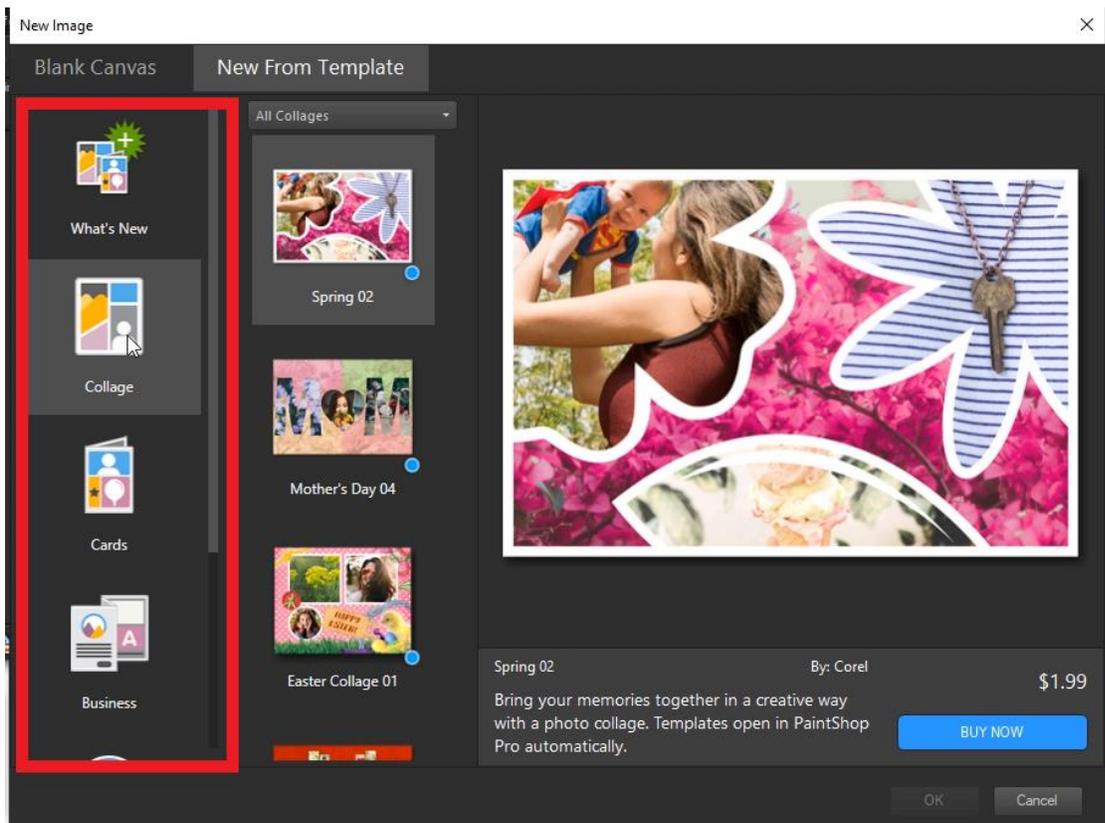# Working with Project Templates

In this tutorial, you'll learn how to use photo templates within PaintShop Pro to save time when editing and creating photo compositions. Photo templates allow you to easily create collages, social media images, greeting cards, brochures, and more!
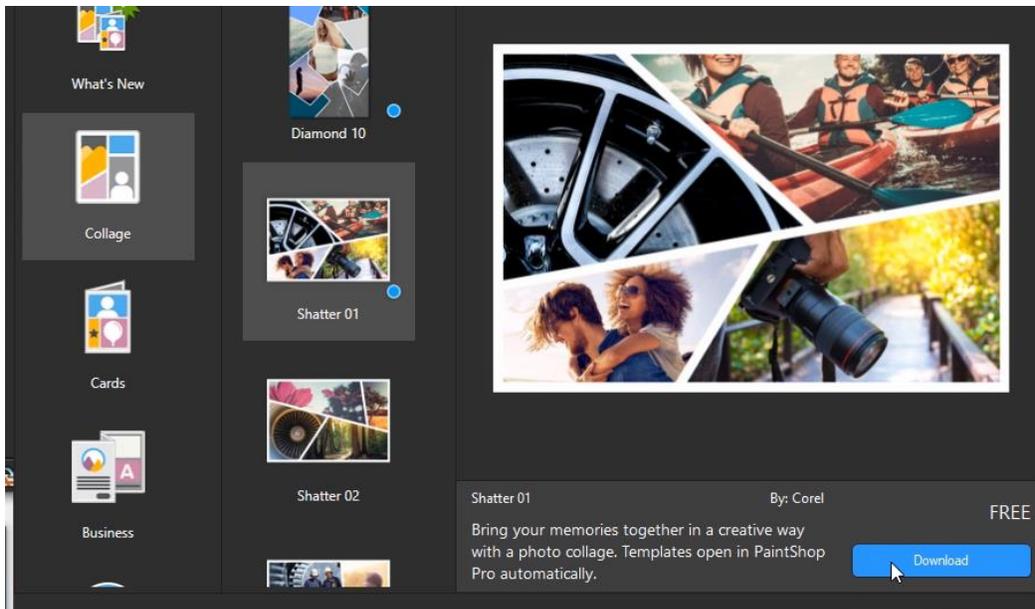
How to Download/Install Project Templates

To access photo templates, click on **File > New from Template**. There are different categories of templates available: Collage, Cards, Business, Social Media and Other. These templates can be used over and over again once installed.
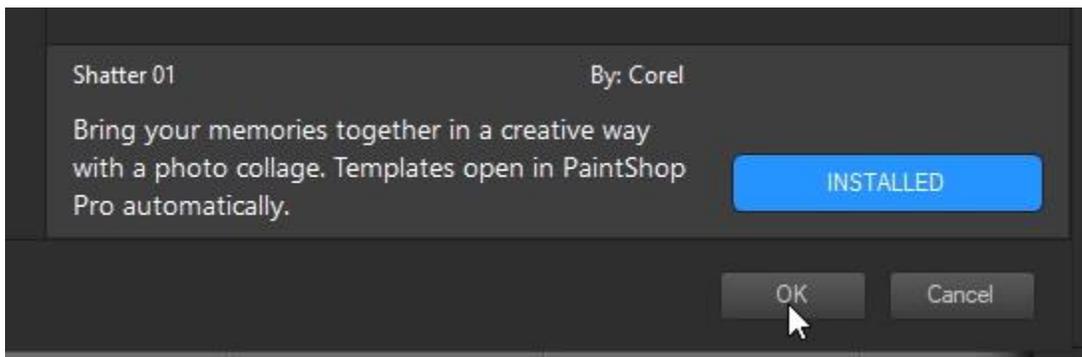

Click on one of the categories such as **Collage** and you can scroll through the selection of premium photo templates that are available to purchase or to download for free.

- If you choose to purchase one, click **Buy Now** then follow the payment prompts. Upon completion, your new purchased template will open in PaintShop Pro instantly without having to restart.

- If you choose to use a free template, simply click on the blue **Download** button.
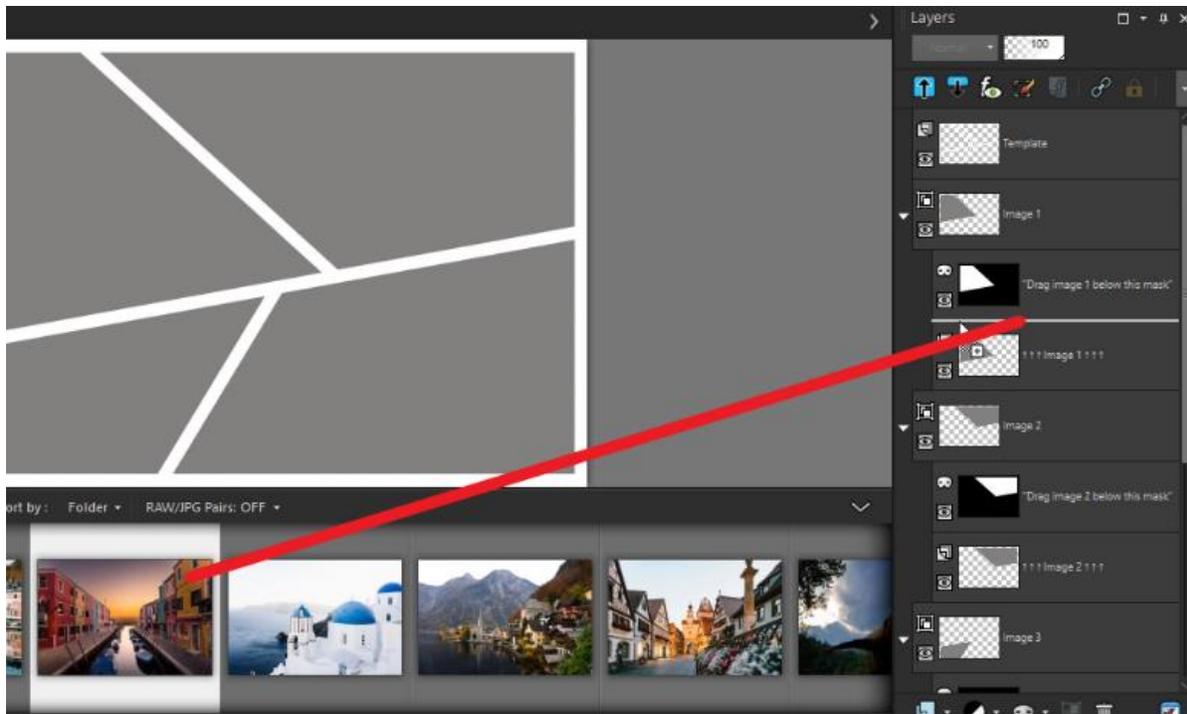
PaintShop Pro will download the template automatically and when complete, the blue button will change to say **Installed**. Click **OK** to open the template.

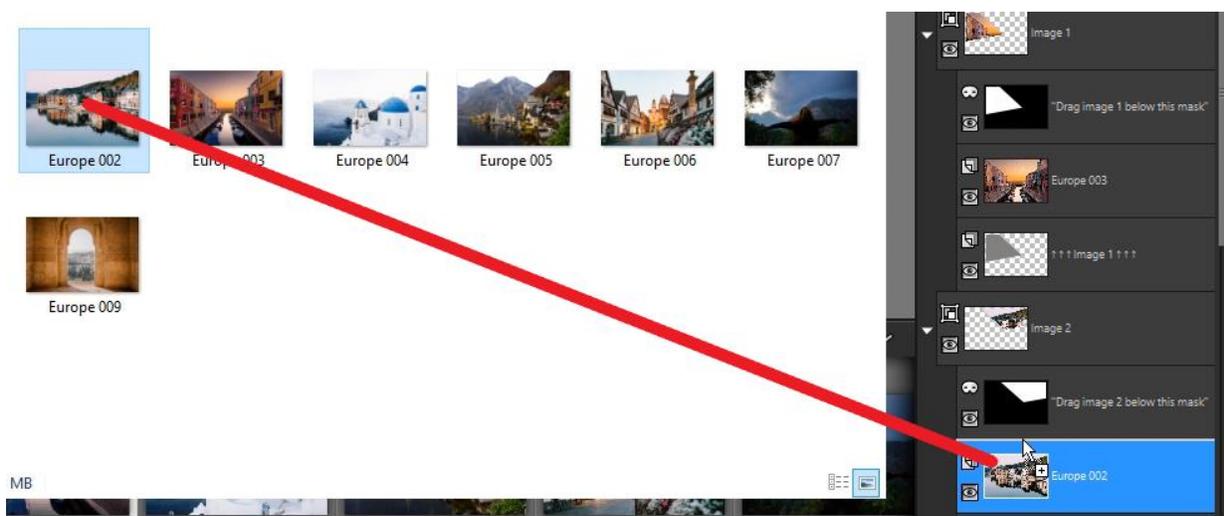## How to Add Photos or Images to Templates

There are a few different ways to add your photos to the collage. First, make sure you have the **Layers** palette open by going to **Palettes > Layers**. You may want to open the **Organizer** palette as well.

1. To add a photo from the **Organizer** palette:
   - Browse to the photos you want to use from the **Navigation** icon of the **Organizer** palette.
   - Drag the photo from the **Organizer** palette onto the **Layers** palette directly below where it says, "**Drag image 1 below this mask**".

2. To add a photo from an open folder on your computer:
   - Drag and drop the photo from your computer folder into the **Layers** palette directly below the layer labelled "**Drag Image 2 below this mask**".
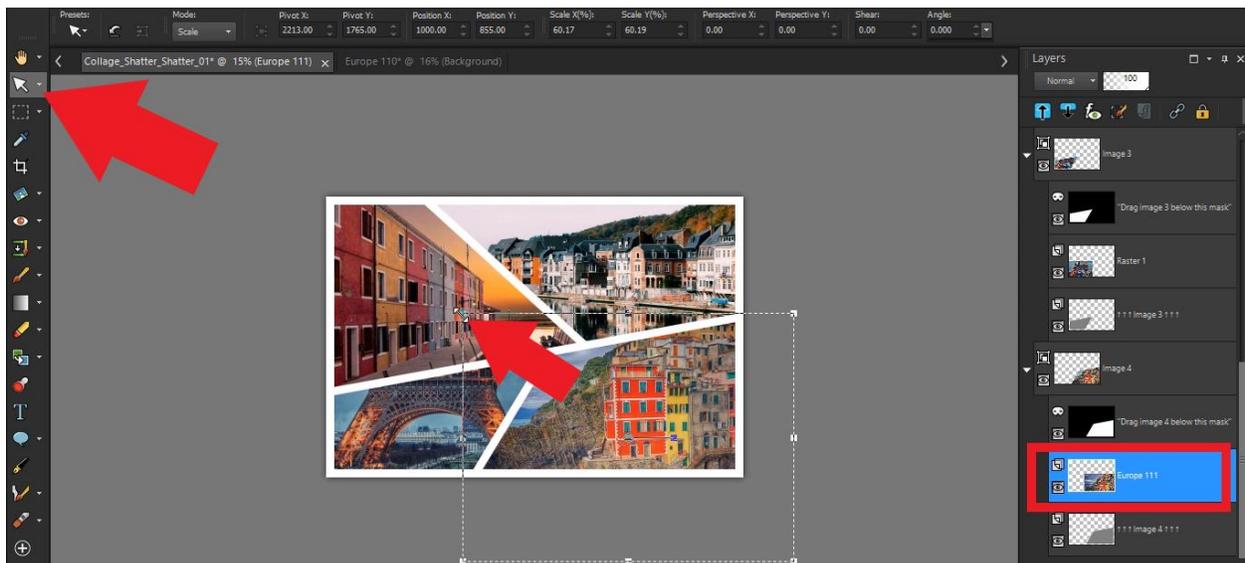

3. To add a photo that is already open in PaintShop Pro:
   - Click on **CTRL + C** to copy the photo, then switch to your project template.
   - In the **Layers** palette, select the layer under the mask where you want to paste it.
   - Click **CTRL + V** to paste the image and it will be pasted in the right hierarchy and you won't need to drag it up or down in the **Layers** palette.

How to Resize and Reposition Images within Project Templates

The beauty of these templates is that the masks on each layer will prevent any of your photos from overlapping, which is particularly useful for collages or other templates that have irregular shapes for the photo openings. Each photo can be adjusted within the mask area to resize, reposition or rotate.

- Select the **Pick** tool on the left and on the Property Bar, make sure you are using the **Scale** mode.
- In the **Layers** palette, select the image layer that is below the mask layer.
- Use the corner handles to resize or rotate the photo.
- Click and drag the circle in the middle of the image to reposition the photo within the frame.
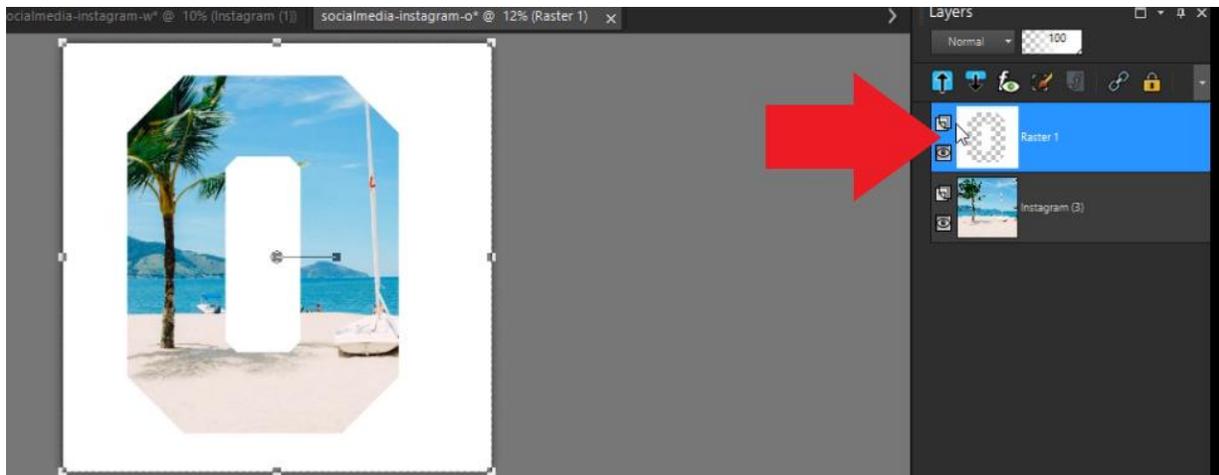

Repeat this for all the photos within your collage or project template.

Social Media Templates

In this second example, we'll use a social media project template for posting pictures on Instagram.

- Click on **File > New from Template**
- Select the **Social Media** category and choose one of the free Instagram templates with a letter mask.
- Click on **Download** and once the blue button says **Installed**, click **OK.**
- Drag the image you want to use onto the **Layers** palette.
- Click and drag the image layer to reorder it so it's on top of the image.
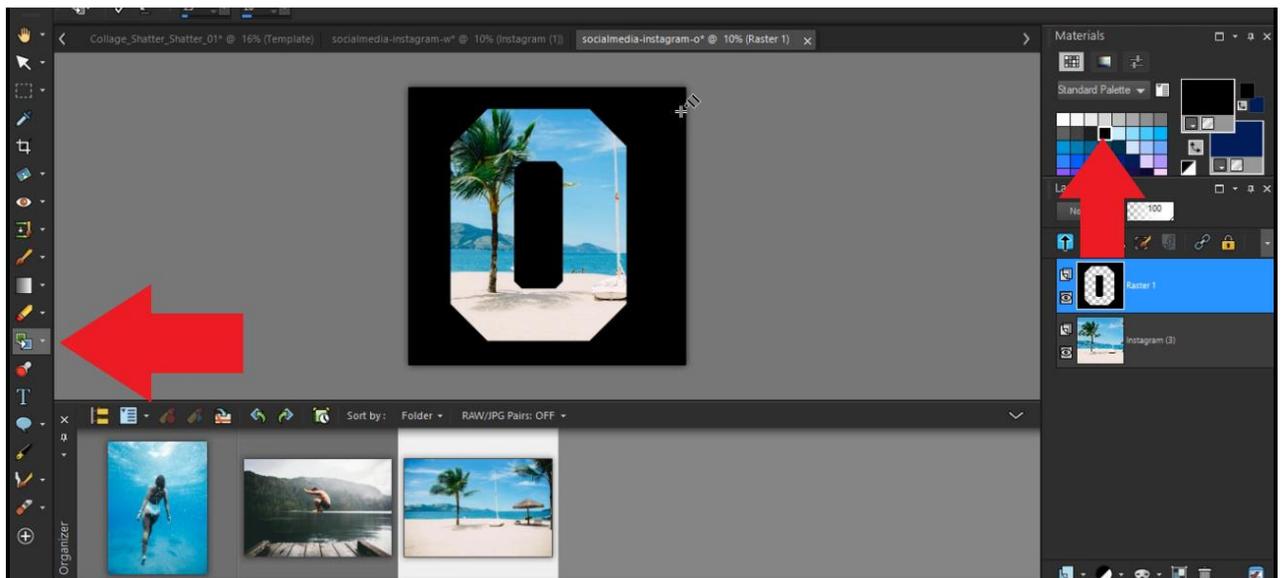
- If necessary, use the **Pick** tool to resize and reposition your photo within the template.

Changing the Color of Template Frames

You can customize any of these templates by changing the color of the frame:

- Activate the **Color Changer** tool on the left toolbar.
- Select a color on the **Materials** palette.
- In the **Layers** palette, select the template frame layer.
- On your image, click on any section of the frame with the **Color Changer** tool and it will be changed to the new color you selected.

Saving your Template Projects

Once you are finished working on your template project, click on **File > Save as**.

- Save the new image as a **.jpg** to send or share online.
- Or save as a **.pspimage** to preserve the layers if you want to make any edits in the future.

Now these images are picture perfect and ready to share on your social media!

mstravelbug34   FOLLOW   ○○○

Sarah Smith   Travel. Friends. Love.

154 posts   763 followers   500 following