

# Create a SIMM with Adobe Bridge and Microsoft Office Excel

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## Organize and rename media in Adobe Bridge

### Open Adobe Bridge



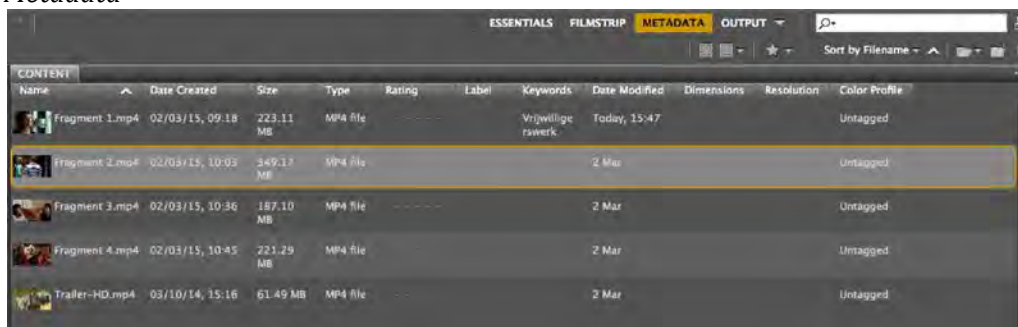
### Change workspace layout

Select the Essentials or Metadata tab to change the workspace layout

#### *Essentials*



#### *Metadata*



## Create new folders

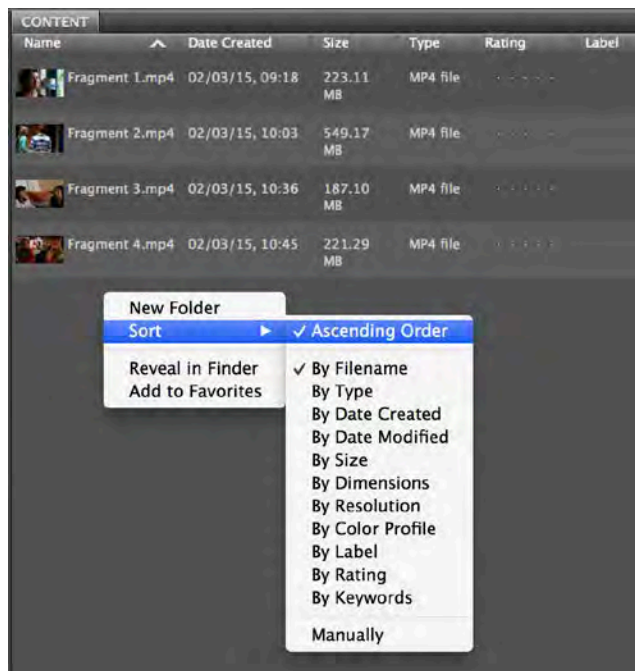
Organize your media in different folders (i.e. shooting day/time, interview/activity, etc.) by creating new folders and placing the media in it.



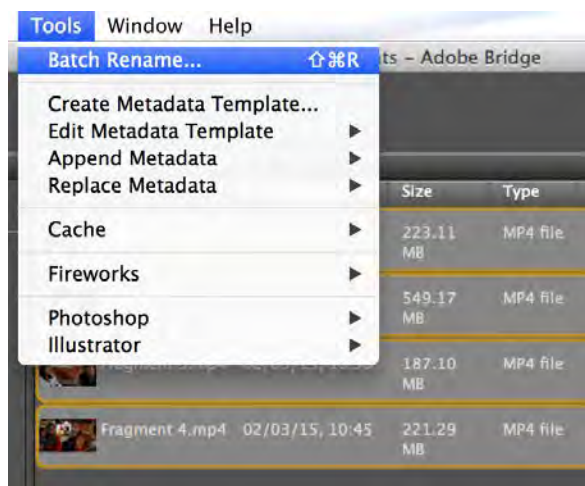
## Batch rename media

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.



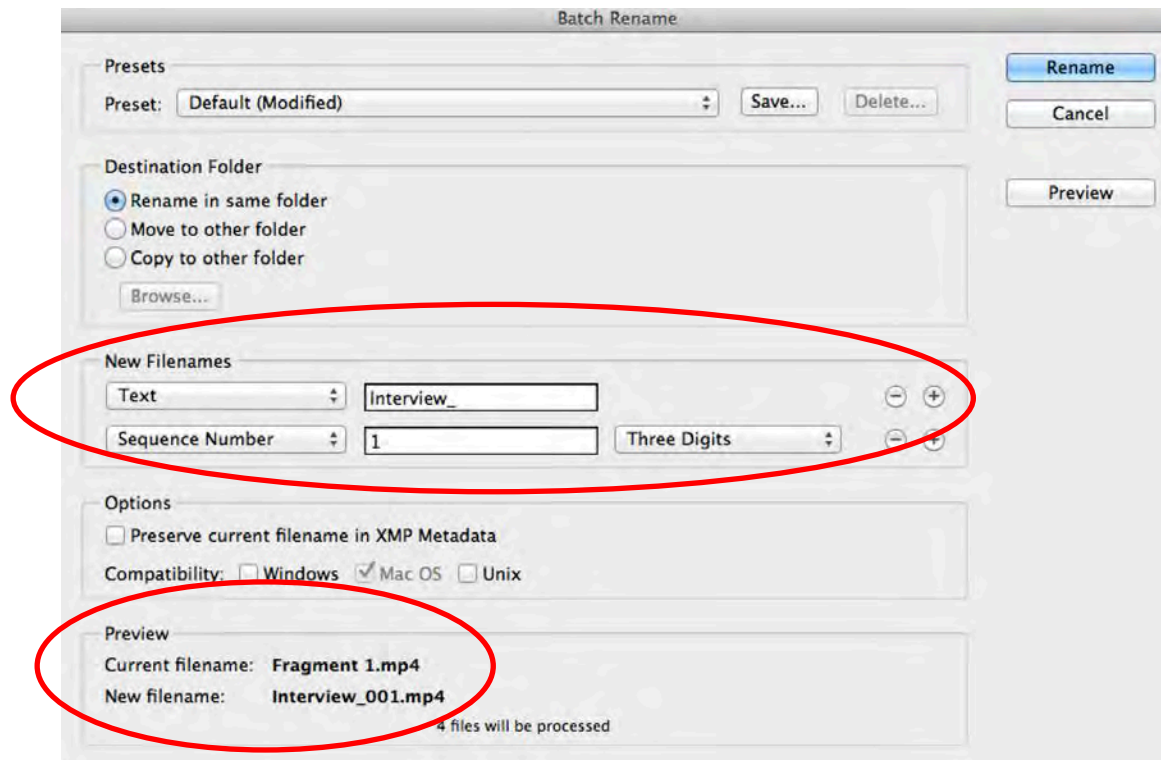
Select all the clips you want to rename and go to **Tools > Batch Rename**



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.



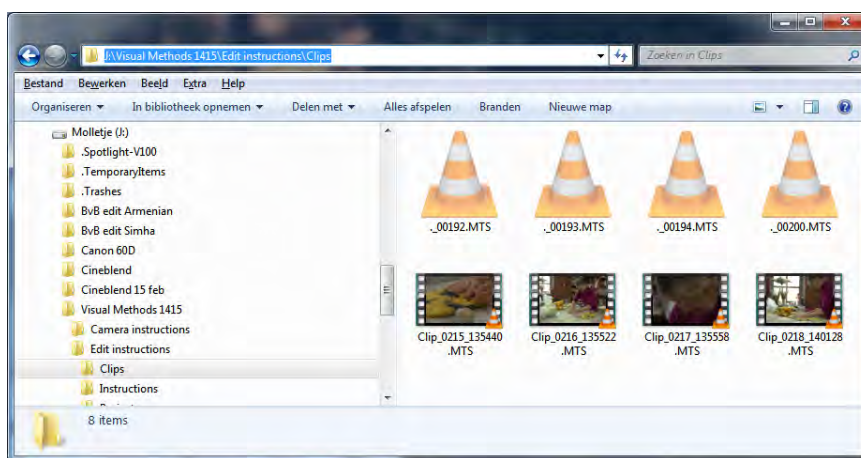
# Create a Logging list in Excel

## 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.

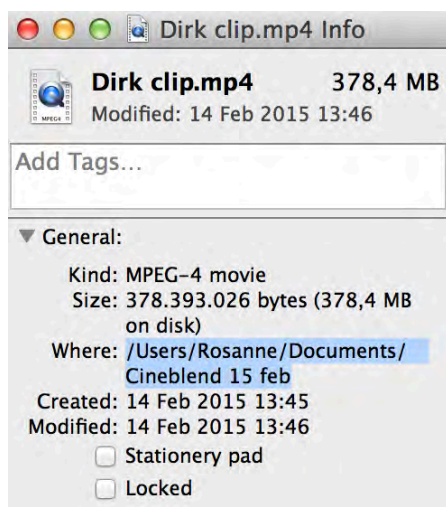
Click on the address bar and copy the folder location.



*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**.

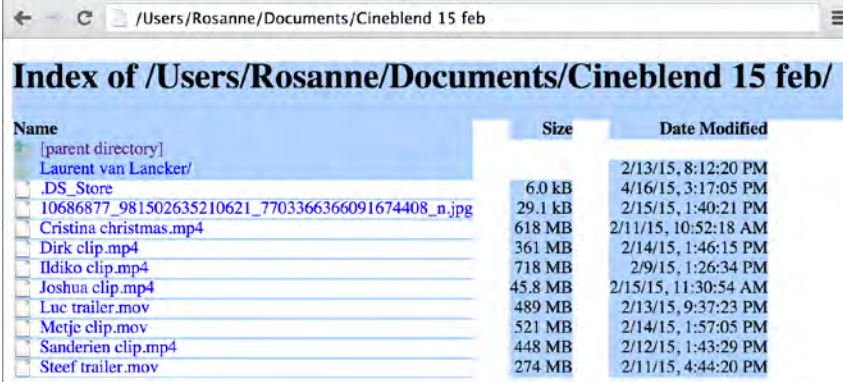
Copy the file location at **Where**:



## 2. Paste Folder location in Google Chrome

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

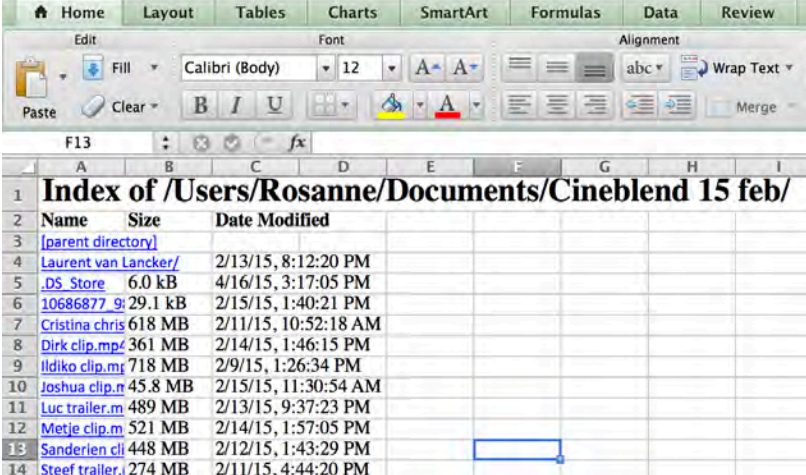
Use **Ctrl+A** or **Command+A** to select everything in the browser and copy this by using **Ctrl+S** or **Command+S**.



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



	A	B	C	D	E	F	G	H	I
1	<b>Index of /Users/Rosanne/Documents/Cineblend 15 feb/</b>								
2	<b>Name</b>	<b>Size</b>	<b>Date Modified</b>						
3	<a href="#">[parent directory]</a>								
4	<a href="#">Laurent van Lancker/</a>		2/13/15, 8:12:20 PM						
5	<a href="#">.DS_Store</a>	6.0 kB	4/16/15, 3:17:05 PM						
6	<a href="#">10686877_981502635210621_7703366366091674408_n.jpg</a>	29.1 kB	2/15/15, 1:40:21 PM						
7	<a href="#">Cristina christmas.mp4</a>	618 MB	2/11/15, 10:52:18 AM						
8	<a href="#">Dirk clip.mp4</a>	361 MB	2/14/15, 1:46:15 PM						
9	<a href="#">Ildiko clip.mp4</a>	718 MB	2/9/15, 1:26:34 PM						
10	<a href="#">Joshua clip.mp4</a>	45.8 MB	2/15/15, 11:30:54 AM						
11	<a href="#">Luc trailer.mov</a>	489 MB	2/13/15, 9:37:23 PM						
12	<a href="#">Metje clip.mov</a>	521 MB	2/14/15, 1:57:05 PM						
13	<a href="#">Sanderien clip.mp4</a>	448 MB	2/12/15, 1:43:29 PM						
14	<a href="#">Steeff trailer.mov</a>	274 MB	2/11/15, 4:44:20 PM						

Adjust column width.

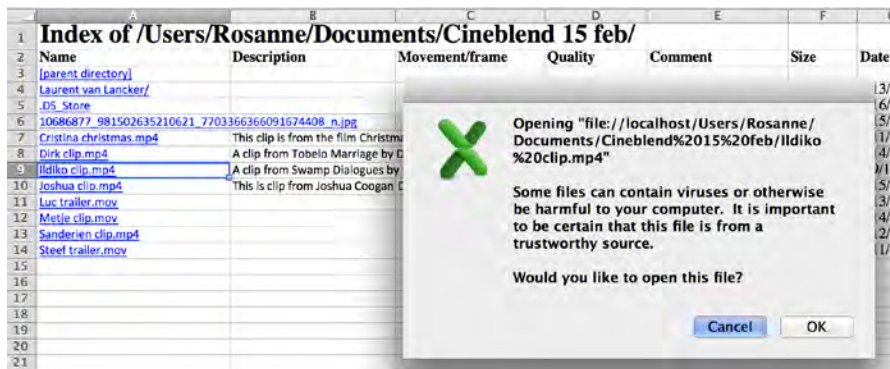
Insert columns, such as Description, Quality, Comment, Movement/frame/perspective, etc.

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



Index of /Users/Rosanne/Documents/Cineblend 15 feb/						
Name	Description	Movement/frame	Quality	Comment	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_7703166366091674408_n.jpg					29.1 kB	2/15/15, 1:40:21 PM
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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.



**Don't forget to save the Excel file!**