# Adapting a 12×12 Photoshop Template to 8.5×11

A step-by-step guide for creating a letter-size layout with room for extra photos or journaling

## Introduction

I've started modifying traditional 12×12-inch scrapbook templates so they work on an 8.5×11-inch page. This makes it easy to print layouts on a standard home printer without wasting as much paper, and it's also handy if you use standard 8.5×11 page protectors and albums.

In this example, I'll resize a square template, place it at the top of a letter-size canvas, and use the open space at the bottom for three additional photo boxes. You can use that space for photos, journaling, a title, or embellishments instead.

> **Before you begin:** Work on a copy of your original template so you can always return to the untouched 12×12 version. The screenshots show Photoshop 2026 on a Mac; the steps are very similar in other recent Photoshop versions.

## Step 1: Create a new 8.5×11-inch document

Choose **File > New**. Set the Width to **8.5 inches**, Height to **11 inches**, and Resolution to **300 Pixels/Inch**. Choose RGB Color and a white background, unless your printing workflow calls for different settings. Click **Create**.

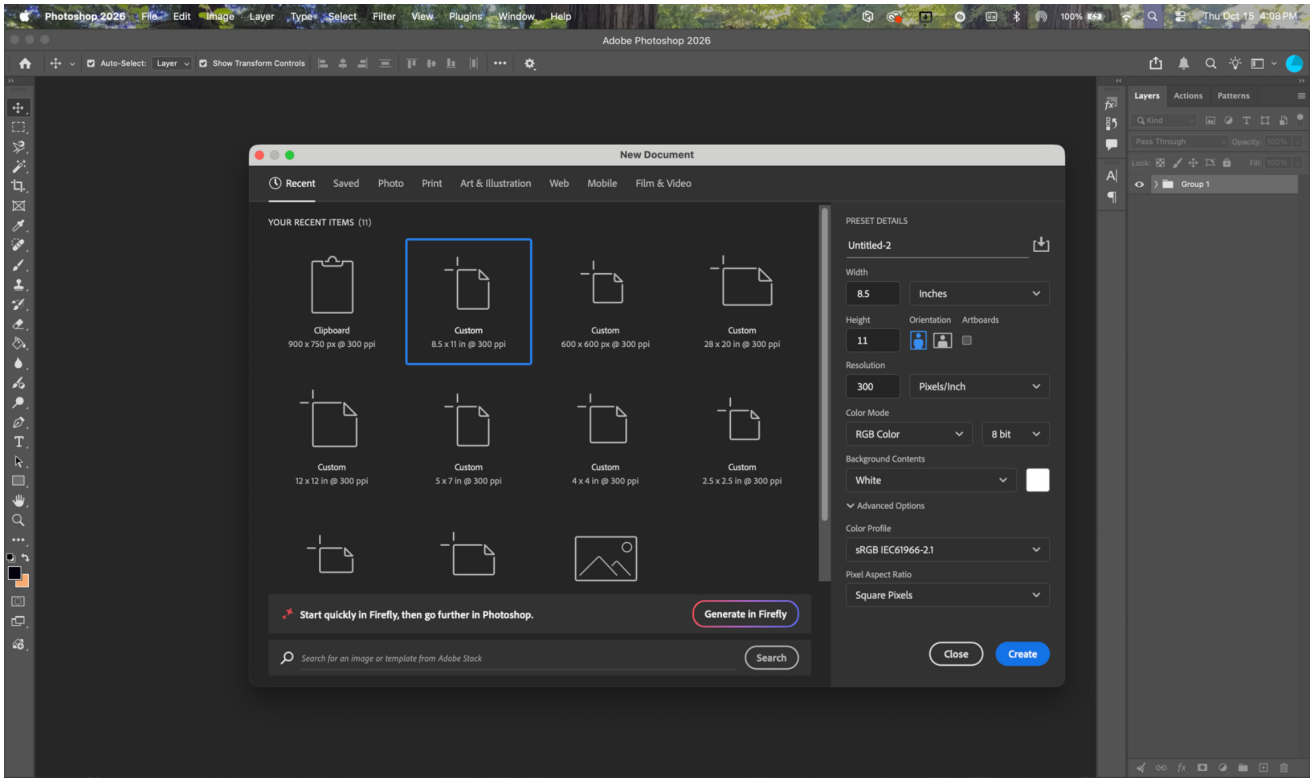



*Figure 1. New Document settings: 8.5 × 11 inches at 300 pixels per inch.*

## Step 2: Open the 12×12 template

Open the scrapbook template you want to adapt. Keep the new blank 8.5×11 document open too, so you can move the resized template into it in a later step.

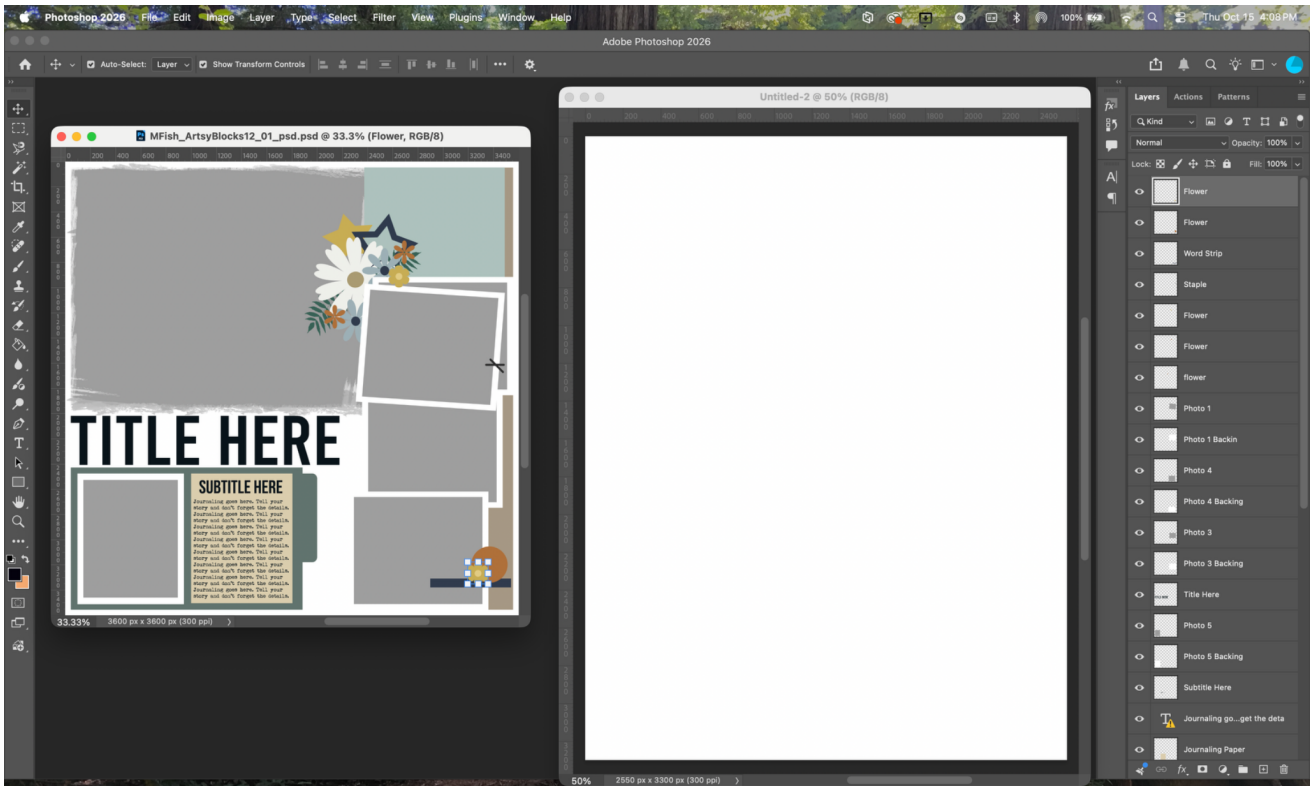



*Figure 2. The original template and the new letter-size document are both open.*

## Step 3: Resize the template to 8.5 inches wide

With the original template active, choose **Image > Image Size**. Make sure the proportions are linked, then change Width to **8.5 inches**. Keep Resolution at **300 Pixels/Inch** and leave **Resample** enabled so Photoshop recalculates the pixel dimensions. The height should update automatically to 8.5 inches because the original template is square. Click OK.

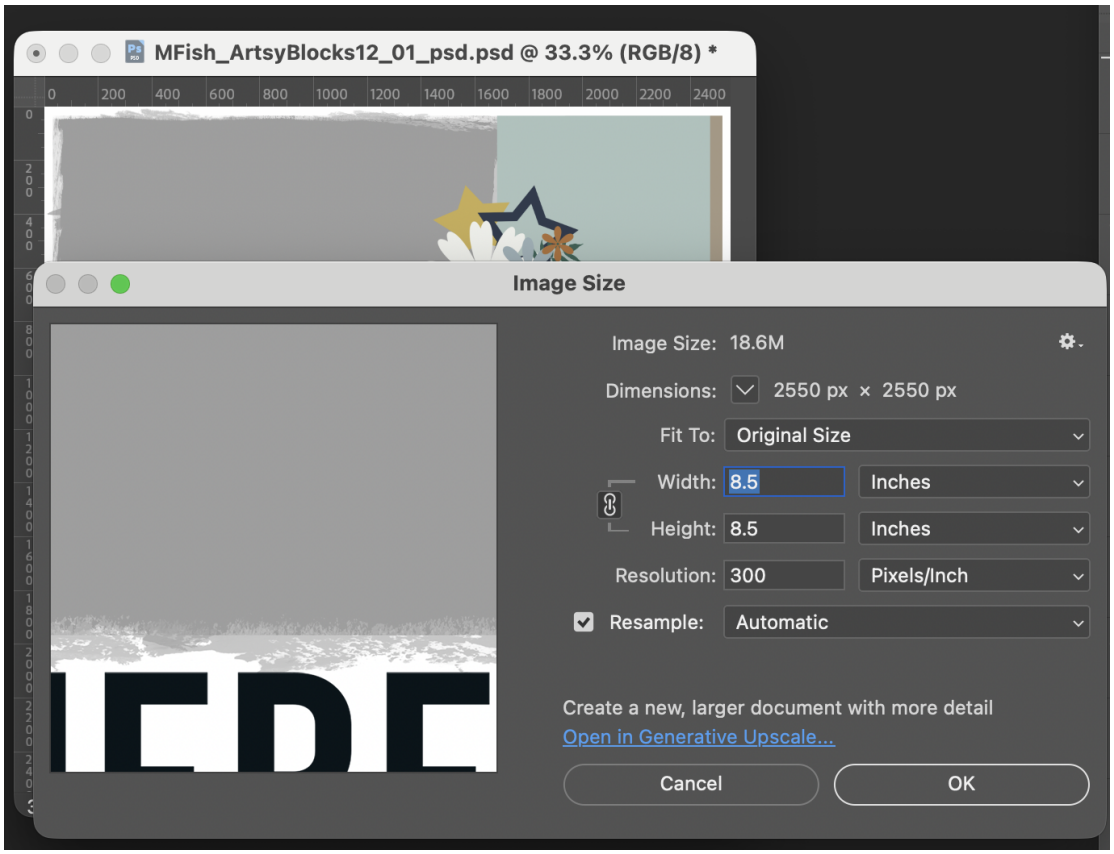



*Figure 3. Image Size settings. Keep the proportions linked so the template stays square.*

## Step 4: Group, move, and align the template

In the Layers panel, select all of the template's layers and place them in a group. Grouping is optional, but it makes the template much easier to move and position as one unit. Rename the group something clear, such as **Template**.

Use the Move tool to drag the Template group onto the new 8.5×11 document. In the letter-size document, select the entire canvas (Select > All, or Command+A on a Mac). Then select the Template group in the Layers panel. Use the Move tool's alignment controls to align the group to the **horizontal center** and the **top edge** of the canvas. Deselect when finished (Command+D on a Mac).

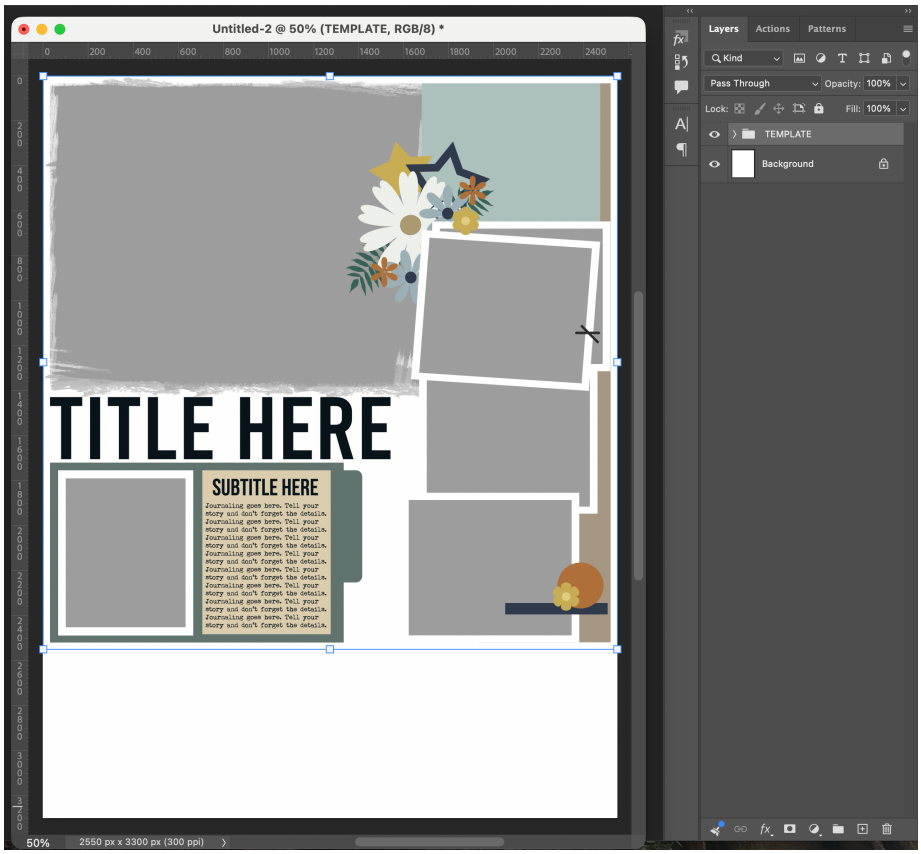



*Figure 4. The template is centered horizontally and aligned to the top, leaving open space at the bottom.*

## Step 5: Add photo boxes in the open space

Create a new blank layer, then use the Rectangular Marquee tool to make a rectangle in the open area at the bottom. Fill it with a temporary color so it's easy to see, or use your preferred method for creating a photo placeholder. Repeat to make the other boxes. In this example, the two outside boxes are the same width and the center box is a little narrower. Adjust the spacing until the row looks balanced.

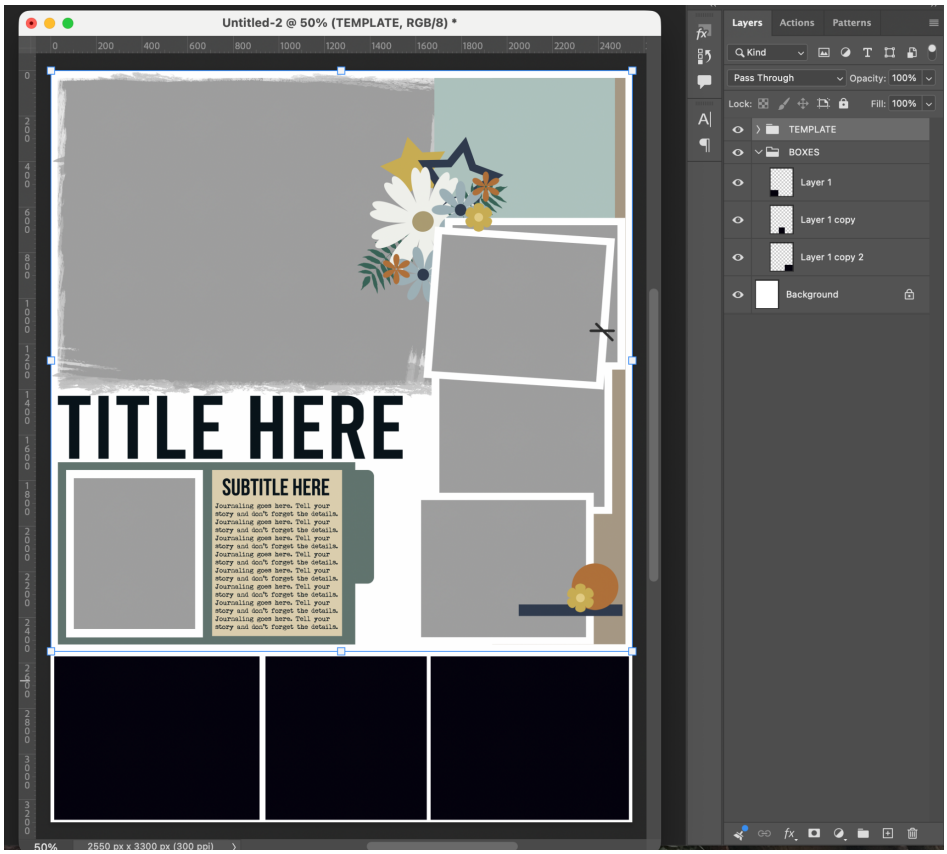



*Figure 5. Three placeholder boxes have been added along the bottom.*

## Step 6: Align and organize the boxes

Use the Move tool and alignment controls to line up the boxes and distribute the spacing evenly. If you created each box on a separate layer, select those layers and group them in their own folder. Name the folder **Boxes**. Keeping the template and added boxes in separate groups makes it easier to move, edit, hide, or replace elements later.

## Step 7: Finish the layout

Replace the placeholder boxes with photos or clipping masks, and adjust any embellishments or text that need more room. Check that important content stays within your printer's printable area; many home printers cannot print all the way to the edge of the paper. Save the working file as a PSD so the layers remain editable, then export or print a copy when you're happy with the result.

## A few helpful notes

• Resizing the original 12×12 template to 8.5 inches wide makes it 8.5×8.5 inches, leaving about 2.5 inches of vertical space on an 8.5×11 page. Your printer may need margins, so don't assume every part of that space can be printed to the edge.

• If the template's layers are already inside groups, you can group those groups together rather than flattening the design. Keep the original layered elements editable whenever possible.

• The added boxes are just one idea. You could instead use the bottom area for a journaling block, a title, a date, or one larger photo.

That’s it! You now have a letter-size version of a traditional square scrapbook template, with extra room to customize the page for printing or an 8.5×11 album.