



Time-Saving Adobe Bridge Strategies

Chapter 01

In this chapter

Techniques for Batch File Renaming in Adobe Bridge

by David H. Wells

Customize Bridge Workspaces

by Charlotte Lowrie

Save Time Using Metadata Templates

by David H. Wells

Add Keywords

by Charlotte Lowrie



Techniques for Batch File Renaming in Adobe Bridge

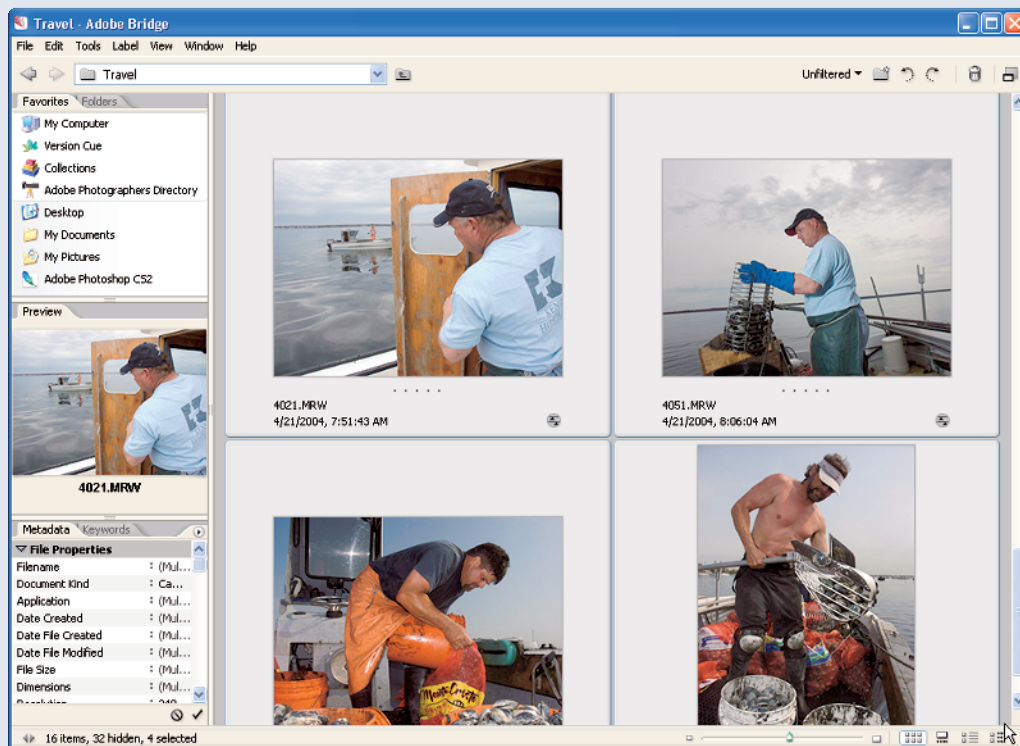
Contributor: David H. Wells ■ **Specialty:** Photojournalism and Editorial

Primary Tool Used: Batch Rename in Bridge

As image collections grow, using a file-naming strategy that helps narrow the search for images can save significant time. The first step is to create a naming strategy that is useful throughout multiple image collections, and then use Bridge's Batch Rename feature to automate file naming. Another advantage of using Bridge is that it helps automate backup by allowing you to create a backup copy of renamed files in a separate folder.

1

In Adobe Bridge, open the folder that contains the images you want to rename. Then select the images that you want to rename. If a folder contains images of different subjects, places, or assignments, select only one group of similar images to rename. You may want to create subfolders to group images by subject, location, or assignment either before or during the renaming process.



►1.1

Tip

To navigate complex file directories quickly, choose Window ► Workspace, and then choose File Navigator. To gain additional space to view the file structure, drag the vertical divider bar between the Folders and content panes in Bridge to widen the Folders panel.

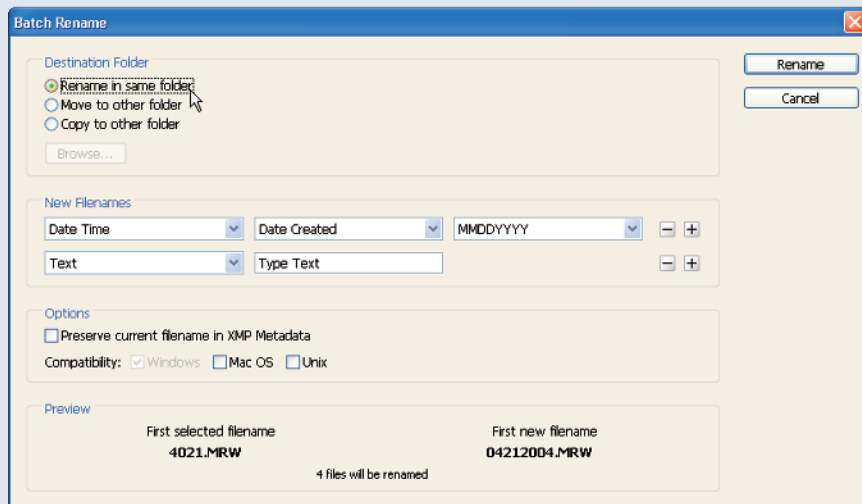
Note

Although you can also use the earlier versions of Photoshop's Batch dialog box to rename files, they require that you run an action on the files and save them. In Bridge, you can simply rename the files without running an action or saving the RAW files.

2

Choose Tools ► Batch Rename. Bridge displays the Batch Rename dialog box. In the Destination Folder section, you can choose among three options. Your choice of folder depends in part on the workflow and backup process that you've established. For example, if your first workflow step is to create a backup of RAW images with a naming system, you can choose Copy or Move to other folder. The options are as follows:

- **Rename in same folder.** This is the option to use if you aren't backing up images and simply want to rename the files.
- **Move to other folder.** When you choose this option, Bridge displays a Browse button for you to choose the folder or create a new folder.
- **Copy to other folder.** If you want to back up the original files, this option accomplishes both the backup and the renaming in a single step.

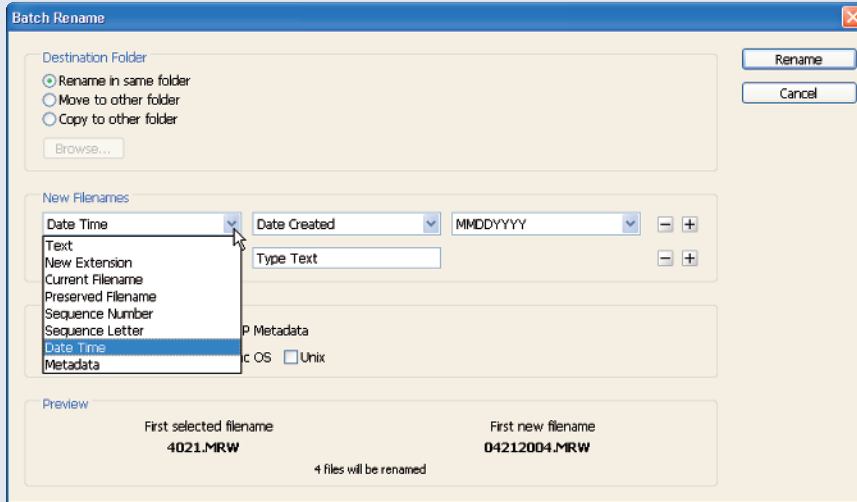


►1.2

3

In the New Filenames section, Bridge offers a set of options with drop-down menus. Here you can implement a universal file-naming strategy that you can apply to current, existing, and future images.

In the first drop-down menu, you can choose Text, New Extension, Current Filename, Preserved Filename, Sequence Number, Sequence Letter, Date Time, or Metadata. If you want to include the date and time, choose Date Time in the first option box. In the second option box, choose any option except Yesterday; then in the third option box choose HHMMSS (Hour, Minute, Second) or HHMM (Hour, Minute). Bridge inserts the option you chose in the filename.



►1.3

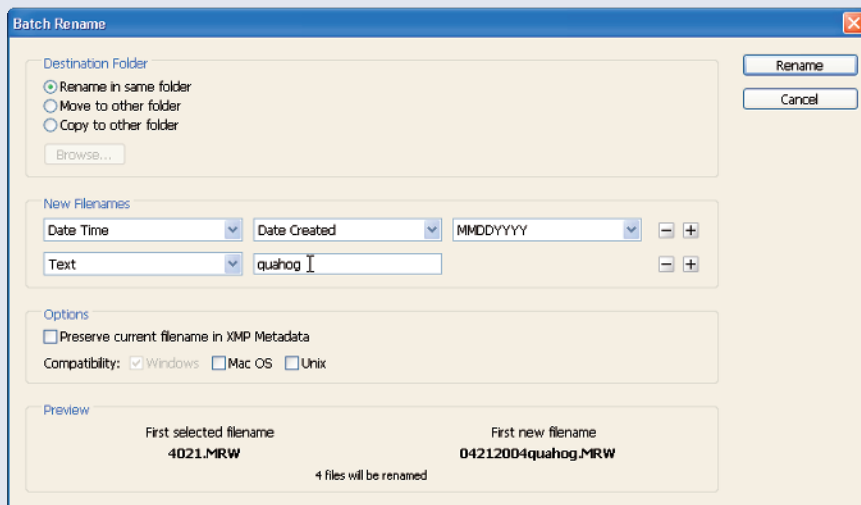
4

Choose the options you want, and then click the plus sign at the right to add more filename fields. Bridge displays additional selection boxes based on the selection made in the first option box on the first row.

Tip

If you choose an option that includes a sequence number, Bridge automatically increments the number for each file that is renamed.

Try selecting different options until you get the set of fields you need to implement your preferred file-naming strategy. At the bottom of the Batch Rename dialog box, Bridge previews a sample of the filename as you build it.



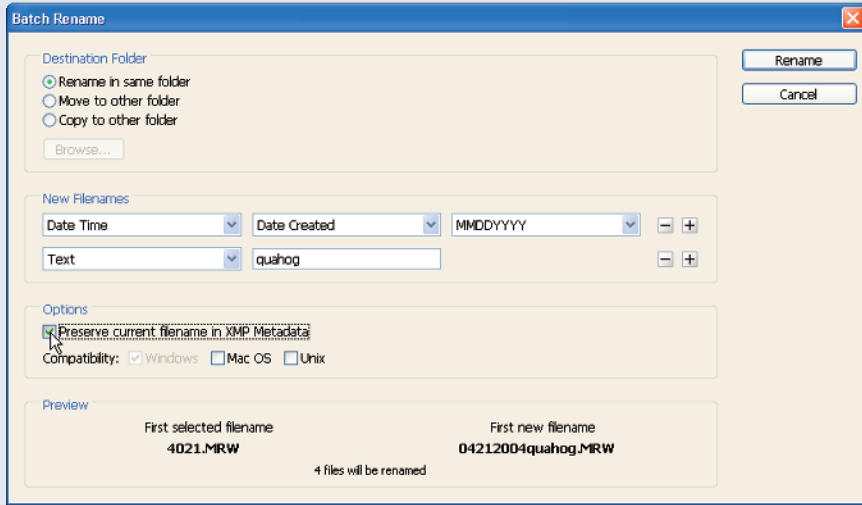
►1.4

5

Select the Preserve current filename in XMP Metadata option to retain the existing filename. If you have not edited the files in Camera Raw then choose this option to retain the original filename. If you've edited the files in Camera Raw, the filename gets embedded with the Camera Raw settings. But because restoring original filenames from XMP sidecar files is difficult, preserving the original filename is a good idea. If you need to undo renaming, you can choose the Batch Rename command, and then choose Preserved Filename to return to the original filenames. However, many photographers rename and make a copy of the original files as a first step in the workflow. In that scenario as well, turning on the Preserve current filename in XMP Metadata option is best.

X-Ref

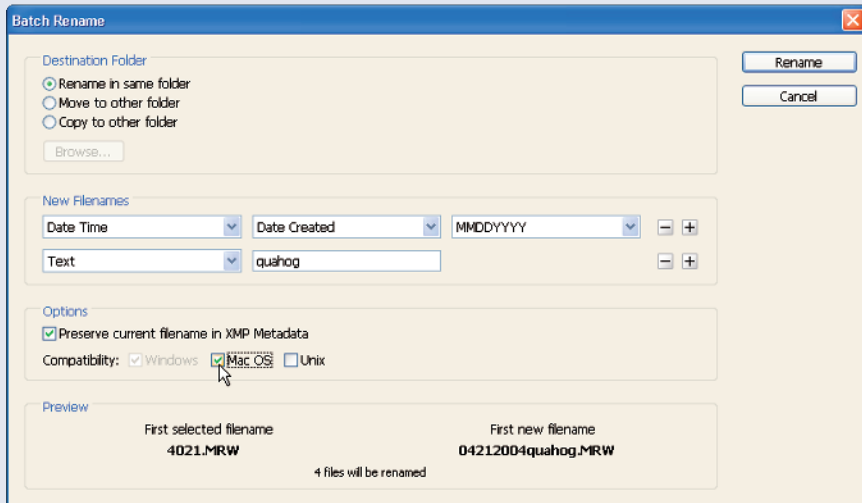
For more information on XMP sidecar files and setting Bridge preferences, see Appendix A.



►1.5

6

Choose the operating systems that you want the images to be compatible with. The current operating system is selected by default and cannot be deselected.

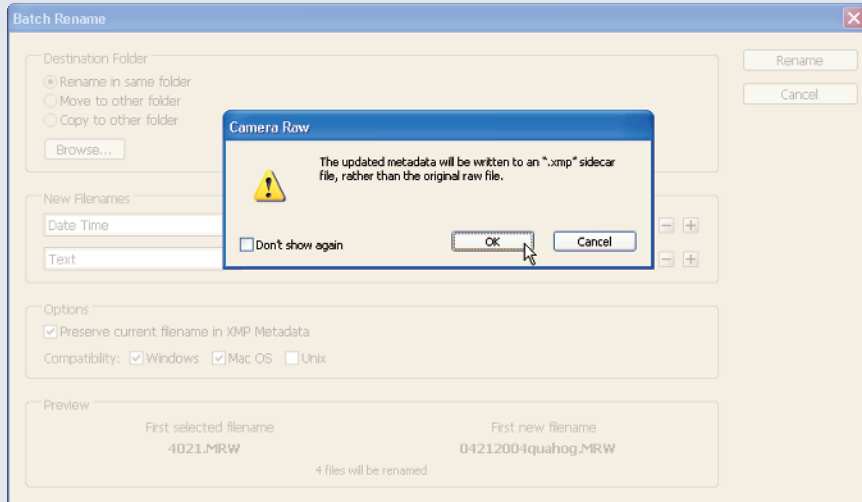


►1.6

7

Click **Rename**. Bridge displays a message saying that it will save the updated metadata in the XMP sidecar file rather than in the original RAW file. If you later copy the file to another computer or to disk, be sure to copy the XMP file along with the image file.

Click **OK** in the Batch Rename dialog box. Bridge applies the modified filenames.



►1.7

Create a File-Naming Strategy

SB Sidebar

SB

The camera gives each image a unique name and number. Usually the camera uses the date as a starting point, and then it adds a number for each image. However, with some cameras, you can choose to name files continuously or to restart numbering with each new session. In the latter scenario, you can end up with duplicate filenames. To avoid duplicate names, use the continuous numbering option on your camera. This system has the added advantage of tracking the camera's actuations, or number of total shots. Additionally, if you want to know the number of images per shoot, you can use continuous numbering coupled with some simple math to track the number of the camera's actuations.

After you get the files on the computer, be sure to rename files using a consistent naming convention that is universal throughout your system of shooting, archiving, processing, printing, and disseminating images. It can be as simple as the month, year, the location where the images were made, and the original filename. In this example, images from India made in December of 2005 would start with 1205India followed by the image number generated by the camera. The final filename would be something like 112005India3723.ORF. To view your files, choose **View ► Sort**, and then sort the files by date and order that you want.

Customize Bridge Workspaces

Contributor: Charlotte Lowrie ■ **Specialty:** Editorial and Stock

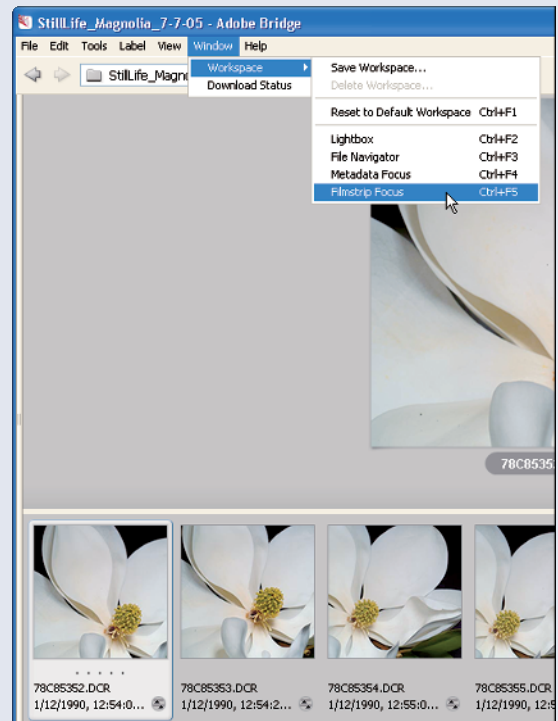
Primary Tool Used: Adobe Bridge Workspace

Depending on the phase of the workflow, being able to view images in folders in different ways is helpful. For example, during image selection, seeing images at a large size is important, but when it's time to add metadata, having an enlarged view of the Metadata panel in Bridge is more important to work most efficiently. This technique shows you how to switch among and customize Bridge workspaces to facilitate different phases of the image workflow.

1

In Adobe Bridge, choose Window ► Workspace, and then choose one of these options:

- **Lightbox.** Choosing this view hides the left panels in Bridge and displays only the image thumbnails. This view is equivalent to an electronic contact sheet.
- **File Navigator.** Choosing this workspace removes the left-pane image Preview, Metadata, and Keywords tabs and creates a spacious area in which to navigate among Favorites (pre-populated by Adobe) and Folders on various drives.
- **Metadata Focus.** Choosing this workspace narrows the left-hand panes to Favorites, Metadata, and Keywords.
- **Filmstrip Focus.** Choosing this workspace hides the left-hand panels, displays the selected image at the maximum display size of 512 pixels, and displays the other images in the folder as a filmstrip along the bottom of the window.



Tip

To display the left panel when it is hidden or to enlarge or shrink its size, drag the horizontal bar between the panels. You can also use the display buttons to the right of the status bar to modify the size and arrangement of image previews and to display or hide metadata.

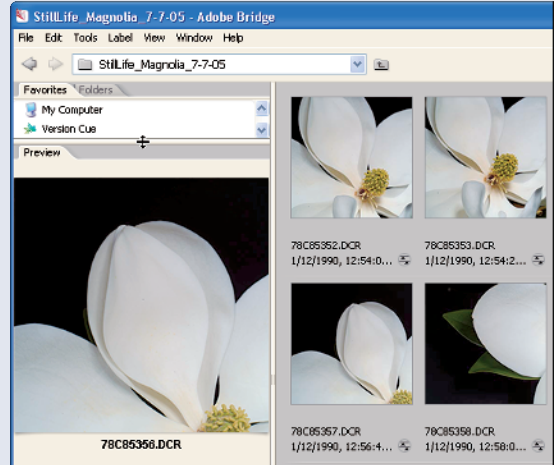
► 1.8

2

To resize the left panel panes horizontally, drag the horizontal divider bar located between panels up and down. For example, if you want a larger area to work with in the Metadata workspace, drag the horizontal divider bar between the Favorites and Metadata panels to the top to hide the Favorites panel. The horizontal divider bar remains accessible so that you can quickly reconfigure the panels as you work.

Tip

Bridge displays up to three icons under thumbnails to indicate the status of the image. Icons show whether an image has been edited in Camera Raw and the settings preserved, an image has been cropped in Camera Raw, or the image is open in Photoshop.



►1.9

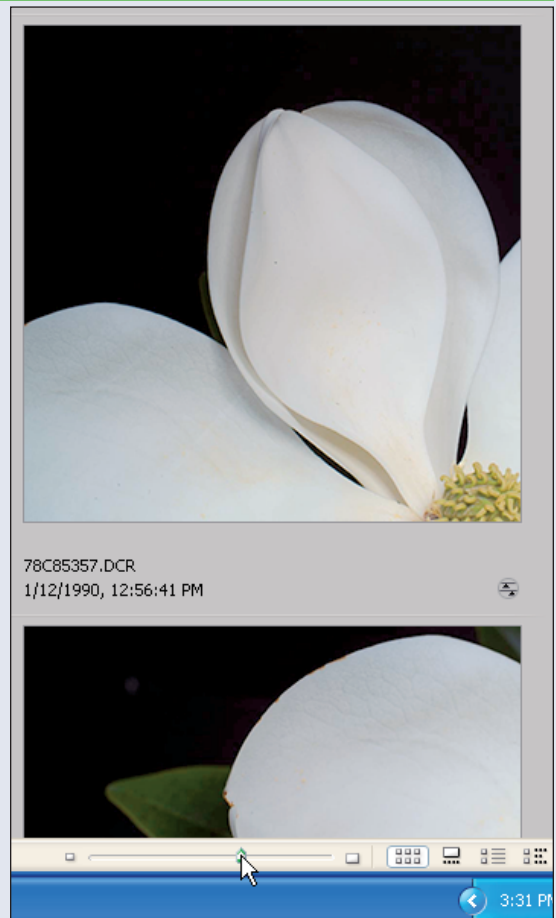
3

After you have a workspace pane modified as you want, drag the Thumbnail size slider to change the size of the thumbnail display.

When creating a workspace for the image-selection phase of the workflow, enlarge the thumbnails to a medium or large size so you can see a series of similar images at a large enough size to make selection decisions. Saving the modified workspace saves the preview size as well.

Tip

If a specific workspace view isn't adequate, you can also open additional Bridge windows and adjust the displays and workspaces to compare images in different windows. To open a new Bridge window, choose File ► New Window. Then size the windows for side-by-side viewing.



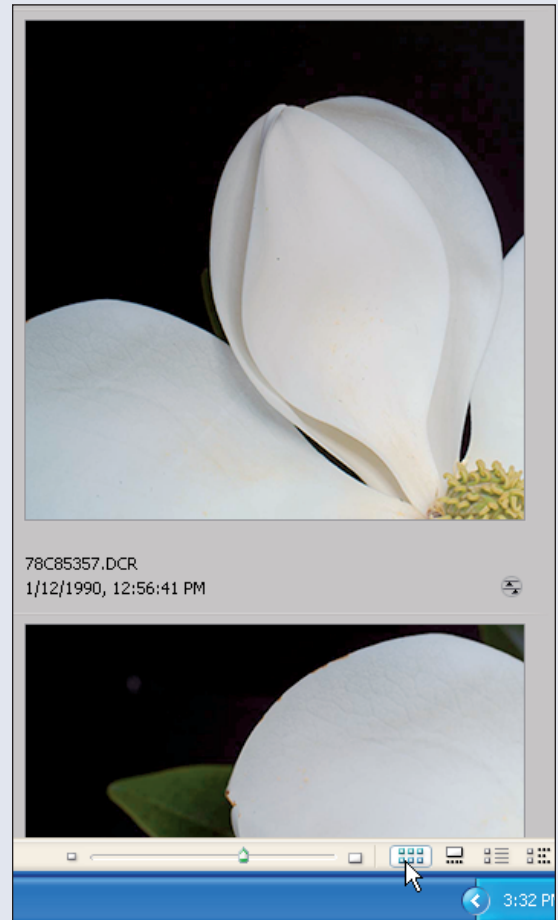
►1.10

4

Click a display button in the lower right to select the type of display you want in the content area. The choices are, from left to right: Thumbnails view, Filmstrip view, Details view, or Versions and Alternates view.

Note

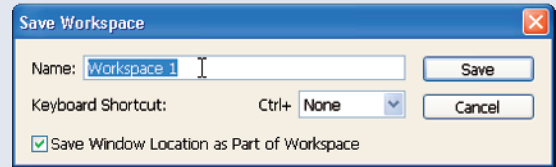
Some redundancy exists between the Filmstrip workspace and the Filmstrip display button. The noticeable difference is that the Filmstrip workspace automatically displays filmstrip thumbnails at the maximum size and overrides smaller sizes you've chosen using the Filmstrip display button. Regardless, you can resize thumbnails with the Thumbnail size slider.



►1.11

5

To save a modified workspace, choose **Window** ► **Workspace** ► **Save Workspace** to open the Save Workspace dialog box. Type a name in the Name field. If you don't want Bridge to position the workspace in the current position, you can deselect the **Save Window Location as Part of Workspace** check box. Click **Save** in the Save Workspace dialog box.



►1.12

Tip

To reduce the size of the Bridge window, click the **Switch to Compact Mode** button on the toolbar. Bridge becomes a small window that stays on top of other open windows. To reduce Bridge further, try **Ultra-Compact Mode**, which you can select after you select **Compact Mode**. In **Ultra-Compact Mode**, Bridge is displayed as a floating bar that you can drag and dock anywhere on the screen.

SB Sidebar

Take Advantage of Bridge Preferences

In a perfect world, when you change options in the Bridge Preferences dialog box, your changes would be saved with customized workspaces, but such is not the case. Instead, display options in the Preferences dialog box apply to all workspaces and displays. To check out the options available in Bridge Preferences, choose **Edit** ► **Preferences(Bridge on a Mac)** ► **Preferences**.

In the **General** section of the Bridge Preferences dialog box, you can set the background color in the **Content** pane from white to varying shades of gray to black. The changes you make apply to all Bridge displays and workspaces.

A careful review of all the Bridge Preference options is worthwhile. In the **Advanced** section of the Preferences dialog box, you can choose to use centralized cache or distributed cache files. If you routinely back up files on disk, using a distributed cache allows you to burn the cache files to the disk rather than having to export a centralized cache to the disk. For additional information, be sure to check out the details in **Appendix A**.

Save Time Using Metadata Templates

Contributor: David H. Wells ■ **Specialty:** Photojournalism and Editorial

Primary Tool Used: Photoshop File Info Templates

Metadata provides the foundation for organizing, finding, and tracking images and modifications you make to the images in Bridge. And the metadata that you add stays with files as you create variations of them. This technique shows you how to create a template to automate the process of adding metadata and append the template to all or some of the files in a folder.

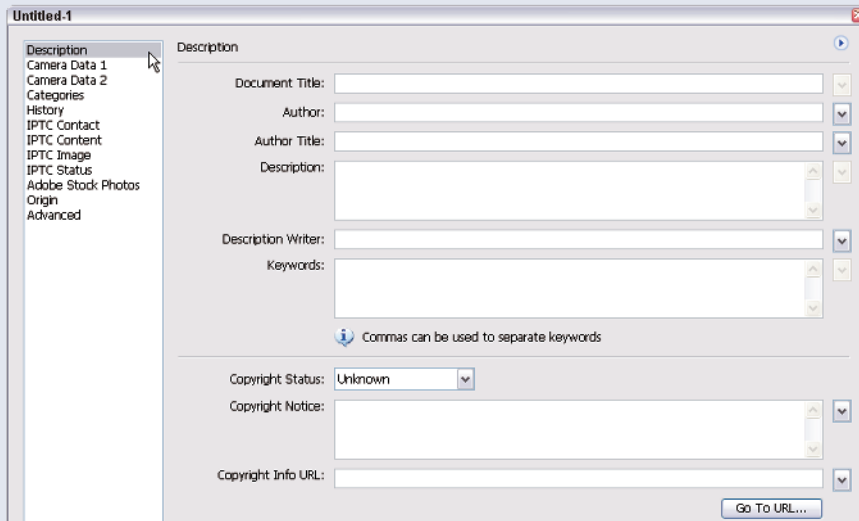
1

Open a blank file in Photoshop CS2. The name, dimensions, resolution, and other details of the new file are not important because the file is only used to create a metadata template. Once you have created the metadata template, you can delete this file.

Choose File ► File Info. Photoshop displays an Untitled dialog box. If you typed a name for the new file, the dialog box is titled with the name you typed. On the left of the dialog box is a list of categories, most of which offer fields where you can add metadata. However, not all categories have editable fields. To make the template most useful, identify the categories and the fields that have the broadest application for all the files that you create or for all or most of the files in the current folder. The most likely categories are Description, IPTC Contact, IPTC Content, IPTC Image, IPTC Status, and Origin.

Note

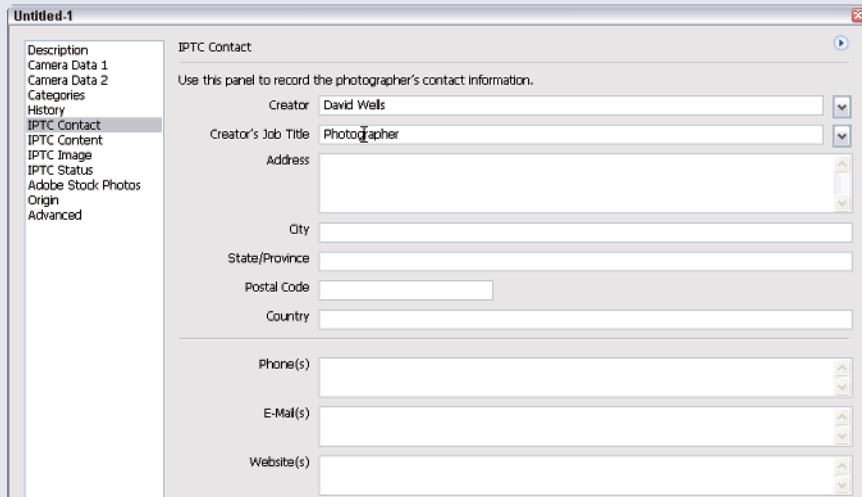
Metadata describes an image, including the filename, date, resolution, and exposure (EXIF) information. Bridge also includes IPTC Core fields.



►1.13

2

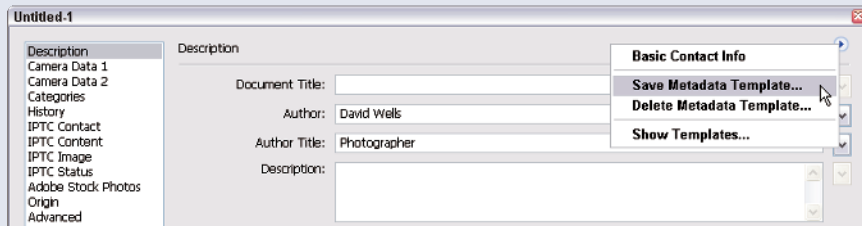
As you choose categories at the left, fill in the fields that apply to the images.



► 1.14

3

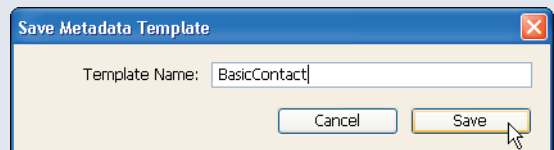
Click the Menu button at the upper right of the dialog box, and then choose Save Metadata Template (1.15). Photoshop displays the Save Metadata Template dialog box.



► 1.15

4

Type a name for the template in the Save Metadata Template dialog box and click Save. Click OK to close the new file dialog box.



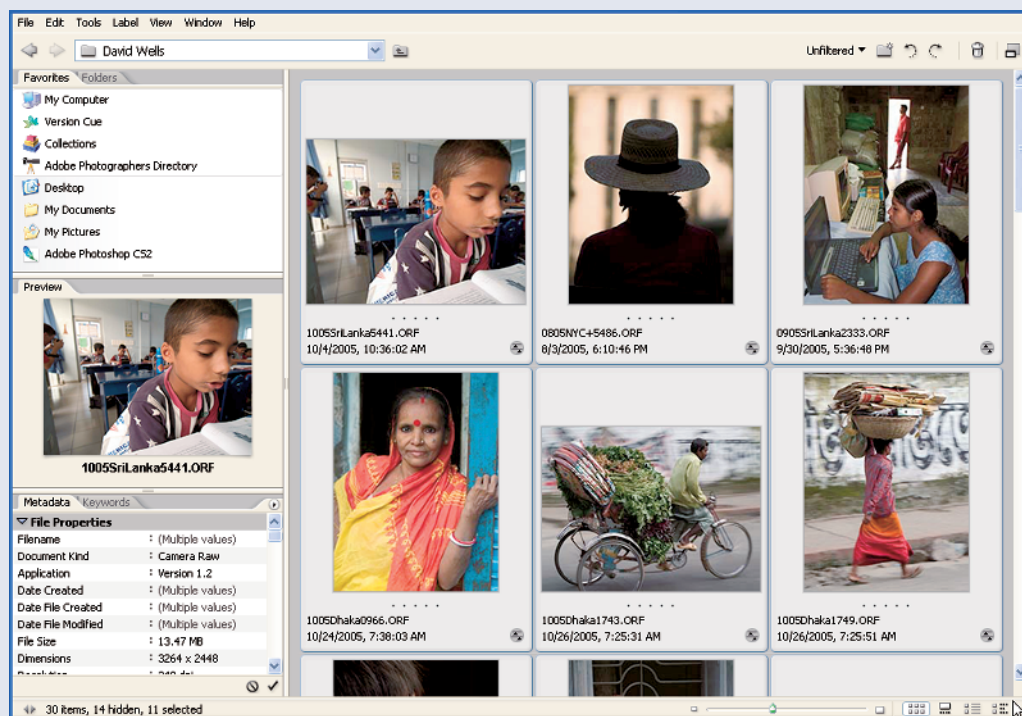
► 1.16

Tip

It's unlikely that a single template will fit all the images that you work with. You can create multiple templates that fit your most common shooting scenarios, and then append multiple templates to files. Alternatively, you can also create temporary templates that contain the metadata information for a single shoot.

5

In Bridge, switch to the folder of images to which you want to apply the metadata template. Select the images you want to apply the metadata template to. To select all images, press **Ctrl/⌘+A**.



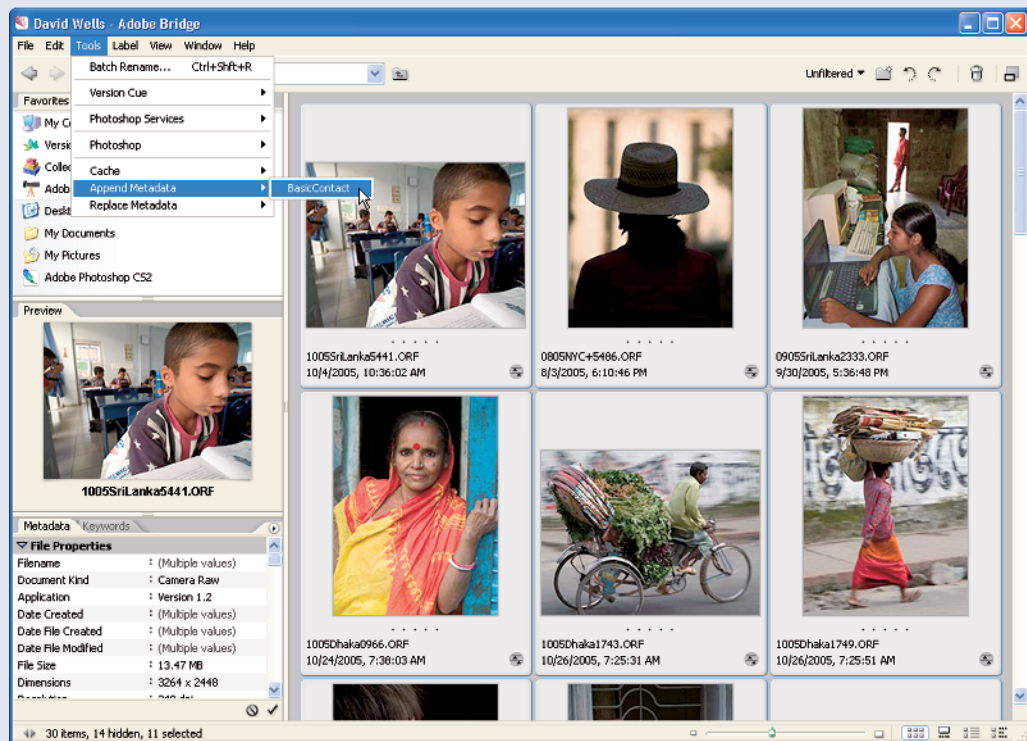
►1.17

6

Choose **Tools ► Append Metadata**, and then choose the name of the template containing the metadata you created in the previous steps. Click **OK** to append the metadata. Bridge appends the template to the files.

Bridge appends the metadata only to fields where no metadata currently exists. This ensures that no existing information is overwritten. The beauty of this technique is that you can go back to existing folders and append one or more metadata templates to images in the folders.

In Bridge, you can also choose **File ► File Info** to view and change metadata for individual files or to edit the information in the Metadata panel. There may be differences between the field labels (names) in the Metadata panel and those in the File Info dialog box in Bridge. However, the underlying XMP property is the same—simply a different view.



▶1.18

Add Keywords

Contributor: Charlotte Lowrie ■ **Specialty:** Editorial and Stock

Primary Tool Used: The Synchronize option for batch processing

One of the most powerful features of Adobe CS2 is its search capability. Keywords can be an integral part of the search criteria provided that you add keywords via the Bridge Keywords panel. As with adding other metadata, Bridge offers ways to add keywords and keyword sets to multiple files simultaneously, making this task relatively pain-free.

1

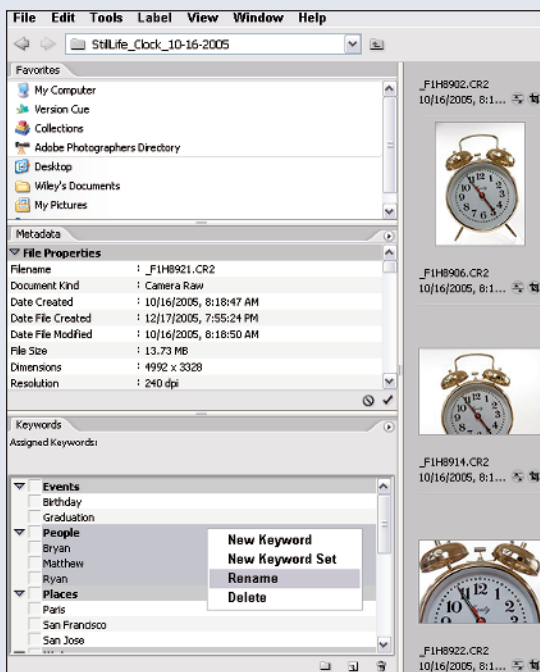
The keyword sets, or categories, and keywords provided by Bridge are, at best, a starting place for creating more useful keywords. To change the name of an existing keyword set, right-click the keyword set name, and then choose Rename. Bridge displays an edit box where you can type a new name. You can repeat this renaming process for the individual keywords under the keyword set name.

Note

Keywords added in Bridge are distinct from keywords you add to XMP metadata via the File ► File Info command.

Tip

Entering keywords is easier if you switch to the Metadata Focus workspace. (Choose Window ► Workspace ► Metadata Focus.) Bridge separates the Metadata and Keywords tabs and provides a larger workspace for entering keywords.



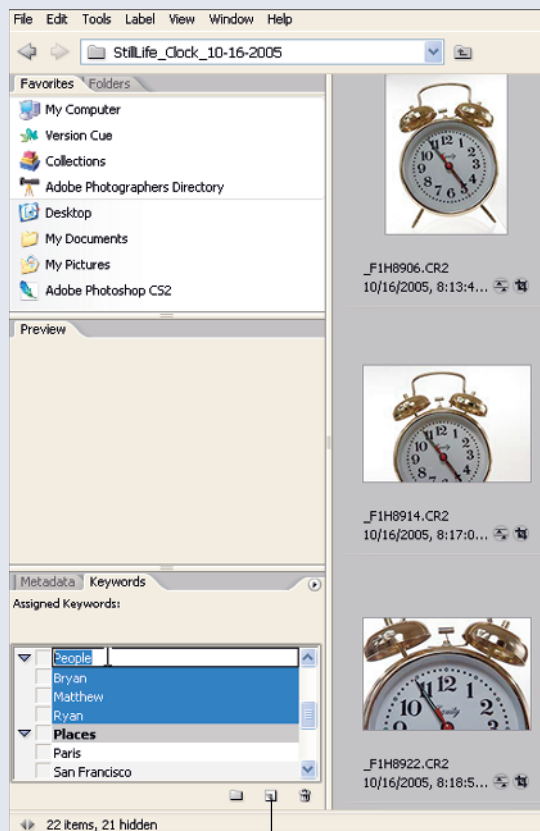
▶1.19

2

To create a keyword set, choose the New Keyword Set button at the bottom of the Keywords panel. Type a name for the keyword set in the Keywords Set field, and then press Enter.

Tip

Consider adding keyword sets with keywords that fit the photography you shoot most often. If you shoot landscapes, create a Mountainscapes set and add individual keywords. Or create a keyword set with keywords that apply to a specific shoot. This approach is effective for images with a common subject.



New Keyword Set

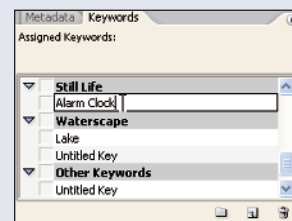
►1.20

3

To add a new keyword, choose the keyword set to which you want to add a new keyword. Then choose the New Keyword button at the bottom of the Keywords panel. Type the new keyword and press Enter. Repeat this step for all the keywords you want to add to a keyword set.

Tip

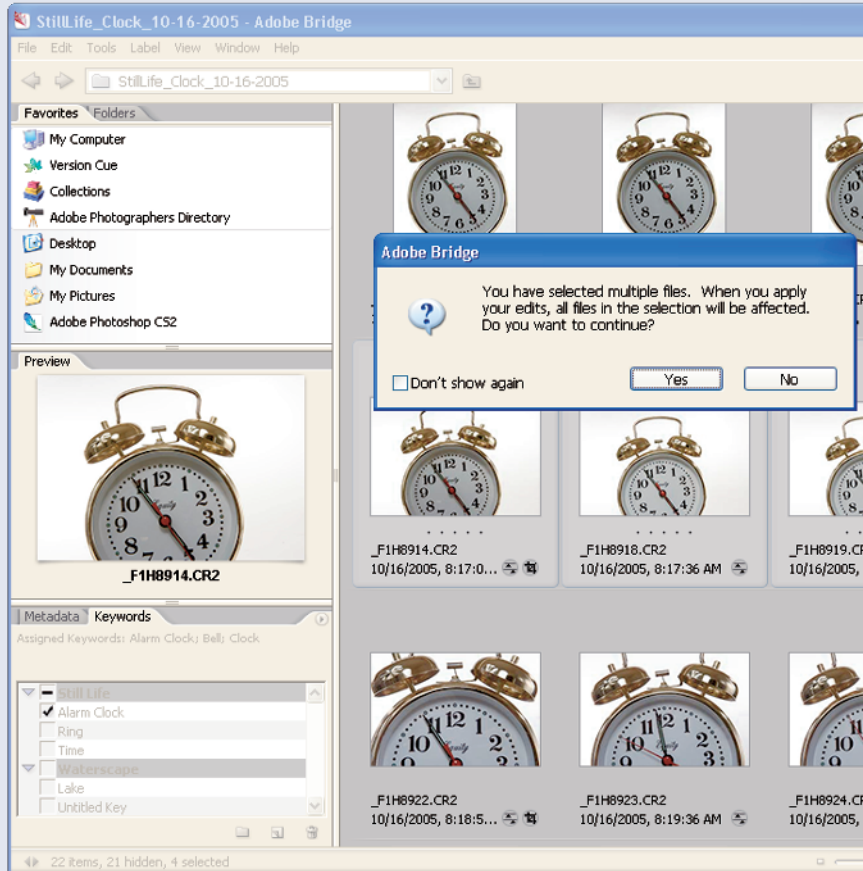
You can quickly rearrange keywords by dragging a keyword from one keyword set to another. Also, if you want to delete a keyword or keyword set, select it and click the Delete Keyword icon at the bottom of the Keywords panel (it looks like a trash can).



►1.21

4

To apply a keyword, select one or more images. Select the check box to the left of the keyword you want to add. Bridge displays a message asking whether you want to apply edits to multiple files. Click Yes in the dialog box that appears (if you only select one image, the dialog box does not appear). Bridge adds a check mark next to the keyword and adds the keyword to the sidebar XMP file of the image or images selected.



► 1.22

More About Keywords

Although keyword fields are available in File Info fields, keywords added in the File Info dialog box are added as XMP keywords and are distinct from keywords added in the Keywords panel in Bridge. Keywords added in the File Info dialog box are displayed in Version Cue files in the Other Metadata section of the File Info dialog box. And from a workflow standpoint, adding keywords in the Bridge Keywords panel, where you can create sets of keywords and apply all or part of them to one or more images simultaneously, is more efficient. If you rename a keyword, however, the original name continues to appear in the files you've applied it to. To apply the changed name, select the files and apply the changed keyword name by checking it in the keyword panel.

You can ensure that keywords persist by adding the keyword to the Other Keywords category. Then just right-click to display the context menu, and choose Make Persistent.

Because keywords are important in the ability to find and retrieve files, creating a consistent strategy for keywords is a good idea. The advantage is clear. When a client or stock agency asks for existing lifestyle imagery of a 20's-something woman drinking coffee with friends, you can search for and retrieve all the files in your library that fit the description based on your consistent and careful keyword implementation. And, after Bridge finds the images, you can save the search criteria and results in a Collection. You can find out more about image Collections in Chapter 3.