box to move the image around inside the frame). Press Enter when finished resizing.
*If you are having trouble dragging in your image, you can also select your image, copy & paste it into the template. Just be make sure to select the Image Frame layer before hitting paste.

TO CHANGE COLORS & TEXT

1. With your template and Layers palette open, find the layer you would like to change.
2. Double click on that layer's icon (either a color square or the T symbol). Clicking on the name will only rename that layer.
3. Choose a color in the color picker window and hit the OK button. For text, simply type normally.
4. If you do not have the correct font installed, check the Fonts&Credit file included with your download for a url to find that font for free. When it is installed, reopen your template.

TO SAVE FOR PRINTING

Save an additional copy of your template as a .jpg file. If your template is a luxe card or a cd label, you will need to delete the top guide layer before sending to a printer.

You will also want to save your file as a .PSD in case you need to make further changes later.

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