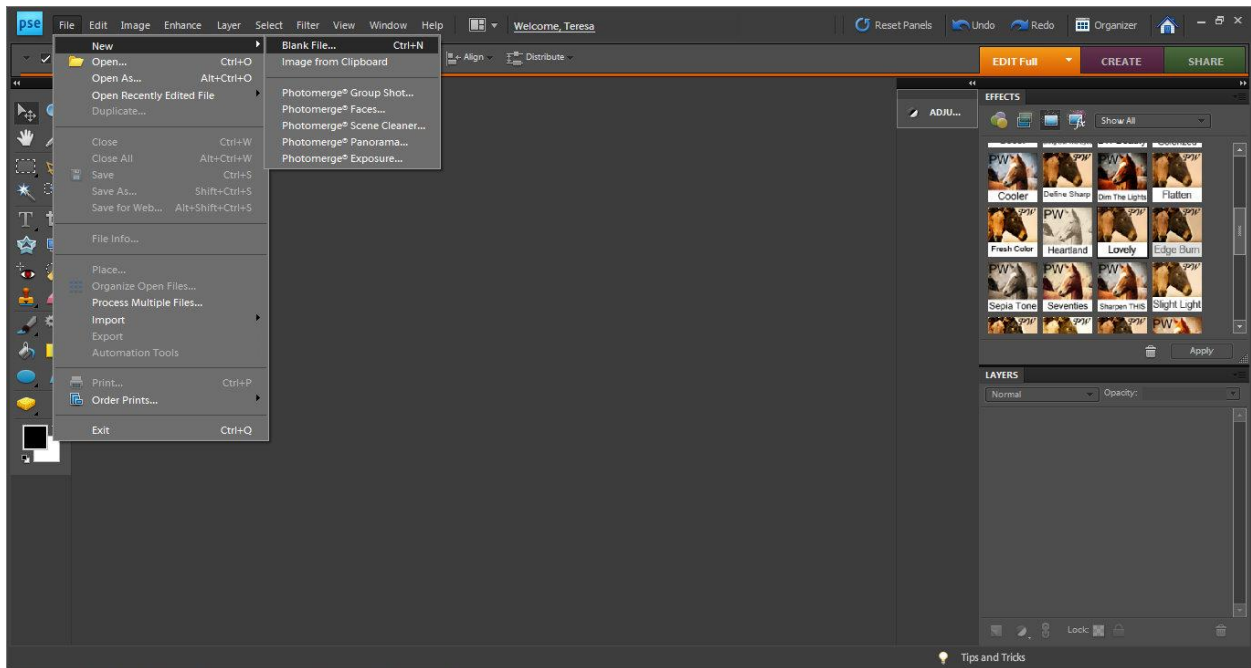
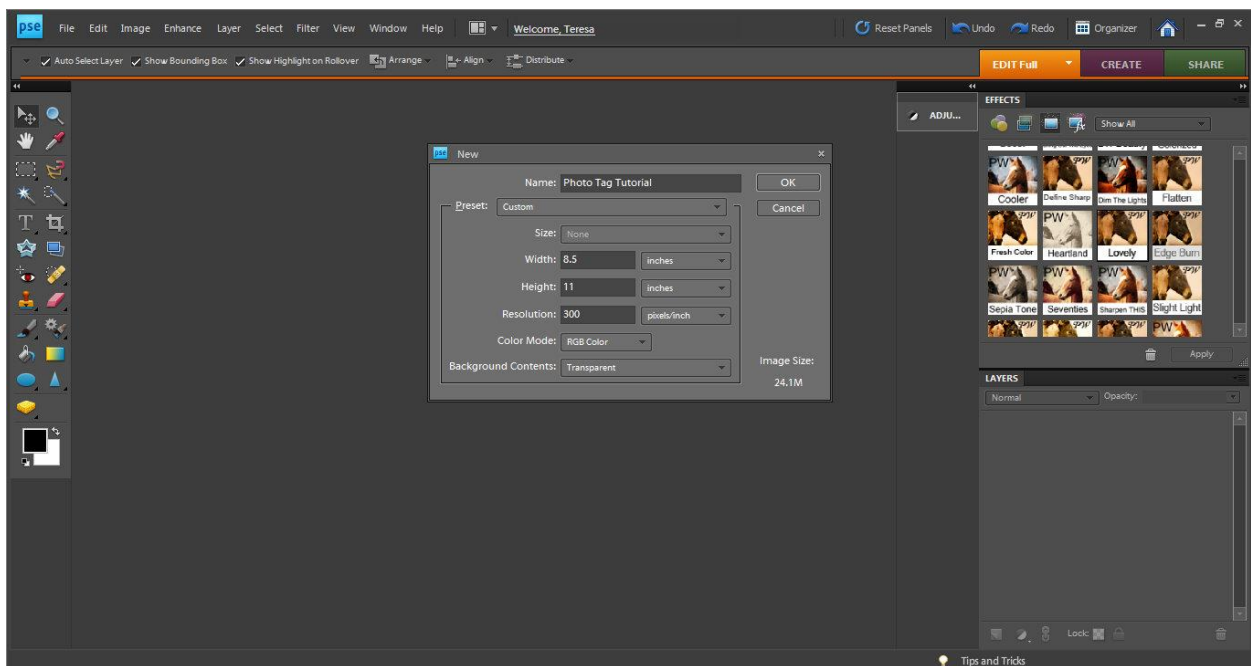


PHOTOSHOP ELEMENTS – CREATING CUSTOM PHOTO TAGS

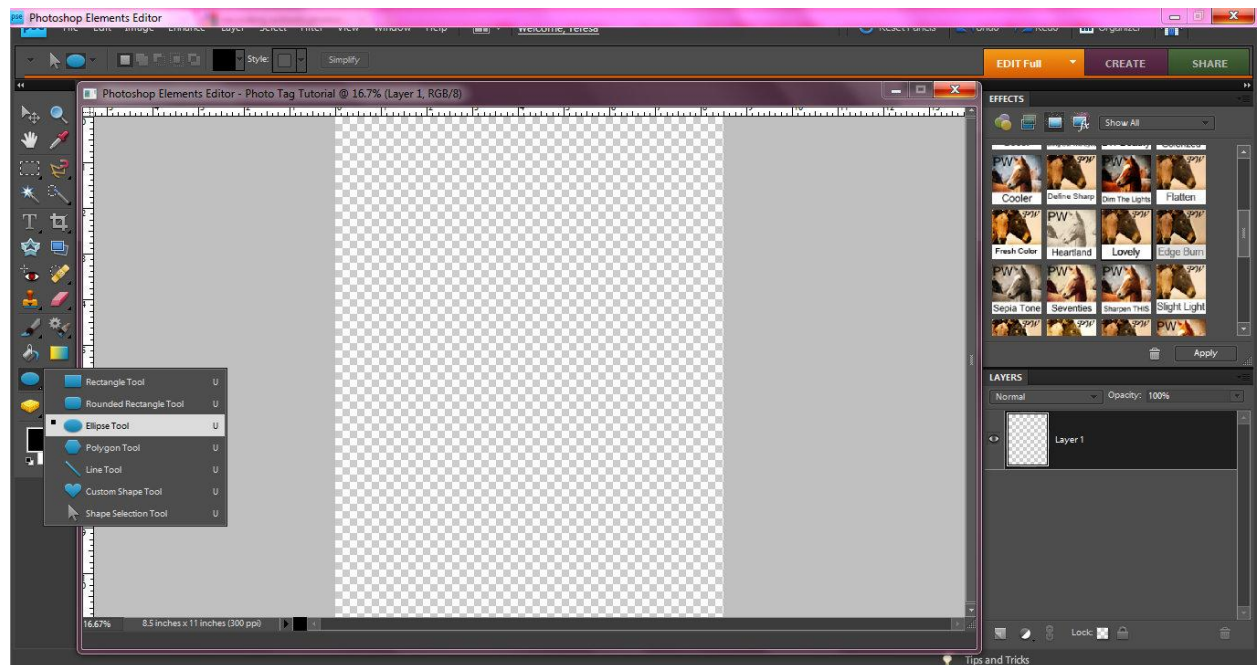
Create a new blank file in Photoshop Elements or press (CTRL+N).



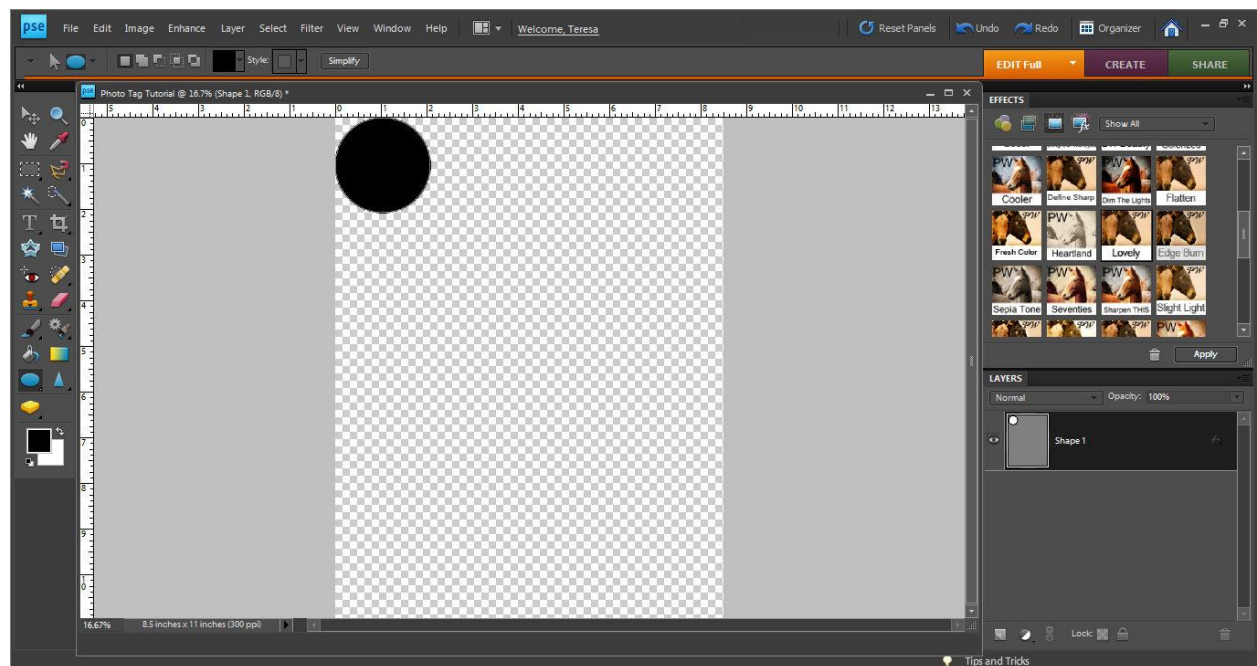
Name your file. Under “Preset” select “US Paper” then change the “Background Contents to “Transparent.”



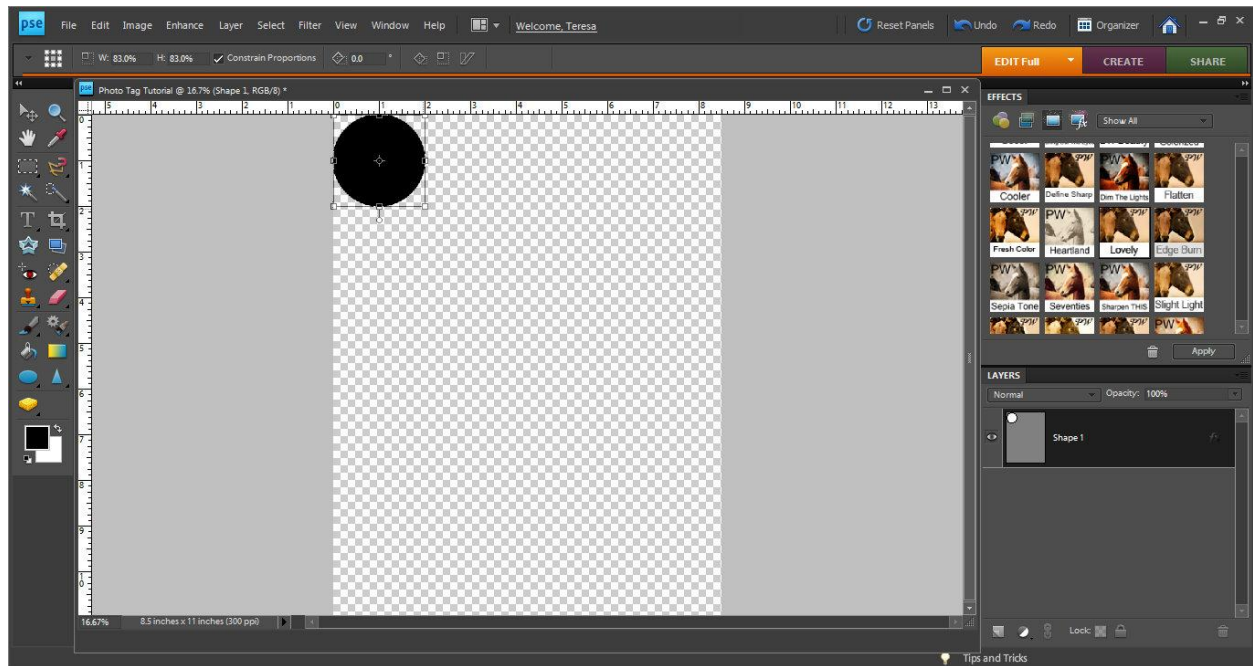
Now select the “Ellipse Tool” and while holding down the “shift” button create a circle. We want the circle to be about 2”.



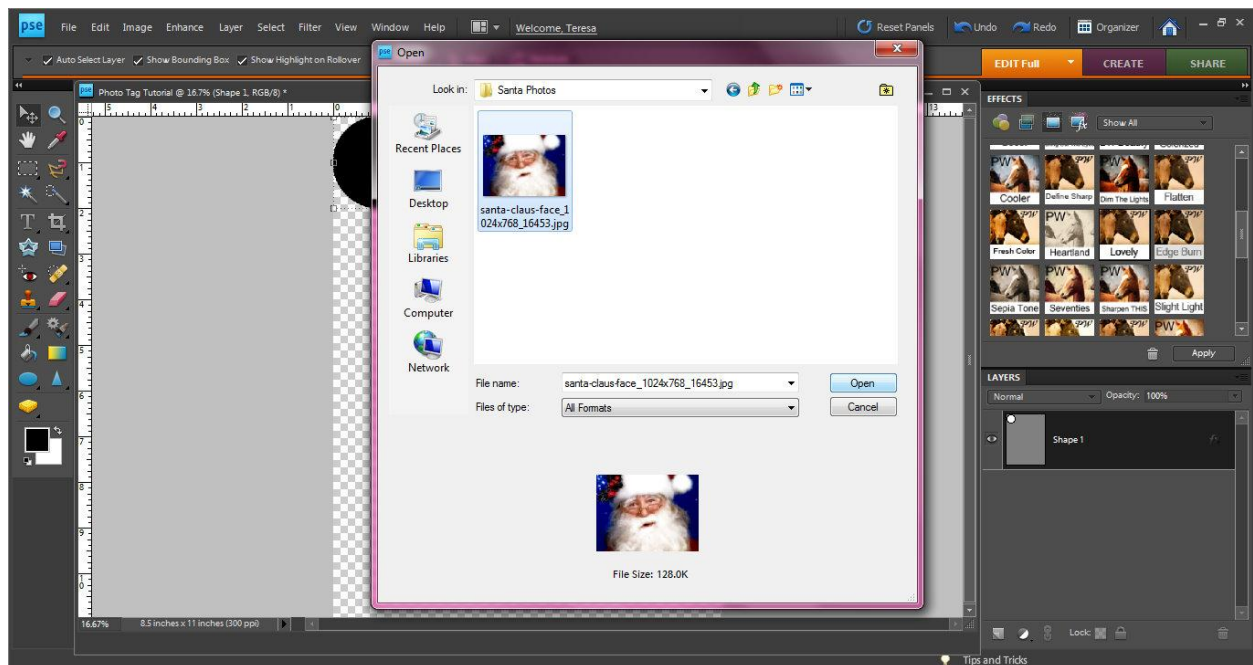
Place your circle in the upper left hand corner of your page. You can test how well you came to making it 2”. Make sure you have rulers on (Shift+Ctrl+R).



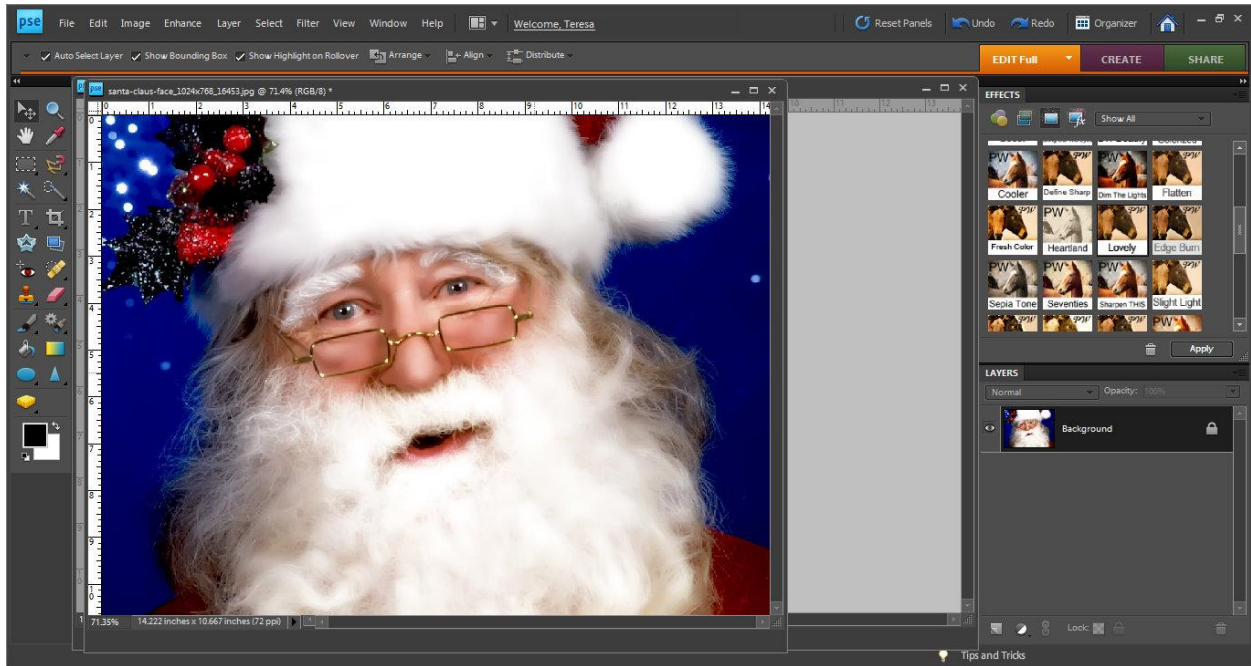
Click on your circle, grab one of the small square boxes in the corner and drag until your circle is 2”.



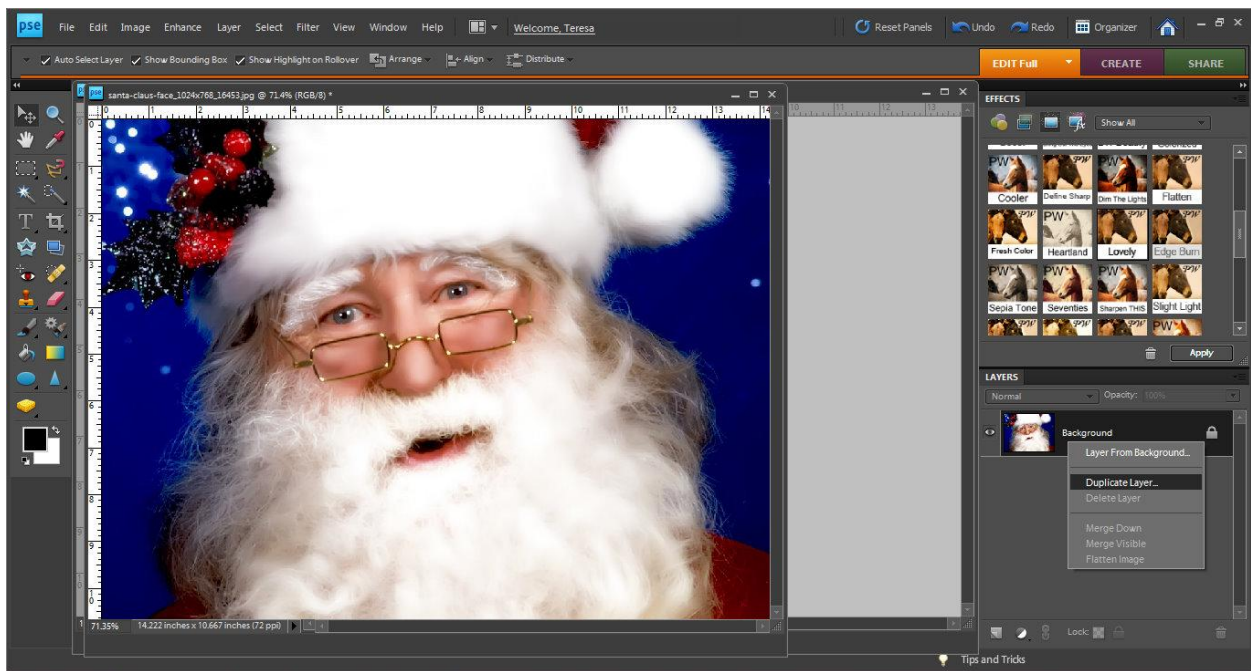
Now we will import your photo. Click “File” -> “Open” (Cntrl+O). Choose your photo.



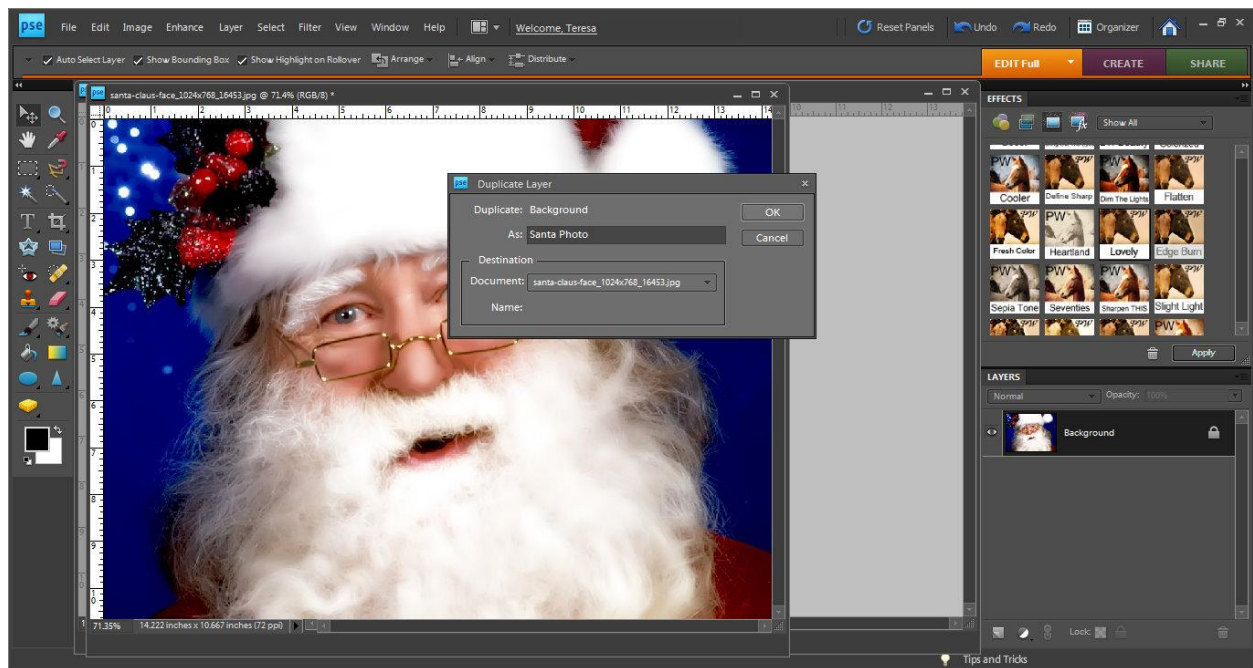
Here is my Santa photo.



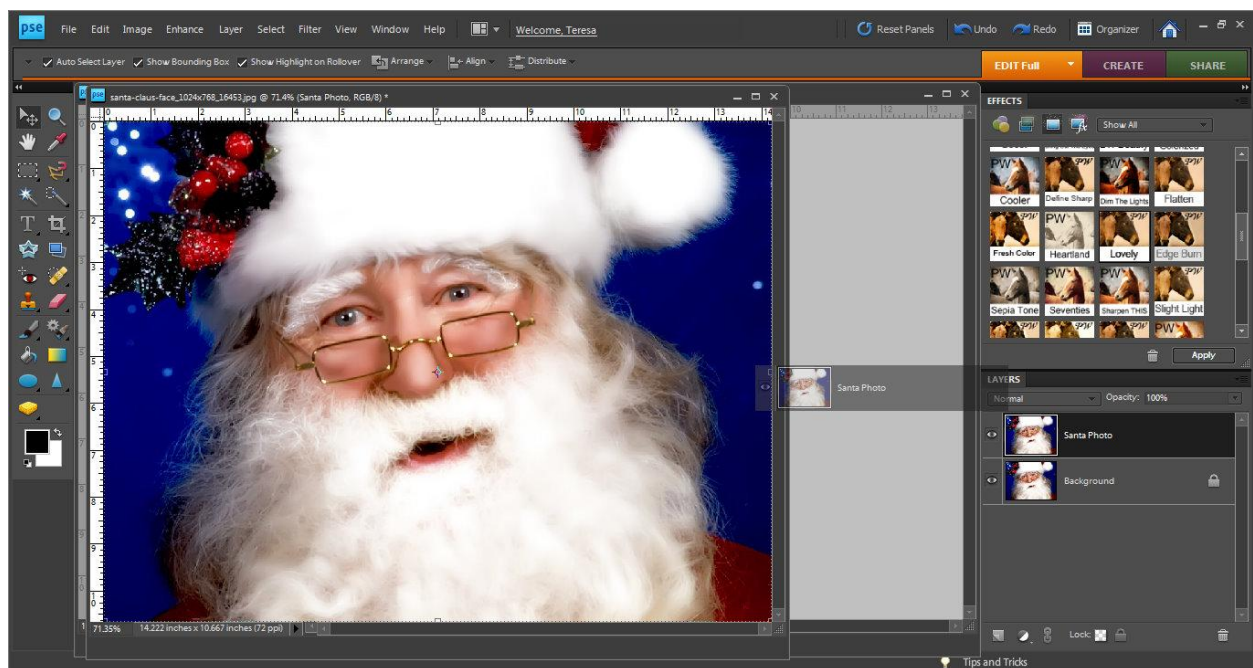
Now we are going to add our photo into our file with the circle. Right click on the Layer titled “Background” and select “Duplicate Layer.”



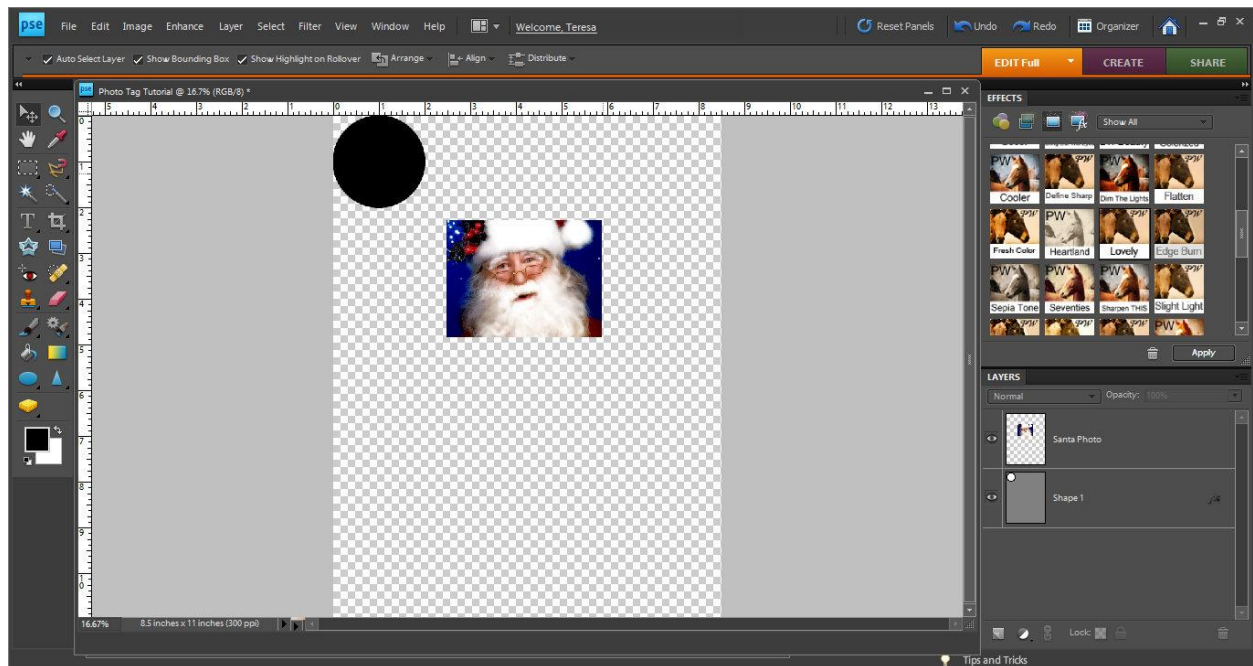
Rename as “Santa Photo” and Click “OK”



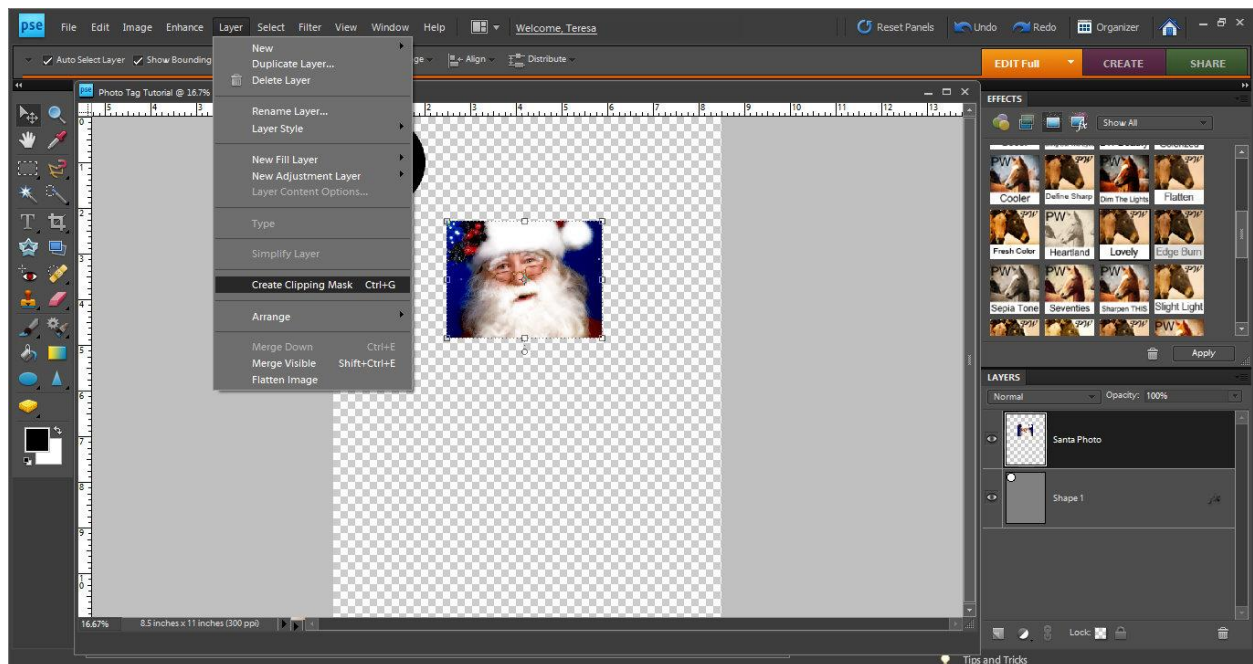
You will then have two layers your original and “Santa Photo.” Click on “Santa Photo” and drag into your file you have created the circle in.



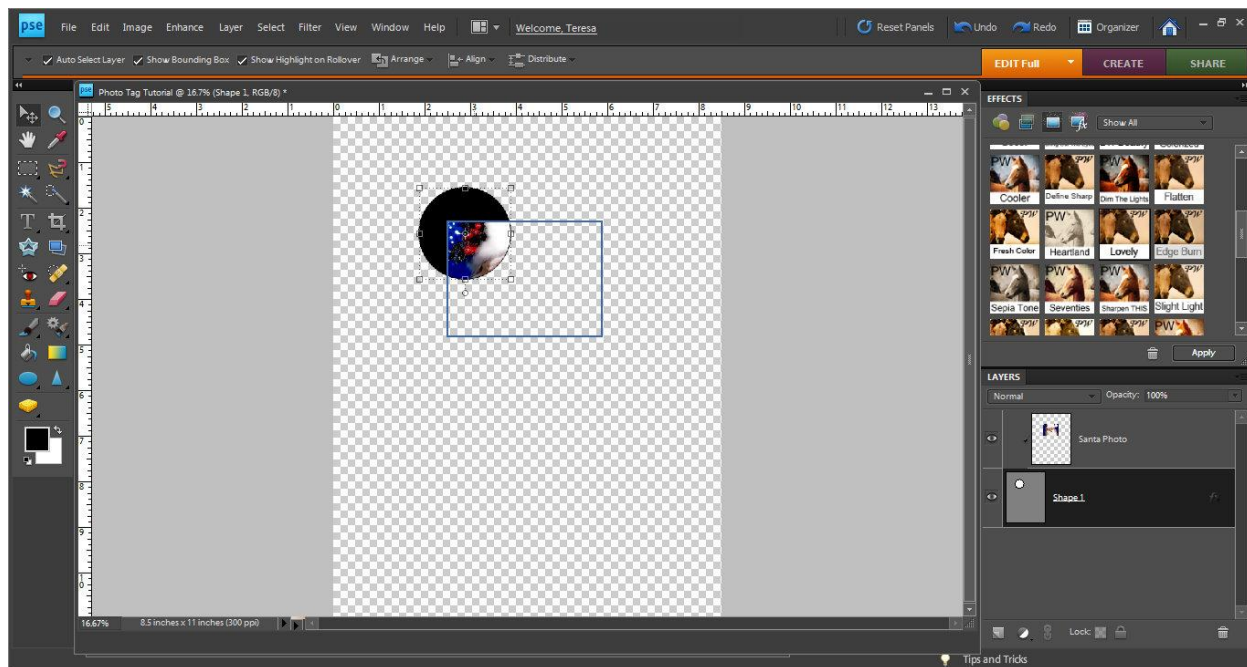
Depending on the size of your original “Santa Photo” you will need to resize the photo so that you can work with it within your file. Click on the photo and then using the small squares and the “shift” key make your image smaller.



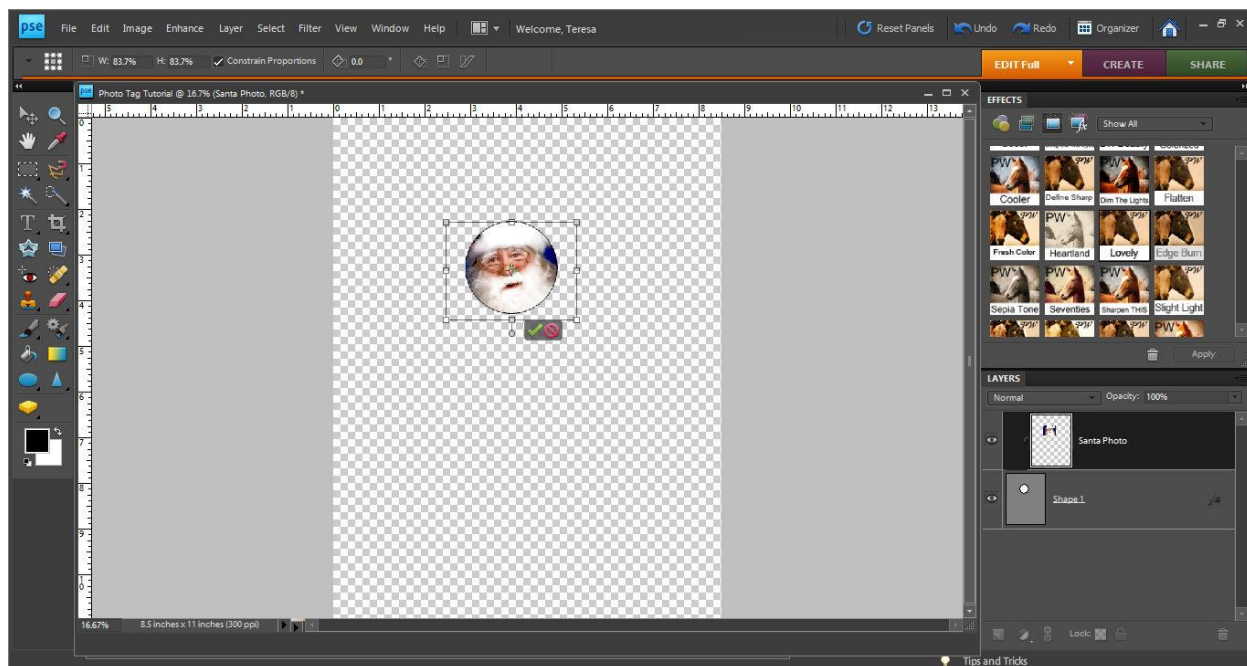
Now with the “Santa Photo” layer selected click on “Layer” -> “Create Clipping Mask” (Ctrl+G)



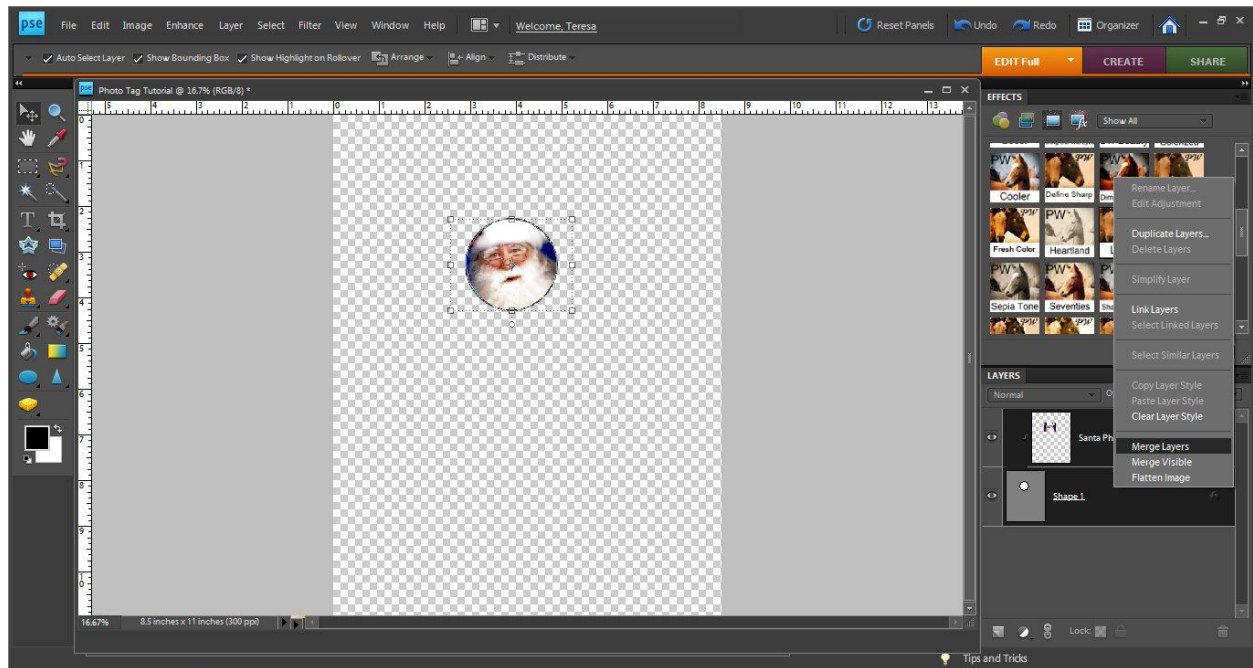
Now select your circle and drag it over where your Santa Photo is. You will see that the photo will take the place of the black in the circle.



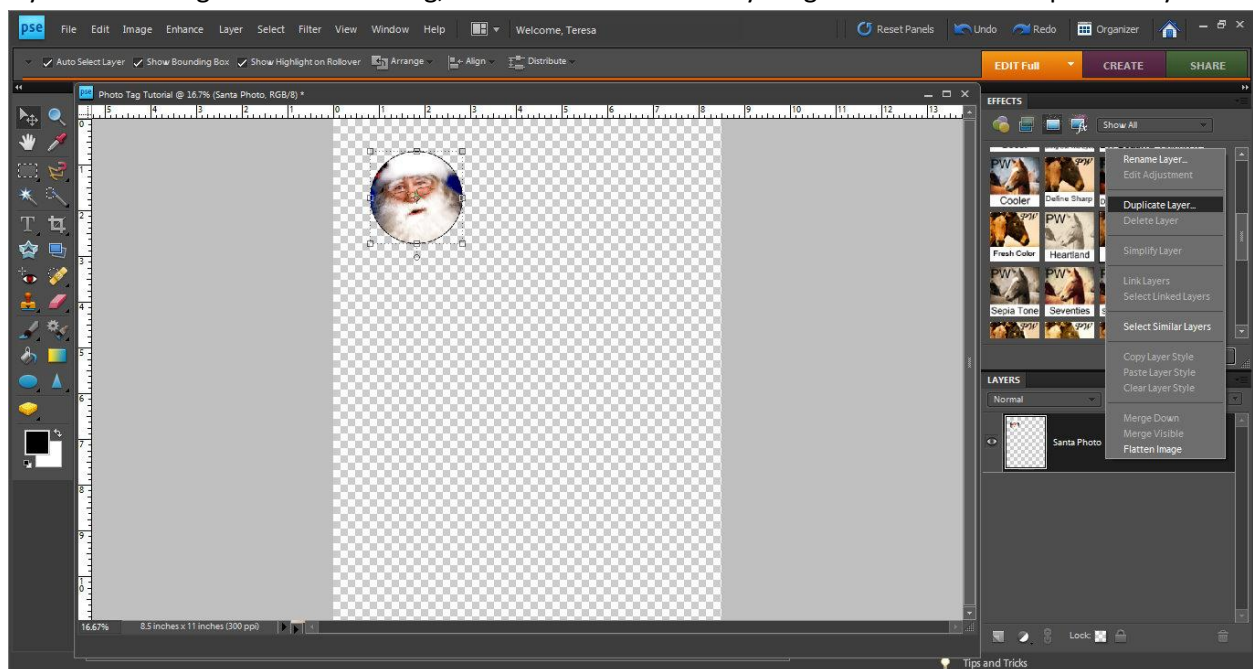
By clicking on the Santa Photo you can adjust the size of the photo to fit in your circle, then you can center it.



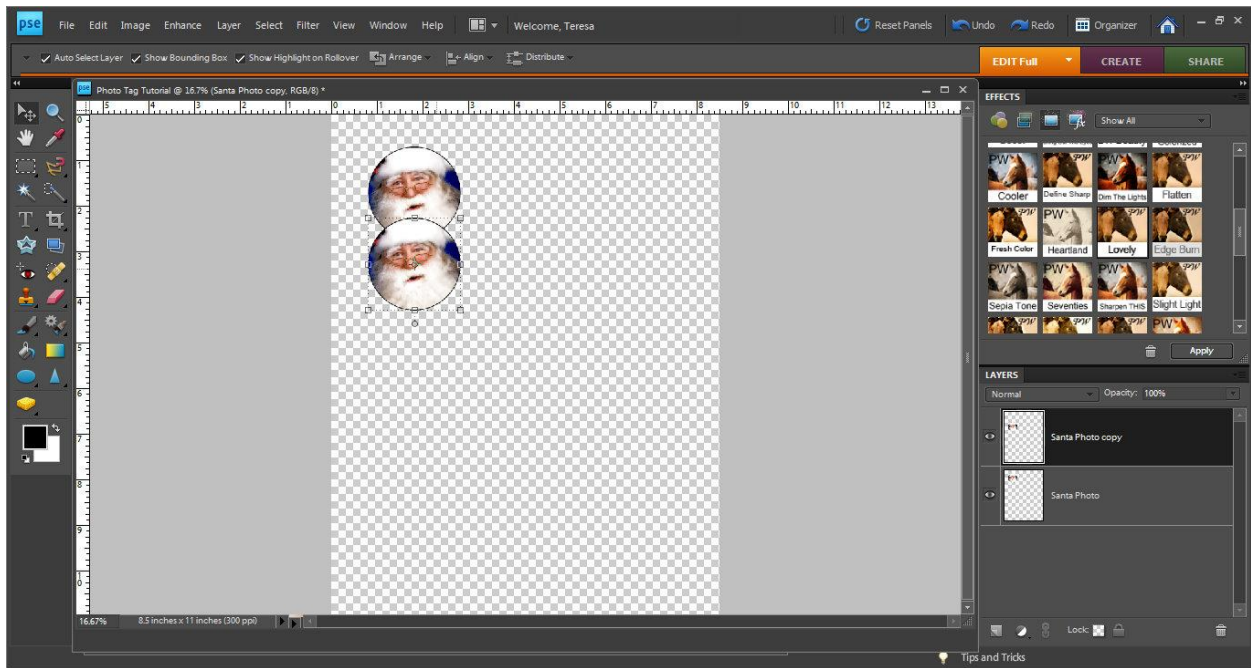
Once you are happy with your photo, right click on the Santa Photo layer and choose “Merge Layers.”



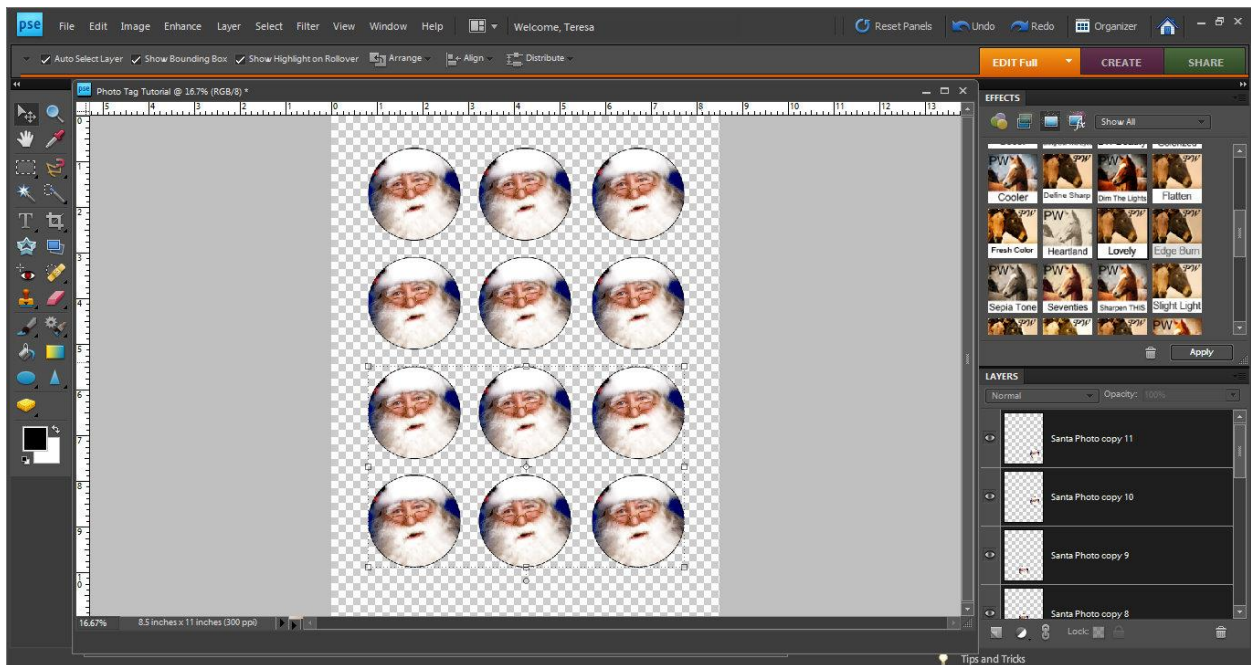
If you are making more than one tag, click on “Santa Photo” layer again and choose “Duplicate Layer.”



You can then separate each Santa Photo.



Create a copy for each tag you will be making.



I then used my 2" punch to punch out each Santa Photo for use on my tags.