

# iPhoto Basics

USF College of Education Laptop Initiative  
EDU 252, Email: [laptoplounge@coedu.usf.edu](mailto:laptoplounge@coedu.usf.edu)  
Website: <http://fcit.usf.edu/laptop/>



iPhoto is the photo management application included with iLife '06. In addition to letting you import, organize and share your photos, iPhoto includes a number of editing features that will allow you to enhance your photos and fix minor problems. A great feature of iPhoto is its ability to let you create slideshows of your photos that can be shared with friends and relatives. You can even add music from your iTunes library, showing the high level of integration between all iLife applications. iPhoto also makes it easy to order prints of your favorite photos. iPhoto 06 includes a photocasting feature that allows you to use RSS and your .Mac account to easily share photos with others over the Internet.

## Importing

To transfer photos from your camera so you can edit and organize them in iPhoto:

1. Connect your digital camera to your Mac using a USB cable. Turn the camera on and set it to the correct mode for playback (this will vary by model).
2. iPhoto should open in Import mode and show you how many photos you can import from the camera.

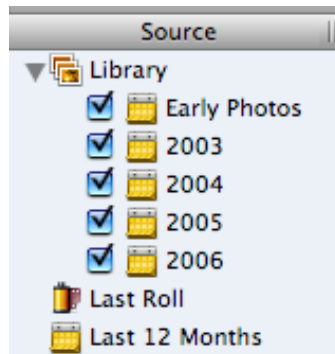


3. Provide a name and description for your roll (all the photos to be imported in one session).
4. Click the checkbox at the bottom of the window if you wish to delete the photos on your memory card once they are downloaded from the camera.
5. Click on the Import button to begin importing photos.

## Viewing

To view the photos in your iPhoto library:

1. Click on Library in the Source List that appears on the left side of the iPhoto window. Thumbnails of the photos will be displayed on the right.



2. Use the zoom slider on the lower right to resize the thumbnails and change the number of photos displayed.
3. Select View > Titles, Keywords, or My Rating to display additional information below the thumbnails.
4. To change options for how your thumbnails are displayed (background, drop shadow, etc.) select the Appearance tab in the iTunes Preferences dialog box.

5. Click on Last Roll in the Source list to view the last set of photos imported from your digital camera.
6. To view the photos from a particular year, click on the triangle next to Library to display a listing by year. Click on the Calendar icon below the Source List if you want to display photos from a specific month or day.

A new option in iPhoto 06 is the ability to view images in full screen



To open an image in full screen mode, select it and click on the full screen button. While you are in full screen mode, you will see a toolbar with the editing buttons and the zoom slider when you hover over the bottom part of the screen. Full screen mode also includes a new Compare button that allows you to view two photos side by side. You can use this feature to compare different versions of photos.



## Organizing

To organize a set of photos into a new album:

1. Choose File > New Album (or click on the plus button near the bottom left corner of the iPhoto window).

2. Select Album from the pull-down menu and provide a name for your album.
3. Click on Library and then drag photos to the new album in the Source list on the left.

There are other ways to create an album:

- a. select a few photos and then choose File > New Album from Selection.
- b. Drag a folder of photos from a Finder window into the Source list.
- c. Select File > New Smart Album. A Smart Album contains photos matching criteria you specify.

iPhoto allows you to tag your photos using ratings and keywords:

#### Ratings

To assign a rating to a set of photos:

1. Select the photos you want to tag in the main window.
2. Control-click (or right-click) and select My Rating.
3. Assign a rating based on the number of stars.

To sort your photos by rating, select View > Sort Photos > by Rating.

#### Keywords


Keywords are labels you can use to find photos in a specific category. To assign keywords to a set of photos:

1. Select the photos you want to tag in the main window.
2. Control-click (or right-click) and select Show Info from the context menu.
3. Choose the Keyword tab and select the keywords you want to use. You can

also tag photos with a checkmark.

4. To add new keywords to the list, select iPhoto > Preferences and click on the Add button (+) in the Keywords tab.

To display only the photos that match a set of keywords:

1. Click on the Keywords button at the bottom of the Source List. 
2. Select keywords by clicking on the buttons.
3. Click on the Reset button to display all photos.

#### Editing

iPhoto provides some basic editing features. Before you edit a photo, you should make a copy by selecting Photos > Duplicate. To edit a photo, select its thumbnail and click on the Edit button (or double-click on the thumbnail). In Edit mode, iPhoto will display a toolbar at the bottom of the window with the following options:



• **Enhance:**  
iPhoto automatically fixes the colors and contrast of a photo.

- **Red Eye:**  
Reduces the “red-eye” effect created by the camera’s flash. To remove red-eye:
1. Click on the Red Eye button.
  2. Click on each eye using the crosshairs.
  3. Click on the Red Eye button again after you’ve done both eyes.
  4. Click on Done to save your changes. The red eye feature replaces the red in

your subject’s eyes with a neutral gray.

• **Retouch:**  
Removes blemishes, scratches and other damage from photos.

To remove a blemish or scratch:

1. Click on the Retouch button.
2. Click on the area of the picture you want to fix with the crosshairs. It helps to change the zoom level when you use the Retouch tool.
3. When you’re done fixing the picture, click on the Retouch button again, then on Done.

• **Rotate:**

Changes the orientation of a photo. By default, the photo will be rotated counter-clockwise. To rotate it in a clockwise direction, hold the Option button before you click on the Rotate button.



• **Crop:**

Removes unwanted areas of a photo to improve composition.

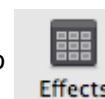


To crop a photo:

1. Click with your pointer on an area of the image then drag to enclose the area you wish to keep.
2. Click on the Crop button. You can choose preset image dimensions from the Constrain pulldown menu next to the Crop button.
3. Click on Done to save your changes.

• **One Click Effects:**

Converts a picture into black and white or adds a special effect such as a sepia tone. To use these effects:



1. Click on the Effects button to open the Effects window.
2. Select the effect you want to apply to your photo.
3. To undo the effect, click on the Original button in the center of the Effects window.
4. Click on Done to save your changes.

• **Adjust:**

Opens a window with more advanced settings. The sliders in the Adjust window can be used in two ways: by moving a slider, or by clicking on the small button on either side of the slider.



To compare the original and edited versions of your photo, hold down the Control key. To undo your changes, select Photos > Revert to Original.

### Slideshows

To display your photos in a slideshow:

1. Select an album in the Source list, or individual photos in an album, and click on the Slideshow button at the bottom of the window. iPhoto will switch to the Slideshow view.
2. Click on the Music button to open a window where you can select background music for your slideshow.
3. Select any song from your iTunes library or one created in Garageband and use the Play button to hear a preview.
4. Make sure Play music during slideshow is checked and click on OK to add the song to the slideshow.
5. Click on the Settings button to set the options for the slideshow.



6. Enter the number of seconds you want each slide to display on the screen in the field at the top of the window.
7. Select a transition from the pulldown menu and use the slider to set its speed.
8. Use the checkboxes in the middle of the window to set other options. You can choose to display navigation controls, titles, and any ratings you have assigned.
9. Select whether you want iPhoto to loop the background music, or to automatically adjust the duration of the slideshow so that it matches the duration of a song.
10. Choose a Slideshow Format. You should choose 4:3 iDVD, TV if you are going to play the slideshow on a TV.
11. Click on OK to set the slideshow options.

You can change the options for an individual slide by selecting it and using the controls at the bottom of the Slideshow window. To preview your slideshow, click on the Play button.

To export your slideshow as a Quicktime movie you can post online:

1. Select the slideshow you want to export in the Source List and choose File > Export.
2. Next, enter a file name for your movie file, and select from one of the preset sizes (small, medium, and large).
3. Click on Export to save your movie to your hard drive.

### Sharing

iPhoto gives you many ways of sharing your photos with friends and relatives.

#### Email

To email photos as attachments in iPhoto:

1. Select the photos you want to send.
2. Click on the email button or choose Share > Email.
3. Select a size for your photos from the pulldown menu. iPhoto will show you how many photos you have selected and how big the attachment will be.
4. You can select to include titles and comments by using the two checkboxes.
5. Click on Compose and Mail will open ready for you to address your email.



#### Web Gallery

To share your photos as a web page using your .Mac account and iWeb (the new web authoring application included in iLife 06):

1. Choose Share > Send to iWeb > Photo Page (or Send to iWeb > Blog if you want to create a blog for your photos).
2. When iWeb opens, select a theme from the list displayed on the left and click on Choose.
3. Change any of the placeholder text on your photo or blog page by double-clicking to select it and entering new text in its place.
4. Once you're happy with the look of your web page, select File > Publish to .Mac to connect to your .Mac account. You can also publish your site to a folder

on your computer by selecting File > Publish to a Folder. You can then use an FTP or SSH program to upload this folder to any web hosting provider.

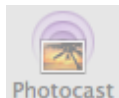
### *Network Sharing*

iPhoto also allows you to share your photos over a network connection. To share your photos with people on the same network you must change your preferences. Select iPhoto > Preferences, then click on the Sharing tab and check the box next to Share my photos. You can share your entire library or only selected albums. You can also assign a password if you only want certain people on the network to access your shared photos. Check the box next to Look for shared photos to access photos other people have shared on the network (they will be listed in the Source List along with your other albums).

### *Photocasting*

A new feature of iLife 06 is photocasting. Photocasting allows you to share photos over the internet using the same RSS technology used for podcasts. To use photocasting, you must have a .Mac account.

When you photocast an album, iPhoto sends out an invitation email with a link that can be used by the recipients to subscribe to your album. The photocast album will be listed in the Source Lists of all subscribers, and they can use the photos in the photocast album in any way they want (include them in slideshows, books, etc.).



To photocast an album:

1. Select the album you want to share.
2. Select Share > Photocast.
3. Select the size you want.
4. Make sure to check "Automatically update when album changes" to ensure your subscribers can get your latest photos.
5. If you want to restrict access, make sure "Require name and password" is selected and then type a name and password.
6. When you're ready, click Publish.
7. Click Announce Photocast to invite your friends to subscribe.

### **Printing**

To print your photos:

1. Select the individual photos or an album of photos you want to print.
2. Select File > Print, and then make sure you choose the correct printer from the Printer menu.
3. Choose a print setting from the Presets pop-up menu, such as Photo on Plain Paper or Photo on Photo Paper - Fine.
4. Choose a template from the Style pop-up menu, such as Contact Sheet, Sampler, or Full Page .
5. Choose additional options based on the template you chose. Notice that the preview area shows you how your photos will look when you print them.
6. When you're happy with the print choices you've made, enter the number of copies you want to print, and then click Print (you can also click on PDF > Save as PDF if you want to save a PDF version).

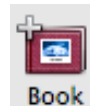
### **Ordering Prints**

To order prints of your photos from Kodak:

1. Select the photos you would like to order prints of, and click the Order Prints button (or select Share > Order Prints).
2. In the window that appears, select the size and number of copies you want of each photo. If you're only ordering 4 x 6-inch prints, use the Quick Order arrows to specify the number of sets you want.
3. Choose a shipping address from the Ship To pop-up menu. To add a new address, choose Add New Address.
4. Choose a shipping method from the Ship Via pop-up menu.
5. Click Buy Now to place your order.

### **Books**

With iPhoto, you can create your own beautifully designed photo books to print yourself, or you can have them professionally bound.



To create a new book in iPhoto:

1. Select an album or a group of photos you want to include in the book.
2. Click on the Book icon at the bottom of the iPhoto window.
3. Select a book type (hardcover or softcover) and size from the pulldown menu at the top of the window, as well as a theme (or layout) from the column on the left.
4. Click on the Options + Prices button to see pricing options if you decide to

have your book professionally printed. Pricing information will be displayed in your web browser once you click on this button. Note that small soft-cover books must be purchased in packs of three.

5. You will see a photo browser at the top of the window. Use the bottoms on the left to change what is displayed in the browser. Click on the top button to display thumbnails of the pages in your book, or on the bottom button to view all the photos still available for use in your book.



6. Click on the photo view button to view unused photos (photos that have not been included in your book) and begin to drag photos from the photo browser to the placeholders in the book design.
7. Click on any titles or other text to edit it. Click on the Settings button to change the fonts used in your book design.

8. A quick way to create a book is by clicking on the Autoflow button.

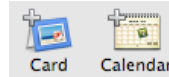


iPhoto will then fill the placeholders in your book with any unused photos in the photo browser.

9. To change the design of any individual page, select it in the page browser at the top and then choose a new layout using the Page Type pulldown menu and the Page Design button.
10. Once you have set up your book, click on the Buy Book button to connect to the Apple website and purchase your book.

## Calendars and Greeting Cards

A new feature in iPhoto 06 allows you to print calendars and greeting cards using the photos in your library.



The steps for creating a calendar will be similar to the steps for creating a book:

1. Select the photos you want to include in the calendar click on the Calendar button.
2. Select a theme and click on the Choose Theme button.
3. Set the options for your calendar, such as the month when you want your calendar to begin, the number of months to include, and the country if you want to display national holidays. You can also choose to import an iCal calendar or to display the birthdays of your contacts in Address Book.

Once you set your options and click on OK, you will see a display similar to the one you see when you are creating books. Assemble your calendar by dragging photos from the photo browser into the placeholders in the calendar layout. When you're finished designing your calendar, click on the Buy Calendar button.

To create a greeting card:

1. Select a picture from your library and click on the Card button.
2. Select a theme and click on Choose Theme.
3. Change the background color by clicking on the Background button at the bottom of the window.

4. Edit the placeholder text by double-clicking to select it and entering your own text. You can click on the settings button to change the fonts used in your card.
5. When you're ready to order your greeting card, click on the Buy Card button.

## Backing Up

It is important to back up your photos on a regular basis to prevent loss should anything happen to your computer.

To back up your photos to a CD or DVD:

1. Select your Library, a roll, an album, or individual photos you want to burn to a disc.
2. Select Share > Burn.
3. Insert a blank CD or DVD into your drive.
4. Name your disc.
5. Click the Burn button in the Burn Disc window.

## Keyboard Shortcuts

- Command + N (new album)
- Command + 0-5 (Assign a rating)
- Command + I (view photo information)
- Command + R (rotate a photo)
- Option - while in Edit mode (change direction of rotation from counter-clockwise to clockwise)
- Control - while in Edit mode (press this key to compare your edited and original versions of a photo)