I. **How to set up a "Mandala" folder**
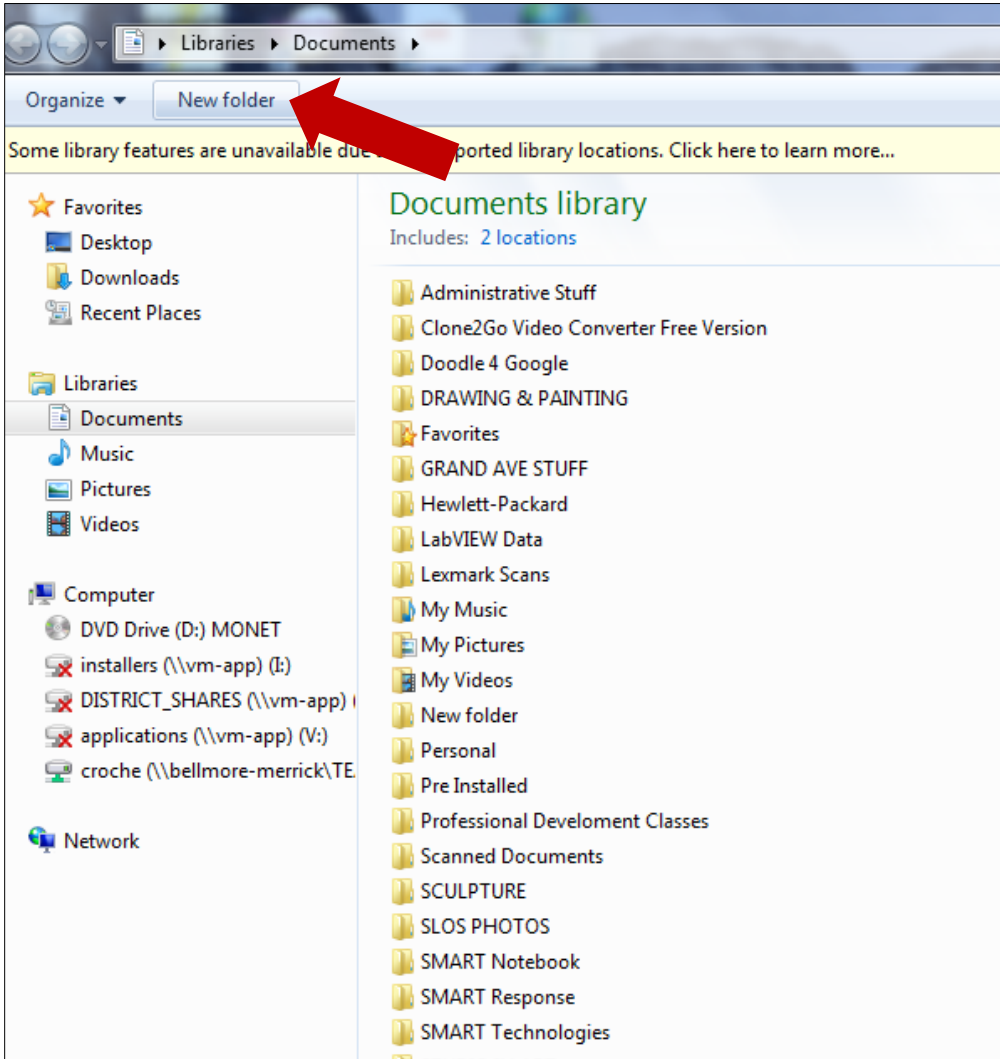   a. Open up your "Documents" folder
   b. Create a "New Folder" (top left) and title it "Mandala"

II. **Getting images from the internet**
   a. Use Google Chrome and visit www.morguefile.com – Here you will find copyright free images.
      i. Click "Photos" at the top
   b. Using the ⚙ icon on the left, you can browse "Popular," "Most Downloads," etc. or you may "Search" for something specific so you can create a personal meaning to you.
   c. You will need to save **at least 3 images**, but you may save more if you are undecided
      i. One to use in the triangle/mandala itself
      ii. One for a background (something plain and even)
      iii. One to add a small element
   d. Bright, colorful images work best
   e. Look for contrasting colors between all 3 so that your mandala stands out from your background
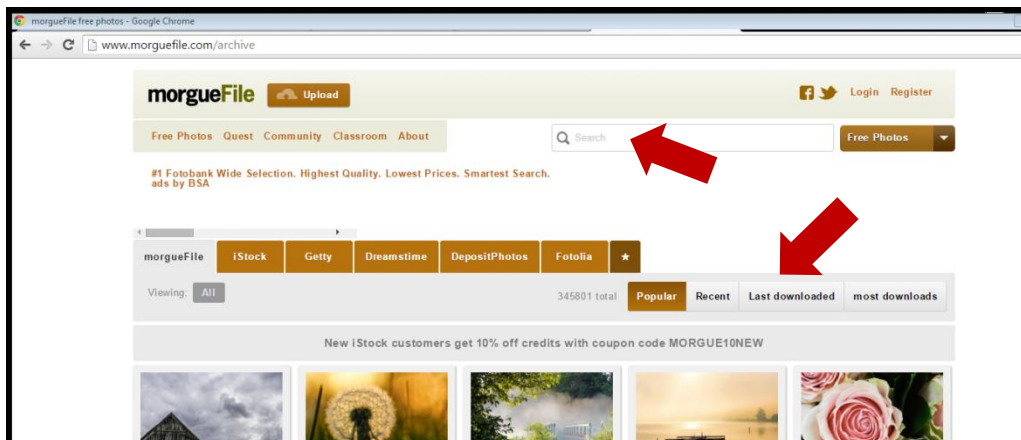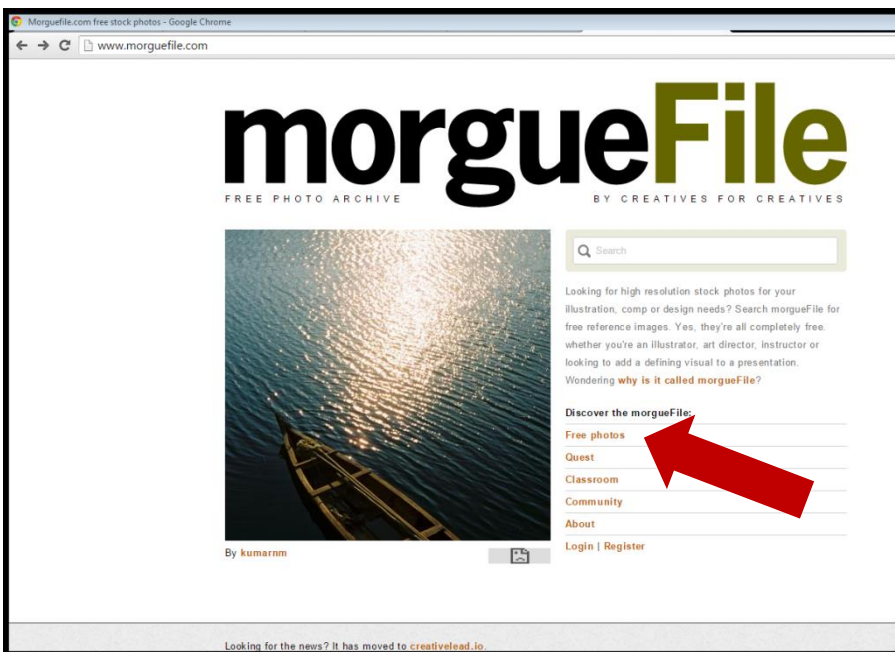
f. When you find an image you like, save it to your "Mandala" folder (see next steps for how to save.)
g. Click "Download"
h. Look for pop up on bottom of screen. Click the ^ and choose "Show in Folder" (They automatically save in your "Downloads" folder)
i. Drag and drop from that "Downloads" folder into your "Mandala" folder you created
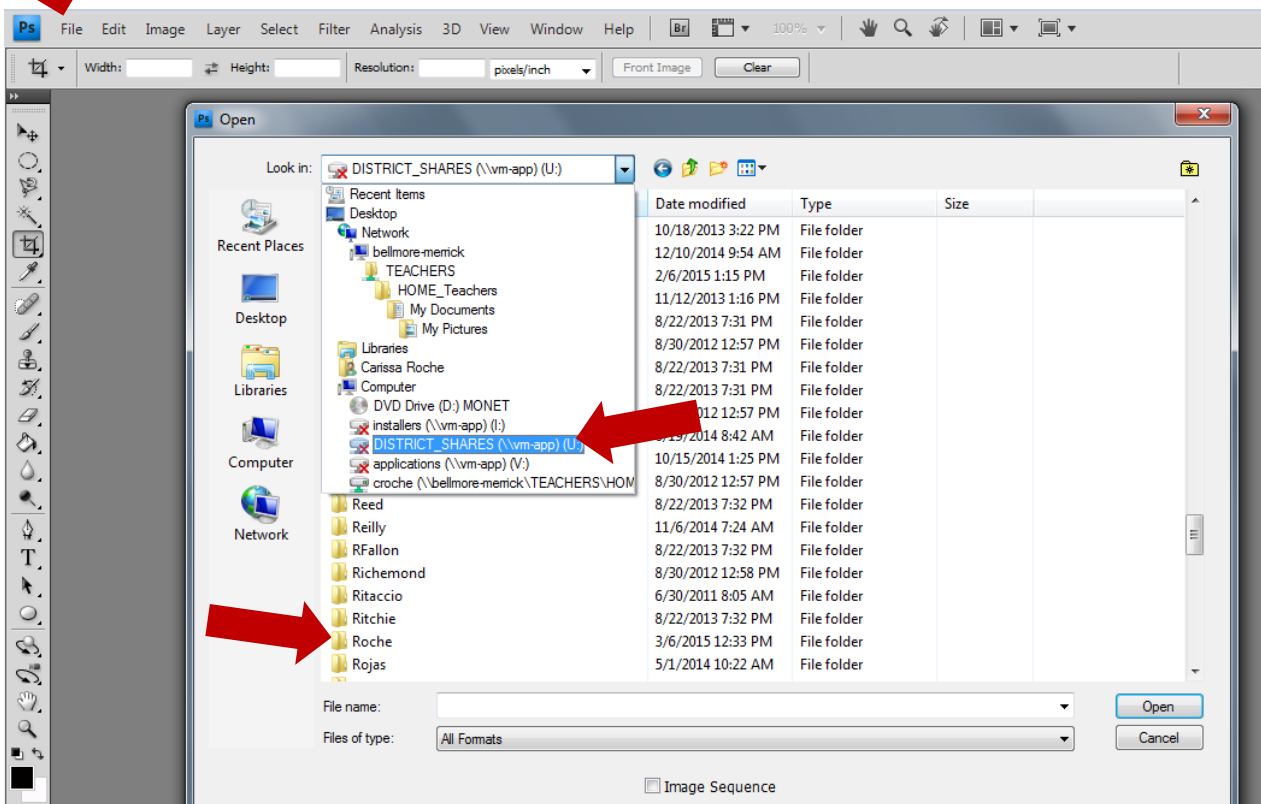j. Do this for all the images you want to use in your project
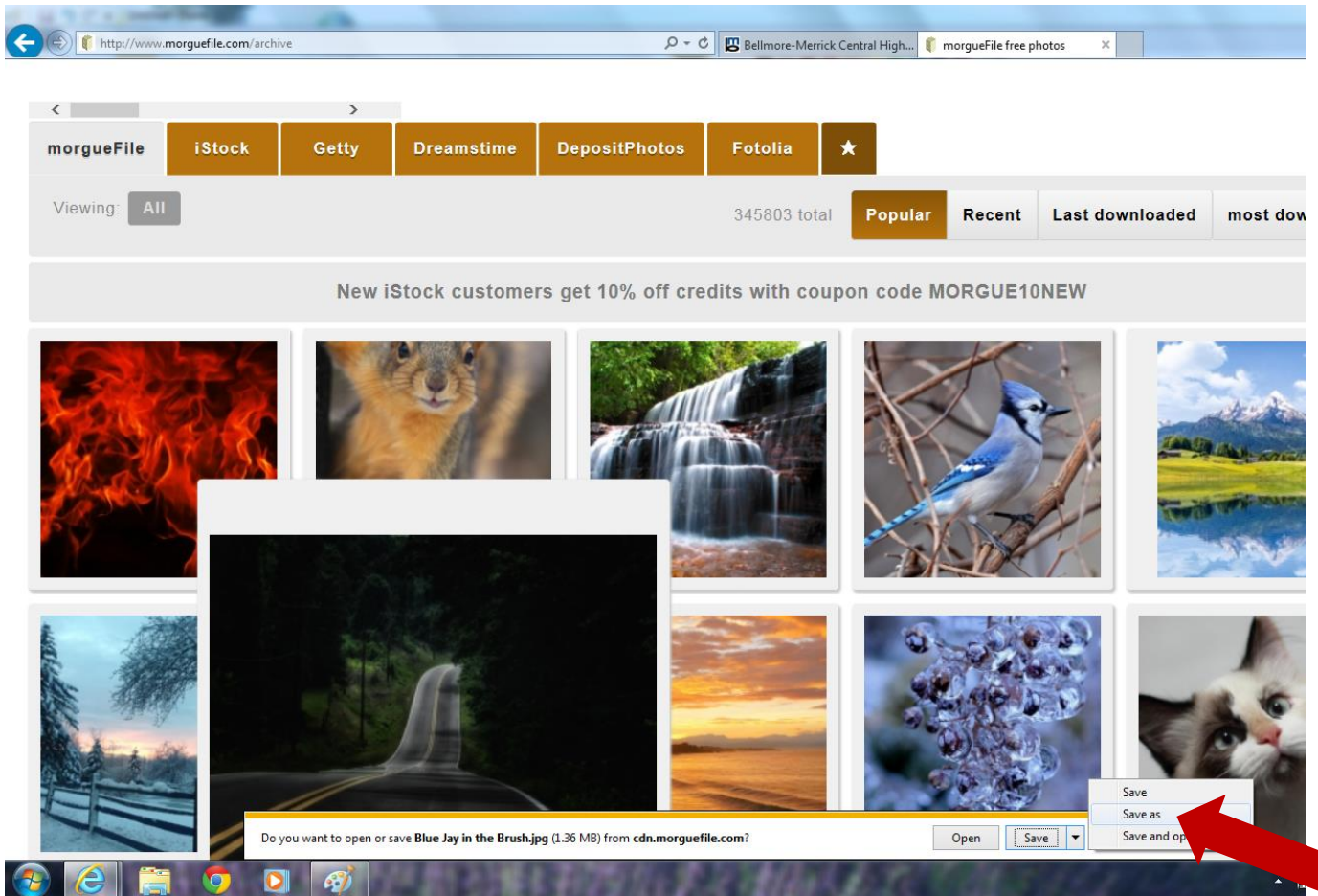
III.   **How to Get and Prepare a Copy of the Triangle Template (the "Pie Slice")**
    a.   Open the Photoshop program
   i.   Look for a blue square with a PS on it
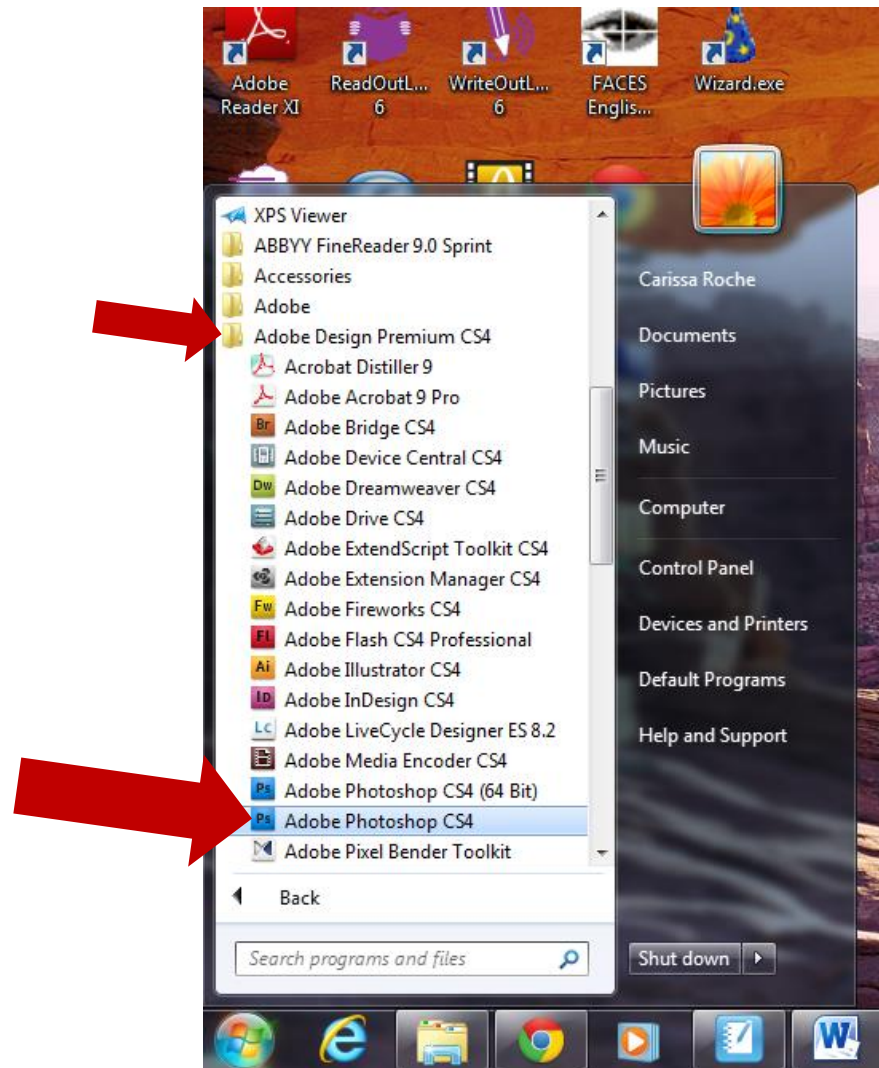
b. From Photoshop, go to File>Open…. Computer-->DISTRICT SHARES-->Roche--> **"Triangle Template - mandala"** (It's a PDF file)

c. Click "OK"

d. <u>**Now we will cut the black triangle out of the white paper and prepare it…**</u>

    i. In Photoshop, choose **the Magic Wand tool** (make sure it's not "Quick Selection" tool – if it is, right click on it and choose "Magic Wand" instead…

    ii. <u>On the top of screen</u>, set **"Tolerance"** for **200** by typing in the white box.
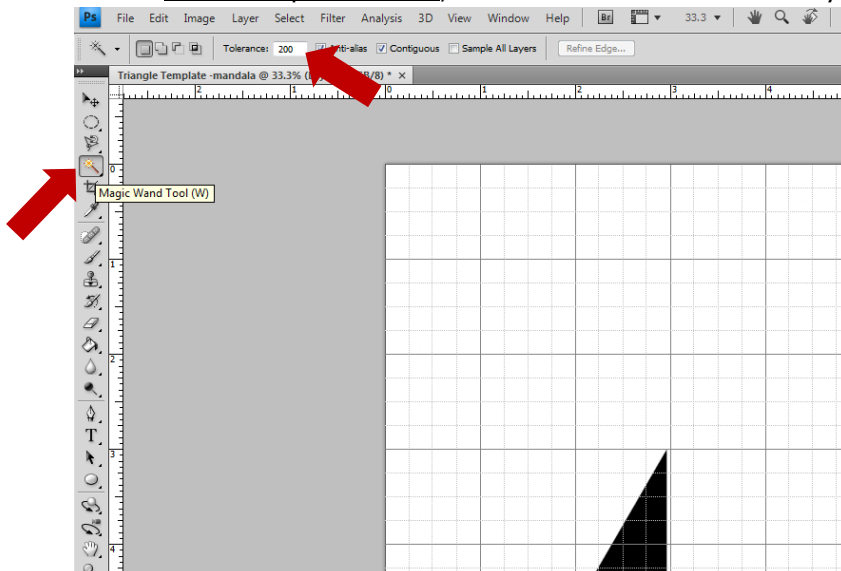
e. Click the Wand on the black Triangle to select it.
f. Right click, choose "Refine Edge…"
g. Set Contrast to 100%, and all other numbers should be 0 – click OK
h. The triangle should still be selected with the dancing lines
i. Right click, choose "Layer via Cut"
j. This will create a new layer in the **Layer Menu** on the right side of your screen. It is called Layer 2.
k. Right click on **Layer 1** in the Layer Menu and choose "Delete Layer" (the one with the white background) or hold and drag to the little garbage can.
l. The black triangle is now on a transparent background, which appears as white and grey checkerboard
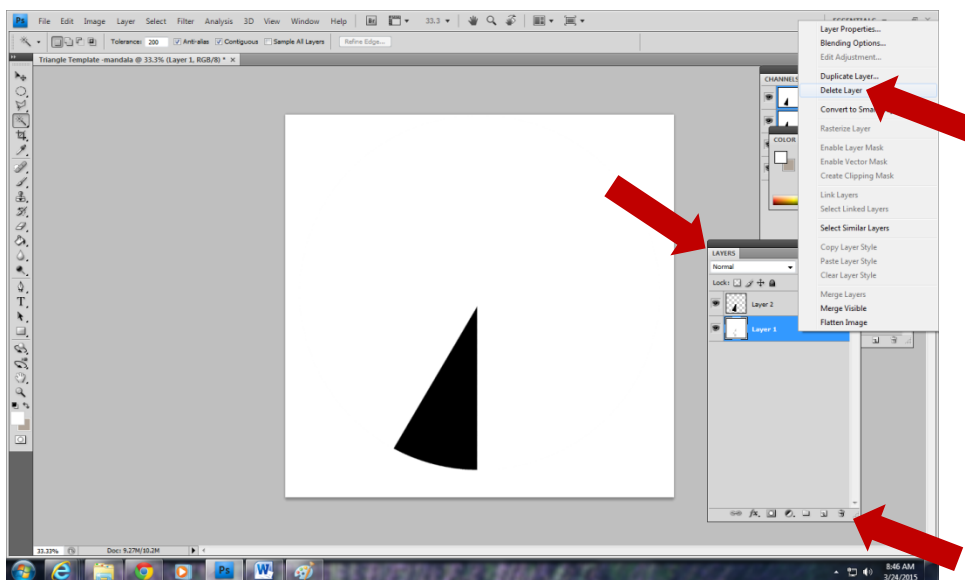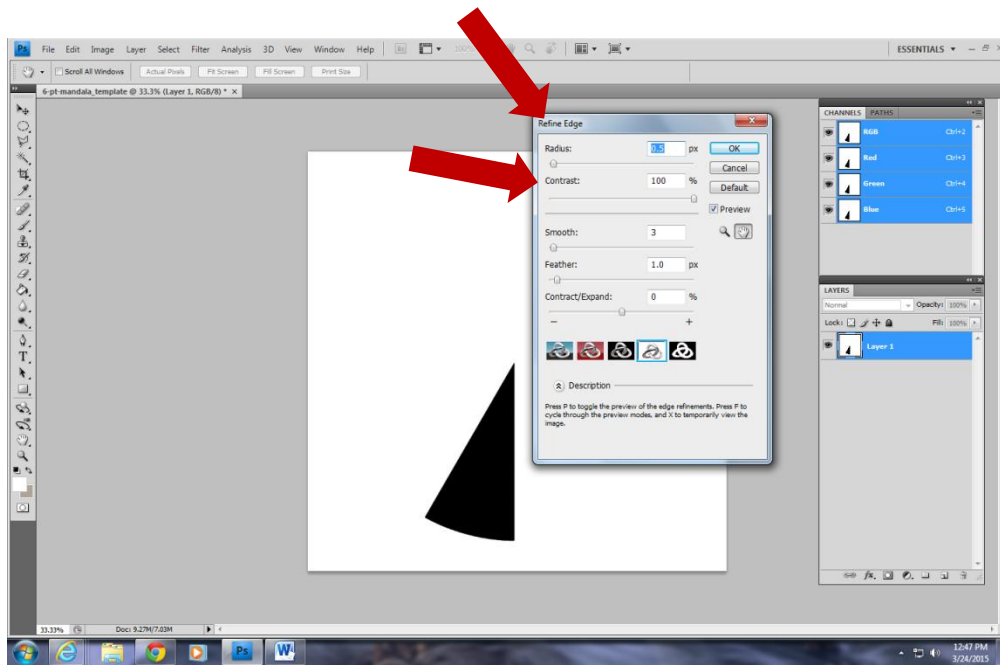
IV. Turn on Rulers and Grid

    a. View➔Rulers   (or press Ctrl R)

    b. View➔Show➔Grid   (or press Ctrl ')
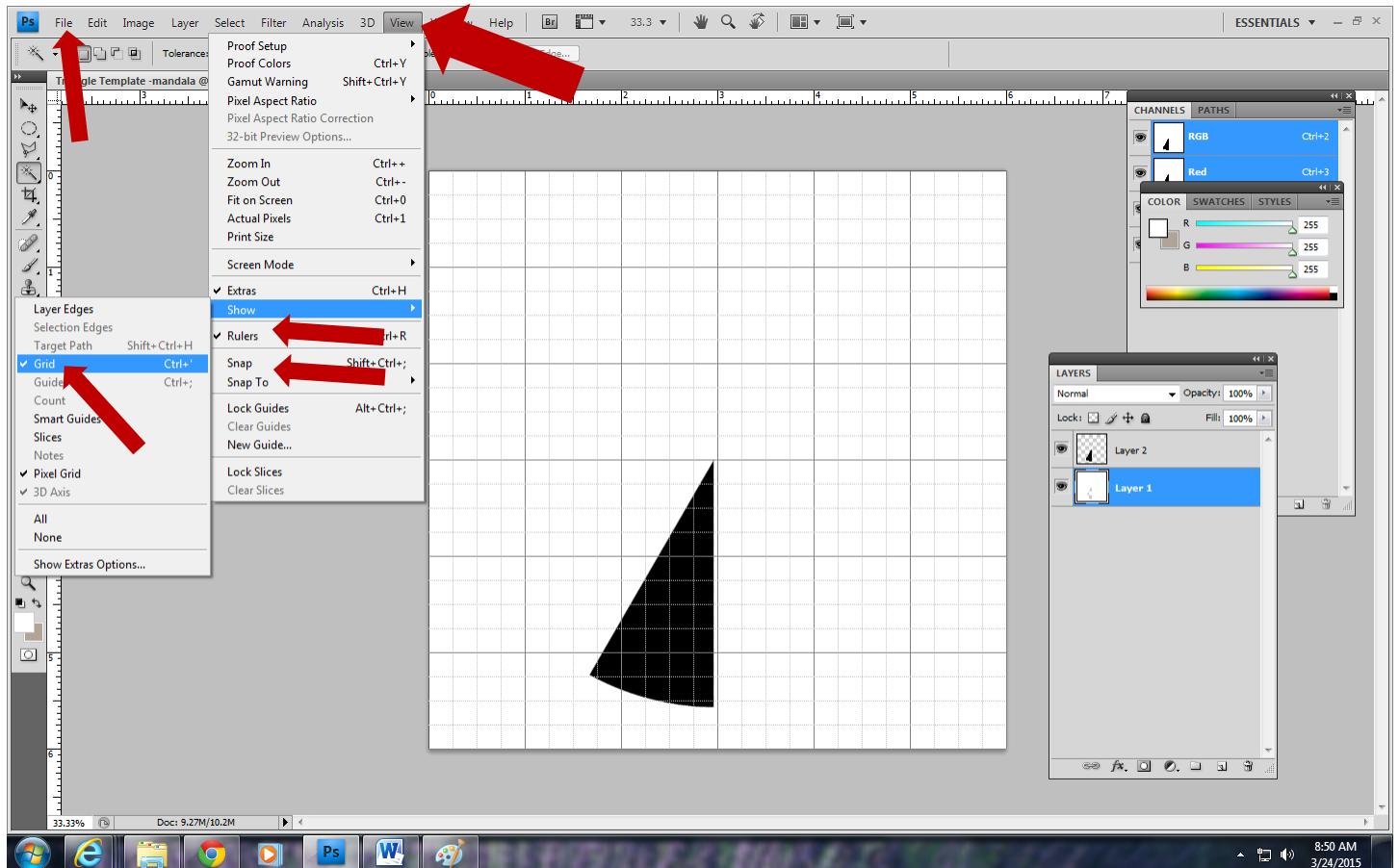
V. SAVE YOUR WORK

    i. Top tab, **File➔Save As➔My Documents➔Mandala**

    ii. Change file name to your name

    iii. Do not change file type – it should save as a Photoshop file PSD or PDD

VI. How to Open Your Photos/Images in Photoshop

    a. In Photoshop, go to **File➔ Open**

    b. In the pop-up, find **Documents➔ Mandala**

    c. Click and open your image you want to use on the inside of the mandala triangle

    d. It will appear in a new tab in Photoshop (It will also have a grid over it – this does not print)

**VII. How to Paste your Photo in your Pie Slice**
   a. Make sure you are on the tab that shows your photo
   b. Choose **Select→All**   (Ctrl A)
   c. **Edit→Copy** (Ctrl C)
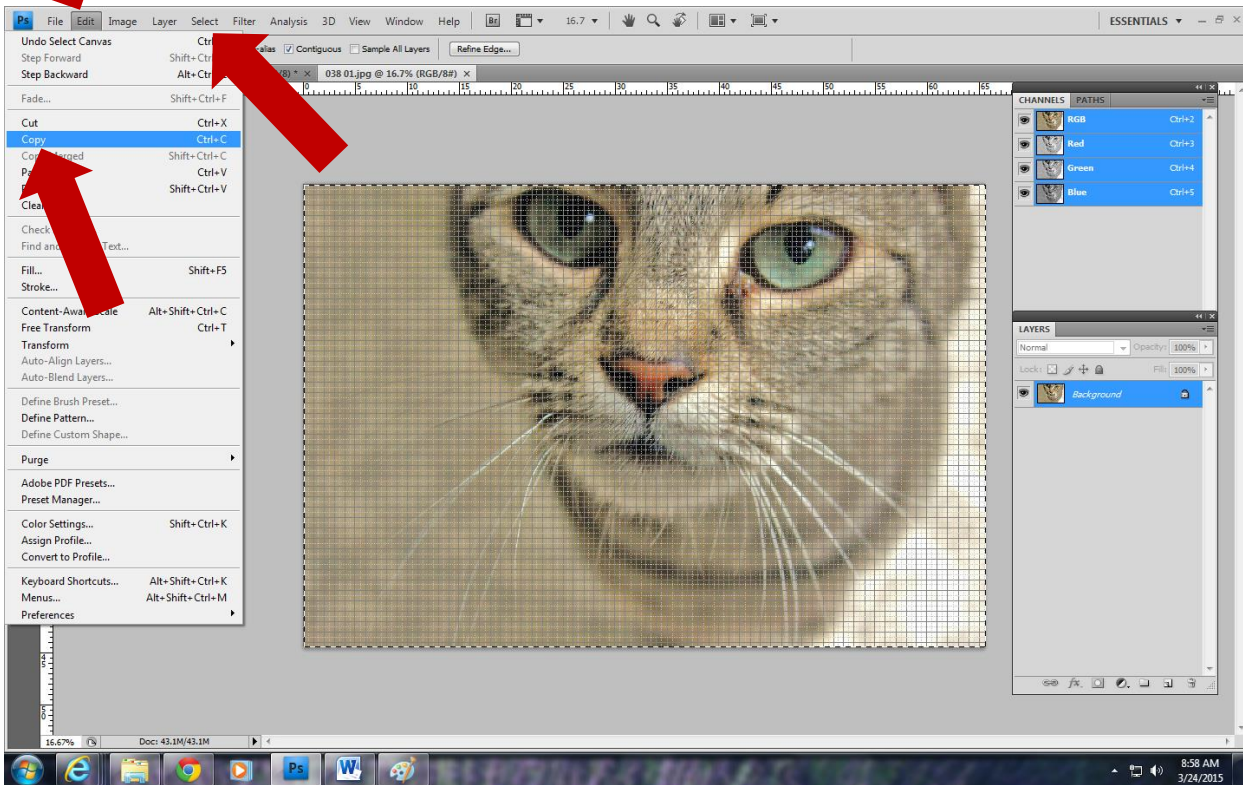
   d. <u>Now go back to the tab with the pie slice</u>, and select the **Magic Wand** tool. Make sure the **Tolerance** in the top tool bar is still set to **200.**
   e. Use the Wand tool to select the black triangle pie slice by clicking on it.
   f. Under the **Edit** menu, choose **Paste Into**.
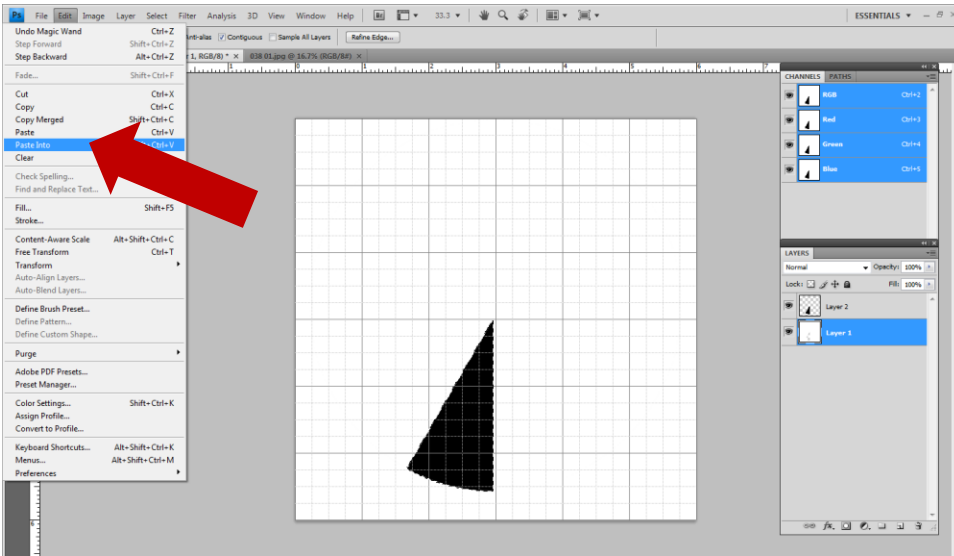
g. Editing the parts of the photo that shows in the pie slice
   i. You'll see a triangular slice of your photo. You can adjust it however you like: move it, make it bigger or smaller, rotate, etc.
   ii. First you must **select the Move Tool** -- the Pointer tool that looks like a cursor.

   iii. Use **Edit→Transform** (Ctrl T) to adjust the photo until you have a slice that you want to use to create your mandala.
      1. Look for the bounding box that shows up around your image
      2. Make sure to press & **hold the SHIFT** key while you shrink size, move, enlarge, rotate, etc…
      3. When you are done, press Enter
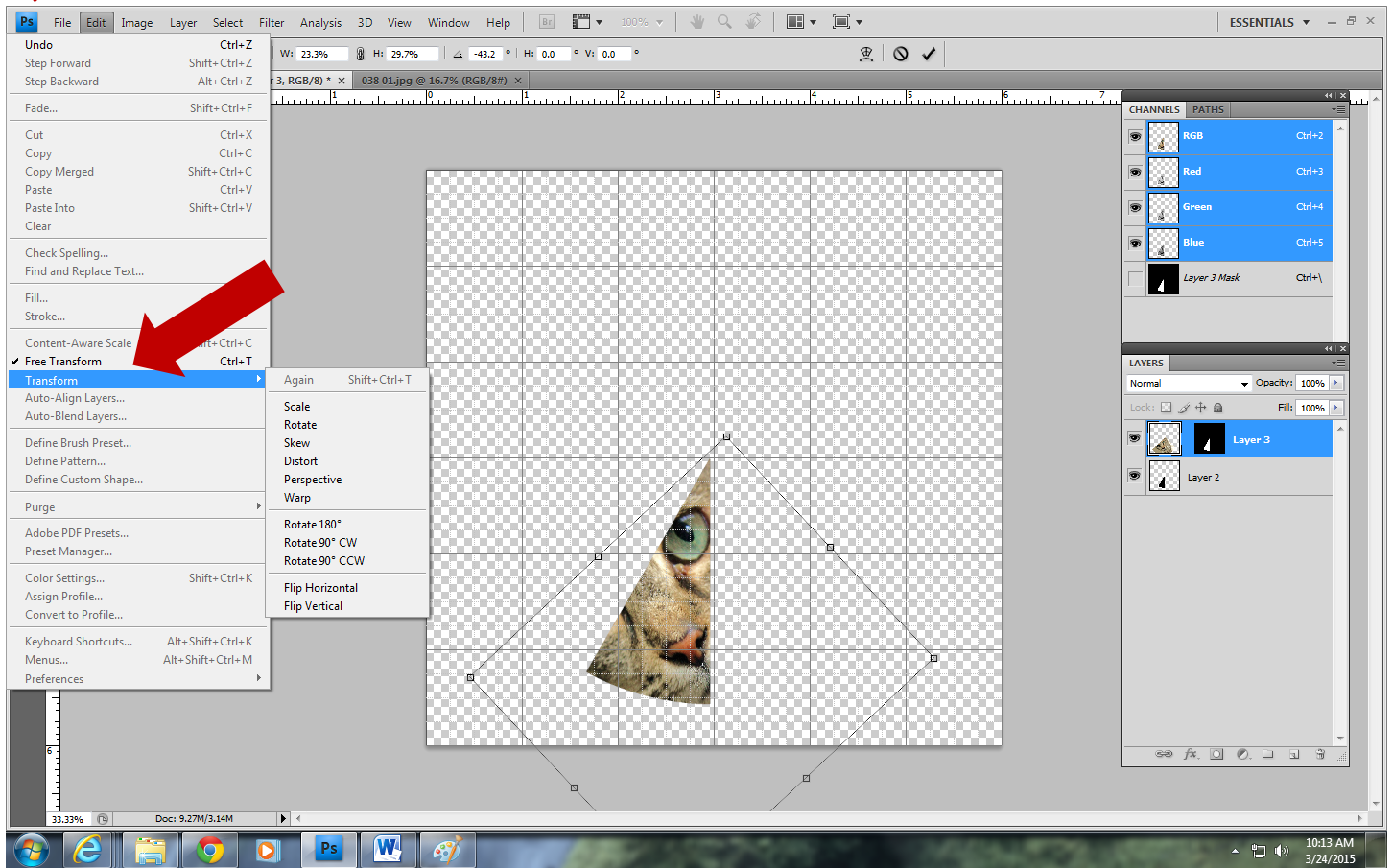
VIII.   SAVE YOUR WORK
   i.   Top tab, **File→Save**
   ii.   Do not change file type – it should save as a Photoshop file PSD or PDD

HANDY SHORTCUTS

Zoom In & Out by using "CTRL+" or "CTRL-"

Undo any mistakes by pressing "CTRL ALT Z" all at one time

## IX.   HOW TO ADD THE SMALL OUTSIDE ELEMENT.
   a.   Open your image you wish to use for the added outside element… **File→Open**
   b.   Select a small portion of the image to use on your mandala
   iii.   There are multiple ways to make a selection – my top recommendations are the **Magnetic Lasso** tool, the **Quick Selection** tool, or the most basic **Marquee** tool
   iv.   Right click on any of the indicated tools in order to choose the right one
   v.   You can select an irregular shape using the Quick Selection tool (hold Shift while you do it) or the Magnetic Lasso tool (Keep clicking until you create a closed shape) or use the Marquee tool to select a simple ellipse
   vi.   After your selection is made, **right click** inside the dancing lines selection and choose "Layer via Cut" or "Layer via Copy"

vii. Delete the "Background" layer from the Layer menu (drag to garbage can or right click & delete.)

viii. **Use the Move tool to drag the selected image over to the Pie Slice tab, hold it over the pie slice, and release - it will appear there**

ix. Use **Edit→Transform** to change scale, rotate, etc.. and the Move tool to position in place on the outside of the mandala slice.
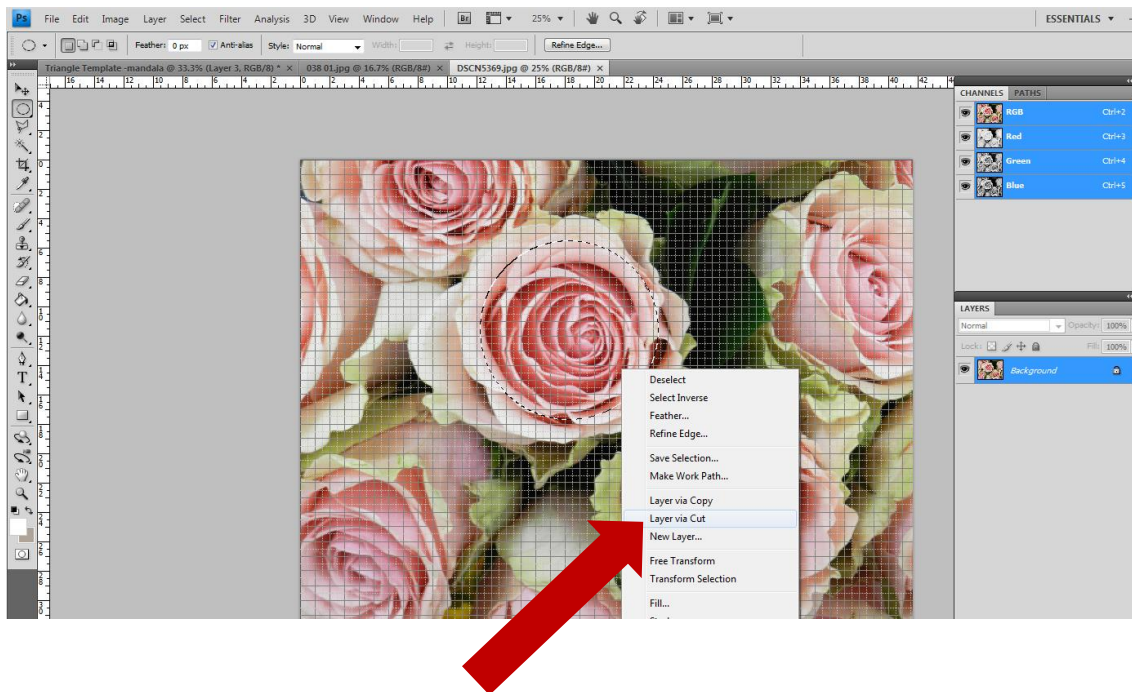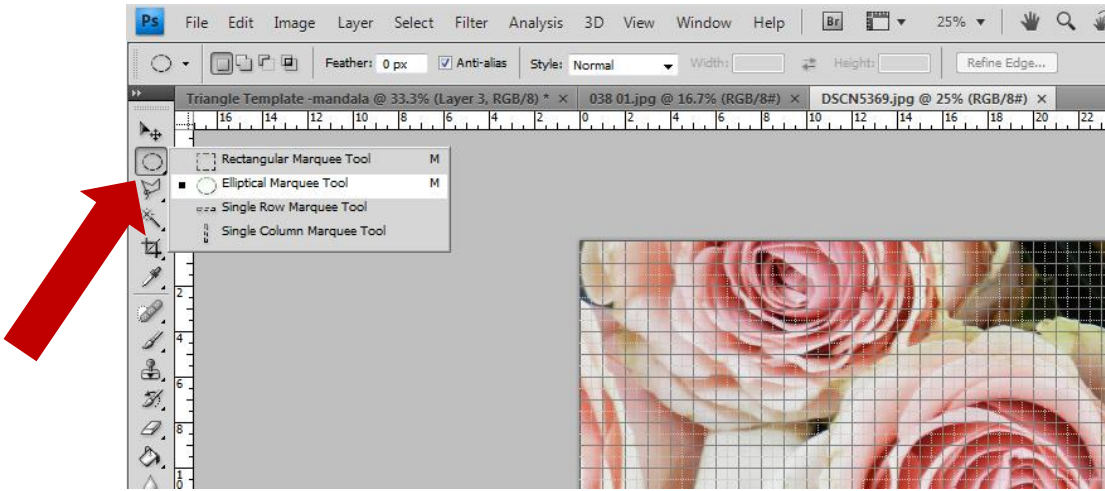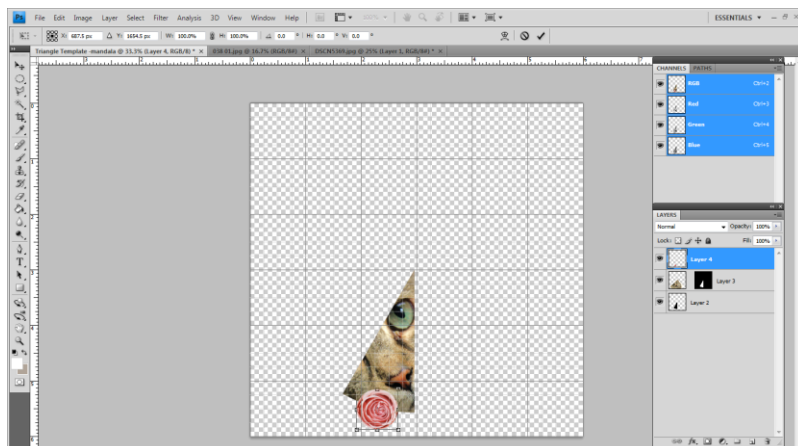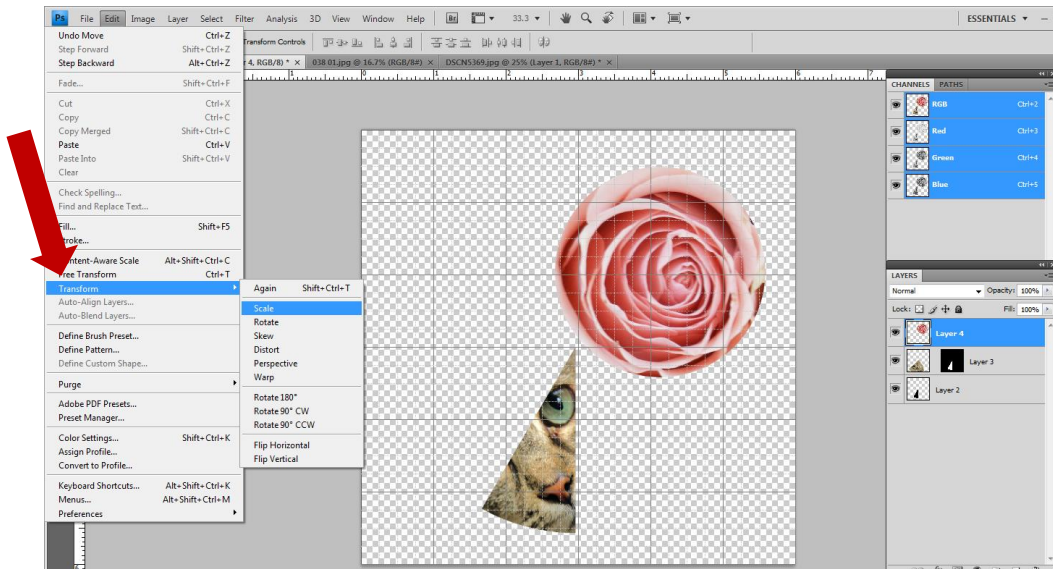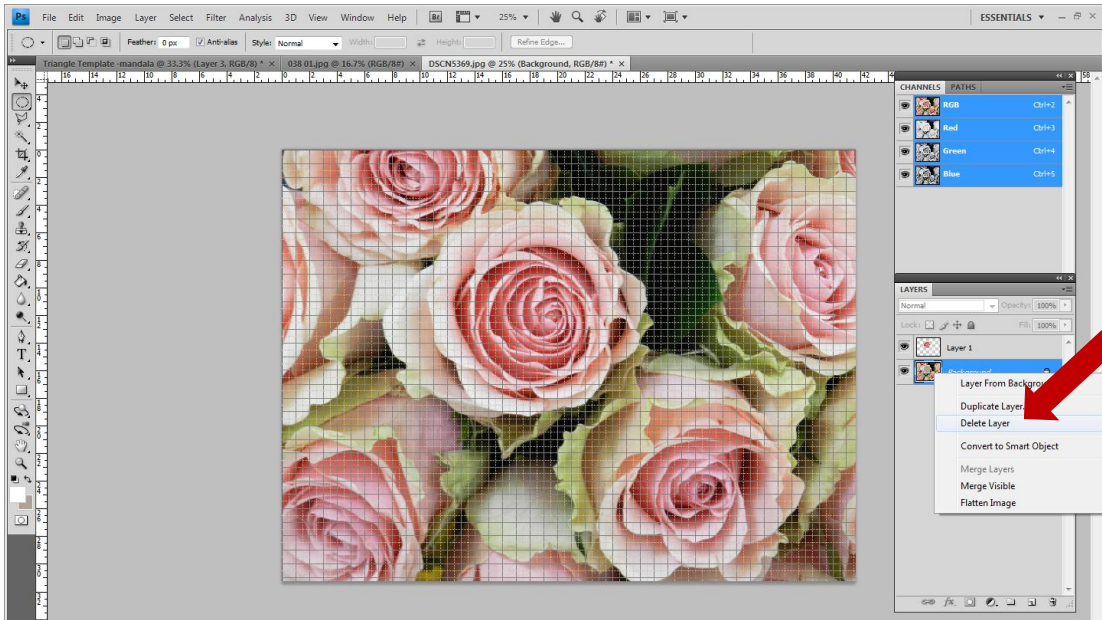
X. **HOW TO Merge Layers**

    a. On the "LAYERS" menu on the right of the screen, <u>Right click</u> on the top layer, and choose "Merge Visible" (this merges the layers into one).

    b. *You can bring up the Layers Menu by selecting "Layers" under the "Window" tab or by pressing the F7 key at the top of your keyboard.*

    c. NOTE: *Every time you paste an image into Photoshop, it will create a new Layer and paste it there. All you need to know about this is that you need to select the layer before you can move it or change it in any way. Select the layer by clicking on it in the Layers Menu. (The nice thing about Layers is that you can change one layer without messing up any of the others.)*
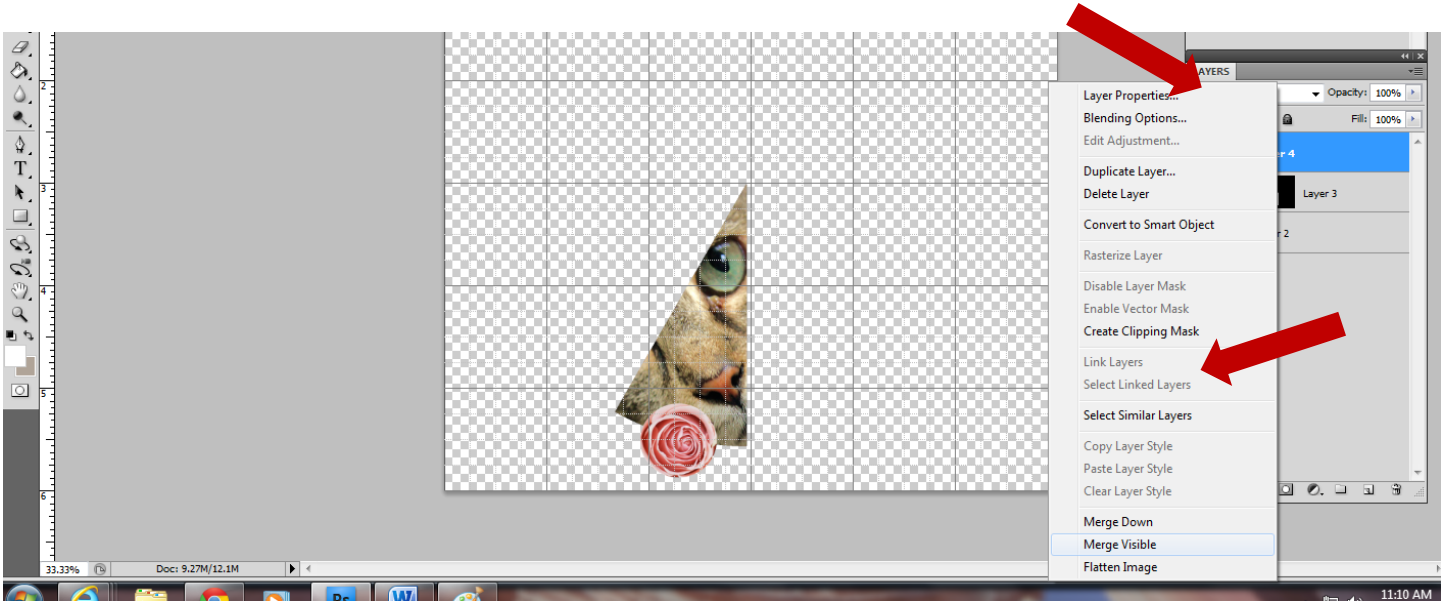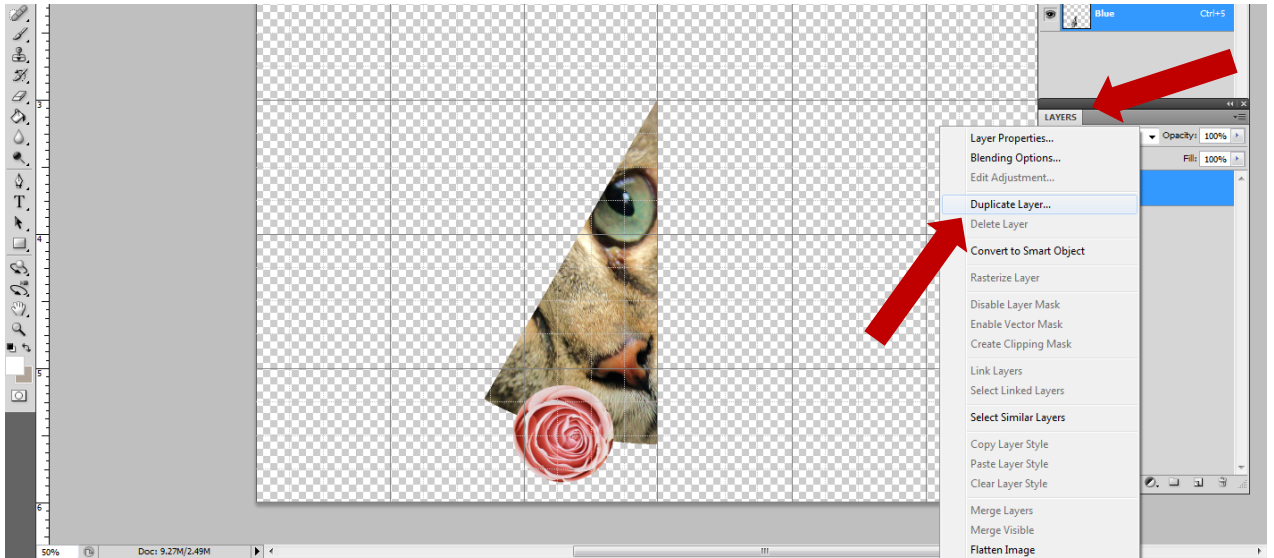

XI. **HOW TO LINE UP THE PIE SLICE WITH THE GRID**

    a. Zoom in (CTRL+)

    b. Use the Move Tool (the cursor/arrow tool)

    c. Make sure the point and sides line up with the 3" line on top and the 3" line on the side

    d. Uncheck "Snap to grid" by going to **View→Snap**, to make alignment easier
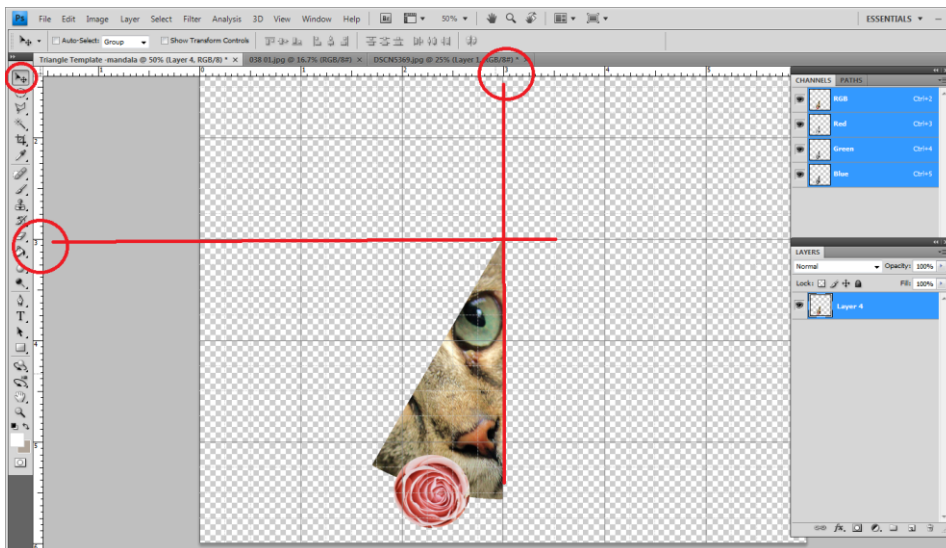
XII.   HOW TO Duplicate the Slice

a.   Right click on the layer in the **Layer menu**, choose "Duplicate Layer"
(click OK in pop-up)

XIII.   HOW TO Mirror the first slice

a.   Make sure the new layer is highlighted blue in the layer menu. You're going to make it a mirror image of the first slice, by choosing **Edit→Transform→Flip Horizontal**

b.   YOU MUST get a close-up look: Zoom In (Ctrl+). Use Zoom Out (Ctrl-) to see the whole.

c.   Line up the mirrored slice to the first slice, so that they match up *as closely as possible.* Make sure the correct Layer is selected, and your Move/Arrow tool is selected in your Tools Palette. Click and drag the slice beside the original one.

d.   Don't forget to make sure it lines up on the grid 3" and 3" lines.
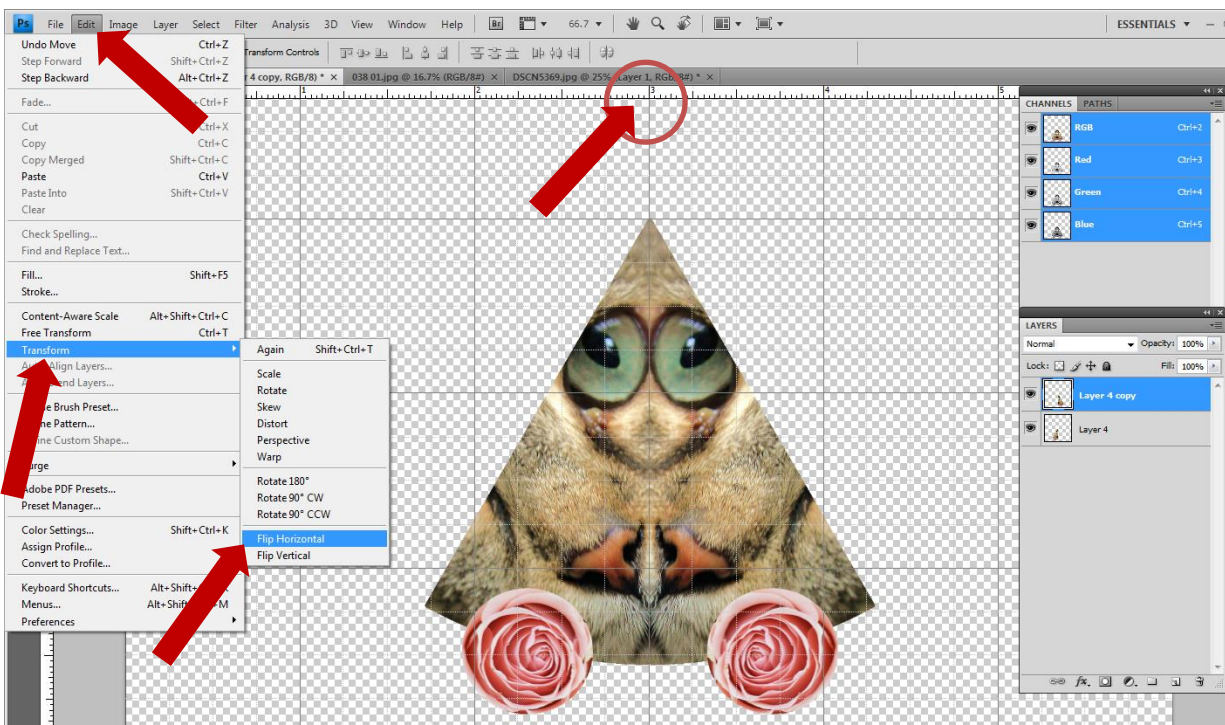
XIV. **HOW TO CREATE THE MANDALA PIECE BY PIECE**
 a. **Once they're lined up, go to the Layer menu, and right click the layer to "Merge Visible" again.**
  b. After you have Merged the first 2 slices together, right click the layer in Layer menu on the right side and "Duplicate Layer" again (click OK in pop-up)
  c. Now we can add this slice to the original by rotating it in place. Choose **Edit→Transform→Rotate.**
  d. **Hold the SHIFT key,** and go to the corner of the selection to rotate. Holding the SHIFT key will rotate it in 15° increments
  e. Zoom In (Ctrl+) very close to see for accurate alignment
  f. Use Move/Arrow tool to align the pieces... (You may have to **uncheck snap** to grid by going to **View→Snap**, just make sure you are aligning with the grid.
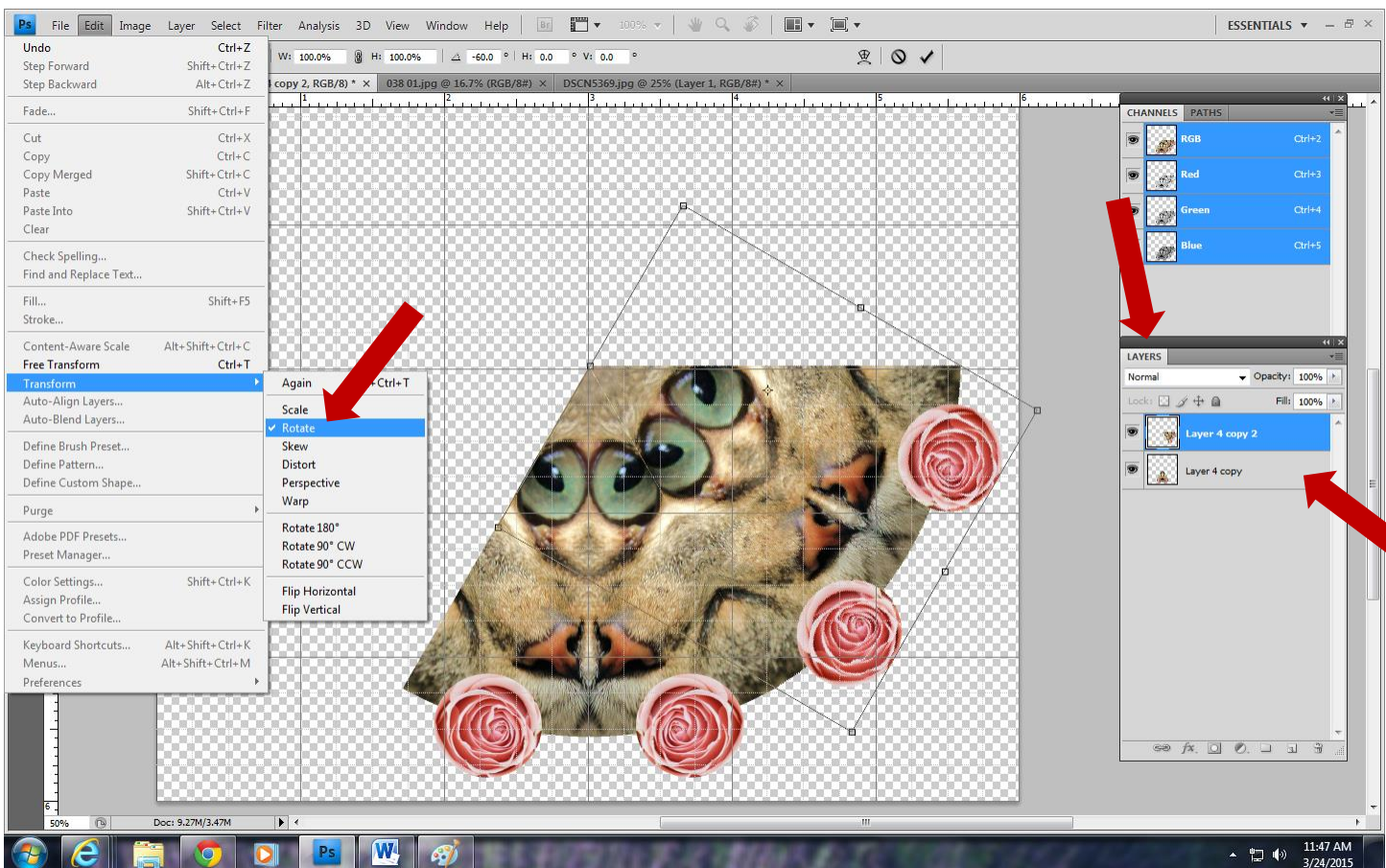
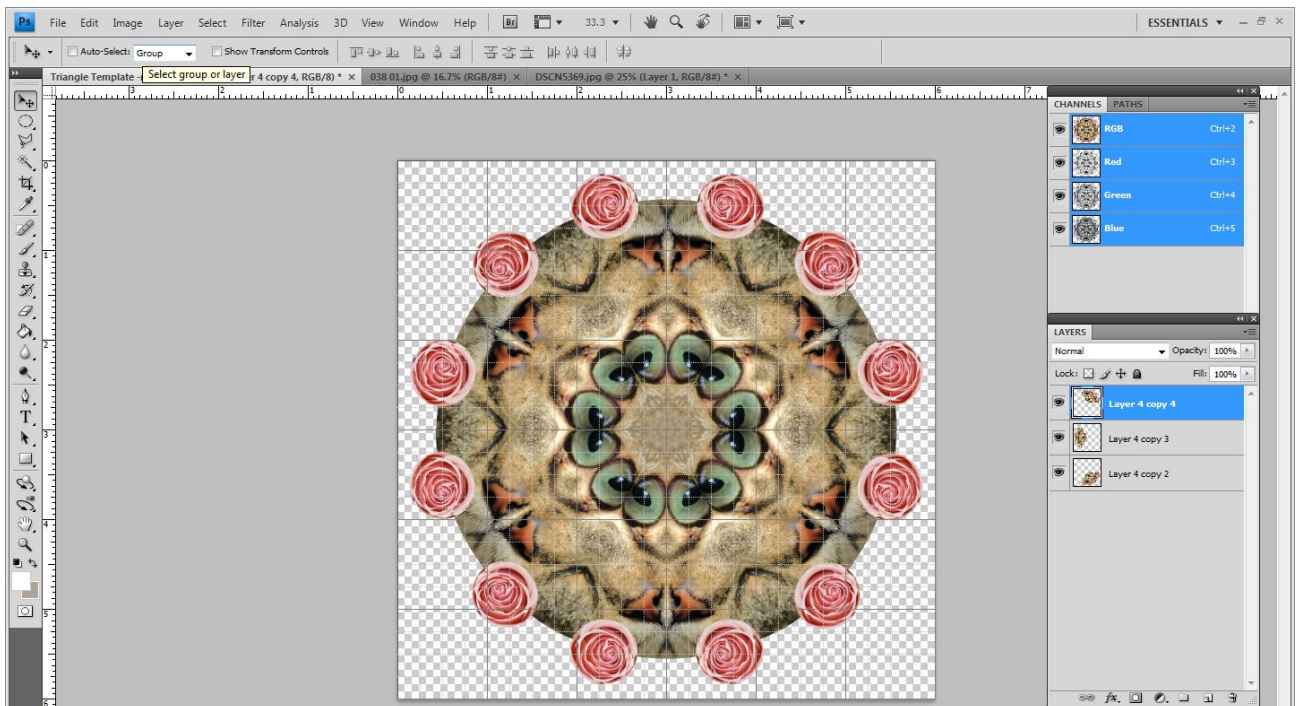**SAVE YOUR WORK**

  i. Top tab, **File→Save**
  ii. Do not change file type – it should save as a Photoshop file PSD or PDD

g. **REPEAT STEPS** "a." through "f." **JUST** <u>one more time</u> – make sure to start with Merge Visible" layers
    x. Use **Ctrl+ and Ctrl-** to get accurate alignment!
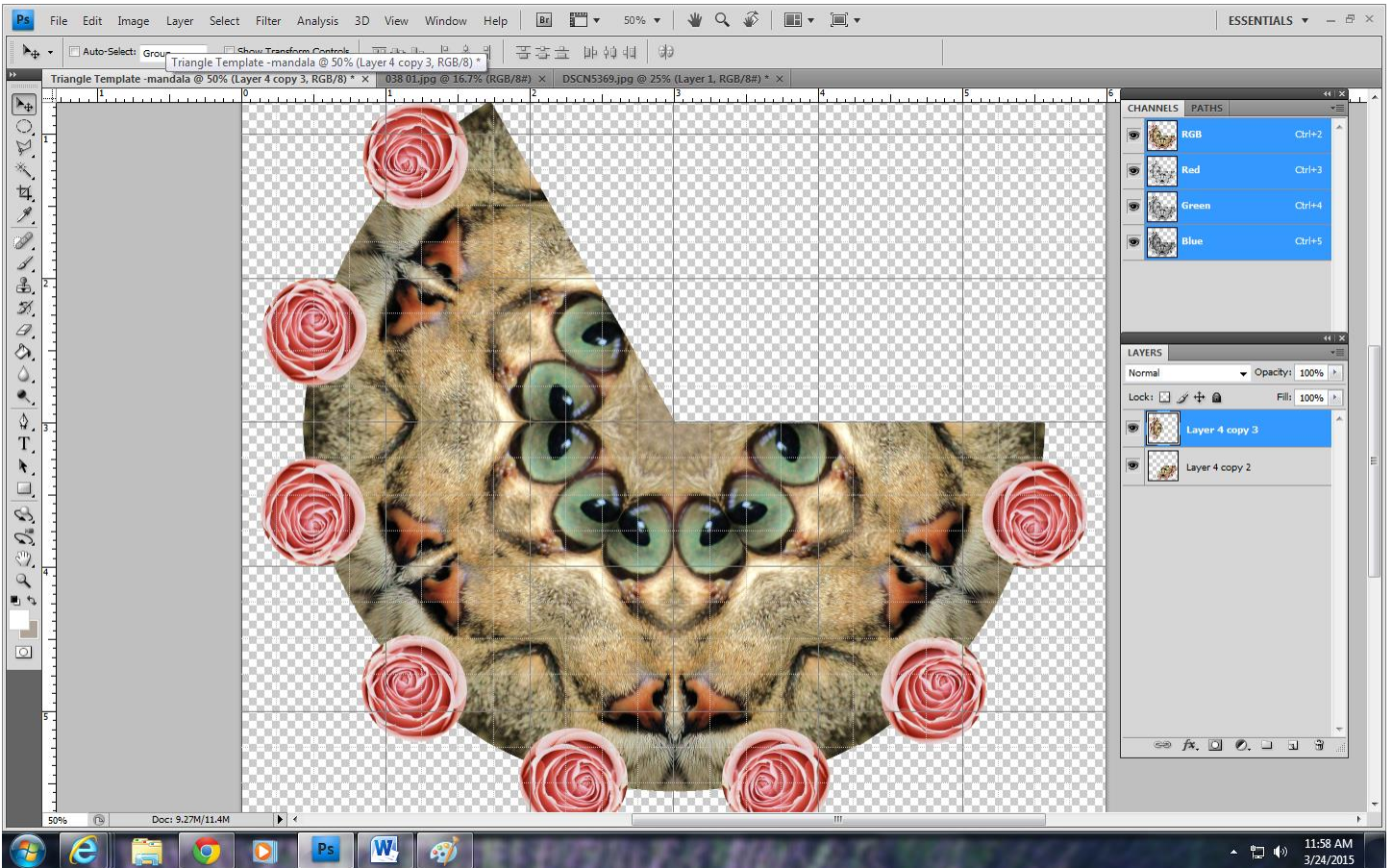
h. <u>****Then repeat steps "b." through "f." – This time DO NOT "Merge Visible"****</u>

XV. HOW TO ADD THE Background

    i. "Merge Visible" all layers in the Layer Menu

    j. While in Photoshop, open the image you chose for a background – <u>make sure it is not too distracting or busy</u> – you want your mandala to be the star of the show, not the background!

        xi. File→Open

    k. Use the Move (arrow) Tool to <u>drag </u>the background picture from its current place and <u>hold</u> over the mandala's tab on the top. You will see it appear <u>on top</u> of the Mandala (it will be temporarily covering your mandala)

    l. Use the Move tool to align it the way you want

    m. Go to the Layers Menu on the right of the screen; **drag** <u>this new background layer UNDER the mandala layer.</u>

SAVE YOUR WORK

        i. Top tab, **File→Save**

        ii. Do not change file type – it should save as a Photoshop file PSD or PDD
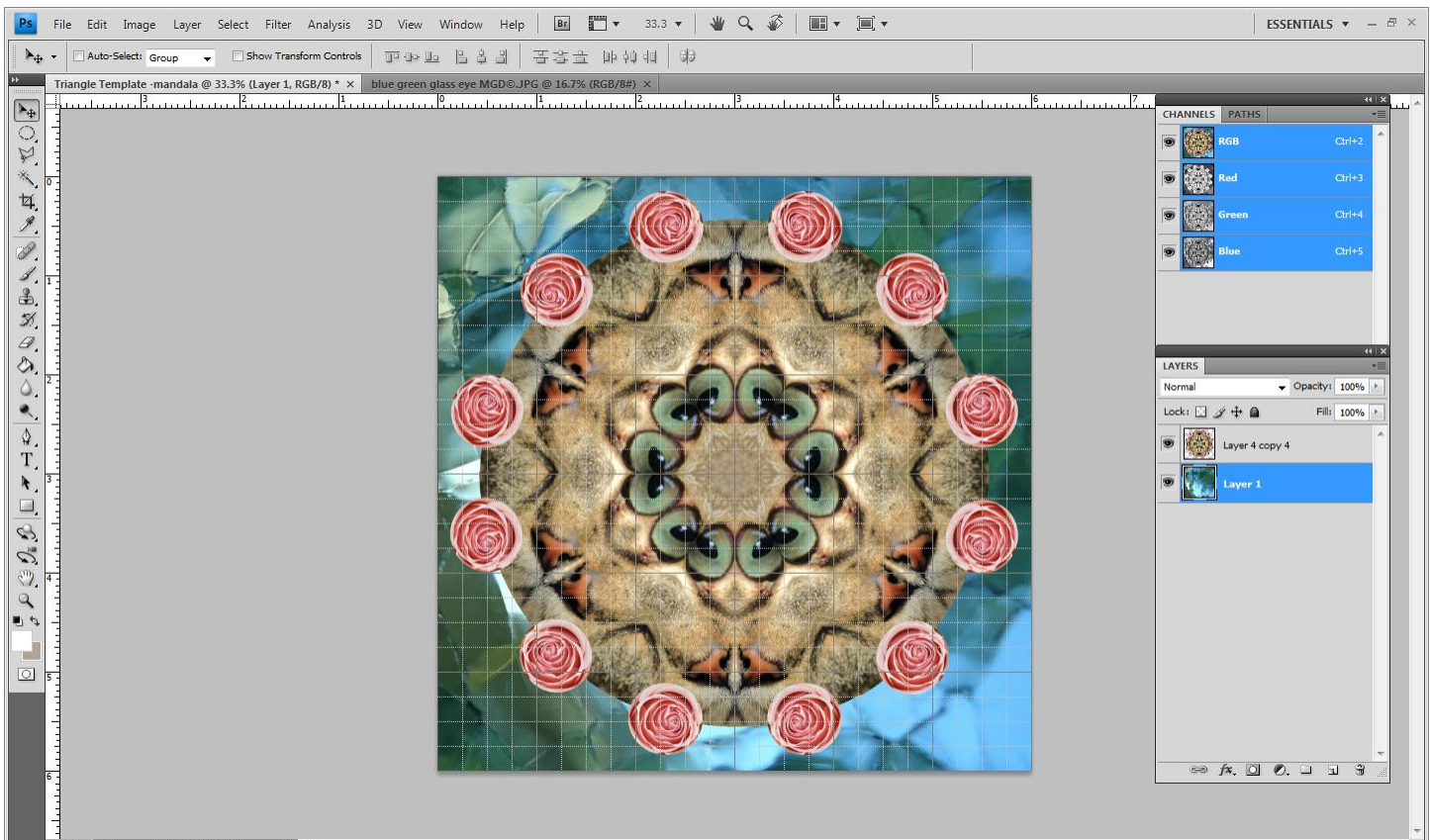
XVI.   **SAVE AS A JPEG <u>and</u> in the SHARED folder**

    n.   Once happy with your work, go to File➔Save As, choose the **DISTRICT SHARES-->Roche-->STUDIO PERIOD …**

    o.   Change name to (Your name)Mandala Final

        iii.   Example: Roche Mandala Final

    p.   Change file type to JPEG

    q.   Click "Save"

    r.   Go back to File➔Save As… but this time save in your "Mandala" folder in your "Documents"

    s.   Change file type to JPEG again

    t.   Click "Save"

XVII.   **PRINTING**

    a.   You are NOT going to print from Photoshop

    b.   Open up your **Documents➔Mandala** folder from your desktop or start menu

    c.   Locate your Final JPEG image of your mandala

    d.   Right click and choose "Print"

    e.   In the pop-up window, uncheck "Fit picture to frame"

    f.   Make sure it is on "Full page photo"

    g.   Choose the Color Printer & Print