

## Lesson 1



### What you'll learn in this lesson:

- Navigating Adobe Bridge
- Using folders in Bridge
- Making a Favorite
- Creating metadata
- Using automated tools

# Using Adobe Bridge

*Adobe Bridge is the command center of the Creative Suite. In Adobe Bridge, you can manage and organize your files, utilize and modify XMP metadata for faster searches, and quickly preview files before opening them.*

### Starting up

Before starting, make sure that your tools and panels are consistent by resetting your preferences. See “Resetting preferences” on pages XXV-XXVI.

You will work with several files from the br01lessons folder in this lesson. Make sure that you have loaded the CS4lessons folder onto your hard drive from the supplied DVD. See “Loading lesson files” on page XXIX.



### See Lesson 1 in action!

*Use the accompanying video to gain a better understanding of how to use some of the features shown in this lesson. The video tutorial for this lesson can be found on the included DVD.*

## What is Adobe Bridge?

Adobe Bridge is an application included with Adobe Photoshop and the other Adobe Creative Suite 4 components. Adobe Bridge helps you locate, organize, and browse the documents you need to create print, web, video, and audio content. If you have Photoshop or any one of the Creative Suite applications, you can start Adobe Bridge using the File menu, or you can select the Launch Bridge button (🌐).

You can use Bridge to access documents such as images, text files, and even non-Adobe documents, such as Microsoft Word or Excel files. Using Adobe Bridge, you can also organize and manage images, videos, and audio files, as well as preview, search, and sort your files without opening them in their native applications.

Once you discover the capabilities of Adobe Bridge, you'll want to make it the control center for your Photoshop projects. With Bridge, you can easily locate files using the Filters panel and import images from your digital camera right into a viewing area that allows you to quickly rename and preview your files. This is why the recommended workflow throughout this book includes opening and saving files in Adobe Bridge. Reading through this lesson will help you to feel more comfortable with Adobe Bridge, and will also make you aware of some of the more advanced features that are available to you for your own projects.



*Adobe Bridge contains more features when installed as part of one of the Creative Suites. The tools and features demonstrated in this lesson are available in both the single product install and the Suite install, unless otherwise noted.*

## Navigating through Bridge

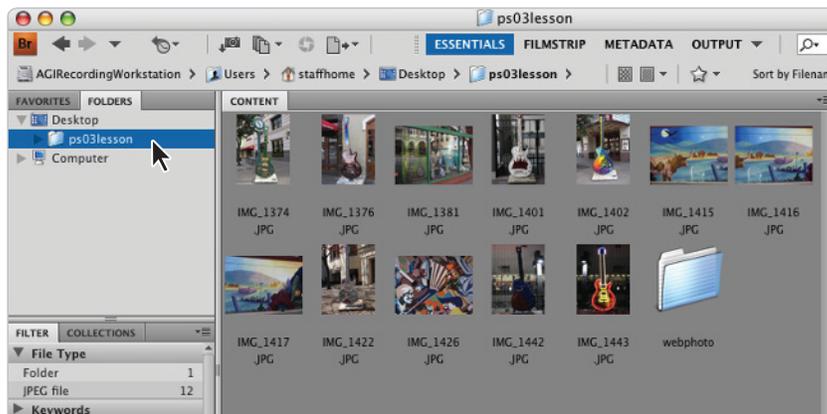
In order to utilize Adobe Bridge effectively, you'll want to know the available tools and how to access them. Let's start navigating!

- 1 Even though Adobe Bridge is accessible directly from the File menu in the Creative Suite applications, you'll launch it separately for this part of the lesson. To launch Adobe Bridge in Windows, go to the Start button, choose All Programs, and select Adobe Bridge CS4. On the Mac OS, navigate to the Applications folder, open the Adobe Bridge CS4 folder, and double-click on Adobe Bridge CS4 to launch the application.



*If you have a CS4 Suite installed, you will have to open the Adobe Suite folder in order to locate the Adobe Bridge application.*

- Click on the Folders panel to make sure it is forward. Click on Desktop (listed in the Folders panel). You see the br01lessons folder that you downloaded to your hard drive. Double-click on the br01lessons folder and notice that the contents of that folder are displayed in the Content panel, in the center of the Adobe Bridge window. You can also navigate by clicking on folders listed in the Path bar that is located in the upper-left corner of the content window.



You can view folder contents by double-clicking on a folder, or by selecting the folder in the Path bar.

You can navigate through your navigation history by clicking on the Go back and Go forward arrows in the upper-left corner of the window. Use the handy Reveal recent file or go to Recent folder drop-down menu (⌘) to find folders and files that you recently opened.

- Click on the Go back arrow to return to the desktop view.



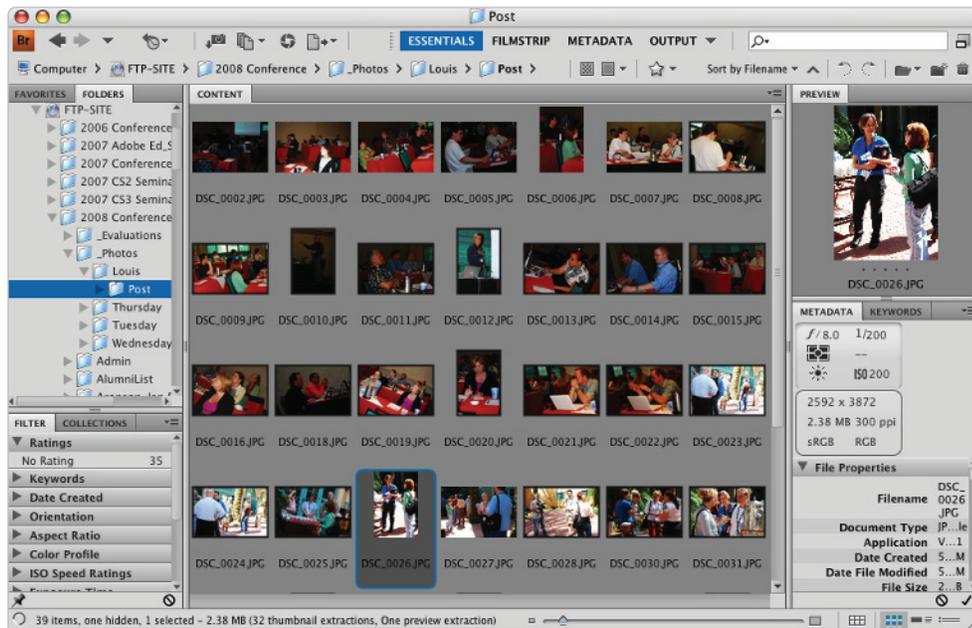
A. Go back. B. Go forward. C. Go to parent or Favorites.  
D. Reveal recent file or go to recent folder. E. Path bar.

- Click on the Go forward arrow to return to the last view, which is the br01lessons folder.

## Using folders in Adobe Bridge

Adobe Bridge is used for more than just navigating your file system. Bridge is also used to manage and organize folders and files.

- 1 Click on the tab of the Folders panel in the upper-left corner of the Bridge window to make sure it is still forward. Then click on the arrow to the left of Desktop so that it turns downward and reveals its contents.
- 2 Double-click on My Computer (Windows) or Computer (Mac OS) to reveal its contents in the center pane of the Bridge window. Continue to double-click on items, or click on the arrows to the left of the folder names in the Folder panel, to reveal their contents.

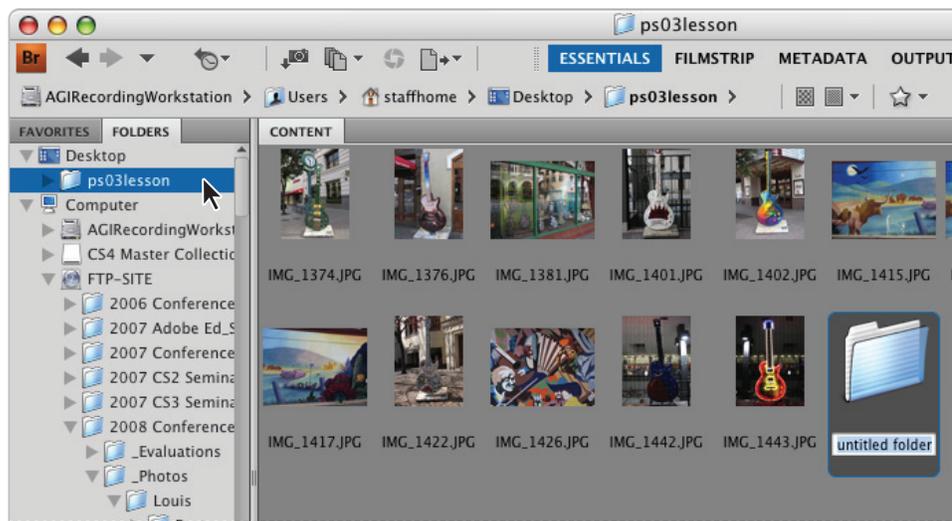


*You can use Adobe Bridge to navigate your entire system, much like you would by using your computer's directory system.*

## Managing folders

Adobe Bridge is a great tool for organizing folders and files. It is a simple matter of dragging and dropping to reorder items on your computer. You can create folders, move folders, move files from one folder to another, and copy files and folders to other locations; any organizing task that can be performed on the computer can also be performed in Adobe Bridge. This is a great way to help keep volumes of images organized for easy accessibility, as well as easy searching. The advantage of using Adobe Bridge for these tasks is that you have bigger and better previews of images, PDF files, and movies, with much more information about those files at your fingertips.

- 3 Click on Desktop in the Folder panel to reveal its contents again.
- 4 Click on br01lessons to view its contents. You'll now add a new folder into that lessons folder.
- 5 Click on the Create a new folder icon (📁) in the upper-right corner of the Bridge window to create a new untitled folder inside the br01lessons folder. Type the name **Music Extras**.



Creating a new folder in Bridge.

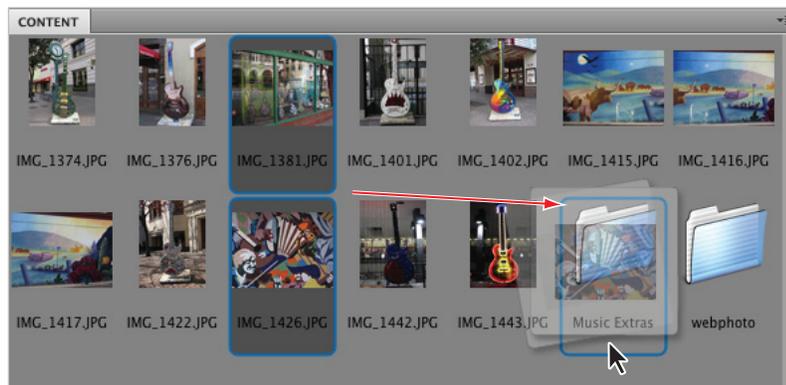
You can use Adobe Bridge to organize images. Because you can see a preview of each file, you can more easily rename them, as well as relocate them to more appropriate locations in your directory system. In the next step, you will move files from one folder to the new Music Extras folder you have just created.

- 6 Click once on the image named IMG\_1381.JPG, then hold down the Ctrl (Windows) or Command (Mac OS) key and select image IMG\_1426.JPG. By holding down the Ctrl/Command key, you can select non-consecutive items in Adobe Bridge. The two images appear simultaneously in the Preview panel, located in the upper-right corner of the Bridge window.



You can easily reduce and enlarge the size of your thumbnails by pressing Ctrl+plus sign or Ctrl+minus sign in Windows or Command+plus sign or Command+minus sign in Mac OS.

- 7 Click and drag the selected images to the Music Extras folder. When the folder becomes highlighted, release the mouse. The files have now been moved into that folder.



*You can select multiple images and organize folders directly in Adobe Bridge.*

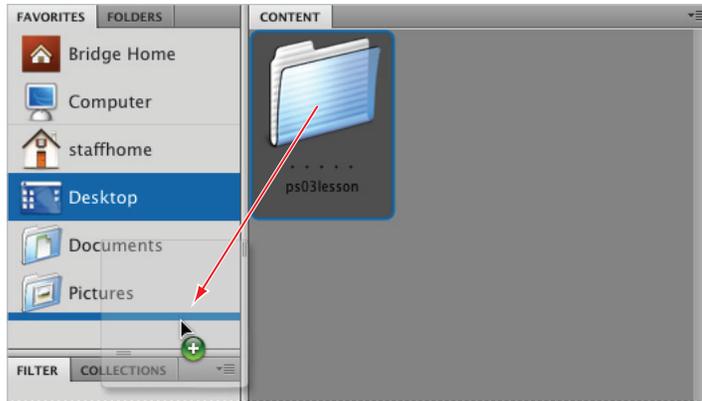
- 8 Double-click on the Music Extras folder to view its contents. You see the two images that you moved.
- 9 Click on br01lessons in the Path bar to return to the br01lessons folder content.

## Making a Favorite

As you work in Photoshop, you will find that you frequently access the same folders. One of the many great features in Bridge is that you can designate a frequently used folder as a Favorite, allowing you to quickly and easily access it from the Favorites panel. This is extremely helpful, especially if the folders that you are frequently accessing are stored deep in your file hierarchy.

- 1 Select the Favorites panel in the upper-left corner of the Bridge window to bring it to the front. In the list of Favorites, click on Desktop. Because the br01lessons folder is going to be frequently accessed in this lesson, you'll make it a Favorite.

- 2 Place your cursor over the br01lessons folder in the center pane (Content), and click and drag the br01lessons folder until you see a horizontal line appear in the Favorites panel. When a cursor with a plus sign (+) appears, release the mouse. The folder is now listed as a Favorite.



Drag a folder to the bottom of the Favorites panel to make it easier to locate.

- 3 Click on the br01lessons folder shown in the Favorites panel to view its contents. Note that creating a Favorite simply creates a shortcut for quick access to a folder; it does not copy the folder and its contents.



*If your Favorite is created from a folder on an external hard drive or server, you will need to have the hard drive or server mounted in order to access it.*

## Creating and locating metadata

Metadata is information that can be stored with images. This information travels with the file, and makes it easy to search for and identify the file. In this section, you are going to find out how to locate and create metadata.

- 1 Make sure that you are viewing the contents of the br01lessons folder in the center pane of Adobe Bridge. If not, navigate to that folder now, or click on the br01lessons folder in the Favorites panel.

- Choose Window > Workspace > Reset Standard Workspaces. This ensures that you are in the Essentials view and that all the default panels for Adobe Bridge are visible. Alternatively, you can click and hold on the Workspace drop-down menu, in the Application bar at the top of the Bridge workspace. You may need to maximize your Bridge window after you reset the workspace.



*Resetting the workspace using the Workspace drop-down menu.*

- Click once on IMG\_1374.JPG, and look for the Metadata and Keywords panels in the lower-right area of the Adobe Bridge workspace.
- If Metadata is not in front, click on the Metadata panel now. In this panel, you see the image data that is stored with the file. Take a few moments to scroll through the data and view the information that was imported from the digital camera that was used to take the photo.



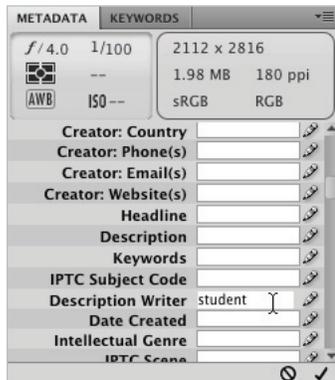
*Click and drag the bar to the left of the Metadata panel farther to the left if you need to open up the window.*

- Select the arrow to the left of IPTC Core to reveal its contents. IPTC Core is the schema for XMP that provides a smooth and explicit transfer of metadata.
- Here you see a series of pencils. The pencils indicate that you can enter information in these fields.



*If you are not able to edit or add metadata information to a file, it may be locked. Right-click on the file and choose Reveal in Explorer (Windows) or Reveal in Finder (Mac OS). In Windows, right-click on the file, choose Properties, and uncheck Read-only; in Mac OS, right-click on the file, choose Get Info, then change the Ownership and Permissions to Read and Write.*

- 7 Scroll down until you can see Description Writer, and click on the pencil next to it. All editable fields are highlighted, and a cursor appears in the Description Writer field.
- 8 Type your name, or type **student**.



Reveal the IPTC contents and enter metadata information.

- 9 Scroll up to locate Creator: City. Click on the pencil icon to the right of the Creator City text box, type the name of your city, and then press the Tab key. The cursor is now in the State text field. Enter your state information.
- 10 Check the Apply checkbox (✓), located in the bottom-right corner of the Metadata panel, to apply your changes. You have now edited metadata that is attached to the image, information that will appear whenever someone opens your image in Bridge or views the image information in Adobe Photoshop, using File > File Info.

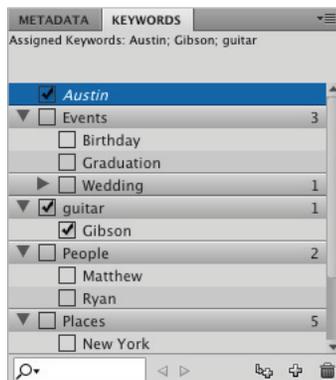
## Using keywords

Keywords can reduce the amount of time it takes to find an image on a computer, by using logical words to help users locate images more quickly.

- 1 Click on the Keywords tab, which appears behind the Metadata panel. A list of commonly used keywords appears.
- 2 Click on the New Keyword button (⊕) at the bottom of the Keywords panel. Type **guitar** into the active text box, and then press Enter (Windows) or Return (Mac OS).
- 3 Check the empty checkbox to the left of the guitar keyword. This adds the guitar keyword to the selected image.

- 4 With the guitar keyword still selected, click on the New Sub Keyword button (). Type **Gibson** into the active text box, then press Enter (Windows) or Return (Mac OS).
- 5 Check the empty checkbox to the left of the Gibson keyword. You have now assigned a keyword and a subkeyword to the IMG\_1374.JPG image.
 

Notice that the keywords you added appear at the top, under Assigned Keywords.
- 6 Click on the New Keyword button () at the bottom of the Keywords panel; a blank text field appears. Type **Austin** and press Enter (Windows) or Return (Mac OS). Then check the checkbox next to Austin to assign the keyword to this image.



*Add keywords to the keyword list, and then apply them to selected images.*

You can add as many keywords as you like to an image, and you can keep them organized by adding sets. To add new sets, click on the folder icon at the bottom of the Keywords panel; this helps you organize keyword categories.

- 7 Right-click (Windows) or Ctrl+click (Mac OS) on the Wedding keyword, and choose the option Rename. When the text field becomes highlighted, type **Conference**, press Enter (Windows) or Return (Mac OS).



*You can also enter information directly into the image by opening the image in Adobe Photoshop, and then choosing File > File Info. The categories that appear on the left include Description, Camera Data, IPTC Contact, and IPTC Content, among others. Once it is entered in the File Info dialog box, the information is visible in Adobe Bridge.*

## Opening a file from Adobe Bridge

Opening files from Adobe Bridge is a great way to begin the work process in Adobe Photoshop. Not only is it very visual, but important data stored with the files also makes it easier to locate the correct file.

- 1 Make sure you are viewing the contents of the br01lessons folder, and then double-click on image IMG\_1402.JPG to open the file in Adobe Photoshop.



*Sometimes you will find that double-clicking on a file opens it in a different application than expected. This can happen if you are working in generic file formats such as JPEG and GIF. To avoid this problem, you can right-click (Windows) or Ctrl+click (Mac OS) on the image, and choose Open With to select the appropriate application.*

- 2 Choose File > Close to close the file in Photoshop and return to Adobe Bridge.
- 3 You can also click once to select an image and then choose File > Open, or use the keyboard shortcut Ctrl+O (Windows) or Command+O (Mac OS).

## Searching for Files Using Adobe Bridge

Find the files that you want quickly and easily by using the Search tools built directly into Adobe Bridge, and taking advantage of the Filter panel.

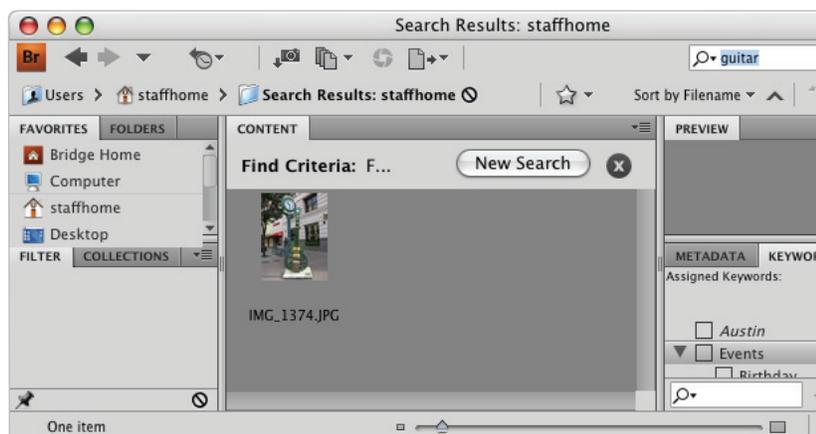
In this example, you have a limited number of files to search within, but you will have the opportunity to see how helpful these search features can be.

## Searching by name or keyword

Note that in the Default view of Adobe Bridge, you have a Search text box ready and waiting to use. To search for a file by keyword, simply type the name **criteria** into the text box and press Enter (Windows) or Return (Mac OS).

- 1 Type **guitar** into the Search text box and press Enter (Windows) or Return (Mac OS). Because you are looking within the active folder only, you should get a result immediately. The image file, IMG\_1374.JPG, to which you added the guitar keyword, appears.

The remaining steps show you how to broaden your search.



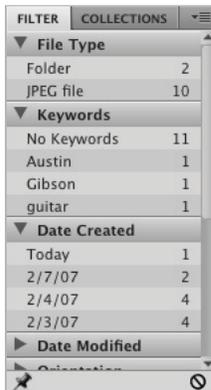
*Search your folders using the tools built right into Adobe Bridge.*

- 2 Click on the Folders tab to make sure that this panel is forward, and then click on your computer name. On the Windows platform, this might be called your C: Drive; in Mac OS, it might be called Macintosh HD.
- 3 Make sure the guitar text is still in the Search text box and press Enter (Windows) or Return (Mac OS) again. Now the entire hard drive is searched. In your case, maybe you are a musician, and you may find more guitar-related files. But in this example, the same image file is found.
- 4 Press the X to the right of the New Search button in the Content pane to cancel the search.

## Using the Filter panel

If you have ever been in the position where you knew you put a file into a folder, but just can't seem to find it, you will love the Filter panel.

Using the Filter panel, you can look at attributes such as file type, keywords, and date created or modified, in order to narrow down the files that appear in the content window of Adobe Bridge.



*Find files quickly by selecting different criteria in the Filters panel.*

## Automation tools in Adobe Bridge

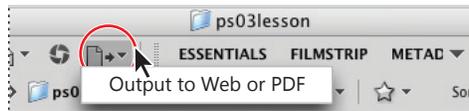
Adobe Bridge provides many tools to help you automate tasks. In this section, you will learn how to access and take advantage of some of these features.

### Automated tools for Photoshop: Web Photo Gallery

If you want to share images online, you can use the Web Photo Gallery, which creates a web site that features a home page with thumbnail images and gallery pages with full-size images. You select the images you want to include in the site and Adobe Bridge does the rest, from automatically creating navigation images, like arrows, links, and buttons, to creating Flash files. This is a fun feature that you can take advantage of quickly, even if you have no coding experience. If you have coding experience, or if you want to edit the pages further, you can open the pages in Adobe Dreamweaver or any other HTML editor to customize them.

- 1 Make sure that you are viewing the contents of the br01lessons folder. If you do not see the contents of the br01lessons folder in the content window in Bridge, choose the Favorites panel and click on Desktop. Click on the br01lessons folder. If you stored the lesson files elsewhere, use the navigation tools in Bridge to locate your lesson files.

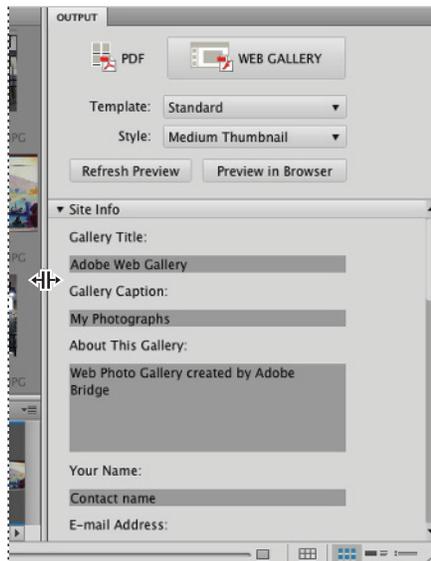
- 2 In the Content window, click once on image IMG\_1374.JPG, and then use the scroll bar to locate the image named IMG\_1443.JPG. Hold down the Shift key and click on the last image; this selects both images and all the images in between.
- 3 Click and hold down on the Output drop-down menu in the Application bar, and choose Output to Web or PDF; the workspace changes to reveal an Output panel on the right.



Select multiple images and then select the Output drop-down menu.



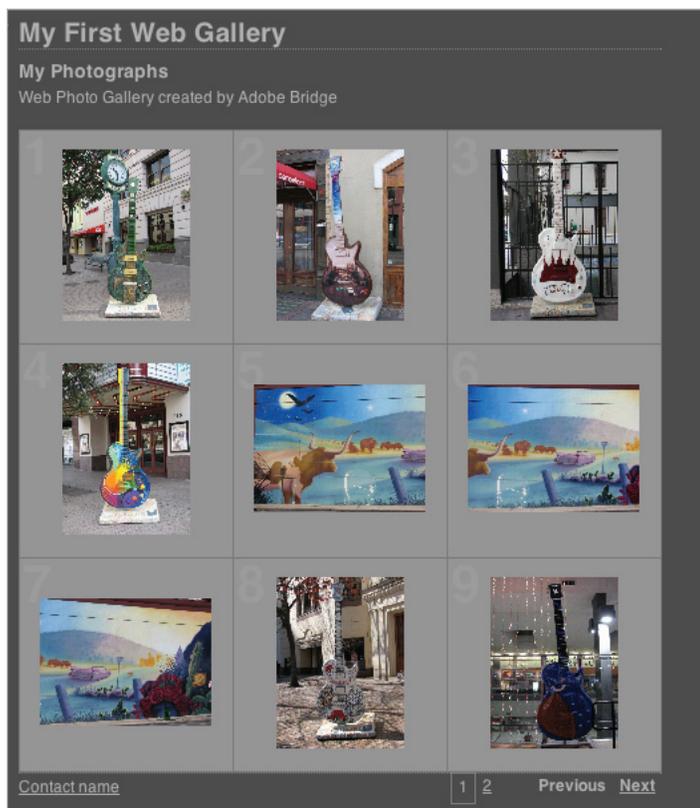
If you cannot see all the options in the Output panel, click and drag the vertical bar to the left of the panel to increase its size.



Click and drag to resize the Output panel.

- 4 Press the Web Gallery button at the top of the Output panel.

- 5 Click and hold on the Templates drop-down menu, and choose HTML Gallery. As you can see, there are a lot of options to choose from, including Lightroom Flash Galleries. In this example, you will keep it simple.
- 6 From the Styles drop-down menu, choose Lightroom.
- 7 In the Site Info section of the Output panel, type a title in the Gallery Title text box; for this example, you can type **My First Web Gallery**.
- 8 You can also add photograph captions if you like, as well as text in the About This Gallery text box, to include more information. In this example, those are left at their defaults.
- 9 Using the scroll bar to the right of the Style Info section, click and drag to scroll down through the rest of the options. Note that you can add additional contact information, and define colors that you want to use for different objects on the page, including text.
- 10 Press the Browser Preview button that is located in the upper half of the Output panel; your web site is automatically created.



The completed web site, using Web Gallery.

## Saving or uploading your Web Gallery

So now you have an incredible Web Gallery, but what do you do with it? The Web Photo Gallery feature creates an index page, individual gallery pages, and images, and so you need someplace to put them. You have a couple options available if you click the scroll bar to the right of Style information and drag down until you see the options for Gallery Name. Note that you can choose to save your Gallery to a location on your hard drive, or input the FTP login information directly in Adobe Bridge to upload your file directly to a server. In this example, you will save the Web Gallery to the folder named webphoto in your br01lessons folder.

- 1 Scroll down to the bottom of the Output panel, where you see two options for output: Save to Disk, and Upload.
- 2 Click the radio button for *Save to Disk*, and then press the Browse button and navigate to the br01lessons folder. Select the already-created folder named webphoto, and press Choose; then press the Save button.

A dialog box appears, indicating that you have successfully created a Web Gallery; press OK.

You have successfully saved your Web Gallery. Use Adobe Bridge to navigate and open the contents of this folder to see that a folder named My First Web Gallery is inside your webphoto folder. Open the contents to see that your components are neatly organized so that you can open them in your web editor and customize them, or send them to your web site administrator for uploading.

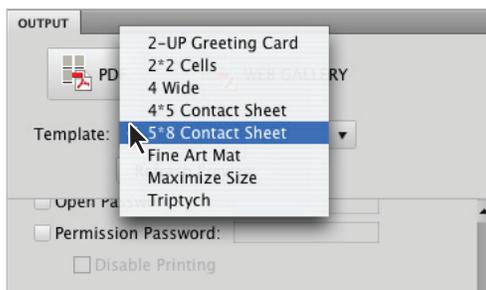


*The completed web site, when saved to the hard drive.*

## Automated tools for Photoshop: PDF contact sheet

By creating a PDF contact sheet, you can assemble a series of images into one file for such purposes as client approval and summaries of folders.

- 1 Make sure that you are viewing the contents of the br01lessons folder. If you do not see the contents of the br01lessons folder in the content window in Bridge, choose the Favorites panel and click on Desktop. Click on the br01lessons folder. If you stored the lesson files elsewhere, use the navigation tools in Bridge to locate your lesson files.
- 2 In the Content window, at the bottom of the workspace, click once on image IMG\_1374.JPG then use the scroll bar to locate the image named IMG\_1443.JPG. Hold down the Shift key and click on the last image; this selects both images and all the images in between.
- 3 If your Output panel is no longer visible, click on the Output button and choose Output to Web or PDF. In the Output panel, click on the PDF button.
- 4 From the Template drop-down menu, choose 5 x 8 Contact Sheet.

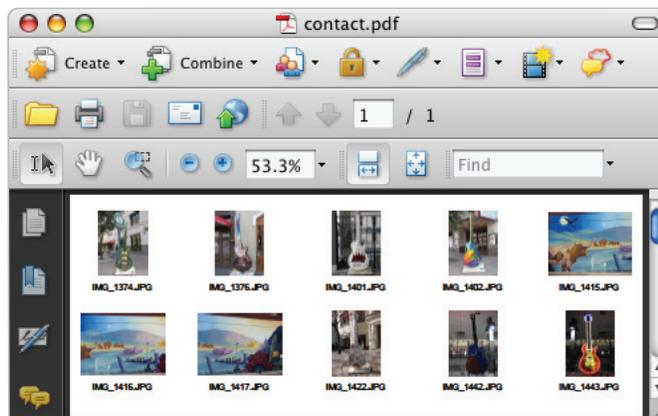


*Choose to create a PDF contact sheet from the Template drop-down menu.*

- 5 In the Document section of the Output panel, choose U.S. Paper from the Page Preset drop-down menu.

Scroll down and notice that you have options for final size, document quality, and even security in the Output panel. You will leave these items at the default and scroll down to the Playback Options section of this panel.

- 6 Because this PDF is to be used as a contact sheet, and not a PDF slide show, uncheck the three options that relate to a PDF presentation: *Open in Full Screen Mode*, *Advance Every 5 Seconds*, and *Loop After Last Page*.
- 7 Scroll down to the bottom of the Output panel and check the checkbox to *View PDF After Save*; then press the Save button. The Save As dialog box appears.
- 8 In the Save As dialog box, type **contact** and browse to save the file in your br01lessons folder; press Save.  
A dialog box appears, indicating that you have successfully created a PDF contact sheet; press OK. The contact.pdf file is saved in your br01lessons folder and your contact sheet is launched in Adobe Acrobat for you to view.
- 9 After examining your contact sheet in Adobe Acrobat, choose File > Close to close the contact.pdf file.



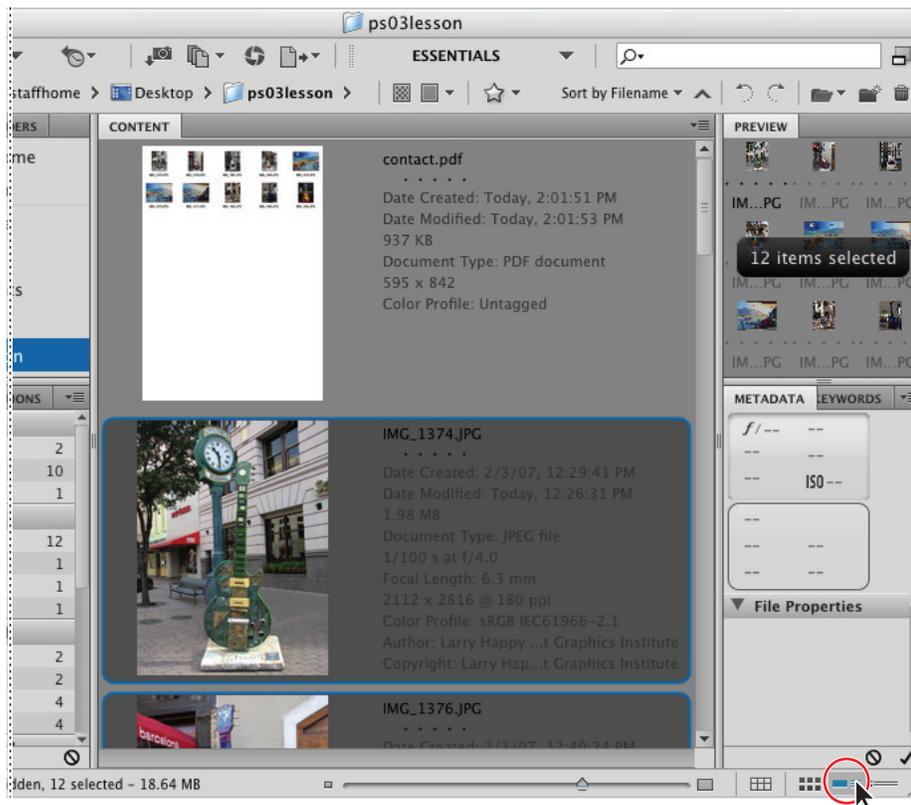
The completed PDF contact sheet.

## Changing the view

You can work the way you like by adjusting the look and feel of Adobe Bridge. Changing the view can help you focus on what is important to see in the content section of the Bridge workspace. Whether you need to focus on content or thumbnails, there is a view that can help you.

- 1 Before experimenting with the views, make sure that you are in the default workspace by selecting Window > Workspace > Reset Standard Workspaces.
- 2 Click on the Click to Lock to Thumbnail Grid button (⌘) in the lower-right corner of the Bridge workspace. The images are organized into a grid.

- 3 Now click on the View Content as Details button (≡) to see a thumbnail and details about creation date, last modified date, and file size.



*Changing the view of Adobe Bridge.*

- 4 Choose the View as List button (≡) to see the contents consolidated into a neat list, which you can easily scroll through.
- 5 Click on the View Content as Thumbnails button (≡) to return to the default thumbnail view.
- 6 Experiment with changing the size of the thumbnails in the Content panel by using the slider to the left of the preview buttons. Don't forget, you can also change the thumbnail size by pressing Ctrl+plus sign or Ctrl+minus sign (Windows) or Command+plus sign or Command+minus sign (Mac OS).

## Adobe Bridge Home

Adobe Bridge Home delivers up-to-date learning resources for all your Adobe Creative Suite 4 components in one convenient location. Watch in-depth video tutorials, listen to podcasts by leading designers, learn about training events, and more.

- 1 Access Bridge Home by selecting the Favorites panel to bring it forward.
- 2 Select Bridge Home from the Favorites panel. If you are connected to the Internet, a helpful page appears in the Content panel that allows you to find cool tips and tricks on your favorite Adobe products, as well as giving you access to tutorials and online forums. You are never without help if you use Adobe Bridge Home.

## Self study

As you work with Bridge, create some new Favorites of folders that you frequently use. You might also want to practice removing Favorites: highlight the Favorite and choose File > Remove from Favorites. Also, explore creating a PDF slide show when in the Adobe Media Gallery workspace. By turning on the Playback options in the Output panel, you can create a full-screen presentation of the images in the Content panel of Adobe Bridge.

## Review

### Questions

- 1 How do you access Photoshop automation features from within Adobe Bridge?
- 2 Where do you find the metadata for an image, and how do you know if the metadata is editable?
- 3 Which panel in Adobe Bridge enables you to organize your files on your computer?
- 4 Which panel allows you to create Web Galleries, PDF presentations, and contact sheets?

### Answers

- 1 You can access automated tools for Adobe Photoshop by choosing Tools > Photoshop.
- 2 You find metadata information in the Metadata and Keywords panels in the lower-right corner of the Bridge workspace. Metadata is editable if it has the pencil icon next to it.
- 3 You can use the Folders panel to organize your files.
- 4 You must be in the Output panel to create Web Galleries, PDF presentations, and contact sheets.