

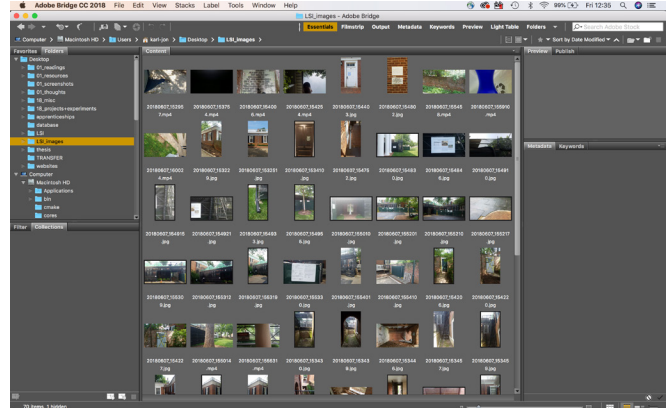
# ADOBE BRIDGE

## FILE ORGANIZATION, METADATA OPERATIONS, KEYWORDING

### OVERVIEW:

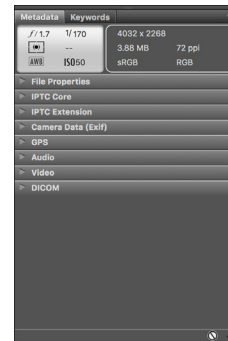
Adobe Bridge is a tool for browsing and organizing the files already on your computer; importing media from a camera, phone or other device; and manipulating file metadata. It is a more robust tool for file viewing than Finder on Mac or Explorer on Windows, allowing you to more easily browse media in many different file formats. As the name implies, it is a “bridge” between different Adobe applications by allowing you to organize project assets.

Bridge provides a number of different workspaces for working on different tasks. We will be staying in the “Essentials” workspace (*Window > Workspace > Essentials*), which includes all of the tools we need for file navigation and metadata manipulation.

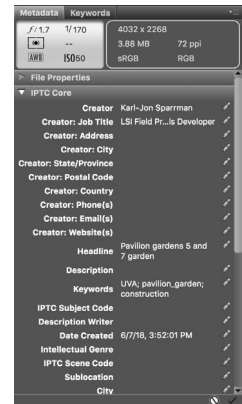


### METADATA:

The metadata panel (*Window > Metadata Panel*), gives us a view of all the metadata associated with a selected file. We will be making all of our changes to the file’s IPTC Core metadata, a broad standard for image metadata. We are most interested in the “Keywords” field, where we can tag the photo for later filtering and searching. The Camera Data (EXIF) provides useful information about what the camera did when it made the image, including shutter-speed, aperture, and GPS coordinates (if available).



Metadata panel



Metadata panel with IPTC Core expanded

### METADATA TEMPLATE:

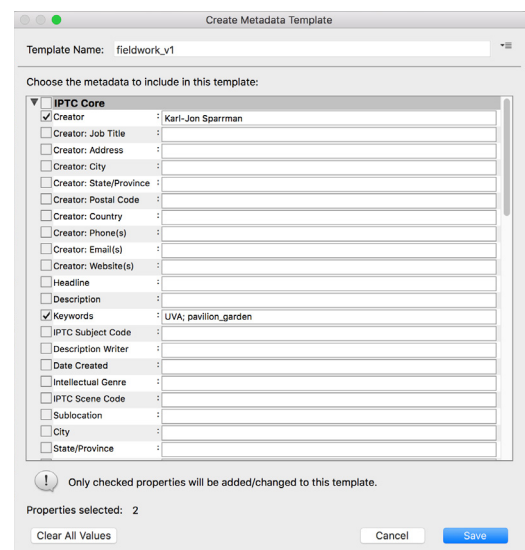
Typically, there are a number of keywords and other metadata fields whose values we want to share among a large group of images. To streamline the addition of this shared metadata, we can create a metadata template. Choose:

*Tools > Create Metadata Template...*

Give your template a name and then check the box next to and fill out the fields that you want to use. Choose “Save”. Select all the files to which you want to append the metadata contained in that template. Choose:

*Tools > Append Metadata >*

...and select the template you want to use. The metadata from that template is now added to all selected files.



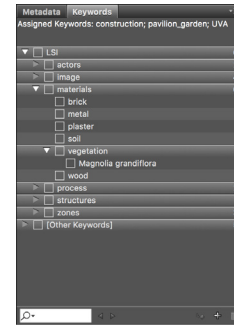
## KEYWORD CREATION AND ASSIGNMENT:

To assign additional values to the Keywords field, it is best practice to set up our keywords in the Keywords panel (*Window > Keywords Panel*).

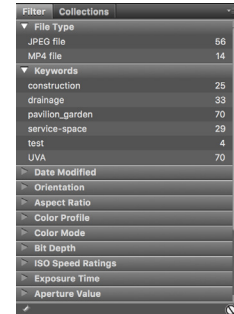
Right-click in the Keywords panel and choose *New Keyword*. Type the name of your new keyword and press enter. Choose keywords that are neither too broad nor too specific. Try to choose tags that will be used across a number of images.

If you would like, you can right-click on the keyword you just created and choose “New Sub Keyword”. By creating nested keywords and sub-keywords you can more easily manage a growing library of tags.

To assign keywords to a file or range of files, simply select the files you would like to tag and check the box next to the keywords you would like to append to those files’ metadata.



The keywords panel



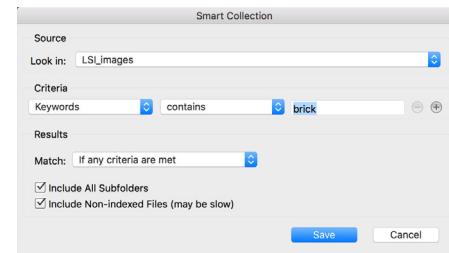
The filter panel

## FILTERING AND COLLECTIONS:

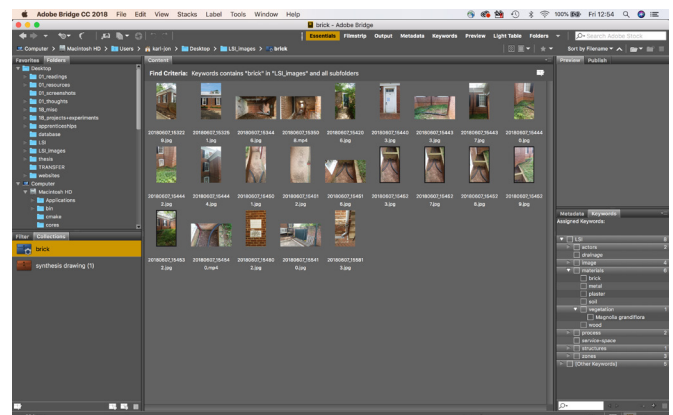
Part of the power of keywords is the ability they give us to filter images. In the Filter panel (*Window > Filter Panel*), you can choose criteria which, when selected, will display only files with that matching criteria. Try selecting some of your keywords to display images with those tags.

The Collections panel (*Window > Collections Panel*) allows you to create collections of files that can come from anywhere on your computer. Right-click and select *New Collection* or *New Smart Collection*. A smart collection allows you to create a collection based on selected criteria. A normal collection allows you to drag files from the file-browser into the collection.

You could, for example, create a smart collection that only contains images with certain keywords. You could use a manual collection to assemble all the images you want to use in a particular collage or synthesis.



Here, a smart collection has been created that only looks for files that have the the keyword “brick” from a chosen folder of files.



## BATCH RENAMING FILES:

To rename a large number of files simultaneously, select those files and choose:

*Tools > Batch Rename...*

(Shift+Command+R, Shift+Ctrl+R)

The batch rename window will appear. Under “New Filenames” you will construct the new filenames by stringing together various indexes and text. In this case, I want to add my initials to the beginning of the existing file name. This new filename can be saved as a preset to streamline future renaming processes.

