

Time-Saving Actions



The action tool allows you to record your steps in photoshop and apply those same steps to other images with just the click of your mouse. After using photoshop for a while, you may notice that there are some edits you like to use on all of your images. Using the action tool will really save you some time. This is how to do it.

Recording an Action

- 1.) Go to Windows-Actions, to open the Action palette
- 2.) Click on the New Action button at the right bottom of the Action palette.
- 3.) Name your action and choose the red Record button. Be careful, everything you do from this point will be recorded.
- 4.) When you are finished with your steps, hit the stop button.
- 5.) Open a new image and hit play to perform all your recorded steps automatically. Or, if you have a large group of photos you want edited go to File-Automate-Batch. Choose the folder you want the images to come from, and choose the folder you want the edited images to be stored in. Make sure you check the box beside, Override Action "save as" commands. Press Ok.

