iPhoto
Getting Started

Learn how to import and organize your photos, and create a photo slideshow and book

Contents

Welcome to iPhoto

1

This document helps familiarize you with how to use the basic features of iPhoto, and tells you about the new features in iPhoto 6.

You can use iPhoto to easily import photos from your digital camera, organize them for fast retrieval, and then share them with family and friends. Whether you have 100 or 100,000 digital photos, iPhoto keeps track of them all, automatically organizing them so you can find them quickly.

iPhoto puts you in charge of your photographs—helping you import them; organize them in albums, slideshows, and books; enhance their appearance; and share them as prints, via email, over the web, and in stunning, professionally printed books, calendars, and cards.

Using This Document

This document is organized into three chapters, making it easy access to the information you need:
- **Chapter 1, "Welcome to iPhoto":** Gives a brief description of the major new features in this version of iPhoto.
- **Chapter 2, "iPhoto Tutorial":** Shows you how to import, organize, and view your photos, as well as how to create a slideshow and a book.
- **Chapter 3, "iPhoto at a Glance":** Shows you the different views and controls in the iPhoto window.

What's New in iPhoto

- **Increased Performance and More Photos:** From scrolling and paging to importing and editing, iPhoto is faster and more responsive than ever. You'll even notice the boost in speed when opening and quitting the application. And with 250,000 photos now supported, you have plenty of room to grow.

- **Full-Screen View:** Take advantage of every pixel your monitor can muster to view and show off your photos from one edge of your computer screen to the other. The large, high-resolution view makes editing easier and more precise. You can also view two or more photos at once, so you can compare or edit them side by side.

- **Cool Calendars:** Get a daily reminder of your favorite photos with the new wall calendars in iPhoto. Include up to 24 months of Apple's great designs and import your iCal calendar information. You can also add photos or text to any date to mark personal reminders and highlight special days, such as birthdays and anniversaries.

- **Personal Greeting Cards:** Send your very best photos to friends and family with 4 x 6 double-sided or 5 x 7 folded greeting cards. Choose from themes such as birthdays, invitations, postcards, or blank cards, add your own message, and have a set sent straight to your door.

- **Photocast Publishing:** Friends and family who use iPhoto can now see your photos—and print them out or use them in slideshows, books, calendars, and cards—simply by subscribing to your Photocast albums. Subscribers can also use standard RSS to access these published albums. As you add photos to them, your subscribers see them too, whether they're next door or overseas.

- **More One-Click Editing Effects:** iPhoto has a click fix for every photo—now you can boost colors in a washed-out image, tone them down in a too-bright one, or use special effects such as blurred edges or vignetting.

- **Faster Photo Finding:** Browsing to find one photo among thousands is even simpler with the new Scroll Guide—just scroll up and down through the iPhoto window to see dates or film roll titles appear over the photos as they move through the viewing area.

- **More Flexible Web Publishing:** iPhoto integrates iWeb, Apple's new full-scale publishing application, to give you more flexibility to present your photos the way you want to. From resizing and editing photos to choosing the right complementary theme, it's easier than ever to put your photo albums on the web.

- **Books as Slideshows:** Turn your photos into a customized iPhoto book and share it as a creative slideshow. Choose from a range of book themes, add your pictures, then view the sequence and edit it as a slideshow to share with friends and family.

- **Enhanced Printing:** Now it's even easier to print borderless photos. You can also add titles to the contact sheets of your film rolls for more efficient organization and retrieval.

- **Enhanced Searching:** Digital photos are imported with a host of information that iPhoto now allows you to search. When you create Smart Albums in iPhoto, you can search for your photos by details such as the shutter speed or aperture you used to take it, the film ISO, and the camera model.
- **Color Profiles:** As your photos are imported, iPhoto assigns them a ColorSync color profile that improves the quality of everything you create, from slideshows to books to web galleries. You can also choose whether to use these color profiles.
- **More RAW options:** iPhoto offers increased RAW image quality and is compatible with even more RAW-format cameras, including the most popular models.
- **Advanced Organization:** If you already have an extensive photo file structure saved on your computer, the new import option lets you choose to have iPhoto point to your original photo files instead of duplicating them in iPhoto.

Finding Out More

For complete and up-to-date information on iPhoto, including tips, news about new features, and a list of compatible cameras, go to the iPhoto website at www.apple.com/ilife/iphoto.

To get help while you're using iPhoto, look in iPhoto Help, which is available in the Help menu when iPhoto is open. You'll find more information about the topics covered in this document, as well as information and instructions for many more topics.

iPhoto Tutorial

2

This tutorial takes you step-by-step through importing your photos from a digital camera into iPhoto, organizing and viewing your photos, and creating a slideshow and a book.

What You'll Learn

If you follow all the steps in this tutorial, you will be able to:
- Connect your camera to the computer
- Import your photos into iPhoto from the camera
- Sort your photos in several different ways
- Use or add keywords to find and organize your photos
- Group your photos into one or more photo albums
- Create and play a slideshow
- Create a book

As you go through the tutorial, look for the "Did You Know?" boxes that point out more things you can do, as well as how to find more information in iPhoto Help.

Before You Begin

To make it easier to do the tasks in this tutorial, print the document before you start.

In many tasks shown in this tutorial and in iPhoto Help, you need to choose menu commands, which look like this:

Choose File > New Album.

The first term after *Choose* is the name of a menu in the iPhoto menu bar. The next term (or terms) are the items you choose from that menu.
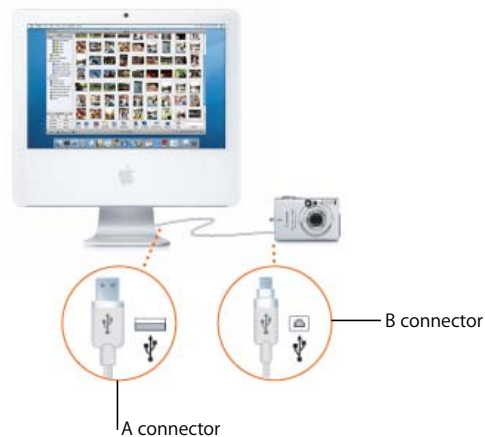
What You Need

To complete all the parts of this tutorial, you need:

- A digital camera compatible with iPhoto (for a list of cameras that are compatible with iPhoto, visit the iPhoto website)
- Photos saved in your digital camera
- A computer with Mac OS X and iPhoto installed
- Built-in Universal Serial Bus (USB) ports on both camera and computer
- An A-to-B USB cable

Importing Photos From a Digital Camera

To edit and share your photos, you must first transfer them into your computer. This process, known as "importing," copies the photo files from their original source into iPhoto, where you can then work with them in a variety of ways.

The most common method of importing is to connect a digital camera to a computer that has iPhoto installed.

B connector
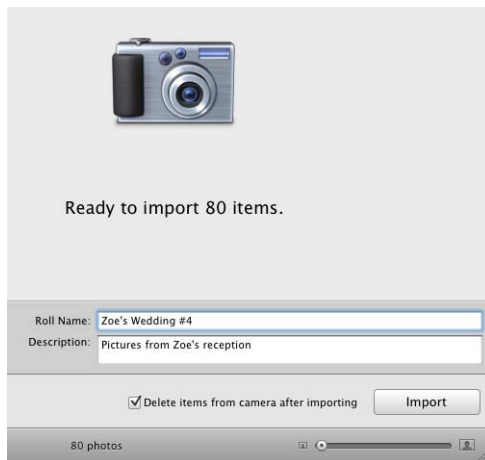
A connector

To connect your camera to the computer:

1 Open the iPhoto application on your computer.

2 Turn off your camera and plug the B connector on your USB cable into the USB port on your camera.

3 Plug the A connector on the USB cable into the USB port on your computer.

4 Turn on your camera.

   Your camera should appear in the iPhoto Source list, located in the top left of the iPhoto window.

If nothing happens when you connect your camera, check your camera to see if it's turned on and set to the correct mode for importing photos. For information on which mode to choose, see the instructions provided with your camera.

To import your photos from a digital camera:

1 Type a film roll name (for example, "Zoe's Wedding roll #4") in the Roll Name field (A, shown below) for the group of photos you're importing. (This allows you to search for the photos associated with that film roll later.)

2 Type a description (for example, "Pictures from Zoe's reception") in the Description field (B, shown below) for the group of photos.

3 If you want to delete photos from your camera as soon as they are imported, select the "Delete items from camera after importing" checkbox.

4 Click the Import button. (To cancel photo transfer at any time during your import, click Stop Import.)

Be sure to wait until all photos have been transferred into iPhoto (or click Stop Import) before disconnecting your camera. If your camera has a "sleep" mode, make sure it is disabled or set to a time increment long enough to allow your images to download. For more information, see the instructions that came with your camera.

To view your pictures, click Last Roll (in the Source list) or click Library and view your photos by film roll. To do this, choose View > Film Rolls.

To disconnect the camera from the computer:

1 Click the Eject button in the Source list, or drag the camera's icon to the iPhoto Trash.

2 Turn off the camera.

3 Disconnect the camera from your computer.

You are now ready to view and organize your photos. To learn how, go to the next section of this tutorial.

Organizing and Viewing Your Photos

In iPhoto, all photos are stored within the iPhoto library. You can see the photos in the Library by clicking Library, located at the top of the Source list on the left side of the iPhoto window.

Within the library, photos are grouped by year and film roll (either an actual film roll, such as 35 mm film stored on a photo CD, or each group of photos you imported from a digital camera).

In this section, you will learn how to sort your photos in several ways, add keywords and view photos by keyword, and create a photo album.

Sorting Your Photos

iPhoto displays your photos in the order in which you imported them. You can rearrange photos in the photo library by sorting them in a variety of ways.

To sort, choose View > Sort Photos, and then choose an option from the submenu:
- "by Film Roll" arranges photos in the order they were imported. Film roll markers indicate photos that were imported together. You can arrange photos by film roll only in your photo library.
- "by Date" arranges photos by the date on which they were taken.
- "by Keyword" arranges photos alphabetically by any keywords you've assigned to them (see "Using Keywords," next).
- "by Title" arranges photos alphabetically by their titles.
- "by Rating" arranges photos from highest to lowest rating. (You can rate your photos to mark your favorites. See "Did You Know?—Rating Photos" on page 12.)

To quickly display only your most recent film rolls, click the Last Rolls icon in the Source list; to display only your most recent photos, click the Last Months icon.

Using Keywords

Keywords are labels you can add to your photos, such as "Birthday" or "Sports," so you can easily find all the photos in a specific category.

iPhoto comes with some basic keywords; you can assign these to your photos or create your own keywords by editing the Keywords list in iPhoto Preferences. Once you add a keyword to the Keywords list, you can assign it to any photo you choose.

To assign keywords to your photos:
- Click the Keywords button in the bottom-left corner of the window and drag a photo from the iPhoto viewing area to a keyword in the Keywords pane.

Keywords button

Or you can do the following:

1. Select the photo or photos you want to keyword.
2. Choose Photos > Get Info.
3. Click the Keywords button at the top of the Photo Info window.

4 Select the checkbox for the keyword or keywords you want to assign to the photo.

Selecting the checkmark button adds a checkmark to the lower-right corner of a photo's thumbnail. A checkmark can be used similarly to a keyword.

To add your own keywords to the Keywords list:

1 Choose iPhoto > Preferences.

2 Click the Keywords button at the top of the window.

3 Click Add (the button looks like a plus sign).

4 Type your new keyword.

You can also rename and delete keywords in the Keywords list.

Important: Editing a keyword in iPhoto Preferences changes that keyword in any photos to which you've assigned it.

To remove a keyword from a photo, select the photo, choose Photos > Get Info, click the Keywords button at the top of the Photo Info window, and deselect the keywords you want removed. You can also remove a keyword by pressing the Option key and dragging the photo onto the keyword in the Keywords pane (in the bottom-left corner of the iPhoto window).

Did You Know?—Rating Photos

You can assign a rating to a photo to indicate how much you like it. These photo ratings can also make it easier to sort photos or find them later.

To rate photos:

1 Select the photo or photos you want to rank.

2 Choose Photos > My Rating, and then choose the number of stars you want to assign from the submenu.

Organizing Your Photos

You can group your photos into albums to better organize your photo library, put together the photos you want to burn to CD or DVD, or choose the pictures you want to publish on a webpage.

When you use albums as part of your filing system, you can keep them up-to-date by adding new photos. In addition, you can use albums as temporary holding places for a group of photos until you're ready to create something else from the photos, like a slideshow, book, calendar, or greeting card. Photos added to or removed from albums do not affect the photos in your photo library.

To create a photo album:

1 Choose File > New Album.

You can also click the Add button near the bottom-left corner of the iPhoto window and choose Album from the pop-up menu.

Add button

2 Type a name for your album and click Create.

3 Click Library.

4 Drag photos from the library to your new album in the Source list.

You can also drag a photo to an album directly from another album, a CD or DVD, or from another location on your hard disk.

When you add a photo to an album from another location on your hard disk, iPhoto automatically imports it into your photo library.

You can also create Smart Albums that can be automatically updated as your library changes. To learn more about creating a Smart Album, see the topics in iPhoto Help.

Did You Know?—Making an Album From a Folder of Photos
You can also create an album by dragging a folder of photos from the Finder into the Source list, in the top-left corner of your iPhoto window. iPhoto creates an album with the folder's name and imports all the photos in the folder into your photo library.

Now that you're comfortable moving around in iPhoto, you're ready to create your first slideshow of favorite photos. To learn how, go to the next section.

Creating a Slideshow

In a slideshow, a group of photos appear one at a time, in succession. You can use any number of photos in a slideshow and place them in any order you choose. When you save a slideshow, it appears in your Source list alongside your photo albums and film rolls.
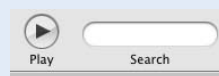
To create a slideshow:

1 Select the photos you want in your slideshow by using one of the following methods:

- To use an entire film roll or album, click it in the Source list (in the top-left corner of the iPhoto window).
- To pick and choose among the photos in an album or your library, open the album or library and hold down the Command key as you click each photo you want.

2 Click the Slideshow button in the toolbar.

3 Drag the slideshow photos into the order you want in the photo browser at the top of the iPhoto window.

Photo browser

After you create a slideshow, you can add background music, specify the display duration for each slide, choose what the transitions between slides looks like, display slideshow controls, and set other options.

Did You Know?—Another Way to See Photos as a Slideshow
You can view any combination of photo albums or individual photos as a temporary slideshow. Simply select the photos or albums you want, then click the Play button at the far right of the window. If you don't see the Play button, click the right-pointing arrows and choose Play from the menu that appears.

Chapter 2 iPhoto Tutorial

Setting Slideshow Options

Before playing a slideshow, you can specify the display duration for each slide, choose transition effects, and add background music.

To specify the display duration:
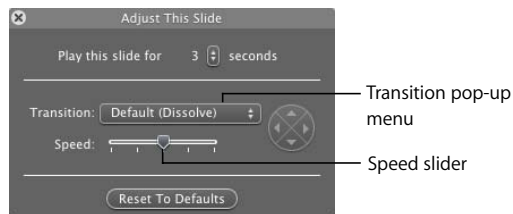
1 Select your slideshow in the Source list. The iPhoto window changes to slideshow view.

2 Click the Settings button (in the bottom-right corner of the iPhoto window).

3 In the Settings dialog, click the arrows next to "seconds" to specify the number of seconds you want each photo to stay on the screen.

To choose transition effects, do one of the following:

• Choose a transition from the Transition pop-up menu at the bottom of the iPhoto window.

• Click the Adjust button (bottom-right corner of the window). In the Adjust This Slide window, choose a transition from the Transition pop-up menu and specify the transition duration using the Speed slider.

Transition pop-up menu

Speed slider

• Click the Settings button (bottom-right corner of the window), choose a transition from the Transition pop-up menu, and specify the transition duration using the Speed slider. (You can also set other options for the entire slideshow in this dialog, including the size of the photos, the Ken Burns Effect, and whether the slideshow repeats automatically.)

The default transition for a new slideshow is the Dissolve transition. You can choose to have photos appear as if they are on different sides of a cube, have one fade through black to the next, and so on.

You can also add background music to your slideshow from the Sample Music folder or your iTunes library:

To add background music to your slideshow:

1 Select your slideshow in the Source list. The iPhoto window changes to slideshow view.

2 Click the Music button in the bottom-right corner of the iPhoto window.

3 Select a song or a playlist to play during your slideshow. You can search for a song by typing the artist or title in the search field.

4 Click OK.

Did You Know?—Adding Photos to a Slideshow
After you create a slideshow, you can add photos to it by dragging them directly from an album, a CD, DVD, or flash drive, or from another location on your hard disk. When you add a photo to a slideshow from another location on your hard disk, iPhoto automatically imports it into your photo library.

Playing a Slideshow

After you create a slideshow, you can play it on your computer screen. The slideshow will fill your entire screen while it plays.

To play a slideshow:

1 Select the slideshow you want to play in the Source list.

2 To start the slideshow, click the Play button (at the bottom-left corner of the window).

To stop the slideshow, click anywhere on the screen. To pause or resume playing a slideshow, press the Space bar.

While viewing your slideshow, you can:

• Use the Up and Down Arrow keys to adjust the speed of your slideshow.
• Use the Right and Left Arrow keys to move through a slideshow manually.
• Press Delete to remove the photo currently being displayed from the slideshow.
• Press Command-R to rotate the photo currently being displayed.

You have completed your first slideshow. To learn how to create a book of your favorite photos, go to the next section.

Creating a Book

It's easier to create a book in iPhoto than it is to get all your photos printed and paste them up in a scrapbook. Once you've created your masterpiece, you have a variety of options to share it: You can play it as a slideshow, print it on a color printer, or order it as a bound book.

In this section, you'll learn how to create a book, including choosing the size and theme, as well as how to make some basic changes, such as adding photos or moving them around.

To create a book:

1 Select the photos you want in your book using one of the following methods.
   - To use an entire film roll or album, click it in the Source list (in the top-left corner of the iPhoto window).
   - To pick and choose among the photos in an album or your library, open the album or library and hold down the Command key as you click each photo you want.

2 Choose File > New Book.

3 Choose a hardcover or softcover book size from the Page Type pop-up menu.

4 Select a theme for your book from the scrolling themes list.

   When you select a book theme, you can see an example of it to the right of the themes list. (For detailed descriptions and prices, click the Options + Prices button to go to the iPhoto website.)

   If you chose a hardcover book and want photos to be printed on only one side of your book pages, deselect the "Double-sided pages" checkbox.

5 Click Choose Theme. (iPhoto switches to book view. Your new book appears in the Source list, and the photos you selected are shown above in the photo browser as thumbnails.)

6 Drag photos from the photo browser onto your book pages. If you have more photos than you need to fill up all your book pages, you can just leave the extras in the photo browser. If you need more photos, see "Making Changes to Your Book" on page 18.

7 If you want, type a new name for your book in the Source list.

Did You Know?—Letting iPhoto Design Your Book for You

If you want iPhoto to automatically design your book by placing all the photos you selected on the book pages in the order they appear in your library or album, click the Autoflow button.
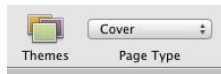
Making Changes to Your Book

You can try out a different theme for your book, add photos, rearrange them, and edit text in your book. To find out how to make even more changes than those described here, see iPhoto Help.

To change the theme of your book:

1 Select the book whose theme you want to change.

2 Click the Themes button.

3 Choose a hardcover or softcover book size from the Page Type pop-up menu.

4 Select a theme for your book from the scrolling themes list.

   If you chose a hardcover book and want photos to be printed on only one side of your book pages, deselect the "Double-sided pages" checkbox.

5 Click Choose Theme.

   Important: It's a good idea to decide on a theme before adding text to a book layout. If you add custom text to a book layout and then choose a different theme, you may lose your text.

Did You Know?—Viewing a Book as a Slideshow

You can use an iPhoto book as the base for a more creative slideshow. Choose from a range of book themes, add your pictures and text, then view the sequence and edit it as a slideshow, including adjusting transitions and adding background music, to share with friends and family.
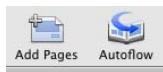
To add photos to your book:

1 Select your library or an album in your Source list.

2 Drag photos from the library or album to your book (in the Source list).

3 Select your book in the Source list. iPhoto switches to book view.

4 Click the Unplaced Photos button to view the photos you added. This is a holding area, like a waiting room, for the photos you want to place in your book.
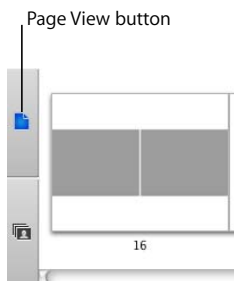
Unplaced Photos button

5 Do one or more of the following to place photos in your book:

- To add a photo to an empty photo frame in your book, drag the photo from the unplaced photos area to the empty frame.
- To replace a photo in your book with a new photo, drag the new photo from the unplaced photos area to the photo in the book. The new photo replaces the old photo, and the old photo is moved to the unplaced photos area.
- To add a photo to a page, change the number of photos allowed on that page using the Page Type pop-up menu, then drag photos to the new empty frames.
- To add all unplaced photos to the book, automatically adding pages as needed, click the Autoflow button.

Add Pages   Autoflow

You can change the order of photos on an individual page or from one page to another.

To rearrange photos in your book:

1 Click the Page View button to display book pages in the photo browser.

Page View button

16

2 Do one of the following:

- To swap photos that appear on the same page, select the page in the photo browser, and then drag one of the photos you want to swap onto the other photo.
- To swap photos that appear in the same page-spread, click the Two-Page View button, select the page spread in the photo browser, and then drag one of the photos you want to swap onto the other photo.

Two-Page View button

- To move a photo from one page to another, select the page on which the photo appears in the photo browser, and then drag the photo from the viewing area onto a new page in the photo browser.

Most book themes include pages that contain text you can edit. If you don't see any text on a page and you want to add some, you need to choose a design for your page that includes text. For more information, see "Changing the design of individual pages in a book" in iPhoto Help.

To edit text in your book:

1 Click the Page View button to display book pages in the photo browser.

2 Select the page that contains text you want to edit.

3 In the viewing area, click the text you want to edit, and then add or edit text.

Important: When you need to edit text, it's a good idea to zoom in on the text area first. To do so, drag the size slider.

Size slider

Next Steps

With the successful creation of a book, you have now completed the full iPhoto tutorial. If you would like to order a copy of your book, see the instructions in the "Sharing Photos in Print" section of iPhoto Help.
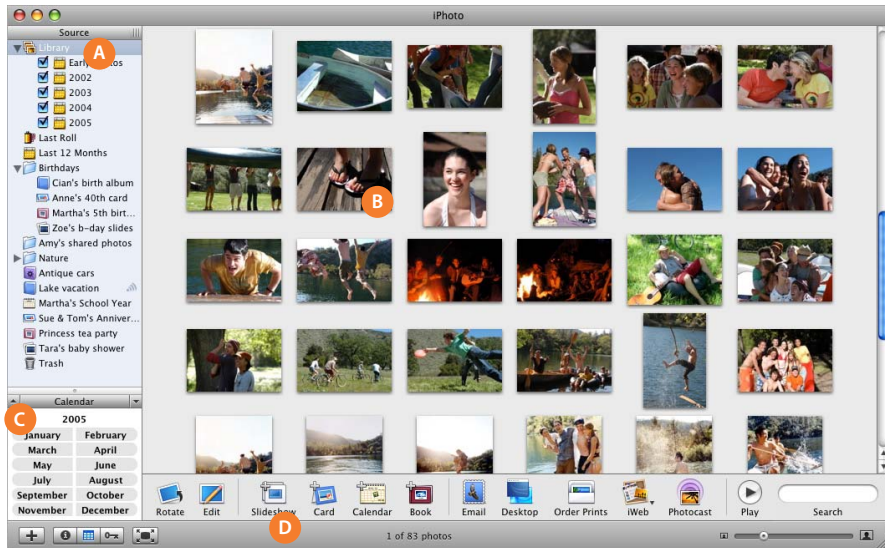
For help in using iPhoto beyond the scope of this document, review the topics in iPhoto Help, which is available in the Help menu when iPhoto is open.

iPhoto at a Glance

3

As you work in iPhoto, you can see your photos displayed in different ways in the iPhoto window; this makes it easier to organize your library, edit photos, create slideshows, and design your own books, calendars, and cards.

The pages that follow introduce you to the different views and controls in the iPhoto window. Take a look at these pages to familiarize yourself with the iPhoto controls so you can easily follow the instructions in iPhoto Help.

The iPhoto Window

A. **Source list:** The Source list includes your library, where all imported photos and video clips appear. The Source list also includes folders, albums, slideshows, books, calendars, and cards you create to organize and display your photos.

B. **Viewing area:** View the photos in your library, albums, slideshows, and books. The iPhoto window switches between organize, edit, slideshow, and book view, depending on whether you're viewing photos in your library and albums, editing photos, or creating a slideshow, book, calendar, or card.

C. **The Information/Calendar/Keywords pane:** Use this pane to store and retrieve important photo information, quickly find photos by date, or find any photo by searching for one or more of its keywords.

D. **Toolbar:** Use buttons and controls in the toolbar to organize, edit, review, and share your photos. The controls you see in the toolbar depend on whether you're viewing photos in your library and albums, editing photos, or creating a slideshow, book, calendar, or card.

The Source List

The Source list is where you can easily organize and access your photos.

A	**Library:**	Select to see all your imported photos and video clips.
B	**Specific years:**	Select to see only photos from a specific year. When you import photos, iPhoto automatically organizes them by year.
C	**Recent rolls:**	Select to see the last roll or rolls of photos you imported. You can set the number of recent rolls you want displayed in iPhoto Preferences.
D	**Recent months:**	Select to see the photos you imported within the last 12 months. You can set the number of recent months you want displayed in iPhoto Preferences.
E	**Folder:**	Create folders to better organize your albums, slideshows, and books.
F	**Album:**	Create albums to group and arrange photos by an event, such as a birthday, or a particular subject matter, such as nature photos. You can also use albums to organize photos for a QuickTime movie or webpage.
G	**Shared photos:**	View photos being shared by other iPhoto users on your local network.

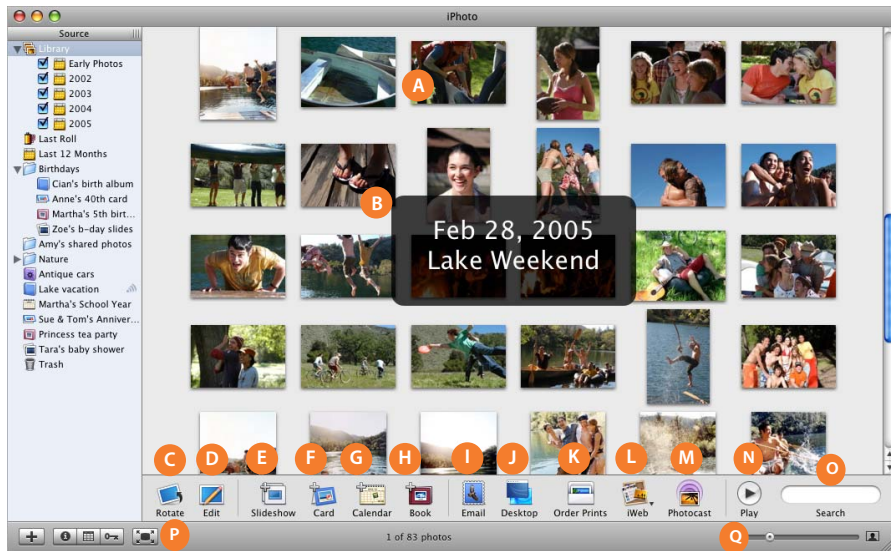| H	**Smart Album:** Create albums that contain only certain types of photos based on the criteria you choose. For example, you can create an album that contains only your highest rated photos taken within the last two months. Any photos that match the criteria you choose are automatically added to the Smart Album.
I	**Photocast album:** Allow subscribers to see your published photo albums.
J	**Calendar**: Create a calendar of your favorite photos. You can choose the number of months, note special days like anniversaries and birthdays, and import dates from your iCal calendar. Have your calendar professionally printed and give it to friends and family.
K	**Cards**: Create greeting cards for any occasion using your own photos. Write a personal message and order sets of your cards to be delivered right to your door.
L	**Book:** Create books of your photos. You can choose different designs (or themes) for a book, add text, and even customize the look of individual pages. iPhoto makes it easy to order professionally printed and bound copies of your books to share with friends and family.
M	**Slideshow:** Create a slideshow of your photos to display on your computer screen. You can specify the display duration for each slide, choose transition effects, add background music, and more.
N	**Trash:** Drag photos, folders, albums, slideshows, or books that you no longer need to the Trash.

Organize View

When you select your library or an album in the Source list, you can see all the photos contained in the item you selected and use controls for sharing your pictures with friends and family.
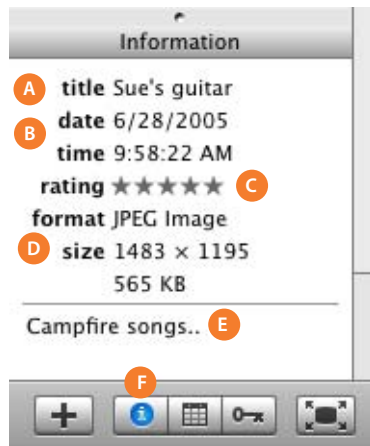

A	**Viewing area:** See thumbnails of the photos in your library and albums.
B	**Scroll Guide**: Shows the date and name (if added) of the film roll displayed.
C	**Rotate button:** Click to rotate selected photos by 90-degree increments.
D	**Edit button:** Click to display selected photos in edit view.
E	**Book button:** Click to create a book of selected photos.
F	**Calendar button:** Click to create a calendar of selected photos.
G	**Card button:** Click to create a card of selected photos.
H	**Slideshow button:** Click to create a slideshow of selected photos.
I	**Email button:** Click to send selected photos as email attachments.
J	**Desktop button:** Click to make selected photos your desktop images.
K	**Order Prints button:** Click to order professional-quality prints of your photos. The Order Prints service in iPhoto makes it easy to choose a print size and quantity for each of your photos and specify a delivery address (available in some countries only).
L	**iWeb button:** Publish photos on a website or photoblog.
M	**Photocast button:** Publish your albums so that other users can subscribe to them.
N	**Play button:** Play selected photos as a temporary slideshow.
O	**Search field:** Type text to find photos by roll, title, comment, keyword, or filename.

P	**Full Screen button:** Click to view the selected photo using your entire screen.
Q	**Size slider:** Drag to change the display size of photos in the iPhoto window.

Information Pane

Use the Information pane to store and retrieve important information about individual photos, albums, books, and folders. The pane below shows the information you'll see when you have a photo selected.

A	**Title:** A photo's title is the filename assigned by your camera. You can click the title to change it.
B	**Date and Time:** Click the date or time to edit it.
C	**Rating:** Click a dot or star to indicate how much you like a photo.
D	**Format and Size:** The file format and size of your photo cannot be changed in the Information pane.
E	**Comments:** Click the comments field to add description, narratives, quotations, poetry, or other text to your photos.
F	**Information button:** Click to show or hide the Information pane.

Calendar Pane

You can use the Calendar pane to quickly search for any photo by the year, month, week, or day it was taken.

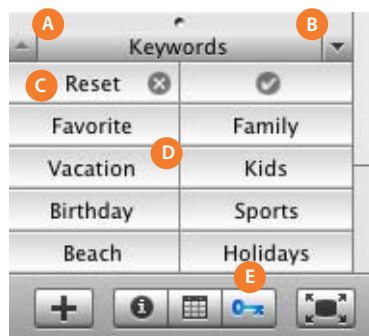| A	**Up arrow:** Click to display the preceding month or year.
B	**Down arrow:** Click to display the following month or year.
C	**View arrow:** Click to switch between year and month view.
D	**Reset button:** Click after you've finished a search to display all photos again.
E	**Months:** Click to show only photos from the months you select. Double-click a month to select a specific week or day. If a month is not bold, it does not contain any photos.
F	**Calendar button:** Click to show or hide the Calendar pane.

Keywords Pane

Keywords are labels you can add to your photos so you can easily find them. Use the Keywords pane to quickly search for any photo by one or more of its keywords.

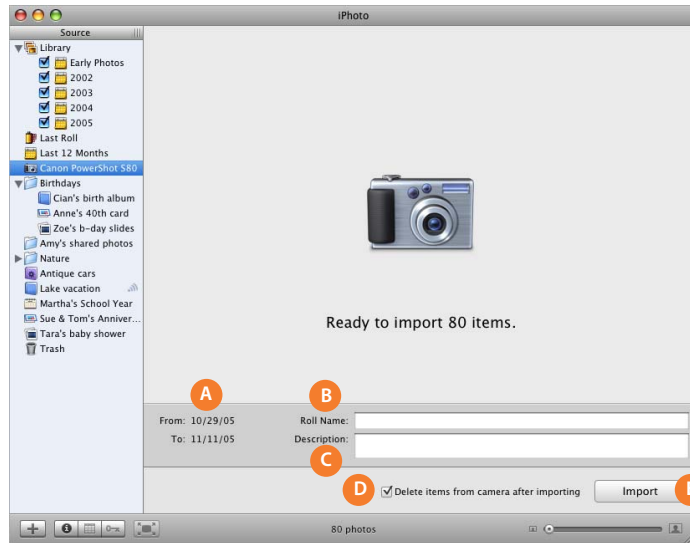| A	**Up arrow:** Click to display the preceding keywords.
B	**Down arrow:** Click to display the following keywords.

C   **Reset button:** Click after you've finished a search to display all photos again.

D   **Keyword buttons:** Click one or more buttons to display photos that contain those keywords. To add a keyword to a photo, drag the photo onto a keyword button.

E   **Keywords button:** Click this button to show or hide the Keywords pane.

Import View

When you connect your digital camera to your computer using a USB cable, your camera appears automatically in the iPhoto window.

A   **Date range:** See the dates when the first and last photos on your camera were taken.

B   **Roll Name:** Type a name for the group of photos you're transferring from your camera into iPhoto.

C   **Description:** Add a description for the group of photos you're importing.

D   **"Delete items" checkbox:** Select to delete photos from your camera as soon as they are imported.

E   **Import button:** Click to transfer photos from your camera to the iPhoto library.

Edit View

If your library, an album, or an individual photo is selected in organize view, you can click the Edit button to switch to edit view. Edit view gives you all the tools you need to improve the color and composition of your photos.

A	**Photo browser:** Click the photo you want to edit.
B	**Viewing area:** View the photo whose color or composition you want to change. Drag to select a portion of the photo for cropping or red-eye reduction.
C	**Rotate button:** Click to rotate photos by 90-degree increments.
D	**Constrain pop-up menu:** Choose a size ratio to constrain your crop or red-eye reduction selection to a specific dimension.
E	**Crop button:** Click to edit a photo by keeping only the portion you like and removing the rest.
F	**Enhance button:** Click to automatically adjust the color and contrast of a photo.
G	**Red-Eye button:** Click to reduce the appearance of "red-eye" (when a person's eyes look red in your photo).
H	**Retouch button:** Click the Retouch button and then drag the crosshair pointer in short strokes over blemishes and other small marks you want to remove from the photo.
I	**Effects button:** Click to display effects you can use on your photo.
J	**Adjust button:** Click to display advanced editing tools.
K	**Adjust window:** Use advanced editing tools to adjust a photo's brightness, saturation, sharpness, and more.
L	**Done button:** Click to leave edit view.
M	**Arrow buttons:** Click to go to the previous or next photo.

Full-Screen View

If your library, an album, or an individual photo is selected in organize view, you can click the Full Screen button to switch to full-screen view. This allows you to view and edit your photo using your entire screen.

A	**Photo browser:** Click the photo you want to edit.
B	**Viewing area:** View the photo whose color or composition you want to change. Drag to select a portion of the photo for cropping or red-eye reduction.
C	**Compare button**: Click to compare two or more photos side-by-side.
D	**Info button**: Click to see photo information, such as title, date/time taken, comments, or rating.
E	**Rotate button:** Click to rotate photos by 90-degree increments.
F	**Constrain pop-up menu:** Choose a size ratio to constrain your crop or red-eye reduction selection to a specific dimension.
G	**Crop button:** Click to edit a photo by keeping only the portion you like and removing the rest.
H	**Enhance button:** Click to automatically adjust the color and contrast of a photo.
I	**Red-Eye button:** Click to reduce the appearance of "red-eye" (when a person's eyes look red in your photo).
J	**Retouch button:** Click the Retouch button and then drag the crosshair pointer in short strokes over blemishes and other small marks you want to remove from the photo.
K	**Effects button:** Click to display effects you can use on your photo.
L	**Adjust button:** Click to display advanced editing tools.
M	**Zoom slider:** Drag to zoom in or out on the image.

N	**Arrow buttons:** Click to go to the previous or next photo.
O	**Exit Full Screen button:** Click to leave full-screen view.

Slideshow View

You can create a slideshow from any album or group of photos in your library. When you select a slideshow in the Source list, iPhoto displays all the photos in the selected slideshow and provides controls for setting transition effects, specifying the display duration for each slide, adding background music, and more.

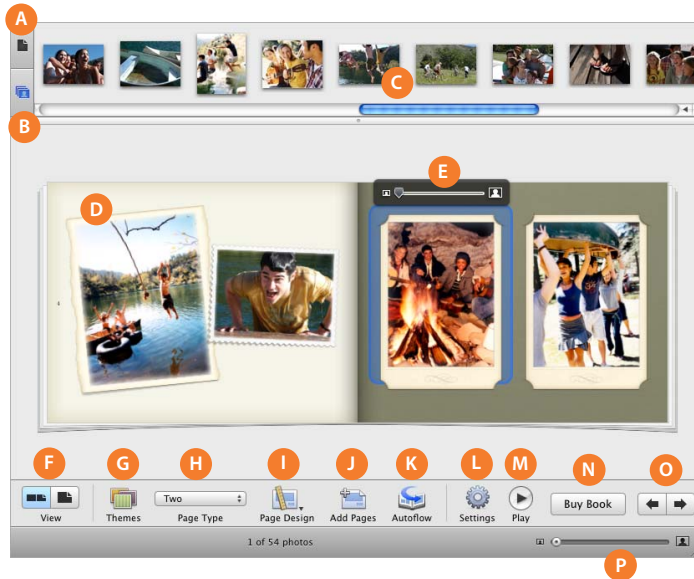| A	**Photo browser:** Drag photos into the order you want them to appear in your slideshow. Select an individual photo to add visual and transition effects to it.
B	**Viewing area:** View the photo to which you want to add visual, transition, or pan and zoom effects.
C	**Play button:** Click to play the slideshow on your computer screen.
D	**Preview button:** Click to preview the slideshow in the iPhoto window.
E	**Effect pop-up menu:** Choose to convert the selected photo to black and white or sepia.
F	**Transition pop-up menu:** Choose the transition effect that occurs between the selected photo and the photo following it.
G	**Pan and zoom controls:** Use these controls to set up pan and zoom effects for the selected photo. Turn the effect on or off by selecting or deselecting the Ken Burns Effect checkbox. Then, click Start to set which part of the photo is showing at the beginning and End to set the end of the effect. Use the zoom slider (L) to zoom the photo in or out.
H	**Adjust button:** Click to change the display duration and transition effect for the selected photo.

I	**Settings button:** Click to choose visual effects for your entire slideshow.
J	**Music button:** Click to choose the background music for your slideshow.
K	**Arrow buttons:** Click to go to the previous or next photo in a slideshow.
L	**Zoom slider:** Drag to select which part of the photo is displayed during your slideshow.

Book View

When you select a book in the Source list, iPhoto displays its pages and provides tools to easily create the perfect book for any occasion.
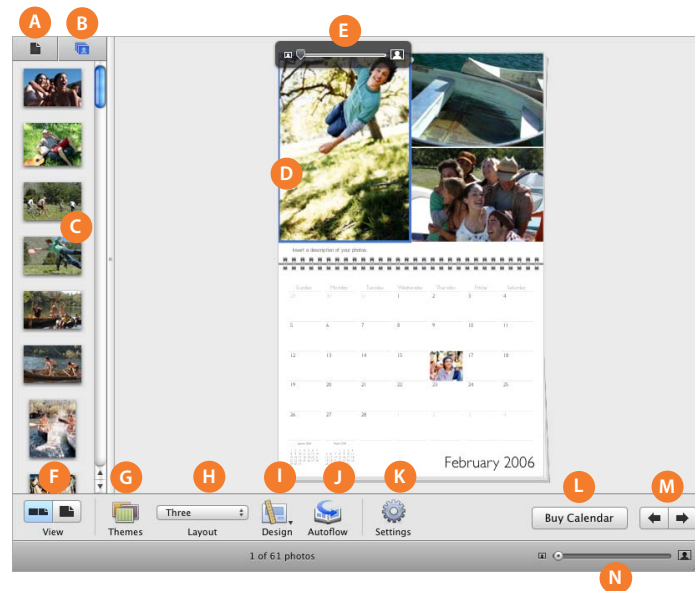

A	**Page View button:** Click to display book pages in the photo browser.
B	**Unplaced Photos button:** Click to display unplaced photos. You can place these photos in your book by dragging them to a page.
C	**Photo browser:** View book pages or your book's unplaced photos.
D	**Viewing area:** View the page you selected in the photo browser. To rearrange photos on the same page, drag them to a new location on the page. To replace a photo on a page, drag a new photo from the photo browser to the photo you want replaced.
E	**Zoom slider:** Position a selected photo within its book frame by zooming in on only the area you want to show.
F	**View buttons:** Click to show single pages or two-page spreads in the viewing area.
G	**Themes button:** Click to select a book size and layout design.
H	**Page Type pop-up menu:** Choose a new page type for the selected page.
I	**Page Design button:** Choose a new layout for the selected page type.

J	**Add Pages button:** Click to add a new page to the end of your book.
K	**Autoflow button:** Click to add all unplaced photos to the book, adding pages as needed.
L	**Settings button:** Click to choose fonts, text styles, photo captions, and whether to show page numbers.
M	**Play button**: Click to play book pages as a slideshow.
N	**Buy Book button:** Click to order professionally printed and bound copies of your book (available in some countries only).
O	**Arrow buttons:** Click to go to the previous or next page.
P	**Zoom slider:** Drag to zoom in and out of book pages.

Calendar View

When you select a calendar in the Source list, iPhoto displays its pages and provides tools to easily create up to 24 months of memories.
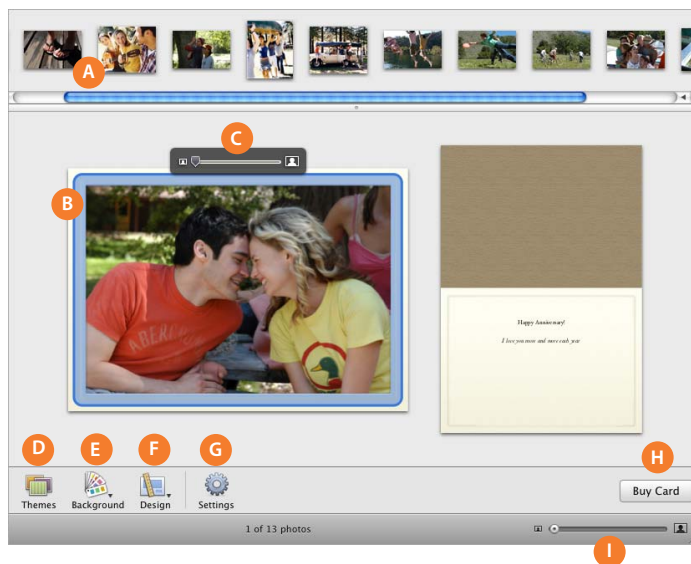

A	**Page View button:** Click to display calendar pages in the photo browser.
B	**Unplaced Photos button:** Click to display unplaced photos. You can place these photos in your calendar by dragging them to a page.
C	**Photo browser:** View calendar pages or your calendar's unplaced photos.
D	**Viewing area:** View the page you selected in the photo browser. To rearrange photos on the same page, drag them to a new location on the page. To replace a photo on a page, drag a new photo from the photo browser to the photo you want replaced.
E	**Zoom slider:** Position a selected photo within its frame by zooming in on only the area you want to show.

F	**View buttons:** Click to show single pages or two-page spreads in the viewing area.
G	**Themes button:** Click to select a calendar design.
H	**Layout pop-up menu:** Choose a new layout for the selected page.
I	**Design button:** Choose a new design for the selected page.
J	**Autoflow button:** Click to add all unplaced photos to the calendar, adding pages as needed.
K	**Settings button:** Click to choose fonts, text styles, photo captions, and whether to show page numbers.
L	**Buy Calendar button:** Click to order professionally printed copies of your calendar (available in some countries only).
M	**Arrow buttons:** Click to go to the previous or next page.
N	**Zoom slider:** Drag to zoom in and out of calendar pages.

Card View

When you select a card in the Source list, iPhoto displays its pages and provides tools to create cards for any event or sentiment.

A	**Photo browser:** View unplaced photos for your card. You can place these photos in your book by dragging them to a page.
B	**Viewing area:** View the page you selected in the photo browser. To rearrange photos on the same page, drag them to a new location on the page. To replace a photo on a page, drag a new photo from the photo browser to the photo you want replaced.
C	**Zoom slider:** Position a selected photo within its frame by zooming in on only the area you want to show.

D	**Themes button:** Click to select a card size and design.
E	**Background pop-up menu:** Choose a background for the card.
F	**Design button:** Choose a new design for the card.
G	**Settings button:** Click to choose fonts, text styles, photo captions, and whether to show page numbers.
H	**Buy Card button:** Click to order professionally printed copies of your card (available in some countries only).
I	**Zoom slider:** Drag to zoom in and out of card pages.

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