Saving and Organizing Images Using Adobe Bridge

1. Use a card reader to plug your camera memory card into the computer
2. Create a new folder on your flash drive, desktop or server
3. Name the folder something like **photos_lastname_firstname**
4. Open Bridge and go to Preferences (shortcut = command-K). Click on "Cache" in the left-hand options list. Check "Automatically Export Cache To Folders When Possible", then click "OK" down at the bottom to close out of the menu. Make sure to do this any time you use a different computer (boo – annoying).
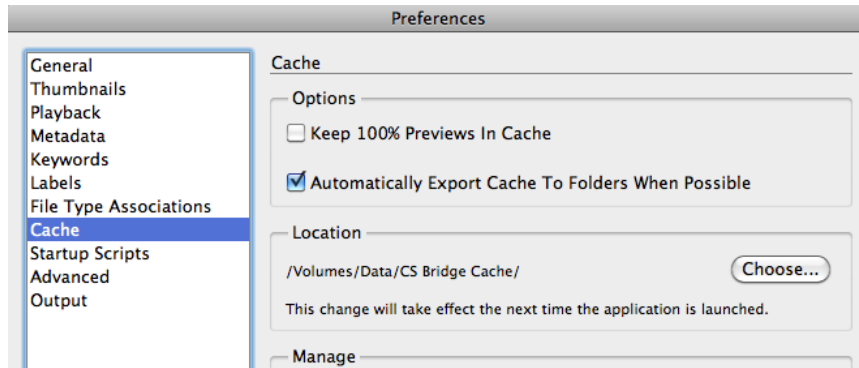
5. Navigate to your photos in Bridge
6. Use Bridge (TOOLS > Batch Rename, shortcut = shift-command-R) to COPY (not move – things sometimes get lost) images from your camera memory card to your new photos folder. Rename them if desired – a good idea if you're using different borrowed cameras and cards. In the Batch Rename window, make sure to check "Preserve current filename in XMP data" if you do rename the photos, and check the Windows compatibility box if there's a chance you'll be using a PC.
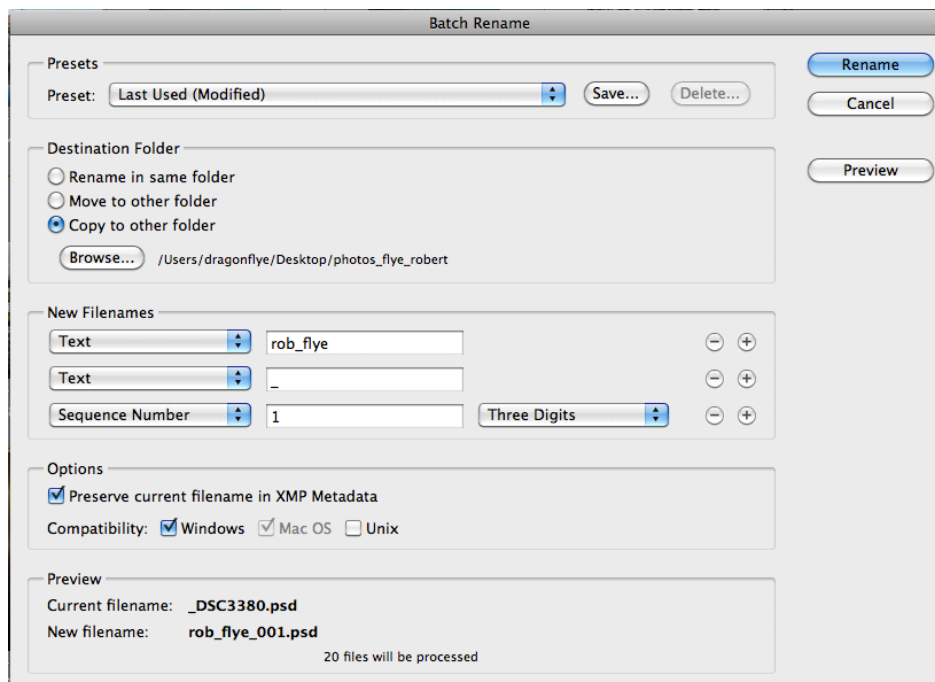
7. Create a new keyword category and name it "Assignments" if you have not already
8. Create a new keyword subcategory under Assignments for the assignment (Unusual Angles, for example).
9. Select the assignment photos and tag them by checking the checkbox for the assignment keyword
10. Make up your own keywords and categories and repeat as desired

Creating Proofsheets Using Adobe Bridge
(A proofsheet is just a collection of very small image prints – you cannot use them to create larger final prints)

1. In Bridge, select the photos you wish to include in the proofsheet (also known as a contact sheet)
2. Switch from the Essentials view mode to the Output view mode
3. Under the Output tab, working from the top down, select the following options:
   a. PDF instead of Web Gallery
   b. Template: 4*5 Contact Sheet
4. Under Document:
   a. Page Preset: U.S. Paper (this will change the Template setting above to Custom – don't worry about it)
5. Under Overlays:
   a. Check Filename and Extension
6. Under Header:
   a. Make sure "Add Header" is checked, AND make sure the text is your name, not someone else's (Bridge will remember the last thing typed in on the computer you're using)
7. Click Refresh Preview at the top, under Template, and see if things look okay
8. When everything is good, click Save at the bottom to create the PDF
9. **Important! – for the filename, use the format lastname_firstname_proofsheets**

Commenting On Proofsheets Using Adobe Acrobat

1. Open up your PDF proofsheet using Adobe Acrobat (you might have to right-click on the PDF and choose "Open With", then select Acrobat from the options list)
2. There should be a Comment or Tools tab that you can click on to bring up options for commenting on and marking up documets. In older versions, from the top menu bar, select View > Toolbars and check the Comment & Markup toolbar if it is not visible.
3. Draw rectangles around the images that are the best and/or hold potential. Use the rectangles to show possible cropping ideas if desired.
4. Use sticky notes to comment on photos and leave notes for yourself as needed/required
5. Make sure to save the file again after making any changes

Turning In Proofsheets

1. Upload it to your Google drive and share it with me - details to come.