

How to: To make a digital contact sheet in Adobe Photoshop:

1. This procedure is “folder” based: meaning you must put all of your photos in one folder on the computer.
2. Go to **File> Automate>Contact Sheet II**
3. On the **Contact Sheet II** window, click **Browse**
4. In the **Browse for Folder** window, Go to the folder of images you wish to make into the contact sheet and select that folder. Once it is selected, click **OK**.
5. Then on the **Contact Sheet II** window, click **OK**.
6. It will go through the process of reducing the images for the contact sheet and will take a few moments.
7. Go to **Save As** and title it with the **assignment name, underscore,** and then **Contact Sheet**. For example: Frame_Contact Sheet
8. Save it in the proper place.
9. When you close your file on Photoshop, it will ask you if you would like to save the changes made to “Contact Sheet 1.” Click “no” since you have already saved the file under the assignment name.
10. Print it out if you need it printed.

To make a contact sheet for your final optimized images:

This is a good way to print your best images for your journal/IWB.

1. Follow the same directions for step one and two or if you have Photoshop already open go on to the next step.
2. On the **Contact Sheet II** window, go to the **Thumbnails** section and change the **Columns** to **2** and **Rows** to **3**.
3. Click in **Browse** and find your folder and select.
4. Click **OK** on the **Contact Sheet II** window.
5. Once the contact sheet is made, go to **Save As** and save the file as **Assignment name_Final Contact Sheet**.
6. Save in the proper place.
7. Print out the contact sheet.