**Stroupe**

**New Banner from Old (.psd file)**

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| **1**. Open the existing Photoshop document (.psd) containing the banner | |
|  | **A**. In Photoshop, choose File > Open from menu across the top. |

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| **2.** Save the file under a different file name. | |
|  | Choose File > Save As  Type “project\_banner.psd" (or what any directions you received specify) in your class folder (*not* your “www” folder) on your USB Drive. |

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| **3.** Delete unwanted or unused layers. | |
|  | **A**. With the just-created file in Photoshop open, go to the Layers Palette and select the first unwanted layer  **B**. Click the delete icon at the bottom of the palette to delete the selected layer.  The icon looks like this: |

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| **4.** Create a new layer for a new background | |
|  | **A**. Click the New Layer icon at the bottom of the Layers Palette.  It looks like this: |

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| **5**. Copy and paste the new background image onto the new layer. | |
|  | From some other source, copy the image or screen shot.  With the new layer selected in the Layers Palette in Photoshop, click in the banner document and paste the image |

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| **6.** If necessary, resize the content of the new layer by doing the following: | |
|  | A. Be sure you have that new layer with the pasted content selected in the Layers Palette  B. From the top menu, choose Edit > Transform > Scale  C. The image you pasted onto the new layer will now be framed by a box with handles (tiny squares) on the edges something like this:    D. Holding down the Shift Key (to maintain proportions), grab one of the corners of the box in the image and drag it “inward” to shrink the image's size, or outwards to make the image bigger.  E. Hit “Enter” to accept the transformation.  Or, if you don’t like what you see, hit another tool to stop the transformation (and choose “No” when asked to accept).  F. Be sure the layer containing your text is stacked on top of the new background layer so it displays.  Restack a layer by dragging it up or down in the Layers Palette. |