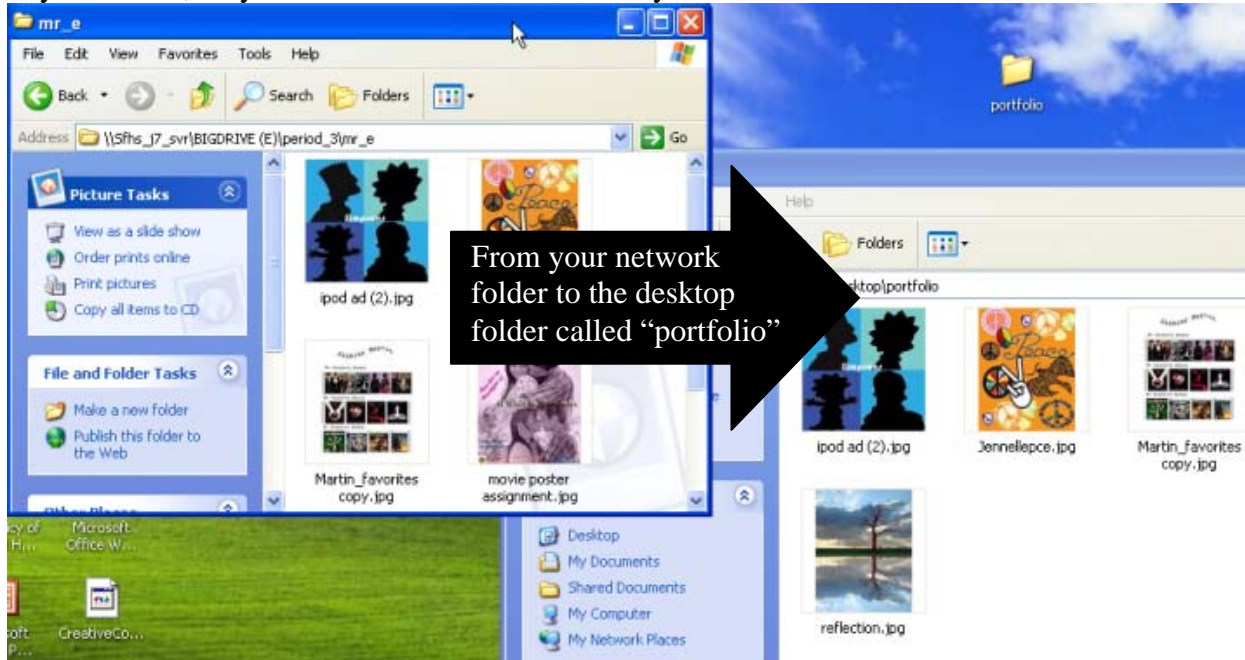


## Create a Contact Sheet with Photoshop CS3

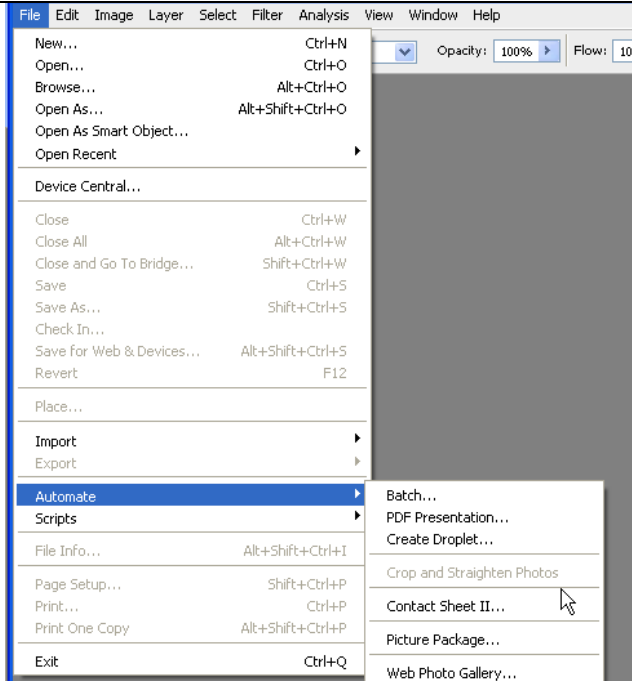
A contact sheet is a page that can show thumbnails of images you have created or saved in a folder. You will create a contact sheet with thumbnails of the work you have completed so far.

\*\*Before you even open Photoshop create a folder called **portfolio** on your desktop. Now go to your folder on the network and move any images you have created/edited into the **portfolio** folder. Do not copy all the images in your folder, only the ones that show what work you have done.

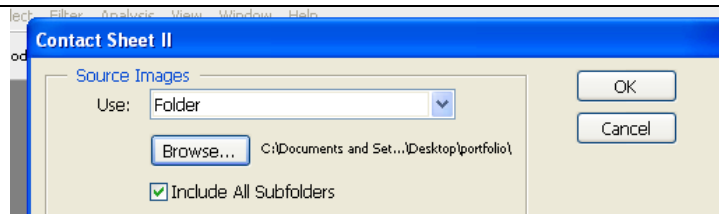


Once you have done this now you can open up Photoshop and create the contact sheet.

To create a contact sheet of all of the images in a folder go to the File menu, choose Automate and then choose Contact Sheet II.



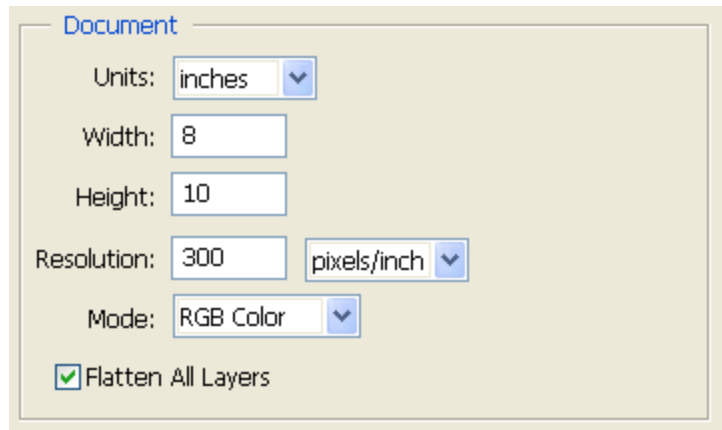
In the Contact Sheet II dialog box, click on Browse to locate the portfolio folder that contains the images you want to put on your contact sheet.



Check if you want to include all subfolders, and then enter your page size and resolution, we'll use the default settings.

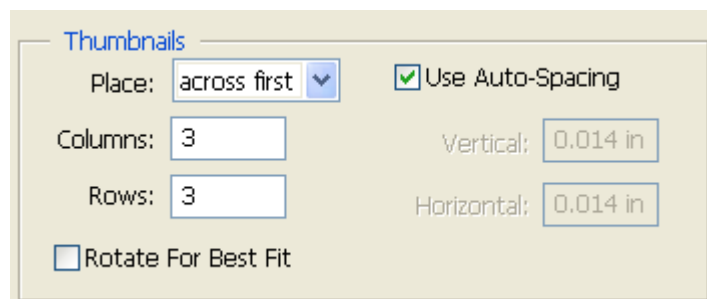
For ink jet printers and color laser printers a resolution of 300 is good. Also for those printers the color mode of RGB is fine.

The checkbox to flatten all layers will give one layer for all of the text and images. Some people do not check this off if they want to make changes to the layers or the background.



The thumbnails can be positioned across and then down or down and then across. You can choose the number of images on the page by setting the columns and rows. Use the settings on the right.

The next checkbox allows you to add the file name as a caption and a few choices of Font style and size. You can leave it as it is



Click Ok and wait a few minutes until Photoshop is finished. Now you have a contact sheet with thumbnails of all your work.

Print out your sheet, add your name to the contact sheet and turn it in to your teacher.

