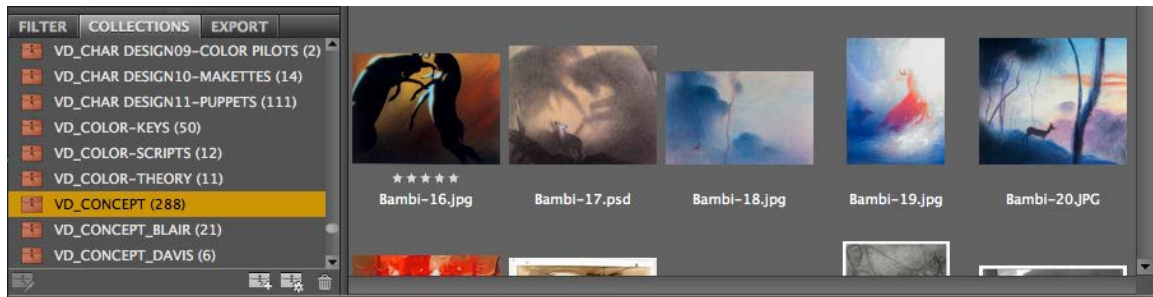


# Sorting Images in Adobe Bridge (Categories, Ratings, Keywords, and Filters)

## 1. Categories

Categories are like virtual folders that allow you to make groupings of images without removing the files from their original location. Simply select the images that you would like to categorize, click on the + Icon in the lower right of the Category window and name your Category in the field offered.

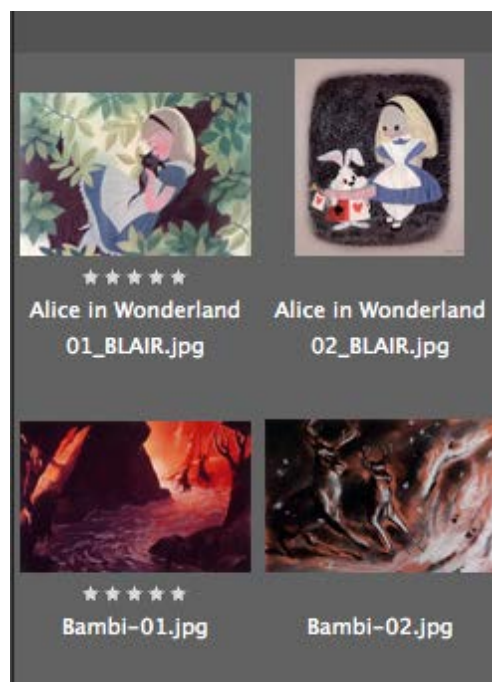


Notice that the images appear exclusively in the main window but if you browse back to the original folder they are still there. It is important to note that the Category tool does NOT DUPLICATE the images. The Category simply allows you to view your original files in a different grouping. Any changes you make to files in the Category window will affect the originals.

To add new images simply drag them from the main window into to into the category listed in the lower left of the screen. A single image file case reside in limitless Categories.

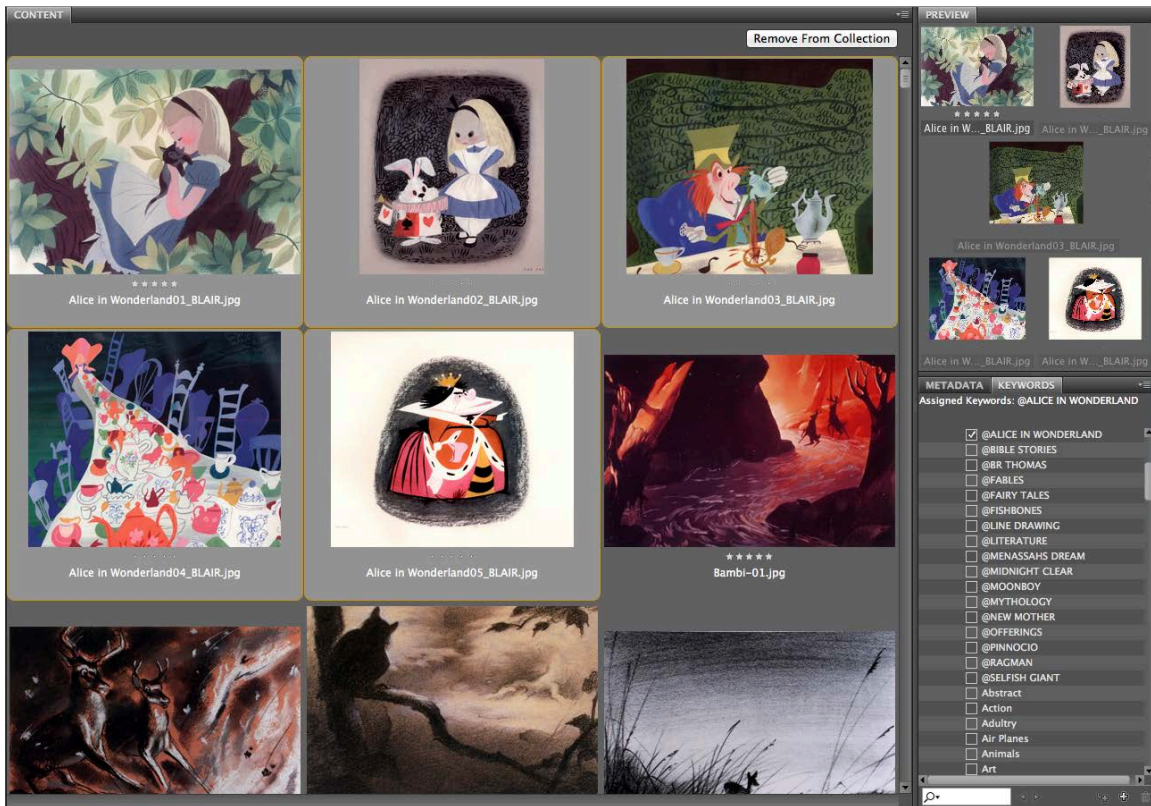
## 2. Ratings

Ratings are a way to assign value to an image. Once Rated they can be filtered or Sorted depending on how you would like to access them.



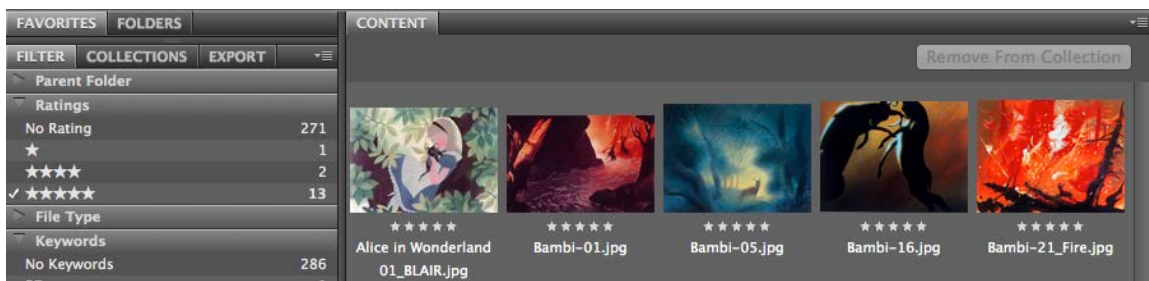
### 3. Keywords

Keywords can be used to designate multiple associations with an image. You can add an unlimited amount of Keywords to an image and use Filters to find and sort them later.



### 4. Filters

Filters allow you view only the files you have assigned a specific rating to. You can use multiple filters simultaneously even combining Keywords and rating filters.



## 5. Sorting

See window in the upper right toolbar above the Preview window.

