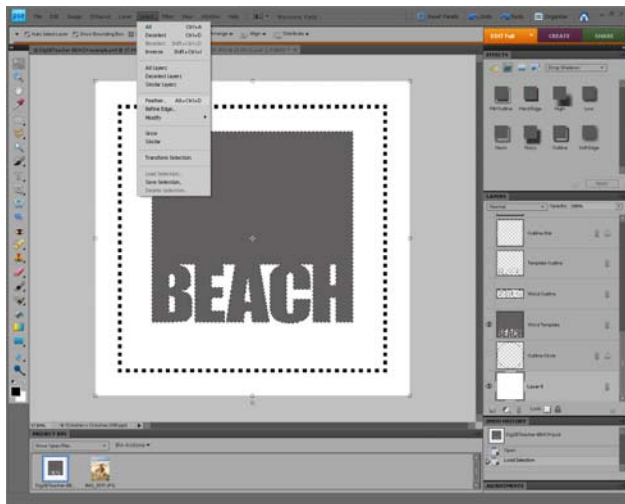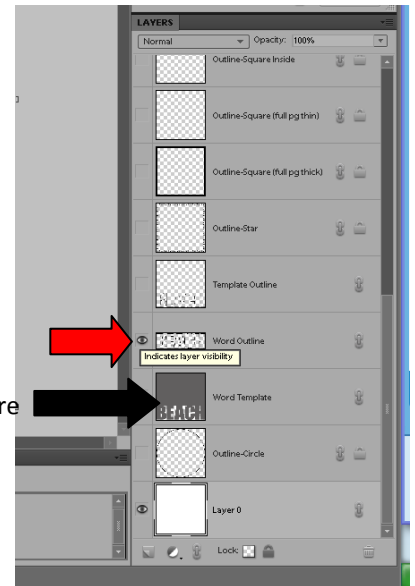# Softening the Edge of a Word Template

Choose File>Open to open the template and a photo in Photoshop Elements.

Choose File>Save As to save the template with a different name so you don't save over the original by mistake.
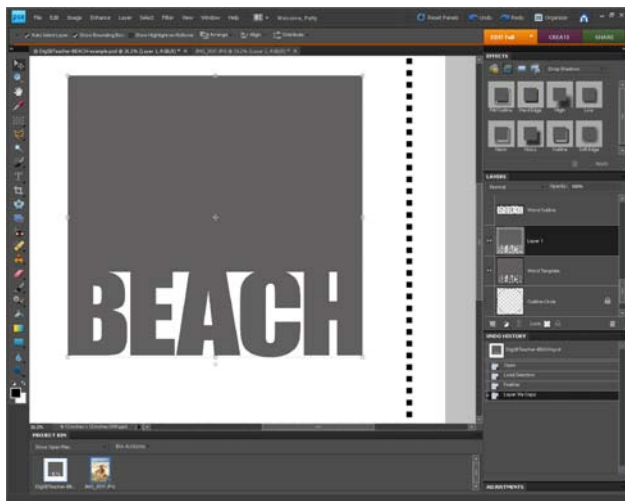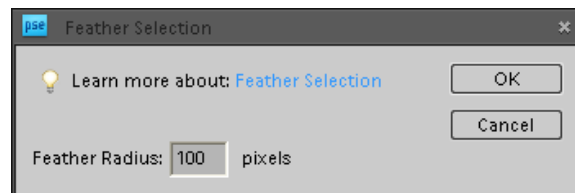
Click on the eyeball icon (as shown by the red arrow) on the Word Outline and Template Outline layer to hide the layers. Both outline layers should be turned off.

Hold the Ctrl key (Cmd key for Mac) and click on the Layer thumbnail for the Word Template layer in the Layers Panel (as shown by the black arrow). The template piece will be surrounded with a selection border (marching ants).
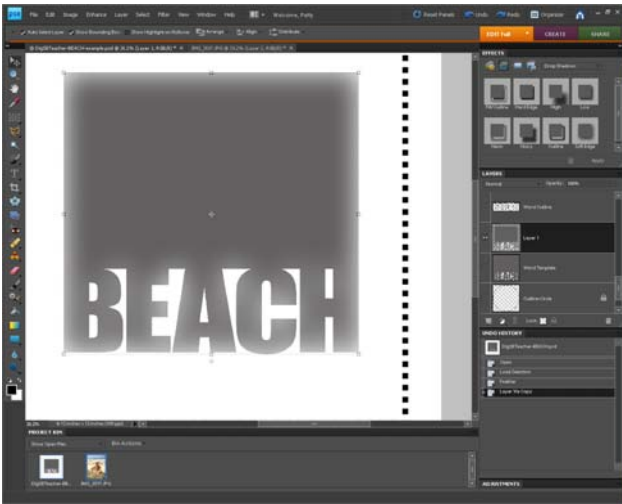
From the Menu Bar choose Select>Feather and choose an amount. In my example I've used 100 pixels (Maximum is 250 pixels). Click OK.

Click on the Word Template layer so that it is the selected layer. Type the shortcut Ctrl>J (Cmd>J for Mac). The Word Template layer has been copied onto its own layer and the edges are softened.

Click on the eyeball on the Word Template layer to turn off the original layer. This step is really important! If you don't do this you cannot see how much the edges have been softened and your finished template won't look right.

If you're not happy with the feathering you can always Undo it and try it again.

For a softer edge increase the feather amount, for a harder edge decrease the feather amount. Depending on the photo and background you use different feather amounts will make a big difference.

Complete directions to finish the template that were included with the template. Follow those directions to complete the template.

If you're familiar with templates….To finish the template, using the Move tool (V) drag a photo above the template (Layer 1 in my example). Choose Layer>Create Clipping Mask for Photoshop or Photoshop Elements 8 to clip the photo to the template piece. Photoshop Elements 7 and lower users will choose Layer>Group with previous to do the same thing.

If you're not familiar with templates please read the complete instructions included with your word templates.

Next I clicked on the bottom layer and filled it with black using the shortcut Alt>Backspace (Opt>Backspace for Mac).

I turned on one of the page borders in the template (Outline Squares-Small), selected the layer and filled the border with white using the shortcut Shift>Alt>Backspace (Mac Shift>Opt>Delete).

I also added text in a couple of places using the Type tool (T).

This is a really fast way to make a scrapbook page in about a minute!

Enjoy!