

# BATCH PROCESSING IN PHOTOSHOP

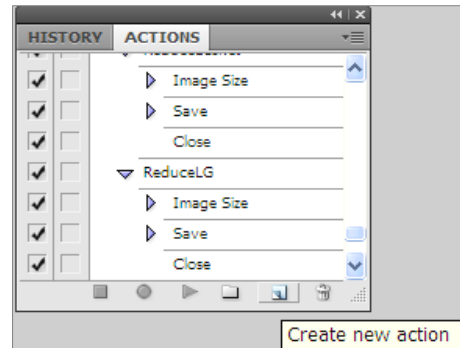
To make the same changes to a batch of similar images, e.g. reducing the file size of same-size and same-orientation pictures, you must first record an action for one file, and then apply the action to all of your remaining files. This is done using the Actions Palette and Automate/Batch function in PhotoShop.

It is strongly recommended that changes be made to *copies*, rather than the original images, since picture quality will be decreased.

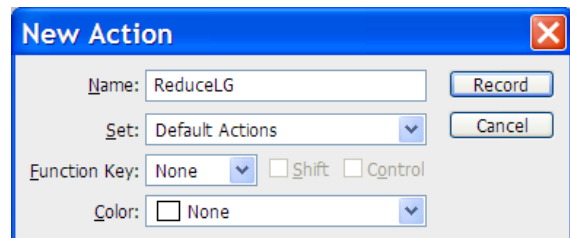
## OPEN A NEW ACTION

With your images open, from the Menu Bar, go to Window > click Actions to open the History/Actions windows > click the Actions tab.

Click the 'Create New Action' icon at the bottom of the window.



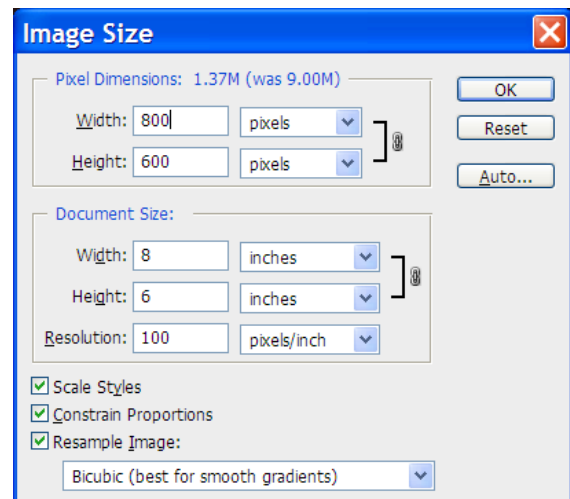
This will open the New Action window > give the Action a descriptive name > click Record to start creating the Action. A red dot will appear on the Actions Palette while recording:



At this point the tools are applied to one image to make all adjustments needed; once this is completed and image file saved and closed, the Action will be stopped and can be applied to the remaining images.

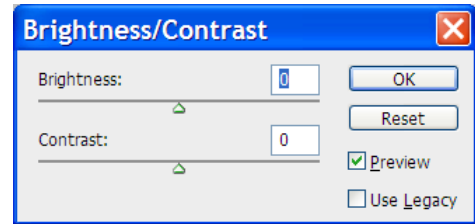
## REDUCE FILES SIZE OF PICTURES

1. Go to Image > click Image Size to open the window
2. Change the size and resolution as needed:
  - a. For viewing on a computer, maximum resolution is 96 pixels/inch (dpi)
  - b. For printing, a minimum of 300 dpi is suggested
  - c. With all three boxes at the bottom of the window checked, change the width of the image – the height will change automatically to maintain correct proportion
  - d. Click OK when done. You can try different file sizes and view on the computer or print to determine if image quality is adequate. If it's not, go to the History tab to undo your changes and adjust as needed.



## ADJUST BRIGHTNESS/CONTRAST

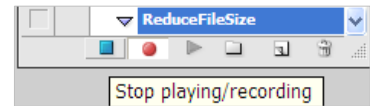
1. Go to Image > Adjustments > Levels > click the Auto button to see if that improves the picture; if not.:
2. Go to Image > Adjustments > Brightness/Contrast
3. One the slider bars, slide the small arrows to the right and left until the image quality appears best
4. Click OK to close



You can also try Filter > Sharpen to see if that will sharpen a blurred image.

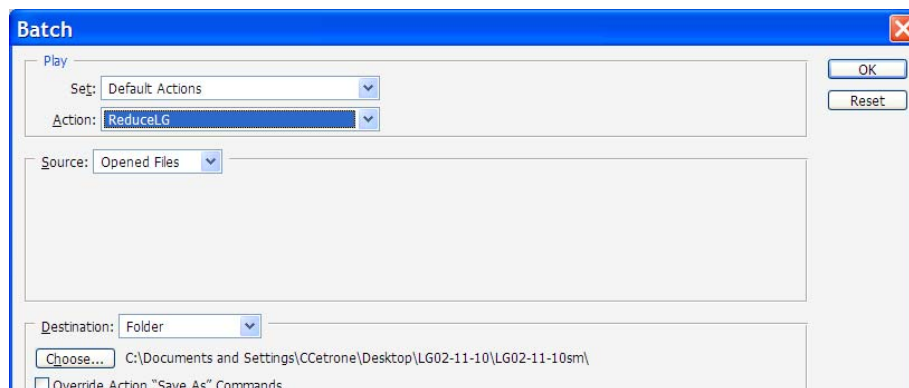
## SAVE AND CLOSE

1. When done adjusting the image, go to File > Save As > save to a NEW folder so that the originals are not overwritten.
2. Go to File > click Close; this closes the first file
3. Stop recording the Action by clicking the blue square icon at the bottom of the Actions window.



## APPLY THE ACTION TO A 'BATCH' OF IMAGE FILES

1. Go to File > Automate > click Batch to open the Batch window
2. Under Action, select your new Action
3. Under Source:
  - If images are all open in PhotoShop, select Opened Files
  - If images are closed, select Folder > Choose > Browse for the folder containing all same-size images.
4. Under Destination, select Folder
5. Click the Choose button > Browse for the new folder you created for the reduced files



6. Click OK – the selected files will automatically be changed by PhotoShop and stored in the new folder.

## OTHER USES

This process can be used for other functions such as changing file type (e.g. TIFF to JPEG), renaming files, applying filters, etc. Contact Scripps IT for assistance.