FLORIDA CENTER FOR INSTRUCTIONAL TECHNOLOGY

iPhoto 09 Basics

Website: http://etc.usf.edu/te/

iPhoto '09 is the photo management application included in the iLife '09 suite. The previous version of iPhoto already included an Events feature that let you view photos by date, and iPhoto '09 adds two new features to help you organize your photos: Faces uses face recognition to help you organize your photos based on the people who appear in them and Places allows you to display photos on a map using the location information saved by many GPS-enabled cameras and camera phones (such as the iPhone 3G). iPhoto '09 also integrates editing features that let you crop and align your photos to improve their composition and fix problems such as red eye and bad exposure. When you are finished organizing and editing your photos, you can show off your best ones by creating slideshows with special effects and background music. You can also share printed versions of your photos as photo books, calendars and greeting cards.


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 and size.
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.
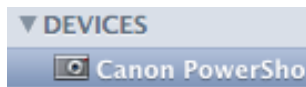
3. Provide an Event name that describes the group of photos you're about to import (My Wedding, etc.).
4. Enter a description for the group of photos in the Description field.
5. Check the box next to Autosplit events if you took photos on separate days and want iPhoto to automatically create an Event 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. Once the photos have been imported, a popup window will ask you if you want to delete the imported photos from the camera. Choose Keep Photos if you want to keep a copy of the photos on the camera.

9. Click on Last Import on the left side to view the photos you just imported.
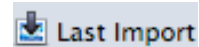
You can also import photos from a CD, hard drive, or folder on your computer by choosing File > Import to Library.

Viewing

To view your photos:

1. Click on Photos 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 thumbnails that fit in the window.
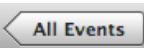

3. Select View > Titles, Rating, or Keywords to display additional information below the thumbnails.
4. To Flag photos (such as ones that need editing), select the photos you want to flag and click on the Flag button in the toolbar.
5. To hide photos, select the photos you want to hide and click on the Hide button in the toolbar. This will hide the photos without deleting them.
6. 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.
7. To sort your photos, choose View > Sort Photos, then select your sorting options including the order of the sort (Ascending or Descending).
8. To view the photos organized by Event, choose View > Event Titles.
9. 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

The Events view 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 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 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.

Faces

The Faces feature introduced with iPhoto '09 uses face recognition to organize your photos according to the people who appear in them. To use Faces:

1. Open up a photo in either the Photos or Events view and click on the Name button on the Toolbar.
2. If iPhoto recognizes a face in the photo, a marquee will appear around it. Click inside the text box underneath the marquee and enter the name of the person in the photo, then press Return on your keyboard. Repeat for other faces in the photo.
3. If a face is not recognized, click on Add Missing Face, then move and resize the marquee until it is over the face and click on Done. Next, click on the text box below the marquee and enter the person's name as in the previous step.
4. To tag other photos that have the same person in them, click on the triangle to the right of the person's name. This will open another window showing you thumbnails of other photos that may be a match.
5. Scroll down until you see the section with the person's name followed by "may be in the photos below." To view only the faces in the photo, click on the Thumbnails/Faces button on the toolbar.
6. Click on Confirm Name on the toolbar and click on each photo you want to tag with the same name. If you make a mistake, click on the face thumbnail again and it will say "Not" followed by the person's name.
7. Click on Done to save your changes.
8. To view the photos grouped by name, click on the Faces button in the Source List. As with Events, you can place the

cursor over a thumbnail in the Faces view and scrub through the photos in a group by moving the cursor left or right. To change the photo used for the group's thumbnail, press the Space Bar when you are over the desired photo.

9. To make changes to the photos in a group (add or remove tags), double-click on the group's thumbnail. To return to the Faces view, click on the All Faces button.

Places
Places allows you to display your photos on a map using the location information provided by many GPS-enabled cameras and camera phones. To view your photos on a map, click on the Places icon in the Source List. You will see pins for each location where you took photos. Click on the disclosure icon that appears when you hover over a pin to see the photos taken at that specific location.
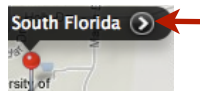
To return to the map view, click on the Map button in the upper left.

To change the map type, click on one of the Style buttons (Terrain, Satellite or Hybrid) on the right side of the window. Use the zoom slider to zoom in and out on the map. To quickly zoom out and show all of the pins on the map, click on the Zoom All button.

If you would rather browse through your photos using a list of locations, click on the List icon below the map. As you select a location, the photos taken at that location will appear in the area below the list.

You can also manually add location information to your photos if you do not have a camera or camera phone with GPS (this is called geotagging):

1. Click on the information icon that appears when you hover over a photo or event. This will open the information window.
2. Click in the "photo place" or "event place" text field and begin typing the name of the location where the photo was taken, then pick a location from the list of suggestions and click on Done to save your changes.
3. If the desired location does not appear on the list, click on "Find on map". When the Places window opens, enter an address in the search box and press Return. A pin will appear on the map to show an approximate location. Drag this pin to the exact location where your photos were taken and use the blue handles to change the area covered by the pin.
4. To assign a name to the new place, click on it on the list that appears to the left of the map and enter the desired name.
5. Click on Assign to photo or Assign to event (depending on which one you selected) to add the location information to your photo, then click on Done in the information window to save your changes.

The new location you have added will now be remembered by Places the next time you go into the information window and it will be available as a suggestion when you start typing its name in the "photo place" or "event place" text field.

To manage your saved locations, select Window > Manage My Places. This will open the Manage My Places window with the My Places tab already selected. To

delete a place, click on the minus sign that appears to the right of its name. To add a pin with a custom location (such as "my first school"), click on Drop Pin, move the pin to the desired location and replace "New Place" in the My Places list with the name of the new place. Click Done when you're finished to close the Manage My Places window.

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 toolbar. 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.
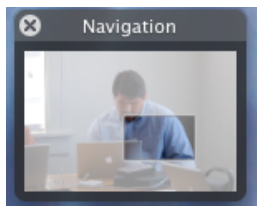
4. To edit the photo, click on one of the editing buttons in the toolbar.
5. Click on the Info button while the editing toolbar is displayed to add a title, description, and rating by using the fields in the Information popup window.

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 Photos or Events 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
Ratings and keywords allow you to tag photos with additional information that can be used to organize your collection.

Ratings
To assign a rating to a photo:
1. Select the photo you want to rate in the display area on the right.

2. Right-click (or control-click) on the photo 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
To assign keywords to a photo:
1. Select the photo 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 on the keyword buttons (you can select more than one). To remove a keyword, click on the button again to deselect it.
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.
5. To view the keywords you have added to your photos, choose View > Keywords.

Searching
To find a photo by searching the words in the title or description, click in the search box at the bottom of the iPhoto window and begin typing your search word. The thumbnails in the display area will change to show only the photos matching your search criteria.

iPhoto also allows you to search your collection using dates, ratings and keywords. To access these options, click on the search icon and choose one of the following:
• Date: choose a month in the calendar popup window to see the photos taken

on that month (use the arrows in the upper right corner of the popup window to change the year).
• Rating: click inside the search box and drag to change the rating (number of stars).
• Keywords: choose the keywords by clicking on the buttons in the keyword popup window.

Editing
iPhoto provides some basic editing features, and it supports non-destructive editing. When you open a photo for editing, iPhoto automatically creates a copy so that you can work on it without changing the original To compare the edited version of a photo with the original, hold down the shift key on your keyboard as you work with the various editing tools. 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 of a photo using the slider in the overlay.
- *Enhance:* iPhoto automatically fixes the colors and contrast of a photo. To compare the enhanced photo with the original, hold down the shift key on your keyboard.
- *Red-Eye:* Reduces the "red-eye" effect created by the camera's flash. In iPhoto '09, the red-eye feature uses face recognition to automatically detect and remove red-eye. To remove red-eye:
    1. Click on the Red-Eye button.
    2. First, try clicking on the Auto button. If iPhoto has detected the face properly it will automatically remove the red-eye for you.
    3. If the auto option does not work, use the slider to change the size of the pointer until it matches the red-eye area, then click on each eye using the pointer.
    4. Click on the Red Eye button again after you've done both eyes.
    5. 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 level 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.
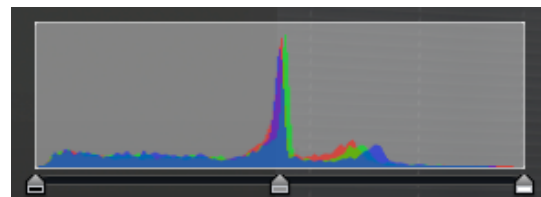
The three sliders underneath the histogram can be used to adjust the highlights, shadows, and midtones independently of each other. To add

highlights (make the photo brighter), drag the right slider inward. To add shadows (make the photo darker), 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.
- Saturation: changes the intensity of the colors. Checking the "Avoid saturating the skin tones" checkbox will make the colors in your photo more vibrant without affecting the skin tones.
- Definition: brings out detail by improving midtone contrast and adding some sharpening.
- Highlights/Shadows: The highlights slider increases detail in the highlights, while the shadows slider increases detail in the shadows.
- Sharpness/Reduce Noise: The sharpness slider can improve the focus of blurry photos, while the Reduce Noise slider can be used to remove graininess from a photo.
- Temperature/Tint: The temperature slider changes the color temperature of a photo and the tint slider allows you to add a red or green tint. Drag the temperature slider to the right to make a photo warmer by adding yellows or to the left to make the photo cooler by adding blues. The eyedropper tool allows you to remove a color cast by clicking on a neutral gray or white point in your photo.

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 create 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 Themes button and select a theme (animation) for your slideshow.
6. Click on the Music button to open a window where you can select background music for your slideshow.
7. Make sure "Play music during slideshow is checked" and choose a source using the Source pulldown menu. iPhoto includes several songs you can use, or you can select any song or playlist from your iTunes library or a song you've created in Garageband. Click on the Play button to hear a preview of the selected song.
8. To create a custom playlist, make sure "Custom playlist for Slideshow" is selected and drag the desired songs for the playlist into the gray box at the bottom of the popup window. Drag to reorder the songs into the desired order.

9. Click on Apply to add the song or playlist to the slideshow.
10. Click on the Settings button to set the options for the slideshow.
11. In the All Slides tab, enter the desired duration for each slide in the slideshow in the field at the top of the window. You can also choose to have the slideshow timed to fit the length of a song or playlist. To loop the slideshow, check the Repeat slideshow box.
12. Check the box next to Transition (you may not see this option if you've applied a Theme) and select a transition from the pulldown menu, then use the slider to set its speed. Some transitions will also let you set a direction using the Direction control.
13. Use the checkboxes at the bottom of the window to set other options. You can choose to display captions or a title slide.
14. Choose an Aspect Ratio. You should choose 4:3 if you are going to play the slideshow on a TV. The other options include iPhone (3:2), HDTV (16:9) and This Screen (this will display the aspect ratio of the current display).
15. Click on OK to set the slideshow options.
16. Click on the Preview button to see what your slideshow will look like. To star the slideshow, click on the Play button. The slideshow will start in full screen mode. Move the cursor to the bottom of the screen to display a bar with slideshow controls.

The This Slide tab of the Slideshow Settings window allows you to set options for individual slides. You can add an effect such as Black and White, Sepia or Antique, and set the duration and transition of each slide. To switch slides,

use the photo browser at the top of the window (you may have to move the Slideshow Settings popup window out of the way first).

To set a Ken Burns effect (this effect adds motion to your still images):
1. Select a slide in the photo browser at the top of the iPhoto window.
2. Check the box next to "Ken Burns" in the This Slide tab of the Slideshow Settings popup window.
3. Click on Start and use the zoom slider to set the starting zoom level for your photo. Drag inside the iPhoto window to set where the pan effect will start.
4. Click on End and repeat the previous steps to set the zoom and pan for the end of the effect.
5. Repeat these steps to add the effect to other slides (switch slides using the photo browser at the top of the window), then close the Slideshow Settings window when you're done.

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. Click on the Slideshow tab and select a size (the dots will indicate what devices support the size you select).
3. Click on Export, then enter a name for your file and click on OK to save your movie to your hard drive.

Another way to display your photos as a slideshow is to select an Event or a series of photos and click on the Slideshow button in the toolbar. However, this will not save the slideshow so you can show it again at a later time.

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, descriptions and location information entered in Places by using the two checkboxes in the popup window.
5. Click on Compose Message and Mail will open ready for you to address your email.

MobileMe Gallery

To share your photos as a MobileMe Gallery (requires a paid MobileMe account, which can be purchased from Apple for $99/year and includes 10 GB of storage):

1. Select an album in the Source List and choose Share > MobileMe Gallery (or click on the MobileMe button in the toolbar).
2. Click on Sign In and enter your Mobile Me user name and password to access your MobileMe account.
3. Choose who can view the MobileMe Gallery by using the Album Viewable by pulldown menu.
4. Choose what you want your visitors to be able to do on your MobileMe Gallery using the check boxes (download photos, upload photos, etc.).
5. Check the box next to Photo titles if you want to display photo titles

underneath each thumbnail in the MobileMe Gallery.
6. Click on Publish to upload the photos to your MobileMe account and display them as a MobileMe Gallery.
7. The address of your website will be displayed as a link at the top of the iPhoto window when you click on the MobileMe Gallery icon in the Source List. Click on the link to view your MobileMe Gallery in your default web browser.
8. You can edit the photos in the MobileMe Gallery just as you would those in any album. The online version of your MobileMe Gallery will be automatically updated to reflect any changes you make.

The MobileMe Gallery feature uses RSS (the same technology behind podcasts) to allow visitors to your MobileMe website to subscribe to your photos. When they click on the Subscribe button on the gallery's web page and choose iPhoto, the gallery will be listed under Subscriptions in the Source List.

iWeb Page or Blog Entry

To create a photos page with iWeb:

1. Choose Share > Send to iWeb > Photo Page.
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 photos web page, click on the site's name on the left side of the iWeb window to display the Site Publishing Settings screen. There are three publishing options available in iWeb:

- MobileMe: allows you to publish your website on Apple's servers using your MobileMe account.
- FTP: uses File Transfer Protocol (FTP) to upload your site to a web server that supports this type of connection.
- Local Folder: allows you to publish your website to a folder on your computer. If your hosting provider requires you to use a secure connection to upload your website, then you should use this option. You will have to use a separate Secure Shell (SSH) program to upload your website once it is saved on your computer.

5. Once you've set your publishing settings, publish your site by choosing File > Publish Entire Site.

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

Facebook and Flickr
iPhoto '09 supports uploading to Facebook, one of the most popular social networking sites:
1. Select the photos you want to upload.
2. Click on the Facebook button on the toolbar (or choose Share > Facebook). The first time you try to upload photos to Facebook, you will be asked to provide your login information for the site and to allow iPhoto to access your Facebook account.
3. Once your account is set up, upload your photos by clicking on the Facebook button on the toolbar.
4. Select a privacy setting using the Photos Viewable by pulldown menu, then click on Publish to upload your photos to a new album Facebook. The web address for the published album

will appear at the top of the window once the upload is completed. iPhoto will use the names you have added using Faces as the name tags in Facebook. Your album on Facebook will be automatically updated when you make changes to the photos on iPhoto.

The steps for uploading photos to the photo sharing site Flickr are similar, but you are only allowed to create up to 3 sets (the Flickr equivalent of albums) with a free account. To create more than 3 sets you will need to sign up for a paid Flickr account (starting at $24.95/year). The location information added with Places in iPhoto will be used to display your photos on a Flickr photo map.

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.

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 caption 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 choose File > 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 on the toolbar (if your window is too small you may have to click on Keepsakes first).
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 background color or layout of any individual page, make sure it is selected in the browser and then click on either the Background or Layout 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.

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 (it may be under Keepsakes if your window is too small).
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 (it may be hidden under Keepsakes if your window is too small).

2. Choose Greeting Card or Postcard, then select a theme and card type 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 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.

Ideas for Using iPhoto in the Classroom
- Document class activities for parents: take a few photos each time your students go on a field trip or participate in a class activity. When you have your parents night, display a slideshow on a computer at the front of the room showing what your students have done over the course of the grading period.
- Create historical greeting cards: have students create greeting cards or postcards from the point of view of a historical character.
- Start a postcard exchange with students in another country: this can be a fun way for students to learn about another culture and practice their writing skills at the same time. This would also be a good activity to do in a foreign language class, as it would allow students to practice using their new vocabulary in an authentic way.
- Create student portfolios: students create a Book in which they include photographs of their projects and brief captions in which they reflect on what they did.
- Photo essays: students use digital photos to document an issue that is relevant to their community (such as the need to clean up a certain area, safety issues, and so on). The photo essay can be presented as a slideshow and also made into a book.

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)