


Quick Guide to iPhoto

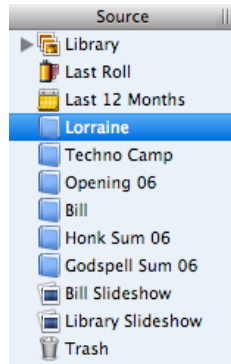
iPhoto is an easy-to-use application for importing photographs from a digital camera, and organizing them for fast retrieval.

View and Find Photos

■ **To view a specific group of photos:** Click the group title in the list on the left side of the iPhoto window.






■ **To view all of the photos in iPhoto:** Click Library in the Source list.

■ **To adjust the viewing size of a photo:** Select the photo, then drag the slider at the bottom of the  window.



The buttons at the bottom of the screen allow other photo viewing and finding options.

View and Find Buttons

	Show/Edit a selected photo's file information. Click again to Hide.
	Find photos by date
	Find photos by keyword
	View a selected photo in full-screen view
	Exit full-screen view

Sort Photos

■ **To sort photos:** Choose View > Sort Photos, and choose an option from the submenu.

"Manually" lets you drag photos into any order you want.

Organize Photos in Albums

An album in iPhoto is just like one you create with print photos: It's a collection of photos you select and arrange in the order you want.

1. Choose File > New Album.
2. Type a name for your album, then click Create.

3. Click Library, then drag photos to your new album.

⇒ You can also add a photo to an album directly from another album, a CD or DVD, or another location on your hard disk. When you add a photo to an album from another location on your hard disk, iPhoto automatically imports it into your photo library.

■ **To change the order of photos in an album:** Select the album and drag the photos into the order you want.

■ **To remove a photo from an album:** Select the photo or photos you want to remove and press the delete key. (This removes the photo only from that album, not other albums or your library.)

Use Keywords to Find Photos

Keywords are labels you can add to your photos so you can easily find all the photos in a specific category.

1. Select the photo or photos.
2. Choose Photos > Get Info.
3. Click the Keywords button at the top of the Photo Info window.
4. Select the keyword or keywords you want assigned to the photo.

■ **To find photos by keyword:** Click the Find by Keyword button. 

■ **To remove a keyword from a photo:** Select the photo, choose Photos > Get Info, click the Keywords button at the top of the Photo Info window, and deselect the keywords you want removed.

■ **To add a keyword to the keyword list:** Choose iPhoto > Preferences, click the Keywords button. click Add (it looks like a plus sign), and type the new keyword.

Creating a Slideshow

1. Select an album or group of photos you want in your slideshow.

- Click the Slideshow button in the toolbar.
- Drag photos into the order you want in the photo browser at the top of the iPhoto viewing area.



- Click the Play button.

■ **To stop a slideshow:** press the Escape (Esc) key.

⇒ After you create a slideshow, you can also add photos to it by dragging them directly from another album or a disk.



È You can use the tools in the slideshow toolbar at the bottom of the window to change a photo's effect, add transitions between slides, set panning and zooming for a photo ("Ken Burns Effect") and adjust the display duration.

Use the Preview button to preview how a slide will display with the settings you have made.



You can specify the display duration, choose transition effects and speeds, display slideshow controls, and set other options by clicking the Settings button. If you don't see the Settings button, click the right-pointing arrows (>>) and choose Settings from the menu that appears.



You can choose background music for your slideshow by clicking the Music button.



Edit Photos

You can open a photo in edit view to make changes such as cropping, rotating, removing red-eye, or modifying colors.

■ **To switch to edit view:** Click a photo thumbnail and then click the Edit button in the toolbar. You can alternately double-click the thumbnail.

⇒ You can also click the full-screen view button to edit the photo.

⇒ Once you enter edit view, the editing tools appear in the toolbar along the bottom of the window. Depending on how wide your screen is, you may not see all of the editing tools at

once. Click the right-pointing arrows (>>) to see the missing tools, or make the window wider.

Editing Tools

Rotate	Rotate: Turns the photo in 90-degree increments.
Constrain	Constrain: Limits the photo to a specific size ratio.
Crop	Crop: Lets you crop, or trim, the photo to the dimensions you prefer. Drag to select an area for cropping.
Enhance	Enhance: Instantly brightens the photo or adjusts its contrast levels based on preset criteria.
Red-Eye	Red-Eye: Fixes red-eye (when a person's eyes look red in the photo).
Retouch	Retouch: Removes blemishes by blending them into the background.
Effects	Effects: Allows you to choose from a range of effects such as black and white or sepia tone.
Adjust	Adjust: Provides tools for advancing editing: brightness, contrast, color saturation, temperature, tint, sharpness, horizon line straightening, and exposure levels.
Done	Done: Exits edit view.
Arrows	Arrows: Move to the previous or next photo.

■ **To undo your last change:** Choose Edit > Undo (shortcut: ⌘-Z).

⇒ If you decide you want to start over after making changes to a photo, you can revert to its original version by choosing Photos > Revert to Original.

⇒ iPhoto automatically saves changes as you work, so there's no Save command.

Back Up Your iPhoto Library

It's a good idea to routinely back up your iPhoto library. The library is located in a folder named iPhoto Library in your Pictures folder on your computer. Copy the iPhoto Library folder on your hard disk to another disk.

■ **To burn photos to a CD or DVD:** Select the photos, album, or library, then choose Share > Burn.