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**VISUAL QUICKSTART GUIDE**



# **iPHOTO '09**



**FOR MAC OS X**

*Learn iPhoto the  
Quick and Easy Way!*

**ADAM C. ENGST**

**VISUAL QUICKSTART GUIDE**

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**FOR MAC OS X**

**Adam C. Engst**

 **Peachpit Press**

Visual QuickStart Guide

## **iPhoto '09 for Mac OS X**

Adam C. Engst

### **Peachpit Press**

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ISBN 13: 978-0-321-60131-5

ISBN 10: 0-321-60131-9

9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

## Dedication

To my son, Tristan Mackay Engst, the subject of so many of my photographs.

## About the Author

Adam C. Engst is the publisher of *TidBITS*, one of the oldest and largest Internet-based newsletters, and the *Take Control* electronic book series (with print collections published by Peachpit Press), both of which have helped tens of thousands of readers (find them at [www.tidbits.com](http://www.tidbits.com)). He has written numerous computer books, including the best-selling *Internet Starter Kit* series, and many articles for magazines, including *Macworld*, where he is currently a contributing editor. His photos have appeared in juried photography shows.

His indefatigable support of the Macintosh community has resulted in numerous awards and recognition at the highest levels. In the annual MDJ Power 25 survey of industry insiders, he consistently ranks as one of the top five most influential people in the Macintosh industry, and he was named one of MacDirectory's top ten visionaries. And how many industry figures can boast of being turned into an action figure?

Please send comments about this book to Adam at [iphoto-vqs@tidbits.com](mailto:iphoto-vqs@tidbits.com).

## Other Books by Adam C. Engst

*Take Control of Your Wi-Fi Security*

*Take Control of Buying a Mac*

*The Wireless Networking Starter Kit*

*Internet Starter Kit for Macintosh*

## Special Thanks

No book is the work of a single person, and many people helped with this one, including:

- ◆ Tonya Engst (not only my wonderful wife, but also a great copyeditor)
- ◆ Cliff Colby (my first new Peachpit editor in years!)
- ◆ Lisa Brazieal (spotter of wayward pixels!)
- ◆ Nancy Ruenzel (for giving me the nod on this book way back when with iPhoto 1.0)
- ◆ Scott Cowlin (for marketing wizardry)
- ◆ Chris Engst (for watching Tristan!)
- ◆ Glenn Fleishman, Marshall Clow, Fred Johnson, and David Blatner (without whose help I could never have explained color management and resolution)
- ◆ Keith Kubarek, Sandro Menzel, Cory Byard, and Laurie Clow (for their photography knowledge and tips)
- ◆ Jeff Carlson, Glenn Fleishman, Joe Kissell, Doug McLean, Tonya Engst, Matt Neuburg, and Mark Anbinder (for helping keep *TidBITS* running)
- ◆ The High Noon Athletic Club, whose noontime runs kept me more or less sane.

## Technical Colophon

I wrote this book using the following hardware and software:

- ◆ An 8-core 2.8 GHz Mac Pro with a pair of 24-inch Dell monitors, and Canon PowerShot S100, S400, and SD870IS digital cameras
- ◆ Mac OS X 10.5 Leopard, iPhoto '09, Adobe InDesign CS3, Snapz Pro X for screen shots, and the Peachpit VQS template

## Featured Photographers

I took most of the photos in this book, but I also included some pictures from my sister, Jennifer Upson, and my father, Chris Engst. And of course, any photos that I'm in were probably taken by Tonya Engst or Tristan Engst (who is now 10 years old and loves to take pictures with his own Canon PowerShot SD850IS).

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# 1

## GETTING STARTED

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Digital cameras have become commonplace, and few people even consider purchasing a traditional analog camera anymore. But with digital photos, the camera is only part of the equation. Once you've taken photos, you need software to help you import, organize, edit, and share your photos. Since 2001, the most popular application for that task on the Mac has been Apple's iPhoto.

But iPhoto's popularity doesn't stem just from the fact that Apple bundles it—it's a genuinely useful program, providing a broad set of features while remaining easy to use. With iPhoto, you can organize your photos, perform common editing tasks, and create professional-looking printed works (prints, greeting cards, hardcover books, and even calendars).

If iPhoto is so easy, why write this book? Even though iPhoto '09 is the best version of the program that Apple has released so far, it still doesn't entirely demystify the process of importing a digital photograph, editing it, and presenting it on paper or on the computer screen. And iPhoto comes with no documentation beyond minimal and often incomplete online help. Read on, then, not just for the manual iPhoto lacks, but also for the help you need to take digital photos and make the most of them.

### iPhoto '09, not iPhoto 8

Annoyingly, Apple refers to iPhoto '09 interchangeably as "iPhoto '09" and "iPhoto 8," the latter of which is the actual version number. Although I prefer the actual version number to the year, I fear it would be too confusing to call it iPhoto 8, given that the previous version, iPhoto 7, was also called iPhoto '08. As a result, I'll use the iPhoto '09 name throughout this book, except when I'm referring to a very specific version of iPhoto '09, such as the current-as-of-this-writing iPhoto 8.0.2.

## Hardware and Software Requirements

iPhoto '09 has fairly steep system requirements thanks to the resources needed to work with large numbers of digital images.

### To run iPhoto, you need:

- ◆ A Macintosh with a PowerPC G4 (867 MHz or faster), PowerPC G5, or Intel processor with 512 MB of RAM (though 1 GB of RAM is better). Realistically, the more CPU power and RAM you can throw at iPhoto, the better its performance. You'll also find a large monitor extremely helpful.
- ◆ Mac OS X. Specifically, Mac OS X 10.5.6 or later and QuickTime 7.5.5 or later.
- ◆ An optical drive that can read DVD discs, since iLife '09 comes on DVD. Burning DVDs directly from iDVD requires a drive that can write to DVD as well, such as an Apple SuperDrive or a third-party DVD burner.
- ◆ A source of digital images, which could be an iPhoto-compatible digital camera, scanned images, Kodak Photo CDs, or a service that provides digital images along with traditional film developing.

### ✓ Tips

- Some features—such as Places; purchasing print products; or uploading to MobileMe, Flickr, and Facebook—require an Internet connection. And you're really going to want a high-speed Internet connection; dialup will be painful.
- On PowerPC G4- and some PowerPC G5-based Macs, some slideshow themes won't be available. See <http://support.apple.com/kb/TS2576> for details.

### ✓ More Tips

- iPhoto can import photos in *RAW* format, which is an uncompressed image file format used by some high-end cameras. However, there are multiple flavors of RAW, and iPhoto does not support all of them.
- Some of the other components of the iLife '09 suite, such as iMovie and GarageBand, have steeper system requirements. See [www.apple.com/ilife/systemrequirements.html](http://www.apple.com/ilife/systemrequirements.html) for details.

## Acquiring iPhoto

Apple offers several methods of acquiring iPhoto, although it's worth noting that Apple does not offer free upgrades between major versions of the program. In other words, even if you got iPhoto 6 bundled with your last iMac, you must still buy iLife '09 to get iPhoto '09.

### Ways to get iPhoto '09:

- ◆ Look in your Applications folder. If you purchased your Mac since January 2009, iPhoto '09 may already be installed.
- ◆ Buy a \$79 copy of Apple's iLife '09, which is a DVD package containing all five of Apple's digital hub applications: iPhoto '09, iMovie '09, iDVD 7, GarageBand '09, and iWeb '09. Although these applications come free with new Macs, the iLife package is the only way for current owners of iPhoto, iMovie, iDVD, GarageBand, and iWeb to get updates for those products. For details, visit [www.apple.com/ilife/](http://www.apple.com/ilife/).
- ◆ Buy a new Mac, which will come with iPhoto preinstalled. Steve Jobs and his private jet thank you!

### ✓ Tip

- Rather than buy multiple copies of iLife '09 to use on all the Macs in your house, you can buy a \$99 family pack that's licensed for up to five users.

## Installing iPhoto

Installing iPhoto from the iLife '09 package requires almost no effort at all. Be sure to read “Updating to iPhoto '09” on page 6 too!

### To install iPhoto:

1. Insert the iLife DVD into your Mac's optical drive.
2. In the Install window that appears after the DVD mounts, double-click the iLife '09 icon (**Figure 1.1**).
3. Click through the Introduction (**Figure 1.2**), Read Me, License, Destination Select (select your hard disk here), Installation Type, Installation, and Summary steps.

When you're done, you end up with iPhoto (and the rest of the iLife applications) in your Applications folder.

### ✓ Tips

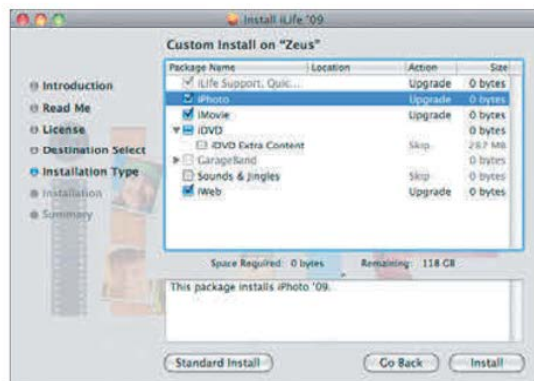
- The iLife installer won't allow you to install if any of the iLife applications are currently running; you must quit them before installing.
- If you don't want to install some of the iLife applications (iDVD and GarageBand in particular take up a lot of disk space), click Customize in the Installation Type screen and select only the applications you want (**Figure 1.3**).
- The installer calculates whether or not you have enough disk space; if you're on the edge, install only iPhoto.



**Figure 1.1** Double-click the iLife '09 icon to start the installation process.



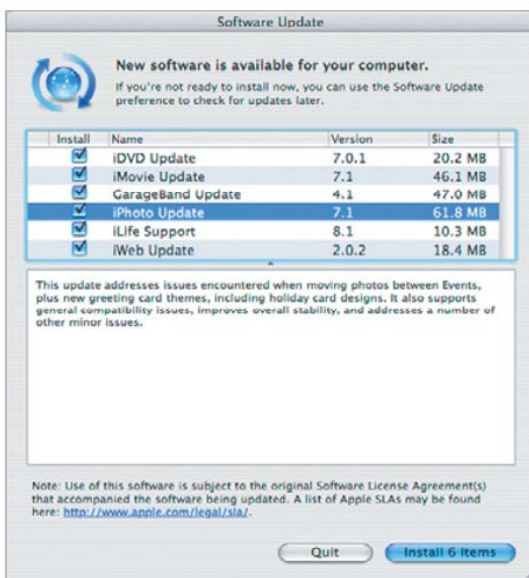
**Figure 1.2** The Introduction screen describes the iLife applications briefly.



**Figure 1.3** If you don't want to install all the iLife applications, click Customize in the Installation Type screen and select only those you do want.



**Figure 1.4** Click Check Now to make Software Update look for iPhoto updates.



**Figure 1.5** To install an update, select the checkbox next to its name, and then click the Install button.

## Watching for Updates

I recommend setting Software Update to check for updates automatically, and iPhoto can do so itself too (select Check for iPhoto Updates Automatically in the General pane of iPhoto's Preferences window). You can also visit Apple's iPhoto Web page at [www.apple.com/ilife/iphoto/](http://www.apple.com/ilife/iphoto/) every so often for news about iPhoto or updates that might not have been released via Software Update.

## Updating iPhoto via Software Update

Although you can't get iPhoto '09 for free via Software Update, Apple will release minor revisions via Software Update.

### To update iPhoto via Software Update:

1. From the Apple menu, choose System Preferences.
2. To display the Software Update pane, choose Software Update from the View menu.
3. To check for updates, make sure you're connected to the Internet, and then click the Check Now button (**Figure 1.4**). If Software Update finds any updates, it launches another application that displays updates that make sense for your Mac, including iPhoto, if any exist.
4. Select the checkboxes next to the updates you want to install (**Figure 1.5**).
5. Click the Install button, and when the installer prompts you for it, enter your administrator password. Software Update proceeds to download and install the selected updates.

### ✓ Tips

- Choose Check for Updates from the iPhoto application menu at any time to see if you have the latest version.
- To set Software Update to kick in on its own, select the Check for Updates checkbox, and from the pop-up menu choose how often you wish it to check.
- When Software Update fails to find updated software appropriate for your computer, it tells you none is available.



## Updating to iPhoto '09

In theory, updating from an earlier version of iPhoto should be merely a matter of installing iPhoto '09 and letting it upgrade your iPhoto Library. However, a few simple actions can prevent future problems.

### Tips when updating to iPhoto '09:

- ◆ Make sure to back up your iPhoto Library (located in your user account's Pictures folder) before installing iPhoto '09. Then, if something bad happens, or if you need to revert to your earlier version for some reason I can't imagine, you won't lose all your photos. I'm sure you have a backup, but another one can't hurt.
- ◆ Before updating your iPhoto Library, run Software Update to make sure you have the latest version of iPhoto '09.
- ◆ If you have installed third-party export plug-ins (see "Other Web Export Tools," on page 145), it's best to remove them before updating (and to install new versions that are confirmed to work with iPhoto '09). To find them, **Control**-click iPhoto's icon in the Finder, choose Show Package Contents, and navigate to the PlugIns folder. Drag any third-party plug-ins to the Desktop.
- ◆ For a clean installation (and don't bother doing this unless you suspect trouble), move the `com.apple.iPhoto.plist` file (in your user account's Preferences folder) and the iPhoto application to the Trash, but leave your iPhoto Library alone. Then install iPhoto '09.
- ◆ If you have trouble immediately after updating, delete the preference file mentioned in the previous tip and the iPhoto application, and then reinstall iPhoto '09.

### New Features in iPhoto '09

iPhoto '09 offers a number of welcome enhancements that are covered throughout this book. Here are my favorites:

- ◆ iPhoto now boasts face recognition, so you can organize your photos by people whose faces you've trained iPhoto to recognize.
- ◆ iPhoto can now read *geotags*, which indicate the latitude and longitude at which a photo was taken with a camera (like an iPhone) containing a GPS receiver. You can also assign locations to photos that don't yet have geotags. Geotagged photos can be viewed on a map within iPhoto and included on maps in printed books.
- ◆ A new Definition slider in the Adjust window improves clarity and detail.
- ◆ A new checkbox in the Adjust window prevents the tools from oversaturating skin tones as you make other changes.
- ◆ An Auto button in the Red-Eye display uses face recognition to remove red-eye automatically.
- ◆ The Retouch tool now handles edges and non-skin tones better, and the Enhance tool does a better job and avoids oversaturating skin tones.
- ◆ Slideshows gain themes, use face detection to keep faces onscreen, and can be synced with an iPhone, iPod touch, or Apple TV.
- ◆ You can now upload photos to the photo-sharing site Flickr and the social networking site Facebook.
- ◆ Hardcover books ordered from Apple can now have a photo on the front cover, as well as on the dust jacket.



**Figure 1.6** On the first launch with an old iPhoto Library, iPhoto prompts you to upgrade the library. Click Upgrade unless you want to quit first and make a backup before proceeding.

## Recovering Photos on Upgrade

When iPhoto 6 upgraded your iPhoto Library, if it found photos that weren't properly tracked in iPhoto's database, it offered to recover them, putting them in an album called Recovered Photos.

I can't be sure that iPhoto '09 will do the same, having not seen this myself, but if you are presented with such a message, I strongly encourage you to heed it and let iPhoto recover the photos.

In some cases, the recovered photos may actually be duplicates, at which point you can easily delete them. To figure out which are duplicates, search in iPhoto on the filename of the photo (it's usually the sequential number assigned by your camera). If only the recovered photo appears in the search results, you know it's unique and should be kept; if two or more photos that are obvious duplicates show up, you can probably delete any extras.

## Launching iPhoto

Once you have installed iPhoto, the next step is to launch it. The first time you launch iPhoto differs from subsequent launches.

### Ways to launch iPhoto:

- ◆ Double-click the iPhoto icon in your Applications folder.
- ◆ If iPhoto's icon already appears in your Dock, click the Dock's iPhoto icon.
- ◆ Drag the iPhoto icon to your Dock to add it to the Dock permanently, and then click the Dock's iPhoto icon.
- ◆ Use a third-party launcher utility like LaunchBar. I really like LaunchBar, and you can find more about it at [www.obdev.at/products/launchbar/](http://www.obdev.at/products/launchbar/).

### iPhoto's initial launch

The first time iPhoto '09 launches and sees an iPhoto Library created with a previous version of iPhoto, it prompts you to upgrade it (**Figure 1.6**). Click Upgrade to proceed (this can take quite some time, depending on how many photos you have in your iPhoto Library), or click Quit if you want to make a backup first.

### ✓ Tips

- You can put off the decision to make a backup or use a different iPhoto Library, but upgrading isn't optional if you wish to use photos in your existing iPhoto Library with iPhoto '09.
- Don't interrupt the relatively slow upgrade process or work in other iLife applications while it's upgrading.

## iPhoto's Modes

When you use iPhoto, you'll find yourself in one of five modes at all times. The rest of the book looks at these modes, focusing on the tasks you perform in each mode. Here's a quick summary of the modes.

### Import mode

To add photos to your photo library, you import them, either from files or from a digital camera. All you can do in import mode is select which photos to import, but note that you can keep working in other parts of the program while iPhoto imports photos.

### Organize mode

Once you have images in iPhoto, you'll want to organize them into events and albums, assign them keywords, and delete the lousy ones. All that and more happens in organize mode, where you'll spend most of your time.

iPhoto's organize mode also provides tools for running slideshows, creating Web pages, setting your screen saver and Desktop picture, sending photos via email, exporting photos, and more.

### Faces mode

New in iPhoto '09 is Faces mode. When you teach iPhoto to recognize a person's face, the controls change to focus on that task, with screens and controls for identifying faces in photos, confirming that the face iPhoto has identified in other photos is correct, and browsing through identified photos.

### Places mode

Also new in iPhoto '09 is Places mode, which provides controls for showing the locations of geotagged photos on a map or displaying the photos taken in a particular location.

### Edit mode

Even the best photographers edit their images. iPhoto provides the basic image-editing tools you need to crop pictures, enhance colors, remove red-eye, retouch unsightly blemishes, and apply a variety of effects.

iPhoto also provides more advanced editing tools that let you adjust exposure, play with the colors in your photo, and straighten photos, among other things. If you need even more advanced tools or tools that let you work on only selected portions of a photo, iPhoto can work with another image editor, such as Adobe Photoshop Elements.

### Slideshow mode

With iPhoto's powerful slideshow tools, you can create highly customized slideshows containing music, elegant transitions, per-slide timings, and the Ken Burns Effect for panning and zooming photos. Once you create the slideshows, you can replay them as many times as you like; export them to QuickTime movies that you can share with your friends and relatives; or even sync them with an iPhone, iPod touch, or Apple TV.

### Book/calendar/card/print mode

One of iPhoto's great strengths is the way it helps you design and order professional-looking books, calendars, and cards. All those tasks take place in very similar modes with controls dedicated to the task of designing pages.

You're not limited to buying things from Apple; iPhoto also provides theme-based printing that uses a similar interface to help you create and print photo designs on your own printer.

## Interface Overview

Before we dive into the specifics of using iPhoto in the upcoming chapters, let's take a bird's-eye view of the main window so you can orient yourself and get a feel for the program's primary functions (**Figure 1.7**).

I assume here that you already know about standard Mac OS X window widgets like the close, minimize, and zoom buttons, the scroll bars and scroll arrows, and the resize handle in the lower right. If not, let me recommend that you visit your local bookstore and look for a beginner title that will help you with the basics of Mac OS X.

Source pane. Create and work with albums, folders, Web galleries, books, calendars, cards, and slideshows here. Cameras and card readers also appear here when importing.

Drag to resize the Information pane.

Drag to resize the source pane.

Display pane. Your events and images show up here in a variety of sizes, as do thumbnails of book, card, calendar, and print pages you create.

Information pane. Info about events, images, and albums shows up here.

Click to enter full-screen editing mode.

Click to add an album or other project.

Click to hide or show the Information pane.

Search by title, keyword, date, or rating (choose from the pop-up menu).

Figure 1.7

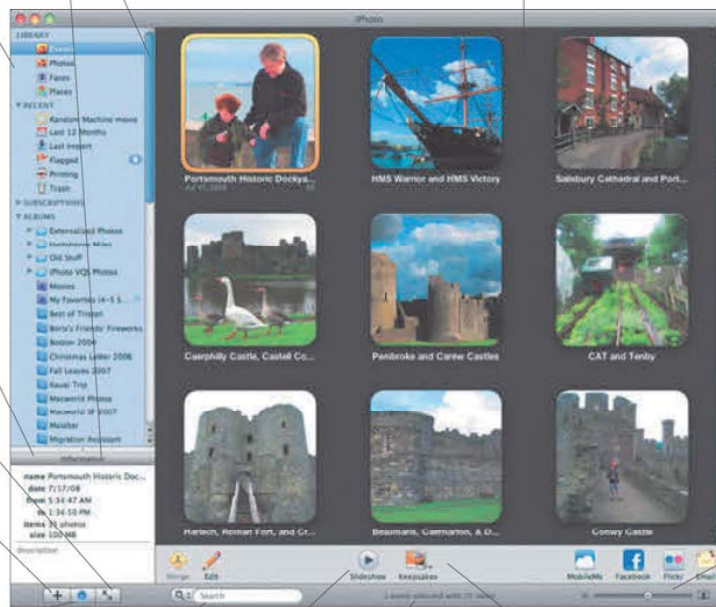
Click to play a basic slideshow with the selected photos.

Number of events and photos selected.

The controls available here change with your current mode (organize mode shown).

Event names (shown here) or photo titles, ratings, and keywords appear below the images.

Size slider. Adjust this slider to resize the contents of the display pane. In organize mode, the slider displays more or fewer thumbnails; in edit and book mode, it zooms in or out.



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# IMPORTING AND MANAGING PHOTOS

# 2

One of the most common things you'll find yourself doing in iPhoto is importing photos. iPhoto provides a number of ways you can import photos, including the most obvious: from a digital camera or iPhone.

You can also import files that you downloaded from your camera previously, acquired on a CD, scanned in from prints, downloaded from the Internet, or received from a photo-processing company that provides digital images along with traditional prints. It's also possible to use a *card reader*—a USB or FireWire device into which you put the memory card from your camera and which presents the contents of your memory card as files on a disk—with the twist that iPhoto recognizes many card readers and can import from them just as though they were cameras. And lastly, you can copy photos that other iPhoto users make available to you on disc or over a network.

## Multitasking While Importing

You may not realize it, but you can work in other parts of iPhoto while it is importing images. Although this is worth keeping in mind, it's not always as much of a help as you might think, since you usually want to work with the images that are being imported.

In this chapter, we'll look at all the ways you can import pictures into iPhoto and manage them afterward, including such tasks as trashing and recovering photos, making and switching between different iPhoto libraries, backing up your images to CD or DVD, and learning exactly how iPhoto stores images on your hard disk.

## Entering Import Mode

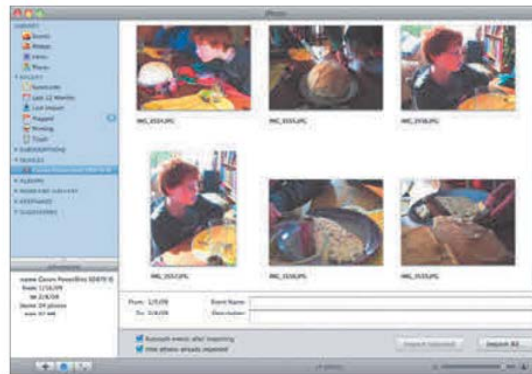
It's easy to bring your photos into iPhoto no matter where they may originate because iPhoto offers four different importing approaches, all of which switch you into import mode automatically. The only time you need to switch into import mode manually is if you switch modes after connecting a camera but before clicking either Import Selected or Import All.

### Ways to enter import mode:

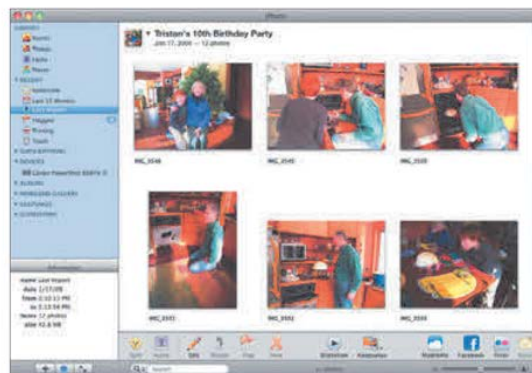
- ◆ Connect your digital camera to your Mac's USB port and turn the camera on. iPhoto need not be running; it launches automatically if necessary (**Figure 2.1**).
- ◆ Insert your camera's memory card into the card reader. iPhoto need not be running; it launches if necessary.
- ◆ From iPhoto's File menu, choose Import to Library (**Cmd** **Shift** **I**). iPhoto displays an Import Photos dialog from which you can select a file, a folder, or multiple items before clicking Import.
- ◆ From the Finder, drag and drop one or more files or an entire folder of images into the iPhoto window or onto the iPhoto icon in the Dock.

### ✓ Tips

- The Last Import album in the Recent list remembers the last set of images you imported. Click it to see just those images (**Figure 2.2**).
- By default, iPhoto shows you all the photos on your card, but if you have already imported some of them, select Hide Photos Already Imported to avoid seeing the already imported photos.



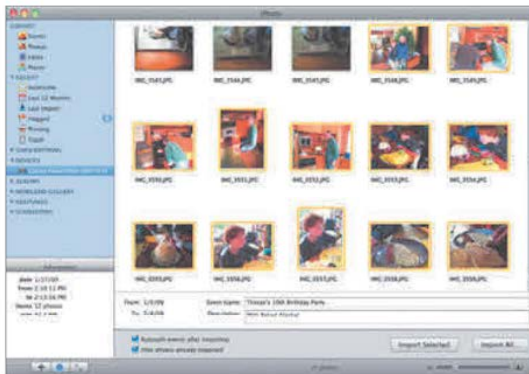
**Figure 2.1** After you attach a camera or insert a media card, it shows up in the source pane, and thumbnails of its pictures appear in the display pane.



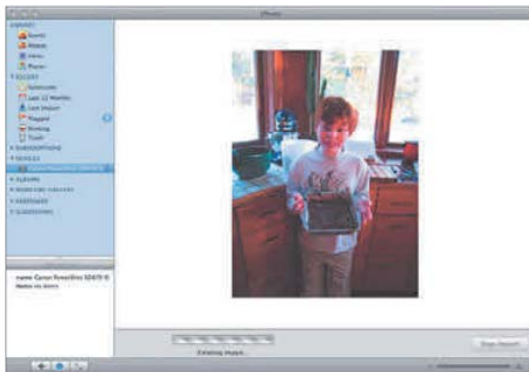
**Figure 2.2** To see the last set of images you imported, click the Last Import album in Recent.

### Launching Automatically

iPhoto launches automatically only if you allow it to do so. The first time iPhoto runs, it asks if you want it to launch automatically from then on. If you agree, iPhoto takes over as the application that launches when you connect a camera. You can change this setting in iPhoto's General preference pane, if you wish.



**Figure 2.3** Click either Import Selected or Import All to import photos from your camera.



**Figure 2.4** While iPhoto imports photos, it displays the image being downloaded along with a progress bar. To stop the process before it completes, click the Stop Import button.



**Figure 2.5** When iPhoto finishes importing, it gives you the choice of keeping or deleting the original photos on the camera. I recommend keeping them and deleting them later from the camera itself.

## Importing from a Camera

Most people will probably import most of their photos directly from a digital camera.

### To import from a digital camera:

1. Connect your camera to your Mac using the USB cable included with the camera, turn it on, and make sure the camera is set to view pictures.

iPhoto switches into import mode (**Figure 2.1**, previous page).

2. Either select one or more photos to import and click Import Selected, or click Import All (**Figure 2.3**).

iPhoto imports the photos, showing thumbnails as it works (**Figure 2.4**). If you've made a mistake, click Stop Import.

iPhoto asks if you'd like it to delete the original photos from the camera after importing (**Figure 2.5**).

3. Click the Keep Photos button.

### ✓ Tips

- To be safe, **always** click Keep Photos. Then erase the card in your camera after verifying that the import succeeded.
- You can name and describe the event that will be created by the import. The name and description are applied only to the first event if more than one are created.
- Select Autosplit Events After Importing unless you're importing photos from one event that spans multiple days.
- If you attempt to import an already-imported photo, iPhoto asks if you want duplicates or only new images.
- Some cameras mount on your Desktop like a hard disk. Eject such a camera using the eject button next to its name in the source pane before disconnecting it!



## Importing from a Card Reader

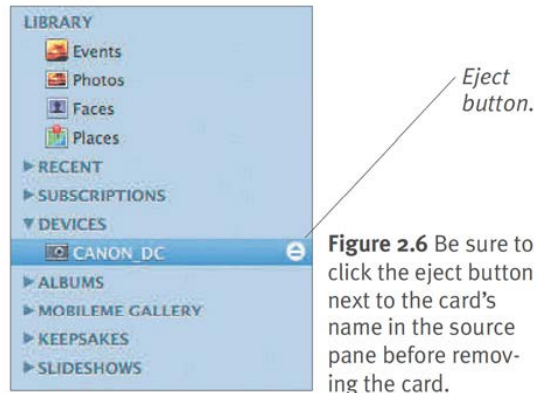
Importing images via a memory card reader works almost exactly like importing from a digital camera.

### To import from a card reader:

1. Connect your card reader to your Mac using USB or FireWire, as appropriate.
2. Insert your memory card.  
iPhoto switches into import mode.
3. Either select one or more photos to import and click Import Selected, or click Import All.  
iPhoto starts importing the photos. If you've made a mistake, click the Stop Import button. iPhoto then asks if you'd like it to delete the original photos from the card after importing.
4. To remove the memory card from the card reader, first click the eject button next to the card's name in the source pane, and then eject the card from the card reader (**Figure 2.6**).

### ✓ Tips

- When using a card reader, you may be able to preview your pictures in the Finder's column view, or using Mac OS X's Quick Look feature by selecting the photo and pressing **[Spacebar]** (**Figure 2.7**).
- You can drag files from the card into iPhoto to import them manually.
- Never eject the card while importing!



**Figure 2.6** Be sure to click the eject button next to the card's name in the source pane before removing the card.



**Figure 2.7** For a quick glance at a photo on a memory card, make sure you're in column view, navigate to where the images are stored, and select one to see a preview. Or just select it and press the Space bar to use Quick Look.

### Kodak Photo/Picture CD

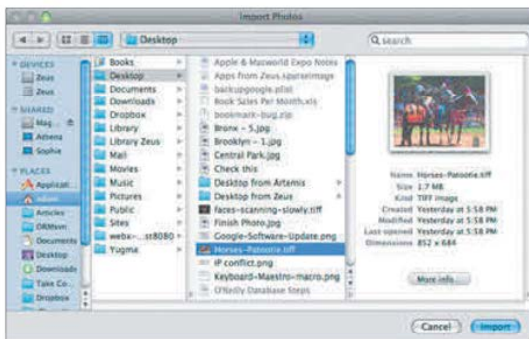
iPhoto can import digital images from Kodak Photo CDs and Picture CDs, which you can get when having analog film developed. Insert the CD and iPhoto sees it as though it were a memory card.

### Laptop Memory Card Adapters

If you use a MacBook Pro or PowerBook with an ExpressCard or PC Card slot, you can buy an adapter for your memory cards. Then, instead of mucking about with a bulky USB card reader, you can insert your memory card into the credit card-sized adapter, and then insert the adapter into the laptop to import the photos on the memory card.



**Figure 2.8** The easiest way to import files into iPhoto is to drag the desired files or folders into the display pane or the source pane, as I've done here.



**Figure 2.9** To import existing image files into iPhoto, choose Import to Library from the File menu, navigate to your images, select the desired files, and click Import.

### Supported File Formats

iPhoto can import images in any file format supported by Apple's QuickTime technology, including BMP, GIF, FlashPix, JPEG, MacPaint, movies (read-only), PICT, PNG, Photoshop, RAW (those flavors supported by Mac OS X in general), SGI, Targa, and TIFF.

## Importing from Files

If you have photos already on your disk, or if someone gives you a CD or DVD of photos, iPhoto can import these files in several ways.

### Ways to import files into iPhoto:

- ◆ From the Finder (or some photo cataloging applications), drag the desired files or folders into iPhoto's display pane or source pane (**Figure 2.8**).
- ◆ From the File menu, choose Import to Library (**Cmd+Shift+I**). In the Import Photos dialog, navigate to your images, select the desired file(s) or folder(s), and click Import (**Figure 2.9**).

With either approach, iPhoto starts importing the images. If you want to halt the import, click Stop Import. When the import finishes, the photos appear in the display pane.

### ✓ Tips

- Hold down **Shift** or **Cmd** to select multiple files in the Import Photos dialog.
- By default, iPhoto copies the files you import, so make sure you have enough hard disk space before starting.
- If you drag a file or folder onto the Albums list in the source pane, iPhoto imports the photos *and* creates an album.
- You can drag photos into a specific album, Web album, book, calendar, card, or slideshow to import and add the photos to that collection.
- iPhoto retains the EXIF camera information stored with images along with filenames you've given the images.
- iPhoto creates a new event for each import. Events created from folder imports pick up the name of the folder.

## Importing from Mail, Safari, and Other Apps

Many people share photos via the Internet, either sending them via email or posting them on Web pages. The details vary by application, but one of these techniques will always work.

### To import from Mail:

- ◆ Click the Quick Look button in the message header to view the photo(s) (Figure 2.10) and then click the Add to iPhoto button (Figure 2.11).
- ◆ Drag the photo to iPhoto's source pane or display pane.

### To import from Safari:

- ◆ **Control**-click the image in Safari and choose Add Image to iPhoto Library from the pop-up menu (Figure 2.12).

### To import by dragging:

- ◆ From applications such as Eudora that identify dragged data appropriately, drag the photo to iPhoto's source pane or display pane.

### To import by saving, then dragging:

- ◆ From applications like Firefox that don't allow direct dragging into iPhoto, **Control**-click the image, use one of the commands in the contextual menu to save it, and then drag it from the Finder into iPhoto.

### ✓ Tip

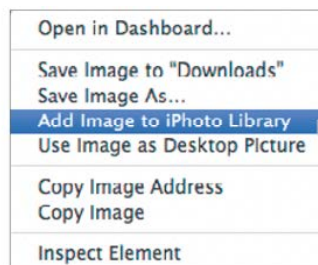
- There's no way to know in advance if an application will allow direct dragging into iPhoto, like Eudora, or not, like Firefox. Trial and error is the only way.



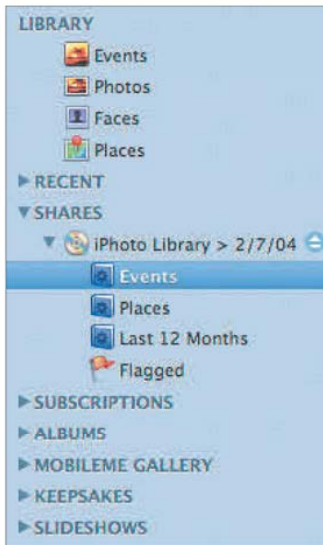
**Figure 2.10** To view and import photos in a Mail message, click the Quick Look button in the header.



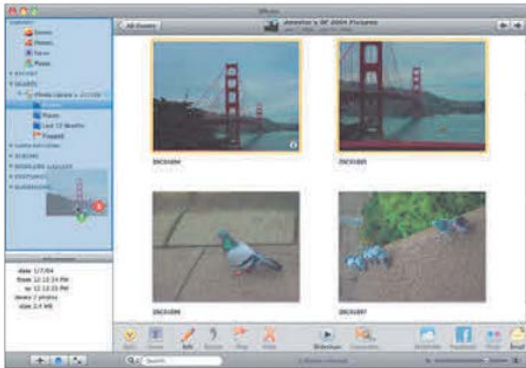
**Figure 2.11** Click the Add to iPhoto button to add the photo to your iPhoto library.



**Figure 2.12** In Safari, **Control**-click a photo and choose Add Image to iPhoto Library to, well, add it to your iPhoto library.



**Figure 2.13** iPhoto discs appear in your source pane with any albums on the disc showing up under the disc name.



**Figure 2.14** The easiest way to import pictures from an iPhoto disc into iPhoto is to drag the desired photos into the source pane, as I've done here.

### No Keywords from iPhoto 5

Unfortunately, iPhoto 5 did not save keywords when burning to an iPhoto disc, which makes importing from an old backup disc less desirable if you've put much effort into keywords. Luckily, later versions of iPhoto fix the problem, including keywords on iPhoto discs and importing them along with photos.

## Importing from an iPhoto Disc

iPhoto helps you protect your photo collection by making backup copies to CD or DVD (see “Backing up Your Photos,” on page 26). Should something go wrong with your main iPhoto Library, you can restore your photos from these backup discs.

Also, friends or relatives who use iPhoto might send you discs of photos; although you can view photos from the disc, if you want to edit a photo or create a book, you must first import the desired images.

### To import from an iPhoto disc:

1. Insert the iPhoto disc into your Mac's optical drive and switch to iPhoto. iPhoto displays the disc in the source pane under Shares (**Figure 2.13**).
2. Select one or more photos or albums, and then drag them to the source pane to import them into the iPhoto library and create an untitled album (**Figure 2.14**). Alternatively, drag them into an album to import them and add them to that album.

iPhoto starts importing the photos, showing the images and a progress bar. Click Stop Import to halt if necessary.

### ✓ Tips

- Importing from an iPhoto disc works almost exactly the same as copying photos from a shared photo album.
- iPhoto performs duplicate checking, just as with the other import methods.
- Dragging a disc's album to the source pane copies the album to your iPhoto Library.

## Importing via Image Capture

Before Apple released iPhoto, the way you transferred images from a digital camera to a Mac running Mac OS X was with an included utility called Image Capture (found in your Applications folder). Image Capture is still useful for downloading images from your camera if you *don't* want them to go into iPhoto for some reason.

### To import using Image Capture:

1. Launch Image Capture.
2. Connect your camera or insert a memory card into your card reader, as appropriate.
3. Either click Download All (**Figure 2.15**), or click Download Some, select several photos to import, and click Download (**Figure 2.16**).

Image Capture imports the photos to your Pictures folder as normal files.

### ✓ Tips

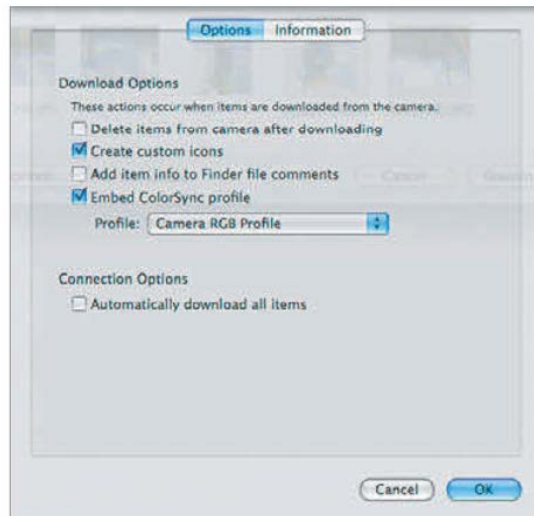
- You can download photos to any folder using Image Capture. Choose Other from the Download To pop-up menu, and then select the desired folder in the dialog.
- To adjust Image Capture's options, click the Options button in Image Capture's main window. In particular, make sure it doesn't delete after downloading for safety's sake. It's always best to erase photos in your camera after you're sure they have imported properly (**Figure 2.17**).



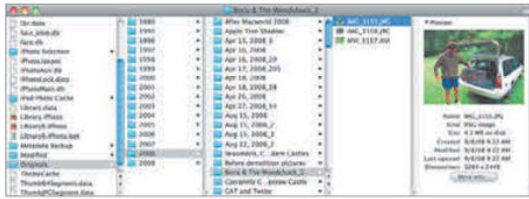
**Figure 2.15** To download photos via Image Capture, connect your camera or insert your memory card, open Image Capture, and click Download All.



**Figure 2.16** Alternatively, to import only particular photos, click Download Some, Shift- or Command-click to select a set of desired images in Image Capture's thumbnail listing, and then click the Download button.



**Figure 2.17** Make sure to set Image Capture's options so photos aren't deleted from the camera or card, both for safety's sake and in case you also want to import into iPhoto.



**Figure 2.18** iPhoto uses an event-based directory structure that starts in your Pictures folder.

## iPhoto Directory Structure

iPhoto creates its entire directory structure in the Pictures folder inside your user folder, starting with a *package* (a special folder you can't open normally) called iPhoto Library. Inside it, iPhoto creates three special folders: Originals, Modified, and Data. Inside each are folders for years; inside those are folders corresponding to events, and inside those event folders you finally get to the actual image files (**Figure 2.18**).

The top-level Originals folder contains your original photos. The Modified folder contains, in its event folders, modified versions of your photos. Until you make a change to an original image, there won't be a corresponding file in the Modified folder. The Data folder holds thumbnail images of your photos; they look the same in the Finder's preview, but are much smaller in size.

### ✓ Tips

- To open the iPhoto Library package, **[Control]**-click it and choose Show Package Contents.
- Other than the items mentioned in “Old Stuff That Can Go,” **do not** move, rename, or delete anything inside the iPhoto Library in the Finder because you'll risk confusing iPhoto and corrupting your library! (And always work with a backup!)
- If you ever have to recover your photos from a corrupted iPhoto Library package, look in the Originals and Modified folders. Originals contains the photos as you imported them and Modified contains the versions that you edited.
- To locate a file corresponding to a photo in iPhoto, **[Control]**-click it in iPhoto and choose Show File. If you have edited the file, you can choose Show Original File to display the original file in the Finder.

### Old Stuff That Can Go

Although you shouldn't mess with files and folders in the iPhoto Library package generally, there are a few items you can delete without harm—if they're present—because they're relics from previous versions and are no longer used. You likely won't save much disk space by deleting these unused items, but sometimes it's nice to have things be a bit more tidy.

Starting with iPhoto 6, the structure of the iPhoto Library changed significantly. Previous versions of iPhoto used a year/month/day hierarchy of folders, storing originals and modified images separately within the final day folder. If there were errors in upgrading your library when you first launched iPhoto 6, those year folders may still exist at the top level. As long as you allowed iPhoto to recover the photos nested inside, you can delete all the year folders with impunity (it's worth checking inside each one first, of course!).

Other items you can delete include the Desktop, iDVD, and Screen Effects folders. These folders merely contain aliases used by previous versions of iPhoto for your Desktop picture, iDVD, and the Mac OS X screen saver.

## Leaving Photos in Place

Since iPhoto 6, iPhoto has had the capability to import photos from the Finder *without* copying the original files into the iPhoto Library package. The lack of this feature in early versions of iPhoto drove some users nuts, since they weren't sure they trusted iPhoto to manage all their laboriously arranged photos.

iPhoto now provides a simple checkbox in the Advanced pane of its Preferences window: Copy Items to the iPhoto Library. Uncheck this checkbox (**Figure 2.19**), and iPhoto will create aliases to your original photos in the Originals folder, leaving the original files wherever they're located on your hard disk.

Honestly, I generally don't recommend using this feature because it separates your original photos from the modified versions that iPhoto creates, which could cause confusion, particularly with backups. It might have been useful in iPhoto 1.0, but at this point, the feature is simply unnecessary for most people.

### ✓ Tips

- Turning off Copy Items to the iPhoto Library has no effect on photos imported from cameras or card readers.
- When you edit a photo, iPhoto stores the edited version in the Modified folder, just as you'd expect. But the changes you make are not reflected in the version stored outside of your iPhoto Library.
- To locate a file corresponding to a photo in iPhoto, **(Control)-click** it in iPhoto and choose Show File. If you have edited the file, you can instead choose Show Original File to display the original file in the Finder.



**Figure 2.19** Uncheck Copy Items to the iPhoto Library to leave photos imported from your hard disk in their original locations.



**Figure 2.20** iPhoto checks to make sure you really want to delete photos from your hard disk before doing so.

## Deleting Photos

Many of the pictures any photographer takes are lousy, and you need to cull the ones of your spouse wearing a stupid expression. Believe me, you really do. But that's the best part of digital photography; there's no cost to taking a photo and trashing it immediately.

You can trash photos only if you're viewing photos in Events, Photos, Last Import, or Last 12 Months, and *not* in a normal album.

### Ways to trash photos:

- ◆ Select one or more photos (see “Selecting Photos,” on page 45), and press **Delete**, or drag them to the Trash album, or **Control**-click the selection and choose Move to Trash from the contextual menu that appears.
- ◆ While viewing a photo from Events, Photos, Last Import, or Last 12 Months in a basic slideshow or in edit mode, press **Delete**.

### To delete photos for good:

1. From iPhoto's application menu, choose Empty iPhoto Trash (**Command**+**Shift**+**Delete**). iPhoto asks if you really want to remove the pictures (**Figure 2.20**).
2. Click OK to delete the photos.

### ✓ Tips

- Deleting a photo from a normal album (or book, calendar, card, or slideshow) does not delete the original image but removes it from that album.
- The only way to remove a photo from a smart album is to change the photo's criteria so the smart album doesn't see it.
- Dragging a photo to the Trash icon on the Dock does nothing.
- Remember, backups are your friends!



## Culling Photos Quickly

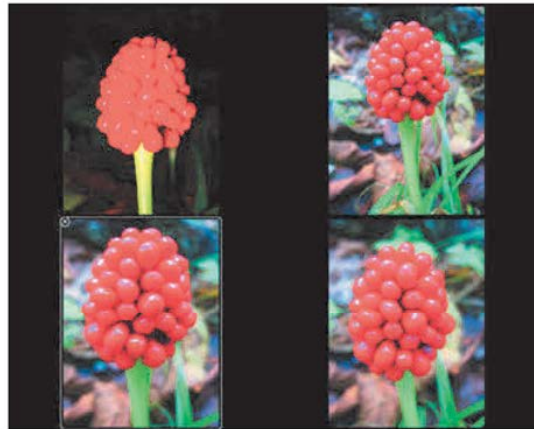
Now that you know how to delete photos, you need to learn how to delete them as quickly and effectively as possible. There are four ways to cull photos, but the best approach isn't necessarily the most obvious. In order of worst to best...

### Ways to cull imported photos:

- ◆ In organize mode, use the size slider to zoom your thumbnails, then click each one you want to delete and press **Delete**. Because this method requires so much clicking, it's clumsy.
- ◆ Select up to eight photos and choose Full Screen from the View menu (**Cmd**+**Option**+**F**) to enter full-screen mode with the photos showing at the largest possible size (**Figure 2.21**). Click a photo in full-screen mode to select it, and press **Delete** to trash it. Cycle through photos by pressing the arrow keys. This method works well for comparing similar photos but doesn't display the photos as large as when you view them one at a time.
- ◆ In organize mode, magnify a photo by double-clicking it (or **Option**-double-clicking it, depending on the setting in iPhoto's preferences), then cycle through the photos with the arrow keys, pressing **Delete** to trash those you don't like.
- ◆ In editing mode, either full-screen or in iPhoto's display pane, cycle through the photos with the arrow keys, pressing **Delete** to trash those you don't like (see full instructions in the sidebar).

### ✓ Tip

- You can no longer delete photos while viewing them in a slideshow. Don't fret—it wasn't a good method before anyway, due to the lack of Undo support.

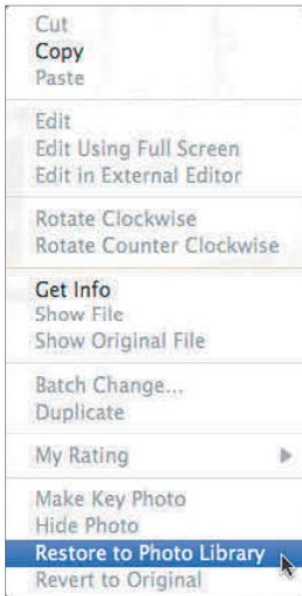


**Figure 2.21** In full-screen mode, you can compare up to eight photos; click any one to select it, and send it to the Trash by pressing Delete.

### The Best Way to Cull Photos

So you've just imported a bunch of photos and you want to get rid of the worthless ones. Here's my favorite method, which can be done entirely from the keyboard and shows each photo at full size.

1. Switch into full-screen mode by selecting the first photo in the event you want to clean up and clicking the full screen button or choosing Full Screen from the View menu (**Cmd**+**Option**+**F**).
2. If necessary, rotate the image to the correct orientation with **Cmd**+**R** or **Cmd**+**Option**+**R**. You can also do other minor edits at this point, but don't get bogged down.
3. If you like it, press **→** (the right arrow key) to move on to the next photo.
4. If you don't like it, press **Delete** to move it to the Trash and move on to the next photo automatically. If you delete a photo accidentally, press **Cmd**+**Z** to bring it back.
5. Repeat steps 2–4 as necessary.



**Figure 2.22** To remove photos from the Trash, select them and choose Restore to Photo Library from the Photos menu.

## Recovering Photos

iPhoto sports a special Trash album that holds all your deleted photos, just like the Finder’s Trash. And like the Finder’s Trash, you can pull mistakenly deleted photos out.

### Ways to recover photos:

- ◆ Select one or more photos in the Trash album and choose Restore to Photo Library (**Cmd Delete**) from the Photos menu (**Figure 2.22**).
- ◆ Select one or more photos in the Trash album, **Control**-click the selection, and choose Restore to Photo Library from the contextual menu that appears.
- ◆ Drag one or more photos from the Trash album onto Events or Photos or, if you want to create an album from the recovered photos, to the Albums list in the source pane.

### ✓ Tips

- You can’t magnify or edit photos stored in the Trash, nor can you create a book, calendar, or card using the Trash album. Well, duh!
- You can’t drag a photo from the Trash album into another album without first restoring it.
- iPhoto doesn’t move the actual image files when you put them in the Trash; it merely tracks which ones are in the Trash album. Only when you empty the Trash are the actual files deleted.

### Use Your Trash!

I strongly recommend that you make full use of iPhoto’s Trash and empty it only occasionally. The whole point of having a Trash is to save you from mistakes, and you never know if you’ll realize a mistake right away. Instead, let photos sit in the Trash for a while before deleting them for good. Or wait until you feel like you need the disk space they take up before deleting them.

## Creating Multiple iPhoto Libraries

Although there's little outward indication of this, iPhoto lets you create and maintain multiple iPhoto libraries.

### Reasons to create multiple iPhoto libraries:

- ◆ You might want to keep two different types of photos completely separate, such as personal snapshots and location shots for your real estate business.
- ◆ You might want different iPhoto libraries for different purposes. For instance, I have a special iPhoto Library that holds a small set of specific images that I use when giving presentations.
- ◆ You might want an iPhoto Library for miscellaneous photos sent to you by other people that you don't want cluttering your main collection.

### To create an iPhoto Library:

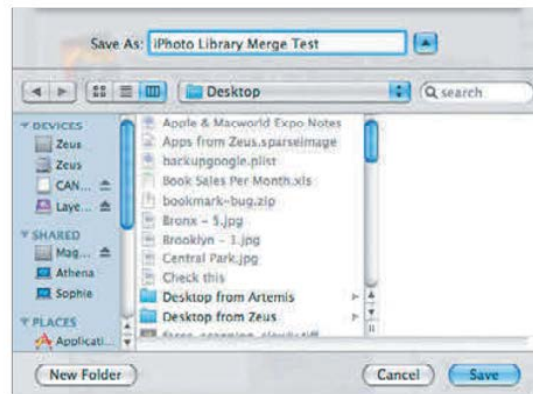
1. Quit iPhoto.
2. Hold down **Option** and click iPhoto's icon in the Dock to launch it.  
In the dialog that appears, click Create New (Figure 2.23), and in the save dialog, enter a name and select a location for your new iPhoto Library (Figure 2.24).

### ✓ Tip

- If you want a second iPhoto Library to contain *all* your photos to start with, select the original iPhoto Library package in the Pictures folder in the Finder and choose Duplicate (**Command-D**) from the Finder's File menu.



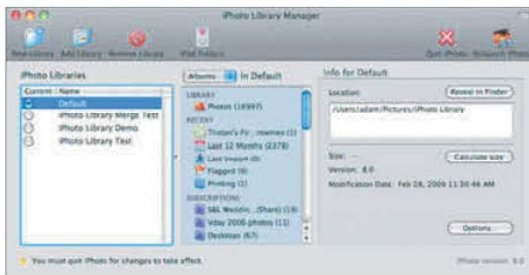
**Figure 2.23** Create a new iPhoto Library by holding down Option while launching iPhoto and then clicking Create New in the dialog that appears.



**Figure 2.24** Name and save your new iPhoto Library however and wherever you like.



**Figure 2.25** If you double-click an iPhoto Library package in the Finder while iPhoto is running, click Relaunch to switch from the current library to quit iPhoto, and switch to the selected library.



**Figure 2.26** iPhoto Library Manager enables you to switch among multiple iPhoto libraries easily.



**Figure 2.27** You can also use iPhoto Buddy to switch among multiple iPhoto libraries.

## Switching between iPhoto Libraries

So you now have two (or more) iPhoto libraries. How do you switch between them?

### Ways to switch between iPhoto libraries:

- ◆ Double-click an iPhoto Library package in the Finder. If iPhoto is not running, it launches and opens the iPhoto Library you clicked. If it is running, it asks you if you want to switch (**Figure 2.25**).
- ◆ Hold down **Option** and click iPhoto’s icon in the Dock to launch it. In the dialog that appears, click Choose (**Figure 2.23**, previous page), and locate the desired iPhoto Library.
- ◆ With iPhoto not running, manually rename or move your main iPhoto Library package, then rename or move the desired iPhoto Library package so it’s called just “iPhoto Library” and is located in your Pictures folder. If you launch without renaming, or if the name doesn’t match exactly, iPhoto prompts you to choose a photo library (**Figure 2.23**, previous page).
- ◆ Use Fat Cat Software’s \$19.95 iPhoto Library Manager, with which you can manage the iPhoto libraries you want to switch among (**Figure 2.26**). Find it at [www.fatcatsoftware.com/ip1m/](http://www.fatcatsoftware.com/ip1m/). iPhoto Library Manager can also copy photos between libraries, split large libraries, merge libraries, and much more.
- ◆ Use Rick Neil’s free iPhoto Buddy ([www.iphotobuddy.com](http://www.iphotobuddy.com)), which also provides a simple interface for switching quickly among multiple iPhoto libraries (**Figure 2.27**).

## Backing up Your Photos

The most important thing you can do when managing your photos is to make a backup.

### To back up photos:

1. Select the items you want to back up, which is best done by selecting events in the display pane (**Figure 2.28**), or folders, albums, books, calendars, cards, or slideshows in the source pane.
2. From the Share menu, choose Burn, insert a blank disc, and click OK.  
Below the display pane, iPhoto shows the name of the disc and information about how much data will be burned to the disc (**Figure 2.29**). The disc's icon will be red if it can't hold the selected photos.
3. Select fewer or more photos to use the space on your destination disc as desired.
4. Change the name of the disc if you want.
5. When everything looks right, click the Burn button to start the burn, and when iPhoto asks you to confirm one last time and lets you set additional burning options, click Burn (**Figure 2.30**).  
iPhoto creates a disk image, copies the selected photos to it, and burns the disc.

### ✓ Tips

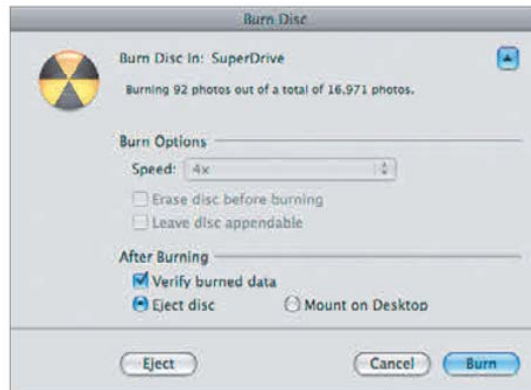
- Don't believe statistics reported about the size of the selection in the Information pane; the only numbers that matter are those that iPhoto reports in step 2 above.
- On the disc, your photos are stored in an iPhoto Library *folder*, not a *package*, so it's easier to get into (but otherwise has the same structure). If you want to give the disc to someone who doesn't use iPhoto, see "Sharing Photos on Disc with Windows Users," on page 155.



**Figure 2.28** To get started, select the items you want to burn, choose Burn from the Share menu, and then insert a blank disc.



**Figure 2.29** Once you've inserted the disc, iPhoto lets you name your disc and gives you information about how much data will be burned to it.



**Figure 2.30** iPhoto verifies that you really want to burn a disc with one last dialog that also provides additional burn options if you click the triangle button in the upper-right corner (for more information, see the sidebar "Burn Options," next page).

## A Proper Backup Strategy

I'll be honest. I think backing up just your photos by burning them to CD or DVD is only a small step above useless. If you value the contents of your Mac, and if you value having a working Mac as a communications device for email and iChat, you need a real backup strategy. To learn more, I recommend Joe Kissell's *Take Control of Mac OS X Backups* ebook ([www.takecontrolbooks.com/backup-macosx](http://www.takecontrolbooks.com/backup-macosx)). It's only \$15 and will help you figure out exactly what hardware and software you need and how to set it up.

## Burn Options

I recommend that you select Verify Burned Data for safety; if you have trouble burning, try reducing the burn speed.

The options for erasing media and leaving a disc appendable apply only to rewritable media like CD-RW, but iPhoto won't erase no matter what; use Disk Utility.

The choice of ejecting the disc after burning or mounting it on the Desktop is minor, though I recommend a quick visual inspection of the contents of the disc in iPhoto after burning.

## True Archiving

If you want to *archive* photos, that is, burn them to disc and then remove them from your hard disk, I recommend the following:

- ◆ Make at least two copies and store one off-site, like at a friend's house.
- ◆ Work methodically by making albums from events to retain organization and by selecting *everything* in order.

## Other Backup Options

What if you don't have a writable optical drive or don't want to end up with your photos existing only in an iPhoto Library? You have a few options.

### Other backup options:

- ◆ Copy your iPhoto Library (remember that it's in your Pictures folder) to an external hard disk.
- ◆ Use a dedicated backup program, such as Mac OS X's own Time Machine or Carbon Copy Cloner ([www.bombich.com](http://www.bombich.com)) to back up your entire Mac. I also like CrashPlan ([www.crashplan.com](http://www.crashplan.com)) for backing up just your Home folder to a friend's house as an off-site backup.
- ◆ Export photos to folders in the Finder, then manually burn them to CD or DVD to back them up with your desired organizational approach. It's more work, but you get exactly what you want at the end.

### ✓ Tips

- No matter which backup method you choose, I recommend having more than one backup copy and storing one of them off-site. That way, should your house or office burn down or be burglarized, your backup would remain safe.
- To avoid wasting media (though CD-R discs are awfully cheap), buy the more expensive CD-RW discs and erase them in Disk Utility between uses.
- Don't use CD-RW discs for true archiving, since anything that can be erased is a lousy permanent medium.
- Don't assume that *any* backup media will last forever. Every year or so, check to make sure your backups are readable, and recopy them to new media, just to be safe.

## Merging iPhoto Libraries

If you have two Macs, you may want to merge the contents of two iPhoto libraries, one from each computer.

### To merge iPhoto libraries (I):

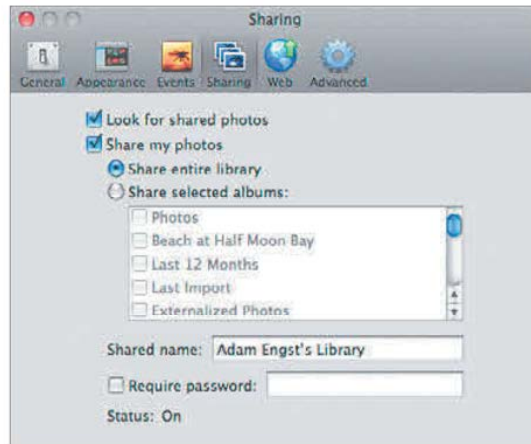
1. Network your Macs via AirPort, Ethernet, or even FireWire (using IP over FireWire, which you can enable in the Network system preference pane).
2. On both Macs, turn on photo sharing in iPhoto's Preferences window (**Figure 2.31**). For more information, see "Sharing Photos via iPhoto Sharing" on page 150.
3. On the destination Mac, in the source pane, drag the desired photos or albums from the source Mac's shared album to Events or Photos.

### To merge iPhoto libraries (II):

- ◆ If one of your Macs has a writable optical drive that supports CD-R, CD-RW, or DVD-R, burn a disc containing all the photos you want to transfer from the source iPhoto Library. Then import them into the destination iPhoto Library as explained in "Importing from an iPhoto Disc," on page 17.

### To merge iPhoto libraries (III):

1. From the source iPhoto Library, export the desired images by album or event into folders (see "Exporting Files," on page 152).
2. Copy those folders to the Mac with the destination iPhoto Library via a network or FireWire Target Disk Mode.
3. Drag the folders into iPhoto to import their photos (see "Importing from Files," on page 15).



**Figure 2.31** To turn on photo sharing, select Look for Shared Photos and Share My Photos in the Sharing pane of iPhoto's Preferences window.

### To merge iPhoto libraries (IV):

- ◆ Use Fat Cat Software's \$19.95 iPhoto Library Manager, which can merge iPhoto libraries automatically, retaining all titles, keywords, ratings, and albums, along with face and place information. Download it from: [www.fatcatsoftware.com/ip1m/](http://www.fatcatsoftware.com/ip1m/). This option is the most costly, but by far the easiest if you're merging a lot of photos, or need to merge libraries frequently.

### ✓ Tips

- If you're burning to disc, use CD-RW media if you want to reuse that disc; use CD-R media if you want a backup.
- When exporting via the third method, I recommend using the photo title as the filename or else you'll lose any work you put in titling your photos.

# 3

## ORGANIZING PHOTOS

### Switching to Organize Mode

iPhoto keeps you in organize mode, except when you're importing photos; editing photos; creating a slideshow; or working on a book, card, or calendar. Thus, there are two basic ways to return to organize mode from another mode:

- ◆ In the source pane, click any item in Library, Recent, Subscriptions, or Albums to switch to organize mode and display the contents of the selected album.
- ◆ When you have switched into edit mode from organize mode but are not using the Crop, Red-Eye, or Retouch tools, double-click the picture to switch back to organize mode.

### Faces and Places, Oh My!

New in iPhoto '09 are Faces and Places. Put briefly, iPhoto '09 can automatically organize your photos by recognizing the people in them. And it can use location information stored in (or added to) photos as a way of placing photos on a map. These features are wildly useful for organizing photos, so much so that I've given them their own chapters, coming next.

One of the best things, in my opinion, about digital photographs is that they come with their own organizational tags built in. We may not have cameras that can recognize specific people, but every modern digital camera records a great deal of information about when each picture was taken and its associated settings. For many people, including me, that information alone provides enough organizational power.

However, many people want to do more, and iPhoto provides a wide variety of tools for assigning keywords to your photos, collecting them in albums, and more. We'll look at each of those capabilities in this chapter.

Of course, the only reason to organize photos at all is so you can find them quickly and easily later, and iPhoto also shines in that department, making it easy to scroll through your entire photo collection chronologically or home in on a specific set of photos with sophisticated yet simple searching tools. Want to find all the photos taken in June, July, and August of the last 5 years? Want to find all the photos whose titles or descriptions mention your mother? No problem. You can even make smart albums that constantly search your entire library for matching photos and present them in an album.

Let's take a look.

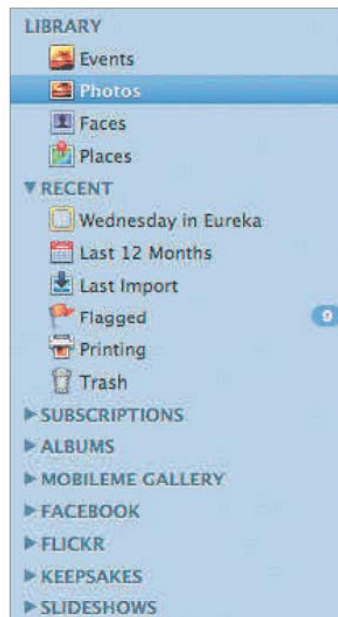


## What's New in Organize Mode

If you've used the previous version of iPhoto, you'll want to pay attention to the new interface elements iPhoto '09 brings to organize mode (**Figure 3.1**).

### New features in organize mode:

- ◆ A new Faces mode uses face detection and recognition technology to help you organize photos by the people who appear in them. Faces is a sufficiently significant addition to iPhoto that Apple gave it a prominent entry in the source pane, under the Library list. For more information about Faces, see Chapter 4, “Working with Faces,” starting on page 63.
- ◆ Joining Faces in the Library list of the source pane is Places, which reads location information stored in photo files to show photos on a map and let you search for them by location. For more information on Places, see Chapter 5, “Working with Places,” which begins on page 71.
- ◆ Apple has renamed the Projects list in the source pane to Keepsakes—it still contains all your books, cards, and calendars. Also, Web Gallery is now called MobileMe Gallery.
- ◆ iPhoto '09 gains new lists for your Facebook and Flickr albums.



**Figure 3.1** iPhoto '09 adds Faces and Places to the Library list, creates new lists for Facebook and Flickr, and swaps the Projects name for Keepsakes and the Web Gallery name for MobileMe Gallery.

### Source Pane?

I follow Apple's lead in calling the items in the left-hand area in iPhoto “sources” and the area itself the “source pane,” even though iPhoto no longer explicitly labels it as some previous versions did. In most cases, things you can do to one type of source (like delete it, move it around, or add photos to it), you can do to all the types of sources. When that's the case, I'll use the term “sources;” when there is an exception, I'll use the specific term or call out the exception.

## Organize Tools Overview

Here's a quick reference to the controls available in organize mode (**Figure 3.2**). Note that this screenshot shows the Photos view; the Events view displays a single photo for each event, making for faster navigation.

### ✓ Tip

- The Keepsakes pop-up menu replaces the Book, Calendar, and Card buttons when the window is too narrow for them all to fit comfortably.

Source pane. Create and work with collections of photos here. Drag the divider to change the size of the source pane. Event, showing its thumbnail, name, date, and number of photos. Drag a photo to the thumbnail to set it as the key photo; double-click the title to change it. Click an event's triangle to open and close it.

A folder containing other items. Click its triangle to open and close.

Information pane. Info about the selected item(s) shows up here. Modify titles, dates, and descriptions.

Click to add a new item to the source pane.

Click to hide and show the Information pane.

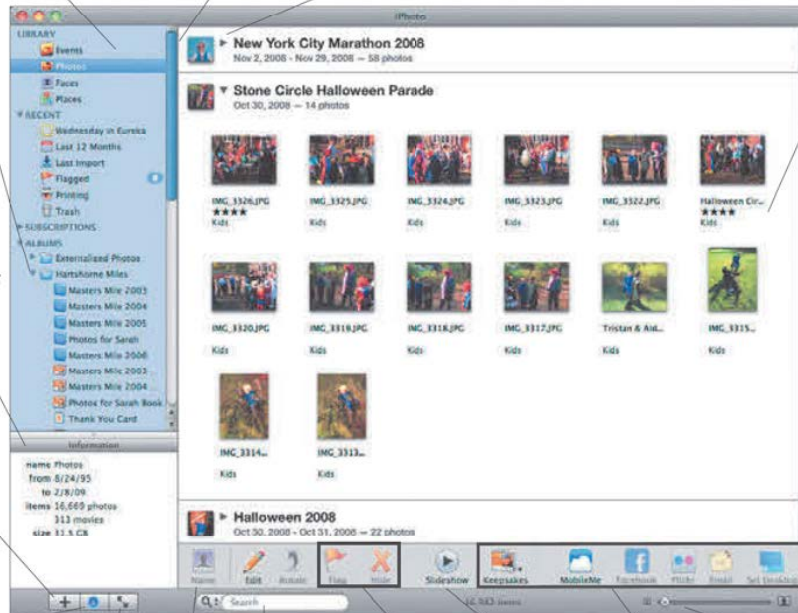


Photo meta-data: title, rating, and keywords. Click any one to change it.

Size slider. Adjust this slider to display more or fewer thumbnails. Drag the slider or click the desired location. Click the end icons for smallest and largest sizes.

**Figure 3.2**

Click to enter full-screen mode.

Click to assign names to faces.

Search field. Enter text here to find matching photos.

Click to hide or flag the selected photos.

Click to play a basic slideshow.

The buttons in the organize mode's toolbar help you switch between modes and offer different methods of sharing photos.

## Changing the Display Pane's Layout

There are various things you can do to change the way the display pane looks.

### To change the display pane layout:

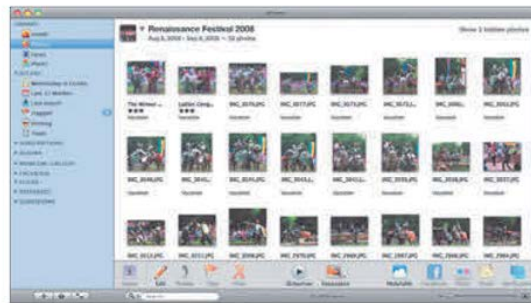
- ◆ Switch among Events, Photos, Faces, and Places by clicking them in the source pane.
- ◆ Move the size slider (or click in the desired location) to adjust the size of the thumbnails from moderately large (Figure 3.3) all the way down to as many photos as fit in the window (Figure 3.4).
- ◆ Double-click a photo to magnify it such that it occupies the entire window.
- ◆ To show or hide titles, ratings, and keywords (Figure 3.5), choose the desired item from the View menu.
- ◆ To add or remove sharing tools from the toolbar, choose the desired one from the Show in Toolbar submenu in the View menu (Figure 3.6).

### ✓ Tips

- The keyboard shortcuts for zooming work only on photos, not events.
- You can shrink the source pane by dragging the line that divides it from the display pane to the left. Expand it by dragging back to the right.
- Viewing titles in the display pane isn't useful when you use smaller thumbnail sizes, but remember that the current photo's title is in the Information pane.
- Event titles help show where you are when in Photos view, so I recommend leaving them showing and giving them names. **Option**-click an event expansion triangle to hide or show all events.



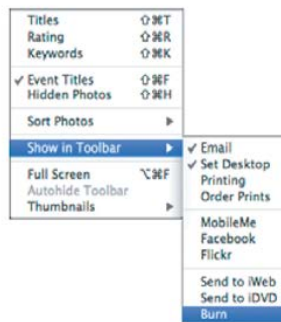
**Figure 3.3** To view thumbnails at a moderately large size, move the size slider all the way to the right, or press the 1 key.



**Figure 3.4** To view as many thumbnails as possible, move the size slider all the way to the left or press the 0 (zero) key.



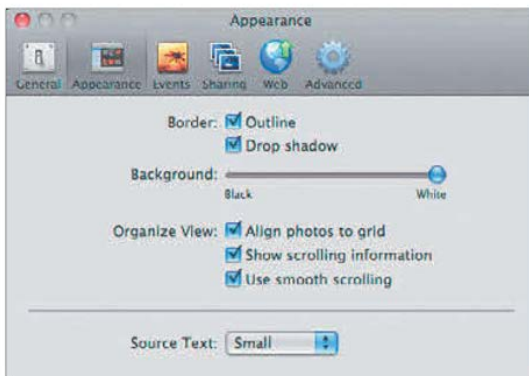
**Figure 3.5** For an uncluttered look in the Photos view, turn off display of titles, ratings, and keywords in the View menu.



**Figure 3.6** Choose which sharing tools you want in the toolbar using the Show in Toolbar submenu.



**Figure 3.7** Use the Sources settings in iPhoto's General preference pane to control the Last Months album and the display of the item count in sources.



**Figure 3.8** The Appearance pane of iPhoto's Preferences window provides settings that control how iPhoto draws and scrolls through photos, and the size of source name text.



**Figure 3.9** In the Events preference pane, you can choose what double-clicking an event does and set whether you'll see event reflections and the translucent scrolling feedback display.

## Other Display Preferences

You can set options in iPhoto's Preferences window that affect the display pane.

From the iPhoto application menu, choose Preferences (**Cmd**,) to open the Preferences window; you can find display preferences in the General, Appearance, and Events panes (**Figure 3.7** through **Figure 3.9**).

### Display preferences you can change:

- ◆ In the General preference pane, use the Sources controls to choose if the Last Months album appears and how many months it contains.
- ◆ Select Show Item Counts to append the number of photos in each source item to its name in the source pane.
- ◆ In the Appearance pane, select Outline and/or Drop Shadow border styles, and use the Background slider to change the darkness of the background.
- ◆ To align all your photos to a regular grid in which the width of the widest picture sets the width for all photos, check the Align Photos to Grid checkbox.
- ◆ Use the Show Scrolling Information checkbox to toggle whether the translucent Information dialog appears when scrolling. In the Appearance preferences, this setting affects the Photos view; in Events preferences, the Event view.
- ◆ The Use Smooth Scrolling option makes scrolling via the Page Up and Page Down keys smoother.
- ◆ For a more spartan look, turn off event reflections in the Events preference pane.
- ◆ Set what happens when you double-click an image in the General preference pane and what happens when you double-click an event in the Events pane.

## Contextual Menu Shortcuts

Although iPhoto does a good job of making most of what you can do visible in the interface, you can also **Control**-click (or, if you have a two-button mouse or appropriately configured trackpad, right-click) a photo to bring up a contextual menu that lets you perform a number of actions directly on the photo you clicked (**Figure 3.10**).

### Contextual menu shortcuts:

- ◆ You can cut, copy, or paste photos, for use both inside iPhoto and in other applications. Cutting a photo removes it from the current album and pasting a photo adds it to the current album (neither is true of smart albums).
- ◆ The Edit commands are particularly useful for opening photos in alternative ways without switching iPhoto's preferences.
- ◆ Show File and Show Original File switch you to the Finder. Show File selects the original file if no changes have been made; if changes have been made, it selects the edited version. And if changes have been made, Show Original File selects the original. Yeah, it's confusing.
- ◆ The rest of the commands—Rotate, Get Info, Batch Change, Duplicate, My Rating, Make Key Photo, Hide Photo, Move to Trash, and Revert to Original—are like those in iPhoto's Photos and Events menus, but using the contextual menu to apply them may feel more intuitive.

### ✓ Tip

- You can often drag photos from iPhoto to other applications instead of using copy and paste.



**Figure 3.10** Control-click one or more selected photos to display iPhoto's contextual menu shortcuts.

### ✓ More Tips

- Some of the menu items become unavailable when they don't make sense (for example, you can't paste into the Events and Photos views, and Revert to Original doesn't apply to original photos).
- Move to Trash changes to Delete From Album when you're not in the Events or Photos views.



**Figure 3.11** You can change Mac OS X's scrolling behavior in the Appearance preference pane.

## Moving around in iPhoto

Obviously, you can move around in iPhoto by scrolling, but knowing a few tricks and techniques can make navigating through your photos easier.

### Ways to move around:

- ◆ Click or drag in the scroll bar, just as you would in any other Mac application.
- ◆ **Option**-click the scroll bar to jump to the particular spot you clicked.
- ◆ Click a photo to make sure the display pane is active; then use the arrow keys to move around.
- ◆ With the display pane active, use **Page Up** and **Page Down** to scroll through your photos one screen at a time.
- ◆ With the display pane active, use **Home** and **End** to move to the top and bottom of the currently displayed photos.

### ✓ Tips

- The **Option**-clicking (Jump to Here) behavior applies to Mac OS X in general, and you can make it the default clicking behavior by selecting the Jump to Here radio button in Mac OS X's Appearance preference pane (**Figure 3.11**). I find the Jump to Here setting disconcerting, since it's counter to the way I've used scroll bars on the Mac forever.
- If you're having trouble scrolling to a desired location, it might help to reduce the thumbnail size so you can see many more thumbnails on the screen at once.
- Hold down **Option** when scrolling to scroll smoothly. This feature may not help many people, but it made arranging the iPhoto window (to take nicely aligned screen shots) a lot easier for me while I was writing this book.

## Working with Events

Events are key to iPhoto, and Apple has provided lots of ways to work with them.

### To rename an event:

- ◆ Wherever you see an event title, click it to edit, and then type the new name (**Figure 3.12**).

### To view photos in an event:

- ◆ In Events view, move the mouse pointer horizontally over the key photo to view all the photos in the event. This is called *scrubbing*, and it's wildly cool.
- ◆ In Events view, double-click an event, or select several events and double-click one of them (**Figure 3.13**). To return to viewing event thumbnails, click the All Events button or double-click on any blank spot.
- ◆ When viewing the photos in an event, click the arrows at the top right of the window (shown in **Figure 3.15**) to move to the previous and next events.
- ◆ In Events view, select an event and choose Open in Separate Window from the Events menu, or **Control**-click it and choose the same command from the contextual menu, to open a new window showing just the photos in that event (**Figure 3.14**).

### To change an event's key photo:

- ◆ In Events view, scrub over the photos until the desired one is showing, **Control**-click it, and choose Make Key Photo. Or press **Spacebar**.
- ◆ When viewing the photos in an event, select one and choose Make Key Photo from the Events menu, **Control**-click it and choose Make Key Photo, or drag it to the key photo well (**Figure 3.15**).



**Figure 3.12** Anywhere you see an event title, just double-click it to edit it.



**Figure 3.13** Select two or more events and double-click one of them to view all their photos together.



**Figure 3.14** Opening an event in its own window can be a good way to focus on just the photos in that event, or to compare it with the contents of another window.



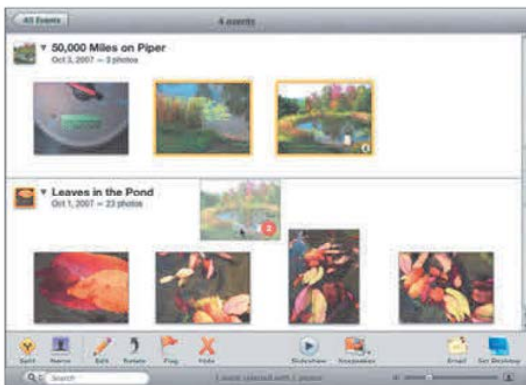
**Figure 3.15** Drag a photo to the key photo well to make it the key photo.



**Figure 3.16** To split the selected photos into a new event, select some photos and click the Split button at the left of the toolbar.



**Figure 3.17** Drag one event onto another to merge the two events.



**Figure 3.18** To move photos between events, drag photos from one event to another in Photos view.

### Autosplit Preferences

In the Events preference pane, you can set iPhoto's autosplit feature to create one new event per week, one per day, one every 8 hours, or one every 2 hours.

## Splitting and Merging Events

It's all too easy to end up with photos that aren't in the right events. You can split events apart, merge events together, and move photos from one event into another.

### Ways to split an event:

- ◆ When you're importing new photos, check Autosplit Events after Importing.
- ◆ In Events view, select one or more events and choose Autosplit Selected Events from the Events menu.
- ◆ When viewing an event's photos, select one or more photos and click the Split button (**Figure 3.16**) or choose either Split Event or Create Event from the Events menu.

### Ways to merge events:

- ◆ In Events view, drag one event into another event (**Figure 3.17**) or select two events and click the Merge button.
- ◆ Select two or more events in Events view, double-click them to view their photos together, select one event, and either drag it to another event, click the Merge button, or choose Merge Events from the Events menu.

### Ways to move photos between events:

- ◆ In Photos view, drag photos from one event into another event (**Figure 3.18**).
- ◆ Select multiple events in Events view, double-click them to view their photos, and drag photos from one to the other.
- ◆ In one event, select one or more photos, cut them by choosing Cut from the Edit menu (**Cmd**X), switch to another event, and paste them by choosing Paste from the Edit menu (**Cmd**V).



## Creating and Working with Folders

iPhoto provides folders into which you can organize albums, and, although it may not seem obvious, books, cards, calendars, saved slideshows, and other folders. Folders are a great way to tuck away older items.

### To create a folder:

1. From the File menu, choose New Folder (**Cmd**+**Shift**+**Option**+**N**) or **Control**-click in an empty spot at the bottom of the source pane and choose New Folder.

iPhoto creates a new untitled folder with the name selected so you can name it.

2. Enter a name for the folder.

### To move items into and out of folders:

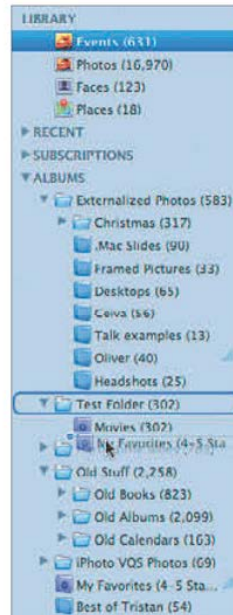
- ◆ Drag one or more items (albums, books, slideshows, etc.) into or out of the folder. iPhoto moves the items, giving the folder an expansion triangle if necessary so you can open and close it (**Figure 3.19**).

### To duplicate a folder and its contents:

- ◆ **Control**-click a folder and choose Duplicate from the contextual menu that appears.

### To delete a folder:

- ◆ Select one or more folders and press **Delete**, or **Control**-click a folder and choose Delete Folder from the contextual menu that appears. iPhoto prompts you to make sure you know what you're doing; click Delete to delete the folder and all its contents.
- ◆ Select one or more folders and press **Cmd**+**Delete** to delete them and their contents (albums, slideshows, books, etc. but not the associated photos) without being prompted for confirmation.

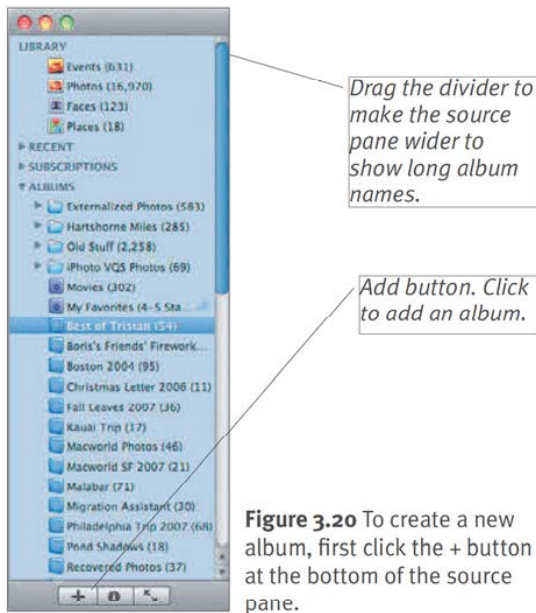


**Figure 3.19** Drag items into or out of a folder to add or remove them from the folder.

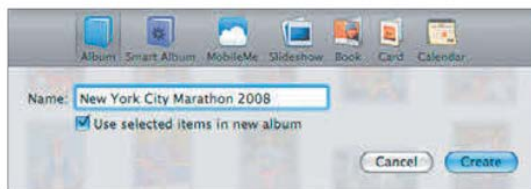
### Facts about Folders

Folders can take a bit of getting used to:

- ◆ Folders appear only in the Albums list in the source pane, but you can move items from the Keepsakes and Slideshows lists into folders. When you remove such items from a folder, they snap back into the appropriate lists.
- ◆ Folders cannot contain MobileMe, Facebook, or Flickr galleries.
- ◆ When you select a folder in the source pane, the display pane shows all the photos from all the albums, slideshows, books, cards, and calendars inside that folder.
- ◆ When you delete a folder, you delete the items (albums, books, and so on, though not the original photos, of course) inside it as well. Be careful!



**Figure 3.20** To create a new album, first click the + button at the bottom of the source pane.



**Figure 3.21** Next, select Album from the icon list, name the album, and click Create.



**Figure 3.22** When you drag photos into the source pane to create a new album containing them, notice how the entire source pane gets a thick blue border.

## Creating Albums

iPhoto provides *albums* to help us categorize photos—these were from the Fiji trip, those were from Joe’s birthday party, and so on. Albums are also useful starting points for saved slideshows, books, and calendars.

### To create an album:

1. Click the Add button (+) at the bottom of the source pane (**Figure 3.20**), or choose New Album (**Cmd+N**) from the File menu. iPhoto displays a dialog asking what type of item you want to create, if you want to add any selected photos to it, and what you want to call it (**Figure 3.21**).
2. Choose Album from the item icon list, enter a name, and click Create to add it to the source pane.

### Other ways to create an album:

- ◆ Select some photos, and then follow the steps above or just choose New Album from Selection (**Cmd+Shift+N**) from the File menu.
- ◆ Drag one or more photos, or an entire event, into the source pane, onto the Albums list title (**Figure 3.22**).
- ◆ Drag one or more photos, or a folder of photos, from the Finder into the source pane, onto the Albums list title.
- ◆ **Control**-click an empty spot at the bottom of the source pane and choose New Album or New Album From Selection.

### ✓ Tip

- Use albums for categories of pictures that appear once in your photo collection. Use keywords for categories that recur throughout your collection. Albums work well for a specific trip’s photos; keywords work better for identifying all pictures of your family members or recurring events.

## Creating and Editing Smart Albums

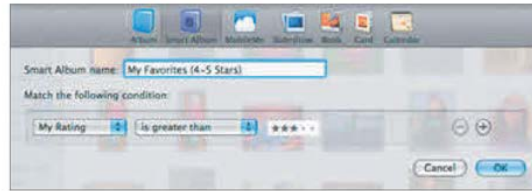
Unlike normal albums, which you must maintain manually, smart albums use a set of rules that you create to maintain their contents automatically.

### To create a smart album:

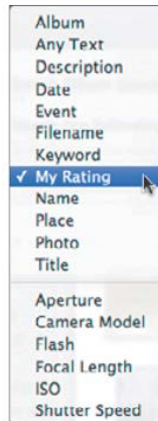
1. Click the Add button (+) below the source pane, select Smart Album from the item icon list, and click Create. Better yet, either **Option**-click the Add button, choose New Smart Album (**Cmd Option N**) from the File menu, or **Control**-click an empty spot at the bottom of the source pane and choose New Album. iPhoto displays a dialog for you to name and configure your album (**Figure 3.23**).
2. Enter a name for the new album.
3. From the first pop-up menu, choose a criterion that photos must match to be included (**Figure 3.24**).
4. From the second pop-up menu, choose how that criterion should be evaluated (**Figure 3.25**).
5. Enter a condition against which the criterion is to be evaluated (**Figure 3.26**).
6. If you want your smart album to have multiple criteria, click the + button and repeat steps 3–5.
7. When you're done, click the OK button. iPhoto looks at all your photos and adds those that match to the smart album.

### To edit a smart album:

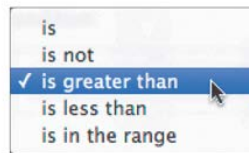
1. **Control**-click an album and choose Edit Smart Album from the contextual menu.
2. Follow steps 2–7 above to change the smart album's name or configuration.



**Figure 3.23** Name and configure your smart album in the dialog that appears after choosing New Smart Album from the File menu.



**Figure 3.24** Smart albums can match photos based on numerous criteria, shown here. In this case, I'm looking for photos with a specific rating.



**Figure 3.25** Once you've chosen a criterion, you must determine how it should be evaluated. The second pop-up menu changes dynamically to match the selected criterion. Here, since I'm matching on rating, and because I'd like the smart album to find only photos with 4 or 5 stars, I've chosen Is Greater Than.



**Figure 3.26** Lastly, enter the condition against which your criterion will be evaluated. To finish the smart album that matches my 4- or 5-star photos, I've clicked the field to select 3 stars. Read as a whole, my rule says, "Select all photos whose rating is greater than 3 stars."

## Smart Album Ideas

Here are some ideas to help you get started with making useful smart albums.

### Smart album ideas:

- ◆ By matching on ratings, you can easily create a Favorites smart album that contains just your top-rated photos.
- ◆ Use the new Face criterion to make a smart album that collects all “unnamed” photos to make it easier to train iPhoto’s face-recognition feature.
- ◆ The Photo criterion lets you select specific kinds of photos, including those that are flagged, hidden, or edited, and those that are really movies or in RAW format.
- ◆ The new Place criterion is useful for finding all the photos from a state or country, even though the individual photos have more specific locations.
- ◆ With the Camera Model criterion, it’s easy to create a smart album that contains photos taken by cameras *other than* yours—likely photos that were taken by other people and sent to you.
- ◆ To create an album that contains all the photos of a person, use the Any Text criterion matching that person’s name. It will also pick up any photos identified by the Faces feature (which you can access directly via the new Name criterion).

### ✓ Tips

- You can’t remove photos from a smart album manually: the only way to take them out is to change either the photo or the criteria so they no longer match.
- The fact that you can now find photos that have been edited could be very useful if you were ever exporting all your photos from iPhoto to another program.

### Folders Enhance Smart Albums

There’s a problem with smart albums. When a smart album has multiple criteria, you must choose whether the smart album should match Any or All of the conditions you specify. So I could have a smart album that finds all the photos containing either Tristan *or* Tonya (Any) or both Tristan *and* Tonya (All). But, if I wanted the smart album to show me all the photos of either Tonya or Tristan that are rated 5 stars, there’s no way to define that in the smart album interface.

Reader Charles Jacobs came up with the solution: folders. Since folders by definition combine all the photos from their enclosed items, I could make a folder containing a smart album that collects all the photos of Tonya that I’d rated as 5 stars and another smart album of Tristan’s 5-star photos. Selecting the folder in the source pane would display all the desired photos. And once they’re collected in that folder, I could easily work with them as a group, perhaps making a slideshow or setting them as my screen saver.

So if you’re having trouble figuring out how to bend smart albums to your will, consider the humble folder.

## Duplicating Sources

Anything you can create in the source pane—except a MobileMe, Facebook, or Flickr Web album—you can duplicate. Duplicating isn't something you'll use every day, but it can be useful.

### Ways to duplicate a source:

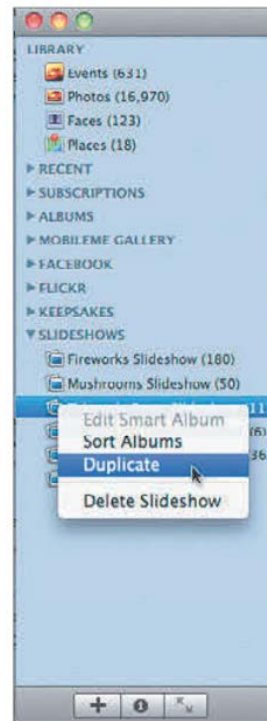
- ◆ **Control**-click an item in the source pane and choose Duplicate from the contextual menu that appears (**Figure 3.27**).
- ◆ Select an item in the source pane, and then choose Duplicate from the Photos menu (**Cmd**[D]).  
iPhoto duplicates the album, appending “2” to its name (**Figure 3.28**).

### Reasons to duplicate sources:

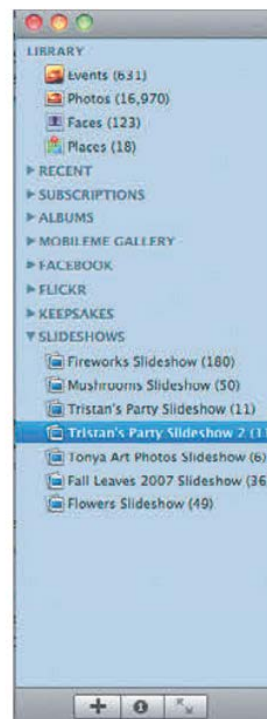
- ◆ If you're making picture books for two sets of grandparents, for instance, you might want to use a very similar set of photos with different text. Lay out one book, then duplicate it to eliminate the effort of arranging photos again.
- ◆ If you want make differently themed books or calendars with the same set of images, create one, then duplicate it and change the theme of the duplicate.
- ◆ If you've put quite a lot of work into a book, calendar, or slideshow, and you want to try something without potentially messing up your work, make a duplicate first.
- ◆ If you've constructed a complex smart album and want to make another that's only slightly different, duplicating the first one and modifying the duplicate is easier than making a new one.

### ✓ Tip

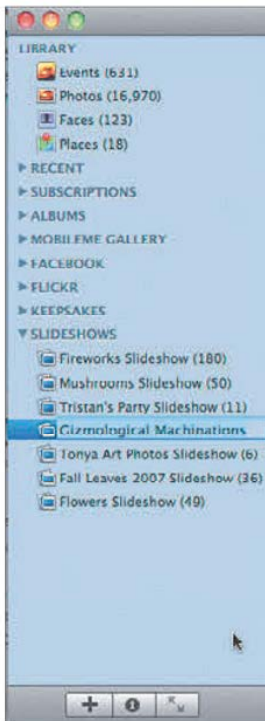
- Remember that duplicating a folder also duplicates everything inside it.



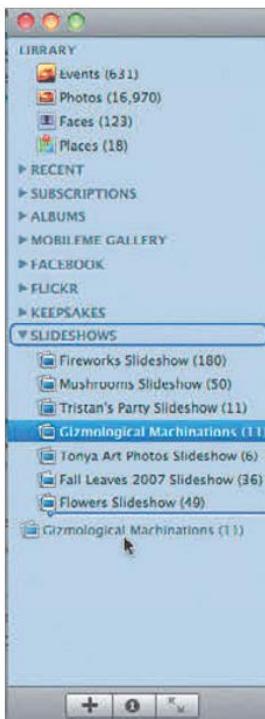
**Figure 3.27** To duplicate a source, Control-click it and choose Duplicate from the contextual menu.



**Figure 3.28** iPhoto appends a number to the name of the duplicate.



**Figure 3.29** To rename a source (such as one you just duplicated), double-click its name and edit it.



**Figure 3.30** To move an item in the Source list, drag it to the desired location.

## Renaming and Rearranging Sources

You'll undoubtedly want to rename everything in the source pane to give the items descriptive names. Plus, since iPhoto initially lists sources in the order you created them, you'll probably want to move them around in the list.

### To rename a source:

- ◆ Double-click the source's name, and then edit the name (**Figure 3.29**).

### To rearrange the source list:

- ◆ Drag a source to the desired location in the list. Note the blue bar that indicates where the item will appear when you drop it (**Figure 3.30**).

- ◆ **[Control]**-click any item in the source pane and choose Sort Albums from the contextual menu that appears.

iPhoto alphabetizes all the items in the source pane, other than folders and their contents. It's a little wacky.

### ✓ Tips

- Names need not be unique (but it's a good idea to avoid replicating them).
- Each type of source—folders, albums, smart albums, books, cards, calendars, and saved slideshows—sorts together (both in the source pane and inside folders), and you can rearrange items only within each type.
- You can use iPhoto's spelling tools while editing names. For details, see "Checking Spelling as You Type," on page 183.
- You can **[Command]**-click or **[Shift]**-click to select and move multiple sources at once.

## Deleting Sources

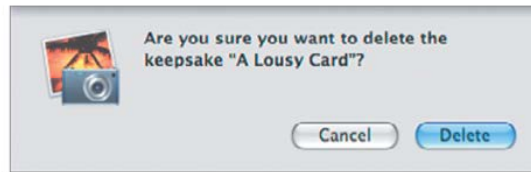
It's easy to create items in the source pane, but if you decide you don't want one cluttering your list, they're even easier to delete.

### Ways to delete a source:

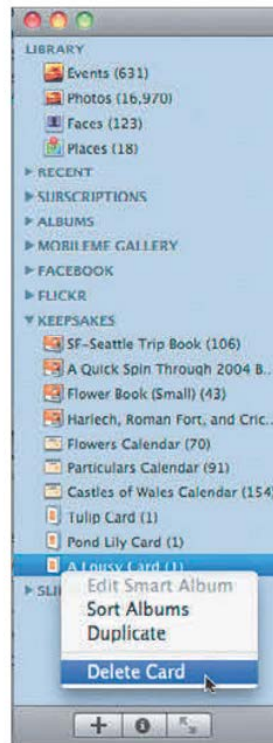
- ◆ Select one or more items and press **Delete**.  
iPhoto prompts you to make sure you know what you're doing; click Delete to delete the source (**Figure 3.31**).
- ◆ Select one or more items and press **Cmd Delete**.  
iPhoto deletes the items instantly, without asking for confirmation.
- ◆ **Control**-click an item and choose Delete from the contextual menu that appears (**Figure 3.32**).  
iPhoto prompts you to make sure you know what you're doing; click Delete to delete the item (**Figure 3.31**).

### ✓ Tips

- You can't Undo the act of deleting something from the source pane.
- Deleting an album (or anything else in the source pane) doesn't affect the original photos in your library since albums merely contain pointers to the originals.
- Deleting a folder also deletes all the albums, slideshows, books, etc. (but not their photos) inside it. Be careful!
- Don't feel that albums must be created carefully and then kept forever. It's totally reasonable to group a bunch of photos in an album, work on them for a little while, and then delete the album.
- On the other hand, if you think you might want to use an item again, store it away inside a folder for future reference.



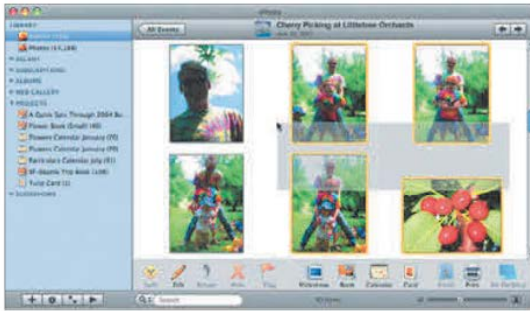
**Figure 3.31** iPhoto prompts to make sure you want to delete the selected item. Click Delete if you do.



**Figure 3.32** You can Control-click an item in the source pane and choose Delete to delete it, though that's harder than just pressing Delete or Command-Delete.

## Deleting Web Albums

When you delete a MobileMe, Facebook, or Flickr album from within iPhoto, the photos disappear from the Web as well.



**Figure 3.33** To select multiple pictures by dragging, click in an empty area of the display pane, and then drag a selection rectangle over the desired photos.

### Select Multiple Albums

Don't assume you must work with only the photos in a single album at a time. You can select multiple albums at once by **⌘**- or **⇧**-clicking album names, and when you do that, the photos from all the selected albums show in the display pane.

Similarly, if you select a folder, the display pane shows all the photos in all the items inside that folder.

## Selecting Photos

Throughout the rest of this chapter, I tell you to select photos before performing some task. I'm sure you have figured out the basic ways of selecting and deselecting images, but some others aren't so obvious.

### Ways to select photos:

- ◆ Click a photo to select it.
- ◆ Click one photo to select it, hold down **⇧**, and then click another photo to select it and all the intervening pictures.
- ◆ Click one photo to select it, hold down **⌘**, and then click additional photos to add them to the selection individually.
- ◆ Click in an empty area of the display pane, then drag a selection rectangle over the photos you want to select (**Figure 3.33**). If you drag to the top or bottom of the display pane, iPhoto scrolls the pane and keeps selecting additional images.
- ◆ When viewing photos, choose **Select All** (**⌘A**) from the **Edit** menu to select all the images in the current album.
- ◆ In **Photos** view, use the **View** menu to make sure event titles are showing, and then click an event title to select all the images in that event.

### Ways to deselect photos:

- ◆ To deselect one of several selected images, **⌘**-click it.
- ◆ To deselect all photos, click in the empty area surrounding the photos or choose **Select None** from the **Edit** menu (**⌘⇧A**).

### ✓ Tip

- iPhoto slows to a crawl if you click **Photos** and then do a **Select All**.



## Adding Photos to Sources

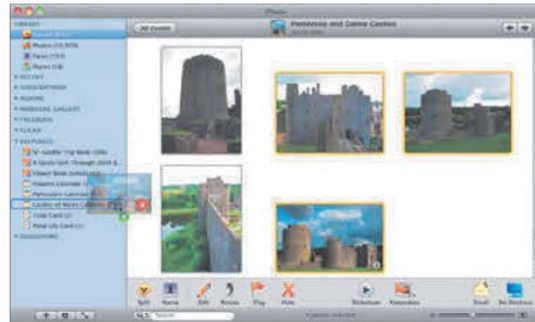
Even after you've made an album, book, calendar, Web album, or saved slideshow, you can add photos to it (remember that smart albums populate themselves).

### Ways to add photos to sources:

- ◆ Select one or more photos in the display pane and drag them onto a source other than a folder, which can hold only other sources. Note the thick, blue border that appears when you drag over a source (Figure 3.34).
- ◆ From the Finder, drag one or more photos, or an entire folder of photos, to a source. iPhoto imports the photos and then adds them to the source. Note that the photos will appear in the library also, not just in the source.
- ◆ Drag photos from the display pane into the source pane, but not onto a specific source (the easiest drop location is the Albums list title). This technique creates a new album and adds the images to it (Figure 3.35).
- ◆ Select photos, choose Copy (**⌘C**) from the Edit menu, click the desired destination album, and choose Paste (**⌘V**) from the Edit menu.
- ◆ **⌘**-click one or more selected photos, choose Copy from the contextual menu that appears, switch to the desired album, **⌘**-click a blank spot in the display pane, and choose Paste from the contextual menu. It's the same idea as the previous method.

### ✓ Tip

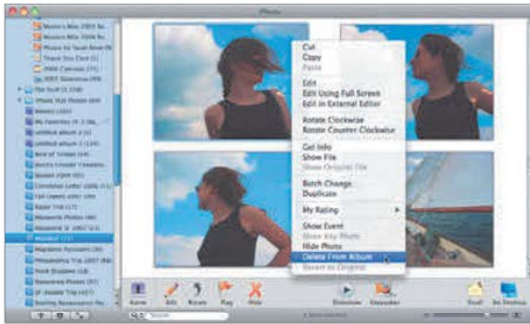
- You can add a photo to a source only once. To put a photo in a source twice, you must duplicate it—see “Duplicating Photos,” on page 85.



**Figure 3.34** To add photos to a source, select them and drag them onto the desired source in the source pane. Note how the destination source gets a thick blue border and how the pointer changes from a plain arrow to one with a + badge. iPhoto also tells you, via a number in a red circle, how many images you're dragging.



**Figure 3.35** To create an album and add photos to it in one fell swoop, select the images and drag them to Albums list title in the source pane.



**Figure 3.36** To remove the picture from that album, Control-click a photo and choose Delete From Album.

## Removing Photos from Sources

As you work with a source, you may decide that you don't want some of the images in the source. Luckily, they're easy to remove.

### Ways to remove photos from sources:

- ◆ Making sure you're in the desired source, select the photos you want to remove and press **Delete**.
- ◆ Select the photos you want to remove, and choose Delete From Album from the Photos menu (**Cmd Delete**) or, for albums only, Cut (**Cmd X**) from the Edit menu.
- ◆ Drag the photos you want to remove to the Trash album.
- ◆ For albums only, **Control**-click one or more selected photos, and then choose Cut or Delete From Album from the contextual menu (**Figure 3.36**).
- ◆ To remove a photo from a smart album you must either redefine the smart album or change the photo's information such that the photo no longer matches the smart album's criteria.

### ✓ Tips

- Removing a photo from an album, book, card, calendar, or saved slideshow doesn't delete it from your library.
- Removing a photo from a Web album also removes it from the MobileMe, Facebook, or Flickr Web site.
- If you make a mistake, either choose Undo from the Edit menu (**Cmd Z**) or add them again.
- Dragging a photo to the Trash album from another album does not delete it from your library, nor does it copy the photo to the Trash album.

## Sorting Photos

iPhoto can perform four sorts, or you can move images around manually, which is useful for arranging photos in albums you can use for books, calendars, and slideshows.

### To sort photos automatically:

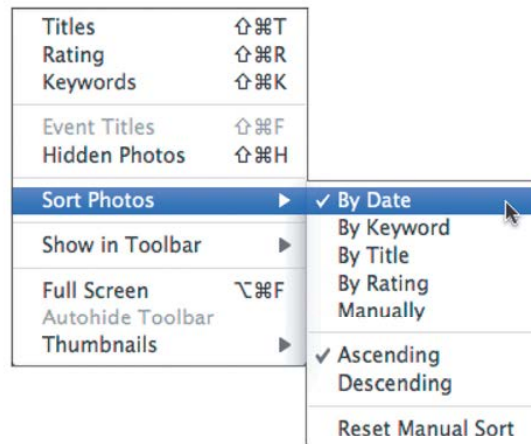
1. When in any album, choose the desired sort method from the View menu's Sort Photos submenu (**Figure 3.37**).
2. From the Sort Photos submenu, choose either Ascending or Descending to control the direction of the sort (ascending sorts go from oldest to newest, A to Z, 1 to 9, whereas descending sorts go from newest to oldest, Z to A, 9 to 1).

### To sort photos manually:

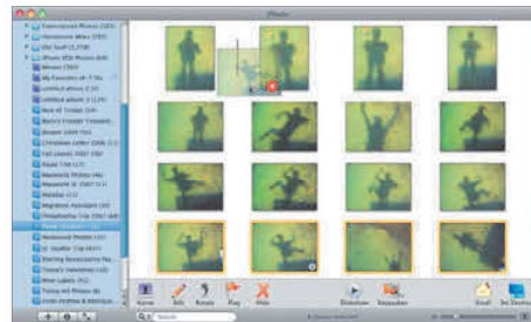
- ◆ Drag one or more photos to the desired location in the album, as marked by a black line (**Figure 3.38**).
- ◆ To make iPhoto forget your manual changes, switch to an automatic sort and then choose Reset Manual Sort.

### ✓ Tips

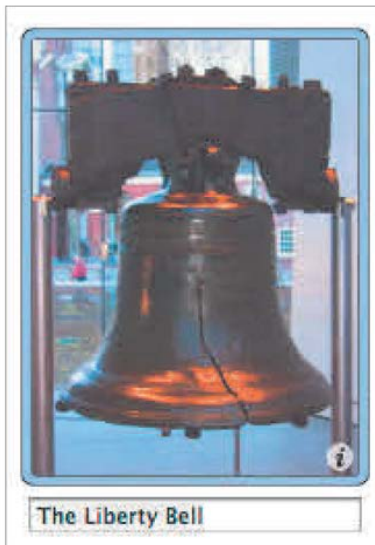
- Albums maintain individual sort settings.
- iPhoto remembers how you've sorted photos manually even if you switch to another sort order and back to Manually.
- You can't sort photos manually in smart albums, in the Events and Photos views, or in the automatically generated albums like Last Import and Last 12 Months.
- When you're viewing Events, the Sort Photos submenu changes to Sort Events and lets you sort events the same ways you sort individual photos.
- It's much easier to sort photos manually in an album than in a book, calendar, or slideshow, so create an album first.



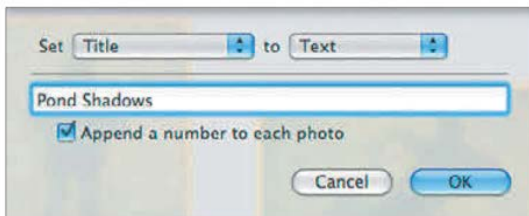
**Figure 3.37** To sort photos, choose the desired method from the Sort Photos submenu.



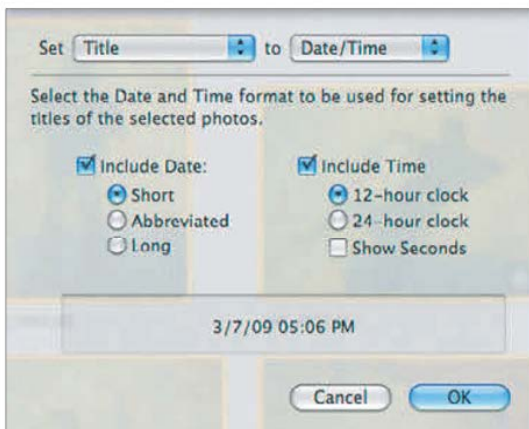
**Figure 3.38** To sort photos manually, drag one or more photos to the desired location, as indicated by a black line between photos.



**Figure 3.39** To assign a title to a photo, double-click its title and enter a new one.



**Figure 3.40** Batch Change enables you to set the titles of multiple selected photos all at once, appending numbers if you so desire.



**Figure 3.41** When changing the title of a photo to Date/Time, set the format in the dialog before clicking the OK button.

## Assigning Titles to Photos

Digital cameras assign sequential numeric names to photos, but iPhoto lets you add your own descriptive titles. Smart albums can look for text in titles, and iPhoto can use the titles when you design books or publish to the Web.

### Ways to assign custom titles:

- ◆ Make sure titles are showing (choose Titles from the View menu; **⌘ Shift T**), and then anywhere you see a title, click it and enter the new title (**Figure 3.39**).
- ◆ In either the Information pane or the Information dialog (**⌘ I**), click the Title field and enter a title for the photo.

### To assign titles to multiple photos:

1. Select a number of photos, and choose Batch Change (**⌘ Shift B**) from either the Photos menu or by **⌘**-clicking the photos.
2. In the dialog that appears, choose Title from the Set pop-up menu, and then choose Empty, Text, Event Name, Filename, or Date/Time from the To pop-up menu (**Figure 3.40**).
3. If you chose Text or Date/Time, select the desired options in the dialog (**Figures 3.40** and **3.41**).

### ✓ Tips

- Keep titles short so they're easy to read in the display and Information panes and so they fit when used in Web pages.
- You can assign a title to multiple selected photos in the Information dialog too.
- If you don't like the way the batch change works out, just choose Undo Batch Change from the Edit menu.

## Assigning Descriptions to Photos

It's often helpful to describe a photo briefly so you remember the original scene better. iPhoto also uses descriptions as text in some of the book designs.

### To assign a description to a photo:

- ◆ Select a photo, choose Get Info from the File menu (**Cmd****I**) to display the Information dialog and type your description in the Description field.
- ◆ With the Information pane showing, select a photo and type your description in the Description field (**Figure 3.42**).

### To assign descriptions to multiple photos at once:

1. Select a number of photos, and choose Batch Change (**Cmd****Shift****B**) either from the Photos menu or by **Control**-clicking the photos.
2. In the dialog that appears, choose Description from the Set pop-up menu, and then enter the description to attach to each photo (**Figure 3.43**).
3. If you want to append your text to each description, instead of replacing what's there, select Append to Existing Description and click OK. iPhoto changes the descriptions.

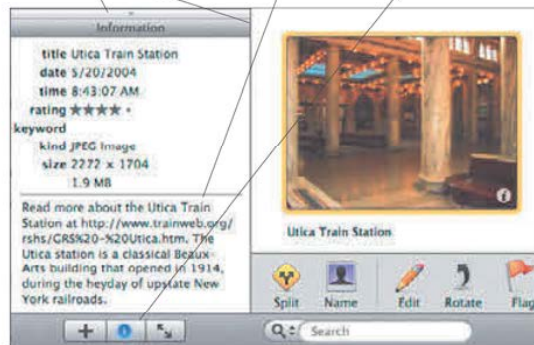
#### ✓ Tips

- If multiple photos are selected, the Information dialog appends what you type in the Description field to the description of each photo.
- You can use iPhoto's spelling tools in the Description field. See "Checking Spelling as You Type," on page 183.

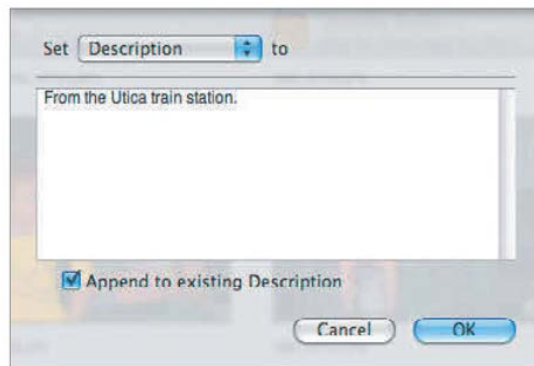
Drag to make the Information pane taller and wider to show large descriptions.

Description field.

Information button.



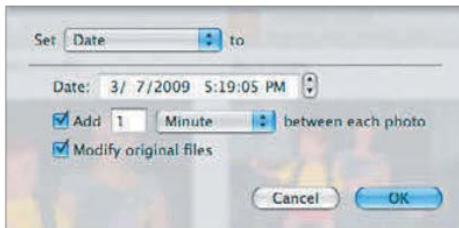
**Figure 3.42** To assign a description to a photo, select the photo and enter the description in the Description field in the Information pane.



**Figure 3.43** Use the Batch Change command to change or append to the description for a number of photos at once.

#### ✓ More Tips

- The Description field can hold a very large amount of text. If you need long descriptions, create them in another application and paste them into iPhoto.
- You can drag or use the arrow keys to scroll through too-long descriptions.



**Figure 3.44** Use the Batch Change command to modify the dates of multiple photos at once.



**Figure 3.45** Use the Adjust Date and Time command to increase or decrease the dates of multiple photos in relation to the first one in the selected set.

### ✓ More Tips

- Modify Original Files always changes the file dates in the Finder to the current date, not the date you set.
- If iPhoto is set to arrange photos by date, changing a photo's date causes it to be re-sorted according to the new date and it may move to an unexpected place.
- In the Batch Change dialog, you can type numbers into the date and time fields, use the arrow keys to move the values up and down, or click the up/down arrow controls to adjust the selected number.
- When using Batch Change to modify a number of photos with a time increment, note that iPhoto changes them in the order (left to right, top to bottom) that they're currently arranged.
- It's a good idea to use the time increment with Batch Change so you can be sure how photos will sort by date later on.

## Editing Photo Dates

You can edit photo dates in iPhoto to correct problems caused by your camera losing track of the correct date and time. Note that Batch Change *sets* each photo's date, whereas Adjust Date and Time *adjusts* each photo's date in relation to how you set the first one.

### To edit a photo's date and time:

- ◆ Make sure the Information pane is showing, and then select a photo and edit its Date and/or Time fields.

### To edit multiple dates/times at once:

1. Select a number of photos, and choose Batch Change (**Cmd**+**Shift**+**B**) from either the Photos menu or by **Control**-clicking the photos.
2. In the dialog that appears, choose Date from the Set pop-up menu, and then use the controls to set the date and time to attach to each photo, and the amount of increment time (**Figure 3.44**).  
iPhoto changes the dates appropriately.

### To adjust photo dates and times:

1. Select an event or a number of photos, and choose Adjust Date and Time from the Photos menu.
2. In the dialog that appears, use the controls to set the new date and/or time for the first photo (**Figure 3.45**).  
iPhoto calculates the offset between the old and new dates for the first photo and adjusts the dates for all the other photos accordingly.

### ✓ Tip

- Use the Modify Original Files checkbox to ensure that your changes are saved in the EXIF data for each photo file as well, rather than just being stored in iPhoto.

## Assigning Ratings

Just as with iTunes, where you can rate your favorite songs on a scale of 1 to 5 stars, you can rate your photos, which is a great way to identify your favorites easily.

### Ways to assign ratings:

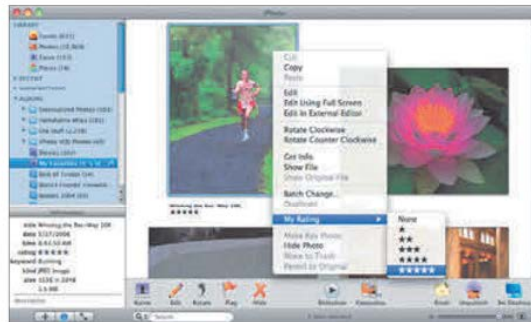
- ◆ With ratings showing (choose Rating from the View menu; **Cmd+Shift+R**), click the appropriate star button in the rating field under a photo (**Figure 3.46**).
- ◆ Select one or more photos, and from the My Rating submenu in the Photos menu, choose the desired rating. Note the **Cmd+0** through **Cmd+5** keyboard shortcuts—if you're ever going to use keyboard shortcuts, now is the time.
- ◆ Select one or more photos, **Control**-click one of the selected photos, and choose the desired rating from the My Rating submenu (**Figure 3.47**).
- ◆ Select one or more photos, choose Get Info from the File menu (**Cmd+I**), and click the appropriate star button.
- ◆ With a photo selected, click the appropriate star button in the Information pane. After you choose a rating, iPhoto applies it to the selected photos, displaying it below each photo if you have Rating turned on in the View menu.

### ✓ Tips

- The keyboard shortcuts for rating photos are available when you're editing a photo, but as of iPhoto '09, you can no longer assign ratings while watching a slideshow.
- You can change the rating for a photo at any time; it's by no means set in stone.
- iPhoto considers 5 stars better than 1 star, although there's nothing stopping you from assuming the reverse.



**Figure 3.46** To assign a rating to a photo, make sure ratings are showing and click the desired star button.

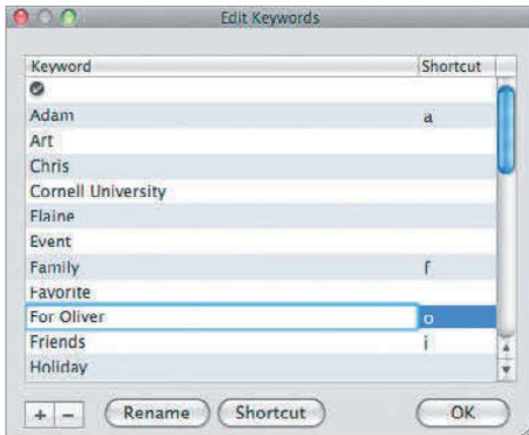


**Figure 3.47** Alternatively, Control-click the photo and pick the desired rating from the My Rating submenu.

### Consider Using Only High Ratings

Don't assume you must rate all your photos. My feeling is that there's relatively little point in rating anything with 1 or 2 stars, since those ratings basically mean, "I like this photo only enough to keep it." I consider 3 stars an average rating, so I usually don't use that either, reserving my rating effort for the 4- and 5-star photos that are my favorites.

Remember, too, that you can create smart albums that match photos whose ratings are lower than a set number, so you could easily find all the photos that didn't have 4 or 5 stars.



**Figure 3.48** In the Edit Keywords window, you can add, remove, and rename keywords, and assign single-key shortcuts to them.

### Unexpected Keywords

If you find keywords in the list that you can't remember creating, you're not losing your mind. If a photo sent to you by a friend contains a keyword, iPhoto imports it. There's no reason to save it.

### Working with the Checkmark Keyword

iPhoto provides a special checkmark “keyword” that, when applied to a photo, appears on top of the image itself, rather than under it, like all other keywords. Plus, the checkmark appears whether or not other keywords are visible. It can be useful as a temporary marker.

However, iPhoto's flagging capability makes the checkmark keyword less useful than it used to be, since it's easier to work with flagged photos thanks to the special Flagged album and other commands related to flagged photos.

## Managing Keywords

iPhoto '09 offers an easy interface for working with keywords. Before going further, when you're viewing photos (as opposed to events), make sure keywords are showing by choosing Keywords from the View menu (**Cmd** **Shift** **K**). Also, open the Keywords window by choosing Show Keywords (**Cmd** **K**) from the Window menu. Then click the Edit Keywords button.

### Ways to create a new keyword:

- ◆ In the Edit Keywords window, click the + button, type the new keyword, and press **Return**.
- ◆ Click in the Keywords field under any photo, type the new keyword, and press **Return** or **,**.

### To assign a keyword shortcut:

- ◆ In the Edit Keywords window, either double-click a keyword shortcut or click Shortcut, type the single letter shortcut, and press **Return**.

### To rename a keyword:

- ◆ In the Edit Keywords window, either double-click a keyword or select it; then, click Rename, type the new name, and press **Return** (**Figure 3.48**).

### To delete a keyword:

- ◆ In the Edit Keywords window, select a keyword, and click the - button. iPhoto deletes the keyword immediately, prompting you first if it's in use, and then deleting it from all photos that use it.

### ✓ Tip

- If you rename a keyword, photos with that keyword update to match.



## Assigning and Removing Keywords

Assigning and removing keywords is extremely easy.

### To assign keywords to photos:

- ◆ Click in the Keywords field under any photo, and type the first few letters of the keyword. iPhoto autocompletes the rest of the keyword (**Figure 3.49**). Press **[Tab]** or **[Return]** to enter another keyword.
- ◆ Select one or more photos, and click a keyword in the Keywords window or press a keyword's single-letter shortcut.

### To remove keywords from photos:

- ◆ Click a keyword in the Keywords field under a photo, and press **[Delete]**.
- ◆ With photos containing a particular keyword selected, switch to the Keywords window and click the desired keyword (which should be highlighted) to remove it from the selected photos (**Figure 3.50**).

### ✓ Tips

- The single-letter shortcuts are really great! I encourage you to use them.
- If you press **[Tab]** after entering a keyword, iPhoto automatically jumps to the Keywords field of the next photo.
- Be careful when selecting photos and keywords to avoid assigning the wrong keywords to the wrong photos. You can always choose Undo (**[Command][Z]**) from the **E**dit menu if you make a mistake.
- Keywords are always listed alphabetically in the Keywords window.



**Figure 3.49** You can add and remove keywords in the Keywords field under any photo. iPhoto autocompletes as you type, offering suggestions in a menu if there are multiple matches.



**Figure 3.50** Remove a keyword from multiple photos at once by selecting them and clicking the highlighted keyword in the Keywords window.

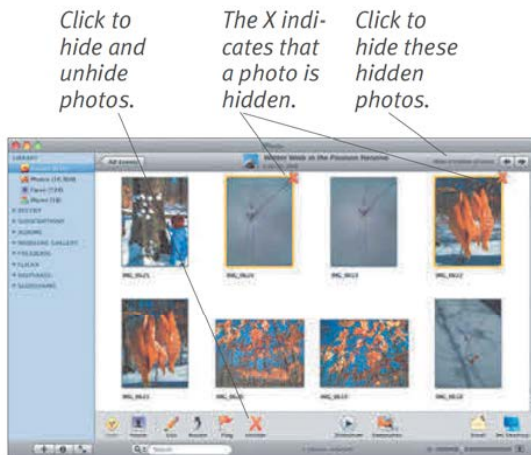
### Keywords vs. Albums

Use keywords for categories of pictures that recur throughout your photo collection. In contrast, use albums for unique events or categories.

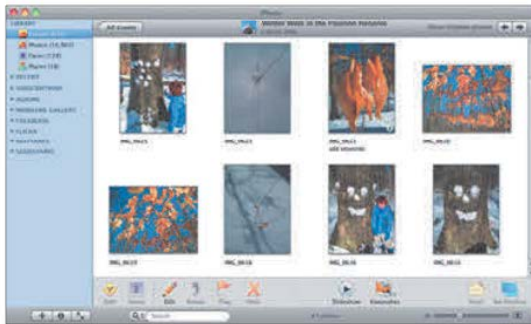
### Keywords Do Export!

iPhoto '08 and '09 include keywords in the IPTC metadata in JPEG or TIFF files when exporting. This means that work you do in applying keywords won't be lost if you switch to another program.

To export keywords with photos, make sure to use the JPEG or TIFF format and select the Include Titles and Keywords checkbox in the File Export dialog. See "Exporting Files," on page 152.



**Figure 3.51** Hidden photos have an orange X next to the upper-right corner of their thumbnails, as you can see in the top row.



**Figure 3.52** Clicking Hide Hidden Photos at the upper right makes the hidden photos disappear from view and causes “Hide x Hidden Photos” to change to “Show x Hidden Photos,” as in this screenshot.

### Hiding Multiple Photos

You can, of course, hide and unhide multiple photos at once by selecting more than one photo before you click Hide or Unhide. I wrote the instructions to the right as I did because the names of all the menus change to plural, and the writing became too awkward.

## Hiding Photos

iPhoto can hide photos that you don't want to see when working, but which are worth keeping overall.

### To hide a photo:

- ◆ Select a photo and click the Hide button, choose Hide Photo from the Photos menu (**Cmd****L**), or **Control**-click the photo and choose Hide Photo.

iPhoto puts an orange X by the upper-right corner of the selected photo's thumbnail (**Figure 3.51**) and, if Hidden Photos is deselected in the View menu (**Cmd****Shift****H**), makes the photo disappear.

### To unhide a hidden photo:

- ◆ Make sure Hidden Photos is selected in the View menu, select a photo and click the Unhide button, choose Unhide Photo from the Photos menu (**Cmd****L**), or **Control**-click the photo and choose Unhide Photo.

iPhoto removes the orange X from the selected photo's thumbnail, and the photo displays normally.

### To hide and show hidden photos:

- ◆ From the View menu, choose Hidden Photos (**Cmd****Shift****H**). When Hidden Photos is selected, hidden photos are visible, though marked with an X. When it is deselected, hidden photos don't appear.
- ◆ When the display pane is showing an event that contains hidden photos, click the “Show x Hidden Photos” text that appears in the upper-right corner of iPhoto's window (**Figure 3.52**) or in the event title's line in Photos view.

That text changes to “Hide x Hidden Photos” when they're showing (**Figure 3.51**); click it again to make those photos disappear from view.

## Flagging Photos

iPhoto can flag photos that you want to work with temporarily. Flagging is much like using the checkmark keyword, but iPhoto provides a few specific features for flagged photos.

### To flag a photo:

- ◆ Select a photo and click the Flag button on the toolbar or choose Flag Photo from the Photos menu (**Cmd**⌘).

iPhoto puts an orange flag icon by the upper-left corner of the selected photo's thumbnail (**Figure 3.53**), and the photo appears in the Flagged album in the Recent list (**Figure 3.54**).

### To unflag a flagged photo:

- ◆ Select a flagged photo and click the Unflag button or choose Unflag Photo from the Photos menu (**Cmd**⌘).
- iPhoto removes the orange flag icon from the photo's thumbnail, and the photo disappears from the Flagged album.

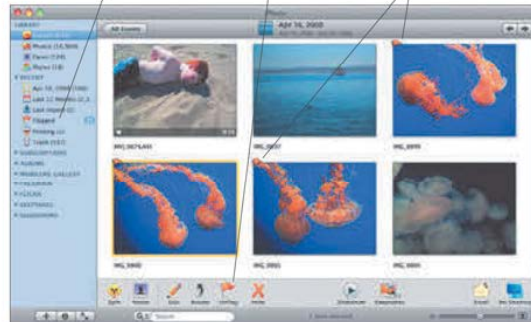
### ✓ Tips

- You can make a new event from your flagged photos. Choose Create Event from Flagged Photos from the Events menu. This removes the photos from their current events and creates a new one.
- You can also add flagged photos to another event, which could be an easy way to merge photos from widely separated events. Select the event you want to contain the photos and choose Add Flagged Photos to Selected Event from the Events menu.
- For those of us who remember **Cmd**⌘ as the universal “stop everything” keyboard shortcut from ancient versions of the Mac OS, having it assigned to Flag Photo feels very odd.

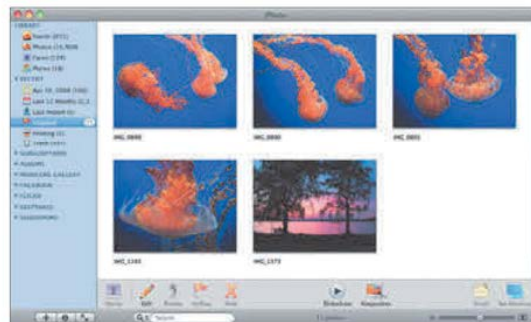
Flagged photos appear in the Flagged album automatically.

Click to flag and unflag photos.

The flag icon indicates a photo has been flagged.



**Figure 3.53** Flagged photos have an orange flag icon next to the upper-left corner of their thumbnails, as you can see above.



**Figure 3.54** Flagged photos automatically appear in the Flagged album in the Recent list.



**Figure 3.55** Here I've searched for the words "Rick running" and iPhoto has displayed all those photos that have either of those words associated with them.

### Display and Select

When you perform any search, iPhoto displays only the results of the search, which is helpful for working with the found photos. But what if you want to see photos in the same event as one of the found photos? Follow these steps:

1. Perform a search or otherwise display a subset of photos.
2. Select a photo in the event you want to see.
3. Click Events in the source pane.

iPhoto switches back to Events view, scrolled such that the event containing the selected photo is visible and selected.

Note that this works (almost) no matter how you've arrived at a subset of photos, whether from viewing photos associated with a person or place, photos in an album or smart album, and even photos in a calendar. Oddly, it doesn't currently work when viewing photos in a book, card, or slideshow. I've reported it as a bug to Apple.

## Searching with the Search Field

For quick searches, use the Search field that's always showing at the bottom of the window in organize mode. The Search field finds matches in photo titles, descriptions, keywords, event titles, face names, and locations. It's not as granular as a keyword search (searching for "Jen" finds not only pictures of my sister, but also pictures she sent me, and pictures of a friend named Jennifer).

### To search for photos using the Search field:

- ◆ Type one or more words into the Search field.  
iPhoto displays all those photos that in some way are associated with **all** the words you typed (**Figure 3.55**).

### Ways to clear the Search field:

- ◆ Click the X button in the Search field.
- ◆ Switch to any other item in the source pane.

### ✓ Tips

- The ways to clear a search and show all photos apply to each of the specific searches discussed next, too.
- Searches take place in the current event, current album, or the currently selected set of photos. This can cause confusion, since a search you're sure should work will fail if the wrong photos are selected.
- Searches are not case-sensitive.
- As you type more words, your search becomes ever more narrow.
- iPhoto is happy to search for word fragments, so when I search for "Rick", iPhoto also finds pictures of "Jim Derick".

## Searching by Date

iPhoto's search-by-date feature makes it easy to display just photos within certain date ranges. The tasks explained below take place in the Date tool; to open it, click the Search field's magnifying glass, which is actually a pop-up menu, and choose Date.

### To change the Date tool's view:

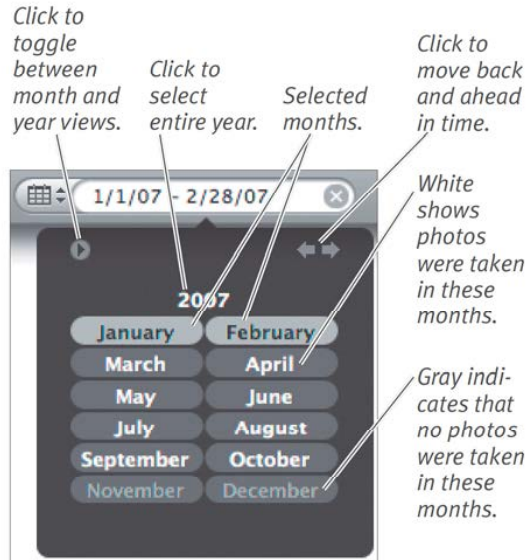
- ◆ To switch to year view, click the view triangle so it points right (**Figure 3.56**).
- ◆ To switch to month view, click the view triangle so it points left (**Figure 3.57**).
- ◆ To display earlier or later months or years, click the left or right arrows.

### To search for photos using the Date tool:

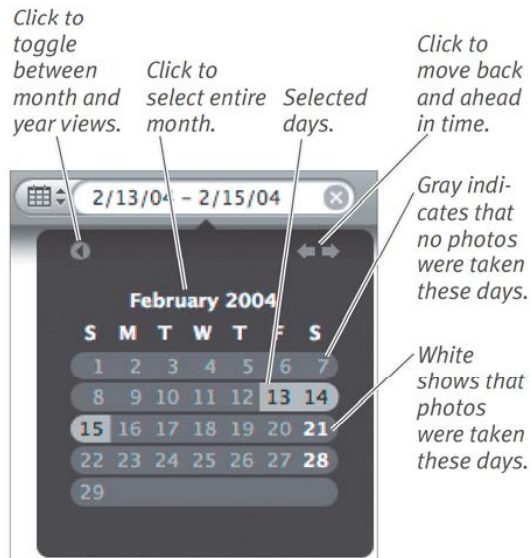
- ◆ Select the days or months corresponding to the time period in which you want to find photos. You can **(Shift)**-click or **(Cmd)**-click to select multiple contiguous or non-contiguous dates.
- ◆ Click a month or year heading to select all the days or months within.

### ✓ Tips

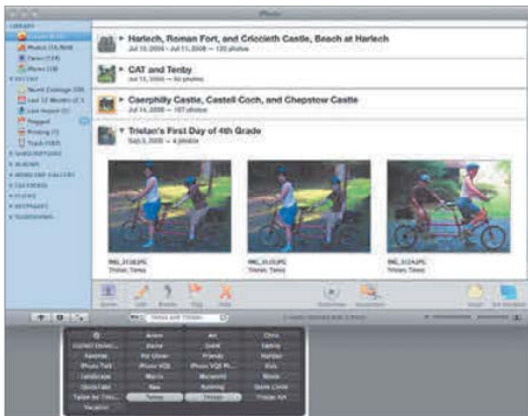
- Searches take place in the current event, current album, or the currently selected set of photos.
- Pay attention to whether a month or day is bright white or light gray. White dates contain photos; gray dates do not.
- The Date tool disappears if you move the pointer out of it. To bring it back, click anywhere in the Search field.
- Although the selected dates appear in the Search field, you can't type dates there.



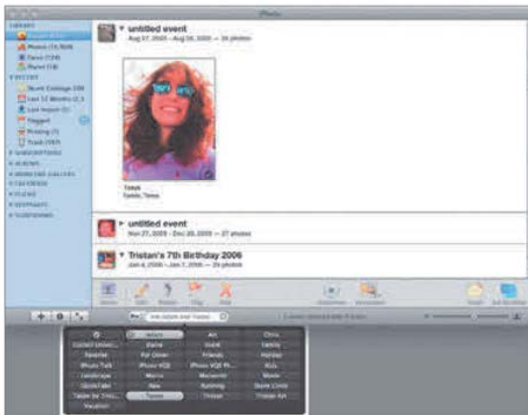
**Figure 3.56** Here, in year view, I've searched for photos taken in January 2007 and February 2007.



**Figure 3.57** Here, in month view, I've searched for photos taken over Valentine's Day weekend in 2004.



**Figure 3.58** Here I've searched for all the photos in my Library that have both the "Tristan" keyword and the "Tonya" keyword.



**Figure 3.59** Here I've done a more complex search, asking iPhoto to find those photos with the "Tonya" keyword but not the "Adam" keyword.

## Searching by Keyword

If you've assigned keywords to your photos, they can make it easy to find the photos associated with certain keywords.

### To search for photos by keyword:

1. In the Search field, open the Keyword tool by clicking the magnifying glass, which is actually a pop-up menu, and choosing Keyword.
2. Click one or more keywords.  
iPhoto displays all those photos that have **all** the selected keywords (**Figure 3.58**). The more keywords you select, the narrower your search becomes, and the fewer photos will match. This is an AND search.

### To perform an OR search:

- ◆ In step 2 above, instead of just clicking keywords, **Shift**-click one or more keywords whose associated photos you want to add to the results.  
iPhoto displays all those photos that contain **any** of the selected keywords.

### To perform a NOT search:

- ◆ In step 2 above, instead of just clicking keywords, **Option**-click one or more keywords whose associated photos you want to avoid finding.  
iPhoto removes from the set of found photos those with the **Option**-clicked keyword(s) (**Figure 3.59**).

### ✓ Tips

- Although the selected keywords (and the search logic) appear in the Search field, you can't type search phrases there.
- Searches take place in the current event, current album, or the currently selected set of photos.

## Searching by Rating

You can also search for photos with specific ratings, much as you search for dates and keywords.

### To search for photos via rating:

1. In the Search field, click the magnifying glass, which is actually a pop-up menu, and choose Rating.
2. Click the star corresponding to *at least* the rating of photos you wish to find. iPhoto displays all those photos that have the selected rating or a higher rating (**Figure 3.60**).

#### ✓ Tips

- You may find iPhoto's approach of finding photos with at least the selected rating confusing. This means that when you click one star, you're actually finding photos with 1, 2, 3, 4, or 5 stars. If you click 3 stars, you're finding photos with 3, 4, or 5 stars. And if you click 5 stars, you're finding only those photos with 5 stars, since there's nothing higher (**Figure 3.61**). If this bothers you, work around it by creating smart albums that find exactly the number of stars you want.
- Searches take place in the current event, current album, or the currently selected set of photos.



**Figure 3.60** Here I've searched for 4-star photos and iPhoto has displayed all those photos that have 4 or 5 stars.



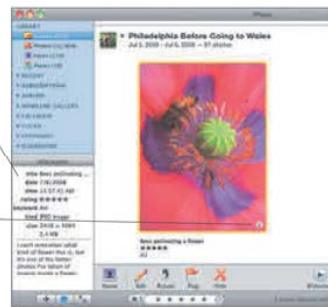
**Figure 3.61** Notice how, in each of these ratings searches, the number of found photos goes up as the minimum number stars a photos must have goes down.



**Figure 3.62** The Information dialog provides much the same information as the Information pane, but adds both a location field and a map showing the location.

*Information pane, with Title, Date, Time, Rating, Keyword, Kind, Size, and Description fields.*

*Click to display the Information dialog.*



**Figure 3.63** iPhoto's Information pane displays some basic information about selected photos.

### Using the Information Dialog

As you've noticed throughout this chapter, the Information dialog helps you modify the title, rating, location, and description for one or more photos.

You can also cycle through photos using the left and right arrow keys, or the left and right buttons.

When you're finished viewing or changing photo information, click the Done button to dismiss the pop-up.

## Viewing Basic Photo Information

iPhoto presents basic information about photos in two places: the new Information dialog and the old Information pane.

### To view info in the Information dialog:

- ◆ Select one or more photos and choose Get Info (**Cmd**+**I**) from the File menu.
  - ◆ Move your mouse pointer over a photo and click the little **i** button that appears in the lower right corner of the photo thumbnail. (See it in **Figure 3.63**.)
- iPhoto displays the Information dialog (**Figure 3.62**).

### To view info in the Information pane:

- ◆ If the Information pane is hidden, click the Information button underneath the source pane to display the Information pane (**Figure 3.63**).

### ✓ Tips

- Both the Information dialog and pane can display information about multiple selected photos as well, but only the Information dialog can change the information for multiple selected photos.
- The Information pane lacks location information entirely. It's essentially a holdover from iPhoto 1.0.
- Apple expects users to modify most photo information with the Information dialog, new in iPhoto '09. In particular, it's how you assign location information to photos that lack geotags. See Chapter 5, "Working with Places," which begins on page 71.
- Oddly, you can't change the time and date of a photo in the Information dialog.



## Viewing Extended Photo Information

To see more information than the Information dialog and the Information pane display, use the Extended Photo Info window.

### To view information in the Extended Photo Info window:

1. Select a photo and choose Show Extended Photo Info from the Photos menu ((**Cmd**)+**Option**+**I**).  
iPhoto displays the Extended Photo Info window (**Figure 3.64**).
2. If necessary, click an expansion triangle to reveal Image, File, Location, Camera, or Exposure information.

#### ✓ Tips

- When the Extended Photo Info window is showing, you can click another photo to see its information immediately.
- The Extended Photo Info window, unlike the Information dialog and Information pane, is entirely read-only—you can't change anything in it.
- Location information in the Extended Photo Info window can come either from a camera or via manual entry. See Chapter 5, "Working with Places," which begins on page 71.
- The Extended Photo Info window picks up its information from the EXIF (Exchangeable Image File) data stored by most digital cameras. *EXIF* is an industry standard that's designed to help interoperability among cameras, printers, and other imaging devices.



**Figure 3.64** The Extended Photo Info window provides detailed information that was recorded about the image by the camera.

# WORKING WITH FACES

# 4

## Sad Faces

As much as I find Faces utterly magical and truly addictive, it isn't perfect, as you'll find out. It sometimes doesn't see faces in photos, and it can, particularly before it's fully trained, identify people incorrectly. Faces can recognize some people, like my brother-in-law, after only minimal training, whereas it fails miserably to recognize other people, like my sister, no matter how many times I identify her in a photo.

Although I have no inside information, I fully expect that Apple will be improving iPhoto's face detection and recognition capabilities in future updates to the program. So even if the feature has some quirks now, it will only be improving as time goes by.

The most important addition to iPhoto '09 is Faces, which can detect faces in photos and, after you've trained it by identifying a person in a number of photos, automatically recognize that person's face in other photos.

Faces is important for two reasons. First, as our digital photo collections grow—I have about 17,000 photos right now, and many people have far more—it becomes ever more difficult to find any given photo. That's not because iPhoto's search tools are bad, but because adding keywords or other metadata takes time many of us don't have. With a little effort spent training Faces, you can reap the benefits of having useful metadata automatically applied to many of your photos.

Second, from a historical standpoint, photos that don't identify at least the people in them (and, ideally, also the place and event at which the photos were taken) are nearly worthless. Just recently, my mother had to ask my grandmother to identify some people in an ancient family photo, since no one had thought to write names on the back. You may know who the people in your photos are, but will your children or grandchildren?

One warning. Many people find training Faces to be addictive, so you may wish to set aside some time to do it when you don't have anything more important to do.

## The Faces of Faces

Unlike most of iPhoto's other modes, Faces offers a number of different views, depending on whether you're naming faces, browsing through identified faces, or training iPhoto to recognize a face.

Subsequent pages in this chapter explain these features in more detail.

### To name faces:

- ◆ Whenever you're viewing a group of photos (not events!), select a photo and click the Name button at the left side of the toolbar.

iPhoto magnifies the photo and displays a name lozenge under any faces it has detected (**Figure 4.1**).

### To browse faces:

- ◆ Click Faces in the source pane to display the Faces corkboard, which shows a snapshot for each person you've named (**Figure 4.2**).
- ◆ In the Faces corkboard, double-click a person's snapshot to display all the photos that have been identified as containing that person (**Figure 4.3**).

### To train Faces:

- ◆ Double-click a snapshot in the Faces corkboard, and, if there are any photos shown below the "So-and-so may also be in the photos below" bar, click the Confirm Name button in the toolbar. iPhoto switches from merely displaying the photos to letting you click them to confirm whether or not the person appears in the photos (**Figure 4.4**).

### ✓ Tip

- You can drag snapshots on the corkboard around to rearrange them.



**Figure 4.1** In naming view, iPhoto displays a name lozenge under any faces it has identified.



**Figure 4.2** Click Faces in the source pane to display the Faces corkboard.



**Figure 4.3** Double-click any face in the Faces corkboard to display all of that person's identified photos.



**Figure 4.4** Clicking the Confirm Name button switches you into training mode.



**Figure 4.5** When iPhoto thinks it recognizes a face, click the checkmark button to accept the suggestion or the X button to reject it.



**Figure 4.6** When iPhoto can only identify that a face is unknown face, enter a name in the name balloon.



**Figure 4.7** If iPhoto doesn't even identify a face, use the Add Missing Face button to add a face rectangle.

### Navigating while Naming

You may find it easiest to assign names to faces in a lot of photos at once. To do this easily, click the arrow buttons to move to the next or previous photo, or just use the arrow keys.

## Putting a Name to a Face

iPhoto can *identify* faces, but until you've assigned a name to a face and trained iPhoto to *recognize* that face (see the next page), iPhoto won't be able to recognize that face in the future automatically.

To get started, select a photo containing at least one face and click the Name button in the toolbar. Then use one of the following approaches.

### To assign a name to a face:

- ◆ If iPhoto thinks it recognizes a face in the photo, click the checkmark button to accept the suggestion or the X button to reject it (**Figure 4.5**).
- ◆ If iPhoto has only identified that an unnamed face exists in the photo, click the name balloon, enter the person's name, and press **(Return)** (**Figure 4.6**).
- ◆ If iPhoto hasn't identified a face, click the Add Missing Face button, center the rectangle on the face and resize it, click Done, and enter the person's name (**Figure 4.7**).

### ✓ Tips

- iPhoto attempts to autocomplete as you type, as you can see in **Figure 4.6**. Use the arrow keys and **(Return)** or the mouse to select suggested names (which can come from entries in Address Book), or just keep typing to enter a new name.
- If iPhoto identifies multiple faces in a photo, press **(Tab)** to move among them.
- You can assign names to faces whenever the Name button appears in the toolbar. When you're browsing through faces (and have a Confirm Name button instead), magnify a selected photo by pressing **(Spacebar)** or **(m)**, at which point the Name button appears again.

## Training Face Recognition

Although you can navigate through photos fairly quickly while adding names, iPhoto provides a much faster way of training the face recognition technology.

### To train face recognition:

1. Click Faces in the source pane, and then double-click the snapshot of a person for whom you want to improve iPhoto's recognition.

iPhoto shows photos to which you've already assigned the person's name. If it thinks the person's face is also in other photos, it displays them below the bar and enables the Confirm Name button (Figure 4.8).

2. Click the Confirm Name button in the toolbar.

iPhoto switches into confirmation mode (Figure 4.9). Note that iPhoto zooms each photo to focus on the identified face, and adds a Confirm button to each photo.

3. Confirm each photo by clicking it, or reject it by **[Option]**-clicking it.

Confirmed photos receive a green name; rejected photos receive a red name, prefixed with "Not" (Figure 4.10).

### ✓ Tips

- If you make a mistake, just click the photo again to change your vote.
- Instead of clicking each photo, drag or **[Option]**-drag a selection rectangle around the photos to confirm or reject.
- It's usually fastest to confirm or reject all the photos with a drag-select, then click the few that are incorrect to reverse them.
- When browsing, as in Figure 4.8, you can switch the view between close-ups and the full photos with the View control.

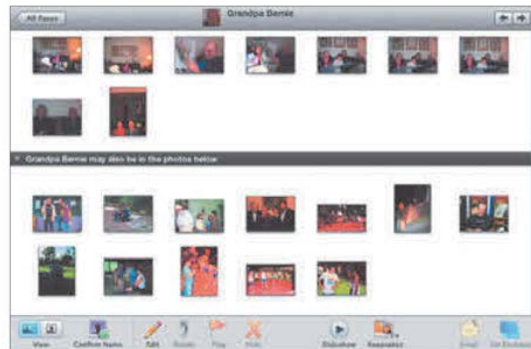


Figure 4.8 Double-click a face in the Faces corkboard to see all the photos associated with that person.



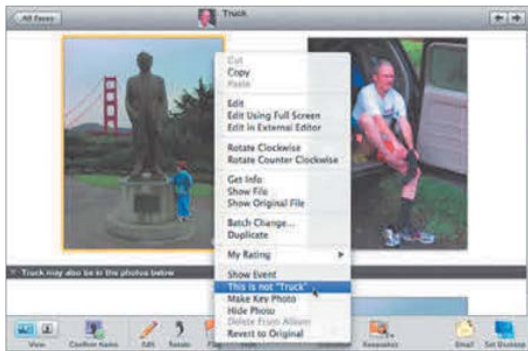
Figure 4.9 Clicking the Confirm Name button switches you into confirmation mode.



Figure 4.10 Click the photos to confirm the name, or Option-click them to reject the name.

### No Photos to Confirm?

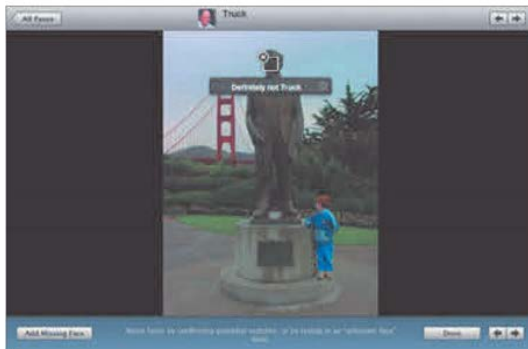
If iPhoto doesn't find any photos for you to confirm, you'll have to locate them yourself and assign the name manually, as discussed on the previous page.



**Figure 4.11** Control-click a mistaken photo and choose This Is Not “Name” from the contextual menu.



**Figure 4.12** In confirmation mode, click already-recognized photos to fix mistaken recognition.



**Figure 4.13** When naming photos, you can always enter a new name for an incorrectly recognized face.

### Should You Identify Everyone?

If you're a completion freak like me, you'll probably want to identify nearly everyone in your photo collection. Normal people may wish to identify just family and close friends. There's no right way to do it.

## Fixing a Mistaken Face

At some point, you're certain to make a mistake and assign an incorrect name to a face, or iPhoto may assign a name to a face incorrectly despite your training (I haven't seen this happen yet, but I assume anything is possible). There are various ways to fix face recognition mistakes.

### Ways to fix a misrecognized face:

- ◆ When browsing through a person's identified photos (double-click a snapshot in the Faces corkboard), **(Control)-click** an incorrect photo and choose This Is Not “Name” from the contextual menu (**Figure 4.11**).
- ◆ When browsing through a person's identified photos, select one or more photos and press **(Delete)**.
- ◆ In confirmation mode, click incorrectly recognized photos *above* the bar to reject them (**Figure 4.12**).
- ◆ When you're naming faces in photos, if you come across an incorrect one, just enter the correct name (**Figure 4.13**).

### ✓ Tips

- When in confirmation mode, you can **(Control)-click** a suggested face, which displays a contextual menu with Confirm, Reject, and Name items. Choose Name to enter the correct name for the suggested face without leaving confirmation mode.
- Using **(Delete)** when browsing through a person's identified photos does not delete the photo, it merely tells iPhoto to disassociate the person's name with the photo.
- Removing the last identified photo from the collection of photos associated with a person removes their name from the Faces corkboard.

## Adding Info to People

There are four pieces of information associated with a person's snapshot in the Faces corkboard: the person's display name, full name, email address, and a key photo.

### Ways to set the display name:

- ◆ In the Faces corkboard, click the person's display name and enter a new one (**Figure 4.14**). Or...
1. In the Faces corkboard, mouse over a snapshot and click its *i* button, or select it and choose Get Info from the File menu (**Cmd**+**I**) to show the Information dialog (**Figure 4.15**).
  2. Click the display name and enter a new one.
  3. Click Done to dismiss the dialog.

### To set the full name:

- ◆ In the Information dialog, click "full name" and type the person's full name (**Figure 4.15**). Click Done.

### To set the email address:

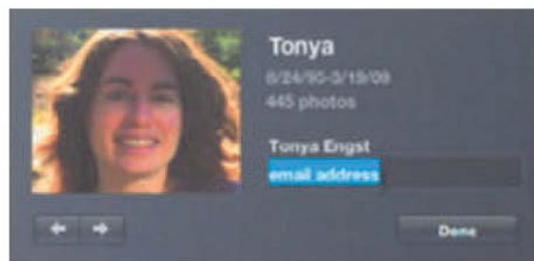
- ◆ In the Information dialog, click "email address" and type the person's email address (**Figure 4.15**). Click Done.

### Ways to set the key photo:

- ◆ In the Faces corkboard, scrub over the person's snapshot and when you see a new one you like, press **Spacebar**.
- ◆ When browsing through a person's photos, **Control**-click the desired photo and choose Make Key Photo from the contextual menu.
- ◆ In the Information dialog, scrub over the person's key photo and when you see one you like, click it. (The change isn't reflected until you click Done.)



**Figure 4.14** To change a person's display name, just click it in the Faces corkboard and enter a new name.



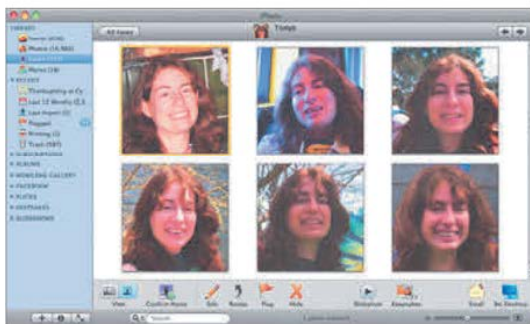
**Figure 4.15** In the Information dialog, you can change a person's display name, full name, email address, and key photo.

### Name and Email for Facebook

If a full name like "Tonya Engst" is present in the Information dialog, iPhoto uses that for the photo's tag in Facebook instead of the "Tonya" display name. More important, Facebook uses the email address in the Information dialog to connect a photo with the profile of the pictured Facebook user. The email address must match the person's email address in Facebook (verify that in the person's profile). This is why it's helpful that iPhoto 8.0.2 and later suggest name and email address information from Address Book. Changes made to the full name and email address aren't reflected in photos already uploaded to Facebook.



**Figure 4.16** With the View control at the left side of the toolbar toggled to the left, you see full photos when browsing a person's photos in Faces.



**Figure 4.17** Click the View control's right-hand button and you see only close-ups when browsing a person's photos in Faces.

## Faces and Organize Mode

Most of your initial time with Faces will be spent teaching iPhoto how to recognize your friends and family. What do you do with Faces after that's done?

The slightly confusing fact about Faces is that when you're browsing a person's photos via the Faces corkboard, you're in organize mode, with only two slight differences.

### Differences from organize mode:

- ◆ When browsing faces, click the View controls to toggle between showing full photos (**Figure 4.16**) and close-ups (**Figure 4.17**).
- ◆ As you take more photos that may not be recognized automatically, use the Confirm Name button to continue iPhoto's training.

### ✓ Tips

- Remember, since you're essentially in organize mode when browsing a person's photos in Faces, you can use those photos as the source for photos for a slideshow, book, calendar, or Web album.
- Since Faces can't identify people who aren't facing the camera, consider using keywords that are the same as your display names and making smart albums that collect *all* the photos of a person.



## Deleting People from Faces

If you've assigned names to people who appear only once or twice in your entire photo library, it may not be worth having them cluttering your Faces corkboard. It's easy to remove a person from Faces.

### To delete a face:

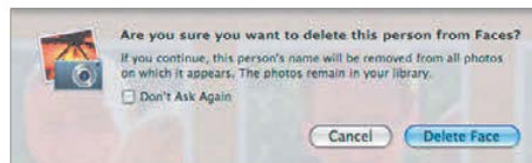
- ◆ From the Faces corkboard, drag a person's snapshot to the Trash in the source pane (**Figure 4.18**), or select a snapshot and press **Command+Delete**.  
iPhoto prompts to make sure you really want to delete the person from Faces (**Figure 4.19**).
- ◆ When browsing through a person's identified photos, select all the photos and press **Delete**. Alternatively, **Control**-click the selection and choose This Is Not "Name" from the contextual menu.

### ✓ Tips

- When you use the second method above, iPhoto doesn't prompt you at all.
- Deleting a snapshot from the Faces corkboard removes the name from photos, but does not delete the photos themselves.
- Remember that you can rearrange the snapshots on the corkboard by dragging them, making it less necessary that you delete little-represented people. I recommend putting your most frequent photo subjects at the top.



**Figure 4.18** Drag snapshots you don't want on the corkboard any more to the Trash icon in the source pane.



**Figure 4.19** Click Delete Face to confirm that you really want to delete the person from the Faces corkboard.

# WORKING WITH PLACES

# 5

## Geotagging with Other Programs

For those interested in geotagging their photos automatically right now, two programs, Houdah Software's Houdah Geo and Ovolab's Geophoto, promise to match up a GPS track log (containing locations associated with times) recorded with a special GPS device with the time stamps on the photos you take. They then write the latitude and longitude coordinates into the photos, after which iPhoto can read them.

I haven't used either program personally, nor do I own a GPS track logger, so I can't comment on how easy they are to use with iPhoto. The cost of entry is \$25–\$30 for the software and about \$100 for a GPS track logger that you'd clip on your belt loop or camera bag as you take photos.

For more information about Houdah Geo, including a list of recommended GPS track loggers, visit Houdah Software at [www.houdah.com/houdahGeo/](http://www.houdah.com/houdahGeo/). To learn more about Geophoto, check out Ovolab at [www.ovolab.com/geophoto/](http://www.ovolab.com/geophoto/).

A major addition to iPhoto '09 is Places, which makes it possible to see where your photos were taken, find them by location, and include maps of the locations in books.

Unfortunately, you can't train iPhoto to recognize where a photo was taken. *Geotags*—location information—are either embedded in a photo's metadata automatically by the camera used to take the photo, or they're something you add later in iPhoto. (There is one other way; see the sidebar to the left.)

Right now, apart from Apple's iPhone, only a handful of cameras contain the necessary *GPS* (Global Positioning System) chip necessary for a camera to divine its location from orbiting satellites. So unless you take a lot of photos with an iPhone, assigning location information to photos will largely be a manual effort. Don't worry, it's not hard.

Note that Places, because it relies on maps from Google and Google searches, requires an Internet connection.

How obsessive you wish to be when geotagging your photos is up to you. I'm the sort of person who will carefully find the particular beach at Half Moon Bay where a photo was taken; other people may be happy to say the photo was taken in Half Moon Bay, or even just in California.

## The Faces of Places

Unlike most of the other modes in iPhoto, Places offers a number of different views, depending on whether you're viewing a photo's location information, looking at map showing the locations of your photos, browsing a list of places, or making a new place.

### To view a photo's location:

- ◆ Select one or more photos and choose Get Info from the File menu (**Cmd**+**I**), or click the **i** button that appears when you mouse over a photo. iPhoto displays the Information dialog, with a prominent map of the photo's location (**Figure 5.1**).

### To view a map of photo locations:

- ◆ Click Places in the source pane and make sure the World View button (the one with the globe) is selected in the View control at the left side of the toolbar (**Figure 5.2**).
- ◆ While viewing the Information dialog for photos that have geotags, click the little arrow next to Show in Places to jump to a zoomed-in map view in Places.

### To browse through photo locations:

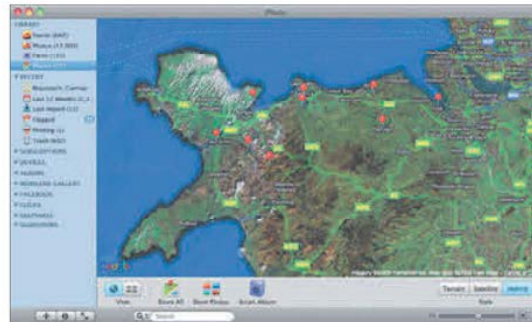
- ◆ Click Places in the source pane and make sure the Browser View button (it has four little rectangles in it) is selected in the View control in the toolbar. iPhoto shows the hierarchical location browser (**Figure 5.3**).

### To view your custom places:

- ◆ From the Window menu, choose Manage My Places. iPhoto displays the Edit My Places dialog, showing the custom places you've created and letting you perform a Google search to find the location for a new custom place (**Figure 5.4**).



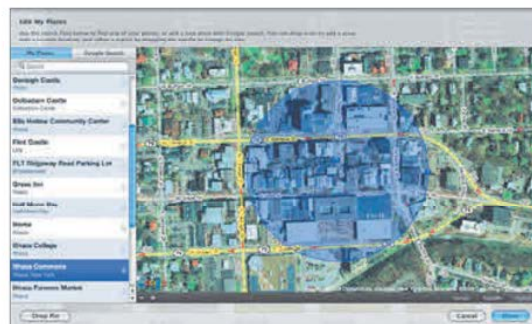
**Figure 5.1** Photos with geotags show maps of their locations in the Information dialog.



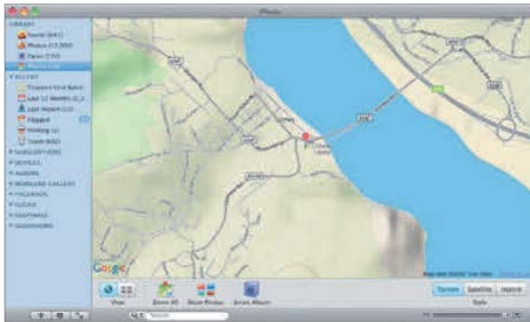
**Figure 5.2** Places can display maps (here of Northern Wales) with pins showing the locations where you took photos.



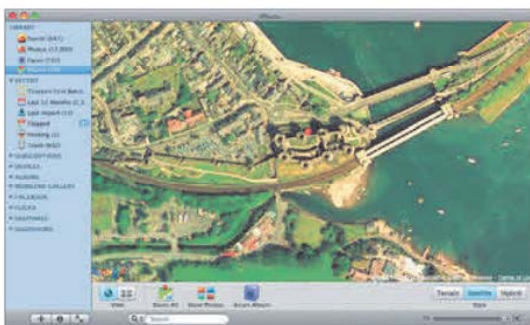
**Figure 5.3** Alternatively, you can browse through your photos by selecting from a hierarchical list of places.



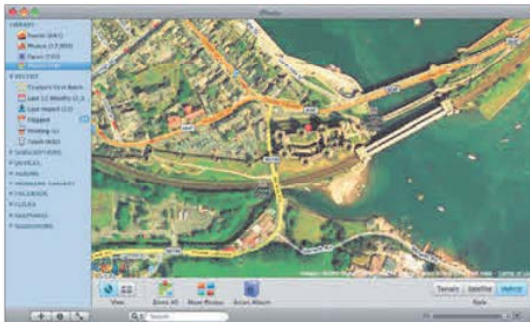
**Figure 5.4** You can make your own places, with their own names, that you can apply to photos without geotags, and that will be applied automatically to photos taken by GPS-equipped cameras within the radius you set.



**Figure 5.5** Terrain map style shows hills and valleys, along with map borders, place names, and roads.



**Figure 5.6** Satellite map style shows only satellite imagery, making it useful for extreme close-ups. You can zoom in further in Satellite and Hybrid style than in Terrain style.



**Figure 5.7** Hybrid map style uses satellite imagery but also overlays it with place and road names, making it the most useful of the three views. Like Satellite style, the Hybrid style can zoom closer than Terrain.

### Select Pin before Zooming

To make sure iPhoto zooms where you're expecting when using the size slider, select a pin before zooming.

## Working with Maps

Before we dive into how to use Places, it's important to understand how to work with the maps you see, as in **Figure 5.1**, **Figure 5.2**, and **Figure 5.4**, previous page.

### To move the map view in the window:

- ◆ Click-and-hold anywhere within the map and drag the map view around. Let up and repeat to move it more than a screen.

### To zoom in and out:

- ◆ In the main map view in Places, drag the size slider to the right to zoom in, and to the left to zoom out. Alas, you can't zoom in all the way with the size slider.
- ◆ In the Information dialog and in the Edit My Places dialog, click the + and – buttons to zoom in and out.
- ◆ In the main map view in Places and in the Edit My Places dialog, double-click anywhere in the map to zoom in, and **[Control]**-double-click to zoom out.

### To change the view style:

Although the button styles vary slightly, iPhoto's map interfaces provide three ways to view the map: Terrain, Satellite, and Hybrid.

- ◆ To view the map in traditional terrain map style, with map borders, place names, road names, and other cartographic marks, click the Terrain button (**Figure 5.5**).
- ◆ To view the map with satellite imagery sufficient to see buildings at the most zoomed level, but without any cartographic marks, click the Satellite button (**Figure 5.6**).
- ◆ To view the map in with both satellite imagery and cartographic marks, click the Hybrid button (**Figure 5.7**).

## Geotagging Photos

Photos you take with an iPhone or other GPS-equipped camera will be geotagged automatically. For all other photos, you must add geotags manually.

### To geotag photos:

1. In the Advanced pane of iPhoto's Preferences window, choose Automatically from the Look up Places pop-up menu (**Figure 5.8**).
2. In organize mode, select an event or one or more photos, and either choose Get Info from the File menu (**Cmd+I**) or click the little *i* button that appears when you mouse over an event or photo. iPhoto displays the Information dialog (**Figure 5.9**).
3. Click the location field and enter the place where the photos were taken. As you type, iPhoto matches against its internal database of places and any custom places you've created, displaying a list of locations.
4. If iPhoto finds the location you want, click it to select it, and click Done.
5. If you need to make a new custom place, see "Adding New Places," on the next page.

### ✓ Tips

- You *must* click found locations to select them; simply pressing **Tab** or **Return** won't work.
- To remove a location from selected photos, display the Information dialog, click in the location field, and click the X button that appears at its right side. This doesn't remove GPS coordinates stored by a camera, just the connection with a place name that you set previously.



**Figure 5.8** Set whether or not iPhoto should look up places based on the GPS coordinates in photos taken with a GPS-equipped camera (like an iPhone).

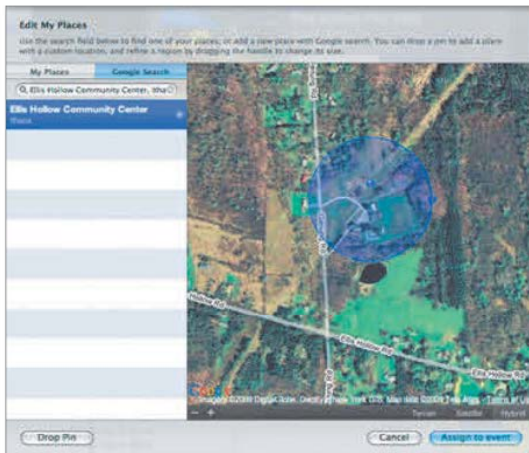


**Figure 5.9** Type a place name into the location field and, if iPhoto suggests an appropriate location, click the name in the drop-down list to select it.

### Lost?

In theory, events and their photos should share location information. In practice, the connection seems weak and changing an event location may not change the location of its photos. To increase the chances of this working, first remove location information by clicking the X button at the right side of the location field. Then reassign locations.

I anticipate this behavior improving in future updates beyond iPhoto 8.0.2.



**Figure 5.10** Start with a Google search when adding new places. Once you've found a place, select it, position its blue pin as you want, and click Assign.

### Working in My Places

What if you want to edit the name of a place or remove it? Click My Places in the Edit My Places dialog to see a list of all your places. Once there, you can double-click a place's name to edit it, or click the – button next to the name to delete the place. iPhoto warns you if there are photos associated with the place before deleting it.

### Places Is Buggy

Honestly, giving exact directions on how to create and assign new locations has been difficult, because I've run into a number of odd and incorrect behaviors in iPhoto 8.0.1 and 8.0.2. If I can isolate these, I'll report them as bugs and hopefully Apple will fix them. In the meantime, suffice to say that things may not work exactly as I've described here.

## Adding New Places

Although iPhoto knows about thousands of places, you're likely to want to make your own places, if only for places like your house.

### To add a new place:

1. Choose Manage My Places from the Window menu, or click New Place when typing a place name in the location field (**Figure 5.8**, previous page).  
iPhoto opens the Edit My Places dialog.
2. Click Google Search if it's not already selected.
3. Perform a Google search for the place you want to find.  
iPhoto displays a list of possible matches.
4. If one of the matches is correct, click it to select it and turn its pin blue.
5. If there are no matches, or if you want to add a completely unsearchable location (like a trailhead), zoom and pan the map to the desired spot and click Drop Pin.
6. If you want the location to be more precise, zoom in, drag the pin to reposition, and adjust the vicinity by dragging the control on the right edge of the blue circle (**Figure 5.10**).
7. If necessary, enter a name for the place.
8. Click the Assign or Done button (depending on your starting point in step 1).

### ✓ Tips

- When searching, be as precise as you can to get the best results, with a full address if you know it.
- Click the + button next to the selected location's name to add it to the My Places list. Assigning the location to a photo also has this effect.

## Displaying Photo Locations on the Map

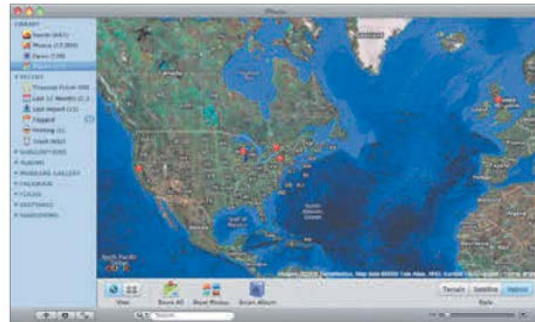
There are two basic ways of finding photos with geotags: displaying them on iPhoto's zoomable map and browsing through a hierarchical list of places (next page).

### To display photo locations on the map:

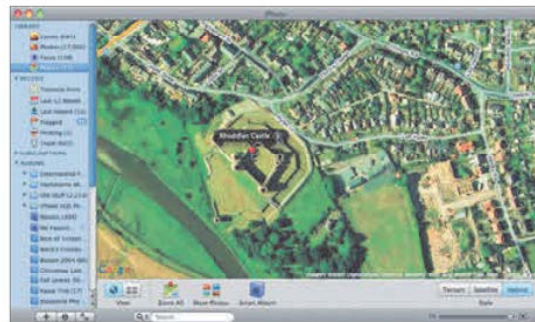
- ◆ Click Places in the source pane and, if necessary, click the World View button in the View control in the toolbar.
- ◆ When in the Information dialog for a photo or event that contains geotags, click the arrow next to Show in Places. iPhoto displays its map zoomed to display the places in which the selected photo(s) were taken (**Figure 5.11**).

### Things you can do on the map:

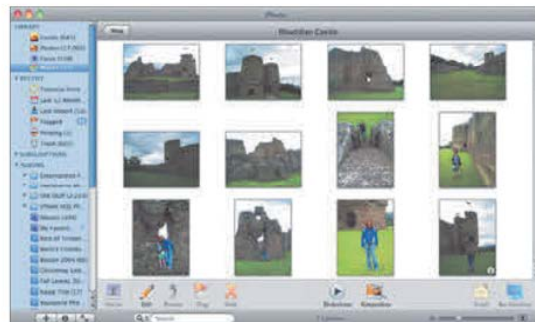
- ◆ Zoom in to see more detail or out to see more of the surrounding area.
- ◆ Switch among terrain, satellite, and hybrid styles by clicking their buttons.
- ◆ Drag the map to move the view within the window.
- ◆ Mouse over a pin and click the arrow button in the Name pop-up (**Figure 5.12**) to view the photos taken in that location. Alternatively, click a pin to select it, and then click the Show Photos button. iPhoto displays the photos from that location in organize mode (**Figure 5.13**). Return to the map view by clicking the Map button at the top of the display pane.
- ◆ Click the Zoom All button to zoom out to the point where all your photo locations can appear on the map.
- ◆ Click the Smart Album button to make a smart album of photos from the pins visible on the map at that time.



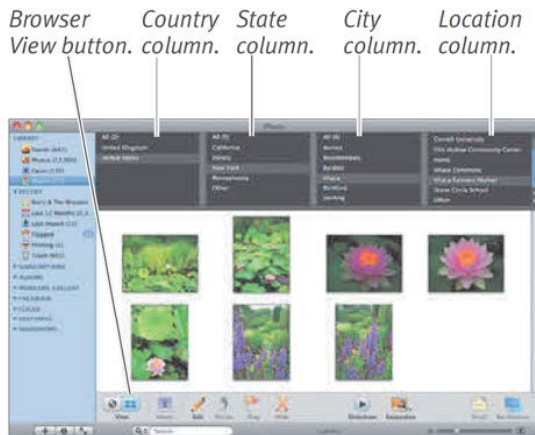
**Figure 5.11** Click Places to see a map zoomed sufficiently to show all the locations in which your photos have been taken.



**Figure 5.12** Mouse over a pin, and click the arrow in the Name pop-up to view all the photos from that location.



**Figure 5.13** When viewing photos from a location, you're in organize mode, with all its associated tools. To return to the map, click the Map button in the upper left corner.



**Figure 5.14** Click the Browser View button in Places to use the hierarchical location browser to select photos.



**Figure 5.15** As you select places, starting from the left, the columns to the right display only the places within the selected location.

## Browsing by Place

It may be easier, particularly after you've added a lot of places, to navigate your photos with iPhoto's hierarchical location browser.

### To browse hierarchically:

1. Click Places in the source pane.
2. Click the Browser View button in the View control to display iPhoto's location browser (**Figure 5.14**).
3. Click a place name in any one of the four columns (country, state, city, location). iPhoto displays just those photos whose geotags are within the selected place.

### ✓ Tips

- When you click a place name in one of the columns, the next column to the right displays only the places within the selected place.

In **Figure 5.15**, because I selected *United States* in the first column, the second column contains only U.S. states. And because I selected *New York* in the second column, the third column contains only cities in New York. And because I selected *Ithaca* in the third column, the fourth column contains only places in Ithaca. Realistically, this approach to drilling down will be necessary only for people with many different places.

- When you've displayed the photos in a particular place, via either the hierarchical browser or the map, you're in organize mode. See Chapter 3, "Organizing Photos," starting on page 29.
- You can also search for place names, and iPhoto will find all the photos within that place (see "Searching with the Search Field," page 57).



## Putting Maps in Books

Places provides a major new book feature. In all book themes, a new map page layout becomes available to show where photos in the book were taken. The Travel theme offers additional map pages and options. To start making a book (where these steps pick up), see “Creating Books Overview,” page 172, and “Designing Book Pages,” page 173.

### To put a map in a Travel book layout:

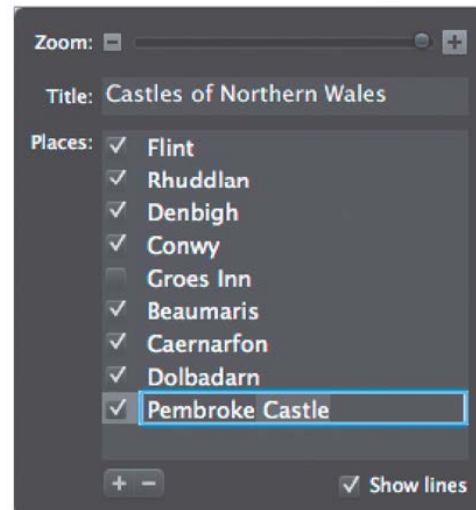
1. Select a page, and from the Layout pop-up menu, choose one of the Map layouts to insert a map (**Figure 5.16**).
2. Click the map on the book page to display the map editing pop-up (**Figure 5.17**).
3. Use the Zoom slider to adjust the zoom level to show the desired amount of detail, and drag the map within the frame to position it appropriately.
4. Enter a title for the map in the Title field.
5. Deselect places you don't want to appear on this particular map.

You can also remove places from this map's list by clicking the – button below the list. You can also add a new place that's not currently associated with the photos in the book. Click the + button and follow the instructions on “Adding New Places,” page 75.

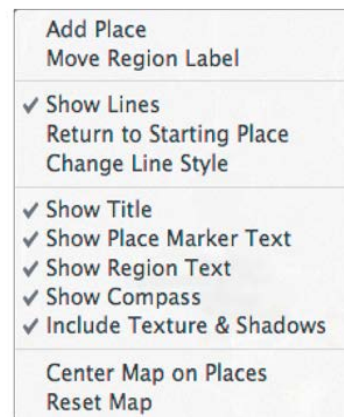
6. To edit the place names for this map, double-click a name and change it.
7. If the places aren't in the right order, drag them around in the list to rearrange.
8. Click Show Lines to display lines connecting the places, in chronological order.
9. For more options related to lines, titles, and other adornments, **Control**-click the map and choose the appropriate item from the contextual menu (**Figure 5.18**).



**Figure 5.16** You can add map pages to books, complete with dots for the places the photos were taken, and lines showing your path between those places.



**Figure 5.17** The map editing pop-up helps you zoom the map, give it a title, and choose which places appear (and in what order).



**Figure 5.18** Control-click the map to access additional options in the contextual menu.

# EDITING PHOTOS

# 6

## Nondestructive Editing

In the first few versions of iPhoto, the program saved each change as you made it, which was a bad idea because the lossy JPEG compression that was applied each time could degrade the image quality. In iPhoto 5, Apple reduced the number of times an edited photo would be recompressed by writing all changes out at once when you clicked Done or moved to another photo.

In iPhoto '08, Apple switched again, this time to the nondestructive editing approach used by Aperture, iPhoto's high-end sibling. Since that version, all changes you make to new photos, or those that have never been edited in an earlier version, are saved in an *edit list* and applied to the original. (Previously edited photos don't use nondestructive editing unless you first revert to the original photo.) So in theory, image degradation due to multiple applications of JPEG compression should be a thing of the past.

iPhoto still maintains the current edited version of each photo in the Modified folder; those files are still necessary for display and export.

If you're anything like me, not all your photos come out perfect. In fact, lots of them are probably pretty bad, and those you can delete after import. No harm, no foul, and you didn't pay for developing.

What about those pictures that are okay, but not great? Much of the time they merely require a little work. Perhaps you need to crop out extraneous background that distracts the eye from the subject of the photo, or maybe you want to remove the red glow from that cute baby's eyes (it's the fault of the camera flash, not necessarily the sign of a demon child). iPhoto can help with those tasks and more.

I'm not suggesting that you whip out an image-editing application, clip your cousin's ex-husband out of the family reunion photo, and use filters that sound like alien death rays (Gaussian blur?) to make it appear as though he was never there. If you can do that, great, and iPhoto will even let you use any other image-editing application, including Photoshop and Photoshop Elements. But for most people, iPhoto provides all the basic editing tools that they need.

The main thing to remember is that there's no shame in editing photos to improve them. All the best photographers do it, and you can do it, too.

## Entering Edit Mode

Since you can edit in the main window, in full screen mode, or in another application, it makes sense that you can enter edit mode in several ways.

### To choose how to edit photos:

1. From the iPhoto application menu, choose Preferences (**Cmd**,). iPhoto opens the Preferences window. Click the General button.
2. Select whether double-clicking a photo edits it (what I'm used to) or magnifies it.
3. From the Edit Photo pop-up menu, choose how you want iPhoto to edit photos by default (**Figure 6.1**). To use another program, choose In Application, and select a program in the Open dialog (**Figure 6.2**).
4. Close iPhoto's Preferences window.

### Ways to enter edit mode:

- ◆ Double-click a photo in any mode (**Option**-double-click in organize mode if you set double-click to magnify), or double-click a photo *twice* if it's a small photo on a calendar page. In organize mode, you can also just press **Return**.
- ◆ In organize mode, click the Full Screen button or choose Full Screen from the View menu (**Cmd****Option****F**) to edit the selected photos in full screen mode.
- ◆ **Control**-click a photo in organize mode, and choose an editing command from the contextual menu (**Figure 6.3**). Book mode offers a different contextual menu that also has an Edit Photo command.

### ✓ Tip

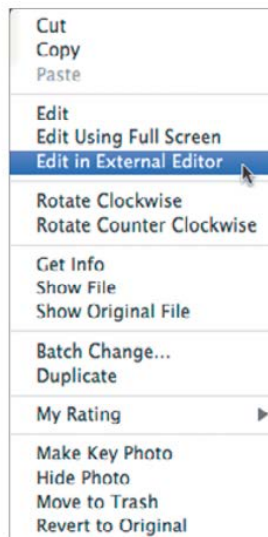
- The capability to edit a photo in a separate window is no longer in iPhoto '09.



**Figure 6.1** In the Preferences window, choose how you want iPhoto to enter edit mode when you click the Edit button or double-click a photo.



**Figure 6.2** To use another program, choose In Application, and then find your desired program in the Open dialog.



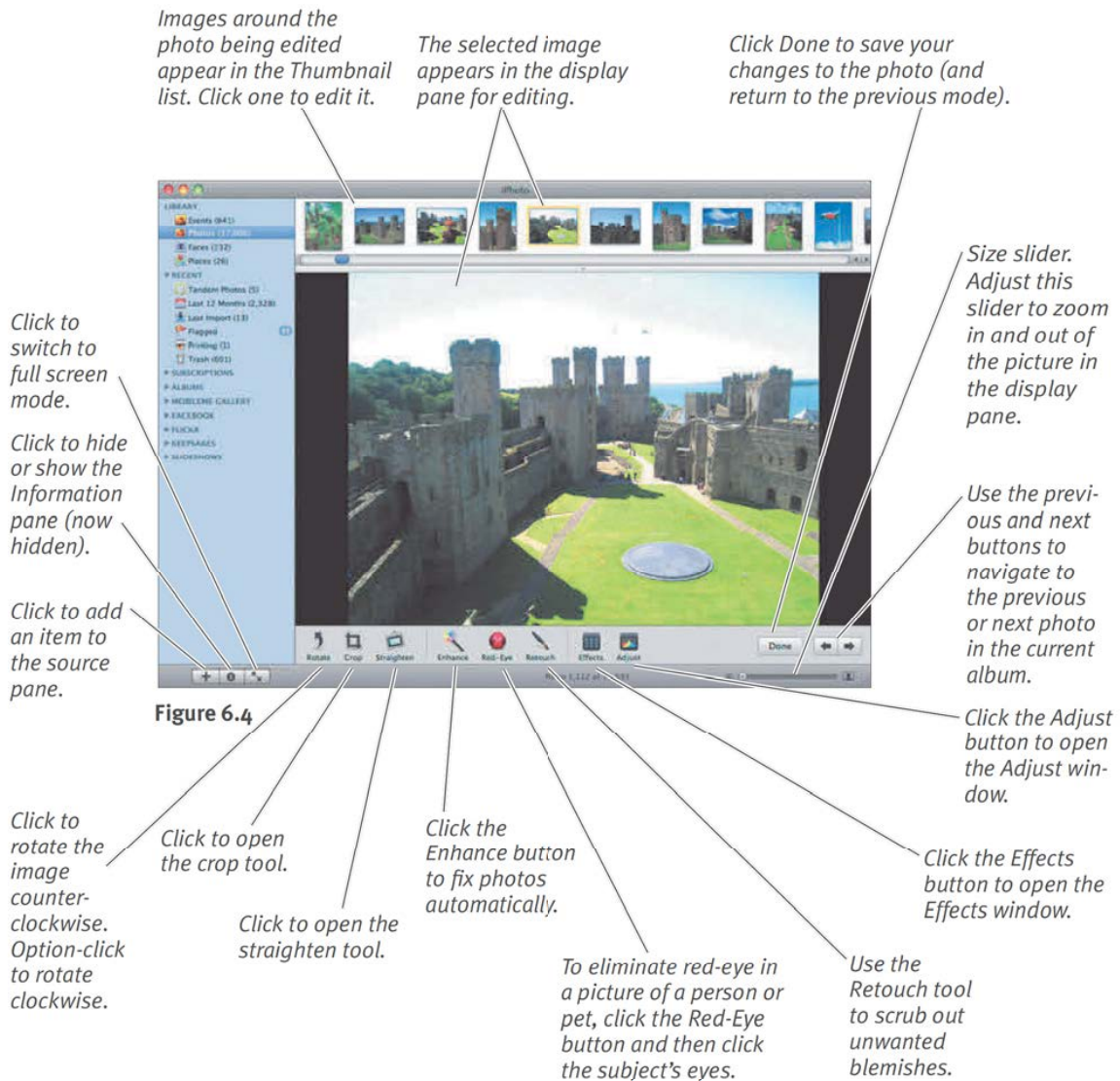
**Figure 6.3** Control-click a photo in organize mode and choose one of the editing commands from the contextual menu. This is a particularly good way to edit in an external application on an occasional basis.

✓ **Tips**

- Hide or show the Thumbnail list at the top of the window by choosing Hide or Show (**Cmd**+**Option**+**T**) from the View menu's Thumbnail submenu.
- When in edit mode, **Control**-click anywhere on a photo to access the commands that appear in the Photos menu.

## Edit Tools Overview (Main Window)

Here's a quick look at the tools available when you edit an image in the main window (**Figure 6.4**).



**Figure 6.4**

**EDIT TOOLS OVERVIEW (MAIN WINDOW)**

## Edit Tools Overview (Full Screen)

When you edit a photo in full screen mode, the editing tools and thumbnails are the same as in the main window, but they automatically appear and disappear at the bottom and top of the screen when you move your pointer to those locations, and there are several other buttons that provide necessary features (**Figure 6.5**).

### ✓ Tips

- Choose Always Show from the Thumbnails submenu in the View menu to display thumbnails all the time. You can also set the thumbnail column position and number of columns in the Thumbnails submenu.
- Choose Show Toolbar from the View menu to display the toolbar all the time.

EDIT TOOLS OVERVIEW (FULL SCREEN)



Figure 6.5

Click to open the Information window.

Click to open the crop tool.

Click to open the straighten tool.

Click to compare this image with the next one to the right.

Click to rotate the current image counter-clockwise. Option-click to rotate clockwise.

Click the Enhance button to fix photos automatically.

Use the Retouch tool to scrub out unwanted blemishes.

Click the Effects button to open the Effects window.

To eliminate red-eye in a picture of a person or pet, click the Red-Eye button and then click the subject's eyes.

Adjust window. Use the controls here to modify the image.

Information window. Use it to view information, and change titles, date, and time.

Use the previous and next buttons to navigate to the previous or next photo in the current album.

Navigation window. Drag the selection rectangle to scroll around in the image.

Close button. Click to leave full screen mode.

Size slider. Use this slider to zoom in and out of the picture. Opens the Navigation window.

Click the Adjust button to open the Adjust window.



**Figure 6.6** Set your RAW preferences in the Advanced pane of the iPhoto Preferences window.

## Lossy vs. Lossless Compression

There are two basic ways of compressing a file so it takes up less space on disk: lossy and lossless.

With *lossy* compression, some data is deleted from the file, usually in ways that aren't particularly noticeable but that always reduce the overall quality. Files compressed with lossy compression methods are usually much smaller than their originals. Lossy compression methods work well with pictures and sound where data that most people can't see or hear can be eliminated.

In contrast, *lossless* compression methods preserve all the data in the original file perfectly when compressing it. That's best for retaining quality, but means that the file isn't nearly as small as it would be with a lossy method.

The basic difference then, is the trade-off between size and quality. For higher quality, choose file formats such as TIFF that use lossless methods of compression; for smaller files, stick with file formats such as JPEG that use lossy compression.

## Editing RAW Files

Some digital cameras offer the option of shooting in *RAW format*, in which the image isn't compressed at all. RAW is considered a "digital negative" format that isn't to be modified, which has some implications when you want to edit a RAW photo in iPhoto.

### Useful facts about working with RAW:

- ◆ When you edit a RAW file in iPhoto, a small RAW badge appears either at the bottom of the display pane or in the toolbar in full screen view.
- ◆ iPhoto offers you the option to save edited RAW files in TIFF format, which uses lossless compression to preserve all the original detail in the RAW file. Normally, iPhoto saves edited files in JPEG format, which uses lossy compression, meaning that some detail is lost on save. You can change this behavior in the Advanced pane of iPhoto's Preferences window by selecting Save Edits as 16-Bit TIFF Files (**Figure 6.6**).
- ◆ If you prefer to edit RAW files in an external editor like Adobe Photoshop, you can select Use RAW When Using External Editor in the Advanced pane of iPhoto's Preferences window (**Figure 6.6**). That setting overrides iPhoto's normal preferences for how you edit photos.
- ◆ If you select an edited RAW photo, the normal Revert to Original command in the Photos menu changes to Reprocess RAW. However, the end result is the same—all your changes are thrown away and you start again with the original RAW file.

## Zooming Photos

It can be helpful to zoom in and out while editing, particularly when using the Retouch tool or clicking eyes for red-eye reduction.

### To zoom in the main window:

- ◆ With an image showing in the display pane in edit mode, drag the size slider to the right to zoom in (**Figure 6.7**). The Navigation window appears to help you scroll in the photo. To zoom out, drag the slider to the left (**Figure 6.8**).

### To zoom in full screen mode:

- ◆ Drag the size slider to the right to zoom in and to the left to zoom out. The Navigation window appears to help you scroll around in the photo (**Figure 6.9**).

### ✓ Tips

- On Mac laptops introduced in late 2008, you can use the pinch open and close gestures to zoom in and out. Check the Trackpad pane of System Preferences for little demo movies of how this works.
- iPhoto '09 removes the scroll bars when zoomed in while editing in the display pane. To navigate in both the display pane and in full screen view, drag the view rectangle around in the Navigation window.
- If your mouse or trackball has a scroll wheel, you can use it to scroll vertically within a zoomed photo, even in full screen mode. Press **(Shift)** while moving the scroll wheel to scroll horizontally.
- On Mac laptops from the last few years, you can scroll by dragging two fingers on the trackpad. It's a great way to scroll around in photos.



**Figure 6.7** To zoom in on a photo, drag the size slider to the right. Here I've zoomed in all the way. Move around in the photo using the Navigation window that appears (lower right).



**Figure 6.8** To zoom back out, drag the slider to the left. Here I've zoomed back out to the size that matches the display pane's size.



**Figure 6.9** In full screen mode, use the size slider to zoom in and out, and navigate around with the tiny Navigation window that appears (lower right).



**Figure 6.10** Notice how the duplicated photo appears next to its original and how it has “copy” appended to its title.

### About Copies

iPhoto is consistent about where it places duplicates; they are always “newer” than the originals, so they sort to the left of the originals if Descending is selected in the View menu’s Sort Photos submenu, or to the right if Ascending is selected (assuming you’re sorting by date, of course).

iPhoto is also consistent about appending “copy” to the title of duplicate photos, making them easy to select by searching for the word “copy” in the Search field (for details, see “Searching with the Search Field,” on page 57).

If the photo has been edited, iPhoto duplicates both the original and modified files, appending “\_2” to their filenames. See “iPhoto Directory Structure,” on page 19.

## Duplicating Photos

iPhoto lets you duplicate photos, which can be useful in a variety of situations.

### Reasons to duplicate a photo:

- ◆ If you want a photo to appear twice in a saved slideshow, you must duplicate the photo and add it to the slideshow separately.
- ◆ If you want to crop a head shot out of a photo, for instance, while keeping the original photo intact, duplicate the photo and crop the copy.

### Ways to duplicate photos:

- ◆ In any mode, select one or more photos (not thumbnails!) and from the Photos menu, choose Duplicate (**⌘D**).
- ◆ **⌘**-click a photo and choose Duplicate from the contextual menu. iPhoto duplicates the photo, appending “copy” to the title of the duplicate (**Figure 6.10**).

### ✓ Tips

- The duplicate image shows up next to the original in the Library, and iPhoto does not create a new event.
- The Last Import album does not show the duplicated photo.
- If a specific source (calendar, slideshow, book, etc.) is selected when you duplicate a photo, the duplicate is added to that source too. However the photo won’t be duplicated in any other sources that contain it. Also, as of iPhoto 8.0.2, you must switch out of a source and back in to see the duplicate. It’s a bug.
- iPhoto duplicates everything about the original, including keywords and ratings.



## Rotating Photos

If you've turned your camera to switch from landscape view (horizontal) to portrait view (vertical), you may need to rotate the image in iPhoto to view it right side up.

### Ways to rotate photos:

- ◆ In organize or edit mode, to rotate one or more photos clockwise, select them and click the Rotate button (**Figure 6.11** and **Figure 6.12**). To rotate the selected photos counter-clockwise, hold down **[Option]** and click the Rotate button.
- ◆ In organize or edit mode, select one or more photos, **[Control]**-click one, and choose the desired rotation direction from the contextual menu that appears.
- ◆ In organize, edit, or slideshow mode (but not book mode), select one or more photos and choose either Rotate Clockwise (**[Command] [R]**) or Rotate Counter Clockwise (**[Command] [Option] [R]**) from the Photos menu.

### ✓ Tips

- Most cameras automatically rotate the image, eliminating the need for Rotate.
- You can change the direction used by the Rotate button in iPhoto's Preferences window; **[Option]**-clicking always reverses the default direction (**Figure 6.13**).
- It may be easiest to rotate photos in batches in organize mode. Shrink the thumbnail size so you can see a number of photos at once, **[Command]**-click the ones that need rotating clockwise, and click Rotate. Repeat with any images that need counter-clockwise rotation, holding down **[Option]** when you click Rotate.
- On recent MacBooks, you can also rotate photos with a two-fingered twirl.



**Figure 6.11** Here I'm showing a "before" photo in the main window; note the Rotate button in the lower left that I'm clicking.



**Figure 6.12** Here's the "after" picture that resulted from clicking the Rotate button.



**Figure 6.13** In the middle of the Preferences window, select which direction you want iPhoto to rotate photos by default.



**Figure 6.14** To select a portion of a photo, drag to create a selection rectangle. Move it by dragging it; resize it by dragging an edge or corner. Here I've created a selection rectangle with no specific proportion to focus on the peach.



**Figure 6.15** To constrain an image to specific proportions, choose an aspect ratio from the Constrain pop-up menu in the constrain tool (in this screenshot I've chosen 4 x 6, which will make a good print). You can move and resize the selection rectangle while maintaining the selected aspect ratio.



**Figure 6.16** To constrain an image to custom proportions, choose Custom from the Constrain pop-up menu, and then enter your proportions in the fields to the right.

## Selecting Portions of Photos for Cropping

In iPhoto '09, you must click the Crop button before you can select a portion of the picture to crop. Before proceeding with the rest of this page, click the Crop button.

### To select part of a photo:

- ◆ Click outside the default selection rectangle and drag to create a new rectangle. iPhoto darkens the photo outside your selection rectangle to help you focus on what you have selected (**Figure 6.14**).
- ◆ To resize a selection rectangle, drag one of the rectangle's edges or corners.
- ◆ To move your selection rectangle around, drag it. You may need to move the rectangle to align it to the edges of a picture.
- ◆ To constrain the selection rectangle to specific proportions, choose an aspect ratio from the Constrain pop-up menu in the constrain tool. If you haven't created a selection rectangle, it will be constrained when you do; if you have one already, iPhoto resizes it (**Figure 6.15**). To remove a constraint, deselect the checkbox in the constrain tool or press **[Shift]** as you resize the rectangle.
- ◆ To constrain the selection rectangle to custom proportions, choose Custom from the Constrain pop-up menu, and enter the desired aspect ratio before you start selecting (**Figure 6.16**).
- ◆ To switch the orientation of the selection rectangle, choose Constrain as Landscape or Constrain as Portrait from the Constrain pop-up menu.

The next two pages have more details about aspect ratios and cropping.

## Specific Aspect Ratios

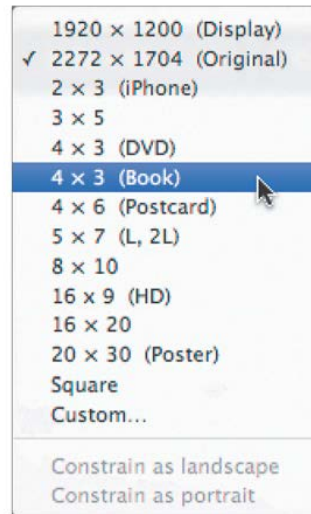
If you want to order prints of a photo, you first should crop it to the appropriate aspect ratio (**Figure 6.17**). See the next page to learn about cropping photos and see “Understanding Aspect Ratios,” on pages 186 and 187, for more details about aspect ratios.

### Uses for specific aspect ratios:

- ◆ Use 1920 x 1200 (Display) before you crop the image for use as a Desktop picture. These numbers are specific to your monitor’s resolution.
- ◆ Use 4 x 3 (DVD) or 16 x 9 (HD) for a landscape image for a DVD slideshow created with iDVD.
- ◆ Use Square when you want a square selection; I’ve found it helpful for making headshot images for use on the Web.
- ◆ Use a custom ratio if some external use, such as a Web page, calls for a specific aspect ratio.

### ✓ Tips

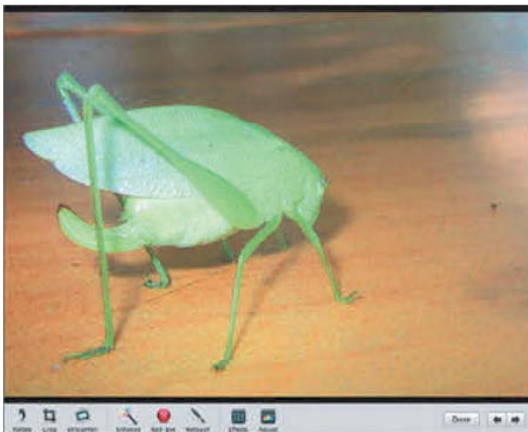
- iPhoto assumes you want to crop in the same orientation as the photo, but you can change that by choosing Constrain as Landscape or Constrain as Portrait from the Constrain pop-up menu.
- iPhoto has some duplicate aspect ratios, presumably for people who don’t realize that aspect ratios are ratios between numbers and multiplying those numbers by some value doesn’t change the ratio.
- Don’t bother cropping for books, cards, calendars, and printing on your own printer; it’s better to use the zoom and center feature instead because it doesn’t modify the original image the way cropping does. See “Editing Photos on Pages,” on page 176.



**Figure 6.17** Before cropping, choose the aspect ratio that matches your intended use.



**Figure 6.18** To crop an image, click the Crop button, select the desired portion, and then click the Apply button in the constrain tool. Here I've cropped out all the irrelevant background around the insect.



**Figure 6.19** As you can see, cropping this image improves it immensely.

### Adjust Shooting Style

When taking pictures, you usually want to fill the frame with the scene, but if you plan to order prints of all your photos, you might want to include a little extra space on the edges to allow for cropping to a print aspect ratio. For more tips, see Appendix B, “Taking Better Photos,” starting on page 209.

## Cropping Photos

If you plan to order a print of a photo or display it on your Desktop, you should crop it using an appropriate aspect ratio. Even if you don't plan to print a photo, cropping extraneous detail can improve an image. For more information, see “Understanding Aspect Ratios,” starting on page 202.

### To crop a photo:

1. Click the Crop button or press **C** to display the crop tool and a selection rectangle.
2. Select the desired portion of the image, using a constrain setting if you plan to use the image for display or printing. See the previous two pages for more details.
3. Click the Apply button in the constrain tool.  
iPhoto deletes the darkened area of the picture (**Figure 6.18** and **Figure 6.19**).

### ✓ Tips

- Press and release **Shift** to toggle between the “before” and “after” views.
- If your selection rectangle is very close to one of the standard aspect ratios, it's best to use the standard aspect ratio in case you want to print the image later.
- When you crop a photo, you remove pixels from it. So if you were to crop a 1600 x 1200 pixel photo (1,920,000 pixels) down to 1200 x 900 (1,080,000 pixels), you've removed almost half the image. Thus, if you print the original and the cropped version at the same size, the original will be of a much higher quality. Heavy cropping is one reason why iPhoto may show a low-resolution warning icon when you're creating books or prints. For details, see “Understanding Resolution,” starting on page 204.