



ECAC-SIDA Photoshop Session - Pittsburgh - 2012

Actions and the Automate and Batch Functions

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Overview

The actions tab in Photoshop allows you to record a set of actions or steps taken when editing an image and save them as a set. You can then simply click play to enact all of those steps on another image.

The automate and batch functions allow you to use one of these action sets to edit multiple photos in one step.

Uses

- Resizing images: My primary use for this is changing high resolution head shots from color to black and white and resizing to fit in game programs. You can make the changes on one head shot, record that action set and then automatically change the entire team in just minutes. This is particularly helpful with football and other large rosters.

- Small adjustments: Often times I will get an entire set of photos that have one small error in common, whether they are slightly under or over exposed, or the lighting is just off. Using this function, you can make the adjustments to one photo and then automatically transfer those changes to an entire folder of images.



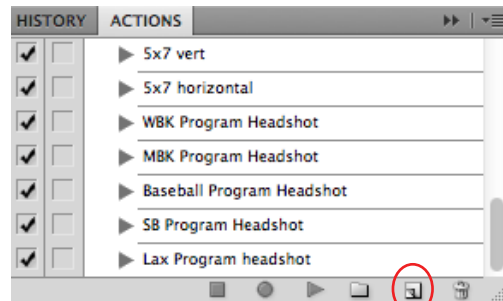
Initial Image



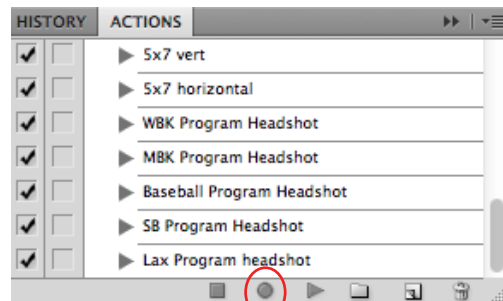
Edited Image

Steps

1. Open an image from the set you wish to adjust.
2. Open the actions tab (Window-Actions)



3. Create a new set of actions (click ^)
4. Name the action. (Lax Program headshot)



5. Click the record button ^

	6. For this example <ul style="list-style-type: none">- Convert mode to grayscale- Change image size: 225x300- Save as a TIFF- Choose save location- Close
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6. Make all desired photo edits, including save and close. (use save as instead of save to preserve original file)
7. Click stop button (left of record button)
8. Go to File - Automate - Batch.
9. Select your action and folder where image set is (left)
10. Select your destination. Click ok. (left)

The program will open each image in the selected folder, perform the assigned actions and close each image. At the conclusion, all of the changed images will be in the folder you specified. This process will save you incredible amounts of time when making the same changes to a large set of photos.

