

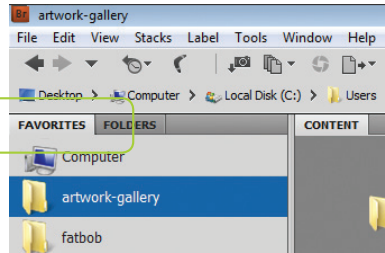
# Bridge

Adobe Bridge is a file management application providing a powerful, flexible set of controls which allow you to locate, track, view and manage all your digital assets created using Adobe Creative Suite applications as well as files created by other software applications. Click the Go to Bridge button in the Menu/Application bar to launch Adobe Bridge.

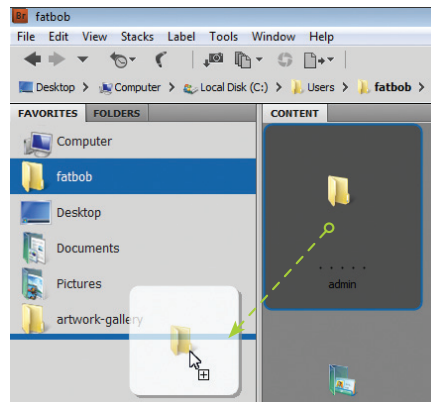


## Favorites view

You can create your own favorites folders to provide quick access to folders you use on a regular basis.



- 1 To create a new favorites folder, click the Favorites tab, then click the Computer icon. Navigate to the folder in the main Content pane by double-clicking folder icons. Position your cursor on the folder, then drag it into the Favorites pane, below the divider bar.



- 2 To remove a folder from the Favorites pane sidebar, position your cursor on the folder then right-click (Windows) or ctrl+click (Mac). Select Remove from Favorites from the context menu.

## Folders View

In Folders view you can view, manage, sort and open files. You can also create new folders and move, rename, delete and rank files.

- 1 Click the Folders tab. Use the Folders pane to navigate to specific folders on your system using standard Windows/Macintosh techniques. You can also use the drop down list above the Folders tab to navigate to recently used folders.

### Hot tip



You can launch Bridge as a standalone application – from the Start>Programs menu in Windows, or from the Applications folder on the Mac.

### Hot tip



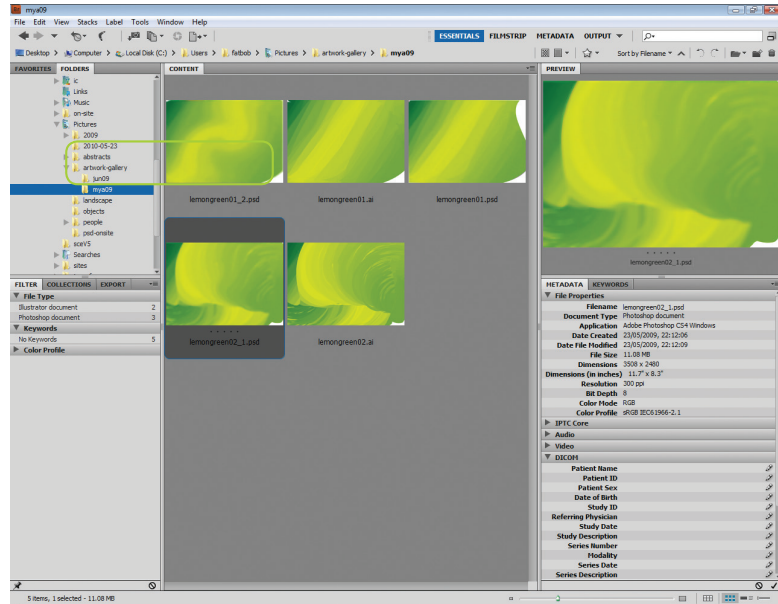
You can also create a Favorites folder from the Folders tab. Navigate to a folder, position your cursor on the folder then right-click (Windows) or ctrl+click (Mac). Select Add to Favorites from the context menu.

## Hot tip



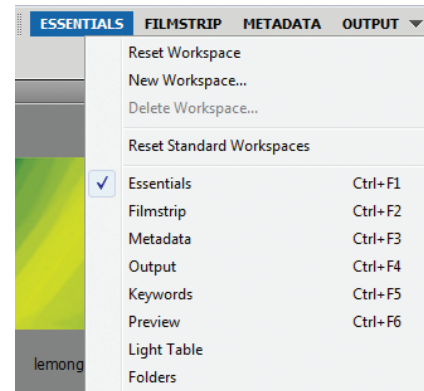
To move a file, position your cursor on the file thumbnail, then drag it to a different folder in the Folder panel of the Bridge window. To copy a file to a new location, hold down Ctrl (PC) or Alt/option (Mac), then drag it to a different folder.

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2 Thumbnail previews of the contents of the selected folder appear in the Contents pane in the middle of the window.

3 Essentials is the default Bridge workspace. Use the Workspace pop-up menu or click on one of the visible workspace options to change the arrangement of panes in Bridge to suit your needs.



4 Click once on a file in the Content pane to display a larger preview in the Preview pane.

Position your cursor on any of the borders of the Preview pane, then drag to resize the pane as required.

5 To open a file from the content area, click on a thumbnail to select it, and then press Enter/Return. You can also double-click on a thumbnail.

## Hot tip



Drag the Thumbnail Size slider at the bottom of the window, to increase or decrease the size of the thumbnail previews in the Contents pane.



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- 6 To delete a file, click on the thumbnail to select it, and either click the Wastebasket icon in the Bridge Toolbar, or drag the thumbnail onto the Wastebasket. Alternatively, use Ctrl/Command+Delete.



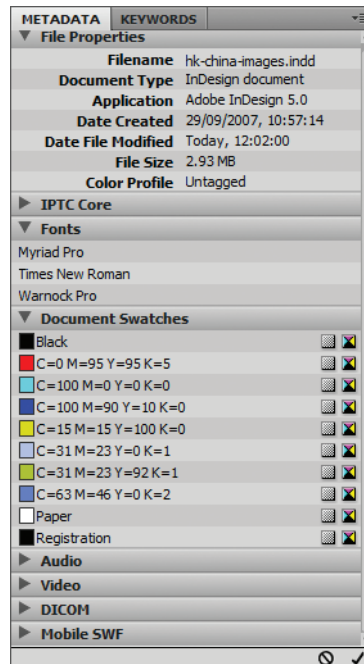
- 7 To rank a thumbnail, first select it; then click one of the dots below the thumbnail image to award stars. You can add up to five stars. To remove stars, click one of the existing stars. Click to the left of the stars to remove all stars.



- 8 To display only thumbnails with a specific star rating, click the Filter tab to make it active, then click the Ratings expand triangle. Click to the left of a star rating to display files with that rating.



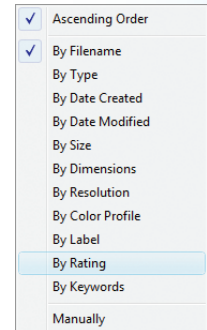
- 9 Click the Metadata or Keywords tab to view additional labeling information saved with a file. You can also use options from the panel menu (☰) for each tab to add and edit metadata and keyword information for the file. For selected InDesign files there are panes for Fonts and color swatches used in the document. Use the Expand/Collapse triangle (▾) to display/hide information for each category.



### Hot tip



Choose an option from the View>Sort sub-menu to control the way image thumbnails are ordered in the Preview pane:



### Hot tip



To display thumbnails in the content area according to their rank, choose View>Sort>By Rating. Or, use the Sort by pop-up menu in the Filter pane.

