



# iPhoto

---

## Objective

In this class participants will learn how iPhoto creates a photo center for photo organization by using rolls and albums. Participants will also learn the built-in editing tools. Participants will learn how to share their photos through slide shows, photo books, and custom greetings.

---

## Course Outline

<a href="#">iPhoto</a>	<a href="#">Editing Photos</a>
<a href="#">Importing Photos</a>	<a href="#">Full Screen View</a>
<a href="#">iPhoto Screen</a>	<a href="#">Slideshow View</a>
<a href="#">Special Menu Bar</a>	<a href="#">Book View</a>
<a href="#">Viewing Photos</a>	<a href="#">Calendar View</a>
<a href="#">Albums</a>	<a href="#">Card View</a>

## iPhoto

iPhoto is a software application that was developed for the Mac OS X operating system and is part of the Mac iLife series. iPhoto does not run in earlier versions of the Mac OS operating system.

If there are multiple users on a Mac, iPhoto will store the photos in the picture folder of the main folder user - the user identified on the Home

icon. 

iPhoto is a catalog of pictures. It is not like the PhotoShop, the Adobe software that can make changes to photos through a library of effects, filters and layers. iPhoto is a library of your photos that can hold up to 250,000 images. iPhoto helps you move through your catalog of pictures by automatically displaying dates, roll names and other data. Each set of pictures that are downloaded straight to iPhoto is considered a roll. Since the organization of iPhoto is based on date and time. It is important that if you move your photos directly from your camera to iPhoto that your camera is set with the correct time and date.

## Importing Photos

There are two ways photos can be downloaded to your computer. You can import your photos from the camera to the Mac. You could also use photos that have been saved to a flash drive.

### Camera to Computer

- Have iPhoto opened on your computer.
- Have your USB cable ready for connection. One end of your USB cable is the B connector. That end of the cable (B) is plugged into the camera. The other end of the USB cable is the A connector. The A connector is plugged into the computer. The A and B ends are different sizes.
- Before you plug the B connector into the USB port on your camera, *turn your camera off.*
- Connect the A end of the USB cable into the computer.
- Turn on the camera.
- Your camera should appear in the iPhoto Source list on the top left of the iPhoto window.

- A menu will come up identifying your camera and providing a field for a Roll Name and a field for a brief description.



#### Disconnecting the camera from the computer.

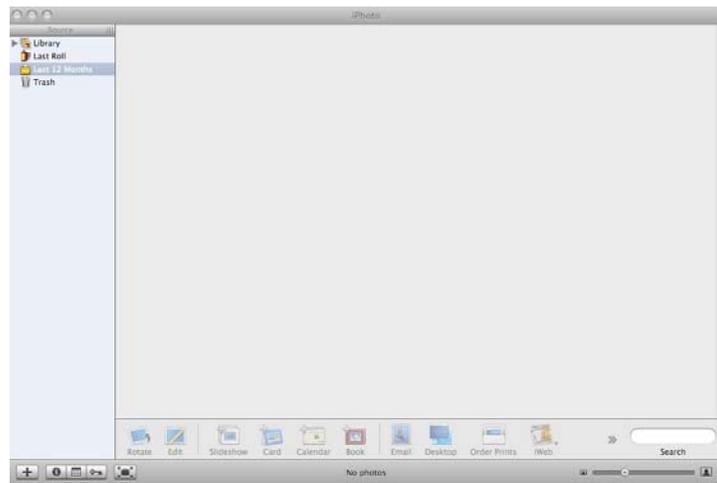
- When the camera is connected to the computer, the Source List will have an Eject button. Click on the Eject button to disconnect. The other method would be to drag the camera's icon to the iPhoto Trash located in the Source List.
- Turn the camera off.
- The camera can now be disconnected from the computer.

#### Importing the Photos without a camera.

- When you take pictures using a camera that is not digital, you have to take the photos in to be developed. When having the photos developed you can ask to have the photos stored on a CD. Import the photos from the CD into iPhoto.
- Photos can also be saved on a DVD, flash drive or sent in e-mail.
- When the photos are taken from a CD, DVD, flash drive, or e-mail they are saved on your computer as files.

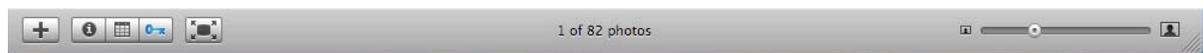
## iPhoto Screen

Let's take a look at some of the features of the iPhoto screen.

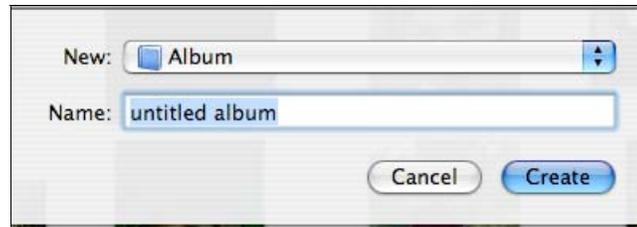


The top gray title bar identifies iPhoto and provides the three buttons to the right to minimize, maximize or to close out. Below that bar, the screen has three panes. The left pane is called the **Source List**. This is where the Library, Rolls and Albums are identified. It is the place where photos can be organized and accessed. The **Source List** can also contain the slideshows, calendars and cards that were created. The large right screen is the **Viewing** area. **Views** the photos that were selected in the **Source List**. Below the **Viewing** area is the **Toolbar** that contains the buttons and controls available to work with the photos. The buttons and controls shown depend on the **Views** selected in the **Source List**.

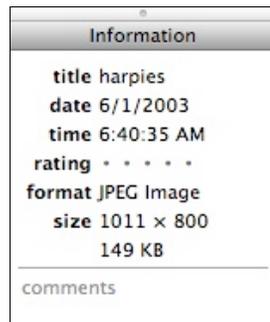
The bottom portion of the iPhoto screen contains a gray bar with options to work with photo storage and information.



The very first button on the gray bar  is the **Add** button. You can create a new album by using the Special Menu bar or by clicking on the **Add** button. When the Add button is used, a menu will come up asking for the name of the new Album.



The next button is the **Information/Calendar/Keywords** button.  This is the place to store and quickly retrieve important photo information such as title, date, and size.



The **Calendar** button  is next on the gray bottom bar. Using the Calendar button will bring up photos according to the month they were imported to iPhoto.



The **Keyword** button brings up the Keyword pane. Keywords are labels you can give to your photos. You can quickly search for photos by their keyword.

Keywords	
Reset 	
Favorite	Family
Kids	Vacation
Birthday	

The last button is the **Full Screen** button.  When a photo is selected it will become Full Screen.

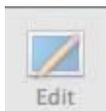
To the right on the gray bar is a **Size slider**. By sliding the small handle the display size of photos will change from small to large to a single photo.



To round out looking at the iPhoto screen, let's look at the options available above the bottom gray bar.



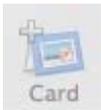
Rotate button will rotate by 90-degree increments any selected photo.



The Edit button will bring up a menu when a photo is selected with such options as crop, enhance, red-eye, retouch, effects, and adjust. Other pictures can be selected from this menu. The Done button will return to the main iPhoto screen.



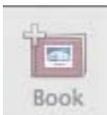
Selecting a photo and holding down the shift key, other photos can be selected. The selected photos can be brought into the slideshow menu. The slideshow menu offers several options to add effects, music and transitions to a slideshow.



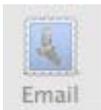
**Card** Selected photos can be made into cards. The menu offers types of cards, themes, backgrounds, design and settings. Choosing Options and Price will take you to iLife if you are connected to the Internet.



**Calendar** Calendar is very similar to Cards. Calendar can be made from selected photos.



**Book** Book is the same as Cards and Calendars.



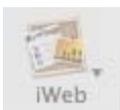
**Email** E-mail allows you to adjust the size of the selected photos and send through Mac e-mail.



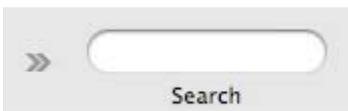
**Desktop** Selected photos can be made as your desktop images.



**Order Prints** Professional quality prints can be made of your selected photos by ordering through iLife on the web.



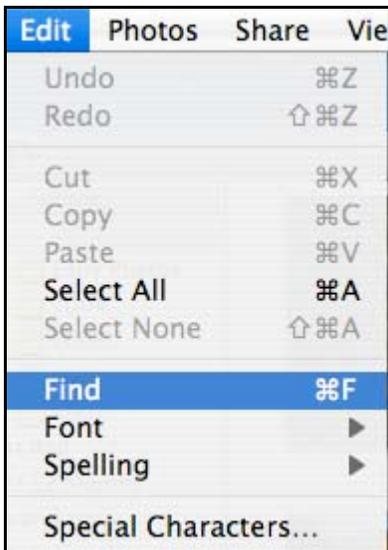
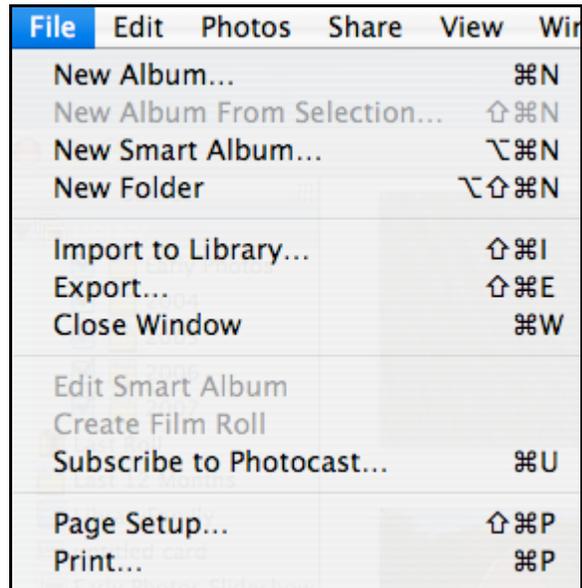
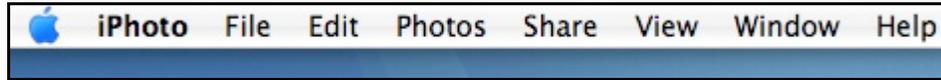
**iWeb** Photos can be published on a website or photoblog.

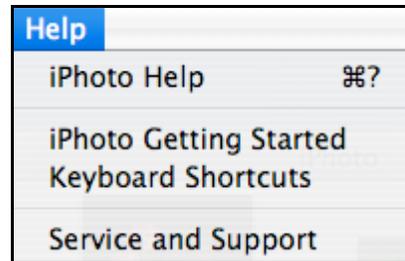
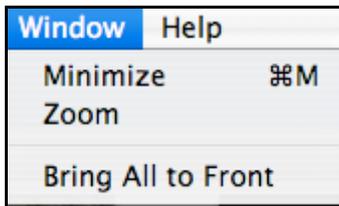
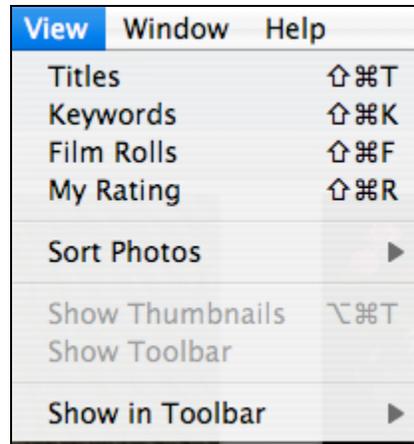
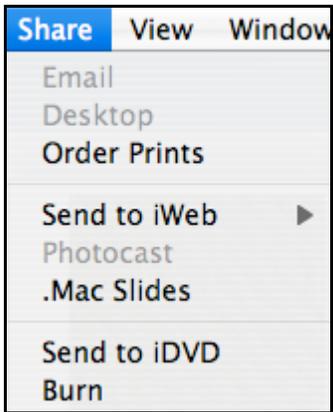


Photos can be search in this field by roll, title, comment, keyword or filename.

## Special Menu Bar

The Special Menu Bar that appears at the very top of the Mac screen identifies the iPhoto screen. The Special Menu Bar provides many options and menus that will help you work with your photos.





## Viewing Photos

To view photos, click on Last Roll from the Source list or click library and view your photos by film roll. The Photos that appear in the Last Roll will be from the last import that was made from the camera.



The Size slider bar located in the lower-right corner allows your images to be made smaller or larger in the photo viewing area by sliding the button from left to right.



To see a photo in full screen, select the photo and click the full screen button. 

To use the edit mode double click on any photo. While in the edit mode, the left and right arrows  in the lower-right corner of the screen will move from photo to photo. Clicking on the done button will return to the Last Roll viewed.

You can select another photo in your Last Roll by using the thumbnails at the top of the screen

The photo's can also be displayed with titles, keywords and ratings by selecting them from the View menu.



## Albums LibraryFamily

You can also select photos and drag them to an Album. Albums are found under the Source List under the heading Library. By identifying the photos by Album, you can keep your photos more organized.

## Named Album



You can give an album a name and drag the photos you like from the rolls into the newly made album. You can put the same photo into as many albums as you like.

You can also select a range of photos and tell iPhoto to create a new album. Using the selected photos drag the range of photos selected to an empty space on the Source list. An album will be automatically created.

A new album can be created by also clicking in the Add button in the lower-left hand corner.

To change the name of the album to what you would like, double-click on the album icon and type in the desired album name.

The order of the albums as they appear on the Source List can also be changed. The Album icon can be dragged up or down to the desired place on the Source List.

Photos can also be rearranged in an album. Drag the photo to the desired place in the album.

Albums can be placed in Folders. For example, you could have photos of different families within a larger family. You may want an album for each family and place it in a Folder under the family name.

New Folder can be found under the File menu. Create and name the new folder, and add the albums to the newly created Folder.

## Editing Photos

The Edit screen is brought up when you double-click on a photo. In the Edit screen the icons along the bottom gray bar of the viewing screen changes to allow for the editing tools.



The **Rotate** button will rotate by 90-degree increments any selected photo.

The **Constrain** pop-up menu sizes a photo by specific dimensions as you crop or for red-eye reduction.

The **Crop** button removes the portion of the photo that you do not want. Using a size in the Constrain menu and clicking the Crop button will crop the dimensions of the photo.

**Enhance** automatically adjust the color and contrast of the photo.

When the **Red-Eye** button is clicked, the mouse becomes a crosshair pointer. A pop-up menu tells you to click with the cross in the center of the eye. If people in a photo have red-eye, this should reduce the red-eye look.

When the **Retouch** button is selected the mouse becomes a crosshair pointer. With small strokes drag the crosshair pointer over blemishes and small marks that you want removed from the photo.

When the **Effects** button is selected, a menu will come up with different types of effects that can be used on the photo. Such effects as: black and white, Sepia, Antique, fade color, boost color, matte, Vignette and Edge Blur can be used.

The **Adjust** button brings up advanced editing tools using levels to adjust for brightness, contrast, saturation, temperature, tint, sharpness, straighten and exposure.

To move out of the edit view, click the **Done** button.

The **Arrow** buttons moves to the next or previous photos.

Before editing any photo, it is a smart idea to make a copy of the photo so you will always have an original. **To make a copy, go to Photos under the Special Menu bar and click on Duplicate. Select the photo to be duplicated and type a new name for it in the Title field.**

## Full Screen View



Another way to work with your photos is in Full Screen View. Remember the *full screen button* is on the lower-left side of the Roll or Album view under the Source List.

When the Full View Screen is selected the background turns black, and the photo takes up most of the screen. If you slide your mouse to the top of the screen all of the photos will come up above a slide ruler that will move from photo to photo. This is known as the **Photo Browser**.



Above the photos will be the iPhoto Special Menu Bar.



If you slide to the bottom of the screen, editing tools will come up.



There are a few additional buttons that do not appear in the full screen view.

The **Info** button shows the title, date, time, rating, format, and size of each photo.

The **Compare** button will add the next photo to the photo already in full view screen for comparison of both photos.

After the Adjust button is the **Navigation** slide bar. This brings the photo closer or further away.

The last button in the bottom row is the **Full Screen** button. Clicking on this button will return you to the Album or Roll view.

## Slideshow View

Slideshows can be created from photos in your library, rolls, or Albums. You drag the photos to Slideshow under the Source list. iPhoto displays the photos dropped into Slideshow and provides the View with specific controls for transition effects, background music, and even more.

In the Slideshow View, the iPhoto Special Menu bar is at the very top with the **Photo Browser** directly below the menu.

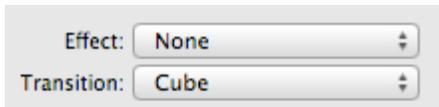
The viewing area shows the individual photo you are working on. The bottom of the screen has the controls and settings used to make the slideshow.



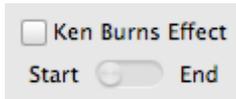
Begins the slideshow.



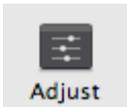
The slideshow covers the whole screen and moves from one photo to another that has been selected for that particular slideshow.



This **Effect** menu let's you present the selected photos in black and white or in sepia. The **Transition** menu offers a selection of ways the photos can move in and out of the slideshow.



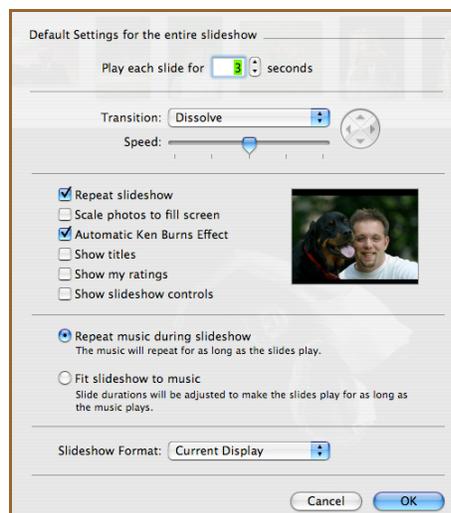
The pan and zoom effect was developed by Ken Burns and is known as the **Ken Burns Effect**. Click in the checkbox to turn on the Ken Burns Effect. The Start button begins the panning of the photo and the End button sets the end of the effect. In addition the **Zoom slider** can be used with the **Ken Burns Effect** to zoom the photo in and out.



When the **Adjust** button is selected a menu comes up to time the slide. Reselect the transition effect and the speed of the effect. The defaults can also be selected.



The Settings brings up a large menu that set the options for the entire slideshow. Some of the options have already been selected through the individual controls on the bottom of the screen.



Music provides the options to select music for the background of your slideshow. With one click, music will not be played in the background.



The **Arrow** buttons moves to the next or previous photos.



The **Size slider** control controls which part of the photo is displayed during the slideshow. This can be used with the Ken Burns effect. It is located on the right side of the gray bar located at the bottom of the screen.

When your photos have been viewed, organized, and enhanced you can go even further with iPhoto. iPhoto let's you put photos in book, calendar, and card form. If a Mac account has not been set up, the first step would be to set one up with an Apple ID and password. To get a Mac account, go to [www.mac.com](http://www.mac.com)

## Book View

Book view is one of the options that can be selected at the bottom of the iPhoto screen. When Book View is selected a menu will appear asking for the selection of a theme, size, price, and options. A theme can be selected without going into size or price.

The viewing screen now displays a form of a book. The top of the screen displays the **Photo Browser**. To the left of the Photo Browser are two controls.



### ***Page View button***

The top control displays book pages with the selected photos in the book and empty book layouts.



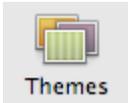
### ***Unplaced Photos button***

Displays the photos that have not been selected.

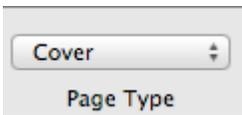
Below the viewing screen are the controls for making the book.



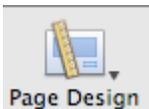
**View** Displays single pages or two-page spreads in the viewing area.



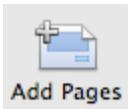
**Themes** This is to select a book size and layout design.



**Page Type** Choose a new page type for the selected page.



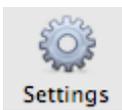
**Page Design** Presents different layouts that can be used for the selected page.



**Add Pages** Adds a new page at the end of your book.



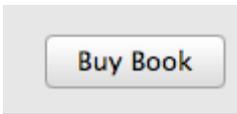
**Autoflow** All unplaced photos can be added to the book, adding pages as needed.



**Settings** The settings that are needed to choose fonts, text styles, captions, page numbers, etc.



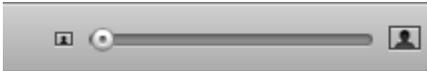
**Play** This button will play the book as a slideshow.



When you are ready, with a click of a button you can order professionally printed and bound copies of your book.



The arrows can be used to go to next page or previous page.



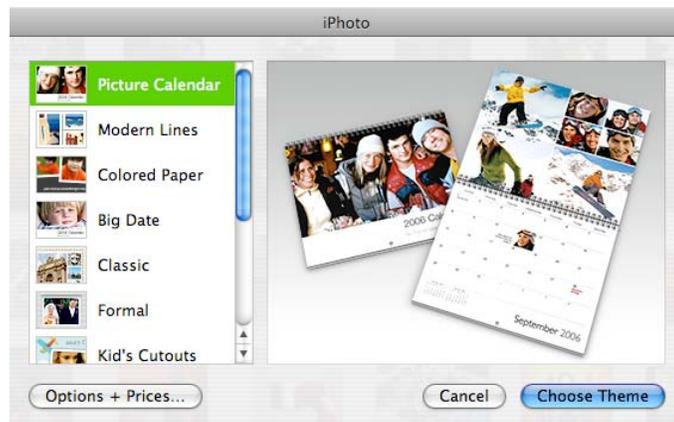
Drag the Size slider button to zoom in and out of book pages.



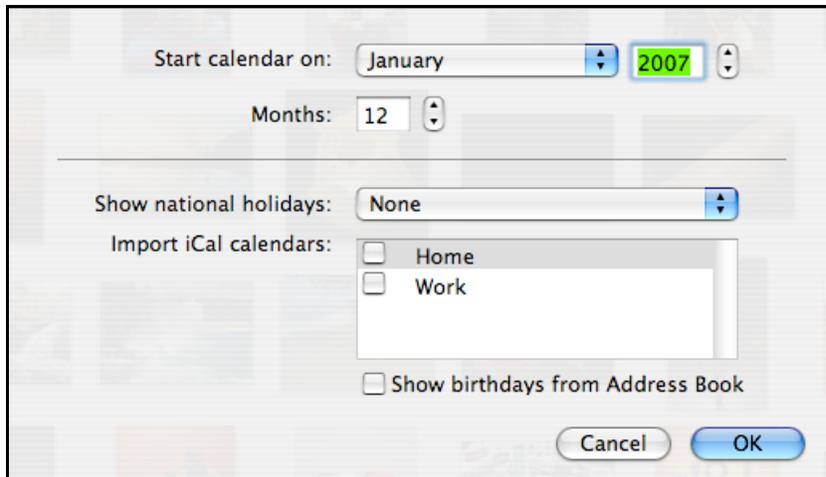
Pages can be viewed at the largest display.

## Calendar View

Calendar view is one of the options that can be selected at the bottom of the iPhoto screen. When Calendar view is selected a menu will appear asking for the selection of a theme.



The next step is a menu asking for the starting date of the calendar.

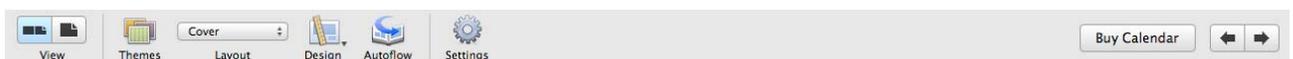


Once the date is selected the viewing screen now displays a form of a calendar. The **Photo Browser** displays to the right of the viewing screen. On the top of the Photo Browser are the two controls **Page View button** and **Unplaced Photos**.



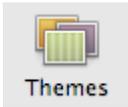
Displays the photos that have not been used.

Below the viewing screen are the controls for making the calendar. The controls are the same as the Book view but with some variation in what each button controls.

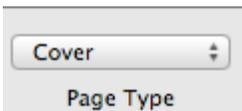




**View** This is the same control as in Book view. Views the calendar as one page or the full spread.



**Themes** If the theme has not been selected for your calendar, this menu allows the selection of one.



**Page Type** Choose another layout or the number of photos that will be in the selected month.



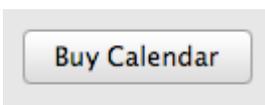
**Design** This control lets you have a different design for each month.



**Autoflow** The same control as in Book view. It will fill the calendar with any unplaced photos.



**Settings** The settings that are needed to choose fonts, when the calendar should start, and whether to show national holidays.



**Buy Calendar** When you are ready, with a click of a button you can order bound copies of the calendar.



Arrows take you back and forth through the months.



Drag the Size slider button to zoom in and out of calendar sizes.



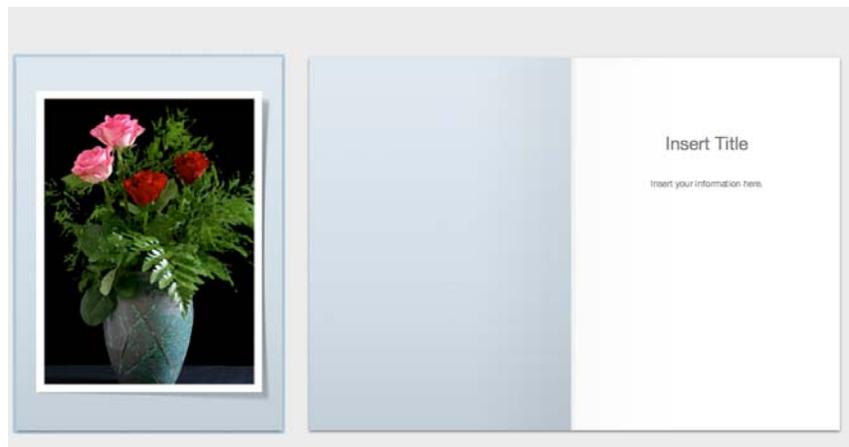
This control will view the calendar at its largest display size.

## Card View

Cards can be made for every occasion or event. iPhoto displays the pages and provides the controls to create a card. When Card view is selected a menu will appear asking for the selection of a theme.

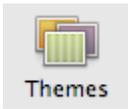


On the card them the right frame shows a sample of what a card will look like using the first photo in the roll or album that was selected or select the photo first and then click on the card icon. If the photo is selected first, the **Photo Browser** does not appear at the top of the screen. The photo can be portrait or landscape.



There are four controls on the bottom of the screen and the buy button.





This control allows you to choose a theme if you have not done so.



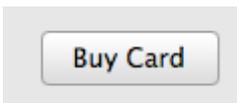
A selection of five backgrounds: light blue, yellow, green, pink, and beige.



The design offers choices such as borders and text options.



This control offers mainly types of fonts and formatting of fonts.



When you are ready, with a click of a button you can order professionally printed copies of the card.



Drag the Size slider button to change display size of card.



Card can be viewed at largest size.

For more information about iPhoto, link to: [www.apple.com/support/iphoto](http://www.apple.com/support/iphoto).

3/20/07