

CREATING A SIMPLE ACTION – If you’ve ever used a tape recorder, then you grasp the concept. Instead of recording words, though, an Action records each step you perform in Photoshop. The following action will “magically” resize both horizontal and vertical images. This can be especially useful when batch processing an entire folder of images of both orientations. This Action has only one step. Most have multiple steps.

The MOST important step when creating an action is to open an image BEFORE you start.

NUTSHELL VERSION: for those who are already familiar with Actions

- a. **With an image open**, click the arrow to the right of the Actions Tab and choose “New Action”. When the box comes up, name your action, assign a function key if you like, assign a color and finally, click “record”.
- b. Click on File>Automate>Fit Image. A dialog box will come up. Decide what pixel dimension you’d like your image to be and enter the larger of the two numbers in BOTH boxes. For instance, I generally size my web and mail images to 400 x 300 so I’ll enter 400 in BOTH boxes. (see screenshot in step 11)
- c. Click OK and then click the STOP button on the Actions Palette. That’s it! Try it in your next Batch processing!

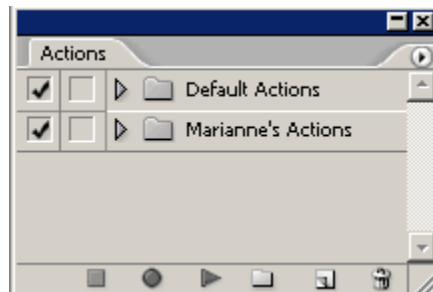
DETAILED VERSION – This Action sizes an image so that it is suitable for e-mailing

- 1. Open **any** image. This is extremely important!
- 2. If your Actions Palette isn’t showing, go to the top tool bar and click on Window>Actions. If there is already a check mark by “Actions”, then your Actions Palette is hiding under another palette. This can often happen so just move your palettes around and look for it.

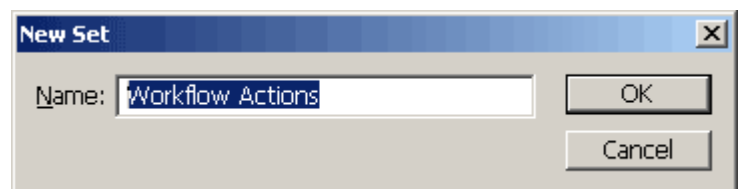
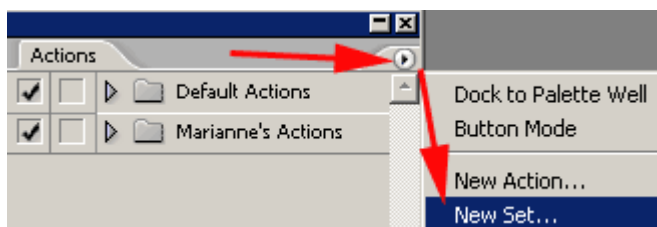
Note the icons at the bottom of the Palette. The first three have the same function as a tape recorder.



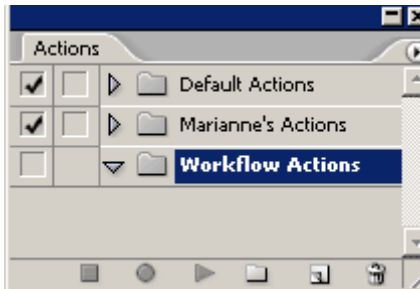
- 3. We’ll start by creating a folder (called SET) to put your actions in. Photoshop comes with a “Default” set of Actions. Inside the Default Set, you’ll find lots of neat things you can do to an image. You could add your Action to this folder but we will create a new one. I created one called “Marianne’s Actions”.



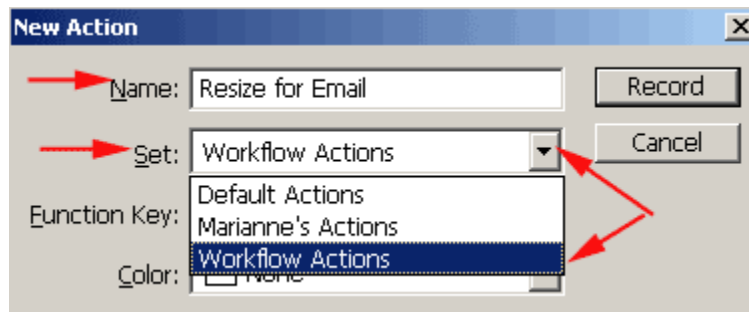
- 4. Let’s Begin. **WITH AN IMAGE OPEN**, click on the little arrow at the top right of the palette to reveal a list of options. Choose “New Set”. Name the Set (folder) anything you like. I named my folder (set) “Workflow Actions”.



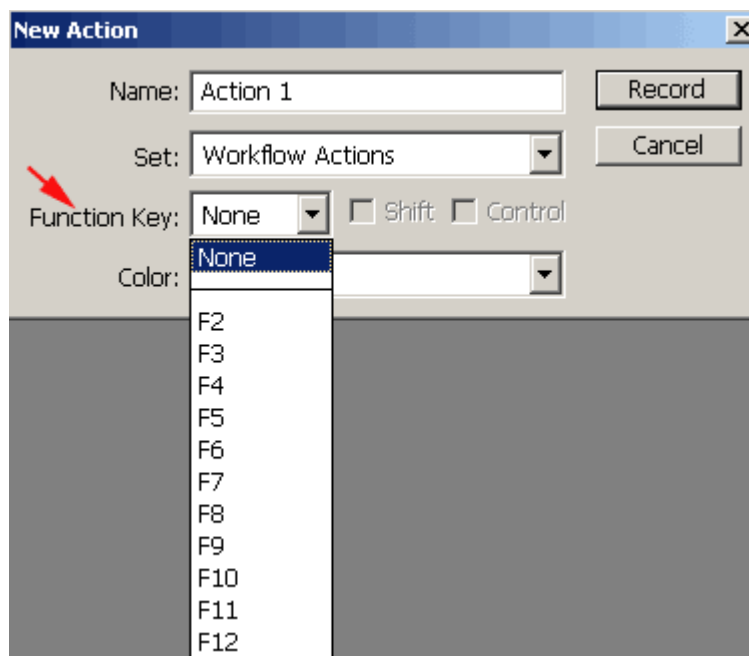
5. Click OK. You now have a new folder (Set) in your Actions Palette to hold your new action.



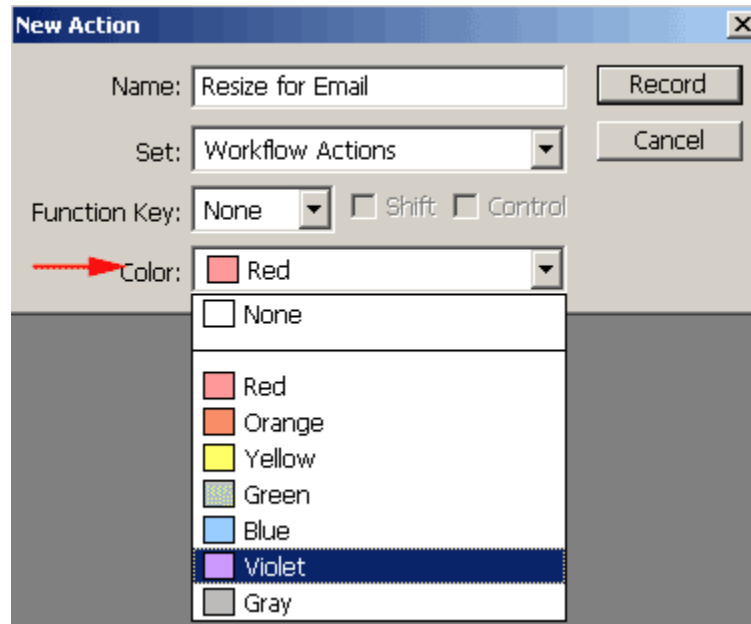
6. Make sure your new folder (set) is highlighted (usually blue), and click once again on the little arrow at the top right. This time choose "New Action". The following dialog box comes up. Starting at the top, first give your action a name. Next you need to indicate where you'd like your new Action to go. Since we already highlighted the new Folder, it will be selected in the second box. If the folder you want is not showing, just click the little arrow to the right and choose the correct folder.



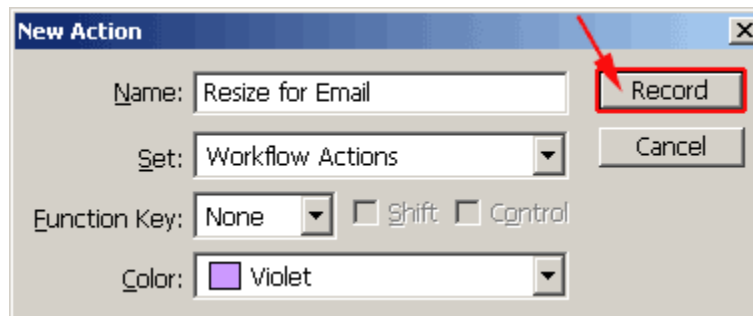
The next box is called "Function Key". If you plan to use this action regularly, you might consider assigning a Function Key to it. The Function Keys are the keys at the very top of your keyboard. Some keys already have assigned tasks. We will not assign one in this tutorial.



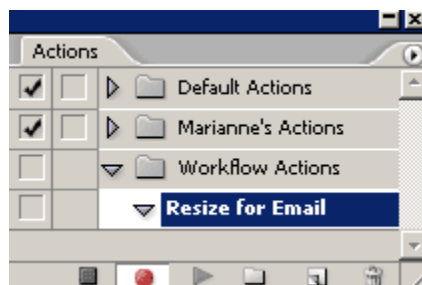
7. The last area is "Color". Some people have literally hundreds of actions so assigning a color can help locate an Action Set at a glance. Let's assign a color.



8. Now the scary part! Click the "Record" button!

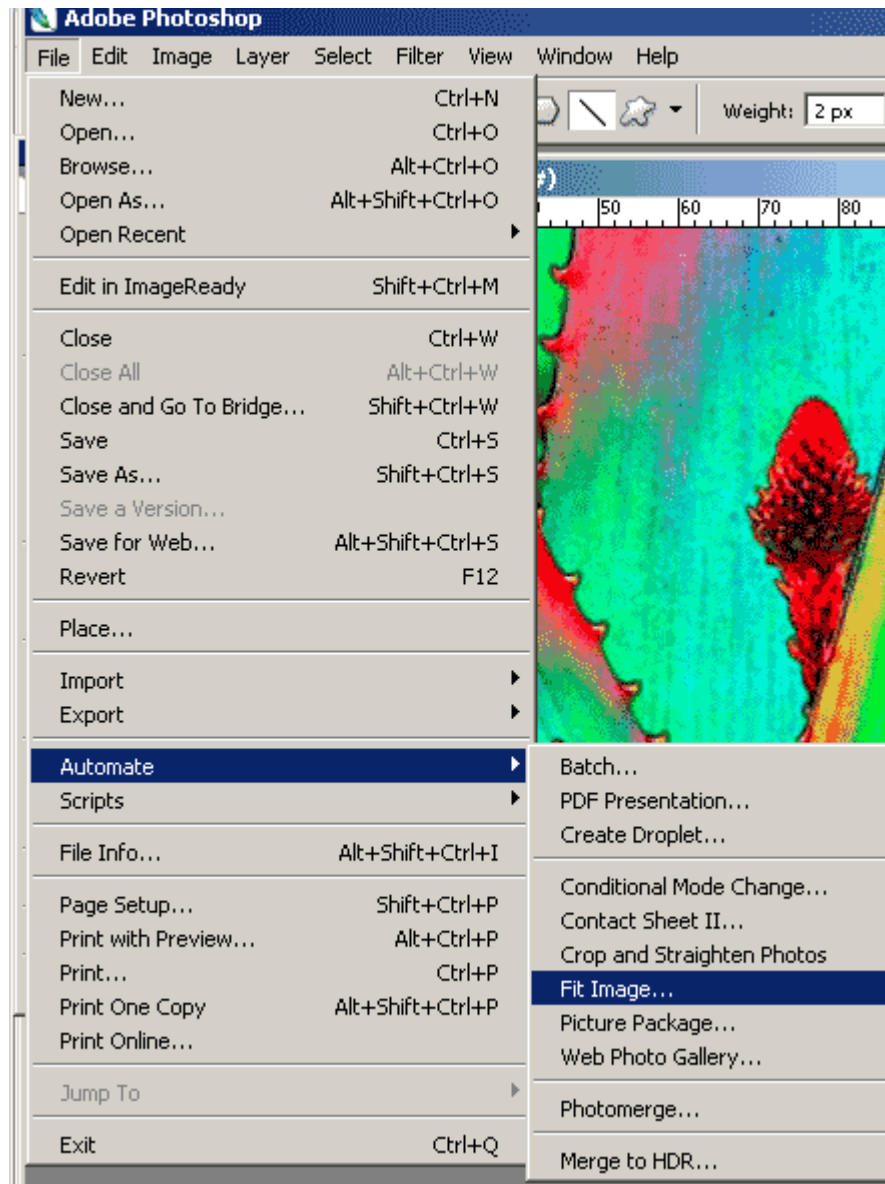


9. **NOTHING HAPPENED, you say!?** Look over at your Actions Palette and note that your new action is highlighted and that the RED "record" button is also highlighted. This indicates that **EVERYTHING** you do in Photoshop from this point in time forward is going to be "recorded".

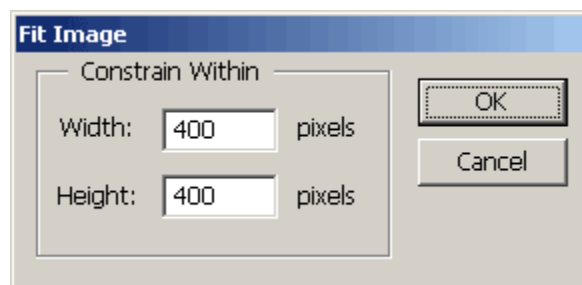


TIP: Open your HISTORY PALETTE. You can watch the steps that you do from now on.

10. Click on **File>Automate>Fit Image**.

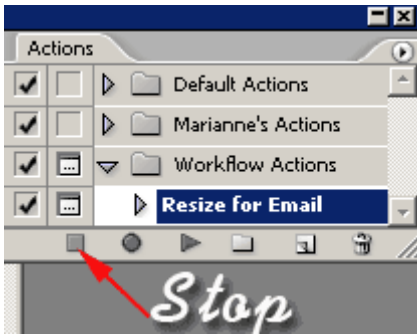


11. A box will come up asking for dimensions. Decide what size you'd like your Email images to be. Type the larger of the two numbers in BOTH fields. For instance, I generally size my email images to 400x300. So I would enter 400 in both boxes.



12. Click OK. Your image will resize.

13. Now move over to your Actions Palette and click the STOP icon at the bottom.



14. YOU HAVE JUST CREATED YOUR FIRST ACTION!
15. Now let's test the Action. Close your image. There's no need to save it. Open another image that has a different orientation so you can prove that it works on both horizontal and vertical. For example, if you started with a horizontal, then choose a vertical.
16. Now go over to the Actions Palette and locate your new Action. Click on it to highlight it and then click the PLAY button. Your image will change size so quickly that if you BLINK, YOU'LL MISS IT!

NOTE: There are literally thousands available on the web. Only download from websites that you know, though!