

## CS4 PDF Contact Sheet

1) Arrange your files in a folder in the **Bridge** to the order you want the images in the contact sheet.

2) Batch rename or name files individually.

3) Output to web or PDF or Choose Window > Workspace > Output.

4) In the **Output panel**, select *PDF*.

5) Go to the **Document Panel**

-Page Preset U. S. Paper

-Size Letter

-Quality 150ppi

-Background Color white

6) **Layout Panel**

-Image Placement Across First

-Columns, Rows, How many images do you have? EX: 20 images, columns 4, Rows 5. click off, *Rotate for Best Fit*

7) **Overlays Panel** Here you can choose to display your *Filename* and *Extension* OR NOT Choose *Font*, *Size*, and *Color*

8) **Header, Footer**, you can add a Header or Footer if you like.

(For the assignment add your *name* as the Header and the *class, day, and time* as your Footer)

9) With your photos selected in the Content panel, click **Refresh Preview** to view the 1st page of the presentation

(Optional) Change the images in the PDF by navigating to them in the Folders or Favorites panel, and then selecting them in the Content panel. You can also use the Preview panel to preview the images and refine your selection. Drag thumbnails in the Content panel to rearrange the order of the images on the page.

11) In the Save (Windows) or Save As (Mac OS) dialog box, enter a name for the PDF, select a destination for the saved file, and then click Save.

**To print the PDF open in Photoshop (NOT READER) to print**

*Click Refresh Preview at any time to update the PDF and see the changes in the Output Preview panel.*

