**Introduction to Photography**

**Directions for creating a contact sheet using Adobe Bridge-**

After uploading your images to your folder within the Introduction to Photography 2015-2016 folder, do the following.

1. Click on the **start** button in the bottom left corner of the desktop.
2. Click on **All Programs** and scroll and click on **Adobe Production Premium CS6**
3. Click on **Adobe Bridge CS6**
4. On the left side of the screen there is a list of folders. Find the folder titled Introduction to **Photography 2015-2016.** Click on it, and scroll down to find your name**.** Click on **your name.** Your photos will appear at the bottom of the screen. Select all by clicking on the first picture and holding down the Shift button and then clicking on the last picture in your roll.
5. Go to the Window tab on the top tool bar, click on **Window,** scroll down to **Workspace,** click on **Output**
6. On the right side of the screen under the Output tab, pull down the **template list** and either choose **4 x 5 contact sheet or 5 x 8.**
7. Under the document tab choose **US paper** and the traditional 8.2 x 11 should appear.
8. Under **Layout** check the box **rotate for best fit**.
9. Under Header, click Add Header and enter your Full Name and the title of the project

 (Title of current project is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Click on **view PDF after save** checkbox at the bottom
2. Click on **Save**, and save to your student folder first. Then copy and paste it to our class folder under your name. (since security settings don’t allow you to create folders within our class folders)