



How to insert an image into your template

1. Open up your card template of choice in Photoshop.
2. Activate the "Image Layer" in the Layers Window by clicking on it.
3. Open the image you want to use with the card.
4. Drag that image over to the layered card template (or copy and paste it). The image should be located on a layer just above the "Image Area" layer.
5. Go to Layer menu and select "Create Clipping Mask" from the drop down options.
6. Position your image as desired.
7. **IMPORTANT** - Turn off the layer called "Trim Area - Turn Off" before you flatten your file. This can be done by selecting the eyeball icon next to the layer.
8. **OPTIONAL** - Save a layered file version for backup (just in case you need to go back in and make adjustments later).
9. Go to File, Save As and save the file as a jpg in a specific location that you can find the file when you are ready to place your order.
10. Flatten your file, Rename and Save.