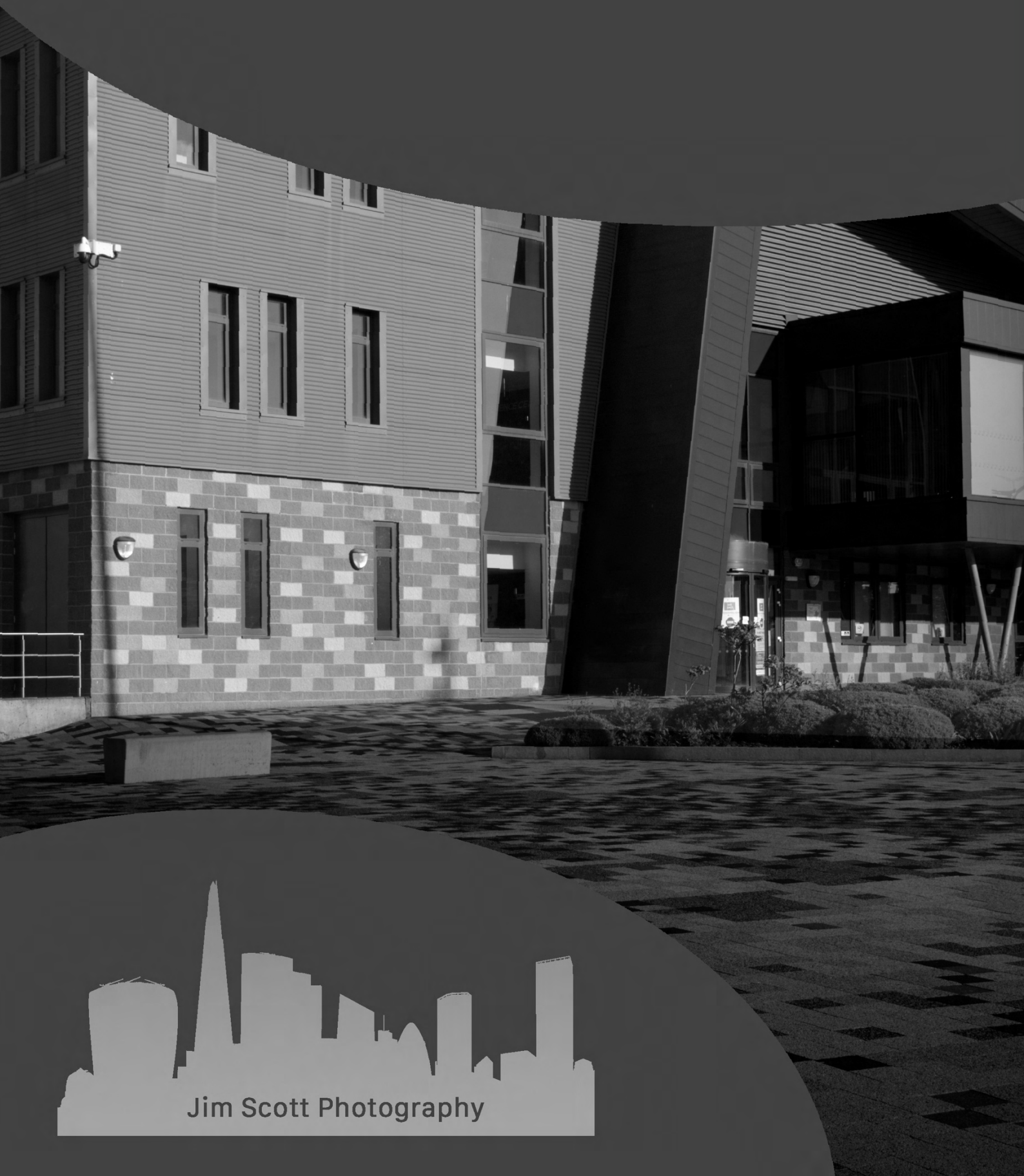


Digitally Framing Images



Jim Scott Photography

Digitally Framing Images

When it comes to sharing images, out with the traditional method of sharing them in the printed format, the other method is digitally such as through social media platforms, websites, newsletters, or emails to name a few. How these images are presented to the wider audience is very much a personal choice and a common method of presentation is to display the image within a digital frame or border. This guide will provide a step-by-step process of 14 methods to digitally frame images when using Adobe Photoshop.

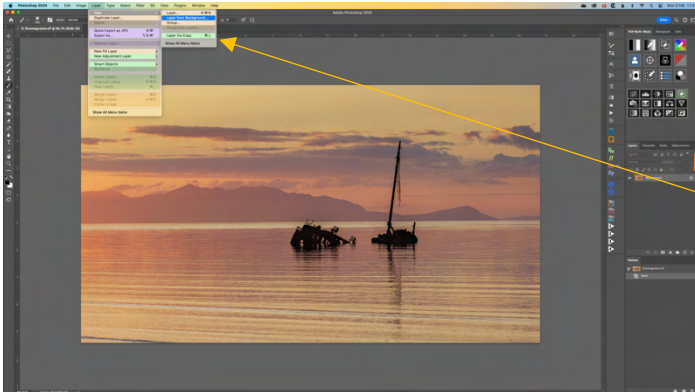
- **Using Existing Canvas Size and Reducing Image Size**
- **Using Existing Canvas/Image Size and Adding a Stroke Border**
- **Simple Expansion of the Canvas to Create a Border**
- **Expansion of the Canvas and Creating a Bevelled Frame**
- **Expansion of the Canvas to add a Bevelled Frame and a Mount**
- **Expansion of the Canvas to add a Bevelled Frame and a Double Mount**
- **Adding a Drop Shadow**
- **Creating a Gallery Backdrop with Lighting Effects**
- **Creating a Triptych Using Frames and Different Images**
- **Creating a Triptych Using a Single Image**
- **Creating a Collage**

It is recommended that applying any of the undernoted framing techniques is carried out at the end of the processing workflow and a flattened copy of the final edited image is made to preserve any editing structure(s) of the original image.

Using Existing Canvas Size and Reducing Image Size

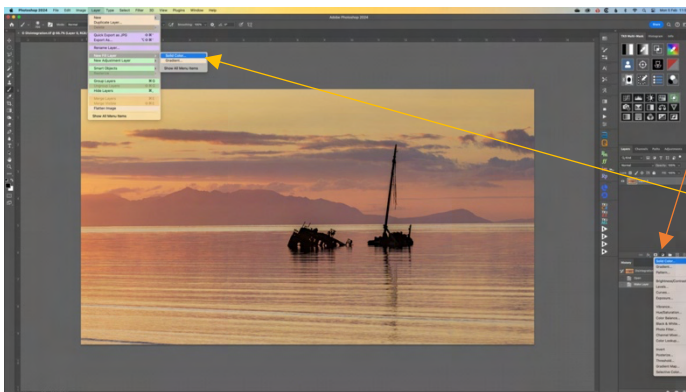
Using this method maintains the existing canvas size, whilst reducing the overall image size, therefore it is recommended that any cropping of the image or changes to the aspect ratio should be undertaken prior to adding a border as detailed below.

Step 1 – Unlock the Background Layer



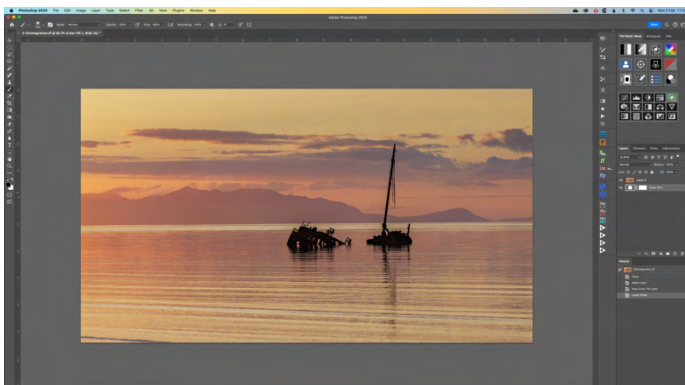
Unlock the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 – Add a Solid Color Adjustment Layer



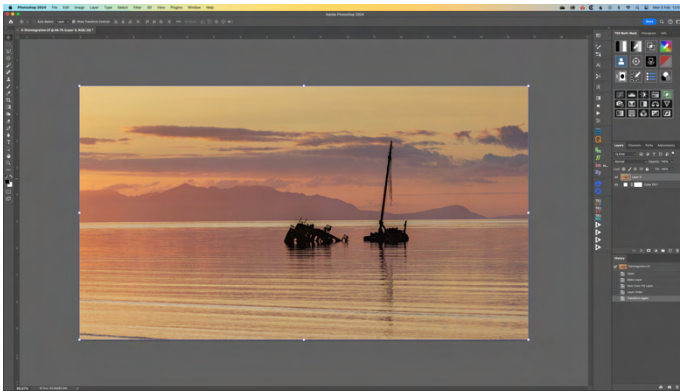
Click on the Create New Fill or Adjustment Layer icon and select **Solid Color** then choose a preferred colour. Alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. This places a new layer at the top of the stack.

Step 3 – Rearrange Layer Order



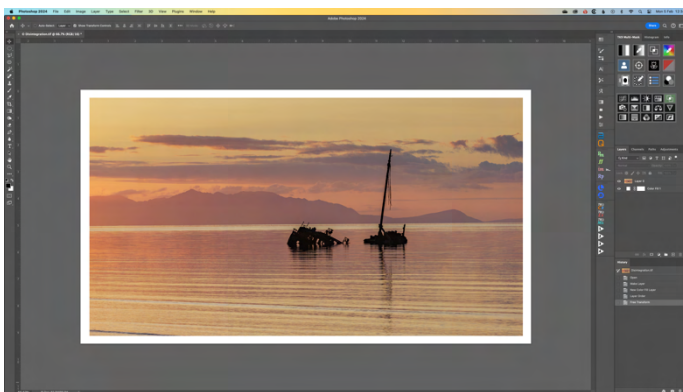
Move the Solid Color adjustment layer to the bottom of the stack so it now sits underneath the layer containing the image.

Step 4 – Select Free Transform



Stand on the top layer (click on layer to make it the active layer) then navigate to **Edit>Free Transform** or use the keyboard short cut **Command + T** (Mac) / **Ctrl + T** (Win) to activate the transform controls. A thin blue lined box should now appear around the image with 8 white squares positioned around the box (these are the control points).

Step 5 – Reduce Image Size

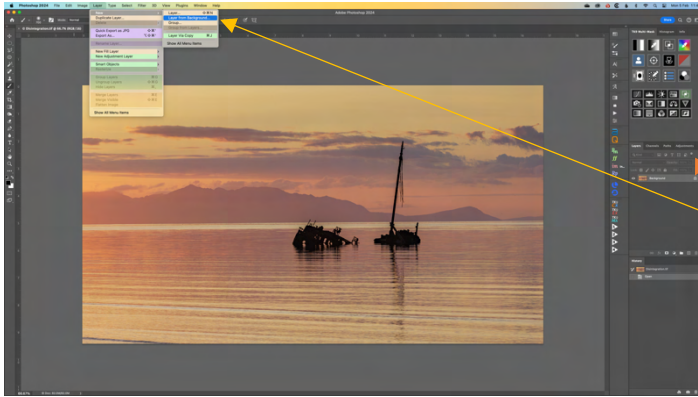


Reduce the size of the image by grabbing and moving the control points. This will now reveal the underlying solid color adjustment layer creating the frame around the image. When the image has been resized, then press the **Enter** key or click on the \surd (tick symbol) along the top of the tool bar. The colour of the frame can be adjusted further if required by double clicking on the coloured swatch on the solid color adjustment layer and selecting a new colour.

Using Existing Canvas/Image Size and Adding a Stroke Border

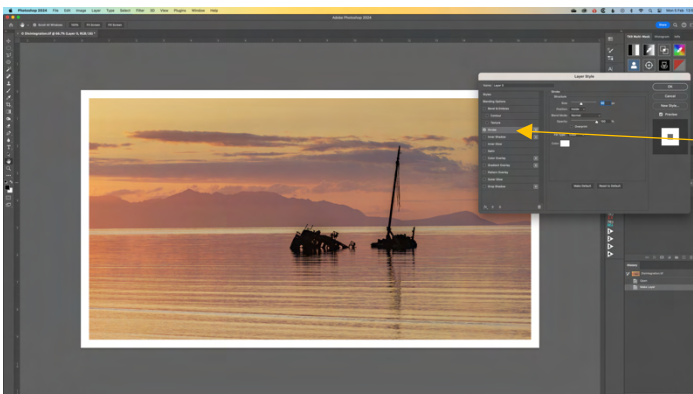
This method utilises the existing canvas and image size whilst applying a border around the inside of the edge of the image. This will reduce the overall visible area of the image (uncropped), however any addition of a stroke border with still be maintained should the image be subsequently cropped at a later stage in the processing workflow.

Step 1 - Unlock the Background Layer



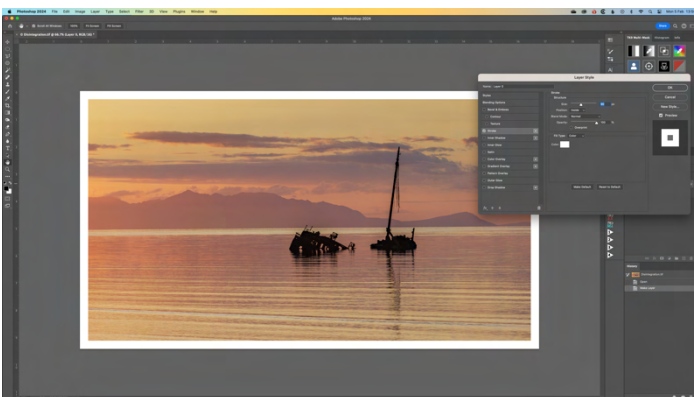
Unlock the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 - Add a Stroke Border Around Image



Double click on the layer to open the **Layer Style** dialogue box. On the left-hand side of the dialogue box, click on 'Stroke' to activate this style. A tick should now appear in the adjacent box and the Stroke settings should now be visible on the right-hand side.

Step 3 – Customise Stroke Style

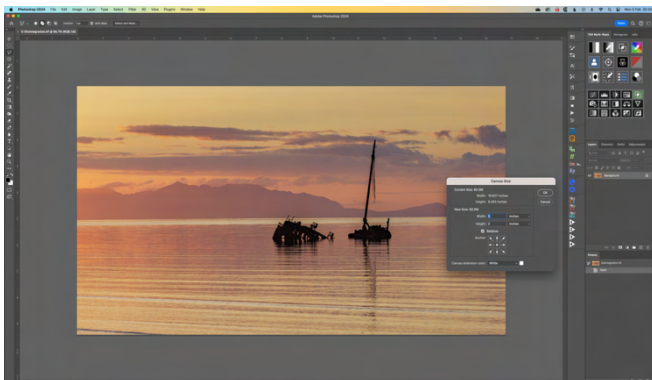


Adjust the **Size** slider to alter the size of the border (larger the stroke border, the less image area is visible) and have the **Position** of the stroke set to **Inside**. The **Blend Mode** should be set to **Normal** and for a solid stroke colour, set **Fill Type** to **Colour** and **Opacity** to **100%** and choose a colour by clicking on the **Color** swatch. When all specifications are complete, click on the OK button.

Simple Expansion of the Canvas to Create a Border

Method 1

Step 1 – Change Canvas Size



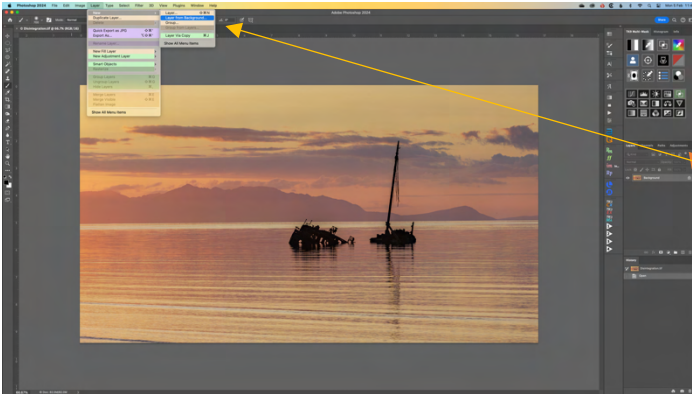
The creation of a border by expanding the canvas can be done using 4 methods. The first method can be utilised when there is only a Background layer in the workspace (single layer with padlock icon visible). To expand the size of the canvas, navigate to **Image>Canvas Size** or use the keyboard shortcut **Command + Option + C (Mac) / Ctrl + Alt + C (Win)**. At this point the Canvas Size dialogue box opens.

Step 2 – Define Canvas Parameters

Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). To select the colour of the border, open the drop-down **Canvas Extension Color** selection box. Choose Black, White, Gray or Other (selecting 'Other' opens a Color Picker swatch dialogue box), then click the OK to add the border. The canvas size can be increased or decreased if required by using the same method in Step 1. To decrease the border, use a negative (-) in front of the value being used.

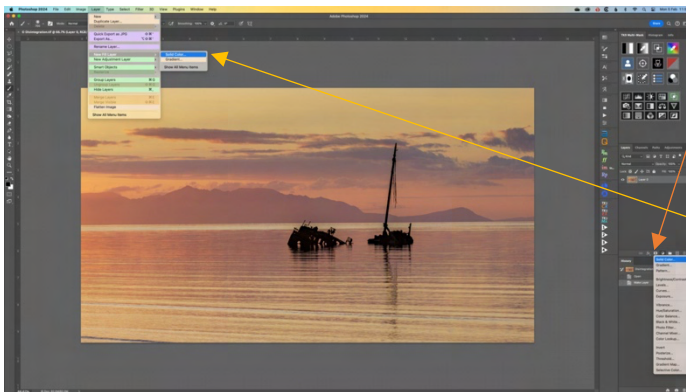
Method 2

Step 1 – Unlock Background Layer



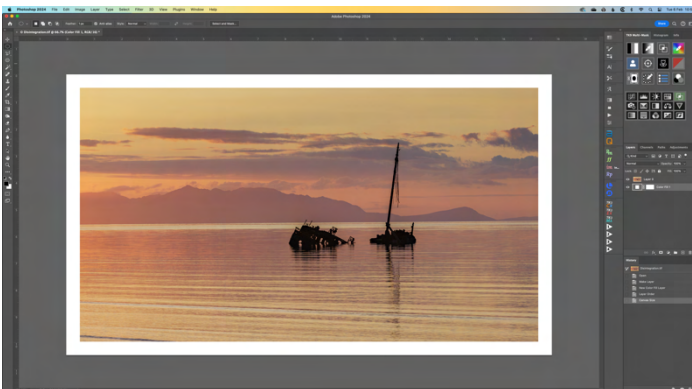
The second method is to unlock the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 – Add a Solid Color Adjustment Layer



Click on the Create New Fill or Adjustment Layer icon and select **Solid Color** then choose a preferred colour. Alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. This places a new layer at the top of the stack.

Step 3 – Rearrange Layer Order and Change Canvas Size

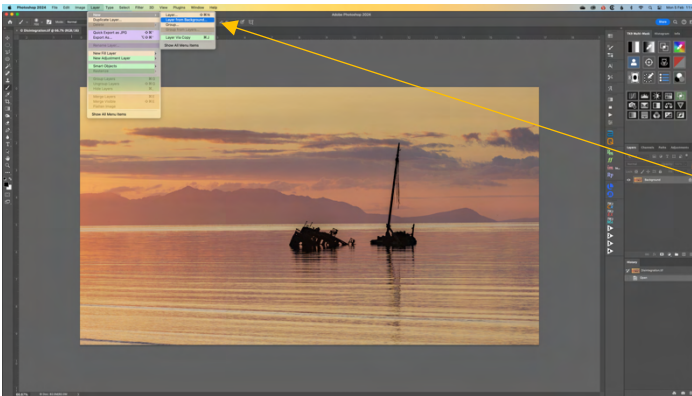


Move the Solid Color adjustment layer to the bottom of the stack so it now sits underneath the layer containing the image. Expand the size of the canvas by navigating to **Image>Canvas Size** (drop-down menu) or use the keyboard shortcut **Command + Option + C** (Mac) / **Ctrl + Alt + C** (Win). At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you

wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). The canvas size can be increased or decreased if required by using the same method in this step. To decrease the border, use a negative (-) in front of the value being used. The colour of the frame can be adjusted further if required by double clicking on the coloured swatch on the solid color adjustment layer and selecting a new colour.

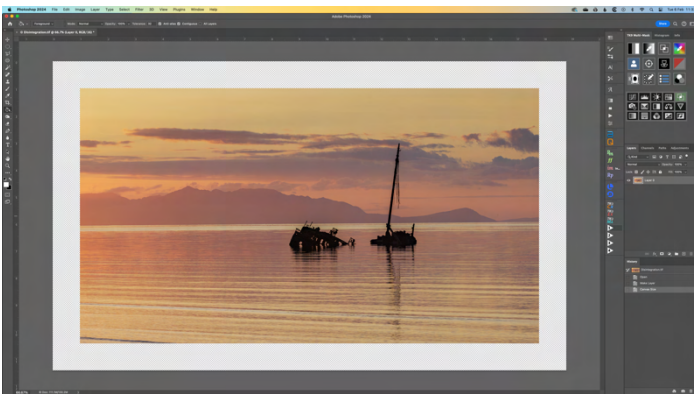
Method 3

Step 1 – Unlock Background Layer



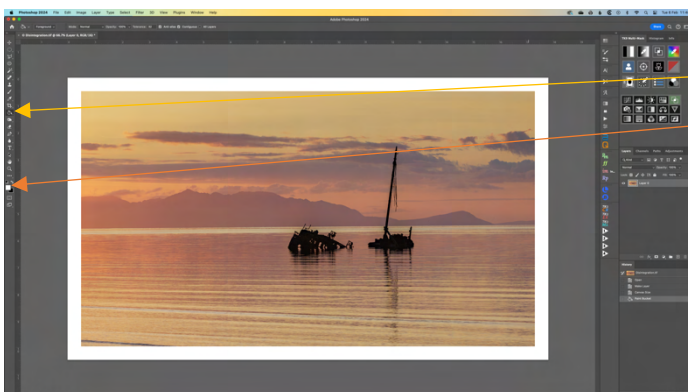
The third method is to unlock the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 - Change Canvas Size



Expand the size of the canvas by navigating to **Image>Canvas Size** or use the keyboard shortcut **Command + Option + C** (Mac) / **Ctrl + Alt + C** (Win). At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). On clicking the OK button on the dialogue box, a border is placed around the image, however it is comprised of blank pixels (no colour values). The canvas size can be increased or decreased if required by using the same method in this step. To decrease the border, use a negative (-) in front of the value being used.

Step 3 – Adding a Colour to Blank Pixels

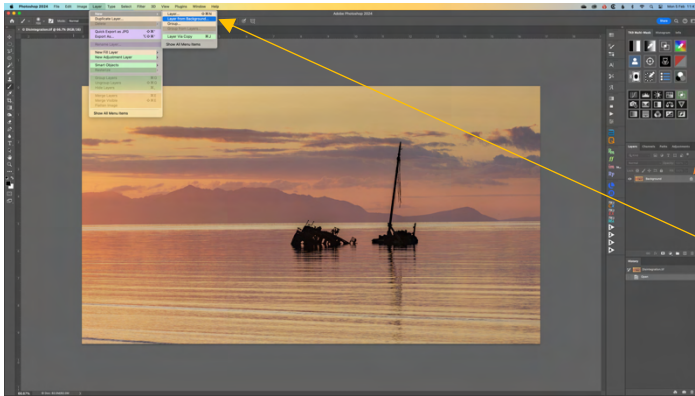


To fill the blank border with a colour, select the **Paint Bucket** tool from the tool bar then click on the **Set foreground color** swatch which opens the Color Picker dialogue box. Choose a colour to apply to the border and then click OK to close the dialogue box. Move the mouse icon (now changed to a paint bucket) and left click on the blank pixels to fill the border with the selected colour.

Method 4

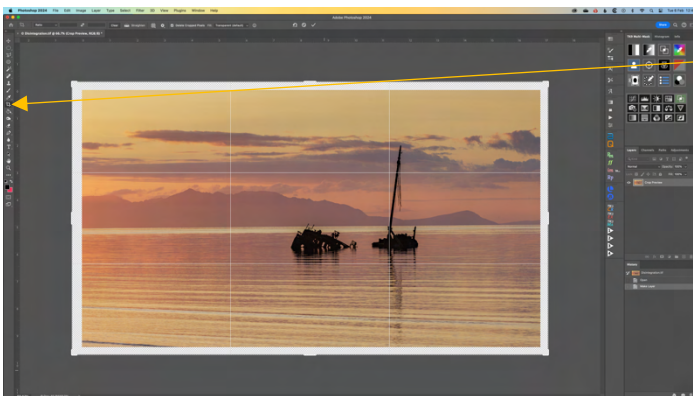
Step 1 – Unlock Background Layer

The fourth method is to unlock the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).



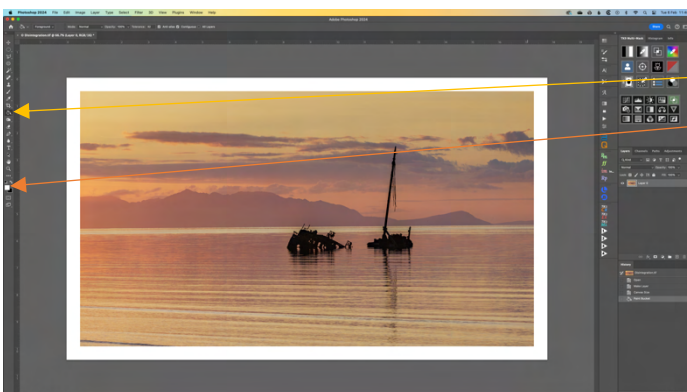
The fourth method is to use the crop tool to expand the canvas. Begin by unlocking the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 – Select The Crop Tool to Adjust Canvas Size



Select the crop tool (keyboard shortcut **C**) and use the crop control points to increase the canvas size by pulling outwards, away from the image. When the adjustment has been made, press the **Enter** key or click on the **✓** (tick symbol) to confirm adjustment to the canvas.

Step 3 – Adding a Colour to Blank Pixels

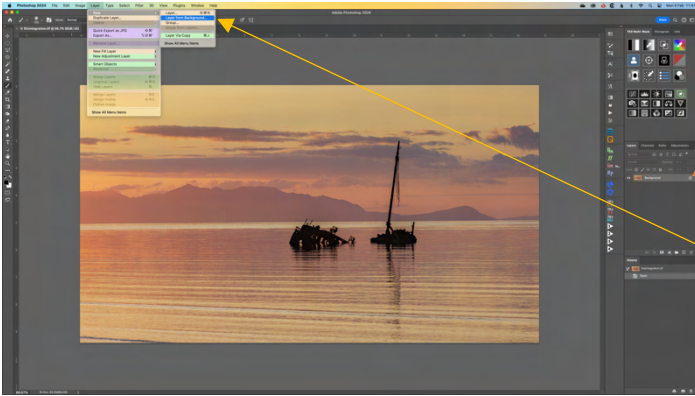


To fill the blank border with a colour, select the **Paint Bucket** tool from the tool bar then click on the **Set foreground color** swatch which opens the **Color Picker** dialogue box. Choose a colour to apply to the border and then click **OK** to close the dialogue box. Move the mouse icon (now changed to a paint bucket) and left click on the blank pixels to fill the border with the selected colour.

****** It is also possible to use the crop tool to expand a layer when it is a **Background** layer (padlocked layer). When using this method, the border colour will appear when the crop control points increase the canvas size. The colour of the border is determined by the colour that is showing in the background colour swatch (**Set background color**). To use an alternative colour for the border, go the swatch and change the colour before using the **Crop** tool. ******

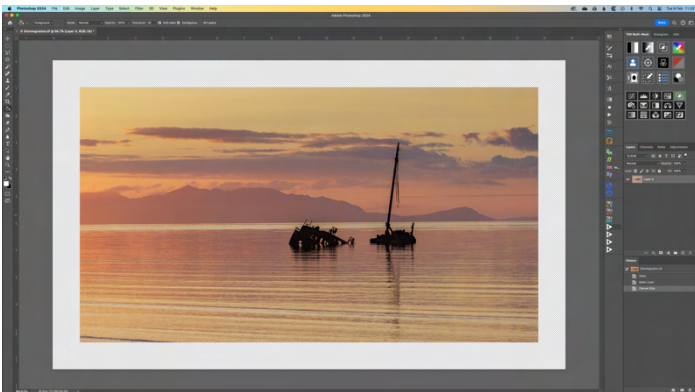
Expansion of the Canvas and Creating a Bevelled Frame

Step 1 – Unlock Background Layer



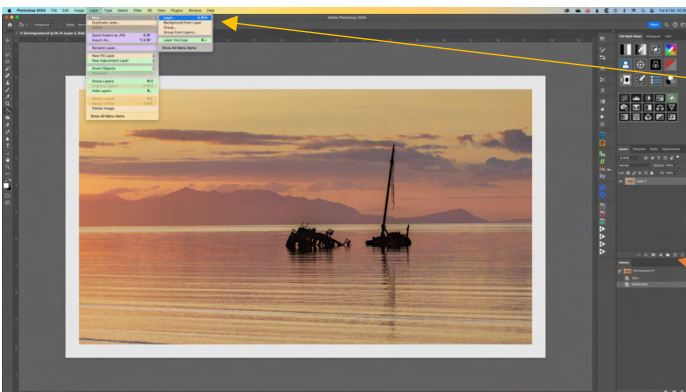
Begin by unlocking the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 - Change Canvas Size



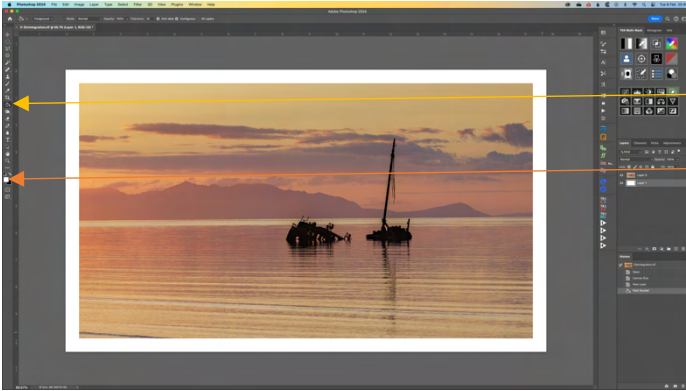
Expand the size of the canvas by navigating to **Image>Canvas Size** (drop-down menu) or use the keyboard shortcut **Command + Option + C** (Mac) / **Ctrl + Alt + C** (Win). At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). On clicking the OK button on the dialogue box, a border is placed around the image, however it is comprised of blank pixels (no colour values). The canvas size can be increased or decreased if required by using the same method in this step. To decrease the border, use a negative (-) in front of the value being used.

Step 3 – Adding a New Blank Layer



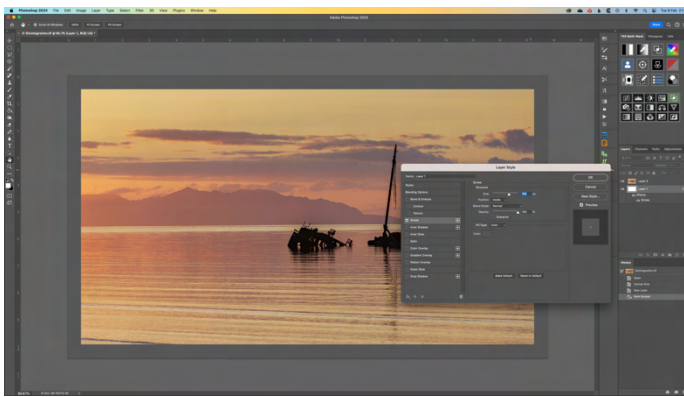
Add a new blank by navigating to **Layer>New>Layer** then click OK on the New Layer pop-up dialogue box then drag the blank layer under the image layer, so it is sitting on the bottom of the stack. Alternatively, hold the **Command** key (Mac) / **Ctrl** key (Win) and click on the layers icon to add a blank layer underneath the image layer.

Step 4 - Adding a Colour to Blank Pixels



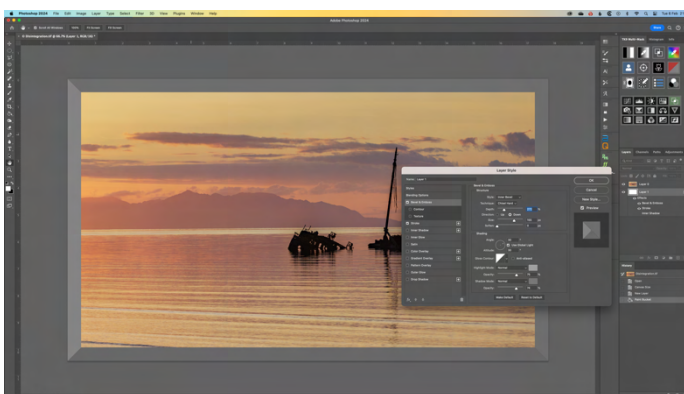
To fill the blank layer with a colour, stand on the blank layer (left click mouse button on blank layer) select the **Paint Bucket** tool from the tool bar then click on the **Set foreground color** swatch which opens the **Color Picker** dialogue box. Choose a colour to apply to the blank layer and then click **OK** to close the dialogue box. Move the mouse icon (now changed to a paint bucket) and left click on the blank pixels to fill the layer with the selected colour.

Step 5 - Add a Stroke Border Around Image



Double left click the mouse on the layer that was filled in (previous step) to open the Layer Style dialogue box. On the left-hand side, activate the Stroke style clicking once on 'Stroke'. A tick should now appear in the adjacent box and the Stroke settings on the right-hand side should now be visible. Select a colour by clicking on the **Color** swatch pad to open the **Color Picker**. Adjust the **Size** slider to cover the colour frame around the image (The Stroke colour should now be the only colour showing around the image). **Position** should be set to 'Inside' and the **Blend Mode** should be 'Normal'. Ensure the **Opacity** slider is at 100% and the **Fill Type** option is 'Colour'.

Step 6 – Adding a Bevel and Emboss Style to Stroke Border

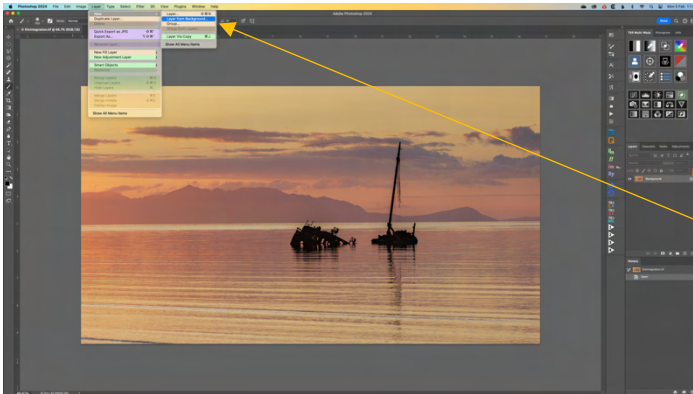


Activate the Bevel & Emboss style by clicking once on 'Bevel & Emboss' to show the styling options on the right-hand side. In the Structure area, change the **Style** to 'Inner Bevel' and the **Technique** to 'Chisel Hard'. Adjust the **Depth** slider to make the bevel visible at the 4 corners of the coloured frame (example in screenshot is 136%). Direction can be set to either 'Up' or 'Down'. The **Size** slider should be set to the same px value used to set the 'Stroke' size (previous step). The **Soften** value should be set to 0px.

Within the Shading area, tick the box beside **Use Global Light** and then adjust the **Angle** and **Altitude** values as required (check the frame to ensure bevel is still visible). Set the **Highlight Mode** to 'Screen' and select a colour using the Swatch and adjust the **Opacity** slider to a desired level. Change **Shadow Mode** to 'Screen' and select a colour using the Swatch and adjust the **Opacity** slider to a desired level. When all changes are confirmed, click on the OK button.

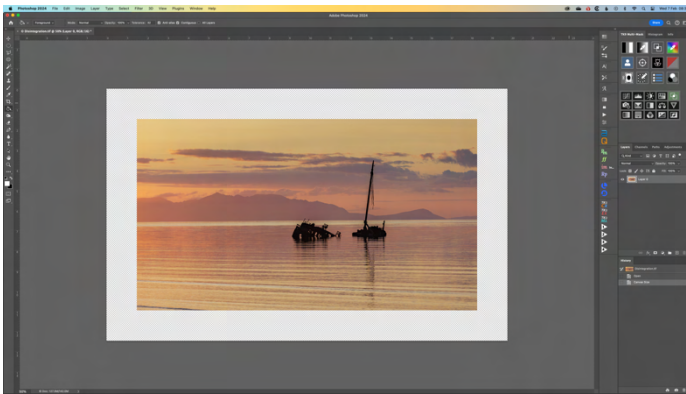
Expansion of the Canvas to add a Bevelled Frame and a Mount

Step 1 - Unlock Background Layer



Begin by unlocking the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box)

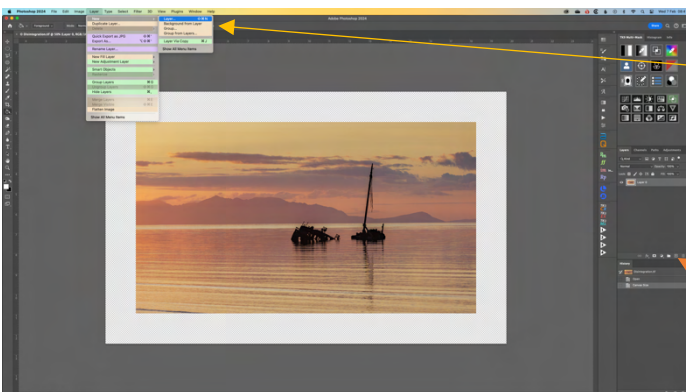
Step 2 - Change Canvas Size



Expand the size of the canvas by navigating to **Image>Canvas Size** (drop-down menu) or use the keyboard shortcut **Command + Option + C** (Mac) / **Ctrl + Alt + C** (Win). At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). On

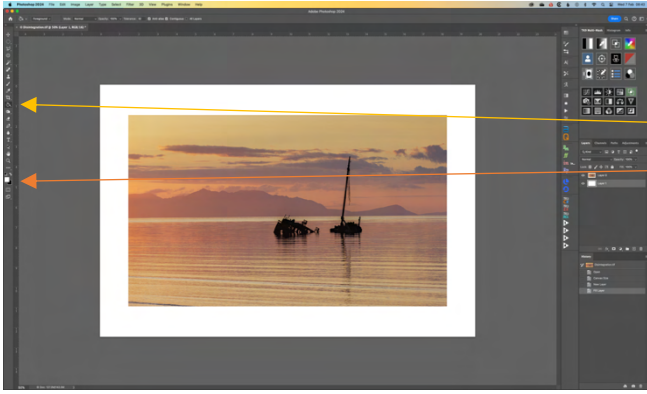
clicking the OK button on the dialogue box, a border is placed around the image, however it is comprised of blank pixels (no colour values). The canvas size can be increased or decreased if required by using the same method in this step. To decrease the border, use a negative (-) in front of the value being used.

Step 3 - Adding a New Blank Layer



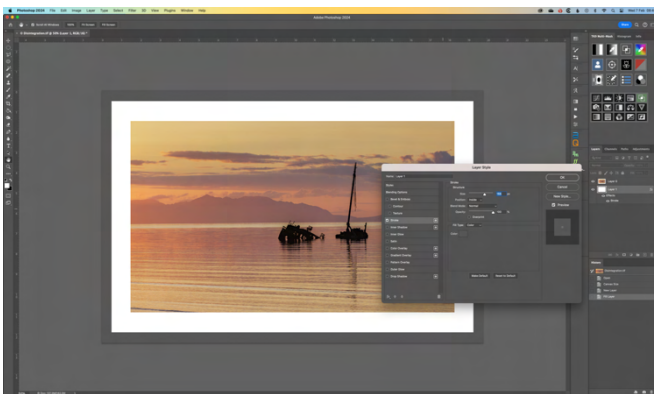
Add a new blank by navigating to **Layer>New>Layer** then click OK on the New Layer pop-up dialogue box then drag the blank layer under the image layer, so it is sitting on the bottom of the stack. Alternatively, hold the **Command** key (Mac) / **Ctrl** key (Win) and click on the Layers icon to add a blank layer underneath the image layer.

Step 4 - Adding a Colour to Blank Pixels



To fill the blank layer with a colour, stand on the blank layer (left click mouse button on blank layer) select the **Paint Bucket** tool from the tool bar then click on the **Set foreground color** swatch which opens the **Color Picker** dialogue box. Choose a colour to apply to the blank layer and then click **OK** to close the dialogue box. Move the mouse icon (now changed to a paint bucket) and left click on the blank pixels to fill the layer with the selected colour.

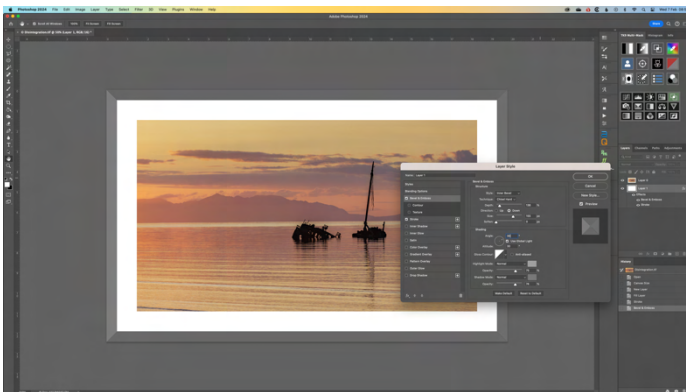
Step 5 - Add a Stroke Border Around Image



Double left click the mouse on the layer that was filled in (previous step) to open the Layer Style dialogue box. On the left-hand side, activate the Stroke style by clicking once on 'Stroke'. A tick should now appear in the adjacent box and the Stroke settings on the right-hand side should now be visible. Select a colour by clicking on the **Color** swatch pad to open the **Color Picker**. Adjust the **Size** slider to adjust the size of the Stroke frame around the image. **Position** should be set to 'Inside' and

the **Blend Mode** should be 'Normal'. Ensure the **Opacity** slider is at 100% and the **Fill Type** option is 'Colour'.

Step 6 - Adding a Bevel and Emboss Style to Stroke Border

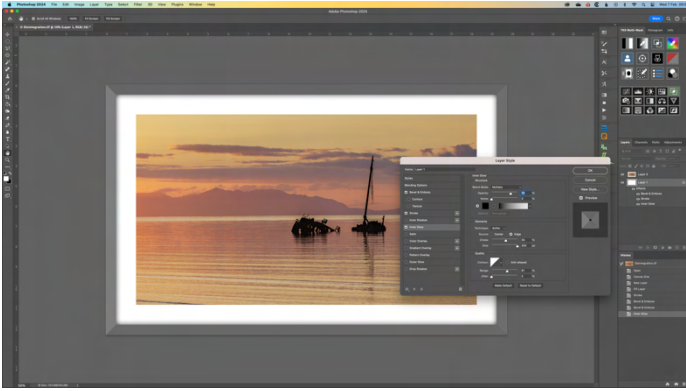


Activate the Bevel & Emboss style by ticking the box, then left click once on 'Bevel & Emboss'. A tick should now appear in the adjacent box and the Bevel & Emboss settings on the right-hand side should now be visible. In the Structure area, change the **Style** to 'Inner Bevel' and the **Technique** to 'Chisel Hard'. Adjust the **Depth** slider to make the bevel visible at the 4 corners of the coloured frame (example in screenshot is

136%). Direction can be set to either 'Up' or 'Down'. The **Size** slider should be set to the same px value used to set the 'Stroke' size. The **Soften** value should be set to 0px.

Within the Shading area, tick the box beside **Use Global Light** and then adjust the **Angle** and **Altitude** values as required (check the frame to ensure bevel is still visible). Set the **Highlight Mode** to 'Screen' and select a colour using the Swatch and adjust the **Opacity** slider to a desired level. Change **Shadow Mode** to 'Screen' and select a colour using the Swatch and adjust the **Opacity** slider to a desired level. When all changes are confirmed, click on the OK button.

Step 7 (Optional) – Creating a Shadow Effect Around Stroke Border

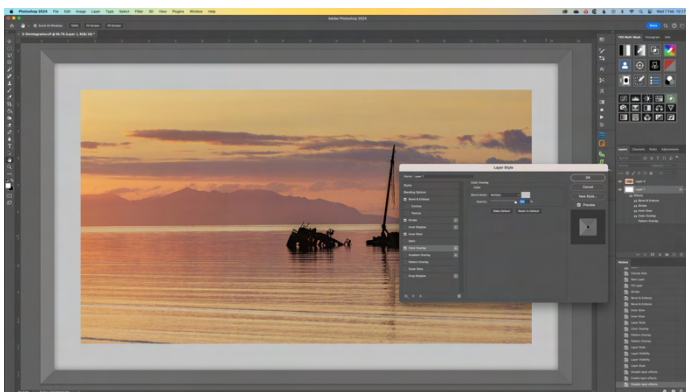


To add an inner glow (between the edge of the Stroke and the Mount), activate the Inner Glow style by clicking once on 'Inner Glow'. A tick should now appear in the adjacent box and the Inner Glow settings on the right-hand side should now be visible. In the Structure section, change the **Blend Mode** to 'Multiply' or 'Darken'. Adjust the **Opacity** slider to make the inner glow visible (higher the %, the more it will be visible).

Click on the colour swatch and choose the inner glow colour (recommend a dark colour for visibility).

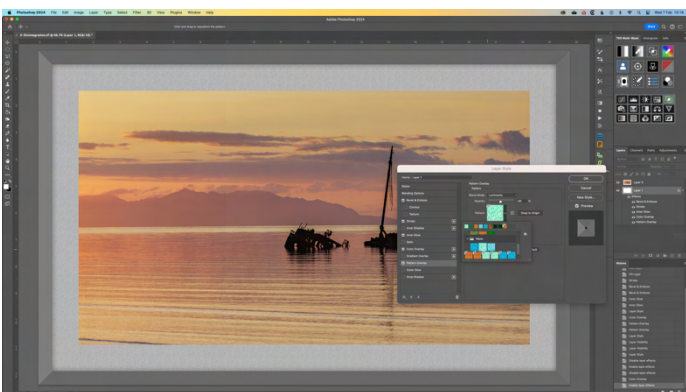
Within the Elements section, adjust the **Choke** and **Size** sliders to control the projection of the inner glow and then within the Quality section, adjust the **Range** slider to finalise the inner glow effect. For the **Source**, select 'Edge' to project the inner glow from the edge between the Stroke and the Mount.

Step 8 (Optional) – Changing the Mount Colour



To change the colour of the Mount, activate the Color Overlay style by clicking once on 'Color Overlay' to show the styling options on the right-hand side. Set the **Blend Mode** to 'Multiply' or 'Darken', then click on the colour swatch to open the Color Picker and choose a colour to suit then click the OK button. To display as a solid colour, ensure **Opacity** is set to 100%.

Step 9 (Optional) – Adding a Texture Effect to the Mount



To add some texture to the Mount, activate the Pattern Overlay style by clicking once on 'Pattern Overlay'. A tick should now appear in the adjacent box and the Pattern Overlay settings on the right-hand side should now be visible. Change the **Blend Mode** to 'Luminosity' and select a **Pattern** from the drop-down menu options. Further refinement to the overall appearance can be used using the **Opacity** and **Scale** sliders in

conjunction with the **Angle** of pattern display.

Step 10 (Optional) – Adding a Chamfered Effect to the Mount



To add some final definition to the Mount, double left click the mouse on the image layer (top layer) to open the Layer Style dialogue box. On the left-hand side, activate the Stroke style by clicking once on 'Stroke' to show the style settings on the right-hand side. Adjust the **Size** slide to '5px' and ensure the **Position** is set to 'Inside'. Change the **Blend Mode** to 'Normal' and ensure **Opacity** is at '100%'. The **Fill Type** should be set to

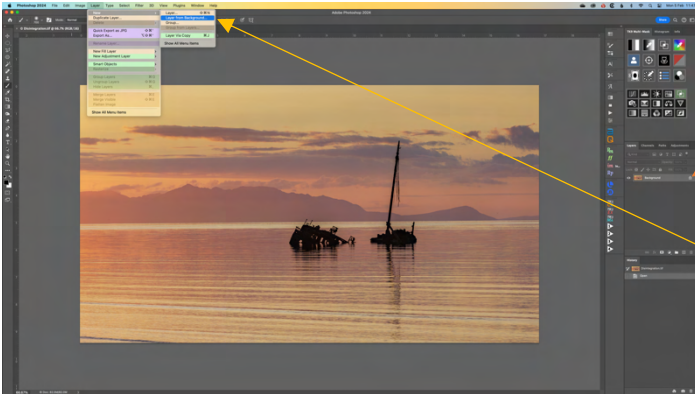
'Color' and to choose a colour for the Stroke, click on the **Color** swatch to open the Color Picker. (Select a colour that contrasts against the colour of the Mount).

On the left-hand side of the Layer Style dialogue box, activate the Inner Shadow style by clicking once on 'Inner Shadow' to show the style settings on the right-hand side. Change the **Blend Mode** to 'Multiply' or 'Darken' and click on the **Color** swatch to open the Color Picker to choose a colour (recommend a very dark colour). Adjust the **Opacity** and **Angle** as required with the **Distance** and **Size** sliders set to very small values (e.g. 6px).

To complete the stylisation, activate the Inner Glow style by clicking once on 'Inner Glow' to show the style settings on the right-hand side. In the Structure section, change the **Blend Mode** to 'Multiply' or 'Darken' and click on the **Color** swatch to open the Color Picker to choose a colour (recommend a very dark colour). Adjust the **Opacity** slider to control visibility of the effect. Within the Elements section, adjust the **Choke** and **Size** sliders to control the projection of the inner glow and then within the Quality section, adjust the **Range** slider to finalise the inner glow effect.

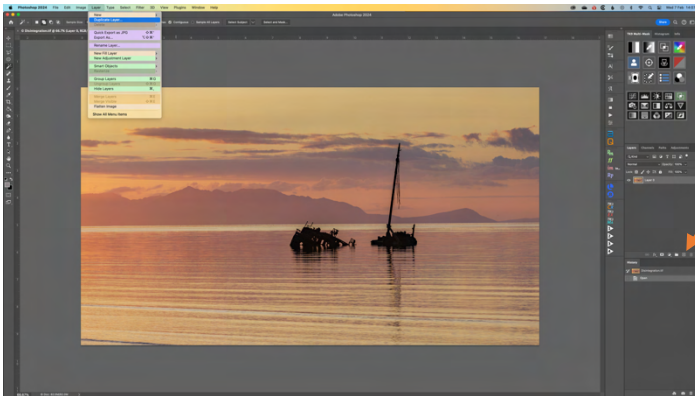
Expansion of The Canvas to add a Bevelled Frame and a Double Mount

Step 1 - Unlock Background Layer



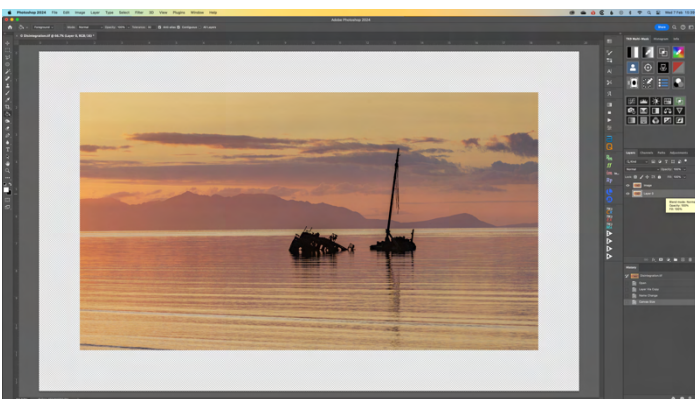
Begin by unlocking the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 – Make a Copy of the Image Layer



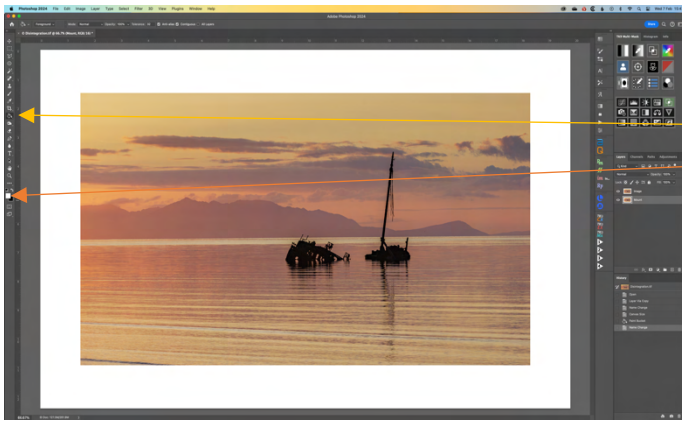
Make a copy of the image Layer by navigating to **Layer>Duplicate Layer** or by left clicking and holding the mouse on the image layer and dragging down over the new layer icon or by using the keyboard shortcut **Command + J (Mac) / Ctrl + J (Win)**. Rename this new layer 'Image'.

Step 3 – Changing the Canvas Size



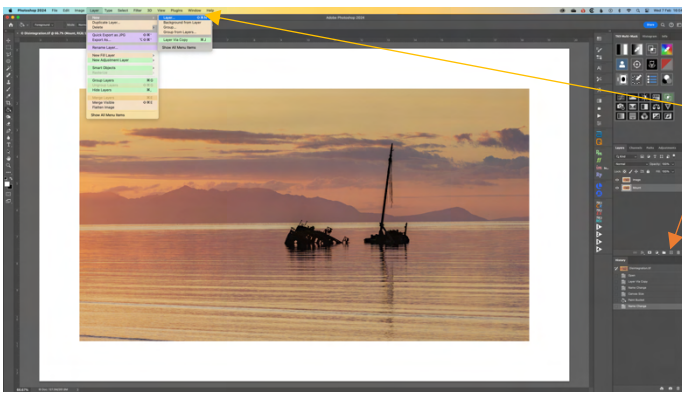
Expand the size of the canvas by navigating to **Image>Canvas Size** (drop-down menu) or use the keyboard shortcut **Command + Option + C (Mac) / Ctrl + Alt + C (Win)**. At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). On clicking the OK button on the dialogue box, a border is placed around the image, however it is comprised of blank pixels (no colour values). The canvas size can be increased or decreased if required by using the same method in this step. To decrease the border, use a negative (-) in front of the value being used.

Step 4 - Adding a Colour to Blank Pixels



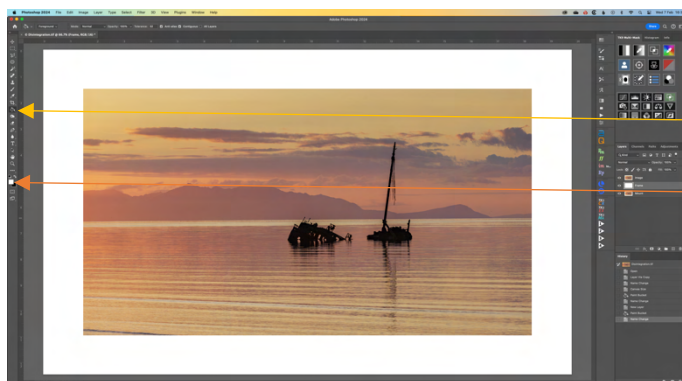
Stand on the bottom layer (left click mouse button on blank layer) select the **Paint Bucket** tool from the tool bar then click on the **Set foreground color** swatch which opens the **Color Picker** dialogue box. Choose a colour to apply to the blank layer and then click **OK** to close the dialogue box. Move the mouse icon (now changed to a paint bucket) and left click on the blank pixels to fill the layer with the selected colour. Rename the bottom layer 'Mount'.

Step 5 – Add a New Layer



Stand on the bottom layer and add a new blank layer by navigating to **Layer>New>Layer** then click OK on the New Layer pop-up dialogue box. Alternatively, click on the Layers icon to add a blank layer underneath the image layer or use the keyboard shortcut **Command + Shift + N** (Mac) / **Control + Shift + N** (Win). Rename this layer 'Frame'.

Step 6 – Fill New Layer with a Solid Colour



To fill the new layer (Frame) with a colour, stand on the layer (left click mouse button on layer) select the **Paint Bucket** tool from the tool bar then click on the **Set foreground color** swatch which opens the **Color Picker** dialogue box. Choose a colour to apply to the blank layer and then click **OK** to close the dialogue box. Move the mouse icon (now changed to a paint bucket) and left click on anywhere on the image to apply the colour

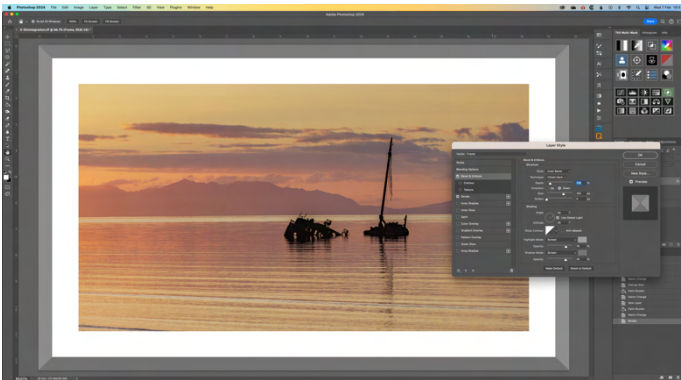
(As all layers are active, the colour of the 'Frame' layer will not be visible at this time).

Step 7 - Add a Stroke Border Around Image



Double left click the mouse on the 'Frame' layer to open the Layer Style dialogue box. On the left-hand side, activate the Stroke style by clicking once on 'Stroke'. A tick should now appear in the adjacent box and the Stroke settings on the right-hand side should now be visible. Select a colour by clicking on the **Color** swatch pad to open the **Color Picker**. Adjust the **Size** slider to adjust the size of the Stroke frame around the image. **Position** should be set to 'Inside' and the **Blend Mode** should be 'Normal'. Ensure the **Opacity** slider is at 100% and the **Fill Type** option is 'Colour'.

Step 8 - Adding a Bevel and Emboss Style to Stroke Border

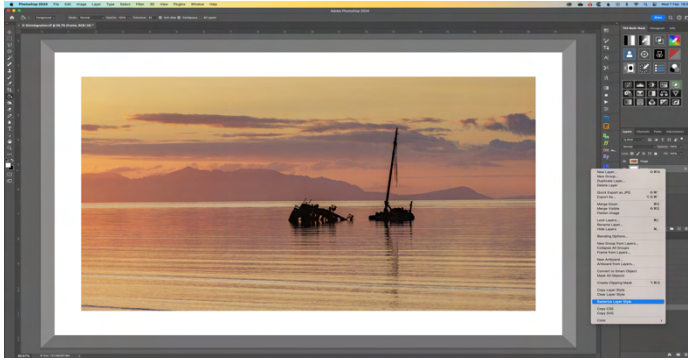


Activate the Bevel & Emboss style by ticking the box, then clicking once on 'Bevel & Emboss'. A tick should now appear in the adjacent box and the Bevel & Emboss settings on the right-hand side should now be visible. In the Structure area, change the **Style** to 'Inner Bevel' and the **Technique** to 'Chisel Hard'. Adjust the **Depth** slider to make the bevel visible at the 4 corners of the coloured frame (example in screenshot is 136%).

Direction can be set to either 'Up' or 'Down'. The **Size** slider should be set to the same px value used to set the 'Stroke' size. The **Soften** value should be set to 0px.

Within the Shading area, tick the box beside **Use Global Light** and then adjust the **Angle** and **Altitude** values as required (check the frame to ensure bevel is still visible). Set the **Highlight Mode** to 'Screen' and select a colour using the Swatch and adjust the **Opacity** slider to a desired level. Change **Shadow Mode** to 'Screen' and select a colour using the Swatch and adjust the **Opacity** slider to a desired level. When all changes are confirmed, click on the OK button.

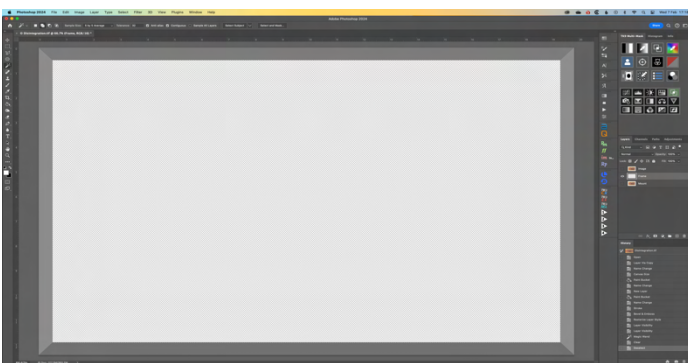
Step 9 – Rasterizing the Frame Layer



pop-up menu, select **Rasterize Layer Style**.

At this point the 'Frame' layer should now be Rasterized to merge all the style settings in preparation for the next step. At this point no further changes to the Stroke or the Frame colour is possible, therefore ensure all editing choices in relation to the Stroke and Frame colour are completed prior to this step. To rasterize the layer, right click the mouse over the 'Frame' layer and from the

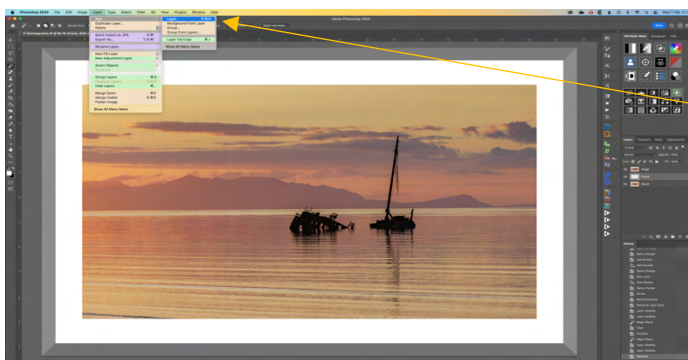
Step 10 – Cutting Out the Frame Background



keyboard shortcut **Command + D** (Mac) / **Ctrl + D** (Win). Turn the 'Image' and 'Mount' layers on by clicking on the toggle button beside each layer.

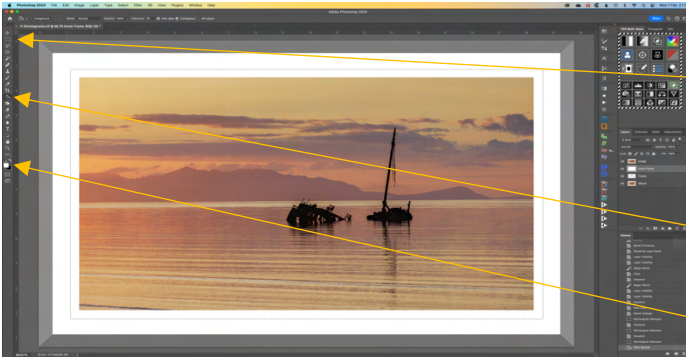
Turn off the 'Image' and 'Mount' layers and then stand on the 'Frame' layer. Select the **Magic Wand** tool from the toolbar and then untick the **Sample All Layers** box along the horizontal tool bar. Hover over the white area of the image and left click the mouse to create a selection around the white area of the image. Press the **Delete** key to delete the white background. Deselect the selection by navigating to **Select>Deselect** or by using the

Step 11 – Adding a New Layer



Stand on the 'Frame' layer and add a new blank layer by navigating to **Layer>New>Layer** then click OK on the New Layer pop-up dialogue box. Alternatively, click on the Layers icon to add a blank layer underneath the image layer or use the keyboard shortcut **Command + Shift + N** (Mac) / **Control + Shift + N** (Win). Rename this layer 'Inner Frame'.

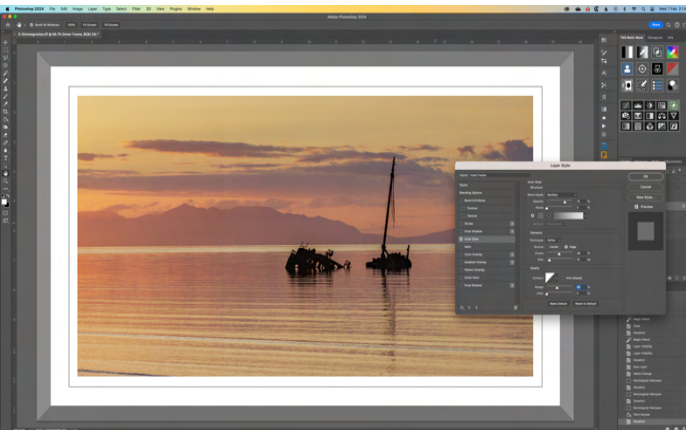
Step 12 – Creating and Filling a Selection



Stand on the 'Inner Frame' layer and then select the **Rectangular Marquee** tool. Click and hold the left mouse button and draw out a rectangle around the outside of the image. With the selection still active, select the **Paint Bucket** tool from the tool bar then click on the **Set foreground color** swatch which opens the **Color Picker** dialogue box. Choose the same colour to apply to the blank layer

that was selected for the Mount and then click **OK** to close the dialogue box. Move the mouse icon (now changed to a paint bucket) and left click on anywhere on the image to apply the colour (As all layers are active, the colour of the 'Inner Frame' layer will not be visible at this time). Deselect the selection by navigating to **Select>Deselect** or by using the keyboard shortcut **Command + D** (Mac) / **Ctrl + D** (Win).

Step 13 – Creating a Second Mount



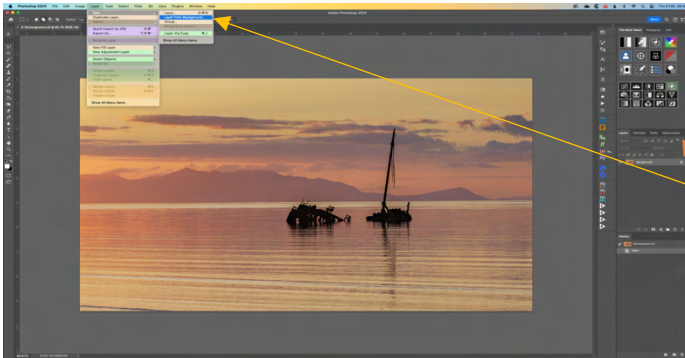
Double left click the mouse on the 'Inner Frame' layer to open the Layer Style dialogue box. On the left-hand side, activate the 'Inner Glow' style by clicking once on 'Inner Glow'. A tick should now appear in the adjacent box and the Inner Glow settings on the right-hand side should now be visible. In the Structure section change the **Blend Mode** to 'Multiply' then select a colour by clicking on the swatch pad to open the **Color Picker**. Adjust the **Opacity** slider to control the visibility of the rectangular outline

around the image (higher the %, the darker and more visible in appearance).

In the Elements section, **Technique** can be either 'Softer' or 'Precise' and the **Source** should be set to 'Edge'. Adjust the **Choke** and **Size** sliders as required then in the Quality section adjust the **Range** slider to finalise the adjustment. When complete, click on the OK button to confirm settings.

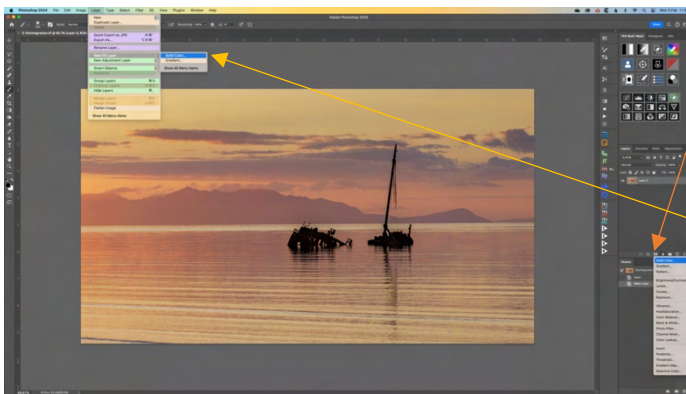
Adding a Drop Shadow to an Image

Step 1



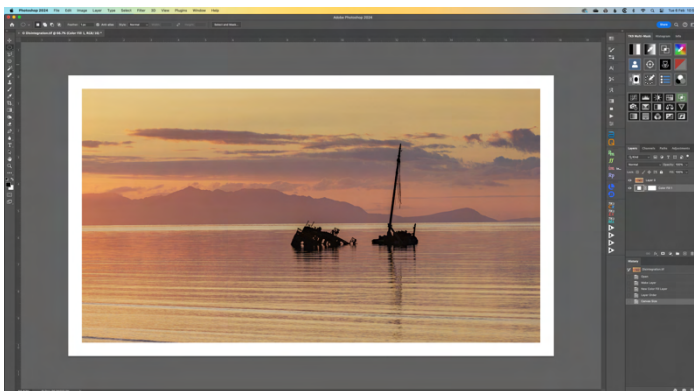
Unlock the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box).

Step 2 – Add a Solid Color Adjustment Layer



Click on the Create New Fill or Adjustment Layer icon and select **Solid Color** then choose a preferred colour. Alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. This places a new layer at the top of the stack.

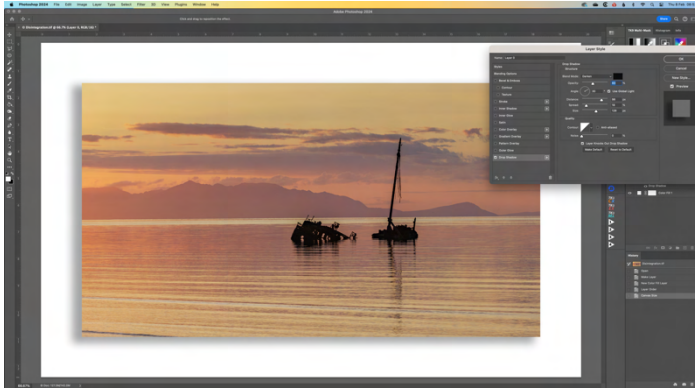
Step 3 – Rearrange Layer Order and Change Canvas Size



Move the Solid Color adjustment layer to the bottom of the stack so it now sits underneath the layer containing the image. Expand the size of the canvas by navigating to **Image>Canvas Size** (drop-down menu) or use the keyboard shortcut **Command + Option + C** (Mac) / **Ctrl + Alt + C** (Win). At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you

wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). The canvas size can be increased or decreased if required by using the same method in this step. To decrease the border, use a negative (-) in front of the value being used. The colour of the frame can be adjusted further if required by double clicking on the coloured swatch on the solid color adjustment layer and selecting a new colour.

Step 4 – Add a Drop Shadow to Image

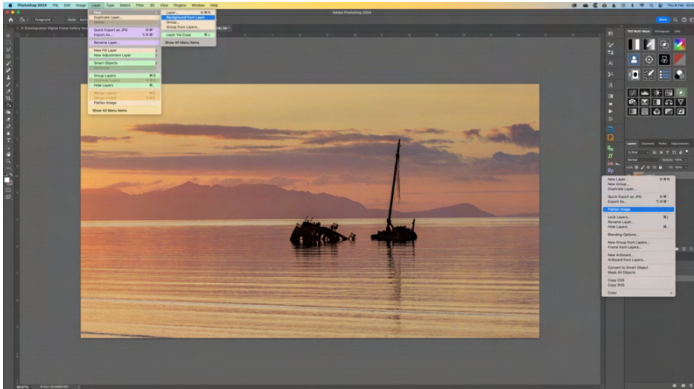


Stand on the image layer and double left click the mouse on the layer to open the Layer Style dialogue box. On the left-hand side, activate the Drop Shadow style by clicking once on 'Drop Shadow'. A tick should now appear in the adjacent box and the Drop Shadow settings on the right-hand side should now be visible. In the Structure section, change the **Blend Mode** to either 'Darken' or 'Multiply'. Click on the colour

swatch to open the **Color Picker** and choose a color for the shadow then click the OK button to confirm selection. Tick the **Use Global Light** box and adjust the **Angle** to display the shadow as required. Adjust the **Opacity** slider to lighten or darken the shadow effect (higher the %, the darker the shadow). Adjust the **Distance**, **Spread** and **Size** sliders to refine the shadow's appearance further. When all adjustments have been made, click on the OK button to confirm the style settings.

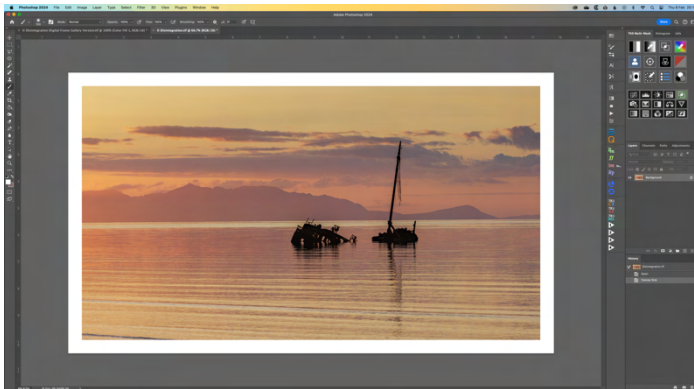
Creating a Gallery Backdrop with Lighting Effects

Step 1 – Create a Background Layer



If the image is not displaying the padlock icon on the layer, then either navigate to **Layer>New>Background From Layer** or right mouse click over the layer and select **Flatten Image** from the pop-up menu.

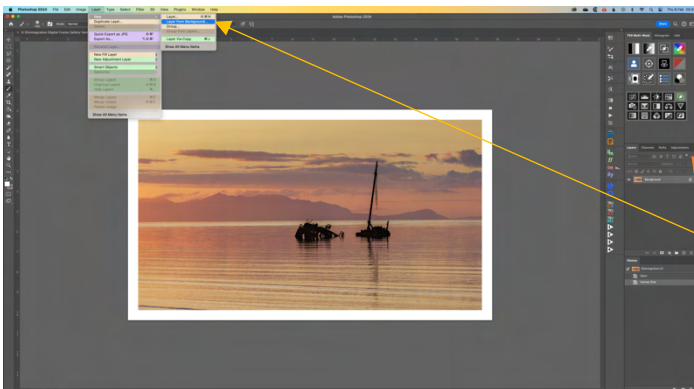
Step 2 – Increase The Canvas Size to Add a Border (Optional)



To expand the size of the canvas, navigate to **Image>Canvas Size** or use the keyboard shortcut **Command + Option + C (Mac) / Ctrl + Alt + C (Win)**. At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners).

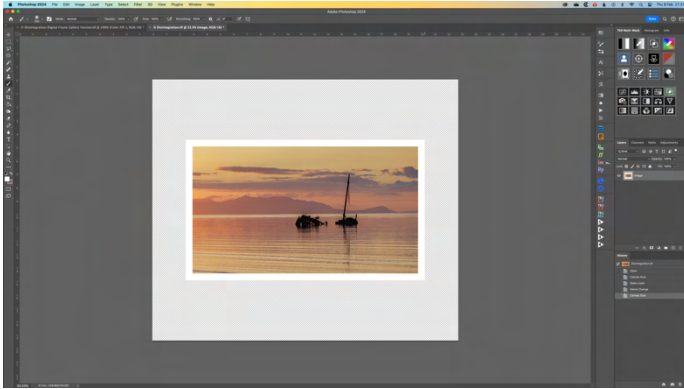
To select the colour of the border, open the drop-down **Canvas Extension Color** selection box. Choose Black, White, Gray or Other (selecting 'Other' opens a Color Picker swatch dialogue box), then click the OK to add the border. The canvas size can be increased or decreased if required by using the same method in Step 1. To decrease the border, use a negative (-) in front of the value being used. (This step can be omitted if the image will be displayed without a border around it against a backdrop)

Step 3 – Unlock The Background Layer



Unlock the Background layer by either clicking the left mouse button on the padlock icon or alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New>Layer From Background** (then click OK in pop-up dialogue box) and when unlocked, rename the layer 'Image'.

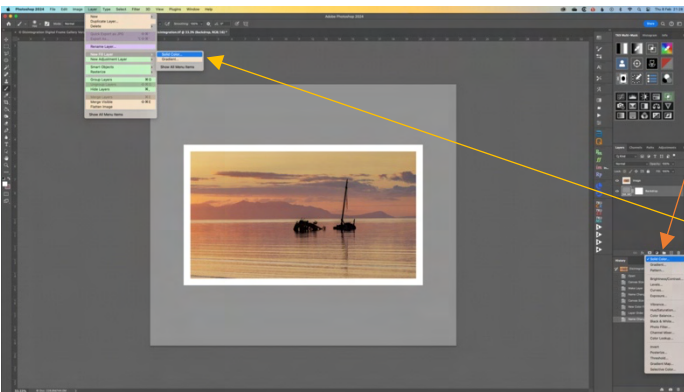
Step 4 – Increase the Canvas Size Further to Add a Backdrop



To expand the size of the canvas, navigate to **Image>Canvas Size** or use the keyboard shortcut **Command + Option + C (Mac) / Ctrl + Alt + C (Win)**. At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners) then click the OK button to confirm the new canvas size. At this point the expanded canvas will consist of blank pixels (no colour).

left, right and four corners) then click the OK button to confirm the new canvas size. At this point the expanded canvas will consist of blank pixels (no colour).

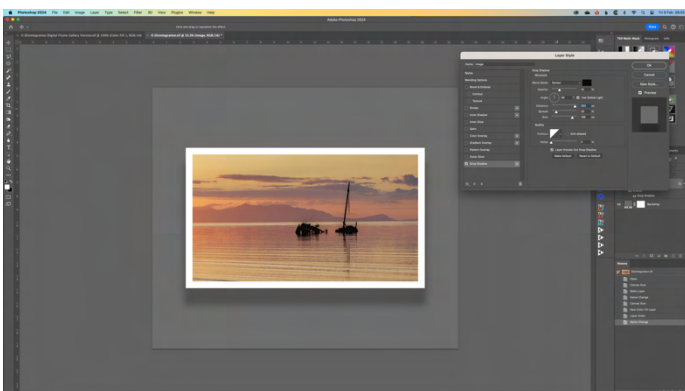
Step 5 – Add a Backdrop Colour



Click on the Create New Fill or Adjustment Layer icon and select **Solid Color** then choose a preferred colour. Alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. (This places a new layer at the top of the stack). Move the Solid Color adjustment layer to the bottom of the stack so it now sits underneath the layer containing the image to display the backdrop colour, then rename the layer 'Backdrop'.

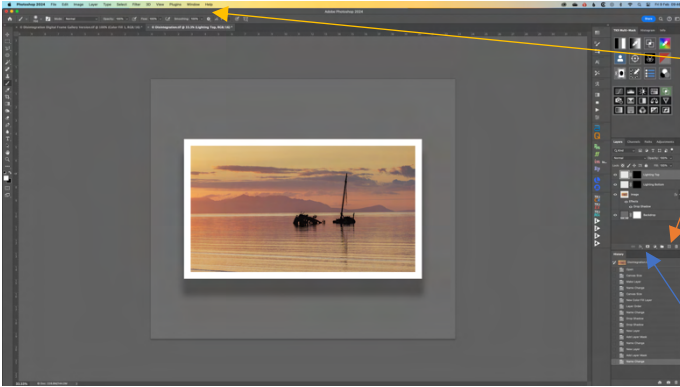
Further changes to the backdrop colour can be made by clicking on the colour swatch on the layer to open the **Color Picker** and then selecting an alternative colour.

Step 6 – Add A Drop Shadow



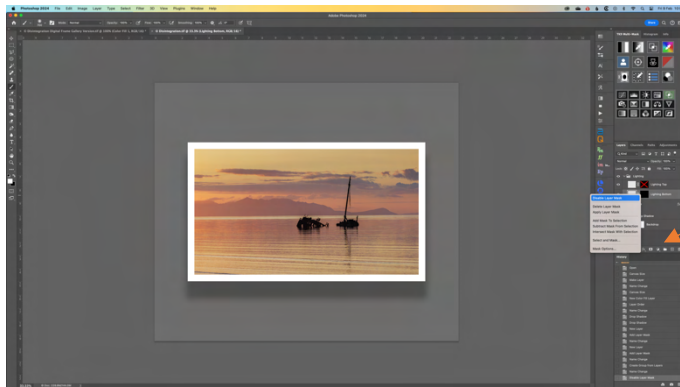
Stand on the image layer and double left click the mouse on the layer to open the Layer Style dialogue box. On the left-hand side, activate the Drop Shadow style by clicking once on 'Drop Shadow'. A tick should now appear in the adjacent box and the Drop Shadow settings on the right-hand side should now be visible. In the Structure section, change the **Blend Mode** to either 'Darken' or 'Multiply'. Click on the colour swatch to open the **Color Picker** and choose a color for the shadow then click the OK button to confirm selection. Tick the **Use Global Light** box and adjust the **Angle** to '90'. Adjust the **Opacity** slider to lighten or darken the shadow effect (higher the %, the darker the shadow). Adjust the **Distance**, **Spread** and **Size** sliders to refine the shadow's appearance further. When all adjustments have been made, click on the OK button to confirm the style settings.

Step 7 – Add Blank Layers and Black Layer Masks



Add a new blank layer by navigating to **Layer>New>Layer** then click OK on the New Layer dialogue box or click on the layers icon to add a blank layer to the top of the stack. When the layer has been added, name this layer 'Lighting Bottom'. Add a black layer mask to the layer by holding the **Option (Mac) / Alt (Win)** key and clicking on the **Layer mask** icon. Add a second blank layer using the afore-mentioned method and name this layer 'Lighting Top' and then add a black layer mask using the same method as previously described.

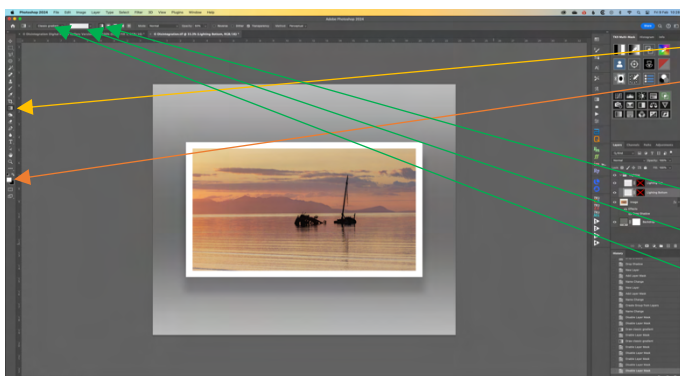
Step 8 – Place into a Group and Disable Layer Masks



Stand on the 'Lighting Top' layer and whilst holding the **Shift** key (Mac) / (Win), left click the mouse button on the 'Lighting Bottom' layer. With both the layers active, create a group to place these layers into by clicking on the **Create a new group** icon or by using the keyboard short cut **Command + G (Mac) / Ctrl + G (Win)**. Rename the Group layer 'Lighting'.

Open the group by clicking on the arrow beside the folder icon to show both the blank layers and their respective black layer masks. Right mouse click over the black layer mask and from the pop-up menu, select the **Disable Layer Mask** option (this places a red X through the mask). Disable the other black layer mask using the same method.

Step 9 – Apply Top and Bottom Gradients to Lighten Backdrop



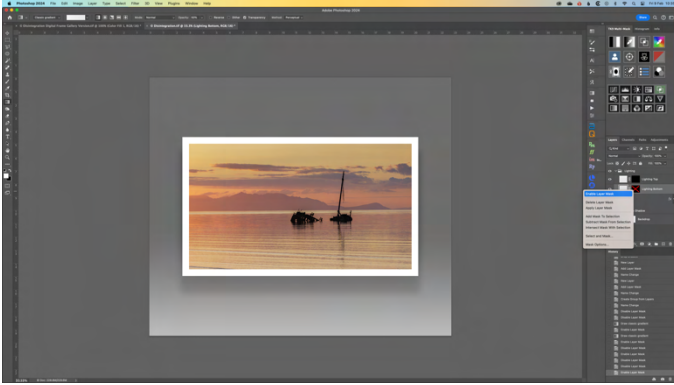
Select the Gradient tool and ensure the foreground colour is set to white. Along the horizontal tool bar, ensure the following settings are selected:

- Linear Gradient
- Foreground to Transparent
- Classic Gradient

Set the gradient **Opacity** to 50% and then stand on the 'Lighting Bottom' blank layer.

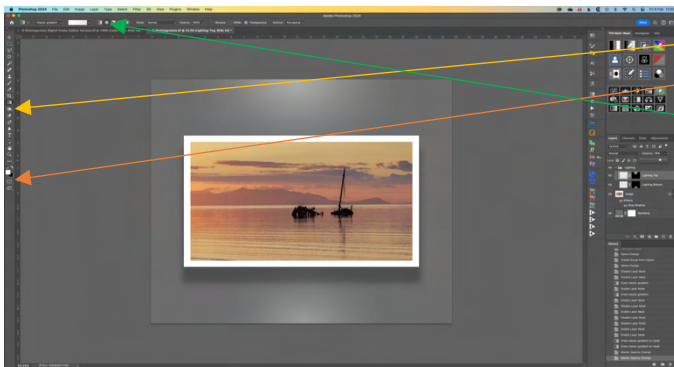
Position the cursor along the bottom of the backdrop and then whilst holding the **Shift** key (Mac) / (Win), left click the mouse button and drag upwards and release when the mouse is halfway up the image. (a gradient from the bottom upwards should now be visible). Stand on 'Lighting Top' blank layer and position the cursor along the top of the backdrop and then whilst holding the **Shift** key (Mac) / (Win), left click the mouse button and drag downwards and release when the mouse is halfway down the image (a gradient from the top downwards should now be visible).

Step 10 – Enable Black Layer Masks to Hide Gradients



With the gradients applied to the backdrop, enable the black layer masks by right clicking on the black mask and selecting **Enable Layer Mask** from the pop-up menu. Enabling both masks will now hide the gradients that were applied in the previous step.

Step 11 – Selectively Reveal Top and Bottom Gradients

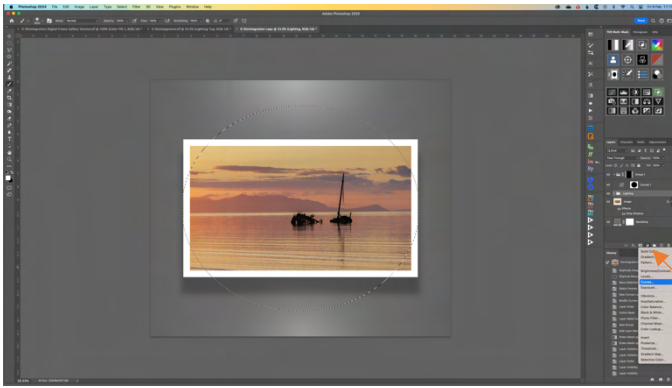


Select the Gradient tool and ensure the foreground colour is set to white and the Gradient setting to **Radial Gradient** with the Opacity is set to **100%**. Stand on the 'Lighting Top' black layer mask and position the mouse halfway along the along the top of the backdrop and just inside the top edge. Holding the **Shift** key (Mac) / (Win), left click the mouse button and drag the gradient left

or right and release before reaching the side edge of the image. This will now partially reveal some of the gradient applied in the previous step.

Stand on the 'Lighting bottom' black layer mask and repeat by positioning the mouse halfway along the along the bottom of the backdrop to partially reveal the gradient at the bottom of the backdrop. (if necessary, undo the actions within this step and retry different applications to the top and bottom to obtain the gradient effect desired). Further refinement of the lighting effect can be applied by reducing the opacity of the 2 layers and these can be applied differently to have a different strength of the effect between the top and bottom.

Step 12 – Further Refining the Lighting Effect (Optional)



To further refine the backdrop lighting, stand on the Lighting Group and select the **Elliptical Marquee Tool** and draw an elliptical shape over the image and onto the backdrop. With the selective active (marching ants), invert the select by navigating to **Select>Inverse** or by using the keyboard shortcut **Command + Shift + I** (Mac) / **Ctrl + Shift + I** (Win). Click on the **Create new fill or adjustment layer** icon and select **Curves**. With the curves adjustment

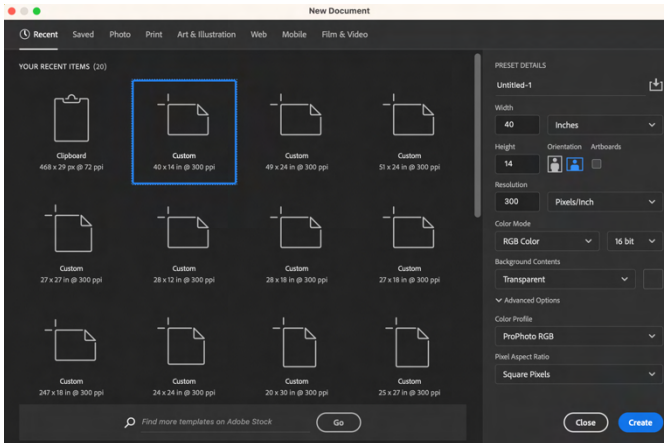
layer visible, left click and hold the mouse on the curves line and pull the line down slightly. This darkens the area outside the elliptical shape. To feather the transition between the light and dark area, double click on the layer mask (curves adjustment layer) and in the Properties dialogue section, adjust the **Feather** slider to apply the transition.

Place the Curves adjustment layer in its own group by clicking on the Group icon or by standing on the layer and using the keyboard shortcut **Command + G** (Mac) / **Ctrl + G** (Win). Add a black mask to the group by holding the **Option** (Mac) / **Alt** (Win) key and clicking on the **Layer mask** icon (this hides the adjustment made using the curves adjustment layer). To partially reveal the adjustment, select the **Gradient** tool and select a linear gradient and with a white foreground colour selected, apply the gradients from left to right and from right to left respectively (can be undone and reapplied until desired effect is achieved). Further refinement of the effect can also be applied by adjusting the opacity of the Group layer.

****The final step is optional, and the previous steps can be utilised to create different lighting effects if required****

Creating a Triptych Using Frames and Different Images

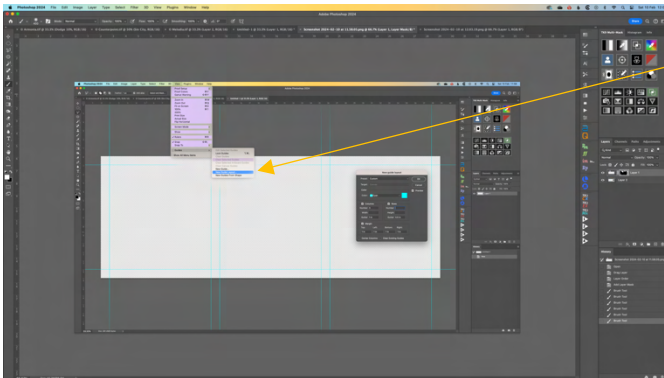
Step 1 – Defining the Canvas Size and Other Settings



Navigate to **File>New** to open the New Document dialogue box. To set the canvas dimensions, decide what size the 3 images will be in the triptych. Then decide what the gap between the 3 images will be and then what size the border around the images will be. For example, inserting 3 images measuring 12 x 12 inches with a 1-inch gap between the images and 1 inch border around the images will make the canvas size 40 inches in width and 14 inches in height.

Change the **Resolution** to '300' and the **Color Mode** to 'RGB Color' and in the adjoining box ensure '16 bit' is selected. In the **Background Contents** drop down menu, select 'Transparent' and in the **Color Profile** menu in the Advanced Options section, select the colour profile relative to your normal Photoshop settings.

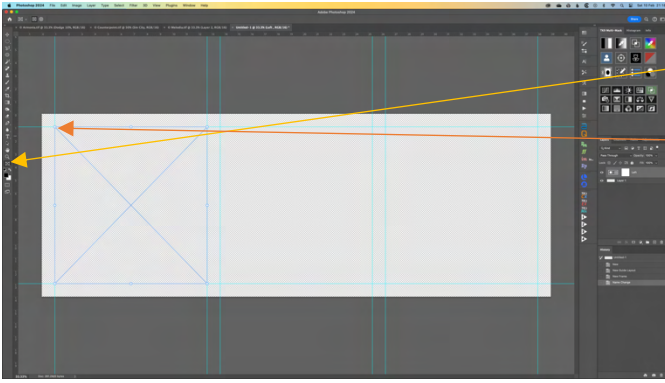
Step 2 – Setting the Positions of The Guides



To mark out the canvas, navigate to **View>Guides>New Guide Layout** which opens the dialogue box. Choose a colour to show the guidelines (click on the swatch to change from proposed colour). Make sure the **Columns** box is ticked and the **Number** is set to '3'. In the **Gutter** setting, make this measurement '1 inch' (the gutter is the vertical space between the rows). As the triptych is displaying horizontally, ensure the

Rows box is 'unticked'. The **Margin** box should also be ticked, and all the 4 boxes should have 1-inch as per as the respective margin sizes. The settings in this step are corresponding with the example sizes in Step 1 and can be changed to suit alternative design layouts.

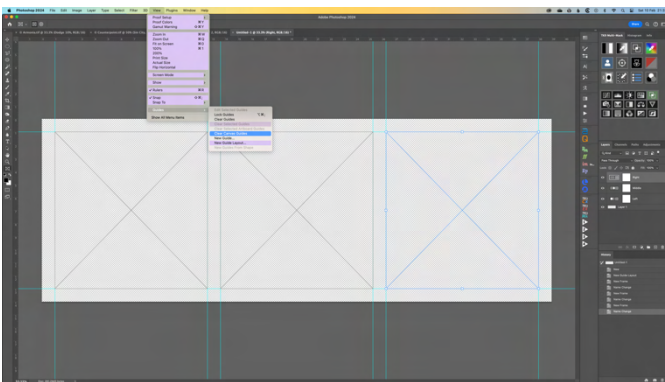
Step 3 – Marking Out the Frame Positions



At this point, select the **Frame Tool** (may initially show 3 dots on the tool bar but will change to a frame icon when clicked). Place the mouse at the top left-hand corner of the first blue box, then left click and hold whilst dragging out a box outline to exactly cover the blue outline of the first box. On letting of the mouse button, a box with an X should now be displayed on the canvas. At the same time a new layer is added and is named Frame 1 as default.

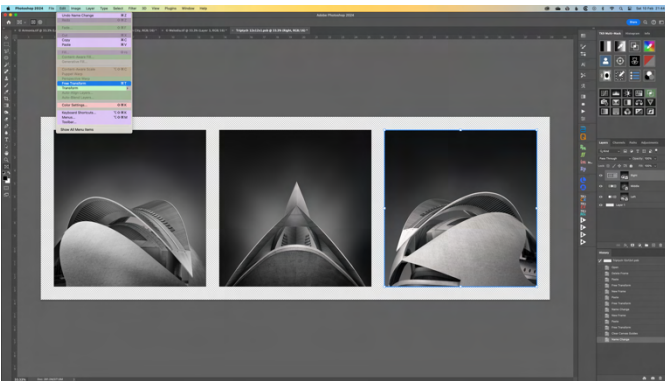
Double left click on the layer name and change the layer name to 'Left'.

Step 4 – Clearing the Guides



Repeat the previous step for marking out the middle and right boxes and rename these layers 'Middle' and 'Right' respectively. The guidelines are now no longer required and can be removed from the canvas by navigating to **View>Guides>Clear Canvas Guides**.

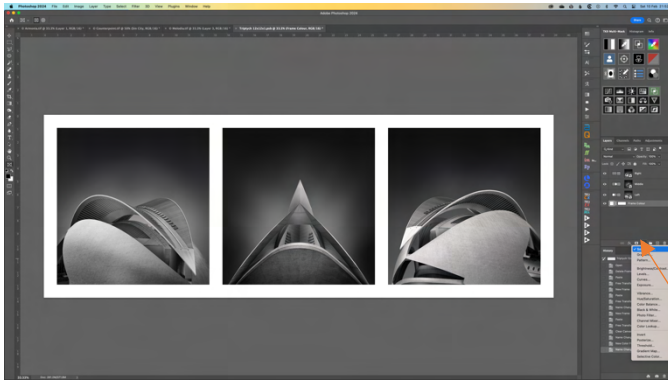
Step 5 – Adding Images to the Frames



Open in Photoshop, the images that are to be added to the triptych. To add an image to the left frame, copy the image, then stand on the 'Left' layer and then past the image into the frame. If the image is too large for the frame then it can either be reduced in size or the image moved around inside the frame to suit the design. This can be achieved using the **Free Transform** tool by navigating to **Edit>Free Transform** or by using the keyboard shortcut

Command + T (Mac) / Ctrl + T (Win). To insert the other images, copy and paste them into the triptych by standing on the corresponding layer.

Step 6 – Adding Colour to the Background

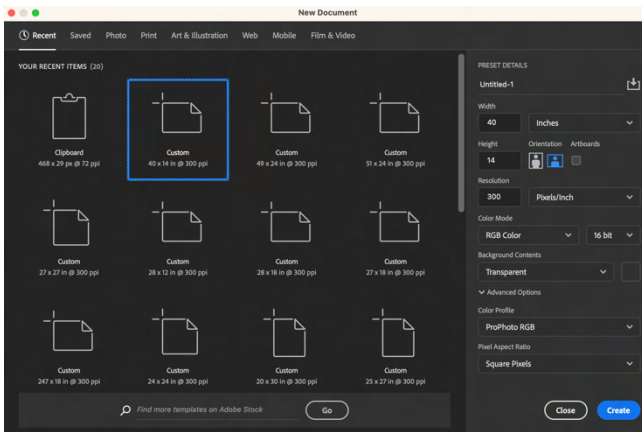


The final step is to apply a colour to the background to complete the framing process. Stand on the bottom layer then go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. Alternatively go the **Create new fill or adjustment layer** and from the pop-up menu select 'Solid Color'. A colour

picker box will now open enabling a colour to be selected. When a colour has been chosen, click on the OK button to close the dialogue box. The bottom layer's name is automatically changed to 'Color Fill 1'. Rename this layer 'Frame Colour'. Further changes to the frame colour can be made by click on the layer icon (not the mask) to open the Colour Picker again.

Creating a Triptych Using a Single Image

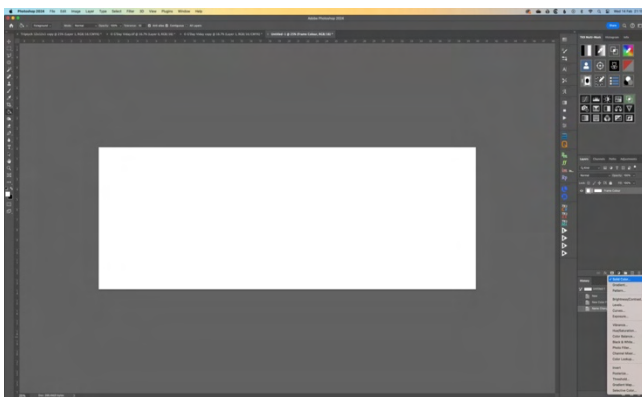
Step 1 – Defining the Canvas Size and Other Settings



Navigate to **File>New** to open the New Document dialogue box. To set the canvas dimensions, decide what size the 3 images will be in the triptych. Then decide what the gap between the 3 images will be and then what size the border around the images will be used. For example, inserting 3 images measuring 12 x 12 inches with a 1-inch gap between the images and 1 inch border around the images will make the canvas size 40 inches in width and 14 inches in height.

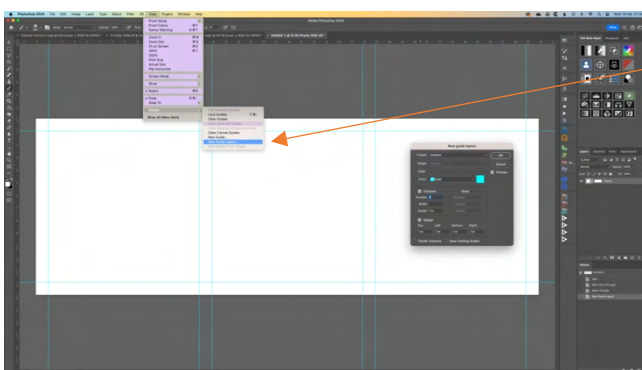
Change the **Resolution** to '300' and the **Color Mode** to 'RGB Color' and in the adjoining box ensure '16 bit' is selected. In the **Background Contents** drop down menu, select 'Transparent' and in the **Color Profile** menu in the Advanced Options section, select the colour profile relative to your normal Photoshop settings.

Step 2 – Add a Solid Colour to the Canvas



Click on the Create New Fill or Adjustment Layer icon and select **Solid Color** then choose a preferred colour. Alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. When a colour has been selected close the Colour Picker dialogue box by clicking the OK button. Rename this layer 'Frame'.

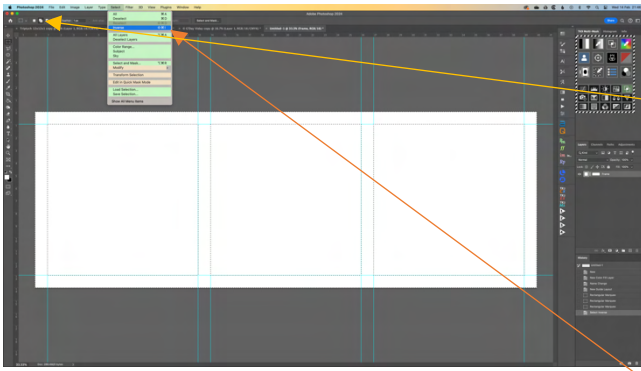
Step 3 – Setting the Positions of The Guides



To mark out the canvas, navigate to **View>Guides>New Guide Layout** which opens the dialogue box. Choose a colour to show the guidelines (click on the swatch to change from proposed colour). Make sure the **Columns** box is ticked and the **Number** is set to '3'. In the **Gutter** setting, make this measurement '1 inch' (the gutter is the vertical space between the rows). As the triptych is displaying horizontally, ensure the **Rows** box is 'unticked'. The **Margin** box

should also be ticked, and all the 4 boxes should have 1-inch as per as the respective margin sizes. The settings in this step are corresponding with the example sizes in Step 1 and can be changed to suit alternative design layouts.

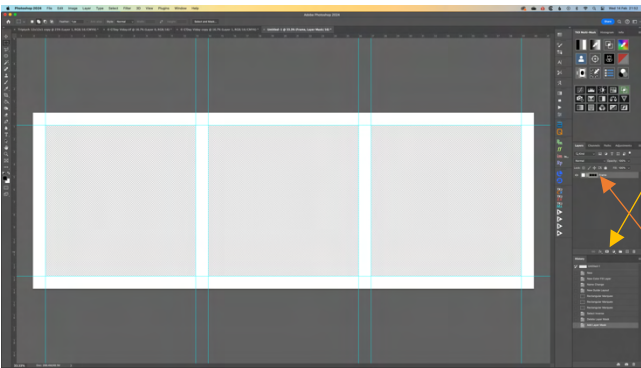
Step 4 – Create a Selection for the Canvas Frame



Select the **Rectangular Marquee** tool and then in the horizontal tool bar click on the **Add to selection** icon to activate this option (this enables more than one selection to be made active). Go to the top left-hand corner of the first large square and click and hold the left mouse button and pull down towards the diagonally opposite corner to mark out a selection of the large square. Repeat the previous step to mark out the middle and right-hand side squares to

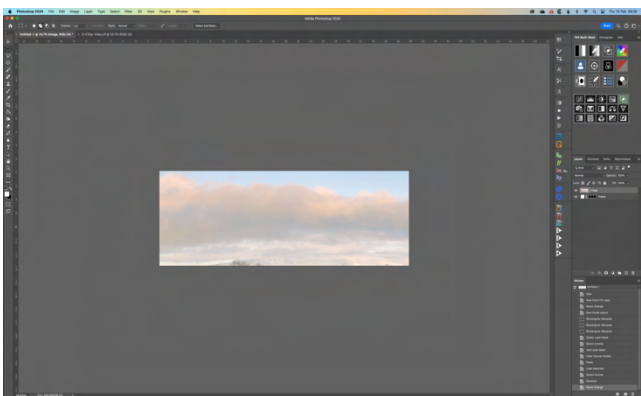
have all 3 squares active. The selection should now be inverted by navigating to **Select>Inverse** or by using the keyboard shortcut **Command + Shift + I** (Mac) / **Ctrl + Shift + I** (Win) (the marching ants should now be displaying around the edge of the canvas and around the edge of the 3 squares).

Step 5 – Replace the Frame Layer Mask



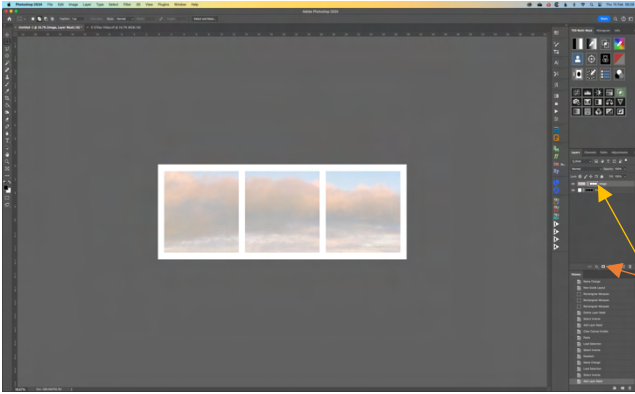
Select the white layer mask that is attached to the 'Frame' layer and press the **Delete** key to remove it from the layer. Click on the **Layer Mask** icon to add a new mask based on the active selection. The canvas now has blank pixels occupying the 3 large squares and the 'Frame' layer mask now shows these squares blacked out. Navigate to **View>Guides>Clear Canvas Guides** remove the guides from the canvas.

Step 6 – Add Image to Triptych Canvas



Open the image in Photoshop that will be used within the triptych. Use the keyboard shortcut **Command + A** (Mac) / **Ctrl + A** (Win) to highlight the whole image then **Command + C** (Mac) / **Ctrl + C** (Win) to copy the image. Go to the triptych file and use the keyboard shortcut **Command + V** (Mac) / **Ctrl + V** (Win) to paste a copy of the image (at this point the image should now be sitting at the top of the stack and covering the frame layer underneath). Rename this layer 'Image'.

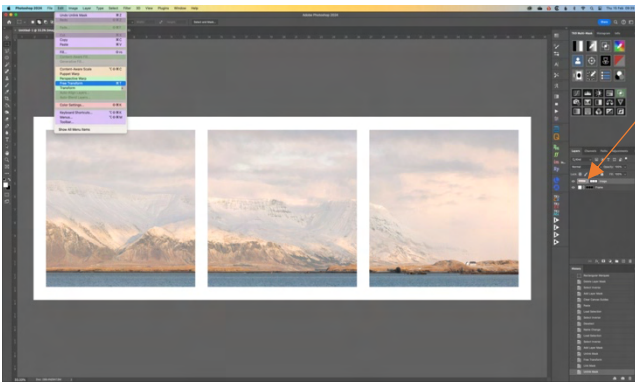
Step 7 – Masking in the Triptych Frame



Hold the **Command** key (Mac) / **Ctrl** (Win) and left click the mouse the 'Frame' layer mask to make the selection active. The selection should now be inverted by navigating to **Select>Inverse** or by using the keyboard shortcut **Command + Shift + I** (Mac) / **Ctrl + Shift + I** (Win). Stand on the 'Image' layer, then add a layer mask for the active selection by clicking on the layer mask icon. (the mask on this layer will be a black frame with 3 white squares, the opposite of the mask underneath). At this point the image should now

be sitting within the 3 frames and the frame will also be visible.

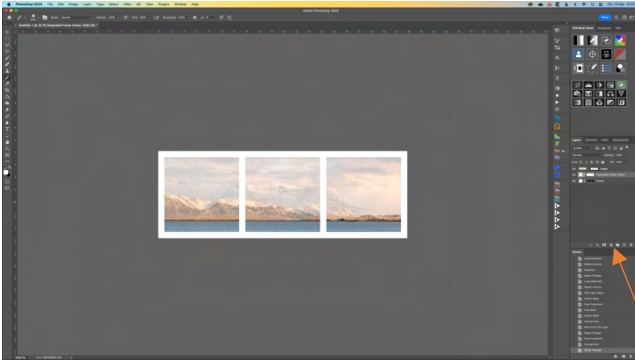
Step 8 – Adjusting the Image Position



To adjust the position and size of the image, click on the link icon between the 'Frame' pixel layer and the layer mask. (this is to leave the position of the frame intact whilst adjusting the image). Navigate to **Edit>Free Transform** or use the keyboard shortcut **Command + T** (Mac) / **Ctrl + T** (Win) to bring up the transform control points (blue rectangular box with 8 white squares positioned around it) to scale and reposition the image to suit. When the adjustment is complete,

then press the **Enter** key or click on the \checkmark (tick) symbol on the horizontal tool bar to confirm the adjustment. The colour of the frame can be adjusted by clicking on the swatch on the 'Frame' layer which opens a 'Color Picker' dialogue box to make the colour change as required.

Step 9 – Expanding the Canvas and Adding Colour (Optional)

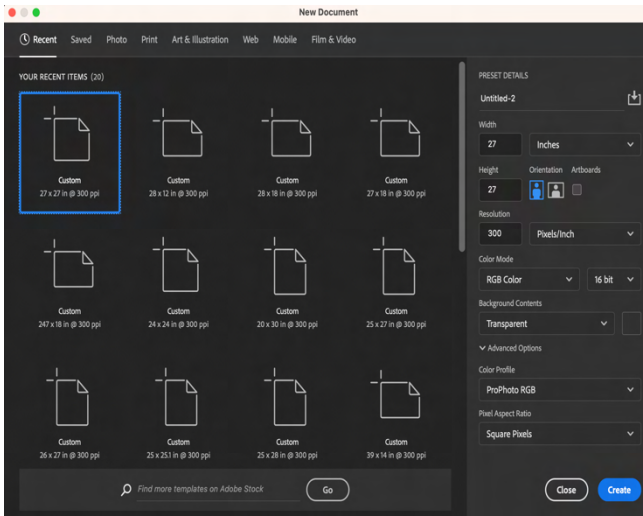


The canvas size can further be adjusted by standing on the 'Frame' layer and navigating to **Image>Canvas Size** or using the keyboard shortcut **Command + Option + C** (Mac) / **Ctrl + Alt + C** (Win). At this point the Canvas Size dialogue box opens. Ensure the **Relative** box is ticked as this enable you to specify the size of border you want to apply based on the value you wish to use (e.g. Inches, Centimeters, Pixels etc). Also ensure the **Anchor** is displaying all 8 arrows (up, down, left, right and four corners). To select the colour of the border, open the drop-down **Canvas Extension Color** selection box. Choose Black, White, Gray or Other (selecting 'Other' opens a Color Picker swatch dialogue box), then click the OK to add the border. The canvas size can be increased or decreased if required by using the same method in Step 1. To decrease the border, use a negative (-) in front of the value being used. (This step can be omitted if the image will be displayed without a border around it against a backdrop).

If the canvas size has increased, then the new canvas will contain blank pixels. To add colour, click on the Create New Fill or Adjustment Layer icon and select **Solid Color** then choose a preferred colour. Alternatively, go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. (this places a new layer above the 'Frame' layer). Rename this new layer 'Expanded Frame Colour'.

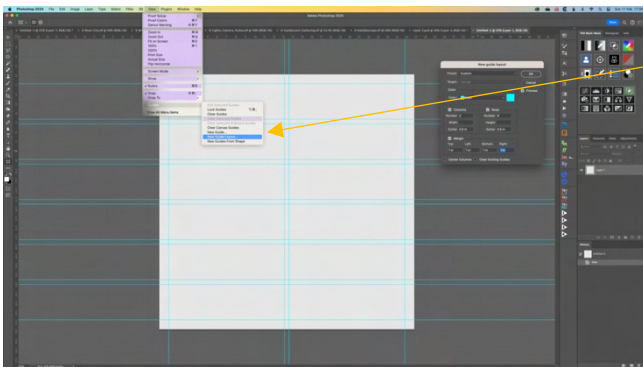
Creating a Collage

Step 1 – Defining the Canvas Size and Other Settings



Navigate to **File>New** to open the New Document dialogue box. In this example, a canvas 27 inches by 27 inches will be used to create a collage of 5 images consisting of 2 columns. One column will have 2 square images stacked vertically and the other column with have 3 rectangular images stacked vertically. Change the **Resolution** to '300' and the **Color Mode** to 'RGB Color' and in the adjoining box ensure '16 bit' is selected. In the **Background Contents** drop down menu, select 'Transparent' and in the **Color Profile** menu in the Advanced Options section, select the colour profile relative to your normal Photoshop settings.

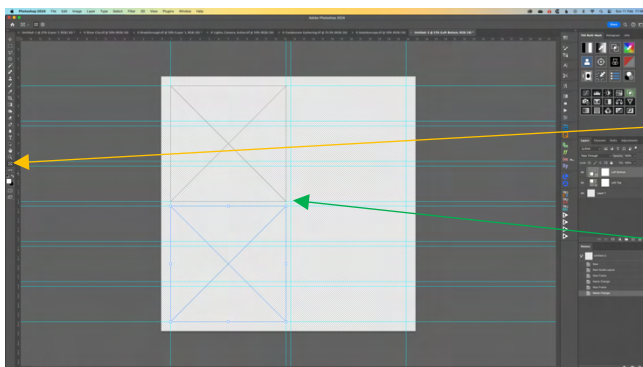
Step 2 – Setting the Positions of The Guides



To mark out the canvas, navigate to **View>Guides>New Guide Layout** which opens the dialogue box. Choose a colour to show the guidelines (click on the swatch to change from proposed colour). Make sure the **Columns** box is ticked and the **Number** is set to '2' and choose a **Gutter** size for the space between the columns (this example is 0.5 inches). The **Rows** box should also be ticked, and the **Number** set to '6' and choose a **Gutter** size for the space between

the rows (this example is 0.5 inches). Ensure the **Margin** box is ticked and specify the margins around the edges of the collage. Click the OK button to confirm the settings which then closes the 'New guide layout' dialogue box.

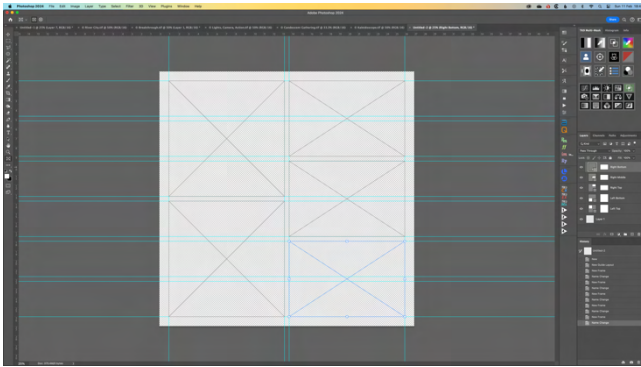
Step 3 – Marking Out the Frame Positions on First Column



At this point, select the **Frame Tool** (may initially show 3 dots on the tool bar but will change to a frame icon when clicked). Place the mouse at the top left-hand corner of the first blue box, then left click and hold whilst dragging out a box outline to cover 3 of the rectangles in the first column. On letting go of the mouse button, there should now be an outline of the selection with a X through it. In the layers section a new layer has now been added (Frame 1).

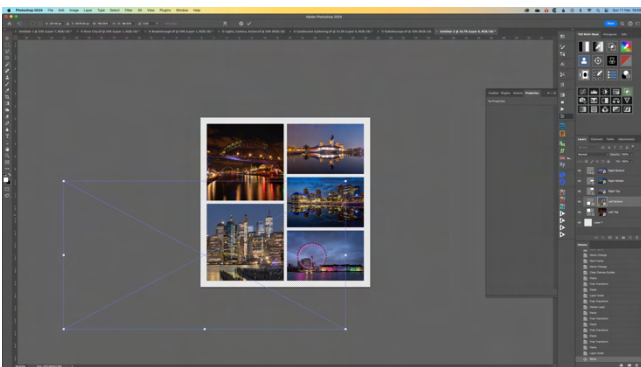
Double click on the layer name and rename this layer 'Left Top'. Draw out another box underneath the first one to cover the remaining 3 rectangles in the left column and rename this layer 'Left Bottom'.

Step 4 – Marking Out the Frame Positions on Second Column



On the right-hand column, draw out three selections with each of the selections encompassing 2 rectangles and name these 'Right Top', 'Right Middle' and 'Right Bottom' respectively. With all the selections now marked out, clear the guides by navigating to **View>Guides>Clear Canvas Guides**. The collage can now be populated using the 5 frames that are now in place.

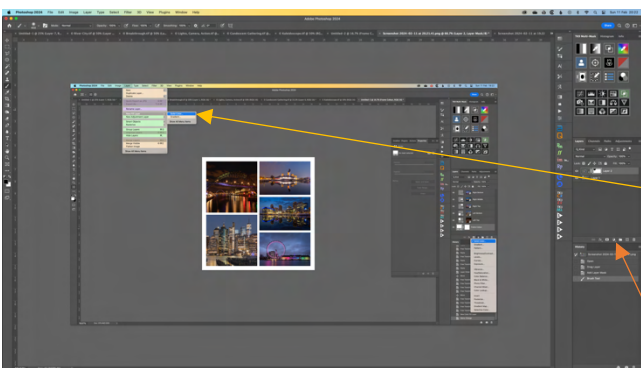
Step 5 – Adding Images to the Frames



Open in Photoshop, the 5 images you want to display in the collage. Copy the first image, then click on the collage frame where it is to be added then paste the image in. To adjust the image then left click the mouse on the frame thumbnail (the small picture on the layer) and then left click and hold to drag the image about to reposition it. To resize the image, navigate to **Edit>Free Transform** tool or use the keyboard shortcut

Command + T (Mac) / **Ctrl + T** (Win). To verify the frame has been selected correctly when selecting the Free Transform tool the frame will have the coloured outline with the X displaying through it. If there is only a coloured outline with no cross showing, then frame position icon (the one on the left of the layer) has been incorrectly selected. To confirm final position and/or resizing press the Enter key or click on the ✓ (tick symbol) along the horizontal tool bar.

Step 6 – Adding Colour to the Background



The final step is to apply a colour to the background to complete the framing process. Stand on the bottom layer then go to the menu bar across the top of the workspace and navigate to **Layer>New Fill Layer>Solid Color**. Click the OK button on the pop-up dialogue box, then choose a colour from the Color Picker dialogue box. Alternatively go the **Create new fill or adjustment layer** icon and from the pop-up menu select 'Solid Color'. A colour picker box will

now open enabling a colour to be selected. When a colour has been chosen, click on the OK button to close the dialogue box. The bottom layer's name is automatically changed to 'Color Fill 1'. Rename this layer 'Frame Colour'. Further changes to the frame colour can be made by click on the layer icon (not the mask) to open the Colour Picker again.