

# How to batch change documents through Adobe Photoshop

Hannah Evans, 2024



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Artwork by Tyler Spangler  
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About Photoshop screen.

Initializing panels ...

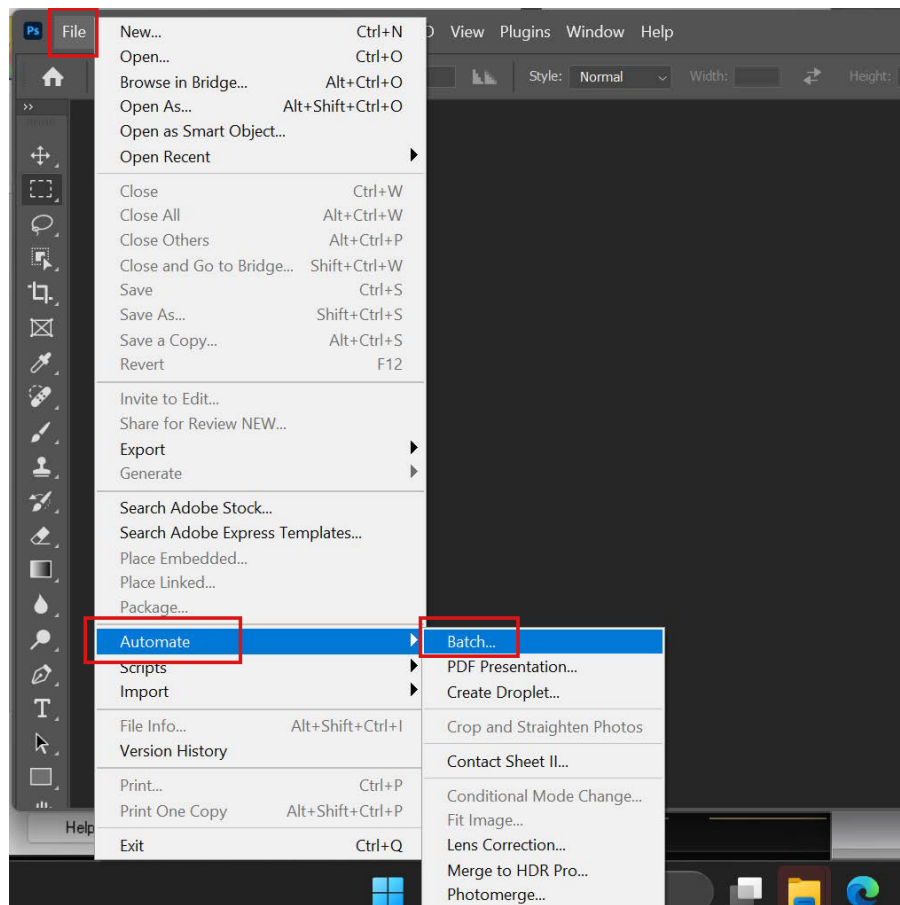
Russell Williams, Thomas Knoll, John Knoll, Mark Hamburg,  
Jackie Lincoln-Owyang, Alan Erickson, Sarah Kong, Jerry  
Harris, Mike Shaw, Thomas Ruark, Yukie Takahashi, David  
Dobish, John Peterson, Adam Jerugim, Yuko Kagita, Foster  
Brereton, Meredith Payne Stotzner, Tai Luxon, Vinod  
Balakrishnan, Maria Yap, Pam Clark, Steve Guilhamet,  
David Hackel, Eric Floch, Judy Lee, Kevin Hopps, Barkin  
Aygun, Rahul Bisht, Claudia Rodriguez, Daniel Presedo,  
Joseph Hsieh, He Zhang, Jacob Correia, Ivy Mak,  
Christopher J. Butler, Neeraj Arora., Betty Leong, Shi Yan,  
Tai Lancaster, Melissa Monroe, Agrita Jain, Dongmei Li,  
Nitesh Kumar, Guotong Feng, Morteza Safdarnejad, Derek  
Novo, Cody Cuellar, Sandeep Sharma, Dustin Passofaro,  
Tushar Turkar, Aasma Garg, Erin Reynolds



Select File

Select Automate

Select Batch



Action: this is where you pick the action you created

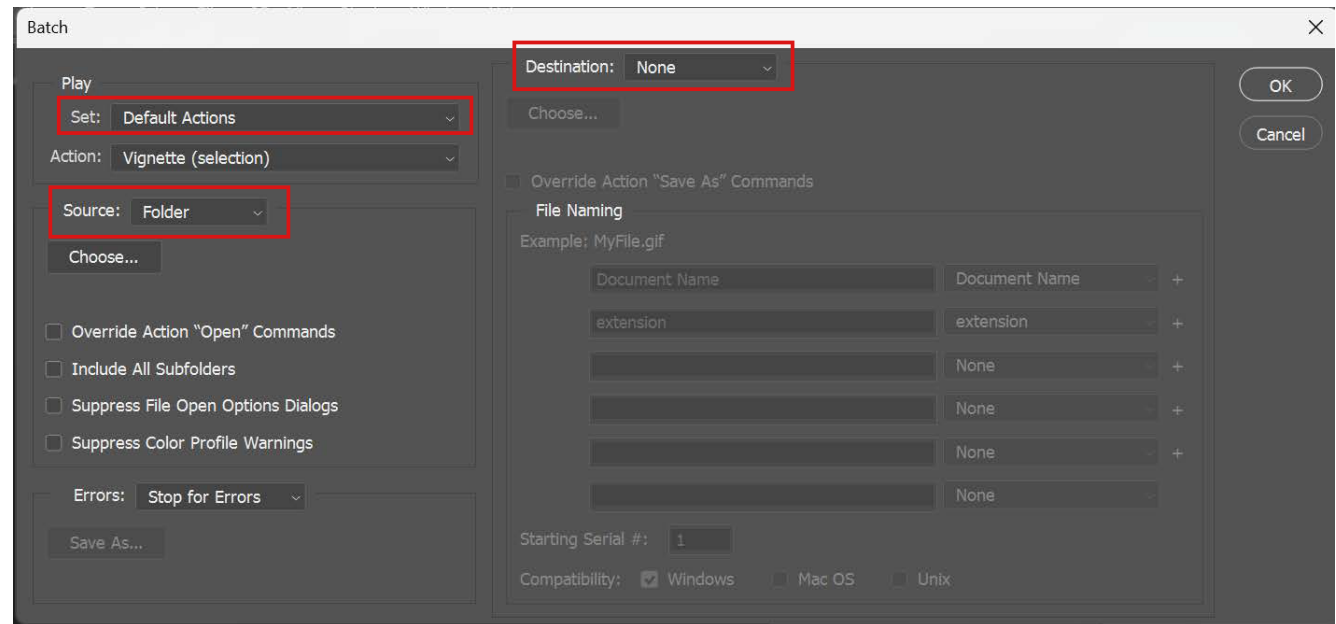
(CREATE ACTION FIRST- see page 3)

Under the “Play” box select your specific action under the “Set” drop down

The "source" folder is the set of documents you want to be altered

The "destination" folder is where you want to save the altered documents

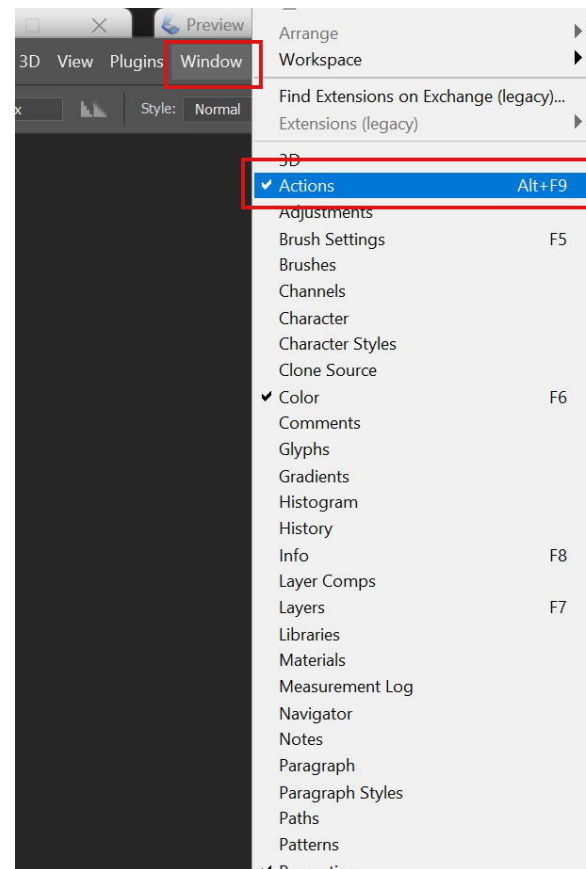
Select “OK” when ready



# CREATING AN ACTION:

Select Window

Select Actions

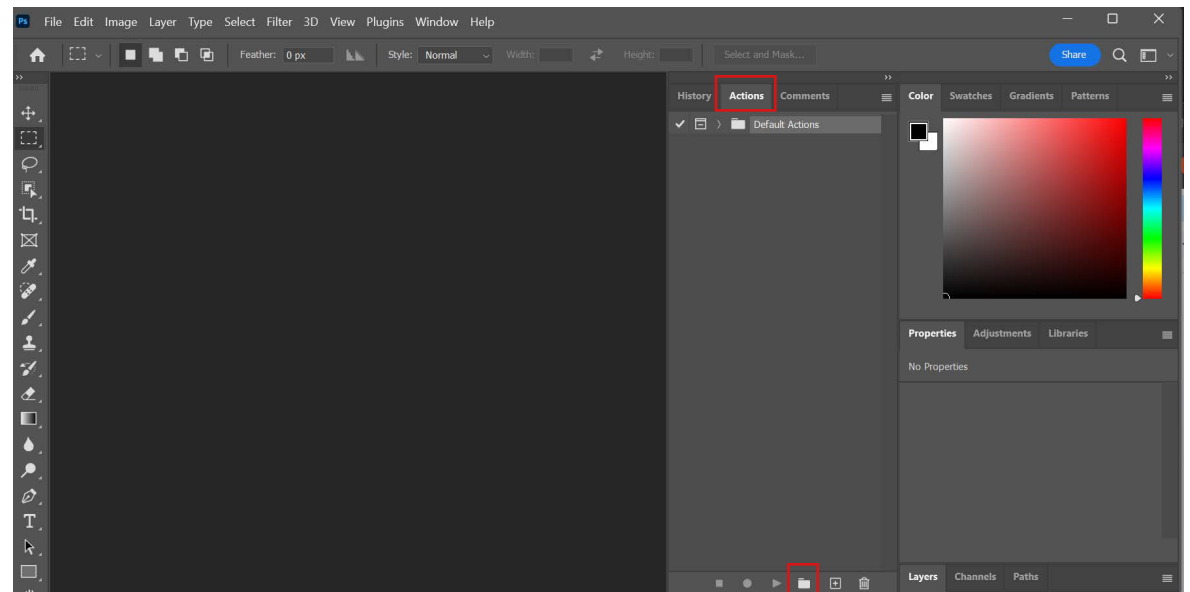


A panel appear on the right side; there should be 3 headers “history,” “actions,” and “comments”

Select the action section

There will be one Set already created titled “default actions” (through this process you are going to create a new Set)

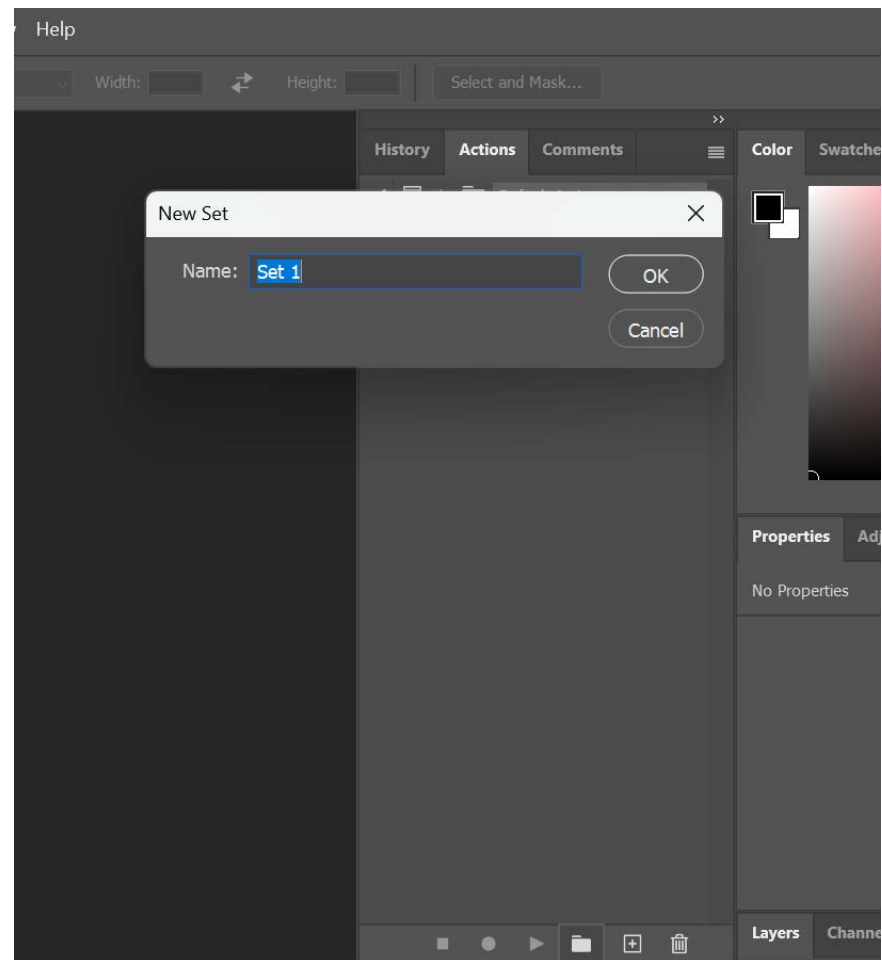
Select the "Set" button at the bottom of the “actions” page (looks like little square folder)



A dialogue box will appear titled  
“New Set”

Rename this Set so you can later  
identify it

Example: “Tiff to Jpeg”



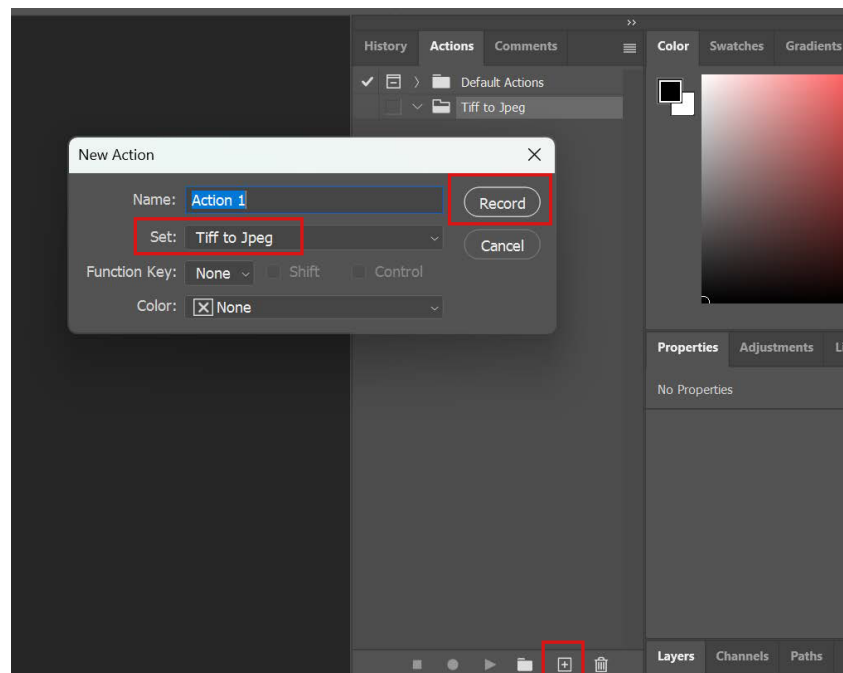
Now select your new Set and then click the + button at the bottom of the “actions” page

A dialog box will appear prompting you to label your new action

In the dialog box make sure your new "Set" is selected, not the default set (Example: the "Tiff to Jpeg")

Select “record”

Now every thing you click on will be recorded in your new Set as an action



You can delete actions in the panel on the right during this step if necessary

When you are finished with all your steps select the red button to “Stop”

Now your Action is complete

You can now do the “Batch Photoshop” steps to have batch documents altered at once

