

# Organize Your Scrapbook Layout

Using the Paint Shop Xtras – Scrapbooking Edition series of CDs you can quickly and easily make your own scrapbook album pages by dragging and dropping your photos into one of the hundreds of layouts. Once you drop your photos into the layout though, you'll want to rename your layers, to make sure you know what each layer contains. With this tutorial we'll teach you how to organize your scrapbook layout, to make creating your layout easier than ever.



## What you'll need:

- Two digital photos
- Jasc® Paint Shop™ Pro®
- FREE sample scrapbook page or page created in the *Insert Photos into Scrapbooking Templates* tutorial.

## When you complete this tutorial you'll be able to:

- Rename layers on the Layer palette

## The Digital Scrapbooking Basics series includes:

- Tutorial 1: Insert Photos into Scrapbooking Templates
- Tutorial 2: Organize Your Scrapbook Layout
- Tutorial 3: Reposition Photo Layers in a Scrapbook Layout
- Tutorial 4: Resize Photos within a Scrapbook Layout
- Tutorial 5: Rotate Photos within a Scrapbook Layout
- Tutorial 6: Arrange Embellishments within a Scrapbook Layout
- Tutorial 7: Add Captions and Journaling to a Scrapbooking Template
- Tutorial 8: Change Background and Layer Colors in a Scrapbooking Template
- Tutorial 9: Add Drop Shadows to Text or Embellishments in a Scrapbook Layout
- Tutorial 10: Resize a Scrapbook Template to Fit Your Album

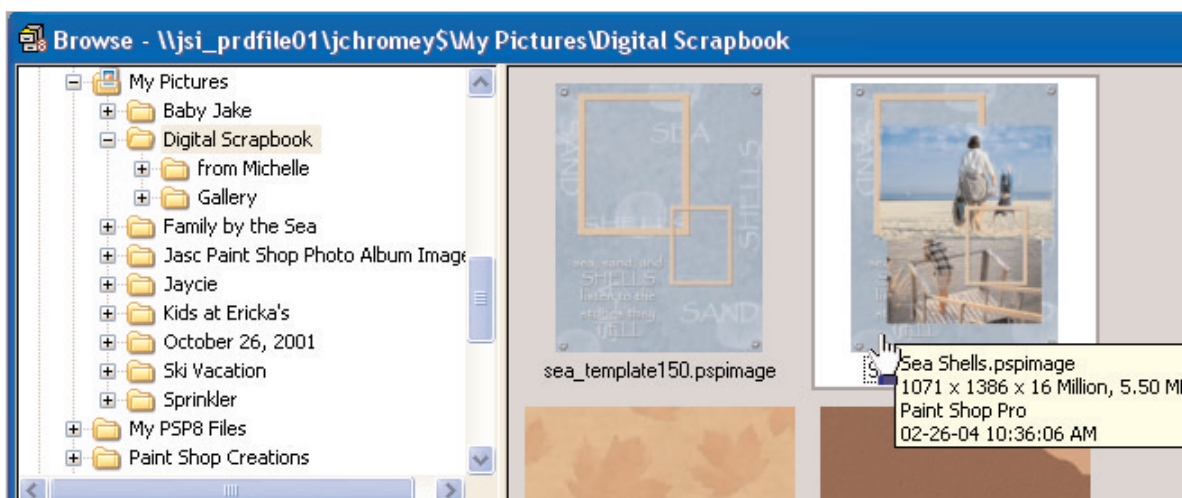
# Open the Template & Add Photos

1. Choose **Start > Programs > Jasc Software > Jasc Paint Shop Pro** or double click the Paint Shop Pro icon on your desktop.



**Note:** Once you have downloaded the scrapbook page from the Jasc.com Learning Center, make sure to unzip the file and save the template to your hard drive.

2. Choose **File > Browse**, to open the Paint Shop Pro Browser. Use the Browser to navigate to your desktop, or the folder where you stored your scrapbooking template.



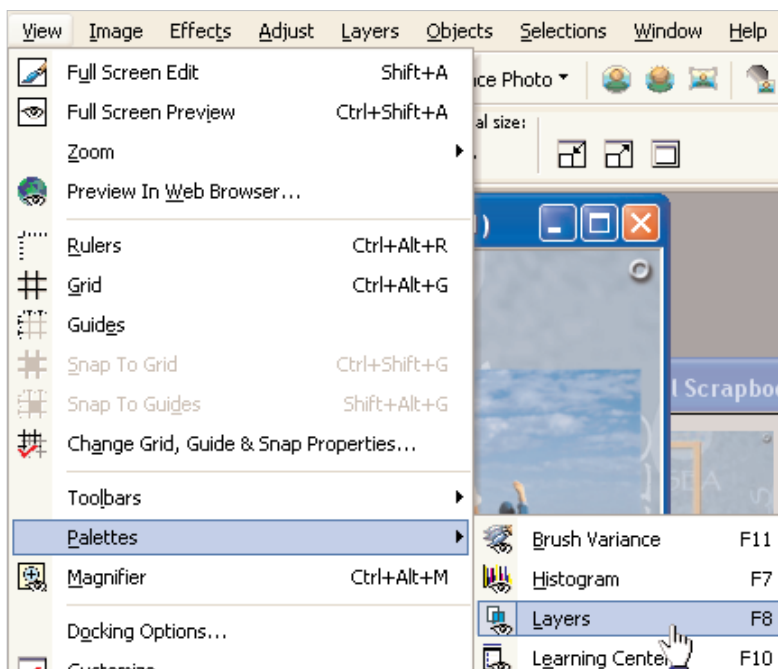
3. Once you locate the template, double-click it to open in Paint Shop Pro.

4. If you haven't already added photos to the template, do so now following the instructions in *Insert Photos into Scrapbooking Templates*.

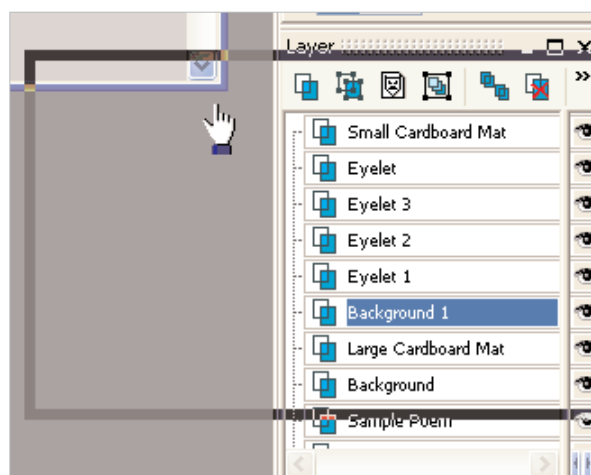


# Open the Layer Palette

5. If the Layer palette isn't displayed, choose **View > Palettes > Layers** to display it.

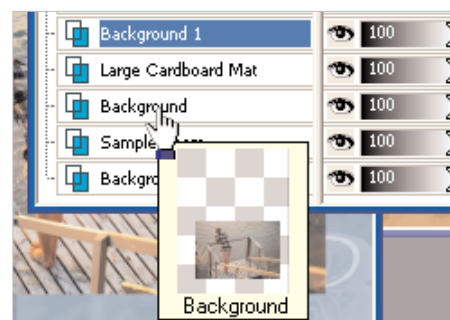


6. This tutorial is showing the Layer palette undocked. If you want to undock your Layer palette, click near the word **Layer** and drag the palette onto your workspace.

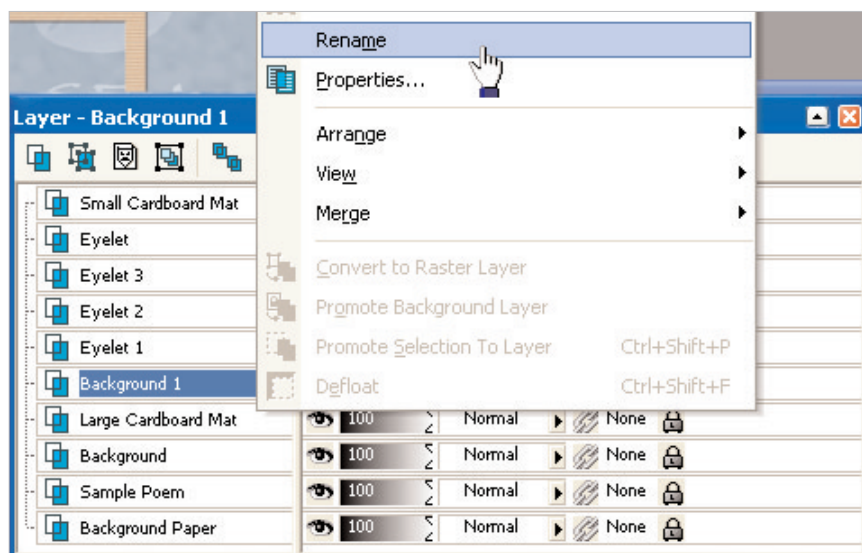


# Rename Layers

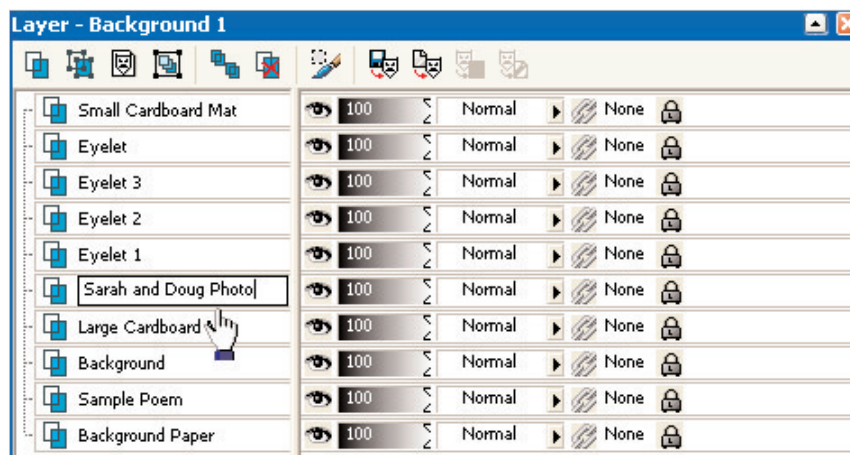
7. To see what each layer contains, mouseover the layer name and a small thumbnail will display showing you what's in the layer.



8. Once you've taken a look at what each layer contains, choose which layers you want to rename. For this example we're going to rename the photo layers. Right-click the layer that needs to be renamed and choose **Rename**.



9. Now just type in a new name for the layer and press **Enter** when you're done. It's really that easy. Now when you need to adjust the layers and move things around, you'll know what each layer contains without having to look.



## Next Steps:

Creating a scrapbook page that's uniquely you, using the **Paint Shop Xtras – Scrapbooking Edition** CDs is not only easy, with your layer organization skills it's quick too!

For more in-depth information on creating a digital scrapbook, you can read *Capture Memories with Digital Scrapbook Pages* or read through tutorial #3 in the Digital Scrapbooking Basics series, *Reposition Photo Layers in a Scrapbook Layout*.

