



SAIC WIRED: LAPTOP LITERACY + DIGITAL IMAGING

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WIRED ONLINE: www.artic.edu/webspaces/saicwired

WIRED WEEK 5: Demo: Actions palette in Photoshop. Create an action to resize a large image to be a small thumbnail. **If time remains:** In-class work on Sketch 4 prior to Service Bureau visit.

- 1) To display the Actions palette, choose Window > Actions.
- 2) The Actions palette is useful to automate/save a set of specific Photoshop instructions. In the next few classes, you'll be preparing images for display on the WWW, thus it is helpful to know how to quickly resize a whole set of images from your photo archive (Sketch #1).
- 3) When you create a new action, the commands and tools you use are added to the action until you stop recording.
- 4) Open a file from your archive.
- 5) In the Actions palette, choose New Action from the Actions palette menu.
- 6) Enter a name for the action.
- 7) Click Record. The Record button in the Actions palette turns red.
- 8) Perform the operations and commands you want to record. Suggested:
 - a. Image>Adjustments>Auto Levels.
 - b. Image>Image Size (Unclick Constrain Proportions, and choose 160 px x 120 px)
 - c. Select>All
 - d. Edit>Stroke (this will draw a black border, choose 1 px "center")
 - e. Choose File>Save As. Do not change the file name, but make a new folder called "Resize_160by120" on your desktop)
 - f. File>Close
- 9) Important note: When recording the Save As command, do not change the file name. If you enter a new file name, Photoshop records the file name and uses that file name each time you run the action. Before saving, if you navigate to a different folder, you can specify a different location without having to specify a file name.
- 10) Stop recording. Either click the Stop button, choose Stop Recording from the Actions palette menu, or press the Esc key. To resume recording in the same action, choose Start Recording from the Actions palette menu.
- 11) If time remains, your instructor will show you how to "automate" or apply this new action to a whole folder of images (File>Automate>Batch).