

**Tip:**  
**Loading & Organizing Photos in Bridge**

**Reason we do it:**

If your schools have Photoshop (any CS version) then they have Bridge. In terms of organizing digital photos, this is one good system. It really doesn't matter if your schools use this one, they just HAVE TO HAVE A SYSTEM in place from day 1.

**Method:**

- Step 1: In Bridge, open Preferences
- Step 2: Choose General.
- Step 3: Turn on "When a Camera is Connected, Launch Adobe Photo Downloader." (Figure A)
- Step 4: Connect a camera with photos or insert a media card into a card reader.
- Step 5: Import Photo box opens.
- Step 6: Specify the folder you want them downloaded to. (Figure B) Bridge will automatically create a subfolder with the date the pictures were shot.
- Step 7: Specify how you want them named (Figure C)
- Step 8: Click Get Photos (Figure D)
- Step 9: Photos appear in Bridge. (Figure E) From there you can open them in Photoshop. Or from that folder you can upload them to YTO or place them in InDesign using Picture Placer.

**Notes:**

When you view your photos in Bridge, there are tons of ways to organize them, move them around and rate them. You can use filters and magnify them as well. It is a superb organization tool, especially for the photo editor.

