

## Adobe Bridge - Shortcuts, Tips & Tricks!

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Adobe Bridge can be almost completely controlled using shortcuts. Instead of repeating them all here, I've chosen to present the ones that I use most often.

### Navigation

- Command Option (Mac) / Control Alt (Win) + O opens the Bridge from Photoshop (or use the icon in the Options bar).
- Command-Option (Mac) / Control-Alt (Win) + O will return you to Photoshop.
- On the Macintosh, Choose Command + Option + Shift + O to open an image in Photoshop and hide the Bridge.
- There are multiple preset workspaces in the Bridge including: "Light box", "File Navigator", "Metadata Focus" and "Filmstrip Focus". Command (Mac) / Control (Win) + \ (backslash) will cycle through those four viewing modes.
- Preset workspaces can all be controlled with keyboard shortcuts as well (Control F2 - F5). User-created workspaces may be assigned shortcuts when the workspaces are saved.
- To navigate around images in the thumbnail area, use the up and down, left and right arrow keys. Add the shift or Cmd (Mac) / Ctrl (Win) to add to a selection.
- To enter compact mode, click the icon in the upper right of the Bridge window (next to the trash can), or Cmd (Mac) / Ctrl (Win) + Enter to toggle between Full and the last compact state you chose (compact or Ultra Compact).
- Dragging a folder (from Finder (Mac) / Explorer (Win) to the Bridge Preview Panel will redirect the Bridge to that folder.

### Viewing Images

- Select Preferences > general to assign three additional lines of Metadata to appear under the image thumbnails.
- To toggle on and off metadata (like file name) which appears under each thumbnail, select "View > Show Only Thumbnails" or use Cmd (Mac) / Ctrl (Win) + T to toggle between the two views.
- Cmd (Mac) / Ctrl (Win) + "[" or "]" rotates the selected images.
- Click the Show/Hide Panes button at the lower left of the Bridge window to display or hide the panels.
- Selecting multiple images and choosing Stacks > Group As Stack displays images as if they're stacked on a light box. Click the stack number (in the thumbnail) to reveal it's contents.
- To change the images on the top of the stack, click on the preferred image within a stack and choose Stack > Promote to Top.
- Click the right-edge of the stack to toggle viewing the image on the top of the stack in the Preview panel vs all of the images in the stack (up to 9).
- If a stack included more than 10 images, and the thumbnail is large enough, you can play the stack in the content panel.

### Label, Filter and Find Your Images

- Cmd (Mac) / Ctrl (Win) + 1-5 rates based on stars, • Cmd (Mac) / Ctrl (Win) + 0 (zero) clears rating (sets it to zero).
- Cmd (Mac) / Ctrl (Win) + 6-9 rates based on colors. Cmd (Mac) / Ctrl (Win) + 0 (zero) clears the rating.

- Cmd (Mac) / Ctrl (Win) “. ” (period) or “,” (comma) will increase/decrease rating.
- Cmd + Delete (Mac) / Ctrl + Backspace (Win) Adds the Reject Label (Note: this label is not shared between Bridge and Lightroom).
- Select Preferences and choose “Labels” to remove the modifier (Cmd / Ctrl) key from the shortcut.
- Setting Labels Preferences allows you to change the name of the color ratings (by default they are the color name) to something more specific like “Urgent” or “For Review”.
- You can’t rate or label a file if the file is open.
- You can filter which images you view by clicking on the “unfiltered” option at the top right of the Bridge and selection an option from the list. Note that almost all of the options can be controlled by keyboard shortcuts.
- Search using Edit > Find, or Cmd (Mac) / Ctrl (Win) + F.

### Viewing Slide Shows

- Cmd (Mac) / Ctrl (Win) + L opens selected files in Slide Show Mode. To change various options for the slideshow, choose View > Slideshow Options or Cmd (Mac) / Ctrl (Win) + Shift + L. Remember, you can use the same shortcuts listed above for rotating, rating and labeling images while viewing a slide show. The following are additional shortcuts within slide show mode:

` (grave) or H	Toggles shortcut list
Escape	Exits slideshow mode
Space	Pause/play
Left arrow	Previous Page (within a document) or Previous Document
Right arrow	Next Page (within a document) or Next Document
Delete (Mac) / Backspace (Win)	Removes the image from the slide show and puts them in to the trash (recycle)

### Miscellaneous

- Cmd -Option (Mac)/Ctrl-Alt (Win) + Shift will reset the Bridges preferences on launch.
- Cmd (Mac) / Ctrl (Win) + D now duplicates (instead of deselecting).
- When editing metadata, tap Enter to commit the edit.
- Export the cache from the Bridge (by selecting Tools > Cache > Export Cache) and include the cache files on the CD/DVD to expedite the loading of thumbnails from the CD/DVD.
- If shooting Raw + JPEG files with a digital camera and you select Tools > Batch Rename, Bridge will name the two files the same, using the extension to differentiate them.