

## CONTACT SHEETS

Contact sheets are prints that contain as many as 40 small prints per page. They are used to edit out the best shots from a series. They can also be used to evaluate a series of test shots, by comparing them side-by-side.

The term Contact Sheet comes from when entire rolls of film were printed all at once by placing the film in direct contact with a piece of photo paper and making a print. All the frames on the roll of film can be seen at once.

In the example of the film contact sheets, the individual frames are the size of the actual film. With a digital contact sheet however, we have the ability to vary the size of the frames and how many shots will be in each row.

Run Adobe Bridge from the Dock

Select the photos to include on the Contact Sheet

click on the **FOLDERS** tab on the far left side of the screen

navigate to the desired folder

select the photos

**CLICK** to select one picture

**[SHIFT] CLICK** to select a continuous range of pictures

**[CMD] CLICK** to select multiple non-adjacent pictures

**[CMD] A** selects all pictures in the selected folder

Select the **Output** module

click on the [output] button in the top right of the screen, or use -

**WINDOW> WORKSPACE> OUTPUT**      **[OPT] F4**

Set the **Template** to the 5 x 8 frame option, or whatever suits your needs

hit the **Refresh Preview** button to generate the Contact Sheet

note: the Output Preview only shows the first page of the contact sheet

Make sure all the specs are set to produce a useful document:

Document

select **US Paper** to set all the other document options.

Layout

the Template should set all of these specs as well

vertical pictures are rotated and are smaller than the vertical shots

Select **Rotate for Best Fit** to make all photos horizontal

Overlays

the text, including filename and/or extension can be turned on or off

the font and size, style and color can all be altered

Header, Footer (optional)

allows setting these properties as desired

Playback (optional)

permits the Contact Sheet to be used for a presentation

Watermark (optional)

Add security to the Contact Sheet

hit the **Refresh Preview** button *again* to regenerate the Contact Sheet

after changing any of these settings

Save the Contact Sheet

hit the **SAVE** button at the very bottom of the Output panel

scroll all the way down to get to this option

click **View PDF After Save** to open the finished sheet in Acrobat