

ADOBE BRIDGE

COURSE OUTLINE



Br

01428 741 482
capitaltraining.com

 **Capital**
TRAINING

Adobe Bridge

Course Aims

This half-day course is tailored for individuals who work with digital assets and need to efficiently manage, organise, and navigate through large collections of files. Through guided demonstrations and hands-on exercises, participants will explore the Adobe Bridge workspace, organise files and folders, apply metadata and keywords, master preview and selection techniques, filter and sort assets, batch-rename files, integrate Bridge with Creative Cloud, set up custom workspaces, run advanced searches, build review and approval workflows, and prepare files for print and web. By the end of this half day course, participants will have acquired essential skills in Adobe Bridge, enabling them to efficiently manage, organise, and navigate through digital assets in their creative workflows.

Duration

3 hours (Face to Face or Virtual)

Target Audience

This course is tailored for individuals who work with digital assets and need to efficiently manage, organise, and navigate through large collections of files.

Learning Outcomes

By the end of the course, participants will be able to:

- Understand Adobe Bridge as a digital asset management tool and its role in the creative workflow
- Navigate the Bridge workspace, panels and viewing options for efficient file browsing
- Organise files and folders and apply metadata and keywords for search and categorisation
- Use preview and selection techniques for efficient file handling
- Apply filters and sort files for better organisation
- Batch-rename files and run common file operations within Bridge
- Integrate Bridge with Adobe Creative Cloud applications for seamless collaboration
- Create custom workspaces and adjust preferences to suit personal workflows
- Run advanced searches combining multiple criteria
- Build review and approval workflows for creative projects
- Configure output and export options for print and web sharing

Course Content

Session 1 - Introduction to Adobe Bridge

- Overview of Adobe Bridge as a digital asset management tool.
- Understanding the role of Adobe Bridge in the creative workflow.

Session 2 - Interface Navigation

- Navigating the Adobe Bridge workspace.
- Utilising the various panels and viewing options for efficient file browsing.

Session 3 - File Organisation and Management

- Organising files and folders within Adobe Bridge.
- Applying metadata and keywords for effective search and categorisation.

Session 4 - Preview and Selection Techniques

- Utilising preview options for images and other media files.
- Mastering selection techniques for efficient file handling.

Session 5 - Filtering and Sorting

- Applying filters to narrow down search results.
- Sorting files based on various criteria for better organisation.

Session 6 - Batch Renaming and File Operations

- Performing batch renaming for multiple files.
- Exploring essential file operations within Adobe Bridge.

Session 7 - Metadata and Keywords

- Understanding the importance of metadata in file management.
- Adding and managing keywords for effective asset organisation.

Session 8 - Bridge and Adobe Creative Cloud Integration

- Exploring integration features with other Adobe Creative Cloud applications.
- Leveraging Adobe Bridge for seamless collaboration in creative projects.

Session 9 - Custom Workspaces and Preferences

- Creating custom workspaces for personalised workflows.
- Adjusting preferences to optimise Adobe Bridge for individual needs.

Session 10 - Advanced Search and Filtering

- Utilising advanced search functionalities to locate specific files.
- Combining multiple criteria for complex search queries.

Session 11 - Review and Approval Workflows

- Collaborating with team members through Adobe Bridge.
- Implementing review and approval workflows for creative projects.

Session 12 - Output and Export Options

- Understanding output options for sharing files.
- Exporting files for different purposes, including print and web.