

# Nikon Capture NX "How To..." Series

---

**Article 16:** How to print contact sheets with or without image information.

---

**Purpose:** How to print contact sheets of your images, with or without image information, using the "Print layout" option.

---

**Process:**

**Step 1** - Select "contact sheet" images from the "Browser".

**Step 2** - Select "Print..." from the "File" menu.

**Step 3** - Specify the paper size.

**Step 4** - Select a "contact sheet" layout.

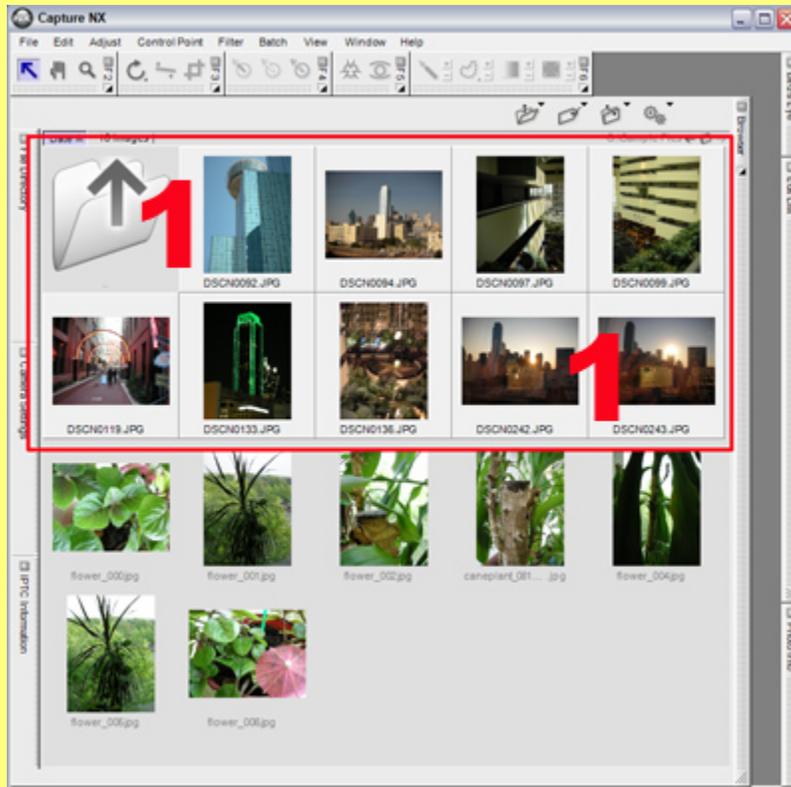
**Step 5** - Specify the information to be printed with the images.

**Step 6** - Begin printing.

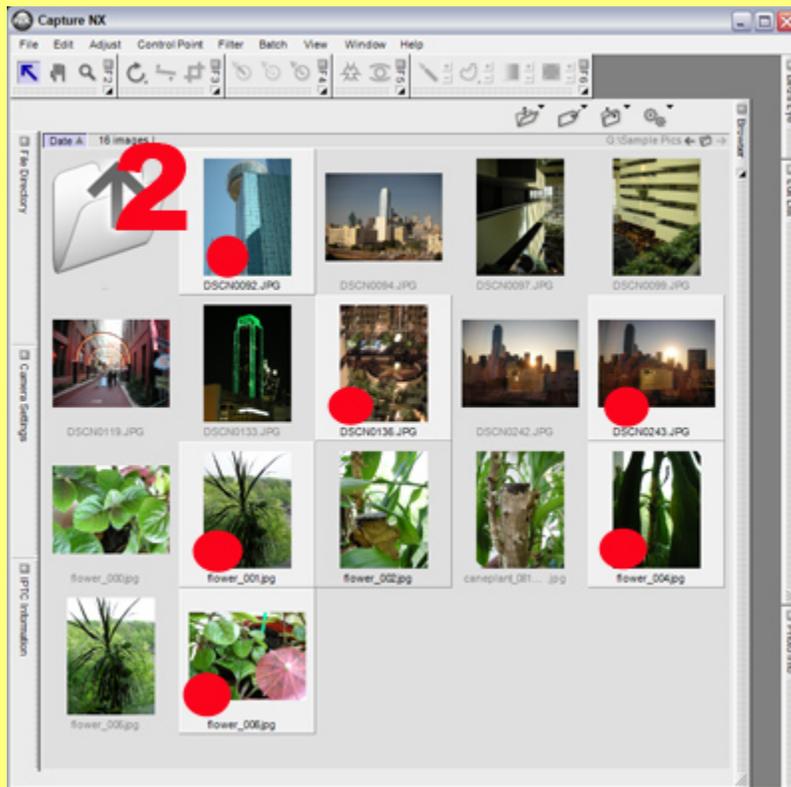
---

**Step 1** - Select "contact sheet" images from the Browser.

Open the Browser and select the images you would like to include in the "contact sheet". Use the SHIFT key to select multiple images in order, and the CTRL key (COMMAND key on a Macintosh) to select multiple images at random.



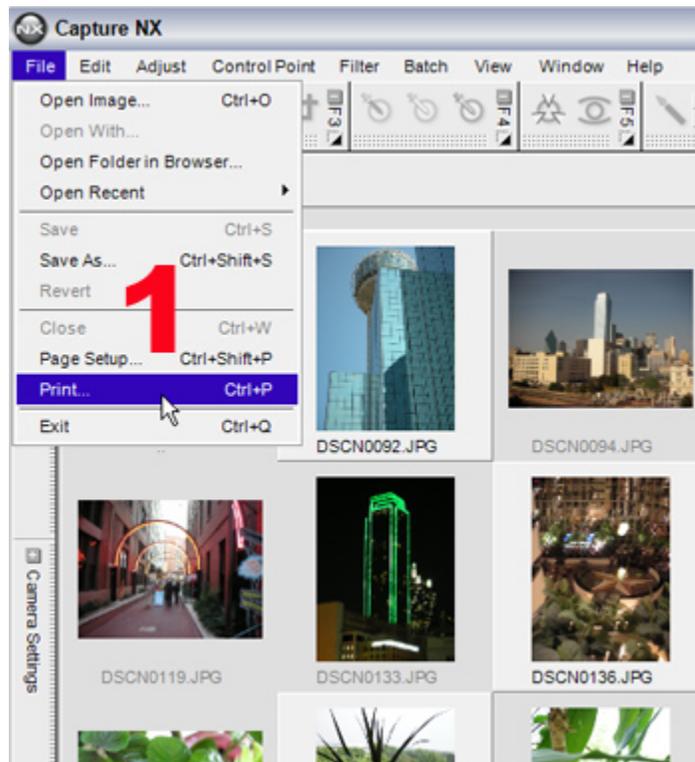
(1) Selecting Multiple images in order - Click on the first image to highlight, then hold down SHIFT and select the last image



(2) Choosing images randomly - Hold down the CTRL key (COMMAND key for Mac users), and click on desired images.

**Step 2** - Select "Print..." from the "File" menu.

1) Once images have been selected, choose "Print..." from the "File" menu.



**Step 3** - Specify the paper size.

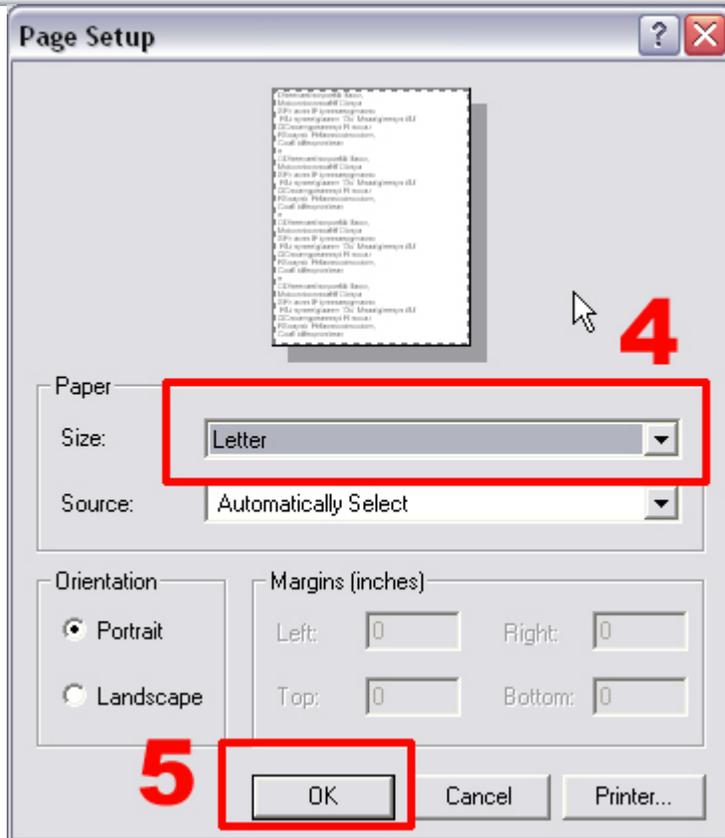
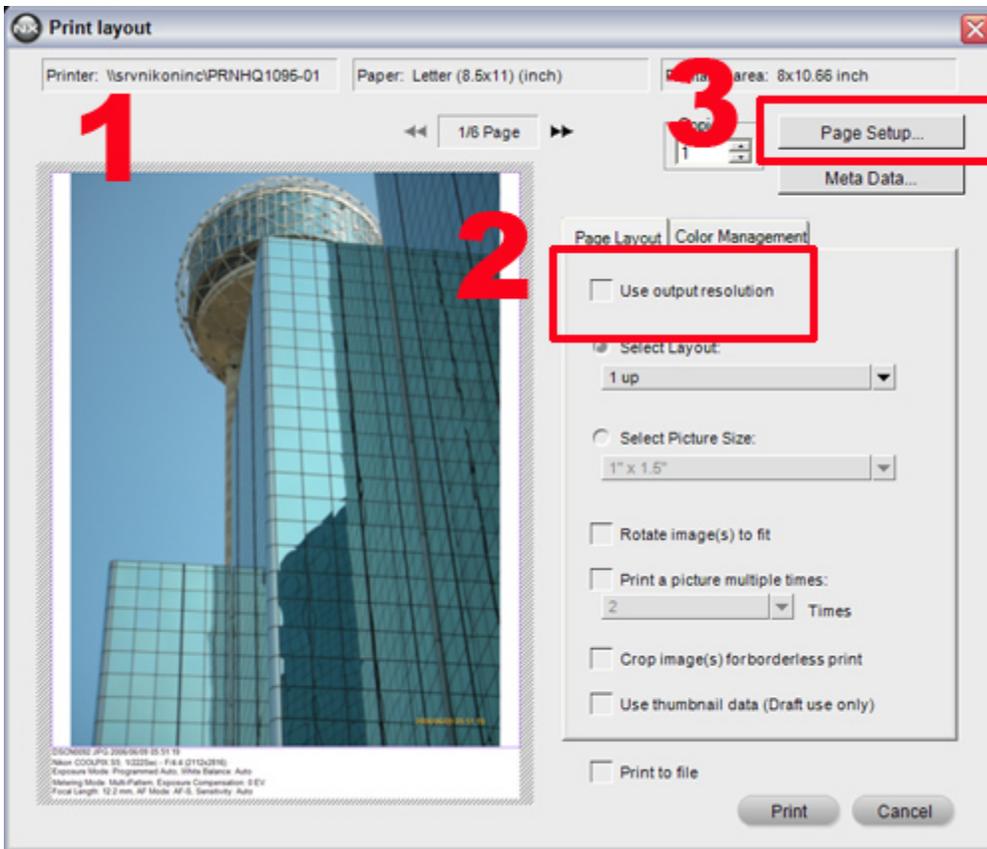
1) The "Print layout" dialog is displayed.

2) Be sure that the "Use output resolution" box is not checked. If it is checked, clear the checkbox.

3) Click the page "Setup..." button to display the "Page Setup" dialog.

4) Select the paper size from the "Size" pulldown menu in the "Page Setup" dialog. The option for "Letter" size is default with most printers sold in the U.S. because it is the most common paper size used. When you choose any other size from the drop down menu, and click "OK", the image will be resized to suit your selected paper size.

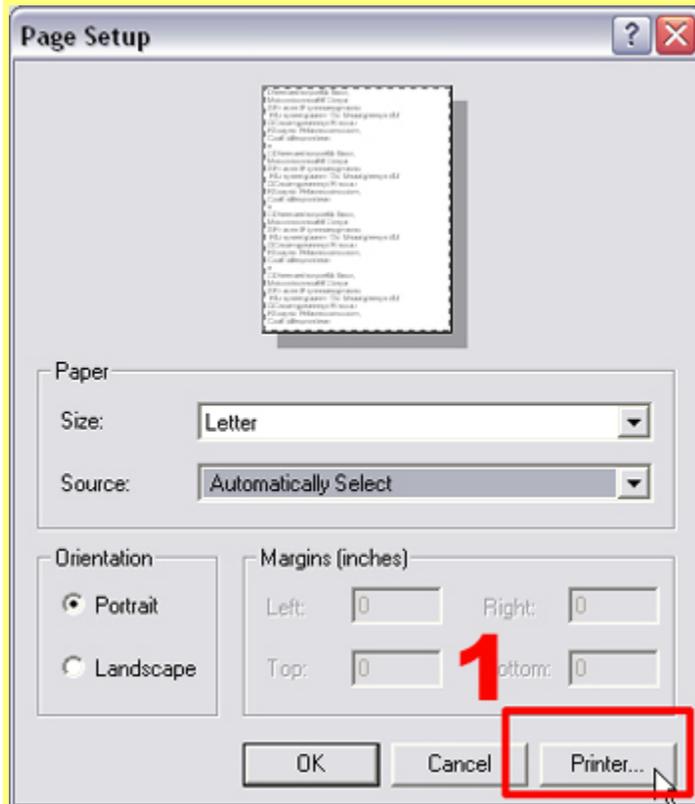
5) Click "OK" to return to the "Print layout" dialog.

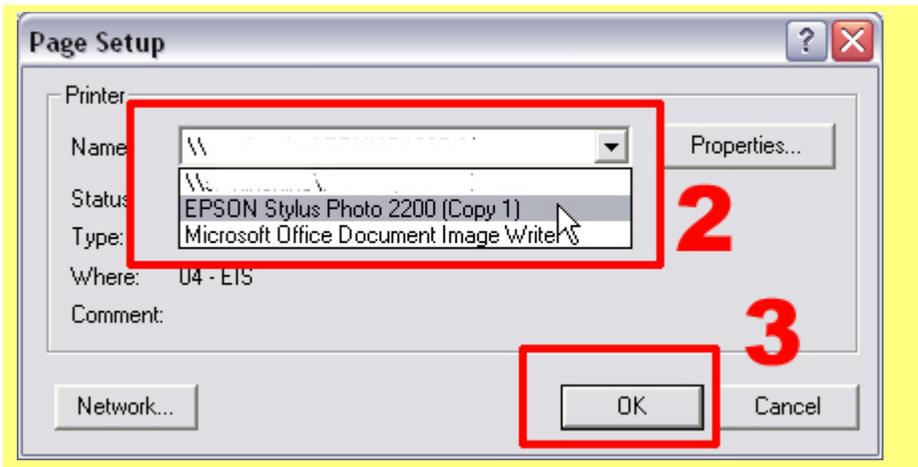


## What do I do if the printer I want is not displayed?

When multiple printers are connected to the computer, the desired printer may not be displayed in the Print layout and Page Setup dialog. Should this occur, follow the instructions below to switch to the desired printer.

- 1) Click the "Printer..." button in the "Page Setup" dialog.
- 2) In the next "Page Setup" dialog window, click the "Name" pulldown menu and select the desired printer.
- 3) Click "OK".



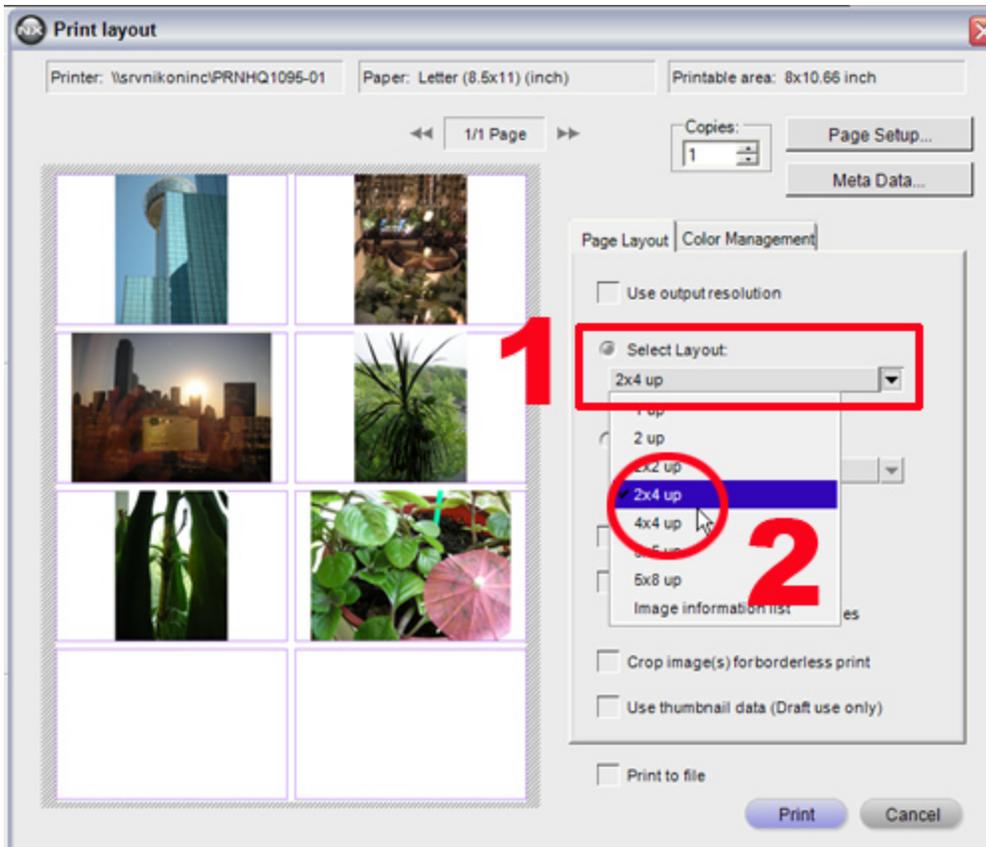


---

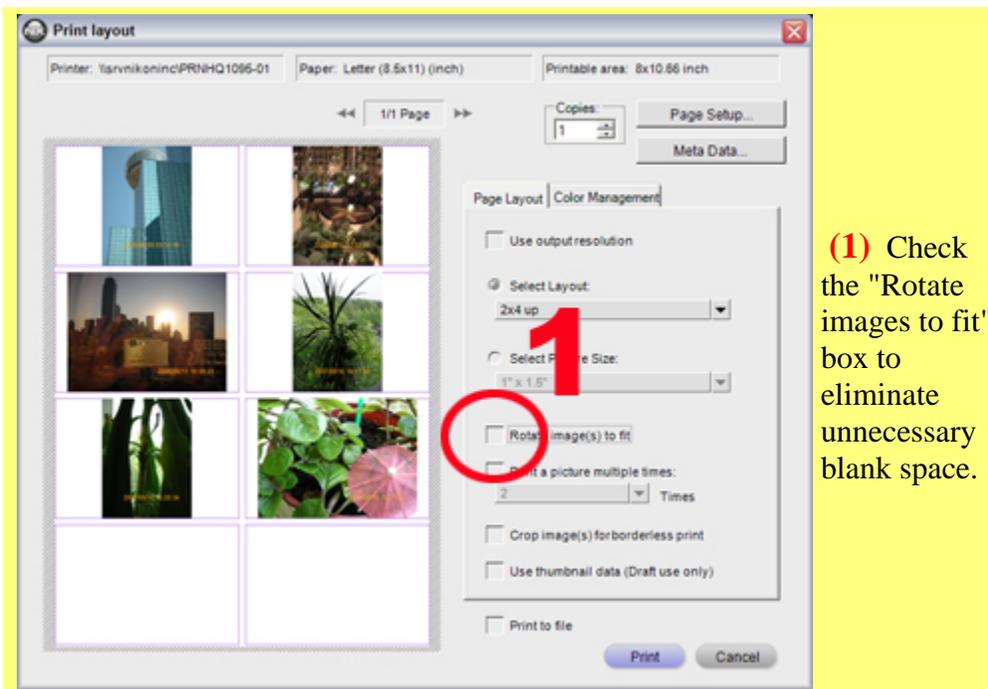
**Step 4** - Select a "contact sheet" layout option.

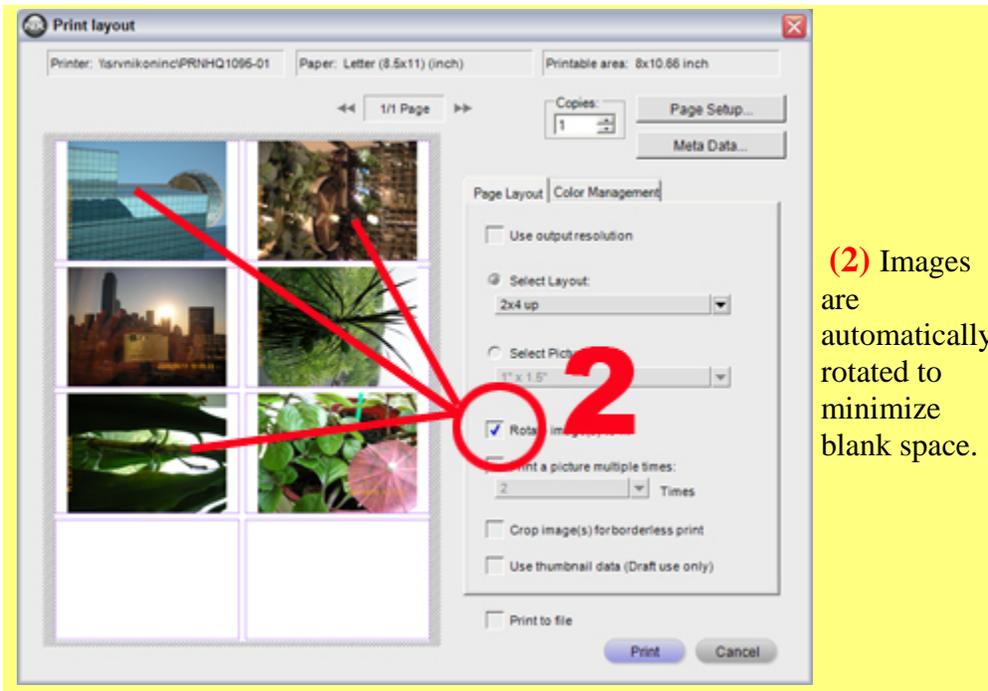
(1) Select a layout that prints multiple images on a single sheet of paper from the "Select Layout" pulldown menu. Here we have selected "**2x4 up**".

(2) A single page with multiple images is displayed in the preview area.



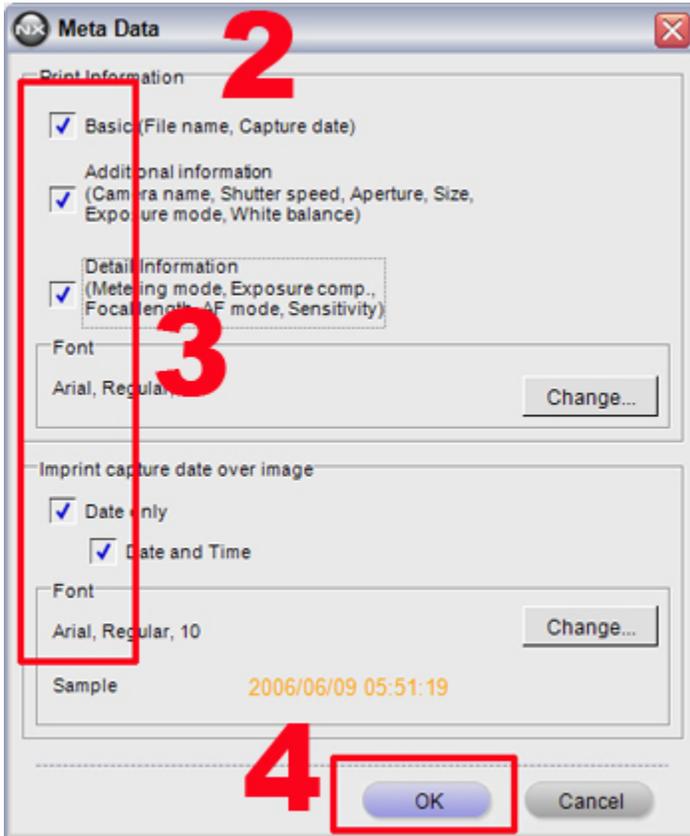
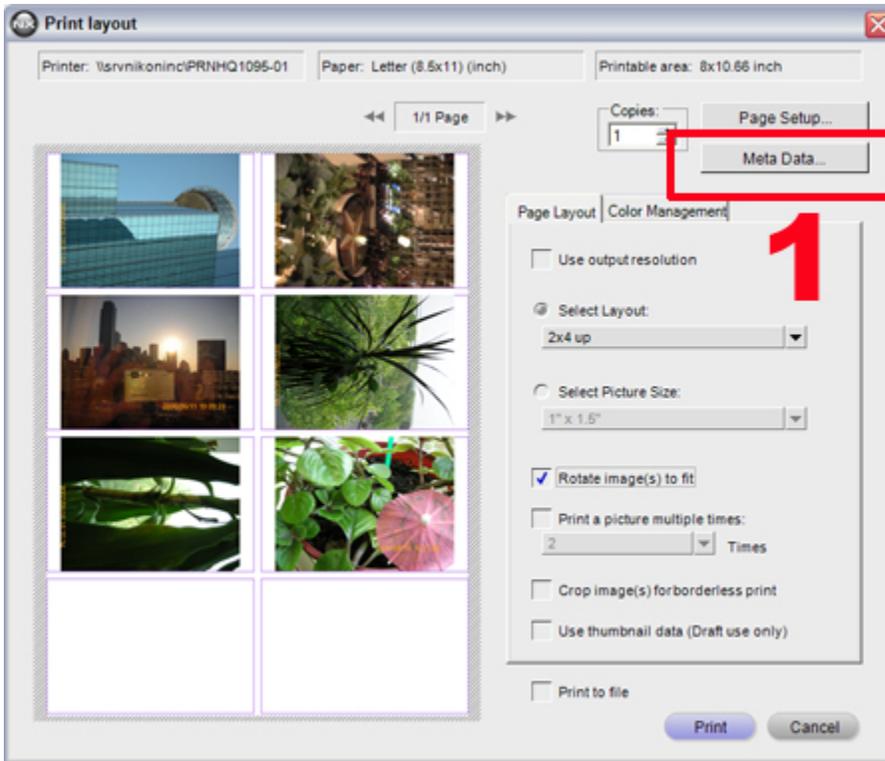
Reducing blank space around images captured in portrait (tall) orientation.

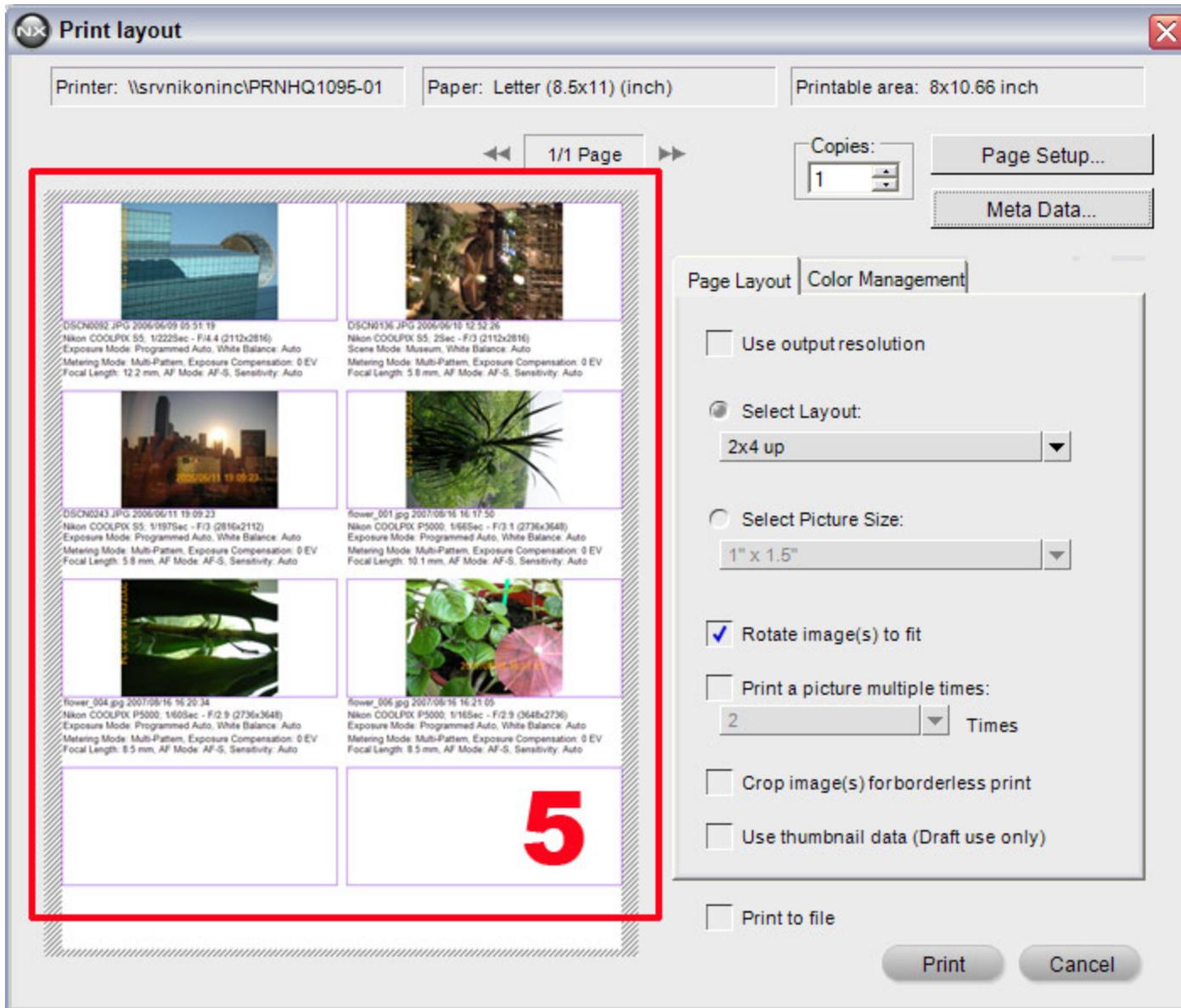




**Step 5** - Specify the information to be printed with images.

- 1) Click the "Meta Data..." button.
- 2) The "Meta Data" dialog is displayed.
- 3) Check the box(es) corresponding to the information you would like to have printed with the images.
- 4) Click "OK" to close the "Meta Data" dialog.
- 5) The specified information is showed with images in the "Print layout" dialog's preview area.





**Step 6 - Begin printing.**

- 1) Confirm the number of copies to be printed.
- 2) Click "Print" to initiate printing.
- 3) The "Printing in progress" dialog is displayed during printing.

**Print layout**

Printer: \\srvnikoninc\PRNHQ1095-01    Paper: Letter (8.5x11) (inch)    Printable area: 8x10.66 inch

1/1 Page    **1** Copies: 1    Page Setup...    Meta Data...

Page Layout    Color Management

- Use output resolution
- Select Layout: 2x4 up
- Select Picture Size: 1" x 1.5"
- Rotate image(s) to fit
- Print a picture multiple times: 2 Times
- Crop image(s) for borderless print
- Use thumbnail data (Draft use only)
- Print file

**2** Print    Cancel

**Printing in progress**

Images: 8    Pages: 1    Copies: 1

Idle

Cancel    **3**

Printing image