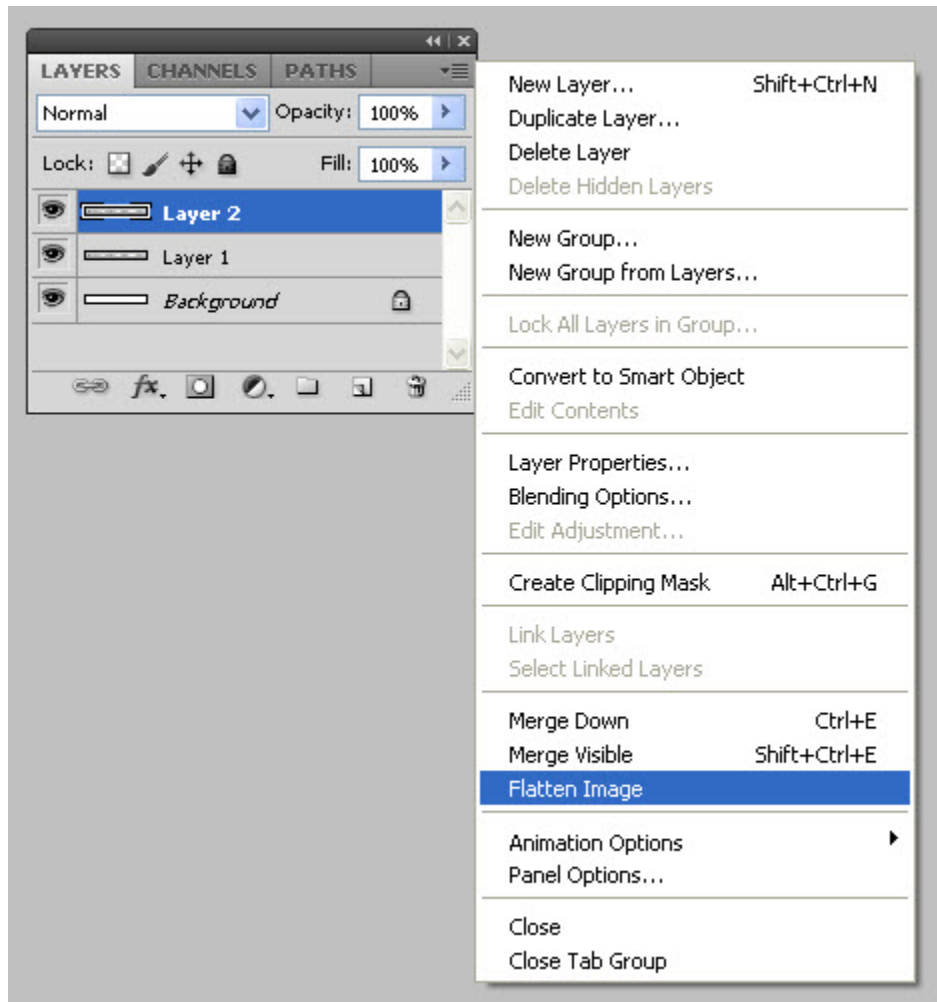


Before proceeding with the steps below, you should have performed all processing and retouching to the image. Cropping and adding a border should be the absolute last steps that you do before saving for DPI. You will also want to flatten the image to one layer. This can be done by clicking on the small icon in the top-right of the **Layers** palette and choosing **Flatten Image**.

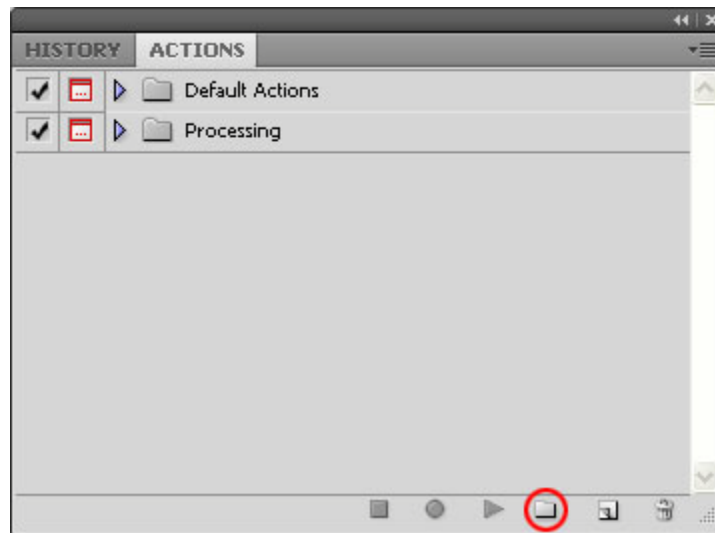
**Figure A**



## Step 1:

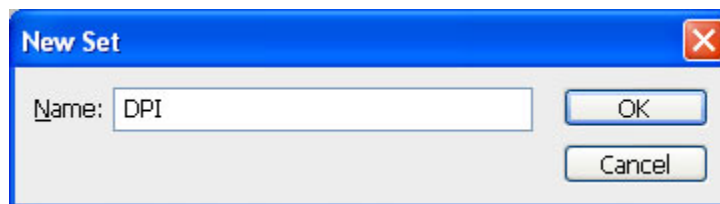
Start by creating a new set for these custom actions. In Photoshop, go to the Actions panel. If you don't have it open, you can open it in the Photoshop Menu Bar, on top under **Window->Actions** or **Alt+F9** on the Keyboard (**Option+F9** on a Mac). The **Create new set** button is highlighted in Figure 1.1.

Figure 1.1



A **New Set** dialog box will appear. Name the Action Set something unique and specific. For this example I typed DPI as these actions will be specific to cropping and adding borders for DPI images.

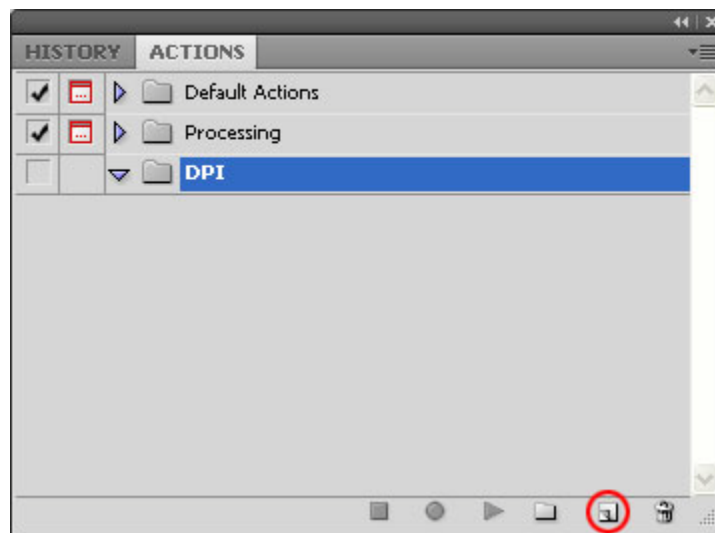
Figure 1.2



## Step 2:

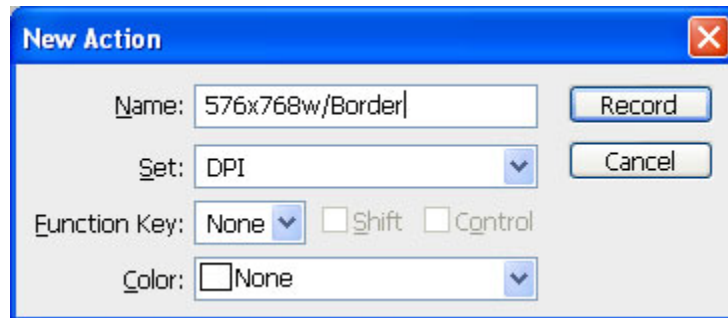
You will then want to create the new action. With the new set for DPI highlighted, click on the **Create new action** button in the Actions Panel as highlighted in Figure 2.1.

Figure 2.1



A **New Action** dialog box will appear. Type the Name of the action in the field. You will want to give it a unique and specific name to remember what it is for. For this example we are going to be cropping and adding a border to an image that is portrait oriented so the final result will be 576x768 pixels with a 10 pixel border on all sides. I named the action accordingly. Make sure that your settings look like the settings in Figure 2.2 then press **Record**.

**Figure 2.2**

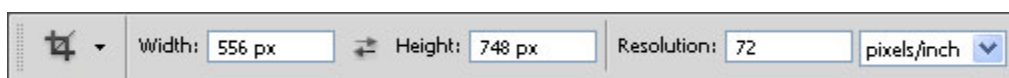


Once you press Record, Photoshop will be recording any changes that you make to the image.

### Step 3:

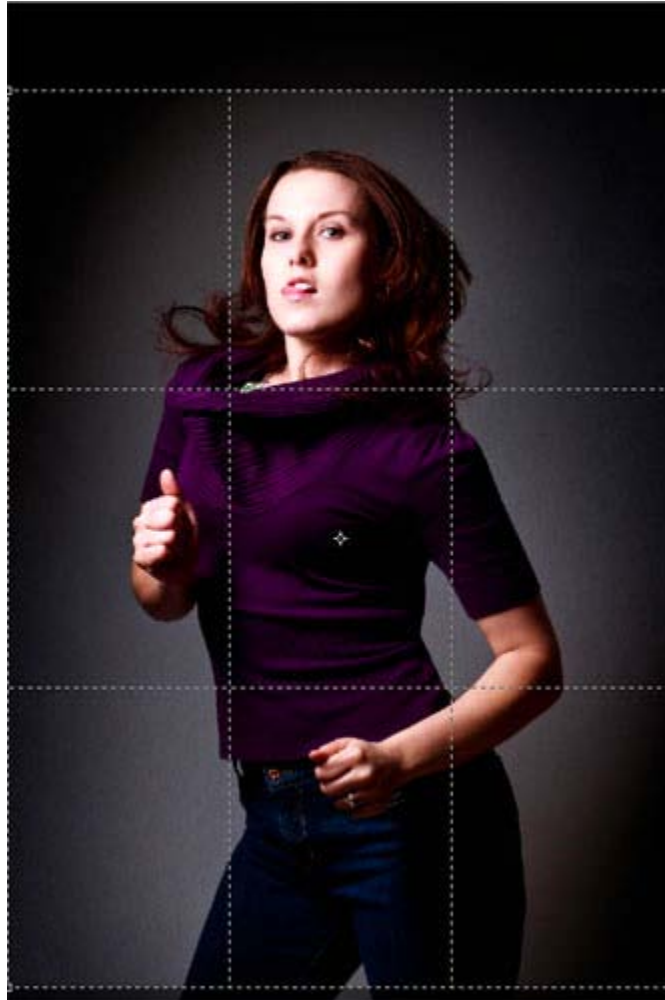
Choose the **Crop Tool** from the **Tools Palette** or **C** on your keyboard. You will want to type in the settings from Figure 3.1. Since the final result will have a 10 pixel border on all size, we actually want to subtract 20 pixels from both the width and height in the Crop Tool. We will add back in this 20 pixels at the end. Make sure to type the **px** after the width and height or your crop may end up defaulting to inches instead of pixels, and 556 inches x 748 inches is really, really large.

**Figure 3.1**



Now with the settings typed in, using the Crop Tool drag a marquee around your image how you would like it cropped. You should have a highlighted selection with anything outside of the selection darkened as shown in Figure 3.2.

**Figure 3.2**

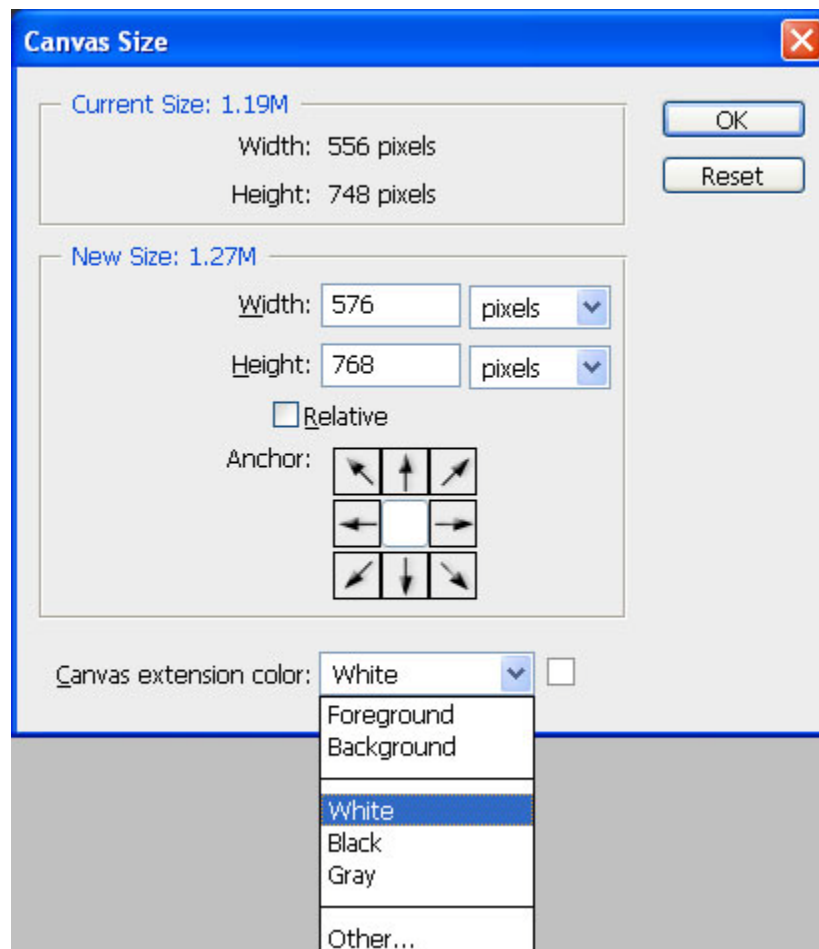


## Step 4:

You will now adjust the canvas size to add the additional 20 pixels to width and height and assign a color to the border that will be created. In the Photoshop Menu Bar, go to **Image->Canvas** Size or Alt+Ctrl+C on the keyboard (**Option+Cmd+C** on Mac).

A Canvas Size dialog box will appear, shown in Figure 4.1. You will type in **576x768** for width and height respectively. Make sure you are using **pixels** from the drop-down next to width and height. Leave Relative unchecked and the Anchor in the center. For the **Canvas extension color** you can choose your Foreground, Background, White, Black, Gray or Other. If you choose other, a color picker dialog will come up where you can choose any color you like.

**Figure 4.1**



## Creating an Action for Cropping and Adding a Border to DPI Images

By: Matthew Crowley

Your result will be similar to that in Figure 4.2. For this example I chose Gray for my **Canvas extension color**.

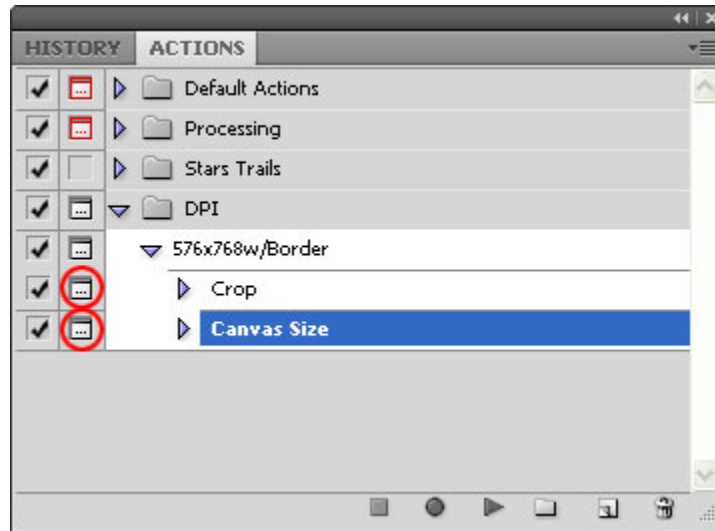
### Figure 4.2



## Step 5:

You will now toggle the 2 parts of the action to **Toggle Dialog On** as highlighted in Figure 5.1. This will open up a dialog box as the action is ran so that you can both adjust where the image crops and what border color is chosen for the canvas extension each time.

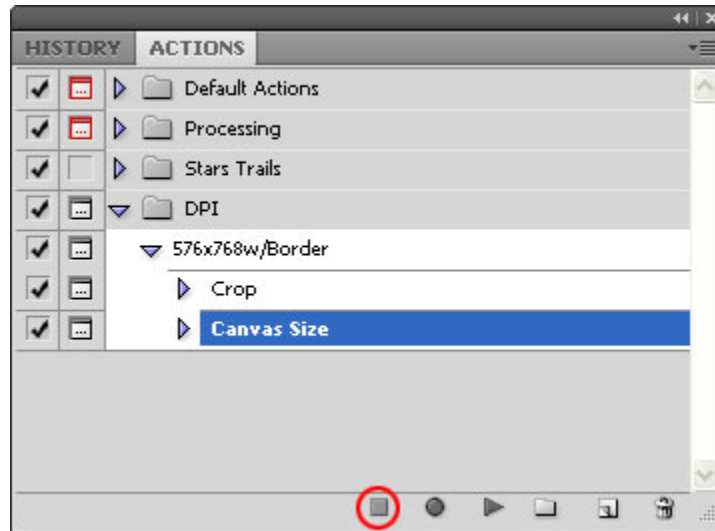
Figure 5.1



## Step 6:

Stop recording the action by clicking the square **Stop** button at the bottom of the **Actions** palette as highlighted in Figure 6.1.

Figure 6.1

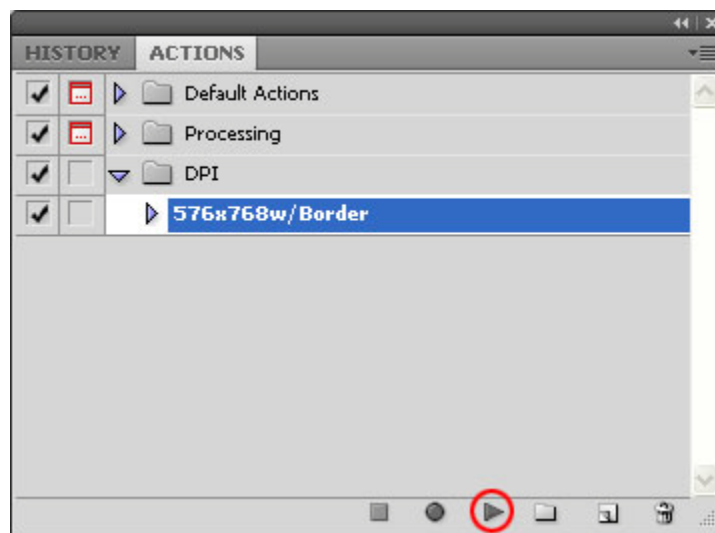


## Step 7:

Choose another image to test the action on. Open another image that you will crop and add a border to that is in portrait orientation. Make sure to do all other processing and retouching and flatten the image before running the action.

With the action highlighted, click the **Play Action** button in the bottom of the **Actions** palette as highlighted in Figure 7.1. If you were successful in creating the action the first time, it should apply the exact same thing to all photos going forward. You will have two places where you will need to a) adjust the crop of the image and b) pick the background color in the **Canvas Size** dialog box.

Figure 7.1



## For a Landscape Image:

Repeat Steps 2-7, with these changes:

**Step 2:** Name the action **1024x768w/Border**. Leave everything else the same.

**Step 3:** For the **Crop Tool**, the width and height should be **1004 px** and **748 px** respectively. Remember, we are subtracting 20 from both width and height to account for the 10 pixel border that will be added later. Leave everything else the same.

**Step 4:** In the Canvas Size dialog box, the Width and Height will be **1024 pixels** and **768 pixels** respectively. Leave everything else the same.

**Steps 5, 6, and 7:** No changes.