CARD MAKERS SUCCESS SUMMIT:
HOLIDAY CARDS

All Access Pass
Bonus Class

Hello! Welcome, All Access Pass Holders, to your bonus workshop. Today we will be picking up right where we left off from the Summit workshop, so if it's been a while, you might want to re-watch the original workshop.

We're going to be levelling up our New Year's digital card panel by learning how to use a few extra Photopea tools. We'll add drop shadows to create dimension, learn how to add clipart, and customise our card with fun fonts. Before we start, make sure that you have downloaded your bonus zip file, which includes a worksheet, upgraded New Year's digital sampler, and samplers for four extra holidays (Halloween, Thanksgiving, Hanukkah and Christmas). Pop them into the folder where you are keeping your original files from the Summit class so you can find them quickly and easily as we move through this workshop.

Shall we get started? Great! Let's go to Photopea.com.

If you've come directly to this workshop from my Summit workshop, you might still have your document open. If not, that's not a problem, and this is the reason I had you save your new years card as a PSD document.

Let's start from scratch. Click 'Open from computer', navigate through your browser to locate your New Year's Card PSD document. Double click, or click once, then click 'Open'.

This step isn't exactly compulsory, but it will make the layers box less confusing. You can see all those layers that we clipped to the template using the Clipping Mask function. We can take this one step further by clicking on the gold glitter 'Background' layer, then right click, and choose 'Merge Down'. Now the gold has been fully merged with the Base layer, and we have one less box to worry about in that Layers area. Go ahead and repeat that for every clipped layer …
Click on the turquoise 'Background', right click, choose Merge Down.
Click on the cream/gold star 'Background' layer, right click, choose 'Merge Down'.
Click on the turquoise 'Background' layer, right click, choose 'Merge Down'.
Before we merge the final layers together, I'm going to move the sampler so that the plain cream area is showing in our feature spot. To do this, click on the 'Happy New Year' text and

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drag it up so the feature spot has the plain cream cardstock. Now right click on that layer and choose 'Merge Down'.

Now we have a much tidier layers box, which will make it easier for us to ensure we're on the correct layers as we learn our first skill … Drop Shadows.

A quick way to give the illusion of dimension on digital card making and scrapbooking, is to add drop shadows. It's essentially the equivalent of digital foam tape, making a layer look like it's sitting higher, casting a shadow on the layer below.

We are going to add drop shadows to two layers … the Feature Mat, and Background Mat layers. Let's start with the Feature Mat, so double click on that layer, making sure that your cursor is either on the thumbnail image or to the right of the text (we will play with double clicking on the text a bit later). A 'Layer Style' box will pop up with lots of options, but we're interested in the second last box … 'Drop Shadow'. Click on the text, and you'll see the options on the right hand side of that box will bring up the tools we need to customise our drop shadow. However, you may notice that the Layer Style box is covering our digital card, so we need to click in that dark grey bar at the top, and drag it over to the right. Once you move this box, it will pop up in the new location each time you use it, which I appreciate.

So, right now the standard drop shadow settings have been applied to your Feature Mat layer, so you'll see a dark shadow on the left hand side.

*To lighten this shadow, drag the blue dot to the left on the 'Opacity' option, and to darken the shadow, drag the blue dot to the right.

* To change where the shadow is cast, click in the circle next to 'Angle', and move the mouse until the shadow sits where you want it to be.

* To make it look like the shadow is further away (ie, you are using thicker foam tape), play with the 'Distance' slider.

* To soften the shadow, play with the 'Size' slider.

I'll be honest, I don't make many adjustments, but feel free to play with all of the settings and see what you like most. Once you find your preferred shadow settings, take a screenshot or note the numbers on your worksheet. In the future you can just type that number into the box. But for now, let's apply the changes we've made by clicking 'OK'. You know that a layer has a drop shadow because you'll see the letters 'eff' on the far right of the box, and if you click the arrow it will show a drop down box with the effect that has been applied. To close that box, just click the arrow again.

Adding our second drop shadow is going to be much easier, because once you've set up one, each subsequent drop shadow automatically appears with the same settings. This time, double

click on the 'Background Mat' layer, click the Drop Shadow box, and you're done!

Before we move to the next new technique, let's save this file as a PSD file (which is editable) and jpg file that can be texted or emailed. First, let's rename the document we're working on by double clicking the tab, press the 'right arrow' on your keyboard and add the word 'Shadow' to the name. Click ok, and now we can be sure it won't overwrite our previous file.

1. Click 'File' 'Save as PSD' (there is no key command for this), and the browser window will come up again. It should automatically open to the file where you are keeping your templates and sampler, and because we already renamed the file, just click 'Save'.

2. To save as a jpg, click 'Layer' 'Flatten Image', and see that all the layers are combined into one. Now we save it by clicking 'File' 'Export As' 'JPG'. A large 'Save for Web' box will pop up. Click 'Save', and the file will be saved to wherever your downloads go.

Don't forget to move your file from Downloads into your digital New Year's card folder.

To continue on with all layers, click back one step in the History box (or 'Ctrl' 'Z' or 'Command' 'Z').

Now, let's add a fun clipart image to the feature spot on our card, which starts by opening your upgraded New Year's digital sampler.
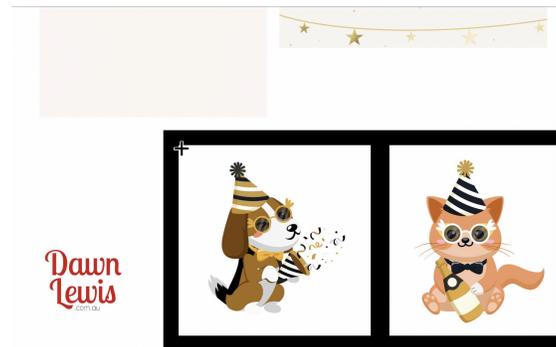
Click 'File' 'Open' (or if you prefer key commands, PC users press 'Ctrl' 'O'; Mac users press 'Command' 'O'), which brings up a browser window. It should open the folder where your class files are (but if it doesn't, just pause the video and navigate to the correct folder), and choose the New Year Digital Sampler file that has the black & white boxes in the lower right corner. To open the file, you can double click, or click on it once, then click 'Open'.

Now you can see that we have two documents open in Photopea, and we can click between them on these tabs.

We are going to use two new tools. The Rectangle Select tool and the Magic Wand tool, which are both used to narrow down an area that we want to copy and paste or edit.

Click the Rectangle Select tool, which is directly below the Move tool, and you'll see that your curser has become a plus sign instead of an arrow. Before we select an area, you need to decide if you are going to add the New Year's Puppy or Kitty clipart to your card. Normally when I'm using images like this from Creative Fabrica, it is a PNG file, and doesn't have the cream background. However, I can't share those files with you in that format, which is why they are included in your sampler in this way. Sure, it means you're taking an extra step, but you're also learning about an extra tool, and that's what workshops are for, right?!

To select your puppy or kitty, place your cursor in a corner of its box, so that the centre of the + is on the cream area.

Click and drag toward the lower right corner of the box, making sure the black lines surround the entire image, and when you have the puppy or kitty outlined, let go of the mouse button. You will have a dashed box, and that everything within that area has been selected. Now we can copy the image. Click 'Edit' 'Copy' (PC users press 'Ctrl' 'C'; Mac users press 'Command' 'C'), which copies the image to your clipboard.

Click over to your New Year's card PSD document tab, and it's time to paste. To paste, click 'Edit' 'Paste' (PC users press 'Ctrl' 'V'; Mac users press 'Command' 'V'). Now you have a kitty or puppy on your card.

The fastest way for us to remove that unwanted colour is to use the 'Magic Wand' tool, so let's click on that over on the tool bar. Double check that the puppy or kitty layer is selected (it should automatically be selected as soon as you pasted it in), then click anywhere on the teal square. You'll see dotted lines around the outside of the square as well as around your kitty or puppy. Press Delete on your keyboard, and the teal will be removed. There is one last, VERY IMPORTANT, step. You need to click inside that selected area one more time to deselect it. If you have even a single pixel selected with the Magic Wand tool, none of your other tools or commands will work moving forward. So if you've been using the Magic Wand, and suddenly nothing works, select the Magic Wand tool again, click anywhere once to change the selection, and then another time to de-select. That should fix the problem.

So, now that you have your cute New Year's critter on your card, it's time to put them in the centre of the feature spot. Click on the move tool, then click on your puppy or kitty and drag & drop them in place.

Earlier I mentioned that I would show you what happens when you double click on the text in one of these layer boxes. If you double click on your puppy or kitty layer text that reads 'Background', you can edit the text. This is a great time to rename the layer, and I'm going to call mine 'Puppy', then hit 'Return', and the edit is complete.

Before we move to the next new technique, let's save this file again so it doesn't overwrite the one we just saved. First, let's rename the document we're working on by double clicking the tab, press the 'right arrow' on your keyboard and change the word 'Shadow' to the 'Clipart'. Click ok.

For the editable version, click 'File' 'Save as PSD', the browser window will come up again, and because we already renamed the file, just click 'Save'.

For an email-able version, click 'Layer' 'Flatten Image', click 'File', 'Export As' 'JPG'. A large 'Save for Web' box will pop up. Click 'Save', and the file will be saved to wherever your downloads go.

Don't forget to move your file from Downloads into your digital New Year's card folder.

To continue on with all layers, click back one step in the History box (or 'Ctrl' 'Z' or 'Command' 'Z').

The last thing I want to show you is how to customise your card with fun fonts. Today I've chosen a font from Creative Fabrica called 'Chiffoncake Duo'. I love this type of font package because they coordinate so beautifully. This one has a tall skinny plain font, and a wide scripty font, and we are going to use both with the Type tool.

Click on the 'T' in your tool bar … this is the Type tool, and you'll see the top bar has a bunch of options.

First is the font finder, and when you click on that there's a drop-box with LOADS of fantastic fonts. You can use any font in here that takes your fancy. However, you can also add fonts that you may already have downloaded to your computer. To do this, click the 'Load Font' box, and a browser window will open. This is where you navigate to the folder where you keep your fonts, double click on the .ttf file, and now your chosen font will be added to Photopea. A box will pop up asking if you want that font to load to Photopea every time you open it, and your answer to this needs to depend on how much of a favourite this font is. The more fonts you add, the longer it takes Photopea to load up when you're going to use it, so I just add the ones I use regularly and ask for them to be loaded each time, while I say no to a font that I might not use all that often. It's easy enough to load it up again if I need to use it.

The next box we need to look at is 'Size'. You can type a number into the box, click the arrow to reveal the slider or highlight the number in the box and scroll up and down with your mouse to change the font size. I know that the Chiffoncake script is quite small, so I'm going with a point size of 100 to make sure I can see it. I can adjust it later if needed.

The box beside the font size is all about colour, and it's usually black, however if you've been playing with colours it could be any colour, really. Click on the coloured square and use the sliders to choose a font colour. You can also use the eyedropper tool if you want to colour match, but I think that's a lesson for another day. Let's stick with plain black, but if you don't

already have black chosen, you can choose from the pre-sent colours at the bottom, or click on the colour picker and slide it down to the far right corner to get black.

The last choice for your consideration are the Orientation options of left, centre or right. I want my text to be centred, so I'll choose that.

Now we can click on the card, and start typing … Happy New Year. I can see that it's not quite centred, so I need to move the text, and you may notice that depending where your cursor is, it will look one of three ways. When the cursor is over the text, it's kind of like an upper-case i, and in this case you can click on your text to highlight it and/or edit it. When the cursor is outside of the text field, it's a four-way arrow situation, and in this case you can click and drag to move your line of text around. If you have a single arrow cursor, keep moving until you get one of the previous options. I'm going to drag it so that it looks centred on my panel, but clearly the text is too large, because it's touching the edges of the starry panel on my card. The easiest way to resize AND centre that text is to use a method that we used in the first part of this workshop during the Summit.

To do this, click on the Move tool (you'll notice that the line under your text has disappeared), and then click 'Edit' 'Free Transform' (or PC users can press 'Ctrl' 'Alt' 'T'; Mac users press 'Command' 'Option' 'T'). This will show blue lines around the sampler with little white boxes at the corners and centre of the lines. Click and drag one of those corner boxes toward the centre, and this will resize the text. You can also click inside the blue outline, and drag the box to move the text. When you see that red vertical line pop up, you know it is perfectly centred. Once you're happy with the size and placement. Click on the Type tool, as we are going to add one more line of text to customise this card.

Click below the sentiment we just typed, and type in '2025'. It is in the same scripty font, but I'm going to show you how to change font after you have already typed your text.

To highlight the text, move your cursor over the 2025 and when your cursor switches to that uppercase 'i', double click to highlight the number. I'm going to click on the font finder in the top bar, and choose the other Chiffoncake Duo font option. Note … if you don't want to scroll looking for a font, and you know exactly what you want, you can use the search bar. I click on the other Chiffoncake Duo font, and my font changes … it also shrinks. As it is still highlighted, I can double click on the number in the size box and scroll to enlarge. Alternatively, I can click 'Edit' 'Free Transform' (or PC users can press 'Ctrl' 'Alt' 'T'; Mac users press 'Command' 'Option' 'T') and resize & centre the box the same way we did with the Happy New Year text.

When you've finished typing, click on the Move tool on the tool bar. You can now see that we have two new layers, and each is labelled with the text contained within that layer.

Some other ways you could customise your cards is to type in a specific name instead of the year, with no need to change fonts if you don't want to. There are a few ways to do that, but I feel like that may also be a lesson for another day.

I know I've mentioned lessons for another day a couple of times now, and if that sounds like something you'd be interested in, you can check out my Digital membership. Each month there is a different lesson, and each week I showcase my Creative Fabrica Picks of the week (including digital papers, stamps, clipart, fonts and more, usually around a theme). Every lesson is designed specifically for beginners, not Photoshop experts, and we learn new tools, techniques and most importantly, how to turn pretty digital files into a finished craft project you can hold in your hands.

Right now, though, let's bring this project home by saving it one last time. Again, let's rename the document we're working on by double clicking the tab, press the 'right arrow' on your keyboard and change the word 'Clipart' to the 'Text'. Click ok.

For the editable version, click 'File' 'Save as PSD', the browser window will come up again, and because we already renamed the file, just click 'Save'.

For an email-able version, click 'Layer' 'Flatten Image', click 'File', 'Export As' 'JPG'. A large 'Save for Web' box will pop up. Click 'Save', and the file will be saved to wherever your downloads go.

Don't forget to move your file from Downloads into your digital New Year's card folder.

Now you will have PSD and JPG versions of your project with each different technique you've learned, and can see how far you've come with your digital card making skills.

The more you play with Photopea, the easier it gets, and because you upgraded to an All Access Pass, you have four extra digital samplers to play with. Here are my finished cards using the Halloween, Thanksgiving, Hanukkah and Christmas samplers, as well as my upgraded New Year's cards.

I have linked to all of the digital papers, cardstocks, cliparts, sentiments and fonts on the special worksheet page at dawnlewis.com.au. Feel free to bookmark it if you want to find those things later, as it will have everything you need to revisit this class again if you need it, but be quick, as this class expires on 1st November 2024.

I really hope you've enjoyed the digital process, and I would love to see your finished cards. If you show them off on Instagram, please tag me, or you can go old school and email me a pic. I look forward to seeing you soon, on socials or in my membership group. Happy crafting!