

Welcome to Aperture

Aperture is a powerful and easy-to-use digital image management system that can track thousands of digital images and provides the avid photographer with high-quality image management and adjustment tools.

With Aperture, you can efficiently import digital images, perform a photo edit, adjust and retouch images, publish images for the web or print, export libraries for use on other Aperture systems, merge libraries, and back up your entire image library for safekeeping. Aperture lets you work with high-quality JPEG, TIFF, and RAW image files—and even HD video files—directly from your camera or card reader and maintain that high quality throughout your workflow.

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About Aperture

Designed for the needs of professional photographers, Aperture is a photo editing and management tool that provides:

- *An advanced RAW workflow:* From capture to output, you can work with your images captured as RAW files, without having to first convert them to another format before viewing, adjusting, organizing, or printing them. Aperture supports RAW formats from leading digital camera manufacturers, including Canon and Nikon.
- *Flexible image management:* An open library structure lets you store photos, audio clips, and video clips anywhere you want. You can have Aperture store image, audio, and video files in the library or simply link to the files in their current locations. You can also have Aperture link to your iPhoto library without copying the images into the Aperture library. Aperture can work with photos stored on any number of hard disk drives and other storage media. You can catalog and search for images that are stored on multiple hard disks, including offline volumes, CDs, and DVDs.
- *Professional project management:* Aperture allows you to manage thousands of projects and provides flexible organizational tools, comprehensive metadata support, and powerful search tools that let you find files instantly. You can export any part of your library, make changes to it on a second Aperture system, and then merge it back into the library of your primary Aperture system.
- *Nondestructive image processing:* Designed to protect your images from the moment they're imported, Aperture identifies your original images as digital "masters" and has built-in safeguards to help ensure that you don't accidentally overwrite or modify them.
- *Versatile printing and publishing:* Working directly with your RAW images, you can create color-accurate prints, custom contact sheets, stunning websites, and unique bound books with tools that are intuitive and powerful.
- *Robust backup:* Beginning at import, you can set Aperture to automatically back up copies of your image files. You can also use the Vault pane of the Library inspector to manage multiple vaults (containing copies of the Aperture library), which can then be stored in offsite locations, protecting your library of image assets in the case of a catastrophic event.

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About the Aperture Documentation

Aperture comes with various documents that provide detailed information about using the application.

- *Aperture 3 User Manual*: This comprehensive document describes the Aperture interface, commands, and menus and gives step-by-step instructions for creating Aperture libraries and for accomplishing specific tasks. It is written for users of all levels of experience. The *Aperture 3 User Manual* is available in Aperture Help (in Aperture, choose Help > Aperture Help).

Note: This manual is not intended to be a complete guide to the art of photography. Much of the photography-specific information presented here is very general in nature and is supplied to provide a context for the terminology used when describing Aperture functions.

- *Exploring Aperture*: This document provides a quick introduction to the main features of Aperture. A PDF version of the printed *Exploring Aperture* manual is available in Aperture Help.
- *Aperture 3 Keyboard Shortcuts*: This document provides keyboard shortcuts you can use to perform tasks in Aperture. A PDF version of the printed *Aperture 3 Keyboard Shortcuts* card is available in Aperture Help.

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Additional Resources

Along with the documentation that comes with Aperture, there are a variety of other resources you can use to find out more about Aperture.

Aperture Websites

For general information and updates, as well as the latest news on Aperture, go to:

- <http://www.apple.com/aperture>

For a list of online video tutorials, go to:

- <http://www.apple.com/aperture/howto>

For a list of online resources, including third-party training materials, go to:

- <http://www.apple.com/aperture/resources>

Apple Service and Support Websites

For software updates and answers to the most frequently asked questions for all Apple products, go to the general Apple Support webpage. You'll also have access to product specifications, reference documentation, and Apple and third-party product technical articles.

- <http://www.apple.com/support>

For software updates, documentation, discussion forums, and answers to the most frequently asked questions for Aperture, go to:

- <http://www.apple.com/support/aperture>

For discussion forums specific to Aperture, where you can search for an answer, post your question, or answer other users' questions, go to:

- <http://discussions.apple.com>

To provide comments and feedback about Aperture, go to:

- <http://www.apple.com/feedback/aperture.html>

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An Overview of Aperture

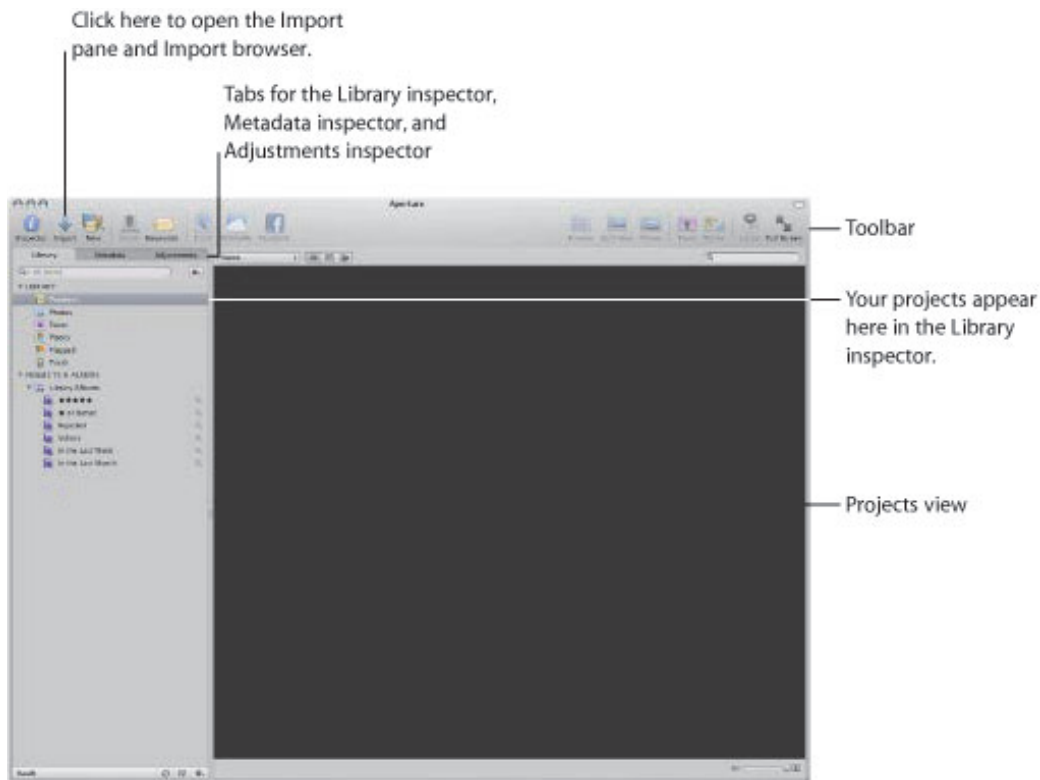
Aperture is designed to be the center of your digital photography workflow, from capturing new images to the final delivery of professional-quality photographs. You can also use Aperture to organize your audio and video clips for use with multimedia slideshow presentations, share photos with social networking websites, and publish photos on your personal website.

This chapter provides an overview of how Aperture works and what you can do with it. However, this chapter doesn't provide all the detailed information and instructions needed to perform work on your images. If you're new to Aperture, this chapter is for you. If you're familiar with the Aperture features and interface, feel free to skip this chapter. Once you're familiar with Aperture, you'll find in-depth explanations and instructions in later chapters.

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A First Look at Aperture

When you first open Aperture, you see the following areas:



Note: Because you can customize the toolbar, adding and deleting buttons and controls, your toolbar may look different from the one pictured in this manual. For more information about changing the toolbar, see “Customizing the Toolbar.”

After you import images into projects, your screen will look similar to this:



Aperture imports the images into a project. Click the project to see its images in the Browser.

About the Aperture Sample Library

The Aperture installation disc includes a sample library with several projects containing high-resolution images. You can import the sample library into your existing Aperture library from the Aperture installation disc at any time after installing the application.

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Creating Projects and Importing Your Photos

To use Aperture, you first import your photos. You can import digital photos directly from your camera or a card reader and from hard disks or other storage devices where you've archived digital files. After a shoot, you can connect your digital camera or card reader to your computer and Aperture automatically detects it. You can then easily import your new images into Aperture.

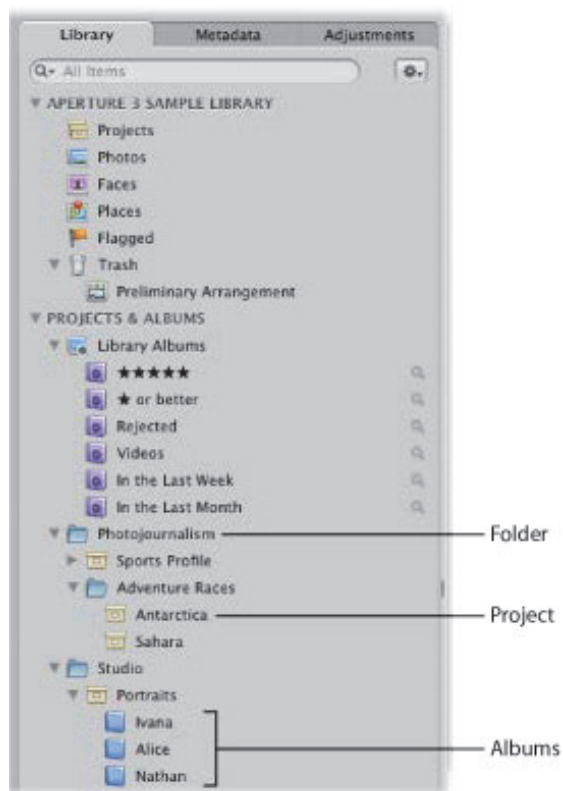
Aperture automatically imports any audio attachments associated with your image files, provided they have the same filename. In addition to importing photos into Aperture, you can also import QuickTime-compatible audio and video files.

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Creating Projects

As you work with Aperture, you create projects to hold your images. A project is similar to a folder that can hold dozens, hundreds, or even thousands of images. For example, after completing a shoot of a foot race in Antarctica, you might create a new project named Antarctica and import the photos into it. When you need to further subdivide and organize images in a project, you can create albums.

Your new project appears in a list in the Library inspector.



As your portfolio increases and you create more and more projects, you can organize your work into hierarchies of folders, projects, and albums.

You can create as many projects as you need and name them according to any naming scheme you prefer. It's important to name projects so that they are easy to identify and access.

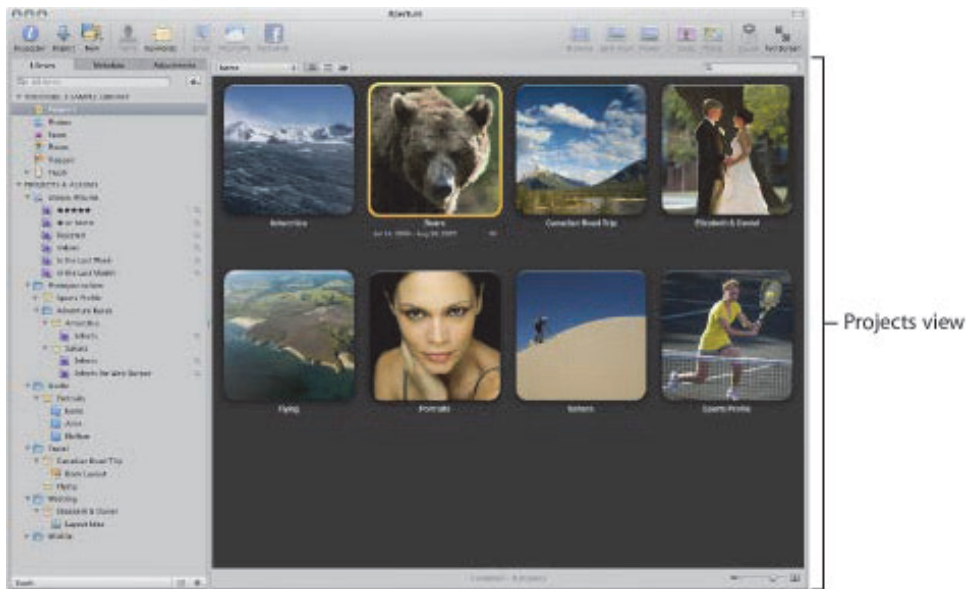
Over the long term you may be using Aperture to track years of projects, so you'll want to develop a naming system that is easy to use and understand. For more information about organizing your images in projects and albums, see "Working with the Aperture Library."

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Viewing Projects in Projects View

Aperture organizes the images in your library using projects. Projects view provides a convenient way to visually review the projects in your library. When you select Projects in the Library inspector, the Aperture main window switches to Projects view. Each project is represented by a single image, but you can move the pointer over each project to reveal all the images in the project in succession.

You can choose one image per project to appear as the “key photo” when reviewing your projects in Projects view. You can also have Aperture group the projects according to either the year the images were taken or the folder each project resides in.

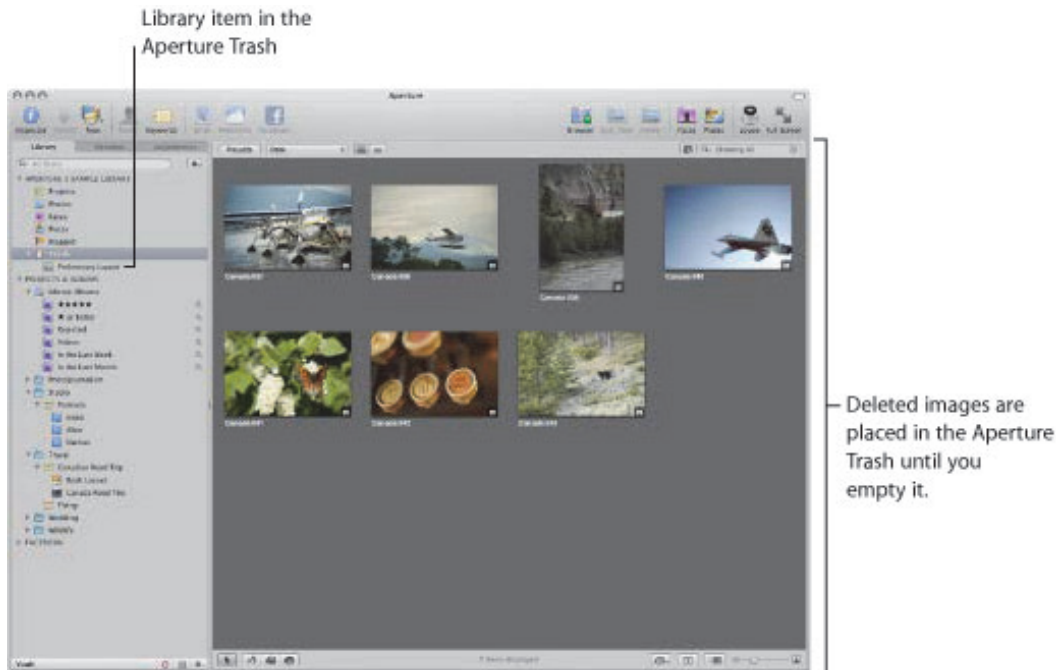


For more information about Projects view, see “Working in Projects View.”

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Working with the Aperture Trash

As you delete versions, masters, projects, folders, and albums in Aperture, they are placed in the Aperture Trash. The Aperture Trash acts as a container of final review. When you empty the Aperture Trash, its contents are removed from Aperture.

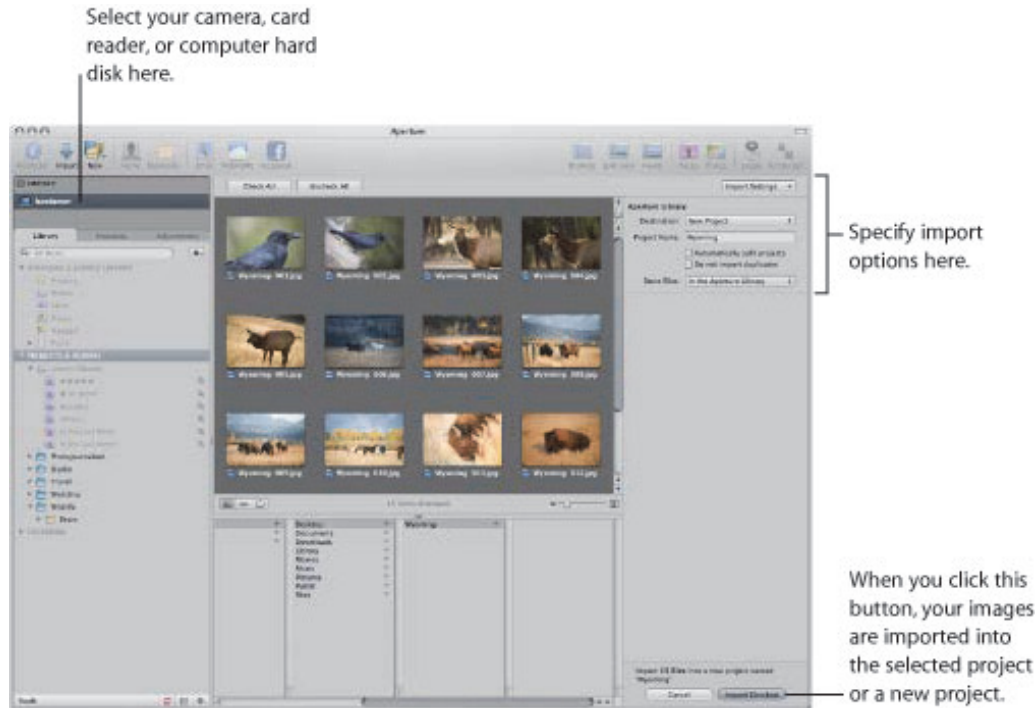


For more information about working with the Trash, see “Working with the Aperture Trash.”

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Importing Images with the Import Browser

When you connect a digital camera or card reader to your computer, the Import pane and Import browser appear. You can select your camera or card reader and see the images you're about to import. You can select and import all the images or only those you want. You can also select image files on your hard disk for importing.



After you select the images you want to import, you can specify options for importing your images. For example, you can specify that your images be imported into the Aperture library file in the Pictures folder, or you can choose another location in which to store them. If you have images already stored on a hard disk, you can simply allow Aperture to access them without changing their current location. You can choose how images are named and include other information that is recorded with each image to help identify it. For example, you can specify the event name, date, time, photographer, location, and copyright information.

You can also specify other import options, such as whether you want Aperture to group related images together in stacks. For example, if you have bracketed images or images shot in quick succession, you can have Aperture import these images and stack them together to make reviewing and working with them easier.

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Importing Files from Your Body of Work

You can easily import your collection of archived digital images into Aperture from any hard disk or storage device connected to your computer. When importing legacy images from your portfolio, you can move them into the main Aperture library, or you can simply identify where the images are located, and Aperture adds them to its management system without changing the image locations. This means that you can use Aperture to work with your images in their current organization and on multiple hard disks, without relocating or reorganizing your files. You can also move or copy images to new locations when needed.

Aperture can also import your iPhoto library and files stored in a variety of common file types and formats, including:

- DNG
- GIF
- JPEG
- PNG
- PSD
- RAW files from a variety of supported digital cameras
- TIFF

Note: For a list of supported digital cameras, go to <http://www.apple.com/aperture/specs>.

In addition to importing digital image files, Aperture can also import any QuickTime-compatible media file, such as an audio or video file. For more information, see “Importing Images.”

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Photo Editing with Aperture

Aperture allows you to easily view and work with your images onscreen. It provides easy-to-use tools and controls, as well as efficient methods for rating images, searching for images, and comparing and adjusting images.

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Viewing and Working with Images

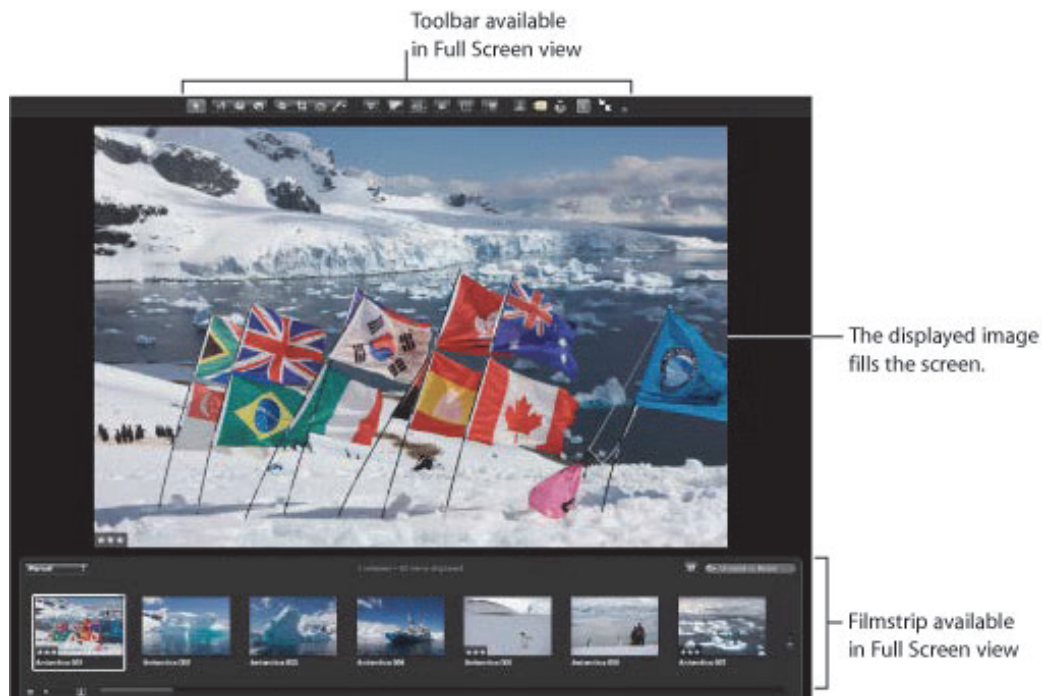
To work with your images, you select a project in the Library inspector and Aperture displays that project's images in the Browser. You use the Browser to review, organize, and select images. You can display the Browser only or display the Browser and a Viewer that shows images in detail.

When you select a thumbnail image in the Browser, the image appears in the Viewer.



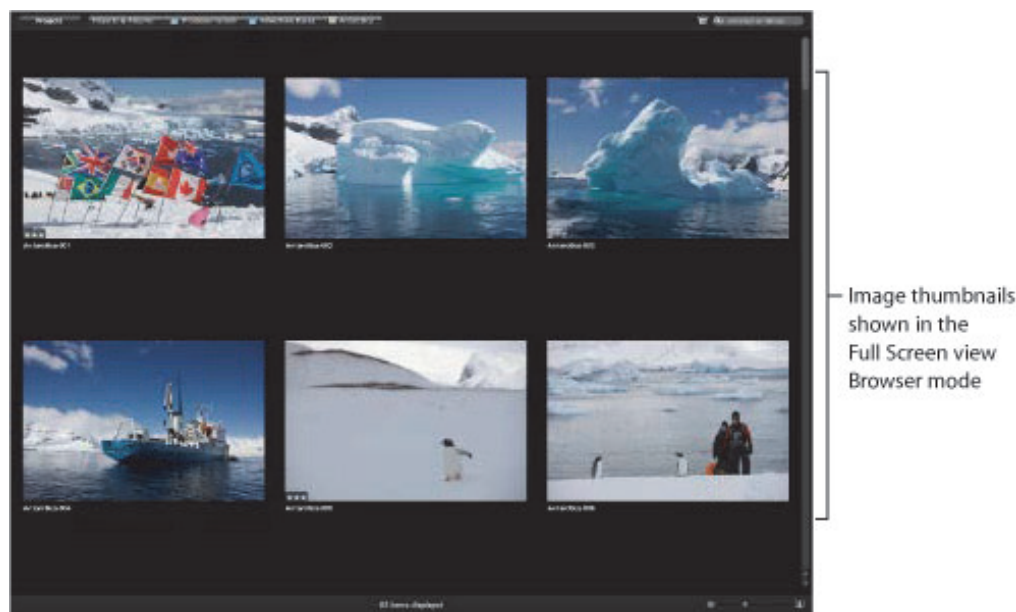
The Browser can display your images as thumbnails arranged as a row in a filmstrip or as a grid of thumbnails appearing in rows and columns. You can click an individual image to select it, and a white border appears around the image. To quickly move to and select other images, press the arrow keys. You can drag images to rearrange them in the Browser, or drag them into different projects or albums. You can also display your images as a list of files.

If you want to work with your images in detail, you can view them in Full Screen view.



To see images in Full Screen view, press F. Press F again to exit Full Screen view.

In Full Screen view, you can change the display of images to show single images, three images, or up to twelve images at once. You can also set Full Screen view to show your images in three modes: Viewer, Browser, and Projects. Viewer mode displays your images at high resolution, allowing you to work with an image in fine detail while applying complex image adjustments. Browser mode is similar to the Browser in the Aperture main window, in that it provides controls for searching for and sorting thumbnail images. To switch between the Full Screen view Viewer mode and Browser mode, press V.



While in Browser mode, you can enter Projects mode by clicking the Projects button at the top-left corner of the screen. Projects mode provides the same controls as the Projects view in the Aperture main

window, but the thumbnail images representing projects are placed over a solid background. To view the thumbnails for a project in Browser mode, double-click the project's thumbnail image.

Displaying your images clearly and accurately is a pivotal function of Aperture. Aperture allows you to take advantage of the latest display technology and view and work with your images in Full Screen view and on multiple displays.

Using Aperture with two displays is ideal for creating a large workspace. You can easily compare and adjust images, play slideshows, and present the best of your photos at optimal size during client reviews.

For more information about using Full Screen view, see "Viewing Images in Full Screen View."

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Using Multi-Touch Trackpad Gestures with Aperture

If your portable computer has a Multi-Touch trackpad, you can use Multi-Touch trackpad gestures when working with Aperture. For example, when working with images in the Browser, you can use the rotate gesture to rotate images and the swipe gesture to select a different image. In addition to using the standard trackpad gestures used with Mac portable computers, you can also use Multi-Touch trackpad gestures with the following Aperture features.

Feature	Multi-Touch trackpad gestures
Browser in grid view	<ul style="list-style-type: none"> • Use the pinch gesture to change the size of thumbnails in the Browser. • Use the rotate gesture to rotate the image beneath the pointer. • Use the swipe gesture to select a different image.
Browser in list view	<ul style="list-style-type: none"> • Use the pinch gesture to change the size of thumbnails in the Browser. • Use the swipe gesture to select a different image.
Browser in filmstrip view (Split View layout) and filmstrip in Full Screen view (Viewer mode)	<ul style="list-style-type: none"> • Use the pinch gesture to change the size of thumbnails in the Browser or the filmstrip. • Use the rotate gesture to rotate the image beneath the pointer. • Use the swipe gesture to select a different image.
Light Table	<ul style="list-style-type: none"> • Use the pinch gesture to zoom in to or out of the Light Table or to change the size of the image beneath the pointer.
Book Layout Editor	<ul style="list-style-type: none"> • Use the pinch gesture to zoom in to or out of the selected page or resize the object beneath the pointer on the page. (The Edit Layout button must be selected to resize objects on the page.) • Use the rotate gesture to rotate objects. You can also hold down the Shift key as you use the rotate gesture to restrict rotation to 15-degree increments. • Use the swipe gesture to change pages.
Slideshows	<ul style="list-style-type: none"> • Use the swipe gesture to display the next or previous slide during a slideshow.
Loupe tool	<ul style="list-style-type: none"> • Use the pinch gesture to change the Loupe size. (As with previous versions of Aperture, you can also use the scroll gesture to change the Loupe magnification.)
Crop tool	<ul style="list-style-type: none"> • Use the pinch gesture to create a crop selection and change its size.
Straighten tool	<ul style="list-style-type: none"> • Use the rotate gesture to change the amount of image rotation.

For more information about working with a Multi-Touch trackpad, see Mac Help.

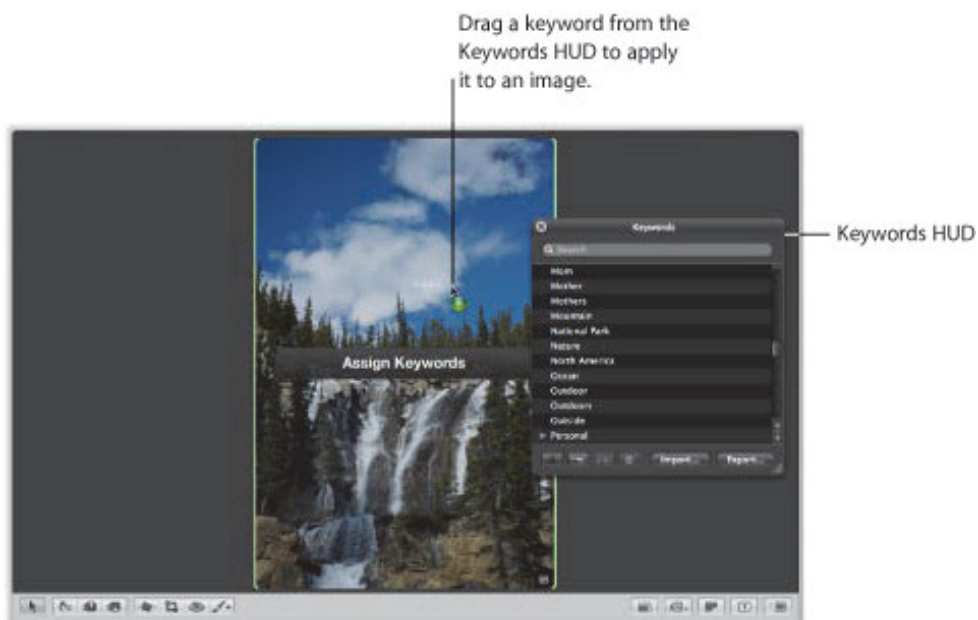
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Working with Heads-Up Displays

To work efficiently in Aperture, you can use floating windows of controls called *heads-up displays (HUDs)* to modify images. For example, when you view images in Aperture in Full Screen view, you can open an Inspector HUD to adjust your images. Holding down the Shift key while performing an adjustment temporarily hides the Inspector HUD, giving you an unobstructed view of your image as you adjust it.



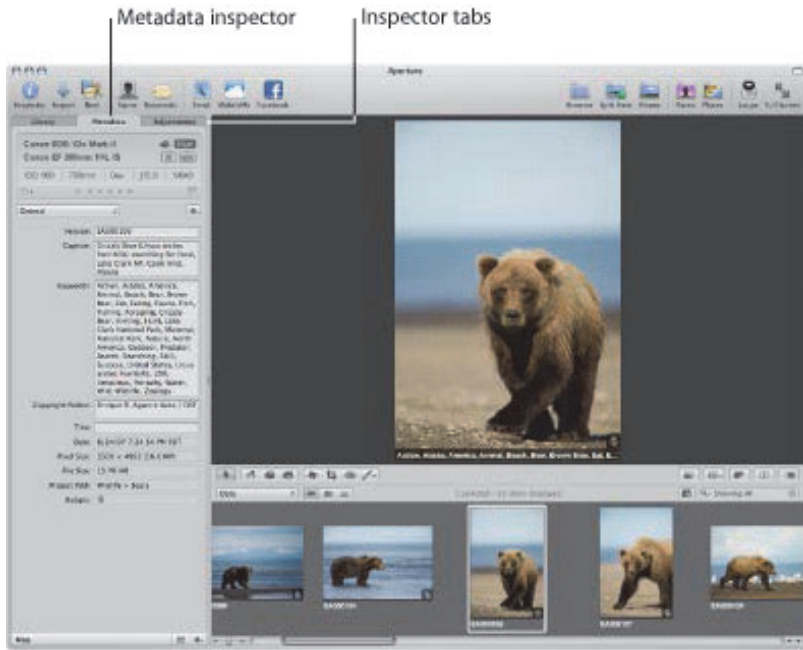
As you work on your images, you can position HUDs anywhere on the screen and use them to make changes. For example, Aperture provides a Keywords HUD that you can use to quickly assign keywords to your images. To assign a keyword, you simply drag it from the Keywords HUD to the image.



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Working with Inspectors

Aperture provides a Library inspector for organizing your photos, audio clips, and video clips; an Adjustments inspector for applying adjustments; and a Metadata inspector that allows you to review metadata and assign it to your images. You can show or hide each inspector by clicking the appropriate tab at the top of the Inspector pane or pressing the W key. Showing the inspectors is as easy as pressing the I key.



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Rating Images with Aperture

You can rate images as you review them in the Viewer, in the Browser, and in the Full Screen view Viewer and Browser modes. By selecting an image and pressing a number key from 0 to 5, you can quickly give the image a rating from one to five stars (with five stars being the highest, or Select, rating). You can also rate an image as rejected by pressing the 9 key. Image ratings appear as easy-to-read overlays on the image. Controls for assigning ratings also appear in the Metadata inspector and the control bar, if you prefer to use them.



Once images are rated, you can have Aperture display only images of a certain rating, so you can focus on a particular group of images. For more information about rating your images, see “Rating Images.”

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Finding and Displaying Images with the Filter HUD

You can use the Filter HUD to search for and display only certain photos in a project or album. Click the Filter HUD button beside the search field in the Browser, and the Filter HUD appears. In the Filter HUD, you can specify a combination of search criteria to locate the photos you want to work with.



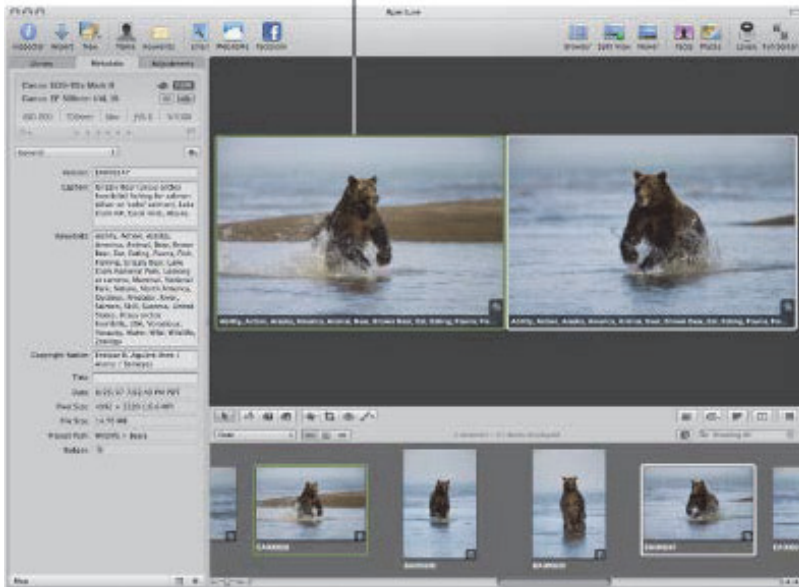
You can enter any search criteria to display specific images. You can also display images based on rating, color label, date when shot, keywords, applied adjustments, flagged status, or import group. After you specify the search criteria, Aperture displays only those images that match the criteria and hides the rest. For more information about searching for images, see “Searching for and Displaying Images.”

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Comparing Photos

Aperture allows you to carefully compare images. You select a “compare” image, and Aperture displays it for comparison against other images in a selection.

The compare image appears outlined in green.

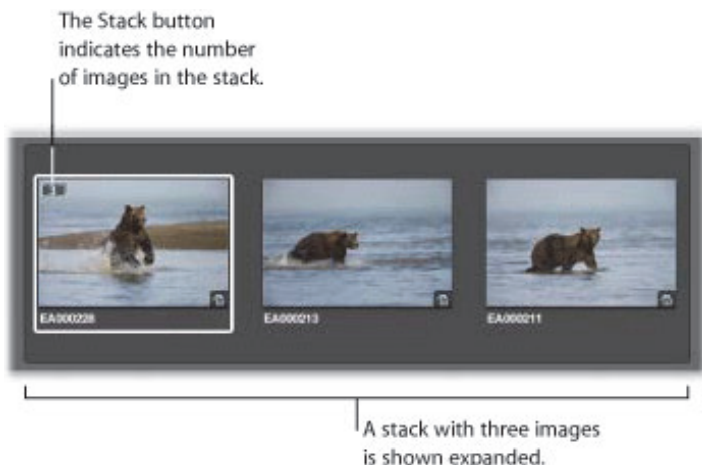


While comparing images, you can rate the selected images or make adjustments to them. For example, you might use the comparison method to make final selections of the best images in a series. Or, you might compare two versions of an image and make adjustments.

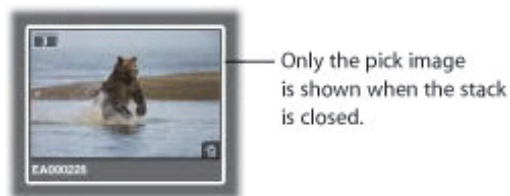
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Stacking Images

Photographers frequently work with large selections of images. To help you work efficiently with a series of shots, such as bracketed shots or shots taken in quick succession, Aperture can automatically stack related shots. You can also select and manually stack related shots yourself and review them for a “pick,” the image that you intend to use.



Once photos are in a stack, you can work with the stack as if it were a single image instead of many individual photos. A stack appears as a series of linked photos in the Browser. The pick of the stack appears on the left with a Stack button. You can drag an image in the stack into the pick position. By clicking the Stack button, you can close the stack so that only the pick image appears. You can then work with the single pick image without the encumbrance of the other stacked photos. You can expand a stack to see all its images whenever you like.



Working with stacks can greatly increase the efficiency of reviewing large collections of photos. For more information about working with stacks of images, see “Stacking Images and Making Picks.”

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Assigning Keywords to Images

For any photographer who needs a means to easily locate specific images among thousands, the careful assignment of keywords is critical. Applying keywords is also required if you plan to sell images to image libraries, such as iStockphoto or Getty Images.

You can use Aperture to assign keywords to images using standard IPTC fields (the standard metadata fields defined by the International Press Telecommunications Council). You can also select images and assign keywords that you define.

You can display images in the Viewer with their version names and any assigned keywords appearing on or below the image.



The Keywords HUD lists all the keyword categories and keywords that you define. For example, if you shoot weddings, you might create a wedding category with specific keywords that include *Candid*, *Ceremony*, *Guests*, and so on.



You can apply a keyword directly to a selected image or group of images by dragging it from the Keywords HUD to the selection in the Viewer or Browser.

You can also show keyword controls in the control bar at the bottom of the Aperture main window by choosing Window > Show Keyword Controls.



Using these simple controls, you can display different categories of keywords and easily apply those keywords with a quick click or keystroke.

Your Aperture keyword scheme can ensure comprehensive accessibility to your images and even help with the management of your copyrights, usage rights, and sales. For more information about assigning keywords, see “Applying Keywords to Images.”

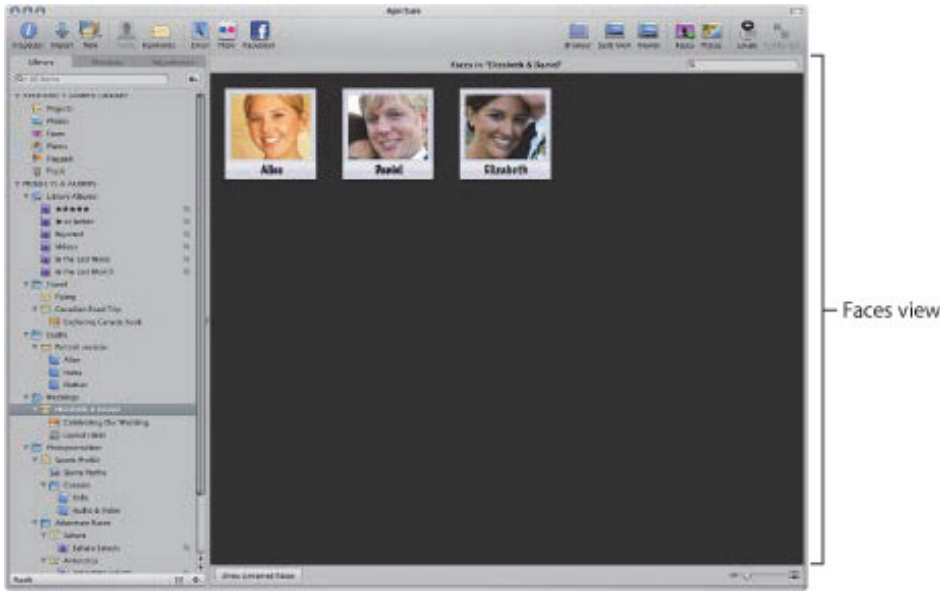
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Organizing Photos of People with Faces

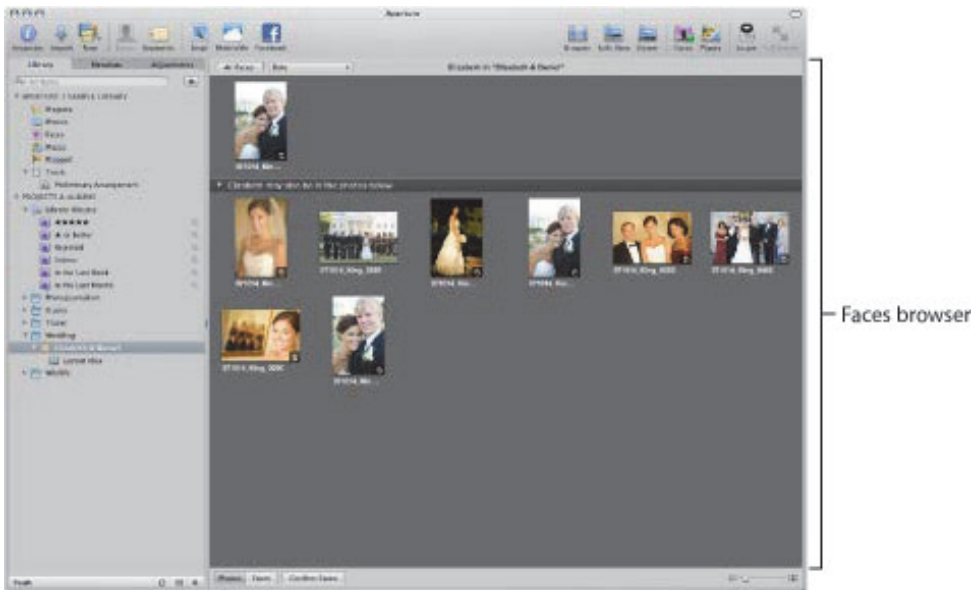
As your library of images grows, it's difficult to keep track of who's in each image. Instead of meticulously adding keywords to each image to identify the people in it, you can use Faces, the face detection and face recognition technology included in Aperture, to identify and track people throughout all the images in your library. All you have to do to get started is select an image with a person in it, click the Name button in the toolbar, and assign the face a name; Aperture then automatically locates other suggested images of that person in your library.



People to whom you've assigned names are represented by snapshots in Faces view, which is accessed by selecting Faces in the Library inspector or selecting an item in the Library inspector and then clicking the Faces button in the toolbar. Selecting Faces in the Library inspector displays the faces of all the people in images in the library who have been assigned names. Selecting an item in the Library inspector and then clicking the Faces button in the toolbar displays the faces of all the people in the images in that selected item.



You can view all of the images in your library in which a person appears by double-clicking the person’s snapshot in Faces view. All the confirmed images of the person appear in the Faces browser. Aperture compares this face with other faces in your library and then offers suggested matches for you to confirm or reject. As you confirm suggested images, the images move up to the group of confirmed images above.

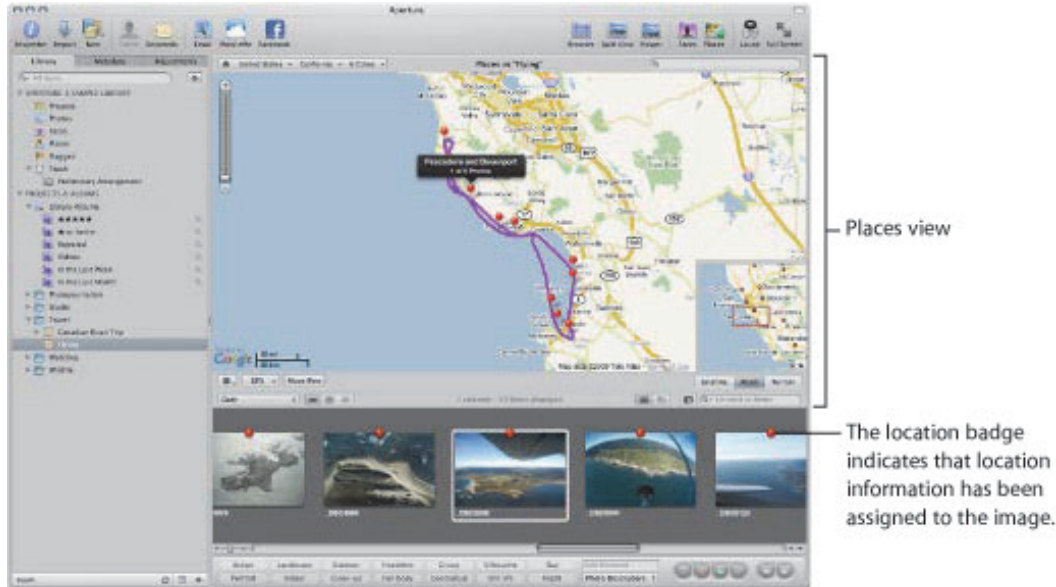


For more information about identifying people in your images using Faces, see “Organizing Images with Faces.”

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Locating Your Images on a Map with Places

In Aperture, you can use Places to organize your images by the locations where they were taken. If you have a GPS-enabled digital camera or iPhone, Aperture categorizes the images by location and converts the GPS location tags to place names, such as Vancouver, Canada. You can explore where your images were shot using the Places view.



If your images were not captured with a GPS-enabled camera or iPhone, you can manually enter location information for single photos or entire projects. Add locations to your photos by typing the name of a place, entering an address, placing a pin on the map, or dragging images to a specific location on the map. Then, when you want to find photos you shot in New York City or the Grand Canyon, just type the place name in the search field.

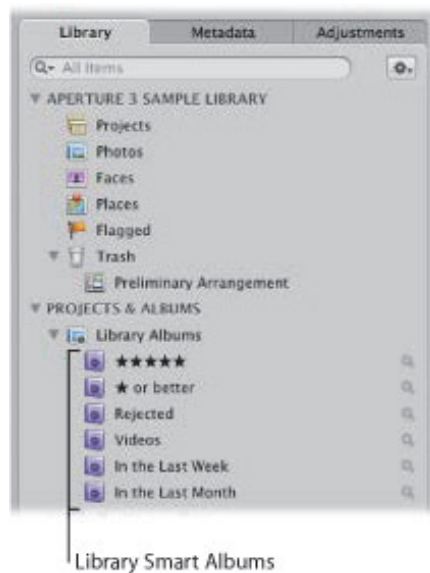
For more information about using Places to organize your images by location, see “Locating and Organizing Images with Places.”

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Automatically Grouping Images with Smart Albums

Photographers often need an easy way of regrouping and presenting images based on the needs of a client or project. For example, a corporate client might call to request images of a general location or subject, such as wildlife, to be included with future collateral. Aperture allows you to make selections from across the entire library of images and group them in Smart Albums, which are albums that can be dynamically generated based on search criteria you specify.

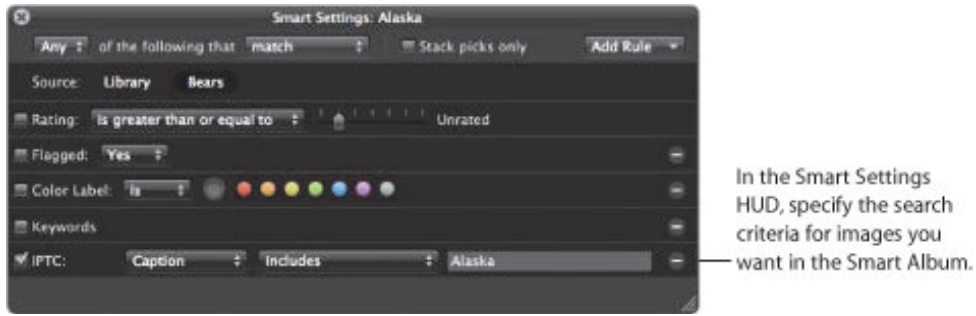
Aperture comes with a selection of predefined Smart Albums set up in the library. For example, there are Smart Albums that gather all your select images, all images taken in the last week, and all images taken in the last month. When you click the Library Albums disclosure triangle, you see the list of Smart Albums created for you. Select a Smart Album to see its contents in the Browser.



Although a Smart Album appears similar to the other projects or albums in the Library inspector, the contents of the album are specified by search criteria. You don't import masters or versions into a Smart Album. You use the Smart Settings HUD (similar to the Filter HUD) to specify the image keywords or other criteria that identify the images you want, and image versions automatically appear in the album. By adjusting the search criteria, you change the contents of the Smart Album.

For example, after creating a new Smart Album in the Library inspector, you might specify that you want any image that has the keyword *My family* and the location Yosemite assigned to it, along with a rating of five stars.

Aperture searches across the library and displays all the five-star images of your family on vacation in Yosemite National Park. If you're planning another trip with your family to Yosemite, any images that match the Smart Album's search criteria will be added automatically to the Smart Album in the future.



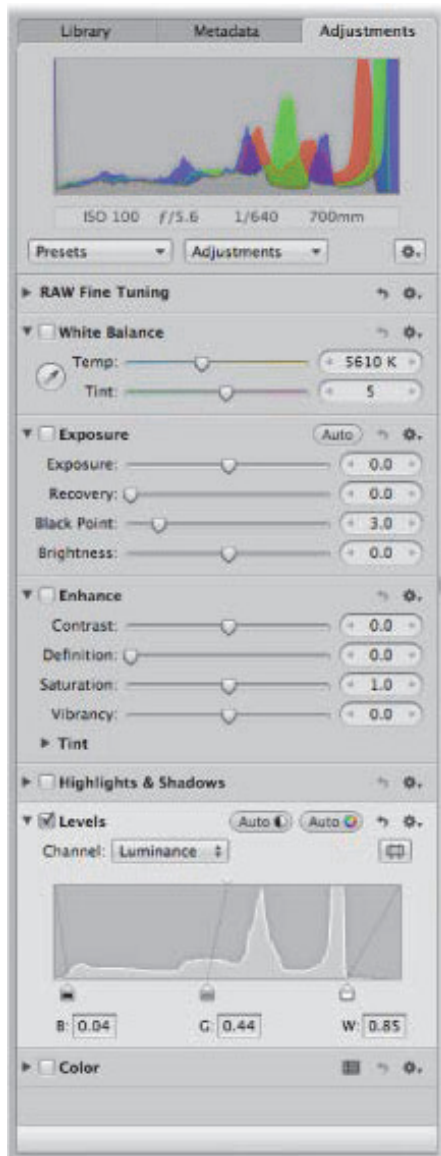
You can work with the images in the Smart Album just as you can with images in any other album.

You can make Smart Albums that gather images from across the entire library or from within a specific project only. When you no longer need a Smart Album, you can delete it, and the contents of the library remain the same (the Smart Album's images are not deleted from the library). For more information about using Smart Albums, see "Grouping Images with Smart Albums."

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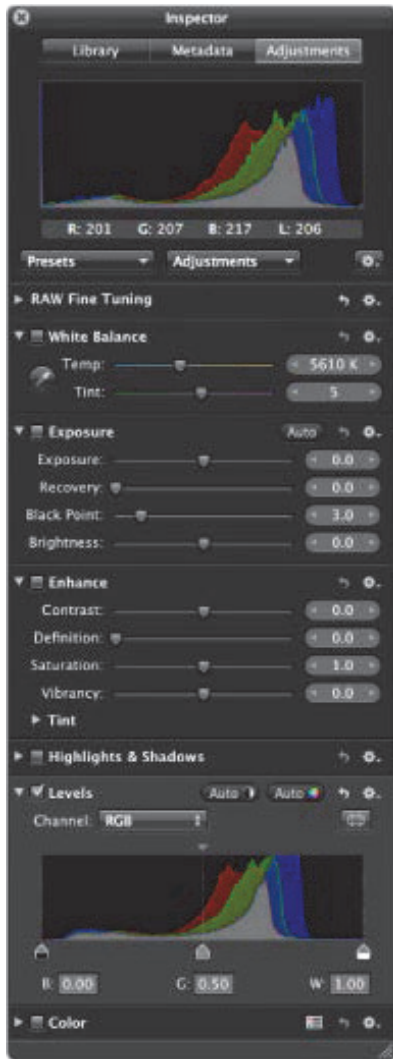
Image Processing

Aperture provides a powerful set of nondestructive adjustment controls that allow you to improve and enhance your images using adjustments such as Crop, Straighten, Exposure, White Balance, Levels, Curves, Vignette, and more. In addition, Aperture lets you apply or remove adjustments selectively, affecting only certain parts of an image, by using brushed adjustments.



For especially efficient image adjusting, you can save adjustment settings as *presets* (collections of saved settings) and apply a combination of image adjustments to one or more images in a single step.

You can adjust your images using the controls in either the Adjustments inspector or the Adjustments pane of the Inspector HUD.



The controls in the Adjustments pane of the Inspector HUD are the same as those in the Adjustments inspector. You can also easily export your images to a third-party application, and then bring the adjusted image back into Aperture simply by saving it. First you select the third-party application in the Export pane of the Preferences window, and then you export the image you want to make additional adjustments to by choosing Photos > Edit with External Editor. For more information about working with an external editor, see “Using an External Editor.”

For detailed information about making adjustments to your images, see “Making Image Adjustments” and “Making Brushed Adjustments.”

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Sharing

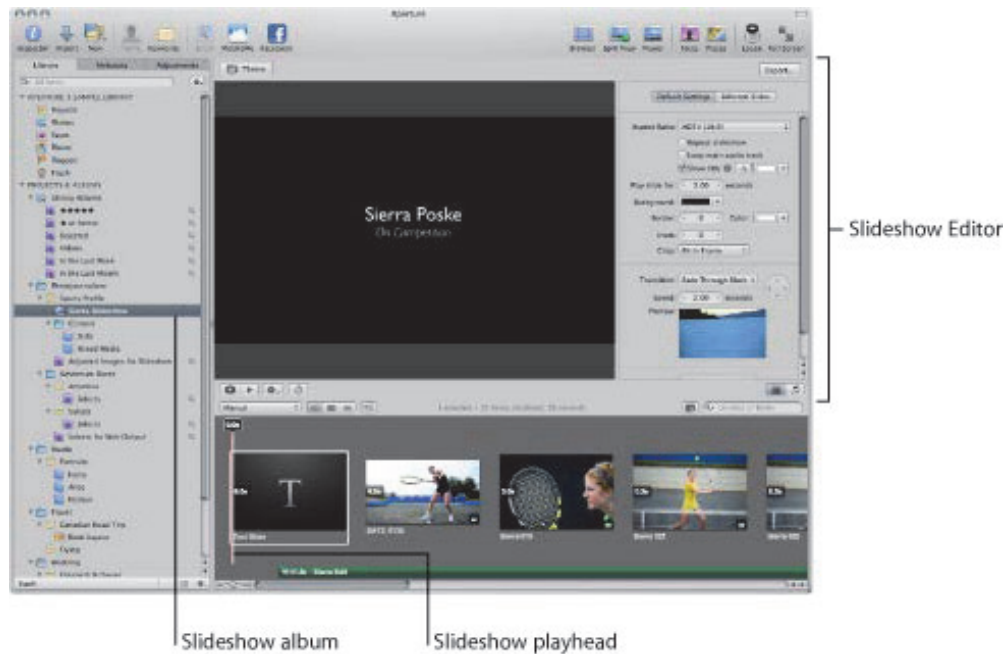
When it's time to show your work to others, Aperture provides many options for distributing and sharing your images. For an overview of the main methods, see the following sections:

- “Presenting Images in Slideshows”
- “Reviewing Images in the Aperture Light Table”
- “Publishing Images in Web Galleries and Web Journals”
- “Sharing Images with Facebook, Flickr, and MobileMe”
- “Presenting Images in Books”
- “Printing and Exporting Images”

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Presenting Images in Slideshows

You can use the Slideshow Editor in Aperture to make slideshow presentations for clients or friends. Using one or two large-screen displays, you can set Aperture to present slideshow images in a variety of ways. For example, you can present a sequence of images that dissolve into each other, or you can set Aperture to apply a Ken Burns effect to each image. You can also customize your slideshow by setting the display interval, choosing accompanying music, using transitions between images, changing the background, adding video clips, and more. Once you have perfected your slideshow, you can export it as a movie and share it with clients and friends via email, YouTube, or your own website.

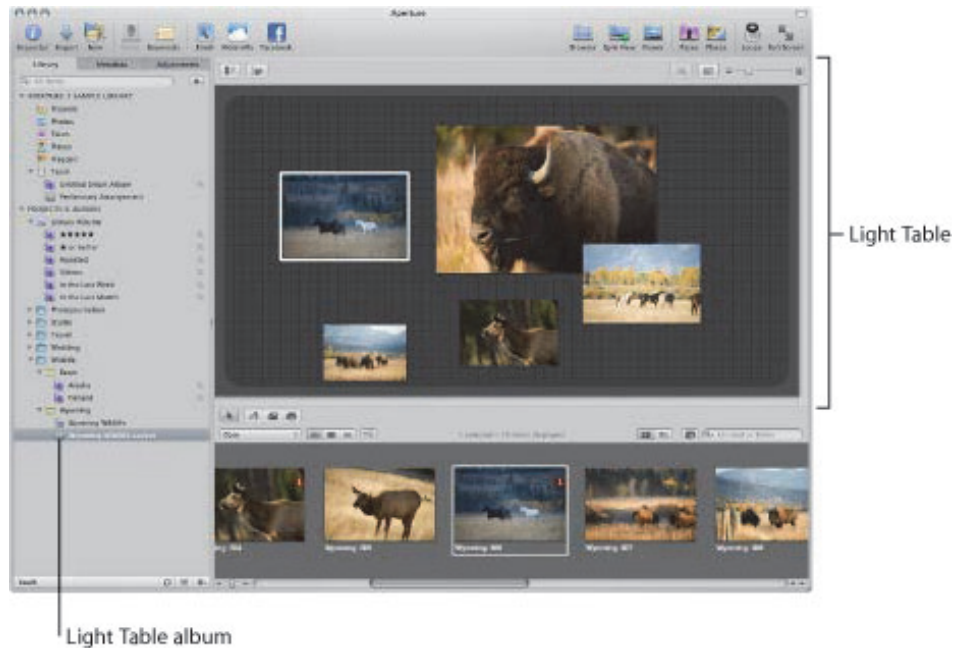


You can also create a slideshow by selecting the images that you want to show in the Browser and then choosing **File > Play Slideshow**. For more information about creating slideshows, see “Playing Slideshows Using Slideshow Presets.”

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Reviewing Images in the Aperture Light Table

You can use the Aperture Light Table to freely arrange and organize a group of images visually to see how various groups of images work together. Or, you can arrange a group of images and print them in specific arrangements. When viewing a selection of images in the Light Table, you can drag the images into any position or arrangement you like and resize them to determine how they might look grouped on a page.



For more information about using the Light Table, see “Using the Light Table.”

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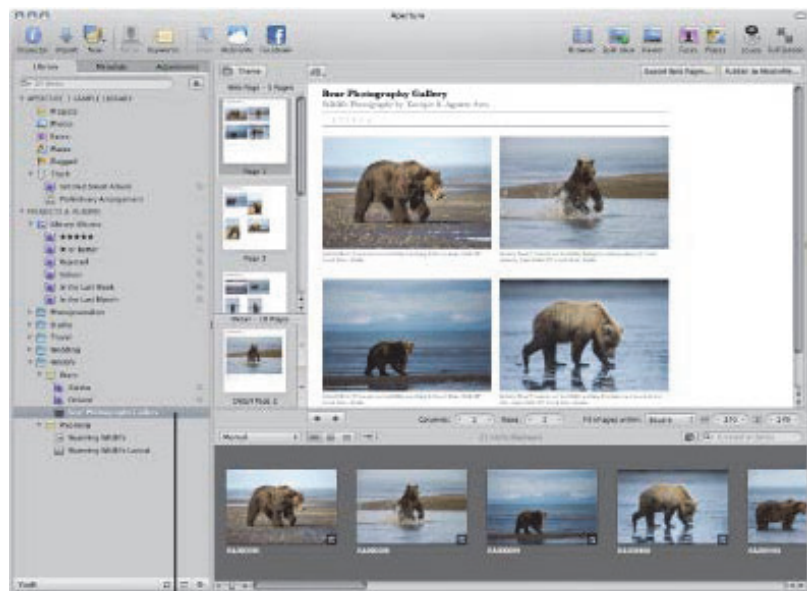
Publishing Images in Web Galleries and Web Journals

To provide friends, family members, or clients the convenience of an online review, you can use Aperture to create webpages that display your images. With Aperture, you can easily post your webpages to your MobileMe account, or you can post them to your own website server and then provide the Internet address to clients or other reviewers.

Aperture provides ready-made themes and webpage layouts that you can use for the design of your pages.



To create webpages that present a gallery of your images, you create a webpage album, choose a Web Page theme, and then use the Webpage Editor to design your pages. When you place images in the album, Aperture automatically populates your webpages with your images.



The Webpage Editor appears with the selected images.

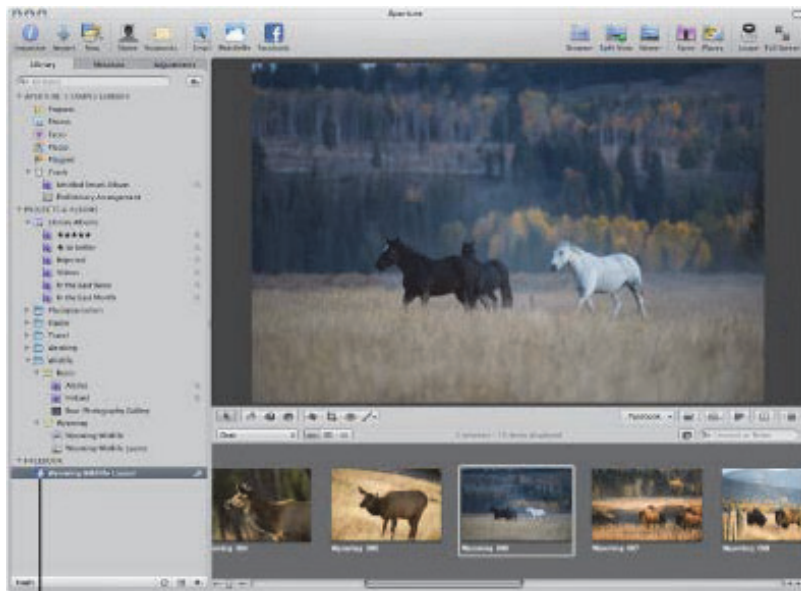
The new album you created appears in the Library inspector.

You can also create a web journal, which allows you to mix text and images on the webpage. For example, you might create a web journal that chronicles your latest trip and include your photos. You create web journal pages by creating a web journal album, choosing a Web Journal theme, and then using the Webpage Editor to design your pages. For more information about creating web galleries and web journals, see “Creating Webpages.”

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Sharing Images with Facebook, Flickr, and MobileMe

To keep your friends up to date, you can use Aperture to share your images with Facebook, Flickr, and MobileMe.



Facebook album

To share your images with Facebook, you create a Facebook album and enter your Facebook account details. As you drag images into the Facebook album, Aperture converts names you've added to your images using Faces to Facebook name tags. When you post the new photos to your Facebook page, any friends whose Facebook accounts you have entered into Aperture automatically receive notifications of photos in which they are tagged.

Similarly, you share your images with Flickr by creating a Flickr album and entering your Flickr account details. As you drag images that have location data created using Places into the Flickr album, those images are shared on your Flickr page and placed on Flickr photo maps.

You can add, remove, and edit your images in Facebook and Flickr albums in Aperture. When you click the Publish button next to the Facebook or Flickr album, Aperture automatically updates the albums on your Facebook and Flickr pages.

You can also automatically publish your images from Aperture to your MobileMe Gallery. To share your images with your MobileMe Gallery, you create a MobileMe album and specify its publication settings. You can drag images to your MobileMe album, and Aperture automatically publishes the images to your MobileMe Gallery based on the publication settings you specified.

For more information, see "Sharing Your Images Online."

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Presenting Images in Books

You can lay out images and combine them with text to create books. Aperture provides a Book Layout Editor that allows you to easily combine your images with text on the page. Aperture also provides master templates that you can use to compose pages. You can create professional-looking pages for photo essays, art books, wedding albums, journals, and more.

You create a book by creating a book album and using the Book Layout Editor to design the book's pages.



In the Book Layout Editor, you select a page's thumbnail image to see an enlarged view of the page's layout and contents. You can also change the page design, and the current page is automatically updated to the new format. To add an image, you drag it from the Browser into a photo box on the page. For more information about creating books, see "Creating Books."

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Printing and Exporting Images

You can easily print individual images in standard and custom print sizes and print collections of images on contact sheets. Aperture has many preset printing options to help you create photo packages. You can also customize print settings to get the optimum use of your printer and meet custom print requirements. For more information about printing options, see “Printing Your Images.”

When you need to deliver digital files to clients, prepare files for posting on websites, or transfer files to other computers or users, you can export images in a variety of formats. You can export your original masters as well as versions that you’ve created. Aperture provides many preset options for exporting files in a variety of file sizes and formats, and you can add custom touches such as watermarks or copyright information. When you export images, you can assign custom filenames and export all or a selection of the metadata associated with an image. For example, you can send an editor a digital file complete with the IPTC information you’ve added. Aperture also enables you to quickly email images. For more information about exporting images, see “Exporting Your Images.”

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Sharing Images with iLife and iWork Applications

The Aperture library is accessible from within iLife and iWork applications so you can easily share and use your photos in iLife and iWork projects and documents. You can also import your entire iPhoto library into Aperture, or you can open the iPhoto Browser in Aperture and review and select iPhoto images that you want to import. Any adjustments or metadata applied to your images in iPhoto are preserved and can be edited in Aperture. All Faces and Places information is preserved as well. iLife and iWork applications can export documents in Aperture-compatible formats that can be imported into Aperture and associated with projects.

For more information about copying your images from iPhoto to Aperture, see “Importing Images from iPhoto.”

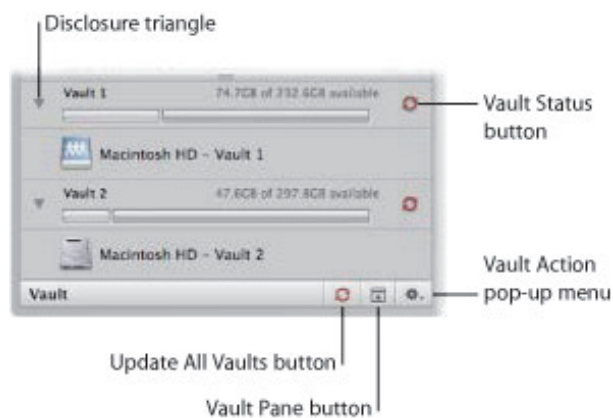
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Backing Up Your Work

After importing images from your camera and erasing memory cards in preparation for the next shoot, the only record of your images is stored on your hard disks. It's vital that you back up your files on storage media separate from your computer and its hard disks. Backing up your photos and storing the backups in a safe place can save your work from catastrophes such as fire, theft, storm-related disruptions, or equipment failure.

Aperture backs up your managed images (images that are stored in the Aperture library) and all information associated with the images, such as versions, metadata, and previews, on vaults located on hard disk drives. Aperture doesn't back up the masters of referenced images located outside the Aperture library. You must maintain your own backup system for referenced masters. Aperture does back up the versions, previews, and metadata information associated with referenced images, but not the masters themselves.

You can set Aperture to automatically create backup copies of your images during import. After importing, you can back up the managed images in your library to one or more vaults. Then, you can monitor your backup system by viewing your vaults in the Vault pane. There are several controls that you use when you update vaults to back up your images.



You can create multiple vaults to provide duplicate backups. Each vault holds a backup copy of the entire Aperture library. Once the images are backed up, you can depend on the reliable Aperture backup functions to track all the versions of your photos and the work you have done with them.

For an explanation of the Aperture backup and archiving features, see “Backing Up Your Images.”

For more information about creating backup copies of your images during import, see “Automatically Backing Up Your Imported Images.”

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The Aperture Interface

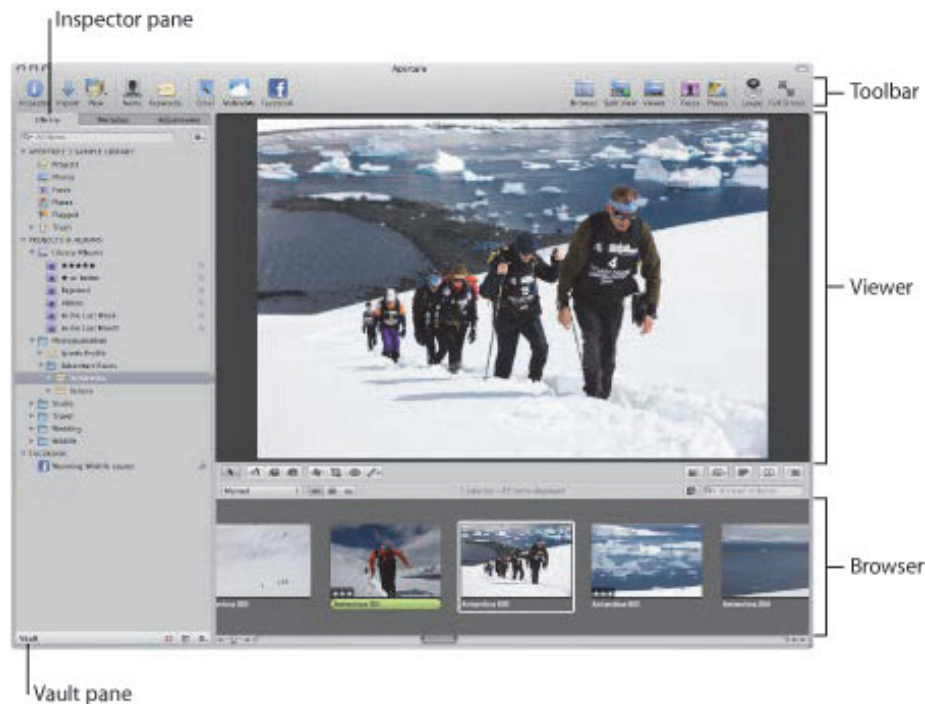
The Aperture interface is modeled around managing, editing, and presenting photos.

This chapter describes the names and functions of the Aperture interface elements. Use this chapter to orient yourself while learning Aperture. To find detailed information about the features described in this chapter, read the chapter about the topic. You can also search for terms associated with Aperture in the glossary.

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The Aperture Main Window

The Aperture main window contains the following areas:



Note: The Inspector pane is shown by default. You can show or hide the Inspector pane by pressing I.

Arranging the Interface

Aperture provides many ways to view your images. You can arrange the Aperture main window in the Browser, Split View, and Viewer layouts. The areas in the Aperture interface are resizable, and you can customize these layouts to suit your workflow. You can also view images by the people in them using Faces view, and by the locations where they were captured using Places view. In addition, you can view your images in Full Screen view, which displays images against a solid background with only a few interface elements.

To see the main window layout shown above, click the Split View button in the toolbar.

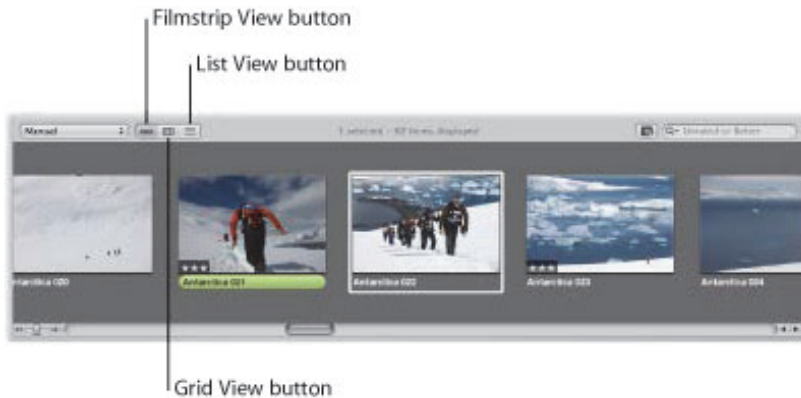
For more information about changing the main window layout, see “Changing Main Window Layouts.”

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Browser

The Browser displays the thumbnail images contained in a folder, project, or album. When you select a folder, project, or album in the Library inspector, images appear in the Browser. You can display images in the Browser in filmstrip view, in grid view, and in list view. You can also open multiple projects at a time in the Browser.

To learn more about using the Browser, see “Working with Images in the Browser.”



- *Filmstrip View button*: Click this button to display images as a single row of thumbnails that you can scroll left or right.

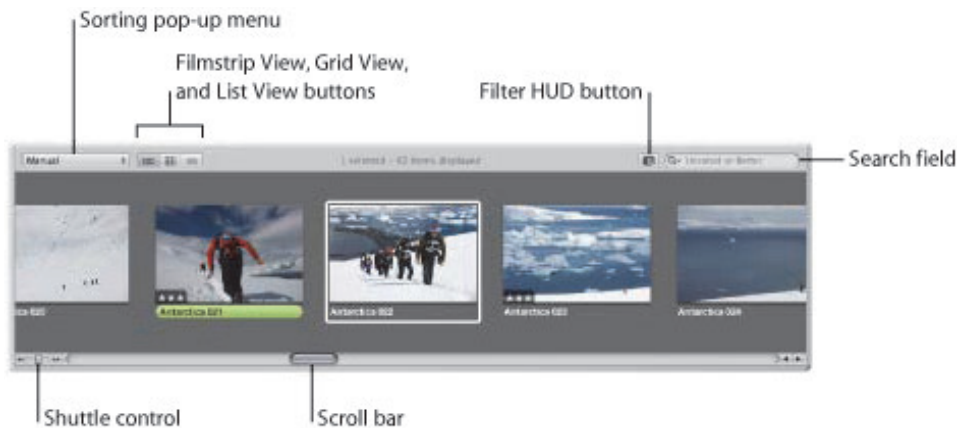
Note: The Browser’s filmstrip view is available only in the Split View main window layout.

- *Grid View button*: Click this button to display images as a grid of thumbnails.
- *List View button*: Click this button to display images as a text list.

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Browser in Filmstrip View

When the Browser is in filmstrip view (available only in the Split View main window layout), images in a selected project appear as a row of thumbnails. You can scroll the images left and right and quickly select and work with them one after the other. You can resize the thumbnails in the filmstrip by dragging the top of the filmstrip to enlarge it.

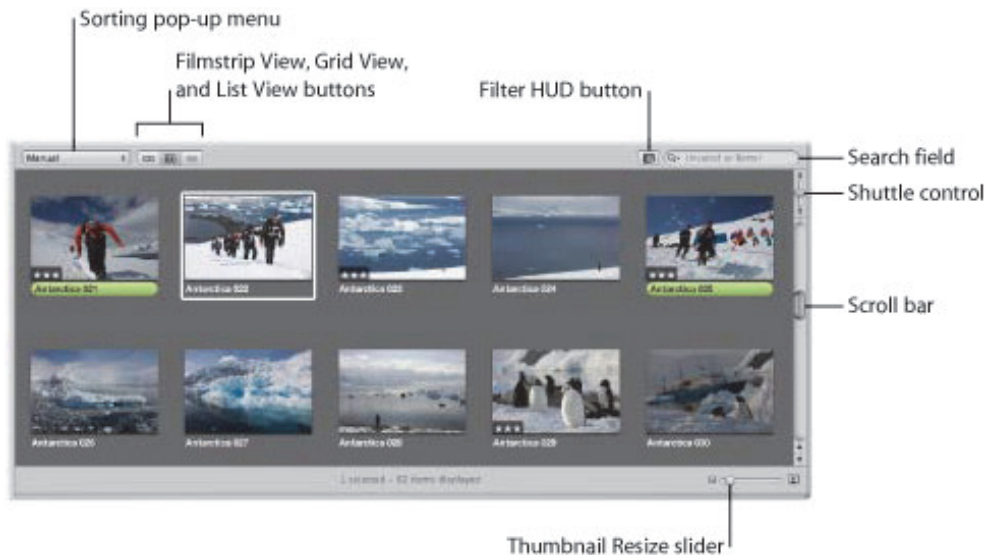


- *Sorting pop-up menu*: Sort your images by a variety of sort properties using this pop-up menu. You can also sort your images in ascending or descending order.
- *Filmstrip View, Grid View, and List View buttons*: Display the Browser contents in filmstrip view (a scrollable row of thumbnails), grid view (a grid of thumbnail images), or in list view (a list of sortable file data).
- *Filter HUD button and search field*: Search for images by entering a term in the search field or choosing an option from the search field pop-up menu (with a magnifying glass icon). To perform a more complex search for images using the Filter HUD, click the Filter HUD button (to the left of the search field).
- *Scroll bar*: Use the scroll bar to scroll through your thumbnail images.
- *Shuttle control*: Use the Shuttle control to move quickly through your thumbnail images. You can also press the J and L keys to scroll backward or forward, and press K to stop. Press the J and L keys multiple times to increase the shuttle speed.

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Browser in Grid View

When the Browser is in grid view, images in a selected project appear as thumbnails arranged in columns and rows within the Browser. You can adjust the size of the thumbnails to easily review and work with your images.

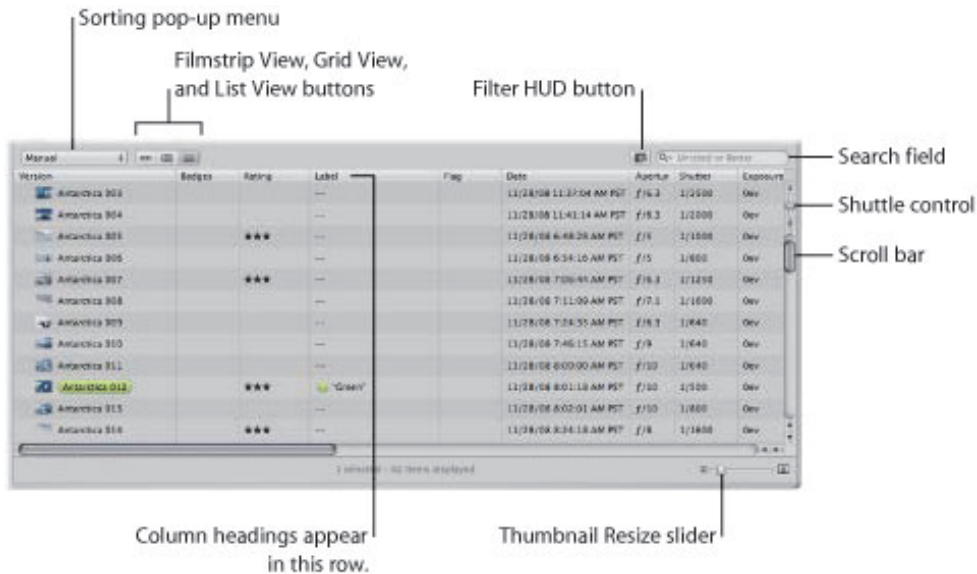


- *Sorting pop-up menu:* Sort your images by a variety of sort properties using this pop-up menu. You can also sort your images in ascending or descending order.
- *Filmstrip View, Grid View, and List View buttons:* Display the Browser contents in filmstrip view (a scrollable row of thumbnails), grid view (a grid of thumbnail images), or in list view (a list of sortable file data).
- *Filter HUD button and search field:* Search for images by entering a term in the search field or choosing an option from the search field pop-up menu (with a magnifying glass icon). To perform a more complex search for images using the Filter HUD, click the Filter HUD button (to the left of the search field).
- *Shuttle control:* Use the Shuttle control to move quickly through your thumbnail images. You can also press the J and L keys to scroll backward or forward, and press K to stop. Press the J and L keys multiple times to increase the shuttle speed.
- *Scroll bar:* Use the scroll bar to scroll through your thumbnail images.
- *Thumbnail Resize slider:* Use the Thumbnail Resize slider to quickly change the size of your thumbnail images.

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Browser in List View

When the Browser is in list view, images in a selected project appear as rows of information. Metadata associated with each image appears in columns; click a column heading to sort the images by that column category.



- **Sorting pop-up menu:** Sort your images by a variety of sort properties using this pop-up menu. You can also sort your images in ascending or descending order.
- **Filmstrip View, Grid View, and List View buttons:** Display the Browser contents in filmstrip view (a scrollable row of thumbnails), grid view (a grid of thumbnail images), or in list view (a list of sortable file data).
- **Filter HUD button and search field:** Search for images by entering a term in the search field or choosing an option from the search field pop-up menu (with a magnifying glass icon). To perform a more complex search for images using the Filter HUD, click the Filter HUD button (to the left of the search field).
- **Column headings:** Columns display image information and metadata. You can click a column heading to sort the list by that category of information. You can also drag to reorder or resize the columns.
- **Shuttle control:** Use the Shuttle control to move quickly through your thumbnail images. You can also press the J and L keys to scroll backward or forward, and press K to stop. Press the J and L keys multiple times to increase the shuttle speed.
- **Scroll bar:** Use the scroll bar to scroll through your thumbnail images.
- **Thumbnail Resize slider:** Use the Thumbnail Resize slider to quickly change the size of your thumbnail images.

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Viewer

When you select one or more thumbnail images in the Browser, those images are displayed in the Viewer. You can use the Viewer to examine an image at its full size or compare multiple images side by side.

To learn more about using the Viewer, see “Displaying Images in the Viewer.”



You can apply adjustments, keywords, and metadata to an image in the Viewer. You use the display controls in the tool strip to set how images are displayed in the Viewer. For example, you use the display controls to display images at full resolution, display metadata with images, display the masters that versions are based on, display the primary image selection only, and display preview images (optimized JPEG images) only.

For information about individual display controls, see “Tool Strip.”

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Tool Strip

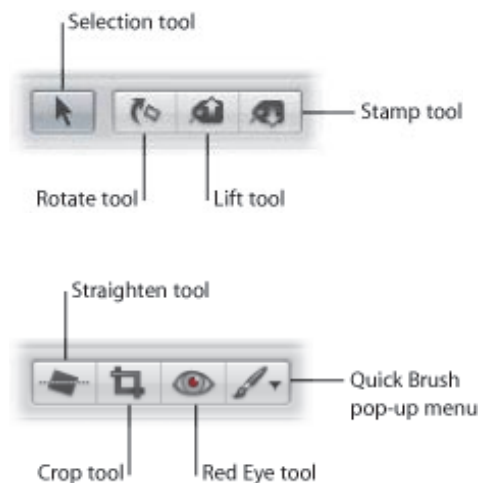
Use the tools and display controls in the tool strip to work with images in the Viewer and Browser. The controls in the tool strip change depending on whether or not the Viewer is shown. When both the Browser and Viewer are shown in the Split View layout, the tool strip is shown between them.

For more information about working with the adjustment tools, see “An Overview of Image Adjustments,” “Making Image Adjustments,” and “Making Brushed Adjustments.”

Selection and Adjustment Controls

Use these controls to select and adjust images.

Note: The following adjustment controls are available only when the Viewer is shown: Straighten tool, Crop tool, Red Eye tool, and Quick Brush pop-up menu.



- *Selection tool:* Select projects, albums, and images with this tool.
- *Rotate tool:* Rotate an image counterclockwise with this tool. Press Option while using this tool to rotate images clockwise. You can use this tool to rotate an image displayed in the Viewer or Browser.
- *Lift tool:* Copy a set of metadata and adjustments, including cropping and straightening settings, from a selected image with this tool.
- *Stamp tool:* Apply a copied set of adjustments or metadata on one or several images with this tool.
- *Straighten tool:* Use the guides to help manually straighten (or level) the selected image.

Note: This button is available only when the Viewer is shown.

- *Crop tool:* Trim the selected image with this tool.

Note: This button is available only when the Viewer is shown.

- *Red Eye tool:* Reduce red-eye, occurring when the subject’s retinas reflect light from your camera’s flash, with this tool.

Note: This button is available only when the Viewer is shown.

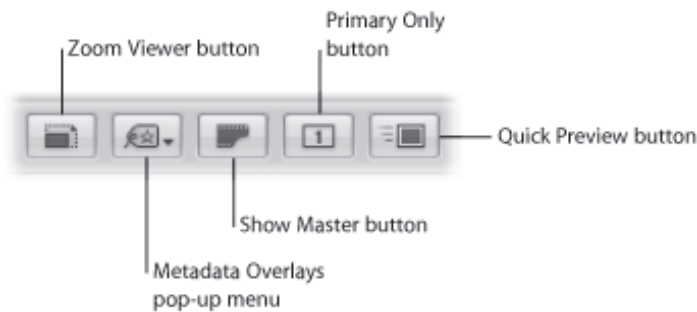
- *Quick Brush pop-up menu:* Choose a Quick Brush adjustment from this pop-up menu. For more

information about working with Quick Brush adjustments, see “Making Brushed Adjustments.”

Note: This pop-up menu is available only when the Viewer is shown.

Display Controls

Use the display controls to manage how images are presented in the Browser and Viewer. The Show Master and Zoom Viewer buttons are available only when the Viewer is shown.



- *Zoom Viewer button:* Click this button to switch between viewing an image at actual size and fitting the image to the Viewer’s screen size.
Note: This button is available only when the Viewer is shown.
- *Metadata Overlays pop-up menu:* Choose to show image metadata as overlays in the Viewer and Browser, switch metadata views, show metadata tooltips, and access the Browser & Viewer Metadata dialog from this pop-up menu.
- *Show Master button:* Click this button to view the master image without any applied adjustments. Click again to switch the view back to the current version.
Note: This button is available only when the Viewer is shown.
- *Primary Only button:* Click this button to make changes to the primary image selection only.
- *Quick Preview button:* Click this button to view preview images only. Viewing preview images speeds up access to and display of images in the Viewer and Browser.

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Inspector Pane

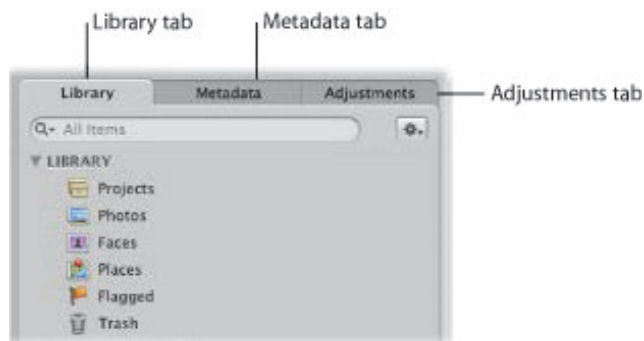
The Inspector pane provides easy access to your library, to image metadata, and to controls for adjusting images. The Inspector pane includes three inspectors: the Library inspector, the Metadata inspector, and the Adjustments inspector. Click the tabs at the top of the Inspector pane to open the inspector you want.

▼ To show the Inspector pane

- Choose Window > Show Inspector (or press I).

▼ To switch tabs in the Inspector pane

- Choose View > Inspector > Next Tab (or press W).



- *Library tab*: Click this tab to open the Library inspector. For information about controls in the Library inspector, see “Library Inspector.”
- *Metadata tab*: Click this tab to open the Metadata inspector. For information about controls in the Metadata inspector, see “Metadata Inspector.”
- *Adjustments tab*: Click this tab to open the Adjustments inspector. For information about controls in the Adjustments inspector, see “Adjustments Inspector.”

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Library Inspector

The Library inspector holds containers—projects, folders, and albums—you can use to organize your images. When you select a project, folder, or album in the Library inspector, the images are displayed in the Browser and Viewer. You can create Smart Albums that automatically find and store images based on search criteria you specify. You can also create webpages (photo galleries and online journals), Light Table arrangements, slideshows, and books, and you can share images with MobileMe, Flickr, and Facebook.

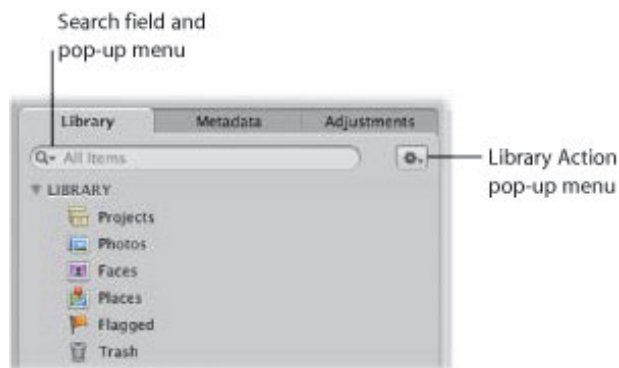
The Library inspector also provides a number of ways to view items in the library. You can use the Library inspector to access Projects view, Photos view, Faces view, Places view, and Flagged view. You can also view items moved to the Aperture Trash. To learn more about using the Library inspector, see “Working with the Aperture Library.”

The Import pane and the Vault pane are also displayed in the Library inspector. For more information, see “Import Pane” and “Vault Pane.”

▼ To display the Library inspector

Do one of the following:

- Click the Library tab in the Inspector pane (or press Control-P).
- Press Q.



- *Search field and pop-up menu:* Enter text to search for item names, project descriptions, and place and face information within items in the Library inspector. Items that don't match the search text are excluded from view. Choose to show all items, your favorite items, or just recently selected items by choosing an option from the search field pop-up menu.
- *Library Action pop-up menu:* Add and remove favorite items, export items, and maintain previews using this pop-up menu.

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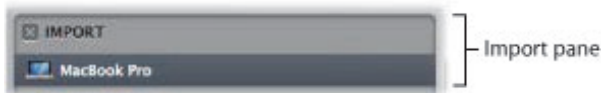
Import Pane

The Import pane displays a list of connected cameras, connected card readers, and your computer. To import images into Aperture, you select your computer in the pane or connect a camera or card reader, and the images appear in the Import browser. For more information, see “Importing Images.”

▼ To display the Import pane

Do one of the following:

- Choose File > Import > Files (or press Command-I).
- Click the Import button in the toolbar.



The Import pane displays the locations from which you can currently import images—your computer and connected cameras or card readers. Select a camera or computer icon and then select images to import in the Import browser.

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Vault Pane

The Vault pane lists your backup vaults and their locations. Vaults are usually located on external hard disks.

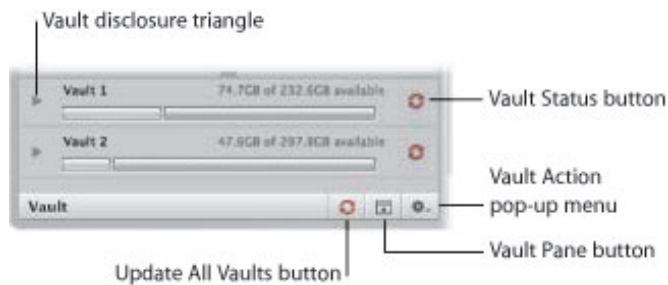
As you add images to the library, Aperture automatically tracks which managed images have been backed up to your vault. When your vault is up to date, the Vault Status button appears black. When a change to at least one version occurs, such as an adjustment, the Vault Status button appears yellow. When Aperture determines that even a single master has not been backed up, the Vault Status button appears red. You can have Aperture update your vaults whenever you want.

For more information, see “Backing Up Your Images.”

☑ To display the Vault pane

Do one of the following:

- Choose Window > Show Vaults (or press Shift-R).
- Click the Vault Pane button.



- *Vault disclosure triangle*: Click this button to show or hide the location of the vault file.
- *Vault Status button*: Click the Vault Status button next to a vault to update the vault. The Vault Status button changes color to indicate the current update status of the vault. Black means the vault is up to date. Yellow means that changes have been made to images that have not been backed up. Red means that images have been added to the library that have not been backed up.
- *Vault Action pop-up menu*: Use this pop-up menu to add, remove, and update vaults, as well as restore your library.
- *Vault Pane button*: Click this button to show and hide the Vault pane.
- *Update All Vaults button*: Click this button to update all vaults that are online. The Update All Vaults button changes color to indicate the current update status of the vaults. Black means that all vaults are up to date. Yellow means that changes have been made to images that have not been backed up. Red means that images have been added to the library that have not been backed up.

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Metadata Inspector

The Metadata inspector displays an image's caption text, keywords, version number, filename, and file size. You can also view Exchangeable Image File (EXIF) and International Press Telecommunications Council (IPTC) data associated with an image. EXIF metadata is embedded in an image file by the digital camera and includes camera settings such as shutter speed, date and time, focal length, exposure, metering pattern, and flash information. IPTC information can be embedded in a digital image with most software programs used to edit photos, including Aperture, and can include a caption, the place and date a photo was taken, and copyright information.

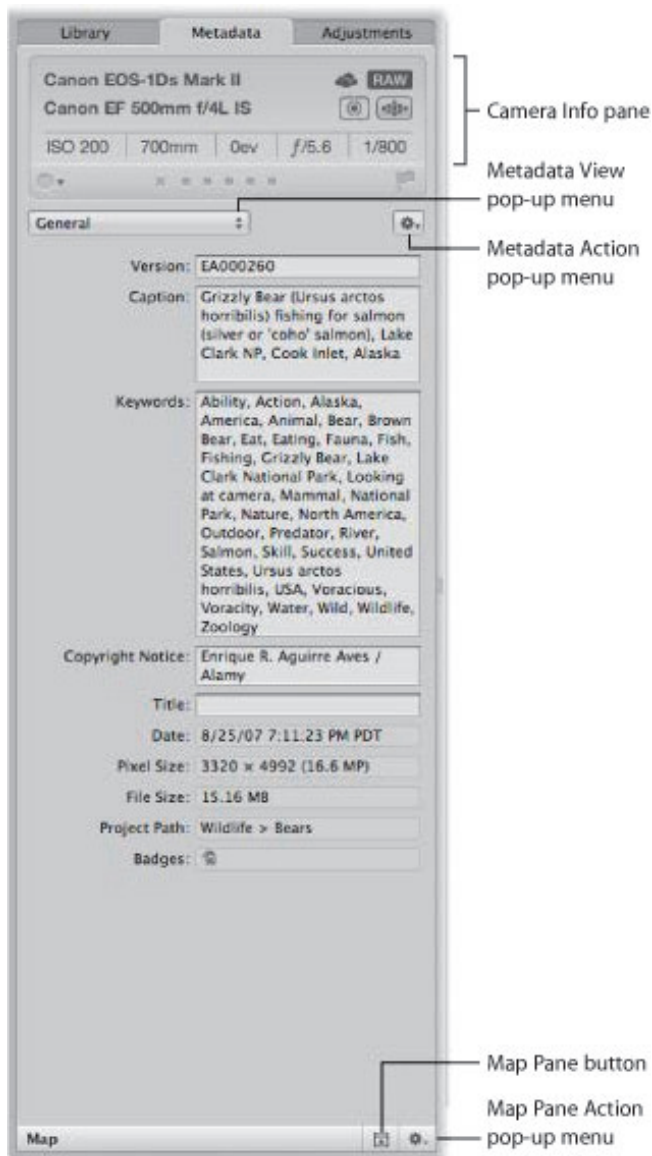
In addition to working with IPTC metadata, you can apply color labels, ratings, and flags to an image selection, as well as create custom metadata fields for use in Aperture. You can also view and add location information for use with the Places feature. For more information about controls used in Places view, see "Places View."

Note: Location controls are not available in the Metadata pane of the Inspector HUD.

▼ To display the Metadata inspector

Do one of the following:

- Click the Metadata tab in the Inspector pane (or press Control-D).
- Press W repeatedly to cycle through the inspectors until you see the Metadata inspector.



- **Camera Info pane:** Displays basic camera information for a selected image, basic file information about a selected audio clip, or basic file information about a selected video clip. The Camera Info pane also contains controls for applying color labels, ratings, and flags to images. If an image has an audio attachment, a Play button appears at the bottom of the Camera Info pane. For more information about playing audio attachments, see “Viewing and Changing Metadata in the Metadata Inspector and Inspector HUD.”
- **Metadata View pop-up menu:** Choose the metadata view that is displayed in the Metadata inspector from this pop-up menu.
- **Metadata Action pop-up menu:** Choose options for appending and replacing the metadata in an image from this pop-up menu. You can also access the Metadata and Batch Change dialogs, remove IPTC metadata, update the EXIF metadata in the image’s master file, show or hide the Camera Info pane, and add and remove audio attachments using this pop-up menu.
- **Map Pane button:** Click this button to open and close the Map pane. The Map pane displays a smaller version of the Places view map with many of the controls found in Places view.

- *Map Pane Action pop-up menu*: Select, edit, and delete locations, create new locations, and change map views from this pop-up menu.

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Adjustments Inspector

You can use the controls in the Adjustments inspector to apply, edit, and remove image adjustments. Controls in the Adjustments inspector are grouped according to the type of image adjustment they perform. You can show or hide the controls for an adjustment by clicking its disclosure triangle.

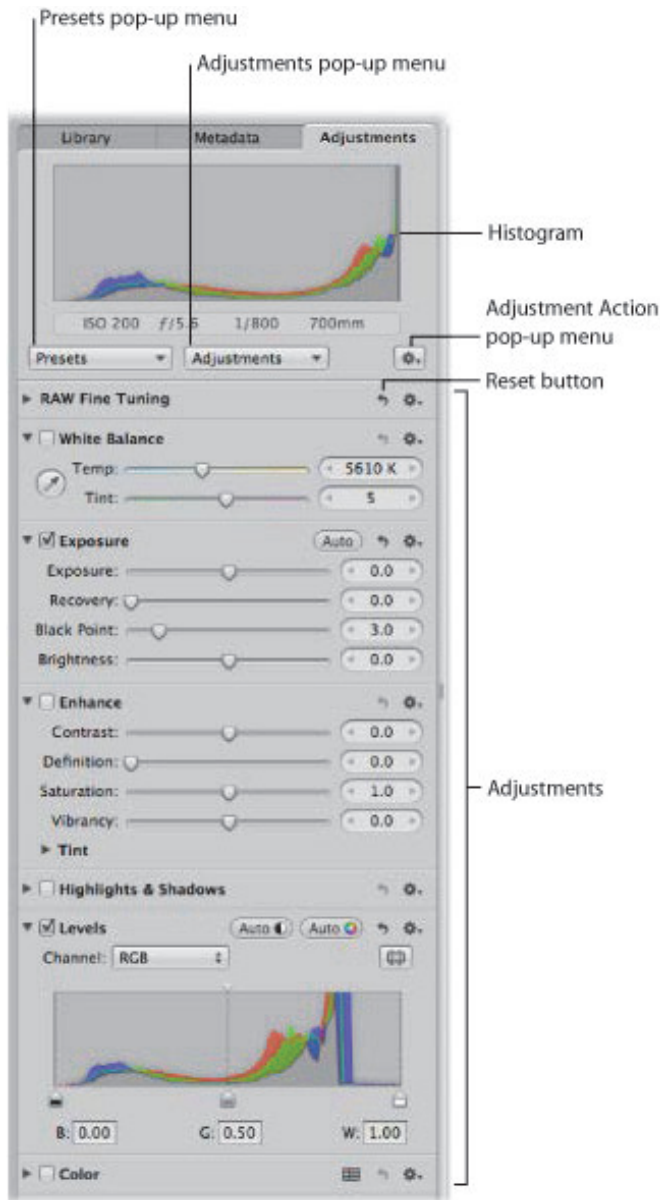
To remove an adjustment from an image, deselect the checkbox for the adjustment. For more information about using adjustment controls, see “An Overview of Image Adjustments” and “Making Image Adjustments.”

Tip: Although you can apply initial adjustments using the Adjustments inspector, it’s often more convenient to use the Adjustments pane of the Inspector HUD in Full Screen view. For more information, see “Viewing Images in Full Screen View.”

▼ To show the Adjustments inspector

Do one of the following:

- Click the Adjustments tab in the Inspector pane (or press Control-A).
- Press W repeatedly to cycle through the inspectors until you see the Adjustments inspector.



- *Presets pop-up menu*: Choose an adjustment preset to apply to a selected image. Aperture comes with a set of presets. If you frequently use the same adjustment parameter settings, you can save those settings as adjustment presets. Once you apply a preset to an image, the adjustment controls and parameter values update to reflect the settings saved in the adjustment preset.
- *Adjustments pop-up menu*: Choose the adjustments you want to apply to an image, including Quick Brush adjustments, from this pop-up menu. When you choose an adjustment, its controls appear in the Adjustments inspector.
- *Histogram*: Displays the selected image's luminance or color channels. The histogram displays a graph of the brightness values in the image, from the blackest point to the whitest point. You can adjust the histogram to show luminance; red, green, and blue (RGB) channels displayed together; or separate red, green, and blue channels.
- *Adjustment Action pop-up menu*: Choose a histogram view, remove selected or all adjustments applied to an image, and choose whether to display color and camera information below the

histogram. You can also choose the type of color values and the sample size from this pop-up menu.

- *Reset button*: Click the Reset button for an adjustment to reset the controls to their default settings.
- *Adjustments*: Click the disclosure triangle for an adjustment to view its controls. Select the checkbox for an adjustment to apply changes using the adjustment controls.

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Toolbar

The toolbar is a collection of buttons and tools located at the top of the Aperture main window. The toolbar is shown by default, but you can hide it by choosing View > Hide Toolbar (or pressing Shift-T).

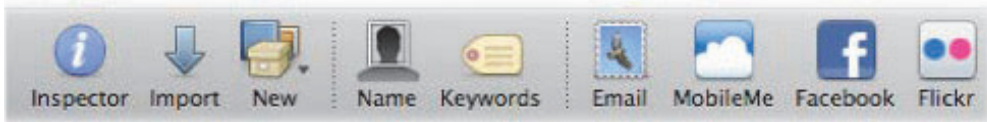


You can customize the toolbar, adding items for the functions you use most, or removing less frequently used toolbar items. For more information, see “Customizing the Toolbar.”

Note: Because you can customize the toolbar by adding and removing buttons and controls, your toolbar may look different from the one pictured in this manual. To reset the toolbar to its default arrangement, Control-click the toolbar and choose Customize Toolbar from the shortcut menu, then drag the default set of controls at the bottom of the dialog to the toolbar.

Left Side of Toolbar

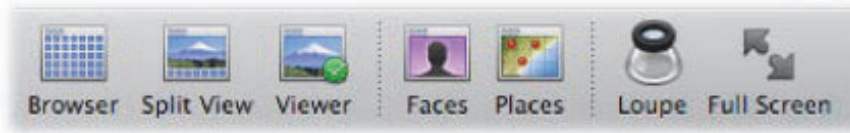
The following are the default buttons and controls on the left side of the toolbar.



- *Inspector button:* Click this button to show and hide the Inspector pane, the Library inspector, the Metadata inspector, and the Adjustments inspector.
- *Import button:* Click this button to show the Import pane and open the Import browser. For more information about controls in the Import pane, see “Import Pane.”
- *New pop-up menu:* Choose the item you want to create in the Library inspector from this pop-up menu.
- *Name button:* Click this button to assign names to people in your images using the Faces feature. The Name Faces HUD appears, and a face label appears below the faces in the selected image. Enter a name in the face label to name each person in the image. You can see the people you named in your images in Faces view. For more information, see “Faces View.”
- *Keywords button:* Click this button to show or hide the Keywords HUD.
- *Email button:* Click this button to open your email application and attach selected images.
- *MobileMe button:* Click this button to publish an album to your MobileMe Gallery for anyone with Internet access to view. MobileMe albums provide a simple and stylish way to post images on the web without your having to deal with HTML coding or manually transferring files.
- *Facebook button:* Click this button to post an album to your account in Facebook, a social networking website.
- *Flickr button:* Click this button to create a Flickr album. Images moved into a Flickr album can be published directly to your Flickr account.

Right Side of Toolbar

The following are the default buttons and controls on the right side of the toolbar.



- *Browser button*: Click this button to show the Browser only.
- *Split View button*: Click this button to show the Browser and Viewer at the same time.
- *Viewer button*: Click this button to show the Viewer only.
- *Faces button*: Click this button to switch to Faces view, which displays snapshots of the people whose names you have confirmed using the Faces feature, for the item selected in the Library inspector. You can skim a snapshot to see other confirmed images of that person.
- *Places button*: Click this button to switch to Places view for the item selected in the Library inspector. Images with location information are represented by red pins on the map. For more information about controls in Places view, see “Places View.”
- *Loupe button*: Click this button to open the Loupe, which zooms in to your image by magnifying the area of the image it is placed over. You can adjust the diameter of the Loupe by choosing View > Loupe Options > Increase Diameter or by choosing View > Loupe Options > Decrease Diameter. For more information about the Loupe, see “Viewing Images with the Loupe.”
- *Full Screen button*: Click this button to switch to Full Screen view, in which images are displayed against a solid background with only a few interface elements. For more information about Full Screen view, see “Viewing Images in Full Screen View.”

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Control Bar

You can display a control bar at the bottom of the main window that provides convenient access to controls and buttons for navigating through images, rating images, and applying keywords to images.

The control bar has the following controls:



- *Keyword controls*: Use these controls to apply and work with keywords.
- *Rating buttons*: Click these buttons to apply ratings to the selected image.
- *Navigation buttons*: Click these buttons to navigate to the next or previous image.

▼ To display the control bar

- Choose Window > Show Control Bar (or press D).

▼ To display keyword controls in the control bar

- Choose Window > Show Keyword Controls (or press Shift-D).

Keyword Controls

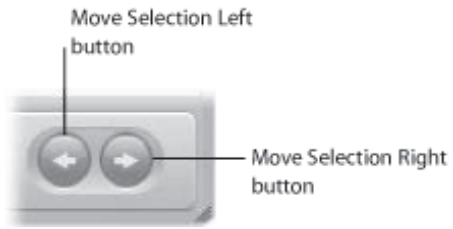
You can display keyword controls in the control bar and use the buttons and pop-up menu to apply keywords to images. To learn more about applying keywords, see “Applying Keywords to Images.”



- *Individual keyword buttons*: Click any of these buttons to apply a preset keyword to a selected image or group of images. Hold down the Shift key and click the button to remove the keyword from the image selection.
- *Add Keyword field*: Enter a new keyword, then press Return. Aperture creates a new keyword and applies it to the selected image.
- *Keyword Preset Group pop-up menu*: Choose a keyword preset group to display on the keyword buttons, or edit the buttons in an existing keyword preset group. For more information about editing keyword preset groups, see “Creating a Keyword Preset Group.”

Navigation Buttons

You can use the navigation buttons in the control bar to move through images in the Browser and Viewer.



- *Move Selection Left button*: Click this button to go to the previous image.
- *Move Selection Right button*: Click this button to go to the next image.

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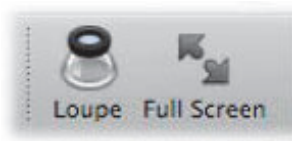
Full Screen View

Full Screen view projects your images onto a solid background for detailed viewing. Using a dual-display system in Full Screen view gives you an enlarged space in which to compare and adjust images. Full Screen view has three view modes:

- *Viewer mode*: This mode provides the perfect environment for adjusting and comparing images by projecting a high-resolution image over a solid background. You use the filmstrip to navigate through, organize, and rate your images. You use the toolbar to select and adjust images, control how many images are displayed onscreen and the metadata displayed with images, and open HUDs. For more information, see “Working in Viewer Mode in Full Screen View.”
- *Browser mode*: This mode displays thumbnails for the images within the item selected in the Library inspector. You work with the thumbnail images in the same way you work with images in the Browser in the Aperture main window. Browser mode has controls for searching for images as well as for adjusting the size of the thumbnail images. For more information, see “Working in Browser Mode in Full Screen View.”
- *Projects mode*: Projects mode displays thumbnails of the projects in your library. In this view mode, you work with projects in the same way you work with projects in Projects view in the Aperture main window. Projects mode has controls for grouping projects by the date their images were shot and by the folders they reside in. You can also access the Info HUD for additional controls. For more information, see “Working in Projects Mode in Full Screen View.”

▼ To enter Full Screen view

- Click the Full Screen button in the toolbar (or press F).



The Aperture main window disappears, and your images appear in Full Screen view.

▼ To switch between Viewer mode and Browser mode in Full Screen view

- Press V.

▼ To switch to Projects mode

- Click the Projects button in the top-left corner of the screen in Browser mode.

▼ To exit Full Screen view

Do one of the following:

- Click the Exit Full Screen button in the Full Screen view toolbar (or press F).



- Press Esc (Escape).

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Controls in Viewer Mode

You use Viewer mode in Full Screen view to view your images at high resolution, compare images, and apply adjustments and keywords to images. While in Viewer mode, you typically use the controls in the filmstrip and toolbar in conjunction with each other.

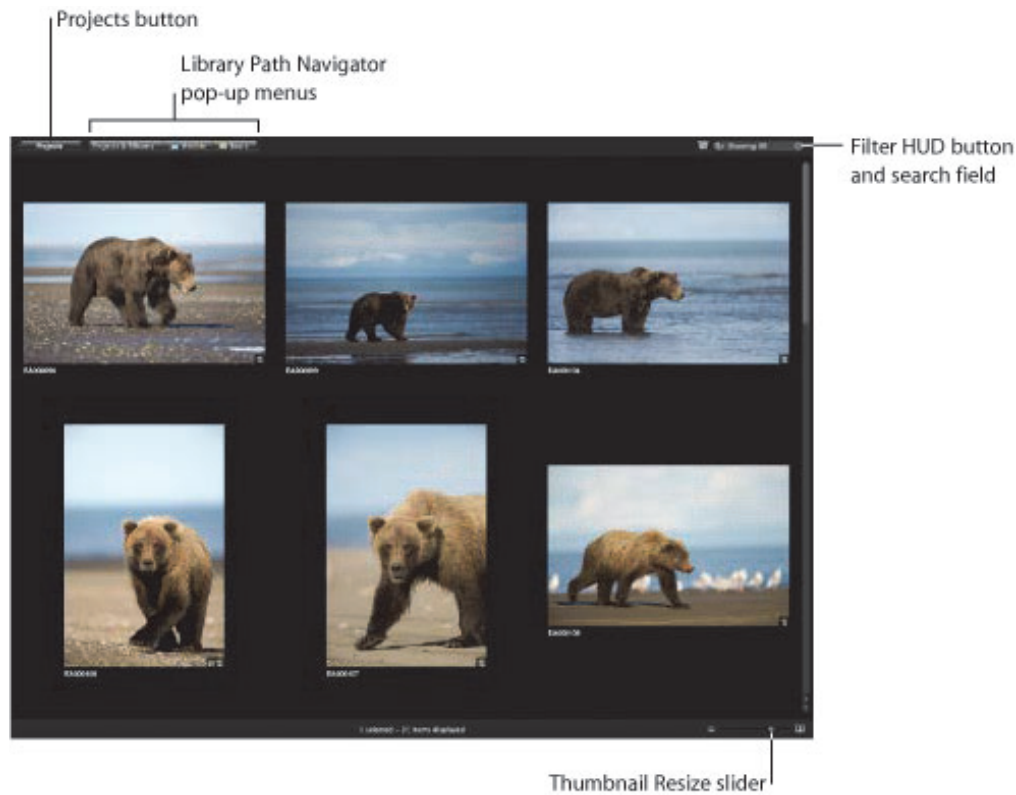


- **Toolbar:** Use the toolbar buttons and controls to change your images. The toolbar includes buttons and controls for displaying images and opening HUDs, as well as a full set of image adjustment tools. For information about individual toolbar controls, see “Controls in the Full Screen View Toolbar.”
- **Filmstrip:** Use the filmstrip to move through, organize, and rate your images. For information about individual filmstrip controls, see “Controls in the Full Screen View Filmstrip.”

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Controls in Browser Mode

You use Browser mode in Full Screen view to navigate through large thumbnail images, work with stacks, and search for images.

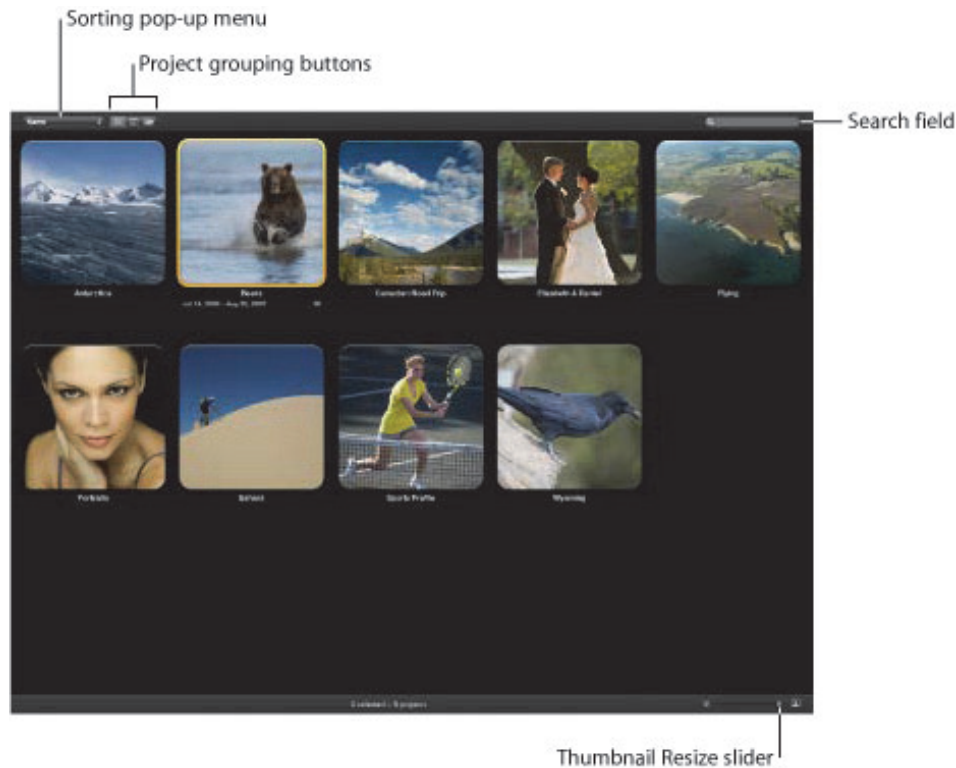


- *Projects button:* Click this button to switch to Projects mode.
- *Library Path Navigator pop-up menus:* Choose a library item to display in the Browser from one of the pop-up menus.
- *Filter HUD button and search field:* Search for images by entering a term in the search field or choosing an option from the search field pop-up menu (with a magnifying glass icon). To perform a more complex search for images using the Filter HUD, click the Filter HUD button (to the left of the search field).
- *Thumbnail Resize slider:* Use the Thumbnail Resize slider to quickly change the size of your thumbnail images.

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Controls in Projects Mode

You use Projects mode in Full Screen view to organize and work with projects. To enter Projects mode, you click the Projects button in the top-left corner of the screen in Browser mode.



- *Sorting pop-up menu*: Choose to sort projects by name or by date, in ascending or descending order, or in the order the projects appear from top to bottom in the Library inspector.
- *Ungrouped button*: Click this button to view the projects ungrouped.
- *Group by Year button*: Click this button to view the projects grouped by the year the images in the projects were captured.
- *Group by Folder button*: Click this button to view the projects grouped according to the folders in which they reside in the Library inspector.
- *Search field*: Enter the name of the project you want to locate in this field.
- *Thumbnail Resize slider*: Use the Thumbnail Resize slider to quickly change the size of your thumbnail images.

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Controls in the Full Screen View Toolbar

The toolbar displayed in Full Screen view is similar to the toolbar in the Aperture main window. The toolbar provides controls for adjusting images, controlling how images are displayed on the screen, and opening HUDs. You can also use the toolbar to access the Loupe and to exit Full Screen view.



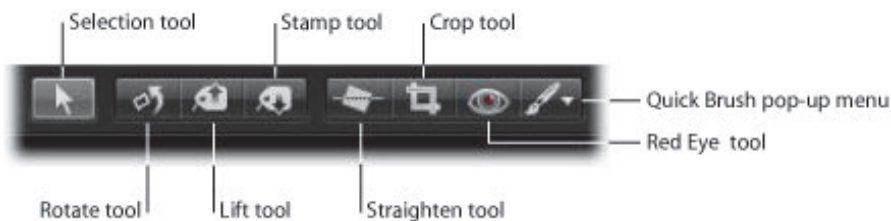
☑ To view the Full Screen view toolbar

- In Full Screen view, move the pointer to the top of your primary screen.

You can have the toolbar always appear on the screen by clicking the Always Show Toolbar control.

Selection and Adjustment Controls

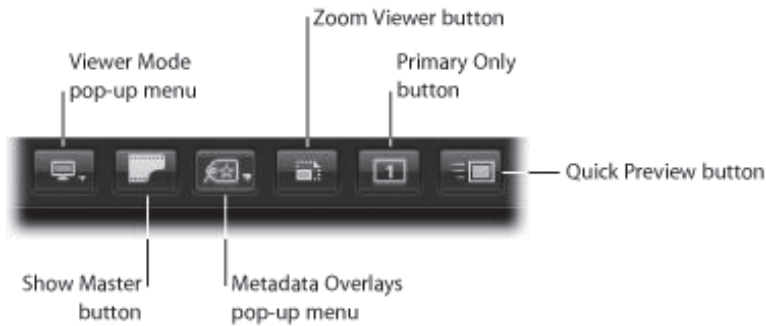
Use these controls to select, rotate, lift and stamp, straighten, crop, and correct red-eye in images, as well as apply Quick Brush adjustments.



- *Selection tool*: Select projects, albums, and images with this tool.
- *Rotate tool*: Rotate an image counterclockwise with this tool. You can also press R to select this tool. If you press R again, the rotation switches to clockwise.
- *Lift tool*: Copy a set of metadata and adjustments, including cropping and straightening settings, from a selected image with this tool.
- *Stamp tool*: Stamp a copied set of adjustments or metadata on one or several images with this tool.
- *Straighten tool*: Use the guides to help manually straighten (or level) the selected image.
- *Crop tool*: Trim the selected image with this tool.
- *Red Eye tool*: Reduce red-eye, occurring when the subject's retinas reflect light from your camera's flash, with this tool.
- *Quick Brush pop-up menu*: Choose a Quick Brush adjustment from this pop-up menu. For more information about working with Quick Brush adjustments, see "Making Brushed Adjustments."

Display Controls

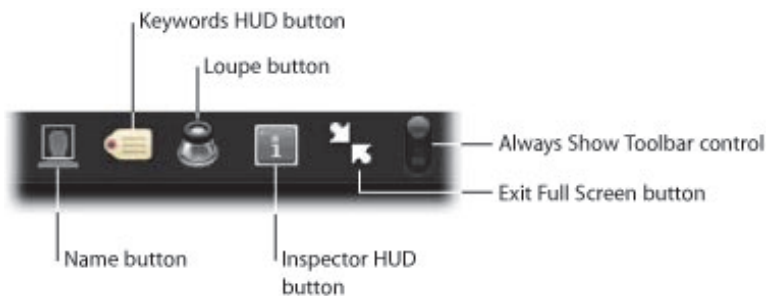
Use the display controls to manage how images are displayed in Full Screen view.



- *Viewer Mode pop-up menu*: Choose how to view your images and arrange your displays from this pop-up menu. For more information, see “Viewing Images on Multiple Displays.”
- *Show Master button*: Click this button to view the master image without any applied adjustments. Click again to switch the view back to the current version.
- *Metadata Overlays pop-up menu*: Choose to show metadata with images and switch between the basic and expanded metadata views.
- *Zoom Viewer button*: Click this button to switch between viewing an image at actual size and fitting the image to the screen size.
- *Primary Only button*: Click this button to make changes to the primary image selection only.
- *Quick Preview button*: Click this button to view preview images only. Viewing preview images speeds up access to and display of images in Full Screen view.

Additional Buttons

Use the buttons at the right side of the Full Screen view toolbar to assign names to people in your images, open the Keywords and Inspector HUDs, open the Loupe, exit Full Screen view, and turn the automatic display of the toolbar on and off.



- *Name button*: Click this button to assign a name to a face using a face label.
- *Keywords HUD button*: Click this button to show or hide the Keywords HUD.
- *Loupe button*: Click this button to open the Loupe, which you can use to minutely examine parts of an image.
- *Inspector HUD button*: Click this button to show or hide the Inspector HUD.
- *Exit Full Screen button*: Click this button to exit Full Screen view.

- *Always Show Toolbar control*: Click this control to turn the automatic display of the toolbar on or off.

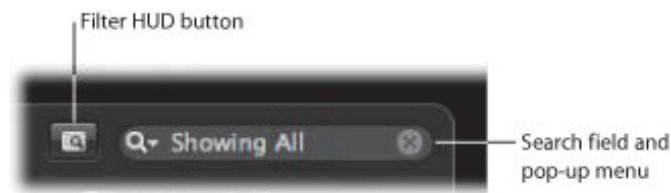
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Controls in the Full Screen View Filmstrip

The filmstrip provides controls for sorting and scrolling through images, resizing thumbnails, and searching for images.



- *Sorting pop-up menu*: Sort your images by a variety of sort properties using this pop-up menu.
- *Always Show Filmstrip control*: Set whether the filmstrip is displayed all the time or only when the pointer is moved over it.
- *Scroll bar*: Drag the scroller to scroll through your images.
- *Thumbnail Resize slider*: Drag the slider to change the size of the thumbnail images shown in the filmstrip.



- *Filter HUD button*: Click this button to open the Filter HUD that you can use to perform complex searches for images.
- *Search field and pop-up menu*: Search for images by entering a term in the search field or choosing an option from the search field pop-up menu (with a magnifying glass icon). Sort your images by a variety of sort properties using this pop-up menu.

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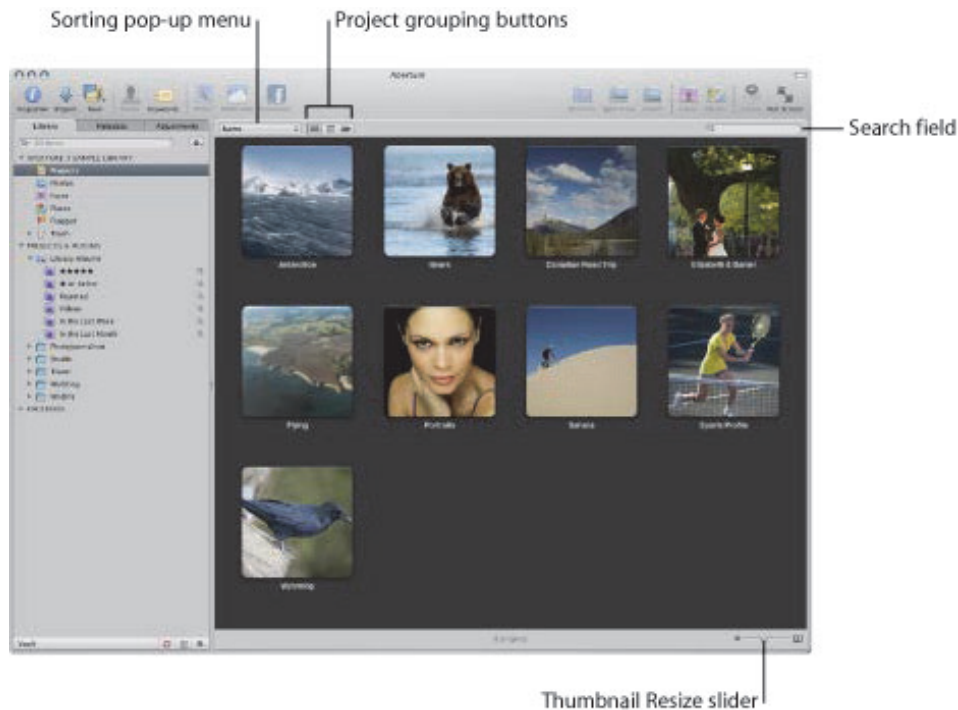
Projects View

Projects view provides a convenient space for organizing and quickly viewing your projects.

✓ To enter Projects view

Do one of the following:

- Choose View > Show Projects.
- In the Library inspector, select Projects.



- *Sorting pop-up menu*: Choose to sort projects by name or by date, in ascending or descending order, or in the order the projects appear from top to bottom in the Library inspector.
- *Ungrouped button*: Click this button to view the projects ungrouped.
- *Group by Year button*: Click this button to view the projects grouped by the year the images in the projects were captured.
- *Group by Folder button*: Click this button to view the projects grouped according to the folders in which they reside in the Library inspector.
- *Search field*: Enter the name of the project you want to locate in this field.
- *Thumbnail Resize slider*: Use the Thumbnail Resize slider to quickly change the size of your thumbnail images.

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Faces View

Snapshots containing people who have been assigned names using the Faces feature appear in Faces view. When you select the Faces item in the Library inspector, the main window switches to Faces view, showing all the photos of people with assigned names in the Aperture library. When you click the Faces button in the toolbar, Faces view shows all the photos of people with assigned names in the item selected in the Library inspector.

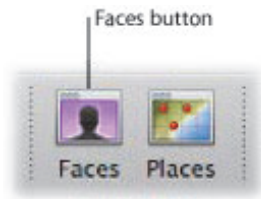
▼ To enter Faces view

Do one of the following:

- To show snapshots of people with assigned names across the entire Aperture Library, select Faces in the Library inspector.



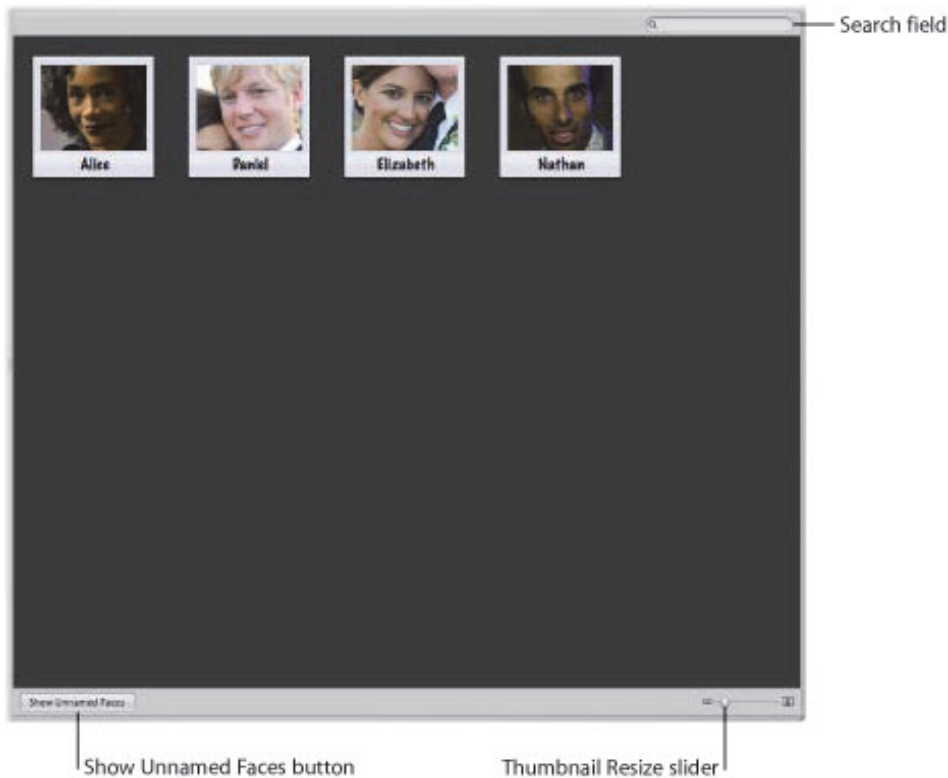
- To show snapshots of people with assigned names in a specific item in the Library inspector, select the item in the Library inspector, then click the Faces button in the toolbar.



The main window switches to Faces view.

Controls in Faces View

Faces view displays snapshots of people in the library whose names you have confirmed.



- *Search field*: Enter text; people whose names match the text you entered appear in Faces view.
- *Thumbnail Resize slider*: Drag the slider to change the size of the snapshots.
- *Show/Hide Unnamed Faces button*: Click the button to show and hide images of people in the library whose faces have been detected by Aperture but whose names are not yet confirmed.

Controls in the Faces Browser

When you double-click a person's snapshot in Faces view, all the confirmed images of that person appear at the top of the Faces browser, and all the suggested images of the person appear in a separate section below the confirmed images.



- *All Faces button*: Click this button to return to Faces view.
- *Sorting pop-up menu*: Sort your images by a variety of sort properties in this pop-up menu. You can also choose to arrange your images in ascending or descending order.
- *Face name*: The title bar contains the name of the person in the images.
- *Thumbnail Resize slider*: Drag the slider to change the size of the thumbnail images shown in the Faces browser.
- *Confirm Faces button*: Click this button to confirm or reject suggested images of the same person.
- *Photos button*: Click this button to show the entire image version in each thumbnail image.
- *Faces button*: Click this button to show only the face of the individual in each thumbnail image.

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Places View

Images organized by location using the Places feature are represented by pins on the Places view map at the locations where the images were taken.

▼ To enter Places view

Do one of the following:

- To show the location information for images across the entire Aperture Library, select Places in the Library inspector.



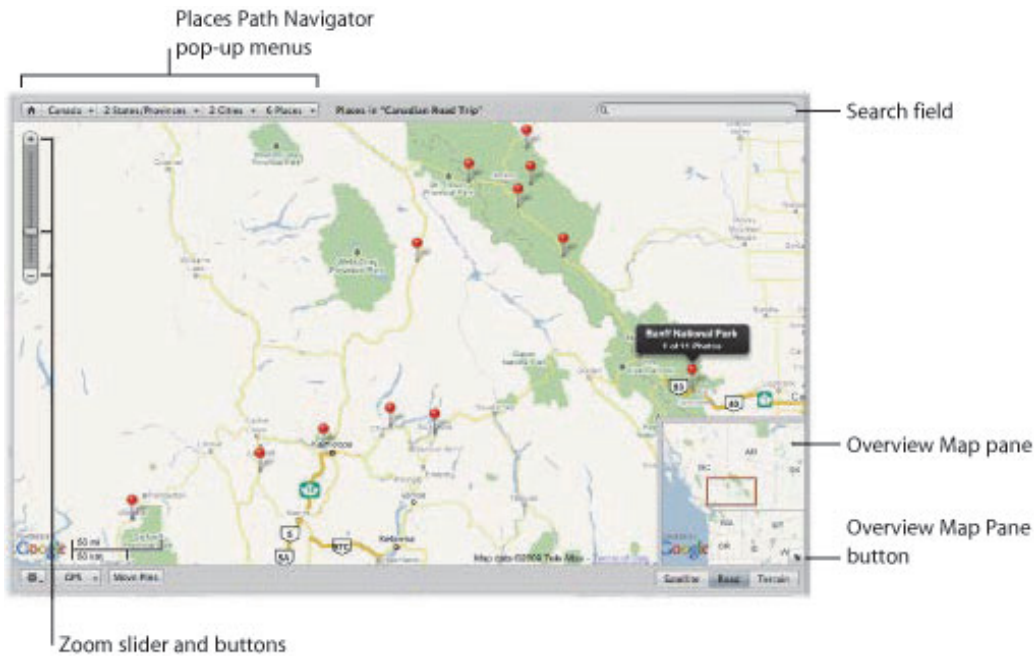
- To show the location information for images in a specific item in the Library inspector, select an item in the Library inspector, then click the Places button in the toolbar.



The main window switches to Places view. All images that have location information are represented by red pins on the map.

Searching and Navigation Controls

In Places view, you can search for locations where your images were shot, navigate to locations, zoom in to the map to view locations in detail, and change map views.



- *Zoom slider and buttons*: Use the Zoom slider and buttons to zoom in to and out of the map.
- *Places Path Navigator pop-up menus*: Choose a location to display in Places view from one of the Places Path Navigator pop-up menus.
- *Search field*: Enter text; locations whose names match the text you entered appear in the search results list below.
- *Overview Map pane*: Use the Overview Map pane to quickly move the field of view to another location on the map. Drag the red rectangle to change the view.
- *Overview Map Pane button*: Click this button to open and close the Overview Map pane.

Map View Controls

There are three map views you can use within Places view.



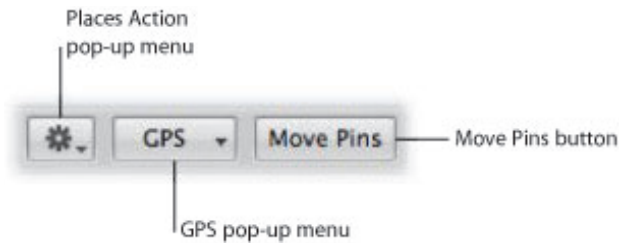
- *Satellite button*: Click this button to set the map to show detailed satellite-stitched images. In this map view only, a Show Labels checkbox appears. Select this checkbox to display overlays of major streets and highways when the Satellite view is shown.

Note: Not all areas have detailed satellite images.

- *Road button*: Click this button to set the map to show roads.
- *Terrain button*: Click this button to set the map to show topography and elevations.

Location and GPS Controls

Use these controls to move location pins in Places view, work with GPS data, remove location information, and show and hide location badges on images.



- *Places Action pop-up menu*: Choose to remove location information from an image selection, create a Smart Album from the current view, and show and hide location badges from this pop-up menu.
- *GPS pop-up menu*: Import GPS track data, import GPS data from photos shot with a GPS-enabled iPhone, edit the time zone of GPS track data, and delete GPS track data using this pop-up menu.
- *Move Pins button*: Click this button to move location pins.

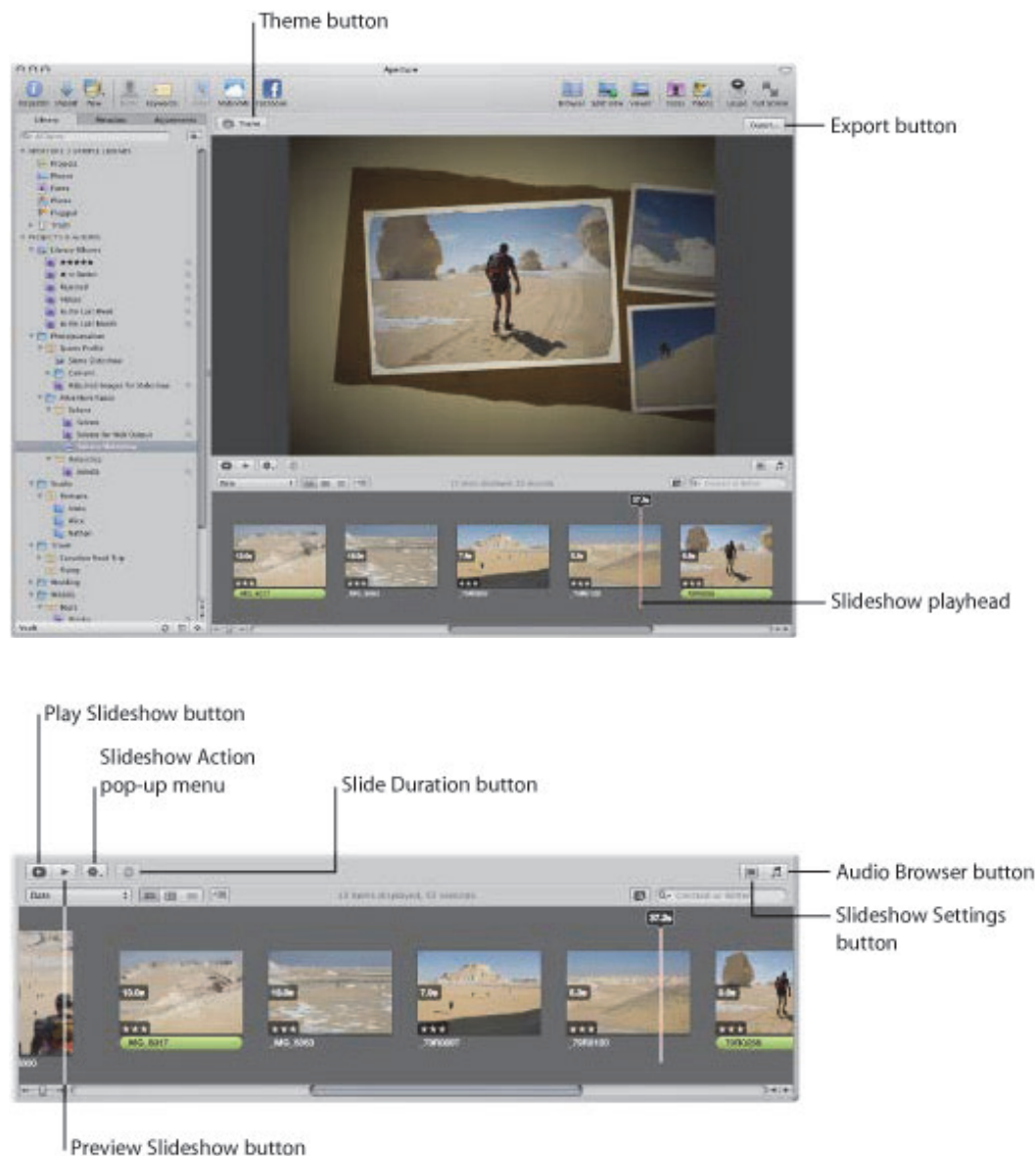
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Slideshow Editor

You can use the Slideshow Editor to create slideshows that include video and audio clips as well as images. You can also use the Slideshow Editor to export slideshow movies that you can share via email, iPhone, iPod touch, iPod classic, or the web. To learn more about the Slideshow Editor, see “About Creating Slideshows with the Slideshow Editor.”

General Slideshow Editor Controls

The following controls are always available in the Slideshow Editor.



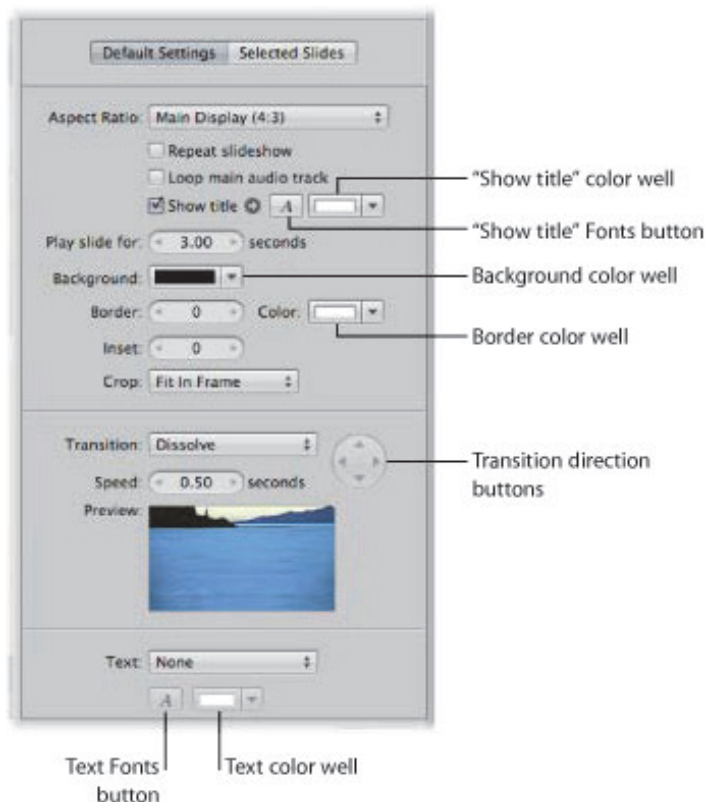
- *Theme button*: Click this button to choose a theme for your slideshow.
- *Export button*: Click this button to export your slideshow as a movie and choose a platform to share it on.
- *Slideshow playhead*: Drag the playhead across thumbnail images in the Browser to see the slides and

the transitions between them in the Slideshow Editor.

- *Play Slideshow button*: Click this button to play the slideshow in full-screen mode.
- *Preview Slideshow button*: Click this button to preview the slideshow in the Slideshow Editor. Clicking this button keeps the Browser open and the playhead visible as it moves across the images in the slideshow.
- *Slideshow Action pop-up menu*: Insert blank slides, fit the slide selection to the soundtrack, adjust the audio track, and view playhead information using this pop-up menu.
- *Slide Duration button*: Click this button to set the duration of each slide as the slideshow plays.
- *Slideshow Settings button*: Click this button to access controls in the Default Settings and Selected Slides panes.
- *Audio Browser button*: Click this button to open the Audio browser.

Default Settings Controls

To show the Default Settings pane, click the Slideshow Settings button. You use the controls in this pane when you want to modify settings that are applied uniformly to every slide and transition in the slideshow.



Note: The controls that appear in the Default Settings pane change depending on the theme selected for the slideshow.

- *Aspect Ratio pop-up menu*: Choose an aspect ratio to apply to your slideshow from this pop-up menu.

- *“Repeat slideshow” checkbox*: Select this checkbox to loop playback of the slideshow.
- *“Loop main audio track” checkbox*: Select this checkbox to loop playback of the main audio track.
- *“Show title” checkbox*: Select this checkbox to display title text over the first slide in the slideshow.
- *“Show title” Fonts button*: Click this button to open the Fonts window and select a font and size to apply to the title text.

Note: The Fonts button appears dimmed unless the “Show title” checkbox is selected.

- *“Show title” color well*: Change the color applied to the title text by clicking the color well and then selecting a new color from the Colors window. You can also click the disclosure button (to the right of the color well) and select a new color from the pop-up color palette.

Note: The color well and disclosure button appear dimmed unless the “Show title” checkbox is selected.

- *“Play slide for” value slider*: Use this value slider to determine the amount of time each slide is shown during the slideshow.
- *Background color well*: Change the background color of your slideshow by clicking the Background color well and then selecting a new background color from the Colors window, or click the disclosure button (to the right of the color well) and select a new background color from the pop-up color palette.
- *Border value slider*: Use this value slider to determine the width (or stroke) of the image border in pixels. A value of 0 (zero) applies no border.
- *Border color well*: Change the border color applied to each slide by clicking the color well and then selecting a new border color from the Colors window. You can also click the disclosure button (to the right of the color well) and choose a new border color from the pop-up color palette.
- *Inset value slider*: Use this value slider to apply padding between the image and the image border. A value of 0 (zero) applies no space between the image and the border.
- *Crop pop-up menu*: Choose to have every image fit within the frame of the slideshow’s aspect ratio, have every image fill the frame of the slideshow’s aspect ratio, or apply a Ken Burns effect. A Ken Burns effect zooms in to or out of the image while slowly panning across it.
- *Transition pop-up menu*: Choose the type of transition to uniformly apply between each slide from the list of items in this pop-menu.

Note: A preview of the transition you choose plays beneath the Transition pop-up menu.

- *Transition direction buttons*: For transition effects that can be applied in more than one direction, set the direction of the effect using these buttons.

Note: The Transition direction buttons appear dimmed if you choose a transition that can be applied in only one direction.

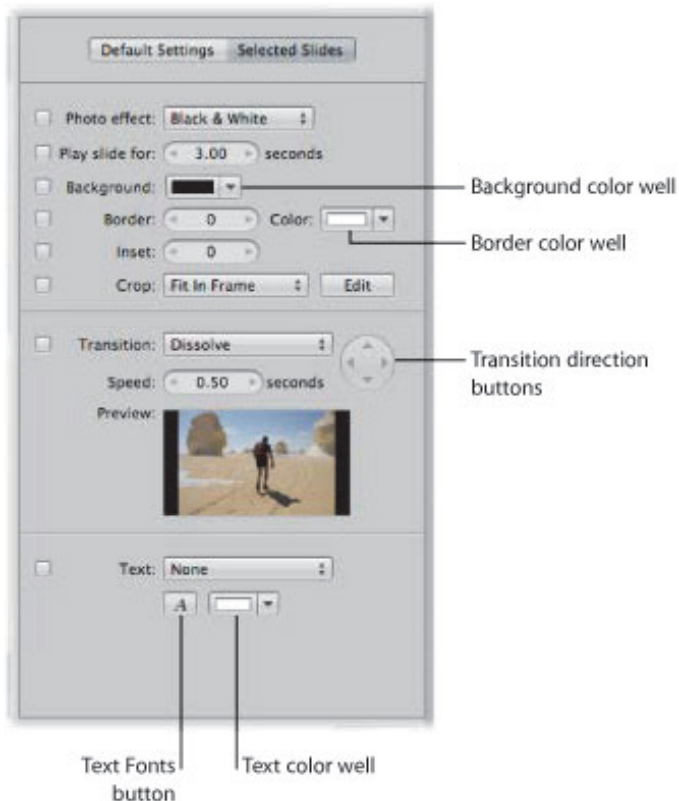
- *Speed value slider*: Use this value slider to set the duration of the transitions between slides.
- *Text pop-up menu*: Choose the type of text to appear over every slide in the slideshow. You can choose from many options, such as the version’s name or the date, or you can create a custom caption.

Note: The text can be individually edited for each slide.

- *Text Fonts button:* Click this button to open the Fonts window and select a font and size to apply to the text.
- *Text color well:* Change the color applied to the text by clicking the color well and then selecting a new color from the Colors window. You can also click the disclosure button (to the right of the color well) and select a new color from the pop-up color palette.

Selected Slides Controls

To show the Selected Slides pane, click the Slideshow Settings button, then click the Selected Slides button. You use these controls to modify the behavior of individual slides in the slideshow.



- *“Photo effect” checkbox and pop-up menu:* Select this checkbox and choose an effect from the pop-up menu to apply to the selected slides.
- *“Play slide for” checkbox and value slider:* Select this checkbox to override the default settings and change the display time for an individual slide in the slideshow. Use the value slider to determine the amount of time the image will be shown.
- *Background checkbox and color well:* Change the background color of an individual slide by selecting the Background checkbox, clicking the color well, and then selecting a new background color from the Colors window. You can also click the disclosure button (to the right of the color well) and select a new background color from the pop-up color palette.
- *Border checkbox and value slider:* Apply a border to an individual slide by selecting this checkbox. Use the value slider to determine the width (or stroke) of the image border in pixels. A value of 0 (zero)

applies no border.

- *Border color well:* Change an individual image's border color by clicking the color well and then selecting a new border color from the Colors window. You can also click the disclosure button (to the right of the color well) and select a new border color from the pop-up color palette.
- *Inset checkbox and value slider:* Select the checkbox to apply padding between a specific image and the image border, and adjust the width of the padding using the Inset value slider. A value of 0 (zero) applies no space between the image and the border.
- *Crop checkbox and pop-up menu:* Select this checkbox and choose an option from the pop-up menu to have the selected image fit within the frame of the slideshow's aspect ratio, have the image fill the frame of the slideshow's aspect ratio, or apply a Ken Burns effect. A Ken Burns effect zooms in to or out of the image and then slowly pans across it.
- *Edit button:* Click this button to adjust the image based on the setting in the Crop pop-up menu. When you click the Edit button, you can adjust how the image fits the frame, choose the part of the image that fills the frame, or activate Start and End wireframes for the Ken Burns effect. You use the Start and End wireframes to set where the panning for the Ken Burns effect begins and ends in the image.

For more information about creating custom Ken Burns effects, see "Applying a Ken Burns Effect to Individual Slides."

- *Transition checkbox and pop-up menu:* Select this checkbox to apply or modify a transition between selected slides. Choose the type of transition from the pop-menu.

Note: A preview of the transition you choose plays beneath the Transition pop-up menu.

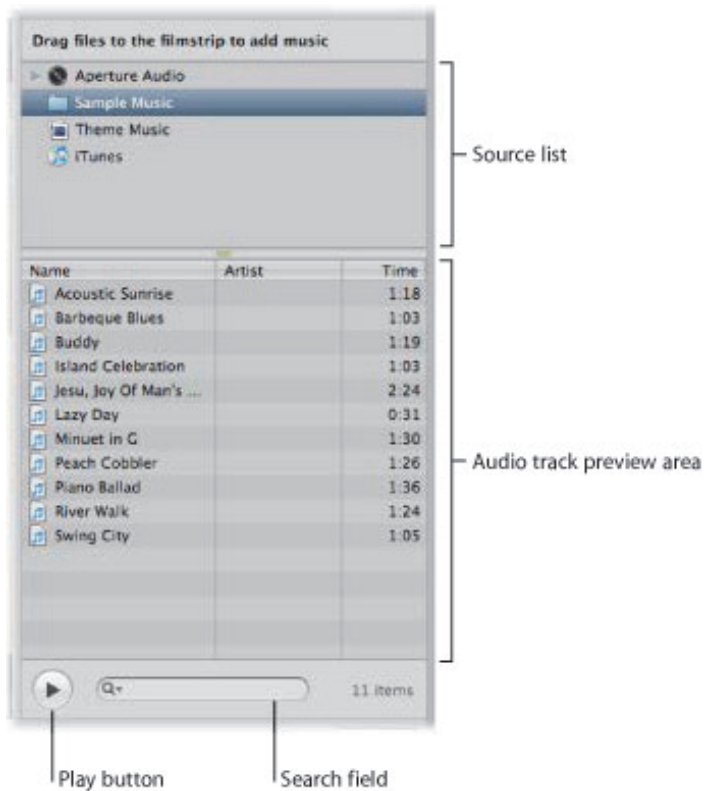
- *Transition direction buttons:* For transition effects that can be applied in more than one direction, set the direction of the effect using these buttons.

Note: The Transition direction buttons appear dimmed if you choose a transition that can be applied in only one direction.

- *Speed value slider:* Use this value slider to set the duration of the transition.
- *Text checkbox and pop-up menu:* Select this checkbox to apply text to appear over the selected slide in the slideshow. Choose the type of text, such as the version's name or date, from the pop-up menu. You can also create a custom caption.
- *Text Fonts button:* Click this button to open the Fonts window and select a font and size to apply to the text.
- *Text color well:* Change the color applied to the text by clicking the color well and then selecting a new color from the Colors window. You can also click the disclosure button (to the right of the color well) and select a new color from the pop-up color palette.

Audio Browser Controls

Click the Audio Browser button to show controls for working with the audio tracks applied to the slideshow.

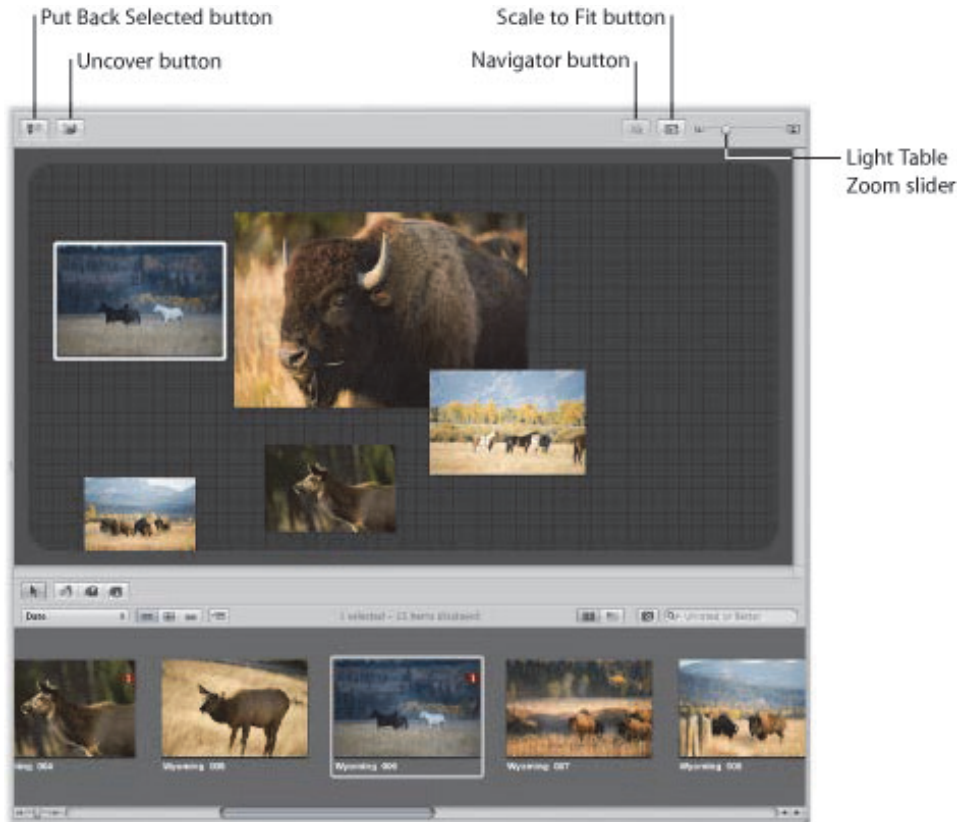


- **Source list:** Select the source of the audio track from this list. You can select a song or audio file from GarageBand, your iTunes library, slideshow Theme Music, and any audio imported into the Aperture library.
Note: Make sure to use only DRM-free music from your iTunes library in slideshows that you plan to share with others.
- **Audio track preview area:** Displays the available audio files from the item selected in the Source list. Select an audio track to accompany your slideshow by dragging it from the audio track preview area to the Browser.
- **Search field:** Search for songs in your iTunes library or audio files on your system by entering descriptive text in the search field. The search is narrowed to the selection in the Source list.
- **Play button:** Preview the selected audio file by clicking this button.

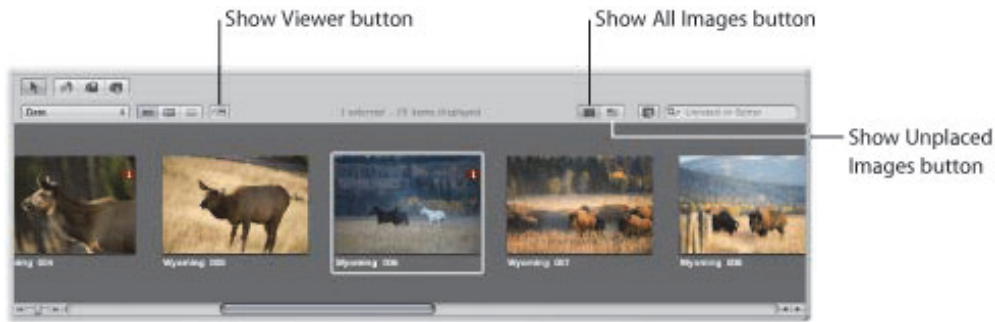
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Light Table

The Light Table provides an open workspace where you can freely arrange images. You can use the Light Table to review and compare images, create mockups of webpages, compare color values in a selection of images before applying color corrections, or do anything else that involves viewing and comparing your images. To learn more about the Light Table, see “Using the Light Table.”



- *Put Back Selected button*: Click this button to remove a selected image from the Light Table.
- *Uncover button*: Click this button to reveal images that are covered by other images in the Light Table.
- *Navigator button*: When the Light Table is larger than your screen, click this button to reposition your view on another area of the Light Table.
- *Scale to Fit button*: Click this button to fit the entire Light Table on your screen.
- *Light Table Zoom slider*: Drag the Light Table Zoom slider to change the Light Table's size.



- *Show Viewer button*: Click this button to display the selected Light Table album's images in the Viewer so that you can apply adjustments to them. Click the Show Viewer button again to switch back to the Light Table.
- *Show All Images button*: Click this button to see the entire contents of the Light Table album in the Browser.
- *Show Unplaced Images button*: Click this button to see only images in the Browser that are not yet placed in the Light Table.

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Webpage Editor

You can use the Webpage Editor to create professional-quality, gallery-style pages and web journal pages for displaying your images. After designing your pages, you can post them to your MobileMe account or web server. The controls in the Webpage Editor differ slightly depending on whether you have selected a webpage album or a web journal album.

For more information about the Webpage Editor controls available for webpage albums, see “Web Gallery Controls.”

For more information about the Webpage Editor controls available for web journal albums, see “Web Journal Controls.”

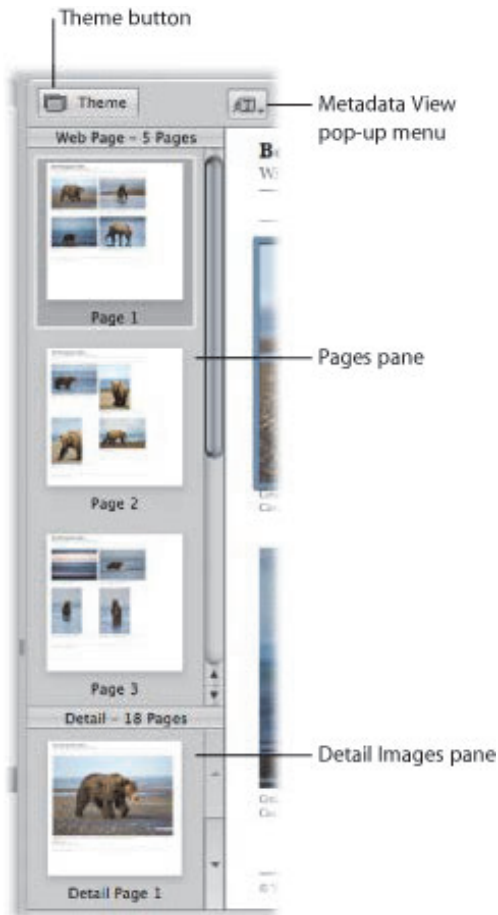
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Web Gallery Controls

To work with a web gallery in the Webpage Editor, select a webpage album in the Library inspector and then select a page's thumbnail in the Pages pane on the left side. When an enlarged view of the selected page appears on the right, you can add and arrange images and text.



Following are the web gallery controls in the Webpage Editor.



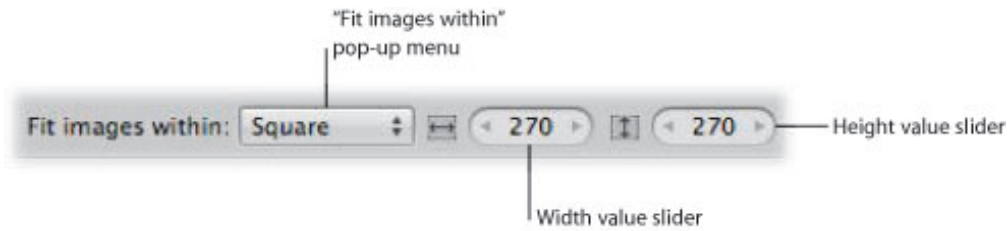
- *Theme button*: Click this button to choose a theme, or layout, for your web gallery. The name of the selected theme appears to the right of the Theme button.
- *Metadata View pop-up menu*: Choose the type of metadata that is included with each image in the web gallery.
- *Pages pane*: Select a thumbnail in this pane to view a specific webpage.
- *Detail Images pane*: Select a thumbnail image to see an enlarged version of the image in its own webpage. This is the page that visitors see when they click the image on your site.



- *Previous Page button*: Click this button to go to the previous page.
- *Next Page button*: Click this button to go to the next page.
- *Columns value slider*: Use this control to specify the number of columns you want on a page. Click the arrows to increase or decrease the number of columns, or double-click in the value field and enter a

new value.

- *Rows value slider*: Use this control to specify the number of rows you want on a page. Click the arrows to increase or decrease the number of rows, or double-click in the value field and enter a new value.



- *“Fit images within” pop-up menu*: Choose an option for how you want images to appear on the page.
- *Width value slider*: Use this control to specify the column width. Click the arrows to increase or decrease the width, or double-click in the value field and enter a new value.
- *Height value slider*: Use this control to specify the row height. Click the arrows to increase or decrease the height, or double-click in the value field and enter a new value.



- *Export Web Pages button*: Click this button to export your web gallery pages as HTML files.
- *Publish to MobileMe button*: Click this button to publish your finalized web gallery pages to your MobileMe account. For more information, see “Exporting to MobileMe.”

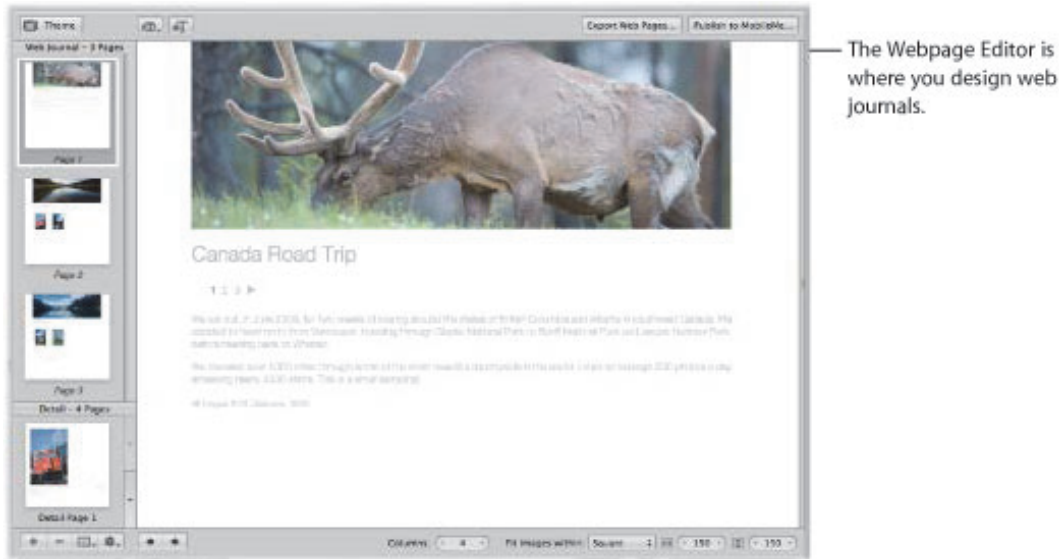
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Web Journal Controls

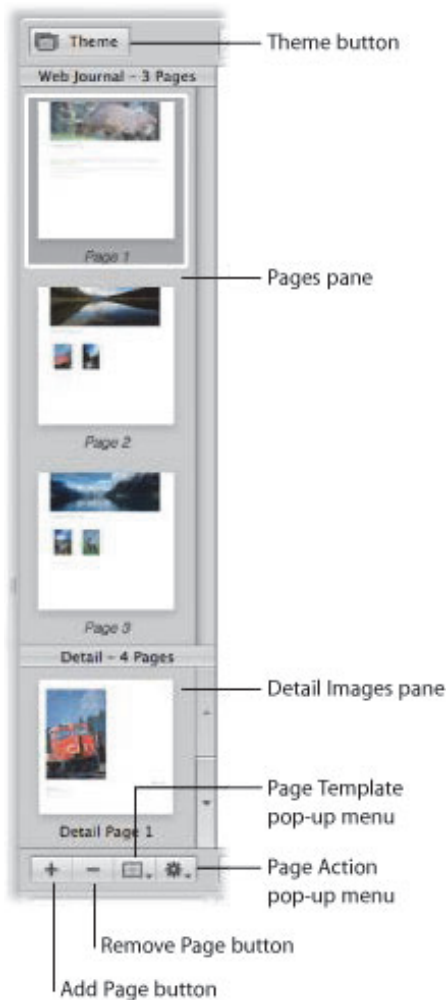
You can also create journal-style webpages, mixing paragraphs of text and images, to display on the web. When working with a web journal, you can manually arrange images and text on the page.

To work with a web journal in the Webpage Editor, select a web journal album in the Library inspector, and then select a page's thumbnail in the Pages pane. When an enlarged view of the selected page appears on the right, you can add and arrange images and text.

To learn more about creating web journals, see “Creating Webpages.”



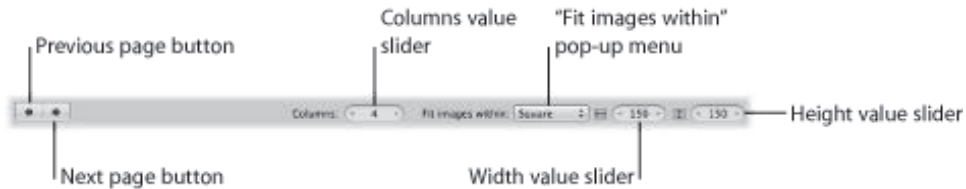
Following are web journal controls in the Webpage Editor.



- *Theme button*: Click this button to choose a theme, or layout, for your web journal.
- *Pages pane*: Select a thumbnail in this pane to see a specific page of the web journal.
- *Detail Images pane*: Select a thumbnail image to see an enlarged version of the image in its own webpage. This is the page that the visitors see when they click the image on your site.
- *Page Template pop-up menu*: Use this pop-up menu to choose a page template, or layout.
- *Page Action pop-up menu*: Choose how to add pages to your web journal, as well as move the page currently selected in the Pages pane up or down.
- *Remove Page button*: Click this button to remove a selected page from your web journal.
- *Add Page button*: Click this button to add a page to your web journal.



- *Metadata View pop-up menu*: Choose the type of metadata that is included with each image in the web journal page.
- *Add Text Block button*: Click this button to add a text block to the bottom of the current web journal page.
- *Export Web Pages button*: Click this button to export your web journal pages as HTML files.
- *Publish to MobileMe button*: Click this button to publish your finalized web journal pages to your MobileMe account.



- *Previous Page button*: Click this button to go to the previous page.
- *Next Page button*: Click this button to go to the next page.
- *Columns value slider*: Specify the number of columns you want on a page. Click the arrows to increase or decrease the number of columns, or double-click in the value field and enter a new value.
- *"Fit images within" pop-up menu*: Choose an option for how you want images to appear on the page.
- *Width value slider*: Use this control to specify the width of photo boxes on the page. Click the arrows to change the width, or double-click in the value field and enter a new value.
- *Height value slider*: Use this control to specify the height of photo boxes on the page. Click the arrows to change the height, or double-click in the value field and enter a new value.

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Book Layout Editor

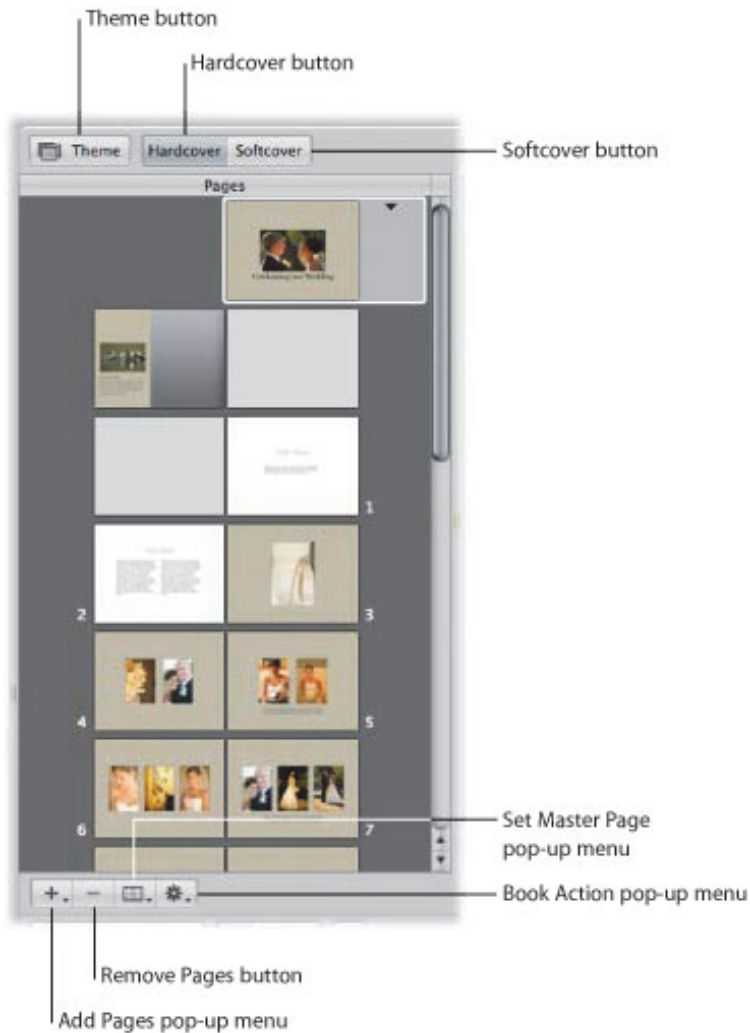
When you create a new book album, the Book Layout Editor appears. In it, you can create a variety of printed books to showcase your images. To learn more about creating books, see “Creating Books.”



Pages Pane Controls

The Pages pane is on the left side of the Book Layout Editor. You use the controls in the Pages pane to add pages to and delete pages from books, switch themes, and work with master pages. You can also apply designs to suit either a softcover or hardcover binding. Select an individual book page in the Pages pane to view or work with the page.

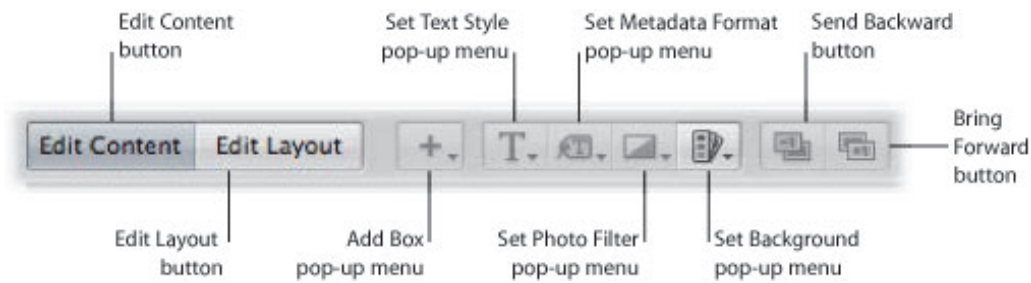
The Pages pane contains the following controls.



- *Theme button*: Click this button to choose a book type as well as a theme, or design, for your book's pages. You can also access options and prices for books ordered through Apple's print service.
- *Hardcover button*: Click this button to choose a large hardcover book format.
- *Softcover button*: Click this button to choose a large softcover book format.
- *Book Action pop-up menu*: Use this pop-up menu to reflow the images in a book, add an image index and page numbers, or add and change the look of text, metadata, and photo boxes.
- *Set Master Page pop-up menu*: Choose the master page design you want to apply to a selected page from this pop-up menu.
- *Remove Pages button*: Click this button to remove one or several selected pages from your book.
- *Add Pages pop-up menu*: Choose to add one or several pages to your book using this pop-up menu.

Book Layout Controls

Use the book layout controls to switch between content editing and layout editing modes, set text styles, display metadata with your images, apply a filter to change the look of your images, remove background images, and use the Send Backward and Bring Forward buttons to adjust the stacking order of images and text that overlap on a page.



- *Edit Content button*: Click this button to change images or edit text on your book pages.
- *Edit Layout button*: Click this button to change the page layout by moving and resizing text, metadata, and photo boxes on your book pages.
- *Add Box pop-up menu*: Choose to add a text, metadata, photo, or map box using this pop-up menu.
- *Set Text Style pop-up menu*: Choose the style of text you want for a selected text box using this pop-up menu.
- *Set Metadata Format pop-up menu*: Choose the type of metadata you want displayed with your images using this pop-up menu.
- *Set Photo Filter pop-up menu*: Choose a filter to change the look of images. For example, you might apply filters that change an image to black and white or sepia.
- *Set Background pop-up menu*: Use this pop-up menu to remove the background image, set the background to black, or reset the background to the photo.
- *Send Backward button*: Click this button to move a selected box backward in the stacking order of overlapping text or image boxes.
- *Bring Forward button*: Click this button to move a selected box forward in the stacking order of overlapping text or image boxes.

Printing Buttons

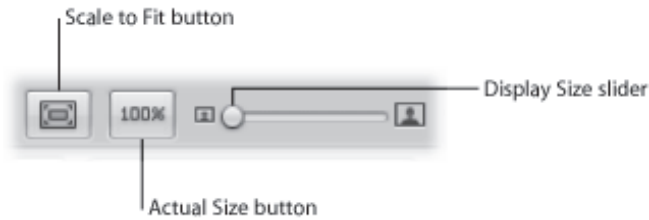
Use the printing buttons to print your book on a local printer and purchase books from Apple's print vendor.



- *Print*: Click this button to print your book's pages.
- *Buy Book*: Click this button to purchase a printed copy of your book from Apple's print vendor.

Page Size Controls

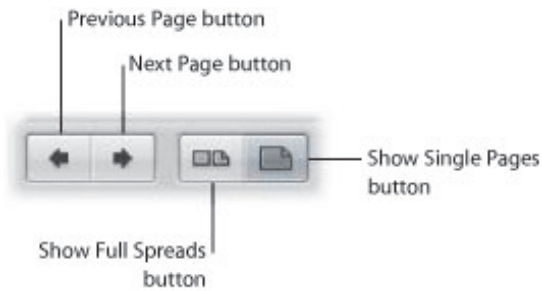
Use the following controls to set how the book's pages are displayed in the Book Layout Editor.



- *Scale to Fit button*: Click this button to scale the display of your pages to fit the Book Layout Editor screen size.
- *Actual Size button*: Click this button to view the selected page at its actual size.
- *Display Size slider*: Drag this slider to increase or decrease the size of the page.

Page Navigation and Display Buttons

Use these buttons to navigate between pages as well as set whether the book pages are displayed singly or as full spreads.



- *Previous Page button*: Click this button to go to the previous page of your book.
- *Next Page button*: Click this button to go to the next page of your book.
- *Show Full Spreads button*: Click this button to display two facing pages.
- *Show Single Pages button*: Click this button to display single pages.

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Heads-Up Displays

Heads-up displays, or HUDs, are collections of related tools and controls contained in a floating window. You can move a HUD as far as your display screen extends. You can use HUDs in all the main window layouts and views as well as in Full Screen view.

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Inspector HUD

The Inspector HUD provides access to three inspector panes: the Library pane, the Metadata pane, and the Adjustments pane. The controls in the Inspector HUD are the same as those in the inspectors in the Inspector pane. You can use the HUD in the Aperture main window or in Full Screen view. To open a pane, click the corresponding button at the top of the Inspector HUD. For more information about the controls in the specific inspectors, see “Inspector Pane.”

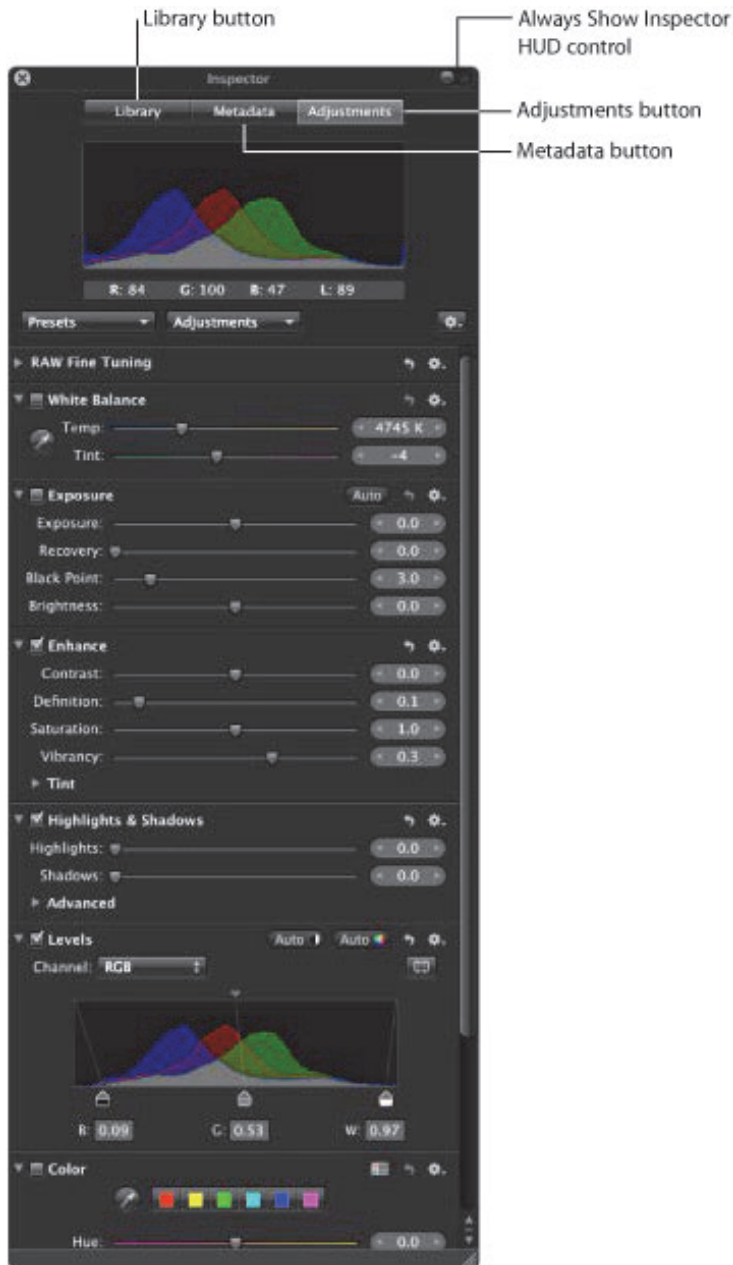
For more information about working with projects in the Library inspector or the Library pane of the Inspector HUD, see “Working with the Aperture Library.”

For more information about working with metadata in the Metadata inspector or the Metadata pane of the Inspector HUD, see “Working with Metadata.”

For more information about working with adjustments in the Adjustments inspector or the Adjustments pane of the Inspector HUD, see “An Overview of Image Adjustments,” “Making Image Adjustments,” and “Making Brushed Adjustments.”

☑ To show the Inspector HUD

- Choose Window > Show Inspector HUD (or press H).



- *Library button*: Click this button to open the Library pane.
- *Metadata button*: Click this button to open the Metadata pane.
- *Adjustments button*: Click this button to open the Adjustments pane.
- *Always Show Inspector HUD control*: Click this control to always show the Inspector HUD on the screen when in Full Screen view. When this control is set to On, the Inspector HUD is moved to one side of the image so the image and the HUD don't overlap.

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Individual Adjustment Tool HUDs

Many Aperture adjustment tools, including Lift, Stamp, Crop, and Red Eye work in conjunction with HUDs.

✓ To view the HUD for an adjustment tool

- Select the adjustment tool in the tool strip.

To learn more about the adjustment tools, see “An Overview of Image Adjustments” and “Making Image Adjustments.”

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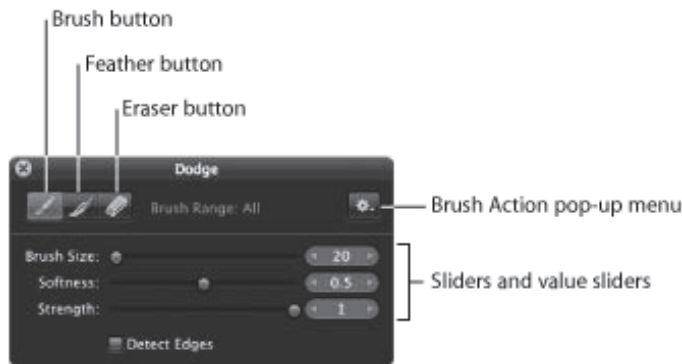
Brush HUD

The Brush HUD provides controls for setting brush attributes, erasing brush strokes, and identifying brush strokes with overlays.

▼ To show the Brush HUD for an adjustment

Do one of the following:

- Choose either “Brush [*adjustment*] in” or “Brush [*adjustment*] away” from the Action pop-up menu for an adjustment.
- In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Quick Brushes from the Adjustments pop-up menu, then choose a Quick Brush adjustment from the submenu.
- Choose a Quick Brush adjustment from the Quick Brush pop-up menu (with a brush icon) in the tool strip.
- In Full Screen view, choose a Quick Brush adjustment from the Quick Brush pop-up menu in the toolbar.



- *Brush button*: Click this button to activate the brush.
- *Feather button*: Click this button to feather the edges of previously applied brush strokes.
- *Eraser button*: Click this button to activate the eraser used to remove portions of previously applied brush strokes for the currently selected adjustment.
- *Brush Action pop-up menu*: Choose to apply the brushed adjustment to the entire image, invert the brush strokes, remove all brush strokes, display brush strokes as a color overlay, show a white mask with the brush strokes revealing the image underneath, show a black mask with the brush strokes revealing the image underneath, limit the brushed adjustment to the shadows of the image, limit the brushed adjustment to the midtones of the image, and limit the brush strokes to the highlights of the image.
- *Brush Size slider and value slider*: Enter the diameter of the brush using the slider or value slider.
- *Softness slider and value slider*: Enter the softness of the brush’s edge using the slider or value slider.
- *Strength slider and value slider*: Enter the intensity of the brush stroke using the slider or value slider.
- *Detect Edges checkbox*: Select this checkbox to detect edges in the image that the adjustment is brushed over, thereby preserving detail.

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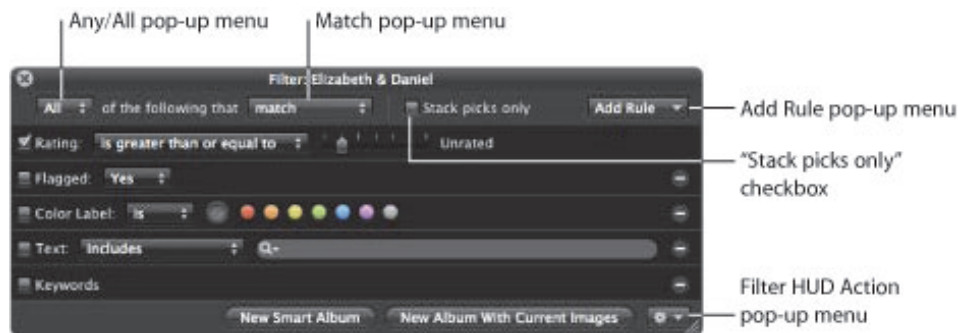
Filter HUD

The Filter HUD provides options for complex searches for media in the Browser. You can select checkboxes for search categories and specify what you want to search for, such as ratings, color labels, keywords, and dates. For more information about searching for images, see “Searching for and Displaying Images.”

✓ To show the Filter HUD

Do one of the following:

- Choose Edit > Find (or press Command-F).
- Click the Filter HUD button (with a magnifying glass icon) next to the search field in the Browser.



- *Any/All pop-up menu and Match pop-up menu:* Choose whether the image should match or not match any of the search criteria or all the criteria that are marked by selected checkboxes.
- *“Stack picks only” checkbox:* Select this checkbox to prevent the search from querying within stacks. Only the picks of the stacks are made available to the search. The images within each stack are ignored.
- *Add Rule pop-up menu:* Choose additional search options, such as date, EXIF and IPTC information, text, rating, and other metadata.
- *Filter HUD Action pop-up menu:* Create a new book, Light Table, slideshow, web journal, webpage, Smart Web Page, MobileMe, Flickr, or Facebook album containing images that match the current search criteria.
- *New Album With Current Images button:* Click this button to create a new album containing images that match the current search criteria.
- *New Smart Album button:* Click this button to create a new Smart Album based on the current search criteria. For more information, see “Grouping Images with Smart Albums.”

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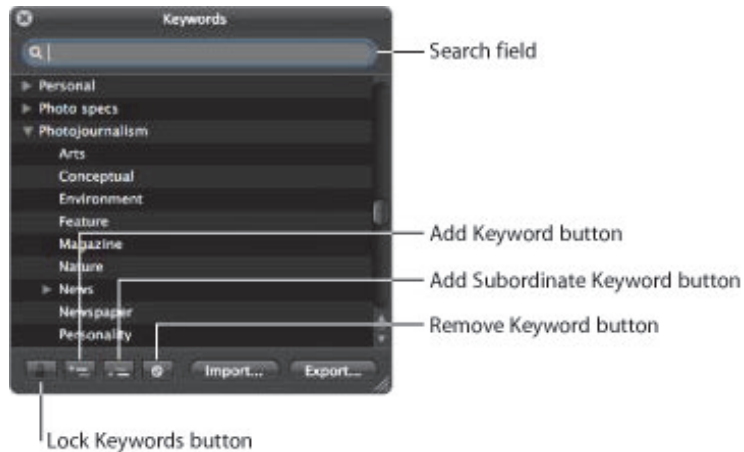
Keywords HUD

The Keywords HUD contains a library of keywords, allowing you to efficiently organize and apply keywords to your images.

▼ To show the Keywords HUD

Do one of the following:

- Choose Window > Show Keywords HUD (or press Shift-H).
- Click the Keywords button in the toolbar.



- *Search field*: Enter text to search for keywords that match the text. Click the search field's Reset button (with an X) to clear the field.
- *Disclosure triangle*: Click the disclosure triangle for a keyword group to view all keywords in the group.
- *Lock Keywords button*: Click this button to lock the Keywords HUD and prevent changes to the keyword library. Click it again to unlock the HUD.
- *Add Keyword button*: Click this button to add a keyword to the keyword library of the Keywords HUD.
- *Add Subordinate Keyword button*: Click this button to add a subordinate keyword, such as a keyword within a keyword group.
- *Remove Keyword button*: Click this button to remove one or more selected keywords.
- *Import button*: Click this button to import keywords into the Keywords HUD.
- *Export button*: Click this button to export your Aperture keyword list as a tab-delimited text file.

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Quickly Accessing Commands

In many areas of Aperture, you can access commands via shortcut menus, as an alternative to using the menu bar at the top of the screen or pop-up menus within a window.

Note: Although accessing commands from shortcut menus can help you work more quickly, keep in mind that not all commands are available in shortcut menus.

▼ To view the shortcut menu

- Position the pointer almost anywhere in Aperture, then Control-click (press the Control key and click).

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Working with the Aperture Library

The basic components of Aperture, including libraries, projects, albums, and versions, provide the building blocks for working in a nondestructive environment.

This chapter explains basic elements in Aperture and describes how to set up and use projects to hold your images.

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Basic Components of Aperture

Aperture uses the following basic components in your image management system:

- *Masters*: The original image files imported from your digital camera, memory card, computer, or external storage media.
- *Versions*: Files derived from the masters and used to display your images with any changes you've made, including image adjustments or changes to metadata.
- *Projects*: The basic containers used in Aperture to organize images by shoot. Projects can hold versions, folders, and albums.
- *Albums*: Containers that hold versions. You can create albums to organize images within projects or outside of them.
- *Folders*: Containers used to organize projects and albums.
- *Library*: The Aperture database that records and tracks your masters and all corresponding versions. You can also create multiple Aperture library files in different locations. The library tracks all the information about the projects, folders, and albums you create to organize your images.
- *Managed and referenced images*: Masters stored in the Aperture library are called *managed images* because Aperture manages the location of the image files in its database. Managed images are physically located in the Aperture Library file. You can also import images into Aperture without storing the masters in the library. Images that are not stored in the library are called *referenced images*. Aperture links to referenced images in their current locations on your hard disk, without placing them in the Aperture Library file.
- *Aperture Trash*: Items deleted in Aperture are stored in the Aperture Trash until it is emptied.
- *Vaults*: Containers that each hold a backup of the library and all its images and information.

The next sections describe each of these elements and how you work with them in Aperture.

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What Are Masters?

A digital master file, or *master*, is the original RAW, GIF, JPEG, TIFF, DNG, or PNG file that is imported into Aperture from a digital camera, memory card, computer, or external storage media device such as an external hard disk drive or CD. Aperture never changes the master, so you always have originals to work from.

Important: Masters—especially RAW files—tend to be quite large. Projects consisting of several thousand masters require high-capacity hard disks.

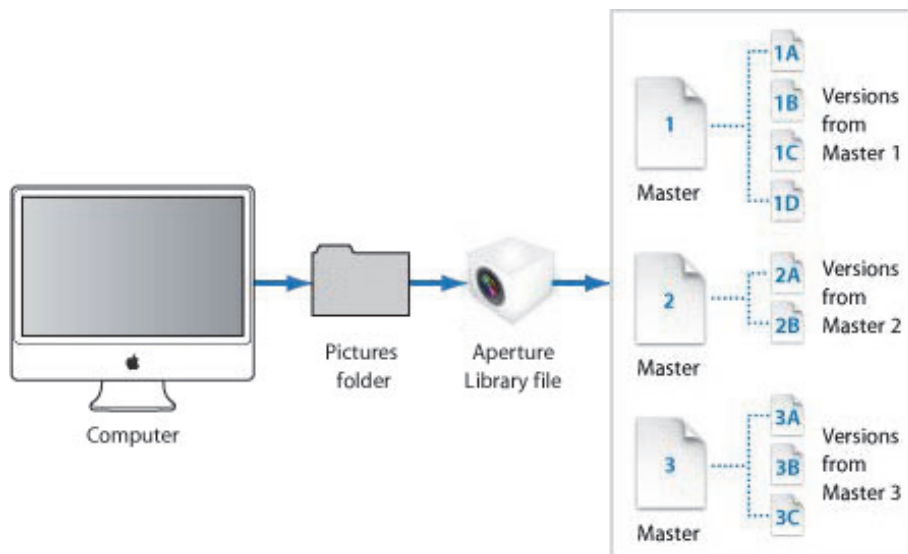
For information about importing masters, see “Importing Images.”

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What Are Versions?

Once you have masters on your hard disk, you can review and make adjustments to your images. For example, you can change the exposure, contrast, or saturation, or add information to an image, such as the photographer's name, the event, and the location. To work with images, Aperture creates a *version* of each master that includes your adjustments and embedded information, leaving the master unchanged. A version refers to the master on your hard disk, but it is not the master itself. Versions store only the thumbnail image, adjustments, and embedded information. A full image file is not created until you are ready to print or export, saving valuable storage space on your hard disk.

In many cases, your workflow may call for different renderings of the same image. For example, a client may request a color as well as a black-and-white version of the same head shot. You can create multiple versions of the same image in Aperture at any time.

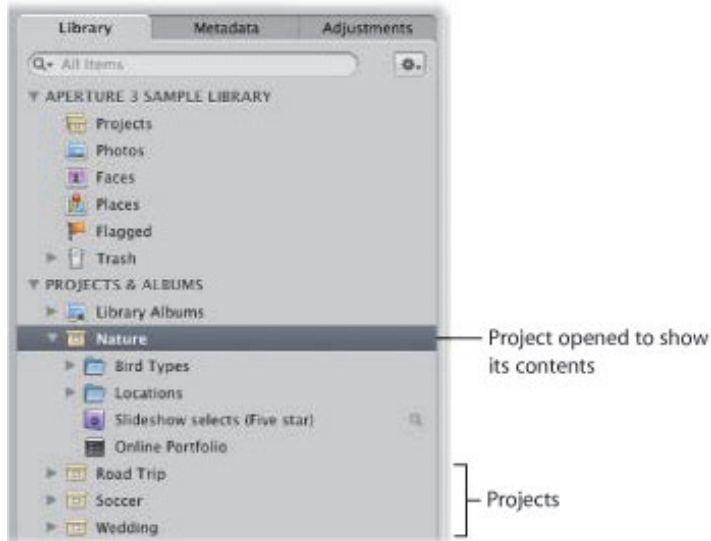


When you create a version, Aperture reads the original master on disk and displays it on the screen. As you make adjustments or add information to the image, Aperture displays the image with your changes to the version, but the original master is never changed.

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What Are Projects?

You organize your masters and versions using *projects*. When you import images into Aperture, you assign them to a project. You can create as many projects as you like, up to the limitations of your disk space. For example, you can create a new project for each of your shoots. Or, if you do several shoots of the same subject, you can create a project that encompasses all of the shoots.



You can have multiple projects open at the same time, each represented by its own icon in the Library inspector and Library tab in the Browser.

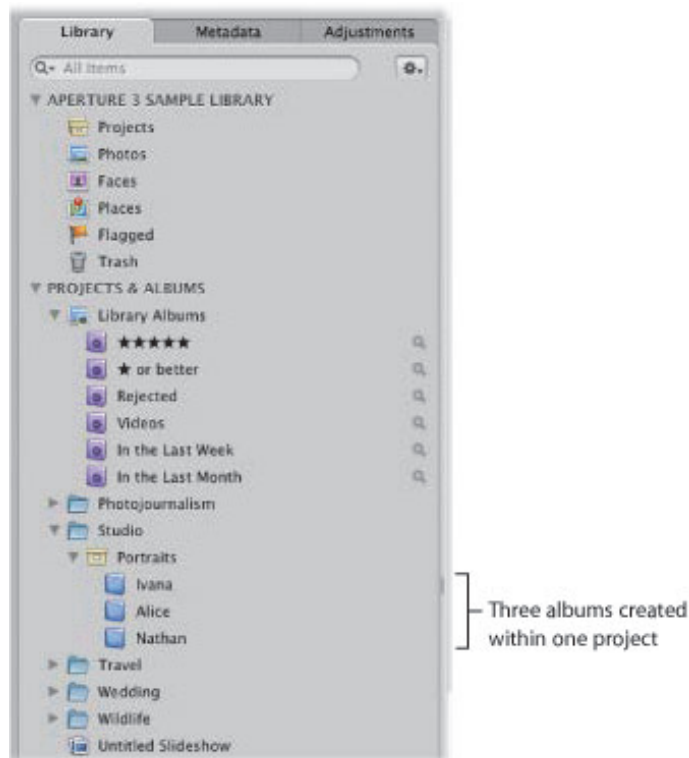
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What Are Albums?

An album is a container in the Aperture library used to group image versions. You use albums to organize images in the library, making your selections of versions easier to manage. You can create albums at the library level or within a project.

You use albums created at the library level to organize versions from multiple projects. For example, you can create an album to consolidate your favorite images, or *selects*, from multiple projects. You can then publish this collection of selects on your website or export the album's contents for review by a prospective client.

You can also create albums within projects to help you organize your images into relevant groups. For example, images in your Soccer project can be divided into three albums: Game 1, Game 2, and Game 3.



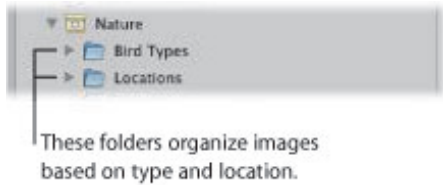
You can also place versions from other projects into an album that resides within a project.

In addition to a standard album that you drag images into, you can create Smart Albums whose contents are controlled by the criteria you specify in the Smart Album's Smart Settings HUD. When you change a Smart Album's search criteria, the contents of the Smart Album change automatically. For more information about working with Smart Albums, see "Grouping Images with Smart Albums."

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What Are Folders?

In Aperture, you use folders to organize projects and albums. For example, you can import images into projects and then place the projects in folders based on photo type or location. If you shoot multiple projects for the same client, you can create a folder that holds the client's individual projects.



Folders contain only albums, projects, and other folders. They don't contain masters or versions.

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What Is the Library?

The Aperture library tracks every project, album, folder, master, and version, no matter whether the images are stored in the Aperture Library file or in other hard disk locations. Aperture automatically creates a library file in the Pictures folder the first time you open Aperture. You can import images into the library or have Aperture access them from other locations on different hard disks. The library tracks all your images and the information recorded about them, as well as information about where backup files are stored. You can access the library by clicking the Library icon at the top of the Library inspector.

You can change the location of the library file to a different folder or a different disk. You specify where the library should be located using the Preferences window. For more information about working with multiple library files in Aperture, see “Working with Library Files.”

You can also transfer libraries from other Aperture systems and merge them with the library on your local Aperture system. All links between versions and their masters are maintained when projects are transferred. This is particularly useful if you use a portable computer when on location or away from your studio, and a workstation at your studio. For more information about merging libraries, see “Merging Libraries.”

When you back up your masters to your vaults on external drives, those actions are tracked by the Aperture library as well. For more information about backing up your library, see “Backing Up Your Images.”

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What Are Managed Images and Referenced Images?

Aperture lets you choose how you organize your photos on disk. You can store your photos in the Aperture library, or you can import images by simply linking to the image files in their current locations, without placing them in the library.

Images whose masters are stored in the Aperture library are called *managed images*. Managed images are always accessible, and are easily backed up to vaults, to name just two benefits.

Imported images whose masters haven't been placed in the library are called *referenced images*. Using referenced images in your Aperture system provides a number of substantial benefits to your photography workflow. For example, you can incorporate your existing portfolio of images into Aperture without changing the current location of the files. Importing images by reference does not result in a duplication of your image files in the Aperture library, thus saving hard disk space. You can also connect and disconnect hard disks holding your referenced images' masters as you need them. This allows you to keep masters for less-used images offline or to make specific types of images available for editing or adjustments as needed. Using referenced images in your Aperture system lets you build a flexible image management system customized to your work style.

You specify whether an image will be a managed image or a referenced image when you import it. When importing images, you can:

- Specify that masters be stored in the Aperture library
- Import images as referenced images, so that their masters remain in their current locations
- Move or copy image files to a new location. For example, you might decide to have a certain group of referenced image files, such as photos from 2008, placed in one hard disk location, and another group, such as photos from 2009, placed in a different hard disk location.

You can work with referenced images—creating versions, making adjustments, cropping, and adding metadata—just as you can with managed images. Versions that you create from a referenced image are stored in the library. In order for you to make adjustments to a version from a referenced image, the referenced image's master must be available on your hard disk or other storage device. For example, if you delete a referenced image's master in the Finder, Aperture no longer has access to the master and so no longer allows you to change your versions or create new ones.

To help you identify referenced images, Aperture marks them with a badge overlay that you can display or hide. When a referenced image's master is missing or offline, its badge changes to show that the image is not accessible. For example, if you disconnect a hard disk that holds masters for many referenced images, Aperture automatically marks the referenced images in the Browser and Viewer as offline. If you reconnect the hard disk or other storage device later, Aperture accesses the masters automatically and you can work with and change their versions again.

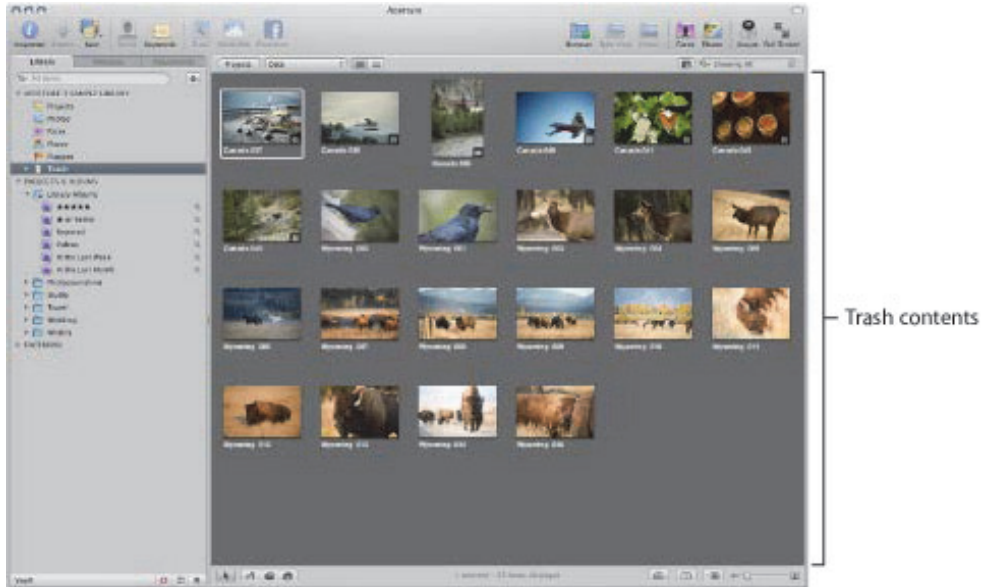
You can also relocate masters, moving them out of the library or moving referenced masters to different hard disk locations. If needed, you can also move referenced masters into the Aperture library by choosing the Consolidate Masters command in the File menu.

You can search for images based on whether they are managed images, referenced images, or online or offline images. Aperture also provides robust file management tools that let you quickly determine which images are offline and easily reconnect images that have been moved to different volumes.

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What Is the Aperture Trash?

All items deleted in Aperture, including projects, albums, folders, versions, and masters, are placed in the Aperture Trash in the Library inspector. You can retrieve any item from the Aperture Trash until you empty it. For more information about working with the Aperture Trash, see “Working with the Aperture Trash.”



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What Is a Vault?

To ensure that you have backup copies of your images, you create a *vault* to hold the backup files. A vault is a container that holds an exact copy of the library. This includes projects, masters, and any versions you've created. You can easily create and update a vault to back up the library. It's a good idea to create multiple vaults on multiple external hard disk drives to safeguard copies of the library.

You can have as many vaults as you deem necessary. Creating more than one vault is useful if you work at different locations; you can always keep one vault on an external drive onsite and another one offsite. All vaults and backup files are tracked by the library so that even if you disconnect the external hard drive that contains a vault, Aperture can access it the next time you reconnect the drive and update the vault.

All the masters and versions for managed images are backed up, as well as all metadata, previews, and adjustment information associated with managed images. The versions, previews, metadata, and adjustment information associated with referenced masters are also backed up in the vault. Referenced masters are not backed up in the vault with the library.

Important: Because the masters for referenced images are stored outside of the library, you must manage the backup and archiving of them yourself.

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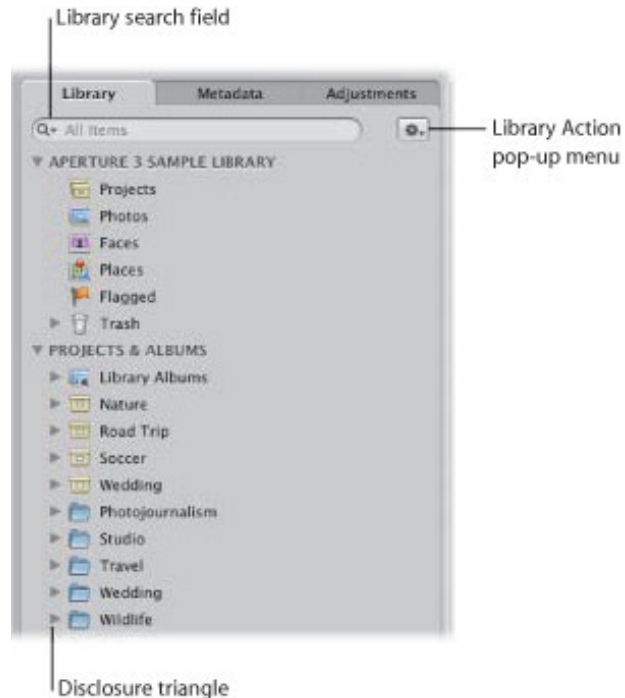
Working with the Library Inspector

All items displayed in the Library inspector are tracked by the library, such as projects, albums, Faces, and Places.

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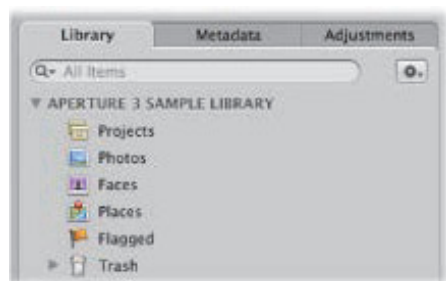
Working with the Library

There are several controls you use to work with items in the Library inspector.



- *Library search field*: Enter text to search for items located in the Library inspector.
- *Disclosure triangle*: Click to see all items within the library, a project, a folder, or the Trash.
- *Library Action pop-up menu*: Add the selected item to a list of favorites or remove it from the favorites list. You can also choose to export items selected in the Library inspector or maintain previews. For more information about previews, see “Working with Preview Images.”

When you click the disclosure triangle beside the library’s name in the Library inspector, the following items appear:



- *Projects*: Select this item to have all the projects in the library appear in Projects view in place of the Browser and Viewer. Each project is represented by a single thumbnail. You can position the pointer over a project thumbnail and drag to quickly skim the images in the project. When you hold down the Control key and click a project thumbnail, a shortcut menu appears that allows you to create a new project, delete the project, import files into the project, export the project as a library, set the currently displayed image as the key photo that represents the project, empty the Aperture Trash, or

play each image in the project in a slideshow. Double-click the project thumbnail to see the photos in the Viewer.

For more information about Projects view, see “Working in Projects View.”

- *Photos*: Select this item to see all images in the library. All images in the library are displayed in the Browser as thumbnails. Select a thumbnail in the Browser to view it in the Viewer.
- *Faces*: Select this item to view people identified in images and tracked by Aperture in the library. Click the Info button on a snapshot to show the Info HUD. The Info HUD provides the name of the person, how many photos in the library contain the person, when the photos were shot, and the person’s full name and email address (if you entered them). Click the View Photos button in the HUD to view all the photos the person appears in and any photos the person might appear in.

For more information about working with Faces, see “Organizing Images with Faces.”

- *Places*: Select this item to view the locations assigned to images in the library on a map.

For more information about working with Places, see “Locating and Organizing Images with Places.”

- *Flagged*: Select this item to see all the images in the library that have been flagged. The thumbnails for all flagged images appear in the Browser. Select a thumbnail in the Browser to view it in the Viewer.
- *Trash*: Select this item to see all the images in the library that have been deleted. The thumbnails for all deleted images appear in the Browser. Select a thumbnail in the Browser to view it in the Viewer. Click the disclosure triangle next to the Trash to view any items that have been deleted in the Library inspector. Select an item in the Trash to view its contents.

Note: If there is no disclosure triangle next to the Aperture Trash, no items in the Library inspector have been deleted since the last time the Trash was emptied.

For more information about the Trash, see “Working with the Aperture Trash.”

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Working with Library Albums

When you click the disclosure triangle beside Library Albums in the Library inspector, you see the following Smart Albums:

- *Five Stars*: Select this Smart Album to see all images in the library that are rated five stars.
- *One Star or Better*: Select this Smart Album to see all images that are rated one star or better.
- *Rejected*: Select this Smart Album to see all images that are rated Reject.
- *Videos*: Select this Smart Album to see all videos in the library.
- *In the Last Week*: Select this Smart Album to see all images taken in the last week.
- *In the Last Month*: Select this Smart Album to see all images taken in the last month.

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Organizing Items in the Library

How you organize your projects depends on the scope of your workflow as well as your particular organizational style. These factors also affect your decision to use one or more albums in your project.

Using More Than One Album in a Project

For some projects, it makes sense to use several albums within the project. You can use albums in several ways, including:

- *Albums as events*: Break a project into a series of albums according to specific events. For example, a wedding project can be divided into albums for each of the following events: Preparation, Ceremony, and Reception.
- *Albums as days*: Break a project that spans multiple days into albums for individual days. For example, a project consisting of a two-week trip to Japan can be divided into 14 individual albums corresponding to each day.
- *Albums for specific subjects*: Break a project consisting of multiple photographed subjects into individual albums dedicated to each subject. For example, a studio photographer may shoot three models for a single project. The photographer can create an album for each model. Or you might create albums to hold specific image types, such as candid shots or close-ups.

Creating and Naming Projects

You can create projects at any time, although typically you create them when you import images. When you import images into the Aperture library and no project is selected, you are asked to create a new one. For more information about importing files and creating projects automatically, see “Importing Images.”

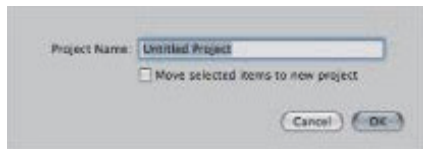
✓ To create a new project

1. Do one of the following:

- Choose File > New > Project (or press Command-N).
- Choose Project from the New pop-up menu in the toolbar.



2. In the dialog that appears, enter a name for the project in the Project Name field.



3. Do either of the following:

- *To move the image selection into a new project:* Select the “Move selected items to new project” checkbox.
- *To create a new empty project:* Do not select the “Move selected items to new project” checkbox.

4. Click OK.

The new project appears in the Library inspector. If the “Move selected items to new project” checkbox is selected, the selected images appear in the Browser and Viewer.

Opening and Closing Items in the Library Inspector

To work with images in Aperture, you first select an item in the Library inspector to open it in the Browser. You can open and work on more than one item at a time. You can open multiple items from the Library inspector, and each item appears in the Browser with its own tab; or you can open multiple items, and the contents of all items appear in a single Browser. You can click an item’s Browser tab to bring it to the front. You can also open an item in its own pane to view the contents of two items in the Browser side by side. When you quit Aperture, Aperture remembers which items were open. The next time you open Aperture, all items that were open at the end of your last session open automatically.

☑ To open an item in the Library inspector

- Select the item in the Library inspector.



Select a project to view its images in the Browser.

✓ To open additional items in the Browser, each with its own tab

- Command-Option-click an item in the Library inspector.

The newly opened item appears in the Browser with its own tab, in front of any other open items.

✓ To open another item in its own pane

- Option-click an item in the Library inspector.



The newly opened item appears in the Browser with its own tab and in its own pane.

✓ To switch among several open items

- In the Browser, click a project's tab.

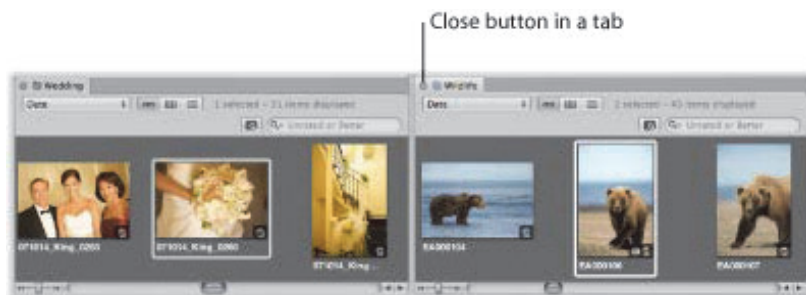
✓ To open multiple items in the same Browser

- Command-click multiple items in the Library inspector.

The contents of each item selected in the Library inspector appear in the same Browser.

✓ To close an item in the Browser

1. Click the item's tab to bring it to the front.
2. Do one of the following:
 - Choose File > Close Tab (or press Command-W).
 - Click the tab's close button.



Organizing Items Within the Library Inspector

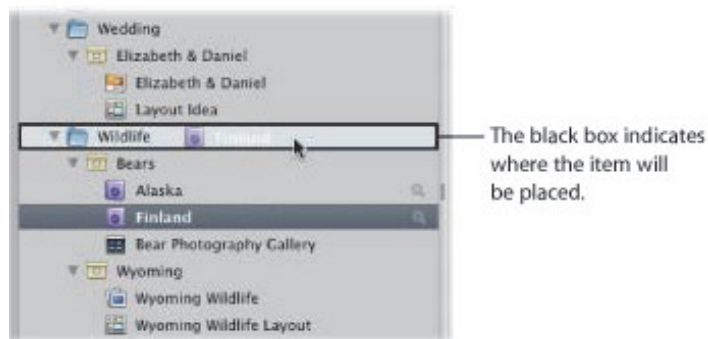
Typically, you create a new Aperture project for each photography project or job that you work on, regardless of its duration. For example, if you're working on a documentary in Thailand, you would create a project for it. If you're also shooting the temples in the interior of the country, that could be a second, separate project. Both projects could conceivably refer to some of the same images, but they are completely independent structures, each with its own versions and albums.

Very large photography projects, such as documentaries and sporting events, often consist of large numbers of captured images. You can always break one project into several should the need arise.

As your library grows, you'll need to reorganize your library's structure to fit your particular workflow.

✔ To move an item in the Library inspector

- Select an item in the Library inspector, then drag it to a new location.



A black bar indicates where the item will be placed.

✔ To move multiple items in the Library inspector

Do one of the following:

- Shift-click adjacent items, then drag them to a new location.
- Command-click nonadjacent items, then drag them to a new location.

✔ To automatically arrange items in the Library inspector

Do one of the following:

- Control-click in the Library inspector, then choose Keep Arranged By > Kind to group similar items together.
- Control-click in the Library inspector, then choose Keep Arranged By > Name to sort items alphabetically.

Creating and Showing Favorite Items

If you have certain projects that you work on most often or projects that you work on at the same time, you can make them *favorites* to quickly view them all simultaneously.

✔ To make a project, folder, or album a favorite

- In the Library inspector, select a project, folder, or album, then choose Add to Favorites from the Library

Action pop-up menu (with a gear icon).

▼ To view a favorite project, folder, or album

- In the Library inspector, choose Favorite Items from the search field pop-up menu at the top-left corner. Only the items in the library that have been chosen as favorites are shown. All other items in the Library inspector are removed from view.

▼ To remove a project, folder, or album as a favorite

- In the Library inspector, select a project, folder, or album, then choose Remove From Favorites from the Library Action pop-up menu (with a gear icon).

▼ To view recently selected items in the Library inspector

- In the Library inspector, choose Recent Items from the search field pop-up menu at the top-left corner.

▼ To view all items in the Library inspector again

- In the Library inspector, choose All Items from the search field pop-up menu.

Duplicating a Project Structure

If you routinely use the same project structure populated with the same types of albums and folders, you can duplicate the structure of an existing project and create a new, empty project with the same arrangement of albums and folders. If the project you're duplicating has Smart Albums, the settings for those Smart Albums are duplicated as well.

▼ To duplicate a project structure

1. In the Library inspector, select the project whose structure you want to copy.
2. Choose File > Duplicate Project Structure.



The project and all of its subordinate items, such as albums, folders, and Smart Albums, are duplicated along with their names. However, the duplicated project contains no images, audio clips, or video clips.

3. Double-click the name of each duplicated item in the new project to give it a new name.

Merging Projects

If you have created multiple projects and then later decide that the content spread among the multiple projects would be better suited in a single project, you can select the projects in the Library inspector and merge them into a single project. When you merge projects, the multiple projects are consolidated

into the topmost selected project in the Library inspector.

☑ **To merge projects**

1. In the Library inspector, select the projects you want to merge by Shift-clicking adjacent projects or Command-clicking nonadjacent projects.
2. Choose File > Merge Projects.
3. A dialog appears, indicating which project the selected projects will be merged into. Click Merge.
The content in the selected projects is merged into the topmost selected project in the Library inspector.

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Working with the Aperture Trash

All items deleted in Aperture, including projects, albums, folders, versions, and masters, are placed in the Aperture Trash in the Library inspector. You can retrieve any item from the Trash until you empty it.

Deleting Images from Projects and Albums

You can delete a master and all its versions from a project. You can also delete versions separately from their masters. If you delete a version in an album, its master and related versions are not deleted.

☑ To delete a master and all its versions from a project

- Select an image, then choose File > Delete Master Image and All Versions.

The master and all versions are moved to the Trash.

☑ To delete only a version from an album

- Select an image, then choose Photos > Remove From Album (or press Delete).

The version is deleted. The master and its other versions are not deleted.

Deleting Items from the Library Inspector

You can delete items from the Library inspector. When you delete an item from the Library inspector, the contents of the item are deleted with it.

Note: If you delete a project or a project within a folder, the masters contained in the project are also deleted.

☑ To delete projects and folders

- Select a project or folder, then do one of the following:
 - Choose File > Delete [*item*] or press Command-Delete.
 - Drag the item to the Aperture Trash.

The selected item is moved to the Trash in the Library inspector.

If you delete an item in the Library inspector by mistake, it's easy to fix.

☑ To move an item out of the Aperture Trash

Do one of the following:

- Drag the item out of the Aperture Trash.
- Control-click the item in the Aperture Trash, then choose Put Back from the shortcut menu.

The selected item is moved back to its original position in the Library inspector.

Emptying the Aperture Trash

After you've reviewed the contents of the Aperture Trash and are confident that you no longer need the items within it, you can empty the Trash. When you empty the Aperture Trash, all of its contents are placed in the Finder Trash.

▼ To empty the Aperture Trash

1. Do one of the following:
 - Choose Aperture > Empty Aperture Trash (or press Command–Shift–Delete).
 - Control-click the Aperture Trash, then choose Empty Trash from the shortcut menu.
2. A dialog appears, warning you that the items will be removed from the Aperture Trash permanently. Click Delete.

Warning: This action cannot be undone, but you can retrieve the masters from the Finder Trash until you empty it.

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Working with Library Files

Aperture exports projects, albums, and folders as a library file. You can transfer the library file from one Aperture system to another and then merge the transferred library file into the library file on that system. All links between versions and their masters are maintained when library items are transferred. This is particularly useful if you use a portable computer when on location or away from your studio, and a workstation at your studio. Any work done in the field can be exported from your portable computer as a library file and then merged with the library file on the workstation at your studio.

You can work with as many libraries as necessary and switch between them without having to quit and reopen Aperture. If your workflow calls for several unique libraries, you can switch between them on the fly. You can also check the contents of a library prior to importing it into the library that's currently open.

When the library file becomes large and requires more disk space than is available in its current location, you can move it to a hard disk with greater storage capacity. To change the location of the library, you move the library file to a new location and then double-click it to open it in Aperture.

Tip: To maximize performance, place the library file on an internal hard disk.

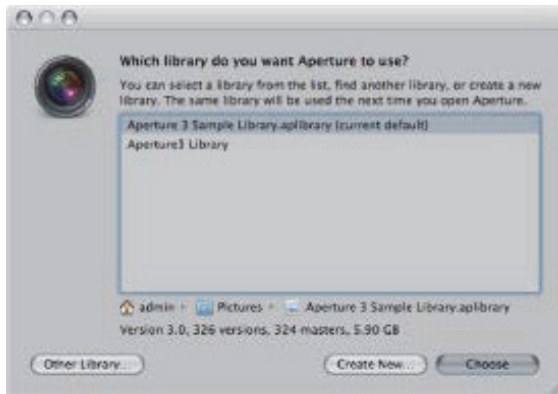
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Creating New Libraries

If the Aperture library becomes large, you can create additional, separate library files to hold more images. You can create additional library files in different locations on your internal hard disk or on different hard disks. You can also rename library files as needed. Thus, you might have multiple library files with different names in the same location, with Aperture set to access the library file you want.

✔ To create a new, empty library file in a new location

1. Choose File > Switch to Library > Other.
2. In the dialog that appears, click Create New.



3. In the next dialog, enter a name for the Library in the Save As field, choose a location, then click Create. Aperture creates the new library in the location you chose. To open the new library, see “Viewing Other Libraries.”

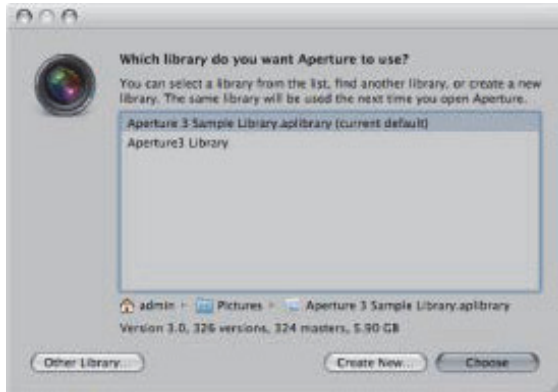
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Viewing Other Libraries

When you have multiple library files accessible to your Aperture system, you can switch between them and view their contents.

✓ To access a different Aperture library

1. Choose File > Switch to Library > [*library filename*].
2. If the library you are looking for doesn't appear in the Switch to Library submenu, choose Other.
3. In the dialog that appears, select the library you want to open from the list, then click Choose.



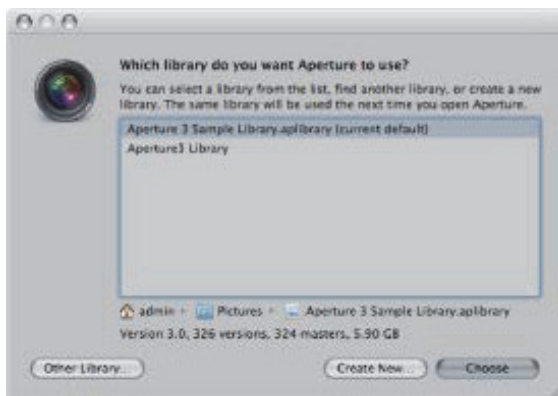
Aperture opens the library you selected.

You can also choose which library file to use when you open Aperture.

✓ To choose which library to use while opening Aperture

1. Hold down the Option key while opening Aperture.

The Choose an Aperture Library dialog appears.



2. Do one of the following:

- *To open an Aperture library file shown in the Choose an Aperture Library dialog:* Select the library file, then click Choose.

Aperture opens the selected library file.

- *To open an Aperture library file not shown in the Choose an Aperture Library dialog:* Click the Other Library button, locate the library file in the dialog that appears, then click Select.

Aperture opens the selected library file.

- *To open a new, empty library:* Click the Create New button, give the library a name in the Save As field, select a location for the library, then click Create.

Aperture creates a new, empty library file and opens it.

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Merging Libraries

If you work with several computers, or work on projects with other people, you may find it necessary to transfer projects and albums from one Aperture system to another. Transferring projects and albums is a simple export and import process. The items you export are consolidated into a miniature library. When you import the library into the second Aperture system, you can add files, delete files, modify metadata, and make adjustments. When you're ready to return the contents of the modified library to the original computer, Aperture merges the two libraries together.

☑ To transfer projects and albums from one computer to another

1. In the Library inspector, select the items you want to transfer, then choose File > Export > Items as New Library.

Note: If you have a single item selected in the Library inspector, such as a project, the menu command displays File > Export > Project.

2. Enter a name and choose a location for the exported library.
3. Do any of the following:
 - *If your project contains referenced images and you want the master files available to the new Aperture system:* Select the "Consolidate masters into exported project" checkbox to copy the original master image files into the new library file.
 - *If you want to copy the previews into the new library so that you don't have to rebuild them on the new Aperture system:* Select the "Include Previews in exported library" checkbox.
 - *If you want Aperture to alert you when it finishes building the new library:* Select the "Show alert when finished" checkbox.

4. Click Export.

Aperture consolidates the selected items into a library, and the library file is exported to the location you chose.

5. Connect or network the two computers together, and copy the exported library file to the second computer.

For more information, see the documentation that came with the computers.

6. Open Aperture on the second computer, and choose File > Switch to Library > [*library filename*].

You can now work with the exported library from the first computer on the second computer.

When you're ready to merge the modified library on the second computer into the library on the first computer, import it into the open library on the first computer.

☑ To merge the modified library from the second computer into the library of the first computer

1. Follow the steps in the previous task to transfer the modified library on the second computer to the first computer.
2. On the first computer, choose File > Import > Library/Project, locate the modified library file from the second computer, then click Import.

A dialog appears that gives you the option to merge or add the contents of the imported library file to the library file that's currently open on your Aperture system.

3. Click Merge.
4. A dialog appears, asking you to choose which library to use to resolve potential conflicts caused by the differences between the libraries. Given that you made changes to the library on the second computer, and it is those changes that you want to import into the library on your first computer, choose the library from the second computer.

Aperture imports the modified library from the second computer, merging the changes made to the projects and albums on the second computer into the same projects and albums on the first computer. Any files that were deleted on the second computer, or for some other reason no longer exist in the library file of the second computer, are moved to the Aperture Trash in the library of the first computer.

If you don't want to overwrite the original projects and albums you exported from the first computer to the second computer with the projects and albums you modified on the second computer, you can add the modified projects and albums to the library on the first computer as unique items.

❏ **To add the contents of the library from the second computer without overwriting the contents of the library on the first computer**

1. Transfer the modified library from the second computer to the first computer.
2. On the first computer, choose File > Import > Library/Project, locate the modified library file from the second computer, then click Import.

A dialog appears that gives you the option to merge or add the contents of the imported library file to the library file that's currently open on your Aperture system.

3. Click Add.

Aperture imports the contents of the modified library from the second computer into the library of the first computer. Instead of overwriting the files that changed, Aperture adds the changed files as additional items. The items in the Library inspector imported from the second computer that have the same names are appended with (1).

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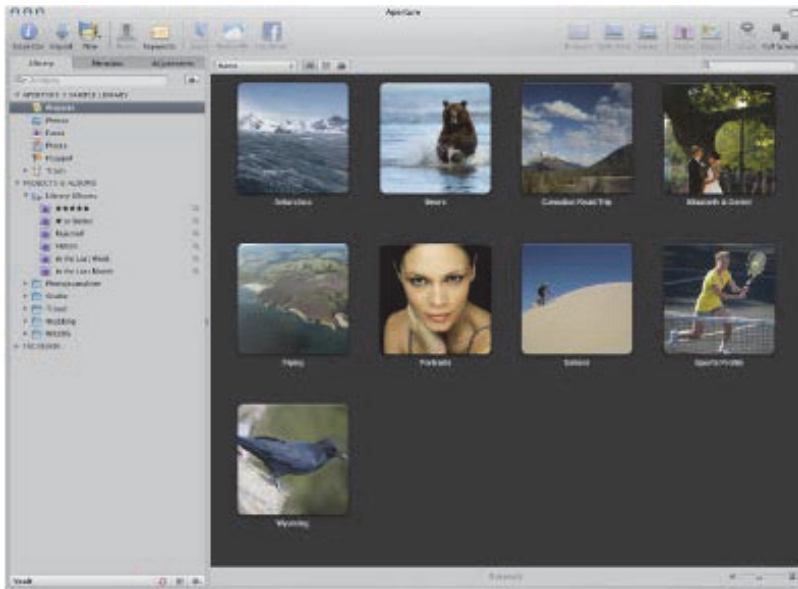
Working in Projects View

Projects view provides a convenient space for organizing and quickly viewing your projects.

✓ To switch to Projects view

Do one of the following:

- In the Library inspector, select Projects.
- In the toolbar, click Projects.



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Previewing the Images in a Project in Projects View

If you're looking for a specific group of images, you can quickly skim the images within a project.

☑ To quickly preview the images in a project

Do one of the following:

- Slowly drag the pointer horizontally across the project's thumbnail.
- Select the project's thumbnail, then use the Left Arrow and Right Arrow keys to navigate through the images in the project.

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Opening a Project in the Browser

When you locate the project you're looking for, you can open it in the Browser.

☑ To open a project

- Double-click the project in Projects view.

The project opens in the Browser.

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Creating New Projects in Projects View

You can create new projects in Projects view.

☑ To create new projects

1. Do one of the following:
 - Choose File > New > Project (or press Command-N).
 - Control-click a project, then choose New Project from the shortcut menu.
2. In the dialog that appears, enter a name for the project in the Project Name field.
3. Click OK.

The new empty project opens in the Browser.

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Deleting Projects in Projects View

You can delete a project in Projects view at any time.

▼ To delete a project

Do one of the following:

- Select a project's thumbnail, then choose File > Delete (or press Command-Delete).
- Control-click a project, then choose Delete Project from the shortcut menu.

The selected project is moved to the Aperture Trash. For more information about the Aperture Trash, see "Working with the Aperture Trash."

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Importing Files into a Project in Projects View

You can import files into a project selected in Projects view.

☑ To import files into a project

Do one of the following:

- Select a project's thumbnail, then choose File > Import > Files (or press Command-I).
- Control-click a project, then choose Import > Files from the shortcut menu.

The Import browser appears with the project selected in the Destination pop-up menu. For more information about importing files, see "Importing Images."

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Merging Projects and Libraries into Projects in Projects View

You can merge projects and Aperture libraries into a selected project.

☑ To merge a project or Aperture library into a project

1. Control-click a project, then choose Import > Library/Project from the shortcut menu.
2. In the dialog that appears, select the project or library that you want to merge into the project selected in Projects view, then click Import.

The project or library is merged into the project selected in Projects view. For more information about merging libraries, see “Merging Libraries.”

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Setting the Key Photo for a Project

You can set any image within a project as the *key photo* to represent that project in Projects view.

✓ To set an image as the key photo to represent a project

1. Do one of the following:

- Slowly skim through the images in the project by dragging the pointer over the project's thumbnail image to navigate to the image you want to set as the key photo.
- Select the project's thumbnail, then use the Left Arrow and Right Arrow keys to navigate to the image you want to set as the key photo.

2. When you have located the image you're looking for, Control-click the project's thumbnail image and choose Make Key Photo from the shortcut menu.

The selected image is set as the key photo to represent the project.

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Emptying the Aperture Trash in Projects View

After you've performed a lot of housecleaning tasks in Projects view—removing unnecessary or obsolete projects, for example—you can empty the Aperture Trash.

✓ To empty the Aperture Trash

Do one of the following:

- Choose Aperture > Empty Aperture Trash (or press Command-Shift-Delete).
- Control-click a project, then choose Empty Trash from the shortcut menu.

The Aperture Trash is emptied and its contents are moved to the Finder Trash. For more information about the Aperture Trash, see “Working with the Aperture Trash.”

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Playing a Slideshow of a Project's Images

You can select a project and play a slideshow to review the images within it.

☑ To play a slideshow of a project's images

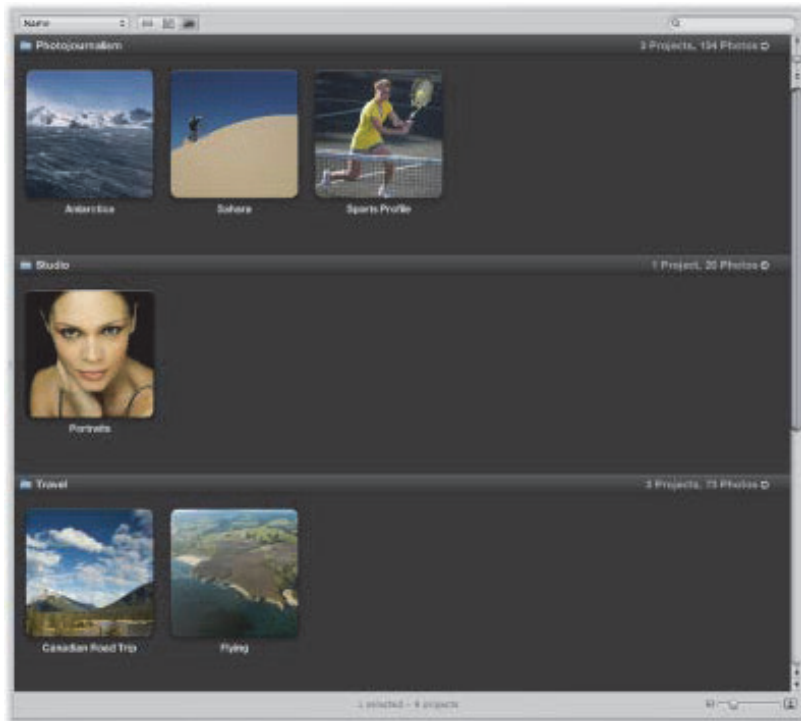
1. Do one of the following:
 - Select a project's thumbnail, then choose File > Play Slideshow (or press Shift-S).
 - Control-click a project, then choose Play Slideshow.
2. In the Play Slideshow dialog, choose a preset from the Slideshow Preset pop-up menu, then click Start.

A slideshow of the images in the selected project plays. Press the Space bar to pause and play the slideshow, and the Escape key to stop the slideshow. For more information about slideshows, see "Creating Slideshow Presentations."

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Organizing Projects in Projects View

You can organize your projects by the year the images were created. If you organize your projects in folders in the Library inspector, you can group your projects by the folders they reside in.



▼ To group projects by year

- In Projects view, choose Group by Year from the Sorting pop-up menu.
The projects are grouped by year.

▼ To group projects by folder

- In Projects view, choose Group by Folder from the Sorting pop-up menu.
The projects are grouped by the folders they reside in.

When projects are grouped by year or by folder, you can set Projects view to show the projects for a single year or folder only.

▼ To set Projects view to show a single year or a single folder of projects

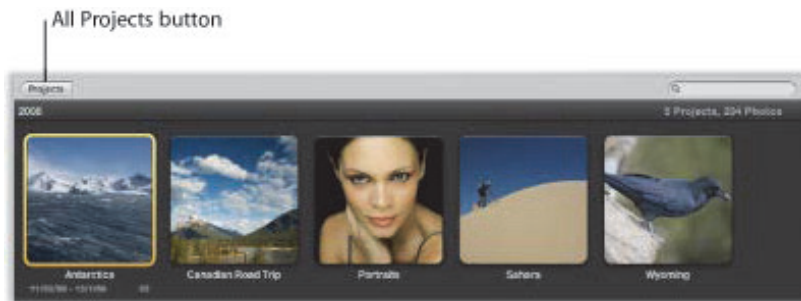
1. In Projects view, group the projects by year or by folder.

For example, if you group projects by year, the number of projects and photos created in that year are displayed in the top-right corner of that year's row.

2. Click the arrow button to filter Projects view to display only that year's or folder's projects.



Projects view displays the projects for the selected year or folder only. Click the All Projects button at the top of the main window in Projects view to display the projects for all years or folders.



You can sort projects by name, in ascending and descending order, and in the order the projects appear from top to bottom in the Library inspector.

- ▼ **To sort projects by name**
 - In Projects view, choose Name from the Sorting pop-up menu.
- ▼ **To sort projects in ascending order by the date the images were captured**
 - In Projects view, choose Date Ascending from the Sorting pop-up menu.
- ▼ **To sort projects in descending order by the date the images were captured**
 - In Projects view, choose Date Descending from the Sorting pop-up menu.
- ▼ **To sort projects by the order in which they appear in the Library inspector**
 - In Projects view, choose Library from the Sorting pop-up menu.

If you have a large number of projects in your library, you can search for a specific project, removing the others from view.

- ▼ **To search for projects by name**
 - In Projects view, enter the name of the project you want to locate in the search field.

All projects are removed from view except for the project or projects matching the name in the search field. Click the Cancel button in the search field to set Projects view to display all projects again.

When you've located the project you want to work with, you can view the project's images in the Browser.

▼ **To view a project's images in the Browser**

- Double-click the project.

The Browser replaces the Projects view and displays the selected project's thumbnail images.

If you have more than one project documenting the same subject and you'd like to consolidate the projects into a single project, you can merge projects in Projects view.

▼ **To merge projects in Projects view**

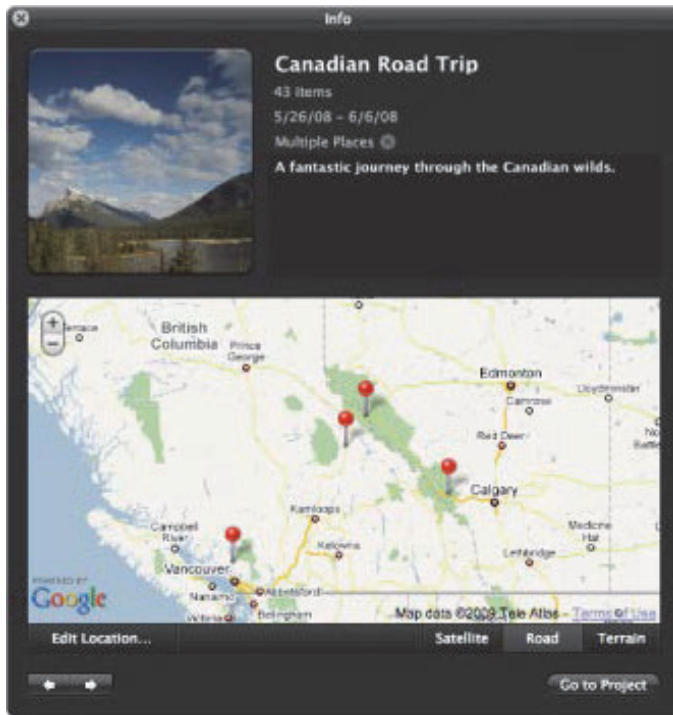
1. In Projects view, select the project or groups of projects that you want to consolidate into another project.
2. Drag the selected project or projects into the project that you want to contain the other projects.

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Working with the Info HUD in Projects View

In Projects view, you use the Info HUD to navigate through the projects in the library, set the key photo to represent a project, enter descriptive information about a project, and assign location information to the images within a project.

For more information about assigning location information using the Info HUD, see “Assigning Location Information to Projects.”



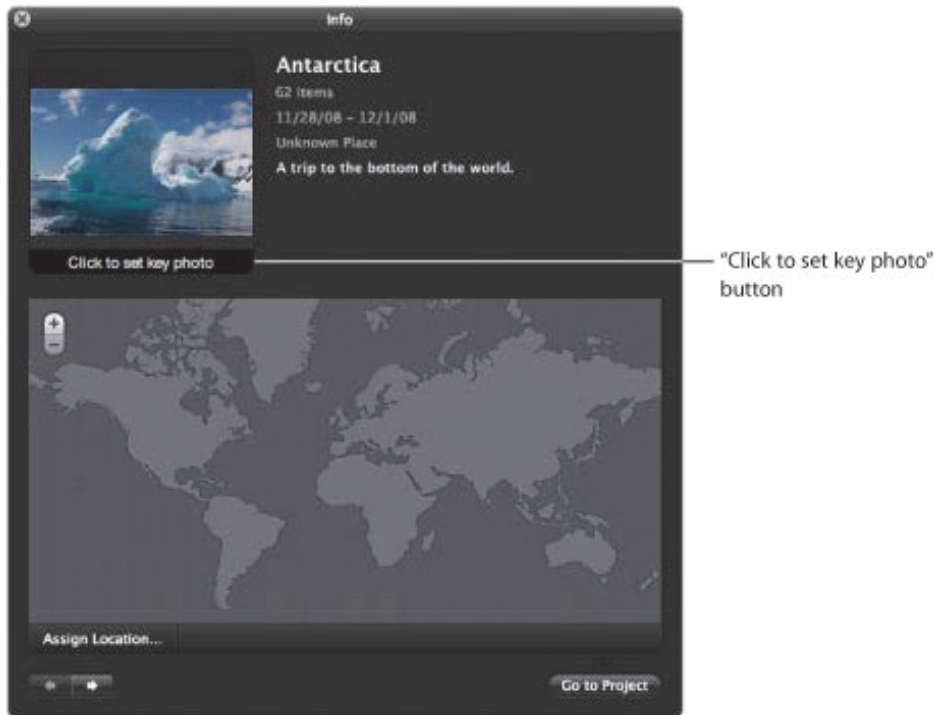
- ✓ **To open the Info HUD in Projects view**
 - Click the Info button on a project’s thumbnail.



The Info HUD appears, displaying information about the selected project.

- ✓ **To navigate through your projects using the Info HUD**
 - Click the navigation buttons at the bottom-right corner of the HUD.
- ✓ **To set the key photo for a project**

1. Select the project whose key photo you want to change.
2. In the Info HUD, slowly skim through the images in the project by dragging the pointer over the project's thumbnail image.
3. When you locate the image you're looking for, click the "Click to set key photo" button at the bottom of the thumbnail.



The selected image is set as the key photo to represent the project.

✔ To enter descriptive information about a project

1. Select the project for which you want to add or change descriptive information.
2. In the Info HUD, enter descriptive information about the project in the Description field.

✔ To open a project using the Info HUD

1. Select the project you want to open using the navigation controls in the Info HUD.
2. Click the Go to Project button.

The selected project opens in the Viewer and Browser.

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Importing Images

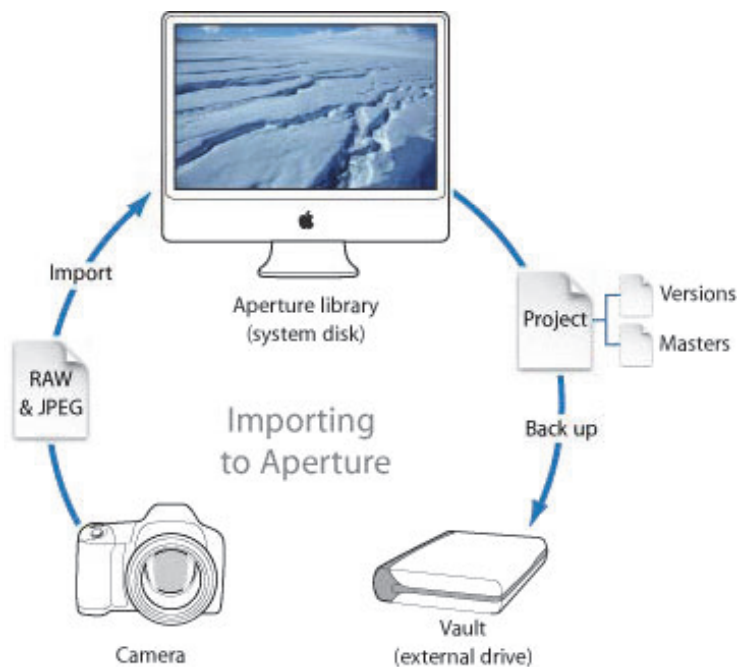
Aperture provides tools and workflow options that make it easy to import your images. You can import images directly from your digital camera or card reader, import images stored on your computer hard disk or other storage devices, and import your iPhoto library. You can also import audio and video files.

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An Overview of Importing Images

When you import from a digital camera or card reader, Aperture places the images in a project. If you don't select an existing project, a new one is created automatically.

As Aperture imports images, it generates a version file, preview, and thumbnail corresponding to each master.



You can import masters directly from a digital camera or card reader and from your hard disk drives.

When you import images, you can choose whether to have the masters stored in the Aperture library or on a hard disk outside of the library, where they can be accessed as referenced images. For more information about referenced images, see “What Are Managed Images and Referenced Images?”

As you import images, you can set Aperture to automatically name and record information about them. Aperture can assign filenames using custom naming conventions; record metadata such as captions, keywords, dates, copyright and credit information, and IPTC information; and adjust the time when the image was shot to the correct time zone. If the image has an XMP sidecar file, Aperture imports it as well and adds the metadata to the image version. You can even set Aperture to automatically back up your images as they are imported. For more information, see “Backing Up Your Images.”

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File Formats You Can Import into the Library

Aperture supports most image, audio, and video file formats captured by digital cameras. An example of the file types and formats that can be imported into your Aperture library are:

- GIF
- JPEG
- JPEG2000
- PNG
- PSD (8- and 16-bit)
- DNG
- RAW files from a variety of supported digital cameras
- TIFF (8- and 16-bit)
- AIF
- WAV
- MOV

Note: For a list of supported digital cameras, go to <http://www.apple.com/aperture/specs>.

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Planning Your Import Strategy

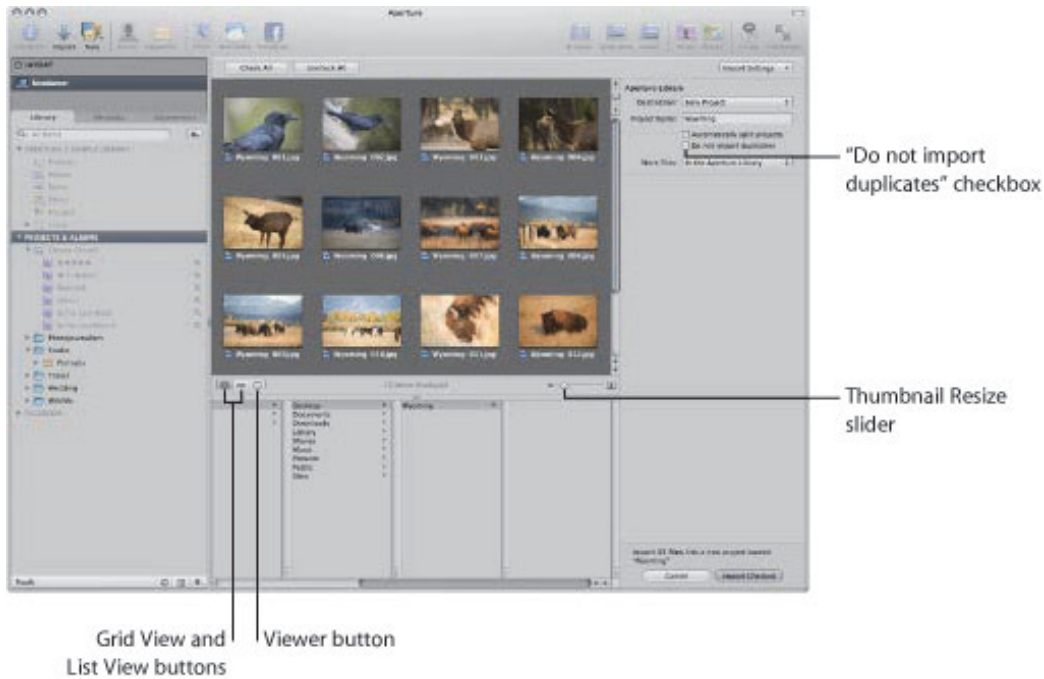
Before you import images into Aperture, it's a good idea to plan the organization of your images. Eventually your image library may contain many thousands of images that you'll want organized in a flexible and easy-to-manage system. It's important to take a long-term view of what makes for an effective and efficient organization of your projects based on your specific type of photography.

You may already have a large digital portfolio that you eventually want to import into the Aperture library. As an import strategy, it's best to try out importing images in a series of steps:

- Open and use the projects in the sample library as you explore Aperture features.
- If you have an iPhoto library, you can import it so that you can use those images in Aperture. For more information, see "Importing Your iPhoto Library."
- Make trial imports of a small group of images directly from your digital camera or card reader. Learn about import features, such as automatic filenameing and the application of metadata presets. For information about importing from your digital camera or card reader, see "Importing from Your Digital Camera or Card Reader."
- Plan how you want to import your legacy digital images. Because you may have many thousands of images already stored on disk, you need to decide whether you'll store newly imported images in the Aperture library or store them as referenced images, leaving them in their current hard disk locations. You can also copy or move images to a different hard disk location when importing them. Also, plan the project organization you'll need to hold the images. For more information about importing files, see "Importing Image Files Stored on Your Computer or Connected Servers."
- Try out the different methods for importing individual files into your system. You can import individual files, import files stored in folders, and drag files or folders from the Finder into Aperture. For more information, see "Importing Images from the Finder via Drag and Drop" and "Importing Folders of Images from the Finder."

After you're familiar with Aperture, you can begin to create and organize your personal photo management system.

When you connect a digital camera or select an item in the Import pane, the Import browser appears.



You use the options in the Import browser to specify how and where images are imported. The Import browser shows thumbnails of your images that you can enlarge or reduce in size using the Thumbnail Resize slider. You can select individual images to import or import all the images at once. You can also set the Import browser to display images in a list by clicking the List View button. In list view, you can click a column heading to sort images by category. If you are unsure whether or not a specific image should be imported, you can click the Viewer button to visually inspect a high-resolution version of the image.

When you import images, Aperture automatically checks to see if any of the images are duplicates of previously imported images. Aperture checks the filename of the master to determine if an image is a duplicate of one in the library. Select the “Do not import duplicates” checkbox to prevent Aperture from importing duplicates. If this checkbox is unselected, Aperture imports all images, even if they are duplicates, and creates a new master with a different name for each duplicate. Aperture never overwrites or replaces a master that has already been imported.

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Importing from Your Digital Camera or Card Reader

Using the Import browser, you can import images from a digital camera or card reader into Aperture in two ways. You can either import all images on the camera or card reader at once, or you can import a selection of images from the camera or card reader.

You can also:

- Store imported images in the Aperture library or select a different location on your hard disk and import the images as referenced images
- Have Aperture automatically reformat your memory card after the images are imported
- Have Aperture automatically split the images into multiple projects based on the length of time between shots
- Have Aperture automatically back up images as they are imported
- Display images in the Import browser as a grid of thumbnails or as a list that you can sort
- Apply a naming convention to standardize the names of the image files in the library
- Apply metadata to the image files, such as keywords, captions, copyright information, and the photographer's name. You can also keep or replace existing metadata associated with an image when you import the image.
- Adjust the shoot time of images that were shot in a different time zone

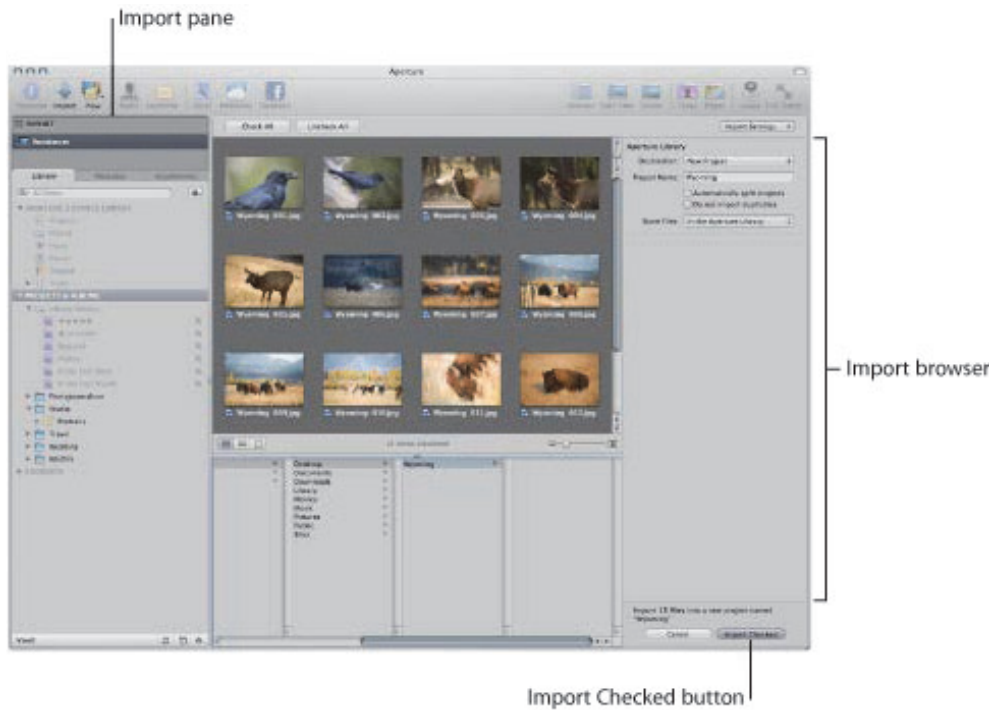
Note: When connecting your camera directly to the computer, make sure that you turn the camera on and set it to the mode for transferring images (PC, PTP, Normal, or another mode, depending on the type of camera). Some cameras automatically select the correct transfer mode when connected to a computer. See your camera's manual for specific instructions. If you have a card reader, it's preferable to transfer images using the card reader rather than the camera. Using a card reader saves you time and doesn't require the use of your camera's battery.

✔ To import images from a camera or card reader into Aperture

1. Connect your camera or card reader to your computer.

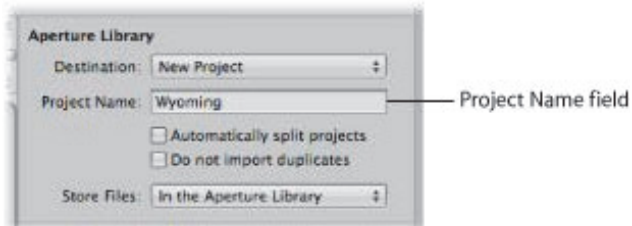
The Import browser appears, showing the images on the camera or card.

Note: If iPhoto opens when you connect your camera or card reader, quit iPhoto. Then, in Aperture, choose Aperture > Preferences and click Import. Choose Aperture from the "When a camera is connected, open" pop-up menu. Disconnect and reconnect your camera to have Aperture open the Import browser.

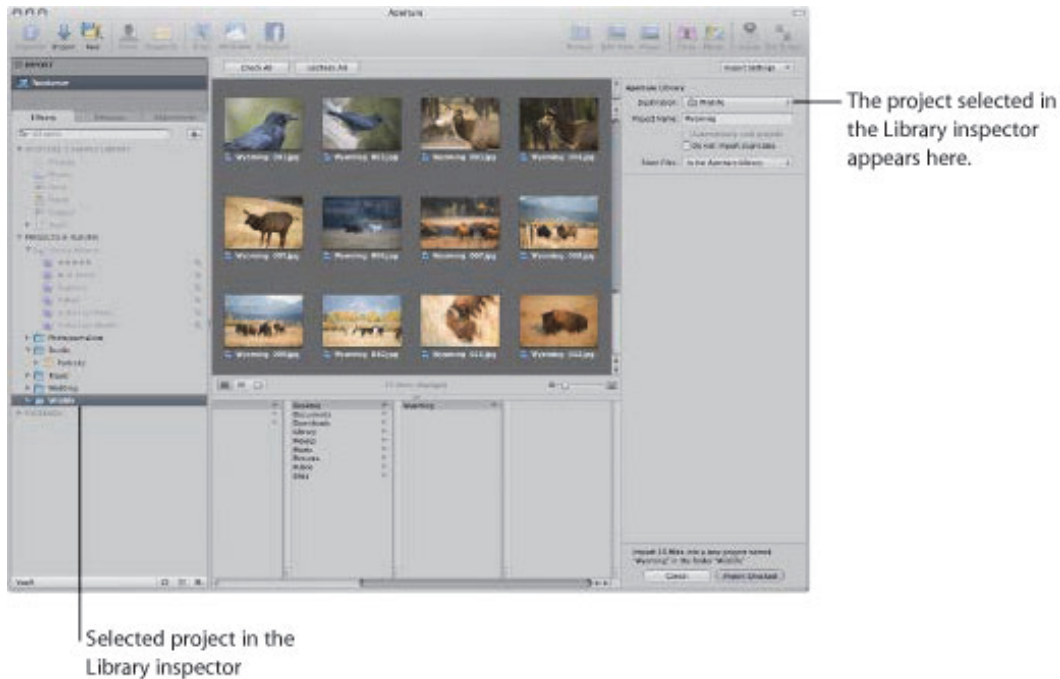


2. Do one of the following:

- *If you want to import the images into a new, empty project:* Choose New Project from the Destination pop-up menu to create a new project, and enter a name for the project in the Project Name field.



- *If you want to import the images into an existing project:* Select the project in the Library inspector.



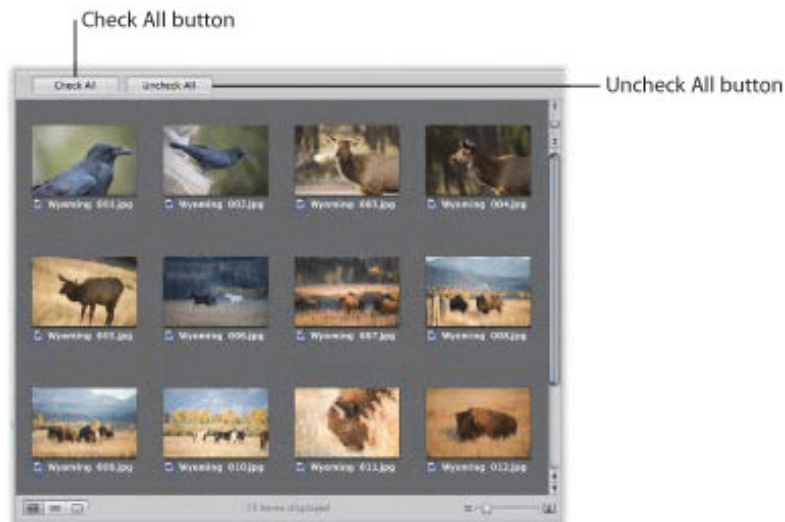
The selected project appears in the Destination pop-up menu.

3. Choose a location to store the master image files by doing one of the following:

- *To store imported masters in the Aperture library:* Choose “In the Aperture Library” from the Store Files pop-up menu.
- *To store imported masters as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu, then choose whether you want the image files moved or copied to the Pictures folder by clicking the “Move files” or “Copy files” button.
- *To store imported masters as referenced images in a location other than the Pictures folder:* Choose “Choose” from the Store Files pop-up menu and select a folder. In the dialog that appears, choose a location to store the imported masters, then click Open. Choose Project Name from the Subfolders pop-up menu to specify that the files be stored in a folder with the same name as the project. Choose whether you want the image files moved or copied to the new location by clicking the “Move files” or “Copy files” button.

4. To add controls for additional import settings, choose an option from the Import Settings pop-up menu. For more information about Import Settings, see “Adding Additional Import Options.”

5. Do one of the following:

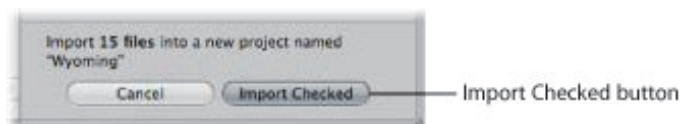


- *To import all images from the camera or card reader:* If necessary, click the Check All button. The checkboxes for all the images in the Import browser are selected.
- *To import a subset of images from the camera or card reader:* Select the checkboxes for the images you want to import. If you only want to import a small number of images out of many, click the Uncheck All button to clear the checkboxes for all images, and then select the checkboxes for the images you want to import.

You can also Shift-click adjacent images and Command-click nonadjacent images, and then select the checkbox for one of the images. Selecting a single checkbox selects the checkboxes for all of the selected images.

Note: You can double-click a thumbnail image to see a larger version of the image, if you want to verify its contents before importing it. You can also use the Loupe to check focus and other details. For more information on using the Loupe, see “Viewing Images with the Loupe.”

6. Click the Import Checked button.



The import process begins and an indicator appears next to the project’s name, showing the progress of the import. When the images are imported, a dialog appears.

7. Click Eject Card, Erase Imported Items and Eject Card, or Done.

As the images appear in the Browser, you can begin working with them. Images may temporarily appear as gray boxes until the loading process is complete.

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Importing Image Files Stored on Your Computer or Connected Servers

You can import image, audio, and video files stored on your computer and other storage devices. You have a choice of storing the imported files in the Aperture library; importing the files as referenced images, audio clips, and video clips and then leaving them in their current location; or importing the files as referenced images, audio clips, and video clips and then moving or copying them to a different location.

Note: If you have folders of images to import, you can import them using the Import Folders as Projects command in the File menu. For more information, see “Importing Folders of Images from the Finder.”

You can import image files in many common image formats, including images scanned from nondigital sources such as film and photographic prints. You can also import any QuickTime-compatible audio or video file. Adding these files to your Aperture database is as simple as navigating to the folder where they reside on your hard disk using the Import browser.

When you import files from a folder on your computer system, you can import the files into a new project or an existing one.

✓ To import files stored on your computer’s hard disk or another storage device

1. Click the Import button in the toolbar (or press Command-I).

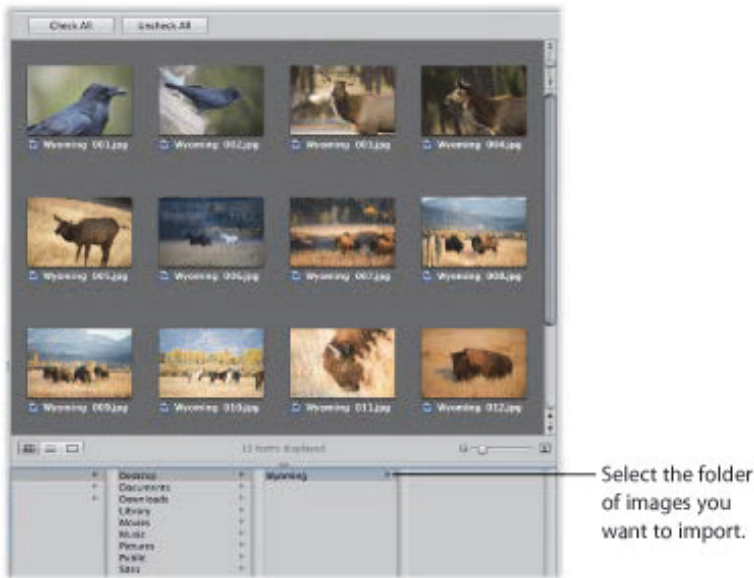
The Import browser appears.

2. If necessary, select your computer.



3. At the bottom of the browser, navigate to the folder containing the files you want to import.

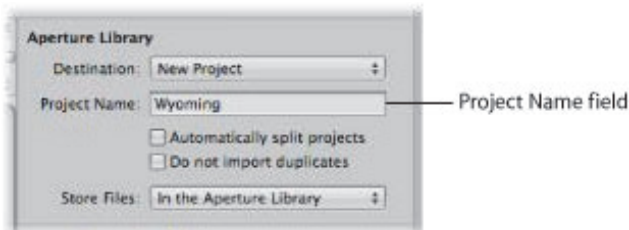
Your computer, connected servers, and connected storage devices are listed in the column on the left. Press Command-D to quickly select the desktop and Command-Shift-H to quickly access your Home folder.



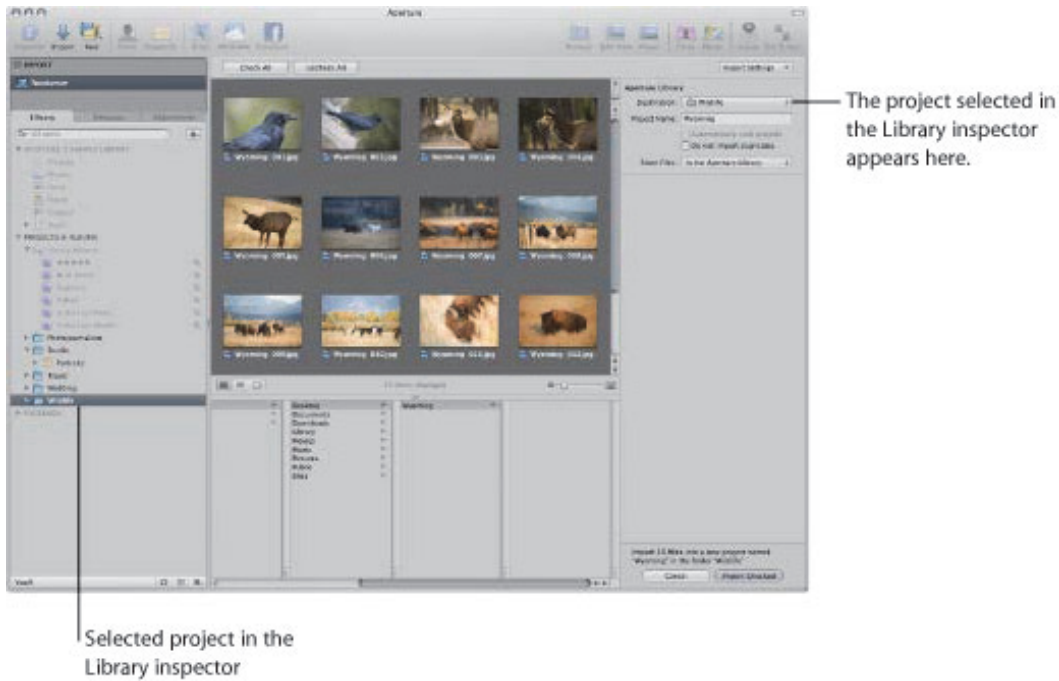
When you select the folder containing the files you want to import, thumbnail images appear in the Import browser representing the image, audio, and video files within it.

4. Do one of the following:

- *If you want to import the files into a new, empty project:* Choose New Project from the Destination pop-up menu to create a new project, and enter a name for the project in the Project Name field.

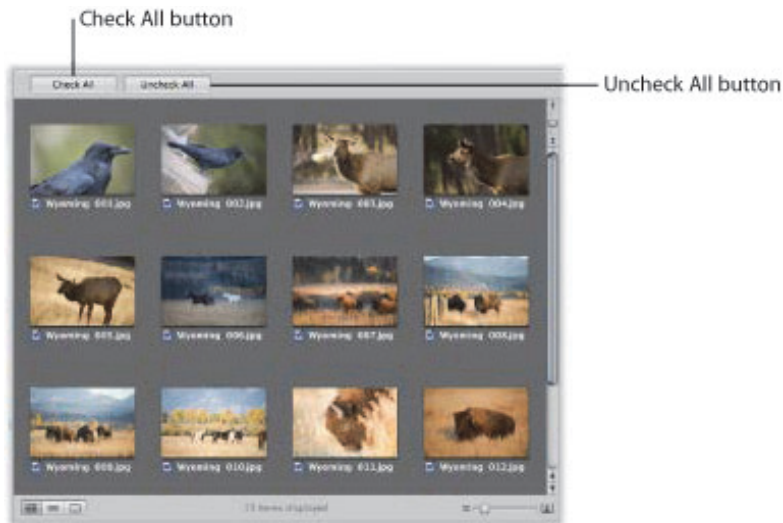


- *If you want to import files into an existing project:* Select the project in the Library inspector.



The selected project appears in the Destination pop-up menu.

5. Do one of the following:



- *To import all the files in the selected folder:* If necessary, click the Check All button. The checkboxes for all the files in the Import browser are selected.
- *To import a subset of files from the selected folder:* Select the checkboxes for the files you want to import. If you only want to import a small number of files out of many, click the Uncheck All button to clear the checkboxes for all files, and then select the checkboxes for the files you want to import.

Note: You can double-click a thumbnail image to see a larger version of the image, if you want to verify its contents before importing it. You can also use the Loupe to check focus and other details. For more information on using the Loupe, see “Viewing Images with the Loupe.”

6. Choose a location for the imported files by doing one of the following:

- *To store imported masters in the Aperture library:* Choose “In the Aperture Library” from the Store Files pop-up menu.
- *To store imported masters as referenced image files, audio files, or video files in their current location:* Choose “In their current location” from the Store Files pop-up menu.
- *To store imported masters as referenced image files, audio files, or video files in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu, and then choose whether you want the files moved or copied to the Pictures folder by clicking the “Move files” or “Copy files” button.
- *To store imported masters as referenced image files, audio files, or video files in a location other than the Pictures folder:* Choose “Choose” from the Store Files pop-up menu and select a folder. In the dialog that appears, choose a location to store the imported masters, then click Open. Choose Project Name from the Subfolders pop-up menu to specify that the files be stored in a folder with the same name as the project. Choose whether you want the image files moved or copied to the new location by clicking the “Move files” or “Copy files” button.

7. To add controls for additional import settings, choose an option from the Import Settings pop-up menu. For more information about Import Settings, see “Adding Additional Import Options.”

8. Click the Import Checked button in the lower-right corner of the Import browser.

The import process begins and an indicator appears next to the project’s name, showing the progress of the import. When the import process is complete, a dialog appears.

Tip: If you want to immediately import additional image, audio, or video files, Option-click the Import Checked button. The Import browser remains open, and you can immediately start importing additional items.

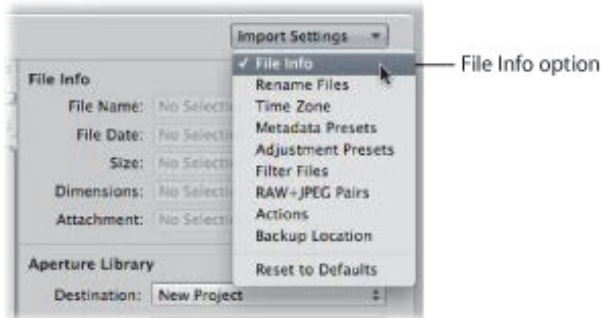
As the files appear in the Browser, you can begin working with them.

About Importing XMP Sidecar Files

You can import and export XMP sidecar files in Aperture. However, Aperture displays only metadata that adheres to the XMP 1.0 specification. Ratings, label values, and custom metadata created by third-party applications are not supported.

Adding Additional Import Options

In the Import browser, you can add additional import options to refine how images are brought into Aperture. You add controls for additional import settings by choosing an option from the Import Settings pop-up menu. After you modify the import settings, you can remove them from view by deselecting the option in the Import Settings pop-up menu.



For more information on additional import options, see the following sections:

- “Viewing File Information”
- “Automatically Naming Your Imported Images”
- “Automatically Backing Up Your Imported Images”
- “Adjusting the Image File’s Time When Importing”
- “Adding Metadata to Images During Import”
- “Applying Image Adjustments to Images During Import”
- “Filtering Files by Type During Import”
- “Importing RAW + JPEG Image Pairs”
- “Using AppleScript Actions Immediately After Import”
- “Resetting Your Import Settings”

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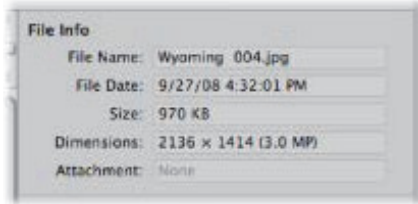
Viewing File Information

By default, basic file information about the images you are about to import into Aperture is not shown in the Import browser. However, you can set Aperture to show this information.

☑ To show basic file information about the images displayed in the Import browser

- In the Import browser, choose File Info from the Import Settings pop-up menu.

Basic metadata about the file selection appears above the Aperture Library controls in the Import browser.



Note: When a photo with an attachment is selected, the duration of that attachment is displayed. If the selection is a movie or audio file, the duration is shown as well.

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Automatically Naming Your Imported Images

The filenames given to images by the camera are often difficult to distinguish. When you import images, you can have Aperture use the original name assigned by the camera or use a naming convention that you choose or create. For example, you can use a name format that includes a name that you specify, plus the date, the time, and an index number. Aperture provides a number of preset name formats, and you can also create your own naming conventions to suit the different types of shoots you do. You can choose a preset name format when you import new photos.

You can apply names to your image files when you import them and when you export them. You can specify names to apply to the versions and to the masters. For example, when you import images from your camera, you can specify that a name format be applied to each image version that Aperture creates. You can also specify that Aperture apply names to the masters as they are stored in the library or on a hard disk. When importing image files, you select the Rename Master File checkbox to apply a name format to the masters. Then both versions and masters share the same name format. When you export masters, you can also rename them.

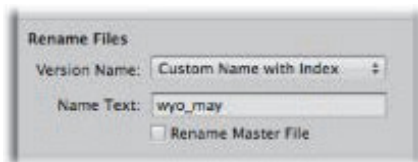
When you import masters as referenced images, you can't rename the masters if you leave them in their original locations. However, when you import masters as referenced images and move them to a new hard disk location, you can rename them at that time.

Note: If you back up your files on import, the copied files are also renamed. For more information about backing up your files on import, see “Automatically Backing Up Your Imported Images.”

▼ To automatically name your images during import

1. In the Import browser, choose Rename Files from the Import Settings pop-up menu.

The Rename Files controls appear in the Import browser.



2. Do one of the following:

- *To apply a preset name format to your images as they are imported:* Choose a preset name format from the Version Name pop-up menu.
- *To use the existing filenames:* Choose None from the Version Name pop-up menu.
- *To create a new name format:* Choose Edit from the Version Name pop-up menu.

For more information about creating new name formats, see “Creating Custom Name Formats.”

3. If you choose a name format with a custom name, the Name Text field appears below the Version Name pop-up menu. Enter a name for the images in the Name Text field.
4. Select the Rename Master File checkbox if you want to change the filenames of the masters on disk to match the version names.

Aperture provides the following preset name formats in the Version Name pop-up menu by default.

Preset name format	Example
Custom Name with Index	Thailand 1, Thailand 2, and so on
Custom Name with Index (no spaces)	Thailand1, Thailand2, and so on
Version Name	IMG001
Version Name and Date/Time	IMG001 - 2008-10-14 09.03.25 PM
Version Name with Sequence	IMG001 (1 of 2), IMG002 (2 of 2), and so on
Version Name with Index	IMG001 1, IMG002 2, and so on
Image Date/Time	2008-10-14 09.03.25 PM
Custom Name with Counter	Thailand 001, Thailand 002, and so on

Applying Valid Filenames

Proper filenaming is one of the most critical aspects of media and project management. When you capture your masters, consider how and where your files may be used in the future. Naming your files simply and consistently makes it easier to share media among multiple photographers, transfer projects to other Aperture systems, move files across a network, and properly restore archived projects. The following sections present several issues to consider when naming project files and image files.

Avoiding Special Characters

The most conservative filenaming conventions provide the most cross-platform compatibility. This means that your filenames will work in different operating systems, such as Mac OS X and other UNIX-based operating systems, Mac OS 9, and Windows. You also need to consider filenaming when you transfer files via the Internet, where you can never be certain what computer platform your files may be stored on, even if temporarily.

Avoid	Example characters	Reasons
File separators	: (colon) / (slash) \ (backslash)	You cannot use colons in the names of files and folders because Mac OS 9 (Classic) uses this character to separate directories in pathnames. In addition, some applications may not allow you to use slashes in the names of items. These characters are directory separators for Mac OS 9, Mac OS X, and DOS (Windows) respectively.
Special characters not included in your native alphabet	¢™	These characters may not be supported or may be difficult to work with when exported to other applications.
Punctuation marks, parentheses, quotation marks, brackets, and operators	. , [] { } () ! ; " ` * ? < >	These characters are often used in scripting and programming languages.

White space characters such as spaces, tabs, new lines, and carriage returns (the last two are uncommon)

White space is handled differently in different programming languages and operating systems, so certain processing scripts and applications may treat your files differently than expected. The most conservative filenames avoid all use of white space characters and use the underscore (`_`) character instead.

Creating Custom Name Formats

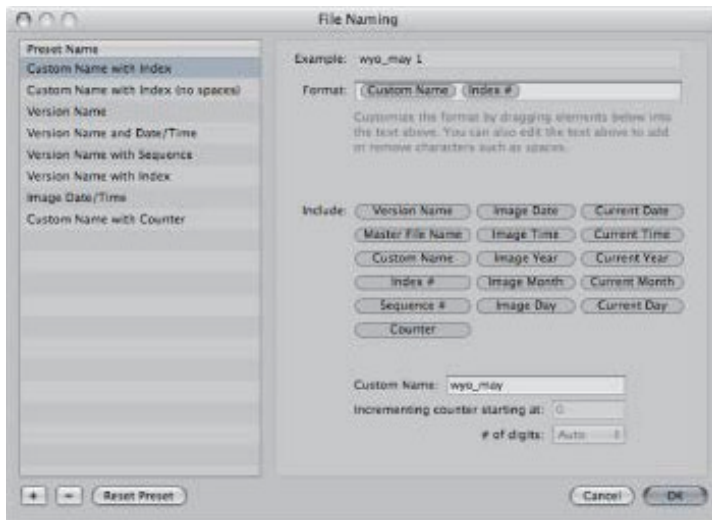
In addition to the preset name formats, you can create custom name formats. To create a name format, you select the name elements you want in the File Naming dialog. You can compose a name format that combines the following name elements:

- Version Name
- Master Filename
- Sequence Number (1 of 5, 2 of 5, 3 of 5, and so on)
- Image Year
- Image Month
- Image Day
- Image Date
- Image Time
- Index Number (1, 2, 3, and so on)
- Custom Name
- Counter (001, 002, 003, and so on)
- Current Date
- Current Time
- Current Year
- Current Month
- Current Day

📌 To create a custom name format

1. In the Import browser, choose Rename Files from the Import Settings pop-up menu, then choose Edit from the Version Name pop-up menu.

The File Naming dialog appears.



2. Click the Add (+) button to create a new name format, or select the preset name format you want to change.
3. Drag the name elements you want into the Format field in the order you want them. You can also add valid characters or spaces between the name elements. For more information about valid filenames characters, see “Avoiding Special Characters.”
4. Enter a custom name in the Custom Name field, if you like.
5. Click OK.

Your new name format now appears in the Version Name pop-up menu.

When using a counter in your name format, you can specify the starting number and the number of digits, from one to six, that appear in the counter. When you use a preset name format with a counter, make sure to reset the initial starting number, if necessary. Otherwise, on the next import, Aperture will continue numbering the imported images starting from the last number of the previous import.

☑ To reset the starting number of a counter in a name format

Do one of the following:

- In the File Naming dialog, type “0” (zero) in the “Incrementing counter starting at” field.
- In the File Naming dialog, select the preset whose counter you want to reset to zero, then click the Reset Preset button.

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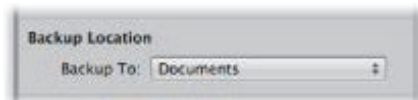
Automatically Backing Up Your Imported Images

Creating copies of your images from the moment you take them is essential to the preservation of your work. In Aperture, you can back up your master image files as they are imported using the Back Up Files import option. Backing up your images at import ensures that if something catastrophic happens to your computer system, copies of your original master images are stored somewhere safe. If you back up your files at import, Aperture makes a copy of each file and places the copied files in the location you specify.

☑ To back up your master image files at import

1. In the Import browser, choose Backup Location from the Import Settings pop-up menu.

The Backup Location controls appear in the Import browser.



2. Do one of the following:

- *To back up your files to the Documents folder:* Choose Documents from the Backup To pop-up menu.
- *To back up your files to a new location:* Choose “Choose” from the Backup To pop-up menu, then select a location from the dialog that appears.

Note: It’s a good idea to back up your master files to a location other than your computer. This is the only way to ensure that your original master files are safe if something catastrophic happens to your computer.

You can set Aperture so that it doesn’t back up your files each time you perform an import operation.

☑ To turn off automatic backup on import

- Choose None from the Backup To pop-up menu.

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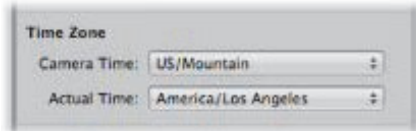
Adjusting the Image File's Time When Importing

On a trip, it's easy to forget to update your camera's clock to match the local time zone. If you didn't synchronize your camera time to the new location, Aperture lets you correct the time assigned to the image file by whole hours when importing.

▼ To adjust image file capture time when importing

1. In the Import browser, choose Time Zone from the Import Settings pop-up menu.

The Time Zone controls appear in the Import browser.



2. Choose the time zone that matches the camera's time setting from the Camera Time pop-up menu.
3. Choose the time zone of the shoot location from the Actual Time pop-up menu.

Aperture updates the capture time of your image files according to the Time Zone settings.

After you've imported images, you can adjust the date and time of any versions you've created by choosing Metadata > Adjust Date and Time. For more information about this command, see "Adjusting Image Date and Time."

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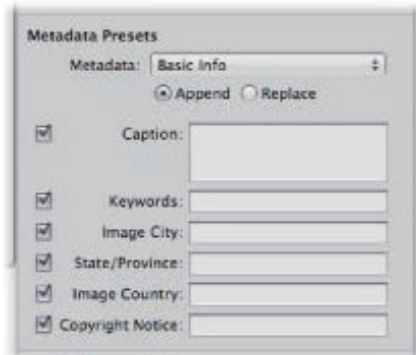
Adding Metadata to Images During Import

You can add metadata to your images as they are imported into Aperture. Adding metadata during the import process helps you keep track of your images and quickly locate them using the Smart Settings HUD and Filter HUD. For example, you can add IPTC keywords and other metadata to the image files.

▼ To add metadata to your images as they're imported

1. In the Import browser, choose Metadata Presets from the Import Settings pop-up menu.

The Metadata Presets controls appear in the Import browser.



2. Do one of the following:

- *To show the metadata fields for a metadata preset:* Choose a metadata preset from the Metadata pop-up menu.
- *If you don't want to modify the metadata of the images during import:* Choose None from the Metadata pop-up menu.
- *To create a new metadata preset:* Choose Manage Presets from the Metadata pop-up menu.

For more information about creating new metadata presets, see “Working with Metadata Presets.”

When you choose a metadata preset, Aperture displays the metadata fields for that preset. You can enter the metadata you want in the fields.

3. Do one of the following:

- *To add metadata to the image while maintaining any associated metadata:* Click Append.
- *To add metadata and overwrite any associated metadata:* Click Replace.

When you choose a metadata preset, Aperture displays the list of metadata fields and metadata for that preset. You can edit the metadata preset to store any metadata that you want to apply frequently to your images using the Metadata inspector. For more information about editing metadata presets, see “Working with Metadata.”

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Applying Image Adjustments to Images During Import

You can apply image adjustments to your images as they are imported. You apply image adjustments by choosing an *adjustment preset*—a group of adjustment parameters. The adjustment preset is applied uniformly to every imported image until it is changed.

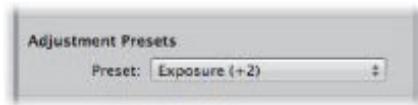
For more information about adjustment presets, see “Working with Adjustment Presets.”

Important: Adjustment presets are applied to nonmatching files only.

☑ To apply image adjustments to your images as they are imported

1. In the Import browser, choose Adjustment Presets from the Import Settings pop-up menu.

The Adjustment Presets controls appear in the Import browser.



2. Choose an adjustment preset option to apply to the imported images from the Preset pop-up menu.

When you apply an adjustment preset during import, Aperture applies the adjustment preset uniformly to every image it imports until it is turned off. You can edit the adjustment preset that you want to frequently apply to your images by choosing Edit Presets from the Preset pop-up menu. For more information, see “Working with Adjustment Presets.”

☑ To turn off image adjustments during import

- In the Adjustment Presets controls, choose None from the Preset pop-up menu.

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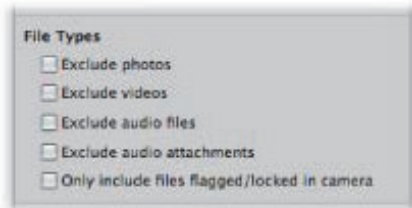
Filtering Files by Type During Import

Some digital cameras allow you to attach audio attachments to your images. For example, some cameras allow you to record audio annotations for an image after you shoot it. The camera attaches the audio file to the image file so that you can review the audio when you download the image. When you connect a digital camera or card reader or point to a folder with images on your computer, Aperture recognizes any image that has an audio attachment. You can also import standalone QuickTime-compatible audio and video files.

▼ To filter files by type during import

1. In the Import browser, choose File Type from the Import Settings pop-up menu.

The File Type controls appear in the Import browser.



2. Do any of the following:

- *To exclude image files, leaving only audio and video files available for import:* Select the “Exclude photos” checkbox.
- *To exclude video files during import:* Select the “Exclude videos” checkbox.
- *To exclude audio files during import:* Select the “Exclude audio files” checkbox.
- *To exclude all audio files attached to the images:* Select the “Exclude audio attachments” checkbox.
- *To include only files that were flagged or locked using the camera:* Select the “Only include files flagged/locked in camera” checkbox.

All images matching the selected criteria appear in the Import browser. To make all the images reappear, deselect the checkboxes above.

About Audio Attachments

An audio file is imported into Aperture as an attachment when the audio file’s name matches the image file’s name. For example, when you import “file.nef” and “file.wav,” Aperture imports the .wav file attached to the .nef raw image file. Audio files are automatically attached during all types of import: from a connected camera or card reader, from internal and external hard disk drives, as well as via drag and drop. If the audio filename is not the same as the image filename, it will not be attached to the image even if imported directly from a camera or a card reader. However, there is one exception: some Canon cameras, including the G9 and G10, prefix the audio filename with “SND” and the image filename with “IMG”; these audio files are imported as attachments.

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Importing RAW + JPEG Image Pairs

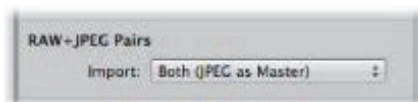
Many digital cameras have a setting for creating a RAW file plus a JPEG file for each image as you shoot. Many photographers use the RAW + JPEG workflow for the convenience of publishing the JPEG images quickly while saving the RAW files for high-resolution prints. Aperture provides several options for importing the RAW + JPEG image pairs. However, if you decide to import the JPEG image files only, you can always go back and import the corresponding RAW files later.

Note: The RAW + JPEG Pairs import setting remains in effect from import session to import session.

☑ To filter RAW + JPEG pairs during import

1. In the Import browser, choose RAW + JPEG Pairs from the Import Settings pop-up menu.

The RAW + JPEG Pairs controls appear in the Import browser.



2. Do one of the following:

- *To import both the RAW and the JPEG image files and set the JPEG file in each pair as the master:* Choose “Both (JPEG as Master)” from the Import pop-up menu.
- *To import both the RAW and the JPEG image files and set the RAW file in each pair as the master:* Choose “Both (RAW as Master)” from the Import pop-up menu.
- *To import the JPEG files only:* Choose “JPEG files only” from the Import pop-up menu.
- *To import the RAW files only:* Choose “RAW files only” from the Import pop-up menu.

If you import only the JPEG files and then later decide you want to download the RAW files as well, you can have Aperture identify and import the RAW files that match the JPEG files in your Aperture library.

☑ To import the RAW files that match the JPEG files in your Aperture library

1. Choose “Matching RAW files” from the Import pop-up menu.

The Include pop-up menu appears below the Import pop-up menu.

2. Do one of the following:

- *To import all matching RAW files regardless of rating:* Choose “All matching files” from the Include pop-up menu.
- *To import all RAW files matching JPEG files that are unrated or better:* Choose “Unrated or better” from the Include pop-up menu.
- *To import all RAW files that match the current rating:* Choose “Current filter” from the Include pop-up menu.

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Using AppleScript Actions Immediately After Import

The Aperture community provides many AppleScript actions online to automate tasks in Aperture you tend to repeat on a regular basis. If you're technologically savvy, you can create your own AppleScript actions to help automate your workflow. You can use AppleScript actions from within Aperture immediately after an import operation is complete.

For more information about AppleScript actions for use with Aperture, see <http://www.apple.com/aperture/resources>.

Important: All scripts must use the import event handler: `on importActionForVersions(input)`.

▼ To use AppleScript actions immediately after import

1. Choose Actions from the Import Settings pop-up menu.

The Actions controls appear in the Import browser.



2. If no AppleScript action is selected, click the Choose button and locate a script from the dialog that appears.

The selected AppleScript action appears in the AppleScript field and is set to begin as soon as the import operation is complete.

Note: The AppleScript action is only applied to the current import operation.

▼ To stop AppleScript actions from automatically starting after import

- Click the Clear button.

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Resetting Your Import Settings

The import settings you set in the Import browser remain in effect from import session to import session, regardless of whether or not they are shown. However, you can quickly reset the import settings to their defaults.

- ▼ **To reset the import settings to their defaults**
- In the Import browser, choose Reset to Defaults from the Import Settings pop-up menu.

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Importing Images from the Finder via Drag and Drop

You can drag image files from the Finder or desktop directly into the Library inspector, Viewer, and Browser. This is useful if you've received image files from a source other than your camera and you want to use them in Aperture. You can also use this technique if you have image, audio, and video files scattered on your desktop or throughout folders on your system and you want to consolidate them in one place in the library.

☑ To quickly import files from the Finder

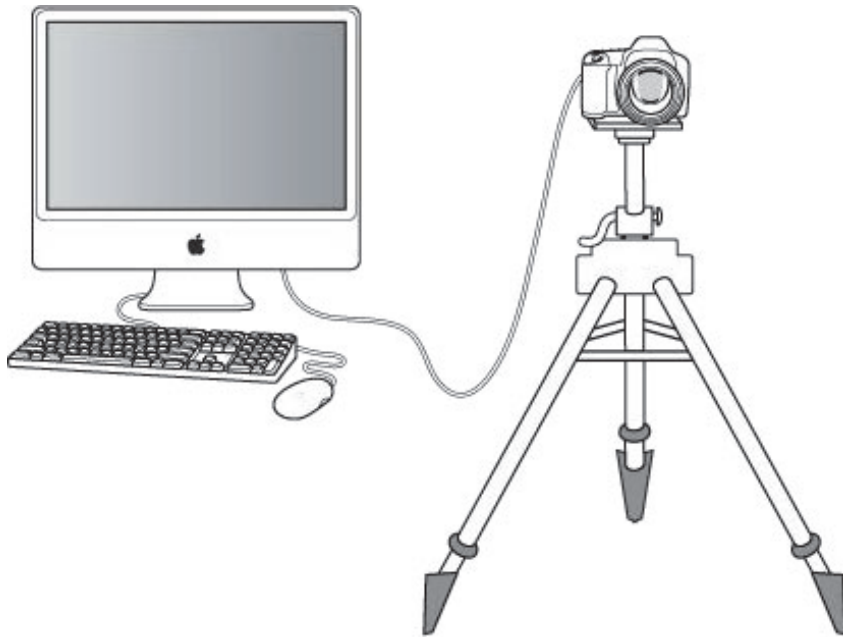
1. Select an item in the Library inspector in which to import the images.
2. Locate the image, audio, or video files in the Finder.
3. Select the files and drag them to either the selected item in the Library inspector or anywhere in the Browser or Viewer.

The import process begins and an indicator appears next to the project's name, showing the progress of the import.

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Capturing Images as You Work

For certain kinds of shoots, such as product shoots done within your office studio, you may want to immediately see test shots on your computer to check on lighting and other production factors. You can connect your camera directly to your computer and have each shot immediately appear in an Aperture project as you shoot. You can review an image in detail, make production changes, and then shoot and immediately see the results again. This process is called *tethered shooting*, and it's ideal for checking the details of a shot while setting up the final shot.



Note: For a list of cameras that Aperture supports for tethered shooting, go to <http://www.apple.com/aperture/specs/raw.html>. See your camera's manual for information about setting up your camera for tethered shooting.

To use tethered shooting, you first connect your camera to the computer using a USB or FireWire cable. You then select a project for the images to be stored in. Aperture provides a Tether Settings dialog for specifying your tethered shooting settings, and you can also use this dialog to specify any other import settings (just as you would normally specify import settings in the Import browser).

After starting a session, you can use Aperture to view and capture images. You use the Aperture Tether HUD to control your camera and take photos as you work.

🔍 To set up Aperture for tethered shooting

1. Connect your camera to your computer.
2. In the Library Inspector, select the project you want the images captured to.
3. Choose File > Tether > Start Session.
4. Specify import settings.

For more information about the import settings, see “Importing from Your Digital Camera or Card Reader.”

5. Click Start Session.

The Tether HUD appears.

6. Do one of the following:

- *To begin the capture session:* Click Capture.
- *To stop capturing images:* Click Stop Session.

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Importing Folders of Images from the Finder

If you've spent time organizing your images into a meaningful hierarchy on your computer and you want to keep that organization, you can import a folder of images as a project or drag it directly into the Library inspector. When you import a folder of images or drag it into the Library inspector, the top folder becomes a folder in the Library inspector and any subfolders become projects within the folder.

❖ To import a folder of images from the Finder using the Import command

1. Choose File > Import > Folders as Projects.
2. Select the folder of images that you want to import. You can select multiple folders to import by Shift-clicking them.
3. Choose a location for the imported images by doing one of the following:
 - *To store imported masters in the Aperture library:* Choose "In the Aperture Library" from the Store Files pop-up menu.
 - *To import the files as referenced images stored in their current location on your hard disk:* Choose "In their current location" from the Store Files pop-up menu.
 - *To store imported masters as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu, then choose whether you want the files moved or copied to the Pictures folder by clicking the "Move files" or "Copy files" button.
 - *To store imported masters as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select a folder. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate, individual files in the selected folder. You can also specify that Aperture create a hierarchy of subfolders with specific folder names to hold your files. For more information about creating folders to hold your imported images, see "Importing Masters for Referenced Images into Folders." Choose whether you want the image files moved or copied to the new location by clicking the "Move files" or "Copy files" button.
4. Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter a name in the Name Text field. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see "Automatically Naming Your Imported Images."

Click the "Apply to Master filenames" checkbox to rename the master files as well.

5. Click Import.

The top-level folder is converted to a project. If the folder you imported contains a hierarchy of subfolders and images, the subfolders appear as albums.

When you drag folders into the Library inspector, Aperture uses the last import settings you specified to determine how the folders are imported and where they are stored.

📌 To drag folders into Aperture

1. In the Finder, locate the folder containing the images you want to import.
2. Drag the folder to the Library inspector.

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Importing Images from iPhoto

There are many ways to import images from your iPhoto library into your Aperture library. You can import your entire iPhoto library when you first open Aperture, import your entire iPhoto library from within Aperture, or import individual images from your iPhoto library using the iPhoto Browser in Aperture.

For more information, see the following sections:

- “Importing Your iPhoto Library”
- “Browsing and Selecting Images in Your iPhoto Library”

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Importing Your iPhoto Library

When you first open Aperture, a dialog appears that allows you to import your iPhoto library. You can import your iPhoto library, copying the images into the Aperture library, or you can simply allow Aperture to access images in the iPhoto library as referenced images without storing them in the Aperture library.

The organization of your iPhoto images and albums is maintained in projects in the Library inspector. Each image's name, EXIF information, keywords, rating, and any applied adjustments are maintained as well. Once your iPhoto images are imported into Aperture, you can modify the metadata and adjustment settings, as needed.

If you decide not to import your iPhoto library right away, you can do it later.

▼ To import your iPhoto library

1. Choose File > Import > iPhoto Library.
2. Select the iPhoto library in the dialog that appears.
3. Choose a location for the imported images by doing one of the following:
 - *To store imported masters in the Aperture library:* Choose "In the Aperture Library" from the Store Files pop-up menu.
 - *To import the files as referenced images stored in their current location on your hard disk:* Choose "In their current location" from the Store Files pop-up menu.
Tip: Choosing "In their current location" is recommended. When you choose this option, Aperture refers to the original files in their current location and does not have to duplicate the files, which doubles the disk space needed to store the files. For more information about referenced images, see "What Are Managed Images and Referenced Images?"
 - *To store imported masters as referenced images in the Pictures folder on your hard disk:* Choose Pictures from the Store Files pop-up menu.
 - *To store imported masters as referenced images in a location other than the Pictures folder:* Choose "Choose" from the Store Files pop-up menu and select a folder. Choose "No folder" from the Subfolders pop-up menu to specify that the files be stored as separate, individual files in the selected folder. You can also specify that Aperture create a hierarchy of subfolders with specific folder names to hold your files. For more information about creating folders to hold your imported images, see "Importing Masters for Referenced Images into Folders."
4. Choose whether you want the image files moved or copied to a new location by clicking the "Move files" or "Copy files" button.
5. If you want to prevent Aperture from importing images that are already in the library, select the "Do not import duplicates" checkbox.
6. Choose a naming convention from the Version Name pop-up menu to specify how you want the images named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version

Name pop-up menu to have your images stored using a specified name. If you choose a custom name format, enter a name in the Name Text field. You can apply the name format to the masters as well. Choose Edit from the Version Name pop-up menu to define a new naming scheme. For more information about naming files, see “Automatically Naming Your Imported Images.”

7. Click Import.

Your iPhoto library is imported into Aperture.

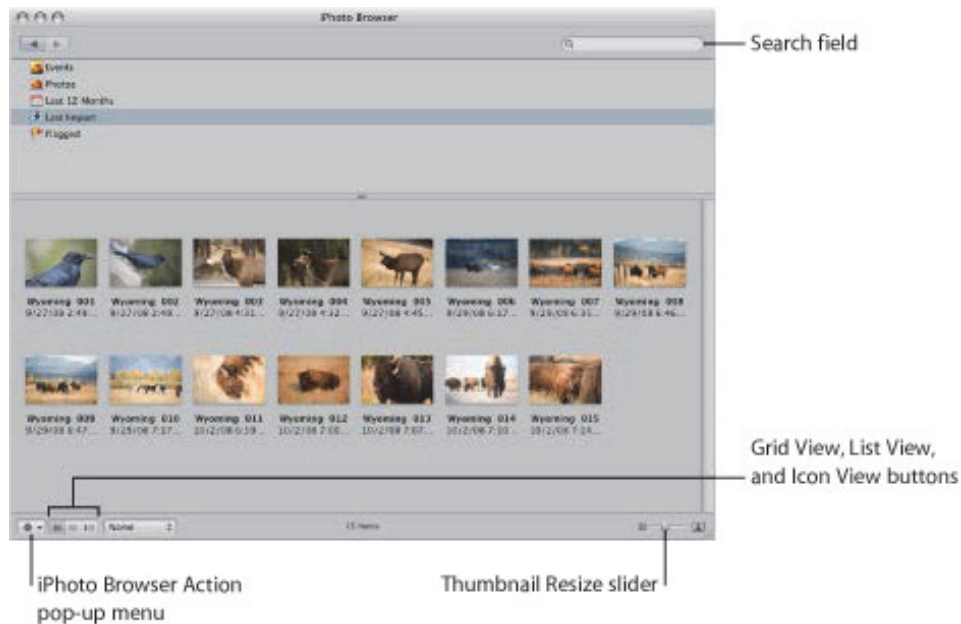
If you store the photos imported from your iPhoto library in the Aperture library, Aperture makes a copy of each image file and places it in the Aperture library. This doubles the amount of disk space the image files occupy on your computer. To save space, you can import the photos in your iPhoto library as referenced images. You can also delete images from your iPhoto library after importing them, but you will no longer have access to those images within iPhoto. If you don't delete the images in your iPhoto library, any changes you make to those images in iPhoto are reflected in the duplicate images in Aperture.

Note: You can also import individual images or albums from your iPhoto library. For more information, see “Browsing and Selecting Images in Your iPhoto Library.”

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Browsing and Selecting Images in Your iPhoto Library

You use the Aperture iPhoto Browser to review iPhoto images and import specific images into the Aperture library. The iPhoto Browser gives you a handy way of looking for certain images without having to import your entire iPhoto library.



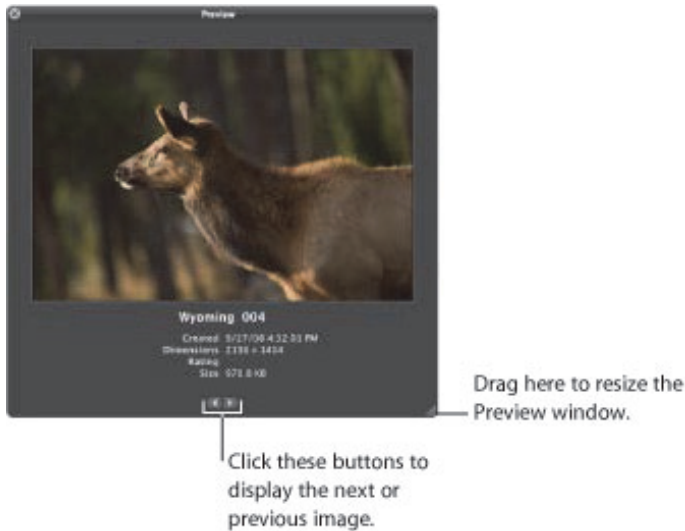
The iPhoto Browser window allows you to navigate through the contents of your iPhoto library and display thumbnails of your images in a grid view, a list view, or a large icon view. You can sort images within these different views to locate the images you want. The iPhoto Browser Action pop-up menu reveals the Finder location of an image file. You can also search for images by entering text in a search field.

Note: You can also share the images in your Aperture library with any iLife or iWork application that has a Media Browser by selecting the “Share previews with iLife and iWork” checkbox in the Previews pane of the Preferences window. For more information about working with the Preferences window, see “Setting Aperture Preferences.”

❏ To open the iPhoto Browser and select images

1. Choose File > Import > Show iPhoto Browser (or press Option-I).
2. Select the iPhoto roll or folder that you want to browse.

You can display larger previews of the thumbnails in the iPhoto Browser. When you double-click an image, it appears in the Preview window. You can reposition the window and resize it as needed.



✓ To see a preview of an image in the iPhoto Browser

1. Double-click a thumbnail image in the iPhoto Browser.

The Preview window appears.

2. Drag the resize handle to enlarge the image as necessary.
3. Click the Next Image and Previous Image buttons to display other images in the Preview window.

✓ To search for an image in the iPhoto Browser

1. Click the Search button (with a magnifying glass icon) in the upper-right corner of the iPhoto Browser.
2. Type text in the search field.

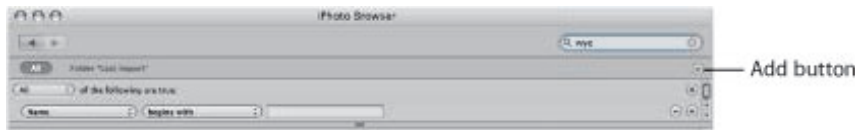
Any images that do not match the search criteria are removed from view. Click the Reset button (with an X) in the search field to start a new search.

You can refine your search in the iPhoto Browser by adding additional search criteria.

✓ To add additional search criteria to the iPhoto Browser

1. Click the Add (+) button just below the search field.

Controls for additional search criteria appear below the search field.



2. Do one of the following:

- *To locate images that match all of the search criteria:* Choose All from the “of the following are true” pop-up menu.
- *To locate images that match any of the search criteria:* Choose Any from the “of the following are true”

pop-up menu.

- *To exclude images that match the search criteria:* Choose None from the “of the following are true” pop-up menu.

3. Specify the search criteria using the controls and enter a value to search for in the search field.

Any images that do not match the search criteria are removed from view.

4. Add additional search criteria as necessary by clicking the Add (+) button.

After locating images that you want to transfer to your Aperture system, you can drag selected images from the iPhoto Browser (or from the Preview window) into Aperture.

☑ **To import images from the iPhoto Browser**

1. In the iPhoto Browser, select the images that you want to import.
2. In the Library inspector, select the item you want to import your iPhoto images to.
3. Drag the selection into the Browser, the Viewer, or the selected item in the Library inspector.

Images dragged into the Browser and Viewer are imported into the item that is selected in the Library inspector.

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Importing Masters for Referenced Images into Folders

When you import images as referenced images, you can have Aperture place their masters individually into a selected folder or create subfolders to hold the files. For example, you might have the imported image files placed in subfolders identified by date. You can create folder name format presets that you can quickly choose to select the folder name format you prefer.

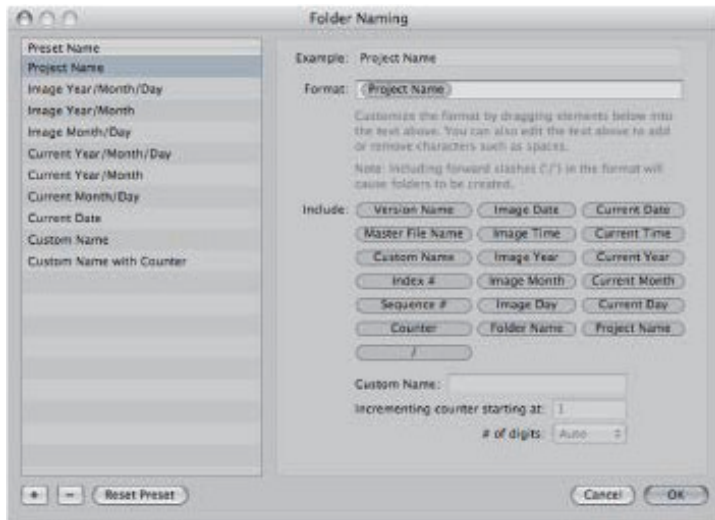
To create a folder name format, you select the name elements in the Folder Naming Presets dialog. You can specify a combination of name elements to create custom folder names. You can compose folder name formats that combine the following name elements:

- Version Name
- Master Filename
- Sequence Number (1 of 5, 2 of 5, 3 of 5, and so on)
- Image Year
- Image Month
- Image Day
- Image Date
- Image Time
- Index Number (1, 2, 3, and so on)
- Custom Name
- Counter (001, 002, 003, and so on)
- Current Date
- Current Time
- Current Year
- Current Month
- Current Day
- Folder Name
- Project Name

You can also create a hierarchy of folders within folders. For example, you can specify that Aperture place your images in a subfolder named Date, and within that folder you can create subfolders identified by the time the image was taken. To create the folder name format, you drag elements into the Format field and drag the slash element between the elements where a subfolder should be created.

📌 To create a custom folder name format

1. In the Import browser, choose Edit from the Subfolder pop-up menu in the Aperture Library controls. The Folder Naming dialog appears.



2. Click the Add (+) button to create a new name format, or select the preset name format you want to change.
3. Drag name elements into the Format field in the order you want them to appear.
4. Drag a slash between the elements where you want subfolders created.
5. Enter a custom name in the Custom Name field, if you like.
6. Click OK.

Your new folder name format now appears in the Subfolders pop-up menu.

When using a counter in your folder name format, you can specify the starting number and the number of digits, from one to six, that appear in the counter. When you use a folder name format with a counter, make sure to reset the initial starting number, if necessary. Otherwise, on the next import, Aperture will continue numbering the image folders starting from the last number of the previous import.

☑ To reset the starting number of a counter in a folder name format

- In the Folder Naming Presets dialog, type “0” (zero) in the “Incrementing counter starting at” field.

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Where Aperture Stores Your Managed Files in the Library

You always view and work with your images within the Aperture application. However, you may wonder where your managed image files physically reside in the Aperture library on the computer's hard disk. By default, your images are stored in the Aperture Library file within the Pictures folder. For more information about managed image files, see "What Are Managed Images and Referenced Images?"

You can open and see the contents of the Aperture Library file in the Finder by Control-clicking the file and choosing Show Package Contents. However, it's not recommended that you access or work with your masters in this way because you risk interfering with the Aperture library.

Warning: You should always back up and work with your managed images and projects from within the Aperture application. If you move or accidentally change the files stored in the Aperture Library file, Aperture may not be able to locate your project and images later. Making a change to a managed file in the Finder, such as renaming it, creates changes that the application cannot track.

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Adding Audio Attachments to Image Files

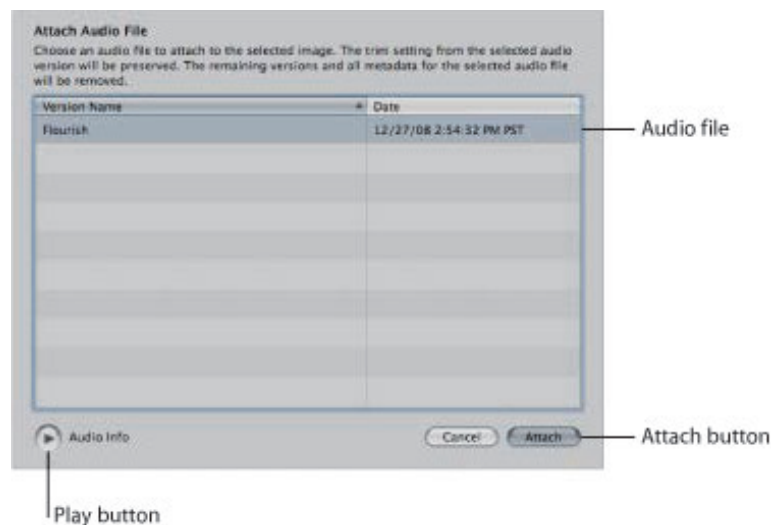
Although the audio files of images with audio attachments are automatically imported into Aperture when the filenames match, you can also manually attach an audio file to an image after it has been imported into Aperture. There are two methods you can use to attach an audio file to an image: If the project selected in the Library inspector contains an audio master, you can attach the audio file to an image in the project using the Metadata inspector. If the audio file is outside of the Aperture library, you can drag the audio file from the Finder to the image in the Viewer.

Note: For a list of file formats that can be used for audio attachments in Aperture, see <http://www.apple.com/aperture/specs>.

✔ To add an audio attachment using the Metadata inspector

1. In the Library inspector, select a project containing the audio file you want to attach.
2. In the Browser, select the image you want to attach the audio file to.
3. In the Metadata inspector, choose Attach Audio File from the Metadata Action pop-up menu.
4. In the dialog that appears, select the audio file you want to attach, then click Attach.

If necessary, you can preview the selected audio file by clicking the Play button.



The audio attachment is added to the image, and the audio file's thumbnail disappears from the Browser. A badge appears on the lower-right portion of the image, indicating that an audio file is attached. For more information about playing audio attachments, see "Viewing and Changing Metadata in the Metadata Inspector and Inspector HUD."

✔ To add an audio attachment to an image via drag and drop

1. If necessary, click the Split View button in the toolbar, and then select the image you want to attach the audio file to in the Browser.
2. In the Finder, select the audio file you want to attach.
3. Drag the audio file to the image you want to attach it to in the Viewer.

The image is surrounded with a green outline, indicating that the file is about to be attached.

The audio attachment is added to the image in Aperture. A badge appears on the lower-right portion of the image, indicating that an audio file is attached. For more information about playing audio attachments, see “Viewing and Changing Metadata in the Metadata Inspector and Inspector HUD.”

❏ **To remove an attachment from an image**

1. In the Browser, select the image whose attachment you want to remove.
2. In the Metadata inspector, choose Detach Audio File from the Metadata Action pop-up menu.

The audio file is detached and placed in the same project as the image it was attached to.

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Reprocessing Images from Previous Versions of Aperture

Aperture provides image processing algorithms that deliver improved image quality. With improved default rendering of RAW images from supported cameras, Aperture 3 provides significantly enhanced image quality with improvements in noise reduction, sharpening, and highlights recovery.

To maintain the image integrity of the existing photos in your Aperture library, Aperture allows you to retain the original processing of your images from previous versions, selectively process images using the new Aperture image processing, or create duplicate versions of each original image file with Aperture image processing applied. However, some adjustments and brushed adjustments are not available unless the selected image uses Aperture 3 image processing.

For more information about reprocessing images, see the following sections:

- “Strategies for Reprocessing Images”
- “Reprocessing an Image Selection”
- “Reprocessing Images Individually”

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Strategies for Reprocessing Images

When you start using Aperture, all of your existing images continue to use the previous version's image processing, in order to preserve their appearance. Any of these images can be individually reprocessed to use the Aperture 3 image processing. You can also use the Reprocess Masters command in the Photos menu to reprocess selected images, projects, books, slideshows, webpages and web journals, Light Table albums, albums, and Smart Albums.

Reprocessing a large number of images can be a time-consuming process. Therefore, you may find it easier to reprocess images on an as-needed basis. For example, if you have five-star selects, you may decide to initially reprocess only those images. Images are not affected by being reprocessed more than once; if an image already uses Aperture 3 image processing, reprocessing it again has no effect.

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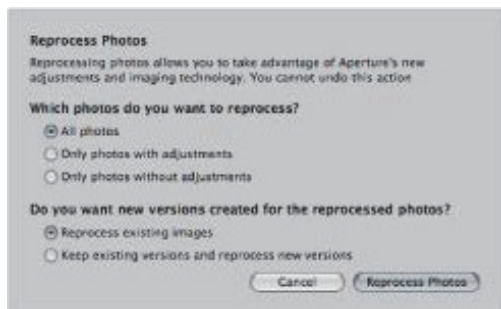
Reprocessing an Image Selection

You can reprocess all images, reprocess only images with adjustments, or reprocess only images without adjustments. You can also reprocess images one at a time using the RAW Fine Tuning controls in the Adjustments inspector or the Adjustments pane of the Inspector HUD. For more information about reprocessing individual images, see “Reprocessing Images Individually.”

Important: The **Reprocess Masters** command cannot be undone.

☑ To reprocess a selection of images

1. Select an image or a group of images.
2. Choose Photos > Reprocess Masters.
3. In the dialog that appears, select the appropriate reprocessing criteria, then click the Reprocess Photos button.



The image files are reprocessed from the earlier image process to Aperture 3 image processing, according to the criteria you specified.

You can also reprocess all the images in a selected project, book, slideshow, webpage, web journal, Light Table album, album, or Smart Album.

☑ To reprocess a project or album

1. In the Library inspector, select a project or album.
2. Choose Photos > Reprocess Masters.
3. In the dialog that appears, select the appropriate reprocessing criteria, then click the Reprocess Photos button.

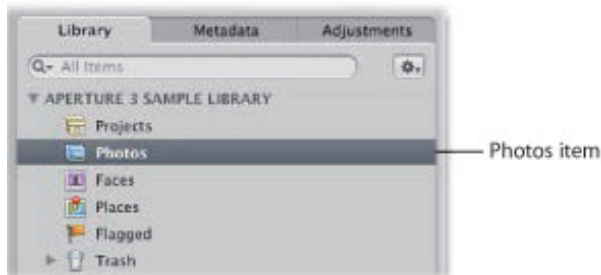


All images in the selected project or album are reprocessed using Aperture 3 image processing.

If you like, you can reprocess all the images in the library at once. However, this process may take a long time for large libraries.

✓ To reprocess every image in the library

1. In the Library inspector, select the Photos item.



2. Choose Photos > Reprocess Masters.
3. In the dialog that appears, select the appropriate reprocessing criteria, then click the Reprocess Photos button.



Every image in the library is reprocessed using Aperture 3 image processing.

Important: Reprocessing thousands of image files to Aperture 3 can be a lengthy operation. Make sure to set aside a significant amount of time for Aperture to process the image files—preferably when you don't require the use of your Aperture system.

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Reprocessing Images Individually

You can reprocess images one at a time using the Adjustments inspector or the Adjustments pane of the Inspector HUD.

✓ To reprocess an individual image

1. Select an image.
2. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, click the Reprocess button.

Note: If the Reprocess button does not appear in the Adjustments inspector or the Adjustments pane of the Inspector HUD, the image has already been reprocessed using Aperture 3 image processing.

The image is reprocessed using Aperture 3 image processing.

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Working with Images in the Browser

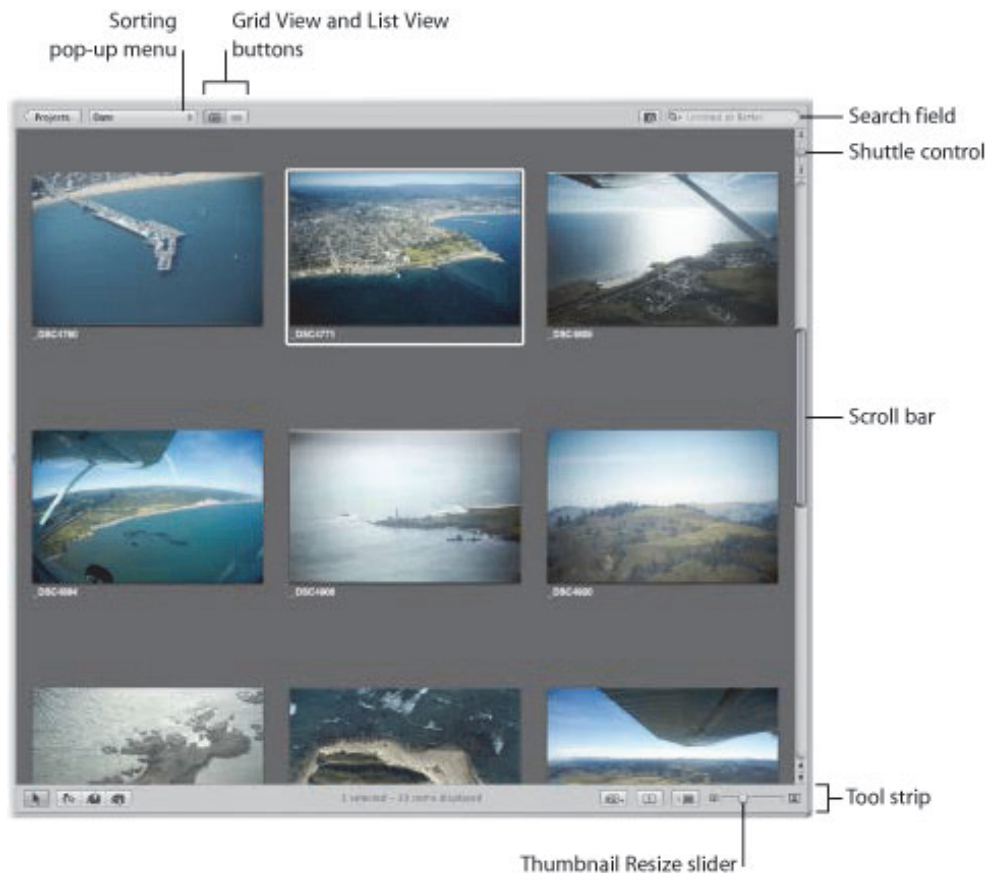
After a shoot, you may need to sort through hundreds or even thousands of images in a project. Aperture provides efficient methods for increasing your productivity when working with large numbers of images.

You use the Browser to select and work with images in a project. The Browser provides the principal environment for viewing, selecting, and working with images. You can quickly search for an image in a project, reorder and sort images, rotate images to portrait or landscape orientation, create new versions, and delete images.

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An Overview of the Browser

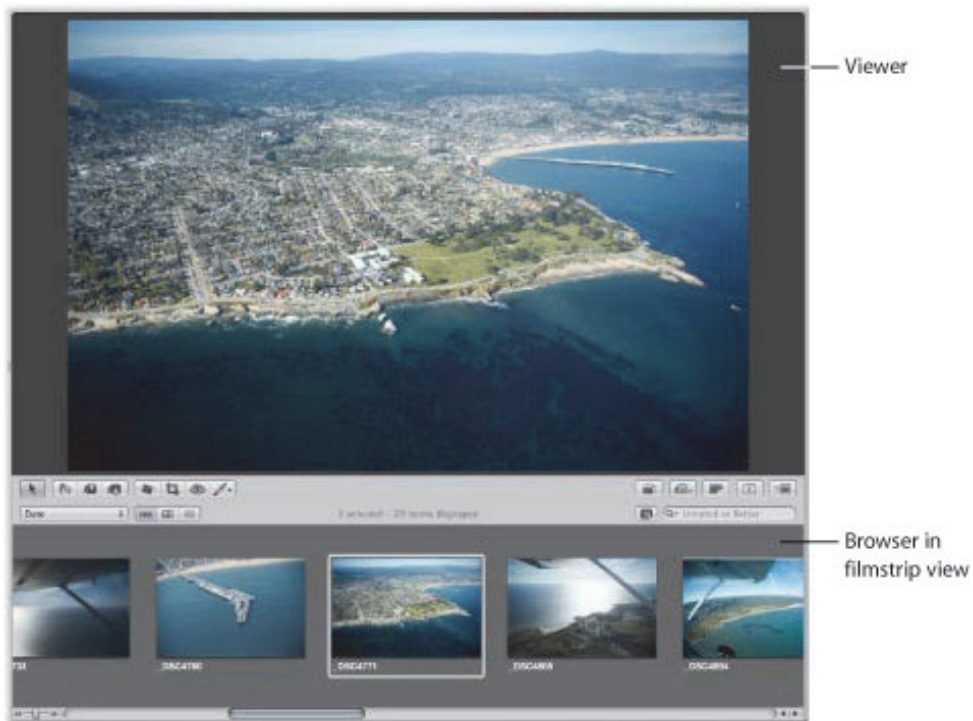
When you select a project, folder, or album in the Library inspector, thumbnails of its images appear in the Browser. You select images in the Browser to work with them. You can move and rearrange images, rotate images, make new versions, and delete images from a project.



Aperture provides fast and efficient ways of selecting images. You can use the arrow keys to quickly select an image or multiple images to work on. You can also select images by clicking, dragging a selection rectangle, and using keyboard shortcuts. If using Aperture on a MacBook or MacBook Pro, you can use the swipe gesture to select images. For more information about using gestures with Aperture, see “Using Multi-Touch Trackpad Gestures with Aperture.”

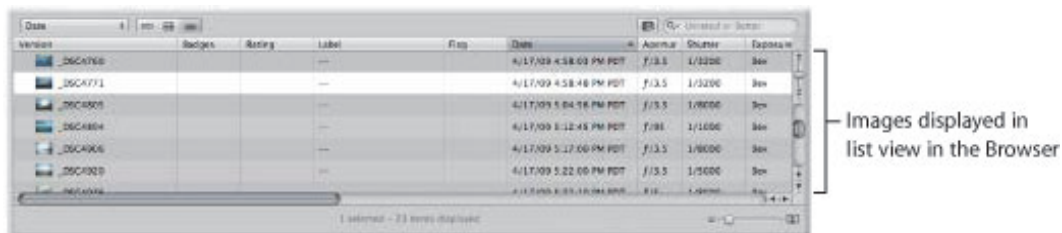
You can display images in the Browser in filmstrip view, grid view, and list view.

When you select filmstrip view, the Browser changes to a single row of images that you can select and navigate through, and selected images appear in the Viewer.



Grid view organizes thumbnails of your images in a grid pattern. Use grid view when it's easiest to identify your images by sight and work with thumbnails as you organize, stack, or assign keywords to images.

List view displays a list of your images with associated file information. Use list view when you need to see or sort your images by corresponding file data such as image date, file size, or rating.



List view is a great way to quickly see information about your files. You can also use list view to sort your images by any of the column categories. Click a column heading to sort your images by that category.

You can also customize the information that appears with your images. For example, you can set your images to appear with the filename as well as the IPTC data and EXIF data. You can change what information appears in the Browser in grid view, list view, and filmstrip view by customizing the Metadata options in the Preferences window. For more information, see “Displaying Specific Metadata with Your Images.”

If you make a mistake while editing, in most cases you can choose the Undo command to immediately cancel your last action. In fact, you can choose the Undo command multiple times to undo your last series of actions. Aperture places deleted masters in the Aperture Trash. If you discover a deletion you did not intend to make, and the Undo command cannot recover the deletion, you can still recover the master from the Aperture Trash until the Trash is emptied.

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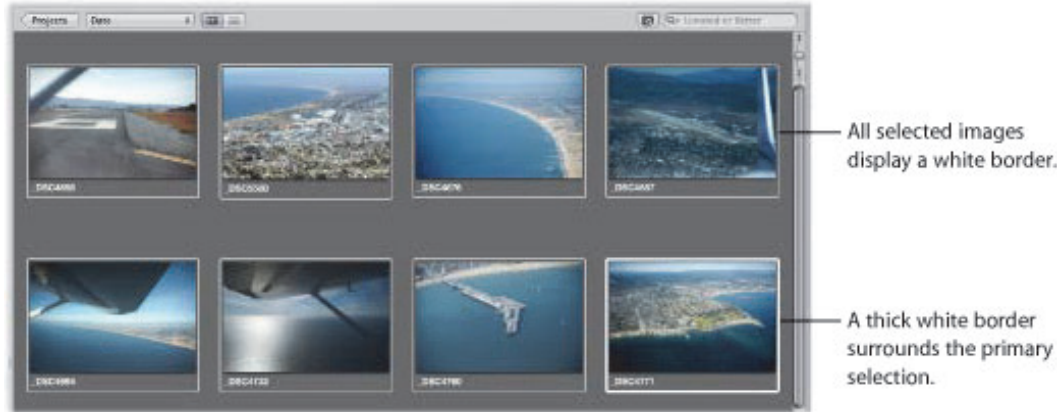
Navigating Through and Selecting Images

Selecting images is a fundamental task in Aperture. Knowing the many ways you can select images can help increase your productivity and satisfaction while working with your images.

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Navigating Through Images in the Browser

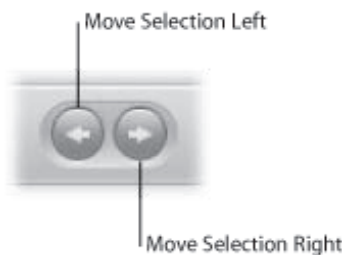
You can select one or several of the images in the Browser to work with them or to view them in the Viewer. Aperture identifies the images you've selected by displaying them with a white border. When you select a group of images, the actively selected image, called the *primary selection*, appears with a thick white border and the rest of the selected images appear with thin white borders.



▼ To navigate through images

Do one of the following:

- Press an arrow key to move left, right, up, or down.
- Use the scroll bar to scroll through the images in the Browser, then click the image you want to view.
- Choose Window > Show Control Bar to display the control bar. In the control bar, click the Move Selection Left or Move Selection Right button.



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Selecting Images

Aperture provides fast and efficient ways of selecting images, depending on your work style and preferences.

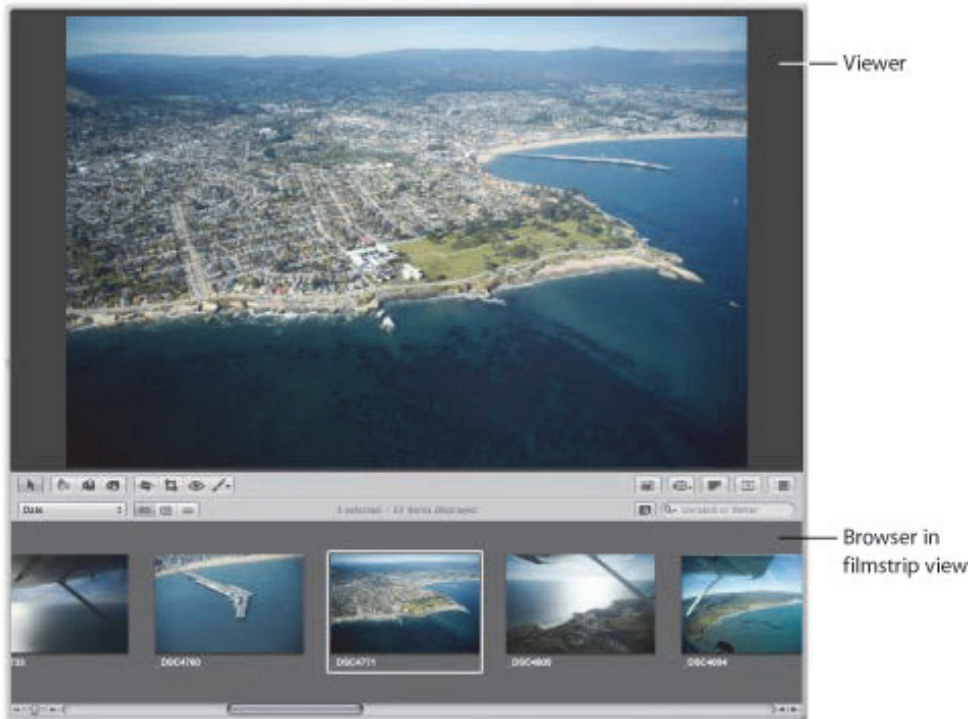
You can select images in the following ways.

Task	Action
Select a single image	<ul style="list-style-type: none"> Click the image. Press the arrow keys to navigate to the image.
Select a range of images	<ul style="list-style-type: none"> Select the first image, then choose Edit > Select to End (or press Shift-End) to extend the selection to the last image in the Browser. Select the last image in a range, then choose Edit > Select to Beginning (or press Shift-Home) to extend the selection to the first image in the Browser. Click the first image in a range, then Shift-click the last image. Press the arrow keys to select the first image, then press Shift and an arrow key to select the last image in the range. Drag a selection rectangle to select all the images that fall within the rectangle.
Select an image among selected images	<ul style="list-style-type: none"> Press Semicolon (;) or press Command-Option-Left Arrow to select the previous image in the selection. Press Apostrophe (') or press Command-Option-Right Arrow to select the next image in the selection.
Select an image in a stack	<ul style="list-style-type: none"> Press the Right Arrow or Left Arrow key.
Select nonadjacent images	<ul style="list-style-type: none"> Command-click the images you want to select. Command-click the images again to deselect them.
Slide a selection	<ul style="list-style-type: none"> Press Command-Left Arrow or Command-Right Arrow to slide the current selection over by one image. For example, you can move a three-image selection left or right by one image at a time.
Select the next stack	<ul style="list-style-type: none"> With a stack selected, press Option-Page Up or Option-Page Down.
Select or set a compare image	<ul style="list-style-type: none"> Select the image, then press Option-O.
Deselect the compare image	<ul style="list-style-type: none"> Press Command-Return.
Select a different compare image	<ul style="list-style-type: none"> Select the image you want as a compare image, then press Return.
Select all images in the Browser	<ul style="list-style-type: none"> Choose Edit > Select All (or press Command-A).
Select only the primary image, deselecting all others	<ul style="list-style-type: none"> Choose Edit > Reduce Selection (or press Shift-E).
Deselect all images in the Browser	<ul style="list-style-type: none"> Choose Edit > Deselect All (or press Command-Shift-A). Click the gray background of the Browser.
Deselect the current selection and select all unselected images	<ul style="list-style-type: none"> Choose Edit > Invert Selection (or press Command-R).

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Working with Images in Filmstrip View

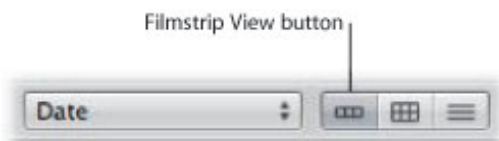
Filmstrip view is the default view for the Browser. You can use filmstrip view in combination with the Viewer to quickly scroll from image to image, making changes and comparing images. For example, you can select several images in a row, group them in a stack, apply ratings, and compare them side by side in the Viewer. You can use the Right Arrow and Left Arrow keys to quickly move from image to image, and you can use the scroll bar and the Shuttle control to scroll through images. You can resize the thumbnails in the filmstrip by dragging the top of the filmstrip to enlarge its area.



▼ To switch to filmstrip view

Do one of the following:

- Choose View > Browser > Filmstrip (or press Control-F).
- Click the Filmstrip View button in the Browser.



Note: The main window must be set to the Split View layout in order to access the filmstrip in the Browser. When the main window is set to Browser, the Filmstrip View button disappears.

▼ To shuttle continuously through the images in a project

Do one of the following:

- Drag the Shuttle control.
- Press J to shuttle left, press K to stop shuttling, or press L to shuttle right.

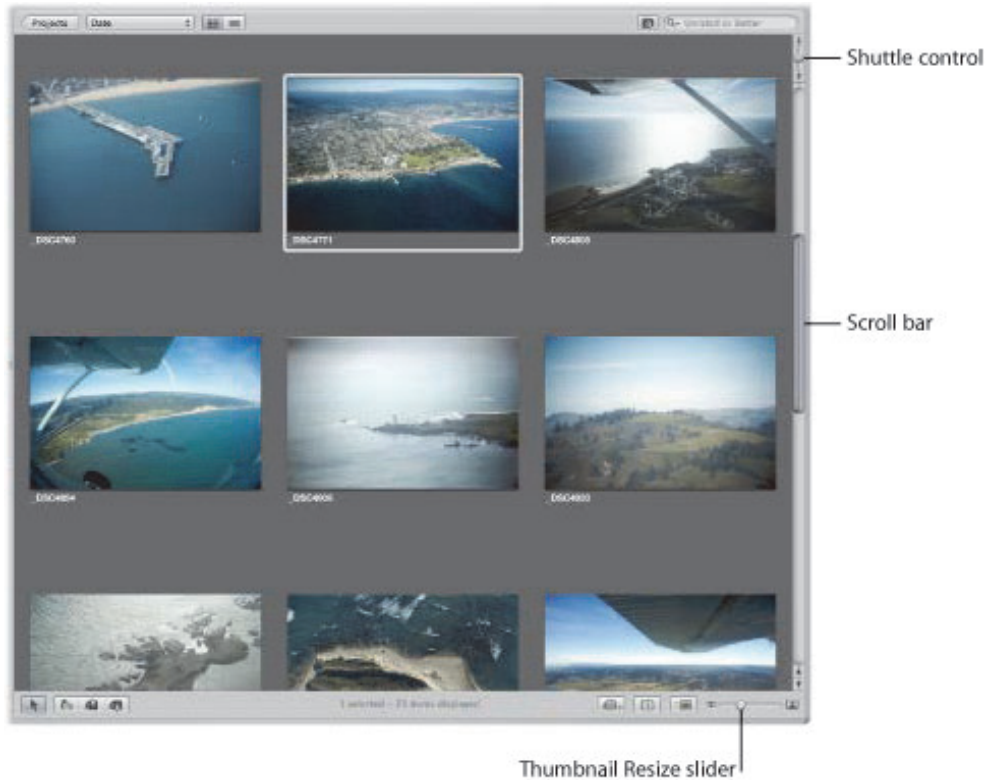
Note: Pressing J or L multiple times increases the shuttle speed.

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Working with Images in Grid View

Grid view displays the images in your selection in the Library inspector as a grid of thumbnails in the Browser. You can use grid view when you want to review large thumbnail images quickly. Setting the Aperture main window to show the Browser by itself provides the maximum amount of space to dedicate to viewing thumbnails. You may want to adjust the size of the thumbnails to a size convenient for selecting and working with them. If your selection in the Library inspector has many images, you can also use the Shuttle control or the scroll bar to scroll through the images.

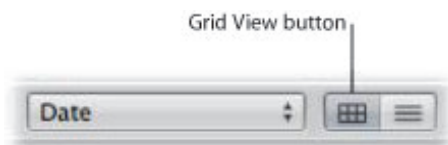
For more information about setting the Aperture main window to show the Browser by itself, see “Choosing a Workspace View.”



☑ To switch to grid view

Do one of the following:

- Choose View > Browser > Grid (or press Control-G).
- Click the Grid View button in the Browser.



☑ To adjust the thumbnail size

- Drag the Thumbnail Resize slider to increase or decrease the size of the thumbnails.

- ☑ **To shuttle continuously through the images in a project**

Do one of the following:

- Drag the Shuttle control.
- Press J to shuttle left, press K to stop shuttling, or press L to shuttle right.

Note: Pressing J or L multiple times increases the shuttle speed.

Depending on your work preferences, you may want to lighten or darken the background that your thumbnails appear against in the Browser. The darker the background, the less it interferes with the colors in your image. It's a good idea to set the background to a dark color when performing color adjustments to your images. You can darken the background from shades of gray all the way to black, or lighten it from gray to white.

- ☑ **To lighten or darken the background of the Browser**

1. Choose Aperture > Preferences, or press Command-Comma (,).
2. In the Preferences window, click Appearance and drag the Browser Background Brightness slider to lighten or darken the background, then close the window.

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Working with Images in List View

Instead of displaying thumbnails, list view displays images by name and icon with accompanying information such as rating, image dimensions, file size, and date.

✓ To switch to list view

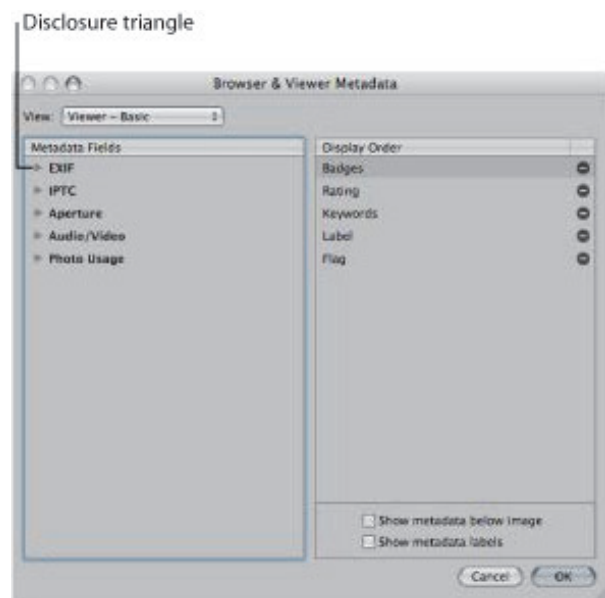
Do one of the following:

- Choose View > Browser > List (or press Control-L).
- Click the List View button in the Browser.



✓ To choose what type of information is displayed in list view

1. Choose View > Metadata Display > Customize (or press Command-J).
2. In the Browser & Viewer Metadata dialog, choose a list view option from the View pop-up menu.



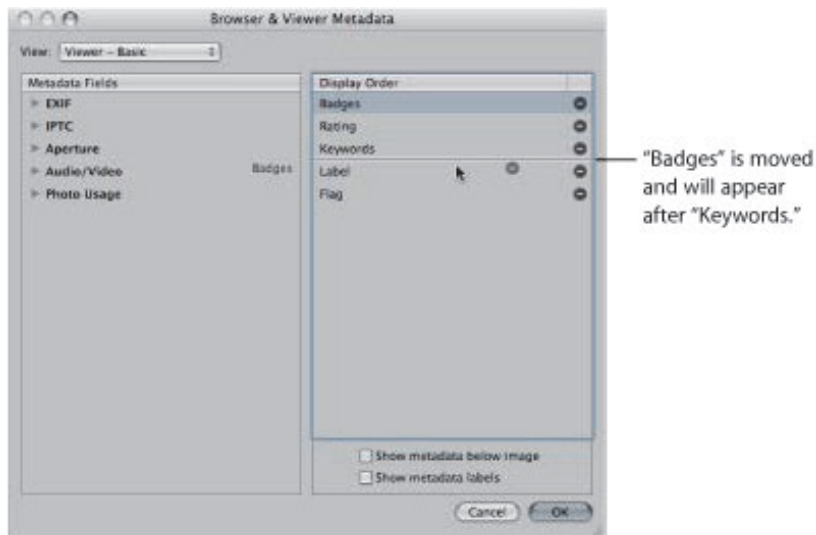
3. In the Metadata Fields column, click the disclosure triangles next to the main groups of metadata to reveal the options within them.
4. Specify the type of metadata that appears in list view by selecting the checkboxes corresponding to each type. Deselect the checkboxes for metadata items you want to remove.

Each metadata item selected in the Metadata Fields column in the Browser & Viewer Metadata dialog appears as a column in list view.

5. If necessary, rearrange the order in which the metadata columns are displayed by dragging the metadata

items up or down in the Display Order column.

The order of metadata selections in the Display Order column from top to bottom corresponds to the order of columns in the Browser in list view from left to right. Moving an item up in the Display Order column moves the metadata column to the left in list view.



- When you are satisfied with your metadata selections and the order in which they will be displayed in list view, click OK.

You can rearrange the metadata columns to keep the most important information in view.

▼ To rearrange the metadata columns in list view

- Select the column's header and drag the column to a new position.

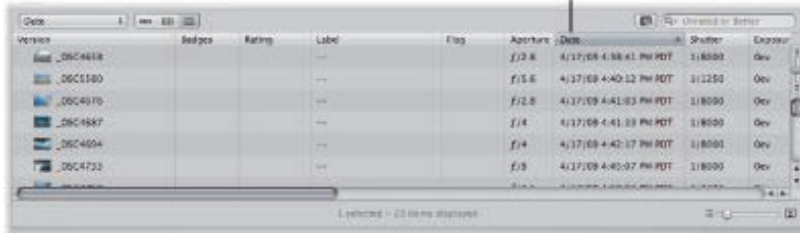


One of the main advantages of list view is that you can quickly sort images based on a category of information. When you click a column heading in list view, Aperture reorders the images, sorting them by that category. For example, you might sort your images by date.

▼ To sort images in list view by a category

- Click the category column heading in the Browser.

Images in list view sorted
by date



When you work in list view, it may sometimes be difficult to determine the content of an image based on the file information. You can enlarge the thumbnail icons that appear in list view to give you a better look at the images.

▼ To enlarge the thumbnail icons in list view

- Drag the Thumbnail Resize slider to increase or decrease the size of the icons.

You can also easily rename files after importing them. When you rename a file, you are renaming the image version, not the master. The filename of the original master does not change.

▼ To rename an image version in list view

- Select an image, then double-click the image name and enter a new name.

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Choosing a Workspace View

You can easily change the layout of the Aperture main window to match your workspace preferences and workflow. You can work with the Browser filling the main window, with the Browser in combination with the Viewer, or with only the Viewer open.

☑ **To work with the Browser filling the main window**

Do one of the following:

- Choose View > Browser.
- Click the Browser button in the toolbar.

☑ **To work with the Browser and Viewer together in the main window**

Do one of the following:

- Choose View > Split View.
- Click the Split View button in the toolbar.

☑ **To work with the Viewer only**

Do one of the following:

- Choose View > Viewer.
- Click the Viewer button in the toolbar.

Tip: To quickly change workspace views, press the V key repeatedly until you see the view you want to work in.

When you work with the Browser and Viewer together, you can reposition the Browser on the screen. For example, you can rotate the Browser to the side.

You can also swap the position of the Viewer and Browser.

☑ **To rotate the position of the Browser**

- Choose View > Browser > Rotate Position (or press Shift-W).

☑ **To swap the position of the Browser and the Viewer**

- Choose View > Browser > Swap Position (or press Option-W).

Using the Rotate Position and Swap Position commands, you can arrange the Browser and Viewer in the positions most convenient for you.

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Navigating Through Images in Quick Preview Mode

As you work with images in the Browser and Viewer, you can set Aperture to display representations of the images called *previews*. A preview is a JPEG representation of the image whose file size is smaller than the original and allows Aperture to display images more quickly. For example, the thumbnails in the Browser are preview representations of the master, reduced to thumbnail size.

Likewise, when you select an image in the Viewer, Aperture first displays a preview image as it reads the larger master on disk. It then displays the full master once the image is decoded. This process of displaying the previews and then the masters can be nearly instantaneous, or, depending on the size of your masters, there can be a short delay in the final display.

For more information about creating and working with previews, see “Working with Preview Images.”

To speed up the access and display of images, you can turn on Quick Preview mode. In Quick Preview mode, Aperture displays preview images only, without reading the larger masters. You can use Quick Preview mode to rapidly switch among and select images. For example, you might use Quick Preview mode to quickly select and stack images, add keywords, or change other metadata. When using Quick Preview mode, however, there are some things you can't do, such as make adjustments to images. In Quick Preview mode, tools and functions that aren't available appear dimmed. Depending on your task, you may find switching to Quick Preview mode a great way to gain speedy access to images.

✓ To turn on Quick Preview mode

Do one of the following:

- Choose View > Quick Preview (or press P).
- Click the Quick Preview button in the tool strip.



The Quick Preview button in the tool strip turns yellow, and the border around the image selection in the Browser changes from white to yellow.

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Searching for Images in the Browser

When you have more images than the Browser can display at one time, you can use the search field to locate images. Enter the search criteria in the search field, and Aperture finds the image or images for you, removing all others from view.



When you search for images in the Browser, the search is confined to the selection in the Library inspector. For example, if you shot several hundred images for a wedding project but want to view only those that have the keyword *Bride*, you select the wedding project in the Library inspector and then enter *Bride* in the Browser's search field to display only the images of the bride, hiding the remainder from view.

▼ To search for an image in the Browser

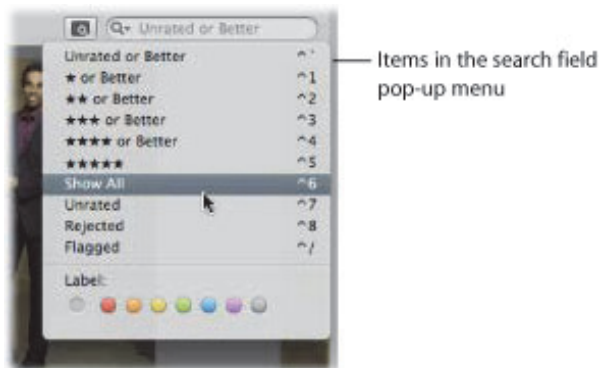
- Enter text associated with that image in the Browser's search field.

▼ To see all your images again

- Click the search field's Reset button (with an X) or delete the text in the search field.

Important: You can use keyboard shortcuts to quickly implement a search that displays images with specific ratings or images that have a specific keyword. It's possible, while working with images, to accidentally press such a keyboard shortcut and see images on your screen unexpectedly change or even disappear. If this happens, you can quickly display your images by clicking the Reset button in the search field to reset the search criteria in the Filter HUD.

When viewing the contents of albums (including Smart Albums) in the Browser, you may not be able to see images with a rating of Reject. This is because the Browser is set to show unrated images or better. To view rejected images, you must set the Browser to show all images.



✓ To set the Browser to show all images

1. In the Library inspector, select an item.
2. In the Browser, choose Show All from the search field pop-up menu.

All images, including rejects, appear in the Browser, and Showing All appears in the Browser's search field.

✓ To set the Browser to show rejected images only

1. In the Library inspector, select an item.
2. In the Browser, choose Rejected from the search field pop-up menu.

Only images with the Reject rating appear in the Browser, and X appears in the Browser's search field.

You can filter the images shown in the Browser by criteria other than ratings. For example, you can filter images by whether they've been flagged or assigned a color label.

✓ To set the Browser to show flagged images only

1. In the Library inspector, select an item.
2. In the Browser, choose Flagged from the search field pop-up menu.

✓ To set the Browser to show images assigned a specific color label

1. In the Library inspector, select an item.
2. In the Browser, choose a color label from the search field pop-up menu.

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Rearranging Images in the Browser

As you work with images in the Browser, you can move and rearrange them into any order or grouping you like. For example, you might want to keep all related images of a wedding event, such as the cake cutting, in close proximity to allow you to easily sort through the best ones and then adjust them.

You can drag images to new locations in the Browser. When you drag images to new locations, you create a custom arrangement of your images, and the Sorting pop-up menu changes to show the Manual option. Aperture records the order of your images, and whenever you choose Manual from the Sorting pop-up menu, your images reappear in that order.

▼ To rearrange images in the Browser

- Drag the images you want to rearrange to a new location; when the green bar appears, release the mouse button.

▼ To restore a manual arrangement of your images in the Browser

- Choose Manual from the Sorting pop-up menu.

Aperture remembers the last time you moved images and restores that arrangement.

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Sorting Images

You can change the order of images in the Browser based on image properties such as filename, file size, date, color label, rating, and more. For example, when displaying images by filename, Aperture places the images in alphabetical order. You might also order the images by date or time. You choose the sort property from the Sorting pop-up menu in grid view, list view, and filmstrip view.



☑ To change the displayed order of images in the Browser

- Choose a sort property from the Sorting pop-up menu. Choose Ascending or Descending to specify an ascending or descending sort order.

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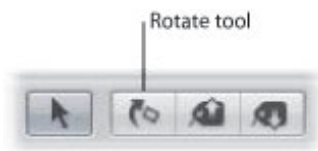
Rotating Images

When images are imported into a project, some may be displayed in an incorrect orientation, requiring you to rotate them. The tool strip provides a Rotate tool for rotating selected images counterclockwise. You can rotate images individually or select a group and rotate them all at once. You can also select images and quickly rotate them using keyboard shortcuts.

▼ To rotate images individually

Do one of the following:

- Select the image you want to rotate, then choose Photos > Rotate Counterclockwise, or press the Left Bracket ([) key, or Photos > Rotate Clockwise, or press the Right Bracket (]) key.
- Select the Rotate tool in the tool strip, then click an image to rotate the image counterclockwise.



- Select the Rotate tool in the tool strip, then Option-click the image to rotate the image clockwise.

▼ To rotate groups of selected images

Do one of the following:

- Select a group of images, then choose Photos > Rotate Counterclockwise, or press the Left Bracket ([) key, or Photos > Rotate Clockwise, or press the Right Bracket (]) key.
- Select a group of images, then click the Rotate tool in the tool strip.



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Creating Versions of an Image

Occasionally, you may want to make a second version of an image. For example, you might want to create another version of an image and apply different exposure settings or other adjustments, or change it for a specific use, such as for placement in a webpage or book.

When you create a new image version, you can duplicate either the original master image or the currently selected version with any changes you've made. For example, if you've made a series of adjustments to an image and now you want to start from the original master image and make different adjustments, you can duplicate the master and start with a fresh, unchanged image.

▼ To create a new version from a master

1. Select the image you want to duplicate.
2. Choose Photos > New Version From Master (or press Option-G).

If you're creating a number of image versions showing incremental changes to an image, you can duplicate the last version you made and make more changes. For example, if you plan to use the same cropping and exposure adjustments in multiple versions, it makes sense to perform those adjustments first and then make duplicates of the image version before proceeding.

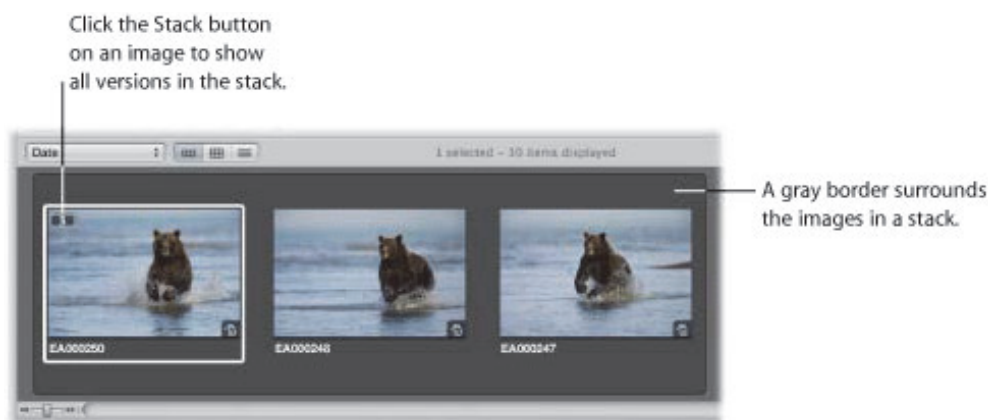
▼ To duplicate the selected image version

1. Select the image you want to duplicate.
2. Choose Photos > Duplicate Version (or press Option-V).

If you create multiple versions of an image, Aperture groups the versions in a *stack*. The stack represents all the versions of a particular image that you've created. You can open the stack and see the different versions. For example, you might open a stack of versions and select a specific image version to duplicate. The entire stack appears in all the projects or albums in which the image appears.

▼ To open a stack to see all the versions

- Click the Stack button on the stack.



When a stack is open, you can select any of its image versions to display that version in the Viewer.

For more information about working with stacks, see “Stacking Images and Making Picks.”

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Deleting Images from the Browser

When necessary, you can delete versions and even masters.

When deleting images, you can:

- Remove a version from an album, leaving any other versions of the image in their original locations
- Delete versions from within a stack
- Delete masters

▼ To remove a version from an album

- Select the version and choose Photos > Remove From Album (or press Delete).

You can also delete a version from a stack.

▼ To delete a version from a version stack (a stack of versions from the same master)

1. Open the stack and select the version you want to delete.
2. Choose File > Delete Version (or press Command-Delete).

The deleted version is moved to the Aperture Trash. For more information about the Aperture Trash, see “Working with the Aperture Trash.”

If you delete the last version in a version stack, Aperture asks whether you want to delete the master. If you confirm that you want to delete the master, the master is moved to the Aperture Trash.

When an image is represented in the Browser by a single version, you can select the version and delete it, and the corresponding master is deleted as well.

▼ To delete a master

1. Select a version.
2. Choose File > Delete Version (or press Command-Delete).
3. When a dialog appears, asking you to confirm that you want to delete the master and versions, click Delete.

The master and all its versions are moved to the Aperture Trash. For more information about the Aperture Trash, see “Working with the Aperture Trash.”

You can select a stack containing versions of the same image and delete all the image versions in the stack as well as the master.

▼ To delete a version stack and its master

1. Select the stack you want to delete.
2. Choose File > Delete Master Image and All Versions.
3. When a dialog appears, asking you to confirm that you want to delete the master and versions, click Delete.

The master and all its versions are moved to the Aperture Trash. For more information about the

Aperture Trash, see “Working with the Aperture Trash.”

Recovering Deleted Files

If you accidentally delete an image you meant to keep, and you can't recover it by choosing Undo, you may be able to recover it from the Aperture Trash. In the Library inspector, select Trash. All images currently in the Aperture Trash are displayed in the Browser. When you empty the Aperture Trash, the masters are moved to the Finder Trash. You can import the deleted masters by dragging them back into Aperture. If you've already emptied the Aperture Trash and Finder Trash, and you originally backed up your deleted masters, the vault may still hold them. If necessary, you can restore the project containing the deleted master image file from the vault. If you updated your vault after emptying the Aperture Trash, the vault won't contain the image.

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Dragging Images into Different Projects and Albums

You can drag images into different projects and albums. Depending on where you drag an image, Aperture either moves or copies the image to the new location.

As a general rule, when you drag an image into a different *project*, Aperture moves the image into the new project.

When you drag an image into a different *album*, Aperture creates a duplicate version of the image and places it in the album. An image can be copied into any album in the same project or into albums in different projects. The destination album can be an album, book album, Light Table album, slideshow, or web journal or webpage album.

▼ To copy an image into a different album

- Drag the image into another album in the Library inspector.

▼ To move an image into a different project

- Drag the image into another project in the Library inspector.

▼ To copy an image into a different project

- Option-drag the image into another project in the Library inspector.

You can also drag images out of Smart Albums. If you drag an image from a Smart Album into another album, the version is copied to the new location. If you drag an image into a project different from the project that contains the Smart Album, Aperture moves the image to the destination project. All links to versions in other albums are maintained. For more information about using Smart Albums, see “Grouping Images with Smart Albums.”

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Renaming Master Image Files

At times, you may want to rename master image files to match the names you've assigned to the image versions in Aperture. Although Aperture keeps track of your masters regardless of what they are named, it's often useful for your image filenames to match inside and outside of Aperture—especially when the masters are referenced masters. For more information about working with referenced images, see “Working with Referenced Images.”

☑ To rename masters

1. In the Browser, select an image or group of images.
2. Choose Metadata > Batch Change (or press Command–Shift–B).
3. In the Batch Change dialog, choose a naming convention from the Version Name Format pop-up menu to specify how you want the masters named.

For example, choose Version Name from the Version Name Format pop-up menu to have your master filenames changed to match the names of the corresponding versions in Aperture. If you choose a custom name format, enter the name you want in the Custom Name text field. For more information about naming files, see “Automatically Naming Your Imported Images.”

4. Select the Apply to Master File(s) checkbox, then click OK.

The master files corresponding to the selected images are renamed. For more information about working with the Batch Change dialog, see “Batch Changing Metadata.”

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Working with Referenced Images

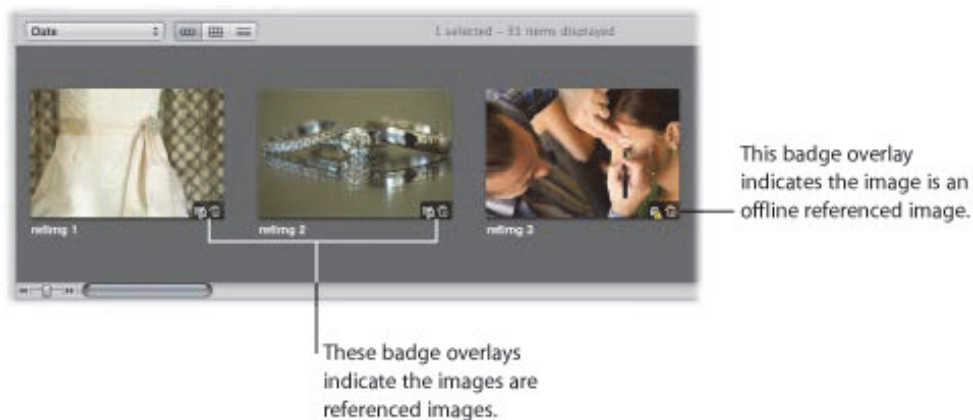
Masters for images that you import as referenced images may reside in many different locations on your hard disk storage devices instead of in the single location of your main Aperture Library file. At times, you may need to determine which images are referenced images in order to readily locate them in the Finder. Aperture provides many ways to identify, search for, and move referenced images. See the following sections for specific information:

- “Identifying Referenced Images”
- “Displaying a List of Referenced Images”
- “Locating a Referenced Image’s Master on a Hard Disk”
- “Reconnecting Missing or Offline Referenced Images”
- “Relocating Referenced Masters”
- “Moving Referenced Masters to the Aperture Library”
- “Copying, Moving, and Deleting Referenced Images”
- “Using the Filter HUD to Search for Referenced Masters”

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Identifying Referenced Images

After you import referenced images, you can identify them in the Browser by turning on referenced image badge overlays. Referenced images appear with badges that show whether their masters are currently available (online) or not found (offline).



☑ To turn on referenced image badge overlays

1. Choose Aperture > Preferences, or press Command-Comma (,).
2. In the Preferences window, click Appearance, then select the “Badge referenced images” checkbox.

You can select and work with online referenced images using the same procedures you use with images whose masters reside in the Aperture library.

Aperture keeps track of referenced images’ masters when you move or rename the files in the Finder, keeping them on the same hard disk or volume.

A referenced image appears as an offline image if the hard disk holding the referenced image’s master has been disconnected from your computer system. A referenced image is listed as “not found” when its master has been deleted, moved to the Finder Trash, or moved from its original hard disk location to another hard disk drive and Aperture can’t find it.

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Displaying a List of Referenced Images

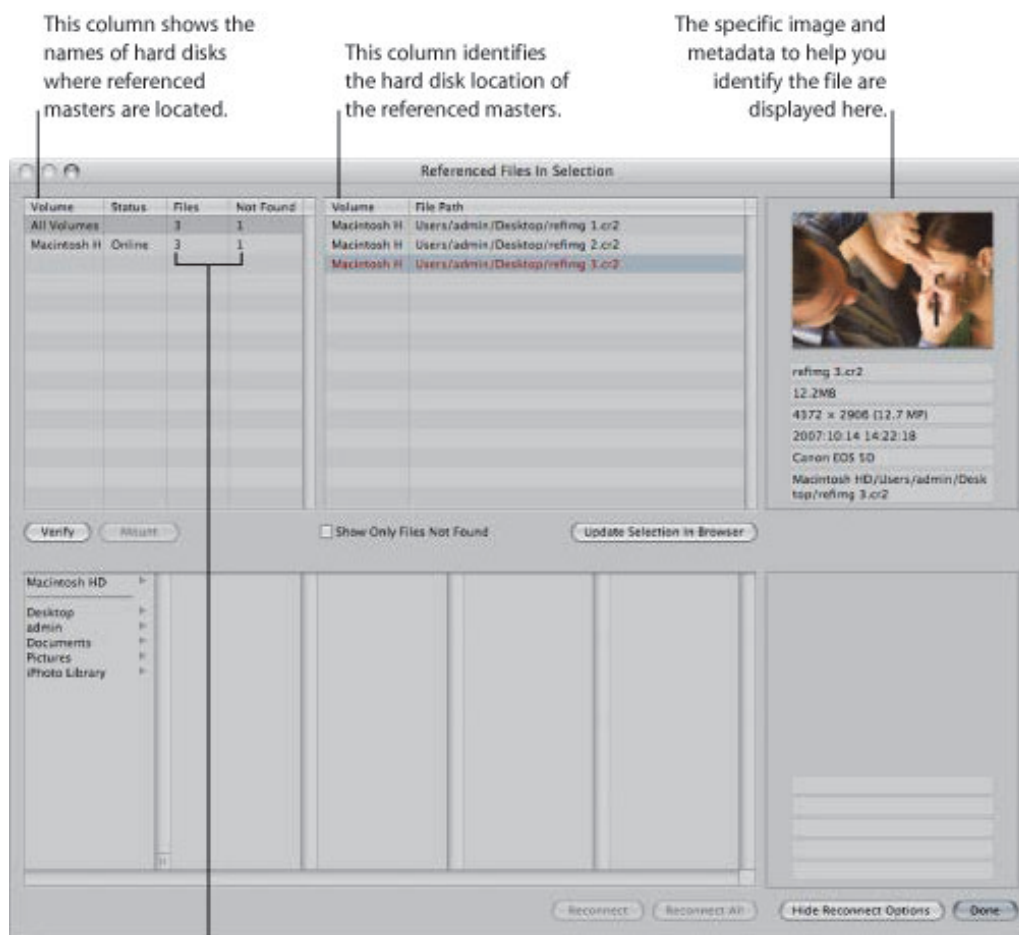
When working with numerous images in the Browser, you may need to determine which images have masters that reside in the Aperture library and which are referenced images whose masters are located elsewhere on your hard disks.

You can select a group of images in the Browser and Aperture can show a list of the referenced images within the selection, including information about where the masters are located.

▼ To see a list of referenced images in a selection

1. In the Browser, select a group of images.
2. Choose File > Locate Referenced Files.

The Referenced Files In Selection dialog appears.



These columns identify how many masters for referenced images are on the hard disk, and how many are not found.

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Locating a Referenced Image's Master on a Hard Disk

At times, you may need to quickly find a referenced image's master on your hard disk to copy or move it, attach it to an email, or otherwise work with it outside of Aperture. You can select an image in the Browser and Aperture will display the location of the image's master in the Finder.

📌 To locate a referenced image's master in the Finder

1. Select a referenced image in the Browser.
2. Choose File > Show in Finder.

A Finder window appears, displaying the selected referenced image's master.

Note: If you open a referenced image's master from the Finder in another application, you won't see the changes or adjustments you've made to the image in Aperture. Your changes appear in versions stored in the Aperture library, and the referenced image's master is always left unchanged. To see the adjusted photo, you need to export a version of it.

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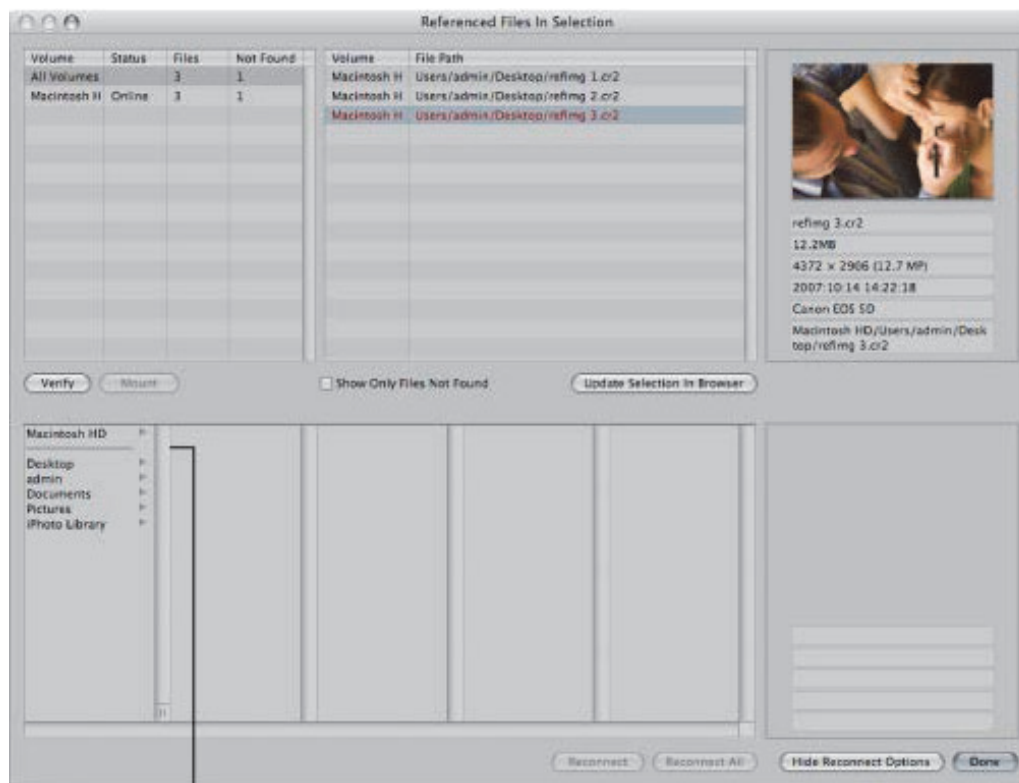
Reconnecting Missing or Offline Referenced Images

When a referenced image's master is offline, you can't make adjustments to the image until you reconnect the master to your Aperture system. If you have disconnected a hard disk drive that holds a referenced image's master, you can reconnect the drive to your computer system and Aperture automatically locates the hard disk and reconnects the master.

If an image is offline or modified in some way that makes it unrecognizable as the original referenced image, you can still select it and Aperture can reconnect the master for the specific image.

✔ To reconnect an offline referenced image

1. Reconnect the hard disk holding the referenced image's master, or otherwise locate or make the file available to Aperture for reconnecting.
2. Select the project that contains the offline image you want to reconnect, or select the offline image in the Browser.
3. Choose File > Locate Referenced Files.
4. If necessary, click the Show Reconnect Options button.



Select the volume you want here, and navigate to the location of the file on the hard disk.

5. At the top of the dialog, select the file path for the master that you want to reconnect. A thumbnail of the image and some identifying metadata appear.

6. In the bottom half of the dialog, navigate to the location of the referenced image's master on the hard disk and select the master.

You can follow the file path listed for a selected image in the top of the dialog.

When you select the file, a thumbnail of the image and metadata appear, allowing you to compare them to the thumbnail and metadata in the upper part of the dialog to make sure you've selected the correct file.

7. Click Reconnect to reconnect a specific image, or click Reconnect All to reconnect all selected images.

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Relocating Referenced Masters

You can easily move masters for referenced images (*referenced masters*) to new locations on the same hard disk or a different hard disk. For example, if you use several hard disks, you might want to move the masters they contain to a convenient location on a different hard disk.

▼ To move masters for referenced images to a new location

1. In the Browser, select the referenced images whose masters you want to move.
2. Choose File > Relocate Masters.
3. Choose a folder location in the dialog that appears.
4. Choose None from the Subfolders pop-up menu to specify that the files be stored as separate, individual files in the selected folder. You can also specify that Aperture create a hierarchy of subfolders with specific folder names to store your files. For more information about creating folders to hold your imported image files, see “Importing Masters for Referenced Images into Folders.”
5. Choose a naming convention from the Name Format pop-up menu to specify how you want the masters named.

For example, choose Master Filename from the Version Name pop-up menu to have your files stored using the current master filenames from your camera or card. Choose a name format from the Version Name pop-up menu to have your masters stored using a specified name. If you choose a custom name format, enter the name you want in the Name Text field. For more information about naming files, see “Automatically Naming Your Imported Images.”

6. Click Relocate Masters.

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Moving Referenced Masters to the Aperture Library

You can move referenced images' masters (*referenced masters*) to the Aperture library. For example, if you have a variety of masters stored in different hard disk locations but it would be more convenient to work with them all stored in the Aperture library, you can select the referenced images in the Browser and Aperture can move their masters to the library. With the masters stored in the library, Aperture manages all aspects of them, keeping them always available and allowing you to back them up in your vaults.

☑ To move referenced masters to the Aperture library

1. In the Browser, select the referenced images whose masters you want to move to the library.
2. Choose File > Consolidate Masters.
3. Choose whether or not you want the image files moved or copied into the Aperture library by clicking the "Move files" or "Copy files" button.
4. Click Continue to confirm that you want the referenced masters moved to the Aperture library.

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Copying, Moving, and Deleting Referenced Images

You can copy, move, and delete referenced images in your Aperture projects using the same procedures you use for other Aperture versions and masters.

When you copy a version of a referenced image in Aperture, a new version is created and tracked in the Aperture library. No new files are recorded on the hard disk in the location of the referenced image's master.

When you move a referenced image between projects on your Aperture system, the referenced master remains in its original location on your hard disk.

When you delete a referenced master from Aperture, you can specify whether the image's version is placed in the Aperture Trash. When you empty the Aperture Trash, the link to the master image file is deleted, and the master image file remains in its current location in the Finder.

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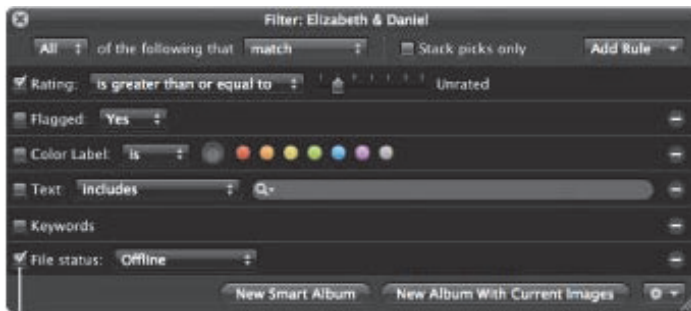
Using the Filter HUD to Search for Referenced Masters

You can search for images using their file status. For example, you can search for images that are referenced images, managed images, and online or offline images.

To search for images by file status, you use the File Status search options.

▼ To search for images by file status

1. In the Library inspector, select an item you want to search.
2. Show the Filter HUD by doing one of the following:
 - Choose Edit > Find (or press Command-F).
 - Click the Filter HUD button beside the search field in the Browser.
3. In the Filter HUD, choose File Status from the Add Filter pop-up menu, and select the “File status” checkbox.
4. Deselect any checkboxes that aren’t part of your query, and choose the search criteria from the “File status” pop-up menu.



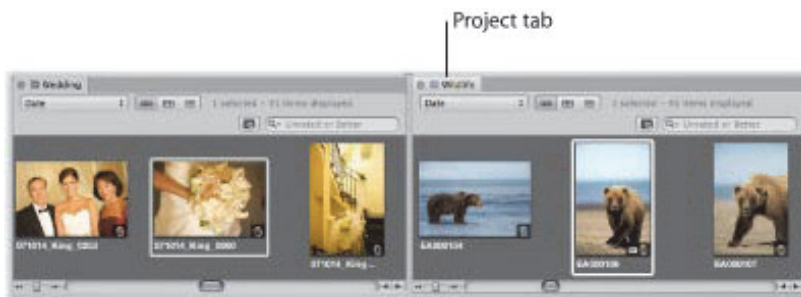
Select the “File status” checkbox and choose the file status you want to search for.

5. Choose Any from the Any/All pop-up menu, if it’s not already chosen.
The images that match the search criteria are displayed in the Browser.

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Working with Two or More Browsers Open

You can work with two items in the Library inspector open at once, splitting the Browser into a separate pane for each item.

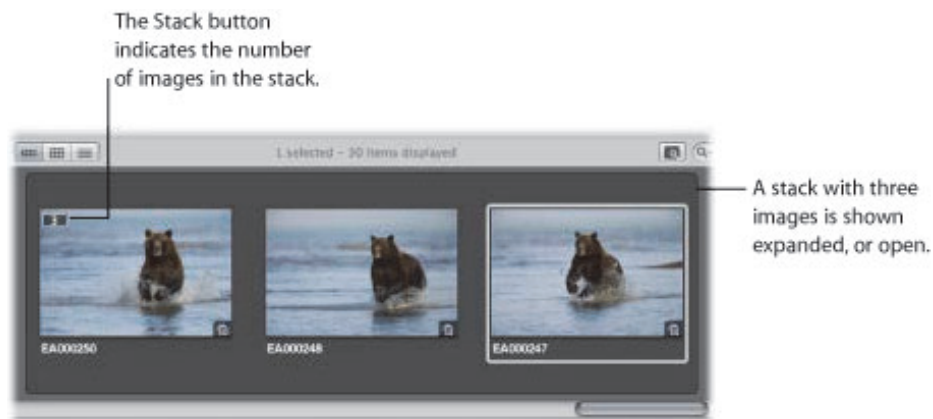


When you select an item in the Library inspector and then Option-click a second item, Aperture splits the Browser into two panes and shows thumbnails for both items. You can select images in either pane and see the selections in the Viewer. You can also set different display options for each pane. For example, one pane may show images in grid view and the other in list view. You may find that working with multiple Browser panes open allows you to easily copy or transfer the contents of one item in the Library inspector to another. You can also open multiple items in the Library inspector and display their contents in a single Browser. For more information about opening and closing multiple projects, see “Opening and Closing Items in the Library Inspector.”

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Working with Stacks in the Browser

The primary place you work with stacks is in the Browser. A stack appears in the Browser as a group of images. The image that represents the stack, called the *pick*, is selected and displayed on the left. You can select any image in the stack as the pick, and it moves to the leftmost position in the stack. You can rearrange the order of images in a stack. For example, you might choose an alternate image and position it next to the pick. A Stack button appears in the upper-left corner of the pick image in the stack, indicating the number of images in the stack.



For more information about working with stacks, such as keyboard commands for creating stacks, selecting a stack pick, and promoting and demoting images, see “Stacking Images and Making Picks.”

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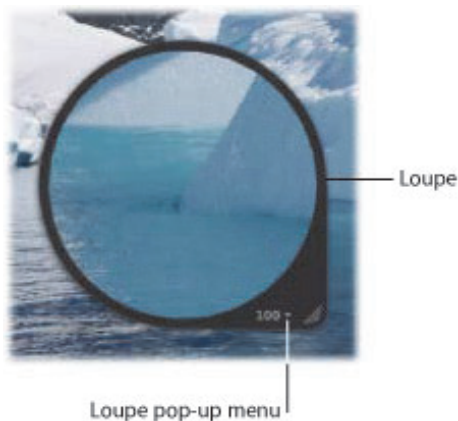
Using the Loupe to Check the Focus of Images in the Browser

If you want to quickly check specific compositional details of an image, you can use the Loupe. Aperture provides a software Loupe that lets you magnify portions of an image. The Loupe is particularly useful when you are quickly navigating through images in the Browser and you need to verify that the image is in focus or other details without having to switch to the Viewer or Full Screen view.

✓ To verify image details in the Browser using the Loupe

1. Click the Loupe button in the toolbar, or press the Grave Accent (`) key.

The Loupe appears.



2. Drag the Loupe over a thumbnail image in the Browser.

If you drag within the Loupe, a circle appears that targets the area to be magnified.

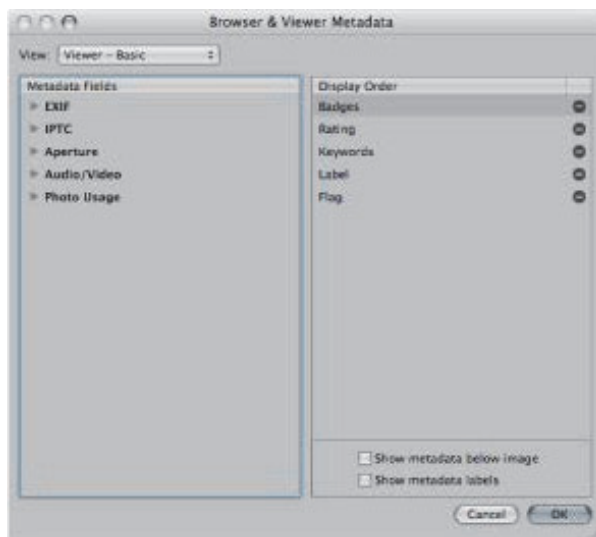
A magnified view of the portion of the image that the Loupe is placed over appears within the Loupe. For more information about working with the Loupe, such as increasing and decreasing its diameter and magnification, see “Viewing Images with the Loupe.”

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Displaying Specific Metadata with Your Images

To help identify images as you work, you can set Aperture to display the metadata associated with images. You do this by specifying metadata settings in the Browser & Viewer Metadata dialog. For example, you can set Aperture to display keywords, IPTC information, or EXIF information with images in grid view. You can also configure two views of information to be displayed with images and quickly switch between views. For example, the first view might show ratings for use while photo editing, while another could display IPTC and EXIF information as you manage files for export. You can then switch between views to change the information that appears with your images depending on the task at hand.

You use the Browser & Viewer Metadata dialog to customize the display of information shown with images in the Browser.



For more information about changing the type of metadata that appears in overlays in the Browser, see “Specifying the Type of Metadata to Display in the Viewer and Browser.”

📌 To turn the display of metadata on or off in the Browser

Do one of the following:

- Choose View > Metadata Display > [Browser] Show Metadata (or press U).
- Choose Show Metadata from the Browser section of the Browser & Viewer Metadata Overlays pop-up menu in the tool strip.

📌 To switch between views of metadata information in the Browser

Do one of the following:

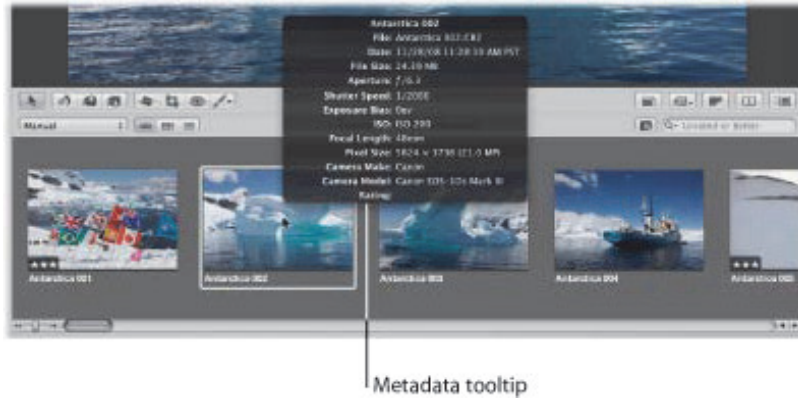
- Choose View > Metadata Display > [Browser] Switch to [view name] (or press Shift-U).
- Choose Switch to [view name] from the Browser section of the Browser & Viewer Metadata Overlays pop-up menu in the tool strip.

If you prefer to display the thumbnail images in the Browser without metadata overlays but would still like a way to quickly view an image’s metadata, you can use metadata tooltips. The Metadata Tooltips

HUD displays the metadata about the image beneath the pointer. Move the pointer over another image, and the metadata in the Metadata Tooltips HUD updates to show the information about that image.

✓ To turn on metadata tooltips

- Press T.



Press T again to turn metadata tooltips off.

For more information about displaying metadata with your images, see “Working with Metadata.”

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Displaying Images in the Viewer

The Viewer displays a detailed view of the image or images selected in the Browser. You can view one image in incredible detail or view several images at a time.

You use the Viewer to make adjustments, closely compare similar images, and inspect images at full resolution. If you use a dual-display system, you can set the Viewer to show your images on both screens to provide stunning, full-detail views. You can also use the Viewer to preview and edit audio attachments and video clips.

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An Overview of the Viewer

When you select images in the Browser, the Viewer immediately displays a detailed view of your selection. You can display one image at a time, three images at a time, or any selection of multiple images.



When rating or adjusting images, you can set the Viewer to compare two images at once. You select an image to compare against and then display other similar or related images next to it for inspection. You might use the Aperture comparison feature to select images from a series or compare versions of adjusted images to see which is best.



You can use the Viewer to compare two images.

You can use the software Loupe to magnify part of an image, perhaps to see the effect of removing blemishes or sharpening. You can position the Loupe over different portions of an image and see the magnified view.

The Loupe shows a magnified view of whatever is beneath it.



Depending on the size of your display and Viewer, images may be displayed at a reduced size to fit in the Viewer. Aperture can display your images at full resolution, pixel for pixel, which can create images larger than can fit on your display's screen. Displaying an image at full resolution allows you to examine the image exactly as it was recorded and see the precise effects of your adjustments and changes. In addition, you can zoom in to and out of the Viewer incrementally to check details in the image, such as sharpness.



Full-resolution view of an image that is larger than the Viewer's screen size

Using two displays with your Aperture system is an excellent means of viewing your images. Aperture can show your images on both displays, allowing you to dedicate one display to enlarged views. When your system uses two or more displays, Aperture provides two Viewers, called the *Main Viewer* and *Secondary Viewer*. Just as you can with a single Viewer, you can set the Secondary Viewer to show one, three, or multiple images at a time.

You can also set metadata options that determine the amount of information that appears with each image. For example, you can display images in the Viewer with their keywords and other information, such as IPTC or EXIF metadata.

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Showing and Hiding the Viewer

You can hide the Browser when necessary and work only in the Viewer. You can also quickly hide the Viewer to provide more room for the Browser, and show the Viewer again when needed.

▼ **To work with the Viewer only**

Do one of the following:

- Choose View > Viewer.
- Click the Viewer button in the toolbar.

▼ **To hide the Viewer**

Do one of the following:

- Choose View > Browser.
- Click the Browser button in the toolbar.

▼ **To switch between views**

- Press V.

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Changing the Viewer Background

Depending on your work preferences, you might want to lighten or darken the background that your images appear against in the Viewer. You can darken the background from shades of gray all the way to black, or lighten it from gray to white.

☑ To change the background of the Viewer

1. Choose Aperture > Preferences, or press Command-Comma (,).
2. In the Preferences window, click Appearance, then drag the Viewer Brightness slider to lighten or darken the background.
3. Close the Preferences window.

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Changing the Number of Images in the Viewer

You can specify whether the Viewer displays one image, three images, or multiple images at a time. If your system uses multiple displays, you can configure your main and secondary displays to show single images, three images, or multiple images simultaneously. The display settings you choose also control the display of images in Full Screen view.

By default, the Main Viewer is set to Show Multiple. When Show Multiple is chosen, the Viewer displays anywhere from one image up to twelve at a time, depending on the number of images selected in the Browser.

▼ To display multiple images

- Choose View > Main Viewer > Show Multiple (or press Option-U).

When the Viewer is set to Show One, the Viewer displays one image at a time regardless of the number of images selected in the Browser. This setting allows you to make a multiple image selection in the Browser and then view each image by itself within the selection.

▼ To display a single image

- Choose View > Main Viewer > Show One (or press Option-R).

When the Viewer is set to show three images at a time, Aperture displays the selected image in the center of the three images that appear in the Viewer.

▼ To display three images

- Choose View > Main Viewer > Three Up (or press Option-H).

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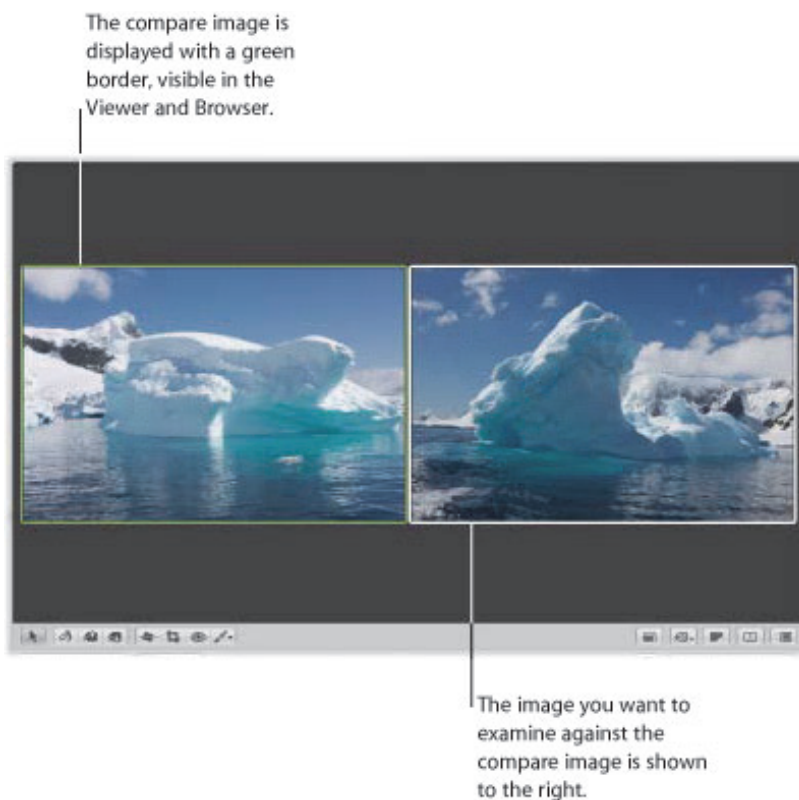
Comparing Images

You can select an image against which to compare other images in your project or in the library. The selected image remains on the screen as you select and display other images to compare against it. The comparison feature is useful for making final selections of the best images in a series or comparing two versions of an image for correct exposure or highlights. When comparing images, you can apply ratings and keywords and make adjustments to selected images.

Comparing images involves setting a “compare” image and then viewing other images against the compare image.

▼ To set the Viewer to compare images

1. Select an image.
2. Choose View > Main Viewer > Compare (or press Option-O).



▼ To view an image against a compare image

Do one of the following:

- Select a second image.
 - Navigate through the images in the Browser with the Up Arrow, Down Arrow, Left Arrow, and Right Arrow keys.
- ### ▼ To set the alternate image as the compare image and navigate to the next image
- Press Return.

▼ **To turn off the comparison feature and select the compare image**

- Choose Edit > Select Compare Item (or press Option-Return).

▼ **To turn off the comparison feature and select the image you're viewing against the compare image**

- Choose Edit > Clear Compare Item (or press Command-Return).

You can also use these procedures to compare images in Full Screen view. For more information about Full Screen view, see "Viewing Images in Full Screen View."

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Viewing Stacks

To work efficiently with images in stacks, you can set the Viewer to automatically open a selected stack and set up the stacked images for comparison. The pick of the stack is set as the compare image. This stack-viewing feature also works in Full Screen view.

☑ **To set the Viewer to automatically open and compare the images in stacks**

- Choose View > Main Viewer > Stack (or press Option-T).

For more information about using stacks, see “Stacking Images and Making Picks.”

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Viewing Images with the Loupe

Aperture has a Loupe tool (also called the *Centered Loupe*) that you can position over a portion of the image you want to magnify. You can also position the Loupe off to the side of the image and have the Loupe magnify the portion of the image at the position of the pointer. Then, as you move the pointer, you see specific parts of the image magnified. The Loupe is useful for checking an image's focus, as well as making quick checks for sensor dust, flaws, fingerprints on film scans, and other issues. You can use the Loupe on any image or thumbnail in the Aperture library.

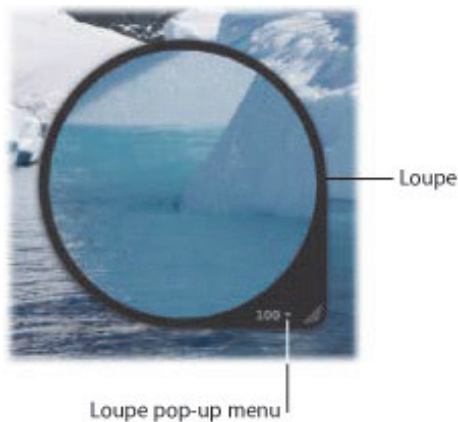
Aperture also provides a second version of the Loupe for your convenience. For more information about using this alternate Loupe, see "Using the Alternate Loupe."

✓ To show the Loupe

Do one of the following:

- Choose View > Show Loupe, or press the Grave Accent (`) key.
- Click the Loupe button in the toolbar.

The Loupe appears.



✓ To hide the Loupe

- Choose View > Hide Loupe, or press the Grave Accent (`) key.
- Click the Loupe button in the toolbar.

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Moving the Loupe

You can move the Loupe by dragging it to different locations over an image.

☑ To move the Loupe

Do one of the following:

- Drag the Loupe's handle.
- Drag within the Loupe.

A circle appears that targets the area to be magnified.

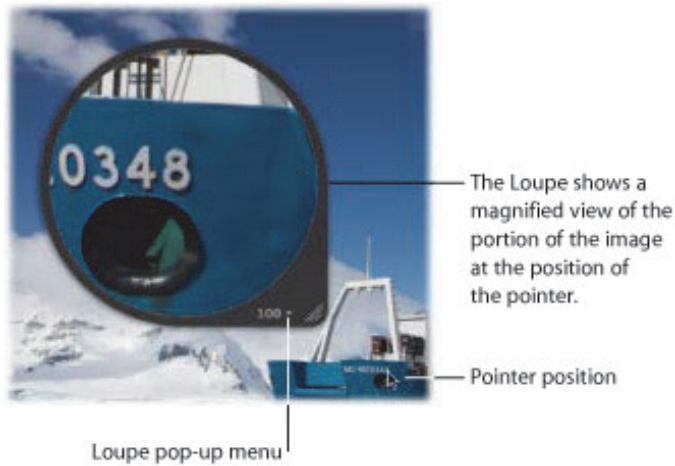
- Hold down the Grave Accent key (`) while clicking a specific place on an image.

The Loupe moves to the part of the image you clicked.

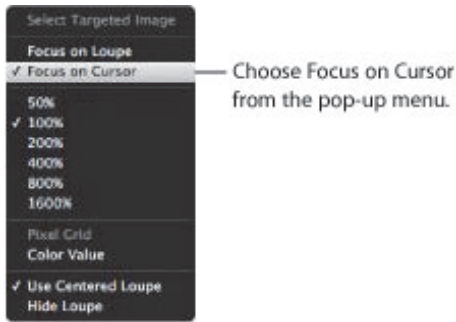
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Using the Pointer to Magnify Parts of an Image

You can leave the Loupe stationary and set it to magnify the portion of the image at the position of the pointer. Using the pointer to magnify the image is useful when you don't want the Loupe to cover up the area of the image you want to magnify.



- ▼ **To use the pointer to magnify parts of an image**
 - Choose Focus on Cursor from the Loupe pop-up menu.



To turn off this feature, choose Focus on Loupe from the Loupe pop-up menu again.

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Changing the Size and Magnification of the Loupe

You can change the size of the Loupe and increase or decrease its magnification level.

▼ To increase the size of the Loupe

Do one of the following:

- Choose View > Loupe Options > Increase Diameter, or press Shift-Option-Plus Sign (+).
- Pull the grip on the Loupe's handle out.

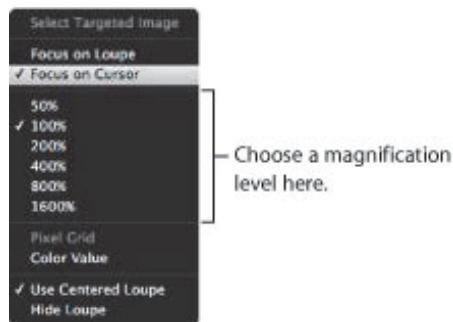
▼ To decrease the size of the Loupe

Do one of the following:

- Choose View > Loupe Options > Decrease Diameter, or press Shift-Option-Underscore (⌘).
- Push the grip on the Loupe's handle in.

▼ To change the Loupe's magnification by defined amounts

- Choose a magnification level from the Loupe pop-up menu.



▼ To change the Loupe's magnification incrementally

Do one of the following:

- To increase the Loupe's magnification, choose View > Loupe Scaling > Increase Zoom, or press Command-Shift-Plus Sign (+).

Press these keys repeatedly to continue to increase magnification.

- To decrease the Loupe's magnification, choose View > Loupe Scaling > Decrease Zoom, or press Command-Shift-Underscore (⌘).

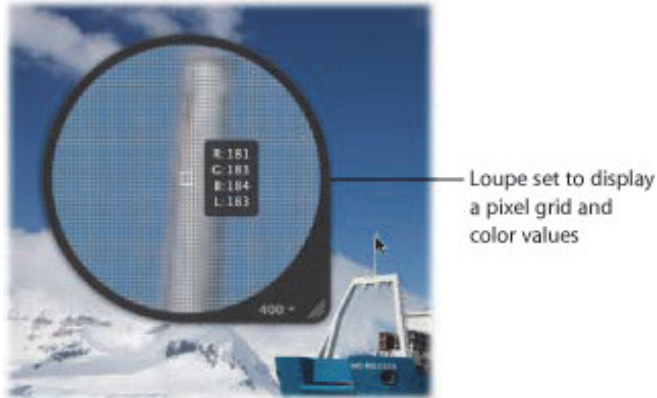
Press these keys repeatedly to continue to decrease magnification.

- To create smooth changes in magnification, place the pointer within the Loupe and roll the mouse wheel.

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Displaying a Pixel Grid and Color Values

You can have the Loupe display the image as a grid of pixels that shows the actual pixel composition of the image, allowing you to see the individual pixel values at high magnification (400 percent or higher). You can also set the Loupe to display readings of the color values of the image, showing the RGB (%), RGB (8-bit), Lab, CMYK, HSB, or HSL values chosen for the Color meter.



▼ To set the Loupe to show a pixel grid

1. Set the Loupe's magnification to 400% or higher.

For more information about setting the Loupe's magnification, see "Changing the Size and Magnification of the Loupe."

2. Do one of the following:

- Choose View > Show Pixel Grid in Loupe.
- Choose Pixel Grid from the Loupe pop-up menu.

To turn off this feature, choose the menu item again.

You can turn on the display of Color meter values within the Loupe.

▼ To turn on the display of color values in the Loupe

Do one of the following:

- Choose View > Show Color Value in Loupe, or press Shift-Option-Tilde (~).
- Choose Color Value from the Loupe pop-up menu.

To turn off this feature, choose the menu item again.

▼ To change the color value option

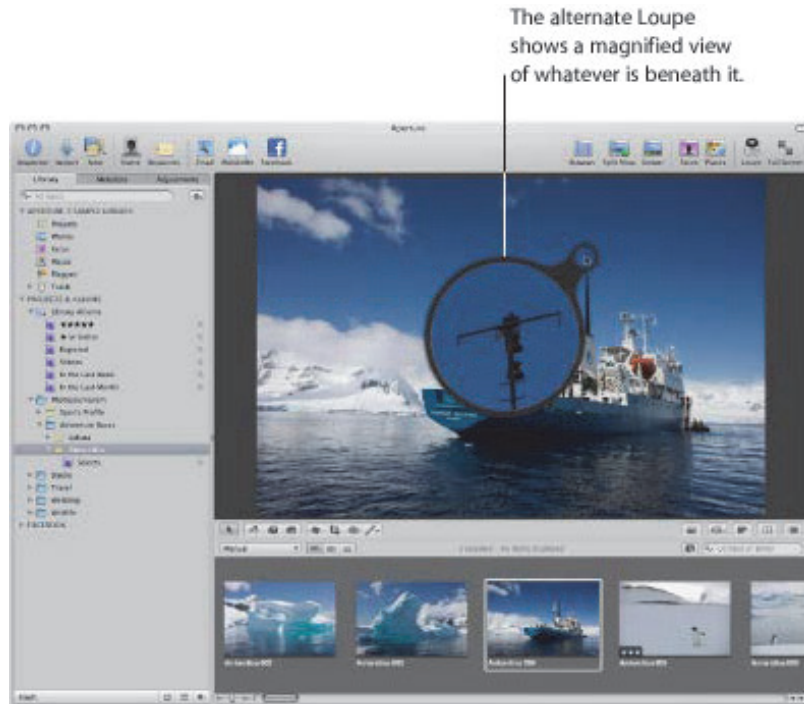
- In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose a color value option from the Adjustment Action pop-up menu (with a gear icon).

For more information about color values, see "Using the Color Meter and Displaying Camera Information."

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Using the Alternate Loupe

You can also use an alternate Loupe to examine parts of an image. You position the small ring of the alternate Loupe over the portion of the image you want to see, and the large ring shows a magnified view. It's useful for making quick checks for dust specks, flaws, fingerprints, or other issues. You can use the alternate Loupe on any image or thumbnail in the Aperture library.



✓ To show the alternate Loupe

1. Do one of the following:
 - Choose View > Show Loupe, or press the Grave Accent (`) key.
 - Click the Loupe button in the toolbar.
2. If necessary, choose View > Use Centered Loupe to turn off the display of the regular Loupe. The checkmark next to the Use Centered Loupe menu item disappears.

You can change the size of the alternate Loupe and increase or decrease its magnification level.

✓ To reduce the size of the alternate Loupe

- Choose View > Loupe Scaling > Decrease Diameter, or press Shift-Option-Underscore (_).

✓ To increase the size of the alternate Loupe

- Choose View > Loupe Scaling > Increase Diameter, or press Shift-Option-Plus Sign (+).

✓ To increase the magnification of the alternate Loupe

- Press Command-Shift-Plus Sign (+).

Press these keys repeatedly to continue to increase magnification.

☑ **To decrease the magnification of the alternate Loupe**

- Press Command–Shift–Underscore (⌘).

Press these keys repeatedly to continue to decrease magnification.

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Viewing Images at Full Resolution

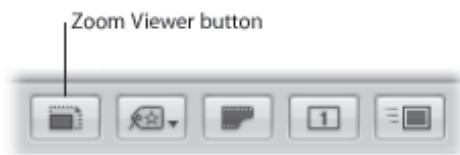
A full-resolution view of an image shows every pixel in the image. You can set Aperture to display an image at full resolution even though the image may not fit within the Viewer. Viewing images at full resolution allows you to inspect your images using the finest level of detail possible.

✔ To display a selected image at full resolution

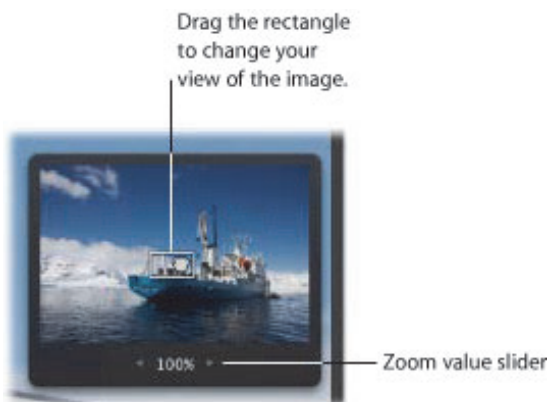
Do one of the following:

- Choose View > Zoom to Actual Size (or press Z).
- Click the Zoom Viewer button in the tool strip.

Click the button again to turn off the full-resolution display.



When an image doesn't fit within the area of the Viewer, a small gray navigation box appears on the right side of the image. This box contains a small version of the entire image and a white rectangle within indicates which part of the image is currently visible in the Viewer. You can drag the white rectangle over the miniature image to see other parts of the image, also known as *panning*. You can also incrementally zoom in to and out of the image at values from 25 to 1000 percent using the Zoom value slider at the bottom of the navigation box.



✔ To pan the full-resolution image in the Viewer

Do one of the following:

- Drag the white rectangle that appears on the image.
- Hold down the Space bar and drag the image.

✔ To incrementally zoom in to and out of the image

Do one of the following:

- Click the left and right arrows in the Zoom value slider below the white rectangle to zoom in to and out of the image by single percentage increments.
- Drag in the Zoom value slider below the white rectangle to quickly zoom in to and out of the image.
- Press Command-Minus Sign (-) to zoom out of the image and Command-Plus Sign (+) to zoom in to the image.

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Viewing Master Images

When working with adjusted images, or versions, you may at times want to check what the original master image looks like. Aperture can quickly display the master image on which a selected version is based.

☑ To display the master image for a selected version

Do one of the following:

- Choose View > Show Master Image (or press M).
- Click the Show Master button in the tool strip.



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Listening to Audio and Viewing Video in the Viewer

If you have imported audio and video files into Aperture, you can use the Viewer to review and edit them.

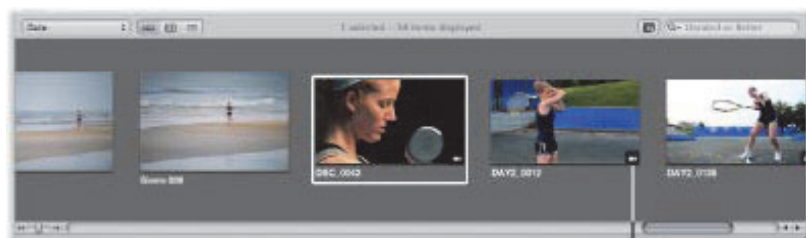
Note: If you have a camera that can record audio annotations or you have manually attached an audio file to an image, you use the Metadata inspector to listen to and edit audio attachments. For more information about listening to audio attachments, see “Viewing and Changing Metadata in the Metadata Inspector and Inspector HUD.”

✔ To listen to audio clips or view video clips imported into Aperture

1. In the Library inspector, select an item that contains audio or video clips.

The audio and video clips appear in the Browser as thumbnails.

2. In the Browser, select either an audio or a video clip.



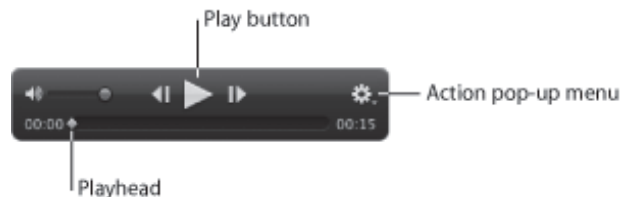
This icon indicates a video clip.

3. In the Viewer, do one of the following:

- *If you selected an audio clip:* Audio controls with the audio clip’s filename appear in the Viewer. Click the Play button to listen to the audio clip, and use the playhead to navigate forward and backward.



- *If you selected a video clip:* The video clip appears in the Viewer. Move the pointer over the Viewer, and the video controls appear. Click the Play button to view the video clip, and use the playhead to navigate forward and backward.



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Editing Audio Clips in the Viewer

You can edit the length of an audio clip using the audio controls in the Viewer. You adjust the length of an audio clip by clicking the Trim button, dragging the Start and End points to the positions where you want the audio to begin and end, and then clicking the Trim button again to apply the edit.



✓ To edit the length of an audio clip

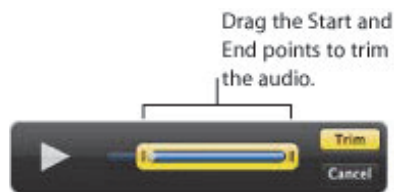
1. Select the audio clip in the Browser.

The audio controls appear in the Viewer with the selected audio clip's filename displayed at the top.

2. In the Viewer, click the Trim button.

The Trim controls appear.

3. Click the Play button to listen to the audio clip and determine which parts of the audio you want to keep.
4. Drag the Start point to the beginning of the audio you plan to use, and drag the End point to the position where you want the audio to end.



The Trim button turns yellow, indicating that the length of the audio clip has changed.

5. When you are satisfied with the length of the audio clip, click the Trim button.

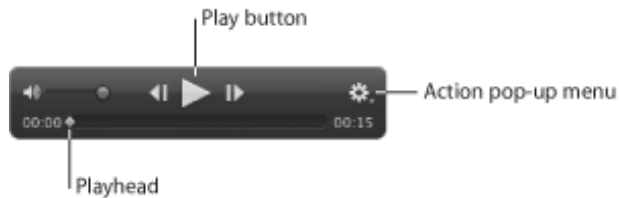
The audio clip is trimmed.

Note: If you want to use more than one part of the audio clip, choose Photos > New Version from Master (or press Option-G) for each additional part of the clip you plan to use, and repeat the steps above.

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Editing Video Clips in the Viewer

You can edit the length of a video clip using the video controls in the Viewer. You adjust the length of a video clip by choosing Trim from the Action pop-up menu for the video controls, dragging the Start and End points to the positions where you want the video clip to begin and end, and then clicking the Trim button to apply the edit. You can also set the poster frame of the video clip (the frame that visually represents the clip in the video's thumbnail in the Browser) as well as create a JPEG image from any frame in the video clip.



✓ To edit the length of a video clip

1. Select the video clip in the Browser.

The video appears in the Viewer.

2. Move the pointer over the lower portion of the video in the Viewer.

The video controls appear.

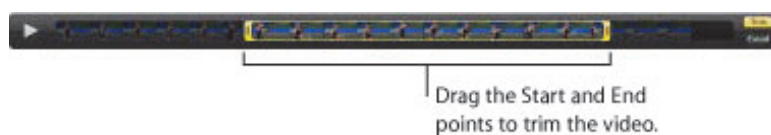
3. Choose Trim from the Action pop-up menu for the video controls.

The Trim controls appear.

4. Click the Play button to view the video clip and determine which parts of the video you want to keep.

Note: If you move the pointer away from the Trim controls, they disappear. Move the pointer over the lower portion of the Viewer to show them again.

5. Drag the Start point to the beginning of the video you plan to use, and drag the End point to the position where you want the video to end.



The Trim button turns yellow, indicating that the length of the video clip has changed.

6. When you are satisfied with the length of the video clip, click the Trim button.

The video clip is trimmed.

Note: If you want to use more than one part of the video clip, choose Photos > New Version from Master (or press Option-G) for each additional part of the clip you plan to use, and repeat the steps above.

✓ To set the poster frame for the video clip's thumbnail in the Browser

1. Select the video clip in the Browser.

2. Move the pointer over the lower portion of the video in the Viewer to show the video controls, then drag the playhead to the frame of video you want to set as the poster frame.
3. Choose “Set as poster frame” from the Action pop-up menu for the video controls.

The video frame at the position of the playhead is set as the video clip’s poster frame, and the video clip’s thumbnail image in the Browser is updated.

☑ **To create a JPEG image from a video frame**

1. Select the video clip in the Browser.
2. Move the pointer over the lower portion of the video in the Viewer to show the video controls, and then drag the playhead to the video frame from which you want to create a JPEG image.
3. Choose “New JPEG from frame” from the Action pop-up menu for the video controls.

A JPEG image of the video frame is created, and the thumbnail image appears in a stack with the video clip in the Browser. For more information about working with stacks, see “Stacking Images and Making Picks.”

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Displaying Metadata Associated with Images

To help identify your images as you work with them, you can set Aperture to display the metadata associated with images in the Viewer. You can display keywords, ratings, EXIF information, IPTC information, and more. You can specify whether the information appears below the image or across the bottom of the image.

You can also specify up to two views of information to be displayed with images in the Viewer. For example, one view might be configured to show ratings only, and another view to show all the IPTC information associated with an image. You can then switch between views to change the information that appears with your images.



The caption and keywords are displayed here.

For more information about working with metadata views in the Viewer, see “Displaying Metadata with Your Images.”

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Viewing Images on Multiple Displays

Using the additional screen space of a second display provides an excellent platform for viewing and adjusting images, playing slideshows, and presenting your full-color, full-size images to clients. For more information about setting up two displays, see “Setting Up Your System with Two Displays.”

When your system uses two displays, Aperture provides two Viewers in which you can view multiple images. These Viewers are called the *Main Viewer* and the *Secondary Viewer*. The Main Viewer is used for displaying the Aperture application, and the Secondary Viewer for viewing images. The Secondary Viewer has the following settings:

- *Mirror*: Displays the same images in the Main Viewer and the Secondary Viewer. For example, if you have the Main Viewer set to display three images, the Secondary Viewer displays the same three images.
- *Alternate*: Displays the currently selected image in the Secondary Viewer. The Secondary Viewer shows only one image, even when you have the Main Viewer set to display multiple images.
- *Span*: Splits the display of the currently selected images between the Main Viewer and the Secondary Viewer. For example, if you select seven images to view, the Main Viewer shows as many as fit its screen size, and the remaining images appear in the Secondary Viewer. Thus, one Viewer might show four images, and the other Viewer might show the remaining three of the seven. Span is also used if you want to compare images and show one image per display.
- *Blank*: Sets the Secondary Viewer to be a blank screen.
- *Desktop*: Turns off the dual-display function.

▼ To display the same images in both the Main Viewer and the Secondary Viewer

- Choose View > Secondary Viewer > Mirror (or press Option-M).

▼ To display the currently selected image in the Secondary Viewer

- Choose View > Secondary Viewer > Alternate (or press Option-A).

▼ To display a selection of images across both the Main Viewer and the Secondary Viewer

- Choose View > Secondary Viewer > Span (or press Option-S).

▼ To turn off the display of images in the Secondary Viewer, making the screen black

- Choose View > Secondary Viewer > Blank (or press Option-B).

▼ To turn off the Secondary Viewer function

- Choose View > Secondary Viewer > Desktop (or press Option-X).

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Showing Hot and Cold Areas in Your Images

Images may occasionally have overly bright areas where color information is beyond the standard limits of the Aperture working color space. For example, white areas in an image brightly lit with direct sunlight, or bright flashes off a water surface, may be so bright that their color is outside the working color space. Similarly, images may occasionally have black areas where color information is below the standard limits of the working color space. Aperture can display these “hot” and “cold” areas of an image with tints on the image to help you identify hot and cold areas. You may be able to adjust the areas identified by the hot and cold area overlays and recover highlight and shadow detail by changing the exposure, the recovery, the black point, or the gamma setting of the image.

✔ To show the hot and cold areas in your images

- Choose View > Highlight Hot & Cold Areas (or press Shift–Option–H).

You can also monitor color clipping per color channel when performing specific adjustments using modifier keys. For more information, see “Using Modifier Keys to Identify Color Clipping.”

You can choose to view the hot and cold overlays in color or monochrome.

✔ To change the clipping overlays display color

1. Choose Aperture > Preferences, or press Command–Comma (,).
2. In the Preferences window, click Advanced.
3. Choose either Color or Monochrome from the “Clipping overlay” pop-up menu.

You can adjust the threshold or sensitivity of the hot area overlays. By default, the threshold is set to 100%. You can set Aperture to flag pixels that are near the 100% mark by lowering the threshold in the Preferences window.

✔ To adjust the hot area display threshold

1. Choose Aperture > Preferences, or press Command–Comma (,).
2. In the Preferences window, click Advanced.
3. Drag the Hot Area Display Threshold slider to the left to increase the sensitivity to highlight pixels, and to the right to decrease it.

You can also adjust the threshold or sensitivity of the cold area overlays. By default, the threshold is set to 0%. You can set Aperture to flag pixels that are near the 0% mark by increasing the threshold in the Preferences window.

✔ To adjust the cold area display threshold

1. Choose Aperture > Preferences, or press Command–Comma (,).
2. In the Preferences window, click Advanced.
3. Drag the Cold Area Display Threshold slider to the right to increase the sensitivity to shadow pixels, and to the left to decrease it.

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Setting Up the Viewer for Onscreen Proofing

Images displayed on your computer screen may look different when displayed on computer screens that use different color technologies. Your images may also reproduce differently in print depending on the type of printer, the paper used, and the color profile of the printing device.

To see what an image will look like when you print it or view it on a different display, you can have Aperture adjust your display so that your images resemble the final results. To adjust your computer display, you choose a proofing profile that matches, as closely as possible, the characteristics of the final output device. For example, if your image will be printed on sheet-fed coated paper, you can choose a proofing profile for sheet-fed coated paper to see a close approximation of what the printed image might look like. Aperture provides several dozen profiles that match the characteristics of many printers, display devices, and color spaces.

After choosing a proofing profile that matches the final output of the image, you turn on the onscreen proofing feature, and the image changes to show the expected results.

Onscreen proofing alters the look of images in the Viewer and in Full Screen view.

▼ To choose a proofing profile

- Choose View > Proofing Profile, then choose the profile you want from the submenu.

▼ To turn onscreen proofing on or off

- Choose View > Onscreen Proofing (or press Shift-Option-P).

Note: After setting up onscreen proofing, make sure to set your image export preset to match the eventual output of the image. Choose Aperture > Presets > Image Export, then, in the Image Export dialog, choose the profile you want from the ColorSync Profile pop-up menu. For more information about exporting images, see “Exporting Your Images.”

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Working with Preview Images

Aperture allows you to create and use JPEG previews of versions in the library. Preview images improve the display of images in Aperture and allow you to easily use your images in other applications. These preview images are used to speed up the display of images in the Viewer, in the Browser, and in Full Screen view. Previews are JPEG images generated by Aperture that represent the original master with any applied adjustments.

You can set Aperture to create and maintain previews automatically as you add or modify versions, or you can create previews manually whenever you need them. To maintain an efficient use of disk space and adequate display speed, you can control the size of previews, from a preview image that has the full-size dimensions of the master down to a preview image that is 1280 pixels in the longest dimension. You can also control the JPEG compression quality of the previews. If your workflows do not benefit from previews, you can configure Aperture not to create them at all.

Previews are shared with applications in iLife and iWork, and Aperture uses JPEG previews to display images in slideshows. The result is smoother, more responsive slideshows. However, if the previews are absent or not up to date, Aperture must render the preview images before the slideshow begins.

You can control the creation and maintenance of preview images for an entire library, as well as on a project-by-project or image-by-image basis.

Aperture is preset to create previews for images in the library. Previews are built as a background activity after images are imported. If you import a large number of images, it may take an extended time to build these previews. In that case, you may want to temporarily stop the building of previews using the Activity window and then resume building the previews later. Or, you can deselect the “Create previews for existing images” checkbox and build previews on a project-by-project basis, as described in “Sample Workflows for Using Previews Effectively.”

For more information about the Activity window, see “Viewing Preview Generation Progress in the Activity Window.”

How Aperture Displays Images in the Viewer

When a version needs to be displayed in the Viewer, Aperture does the following:

- Aperture draws the thumbnail image (a JPEG image that is 1280 pixels in the longest dimension).
- Aperture draws the JPEG preview, if present.
- Aperture decodes the master and applies any adjustments to it.

Once the last step is completed, the adjustment controls become available. Because the JPEG preview is created with all the adjustments for that version, it appears onscreen faster than the adjusted master would. The result is a sharp preview image that appears quickly in the Viewer.

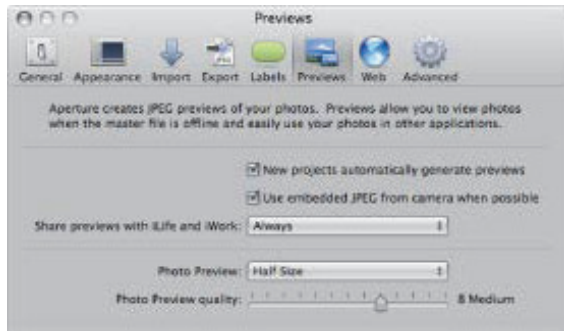
Setting Preview Preferences

Aperture provides four preference settings for controlling previews. These settings apply to all libraries.

☑ To open Aperture preferences

- Choose Aperture > Preferences, then click Previews.

The Previews pane appears.



- *“New projects automatically generate previews” checkbox:* Select this checkbox to have Aperture automatically build and maintain previews for new projects you create in the current library (and, by extension, in new libraries). This checkbox sets the Maintain Previews For Project setting (described in “Controlling Previews with the Library Action Pop-Up Menu”) for each new project as it is created.
- *“Use embedded JPEG from camera when possible” checkbox:* Select this checkbox to have Aperture use the JPEG thumbnail produced by the camera, if available.
- *“Share previews with iLife and iWork” pop-up menu:* Choose whether to enable sharing of JPEG preview images with iLife and iWork applications.
- *Photo Preview pop-up menu:* Choose the size (width and height in pixels) of preview images from this pop-up menu. The default setting is Half Size. The “Don’t limit” setting tells Aperture to make each preview the same size as the version. The other choices limit the preview to a size no larger than the specified size. A preview is never wider or taller than the version from which it is made. Aperture places asterisks (*) next to choices that match the resolution of your currently connected displays. Not all display resolutions are offered in the pop-up menu, so you may not see any asterisks.
- *“Photo Preview quality” slider:* Use this slider to determine the compression setting used for the JPEG previews. The scale ranges from 0 (very high compression and relatively low quality) to 12 (very low compression and relatively high quality). The lower the quality setting, the less disk space a preview uses.

Note: Changing the preview quality and size settings does not affect previews that have already been generated. If you want to regenerate previews using the new settings, you must use the methods described in “Controlling Previews with the Library Action Pop-Up Menu” and “Controlling Previews with Shortcut Menus.”

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Controlling Previews with the Library Action Pop-Up Menu

You turn automatic preview maintenance on or off on a project-by-project basis.

☑ To have Aperture automatically update previews in a single project only

1. In the Library inspector, select the projects whose images you want to maintain previews for.
2. Choose Maintain Previews For Project from the Library Action pop-up menu (with a gear icon).

A checkmark appears next to the Maintain Previews For Project menu command. Aperture will now automatically update previews when images are imported into the projects, as well as when versions are created or adjusted.

Note: Turning on automatic preview maintenance does not generate the previews. It only tells Aperture what to do the next time an image is imported or a version is created or adjusted. To generate previews, you can use the shortcut menus described in “Controlling Previews with Shortcut Menus.”

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Controlling Previews with Shortcut Menus

You can control previews in projects by Control-clicking a project in the Library inspector and choosing an item from the shortcut menu that appears. In addition, you can control previews for single images or for a selection of images by Control-clicking images in the Browser.

In the Library inspector, you can delete all the previews for a project or update all the previews for a project.

▼ To delete all the JPEG previews for a project

- In the Library inspector, Control-click the project whose JPEG previews you want to delete, then choose Delete Previews from the shortcut menu.

▼ To update all the JPEG previews in a project

- In the Library inspector, Control-click the project whose JPEG previews you want to update, then choose Update Previews from the shortcut menu.

If previews are already up to date and you choose Update Previews, Aperture alerts you that no work is required. However, you can force the rebuilding of previews.

▼ To force the rebuilding of JPEG previews in a project

- In the Library inspector, hold down the Option key while Control-clicking the project whose JPEG previews you want to force Aperture to update, then choose Generate Previews from the shortcut menu.

In the Browser, you can select one or more images and either delete or update the JPEG previews.

▼ To delete JPEG previews for an image selection

1. In the Browser, select an image or group of images whose JPEG previews you want to delete.
2. Control-click the image selection, then choose Delete Previews from the shortcut menu.

▼ To update JPEG previews for an image selection

1. In the Browser, select an image or group of images whose JPEG previews you want to update.
2. Control-click the image selection, then choose Update Previews from the shortcut menu.

You can also force the rebuilding of previews for an image selection.

▼ To force the rebuilding of JPEG previews for an image selection

1. In the Browser, select an image or group of images whose JPEG previews you want to force Aperture to update.
2. Hold down the Option key while Control-clicking the image selection, then choose Generate Previews from the shortcut menu.

Note: The commands for deleting, updating, and generating previews are also available in the Photos menu.

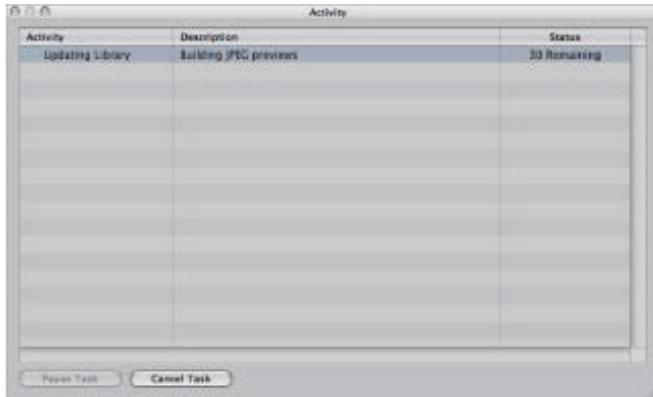
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Viewing Preview Generation Progress in the Activity Window

Aperture renders preview images in the background; however, there may be times when you want to stop this operation. You can view the progress of the preview render operation, as well as cancel the operation, in the Activity window.

▼ To stop the building of previews

1. Choose Window > Show Activity.



2. In the Activity window, select the “Building JPEG previews” task, then click the Cancel Task button.
3. Close the Activity window.

Note: Because slideshows that use the Best quality setting cannot begin until all preview images are up to date, preview generation is done in the foreground with a Cancel button to stop the operation. In all other cases, previews are created in the background.

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Rescheduling JPEG Preview Maintenance

Preview maintenance can be rescheduled for projects in which automatic preview maintenance is turned off.

✓ To reschedule JPEG preview maintenance

Do one of the following:

- In the Library inspector, select the project whose JPEG previews you want to start updating again, then choose Photos > Update Previews.
- Control-click the project, then choose Update Previews from the shortcut menu.

Note: Each time you open Aperture, it checks for out-of-date previews in those projects whose automatic preview maintenance option is turned on and then schedules the previews for regeneration. If you don't want previews updated automatically, turn off automatic preview maintenance for your projects. For more information, see "Controlling Previews with the Library Action Pop-Up Menu."

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Rendering Preview Images

Aperture renders preview images in four situations:

- When a library is upgraded—provided that the “Create previews for existing images” checkbox is selected in the Welcome to Aperture dialog
- When an image is imported, or a version is created, rotated, or adjusted—provided that the Maintain Previews item is selected in the Library Action pop-up menu (with a gear icon)
- When you Control-click the library, a project, or an image selection and choose Update Previews from the shortcut menu
- Immediately before a slideshow, if the previews are not up to date, and the slideshow preset uses the Best quality setting

When rendering a group of preview images, Aperture uses the current application preference settings for compression quality and picture size, not the settings that were specified when preview rendering began. For example, if you have the quality set to 6, and then halfway through rendering you change the setting to 8, the previews that have not yet been rendered will be compressed at setting 8. Previously rendered previews are unaffected.

☑ To update previews to use new size and compression settings

1. In the Browser, select the images you want to update.
2. Hold down the Option key while Control-clicking the image selection, then choose Generate Previews from the shortcut menu.

If you encounter performance issues, you can check the Activity window to see if Aperture is doing work in the background (choose Window > Show Activity). If you think that preview processing may be degrading performance, you can turn off automatic preview maintenance for that project and cancel the preview processing task underway. You can then generate the previews at a more convenient time.

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Sample Workflows for Using Previews Effectively

There are several methods for using preview images efficiently and effectively.

Generating Previews for Projects You Intend to Keep Offline

A JPEG preview is displayed when a referenced image's master is offline or cannot be found. This makes previews a great way of maintaining high picture quality while conserving the disk space that masters (especially RAW files) require.

✔ To use previews for offline referenced images

1. Make sure the external hard disk containing the referenced masters you want to keep offline is connected to your computer.

If the masters you want to keep offline are currently stored on your computer, you must convert the images to referenced images and move the masters to an external hard disk. You can do this by selecting the project containing the images whose masters you want to keep offline, choosing File > Relocate Masters, selecting an external hard disk location for the masters, and then clicking Relocate Masters.

2. Control-click the project containing the images whose masters you want to keep offline, then choose Update Previews from the shortcut menu.
3. When the previews are built (you can check the status by choosing Window > Show Activity), you can disconnect the hard disk containing the masters.

Even though the masters are offline, you can browse, search, and assign metadata to preview images. You can even use the Loupe to zoom in on preview images, because they are high-quality JPEG files.

Generating Previews for Images Based on Rating

Another way to use previews is to create a search that displays only low-rated images. You can then build previews just for those images and take their masters offline (for example, burn them to a DVD). That way you still have good-quality images for all of your photos, without using a lot of disk space.

You can also create a search that displays only highly rated images and then build previews for those images only. This is a useful alternative for workflows in which the default thumbnail resolution is sufficient for low-rated images.

Generating Previews for New or Active Projects

Because previews are used by the iLife and iWork Media Browsers as well as by the Mac OS X screen saver, you can use previews as a way to distribute your Aperture pictures in movies, on the web, on DVDs, in slideshows, and in podcasts using the applications in iLife. You can also download your Aperture pictures to devices such as iPod, iTouch, and iPhone; import your Aperture pictures into iPhoto; or use them to create Pages documents.

✔ To share previews with other applications

1. Select the project whose images you want to share with other applications, then choose Maintain Previews For Project from the Library Action pop-up menu (with a gear icon).
2. Make sure that Always is chosen in the "Share previews with iLife and iWork" pop-up menu in Aperture

preferences (choose Aperture > Preferences, then click Previews).

3. In the Library inspector, Control-click the project and choose Update Previews for Project from the shortcut menu.

When the previews are built, you can open any of the iLife and iWork applications and use your Aperture images.

Generating Previews for Smart Albums

You can create previews for images collected in Smart Albums. For example, you can create previews for highly rated images only. For more information about working with Smart Albums, see “Grouping Images with Smart Albums.”

☑ To generate previews for Smart Albums

1. Create a Smart Album and specify criteria for it using the Smart Album’s Smart Settings HUD.
2. Click in the Browser, then press Command-A to select all the images.
3. Control-click one of the selected images, then choose Update Previews from the shortcut menu.

Note: Previews for Smart Albums are not automatically maintained—automatic preview maintenance is a project-level setting only. In this workflow, you need to update the previews yourself periodically, by following the steps in “Controlling Previews with Shortcut Menus.” Aperture builds previews only for the versions that have changed, so you don’t need to determine which ones to update.

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Determining Which Versions Have Previews

There isn't a badge indicating if a version has a preview. You can Control-click the version and choose Update Preview from the shortcut menu to learn if a version's preview is up to date. (If the version's preview is not present or needs updating, Aperture will build it or update it.) You can also drag a single version out of the Aperture Browser and a plus sign (+) appears over the pointer, indicating that there is a preview to drag out. If a plus sign + does not appear over the pointer, no preview exists for the selected version.

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Turning Previews Off

If your workflow does not benefit from previews, you can turn them off completely.

☑ To turn off previews

1. Choose Aperture > Preferences, then click Previews.

2. Deselect the “New projects automatically generate previews” checkbox.

This step turns off automatic preview maintenance for any new projects that you create.

3. In the Library inspector, select all the projects, then choose Maintain Previews For Projects from the Library Action pop-up menu (with a gear icon), so there is no checkmark next to it.

This step turns off automatic preview maintenance for your existing projects.

Note: You need to perform steps 1 through 3 for each of your libraries.

4. If you have already generated previews for some projects and do not want them, select all the projects in the Library inspector, then choose Photos > Delete Previews.

This step deletes all previews that have been generated previously. Again, you need to do this for each library in which you have already generated previews.

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Dragging and Dropping

When a version has a preview built for it, you can drag the image directly from the Browser to any application that accepts JPEG files, including the Finder, Mail, and most other applications. If the version doesn't have a preview, dragging and dropping is disabled for that version (except within Aperture). If you are dragging multiple images, but only some of them have previews, only the versions with previews are dragged out.

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Integration with iLife and iWork

You can use previews to distribute your Aperture pictures in movies, on the web, on DVDs, in slideshows, and in podcasts. You can also download your Aperture pictures to devices such as iPod, import your Aperture pictures into iPhoto, or use them to create Pages documents. The Media Browsers in the iLife and iWork applications support browsing Aperture libraries. For each version in the library, Aperture provides two JPEG files to iLife and iWork: a 240-pixel (longest dimension) JPEG thumbnail that is shown in the Media Browser, and the JPEG preview image (at whatever size you specified for it). If a version has no preview, the image is not made available to the Media Browser.

Note: When images are within stacks, only stack picks and album picks are shared. If you want iLife to have access to an image in a stack and it's not the pick, you need to extract it from the stack or make it the pick.

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Integration with Mac OS X Desktop and Screen Saver System Preferences

Like images in iPhoto libraries, images in Aperture libraries can be used for your screen saver, desktop picture, and Mail, through the same mechanism the Media Browser uses.

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Displaying Offline Referenced Images

When a master is offline or cannot be found, Aperture draws the thumbnail image first, and then the preview if it is present. Because the preview is high quality, you can zoom and even use the Loupe.

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Suppressing Preview Generation When Opening Aperture

When Aperture opens, it begins updating previews for those projects whose Maintain Previews For Project setting is turned on. (For more information about maintaining previews, see “Controlling Previews with the Library Action Pop-Up Menu.”) This can cause problems if a project contains damaged files or images in unsupported file formats. In Aperture, you can suppress preview generation when opening Aperture, allowing you to more easily identify the damaged image files. To do this, press the Shift key while opening Aperture. You can also cancel the current preview maintenance operation using the Activity window.

Note: If you have canceled a preview maintenance operation, the previews are not updated until another change is made to the image. To force Aperture to update the preview for an image, see “Controlling Previews with Shortcut Menus.” The next time you open Aperture, automatic preview maintenance resumes.

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Viewing Images in Full Screen View

Full Screen view's large viewing space and black background provide an excellent work area for viewing and adjusting your images without distraction.

Full Screen view provides access to most of the tools and HUDs in Aperture. You use Full Screen view's filmstrip and toolbar to move through and rate your images. You can also use the Aperture HUDs in Full Screen view to adjust, retouch, and add metadata to your images.

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An Overview of Full Screen View

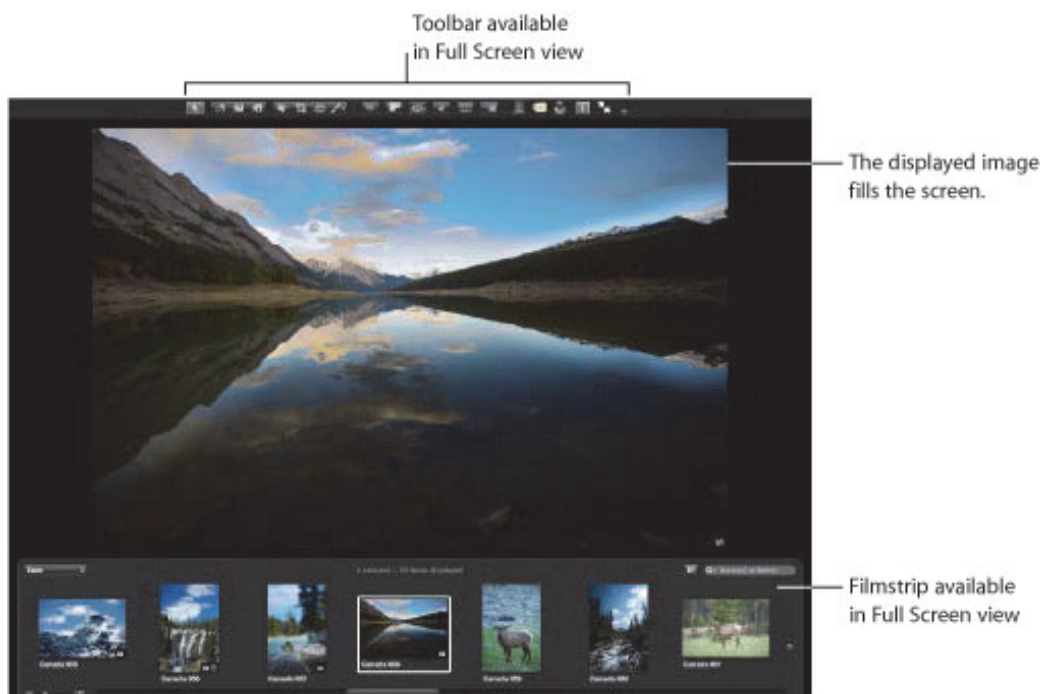
Full Screen view shows your images against a black background for detailed viewing using every inch of the display. Using a dual-display system in Full Screen view gives you an enlarged space in which to compare and adjust images. For more information about setting up a dual-display system, see “Setting Up Your System with Two Displays.”

You can view, compare, and stack your images in Full Screen view. You can also apply adjustments and keywords. When you’ve finished working with your images, you can use this view to preview and proof your images.

You can use any of the Aperture HUDs in Full Screen view. You can open the Inspector HUD or Keywords HUD by pressing its keyboard shortcut. In fact, you’ll find it convenient to use keyboard shortcuts for most features you use in Full Screen view. For more information about keyboard shortcuts you can use, see the *Aperture 3 Keyboard Shortcuts* card that came with Aperture.

Full Screen view has three modes that you can access by pressing the V key:

- *Viewer mode* is similar to the Split View layout in the Aperture main window. Use the filmstrip to move through, organize, and rate your images. Images selected in the filmstrip appear above the filmstrip in high resolution, filling the screen.



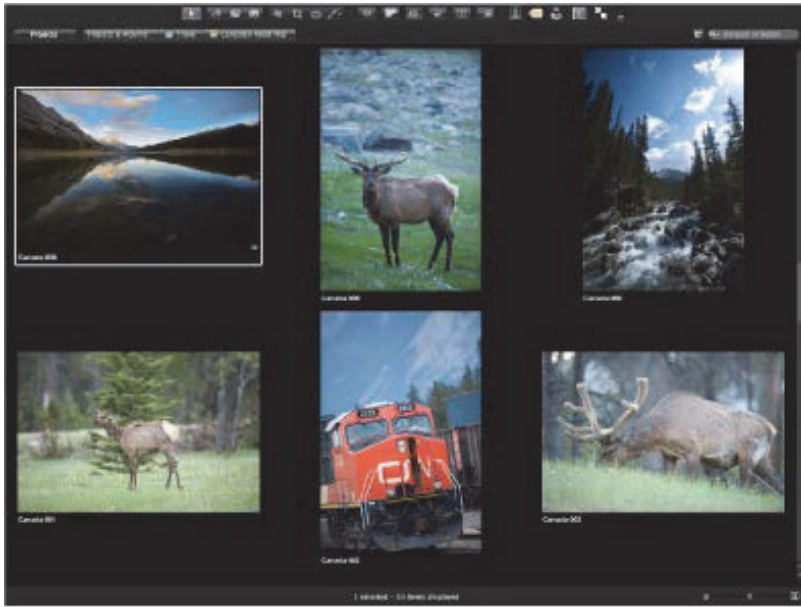
You can dock the filmstrip on the left, right, or bottom of the screen—wherever it best suits your work habits. You can also hide or show the filmstrip whenever you like.

Use the toolbar buttons and tools to modify your images. The toolbar includes buttons for creating versions and working with stacks, as well as a full set of image adjustment tools.

For more information about Viewer mode, see “Working in Viewer Mode in Full Screen View.”

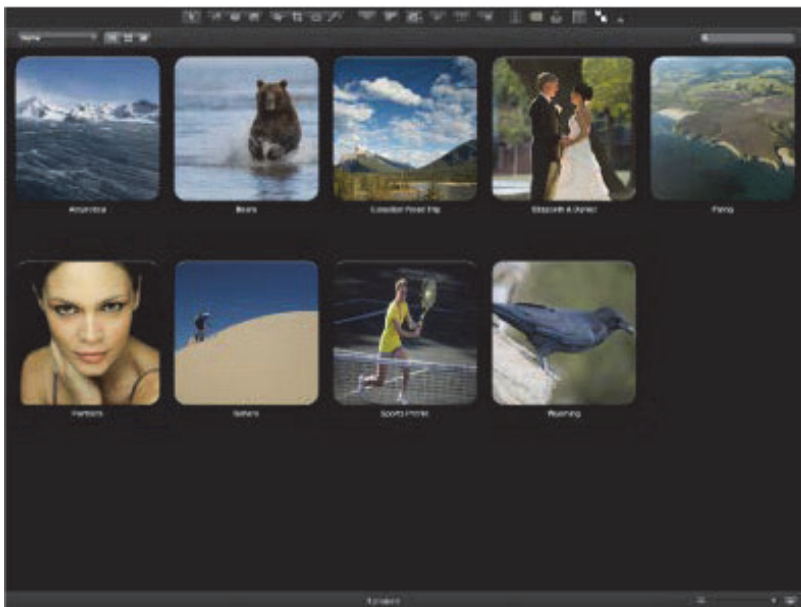
- *Browser mode* is similar to the working layout you see when the Browser is set to grid view in the

Aperture main window. The search field and Filter HUD are accessible for filtering images, and the Library Path Navigator pop-up menus provide access to all the items in the Library inspector.



For more information about Browser mode, see “Working in Browser Mode in Full Screen View.”

- *Projects mode* is similar to the Projects view in the Aperture main window. Each project is displayed as a thumbnail image. You can group projects by the year the images were created or by the folders in which they reside in the Library inspector.



For more information about Projects mode, see “Working in Projects Mode in Full Screen View.”

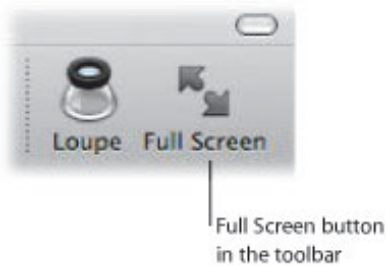
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Entering and Exiting Full Screen View

You can quickly switch between Full Screen view and your workspace layout in the Aperture main window.

✓ To enter Full Screen view

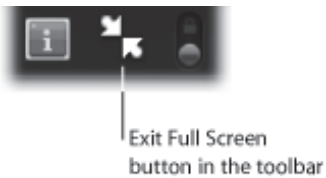
- Click the Full Screen button in the toolbar in the main Aperture window (or press F).



The Aperture main window disappears, and your images appear in Full Screen view.

✓ To exit Full Screen view

- Click the Exit Full Screen button in the Full Screen view toolbar (or press F).



The workspace view you were working in before entering Full Screen view reappears.

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Working in Viewer Mode in Full Screen View

When you first enter Full Screen view, the Viewer mode is shown. Viewer mode is similar to the Split View layout in the Aperture main window; however, the images are displayed in high resolution against a solid background. You navigate through your images using the filmstrip.

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Working with the Filmstrip in Full Screen View

You can easily view images in Full Screen view by selecting them in the filmstrip.

✓ To view an image in the filmstrip

- Select an image displayed in the filmstrip by pressing the arrow keys or clicking the image you want to see.

✓ To view more than one image at the same time

1. Choose Show Multiple from the Viewer Mode pop-up menu in the toolbar.



2. In the filmstrip, do one of the following:

- Command-click nonadjacent images to select them.
- Shift-click images to select a range of images.

You can move the filmstrip to the left, bottom, or right side of your main display.

✓ To move the filmstrip to a different location

- Drag the filmstrip to the left, right, or bottom of the Aperture window.

The filmstrip also includes a control that lets you define when the filmstrip appears. You can choose to always show the filmstrip, so that Aperture automatically fits the images and filmstrip on your screen without overlapping, or you can hide it, so that it appears only when you place the pointer over the area where it is docked.

✓ To always show the filmstrip

- Move the Always Show Filmstrip control to the locked position.



The filmstrip is set to always appear, and Aperture automatically fits the image and the filmstrip on the screen, without overlapping.

✓ To show the filmstrip only when you move the pointer over its docked position

- Move the Always Show Filmstrip control to the unlocked position.

The image fills the screen, and the filmstrip appears over the image when you move the pointer over the area where the filmstrip is docked.

When you have more images than the filmstrip can display at once, you can use the search field in the filmstrip to quickly locate images. Enter the search criteria in the search field, and Aperture finds the relevant image or images for you, removing others from view.

When you search for images using the search field in the filmstrip, the search is confined to the selection in the Library pane of the Inspector HUD.

▼ To search for an image in the filmstrip

- Enter text associated with that image in the filmstrip's search field.

▼ To see all your images again

- Click the search field's Reset button (with an X) or delete the text in the search field.

Important: You can use keyboard shortcuts to quickly implement a search that displays images with specific ratings or images that have a specific keyword. It's possible, while working with images, to accidentally press such a keyboard shortcut and see images on your screen unexpectedly change or even disappear. If this happens, you can display your images by clicking the Reset button in the search field to reset the search criteria in the Filter HUD.

By default, the filmstrip is set to show images that are unrated or better. Any images that have been assigned the Reject rating are automatically removed from view. To view rejected images, you must set the filmstrip to show all images.



▼ To set the filmstrip to show all images

- In the filmstrip, choose Show All from the search field pop-up menu.

All images, including rejects, appear in the filmstrip, and Showing All appears in the filmstrip's search field.

▼ To set the filmstrip to show rejected images only

- In the filmstrip, choose Rejected from the search field pop-up menu.

Only images with the Reject rating appear in the filmstrip, and X appears in the filmstrip's search field.

You can filter the images shown in the filmstrip by criteria other than ratings. You can also filter images by whether they've been flagged or assigned a color label.

▼ **To set the filmstrip to show flagged images only**

- In the filmstrip, choose Flagged from the search field pop-up menu.

▼ **To set the filmstrip to show images assigned a specific color label**

- In the filmstrip, choose a color label from the search field pop-up menu.

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Working with the Toolbar in Full Screen View

The toolbar displayed in Full Screen view is similar to the toolbar in the Aperture main window. You use the toolbar's buttons and tools to make a variety of adjustments to your images and control your displays.



Always Show Toolbar
control

✓ To view the Full Screen view toolbar

- In Full Screen view, move the pointer to the top of the screen on the main display.

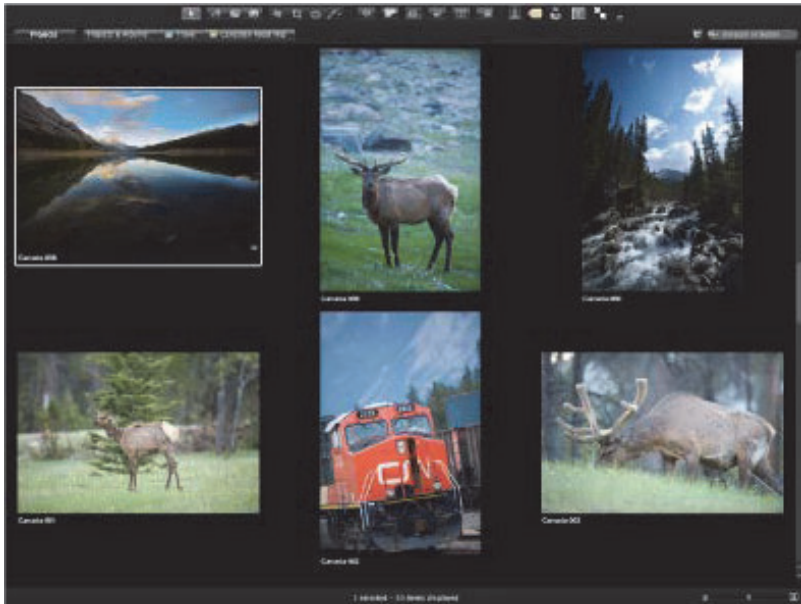
You can also have the toolbar always appear on the screen by clicking the Always Show Toolbar control in the toolbar.

For information about individual controls in the Full Screen view toolbar, see “Controls in the Full Screen View Toolbar.”

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Working in Browser Mode in Full Screen View

You can set Full Screen view to switch between Viewer mode and Browser mode. Browser mode displays thumbnail images in a grid over a black background with minimal color interference. As in the Browser in the main Aperture workspace, the search field and Filter HUD are accessible for filtering images. When Full Screen view is set to Browser mode, the toolbar remains accessible at the top of the screen but the filmstrip disappears.



▼ To set Full Screen view to Browser mode

1. If necessary, enter Full Screen view by pressing F.
2. Press V to switch from Viewer mode to Browser mode.

The Full Screen view switches from Viewer mode to Browser mode.

▼ To set Full Screen view back to Viewer mode

Do one of the following:

- Press V again.
- Double-click a thumbnail image.

Full Screen view switches back to Viewer mode.

▼ To navigate through images

Do one of the following:

- Press an arrow key to move left, right, up, or down.
- Use the scroll bar to scroll through the images, then click the image you want to work with.

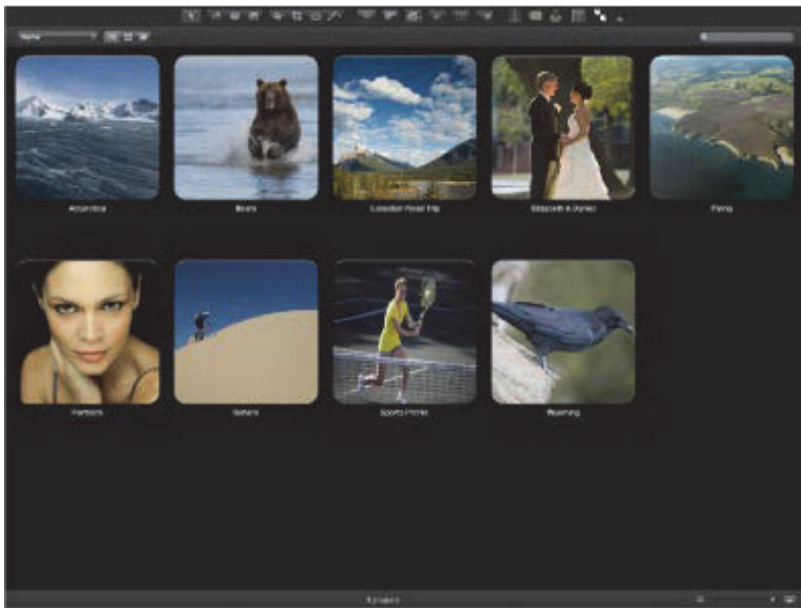
You select and search for images in Browser mode in the same way you select and search for them when

the Browser is set to grid view in the main Aperture window. For more information about selecting images, see “Selecting Images.” For more information about searching for images, see “Searching for Images in the Browser.”

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Working in Projects Mode in Full Screen View

When you want to view your projects using as much screen space as possible and with a minimum of color interference, you can set Full Screen view to Projects mode.



✓ To set Full Screen view to Projects mode

1. If necessary, enter Full Screen view by pressing F.
2. Press V to set Full Screen view to Browser mode.
3. Click the All Projects button in the top-left corner of the screen.

Full Screen view switches from Browser mode to Projects mode. The controls in Projects mode are the same as the controls in the Projects view in the Aperture main window. For more information about Projects view, see “Working in Projects View.”

✓ To switch Full Screen view from Projects mode to Browser mode

- Double-click a project’s thumbnail.

Full Screen view switches to Browser mode.

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Using HUDs in Full Screen View

You can use any of the Aperture HUDs in Full Screen view. For example, you can open a HUD when you want to add keywords or make adjustments to images.



HUDs are available for use in Full Screen view and can make adjusting images easier.

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Keywords HUD

Use the Keywords HUD to create and organize keywords and to add keywords to your images.

▼ To show or hide the Keywords HUD

Do one of the following:

- Click the Keywords HUD button in the toolbar.



Use the Keywords HUD in Full Screen view to quickly add keywords to your images.

- Press Shift-H.

For more information about using the Keywords HUD, see “Applying Keywords to Images.”

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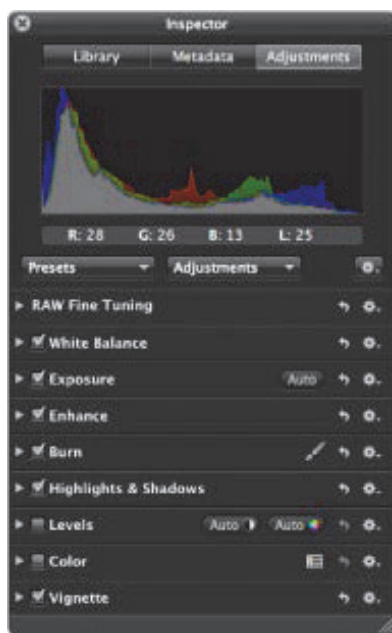
Inspector HUD

Use the Inspector HUD to navigate through the library, modify metadata in your images, and perform adjustments.

▼ To show or hide the Inspector HUD

Do one of the following:

- Click the Inspector HUD button in the toolbar.



Use the Inspector HUD in Full Screen view to open the Library pane, Metadata pane, or Adjustments pane when working with images.

- Press H.

You can temporarily hide the Inspector HUD while performing an image adjustment, so that you have an unobstructed view of your image as you adjust it.

▼ To temporarily hide the Inspector HUD while making an adjustment

- Hold down the Shift key while dragging a slider in the Adjustments pane of the Inspector HUD.

When you release the Shift key, the Inspector HUD reappears.

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Tool HUDs

Many of the adjustment tools work in conjunction with HUDs, and you can use all of them in Full Screen view.

✓ To open any of the adjustment tool HUDs

1. Show the Full Screen view toolbar by moving your pointer to the top of the screen on your main display.
2. Select an adjustment tool in the toolbar, or choose a Quick Brush adjustment from the Quick Brush pop-up menu.

If the tool you selected has a HUD, that HUD appears. For more information about using any of the adjustment tools and their HUDs, see “Making Image Adjustments.”



✓ To hide the adjustment tool HUDs

- Select the Selection tool in the toolbar.

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Changing the Display of Metadata in Full Screen View

The metadata display settings you choose for the Viewer and Browser also apply to images displayed in Full Screen view and in its filmstrip. The settings for the Viewer control the display of metadata for full-screen images, and the settings for the Browser control the display of metadata for thumbnails in the filmstrip. For more information about setting the display of metadata, see “Working with Metadata.”

Although the menus are not available in Full Screen view, you can change the display of metadata using the same keyboard shortcuts used to change the display of metadata in the Browser and Viewer.

- ▼ **To turn the display of metadata on or off in Full Screen view**
 - Press Y.
- ▼ **To switch between metadata views for images in Full Screen view**
 - Press Shift-Y.
- ▼ **To hide or show metadata in the filmstrip and the Full Screen view Browser mode**
 - Press U.

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Stacking Images and Making Picks

Photographers frequently shoot a series of related photos with the aim of selecting one image for use. Aperture makes it simple to choose the best image out of a series by allowing you to group related images into sets, called *stacks*, that are easy to review, work with, and select final picks from.

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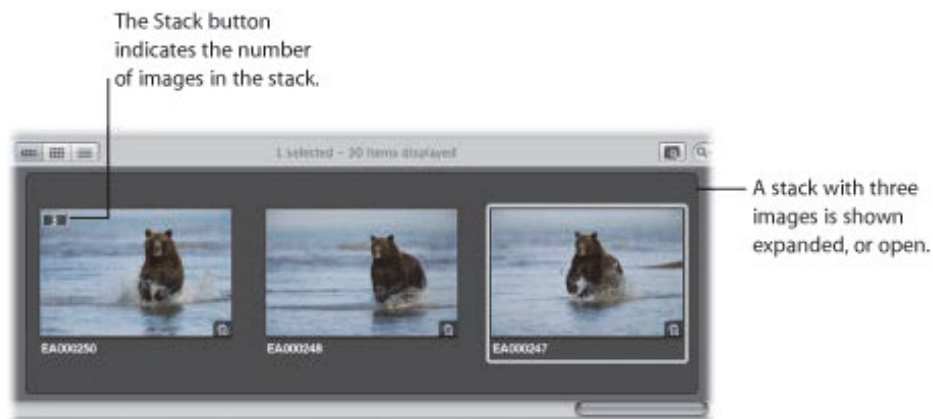
An Overview of Stacking Images

To capture a specific moment in time, such as a bride and groom kissing or your daughter kicking the winning goal, a photographer may shoot multiple pictures, using both bracketing and continuous shooting, to increase the odds of capturing a usable image. After shooting the series, the photographer reviews the images and picks the best image of the group.

Reviewing and making picks from many related pictures can be time-consuming and difficult. To help with this task, you can organize related shots into *stacks*. A stack is a set of similar or related images from which one image will be selected for use. Aperture can automatically group such photos into stacks by grouping images that were shot in quick succession together. You can also select images and create stacks manually.

In addition to creating stacks of individual images, Aperture automatically stacks multiple versions of the same image together, also known as *version stacks*. You work with version stacks in the same manner as you work with stacks you create of individual images.

A stack appears in the Browser as a group of images. The image that represents the stack, called the *pick*, is selected and displayed on the left. You can select any image in the stack as the pick, and it moves to the leftmost position in the stack. You can rearrange the order of images in a stack. For example, you might choose an alternate image and position it next to the pick. A Stack button appears in the upper-left corner of the pick image in the stack, indicating the number of images in the stack.



After creating a stack and selecting the pick, you can close the stack by clicking the Stack button on the pick image. When a stack is closed, only the stack's pick image appears in the Browser. Clicking the Stack button again expands the stack.



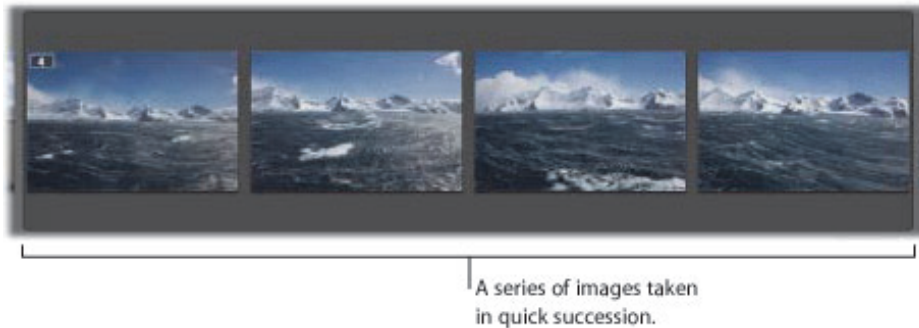
By closing stacks, you quickly reduce the number of images you have to visually sort through when selecting images in the final photo edit.

After creating stacks, you can organize and change them as needed. You can add images to a stack and remove those that don't belong. You can also split a stack into multiple stacks when necessary.

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Creating Stacks

You can create stacks in two ways: you can specify that Aperture create stacks automatically, or you can create stacks manually. For example, if you shoot a series of images in quick succession (such as at a sports event) or if you bracket images to allow for differences in lighting or exposure, you most likely will want to view those images together. Aperture can stack those images based on metadata recorded by the camera as the series of pictures is taken.



- *Image series:* With a series of images shot in quick succession, Aperture can determine the images in a sequence and group them in a single stack. For example, sports photographers shoot rapid bursts of images to capture actions. Based on timeline metadata—when a series of shots was taken and the interval between shots—Aperture can determine which images fall into a sequence and group them in stacks.
- *Bracketed shots:* These typically represent a series of three pictures with slightly different exposure settings. Advanced digital cameras often have options for shooting bracketed shots automatically. When Aperture detects a series of bracketed images, it includes the neutral image and the over- and underexposed images in the stack.

For more information about creating stacks automatically, see “Creating Stacks Automatically.”

For more information about creating stacks manually, see “Creating Stacks Manually.”

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Creating Stacks Automatically

You can have Aperture automatically group related images into stacks.

▼ To automatically stack images

1. In the Library inspector, select a project or an album that contains the images you want to stack.
2. Choose Stacks > Auto-Stack (or press Command-Option-A).
3. In the Auto-Stack Images HUD, drag the slider to specify the maximum interval for successive shots in a stack.



Move the slider to indicate the maximum interval for successive shots.

As you drag the slider, the images in the Browser are stacked according to the interval of time specified. For example, if you typically shoot a series of related images in 15-second intervals, set the slider to 15 seconds.

4. Inspect the stacks to determine if the time interval should be shortened or lengthened.

Note: You can also manually select images in the Import browser and stack and unstack them using the same commands and procedures you use to stack images in the Browser.

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Creating Stacks Manually

After importing photos, you may want to quickly review them and delete those that you immediately see have technical or content flaws. You may then want to group the remaining images into stacks before rating them. Stacking images manually can help provide an initial organization and an overview of your shots, which you can then put through a more refined or discriminating rating pass later.

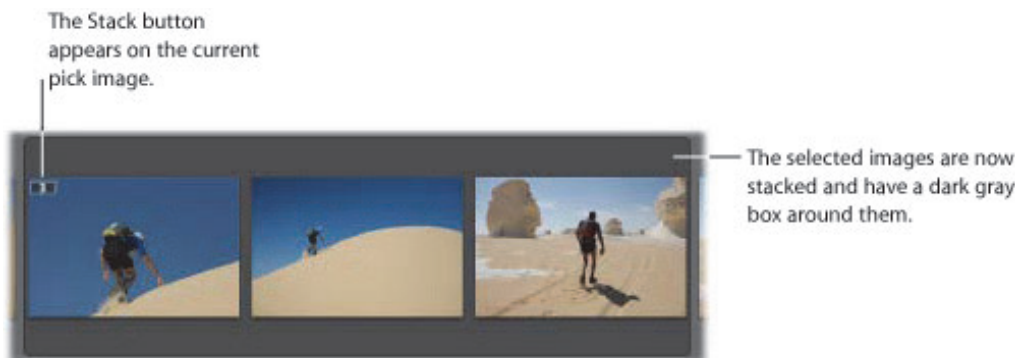
✓ To create a stack manually

1. In the Browser, select the images you want to stack.

You can Shift-click adjacent images and Command-click nonadjacent images to select them.

Tip: As a fast way to select a series of images, select an image at one end of the series, hold down the Shift key, and press the Right Arrow or Left Arrow key to select additional images. You can also Command-click to select individual images that are not adjacent to the initial selection.

2. Choose Stacks > Stack (or press Command-K).



The selected images are now stacked and appear linked in gray. The Stack button appears as an overlay on the top-left portion of the current pick image in the Browser. You can change the pick image and rearrange the order of the images in the stack as you wish.

You can unstack a selection of images, if you need to.

✓ To unstack a selection of images

- After creating a stack, choose Edit > Undo, or select an image in the stack and choose Stacks > Unstack (or press Command-Shift-K).

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Working with Stacks

The following sections describe the various options you have while working with stacks:

- “Opening and Closing Stacks”
- “Designating a Pick Image for a Stack”
- “Designating an Album Pick for a Stack”
- “Arranging Images in a Stack”
- “Adding Images to and Removing Images from Stacks”
- “Splitting Stacks”
- “Dragging Stacks”
- “Comparing Images in Stacks”
- “Working with Stacks in List View”

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Opening and Closing Stacks

You can close a stack and open it again whenever you wish. You may want to do this to free up space in the Browser. You can also close stacks to quickly reduce the number of images you must sort through visually when selecting images for a final photo edit. When a stack is closed, only the stack's pick image appears in the Browser.

✓ To close a stack

Do one of the following:

- Select an open stack, then choose Stacks > Close Stack (or press Shift-K).
- Click the Stack button on the pick image.



✓ To close all stacks

- Choose Stacks > Close All Stacks, or press Option-Semicolon (;).

✓ To open a stack

Do one of the following:

- Select a closed stack, then choose Stacks > Open Stack (or press Shift-K).
- Click the Stack button on the pick image.

✓ To open all stacks

- Choose Stacks > Open All Stacks, or press Option-Apostrophe (').

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Designating a Pick Image for a Stack

The pick image represents the stack. You can set the image you like best as the pick, or Aperture can set the pick automatically. When you select and stack images manually in the Browser, the leftmost image becomes the pick. You can change the pick whenever you wish.

▼ To set an image as the pick

Do one of the following:

- Select an image in the stack, then choose **Stacks > Pick**, or press **Command-Backslash (\)**.
- Drag the image you want into the pick (or leftmost) position in the stack. When you see a green bar appear, release the mouse button.

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Designating an Album Pick for a Stack

The same stack may appear in several albums. Depending on the purpose of the album, you may want a different pick image for each album. For example, a stack in a webpage album may have one pick image, and the same stack in a book album may have a different pick image adjusted for printing. You can designate a specific image in a stack to be an “album pick”—the pick for the stack within a specific album. Each album can have a different album pick for the stack.

An album pick appears with the Album Pick badge.



✓ To select an album pick for a stack that appears in multiple albums

- Select an image in the stack, then choose Stacks > Set Album Pick, or press Command-Shift-Vertical Bar (|).

✓ To clear an album pick for a stack

- Choose Stacks > Clear Album Pick, or press Command-Shift-Vertical Bar (|) again to clear the album pick designation.

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Arranging Images in a Stack

It can sometimes be difficult to decide which image in the stack should be the pick. In many cases, images are so similar that more than one merits the pick position. For this reason, you may want to have alternate images available when presenting images to clients.

You can change the order of images within a stack to help you choose the pick and alternates. Moving an image to the left promotes it; moving it to the right demotes it.

☑ To promote an image in a stack

Do one of the following:

- Select an image, then choose Stacks > Promote, or press Command-Left Bracket ([).
- Drag the image over the image location you want until you see a green bar appear, then release the mouse button.

☑ To demote an image in a stack

Do one of the following:

- Select an image, then choose Stacks > Demote, or press Command-Right Bracket (]).
- Drag the image over the image location you want until you see a green bar appear, then release the mouse button.

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Adding Images to and Removing Images from Stacks

You can add images to and remove images from stacks at any time. You can drag images into or out of a stack, and you can also drag images from one stack to another.

✓ To add an image to a stack

Do one of the following:

- Select the images in a stack and the image you want to add to the stack, then choose Stacks > Stack (or press Command-K).
- Drag the image into an expanded stack.

✓ To remove an image from a stack

Do one of the following:

- Select the image, then choose Stacks > Extract Item (or press Shift-Option-K).
- Drag the image out of an expanded stack.

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Splitting Stacks

You can split a stack into multiple stacks to refine the organization of your images. All images remain stacked, but they are now part of new stacks. The image selected as the splitting point becomes the pick for the new stack.

▼ To split a stack

1. In an expanded stack, select the image that you want as the first image in a new stack.



2. Choose Stacks > Split Stack (or press Option-K).



The selected image becomes the pick of the new stack.

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Dragging Stacks

You can drag an entire stack to a new location, and you can drag specific images within a stack to a new location. When a stack is closed, dragging the stack moves the entire stack. When a stack is open, you can drag individual images to new locations in the Browser. You can also drag images into a stack. If you drag an image within a stack into a different project, however, the entire stack moves to the new location.

When you drag a stack into a webpage album, web journal album, book album, or slideshow album, the entire stack appears in the Browser, but only the stack picks can be used for publication in webpages, web journals, books, and slideshows.

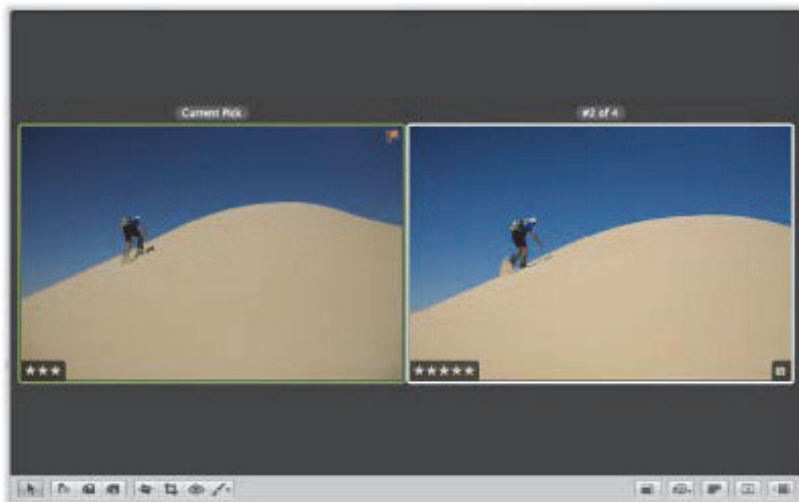
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Comparing Images in Stacks

To help with the photo editing process, you can set the Viewer and Browser to automatically open a selected stack and set up the stacked images for comparison. The pick of the stack is set as the “compare” image. This stack-viewing feature also works in Full Screen view.

▼ To set the Viewer to automatically open and compare the images in stacks

- Choose View > Main Viewer > Stack (or press Option-T).



The compare image is surrounded in a green border, and the alternate image is surrounded in a white border.

Tip: When the Viewer is in Stack mode, you can press the Up Arrow and Down Arrow keys to move from stack to stack.

▼ To select another alternate image

- Press the Left Arrow and Right Arrow keys.

▼ To select another stack

- Press the Up Arrow and Down Arrow keys.

▼ To promote the alternate image in the stack

- Press Command-Left Bracket ([).

▼ To demote the alternate image in the stack

- Press Command-Right Bracket (]).

▼ To set the alternate image as the stack pick image

- Press Command-Backslash (\).

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Working with Stacks in List View

If you prefer, you can create and work with stacks in list view. You can select images to stack, select a pick, add and remove images, and split stacks, just as you can in filmstrip view and grid view.



Click the disclosure triangle to the left of the pick image to view the images within the stack.

In list view, a stack is identified by a disclosure triangle beside the name of the pick image.

▼ To open and close stacks in list view

- Click the disclosure triangle beside the name of the pick image.

You can work with the images in a stack in list view by dragging, pressing keyboard shortcuts, or choosing commands from the Stacks menu.

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Rating Images

Rating images is a quick and easy way to narrow down the number of images you intend to work with. It can also help you locate your best images later.

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An Overview of the Aperture Rating System

After finishing a shoot, photographers typically review their images and determine which ones are worth working with. Although a “yes or no” appraisal of an image can work with a small selection of photos, with a larger collection of similar images that show small variations, photographers need an organized method of noting which images are superior shots, which deserve further review, and which are poor quality or rejects. A simple and effective rating system can help photographers narrow the number of images to focus on during the selection process.

Rating is a simple process with powerful results. If you can easily identify 100 out of 500 images that aren’t going to work, removing these images reduces your workload by 20 percent. Rating and thereby reducing your workload can save you a considerable amount of time.

Aperture provides a system for rating images from Select to Reject. The easily decipherable image ratings appear on the images themselves as overlays. Positive ratings appear as stars; you can rate images from one to five stars, with five being the highest, or Select, rating. A negative, or Reject, rating appears as an X.

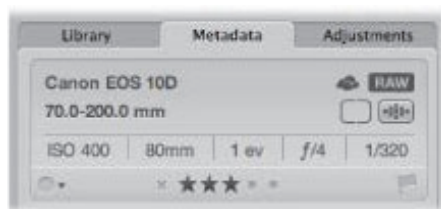


Five stars indicate the highest rating (Select).

Stars indicate a positive rating.

An X indicates a negative rating (Reject).

The process of rating an image can be as easy as selecting an image and clicking a rating button in the Metadata inspector.



Click a rating button to assign and change image ratings.

You can also use keyboard shortcuts to quickly assign or change ratings.

You can select and rate multiple images at once. You can review and rate images in the Viewer, Browser, and Light Table, as well as in Full Screen view. When you’ve finished rating images, Aperture allows you

to sort images according to their ratings.

You can use the Filter HUD to hide or show images of a certain rating. For example, after an initial ratings pass, you can set the Filter HUD to show only those images that are rated one star. You can then closely inspect and further refine your selection or begin an adjustments pass. Aperture is preset to hide images that are rated Reject, so you may need to change the Filter HUD settings to see rejected images.

Make sure this checkbox is selected, then choose an option from the pop-up menu.



Set the slider to a rating.

Aperture also comes with a set of Library Smart Albums that are preset to gather images throughout your library that are rated Select, one star or better, and Reject.



Aperture comes with Library-level Smart Albums preset to gather images rated Select, images rated one star or better, and Rejected images only.

Tip: It's a good idea to review the images gathered in the Rejected Library Album on a periodic basis before deleting their versions and masters. From time to time you might find an image you rejected by mistake.

For more information about working with Smart Albums, see "Grouping Images with Smart Albums."

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Rating Images

Aperture provides a set of seven possible image ratings:

- Five stars, or Select
- Four stars
- Three stars
- Two stars
- One star
- Unrated, or neutral
- Reject

Rejected images appear with a white X overlay. Positive ratings appear with white star overlays. If no overlays are displayed on the image, the image is considered neutral or is not rated. You can rate a single image or apply a rating to several images at once.

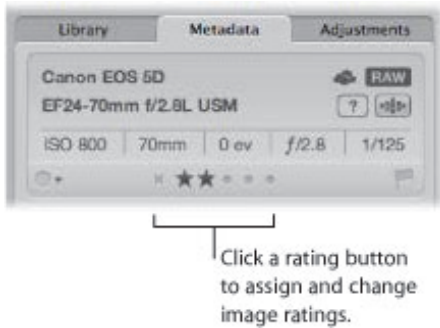
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Rating Individual Images

You can quickly rate a selected image using the rating buttons in the Metadata inspector or in the control bar.

☑ To rate an individual image using the rating buttons in the Metadata inspector

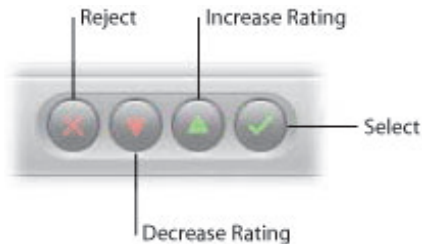
1. Select an image.
2. In the Metadata inspector or the Metadata pane of the Inspector HUD, click a rating button.



Note: As long as the image is selected, you can change its rating.

☑ To rate an individual image using the rating buttons in the control bar

1. Select an image.
2. To show the control bar, choose Window > Show Control Bar (or press D).
3. Click the rating buttons in the control bar to assign a rating.



- *To assign the highest rating to the image:* Click the Select button.
- *To assign a rating of Reject:* Click the Reject button.
- *To increase or decrease the image rating:* Click the Increase Rating or Decrease Rating button.

Note: As long as the image is selected, you can change its rating.

4. To select the next image, press the Right Arrow or Left Arrow key, or click the Move Selection Left or Move Selection Right button in the control bar.

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Rating Multiple Images

For quick and efficient rating, you use the arrow keys to select images and then use the appropriate keyboard shortcuts to apply ratings. For more information about keyboard shortcuts used to apply ratings to images, see the *Aperture 3 Keyboard Shortcuts* card that came with Aperture.

You can apply a rating to several images at once. If the images are already assigned various ratings, you can increase and decrease their ratings by equivalent amounts, such as one star.

✔ To apply the same rating to multiple images at once

1. Select the images you want to rate.

For more information, see “Navigating Through and Selecting Images.”

2. Click a rating button in the Metadata inspector or control bar, or press the keyboard shortcut for a rating.



The rating you assign is displayed on all the selected images.

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Sorting Images by Rating

After you've rated your images, you can sort images according to a specific rating. For example, after an initial rating pass, you can choose to show only those images rated Select, with five stars. You can then closely inspect and further refine your selection or begin making adjustments to images. You can sort images by rating using either the pop-up menu in the Browser's search field or the Rating controls in the Filter HUD.

Note: Image files are not deleted when sorted by rating. They are only temporarily removed from view.

For more information on using the Browser's search field to sort images by rating, see "Searching for Images in the Browser."

▼ To sort images by rating using the Filter HUD

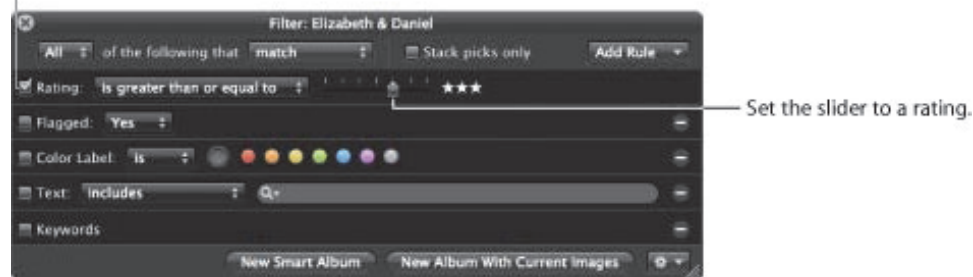
1. Show the Filter HUD by doing one of the following:

- Choose Edit > Find (or press Command-F).
- In the Browser, click the Filter HUD button next to the search field.



2. Select the Rating checkbox.

Make sure this checkbox is selected, then choose an option from the pop-up menu.



3. Choose an option from the Rating pop-up menu.

- *To show images with a specific rating only:* Choose "is."
- *To show images with a specific rating or better:* Choose "is greater than or equal to."

- *To show images with a specific rating or worse:* Choose “is less than or equal to.”
4. Drag the Rating slider to specify a rating.
The Browser instantly displays only images that meet the specified rating criteria.

☑ **To view all images again**

Do one of the following:

- Deselect the Rating checkbox in the Filter HUD.
- Press Control-6.

☑ **To view all images that are unrated or better**

- Press Control-Grave Accent (`).

☑ **To view rejected images only**

- Press Control-8.

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Including Image Rating in Your Workflow

You can use image rating as part of your workflow to help reduce a large group of images to a smaller group of preferred images. Sometimes you can accomplish the selection process in one pass, especially if the group of images is small. If the group is large, additional rating and culling passes may be necessary.

Rating images with multiple passes can allow you to take a measured approach to the photo editing process. You can systematically rate images and then remove levels of rated images from view to work with your best images.

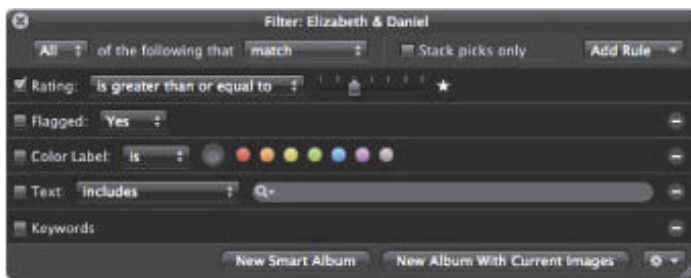
Here is a suggested workflow for rating images in multiple passes.

✔ To rate images in multiple passes

1. Begin by assigning a Reject rating to all images that are clearly unacceptable.

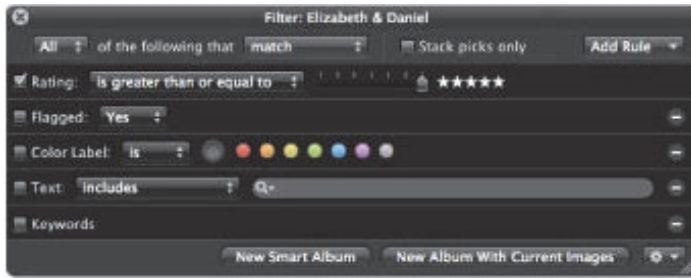
If the Filter HUD is set to show unrated images or better (the default setting), the rejected images immediately disappear.

2. In the next rating pass, assign positive ratings to any images that deserve a rating of one star or better. Leave images you're uncertain about unrated.
3. To hide all unrated images, show the Filter HUD and specify a rating that is greater than or equal to one star as search criteria.



Only images with a rating of one star or better remain visible in the Browser.

4. In the next rating pass, assign a rating of two stars to any images that are better than one star.
5. Change the search criteria in the Filter HUD to show only those images that are rated two stars or better.
6. In the next rating pass, assign a rating of three stars to your images that are better than two stars.
7. Change the search criteria in the Filter HUD to show only those images that are rated three stars or better.
8. In the next rating pass, assign a rating of four stars to your images that are better than three stars.
9. Change the search criteria in the Filter HUD to show only those images that are rated four stars or better.
10. In the next pass, assign a rating of five stars, or Select, to your best images.
11. Specify a rating that is equal to five stars in the Filter HUD.



Only the images rated Select remain visible in the Browser. Now you can focus on those images that deserve your attention.

You can also set up a series of Smart Albums in a project, where each Smart Album represents a rating from Reject to Select. As you rate your images in the project, the Smart Albums gather the images with matching ratings. You can then review the images in each Smart Album to verify they belong in the Smart Album's rating category. As you progressively change the ratings on your images, the contents within the Smart Albums you set up change dynamically to gather the images that correspond to their rating setting.

For more information about working with Smart Albums, see “Grouping Images with Smart Albums.”

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Comparing and Rating Images

For those really tough decisions, Aperture allows you to compare and rate a Select image against close alternates. This is particularly useful when you are trying to choose an image from a small group of similarly composed images.

For example, choosing the best image from a series of head shots can be difficult. Even in head shots captured within a short time span, the facial expressions of the subject can change ever so slightly. By comparing images side by side and rating them, you can more easily choose among like images.

✔ To compare and rate images

1. Make sure the Browser and Viewer are showing.
2. In the Browser, select the image that appears to be the best.
3. To set this image as the “compare” image, choose View > Main Viewer > Compare (or press Option-O).

The compare image appears in the Viewer and the Browser with a green border. The next selected image appears with a white border immediately to the right of the compare image. If you want to view another image against the compare image, simply select it. The alternate image you selected appears to the right of the compare image in the Viewer.



If you have a second display and want to view each image on a different display, choose View > Secondary Viewer > Span (or press Option-S).

4. Rate your compare image by doing one of the following:
 - *To assign the Select rating:* Press Option-Backslash (\).
 - *To increase the compare image’s rating:* Press Option-Equal Sign (=).
 - *To decrease the compare image’s rating:* Press Option-Hyphen (-).

The rating appears as an overlay on the compare image.

5. Rate the alternate image by doing one of the following:
 - *To assign the Select rating:* Press Backslash (\).
 - *To increase the image’s rating:* Press Equal Sign (=).

- *To decrease the image's rating:* Press Hyphen (-).
- *To assign the Reject rating:* Press 9.

The rating appears as an overlay on the alternate image.

6. Navigate to the next alternate by pressing the Left Arrow or Right Arrow key or by clicking the Move Selection Left or Move Selection Right button in the control bar.



If you discover that the new selection is a better choice or has the best rating, you can make it the compare image by pressing Return or choosing Edit > Set Compare Item. You can then review and compare your alternates against this image to confirm it as the best image.

Tip: To quickly turn off the comparison feature, press Command-Return.

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Applying Keywords to Images

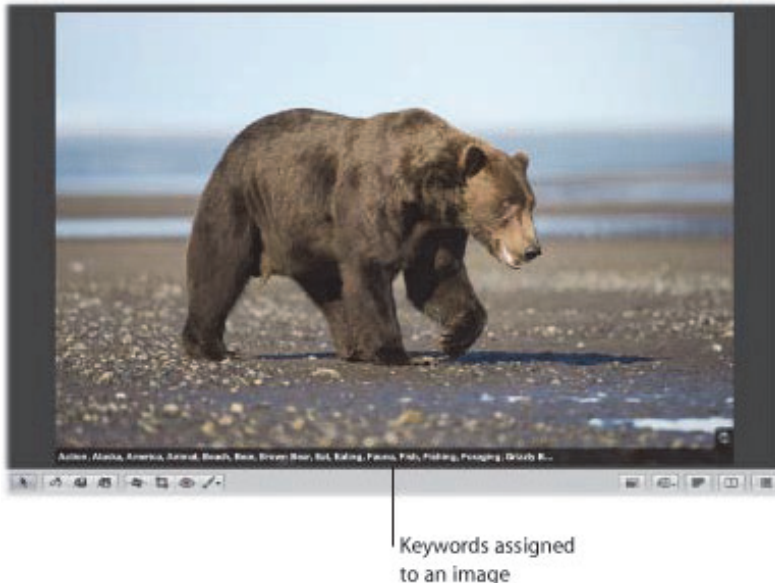
Adding keywords to your images helps you organize your images and quickly locate specific images.

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An Overview of Keywords

Keywords are descriptive words assigned to image versions and saved as metadata. For example, a family portrait may include such keywords as *Portrait, Family, Father, Mother, Daughter, Husband, Wife, Park, Client, Select, Purchased*, and more.

After you have applied keywords to your images, you can have Aperture display an image's keywords in the Viewer and Browser. You can also view keywords for selected images in the Metadata inspector.



You can use the Smart Settings HUD to quickly locate images by their keywords, and you can use Smart Albums to automatically group images that have specific keywords assigned. For example, you can create a Smart Album at the Library level named *Purchased*, which automatically groups all images with the keyword *Purchased*. If you want to quickly review the images your clients bought over time, all you have to do is open the Smart Album named *Purchased*.

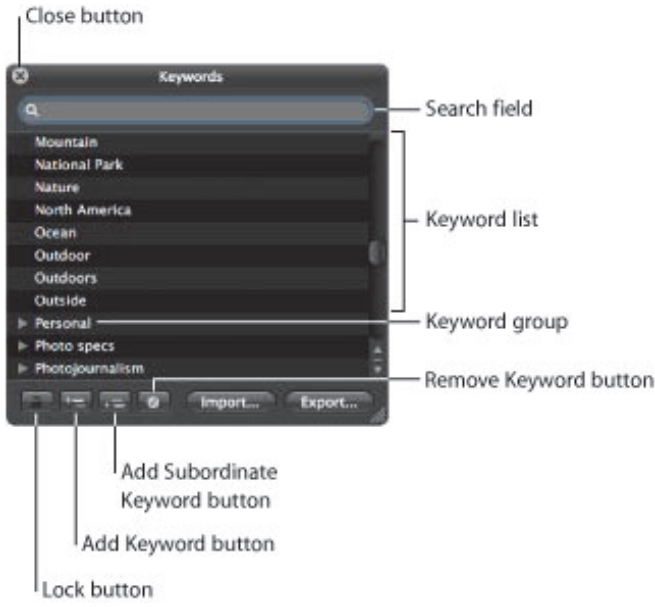
You can also apply keywords to images based on your future intentions. For example, you can create a Smart Web Page Album that gathers images that have a *For Web* keyword applied. As you're reviewing your images, apply the keyword *For Web* to any image you think is worthy of being published on your website. All images with the keyword *For Web* are now collected in the Smart Web Page Album. If you later change your mind about publishing an image on your website, you can always remove the keyword. As soon as you remove the keyword, the image is removed from the Smart Webpage Album.

If you sell your images to image libraries, you can export the keywords assigned to your images as IPTC data. During export, Aperture embeds your keywords individually in the image file as IPTC-compliant keyword fields. The more keywords you apply to your images, the more likely it is that your images will be located by potential customers. For more information, see "Exporting Your Images."

Important: If you are planning to export your keywords as IPTC data, make sure your keyword phrases are no more than 64 characters in length. Longer keyword phrases may not be displayed properly in other IPTC editors or operating systems.

There are several ways to apply keywords:

• Using the Keywords HUD



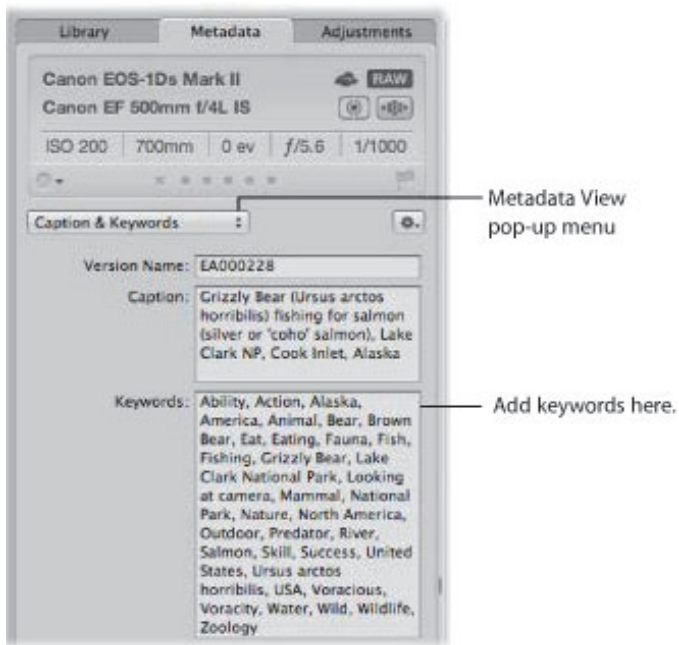
• Using keyword controls, presets, and the keyword field in the control bar



• Using the Lift and Stamp tools via the Lift & Stamp HUD



• Using the Metadata inspector



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Viewing Keywords Applied to Images

The following sections describe the various options you have while working with keywords:

- “Displaying Keywords in the Viewer and Browser”
- “Viewing an Image’s Keywords Using the Metadata Inspector”
- “Viewing Keywords in the Browser in List View”

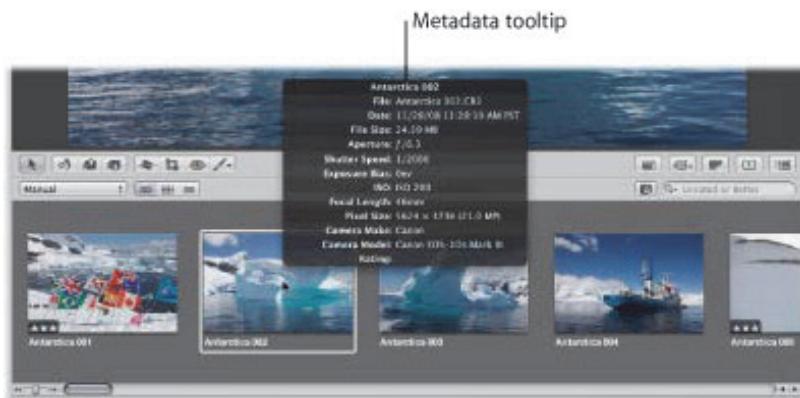
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Displaying Keywords in the Viewer and Browser

You can turn on the display of image keywords in the Viewer and Browser using metadata overlay views. Your keywords are displayed in overlays that appear across the bottom of the image or below the image. However, you must choose a metadata view that includes keywords, such as General or Caption & Keywords.

For more information about turning on metadata overlays in the Viewer and Browser, see “Displaying Metadata with Your Images.”

You can also view an image’s keywords using metadata tooltips. When you turn metadata tooltips on, basic metadata, including keywords, is displayed over the image when you place the pointer over it. You turn metadata tooltips on and off by pressing the T key.



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Viewing an Image's Keywords Using the Metadata Inspector

The Metadata inspector and the Metadata pane of the Inspector HUD provide views of the metadata associated with a selected image. When you show the Metadata inspector or the Metadata pane of the Inspector HUD and then select an image, you can see the keywords assigned to your image, including IPTC keywords.

✓ To view an image's keywords using the Metadata inspector

1. If necessary, show the Metadata inspector by doing one of the following:
 - Choose Window > Show Inspector (or press I), then click the Metadata tab.
 - Click the Inspector button in the toolbar, then click the Metadata tab.
2. Choose a metadata view that includes keywords, such as General or Caption & Keywords, from the Metadata View pop-up menu.

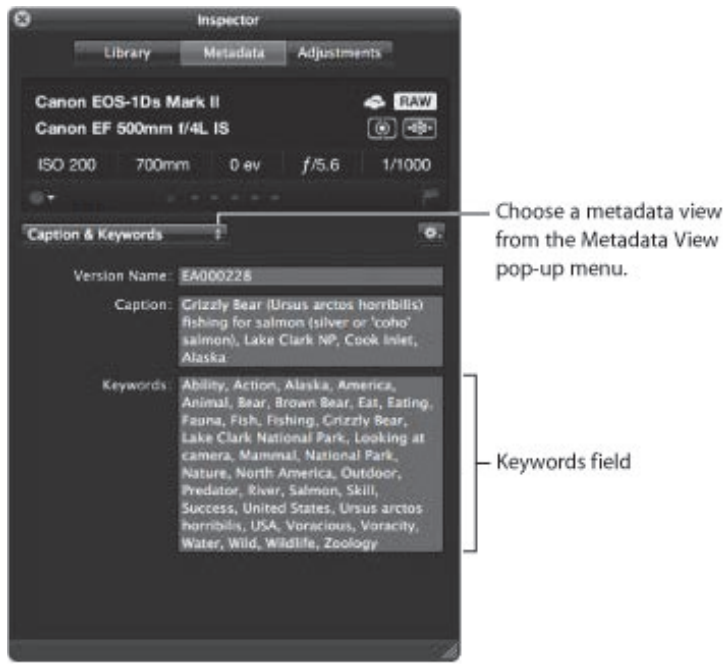


3. In the Browser, select an image to see its keywords.

Any keywords applied to the selected image appear in the Keywords field of the Metadata inspector.

✓ To view an image's keywords using the Metadata pane of the Inspector HUD

1. If necessary, show the Metadata pane of the Inspector HUD by choosing Window > Show Inspector HUD (or pressing H), then click the Metadata button.
2. Choose a metadata view that includes keywords, such as General or Caption & Keywords, from the Metadata View pop-up menu.



3. Select an image to see its keywords.

Any keywords applied to the selected image appear in the Keywords field of the Metadata pane of the Inspector HUD.

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Viewing Keywords in the Browser in List View

When the Browser is set to list view, Aperture can display a column that shows the keywords assigned to images.

✓ To view keywords in the Keywords column of the Browser

1. To set the Browser to list view, click the List View button (or press Control-L).

The Browser switches to list view.

2. Choose View > Metadata Display > Customize (or press Command-J).

The Browser & Viewer Metadata dialog appears.

3. Select a list view option from the View pop-up menu.

4. Make sure the Keywords checkbox is selected in the Metadata Fields column by clicking the IPTC and Content disclosure triangles.

The Keywords checkbox can be found in the Content category.

5. Click OK.

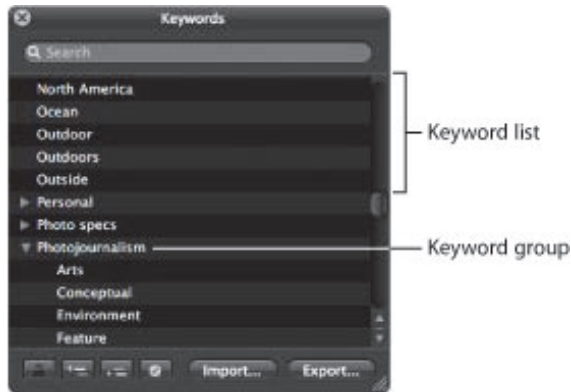
6. In the Browser, you can resize the Keywords column by dragging the edge of the column heading to view all the keywords assigned to the image.

The keywords for each image appear in the Keywords column.

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Applying Keywords Using the Keywords HUD

The Keywords HUD provides an efficient way to apply keywords to images. The Keywords HUD contains a library of predefined keywords that you can browse and search. You can also add your own keywords or remove keywords. The Keywords HUD is automatically updated with any keywords you add. For example, when you enter a new keyword in the Metadata inspector, that keyword also appears in the Keywords HUD. When you change a keyword—by changing its spelling or capitalization, for example—the keyword is updated on all images that have that keyword assigned.



For more information about using the Keywords HUD, see the following sections:

- “Using the Keywords HUD to Apply Keywords”
- “Browsing and Searching for Keywords”
- “Adding Keywords to the Keywords HUD”
- “Removing Keywords from the Keywords HUD”
- “Modifying Existing Keywords in the Keywords HUD”

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Using the Keywords HUD to Apply Keywords

You can use the Keywords HUD to quickly apply keywords to one or more images. You simply drag keywords to any image or selection of images in the Viewer or Browser. When you select a group of images, you can assign keywords to all the selected images at once.

▼ To assign a keyword using the Keywords HUD

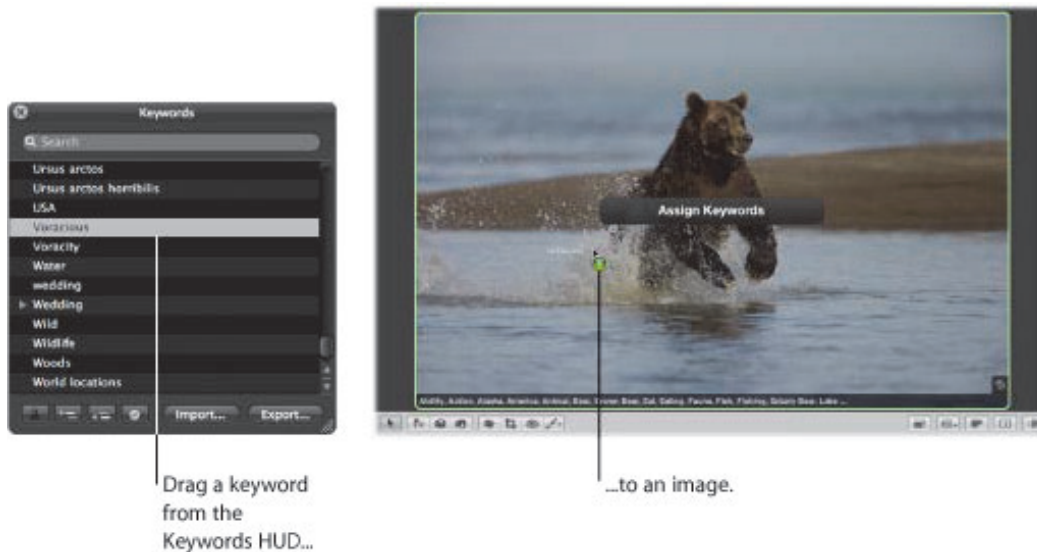
1. To show the Keywords HUD, do one of the following:

- Choose Window > Show Keywords HUD (or press Shift-H).
- Click the Keywords button in the toolbar.

The Keywords HUD appears.

2. Do one of the following:

- *If the Browser is in filmstrip view or grid view:* Drag a keyword from the Keywords HUD to an image or selected images in the Viewer or Browser.



- *If the Browser is in list view:* Drag a keyword from the Keywords HUD to an image selection in the Browser list. The keyword appears in the Keywords column for the image or images.

Note: Depending on the metadata options you have set, the Keywords column may not appear. For more information, see “Viewing Keywords in the Browser in List View.”

- *If Aperture is set to Full Screen view:* Drag a keyword or keyword group from the Keywords HUD to an image or selected images displayed onscreen or in the filmstrip.

The keyword is applied to the image or selection of images to which you dragged it. To view keywords applied to images, see “Viewing Keywords Applied to Images.”

▼ To apply multiple keywords using the Keywords HUD

1. To show the Keywords HUD, do one of the following:

- Choose Window > Show Keywords HUD (or press Shift-H).

- Click the Keywords button in the toolbar.

The Keywords HUD appears.

2. To select the keywords you want to apply, do one of the following:

- Hold down the Shift key while pressing the Up Arrow or Down Arrow key to select several keywords.
- Shift-click a group of adjacent keywords.
- Command-click nonadjacent keywords.

The selected keywords are highlighted in the keyword list.

3. Drag the keywords from the Keywords HUD to an image or selection of images in the Browser, in the Viewer, or in Full Screen view.

The keywords are assigned to the image or selection of images to which you dragged them.

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Browsing and Searching for Keywords

You can browse and search for specific keywords in the Keywords HUD.

▼ To locate a keyword using the Keywords HUD

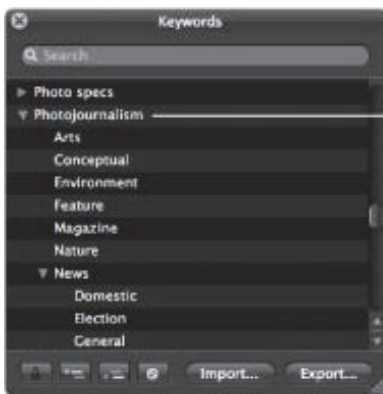
1. To show the Keywords HUD, do one of the following:

- Choose Window > Show Keywords HUD (or press Shift-H).
- Click the Keywords button in the toolbar.

The Keywords HUD appears.

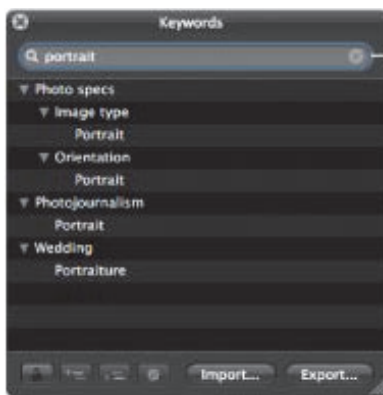
2. Do one of the following:

- *To browse for a keyword:* Scroll up and down to review the keywords, and click the disclosure triangles to reveal the keywords in each keyword group.



Click the disclosure triangle next to a keyword group to display all the keywords in it.

- *To search for a keyword:* Type the keyword you're looking for in the Keywords HUD search field.



Enter a keyword in the search field.

The keyword list updates to reveal all instances of the keyword you entered.

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Adding Keywords to the Keywords HUD

You can add new keywords to the keyword library of the Keywords HUD.

▼ To add new keywords to the keyword library

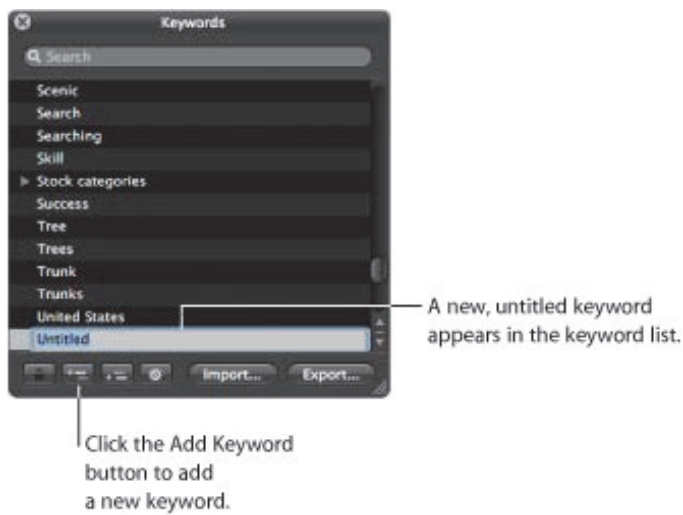
1. To show the Keywords HUD, do one of the following:

- Choose Window > Show Keywords HUD (or press Shift-H).
- Click the Keywords button in the toolbar.

The Keywords HUD appears.

2. Click the Add Keyword button.

A new, untitled keyword appears in the keyword list.



3. Type a name for the new keyword, then press Return.

The new keyword is added to the keyword library.

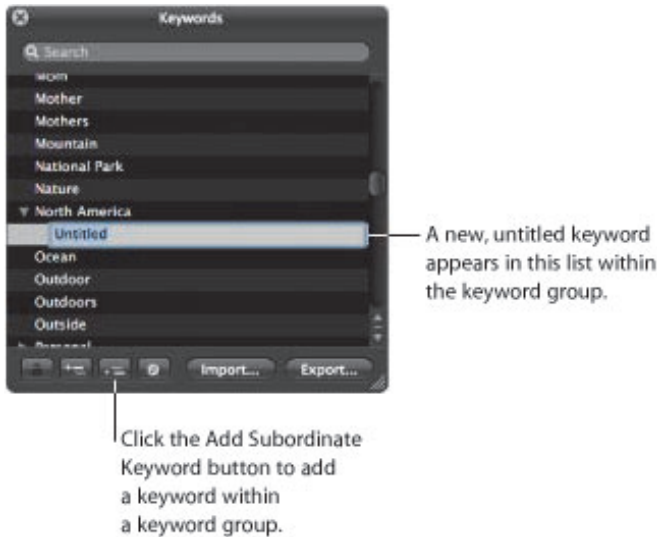


▼ To add keywords to a keyword group

1. In the Keywords HUD, select the keyword group to which you want to add a keyword.

2. Do one of the following:

- Click the Add Subordinate Keyword button, type the new keyword, then press Return.



- Drag an existing keyword into the keyword group.

The new keyword appears in the keyword group you selected, sorted alphabetically within the group.

You can also create new keyword groups. For example, if you added the keyword *Fish* to your list, you might want to add *Angelfish*, *Dolphin*, *Tuna*, and *Shark* under the *Fish* keyword so you can further define your images.

✓ To create a new keyword group with keywords in it

1. In the Keywords HUD, click the Add Keyword button, then type a name for the new keyword group.
2. With the new keyword group name selected, click the Add Subordinate Keyword button, type a keyword, then press Return.

The keyword you just added becomes the first keyword in the new group.

3. To add another keyword to the new group, click the Add Subordinate Keyword button, type a keyword, then press Return.

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Removing Keywords from the Keywords HUD

After adding keywords to the keyword library of the Keywords HUD, you may decide not to use certain keywords. If so, you can easily remove them.

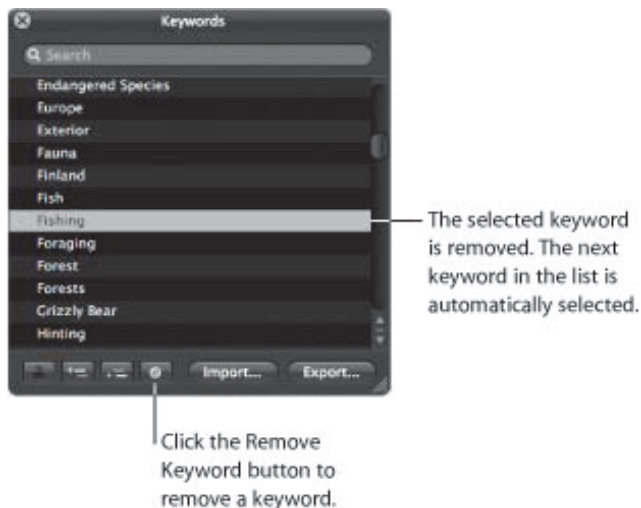
▼ To remove a keyword or keyword group from the keyword library

1. In the Keywords HUD, select the keyword or keyword group you want to remove.



2. Do one of the following:

- Click the Remove Keyword button.
- Press the Delete key.



3. If the keyword you are attempting to remove is assigned to any image in your library, a dialog appears, indicating the number of times it's being used. If you still want to remove the keyword, click "Remove from version."

Important: Removing a keyword from the keyword library removes it from any images to which it's already assigned.

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Modifying Existing Keywords in the Keywords HUD

When entering a large group of keywords in the Keywords HUD, it's not uncommon to make spelling mistakes. It's easy to modify existing keywords to fix the mistakes.

✔ To modify an existing keyword in the Keywords HUD

1. In the Keywords HUD, double-click the keyword you want to change.

The selected keyword is highlighted, and you can edit it.

2. Enter the correction, then press Return.
3. If the keyword you are attempting to modify is assigned to any image in your library, a dialog appears, indicating the number of times it's being used. If you still want to change the keyword, click "Rename in version."

Note: If you're planning to enter a large group of keywords, it may be easier to enter them in a tab-delimited text (.txt) file, using an application such as TextEdit, and then import the list of keywords into Aperture. For more information, see "Exporting and Importing Keyword Lists."

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Applying Keywords Using Keyword Controls and Keyword Presets

One way to apply and remove keywords is to use the keyword controls located in the control bar. You can add new keywords to images or apply preset keywords that are part of a keyword group.



For more information about using the keyword controls, see the following sections:

- “About the Keyword Controls in the Control Bar”
- “Choosing a Keyword Preset Group”
- “Adding Preset Keywords to Images Using Keyword Controls”
- “Creating a Keyword Preset Group”

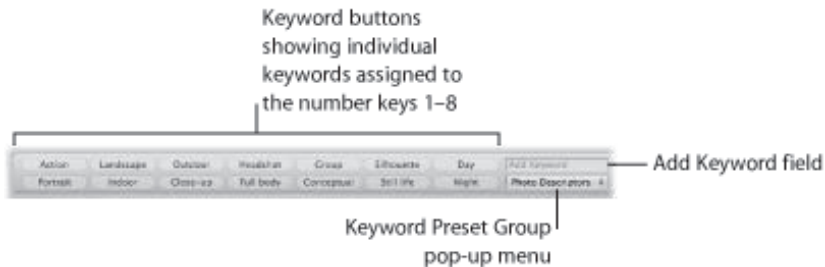
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About the Keyword Controls in the Control Bar

The keyword controls are located at the left side of the control bar, but they are not shown by default.

▼ To show the keyword controls in the control bar

- Choose Window > Show Keyword Controls (or press Shift-D).



The following keyword controls appear:

- **Keyword buttons:** These buttons display the preset keywords in the selected keyword preset group. The first eight keywords are assigned to the keyboard shortcut key combination of Option and a number key (1 through 8) on the keyboard. Press Option and a number key on the keyboard (not the numeric keypad) to add the preset keyword to a selected image, or click a keyword button. The control bar can hold up to 20 keyword buttons. To remove a keyword applied by clicking a button, press Shift-Option and the button's corresponding number key. To remove all keywords, press Shift-Option-9.
- **Add Keyword field:** Type a new keyword in this field and press Return to add it to a selected image. If the keyword has been used before, Aperture automatically completes the word as you type it. If the Keywords HUD is locked, you are asked whether you want to unlock the Keywords HUD and add the keyword to the keyword library, or not add the keyword to the image. To remove a keyword you've just applied, type the keyword again and press Shift-Return. Keywords removed using the keyword field are not removed from the Keywords HUD.
- **Keyword Preset Group pop-up menu:** Use this pop-up menu to choose the keyword preset group you want displayed. You can also use the Comma key (,) and Period key (.) to quickly cycle forward and backward through the keyword preset groups. The first eight keywords in the group are assigned to the keyboard shortcut key combination of Option and a number key from 1 through 8.

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Choosing a Keyword Preset Group

Aperture provides groups of related keywords in sets that you can easily select and use. A group of related keywords is called a *keyword preset group*. You can select a keyword preset group whenever you need it, and you can create your own keyword preset groups that include keywords you frequently use.

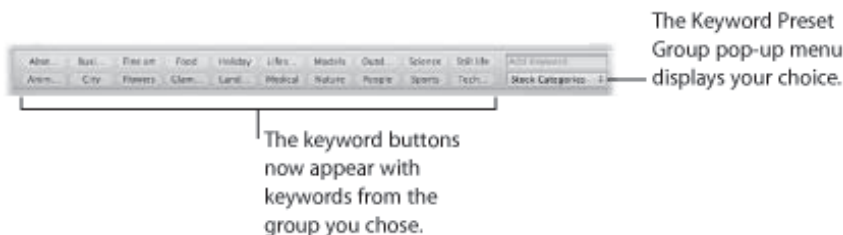
When you choose a keyword preset group, Aperture assigns the specific keywords to keyword buttons in the control bar. This allows you to set the control bar to show the most useful keywords.

▼ To choose a keyword preset group and apply keywords to images

1. Select an image or group of images in the Browser.
2. In the control bar, choose a keyword preset group from the Keyword Preset Group pop-up menu.



The keyword buttons in the control bar update according to the keyword preset group you chose.



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Adding Preset Keywords to Images Using Keyword Controls

You can easily add a preset keyword to an image.

▼ To add a preset keyword to an image

1. Select the image to which you want to assign a keyword.
2. In the control bar, choose a keyword preset group from the Keyword Preset Group pop-up menu.
3. Do one of the following:
 - Choose Metadata > Add Keyword, then choose the keyword you want from the submenu.
 - Press Option and a number key from 1 to 8 to assign one of the first eight keywords.
 - Click a keyword button in the control bar.

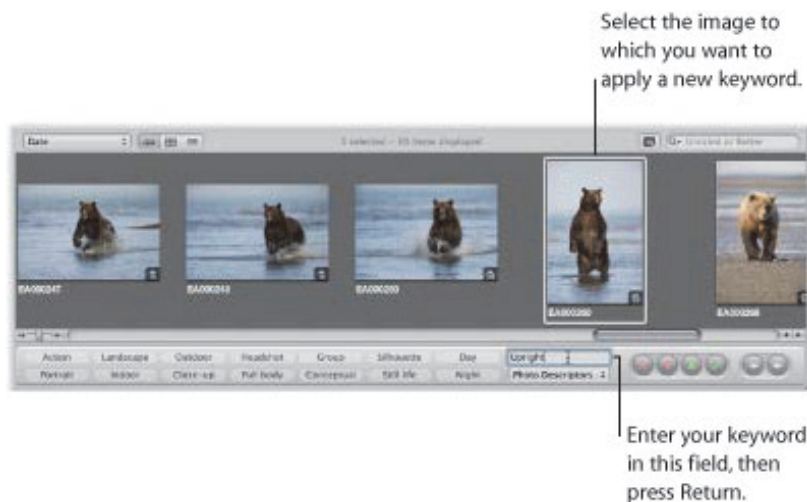
▼ To remove a preset keyword from an image

1. Select the image with a preset keyword you want to remove.
2. In the control bar, select a keyword preset group from the Keyword Preset Group pop-up menu.
3. Do one of the following:
 - Choose Metadata > Remove Keyword, then choose the keyword you want to remove from the submenu.
 - Press Shift-Option and a number key from 1 to 8 to assign one of the first eight keywords.
 - Shift-click the keyword button in the control bar.

You can also easily apply a new keyword that's not part of your keyword library.

▼ To apply a new keyword using the keyword controls

1. In the Browser, select an image or group of images.
2. In the control bar, type the new keyword in the Add Keyword field, then press Return.



The keyword you entered is now applied to the image or group of images.

For information about viewing keywords applied to images, see “Viewing Keywords Applied to Images.”

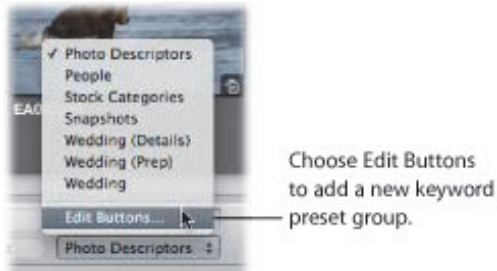
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Creating a Keyword Preset Group

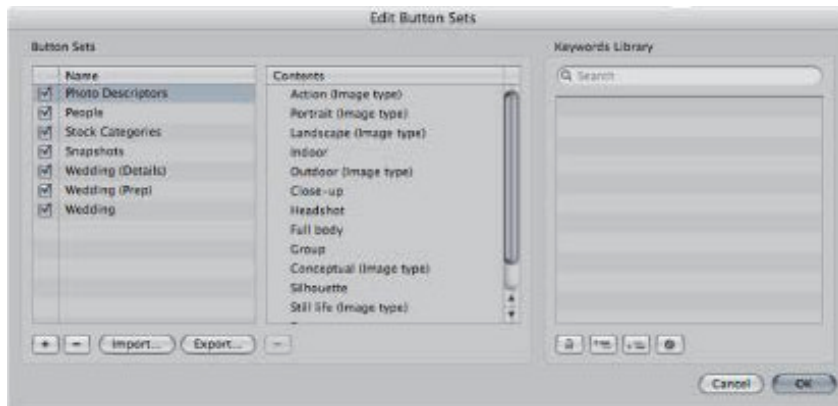
You can create new keyword preset groups when you need them.

▼ To create a keyword preset group and assign keywords to it

1. In the control bar, choose Edit Buttons from the Keyword Preset Group pop-up menu.



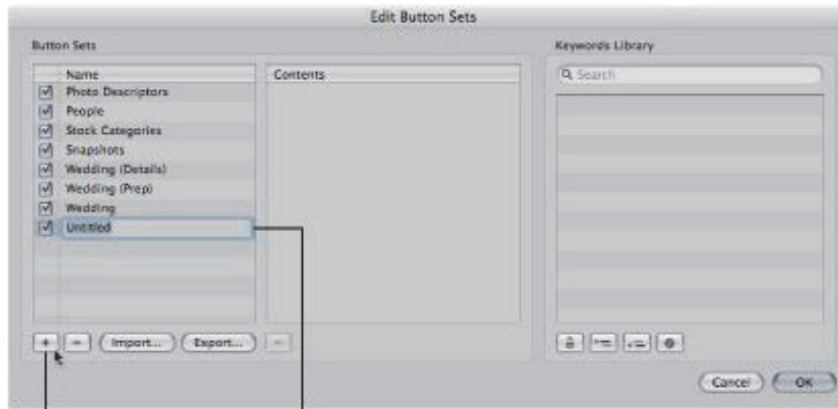
The Edit Button Sets dialog appears.



The Name column on the left lists the keyword preset groups that already exist. When you select a keyword preset group in this column, the keywords included in the group appear in the center Contents column. You add or remove keywords by adding them to or removing them from the Contents column. The Keywords Library column provides a list of the existing keywords in your keyword library. You can drag keywords from this list into the Contents column. You can also add keywords and keyword groups to your keyword library using the controls below the Keywords Library column.

2. To create a new keyword preset group, click the Add (+) button.

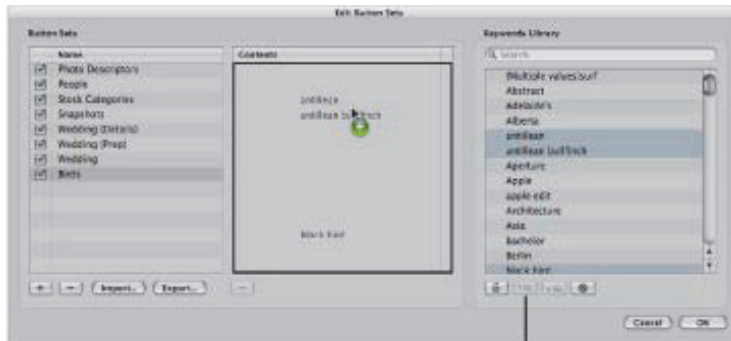
An untitled preset group appears in the Name column.



Click the Add button to add a keyword preset group.

A new, untitled preset group appears in this list.

3. Type a name for the new keyword preset group, then press Return.
4. Drag keywords from the Keywords Library column to the Contents column.



Add Keyword button

If you wish, you can select multiple keywords and drag them to the Contents column at the same time. Hold down the Shift key while pressing the Up Arrow or Down Arrow key to select several keywords, Shift-click to select adjacent keywords, or Command-click to select nonadjacent keywords. If you have a large list of keywords, you can quickly locate the one you're looking for by typing the keyword in the search field. You can also add new keywords to the Keywords Library column by clicking the Add Keyword button. You can then drag the new keywords into the Contents column.

5. If you want to rearrange the order of the keywords in the Contents column, drag them into the order you prefer.

The first eight keywords are assigned to the keyboard shortcut key combination of Option and a number key (1 through 8) on the keyboard. To remove a keyword from the column, select it and press Delete, or click the Remove (-) button below the column.

6. After arranging the keywords in order, click OK.

The new keyword preset group appears in the Keyword Preset Group pop-up menu.

If the keyword preset group has fewer than eight keywords, the unassigned keys are inactive.

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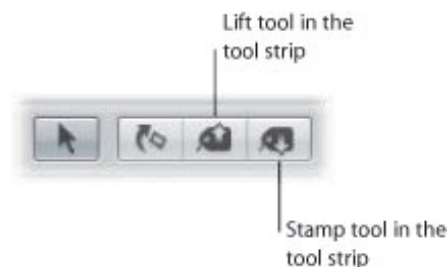
Applying Keywords Using the Lift & Stamp HUD

If you have images that should share the same keywords, you can use the Lift and Stamp tools to quickly apply all or some of the keywords from one image to other images. Using the Lift and Stamp tools is an efficient way to apply keywords and other types of metadata, such as ratings, to large numbers of images. The Lift and Stamp tools can also apply adjustments made to images, such as cropping, straightening, exposure changes, and other adjustments. For more information about using the Lift and Stamp tools to apply adjustments, see “Applying Adjustments to a Group of Images.”

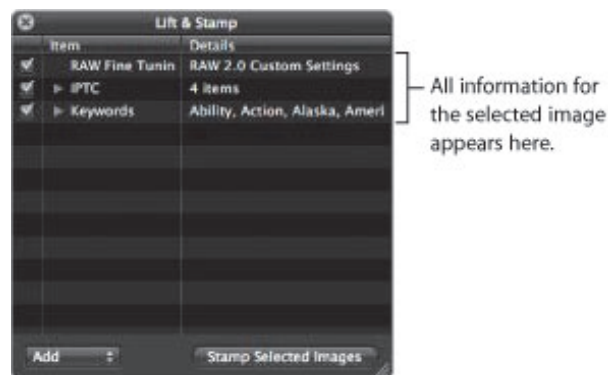
The Lift and Stamp tools have a corresponding HUD you can use to view and remove items you’ve lifted (copied) from one image before you stamp (paste) them onto another image.

✔ To lift all the keywords from an image and stamp them onto another image or group of images

1. Select an image.
2. Select the Lift tool (or press O).

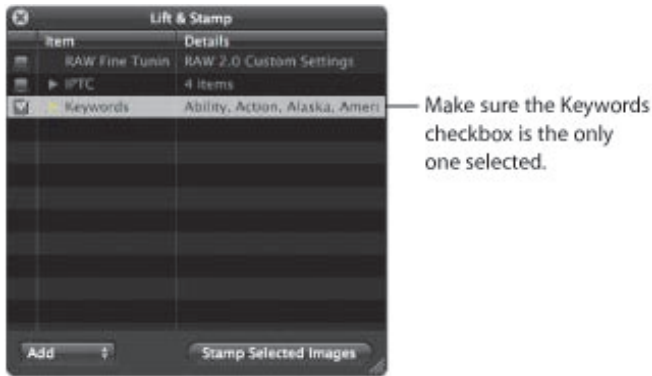


The Lift & Stamp HUD appears.



All the image’s metadata, such as applied adjustments, rating, and keywords, appears in the Lift & Stamp HUD.

3. Deselect all checkboxes except for Keywords, or select items in the HUD and press Delete to remove them.



4. To apply the keywords from the Lift & Stamp HUD, do one of the following:

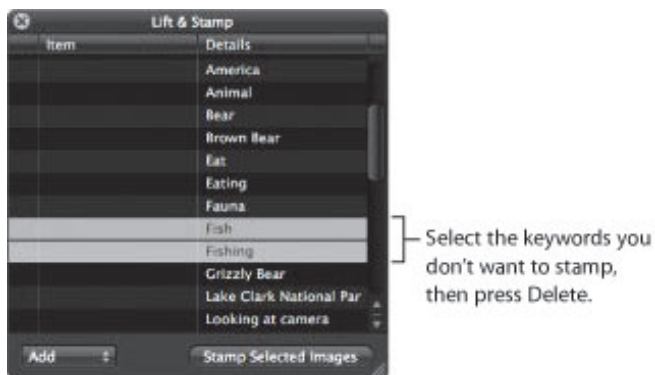
- Use the Stamp tool to select the images to which you want to assign the keywords.
Note: The Stamp tool is automatically selected by default.
- Use the Selection tool to select a group of images in the Browser, and then click the Stamp Selected Images button in the Lift & Stamp HUD.

The keywords from the first image are applied to all of the images you stamped them on.

In many cases, you do not want to copy all keywords from one image and paste them onto another. For this reason, you can select specific keywords that apply to the image you want to stamp them on.

✓ **To stamp a reduced selection of keywords onto an image**

1. Select an image.
2. Select the Lift tool (or press O).
The Lift & Stamp HUD appears.
3. In the Lift & Stamp HUD, deselect all image information checkboxes except for Keywords.
4. Click the Keywords disclosure triangle to reveal the keywords from the selected image.
5. Remove any keywords you don't want to stamp onto an image or group of images by selecting each unwanted keyword in the list and pressing the Delete key.



6. Select the image to which you want to apply the keywords.

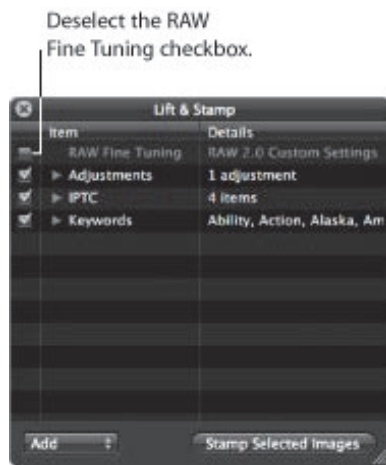
The reduced selection of keywords is applied to the selected image.

You can quickly lift and stamp the keywords and all other metadata and adjustments from one image to another using keyboard shortcuts.

❏ To quickly lift and stamp image metadata and adjustments

1. Select an image, then press Command–Shift–C to lift the metadata from the image.
2. Select an image or group of images, then press Command–Shift–V to stamp the metadata onto the selected images.

You can also lift RAW Fine Tuning parameter values from one RAW image and stamp them onto another. RAW Fine Tuning adjustments are included in lift and stamp operations by default. If you don't want to lift and stamp RAW Fine Tuning adjustments, you must deselect them in the Lift & Stamp HUD. For more information about lifting and stamping adjustments, see "Applying Adjustments to a Group of Images." For more information about the RAW Fine Tuning adjustments, see "Working with the RAW Fine Tuning Controls."



Alternatively, you can use the Lift & Stamp HUD to lift and stamp metadata only.

❏ To exclude everything but metadata from lift and stamp operations

1. Select the image with the metadata or keywords you want to copy.
2. Choose Metadata > Lift Metadata.

The Lift & Stamp HUD appears, showing the metadata and keyword information only.

3. Select an image or group of images, then click the Stamp Selected Images button.
Only the selected metadata and keywords are applied to the image selection.

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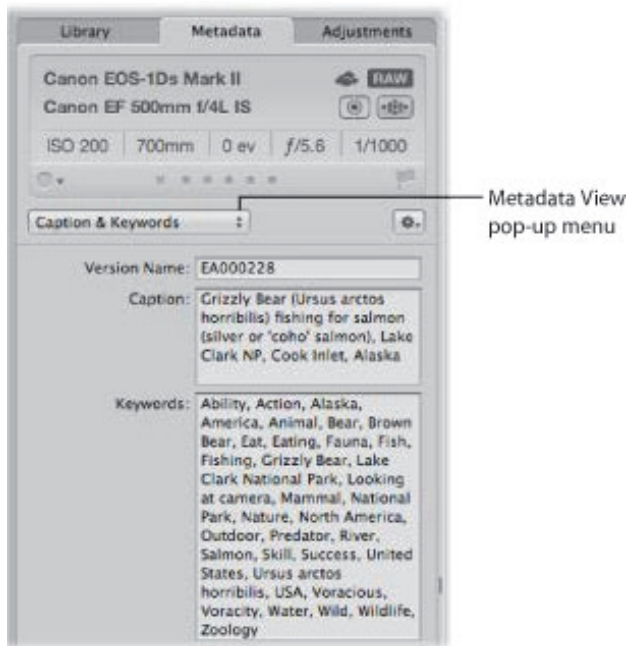
Applying Keywords Using the Metadata Inspector

When you select an image, you can use the Metadata inspector to see the image's keywords and add new keywords, if needed.

▼ To apply keywords using the Metadata inspector

1. Select an image.
2. Choose Window > Show Inspector (or press I), then click Metadata.
3. If necessary, choose Caption & Keywords from the Metadata View pop-up menu.

All keywords assigned to the image appear in the Keywords field.



4. To add a keyword, type a keyword in the Keywords field.

Note: All keywords must be separated by commas (,).

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Applying Keywords to Images in the Light Table

You can use the Light Table to arrange your image selection in a freeform manner. After arranging your images into groups, you can apply keywords to a group of images at once. For example, if you make a Light Table album consisting of the selects from your wedding shoot, you can group the images according to the part of the wedding event they show. After you've arranged them, you can apply keywords, such as *Getting Ready*, *Wedding*, *Ceremony*, *Formal Shots*, and *Reception*, as appropriate.

☑ To apply keywords to groups of images in the Light Table

1. Select a Light Table album in the Library inspector.
2. Click the Keywords button in the toolbar (or press Shift-H).
3. In the Light Table or the Browser, select a group of images to which you want to assign keywords.
4. Drag the appropriate keywords from the Keywords HUD to the selected images.

The keywords are immediately applied to the selected images.

For more information about using the Light Table, see “Using the Light Table.”

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Removing Keywords from an Image

At times, you may want to remove all the keywords that you have applied to an image.

▼ To remove all keywords from an image

1. Select the image.
2. Choose Metadata > Remove Keyword > Remove All Keywords (or press Shift-Option-9).

You can also remove keywords from an image by removing specific keywords in the Metadata inspector.

▼ To remove specific keywords using the Metadata inspector

1. If the Metadata inspector isn't shown, click the Inspector button in the toolbar, then click Metadata.
2. If necessary, choose Caption & Keywords from the Metadata View pop-up menu.
3. In the Keywords field, select and delete any keywords you want removed from the image.

You can also remove an individual keyword from a selection of images using the keyword controls in the control bar.

▼ To remove an individual keyword from a group of images using keyword controls in the control bar

1. Select the group of images.
2. Do one of the following:
 - In the control bar, type the keyword you want to remove in the Add Keyword field, then press Shift-Return.
 - If the keyword is a keyword preset, Shift-click the keyword button in the control bar.

The keyword is removed from the selected images.

For more information about using the control bar, see "Applying Keywords Using Keyword Controls and Keyword Presets."

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Exporting and Importing Keyword Lists

You can export and import keyword lists to share with other Aperture users and transfer to other Aperture systems. You can also create keyword lists for specific projects and then import them as needed. When you export a keyword list, all your keywords are placed in a simple tab-delimited text (.txt) file. The tab-delimited list is set up in a hierarchical structure that matches the hierarchical structure of the Keywords HUD.

☑ To export a keyword list

1. Do one of the following:

- In the Keywords HUD, click the Export button.
- In the Edit Buttons Sets dialog, click the Export button.

2. In the dialog that appears, give the keyword list a name, choose a location, and click Save.

The keyword list is saved as a text (.txt) file to the location you chose.

After you have exported a keyword list, you can transfer the file to another Aperture system and import it. You can also manually create or edit keyword lists using other applications such as TextEdit, and you can import the lists into Aperture as long as they follow a tab-delimited text file structure.

☑ To import a keyword list

1. Do one of the following:

- In the Keywords HUD, click the Import button.
- In the Edit Buttons Sets dialog, click the Import button.

2. In the dialog that appears, navigate to the keyword list file and click Open.

The Keywords HUD is updated to include all the new keywords from the imported keyword list.

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Working with Metadata

You can display different combinations of metadata with your images in Aperture, such as version names, captions, ratings, keywords, and IPTC information. You can apply metadata presets to your images during import. You set the display of metadata with your images in Aperture using the Browser & Viewer Metadata dialog. You use the Metadata inspector to display and change the metadata for a selected image, and you can create custom sets of metadata for display using the Metadata Views dialog. You can set Aperture to display descriptive icons (called *badge overlays*) on images when you've made changes to them. You can also use the Metadata inspector to apply color labels to an image selection, rate and flag images, and play audio attachments.

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An Overview of Working with Metadata

Information about your images, including the types of adjustments applied, information recorded by the camera, and descriptive information about the image, is called *metadata*. In Aperture, you work with three types of metadata.

The first type of metadata is called *Exchangeable Image File (EXIF)* data. EXIF metadata is information recorded by the camera and stored in the image at the time it was shot, such as shutter speed, f-stop, the time the image was captured, the camera model, and GPS data (for cameras that support it).

The second type of metadata is data you apply to identify and track images within Aperture, such as a version name, color labels, flags, keywords, when the image was imported, the types of adjustments applied to it, and how and where it was published.

The third type of metadata is called *International Press Telecommunications Council (IPTC)* data. IPTC metadata is standardized data used by photographers and media organizations to embed keywords, captions, copyright notices, and other information in the image files themselves. You can view and modify IPTC metadata in Aperture.

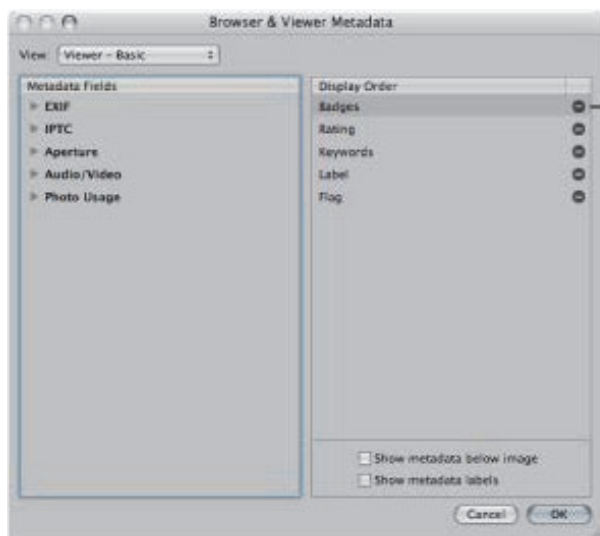
Note: For more information about working with GPS data in Aperture, see “Locating and Organizing Images with Places.”

You can display different combinations of metadata with your images in the Viewer and the Browser, as well as in Full Screen view. Aperture provides metadata overlay views, which represent specific combinations of information that you can display as overlays on or just below each image. For example, you can choose a basic view that shows an image’s version name and caption. Or, you can choose an expanded view that displays an image’s rating, badges, aperture setting, shutter speed, exposure bias, focal length, caption, keywords, version name, ISO speed rating, file size, and master location. You can also create your own metadata overlay views.



An image in the Viewer with metadata shown in the expanded metadata overlay view

You choose the metadata you want to display with your images in Aperture in the Browser & Viewer Metadata dialog. You can choose different metadata overlay views for the Viewer, the Browser in grid view and filmstrip view, and the Browser in list view. You can also display metadata with labels that help identify the types of metadata being displayed.



Choose the metadata to display with images in the Browser & Viewer Metadata dialog.

When you position the pointer over an image, Aperture can display information about it in a text box called a *metadata tooltip*. You can turn the display of metadata tooltips on or off using the Metadata Overlays pop-up menu in the tool strip. You can choose a metadata view to specify the combination of

metadata that appears in metadata tooltips using the Browser & Viewer Metadata dialog.



About Displaying Metadata in Full Screen View

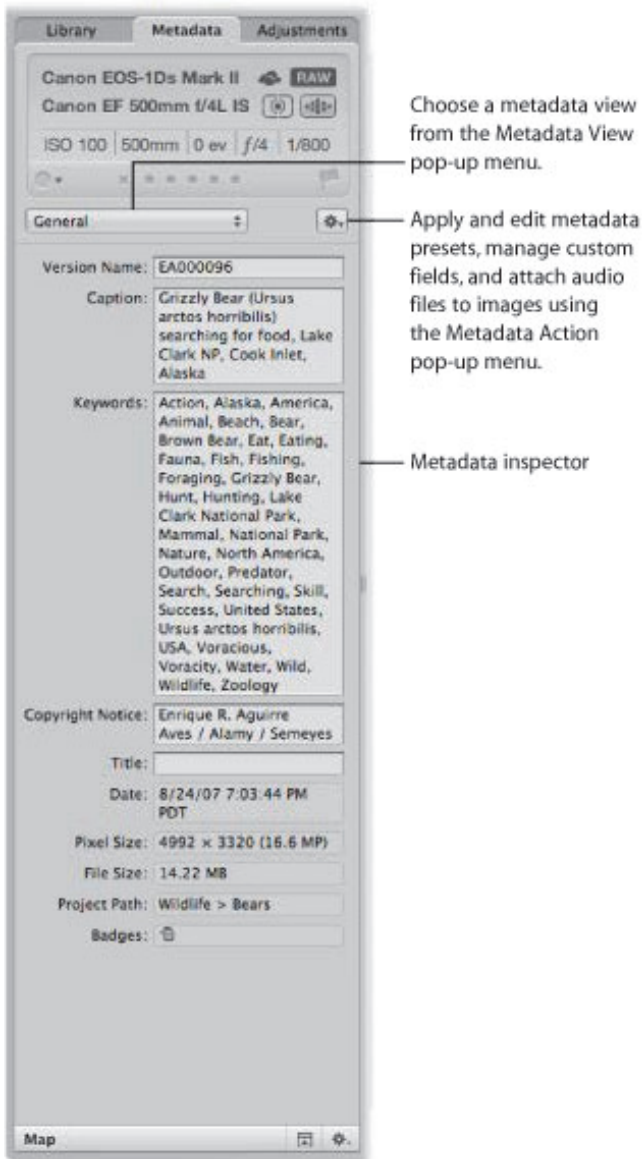
Choosing a metadata view for the Viewer also defines the metadata that appears with images in Full Screen view. Choosing a metadata view for the Browser in grid view defines the metadata that appears with thumbnail images in the Full Screen view filmstrip.

You can view the metadata for a selected image in the Metadata inspector and the Metadata pane of the Inspector HUD.

☑ To show the Metadata inspector

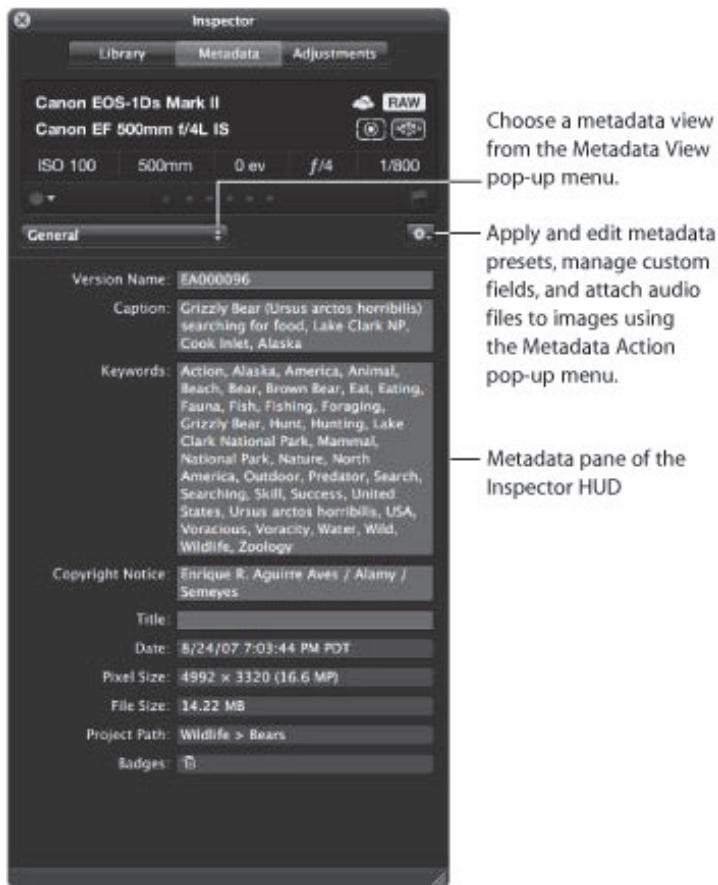
Do one of the following:

- Choose Window > Show Inspector (or press I), then click the Metadata tab.
- Click the Inspector button in the toolbar, then click the Metadata tab.

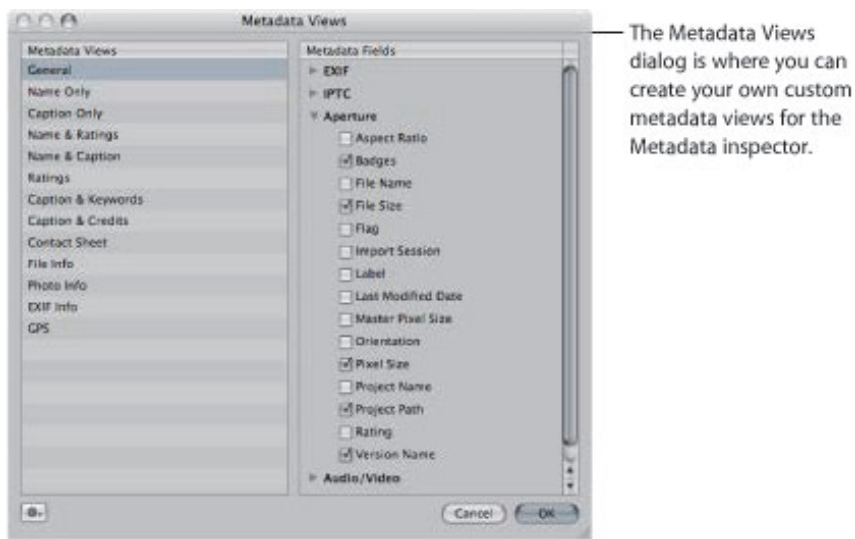


✔ **To show the Metadata pane of the Inspector HUD**

- Choose Window > Show Inspector HUD (or press H), then click Metadata.

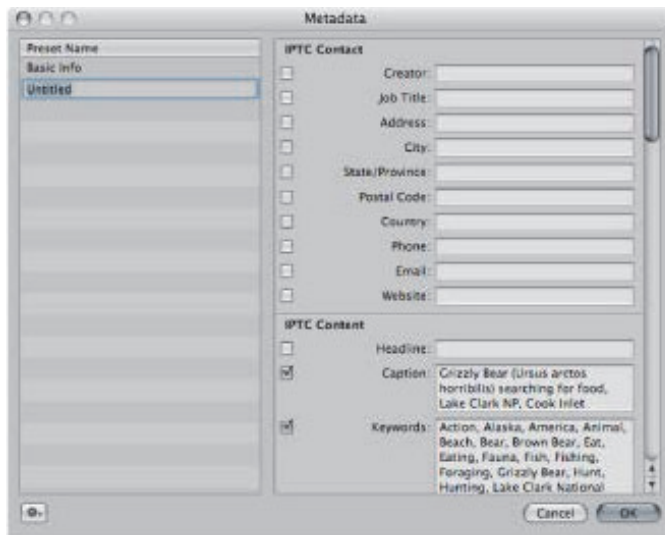


You can change the combination of metadata that appears in the Metadata inspector by choosing a metadata view from the Metadata View pop-up menu. The types of metadata views range from views that display the version name only to views that display the full EXIF data or the complete list of IPTC metadata fields. You can also create your own custom metadata views for the Metadata inspector using the Metadata Views dialog.



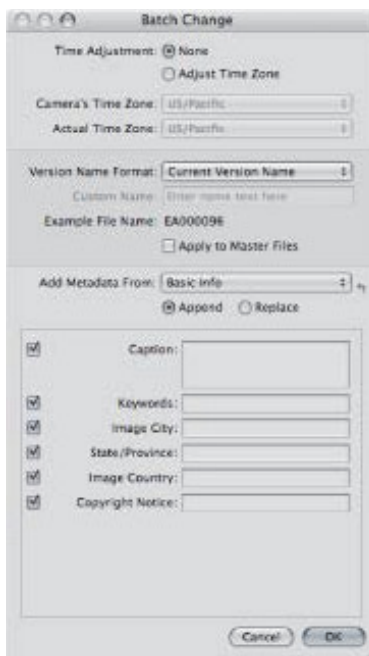
You can also add the actual metadata you want applied to your images to the fields of a metadata view

and save it as a metadata preset using the Metadata dialog accessed via the Metadata Action pop-up menu in the Metadata inspector.



The Metadata dialog is where you can add metadata you want applied and save it as a metadata preset for later use.

You can then use that metadata preset to apply combinations of metadata to images as you import them or as you change them using the Batch Change dialog. For example, if you have a specific combination of metadata that one of your services always requires, you can create a metadata preset just for that service. Then, whenever you import images destined for that service or prepare images to send to that service, you can quickly apply the metadata you need using the preset you created.

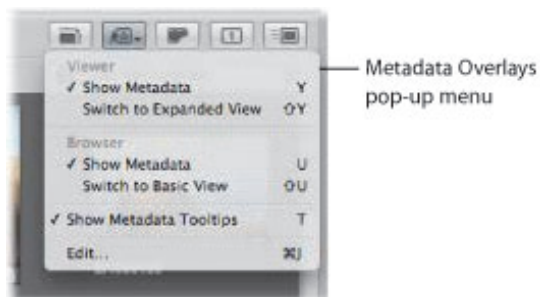


The Batch Change dialog allows you to apply metadata presets to images as you change them.

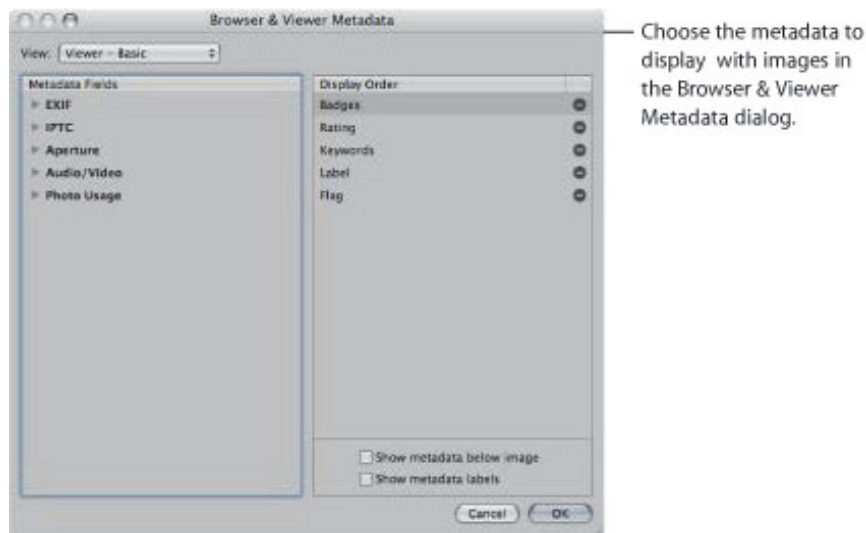
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Displaying Metadata with Your Images

You use the Metadata Overlays pop-up menu in the tool strip to turn on and turn off the display of metadata overlays that appear with images in the Viewer and Browser. You can also use this pop-up menu to turn on and turn off the display of metadata tooltips. You can switch between the “basic” and “expanded” metadata overlay views independently for both the Viewer and Browser. In addition, you access the Browser & Viewer Metadata dialog for the Viewer and Browser using the Metadata Overlays pop-up menu.



You use the Browser & Viewer Metadata dialog to specify the metadata fields to display in the basic and expanded metadata overlay views for both the Viewer and Browser, as well as the metadata that appears in metadata tooltips. You can choose to display a wide variety of EXIF and IPTC metadata fields. In addition, you can add Aperture-specific metadata fields, such as rating and version name, as well as photo usage information, such as whether an image has been emailed or ordered via Apple’s print service. You can also specify whether to display the image’s metadata over the lower portion of the image or below it, and you can choose to display metadata with labels to make it easier to identify the types of metadata being displayed.



Some metadata overlay views are specifically designed for displaying information in the Viewer, in the Browser in grid view or list view, or in metadata tooltips. The following table lists the metadata overlay views that you can choose and the information that each view displays.

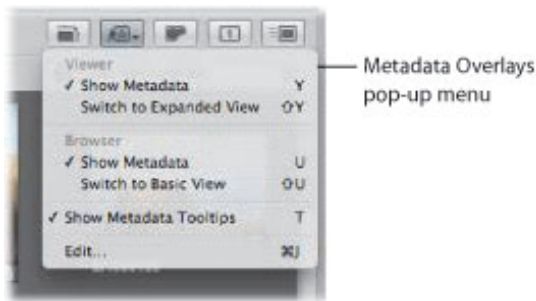
Metadata overlay view	Information displayed
-----------------------	-----------------------

Viewer – Basic	Badges, rating, and keywords
Viewer – Expanded	Rating, badges, aperture (f-stop), shutter speed, exposure bias, focal length (35mm), focal length, lens minimum (mm), maximum lens aperture, lens maximum (mm), lens model, caption, keywords, version name, date, ISO speed rating, file size, and project path
Grid View – Basic	Badges, rating, and label
Grid View – Expanded	Badges, rating, version name, and label
List – Basic	Version name, badges, label, rating, date, aperture (f-stop), shutter speed, exposure bias, ISO speed rating, focal length (35mm), focal length, lens minimum (mm), maximum lens aperture, lens maximum (mm), lens model, pixel size, orientation, aspect ratio, filename, file size, camera model, import session, and project path
List – Expanded	Version name, badges, color label, rating, date, caption, keywords, provider, copyright notice, title, filename, file size, camera model, import session, project path, aperture (f-stop), shutter speed, exposure bias, ISO speed rating, focal length (35mm), focal length, lens minimum (mm), maximum lens aperture, lens maximum (mm), lens model, and pixel size
Metadata Tooltips	Version name, filename, date, file size, caption, keywords, aperture (f-stop), shutter speed, exposure bias, focal length, ISO speed rating, focal length (35mm), focal length, pixel size, camera make, camera model, and rating

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Turning the Display of Metadata On or Off

You can turn the display of metadata on and off and switch between metadata overlay views in the Viewer and Browser independently using menu commands or the Metadata Overlays pop-up menu in the tool strip.



❏ To hide or show metadata in the Viewer

Do one of the following:

- Choose View > Metadata Display, then choose Show Metadata from the Viewer section of the submenu (or press Y).
- In the tool strip, choose Show Metadata from the Viewer section of the Metadata Overlays pop-up menu.

❏ To switch to the expanded metadata overlay view in the Viewer

Do one of the following:

- Choose View > Metadata Display, then choose Switch to Expanded View from the Viewer section of the submenu (or press Shift-Y).
- In the tool strip, choose Switch to Expanded View from the Viewer section of the Metadata Overlays pop-up menu.

❏ To switch to the basic metadata overlay view in the Viewer

Do one of the following:

- Choose View > Metadata Display, then choose Switch to Basic View from the Viewer section of the submenu (or press Shift-Y).
- In the tool strip, choose Switch to Basic View from the Viewer section of the Metadata Overlays pop-up menu.

❏ To hide or show metadata in the Browser in filmstrip view and grid view

Do one of the following:

- Choose View > Metadata Display, then choose Show Metadata from the Browser section of the submenu (or press U).
- In the tool strip, choose Show Metadata from the Browser section of the Metadata Overlays pop-up menu.

❏ **To switch to the expanded metadata overlay view in the Browser in filmstrip view, grid view, and list view**

Do one of the following:

- Choose View > Metadata Display, then choose Switch to Expanded View from the Browser section of the submenu (or press Shift-U).
- In the tool strip, choose Switch to Expanded View from the Browser section of the Metadata Overlays pop-up menu.

Note: Switching to the expanded view increases the number of columns displayed in list view.

❏ **To switch to the basic metadata overlay view in the Browser in filmstrip view, grid view, and list view**

Do one of the following:

- Choose View > Metadata Display, then choose Switch to Basic View from the Browser section of the submenu (or press Shift-U).
- In the tool strip, choose Switch to Basic View from the Browser section of the Metadata Overlays pop-up menu.

Note: Switching to the basic view decreases the number of columns displayed in list view.

You can also turn the display of metadata tooltips on and off.

❏ **To turn metadata tooltips on or off**

Do one of the following:

- Choose View > Metadata Display > Image Tooltips (or press T).
- In the tool strip, choose Show Metadata Tooltips from the Metadata Overlays pop-up menu.

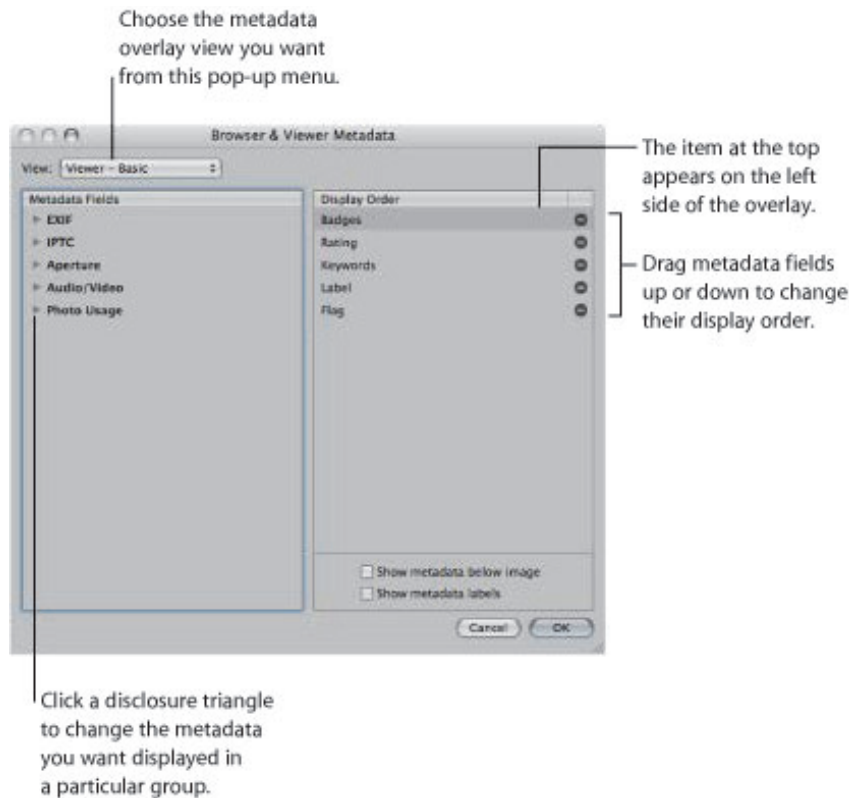
A checkmark appears next to the menu item when metadata tooltips are turned on.

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Specifying the Type of Metadata to Display in the Viewer and Browser

You use the Browser & Viewer Metadata dialog to specify the types of metadata that are shown in the basic and expanded views for the Viewer, the Browser in grid view and filmstrip view, and the Browser in list view. You can also specify the types of metadata shown in metadata tooltips.

Note: When you choose a metadata overlay view for the Browser in list view, the metadata overlay view determines the number of columns that appear. Each metadata item in the metadata overlay view corresponds to a list view column.



✓ To set the metadata fields that are displayed in a specific metadata overlay view

1. Do one of the following:

- Choose View > Metadata Display > Customize (or press Command-J).
- In the tool strip, choose Edit from the Metadata Overlays pop-up menu.

The Browser & Viewer Metadata dialog appears.

2. Choose the metadata overlay view you want to modify from the View pop-up menu.

3. In the Metadata Fields column, do any of the following:

- *To add EXIF information, such as exposure and aperture settings:* Click the EXIF disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata overlay view.
- *To add IPTC information, such as copyright information and keywords:* Click the IPTC disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata overlay view.

- *To add Aperture information, such as version name and color labels:* Click the Aperture disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata overlay view.
- *To add audio and video clip information, such as duration, data rate, and frames per second (fps):* Click the Audio/Video disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata overlay view.
- *To add information about photo usage, such as whether or not an image has been printed or emailed:* Click the Photo Usage disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata overlay view.

The selected metadata fields are added to the Display Order column.

4. If you want to change the order in which the metadata fields are displayed in the overlay, from left to right, drag the metadata fields in the Display Order column into a new arrangement.

The topmost metadata item in the Display Order column appears on the left side of the overlay.

5. When you are satisfied with the metadata fields assigned to the selected metadata overlay view and the arrangement of the metadata fields in that view, click OK.

❖ **To remove a metadata field from a metadata overlay view**

1. Do one of the following:

- Choose View > Metadata Display > Customize (or press Command-J).
- In the tool strip, choose Edit from the Metadata Overlays pop-up menu.

The Browser & Viewer Metadata dialog appears.

2. Choose the metadata overlay view you want to modify from the View pop-up menu.
3. In the Display Order column, click the Remove (-) button next to the metadata field you want to remove.
4. When you are satisfied with the metadata fields assigned to the selected metadata overlay view and the arrangement of the metadata fields in that view, click OK.

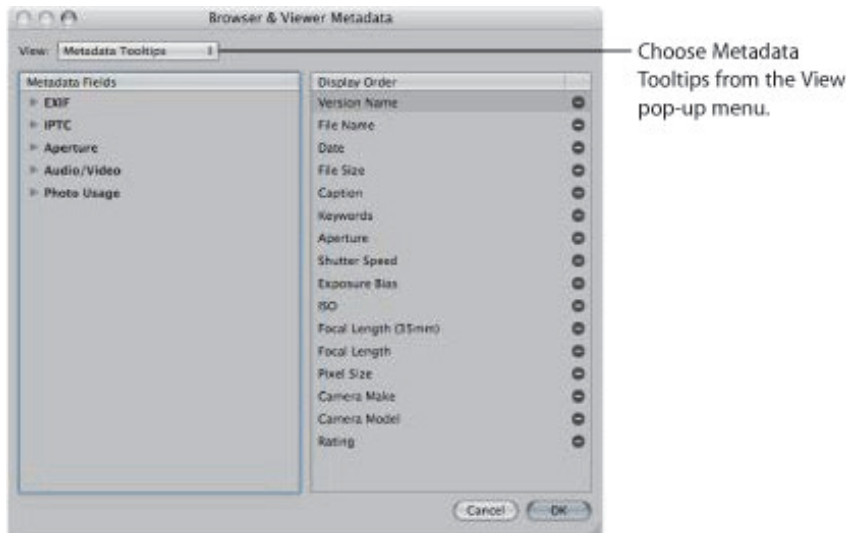
❖ **To set the display of metadata in metadata tooltips**

1. Do one of the following:

- Choose View > Metadata Display > Customize (or press Command-J).
- In the tool strip, choose Edit from the Metadata Overlays pop-up menu.

The Browser & Viewer Metadata dialog appears.

2. Choose Metadata Tooltips from the View pop-up menu.



3. In the Metadata Fields column, do any of the following:

- *To add EXIF information, such as exposure and aperture settings:* Click the EXIF disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata tooltip.
- *To add IPTC information, such as copyright information and keywords:* Click the IPTC disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata tooltip.
- *To add Aperture information, such as version name and color label:* Click the Aperture disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata tooltip.
- *To add audio and video clip information, such as duration, data rate, and frames per second (fps):* Click the Audio/Video disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata tooltip.
- *To add information about photo usage, such as whether or not an image has been printed or emailed:* Click the Photo Usage disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata tooltip.

The selected metadata fields are added to the Display Order column.

4. If you want to change the order in which the metadata fields are displayed in the tooltip, drag the metadata fields in the Display Order column into a new arrangement.
5. When you are satisfied with the metadata fields assigned to Metadata Tooltips view and the arrangement of the metadata fields in that view, click OK.

You can use the Browser & Viewer Metadata dialog to specify whether metadata overlays displayed with images in the Viewer or in the Browser in grid view or list view appear over the lower portion of the image or directly beneath it.

✓ **To display the metadata overlay over the lower portion of the image**

- In the area below the Display Order column of the Browser & Viewer Metadata dialog, deselect the “Show metadata below image” checkbox.

▼ **To display the metadata overlay directly beneath the image**

- In the area below the Display Order column of the Browser & Viewer Metadata dialog, select the “Show metadata below image” checkbox.

You can also use the Browser & Viewer Metadata dialog to specify that a metadata overlay view show metadata with labels. Labels provide the names of the metadata fields and help identify the types of metadata being displayed. In some views, metadata labels are shown by default, but you can turn them off in the Browser & Viewer Metadata dialog. Turning off metadata labels can help save visual space in the selected metadata overlay view, allowing you to add more metadata fields to it.

▼ **To turn the display of metadata labels on or off**

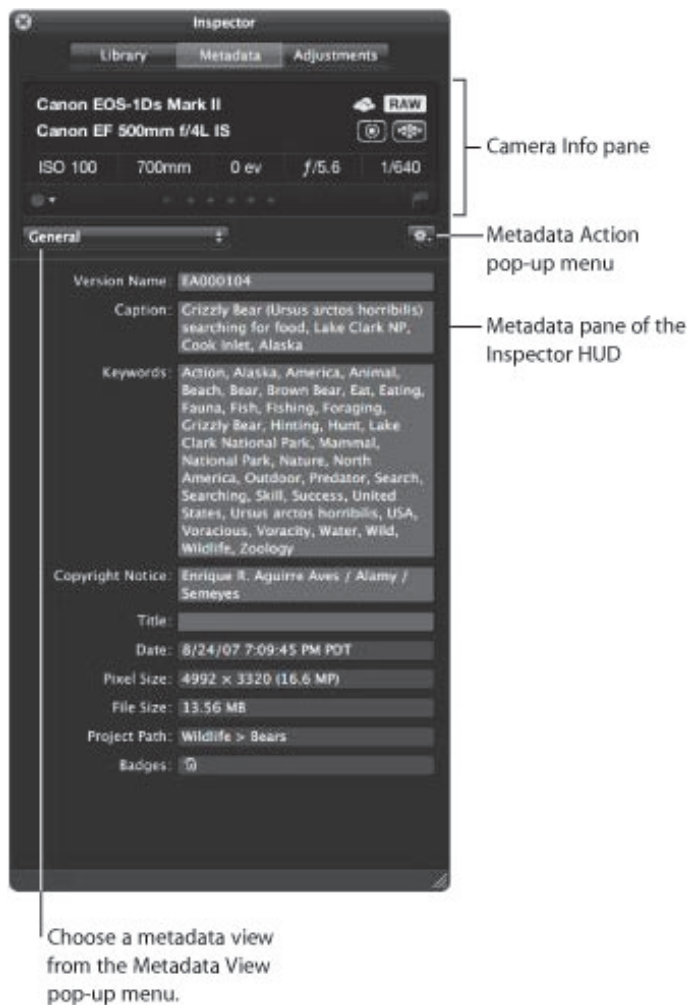
- In the area below the Display Order column of the Browser & Viewer Metadata dialog, select or deselect the “Show metadata labels” checkbox.

Metadata labels are turned on or off for the selected metadata overlay view. When metadata labels are turned on, they are displayed with the metadata fields they identify.

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Viewing and Changing Metadata in the Metadata Inspector and Inspector HUD

You can view or change the metadata for a selected image in the Metadata inspector and the Metadata pane of the Inspector HUD. The selected image's metadata appears in text fields. You can change the metadata fields shown in the Metadata inspector and the Metadata pane of the Inspector HUD by choosing a different metadata view from the Metadata View pop-up menu. You can also modify metadata views by adding EXIF fields, IPTC fields, and other miscellaneous metadata that you specify using the Metadata Views dialog. In addition, you can use controls in the Camera Info pane to add color labels, ratings, and flags to an image selection. If an image has an audio attachment, you use the controls in the Camera Info pane to listen to the audio as well.



The top portion of the Metadata inspector and the Metadata pane of the Inspector HUD displays basic camera information about an image, if it's available. This area is called the *Camera Info pane*. If a video clip is selected, the Camera Info pane displays the length of the video, frame size, and number of frames per second. If an audio clip is selected, the Camera Info pane displays the length of the audio clip, the bit rate, and the type of audio file. In addition to displaying basic camera information, the Camera Info pane also contains controls for applying color labels, ratings, and flags to images, and for displaying autofocus point overlays indicating which part of the image the camera focused on.



✓ To show or hide the Camera Info pane

- In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Show Camera Info or Hide Camera Info from the Metadata Action pop-up menu.

✓ To add a color label to an image

- In the Camera Info pane, choose a color label from the Color Label pop-up menu.

✓ To assign a rating to an image

- In the Camera Info pane, click the rating button corresponding to the rating you want to apply to the image.

The leftmost button assigns a Reject rating, and the rightmost button assigns a rating of five stars (or Select).

✓ To flag an image

- In the Camera Info pane, click the Flag button (or press Slash).

Click the Flag button again to remove the flag from the image.

If your camera saves autofocus EXIF metadata that's compatible with Aperture, you can have Aperture display the autofocus points over the image as well as display which autofocus point was used to focus the image in red.

✓ To show autofocus point overlays

- In the Camera Info pane, click the Autofocus Points button (or press Option-F).

Tip: You can temporarily display the autofocus point overlays on an image by placing the pointer over the Autofocus Points button in the Camera Info pane. The autofocus points overlays disappear when you move the pointer away from the Autofocus Points button.

You can change the metadata fields shown in the Metadata inspector and the Metadata pane of the Inspector HUD by choosing a different metadata view from the Metadata View pop-up menu.

✓ To switch metadata views in the Metadata inspector and the Metadata pane of the Inspector HUD

1. Do one of the following:

- *To show the Metadata inspector:* Click the Inspector button in the toolbar (or press I), then click the Metadata tab.
- *To show the Metadata pane of the Inspector HUD:* Choose Window > Show Inspector HUD (or press H),

then click Metadata.

2. Choose a metadata view from the Metadata View pop-up menu.
3. To change the metadata in a text field that can be edited, click in the text field to make it active, then enter the text you want.

▼ To change the metadata for an image

1. Select an image.
2. In the Metadata View pop-up menu, choose a metadata view that contains the metadata fields you want to change.
3. Click in a text field to make it active, then enter the text you want.

Note: Not all metadata fields can be edited. Most EXIF metadata fields cannot be changed.

You can also change the arrangement of metadata fields displayed for a particular metadata view.

▼ To rearrange the metadata fields in a metadata view

- Drag the metadata labels into the arrangement you want.

To quickly add caption text to all of your images, you can set the Metadata inspector and the Metadata pane of the Inspector HUD to show an enlarged version of the Caption field by itself. Then you apply the caption text to each selected image by entering it in this space.

▼ To show and hide the Large Caption field

- In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Large Caption from the Metadata View pop-up menu.

If the image selected in the Browser has an audio attachment, you can use the Metadata inspector or the Metadata pane of the Inspector HUD to listen to it.

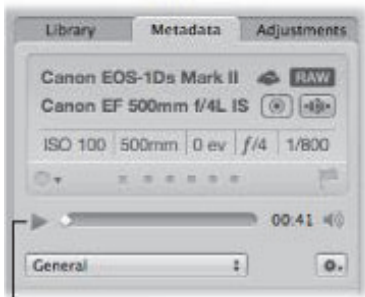
▼ To listen to an audio attachment

1. In the Browser, select an image with an audio attachment.



The audio badge indicates this image has an audio attachment.

2. In the Metadata inspector or the Metadata pane of the Inspector HUD, click the Play button.



Play button

Aperture plays the audio attachment. For more information about adding attachments to image files, see “Adding Audio Attachments to Image Files.”

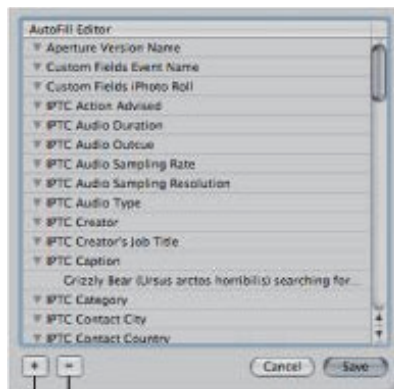
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Working with the AutoFill Editor

As you enter metadata in the Metadata inspector's fields, Aperture checks for previous entries, and if it locates a match, it completes the entry for you. For example, if you used the keyword *Landscape* previously, and you type the first few letters of *Landscape* again, Aperture automatically enters *Landscape* in the field. You can set up and change the list of metadata that Aperture automatically enters using the AutoFill Editor. You can enter up to 20 entries for a field type. If you've made a spelling mistake when typing an entry, you can also use the AutoFill Editor to correct the mistake so that Aperture suggests the correct spelling.

▼ To set up autofill entries in the AutoFill Editor

1. Choose Metadata > Edit AutoFill List.



2. To edit the list, do one of the following:

- *To add an entry:* Select the metadata type you want to add, click the Add (+) button, and enter the text you want.
- *To change an entry:* Click the disclosure triangle for a metadata type to display its entries, then double-click the entry you want to change and type the new text.
- *To delete an entry:* Click the disclosure triangle for a metadata type to display its entries, then select the entry you want to delete and click the Remove (-) button.

3. Click Save.

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Working with Metadata Views

You can create your own combinations of metadata to display with your images, called *metadata views*. Using controls in the Metadata inspector and the Metadata Views dialog, you can either create new metadata views or modify the ones that come with Aperture.

For more information, see the following sections:

- “Creating New Metadata Views”
- “Modifying Existing Metadata Views”
- “Managing Metadata Views”

You can also apply combinations of metadata to your images by recording metadata in a metadata view and saving it as a metadata preset. For more information about creating and using metadata presets, see “Working with Metadata Presets.”

The following table lists the metadata views that you can choose and the information that each view displays.

Metadata view	Information displayed
General	Version name, caption, keywords, copyright notice, title, date, pixel size, file size, project path, and badges
Name Only	Version name
Caption Only	Caption
Name & Ratings	Version name, rating, and badges
Name & Caption	Version name and caption
Ratings	Rating and badges
Caption & Keywords	Version name, caption, and keywords
Caption & Credits	Version name, creator, provider, caption, and copyright notice
Contact Sheet	Version name, caption, label, ISO, focal length, exposure bias, aperture, and shutter speed
File Info	Version name, filename, file size, pixel size, color model, date, and badges
Photo Info	Version name, date, camera model, lens, ISO, focal length, focal length (35mm), exposure bias, aperture, shutter speed, flash, white balance, exposure program, metering mode, exposure mode, focus mode, profile name, and pixel size
EXIF Info	Version name, date, camera make, camera model, serial number, lens, ISO, focal length, focal length (35mm), exposure bias, aperture, shutter speed, flash, flash exposure compensation, white balance, exposure program, shooting mode, metering mode, exposure mode, focus mode, focus distance, file size,

	pixel size, master pixel size, profile name, aspect ratio, orientation, and depth
GPS	Latitude, Longitude, and Altitude
IPTC Core	<p><i>Contact:</i> Creator, job title, address, city, state/province, postal code, country, phone, email, and website</p> <p><i>Content:</i> Headline, caption, keywords, IPTC subject code, and caption writer</p> <p><i>Image:</i> Date created, intellectual genre, IPTC scene, location, city, state/province, country, and ISO country code</p> <p><i>Status:</i> Title, job identifier, instructions, provider, source, copyright, and usage terms</p>
Large Caption	Caption field with large text
Custom Fields	Custom metadata fields created using the Manage Custom Metadata fields dialog. Custom fields are for use only in Aperture.

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Creating New Metadata Views

You can create new metadata views that display different combinations of metadata.

☑ To create a new metadata view

1. Do one of the following:

- *To show the Metadata inspector:* Click the Inspector button in the toolbar (or press I), then click the Metadata tab.
- *To show the Metadata pane of the Inspector HUD:* Choose Window > Show Inspector HUD (or press H), then click Metadata.

2. Choose Edit from the Metadata View pop-up menu.

The Metadata Views dialog appears.

3. In the Metadata Views dialog, choose New View from the Metadata Views Action pop-up menu.



A new, untitled metadata view appears in the Metadata Views column of the Metadata Views dialog.

4. Enter a name for the new metadata view, then press Return.

5. In the Metadata Fields column, do any of the following:

- *To add EXIF information, such as exposure and aperture settings:* Click the EXIF disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
- *To add IPTC information, such as copyright information and keywords:* Click the IPTC disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
- *To add audio and video clip information, such as duration, data rate, and frames per second (fps):* Click the Audio/Video disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
- *To add Aperture information, such as version name and color label:* Click the Aperture disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
- *To add information about photo usage, such as whether or not an image has been printed or emailed:* Click the Photo Usage disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
- *To remove unwanted metadata fields:* Deselect the checkboxes next to the metadata fields you want removed.

6. When you are satisfied with the metadata fields assigned to metadata view, click OK.

The new metadata view is added to the Metadata View pop-up menu in the Metadata inspector and the Metadata pane of the Inspector HUD. For more information about switching metadata views, see

“Viewing and Changing Metadata in the Metadata Inspector and Inspector HUD.”

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Modifying Existing Metadata Views

You can change the combination of metadata that appears in a metadata view. You can add or remove metadata fields, create new ones, and rearrange the order in which the metadata fields are displayed.

Note: You cannot modify the IPTC Core, Large Caption, and Custom Fields metadata views.

☑ To change the metadata fields that appear in an existing metadata view

1. Choose Edit from the Metadata View pop-up menu in the Metadata inspector or the Metadata pane of the Inspector HUD.

The Metadata Views dialog appears.

2. Select the metadata view you want to change in the Metadata Views column.
3. In the Metadata Fields column, do any of the following:
 - *To add EXIF information, such as exposure and aperture settings:* Click the EXIF disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
 - *To add IPTC information, such as copyright information and keywords:* Click the IPTC disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
 - *To add Aperture information, such as version name and color label:* Click the Aperture disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
 - *To add audio and video clip information, such as duration, data rate, and frames per second (fps):* Click the Audio/Video disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
 - *To add information about photo usage, such as whether or not an image has been printed or emailed:* Click the Photo Usage disclosure triangle, then select the checkboxes next to the metadata fields you want to add to the metadata view.
 - *To remove unwanted metadata fields:* Deselect the checkboxes next to metadata fields you want removed.
4. When you are satisfied with the metadata fields assigned to the selected metadata view, click OK.

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Managing Metadata Views

You can rename, add, or delete metadata views in the Metadata Views dialog.

▼ To rename a metadata view

1. Choose Edit from the Metadata View pop-up menu in the Metadata inspector or the Metadata pane of the Inspector HUD.

The Metadata Views dialog appears.

2. Double-click a metadata view name in the Metadata Views column, then enter a new name and press Return.

▼ To duplicate a metadata view

1. Choose Edit from the Metadata View pop-up menu in the Metadata inspector or the Metadata pane of the Inspector HUD.

The Metadata Views dialog appears.

2. Select the metadata view you want to duplicate in the Metadata Views column, then choose Duplicate View from the Metadata Views Action pop-up menu.

The duplicated metadata view appears in the Metadata Views column immediately below the original metadata view.

▼ To delete a metadata view

1. Choose Edit from the Metadata View pop-up menu in the Metadata inspector or the Metadata pane of the Inspector HUD.

The Metadata Views dialog appears.

2. Select the metadata view you want to delete in the Metadata Views column, then choose Delete View from the Metadata Views Action pop-up menu.

The metadata view is removed from the Metadata Views column of the Metadata Views dialog and from the Metadata View pop-up menu in the Metadata inspector and the Metadata pane of the Inspector HUD.

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Working with Metadata Presets

You can create your own preset combinations of metadata that you can save and then apply to your images as needed. You create a preset by selecting a version that has metadata applied to it and saving the metadata as a preset. You can also select a version with no metadata applied to it, add the metadata you want to apply to the version, and then save the information as a metadata preset. Your metadata preset is then available to be chosen when you import images, batch change images, or modify an image's metadata in the Metadata inspector or the Metadata pane of the Inspector HUD. Aperture also provides easy methods of managing your presets.

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Creating Metadata Presets

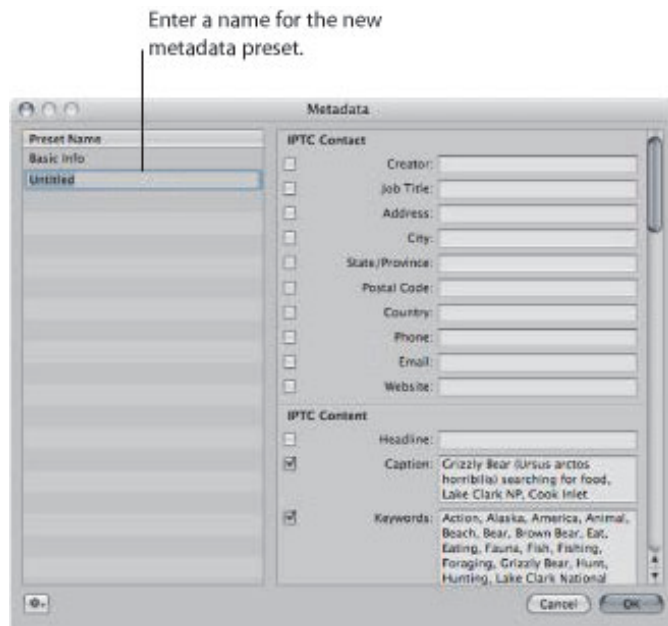
You can create new metadata presets that apply different combinations of metadata.

▼ To create a new metadata preset

1. In the Metadata inspector or the Metadata pane of the Inspector HUD, enter the metadata you want applied to your images in the metadata fields.

You can add metadata to multiple metadata views by choosing different views from the Metadata View pop-up menu.

2. Choose New Preset from Version from the Metadata Action pop-up menu (with a gear icon).
3. In the Metadata dialog, enter a name for the new metadata preset, then click OK.



The new metadata preset now appears in the Append with Preset and Replace with Preset submenus of the Metadata Action pop-up menu.

▼ To modify an existing metadata preset

1. In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Manage Presets from the Metadata Action pop-up menu (with a gear icon).
2. In the Metadata dialog, select the preset you want to modify.
3. Enter the changes you want to make in the metadata fields on the right side of the Metadata dialog.
4. Click OK.

The changes to the metadata preset are saved. If you want, you can rearrange the order of metadata presets in the Append with Preset and Replace with Preset submenus of the Metadata Action pop-up menu. You can also rename and delete metadata presets. For more information, see “Managing Metadata Presets.”

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Applying Combinations of Metadata Using Metadata Presets

You can apply metadata presets to selected images using the Metadata inspector, the Metadata pane of the Inspector HUD, or the Batch Change command. You can also apply metadata presets when importing images using the Import browser. For more information about the Batch Change command, see “Batch Changing Metadata.” For more information about applying metadata presets during import, see “Adding Metadata to Images During Import.”

☑ To apply a metadata preset when modifying images with the Metadata inspector or the Metadata pane of the Inspector HUD

1. Select the images you want to change.
2. In the Metadata inspector or the Metadata pane of the Inspector HUD, do one of the following:
 - *To add metadata to the images, maintaining any currently associated metadata:* Choose Append with Preset from the Metadata Action pop-up menu (with a gear icon), then choose the metadata preset you want.
 - *To remove all previously applied metadata to the images and replace it with a metadata preset:* Choose Replace with Preset from the Metadata Action pop-up menu, then choose the preset you want to use.

The image selection is updated with metadata from the metadata preset.

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Managing Metadata Presets

You can make changes to the list of metadata presets that appears in pop-up menus.

☑ To arrange the metadata preset list

1. In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Manage Presets from the Metadata Action pop-up menu (with a gear icon).
2. In the Metadata dialog, rearrange the order of metadata presets by dragging them to new locations in the Preset Name column.

You can also rename and delete metadata presets in the Metadata dialog.

☑ To rename a metadata preset

1. In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Manage Presets from the Metadata Action pop-up menu (with a gear icon).
2. In the Metadata dialog, double-click the metadata preset name, then type a new name in the field that appears.

☑ To delete a metadata preset

1. In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Manage Presets from the Metadata Action pop-up menu (with a gear icon).
2. In the Metadata dialog, select a metadata preset, then press the Delete key.

When you work with other Aperture users or Aperture systems, you can share your metadata presets to ensure a consistent application of metadata to all the images. You can export metadata presets for others to use and import presets when you need them.

☑ To export a metadata preset

1. In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Manage Presets from the Metadata Action pop-up menu (with a gear icon).
2. In the Metadata dialog, select the metadata preset that you want to export, then choose Export from the Action pop-up menu (with a gear icon) in the bottom-left corner of the dialog.
3. Choose a location to store the metadata preset information, then click Save.

The metadata preset is exported to the location you chose and saved as `[filename].apmetadata`.

☑ To import a metadata preset

1. In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Manage Presets from the Metadata Action pop-up menu (with a gear icon).
2. In the Metadata dialog, choose Import from the Action pop-up menu (with a gear icon) in the bottom-left corner of the dialog.
3. In the dialog that appears, select the metadata preset file that you want to import, then click Open.

The metadata preset is imported into Aperture and placed at the bottom of the Preset Name column in

the Metadata dialog.

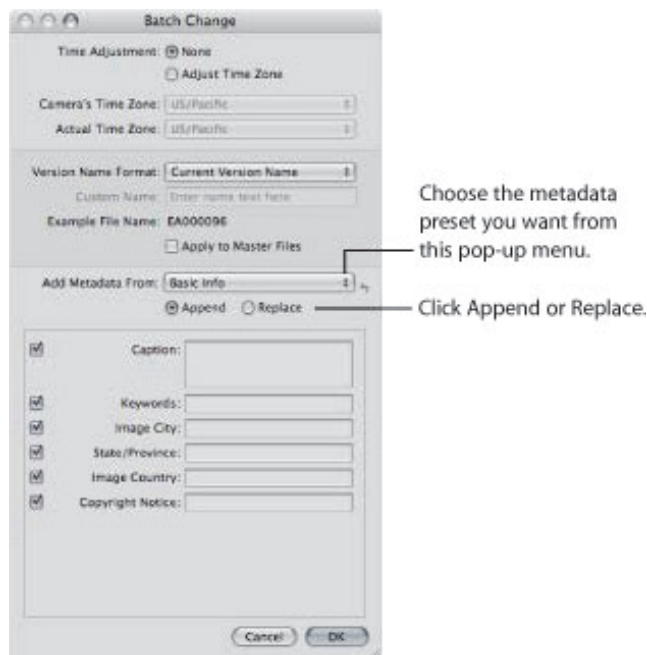
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Batch Changing Metadata

You can select a group of images and make metadata changes to all the images at once. For example, if you need to add the same set of keywords to a selection of images, or change the version name format, you can select the images and use the Batch Change dialog to change them.

✓ To change the metadata associated with a selection of images

1. Do one of the following:
 - Choose Metadata > Batch Change (or press Command-Shift-B).
 - In the Metadata inspector or the Metadata pane of the Inspector HUD, choose Batch Change from the Metadata Action pop-up menu (with a gear icon).
2. In the Batch Change dialog, choose the metadata preset you want from the Add Metadata From pop-up menu.



3. Click Append to add the preset's metadata to the images, maintaining any currently associated metadata, or click Replace to add the preset's metadata to the images and remove any other associated metadata.
4. Enter any additional metadata you want applied in the metadata fields.
5. Specify any other metadata options you want to change, then click OK.

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More Information About IPTC Metadata

In Aperture, you can import and export IPTC metadata for an image in an XMP sidecar file. XMP sidecar files are XML files that accompany each image containing IPTC and other metadata associated with the image. Any field containing information in the IPTC Core metadata view for a selected image version can be exported to the XMP sidecar file for that version. The IPTC Core metadata view is compliant with the IPTC Core specification version 1.0. For more information about choosing the IPTC Core metadata view, see “Viewing and Changing Metadata in the Metadata Inspector and Inspector HUD.” For more information about exporting XMP sidecar files, see “Exporting Your Images.” For more information about the IPTC Core specification version 1.0, go to <http://www.iptc.org>.

If you intend to export your keywords as IPTC metadata, make sure each keyword entry is no more than 64 characters long. Keyword entries longer than 64 characters may not be displayed properly in other IPTC editors or operating systems.

Here are some examples of common character limits for IPTC fields.

IPTC field and character limit	Description and example
Caption (2000 characters)	A long-form description of the subject and related information in a natural-language caption <i>Example:</i> Mayor Alvarado addresses a crowd at the first soccer match of the season.
Keywords (64 characters)	A list of words describing the subject in discrete words or phrases <i>Example:</i> Politician, Mayor, Futbol, Soccer, News, Game, Team, San Jose
Provider (32 characters)	Photographer’s name and/or agency name <i>Example:</i> Matthew Birdsell/Sun Times News
Copyright (128 characters)	Copyright date, photographer’s name, agency name, and rights <i>Example:</i> © 2009 Matthew Birdsell/Sun Times News. All rights reserved.
Title (64 characters)	A unique identifier, used by an agency or organization to catalog images <i>Example:</i> mt52642j
Date Created (16 characters)	Date the image was created <i>Example:</i> 05/16/2009
Image City (32 characters)	City where the image was captured <i>Example:</i> San Jose
Image State/Province (32 characters)	Province or state where the image was captured <i>Example:</i> California
Image Country (64 characters)	Country where the image was captured <i>Example:</i> USA
Instructions (256 characters)	Applicable restrictions, rights, or embargo information <i>Example:</i> MAGS OUT, INTERNET OUT, NO THIRD-PARTY SALES

Creator (64 characters)	The image byline text <i>Example:</i> © Matthew Birdsell/Sun Times News
Headline (256 characters)	The headline published with the image <i>Example:</i> Mayor Alvarado Opens New Soccer Season in San Jose
Source (32 characters)	The source that provided the image <i>Example:</i> Mercury News

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Understanding Badge Overlays

When you apply adjustments, keywords, or other changes to an image, Aperture marks the image with a badge overlay. Badges can appear on images in the Viewer, the Browser, and the Light Table, in book pages and webpages, and in Full Screen view.













Keywords have been applied to this image.

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How Badge Overlays Appear in Aperture

The following table shows badges that appear on images in Aperture.

Badge	Definition
 or 	One or more adjustments have been applied to the image.
	One or more keywords have been applied to the image.
	Images are contained in a stack. The number indicates the number of images in the stack.
	The image has been edited with an external editor, and is therefore represented by the master created when the file was exported to the external editor.
	The image is an album's pick image, the identifying image for that album, webpage album, web journal album, Light Table album, slideshow album, or book album.
	Because of low image resolution, the image's print quality may be affected. This badge appears on images placed in book pages and webpages.
	The number indicates the number of times the image has been used in a given book, web journal, or Light Table arrangement.
	The image is a referenced image.
	The referenced image's master is offline.
	The referenced image's master has not been found.
	The image was imported from a MobileMe gallery.
	A location has been assigned to the image.
	The image has an audio file attached.
	The thumbnail image represents a video clip.
	The image is part of a RAW+JPEG image pair, and this image's master is the RAW file.
	The image is part of a RAW+JPEG image pair, and this image's master is the JPEG file.

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Displaying Images with Badge Overlays

Badge visibility is determined by the metadata overlay view that is displayed. You can control whether badges are visible by choosing a metadata overlay view that includes badge overlays; you can also control whether badge overlays are visible by turning metadata overlays on or off.

Important: Badge overlays appear only in the Aperture application; they do not appear on images exported or printed from Aperture.

✔ To display badge overlays on images in the Viewer

1. Do one of the following:

- Choose View > Metadata Display > Customize (or press Command-J).
- In the tool strip, choose Edit from the Metadata Overlays pop-up menu.

The Browser & Viewer Metadata dialog appears.

2. Choose a Viewer metadata overlay view from the View pop-up menu.

3. In the Metadata Fields column, click the Aperture disclosure triangle to reveal the metadata fields below it, then select the Badges checkbox.

4. Click OK.

5. Make sure both Show Metadata and the metadata overlay view you just modified are selected for the Viewer in the Metadata Overlays pop-up menu in the tool strip.

Badges are now visible in the Viewer.

You can turn off the display of badge overlays in the Viewer by turning off the display of metadata. For more information, see “Turning the Display of Metadata On or Off.”

✔ To display badge overlays on images in the Browser in grid view

1. Do one of the following:

- Choose View > Metadata Display > Customize (or press Command-J).
- In the tool strip, choose Edit from the Metadata Overlays pop-up menu.

The Browser & Viewer Metadata dialog appears.

2. Choose a Browser Grid View metadata overlay view from the View pop-up menu.

3. In the Metadata Fields column, click the Aperture disclosure triangle to reveal the metadata fields below it, then select the Badges checkbox.

4. Click OK.

5. Make sure both Show Metadata and the metadata overlay view you just modified are selected for the Browser in the Metadata Overlays pop-up menu in the tool strip.

Badge overlays are now visible in the Browser.

You can turn off the display of badge overlays in the Browser by turning off the display of metadata. For more information, see “Turning the Display of Metadata On or Off.”

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Adjusting Image Date and Time

You can adjust the date and time an image was taken at any time. Aperture gives you the option of adjusting the date and time of an image's version or the image's version and master.

▼ To change the creation date of an image or group of images

1. Select an image or group of images.
2. Choose Metadata > Adjust Date and Time.



3. Enter a new date and time in the Adjusted field.
4. If you want to modify the creation date of the master or masters, select the “Also change master files” checkbox.
5. Click the Adjust button.

The creation date and time of the version or versions changes. If you selected the “Also change master files” checkbox, the date and time adjustment is applied to the masters as well.

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Organizing Images with Faces

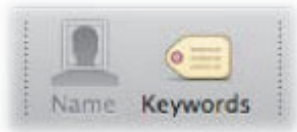
You can have Aperture quickly identify the people in your images using its face detection and face recognition technology, called *Faces*.

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An Overview of Faces

As image libraries grow, it can be difficult to locate every image with a specific person in it. Rather than painstakingly comb through your entire image library, adding keywords to each image in order to identify all the people in it, you can use the Aperture face detection and face recognition technology, called *Faces*, to help automate this process.

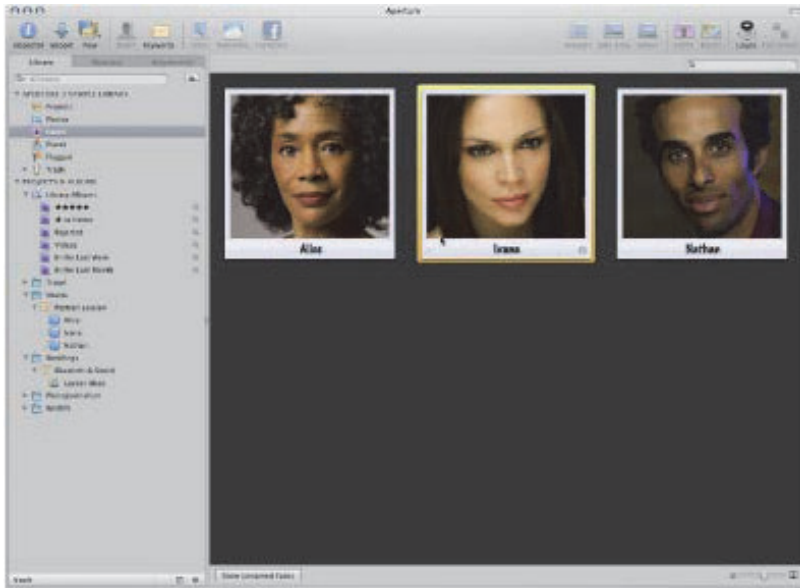
When you upgraded to Aperture 3, Aperture identified all the images in your library containing faces. This process also occurs when you import images into Aperture 3. To begin the process of having Aperture identify the people in your images, you select an image with a face in it and click the Name button to assign a name to the subject in the image.



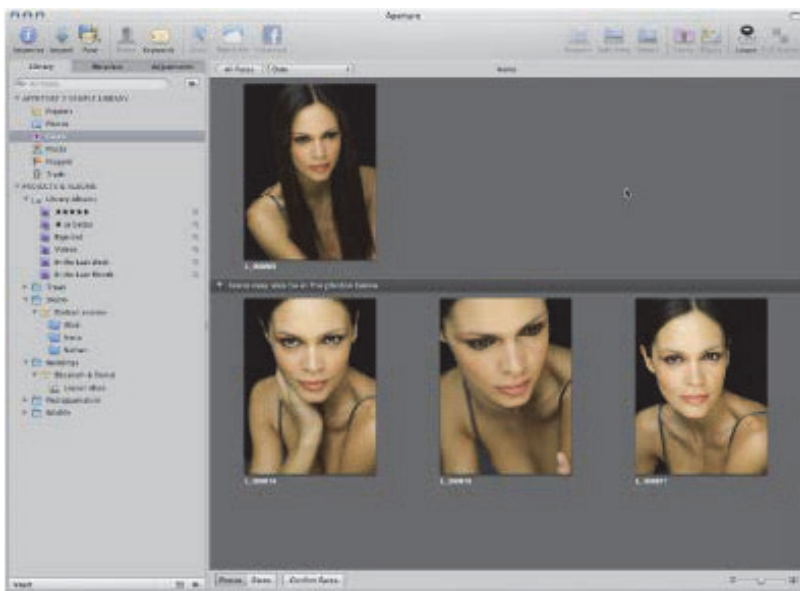
An “unnamed” face label appears below the subject’s face, and you enter the person’s name in the face label.



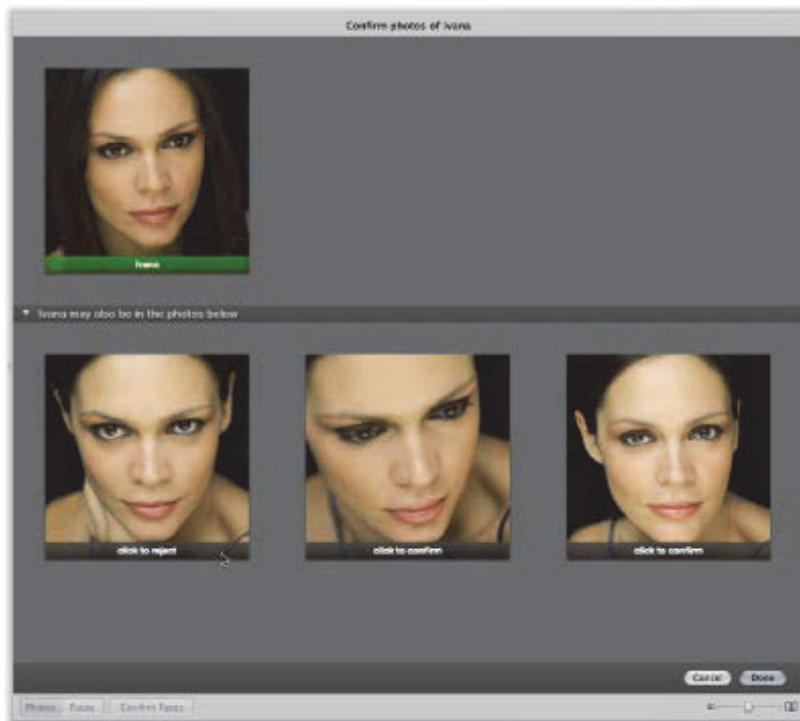
Now that you’ve identified a person in one of your images, Aperture presents any image in your entire image library or within the item selected in the Library inspector that might contain the person you named. You view matching images by selecting Faces in the Library inspector or by clicking the Faces button in the toolbar. The Aperture main window switches to Faces view, with the snapshot of the person you named appearing at the top. You can slowly move the pointer over the snapshot to skim other confirmed images of that person.



If you double-click a person's snapshot in Faces view, Aperture presents suggested images of the person at the bottom of the Faces browser.



You can click a suggested image to accept it or reject it as a match.



When you have named all the people in your images, you can create Smart Albums based on specific people. Whenever you confirm a face that matches the person the Smart Album was created for, the image is automatically added to the Smart Album. You can also assign Facebook IDs and have Aperture automatically publish the identified images to your Facebook account.

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Adding Names to Faces in Your Images

To begin using Faces in Aperture, you must first identify the people in your images by assigning names to their faces.



✔ To assign names to faces in your images

1. In the Browser, select an image with people in it.
2. Click the Name button in the toolbar.

Face labels appear below the faces of the people in the image in the Viewer.

3. Click the face label below a person's face and enter the person's name in the text field.

As you enter the person's name, names that have already been assigned to faces, as well as names in your Address Book, are suggested in the face label.

Note: If you want to limit the suggestions to faces you've already named in the project, select the "Limit suggestions to project" checkbox.

4. When you are satisfied with the person's name in the face label, press Return.

The person's name appears in the face label.



5. Enter a name in the face label for each person in the image, then click Done.

Aperture presents the images in the library that are suggested matches for the people you just named. For more information about reviewing suggested images of a person, see “Viewing Images in Faces View.”

If there are faces in an image that Aperture doesn’t detect, you can still add face labels to the faces and assign them names.

☑ To add missing faces

1. If necessary, click the Name button in the toolbar.
2. In the Name Faces HUD, click the Add Missing Face button.



A positioning box appears with a face label below it.

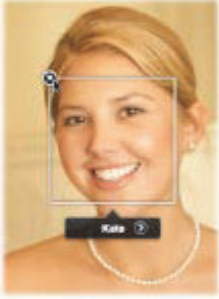
3. Drag the positioning box over the face you want to name, and resize the box so that it contains just the face.
4. Enter a name in the face label and press Return.
5. Repeat steps 2 through 4 until all faces lacking face labels in the image have been named.

☑ To rename a person in an image

1. Select an image containing the face of a person you want to rename.
2. Click the Name button in the toolbar.
3. Select the face label for the person whose name you want to change, and enter a new name in the text field.

❏ To delete a face label

1. Select an image containing a face label you want to remove.
2. Click the Name button in the toolbar.
3. Position the pointer over the person's face, then click the Remove button at the top-left corner of the positioning box.



The positioning box and face label are removed.

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Viewing Images in Faces View

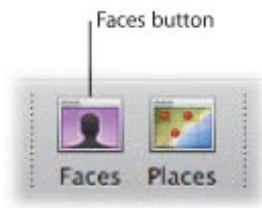
After you've assigned names to the people in a few of your images, you can review suggested images of the same people.

▼ To enter Faces view

Do one of the following:

- In the Library inspector, select Faces.

Selecting Faces in the Library inspector shows the faces identified across the entire library.
- In the Library inspector, select an item, then click the Faces button in the toolbar.



Only faces identified in the selected item in the Library inspector appear in Faces view.

You can view all the images that contain a specific person.

▼ To view all the images of a specific person

Do one of the following:

- In Faces view, double-click the person's snapshot.
- Click the Name button in the toolbar, then click the Show Faces View button in the face label below the person's face in the Viewer.



The Faces browser appears, showing all the confirmed images of the person. For more information about the controls in the Faces browser, see "Faces View."

When you first open the Faces browser after assigning a name to a new face, Aperture displays all the suggested images for that person in the bottom half of the Faces browser.

▼ To confirm images of a person

1. At the bottom of the Faces browser, click the Confirm Faces button.



A “click to confirm” overlay appears at the bottom of each suggested image.

2. Do one of the following:

- *To confirm that the face in the image is the right person:* Click the image.

The person’s name appears below the image.



- *To confirm that the face appears in multiple suggested images:* Shift-click the images.

The person’s name appears below each image.

- *To reject an image as a match:* Click the image, then click it again to reject it.

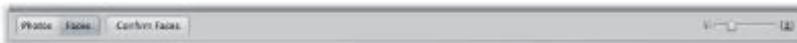
“Not [name of face]” appears below the image.



3. When you have finished confirming images, click Done.

Confirmed images move to the top of the Faces browser.

As the number of confirmed images of a person grows, it can be difficult to identify a person’s face in a small thumbnail image. To make it easier to identify a person’s face in an image, you can either make the thumbnail images larger or switch from showing whole images to showing only faces.



☑ To make the thumbnail images larger

- In the Faces browser, drag the Thumbnail Resize slider to the right.

☑ To show faces only

- In the Faces browser, click the Faces button.

Each thumbnail image in the Faces browser is cropped to show only the person's face.

☑ **To show whole images**

- In the Faces browser, click the Photos button.

The thumbnail images in the Faces browser return to displaying whole images.

☑ **To return to Faces view**

- Click the All Faces button at the top of the Faces browser.

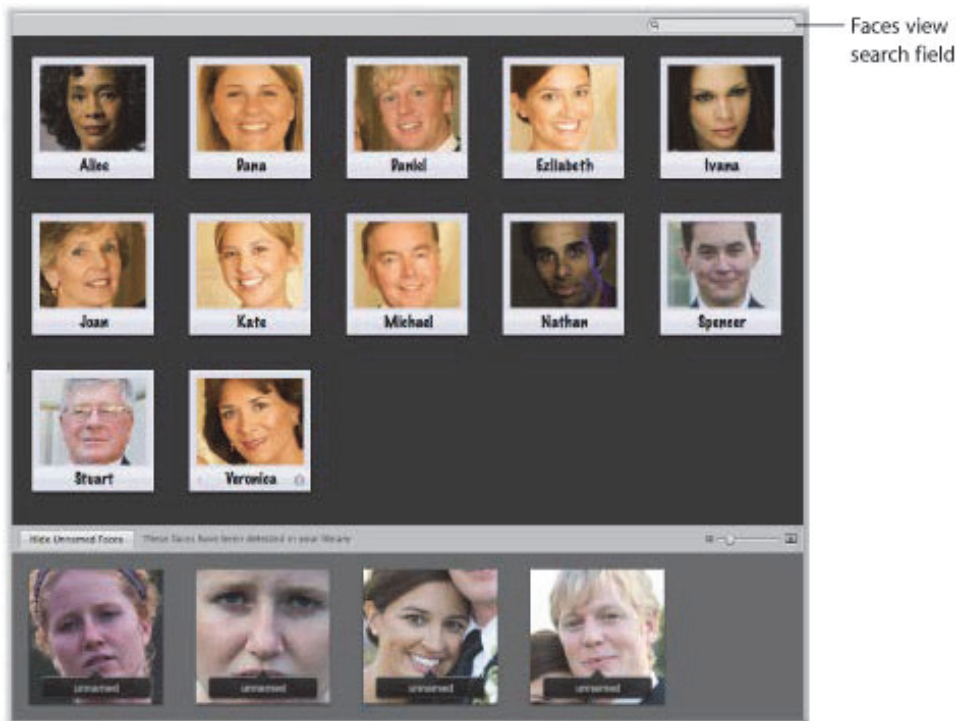
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Searching for Images by Face

As you name the people that appear in the images in the library, the number of named faces quickly grows. Locating images of a particular person is a simple process.

▼ To search for images by face

1. In the Library inspector, select Faces.
2. In Faces view, enter the name of the person you are looking for in the search field.



Aperture displays the snapshot of the person whose name you entered in the search field, removing all others from view.

▼ To show all faces again

- In Faces view, click the Reset button (with an X) on the right side of the search field.

Snapshots for all the people identified in the library reappear in Faces view.

You can use the Filter HUD in the Browser to perform more complex searches for people in your images. For more information, see “Searching by Face.”

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Creating Smart Albums with Images of People

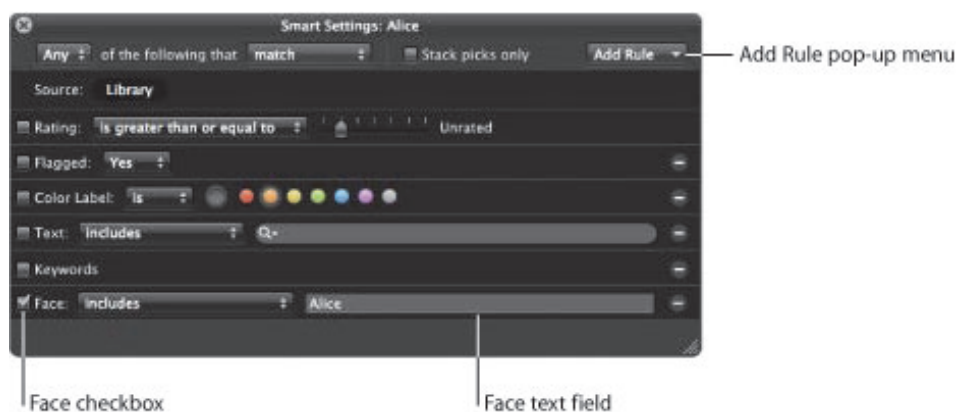
You can create a Smart Album and specify a specific person or group of people as search criteria. For example, you can create a Smart Album that is set to collect photos of your family members. First you create the Smart Album, and then you use the Smart Album's Smart Settings HUD to specify that it collect photos of each individual in your family.

❖ To configure a Smart Album to collect images of particular people

1. Choose File > New > Smart Album (or press Command-Shift-L).

A new, untitled Smart Album appears in the Library inspector.

2. Give the Smart Album a name.
3. In the Smart Album's Smart Settings HUD, choose Face from the Add Rule pop-up menu.
4. Select the Face checkbox, choose "includes" from the Face pop-up menu, then enter the name of the person you want to include in the Smart Album in the text field to the right of the pop-up menu.



5. Repeat steps 3 and 4 for each additional person you want added to the Smart Album.
6. When you have finished, close the Smart Settings HUD.

A quick way to create a Smart Album configured to collect photos of a specific person is to drag the snapshot of the person in Faces view to the Library inspector.

❖ To quickly create a Smart Album configured to collect images of a person

- In Faces view, drag the snapshot of the person to the Library inspector.

A Smart Album configured to collect images of the person appears in the Library inspector, named after the person's snapshot in Faces view.

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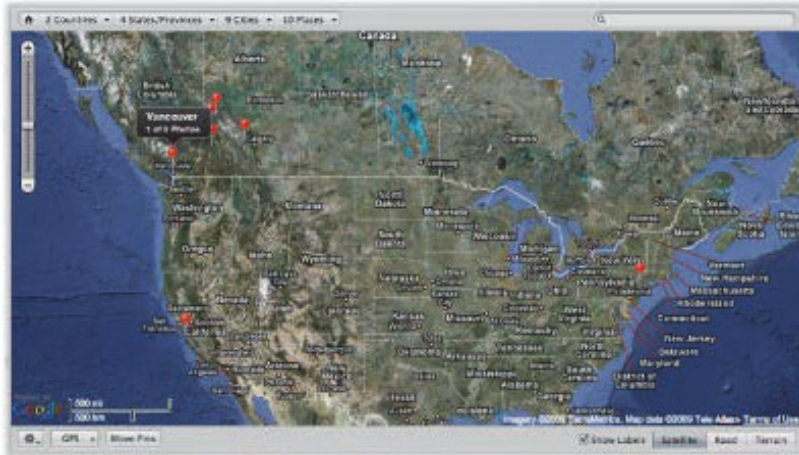
Locating and Organizing Images with Places

In Aperture, you can organize and explore your images by location using the Places feature.

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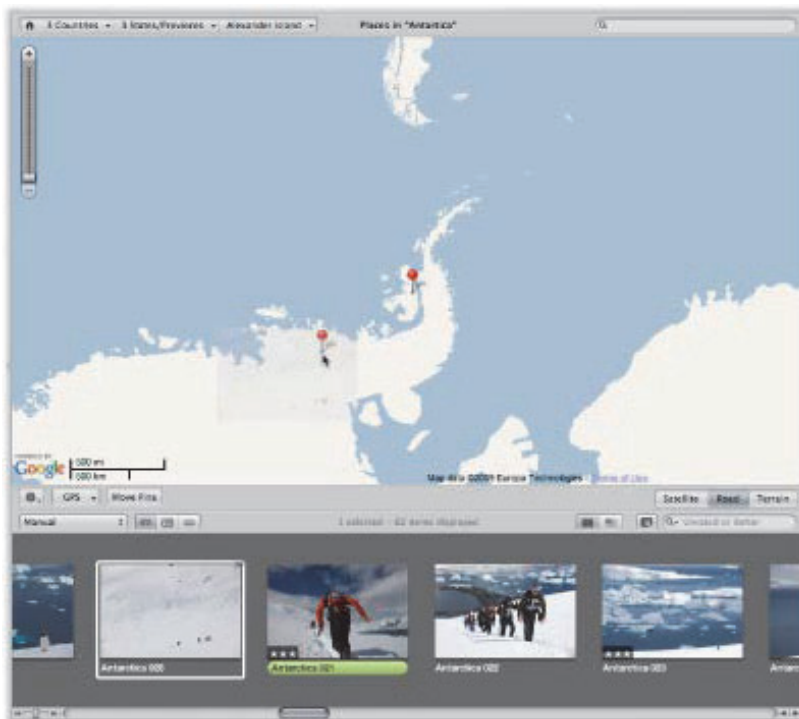
An Overview of Places

If you have a GPS-enabled camera or iPhone, Aperture categorizes your images by location and converts the GPS location tags to place names such as Vancouver, Canada. Aperture can also convert image location information from GPS trackers (including those generated by iPhone applications) and from iPhoto images. You can explore where your images were shot using Places view.

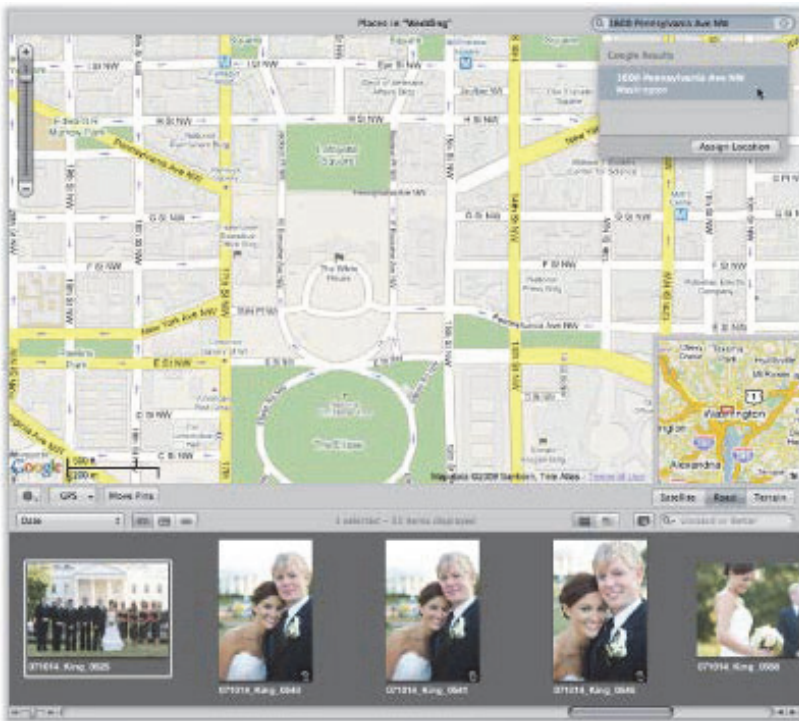


If you don't have a GPS-enabled camera or iPhone, you can still make the most of Places. You can assign locations to your images by:

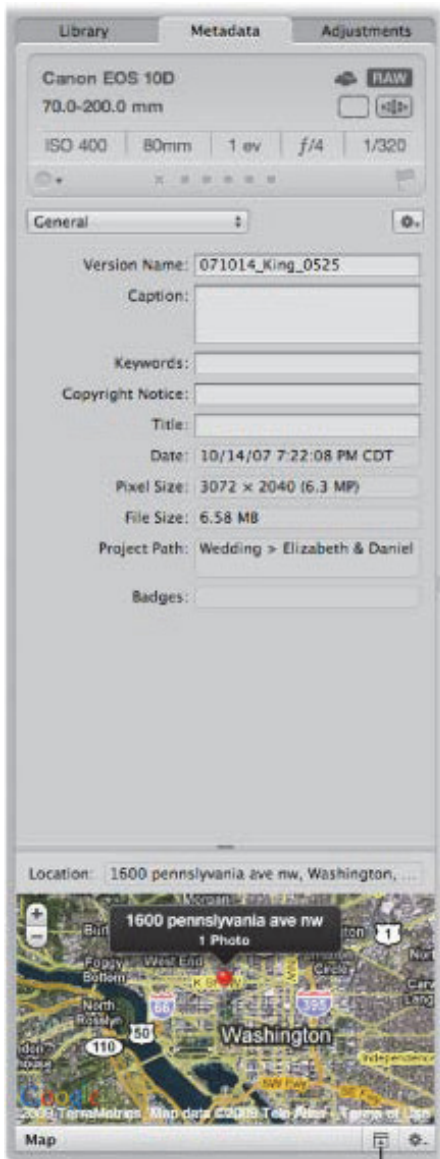
- Dragging images from the Browser to the appropriate spot on the map in Places view



- Typing the name of a place or entering an address in the Places view search field, and then clicking the Assign Location button



- Entering the name of a place or an address in the Location field in the Map pane of the Metadata inspector



Map Pane button

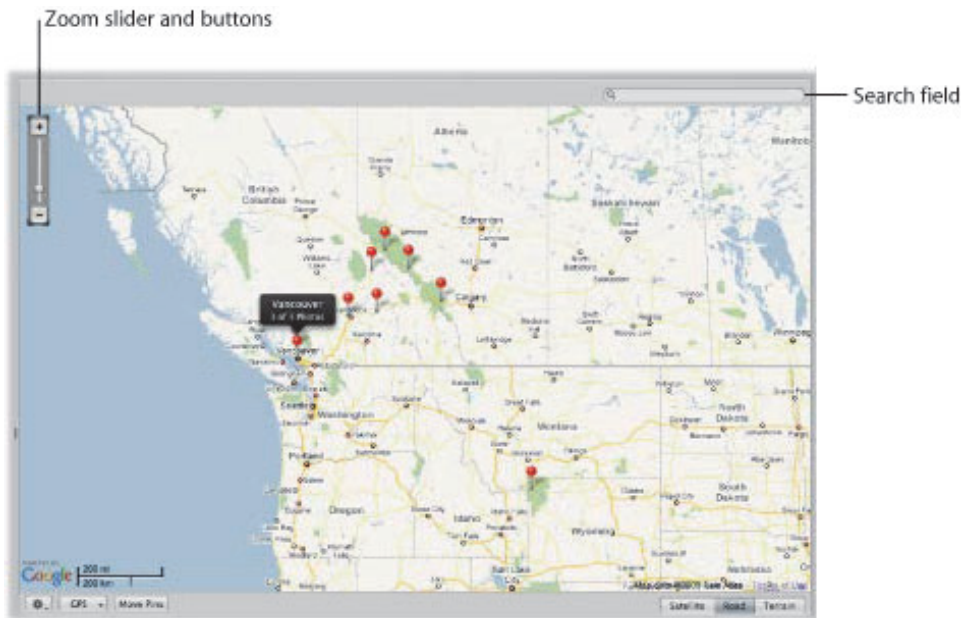
Aperture saves every location that has been assigned to an image. When you want to quickly find photos you shot in New York City or the Grand Canyon, just choose the location from the My Places list in the search field pop-up menu in Places view.

Important: To use Places, you must be connected to the Internet.

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Controls in Places View

Places view lets you view the locations where the images in the item selected in the Library inspector were shot.



For more information about the controls in Places view, see “Places View.”

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Working with Location Information in Places View

Places view uses Google Maps to plot the locations where your images were shot. For details, see the following sections:

- “Viewing Image Locations”
- “Changing the Map View”
- “Adding Locations to Images”
- “Changing Image Locations”
- “Searching for Locations”
- “Removing Locations”

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Viewing Image Locations

If you shot your images with a GPS-enabled camera or iPhone, Aperture automatically plots the location of each image on the map in Places view. There are many ways to view an image's location and the images associated with a location using Places view.

☑ To view the location information for an image or group of images

1. Do one of the following:

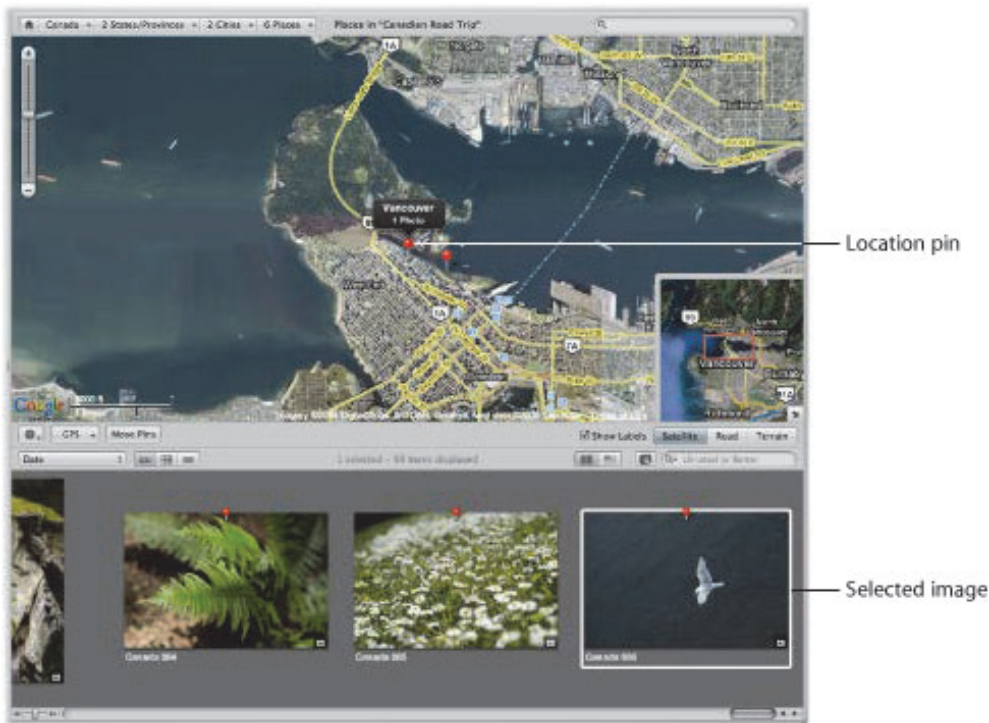
- *To view the image locations for images throughout the library:* In the Library inspector, select Places.
- *To view the image locations for images in an item selected in the Library inspector:* Select an item in the Library inspector containing images that already have location information assigned to them, then click the Places button in the toolbar.



The Aperture main window switches to Places view. Red location pins mark the locations where images or groups of images were shot.

2. In the Browser, select an image.

A location label appears above a pin in Places view, indicating the location where the image was shot. The location label indicates the name of the location and the number of images that were captured there.



✓ To view the images associated with a location

1. Do one of the following:

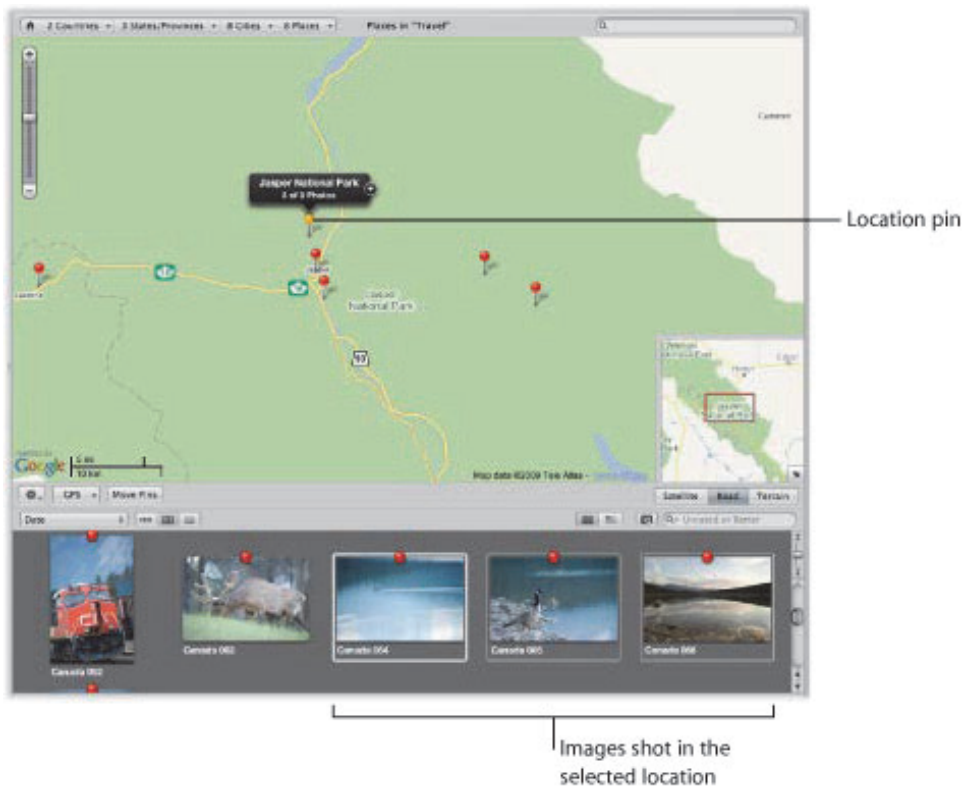
- In the Library inspector, select Places.
- Select an item in the Library inspector containing images that already have location information assigned to them, then click the Places button in the toolbar.



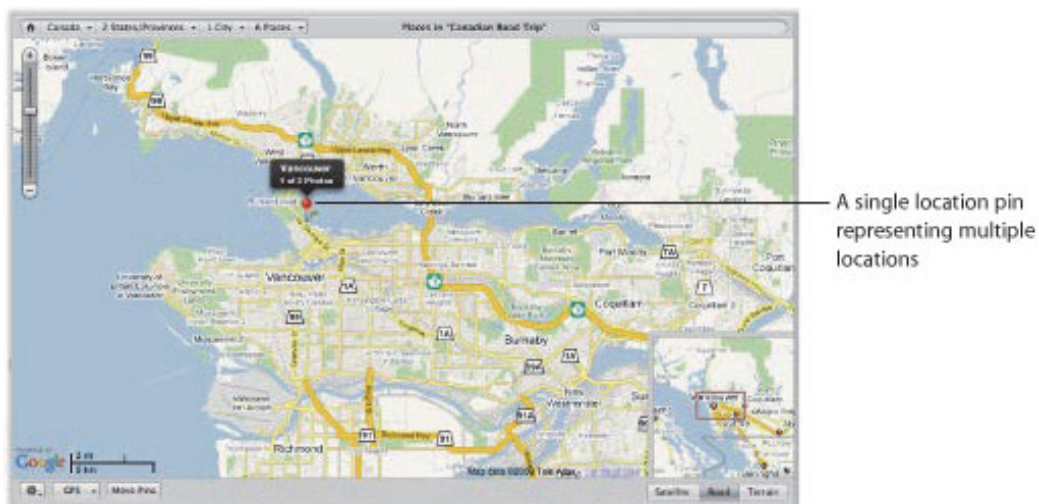
The Aperture main window switches to Places view. Red location pins mark the locations where images or groups of images were shot.

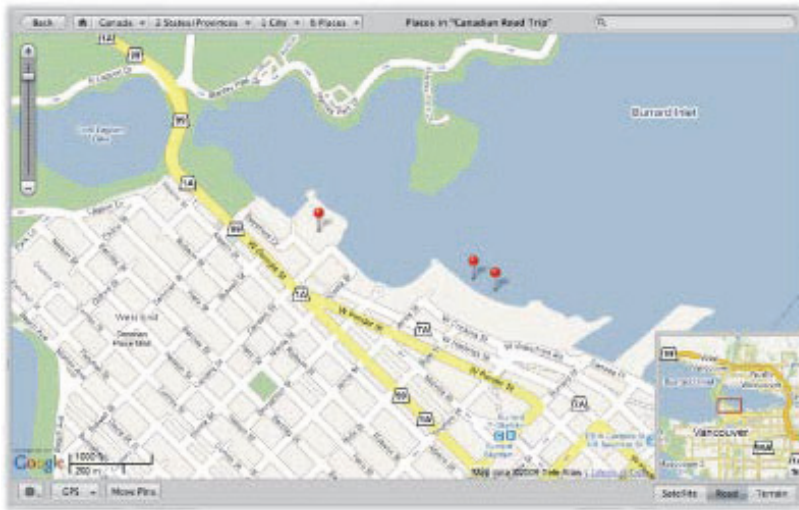
2. Select a red pin.

The selected pin turns orange, and the image or images associated with the location marked by the orange pin are selected in the Browser.



Depending on the zoom setting in Places view, Aperture might use a single pin to represent a group of images shot in close proximity. However, you can view the precise location where each image in the group was shot.





▼ **To view the precise location of images represented by the same location pin**

Do one of the following:

- In Places view, click the location arrow on the location label.



Places view zooms in to the location of the image group, marking the location of each image with a pin. Some images may remain grouped together in a single location pin if shot in close proximity. Click the location arrow on the location label to zoom in further.

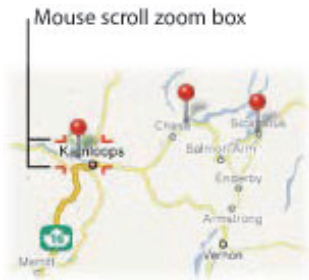
- In Places view, use the Zoom slider and buttons to zoom in to the location of the image group.



As you zoom in to the map, locations grouped together in a single pin begin to be marked by their own pins.

- If your mouse has a scroll wheel, move the scroll wheel up to zoom in, or move the scroll wheel down to

zoom out.



As you zoom in to the map, locations grouped together in a single pin begin to be marked by their own pins.

- Command-drag a specific area of the map.

The map zooms in to the area indicated by the selection rectangle.

As you zoom in to the map, you may need to reposition it.

▼ To reposition the map in Places view

Do one of the following:

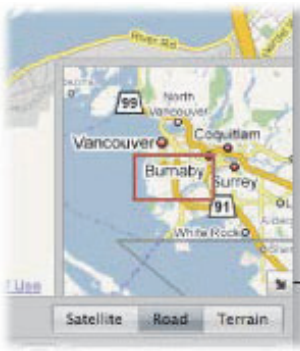
- Move the map by dragging it.
- Drag the box in the Overview Map pane, which appears in the bottom-right corner of Places view.



You can open and close the Overview Map pane, depending on your preference.

▼ To open and close the Overview Map pane

- Click the Overview Map Pane button.

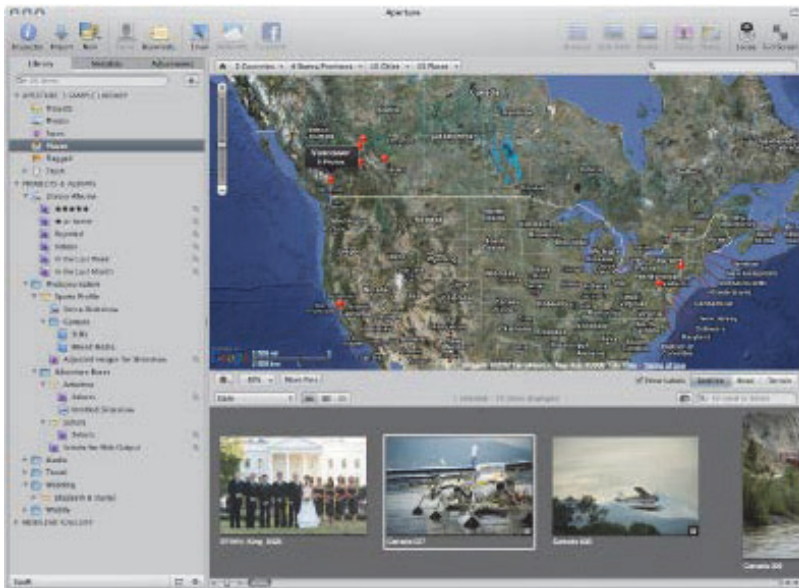


Click this button to open and close the Overview Map pane.

▼ To view all images in the Aperture library that have location assignments

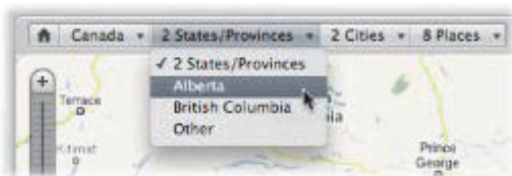
1. In the Library inspector, select Places.

Places view appears, with red pins representing images that have location assignments.



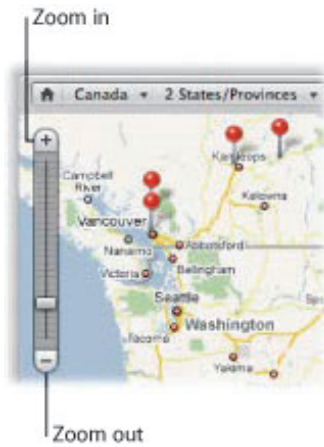
2. Zoom in to a specific location by doing one of the following:

- Choose a location from one of the Places Path Navigator pop-up menus at the top of Places view.



Aperture repositions the map to display the selected location.

- In Places view, use the Zoom slider and buttons to zoom in to the location of an image group.



As you zoom in to the map, image locations grouped together in a single pin begin to be marked by their own pins.

- If your mouse has a scroll wheel, position the pointer over a pin that represents the location of a group of images, then move the scroll wheel up to zoom in to the map.



As you zoom in to the map, image locations grouped together in a single pin begin to be marked by their own pins. As you zoom out of the map, image locations marked by individual pins are consolidated into fewer pins as they get closer together.

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Changing the Map View

There are three different map views you can use within Places view:

- *Satellite view*: This view shows the map as satellite imagery.
- *Road view*: This view shows the map with a traditional depiction of roads, parks, borders, bodies of water, and more.
- *Terrain view*: This view displays a topographical map with physical elevations as shaded relief along with elevation lines.



✓ To switch to the Satellite view within Places view

- Click the Satellite button.

Select the Show Labels checkbox, which appears when the Satellite button is clicked, to view street names and other information.

✓ To switch to the Road view within Places view

- Click the Road button.

✓ To switch to the Terrain view within Places view

- Click the Terrain button.

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Adding Locations to Images

You don't need a GPS-enabled camera or iPhone to use Places. Adding location information in Places view is as simple as dragging images from the Browser to the area on the Places view map where they were shot. Another option is to enter a specific location in the search field in Places view, select a location from the Google Results list that appears below the search field, and then click the Assign Location button. You can also designate a large geographical area, such as a city or national park, as a location and assign this general location to images.

☑ To manually assign locations to images in the Browser

1. Select an item in the Library inspector containing images to which you want to assign location information.
2. Click the Places button in the toolbar.

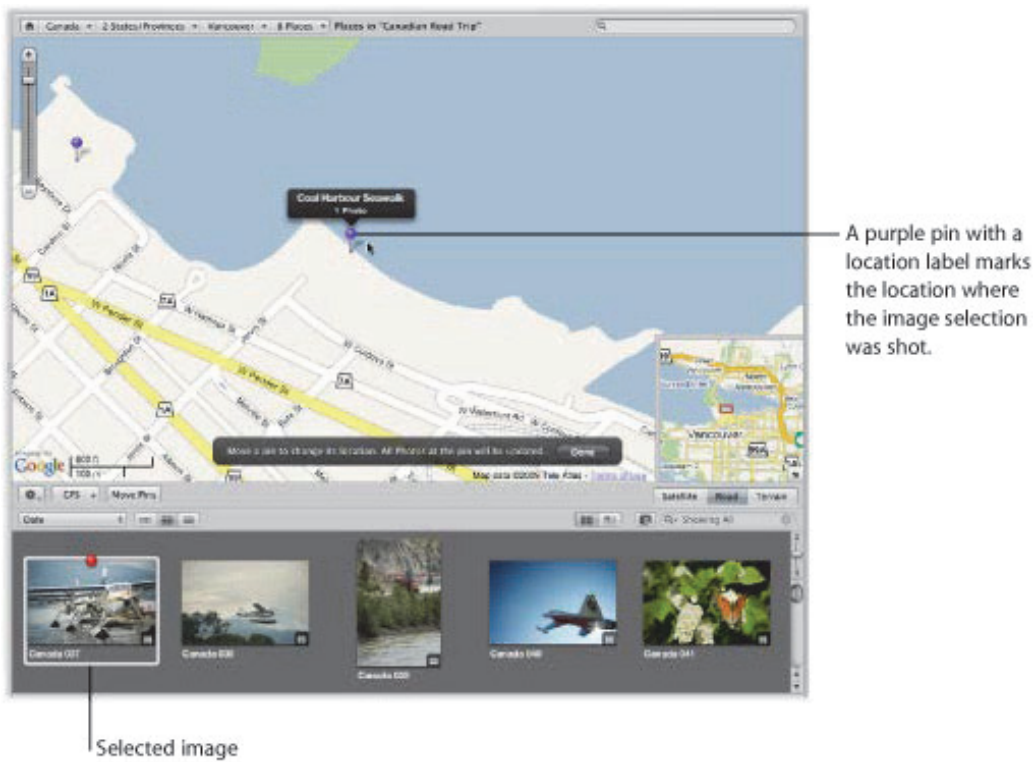


The Aperture main window switches to Places view. Red pins mark the locations where images that already have location information were shot.

3. Position the map in Places view to display the location you want to assign to the images by dragging and zooming in to the map.
4. In the Browser, select an image or group of images, then drag the image selection to the appropriate location on the map in Places view.

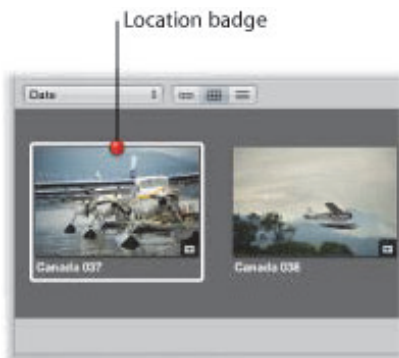
A purple pin with a location label appears, marking the location where the image or image group was shot. The location label indicates the name of the location and the number of images that were captured there.

A dialog also appears at the bottom of Places view, informing you that you can move the pin to change the location assigned to all photos associated with the pin.



5. Click Done.

The purple pin turns red, indicating that the location you specified has been assigned to the selected images, and a location badge (a red pin) appears over the thumbnail images in the Browser.



Sometimes it's easier to search for a location and then assign it to an image selection.

📍 To search for a location and assign it to an image selection

1. Select an item in the Library inspector containing images to which you want to assign location information.
2. If the main window is not in Places view, click the Places button in the toolbar.



The Aperture main window switches to Places view. Red pins mark the locations where images that already have location information were shot.

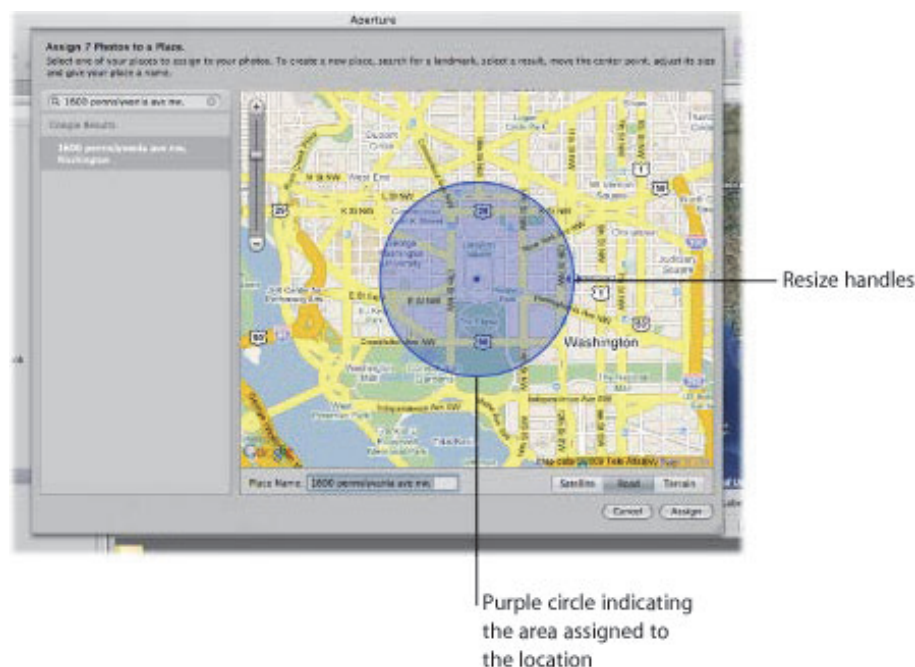
3. In the Browser, select the images to which you want to assign a location.
4. Choose Metadata > Assign Location.
5. In the dialog that appears, enter the location you want to search for in the search field. For example, you can enter a city name or an address.

Locations whose names match the text you entered are listed below the search field.

6. Select the appropriate location in the search results list.

A location is plotted on the map with a purple circle surrounding it. The purple circle is used to determine the geographical area encompassed by the location.

7. If you wish, enter a custom name for the location, such as “Our backyard,” in the Place Name field.
8. Drag the resize handles on the right side of the purple circle to change the area assigned to the location.



9. When you are satisfied with the area assigned to the location, click the Assign button.

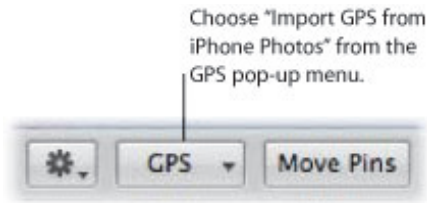
A red pin appears on the map in Places view, with a location label indicating the name of the location and the number of photos it's assigned to. A purple circle indicates the area the location covers. A red location badge appears over the selected thumbnail images in the Browser, indicating that a location has

been assigned.

If you have photos imported from a GPS-enabled iPhone, you can use the GPS data from the photos to automatically assign location information to them.

❏ **To assign location information to images shot with a GPS-enabled iPhone**

1. In the Library inspector, select a project containing photos captured with a GPS-enabled iPhone.
2. In Places view, choose “Import GPS from iPhone Photos” from the GPS pop-up menu.



3. In the dialog that appears, select the images to which you want to assign location information, then click OK.

Aperture displays waypoints for the images in Places view.

4. In the Browser, drag an image to a waypoint in Places view to assign location information to it.

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Changing Image Locations

If you've assigned an incorrect location to photos, it's easy to change their location information. There are three methods for reassigning image locations:

- *To change the location assignment for all photos associated with a location:* You can move the location pin in Places view.
- *To change the location assignment for a subset of images associated with a location:* You can reassign the location for the image subset using the Assign Location dialog.
- *To change the location assignment for a single image:* You can reassign the location for the image using the Map pane of the Metadata inspector. For more information, see "Modifying Location Information Using the Metadata Inspector."

☑ To move a pin, changing the location for all images with that location assignment

1. Do one of the following:

- In the Library inspector, select Places.
- Select the item in the Library inspector containing the images whose location you want to change, then click the Places button in the toolbar.

2. In Places view, click the Move Pins button.

The location pins on the Places view map turn purple, indicating that they can be moved.

3. Drag the incorrectly placed pin to the correct location, then click Done in the dialog that appears at the bottom of Places view.

The location pin is moved to its new location, and the location information is changed for all images associated with the original location.

☑ To change the location assignment for an image selection

1. In the Browser, select the images whose location information you want to change.

2. Choose Metadata > Assign Location.

3. In the dialog that appears, enter the new location you want to assign in the search field.

Locations whose names match the text you entered are listed below the search field.

4. Select the appropriate location in the search results list.

A location is plotted on the map with a purple circle surrounding it. The purple circle is used to determine the geographical area encompassed by the location.

5. Adjust the area covered by the location as necessary by dragging the resize handles on the right side of the purple circle.

6. When you are satisfied with the location and the area assigned to it, click the Assign button.

The location assignment for the selected images changes to the new location. A red pin appears on the map in Places view, with a location label indicating the location name and the number of photos it's assigned to. A purple circle indicates the area the location covers.

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Searching for Locations

As you assign locations to the images in the Aperture library, the list of locations quickly grows. Although you may have shot images all over the world, you can quickly find the locations where images were shot using the search field in Places view.

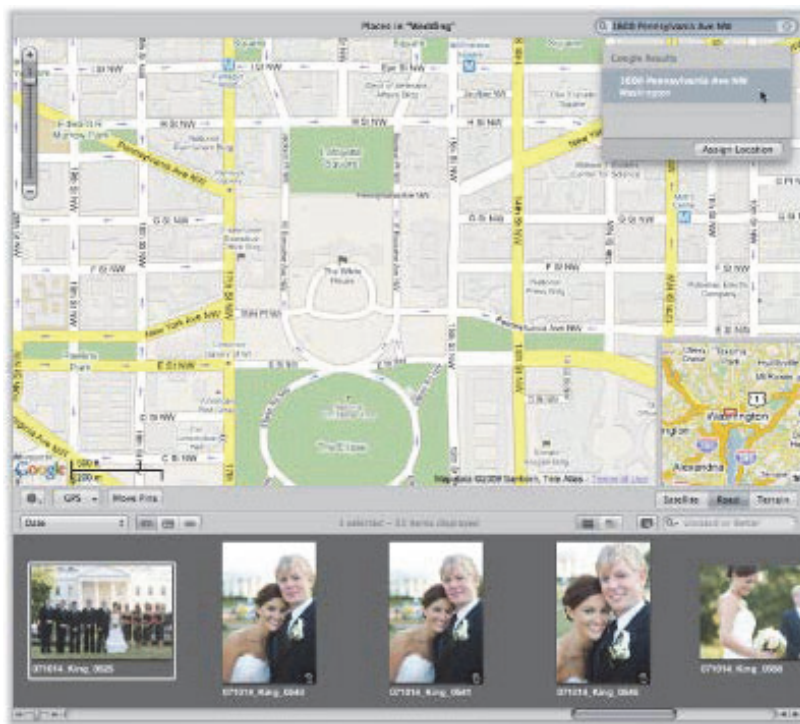
▼ To quickly find locations

1. In the Library inspector, select Places.

The Aperture main window switches to Places view.

2. Enter the location you want to find in the Places view search field.

Locations you've assigned whose names match the text entered in the search field appear at the top of the search results list. Additional results located by Google appear in the Google Results section at the bottom of the list.



3. Select the correct location in the list that appears below the search field.

The location pin for the location you selected appears in Places view.

You can also search for images with location information assigned to them using the Smart Settings HUD and the Filter HUD. For more information, see “Searching by Place.”

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Removing Locations

If you have assigned a location to an image or group of images by mistake, you can remove it.

▼ To remove location information from an image or group of images

1. Do one of the following:

- *To remove a location assignment from all images associated with a location:* In Places view, select the location pin.
- *To remove a location assignment from a subset of images associated with a location:* In the Browser, select the images whose location information you want to remove.

2. In Places view, choose Remove Locations from the Places Action pop-up menu (with a gear icon).

If you selected a location pin, the location is removed from all images associated with the pin. If you selected images in the Browser, the location information is removed from the selected images.

Note: You can also remove location information from images using the Map pane of the Metadata inspector. For more information, see “Removing Location Information Using the Metadata Inspector.”

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Importing and Working with GPS Track File Data

GPS track points are digital bread crumbs that are used to define a path or route (“track”) using precise coordinates saved by a GPS device or GPS tracking iPhone application. If you have a GPS-enabled camera or iPhone or another GPS device that you use to create track files and save waypoints, you can import the track files into Aperture and work with them in Places view. Each leg and waypoint is displayed in Places view, and you can assign the legs and waypoints to photos. Photos taken with a GPS-enabled camera or iPhone are automatically assigned locations corresponding to waypoints in the track file.

For a list of compatible GPS devices, go to <http://www.apple.com/aperture/specs>.

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Importing GPS Track Files

To begin working with a GPS track file in Places view, you must first import the GPS track file into Aperture.

✓ To import a GPS track file

1. In the Library inspector, select the project into which you want to import the track file, then click the Places button in the toolbar.
2. In Places view, choose Import GPS Track from the GPS pop-up menu.
3. In the dialog that appears, navigate to the location of the GPS track file, select it, then click Choose Track File.

The track file is imported into the selected project. The track file appears as a purple line on the map in Places view.

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Working with GPS Track Data

Once you have imported the GPS track file into your Aperture project, you can begin working with the GPS track data to create new locations, assign locations to photos, and move location pins.

✔ To create a new location based on a waypoint in a GPS track file

1. In the Library inspector, select a project with an imported GPS track file.

For more information about importing GPS track files, see “Importing GPS Track Files.”

2. In the Browser, select an image and drag it to a waypoint in Places view.

A small dialog appears at the bottom of Places view asking if you would like to assign location information to other photos in the project based on time.

3. Do one of the following:

- *To assign image location information to other photos in the project based on time in the GPS track file:* Click Assign Locations.
- *If you don't want to assign image location information to other photos in the project:* Click Done.

✔ To assign location information from a GPS waypoint to an image selection

1. In the Browser, select the image or images to which you want to assign location information.

2. In Places view, Control-click the waypoint whose location information you want to assign to the selected images, then choose Assign Photos from the shortcut menu.

The waypoint's location information is assigned to the image selection, and a location badge (a red pin) appears at the top of each selected image in the Browser.

Moving location pins that correspond to waypoints in a GPS track file works the same way as moving other location pins. For more information about moving location pins, see “Changing Image Locations.”

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Deleting GPS Track Files

You can delete a GPS track file at any time. For example, if you have several GPS track files on your computer and you aren't sure which locations they track, you can import the files individually to see if the track data corresponds to locations in your project. If a GPS track file contains track data that doesn't match locations in your project, you can delete it.

☑ To delete a GPS track file

- In Places view, choose Delete Selected Track from the GPS pop-up menu.

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Assigning Location Information to Projects

If all the images in a project were shot in the same location, you can save time by assigning location information to the project in Projects view. Rather than selecting images in the Browser and assigning them a location, you can assign the location to the project. Assigning a location to a project assigns the location to all versions in the project.

▼ To quickly assign a location to all versions in a project

1. In the Library inspector, select Projects.

The Aperture main window switches to Projects view.

2. Click the Info button for the project to which you want to assign the location.



The Info HUD appears.

3. In the Info HUD, click Assign Location.

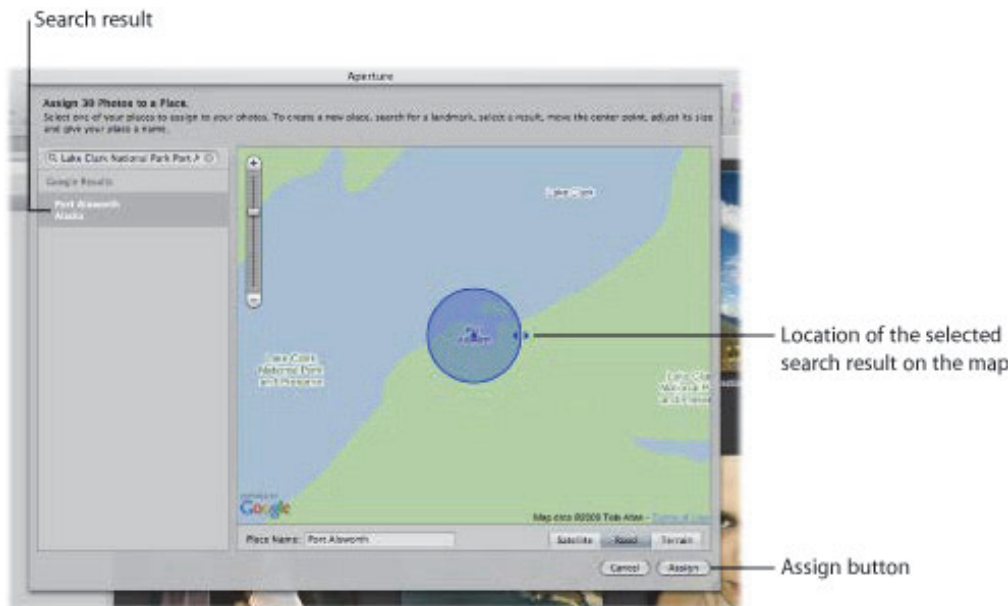


Assign Location button

4. In the dialog that appears, enter a specific address or the name of a place, a city or town, or a significant geographical location such as a national park in the search field.

Google searches for the location you entered in the search field and displays a list of search results. Place names that match the text you entered are displayed at the top of the search results list, and Google search matches are displayed under Google Results.

5. Select the search result that matches the location you are looking for.



Location of the selected search result on the map

Assign button

6. If you would like to give the location a custom name, enter a name in the Place Name field.
7. Click Assign.

The selected location is assigned to every image in the project.

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Working with Location Information in the Metadata Inspector

In addition to working with location information in Places view and Projects view, you can also work with location information in the Map pane of the Metadata inspector. The Map pane of the Metadata inspector provides a convenient means of modifying an image's location information without having to switch to Places view. For more information about using the controls in the Map pane of the Metadata inspector, see the following sections:

- “Viewing Location Information Using the Metadata Inspector”
- “Changing the Map View in the Metadata Inspector”
- “Assigning Location Information Using the Metadata Inspector”
- “Modifying Location Information Using the Metadata Inspector”
- “Removing Location Information Using the Metadata Inspector”

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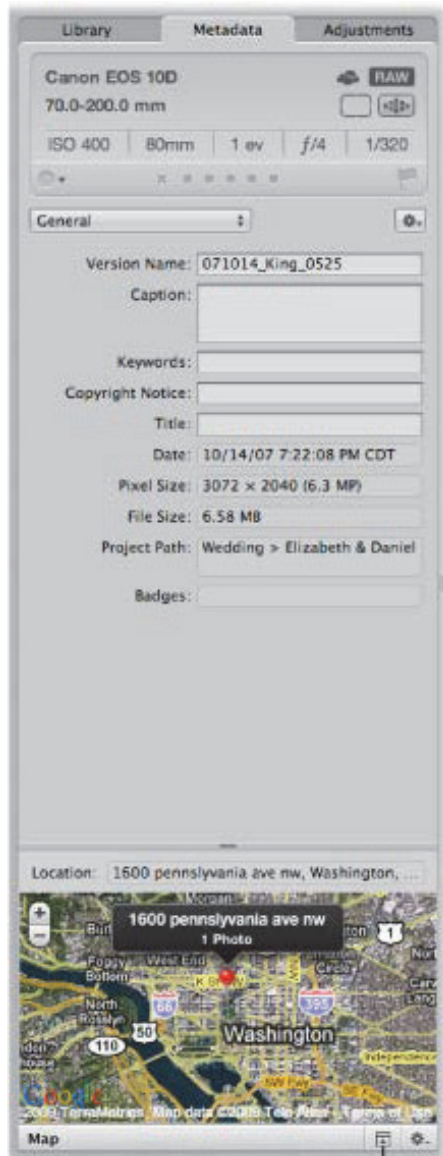
Viewing Location Information Using the Metadata Inspector

You can view location information assigned to an image using the controls in the Map pane of the Metadata inspector.

✓ To view an image's location information using the Map pane of the Metadata inspector

1. In the Browser, select an image whose location information you want to view.
2. In the Metadata inspector, click the Map Pane button.

The Map pane appears, with a red pin in the center of the map indicating where the image was shot.



Map Pane button

The controls for zooming in to and out of the map are similar to the zoom controls in Places view.



✓ To zoom in to and out of the map in the Map pane of the Metadata inspector

Do one of the following:

- In the Map pane of the Metadata inspector, use the Zoom buttons to zoom in to or out of the location where the image was captured.
- If your mouse has a scroll wheel, move the scroll wheel up to zoom in, or move the scroll wheel down to zoom out.
- In the Map pane of the Metadata inspector, double-click the location pin.

The map zooms in to the area where the image was captured. Double-click the location pin again to zoom in further.

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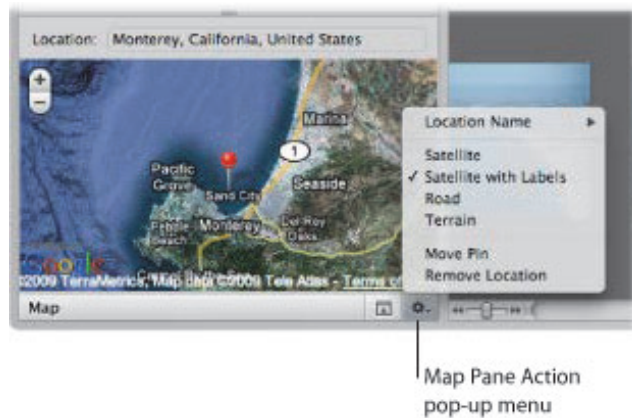
Changing the Map View in the Metadata Inspector

There are four map views you can use within the Map pane of the Metadata inspector:

- *Satellite*: This view shows the map as satellite imagery.
- *Satellite with Labels*: This view shows the map as satellite imagery with street names and other information.
- *Road view*: This view shows the map with a traditional depiction of roads, parks, borders, bodies of water, and more.
- *Terrain view*: This view displays a topographical map with physical elevations as shaded relief along with elevation lines.

▼ To switch views within the Map pane of the Metadata inspector

- Choose a map view from the Map Pane Action pop-up menu.



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Assigning Location Information Using the Metadata Inspector

You can assign location information to an image using the controls in the Map pane of the Metadata inspector.

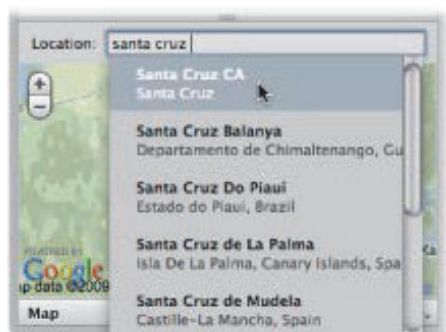
✓ To assign location information using the Map pane of the Metadata inspector

1. In the Browser, select an image to which you want to assign a location.
2. In the Metadata inspector, click the Map Pane button to open the Map pane.



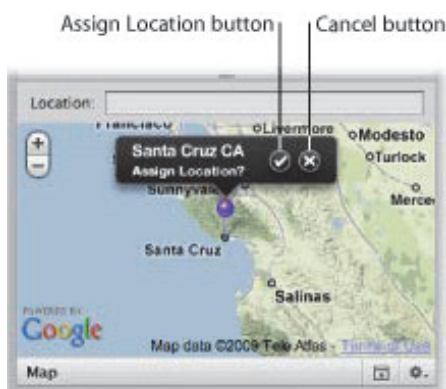
The Map pane appears.

3. Enter the name of the location you want to assign to the image in the Location field, then select the location in the search results list that appears.



The map view changes to show the new location, with a purple location pin and a location label at its center.

4. Click the Assign Location button in the location label.



The location information is assigned to the image.

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Modifying Location Information Using the Metadata Inspector

You can modify an image's location information using the controls in the Map pane of the Metadata inspector.

✓ To change an image's location information using the Map pane of the Metadata inspector

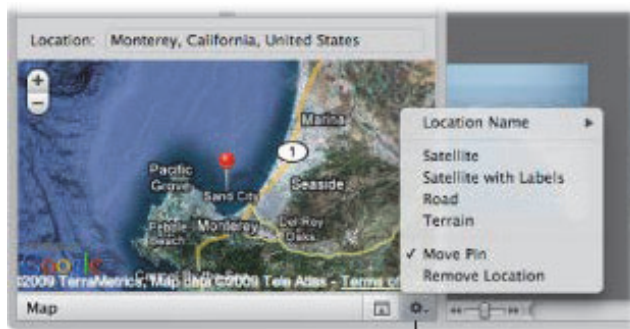
1. In the Browser, select an image whose location information you want to change.
2. In the Metadata inspector, click the Map Pane button to open the Map pane.



Map Pane button

The Map pane appears, with a red pin in the center of the map indicating where the image was shot.

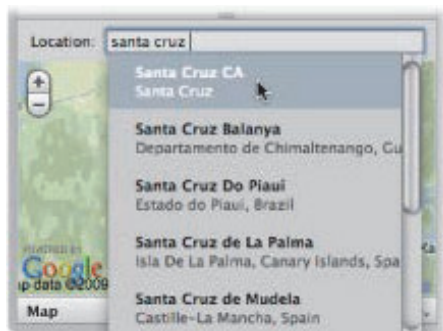
3. Choose Move Pin from the Map Pane Action pop-up menu.



Map Pane Action pop-up menu

The red pin turns purple.

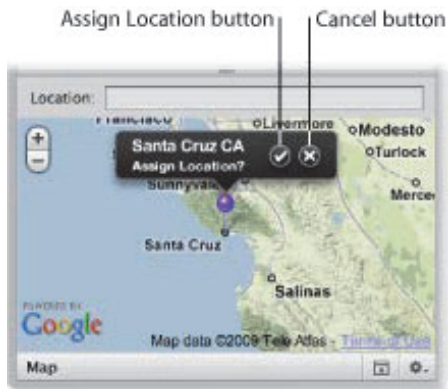
4. Enter the name of a new location to assign to the image in the Location field, then select the location in the search results list that appears.



The map view changes to show the new location.

5. Do one of the following:

- *To assign the location to the image:* Click the Assign Location button in the location label.
- *To cancel the location change:* Click the Cancel button in the location label.



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Removing Location Information Using the Metadata Inspector

You can remove an image's location information using the controls in the Map pane of the Metadata inspector.

✓ To remove location information using the Map pane of the Metadata inspector

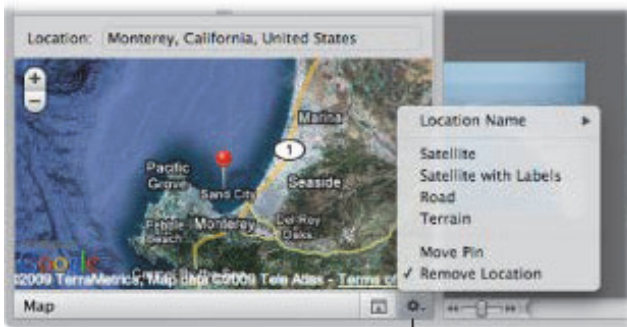
1. In the Browser, select an image whose location information you want to remove.
2. In the Metadata inspector, click the Map Pane button to open the Map pane.



Map Pane button

The Map pane appears.

3. Choose Remove Location from the Map Pane Action pop-up menu.



Map Pane Action pop-up menu

The location information is removed from the image.

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Searching for and Displaying Images

Aperture allows you to easily search for and gather images in a variety of locations.

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An Overview of Searching

In Aperture, you can search for images in multiple ways. You can use the search field and pop-up menu in the Browser to quickly locate images by name or display images by rating, flag status, and color label. You can also use the Filter HUD to perform complex searches for images using a wide variety of criteria, including image name, subject, keyword, photographer, caption or text, date, location, EXIF and IPTC information, applied adjustments, color labels, flagged images, image usage statistics, and more.

In addition to searching for images in the Browser, you can search for images within items in the Library inspector. You can quickly locate faces using the search field in Faces view. You can also quickly find locations assigned to images using the search field in Places view.

For more information about searching for items in the Library inspector, see “Working with the Library.”

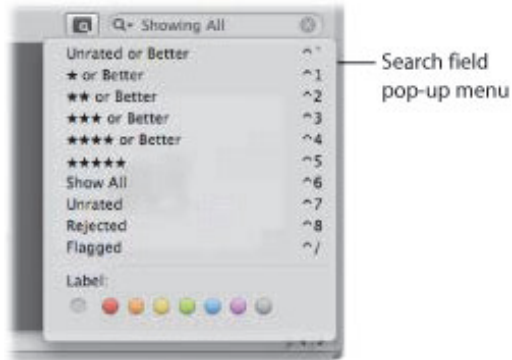
For more information about searching for items in Faces view, see “Searching for Images by Face.”

For more information about searching for items in Places view, see “Searching for Locations.”

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About the Search Field Pop-Up Menu

The search field pop-up menu in the Browser provides a set of options that lets you quickly remove images from view in the Browser so that you can focus on the images you want to work with. You can either enter the name of an image in the search field, or choose a rating, image flag status, or color label from the search field pop-up menu to filter images in the Browser. Although images that don't match your search string or search field pop-up menu choice are removed from view, they are not deleted. To view all images in the Browser again, you simply click the Reset button in the search field.



✔ To show images based on a text string or numerical value, such as a keyword or pixel size

- In the Browser, enter the search string in the search field, then press Return.

You can set the Browser to show images based on a specific rating or better.

✔ To show only images that have been assigned a specific rating or better

Do one of the following:

- In the Browser, choose Unrated or Better from the search field pop-up menu to show images that are unrated or better, or press Control-Grave Accent (`).

Note: This is the default view.

- In the Browser, choose One Star or Better from the search field pop-up menu to show images that are rated one star or better (or press Control-1).
- In the Browser, choose Two Stars or Better from the search field pop-up menu to show images that are rated two stars or better (or press Control-2).
- In the Browser, choose Three Stars or Better from the search field pop-up menu to show images that are rated three stars or better (or press Control-3).
- In the Browser, choose Four Stars or Better from the search field pop-up menu to show images that are rated four stars or better (or press Control-4).
- In the Browser, choose Five Stars from the search field pop-up menu to show images that are rated five stars, also known as *Selects* (or press Control-5).

You can set the Browser to show all images regardless of rating, including images that have been assigned a Reject rating.

▼ **To show all images regardless of rating, including rejects**

- In the Browser, choose Show All from the search field pop-up menu (or press Control-6).

You can set the Browser to show only images that have not been rated.

▼ **To show unrated images only**

- In the Browser, choose Unrated from the search field pop-up menu (or press Control-7).

You can set the Browser to show only images that have been assigned a Reject rating. It's a good idea to review rejected images to ensure you haven't rejected an image by mistake.

▼ **To show rejected images only**

- In the Browser, choose Rejected from the search field pop-up menu (or press Control-8).

You can set the Browser to show only images that have been flagged.

▼ **To show flagged images only**

- In the Browser, choose Flagged from the search field pop-up menu, or press Control-Slash (\).

You can set the Browser to show images that have been assigned a specific color label, as well as images that have no color label assigned to them.

▼ **To show images based on the color labels assigned to them**

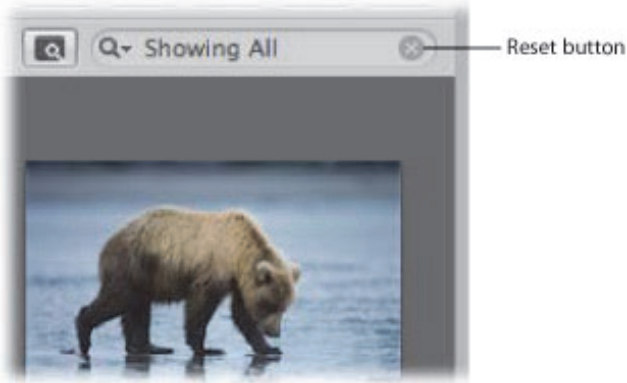
Do one of the following:

- In the Browser, choose No Label from the search field pop-up menu to show only images that have no color label assigned to them (or press Command-Control-0).
- In the Browser, choose Red from the search field pop-up menu to show only images that have the red color label assigned to them (or press Command-Control-1).
- In the Browser, choose Orange from the search field pop-up menu to show only images that have the orange color label assigned to them (or press Command-Control-2).
- In the Browser, choose Yellow from the search field pop-up menu to show only images that have the yellow color label assigned to them (or press Command-Control-3).
- In the Browser, choose Green from the search field pop-up menu to show only images that have the green color label assigned to them (or press Command-Control-4).
- In the Browser, choose Blue from the search field pop-up menu to show only images that have the blue color label assigned to them (or press Command-Control-5).
- In the Browser, choose Purple from the search field pop-up menu to show only images that have the purple color label assigned to them (or press Command-Control-6).
- In the Browser, choose Gray from the search field pop-up menu to show only images that have the gray color label assigned to them (or press Command-Control-7).

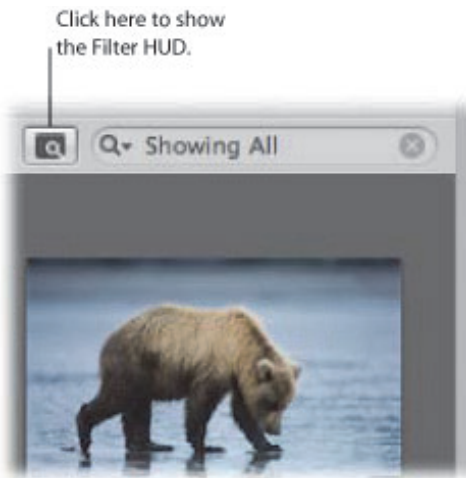
When you choose an option from the search field pop-up menu in the Browser, the images that don't

match the option you selected are removed from view but not deleted.

- ✔ **To reset the search field pop-up menu back to the default setting of Unrated or Better**
 - Click the Reset button on the right side of the search field.



To view specific images in the library or a selected project, you can also use the Filter HUD.

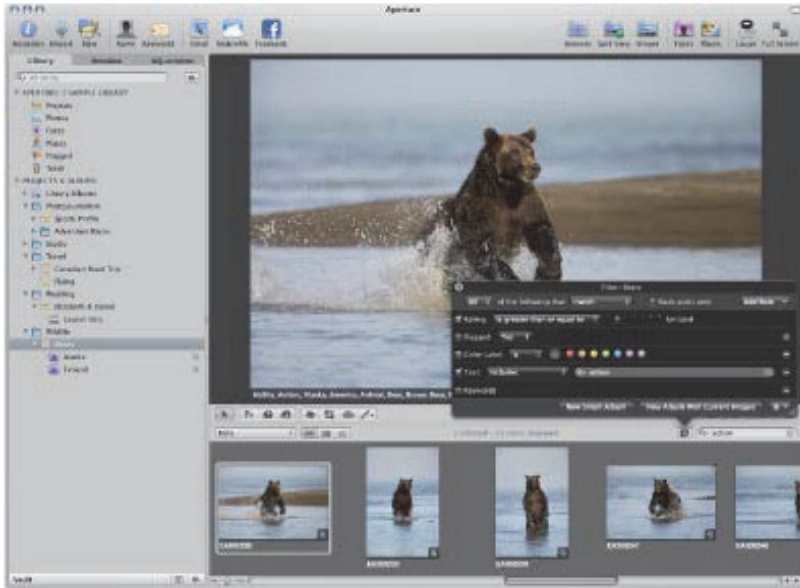


For more information about the Filter HUD, see “About the Filter HUD” and “About the Search Field Pop-Up Menu.”

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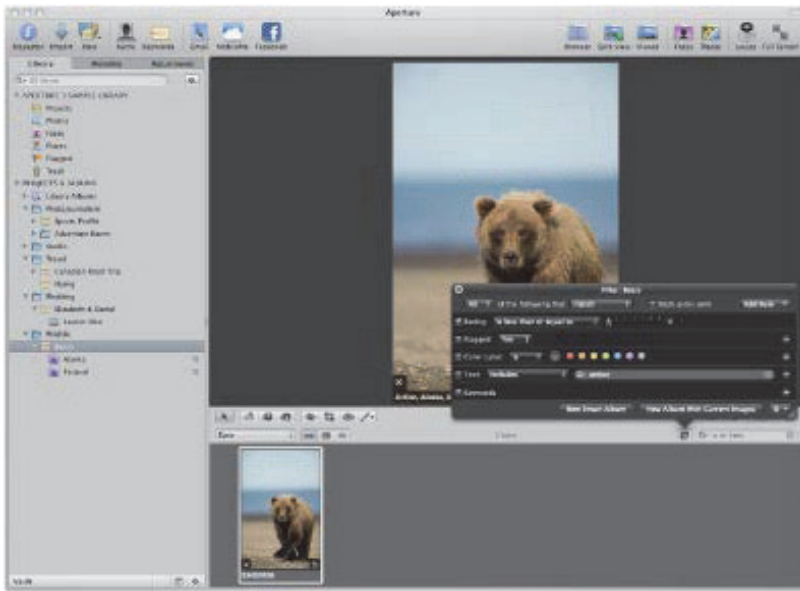
About the Filter HUD

The Filter HUD is an easy-to-use window with options for specifying search criteria. For example, you can enter the text “action” in the Filter HUD, and Aperture locates files that include that text in their metadata. To show the Filter HUD for a selected project, you click the Filter HUD button (with a magnifying glass icon) next to the search field in the Browser.



You can use the Filter HUD to display particular images within a project, album, or folder, which are automatically gathered based on search criteria. You specify where you want to search by selecting the project, album, or folder that contains the images you want to see.

The most common reason to perform a search is to display a selection of images within a project. By selecting a project and using the Filter HUD, you can quickly display specific images, hiding the rest from view. For example, you might isolate and display only those images of a certain subject, pose, rating, or location. Your search doesn't change the contents of the project; it only temporarily changes the images you view in the Browser. If you cancel the search criteria in the Filter HUD, all of your images appear in the Browser again. The Filter HUD is preset to show images that are unrated or better, hiding rejected images, but you can change the Filter HUD criteria to show rejected images if you wish.



You can also create special albums, called *Smart Albums*, whose contents are gathered automatically, solely by search criteria. For example, you might create a Smart Album that searches for and displays all portrait images from the entire library. When you create a Smart Album, you use the Smart Settings HUD—whose controls are similar to the controls in the Filter HUD—to define criteria for the images that should appear in it. In this case, you can set the Smart Album to locate and capture images with the keyword *Portrait* assigned to them. As you add portrait images to your library over time, they automatically appear in the Smart Album you created to track them. For more information about creating and using Smart Albums, see “Grouping Images with Smart Albums.”

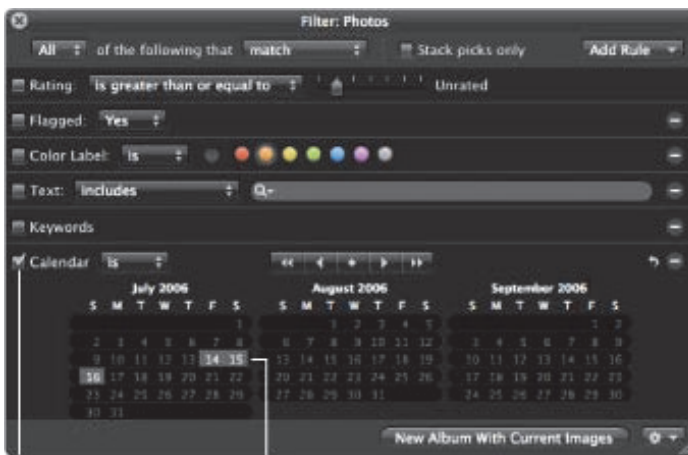
Aperture can locate images based on many types of information associated with the images. When you import images into Aperture, certain information is automatically assigned to each image, including EXIF metadata such as image date, photographer, camera technical data, filename, and much more. You can also assign your own metadata to images, including keywords, summaries, captions, and information used by IPTC fields, and then locate your images by searching for the metadata. In addition, you can search for images based on the type of adjustment applied to them as well as the version of the RAW decoding process used to decode the RAW master.

The search criteria that you use can be simple or complex. The following illustration shows some of the search criteria you can specify using the Filter HUD.

Select the checkboxes for items you want to search by.



To search using a particular type of search criteria, you select the checkbox to turn on the search option and then specify the criteria that Aperture should look for. For example, to find images taken on a specific date, you select the Calendar checkbox and select a date or range of dates.



Select the Calendar checkbox.

Select the dates you want to search by.

The images taken on the dates you specified are displayed in the Browser, where you can review and work with them.

✓ To show the Filter HUD

Do one of the following:

- Choose Edit > Find (or press Command-F).

- Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser.
- Click the Filter HUD button (with a magnifying glass icon) beside a Smart Album in the Library inspector.
For more information about the controls in the Filter HUD, see “Filter HUD.”

▼ To show the Smart Settings HUD

- In the Library inspector, click the Smart Settings HUD button to the right of the Smart Album whose search criteria you want to modify.

For more information about working with Smart Albums, see “Grouping Images with Smart Albums.”

The following search options are available in the Filter HUD and Smart Settings HUD.

Rule	Function
Adjustments	Search for images based on the type of adjustment that has been applied to them in Aperture, as well as which RAW decoding version was used to render the image.
Aperture Metadata	Search for images with Aperture-specific metadata applied to them, such as version name and project name.
Attachment	Search for images based on whether they have audio attachments.
Calendar	Search for images by date they were taken as registered in the EXIF data.
Color Label	Search for images that have color labels assigned to them.
Date	Search for images based on their creation date.
EXIF	Search for images using any EXIF information recorded by the camera.
Face	Search for images based on the faces that have been assigned names.
File Status	Search for images based on whether they are managed images, referenced images, or online or offline images.
File Type	Search for files of a specific type, such as RAW or video.
Flagged	Search for images that you have flagged in Aperture.
Import Session	Search for images that were imported at a specific time or on a specific date.
IPTC	Search for images based on any IPTC information assigned to them.
Keywords	Search for images by any of the keywords that you’ve assigned to them.
Photo Usage	Search for images that have been employed for a specific purpose in Aperture, such as images currently used in a book, emailed images, and prints ordered via the Apple print service.
Place	Search for images by the location information assigned to them.

Rating	Search for images based on the ratings assigned to them in Aperture.
Text	Search for images based on any text associated with an image.

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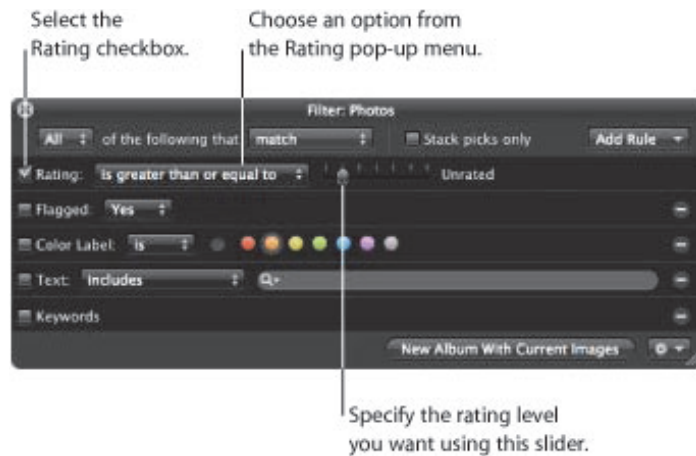
Searching by Rating

You can use the Filter HUD to see all images with a certain rating. For example, you can search for all the images in a project that have a rating of five stars. You can show images with a specific rating, images rated at or below a specific rating, or images rated at or above a rating. Aperture is preset to hide images rated as rejected, showing only those that are unrated or better.

You can also search using multiple rating criteria by adding several rating search criteria options from the Add Rule pop-up menu. For example, you might create a search that locates images that have a rating of three stars or four stars only.

☑ To search for images by rating

1. In the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, select the Rating checkbox.



4. From the Rating pop-up menu, choose whether you want to search for images with a rating that is equal to, greater than or equal to, or less than or equal to the specified rating.
5. Specify the rating level by dragging the slider.

The images that match the search criteria are displayed in the Browser. To save your search results, see “Saving Your Search Results.”

You can quickly display images with specific ratings using keyboard shortcuts. For more information, see the *Aperture 3 Keyboard Shortcuts* card that came with your Aperture installation disc.

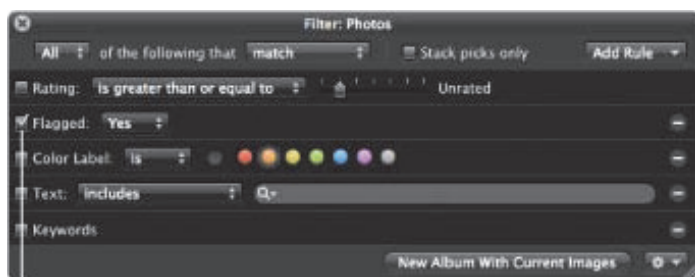
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Searching for Flagged Images

You can use the Filter HUD to locate images that you have flagged in Aperture. You can also locate images that have not been flagged.

▼ To search for flagged images

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, select the Flagged checkbox.



Select the Flagged checkbox.

4. Choose an option from the Flagged pop-up menu:
 - *To locate flagged images:* Choose Yes.
 - *To located images without flags:* Choose No.
5. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results."

▼ To quickly review all flagged images in the library

- In the Library inspector, click Flagged.

All flagged images in the library appear in the Browser.

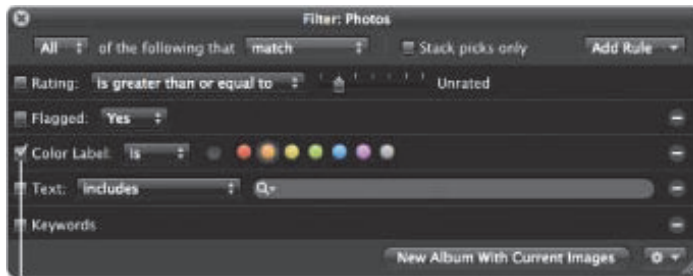
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Searching by Color Label

You can search for and locate images that have color labels assigned to them. To search for images with a specific color label, you use the Color Label search options. You can search for more than one color label at a time. You can also search for images that do not have a specific color label assigned to them.

☑ To search for images by color label

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, select the Color Label checkbox.



Select the Color Label checkbox.

4. Choose an option from the Color Label pop-up menu:
 - *To display images that have the specified color labels assigned to them:* Choose “is.”
 - *To display images that do not have the specified color labels assigned to them:* Choose “is not.”
5. Select the colors you want to search by.

You can select more than one color at a time to broaden your search.

6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it’s not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see “Saving Your Search Results.”

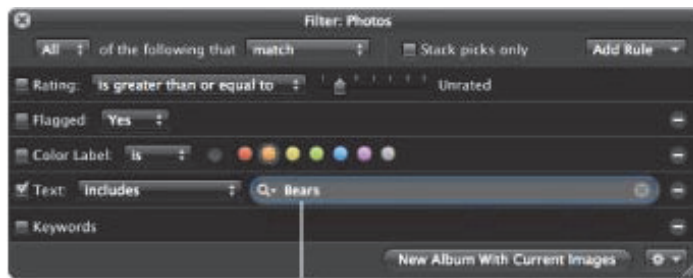
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Searching by Image Name, Caption, or Other Text

You can search for images using any text that you've associated with an image. For example, you might search for images based on text in an image's caption or keywords, or in any other text entry. You can also search by multiple text entries.

☑ To search for images by text

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. Select the Text checkbox, then enter the text you want to search for in the search field.



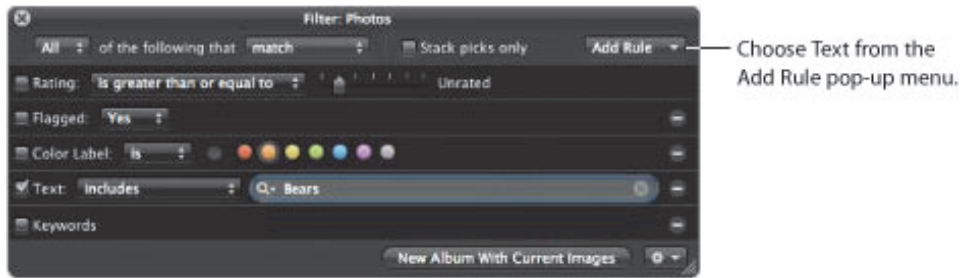
Enter the text you want to search for in this field.

You can enter multiple text items, separated by commas. Aperture locates any images that have a match for all the text items.

4. If you want to limit your text searches to creation date, version name, caption, filename, and project name, choose Limited Text Search from the search field pop-up menu (with a magnifying glass icon).
The Full Text Search option, which is chosen by default, searches all metadata associated with the image for matching text.
5. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.
The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results."

☑ To search for images by multiple text entries

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, add as many text fields as you need by choosing Text from the Add Rule pop-up menu multiple times.



4. Select the Text checkboxes and enter text in each field to locate the images you want.



Select the Text checkboxes and enter text in each text field you added.

5. If you want to limit your text searches to creation date, version name, caption, filename, and project name, choose Limited Text Search from the search field pop-up menu (with a magnifying glass icon). The Full Text Search option, which is chosen by default, searches all metadata associated with the image for matching text.
6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD to locate images that have matches for any of the text entries, or choose All to locate images that have matches for all of the text entries.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results."

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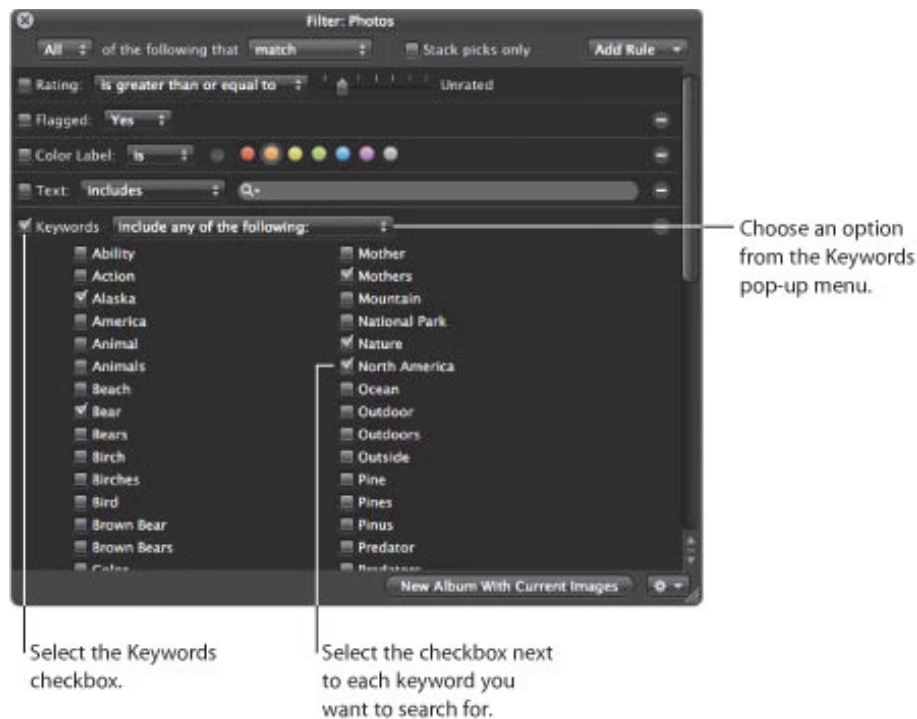
Searching by Keyword

You can search for and locate images by any of the keywords that you've assigned to them. You can select one or more keywords to search for. You can also specify which keywords an image must have to qualify as a match. For example, you can choose to search for images that have both *Silhouette* and *Landscape* as keywords, or images that have either *Silhouette* or *Landscape* as keywords. In addition, you can search for images that do not have specific keywords applied to them.

▼ To search for images by keyword

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, select the Keywords checkbox.

Note: The Keywords checkbox is dimmed if no keywords have been applied to the images in the selected project or album.



4. Choose an option from the Keywords pop-up menu:
 - *To display images that have the selected keywords:* Choose “are applied.”
 - *To display images that do not have the selected keywords:* Choose “are not applied.”
 - *To display images that have any of the selected keywords:* Choose “include any of the following.”
 - *To display only those images that have all the keywords you selected:* Choose “include all of the following.”
 - *To display images that have only the selected keywords:* Choose “include only the following.”

- *To display images that do not have any of the selected keywords:* Choose “do not include any of the following.”
 - *To display images that do not have all of the selected keywords:* Choose “do not include all of the following.”
5. Select the checkboxes next to the keywords you want to search for.
 6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it’s not already chosen.

You can also search for IPTC keywords using the IPTC search options. These options allow you to specify searches for specific IPTC fields in a variety of ways. For example, you can search for any images that don’t have keywords assigned. For more information, see “Searching by IPTC Information.”

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see “Saving Your Search Results.”

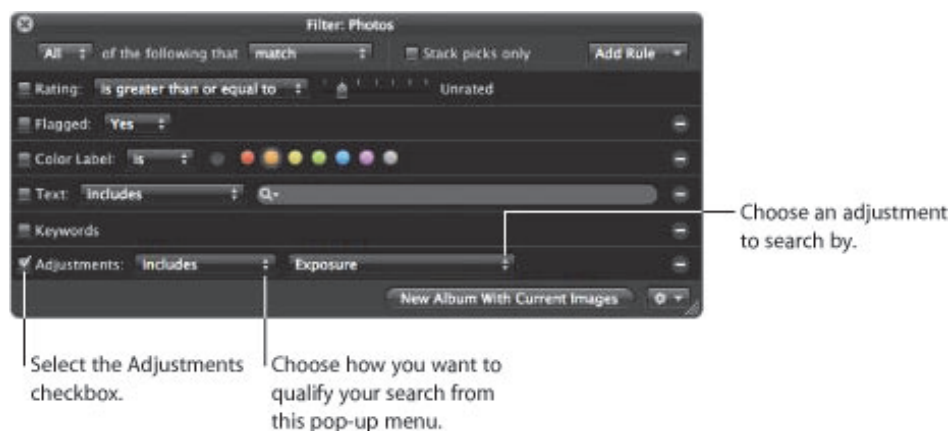
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Searching by Adjustments

You can search for and identify images based on the type of adjustment that has been applied to them, as well as which RAW decoding version was used to render the image. To search for images based on a specific adjustment, you use the Adjustments search options. You can also search for images that do not have a specific type of adjustment applied to them.

▼ To search for images by adjustment type

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Adjustments from the Add Rule pop-up menu, and select the Adjustments checkbox.



4. Choose an option from the Adjustments pop-up menu:
 - *To display any image that has had an adjustment applied to it:* Choose “are applied.”
 - *To display images with no adjustments:* Choose “are not applied.”
 - *To display images with a specific adjustment applied to them:* Choose “includes,” then choose an adjustment from the pop-up menu to the right.
 - *To display images that do not have a specific adjustment applied to them:* Choose “do not include,” then choose an adjustment from the pop-up menu to the right.
5. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it’s not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see “Saving Your Search Results.”

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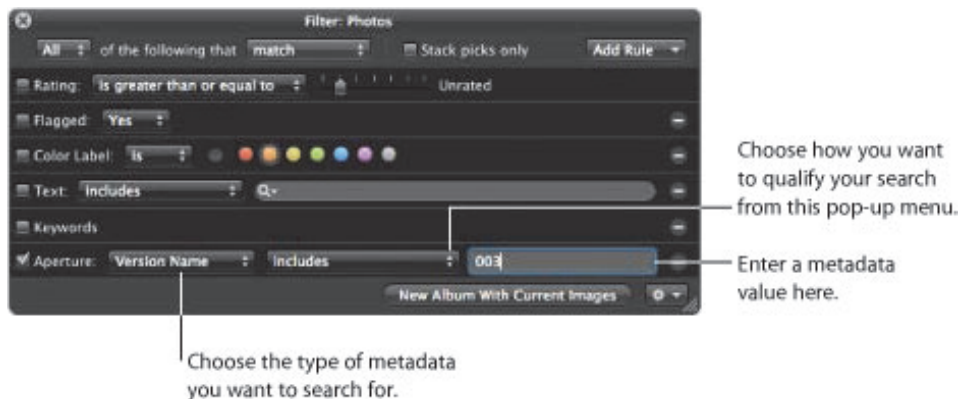
Searching by Aperture Metadata

To search for images by metadata other than IPTC or EXIF information, you use the Aperture Metadata search options. You can search for images using the following kinds of metadata tracked by Aperture:

- Album name
- Aspect ratio
- Filename
- File size
- Master pixel size
- Orientation
- Pixel size
- Project name
- Project path
- Version name

✓ To search for images by metadata other than IPTC or EXIF information

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Aperture Metadata from the Add Rule pop-up menu.
4. Select the Aperture checkbox, then choose the type of metadata you want to search for using the Aperture pop-up menu.



5. Choose an option from the middle pop-up menu to qualify your search.
6. Enter the metadata value, such as "Antarctica" or "Sierra Slideshow," in the Aperture metadata text field.
7. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see

“Saving Your Search Results.”

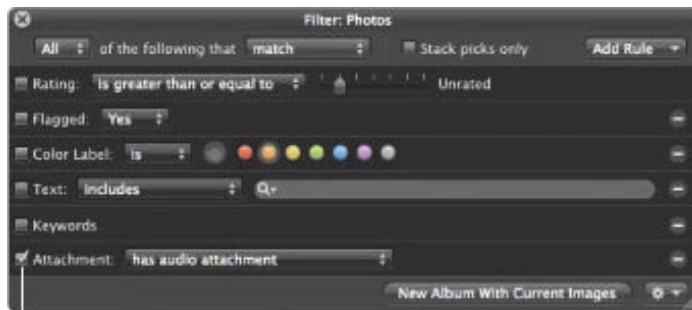
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Searching by Attachment

Using the Filter HUD, you can search for images that have audio attachments and images that do not have audio attachments.

▼ To search for images with attachments

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Attachment from the Add Rule pop-up menu, then select the Attachment checkbox.



Select the Attachment checkbox.

4. Do one of the following:
 - *To search for images with attachments:* Choose “has audio attachment” from the Attachment pop-up menu.
 - *To search for images with no attachments:* Choose “does not have audio attachment” from the Attachment pop-up menu.
5. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it’s not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see “Saving Your Search Results.”

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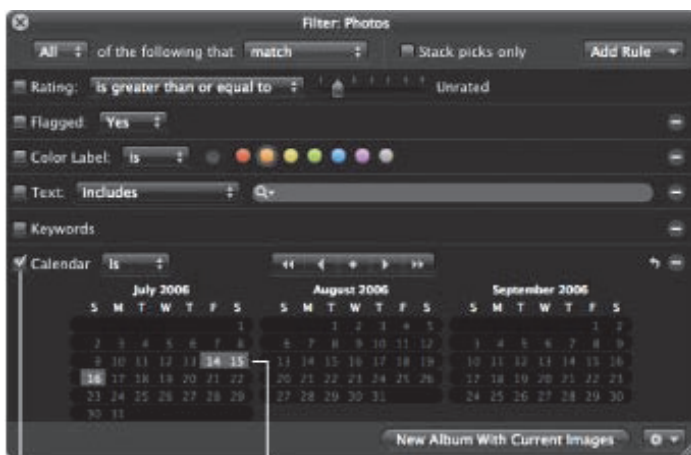
Searching by Calendar

You can search for and locate images by the date they were taken. For example, you might locate any images taken during a trip between May 16, 2009 and May 20, 2009. To search for images by date, you use the Calendar search options. When the calendar appears, any dates that appear in bold represent dates on which new photos were taken as registered in the EXIF data. You can select a date or several dates in the calendar to search for images taken on those dates, as well as specify a range of dates. In addition, you can search for images taken outside of a range of dates.

Note: Images that you import from sources other than digital cameras and card readers, such as JPEG or TIFF files, may not have EXIF information associated with them. However, you can search for them based on each file's creation date. For more information, see "Searching by Date."

▼ To search for images by date

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Calendar from the Add Rule pop-up menu, then select the Calendar checkbox.



Select the Calendar checkbox.

Select the dates you want to search by.

4. Choose an option from the Calendar pop-up menu:
 - *To display images shot on the selected dates:* Choose "is."
 - *To display images not shot on the selected dates:* Choose "is not empty and is not."
5. Select the date or dates you want to search by.

Use the Calendar navigation buttons to navigate through the monthly calendars. Shift-click to select a range of continuous dates; Command-click to select multiple noncontinuous dates.

6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search

results, see “Saving Your Search Results.”

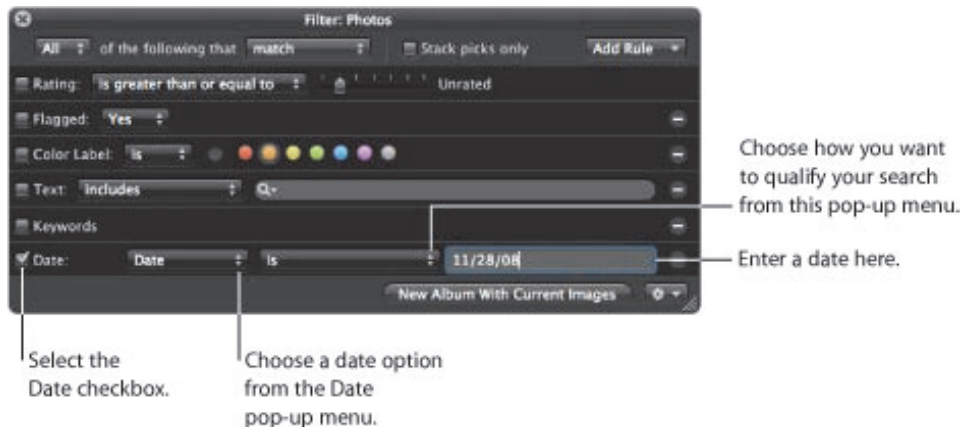
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Searching by Date

Images that you import from sources other than digital cameras and card readers, such as JPEG or TIFF files, may not have EXIF information associated with them. However, they typically have a creation date assigned to the file. You can use this creation date to locate images using the Date search options.

☑ To search for images by creation date

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Date from the Add Rule pop-up menu.
4. Select the Date checkbox, then choose a date option from the Date pop-up menu.
5. Choose an option from the middle pop-up menu to qualify your search.
6. In the text field, enter the date you want the search based upon.



If needed, you can add multiple Date options to specify the capture year, capture month, capture day, and so on.

7. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see "Saving Your Search Results."

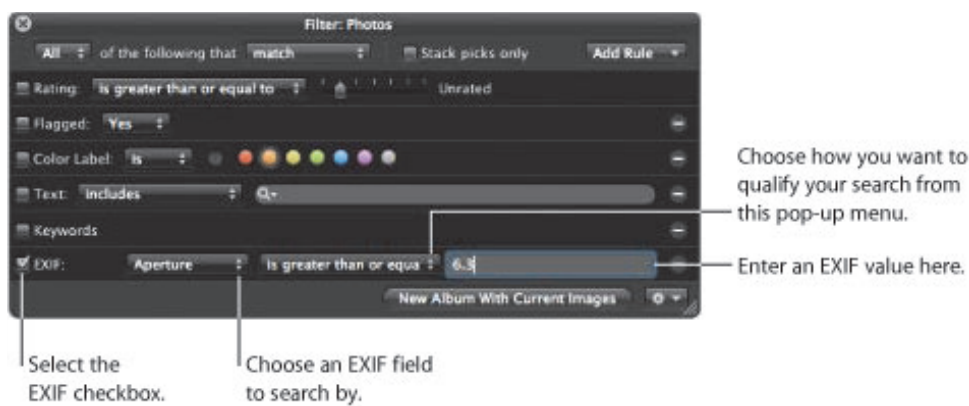
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Searching by EXIF Information

You can search for and locate images using any EXIF information recorded by your camera. For example, you might locate any images that were created with a certain camera or at a specific exposure. To search for images by EXIF information, you use the EXIF search options.

☑ To search for images by EXIF information

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose EXIF from the Add Rule pop-up menu.
4. Select the EXIF checkbox, then choose an EXIF field you want to search by from the EXIF pop-up menu.



5. Choose an option from the middle pop-up menu to qualify your search.
6. Enter the EXIF value you want to search by in the EXIF text field.
7. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see “Saving Your Search Results.”

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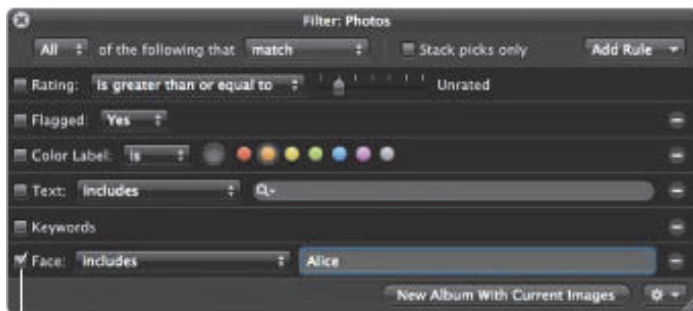
Searching by Face

You can search for and locate images based on the faces that have been assigned names. You can search for images that only contain a single named face, as well as images that have multiple people in them, including the face you're looking for.

For more information about working with Faces, see “Organizing Images with Faces.”

▼ To search for images by Face information

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Face from the Add Rule pop-up menu.
4. Select the Face checkbox, then choose an option from the Face pop-up menu:



Select the Face checkbox.

- *To display images that include a face:* Choose “includes.”
 - *To only display images that contain the face:* Choose “is.”
 - *To only display images that do not contain the face:* Choose “is not.”
 - *To display images with faces that have not been named:* Choose “has unnamed.”
 - *To display any image with a face whose name has the following letters:* Choose “has any.”
 - *To display any image with a face whose name has none of the following letters:* Choose “has none.”
 - *To display any image with a face whose name begins with the following letters:* Choose “starts with.”
 - *To display any image with a face whose name ends with the following letters:* Choose “ends with.”
5. Enter the Face name you want to search by in the Face text field.
 6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see “Saving Your Search Results.”

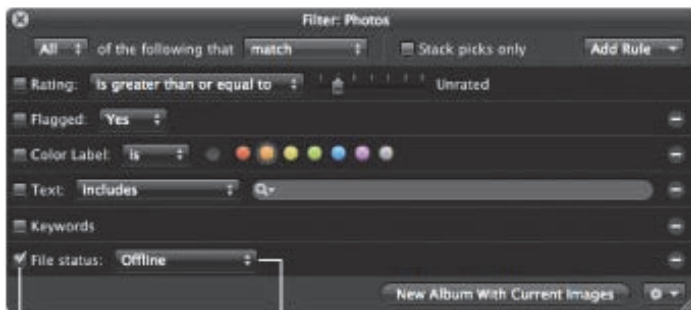
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Searching by File Status

You can search for images based on whether they are managed images, referenced images, or online or offline images. In addition, you can use the File Status search category to show the images whose masters Aperture considers missing. For more information about locating and reconnecting missing image files, see “Reconnecting Missing or Offline Referenced Images.”

▼ To search for images by file status

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose File Status from the Add Rule pop-up menu, then select the “File status” checkbox.
4. Deselect any checkboxes that aren’t part of your query, then choose the search criteria from the “File status” pop-up menu.



Select the “File status” checkbox.

Choose the file status you want to search for.

- To display images whose masters are located in the Aperture library: Choose Managed.
 - To display images whose masters are located outside of the Aperture library: Choose Referenced.
 - To display images whose masters are visible to Aperture: Choose Online.
 - To display images whose masters are not visible to Aperture because the external disk drive they reside on is not connected to your computer: Choose Offline.
 - To display images that Aperture cannot locate: Choose Missing.
5. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it’s not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see “Saving Your Search Results.”

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Searching by File Type

You use the File Type search options in the Filter HUD to locate images of a specific file type. You can also search for movie and audio file attachments.

▼ To search for files by type

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose File Type from the Add Rule pop-up menu, then select the File Type checkbox.



Select the File Type checkbox.

4. Choose an option from the File Type pop-up menu:
 - *To display files of a specific file type:* Choose "is," then choose a file type from the pop-up menu to the right.
 - *To display files that are not of a specific file type:* Choose "is not," then choose a file type from the pop-up menu to the right.
5. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results."

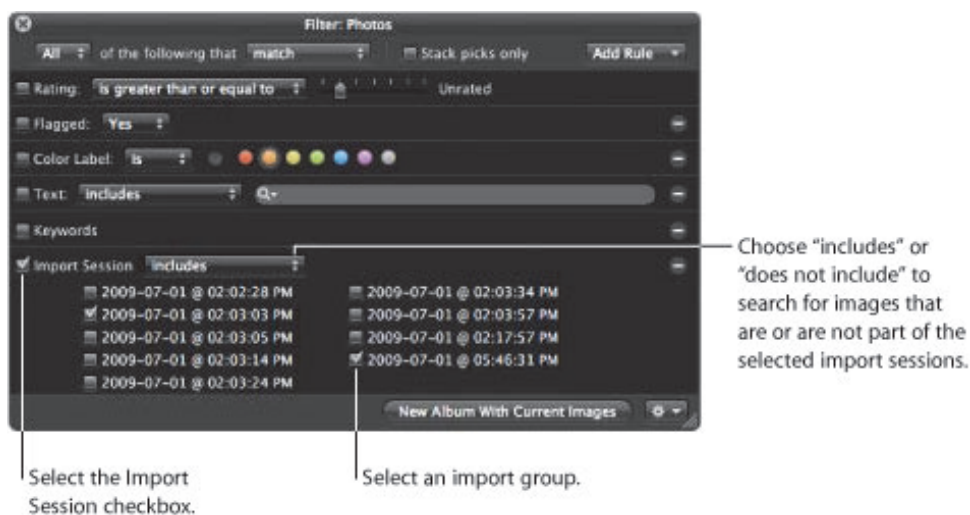
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Searching by Import Session

You can locate images that were imported at a specific time or on a specific date. Aperture keeps track of your import sessions and can identify images that were imported at the same time. To search for images based on their import session, you use the Import Session search options. You can also search for images that were not imported during a specific import session or range of sessions.

▼ To search for images by import session

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Import Session from the Add Rule pop-up menu, then select the Import Session checkbox.



4. Select the checkbox for the import group you want to search by.
5. Choose an option from the Import Session pop-up menu:
 - *To display images imported during the selected import sessions:* Choose “includes.”
 - *To display images not imported during the selected import sessions:* Choose “does not include.”
6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see “Saving Your Search Results.”

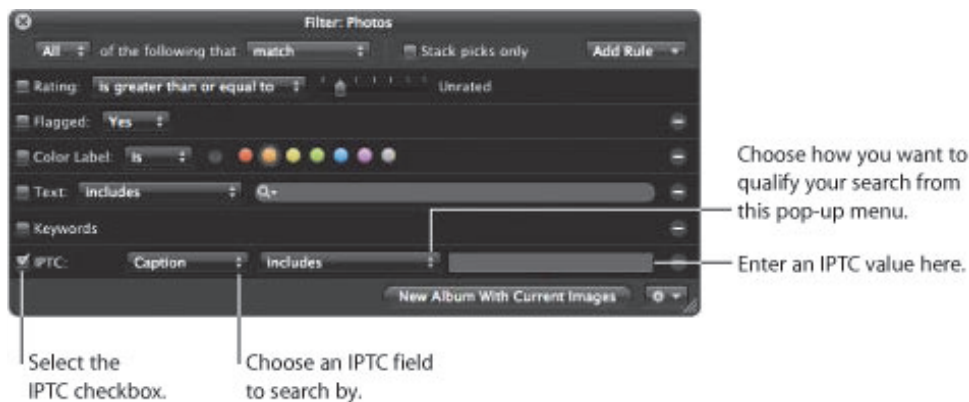
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Searching by IPTC Information

You can search for and locate images using any IPTC information that you've assigned to your images. To search for images by IPTC information, you use the IPTC search options. For example, you can search for any image that doesn't have a copyright notice applied to it by specifying a search that uses the Copyright Notice field and an "is empty" search qualifier.

▼ To search for images by IPTC information

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose IPTC from the Add Rule pop-up menu.
4. Select the IPTC checkbox, then choose the IPTC field you want to search by from the IPTC pop-up menu.



5. Choose an option from the middle pop-up menu to qualify your search.
 - To specify characters that the IPTC field should contain somewhere within the field: Choose "includes."
 - To specify characters that the IPTC field should not contain: Choose "is not empty and does not include."
 - To specify the exact characters that the IPTC field should contain: Choose "is."
 - To specify the exact characters that the IPTC field should not contain: Choose "is not empty and is not."
 - To specify the characters that the IPTC field should begin with: Choose "starts with."
 - To specify the characters that the IPTC field should end with: Choose "ends with."
 - To specify that the IPTC field should hold no entry: Choose "is empty."
 - To specify that the IPTC field can be any entry as long as the field is not empty: Choose "is not empty."
6. Enter the IPTC value you want to search by in the IPTC text field.
7. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see “Saving Your Search Results.”

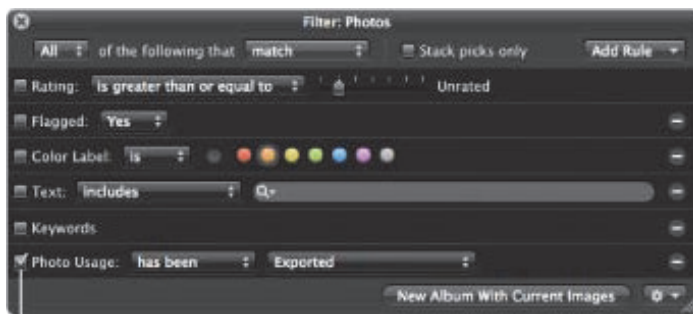
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Searching by Photo Usage

You use the Photo Usage search options in the Filter HUD to locate images that have been employed for a specific purpose. You can search for images that are currently used in a book, images currently placed in a Light Table arrangement, emailed images, exported images, prints or books ordered via the Apple print service, locally printed images, images that have been viewed, and images used in an album, a book album, a Light Table album, or a web gallery album.

☑ To search for images by usage information

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Photo Usage from the Add Rule pop-up menu.
4. Select the Photo Usage checkbox, then choose an option from the middle pop-up menu.



Select the Photo Usage checkbox.

- To specify that Aperture display photos that have been used in the chosen operation: Choose “has been.”
 - To specify that Aperture display photos that have not been used in the chosen operation: Choose “has not been.”
5. Choose an operation option from the middle pop-up menu to qualify your search.
 6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it’s not already chosen.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see “Saving Your Search Results.”

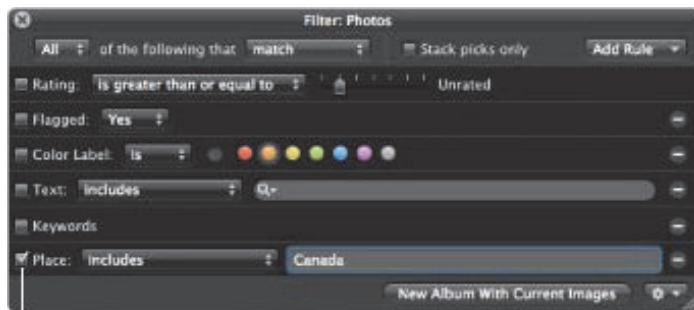
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Searching by Place

If you have images that were shot with a GPS-enabled digital camera or if you've identified where images were shot using Places, you can search for images by location using the Place search options in the Filter HUD.

☑ To search for images by location

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose Place from the Add Rule pop-up menu, then select the Place checkbox.



4. Choose an option from the middle pop-up menu to qualify your search.
 - *To specify characters that the place name should contain somewhere within the field:* Choose "includes."
 - *To specify characters that the place name should not contain:* Choose "does not include."
 - *To specify the exact characters that the place name should contain:* Choose "is."
 - *To specify the exact characters that the place name should not contain:* Choose "is not."
 - *To specify the characters that the place name should begin with:* Choose "starts with."
 - *To specify the characters that the place name should end with:* Choose "ends with."
 - *To specify that the place name should hold no entry:* Choose "is empty."
 - *To specify that the place name can be any entry as long as the field is not empty:* Choose "is not empty."
5. Enter the value you want to search by in the Place text field.
6. Choose Any from the Any/All pop-up menu in the top-left corner of the Filter HUD, if it's not already chosen.

The images that match the search criteria are displayed in the Browser. To save your search results, see "Saving Your Search Results."

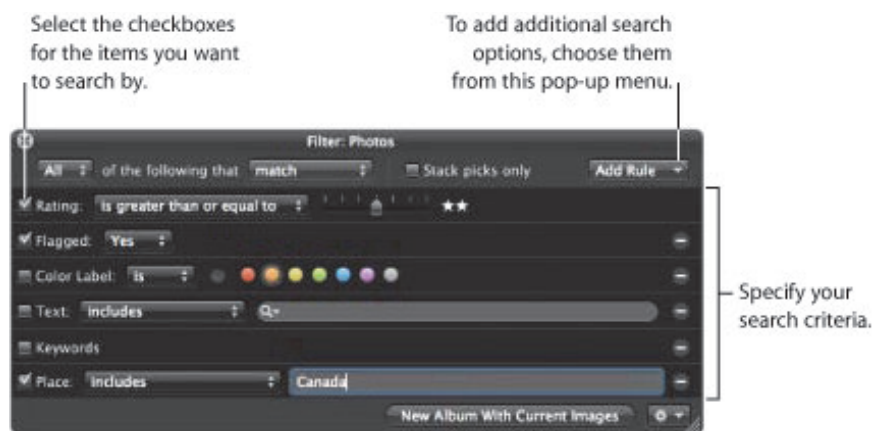
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Searching by a Combination of Criteria

You can specify complex combinations of search criteria in the Filter HUD. For example, you can search for images that have certain keywords and that were taken on a specific date. To create complex searches, you add multiple search options using the Add Rule pop-up menu.

☑ To search for images by a combination of search criteria

1. In the Projects & Albums section of the Library inspector, select the item you want to search.
2. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
3. In the Filter HUD, choose the search options you want to add from the Add Rule pop-up menu.
4. Select the checkboxes beside the criteria you want to use, and specify the search criteria.



5. Do one of the following:

- *To specify that an image must match at least one of the criteria or keywords:* Choose Any from the Any/All pop-up menu and “match” from the Match pop-up menu.
- *To specify that an image must match all the criteria and keywords:* Choose All from the Any/All pop-up menu and “match” from the Match pop-up menu.
- *To specify that an image must not match any of the criteria and keywords:* Choose Any from the Any/All pop-up menu and “do not match” from the Match pop-up menu.
- *To specify that an image must not match all of the criteria and keywords:* Choose All from the Any/All pop-up menu and “do not match” from the Match pop-up menu.

The images that match the search criteria are immediately displayed in the Browser. To save your search results, see “Saving Your Search Results.”

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Searching Across the Entire Library

At times, you may want to search for images that reside in many different projects. For example, you might want to locate all your select photos for an entire year or for a particular month. To search for images across the library, you use Photos view. Photos view displays all the images in your library regardless of which project, folder, or album they reside in.

☑ To search for images across the entire library

1. In the Library inspector, select Photos.

The main window switches to Photos view, displaying all of the photos in the Aperture library. In Photos view, you can use the Browser and Viewer to locate, sort, and adjust images as necessary.

2. Make sure the Browser is showing by doing one of the following:

- *To show the Browser by itself:* Choose View > Browser.
- *To show the Browser and Viewer together:* Choose View > Split View.

3. Click the Filter HUD button (with a magnifying glass icon) beside the search field in the Browser (or press Command-F).
4. In the Filter HUD, choose the search options you want to add from the Add Rule pop-up menu.
5. Select the checkboxes beside the criteria you want to use, then specify the search criteria.

The images in the library that match the search criteria set in the Filter HUD appear in the Browser.

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Saving Your Search Results

When you perform a search using the Filter HUD, you can save your results in several ways. You can create a new Smart Album that locates images that match the search criteria. You can also save the search results themselves in a new album, book album, Light Table album, slideshow album, MobileMe album, Flickr album, Facebook album, Smart Web Page album, webpage album, or web journal album.

▼ To create a Smart Album based on the search criteria

1. Use the Filter HUD to search for images based on specified criteria.
2. In the Filter HUD, click the New Smart Album button.

A new, untitled Smart Album appears in the Library inspector.

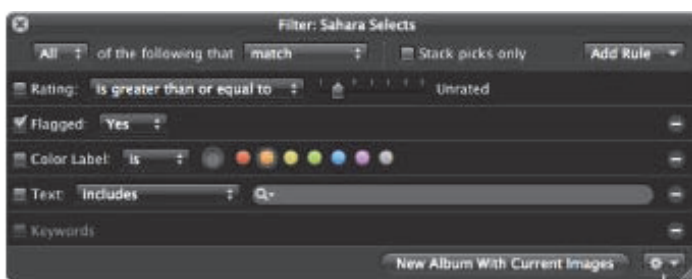
3. Enter a name for the Smart Album, then press Return.

When you add images to a project or the library that match the search criteria, they are automatically added to the Smart Album.

For more information, see “Grouping Images with Smart Albums.”

▼ To save your search results in an album

1. Use the Filter HUD to search for images based on specified criteria.
2. In the Filter HUD, do one of the following:
 - *To create a new album:* Click the New Album With Current Images button, enter a name for the album, then press Return.
 - *To create a new book album, Light Table album, slideshow album, MobileMe album, Flickr album, Facebook album, Smart Web Page album, webpage album, or web journal album:* Choose the appropriate item from the Filter HUD Action pop-up menu (with a gear icon), enter a name for the album, then press Return.



Filter HUD Action
pop-up menu

All images that match the search criteria are placed in the new album you created.

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Grouping Images with Smart Albums

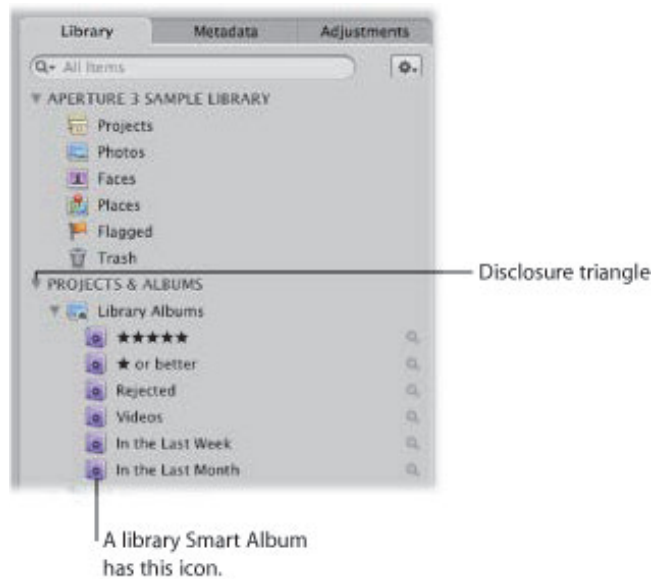
When you need to group certain types of images, either temporarily or permanently, you can use a Smart Album to gather the images. Aperture comes with a number of preset Smart Albums. You can also create your own Smart Album and specify search criteria that identify the images you want to be included; Aperture automatically searches for and displays the images in the new album. Whenever an image meets the search criteria later, it's automatically added to the Smart Album.

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An Overview of Smart Albums

Unlike a standard album that you drag images into, a Smart Album's contents are controlled by the criteria you specify in the Smart Album's Smart Settings HUD. When you change a Smart Album's search criteria, the contents of the Smart Album change.

Aperture comes with a selection of Smart Albums set up in the library for you. For example, there are Smart Albums that gather all your select images, all images taken in the last week, and all images taken in the last month. When you click the Library Albums disclosure triangle, you see the list of Smart Albums created for you. Select a Smart Album to see its contents in the Browser.



You can also create your own Smart Albums. For example, suppose you want to create a Smart Album that includes the best images you took of a particular sports event. You select the project containing shots of the sports event, create a Smart Album, show the Smart Settings HUD, and search for images rated Select (five stars). All images with that rating immediately appear in the Smart Album.

You can also choose where to search for images—across the entire library or within a specific project or folder. For example, when you select the Library Albums icon and create a Smart Album, the Smart Album searches across the entire library. When you select a project and create a Smart Album, the Smart Album searches within that project. When you select a folder and create a Smart Album, the Smart Album searches the projects within that folder.

By instituting specific keyword schemes, you can create Smart Albums that are automatically updated with specific kinds of images.

For example, you might create Smart Albums that:

- Collect images of certain poses or subjects, such as head shots, images of particular models, or sports scenes
- Collect images suitable for a specific purpose, such as distribution on the web or submission to stock photography houses
- Gather the best images of your collection into a portfolio of poster images that you use to present or

introduce your work

- Automatically gather a project's select images

As you complete projects throughout the year, Smart Albums are automatically updated with images that match their search criteria.

You might also use Smart Albums to explore different aspects of your photography portfolio. For example, you can create temporary collections of images based on technical data such as camera model, exposure, or lens type as you investigate technical influences on your images.

You can use Smart Albums to track images that you've performed specific types of adjustments on. For example, you can use the Smart Album's Smart Settings HUD to specify that a Smart Album collect any image that has had a vignette applied to it.

You can quickly create a Smart Album to review images and then delete it. Or, you can create Smart Albums that hold permanent and expanding collections of images. Using Smart Albums can become an efficient way to relieve yourself of slow reviews of images that you are required to track periodically.

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Collecting Images in a New Smart Album

You can collect images based on any of the information you can search for using the Smart Settings HUD. For example, you can create a Smart Album that gathers images based on a specific keyword or a combination of keywords, ratings, dates, or other metadata. You can narrow or broaden the Smart Album search criteria in the Smart Settings HUD at any time.

❖ To create a Smart Album that searches only within one project

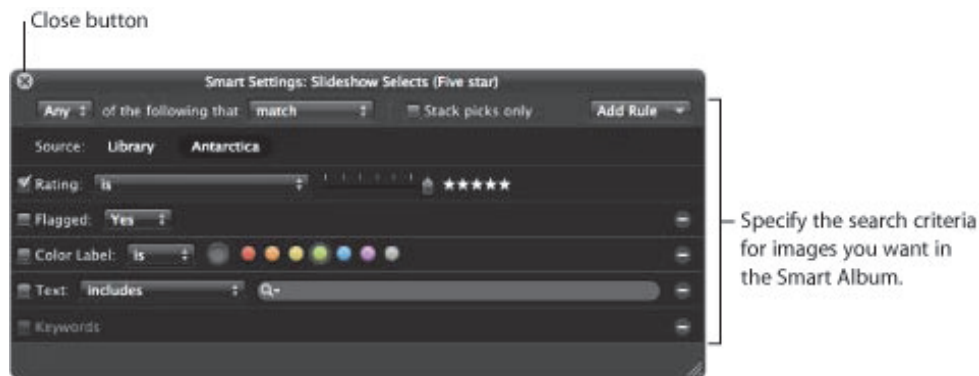
1. Select a project in the Library inspector.
2. Do one of the following:
 - Choose File > New Smart > Album (or press Command-Shift-L).
 - In the Library inspector, Control-click the project, then choose New > Smart Album from the shortcut menu.
 - Choose Smart Album from the New pop-up menu in the toolbar.

A new, untitled Smart Album appears within the project, and the Smart Settings HUD appears to its right.

3. Rename the Smart Album by entering a new name.



4. In the Smart Settings HUD that appears, specify search criteria.



The controls in the Smart Settings HUD are nearly identical to the Filter HUD. For more information about using the Filter HUD and specifying search criteria, see “Searching for and Displaying Images.”

5. Click the Smart Settings HUD’s close button.

Aperture finds the images within the project that match the specified search criteria and displays them in the Browser. You can now work with these versions of your images in the same way you work with images in any project or album.

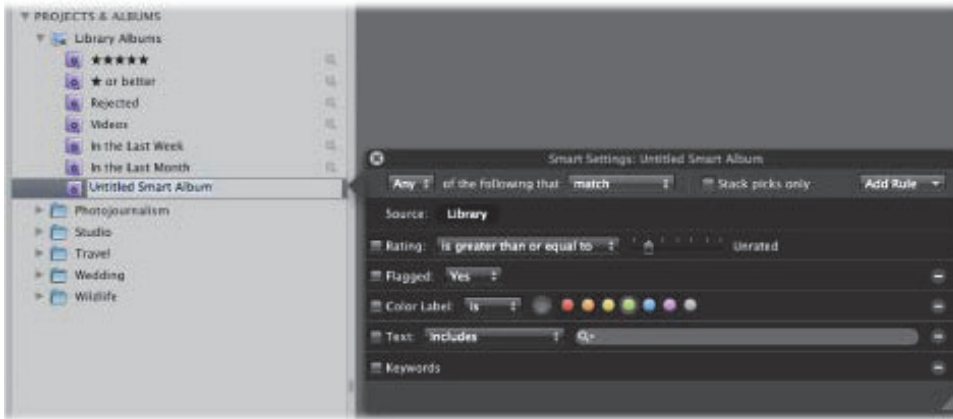
✓ To create a Smart Album that searches across the entire library

1. Do one of the following:

- Choose File > New Smart > Album (or press Command-Shift-L).
- In the Library inspector, Control-click Library Albums, then choose New > Smart Album from the shortcut menu.
- Choose Smart Album from the New pop-up menu in the toolbar.

A new, untitled Smart Album appears in the Library inspector.

- ### 2. Rename the Smart Album by entering a new name.
- ### 3. In the Smart Settings HUD, specify search criteria.



For more information about using the Smart Settings HUD and specifying search criteria, see “Searching for and Displaying Images.”

4. Click the Smart Settings HUD’s close button.

Aperture finds the images in the library that match the specified search criteria and displays them in the Browser. You can now work with these versions of your images in the same way you work with images in any project or album.

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Searching Within a Smart Album

After creating a Smart Album, you can search for specific images within the contents of the Smart Album.



▼ To search within the contents of a Smart Album

1. Show the Filter HUD by clicking the Filter HUD button in the Browser.
2. When the Filter HUD appears, specify secondary search criteria to show specific images within the Smart Album.

To see the entire contents of the Smart Album again, delete the search criteria in the Filter HUD.

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Revising the Contents of a Smart Album

To change the contents of a Smart Album, you change the search criteria for the Smart Album. You can manually select individual images and delete them, but the deletion removes both the version and the master wherever it exists in the original project. Similarly, you cannot simply drag images into a Smart Album to add them.

If you decide that certain images should not be in a Smart Album, you can narrow the search criteria to exclude images. Aperture performs a new search and revises the Smart Album's contents. To remove an image from a Smart Album, you can also change the image so that it no longer matches the Smart Album's search criteria. For example, if a Smart Album gathers images rated five stars, changing an image's rating to four stars removes it from the Smart Album.

✔ To change the contents of a Smart Album by changing the search criteria

1. In the Library inspector, click the Smart Settings HUD button to the right of the Smart Album to show the Smart Settings HUD.
2. Revise the search criteria in the Smart Settings HUD to eliminate or add the images you want, or change the keyword or rating for the image itself.
3. Click the Smart Settings HUD's close button.

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Transferring Smart Album Images to Another Project or Album

You can transfer images from a Smart Album to another project or album, such as a MobileMe album or a book album. You transfer images by selecting the images in the Smart Album and dragging or copying them into another project or album.

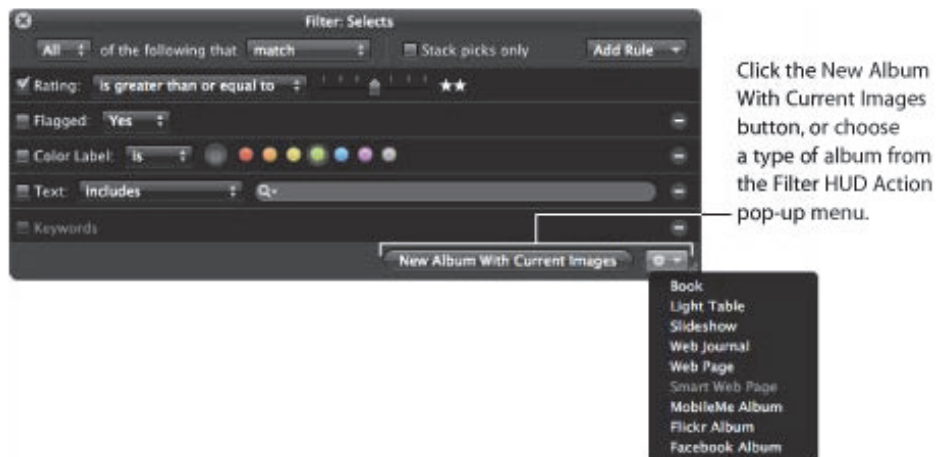
☑ To transfer images from a Smart Album to another project or album

1. Create a new project or album, if necessary.
2. Select the Smart Album, then select the images you want.
3. Drag or copy the images into the project or album you want to transfer the images to.

You can also select the images in the Smart Album and have Aperture create a new album to hold them.

☑ To transfer images from a Smart Album to a new album that Aperture creates

1. In the Library inspector, select the Smart Album containing the images you want to transfer.
2. Click the Filter HUD button in the Browser, then choose the appropriate search criteria in the Filter HUD.
3. Click the New Album With Current Images button to create an album, or choose the type of album you want from the Filter HUD Action pop-up menu in the bottom-right corner of the Filter HUD.



A new album is created, containing the images you selected using the search criteria.

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Deleting a Smart Album

You can delete a Smart Album at any time, and none of the images gathered from the library are deleted. If you've transferred images from a Smart Album to another album, the images in the other album are also not deleted when you delete the Smart Album.

☑ To delete a Smart Album

1. Select the Smart Album in the Library inspector.
2. Choose File > Delete Smart Album (or press Command-Delete).

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An Overview of Image Adjustments

Aperture provides adjustment controls and Quick Brushes to help you improve the appearance of your images. You make image adjustments using the controls in the Adjustments inspector or the Adjustments pane of the Inspector HUD. You can also access some adjustment tools in the tool strip of the Aperture main window and the Full Screen view toolbar.

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Adjustments in Aperture

Adjustment controls are found in the Adjustments inspector and the Adjustments pane of the Inspector HUD. The controls are the same in each. The Adjustments inspector is a tab in the Inspector pane on the left side of the Aperture main window. The Inspector HUD is a floating version of the inspectors that can be placed anywhere onscreen, allowing you the most flexibility in how you use your screen workspace.

In Aperture, you can apply adjustments to images in two ways. The first method involves using the controls in the Adjustments inspector and the Adjustments pane of the Inspector HUD to identify, or *target*, the pixels the specific adjustment is designed to fix or enhance, no matter where in the image they occur. The second method involves brushing adjustments on the areas of an image you want to change.

There are two methods you can use to brush adjustments on images in Aperture. Many adjustments can be brushed on images. When you brush an adjustment on an image, you specify the adjustment's parameter settings prior to applying the adjustment. You can also use the Quick Brush adjustments, which are designed to be brushed on the image and then modified using the adjustment controls.

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Standard Image Adjustments

You can make the following adjustments to images in Aperture. For more information, see “Making Image Adjustments.”

Adjustment	Function
Retouch	Retouches all types of imperfections in an image, such as skin blemishes, using either the Repair or Clone brush.
Red Eye Correction	Reduces red-eye in the eyes of the subjects in your images. Used in conjunction with the Red Eye tool.
Spot & Patch	Designed to fix imperfections in an image caused by sensor dust, in previous versions of Aperture. In Aperture 3, it is recommended to use the Retouch adjustment to fix any imperfections in an image.
Devignette	Corrects a vignette applied to the image when it was shot.
Straighten	Levels the image’s horizon. Used in conjunction with the Straighten tool.
Crop	Trims the image. Used in conjunction with the Crop tool.
Flip	Inverts the composition of the image horizontally, vertically, or both.
White Balance	Sets an image’s white balance by adjusting its color temperature and tint.
Exposure	Adjusts exposure, recovery, black point, and brightness.
Enhance	Adjusts contrast, definition, saturation, and vibrancy, as well as black, gray, and white tints.
Chromatic Aberration	Corrects chromatic aberration, produced by certain lenses during shooting.
Noise Reduction	Reduces digital noise in an image.
Curves	Selectively remaps the tonal range of the image by applying a curve from input to output.
Highlights & Shadows	Selectively adjusts the exposure in the shadows and highlights of an image.
Levels	Selectively adjusts the tonal range of an image.
Color	Adjusts hue, saturation, and luminance on a color-by-color basis, as well as chromatic range.
Black & White	Selectively controls the source red, green, and blue color channels when a color image is converted to grayscale.
Color Monochrome	Desaturates the image and applies a color tint of your choosing to the midtones.
Senia Tone	Changes a color image to senia. Allows you to desaturate the color image to the

Sepia Tone	Changes a color image to sepia; allows you to desaturate the color image to the level of sepia coloring you want.
Sharpen	Sharpens the image. In Aperture 3, it is recommended to use the Edge Sharpen adjustment to sharpen images.
Edge Sharpen	Sharpens the image based on luminance using multiple sharpening passes.
Vignette	Applies a vignette effect to the image.

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Quick Brush Adjustments

You can make the following adjustments to images in Aperture using Quick Brushes. For more information, see “Making Brushed Adjustments.”

Quick Brush	Function
Skin Smoothing	Smooths people’s skin by subtly blurring wrinkles and skin pores in the area of the image the adjustment is brushed on.
Dodge (Lighten)	Dodges (lightens) the area of the image the adjustment is brushed on.
Burn (Darken)	Burns (darkens) the area of the image the adjustment is brushed on.
Polarize (Multiply)	Deepens the colors in the image by specifically darkening the shadows and midtones while preserving the highlights in the area of the image the adjustment is brushed on.
Intensify Contrast (Overlay)	Corrects the shadow areas of the image that appear washed out by intensifying the contrast between pure black and 50% gray in the area of the image the adjustment is brushed on.
Tint	Shifts the tint in the area of the image the adjustment is brushed on.
Contrast	Applies additional contrast to the area of the image the adjustment is brushed on.
Saturation	Saturates the colors in the area of the image the adjustment is brushed on.
Definition	Adds clarity and reduces haze without adding too much contrast to the area of the image the adjustment is brushed on.
Vibrancy	Adds saturation to desaturated colors only in the area of the image the adjustment is brushed on. Skin tones are not affected.
Blur	Blurs (softens) the area of the image the adjustment is brushed on.
Sharpen	Sharpens the area of the image the adjustment is brushed on.
Halo Reduction	Removes the halo effect that occurs in areas of high contrast in sharpened images.
Noise Reduction	Removes digital noise in the area of the image the adjustment is brushed on.

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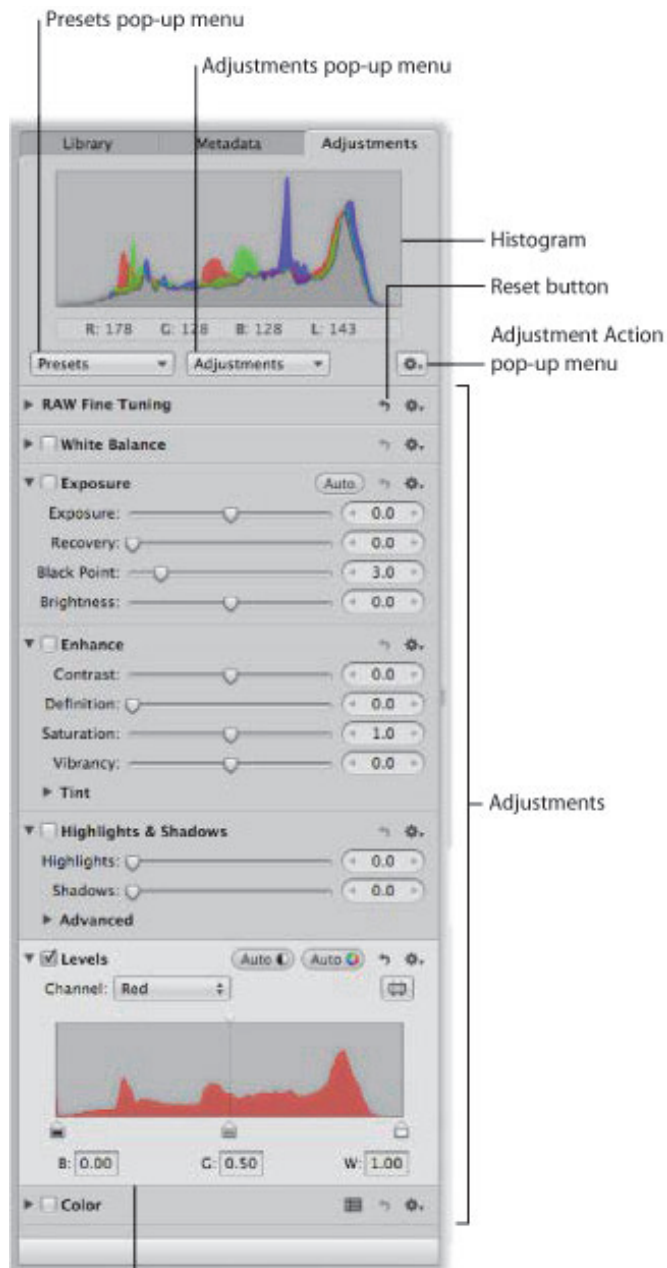
Using the Adjustment Controls

You can use menu commands, keyboard shortcuts, or the Inspector button on the left side of the toolbar to show and hide the Inspector pane containing the adjustment controls.

☑ **To show the Adjustments inspector**

Do one of the following:

- Choose Window > Show Inspector (or press I), then click the Adjustments tab.
- Click the Inspector button in the toolbar, then click the Adjustments tab.



Double-click the top of an adjustment to show and hide the adjustment's controls.

Each adjustment contains individual properties, called *parameters*, for which you can specify a range of values. You click an adjustment's disclosure triangle, or double-click the top of the adjustment, to view the parameters for the adjustment and the controls you use to change parameter values. For more information about using the adjustment controls to change parameter values, see "Using Sliders."

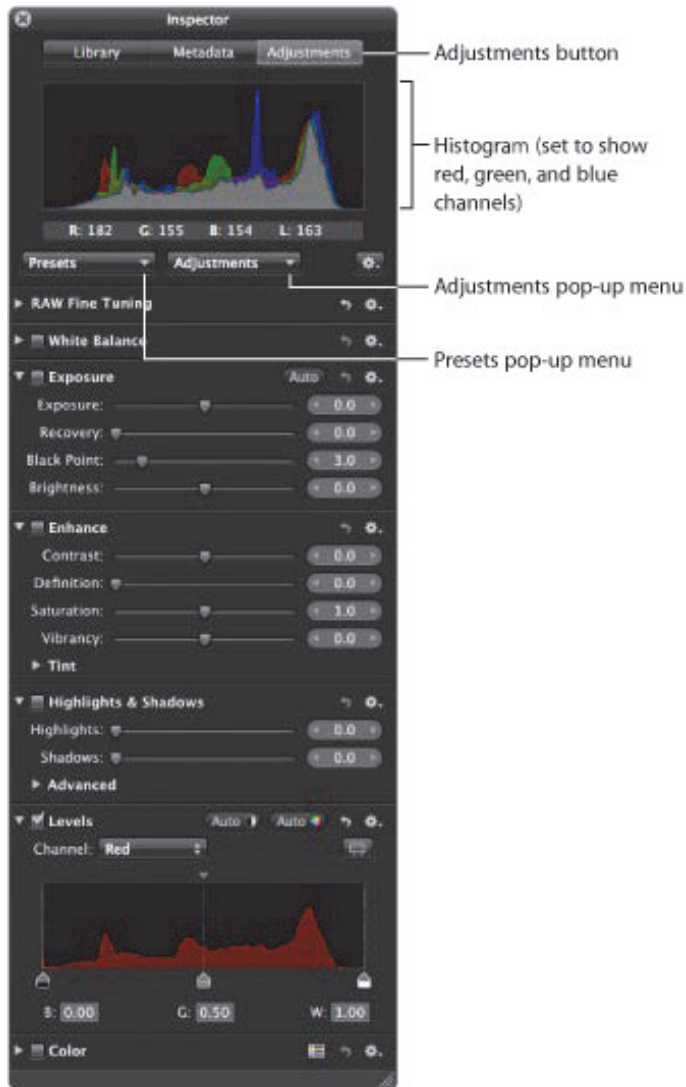
The adjustment controls in the Adjustments inspector are also found in the Adjustments pane of the Inspector HUD. You can use menu commands and buttons in the Full Screen view toolbar to show or hide the Inspector HUD.

▼ To show the Adjustments pane of the Inspector HUD

Do one of the following:

- Choose Window > Show Inspector HUD (or press H), then click the Adjustments button.
- Click the Inspector HUD button in the Full Screen view toolbar, then click the Adjustments button.

For more information about Full Screen view, see “Performing Adjustments in Full Screen View.”



Note: The adjustment controls in the Adjustments inspector and the Adjustments pane of the Inspector HUD appear dimmed when an audio or video file is selected.

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Choosing a Histogram View for Adjustments

When you show the Adjustments inspector or the Adjustments pane of the Inspector HUD, a histogram of the selected image's luminance or color channels appears. The histogram displays a graph of the brightness values in the image, from the blackest point to the whitest point. You can adjust the histogram to show luminance; red, green, and blue (RGB) channels displayed together; or separate red, green, and blue channels.

▼ To choose a histogram view

- Choose a view option from the Histogram Options section of the Adjustment Action pop-up menu (with a gear icon).

Note: The histogram updates in real time for images displayed in the Viewer and in Full Screen view, but it is slightly delayed in the Book Layout Editor, the Webpage Editor, and the Light Table. For more information about how to interpret a histogram, see “Understanding How to Read Histograms.”

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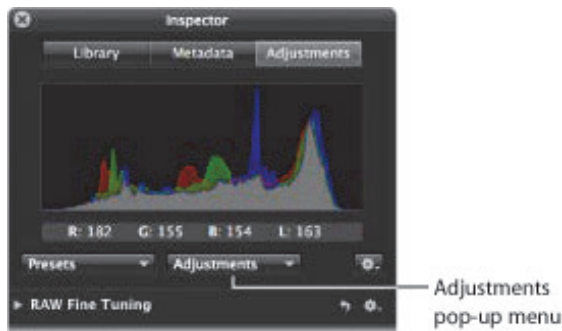
Showing Additional Adjustment Controls and Quick Brushes

The first time you show either the Adjustments inspector or the Adjustments pane of the Inspector HUD, only the White Balance, Exposure, Enhance, Highlights & Shadows, Levels, and Color adjustments are available.

Note: An image version must be selected in the Browser in order for adjustment controls to appear in the Adjustments inspector or the Adjustments pane of the Inspector HUD.

▼ To add additional adjustments

- Choose an adjustment from the Adjustments pop-up menu at the top of either the Adjustments inspector or the Adjustments pane of the Inspector HUD.

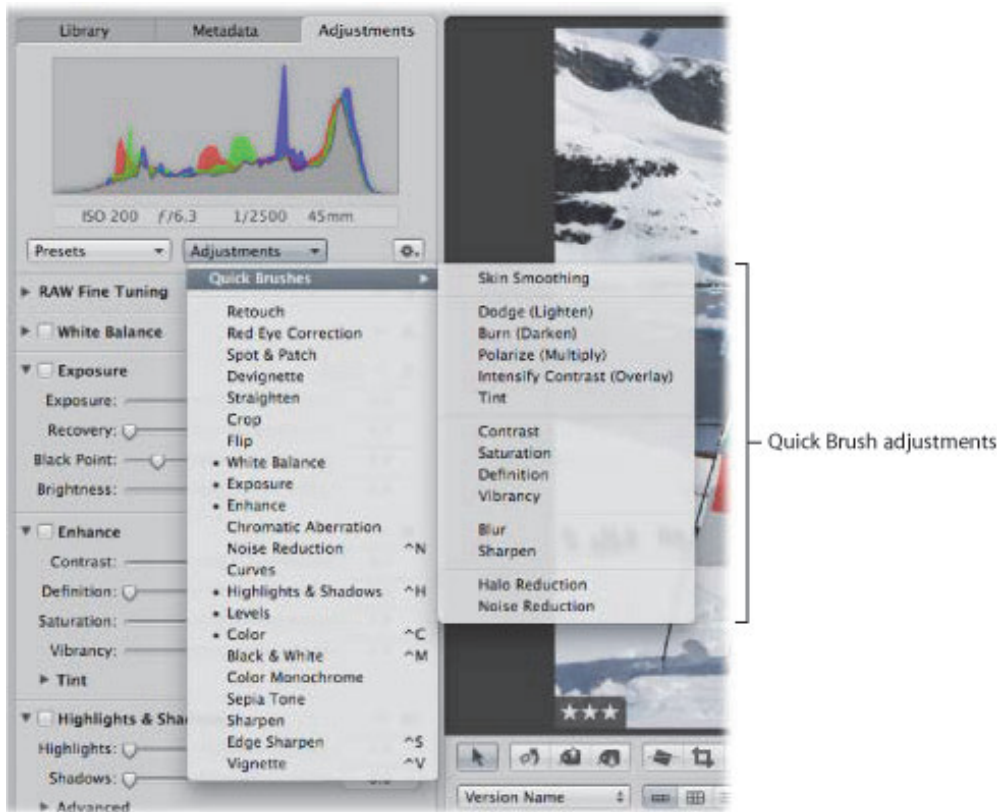


The new adjustment appears highlighted in both the Adjustments inspector and the Adjustments pane of the Inspector HUD, if both are shown. For more information about adjustment controls, see “Using Sliders.”

You also use the Adjustments pop-up menu to add Quick Brushes.

▼ To add Quick Brushes

- Choose a Quick Brush adjustment from the Adjustments pop-up menu at the top of either the Adjustments inspector or the Adjustments pane of the Inspector HUD.



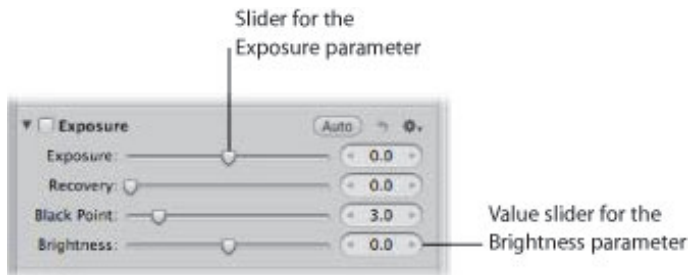
The adjustment controls for the Quick Brush appear in both the Adjustments inspector and the Adjustments pane of the Inspector HUD, if both are shown. Also, a HUD containing the Quick Brush controls appears, and the pointer changes to a brush. For more information about Quick Brush adjustments, see “Using the Brush Controls.”

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Using Sliders

There are two types of slider controls for changing parameter values—sliders and value sliders. Slider controls have varying value ranges depending on the parameter.

- *Sliders*: Drag the slider left or right to set a value, or click anywhere along the slider's range to jump directly to that value.



- *Value sliders*: Double-click the value and type a number in the value field, click the left or right arrow, or drag inside the value field to set a value. Often, you can type a much larger number in the value field than can be achieved by dragging the standard sliders. When using value sliders, you can use a modifier key to make value adjustments in small or large increments.

✓ To change values in small increments

- Option-drag in the value field.

✓ To change values in large increments

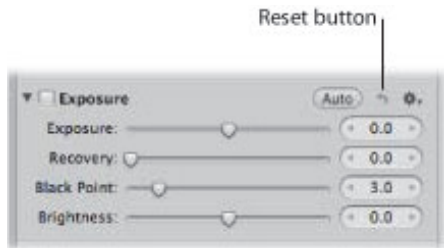
- Shift-drag in the value field.

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Resetting Parameter Values

You can reset all of the parameters for an adjustment to their default values.

- ▼ **To reset all parameter values for an adjustment**
 - Click the Reset button to the right of the adjustment name.



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Turning Adjustments On and Off

Use checkboxes to turn adjustments on and off. Turning adjustments on and off is a good way to verify the cumulative effect of adjustments on your image.

Turn an adjustment on and off by selecting and deselecting the checkbox.



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Accessing Adjustment Controls

Whenever an image is selected and displayed in the Viewer or in Full Screen view, you can adjust it using the adjustment controls in the Adjustments inspector or the Adjustments pane of the Inspector HUD. You can also adjust images in the Book Layout Editor, Webpage Editor, Slideshow Editor, and Light Table.

Note: Some of the adjustment controls are not available for use in the Book Layout Editor, Webpage Editor, Slideshow Editor, and Light Table, but you can easily switch to the Viewer to make your changes.

✓ To switch to the Viewer from the Book Layout Editor, Webpage Editor, Slideshow Editor, or Light Table

Do one of the following:

- Click the Show Viewer button at the top of the Browser.



When you have finished making the adjustment, click the Show Viewer button again to return to the previous view.

- If you have a system that has more than one display, choose View > Secondary Viewer > Alternate, then perform the adjustments on the second display.

For more information about using Aperture with multiple displays, see “Viewing Images on Multiple Displays.”

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Using the Brush Controls

Whenever an image is selected and displayed in the Viewer or in Full Screen view, you can retouch it using a brushed adjustment. Most adjustments can be brushed on images. You choose a brush for an adjustment from the adjustment's Action pop-up menu.

A Brush button appears when the adjustment is brushed on the image. Click the button to open the Brush HUD for the adjustment.



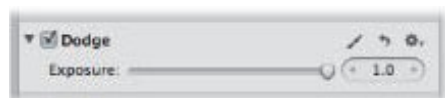
In addition to brushing standard adjustments, you can also use Quick Brush adjustments that are specifically designed for brushing on images. Quick Brush adjustments are accessible from the Adjustments pop-up menu in the Adjustments inspector and the Adjustments pane of the Inspector HUD, as well as from the Quick Brush pop-up menu in the tool strip.



When you choose to brush an adjustment, its Brush HUD appears. You specify settings using the controls in the HUD and then brush the adjustment on the image.



When you choose a Quick Brush adjustment, its adjustment controls appear highlighted in the Adjustments inspector and the Adjustments pane of the Inspector HUD, if both are shown. As with the standard adjustment controls, you use the checkbox to turn Quick Brush adjustments on and off. For more information, see “Turning Adjustments On and Off.” Some Quick Brush adjustments also have sliders for changing parameter values after the Quick Brush adjustment has been applied. For more information about adjustment controls, see “Using Sliders.”

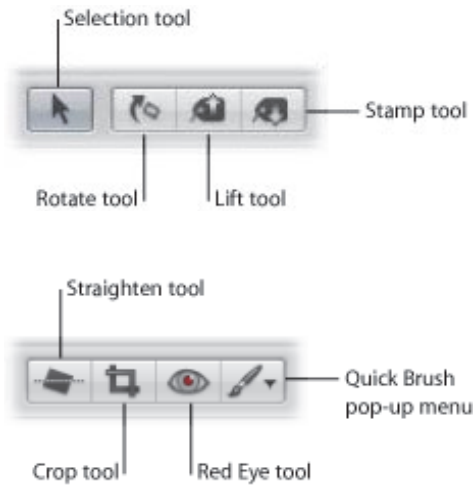


For more information about the individual Quick Brush adjustments and how to apply them to an image, see “Making Brushed Adjustments.”

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Working with Adjustment Tools in the Tool Strip

When the Viewer is shown, the tool strip contains tools for working with your images in the Viewer and Browser. Many of the adjustment tools also work in conjunction with adjustment controls. For information about the individual adjustment tools, see “Making Image Adjustments.”



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Performing Adjustments in Full Screen View

Full Screen view, which displays an image against a solid background and contains only a few interface elements, provides the best onscreen work environment for performing color adjustments. It is highly recommended that you perform adjustments in Full Screen view to achieve the best results possible. For more information about Full Screen view, see “Viewing Images in Full Screen View.”

✔ To switch to Full Screen view

Do one of the following:

- Choose View > Full Screen (or press F).
- Click the Full Screen button in the toolbar.

✔ To switch back to the Aperture main window

Do one of the following:

- Click the Exit Full Screen button in the Full Screen view toolbar.
- Press F or the Esc (Escape) key.

In Full Screen view, you have access to all the tools you need to perform adjustments to your images.

✔ To show the Inspector HUD while in Full Screen view

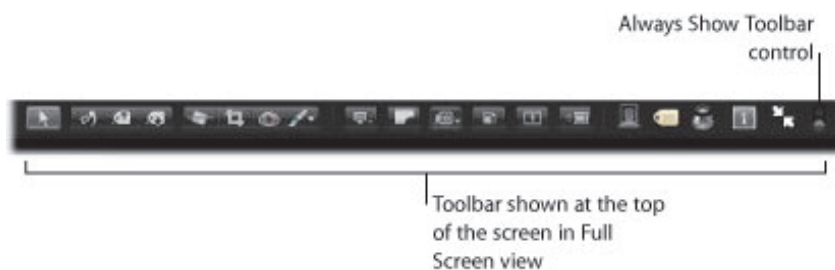
- Press H.

✔ To lock the Inspector HUD to the side of the screen so that it doesn't overlap the image

- Click the Always Show Inspector HUD control in the top-right corner of the HUD.

✔ To access a tool in Full Screen view

- Move your pointer to the top of the screen, and in the Full Screen view toolbar that appears, select a tool.



By default, the toolbar is not shown in Full Screen view until the pointer is moved to the top of the screen. You can set the toolbar to remain on the screen.

✔ To keep the Full Screen view toolbar on the screen

- Move the pointer to the top of the screen in Full Screen view, then click the Always Show Toolbar control in the toolbar.

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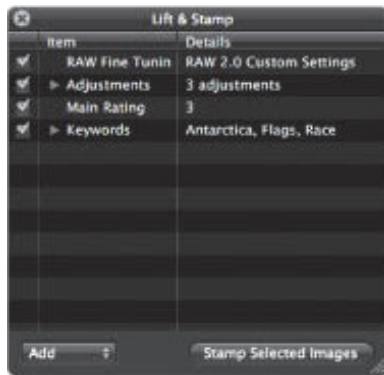
Applying Adjustments to a Group of Images

You can apply an adjustment or group of adjustments to a range of images by first applying the adjustments to one image and then lifting the adjustments from the first image and stamping them on the other images. You do this by using the Lift and Stamp tools and the Lift & Stamp HUD.

✔ To lift adjustments from one image and stamp them on a group of images

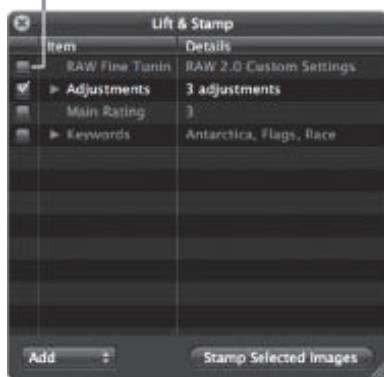
1. In the Browser, select the image that has the adjustments you want to copy.
2. In the tool strip, select the Lift tool (or press O).

The Lift & Stamp HUD appears, showing the adjustments, IPTC metadata, and keywords applied to the image.

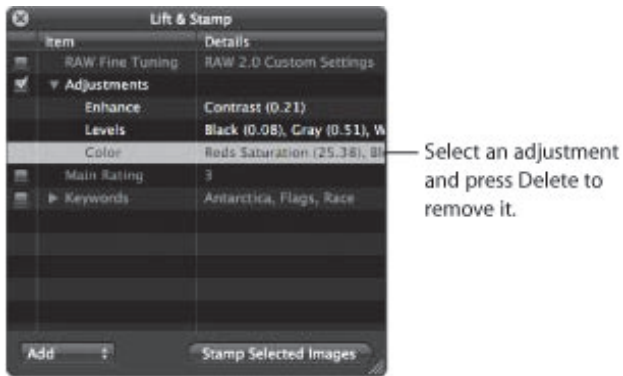


3. Deselect all metadata-related checkboxes to prevent Aperture from copying the metadata from the selected image.

Deselect a checkbox to prevent Aperture from copying the item from the selected image.



4. If necessary, remove any unwanted adjustments by clicking the Adjustments disclosure triangle in the Lift & Stamp HUD, selecting the unwanted adjustments, and then pressing Delete.



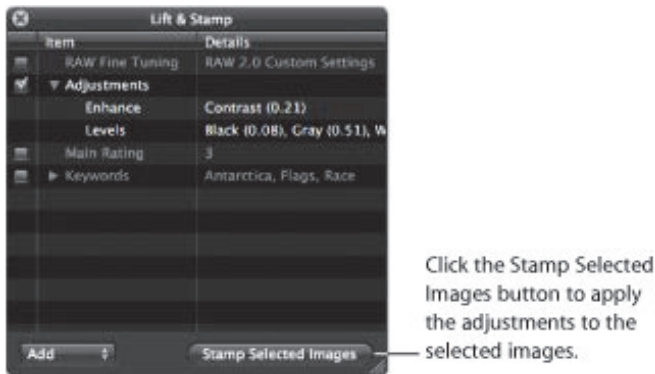
5. In the tool strip, select the Selection tool (or press A), then do one of the following:

- Drag a selection rectangle around the images to which you want to apply the adjustments.
- Select the images to which you want to apply the adjustments by Shift-clicking to select a range of adjacent images and Command-clicking to select nonadjacent images.

Note: The adjustments aren't applied to images within closed stacks. If you want to stamp the adjustments on images within a stack, you must open it first by choosing Stacks > Open Stack (or pressing Shift-K).

6. Do one of the following:

- In the tool strip, select the Stamp tool.
- In the Lift & Stamp HUD, click the Stamp Selected Images button.



The adjustments copied from the first image are applied to the selected images. For more information about using the Lift & Stamp HUD, see “Applying Keywords Using the Lift & Stamp HUD.”

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Applying the Same Adjustment to an Image Multiple Times

Some images can be difficult to perfect. Images shot in mixed lighting and low-light conditions often require the same adjustment applied multiple times in small increments in order to achieve the appearance you're looking for. For example, an image shot in low-light conditions may require multiple incremental Noise Reduction adjustments so that the image is not muddied by a single strong Noise Reduction adjustment. In Aperture, adjustments are applied from top to bottom. In this situation, you can add the Noise Reduction controls with a slight Radius adjustment coupled with a slight Edge Detail adjustment, and then add the same Noise Reduction controls to the Adjustments inspector again, with the same incremental settings. In some situations, incremental adjustments can produce a superior overall adjustment to the image.

▼ To add the same adjustment multiple times

- Choose Add New [*adjustment*] from the Action pop-up menu for the adjustment.

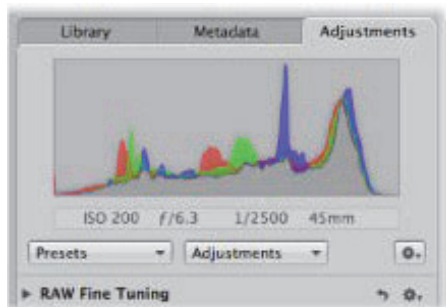


Another set of adjustment controls for the same adjustment appears in the Adjustments inspector and the Adjustments pane of the Inspector HUD, if both are shown.

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Working with Adjustment Presets

If you frequently use the same adjustment parameter settings, you can save these settings as adjustment presets. You can create new adjustment presets, rename and rearrange adjustment presets, and delete adjustment presets you no longer use. When you create an adjustment preset, it appears in the Presets pop-up menu. You can create adjustment presets for individual adjustments or for a set of multiple adjustments. For example, you can create an adjustment preset for creating black-and-white images. When your workflow calls for creating a set of black-and-white images, you simply choose your saved preset from the Presets pop-up menu at the top of the Adjustments inspector or the Adjustments pane of the Inspector HUD.



When you delete an adjustment preset, adjustments already applied to your images are unaffected.

About Adjustment Presets from Previous Versions of Aperture

In previous versions of Aperture, presets for single adjustments were accessible via the Preset Action pop-up menu for each adjustment. Presets were created and stored in the preset dialog for that adjustment. If you created and saved adjustment presets in a previous version of Aperture, the adjustment presets now appear in the Presets pop-up menu at the top of the Adjustments inspector or the Adjustments pane of the Inspector HUD. If you want to remove adjustment presets created in previous versions of Aperture, see “Deleting Adjustment Presets.”

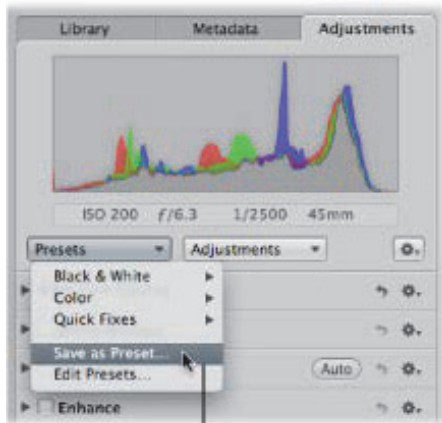
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Creating Adjustment Presets

Creating an individual adjustment preset is as simple as saving the adjustment parameter settings and naming the preset using the Presets pop-up menu and the Adjustment Presets dialog.

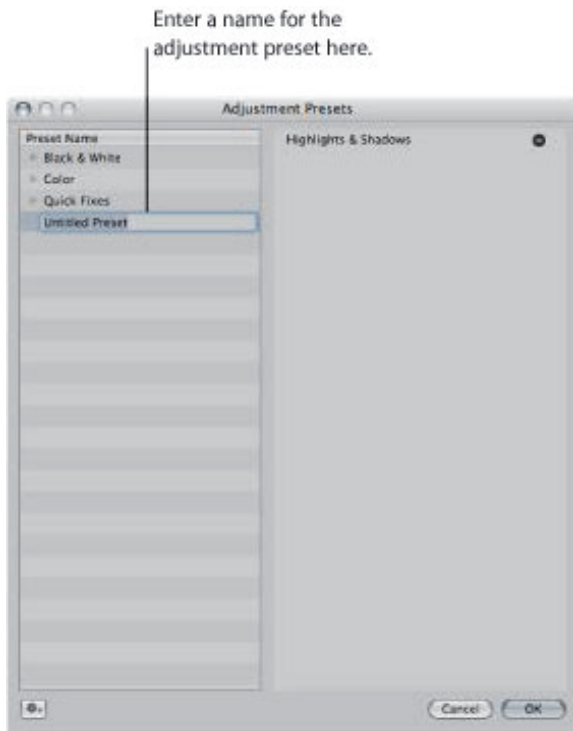
✓ To create an individual adjustment preset

1. Select an image with the adjustment parameter settings you want to save.
2. At the top of the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Save as Preset from the Presets pop-up menu.



Choose Save as Preset from the Presets pop-up menu.

3. In the Adjustment Presets dialog, enter a name for the new adjustment preset, then click OK.



The adjustment parameter settings are saved as an adjustment preset, and the adjustment preset is now available for use in the Presets pop-up menu in the Adjustments inspector or the Adjustments pane of the Inspector HUD.

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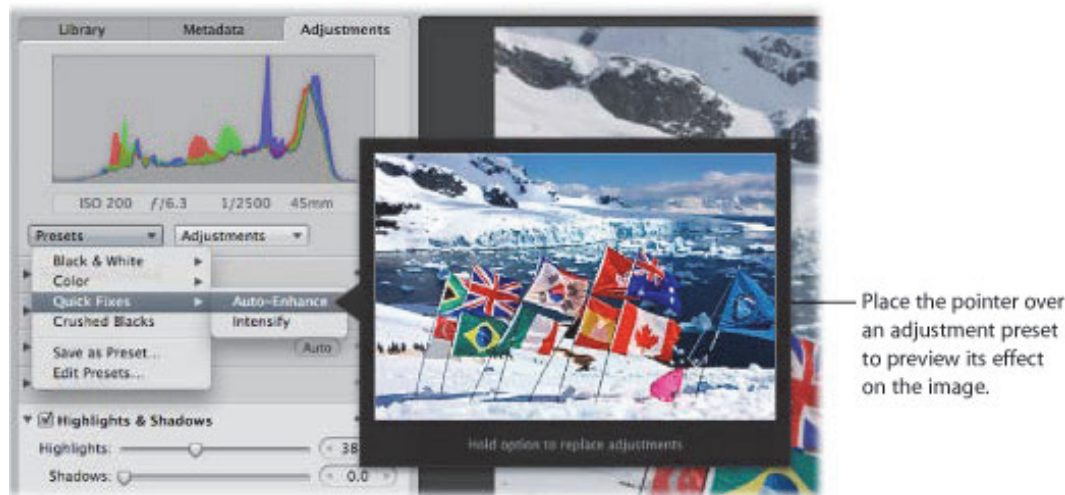
Applying Adjustment Presets

Applying an adjustment preset to an image is as simple as selecting the image and choosing the adjustment preset from the Presets pop-up menu. When you apply an adjustment preset to an image, the adjustment controls and parameter values update to reflect the settings saved in the adjustment preset. If you prefer, you can use an adjustment preset as a starting point in your image adjustment workflow and then fine-tune the adjustment after it's applied to the image.

▼ To apply an adjustment preset to an image

1. Select an image.
2. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose the preset you want to apply to the image from the Presets pop-up menu.

Note: When you place the pointer over an adjustment preset in the Presets pop-up menu, a preview of the adjustment applied to the image is shown to the right of the highlighted adjustment preset.



The adjustment preset is applied to the image. If the image already had some adjustments applied to it, the adjustment preset is applied in addition to the previous adjustment settings.

If an image already has adjustments applied to it, you can replace the previously applied adjustments with the adjustment parameter values saved in the adjustment preset.

▼ To replace the adjustments previously applied to an image with an adjustment preset

- Hold down the Option key while choosing the adjustment preset from the Presets pop-up menu at the top of the Adjustments inspector or the Adjustments pane of the Inspector HUD.

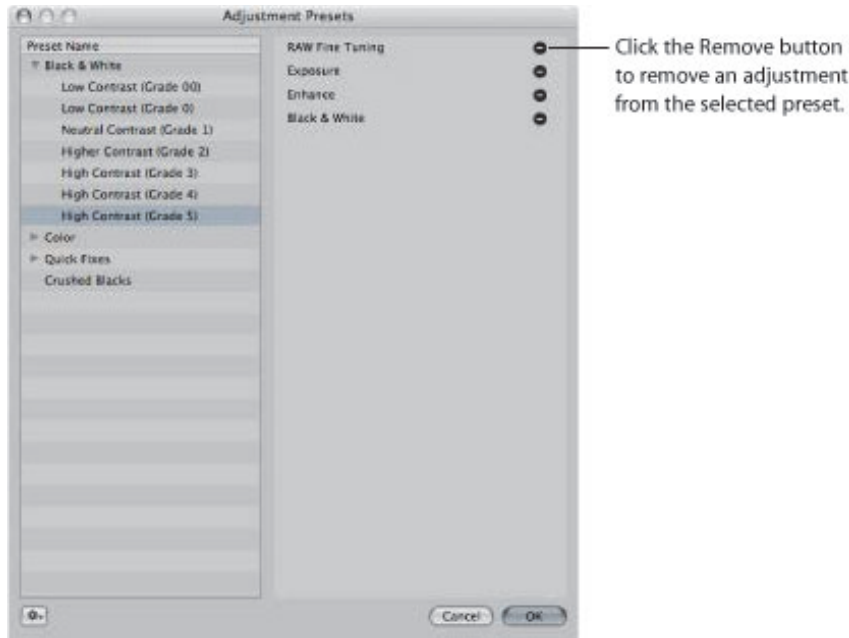
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Removing Adjustments from an Adjustment Preset

You can pare down the adjustment parameter settings in an adjustment preset by removing adjustments from the preset in the Adjustment Presets dialog.

✓ To remove an adjustment from an adjustment preset

1. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Edit Presets from the Presets pop-up menu.
2. In the Adjustment Presets dialog, select the adjustment preset you want to modify, then click the Remove (-) button beside the adjustment you want removed from the selected adjustment preset.



The adjustment and its parameter values are removed from the adjustment preset.

3. Repeat step 2 until all of the adjustments you want removed from the selected adjustment preset have been removed, then click OK.

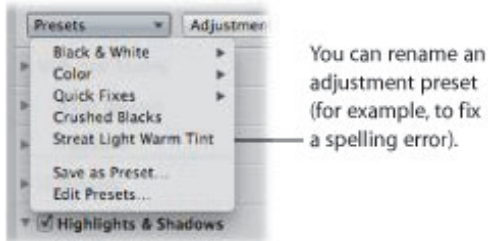
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Renaming Adjustment Presets

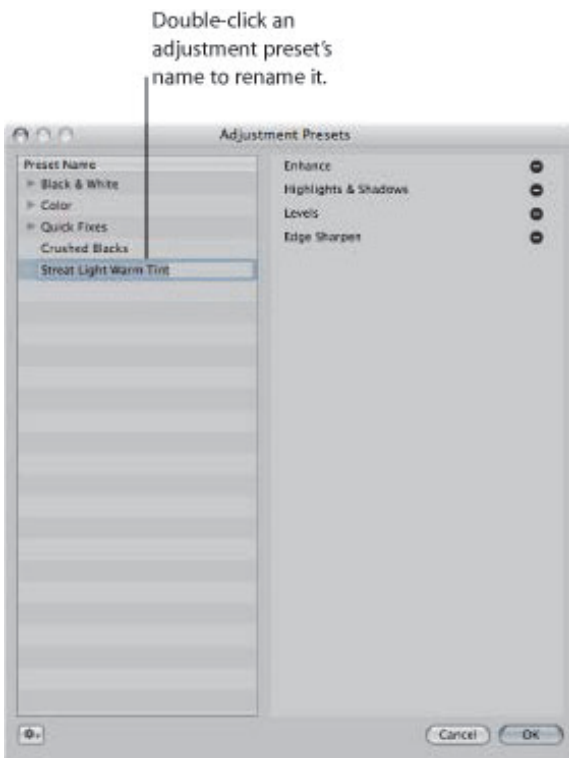
You can rename an adjustment preset at any time.

▼ To rename an individual adjustment preset

1. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Edit Presets from the Presets pop-up menu.



2. In the Adjustment Presets dialog, double-click the name of the adjustment preset you want to change. The adjustment preset's name is highlighted.



3. Enter a new name, then press Return. The adjustment preset is renamed.
4. Repeat steps 2 and 3 until all presets that need renaming have been renamed, then click OK.

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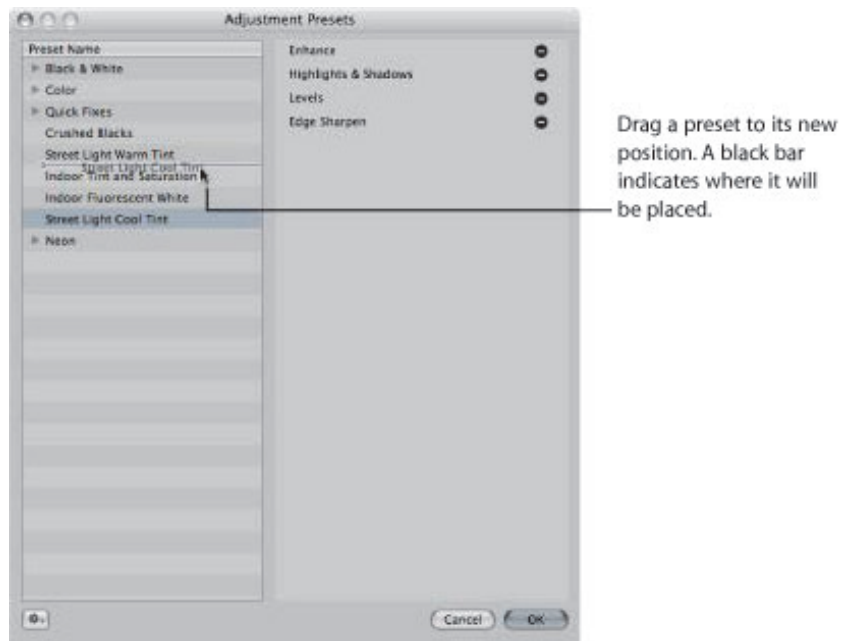
Organizing Adjustment Presets

Each time you create an adjustment preset, it is added to the bottom of the list of presets in the Adjustment Presets dialog and the Presets pop-up menu. As this list grows, it can become difficult to locate a specific adjustment preset in a long list of presets. You can rearrange the order of the presets in the Adjustment Presets dialog to make presets easier to find.

✓ To rearrange the order of adjustment presets

1. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Edit Presets from the Presets pop-up menu.
2. In the Adjustment Presets dialog, drag an adjustment preset to a new position.

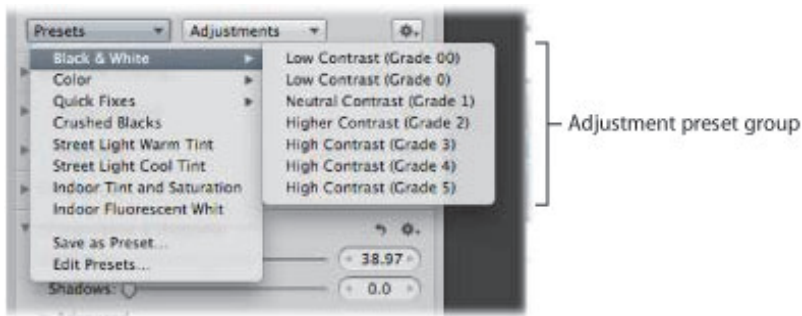
A black bar indicates where the adjustment preset will be placed.



3. Repeat step 2 until your adjustment preset list is organized, then click OK.

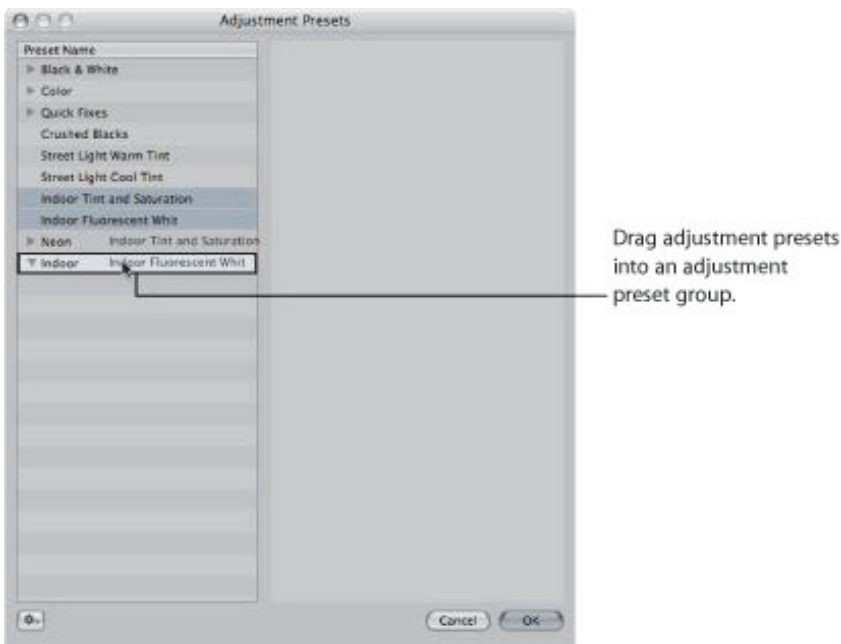
The adjustment preset list in the Presets pop-up menu is updated to match the order of presets in the Adjustment Presets dialog.

You can also organize adjustment presets of like type by grouping them together into adjustment preset groups. Creating adjustment preset groups helps reduce the list of adjustment presets that are initially displayed in the Presets pop-up menu. For example, if you have several types of Color adjustment settings saved as individual presets, you can create an adjustment preset group for Color adjustment presets, named Color Presets. When you choose Color Presets from the Presets pop-up menu, the individual Color adjustment presets are displayed in a submenu to the right.



✓ To create an adjustment preset group

1. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Edit Presets from the Presets pop-up menu.
2. In the Adjustment Presets dialog, choose New Preset Group from the Adjustment Preset Action pop-up menu (with a gear icon).
3. Give the new adjustment preset group a name and press Return.
4. Drag adjustment presets into the adjustment preset group.



The individual adjustment presets are consolidated into the adjustment preset group and can be accessed by clicking the disclosure triangle to the left of the adjustment preset group's name.

5. Click OK.

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Deleting Adjustment Presets

You can delete an adjustment preset at any time. Any adjustments that were previously applied using the adjustment preset are unaffected.

✔ To delete an individual adjustment preset

1. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Edit Presets from the Presets pop-up menu.
2. In the Adjustment Presets dialog, select the adjustment preset you want to delete, then do one of the following:
 - Press the Delete key.
 - Choose Delete Preset from the Adjustment Preset Action pop-up menu (with a gear icon), then click Delete in the dialog that appears.

The adjustment preset is deleted.

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Sharing Adjustment Presets

You can share your saved adjustment presets with another Aperture system.

☑ To share your adjustment presets with another Aperture system

1. On the first Aperture system, choose Edit Presets from the Presets pop-up menu at the top of the Adjustments inspector or the Adjustments pane of the Inspector HUD.
2. In the Adjustment Presets dialog, select the adjustment preset you want to share.

Note: To share more than one adjustment preset, you have to create an adjustment preset group and then select the group. For more information about creating adjustment preset groups, see “Organizing Adjustment Presets.”

3. Choose Export from the Adjustment Preset Action pop-up menu (with a gear icon).
4. In the dialog that appears, enter an adjustment preset name in the Save As field, choose a location to export the adjustment preset to, then click Save.

The preset is exported to the location you selected as `[name].AdjustmentPresets`. It's a good idea to export the adjustment preset to a location the other Aperture system can access. Adjustment preset files are small and can be easily sent to another Aperture system via email.

5. On the second Aperture system, navigate to the location of the adjustment preset file and double-click it.

The adjustment preset is transferred to the second Aperture system and accessed via the Presets pop-up menu.

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Restoring the Default Adjustment Presets

If you've created and modified so many adjustment presets that they have become too difficult to manage, you can restore the default adjustment presets that came with Aperture.

✓ To restore the default adjustment presets

1. In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Edit Presets from the Presets pop-up menu.
2. In the Adjustment Presets dialog, choose Reset All to Factory Settings from the Adjustment Preset Action pop-up menu (with a gear icon).

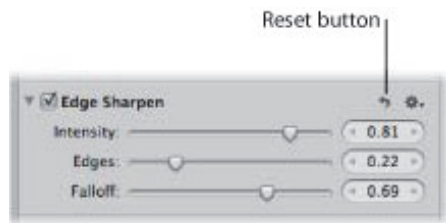
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Removing Adjustments

In Aperture, there are two ways to remove adjustments from an image. You can remove specific adjustments, or you can remove all adjustments from an image selection at once.

✓ To remove a single adjustment from an image

- Select an image, then click the Reset button for the adjustment you want to remove.



✓ To remove all adjustments from an image

1. Select an image.
2. Do one of the following:
 - Choose Photos > Reset All Adjustments.
 - In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Reset All Adjustments from the Adjustment Action pop-up menu (with a gear icon).

All adjustments applied to the image are removed.

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Using Modifier Keys to Identify Color Clipping

In Aperture, you can use modifier keys to get instant feedback on channel clipping when using controls in the Exposure and Levels adjustments. Color overlays appear on the image when you press the Command key and drag the sliders to indicate that any, all, or a combination of color channels have been clipped.

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Identifying Color Channel Clipping

When performing adjustments, it's useful to know if you're clipping one or more color channels and thereby losing important image details.



▼ To identify color channel clipping

- Press Command while dragging the following sliders:
 - *Exposure slider (Exposure controls)*: Shows highlight clipping.
 - *Recovery slider (Exposure controls)*: Shows highlight clipping.
 - *Black Point slider (Exposure controls)*: Shows shadow clipping.
 - *Black Levels slider (Levels controls)*: Shows shadow clipping.
 - *White Levels slider (Levels controls)*: Shows highlight clipping.

If one or more color channels are clipped as a result of adjusting one of the above parameters, colored overlays appear over the areas of the image where clipping is occurring. Release the Command key, and the color overlays disappear.

The color of the overlay indicates which color channel is clipped. For more information, see the next section, “Understanding Color Channel Clipping Overlay Colors.”

Note: The color channel clipping overlays appear regardless of whether Highlight Hot & Cold Areas is turned on. For more information about the Highlight Hot & Cold Areas feature, see “Showing Hot and Cold Areas in Your Images.”

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Understanding Color Channel Clipping Overlay Colors

The color of the color channel clipping overlay indicates which color channel or combination of color channels is clipped. In addition, Aperture gives you the option of choosing color or monochromatic overlays to indicate clipping.

▼ To set the color channel clipping overlay color

1. Choose Aperture > Preferences, then click Advanced.
2. Choose one of the following options from the Clipping Overlay pop-up menu:
 - *To display the clipping overlays in shades of color:* Choose Color.
 - *To display the clipping overlays in black, shades of gray, and white:* Choose Monochrome.

Color Overlay Descriptions

The following table lists the color overlays and the corresponding color channels that have been clipped by the adjustment parameter setting.

Adjustment	Color clipping information
Exposure parameter (Exposure adjustment)	<p><i>Red:</i> Indicates highlight clipping in the red color channel.</p> <p><i>Green:</i> Indicates highlight clipping in the green color channel.</p> <p><i>Blue:</i> Indicates highlight clipping in the blue color channel.</p> <p><i>Yellow:</i> Indicates highlight clipping in the red and green color channels.</p> <p><i>Pink:</i> Indicates highlight clipping in the red and blue color channels.</p> <p><i>Cyan:</i> Indicates highlight clipping in the blue and green color channels.</p> <p><i>White:</i> Indicates highlight clipping in all three color channels.</p> <p><i>Black:</i> Indicates no highlight clipping in any color channel.</p>
Recovery parameter (Exposure adjustment)	<p><i>Red:</i> Indicates highlight clipping in the red color channel.</p> <p><i>Green:</i> Indicates highlight clipping in the green color channel.</p> <p><i>Blue:</i> Indicates highlight clipping in the blue color channel.</p> <p><i>Yellow:</i> Indicates highlight clipping in the red and green color channels.</p> <p><i>Pink:</i> Indicates highlight clipping in the red and blue color channels.</p> <p><i>Cyan:</i> Indicates highlight clipping in the blue and green color channels.</p> <p><i>White:</i> Indicates highlight clipping in all three color channels.</p> <p><i>Black:</i> Indicates no highlight clipping in any color channel.</p>
Black Point parameter (Exposure adjustment)	<p><i>Red:</i> Indicates shadow clipping in the red color channel.</p> <p><i>Green:</i> Indicates shadow clipping in the green color channel.</p> <p><i>Blue:</i> Indicates shadow clipping in the blue color channel.</p> <p><i>Yellow:</i> Indicates shadow clipping in the red and green color channels.</p> <p><i>Pink:</i> Indicates shadow clipping in the red and blue color channels.</p> <p><i>Cyan:</i> Indicates shadow clipping in the blue and green color channels.</p>

	<p><i>White</i>: Indicates no shadow clipping in any color channel.</p> <p><i>Black</i>: Indicates shadow clipping in all three color channels.</p>
Black Levels parameter (Levels adjustment)	<p><i>Red</i>: Indicates shadow clipping in the red color channel.</p> <p><i>Green</i>: Indicates shadow clipping in the green color channel.</p> <p><i>Blue</i>: Indicates shadow clipping in the blue color channel.</p> <p><i>Yellow</i>: Indicates shadow clipping in the red and green color channels.</p> <p><i>Pink</i>: Indicates shadow clipping in the red and blue color channels.</p> <p><i>Cyan</i>: Indicates shadow clipping in the blue and green color channels.</p> <p><i>White</i>: Indicates no shadow clipping in any color channel.</p> <p><i>Black</i>: Indicates shadow clipping in all three color channels.</p>
White Levels parameter (Levels adjustment)	<p><i>Red</i>: Indicates highlight clipping in the red color channel.</p> <p><i>Green</i>: Indicates highlight clipping in the green color channel.</p> <p><i>Blue</i>: Indicates highlight clipping in the blue color channel.</p> <p><i>Yellow</i>: Indicates highlight clipping in the red and green color channels.</p> <p><i>Pink</i>: Indicates highlight clipping in the red and blue color channels.</p> <p><i>Cyan</i>: Indicates highlight clipping in the blue and green color channels.</p> <p><i>White</i>: Indicates highlight clipping in all three color channels.</p> <p><i>Black</i>: Indicates no highlight clipping in any color channel.</p>

Monochrome Overlay Descriptions

The following table lists the monochrome overlays and the corresponding color channels that have been clipped by the adjustment parameter setting.

Adjustment	Color clipping information
Exposure parameter (Exposure adjustment)	<p><i>White</i>: Indicates highlight clipping in all color channels.</p> <p><i>66% gray</i>: Indicates highlight clipping in two color channels.</p> <p><i>33% gray</i>: Indicates highlight clipping in one color channel.</p> <p><i>Black</i>: Indicates no highlight clipping in any color channel.</p>
Recovery parameter (Exposure adjustment)	<p><i>White</i>: Indicates highlight clipping in all color channels.</p> <p><i>66% gray</i>: Indicates highlight clipping in two color channels.</p> <p><i>33% gray</i>: Indicates highlight clipping in one color channel.</p> <p><i>Black</i>: Indicates no highlight clipping in any color channel.</p>
Black Point parameter (Exposure adjustment)	<p><i>White</i>: Indicates no shadow clipping in any color channel.</p> <p><i>66% gray</i>: Indicates shadow clipping in one color channel.</p> <p><i>33% gray</i>: Indicates shadow clipping in two color channels.</p> <p><i>Black</i>: Indicates shadow clipping in all three color channels.</p>
Black Levels parameter (Levels adjustment)	<p><i>White</i>: Indicates no shadow clipping in any color channel.</p>

adjustment)	<i>66% gray</i> : Indicates shadow clipping in one color channel. <i>33% gray</i> : Indicates shadow clipping in two color channels. <i>Black</i> : Indicates shadow clipping in all three color channels.
White Levels parameter (Levels adjustment)	<i>White</i> : Indicates highlight clipping in all color channels. <i>66% gray</i> : Indicates highlight clipping in two color channels. <i>33% gray</i> : Indicates highlight clipping in one color channel. <i>Black</i> : Indicates no highlight clipping in any color channel.

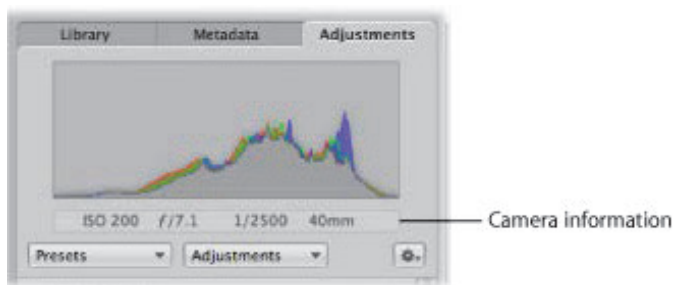
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Using the Color Meter and Displaying Camera Information

Aperture provides a built-in Color meter you can use to sample the color values in an image and display them as RGB, Lab, CMYK, HSL, or HSB values. When you place the pointer over an image or thumbnail, the color values are displayed in the Adjustments inspector or the Adjustments pane of the Inspector HUD. You can also use the Loupe for a more accurate pixel selection and see the color values displayed within the magnified area of the Loupe. When the pointer is moved away from the image, the color values are replaced by basic EXIF metadata values for the image, such as ISO setting, f-stop, shutter speed, and focal length.

▼ To display camera and color information

- In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose Show Camera/Color Info from the Adjustment Action pop-up menu (with a gear icon).



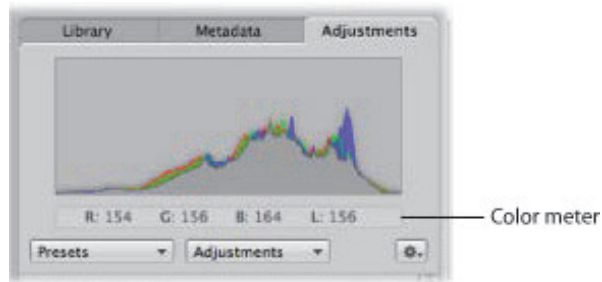
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Sampling Color Values

The Color meter displays the color values in the image for the pixels beneath the pointer or in the target area of the Loupe.

✓ To use the pointer to sample the color values in an image

- Place the pointer over the area of the image where you want to sample the color values, and view the values at the top of the Adjustments inspector or the Adjustments pane of the Inspector HUD.



✓ To use the Loupe to sample color values in an image

1. Click the Loupe button in the toolbar, or press the Grave Accent (`) key.
2. Choose View > Loupe Options > Show Color Value in Loupe, or press Shift-Option-Tilde (~).
3. Place the target area of the Loupe over the area of the image where you want to sample the color values. The color values appear in the magnified area of the Loupe.



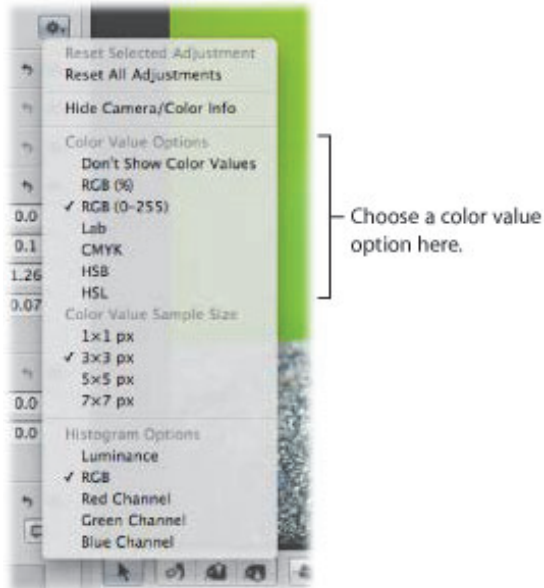
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Choosing a Color Value Option

In Aperture, you can set the Color meter to display RGB, Lab, CMYK, HSB, or HSL color values.

▼ To choose a color value option for the Color meter

- In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose a color value option from the Adjustment Action pop-up menu (with a gear icon).

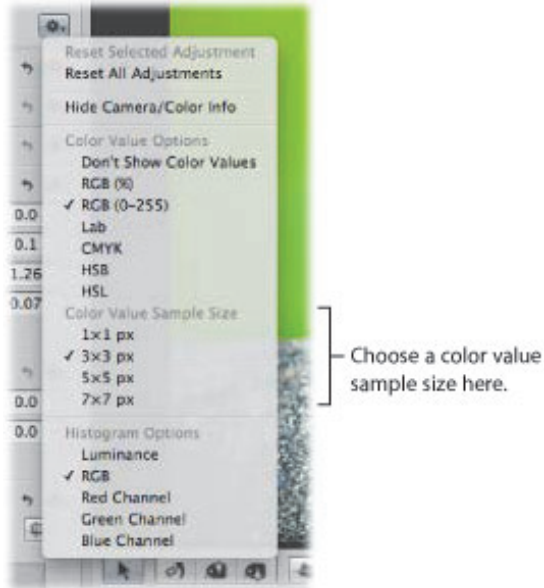


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Choosing a Color Value Sample Size

You can also set the sample size (pixel area) Aperture uses to determine color values.

- ▼ **To choose a color value sample size for the Color meter**
 - In the Adjustments inspector or the Adjustments pane of the Inspector HUD, choose an appropriate color value sample size from the Adjustment Action pop-up menu (with a gear icon).



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Using an External Editor

If you need to perform more advanced image operations, such as compositing, you can set an external editor for use within Aperture. First you have to specify which application Aperture should use and the file format (TIFF or PSD). You only have to do this once. Then you select an image and choose a menu command to have the image open in the application designated as the external editor. You can also set an external editor for audio and video files.

▼ To set an external editor for images in Aperture

1. Choose Aperture > Preferences, then click Export.
2. Click the Choose button to the right of the External Photo Editor field, navigate to an application in the Select Application dialog, then click Select.

The application's name appears in the External Photo Editor field.

3. Choose the appropriate file format (TIFF or PSD) from the External Editor File Format pop-up menu, then enter a resolution in the "dpi" field.

This is the file format Aperture uses when opening files in external editors.

Tip: It's a good idea to choose the 16-bit option for the External Editor file format because the larger bit depth provides an exponentially higher number of colors each pixel can express, and the higher bit depth option helps reduce color clipping and banding.

▼ To set an external editor for audio and video files in Aperture

1. Choose Aperture > Preferences, then click Export.
2. Do one or both of the following:

- *To set an external editor for audio files:* Click the Choose button to the right of the External Audio Editor field, navigate to an application in the Select Audio Application dialog, then click Select.

The application's name appears in the External Audio Editor field.

- *To set an external editor for video files:* Click the Choose button to the right of the External Video Editor field, navigate to an application in the Select Video Application dialog, then click Select.

The application's name appears in the External Video Editor field.

▼ To use an external editor in Aperture

1. Select an item in the Browser.
2. Choose Photos > Edit with > [*application name*] (or press Command-Shift-O).

Aperture creates a new master (leaving the original unchanged), converts it to the chosen file format, and then opens the file in the external editor. The file is tracked as a new master stacked with the original master.

3. When you've finished modifying the image, audio, or video file in the external application, save the file.
The saved file is automatically updated in Aperture.

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