

iPhoto

From A to Z



It is truly "elegant"
software ... because it
offers great capability
in a deceptively simple,
nearly foolproof package.

Before Using iPhoto

- Set your Preferences in "iPhoto" menu
 - Choosing where to download
 - Choosing your sharing options
 - Choosing where to store files
 - Choosing where to edit
 - Choosing setting for editing RAW files

The iPhoto Library

- Unlike other photo programs, like Photoshop Elements, iPhoto stores everything in an "iPhoto Library".
- To get pictures into or out of iPhoto, you have to use the "Import" and "Export" functions.

iPhoto Workflow

- Download Photos
- Merge/Split/Name "Events"
- Purge and Edit Photos
- Use Keywords/Albums/Faces/Places
- Create Slideshows/Books/Calendars/Cards
- Upload to "iCloud" on the web
- Backup "iPhoto Library" regularly

Download Photos

- Choosing to Auto-split Events
- Decide Whether to Enter Event Name
- Importing All or Selected Photos
- Decide Whether to Delete or Keep Photos

Merge/Split/Name Events

- An Event is created for each day
- Merge for multi-day events
- Split for multi-event days
- Name the resulting Events

Purge Photos

- Click "Edit" then select 1st photo
- Delete bad photo or advance to next photo
- Select multiple photos to compare
- Save only best of similar photos
- Click "Edit" again when finished

Edit Photos

- Choose photo & click "Edit" & "Quick Fixes"
- "Crop" or "Straighten" or "Retouch" photo
- Click "Adjust"
- Slide "Levels" bars to ends of histogram
- Use other sliders to improve picture
- Click next arrow or "Edit" when done
- Click "Undo" or "Revert to Original" to undo

Use Keywords

- In "Window", select "Mange My Keywords"
- Edit Keywords as needed
- Select pictures & click on relevant words
- To search, click on Search "key" on bottom
- Click "Keyword" & select search words

Create Albums

- In "File" menu, select one of Album options
- Select photos for album and drag to album
- "Smart Album" will add relevant photos
- Use Albums to collect photos for projects

Use Faces

- Click "Faces"
- Enter names or click on "Find Faces"
- Click on face & wait for possible matches
- Click "Confirm names" & then confirm

Use Places

- If camera has GPS, place is automatic
- Or click on "Info"
- Click on "Assign a Place"
- Enter location of the Event
- To search by place, click on "Places"

Create Slideshows

- For quick slideshow, click on "Slideshow"
- Select basic theme, music & settings
- For advanced slideshow, click "Create"
- Select "Slideshow" & enter name
- Select advanced theme, music & settings
- When finished, you can select "Export"

Create books, cards and calendars

- Click on "Create" on bottom of screen
- Choose item & follow instructions

To Export Pictures

- Select album or event or pictures
- In "File" menu, click "Export"
- Make selections & click "Export"
- Choose name & location, then click "OK"
- You can now use these photos in other programs and for other purposes.

To Share Pictures

- Click on "Share"
- Select an item
- For "Email", then select a format & size
- For "Photostream", it must first be enabled in "Preferences".

Backup "iPhoto Library"

- In Finder, locate "iPhoto Library" in "Pictures"
- Insert CD/DVD or connect external hard drive
- Drag "iPhoto Library" to CD/DVD or hard drive
- Or use "Time Machine" to backup your Mac

Advanced iPhoto Topics

- Using Photoshop Elements as your editor
- Editing Raw files with Photoshop Elements
- Using multiple libraries - in "File" menu, select "Switch to Library"
- Getting inside your "iPhoto Library" package

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