



PSE -- How To Install & Load Actions

Actions were first introduced in Photoshop Elements version 11.

To install actions in Photoshop Elements:

- Open the Actions panel (Window > Actions).
- Click on the context menu icon in the upper right corner of the Actions panel to get a flyout menu.
- Click Load Actions.
- Navigate to the folder that contains an action. All Photoshop actions have a .atn file ending.
- Double click on the action to load it in the Actions panel.
- The action will appear as a folder with one or more actions below it.
- Each action has a triangle next to it. Click on the triangle if you want to see the individual steps of the action, but clicking the triangle does not run the action.

How to use actions

- Click on the action you want to use (the action name, not the triangle to the left of the action).
- Click on the triangular Play button at the top of the Actions panel to run the action.
- The action may stop and give you the opportunity to adjust a setting in a dialog box. Make your adjustment and click OK to the dialog box to continue with the action.

- The action may stop and give you directions to do something. Do what it says and then click the play button to continue with the action.

