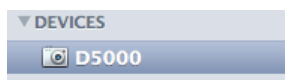


This documentation includes a basic overview on using iPhoto '11 as an organizational and editing tool for your photos, with instructions for importing photos into the application as well as exporting them and using iPhoto to create one-of-a-kind photo projects.



Importing Your Photos into iPhoto

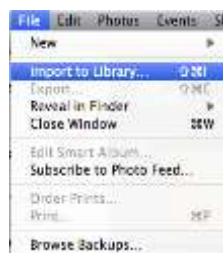
To import your photos into iPhoto '11, you can either upload directly from your digital camera or import photos from your computer. To import photos from your camera, connect it to the computer using a USB connector cable. Turn your camera on and launch iPhoto '11 by clicking its **icon** in the dock.



iPhoto will identify your camera, and it will appear on the left side of the window. Thumbnail images of your photos will then appear in the import screen. If the camera is not displayed automatically in iPhoto, you may have to turn the camera off then back on for it to be recognized.

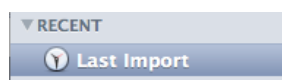


Different import options will appear both above and beneath the photo thumbnails. You can choose to have iPhoto automatically divide your photos by date by choosing **Split Events**, as well as choosing to **Hide Photos Already Imported** by selecting the appropriate option under the photo thumbnails. You can also choose to name the event as a way to group the photos in the iPhoto Library. After you have adjusted these preferences, you can either select photos to import by clicking on their thumbnails and choosing **Import Selected** or choosing **Import All** to load all of the photos on your camera or memory card. When the import is finished, a new window will open, asking whether you would like to keep the photos on your camera or to delete them.



To import photos from your computer, launch iPhoto, open the **File** menu and choose **Import to Library**. This will open a new window, allowing you to search your computer for the photos you would like to import.

When you have highlighted all of the photos you would like to import, click the **Import** button. Once your photos have finished importing, they will open in the Last Import section on the left panel of the main iPhoto window.



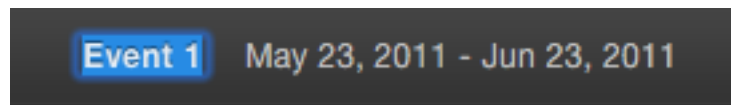
Tip: To select multiple photos at once, highlight a single photo and, while holding **[Shift]**, click on the other photos to be included.

Organizing Your Photos

The easiest way to view your photos is by selecting the **Photos** tab on the left side of the iPhoto window. This will display all of your photos under their event headings, including those recently added.



To rename an event, *right-click* on a **photo** in that event and choose **Show Event** from the drop-down menu that appears. Only the photos in that event will be displayed, with the event name at the top of the window. Clicking on the **event name** will highlight it and allow you to change it. To navigate out of the single event, click the **Photos** tab.



If your photos did not divide correctly into events, select the photos you want to move, which will be outlined with a yellow box. Once they are selected, you can either drag the photos into an existing event (being sure to drag them over the event name where the cursor will change to an arrowhead with a green plus sign) or create a new event by opening the **Events** menu and selecting **Create Event**.



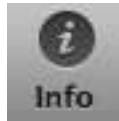
Another way to create a new event is by selecting the first picture in a group you would like to divide. With the photo selected, open the **Events** menu and choose **Split Event**. All of the photos after the photo selected will be automatically moved into a new event.

iPhoto automatically assigns date and time information to your photos. If this information is incorrect or you would like to change it, you can edit either an entire event or an individual picture. Open the **Photos** menu and then choose **Adjust Date and Time**. A window will open, allowing you to enter new time and date information for your photos. If you do this for an entire event, all of the photos in that event will be labeled the same.



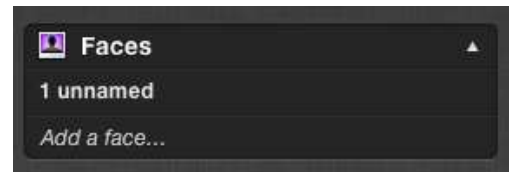
Using the Faces Feature

The Faces feature allows you to organize and search through your pictures by subjects' names. The main Faces window is accessible by choosing **Faces** in the left panel of the iPhoto window.



To begin using the Faces feature, open the **Photos** tab in the left panel of iPhoto, select a photo with people in it, and click on the **Info** button. The Info Sidebar will open on the right side of the window with the photo's date and time information at the top, followed by Faces and Places information.

iPhoto should auto-detect faces in the photo, and information on the unnamed faces in a given photo will appear in the Info Sidebar. A bubble that says **unnamed** will appear over the photo next to the unnamed face as well. Clicking on this bubble will allow you to type in each person's name. As you add names to your photos, iPhoto will get better at recognizing people and may make suggestions for Faces to tag in your photos.



If a Faces suggestion by iPhoto is correct, click on the checkmark in the suggestion box. If not, click the **X** button and type in the correct name. Sometimes, if there are several people in one picture or if a face is partially obscured, iPhoto may not detect it. To manually add a face, click the **Add Missing Face** button in the bottom left corner of the window. You can now drag the box around the face you would like to mark and type in the person's name.

As you add names to faces, a group will be created for each person under the **Faces** tab referred to at the top of this page. By double clicking on a person's main photo, iPhoto will display all photos in which that person is tagged and possibly suggest other photos of that person.



By selecting a person in the **Faces** tab, you can add more information about that person. Opening the Info Sidebar with a person selected will allow you to add the person's full name along with his or her email information. You can also set the individual's key photo by scrolling over the person's photos within the Info Sidebar and clicking on the one you wish to use.



Using the Places Feature



The Places feature allows you to tag your photos according to where they were taken and sort them by location. To begin using Places, make sure that the application settings are configured correctly. Open the **iPhoto** menu and select **Preferences**. Open the



Advanced tab and choose to **Look up Places**

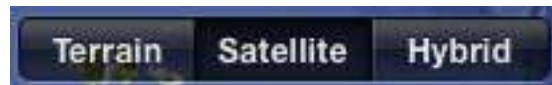
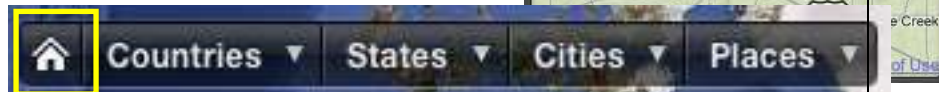
Automatically. Open the **Events** tab and the Info Sidebar by clicking the **Info** button. If the pictures you import do not have GPS information attached, you can manually tag them by clicking **Assign a Place** at the top of the Places window in the Sidebar and entering the location. As you type, Google will autocomplete possible locations from which you can choose. Select the appropriate location. Your Places can be as precise as you like.

The space under the location name in the Info Sidebar will display a map of the location you selected, with a pushpin representing the photo's location. Clicking on the arrow next to the location name will open the Places tab, providing you with a larger map of your photo's location.



You can navigate the Places map screen according to your preferences.

Clicking the **Home** button will display all of the locations you have tagged on one map view. Next to the Home button there are drop-down buttons that allow you to narrow your Places by Country, State, City, and individual Place. You can also adjust the map view of Places to display a Terrain map, a Satellite map, or a hybrid of the two views.



Editing Your Photos

In the **Events** tab, when you double click on an event's thumbnail, you will open the entire folder for that event and be able to view all of its photos.



You can edit your photos by rotating, cropping, retouching, and more. Begin by selecting a photo and clicking on the **Edit** button along the bottom of the window. This will open the Editing Sidebar.

To rotate your photos, click the **Rotate** button until your photo is aligned the way that you would like it to be.

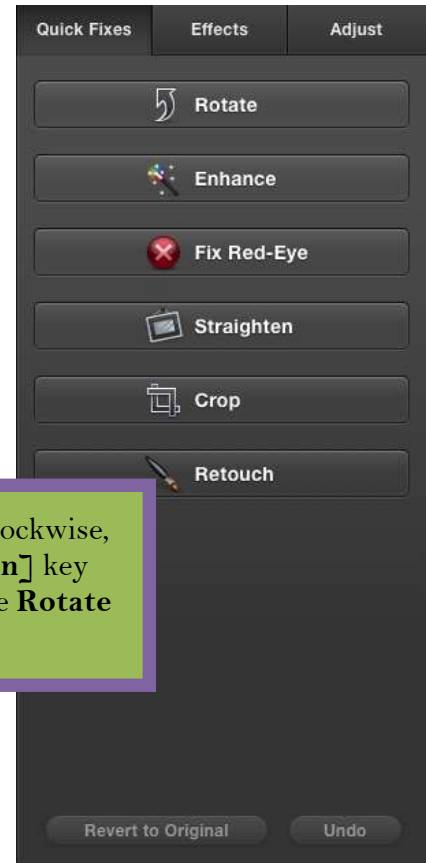
The **Enhance** tool automatically optimizes and adjusts the color of photos.

Selecting **Fix Red-Eye**, **Straighten**, **Crop**, and **Retouch** will open windows under those editing tools that allow you to make changes and then preview them.

When you select the **Red-Eye** and **Retouch** buttons, the cursor becomes an editing tool that can be used to manually remove red-eye or retouch small blemishes in your photos. You also have the option to **Auto-fix red-eye** within the **Fix Red-Eye** editing tool. To edit as precisely as possible, adjust the size of the cursor tool using the Size slider to fit the object you



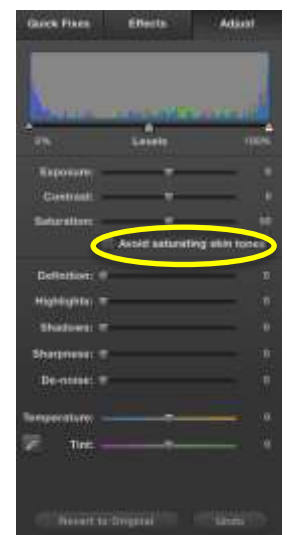
Tip: To rotate clockwise, press the **[Option]** key when clicking the **Rotate** button.



The **Effects** and **Adjust** tabs at the top of the Editing Sidebar change the Sidebar and allow you to make and preview different changes to your photos. The **Effects** tab includes various color effects that you can apply to your photo, along with more general ways to adjust the coloring of your image. The **Adjust** tab allows for extreme precision in manipulating the coloring of an image. Within the **Adjust** tab, there is a checkbox labeled **Avoid saturating skin tones**. This is helpful for photos whose color you would like to boost without changing people's appearances.

With iPhoto's editing tools, you can feel free to make changes and experiment with editing because you can always click the **Revert to Original** or **Undo** buttons located at the bottom of the Editing Sidebar (in all tabs). When you have finished editing a photo, you can navigate back to the event using the

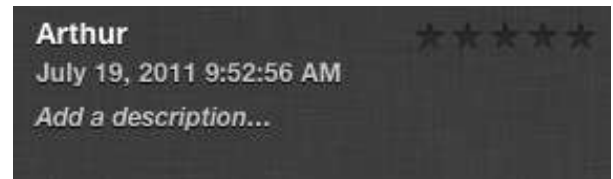
Event Name button or use the **arrow** buttons (all located at the top of the photo screen) to begin editing another photo.



Naming Your Photos

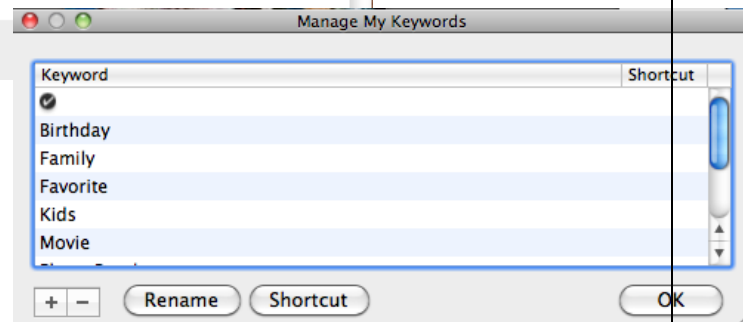
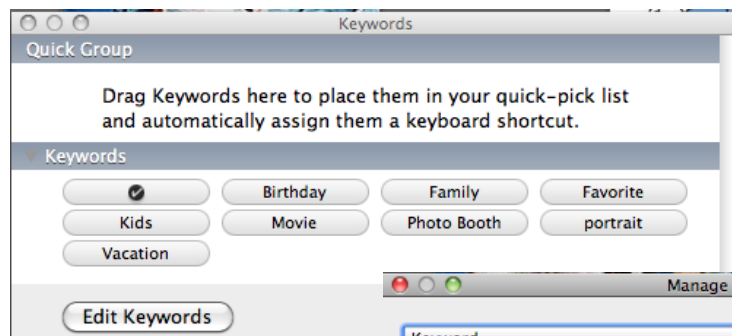
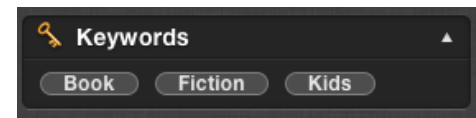
An important step in organizing your photos is naming them and adding keywords. This allows you to easily sort through your photos and organize them further.

To add titles and descriptions, select a photo and open the Info Sidebar. At the top of the Sidebar, you can add additional information about your photos. Click on the title to rename your photo. To add more information, click on the text **Add a description...** under the title and enter your text.



To apply keywords to your photos, select a photo, open the **Window** menu and choose **Manage My Keywords**. This will open a small window that allows you to apply preset keywords to your photos. You can select preexisting keywords by clicking or dragging the **keyword** into the Quick Group area. When you have selected a keyword to apply, the keyword bubble will turn blue and a keywords area will be created within the Info Sidebar.

To create your own keywords, click the **Edit Keywords** button at the bottom of the Keywords window. The window will then be titled Manage My Keywords. To add or delete keywords, use the **plus** and **minus** buttons in the bottom left corner of the window. When you are finished, click **OK**. You can now click on the keywords you would like to apply to the photo that is highlighted. A shortcut will be created automatically for the keywords you create, allowing you to tag your photos even more quickly.

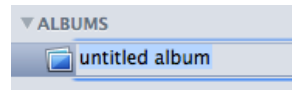


Creating an Album and Publishing

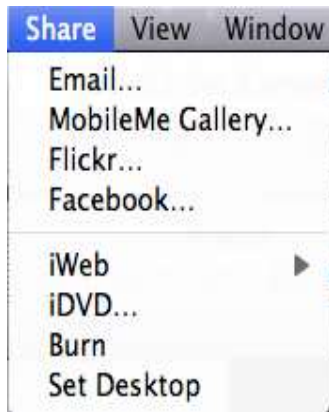
iPhoto automatically sorts your photos into events, but you can also create albums as another way of organizing your photos. To create an album, open the **File** menu, select **New**, and then **Album**. You can also *right-click* within the left panel and select **New Album** from the menu that appears.



This will display the album within the left panel, as well as open the Info Sidebar for the album. You can rename the album by typing over **untitled album** in either sidebar. To move photos into your new album, simply select and drag photos from events and drop them onto the album icon on the left side of the window.



If you choose, you can create a Smart Album as a different way of organizing your photos. A Smart Album automatically collects all photos that meet particular criteria that you establish and adds them to the album. To create a Smart Album, follow the directions for creating an album, but choose **New Smart Album** rather than New Album. The Smart Album window will open, allowing you to specify the criteria by which your photos will be included.

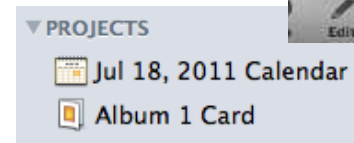


You can also choose to publish your photos to Facebook or Flickr within



iPhoto. Once your photos are sorted into an album, select the album you wish to publish and open the **Share** menu. Select the destination of your photos. You will be prompted to set up your access information by signing into the website you choose and then following the directions, selecting who will be able to see your photos and finally clicking to upload the photos.

iPhoto also gives you the option to create and purchase custom books, cards, and calendars using the pictures you have imported. Clicking on the **Create** button in the bottom right corner of the window will open a menu allowing you to choose to create an item using the photos selected. The iPhoto window will change, allowing you to customize your item. Clicking **Create** will provide you with even more options to customize and will include your item in the Projects list in the left panel. When you are finished customizing your item, click the **Buy** button in the bottom middle of the window.

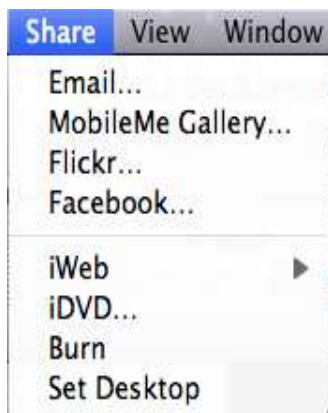
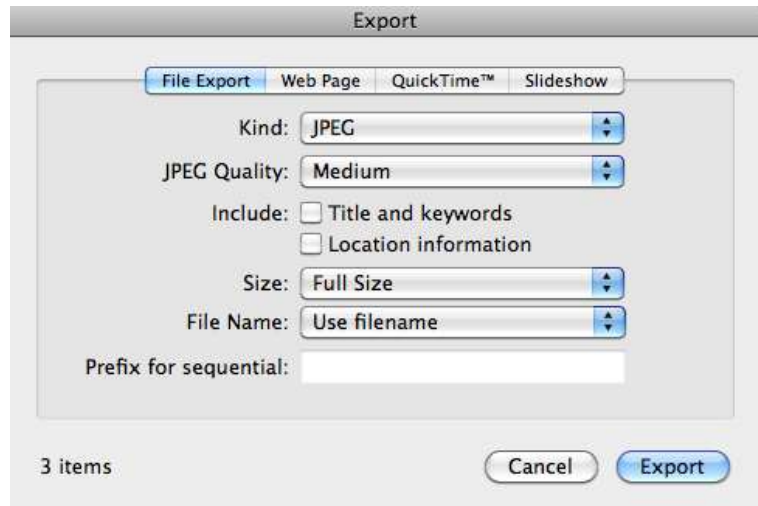


Exporting Your Photos

To save your photos and share them with others, you may want to export them as files or send them to iWeb or iDVD. You can also choose to burn them onto a disc.

To export photos as JPEG, TIFF, or PNG files, open the **File** menu and select **Export**. When the Export window opens, make sure the **File Export** tab is selected. Adjust the settings as you like and click **Export**. You will then have to choose a location to save the photos and click **OK**.

To export photos to iWeb or iDVD, open the **Share** menu and choose either **Send to iWeb** or **Send to iDVD**. This will launch the application and allow you to import your photos. For further information, refer to the tutorials on iWeb '11 and iDVD '11.



To burn your photos onto a disc, choose the **Burn** option in the **Share** menu. You will be prompted to insert a blank disc. After inserting your disc, click **OK**, and the disk will begin to burn.

