





Chapter 1: Bridge: Importing, Organizing, and Initial Editing

ADOBE BRIDGE IS THE PLACE to begin your digital workflow. Bridge will be the hub for working with your photographs. You'll use Bridge to organize your photos, import new photos, review technical data, create slide shows, and more. When you're ready to adjust and enhance your photos, you can go directly from Bridge to Camera Raw or Photoshop. So no matter whether you

want to rearrange your photos or edit them, Bridge is the place to start.

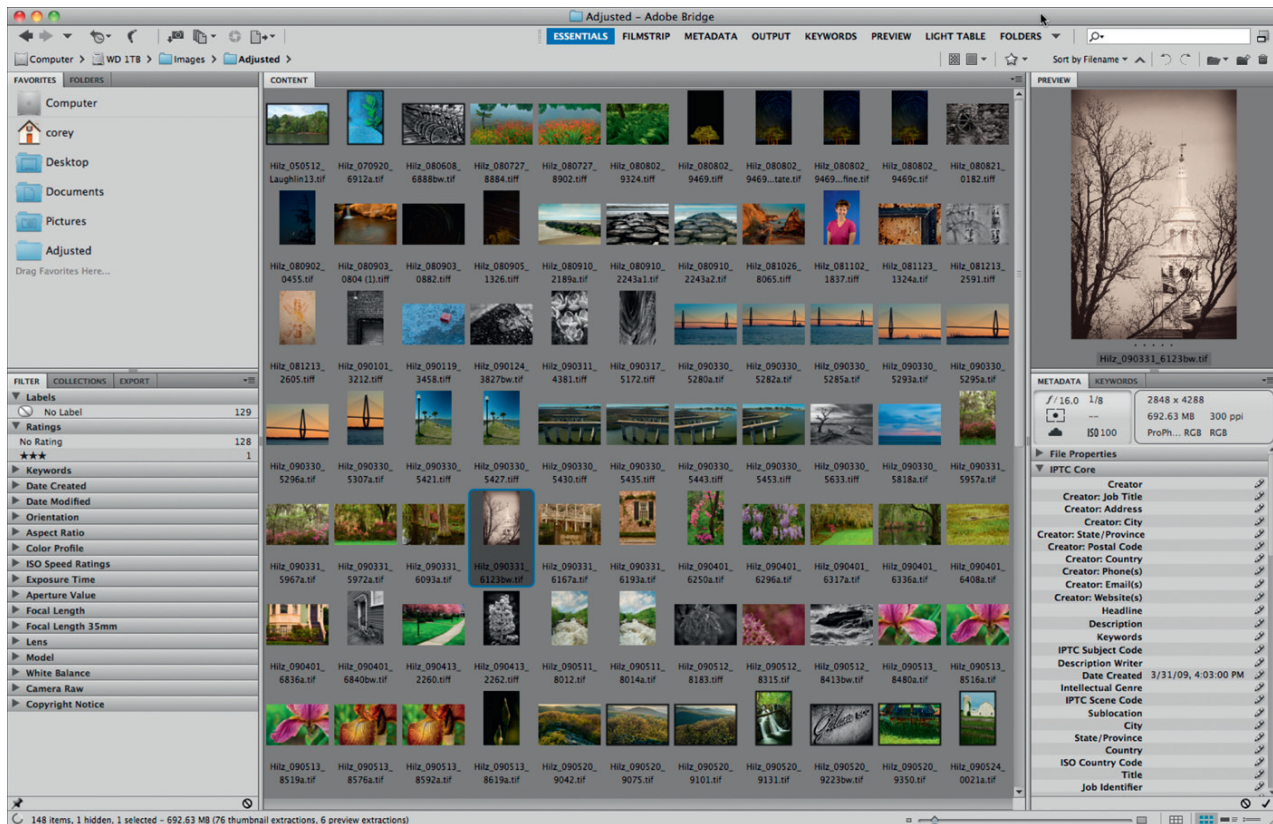
In this chapter we'll first become familiar with the layout of Bridge and where to find things; then we'll go through the process of importing images. Later in the chapter, we'll explore the organizing features and learn how to perform the initial editing of our photos.

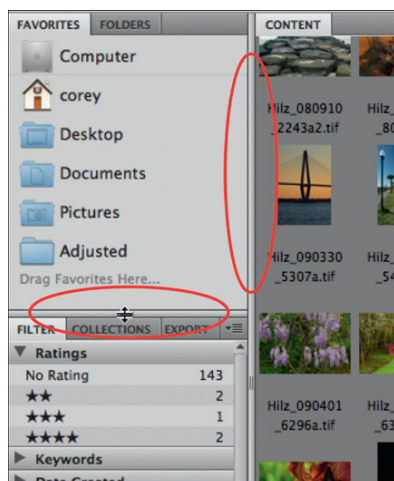
Bridge layout

When you open Adobe Bridge, you'll see the default workspace (how all the information is laid out), which is made up of various panels, each with its own type of information. These panels

are arranged in three sections: left, middle, and right. On the left are Favorites, Folders, Filter, Collections, and Export. The middle is just the Content panel. And on the right are the Preview, Metadata, and Keywords panels.

Bridge gives you a lot of control over how the panels are arranged. For example, you're able to move and resize the panels. Separating the various panel sections are thin vertical and horizontal bars. These bars are used to resize the panels.



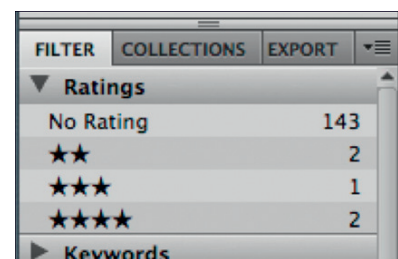


To change the size of a panel, first move your mouse pointer to one of these bars. The mouse pointer changes to a vertical or horizontal line with a double-arrow. Next, click and drag the bar to make the panel bigger or smaller. For example, to change the panel's width, drag the vertical bar left or right. To adjust the panel's height, drag the horizontal bar up or down.



You can also move the panels to different locations with a click and drag. Click and drag a panel's name tab and then drop the panel in its new location. Let's take a look at how the panels can be rearranged to get a better idea of what you can do with them.

You can have up to three sections of panels: left, center, and right (like with the default layout). They can be grouped together or stacked. If panels are grouped, then Bridge places the panel tabs next to each other. With this arrangement you can see only one of the panels at a time. To switch between panels, click on the name of the panel you want to see.

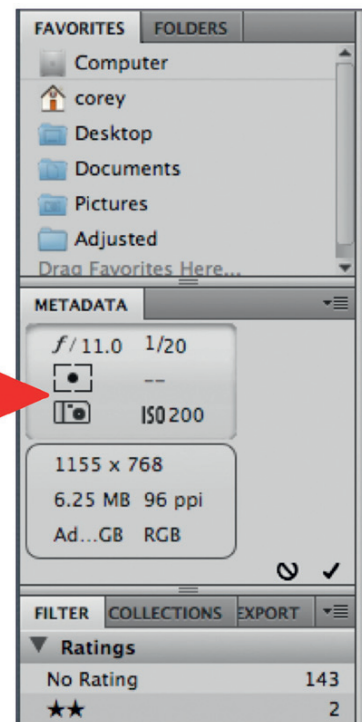
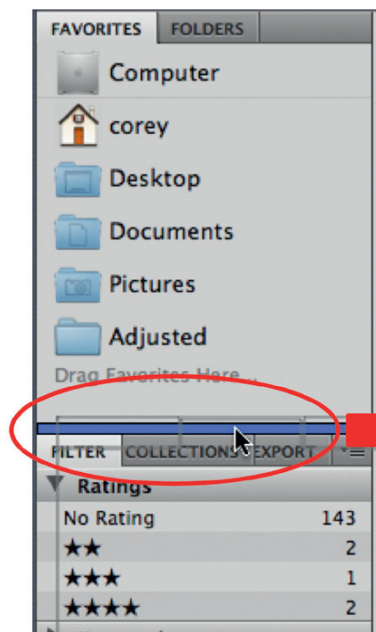


Three panels grouped together. The Filter panel is selected, making its contents visible. The contents of the other panels (Collections and Export) are hidden behind the Filter panel.

To group panels together, you drag and drop one panel on top of another (click and drag the panel name). When you drag one panel over another, a blue outline will appear around the panel you're dropping it onto.

Now let's find out how to stack panels. When panels are stacked, you're able to have multiple panels visible at once. Each panel has its own area in the left, right, or center sections. In the default view, there are two panels stacked on the left and right. Because you can move panels, you're able to change how they're stacked. If you want to stack a panel in a new location

(different from grouping it with another panel), you have to be careful where you drag and drop it. Instead of dragging one panel on top of another, you drag it to the divider line that's just above the panel where you want it to go. When you do this, you'll see a blue line appear above the panel. This tells you the panel you're moving is going to be placed above the existing panel.



CLUTTERED PANELS

Although you can stack many panels, the Bridge layout will quickly become cluttered because all these individual panels will be small and you won't be able to see much of the information in them. I recommend not having more than two panels stacked per section (left, center, right). Instead, group additional panels so you have easy access to them, but avoid a jumbled display.

Workspaces

Bridge also comes with additional presets for the locations of the panels that are called *workspace layouts*. How you access the layouts depends on which version of Bridge you are using.

If you're using CS3, look at the bottom right of the Bridge window where you'll see three small boxes numbered 1, 2, and 3. Clicking on each of these boxes changes the workspace layout. To select the layout with which each number is associated,

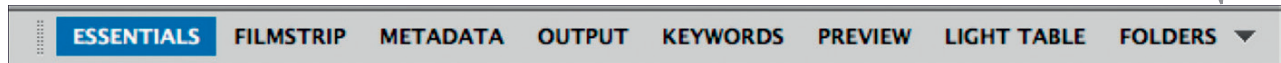
click and hold (or right-click) on the number to bring up a list of layouts.



If you're using CS4 or later, the workspace layouts have been moved to the top right of the window, where they're listed by name. The workspaces available vary by version (CS4 versus CS5). For example, here's what is included for CS5: Essentials,

Filmstrip, Metadata, Output, Keywords, Preview, Light Table, and Folders. Click on a workspace name to switch layouts. You may not be able to see the names of all the workspaces initially. At the end of the list of workspaces is an arrow. Click on it to see a list of all the workspaces; then select the one you want. Alternatively, to the left of the first workspace name are two columns of dotted lines. Click and drag them to the left to reveal the rest of the workspaces.

You can click and drag the names of the workspaces to reorder them.



Setting up a Favorites folder

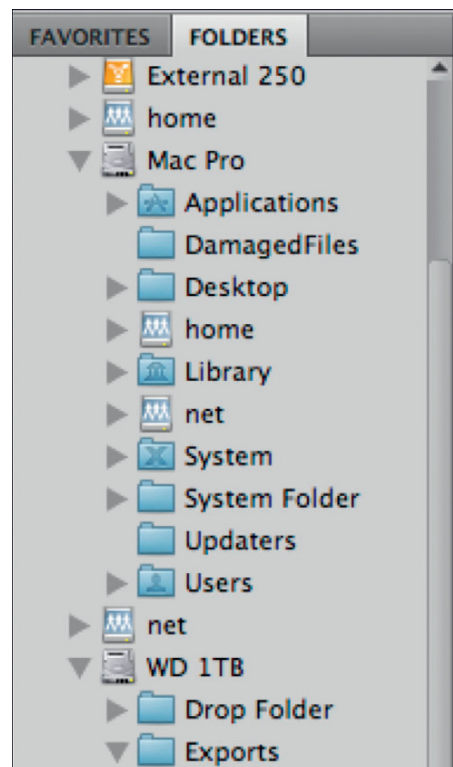
In the default workspace, the panels in the top-left group are Favorites and Folders. You can choose which folders you want to have in the Favorites panel. This is the place to put the folders you will access most often when working with your photographs so you don't have to go digging through layers of folders on your computer every time.

If there is a folder shown in the Content panel that you want as a favorite, you can drag it directly to the Favorites panel.

To remove a folder from the Favorites panel, click on the folder; then go to File > Remove from Favorites.

FIND AND ADD FOLDERS TO THE FAVORITES PANEL

1. Click on the Folders tab. You'll see a list with your computer and/or hard drives.
2. Look through the hierarchy of the folders on your computer/hard drives to find the folder you want.
3. When you've found the folder, click on the name of the folder; then go to File > Add to Favorites. When you go back to the Favorites panel, the folder will be listed there. Repeat this process to add as many folders as you want to your Favorites.



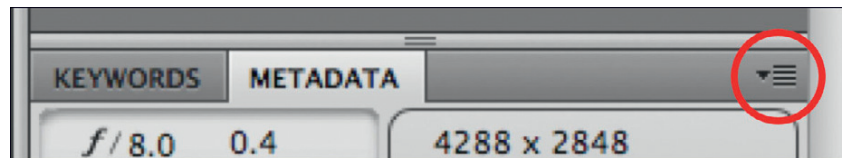
NAVIGATING THE FOLDERS PANEL

- Click on the arrow next to the computer/hard drive name to show a list of the folders within it.
- Click on the arrow next to a folder to see the folders inside it.
- If you want to check what's in a particular folder, click the folder name and its contents will appear in the center of the Bridge window (Content panel).
- To hide what's inside a folder, click the arrow again.

Creating the metadata template

To make the workflow smoother later, we're going to prepare some information in Bridge first. We'll begin by creating a metadata template that we'll use when downloading photos from a memory card.

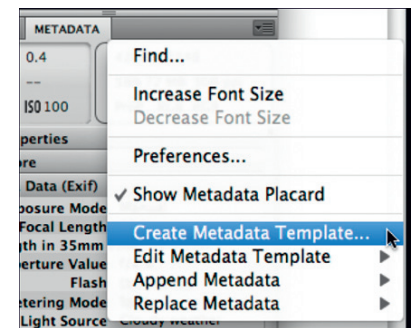
In Bridge, find the Metadata panel. If it's not visible, go to Window>Metadata Panel. At the top-right corner of the Metadata panel, click on the small gray triangle to bring up the flyout menu. The icon for the flyout menu can be hard to see because it almost blends in with the Bridge background.



Flyout menu icon

In the flyout menu, select Create Metadata Template. We're going to create a template that includes your name and contact information. When we start to download photos, we'll be able to use this template to have this information automatically added to each picture. I like to add this information because it identifies me as the photographer and gives people a way to contact me if they come across my photograph.

Flyout menu for Metadata panel



1. Give the template a descriptive name such as Basic Information or Contact Information.

Template Name:	Basic Information
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2. We're going to add information only to the IPTC Core section. IPTC stands for International Press Telecommunications Council, but there's no need to memorize that; it's just the title for this group of metadata. This section includes fields such as Creator, Job Title, Address, and City. If you don't see such a list, click the disclosure triangle next to the words *IPTC Core*. Fill in the following fields, which are related to contacting you: Creator, Address, City, State/Province, Postal Code, Country, Phone(s), Email(s), Website(s), and Copyright Notice. We'll revisit metadata later in the workflow, but right now we just want a set of information that will apply to all your photos.

Choose the metadata to include in this template:	
IPTC Core	
<input type="checkbox"/> Creator	: Corey Hilz
<input type="checkbox"/> Creator: Job Title	: Photographer
<input checked="" type="checkbox"/> Creator: Address	: 3355 Nikon Ln
<input checked="" type="checkbox"/> Creator: City	: Arlington
<input checked="" type="checkbox"/> Creator: State/Province	: Virginia
<input checked="" type="checkbox"/> Creator: Postal Code	: 22206
<input type="checkbox"/> Creator: Country	:
<input checked="" type="checkbox"/> Creator: Phone(s)	: 703.473.4618
<input checked="" type="checkbox"/> Creator: Email(s)	: corey@coreyhilz.com
<input checked="" type="checkbox"/> Creator: Website(s)	: coreyhilz.com
<input type="checkbox"/> Headline	:

3. Click Save.

Downloading photos

Now it's time to download images from a memory card. We'll use Bridge to copy the photos from the memory card to the computer. Go to File>Get Photos from Camera. This will launch the Photo Downloader.

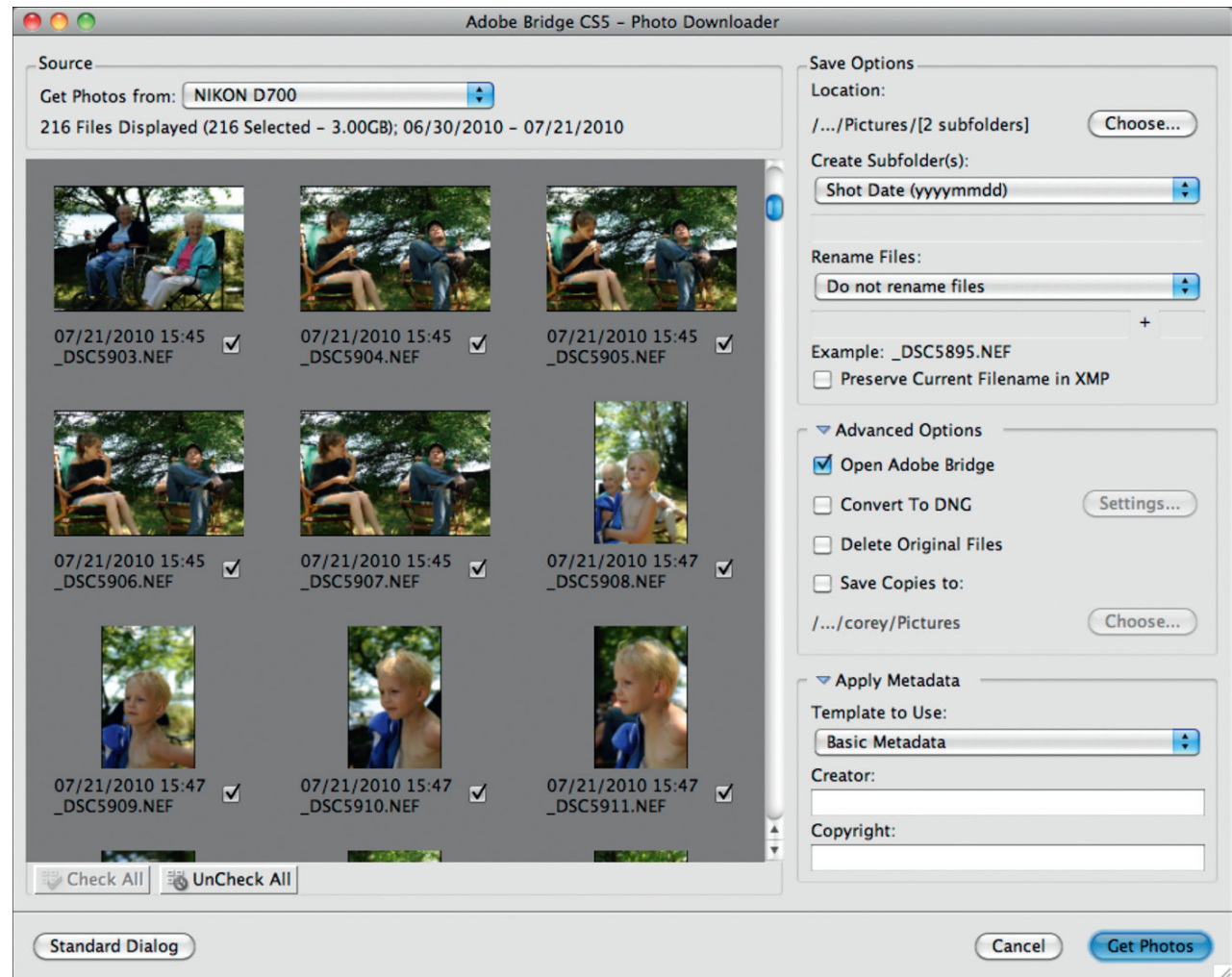
If you haven't used the Photo Downloader before, you'll first see a message asking whether you want Photo Downloader to launch every time you connect your camera or put a card in your card reader.



Once the Photo Downloader has launched, click the Advanced Dialog button in the

bottom-left corner. Clicking this button expands the window to give us more options.

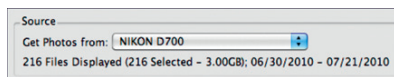
Let's go through the options in the Photo Downloader dialog box.



Source section

Use the Source drop-down menu to choose the name of your camera. Even if you are using a card reader, the memory card will be listed as the name of the camera. If your camera's name is not listed, choose <Refresh List> and see whether it appears.

The top of the Source section shows the camera selected as well as how many files are on the card, how many are selected, how much space the selected photos will take up, and the date range over which the photos on the memory card were taken.



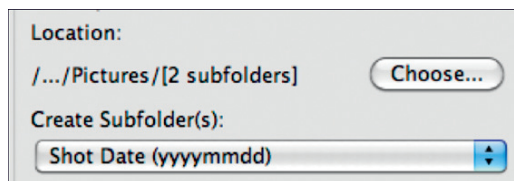
In the left half of the dialog box are thumbnails of the photos on your memory card. By default, all the photos on your memory card will be downloaded. For any photos you don't want downloaded, click the checkbox below the photo. You can also use the buttons below the thumbnail area to check or uncheck all the photos.

Save Options section

Location

Under Location, click Choose to select the folder on your computer where you want your photos downloaded. Downloading your photos to

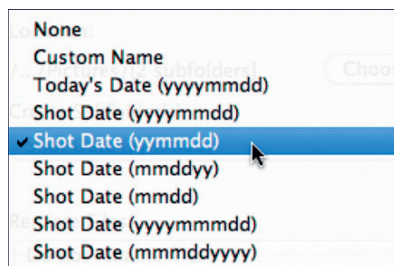
the same place every time works well. This way, you have a central location for all your pictures. A folder named Pictures or Photos works well for this purpose.



To check/uncheck multiple photos at once, select them all first; then click the checkbox for just one of the selected photos. This will check/uncheck all the selected photos.

Create Subfolder(s)

The Create Subfolder(s) option allows you to automatically organize your photos right when you download them. Click on the drop-down menu to see your choices. If you want all your photos downloaded directly into the folder chosen for Location, then select None. The other choices will create subfolders within the main folder chosen for Location.



The subfolder options are choices for how you want to name the folders. Custom Name will allow you to enter the name of the subfolder where your photos will be downloaded. For instance, you may choose the custom

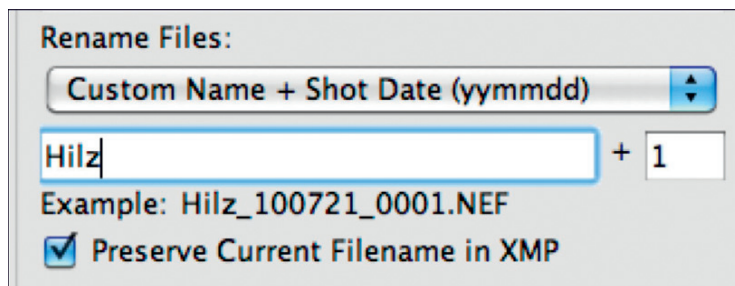
name Italy if all your photos were taken on a trip to Italy. The choices that begin with Shot Date are variations on using the date the picture was taken for the folder name. If you have photos on your memory card that were taken on different days, the Photo Downloader will create a separate subfolder each day.

Rename Files

You can rename your photos instead of keeping the letters and numbers your camera uses to name them. There are many combinations to choose from in the Rename Files drop-down menu. I prefer to rename my files when I download them. I use a naming structure that ensures I won't end up with two photos with the same filename. I use the following option: Custom Name + Shot Date (yymmdd).

In the Custom Name field, I use my last name as a way to identify it as one of my photos. You could also use your initials if you have a long last name. Including the date lets me see at a glance when the photo was taken. I use the "yymmdd" format because that keeps the photos in chronological order when they're sorted by name in a folder. At the end of the filename is a four-digit number. This will count up from 1 by default. If you are downloading multiple memory cards, the start number will automatically change to continue counting where the last sequence left off. For example, if you download 100 photos, they'll be numbered 1 to 100. When you put in the next memory card, the count will automatically begin at 101. Of course, you can always change the number.

My file renaming convention



If you choose to rename your files, check the box for Preserve Current Filename in XMP. This way, you'll always have the original filename available if you need to reference it. XMP stands for Extensible Metadata Platform. It's a type of file that stores information, such as settings, about your photo.

Advanced Options section

In the Advanced Options section, check Open Adobe Bridge. When you do, Bridge will show you the photos after the download is complete, allowing you to continue the editing process.

You don't need to convert your files to the Digital Negative (DNG) format. If you'd like to, click the Settings button to see the options for DNG conversion.

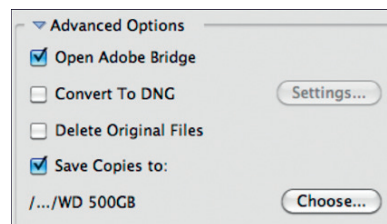
I recommend **not** checking Delete Original Files. I prefer to

always erase my memory card using the format/erase function in my camera. This way, the camera will set up the necessary folders on the memory card so that it accurately stores the photos.

Checking the Save Copies to: option is a way to automatically create backup copies of the photos you are downloading. It's important to have a backup system for your photographs. Because there are no negatives to go back to with digital

photos, having at least one backup copy of all your photographs is essential. If you have only one copy and something happens to your hard drive, your photos will be lost. This option gives you a quick and easy way to make sure your photos are backed up from the moment you import them. If you don't already have a backup system in place, using Save Copies to: is a convenient way to make sure you have that all-important backup.

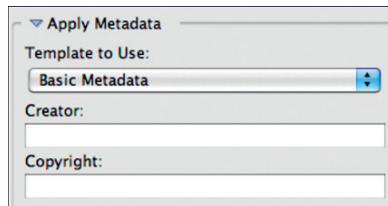
Click the Choose button to select the location for the backup copy of your photos. The location should be on a different hard drive from what you selected in the Location section previously. External hard drives are great to use for backups. Placing your backup on the same hard drive and the original files doesn't do you any good.



Apply Metadata section

In the Apply Metadata section, you select the metadata template created earlier. Click the drop-down menu and choose the name you gave the template (I used Basic Information). You don't need to fill in the Creator or Copyright fields because that information is already entered in the template.

Choose a previously created metadata template



Organizing

Let's look at a few features in Bridge that help us with organizing our photos.

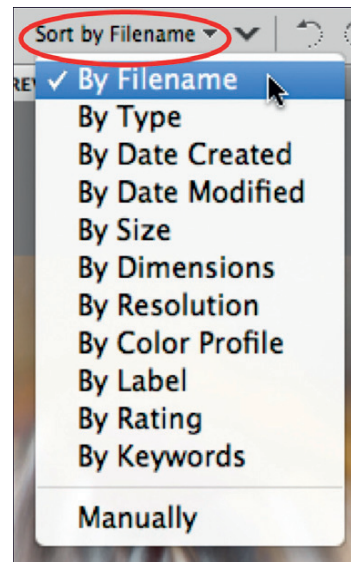
Sorting

Sorting controls how the thumbnails (Content panel) are organized. You can choose from many criteria for sorting your photos, including filename,

dimensions, date created, and rating. These options make it easier to find photos based on certain criteria. For instance, if I'm looking for a vertical image to use on my website, I can

sort by dimension, which will separate the horizontals from the verticals. Then I can look at all the verticals together instead of sifting through the horizontals as well.

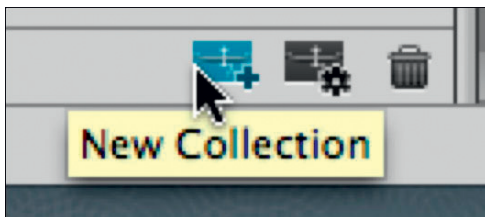
To choose the sorting method, go to the Sort pop-up menu in the top right of the Bridge window. These options are also available in the menus under View > Sort.



You can always rearrange the thumbnails manually by clicking and dragging them. If you do so, the sort option will automatically change to Manually. Next to the Sort button is an arrow that points either up or down. This arrow controls whether the photos are sorted in ascending (up) or descending (down) order. Click the arrow to switch the order.

Collections

The Collections panel offers a flexible way to group photos. Collections are great for long-term or short-term grouping of your photos because you can easily gather photos from various folders. This panel is usually on the left side of the window. However, all workspaces don't show the Collections panel. If you don't see it, go to Window>Collections Panel. To create a collection, click the New Collection button at the bottom of the Collections panel and then give it a name.



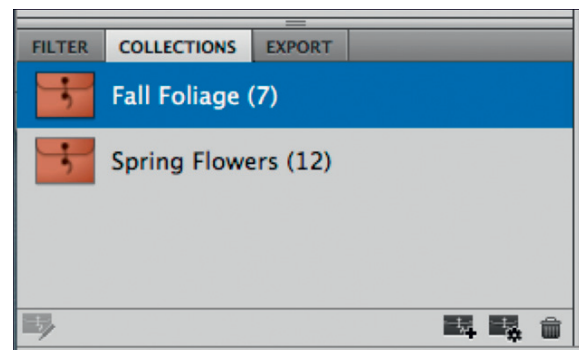
COLLECTIONS TIPS, PART 1

- Collections hold virtual copies of your photos. To add photos to a collection, drag them from the Content panel to the collection. The number of photos in the collection is shown in parentheses next to the collection name.
- When you put a photo in a collection, it is not actually moved; the file stays in its original folder. Bridge simply makes a note of which collection(s) the photo should appear in. You can place the same photo in multiple collections because Bridge doesn't actually move the photograph.

COLLECTIONS TIPS, PART 2

- To remove photos from a collection, go to the collection and select the photos you want to remove. Then click the Remove From Collection button at the top of the Content panel. The photos will disappear from the collection. Don't worry; the photos aren't deleted on your computer—just removed from the collection. They're still in the folder you initially dragged them from (as well as any other collections you placed them in).
- If you **do** want to delete a photo directly from a collection, press Command-Delete (PC: Control-Delete). You can also reject photos from collections using Option-Delete (PC: Alt-Delete).

Collections panel



CREATE A COLLECTION FROM SELECTED PHOTOS

- In the Content panel, select the photos that you want to have in the new collection.
- Click the New Collection button at the bottom of the Collections panel.
- Click Yes when Bridge asks if you want to include the selected files in the collection.

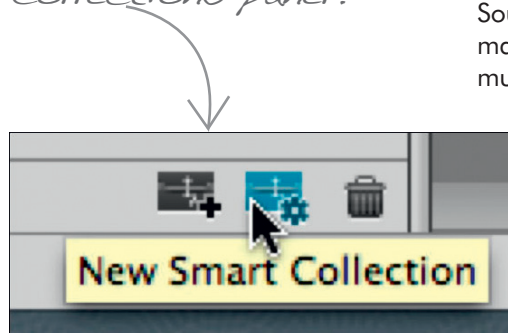


Smart Collections

Smart collections are another type of collection you can create within the Collections panel.

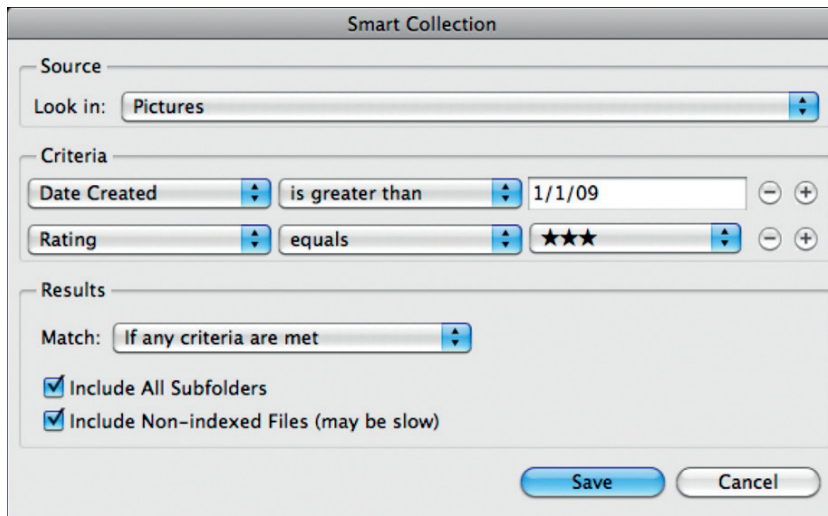
- How they're the same as regular collections: The photos they hold have not been moved; they are still in their designated folders.
- How they're different from regular collections: You don't add photos to a smart collection by dragging and dropping. Bridge finds the photos for the smart collection based on search criteria you choose.
- Smart collections are basically saved searches.

To create a smart collection, click the New Smart Collection button at the bottom of the Collections panel.



In the Smart Collection box that pops up, there are three sections: Source, Criteria, and Results.

- **Source:** Choose which folder will be searched.
- **Criteria:** Select the information you want to use to find photos. You can search for photos based on Ratings, Labels, Keywords, and much more. To use multiple criteria, click the plus sign to the right of the first criteria item (the minus sign deletes criteria). You can choose one, two, five, or more criteria. It's up to you how general or specific the search is.
- **Results:** Choose whether a photo needs to have "any" or "all" criteria met in order to be a match. When you include subfolders, Bridge will search any folders that are inside the folder you selected for the Source. This is how you can make a smart collection search multiple folders.



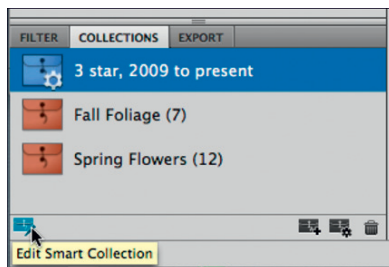
Stacks

Stacks is a helpful organizational and editing feature that allows you to group thumbnails together. Here's how it works:

- In the Collections panel, collections are brown and smart collections are blue.
- To go back and edit the criteria for a smart collection, click Edit Smart Collection at the bottom left of the Collections panel.
- To delete any kind of collection, select the collection and then click the trashcan icon at the bottom right of the Collections panel.

1

Select multiple thumbnails.



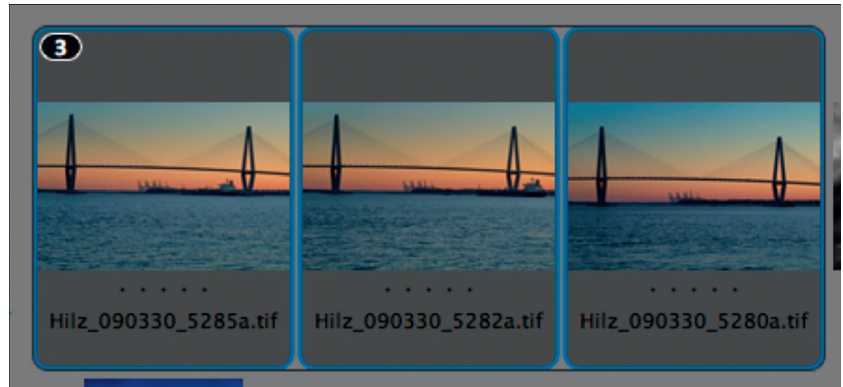
2

Go to **Stacks > Group as Stack**. This groups the selected photos into a stack. The thumbnails are collapsed into a group, displaying only the first photo in the stack. Imagine the photos are in a pile, so you're looking down on them, and you can see only the top one. The number in the top-left corner tells you how many photos are in the stack. This stack count number is what tells you this is a stack, not a single photo.



3

To expand the stack and see all the photos, click the stack count number (repeat to close the stack).



You can use stacks to group sequences of photos such as portraits or action shots (sports, wildlife). This helps you organize your photos; later you can review

the photos in the stack and pick the best one. After selecting the best shot of the sequence, you can delete the rest or simply move your pick to the top of

the stack. The first photo in the stack will always be the photo that's displayed when the stack is closed. To change the top photo, you can drag a different photo to

the beginning, or select the photo and go to Stacks>Promote to Top of Stack.

I use stacks to group photos that I've taken for High Dynamic Range (HDR), focus stacking, panoramas, and star trails. For those types of images, I have multiple photos that are combined to create a final

image. In the end, all I want to see is the final product, but I still want to keep all the individual photos. By using stacks, I can keep the final image and the pieces together. I make the finished photo the top image; then if I need to see the rest of the photos, I just open the stack.

STACKING TIPS (STACK MUST BE OPEN)

- Rearrange photos within a stack by dragging and dropping.
- Remove a photo from a stack by dragging it out of the stack.
- Add photos to a stack by dragging them into the stack.

See the Stacks menu for additional stack functions and keyboard shortcuts.

If you want even more space for your photos in the Preview and Filmstrip workspaces, you can hide the panels on the left. Press the Tab key to hide the panels and press Tab again to bring them back.

Initial editing

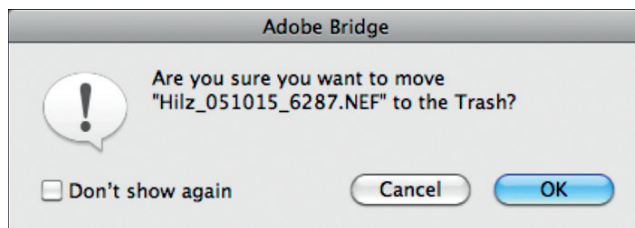
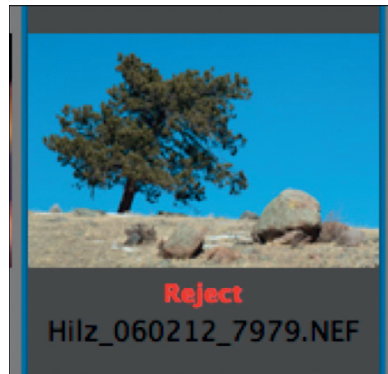
In Bridge, you can do some initial editing of your photos before you head to Camera Raw to adjust and enhance your photographs. The Filmstrip or Preview workspaces are well suited for editing because they both display a strip of thumbnails along with a large preview of the selected image. You can navigate through the photos in the thumbnail strip using your keyboard's arrow keys. This is a good time to get rid of photos that are clearly not keepers: the accidental photo of your shoe, an out-of-focus shot, or a grossly over- or underexposed image. No need to even open those in Camera Raw or Photoshop. When you find a photo you want to get rid of, you can delete it or reject it.

Deleting and rejecting photos

To delete a photo, press Command-Delete (PC: Control-Delete), or click the trashcan icon in the top-right corner of the Bridge window. A message pops up confirming that you want to move the photo to the trash. If you don't want that message to show up every time you delete a photo, click the box next to the *Don't show again* option.

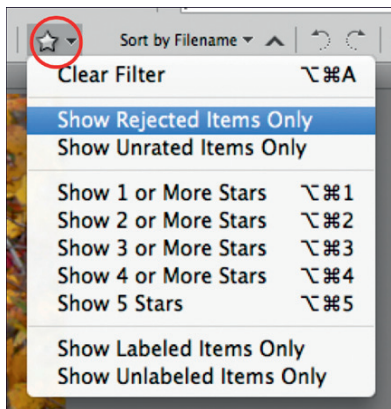
Alternatively, rejecting photos can be used as an intermediate step before actually sending them to the trash. You can reject photos to get them out of the way, review the rejected photos later, and then trash them. To reject a photo,

press Option-Delete (PC: Alt-Delete) or go to Label>Reject. Rejecting gives the photo a Reject label. You can have rejected photos remain visible or set them to disappear as soon as you reject them. If the thumbnail stays visible, it will be labeled Reject in red below the photo.



To control whether rejects are shown or hidden, go to View>Show Reject Files. If this option is checked, the rejects will stick around; unchecked means the rejects will be hidden immediately. I prefer to have the rejects hidden so that I can focus on the photos I'm keeping.

After you've gone through a set of photos, review your rejects and then delete them. To review your rejects, first make sure you can see them. If they're hidden, go to View>Show Reject Files. Your rejects are likely scattered among the rest of your photos. To just see the rejects, click the Star at the top of the Bridge window to show the Filter menu; then choose Show Rejected Items Only.



If you change your mind about photos, you can remove the Reject designation. Select the photo(s) and then press Command-0 (PC: Control-0), or go to Label>No Rating.

To delete your rejected photos, select them and then press

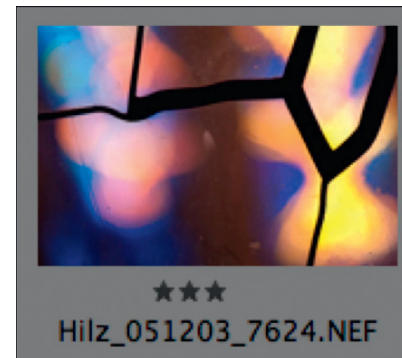
Command-Delete (PC: Control-Delete), or click the trashcan icon in the top-right corner of the Bridge window.

Ratings and labels

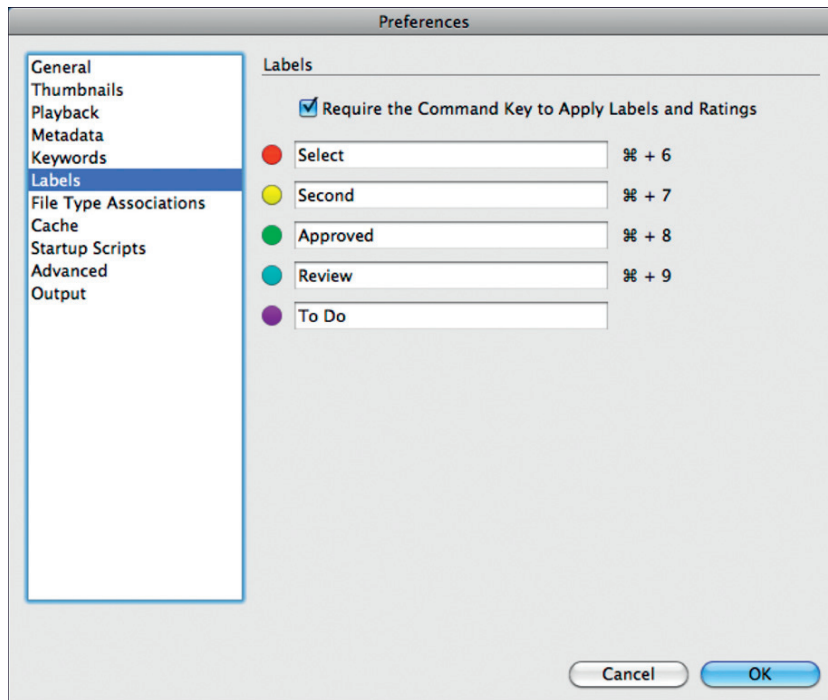
Ratings and labels are two features that can be helpful in the editing process. Ratings add a star ranking to your photos. You can give a photo zero to five stars. How you use ratings is really personal preference. Choose a system that makes sense to you. For instance, you can use stars to rate the quality of the photo: 1 star: okay, 3 stars: good, 5 stars: the best. Or you could use this scale but with one, two, and three stars. You could make it even simpler: 3 stars: it's a keeper, 1 star: you're going to delete it (alternative to using Reject). Give some thought to what would work best for you.

To add a rating, you can go to the Label menu and choose the rating or use the following keyboard shortcut: Command-number (PC: Control-number) to add one to five stars. For example, Command/Control-1, Command/Control-2, and so on. To remove a rating (zero

stars), press Command-zero (PC: Control-zero).

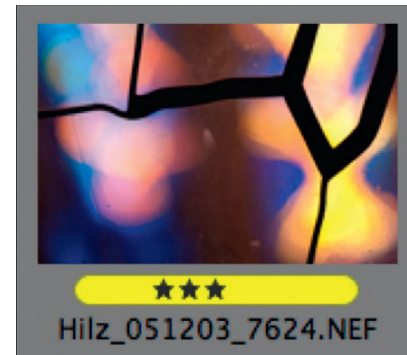


A label is a colored stripe that is displayed under a photo. You can choose from five colors, but a photo can have only one label. Labels are assigned through the Label menu or using a keyboard shortcut. In the bottom half of the Label menu, you can choose from the five labels. In the menu, the labels aren't designated by color but by a name (Select, Second, Approved, Review, To Do). If these default names aren't helpful, you can change them in the Bridge Preferences. Go to Adobe Bridge>Preferences (PC: Edit>Preferences) and then select Labels from the list on the left.



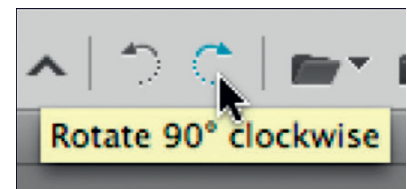
In the Label menu, notice that all but the last label has a keyboard shortcut. The fifth label cannot be assigned a keyboard

shortcut. For the rest of the labels, you press Command plus 6, 7, 8, or 9 (PC: Control).



Rotating photos

In Bridge, you can take care of any photos that need to be rotated as well. Sometimes verticals are shown horizontally when imported. To fix the orientation, click one of the curving arrow buttons in the top right of the Bridge window.



Checking focus

Determining which photos are in focus is another important initial editing step. If you have a sequence of similar photos (action series, portraits), it's best to determine now which are the sharpest and spend your time working on those. If a photo is significantly out of focus, that will be readily apparent. But what if it is just a little bit soft? You may not be able to tell from the preview in Bridge. To accurately assess critical sharpness, you should view your photo at 100% (full size). Bridge offers a couple ways to do this.

Loupe

The Loupe is a small square that pops up to show you a piece of your photo at 100%. In the Preview panel, click once on the photo to bring up the Loupe. Click and drag inside the Loupe box to move it around. The Loupe displays whatever the pointed corner of the Loupe is pointing to. To close the Loupe, click once anywhere inside the Loupe square.



The Loupe offers a way to scan around your photo and spot check various areas for sharpness. You can switch to another photo, and the Loupe will stay visible, allowing you to continue to check sharpness through a series of images.

Full-Screen Preview

Another way to check focus is to switch to full-screen mode.

Simply press the space bar, and the selected image will expand to fill the entire screen. Even though the photo is much larger, you're not yet at 100%. Click the photo once, and it will enlarge to 100%. Click and drag the photo to move it around. As compared with the Loupe, this preview allows you to see a larger area. You can even move through your photos using the arrows keys.

Review mode

Review mode offers a full-screen interface for editing your photos

along with the ability to access many of the features discussed in this chapter. Begin by selecting the photos you want to review

(if you want to review all the photos in a folder, you can just select one photo). Then go to View>Review Mode.

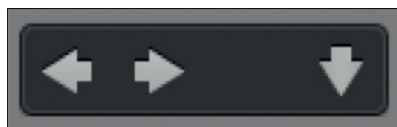
In Review mode there is one photo front and center, with the rest of the selected photos trailing away on the left and right.



REVIEW MODE ICONS

While you're in Review mode, there is a series of icons across the bottom of the screen that offer access to some of the features. Here's what they do when you click on an icon:

- **Left and right arrows:** Use them to move through the photos (you can also use the left and right arrow keys).
- **Down arrow:** Use it to remove the center photo from Review mode (you can also use the down arrow key). The photo is not deleted or rejected, simply deselected. It'll still be in the folder when you exit Review mode.
- **Loupe:** Bring up the Loupe by clicking the Loupe icon, or just click the photo.
- **Collection:** Create a new collection from the displayed photos. After you use the down arrow to remove the ones you don't want, this icon allows you to immediately save your selections into a collection.
- **X:** Click to exit Review mode, or press the Escape key.



With this set of features, the Review mode may seem somewhat basic. In reality, it has a lot more commands available. Just press the H key to see them. As the list shows, you can access quite a number of editing features; they all just have to be accessed using keyboard

shortcuts. You can even go directly into Camera Raw from the Review mode. Then when you leave Camera Raw, you'll return to Review mode. If you familiarize yourself with these functions, you'll find you can accomplish a lot in Review mode.

Adobe Bridge Review Mode Commands			
Press H to show or hide these commands			
General			
Esc	Exit Review Mode	Click	Show Loupe
C	Create Collection and Exit	Down Arrow	Remove from Selection
Navigation			
Left Arrow	Previous item	Right Arrow	Next item
Editing			
[Rotate 90° counterclockwise]	Rotate 90° clockwise
1-5	Set rating	6-9	Toggle label
Delete	Reject	0	Clear rating
, (comma)	Decrease rating	. (period)	Increase rating
R	Open in Camera Raw	O	Open
Opt+R	Open All in Camera Raw	Opt+O	Open All

Conclusion

We've come to the end of the first stage of our digital workflow. You're now familiar with how to organize photos in Bridge, how to import photos, as well as options for initial editing decisions. The next step is to begin making adjustments to individual photos to bring out the best in your images. In the next chapter, we'll look at working in Camera Raw where there are a variety of adjustments for enhancing your photos. They range from changes that affect the entire photo to ones that impact only select areas. There's a lot of power in Camera Raw, and I think you'll be impressed with all you can accomplish.