

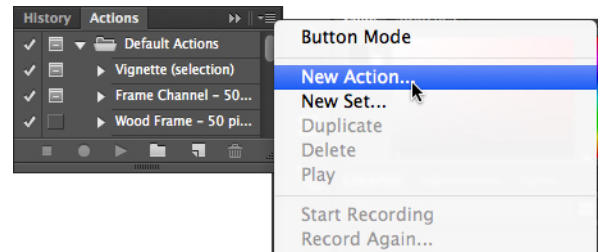
CREATE AN ACTION



If you are working with a lot of digital images and you need to do the same thing to all of them, such as changing them to grayscale, creating an action saves you from having to do the same thing over and over again. Let Photoshop do all the repetitive tasks for you.

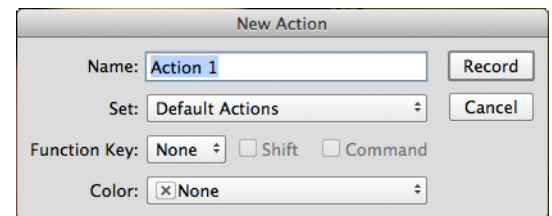
CREATE AN ACTION

- Open a digital file
- To preserve the original, go to **File > Save as**
- **Save As a copy**



Open the Actions palette

- Open the Actions palette by going to **Window > Actions**
- In the Actions palette
 - Select **New Action** from the pop-up menu
 - **Name** the Action in the New Action dialog box

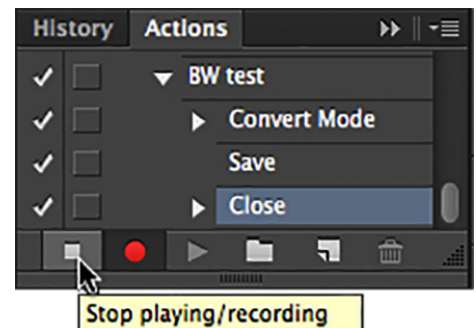


Record the steps

- Press **Record** to start recording the steps
- Use the Photoshop menus, not keyboard shortcuts, to go through the steps to create your effect
- Save and close the file, using the menus, when you are finished

To stop the recording

- Go back to the pop-up menu and select **Stop Recording** or
- Press the **Stop Playing/Recording** button on the Actions palette.



CREATE BATCH FILE



To run this action on a group of files, create a **Batch File**

- Go to **File > Automate > Batch**
- Batch dialog box
 - In the **Play** section,
 - Choose the **Set** and **Action** you created
 - In the **Source** section,
 - Choose the **Folder** the images are in
 - In the **Destination** section,
 - Choose the **Folder** you want the images saved in or
 - if you want the original images overwritten, choose **Save & Close**.
 - Click **OK**
- After the batch is finished, run another batch or quit Photoshop.

