Contact Sheets in Lightroom

CREATING A PAGE OF THUMBNAIL IMAGES FOR QUICK REFERENCE

Import your files into your Lightroom Catalog. Narrow your selection down your strongest photos. For the first assignment, you will need to select 36 photos. For homework shooting assignments, you will need to select your 8 strongest photos. Once you have your selection made, you are ready to create a Contact Sheet.

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1. **Start with having the photos you would like to use selected.**
   Navigate to the *Print* workspace at the top.

2. **Under Layout Style, Select Contact Sheet**
   Under the Layout Style dropdown, select *Single Image/Contact Sheet.*

3. **Select Image Settings**
   Under the Image Settings dropdown, select *Rotate to Fit.* You can select a Stroke Border if you wish by checking the Stroke Border box and setting the stroke width and border.

4. **Set the Layout**
   Under the Layout dropdown, set the Margins, Page Grid, Cell Spacing and Cell Size. You can select your own options for the margins and cell size. The most important part here is the Page Grid.
   For the first assignment, set the Page Grid to: Rows: 5   Columns: 4.
   For the homework shoots, set the Page Grid to: : Rows: 4   Columns: 2

5. **Set your Page Options**
   In the Page dropdown, check *Identity Plate.* You can use a file of your logo, or create a text based Identity Plate by selecting the dropdown. For class, your identity plate needs to include your name.

   Check the box for Page Options and check *Page Numbers.*

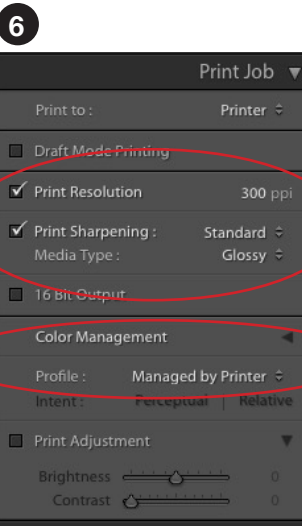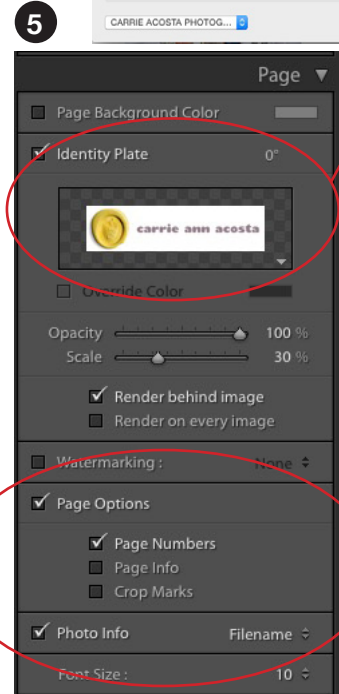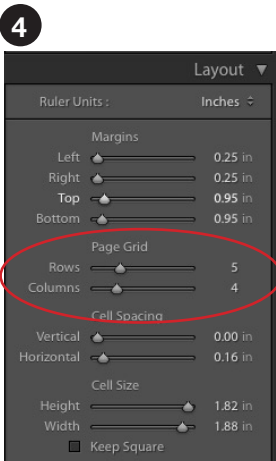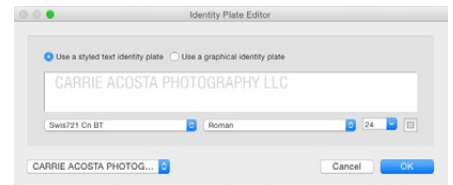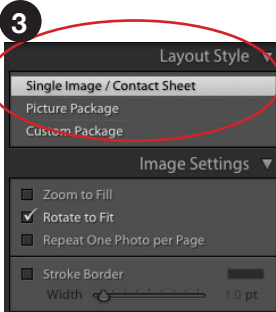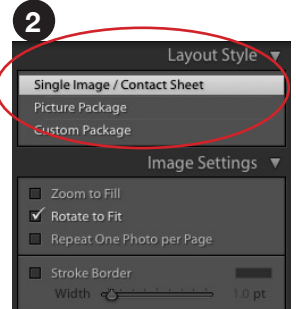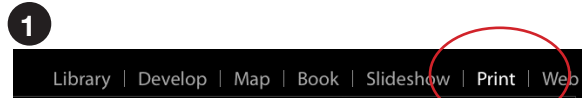   *Check Photo Info* and select *Filename*

   Set the Font Size to your preference.

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6. **Set your Print Resolution & Color Management**
   Under the Print Job dropdown, check the box next to *Print Resolution* and set it to *300 ppi.*

   Set *Print Sharpening* to *Standard.*

   Under *Color Management* select *Managed by Printer.*
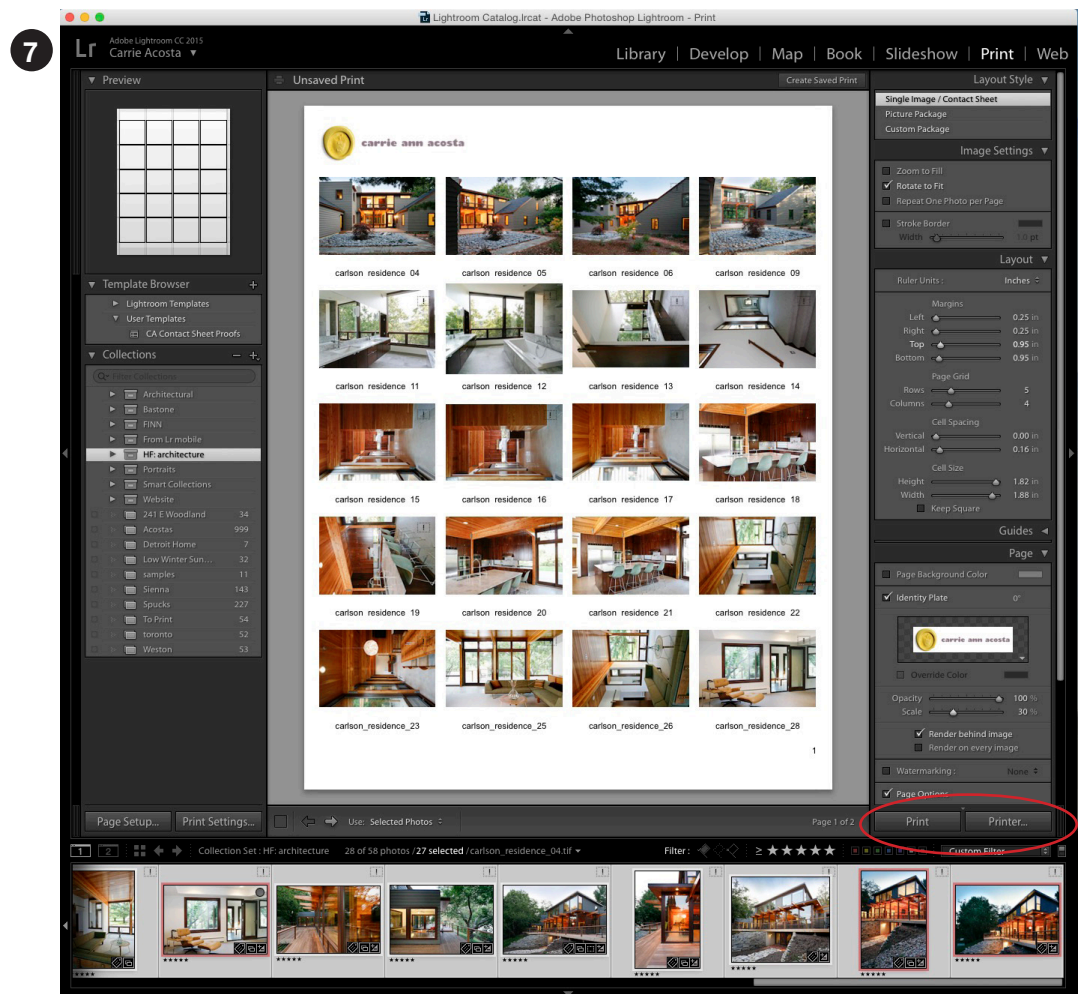
7. **Check your Preview and Print**

   Now that you've gone through all the settings, you should have a preview that looks something like this. Time to print! At the bottom right of the screen, select *Printer...* to set your print settings. (Once you set this up, you can just select Print in the future.)

   Our lab has one printer, RO-A. Make sure that is selected, then select *Print*.

8. **(Optional) Save as PDF**

   If you would like to save the Contact Sheet as a PDF, select the PDF dropdown and follow the prompts.

   On a PC, select PDF as the printer instead.