

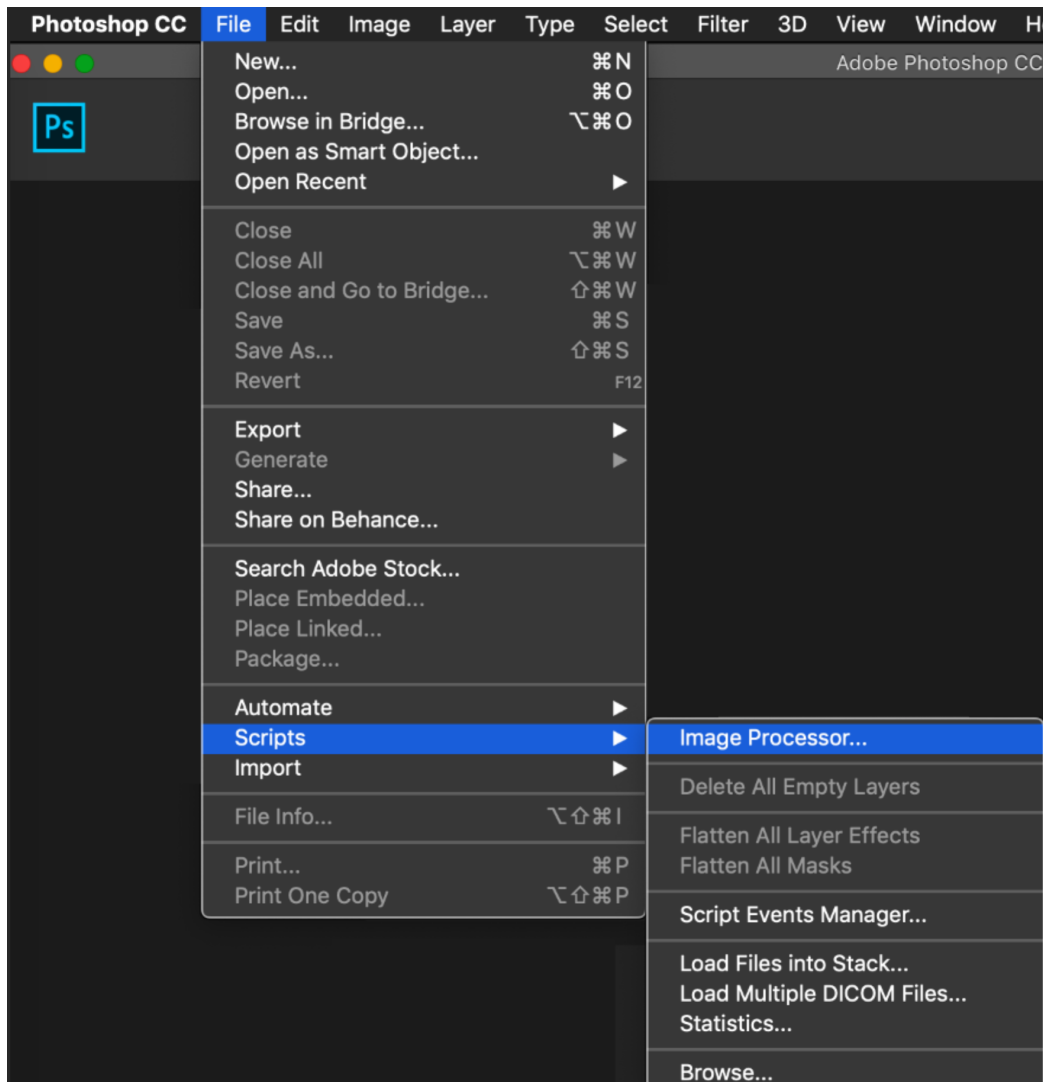
Batch Reduce File Size in Photoshop

Organize Images

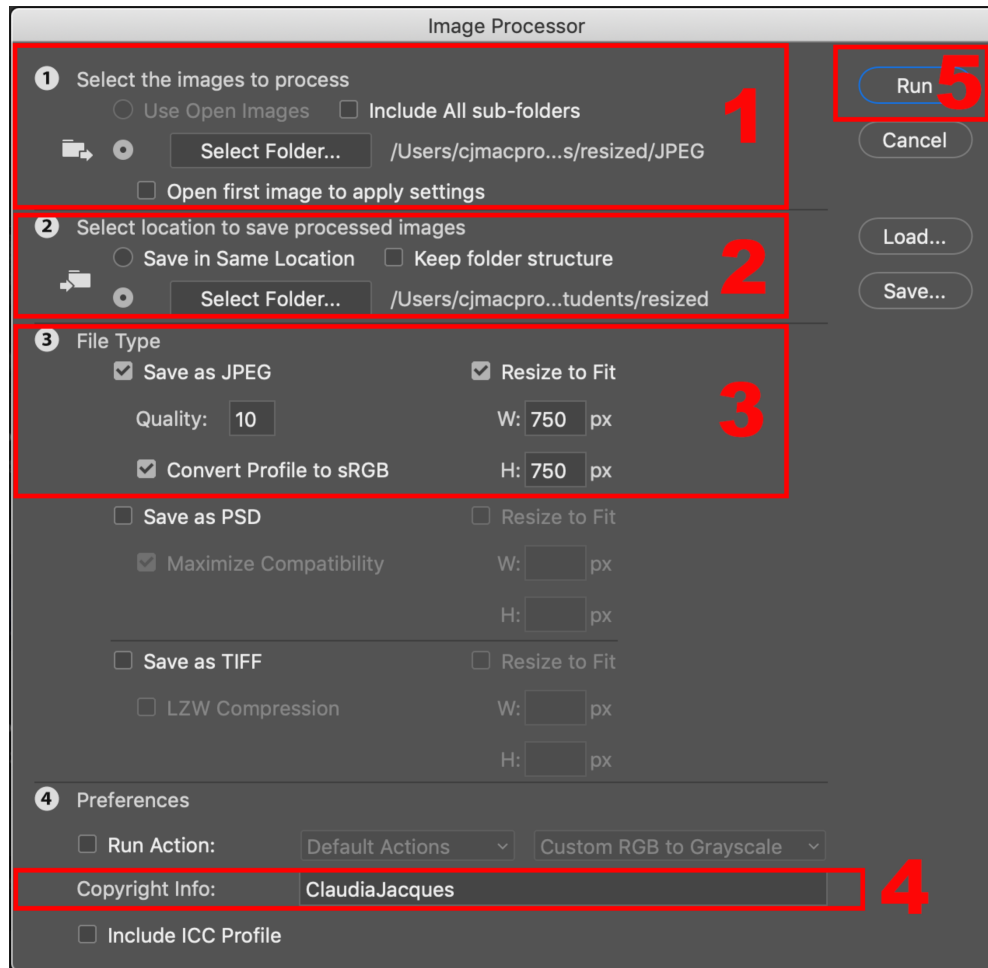
1. Open **Finder** (Mac) or **Windows Explorer** (PC)
2. Find the folder you want to batch reduce the files.
3. Create a sub-folder with only the images you want to reduce the file size.
4. Remember the location where the photos you want to batch resize are.

Image Editing: Batch Processing

1. Open **Adobe Photoshop**.
2. Go to **File** → **Scripts** → **Image Processor**



3. The **Image Processor** window, as below, opens:



4. In Box 1, choose **Select Folder** to select the sub-folder containing the images you organized to batch reduce the size.

5. In Box 2, choose **Select Folder** to select the folder you want the images to be stored. You are able to create a folder if needed.

6. In Box 3, make sure the **Save as JPEG** box is checked. Choose **Quality 10** to resample the image (change the number of pixels). Select **Resize to Fit** and define **W and H to 750 px** (this will constrain either width or height to 750 px. You can make it bigger if you portfolio can handle). Resize change the area size of the image. Select **Convert Profile to sRGB**. (Change the color space to web).

7. In Box 4, add your name to the Copyright Info: to add your name to the image's metadata. Servers, systems and applications read the metadata, which adds some protection to your images. Your name will not appear in the image..

8. In Box 5, select **Run** to apply the batch actions of resampling (reducing size) resizing (reducing the area size to 750 px) and adding a metadata to your images.

9. Once you are done go to the folder you created and added the images to see them.