## CREATING A CONTACT SHEET IN ADDBE BRIDGE

Creating a contact sheet with Adobe Bridge is a process that you will need to master during this course. As we progress through the school year, you will be creating a contact sheet for almost every photo assignment that will be given in this class. Follow these steps:

After you have signed into your account on the class computers and have opened the photos you wish to make a contact sheet with you will:

## Step 1

Select the images you wish to include in the contact sheet.

To select "All" of the images use the keyboard command: Windows - Ctrl+A Mac - Command+A

To select "**Individual**" images use the keyboard command: *Windows* – **Ctrl+Click** *Mac* – **Command+Click** 

Each student will only be allowed to print a "one page" contact sheet, so you will need to select no more than **30 images**.



Selected images are highlighted.



Step 2 Go to the "Tools" dropdown menu and select Photoshop-Contact Sheet II.

Source Image	5	OK
Use:	Selected Images from Bridge	UN
	Choose	Cancel
	Include All Subfolders	
Document		
Units:	inches	
Width:	8	
Height:	10	
Resolution:	300 pixels/inch	Page 1 of 2
Mode:	RGB Color	30 of 31 Images
Flatten A	I Layers	W: 1.6 in H: 1.4 in
Thumberly		Press the ESC key t
Inumbhalls		processir
Place:	across fi 💙 🗹 Use Auto-Spacing	intages
Columns:	5 Vertical: 0.014 in	
Rows:	6 Horizontal: 0.014 in	
🗌 Rotate Fo	r Best Fit	
🗹 Use Filena	me As Caption	٦
Font: Hely	etica Font Size: 12 nt	

## Step 3

When the Contact Sheet II dialog box opens use the settings as seen at left to create your contact sheet.

After you select the "**OK**" button the program will open each image file, reducing its size, and placing it in the grid pattern.

Depending on the "**File Size**" of the selected images, this could take **several minutes to complete.** 

When complete, Photoshop will display your contact sheet

## Step 4

Save the file as a "**JPEG**" image at the highest setting.

When saving the *Contact Sheet* remember to include your **Class Period**, **Last Name**, **First Initial**, Underscore and the **Assignment Name**.

When complete, your new filename should look like my example: "1hallt motion.JPG"



your contact sheet.

