

PRINTING CONTACT SHEETS USING ADOBE BRIDGE

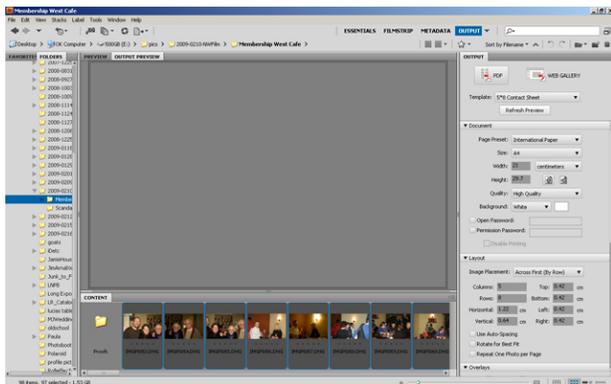
Open Adobe Bridge

On top row – select “Output”



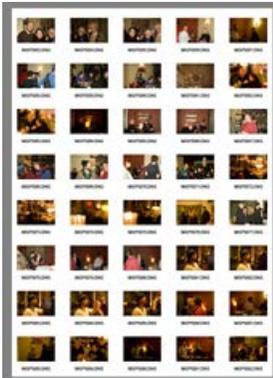
Your workspace should look something like the picture below.

1. The left side should have a column with **Folders**.
2. The center should have a large gray **Preview** box.
3. Under the preview box there should be a **Content** box (this is where the pictures in the folder you select will appear).
4. On the right you will see the **Output** column with different boxes of settings.



1. Selecting pictures that will appear on the contact sheet
 - a. First, select the folder where your pictures are stored.
 - b. *When the pictures appear in the Content strip, you can rearrange them by clicking on an individual picture, holding the mouse button down and dragging the picture to where you want it to be in the lineup.*
 - c. Arrange your pictures as needed. If there are pictures you DON'T want, drag them to the end of the lineup.
 - d. Select the pictures you DO want to appear on your contact sheet by clicking on the first picture, holding the SHIFT key down and clicking on the last picture you want to appear.
 - e. Thumbnails of your pictures should appear in the preview area.
2. Choosing Contact sheet options - use the **Output** column on the right hand side to make your choices
 - a. At the top it asks if you want to output to a pdf file or for the web. Choose pdf.
 - b. Under Document, choose U.S. Paper, width 11 inches, height 8.5 inches, quality 300 p.p.i., background white,
 - c. Under Layout, choose “Across first (by row). The numbers for columns and rows depends on the total number of pictures. For the first assignment you have 18 pictures. To make them all appear on one contact sheet you need to choose numbers for columns and rows that multiply to produce a product that is at least 18. 4 rows x 4 columns would only give a product of 16, so you need at least 5 columns and 4 rows (5x4= 20; 20 >18 so all the pictures would fit.)
 - d. Put checks in the boxes next to “use auto spacing” and “rotate for best fit.”

3. Under Overlays – There should not be a check in any of the boxes. (uncheck anything that has a check.)
4. Under Header
 - a. add header - at right
 - b. text = your name
5. Under Footer
 - a. add footer- at right
 - b. text = the name of the project or assignment
6. Leave both the Playback and the Watermark boxes blank.
7. At the bottom of the Output column put a check in the box next to “View PDF after save” and then click the save box.
 - a. When you are asked where to save the file, save it in the same folder where your original pictures were stored. For filename, save the file as the name of the assignment. (For example, save the file as Composition in the folder for your composition pictures.
8. A new window will open and your PDF will appear ready to print.



INSTRUCTIONS FOR PRINTING:

- Go to File > Print >
- Printer: ps-hsn\1018-CLP131 (**C**olor **L**aser **P**rinter)
- Properties > bottom of left side > choose color, click OK
- Check the print preview to see if all of the pictures appear
 - (if not, you may need to change the orientation setting)
- If everything looks ok, click print