HOW TO: MATTE FINISH TEMPLATE

1. Create a new file 13 x 19 inches with a resolution of 300
2. Open the image you want to work (File – Place Embedded). The image should be ABOVE center.
3. Make the Background layer active. Make a new layer above the background layer.
4. Make a border around the image: Select the **Rectangular Marquee** tool and draw a rectangle that is slightly bigger than the image.
5. Press **D** to set the foreground and background colours to default (black/white) then press **X** to switch the colours so that white is the foreground colour.
6. Press ALT + Backspace which will fill the selection with white
7. Press CTRL + D to deselect
8. Take the eye off of the background layer so you can see the result so far
9. Make Layer 1 (the white-filled rectangle) active
10. In the layers panel, click on ***Fx*** and choose **Inner Glow**, change the **Blend Mode to Normal** and the **Default Colour to Black**
11. Change the **size to about 16** andthe **opacity to about 30%. Click OK**
12. Use the text tool to add:
	* {Your Name} Photography
	* *Portfolio Collection*
13. Use the brush tool to add your signature
14. Click on the Move Tool. Align layers horizontally by clicking on the background layer and Shift + Click on Layer 1 then click the **horizontal align button**



Optional: Steps to add a Border

1. Select the Rectangular Marquee tool
2. Select the background layer to make it active.
3. Draw around the *inside* edges of your document. Leave a small amount of space between the selection and the edge of the template.
4. Choose *Select/Modify/Border* and set it to approximately 20px
5. Choose *Layer/New Fill Layer/Colour*. Click OK and select your colour.