

Creating Actions

Creating Actions – easy instructions

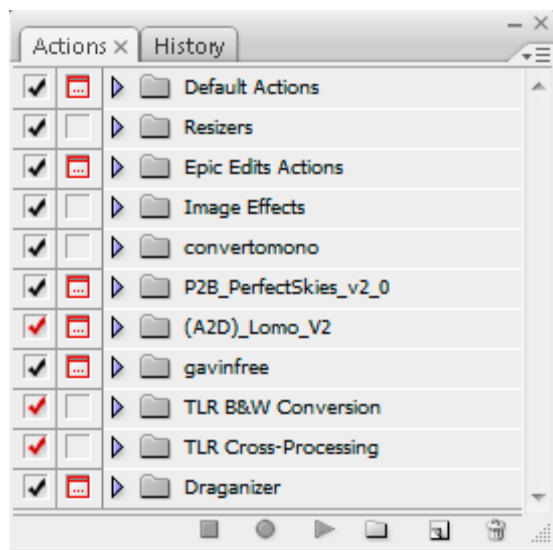
To Create an Action:

- 1) Open a photo in Photoshop
- 2) Go to Action Palette (if you cant find it, go to WINDOWS-> ACTIONS)
- 3) Create a new folder by pressing folder button on the bottom and title it your name
- 4) Make a new action by clicking on the square with the upturned corner on the Actions Palette
- 5) Title it whatever you want and click RECORD
- 6) Now do whatever steps you want in Photoshop to get the photo how you generally want it to look.
- 7) When you are done, press the stop button on the bottom left of the Actions Palette

To save a set of Actions:

- 1) Click on FOLDER that you want to save
- 2) Click the button on the top right of the Actions Palette
- 3) Click on "Save Action"
- 4) Find a place to save your action. Click SAVE

1. FIND YOUR ACTIONS PALETTE

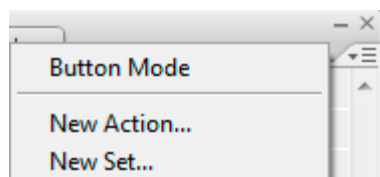


Before you can do anything, you need to have the right tools in front of you. **Make sure that your actions palette is activated and visible.** It typically shows up as a tab on the history palette, but this may vary depending on your workspace.

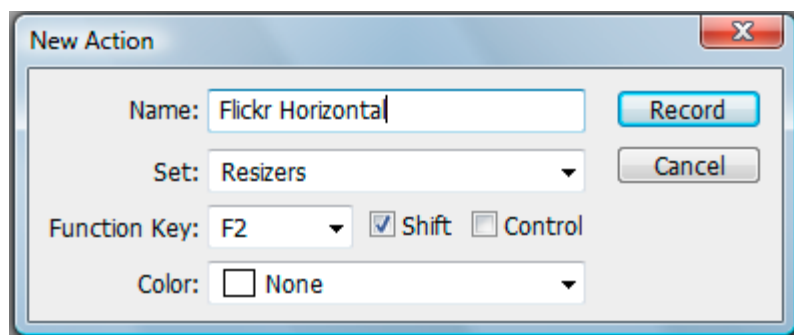
If your actions palette is nowhere to be found, you can **activate it under the “Window” menu.** Once you do this, you should see a palette similar to the one in this photo. If you don’t have any actions defined yet, you’ll probably just see the “Default Actions” set.

Sets are a way to group actions as you see fit. To create a new set, pull down the palette menu and click “New Set...”. Give your new set a descriptive name. Also note that when you import and export actions, it’s the whole set rather than a single action.

2. CREATE A NEW ACTION



OK, you’ve got some sequence of events you want to record and you’re ready to start the action. Before we can begin recording the action, we’ll need to create the action. Pull down the action menu and click on “New Action...”. Give it a name and a keyboard shortcut if you want. Now we have a new empty action that we can record to.



3. BEGIN RECORDING THE ACTION

To begin recording the action, simply select your action in the palette and click on the “Record” icon in the lower action menu or select “Start Recording” from the pull-down menu. Once you click this button, every event you perform will be recorded. This includes menu items, adjustments, layer selections, and any of the Photoshop tools.

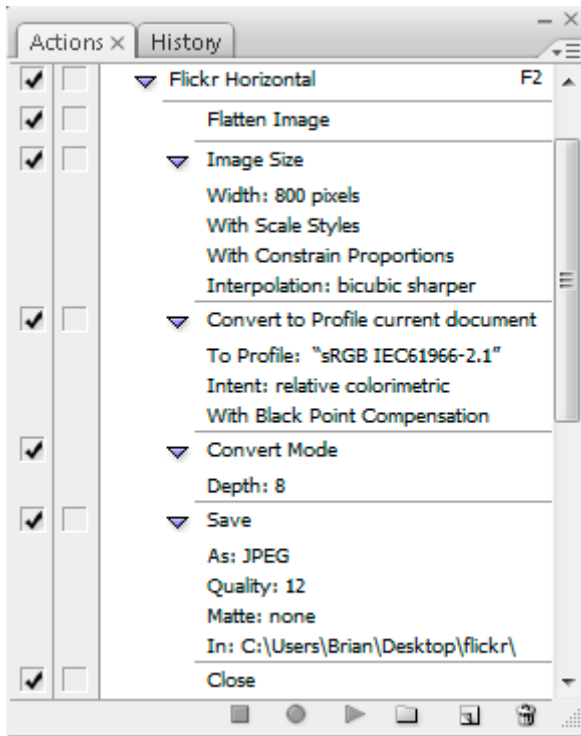


There’s no need to hurry through your sequence of events, because the action is not time based. If you’re not doing something to the image, it won’t be recorded. So take your time and get it right.

4. DO YOUR STUFF

Now do whatever it is that you wanted to do. Perform all the tasks, clicks, option settings, and image adjustments that you want included in your action.

If you mess something up or if you accidentally skip a step — don't worry. After recording the action you can go back and edit the steps, add steps, and re-record steps.



Save (optional)

Since I'm creating an action that eventually closes the file, it might be a good idea to quickly save the original prior to running the rest of the action. I don't include this step in my action because of long save times for large files, but I could lose information if I forget to save prior to running the action.

- **Save As**

I just use a "Save As". Here, I specify that the image should be saved in a folder located on my desktop. I don't rename the image, so it retains its original name. I also save at a quality of 12.

- **Close**

After I save the image, I have no need for it so I close it out.

Some of these events are specific to my personal preferences and my computer's file structure, so if you're following along with my example you'll need to adjust a few values.

5. COMPLETE THE ACTION

So once you're done with the sequence, it's time to stop the action. Just press the "Stop" button at the bottom of the action palette and Photoshop will stop recording.

For some actions, this is the end of the road. But many of my actions are set to require input from the user at specific points along the way.

6. SET YOUR TOGGLE DIALOGS

An action with no stop dialogs will run through the sequence of events without stopping or asking for anything. So if you have a step that requires some human input or uses a setting that must be adjusted for each photo, you must tell the action that this is the case. To do this, simply click on the box next to the step and you'll see the icon appear.

When this box is active on a given step in the action, Photoshop will present you with the dialog box pre-filled as specified by the action. You'll then have a chance to make adjustments to anything in that dialog before moving on. Once you hit "OK" for that dialog, the action continues as it normally would.