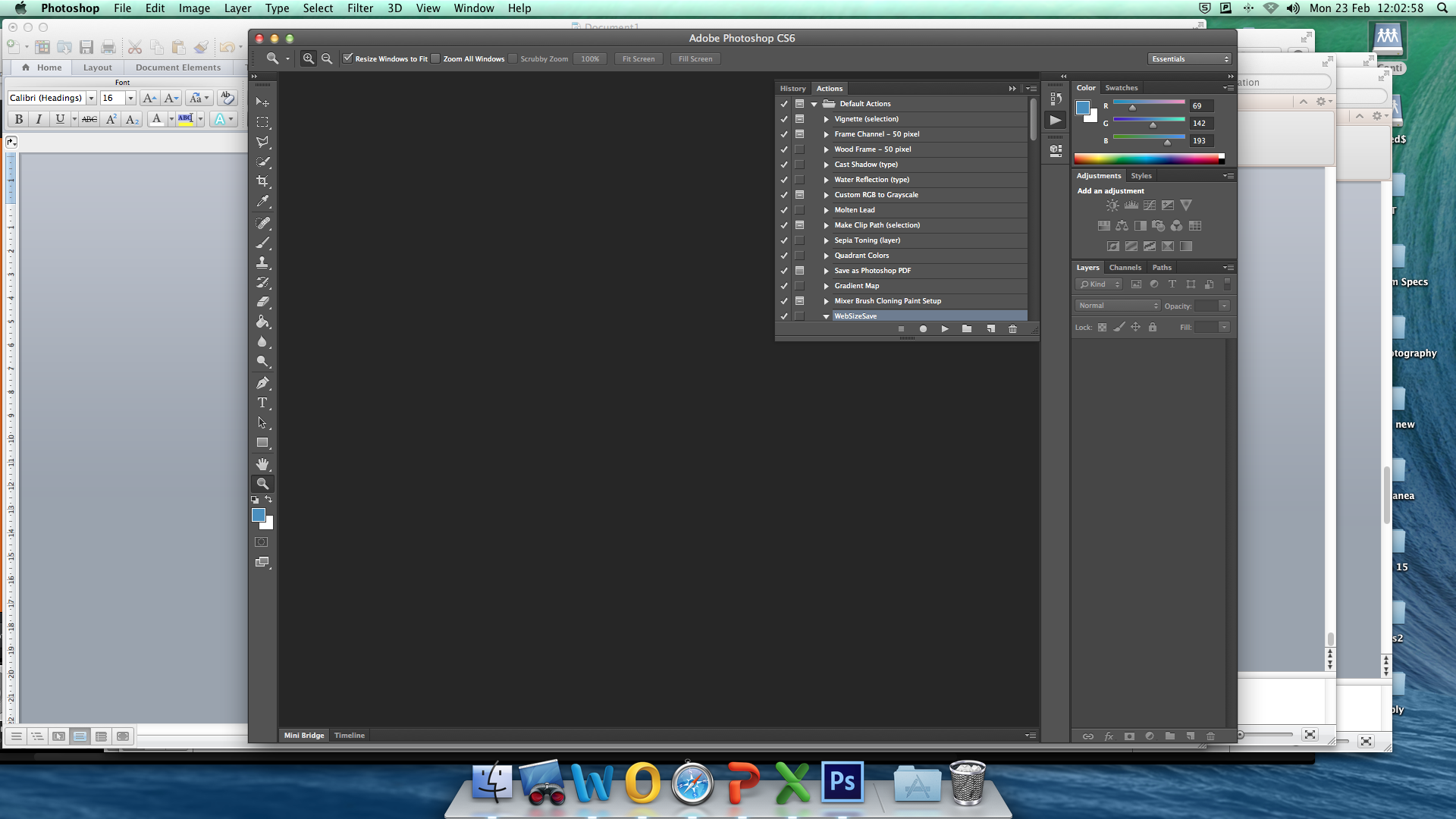
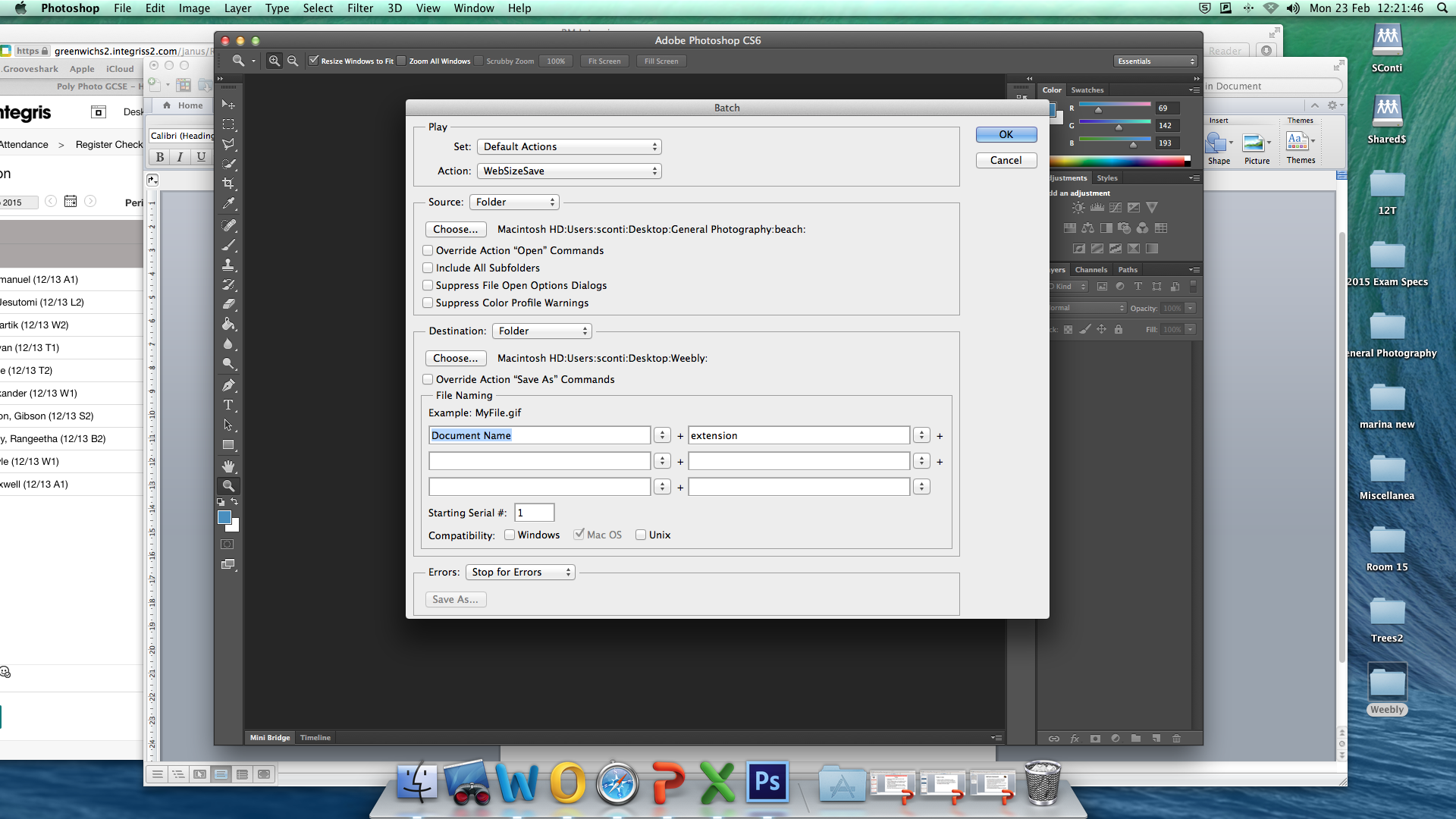
***How to create a Photoshop Action to create website-ready versions of your photographs***

1. Open Photoshop –open one of your photographs in one of your desktop folders.
2. Select ‘Window’ and then ‘Actions’ and you will see something like this…
3. Click on the new action button.
4. Name your action with a sensible name like ‘website-ready’.
5. Click on ‘Record’ and then slowly and carefully complete the following changes to your photograph…
6. Image – Image Size – change to width to 1000 pixels. OK.
7. File – Save for Web – JPEG – Medium. OK. Save.
8. 15Save the image in your website folder. OK.
9. Close the file on the screen without saving changes.

***Testing your Action***

1. In Photoshop – File – Automate – Batch.
2. Under the ‘Action’ list select the action you have just created.
3. Select the folder where you have your LARGE images under ‘Choose’ in the ‘Source’ section.
4. The destination folder should be the folder you have already created.
5. Click on OK and then you may have to OK the ‘JPG Options’ window that appears for each image.
6. If successful, your web folder will have web-optimized images in it.
7. If not, you need to delete the action you created and restart.