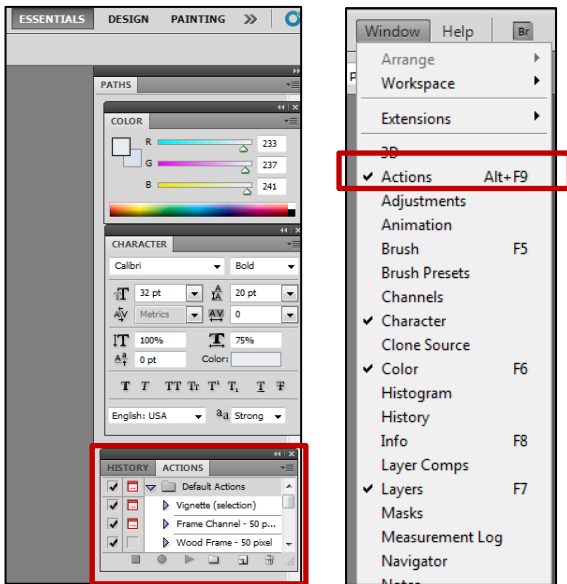


Batch Processing Using the Actions Palette in Adobe Photoshop CS5

Quick Reference Guide

When you have multiple files that need several repetitive functions applied (e.g., image resizing, saving for the web, or even color correction) an efficient method is using Batch Processing through the Actions palette in Photoshop. In the following example, we'll resize several images from their original size to a 300-pixel width, then save the resized versions to a designated folder.

1. In Photoshop, open *one* image from the group of files to be corrected.
2. If the **Actions** window isn't already open in the right hand side of your work area, pull down the **Window** menu and click **Actions** to open the palette.



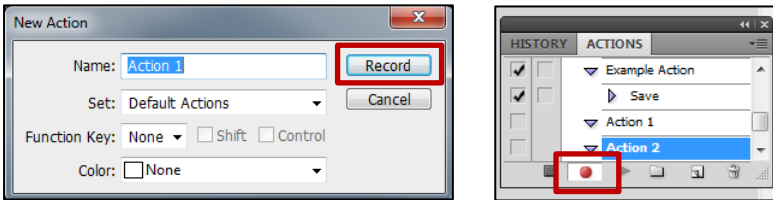
3. Click the **Create New Action** icon at the bottom of the palette to open the **New Action** dialog box.



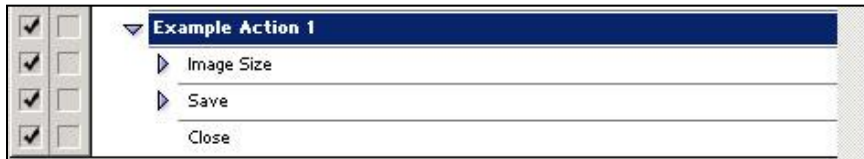
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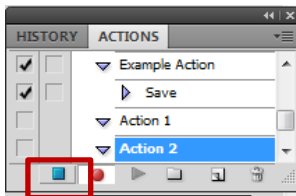
4. Name the **New Action**. (Example: Action 1).
5. Click the **Record** button. (Note that the **Record** button at the bottom of the palette will turn red to indicate that you're recording).



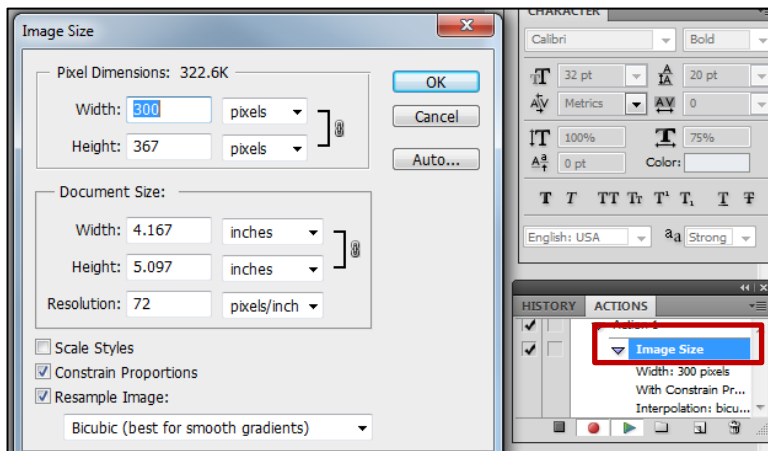
6. Begin applying changes to the image. In this example, we've changed the Image Size to a 300-pixel width, Saved the file to a new location, and Closed the file.



7. When you've finished editing your file, click the **Stop Playing/Recording** button at the bottom of the Actions palette.



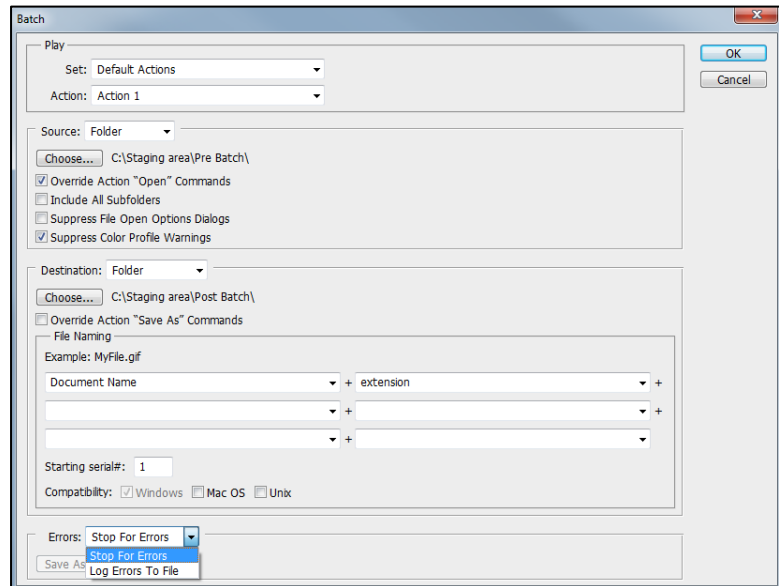
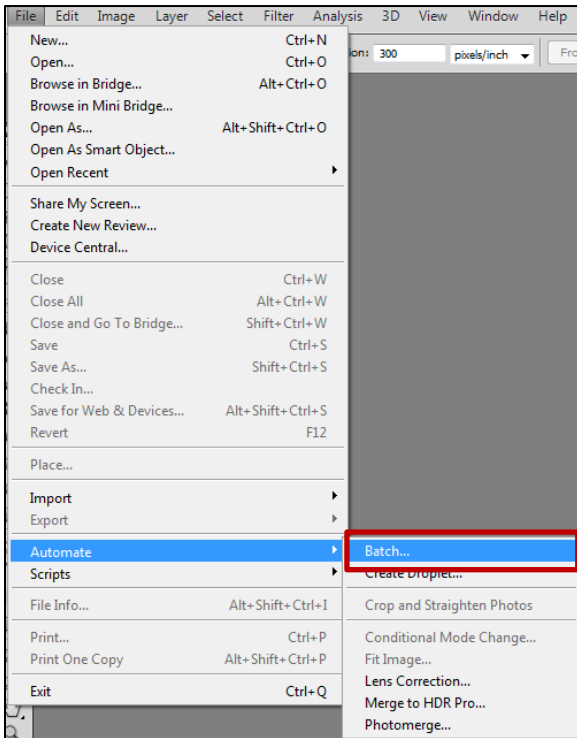
8. If you wish to add a function or edit the newly recorded action, simply begin recording again and make the necessary changes, then click the **Stop Recording** button. You can also change individual steps by double-clicking them. For instance, if you want to change the specified image size, double-clicking the **Image Size** step will reopen the appropriate dialog box for you to make changes.



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9. To use the action in **Batch** mode, go to **File -> Automate -> Batch**. This opens the **Batch** dialog box.



10. In the dialog box, select the **Action** that you've just created.

- For the **Source Folder**, select **Choose** to browse to the folder that contains the images to be corrected.
- Define the **Destination Folder** in the same manner.
- Make sure that the **Suppress Color Profile Warnings** option is selected.
- Specify your **File Naming** preferences (you can select choices from the pull down menus or type in your own file names and extensions).
- Choose to either have Photoshop stop the process for errors or create a log of errors (if there are any).

11. Click the **OK** button to start the **Batch** process.