

An **Action** is a series of tasks that you play back on a single file or a batch of files. A repetitive task such as resizing, a vignette, a dodge and burn layer and more.

You can find many free Actions on the internet. Take a look, download one or two.

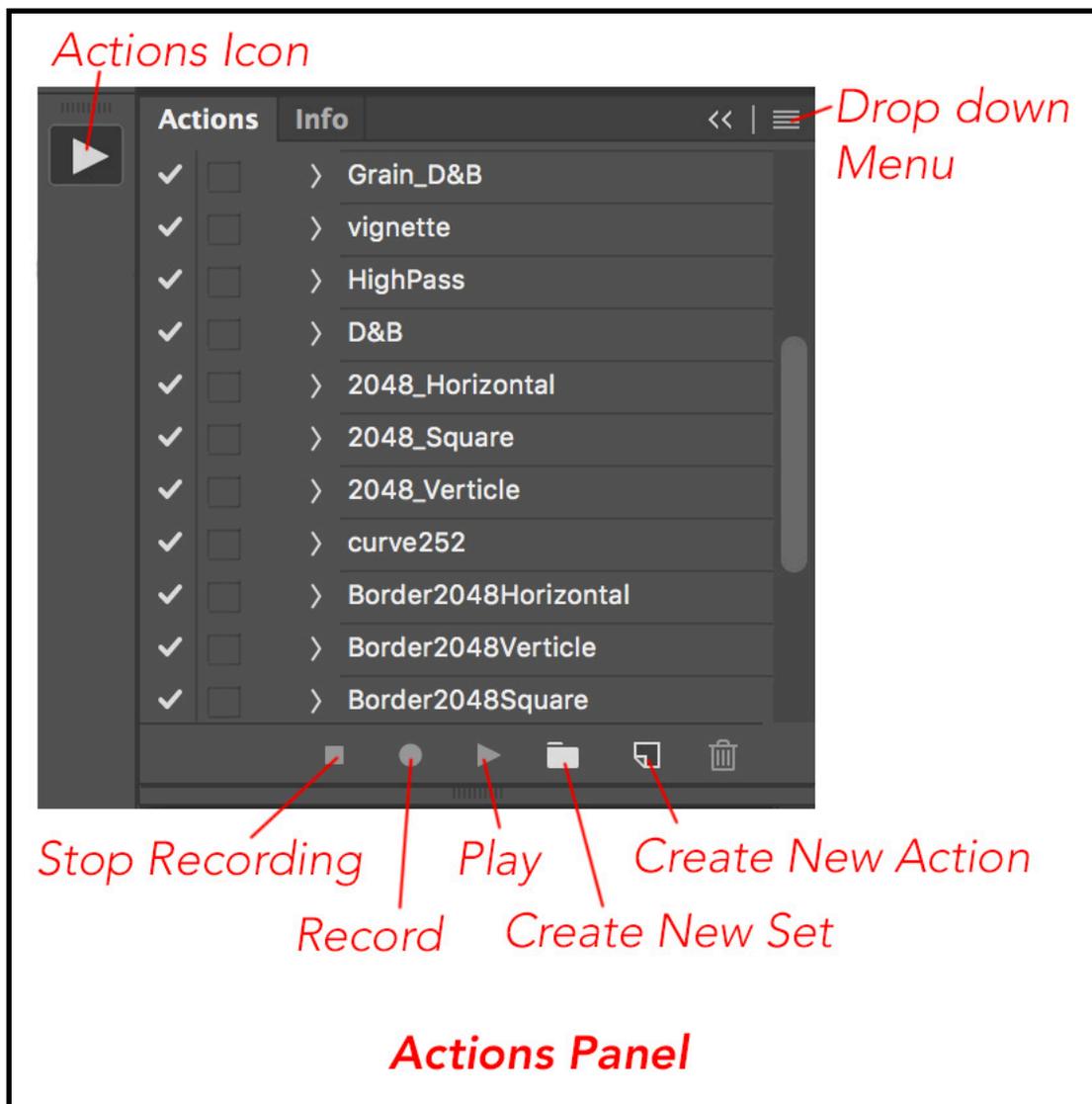
Installing Actions:

An action is an **.ATN file**.

- Have Photoshop open
- To load the .ATN file, **double click on The icon**. It will then load into the Photoshop Actions Panel.



Below are a few of the Actions I have created. What actions do you want to create?



Playing an action:

- Open a file in PS.
- Choose the Action you would like to apply.
- Click on the title to highlight the Action layer.
- Click the **Play Button** at the bottom of the Actions Panel.

Creating a Simple Actions:

Practice the steps before you record. Once you click record every click you make is recorded. If it is a complex action have your notes open as you record so you do not miss a step.

- 1) Click the **Create New Action** Button at the bottom of the Action Panel.
- 2) Give the Action a name.
- 3) Click **Record** from this dialog box.
- 4) Go through the steps of your action. (Don't make any mistakes, they will be recorded)
- 5) When finished click **Stop Recording**. If you do not Stop the recording It will continue to record every thing you do.

Tip: If you record an action that will be played on files of different sizes, set the ruler units to percentages. As a result, the action will always play back in the same relative position in the image.

Saving an Action:

When Saving an Action, the Action must be in a Set (Folder). You will be saving the Set. You can have your five or ten most used Actions in the Set or just the one.

- From the Panel drop down choose Save Actions.
- Name the Action.
- Direct where you want to save it on the Hard Drive.
- Click Save.

From wherever you saved the Action you can move it to your external HD or a Flash drive so you always have your actions with you.

From Adobe:

Creating More complex actions:

https://helpx.adobe.com/photoshop/using/creating-actions.html#creating_actions

Play and manage actions:

https://helpx.adobe.com/photoshop/using/playing-actions.html#playing_and_managing_actions