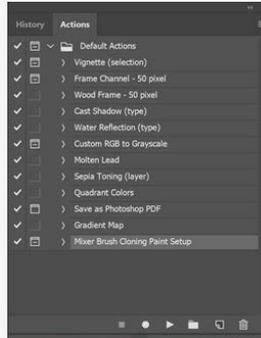# Creating Actions to Resize Images

These instructions are for Photoshop CC2015.
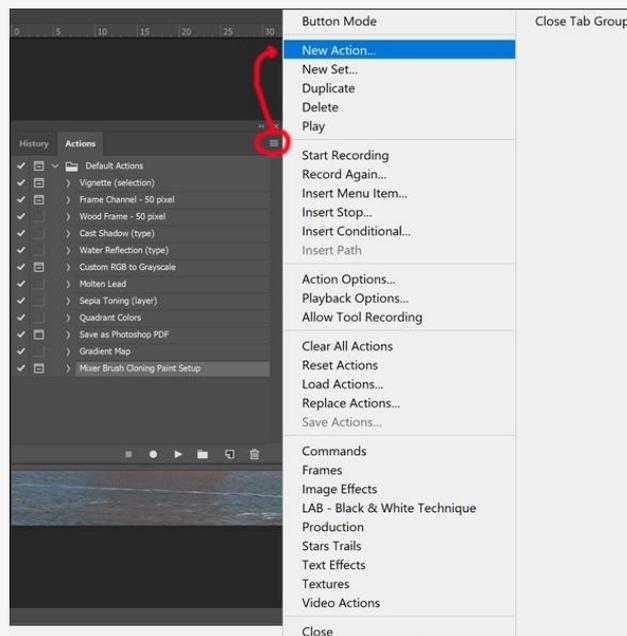
1) Display the Actions Window.

Select 'Window->Actions' (or use the keyboard shortcut 'ALT + F9'). The Actions window should then be displayed.
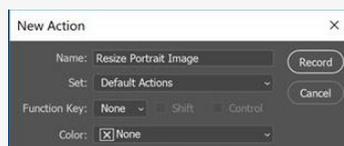

2) Start Recording the New Action.

Click on the menu button in top right-hand corner of Actions window and select 'New Action'.

A dialogue box should be displayed.

Enter a name for your action (e.g. Resize Portrait or Resize Landscape).
Select the 'Record' button. From this point, any command you enter will be part of the new action until you stop recording.

3) Enter the Commands to Resize the Image and Change the Canvas Size.

For resizing a portrait image, the commands are:

Image->Image Size [the Image Size dialogue box is displayed]
Set the Image Height to 1050 pixels.
Set Resolution to 300.
Tick the Resample box and select 'Bicubic Sharper (reduction)' from the dropdown list.
Select the 'OK' button.

Select Image->Canvas Size [the Canvas Size dialogue box is displayed]
Ensure the units are 'Pixels' (the default unit type is centimetres).
Set Width to 1400.
Ensure 'Anchor' is set to central (i.e. the round dot in the middle).
Set 'Canvas Extension Colour' to 'Background' and select your preferred background colour (usually black).
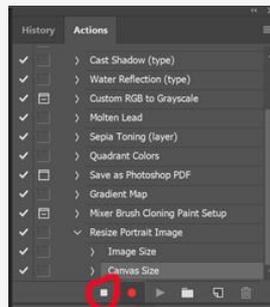Select the 'OK' button.

For resizing a landscape image, the commands are:

Image->Image Size [the Image Size dialogue box is displayed]
Set the Image Width to 1400 pixels.
Set Resolution to 300.
Tick the Resample box and select 'Bicubic Sharper (reduction)' from the dropdown list.
Select the 'OK' button.

Select Image->Canvas Size [the Canvas Size dialogue box is displayed]
Ensure the units are 'Pixels' (the default unit type is centimetres).
Set Height to 1050.
Ensure 'Anchor' is set to central (i.e. the round dot in the middle).
Set 'Canvas Extension Colour' to 'Background' and select your preferred background colour (usually black).
Select the 'OK' button.

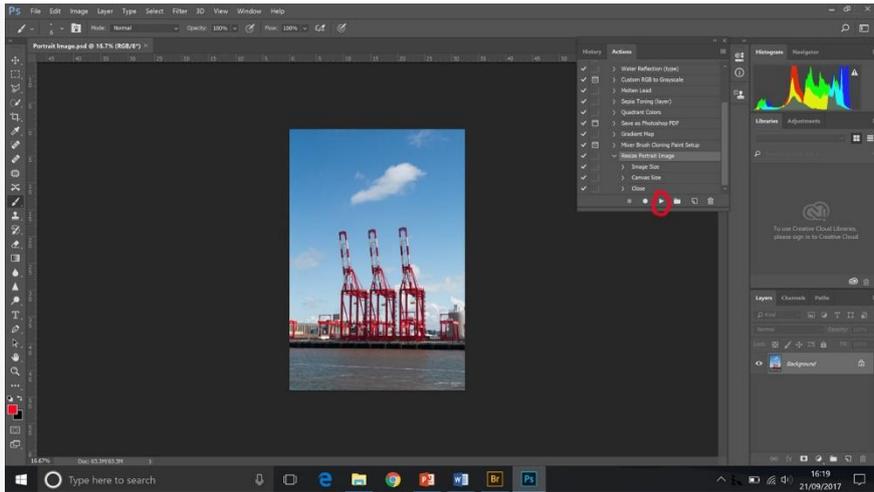## 4) Stop Recording the New Action.

Click on the 'Stop Recording' button (the square symbol at the bottom left of the Actions display).

The action has now been recorded.

5) Using a New Action.

To use one of the new actions, open your image in Photoshop.
On the Actions window, click on the action you want to run (e.g. Resize Portrait).
Click on the Play symbol (triangle) at the bottom of the window.

All the commands you added to the selected action will now be played.