

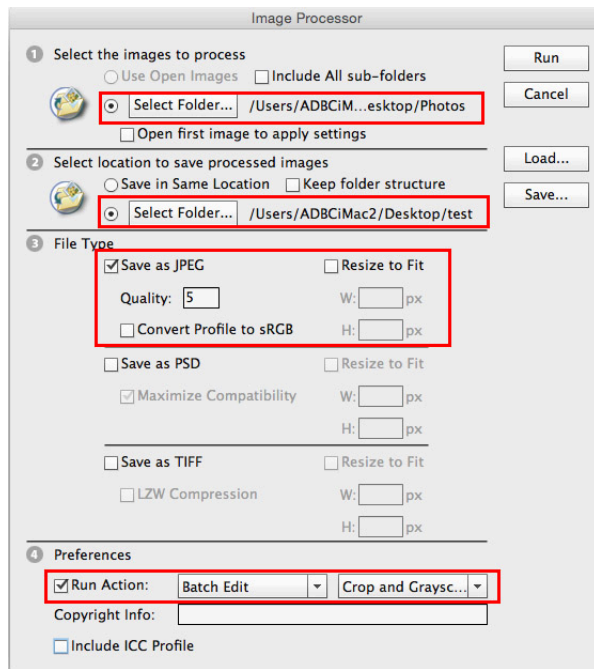
# Image Processing with Photoshop

## Image Editing: Setup

1. Open Adobe Photoshop.
2. Open a single image (make a duplicate of a file and use the duplicate, or use an image you do not need).
3. Go to “Window” → “Actions”
  - a. Click “Create New Set” (folder icon) and name it (i.e. “Batch Edit”)
  - b. Making sure that your new set is highlighted, click “Create New Action” (rectangle next to the folder icon) and name it (i.e. Grayscale, Crop, Copyright.)
  - c. Click “Record” (the circle should turn red.)
  - d. Go to “Image” → “Mode” → “Grayscale”
  - e. Go to “File” → “Automate” → “Crop and Straighten”
  - f. Go to “File” → “File Info” → Add your Institution as the “Author” and select “Copyrighted” as the “Copyright Status.” Click OK.
  - g. In the Actions Window, hit stop (the rectangle) and the red circle will turn gray.

## Image Editing: Batch Processing

1. Open Adobe Photoshop.
2. Go to “File” → “Scripts” → “Image Processor”
3. In Box 1, choose the folder containing your Raw Images (.CR2 files).
4. In Box 2, choose the folder you want the images to be stored (i.e. [dayMonthyear\_JPG]).
5. In Box 3, make sure the “Save as JPEG” box is checked (do not resize or compress).
6. In Box 4, check “Run Action” and then choose the set and action you already set up.



7. Click "Run" (top right corner)
8. Let Photoshop do its thing...this may take a few minutes.
9. Repeat steps 2 through 7 until you have processed all of your raw images. Click File > Close All to close all the images in the program once they have been processed.

[As way to keep track of the progress and make sure no images are getting left out, transfer raw image files (folders of about 80-90) into a single Raw images file as you process them. The number of items in the Raw folder and the JPG folder should always match up.]

10. Once all images have been processed, open the JPG folder and sort it by size. Images should be around 200-400 KB. Any images significantly smaller than that were probably cropped too much in Photoshop. Reopen these images in Photoshop and manually crop, straighten, and change to grayscale before saving them in the JPG folder, replacing the incorrectly cropped images.

Files are now ready to be uploaded through FTP (i.e. FileZilla).

See document: [Uploading\\_Images\\_Via\\_FTP](#)