

1 Adobe Bridge and Mini Bridge

Before we get to Photoshop, it is important to take a minute to explore the image editing workflow, fig1.1. When you install Photoshop, a second program called Adobe Bridge is also installed automatically, along with an editing plugin called Adobe Camera Raw (ACR). Adobe Bridge acts as a digital light-table and allows you to organise, categorize, filter and edit all of the media on your computer. From Adobe Bridge it is possible to choose to open a document with any of the Adobe suite of programs that support that file type. If the image is a raw, jpg or tiff (flattened) file, it can also be opened in Adobe Camera Raw.

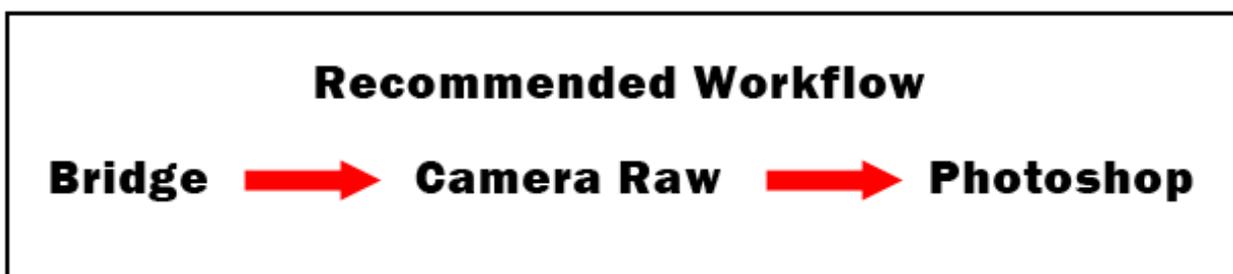


Fig. 1.1 recommended image editing workflow

In many cases all of the editing for a particular image can be performed in the Camera Raw plugin (see the section on Camera Raw). If further editing is needed, or you wish to print an image, you may then choose to open the image in Photoshop.

Adobe Bridge can be opened from the same program folder as Photoshop. If you already have Photoshop open, you can access Bridge or Mini Bridge by clicking on one of the following icons   located in the top left corner.

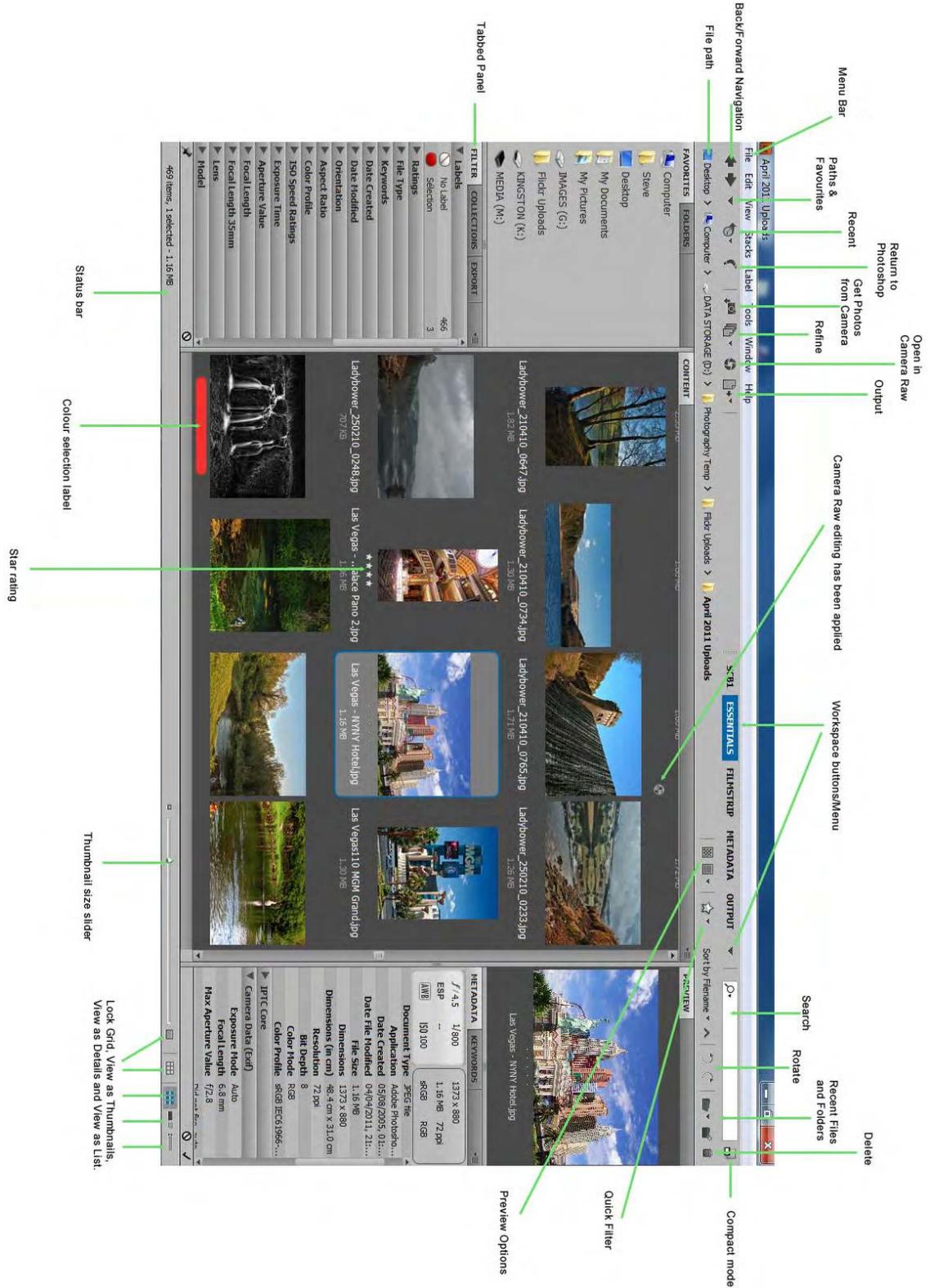


Fig. 1.2 a full screen shot of the Adobe Bridge

Bridge Panels and Workspaces

As you can see in fig 1.2, the Adobe Bridge contains many tabbed panels. These panels may be opened or closed from the Window menu. As with Photoshop, you can drag the panel tabs into new locations or groupings and save the new layout as a custom workspace. To save a Workspace, go to the Window menu > Workspace and choose the New Workspace option, fig 1.3.

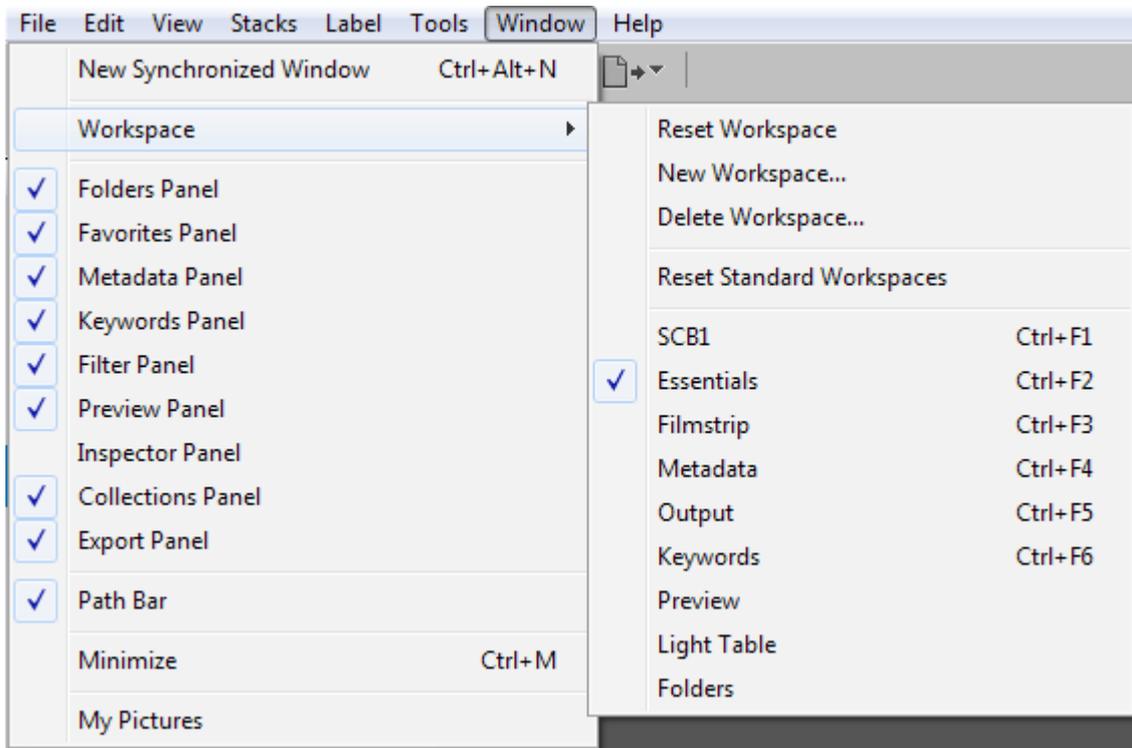


Fig 1.3 save your Workspace in the Window menu

Adobe Bridge comes with many preset Workspaces, each one designed with a particular operation in mind, as you can see from their names, fig 1.4.



Fig 1.4 you can switch between several preset Workspaces by clicking on its name in the options panel.

Useful panels include:

Panel Name	Panel Function
Favorites	Save the locations of all your work files as Favorites for quick and easy access.
Folders	This panel is used to navigate folders on your computer
Filter	This is a very powerful feature and enables you to just show particular images. For example you may wish to filter you documents by date, camera used, shutter speed, file type, orientation and many other criteria
Collections	You can create Collections to group certain types of document together. For example, camera used, file name, year shot, video and anything that you wish. You can also create Smart Collections. Documents will be added Smart Collections based on predefined criteria.
Export	Used to save and backup documents.
Content	Display the Contents of a folder
Preview	Provides a Preview of the document.
Metadata	View all of the information associated with a document in this panel including camera (Exif) data.
Keywords	Assign Keywords to documents to help filter and organise them.

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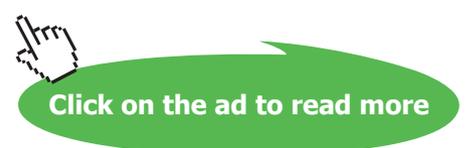
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Preferences

The Bridge Preferences can be found in the Edit Menu and are grouped according to function, fig 1.5.

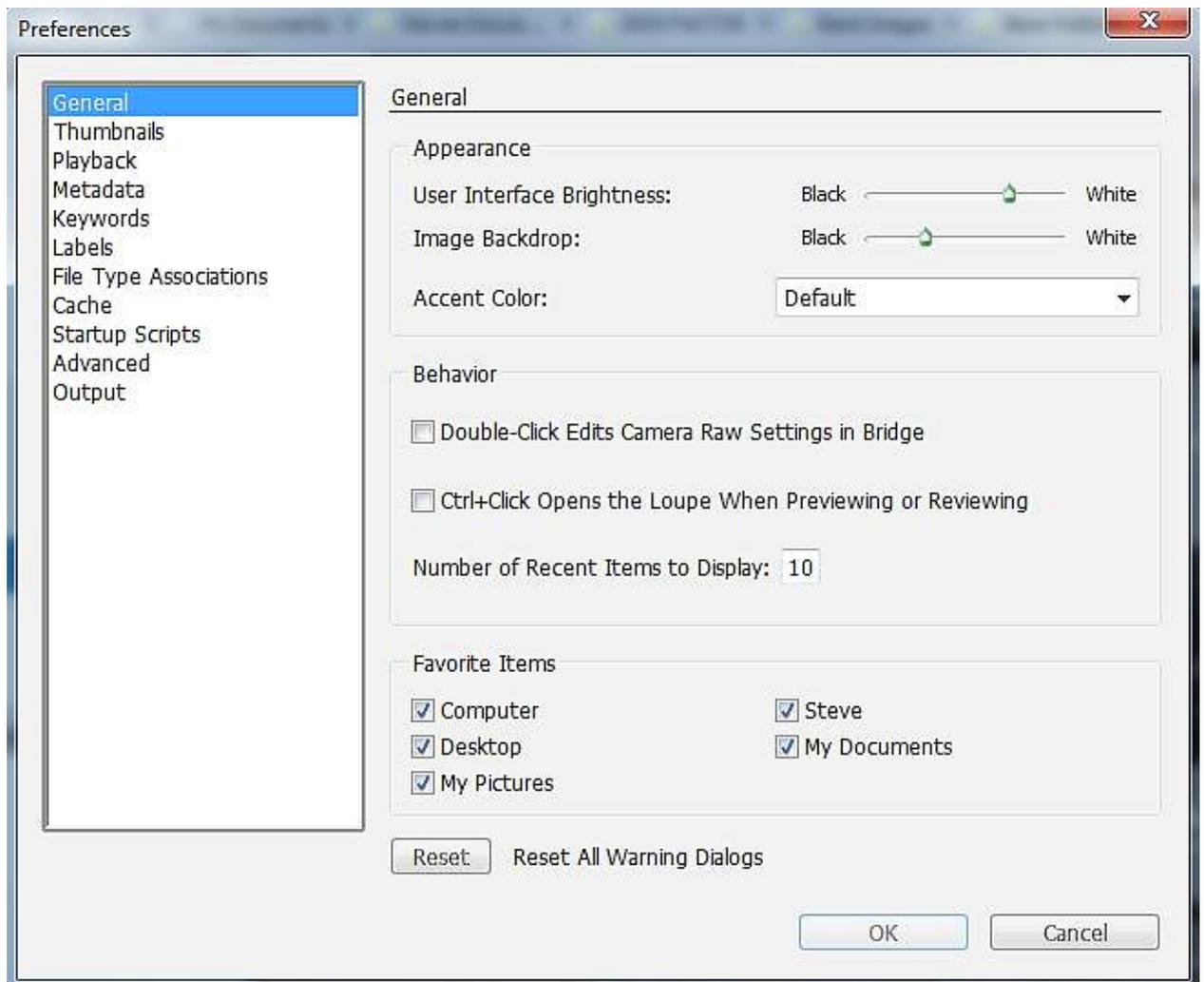


Fig 1.5 the Adobe Bridge Preferences dialog box.

Preference Group	Function
General	User Interface appearance, Click Behaviour and Favorites
Thumbnails	Set max file size. Define metadata to be shown with thumbnails
Playback	Video and Audio settings
Metadata	Choose the type of Metadata that may be viewed in the Metadata panel.
Keywords	Keywording options.
Labels	Define custom names for colour labels.
File Type Associations	Assign default programs to specific file types
Cache	The Cache contains document previews. Set the Cache options or purge the Cache to free up hard drive space.
Startup Scripts	Set Scripts to run automatically when certain Creative Suite products are launched.
Advanced	Miscellaneous settings and Language options
Output	Advanced output options.

Labelling and Ranking Images

If you have a folder containing a large number of images, you can go through them and quickly assign a label or star rating (fig 1.6) to the image so that you can use the filtering options to just select certain images. To assign a star rating, click on the dots beneath the image or right click on the image in the Preview panel. You can also assign a star rating by using the keyboard shortcut Cmd/Ctrl (Mac/PC) + 1-5. To assign a coloured label you may either right click on the image in the Preview or Content panels (in the Labels submenu) and select the appropriate label, or use the keyboard shortcut Cmd/Ctrl (Mac/PC) + 6-9. Both ratings and labels may also be assigned from the Label menu.



Fig 1.6 this image has been assigned 5 stars and red label.

Keywords and Filtering

Keywords are added to a document (or multiple documents) in the Keyword panel. You can add new keywords to the list by clicking on the + icon at the bottom of the Keyword panel, fig 1.7. To apply a keyword to a document, select a document or documents and then simply click in the box next to the keyword in the Keyword panel to associate that word with your document, fig 1.7.

Keywords are embedded in the documents metadata and show up as tags in many utilities and programs. For example, if you keyword and image and then post it to Flickr, the keywords will appear as tags and are a searchable feature of that image.

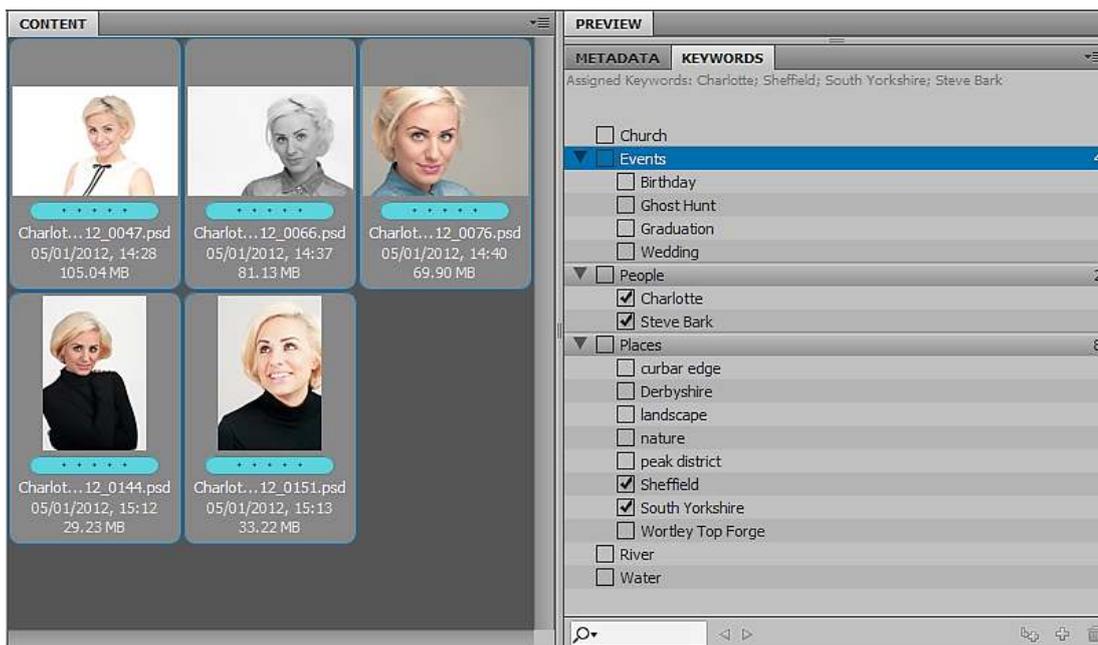


Fig 1.7 the Keyword panel

I have mentioned previously that you can use the Filter panel to find specific document based on labels. You can also filter your documents based on Keywords. If you select a group of documents or folders, any keywords assigned to those documents will appear in the Keywords section of the Filter panel, fig 1.8. If you click on a keyword in the Filter panel only the documents that have that keyword will appear in the contents window, all of the other documents will be hidden. To remove the filter, click on the keyword once again in the Filter panel.

Keywords	
No Keywords	222
Charlotte	5
Sheffield	5
South Yorkshire	5
Steve Bark	5

Fig 1.8 the Keywords section of the Filter panel

The Collections Panel

Once you have filtered your documents and found the one you want, you may wish to save them as a Collection. A Collection is created in the Collections panel by clicking on the  icon at the bottom of the panel. If you have document selected, you will be asked if you wish to include them in the Collection. You can also create an Empty Collection folder and simply drag the documents into it.

At the bottom of the Collections panel there is also an icon that allows you to create a Smart Collection. If you click on the Smart Collection icon a dialogue box will appear that allows you to set certain criteria for documents that are to be included in the Smart Collection, fig 1.9.

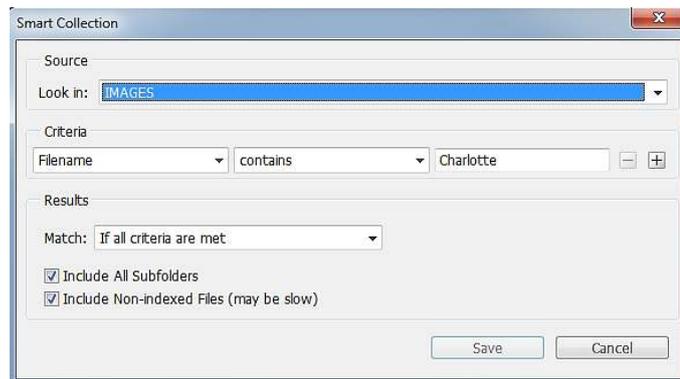


Fig 1.9 the Smart Collection dialogue box.

The advertisement features a circular splash of water forming a ring. Inside the ring, the text '360° thinking.' is written in a blue serif font. In the bottom right corner, the 'Deloitte.' logo is displayed in a bold blue sans-serif font. Below the logo is the copyright notice '© Deloitte & Touche LLP and affiliated entities.' In the bottom left corner, the text 'Discover the truth at www.deloitte.ca/careers' is written in a blue sans-serif font.

In fig 1.9 you can see that the Criteria for this smart Collection is to included documents that have “Charlotte” in the filename. Once a Smart Collection is set up, any subsequent documents that are added to the Source folder will be automatically added to the Smart Collection. This is an extremely useful function, because you can use Smart Collections for keeping all documents from a certain client together, or documents created with in a specific time period, or any other purpose that you require.

Mini Bridge

The Mini Bridge is a tabbed panel in Photoshop CS5 and later, fig 1.10. It is a quick file browsing tool that offers some basic features of the full version of Bridge. To browse files in Mini Bridge requires the full version of Bridge to be running in the background. If you do not have Bridge already running the Mini Bridge will launch the program automatically if you choose to “Browse Files”.

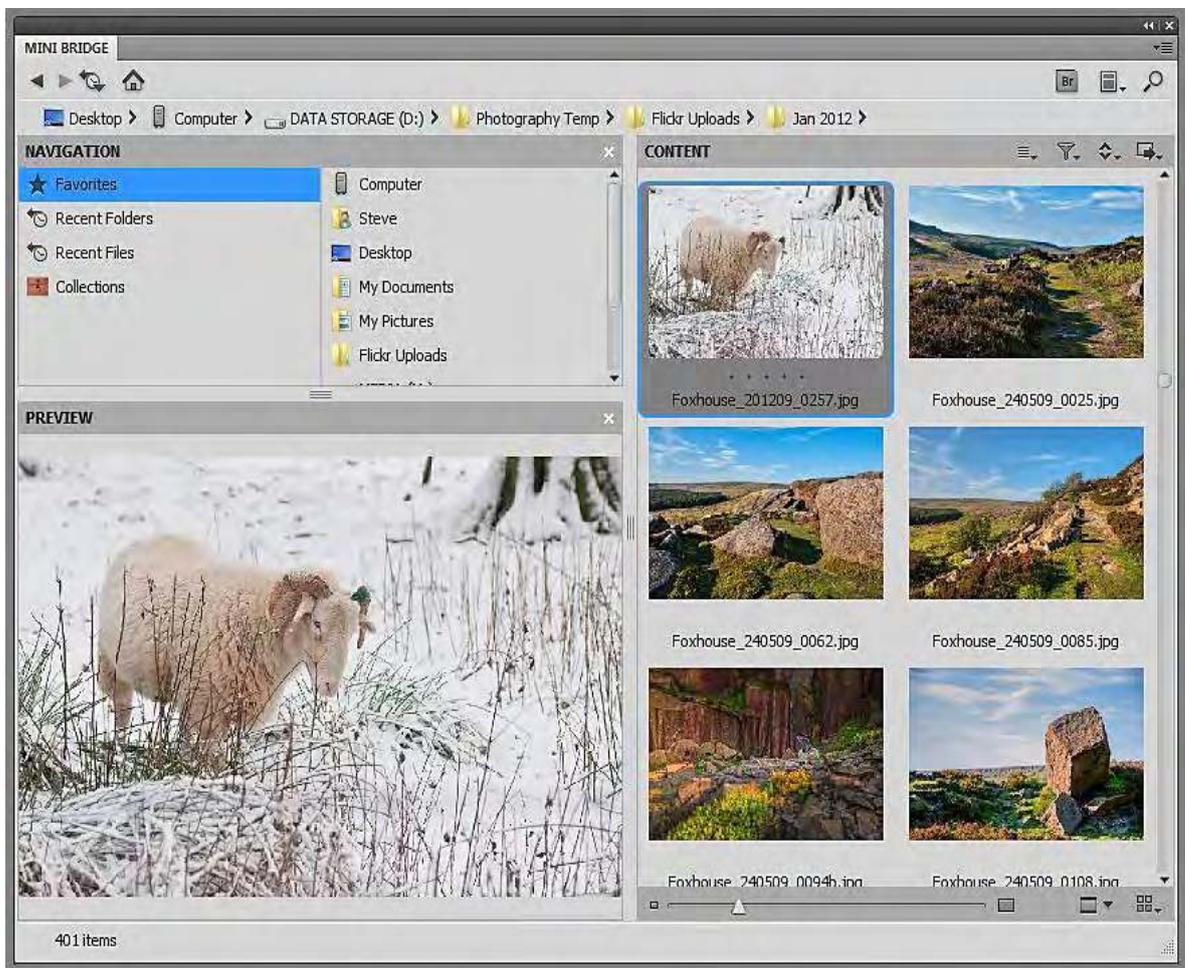


Fig 1.10 the Mini Bridge panel

There are four icons that run across the top left of the Content area. From left to right they are:

1. Select – Offers a few selection features
2. Filter – Basic filtering functions mostly based on Star Ratings.
3. Sort – Sorting options.
4. Tools – Allows you to place files in Photoshop or other Adobe products such as InDesign. You can also access useful Photoshop features such as “Merge to HDR” and “Photomerge”.

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