How to Edit a Template

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WHAT DO I NEED TO EDIT A TEMPLATE?

You need to have a zip extractor such as Winzip installed in your computer. You can download a copy of Winzip from www.winzip.com .

You need to have Adobe Photoshop program installed in your computer. The program can be downloaded from www.adobe.com .

HOW CAN I EDIT A TEMPLATE?

Please follow the step by step instructions below to customize your template.

1) Open the zip file. You will see a folder called fonts. Open the Fonts folder and copy all the files and paste them into your **Fonts** folder in your computer. In standard windows installations, **Fonts** folder is in the following directories.
Win95-98: c:\Windows\Fonts
Win2000 : c:\WINNT\Fonts
WinXP   : c:\WINNT\Fonts

While you are copying the fonts from the zip file, If you receive a message saying that the font you are trying to install is already installed, you do not need to install that font again. You can simply click on **Yes** or **No** as your answer will not make any difference.

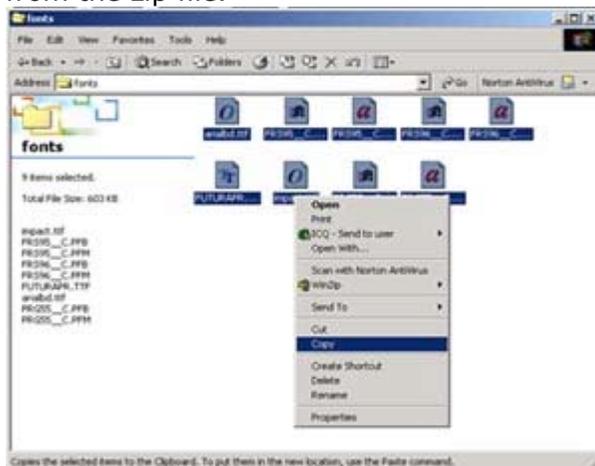Diagram 1.0 shows how to copy the fonts from the zip file.

Diagram 1.1 shows how to paste the fonts to the **Fonts** directory in your computer.

2) After installing the fonts, Open the files with .psd extensions one by one . Simply double click on them. The files will be opened with Adobe Photoshop program.

If the **Open With** window appears, then Adobe Photoshop is not installed in your computer or it is not configured to open the .psd files. In this case, go to:

Start->Programs and look for Adobe Photoshop program. If the program is installed, then it should appear in the **Programs** Menu. Open Adobe Photoshop and then go into **File→Open** and then browse the .psd files one by one.

If Adobe Photoshop is not installed in your computer, then you can download the program from www.adobe.com .

3) Once you open the .psd files in Adobe Photoshop, click on the Horizantal type tool (T) from the object inspector window as shown in the diagram below:

Diagram 2 shows where the Horizontal Type tool is:

Then you need to click on the text that you want to change and then change the text as you want. You can change all the texts as you wish by clicking on them and replacing them with the new ones by typing new texts.

After doing your changes , Go into: **File→Save** in Adobe Photoshop and save all the .psd files that you changed.

4)   After customizing the texts and saving the new .psd files, it is time to cut the PSD files and convert the images into jpeg or gif formats so that the HTML files can read them.

On each template, you will see the cutting points with some numbers on them. Each cutting point is an image in the HTML files.

In order to cut the PSD files, we use the Rectangular Marquee Tool which is shown in the following image:

Click on the Rectangular Marquee tool and then select the first marked area in the template as shown in the following image:

After you select the marked area with **Rectangular Marquee Tool**, go to **Edit→Copy Merged** from the top menu in your Adobe Photoshop.

Then go to **File → New** and click on **OK** in the new image window that will appear as shown below.

Do not change the Width, height , resolution or any of the other values in this screen. After you click on **OK** a new blank table will appear. Go to **Edit→Paste**. You will see that the selected portion of the psd file will be copied into that small table.

Then go to **File→ Save For Web** and save the image as the same name that the image has in the HTML files.

In order to find the original name of the file, you can simply edit the HTML file with your favourite HTML editor such as FrontPage or Dream Viewer or you can **right click** on that part of the design in the HTML file and go into **Properties** from the

menu which will appear after your right click. In **Properties,** you can see the name of the file.

Replace that file with the new one that you have cut in Adobe Photoshop.

Repeat these steps for each marked area in the PSD files.