Digital Workflow using Photoshop & Bridge

NB - these notes have been prepared for Photoshop & Bridge CS4. earlier versions may have some differences.

Set-up Photoshop

1. to choose your workspace layout, use **Window > Workspace**
2. to change the palettes displayed, use **Window** and turn palettes on/off by clicking on their name
3. colour settings can be viewed/changed using **Edit > Colour Settings**.
   If you're printing your own images, choose **Adobe RGB (1998)** as the RGB Working Space.
   If you're having your images printed by a lab, and/or sending your images to a web site and/or simply displaying them on your monitor, TV or through a digital projector, sRGB is a safer option.
4. to customise how tools are displayed, use **Edit > Preferences**.

Bridge

1. there are a number of workspaces to choose from.
   Use **Window > Workspace** and see how each is laid out.
   You can alter the arrangement and save your own workspaces too.
2. you can review and perhaps change some of Bridge's preferences:
   Edit > Preferences
3. to load photos from your camera or card-reader via bridge, use
   File > Get Photos from Camera. You will be given the option to tell Bridge where to store them, how to name them and much besides.
   I recommend always having the "Advanced Dialogue" (bottom left-hand side of the Photo Downloader) selected.
4. once you have loaded your photos, you can quickly run through them as a slideshow: **View > Slideshow.** Press **Esc** to quit this.
   While this is running, pressing the **H key** will turn on/off a help menu.
   This will give you the option to mark poor images for deletion.

Batch operations in Bridge

Perhaps you wish to rename a whole batch of files or produce another set of them at a different pixel size, for competition.
Bridge makes this easy!

Batch rename

1. select all of the images you wish to rename
2. choose **Tools > Batch Rename**

Image Processor

This is a really great tool for speeding-up your workflow:
1. select all of the images you wish to work with
2. choose **Tools > Photoshop > Image Processor**
3. Photoshop will open with the Image Processor dialogue window. Set-up the options you wish to use then click the Run button.

The Raw Processor

I recommend this for doing the basic colour balancing, cropping and exposure adjustment for your images. Choose **File > Open in Camera Raw.**

You can use the Raw Processor with jpg files too, but not tif or psd.