



## 1 I can create a contact/proof sheet of all images:

1. Place all of your images into a properly named folder on your desktop.
2. Open Adobe Bridge.
3. Find folder with jpeg images.
4. Choose the **Output** tab at the top of your screen. Click on the first image in the **Content** below and then **command key** and the letter **a**, to select all
5. Adjust the following settings on the right side of the screen:
  - a. **Document:**
    - i. Page Preset: U.S. Paper
    - ii. Size: Letter (8.5 x11")
    - iii. Quality: 300 ppi
  - b. **Layout:**
    - i. Columns: 3
    - ii. Rows: 4
    - iii.  Rotate for Best Fit
6. Click the **Save...** button at the bottom right corner of the screen and save to your desktop (this will create a PDF file, which you can open)
7. Depending upon teacher instruction:
  - a. Print proof sheet,
  - b. Submit proof sheet to Google Drive, and/or
  - c. Show proof sheet to your teacher for grading

## 2 I can rate images in Adobe Bridge to assist in narrowing down to the best:

1. Once contact sheet is created, make sure all images are still selected (command + "a"), then go up to the very top of your screen to **View > Slideshow**.
2. Use left/right arrow keys to scroll through images. CHECK FOCUS, PRIMARILY. When going from one to the next, use the period key to add star rating and the comma to remove stars or even reject images.
  - a. *It is recommended that you reject all blurry images, while all others should receive 1 star*
  - b. When finished, go to the **Essentials** tab at the top of the screen, then look for the Ratings tab on the left side of the screen. Select the 1 star rated images and view the slideshow again to further narrow down the images
3. If you click on a single image in the content area, you can also view the image's metadata on the right side, which will tell you things like: ISO, aperture, shutter speed, focal length, white balance setting, etc.