

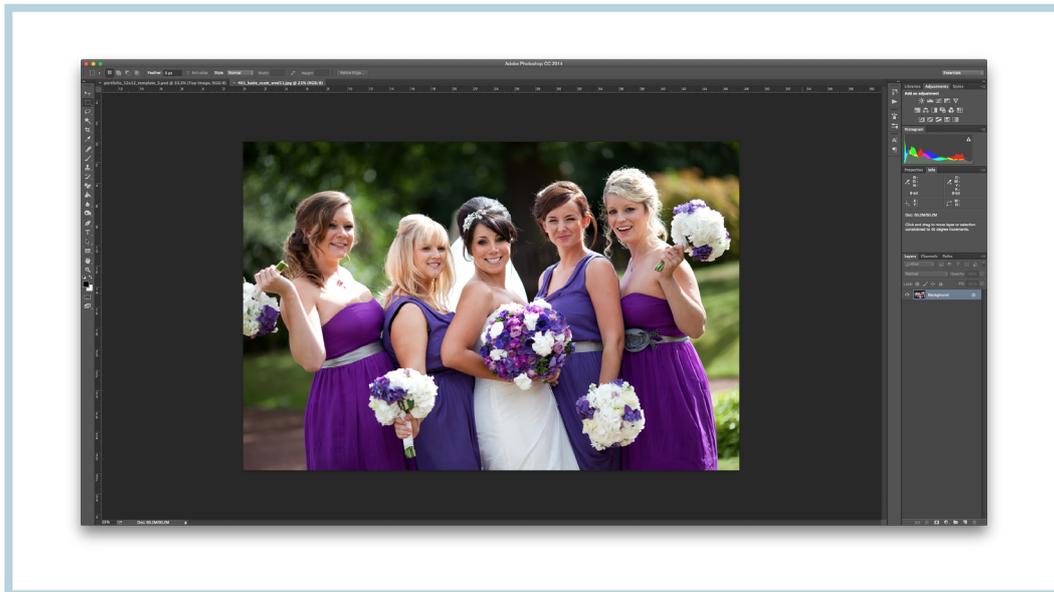
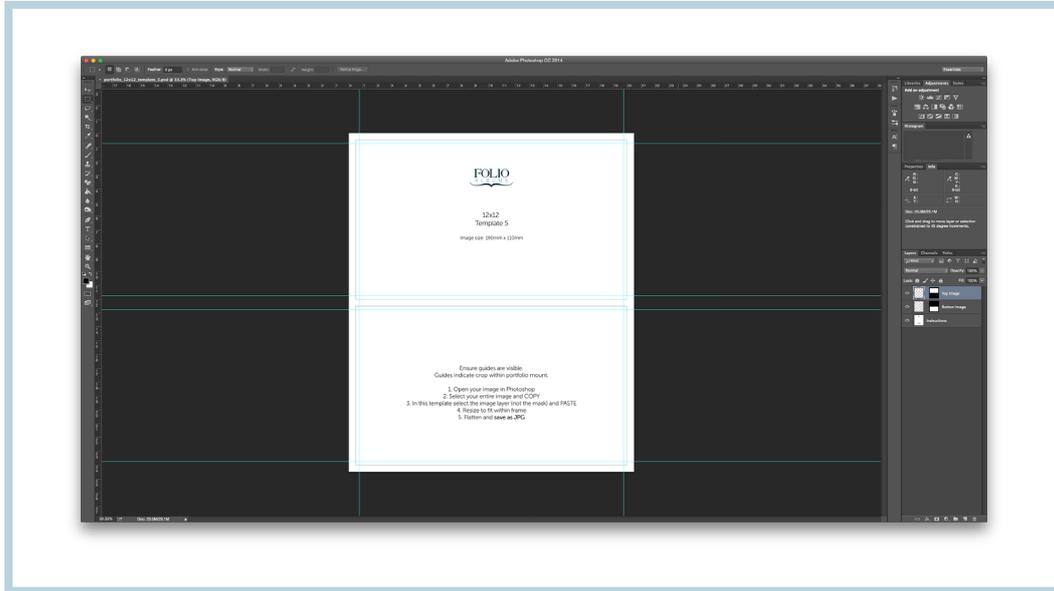


HOW TO GUIDE

Portfolio Guide

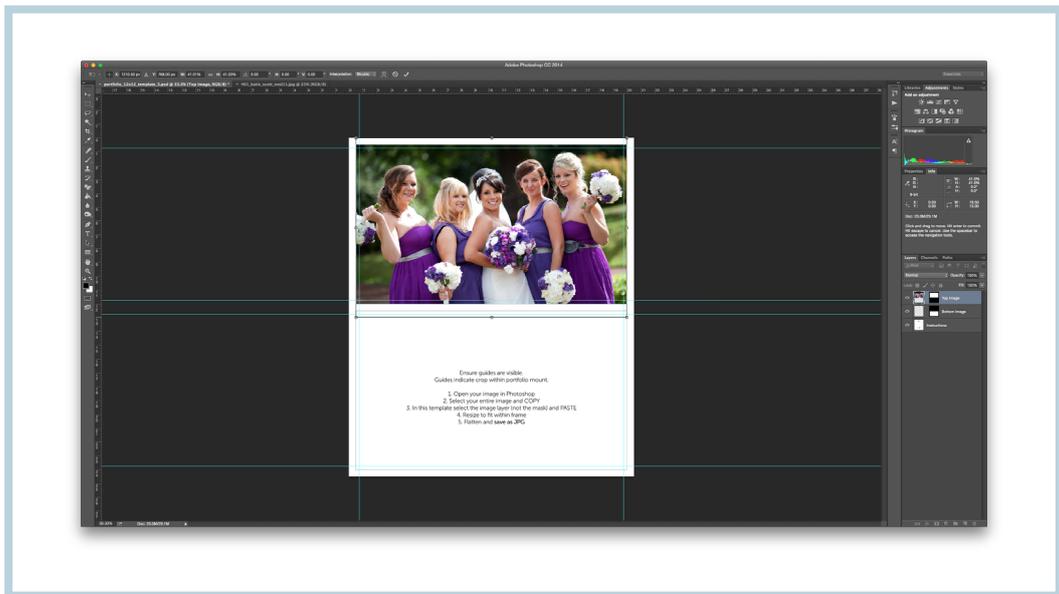
Open in Photoshop the portfolio template you would like to use (templates can be found at the following link: <http://www.folioalbums.com/support/>).

Next, open the first image you would like to place in the template into a new Photoshop document.



Select the image (Select > All) then copy it (Edit > Copy).

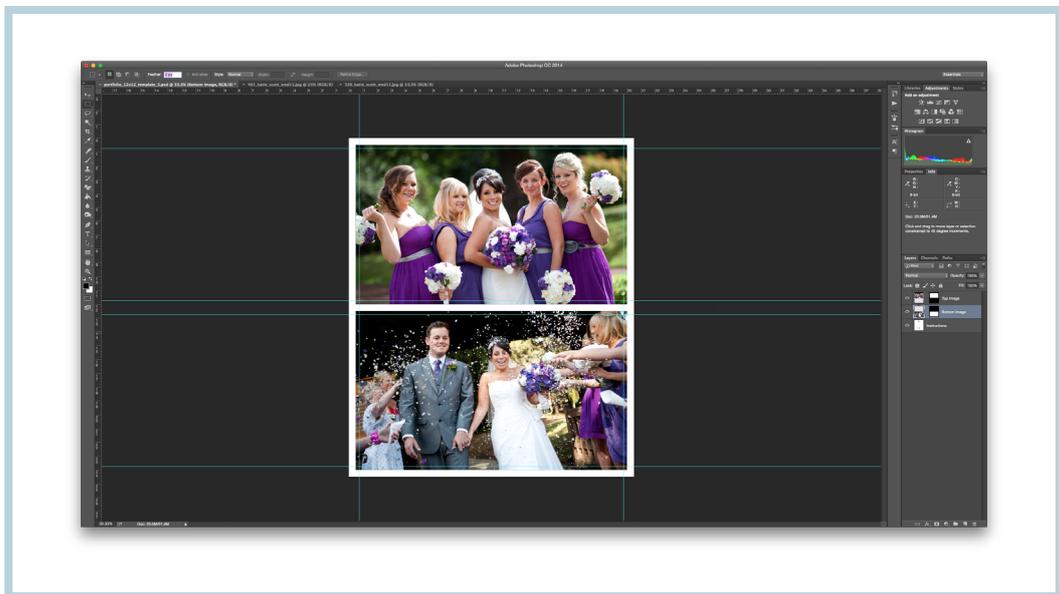
Open the template tab and make sure either the left, right, top or bottom layer is Selected depending on which template was chosen and which position you would like this image to be. Once the appropriate layer is highlighted paste the image onto the layer (Edit > Paste)



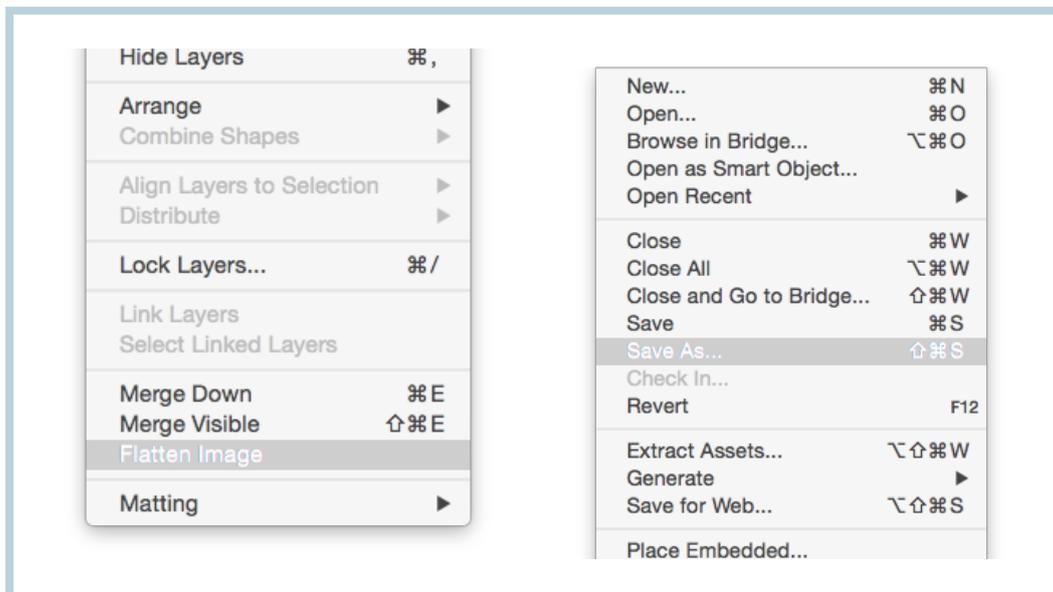
To resize the image to fit within the bounding box transform the image and hold the Shift button down to constrain the proportions of the image (**Edit > Transform**).

The image must go past the blue guides right to the solid black lines.

Once you are happy with the first image open up the second image in a new Photoshop tab (if the template selected allows for two images). Repeat the steps taken with the first image by copying and pasting the image except this time make sure the second layer is selected.



When you are happy with the position of both images Flatten the image (**Layer > Flatten Image**). Your template is now ready to be saved as a JPEG.



Once you have placed your order via the shop on the website you will be taken to the page where you can then upload your files. On this page there will be an upload box where you can either manually select your files or drag and drop your files into the box.

When all the files have reached 100% and the words 'your file has been uploaded!' appear next to each file then they will have been received by us.

<http://www.folioalbums.com/shop/>



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