Installing Document Cleaner 2.0

Actions	>> ≡
📁 Default Actions	
📂 Document Cleaner 2.0	
⌄ Document Cleaner 2.0	F2
› If	
⌄ Color	
› Color Range	
Layer Via Copy	
⌄ Set current layer	
To: layer	
Name: "Green"	
› Select layer "Background"	
› Color Range	
Layer Via Copy	
⌄ Set current layer	
To: layer	
Name: "Red"	
› Select layer "Background"	
› Color Range	
Layer Via Copy	
⌄ Set current layer	
To: layer	
Name: "Yellow"	
› Select layer "Background"	
› Make adjustment layer	
› Set current adjustment layer	
› Select layer "Background"	
› Color Range	
Layer Via Copy	
⌄ Set current layer	
To: layer	
Name: "Blue"	
› Select layer "Background"	
› Make adjustment layer	

Menu:

Button Mode

New Action...
New Set...
Duplicate
Delete
Play

Start Recording
Record Again...
Insert Menu Item...
Insert Stop...
Insert Conditional...
Insert Path

Set Options...
Playback Options...
Allow Tool Recording

Clear All Actions
Reset Actions
Load Actions...
Replace Actions...
Save Actions...

Commands
Frames
Image Effects
LAB - Black & White Technique
Production
Stars Trails
Text Effects
Textures
Video Actions

Close
Close Tab Group

Instructions:
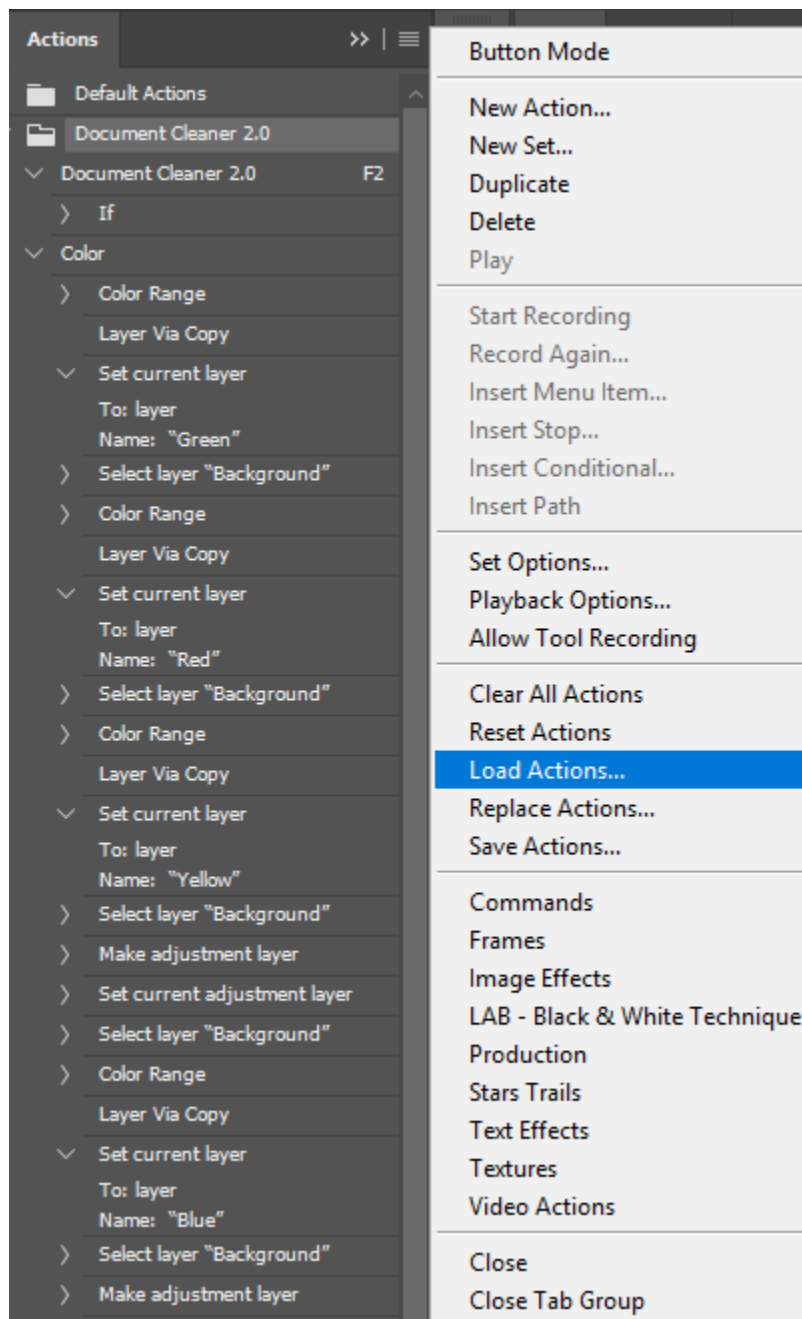
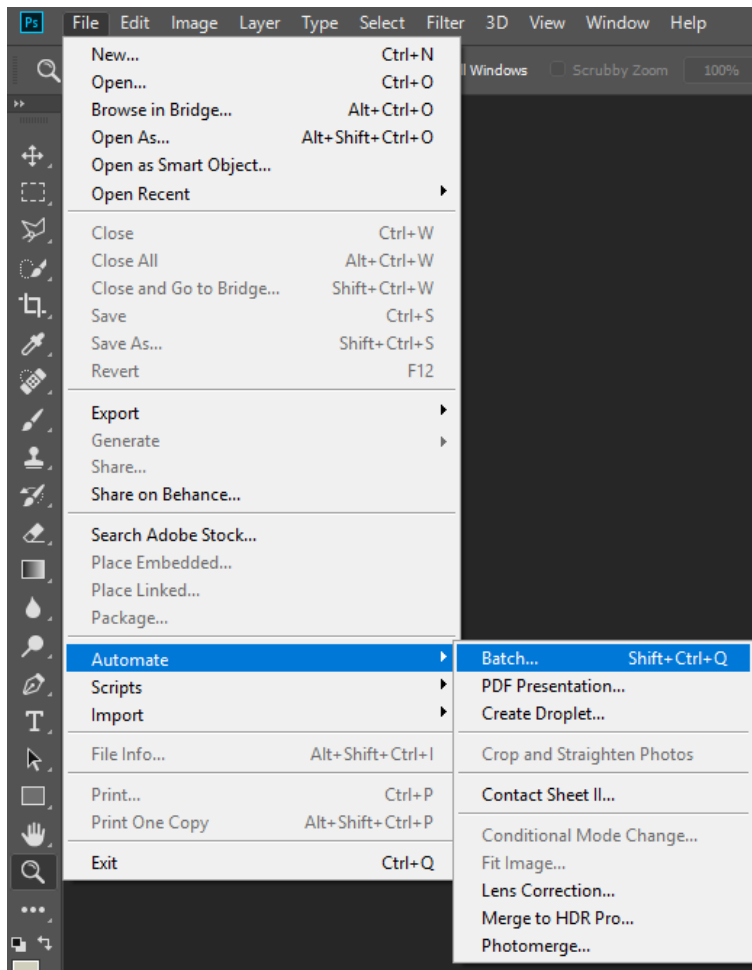1: Open the Actions Window by going to **Window>Actions**

2. Select the **Options Triple Bar**

3. Select **Load Actions...**

4. Navigate to:

\\MBMGS1a\mining archives$\Student Folder\Administrative\Student Procedures\Document Procedures\ and select **Document Cleaner 2.ATN**

Using Document Cleaner 2.0

<u>Window (top left):</u>

Navigate to **File>Automate>Batch**

<u>Batch (below):</u>

Change Play options to:
Set: **Document Cleaner 2.0**
Action: **Document Cleaner 2.0**

Change Source to either:
Opened Files
Or
Your current working **Jpgs folder**

Errors:
Stop for Errors

Destination to either:
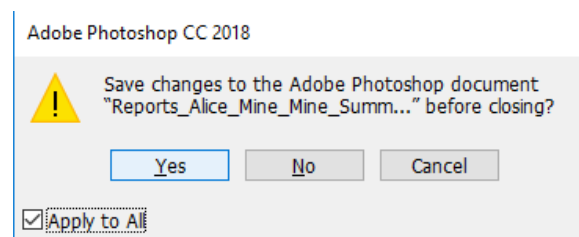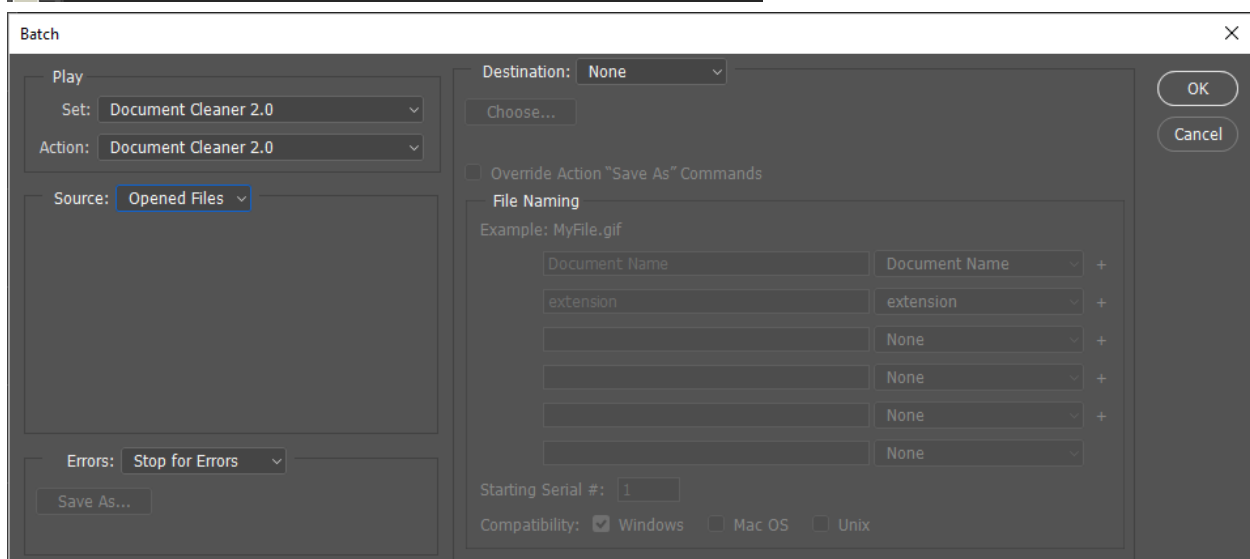**None** for reviewing documents
Or
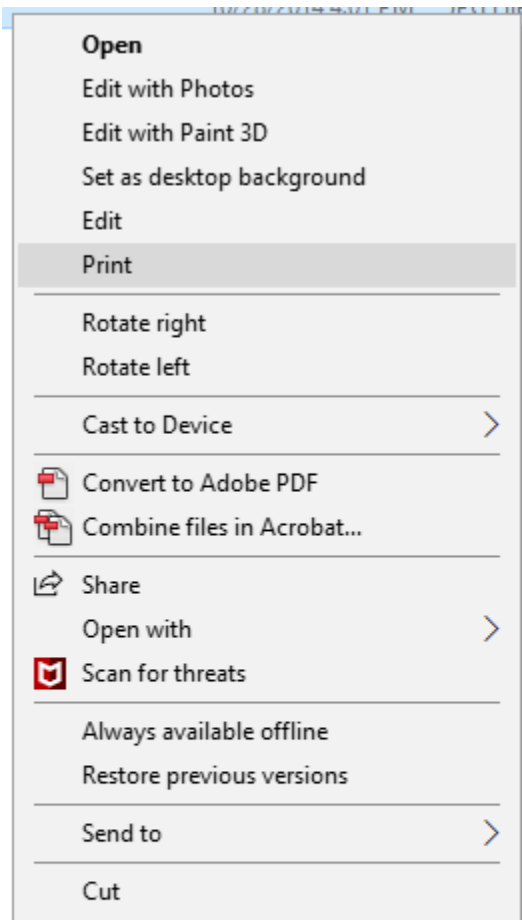**Save and Close**

<u>Saving (lower left)</u>

Use **Ctrl +Alt + W** to Save All
Select **Apply to All**
Select **Yes**

Creating PDF/A's (Jpgs only)

Open
Edit with Photos
Edit with Paint 3D
Set as desktop background
Edit
Print

Rotate right
Rotate left

Cast to Device >

Convert to Adobe PDF
Combine files in Acrobat...

Share
Open with >
Scan for threats

Always available offline
Restore previous versions

Send to >

Cut

Printing to PDF/A:

1. Right click the files you want to print

2. Select **Print**

3. Use the following settings:
       Printer: **Adobe PDF**
       Paper Size: **Letter or Custom**
       Quality: **144dpi**
       Fit picture to frame: **No**

       Selection **Options**
       Select **Printer Properties**
       Default Settings: **PDF/A1b:2005 (RGB)**
       Adobe PDF Output: **Prompt for PDF filename**
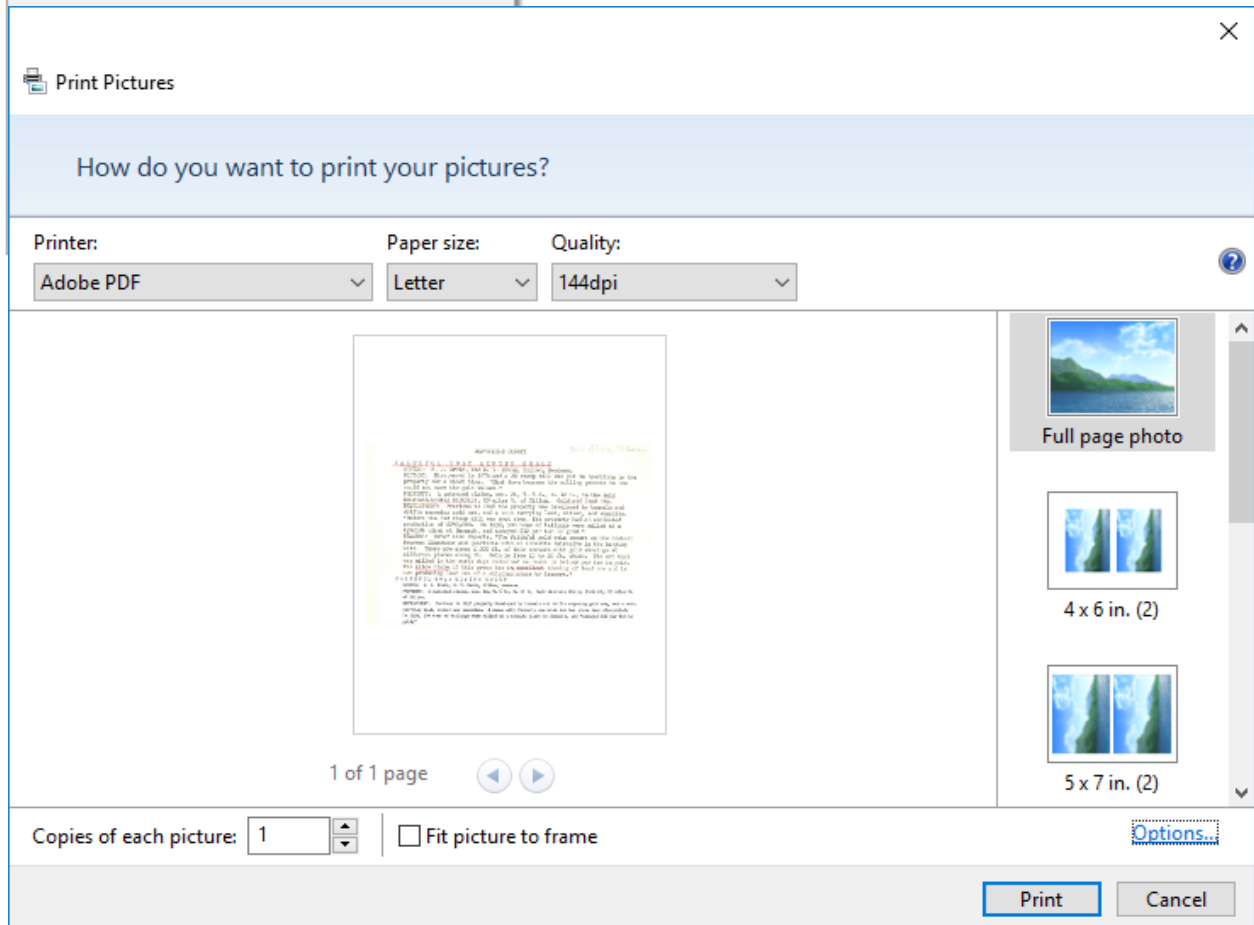
4. To change orientation:

       Select **Options**
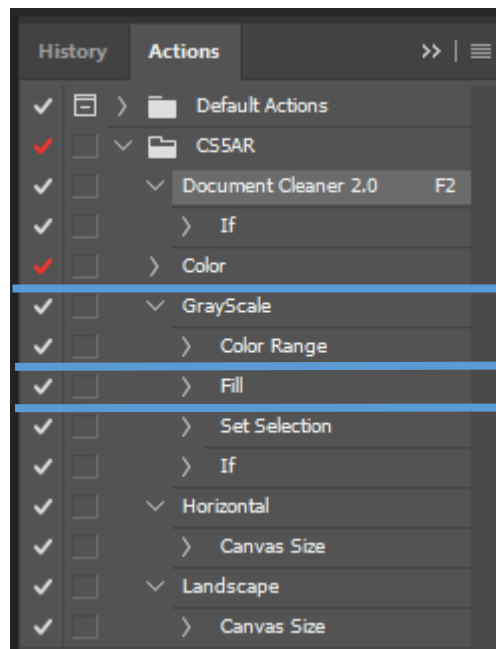   Select **Printer Properties**
       Select **Layout**
       Choose from **Orientation**

5. Select **Print**

🖶 Print Pictures

How do you want to print your pictures?

Printer: Paper size: Quality:
Adobe PDF   Letter   144dpi

Full page photo

4 x 6 in. (2)

5 x 7 in. (2)

1 of 1 page ◄ ►

Copies of each picture: 1   ☐ Fit picture to frame   Options...

Print   Cancel

Color Macro: For Use with RGB Documents

Actions panel	Description
Color	
Color Range Layer Via Copy Set current layer To: layer Name: "Green"	Selects green highlights from the document Copies the highlights into a new layer called **"Green"**
Select layer "Background" Color Range Layer Via Copy Set current layer To: layer Name: "Red"	Selects red highlights from the document Copies the highlights into a new layer called **"Red"**
Select layer "Background" Color Range Layer Via Copy Set current layer To: layer Name: "Yellow"	Selects yellow highlights from the document Copies the highlights into a new layer called **"Yellow"**
Select layer "Background" Make adjustment layer Set current adjustment layer	Adds an adjustment layer for **Selective Color** Color correction for blues added
Select layer "Background" Color Range Layer Via Copy Set current layer To: layer Name: "Blue"	Selects blue highlights from the document Copies the highlights into a new layer called **"Blue"**
Select layer "Background" Make adjustment layer Set current adjustment layer Make adjustment layer Set current adjustment layer Select layer "Background" Color Range Delete	Creates an adjustment layer for **Vibrance** Creates an adjustment layer for **Curves** Selects artifacts from the document Deletes artifacts from the document
Make fill layer	Creates a **White Fill Layer**
Select layer "Vibrance 1" Select layer "Curves 1" Delete current layer Select layer "Selective Color 1" Delete current layer Select layer "Background"	Deletes adjustment layer **Vibrance** Deletes adjustment layer **Curves** Deletes adjustment layer **Selective Color**
Select layer "Yellow" Delete current layer	**Toggle ON**: Removes all yellow from the document
If	Resizes Image based on layout
Flatten Image	Flattens Image
GrayScale	

History	**Actions**	≫	☰

✔ ▣ 〉 ▣ Default Actions
✔ ☐ ⌄ 📁 CS5AR
✔ ☐   ⌄ Document Cleaner 2.0   F2
✔ ☐   〉 If
✔ ☐   〉 Color
✔ ☐   ⌄ GrayScale
✔ ☐   〉 Color Range
✔ ☐   〉 Fill
✔ ☐   〉 Set Selection
✔ ☐   〉 If
✔ ☐   ⌄ Horizontal
✔ ☐   〉 Canvas Size
✔ ☐   ⌄ Landscape
✔ ☐   〉 Canvas Size

Grayscale Macro: For Use with Grayscale Documents

Macro determines if the document if Grayscale or RGB

Selects light gray artifacts

Deletes artifacts

Resizes Image based on layout