

Before beginning, have two working folders on your desktop. The first folder will have all the images you'll be altering. The second folder will be empty, but will eventually contain all the final, altered images.

- 1) Make sure that the images you're Batch Automating are similar. In this case, all the images are the same physical size and the heads are all in about the same place.
- 2) Make sure the Action window is open. If it isn't, you can open it by clicking on "Action" under the "Windows" drop down menu.
- 3) Open up the first image.
- 4) On the Action Window, click the icon (*Figure 1*) to create a new Action. Name the new Action whatever you want.

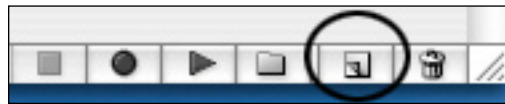


Figure 1

- 5) From this point on, the Action will be recording everything you do. The controls of the Action window mimic and look like the controls on most recording devices.
- 6) Alter the image as you wish. In this case, we're starting with CMYK Tiffs and will be creating 1 x 1.5 inch RGB JPG thumbnails.
- 7) Constrain the crop tool to the dimension and resolution you want, and save the image.
- 8) Once you're done, close the image.
- 9) Hit the "Stop" button on the Action window (*Figure 2*). This will end the recording of what you do.



Figure 2

- 10) Now go to File > Automate > Batch.

Notes

- 11) At the top of the window, there will be a drop down menu labeled Action (*Figure 3*). The most recent Action you created should show up by default. If not, click on the drop down menu and find the Action you just created.

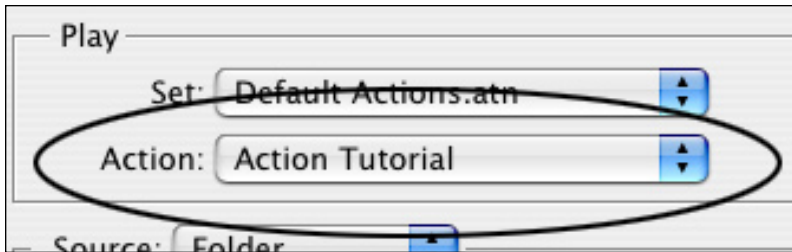


Figure 3

- 12) It will ask you to choose a source folder (*Figure 4*). Choose the folder where the images you want altered exist.

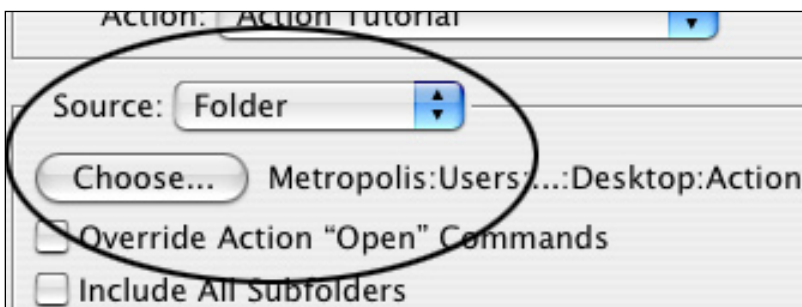


Figure 4

- 13) It will also ask you to choose a destination folder. Choose the folder you created that you want to put your finals in (*Figure 5*). Another reason you may want to choose a different folder than your source folder is so you won't overwrite your original files in case you mess up.

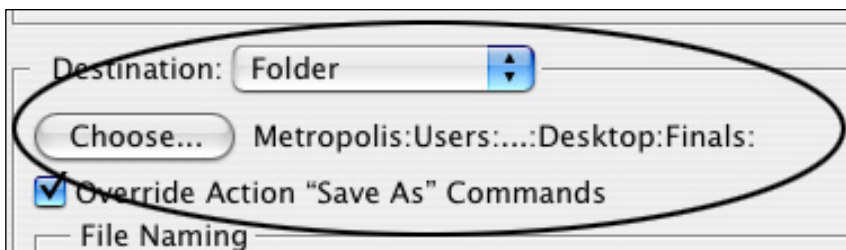


Figure 5

- 14) Hit “OK” and sit back. It may redo the first image you did, so you may have to hit “OK to Overwrite,” but after that the computer will do the work for you. Go get yourself a cup of coffee.
- 15) You may also want to play with the existing actions that come with Photoshop.

Notes