

iPhoto '09 is the photo management application included in the iLife '09 suite. The previous version of iPhoto already included an Events feature that let you view photos by date, and iPhoto '09 adds two new features to help you organize your photos: Faces uses face recognition to help you organize your photos based on the people who appear in them and Places allows you to display photos on a map using the location information saved by many GPS-enabled cameras and camera phones (such as the iPhone 3G). iPhoto '09 also integrates editing features that let you crop and align your photos to improve their composition and fix problems such as red eye and bad exposure. When you are finished organizing and editing your photos, you can show off your best ones by creating slideshows with special effects and background music. You can also share printed versions of your photos as photo books, calendars and greeting cards.



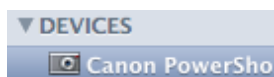
### The iPhoto Interface

1. **Source List** - includes the Library, where all imported photos and movie clips are stored, and shows all of the folders, albums, slideshows, and books you've created.
2. **Viewing Area** - displays the photos in your Library, albums, slideshows, and books.
3. **Information Pane** - shows information about your photos, such as the date taken and size.
4. **Toolbar** - includes buttons that allow you to organize, edit, and share your photos.

## Importing

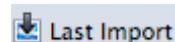
To transfer photos from your camera so you can edit and organize them in iPhoto:

1. Connect your digital camera to your Mac using a USB cable. Turn the camera on and set it to the correct mode for playback (this will vary by model so you may have to consult your camera's manual).
2. iPhoto should open in Import mode and show you thumbnails of the photos in your camera in the Viewing area. Your camera should also be listed under Devices on the left side of the window.



3. Provide an Event name that describes the group of photos you're about to import (My Wedding, etc.).
4. Enter a description for the group of photos in the Description field.
5. Check the box next to Autosplit events if you took photos on separate days and want iPhoto to automatically create an Event for each day.
6. If you have previously imported some of the photos on the camera, check the box next to Hide photos already imported. This will show you only the new photos in the Import window..
7. Click on Import All to import all of the photos on your camera, or on Import Selected to import only a few photos (you can hold down the Command key to select individual photos, or the Shift key to select a range of photos).
8. Once the photos have been imported, a popup window will ask you if you want to delete the imported photos from the camera. Choose Keep Photos if you want to keep a copy of the photos on the camera.

9. Click on Last Import on the left side to view the photos you just imported.



You can also import photos from a CD, hard drive, or folder on your computer by choosing File > Import to Library.

## Viewing

To view your photos:

1. Click on Photos in the Source List that appears on the left side of the iPhoto window. Thumbnails of the photos will be displayed on the right.
2. Use the zoom slider on the lower right to resize the thumbnails and change the number of thumbnails that fit in the window.




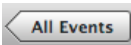


3. Select View > Titles, Rating, or Keywords to display additional information below the thumbnails.
4. To Flag photos (such as ones that need editing), select the photos you want to flag and click on the Flag button in the toolbar.
5. To hide photos, select the photos you want to hide and click on the Hide button in the toolbar. This will hide the photos without deleting them.
6. To show these hidden photos again, select View > Hidden Photos . The hidden photos will be marked with an X. To unhide the hidden photos, select the photos and click on the Unhide button.
7. To sort your photos, choose View > Sort Photos, then select your sorting options including the order of the sort (Ascending or Descending).
8. To view the photos organized by Event, choose View > Event Titles.
9. To change options for how your thumbnails are displayed (background, drop shadow, etc.)

select the Appearance tab in the iPhoto preferences (choose iPhoto > Preferences).




## Events

The Events view organizes photos according to when they were taken. To view your photos organized by Event:

1. Click on Events in the Source list on the left side of the window (under Library). 
2. Hover over one of the thumbnails. A number under the thumbnail will let you know how many photos are in that Event.
3. Move the cursor to the left or right while you're over the thumbnail. This will scrub through the Event so you can see the images inside of it.
4. To change the photo used for the Event's thumbnail, right-click or control-click on the thumbnail and choose Make Key Photo.
5. To split an Event, double-click to open it, select the photo where you want the new Event to start, and click on the Split button. Enter a name for the new Event by double-clicking on the Event name and entering your own text. 
6. To merge two events, hold down the Shift key as you click on each Event's key photo, then click on the Merge button in the toolbar. 
7. While inside an Event, you can hide and flag photos as described in the previous section.
8. To get a quick preview of a photo, double-click on it. To close the preview, click anywhere on the black border and this will return you to thumbnail view.
9. To close an Event and return to the Events view, click on the All Events button at the top. 

## Faces

The Faces feature introduced with iPhoto '09 uses face recognition to organize your photos according to the people who appear in them. To use Faces:

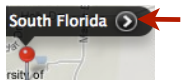
1. Open up a photo in either the Photos or Events view and click on the Name button on the toolbar. 
2. If iPhoto recognizes a face in the photo, a marquee will appear around it. Click inside the text box underneath the marquee and enter the name of the person in the photo, then press Return on your keyboard. Repeat for other faces in the photo.
3. If a face is not recognized, click on Add Missing Face, then move and resize the marquee until it is over the face and click on Done. Next, click on the text box below the marquee and enter the person's name as in the previous step.
4. To tag other photos that have the same person in them, click on the triangle to the right of the person's name. This will open another window showing you thumbnails of other photos that may be a match.
5. Scroll down until you see the section with the person's name followed by "may be in the photos below." To view only the faces in the photo, click on the Thumbnails/Faces button on the toolbar. 
6. Click on Confirm Name on the toolbar and click on each photo you want to tag with the same name. If you make a mistake, click on the face thumbnail again and it will say "Not" followed by the person's name.
7. Click on Done to save your changes.
8. To view the photos grouped by name, click on the Faces button in the Source List. As with Events, you can place the 

cursor over a thumbnail in the Faces view and scrub through the photos in a group by moving the cursor left or right. To change the photo used for the group's thumbnail, press the Space Bar when you are over the desired photo.

9. To make changes to the photos in a group (add or remove tags), double-click on the group's thumbnail. To return to the Faces view, click on the All Faces button.

### Places

Places allows you to display your photos on a map using the location information provided by many GPS-enabled cameras and camera phones. To view your photos on a map, click on the Places icon in the Source List. You will see pins for each location where you took photos. Click on the disclosure icon that appears when you hover over a pin to see the photos taken at that specific location.



To return to the map view, click on the Map button in the upper left.

To change the map type, click on one of the Style buttons (Terrain, Satellite or Hybrid) on the right side of the window. Use the zoom slider to zoom in and out on the map. To quickly zoom out and show all of the pins on the map, click on the Zoom All button.



If you would rather browse through your photos using a list of locations, click on the List icon below the map. As you select a location, the photos taken at that location will appear in the area below the list.



You can also manually add location information to your photos if you do not have a camera or camera phone with GPS (this is called geotagging):

1. Click on the information icon that appears when you hover over a photo or event. This will open the information window.
2. Click in the "photo place" or "event place" text field and begin typing the name of the location where the photo was taken, then pick a location from the list of suggestions and click on Done to save your changes.
3. If the desired location does not appear on the list, click on "Find on map". When the Places window opens, enter an address in the search box and press Return. A pin will appear on the map to show an approximate location. Drag this pin to the exact location where your photos were taken and use the blue handles to change the area covered by the pin.
4. To assign a name to the new place, click on it on the list that appears to the left of the map and enter the desired name.
5. Click on Assign to photo or Assign to event (depending on which one you selected) to add the location information to your photo, then click on Done in the information window to save your changes.





The new location you have added will now be remembered by Places the next time you go into the information window and it will be available as a suggestion when you start typing its name in the "photo place" or "event place" text field.

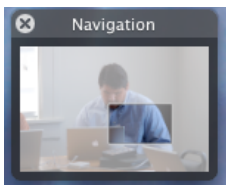
To manage your saved locations, select Window > Manage My Places. This will open the Manage My Places window with the My Places tab already selected. To


delete a place, click on the minus sign that appears to the right of its name. To add a pin with a custom location (such as “my first school”), click on Drop Pin, move the pin to the desired location and replace “New Place” in the My Places list with the name of the new place. Click Done when you’re finished to close the Manage My Places window.


### Full Screen Mode

To open a photo in full screen mode:

1. Select the photo and click on the Full Screen button at the bottom of the Source list. The photo will fill your entire screen. 
2. To move to another photo while in full screen view, move your cursor toward the top of the screen until the photo browser appears, then click on a different photo.
3. To zoom in, move your cursor toward the bottom of the screen to display the toolbar, then use the zoom slider in the toolbar. As you drag the slider a Navigation window will be displayed if the photo is larger than the screen. You can move to a different part of the zoomed in photo by dragging the small square inside the Navigation window. 



4. To edit the photo, click on one of the editing buttons in the toolbar.
5. Click on the Info button while the editing toolbar is displayed to add a title, description, and rating by using the fields in the Information popup window. 

6. Use the Compare button to view two photos side by side.   
You can use this feature to compare different versions of photos.
7. To exit full screen mode, click on the X in the lower right corner or press the Escape key on your keyboard.

### Organizing with Albums

To organize a set of photos into a new album:

1. Choose File > New Album (or click on the plus button near the bottom left corner of the iPhoto window).
2. Select Album in the popup window and provide a name for your album.
3. Click on Create.
4. To add photos to the new album, click on Photos or Events and then drag photos from the display area on the right to the new album shown in the Source list on the left.

There are other ways to create an album:

- a. select a few photos and then choose File > New Album from Selection.
- b. Drag a folder of photos from a Finder window into the Source list.
- c. Select File > New Smart Album. A Smart Album contains photos matching criteria you specify.

To delete an album, right-click or Control-click on it in the Source list and choose Delete album. This will only delete the album, not the photos inside of it.

### Ratings and Keywords

Ratings and keywords allow you to tag photos with additional information that can be used to organize your collection.

#### Ratings

To assign a rating to a photo:

1. Select the photo you want to rate in the display area on the right.

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