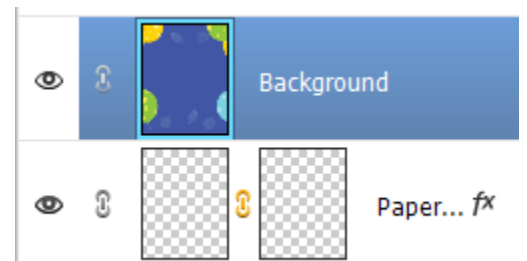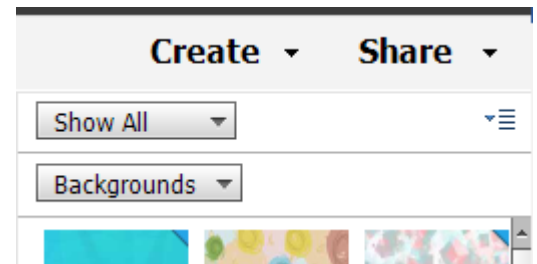**Step 1: Decide how you are going to use this template and set it up**

1. If you are going to use it as a 12x12 scrapbook page go to Step 2.
2. If something else you need to open a base to match your format.
3. File > New > Blank File > Select your Document Type > OK
4. Go to Layers Panel for your copy of the original file. Link all the layers together.
5. Using your Move Tool move the whole thing to your new document
6. Minimize the copy of your original file, just to clean up your desktop.
7. Be Docked and arrange the file to work for your document – Each will be different.
8. Unlink your layers, you may want to save this as a new TIFF file

Step 2: Filling the Paper Layer with Graphic Background

1. Select the Graphics option from the lower right (where your Layers usually are).
2. Match this image to the right for what you want to see in this panel.
3. You have lots to choose from, look through them.
4. Select one that you want in the larger gray shape that has your word over it. L Click it.
5. Back to your Layers Panel. Since it was a Background it will be the lowest layer and it will be locked.
6. R Click in the layer and Simplify it.
7. The "Lock Transparent Pixels" is now available. L click it so that it goes away from the Background layer. It is now a regular not Background layer.
8. Move this "Background" layer so it is directly above the Paper layer in your Layers Panel.
9. To clip the Graphic to Paper Layer Menu > Layer > Create Clipping Mask
10. Typically you will have to size and position it.

These same steps are needed for each area you fill as long as you are adding a background.

At this point every one of your creations will be different and I will just show you some options and let you work.