How to batch change documents through Adobe Photoshop

Hannah Evans, 2024



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Artwork by Tyler Spangler For more details and legal notices, go to the About Photoshop screen.

Initializing panels ...

Russell Williams, Thomas Knoll, John Knoll, Mark Hamburg, Jackie Lincoln-O wyang, Alan Erickson, Sarah Kong, Jerry Harris, Mike Shaw, Thomas Ruark, Yukie Takahashi, David Dobish, John Peterson, Adam Jerugim, Yuko Kagita, Foster Brereton, Meredith Pay ne 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, Tal Lancaster, Melissa Monroe, Agrita Jain, Dongmei U, 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

PS File		Ctrl+N D View Plugins Window Help
*	Browse in Bridge Alt+Ct Open As Alt+Shift+Ct Open as Smart Object	
	Close All Alt+Ctr Close Others Alt+Ct	Ctrl+P
, □, ™ ,	Save As Shift+C	Ctrl+S
89. 11. 12.	Invite to Edit Share for Review NEW Export Generate	▶ ▶
- %, 	Search Adobe Stock Search Adobe Express Templates Place Embedded Place Linked Package	
●_ ②_ T_	Automate Scripts Import	Batch PDF Presentation Create Droplet
k.	File Info Alt+Shift+C Version History	Ctrl+1 Crop and Straighten Photos
	Print Cr Print One Copy Alt+Shift+Cr	Ctrl+P Conditional Mode Change
Help	Exit Ct	Ctrl+Q Lens Correction Merge to HDR Pro Photomerge

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

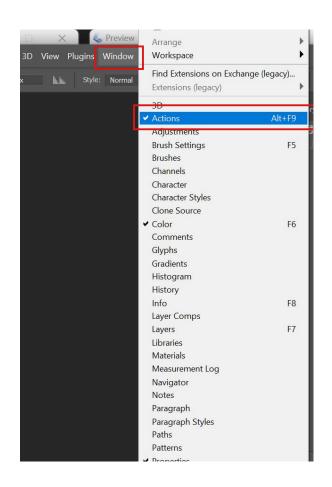
Play	Destination: None		
Set: Default Actions			
Action: Vignette (selection)			
Source: Folder ~	Override Action "Save As" Commands File Naming		
Choose			
Override Action "Open" Commands			
Include All Subfolders			
Suppress File Open Options Dialogs			
Suppress Color Profile Warnings			
Errors: Stop for Errors			
	Compatibility: 🔯 Windows 👘 Mac (DS Unix	

Select "OK" when ready

CREATING AN ACTION:

Select Window

Select Actions

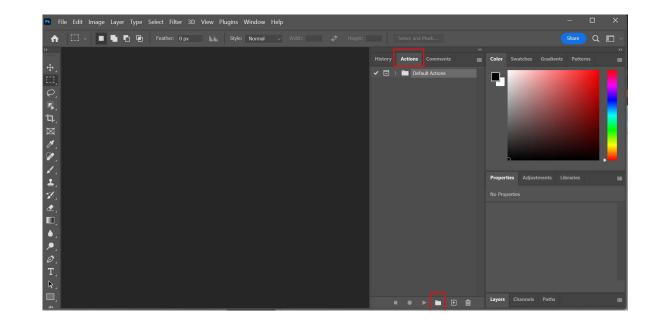


A panel appear on the right side; there should be 3 headers "history," "actions," and "comments"

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)

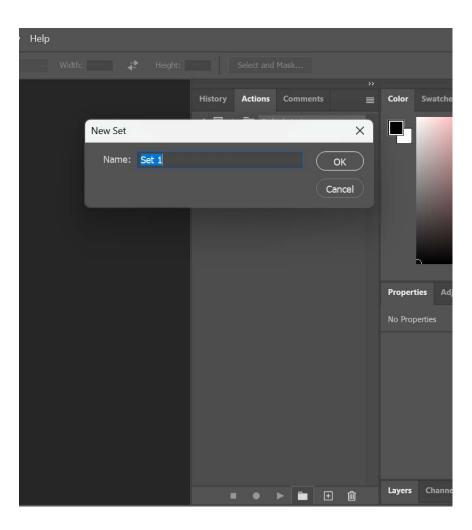
Select the "Set" button at the bottom of the "actions" page (looks like little square folder)



A dialogue box will appear titled "New Set"

Rename this Set so you can later identify it

Example: "Tiff to Jpeg"



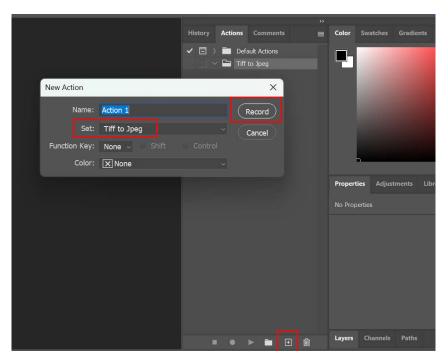
Now select your new Set and then click the + button at the bottom of the "actions" page

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

