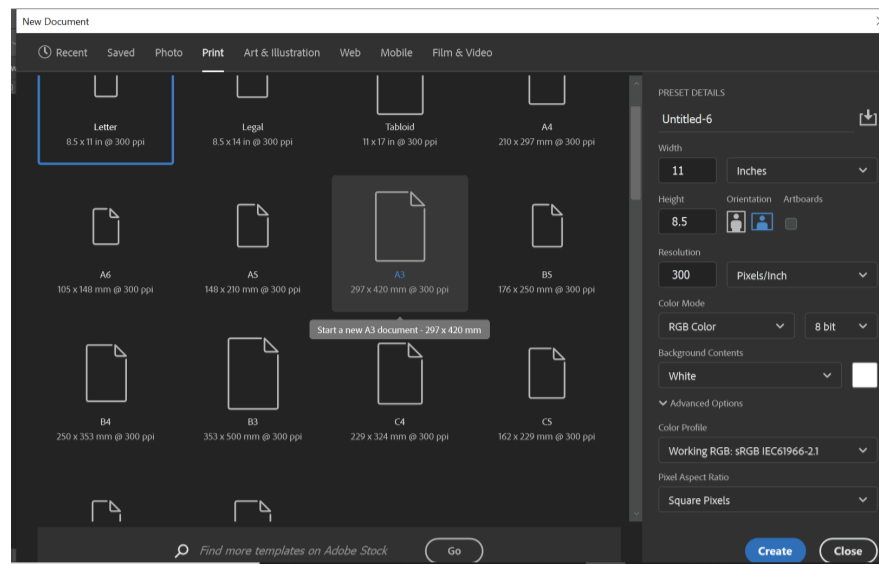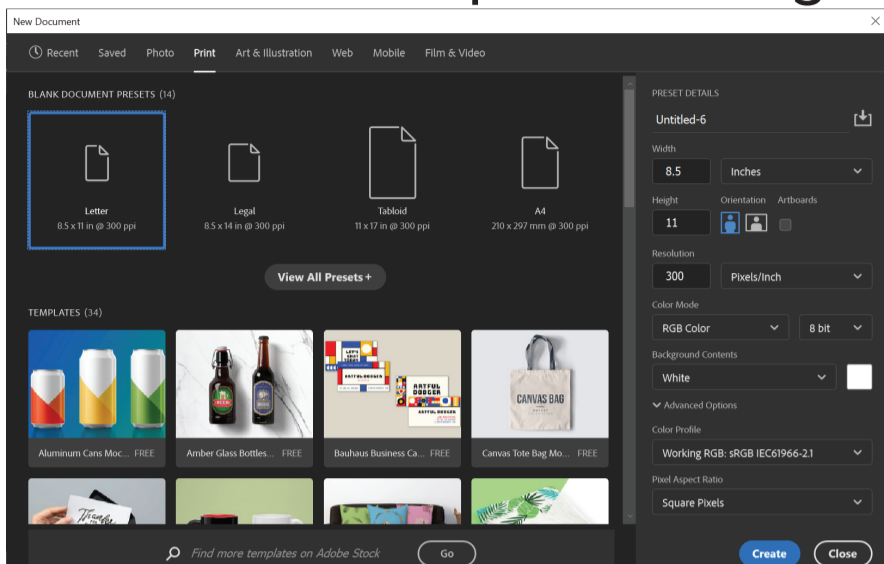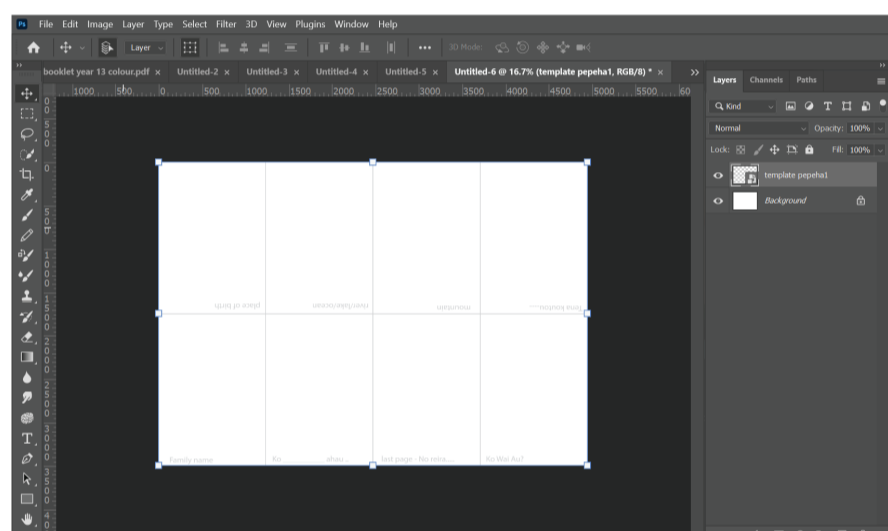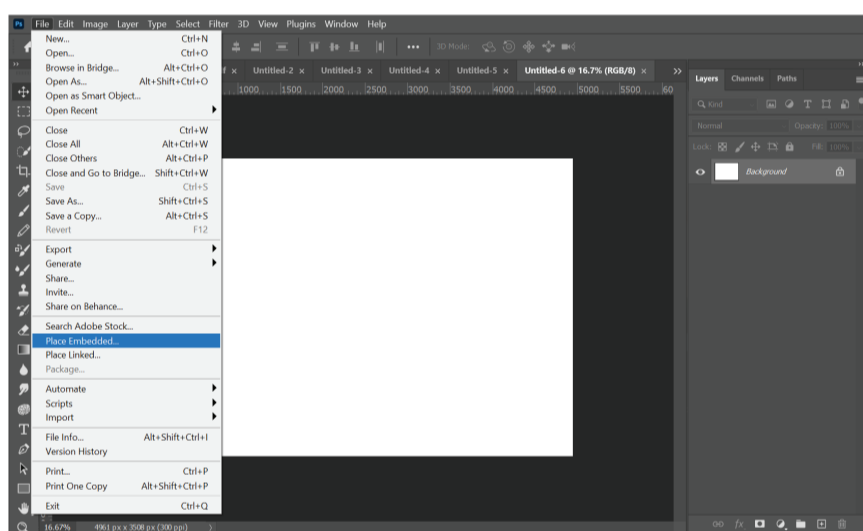# HOW TO PUT THE PEPEHA TEMPLATE INTO PHOTOSHOP

1. Find it on google classroom and download it
2. Open Photoshop. Make a new document- go to presets and find A3- choose landscape on the right hand side

3. When you have the document open, got to File- place embedded
4. File the file in your downloads folder and drop it in, it should snap to the A3 page, push enter to place. You should see it as a layer on the right.

HOW TO PUT PHOTOS ON TOP OF TEMPLATE

1. Make sure the photo is in a file on your computer or on a USB stick
(not on a google doc or in a google drive)
2. Use File: Place again like you did to put the template in.
3. It will drop in full size, now you need to make it smaller to fit in a box.
Hold a corner and size it down to fit.
4. If it is too big to fit in the box you can crop it
with the marquee tool. Make the selection and then right click: layer via copy,
you will see it turn up in the layer panel on the right, you can then go in and
click the layer underneath (the original picture) and push backspace to
delete it.
5. you can then rotate it if you want to put it upside down by holding shift as you
rotate