



## Create a Layout Using Anna Aspnes Designs

### Step 1. The Foundation

Create a new layout and build an arty foundation in different ways.

#### Create a New Layout

- Go to **File> New** to create a **New Layout** and enter **Height** (12) and **Width** (12) (inches) and **DPI (300) (RGB Color, 8 Bit)**.

#### Open Files

- Go to **File> Open**, then navigate to the location of the file on your computer, click to select then press **Open**, or double click to open into your workspace.
- To open multiple files, hold down the **CTRL (Windows)** or **CMD (Mac)** key on your keyboard and click on 2 or more elements, then press **Open**.
- You can also drag an element directly from a folder into your workspace (Photoshop and Elements), or immediately onto your layout (**Photoshop ONLY**.)
- **ONLY** Single layer files should be opened directly onto your layout – Multiple layer files need to be opened into the background to retain all layers.

#### Move Elements onto Layout/Reposition Elements.

##### (Single Layer)

- Select the **Move Tool** from the **Tools Panel**.
- Click and hold down the **LEFT** mouse button, drag the element into layout, into position, and then release (**CLICK-DRAG-RELEASE**) element onto layout.

##### (Multiple Layers)

- **UNCHECK** the **AutoSelect** option.
- Click on the first layer, hold down the **SHIFT** key, and click on the last layer to highlight all layers in the **Layers Panel**.
- **CLICK-DRAG-RELEASE** all layers onto layout.
- **RESIZE** and/or **ROTATE** individually or as a collection of layers (See **RESIZE** and **ROTATE** below.)

## Reorder Layers in the Layers Panel

- Click on the thumbnail in the **Layers Panel**.
- Hold down the **SHIFT** key to select multiple files in succession.
- Hold down the **LEFT** mouse button.
- Drag **UP** or **DOWN** the **Layers Panel**.
- Hover the between 2 thumbnails to yield a double horizontal blue line.
- Release the **LEFT** mouse button to drop the layer between the 2 thumbnails.

## Use an Artsy Paper for a Quick/Easy Foundation

- Open and move Artsy Paper from [ArtPlay Palette](#) of choice onto your layout

## Create a Custom Artsy Paper

- Open and move Solid Paper from [ArtPlay Palette](#) of choice onto your layout.
- Open one or more Transfers/Overlays or [ArtsyTransfers](#) into your workspace.
- Arrange the Transfers/ Overlays onto your layout foundation as preferred.

## Difference between Transfers/Overlays and ArtsyTransfers

- Transfers and Overlays are delivered in .png format only and are included with [ArtPlay Palettes](#).
- [ArtsyTransfers](#) are a separate range of DigitalART products, designed to coordinate with the [ArtPlay Palette](#). They are delivered in .psd format to allow for maximum customization in terms of individual layer modification (e.g. size, color and rotation)

## RESIZE

### (Photoshop)

- Select **Move Tool** from the **Tools Panel** and notice the options change at the **TOP** of your screen.
- Check **Auto-Select** box option to enable you to click on your layout and auto-select an individual layer in the **Layers Panel** (regardless of whether the layer resides in a **Group**).
- **Constrain Proportions** is automatic in Photoshop.
- Check **Transform Controls (Bounding Box in Elements)** option to view box around an element on a layer.
- Hover over the corner point of the **Transform Controls** box so the cursor turns into a **DOUBLE-ENDED ARROW**.
- Click, hold down the **LEFT** mouse button, drag **INWARD** (to make element smaller) or **OUTWARD** (to make element larger), then release (mouse button) also known as **CLICK-DRAG-RELEASE**.
- Click on the **CHECK MARK** in the **Options Bar** to 'Accept the Transformation' (or cancel by clicking on the 'circle with strikethrough' icon).

## (Elements)

- Select **Move Tool** from the **Tools Panel** and notice the options change at the **BOTTOM** of your screen.
  - Check **Auto-Select** box option to enable you to click on your layout and 'auto-select' the corresponding layer in the **Layers Panel**.
  - Note that when layers are 'grouped', the **Group** of layers will be selected, in favor of the individual layer.
  - Check **Bounding Box** option to view box around an element on a layer.
  - Check **Constrain Proportions** box to resize proportionally.
  - Hover over the corner point of the **Bounding Box** so the cursor turns into a **DOUBLE-ENDED ARROW**.
  - Click, hold down the **LEFT** mouse button, drag **INWARD** (to make element smaller) or **OUTWARD** (to make element larger), then release (mouse button) also known as **CLICK-DRAG-RELEASE**.
  - Click on the **CHECK MARK** on the **Bounding Box** to 'Accept the Transformation' (or **CANCEL** by clicking on the 'circle with strikethrough' icon).
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## ROTATE

There are 2 ways to rotate element layers, using the **MENU** options or the **Transform Controls/Bounding Box**.

### (Photoshop)

- **Entire Image** (Available from the **MENU OPTION ONLY**)  
**Image > Image Rotation > 180° / 90° Clockwise/Counter Clockwise**
- **Individual Layers** (Available from the **MENU** or using **Transform Controls**)  
**Edit > Transform > 180° / 90° Clockwise/Counter Clockwise**

**OR,**

- Hover over the corner point of the **Transform Controls** box, and move the cursor **OUTWARD** to yield an '**ARCED**' **DOUBLE-ENDED ARROW**.
- Click, hold down the **LEFT** mouse button, **ROTATE** the cursor clockwise/anti-clockwise, and release.
- Click on the **CHECK MARK** in the **Options Bar** to 'Accept the Transformation' (or **CANCEL** by clicking on the 'circle with strikethrough' icon).

### (Elements)

- **Entire Image** (Available from the **MENU OPTION ONLY**) or **Individual Layers**

**Image> Rotate>** First set of options rotates entire image/second set rotates individual layers.

**OR,**

- Hover over the corner point of the **Bounding Box**, and move the cursor **OUTWARD** to yield an '**ARCED**' **DOUBLE-ENDED ARROW**.
- Click, hold down the **LEFT** mouse button, **ROTATE** the cursor clockwise/anti-clockwise, and release.
- Click on the **CHECK MARK** on the **Bounding Box** to 'Accept the Transformation' (or **CANCEL** by clicking on the 'circle with strikethrough' icon).

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## RECOLOR

There are 2 ways to recolor elements depending on whether they are single/multi-color and/or have dimensional properties.

### Recolor Single Color Elements (.png files)

- **Edit> Fill** (Photoshop) or **Edit> Fill Layer** (Elements)
- Click on **Contents** (Photoshop) or **Use** box (Elements) to access the **Color** (from which you can access the **Color Picker**) option.
- Select desired **Color** using the **Color Picker**.
- Click **OK**
- Check the **Preserve Transparency** box to avoid flooding the layer with color.
- Click **OK**

### Recolor a Multi-Color or Dimensional Element

- Select element layer in the **Layers Panel**.
- **Image> Adjustments> Hue and Saturation** (Photoshop) or **Enhance> Adjust Color> Adjust Hue/Saturation** (Elements).
- Move the **Hue** slider to change **COLOR**, the **Saturation** slider to change in **INTENSITY** of color and the **Lightness** control how **DARK** the image appears.

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## Miscellaneous

**Minimize File** – Click on 'x' icon top right of file

**Close File** – Click on 'minus' icon top right of file

**Move File** – **CLICK-DRAG-RELEASE** tab along the top of the file

**Dock Files (Attach)** – **CLICK-DRAG-HOVER-RELEASE** tab along the top of the file over the top tab of another file then release to connect.

**Resize Files** – Hover the cursor over the horizontal/vertical edge of file to yield a **DOUBLE-ENDED** arrow then drag outward or inward as preferred (**CLICK-DRAG-RELEASE.**)

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## Step 2. Blending Photos

There are 2 ways to blend photos into your artsy layout foundation, and add additional photos using frames.

- [FotoBlendz](#) clipping masks
- Custom blending using **Layer Masks and Brushes** (See [Classes](#) by Anna Aspnes Designs.)

### Blending with Clipping Masks

- [FotoBlendz](#) clipping masks are available in a variety of **BLACK** .png, .psd and .abr formats.
- The lighter gray areas of the mask, at the edges of the mask, hold more transparency while the darker areas are more opaque.
- Photos/images are clipped to the underlying mask layer in the **Layers Panel** using the **Clipping Mask Function** in Adobe Photoshop or Elements.
- The image conforms to the shape of the underlying clipping mask thus creating the desired blended effect.
- A photo clipped to a mask is known as a **Clipping Set**.

### Placing a Clipping Mask

- Open and move a [FotoBlendz](#) clipping mask on the layout foundation **ABOVE** the artsy foundation layers.
- Allow the design of your artsy foundation to guide placement and create a **FOCAL POINT**.
- A **FOCAL POINT** engages the eye and draws attention to a specific area of your layout design.

### Adding a Photo to a Clipping Mask

- Open, move and arrange your chosen photo on top of the [FotoBlendz](#) clipping mask on your layout, so that the photo layer is directly above the mask layer in the **Layers Panel**.
- Go to **Layer> Create Clipping Mask** or press **CTRL/CMD + ALT/OPT + G** simultaneously on your keyboard.
- Adjust placement of photo by moving the photo layer over the mask layer as preferred using the **Move Tool**.
- Enlarge the photo if needed to ensure complete coverage using the **Transform Controls/Bounding Box** (see **RESIZE**).
- Use multiple masks by layering on top of one another to blended more than one photo.

## Modify a Clipping Mask

- Use the **Eraser Tool** from the **Tools Panel** with [AnnaBlendz Artsy](#) brush to remove hard edges or any areas of a clipping mask not concealed by the clipped photo.
- Select the clipping mask layer in the **Layers Panel** then 'paint' or drag over the area to be removed.

## Loading Brushes

- Brushes or [BrushSets](#) are delivered in .png and .abr format
- Open the .png file for use in your workspace or load the .abr file for use with the **Eraser** or **Paint Brush Tool** in the **Tools Panel**.
- The .png files offer a visual of the images in the .abr file and enables you to [redefine your brushes](#) should you accidentally save over the .abr file.
- Select the **Eraser** or **Paint Brush Tool** from the **Tools Panel**.
- Click image thumb to access your brushes options at the **TOP** (Photoshop) or **BOTTOM** (Elements) of your screen.
- Click on the 'wheel' icon in the top right corner of the dialogue box (Photoshop) or click on the downward facing arrow next to the 'Brush' menu, and look for the 'menu' icon top right to activate a menu of options.
- Choose **Import Brushes** (Photoshop) or **Load Brushes** (Elements).
- Navigate to the saved .abr file of choice on your computer.
- Double click on the .abr file to load into the **Brushes Panel**.
- **RESIZE** any brush using the pixel value slider and **ROTATE** using the wheel as preferred.

**Note.** Brush images may also be used as clipping masks with the clipping mask function in Adobe Photoshop and Elements.

## Apply Blending Modes to Clipping Masks

- Applying the **Blending Mode** to the clipping mask layer with automatically apply that effect to the clipped photo layer.
- Select the [FotoBlendz](#) clipping mask in the **Layers Panel**.
- Access the **Blending Modes** from the 'Normal' menu at the top of the **Layers Panel**.
- Scroll through the **Blending Mode** options and apply as preferred.

## Use Blending Modes to Edit Clipped Photos

- Ensure the clipped photo layer is set to the default **Normal Blending Mode**.
- Duplicate the photo layer by dragging it **DOWN** (Photoshop) or **UP** (Elements) to the 'New Layer icon' (white/gray filled square) in the **Layers Panel**.
- Apply **Blending Modes** to the **DUPLICATE** photo layer.
- Repeat as many times as you like changing the **Blending Mode**.
- You can also adjust the **Opacity** of any layer by moving the slider in the top right corner of the **Layers Panel**, to refine the effect of the **Blending Mode** applied.

## Change Color of Photo

- Select photo layer in the **Layers Panel**.
- **Image> Adjustments> Hue and Saturation** (Photoshop) or **Enhance> Adjust Color> Adjust Hue/Saturation** (Elements).
- Move the **Hue** slider to change **COLOR**, the **Saturation** slider to change in **INTENSITY** of color and the **Lightness** control how **DARK** the image appears.

**Note.** The first set of **Blending Modes** will **DARKEN** layers, the second will **LIGHTEN** and third set will create **CONTRAST** (Intensity).

## Blend 2 Photos using Clipping Masks

- Select the last layer of the **Layers Stack** in the **Layers Panel** to avoid concealing or disrupting (and the 'unclipping' of the layers in the **Clipping Set**) when you introduce the second clipping mask.
- Open and move a second [FotoBlendz](#) clipping mask onto your layout.
- Clip second photo to the [FotoBlendz](#) clipping mask.
- **RESIZE** and change placement as preferred.

## Convert Photo to Black and White

- Select photo layer in the **Layers Panel**.
- **Image> Adjustments> Desaturate** (Photoshop) or **Enhance> Convert to Black and White** (Elements).
- You can also access the **Hue/Saturation** controls and move the **Saturation** slider (lever) all the way to the **LEFT**.

## Lighten Image Using Levels

- Select photo layer in the **Layers Panel**.
- **Image> Adjustments> Levels** (Photoshop) or **Enhance> Adjust Lighting> Levels** (Elements)
- Move the **White** slider to the **LEFT** to adjust the **Highlights**.
- Move the **Black** slider to **RIGHT** to increase the **Shadows**.
- Move the middle **Gray** slider to the **LEFT** or **RIGHT** to change the **Midtones**.

## Create Color Block Layer

- Improves the appearance of photos with **Blending Modes** applied.
- Create a **New Layer** beneath the second **Clipping Set**.
- Select the **Paint Brush** Tool from the **Tools Panel**.
- Pick an [AnnaBlendz Artsy](#) brush of choice.
- Click on the **Foreground Color** thumb at the bottom of the **Tools Panel** to activate the **Color Picker**.
- Click on an area of your layout to sample a color.
- Click **OK**.
- Notice the **Foreground Color** thumb change to represent the sampled color.
- Paint on the **New Layer** using the selected brush in the sampled color.

- Notice how this painted layer 'blocks' the underlying imagery from showing through your second blended photo.
- Use **Hue/Saturation** controls to adjust **Hue**, **Saturation** or **Lightness**.

### Create a Visual Triangle

- Elements in threes are the most visually appealing.
- Add a third photo to your design using a frame element.

### Using Frames

- Open frame element(s) into your workspace.
- If using the .psd file, avoid placing the element directly onto your layout to retain all layers.
- This enables you modify the layers as preferred.
- You can change the **Opacity** or **Color** of the **Shadow** layer; Recolor the frame or clip an image to the **Frame** layer; Clip a photo to the **Mask** layer; Change the **Color**, **Opacity** or **Blending Mode** of the **Texture** layer.
- Move all layers onto your layout at the top of the **Layers Stack**.
- Select the **FRAME MASK** layer in the **Layers Panel**.
- Open and move a third photo directly on top of the Mask layer so that it's incorporated into the **Clipping Set**.
- You can also open the photo into your workspace, and drag it directly on top of the mask layer.
- **RESIZE** the photo layer as needed, **ROTATE** the frame layers, or duplicate to create a second complementary frame.

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## Step 3. Embellishments

Engage in ArtPlay and have fun in Photoshop to add visual interest to your layout using texture and color.

### Enhance Artistry with [ArtsyTransfers](#)

- Open .psd into the background of your workspace to retain layers.
- Use layers individually to increase visual interest.
- Ensure the **AutoSelect** option is **OFF** so that you can move only that layer onto your layout.
- Move the [ArtsyTransfer](#) layer down the **Layers Panel** so it's directly above the first landscape **Clipping Set** layers.
- Change the **Blending Mode** of the [ArtsyTransfer](#) layer.

### Add Light with FotoGlows

- Open and place the [FotoGlow](#) on your layout.
- Adjust positioning in the **Layers Panel**.
- Apply a **Blending Mode** such as **Hard Light** or **Vivid Light**



## Embellish with Brushes

- Support **THEME**, add **COLOR** or **TEXTURE** to your layout.
- [BrushSets](#) and [ToolSets](#) may be delivered in up to 2 separate .abr files to support the different versions of Photoshop and Elements.
- Filenames with PSCC or Large suffix offer brushes up to 5000 pixels in size for Photoshop CC and Elements 15+.
- Filenames without either of these suffixes include brushes up to 2500 pixels and are intended for use in earlier versions of Photoshop and Elements.
- [BrushSets](#) /[ToolSets](#) in Photoshop are organized in folders, while in Elements the images will just be added to the panel.
- Click on the arrow next to the folder in Photoshop to access the brush images within the folder
- Press **CAPS LOCK** key to control visibility of the brush outline.
- Specify the **Size**, **Rotation** and **Color** of your brush.
- Each brush stroke should have its own layer to provide flexibility for possible future edits.
- You can also change the positioning of the brush layer in the **Layers Panel**, apply a **Blending Mode** and/or adjust **Opacity**.

## Support a Theme

- Click once to stamp a **PICTORIAL** style brush from [BrushSets](#) onto a **New Layer** to add color and enhance the story of your layout.

## Add Texture

- Stamp textures from [ToolSets](#) onto **New Layers** to add dimension to your otherwise flat layout.
- Stamp in mid-gray or neutral color and apply a **Multiply** or **Linear Burn Blending Mode**.
- **RESIZE**, **ROTATE** and/or reposition as preferred.
- Darken/Lighten (**Lightness**) and adjust color (**Hue** and **Saturation**) of texture using **Hue/Saturation**.

## Add Dimension with Stitching

- Find digital [Stitching](#) in the form of **UrbanThreadz** and **UrbanStitchez**.
- Stamp in **Black** or other **Dark Color** (Navy, Dark Brown/Green/Gray) of your choice.
- Recolor using **Edit> Fill (Layer)** option.

## Using Edge Overlays

- Open and place [Edge Overlay](#) of choice.
- Reorder in the **Layers Panel**.
- Optionally **Rotate** or **Flip Horizontal/Vertical**
- Erase areas of the [Overlay](#) using the [AnnaBlendz Artsy](#) brush and the **Eraser Tool**.
- Recolor to a mid-gray using the **Edit> Fill (Layer)** option.
- Apply a **Multiply** or **Linear Burn Blending Mode**.

## Dimensional Embellishments

- Add to your layout individually or in **Clusters**.
- [ArtPlay Palette Elements](#) are delivered in .png with some elements available in .psd version (where a drop 'cast' shadow was preferable.)
- Move all layers onto your layout with the **AutoSelect** option **UNCHECKED**.
- **RESIZE** and/or **ROTATE** as preferred.
- Move elements together to foster organization and create unity (relationship) in what's known as a **Cluster**.

## Apply a Drop Shadow Layer Style

- **Layer> Layer Style> Drop Shadow** (Photoshop) or **Layer> Layer Style> Style Settings> Drop Shadow** (Elements)
- Use **Global Light Option CHECKED** with **Angle** set to **120°**
- The **Distance** and **Size** of the **Drop Shadow** is going to be dependent on the **DEPTH** of the element.

## Using [MultiMedia](#) Elements

- Delivered in .psd and .png format.
- The layered .psd format enables you to modify each layer independently in terms of **Size**, **Rotation** and **Color** for example.
- Move one or more layers onto your layout.
- Turn off the visibility of the any layer by clicking on the 'eye' icon to the left of the layer in the **Layers Panel**.
- Reorder layers in the **Layers Panel**.

## Adding [WordART](#)

- Cluster 1-3 [WordART](#) elements to create a title.
- Select elements independently by holding down the **CTRL** or **CMD** key on the keyboard.
- Be mindful of the **AutoSelect** status turning **ON/OFF** as needed.
- Reorder/reposition [WordART](#) layers as preferred.
- Optionally apply a **Layer Style** or **Blending Modes**.

## Add Custom Text

- Select the layer at the top of the **Layers Stack**.
- Choose the **Type Tool** from the **Tools Panel**.
- Change the **Foreground Color** as preferred.
- **CLICK-DRAG-RELEASE** to create a **Text Box**.
- Start typing on your keyboard to overwrite the default 'Lorem Ipsum' text to personalize.
- Click on the **CHECK MARK** to accept the transformation.
- Click on the center points of the vertical/horizontal edges of the **Text Box** to adjust the proportions.

## Save Your Layout

- Save in .psd format to retain all layers for future edits
- **File> Save As** and select **.PSD** from the drop-down menu.
- Enter a file name and click **SAVE**.
- Save in .jpg format for printing purposes.
- **File> Save As** and select **.JPG** from the drop-down menu.
- In the **JPEG Option Box**, select a **Quality of 8-9**.

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Visit [www.annaaspnesdesigns.com](http://www.annaaspnesdesigns.com) com for further information.