INTRODUCTION TO BASIC PHOTOGRAPHY *Adobe Bridge Workflow*

MAKE A METADATA TEMPLATE

1. Launch Bridge
2. Tools > Create Metadata Template
3. Name your template (i.e. William_Schneider_Template)
4. Enter information that will be embedded in each file imported with this template. Your name must be included.
5. Scroll down to the Copyright section. Under Copyright Notice, enter: © Firstname Lastname - All Rights Reserved
6. In the Copyright Status field, choose "Copyrighted" from the pull-down menu.
7. In Rights and Usage, enter "Not usable for publication without explicit permission of the photographer."
8. *SAVE!*

Note: This template is saved only on the computer on which you are working, so you will need to save it and load it on your personal computer (or just redo it).
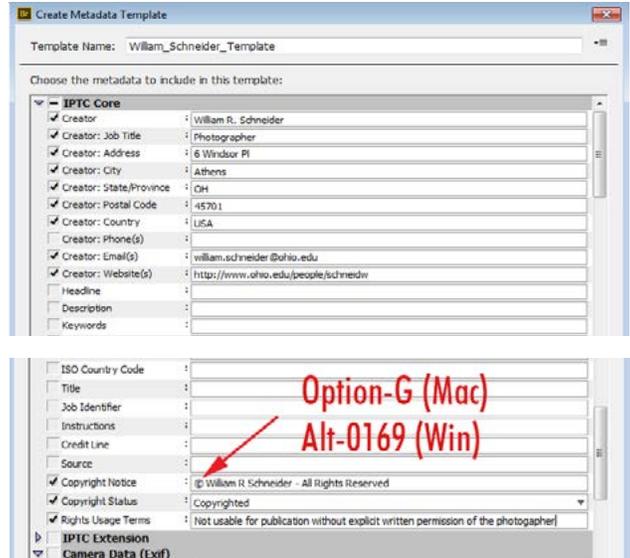
IMPORTING IMAGES

1. Begin by making two folders on the desktop. Name one folder "LastName_Assign00_Originals." Name the second folder "LastName_Assign00_Selects."
1. Connect your card reader and media card, or your camera, to a USB port on the rear of your computer, or to the USB port on the side of the keyboard. If you are connected directly to your camera, you may have to turn the camera on.
2. In Bridge, go to File > Get Photos from Camera.
3. In the lower left corner of the dialog box, click the "Advanced Dialog" button.
4. Select your card in the top left drop down menu.
5. Look through your pictures and select the frames you want to download by checking the box under the picture. Uncheck ones that you don't want to download.
6. Under Location, select the folder that you just created on the Desktop called "LastName_Assign00_Originals".
8. Under Re-name files, select "Custom Name." Name the files appropriately with a sequence number. See the assigment handouts for the naming format.
9. Check the box that says, "Preserve current filename in XMP data."
10. Under "Advanced Options," click the box that says: "Open in Adobe Bridge."
11. If you want to convert to DNG, check "Convert to DNG".
12. Make certain that the box that says "Delete Original Files," is NOT checked.
13. Under "Apply Metadata," use the drag-down menu to select the metadata template that you just made and named.
14. Press "Get Media" and when complete, Bridge will display your images with the metadata embedded, ready for editing.
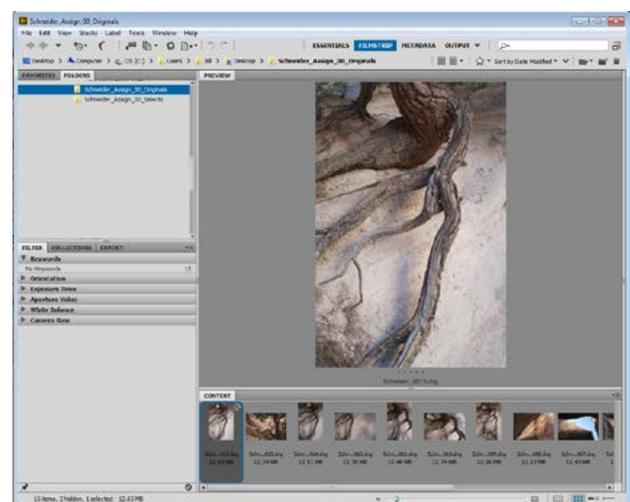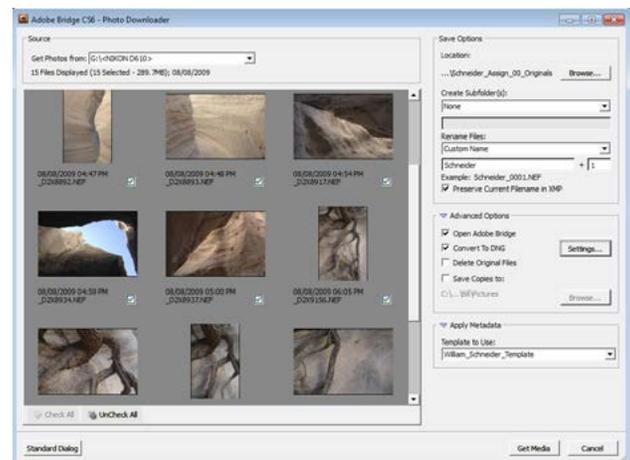
WORKING WITH IMPORTED IMAGES

If a naming or metadata step has been omitted when importing, not all is lost. There are ways to fix mistakes.

Batch Rename - If you want to change the name of one or more your files, use the Tools > Batch Rename feature.

1. Select all the files you wish to rename by holding the Command key down while selecting more than one, or choose all of them with Command-A.
2. Choose Tools > Batch Rename. It should produce a dialog box like the one shown to the right.
3. Click "Rename in same folder" unless you want to move the newly renamed files to another folder.
4. Type in the new filename desired. If you click the "+" or "-" buttons, you can add or delete other naming features like a sequence number.
5. You may want to preserve the previous filename. If so, click the "Preserve current filename" button. A sample of the old and new filenames are shown at the bottom - be sure to check it for errors.
6. Press "Rename"

Adding Metadata - If you didn't use the metadata template you made earlier, and want to add that information to all of your files:

1. Choose the file(s) you wish to add the metadata too (Command-A for selecting all files).
2. Choose Tools > Append Metadata and find your metadata template. The metadata has been added.
3. To append additional information like specific keywords, captions, etc., choose the files to be changed and select File > File Info.
4. In the File Info dialog box, include keywords separated by semi-colons, and add caption information. This is deemed essential by working professionals for easy picture retrieval later. Note the Import button at the bottom of the File Info dialog. This is another way to import and apply a template made previously.

Keywording individual files - A way to add keywords to individual files is done by directly editing in Bridge's Metadata pane (shown to the right). By default it will display when the Filmstrip view is selected. (These views are located at the upper right in Bridge). Any field with a small pencil icon on the right may be directly edited, including your name and copyright information.
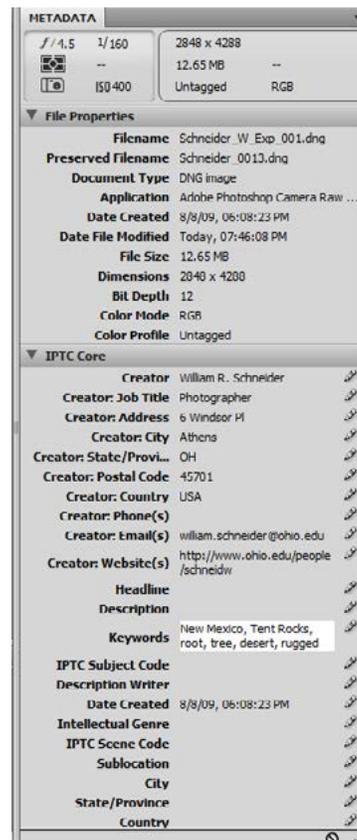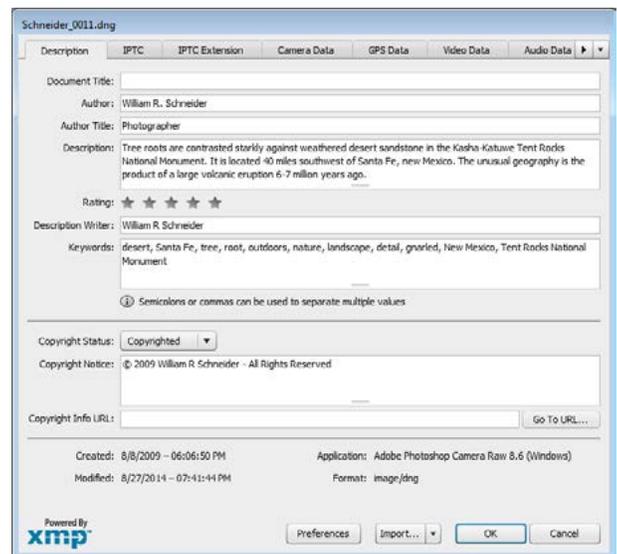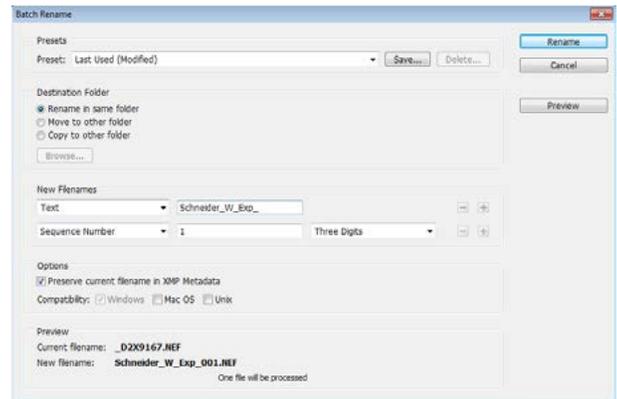
Imaging Editing Workflow
After all files are imported, it's time to sort the good ones from the others. Bridge offers a rating system using stars (which we will use) and another by color.

Select Your Favorites - Most photographers use Film-strip view to make their selections because it offers both thumbnail views at the bottom, and a much larger preview of the currently selected file.
1. Choose Filmstrip view (upper right in Bridge).
2. View each file, and when a good one is found, give it a 1-star rating. Use either the Label menu one-star choice, or faster, use the Command-1 keystroke.
3. To compare two files next to each other in Filmstrip view, select the first thumbnail, then Command-click on the second thumbnail. Both pictures now share the larger preview space.
4. You may re-order files by dragging them to a new location. You can restore the original order by choosing View > Sort to sort by Filename, date, or any of the other presets.

Hide the Others - Once you have tagged all promising photos with one star, now it's time to edit further. You can hide all the non-tagged files quickly using a filter.
1. Click the star icon in the upper right side of Bridge's window.
2. Choose "Show one or more stars"
3. Now only the first round of selects is visible. You have not deleted the others, you have only hidden them to reduce screen clutter.

Refine Your Edit - At this point, you may have several similar photos that need further editing. Repeat the processes above using two stars.

Toning the Pictures - Correcting the color and tone of the photos can happen anytime, but many photographers tone only the selects after editing to save time. Because you have found your top picks, it's now time to improve their appearance.
1. Select the file(s) to be toned, and choose File > Open in Camera RAW (Command-R)
2. Tone, rotate, and crop in the Camera RAW module. If you press Open, they will open in Photoshop with the changes applied.

It's wise to do as much toning in Camera RAW as possible before opening files in Photoshop. It's possible to avoid Photoshop, and utilize Bridge's Export command to produce the medium-sized JPG files requested for each assignment. In that case, press Done in Camera RAW to apply the changes.

Exporting Files using Bridge - If changes (toning, cropping, spotting, rotating) made in Camera RAW are satisfactory, you can use Bridge's Export function to easily produce resized JPG files of your selects.
1. Choose File > Export to > Hard Drive
2. In Location, choose Export to Specific Folder
3. Browse to find the Selects folder you created earlier
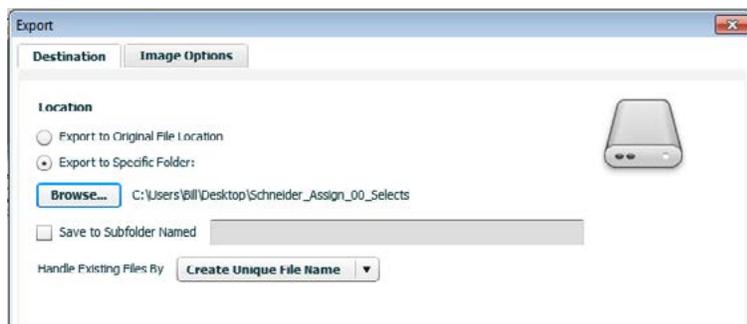
4. Click the Image Options tab, and choose Manual Size in the drop-down list.
5. Check Constrain to Fit, and type in the specified pixel size for the assignment. The resolution of the picture is automatically set to 72 pixels/inch, but that's OK for electronic turn-ins. If more resolution is needed, it's best to open the file directly into Photoshop from Camera RAW and modify it there.
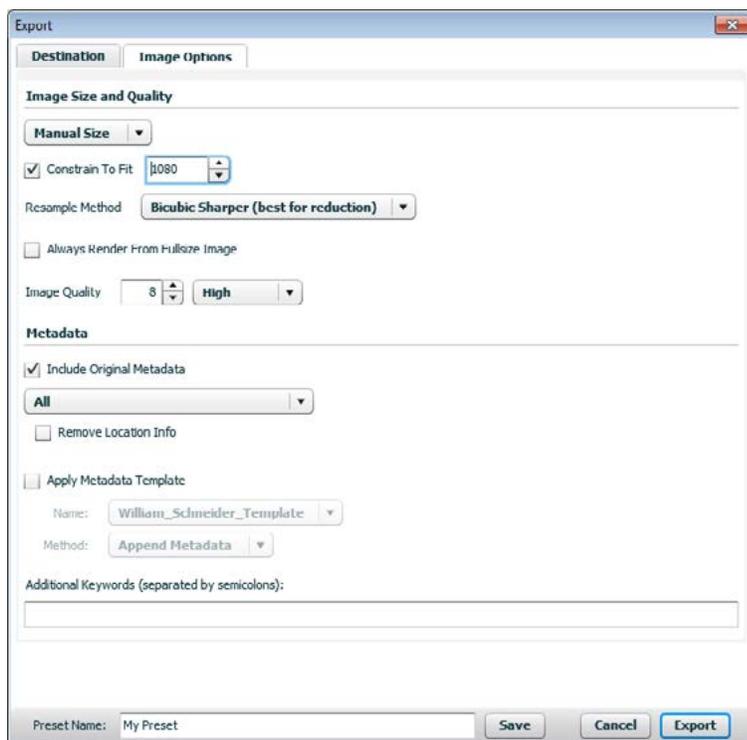
6. *Always* check Include Original Metadata to have camera exposure information and your own metadata included with the file!
7. Click the Export button when you have made the appropriate selections.

Making a PDF Contact Sheet

Every assignment has a requirement to submit more than just your selects in the form of a PDF "contact sheet". A contact sheet contains thumbnails of a number of files, and has its roots in the darkroom to aid selection of the best pictures. This class requires contact sheets of 40-80 different frames depending upon the particular assignment. Fortunately, it's easy to make the PDF.

1. This is a good place to tag 40-80 pictures with a color instead of your previous star-rating system. (If you re-tag using stars, you will override your original selections.) Clicking on the pictures individually or in groups, choose Label > Select (or type Command-6). They will get a red bar underneath the thumbnails.
2. After you have selected the number you want, filter for the color-tagged files by clicking the star icon at the upper right. First, clear any previous filtering by clicking Clear Filter. Then click Show Labeled Items Only.
3. Select all the files that show (Command-A)
4. Click the Output mode upper right in Bridge. After a few seconds, there should be a pane like that shown on the right.
5. Click the PDF button on the top.
6. Choose US Paper, then click Tabloid as the size.
7. Quality should be set to 300 ppi (pixels per inch), with the second quality slider set to 70 or higher. Background should be white
8. Type 5 in Columns, and 7 in Rows. Check Auto Spacing.
9. In Overlays, choose a small font like Arial 8 pt. regular.
10. You may want to check View PDF After Save to see if it worked, otherwise, you can locate the PDF file manually and double-click to open it for checking.
11. Click the Save button at the bottom, and specify a name (given in the assignment handouts). Note where on the hard drive the file will be saved so you can copy it to your flash drive or submit it.

The PDF will be made up of as many pages as it takes to hold all the selected files. The additional pages are added automatically.

There are descriptions of the Camera RAW functions at:
http://www.ohio.edu/people/schneidw/2400/dig_meet09.html