Legal notices
Contents

Chapter 1: Introduction to Bridge
New features summary ................................................................. 1
System requirements | Bridge ............................................................ 6
Adobe Bridge workspace .............................................................. 10
Import photos using Photo Downloader ...................................... 16
Organize content and assets using Adobe Bridge .......................... 23

Chapter 2: Work with assets
Create PDF contact sheet in the Output workspace ....................... 24
View and manage files in Adobe Bridge ........................................ 34
Work with metadata in Adobe Bridge ........................................... 40
Work with the Adobe Bridge cache .............................................. 47
Start Adobe Bridge ...................................................................... 50
Adjust Adobe Bridge Content panel display ................................. 51
Preview and compare images in Adobe Bridge .............................. 54
Use keywords in Adobe Bridge ..................................................... 57
Use collections in Adobe Bridge .................................................... 59
Stack files in Adobe Bridge .......................................................... 61
Automate tasks in Adobe Bridge .................................................. 63
Preview dynamic media files in Adobe Bridge .............................. 65

Chapter 3: Publish
Publish assets to Adobe Portfolio .................................................. 67

Chapter 4: Keyboard shortcuts
Adobe Bridge keyboard shortcuts ................................................ 70

Chapter 5: Adobe Camera Raw
Manage Camera Raw settings .................................................... 72
Rotate, crop, and adjust images .................................................... 76
Repair images with the Enhanced Spot Removal tool in Camera Raw ............................................................................ 78
Radial Filter in Camera Raw ........................................................ 81
Automatic perspective correction in Camera Raw .......................... 85
Create panoramas ...................................................................... 89

Chapter 6: Adobe Stock Contributor
Chapter 1: Introduction to Bridge

New features summary

The October 2017 release of Adobe Bridge CC rolls out exciting new features for designers, digital photographers, and creative professionals. Read on for a quick introduction to these features and links to resources offering more information.

For a summary of features introduced in earlier releases of Adobe Bridge CC, see Feature summary | Adobe Bridge CC | earlier releases.

Publish assets to Adobe Portfolio

New in this release of Adobe Bridge CC

Using the Publish panel, you can now create an Adobe Portfolio project from within Adobe Bridge and show your creative work to the world. You can upload RAW and JPEG images, audio, and video files as Portfolio project.
Native Output workspace to create a PDF contact sheet

New in this release of Adobe Bridge CC

A new workspace named Output has been introduced in Adobe Bridge CC. You can now use Output workspace to create PDF contact sheet of your assets using predefined and custom templates.
To know more about the feature, see Create PDF contact sheet in the Output workspace.

UI enhancements in the Publish to Adobe Stock workflow

Enhanced in this release of Adobe Bridge CC

Publishing to Adobe Stock Contributor is an existing feature in Bridge. The user interface for uploading your images to Adobe Stock Contributor has been improved in this release.

Publish panel

To know more, see.

New filter criteria in the Filter panel

Enhanced in this release of Adobe Bridge CC

In this release of Bridge CC, the following new filter criteria have been introduced in the Filter panel:

- **Author Name**: Show files based on the selected author name.
- **Color Profile**: Show files based on the selected color profile.
- **Bit Depth**: Show files based on the selected bit depth.
To know more, see Filter files.

**Improved File Info dialog**

Enhanced in this release of Adobe Bridge CC

The improved File Info dialog (File > File Info) is now similar to the one available in Photoshop CC. When you edit metadata in the Metadata panel or assign keywords to a file, the same information is displayed in the File Info dialog, and vice-versa.
Support for CEP Extensions

New in this release of Adobe Bridge CC

Bridge CC now supports Common Extensibility Platform (CEP). You can create and run HTML5/CSS based Extensions in Bridge CC 2018 version 8.0 and later. To access the Extensions in Bridge, from the menu bar choose Window > Extensions.

Developer who want to create their own CEP Extensions for Bridge can refer to the document CEP Extensions Cookbook for Bridge for detailed instructions. Visit https://github.com/Adobe-CEP to find Bridge CEP related resources.

Improved scrolling experience

Enhanced in this release of Adobe Bridge CC

In this release of Bridge CC, major improvements have been made in the scrolling performance when you browse through assets in the Content panel.

Issues fixed in Bridge CC v8.0.1 (December 2017)

 Fixes for customer-reported issues

✍️ Fixed the issue where Bridge crashes while choosing File > Import From Device option from the menu bar. (macOS-only) 🚫 Fixed the issue where Bridge crashes when launched from Dock. (macOS-only) 🚫 Fixed the Bridge freezing issue when navigating to a folder containing video files. 🚫 Fixed the crash issue when switching from the Output workspace to the Essential workspace directly after changing a field’s value in the Output Settings panel. (Windows-only)
System requirements | Bridge

Bridge CC (October 2017 release) system requirements
Release date: October 18, 2017
Version: 8.0

Windows
- Intel® Core™2 Duo or AMD Athlon® 64 processor; 2 GHz or faster processor
- Microsoft® Windows® 7 with Service Pack 1, Windows 8.1, or Windows 10*
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for 32-bit installation; 2.1 GB of available hard-disk space for 64-bit installation; plus additional free space required during installation (cannot install on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.†

* October 2017 release of Bridge CC is not supported on Windows 10 version 1507.

macOS
- Multicore Intel processor with 64-bit support
- Mac OS X v10.11 (El Capitan), macOS v10.12 (Sierra), or macOS v10.13 (High Sierra)**
- 2GB of RAM (8 GB recommended)
- 2GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.†

** October 2017 release of Bridge CC is not supported on case-sensitive Apple File System (APFS) drive.

† NOTICE to USERS. Internet connection, Adobe ID and acceptance of license agreement required to activate and use this product. This product may integrate with or allow access to certain Adobe or third-party hosted online services. Adobe online services, including the Adobe Creative Cloud service, are available only to users 13 and older and require agreement to additional terms and Adobe’s online privacy policy. The applications and online services are not available in all countries or languages, may require user registration, and may be subject to change or discontinuation without notice. Additional fees or membership charges may apply.

Dansk Deutsch English Español Français Français** Hebrew** Hungarian
Italiano Nederlands Norwegian Polish Português (Brasil) Suomi Svenska Turkish
Ukrainian čeština Русский ???** ??? ??? ??? ????

Last updated 3/8/2018
** Arabic and Hebrew supported in a Middle Eastern version with full right-to-left language support, Arabic/Hebrew features, and an English interface; also in a North African French (Français*) version with full right-to-left language support, Arabic/Hebrew features, and a French interface.

**Bridge CC 2017 version 7.0 system requirements**

**Windows**
- Intel® Core™2 Duo or AMD Athlon® 64 processor; 2 GHz or faster processor
- Microsoft® Windows® 7 with Service Pack 1, Windows 8.1, or Windows 10
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for 32-bit installation; 2.1 GB of available hard-disk space for 64-bit installation; plus additional free space required during installation (cannot install on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.**

**macOS**
- Multicore Intel processor with 64-bit support
- Mac OS X v10.10 (64-bit), Mac OS X v10.11 (64-bit), or macOS v10.12
- 2GB of RAM (8 GB recommended)
- 2GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.**

**NOTICE to USERS. Internet connection, Adobe ID and acceptance of license agreement required to activate and use this product. This product may integrate with or allow access to certain Adobe or third-party hosted online services. Adobe online services, including the Adobe Creative Cloud service, are available only to users 13 and older and require agreement to additional terms and Adobe's online privacy policy. The applications and online services are not available in all countries or languages, may require user registration, and may be subject to change or discontinuation without notice. Additional fees or membership charges may apply.**

**Language versions**
Dansk Deutsch English Español Français Français* Hebrew* Hungarian
Italiano Nederlands Norwegian Polish Português (Brasil) Suomi Svenska Turkish
Uкраїнська čeština Русский  ???*  ???  ???  ???  ???

* Arabic and Hebrew supported in a Middle Eastern version with full right-to-left language support, Arabic/Hebrew features, and an English interface; also in a North African French (Français*) version with full right-to-left language support, Arabic/Hebrew features, and a French interface.
Bridge CC 2015 version 6.3 system requirements

Windows
- Intel® Core™2 Duo or AMD Athlon® 64 processor; 2 GHz or faster processor
- Microsoft® Windows® 7 with Service Pack 1, Windows 8.1, or Windows 10
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for 32-bit installation; 2.1 GB of available hard-disk space for 64-bit installation; plus additional free space required during installation (cannot install on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.**

Mac OS
- Multicore Intel processor with 64-bit support
- Mac OS X v10.9, v10.10 (64-bit), or v10.11 (64-bit)
- 2GB of RAM (8 GB recommended)
- 2GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.**

**NOTICE to USERS. Internet connection, Adobe ID and acceptance of license agreement required to activate and use this product. This product may integrate with or allow access to certain Adobe or third-party hosted online services. Adobe online services, including the Adobe Creative Cloud service, are available only to users 13 and older and require agreement to additional terms and Adobe’s online privacy policy. The applications and online services are not available in all countries or languages, may require user registration, and may be subject to change or discontinuation without notice. Additional fees or membership charges may apply.

Language versions
Dansk Deutsch English Español Français Français* Hebrew* Hungarian
Italiano Nederlands Norwegian Polish Português (Brasil) Suomi Svenska Turkish
Українська čeština Русский

* Arabic and Hebrew supported in a Middle Eastern version with full right-to-left language support, Arabic/Hebrew features, and an English interface; also in a North African French (Français*) version with full right-to-left language support, Arabic/Hebrew features, and a French interface.

Bridge CC version 6.2 system requirements
Introduction to Bridge

Windows
- Intel® Core™2 Duo or AMD Athlon® 64 processor; 2 GHz or faster processor
- Microsoft® Windows® 7 with Service Pack 1, Windows 8.1, or Windows 10
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for 32-bit installation; 2.1 GB of available hard-disk space for 64-bit installation; plus additional free space required during installation (cannot install on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Mac OS
- Multicore Intel processor with 64-bit support
- Mac OS X v10.9, v10.10 (64-bit), or v10.11 (64-bit)
- 2GB of RAM (8 GB recommended)
- 2GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1024x768 display (1280x800 recommended) display with 16-bit color and 512 MB of VRAM (1 GB recommended)
- OpenGL 2.0–capable system
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

**NOTICE to USERS. Internet connection, Adobe ID and acceptance of license agreement required to activate and use this product. This product may integrate with or allow access to certain Adobe or third-party hosted online services. Adobe online services, including the Adobe Creative Cloud service, are available only to users 13 and older and require agreement to additional terms and Adobe’s online privacy policy. The applications and online services are not available in all countries or languages, may require user registration, and may be subject to change or discontinuation without notice. Additional fees or membership charges may apply.

Language versions
Dansk Deutsch English Español Français Français* Hebrew* Hungarian
Italiano Nederlands Norwegian Polish Português (Brasil) Suomi Svenska Turkish
Ukrainian čeština Русский * * * * * * * * * *

* Arabic and Hebrew supported in a Middle Eastern version with full right-to-left language support, Arabic/Hebrew features, and an English interface; also in a North African French (Français*) version with full right-to-left language support, Arabic/Hebrew features, and a French interface.
Adobe Bridge workspace

Workspace overview

The Adobe Bridge workspace consists of three columns, or panes, that contain various panels. You can adjust the Adobe Bridge workspace by moving or resizing panels. You can create custom workspaces or select from several preconfigured Adobe Bridge workspaces.

Video resources:
- What is Bridge?
- Customize the Bridge workspace
The following are the main components of the Adobe Bridge workspace:

**Application bar** Provides buttons for essential tasks, such as publishing to Adobe Stock and Adobe Portfolio, creating PDF contact sheet, navigating the folder hierarchy, switching workspaces, and searching for files.

**Path bar** Shows the path for the folder you’re viewing and allows you to navigate the directory.

**Favorites panel** Gives you quick access to frequently browsed folders.

**Folders panel** Shows the folder hierarchy. Use it to navigate folders.

**Filter panel** Lets you sort and filter files that appear in the Content panel.

**Collections panel** Lets you create, locate, and open collections and smart collections.

**Content panel** Displays files specified by the navigational menu buttons, Path bar, Favorites panel, Folders panel, or Collections panel.

**Publish panel** Lets you upload content to Adobe Stock and Adobe Portfolio from within the Bridge CC. See and **Publish assets to Adobe Portfolio** for details. To view this panel in any workspace, choose Window > Publish Panel.

**Preview panel** Displays a preview of the selected file or files. Previews are separate from, and typically larger than, the thumbnail image displayed in the Content panel. You can reduce or enlarge the preview by resizing the panel.

**Metadata panel** Contains metadata information for the selected file. If multiple files are selected, shared data (such as keywords, date created, and exposure setting) is listed.

**Keywords panel** Helps you organize your images by attaching keywords to them.

**Output panel** Contains options for creating PDF contact sheet. Appears when the Output workspace is selected. For more information, see **Create PDF contact sheet in the Output workspace**.

### Search Adobe Stock

![Bridge Search: Current Folder](bridge_search_current_folder.png)

In addition to searching for assets in Bridge or on your computer, you can also use the Quick Search box (on the right side of the Application bar) to search for high-quality Adobe Stock illustrations, vectors, and photos. When you search, the results appear on the Adobe Stock website in your default web browser. To know more about Adobe Stock, see **Adobe Stock Learn & Support**.

To switch your search between Adobe Stock search and Windows (Win)/Spotlight (Mac) search options, use the drop-down list in the Quick Search box.

Last updated 3/8/2018
Adjust panels
You can adjust the Adobe Bridge window by moving and resizing its panels. However, you can't move panels outside the Adobe Bridge window.

? Do any of the following:
• Drag a panel by its tab into another panel.
• Drag the horizontal divider bar between panels to make them larger or smaller.
• Drag the vertical divider bar between the panels and the Content panel to resize the panels or Content panel.
• To show or hide all panels except the center panel, Press Tab (the center panel varies depending on the workspace you've chosen).
• Choose Window, followed by the name of the panel you want to display or hide.
• Right-click (Windows) or Control-click (Mac OS) a panel tab and choose the name of the panel you want to display.

Work with Favorites
• To specify Favorites preferences, choose Edit > Preferences (Windows) or Adobe Bridge CC > Preferences (Mac OS). Click General, and select desired options in the Favorite Items area of the Preferences dialog box.
• To add items to Favorites, do one of the following:
  • Drag a file or folder to the Favorites panel from Windows Explorer (Windows), the Finder (Mac OS), or the Content or Folders panel of Adobe Bridge.
  • Select a file, folder, or collection in Adobe Bridge and choose File > Add To Favorites.
To remove an item from the Favorites panel, select it and choose File > Remove From Favorite. Or right-click (Windows) or Control-click (Mac OS) the item and choose Remove From Favorites from the context menu.

Select and manage workspaces
An Adobe Bridge workspace is a certain configuration or layout of panels. You can select either a preconfigured workspace or a custom workspace that you have previously saved.

By saving various Adobe Bridge workspaces, you can work in (and quickly switch between) different layouts. For example, use one workspace to sort new photos and another to work with footage files from an After Effects composition.

Adobe Bridge provides the following preconfigured workspaces:

**Metadata** Displays the Content panel in List view, along with the Favorites, Metadata, and Filter panels.

**Essentials** Displays the Favorites, Folders, Filter, Collections, Content, Preview, Metadata, and Keywords panels.

**Filmstrip** Displays thumbnails in a scrolling horizontal row (in the Content panel) along with a preview of the currently selected item (in the Preview panel). Also displays the Favorites, Folders, Filter, and Collections panels.

**Keywords** Displays the Content panel in Details view, along with the Favorites, Keywords, and Filter panels.

*Note: In Mac OS, pressing Command+F5 to load the Keywords workspace starts Mac OS voice-over by default. To load the Preview workspace by using the keyboard shortcut, first disable the voice-over shortcut in Mac OS Keyboard Shortcuts preferences. For instructions, see Mac OS Help.*

**Preview** Displays a large Preview panel; a narrow, vertical Content panel in Thumbnails view; and the Favorites, Folders, Filter, and Collections panels.
Light Table  Displays only the Content panel. Files are displayed in Thumbnails view.

Folders  Displays the Content panel in Thumbnails view, along with the Favorites, and Folders panels.

- To select a workspace, choose Window > Workspace, and then choose the desired workspace. Or, click one of the workspace buttons in the Adobe Bridge application bar.

  * Drag the vertical bar to the left of the workspace buttons to show more or fewer buttons. Drag the buttons to rearrange their order.*

- To save the current layout as a workspace, choose Window > Workspace > New Workspace. In the New Workspace dialog box, enter a name for the workspace, specify options, and then click Save.

- To delete or restore a custom workspace, choose Window > Workspace, and then choose one of the following commands:

  **Delete Workspace**  Deletes the saved workspace. Choose the workspace from the Workspace menu in the Delete Workspace dialog box, and click Delete.

  **Reset Workspace**  Restores the currently selected saved workspace to its default settings.

  **Reset Standard Workspace**  Restores the default settings for the Adobe pre-defined workspaces (Essentials, Output, and so on)

**Adjust brightness and colors**

Brighten or darken the Adobe Bridge background and specify accent colors in General preferences. To open preferences, choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS).

- To brighten or darken the background, go to the General panel of the Preferences dialog box and do the following:
  
  - Drag the User Interface Brightness slider to make the Adobe Bridge background darker or lighter.
  
  - Drag the Image Backdrop slider to make the background of slideshows and of the Content and Preview panels darker or lighter.

- To specify accent colors, go to the General panel of the Preferences dialog box and choose a color from the Accent Color menu.

**Manage color**

If you use Adobe Creative Cloud, you can use Adobe Bridge CC to automatically synchronize color settings across applications. This synchronization ensures that colors look the same in all color-managed Adobe applications.

If color settings are not synchronized, a warning message appears at the top of the Color Settings dialog box in each application. Adobe recommends that you synchronize color settings before you work with new or existing documents.

1 Do one of the following:

  - Choose Edit > Color Settings.
  
  - Press Control+Shift+K (Windows) or Command+Shift+K (macOS).

2 Select a color setting from the list, and click Apply.

  **Note:** Select Show Expanded List of Color Settings Files to expand the list.
Change language settings
Adobe Bridge can display menus, options, and tool tips in multiple languages. You can also specify that Adobe Bridge use a specific language for keyboard shortcuts.

1. Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS), and click Advanced.
2. Do either or both of the following:
   - Choose a language from the Language menu to display menus, options, and tool tips in that language.
   - Choose a language from the Keyboard menu to use that language keyboard configuration for keyboard shortcuts.
3. Click OK, and restart Adobe Bridge.
   The new language takes effect the next time you start Adobe Bridge.

Enable startup scripts
You can enable or disable startup scripts in Adobe Bridge preferences. Scripts listed vary depending on the Creative Suite® components you’ve installed. Disable startup scripts to improve performance or to resolve incompatibilities between scripts.

1. Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS), and click Startup Scripts.
2. Do any of the following:
   - Select or deselect the desired scripts.
   - To enable or disable all scripts, click Enable All or Disable All.
   - Click Reveal My Startup Scripts to go to Adobe Bridge Startup Scripts folder on your hard drive.

HiDPI and Retina display support
HiDPI monitors and Apple’s Retina displays allow more pixels to be displayed on your screen. To take advantage of advancements in high-resolution display technologies, Adobe Bridge CC includes native support for high-resolution monitor displays running on Windows and Mac OS X (for example, the MacBook Pro with Retina display).

Bridge CC is aware of different monitor dots per inch (DPI) settings. When you are working on a HiDPI monitor set at a DPI of 150% or higher, Bridge’s user interface automatically scales to 200% so that you continue to see sharp and clear UI elements, readable font size, and crisp icons across a wide variety of DPI display settings.

**Note:** Bridge supports a minimum screen resolution of 2560 x 1600. Working on HiDPI monitors with screen resolution set below 2560 x 1600 truncates the Bridge user interface and some of the items may not fit on the screen.

User interface scaling preferences (Windows only)
With High DPI support enabled on Windows, the Bridge user interface scales to 200% on HiDPI monitors. However, Bridge also allows you to manually set the scaling preference:

1. Choose Edit > Preferences > Interface.
2. In the Preferences dialog, click Interface.
3 Select a User Interface Scaling option. You can choose any of the following:

- **Auto** (Default) Automatically scales the Bridge user interface to the following percentages based on the DPI setting of the display monitor:
  - 200% at DPI >= 150%
  - 100% at DPI < 150%

- **100%** Opens Bridge app at 100% scaling. Choose this option to revert to the pre-HiDPI look.

- **200%** Opens Bridge app at 200% scaling. Choose this option when working on HiDPI monitors.

  **Note:** Choosing 200% scaling option when working on non-HiDPI monitors truncates/cuts the user interface.

4 Click OK. Relaunch Bridge.

The scaling takes effect the next time you start Adobe Bridge.

**Restore preferences**

Numerous program settings are stored in the Adobe Bridge preferences file, including display, Adobe Photo Downloader, performance, and file-handling options.

Restoring preferences returns settings to their defaults and can often correct unusual application behavior.

1 Press and hold the Ctrl key (Windows) or the Option key (Mac OS) while starting Adobe Bridge.

2 In the Reset Settings dialog box, select one or more of the following options:

- **Reset Preferences** Returns preferences to their factory defaults. Some labels and ratings may be lost. Adobe Bridge creates a preferences file when it starts.

- **Purge Entire Thumbnail Cache** Purging the thumbnail cache can help if Adobe Bridge is not displaying thumbnails properly. Adobe Bridge re-creates the thumbnail cache when it starts.
Reset Standard Workspaces  Returns Adobe predefined workspaces to their factory default configurations.

3  Click OK, or click Cancel to open Adobe Bridge without resetting preferences.

Import photos using Photo Downloader

Get photos from camera

*Note: Before you begin importing your images using Photo Downloader, make sure that you have updated Bridge to the latest version. To check for updates, choose Help > Updates. To know how to update your app, see Update Creative Cloud apps.*

1  Connect your camera, card reader, or mobile device to the computer using a supported cable.

   *Note: (macOS only) On your Mac machine, you can configure Adobe Bridge to automatically open Photo Downloader when a camera is connected to the computer. Choose Adobe Bridge > Preferences. In the Behavior area of the General panel, select When A Camera Is Connected, Launch Adobe Photo Downloader. Then, click OK.*

2  Do one of the following:
   
   •  (Windows) Click Download Images - Use Adobe Bridge in the AutoPlay window, or choose File > Get Photos From Camera.

   •  (macOS) In Adobe Bridge, choose File > Get Photos From Camera.

3  A new Adobe Bridge CC Photo Downloader window appears. In this window, choose the name of the device from the Get Photos From menu.
Note: If the Get Photos From drop-down in the Photo Downloader window doesn’t list your connected device or displays ‘No Valid Files Found’ message after selecting your device, read the following instructions for the type of device that you want to connect:

- Make sure that your device is turned on and you are using a supported USB cable.

**Note: (iDevices)**

- When connecting an Apple mobile device to a Mac machine, if you see a Trust this Computer alert, unlock your device and tap Trust.
- When connecting an Apple mobile device to a Windows machine, if you see an Allow this device to access photos and videos alert, unlock your device and tap Allow. In the Photo Downloader window, choose Refresh from the Get Photos From drop-down.

**Note: (Android devices)**

- When connecting an Android mobile device to a Mac or Windows machine, if you see a USB For alert on your device, unlock your device and choose any one of the available USB connection modes — MTP, PTP, USB mass transfer.
- If you don’t see the USB For alert, you can manually change the mode in your device. Go to your device Settings > USB Settings > Mode. If you can’t locate this setting, refer to the device manufacturer’s documentation for your device.
• After selecting the USB transfer mode, choose Refresh from the Get Photos From drop-down in the Photo Downloader window.

Note: (Digital cameras)

• See the device manufacturer’s documentation for connecting your camera to a computer.

4 To view thumbnails of the images saved on device, click Advanced Dialog at the lower-right corner of the window. The Advanced Dialog allows you to select the media files that you want to import and also provides more import options.

To remove a photo from the import batch, click the check box below the photo thumbnail to deselect it in Advanced Dialog. By default, all the photos are selected.

5 Save Options

Location:

To change the default folder location where Bridge imports the selected media files, click the Browse button (Windows) or the Choose button (Mac OS) next to Location, and specify a new location.

6 Create Subfolder(s):
To import the photos into subfolder(s) within the Location specified above, select an option from the Create Subfolder(s) drop-down list.

- **None** doesn't create any subfolders and the photos are stored at the folder location specified above.
- **Custom Name** creates a subfolder with the name you type.
- **Today’s Date** creates a subfolder named with the current date.
- **Shot Date** creates a subfolder named with the date and time you shot the photo. You can choose from any of the date format options available in the drop-down list.

7 **Rename Files:**

To rename the files as you import them, choose an option from the Rename Files menu. All the photos in the import batch share the same name based on Today’s Date, Shot Date, and Custom Name, or a combination of Shot Date and Custom Name. Each photo also has a unique number attached at the end.

- If you do not want to rename your imported files, you can choose Do Not Rename Files from the drop-down list.
- If you want to rename the files based on the sub-folder name that you specified in the previous step, choose Same As Subfolder Name from the drop-down list.

The Example text below the Rename Files option displays how the renamed files will look like based on the options that you’ve selected.

To preserve the camera’s original filename in XMP metadata for later reference, check Preserve Current Filename In XMP. For more details, see [Work with metadata in Adobe Bridge](#).

*(macOS only)* In the Rename Files drop-down list, choose Advanced Rename to rename the files based on a custom combination of Text, New Extension, Preserved Filename, Sequence Number, Sequence Letter, Date Time, and Metadata. Choosing this option opens Photo Downloader - Advanced Rename window where you can create your custom combination.
In the New Filenames section:

- Click (+) button to add a custom field and choose the type of custom field from the drop-down list - Text, New Extension, Preserved Filename, Sequence Number, Sequence Letter, Date Time, and Metadata. Depending on the custom field that you’ve chosen, additional options appear corresponding to that field.

- To remove a custom field, click (-) button.

In the Options section:

- You can select Windows and Unix options so that the renamed files are compatible on these operating systems.

The Preview section displays how the renamed files (New filename) will look like based on the custom fields combination that you’ve created.

8 Advanced Options

**Open Adobe Bridge**  Opens Adobe Bridge after you import photos.

**Select Convert To DNG**  Converts Camera Raw files to DNG as you import them. Click the Settings button to open DNG Conversion Settings window (explained below). To know more about DNG format, read [Digital Negative (DNG)].

**Delete Original Files**  Deletes the original photos from your camera, card reader, or mobile device after they’re imported.

**Save Copies To**  Saves copies of photos as you import them at a specified location.

Specify DNG Conversion Settings when importing images into Bridge

- **JPEG Preview**: Choose Medium size or Full Size to generate JPEG previews of the converted DNG images. If you do not want to generate JPEG previews, choose None from the drop-down list.
• **Compressed (lossless):** Select this option to reduce the file size of the converted image.

• **Image Conversion Method:** Choose Preserve Raw Image to maximize the amount of data preserved in the converted DNG file. Otherwise, choose Convert to Linear Image.

• **Embed Original Raw File:** Select this option to embed your camera raw file (non-DNG) raw file inside the DNG file. This creates a larger DNG file, but it allows the original raw file to be extracted later if needed.

### 9 Apply Metadata

(Optional) To apply metadata, choose Basic Metadata from the Template to Use drop-down list. Then, type information in the Creator and Copyright text boxes.

Any custom metadata template that you’ve created in Bridge is also available in the Template To Use menu. For related details, see [Work with metadata templates](#).

### 10 Click Get Media. The photos appear in Adobe Bridge.

*Note: If you had selected the Open in Adobe Bridge check box, Bridge automatically opens the location where you have imported the media files and displays your photos or subfolders within this location in the Content panel.*

### Import from device on macOS

On macOS, Bridge provides an additional option File > Import From Device to import media from devices. This option, which has limited import settings, can be used as an alternate to File > Get Photos From Camera option when you are working on macOS.

**For devices connected in PTP or MTP mode (such as camera or Android-based devices)**

Change the device mode from PTP/MTP to USB mode/Mass storage mode and then connect the device to your computer.

*Note: For instructions on how to change the mode, see the documentation provided by the manufacturer of the device.*

Adobe Bridge now detects the device and you can begin importing media from the device. The steps are mentioned below.

**For iDevices (such as iPad or iPhone)**

1. Connect your iDevice to your computer.
2. Click File > Import From Device. The dialog that appears automatically recognizes the connected device.
3. Select the media that you want to import, select the location where you want to Import To, and click Download.
The selected media files are imported to Adobe Bridge.

4 The selected media files are imported to Adobe Bridge. By default, the media files in Bridge are imported to /Users/<your username>/Pictures. You can locate this folder in the Folders panel.
Organize content and assets using Adobe Bridge

Adobe Bridge, which is a part of Adobe Creative Cloud, lets you organize the assets you use to create content for print, web, and video. Adobe Bridge keeps native Adobe files (such as PSD and PDF) and non-Adobe files available for easy access. You can drag assets into your layouts, projects, and compositions as needed, preview files, and even add metadata (file information), making the files easier to locate.

**File browsing** From Adobe Bridge you can view, search, sort, filter, manage, and process image, page layout, PDF, and dynamic media files. You can use Adobe Bridge to rename, move, and delete files; edit metadata; rotate images; and run batch commands. You can also view files and data imported from your digital still or video camera. See [View and manage files](#).

**Camera raw** If you have Adobe Photoshop or Adobe Lightroom, you can open camera raw files from Adobe Bridge and save them. You can edit the images directly in the Camera Raw dialog box without starting Photoshop or Lightroom, and copy settings from one image to another. If you don’t have Photoshop installed, you can still preview the camera raw files in Adobe Bridge. See [Introduction to Camera Raw](#).

**Color management** You can use Adobe Bridge to synchronize color settings across color-managed Adobe Cloud components. This synchronization ensures that colors look the same in all Adobe Creative Cloud apps. See [](#).
Chapter 2: Work with assets

Create PDF contact sheet in the Output workspace

Note: Beginning with the October 2017 release of Bridge CC, the following updates have been made:

- A new Output workspace has been introduced to generate PDF contact sheet natively in Bridge.
- The legacy Adobe Output Module plug-in (shipped separately) to create PDF contact sheet and web galleries is no longer supported and the functionality to create web galleries has been discontinued in the latest version of Bridge.
- The Adobe Output Module (AOM) plug-in works only with Bridge CC November, 2016 (version 7.0) and earlier releases. To install AOM for an earlier version of Bridge, see Install Adobe Output Module.

The new Output workspace in Adobe Bridge CC allows you to create PDF contact sheets of one or more images. In the Output workspace, you begin by choosing a template for your PDF contact sheet in the Output Settings panel on the right. Then, you drag images from the Content panel (bottom) to Canvas in the Output Preview panel (center). You can choose to customize various output settings?document, grid and margins, header and footer, watermark, and PDF properties?and also save your custom template for reuse later. The settings that you apply in the Output Settings panel are readily rendered in the Output Preview panel. Finally, you’re ready to export a PDF output.

Output workspace

A Output Preview panel  B Output Settings panel  C Output workspace  D Export to PDF button  E Content panel  F Filter and Collection panels  G Favorites and Folders panels
Work with assets

Output Preview panel
The Output Preview panel displays a preview of the PDF contact sheet with your photos aligned in rows and columns. Any modification in the Output Settings panel is rendered in the Output Preview panel instantaneously. You can drag photos from the Content panel at the bottom of the screen onto the canvas in the Output Preview panel.

Output Settings panel
You can use the Output Settings panel to choose a predefined template or customize the template for the PDF contact sheet. You can customize settings such as Document, Grid and Margin, Header and Footer, Watermark, and PDF Properties. The changes you make in this panel are rendered in the Output Preview panel instantaneously.

Create a PDF contact sheet
1 Click Output in standard workspace.
2 Do one of the following in the Output Settings panel:
   • Select a predefined template from the Template drop-down. The default template is 2 x 2 Cells.
   • Select Custom in the Template drop-down and specify settings in Document, Grid and Margin, Header and Footer, Watermark, and PDF Properties accordions. To know about the settings, see Apply output settings.
   **Note:** If you choose a predefined template and then make any change in the Output Settings panel, the template is changed to Custom. The changes in the Output Settings panel are rendered in the Output Preview panel instantaneously.
3 Drag images from the Content panel to the canvas in the Output Preview panel.
   In a Preview document (Output workspace) containing more than one media assets, you can drag a single asset or a selection of assets (both contiguous and non-contiguous) to a new location within the Preview document. While dragging to reorder, a colored highlight appears indicating the new drop location. The selection can be dropped at the start of the page, end of the page, or between other media assets.
4 (Optional) You can do any of the following in the canvas:
   • **Rotate an image:** To rotate an image, click an image and then click or icon.
   • **Remove an image:** To remove an image from the canvas, click an image and then click Remove.
   • **Show guides:** To show guides, select the Show Guides check box in the Output Preview panel.
   • **Reset content:** To reset the content of the contact sheet, click Reset button in the Output Preview panel.
5 Click Export to PDF in the Output Preview panel.

Apply output settings
• Template
• Template
• Grid and Margins
• Header and Footer
• Watermark
• PDF Properties
Template
You can choose from predefined templates or create your own template to create a PDF contact sheet. You can also choose a predefined template and then customize it according to your requirement.

- Template: Shows the list of predefined and custom templates.
- Save Template: Saves a custom template.
- Delete Selected Template: Deletes a custom template selected in the Template drop-down.
- Quick access menu for preference: Shows the quick access to the output preference options.

Document
You can specify the page settings of a PDF contact sheet. The Document accordion in the Output Settings panel shows the following settings:

- Page size: Shows the page size options for PDF contact sheet.
- Width / Height: Specifies the width and height of the page in pixel, inches, centimeter, and millimeter.
- Orientation: Specifies page orientation as landscape or portrait.
• Background Color: Specifies the background color for the PDF contact sheet. You can use the standard color box or the Eyedropper tool to choose the background color. For more information on using the Eyedropper tool, see Use Eyedropper tool to choose color.
• Resolution: Shows the resolution of the PDF contact sheet in Pixel Per Inch (PPI).
• Image Quality: Specifies the image quality in the PDF contact sheet.
• Thumbnail Placement: Shows the options for image placement in the PDF contact sheet. You can place the images across rows (left to right) or columns (top to bottom).
• Rotate Thumbnail for Best Fit: Rotates the thumbnail of the image to fit in a cell.
• Repeat One Photo Per Page: Keeps one image per page in the PDF contact sheet.
• Include Filename: Includes the filename of the image in the PDF contact sheet.
• Include File Extension: Includes the filename extension of the image in the PDF contact sheet.
• Filename font formatting: Specifies font formatting such as font, font color, font size, and font style.

Grid and Margins

You can specify layout of your contact sheet by specifying rows and columns. The Grid and Margins accordion in the Output Settings panel shows the following settings:

• Grid Layout: Lets you set the grid layout for the contact sheet. You can specify the number of rows and columns.
• Cell Spacing: Lets you set the spacing between two cells. You can specify the vertical and horizontal space between two cells.

• Cell Size: Specifies the size of the cells in centimeter. You can select auto spacing to let Adobe Bridge CC set the spacing between two cells.

• Margins: Specifies the left, right, top, and bottom margin for the cells in the contact sheet. You can click icon to link the margin of right/left and top/bottom.
You can add header, footer, and page number to your contact sheet. The Header and Footer accordion in the Output Settings panel shows the following settings:

- **Header settings**:
  - Include Header: Enables the header setting for the contact sheet.
  - Text: Enter the text that you want to display in the PDF header.
• **Text alignment**: Use the left ` `, center ` `, and right ` ` alignment icons to adjust the text position in the header.

• **Text formatting**: Select the font, font size, and font style for the header text from the corresponding drop-down lists. You can choose the font color from the standard color box or use the Eyedropper tool to pick a color. For more information on using the Eyedropper tool, see [Use Eyedropper tool to choose color](#).

  • Header Size: Drag the Header Size slider to adjust the area designated to the header in the Preview document.
  
  • Divider Size: Drag the Divider Size slider to adjust the width of the divider that appears in the header area. You can set any value from 0 pt through 5 pt.
  
  • Divider Color: Choose a color for the divider from the color box or use the Eyedropper tool to pick a color. For more information on using the Eyedropper tool, see [Use Eyedropper tool to choose color](#).

• **Footer Settings**:

  • Include Footer: Enables the footer setting for the contact sheet.
  
  • Text: Enter the text that you want to display in the PDF footer.
  
  • **Text alignment**: Use the left ` `, center ` `, and right ` ` alignment icons to adjust the text position in the footer.
  
  • **Text formatting**: Select the font style, font size, and font weight for the footer text from the corresponding drop-down lists. You can choose the font color from the standard color box or use the Eyedropper tool to pick a color. For more information on using the Eyedropper tool, see [Use Eyedropper tool to choose color](#).

  • Footer Size: Drag the Footer Size slider to adjust the area designated to the header in the Preview document.
  
  • Divider Size: Drag the Divider Size slider to adjust the width of the divider that appears in the footer area. You can set any value from 0 pt through 5 pt.
  
  • Divider Color: Choose a color for the divider from the color box or use the Eyedropper tool to pick a color. For more information on using the Eyedropper tool, see [Use Eyedropper tool to choose color](#).

• **Page number**:

  • Include Page Number: Enables the page numbering for the contact sheet.
  
  • Location: Select any one of the options from the Location drop-down list to display the page number - Header Left, Header Center, Header Right, Footer Left, Footer Center, or Footer Right.
  
  • **Text formatting**: Select the font style, font size, and font weight for the page numbering from the corresponding drop-down lists. You can choose the font color from the standard color box or use the Eyedropper tool to pick a color. For more information on using the Eyedropper tool, see [Use Eyedropper tool to choose color](#).
You can add text or image watermark to your contact sheet. The Watermark accordion in the Output Settings panel shows the following settings:

- **No Watermark:** By default, the No Watermark radio button is selected.
- **Text Watermark:** Select the Text Watermark radio button to add a text watermark to the contact sheet.
  - **Text:** Enter the text that you want to display as the watermark.
  - **Text formatting:** Select the font style, font size, and font weight for the watermark text from the corresponding drop-down lists.
- **Image Watermark:** Select the Image Watermark radio button to add an image as watermark to the contact sheet. Click Select File and upload an image.
- **Placement:** Any placement settings that you choose are applied on the text watermark or the image watermark, depending on the radio button option that you’ve selected.
  - **Type:** In Type drop-down, select whether you want to place the text/image watermark on the media assets currently added in the preview document or on each page of the preview document.
Work with assets

- Rotation: In Rotation text field, enter any value from 0 through 359. The text/image watermark rotates by specified degrees on the Preview document.
- Position: In the Position field, choose any option in the anchor widget to position the text/image watermark on the media assets or on the preview document.
- Margins: Use the Horizontal Margin or Vertical Margin slider to adjust the horizontal or vertical offset of the text/image watermark.
- Scale: Scaling is applicable only for an image watermark. Use the Scale slider to adjust the scaling of the image watermark.
- Opacity: Use the Opacity slider to adjust the opacity of the watermark

PDF Properties

You can secure your PDF contact sheet and specify the playback settings. The PDF Properties accordion in the Output Settings panel shows the following security and playback settings:

- Security:
  - Open Password: If enabled, the recipient needs to type this password to open the generated PDF contact sheet.
  - Permission Password: If enabled, the recipient needs to type this password to change permission settings in the generated PDF. This password is not required to open the document in Reader or Acrobat. This password is required only to change the restriction that you've set.
  - Disable Printing: If selected, sets printing restriction in the generated PDF. To change the printing permission setting, the recipient needs the Permissions Password. This option is enabled only when you set the permission password.
Work with assets

- **Playback:**
  - **Open in Full Screen Mode:** Opens the generated PDF in the full screen mode. The PDF fills the entire screen, and the Acrobat menu bar, toolbar, and window controls are hidden.
  - **Automatically Advance to the Next Page:** If selected, the PDF pages advance automatically in the full screen mode at every set number of seconds specified in the Duration (seconds) field.
  - **Duration:** Duration of playback for each page in seconds.
  - **Loop After Last Page:** If selected, the PDF document pages advance continuously, returning to the first page after the last.
  - **Transition:** Select a transition effect to display when viewing the PDF in full screen mode. If you do not want to apply any transition effects, select None from the drop-down. The Direction and Speed fields are disabled when you set Transition as None.
  - **Direction:** Determines the flow of the selected page transition on the screen, such as Down, Left, Horizontal, and so on. The available options vary according to the transition.
  - **Speed:** Select the required speed option for the transition effect that you've selected.

**Use Eyedropper tool to choose color**
You can use the Eyedropper tool to sample a color from anywhere on the screen.

1. Click the Eyedropper tool next to any color setting.
2. Keep the mouse button pressed, drag anywhere on the screen. The color selection box changes dynamically as you drag.
3. Release the mouse button to pick the color.

**Save a custom template**
You can specify your own settings in the Output Settings panel and save it as a template.

1. Do one of the following:
   - Select a predefined template from the Template drop-down.
   - Select Custom from the Template drop-down.
2. Apply required settings in the Output Settings panel. When you choose a predefined template and make changes in Output Settings, the template is changed to Custom.
   To know about the settings, see **Apply output settings**.
3. Click icon next to the Template drop-down.
4. Specify the name of the template and click Save.
   
   **Note:** You can select a custom template from the Template drop-down and then delete it by clicking icon.

**Output preferences**
1. Do one of the following:
   - (Windows) Click Edit > Preferences > Output. Alternatively, press Ctrl+K.
   - (macOS) Click Adobe Bridge CC > Preferences >Output. Alternatively, press Command+K.
   **Note:** You can use the Quick Access menu in the Output Settings panel to quickly set the preferences.
2 Set the following preferences:

- View PDF after export: If selected, the exported PDF automatically opens in Acrobat or Reader after you save it.
- Preserve Embedded Color Profile: If selected, preserves the color profile that is embedded in the image, if possible. If the profile is not supported in JPEG, Adobe Output Module converts the profile to sRGB.
- Use Solo Mode for Output Panel Behavior: Controls the open/close behavior of the accordions in the Output Settings panel - Document, Grid and Margin, Header and Footer, Watermark, and PDF Properties.
  - If selected, then only one accordion remains open at a time.
  - If deselected, you can open multiple accordions at a time.
- Prefer Cell Size Over Cell Spacing While Resizing Margins:
  - If selected, the cell spacing changes while the cell size is preserved when you increase or decrease the margins.
  - (Default option) If deselected, the cell size changes while the cell spacing is preserved when you increase or decrease the margins.

3 Click OK.

View and manage files in Adobe Bridge

Navigate files and folders

Note: (Mac) When trying to navigate to the drive location of services, such as Dropbox and iCloud, in Bridge — make sure that the user library folder is accessible. The user Library folder is hidden by default in Mac OS X 10.7 and later releases. To access content in the Library folder, see Can’t see user library files in Mac OS X 10.7 and later.

- Do any of the following:
  - Select a folder in the Folders panel. Press the Down arrow and Up arrow keys in the Folders panel to navigate the directory. Press the Right arrow key to expand a folder. Press the Left arrow key to collapse a folder.
  - Select an item in the Favorites panel.
  - Click the Go To Parent Or Favorites button \( \circ \) or Reveal Recent button \( \circ \) in the application bar and choose an item.
  - Tip: To reveal a file in the operating system, select it and choose File > Reveal In Explorer (Windows) or File > Reveal In Finder (Mac OS).
  - Click the Go Back button \( \circ \) or Go Forward button \( \circ \) in the application bar to navigate between recently visited folders.
  - Double-click a folder in the Content panel to open it.
  - Tip: Ctrl-double click (Windows) or Command-double click (Mac OS) a folder in the Content panel to open that folder in a new window.
  - Drag a folder from Windows Explorer (Windows) or the Finder (Mac OS) to the path bar to go to that location in Adobe Bridge.
  - Drag a folder from Windows Explorer (Windows) or the Finder (Mac OS) to the Preview panel to open it. In Mac OS, you can also drag a folder from the Finder to the Adobe Bridge icon to open it.
Work with assets

• Use the path bar to navigate:
  • Click an item in the path bar to go to it.
  • Right-click (Windows) or Control-click (Mac OS) an item in the path bar to turn on folder “cruising.” Folder cruising allows you to see and go to the subfolders of the selected item. You can also click a right-pointing arrow ➤ in the path bar to cruise the subfolders of the preceding item.
  • Drag an item from the Content panel to the path bar to go to that location.
  • Click the last item in the path bar to edit the path. To return to the icon mode, press Esc.

Note: Show or hide the path bar by choosing Window > Path Bar.

Show subfolder contents
You can specify that Adobe Bridge display folders and subfolders in one continuous, “flat” view. Flat view displays the entire contents of a folder, including its subfolders, so you don’t have to navigate the subfolders.

To display the contents of folders in flat view, choose View > Show Items From Subfolders.

Open files in Adobe Bridge
You can open files from Adobe Bridge, even files that were not made with Adobe software. When you use Adobe Bridge to open a file, the file opens in its native application or the application you specify. You can also use Adobe Bridge to place files in an open document in an Adobe application.

To open a file and do any of the following:
  • Choose File > Open.
  • Press Enter (Windows) or Return (Mac OS).
  • Press Ctrl+Down arrow key (Windows) or Command+Down arrow key (Mac OS).
  • Double-click the file in the Content panel.
  • Choose File > Open With, followed by the name of the application with which to open the file.
  • Drag the file onto an application icon.
  • Choose File > Open In Camera Raw to edit the camera raw settings for the file.
  • To open photos from a digital camera into Adobe Bridge, use the Adobe Photo Downloader. See Get photos from a digital camera or card reader into Adobe .
  • Choose File > Import From Devices to get media from into Adobe Bridge on Mac OS 10.11.x from the following devices:
    • Android mobile devices and digital cameras connected in PTP (Picture Transfer Protocol) or MTP (Media Transfer Protocol) mode
    • iOS mobile devices

See Import from device on Mac OS 10.11.x for details.

Change file type associations
Selecting the application to open a specific file type affects only those files that you open using Adobe Bridge and overrides operating system settings.

1 Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS), and click File Type Associations.
Work with assets

2  Click the name of the application (or None) and click Browse to locate the application to use.
3  To reset the file type associations to their default settings, click Reset To Default Associations.
4  To hide any file types that don’t have associated applications, select Hide Undefined File Associations.

Place files into another application
•  Select the file in Adobe Bridge and choose File > Place, followed by the name of the application. For example, you can use this command to place a JPEG image into Adobe Illustrator.
•  Drag a file from Adobe Bridge into the desired application. Depending on the file, the document into which you want to place the file needs to be opened first.

Search for files and folders with Adobe Bridge
Note: (Mac) When trying to navigate to the drive location of services, such as Dropbox and iCloud, in Bridge — make sure that the user Library folder is accessible. The user Library folder is hidden by default in Mac OS X 10.7 and later releases. To access content in the Library folder, see Can’t see user library files in Mac OS X 10.7 and later.

You can search for files and folders with Adobe Bridge by using multiple combinations of search criteria. You can save search criteria as a smart collection, which is a collection that stays up to date with files that meet your criteria.
1  Choose Edit > Find.
2  Choose a folder in which to search.
3  Choose search criteria by selecting options and limiters from the Criteria menus. Enter search text in the box on the right.
4  To add search criteria, click the plus sign (+). To remove search criteria, click the minus sign (-).
5  Choose an option from the Match menu to specify whether any or all criteria must be met.
6  (Optional) Select Include All Subfolders to expand the search to any subfolders in the source folder.
7  (Optional) Select Include Non-Indexed Files to specify that Adobe Bridge search uncached and cached files.
Searching uncached files (in folders that you have not previously browsed in Adobe Bridge) is slower than searching cached files.
8  Click Find.
9  (Optional) To save the search criteria, click the New Smart Collection button in the Collections panel when Adobe Bridge displays your search results. The Smart Collection dialog box automatically includes the criteria of your search. Refine the criteria if desired, and then click Save. Type a name for the smart collection in the Collections panel, and then press Enter (Windows) or Return (Mac OS). See Create a smart collection.

Perform a Quick Search
Use the Quick Search field in the application bar to find files and folders in Adobe Bridge. Quick Search lets you search using either the Adobe Bridge search engine or Windows Desktop Search (Windows) or Spotlight (Mac OS). The Adobe Bridge engine searches filenames and keywords. Operating system engines look for filenames, folder names, and image keywords. Adobe Bridge search looks within the currently selected folder and all subfolders, including My Computer (Windows) and Computer (Mac OS). Operating system search engines look in the currently selected folder or in My Computer (Windows) and Computer (Mac OS).
1  Click the magnifying glass icon in the Quick Search field and choose Adobe Bridge, Windows Desktop Search (Windows), or Spotlight (Mac OS) as your search engine.

Last updated 3/8/2018
Label and rate files

Labeling files with a certain color or assigning ratings of zero (0) to five stars lets you mark many files quickly. You can then sort files according to their color label or rating.

For example, suppose you’re viewing many imported images in Adobe Bridge. As you review each new image, you can label the images you want to keep. After this initial pass, you can use the Sort command to display and work on files that you’ve labeled with a particular color.

You can label and rate folders and files.

You can assign names to labels in Labels preferences. The name is then added to the file’s metadata when you apply the label. When you change names of labels in preferences, any files with the older label appear with white labels in the Content panel.

**Note:** When you view folders, Adobe Bridge shows both labeled and unlabeled files until you choose another option.

1. To label files, select one or more files and choose a label from the Label menu. To remove labels from files, choose Label > No Label.
2. To rate files, select one or more files and do any of the following:
   • In the Content panel, click the dot representing the number of stars you want to give the file. (In Thumbnail view, a thumbnail must be selected for the dots to appear. Also, dots do not appear in small thumbnail views. If necessary, scale the thumbnails until the dots appear. In List view, make sure that the Ratings column is visible.)
   • Choose a rating from the Label menu.
   • To add or remove one star, choose Label > Increase Rating or Label > Decrease Rating.
   • To remove all stars, choose Label > No Rating.
   • To add a Reject rating, choose Label > Reject or press Alt+Delete (Windows) or Option+Delete (Mac OS).

   **Note:** To hide rejected files in Adobe Bridge, choose View > Show Reject Files.

Sort files

By default, Adobe Bridge sorts files that appear in the Content panel by filename. You can sort files differently by using the Sort command or Sort By application bar button.

- Choose an option from the View > Sort menu, or click the Sort button in the application bar to sort files by listed criteria. Choose Manually to sort by the last order in which you dragged the files. If the Content panel displays search results, a collection, or flat view, the Sort button contains a By Folder option that lets you sort files by the folder where they’re located.
- In List view, click any column header to sort by that criteria.

Filter files

Control which files appear in the Content panel by selecting criteria in the Filter panel. The Filter panel displays the number of items in the current set that have a specific value, regardless of whether they are visible. For example, by glancing at the Filter panel, you can quickly see how many files have a specific rating or keyword.
Criteria that appear in the Filter panel are dynamically generated depending on the files that appear in the Content panel and their associated metadata or location. For example, if the Content panel contains audio files, the Filter panel contains artist, album, genre, key, tempo, and loop criteria. If the Content panel contains images, the Filter panel contains such criteria as dimensions, orientation, and camera data such as exposure time and aperture value. If the Content panel displays search results or a collection with files from multiple folders, or if the Content panel displays flat view, the Filter panel contains a Parent Folder that lets you filter the files by the folder where they’re located.

- To filter files, select one or more criteria in the Filter panel:
  - Select criteria in the same category (for example, file types) to display files that meet any of the criteria. For example, to display both GIF and JPEG files, select GIF Image and JPEG File beneath File Type.
  - Select criteria across categories (for example, file types and ratings) to display files that meet all the criteria. For example, to display GIF and JPEG files that have two stars, select GIF Image and JPEG File beneath File Type and two stars beneath Ratings.
    **Tip**: Shift-click rating criteria to select that rating or higher. For example, Shift-click two stars to display all files that have two or more stars.
  - Select categories from the Filter panel menu.
    **Tip**: Select Expand All or Collapse All from the Filter panel menu to open or close all filter categories.
  - Alt-click (Windows) or Option-click (Mac OS) to inverse selected criteria. For example, if you’ve selected GIF Image beneath File Type, Alt-click GIF Image to deselect it and select all the other file types listed.
Work with assets

Note: If you filter a closed stack, Adobe Bridge displays the stack only if the top (thumbnail) item meets the filter criteria. If you filter an expanded stack, Adobe Bridge displays all files in the stack that meet the filter criteria of the top file.

• To clear filters, click the Clear Filter button at the bottom of the Filter panel. Alternatively, click the quick access menu and then click Clear All.

• To prevent filter criteria from clearing when you navigate to another location in Adobe Bridge, click the Keep Filter When Browsing button at the bottom of the Filter panel.

Copy, move, and delete files and folders

• To copy files or folders, do any of the following:
  • Select the files or folders and choose Edit > Copy.
  • Right-click (Windows) or Control-click (Mac OS) the files or folders, choose Copy To, and select a location from the list (to specify a different location, select Choose Folder).
  • Ctrl-drag (Windows) or Option-drag (Mac OS) the files or folders to a different folder.

• To move files to another folder, do one of the following:
  • Right-click (Windows) or Control-click (Mac OS) the files, choose Move To, and select a location from the list (to specify a different location, select Choose Folder).
  • Drag the files to a different folder in the Adobe Bridge window or in Windows Explorer (Windows) or the Finder (Mac OS).

Note: If the file you’re dragging is in a different mounted volume than Adobe Bridge, the file is copied, not moved. To move a file to a different mounted volume, Shift-drag (Windows) or Command-drag (Mac OS) the file.

• To delete files or folders, do any of the following:
  • Select the files or folders and click the Delete Item button.
  • Select the files or folders and press Ctrl+Delete (Windows) or Command+Delete (Mac OS).
  • Select the files or folders and press Delete, and then click Delete in the dialog box.

Rotate images

You can rotate the view of JPEG, PSD, TIFF, and camera raw images in Adobe Bridge. Rotating does not affect the image data; however, rotating an image in Adobe Bridge may rotate the image view in the native application as well.

1 Select one or more images in the content area.

2 Do one of the following:
  • Choose Edit > Rotate 90° Clockwise, Rotate 90° Counterclockwise, or Rotate 180°.
  • Click the Rotate 90° Clockwise or Rotate 90° Counterclockwise button in the application bar.

Work with Camera Raw

Camera raw files contain unprocessed picture data from a camera’s image sensor. Adobe Photoshop Camera Raw software, available in Adobe Bridge if you have Adobe Photoshop or Adobe AfterEffects installed, processes camera raw files. You can also process JPEG (.JPG) or TIFF files by opening them in Camera Raw from Adobe Bridge.
Use Adobe Bridge to copy and paste settings from one file to another, to batch process files, or to apply settings to files without opening the Camera Raw dialog box.

- To open JPEG or TIFF files in Camera Raw from Adobe Bridge, specify those options in Camera Raw preferences. Choose Edit > Camera Raw Preferences (Windows) or Adobe Bridge > Camera Raw Preferences (Mac OS). Under JPEG And TIFF Handling, choose JPEG > Automatically Open All Supported JPEGs and/or choose TIFF > Automatically Open All Supported TIFFs. Then, double-click a JPEG or TIFF file to open it in Camera Raw. To open JPEG and TIFF files in Photoshop, choose Automatically Open [JPEGs or TIFFs] With Settings.

- To open raw files in Camera Raw from Adobe Bridge, specify that option in Adobe Bridge preferences. Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS). In the Behavior area of the General tab, select Double-Click Edits Camera Raw Settings In Bridge. If this preference is not selected, double-clicking raw files opens them in Photoshop.

- See also Get photos from a digital camera or card reader.

## Work with metadata in Adobe Bridge

### About metadata

*Metadata* is a set of standardized information about a file, such as author name, resolution, color space, copyright, and keywords applied to it. For example, most digital cameras attach some basic information to an image file, such as height, width, file format, and time the image was taken. You can use metadata to streamline your workflow and organize your files.

### About the XMP standard

Metadata information is stored using the Extensible Metadata Platform (XMP) standard, on which Adobe Bridge, Adobe Illustrator, Adobe InDesign, and Adobe Photoshop are built. Adjustments made to images with Photoshop Camera Raw are stored as XMP metadata. XMP is built on XML, and in most cases the metadata is stored in the file. If it isn’t possible to store the information in the file, metadata is stored in a separate file called a sidecar file. XMP facilitates the exchange of metadata between Adobe applications and across publishing workflows. For example, you can save metadata from one file as a template, and then import the metadata into other files.

Metadata that is stored in other formats, such as Exif, IPTC (IIM), GPS, and TIFF, is synchronized and described with XMP so that it can be more easily viewed and managed. Other applications and features also use XMP to communicate and store information such as version comments, which you can search using Adobe Bridge.
In most cases, the metadata remains with the file even when the file format changes (for example, from PSD to JPG). Metadata also remains when files are placed in an Adobe document or project.

If you’re a C++ or Java developer, use the XMP Toolkit SDK to customize the processing and exchange of metadata. If you’re an Adobe Flash® or Flex developer, use the XMP File Info SDK to customize the File Info dialog box. For more information, visit the Adobe website.

**Working with metadata in Adobe Bridge**

Many of the powerful Adobe Bridge features that allow you to organize, search, and keep track of your files and versions depend on XMP metadata in your files. Adobe Bridge provides two ways of working with metadata: through the Metadata panel and through the File Info dialog box.

In some cases, multiple views exist for the same metadata property. For example, a property may be labeled Author in one view and Creator in another, but both refer to the same underlying property. Even if you customize these views for specific workflows, they remain standardized through XMP.

**The Metadata panel**

A file’s metadata contains information about the contents, copyright status, origin, and history of the file. In the Metadata panel, you can view and edit the metadata for selected files, use metadata to search for files, and use templates to append and replace metadata.

Depending on the selected file, the following types of metadata may appear:

- **File Properties** Describes the characteristics of the file, including the size, creation date, and modification date.
- **IPTC (IIM, Legacy)** Displays editable metadata such as a description and copyright information. This set of metadata is hidden by default because IPTC Core supersedes it. However, you can display IPTC (IIM, legacy) metadata by selecting it from the Metadata options in the Preferences dialog box.
- **IPTC Core** Displays editable metadata about the file. The IPTC Core specification was developed by the International Press Telecommunications Council (IPTC) for professional photography, especially news and stock photos.
- **IPTC Extension** Includes additional identifying information about photo content, including rights-related details.
- **Fonts** Lists the fonts used in Adobe InDesign files.
- **Linked Files** Lists files that are linked to an Adobe InDesign document.
- **Plates** Lists CMYK plates specified for printing in Adobe Illustrator files.
- **Document Swatches** List the swatches used in Adobe InDesign and Adobe Illustrator files.
- **Camera Data (Exif)** Displays information assigned by digital cameras, including the camera settings used when the image was taken.
- **GPS** Displays navigational information from a global positioning system (GPS) available in some digital cameras. Photos without GPS information don’t have GPS metadata.
- **Camera Raw** Displays settings applied by the Camera Raw plug-in.
- **Audio** Displays metadata for audio files, including artist, album, track number, and genre.
- **Video** Displays metadata for video files, including pixel aspect ratio, scene, and shot.
- **Edit History** Keeps a log of changes made to images with Photoshop.

*Note: The History Log preference must be turned on in Photoshop for the log to be saved with the file’s metadata.*

- **DICOM** Displays information about images saved in the Digital Imaging and Communications in Medicine (DICOM) format.
Mobile SWF  Lists information about SWF files, including title, author, description, and copyright.

1  To specify the metadata that appears in the Metadata panel, do one of the following:
   •  Choose Preferences from the Metadata panel menu.
   •  Choose Edit > Preferences (Windows) or Adobe Bridge CC > Preferences (macOS), and then select Metadata from the list on the left.

2  Select the metadata fields that you want to display in the Metadata panel.

3  Select the Hide Empty Fields option to hide fields with no information in them.

4  Click OK.

The metadata placard

The metadata placard uses common icons for digital camera commands and functions.

| A | Aperture | B | Metering mode | C | White balance | D | Image dimensions | E | Image size | F | Color profile or filename extension | G | Shutter speed | H | Exposure compensation | I | ISO |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Metering mode icons that appear in the metadata placard:

- **Average or centerweighted average**
- **Spot**
- **Matrix or pattern**
- **Centerweighted average or center weight**
- **Digital ESP**

**Note:** See the documentation that came with your camera for more information on its metering mode icons.

White balance icons that appear in the metadata placard:
To show or hide the metadata placard, do one of the following:

- Select or deselect Show Metadata Placard from the Metadata panel menu.
- Select or deselect Show Metadata Placard in Metadata preferences.

### View metadata

- Select one or more files and view the information in the Metadata panel. If you select multiple files, only metadata that is common to the files appears. Use the scroll bars to view hidden categories. Click the triangle to display everything within a category.

  You can change the typeface size in the panel by choosing Increase Font Size or Decrease Font Size from the panel menu.

- Select one or more files and choose File > File Info. Then, select any of the categories listed at the top of the dialog box. Use the left and right arrows to scroll categories, or click the down arrow and select a category from the list.
• Choose View > As Details to display the metadata next to the thumbnails in the Content panel.
• Choose View > As List to display the metadata in columns in the Content panel.
• Position the pointer over a thumbnail in the content area. (Metadata appears in a tool tip only if Show Tooltips is selected in Thumbnails preferences.)

Edit metadata in the Metadata panel
1 Click the Pencil icon to the far right of the metadata field you want to edit.
2 Type in the box to edit or add metadata.
3 Press Tab to move through metadata fields.
4 When you have finished editing the metadata, click the Apply button ✔ at the bottom of the Metadata panel. To cancel any changes you’ve made, click the Cancel button ✖ at the bottom of the panel.

View Camera Raw and Lightroom metadata in Adobe Bridge
Because Adobe Bridge, Camera Raw, and Lightroom all use the XMP standard for storing metadata, each application can read metadata changes made in the others. If you add a star rating or IPTC information to a photo in Adobe Bridge, for example, Lightroom can display that metadata in the Library module. Similarly, adjustments or other metadata changes that you make to a photo in Camera Raw or Lightroom appear in Adobe Bridge. Metadata changes made in Lightroom must be saved to XMP in Lightroom in order for Adobe Bridge to recognize them.

While browsing files, Adobe Bridge rereads metadata, detects changes, and updates previews automatically. When Adobe Bridge detects metadata changes have been made to a photo, it displays a Has Settings badge ☑ in the photo thumbnail in the Content panel.

Note: If you switch between Lightroom and Adobe Bridge rapidly, you may notice a delay in the update appearing in the Content and Preview panels. If, after waiting a few seconds, Adobe Bridge does not automatically display metadata changes from Lightroom or Camera Raw, choose View > Refresh, or press F5.
View linked InDesign files
Adobe InDesign CS5 and CS6 documents that contain linked files display a link badge in the upper-right corner of the thumbnail in the Content panel. The metadata for the linked files is available in Adobe Bridge.

1 Select an Adobe InDesign document with linked files in the Content panel of the Adobe Bridge window.
2 In the Metadata panel, expand the Linked Files section to view the names and paths of the linked files.
3 Right-click (Windows) or Control-click (Mac OS) the .indd file and choose Show Linked Files to see the linked files in the Contents panel.

View colors (Illustrator and InDesign) or fonts (InDesign)
When you select an InDesign document, the Metadata panel displays fonts and color swatches used in the document. When you select an Illustrator document, the Metadata panel displays plates and color swatches used in the document.

1 Select an InDesign or Illustrator document in the Content panel of the Adobe Bridge window.
2 In the Metadata panel, expand the Fonts (InDesign only), Plates (Illustrator only), or Document Swatches sections.

Add metadata using the File Info dialog box
The File Info dialog box displays camera data, file properties, an edit history, copyright, and author information. The File Info dialog box also displays custom metadata panels. You can add metadata directly in the File Info dialog box. If you select multiple files, the dialog box shows where different values exist for a text field. Any information you enter in a field overrides existing metadata and applies the new value to all selected files.

Note: You can also view metadata in the Metadata panel, in certain views in the Content panel, and by placing the pointer over the thumbnail in the Content panel.

1 Select one or more files.
2 Choose File > File Info.
3 Select any of the following from the tabs at the top of the dialog box:

- **Description** Lets you enter document information about the file, such as document title, author, description, and keywords that can be used to search for the document. To specify copyright information, select Copyrighted from the Copyright Status pop-up menu. Then enter the copyright owner, notice text, and the URL of the person or company holding the copyright.
- **IPTC Core** Includes four areas: Content describes the visual content of the image. Contact lists the contact information for the photographer. Image lists descriptive information for the image. Status lists workflow and copyright information.
- **IPTC Extension** Includes additional identifying information about photo content, including rights-related details.
- **Camera Data** On the left, lists read-only information about the camera and settings used to take the photo, such as make, model, shutter speed, and f-stop. On the right, lists read-only file information about the image file, including pixel dimensions and resolution.
- **GPS** Displays navigational information from a global positioning system (GPS) available in some digital cameras. Photos without GPS information don’t have GPS metadata.
- **Video Data** Lists information about the video file, including video frame width and height, and lets you enter information such as tape name and scene name.
Audio Data  Lets you enter information about the audio file, such as title and artist.

Mobile SWF  Lists information about mobile media files, including title, author, description, and content type.

Categories  Lets you enter information based on Associated Press categories.

Origin  Lets you enter file information that is useful for news outlets, including when and where the file was created, transmission information, special instructions, and headline information.

DICOM  Lists patient, study, series, and equipment information for DICOM images.

History  Displays Adobe Photoshop history log information for images saved with Photoshop. The History option appears only if Adobe Photoshop is installed.

Advanced  Displays metadata properties as they are stored within their namespace structures.

Raw Data  Displays XMP text information about the file.

Type the information to add in any displayed field.

(Optional) Click Preferences at the bottom of the File Info dialog box for options to speed metadata editing: enable auto-completion, reset XMP changes, or restore the default dialog box.

Click OK to apply the changes.

Work with metadata templates

You can create new metadata templates in Adobe Bridge by using the Create Metadata Template command. You can also modify the metadata in the File Info dialog box and save it as a text file with a .xmp filename extension. You share XMP files with other users or apply them to other files.

You can save metadata in a template that can be used to populate metadata in InDesign documents and other documents created with XMP-enabled software. Templates you create are stored in a shared location that all XMP-enabled software can access.

• To create a metadata template, choose Tools > Create Metadata Template. Enter a Template Name, and select the metadata values that you want to include. Then click Save.

Note: If you select a metadata option and leave the corresponding box empty, Adobe Bridge clears existing metadata when you apply the template.

• To go to a saved metadata template in Explorer (Windows) or the Finder (Mac OS), choose Tools > Create Metadata Template. Click the pop-up menu in the upper-right corner of the Create Metadata template dialog box and choose Show Templates Folder.

• To delete a metadata template, select it in the Explorer (Windows) or Finder (Mac OS) and press Delete, or drag it to the Recycle Bin (Windows) or the Trash (Mac OS).

• To apply metadata templates to files in Adobe Bridge, select one or more files and then choose a command from the Metadata panel menu:

  Append Metadata > [template name]  Applies the template metadata where no metadata value or property currently exists in the file.

  Replace Metadata > [template name]  Completely replaces any existing metadata in the file with the metadata in the template.

  To edit a metadata template, choose Tools > Edit Metadata Template > [template name]. Enter different values for the included metadata and click Save.

  To save a file’s metadata as an XMP file, choose File > File Info. Click the pop-up menu at the bottom of the dialog box, next to the Preferences button, and chose Export. Type a filename, specify a location, and click Save.
Note: You can only export metadata from one file at a time. If multiple files are selected, the Export option is not available.

**Import metadata into a document**

1. Select one or more files.
2. Choose File > File Info.
3. Choose Import from the pop-up menu at the bottom of the dialog box.
   
   Note: You must save a metadata template before you can import metadata from a template.

4. Specify how you want to import the data:
   
   **Clear Existing Properties And Replace With Template Properties** Replaces all metadata in the file with the metadata in the XMP file.

   **Keep Original Metadata, But Replace Matching Properties From Template** Replaces only metadata that has different properties in the template.

   **Keep Original Metadata, But Append Matching Properties From Template** (Default) Applies the template metadata only where no metadata value or property currently exists in the file.

5. Click OK.
6. Navigate to the XMP text file and click Open.

**Work with the Adobe Bridge cache**

The cache stores thumbnail and metadata information (as well as metadata that can't be stored in the file, such as labels and ratings) to improve performance when you view thumbnails or search for files. However, storing the cache takes up disk space. When you build a cache, you can opt to export it for sharing or archiving, and you can choose to generate 100% previews. You can manage the cache by purging it and by setting preferences to control its size and location.

**Build and manage the cache**

? Choose either of the following commands from the Tools > Cache menu:

**Build And Export Cache** Builds, as a background process, a cache for the selected folder and all the folders within it (except aliases or shortcuts to other folders). This command reduces the time spent waiting for thumbnails and file information to be displayed as you browse in subfolders. You can also generate 100% previews in cache to help improve performance when viewing images at 100% in slideshows and full-screen previews, or using the Loupe tool.

The Export Cache To Folders option in the Build Cache dialog box creates a local cache for sharing or archiving to disc. When this option is selected, Adobe Bridge creates cache files for the selected folder and its subfolders. When a folder is copied to an external disc, such as a CD or DVD for archiving, the cache files are copied, too. When you navigate to a previously unviewed folder in Adobe Bridge, such as a folder on the archived CD, Adobe Bridge uses the exported cache to display thumbnails faster. The exported cache is based on the central cache and includes duplicate information.

Note: Exported cache files are hidden files. To view them in Adobe Bridge, choose View >Show Hidden Files.

**Purge Cache For Folder [Selected Folder]** Clears the cache for the selected folder. This command is useful if you suspect that the cache for a folder is old and must be regenerated. (If, for example, thumbnails and metadata are not being updated.)
Purge the cache

Bridge optimizes cache by automatically purging the stale cache items when your app is idle. By default, the purge duration is set as 30 days. This means that any cache item which is older than 30 days is considered as stale and hence purged by Bridge.

However, you can customize the purge duration and set any value between 1 day and 180 days. You set the purge duration in the Cache Preferences dialog. See Set cache preferences for details.

If the preference for purging cache is not set and the cache has stale items, then sometime after launching the app, Bridge prompts you with the dialog shown below.

Compact cache on exit

The central cache of Adobe Bridge stores thumbnail, preview, and metadata information in a database to improve the performance when you browse or search for files. However, the larger the cache, the more disk space it uses. Cache preferences help you manage the trade-off between performance and cache size.

In Cache preferences, Compact Cache On Exit option allows you to set up an automatic clean-up of cache when you exit Bridge, in case the database size increases beyond 100 MB. See Set cache preferences for details.

However, if the preference for compacting cache is not set and the cache database size grows beyond 100 MB on your machine, the following dialog is displayed when you quit Bridge.

Note: This dialog appears only if Compact Cache On Exit preference is not selected in Cache Preferences and your cache database size has grown beyond 100 MB.

In this dialog, you can do any of the following:

Automatically Compact Cache On Exit When Required Sets the preference for automatically compacting cache. You can also set it in the Cache Preferences dialog. See Set cache preferences for details.

Compact Cache And Exit Optimizes the cache by removing obsolete records and quits Bridge.
**Remind Me Later** No action is performed. This dialog reappears on next the launch of Adobe Bridge prompting you to compact the cache.

**Set cache preferences**

1. Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS).
2. Click Cache.

![Preferences dialog](image.png)

3. Do any of the following:
   
   **Keep 100% Previews In Cache** Keeps 100% previews of images in the cache to speed zoom operations in a slideshow or in full-screen preview, and when using the Loupe tool. Keeping 100% previews in cache, however, can use significant disk space.
   
   **Automatically Export Caches To Folders When Possible** Creates exported cache files in the viewed folder, if possible. For example, you cannot place cache files in a folder on a read-only disc. Exporting cache files is useful when, for example, you share images, because the images can display faster when viewed in Adobe Bridge on a different computer.
   
   **Location** Specify a new location for the cache. The new location takes effect the next time you start Adobe Bridge.
   
   **Cache Size** Drag the slider to specify a larger or smaller cache size. If the cache is near the defined limit (500,000 records) or the volume that contains the cache is too full, older cached items are removed when you exit Adobe Bridge.
   
   **Compact Cache Now** Optimizes cache by removing obsolete cache records and the associated JPEG files.
Compact Cache On Exit  If selected, automatically compacts cache when you close Adobe Bridge if cache database size grows beyond 100 MB. Recommended to keep your cache optimized.

Purge All Cache Now  Deletes the entire cache, freeing room on the hard drive.

Purge Cache Older Than 'N' Days, When Bridge Is Idle  Specify the purge duration (between 1 day and 180 days). Previously cached items that are older than the specified days are considered as stale and automatically removed when Bridge is idle.

Start Adobe Bridge

You can start Adobe Bridge directly or start it from any of the following Adobe products: After Effects, Captivate, Encore, Flash Professional, InCopy, InDesign, Illustrator, Photoshop, and Premiere Pro.

Start Adobe Bridge from an Adobe product

Do either of the following:

- Choose File > Browse or File > Browse In Bridge (as available).

  Note: In After Effects or Premiere Pro, after you use File > Browse In Bridge to start Adobe Bridge, double-clicking a file will open or import the file into that Creative Cloud app, not into the native application. For example, if you choose File > Browse In Bridge in Adobe Premiere Pro and then double-click a Photoshop file, the file is added to the Premiere Pro Project panel, not opened in Photoshop.

- Click the Adobe Bridge button in the application bar.

Return to the last open Adobe product from Adobe Bridge

Choose File > Return To [Component] or click the Return To [Component] button in the application bar.

Start Adobe Bridge directly

- (Windows) Choose Adobe Bridge from the Start > Programs menu.
- (Mac OS) Double-click the Adobe Bridge icon located in the Applications/Adobe Bridge folder.

Start Adobe Bridge automatically

You can configure Adobe Bridge to run automatically in the background every time you log in. Running Adobe Bridge in the background consumes fewer system resources until you are ready to use it.

To configure Adobe Bridge to open automatically in the background at login, do one of the following:

- The first time you launch Adobe Bridge, click Yes when asked if you want to launch Adobe Bridge automatically at login.
- In the Advanced panel of the Adobe Bridge Preferences dialog box, choose Start Bridge At Login.
- (Windows) When Adobe Bridge is open, right-click the Adobe Bridge system tray icon and choose Start Bridge At Login.
Hide or show Adobe Bridge

(Mac OS) To switch between operational modes, do any of the following:

1. Click the Adobe Bridge icon in the Dock and choose Show or Hide.
2. In Adobe Bridge, choose Adobe Bridge > Hide Adobe Bridge to run Adobe Bridge in the background.

Adjust Adobe Bridge Content panel display

The Content panel displays thumbnails, detailed thumbnails, or a list of the files and folders in the selected folder. By default, Adobe Bridge generates color-managed thumbnails and displays them in the Content panel with file or folder names as well as ratings and labels.

You can customize the view in the Content panel by displaying detailed text information with thumbnails or viewing thumbnails as a list. You can also resize thumbnails and specify thumbnail quality. Choose Horizontal Layout or Vertical Layout from the Content panel menu to position scroll bars. Choosing Auto Layout ensures that Adobe Bridge switches between a horizontal and vertical layout as needed.

Choose a view mode

Choose one of the following from the View menu:

- As Thumbnails to display files and folders as thumbnails with file or folder names as well as ratings and labels.
- As Details to display thumbnails with more text information.
- As List to display files and folders as a list of filenames with associated metadata in a column format.
- Show Thumbnail Only to display thumbnails without any text information, labels, or ratings.

Click the buttons in the lower-right corner of the Adobe Bridge window to View Content As Thumbnails, View Content As Details, or View Content As List.
Adjust the size of thumbnails
Make thumbnails smaller so you can see more of them at once, or enlarge them to see thumbnail details.

• Drag the Thumbnail slider at the bottom of the Adobe Bridge window.

**Note:** When you resize the Adobe Bridge window in Auto Layout mode, thumbnails in the Content panel also resize. To avoid this behavior, choose Horizontal Layout or Vertical Layout from the Content panel menu.

If you don’t see the filename or other metadata with an image thumbnail in the Content panel, drag the slider to the right to make the thumbnails larger.

• Click the Smaller Thumbnail Size button at the far left of the Thumbnail slider to reduce the number of columns in the Content panel by one. Click the Larger Thumbnail Size button at the far right of the Thumbnail slider to increase the number of columns in the Content panel by one. Adobe Bridge automatically maximizes the size of the thumbnails for the number of columns displayed.

Lock the grid
Lock the grid so that Adobe Bridge always displays complete thumbnails in the Content panel. When the grid is locked, thumbnails keep their configuration if the window is resized or panels opened or closed.

? Choose View > Grid Lock, or click the Grid Lock button next to the Thumbnail slider at the bottom of the Adobe Bridge window.

Show additional metadata for thumbnails
The Additional Lines Of Thumbnail Metadata preference specifies whether to show additional metadata information with thumbnails in the Content panel.

1 Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS), and click Thumbnails.
2 In the Additional Lines Of Thumbnail Metadata area, choose the type of metadata to display. You can display up to four extra lines of information.

Limit file size for thumbnails
You can limit the file size for which Adobe Bridge creates thumbnails (displaying large files can slow performance). If Adobe Bridge can’t create thumbnails, it displays the icon associated with that particular file type. Adobe Bridge disregards this setting when displaying thumbnails for video files.

1 Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS), and click Thumbnails.
2 Enter a number in the Do Not Process Files Larger Than box.

Specify monitor-size previews
Monitor-size previews display the highest-quality preview possible based on the resolution of your monitor. With monitor-size previews enabled, images appear sharp in full-screen mode.

1 Choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS), and click Advanced.
2 Select Generate Monitor-Size Previews.
Specify thumbnail quality
You can specify that Adobe Bridge display embedded, high-quality, or 1:1 previews of image thumbnails for individual folders of images.

- For faster browsing, choose a folder and then select the Browse Quickly By Preferring Embedded Images button in the Adobe Bridge application bar.
- To display higher-quality thumbnail previews, click the Options For Thumbnail Quality And Preview Generation button in the Adobe Bridge application bar and choose one of the following:
  - Prefer Embedded (Faster) to use the low-resolution thumbnails embedded in the source file. These thumbnails aren't color managed. This option is equivalent to choosing Browse Quickly By Preferring Embedded Images.
  - High Quality On Demand to use embedded thumbnails until you preview an image, at which time Adobe Bridge creates color-managed thumbnails generated from the source files.
  - Always High Quality to always display color-managed thumbnails for all images. Always High Quality is the default quality setting.
  - Generate 100% Previews to create 100% previews of images in the background for Loupe and Slideshow views. This option speeds loupe and slideshow operations but uses more disk space and slows initial browsing. See Use the Loupe tool and View images as a slideshow.

Customize the List view
You can customize the List view by sorting and resizing the columns, and by choosing which metadata categories to display.

1 Choose View > As List.
2 Do any of the following:
   - Click any column header to change the direction of the sort order.
   - Right-click (Windows) or Control-click (Mac OS) any column header to choose a different metadata category, close the column, insert a new column, resize the column, or return to the default configuration.

Note: The Name column is always the leftmost column.

- Drag the vertical divider bar between two columns to make them wider or narrower.
- Double-click between two-column headers to automatically resize the column to the left.
You can preview images in Adobe Bridge in the Preview panel, in Full Screen Preview, and in Review mode. The Preview panel displays up to nine thumbnail images for quick comparisons. Full Screen Preview displays images full screen. Review mode displays images in a full-screen view that lets you navigate the images; refine your selection; label, rate, and rotate images; and open images in Camera Raw.

**View images as a slideshow**

The Slideshow command lets you view thumbnails as a slideshow that takes over the entire screen. This is an easy way to work with large versions of all the graphics files in a folder. You can pan and zoom images during a slideshow, and set options that control slideshow display, including transitions and captions.

- To view a slideshow, open a folder of images, or select the images you want to view in the slideshow, and choose View > Slideshow.
- To display commands for working with slideshows, press H while in Slideshow view.
- To specify slideshow options, press L while in Slideshow view or choose View > Slideshow Options.

**Display options:**

Choose to black out additional monitors, repeat the slideshow, or zoom back and forth.

**Slide options:**

Specify slide duration, captions, and slide scaling.

**Transition options:**

Specify transition styles and speed.

**Preview images using the Preview panel**

Select up to nine images from the Content panel and (if necessary) choose Window > Preview Panel.
Preview images using the Full Screen Preview

- Select one or more images and choose View > Full Screen Preview, or press the spacebar.
- Press the plus sign (+) or minus sign (-) key to zoom in or out of the image, or click the image to zoom to that point. You can also use a mouse scroll wheel to increase and decrease magnification.
- To pan the image, zoom in and then drag.
- Press the Right Arrow and Left Arrow keys to go to the next and previous image in the folder.
  
  Note: If you select multiple images before entering Full Screen Preview, pressing the Right Arrow and Left Arrow keys cycles through the selected images.
- Press the spacebar or Esc to exit Full Screen Preview.

Evaluate and select images using Review mode

Review mode is a dedicated full-screen view for browsing a selection of photos, refining the selection, and performing basic editing. Review mode displays the images in a rotating “carousel” that you can navigate interactively.

1. Open a folder of images or select the images you want to review and choose View > Review Mode.
2. Do any of the following:
   - Click the Left or Right Arrow buttons in the lower-left corner of the screen, or press the Left Arrow or Right Arrow key on your keyboard, to go to the previous or next image.
   - Drag the foreground image right or left to bring the previous or next image forward.
• Click any image in the background to bring it to the front.
• Drag any image off the bottom of the screen to remove it from the selection. Or click the Down Arrow button in the lower-left corner of the screen.
• Right-click (Windows) or Control-click (Mac OS) any image to rate it, apply a label, rotate it, or open it.
• Press \( \uparrow \) to rotate the foreground image 90° clockwise. Press \( \downarrow \) to rotate the image 90° counterclockwise.
• To exit Review mode, press Esc or click the X button in the lower-right corner of the screen.
• Click the New Collection button in the lower-right corner of the screen to create a collection from the selected images and exit Review mode.

💡To display keyboard shortcuts for working in Review mode, press H while in Review mode.

Use the Loupe tool
The Loupe tool lets you magnify a portion of an image. The Loupe tool is available in the Preview panel and on the frontmost or selected image in Review mode. By default, if the image is displayed at less than 100%, the Loupe tool magnifies to 100%. You can display one Loupe tool per image.

• To magnify an image with the Loupe tool, click it in the Preview panel or in Review mode. In Review mode, you can also click the Loupe tool button in the lower-right corner of the screen.
• To hide the Loupe tool, click the X in the lower-right corner of the tool, or click inside the magnified area of the tool. In Review mode, you can also click the Loupe tool button in the lower-right corner of the screen.
• Drag the Loupe tool in the image, or click a different area of the image, to change the magnified area.
• To zoom in and out with the Loupe tool, use the mouse scroll wheel, or press the plus sign (+) or minus sign (-) key.
• To display multiple Loupe tools in multiple images in the Preview panel, click the individual images.
• To synchronize multiple Loupe tools in the Preview panel, Ctrl-click or Ctrl-drag (Windows) or Command-click or Command-drag (Mac OS) one of the images.

Use software rendering for previews
Select this option if slideshows or images in the Preview panel, Full Screen Preview, or Review mode don't display correctly. Using software rendering for previews displays previews correctly, but the display speed may become slow and there may be other limitations.

1 In Advanced preferences, select Use Software Rendering.
2 Restart Adobe Bridge.

Note: Software rendering is automatically enabled on computers with less than 64 MB of VRAM and on dual-monitor systems with less than 128 MB of VRAM.
Use keywords in Adobe Bridge

The Keywords panel lets you create and apply Adobe Bridge keywords to files. Keywords can be organized into hierarchical categories consisting of parent keywords and child keywords (called subkeywords). Using keywords, you identify files based on their content. For example, you can use the Filter panel to view all files in a folder that share keywords, and you can use the Find command to locate files that contain the specified keyword.

For more information, see Nested, hierarchal keywording | Adobe Bridge.

Create new keywords or subkeywords

1  In the Keywords panel, select a keyword. For example, if you select Names, adding a new keyword creates a keyword on the same level as Names, such as Sports; and adding a new subkeyword lets you create a keyword under Names, such as Juanita.

2  Click the New Keyword button or New Sub Keyword button or choose either New Keyword or New Sub Keyword from the panel menu.

3  Type the keyword name and press Enter (Windows) or Return (Mac OS).

If you want a parent keyword to be used for structural purposes only, place the keyword in brackets, such as [Names]. Keywords in brackets cannot be added to files.

You can also add keywords by using the Find box at the bottom of the Keywords panel. Use commas to indicate subkeywords and semicolons to indicate separate entries. For example, to add "Los Angeles" to the Places category, select the "Places" keyword, type Los Angeles, and then click the New Sub Keyword button.

Add keywords to files

1  Select the file or files to add keywords to.

2  In the Keywords panel, select the box next to the name of the keyword or subkeyword. Shift-click the box to select all parent keywords.

A check mark appears in the box next to the keyword when it's added to a selected file. If you select multiple files, but the keyword was added to only some of them, a hyphen (-) appears in the keyword box.
Note: If you Shift-click a subkeyword, the parent keywords are also added to the file. To change the behavior so that clicking a subkeyword automatically adds the parent keywords (and Shift-clicking adds only the subkeyword), select Automatically Apply Parent Keywords in Keywords preferences.

Remove keywords from a file

- To remove the check mark, select the file, and then click the box next to the name of the keyword or keyword set. To remove the check mark from all parent keywords as well, Shift-click the keyword box.
- To remove a check mark forcibly, Alt-click (Windows) or Option-click (Mac OS) the keyword box. This method is especially useful when you select multiple files to which the keyword was applied only to some, causing a hyphen to appear in the keyword box. To forcibly remove a check mark from a keyword and its parents, press Alt+Shift (Windows) or Option+Shift (Mac OS) and click the keyword box.
- Select the file, and then choose Remove Keywords from the Keywords panel menu. To remove all keywords from the file, click Yes.

Tip: To lock a file so that keywords can't accidentally be removed, right-click (Windows) or Control-click (Mac OS) the file in the Content panel and choose Lock Item. When an item is locked, you cannot add or remove keywords, edit metadata, or apply labels or ratings.

Manage keywords

Do any of the following:

- To rename a keyword, select the keyword or keyword set and choose Rename from the panel menu. Then, type over the name in the panel and press Enter (Windows) or Return (Mac OS).

  Note: When you rename a keyword, the name changes only for the selected files. The original keyword name stays in all other files to which the keyword was previously added.

- To move a keyword to a different keyword group, drag the keyword to the parent keyword in which it should appear, and then release the mouse button.

- To change a subkeyword to a keyword, drag the subkeyword below the list of keywords, to the bottom of the Keywords panel.

- To delete a keyword, select the keyword by clicking its name, and then click the Delete Keyword button at the bottom of the panel or choose Delete from the panel menu.

  Note: Temporary keywords, such as keywords that you get from other users, appear in italics in the Keywords panel. To make temporary keywords permanent in Adobe Bridge, right-click (Windows) or Ctrl-click (Mac OS) the keyword and choose Make Persistent from the context menu.

- To expand or collapse keyword categories, click the arrow next to the category, or choose Expand All or Collapse All from the panel menu.

- To search for files using keywords, choose Find from the Keywords panel menu. (See Search for files and folders with Adobe Bridge.)

Find keywords

In the box at the bottom of the Keywords panel, type the name of the keyword you're looking for.

By default, all keywords containing the characters you type are highlighted. The first occurrence is highlighted in green; all subsequent occurrences are highlighted in yellow. Click Find Next Keyword or Find Previous Keyword to select a different highlighted keyword.
To highlight only keywords that begin with the characters you type, click the magnifying glass icon in the search box and choose Starts With as the search method. For example, if Contains is selected, typing “in” highlights both “Indiana” and “Maine”; if Starts With is selected, only “Indiana” is highlighted.

Import or export keywords

You can import tab-indented text files exported from other applications, such as Adobe Photoshop Lightroom. You can also export Adobe Bridge keywords as text files. These files are encoded as UTF-8 or ASCII, which is a subset of UTF-8.

- To import a keyword file into Adobe Bridge without removing existing keywords, choose Import from the Keywords panel menu, and then double-click the file to import.
- To import a keyword file into Adobe Bridge and remove existing keywords, choose Clear And Import from the Keywords panel menu, and then double-click the file to import.
- To export a keyword file, choose Export from the Keywords panel menu, specify a filename, and click Save.

Use collections in Adobe Bridge

Collections are a way to group photos in one place for easy viewing, even if they’re located in different folders or on different hard drives. Smart collections are a type of collection generated from a saved search. The Collections panel allows you to create, locate, and open collections, as well as create and edit smart collections.

Create a collection

Do any of the following:

- Click the New Collection button at the bottom of the Collections panel to create a new, empty collection.
- Select one or more files in the Content panel and then click the New Collection button in the Collections panel. Click Yes when asked if you want to include the selected files in the new collection.

By default, if you select a file in a collection, the file is listed as being located in the collection folder. To navigate to the folder in which the file is physically located, select the file and then choose File > Reveal In Bridge.
Create a smart collection

? Click the New Smart Collection button at the bottom of the Collections panel.

To add or remove a smart collection from the Favorites panel, right-click (Windows) or Control-click (Mac OS) the smart collection in the Collections panel and choose Add To Favorites or Remove From Favorites.

Edit a smart collection

1 Select a smart collection in the Collections panel.
2 Click the Edit Smart Collection button.
3 Specify new criteria for the smart collection, and then click Save.

Note: Remove photos from a smart collection by editing the criteria. Deleting a photo while viewing a smart collection moves the photo to the Recycle Bin (Windows) or Trash (Mac OS).

Rename a collection

? Do any of the following:

• Double-click the collection name and type a new name.
• Right-click (Windows) or Control-click (Mac OS) the collection name and choose Rename from the menu. Then overwrite the name of the collection.

Delete a collection

When you delete a collection, you simply remove it from the collections list in Adobe Bridge. No files are deleted from your hard disk.

? To delete a collection, do any of the following:

• In the Collections panel, select a collection name, and then click the trash icon.
• Right-click (Windows) or Control-click (Mac OS) a collection name, and then choose Delete from the menu.

Add files to a collection

? To add files to a collection, do any of the following:

• Drag the files from the Content panel, the Explorer (Windows), or the Finder (Mac OS) to the collection name in the Collections panel.
• Copy and paste files from the Content panel onto a collection name in the Collections panel.

Remove files from a collection

? To remove files from a collection, select the collection in the Collections panel and do any of the following:

• Select a file in the Content panel and click Remove From Collection, or right-click (Windows) or Control-click (Mac OS) and choose Remove From Collection.
• Select a file in the Content panel and press Delete. Click Reject to mark the file as rejected, Delete to move it to the Recycle Bin (Windows) or the Trash (Mac OS), or Cancel to keep the file.
Copy files between collections

1. Select a collection in the Collections panel.
2. Drag a file from the Content panel to the collection in the Collections panel that you want to copy it to.

Locate missing files

Adobe Bridge tracks the locations of the files in collections. If a file is moved in Adobe Bridge, the file remains in the collection. If a collection includes files that have been moved or renamed in the Explorer (Windows) or the Finder (Mac OS), or if the files are on a removable hard drive that is not connected when you view the collection, Adobe Bridge displays an alert at the top of the Content panel indicating that the files are missing.

1. Click Fix to locate the missing files.
2. In the Find Missing Files dialog box, select the missing files and do any of the following:
   - Click Browse to navigate to the new location of the files.
   - Click Skip to ignore the missing files.
   - Click Remove to remove the missing files from the collection.

Stack files in Adobe Bridge

Stacks let you group files together under a single thumbnail. You can stack any type of file. For example, use stacks to organize image sequences, which often include many image files.

Note: Adobe Bridge stacks are different from Photoshop image stacks, which convert groups of images to layers and store them in a Smart Object.

Commands that apply to a single file also apply to stacks. For example, you can label a stack just as you would a single file. Commands you apply to expanded stacks apply to all files in the stack. Commands you apply to collapsed stacks apply only to the top file in the stack (if you've selected only the top file in the stack) or to all files in the stack (if you've selected all files in the stack by clicking the stack border).

The default sort order in a stack is based on the sort order for the folder that contains the stack.

An Adobe Bridge stack in the Content panel (collapsed).
Work with assets

An expanded stack.

For a tutorial on stacking files, see Stacking and renaming files by Conrad Chavez.

Create a file stack

Select the files you want to include in the stack, and choose Stacks > Group As Stack. The first file you select becomes the stack thumbnail. The number on the stack indicates how many files are in the stack.

Manage stacks

- To change the stack thumbnail, right-click (Windows) or Control-click (Mac OS) the file you want to be the new thumbnail and choose Stacks > Promote To Top Of Stack.
- To expand a collapsed stack, click the stack number or choose Stacks > Open Stack. To expand all stacks, choose Stacks > Expand All Stacks.
- To collapse an expanded stack, click the stack number or choose Stacks > Close Stack. To collapse all stacks, choose Stacks > Collapse All Stacks.
- To add files to a stack, drag the files you want to add to the stack.
  - Note: While you can add a stack to another stack, you cannot nest stacks. Files in the added stack are grouped with the existing stack files.
- To remove files from a stack, expand the stack and then drag the files out of the stack. To remove all files from a stack, select the collapsed stack and choose Stacks > Ungroup From Stack.
- To select all files in a collapsed stack, click the border of the stack. Alternatively, Alt-click (Windows) or Control-click (Mac OS) the stack thumbnail.

Preview images in stacks

In stacks that contain ten or more images, you can preview (scrub) the images at a specified frame rate and enable onion skinning, which allows you to see preceding and succeeding frames as semitransparent overlays on the current frame.

- To preview a stack, hold the mouse over the stack in the Content panel until the slider appears, and then click Play, or drag the slider. If you don't see the Play button or slider, increase the thumbnail size by dragging the Thumbnail slider at the bottom of the Adobe Bridge window.
- To set the playback frame rate, right-click (Windows) or Control-click (Mac OS) the stack and choose a frame rate from the Stacks > Frame Rate menu.
- To set the default stack playback frame rate, choose a frame rate from the Stack Playback Frame Rate menu in Playback preferences.
- To enable onion skinning, right-click (Windows) or Control-click (Mac OS) the stack and choose Stack > Enable Onion Skin.
Automate tasks in Adobe Bridge

Run tasks from the Tools menu

The Tools menu contains submenus for various commands available in different Adobe products. For example, if you have Adobe Photoshop installed, you can use the commands under the Tools > Photoshop submenu to process photos that you select in Adobe Bridge. Running these tasks from Adobe Bridge saves time because you don't have to open each file individually.

*Note: Third parties can also create and add their own items to the Tools menu for added functionality in Adobe Bridge. For information about creating scripts, visit the Bridge Developer Center.*

Adobe Bridge also includes useful automation scripts. In Adobe Bridge CC, the Adobe Output Module script, for example, lets you create web photo galleries and generate Adobe PDF contact sheets and full-screen presentations. The Auto Collection CC 2014 script stacks sets of photos for processing into panoramas or HDR images in Photoshop.

1. Select the files or folders you want to use. If you select a folder, the command is applied where possible to all files in the folder.

2. Choose Tools > [Component], followed by the command you want. (If your component doesn't have any automated tasks available, it doesn't appear in the Tools menu.)

For information about a particular command, see or search the documentation for that component.

Batch rename files

Last updated 3/8/2018
You can rename files in a group, or *batch*. When you batch rename files, you can choose the same settings for all the selected files. For other batch-processing tasks, you can use scripts to run automated tasks.

1. Select the files that you want to rename.
2. Choose Tools > Batch Rename.
3. Set the following options:
   - **Destination Folder** Place the renamed files in the same folder, move them to another folder, or place copies in another folder. If you choose to put the renamed files in a different folder, click Browse to select the folder.
   - **New Filenames** Choose elements from the menus and enter text as appropriate to create new filenames. Click the Plus button (+) or Minus button (-) to add or delete elements.
   - **String Substitution** Allows you to change all or part of a filename to custom text. First, choose what you want to replace: Original Filename replaces the string from the original filename. Intermediate Filename replaces a string that is defined by preceding options in the New Filenames pop-up menus. Use Regular Expression allows you to use regular expressions to find strings based on patterns in filenames. Replace All replaces all substrings that match the pattern in the source string.

   - **Options** Select Preserve Current Filename In XMP Metadata to retain the original filename in the metadata. For Compatibility, select the operating systems with which you want renamed files to be compatible. The current operating system is selected by default, and cannot be deselected.

   - **Preview** One current and new filename appear in the Preview area at the bottom of the Batch Rename dialog box. To see how all selected files will be renamed, click Preview.

4. (Optional) Select a preset from the Presets menu to renaming with frequently used naming schemes. To save batch rename settings for reuse, click Save.

For more information on batch-renaming files, see any of the following tutorials:

- [Stacking and renaming files](#), by Conrad Chavez
- [Batch-renaming](#), by Deke McClelland
- [Changing obscure camera filenames with the Batch Rename command](#), by Michael Ninness

### Automatically stack HDR and panoramic images

![Auto-Stack Panorama/HDR](image-url)
The Auto Collection script in Adobe Bridge assembles sets of images into stacks for processing as high dynamic range (HDR) or panoramic composites in Photoshop. The script collects images into stacks based on capture time, exposure settings, and image alignment. Timestamps must be within 18 seconds for the Auto Collection script to process the photos. If exposure settings vary across the photos and content overlaps by more than 80%, the script interprets the photos as an HDR set. If exposure is constant and content overlaps by less than 80%, the script interprets the photos as being part of a panorama.

Note: You must have Adobe Bridge with Photoshop CS5 or later for Auto Collection to be available.

1. To enable the Auto Collection script, choose Edit > Preferences (Windows) or Adobe Bridge > Preferences (Mac OS).
2. In the Startup Scripts panel, select Auto Collection, and then click OK.
3. Select a folder with the HDR or panoramic shots, and choose Stacks > Auto-Stack Panorama/HDR.

   Note: If autostack does not work on the folder, manually select the required HDR/panorama files in the folder and then choose Stacks > Auto-Stack Panorama/HDR.
4. Choose Tools > Photoshop > Process Collections In Photoshop to automatically merge them and see the result in Adobe Bridge.

   Note: For more information about panoramas and HDR in Photoshop, see Create panoramic images with Photomerge and High dynamic range images.

Preview dynamic media files in Adobe Bridge

You can preview most video, and audio files in Adobe Bridge. You can preview SWF content, FLV files, and F4V files and most files supported by the version of QuickTime you have installed on your computer. Use Playback preferences to control how media files are played.

Note: Playback preview for videos is not supported on Windows 32 bit. It is supported on Windows 64 bit only.

Preview media files in the Preview panel

1. Select the file to preview in the Content panel.
2. In the Preview panel, click the Play button 🎥 to start the video, click the Pause button ⏪ to pause playback, click the Loop button ⌬ to turn continuous loop on or off, or click the Volume button ⌢ to adjust loudness.

   You can brighten or darken the Adobe Bridge interface to better preview dynamic media files. See .

Play full-screen previews of dynamic media files

1. Select the file to preview in the Content panel.
2. Choose View > Full Screen Preview.
3. Click the Pause button ⏪ to pause playback, click the Play button 🎥 to resume playback, click the Loop button ⌬ to turn continuous loop on or off, or click the Volume button ⌢ to adjust loudness.
4. Press Esc to return to Adobe Bridge.
Set playback preferences

1. In Adobe Bridge, choose Edit > Preferences (Windows) or Adobe Bridge CS5.1 > Preferences (Mac OS).
2. Click Playback.
3. Change any of the following settings, and click OK.

- **Stack Playback Frame Rate**  In stacks that contain ten or more images, you can preview (scrub) the images. This option lets you specify a frame rate for previewing image stacks. (See Stack files in Adobe .)

- **Play Audio Files Automatically When Previewed**  When you click an audio file to display it in the Preview panel, the audio begins to play automatically. Turn off this option to play audio files manually.

- **Loop Audio Files When Previewed**  Continually repeats (loops) the audio file. Deselect this option if you want the audio file to play only once.

- **Play Video Files Automatically When Previewed**  Play a video file automatically in the Preview panel when you select it in the Content panel.

- **Loop Video Files When Previewed**  Continually repeats (loops) the video file. Deselect this option if you want the video file to play only once.
Chapter 3: Publish

Publish assets to Adobe Portfolio

Using the Publish panel in Adobe Bridge CC, you can easily upload your images, audio files, and videos as a Project on Adobe Portfolio. When your assets have been uploaded, you can go to Adobe Portfolio to edit the layout of your Project and publish your site.

Upload assets to Adobe Portfolio

1. To view the Publish panel in any workspace, choose Window > Publish Panel.

   In the Publish panel, click Adobe Portfolio.

   **Note:** If you are not signed-in, launch the Creative Cloud desktop app. Ensure that you sign in using your Adobe ID, Enterprise ID, or a Federated ID to proceed further.

2. In the Content panel, select the image that you want to upload to Adobe Portfolio. Drag the selected image onto the Adobe Portfolio drag zone in the Publish panel.

   You can drag a selection of multiple photos at once onto the Adobe Portfolio drag zone in the Publish panel.

   **Note:** Make sure that the selection of assets (image, audio, video files) you want to upload to Adobe Stock meets the file formats accepted by Adobe Portfolio. If your selection contains assets in any other file formats, Adobe Bridge displays the errors in the Unable To Upload All Assets dialog.

3. Specify the following details in the Create Portfolio Project dialog and click Continue:
   - **Project Title:** Enter the name of the project.
• Also Show on Behance: Select if you want to show the project on Behance.

• Contains Adult Content: Select this option if the project asset contains adult content. This option is enabled when you select Also Show on Behance.

Note: If your selection contains raw images, Adobe Bridge displays a message about the conversion of raw images to JPEG before uploading to Adobe Portfolio.

4 Your project is created on Adobe Portfolio and the asset upload starts.
When the upload completes and your Portfolio Project has been created successfully, Adobe Bridge displays the dialog box shown below.

You can click Go To Adobe Portfolio to open Adobe Portfolio where you can edit the layout of your Project and publish your site. Adobe Portfolio opens in your default web browser.

**File formats accepted by Adobe Portfolio**

To know what image, audio, and video file formats are accepted by Adobe Portfolio, see this Adobe Portfolio knowledgebase article: [What file formats do you accept?](https://helpx.adobe.com/)

For more help resources, see [Adobe Portfolio Help documentation](https://helpx.adobe.com/).
Chapter 4: Keyboard shortcuts

Adobe Bridge keyboard shortcuts

Keyboard shortcuts let you quickly select tools and execute commands without using a menu. When available, the keyboard shortcut appears to the right of the command name in the menu.

In addition to using keyboard shortcuts, you can access many commands using context-sensitive menus. Context-sensitive menus display commands that are relevant to the active tool, selection, or panel. To display a context-sensitive menu, right-click (Windows) or Ctrl-click (Mac OS) an area.

This is not a complete list of keyboard shortcuts. This table primarily lists only those shortcuts that aren’t displayed in menu commands or tool tips.

<table>
<thead>
<tr>
<th>Result</th>
<th>Windows</th>
<th>Mac OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to next view</td>
<td>Ctrl+\</td>
<td>Command+\</td>
</tr>
<tr>
<td>Go to previous view</td>
<td>Ctrl+Shift+\</td>
<td>Command+Shift+|</td>
</tr>
<tr>
<td>Show/hide panels</td>
<td>Tab</td>
<td>Tab</td>
</tr>
<tr>
<td>Switch between 0- and 1-star rating</td>
<td>Ctrl+'</td>
<td>Command+'</td>
</tr>
<tr>
<td>Increase thumbnail size</td>
<td>Ctrl+plus sign (+)</td>
<td>Command+plus sign (+)</td>
</tr>
<tr>
<td>Decrease thumbnail size</td>
<td>Ctrl+minus sign (-)</td>
<td>Command+minus sign (-)</td>
</tr>
<tr>
<td>Step thumbnail size up</td>
<td>Ctrl+Shift+plus sign (+)</td>
<td>Command+Shift+plus sign (+)</td>
</tr>
<tr>
<td>Step thumbnail size down</td>
<td>Ctrl+Shift+minus sign (-)</td>
<td>Command+Shift+minus sign (-)</td>
</tr>
<tr>
<td>Move up a folder (in Folders panel or a row)</td>
<td>Up Arrow</td>
<td>Up Arrow</td>
</tr>
<tr>
<td>Move down a folder (in Folders panel or a row)</td>
<td>Down Arrow</td>
<td>Down Arrow</td>
</tr>
<tr>
<td>Move up a level (in Folders panel)</td>
<td>Ctrl+Up Arrow</td>
<td>Command+Up Arrow</td>
</tr>
<tr>
<td>Move left one item</td>
<td>Left Arrow</td>
<td>Left Arrow</td>
</tr>
<tr>
<td>Move right one item</td>
<td>Right Arrow</td>
<td>Right Arrow</td>
</tr>
<tr>
<td>Move to the first item</td>
<td>Home</td>
<td>Home</td>
</tr>
<tr>
<td>Move to the last item</td>
<td>End</td>
<td>End</td>
</tr>
<tr>
<td>Add to selection (discontiguous)</td>
<td>Ctrl-click</td>
<td>Command-click</td>
</tr>
<tr>
<td>Refresh Contents panels</td>
<td>F5</td>
<td>F5</td>
</tr>
<tr>
<td>Add an item to the selection</td>
<td>Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow</td>
<td>Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow</td>
</tr>
<tr>
<td>Display Help</td>
<td>F1</td>
<td>Command+</td>
</tr>
<tr>
<td>Rename next (with filename selected in Content panel)</td>
<td>Tab</td>
<td>Tab</td>
</tr>
</tbody>
</table>
## Keyboard shortcuts

<table>
<thead>
<tr>
<th>Result</th>
<th>Windows</th>
<th>Mac OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rename previous (with filename selected in Content panel)</td>
<td>Shift+Tab</td>
<td>Shift+Tab</td>
</tr>
<tr>
<td>Show items with star rating of 1-5 or higher in Filter panel</td>
<td>Ctrl+Alt+1 through 5</td>
<td>Command+Option+1 through 5</td>
</tr>
<tr>
<td>Show items with selected star rating in Filter panel</td>
<td>Ctrl+Alt+Shift+1 through 5</td>
<td>Command+Option+Shift+1 through 5</td>
</tr>
<tr>
<td>Show items with labels 1-4 in Filter panel</td>
<td>Ctrl+Alt+6 through 9</td>
<td>Command+Option+6 through 9</td>
</tr>
<tr>
<td>Show all items with selected rating or higher in Filter panel</td>
<td>Shift-click</td>
<td>Shift-click</td>
</tr>
<tr>
<td>Clear filters</td>
<td>Ctrl+Alt+A</td>
<td>Command+Option+A</td>
</tr>
<tr>
<td>Select inverse in Filter panel</td>
<td>Alt-click</td>
<td>Option-click</td>
</tr>
<tr>
<td>Display Loupe tool in Preview panel or Review mode</td>
<td>Click</td>
<td>Click</td>
</tr>
<tr>
<td>Move Loupe tool</td>
<td>Click or drag</td>
<td>Click or drag</td>
</tr>
<tr>
<td>Display additional Loupes in Preview panel (multiple selection)</td>
<td>Click</td>
<td>Click</td>
</tr>
<tr>
<td>Move multiple Loupe tools simultaneously</td>
<td>Ctrl-click or Ctrl-drag</td>
<td>Command-click or Command-drag</td>
</tr>
<tr>
<td>Zoom in with Loupe tool</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Zoom out with Loupe tool</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Zoom in with Loupe tool (multiple selections)</td>
<td>Ctrl+plus sign (+)</td>
<td>Command+plus sign (+)</td>
</tr>
<tr>
<td>Zoom out with Loupe tool (multiple selections)</td>
<td>Ctrl+minus sign (-)</td>
<td>Command+minus sign (-)</td>
</tr>
<tr>
<td>Select all items in a stack</td>
<td>Alt-click</td>
<td>Option-click</td>
</tr>
<tr>
<td>Apply or remove current keyword and all parent keywords in Keywords panel</td>
<td>Shift-click</td>
<td>Shift-click</td>
</tr>
<tr>
<td>Forcibly remove current keyword in Keywords panel</td>
<td>Alt-click</td>
<td>Option-click</td>
</tr>
<tr>
<td>Open disclosure triangle in Keywords panel</td>
<td>Ctrl+Right Arrow</td>
<td>Command+Right Arrow</td>
</tr>
<tr>
<td>Close disclosure triangle in Keywords panel</td>
<td>Ctrl+Left Arrow</td>
<td>Command+Left Arrow</td>
</tr>
</tbody>
</table>
Chapter 5: Adobe Camera Raw

Manage Camera Raw settings

Save image states as snapshots
You can record the state of an image at any time by creating a snapshot. Snapshots are stored renditions of an image that contain the complete set of edits made up until the time the snapshot is created. By creating snapshots of an image at various times during the editing process, you can easily compare the effects of the adjustments you make. You can also return to an earlier state if you want to use it at another time. Another benefit of snapshots is that you can work from multiple versions of an image without having to duplicate the original.

Create and manage snapshots using the Snapshots tab of the Camera Raw dialog box.

1 Click the New Snapshot button at the bottom of the Snapshots tab to create a snapshot.

2 Type a name in the New Snapshot dialog box and click OK.

The snapshot appears in the Snapshots tab list.

When working with snapshots, you can do any of the following:

• To rename a snapshot, right-click (Windows) or Control-click (Mac OS) it and choose Rename.

• Click a snapshot to change the current image settings to those of the selected snapshot. The image preview updates accordingly.

• To update, or overwrite, an existing snapshot with the current image settings, right-click (Windows) or Control-click (Mac OS) the snapshot and choose Update With Current Settings.

• To undo changes made to a snapshot, click Cancel.

   Note: Use caution when clicking Cancel to undo snapshot changes. All image adjustments made during the current editing session are also lost.

• To delete a snapshot, select it and click the Trash button at the bottom of the tab. Or, right-click (Windows) or Control-click (Mac OS) the snapshot and choose Delete.

   If you apply snapshots in Photoshop Lightroom, you can edit them in the Camera Raw dialog box (and vice versa).

Save, reset, and load Camera Raw settings
You can reuse the adjustments you’ve made to an image. You can save all the current Camera Raw image settings, or any subset of them, as a preset or as a new set of defaults. The default settings apply to a specific camera model, a specific camera serial number, or a specific ISO setting, depending on the settings in the Default Image Settings section of the Camera Raw preferences.
Presets appear by name in the Presets tab, in the Edit > Develop Settings menu in Adobe Bridge, in the context menu for camera raw images in Adobe Bridge, and in the Apply Presets submenu of the Camera Raw Settings menu in the Camera Raw dialog box. Presets are not listed in these locations if you don't save them to the Camera Raw settings folder. However, you can use the Load Settings command to browse for and apply settings saved elsewhere.

💡 You can save and delete presets using the buttons at the bottom of the Presets tab.

7. Click the Camera Raw Settings menu button and choose a command from the menu:

- **Save Settings** Saves the current settings as a preset. Choose which settings to save in the preset, and then name and save the preset.
- **Save New Camera Raw Defaults** Saves the current settings as the new default settings for other images taken with the same camera, with the same camera model, or with the same ISO setting. Select the appropriate options in the Default Image Settings section of the Camera Raw preferences to specify whether to associate the defaults with a specific camera's serial number or with an ISO setting.
- **Reset Camera Raw Defaults** Restores the original default settings for the current camera, camera model, or ISO setting.
- **Load Settings** Opens the Load Raw Conversion Settings dialog box, in which you browse to the settings file, select it, and then click Load.

### Specify where Camera Raw settings are stored

Choose a preference to specify where the settings are stored. The XMP files are useful if you plan to move or store the image files and want to retain the camera raw settings. You can use the Export Settings command to copy the settings in the Camera Raw database to sidecar XMP files or embed the settings in Digital Negative (DNG) files.

When a camera raw image file is processed with Camera Raw, the image settings are stored in one of two places: the Camera Raw database file or a sidecar XMP file. When a DNG file is processed in Camera Raw, the settings are stored in the DNG file itself, but they can be stored in a sidecar XMP file instead. Settings for TIFF and JPEG files are always stored in the file itself.

**Note:** When you import a sequence of camera raw files in After Effects, the settings for the first file are applied to all files in the sequence that do not have their own XMP sidecar files. After Effects does not check the Camera Raw database.

You can set a preference to determine where settings are stored. When you reopen a camera raw image, all settings default to the values used when the file was last opened. Image attributes (target color space profile, bit depth, pixel size, and resolution) are not stored with the settings.

1. In Adobe Bridge, choose Edit > Camera Raw Preferences (Windows) or Bridge > Camera Raw Preferences (Mac OS). Or, in the Camera Raw dialog box, click the Open Preferences Dialog button. Or, in Photoshop, choose Edit > Preferences > Camera Raw (Windows) or Photoshop > Preferences > Camera Raw (Mac OS).

2. In the Camera Raw Preferences dialog box, choose one of the following from the Save Image Settings In menu:

- **Camera Raw Database** Stores the settings in a Camera Raw database file in the folder Document and Settings/[user name]/Application Data/Adobe/CameraRaw (Windows) or Users/[user name]/Library/Preferences (Mac OS). This database is indexed by file content, so the image retains camera raw settings even if the camera raw image file is moved or renamed.
Sidecar "XMP" Files Stores the settings in a separate file, in the same folder as the camera raw file, with the same base name and an .xmp extension. This option is useful for long-term archiving of raw files with their associated settings, and for the exchange of camera raw files with associated settings in multiuser workflows. These same sidecar XMP files can store IPTC (International Press Telecommunications Council) data or other metadata associated with a camera raw image file. If you open files from a read-only volume such as a CD or DVD, be sure to copy the files to your hard disk before opening them. The Camera Raw plug-in cannot write an XMP file to a read-only volume and writes the settings to the Camera Raw database file instead. You can view XMP files in Adobe Bridge by choosing View > Show Hidden Files.

Note: If you are using a revision control system to manage your files and are storing settings in sidecar XMP files, keep in mind that you must check your sidecar files in and out to change camera raw images; similarly, you must manage (e.g., rename, move, delete) XMP sidecar files together with their camera raw files. Adobe Bridge, Photoshop, After Effects, and Camera Raw take care of this file synchronization when you work with files locally.

If you store the camera raw settings in the Camera Raw database and plan to move the files to a different location (CD, DVD, another computer, and so forth), you can use the Export Settings To XMP command to export the settings to sidecar XMP files.

3 If you want to store all adjustments to DNG files in the DNG files themselves, select Ignore Sidecar ".XMP" Files in the DNG File Handling section of the Camera Raw Preferences dialog box.

Copy and paste Camera Raw settings
In Adobe Bridge, you can copy and paste the Camera Raw settings from one image file to another.

1 In Adobe Bridge, select a file and choose Edit > Develop Settings > Copy Camera Raw Settings.

2 Select one or more files and choose Edit > Develop Settings > Paste Camera Raw Settings.

You can also right-click (Windows) or Control-click (Mac OS) image files to copy and paste using the context menu.

3 In the Paste Camera Raw Settings dialog box, choose which settings to apply.

Apply saved Camera Raw settings
1 In Adobe Bridge or in the Camera Raw dialog box, select one or more files.

2 In Adobe Bridge, choose Edit > Develop Settings, or right-click a selected file. Or, in the Camera Raw dialog box, click the Camera Raw Settings menu.

3 Choose one of the following:

Image Settings Uses the settings from the selected camera raw image. This option is available only from the Camera Raw Settings menu in the Camera Raw database file.

Camera Raw Defaults Uses the saved default settings for a specific camera, camera model, or ISO setting.

Previous Conversion Uses the settings from the previous image of the same camera, camera model, or ISO setting.

Preset name Uses the settings (which can be a subset of all image settings) saved as a preset.
Applying a preset

Note: You can also apply presets from the Presets tab.

Export Camera Raw settings and DNG previews

If you store file settings in the Camera Raw database, you can use the Export Settings To XMP command to copy the settings to sidecar XMP files or embed them in DNG files. This is useful for preserving the image settings with your camera raw files when you move them.

You can also update the JPEG previews embedded in DNG files.

1. Open the files in the Camera Raw dialog box.
2. If you are exporting settings or previews for multiple files, select their thumbnails in the Filmstrip view.
3. In the Camera Raw Settings menu, choose Export Settings To XMP or Update DNG Previews.
   The sidecar XMP files are created in the same folder as the camera raw image files. If you saved the camera raw image files in DNG format, the settings are embedded in the DNG files themselves.

Specify Camera Raw workflow options

Workflow options specify settings for all files output from Camera Raw, including the color bit depth, color space, output sharpening, and pixel dimensions. Workflow options determine how Photoshop opens these files but not how After Effects imports a camera raw file. Workflow options settings do not affect the camera raw data itself.

You can specify workflow options settings by clicking the underlined text at the bottom of the Camera Raw dialog box.

Space  Specifies the target color profile. Generally, set Space to the color profile you use for your Photoshop RGB working space. The source profile for camera raw image files is usually the camera-native color space. The profiles listed in the Space menu are built in to Camera Raw. To use a color space that’s not listed in the Space menu, choose ProPhoto RGB, and then convert to the working space of your choice when the file opens in Photoshop.

Depth  Specifies whether the file opens as an 8-bpc or 16-bpc image in Photoshop.
Size  Specifies the pixel dimensions of the image when imported into Photoshop. The default pixel dimensions are those used to photograph the image. To resample the image, use the Crop Size menu.

For square-pixel cameras, choosing a smaller-than-native size can speed processing when you are planning a smaller final image. Picking a larger size is like upsampling in Photoshop.

For non-square pixel cameras, the native size is the size that most closely preserves the total pixel count. Selecting a different size minimizes the resampling that Camera Raw performs, resulting in slightly higher image quality. The best quality size is marked with an asterisk (*) in the Size menu.

Note: You can always change the pixel size of the image after it opens in Photoshop.

Resolution  Specifies the resolution at which the image is printed. This setting does not affect the pixel dimensions. For example, a 2048 x 1536 pixel image, when printed at 72 dpi, is approximately 28-1/2 x 21-1/4 inches. When printed at 300 dpi, the same image is approximately 6-3/4 x 5-1/8 inches. You can also use the Image Size command to adjust resolution in Photoshop.

Sharpen For  Allows you to apply output sharpening for Screen, Matte Paper, or Glossy Paper. If you apply output sharpening, you can change the Amount pop-up menu to Low or High to decrease or increase the amount of sharpening applied. In most cases, you can leave the Amount set to the default option, Standard.

Open In Photoshop As Smart Objects  Causes Camera Raw images to open in Photoshop as a Smart Object layer instead of a background layer when you click the Open button. To override this preference for selected images, press Shift when clicking Open.

Rotate, crop, and adjust images

Rotate images

- Click the Rotate Image 90° Counter Clockwise button (or press L).
- Click the Rotate Image 90° Clockwise button (or press R).

Note: Using commands in the Edit menu, you can also rotate images in Adobe Bridge without opening the Camera Raw dialog box.

Straighten images

1  In the Camera Raw dialog box, select the Straighten tool . Alternatively, press the A key.
2  Drag the Straighten tool in the preview image to baseline horizontal and vertical.

Note: The Crop tool becomes active immediately after you use the Straighten tool.

Automatically straighten an image

You can automatically straighten an image in one of the following three ways:

- Double-click the Straighten tool in the toolbar.
- With the Straighten tool selected, double-click anywhere in the preview image.
- With the Crop tool selected, press the Command key (Mac OS) or Ctrl key (Windows) to temporarily switch to the Straighten tool. Now, double-click anywhere within the preview image.
Crop images

1. In the Camera Raw dialog box, select the Crop tool (C) (or press C).
   
   To constrain the initial crop area to a specific aspect ratio, hold the mouse button down as you select the Crop tool and choose an option from the menu. To apply a constraint to a previously applied crop, Ctrl-click (Mac OS) or right-click (Windows) on the crop.

2. Drag in the preview image to draw the crop area box.

3. To move, scale, or rotate the crop area, drag the crop area or its handles.
   
   *Note: To cancel the crop operation, press Esc with the Crop tool active, or click and hold the Crop tool button and choose Clear Crop from the menu. To cancel the crop and close the Camera Raw dialog box without processing the camera raw image file, click the Cancel button or deselect the Crop tool and press Esc.*

4. When you are satisfied with the crop, press Enter (Windows) or Return (Mac OS).

The cropped image resizes to fill the preview area, and the workflow options link under the preview area displays the updated image size and dimensions.

Correct red eyes

1. Zoom the image in to at least 100%.

2. From the toolbar, select the Red Eye Removal tool ( ).

3. In the right pane, select Red Eye or Pet Eye from the Type pop-up menu.

4. Drag a selection in the photo around the affected eye.

   Camera Raw sizes the selection to match the pupil. You can adjust the size of the selection by dragging its edges.

5. In the tool options under the Histogram, drag the Pupil Size slider to the right to increase the size of the area corrected.

6. (Only for correcting red eyes in pictures of pets) If necessary, select Add Catchlight. A catchlight provides a specular highlight in the image of an eye.

7. (Only for correcting red eyes in pictures of humans) Drag the Darken slider to the right to darken the pupil area within the selection and the iris area outside the selection.

8. Deselect Show Overlay to turn off the selection and check your correction.

   *Note: Move between multiple affected eye areas by clicking the selection.*

Remove spots

The Spot Removal tool lets you repair a selected area of an image with a sample from another area.

1. Select the Spot Removal tool ( ) from the toolbar.

2. Select one of the following from the Type menu:

   - Heal: Matches the texture, lighting, and shading of the sampled area to the selected area.
   - Clone: Applies the sampled area of the image to the selected area.

3. (Optional) In the tool options under the Histogram, drag the Radius slider to specify the size of the area that the Spot Removal tool affects.
4 Move the Spot Removal tool into the photo and click the part of the photo to retouch. A red-and-white dashed circle appears over the selected area. The green-and-white dashed circle designates the sampled area of the photo used to clone or heal.

5 Do any of the following:
   • To specify the sampled area, drag inside the green-and-white circle to move it to another area of the image.
   • To specify the selected area being cloned or healed, drag inside the red-and-white circle.
   • To adjust the size of the circles, move the pointer over the edge of either circle until it changes to a double-pointing arrow, and then drag to make both circles larger or smaller.
   • To cancel the operation, press Backspace (Windows) or Delete (Mac OS).

Repeat this procedure for each area of the image that needs retouching. To remove all sample areas and start over, click the Clear All button in the tool options.

**Repair images with the Enhanced Spot Removal tool in Camera Raw**

The Spot Removal tool in Camera Raw lets you repair a selected area of an image by sampling from a different area of the same image. Its default behavior enables you to mark areas to touch up by dragging the brush across the photo. For example, in the following photo you could remove a portion of the wire (connecting the helmet and the overhead wire) that is distracting the view of the blue sky.

Using the Spot Removal tool on a raw image means that you are processing the raw image data directly. Working with raw image data directly can provide cleaner matches for retouching (healing or cloning) actions. Also, since any edits and modifications to camera raw images are stored in sidecar files, this process is non-destructive.

*The zipline that appears to be connecting the wire and the helmet (image left) has been removed (image right)*

**Use the Spot Removal tool**

1 Do one of the following:
   • Open a camera raw file.
   • With an image open in Photoshop, choose Filter > Camera Raw Filter.

2 Select the Spot Removal tool from the toolbar.
3 Select one of the following from the Type menu:

- **Heal**: Matches the texture, lighting, and shading of the sampled area to the selected area. **Clone**: Applies the sampled area of the image to the selected area.

4 (Optional) In the Spot Removal tool options area under the Histogram, drag the Size slider to specify the size of the area the Spot Removal tool affects.

   - Use the bracket keys on your keyboard to change brush size
     - Left bracket (\( [ \)) reduces the tool radius size.
     - Right bracket (\( ] \)) increases the tool radius size.

5 In the photo, click and drag the part of the photo to retouch.

   - A red-and-white marquee area (red handle) designates your selection.
   - A green-and-white marquee area (green handle) designates the sampled area.

6 (Optional) To change the sampled area selected by default, do one of the following:

   - **Automatically**: Click the handle of a selected area, and press the forward slash key (\( / \)). A new area is sampled. Press the forward slash key until you find a sample area that fits best.
   - **Manually**: Use the green handle to reposition the sampled area.

   - When you select larger portions of an image using longer strokes, the right sample area match is not found immediately. To experiment with various options, click the forward slash (\( / \)), and the tool auto-samples more areas for you.

7 To remove all the adjustments made using the Spot Removal tool, click Clear All.

**Keyboard shortcuts and modifiers**

**Circular spot:**

- Control/Command + click to create a circular spot; drag to set the source of the spot.
- Command/Control + Option/Alt + click to create a circular spot; drag to set the size of the spot.

**Rectangular selection:**

- Click Option/Alt + drag to define a rectangular selection. All spots within that selection (highlighted in red) are deleted once the mouse is released.
Extend a selected area or spot:
• Shift + click to extend an existing selected spot in “connect the dots” fashion.

Delete a selected area or spot:
• Select a red or green handle, and press Delete to delete a selected adjustment.
• Press Option/Alt and click a handle to delete it.

Clean up a photo with the Visualize Spots feature
While working on a computer screen, you may be able to identify and remove most visible spots or imperfections. However, when you print a photo at its full resolution, the printed output may contain many imperfections that were not visible on a computer screen. These imperfections could be of many types: dust on a camera sensor, blemishes on a model’s skin in a portrait, tiny wisps of clouds on blue skies. At full resolution, these imperfections are visually distracting.

The Visualize Spots feature lets you search for imperfections that may not be immediately visible. When you select the Visualize Spots checkbox (found in the options for the Spot Removal tool), the image is inverted. You can then use the Spot Removal tool in the Visualize Spots mode to clean up the image further.

The Visualize Spots checkbox is a Spot Removal tool option

1 Do one of the following:
• Open a camera raw file.
• With an image open in Photoshop CC, choose Filter > Camera Raw Filter.

2 Select the Spot Removal tool from the toolbar, and then select the Visualize Spots checkbox.
   The image is inverted, and the outlines of the image’s elements are visible.
Below, Visualize Spots view is on, and unnecessary elements like wispy clouds (left) have been removed (right)

3 Use the Visualize Spots slider to vary the contrast threshold of the inverted image. Move the slider to different contrast levels to view imperfections like sensor dust, dots, or other unwanted elements.

💡 When the Spot Visualization checkbox is selected, to change the visualization threshold:
- Increase: Press period (.)
- Increase (in larger steps): Press Shift+period (.)
- Reduce: Press comma (,)
- Reduce (in larger steps): Press Shift+comma (,)

4 Use the Spot Removal tool to clone or heal out unwanted elements in the photo. Uncheck the Visualize Spots checkbox to view the resulting image.

5 Repeat steps 2, 3, and 4 as needed.

Radial Filter in Camera Raw

To fully control where a viewer’s attention is drawn to on a photo, highlight the subject of the image. Some filters that create a vignetting effect help you achieve that purpose. However, such filters require the main subject to be in the center of the photo.
Radial filters in Adobe Camera Raw 8.0 direct attention to specific portions of the image. For example, you can use the Radial Filter tool to draw an elliptical shape around the subject, and increase the exposure and clarity of the area within the shape to bring more attention to the subject. The subject can be off-center, or anywhere in the photograph.

This is the main workflow to modify a photo with Radial filters:

1  Open a photo in Adobe Camera Raw.
2  Identify one or more areas where you’d like to attract the viewer’s attention.
3  Set up:
   • (Optional) A Radial filter to weaken focus on the background
   • A Radial filter to highlight the subject
   • Additional Radial filters, if you have more than one subject to highlight

The original photo (left), and the subject clearly highlighted using a Radial Filter (right)

Apply a Radial Filter to enhance a photo

1  Do one of the following:
   • Open a camera raw file.
   • With an image open in Photoshop, choose Filter > Camera Raw Filter.
2  Select the Radial Filter tool from the toolbar.
   
   Press f to toggle the Radial Filter tool.

3  Use the New and Edit radio button options to choose whether you want to create a filter or edit an existing filter.
4  Do one of the following:
   • To create a Radial filter, click and drag across the region, and draw a circular or elliptical shape. This shape determines the area affected or excluded from the alterations you are about to perform.
   • To edit a Radial filter, click any of the gray handles on the photo. When selected, the handle turns red.
5  To determine what area of the photo is modified, choose an Effect option (located below the sliders).
   • Outside All modifications are applied outside the selected area.
   • Inside All modifications are applied to the selected area.
6  Adjust the size (width and height) and orientation of the Radial filter added. Select a filter and:
   • Click and drag the center of the filter to move and reposition it.
• Hover the pointer over any of the four filter handles, and when the pointer icon changes, click and drag to change the size of the filter.
• Hover the pointer close to the edge of the filter, and when the pointer icon changes, click and drag the edge of the filter to change the orientation.

![The Radial Filter is represented by an elliptical marquee](image)

7 Use the sliders to modify the selected Radial filter area. The Feather slider adjusts the falloff of the applied effect.
The Radial Filter tool options allow you to apply effects to an elliptical mask.

8 Repeat steps 3 through 6 to continue adding or editing Radial filters.

9 Clear the Overlay checkbox, to show how the finished photo appears. If you want to delete all the Radial filters and start from scratch, click Clear All (this action cannot be undone).

10 Use the Mask option to enable mask visualization. Alternatively, press Y to toggle the Mask setting.

   For more information, see The Radial Filter in Camera Raw in Photoshop CC.

**Modify a Radial Filter instance using brush controls**

You can modify Radial Filter masks using brush controls. Once you’ve added a mask, to access brush controls, select the Brush option next to New/Edit. Alternatively, press Shift+K.

As appropriate, use the + and – brushes.

*Note: For a video description of the brush controls, see Filter Brush in Adobe Camera Raw 8.5.*
Keyboard shortcuts and modifiers for the Radial Filter tool

New adjustments

- Press and hold Shift while dragging to create an adjustment that is constrained to a circle.
- While dragging, press and hold the spacebar to move the ellipse; release the spacebar to resume defining the shape of the new adjustment.

Editing adjustments

- While dragging inside an adjustment to move it, press and hold Shift to constrain the movement in the horizontal or vertical direction.
- While dragging one of the four handles to resize an adjustment, press and hold Shift to preserve the aspect ratio of the adjustment shape.
- While dragging the boundary of an adjustment to rotate it, press and hold Shift to snap the rotation to 15-degree increments.
- While an adjustment is selected, press X to flip the effect direction (for example, from outside to inside).

Deleting adjustments

- While an adjustment is selected, press Delete to delete the adjustment.
- Press Option/Alt + click an existing adjustment to delete it.

Adjustments with maximum coverage

- Press Command/Control and double-click an empty area to create an adjustment that is centered and covers the cropped image area.
- Press Command/Control and double-click within an existing adjustment to expand that adjustment to cover the cropped image area.

Automatic perspective correction in Camera Raw

Using an incorrect lens, or camera shake can cause the perspective of photographs to be tilted or skewed. The perspective may be distorted, and is more evident in photographs containing continuous vertical lines or geometric shapes.

Adobe Camera Raw has four Upright modes that you can use to automatically fix perspective? Auto, Level, Vertical, Level, Full? and a Guided mode. After applying an Upright mode, you can adjust the image further by manually modifying the available slider-based transform settings.
Note: Make sure that you apply any lens correction profiles available for your camera and lens combination before you apply one of the five Upright presets. Applying the lens correction profile prepares the image to be analyzed better for distortion correction.

Manually correcting lens distortion using Upright presets

1 Do one of the following:
   - Open a camera raw file.
   - With an image open in Photoshop, click Filter > Camera Raw Filter.

2 (Optional) In the Camera Raw dialog box, navigate to the Lens Corrections panel. In the Profile tab, select the Enable Lens Profile Corrections check box.

   ![Tip] Enabling Lens profile correction based on your camera and lens combination is highly recommended before processing the photo with the Upright presets.

3 Navigate to the Transform panel. In this panel, five Upright modes are available. Click a mode to apply the correction to the photo.
   - Auto Applies a balanced set of perspective corrections.
   - Level Applies perspective correction to ensure that the image is level.
   - Vertical Applies level and vertical perspective corrections.
   - Full Applies level, vertical, and horizontal perspective corrections.
   - Guided Allows you to draw two or more guides on your photo to customize perspective correction. To do so: 1. Draw the guides directly on your photo to indicate the image features to be aligned with horizontal or vertical axis. 2. Once you have drawn at least two guides, the photo transforms interactively.
**Note:** While trying out the five Upright modes, if you select or clear the Enable Lens Profile Correction checkbox (Lens Correction > Profile), click the Update link below the Upright preset buttons.
Choose an Upright mode, and make further adjustments with the sliders.

4 Cycle through the Upright modes until you find the settings you like.

All the five Upright modes correct and manage distortion and perspective errors. There is no recommended or preferable setting. The best setting varies from one photo to another. Experiment with the five Upright modes before deciding on the best possible Upright mode for your photo.

5 In addition to the auto correction options, you can also manually adjust the perspective of a photo. Use the sliders to fine-tune the perspective corrections: Vertical, Horizontal, Rotate, Aspect, Scale, X Offset, Y Offset.

Sample images

Image with no correction (left), image with Auto correction (middle), and image with Level correction (right)
Create panoramas

Using Camera Raw plug-in 9.4 or later in Photoshop, you can easily merge your DNG image files shot in a panoramic sequence into a breathtaking panorama composite. You can see a quick preview of the panorama and make adjustments to it before generating the merged image.
To check your Camera Raw plug-in version, choose Help > About Plug-In > Camera Raw.

1. Select File > Open and select the source DNG image files in Photoshop. The image files open in the Camera Raw dialog box.
2. In the Camera Raw dialog box, select the image files to be merged from the Filmstrip panel on the left.
3. In the Filmstrip panel, right-click and select Merge to Panorama or press Ctrl/Control + M.

![Camera Raw dialog box in Photoshop](image)

? In the Panorama Merge Preview dialog box, you can choose a layout projection manually: **Spherical**: Aligns and transforms the images as if they were mapped to the inside of a sphere. This projection mode is great for really wide or multirow panoramas. **Cylindrical**: Projects the panorama as if it were mapped to the inside of a cylinder. This projection mode works really well for wide panoramas, but it also keeps vertical lines straight. **Perspective**: Projects the panorama as if it were mapped to a flat surface. Since this mode keeps straight lines straight, it is great for architectural photography. Really wide panoramas may not work well with this mode due to excessive distortion near the edges of the resulting panorama.

? While previewing the panorama, select Auto Crop to remove undesired areas of transparency around the merged image.
You can use Boundary Warp* slider setting (0-100) to warp panoramas to fill the canvas. Use this setting to preserve image content near the boundary of the merged image, that may otherwise be lost due to cropping. The slider that controls how much Boundary Warp* to apply.

* The Boundary Warp feature is available only in Photoshop CC.

Higher slider value causes the boundary of the panorama to fit more closely to the surrounding rectangular frame.

1. Once you’ve finished making your choices, click Merge. In Merge Result dialog box, input the location and File name. Click Save. Alternatively, Alt-click Merge to save the panorama in the same folder as the source image with default file naming.

2. Photoshop saves the panorama (as .dng) at the specified location.

Photoshop can create vertical and multirow panoramas. The metadata and boundaries of source images are analyzed to determine if a horizontal, vertical, or multirow panorama would be appropriate for them.
Chapter 6: Adobe Stock Contributor

Legal Guidelines for Adobe Stock Contributor program