



PRINT CONTACT SHEET

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

Click on any blue, underlined text to go to its linked reference.

Sometimes you want to create a listing of photos complete with with files names, the dates they were taken, plus additional comments. Elements gives you the ability to create such a list as a Contact Sheet. Here's how.

1. With your photos in the Organizer, select File > Print (**Figure 1**).

NOTE: There is no need to select the photos; whichever ones are showing in the open files will be selected and shown in the Contact Sheet(s) you'll be creating.

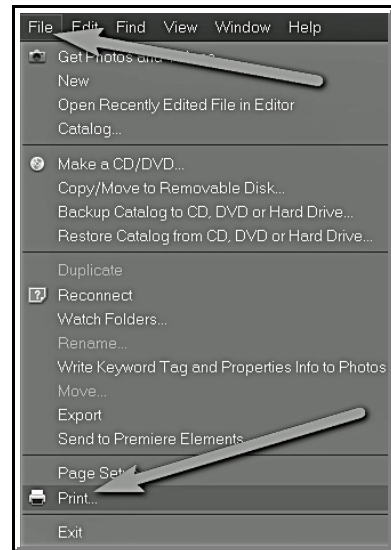


Figure 1

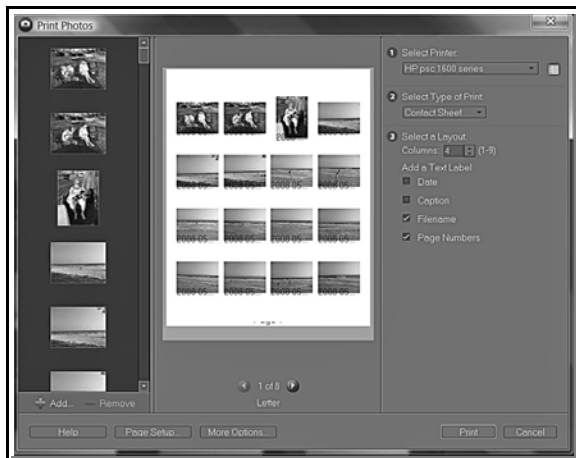


Figure 2

2. The contact sheet appears in a window (**Figure 2**).

¹ Editors: Peggy S. Eggleston, Dick Evans & Parker Monroe. Permission for reproduction in whole or in part is granted to individuals and to organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2008 Darry D Eggleston, <http://DarryD.com>.

3. To the right in that window, you make choices (**Figure 3**):

❶ Select your printer. If you have multiple printers, your default printer will appear, but a drop-down menu will list any others.

❷ Select type of print. Here you'll want to chose "Contact Sheet" from the four options (**Figure 4**).



Figure 4

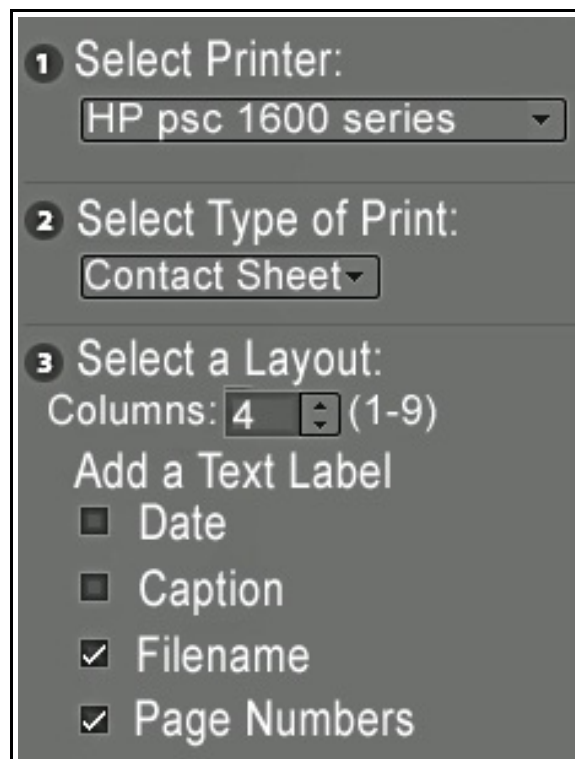


Figure 3

❸ Select a Layout of up to 9 columns.

❹ Add one or more Text Labels (which will appear under each photo):

- ★ Date. This is the date the photo was taken.
- ★ Caption. Whatever caption you have added to a photo will be printed.
- ★ Filename. The filename is listed. In our case, since we use the date (YYYY MM DD) in our filenames, we don't need to display a date separately.
- ★ Page Numbers. Each page of photos can have a page number if this is chosen.