

Janice Braud's
WPC PHOTOSHOP WORKSHOP HANDOUTS

HOW TO CREATE AN ACTION

1. Open an image in Photoshop.
2. Go to the ACTIONS Palette (If Actions palette not visible, go to Window drop-down menu, upper left menu bar, and choose Actions)
3. If you have not previously created an Action "Set," click on Create New Set. A Set is like a folder for Actions; it keeps them organized. When the New Set dialog comes up, give the new Set a name, such as Custom Actions (or you can create specific groups of Action Sets such as Conversion Actions, Output Actions, Workflow Actions, etc.).
4. Now, click the Create New Action icon at the bottom of the palette to begin creating an action. The New Action dialog will appear. Here you can enter a descriptive name for your action, such as "Change to 72dpi resolution" or "Sharpen Photos."
5. Choose which Set you want to add this Action to from the Set pop-up menu.
6. Next, you can choose a function key to assign as a shortcut for your Action (this is optional – and obviously limited to available function keys not already used elsewhere in Photoshop). This will allow you to press a single key to run your Action.
7. Leave the color setting as None, and click Record to start recording your Action.
8. You are now ready to actually start recording steps in the Action. For example, to create a Sharpen Photos Action, you could choose Filter>Sharpen>Smart Sharpen. In the Smart Sharpen dialog, in Basic Mode, set the amount to 150%, Radius to 1, and select "Remove Lens Blur" and turn on the "More Accurate" checkbox. Then click OK.
9. After you click OK and the Smart Sharpen filter finishes running, go to the Actions palette and click on the Stop Recording icon at the bottom of the palette.
10. Now you have an Action that can be "run" on one picture or thousands of pictures (in Batch mode).