



Instructions

Business and student montage

If you want to redesign a template or move a photo box be sure you move the photo box

Before you insert a photo, once a photo is inserted the box becomes locked.

Open Photoshop or Elements.

To speed up the process try using these shortcuts.

1. Open an image to be inserted into the Jibz template.
2. Looking at your keyboard hold down "CTRL" & "A" (Mac-Command & A) **both at the same time** (to select all).
3. Now hold down "CTRL" & "C" (Mac-Command & C)  **both at the same time** (to copy the image).
4. Open your Photoshop "Layers Pallet" so it is visible.

Now, open a Jibz template you'll see several rows of image boxes and text layers... Click on the **Move tool** (V) at the top of the Photoshop tool bar. **Next...** hold your mouse **over** the image box you want to insert an image into the template.

Now "**right click**" over the image box and a fly-out menu will open with the row and image box layer number. Click on the image box layer. Now push "W" (Elements users push "A") on your keyboard to get the magic wand tool, grab the magic wand tool and click inside the black image box. If everything went right, you should have what looks like **marching ants** around the inside of the box. (If you can't see what looks like marching ants start over.)

This is the most overlooked step! Be sure to hold down all 4 keys at the same time!

5. On your keyboard, hold down at the same time **control/alt/shift/v**. (Mac -Command/Option/shift/v) to insert image. and the image will pop into the box. **ATTENTION: CS4 and older users, you need to hit** (CTRL & shift & V) (Mac-Command/Shift/v) to insert an image.

Transform the image to fit the image box opening.

1. Now hold down "CTRL & T" (Mac-Command & T) at the same time to start the transform tool,
2. To keep the image aspect correct when you transform be sure you hold down the **"SHIFT"** key to avoid distorting. Hold down the "SHIFT" key, now use your mouse and grab onto one of the little corner boxes on your image and drag the corner box while holding down the shift key until the image fits into the image box correctly. This process will become very easy after you do this 2 or 3 times it will only take seconds to complete.

How to Edit the Text layer:

Below each image layer is a **"Text-Name layer"**. Click on the **Move tool (V)**

 at the top of the Photoshop tool bar. **Next...** hold your mouse over the template over the text layer you want to edit and "right click" a fly-out menu will open with the row and text layer number. Click on the text layer. Now push "T" on your keyboard and left click and choose "EDIT TEXT" from the fly-out menu. When you have filled all of the openings save flatten and print!

Attention Adobe Elements owners.

If you use Elements you will notice that some of Jibz storyboards are layered and in groups and may not be opened by Elements. If you see groups in your layer pallet click on one of the groups and Elements will ask you if you would like to simplify click "YES" Now all groups will be opened.

Advanced Photoshop----Add a new opening

Let's add a new opening and name to an existing group template. To add an opening you will need to duplicate an existing opening and the opening name. In Photoshop open the template you need to work on. Open your LAYERS pallet. Now double click on a ROW and it will open up, you will see all the individual opening layers in the Row with the corresponding Name layer. Highlight the opening layer and name closest to the location where you want to add a new opening. Now lets say you want to copy layer 1-5 and layer 1-5 name...Drag the highlighted opening and name to the create a layer icon. Once you drag it onto this icon you will have a 1-5 copy and a 15 name copy. Highlight both copies and move to a location of your choice.

What? You don't like shortcuts? Try this! Instead of using short cuts lets use the top bar on Photoshop



Open an image to be inserted into one of Jibz template image boxes.

Now on the Photoshop bar click on the word “**SELECT**” a fly-out menu opens, now...

Click “**ALL**” when you do that you will notice the marching ants run around the outside of your image.

Back to the Photoshop bar click on the word “**EDIT**” a fly-out menu opens, now... click “**COPY**”

Now open a Jibz Template and pick a image box that you want the image to go into.

Now, open a Jibz template you'll see several rows of image boxes and text layers...

Click on the Move tool (V)



at the top of the Photoshop tool bar.

Next... hold your mouse over the image box you want to use place an image into.

Now “right click” over the image box and a fly-out menu will open with the row and image box layer number. Click on the image box layer on the fly out menu

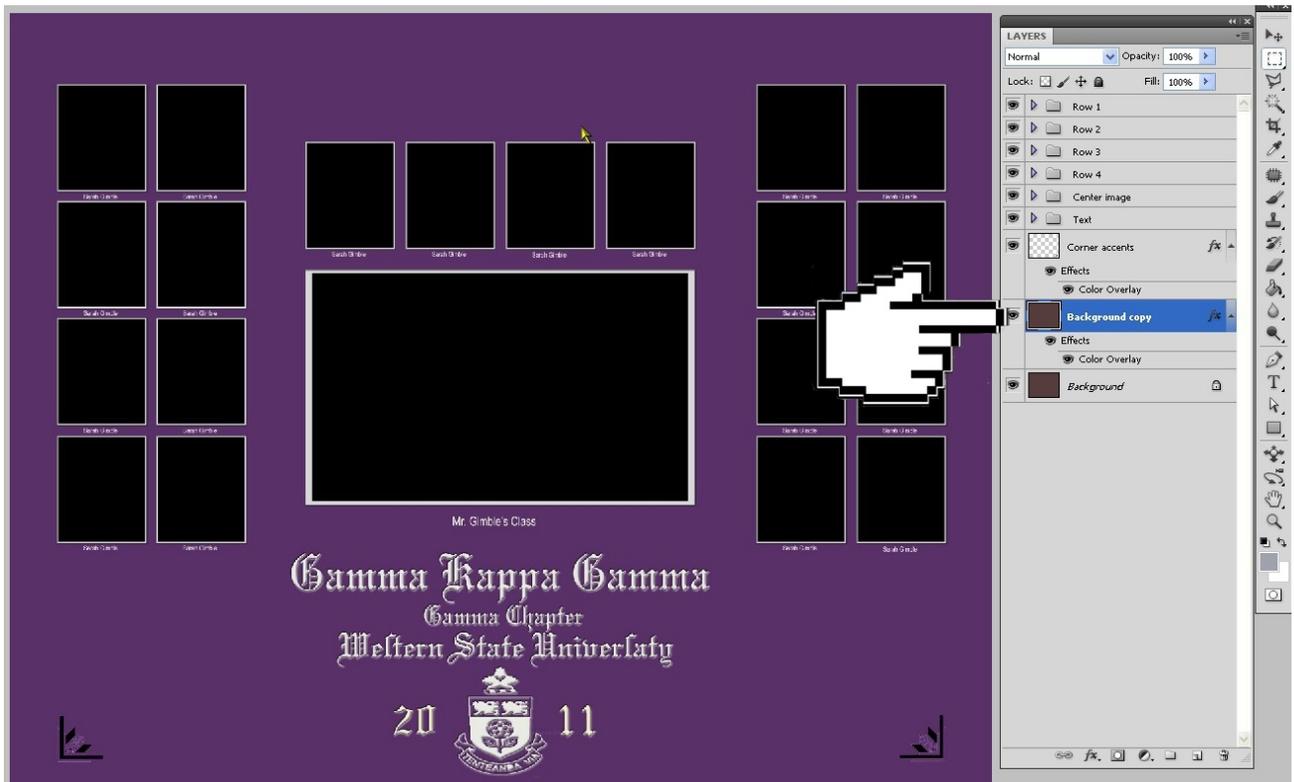
Now, push “W” on your keyboard and click inside the image box you chose. If everything went right, you should have what looks like marching ants around the inside of the box. **NEXT: On your keyboard, hold down at the same time (CTRL & shift & V) (Mac-Command/Option//v) and the image will pop into the image box. . Transform the image to fit the image box opening.**

1. Now hold down "CTRL & T" (Mac-Command & T) at the same time to start the transform tool,

2. To keep the image aspect correct when you transform be sure you hold down the "SHIFT" key to avoid distorting. Hold down the "SHIFT" key, now use your mouse and grab onto one of the little corner boxes on your image and drag the corner box while holding down the shift key until the image fits into the image box correctly. This process will become very easy after you do this 2 or 3 times it will only take seconds to complete.

CHANGING COLORS WITH A COLOR-PICKER BOX

1. Change the color of the background, double click on the background color layer.

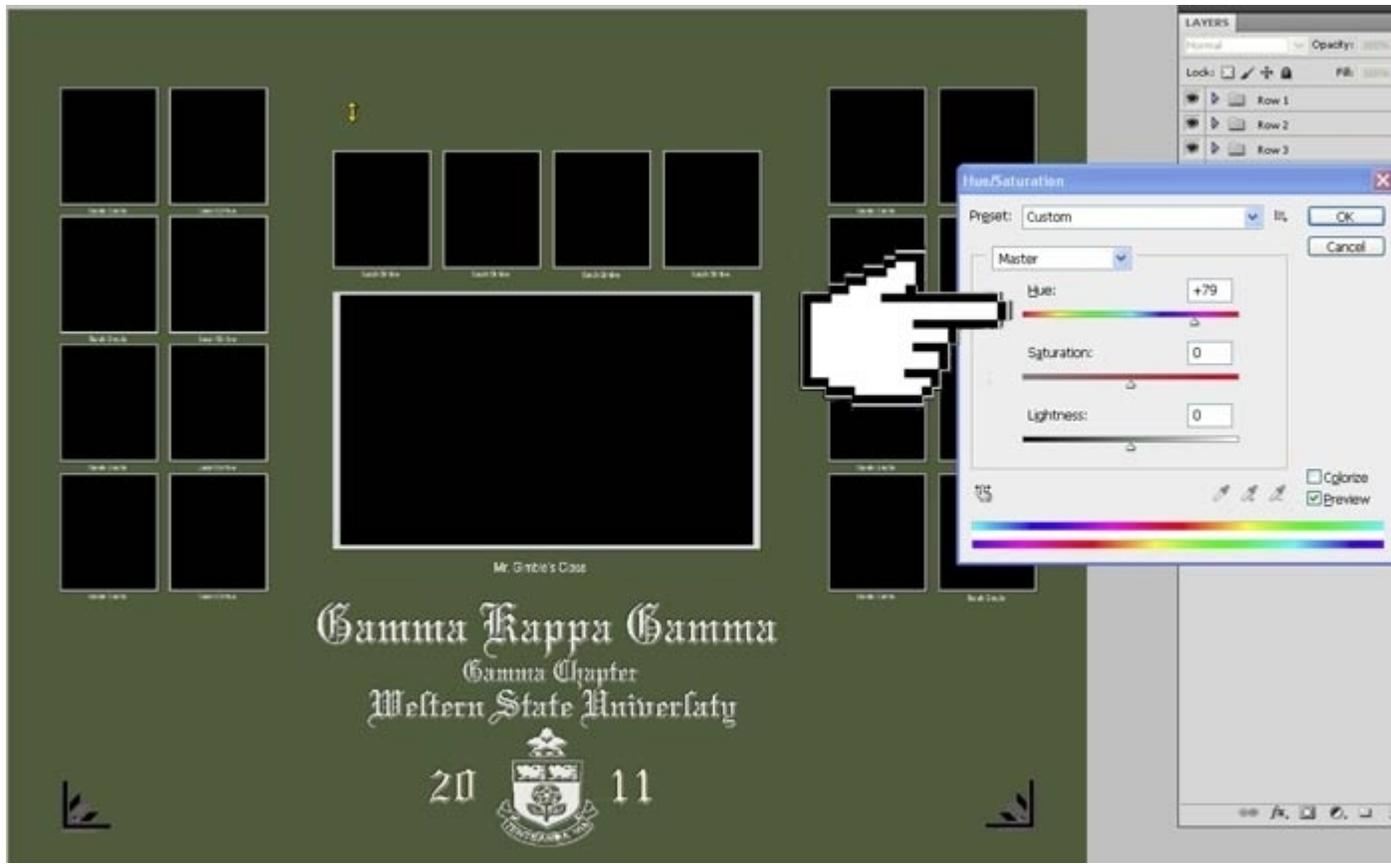


2. Click on Color Overlay text. Go to the color overlay color window with the small colored box. Click on the color box and change the color to any color you like and even change the opacity.



Change a background color without losing texture.

1. Double click on the background layer in the layers pallet. 2 The Layers style window opens. 3 If the Color Overlay box is checked -un-check the color overlay box (close layer style window)
4. Hold down CTRL and U on your keyboard to open the hue/saturation window.
- 5 Adjust controls to achieve the correct color. Click ok



1. To change the color of the background without losing texture, in the layers pallet click on the background layer.

2. uncheck the on Color Overlay text box. Go to the color overlay color window with the small colored box.

Click on the color box and change the color to any color you like and even change the opacity.

Miscellaneous instructions

To hide a box, go to the layers pallet and locate the box and the text file in the layers pallet and click the little eyeball next to each layer to turn them off.

To enlarge a box go to your layers pallet and locate the box you would like to enlarge and then click transform and hold down the shift key and drag the box by the little corner anchors to the size and dimension you would like. Be certain to watch the location of the box and make sure every change stays symmetrical.

To remove one photo out of a photo box and insert it into a different opening it is a bit difficult but can be done.

Once a photo is inserted into a box it makes a new layer in the layers pallet above the photo box layer. To copy that photo *right click* over the new photo layer and then click *select pixels*. now hit shift and C to copy go to the photo box you would like to insert this photo into and select it use your magic wand and then insert the picture into the box. Go back and completely delete the old photo layer. I hope this helps.

All fonts were included and needed to be installed. If you want to add a new box layer or text layer open your layers pallet and click on a box layer and text layer and drag it to the duplicate icon below in the layers pallet. Unfortunately we are not able to accept phone calls since we are limited by how many operates are on duty. We have a great email assistance and would be glad to offer help. I have attached instructions to this email. Please follow each step exactly and be sure not to skip over any steps and you will have success. Most times when people have difficulties inserting and image into the photo box it is because they are not holding down all four keys at the same time.

once you have copied you image and your ready to insert it into a photo box

On your keyboard, hold down at the same time **control/alt/shift/v**.

(Mac-Command/Option/shift/v) to insert image.

The image will pop into the box

Please respond to this email with any questions you have.

Thanks, Jibz Actions

Templates can be used for personal and commercial purposes of creating prints or digital displays. Templates, backgrounds, and their components are copyrighted and are for the express purpose of creating composites to be used or sold by the original purchaser. Can not be resold or distributed.

Thanks Jibz

www.actions4photographers.com