

Directions for Postcard Text Assignment 1:

1. Click the text tool
2. Make sure you have a large fat font about size 72 or larger.
3. Type your letter or letters if you want to do the entire word in one layer.
4. Click on the little T (text) icon in the layers panel.
5. Then open your picture (in PhotoShop) that you want to put inside the letter. (File🡪Open)
6. Go to the Select menu and choose All. (or Ctrl A)
7. Then Edit🡪Copy or Ctrl C.
8. Go back to your letter in the other Photoshop file that you have open and Ctrl+ Click on the letter in the Layer panel.
9. Then Edit🡪Paste into.
10. Repeat the steps 1-9 for the other letters.
11. If you want a colored background behind the letters when you are finished with them, insert a new layer by clicking the New Layer button in the Layers panel.



The layer will pop in at the top of the Layers panel, so you will have to click and drag it down to the bottom of the Layers panel below all the letters.



1. Then make sure that you have your new layer selected. (If you do, it will be highlighted in blue like the picture above.

Click on the Edit menu and choose Fill. In the Contents section in the box that says “Use”, choose a color for your background to go behind the letters.

Then crop off any unwanted space around the letters. (The crop tool is in the tool box on the left.)

1. Resize your image so that it doesn’t take up so much file space when you insert it in Expression Web. To do this, click the Image menu and choose Image Size. Make sure it is no wider than 5 inches and the height will automatically adjust.
2. Save it as a PhotoShop file.
3. Save it as a JPEG if you have a colored background, but if you want your background to be transparent, save it as CompuServe GIF instead because GIFs can be transparent but JPEGs can’t.
4. Then open Expression Web, go to your PhotoShop page, and insert it in the correct cell of your table. Save your page.