

CONTACT SHEET INSTRUCTIONS

Put your image files (any size jpegs) into a folder on your desktop.

>Open Photoshop

>Choose file > automate > contact sheet.

>A dialog box opens.

>Under “source images”, Click on “choose”, and find the folder in which you have all your files.

>You can leave the Document size to 8x10 inches or change it to 8.5x11. Resolution can be left at default 300

>Check flatten all images

>Under “thumbnails”, change the numbers of columns and rows so that all your images fit on one page. (you will see, under the little grid at the right, the number of pages.)

>UNCHECK “rotate for best fit”

>Check use filename as caption. Leave default at 12pt.

>Click ok.

>Photoshop will create the contact sheet. When it’s done, print it out. You can save it if you want.