

OVERVIEW of 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 the **JPEG** folder

