

## CREATING a PORTFOLIO with ACTIONS

A good standard for submitting digital slides to galleries, grants, and grad schools is to place the photos on a black square. This makes all photos, vertical and horizontal equal in size. It is valuable to change the black borders on your photos into white borders, since the photos will now be seen against a black background. This is especially important if your photos are dark, otherwise they will bleed into the background. This is also good for duplets (diptychs) with white space between the photos.

First, write an Action to make a small white border and then a 1920 x 1920 black matte and around each of your photos:

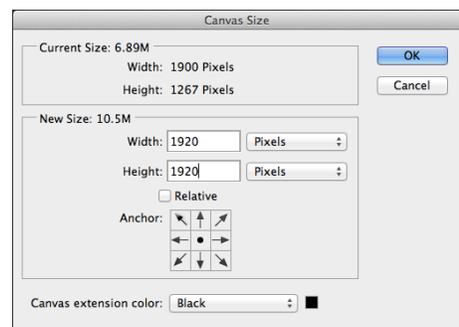
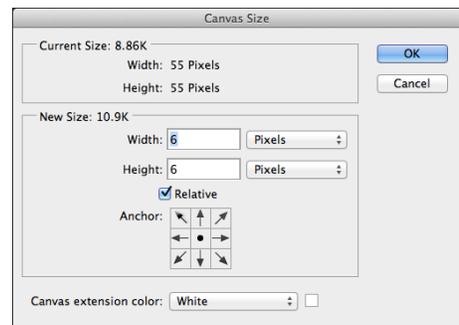
Create a new dummy file                    [CMD] N  
make it 1900 x 1267  
fill it with a neutral grey

Open the ACTIONS window                [OPT] F9  
create a NEW ACTION...  
from the drop-down menu  
name it '1920 black matte'  
keep all other options as is...

The next few steps you make will be recorded  
notice the small red 'RECORD' button at  
at the bottom of the ACTIONS window is 'on'

Add a small white border:  
change the CANVAS SIZE  
open IMAGE>CANVAS SIZE    [CMD] [OPT] C  
enter the dimensions:  
relative = on  
width = 6 pixels  
height = 6 pixels  
anchor = center  
canvas extension color = white  
hit OKAY

Add a large square black frame:  
change the CANVAS SIZE  
open IMAGE>CANVAS SIZE    [CMD] [OPT] C  
enter the dimensions:  
relative = off  
width = 1920 pixels  
height = 1920 pixels  
anchor = center  
canvas extension color = black  
hit OKAY



Stop recording with the STOP button on the far right bottom of the ACTIONS palette.  
this will stop recording and save the new action.



Close the dummy picture and DO NOT SAVE.

## DIGITAL PORTFOLIO with ACTIONS, cont'd

Next, collect and arrange your 20 best pictures in Bridge.

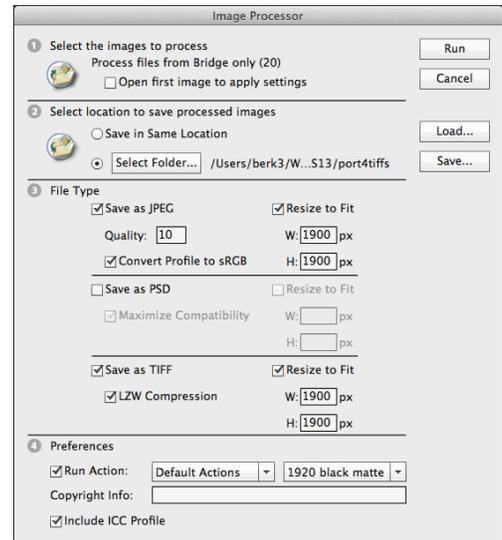
rename them so they stay in order      **BATCH> RENAME**

Finally, Run Image Processor to resize ALL pictures at once:

select all the photos to be converted      **EDIT> SELECT ALL**      **[CMD] A**  
open the **IMAGE PROCESSOR** from Bridge      **TOOLS> PHOTOSHOP> IMAGE PROCESSOR**  
follow the steps

- 1- set to choose files from Bridge (20)
- 2- browse to choose the target folder  
(where the final images will go)
- 3- set both file types – saving 2 sets  
save as **JPEG**    resize to fit  
    quality = 10  
    width = 1900    height = 1900  
    convert to profile sRGB  
save as **TIFF**    resize to fit  
    **LZW** compression  
    width = 1900    height = 1900
- 4- set the preferences  
    run action  
    Default Actions  
    1920 black matte

run the processor  
hit the **RUN** button



Sit back and watch the show on your computer screen. When all activity has stopped, go back to Bridge and check the appearance of all the finished photos.

Move the finished Portfolio folder, including the JPEG and TIFF folder created by the image processor into the Art Folder.

Name the folder:

*your\_name\_Portfolio\_Semester*

Burn the entire portfolio onto a DVD and you are done. Name the disk the same as the folder.