**Creating a Digital Contact Sheet**

**Before creating the contact sheet you must…**

* Make sure all of your photos that you plan on putting on the contact sheet can be easily located in one folder.
* Appropriately label your images so they may placed into the correct order

**Creating the Contact Sheet**

* Open Adobe Bridge

Can be found either in the task bar or in the

‘Adobe Master Collection’ folder that can

be found in the start menu.

* Once open, be sure that ‘Essentials’ is selected on the upper right hand area of the program. Locate the folder that you images are saved by navigating through the ‘Favorites’ and ‘Content’ areas on the left.



* Once you have selected the correct location of your images in the ‘content’ area, then select all of the images you want to include into the contact sheet by holding down the *‘control’* key then pressing *‘A’*.
* Now select ‘Output’ on the upper right hand side of the program. On the right side next to ‘Template’ select ‘4\*5 Contact Sheet’ from the drop down menu. 



* Then select ‘SAVE…’ In the ‘Save As’ section. Title the contact sheet as the assignment it is for. Then ‘Save’.

