

Europe's environment 2025 | How-to guide for Photopea

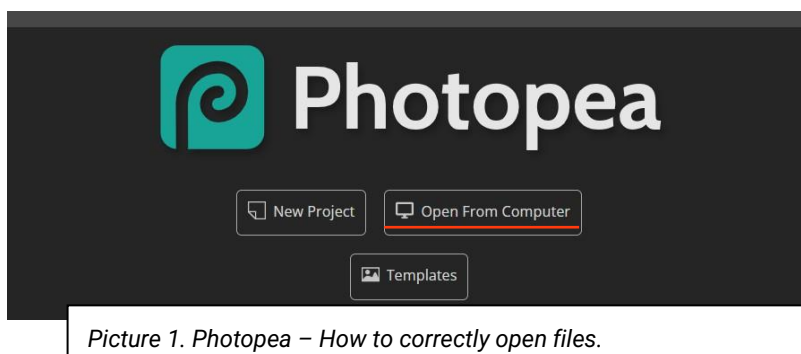
This How-to guide introduces 'Photopea', photo editor for working with visuals from Europe's environment 2025, that runs directly in your browser. This guide also explains the rules for using our official templates, helping you maintain visual consistency, respect our branding guidelines, and ensure all report related materials remain clear and professional.

1 How-to use Photopea

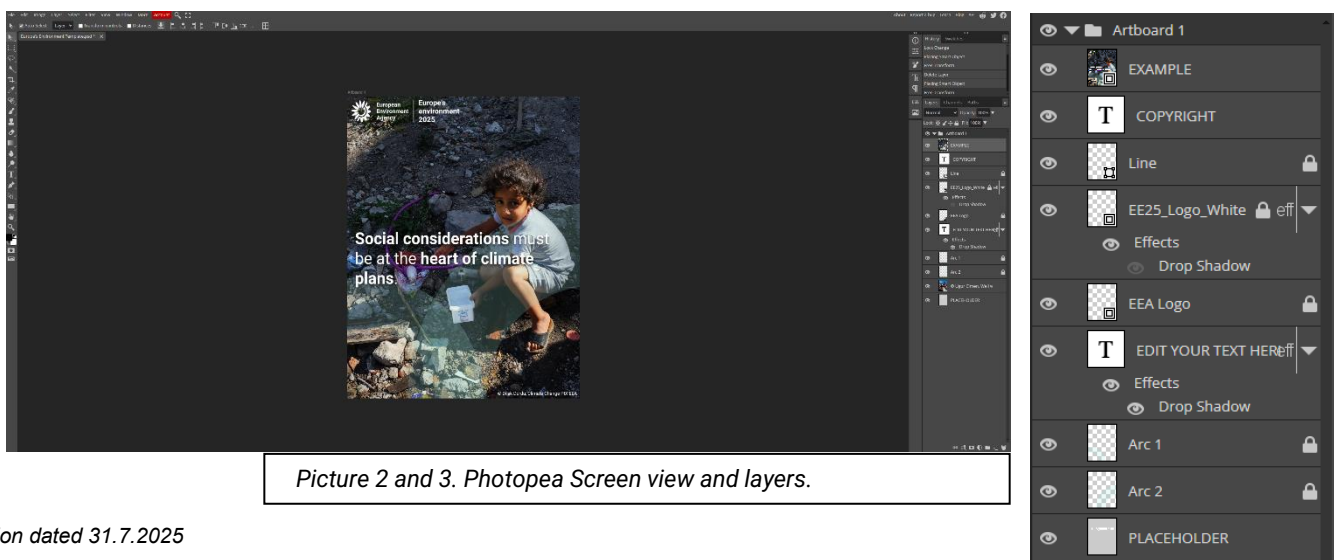
Photopea is a free, web based photo editor for working with visuals, that runs directly in your browser and helps with quick edits such as updating or translating text on the report's images. Because it supports PSD and other layered formats, you can easily modify individual text elements without affecting the rest of the design.

A. Open the website www.photopea.com

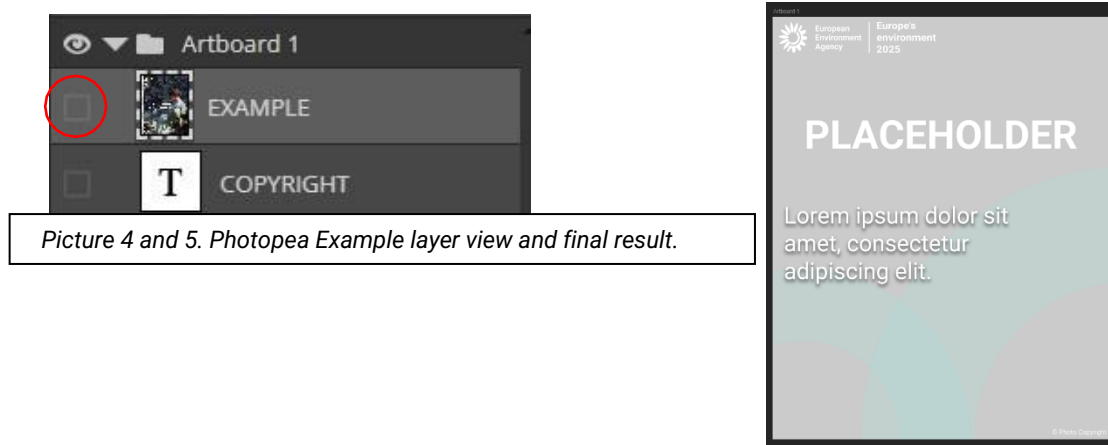
B. Open the file template by clicking on "Open from computer".



C. Your screen should look like the image below. Make sure that the layers window (on the right) looks like the example below (Picture 3)

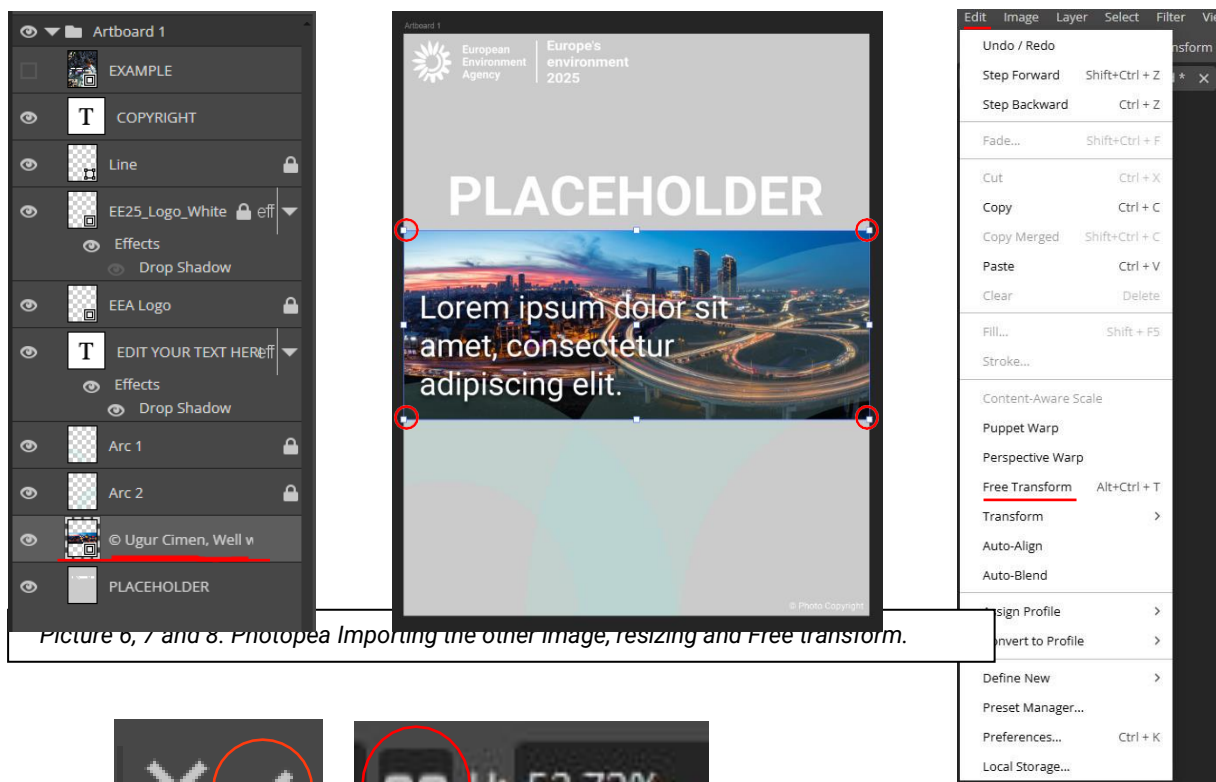


D. The “EXAMPLE” layer is a finalized image that serves as a reference for how the final product should look like. You can make it invisible by clicking on the eye icon next to it. You can do the same thing with the “COPYRIGHT” layer if you are not using a photo from the EEA Photo Competition. The final result should look like the image 5.



Picture 4 and 5. Photopea Example layer view and final result.

E. To place another image in the template, go to “File” (top left) and click on “Open & Place”. When importing another image, make sure to have it above the “PLACEHOLDER” layer and below the other elements. If the image doesn’t fit the artboard, you can change its size by dragging the four white squares in the corners. When you do this, make sure that the chain icon above is selected so you do not lose the proportions of the image. You can also move it around by selecting and then dragging it. Once you are done with the changes you can select the checkmark symbol at the top. If you need to change it again, select the image layer, go to “Edit” and select “Free Transform”.

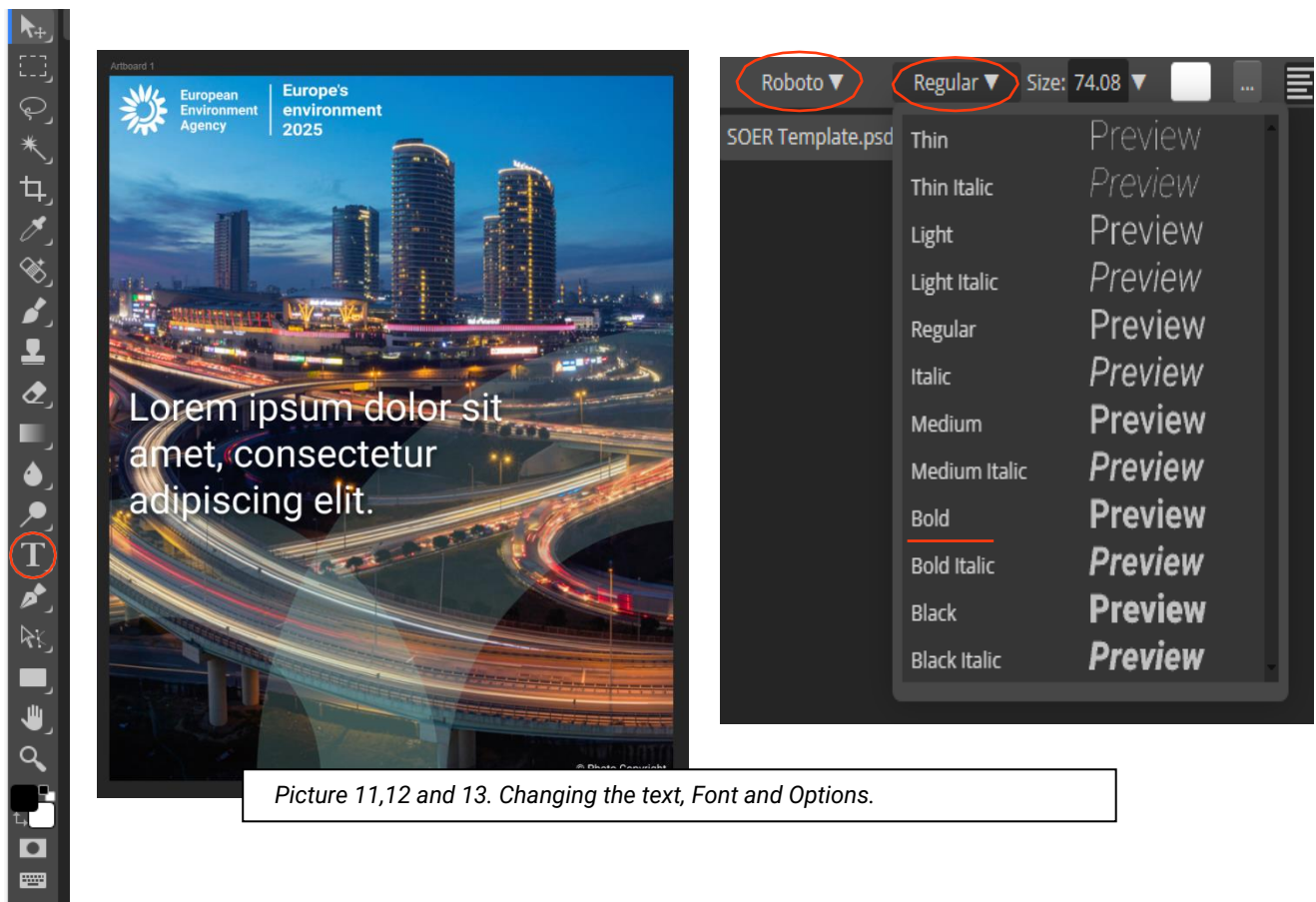


Picture 6, 7 and 8. Photopea Importing the other image, resizing and Free transform.

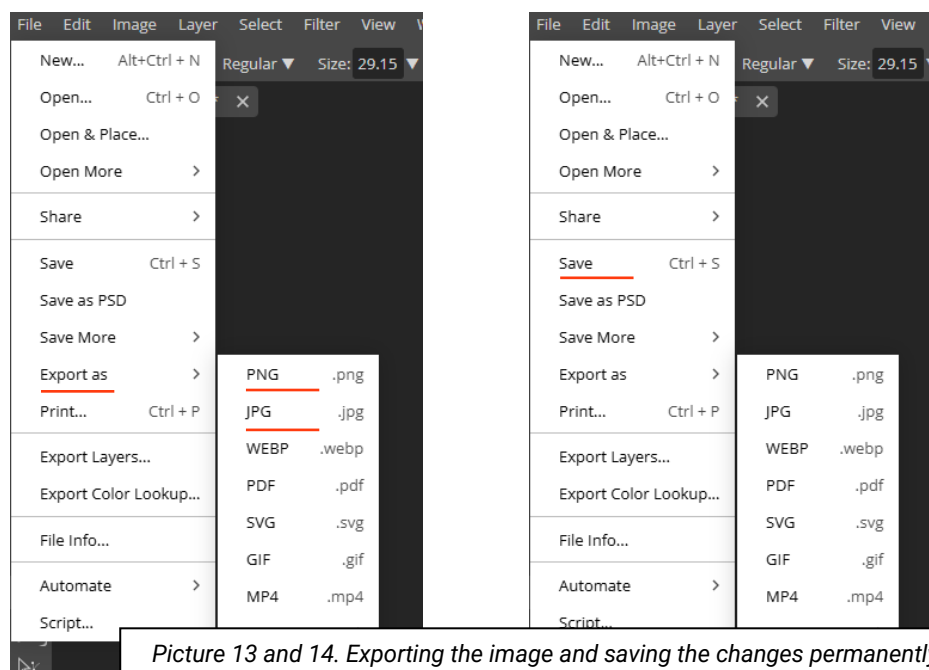


Picture 9 and 10. Checkmark and Chain Icon.

F. You can change the text by clicking on the “T” symbol in the tool menu on the left and then clicking again in the text box. Make sure the font is Roboto Regular. If you want to enhance specific words or data in the text, you can select it and change the type to “**Bold**” in the window next to the font. When you are done editing the text click on the checkmark at the top.



G. When you have finished editing the image, you can export it by going to “File” in the top left corner and selecting “Export as”. From there you can choose the preferred format (PNG and JPG are recommended). To save the changes you have done permanently on the file, you can click on “File” and then “Save”. The edited file will be saved locally on your computer.



2 General rules

- I. The layer items that have the locker symbol (EEA logo, the 2 arches, the Europe's environment logo) and the canva size must not be modified in any way.
- II. The "fact" and the "photo copyright" text layer can be edited with new text, but they must not be moved, change font, colour or size in any way.
- III. The "fact" text layer should be in Roboto Regular. **Roboto Bold** is allowed for enhancing numbers and data, but the whole text cannot be all in Roboto Bold. The "photo copyright" layer, if needed, should always be only in Roboto Regular.
- IV. Both text layers should always be white (#ffffff).
- V. Both text layers must never be changed in size and the layers must not be moved in the canva or change position in the layers' hierarchy.
- VI. Photos from the EEA's Photo Competition should always have their copyright. The copyright for each of them is in the name of the photo file.
- VII. The "fact" text layer should never occupy too much space in relation to the canva size. The paragraph of text should never exceed 4 lines of length, and there must always be room left on the right side of the image.

Max 4 lines of text



Room on the right side of the canva

Picture 15. General rules explained.