



iPhoto '09 Basics

Introduction

Apple's iPhoto '09 is a powerful tool for cataloging and editing your digital photos. This document will cover the fundamentals of how to use and navigate iPhoto.

About Albums and Your Library

- In concept, iPhoto's "albums" are similar to iTunes playlists.
- If you drag a photo to an album, it does not remove the photo from the main photo library.
- Photos that you delete from albums are removed only from that album: They remain intact in the main library.

Importing Photos

1. Plug your digital camera or memory card reader into your Mac. iPhoto should automatically open. If it doesn't, simply open it from the Dock or find it in the Applications folder.
2. After a moment iPhoto will detect your camera or card reader and ask if you wish to import the photos. You have the option of entering an **Event Name**. This is a short, simple title that explains what this batch of photos is. You may also wish to enter more detailed information in the **Description** field, such as who was involved, what you did, and where.



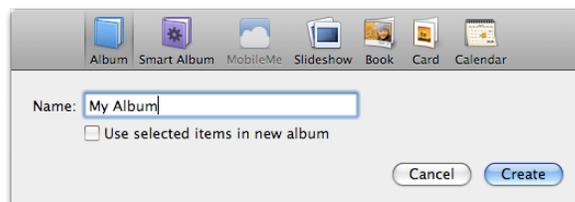
3. Click the **Import All...** button and wait while your photos are copied to your iPhoto library.
4. When the import is finished you will be asked if you want to delete the photos from your camera. Click **Delete Photos** or **Keep Photos** depending on your preference.



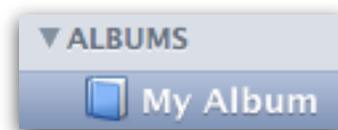
5. Locate your camera or memory card in the left sidebar of iPhoto. There may be an **Eject** symbol (⏏) just to the right of it. If this button is present, click it now to tell the computer that you are done working with the camera.
6. Now you may safely unplug the camera or card reader. Be sure to turn off your camera to save battery life.

Creating Albums

1. Click on the **File** menu.
2. Click on **New Album...**
3. Give your new album a title by typing it in the **Name** field.
4. If you have already highlighted some photos which you wish to include in this album, you can check the box labeled **Use selected items in new album**.



5. Now your new album will appear in the left sidebar of the iPhoto window. Simply drag and drop photos from your library into the album.



Deleting Photos or Albums

1. Click to highlight the photo or album that you wish to delete.
2. Push the **Delete** key on your Mac's keyboard.
3. If you deleted a photo from your library, it is moved to iPhoto's trash. To permanently remove your deleted photos, click the **iPhoto** menu, then **Empty iPhoto Trash**.

Editing

1. Double-click a photo. It will expand to fill the iPhoto window.
2. Click the **Edit** button in the toolbar that runs along the bottom of the iPhoto window. The toolbar will change to show the options illustrated below.



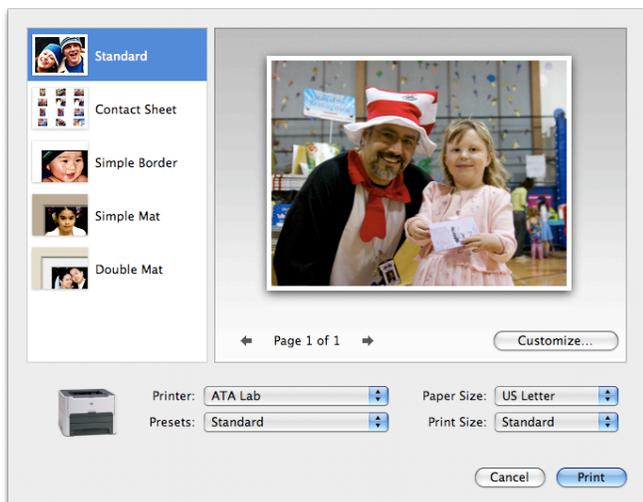
3. Most of the tools, such as **Rotate** and **Crop**, are self-explanatory and easy to figure out. The **Effects** button will display a palette of options such as black-and-white, sepia tone, etc. to quickly apply some pre-made effects.
4. The **Adjust** button displays an array of tools that can be used to fix colors, contrast, brightness, etc.
5. When you are finished editing your photo, click **Done**.
6. If you decide later that you don't like these changes, iPhoto still has the original, unedited version. Just highlight your photo, click the **Photos** menu, then **Revert to Original**.



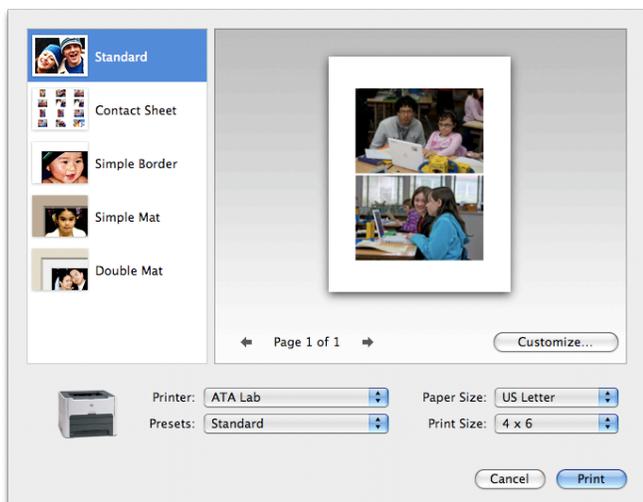
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Printing

1. Highlight the photo(s) you want to print.
2. Click on the **File** menu, then **Print**.
3. Select the type of print you want to create. You have the option to print contact sheets or versions that include borders. However, you will usually want to select **Standard**.



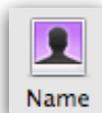
4. Choose the **Paper Size** you will be using. This corresponds to the physical size of the paper that is present in your printer.
5. Select a **Print Size**. This must be less than or equal to the paper size you chose. If you have selected multiple photos, and the **Print Size** is small enough, multiple prints will fit on one large page to save paper.



6. Standard inkjet printers have an assortment of options under the **Presets** menu, such as plain paper, matte, glossy, etc. You may wish to adjust these options for better quality prints.
7. Click the **Print** button when all settings are to your liking.

Using Faces

1. Select a photo which includes one or more people whose faces are plainly visible.
2. Click the **Name** button in the toolbar which runs along the bottom of the iPhoto window.
3. iPhoto will outline any portions of the photo where a human face is detected. You can click on the **unnamed** label and replace it with the correct name.



4. Click on **Faces** in the left iPhoto sidebar.
5. Double-click on the person who was just tagged.
6. iPhoto will list other images which it believes to contain the person in question.
7. Click the **Confirm Names** button.



8. Click once on each correct photo to confirm the person's identity. Their name will be highlighted in green below.
9. If a photo has been incorrectly tagged as this person, double-click to reject it.
10. Click the **Done** button when you are finished confirming names.