

Setting up the preferences:

iPhoto/Preferences; Double-click photo to Magnifies Photo; Edit Photo in Main Window; Email Photos using Mail; Connecting Camera opens iPhoto.

Advanced: Importing Copy items to the Photo Library.

Events: Double click Event shows Event photos; show scrolling information.

Now close Preferences.

Edit Photo may also be set for another editing program like Photoshop Elements, but most of the editing will probably be done in iPhoto -- it is your choice.

Importing Photos

Connect the memory stick or camera to the USB port; iPhoto will open and load the photos into the import window. You can select some of the photos with the usual methods of selecting, then use the Import Selected button, or you can import all of them by using the Import All button.

If you have not previously erased all photos on the card, you can select Hide Photos already Imported, thereby eliminating the need to look at them.

Selecting Autosplit after importing will make a different Event for each group of photos as determined by the date of shooting, with a separate event for each date. Events can be merged or added at any time. The time interval for autosplit is selectable in Preferences/Event.

Once you import the photos they are in the Library and will be saved there unless you delete them, and even then they are safely stored in the iPhoto trash. The iPhoto Trash can is separate from the Mac trash, and emptying the Mac trash does not empty the iPhoto trash.

If the photos are on other than a memory stick or your camera, you must import them with File/Import to Library by navigating to the file folder or disk.

The Desktop ...

Consists of a Source List on the left of the window; the major sections are Library, where all of the photos are stored: Recent, a convenient place for recalling most recent imports; Albums, where you can see all of the collections that you have made: Projects, where you will find Books, Calendars, and Cards; Slideshows, which are collections of photos -- full screen, with music background.

Viewing the Photos

Now comes the time when you can view the photos. Sliding the control at the bottom right of the window will resize all of the thumbnails.

All of the photos will be stored in the Library called Photos; the photos will be grouped into Events. When you are viewing in Library/Photos, you can View/Sort Photos by date, title, or other factors. If you View/Event Titles the photo file will be more manageable since there will be one section for each Event, and any Event can be collapsed or expanded with the arrow head. There is a representative photo, called Key Photo, shown in each Event section; it is selected by the program, but it can be changed by first selecting the desired key photo in the Event then right-click and select Make Key Photo. The size of the photos can be controlled by the slider in the lower right corner. Double clicking on any photo will open it to full screen; clicking on the photo will return it to the thumbnail size.

Import Window

After the photos show in the Import Window, give the event a name. If all photos are to be imported, click on Import All.

Now is the time to trash photos that are no good. An easy way to do this is to click in the field of the thumbnails, then ⌘-A to select all of the photos, then ⌘-click on any photo that is a dud. Selected photos will be outlined in yellow. Now click on Import Selected. To erase all of the photos from the memory card, select Delete Originals.

Titles can be put on each photo, with View/Titles. Click on the title, which will be the camera-generated number, and type in the desired text. If there are to be a number of photos with the same title, Photos/Batch Change..., and set to Title to Text, and select Append a number to each photo. Now type in the box (which will be selected with a blue outline) the title, and click OK.

If the photos are from an earlier era, and you want to change to date to the original date, you can use Photos/Adjust Date and Time, or you can use the Photos/Batch Change to do a similar thing.

Keywords is a great tool for organizing your photos. The program provides a set of convenient keywords, but choosing keywords is up to you and they can always be changed. If you are moving a large file of photos into iPhoto, it might be worthwhile to plan out the keywords and titles, so that you can do meaningful searches. Note: keywords will not appear until the photos are imported.

To show/assign keywords, View/Keywords. Click in the area below the title of the thumbnail -- it will read 'add keywords'. Type in an appropriate keyword for the photo. To see all of the keywords used, Window/Show Keywords. There is also an autofill feature with a drop down box. Also, with the photo selected, clicking on a keyword in the panel will assign it to the photo.

A keyword shortcut may be given to any keyword by click-dragging the word from the lower group to the upper (Quick) group. A shortcut letter will automatically be assigned

and may be changed with Edit. To move a keyword out of the quick group, Edit Keywords, then Short cuts, and then delete.

To use the quick group keys, the keyword panel must be showing, the photo(s) must be selected; the keyword window does not have to be open. A group of photos may be selected and a keyword can be applied to each photo.

There is no limit as to the number of keywords for a photo.

To remove a keyword from a photo, click on the keyword box, click on the keyword and Delete. If the keyword panel is open, clicking on the keyword in the panel will remove it, and clicking again will insert it.

Ratings

Photos can be scored and sorted on a 0 to 5 stars basis. To show the rating, View/Ratings. To assign a rating, select the photo and ⌘ - 0 to 5. Or, click on the stars below the photo.

When there is a large group of photos to be rated, try holding the ⌘ key down, use the right or left arrow key to advance to the next photo, and type 0 to 5 to rate each photo. Works great!

Library

All of the photos are stored in the iPhoto Library (the maximum number of photos in a library is 250,000). They can be sorted by date, keyword, title, or rating. Sorting by keyword arranges photos with the least number of keywords first.

You can create multiple libraries if you want to keep groups of photos separated, such as “work” and “home”. To create another library, hold the Option key down when you open iPhoto; the dialog box will permit you to change or create a different library.

Library/Event vs. Library/Photos

An event is a group of photos that were taken over a specified time span (as selected in Preferences/Events). Selecting Library/Events, rather than Library/Photos, shows a key photo of each event arranged by date or title. Moving the cursor over the key photo will show all of the photos of that event. Double clicking on the event will show all of the photos in that event in the event mode. To make one of the photos the key photo, Control-click on the photo.

To split an event, select the photos to be moved to the new event and Event/Split Event. To combine two or more events, select the events and Events/Merge.

Library/Photos shows the thumbnails in the entire Library, sorted per View/Sort Photos. When View/Event Titles is selected, events are arranged by date; clicking on the expand arrow shows thumbnails in the event.

Viewing Options

The size of the thumbnail can be changed with the slider at the lower right of the window.

Double clicking on a thumbnail will make it near-full screen; clicking on it will return it to the thumbnail.

View/Full Screen will make it full screen; moving cursor to the top will show the menu bar; moving it to the bottom will show the edit bar; moving it to the right side will show all of the photos in the Event. To return to thumbnail, use the close box in the lower right corner, or double click on the photo.

Deleting Photos

Photos can be deleted from the library in either the Events or Photos view. To delete a photo(s), select it and Edit/Cut. Photos that are cut are stored in Recent/Trash. You can drag them out of the trash and into the library, or you can permanently trash them with iPhoto/Empty Trash.

Searching

You can search the library by date, keyword, rating using the search box in the tool bar. Selecting more than one keyword is an 'and' function. Searching All includes the titles.

Editing and File Size

Select the photo to be edited, then click on Edit in the tool bar. The tools are:

Crop and File Size: select Constrain for fixed ratios; use Option-click on a corner to change between landscape and portrait. Cropping will reduce the size of the file by the amount cropped; except for cropping, the file will remain the size that was imported. Just a comment on file size: one of the main reasons for wanting to reduce file size is to speed emails with photos -- this factor is very well controlled when you use Share/Email. Another reason for reducing file size is to reduce the storage volume, but iPhoto is not known for being frugal with memory. If you print the photo, the larger the file, the better, be it at home, at Costco, or Walgreens. So if you must reduce the file size for some obscure reason, then use an editing program like Photoshop Elements.

Enhance: clicking on the icon may help photos that are dark or of low contrast.

Retouch: adjust the size to be slightly larger than the blemish and click; for elongated blemishes, click-drag the brush.

Effects: worth trying; click multiple time to increase or decrease the effect.

Adjust: this is where the manual control is located. Color, contrast, sharpness, etc.

Copy/Paste can be used to apply the same correction(s) to a number of photos that may be in need of a similar edit.

When finished with editing, click on Done. There are now two copies of the photo in the library: the original and the edited. Subsequent changes will be made to the edited copy while the original remains untouched. To get to the original, Photos/Revert to Original.

Emailing Photo(s)

First, select your email program in Preferences/General.

To send an email with photo(s) attached, select the photo(s) then Share/Email, choose the size of the photos, then click on Compose. In a moment or two an email will appear with the photo(s) attached. Simple!

SLIDESHOW

Select the photos that you want in the slide show, and click on the slideshow icon at the bottom. The photos will appear in a window at the top; click drag the individual photos to arrange the order of the show.

Effect: Use to either make the selected photo(s) black/white or sepia, or None for color.

Transition: applies the inter-slide effect between the slide and the following slide; clicking on Preview will show the effect. Selecting a group of photos will apply the transition to all of the selected photos.

Ken Burns Effect: the effect is great, but don't overdo it. To use it, select a photo that merits zooming in or out on a feature or object, then select Ken Burns Effect, and put the slider on Start. Use the size control at the lower right corner to adjust the size of the image, and the space bar to move the photo with the drag icon; this will be the image at the beginning of the effect. Now move the slider to End and repeat the use of the size control and space bar so that the effect will end with the image. To view the result, click on the Preview button. You will lose a certain amount of sharpness as you zoom in.

Be sure that you provide enough time for the effect; you can adjust the time for the slide with Adjust (see below). The effect will only apply to the one slide; subsequently moving the slide in the order arrangement will not change the effect.

Adjust: this panel is used to adjust the transition and dwell time for any particular slide.

Settings: this controls effects of all of the slides in the show, but the Adjust will override it for a particular slide. Selecting Automatic Ken Burns Effect provides some motion to each slide.

Music: Under settings, there is a repeat music option. To select the music, either select a single tune from iTunes, or make a playlist in iTunes and select the playlist. Selecting a group of songs will not work for this feature -- make a playlist.

Format: Under settings, there is an adjustment for changing the format ratio so that it will fit better on some screens.

Preview: use it to see the transition following the selected slide.

Starting and stopping the show is done by clicking on the Play button to start, and Enter or click with the mouse to stop. To pause use the space bar; to resume the show, use the space bar again.

Slide show control panel: moving the mouse with the show running shows the slide control panel, which permits you to remove a slide, rotate it, 'star' rate it, and move forward or backward in the show. It will automatically fade away if the mouse is inactive for a few seconds.

ALBUMS

The easiest way to start an album is to select the desired photos from the Library, then File/New Album, and give it a title.

You can arrange the order of the photos with View/Sort, then you can manually click drag any photo to 'tweak' the order. To remove a photo, select it and Edit/Cut. To add a photo from the Library, click drag it onto the album in the Source column.

SMART ALBUMS

To make a smart album, File/New Smart Album. Give it a title. Now select the factors that you want, and the program will go into the Library and include all of those photos that meet the criteria for the album. To add or remove criteria, click on the - or + buttons. As you add photos to the Library that meet the criteria of an existing smart album the photos will automatically be added to the album.

EXTRACTING METADATA

Metadata Export for iPhoto is an export plugin for iPhoto '08, version 7 which allows you to export metadata about your iPhoto library photos, including:

- Comments - comments about the photo.
- Archival Date - Archival date of the photo.
- Creation Date - Creation date of the photo.
- Modification Date - Modification date of the photo.
- Format - the file/image format of the photo.
- Height - height of the photo, in pixels.
- Keywords - keywords assigned to the photo.
- Path - absolute path to the photo.
- Rating - ranking/rating of the photo.
- Rotation - rotation of the photo, in degrees.
- Title - (name) of the photo.
- Width - width of the photo, in pixels.

It will export using a number of different file formats, including:

- Comma-separated Values (CSV)
- Extensible HTML (XHTML)
- Tab-delimited Text
- XML Property List

With the exported metadata, you can do things like generate and print labels for organizing hard copies of your photos, slides or negatives. Or, you can import the data into a database program and run and generate queries or reports to gain insights about your iPhoto library.

You can download this free application from:

<http://www.tc.umn.edu/~erick205/Projects/Metadata%20Export/>