

MAKING a DIGITAL PORTFOLIO using PHOTOSHOP ACTIONS

CREATE an Action in Adobe Photoshop to expand the Canvas Size to 1920 pixels square
open or create a blank photo at 1900 x 1267 pixels

(actually the size is irrelevant as long as it is smaller than 1900 pixels)

open _____ the Actions Window

create _____ a new Action

from the drop-down menu in the top right corner

name the action 'Digital Portfolio Slide'

record _____ the action

change the canvas size **IMAGE> CANVAS SIZE** **[CMD] [OPTION] C**

turn off **RELATIVE**

set both dimensions to 1920 pixels (not inches!)

keep **ANCHOR** in the center so expansion is equal in all directions

set **CANVAS EXTENSION COLOR** to black

stop _____ recording the action

close _____ the picture file

don't save

ORGANIZE the Photos in the Portfolio in Adobe Bridge

create _____ a folder to hold all images in the Digital Portfolio

collect _____ all photos to go into the Portfolio

reorganize _____ the order by dragging the photo around

rename _____ the files so they will stay in that order

use **TOOLS> BATCH RENAME**

[CMD] [SHFT] R

place a 2 digit number at the front of the filenames

SEND the photos from Bridge to Photoshop for processing

select _____ all photos to be processed

[CMD] A

open _____ in photoshop using **TOOLS> PHOTOSHOP> IMAGE PROCESSOR**

RUN the Image Processor with these settings

select _____ all photos from bridge (default)

save _____ in same location (default)

a new folder called **JPEG** will be opened

set _____ file type settings

save as jpeg

resize to fit

height: 1900 px

width: 1900 px

convert to sRGB (default)

set _____ preferences to run the Action

run an **ACTION**

in **DEFAULT ACTIONS** window

called 'Digital Portfolio Slide'

hit _____ the **RUN** button

watch the fun!

the resulting Digital Slides will be

in a folder called **JPEG**

