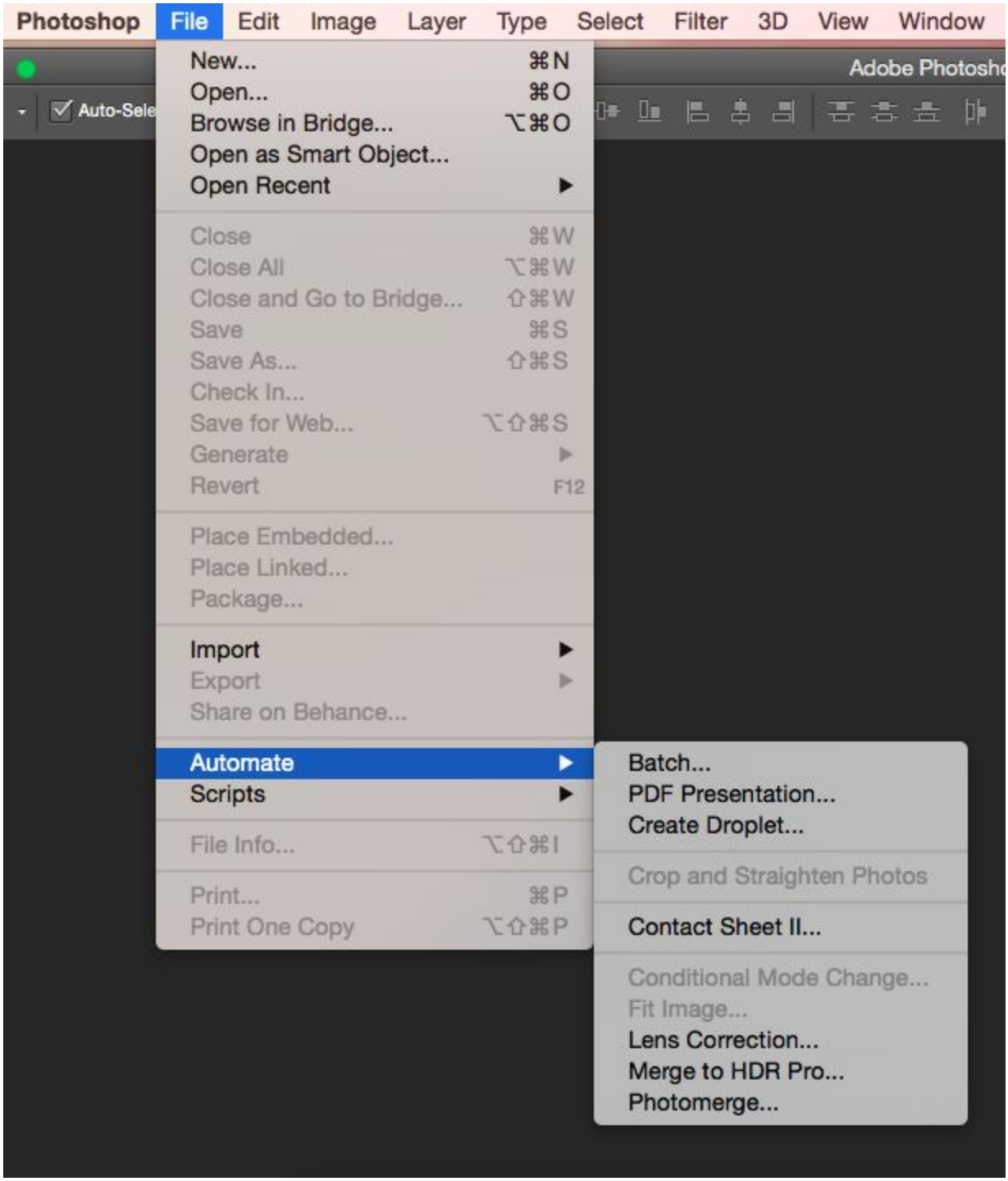
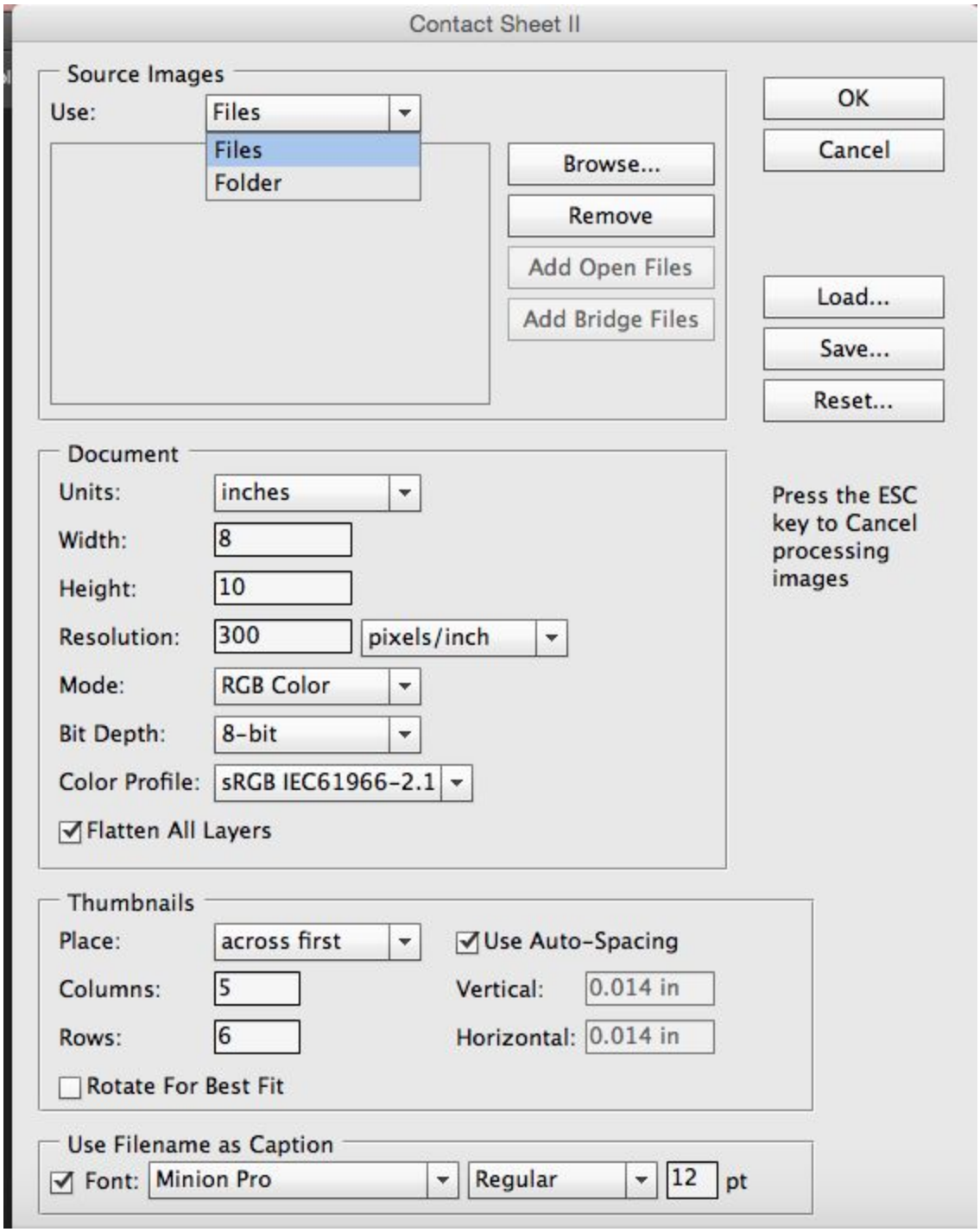
How to Create a Contact Sheet in Photoshop

Click **File** (On the Menu Bar) **> Automate > Contact Sheet II**



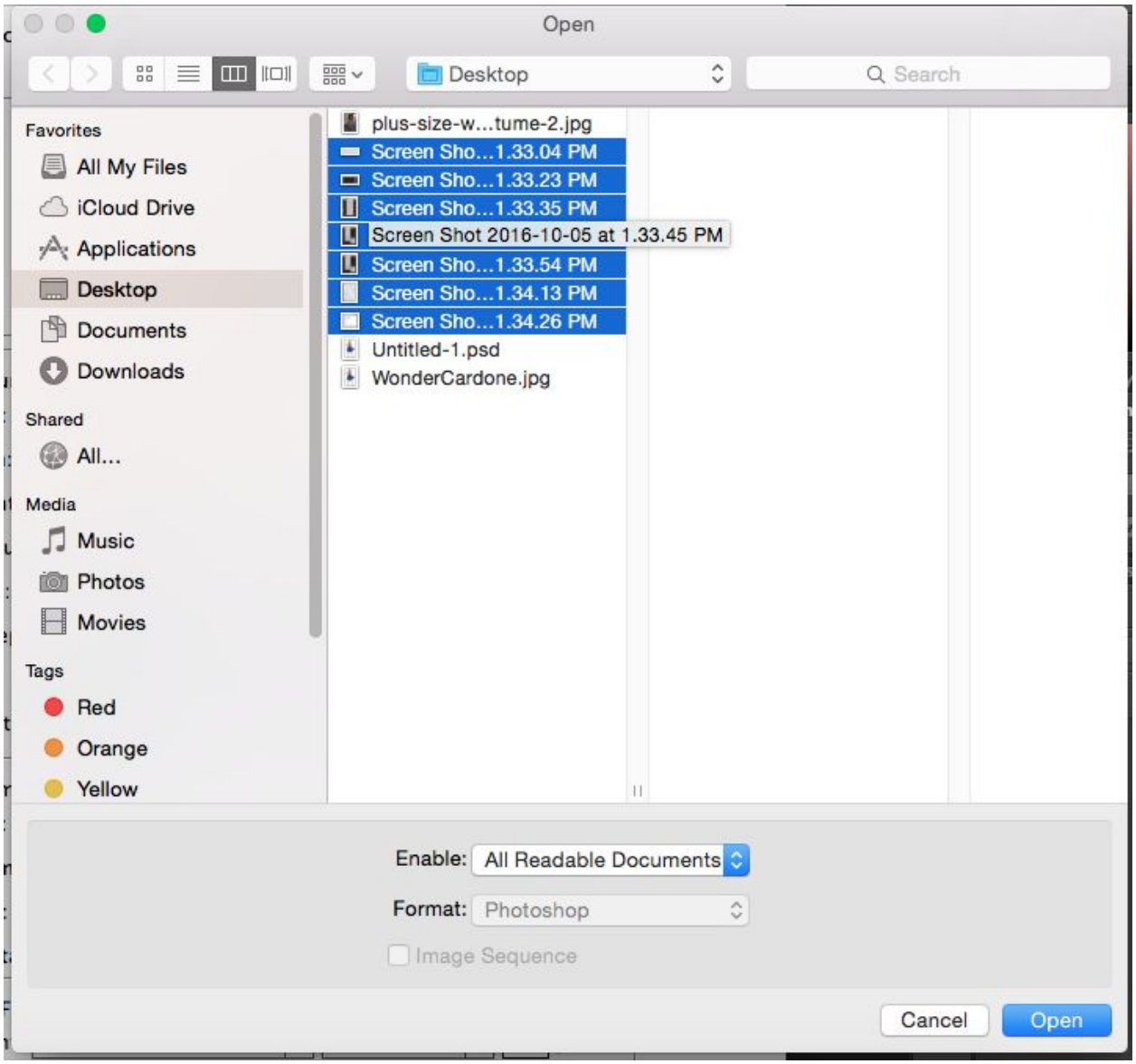
The below window will open, Click the drop down menu and choose “Files”



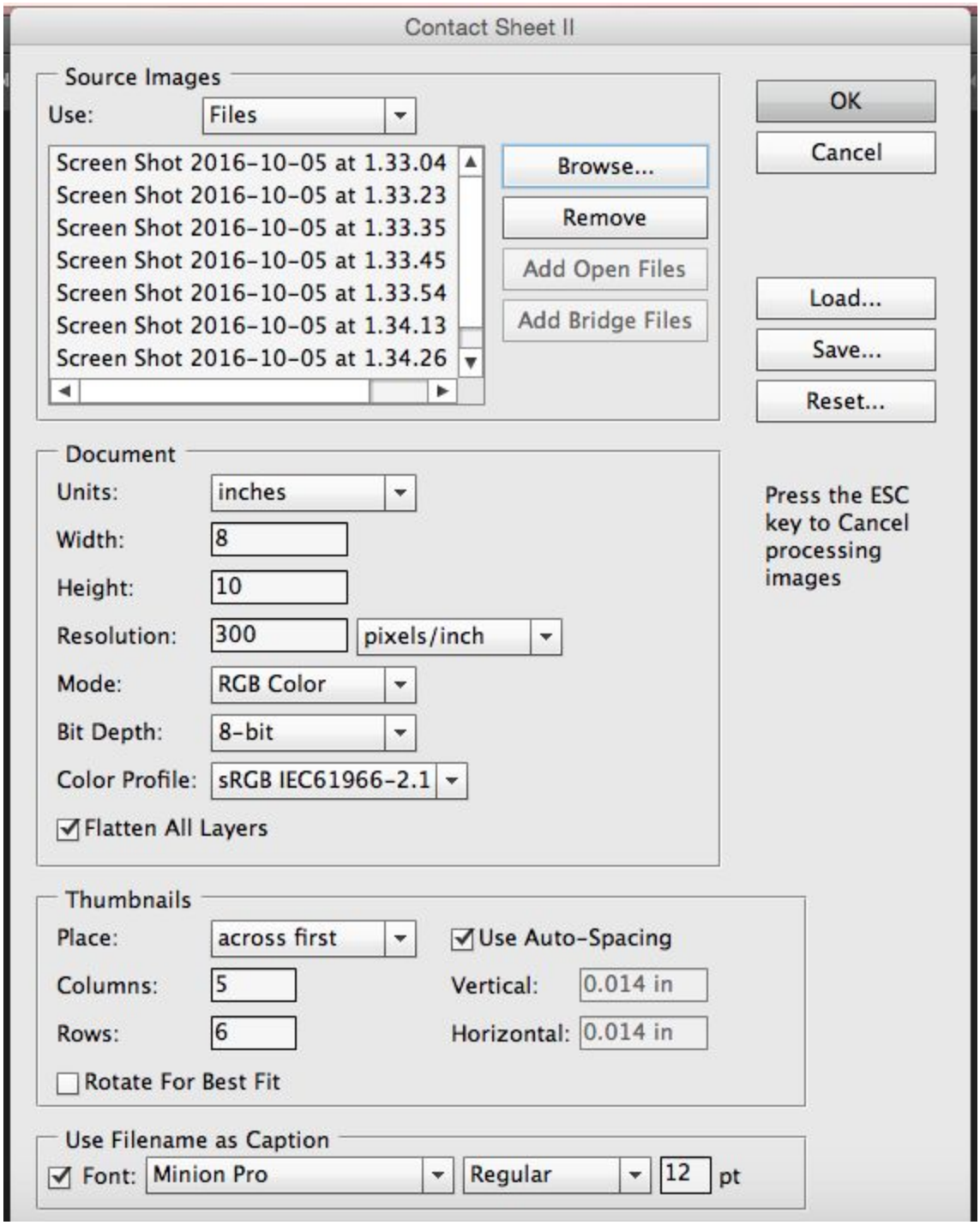
Click “browse” and find your folders on your jump drive

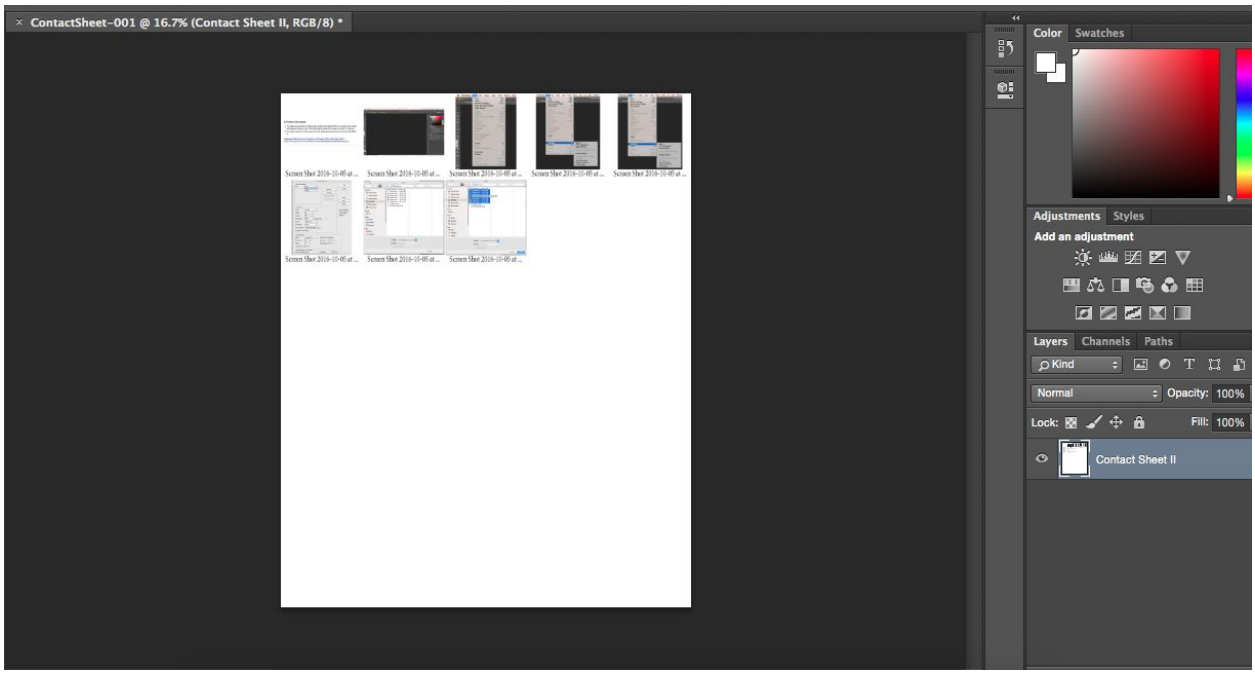
Once you have found your images on your jump drive “Select all” on the keyboard by hitting “Cmd A” (note: all the pictures in that file will be selected)

Click “Open”



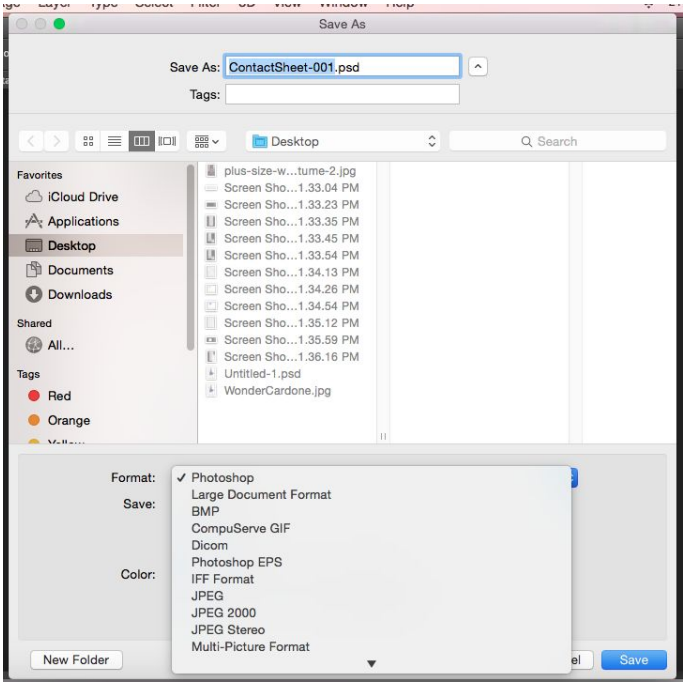
Note: The image extensions will appear in *source image* dialog box (shown below)
Click “ok” to create contact sheet (please be patient)

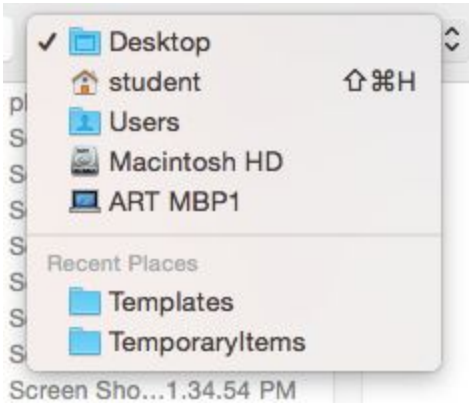



ContactSheet-001 @ 16.7% (Contact Sheet II, RGB/8) *
Color
Swatches
Adjustments
Styles
Add an adjustment
Layers
Channels
Paths
Kind
Normal
Opacity: 100%
Lock:
Fill: 100%
Contact Sheet II

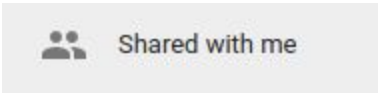
Saving:

1. Click file (on the menu) > “Save as” (save to your scanography folder)
2. Choose file type ***“JPEG”***
3. Name the file “***yournamescanoCS”***
4. ***!!!KNOW WHERE YOU ARE SAVING THE FILE TO!!! Make sure you choose your jump drive > and choose “Scanography Folder”***





Uploading for Printing:

Once you have created and saved your contact sheet. Log in to your google drive account. Click “Shared with me” 

, there you will find a folder titled “Period # To be Printed” click and drag that folder into you P# Your name Folder”

Once in you have placed the “Period # To be Printed” folder in your folder, drag your contact sheet into the “Period # To be Printed” folder and I will print your contact sheet.