# Creating a Contact Sheet

Contact sheets are an important part of photography.  Photographers use them to look at overall patterns in their photographs, compare compositions to determine their best photos, and diagnosis problems.  By looking at your contact sheet your instructor can quickly determine what you are struggling with, for example: focusing the camera (everything is blurry), camera settings (photos are too dark or too light), or even composition (your background may be too busy or the model cropped at an odd location).  Contact sheets in the Photo classroom also hold you accountable for your use of class time and your effort towards success.

1.  I'd recommend always creating new folders whenever you are downloading photos for a new project, but in case you haven't done that follow this step. Select all of your photos and put them into a new folder. Create a new folder by clicking on your desktop then going to *File > New Folder*.  Title the folder with the assignment so that it is easy for you to find your photos again. Make sure that you do not have photographs from other assignments in this folder or your partners photos because that will cause problems later!

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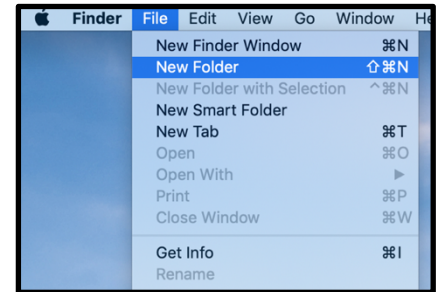
2.  Click on ⬛ *Adobe Bridge icon*. It should be located in your dock at the bottom of your screen with the icon, but if not click on the 🙂 *Finder icon*, then click on the *Applications,* then go to *Adobe Bridge CC.* Launch the program from double clicking on the *Adobe Bridge* icon with in the folder.

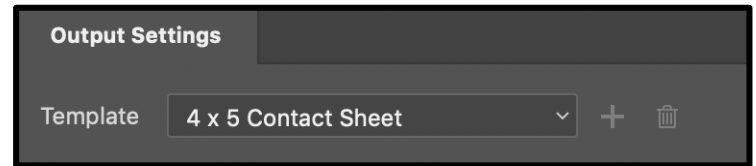3.  Once in Adobe Bridge click on *Essentials* in the top bar.
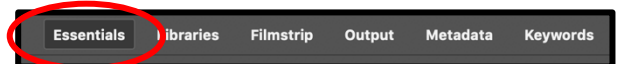
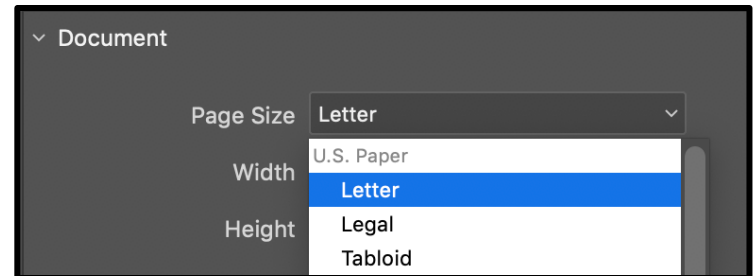4.  Using the box on the left-hand side navigate to the folder using the *Folders* tab.
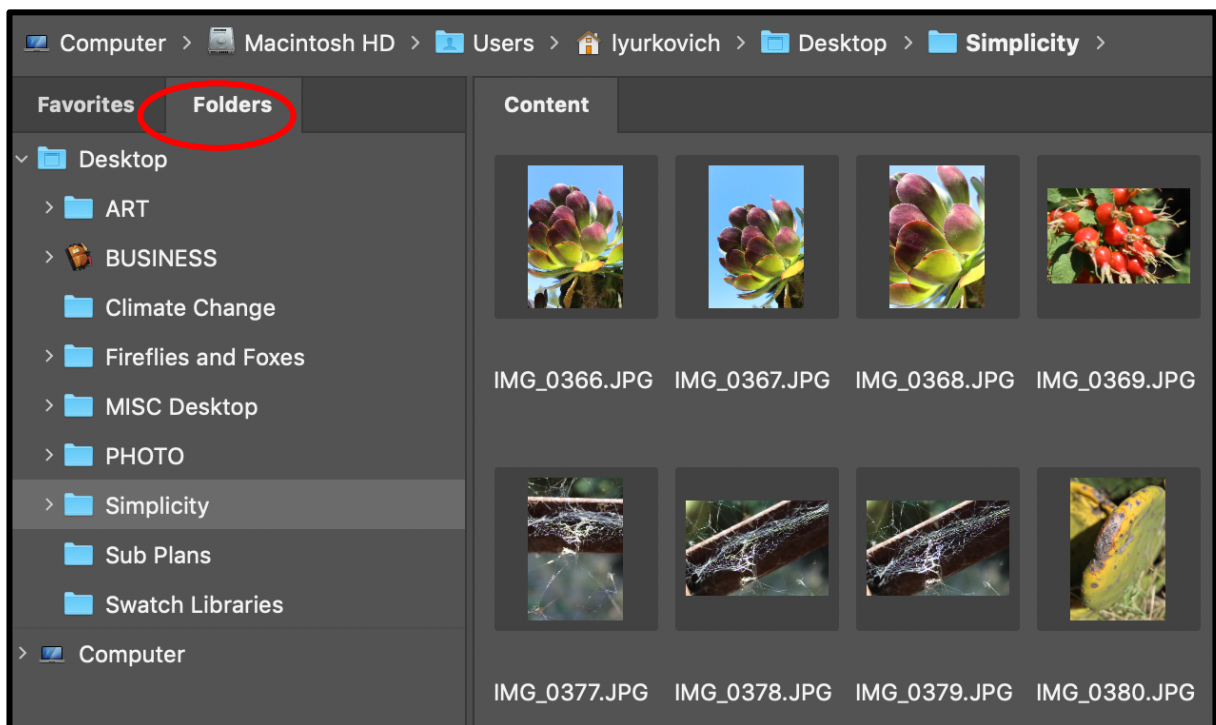
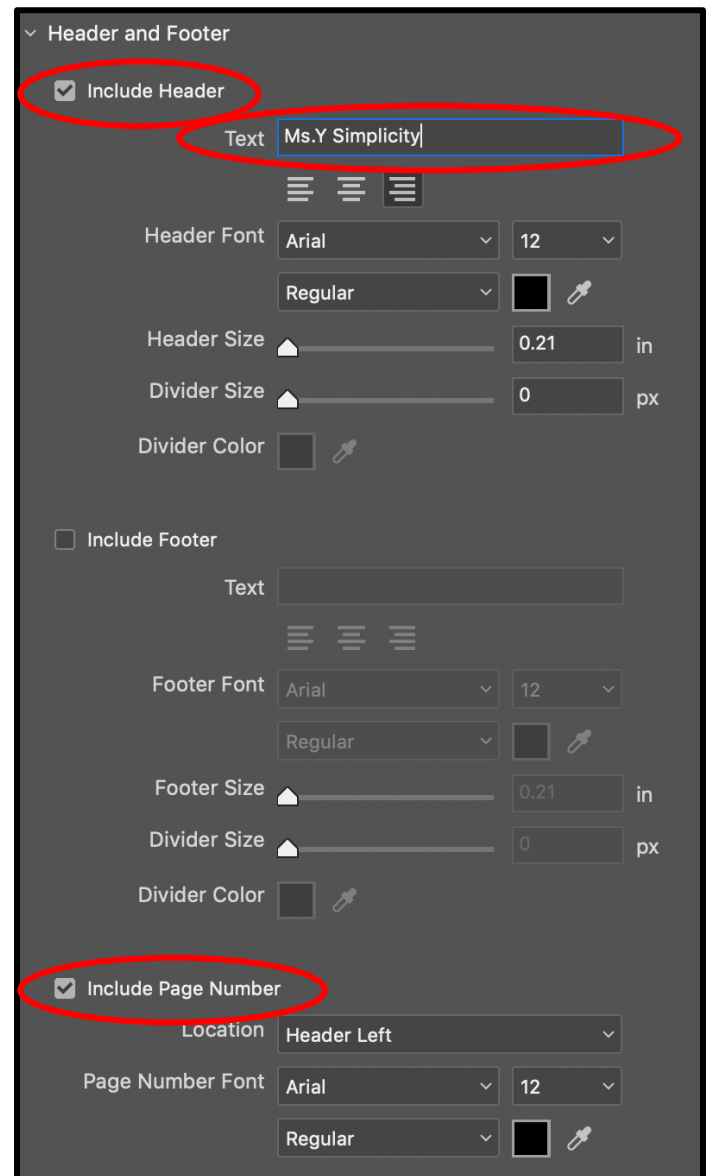**5.** Once you've found your folder with all your photos in it click *Output* at the top of the screen.

| Essentials | Libraries | Filmstrip | Output | Metadata | Keywords |
|---|---|---|---|---|---|

**6.** Under *Template* choose *4x5 Contact Sheet* from the drop down menu.

**Output Settings**

Template    4 x 5 Contact Sheet

**7.** Under the *Document* tab choose *Letter* from the *Page Size* drop down menu.

∨ Document

Page Size    Letter

Width    U.S. Paper
Letter
Height    Legal
Tabloid

**8.** Under the *Header and Footer* tab click the box next *Include Header* and in the text box type in your full name and the title of the assignment. Click the box next to *Include Page Number*.

∨ Header and Footer

☑ Include Header

Text    Ms.Y Simplicity

Header Font    Arial    12
Regular

Header Size    0.21    in

Divider Size    0    px

Divider Color

☐ Include Footer

Text

Footer Font    Arial    12
Regular

Footer Size    0.21    in

Divider Size    0    px

Divider Color

☑ Include Page Number

Location    Header Left

Page Number Font    Arial    12
Regular

9. Next you will need to select all the photos in the folder. There are several different methods for doing this. One of the easiest methods is going to the bar at the top of the screen and clicking on *Edit* and then *Select All* (or pressing *command A* on the keyboard).
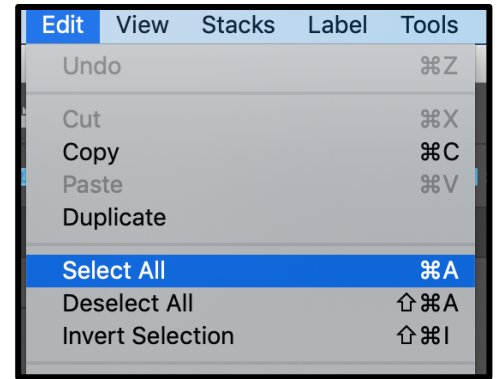
10. Go to the top bar again, but this time, click on *Tools* and then *Batch Rename*.
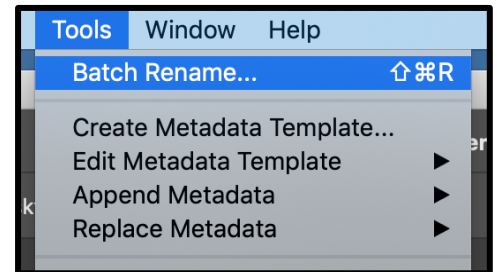
11. A new window called Batch Rename will pop up. This window will let you rename all of your files at the same time to save you time and confusion later. Use the *+* and *–* signs to add or delete options from your filename. You will only need two sections. The first section should be *Text* and next to it you should enter your last name, your first name, and the title of your assignment. For example: *Yurkovich_L_Simplicity* or *Jones_S_Thirds*. The second section you will need is *Sequence Number* starting at *1* and set at *Three Digits*. At the bottom of the screen it will give you a preview of what your new file name will look like. When you are satisfied, press *Rename*.
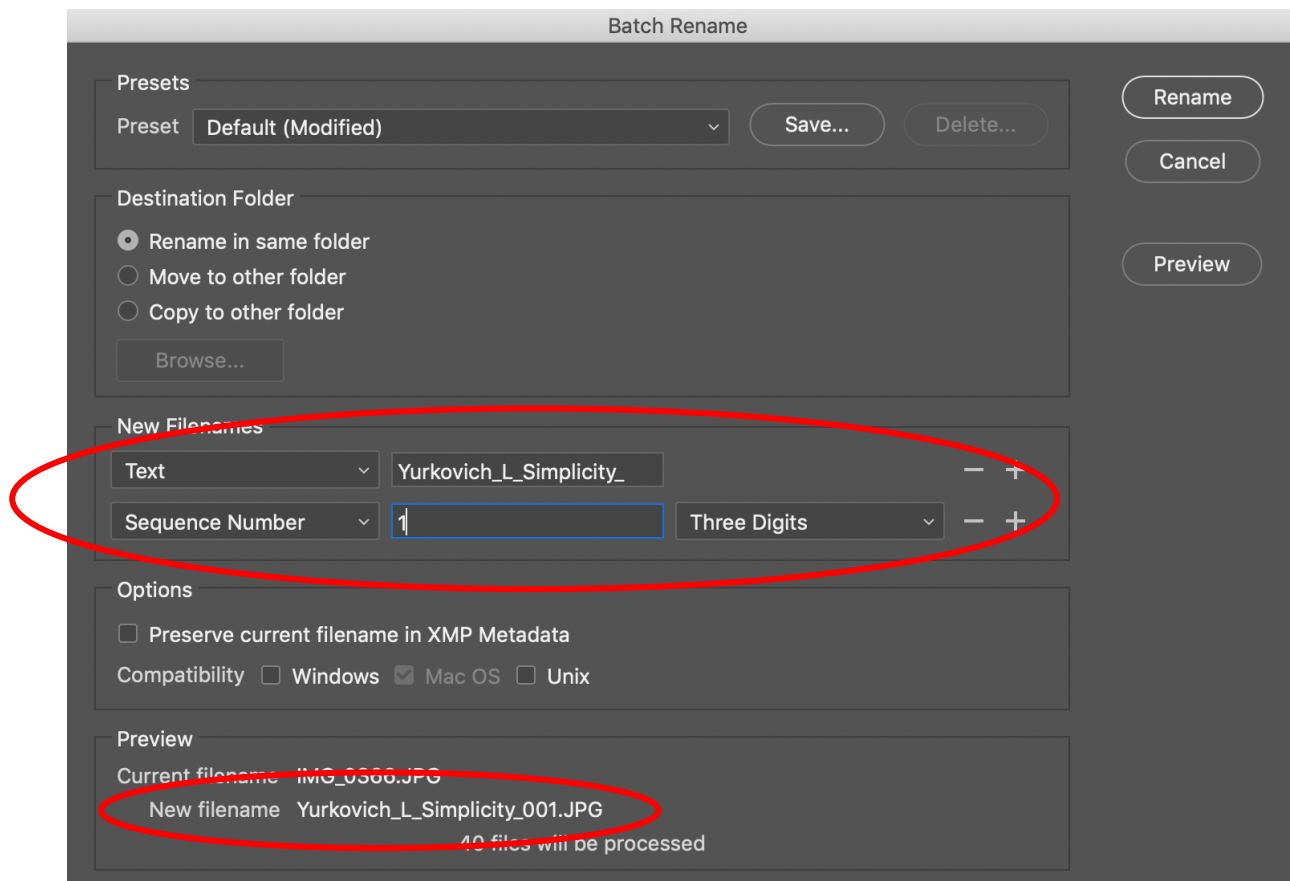
**12.** Drag and drop ALL of your files onto the white sheet in the center of the screen. Once you release your mouse it will show you a preview of your contact sheet complete with page numbers, batch renaming, and title.
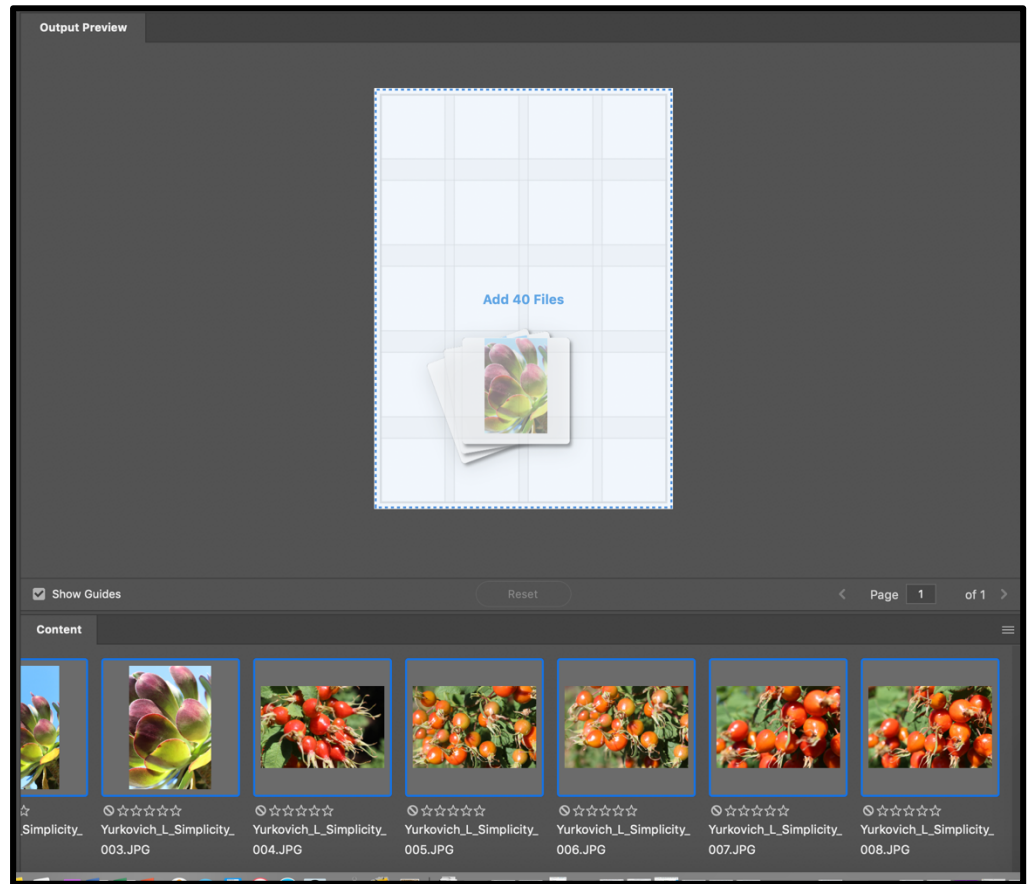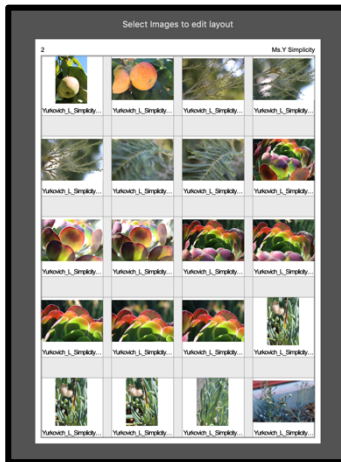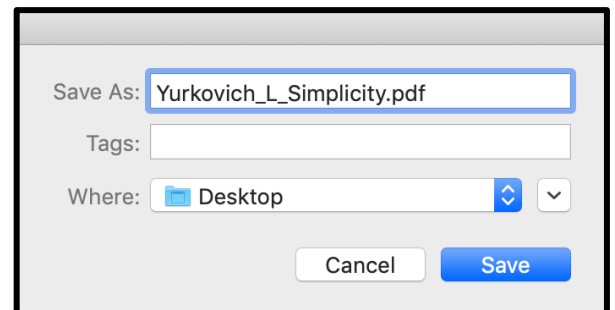




Double check that everything looks right.
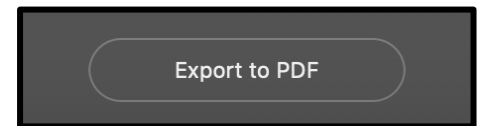


**13.** Once you are satisfied, click *Export to PDF*.

**14.** Use Proper Naming Protocol to name your file. It should be named with your last name, first initial, assignment title, and CS (this stands for contact sheet). Pay attention to *Where* you save it so you can find it later! Pick a location you know, not some random location.



**15.** Turn in your contact sheet on Canvas! In order to get full credit be sure that you list what photos you are turning in for you final photos in the *Comments* box that pops up. Remember to ONLY include photos that you took! DO NOT INCLUDE THE PHOTOS YOUR PARTNER TOOK!

**16.** This is what your final contact sheet should look like, except the names and titles should be customized for you. ***IMPORTANT NOTE: YOUR CONTACT SHEET SHOULD ALWAYS CONTAIN AT LEAST 36 PHOTOS.***