

STRATEGIES FOR DOWNLOADING AND ORGANIZING YOUR DIGITAL PHOTOS

IPHOTO

IMPORTING

Import from camera, flash drive, CD or from a location on your hard drive

ORGANIZING

Working with source list, albums, folders, keywords, flagging, ratings

MANAGING

Back up, deleting, empty trash

VIEWING

Browsing, slideshows, desktop pictures, screen savers

EDITING

Rotate, crop, straighten, enhance, remove red eye, retouch, effects and adjustments

SHARING

Burn to CD or DVD, create books, calendars, cards, send e-mail attachments, publish to web

iPhoto

Importing

- > Import from digital camera using USB cable: turn on camera, set correct mode
 - > Import All or Import Some
 - > There is an option to delete camera images after import
 - > If camera isn't compatible, use a card reader
 - > Preferences can be set to open iPhoto when camera is connected
- > Import from location on hard drive or CD:
 - > go to File > Import to Library
 - > drag images or folder directly to iPhoto
- > From Mail: drag image directly to iPhoto
- > 35mm Camera: have the film digitally processed and put on CD

Organizing

- > Source List (Library) shows all images in your library
 - > go to View > Sort Photos
- > Events (iPhoto '08) shows a key photo from the images
- > Albums: Click on + sign at bottom left or go to File > New Folder
- > Folders: Click on + sign at bottom left or go to File > New Folder
- > Information: Photos > Show Photo Info gives details about images
 - > Information box in left column gives basics
- > Keywords: click below a photo to see textbox; type in a keyword
- > Flagging: select photo, then click on flag icon
 - > flagged images will appear in sidebar under Flagged
- > Rating (1 to 5 stars)
 - > Photos > My Rating or in Information box, click on rating dots

Managing

iPhoto stores your photo library within the iPhoto Library package in your Pictures folder. **DON'T DELETE IT!**

- > Back up routinely to DVD or an external hard drive
 - > if you copy the iPhoto Library to disk, it is for use in iPhoto only
- > Select a library, album, or individual photo to burn to disk
 - > go to Share > Burn, insert a blank disk, add name to disk, Burn
- > Deleting photos: press DELETE key
 - > if you delete a photo from the Library, it deletes it entirely
 - > if you move or delete a photo from an album or project, only the references to it are affected. The actual photo always remains in your library until you delete it.
- > Empty Trash: go to iPhoto in menu bar > Empty Trash



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1. Add Button

add an album, webpage, book, slideshow, card, calendar

2. Information panel button

3. Full Screen button

4. Play Slideshow Button

Viewing

- > Browsing
- > Temporary Slideshow: select event, album, book, etc., then click on play button (bottom left corner)
- > Slideshows
 - > Select album or group of photos, click on Slideshow icon, choose effects, transitions, music, then play
- > Desktop Picture: Select a photo or album, then go to Share > Set Desktop
- > Screen Savers
 - > select an album or group of photos
 - > Go to Share > Set Desktop, then click on Screen Saver at top, then you can set screensaver options

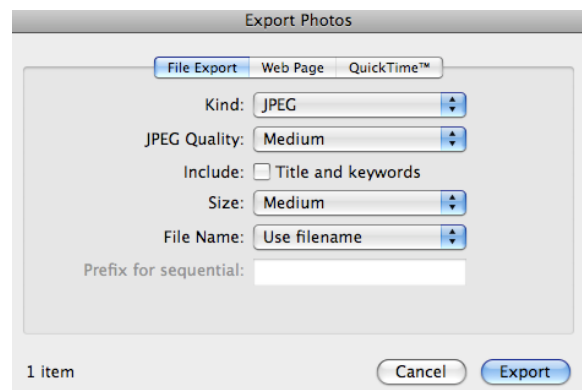
Editing

If you edit a photo, it will appear that way everywhere you have placed that photo. But iPhoto always retains the original so you can change it back anytime by going to Photo > Revert to Original

- > Rotate
- > Remove Red Eye
- > Crop
- > Retouch
- > Straighten
- > Enhance
- > Effects (B&W, sepia, antique, fade color, boost color, matte, vignette, edge blur)

Sharing

- > If you need to create a CD/DVD to be viewed by someone using Windows, or by a photo processing company:
 - > select album(s)
 - > go to File > Export, choose JPEG quality
 - > save to folder on your hard drive, then insert a CD or DVD into your drive, drag folder into disk icon, go to File > Burn Disc, then select Burn
- Size of Photos: resolution
 - > for e-mail or web: Small or Medium
 - > for high-resolution printing: Large or Full Size



- > Projects: Books, Calendars, Cards, Web Pages
- > Printing: create contact sheets, borderless prints, custom-size prints

IMAGE CAPTURE

In iPhoto Preferences, set to open Image Capture when camera is connected.

- > Choose where to download to (folder).
- > Choose what to do with it (open in Preview, build a slide show, build a webpage, crop to a specific size, etc.)
- > Download Some or Download All

