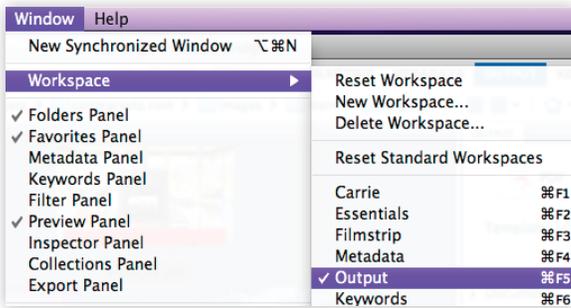


# Creating Contact Sheets

Instructor Carrie Acosta



## 1. Open Adobe Bridge

## 2. Go to the 'Output' Workspace

You can access this from the menu at top under Window > Workspace > Output.

The shortcut is Command+F5 (Mac) or Ctrl+F5 (PC).

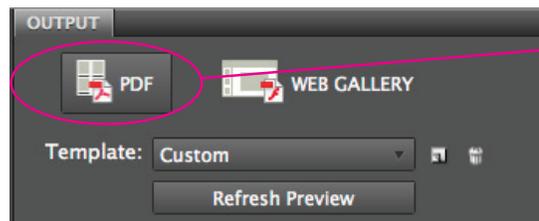
This will change the workspace to Output, which will have your Folders in the left panel, a Preview window, a horizontal filmstrip at the bottom (which shows the files in the selected folder), and an Output panel at right showing options for the type of output you will be selecting.



Select the images you want included on the contact sheet.

## 3. Select the Images

In the filmstrip at bottom, select the images you want to include in the contact sheet. You can use Command (Mac) or Control (PC) to choose each image individually. If you want to select them all, select Command+A (Mac) or Control+A (PC).



## 4. Select PDF as the Format

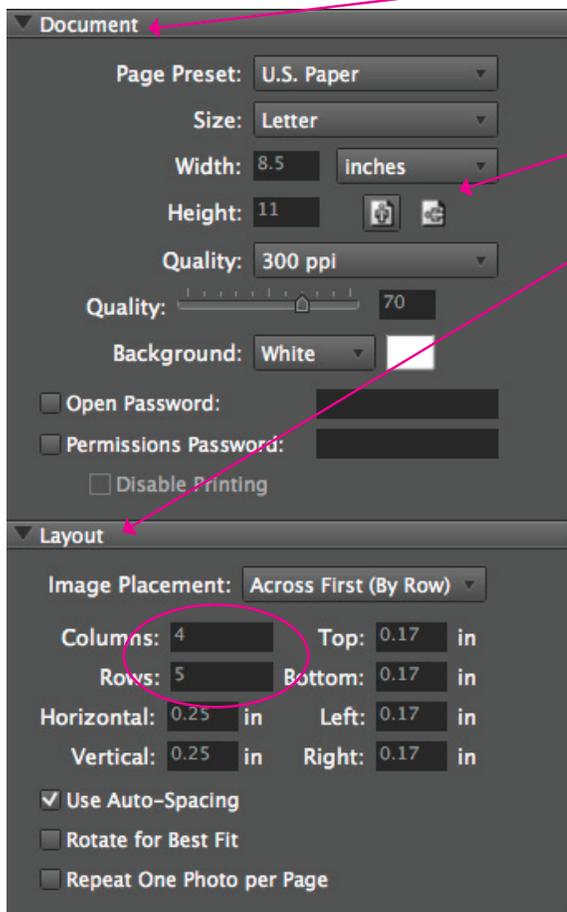
At the top of the Output panel, make sure that PDF is selected.

We are going to choose our own settings, so you do not need to select a template at this time.

Make sure the PDF format is selected.

## 5. Set the Document Size

Next, expand the Document and Layout tabs (if they are not already visible) by clicking on the arrows next to each tab's title.



Set the page preset to US Paper, Letter Size, and make sure the Quality is set to 300 ppi. The quality should be no lower than 70. The lower the quality, the smaller the pdf.

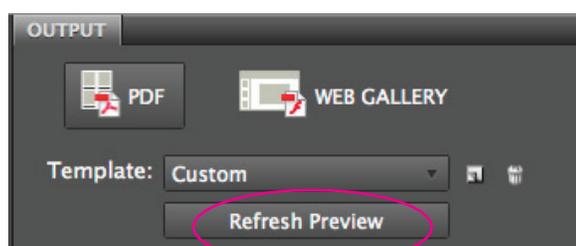
## 6. Set the Layout

Now to the Layout tab. This section controls how many photos are shown across and down.

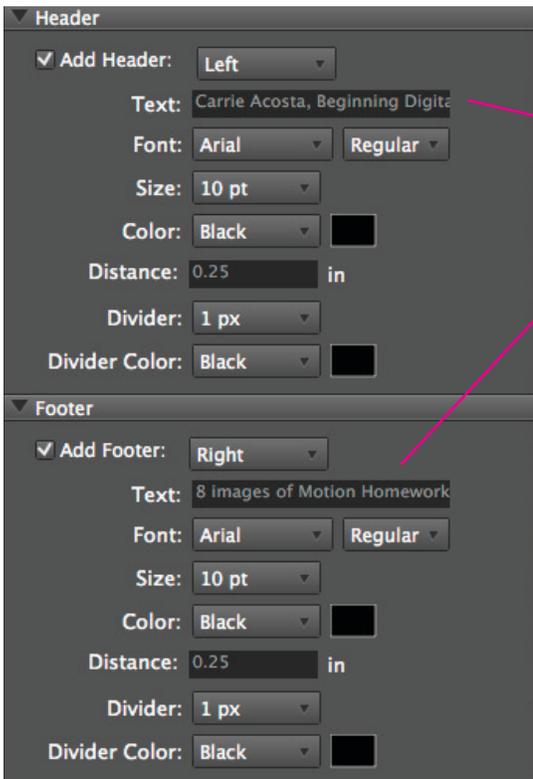
- For creating a contact sheet of a "roll" of 36 images, set the columns to 4 and rows to 5.
- For contact sheets for Homework shooting assignments that require 10 or less photos, set the columns to 2 and rows to 2. This will give you bigger thumbnail images for better review.

## 7. View your first Preview

At the top, you can at any time click on Refresh Preview to see a preview of the settings you have selected. The Output Preview panel will appear over the Preview panel showing a preview of the first page of your PDF.



Set the document and layout sizes.



Set the Header and Footer.

## 8. Set the Header

Next, expand the Header and Footer tabs.

You can use these tabs to have your name and project printed on your contact sheet. For the Header, include your name and class in the text. You can pick the text size, color, and whether you'd like a divider or not.

## 9. Set the Footer

In the Footer tab, use this to list the project or shooting assignment that this contact sheet is for. You can also list the date here if you wish.

Once you have these settings, go back to the top of the panel and select Refresh Preview again. Now you will see the Header and Footer added.

## 10. Additional Panels

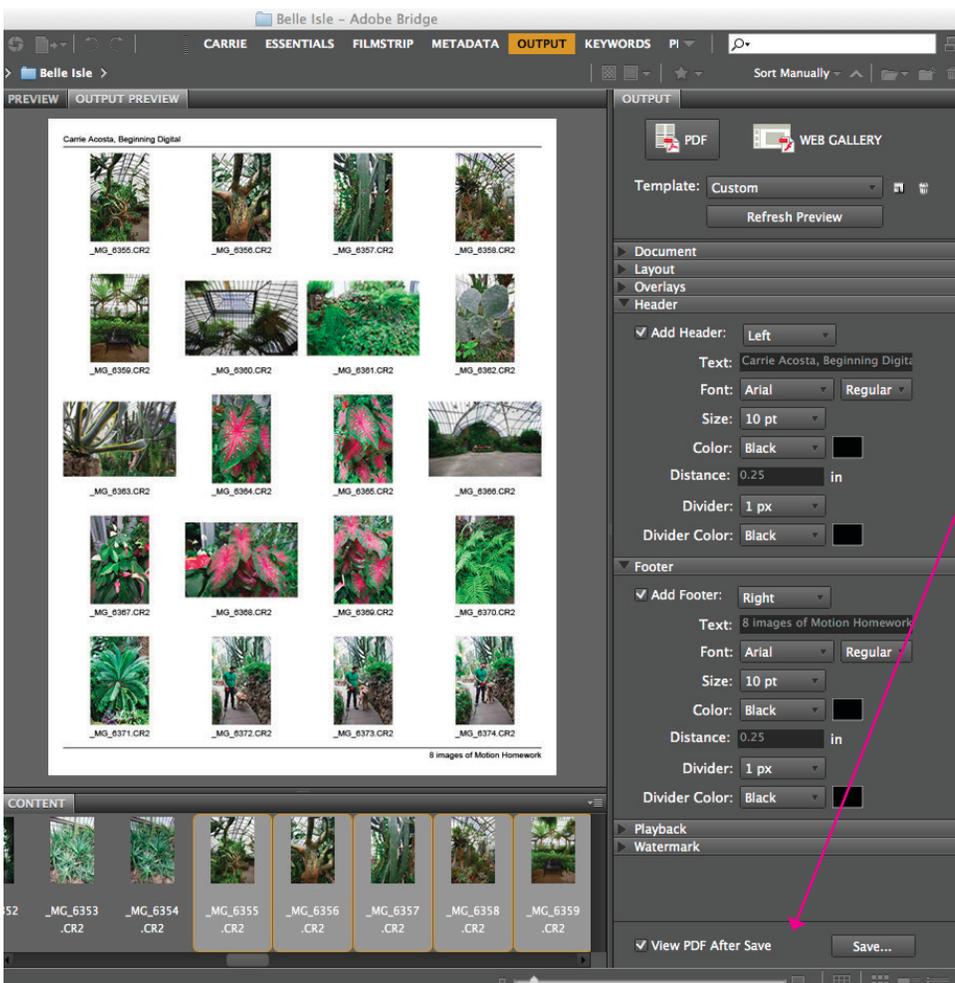
The Overlays panel allows you to control if the filename, extension, and page numbers are listed on each page. Please at least keep the filename visible.

Though not suggested for class, you can also set the options in the Watermark panel which is used to add copyright information over each image.

The Playback panel is used for making a PDF that will autoplay as a presentation, with transitions between pages. We are simply printing a contact sheet, so this doesn't apply.

## 11. Save the PDF

If everything looks good, go to the very bottom of the Output panel and click on View PDF After Save and then the Save... button.



Your PDF will be generated and will auto-open in Adobe Reader.  
**To print, go to File > Print.**  
 Otherwise, the PDF format is great for sending via email.