

USING KEYWORDS in BRIDGE

It is possible to assign keywords to individual photographs or groups of photographs using Adobe Bridge. This helps in organizing photos into themes. All students are required to turn a Digital Portfolio at the end of the semester. This tool will come in very handy for organizing photos for this purpose.

About Keywords

There are keywords and sub-keywords to better refine the categories. Multiple keywords and sub-keywords can be selected for any photo. Bridge comes with a basic set of keywords that probably will not be relevant to your work. So you will have to start by creating some of your own keywords. Give this some thought before you begin.

Creating Keywords

Creating new keywords and sub-keywords is done using the **KEYWORDS** panel, located in the bottom right of the screen when in **ESSENTIALS** mode.

Use the buttons at the bottom of the **KEYWORD** panel to create new entries.



- make _____ a new **KEYWORD** with the big plus sign
- make _____ a new **SUB-KEYWORD** with the arrow and small plus sign
- delete _____ any existing keyword with the **TRASHCAN** icon
- rename _____ any keywords with the dropdown menu
in the top right corner of the panel
- drag _____ **KEYWORDS** and **SUB-KEYWORDS** around the **KEYWORDS** panel as needed

Think carefully about how to organize and categorize your work. Devise words that will accurately describe specific attributes of your work.

Some examples might be:

Subject

foliage
people
buildings

Technique

night shot
panorama
double-exposure
duplet

Places

Broad Street
South Philly

Assigning Keywords

Select any photo or group of photos in Bridge.

- use _____ the **FOLDERS** panel on the left to navigate to any particular folder
- use _____ [**SHIFT**]-**CLICK** to select a range of photos
- use _____ [**CMD**]-**CLICK** to select several individual photos
- use _____ [**CMD**] **A** to select all photos in the open window
[These commands are universal on the MacIntosh platform]

open _____ the keywords panel
click _____ on any keywords that are relevant to assign them

Multiple keywords and sub-keywords can be assigned to any photograph. This makes it possible to identify, for example, all panorama photos of buildings shot in South Philadelphia.

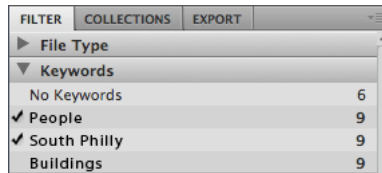
USING KEYWORDS in BRIDGE, cont'd.

Finding Photos by Keyword

It is possible to locate any photos that meet any search criterion using the keywords.

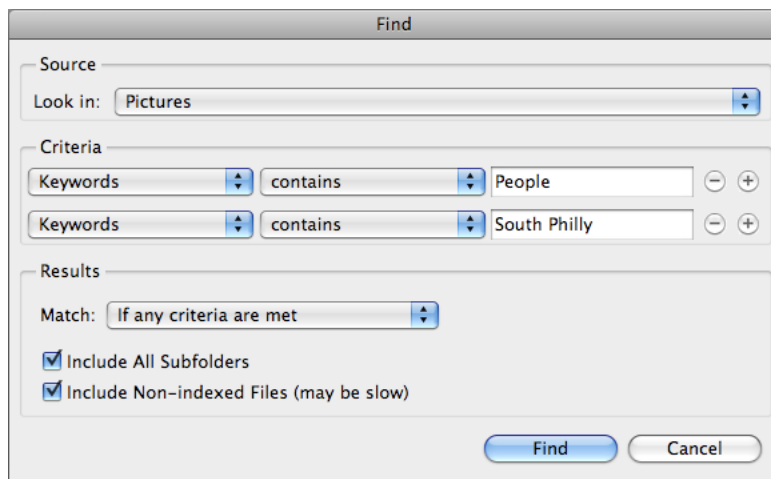
Use the **FILTER** panel to use selected keywords

navigate to the folder that you want to search/filter using the **FOLDERS** panel
open the **FILTER** panel on the bottom left of the screen in **ESSENTIALS** mode
click on any keywords
any photos that have those keywords assigned will not be filtered out
e.g. all photos with a person in South Philly, but without buildings



Use the **FIND** command to find photos that have any particular keywords

[CMD] F



Source/Look in:

Browse to designate the folder to search within

Criteria:

Keywords type in the keyword

add more criteria by clicking on the [+] button

Results/ Match:

Match if ANY criteria are met

means any photos with **any** keyword defined above

e.g. any photo with a person or shot in South Philly

Match if ALL criteria are met

means any photos with **all** keyword defined above

this is a narrower group

e.g. only photos with a person in South Philly