

Photoshop Elements 4

BATCH PROCESS MULTIPLE FILES



© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

The Process Multiple Files command applies settings to a folder of files.

When processing files, you can leave all the files open, close and save the changes to the original files, or save modified versions of the files to a new location (leaving the originals unchanged). If you are saving the processed files to a new location, create a new folder for the processed files *before* starting the batch.

1. Using Windows Explorer, find the folder that contains the photo files you want to resize (**Figure 1**). In this case, it is “_Test”.
2. Create a folder into which the files will be placed (**Figure 1**). While you can place them into the same folder, I don't recommend it. In this case, it is “_Test Destination”.
3. In Photoshop Elements, choose File > Process Multiple Files (**Figure 2**).

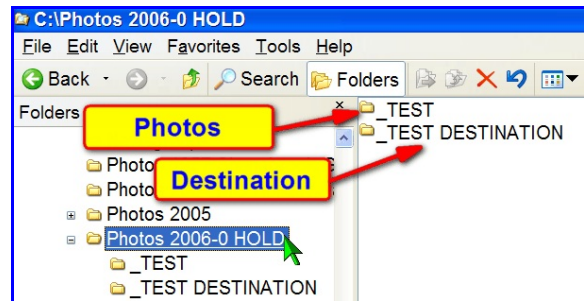


Figure 1

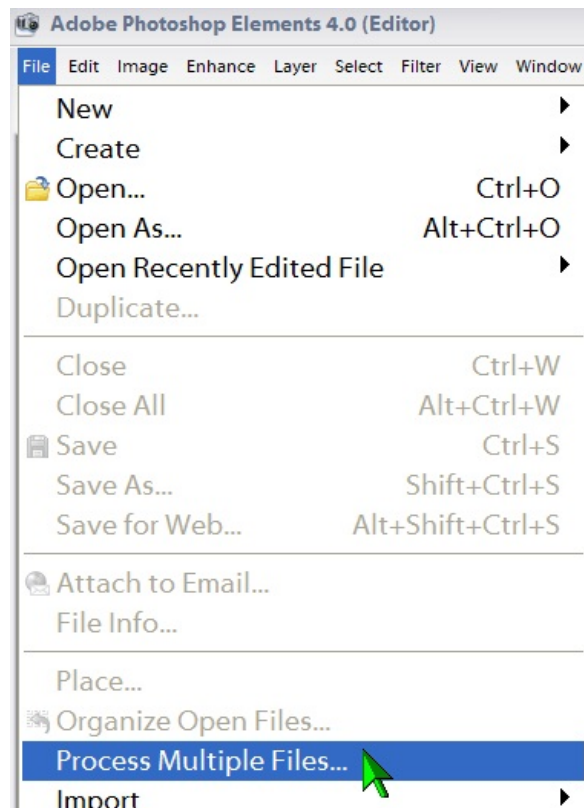


Figure 2

4. Click on “Browse” button to select the folder that contains the files you want to change (**Figure 3**).
5. Click on the folder and click on the “OK” button (**Figure 4**).

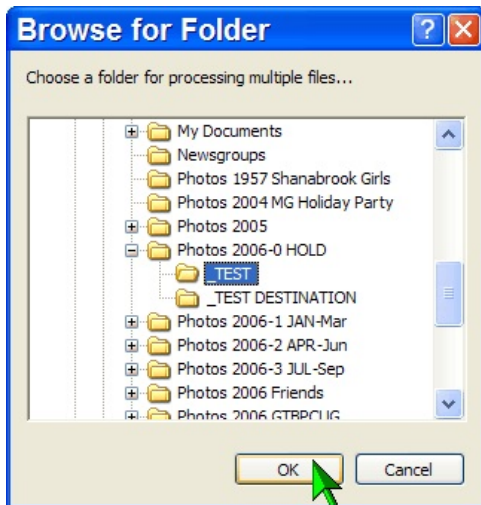


Figure 4

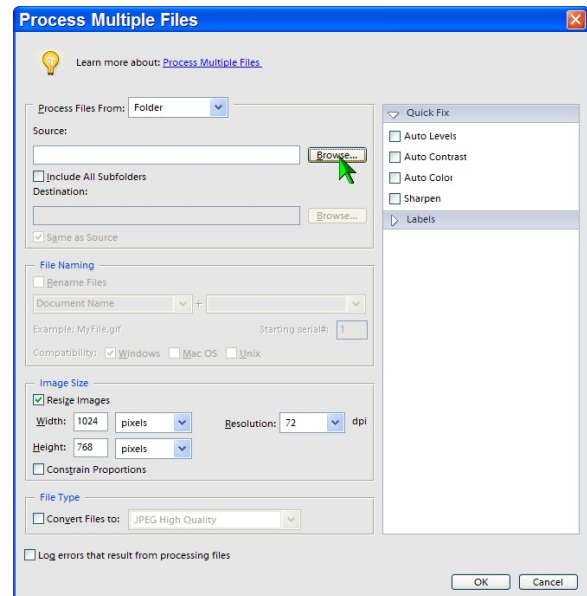


Figure 3

5. Complete your choices (**Figure 5**):

- ❶ Ensure your destination folder is NOT the original folder.
- ❷ Check “Rename Files.” I added an extension of 1024.
- ❸ Set the image size you want.
- ❹ Set to “JPEG Max Quality.”
- ❺ Use Quick Fix to all the photos and you can add Labels (such as “Family”, “Europe” etc.) to them.
- ❻ Click “OK” to begin the process.

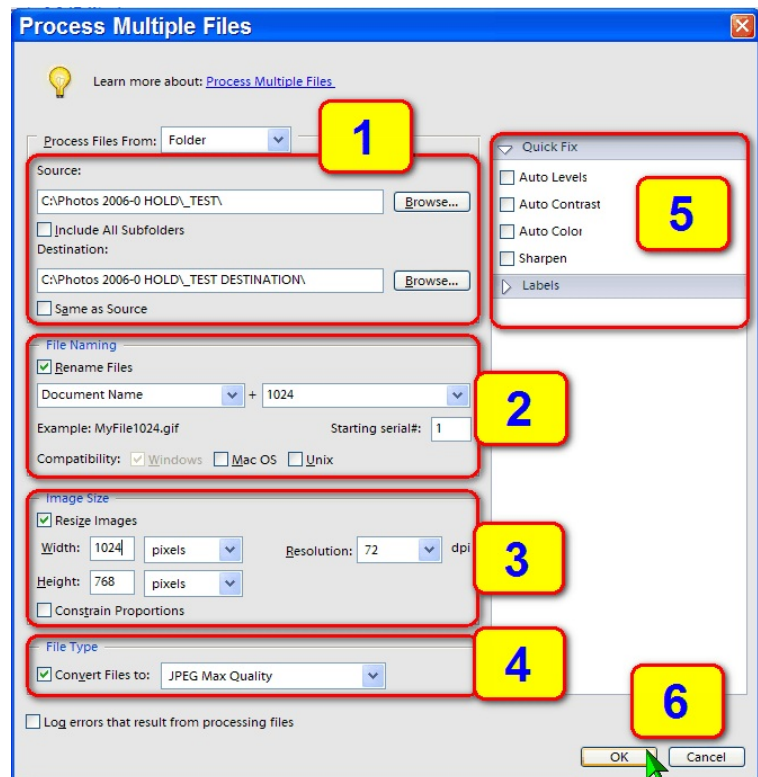


Figure 5

6. To attach a Label to the images, choose an option from the Labels menu, then customize the text, text position, font, size, opacity, and color (**Figure 5**). To change the text color, click the color swatch and choose a new color from the picker.

7. Select Log Errors That Result from Processing Files to record each error in a file without stopping the process. If errors are logged to a file, a message appears after processing (**Figure 5**). To review the error file, open with a text editor after the Batch command has run.

8. When you're completed, you can check the file sizes.

❶ Note the original file "27.JPG" dimensions are 3072x2304 pixels with a size of 2.99 Mb (**Figure 6**).

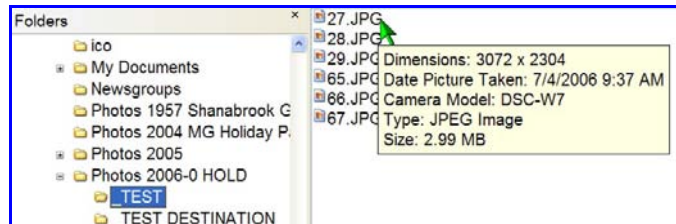


Figure 6

❷ The created file "271024.JPG" is 1024x768 pixels with a size of 137 Kb (**Figure 7**).

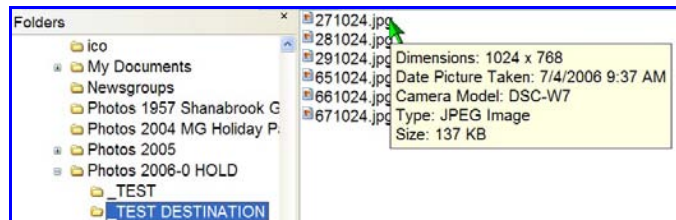


Figure 7