

# Introducing Digital Scrapbooking

Create beautiful books from your photos using Photoshop Elements



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# Photobooks

To create a custom book from your photos, you don't need any special tools.

1. Get the photos from your camera
2. Upload to a photobook printing site such as Snapfish or Harvey Norman Photos
3. Order your printed book

## Snapfish

During the workshop I demonstrated how to use Snapfish. To review this, visit:

<http://www.digitalscrapbookinghq.com/how-to-make-a-photobook>

## Create an account and log in

Follow the site's instructions to create an account for free.

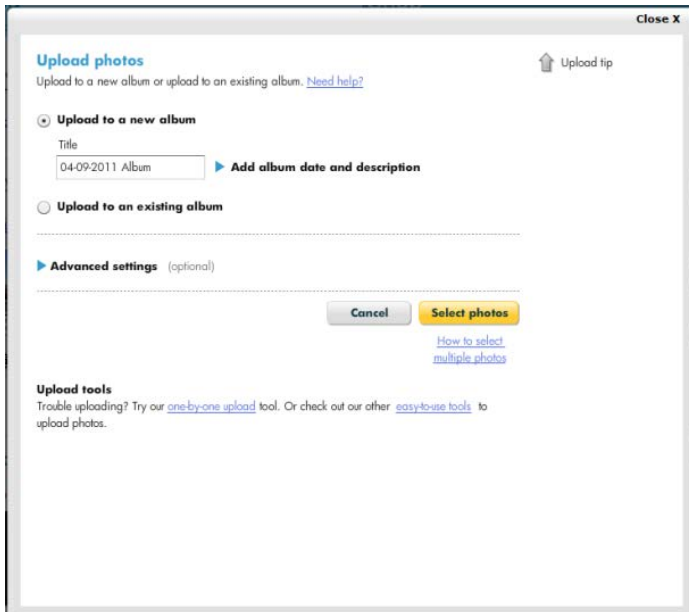
## Upload your Photos

Click on **Upload** to add photos from your computer

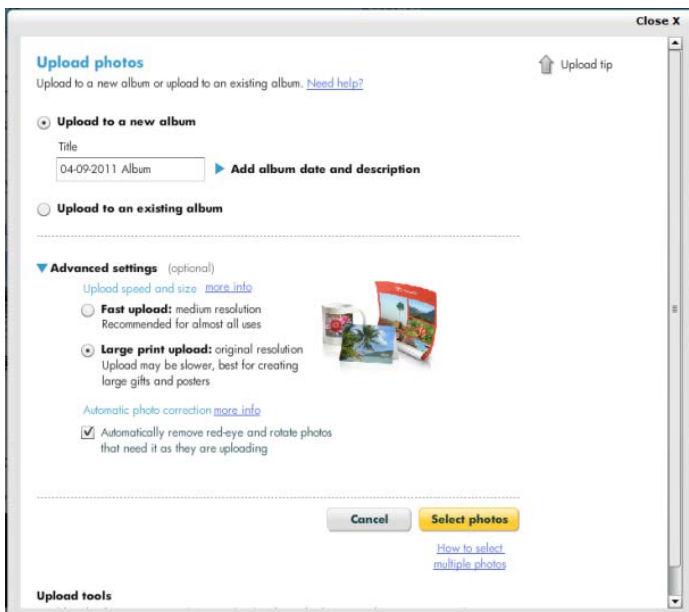
The screenshot displays the Snapfish website interface for a user named Hi Melissa. The top navigation bar includes the Snapfish logo, user name, and links for Photos, Projects, and Share. A secondary navigation bar offers options like Upload Photos, Shop, Products, Under \$20, Canvas Prints, and Photo Books. The main content area is divided into several sections: 'Your credits' with a list of items and their prices; 'Most recently added albums' showing three album thumbnails; 'Saved projects' with three project thumbnails and a note about a discontinued Mini Book; and 'Your account' with links for account management, credits, and payment options. A right-hand sidebar titled 'What next?' provides quick links for ordering prints, uploading photos, sharing, and creating projects. A '9¢ Print sale' banner is also visible, indicating a promotion ending in September.

Type the name for your album (or use the default date based name).

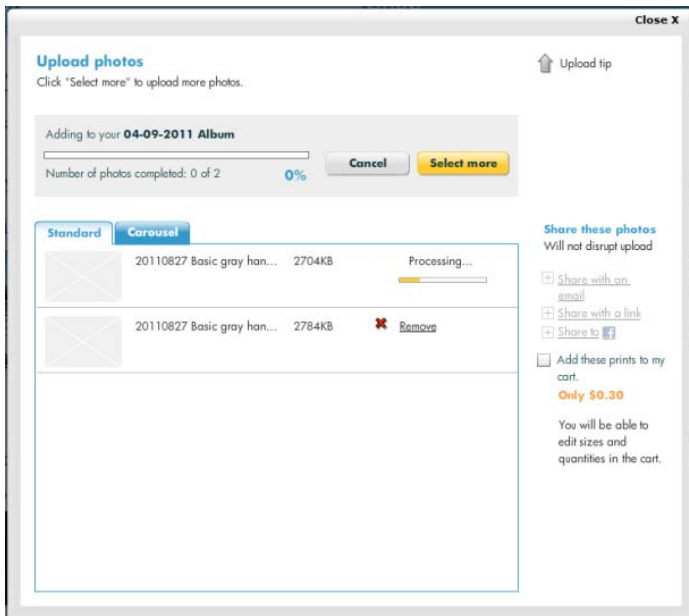
Be sure to click **Advanced settings**



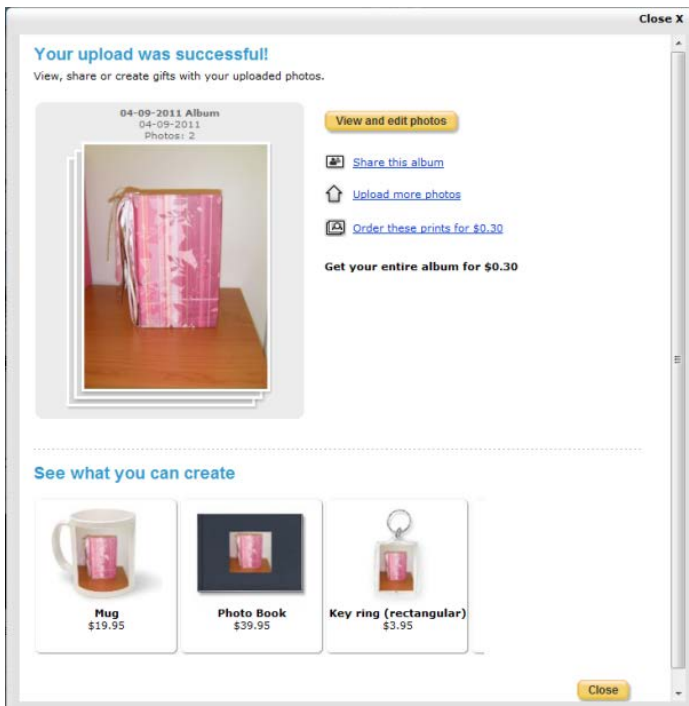
Choose the **Large Print Upload**



Click **Select Photos**, then Browse to the photos you want to upload.

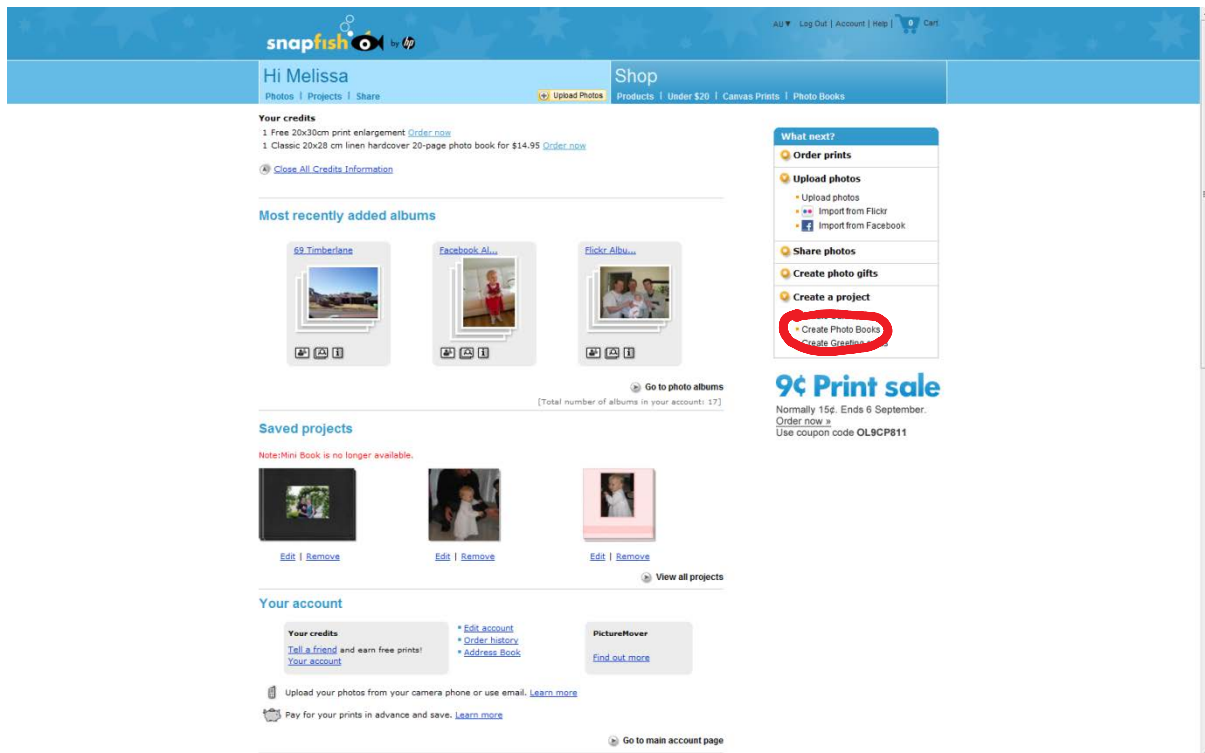


Click close when the photos are uploaded.

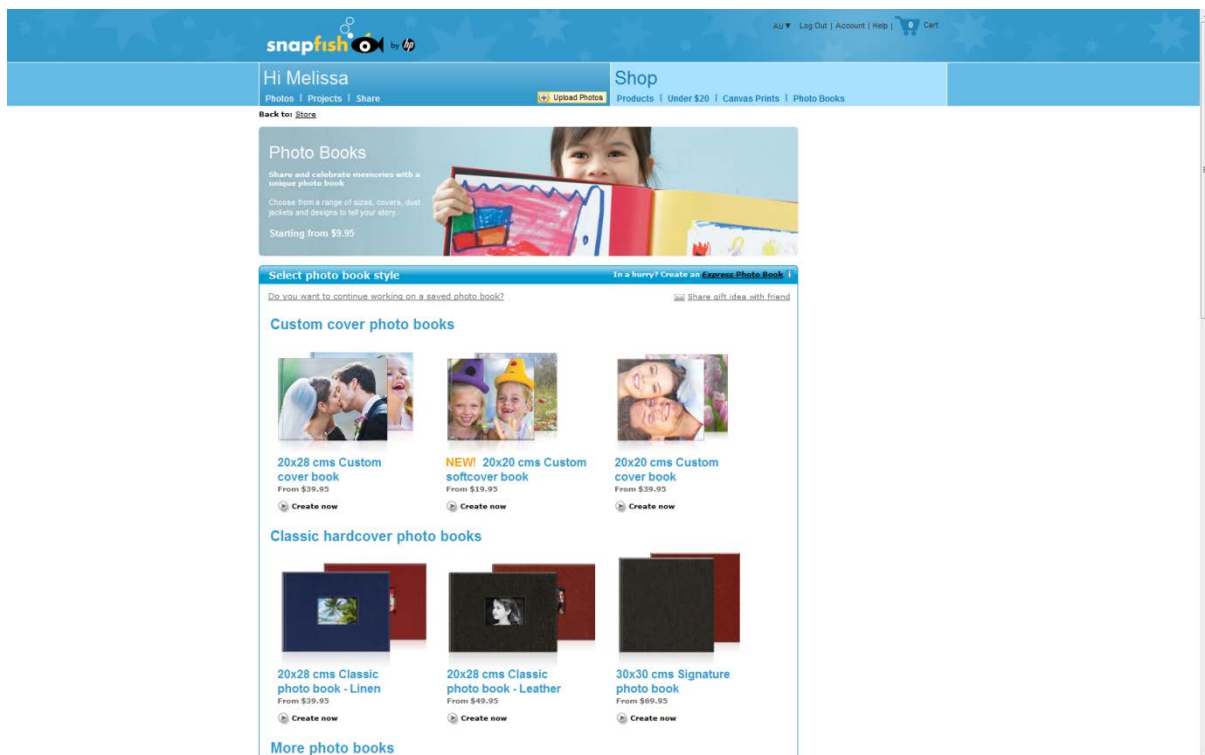


# Create your Photobook

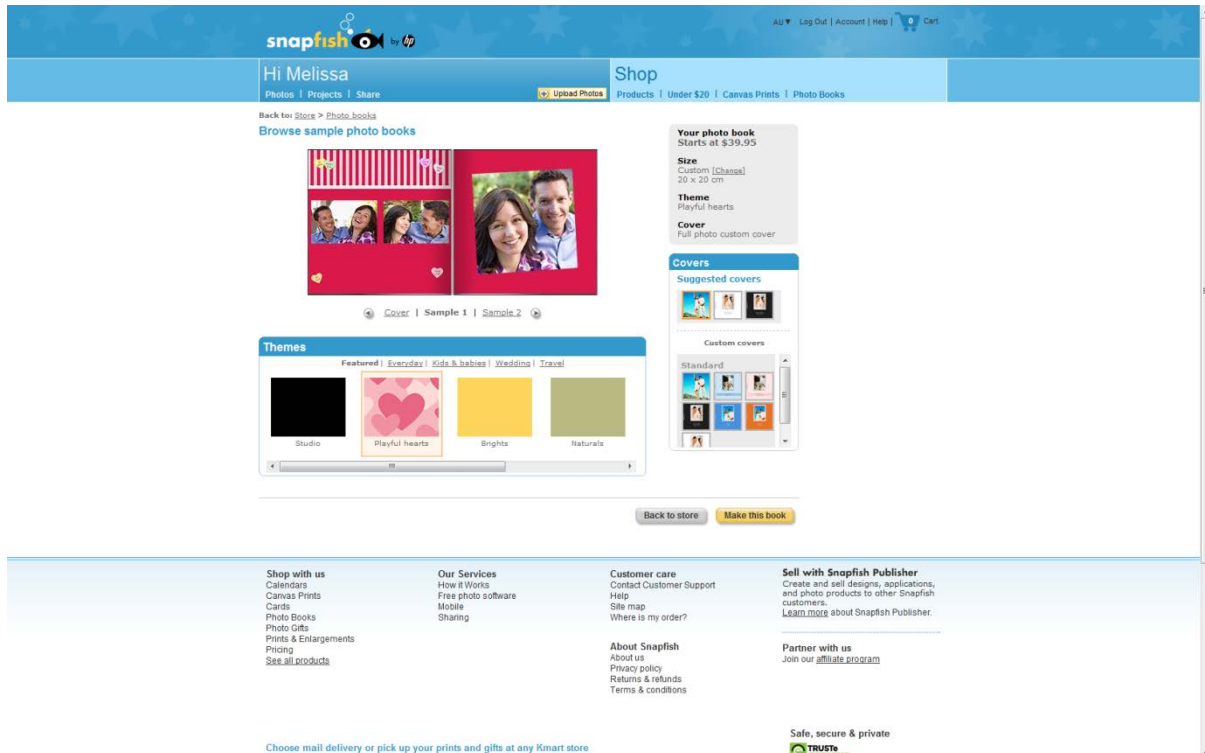
Click on Create books (Under Create project at the right)



Choose the size you want, then click **Create Now**. I prefer the 20x20cm hardcover books.

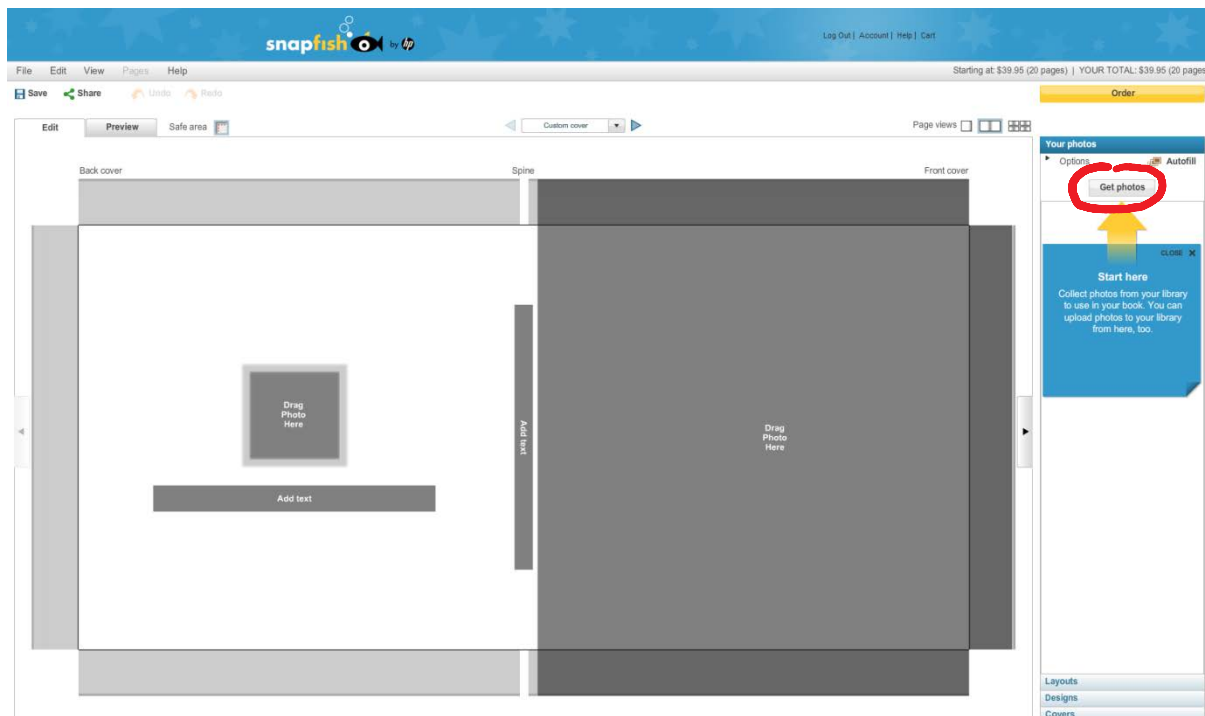


Choose a style, then click *Make this Book*



The photobook interface will load. Close any tip windows.

Click on *Get Photos*

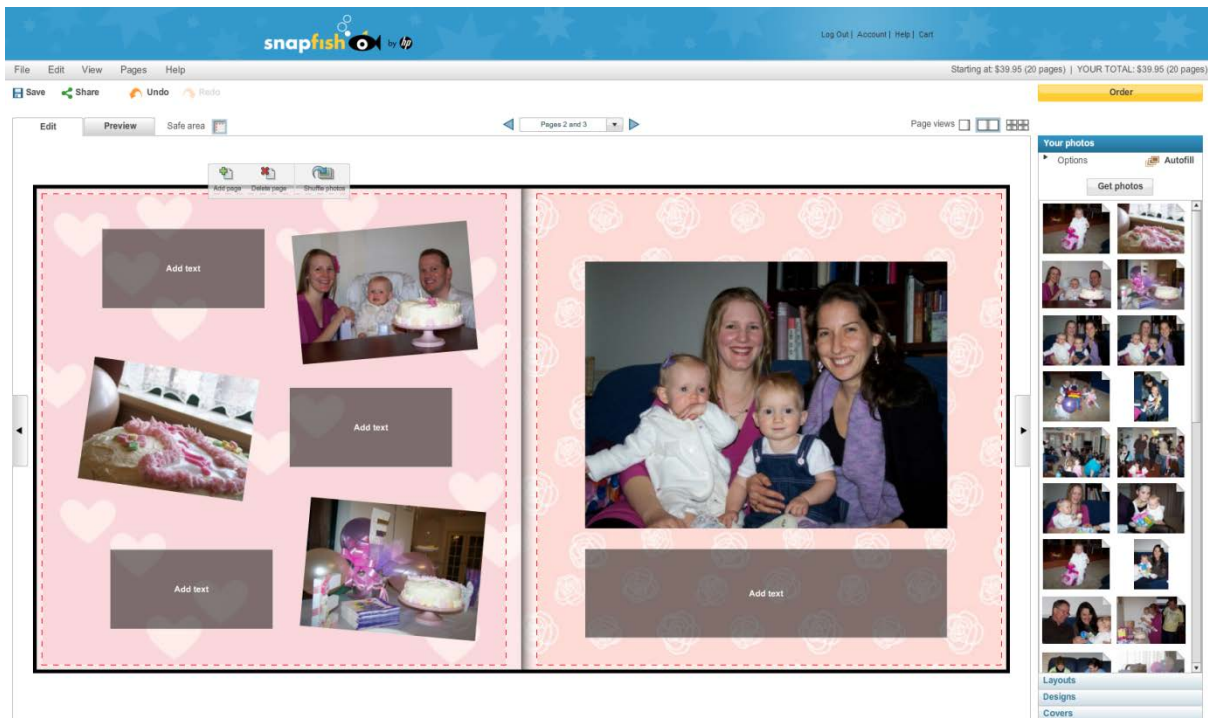


Click on the album you want to use (the one you previously uploaded).

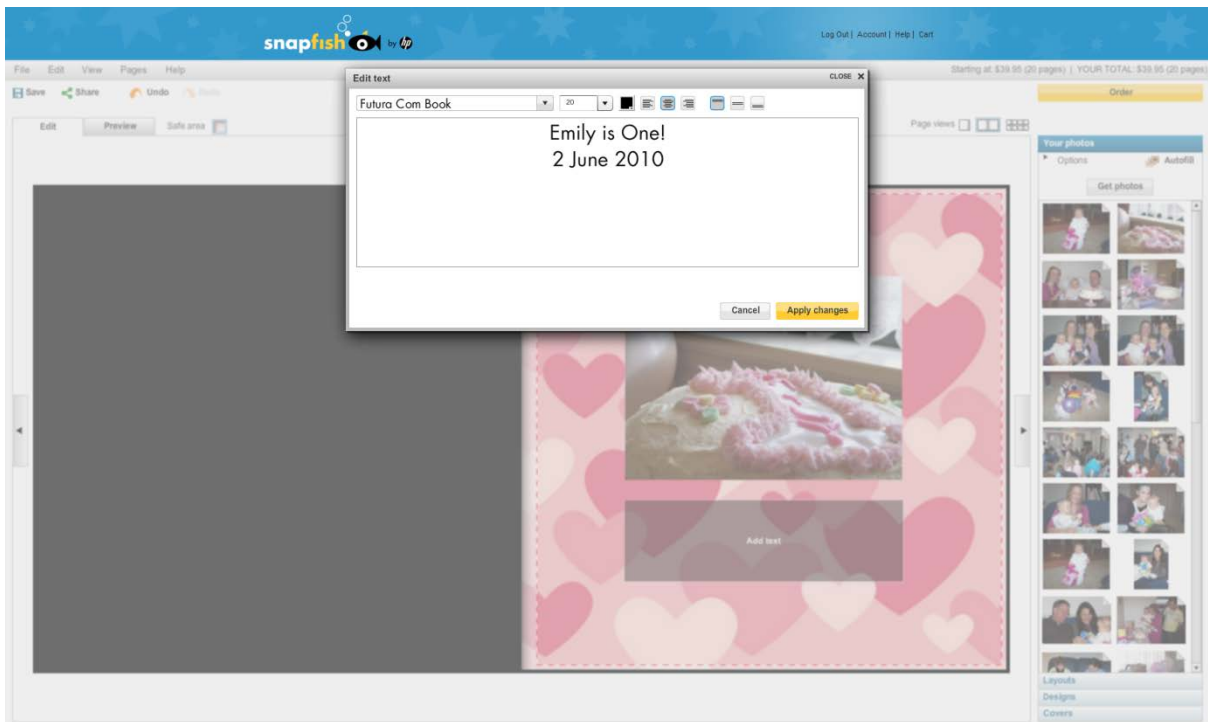
Click **Add all photos**

Click **Done**

Drag and drop your photos in the premade layouts. You can choose **Autofill** if you want Snapfish to put the photos in your book automatically.



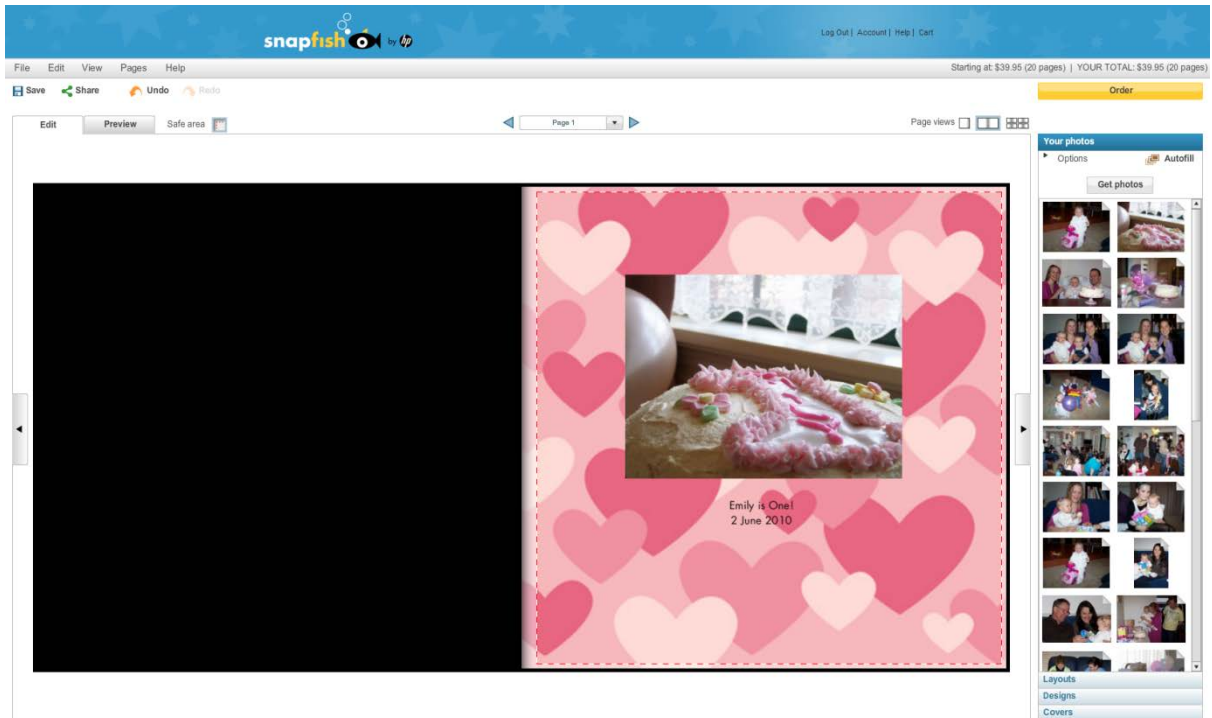
Click on the grey box to add text



Click **Save** to save your work



## Preview your book



When you are happy with your book – order it and enter the coupon **MYBOOKS** at the checkout to save 20% on your photobook.

A photobook is great, but what if we want more options than the pre-built Snapfish system allows? Digital scrapbooking can give you more options and more control over the end result.

# Digital Scrapbooking with Photoshop Elements

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## What is digital scrapbooking?

- A way to keep memories through photos and words
- A way to share your photos with others
- A way to indulge your artistic side

## Why digital scrapbooking?

- Keep your desk clean
- Easily give copies to relatives and friends
- Have perfect journalling
- Work on your photobook while offline or on the go

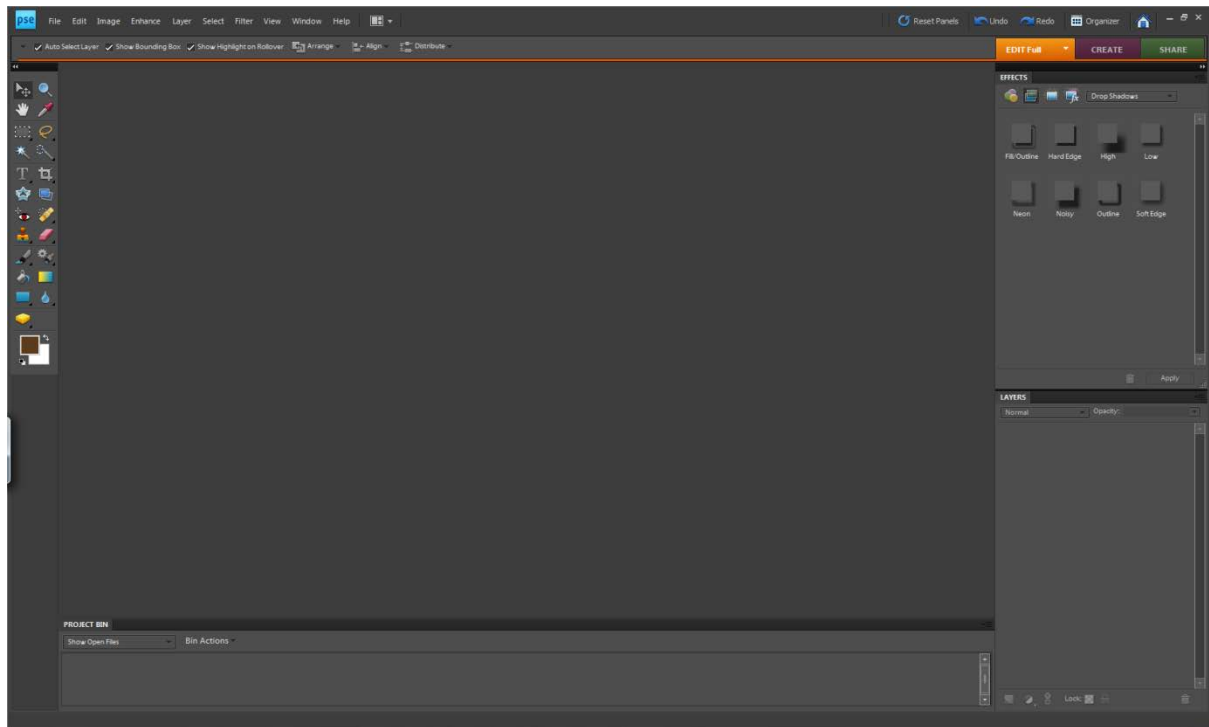
## The basic process

- Get the photos from your camera
- Create each page in Photoshop Elements
  - Drop your photos on the page
  - Select papers
  - Add embellishments
  - Add journaling
- Print at home, or
- Upload to a site and order your printed book

# Using Photoshop Elements

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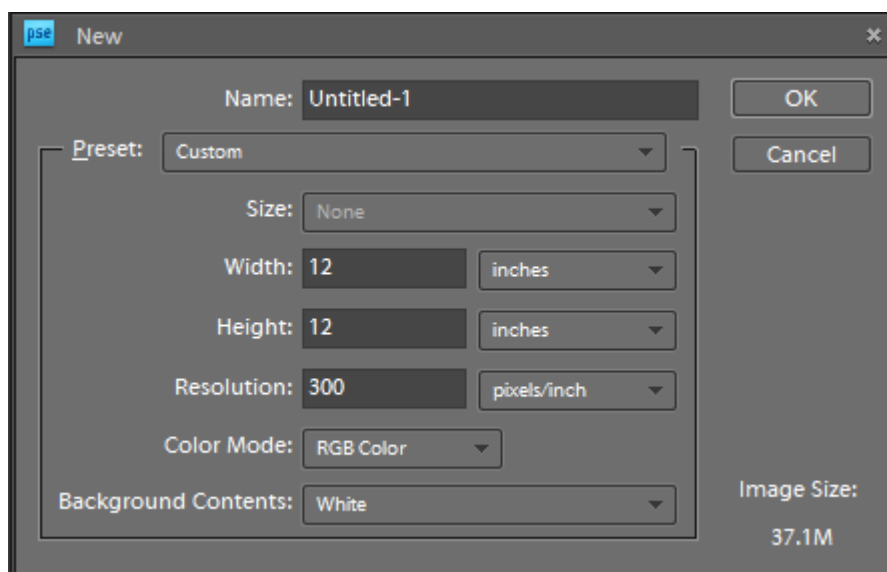
When you first open Photoshop Element you are greeted with an empty screen.



To start working open any file, or create a new file.

**File, New, Blank File...** (Ctrl+N)

These settings will give you a high-quality, printable 12x12 size file



# Saving your Layout

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Shortcut key Ctrl+S

Always save your work as a PSD file to retain the layers.

The first time you open a file you'll be asked to save it as a new file.

When you open a file you've edited previously, it works a little differently to most programs. If you've already created a name for your layout, just click OK to the warning message, you don't want 10 copies of the same document!

# The Tools

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On the left of the screen there is a tool box. There is a couple of basic tools you will need to get started: the Move tool, the Zoom tool and the Text tool

For more details hover over the tool and click on the tooltip that appears.

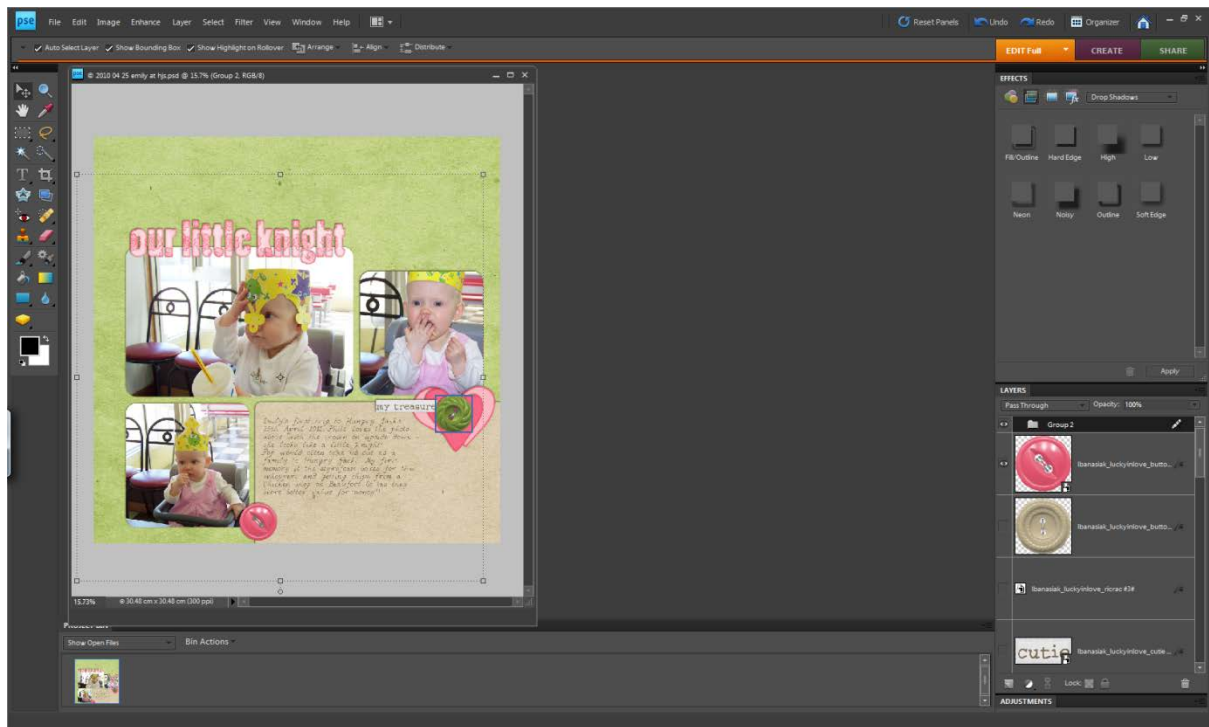


## Move Tool

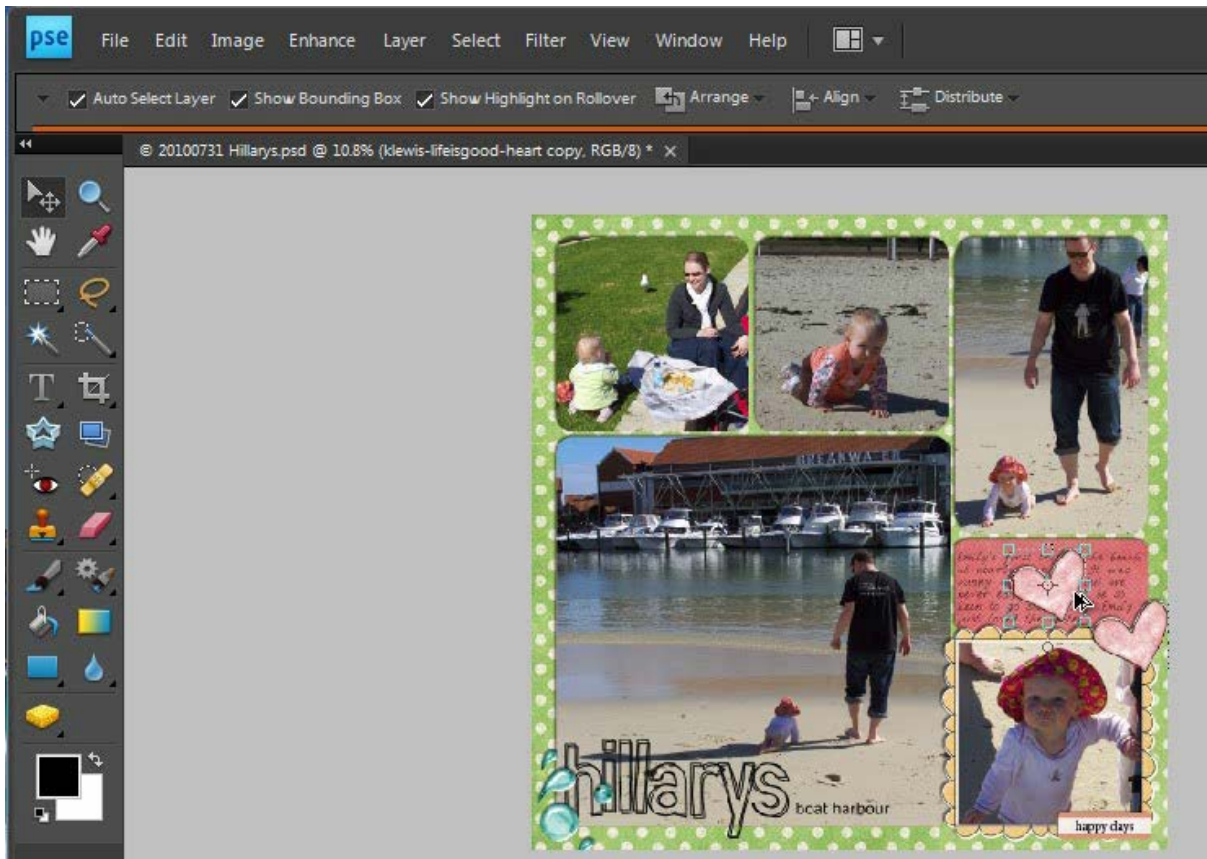


Shortcut key – Press V

Hold down the mouse button and drag to move a layer. The layer you are about to move will have a blue box around it.



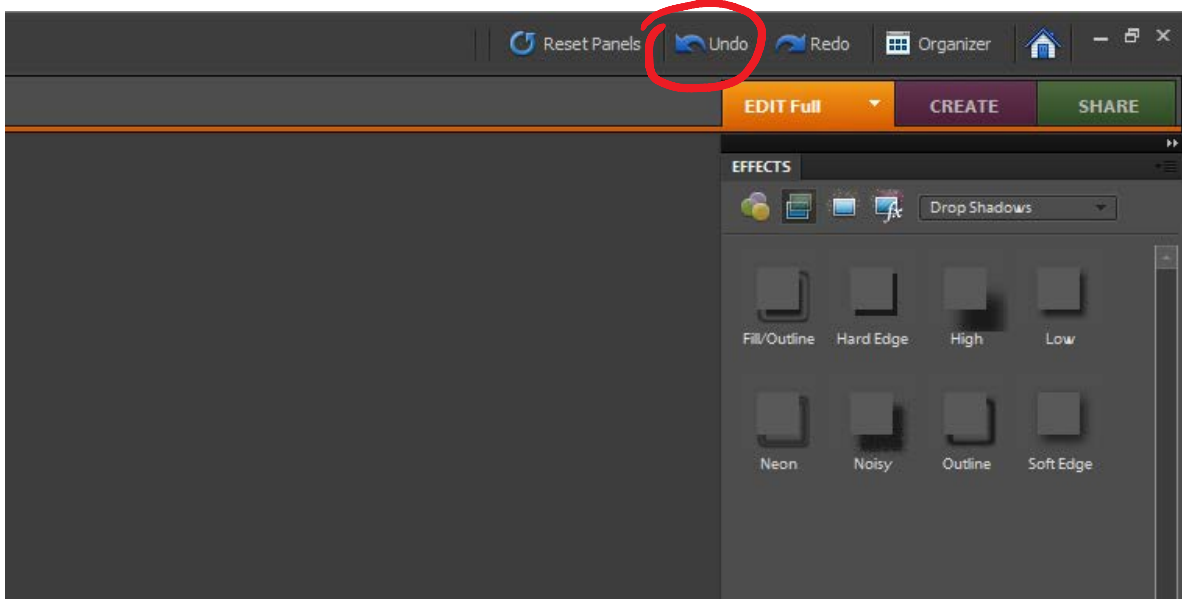
Hold down Alt while you move an item to make a copy, the cursor will look like a double arrow.



## Undo

Shortcut Ctrl+Z

If you make a mistake, just press Ctrl+Z or click on the large undo button at the top right of the screen.

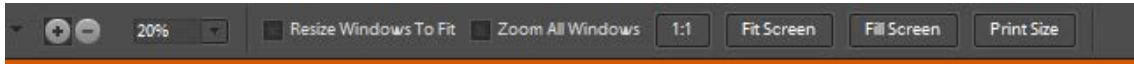


## Zoom tool



Shortcut key Z

You can zoom in by clicking on your image.



Use the 1:1 Button on the control bar to see your layout at full size.

Fit Screen fits the whole layout on your screen.

You can also click and drag over your layout to zoom one section to take up the full screen.

## Eye dropper tool



Shortcut key I



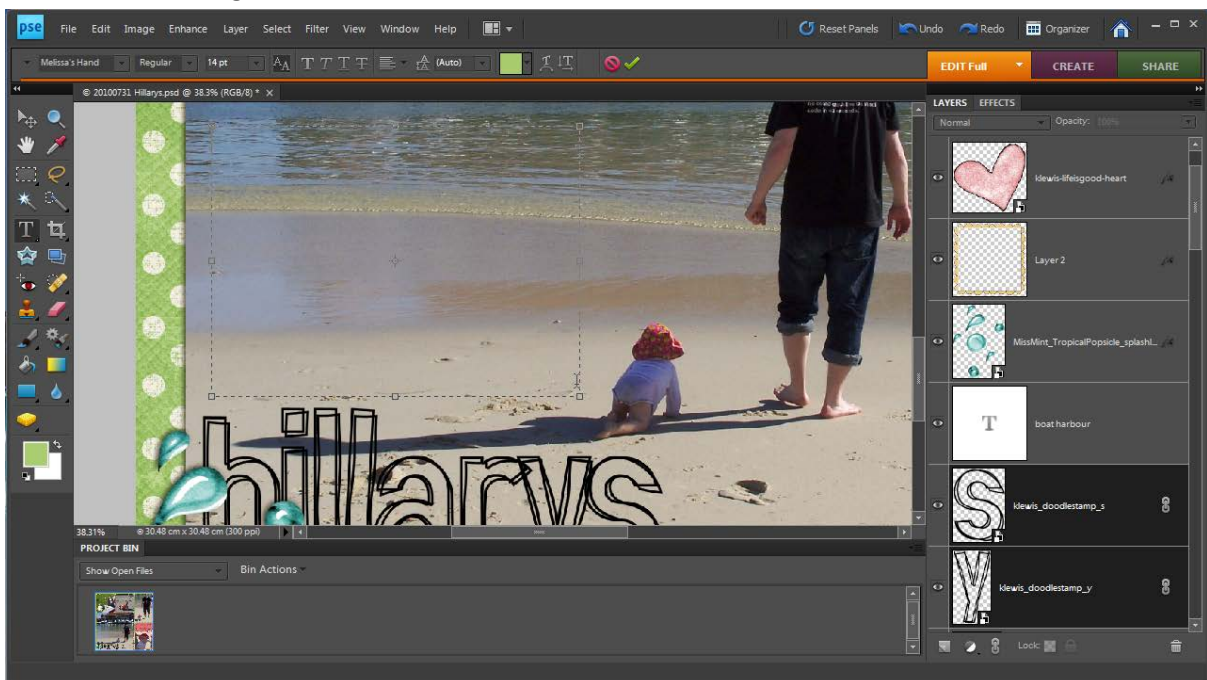
Click on an area of your image to pick up that colour and put it into the foreground colour. You can then use this for text or brushing onto your layout.

## Text Tool

You can use the text tool to add text anywhere on your layout.



Click and drag to draw a text box.



Use the tool control bar at the top of the screen to change the font, size and colour.



Type in your text.

Click the green tick when you are finished editing your text.

You can use the move tool (v) to move it

Use the text tool (t) to edit the text later.

Zoom in and click on the text to edit or move.

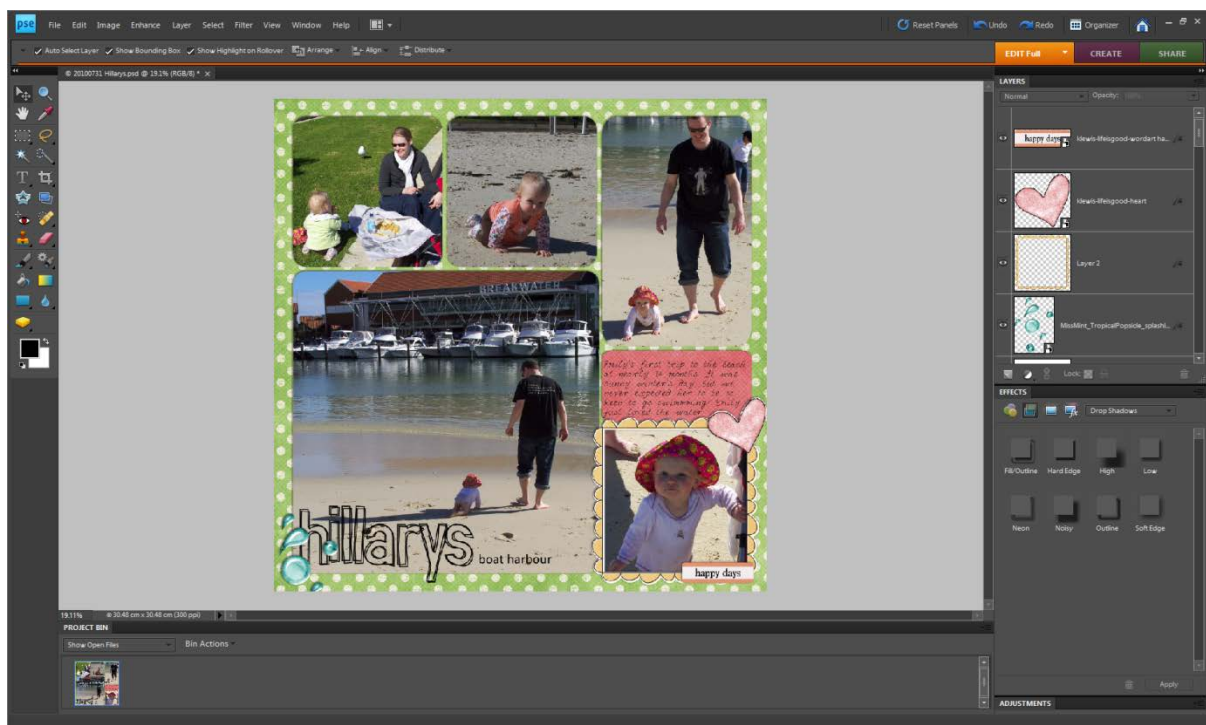
## Layers Panel

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On the right hand side, you can see all the layers in the document.

Layers are displayed in the Layers panel to the right of your screen. The top layer is nearest the top of this table, whilst the background layer sits at the bottom.

Layers work as independent 'surfaces' that sit on top of your background layer. Think of this surface like a clear sheet of glass or transparent film.

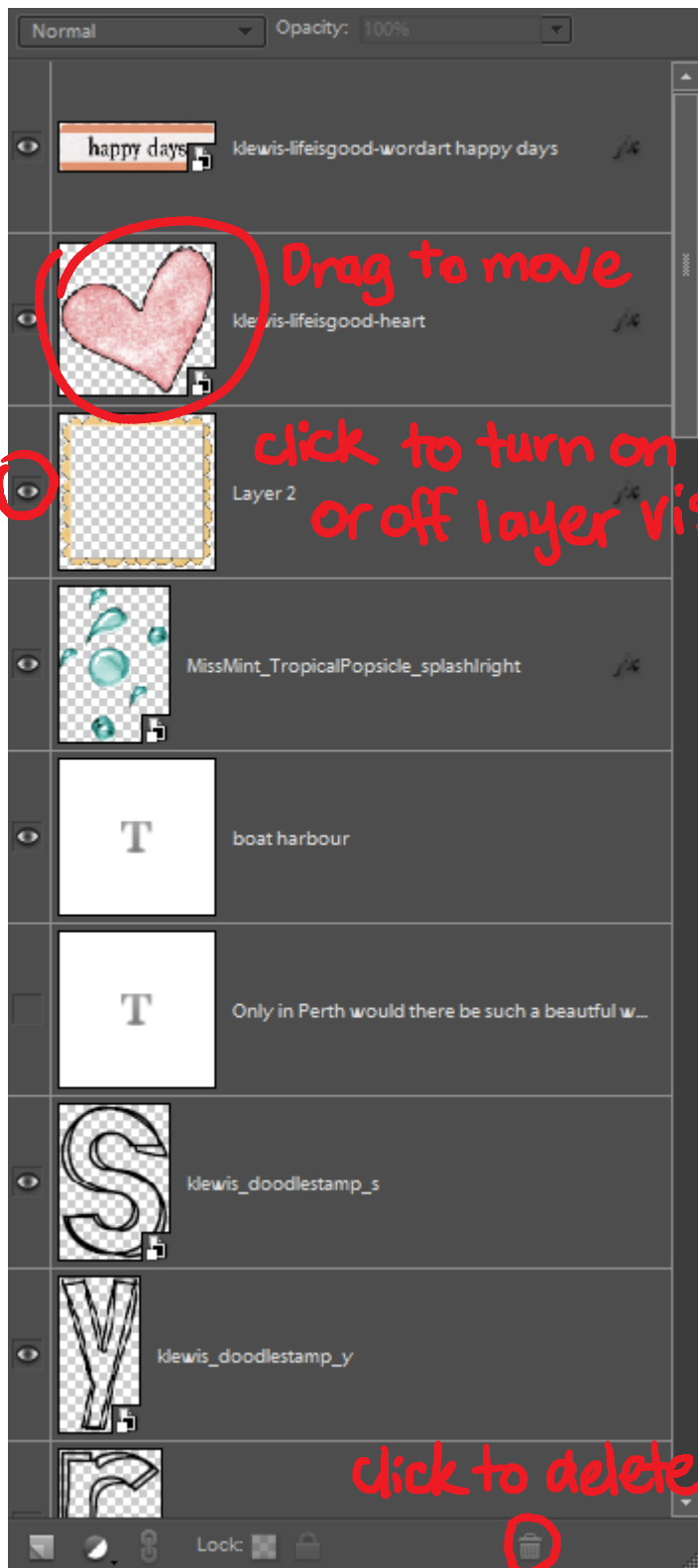


You can drag layers up and down the stack by clicking and dragging on the picture of the layer.

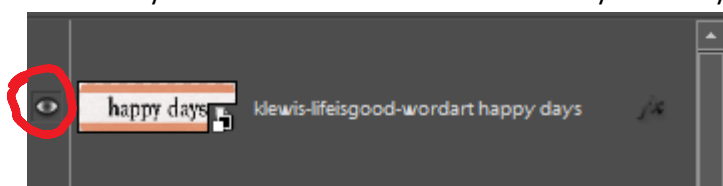
If the layer is at the top of the stack like the water droplets it is in front of the other layers.

If it is at the bottom of the stack, like the polka-dot paper, it will appear behind the other layers.

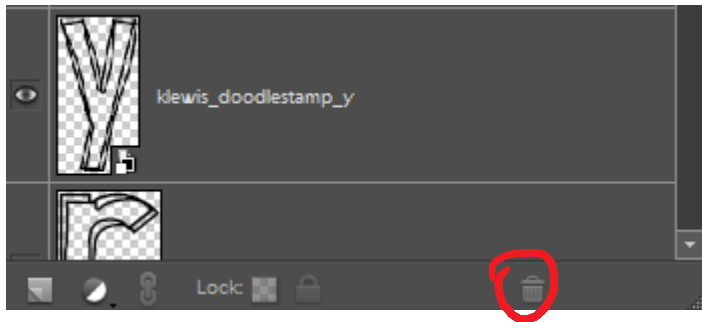




Click the eye icon to switch on or off the visibility of the layer.

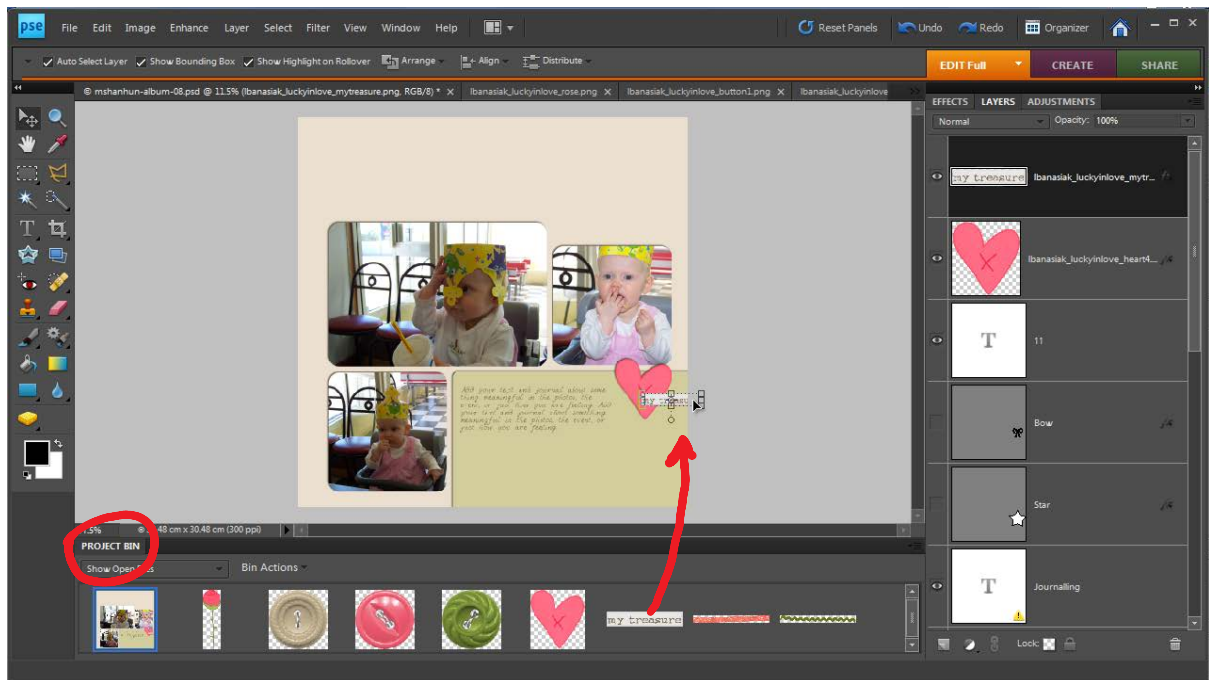


You can also click on the trash can icon to delete a layer.



## Project Bin

When you have a file open in Photoshop Elements you can see its thumbnail in the bottom area of the screen. This is called the project bin.



You can drag any open file's thumbnail onto your layout to add it to the page.

# Quick Photo Fixes

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Here's a quick run through of steps to fix your photos:

- Open your photo
- Save your photo as a new **PSD** file
- **Ctrl+D** to duplicate the layer
- Click on the orange **EDIT** bar and select **Quick Mode**
- Adjust using the sliders, **Ctrl+Z** to undo or press the little **X**
- Save your work
- Place/drag the photo into your layout

For a tutorial on how to fix several common photo problems using Photoshop Elements, pick up my training CD: Photo Fixes for Real People (\$20)

This will show you how to

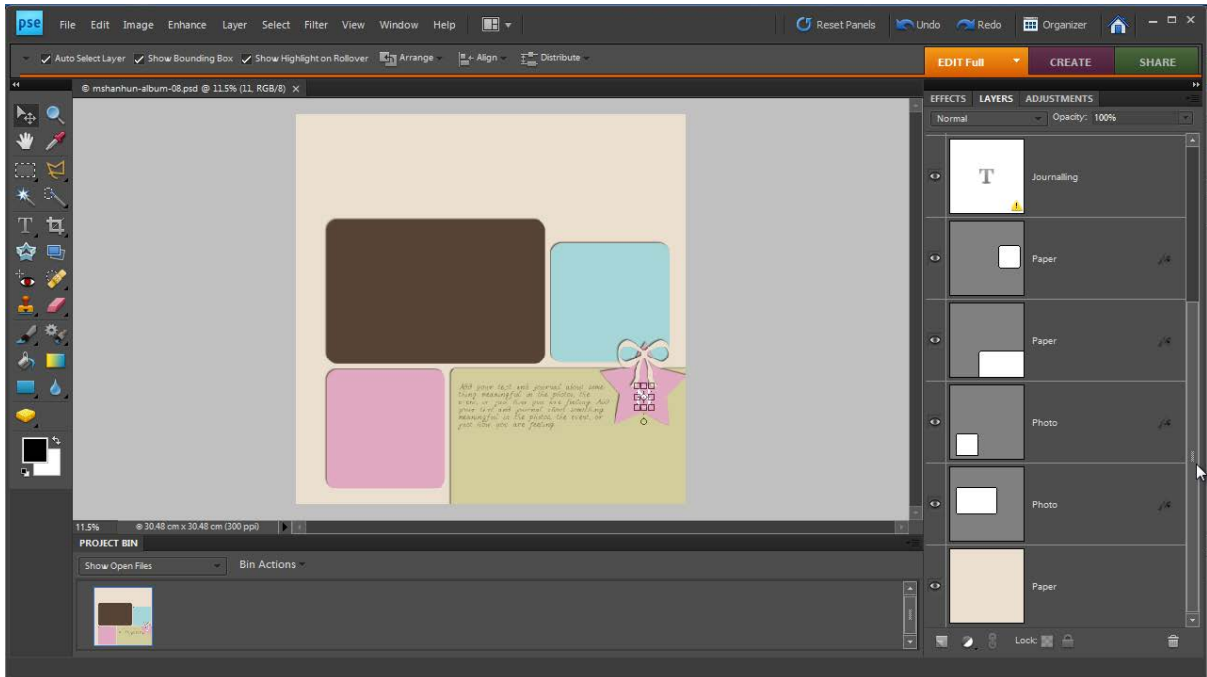
- Turn your overcast skies blue
- Clean away food from your baby's face
- Create a perfect group shot – where everyone is smiling & has their eyes open!
- Get rid of red eyes.

You can also buy it online: <http://mshanhun.com/photo-quick-fixes/>

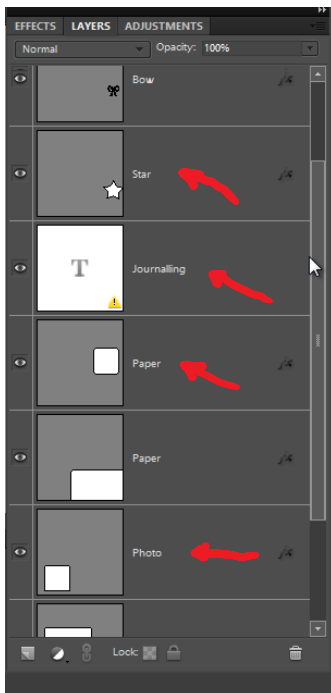
# Using a Template

Templates are an easy way to get started digital scrapbooking. Templates are pre-designed pages we can modify to include whatever photos, papers and embellishments we want to use.

You can find some templates in the Supplies folder of the Workshop CD.



Templates have layers for photos, embellishments, papers and journaling



Open your template by clicking **File**, then **Open**, browse to where your template is located in click **Open**.

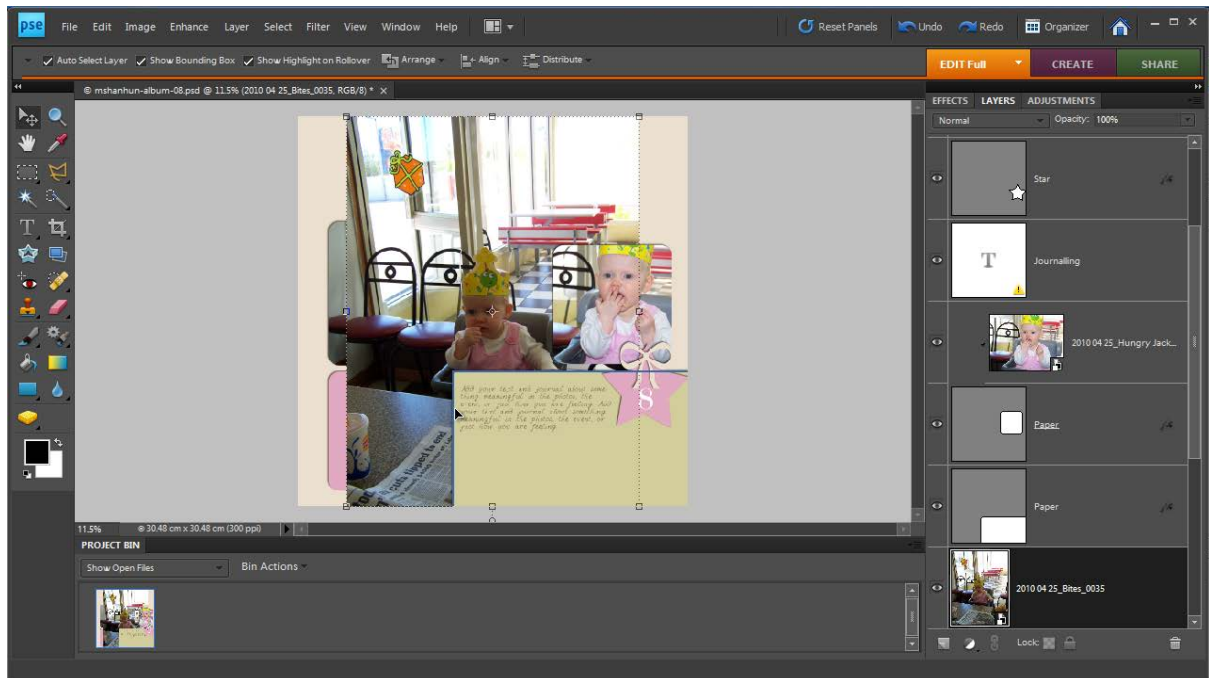
When you have opened the template, you need to save it as a new file, so that you can use the original template again later.

Click **File**, then **Save As**. Choose a name that will help you to remember what the layout is adapt I usually use the date and the name of the subject of the layout For example **20100731 Hillarys.psd**

## Add Photos

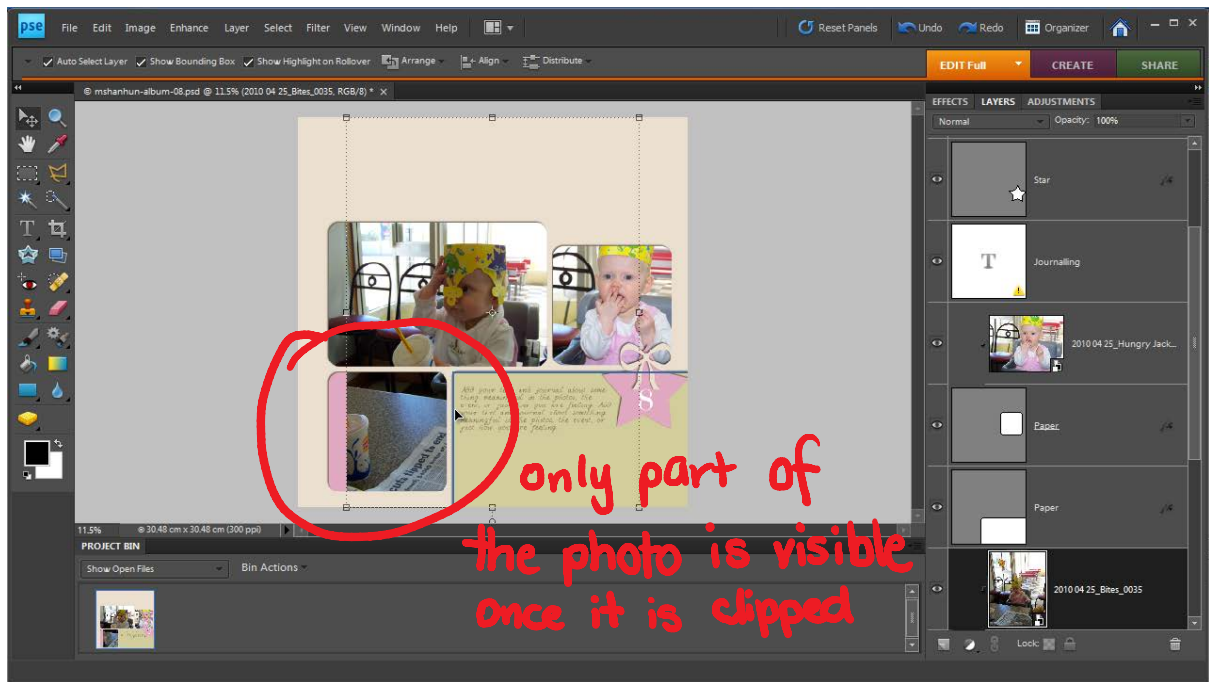
Click on a photo layer in the Layers panel (see Layers Panel p 16).

Click **File**, then **Place...** (shortcut **Alt+F, L**) and browse to the location of the photo you can to use.



Resize the photo to the approximate size you need and then click the green tick to apply the changes.

Click on the **Layer** menu, then **Create clipping mask** (or Press **Ctrl+G**). This clips the photo to the outline of the photo spot layer in the template.



Once the photo is clipped, you can still click on the photo to do any further resizing or moving, to be sure that the photo is in the right place.

Click on the next photo layer in the Layers panel, and repeat the process to add more photos.

If you want to change the photo, just click on the paper and press the trash can icon at the bottom right of the layer panel and repeat the process with a different photo.

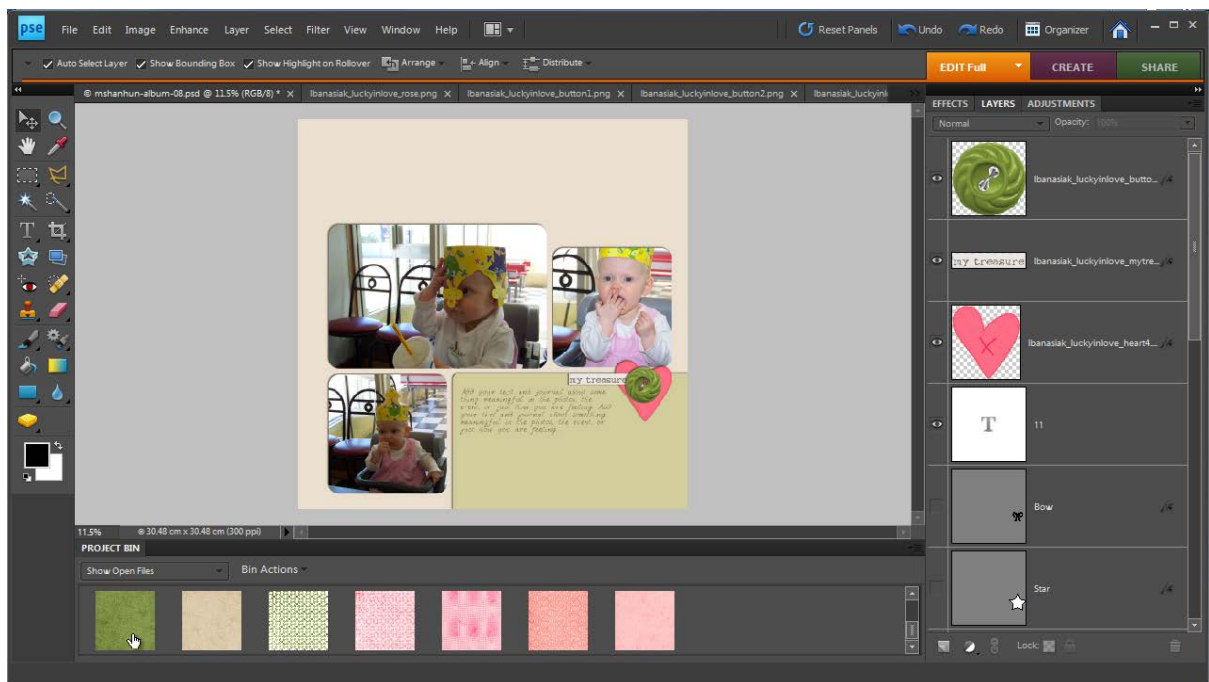
## Adding Papers

To add a background paper, click on the paper layer at the bottom of the stack of layers.

Click on **File**, then **Open**. Browse to the paper you want to use and then open it.

Double click on the thumbnail of your layout in the Project Bin to get back to your layout.

Drag the thumbnail of the paper onto your layout.



Press **Ctrl+G** to clip your paper to the paper layer.

Find the next paper layer in the Layers panel and repeat the steps above.

If you want to change the paper, just click on the paper and press the trash can icon at the bottom right of the layer panel and repeat the process with a different paper.

Don't forget to save your work regularly—**Ctrl+S**

## Add Embellishments

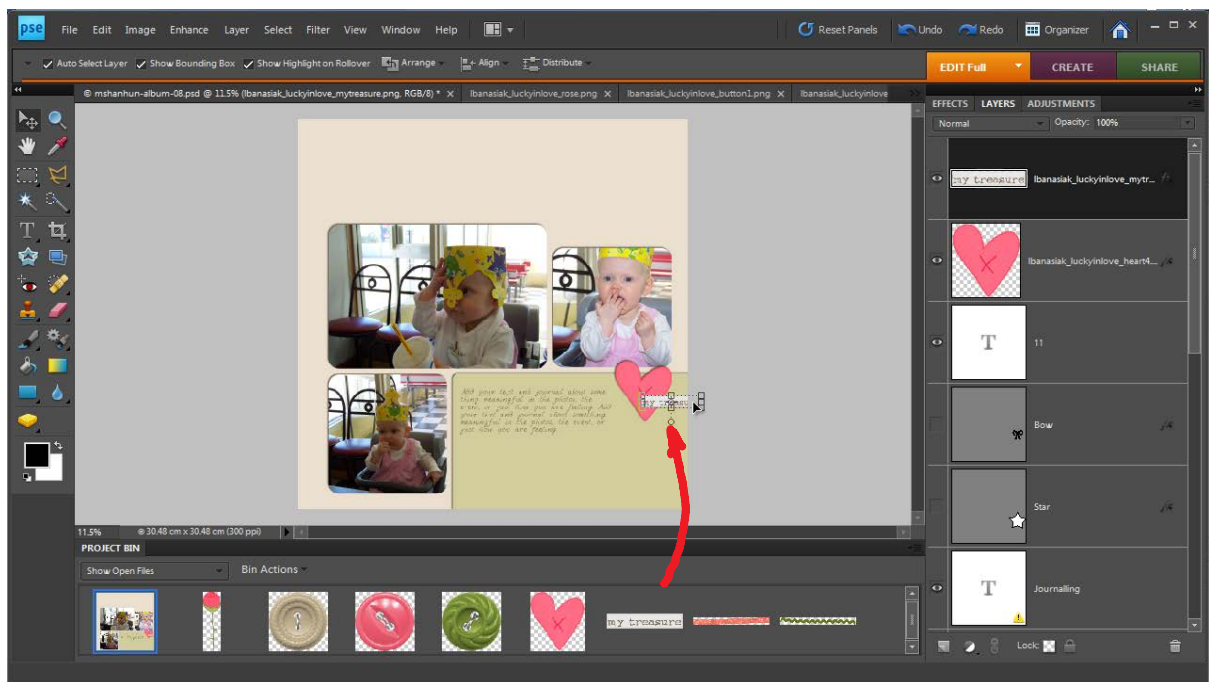
Use the embellishments to add some interest to your layout. Replace placeholder embellishments/ribbons/etc with items from the kit you are using. You can find a digital scrapbooking kit in the Supplies folder on the Workshop CD.

To add an embellishment, click on any you want to replace, for example, a layer called ribbon.

Click on **File**, then **Open**. Browse to the embellishment you want to use and then open it.

Double click on the thumbnail of your layout in the Project Bin to get back to your layout.

Drag the thumbnail of the embellishment onto your layout.



Click the eye icon to turn off the placeholder layer as you no longer need it.

## Adding Journalling

Add text (see Text Tool on page 15)

You can add text to an existing journalling box, but selecting the text tool (press T) and then click in the journalling area.

## Adding a Title

You can create a sophisticated looking title by using letter images or alphas from your digital scrapbooking kit. An alpha is provided on the Workshop CD in the Supplies folder.

Select the layer you want the title to be on.

Click **File, Open**, browse to the alpha and then **Ctrl+Click** on all the letters you need.

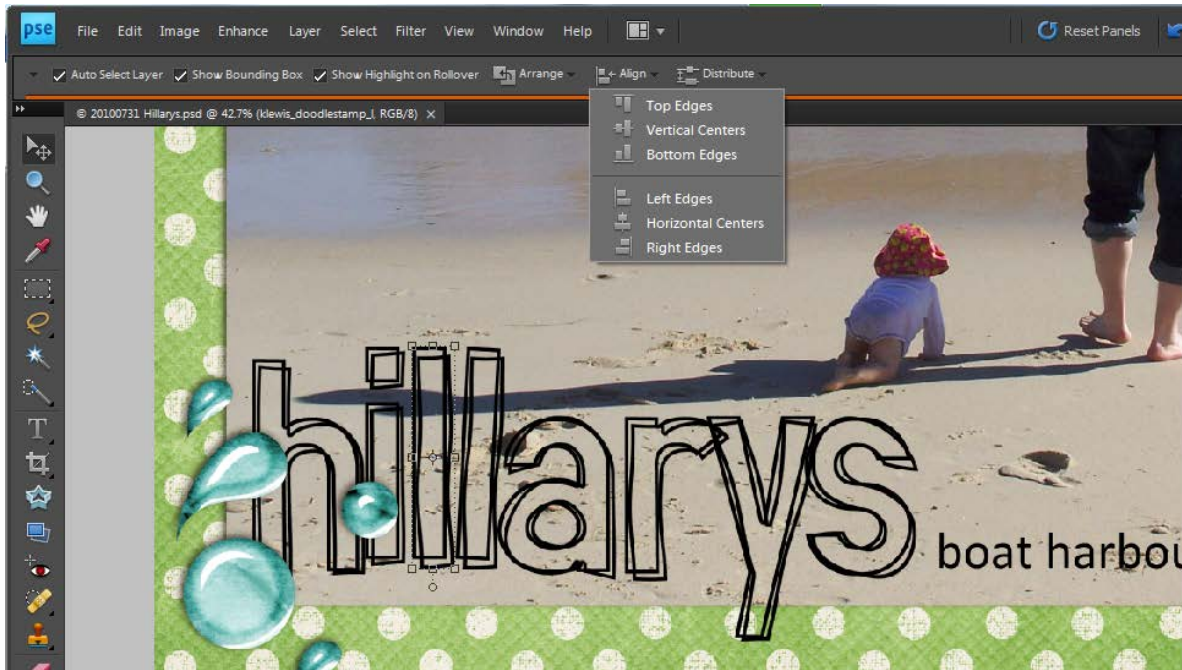
Drag in letters to your page from the project bin.

You can then drag the letters around to get them just how you like them.

You can use the alignment tools to line them up. Shift click on the alpha letters, and then click on align bottom edges to line them all up.

You can also resize the letter by shift clicking on them all and dragging the corner of the selection box.





You can also just use the text tool to create a title. To add texture, clip a paper to the text using **Ctrl+G**.

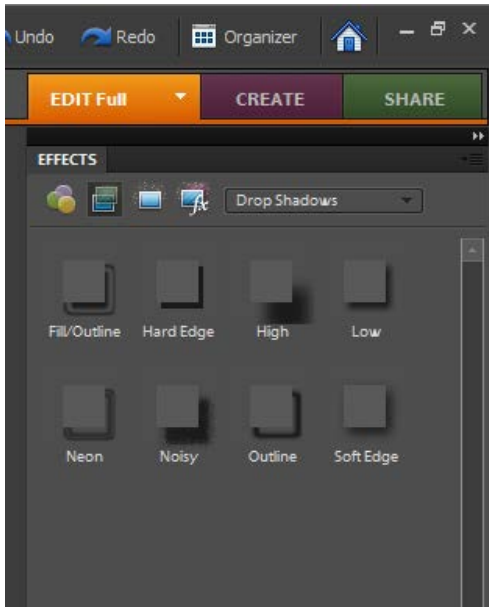
## Add Shadows

You can make your layout look more realistic by adding shadows to your layers.

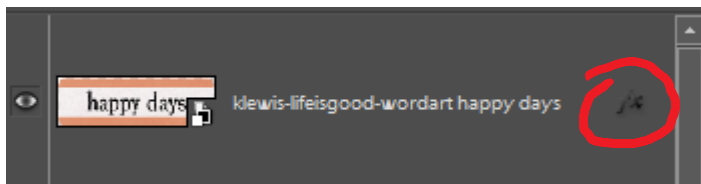
Click on the **Effects** panel and then select the **Layer Styles**  and then select **Drop Shadows**



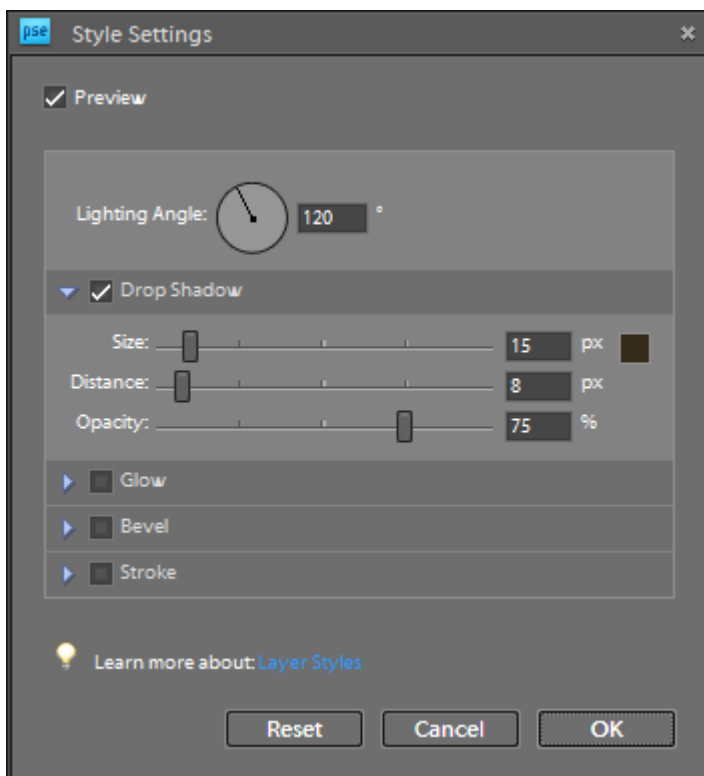
I suggest using the soft edge shadow.



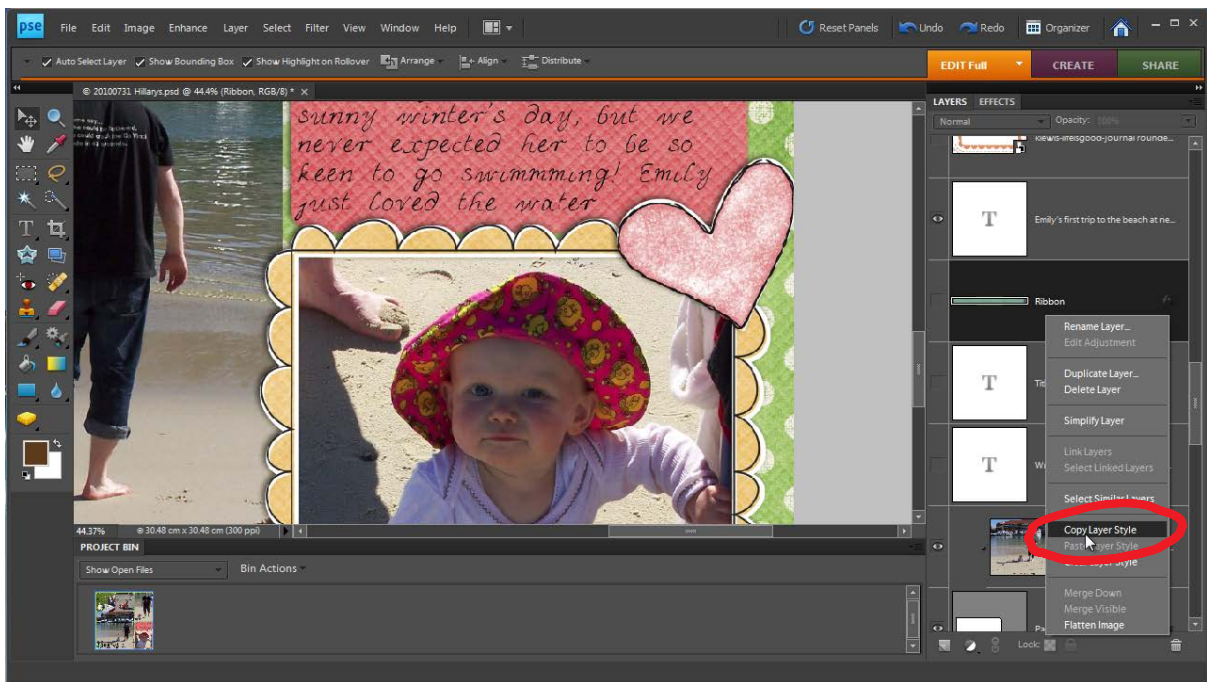
You can change the settings by double clicking on the **fx** icon to the right of the layer name.



The following dialogue box will appear.



Once you are happy with your shadow you can copy the layer style by right mouse button clicking on the name of the layer and clicking copy layer style.



Select the layer you want to add it to and then right mouse button click and then paste layer style.

# Saving Files for Printing

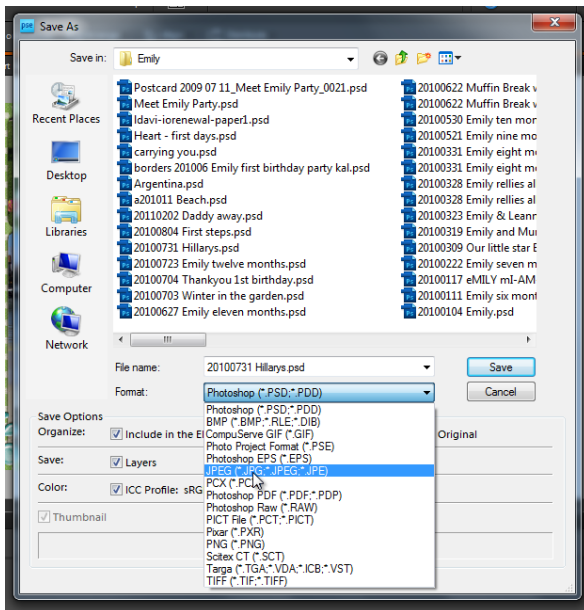
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To print your layout at home, simply click **File**, then **Print**.

To get your layout ready for professional printing, you'll need to save it as a JPEG file.

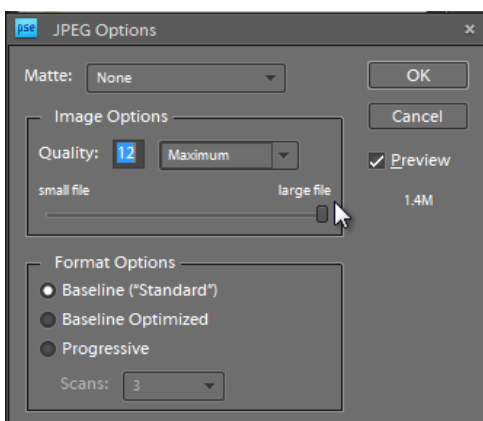
Click **File**, **Save As...**

Change the **Format** to **JPEG** by clicking on the box at the bottom of the Save As... dialogue box.



Photoshop Elements will save the file as **The Name of the File copy.jpg** so you won't save over your layered **PSD** document.

When the **JPEG Options** dialogue box appears, drag the slider to the right to save your file at maximum quality.



When you are ready to print your photobook, you will upload this photo using the instructions on page 3 and following.

# Coupon Codes

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## Photobooks

[www.snapfish.com.au](http://www.snapfish.com.au)

Use the coupon code MYBOOK at Snapfish for photo books to receive a 20% discount on your photobook.

## Canvas Prints

[www.harveynormanphotos.com.au](http://www.harveynormanphotos.com.au)

Use the coupon code **40CANCVPWS**

This will allow you to get 40% off an unlimited number of Canvas Prints within one order.

This code is valid 12 Sep 11 until 9 Oct 11 and will need to be added to the order summary screen at checkout at Harvey Norman photos to receive a 40% discount on canvas prints.

If you have trouble using these codes, call me on 043 893 2383 and I'll do my best to help you out.



# Making Sense of the Jargon

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Digital scrapbooking uses terms from graphic design, paper scrapbooking, and art. Here are explanations of a few key terms

## **Alpha**

*An alphabet made up of PNG files, one for each letter*

## **Layout**

*Refers to the whole scrapbooking page*

## **Embellishments/Elements**

*A PNG file that looks like a flower, ribbon, button or other decoration*

## **Flatten**

*To remove all the layers within the file to prepare a layout for printing. Make sure you save your work before doing this! Then save the resulting file as a JPG.*

## **JPG**

*A file format set up by the Joint Photographic Experts Group (JPEG). A compressed file format that is used for uploading photos . JPEG compression has a number of different compression rates. Use the highest quality level (low compression) for uploading for printing, and lower quality (higher compression) for uploading to galleries for viewing on screen.*

## **Paper**

*A JPG file that looks like scrapbooking pattern paper or cardstock*

## **Photobook**

*A professionally printed book made from photos or your layouts*

## **PNG**

*Portable Network Graphics file format. Used for embellishments in digital scrapbooking.*



**PSD**

*Photoshop Document file. PSD files retain layers and can be edited later.*

# About Melissa

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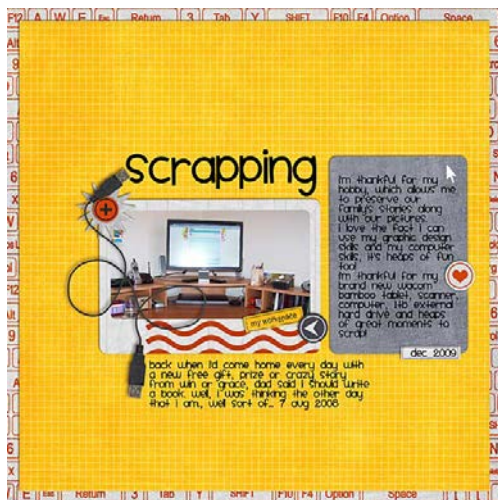
I'm Melissa Shanhun and I've been using my computer to create beautiful things for about 15 years now.

I spent 10 years working in graphic design using a variety of software systems including Photoshop and Photoshop Elements. I've also taught university units on presentation systems and graphic design.

I've been focusing my skills on digital scrapbooking since October 2007. My work has been featured at The Daily Digi, Log your Memory, Scrapbookgraphics, and the Daily Scrapper.

On my website <http://www.mshanhun.com>, I'm creating a unique system where you can get your Photoshop questions answered and you can use your computer to do what you want it to!

To see more of my work check out my blog at <http://blog.mshanhun.com>



# Want to learn more?

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## Photoshop Elements Workshops

Each workshop includes:

- Display of completed pages and photo books in printed form
- Question and answer session: technical skills, printing layouts, creating photo books, sharing through Facebook and galleries, or other questions you may have.
- A CD including digital scrapbooking products, templates and a video tutorial for you to take home and use whenever you want to!

Cost \$40

For bookings phone 043 893 23 83 or email [melissa@mshanhun.com](mailto:melissa@mshanhun.com)

### 10 October 2011

7pm-8:30pm

Create Cards and posters using Photoshop Elements

### 31 October 2011

1-2:30pm

Digital Gift Ideas – includes a 2012 Calendar

### 14 November 2011

7pm-8:30pm

Digital Gift Ideas – includes a 2012 Calendar

### 12 December 2011

7pm-8:30pm

Christmas fun: Get ready to easily scrapbook memories from that wonderful time of the year.

### 16 January 2012

7pm-8:30pm

Create a page using a template

### 30th January 2012

9am-10:30am

Create a page using a template

### 13 February 2012

7pm-8:30pm

\$40 per person

Reserve your place now using the form provided.



## One-on-one Classes

If you want to find out how to create your own pages, with an experienced scrapbooker right by your side, *Introducing Digital Scrapbooking* is for you.



The class includes:

- A look at some completed projects for inspiration
- Hands on experience building a layout using a Quick Page, including titles and journalling
- Hands on experience creating layout using a kit and template
- A question and answer session
- Phone and email support for all those questions that come up after the class is over
- A CD with video tutorials and digital scrapbooking resources for you to keep

We will cover:

- Where to find and how to open digital scrapbooking supplies
- Basic Photoshop skills
- How to put together layouts with templates
- Clipping Masks
- Adding text
- Great websites that can answer your digital scrapbooking questions
- How to share your work with friends and family
- How to print your work at home or with a photobook company

I also provide custom classes. Just let me know what you are looking for. Some suggested topics:

- Organising your Stash
- Scrapping with Templates
- Titles and working with Fonts
- Photoshop Q&A
- Photo retouching
- Creating an album
- Organising and finding your photos
- Photoshop Shortcuts
- Extracting images from Photos

