VISUAL QUICKSTART GUIDE

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Photoshop CS5

ELAINE WEINMANN • PETER LOUREKAS

LEARN THE QUICK AND EASY WAY!

PHOTOSHOP CS5

for Windows and Macintosh
Visual QuickStart Guide

Elaine Weinmann
Peter Lourekas

Peachpit Press

For Alicia

Visual QuickStart Guide
Photoshop CS5 for Windows and Macintosh
Elaine Weinmann and Peter Lourekas

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— Elaine Weinmann and Peter Lourekas

★ New or improved Photoshop features are identified by red stars in this table of contents and throughout this book.

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BRIDGE 3

The Bridge application ships with Photoshop and is aptly named because it serves as a bridge to programs in the Adobe Creative Suite. In Chapter 1, you learned how to use Bridge to synchronize the color settings for your Creative Suite programs. With its large thumbnail previews of files from Adobe Creative Suite applications, Bridge is the best vehicle for opening files, and it offers a host of other useful features.

This chapter begins with instructions for downloading photos from a digital camera. Following that, you will use Bridge to preview, examine, label, rate, sort, and filter your file thumbnails; customize the Bridge workspace; organize thumbnails into collections and collapsible stacks; search for, move, copy, and assign keywords to files; and open files into Photoshop. You will also use Mini Bridge, a panel that lets you access the Bridge features in Photoshop. There's a lot to learn in this comprehensive chapter — progress through it at your own pace.

Launching Adobe Bridge

To launch Adobe Bridge:

To open the Adobe Bridge window, do one of the following:

In Windows or in the Mac OS, on the Application bar in Photoshop, click the **Launch Bridge** button (Ctrl-Alt-O/Cmd-Option-O).**A**

In Windows, click the Start button, choose All Programs, then click **Adobe Bridge CS5**.

In the Mac OS, double-click the **Adobe Bridge CS5** application icon or click the **Bridge** icon on the Dock.

- There is a Bridge feature that lets it launch automatically at startup and stay in the background in stealth mode. We suggest that beginning users turn this feature off by going to the Edit/Adobe Bridge CS5 > Preferences dialog for Bridge (Ctrl-K/Cmd-K), Advanced panel, and unchecking Start Bridge at Login.

A *On the Application bar in Photoshop, click the Launch Bridge button to launch Bridge (or to switch to Bridge if it's already running).*

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Downloading photos from a camera

When you use a digital camera, your photos are stored on a removable memory card — most likely a CompactFlash (CF) or Secure Digital (SD) card. Rather than having to tether your camera directly to a computer, you can remove the memory card and insert it into a card reader device, then download your photos from the card reader to your computer via a USB cable or Firewire cable, depending on which connection your camera supports (Firewire is the faster of the two).

When you start downloading images from a camera, your system's default application or dialog for acquiring images may launch automatically. Instead of using the system dialog, we recommend using the Photo Downloader application that is included with Bridge. Instructions are provided here.

To download photos via a card reader and Photo Downloader:

1. Take the card out of your camera and insert it into the appropriate slot in the card reader.
2. Plug the card reader into your computer. If the default system application for acquiring photos launches, exit/quit it.
3. Launch **Bridge**, then click the **Get Photos from Camera** button at the top of the Bridge window. The Photo Downloader dialog opens. **A** If an alert dialog appears and you want to make Photo Downloader the default capture application, click Yes (as we do); if not, click No.
4. From the **Get Photos From** menu in the Source area, select your card reader.
5. In the **Import Settings** area, do the following:

   To change the save location, click **Browse/Choose**, then navigate to the desired folder. Click OK/Choose again to assign that folder and return to the Photo Downloader dialog.

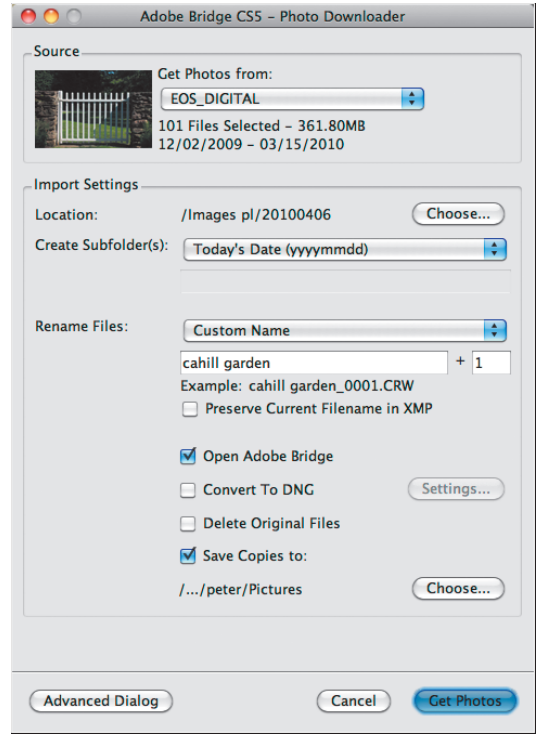
   To create a new subfolder within the folder you just selected, choose a naming convention from the **Create Subfolder(s)** menu, or choose Custom Name and enter a folder name (or choose None for no new subfolder).

   Optional: To assign your digital images recognizable names and shorter sequential numbers in lieu of the long default number, choose a Custom Name option from the Rename Files menu, then enter a name and a starting number. A sample of your entries displays in the Example field.

   Check **Open Adobe Bridge** to have the photos display in Bridge when the download is completed.

   Keep the Preserve Current Filename in XMP, Convert to DNG, and Delete Original Files options unchecked.

   We recommend that you check **Save Copies To** then click **Browse/Choose** to send copies of your photos to a designated folder on an external hard drive, as a backup.



A *This is the Standard dialog of the Photo Downloader.*

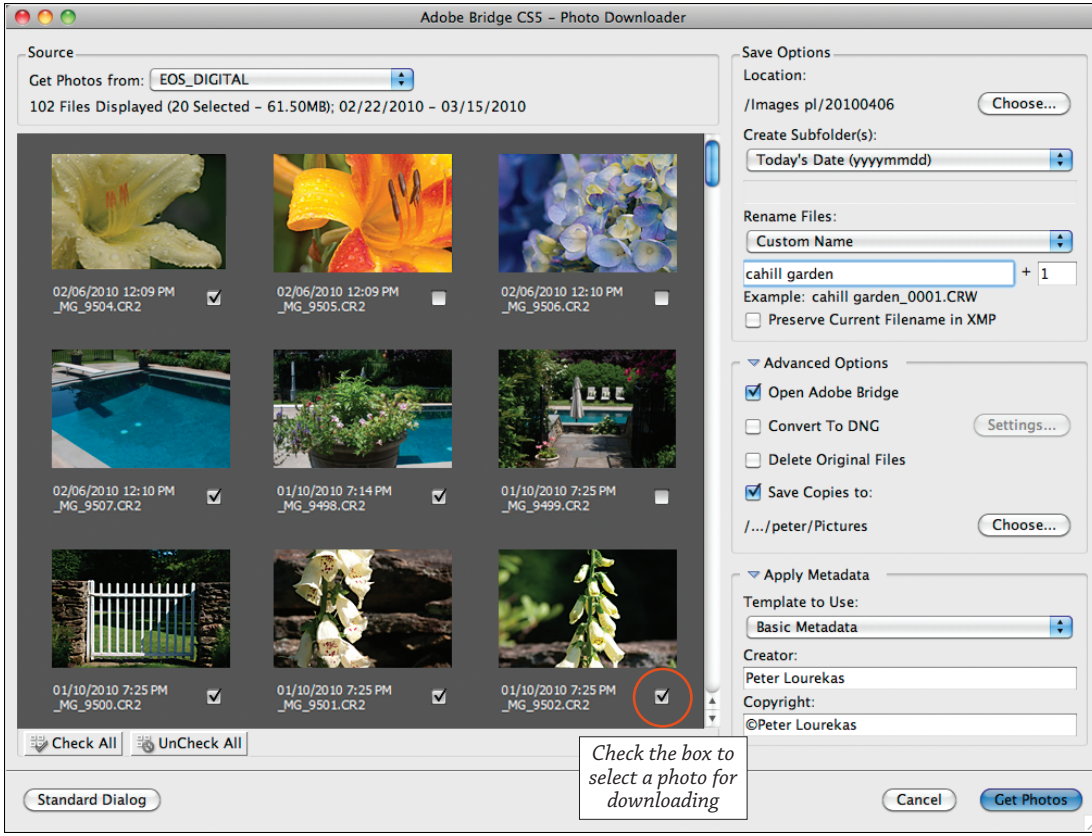
6. If you want to download select photos (instead of the whole batch) from your memory card, click **Advanced Dialog** to display the larger Advanced dialog.**A** Below the thumbnail window, click **UnCheck All**, then check the box below each photo to be downloaded. Or click, then Shift-click a sequence of photos, then check the box for one of them; a check mark will appear below each selected photo.

   Optional: In the Apply Metadata area, enter Creator and Copyright info to be added to the metadata of all downloaded photos. This data will display in Bridge.

   ➤ To switch back to the smaller Standard dialog at any time, click Standard Dialog.

7. Click Get Photos to start the downloading process. When the downloading is finished, the Photo Downloader dialog is dismissed automatically. If you checked the Open Adobe Bridge option, your photos will display in a new window in Bridge. Don't worry about previewing or opening them just yet. We'll step you through that process later.

8. Now that you're done using the Photo Downloader, you should insert a blank DVD and burn the copies of your photo files to the DVD as a permanent backup copy. In the Mac OS, you can do this via drag-and-drop in the Finder. If you need to learn how to copy files to a DVD, consult the Help files for your operating system.



A *This Advanced dialog of the Photo Downloader contains the same options as the Standard dialog, plus metadata features and an area for checking which photos are to be downloaded.*

Features of the Bridge window

First, we'll identify the main sections of the Bridge window, starting from the top (**A**, next page). The two rows of buttons and menus running across the top of the window are jointly referred to as the toolbar. The second row of the toolbar is also called the Path bar.

In the Essentials workspace, the main window is divided into three panes: a large pane in the center and a vertical pane on either side. Each pane contains one or more panels, which are accessed via tabs: Favorites, Folders, Filter, Collections, Export, Content, Preview, Metadata, and Keywords. Panels in the side panes let you manage files, filter the display of thumbnails, and display file data; the large central panel displays file thumbnails. At the bottom of the Bridge window are controls for changing the thumbnail size and format. (To customize the Bridge workspace, see pages 34–35 and 41–43.)

We'll explore the toolbar features and most of the panels in depth in this chapter, but for the moment, here is a brief description of the panels:

The **Favorites** panel displays a list of folders that you've designated as favorites, for quick access. See page 36.

The **Folders** panel contains a scrolling window with a hierarchical listing of all the top-level and nested folders on your hard drive. See page 36.

The **Filter** panel lists data specific to files in the current folder, such as their label, star rating, file type, date created, and date modified. By clicking various listings in the **Filter** panel on or off, you can quickly control which files from the current folder display in the Content panel. To expand or collapse a category, click the arrowhead. See page 45.

The **Collections** panel displays the names (and folder icons) of collections, which are user-created groups of image thumbnails. Using the collection features, you can organize and access your file thumbnails without relocating the actual files. See pages 52–53.

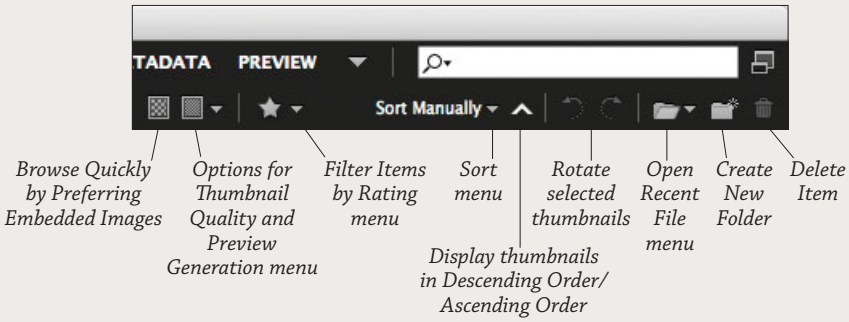
The **Content** panel displays image thumbnails (and optional thumbnails for nested folders) within the currently selected folder. In the lower right corner of the Bridge window, you can click a View Content button to control whether, and in what format, metadata pertaining to the current files displays in the Content panel (see page 42). For any view type, you can change the thumbnail size via the Thumbnails slider. The Content panel is used and illustrated throughout this chapter.

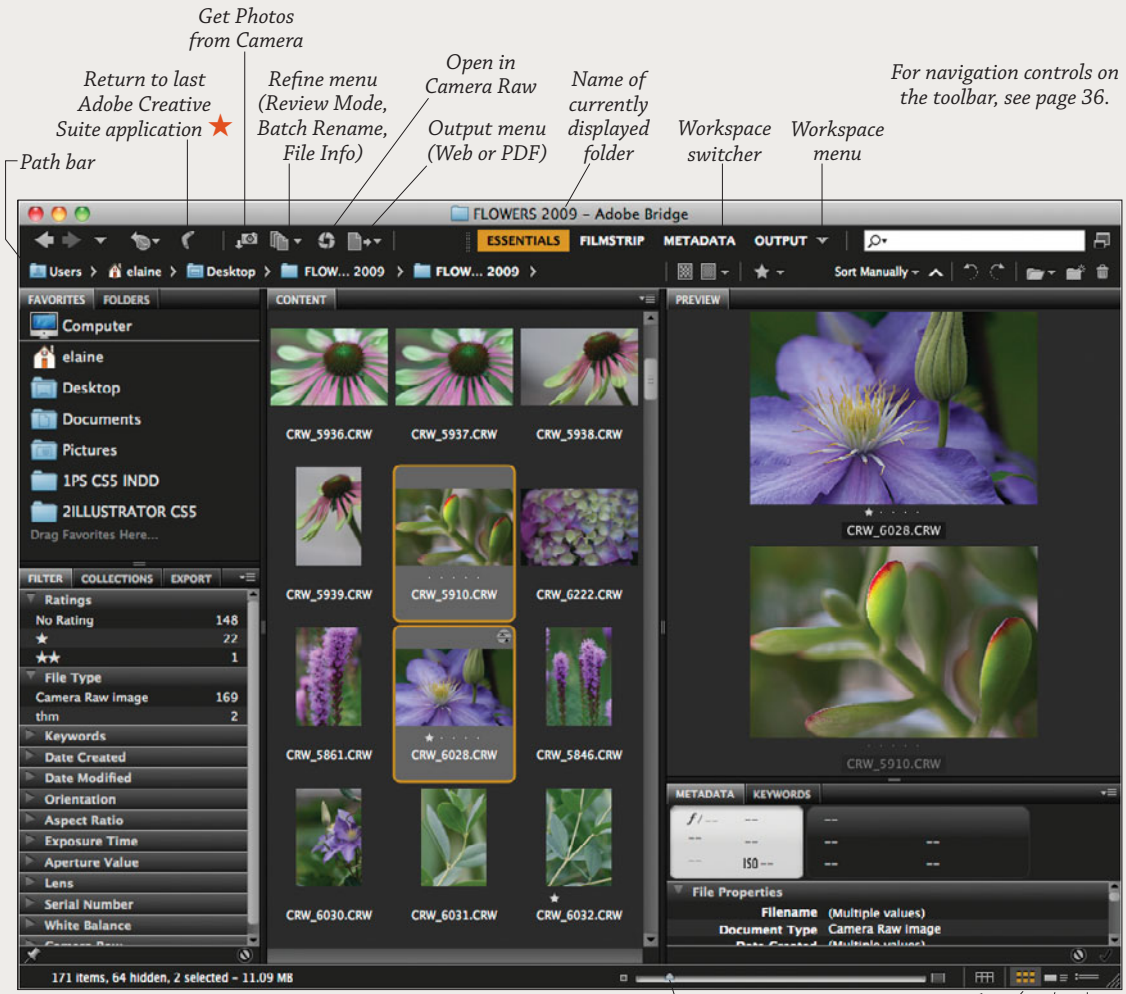
The **Preview** panel displays a large preview of the image (or folder) thumbnail that you have selected in the Content panel. If the thumbnail for a video or PDF file is selected, a controller for playing the video or for viewing the pages displays in this panel. Two or more selected image thumbnails can be previewed in this panel, for quick comparison, and it has a loupe mechanism that you can use to magnify the details of the previewed image. See pages 36–38.

Detailed information about the currently selected file displays in two locations in the **Metadata** panel: a quick summary in the placard at the top (see the sidebar on page 36) and detailed listings within the categories below. The File Properties category, for example, lists the file name, format, date created, date modified, etc. To expand or collapse a category, click the arrowhead. You can use the IPTC Core category in the Metadata panel to attach creator, description, copyright, and other information to the currently selected file (see the sidebar on page 54). When the thumbnail for a digital photo is selected, the Camera Data (EXIF) category displays the camera settings that were used to capture the photo. If the photo was edited in Camera Raw, the panel will have a Camera Raw category in which those settings will be listed.

Use the **Keywords** panel to assign one or more descriptive subkeywords to your images, such as an event, name, or location, so they can be located more quickly (see page 55). You can run a search to find image thumbnails based on keyword criteria, or display images by checking keywords in the Filter panel (see page 45).

Note: The Export and Inspector panels aren't covered in this book.





A *You'll learn the function of the Bridge features throughout this chapter.*

Choosing a workspace for Bridge

To reconfigure the Bridge window quickly, choose one of the predefined workspaces. (To create and save custom workspaces, see pages 41–43.)

To choose a workspace for Bridge:

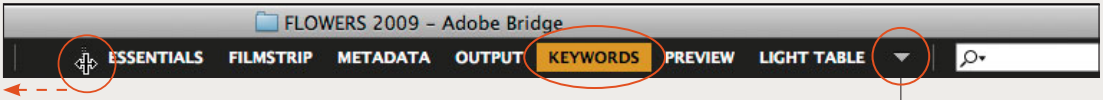
Do one of the following:

On the upper toolbar, click **Essentials**, **Filmstrip**, **Metadata** (List View for the thumbnails), **Output**, **Keywords**, **Preview**, **Light Table**, **Folders**, or a custom workspace.**A** (To display more workspace names, pull the gripper bar to the left.)

From the **Workspace** menu on the workspace switcher, choose a workspace **B–C** (and **A–C**, next page).

Press the shortcut for one of the first six workspaces on the switcher (as listed on the Workspace menu): Ctrl-F1/Cmd-F1 through Ctrl-F6/Cmd-F6. The shortcuts are assigned automatically to the first six workspaces on the switcher, according to their current order from left to right.

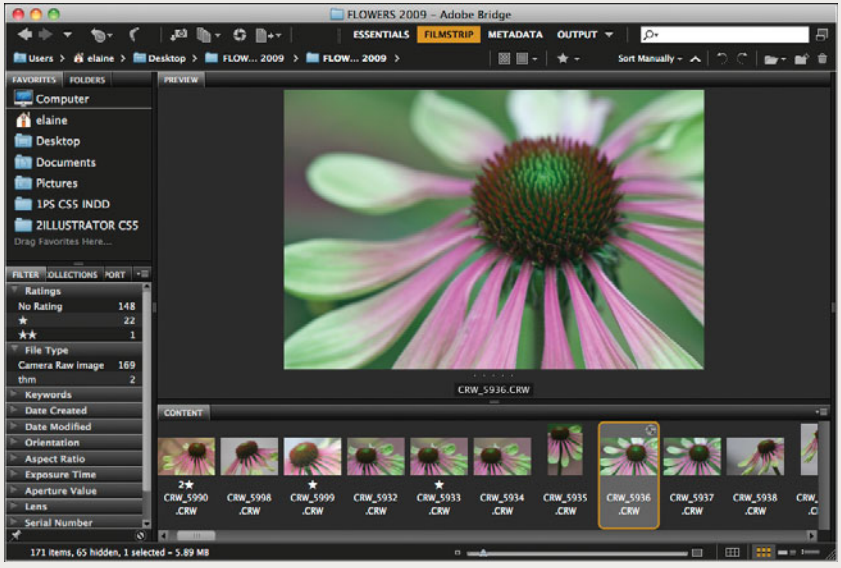
- To change the order of workspaces on the switcher, drag any name to the left or right.
- To learn how to resize the thumbnails in the Content panel, see page 41.



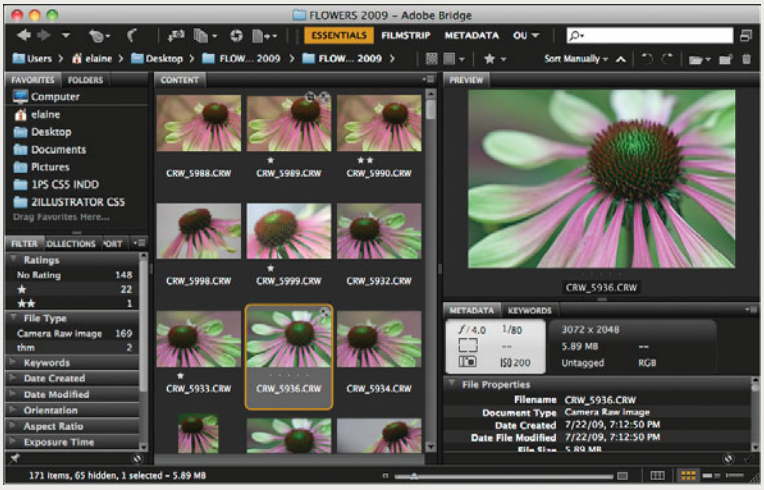
To reveal more workspace names, drag the gripper bar to the left.

A *Click a workspace name on the workspace switcher…*

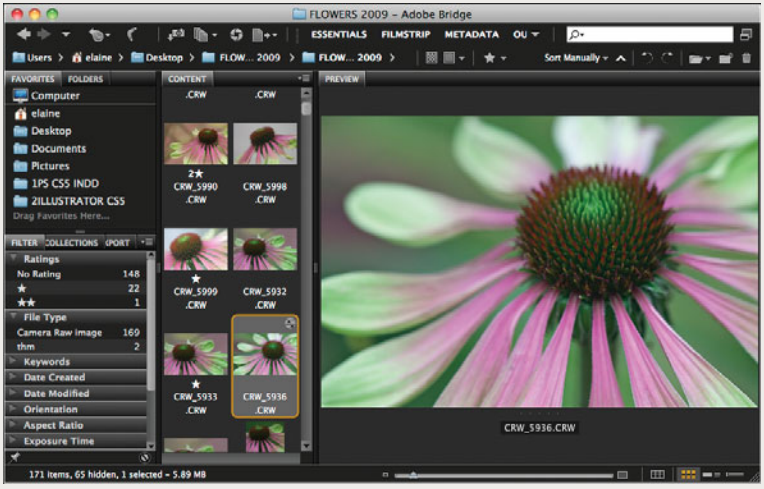
B *…or choose a workspace name from the Workspace menu*



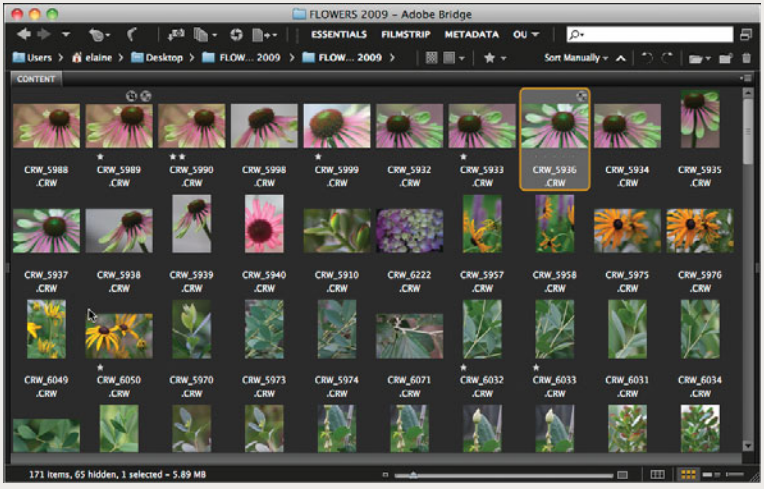
C *The Filmstrip workspace features a large preview of the currently selected thumbnail(s).*



A *In the Essentials workspace, all the panels are showing.*



B *In the Preview workspace, the Metadata and Keywords panels are hidden to make room for a larger preview, and the thumbnails display in a vertical format (the opposite arrangement from the Filmstrip workspace).*



C *In the Light Table workspace, the Content panel occupies the entire Bridge window. Use this workspace when you need to view a large number of thumbnails.*

Previewing images in Bridge

To add a folder to the Favorites panel:

Do either of the following:

Drag a folder icon from the Content panel or the Explorer/Finder into the Favorites panel (the pointer will be a plus sign).

Right-click a folder in the Folders or Content panel and choose **Add to Favorites**.

- Via check boxes in the Favorite Items area of Edit/Adobe Bridge CS5 > Preferences > General, you can control which system folders appear in the Favorites panel.
- To remove a folder from the Favorites list, right-click it and choose Remove from Favorites.

To display and select images in Bridge:

1. Do any of the following:

   In the **Folders** panel, navigate to a folder. You can use the scroll arrows, and you can expand or collapse any folder by clicking its arrowhead.

   Display the contents of a folder by clicking its icon in the **Folders** panel or by double-clicking its thumbnail in the **Content** panel. Note: For folder icons thumbnails to display in the Content panel, View > Show Folders must be checked.

   Click the **Go Back** button on the toolbar **A** to step back through the last folders viewed, or the **Go Forward** button to reverse those steps.

A *These are the navigation controls in Bridge.*

   Click a folder name in the **Favorites** panel.

   From the **Go to Parent or Favorites** menu on the toolbar, choose a parent or favorites folder.

   Click a folder name on the **Path** bar (Window > Path Bar).

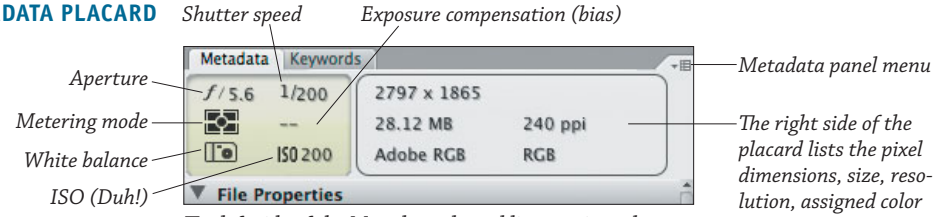
   From one of the menus on the Path bar, choose a folder. If another submenu displays, click yet another folder; repeat until you reach the desired folder.

   - To display thumbnails for images in all the nested subfolders inside the current folder, choose Show Items from Subfolders from its menu. To restore the normal view, click the Cancel button on the Path bar.

2. In the **Content** panel, click an image thumbnail. A colored border appears around it, and data about the file is listed in the Metadata panel. An enlarged preview of the image also displays in the **Preview** panel, if that panel is showing. Or to select multiple images, Ctrl-click/Cmd-click nonconsecutive thumbnails (**A**, next page); or click the first thumbnail in a series of consecutive thumbnails, then Shift-click the last one you want to select.

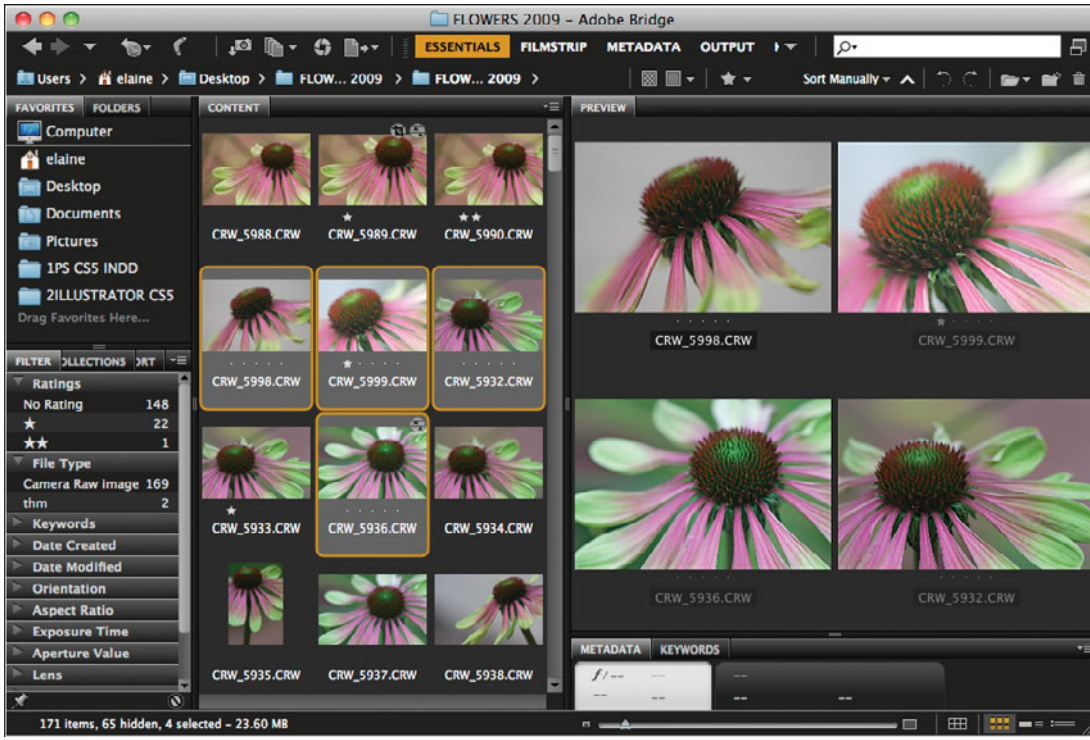
- A number in the upper left corner of an image thumbnail indicates that it's in a group, called a stack. To display all the image thumbnails in a stack, click the number. To collapse the stack, click the number again (see page 48).
- When an image thumbnail is selected, you can cycle through other thumbnails in the current folder by pressing an arrow key. To quickly locate and select a particular thumbnail, start typing the file name.

THE METADATA PLACARD



The left side of the Metadata placard lists settings that were used to shoot the currently selected photo. The icons and data vary depending on the camera settings and model.

The right side of the placard lists the pixel dimensions, size, resolution, assigned color profile, and color mode of the current file.



A *Ctrl-click/Cmd-click to select multiple consecutive or nonconsecutive image thumbnails.*

You can control whether thumbnails and the preview render quickly but at low resolution, or slower and color-managed at high resolution.

To choose quality options for the thumbnails and previews:

From the **Options for Thumbnail Quality and Preview Generation** menu on the Bridge toolbar, choose a preference for the thumbnail quality:

Prefer Embedded (Faster) displays low-resolution thumbnails and is useful when you need to display many images quickly.

High Quality on Demand displays high-resolution, color-managed thumbnails and previews for selected thumbnails (generated from the source files) and low-resolution previews for unselected ones. This is a good compromise between the two other options.

Always High Quality, the default setting, displays high-resolution thumbnails and previews, whether the thumbnails are selected or not. Rendering is the slowest with this option.

- For lower quality but faster previewing, click the Browse Quickly by Preferring Embedded Images button on the Bridge Path bar; this enables the Prefer Embedded (Faster) option. Click the button again to return to the current setting on the Options for Thumbnail Quality and Preview Generation menu.
- The Generate 100% Previews option saves actual-size JPEG versions of thumbnails to disk so Bridge can generate higher-quality previews when the loupe is used or when images are displayed at 100% view in the Full Screen Preview or in Slideshow mode. Since this option uses a lot of disk space, we recommend keeping it unchecked.

To compare two or more image previews:

1. In Bridge, click or choose the Filmstrip or Preview workspace.
2. In the Content panel, Ctrl-click/Cmd-click up to nine thumbnails. **A** Large versions of those thumbnails will display in the Preview panel.
3. *Optional:* Ctrl-click/Cmd-click an unselected thumbnail in the Content panel to add it to the Preview panel, or do the same for a selected thumbnail to remove it from the Preview panel.

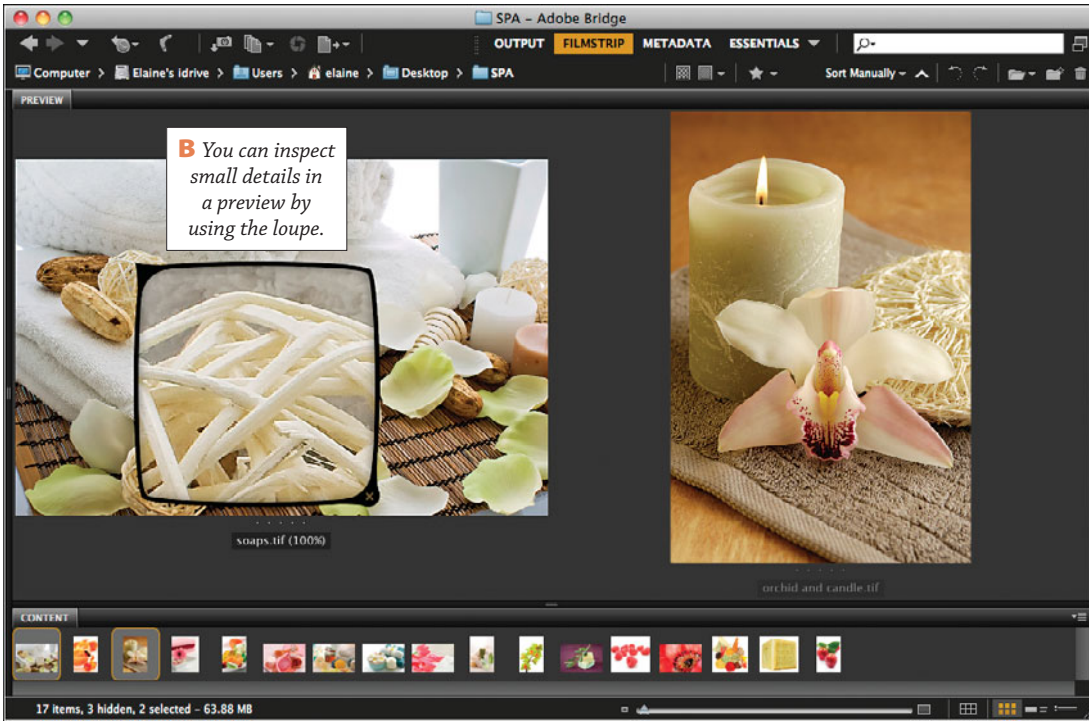
To display a full-screen image preview:

1. Press the Spacebar to display a full-screen preview of the currently selected thumbnail and hide the Bridge window temporarily.
2. To zoom in or out, press + or – or use the scroll wheel on your mouse (you can drag the magnified preview). If desired, press the right arrow key to cycle through other thumbnails in the same folder.
3. To redisplay the Bridge window, press the Spacebar or Esc.

To inspect image details with an onscreen loupe:

1. To make the loupe appear, click an image in the Preview panel or click the frontmost image in Review mode (see the next page). **B**

   Note: If the loupe doesn't appear, it's because the Ctrl-Click/Cmd-Click Opens the Loupe When Previewing or Reviewing option is checked in Edit/Adobe Bridge CS5 > Preferences > General (for Bridge). If this is the case, Ctrl-click/Cmd-click the image to make the loupe appear.
2. Click the area to be examined. By default, pixels display in the loupe at 100% view (the zoom level is listed below the preview). Press + to zoom in on the loupe display (up to 800%) or press – to zoom out, or use the scroll wheel on your mouse. To examine a different area, click that area or drag the loupe to it.
3. *Optional:* If you're previewing two images using two loupes, you can Ctrl-drag/Cmd-drag either loupe to move them simultaneously.
4. Click the loupe to remove it.



A *We Ctrl/Cmd clicked two image thumbnails to display them in the Preview panel, then clicked a preview to display the loupe.*

When selected thumbnails are put into Review mode, the Bridge window is hidden to make room for a very large preview on a black background, and you can cycle through the images as if they're on a carousel.

To preview images in Review mode:

1. Do one of the following:

   Open a folder of images.

   Alt-click/Option-click a thumbnail stack.

   Select five or more image thumbnails (Ctrl/Cmd or Shift-click them).

2. Press Ctrl-B/Cmd-B (or from the Refine menu at the top of the Bridge window, choose Review Mode). The Bridge window is hidden temporarily, and the images display on a black background. **A**

3. To rotate the carousel, do any of the following:

   Drag any image preview to the left or right.

   Click one of the smaller previews to bring it to the forefront.

   Click (and keep clicking) the Go Forward or Go Backward button in the lower left corner, or press the left or right arrow key.

4. To examine the frontmost (enlarged) image with a loupe, click it. Drag the loupe to move it. Click the loupe again to remove it.

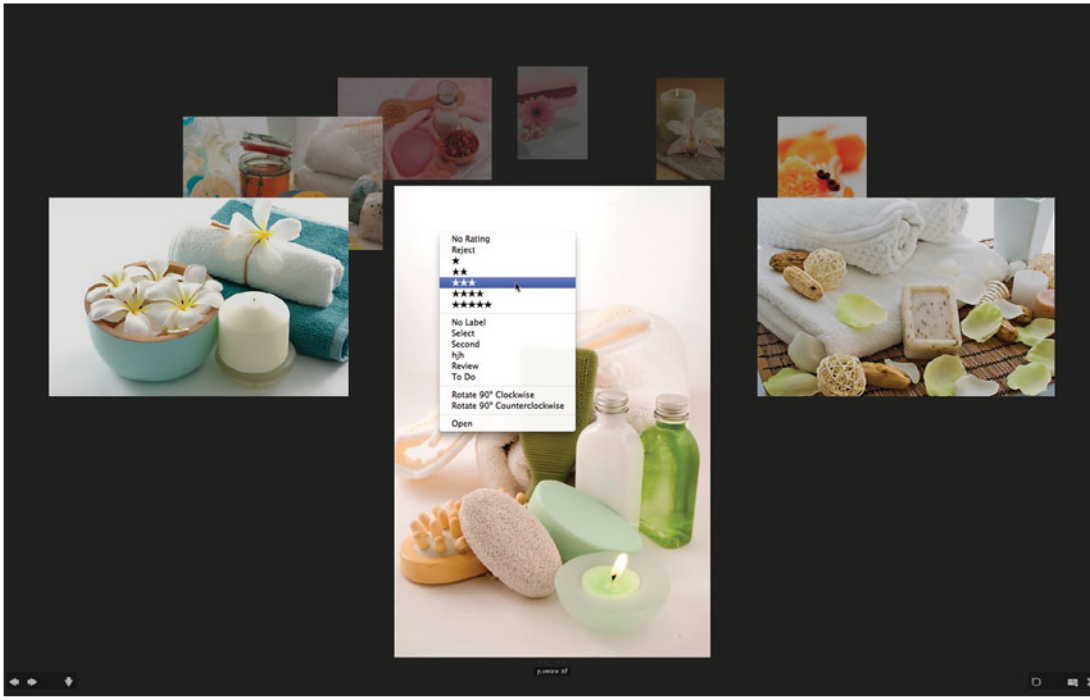
5. To rate the frontmost thumbnail, right-click it and choose a star rating or a label from the context menu. To view a list of keyboard shortcuts onscreen, press H.

6. To take the frontmost image out of the carousel, click the down-pointing arrow in the lower left corner, or drag the image to the bottom of your screen. This won't delete the actual file.

   ➤ You can pare down a selection of images this way before grouping them as a stack (see pages 48–49) or as a collection (see pages 52–53).

7. To exit Review mode, press Esc or click the in the lower right corner.

8. Click any image thumbnail to deselect the rest.



A *We Ctrl/Cmd clicked seven image thumbnails, then pressed Ctrl-B/Cmd-B to view them in Review mode.*

Opening files from Bridge

You can open as many files into Photoshop as the currently available RAM and scratch disk space on your computer allow.

Note: To open a raw, JPEG, or TIFF digital photo into Camera Raw (to apply corrections before opening the files into Photoshop), see pages 62–63.

To open files from Bridge into Photoshop:

1. In the Content panel, display the thumbnail for the image(s) to be opened.
2. Do either of the following:

   Double-click an image thumbnail.

   Click an image thumbnail or select multiple thumbnails, then double-click one of them or press Ctrl-O/Cmd-O.

   Photoshop will launch, if it isn't already running, and the image(s) will appear onscreen.

   If any alert dialogs appear, see page 58.

- If a photo has been opened in Camera Raw and settings were applied to it in that dialog, the icon displays in the top right corner of its thumbnail. If you're confident about the photo's current Camera Raw settings and are ready to open it into Photoshop, Shift-double-click it.
- To locate a file in Explorer/Finder, right-click its thumbnail in Bridge and choose Reveal in Explorer/Reveal in Finder from the context menu. The folder that the file resides in will open in a window in Explorer/Finder and the file icon will be selected.
- By default, the Bridge window stays open after you use it to open a file. To minimize/close the Bridge window as you open a file, hold down Alt/Option while double-clicking the file thumbnail.
- To open an image into Photoshop from Review mode, right-click it and choose Open from the context menu.

To reopen a recently opened file:

To reopen a file that was recently opened and then closed, choose the file name in one of these locations:

In Bridge, choose from the **Open Recent File** menu on the right side of the Path bar.

In Bridge or Photoshop, choose from the File > **Open Recent** submenu.

In Bridge, from the **Reveal Recent File or Go to Recent Folder** menu, choose **Adobe Photoshop** > **Recent Adobe Photoshop Files**, then click the thumbnail for a file to open it. To redisplay an "actual" folder when you return to Bridge, click the Go Back arrow or a Favorites folder.

In Photoshop, on the toolbar of the Mini Bridge panel, from the **Go to Parent, Recent Items, or Favorites** menu, choose **Recent Folders** > **Recent Adobe Photoshop Files**, then click the thumbnail for a file to open it. To redisplay an "actual" folder in Mini Bridge, click the Go Back arrow.

GETTING TO PHOTOSHOP QUICKLY

If Photoshop was the last Creative Suite application open, you can go to it quickly from Bridge by clicking the Return to Adobe Photoshop button on the toolbar. Photoshop will launch, if it isn't already running.

ALAS, THE POOR OPEN COMMAND

- With Bridge now the best vehicle for opening files, the Open command is relegated to this sidebar. To use the Open command in Photoshop, choose File > Open (Ctrl-O/Cmd-O). In Windows, choose Files of Type: All Formats; in the Mac OS, choose Enable: All Readable Documents. Locate and click the desired file name, then click Open.
- Another way to open a file is by double-clicking its file icon in Explorer/Finder. Photoshop will also be launched, if it's not already running.

Customizing the Bridge window

To display or hide the panels:

On the **Window** menu, check which panels you want to show or hide.

- To quickly hide (and then show) the side panes, press Tab or double-click the dark vertical bar between the side and middle panes.
- To display just the Content panel in a compact window, click the Switch to Compact Mode button in the upper right corner of the Bridge window. Click it again to restore the full window.

To configure the Bridge panes and panels manually:

Do any of the following:

To make a panel or panel group taller or shorter, drag its horizontal gripper bar upward or downward.**A**

To make a whole pane wider or narrower, drag its vertical gripper bar horizontally;**B** the adjacent pane will resize accordingly.

To minimize a panel to just a tab (or to restore its former size), double-click its tab. (This doesn't work for all panels.)

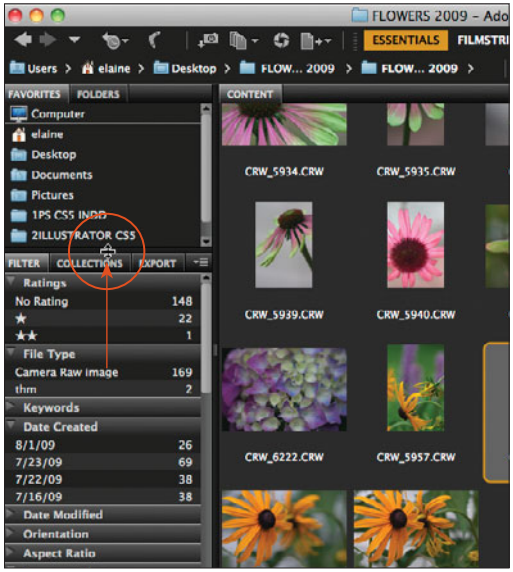
To move a panel into a different group, drag the panel tab, and release the mouse when the blue drop zone border appears around the desired group.

To display a panel as a separate group, drag its tab between two panels, and release the mouse when the horizontal blue drop zone line appears.

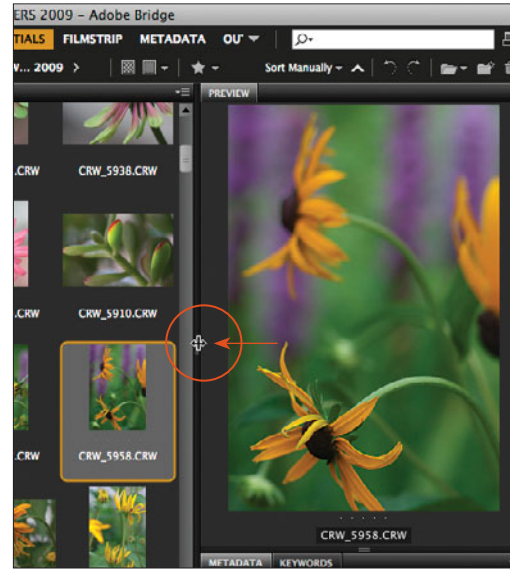
To resize the image thumbnails:

At the bottom of the Bridge window, drag the **Thumbnail Size** slider **C** or click the **Smaller Thumbnail Size** button or **Larger Thumbnail Size** button.

- To display only full thumbnails, with grid lines between them, click the Lock Thumbnail Grid button at the bottom of the Bridge window. With this option on, no shuffling of thumbnails will occur if you resize the Content panel.



A *Moving the horizontal bar upward shortens the Favorites and Folder panels and lengthens the Filter, Collections, and Export panel group.*

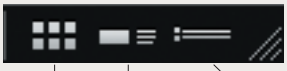


B *Moving the vertical bar for the right pane to the left widens the Preview, Metadata, and Keywords panels.*

C *Use the Thumbnail Size slider at the bottom of the Bridge window to resize your image thumbnails.*

To control how metadata is displayed in the Content panel:

1. In the lower right corner of the Bridge window, click a View Content button: **A View Content as Thumbnails** (minimal file data), **View Content as Details** (more file data), **B** or **View Content as List** (small icons with columns of data).
   - ➤ With View Content as List chosen, you can change the column order by dragging any column header to the left or right.
2. To control which categories of metadata display below or next to the image thumbnails when the View Content as Thumbnails option is chosen, go to Edit/Adobe Bridge CS5 > Preferences > Thumbnails, then select from any or all of the **Details**: **Show** menus. For example, to display exposure settings, you would choose Exposure.
   - ➤ When the View Content as Thumbnails option is chosen, you can toggle the display of data on and off by pressing Ctrl-T/Cmd-T.

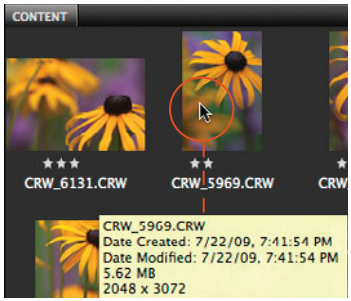


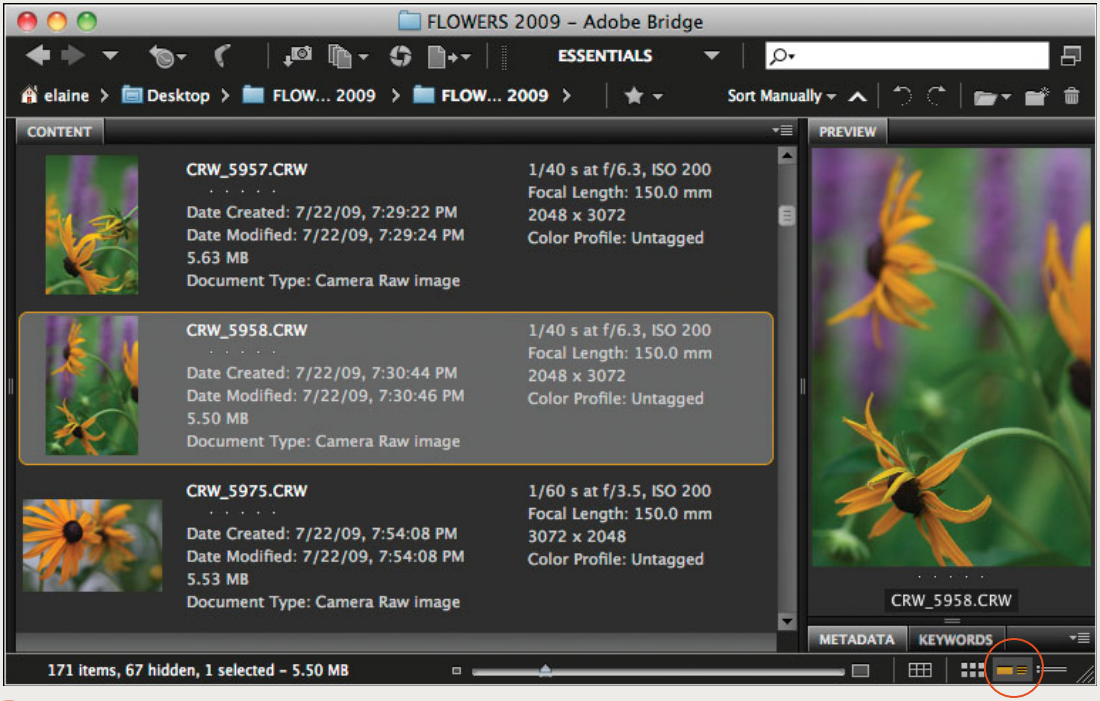
View Content as Thumbnails *View Content as Details* *View Content as List*

A *The View Content buttons control the display of metadata in the Content panel.*

METADATA IN THE TOOL TIPS

If Show Tooltips is checked in Edit/Adobe Bridge CS5 Preferences > Thumbnails and you rest the pointer on an image thumbnail, the tool tip will list the metadata for that image. You can turn this feature off if it becomes annoying.





B *With the View Content as Details button clicked, metadata displays next to the file thumbnails.*

Saving custom workspaces

If you save your customized workspaces, you'll be able to access them again quickly at any time and will avoid having to set up your workspace each time you launch Bridge.

To save a custom workspace for Bridge:

1. Do all of the following:

   Choose a size and location for the overall Bridge window.

   Arrange the panel sizes and groups as desired.

   Choose a thumbnail size for the Content panel.

   Choose a sorting order from the Sort menu at the top of the Bridge window (see page 45).

   Click a View Content button.

2. From the **Workspace** menu on the workspace switcher, choose **New Workspace**.

3. In the New Workspace dialog, **A** enter a Name for the workspace, check Save Window Location as Part of Workspace and/or Save Sort Order as Part of Workspace (both are optional), then click Save.

   Note: Your new workspace will be listed first on the workspace switcher, and will be assigned the first shortcut (Ctrl-F1/Cmd-F1). To change the order of workspaces on the bar, drag any workspace name horizontally to a different slot. When you do this, the shortcuts will be reassigned based on the new order.

- To delete a user-saved workspace, from the Workspace menu, choose Delete Workspace. From the menu in the dialog, choose the workspace to be deleted, then click Delete.

Resetting the Bridge workspaces

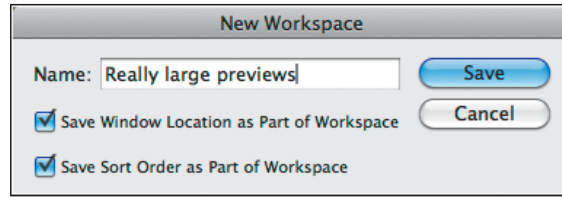
When you make a manual change to a saved workspace, the change sticks with the workspace even when you switch to a different one. As an example, if you were to change the thumbnail size for the Filmstrip workspace, click the Essentials workspace, then click back on the Filmstrip workspace, the new thumbnail size would still display. Via the commands for resetting workspaces, you can restore the default settings to any individual predefined (standard Adobe) or user-saved workspace or to all the predefined workspaces.

To reset the Bridge workspace:

Do either of the following:

To restore the default settings to one workspace, right-click the workspace name and choose **Reset**.

To restore the default settings to all the Adobe predefined workspaces, choose **Reset Standard Workspaces** from the Workspace menu.



A *Use the New Workspace dialog to name your workspace and choose options for it.*

CHOOSING COLORS FOR THE BRIDGE INTERFACE

In Edit/Adobe Bridge CS5 > Preferences > General (Ctrl-K/Cmd-K), under Appearance, you can choose a User Interface Brightness (gray) value for the side panes; a different Image Backdrop value for the Content and Preview panels and for the background behind images when displayed in Full Preview View, Slideshow, or Review Mode; and an Accent Color for the border around selected folders, thumbnails, and stacks.

Rating and labeling thumbnails

If you assign star ratings and/or color labels to your thumbnails, you'll be able to control which ones display based on their ranking, and locate them easily via the Filter panel or the Find command. In addition, you can apply a Reject rating to any image thumbnails that you want to hide from the Content panel but aren't ready to delete from your hard drive.

To rate and label thumbnails:

1. Select one or more image thumbnails in the Content panel.
2. Do any of the following:

   From the Label menu, choose a **Rating** (to assign a star ranking) and/or a **Label** (to add a color-coded strip below the thumbnail).**A**

   Click a thumbnail, then click any one of the five dots below it; stars will appear.**B** To remove one star, click the star to its left. To remove all the stars from a thumbnail, click to the left of the first one.**C** (If you don't see the dots or stars, enlarge the thumbnails via the Thumbnail Size slider.)

   Press one of the keyboard shortcuts that are listed on the Label menu.

   Right-click a thumbnail in the Content panel, then choose a category from the **Label** submenu on the context menu.

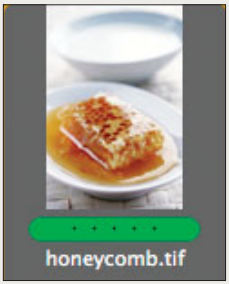
   Right-click in the Preview panel and choose a star rating and/or label for that image.

   To label the losers with a red "Reject" label,**D** choose Label > **Reject** or press Alt-Del/Option-Delete. Note: If Show Reject Files is unchecked on the View menu, all rejected thumbnails will be hidden.

- If tool tips get in the way of your adding or removing stars, go to Edit/Adobe Bridge CS5 > Preferences > Thumbnails and uncheck Show Tooltips.
- You can assign custom names to the label categories in Edit/Adobe Bridge CS5 > Preferences > Labels.

To remove ratings or labels from thumbnails:

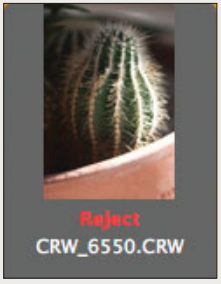
1. Select one or more image thumbnails.
2. From the Label menu, choose **No Rating** or press Ctrl-0/Cmd-0 (zero), and/or choose **No Label**.



A *This thumbnail has an Approved (green) rating.*

B *We clicked the third dot on this thumbnail to give it a 3-star rating...*

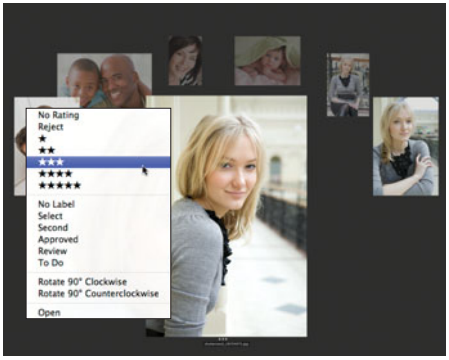
C *...but then we changed our minds, so we clicked to the left of the stars to remove them.*



D *This poor fellow has a Reject rating.*

RATING THUMBNAILS IN REVIEW MODE

To rate or label images in Review mode, right-click the large, frontmost image and choose from the context menu.



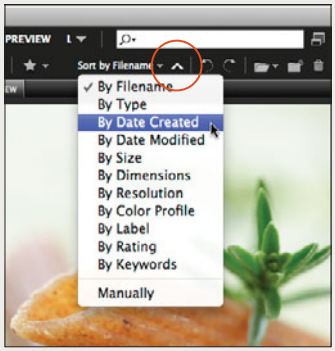
Choosing a sorting order

The order in which thumbnails display in the Content panel is determined by the criterion checked on the Sort menu. This order applies to all folders and thumbnails in Bridge, not just to the currently selected one. By applying ratings and/or labels, choosing a sorting order, and checking categories in the Filter panel (see below), you'll be able to locate the files you need more quickly and efficiently. Note that the sorting order also affects the batch and automate commands in Bridge, because they process files based on the current sequence of thumbnails.

To choose a sorting order for thumbnails:

From the **Sort** menu on the Path bar, choose a sorting order (such as By Date Created).**A** All thumbnails (except those in stacks) will be rearranged in the Content panel. To restore the last manual sort (by dragging), choose Manually.

- To reverse the current order, click the Ascending Order or Descending Order arrowhead.



A *From the Sort menu on the Path bar, choose a sorting order for your selected thumbnails.*

Filtering the display of thumbnails

The Filter panel lists data specific to files in the current folder, such as their label, star rating, date created, or keywords. When you check specific criteria in the panel, only thumbnails meeting those criteria display in the Content panel; thumbnails in stacks are ignored.

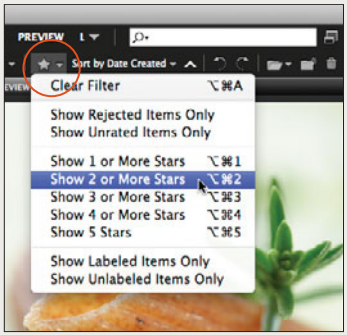
To filter the display of thumbnails:

Do either of the following:

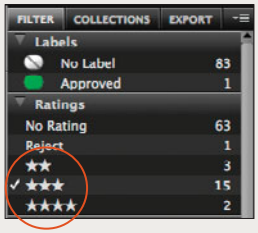
On the **Filter Items by Rating** menu on the Bridge toolbar,**B** check the desired criteria.

On the **Filter** panel, click the arrowhead to expand any category, such as Labels or Ratings, then check a criterion.**C** To require additional criteria to be met, check more listings, either in the same category or in other categories. For example, to display only files that have a 3-star rating, check the 3-star listing under Ratings. (To remove a criterion, click the listing again.)

- To prevent the current filters (check marks) from clearing when you display other folders, click the Keep Filter When Browsing button on the panel; the button will display a highlight color.
- To remove all check marks from the Filter panel, click the Clear Filter button at the bottom of the panel or press Ctrl-Alt-A/Cmd-Option-A.



B *Control which thumbnails display via the Filter Items by Rating menu.*



C *Because we checked the three-star ranking in the Filter panel (under the Ratings category), only thumbnails matching that criterion (that have three stars) will display in the Content panel.*

THE FILTER PANEL IS DYNAMIC

The categories that are listed on the Filter panel (e.g., Ratings, Keywords, Exposure Time) change dynamically depending on what data is available for files in the currently selected folder and what categories are checked on the Filter panel menu. For instance, if you haven't applied ratings to any files in the current folder, you won't see a Ratings category; should you apply a rating to one of the thumbnails, the Ratings category will appear.

Using Mini Bridge ★

A wonderful new feature of Photoshop CS5 is Mini Bridge, a miniature version of "big" Bridge in a panel format. Love it. What are known as panels in Bridge are called pods in Mini Bridge.

To preview files in Mini Bridge:

1. In Photoshop, click the **Mini Bridge** button on the Application bar or choose File > **Browse in Mini Bridge**. The resizable Mini Bridge panel opens (A, next page).
2. Click the **Browse Files** button on the Home Page (if you don't see this button, click the **Home Page** button at the top of the panel).
3. On the **Panel View** menu, make sure **Path Bar**, **Navigation Pod**, and **Preview Pod** are checked.
4. To navigate to a folder, do one of the following:

   Click a folder on the Path bar.

   In the **Navigation** pod, click Favorites or Recent Folders, then click a folder, or click Recent Files, or the folder for a collection (see pages 52–53).

   Make a choice from the **Go to Parent, Recent Items, or Favorites** menu on the Toolbar.

   Click the **Search** button on the Toolbar, enter a file name, then click Search.
5. Use controls at the bottom of the panel to customize the display of file thumbnails:

   Adjust the thumbnail size via the **Thumbnail Size** slider (we keep our thumbnails small).

   From the **View** menu, choose to view content **As Thumbnails** (file names below the thumbnails), **As Filmstrip** (thumbnails in one row), **As Details** (large thumbnails and more data), or **As List** (tiny thumbnails and columns of data).
6. At the top of the **Content** pod, you have access to the following menus for sorting and filtering thumbnails:

   The **Select** menu gives you access to the Refresh command (see the tip at right); the Show Reject Files, Show Hidden Files, and Show Folders commands; and the Select All, Deselect All, and Invert Selection commands.

   The **Filter Items by Rating** menu offers even more options than the one in Bridge, such as Keep Filter When Browsing and Show 1 or More Stars.

   The **Sort** menu lets you sort thumbnails, such as by Filename, Type, or Date Created.
7. To preview a thumbnail, select it, then do any of the following (only one file previews at a time):

   View the thumbnail in the **Preview** pod.

   To view the image as a large preview in the Content pod, press **Shift-Spacebar**. To enlarge the preview, click it; you can drag the image in the preview. To exit the preview, click Close (or in the Mac OS, you can also press Esc).

   For a full-screen preview, press the **Spacebar**. To go back to Mini Bridge, press the Spacebar again or Esc.

   To preview multiple thumbnails as a slideshow or in Review mode, Ctrl-click/Cmd-click to select them, then choose Slideshow or Review Mode from the **Preview** menu at the bottom of the panel or from the context menu.

- To close a pod, click its Close button.
- The Mini Bridge panel can be docked to the bottom of the document window (drag the top bar until you see a blue drop zone line).
- To add a folder to the Favorites area, right-click it in the Content pod and choose Add to Favorites.

To open files from Mini Bridge into Photoshop:

1. Select the thumbnails for the file(s) to be opened.
2. Do either of the following:

   Double-click one of the selected thumbnails.

   Right-click a thumbnail and choose **Open** or **Open Image**.

- If a file is in a format that can be opened into Camera Raw, you can right-click its thumbnail and choose Open in Camera Raw. See page 63.
- The Tools menu in Mini Bridge provides access to some useful Photoshop commands, such as Place > In Photoshop (see page 309), Photoshop > Load Files into Photoshop Layers (see page 241), and Photoshop > Photomerge (see pages 250–251).
- After you change a thumbnail in some way in Bridge (say you rename, duplicate, or move it), if the Content pod doesn't update automatically, choose Refresh from the Select menu.
- To view a selected image thumbnail in Bridge, click the Go to Adobe Bridge button at the top of the panel, or right-click the thumbnail and choose Reveal in Bridge.

A *Here the Navigation, Preview, and Content pods are showing.*

**This icon changes depending on what option is currently selected on the menu.*

Via settings, you can control when Bridge is launched, a requirement for running Mini Bridge, and also change the colors for the Mini Bridge interface.

To choose settings for Mini Bridge:

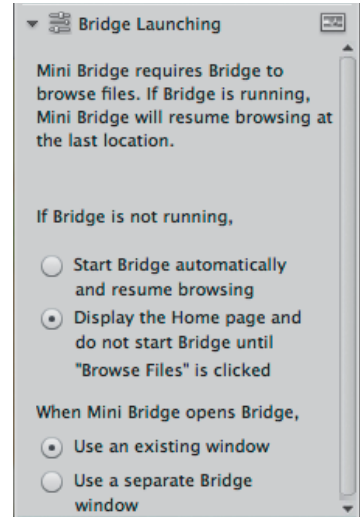
1. Click the **Home Page** button at the top of the panel, then click the **Settings** button.
2. Do either or both of the following:

   Click **Bridge Launching**, then choose the desired settings.**B**

   To change the colors for the Mini Bridge panel, click **Appearance**, then adjust the User Interface Brightness and/or Image Backdrop sliders. Also check Color Manage Panel to have Photoshop color-manage the thumbnails and preview based on the color profile that is currently assigned to your primary display.
3. Do either of the following:

   To choose the other settings category, click **Settings**.

   To go back to the main Mini Bridge pods, click the **Browse Files** button.



B *In Mini Bridge, choose settings to control how Bridge is launched.*

Using thumbnail stacks

Before learning about stacks, you need to know how to rearrange thumbnails in the Content panel.

To rearrange thumbnails manually:

Drag any thumbnail (or select, then drag multiple thumbnails) to a new location. Okay, that was a no-brainer. The header on the Sort menu switches to "Sort Manually."

- Thumbnails remain where you place them unless you change the sorting order or perform a stacking operation.

Another good way to control how many thumbnails display at a given time is by grouping them in stacks. Think of categories for them, such as landscapes or portraits, shots of the same subject, shots taken with a particular camera setting, etc. This is easy, too.

To group thumbnails into a stack:

1. Shift-click or Ctrl-click/Cmd-click to select multiple thumbnails.**A** The thumbnail listed first in your selection is going to be the "stack thumbnail" (will display on top of the stack).
2. Press Ctrl-G/Cmd-G or right-click one of the selected thumbnails and choose Stack > **Group as Stack**.**B** A stack looks like a couple of playing cards in a pile, with the stack thumbnail on top. The number in the upper left corner (called the "stack number") tells you how many thumbnails the stack contains.

To select the thumbnails in a stack:

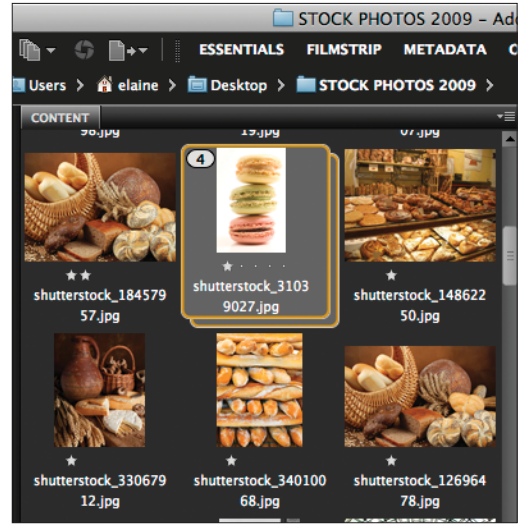
To select and display all the thumbnails in a stack, click the stack number (click it again to collapse the stack). The stack will remain selected.

To select all the thumbnails in a stack while keeping the stack collapsed, click the stack border (the bottom "card") or Alt-click/Option-click the stack thumbnail (the top image in the stack). Note that although the stack is collapsed, because it is selected, all the thumbnails it contains are displaying in the Preview panel, if that panel is showing.

To rearrange thumbnails within a stack:

To move a thumbnail to a different position in an expanded stack, click it to deselect the other selected thumbnails, then drag it to a new spot (as shown by the vertical drop zone line).

A *We selected the thumbnails to be grouped into a stack,…*



B *…then chose the Group as Stack command.*

To move a whole stack:

1. Collapse the stack, then Alt-click/Option-click the stack thumbnail. The borders of both "cards" in the stack should now be highlighted.
2. Drag the image thumbnail (not the border).

► If you drag the top thumbnail of an unselected stack, you'll move just that thumbnail, not the whole stack.

To add a thumbnail to a stack:

Drag a thumbnail over a stack thumbnail or into an open stack.

To remove a thumbnail from a stack:

1. Click the stack number to expand the stack.
2. Click a thumbnail to be removed (to deselect the other thumbnails), then drag it out of the stack.

To ungroup a stack:

1. Click the stack number to expand and select all the thumbnails in the stack.
2. Press Control-Shift-G/Cmd-Shift-G (Stacks > Ungroup from Stack) or right-click the stack and choose Stack > **Ungroup from Stack**. The stack number and border disappear.

Managing files using Bridge

To create a new folder:

1. Via the Folders panel or the Path bar, navigate to the folder that you want to add a folder to.
2. Click the **New Folder** button at the right end of the Bridge toolbar, type a name in the highlighted field below the new folder, then press Enter/Return.

You can move your actual files to a different folder either by dragging their thumbnails or by using a command.

To move or copy files between folders:

Method 1 (by dragging)

1. Select one or more thumbnails in the Content panel.
2. In the Folders panel, navigate to (but don't click) the folder or subfolder that you want to move the selected files into.
3. To move the selected files, drag them over the folder name in the Folders panel, or to copy them, hold down Ctrl/Option while dragging.

Method 2 (via the context menu)

1. Select one or more thumbnails in the Content panel.
2. Right-click one of the selected thumbnails, then from the **Move To** or **Copy To** submenu on the context menu, do either of the following:

   Select a folder name under **Recent Folders** or **Favorites**.

   Select **Choose Folder**. Locate a folder in the Choose a Folder dialog, then click OK/Choose.

To delete a file or folder:

1. Click an image or folder thumbnail (or Ctrl-click/Cmd-click multiple thumbnails or Shift-click a series of them).
2. Do either of the following:

   Press Ctrl-Backspace/Cmd-Delete, then click OK in the alert dialog.

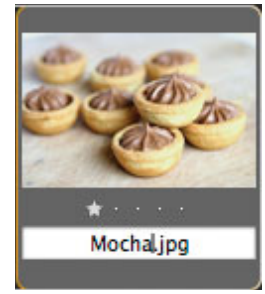
   Press Del/Delete on your extended keyboard, then click Delete in the alert dialog, if it appears.

► Oops! Change your mind? To retrieve a deleted file or folder immediately, choose Edit > Undo. Or to dig it out of the trash, double-click the Recycle Bin/Trash icon for your operating system, then drag the item into the Content panel in Bridge. Phew.

To rename a file or folder:

1. Click a thumbnail, then click the file or folder name. The name becomes highlighted. **A**
2. Type a new name **B** (for an image file, don't try to delete the extension), then press Enter/Return or click outside the name field.

A *To rename a file, click the existing file name…*



B *…then type a new name.*

When you download digital photos from your camera to your computer, they keep the sequential numerical labels (e.g., "CRW_0016") that your camera assigned to them. Via the Batch Rename command in Bridge, you can assign more recognizable names to your photos, to make them easier to identify.

To batch-rename files: ★

1. Display the folder containing the files to be renamed, then select the thumbnails for the files to be renamed.
2. From the **Refine** menu at the top of the Bridge toolbar, choose Tools > **Batch Rename** (Ctrl-Shift-R/Cmd-Shift-R). The Batch Rename dialog opens. **A**
3. From the **Preset** menu, choose **Default**.
4. Under **Destination Folder**, click one of the following:

   Rename in Same Folder to rename the files and leave them in their current location.

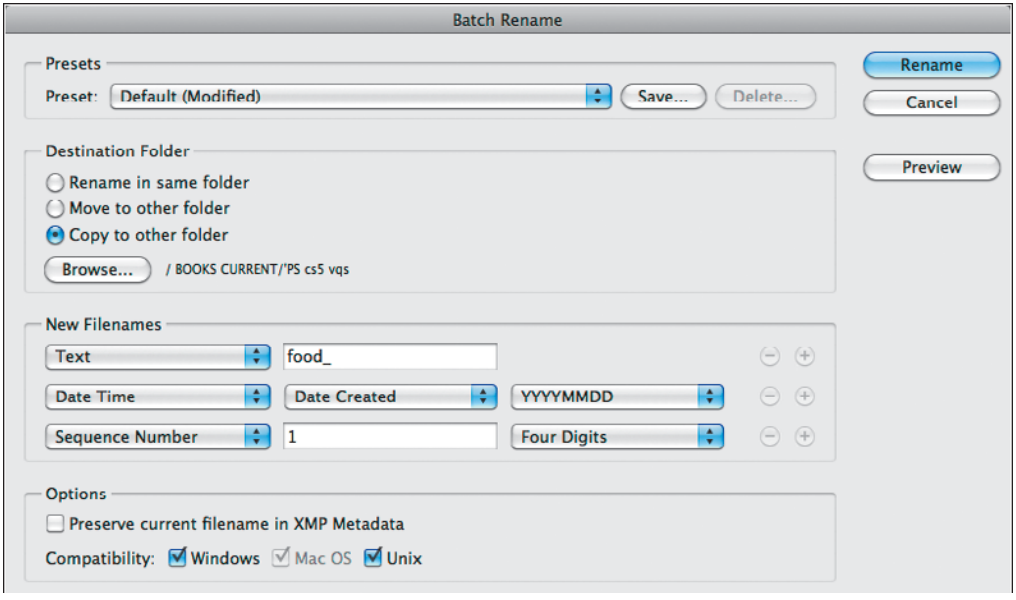
   Move to Other Folder to rename the files and move them to a new location.

   Copy to Other Folder to leave the original files unchanged but rename the copies and move them to a new location — for a quick way to duplicate your photos. We recommend using this option, especially if you didn't duplicate your files when you downloaded them.

   For the Move or Copy option, click **Browse**, choose or create a new folder location, then click OK/Choose.
5. Under **New Filenames**, specify which data you want included in the names: Text, a good choice (enter text); Date Time (choose options); or Sequence Number to include an incremental number in the names (enter a starting number and choose a digit option).

   To add another row of criteria fields, click the ⊕ button, or to remove a row of fields, click the ⊖ button.

   Click **Preview** to view a listing of the new file names, then click OK.
6. Under **Options**, you can leave Preserve Current Filename in XMP Metadata unchecked, but for **Compatibility**, do check any other operating system that you need your renamed files to be readable in.
7. *Optional:* To save the current New Filenames and Options settings as a preset (to be listed on the Preset menu), click Save, enter a name, then click OK.
8. Click Rename.



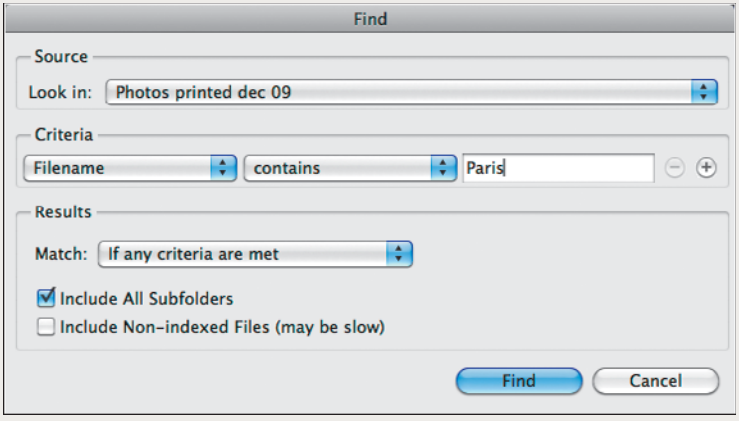
A *Via the Batch Rename dialog, you can quickly and easily rename a whole folder full of photos.*

Searching for files

To find files via Bridge:

1. In Bridge, choose Edit > **Find** (Ctrl-F/Cmd-F). The Find dialog opens.**A**
2. From the **Look In** menu in the Source area, choose the folder to be searched (the current folder is listed by default). To select a folder that's not on the list, choose Look In: Browse, locate the desired folder, then click OK/Choose.
3. From the menus in the **Criteria** area, choose search criteria (e.g., Filename, Date Created, Keywords, Label, Rating, or specific camera settings), choose a parameter from the adjoining menu, and enter data in the field. To add another criterion to the search, click the ⊕ button, or to remove a row of fields, click ⊖.
4. From the **Match** menu, choose "If any criteria are met" to find files based on one or more of the criteria you have specified, or choose "If all criteria are met" to narrow the selection to files that meet all of your criteria.
5. Check **Include All Subfolders** to also search through any of the subfolders that are contained within the folder chosen in step 2.
6. *Optional:* Check Include Non-indexed Files to search through files that Bridge hasn't yet indexed (any folder Bridge has yet to display). This could slow down the search.
7. Click Find. The search results will be placed in a temporary folder called Search Results: [name of source folder] and will display in the Content panel.**B** The folder will be listed on the Path bar and on the Reveal Recent File or Go to Recent Folder menu on the Bridge toolbar.
8. To create a collection from the search results, see the following page.

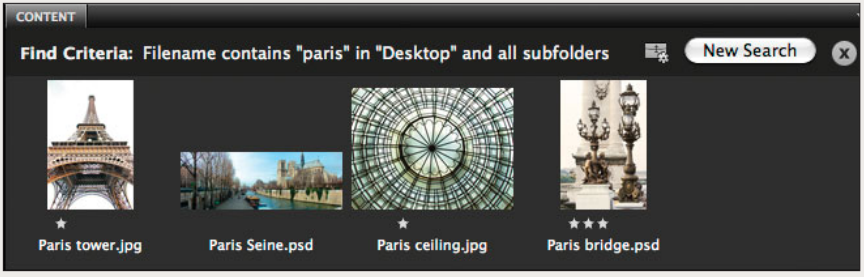
➤ To discard the current search results and perform a new search, click New Search, or to cancel the results, click the Cancel button.



A *Use the Find dialog to search for and locate files based on various criteria.*

QUICK SEARCH FOR A FILE

In the Favorites panel, click Computer, then double-click the thumbnail for your hard drive; or navigate to a particular folder. In the search field on the Bridge toolbar, type the name of the file you're looking for, then press Enter/Return.



B *After you click Find, the search results display in the Content panel. The parameters used for the search and the name of the folder that was searched are listed as the Find Criteria.*

Creating and using collections

The collection features in Bridge provide a useful way to catalog and access files without your actually having to relocate them. There are two kinds of collections: a Smart Collection that is created from the results of a Find search, and what we call a "nonsmart" collection which is created by dragging thumbnails manually into a collection icon.

To create a Smart Collection:

1. Click the tab for the Collections panel. (If it's hidden, choose Window > Collections Panel.)
2. Perform a search via the Edit > Find command (see the preceding page). When the search is completed, click the **Save as Smart Collection** button at the top of the Content panel. **A**
3. A new Smart Collection icon appears in the Collections panel. Type a name in the highlighted field, then press Enter/Return. **B**

- To add a collection to the Favorites panel, right-click the icon and choose Add to Favorites.
- To delete a collection, click it, click the Delete Collection button, then click Yes in the alert. Not to worry: This won't delete the actual files.

To display the contents of a collection:

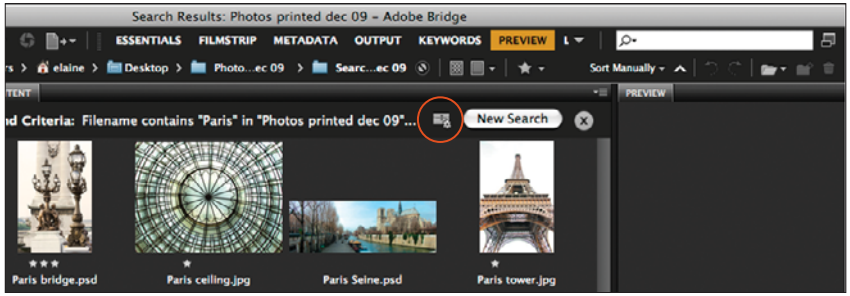
Click its icon in the Collections panel.

If you edit an existing Smart Collection based on added or new criteria in a new search, the collection contents will update automatically.

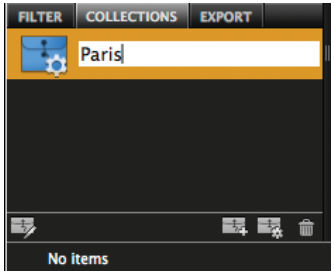
To edit a Smart Collection:

1. In the Collections panel, click the icon for an existing Smart Collection.
2. At the top of the Content panel or in the lower left corner of the Collections panel, click the **Edit Smart Collection** button. **C**
3. The Edit Smart Collection dialog opens. It looks like the Find dialog, which is shown on the preceding page. To add another criterion, click the next button, choose and enter the criterion, and choose "If any criteria are met" from the Match menu. You can also change the source folder and/or change the original criteria.
4. Click Save. The results of the new search will display in the Content panel.

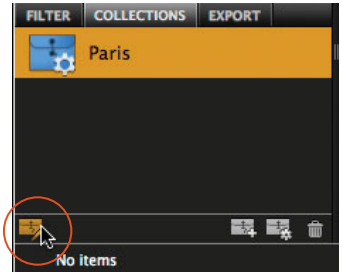
   Note: If you move a thumbnail from a Smart Collection into a folder that wasn't used in the search (or do the same with the actual file), it will be removed from the collection, but not from your hard drive. Don't delete a thumbnail from a Smart Collection unless you want to delete it from your hard drive!



A *To create a Smart Collection, click the Save as Smart Collection button in the Content panel.*



B *A new Smart Collection appears on the Collections panel. Type a name for it in the field.*



C *To edit a Smart Collection, click a Smart Collection icon on the Collections panel, then click the Edit Smart Collection button at the bottom of the panel.*

A collection can also be created without running a search first. We call this a "nonsmart" collection. You can add to a nonsmart collection by dragging thumbnails into it (not so for a Smart Collection).

To create a nonsmart collection:

1. Do either of the following:

   On the Content panel, select the image thumbnails to be placed into a collection. On the **Collections** panel, click the **New Collection** button, then click Yes in the alert dialog.

   While viewing files in **Review mode** (Ctrl-B/Cmd-B), drag any files you don't want to include in the collection out of the carousel, then click the **New Collection** button.
2. On the panel, rename the collection, **A** then press Enter/Return. The number of thumbnails in the collection is listed next to the name. ★

To add thumbnails to a nonsmart collection:

1. Display the Collections panel.
2. Drag one or more thumbnails from the Content panel over a nonsmart collection icon. **B**

► You can copy and paste thumbnails from a Smart Collection into a nonsmart one, or from one nonsmart collection into another.

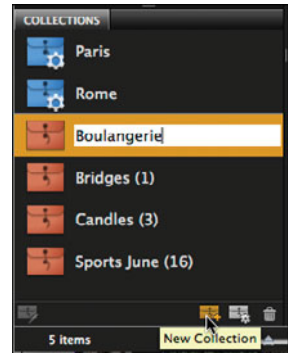
To remove thumbnails from a nonsmart collection:

1. On the Collections panel, click the icon for a nonsmart collection to display its contents.
2. Select the thumbnails to be removed, then click **Remove From Collection** at the top of the Content panel. **C**

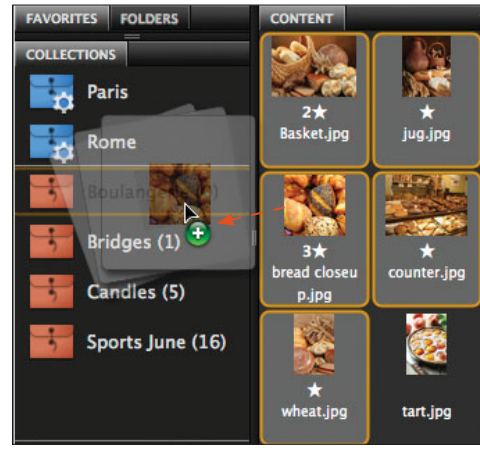
If you rename a file or move it from its original location on disk, Bridge tries to update the link to any nonsmart collections the file is a member of. If Bridge is unsuccessful at this, follow these steps.

To relink a missing file to a nonsmart collection:

1. On the Collections panel, click the collection to which you want to relink a file or files.
2. Next to the Missing File Detected alert at the top of the Content panel, click **Fix**. **D**
3. In the Find Missing Files dialog, click Browse, locate and select the missing file, then click Open. Click OK to exit the dialog.



A *To create a new collection, click the New Collection button, then type a name for it in the highlighted field.*



B *Drag thumbnails to a nonsmart collection listing.*

C *To take selected thumbnails out of the currently selected collection, click Remove from Collection.*

D *To relink a file that's missing from a collection, click Fix.*

Exporting the Bridge cache

When the contents of a folder are displayed in the Content panel in Bridge for the first time, the program creates a cache file containing information about those files, such as the data it uses to display ratings, labels, and high-quality thumbnails. Having the cache helps speed up the display of thumbnails when you choose that folder again. If you want this data to be included with files that you copy to a removable disc or to a shared folder on a network, you have to build the cache files and export them to the current folder first.

To export the Bridge cache to the current folder:

1. Choose Edit/Adobe Bridge CS5 > Preferences > Cache. In the Cache area, check **Automatically Export Cache to Folders When Possible**, then click OK.
2. Display a folder in Bridge.
3. Choose Tools > Cache > **Build and Export Cache**. In the dialog, check **Export Cache to Folders**, keep the Build 100% Previews option off, and click OK.
4. Two hidden cache files will be placed in the current folder, one named .BridgeCache (metadata cache) and the other named .BridgeCacheT (thumbnail cache).

   Now if you use the File > Move To (or Copy To) command in Bridge to move (or copy) selected thumbnails, the folder cache you just created will also move or copy, thanks to the export preference that you checked.

➤ To display the cache file icons in the Content panel, choose View > Show Hidden Files.

Thumbnail cache files sometimes cause display problems. Purging the cache for the current folder may solve the problem, because it prompts Bridge to rebuild the cache.

To purge the cache files from Bridge:

Do either of the following:

To purge the cache files from the current folder, choose Tools > Cache > **Purge Cache for Folder** "[current folder name]." Two new (hidden) cache files will be generated.

To purge the cache files for multiple selected thumbnails, right-click one of them and choose **Purge Cache for Selection**.

ATTACHING IPTC INFO TO A FILE

Via the IPTC Core category in the Metadata panel, you can attach creator, description, copyright, and other information to the currently selected file. Click the field next to a listing, enter or modify the file description information, press Tab to progress through other fields and enter data, then click the Apply button in the lower right corner of the panel. (IPTC is an information standard that is used for describing photos and providing information about them.)

Assigning keywords to files

Keywords (words that are assigned to files) are used by search utilities to locate files and by file management programs to organize them. In Bridge, you can create parent keyword categories (for events, people, places, themes, etc.), and nested subkeywords within those categories, and then assign them to your files. You can locate files by entering keywords as search criteria in the Find dialog, build a Smart Collection based on a search for keywords, or display files by checking listings below Keywords in the Filter panel.

To create keywords and subkeywords:

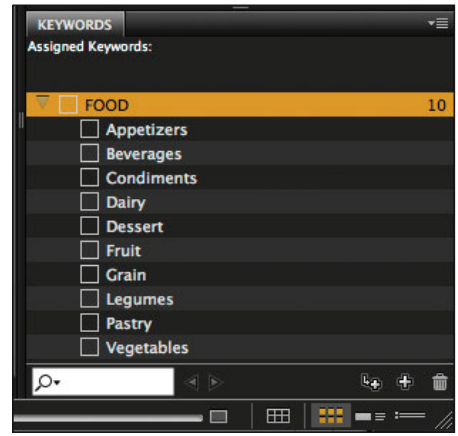
1. Display the Keywords panel. To create a new parent keyword category, click the **New Keyword** button, then type a keyword.
2. To create a nested subkeyword, click a parent keyword, click the **New Sub Keyword** button, type a word, then press Enter/Return. **A** To add more subkeywords, click the parent keyword first. You can also create nested sub-subkeywords.

- You can move (drag) any subkeyword from one parent keyword category into another.
- Read about the Keywords Preferences on page 397. For more about keywords, see Adobe Bridge Help.

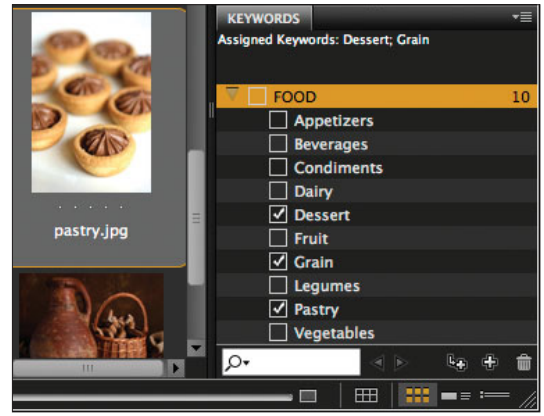
To assign keywords to files:

1. Select one or more image thumbnails in the Content panel. If an image has keywords assigned to it already, they will be listed at the top of the Keywords panel; you can assign more.
2. Check the box for one or more subkeywords. **B** (Although you can assign a parent keyword to a file, we can't think of a reason for doing so.) To remove a keyword from a file, uncheck the box.

- The keywords that are assigned to the files in the current folder are also listed in the Keywords category in the Filter panel.
- To assign keywords via the File Info dialog, select one or more thumbnails, then from the Refine menu on the Bridge toolbar, choose File Info (Ctrl-I/Cmd-I). In the Description tab, Keywords field, enter keywords, separated by semicolons or commas. Be on the alert for typing errors!
- If you import a file into Bridge that contains keywords that you want to add as permanent subkeywords, right-click each subkeyword under Other Keywords in the Keywords panel and choose Make Persistent from the context menu.



A *We created a new parent keyword entitled "Food," kept that category selected, then via the New Sub Keyword button, added subkeywords to it.*



B *We clicked an image thumbnail, then assigned subkeywords to it by checking the boxes.*

USING THE KEYWORDS PANEL

Rename a parent keyword or subkeyword	Right-click the word, choose Rename from the context menu, then type a name (this won't alter any already embedded data).
Delete a parent keyword or subkeyword	Click the word, then click the Delete Keyword button. If that keyword is assigned to any files, it will now be listed in italics.
Find a keyword or subkeyword on the list	Type the word in the search field at the bottom of the panel. Choose a search parameter from the menu.

Opening PDF and Illustrator files

When you open PDF or Adobe Illustrator (AI) files into Photoshop, they are rasterized automatically (converted from their native vector format into the Photoshop pixel format). For a PDF, you can either open one or more whole PDF pages or extract raster images from them. Follow these instructions to open a PDF or Adobe Illustrator file from Bridge as a new rasterized document, or follow the instructions on page 309 to place a PDF or Illustrator file as a Smart Object into an existing Photoshop document.

To open a PDF or Adobe Illustrator file as a new Photoshop document:

1. In Bridge, locate and click the PDF or AI file to be opened. Choose File > Open With > **Adobe Photoshop CS5** or right-click the image thumbnail and choose Open With > Adobe Photoshop CS5 from the context menu. If an alert dialog appears at any time while following these instructions, see page 58.

   ➤ From the Thumbnail Size menu, choose a size for the thumbnail display.

2. The Import PDF dialog opens in Photoshop. Under **Select**, do the following:

   Click **Pages** to view the whole PDF pages **A** or click **Images** to view just the images that are contained in the PDF file.**B** For the latter, click the image (or select multiple images) to be opened, then click OK—you're done.

   If you clicked Pages, follow the remaining steps.

   Note: If the PDF file you're opening contains multiple pages, click the thumbnail for the desired page, or Shift-click or Cmd-click to select multiple pages. Each page you select is going to open as a separate Photoshop file.

3. Under **Page Options**, do the following:

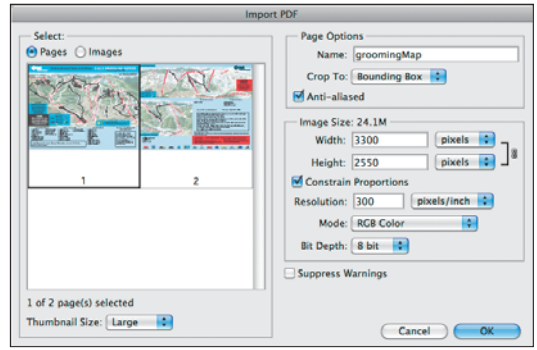
   Optional: Type a Name for the new document.

   Choose a **Crop To** option. We keep this on the default setting of Bounding Box to exclude any white areas outside the artwork.

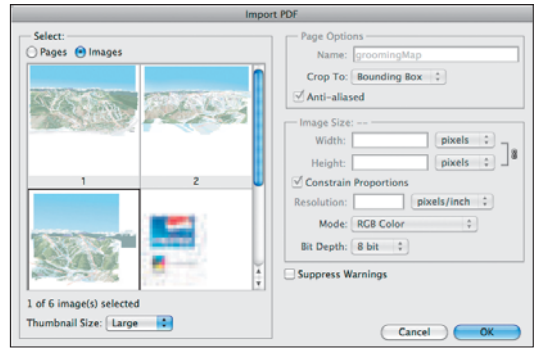
   Check **Anti-aliased** to reduce jaggies and soften the edge transitions.

4. For **Image Size**, do the following:

   For a whole PDF page, you can enter the desired maximum **Width** and **Height** for the Photoshop document(s) or keep the current dimensions. Check **Constrain Proportions** to preserve the



A *To open a whole PDF page, in the Import PDF dialog, click Pages, click a page, then choose options for the Photoshop file.*



B *Or if you prefer to open just one image from a PDF file, click Images, click an image, then click OK.*

GETTING ILLUSTRATOR FILES INTO PHOTOSHOP

Open command (this page)	Opens the file as a new document and converts paths into pixels
Place command (see page 309; or for type, see page 340)	Opens the file as a Smart Object layer in an existing Photoshop document
Drag a path from an Illustrator document into a Photoshop document (see the last tip on page 309)	Arrives as a new Smart Object layer
Copy an object in Illustrator, then Paste it into a Photoshop document (see the next page)	Via the Paste dialog, choose to Paste As a Smart Object, Pixels, Path, or Shape Layer (vectors are preserved, unless you click Pixels)

aspect ratio of the original PDF, to prevent distortion.

Enter the **Resolution** required for your output device. Entering the correct resolution for the image here, before it's rasterized, will produce a higher-quality image.

From the **Mode** menu, choose a color mode for the document (preferably one that is consistent with the Adobe RGB color space you were directed to establish in Chapter 1). If the file contains an embedded RGB color profile, that profile will be the default listing on the menu and should be kept as your choice. If not, select RGB Color.

Choose a **Bit Depth** of 8 Bit or 16 Bit.

Leave **Suppress Warnings** unchecked to allow an alert to display should a color profile conflict arise.

5. Click OK.

- If you try to open an Adobe Illustrator file that wasn't saved with the Create PDF Compatible File option checked, the thumbnail in the Import PDF dialog will display only a text message. Reopen the file in Illustrator, choose File > Save As, rename or replace the file, then click Save. In the Illustrator Options dialog, check Create PDF Compatible File, then click OK. Now you can go ahead and open the file in Photoshop.
- To create a solid Background for an imported PDF in Photoshop, create a new layer, fill it with white via Edit > Fill, then choose Layer > New > Background from Layer.

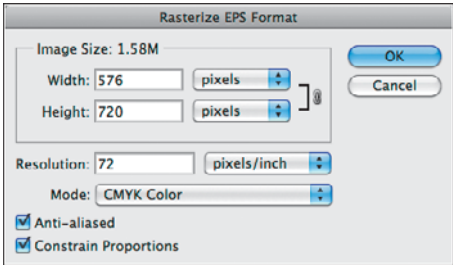
To paste Adobe Illustrator art into Photoshop:

1. In Illustrator, go to Edit/Illustrator > Preferences > File Handling & Clipboard, check the **Copy As: PDF** and **AICB** options, click **Preserve Appearance and Overprints**, then click OK.
2. Copy an object via Edit > **Copy** (Ctrl-C/Cmd-C).
3. In a Photoshop document, choose Edit > **Paste** (Ctrl-V/Cmd-V). The Paste dialog opens.
4. Click **Paste As: Smart Object** or **Shape Layer** to keep the vector object editable, or click **Pixels** to rasterize it, then click OK.
5. If you clicked Smart Object or Pixels in the dialog, you need to accept the placed object. Click the Commit Transform button ✔ on the Options bar or press Enter/Return. To learn about editing Smart Object layers, see pages 310–311.

BRINGING EPS FILES INTO PHOTOSHOP

You have different options for bringing EPS files into Photoshop than for AI or PDF files:

- If you open an EPS file into Photoshop via the File > Open command in Photoshop or via the File > Open With command in Bridge, the Rasterize EPS Format dialog appears. Make Image Size, Resolution, and Mode choices, then click OK.
- If you use the File > Place command in Photoshop or the File > Place > In Photoshop command in Bridge, the EPS file will open directly into Photoshop without an import dialog opening. The file will appear in a bounding box at first (to allow for scaling, rotating, and moving), and will become a Smart Object layer when you press Enter/Return.
- The Rasterize EPS Format dialog also displays if you use the File > Open as Smart Object command in Photoshop to bring an EPS file into Photoshop. Click OK, and the file will import as a Smart Object layer.



The Rasterize EPS Format dialog displays when you use the Open or Open as Smart Object command to open an EPS file in Photoshop.

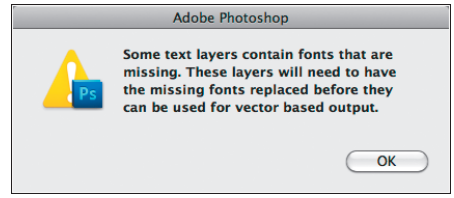
CMYK COLORS FROM ILLUSTRATOR

When importing an Illustrator file that contains CMYK colors, in Photoshop, use the File > Place command. It will arrive as a Smart Object (see page 309). This way, the Photoshop file can stay in RGB Color mode but the CMYK colors in the Smart Object will be preserved. For print output, you can convert the whole file to CMYK Color mode.

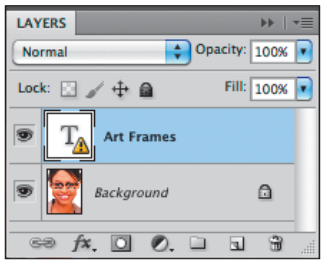
Responding to alert dialogs upon opening a file

- If you open a file in Photoshop in which a **missing font** is being used (the font isn't available or installed), an alert dialog will appear.**A** ★ If you click OK to open the file, an alert icon will display on the offending layer(s) on the Layers panel.**B** If you try to edit the layer, yet another alert dialog will appear, indicating that font substitution will occur if you click OK.**C** ★ You can either click OK to allow the missing font to be replaced or click Cancel, make the required fonts available, then reopen the document.
- If the file's color profile doesn't match the current working space for Photoshop, the Embedded Profile Mismatch alert dialog will appear.**D** Click **Use the Embedded Profile (Instead of the Working Space)** if you must keep the document's current profile, or for better consistency with your color management workflow, we recommend clicking **Convert Document's Colors to the Working Space** to convert the profile to the current working space. Click OK. See also pages 10, 13, and 16.
- If the Missing Profile alert dialog appears,**E** click **Assign Working RGB: Adobe RGB (1998)** to assign the profile that you chose as the working space for Photoshop in Chapter 1.

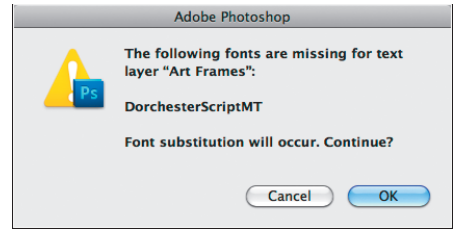
  Note: If you're unable to open a file, it may be because the required plug-in module for its format (such as Scitex CT or JPEG 2000) isn't currently installed in the Photoshop Plug-Ins folder. Install the required plug-in, then open the file.



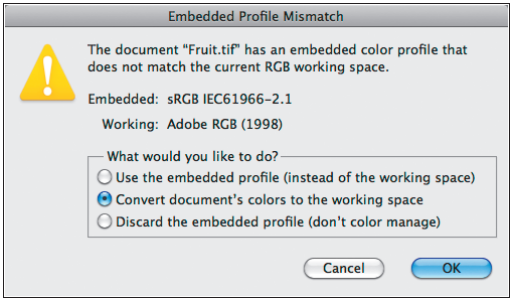
A *This alert dialog appears if fonts that are being used in the file you're opening are missing.*



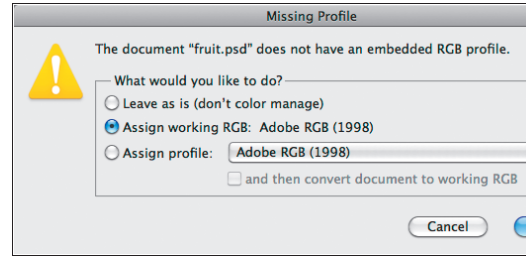
B *A missing fonts alert icon displays in the editable type layer thumbnail.*



C *This alert dialog appears if you try to edit an editable type layer that's using a missing font.*



D *If this Embedded Profile Mismatch alert dialog appears, indicate whether you want to continue to use the embedded profile or convert the file to the current working space.*



E *If this Missing Profile alert dialog appears, click Assign Working RGB: Adobe RGB (1998) to convert the file to the default working space for Photoshop.*

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