Open the Academy Template PSD file for the template you want to work with.

You will see a background layer and a red folder named "DELETE B4 ORDERING" in each template. In some templates, you will also see a green "OPTIONAL" folder.
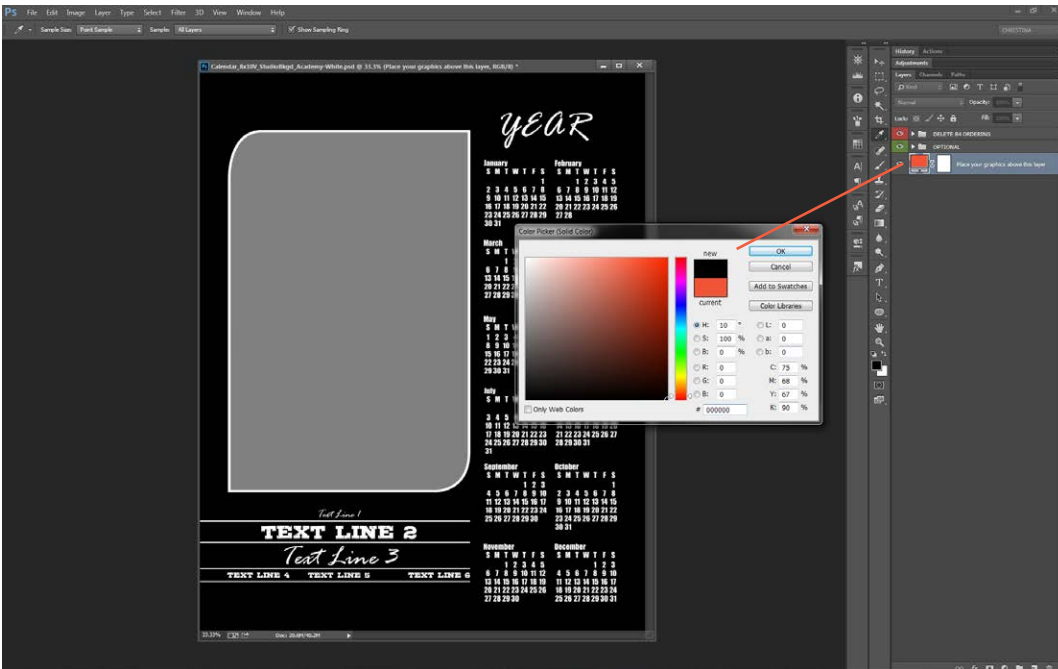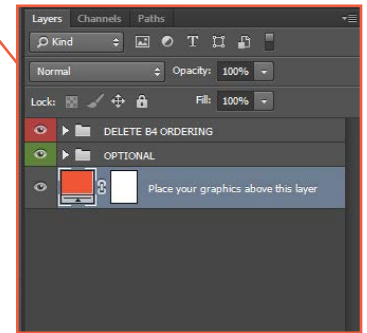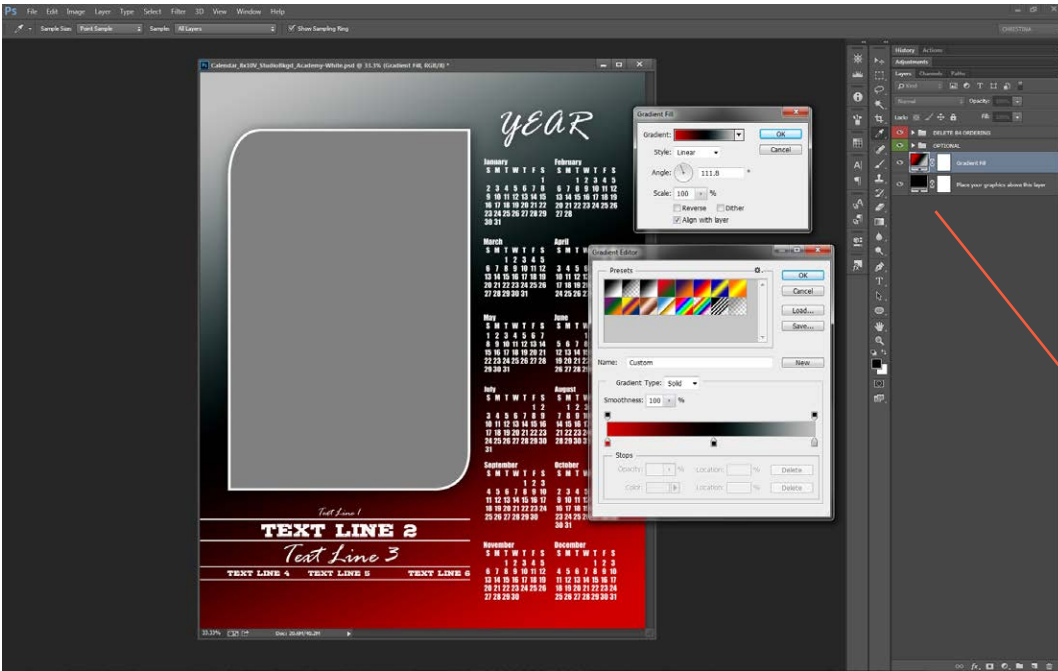

If you would like to create a simple solid color background, just double-click on the orange background swatch in the layers palette.

This will bring up the color picker and allow you to change the color to anything you like.
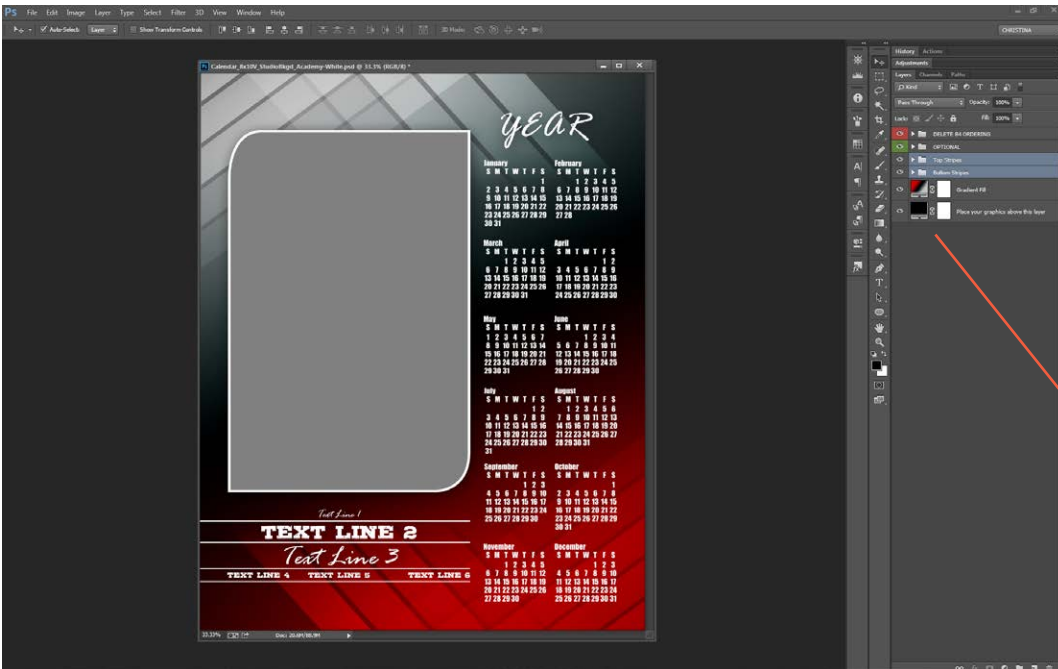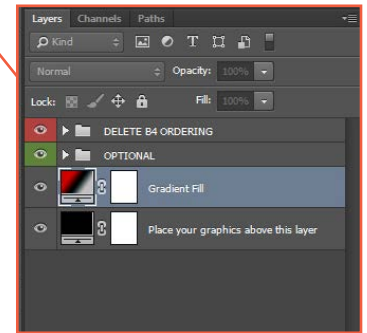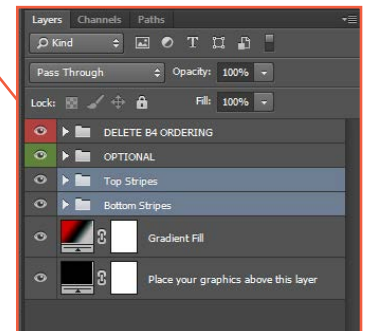
If you want to add a bit more interest to the background, try adding a gradient fill layer (Layer>New Fill Layer>Gradient).

In this example, a tri-color gradient has been added.

Other graphics may also be added to the background.

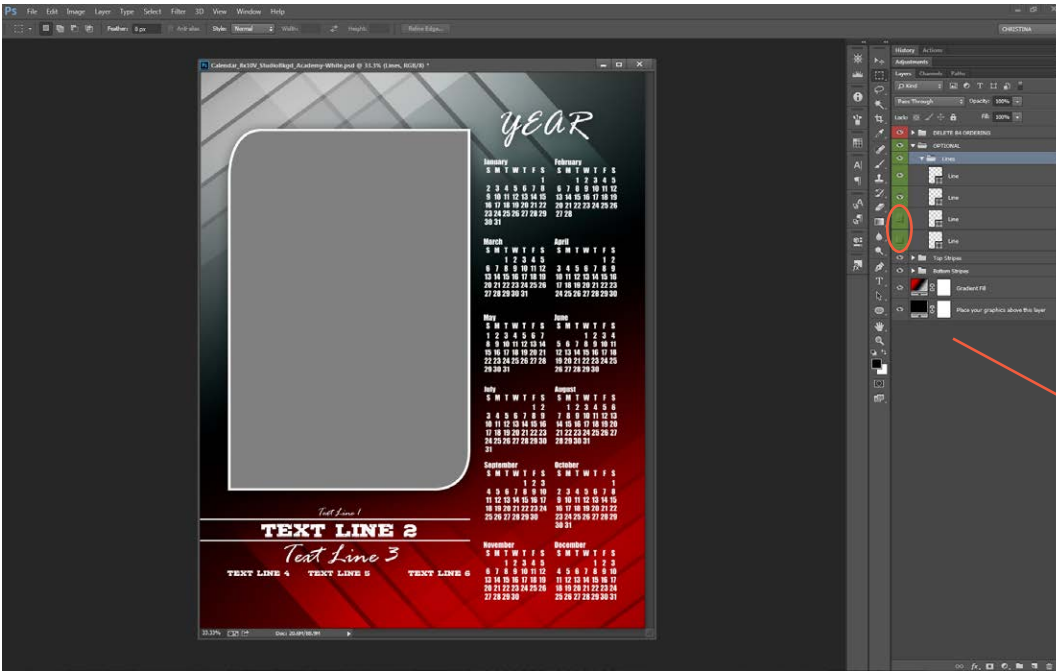In this example, two sets of overlapping bars have been added to the design to give the background some texture.

HELPFUL HINT: It is a good idea to keep the image and text lines visible during the design process so you can avoid surprises when the final product is ordered.
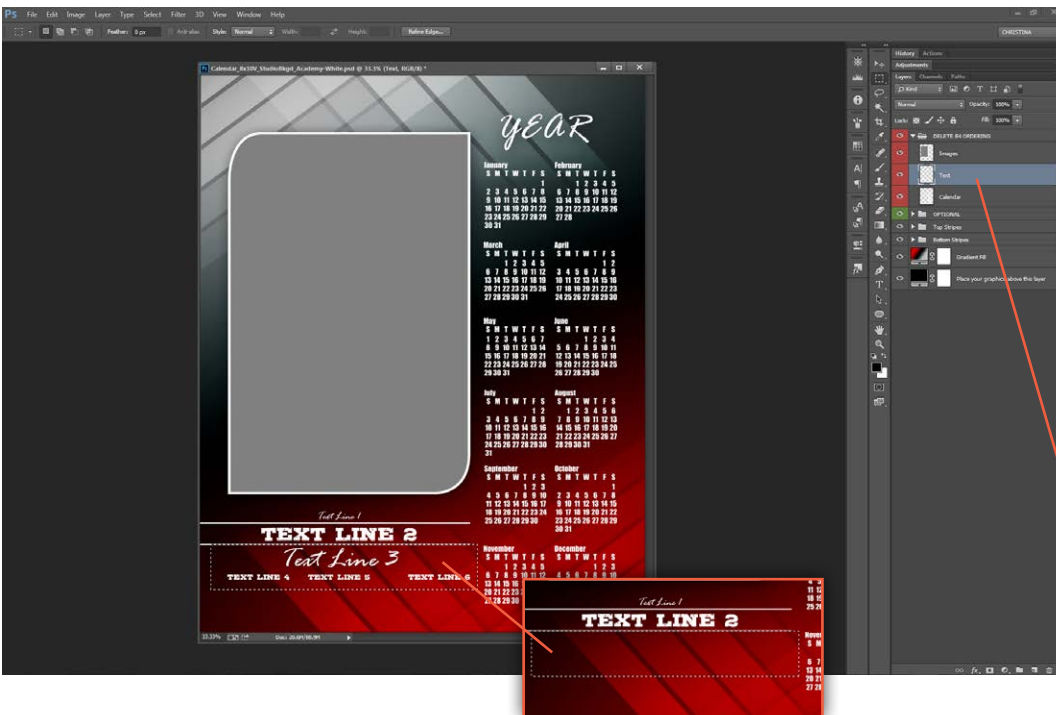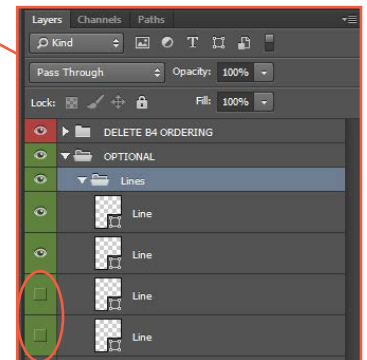
Depending on how many of the text lines you plan to use, you may want to turn off some or all of the accent lines.

Open the green "OPTIONAL" layer group and then the "Lines" layer group. Each line is a separate layer. Hide any you don't want to see as part of your final design.

In this example, text lines 3, 4, 5 & 6 will not be used. In order to see an accurate preview of how the final product will look, you can erase unwanted text lines.

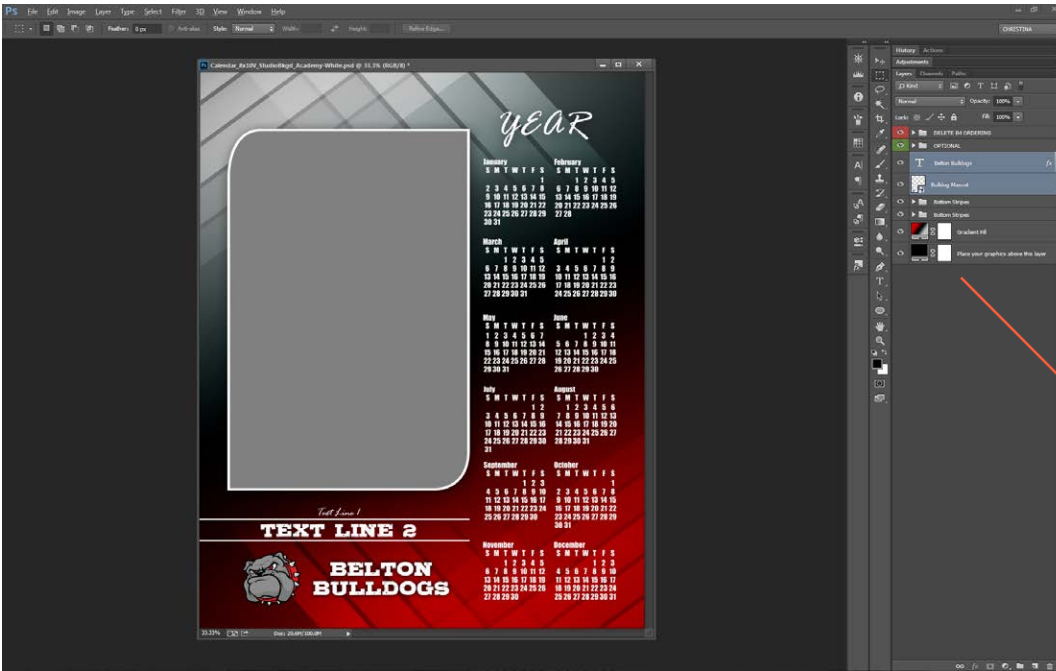Open the "DELETE B4 ORDERING" layer group and select the "Text" layer.

Using the Marquee tool (M), draw a box around the text lines you want to delete and use hit the delete key on your keyboard.
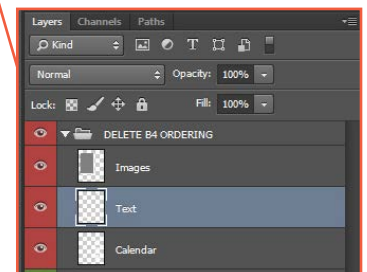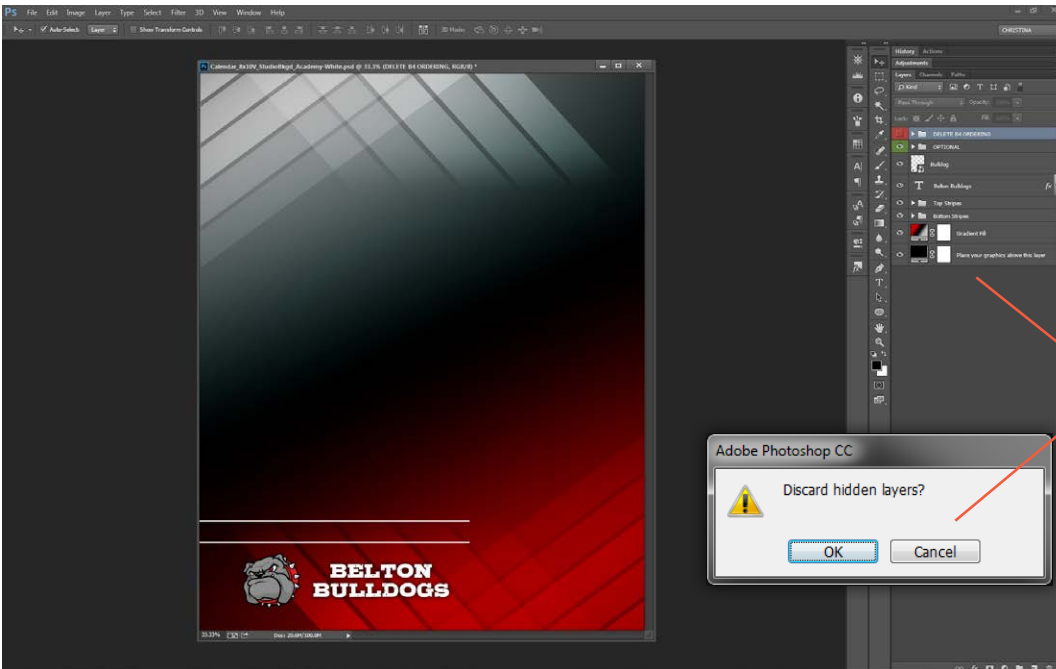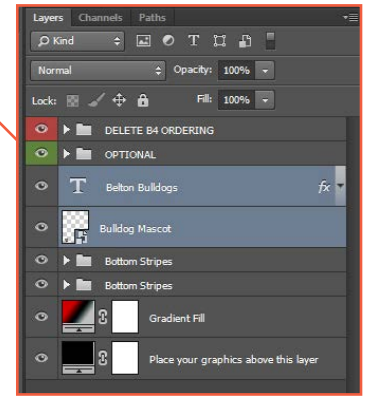
With the extra text and accent lines removed, there is room for the school's mascot and name. The mascot graphic and name have been added above the background, but below the "OPTIONAL" layer group.

When you have finished with the design, you will want to save a JPEG of the background.

Either hide or delete the "DELETE B4 ORDERING" layer group. Flatten the canvas.

Click "OK" when asked to discard hidden layers.