

You may not know it, but there is every possibility that you already have the best way to organize digital photos ever, right on your hard drive. Every copy of InDesign, Photoshop or Photoshop Elements comes with Adobe Bridge. We believe that Bridge is the BEST solution for yearbook digital photo organization. Here is the system we recommend using Adobe Bridge.

Take pictures in a very methodical way

Take your digital photos. Try to take only one subject at a time. For instance, if you are shooting baseball pictures, try to take only photos that relate to baseball on that memory card. Take more than just photos of the game and team. You also might take the fans, the refs, etc. But don't shoot pictures of your girlfriend or boyfriend on the way back to the yearbook room. And don't leave the memory card in the camera to shoot an assembly tomorrow. Download the photos before you shoot anything else.

If you have to take pictures of more than one subject (like Varsity and JV baseball) or you have take more pictures on the same media card before you can download them (like the assembly first period the day after the baseball game), then take a sheet of paper, write down the new subject and before you take any pictures of it, take a picture of the sheet of paper. (Figure A) That way, when you go to move them from your camera to the computer you will know where you changed subjects. This will make them much easier to organize.

Connect your camera or card to the computer

Immediately after you take the pictures, download the photos into their own folder. To do this, use Adobe Bridge.

To set up your computer to open Bridge to download photos whenever you hook up your camera or memory card, do this:

On a PC, when you insert a card or hook up your camera, a dialog box appears asking what you want to do. If Bridge is

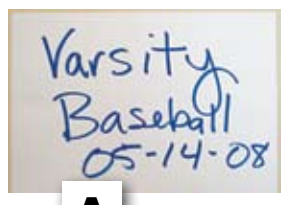
installed, one of the choices will be "Download Images using Adobe Bridge." Single click that choice and then click the button that says, "Always do the selected action." From that point on, when you connect a camera or a card, the Adobe Photo Downloader should open.

On a Mac, you have to first open iPhoto. Choose iPhoto>Preferences. In the General area of the preferences, choose, "Connecting camera opens Adobe Bridge."

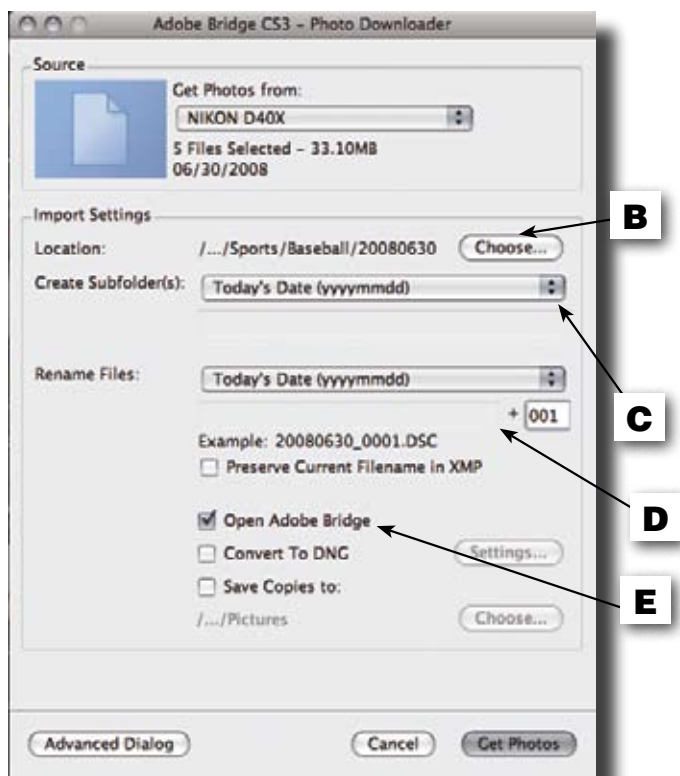
Download pictures using Adobe Bridge

Once you have set up Bridge to download photos in Step 2, the Adobe Photo Downloader will launch whenever you connect your camera or card. When Photo Downloader launches, here is what to do:

Under Import Settings, choose the folder where you are keeping your digital photos. If you have been shooting a particular subject and already have a sub-folder for it, maneuver to that folder. For instance, if you have already taken baseball pics and you have a baseball folder, go there. (Figure B)



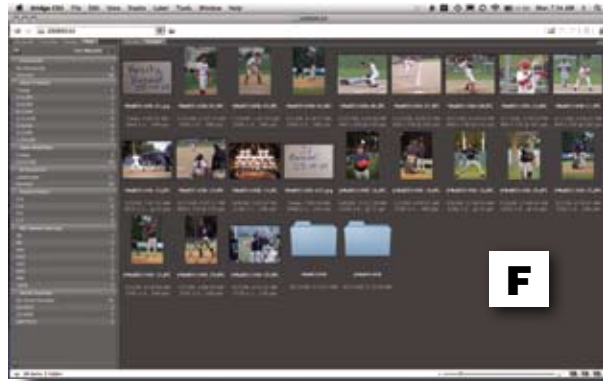
A



Choose Create Subfolder from the drop-down menu. From that menu, choose Today's Date in whatever format you like. (Figure C)

Choose Rename Files and pick Custom Name + Shot Date (mmdd). Put a 001 in the + box. If you want to add any wording like "Baseball," you can do that as well (Figure D)

Click the Open Adobe Bridge button and then click Get Photos. (Figure E)



Printing

If you do your book using InDesign, you can choose to print thumbnails of the pictures in InDesign so that the staffers doing the page design can choose which ones they want to use on their pages.

Sorting in Bridge

If you would rather save some trees and a lot of toner and just view the photos, Bridge makes that easy as well. In fact, you can even use Bridge to write captions and keep them attached to the actual pictures. (Watch for how to do that in the next issue of YourBook.)

To view the pictures, just click in any of the folders you created. You will be able to see the photos, rotate them and add keywords for searches. We also recommend that you add a keyword called Unused.

To do this, right-click (Mac users with 1-button mice should Control click) in the keyword area of Bridge and choose New Keyword. Type in Unused. When you first add the pictures to Bridge, choose Edit>Select All and click Unused. Then when a picture is used on a yearbook page, go to where you found it in Bridge, click on it to select it and click Unused to deselect it. This will remove the check mark in the Unused box.

Then when searching for photos, open the Filter pane and choose Unused. All the pictures that you can still see are unused.

Sort your pictures for content

Your photos are now showing in Bridge, and we are going to do some sorting. (Figure F)

If you shot multiple subjects (like Varsity and JV baseball), right-click (Control click if you are on a Mac with a single button mouse) anywhere in the Bridge window and choose New Folder. Do this for as many folders as you have subjects. In our example, you would have two, and they would be named Varsity and JV.

Once you have created the folders, just drag the photos into each one. This should be really easy if you did the sheet of paper trick we mentioned in Step 1. (Figure A)

Sort for quality

First throw out any photos that you think are beyond usable. These are usually photos that are blurry or out of focus. To delete them in Bridge, just click on them and hit the Backspace/Delete key on a Mac or right-click them and choose Delete on a PC.

Inside the folders you created, right-click to create another new folder called Needs Fix. If you have photos that are not up to your publication standards but you think you can fix them using Photoshop or Photoshop Elements, drag them in there.

For more about fixing problem photos, see the next column and the centerfold spread.