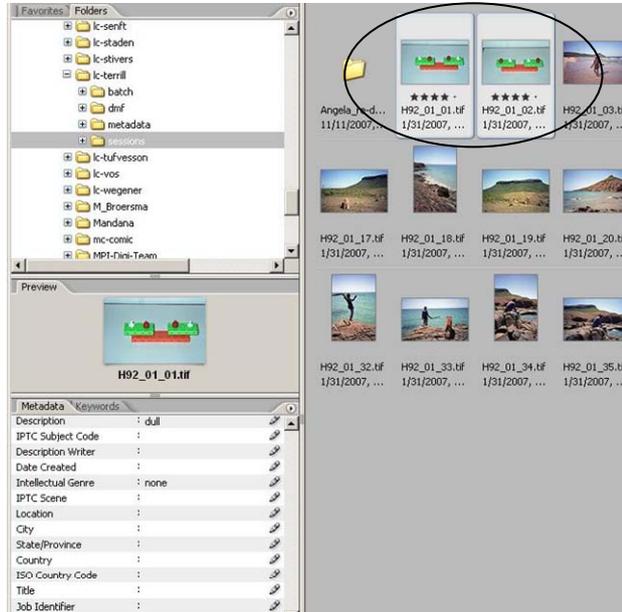# Image metadata using Adobe Bridge

This A4 guide describes how to add metadata to images using Adobe Bridge.
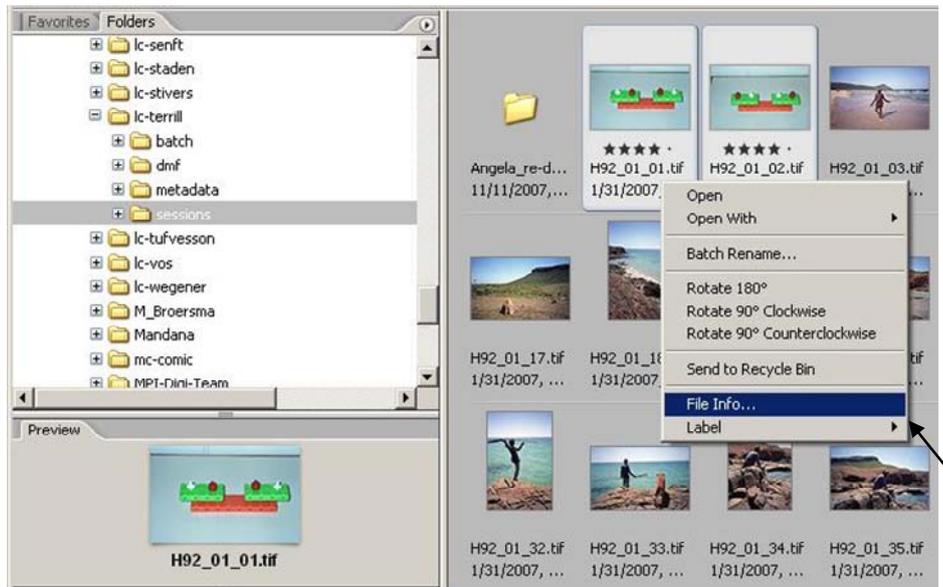
> Adobe Brigde enables you to add metadata to the image data. This means that the image metadata is no longer contained in a separate file. Instead, it is integrated in the image file.

1. Start **Adobe Bridge** and browse to the directory where your images are stored.

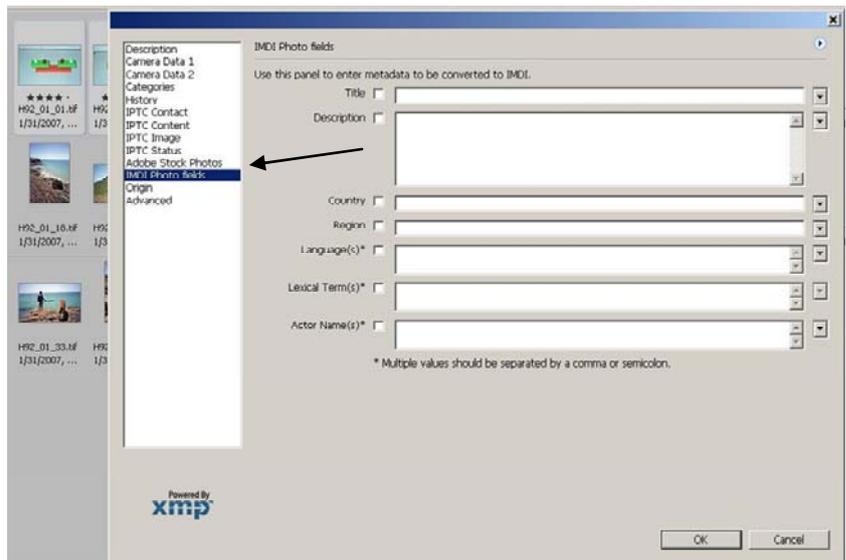2. Highlight the files you wish to add metadata to.



3. Right click on any of the highlighted files and select **File Info…** from the drop-down menu.
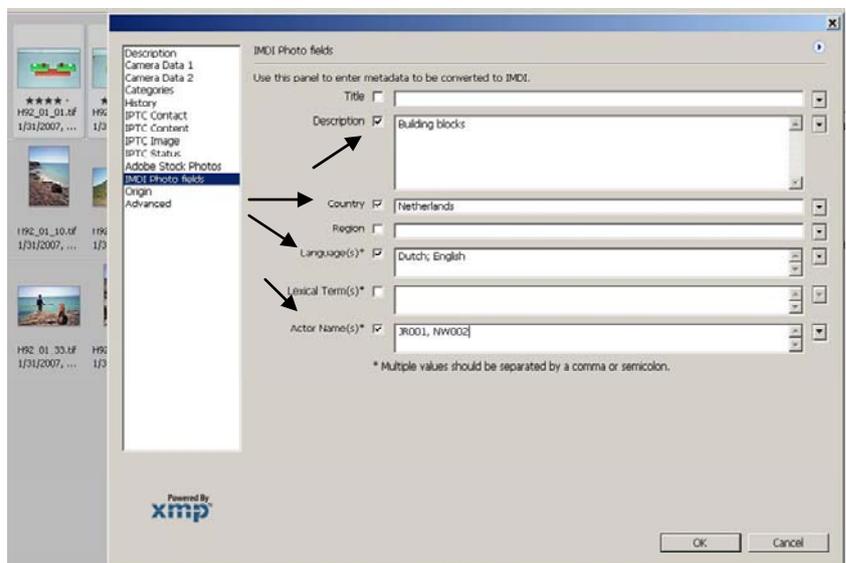
# Image metadata with Adobe Bridge

4. A new window will open. From the left hand column select **IMDI Photo fields**. This is the only template the MPI uses.



5. To add metadata to all the selected files, select the checkbox next to the fields that will be identical data for all the highlighted files, populate those fields and click OK



6. To add unique metadata to an individual file, ensure only that file is highlighted, right click it, select **File Info...** and select the **IMDI Photo fields**. This time there will be no checkboxes, so populate the fields that are unique to the highlighted file. Click OK to save.