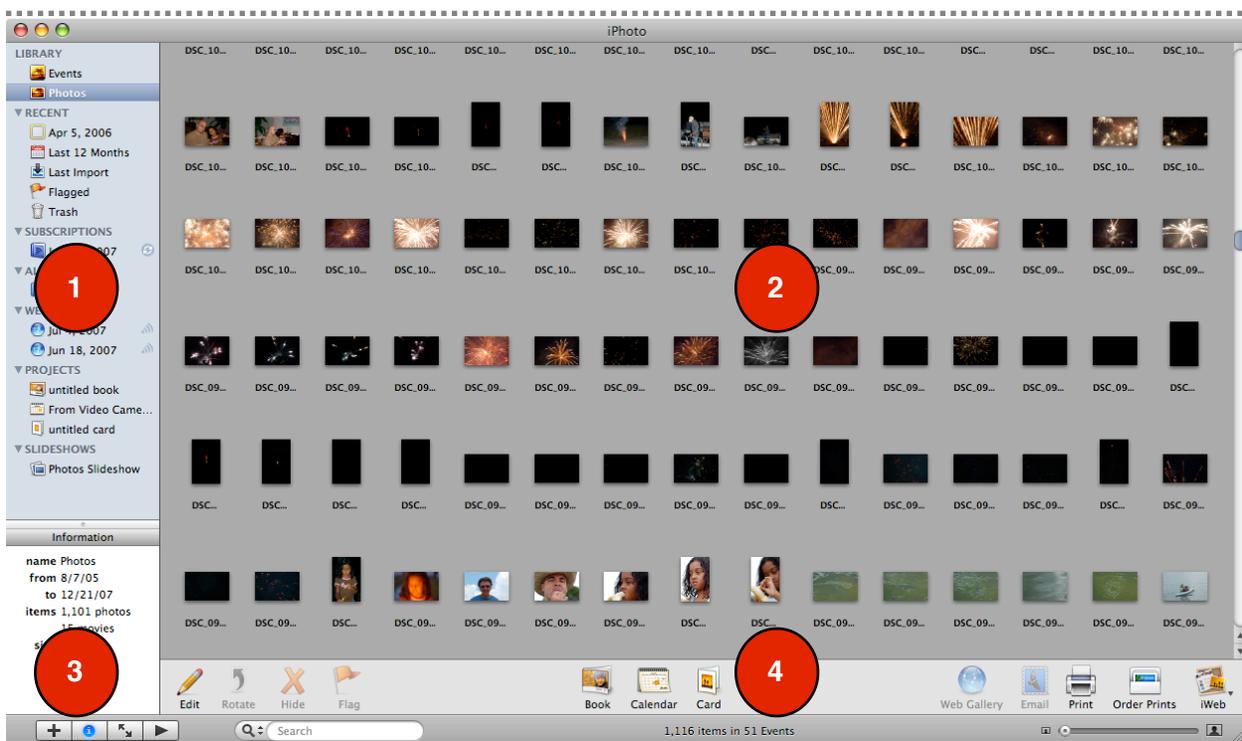


iPhoto is the photo management application included in the iLife suite. With iLife '08, iPhoto adds an Events feature that automatically organizes photos according to the dates when they're taken. iPhoto includes a number of advanced image editing features that will allow you to fix problems with your photos. It also lets you create slideshows that can be shared with friends and relatives, as well as photo books, greeting cards and calendars. You can even add background music from your iTunes library to your slideshows, showing the high level of integration between all iLife applications.



The iPhoto Interface

- 1. Source List** - includes the Library, where all imported photos and movie clips are stored, and shows all of the folders, albums, slideshows, and books you've created.
- 2. Viewing Area** - displays the photos in your library, albums, slideshows, and books.
- 3. Information Pane** - shows information about your photos, such as the date taken, size, any keywords you've associated with them, and star ratings.
- 4. Toolbar** - includes buttons that allow you to organize, edit, and share your photos.

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 so you may have to consult your camera's manual).



2. iPhoto should open in Import mode and show you thumbnails of the photos in your camera in the Viewing area. Your camera should also be listed under Devices on the left side of the window.
3. Provide an Event name that describes the group of photos you're about to import (My Wedding, etc.).
4. Enter a description for the group of photos in the Description field.
5. Check the box next to Autosplit events if you took photos on separate days and want iPhoto to automatically create an Event for each day.
6. If you have previously imported some of the photos on the camera, check the box next to Hide photos already imported. This will show you only the new photos in the Import window..
7. Click on Import All to import all of the photos on your camera, or on Import Selected to import only a few photos (you can hold down the Command key to select individual photos, or the Shift key to select a range of photos).
8. Click on Last Import on the left side to view the photos you just imported.



You can also import photos from a CD, hard drive, or folder on your computer by choosing File > Import to Library.

Viewing

To view your photos:

1. Click on Photos or Events in the Source List that appears on the left side of the iPhoto window. Thumbnails of the photos (or Events) will be displayed on the right.
2. iPhoto automatically organizes your photos by year in the Source list. To view all of the photos taken in a particular year, click on that year in the Source list on the left (or click on Last 12 Months to view photos taken during the last year).
3. Use the zoom slider on the lower right to resize the thumbnails and change the number of thumbnails that fit in the window.

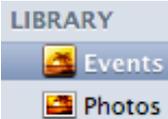


4. Select View > Titles, Rating, or Keywords to display additional information below the thumbnails (in Photos view only).
5. To Flag photos (such as ones that need editing), select the photos you want to flag and click on the Flag button in the toolbar. 
6. To hide photos, select the photos you want to hide and click on the Hide button in the toolbar. This will hide the photos without deleting them. 
7. To show these hidden photos again, select View > Hidden Photos . The hidden photos will be marked with an X. To unhide the hidden photos, select the photos and click on the Unhide button.
8. To sort your photos, choose View > Sort Photos, then select your sorting options including the order of the sort (Ascending or Descending).
9. To view the photos organized by Event, choose View > Event Titles.
10. To change options for how your thumbnails are displayed

(background, drop shadow, etc.) select the Appearance tab in the iPhoto preferences (choose iPhoto > Preferences).

Events

A new option in iPhoto '08 is the Events view, which organizes photos according to when they were taken. To view your photos organized by Event:

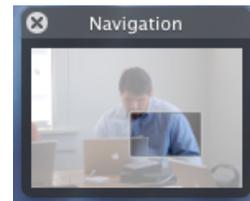
1. Click on Events in the Source list on the left side of the window (under Library). 
2. Hover over one of the thumbnails. A number under the thumbnail will let you know how many photos are in that Event.
3. Move the cursor to the left or right while you're over the thumbnail. This will scrub through the Event so you can see the images inside of it.
4. To change the photo used for the Event's thumbnail, right-click or control-click on the thumbnail and choose Make Key Photo.
5. To split an Event, double-click on it to open it, select the photo where you want the new Event to start, and click on the Split button. Enter a name for the new Event by double-clicking on the Event name and entering your own text.
6. To merge two events, hold down the Shift key as you click on each Event's key photo, then click on the Merge button in the toolbar.
7. While inside an Event, you can hide, rotate and flag photos as described in the previous section.
8. To get a quick preview of a photo, double-click on it. To close the preview, click anywhere on the black border and this will return you to thumbnail view.

9. To close an Event and return to the Events view, click on the All Events button at the top. 

Full Screen Mode

To open a photo in full screen mode:

1. Select the photo and click on the full screen button at the bottom of the Source list. The photo will fill your entire screen. 
2. To move to another photo while in full screen view, move your cursor toward the top of the screen until the photo browser appears, then click on a different photo.
3. To zoom in, move your cursor toward the bottom of the screen to display the toolbar, then use the zoom slider in the lower right. As you drag the slider a Navigation window will be displayed if the photo is larger than the screen. You can move to a different part of the zoomed in photo by dragging the small square inside the Navigation window.



4. To edit the photo, click on one of the editing buttons in the toolbar.
5. Click on the Info button while the editing toolbar is displayed to add a title, description, and rating by using the fields in the Information popup window.
6. Use the Compare button to view two photos side by side. You can use this feature to compare different versions of photos. 
7. To exit full screen mode, click on the X in the lower right corner or press the Escape key on your keyboard.

Organizing with Albums

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 in the popup window and provide a name for your album.
3. Click on Create.
4. To add photos to the new album, click on Library and then drag photos from the display area on the right to the new album shown 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.

To delete an album, right-click or Control-click on it in the Source list and choose Delete album. This will only delete the album, not the photos inside of it.

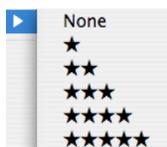
Ratings and Keywords

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

Ratings

To assign a rating to a photo:

1. Select the photo you want rate in the display area on the right.
2. Right-click (or control-click) and select My Rating.
3. Assign a rating based on the number of stars.
4. Choose View > Rating to show the number of stars underneath each thumbnail.



5. 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 assign keywords to in the main display area.
2. Choose Window > Show Keywords to open the Keywords window.
3. Select the keywords you want to assign to the photo by clicking to select them. To remove keywords, click on them again to deselect them.
4. To add new keywords to your list of available keywords, click on Edit Keywords in the Keywords window, then click on the plus button and enter the name of the new keyword.

To display only the photos that have a specific keyword assigned to them, type in the keyword in the Search box at the bottom of the iPhoto window.

Editing

iPhoto provides some basic editing features. iPhoto supports non-destructive editing. When you open a photo for editing, iPhoto automatically creates a copy of it. You can return to the original version at any time by choosing Photos > Revert to Original. To undo just the last change, choose Edit > Undo or use the keyboard shortcut Command + Z.

To edit a photo, select its thumbnail and click on the Edit button in the toolbar at the bottom of the display area. In Edit mode, iPhoto will display a toolbar at the bottom of the window with the following options (from left to right):



- *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 on the Crop button.
2. Resize the bounding box to cover the area of the photo you wish to keep. You can also drag the box to reposition it. As you drag, a grid will be displayed to help you keep to the “rule of thirds”. You should try to keep the focal point of your composition (such as eyes in a portrait) near one of the intersections in the grid.
3. To constrain dimensions to a preset size, click on the Constrain box and choose one of the preset sizes using the pulldown menu.
4. Click on Apply to save your changes.



- **Straighten:** Displays a grid that allows you to align a photo using the slider in the overlay.



- **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. Use the Size slider to change the size of the brush used to remove the blemish or scratch.
3. Click on the area of the picture you want to fix with the Retouch brush. It helps to change the zoom level when you use the Retouch tool.
4. When you’re done fixing the picture, click on the Retouch button again, then on Done.

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



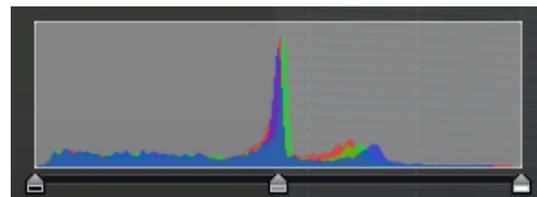
1. Click on the Effects button to open the Effects window.
2. Select the effect you want to apply to your photo. Some effects have controls that allow you to change the strength of the effect.
3. To undo the effect, click on the Original button in the center of the Effects window.
4. Click on Done to save your changes.

The Adjust Window

The Adjust window (which will open when you click on the Adjust button) includes more advanced settings for adjusting the tonality, color, and sharpness of your image:



- The histogram at the top of the window shows you the distribution of light and dark tones in your photo.



The three sliders underneath the histogram can be used to adjust the highlights, shadows, and midtones independently of each other. To add

highlights, drag the right slider inward. To add shadows, drag the left slider inward. The middle slider adjusts the midtones.

- **Exposure/Contrast:** The exposure slider lightens or darkens the image across its entire tonal range. The contrast slider increases contrast by adjusting both the dark and light tones at the same time.
- **Highlights/Shadows:** The highlights slider increases detail in the highlights, while the shadows slider increases detail in the shadows.
- **Saturation/Temperature/Tint:** These three sliders allow you to adjust the colors in the image. The eyedropper tool allows you to remove a color cast by clicking on a neutral gray or white point in your photo.
- **Sharpness/Reduce Noise:** The sharpness slider allows you to change the focus of the photo, while the Reduce Noise slider can be used to remove graininess from a photo. This slider can be used to remove wrinkles by smoothing out skin.

The sliders in the Adjust window can be used in two ways:

- by moving the slider, or
- by clicking on the small button on either side of the slider.



If you don't like the adjustments you've made and want to start over, click on the Reset button. This will reset all of the sliders to their original settings. You can also copy settings from one photo to another by using the Copy and Paste buttons at the bottom of the Adjust window.

Slideshows

To display your photos in a slideshow:

1. Select the photos you want to include in your slideshow and choose File > New Album.
2. Click on the Slideshow tab at the top of the dialog box. 
3. Check the box next to Use selected items in new slideshow.
4. Enter a name for the slideshow and click on Create. iPhoto will switch to the Slideshow view.
5. Click on the Music button to open a window where you can select background music for your slideshow. 
6. Select any song from your iTunes library or one created in Garageband and use the Play button to hear a preview.
7. Make sure Play music during slideshow is checked and click on OK to add the song to the slideshow.
8. Click on the Settings button to set the options for the slideshow. 
9. Enter the number of seconds you want each slide to display on the screen in the field at the top of the window.
10. Select a transition from the pulldown menu and use the slider to set its speed.
11. 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.
12. 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.
13. Choose a Slideshow Format. You should choose 4:3 iDVD, TV if you are going to play the slideshow on a TV.
14. 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 (Effect, Transition, Ken Burns Effect). To play your slideshow, click on the Play button (or click on Preview to get a quick preview).

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:

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 Gallery using your .Mac account:

1. Select an album in the Source list and choose Share > Web Gallery (or click on the Web Gallery button in the toolbar).



2. Click on Sign In to access your .Mac account.
3. Choose who can view the Web Gallery by using the pulldown menu.
4. Check the box next to Show photo titles if you want to display photo titles underneath each thumbnail in the Web Gallery.
5. Choose what you want your visitors to be able to do on your Web Gallery using the check boxes (download photos, upload photos, etc.).
6. Click on Publish to upload the photos to your .Mac account and display them as a Web Gallery.
7. The address of your website will be displayed as a link at the top of the iPhoto window. Click on the link to view your Web Gallery in your default web browser.
8. The published Web Gallery will be listed in the Source List. You can edit the photos in the Web Gallery just as you would those in any album. When you're done editing, click on the icon next to the gallery's name to update the photos on the .Mac servers.



The Web Gallery feature of .Mac uses RSS (the same technology behind podcasts) to allow visitors to subscribe to your photos. When they click on the Subscribe button on the gallery's web page, the gallery will be listed under Subscriptions in the Source List. They can see updated photos by clicking on the update icon next to the gallery's name in the Source List.

iWeb Page or Blog Entry

To create a photos page with iWeb:

1. Choose Share > Send to iWeb > Photo Page (or click on the iWeb button in the toolbar).



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 photos 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. To publish your site to a folder on your computer, select File > Publish to a Folder. You can then use an FTP or SSH program to upload this folder to any web hosting provider.

You can also choose Share > Send to iWeb > Blog to create a new blog entry that includes the photos.

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 iPhoto preferences:

1. Select iPhoto > Preferences, then click on the Sharing tab
2. 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.
3. 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).

Printing

To print photos:

1. Select the photos you want to print and choose File > Print (or click on the Print button in the toolbar).



2. Choose a theme from the list on the left. A preview will be displayed to the right of the list.
3. Choose the correct printer, the paper size, and the print size.
4. Click on Customize to open the photos in Print View. The changes you make in this view will only affect the printed version of the photos. They will not affect the version in your iPhoto library. A Printing icon will be displayed in the Source List until you're finished with your printing project.



5. Choose a theme, background, border, and layout using the buttons in the toolbar while you're in Print View. Some of the layouts include caption text. To edit the placeholder text, click on it to select it and replace it with your own text. Click on Settings if you need to change font options.
6. Click on Print at the bottom of the Print View window.
7. Enter the number of copies you want to print and click on Print. If you want to save a PDF version, click on PDF and choose Save as PDF.

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 Order Prints window, select the number of copies for each size that you want to order. An exclamation point next to any of the sizes indicates that the photo will print at low quality at that size.
3. You will need an Apple account with 1-click purchasing enabled to place an



order. To enable 1-click purchasing, click on Set Up Account and enter your Apple ID and password, then click on Sign In to access your Apple account.

4. In the Account Info window, make sure the box next to Enable 1-Click Purchasing is checked, then click on Edit Shipping or Edit Billing if you need to make changes to your account information. Click on Done when you're finished to return to the Order Prints window.
5. Choose the person you want to send the photos to using the Ship To pulldown menu and choose a shipping method using the Ship Via pulldown menu.
6. 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 printed and 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 button in the toolbar.
3. Select a book type (hardcover, softcover, or wire-bound) and size from the pulldown menu at the top of the window.
4. Choose a theme (or layout) from the column on the left. A preview will be displayed on the right.
5. 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 default web browser once you click on this button.



6. Click on Choose once you've selected a theme to switch to book view. You will see a browser at the top of the window.
7. Click on the top button on the left side of the browser to display thumbnails of the pages in your book.
8. Choose a page you want to add photos to, then switch the browser to photo view using the bottom button on the left side of the browser.
9. Start dragging photos from the browser to the placeholders in the book page. As you add photos to the book, the thumbnails in the browser will be marked with a checkmark. Repeat steps 7-9 with the other pages in your book. If you add a photo that is too small and would result in a low quality print, an exclamation mark will be displayed in the upper right corner of the photo in the layout.
10. A quick way to create a book is by clicking on the Autoflow button in the toolbar. iPhoto will then automatically fill the placeholders in your book with the photos in the browser.
11. Some of the pages will include placeholder text for titles or captions. To edit this text, double-click on it to select it and replace it with your own text.
12. Click on the Settings button to change the fonts used in your book design.
13. To change the layout or background color of any individual page, make sure it is selected in the browser and then click on either the Layout or Background button..
14. To add pages to a book, click on the Add Page button until you have the desired number of pages.
15. To change the book type or theme at any time, click on the Themes button.
16. Once you have set up your book, click on the Buy Book button to connect to



the Apple website and purchase your book.

Books can also be exported as QuickTime movies that can be posted on the Web or included on a CD. To export a book as a QuickTime movie, select File > Export, choose a size for the movie and a save location and click on Export.

Calendars and Greeting Cards

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 and click on the Calendar button.
2. Select a theme and click on the Choose 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 (except that the browser will be on the left). Assemble your calendar by dragging photos from the browser into the placeholders in the calendar pages. 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.
3. Change the background color by clicking on the Background button at the bottom of the window. To change the design, click on the Design button.

4. Use the orientation pulldown menu to change how your card will open (either vertically or horizontally).
5. 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.
6. Click on the Adjust button if you need to edit the photo used in your card.
7. 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 the 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 and click on the Burn button.

Keyboard Shortcuts

- Command + N (new album)
- Command + D (duplicate a photo)
- Command + R (rotate a photo)
- Command + Option + R (rotate a photo in opposite direction)
- Command + 0-5 (Assign a rating)
- E - switch to Events view
- Spacebar - while scrubbing through an Event (Sets a new Key photo)