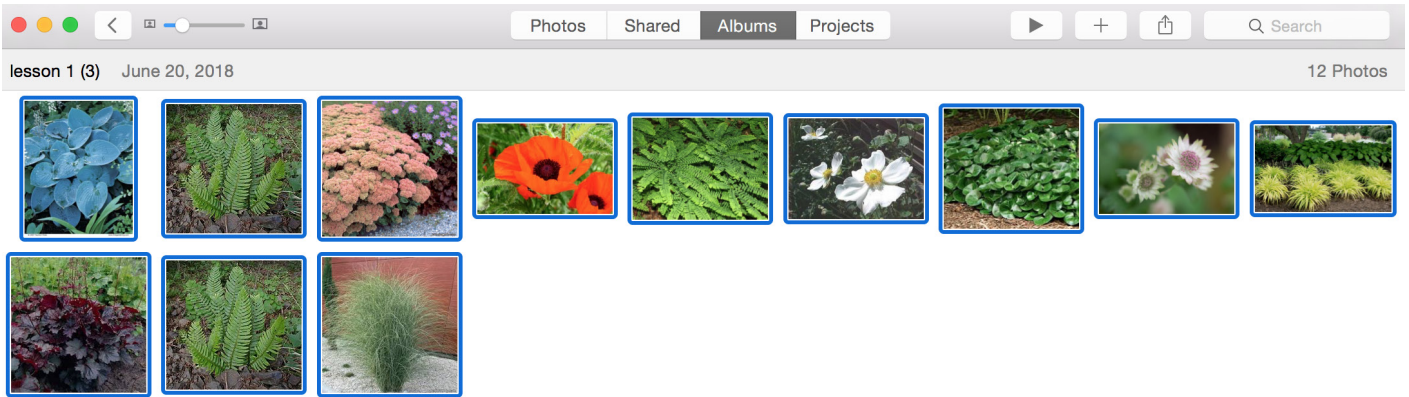
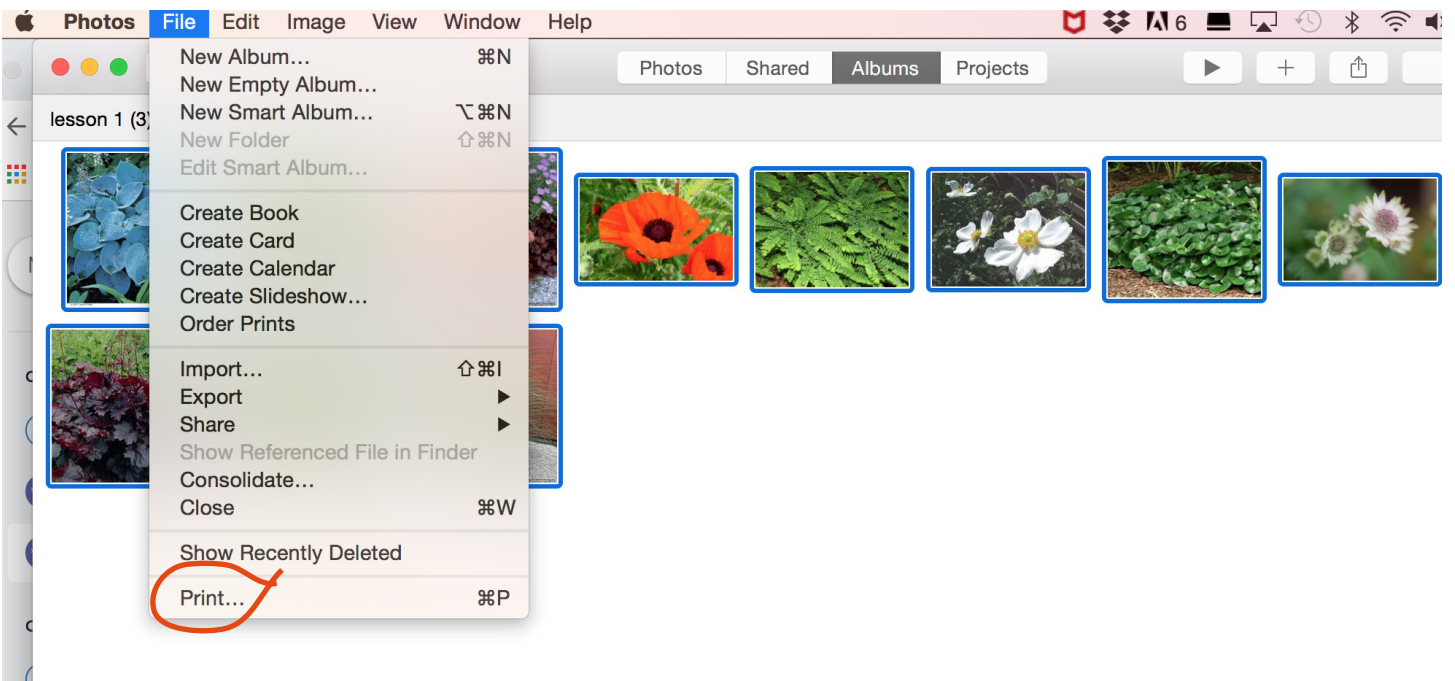


HOW TO CREATE A CONTACT SHEET

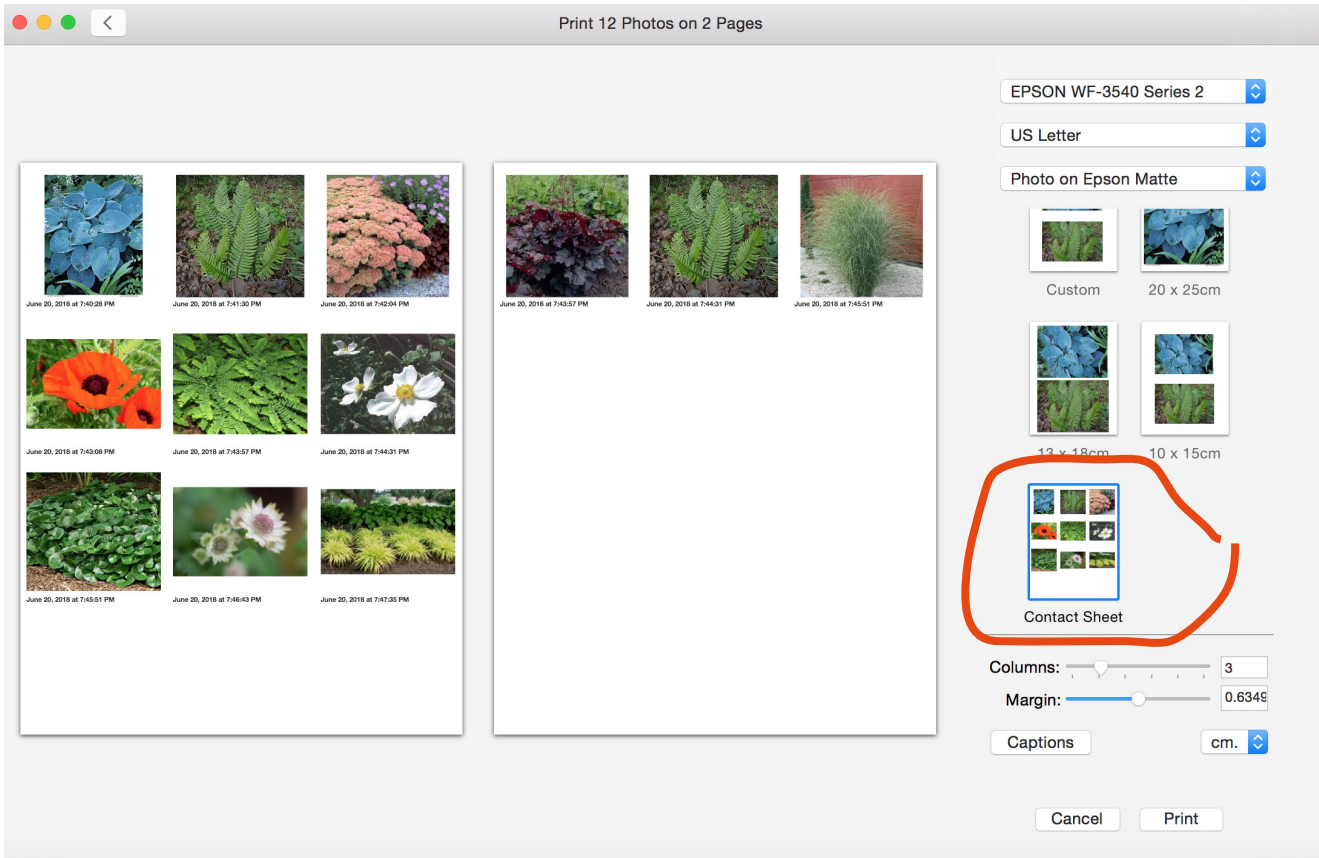
1. Go into photos and open your lesson 1 album.
2. Select all the images that you would like to go onto your contact sheet.



3. Select FILE/ PRINT

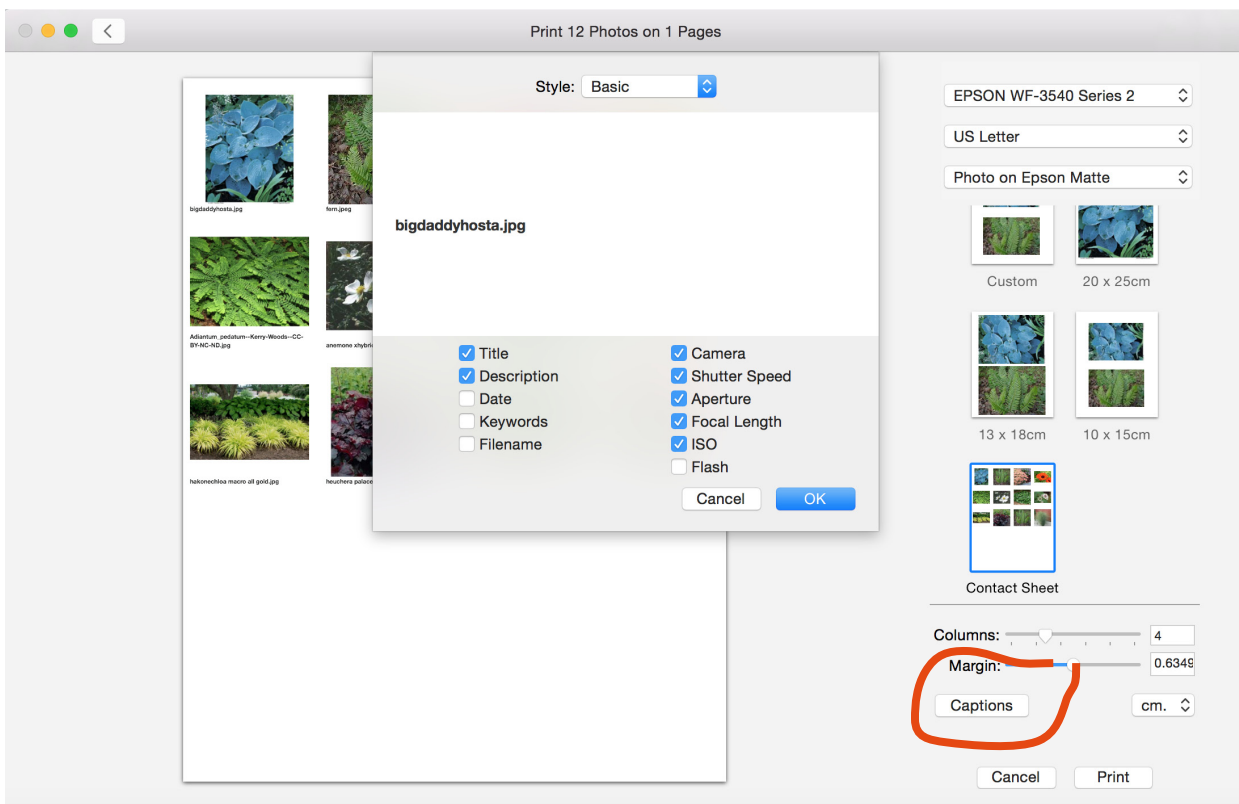


4. On the right hand side of the dialogue box scroll down until you see contact sheet. Select contact sheet. Choose 3 columns.

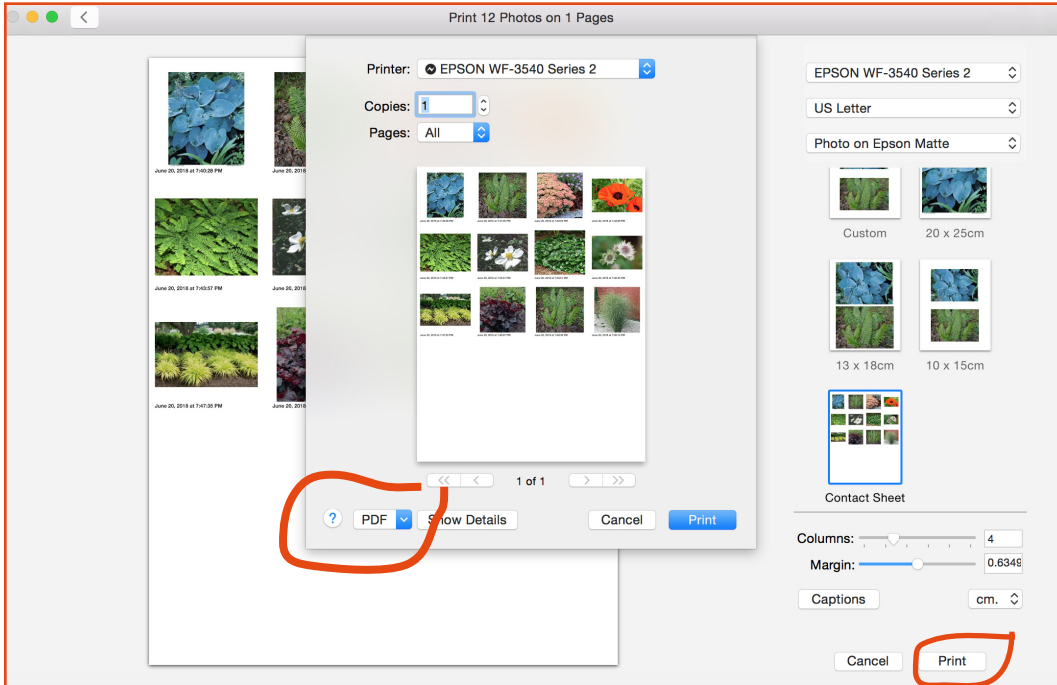


5. Click on - CAPTIONS -

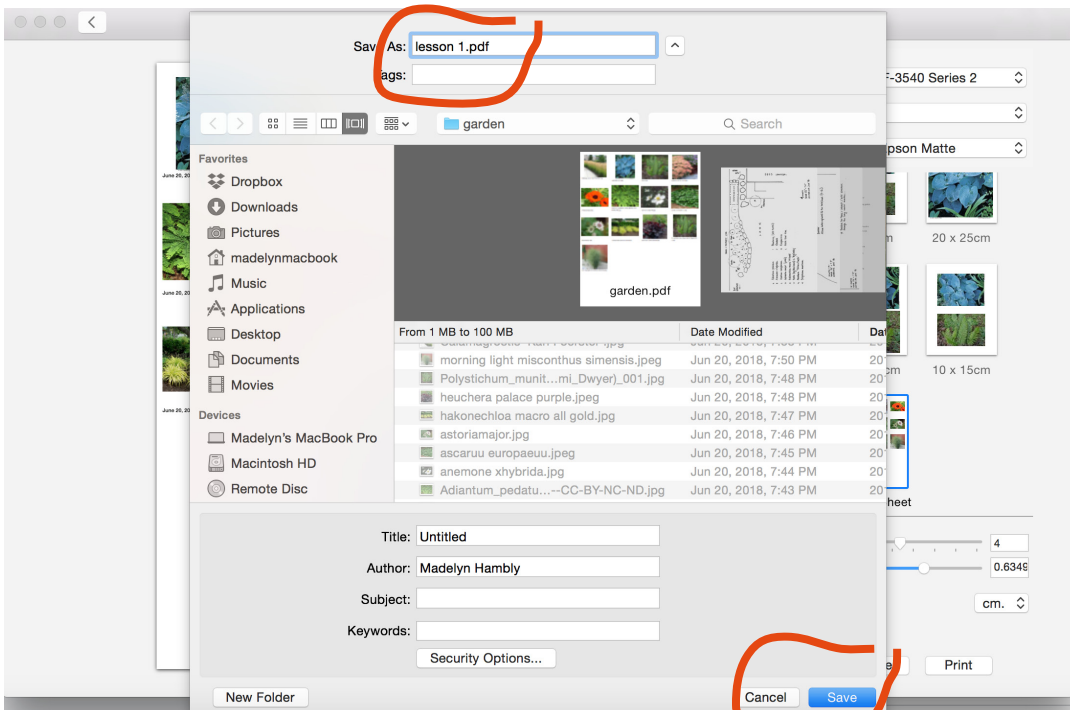
6. Select - date, iso, aperature, and shutterspeed click “OK”



- Click on PRINT
- Wait for the print dialogue box to pop-up.
- On the print dialogue box click on pdf and select from the dropdown - SAVE AS PDF



- Name your file "first, last name L1.pdf" m(this of course changes for every new lesson.)
- Make sure you know where you are saving the file.
- Select desktop or my documents to save to your hardrive.



- The final step is to drag the pdf file from your desktop to the Server. If you do not do this step I will not be able to see your file to mark it.

