

Creating a multi-photo grid using Photoshop Elements

- 1 Create a new 8½ x 11 inch document, **File > New > Blank File**. Make sure your resolution is set to 300.
- 2 Turn on the **Grid, View > Grid**.
- 3 Customize the Grid size, **Photoshop Elements > Preferences > Guides, Grid & Slices**. In the Grid line every field, enter “1” in inches. In the Subdivisions field, enter “8.” Click **OK**. (*Note: in older versions of PSE, this may be under the Edit Menu.*)
- 4 Create a new layer, **Layer > New > Layer**, (or **Ctrl + Shift + N**, or **Cmd + Shift + N on the Mac**) or simply click on the double arrows in the **Layers Palette**, and go to **New Layer**. Name the layer **PHOTO A**.
- 5 Using the **Rectangular Marquee Tool**, you’ll draw your first photo placeholder box. Using the both the rulers and the Grid as your guide, click and drag a 1¾-inch square box. Your box will snap to the grid as you draw. (If not, go to **View > Snap to > Grid**.) Let go, leaving the area selected with “marching ants.”
- 6 Click on the **Paint Bucket Tool**, and click once inside the selected area. (Whatever color you have set in the **Set Foreground Color** tool area will fill the box.) Click away or **Deselect** your layer (**Ctrl + D**, or Macs, **Cmd + D**.) **You must deselect (get rid of the marching ants) prior to the next step.**
- 7 Using the **Move Tool**, hold down the **Alt + Shift** keys (Mac users, **Option + Shift**), click directly on top of the box you just created and drag to the right. You’ll see you’ve made a copy of the PHOTO A layer. Repeat this step two more times until you have four layers with placeholder boxes on them. Using the **Move Tool**, space out the boxes using one of the 8 grid subdivisions as your guide. (*Note: you don’t have to hold the Shift key to make a copy, but it is nice because it will constrain the horizontal or vertical drag.*)
- 8 Next, holding down your **Shift** key, click on all four box layers in the **Layers Palette** (excluding the Background layer), then click the **Link Layers** icon just above the layers. Using the **Move Tool**, click and drag the four boxes to be more centered on the page.)
- 9 Next, duplicate this row of four boxes. With all four layers still linked, use the same key strokes to duplicate the entire row (using the **Move Tool**, hold down the **Alt + Shift** keys (Mac users, **Option + Shift**)). Click and drag down to create a new row of four.

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- 10 The four new layers should all be highlighted in the Layers Palette. Click on the Link Layers icon again, to link the four layers together. (If they are not highlighted, **Shift + Select** the new four layers in the **Layers Palette**, and link them.) Next, repeat the duplication process. You should now have 12 boxes.
- 11 **Shift + Select** all layers except the background and click once on the Link Layers to link, and then one more time to unlink. You don't want these layers linked when placing photos. Your grid is now ready for photos. Turn off the Grid before proceeding. (**View > Grid** will toggle it off.)

Begin adding photos.

- 1 Click on layer PHOTO A. Open the photo you would like to use. Either copy and paste the image (**Edit > Copy, Edit > Paste**) into your photo grid document, or simply click and drag the photo onto the photo grid document and release. If your photo seems too large, size it down by grabbing one of the four corner handles and dragging.
- 2 To mask your photo into the first box, be sure your new photo is directly above the PHOTO A layer you're about to mask it with. This is a critical step to ensure your photo goes into the right box.
- 3 Position your photo roughly over the black box on PHOTO A layer, then hold down your **Alt key (Option Key on the Mac)** and in the **Layers Palette** move your mouse directly over the line that divides your newly placed photo layer with the PHOTO A layer below it. Your cursor should turn into a double circle icon. (If it doesn't, move it a little to the right of the layer icon images.) As soon as you see the double circle, click once and presto, your photo is now masked into the shape on the layer. You can still click and drag the four corners to size the photo, as well as move it around until the crop is pleasing.
- 4 Repeat this process for the remaining 11 spaces to create a photo grid of your favorite snapshots.

tip

To add a framing background, once all photos are dropped in, add a new layer and using the Grid as your guide, draw a box with the Rectangular Marquee tool, fill with black, and drag the layer to the very bottom, just above the background.