

What are Actions: Actions are pre-recorded tasks that can be used again & again, therefore a time saving must.

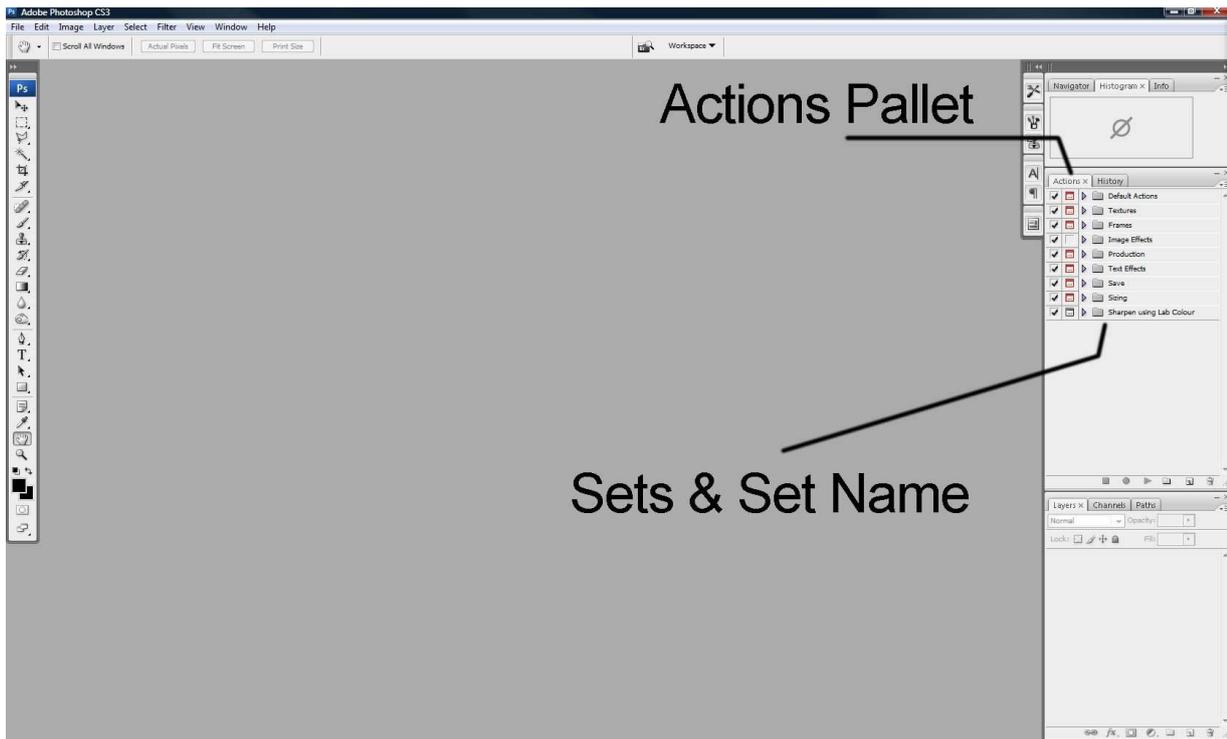


Fig 1

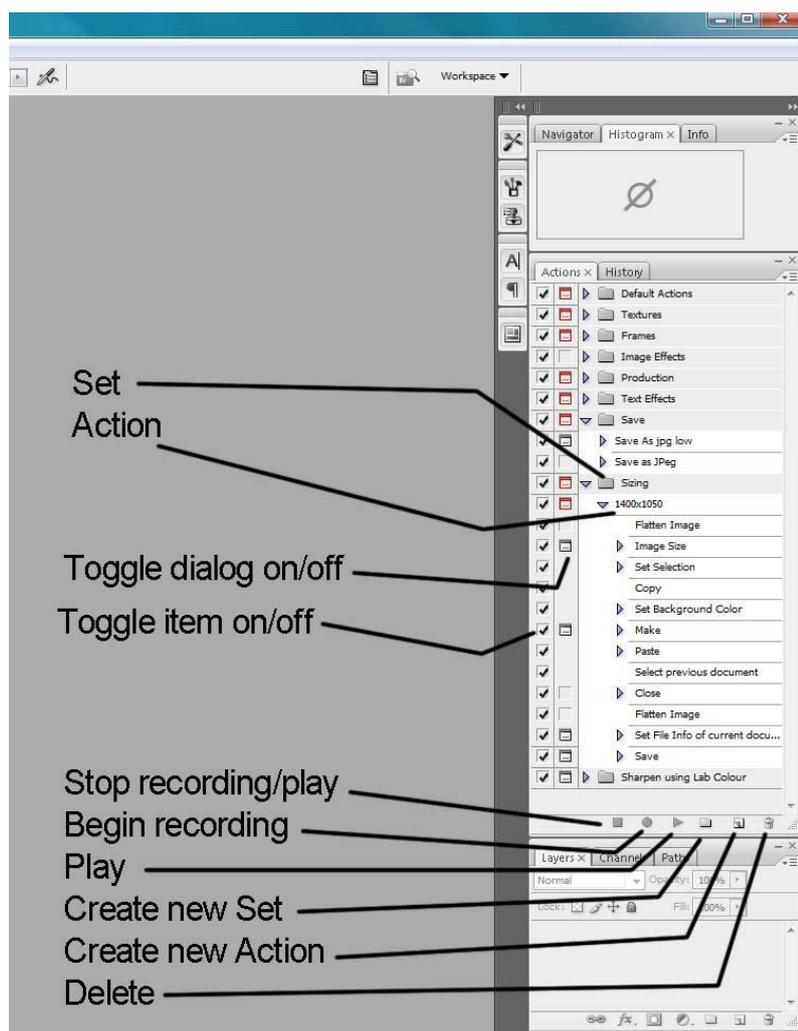


Fig 2

How to record & use an Action; the example below describes a basic Action for placing a border around an image.

1. Open the Action Pallet – Go to Window – click Actions
2. When opening the Actions Pallet there are folder icons shown (see Fig 1) these are known as ‘Sets’, they are labelled with a description, click on ▶ this will open all the Actions that is in the Set, these also have descriptions.
3. Open the image that the Action is going to apply too.
4. Review the Set descriptions
 - a. If the type of Action that is to be recorded falls into the category of a Set already established, click & highlight the Set description name: now jump to line 6.
 - b. If the type of Action that is to be recorded falls into a new category a new Set is required.
5. Creating a new Set – Click create new Set as shown in Fig 2, a window appears requiring input of the Set description: *example Frames* – Click OK.
6. Creating a new Action – With the Set highlighted click create new Action as shown in Fig 2, a window appears requiring input for the Action description: *example Thin Border* – Click RECORD, **NOTE once RECORD is clicked the recording process begins.**
7. Example, follow the commands below
 - a. Go to Select – click All
 - b. Go to Edit – click Stroke
 - c. Input stroke thickness, colour etc, click OK
 - d. Go to Select – click Deselect
8. Ending recording – Click Stop Recording/Play as shown in Fig 2.
9. From the start of the recording each command is listed in the Action Pallet. Adjacent to the stroke command the Toggle Dialog is greyed-out which indicates that it is off, click into this box & then the Toggle Dialog will turn on. Turning on the Toggle Dialog will allow the Action to pause to enable input of data, in this example size of border, colour etc.
10. The image that was opened will now have a border around its perimeter. To check the above Action is working correctly, close down the image without saving it, then re-open the same image.
11. Playing an Action – Click on the Action description this will highlight it (in the above example click on Thin Border). Click on Play, the Action will run & then pause at the Stroke window to allow input of data size, colour etc, click OK, the Action will then continue until the end. It will only take approx 5 seconds to complete.
12. A border will now be in place around the image, if it’s not to your desire go to your History Pallet click on the position prior to the Action, in this example it will be Open then re-run the Action & input a different size, colour etc.
13. Re-running an Action & fine tuning it can be done as many times as you require, saving heaps of time.
14. All sorts of Actions can be recorded sharpening, framing, textures, resizing etc. I find keeping it simple is a good rule; complicated Actions are achievable but are rarely used. Don’t forget the on/off Toggle Dialog button it’s a must for the input of different values.