

## Action for preparing your images for projection at 1400 x 1050px.

1. Open the 'Action' palette - this may be by default or window > action.
2. Open your 'ready to pad' image. Make sure you are working on a copy.
3. Go to 'Action' palette - open 'new action' by
  - a. Creating a 'new set' click 3<sup>rd</sup> from right on bottom of actions palette
  - b. Name it - Padding for PDIs
  - c. With this 'new set' highlighted create 'new action' by clicking 2<sup>nd</sup> from right on bottom of 'actions palette'. Name it 1400 x 1050 PDI
  - d. OK
  - e. Press 'record'
4. Make sure your foreground/background colours are white on black at the bottom of the tool bar.
5. In photoshop - File > new Ensure width 1400px and width 1050 px.  
Ensure background/black selected.
6. Select the original image. Make sure it is sRGB and jpg (2 images can be seen if the overlapping rectangles are clicked - top right)
7. File > automate > fit image
8. Constrain within 1400 width and 1050 height
9. Control A to select
10. Control C to copy
11. Make sure the black document is selected
12. Control V pastes the original document into the black background.
13. There will now be 2 layers in the layer palette. Flatten image.  
Image > flatten image.
14. File > Save as n\_A B\_title.jpg  
e.g. 1\_Diana Moss\_A-piece-of-cake.jpg
15. Stop recording - click solid square at bottom of palette.
16. To begin an 'Action' Open the Set. Click on 1400 x 1050 PDI
17. Open the image to be padded. Press 'Play'