

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 edit
 - Choosing where to download
 - Choosing your background
 - Choosing where to store files
 - Choosing setting for editing RAW files

iPhoto Workflow

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

Download Photos

- Choosing to Auto-split Events
- Choosing to Hide Previously Downloaded Photos
- Importing All or Selected 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" or "Arrows" then select 1st photo
- Delete bad photo or advance to next photo
- Select multiple photos to compare
- Save only best of similar photos
- Click "done" when finished

Edit Photos

- Choose 1st photo and click "Edit"
- Crop or straighten photo
- Click "Adjust"
- Slide "Levels" bars to ends of histogram
- Use other sliders to improve picture
- Click next arrow or "Done"
- Click "Revert" in "Photos" menu to undo edit

Use Keywords

- In "Window" menu, select "Show 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

- Choose photo with clear face & click "Name"
- Enter name & then click "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 "i" on lower right of photo or event
- Enter "event place"
- To search by place, click on "Places"

Create Slideshows

- For quick slideshow, click on "Slideshow"
- Select basic theme, music & settings
- For advanced slideshow, click "+" sign
- Select "Slideshow" & enter name
- Select advanced theme, music & settings

Create books, cards and calendars

- Click on symbol on bottom of screen
- Follow instructions
- For more advanced, click on "+" sign
- Select option & then follow instructions

Upload to MobileMe

- Select album or event
- For upload, click "Mobile Me"
- Make selections & click "Publish"
- To view click in "Mobile Me Gallery"
- To view on web, enter your address

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
- Or use iDisk on your MobileMe account

Advanced iPhoto Topics

- Using Photoshop Elements as your editor
- Editing Raw files with Photoshop Elements
- Using multiple libraries - hold down "Option" key when opening iPhoto
- Getting inside your "iPhoto Library" package
- Can download "iPhoto Library Manager"

Editing With Photoshop Elements

- Choose "Photoshop Elements" in Preferences
- Click "Edit" to use Photoshop Elements editing
 - Use "Duplicate" first to keep original & edit
 - Special care needed with RAW editing
- Click "arrows" to use iPhoto editing

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