

Steps to follow during the class:

## **Photoshop Elements**

#1 Open the folder Lea France class - Grid freebie

#2 Drag and drop the PSD template onto Photoshop Elements called Lea France digital template.psd

#3 Save your template with a different name so your original template is safe and you won't overwrite it while working on your project. Click on "File/Save as" and rename the original template.

#4 Drag and drop your photos or you can also click on "File/ Open" and upload the photos this way too.

#5 Click back on the grid template to have it displayed on the "working space"

#6 Drag and drop the first photo to the working space on top of the shape #1.

#7 To clip = crop your photo, press Ctrl Alt G for PC and Cmd Alt G for Mac.

#8 To merge a layer, click on the first shape you want to merge and with Shift key select the second shape you want to merge and then right click mouse in the layer panel to select "merge layers"

#9 To move a photo inside the shape you clipped the photo into, go over to one of the arrows at the corner and resize until you are happy and click on the green check mark or press Enter on your key board.

#10 For the papers, it's the same as for photos, just place the papers on top of the shapes.

#11 For the title, double click on it and select the font you want to use from your computer. And then change the size, the color of the text etc...

## **Artisan**

#1 Go to "Add page / using a page file from My computer"

#2 Open "Artisan files" and select "Lea France Grid freebie.page file" to open the digital template.

#3 On the right, select "Photos" and click on "Show= photos not used"

#4 Click on "Get Photos/From My Computer" and download the photos.

#5 Drag and drop your photo on top of the shape you want your photo to be cropped.

#6 On the left, select the group of shapes and select "grouping" and then click on "ungroup"

#7 Then the layers are separated

#8 Now you can drag and drop each photo in the corresponding shape.

#9 To group the small squares at the corners, press Control on Windows or Command on Mac and click on the pink shape then right mouse and click on “flatten”.

#10 Then select the photo you want to crop and right mouse to select “Fill the selected element with this photo”. Resize the photo to your liking.

#11 For the papers, click on “Get photos/From My Computer” and then upload the 3 blue papers provided in the class.

#12 On the left side, select the shapes and right mouse to click on “Fill the selected element with this photo”. No need to resize for plain papers.

#13 For the title, delete it first as it’s a place holder inside Artisan and then go at the top and click on “Insert Text” and then move the “text box” where you want it and play with the size, the color, the font used, etc...

#14 If you forgot to save before you leave the project, the software will warn you and ask you if you want to save.