# Create a SIMM with Adobe Bridge and Microsoft Office Excel

# Organize and rename media in Adobe Bridge

## **Open Adobe Bridge**



## Change workspace layout

Select the Essentials or Metadata tab to change the workspace layout

Esssentials



## Metadata

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									**	Sort by Filename - 🔺	<b></b>
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Trailer-HD.mp4	03/10/14, 15:16	61.49 MB	MP4 file				2 Mar			Untägged	

#### **Create new folders**

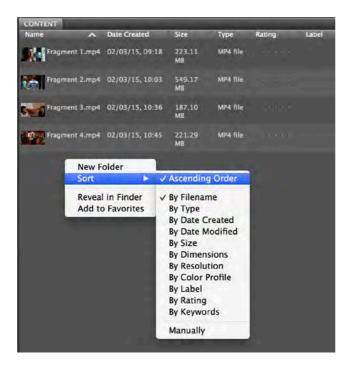
Organize your media in different folders (i.e. shooting day/time, interview/activity, etc.) by creating new folders and placing the media in it.



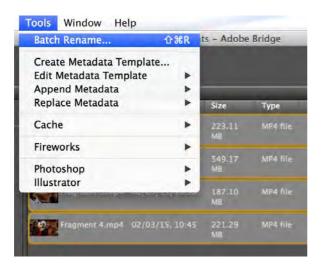
#### **Batch rename media**

Use the Batch rename tool to quickly rename all the clips in a particular folder.

Right click in the folder to make sure your media is sorted in Ascending order.



Select all the clips you want to rename and go to Tools > Batch Rename



Build the new filename with the New Filename elements, such as Text, Date, Sequence Number, etc.

Check the Preview section to preview the new filename.

Select **Rename** to rename all the selected clips.

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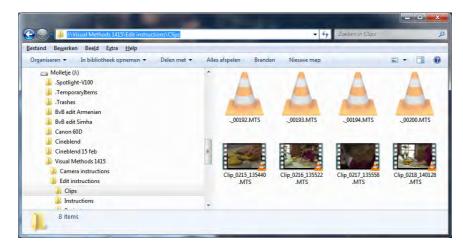
## **Create a Logging list in Excel**

## **1. Copy the Folder location**

#### For Windows

Go to the folder in Windows Explorer where the files are located that you want to copy to Excel.

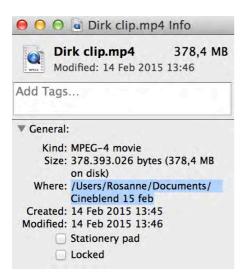
Click on the address bar and copy the folder location.



#### For Mac

Go into the folder in Finder where the files are located that you want to copy to Excel. Right click on one of the files in that folder and select **Get Info**.

Copy the file location at Where:



## 2. Paste Folder location in Google Chrome

Open Google Chrome, paste the copied Folder location in the address bar and press Enter.

Use **Ctrl+A** or **Command+A** to select everything in the browser and copy this by using **Ctrl+S** or **Command+S**.

Index of /Users/Rosanne/Docum	nents/C	ineblend 15 feb
Name	Size	Date Modified
[parent directory]		
Laurent van Lancker/		2/13/15, 8:12:20 PM
DS_Store	6.0 kB	4/16/15, 3:17:05 PM
10686877_981502635210621_7703366366091674408_n.jpg	29.1 kB	2/15/15, 1:40:21 PM
Cristina christmas.mp4	618 MB	2/11/15, 10:52:18 AM
Dirk clip.mp4	361 MB	2/14/15, 1:46:15 PM
Ildiko clip.mp4	718 MB	2/9/15, 1:26:34 PM
<sup>a</sup> Joshua clip.mp4	45.8 MB	2/15/15, 11:30:54 AM
Luc trailer.mov	489 MB	2/13/15, 9:37:23 PM
Metje clip.mov	521 MB	2/14/15, 1:57:05 PM
Sanderien clip.mp4	448 MB	2/12/15, 1:43:29 PM
Steef trailer.mov	274 MB	2/11/15, 4:44:20 PM

## 3. Paste Index in Excel and create logging list

Open Excel and paste the copied Index.

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14	Steef trailer.	274 MB	2/11/15, 4:4	4:20 PM				

Adjust column width.

Insert columns, such as Description, Quality, Comment, Movement/frame/perspective, etc.

Select newly added columns and go to Format > Normal to remove Hyperlink mode.

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Joshua clip.mp4						45.8 MB		11:30:54 AM	
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All filenames are hyperlinks and will open when clicked on. Click on a filename and select **OK** when asked if you want to open this file.

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Don't forget to save the Excel file!