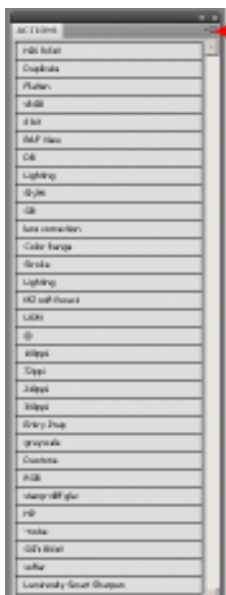


Digital Diva

Preparing images for VCCC entry with one click. Well, maybe two.

First we need to open our Actions palette. Go to Window > Actions. Our first step is to get rid of the default actions that Photoshop loads automatically. We won't delete them from the computer, they can always be re-loaded, but we want to have our own actions that we use daily at the top of the list so that we won't have to go searching for them. If you have never written and used actions in your daily workflow you are missing one of the best timesaving features of Photoshop, once written you never have to wade through menu's for everyday tasks again.

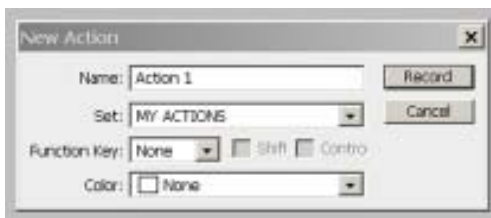


Click on the little arrow at the top right-hand corner of your actions palette to access the dropdown menu. If the first item **Button Mode** is checked, uncheck it. Click on the arrow again and choose **Clear all Actions**. Click on it once more and choose **New Set**. In the dialog box replace **Set 1** with a name for your action set, I suggest **My Actions**. OK, now we are ready to write our action.



We want is an action that will take our layered master file and turn it into a flattened 8bit file in the sRGB color space. When writing an action it is necessary to go through the menus and not use any keyboard shortcuts. First open a layered file of any size to write the action on. You can close it when we are finished without saving the changes so any file will do. Here we go.

1. click on the arrow on the actions palette once again and choose **New Action** and in the dialog box replace **Action 1** with **Entry prep**, or whatever you wish to call it and then click **Record**.



You will now notice that the round **Record** button, second from left at the bottom of the Actions palette, has turned red. You are now recording everything you do until you click the **Stop** button to the left of it. But don't panic, there is no time limit here.

2. Go to **Layer > Flatten Image**
3. Go to **Image > Mode > 8bits/Channel**
4. Go to **Edit > Convert to Profile** and under **Destination Space** choose **sRGB**
5. Click on the **Stop** button to the left of the Record button.

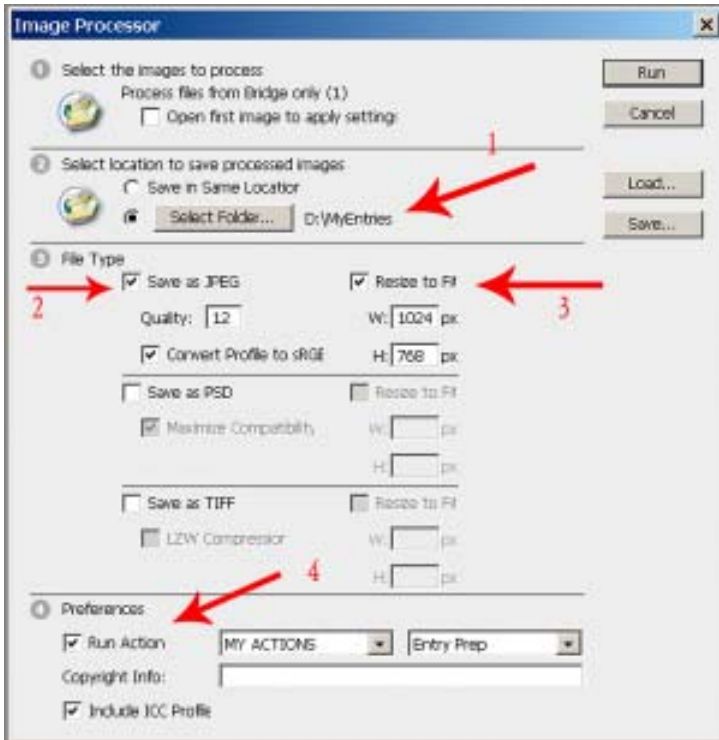


Congratulations. You have now written your Action.

Now let's do a test run to make sure all is working. Go back to the drop down menu and click on **Button Mode**. You will leave it in this mode always unless you are writing a new action. In the **History palette** click on **Open** to return your file to it's original layered state, now click the **entry prep** button and watch what happens in the layers palette. Magic! Now we are ready forTadaa.....

The Image Processor (cue music)

Each month when you prepare your files for Camera Club entry place them in the same folder on your hard drive. Mine are in "My Entries", as you can tell I'm very imaginative with my naming! Navigate to the folder in Bridge and select (highlight) the files you wish to enter that month. Go up to **Tools>Photoshop>Image Processor** and this dialog box will open. Skip the first setting and go to



the second choice. **Arrow #1**. You can select **Save in Same Folder** and your files will be saved there in their own sub folder named JPG.

Under **File Type** (arrow 2) check jpg. Check **Resize to Fit** (arrow 3) and enter **1024** for the **width** and **768** for the **height**. Don't worry if your files are not this proportion, they will be saved within these parameters and will not be distorted.

I always check **Convert Profile to sRGB** although in this case it's not really necessary as your action will take care of it.

Go down to **Preferences** (arrow 4) and check **Run Action**. Choose **My Actions** or whatever you named your action set and then in the box to the right choose the **Entry Prep** action.

Check **Include ICC profile** and click **Run**. Now your four files are sized, profiled and ready to send to me for entry in the competition.

This is not as daunting as it might at first seem. Follow it step by step and you will see it's quite easy and will save you a bundle of time in the long run.

Let me know if this was helpful to you, see you at CC,
Susannah

PS. As you can see there are other choices in the Image Processor for saving files in different formats, you can use any or all of these at the same time if you wish, You can also run any Action that you have written, but only one at a time which is why I included three steps in the Action above. There is also no limit as to how long your Action is.

S.