**How to create a contact sheet in Photoshop**

1. Make sure your images are in a folder. Open Photoshop then click File >Automate > Contact Sheet as indicated below.

1. The contact screen window will open, click on 'choose' and select your image folder on the desktop, you can select the number of columns and rows (5 by 6 is the default setting) you require and then select 'OK' to build the contact sheets.



1. If you have lots of photos photoshop will produce multiple contact sheets (you can see them as tabs) and must click on them to view each contact sheet

This is a tab



1. You must now save each contact sheet as a JPEG – save to your memory stick or your SD card.
* Choose File > **Save** As...
* Select **JPEG** as the file format type for the image.
* Enter the desired file name in the **Save** As field. Click **Save**.
* Choose the Image Options for the **JPEG**, including image quality and Format Options. Click OK.