

**Adobe Bridge CS4**  
**Supplemental Handout**  
INFORMATION TECHNOLOGY SERVICES  
California State University, Los Angeles

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## Introduction

**Adobe Photoshop CS4**, an industry standard, pushes the boundaries of digital imaging and editing. While widely used by professional photographers as well as Web and graphic designers, Photoshop can also provide a creative outlet for amateurs, enthusiasts, and artists alike.

Included with Adobe Photoshop CS4 is **Adobe Bridge CS4**, a visual file browser that helps users find and organize their image files. This handout provides instructions on how to use Bridge CS4 to find, view, organize, and open image files.

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## Downloading the Data Files

This handout includes sample data files that can be used for hands-on practice. The data files are stored in a self-extracting archive. The archive must be downloaded and executed in order to extract the data files.


The data files used with this handout are available for download at <http://www.calstatela.edu/its/training/datafiles/bridgects4.exe>.

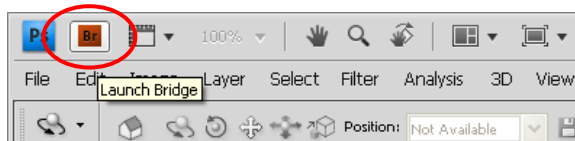
Instructions on how to download and extract the data files are available at <http://www.calstatela.edu/its/docs/download.php>.

## Starting Bridge CS4

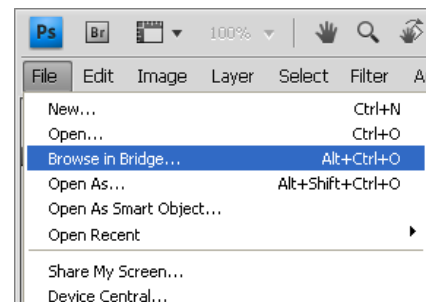
There are several ways to start Bridge CS4. The following steps show users how to start Bridge CS4 from within Photoshop CS4 or directly from the **Start** menu.

To start Bridge CS4 from within Photoshop CS4:

1. Click the **Launch Bridge** button  in the **Application** bar (see Figure 1).  
– or –  
Click the **File** menu and select **Browse in Bridge...** (see Figure 2).



**Figure 1 – Launch Bridge Button in Photoshop CS4**



**Figure 2 – File Menu in Photoshop CS4**

To start Bridge CS4 from the Start menu:

1. Click the **Start** button, point to **All Programs**, point to **Adobe Design Premium CS4**, and click **Adobe Bridge CS4** (see Figure 3).

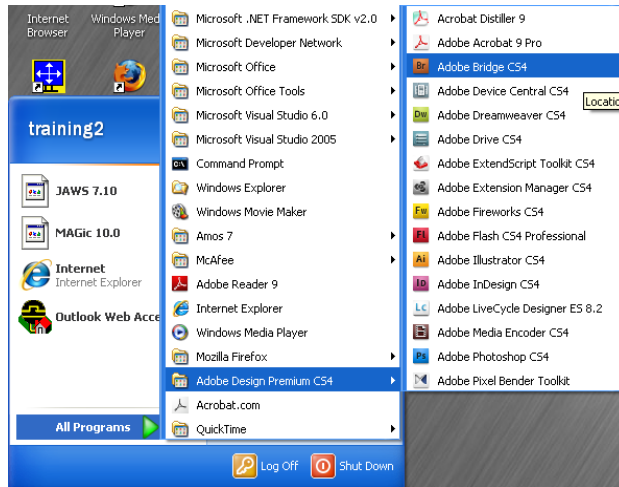


Figure 3 – Starting Bridge CS4 from the Start Menu

## Navigating Bridge CS4

At first glance, Bridge CS4 may seem similar to Windows Explorer; however, Bridge CS4 is an application with special features to accommodate image file browsing. Using Bridge in conjunction with Photoshop can increase user efficacy in image viewing, editing, organizing, and printing.

## LOCATING AND OPENING IMAGE FILES

Bridge CS4 is a file browser used for locating and organizing image files. To locate images already saved on the computer, proceed with the following steps.

To locate and open a file:

1. In the left side of the screen, click the *FOLDERS* tab to display the **FOLDERS** panel.
2. Navigate to the location where you extracted the data files and click to select the “*100CANON*” folder (see Figure 4). The **CONTENT** panel displays thumbnails of the image files.

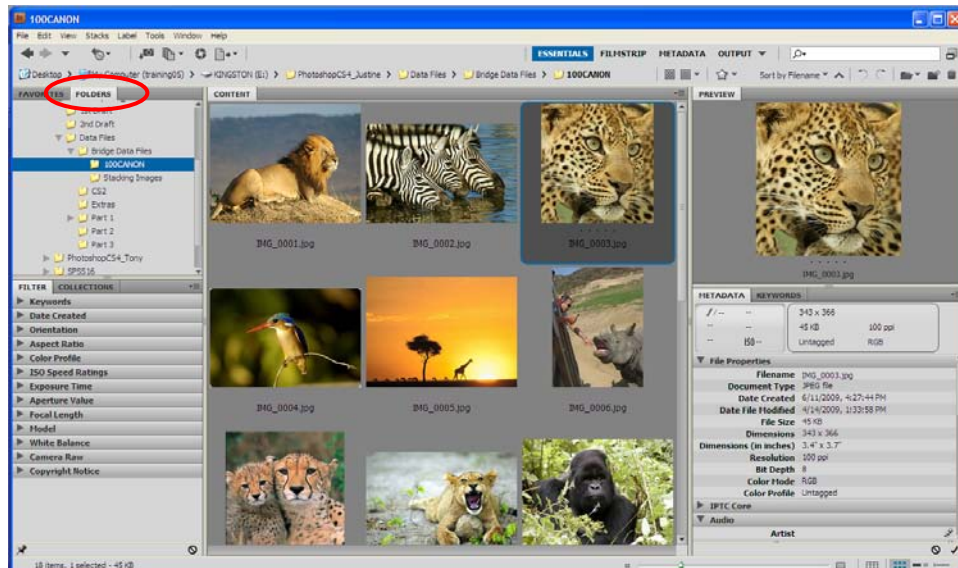


Figure 4 – Adobe Bridge CS4 Window

- In the **CONTENT** panel, do one of the following:
  - Click the “**IMG\_0003.jpg**” file once to view it in the **PREVIEW** panel (see Figure 4).
  - Double-click the “**IMG\_0003.jpg**” file to open it in Photoshop.

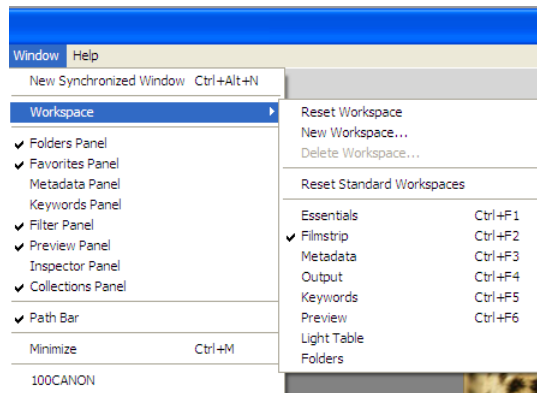
**NOTE:** To open multiple images at once, hold down the [Ctrl] key and click as many images as desired. Double-click any of the highlighted images to open all the selected images in Photoshop.

## **CHANGING THE WORKSPACE**

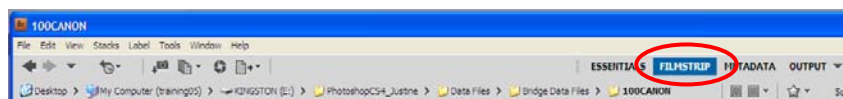
Once the Bridge CS4 window is opened and the desired image files are located, users can change the way images are displayed by changing the workspace.

To change the workspace:

- Click the **Window** menu, point to **Workspace**, and select **Filmstrip** (see Figure 5).  
– or –  
Click the **FILMSTRIP** button in the **Application** bar (see Figure 6).

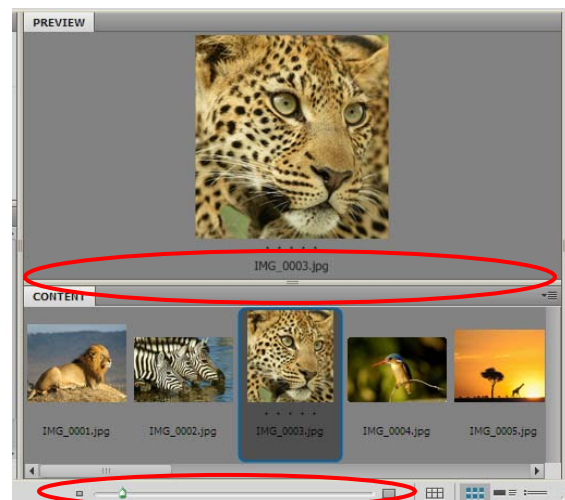


**Figure 5 – Window Menu When Changing the Workspace**



**Figure 6 – Filmstrip Button in the Application Bar**

- Point to the horizontal divider bar between the **PREVIEW** panel and the **CONTENT** panel, and drag the bar up or down to resize the panels (see Figure 7).
- Move the **Thumbnail** slider at the bottom of the window left or right to change the size of the thumbnails in the **CONTENT** panel (see Figure 7).



**Figure 7 – Resizing Panels and Thumbnails**

## Downloading Photos

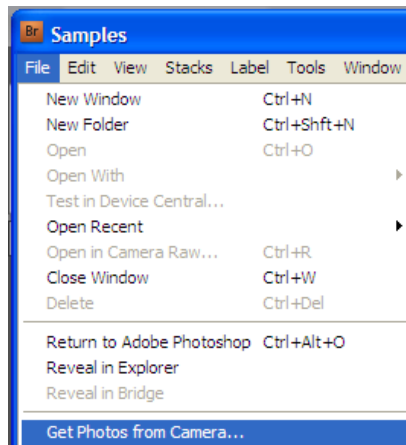
Once the Bridge CS4 window is opened, users can import their digital images directly from a digital camera, card reader, or flash drive.

To import digital images:

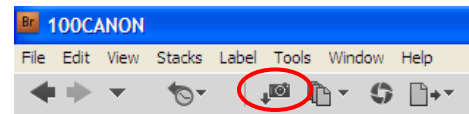
1. Click the **File** menu and select **Get Photos from Camera...** (see Figure 8).

– or –

Click the **Get Photos from Camera...** button  in the **Application** bar (see Figure 9).

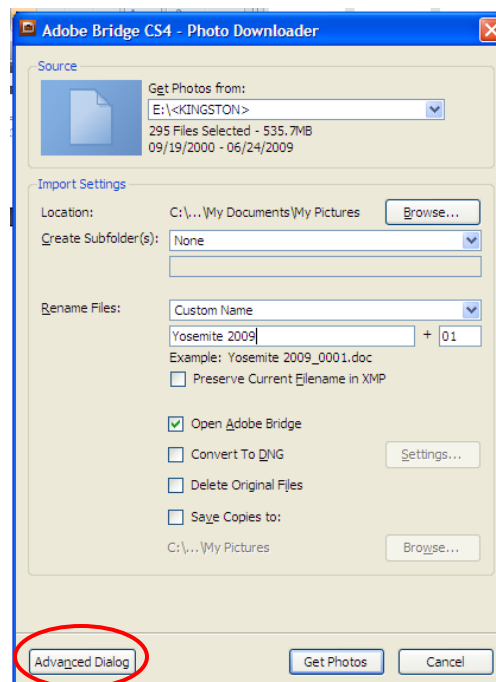


**Figure 8 – File Menu When Selecting Get Photos from Camera**




**Figure 9 – Get Photos from Camera Button in the Application Bar**

The *Photo Downloader* dialog box opens (see Figure 10).



**Figure 10 – Photo Downloader Dialog Box**

2. Under **Source**, click the **Get Photos from:** drop-down arrow and select the source where the images will be imported from.
3. Under **Import Settings**, click the **Browse...** button . The *Browse For Folder* dialog box opens.

4. Select the desired folder (e.g., Desktop or My Pictures) to save the digital image files (see Figure 11).



Figure 11 – Browse For Folder Dialog Box

5. Click the **OK** button.
6. In the *Photo Downloader* dialog box, click the **Create Subfolder(s):** drop-down arrow and select **None** (see Figure 10).
7. Click the **Rename Files:** drop-down arrow and select **Custom Name** (see Figure 10).
8. Type a descriptive file name in the **Rename Files:** text box (e.g., Yosemite2009).

**NOTE:** Click the **Advanced Dialog** button (see Figure 10) to use the **Check All** and **UnCheck All** feature which allows you to import a select few images as opposed to all of them.

9. When finished, click the **Get Photos** button 

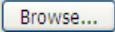
## Renaming Multiple Images at Once

To organize imported images, users can utilize **Batch Rename** to automatically rename an entire folder of images or selected photos. Hence, images can have descriptive names instead of generic ones (e.g., “*IMG\_0001.jpg*” or “*DSC\_0001.jpg*”).

To use Batch Rename:

1. In the **FOLDERS** panel, locate and select the “*100CANON*” folder.

**NOTE:** To rename only a specific set of images in a folder, select the desired images in the **CONTENT** panel.

2. Click the **Tools** menu and select **Batch Rename....** The *Batch Rename* dialog box opens.
3. Under **Destination Folder**, select the **Copy to other folder** option button, and then click the **Browse...** button  (see Figure 12). The *Browse For Folder* dialog box opens (see Figure 13).

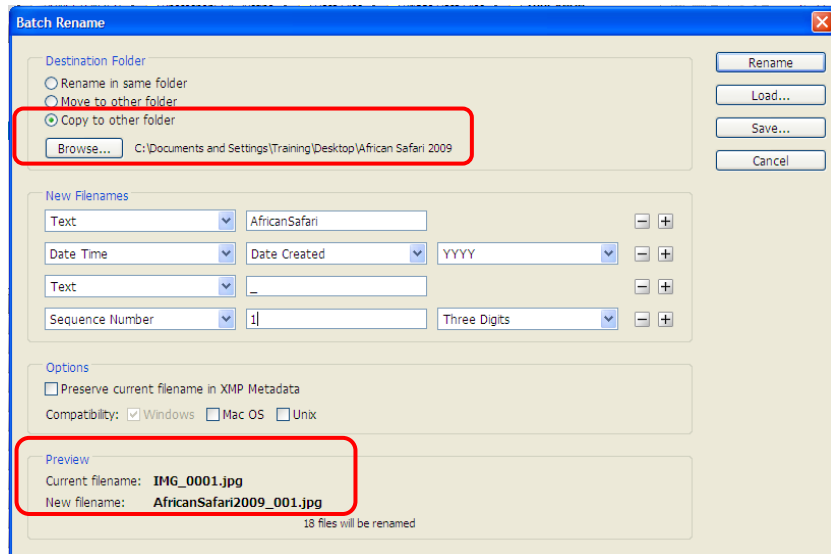


Figure 12 – Batch Rename Dialog Box

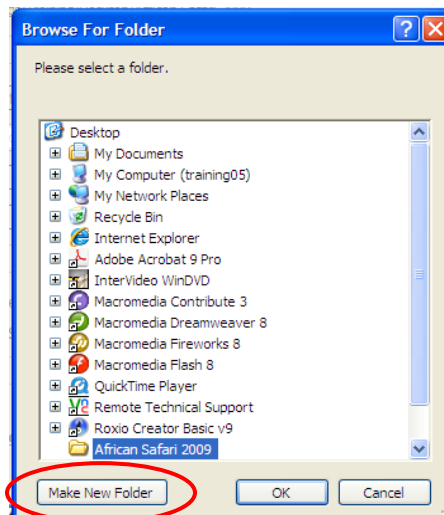
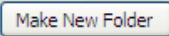
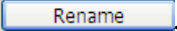


Figure 13 – Browse For Folder Dialog Box

4. Select **Desktop**.
5. Click the **Make New Folder** button  (see Figure 13) and type “*African Safari 2009*” to rename the folder.
6. Click the **OK** button.
7. In the *Batch Rename* dialog box, under *New Filenames*, rename the images (see Figure 12).

NOTE: To add/subtract extensions to the file name, click the plus/minus sign button next to each file name tier.

8. Use the *Preview* section to see how the renamed file name will appear (see Figure 12).
9. When finished, click the **Rename** button .

## Organizing Images

Image files will accumulate over time. Bridge is not only a browser, but a fast and easy way to stay organized.

### STACKING IMAGES

Stacking images is one way to stay visually organized. By putting similar images together in a stack, users can eliminate clutter in their workspace.

To stack images:

1. In the **FOLDERS** panel, locate and select the “*Stacking Images*” folder to display its contents in the **CONTENT** panel.
2. Click the “*1.jpg*” file, hold down the [Shift] key, and click the “*7.jpg*” file (see Figure 14).

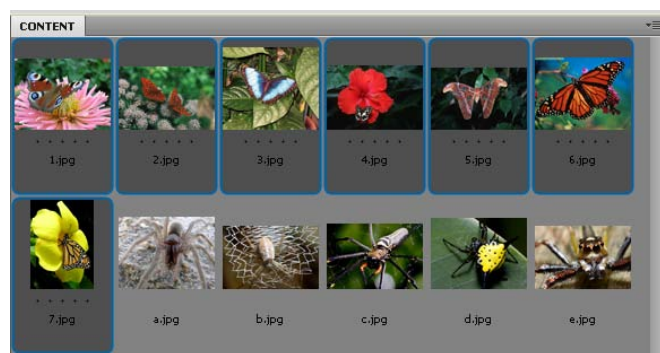


Figure 14 – Selecting Multiple Images at Once

3. Click the **Stacks** menu and select **Group as Stack** (see Figure 15). The files are grouped together under a single thumbnail (see Figure 16).

NOTE: The first file you select becomes the stack thumbnail. The number at the top left corner indicates how many photos are in the stack (see Figure 16).

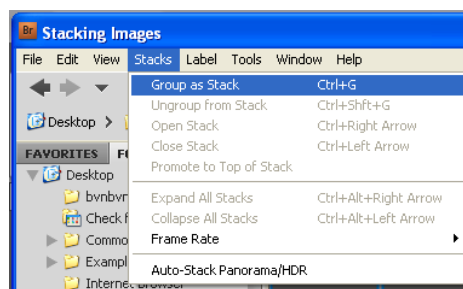


Figure 15 – Stacks Menu When Selecting Group as Stack

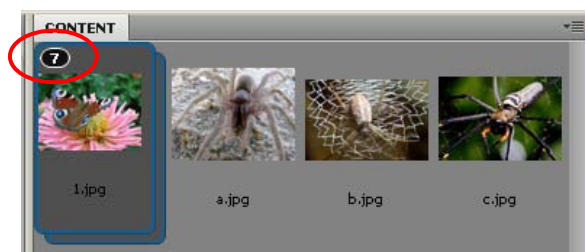


Figure 16 – Stacked Images

4. Click the number at the top left corner to expand the stack.

**NOTE:**

- To promote a different image to the top of the stack, select the desired image, then click the **Stack** menu and select **Promote to Top of Stack**.
- To restack the images, click the stack number (see Figure 16).
- To un-stack the images, click the **Stacks** menu and select **Ungroup from Stack**.

## **LABELING, RATING, AND FILTERING IMAGES**

Labeling and rating images allow users to filter them accordingly, and helps manage thousands of images that can accumulate over time. Users can label images as **Reject** or give a one to five star rating.

To reject images:

1. In the **CONTENT** panel, select an image to reject.
2. Click the **Label** menu and select **Reject**.
3. To remove the label, click the **Label** menu and select **No Rating**.

To rate images:

1. In the **CONTENT** panel, select an image to rate.
2. Click the **Label** menu and select \*\*\* (see Figure 17). A new filter called **Ratings** gets added to the **FILTER** panel (see Figure 18).

**NOTE:** Users can also stipulate star ratings directly on the image itself by clicking underneath the image to give it no rating or one to five stars.

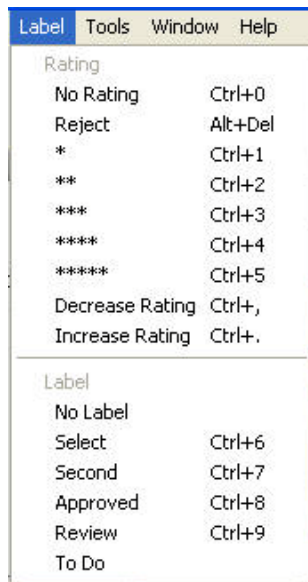


Figure 17 – Label Menu



Figure 18 – Filter Panel

## **Viewing Images in Bridge**

In addition to changing the workspace and the viewing mode, users can rotate individual thumbnails (not the image itself), compare two or more images side by side, use the Loupe tool to magnify a specific part of an image, and view images as a slideshow. All these features allow users to preview their images with range and detail.

To rotate thumbnails:

1. In the **CONTENT** panel, select one or multiple images to rotate.
2. Click the **Edit** menu and select one of the three rotation options: **Rotate 180°**, **Rotate 90° Clockwise**, or **Rotate 90° Counterclockwise** (see Figure 19).

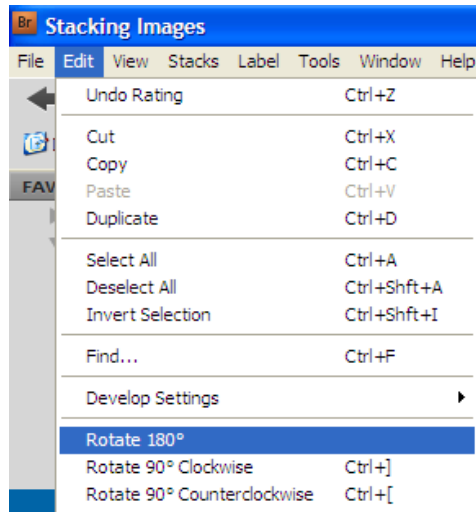


Figure 19 – Edit Menu

To use the Loupe tool:

1. Select an image in the **CONTENT** panel.
2. In the **PREVIEW** panel, click anywhere on the image to magnify a portion of the image (see Figure 20).
3. Drag the **Loupe** tool in the image or click a different area of the image to change the magnified area



Figure 20 – Loupe Tool

To compare two or more images side by side:

1. In the **CONTENT** panel, click any image, hold down the **[Ctrl]** key, and click another image. The two selected images display side by side in the **PREVIEW** panel.

NOTE: To compare more than two images, hold down the **[Ctrl]** key and click another image.

2. In the **PREVIEW** panel, click each image once display the **Loupe** tool (see Figure 21).



Figure 21 – Comparing Two Images Side by Side

To view images as a slideshow:

1. Click the **View** menu and select **Slideshow**.

NOTE: To change the display, slide, and transition options, select **Slideshow Options...** from the **View** menu.

2. To stop the slideshow, press the [Esc] key.

NOTE: Users can also view images in **Review Mode** by selecting it from the **View** menu (see Figure 22).



Figure 22 – Review Mode