

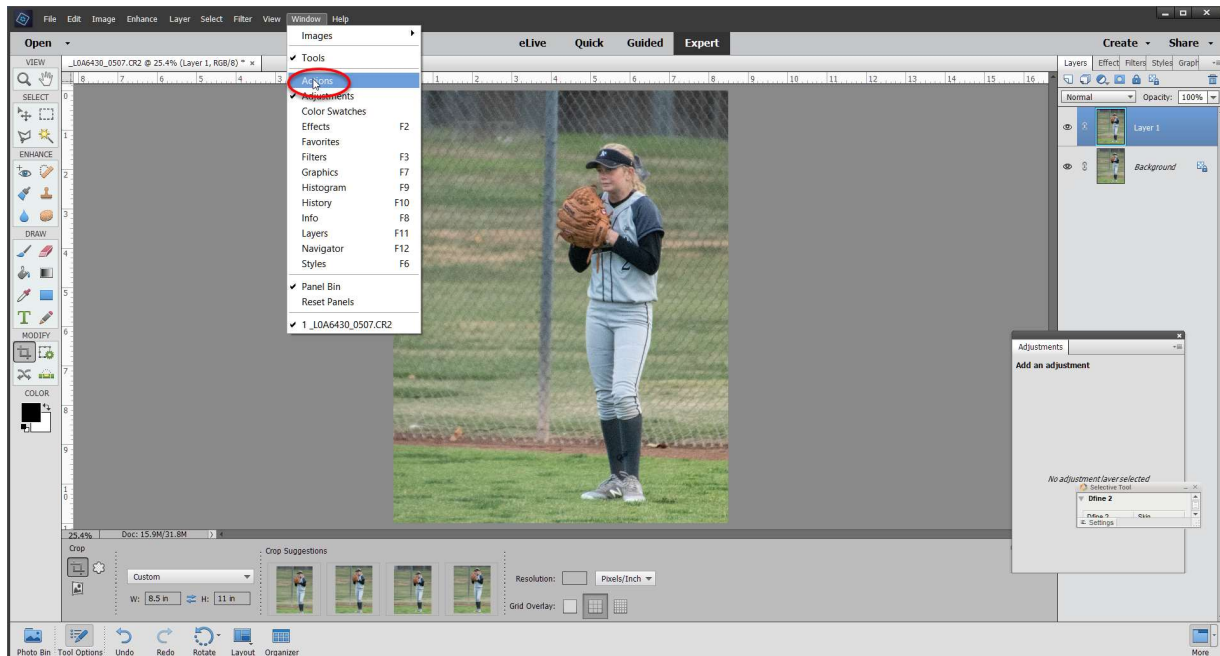
AppTipSheet – Using Actions in Photoshop Elements 2018

Actions are small programs or macros that generally consist of a series of steps or commands that when activated, run these steps automatically. They greatly speed up repetitive photo editing tasks. In Photoshop CC, you can create an action by simply recording the steps, and then saving them in a very small file to be played back later.

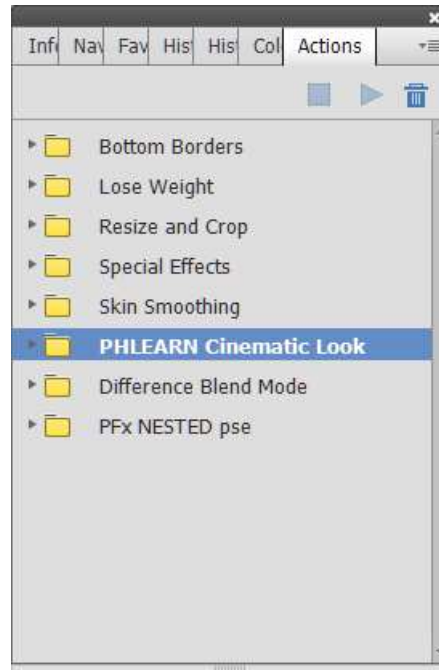
Photoshop Elements cannot record actions, but all versions can play back many actions that were originally written for Photoshop, as long as they use commands that are supported by PSE. Recent versions include an Action Player under the Window menu panel and couple of sample actions.

In this AppTip Sheet, we will explore the sample actions.

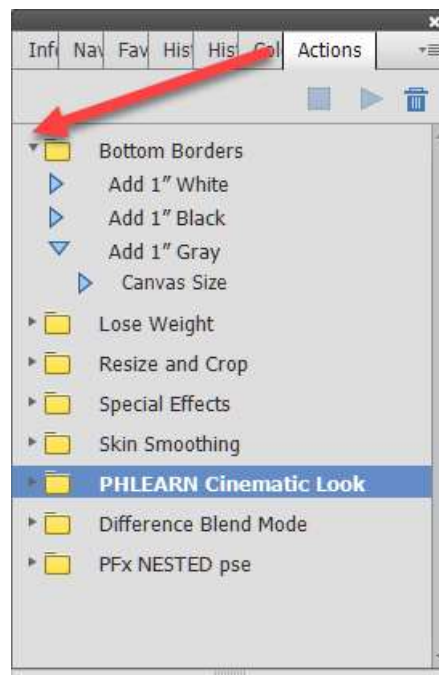
1. In the Organizer, select the desired image, and then press **Ctrl+I** to open it in the Expert mode of the Photo Editor.
2. Duplicate the Background by pressing **Ctrl+J**.
3. Click on Window > Actions from the Menu bar.



4. The figure below opens. The Action Sets, Bottom Borders, Lose Weight, Resize and Crop etc. are sample Actions that are included in PSE when it is installed. The others listed written by third parties and downloaded separately.

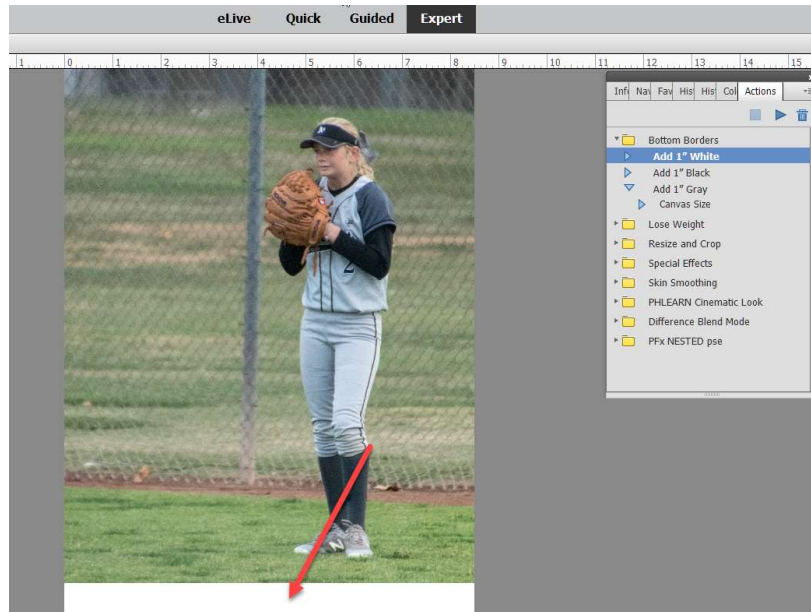


5. The Action Sets can be expanded by clicking on the left pointing arrow. Click on the arrow next to Bottom Borders.

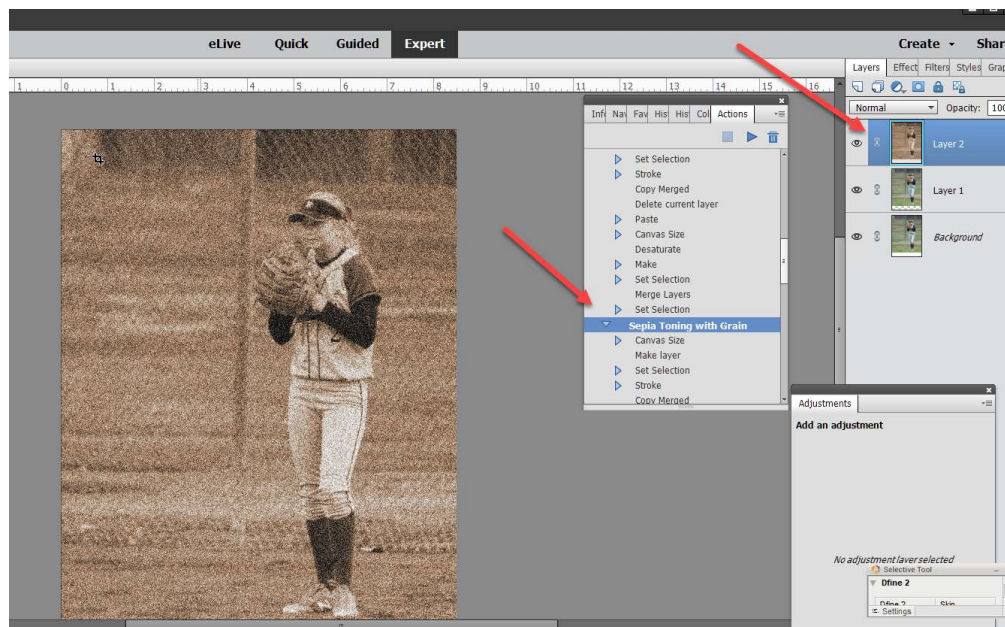


6. In the upper right, beneath Actions, there are three icons, a square for Stop, a left arrow for Play, and a trash can to discard the Action.
7. Expand the Bottom Borders Action Set.

8. To add a 1” white border to the bottom of the image, click on Add 1” White, and then click on the Play icon.



9. As shown above there is now a white area added to the bottom of your image where you can insert a caption using the Text Tool.
10. This time expand Speical Effects and then Sepia Toning with Grain.
11. Click on the Play button.
12. Note the Sepia Toning has been added on its own layer.



Adding custom actions created in Photoshop CC and/or downloaded from the internet will be covered in a another AppTip Sheet.