

# HOW TO MAKE AN ADOBE BRIDGE CONTACT SHEET

## STEP 1:

Save all your photos to one file on your USB drive and name it appropriately.

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## STEP 2:

Rename all your Photos. If you want them in a specific order then name them numerically or alphabetically.

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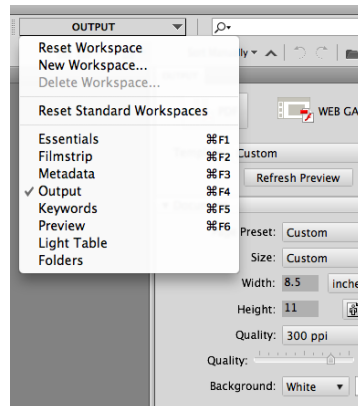
## STEP 3

Open Adobe Bridge



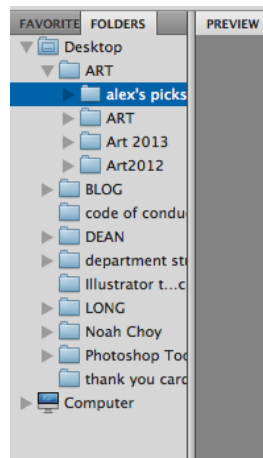
## STEP 4

Make sure your output screen is visible on the right side of your screen.



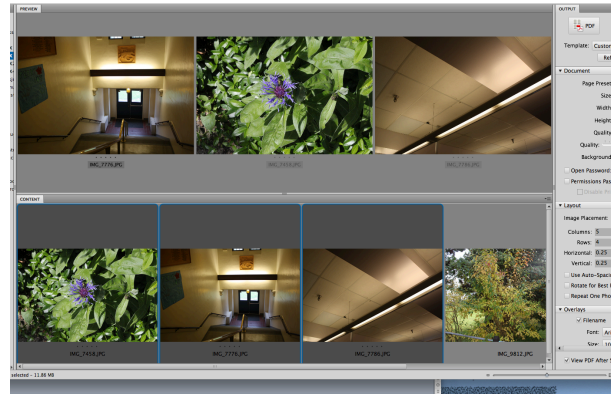
## STEP 5

Find and select your file folder using the navigation window on the left side of the screen



## STEP 6

Once you have selected the appropriate folder your images should appear at the bottom of your screen. Select the images you want to appear in your contact sheet by pressing shift and selection each image. They should all appear in your main screen.



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## Step 7

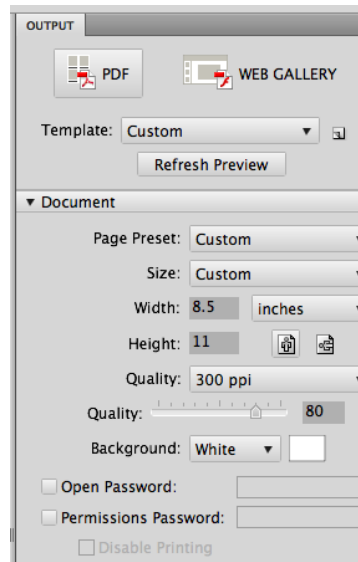
In the output menu on the right of your screen adjust your settings as follows:

Output should be set to PDF

Template should be set to Custom

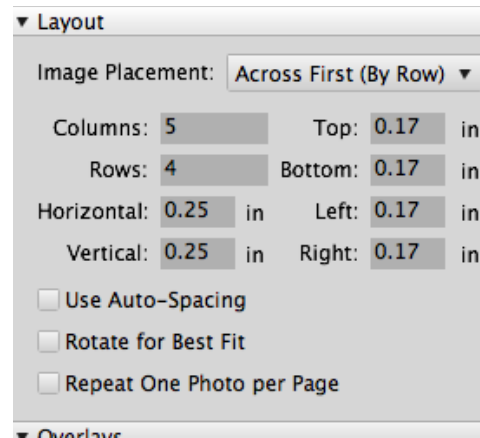
Set your document size to US paper (8.5" x 11")

Set your quality to 300 ppi (or dpi)



## STEP 8

Adjust the number of images you want on your contact sheet appropriately. If you have 20 photos you may want 5 columns of images (down) and 4 rows (across) Don't be afraid to go to two pages if you have lots of images.



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## STEP 9

Under The Header options write your name in the text box. You can change the font styles if you want but you don't have to.

And finally click View PDF After Save. This will show you your assignment so you can check that it looks the way you want it to.

