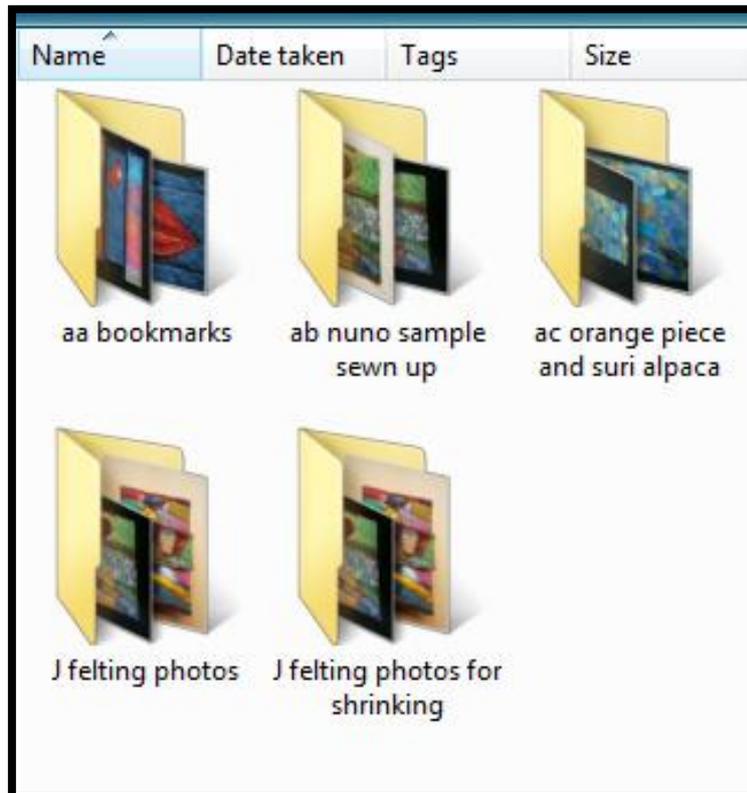


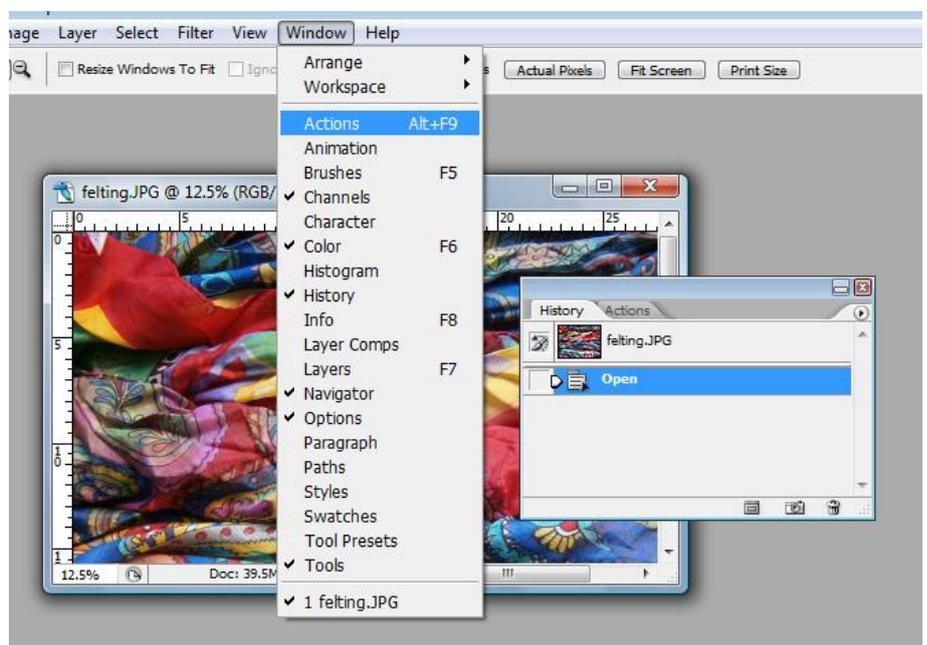
# Batch Editing in Photoshop

For this tutorial, I've used shrinking as the example for how to edit a batch of photos all in the exact same way, but batch editing can be used for anything, for example, applying a border, adding a signature or for creating a soft focus effect.

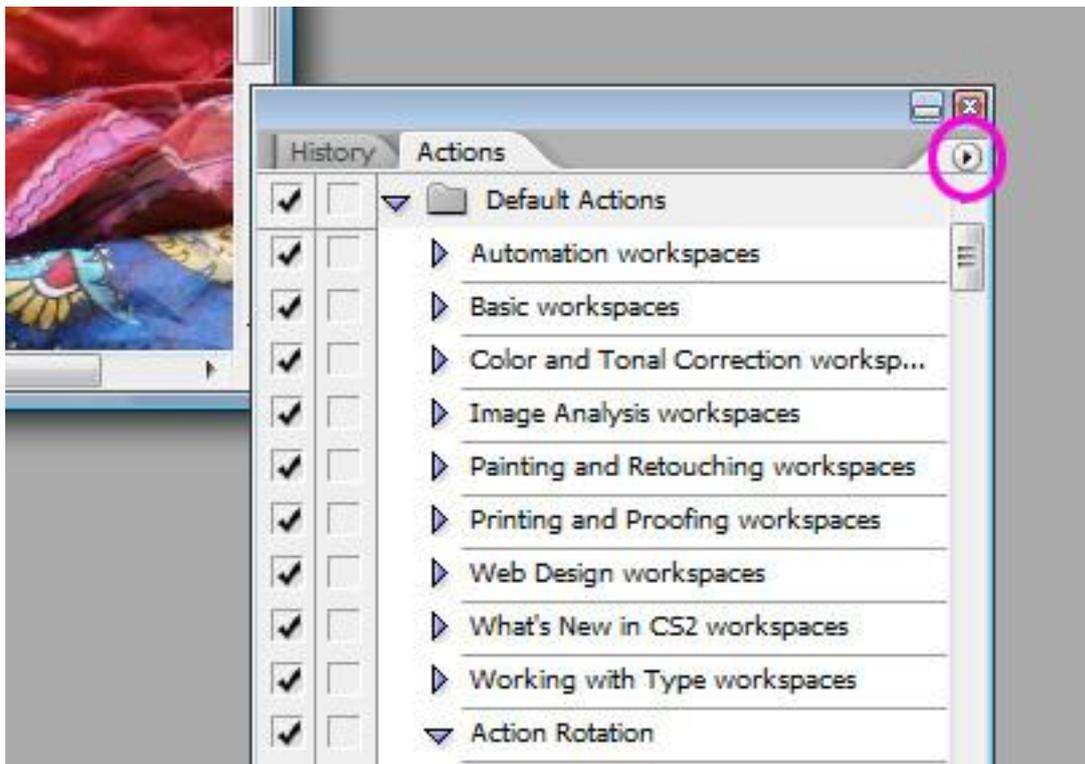
1. Make a folder which contains copies of the photos you want to shrink and name it something appropriate. It might seem over cautious, but it's easy to delete extra photos and impossible to get back ones which have been ruined.



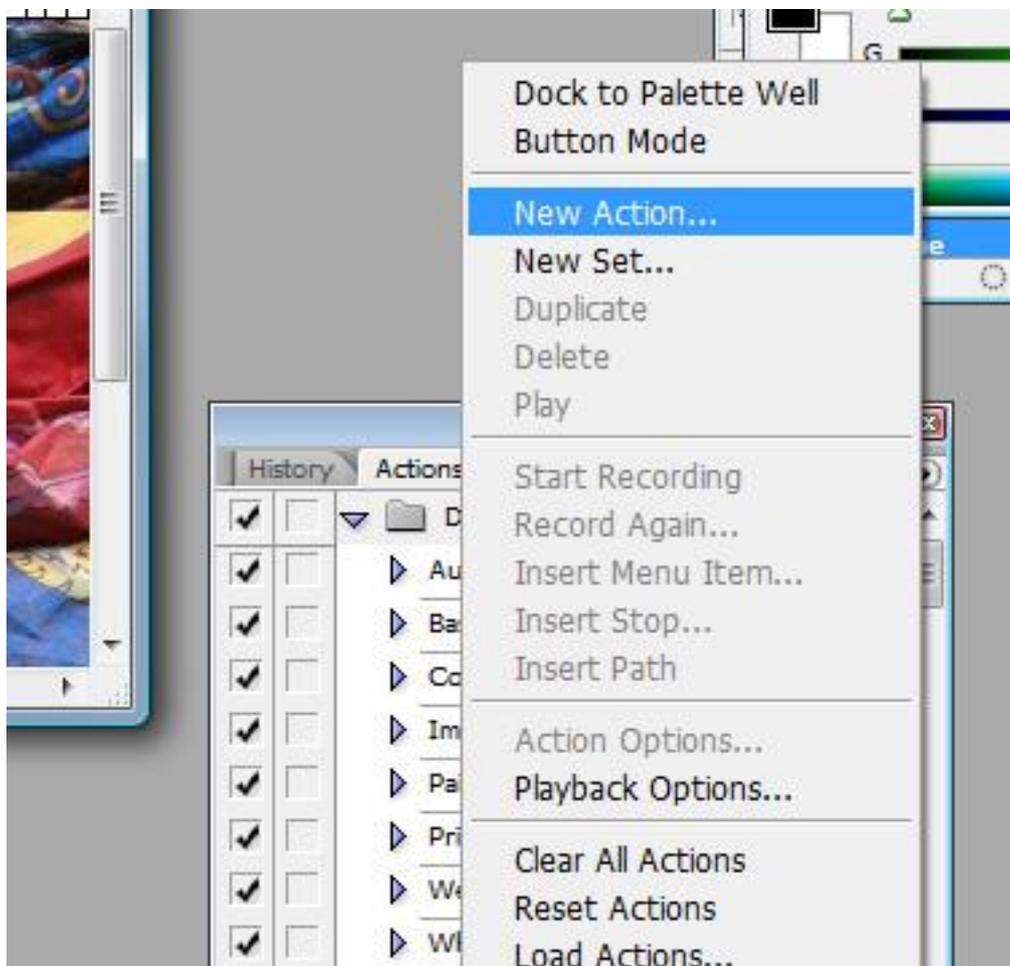
2. Open one of the photos you want to edit. Make sure your 'Actions' window is open, mine is always on a separate tab on my History window.



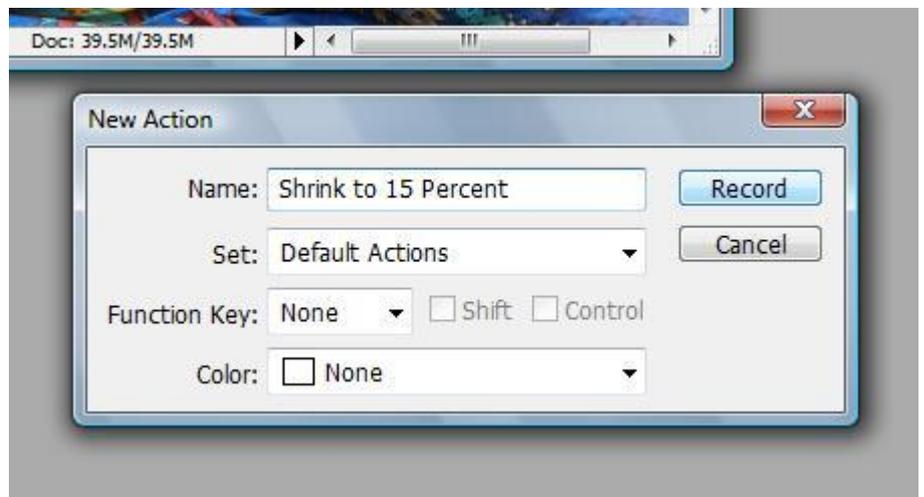
3. Click on the Actions tab, then click the little arrow to the right.



4. In the menu that appears, select 'New Action'.

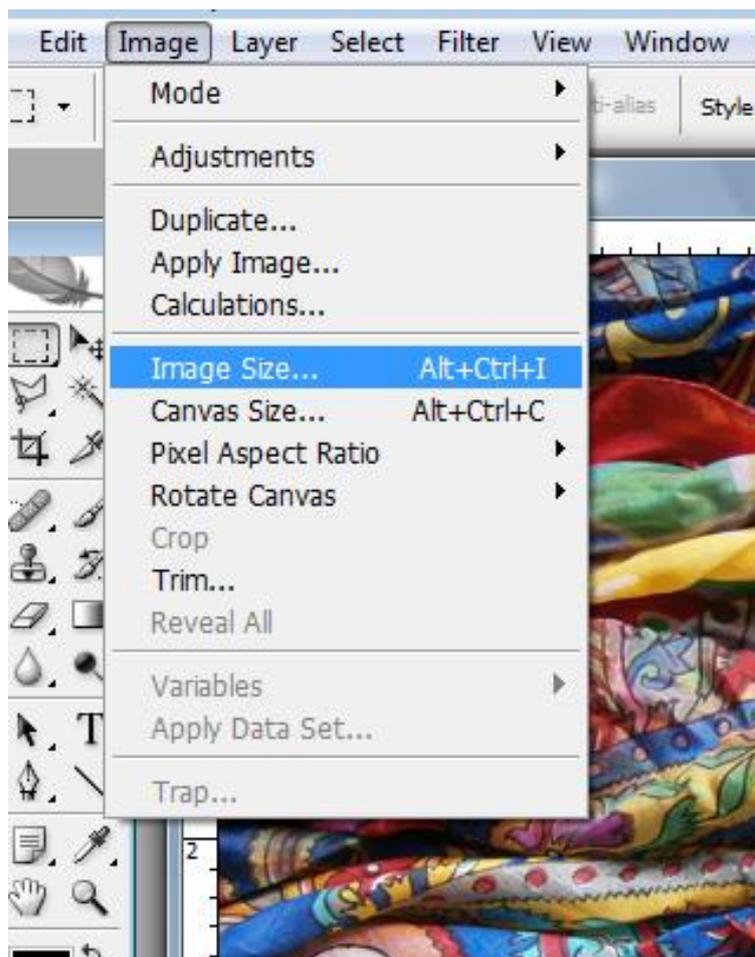


5. A box will appear for you to name the Action, call it something specific, you might end up creating a lot of Actions for batch editing and get confused as to what they all are otherwise.

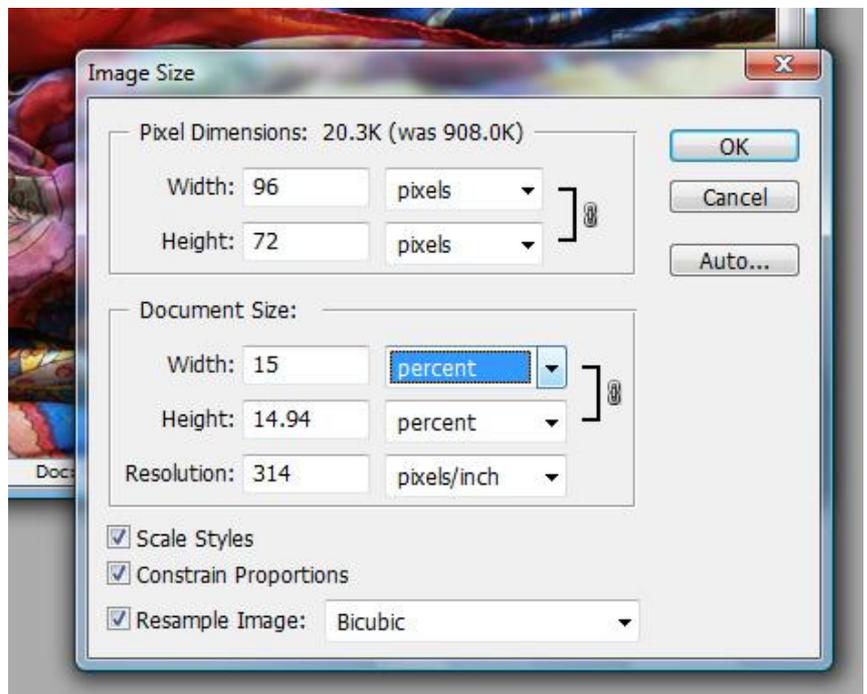


6. Once you've named your Action, click 'Record'. Remember that *everything* you do from now on will be recorded. You don't need to rush though, take your time.

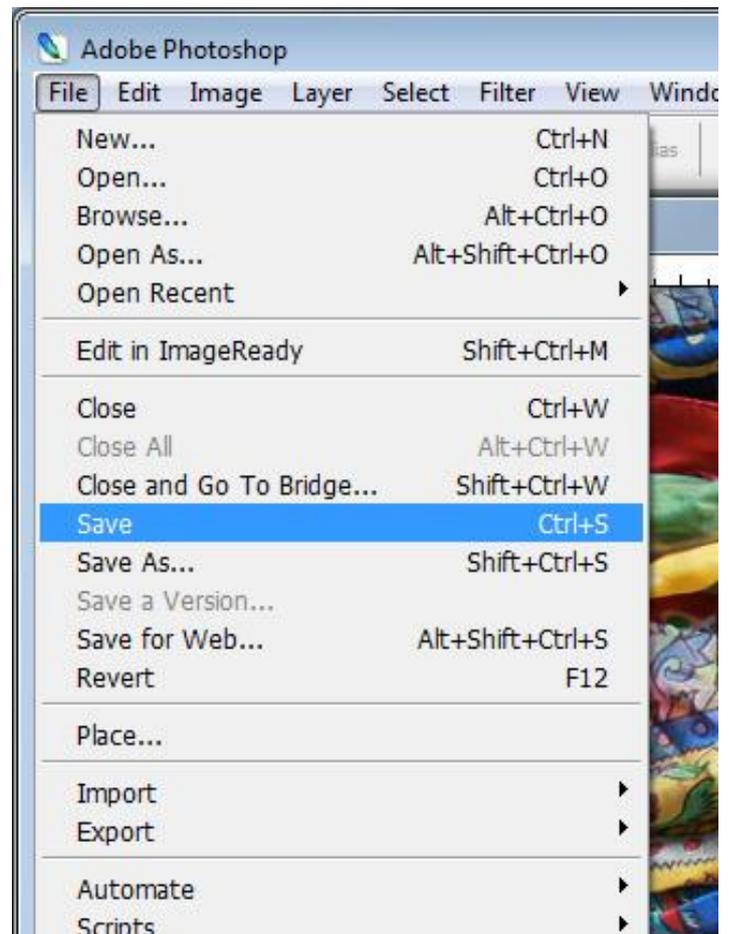
7. In the Image menu, select 'Image Size'.



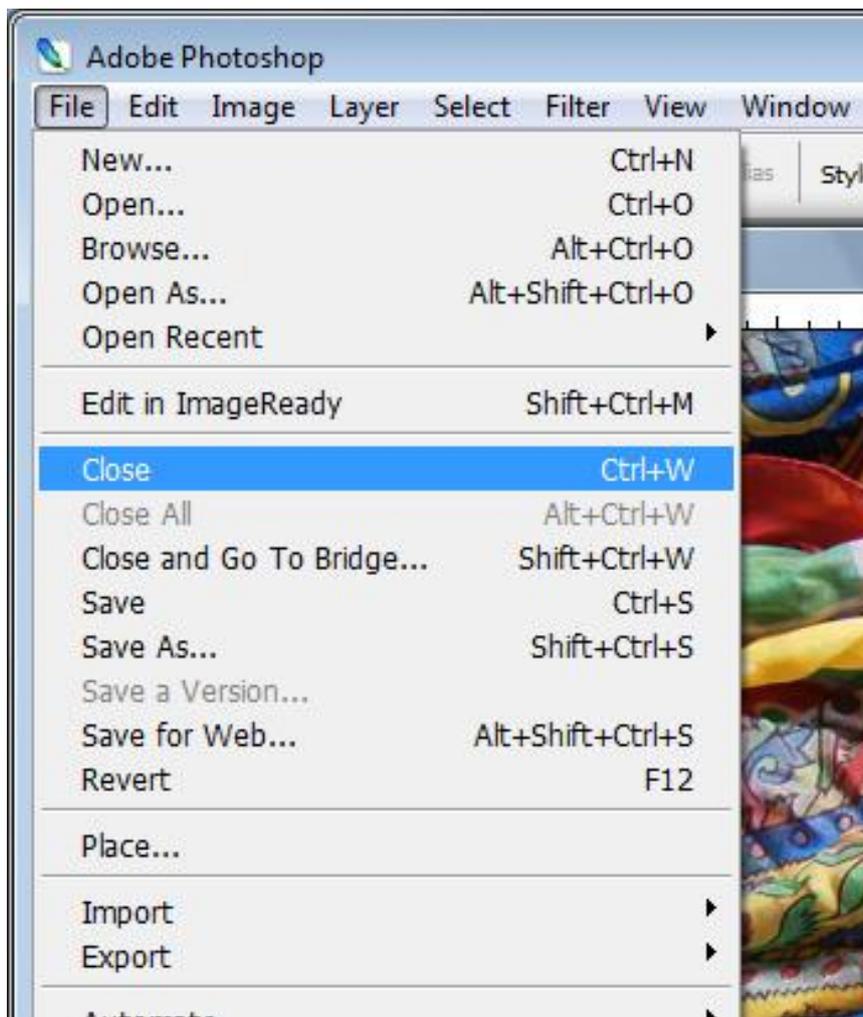
8. Choose the percentage you want your photo shrinking to. (You can also shrink to specific dimensions). Make sure that the 'Constrain Proportions' box is checked or it will shrink unevenly. You won't always get the values of Width and Height matching *exactly*, but they should be very close.



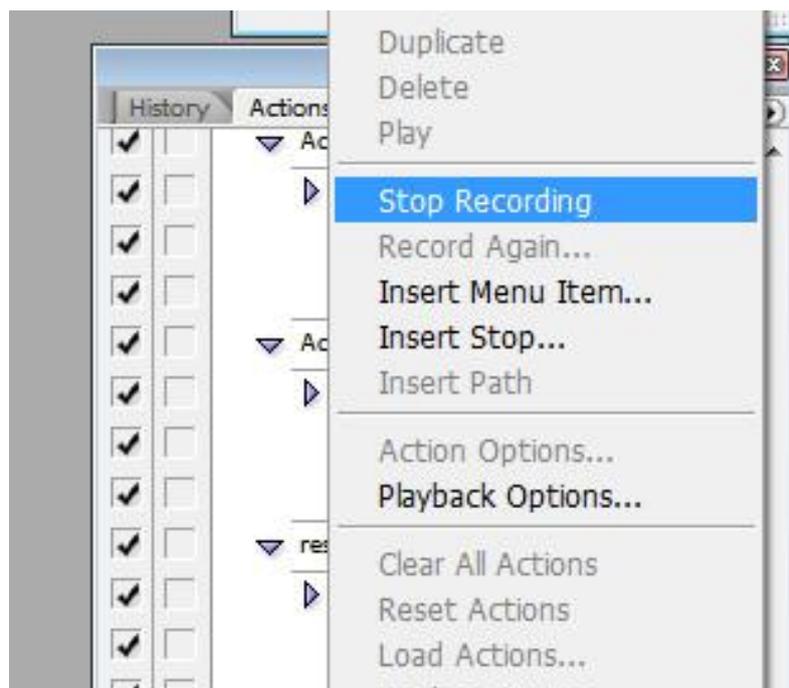
9. From the File Menu, select 'Save'.



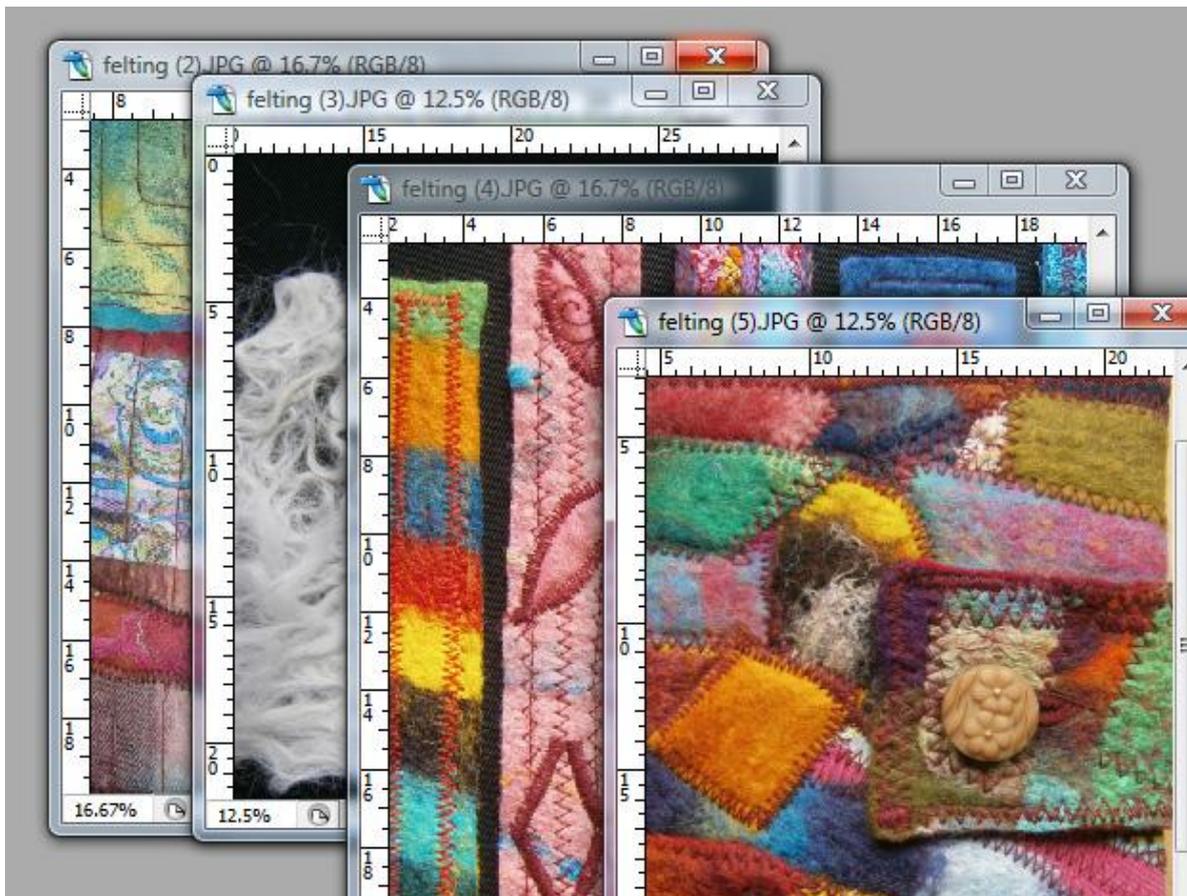
10. Then select 'Close', also in the File Menu.



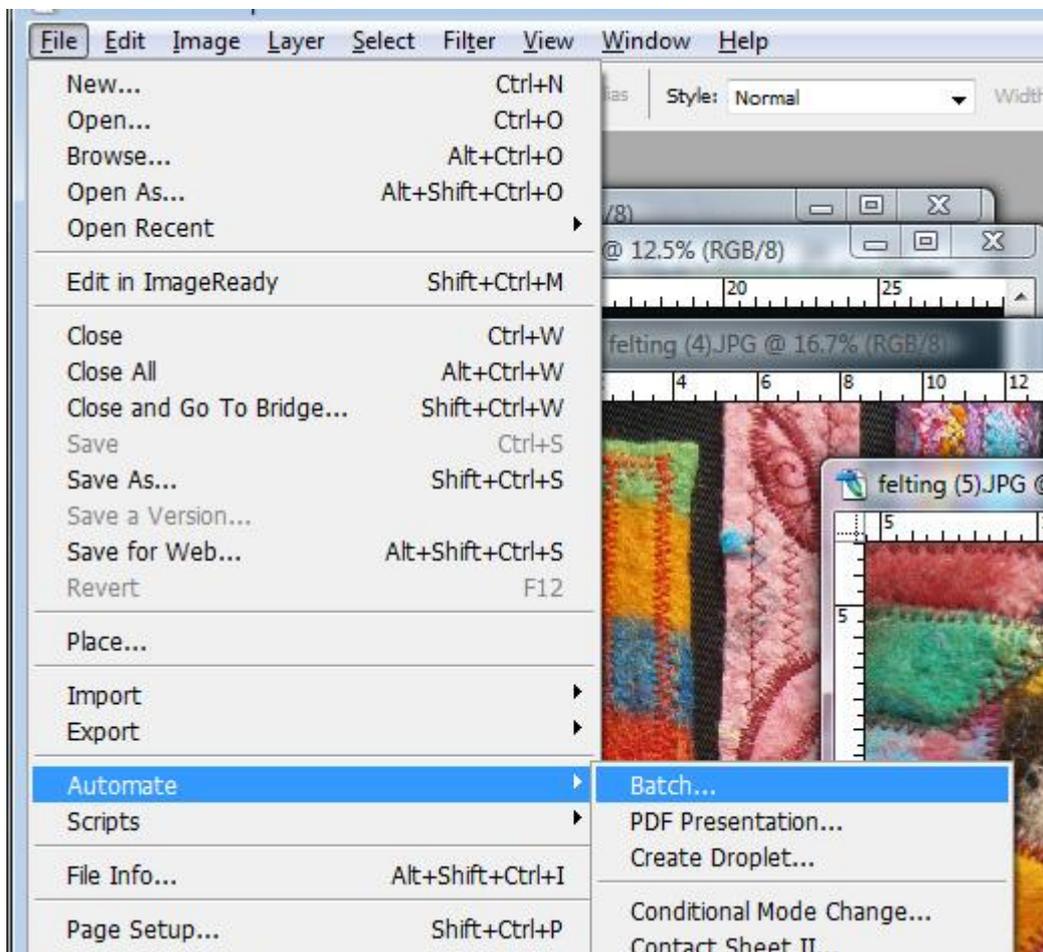
11. On the Actions tab, click the little arrow and select 'Stop Recording' from the menu. Your 'Shrink to 15 per cent' Action is now stored.



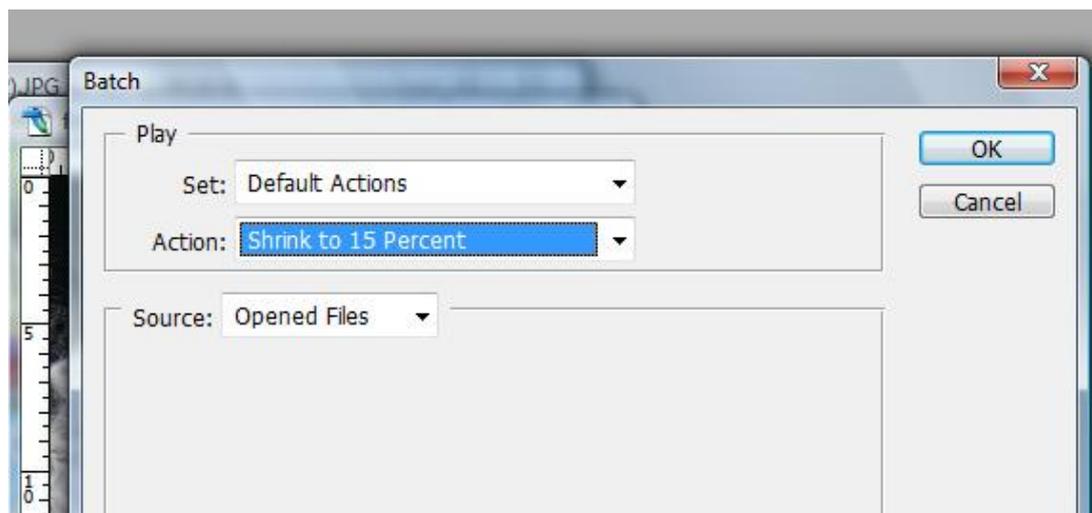
12. Open the rest of the photos that you want to edit.



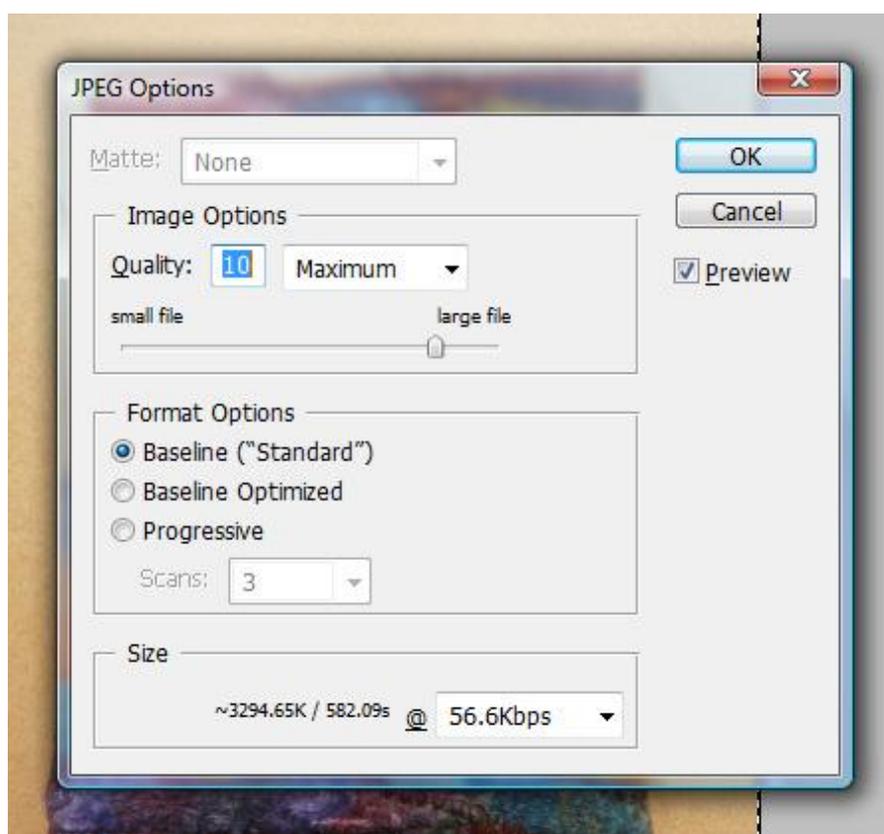
13. In the File menu, hover over 'Automate' and choose 'Batch' from the menu.



14. Select the Action you want to use, in this case Shrink to 15 Percent, and make sure the 'Source' is set to 'Opened Files'.



15. Click OK and your photos will be edited automatically. If this is the first time your photo has been edited, you might have to click 'OK' on the JPEG Options box before each photo closes.



For Batch editing, it's important that all the photos are the same resolution if you want them to look the same. What looks okay on a photo at 480 resolution, will look quite different on a photo with 300 resolution, for example, if you're adding text for a signature, the sizes will be very different. The good thing is, you can make an Action that will batch edit your photos by resolution 😊