4. Digital Lightbox Review
Using Adobe Bridge 1.0.2

1. *Review and Rank* images: *(see Typical Bridge Ranking Convention & Stratagies)*
   a) Add "color" labels[1] and "star" rankings to group your files
      ❖ If necessary, adjust Default Camera Raw Settings *(see Camera Raw Settings)*

2. *Add Metadata*:
   a) Keywords (define standard set then create new set per job if necessary)
      ❖ RFD Standard: Pan / HD / Delete
      ❖ Sicily: Sicily; Family; Susan; David; etc.
   b) Enter "Processing Notes" in IPTC metadata "instruction" field Notation

3. Repeat Steps 1,2 3 and …Continually refine!
   a) By using the Bridge's "Filtering" capability, you can just show certain groupings for subsequent reviews.
      Note: Using a 2nd (or multiple) windows will help for subsequent reviews

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Typical Bridge Ranking Convention & Strategies

Key #[2]	Indication	Current thoughts:
1	[*]	*2nd Review* " (to be used on "Selects"*{Green #8}* ....
2	[**]	"for Client Review" ....
3	[***]	"Keepers" ....
4	[****]	"Used on Job" ....
5	[*****]	"Portfolio Consideration" ....
6	[Red]	"To be Deleted" *1st Review* ....
7	[Yellow]	"To be Reviewed" *1st Review* ....
8	[Green]	"Selects" *2nd Review*..
9	[Blue]	[To Be Defined] *(- possibly for unique grouping or collecting)*..........................
10	[Purple]	[To Be Defined] *(- possibly for "Portfolio/Very Special" assigning)* ....

1st review:
   Mark the bad exposures with the Red [Delete] label and with yellow [To-Be Reviewed] label. Be liberal with the Yellow [To-Be Reviewed] label… "***if in doubt, mark it***".
   After the 1st review, you should have Red-labeled files to be deleted, Yellow-labeled files to be reviewed and Un-labeled files not good enough to be "reviewed" or bad enough "to be deleted".

2nd Review:
   Be more deliberate when green [Selects] label… "***if in doubt, <u>don't mark it</u>***".

Subsequent Reviews
   Refine green "Selects" by adding star rankings… increasing the rankings on subsequent reviews.

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[1] The numbers 6,7,8 label your files Red, Yellow & Green… just like the traffic light. This leaves the Cyan & Purple labels available of other ranking strategies.
[2] For ease of use, consider changing Bridge defaults by un-checking "Require Control Key…"