

EDITING INSTRUCTIONS FOR CSW TEMPLATES

1. Open CSW template (.psd file)
2. Locate the two editable sections in the layers panel (If the layers panel is not visible, go to Window>Layers to make the layers panel visible.) They will be named “*EDITABLE* quote here” and “*EDITABLE* image circle.”
3. Double click on the “T” in the layer named “*EDITABLE* quote here” (at right, see green circle) to highlight the text in the art. Once highlighted, you can add in your own text and scale as needed.
4. Open the image you wish to use in editable circle by dragging it into the CSW photoshop document or by going to File>Open then dragging that image from the layers panel into the CSW photoshop document.
5. Click once on the arrow next to the folder named “*EDITABLE* image circle” to expand the view of that folders layers (at right, see yellow circle)
6. Once in that folder, you will see three layers (at right, see red circle). The top layer, in red, is the placeholder image. You will drag your image layer **below** this layer. *Note: you will not see your image until you turn the red layer off by clicking the eye next to the layer in red.*
7. Drag your image so it is positioned on/near the circle you are “clipping” your image into. Once your image is close, turn off the red placeholder image layer by clicking on the eye (see pink circle).
8. Drag your image so that it is placed in the circle, and resize as necessary.

