

Photography 12

Project 2

FILE MANAGEMENT: THE BRIDGE & CAMERA RAW

The Bridge and Camera Raw are two separate programs that operate along-side Photoshop. This can cause some confusion in the beginning.

Like I said the first day, the Bridge, which is a browser, is a window into your computer. It allows you to see all folders on your desktop, hard drive or any device you plug into your computer. This makes it a valuable resource for searching and organizing material. You will find, if you have not already, that as you grow as a digital photographer, your number of files gets extensive and confusing. As an exercise try and find a shot from 6 months ago in your computer.

This assignment is quite simple but you must follow the instructions carefully and watch in class when various functions are demonstrated. It is an exercise in organization.

Procedure - Part 1

1. Start with your computer on and nothing on desktop.
2. Open Photoshop (blue **PS** at the bottom or your access bar)
3. Open the Bridge using the box labeled **BR** on the lower taskbar of your computer
4. The Bridge will open. Select the workspace labeled **FILM STRIP WORKSPACE**. Maximize the Bridge so it takes up the entire screen.
5. Navigate to the folder on the desktop labeled **PS 12_Project 2**
6. Inside you will find two folders, for Part 1 of this exercise, select the folder labeled **FILE MANAGEMENT**.
7. Using the files supplied, (do not add or subtract files) perform the following actions on these files inside of the Bridge.
 - a) Create a sub folder – select three (3) of the original files (6) in **FILE MANAGEMENT** files labeled as JPEGs, and move them into the new folder you create which you will name **FIXED FILES**. You move them into the folder by clicking and dragging them to the folder while you are in Bridge
 - b) Open the folder you just moved those files into. **Label all the files with 5 stars**.
 - c) Change your workspace to the **Metadata** workspace.
 - d) Select a photograph and on the left side of the screen click on **METADATA**. Scroll down until you see a section labeled **ITCP Core**.
 - e) Select all three images by clicking on them individually while simultaneously holding down the shift key.
 - f) In the box in the lower left of the screen select the tab labeled **IPTC Core**.
 - g) Scroll down until you see an area where little pencils appear on the opposite side of labels like Creator, City etc. - To access this area simply click on the pencil.
 - h) In the areas labeled Creator, City, Keyword and Copyright write this.
 - i. Creator - Your name
 - ii. City - Fresno, or Clovis, Sanger etc.
 - iii. Keyword - Project 2
 - iv. Copyright - Your name 2014 - How to do this is below.

- i) The program may ask you if you want to apply changes to all photographs and press **allow**.
 - j) Now you may search these photos in Bridge by name, keyword or even copyright. (you don't have to, but you can now!)
 - k) Select your favorite image of those you have worked (1) and under **LABELS** pull down menu mark it **APPROVED**. A colored bar will appear which may or may not have the word Approved in it. Either way is fine.
- 8. Return to your original folder marked **File Management**. Select two more JPEG images not in the original three.
- 9. Under the **TOOLS** menu, select **BATCH RENAME**.
- 10. A dialogue box will appear asking you a series of questions. In the radio buttons at the top of the box click **MOVE TO OTHER FOLDERS**. A **BROWSE** box will appear, click on that and navigate to your folder labeled **FIXED FILES** you created earlier. When found click **CHOOSE**.
- 11. In the next line where it says **TEXT**, click it and select **PRESERVE FILE NAME**.
- 12. Make no other changes and click **RENAME**. Files will be automatically moved to your new folder with new names. These files will not disappear from view. (If you do this with existing files in a folder and return them to the same folder, Bridge will duplicate the images with the new file names and place them in a separate folder. At least it does on a PC). If you have a problem with this transition Mac's sometimes drop the file extension on an image making it appear like a text file instead of an image. If this happens, call me over and we'll fix it.
- 13. Return to **FILMSTRIP MODE** ready for Part 2.

Procedure - Part 2

- 1. Returning to the Bridge, Start in the **FILMSTRIP MODE**, return to the folder called **PS 12_Project 2**.
- 2. Open it and navigate to the second folder labeled **DNG FILES**.
- 3. Select one (1) of the two files and double click on it to open in Adobe Camera Raw (ACR)
- 4. ACR window will open and display the image. The display window will look different.
- 5. In the upper left hand corner is an eyedropper, click on the first one - this is the white balance tool - with this tool click on the part of the image that you want to make pure white. (the choice is yours but pick a highlight as demonstrated)
- 6. With the eyedropper pointing at a portion of the image, click it, and you will see the image color change. (some may be subtle, others more radical) You can do it several times but this changes the color values of the image. When you have the image looking good, return to the controls on the right hand side of the screen.
- 7. For now we'll just use this palette. Adjust the image using the sliders to make the image look as good as possible. Watch the Histogram at the top of the page as the colors and tones change.
- 8. When you have the image looking good, click on **OPEN IMAGE**. The image will be transferred into Photoshop.
- 9. Do not make any changes to the file in Photoshop.
- 10. Go up to the file menu and go to **SAVE AS**. When the dialogue box appears follow this order
 - i. Point computer back to the **FIXED FILES** folder - this is where your other images reside but it will not be the folder the computer is set to save the image now. You must navigate in its direction.
 - ii. Next, go down to the **FILE NAME** on the dialogue box and type in YOUR NAME, prjt 2 pt 2
 - iii. Continue down to the **FORMAT** save the file as a JPEG file.

- iv. Click on **SAVE**.

Procedure - Part 3 (you are almost done)

1. Return to the Bridge and rename your **FIXED FILES** folder.
2. Name your folder **FIRST INITIAL LAST NAME _PRJT 2 (no spaces, 15 characters or less)**
(example - Thalls_PRJT 2). On a Mac you do this by clicking on the last letter of the folder name, a box will appear with the text highlighted, now you can type a new file name. On a PC you right click and navigate to FILE RENAME.
3. Check your folder to make sure you have all the files required: You should have:
 - i. Part 1- (5 files total) - Part 2 – 1 file – 6 files total in two folders marked Part 1 & 2
4. When you have completed all the steps, Upload the folder you just named to my server. This project **MUST** be uploaded before you leave. **YOU CANNOT DO THIS ONE FROM HOME!**
5. Notify me that you have turned in the assignment.
6. Move the folder into your flash drive for safe keeping.
7. Turn off all programs and shut down the computer.