

# Bonus Content **3** for Chapter

## Printing from Picture Tasks

In addition to creating a slideshow using Picture Tasks, Susan can also print copies of her images in a number of ways. In this bonus section, you'll learn to choose different print features, such as contact sheets and picture packages.

### Preparing for Printing

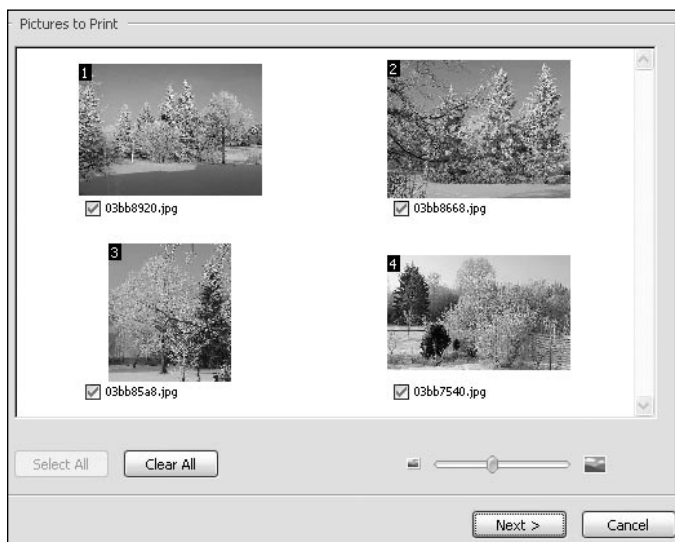
Now Susan needs to print a copy of her presentation to keep on file. Picture Tasks has several printing options built in. You can use these Picture Tasks features to easily choose different layouts and sizes for printing, and to create a contact sheet. Using the Picture Packages feature, you can also print multiple sizes and copies of the same photo.

### Assembling the Pictures

You can assemble several images on one page, a great method for printing digital images on expensive photo-quality paper without waste. Some of Susan's clients also want printouts of the images, and this is a good way for her to save on her budget.

Here's how it's done:

1. Click Print Pictures on the Picture Tasks How To window, or click the Picture Tasks button's pull-down arrow and choose Print Pictures from the menu. This opens the Print dialog.
2. In the Pictures to Print section of the dialog, click the check boxes for the images you would like to print. Click Select All to add checkmarks to all images automatically (Figure B3.1).



**Figure B3.1** Select the thumbnails for the images you would like to print.

To see larger or smaller thumbnails of the images, drag the slider below the thumbnails right or left.

3. If you like, rearrange the images by clicking an image's thumbnail and dragging it to another location. When you click a thumbnail, you'll see a vertical line under your pointer; when this line is in the desired location, release the mouse to move the thumbnail and reorder the images.
4. Click Next to open the second pane of the dialog.

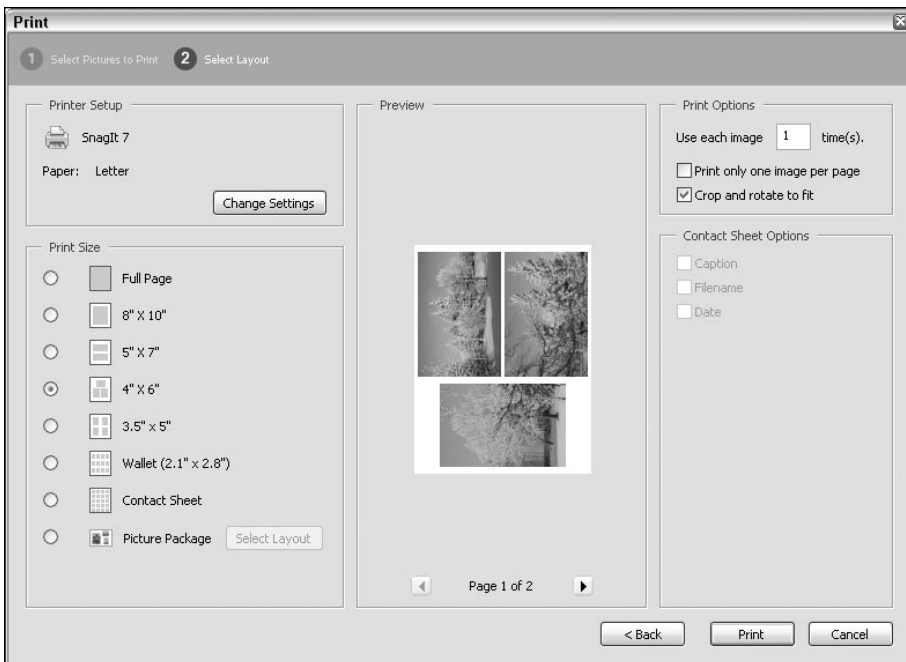
The second pane of the dialog has several functions. You can print either a single image or the entire group of images you selected on the first pane of the Print dialog, using one of three print options.

You can

- Print the selected images using a variety of size layouts, ranging from full page to wallet size.
- Print a contact sheet, which is a special type of image printing that includes captions, filenames, or date information along with thumbnail-sized images.
- Print a picture package consisting of several sizes of the same image on a page—like school photos.

## Choosing a Layout

Picture Tasks includes several different print settings, as you can see in **Figure B3.2**. Susan can choose to print the pictures in various sizes and arrangements on the page, ranging from a full-page size to small wallet-sized images.



**Figure B3.2** Choose print settings from this dialog.

Follow these steps to choose a basic print layout option:

1. The Printer Settings are at the upper left of the dialog. Click Change Settings to select a different printer option.
2. Select a Print Size option. Figure B3.2 shows the arrangement of three images using the 4" × 6" image size option.
3. Preview the page in the Preview area. If there is more than one page of printed images, click the arrows at the lower part of the Preview area to move through the pages.
4. Choose Print Options. By default, each image is printed once; click the Use each image field and type another number if you want more than one copy. If you want a single image per page of the specified size, click Print only one image per page.
5. By default, the Crop and rotate to fit setting is active. This means your images will be modified to fit on the page—some may be rotated, others may have portions cropped.
6. Check the preview carefully and deselect the option to use the entire size and orientation of your original images.
7. Click Print to open your system's Print dialog; print the file.

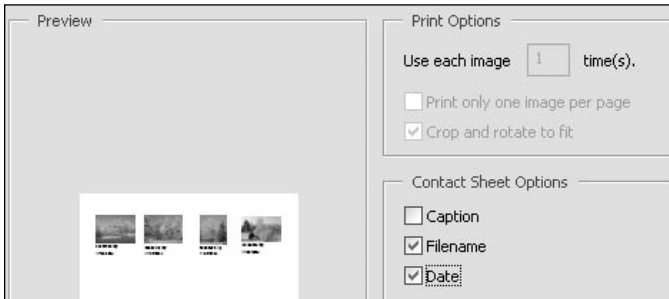
## Creating a Contact Sheet

Another way that Susan keeps a record of her images is by using a contact sheet. She can quickly assemble thumbnail-sized versions of her image on one page, useful for recording project details since the contact sheet can also list the image name and date the image was saved.

Follow these steps to create a contact sheet:

1. Click the Contact Sheet radio button in the Print Size section of the Print dialog. The Preview area shows the thumbnails aligned on the page, and the Print Options are disabled because the Contact Sheet feature prints one copy only.

2. Select Contact Sheet Options for the print job, such as File Name, or Date (Figure B3.3). The figure shows the contact sheet using File Name (the name given to the original image before converting it to PDF) and Date (the date the image was saved) options; each selected option shows below the thumbnail image.



**Figure B3.3** You can add filenames and other text to a contact sheet.

3. Click Print to open your system's Print dialog and print the file.

**NOTE** Note that Caption is not checked in Figure B3.3. Captions are descriptive text about the image and are used only if they are added to the images when created in Photoshop Album. Susan is working with Picture Tasks in Acrobat, not in Photoshop Album. For her records, using a filename and date is more important than text captions.

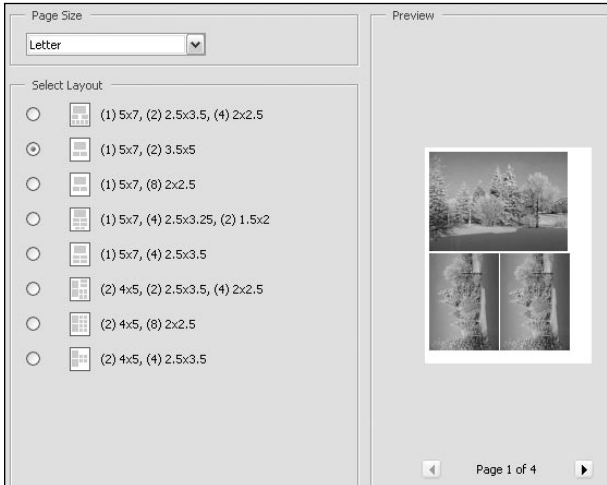
## Printing a Picture Package

Susan's client has requested several copies of one of the images printed in various sizes, that his staff can use for testing different layouts in some of their calendar and other desktop products. She can easily fulfill his request using the Picture Package printing option.

To choose Picture Package settings and print the package, follow these steps:

1. Click the Picture Package radio button in the Print Size section of the dialog, and then click Select Layout to open the Picture Package dialog.

2. Click the Page Size pull-down arrow, and choose a page size from the list, or use the default Letter size (**Figure B3.4**).



**Figure B3.4** Choose a layout and preview the printed pages in the Picture Package dialog.

3. Click a page layout option from the Select Layout list. Each option lists the number of images as well as their sizes. For example, (1) 5 × 7, (2) 3.5 × 5 places three copies of the image on the page using the specified sizes.
4. Click the arrows below the Preview area (at the bottom of Figure B3.4) to see the content of the package; each image is on a separate page.
5. Click OK to close the Picture Package dialog and return to the main Print dialog.
6. Click Print to print the package. The Print dialog closes.