

Creating a Contact Sheet in Adobe Bridge

What is a Contact Sheet? Why do we need one?

The **Contact Sheet**(also called **Contract Proof**) is a positive print of all the negative images from a roll of 35mm film or medium format film from Film Photography. **Contact sheets** are typically made to allow the photographer to view a mini-preview of all the film to determine which photographs are best to print.

For this class, we create **Contact Sheets** to have proof of showing you tried different ways to take photos for assignments, not just going out and shooting the required five prompts that there might be for an assignment. For every assignment, unless Mr. Nistas says otherwise, there will be a required **30** shot minimum that you will need to aim for. Whenever you turn in an assignment, you will be asked to turn in a **Contact Sheet** to show you've met those requirements. This allows Mr. Nistas to look through your images and see how you did and how he can possibly help you if you had any issues.

Adobe Bridge

To create a **Contact Sheet**, we will be using **Adobe Bridge**. There are two different ways to create a **Contact Sheet** in **Adobe Bridge**, but for this handout, we will be covering only one, with the other option being shown in class.

Instructions

Step 1: Open Adobe Bridge

If you have not set **Adobe Bridge** on your *Dock*, you can find it in by opening *Launchpad* on the *Dock* or by searching for **Adobe Bridge** through a *Spotlight Search*(Click on the 🔍 at the top right corner on the *Menu Bar*). You can also open **Adobe Bridge** through **Adobe Photoshop** by **File** > **Browse** while in Photoshop or use the keyboard shortcut in Photoshop: ⌘ + ⇧ + O.

Step 2: Locate Your Images

Find your images that you will be making a **Contact Sheet** for. This will typically be on your **Desktop**(Remember to refer to the *File Management* handout for how you need to save your images). Once you've found your images through **Adobe Bridge**, select them all(typically **30**) in the **Content Panel**.

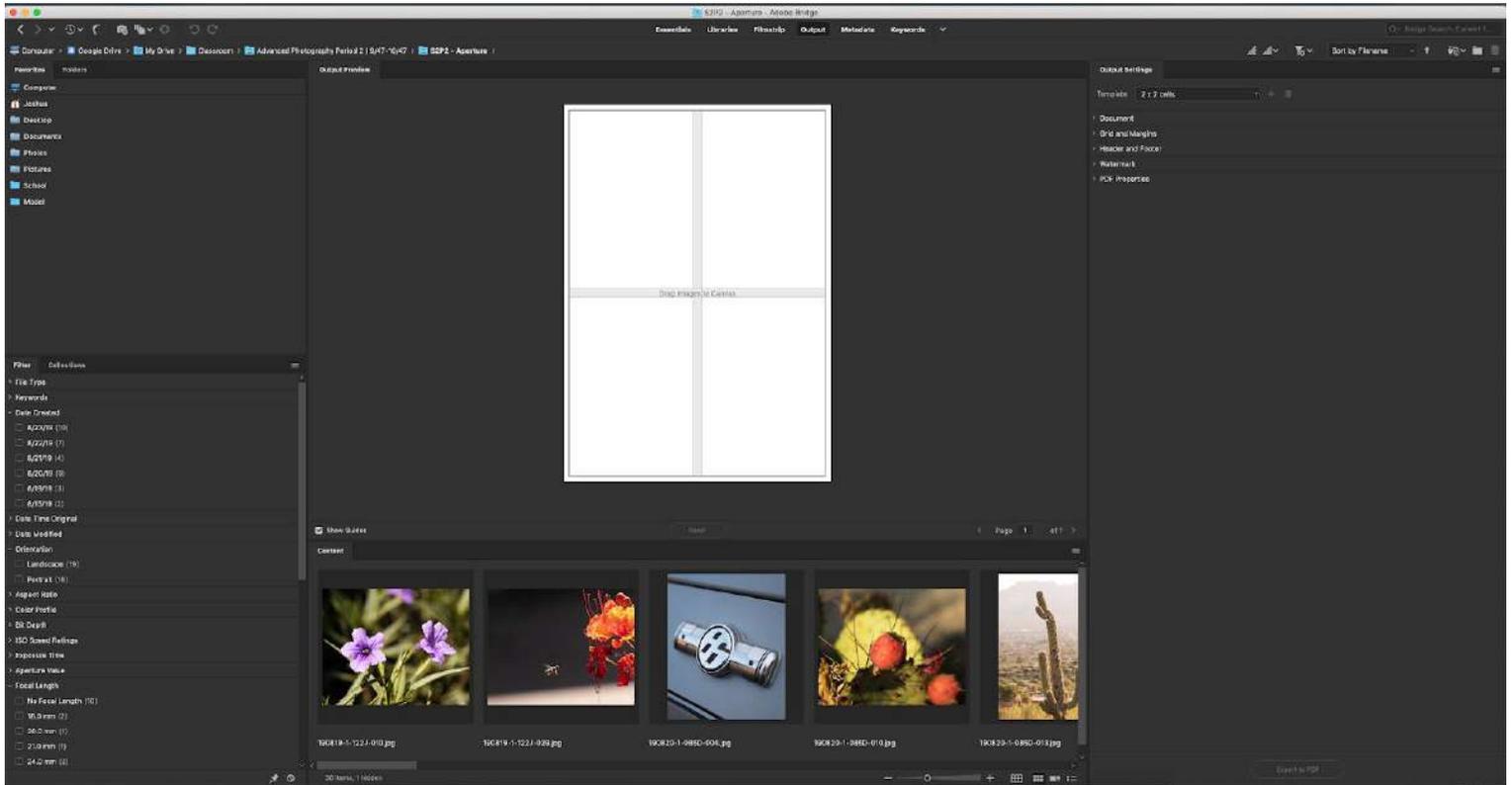
Step 3: Select the OUTPUT workspace



Select the **Output** workspace from either the **Application bar** in **Adobe Bridge** or by going to **Window** > **Workspace** > **Output**. This will take you to the **Output** workspace that is where we will create a **Contact Sheet**.

Step 3(Continued)

Adobe Bridge should now look like this:



Step 4: Output Settings

On the right side of the **Adobe Bridge** workspace, there is an **Output Settings** panel. You will **not** be using one of the premade templates. First click on **Document** from the list, then make sure to select the following:

Page Size: **Letter**(This should put your **Width** to **8.5**, **Height** at **11**)

Make sure the *measurement* is set to **inches** if it is not already(Found next to **Width**)

Background Color: **White**

Resolution: **300ppi**

Image Quality: **12**

Thumbnail Placement: **Across First (By Row)**

Do **NOT** select *Rotate Thumbnail for Best Fit*

Do **NOT** select *Repeat One Photo Per Page*

✓ **Include Filename**

✓ **Include File Extension**

Filename Font: **Arial 10 Regular Black**

Click on the **Grid and Margins** from the list(Make sure that **Use Auto Spacing** is **NOT** selected):

Grid Layout

Columns: **5**

Rows: **6**

Cell Spacing

Horizontal: **0.1** in

Vertical: **0.1** in

Cell size

(Should not have to adjust this)

Width: **1.55** in

Height: **1.69** in

Margins

(Should not have to adjust this)

Top/Bottom/Left/Right: **0.17** in

You do not need to worry about the **Header and Footer**, **Watermark**, or **PDF Properties**. If you look up to the top of the **Output Settings** panel, you will see next to **Template** it says **Custom** and then a **+** symbol. Click on the **+** symbol and a **New Template** window comes up. Name this **Class Contact Sheet** to save these settings so you won't have to set each setting later on. Click **Save**.

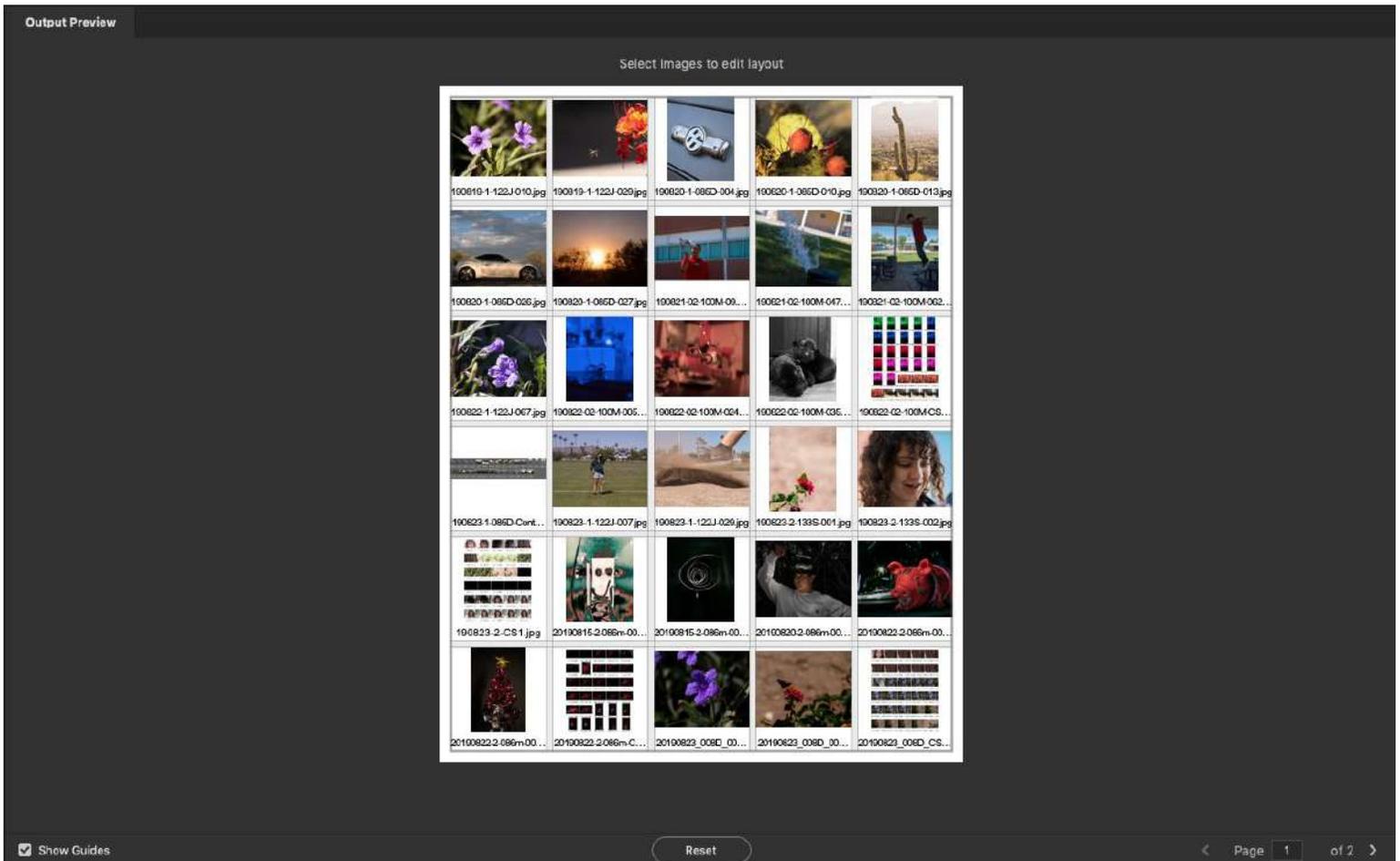
Step 5: Placing Your Images on the Contact Sheet

Select an image in the **Content** panel, and then **Select All**(keyboard shortcut $\text{⌘} + \text{A}$). You then just click on any image and drag all of your photos up to the **Output Preview** panel and drop it on your **Contact Sheet**(It says **Drag Images to Canvas**). If you have more than one page you will see this at the bottom of the **Output Preview** panel, and you can switch between the multiple pages here:

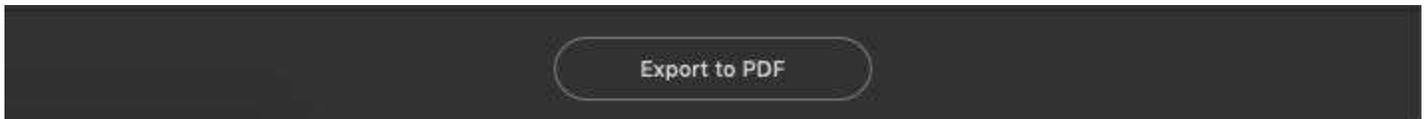


If there is an issue, just click on **Reset** and repeat this process.

Step 5: Export to PDF



If your **Output Preview** looks similar to this here, you are done! All you need to do is go down to the bottom right of **Adobe Bridge** and click on **Export to PDF**.



A **Save As** window will open up. You need to rename the file with the proper naming (Example: **190902-1-000N-CS1**), and if a file extension is shown(**.pdf**) you will need to leave it on there. Navigate through the files to set the location in your **Project Folder** for you to save it properly(You should have made your **Project Folder** on the **Desktop**, save it **IN** the **Project Folder**). Once set, click **Save**. It will now save your **Contact Sheet**(Multiple pages is fine, it's all in one file) to your **Project Folder**.

Step 6: That's it! You're done!