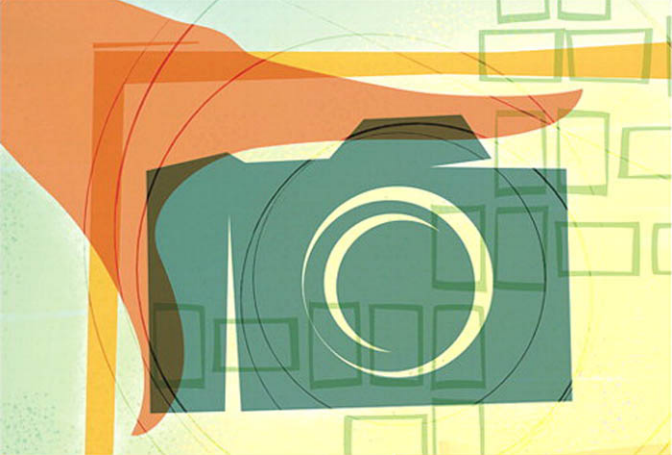




Apple Training Series

# iPhoto '11

Dion Scoppettuolo



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Apple Training Series: iPhoto '11  
Dion Scoppettuolo  
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See the Getting Started section of this eBook for instructions on downloading your lesson files.





# Getting Started

Welcome to the official Apple training course for the iPhoto '11, with bonus lessons on iWeb and iDVD. You don't need to have any special background to get started, other than having a Mac (and perhaps a healthy curiosity about what you can do with it).

This ebook comprises the entire iPhoto section of *Apple Training Series: iLife '11*.

Whether you're a beginner taking snapshots with your iPhone or a real photo fanatic, you'll learn how to use iPhoto by following easy step-by-step lessons that will grow in sophistication to increase your skill level.

In this book, we concentrate on how real people use iPhoto. We may even skip some of the more advanced functionality with an eye toward having fun, achieving quick success, and forming a foundation of confidence on which you can build.

## What iLife Does for You

There was a time when your photographs were in a shoebox in the closet; your music equipment was in the garage; and VHS videotapes were scattered around the television. Each medium was tricky to keep organized.

But when all your media is digital—in the form of digital snapshots, digital audio (CDs, MP3s, and so on), and digital video (movie files and DVDs)—keeping it organized is streamlined, sharing content is easy, and using the material interchangeably between formats is both simple and kind of fun.

A Mac is designed to sit at the heart of your digital life. It's a computer designed for creativity and for combining all this content effortlessly. Better than that, Apple provides software—free on all Macs—that orchestrates the commingling of all this content. iLife is a family of applications designed to stand alone but also tuned to work together in remarkable ways.

What iLife teaches you is *media literacy*: the ability to communicate in a variety of powerful ways that are different from speaking or writing. Making professional-quality videos, podcasts, and slideshows, and being able to combine picture and sound effectively, are skills that can be applied throughout your life. Once you develop these skills, you'll be stunned by how often you use them, whether for personal pleasure or to commercial advantage.

It's too simplistic to say that iPhoto is the picture software and iMovie is the video software. iPhoto handles the organization of your pictures, true, but once your images are there, using them in slideshows, in print, and on the web is very easy. You can't build a box around each component of iLife. So rather than focus on each product in turn, this book helps you create real-world projects, which sometimes involves dipping into other iLife applications in a single lesson. Learning software is seldom fun. But making movies or podcasts, promoting your business, or building a creative report for school can be. You'll end up learning the software along the way.

## The Methodology

This book emphasizes hands-on training. Each exercise is designed to help you learn the application as you use it, starting with the basic interface and moving on to advanced sorting and organizing, photo editing, and sharing techniques.

If you're new to iPhoto, it will be helpful for you to start at the beginning and progress through each lesson in order, since each lesson builds on information learned in the previous ones. If you're already familiar with iPhoto, you can start with any section and focus on that topic.

The end of the book includes bonus lessons for iWeb and iDVD, where you'll build an elegant website and DVD using the ATS iPhoto library you've been working with.

## A Word About the Lesson Content

Often, training materials are professionally created—using actors and complicated productions with multiple cameras and a crew. The resulting material is of high quality but probably bears little similarity to the kind of photos and videos most families have.

To make this training as real-world and practical as possible, virtually all the media used in this book was made in precisely the way you would make your own videos and photos. The quality of the pictures (for better or worse) is comparable to what you can get with home video and photo equipment, and the sophistication of the projects is precisely what you can achieve using the iLife tools, with settings (and challenges) you will commonly encounter yourself.

We tried to make sure the events depicted here were recorded in the way you are being taught to work. Ideally, this will give you clear and realistic expectations about what you can do with your newfound skills.

## System Requirements

This book is written for iLife '11, which comes free with any new Macintosh computer. If you have an older version of iLife, you will need to upgrade to the current iLife '11 version to follow along with every lesson. The upgrade can be purchased online at [www.apple.com](http://www.apple.com) and is available from any store that sells Apple software.

Before you begin the lessons in this book, you should have a working knowledge of your Mac and its Mac OS X operating system. You don't need to be an expert, but you do need to know how to use the mouse and standard menus and commands, and how to open, save, and close files. You should have a working understanding of how OS X



helps organize files on your computer, and you should also be comfortable opening applications (from the Dock or at least the Applications folder). If you need to review any of these techniques, see the printed or online documentation that came with your computer.

For a list of the minimum system requirements for iLife, please refer to the Apple website at [www.apple.com/ilife/systemrequirements.html](http://www.apple.com/ilife/systemrequirements.html).

## Copying the iPhoto Lesson Files

The *Apple Training Series: iPhoto '11* lesson files include all the project files and media you'll need to complete the lessons in this book. You must install the iLife '11 software before you install the lesson files.

**NOTE ►** If you've got *Apple Training Series: iMovie '11* and have already downloaded the lesson files for that ebook, you can skip steps 1 and 2.

### To install the iLife lesson files:

- 1 Go to [www.peachpit.com/ebookfiles/0132117541](http://www.peachpit.com/ebookfiles/0132117541) and download the file called *ATS iLife 11.dmg* to your hard drive.
- 2 Double-click the iLife11 Lesson Files Installer to run it. When the installation is complete, a dialog will appear indicating "Installation completed successfully." Click OK.

**NOTE ►** This download includes all lesson files for *Apple Training Series: iLife '11*. For this ebook, you will mainly be using the iPhoto '11 files. You'll need the iMovie '11 files for the bonus iDVD and iWeb Lessons. You will not need the GarageBand files unless you buy *Apple Training Series: iLife '11* or *Apple Training Series: GarageBand '11*.

This will copy the *ATS iLife11 Book Files* folder to your desktop, and will install certain iMovie, iPhoto, and GarageBand files in the locations where they need to be on your hard drive.

The *ATS iLife11 Book Files* folder contains the lesson files used in this course. Each lesson has its own folder. Note that several lessons use files from a previous lesson; in those cases, the start of the lesson will list the Event or existing content used in that lesson.

If you have previously imported photos into iPhoto, you will already have an iPhoto library in your Pictures folder. The ATS iLife11 installer puts an ATS iPhoto library in your Pictures folder. Before starting any iPhoto, iWeb, or iDVD lesson, you must first open the ATS iPhoto library to ensure that you have all the correct photos.

- 3** In your Pictures folder, double-click the ATS iPhoto library.

iPhoto opens, but you will not see your personal photos in the library. You will see the photos and Events used in the ATS iPhoto '11 book.

- 4** Choose File > Quit.

Every time you open iPhoto from the Dock or the Applications folder, you will now be opening the ATS iPhoto library. When you complete the lessons in the book, you can return to your personal library by double-clicking the iPhoto library in your Pictures folder.

## Resources

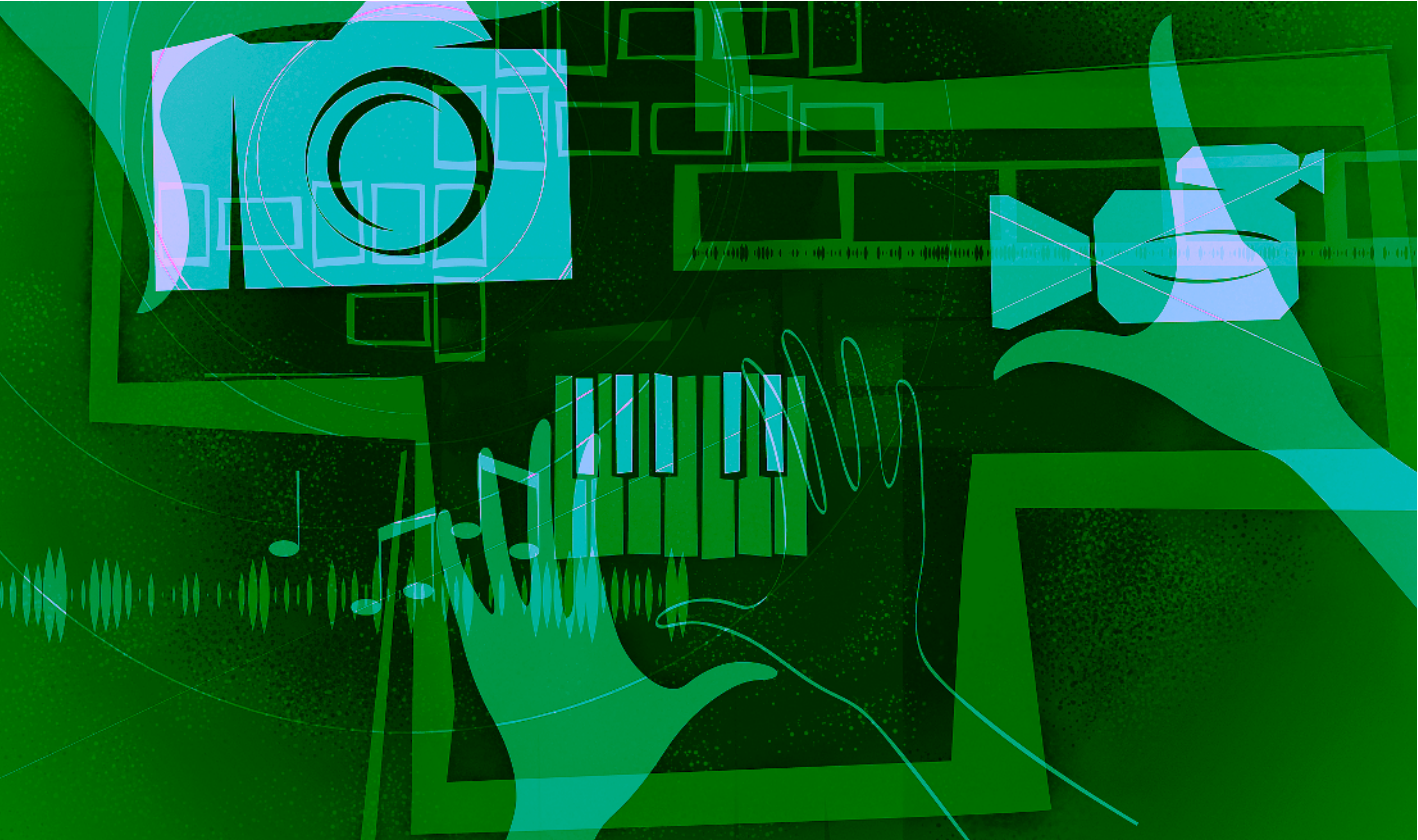
*Apple Training Series: iPhoto '11* is not intended to be a comprehensive reference manual, nor does it replace the documentation that comes with the applications. Rather, the book is designed to be used in conjunction with other comprehensive reference guides. These resources include:

- ▶ Companion Peachpit website: As iLife '11 is updated, Peachpit may choose to update lessons as necessary. Please check [www.peachpit.com/ats.ilife11](http://www.peachpit.com/ats.ilife11).
- ▶ The Apple website: [www.apple.com](http://www.apple.com).
- ▶ *Apple Training Series: iLife '11*, by Dion Scoppettuolo and Mary Plummer, a complete guide for learning about the entire iLife suite.
- ▶ *Apple Training Series: iMovie '11* (ebook), by Dion Scoppettuolo, is derived from *Apple Training Series: iLife '11* for those who want to focus specifically on iMovie.
- ▶ *Apple Training Series: GarageBand '11* (ebook), by Mary Plummer, is derived from *Apple Training Series: iLife '11* for those who want to focus specifically on GarageBand.
- ▶ *Apple Training Series: iWork '09*, by Richard Harrington, is an excellent companion to this book. Learn how to use iLife applications with iWork to create first-class presentations, slideshows, newsletters, publications, and spreadsheets.

- *Apple Training Series: GarageBand '09*, by Mary Plummer, is an in-depth look at GarageBand, in which you build songs, podcasts, and movie scores from scratch, and explore some of the advanced mixing and arranging features of GarageBand.
- *The Macintosh iLife*, by Jim Heid, an accessible and popular reference guide for the iLife products.

## Acknowledgements

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# iPhoto: Rediscover Your Photos

# 1

Lesson Files

Pictures > ATS iLife11 Book Files > Lesson 01 > Memory Card.dmg

Time

This lesson takes approximately 45 minutes to complete.

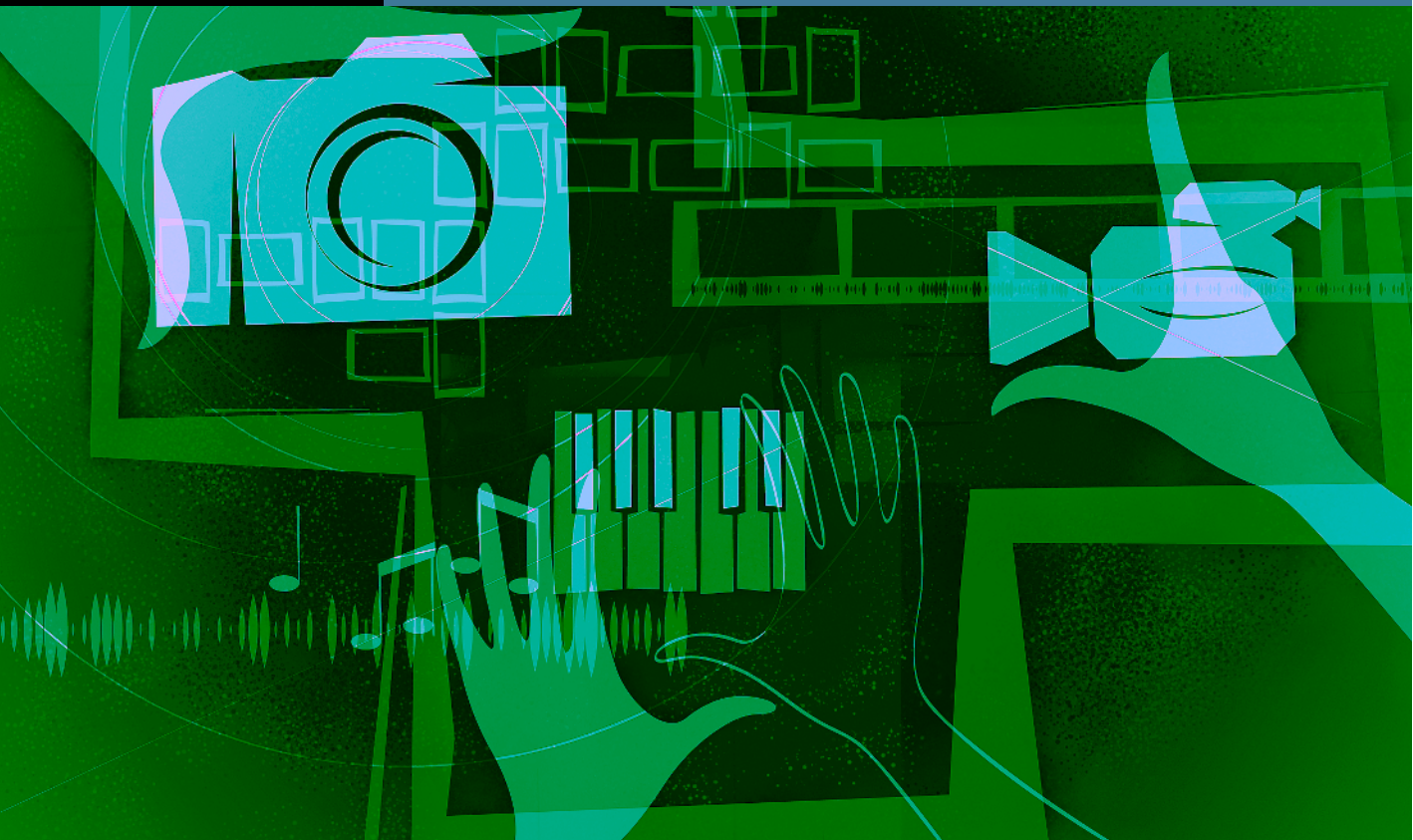
Goals

Import images from a camera

Navigate the viewing area

Delete images

Send images via email



## Lesson 1

# Viewing and Emailing Photos

Our photos are so important. They are lasting memories from the best times in our lives, with a few embarrassing teenage moments tossed in to keep us humble. Making these memories easy to find, effortlessly organized, and shared with friends and family are the basics of iPhoto. It's not difficult to learn those basics—in fact you'll learn them in this one lesson.



## Opening iPhoto

You open iPhoto in one of two primary ways:

- ▶ In the Dock, click the iPhoto icon.
- ▶ Insert a memory card or attach a camera to your Mac.

Let's start by opening iPhoto from the Dock.

**NOTE ▶** Before opening iPhoto, be sure to read “Getting Started” in this book in order to use the correct ATS iPhoto Library. Also, verify that you’ve installed the lesson files for this book by running the ATS iLife11 Lesson Files Installer.

- 1 In the Dock, click the iPhoto icon.



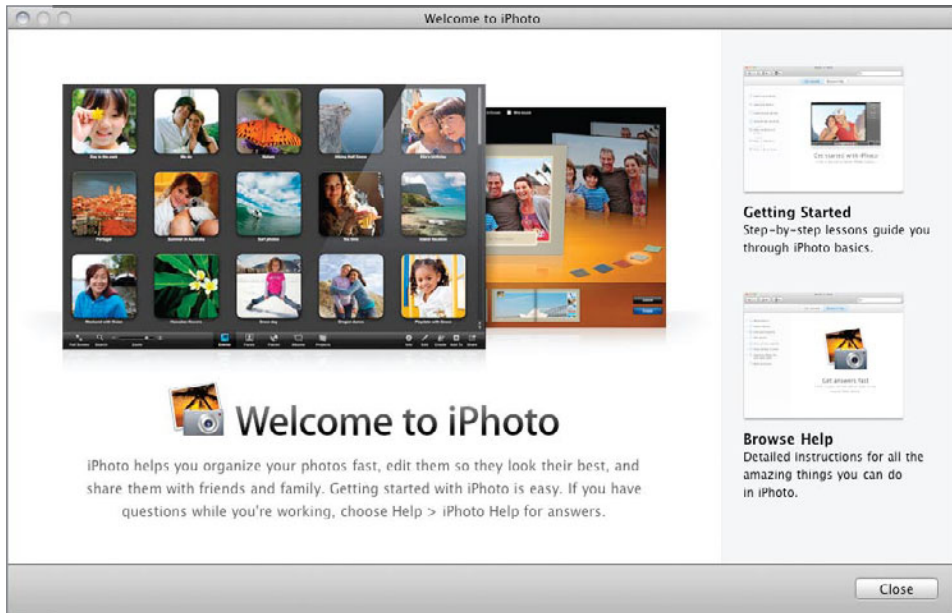
When you open iPhoto for the first time, you'll see a dialog in which you can configure iPhoto to open automatically whenever you connect a digital camera to your Mac.

- 2 Click Yes.

Next, iPhoto asks if you want to display your photos on a map. If your photos were taken with an iPhone or a camera with GPS, iPhoto can use that information to display a map that identifies where the photos were taken. You'll learn more about GPS-tagged images in Lesson 3.

- 3 Click Yes to display the welcome screen. The welcome screen contains links to online tutorials and provides information about iPhoto training available in Apple Stores.





**NOTE ►** If you've previously opened iPhoto, the welcome screen may not appear. You can access it from the Help menu.

- 4 Take some time to read the information and then click Close. The window closes, and the main iPhoto window appears.

**NOTE ►** If you've previously opened iPhoto and aren't sure if it is set as your default image capture application, when iPhoto opens choose iPhoto > Preferences. In the Preferences window, click Import, and from the "When a camera is connected, open" pop-up menu, choose iPhoto. Then close the Preferences window.

## Understanding the iPhoto Window

The iPhoto window has three main sections, which are described in the following figure:



The Source list groups your photos by date, album, rating, location, or people in the photo, as well as providing access to online galleries, books, and slideshow projects.

The viewing area shows your photos based on what is selected in the Source list.



In the toolbar you can access commonly used features and viewing area controls.

## Importing Photos from a Camera

You'll most often transfer photos into the iPhoto library by connecting your camera or a memory card reader directly to your Mac.

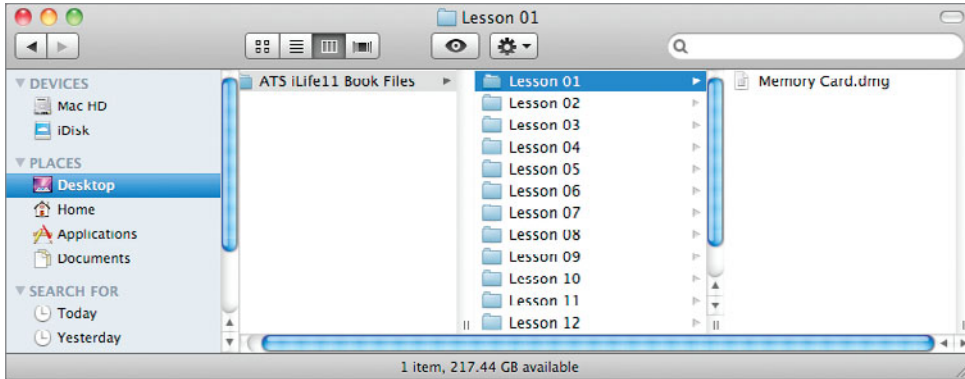
**TIP** When transferring photos, using a card reader is almost always faster than connecting your camera directly to the Mac.

For this exercise, you'll open a disk image that will simulate connecting a camera or memory card to your Mac.

- 1 In the Dock, click the Finder icon to open a Finder window.



- 2 In the Finder window, navigate Desktop > ATS iLife11 Book Files > Lesson 01, and double-click the disk image **Memory Card.dmg** to open it on your desktop.



When the **Memory Card.dmg** is mounted, iPhoto automatically comes to the front, displaying the import view with your camera (called No\_Name by default) selected in the Source list on the left.

All the photos on the camera's memory card are displayed so you can select which photos to transfer to your iPhoto library. When you import photos, iPhoto organizes them as *Events* in the iPhoto library. Events initially combine photos based on the dates they were created. An Event can contain thousands of photos or just one.

**TIP** If you have photos contained in a Mac folder, you can import them by choosing File > Import to Library, or by dragging the folder into the iPhoto Source list.

- 3 At the top of the import view in the Event Name field, type *Cameron's Matches*.



When you installed iPhoto, it automatically created a library in your Pictures folder. The iPhoto Library is a container in which every Event, album, and photo is stored. Photos are imported into the library by copying them from your camera.

Now it's time to import your photos. At the upper right of the import view, you'll find two buttons: Import Selected and Import All. When you click the Import Selected button, you import only those photos you select. When you click Import All, you import all the photos on your camera. For this lesson, you'll import all the photos.

- 4 Click Import All. A status bar appears at the top of the import view to show your progress.

When the import process is complete, a dialog appears with the options to delete the photos on your camera or retain them.

- 5 Click Keep Photos.
- 6 From the Source list, click the eject button next to the No\_Name disk.



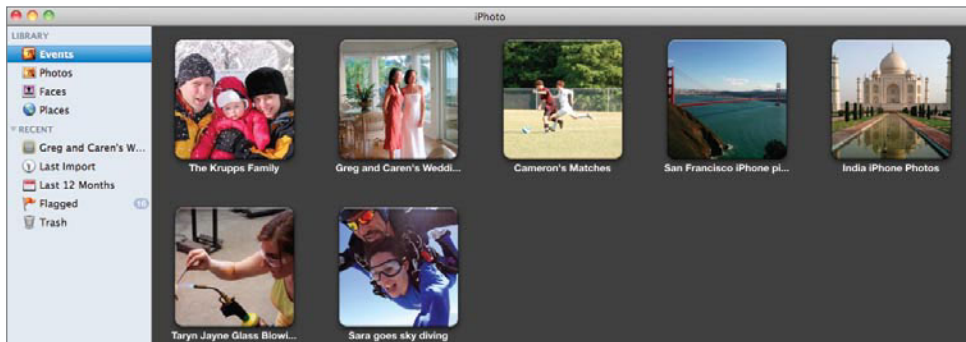
**TIP** Erase media cards by using the format function on your camera rather than the Delete button in iPhoto or any other application. Media cards are formatted for specific camera models, and a camera-specific format will more reliably erase a memory card than a generic erase function in an application.

You've just imported your first group of pictures and created your first Event in the iPhoto Library. Breathe in proudly, with a sense of accomplishment.

## Viewing Photos in an Event

The iPhoto viewing area changes depending on the view you are using. The default view is organize view, where you select and view your photos either as an entire group or a single picture.

- 1 In the Source list, click Events. All the Events in the library are displayed, starting with the earliest Event in the upper left to the most recent Event in the lower right.



- 2 Double-click the Cameron's Matches Event to open it. All of that Event's photos are now displayed in the viewing area.
- 3 In the lower left of the viewing area, drag the Zoom slider to fit four photos across, if necessary.



- 4 Double-click the first photo in the viewing area. The photo fills the viewing area, and the other Event photos are displayed below it as thumbnails.



- 5 Double-click the photo again. The photo scales down, and the Organize view returns.
- 6 To see all the Events in your library, click the All Events button in the upper-left corner of the viewing area.

You just completed the iPhoto steps that you'll probably use the most! Although importing and viewing your photos may be the most common activities with iPhoto, you can do even more to further enjoy organizing and browsing your photos.

### Viewing All Your Photos

If you take just a few pictures occasionally, you may not want to take the time to organize your photos using Events. If so, you can directly view all your photos in the library.

- 1 In the Source list, select Photos to see all your photos.



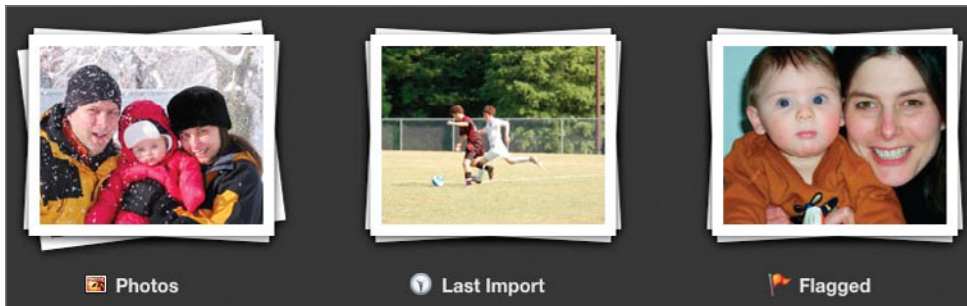
- 2 To the right of the viewing area, drag down on the scroll bar to view more photos in your library.

As you drag the scroll bar, the Scroll Guide appears in the middle of the viewing area, showing the date of each Event, making it easier for you to locate the photos you want.

### Viewing Photos and Events Full Screen

You can also view your photos in full-screen view, displaying them larger, clearer, and with no surrounding visuals.

- 1 In the Source list, select Events.
- 2 In the lower-left corner of the toolbar, click the Full Screen  button. The viewing area fills your computer's screen with Events, and the toolbar now includes icons to change the view.
- 3 In the toolbar, click Albums. The top row of albums include many of the albums from the Source list.



- 4 Double-click the Last Import album. The viewing area now fills with all the photos included in the most recent Event you imported.
- 5 Double-click the first photo in the viewing area. The photo now scales up to completely fill your screen.
- 6 To return to the organize view in the viewing area, click the Last Import button, and then click the All Albums button in the upper-left corner. Finally, click the Full Screen button to exit full-screen view.



Viewing your photos full screen enhances their impact, especially when you are sharing them with others. But keep in mind that full-screen view is not only for viewing photos. You'll use it in future lessons to show more detail when you are modifying photos.

### **Deleting a Photo**

After you import photos, you may find yourself looking at dozens or even hundreds of pictures in a single Event. One way to quickly reduce their numbers is to delete the images you don't want to save.

- 1 Double-click the Cameron's Matches Event, and then click the photo of grass.



Oops. We all take a few bad photos. Our camera wasn't set correctly, someone jumped in front of us, or we just pressed a button accidentally. Whatever the reason, you don't need photos like this taking up space in your library. You can delete them.

- 2 Press the Delete key to delete the picture. A warning dialog asks you to confirm your choice.
- 3 Click Delete Photo.



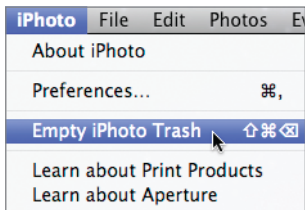
Despite the warning dialog, your photo isn't actually deleted. Photos deleted in iPhoto are placed in the iPhoto Trash, which protects you from deleting a picture you may later decide you want to keep. To retrieve it, you can drag it from the Trash and into an Event.

- 4 In the Source list, select Trash to see all the images you have deleted from your Events.



Now you'll take the next step in deleting these photos by placing them into the Mac Trash.

- 5 Choose iPhoto > Empty iPhoto Trash.



A dialog once again asks you to confirm your decision.

- 6 Click OK.

Even at this point the photo is not totally gone. It's now located in the Mac Trash. This is your last chance to save it before you permanently remove it from your hard disk. Going once...going twice...!

- 7 In the Dock, click the Trash icon, then choose Finder > Empty Trash.
- 8 In the warning dialog, click Empty Trash.

Now, and only now, have you completely deleted the photo from your hard disk and freed up a tiny bit of storage space in doing so.

- 9 In the Dock, click the iPhoto icon to return to iPhoto.

## Emailing Your Photos

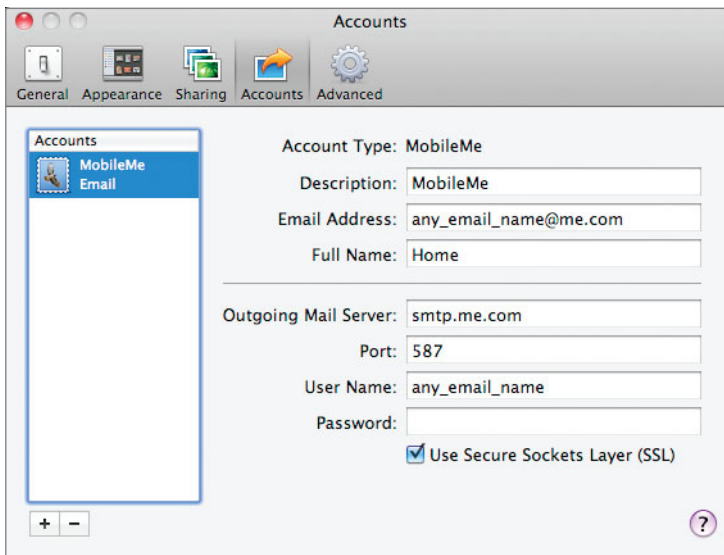
It's inevitable that at some point you'll want to share photos with family and friends. iPhoto has a number of ways to do so, but the most common way is via email. Everyone is familiar with emailing photos, but iPhoto lets you do it in style using email templates. Before you email photos though, let's make sure your email is properly configured.

### Setting Up Email Preferences

iPhoto can directly transfer images to your email application. By default, it will use the Mail application, but you can change this and many other properties in iPhoto preferences.

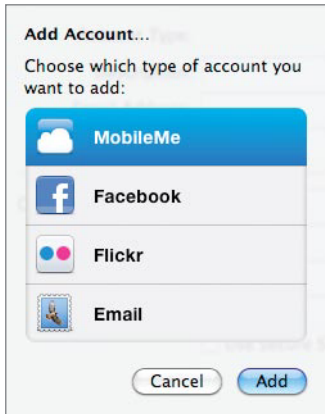
To set up your Sharing accounts:

- 1 Choose iPhoto > Preferences.
- 2 Click Accounts to view the accounts available to share photos. If you are a MobileMe member, iPhoto automatically configures to email your photos from your MobileMe account, but you can add other accounts, such as Facebook, Flickr, and email.



- 3 In the lower-left corner of the Accounts window, click the New Account (+) button.

- 4 Select Email and then click the Add button to view the email options.



- 5 Click the button for your email provider.

A dialog appears in which you fill in your full name, email address, password, and an account description.

**NOTE** ► If you have an email provider that is not listed, select Other. During configuration, however, you will be required to know the address of your provider's outgoing mail server.

- 6 Fill in the Full Name, Email address, and Password fields, and then click OK.
- 7 Close Preferences.

**TIP** ► You can add email accounts for every person that uses this iPhoto Library and allow them to email photos under their own accounts.

For any email provider in the email dialog, iPhoto can automatically configure the email settings.

### Placing Photos into an Email Theme

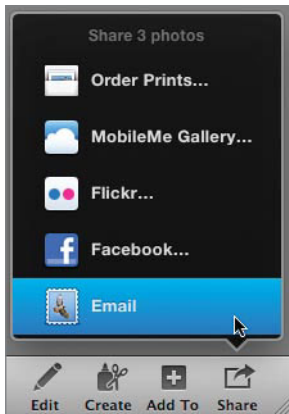
When your email preferences are entered, sending photos is very easy. In fact, the whole process takes only a few moments.

**NOTE ►** If you did not add an email account, you will not be able to complete the email exercises.

- 1 From the Source list, select the Events icon, and then double-click the Cameron's Matches Event.
- 2 In the viewing area, Command-click the first three photos to select them.

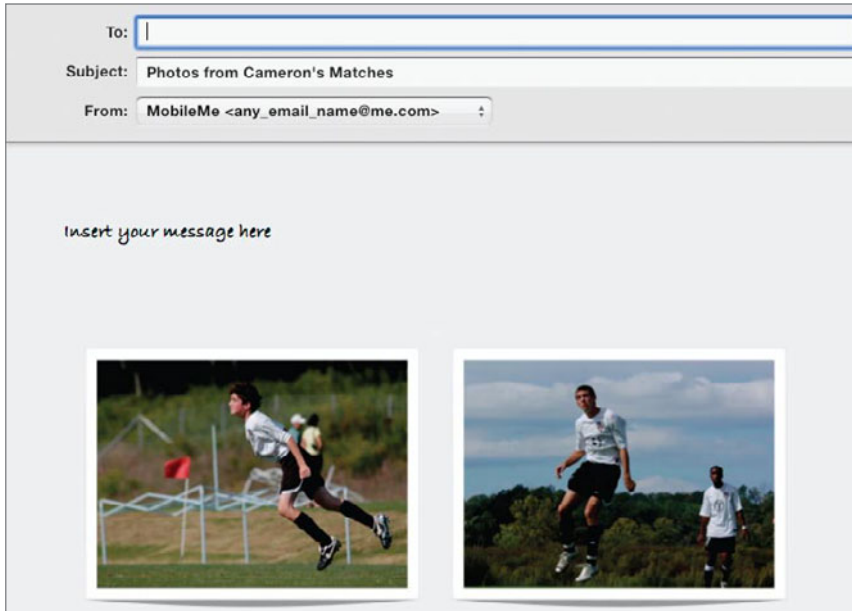


- 3 In the lower-right corner of the iPhoto window, click the Share icon. A pop-up menu appears with your sharing accounts.



**NOTE ►** You can also access the sharing options in the Share menu.

- 4 Click Email. An email window opens, and the photos you selected are now embedded into the default email theme called Snapshots.



A theme is a visually embellished email design complete with background graphics, placeholder text for a message, and stylized typefaces.

- 5 To the right of the email window, select the Postcard theme. The email changes to the Postcard theme.

**NOTE ►** Each theme layout changes to accommodate the number of photos you've attached.

The Postcard theme has room for a message on the background postcard and, unlike some of the other themes, includes a larger main photo with a title under it.

### Moving and Framing Photos in a Theme

The position where a photo ends up in a theme can be changed, allowing you to select which one gets the primo spot.

- 1 Drag the photo of running kids on top of the larger center photo to have the photos change places, if necessary.



Once you have the photos in the general locations you like, you can move and scale them to better fit the frame.

- 2 Click the center photo to open the Size slider.

**TIP** The Size slider appears when you click any photo in an email.

- 3 Drag the Size slider to the right to increase the photo's size within the frame.

Scaling a photo sometimes causes an important part of a photo—such as a person's face or a specific detail—to get cut off, or *cropped*. When this happens, you can reposition the scaled photo to improve the framing.

- 4 Place the mouse pointer over the scaled photo and drag it to center the two kids in the frame.



- 5 Click the email background to deselect the photo and close the Size slider.

### Attaching a Photo to an Email

By default, iPhoto attaches the photos so people who receive the email not only get the images in a beautiful theme, but also can download the photos. If you decide to allow your photos to be downloaded, you can set the quality level of the downloaded photos.

- 1 Below the themes, make sure the “Attach photos to message” is selected.
- 2 From the Photo Size pop-up menu, choose Actual Size.

**TIP** iPhoto displays the size of the email in the lower-left corner of the email window. This number changes based on the settings of the “Attach photos to message” checkbox and the Photo Size pop-up menu.

With these settings, your friends will be able to download your high-quality photos from your email and add them to their own iPhoto libraries.

**TIP** If you don’t want email recipients to download your photos, deselect the “Attach photos to message” checkbox. This has the added benefit of making the email much smaller in size and faster to send.

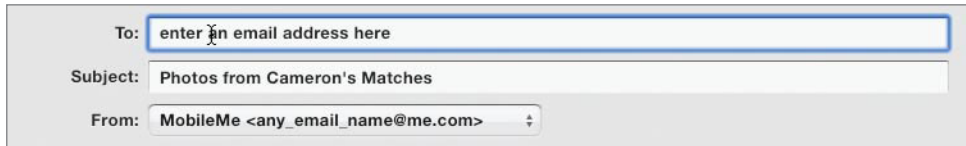


### Adding Text to Your Email

The last steps before you actually send your email involve adding a message and most importantly filling in the To, Subject, and From fields at the top of the email.

- 1 At the top of the email, enter the email addresses and add a subject line. If you have multiple email accounts, choose the correct email account in the From pop-up menu.

**TIP** If you want to confirm the appearance of your iPhoto theme email, you can include yourself as an email recipient by selecting “Automatically Bcc myself” in the Advanced tab of iPhoto Preferences.

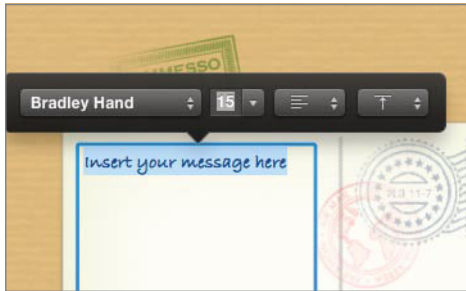


The screenshot shows an email composition window with three fields:
 

- To:** A text box containing the placeholder text "enter an email address here".
- Subject:** A text box containing the text "Photos from Cameron's Matches".
- From:** A dropdown menu showing "MobileMe <any\_email\_name@me.com>".

With the addresses set correctly for the email, add a message, and a title in the email itself.

- 2 Click the placeholder message text *insert your message here*.



When the placeholder text is selected, it highlights in blue and a text format display allows you to reformat your text.

- 3 Type *Today was our first game. I hope you can make it to our next game on Saturday.*
- 4 Click the Insert Title field under the main photo to select that text.
- 5 Type *WE WON!*
- 6 Click the email background to deselect the text and close the text format display.

All you have left to do is click Send, or for the purpose of this exercise, click Cancel. (Unless you want to send this email to all your friends and make them wonder who these soccer kids are.)

In this lesson, you learned most of the everyday activities you're likely to perform in iPhoto. But let's not stop there! If you do, you'll be missing more than half the fun of using iPhoto and fully enjoying your photos.

## Lesson Review

1. How do you import just one photo from your camera?
2. How do you view all the photos in a single Event?
3. How do you completely remove an image from the iPhoto library and the Mac hard disk?
4. How do you view one photo in full-screen view?
5. True or false: iPhoto email recipients cannot save the original, full-quality photos to their own iPhoto libraries.

### **Answers**

1. In the import view, click one photo to select it, and then click the Import Selected button to import only that photo.
2. In the Source list, select Events, and then double-click the Event you want to view.
3. Select a photo, press Delete, and choose iPhoto > Empty iPhoto Trash. Then, from the Finder, choose Finder > Empty Trash.
4. Click the Full Screen button, and then double-click the photo you want to view full screen.
5. False. By default iPhoto attaches photos to emails so they can be saved from the email. You must deselect the "Attach photos to message" checkbox to prevent recipients from saving the original, full quality photos attached to your email.

# 2

Lesson File

Time

Goals

Pictures > ATS iPhoto Library: The Krupps Family Event

This lesson takes approximately 75 minutes to complete.

Rate and flag photos

Understand non-destructive editing

Rotate and straighten pictures

Remove red-eye problems

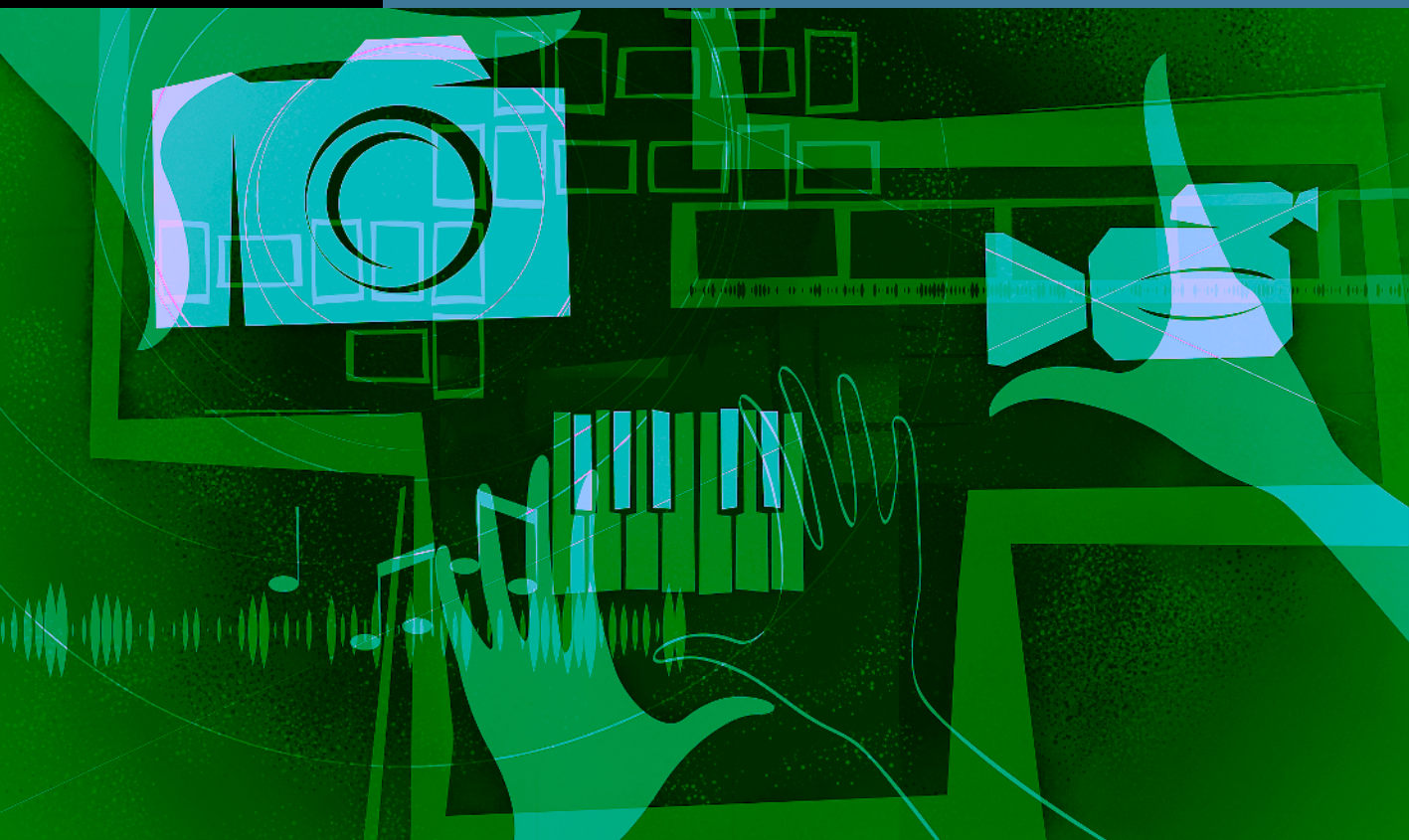
Enhance photos with one click

Cut out unwanted parts of a photo

Remove dust and skin blemishes

Make albums and Smart Albums

Transfer photos to your iPad, iPhone, and iPod



## Lesson 2

# Rating and Fixing Photos

Between the photos you take and those that people send you, your library usually grows to a point where finding the standout photos takes time. The cream of the crop photos in your library are more than likely the ones you want to keep on your iPad, iPhone, or iPod, so sorting them out and sending them to your Apple mobile device becomes more important. In this lesson, you'll learn how to rate your photos, make them look their best, and transfer them to your Apple device.



## Rating Photos

Assigning ratings to photos helps you quickly find your best photos when you want to post them to the web, sync them to your Apple mobile device, make a keepsake book, or just view them full screen on your Mac.

iPhoto uses a five-star rating scale to help you identify the worst pictures (one star), the best pictures (five stars), and all the pictures in between.

- 1 In the Source list, select Events, and then double-click “The Krupps Family” Event to view all its photos.
- 2 If you do not see four photos across in the viewing area, drag the Zoom slider to display four columns.
- 3 Position the mouse pointer over the first picture in the Event.

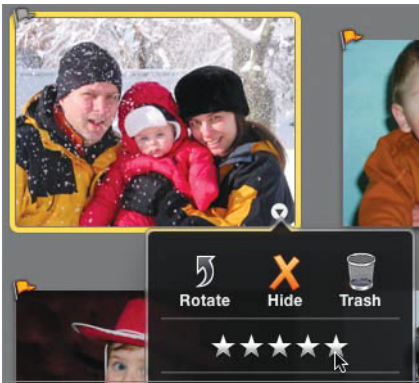


- 4 In the lower-right corner of the photo, click the down arrow to display the Photo pop-up menu. In this menu, you have access to several commonly used features, including ratings.

**TIP** You can get the same Photo pop-up menu by Control-clicking (or right-clicking) the photo.

The current photo is a very nice family shot, so give it the highest rating.

- 5 Click the fifth star.



The Photo pop-up menu disappears, but rest assured, you've just rated this photo as an excellent, five-star photo.

- 6 Click the Photo pop-up menu again to verify that you assigned a five-star rating, and then click the photo to hide the menu.

Using the Photo pop-up menu is convenient, but it's not necessarily the most efficient way to apply and view photo ratings.

- 7 Choose View > Ratings.

The ratings are now displayed under each photo. If no rating has been assigned, you'll see a blank space under the photo. It's now easier to browse photo ratings, but you can also speed up the process of applying ratings.

- 8 Select the second photo in the Event, a pleasant shot of mother and child, marred by a little red-eye effect.





- 9 Press Command-3 to apply a three-star rating.
- 10 Press the Right Arrow key to move to the next image, a rosy-cheeked outdoor portrait with no red-eye.



- 11 Press Command-4 to apply a four-star rating.

**NOTE ►** To see all the ratings and their keyboard shortcuts, choose Photos > My Rating. You can also apply ratings here.

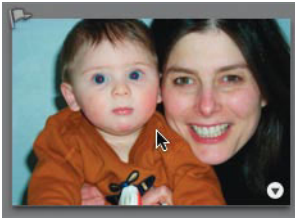
Your ratings appear under each photo. If you later want to change a rating, you can reselect a photo and assign a new rating using the methods you just learned. Ratings can be modified and updated as often as you like.

### Flagging Photos

Now you have an Event in which your best photos are easy to find. Browsing through the Event, you'll see that some photos are perfect (ahem), and some of them are close to perfect but might need a little enhancement. If you have a photographic memory (sorry), you might be able to recall which photos need attention. If not, it would be handy to mark those images in some way. To help out, iPhoto gives you a *flag*.

A flag is a visual indicator attached to a photo that marks it for further scrutiny. You can use flags to mark photos that you want to sync to your iPad, photos that you want to post to Facebook, or in this case, photos that need a little editing.

- 1 In the viewing area, position your mouse pointer in the upper left of the second photo, the baby and his mother. A small, ghosted flag icon appears.



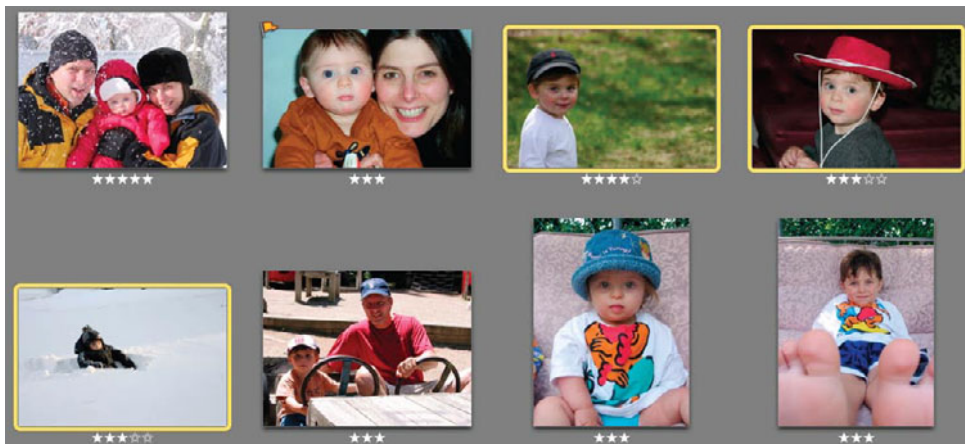
- 2 Click the flag icon to indicate that this photo needs editing.



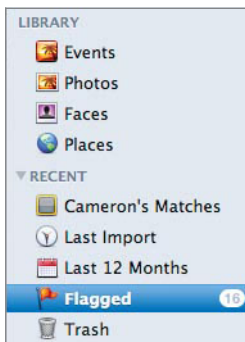
That was easy enough, but instead of flagging photos one-by-one, you can use a shortcut to flag multiple photos at once.



- 3 Click the third photo and then Shift-click the fifth photo in the Event.



- 4 Choose Photos > Flag Photos, or press Command-.(period) to flag all three photos. Once your photos are flagged, iPhoto can show you just those flagged photos.
- 5 In the Source list, select Flagged to show the album of flagged photos in your library.



**TIP** You can remove a flag by clicking a photo's flag icon, or by selecting the photo and choosing Photos > Unflag Photo.

You've added flags to identify a few photos with problems, but don't be surprised if you find you have more flagged photos than you selected. In fact, your album includes flagged photos from other Events because the Flagged album shows all flagged photos across your entire library, not just one Event.

## Applying Quick Fixes

Now that you're looking at your flagged photos, give them the attention they deserve. Although iPhoto has several methods to make photos look better, you'll start by using a few Quick Fixes.

### Rotating Photos

Most digital cameras now sense if they are held horizontally (landscape) or vertically (portrait). They embed that information into the photo so that iPhoto can automatically correct the image orientation. However, if you've scanned photos in a scanner or you use a camera without an orientation sensor, the iPhoto Rotate tool allows you to rotate a photo in 90-degree increments.

- 1 In the Flagged album, find the first incorrectly oriented photo (the last photo in the fourth row). Click the down arrow in the lower-right corner of the photo to open the shortcut menu.



- 2 In the Photo pop-up menu, choose Rotate. The image rotates 90 degrees clockwise, in the direction the rotate arrow was pointing.

**TIP** Option-click Rotate in the shortcut menu to rotate the image counter-clockwise, or select multiple photos and choose Photos > Rotate Clockwise/Counter Clockwise to rotate them all at once.

That photo is now fixed and looks great, so you can rate it five stars and remove the flag.

- 3 Select the photo you just rotated, and press Command-5 to rate this picture.
- 4 With the photo still selected, choose Photos > Unflag Photo to remove the flag.

If you have a photo that needs to be rotated but still requires other edits, you can use the edit view.

- 5 Select the next incorrectly rotated photo of the two kids yawning and leaning on each other.



This photo needs to be rotated, but it is also dark so it could use some other edits as well. When you want to perform multiple fixes to a photo, as you do with this one, you can use the edit view.

- 6 At the lower right of the iPhoto window, click the Edit button.



This viewing area changes to edit view. In edit view the selected photo fills the viewing area, and the other photos from the Event or album are shown below as small thumbnails.

At the top of the edit pane on the right side of the viewing area are three tabs; the first tab for Quick Fixes provides easy-to-use adjustments for fixing common problems with photos.

- 7 At the top of the Quick Fixes list, click the Rotate button.

The photo is rotated correctly. It ultimately doesn't matter where you rotate photos. You can rotate a photo as many times and whenever you want using any method you choose. But the benefit of rotating it in the edit view is that you can perform more adjustments if need be.

## Fixing Photos in Edit View

In the edit view, you can use simple quick fixes to adjust visual qualities such as brightness, and color tint and saturation.

### Understanding Nondestructive Editing

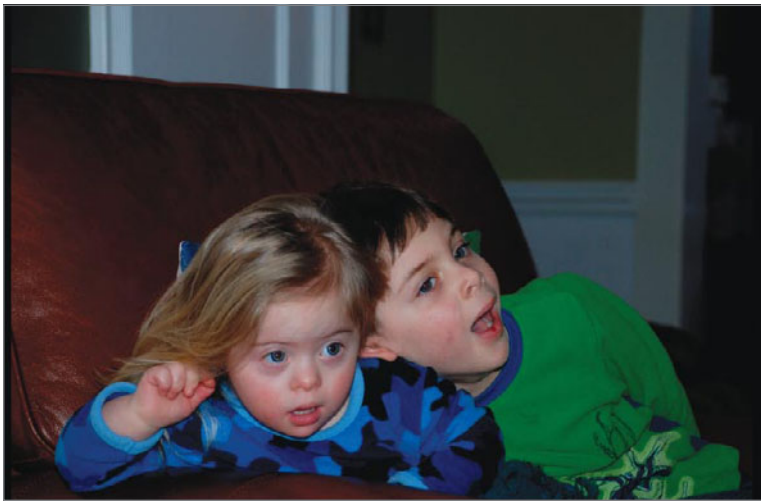
When you alter a photo by changing its brightness or intensifying its color, iPhoto does not permanently change your original photo. Although the original photo appears changed in your Library, behind the scenes iPhoto has actually modified a copy of your photo. As a result, you can easily revert to the original photo at any time.

More importantly, you can later add or remove any individual change at any time because iPhoto remembers all your changes as an *edit list*. This ability to constantly rethink edits is called *nondestructive editing* since the edits you make in iPhoto are never permanently “destructive” to your photo. Using nondestructive editing, you can try out various edits and effects with no worries that successive edits will degrade your photo's quality.

### Editing Photos with Quick Fix Enhancement

The photo of the yawning kids is somewhat dark and could use some brightening. The Quick Fix Enhance button offers a magical one-click way to improve many photos. Without knowing anything about photo correction, you can automatically repair exposure, saturation, shadows, white balance, and much more. Just click the button.

- 1 With the yawning children picture selected, in the Quick Fixes pane, click the Enhance button.



Original



Enhanced

Much better. Instead of being completely flat, the picture pops with brighter and more vibrant colors. Now you can rate it and remove the flag to indicate that it needs no additional edits.

- 2 Press Command-4 to rate this as a four-star photo. Click the Info button to view the rating, then click the Edit button to return to editing your pictures.

- 3 Choose Photos > Unflag Photo to remove the flag from the photo. The photo is removed from the Flagged album when you unflag it.

Clicking the Enhance button improves almost every image. Next you'll try it on a picture that looks pretty good to begin with and see what happens.

- 4 In edit view you can select a photo using the thumbnails. Scroll to the left, if necessary, and click the first thumbnail from the left to select the picture of mother and child.
- 5 Click the Enhance button.

Once again, the image is improved. You'll see more detail in the mother's hair and a boost in the overall brightness of the photo. However, that pesky red-eye effect remains. For that you'll need to use another Quick Fix button.

## Removing Red-Eye

You've probably seen red-eye more than a few times in your photos. When a camera's flash directly reflects from the back of the eye, it causes a red color to fill the pupil. Fortunately, red-eye is very easy to remove in iPhoto.

- 1 With the mother and child photo selected, click Fix Red-Eye in the Quick Fixes pane to reveal the red-eye controls.





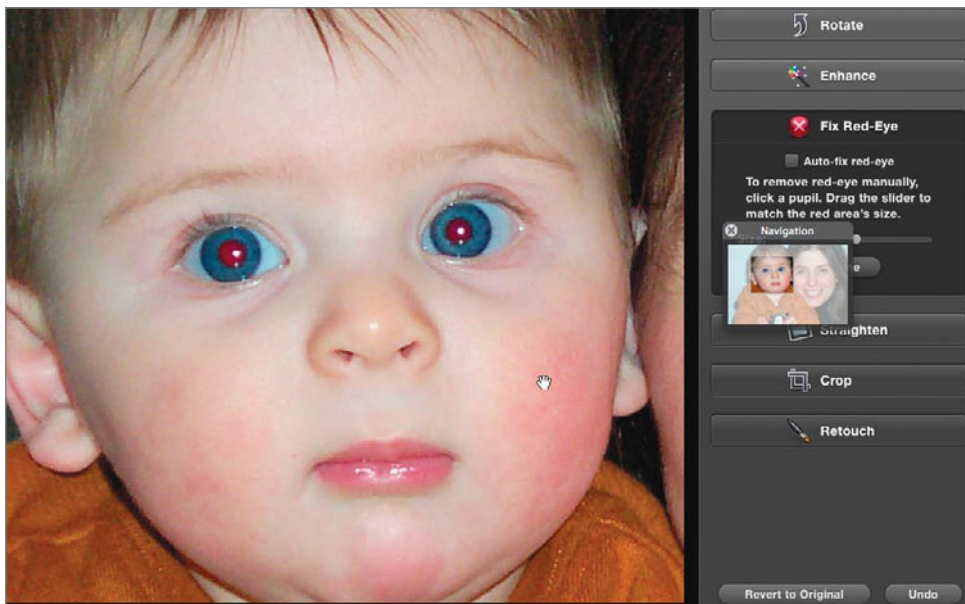
Fix Red-Eye works automatically by detecting the red eyes in the photo and removing the red. In rare situations, the automatic detection is unable to correct automatically and you must manually select the red pupils.

In this exercise, the automatic detection worked flawlessly, but for practice, you'll try the manual method.

- 2 Deselect the “Auto-fix red-eye” checkbox to return the child’s red-eye to the photo.

The first step to manually apply the red-eye correction is adjusting the pointer’s size to match the pupil size.

- 3 Drag the Size slider in the red-eye controls until the circular pointer is approximately the same size as the red pupils.
- 4 In the lower-left corner of the iPhoto window, drag the Zoom slider to the right to zoom in to the photo.
- 5 Hold down the Spacebar as you drag the photo to center the child’s face.



- 6 Click directly over each pupil to remove the red-eye.



- 7 In the Fix Red-Eye controls, click Done.



- 8 Drag the Zoom slider all the way to the left to see the entire photo in the viewing area.
- 9 Press Command-5 to rate this as a five-star photo. Click the Info button to view the rating, then click the Edit button to return to editing your pictures.
- 10 Choose Photos > Unflag Photo to remove the flag for the photo and remove the photo from the Flagged album.

The red-eye is removed without a trace. If it's not, undo your work and try again, increasing the zoom level of the photo to make sure the pointer exactly matches the pupil size and your placement is accurate. More often than not, the auto-fix setting will work; but it's good to know that if it doesn't you have the manual skills to resolve the problem.

### Straightening Photos

Most cameras do not come with built-in controls to ensure that you're holding it level. So, it's up to you to either shoot straight, or fix tilted photos after the fact using the iPhoto Straighten tool.

Unlike the Rotate button, which you would use for serious alignment problems, the Straighten slider subtly rotates the photo in one-degree or smaller increments.

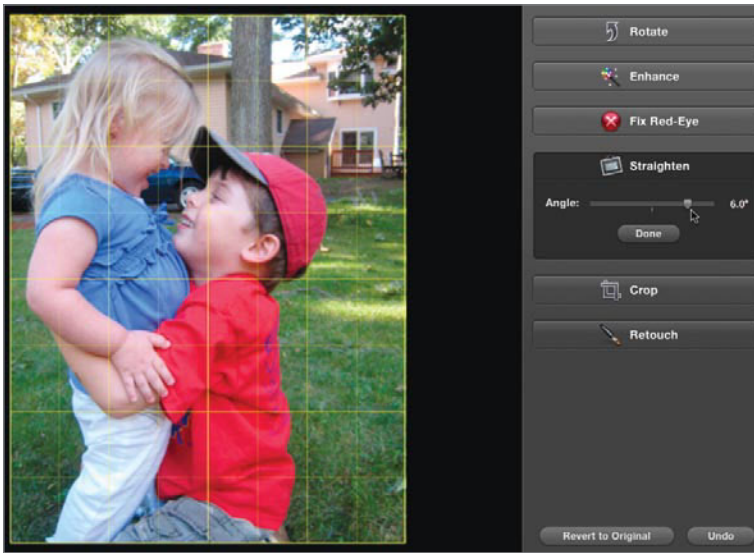
- 1 In the thumbnails, select the third photo from the right (the photo of the siblings embracing).



**TIP** You may have to scroll to the far right of the Thumbnail browser to find the photo.

It's a wonderful photo of an endearing moment when neither child is crying or fighting. But if you look at the background, it's pretty obvious that the camera wasn't held level. The tree isn't straight and the house looks like it's about to fall over.

- 2 In the Quick Fixes pane, click Straighten. A grid appears over the photo that you can use as an alignment guide.
- 3 Drag the Straighten slider to the right until the tree and house are more properly vertical, around 6.0 on the slider.



- 4 Click Done.
- 5 Press Command-4 to rate this picture with four stars. Click the Info button to view the rating, then click the Edit button to return to editing your pictures.
- 6 Choose Photos > Unflag Photo to remove the flag.

When straightening photos, try looking for the horizon or a vertical pole in the photo. That way you can use the guidelines to create a photo that is perfectly level horizontally and vertically.

### Cropping Photos

When a photo has objects along the sides, top, or bottom that detract from the main subject, you can use Crop to cut them out.

- 1 In the thumbnails, select the second photo from the right (the children cheering).

- 2 In the Quick Fixes pane, click Crop. The Crop controls appear, and a crop rectangle is placed around the edge of the photo.



This photo shows socks on the floor to the right. Do you really need to betray this lapse in housekeeping? The best choice for this photo (and the family reputation) is to crop out the socks and improve the overall framing.

- 3 Hover the pointer in the lower-right corner of the picture until it changes to a crosshair.
- 4 Drag the corner of the rectangle up and to the left until all the socks and the couch on the right are outside the crop rectangle.



- 5 Click Done to close the crop tool. The newly cropped photo is displayed for your viewing pleasure.

**TIP** In the Constrain pop-up menu in the Crop controls, you can force the crop to conform to the common dimensions of printed picture frames, postcards, and iPhone screens.

- 6 Press Command-3 to rate this picture with three stars. Click the Info button to view the rating, then click the edit button to return to editing your pictures.
- 7 Choose Photos > Unflag Photo to remove the flag.

Cropping can improve a photo by removing unwanted areas, and also by reframing it to create a more interesting composition. Just remember the *rule of thirds*, which started as a theory in painting and has since been extended to photography. It suggests that you visualize a photo with two evenly spaced horizontal lines and two evenly spaced vertical lines (similar to a tic-tac-toe grid). Then try to place important elements at the grid intersections or along the grid lines. By doing so, you will produce a more visually balanced picture.

Conveniently enough, iPhoto provides a rule of thirds grid to help you reposition the crop rectangle.

- 8 In the Thumbnail browser, select the third photo from the left (the child in the snow).



The top of this picture has the snow edges that take away from the pure white surrounding the child. You'll crop this photo to remove the unwanted areas at the top and improve the overall framing.

- 9 Click the Crop button.
- 10 Hover the pointer in the upper-right corner of the picture until it changes to a crosshair.
- 11 Drag the corner of the crop rectangle down and to the left until the edges of the snow banks and the small object in the upper-right corner are outside the rectangle.



- 12 Position the pointer in the center of the crop rectangle, and drag the crop rectangle to place the upper-left grid intersection over the child's face.





**13** Drag the resize handles on the crop rectangle to resize the crop, if necessary.

**14** Click Done to close the crop tool.

This is a very special picture and your cropping has enhanced it. The boy is sitting perfectly and he stands out against the pure, surrounding white.

**15** Rate this picture with five stars, and choose Photos > Unflag Photo to remove the flag.

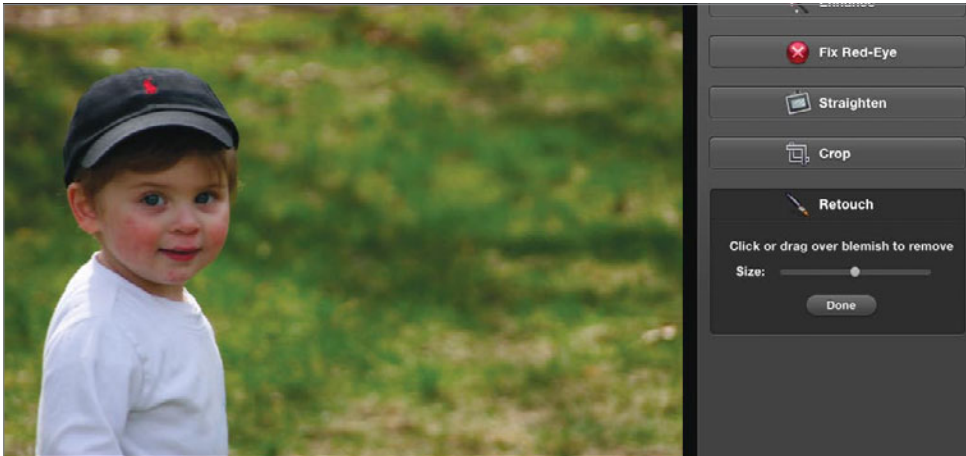
Cropping can come in really handy when you first start taking pictures. It can transform an average photo into a great one just by following the rule of thirds. But the more photos you take, the more skillfully you'll frame your shots while taking the photo, bypassing the need to crop in iPhoto. Try taking pictures according to the rule of thirds. Cropping isn't necessarily bad, but if you can get the pictures near-perfect at the time you take them, you can spend less time correcting them in iPhoto.



### Retouching Photos

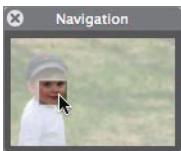
You can use the iPhoto Retouch tool to cover small problem areas in a photo such as skin blemishes, dust spots, and other extraneous marks. It works by copying an area or a *source* from one part of the photo and allowing you to “paint” it over a *destination*. The Retouch tool then blends the source colors to match the destination colors.

- 1 In the Thumbnail browser, select the first photo on the left (the boy in the white shirt).
- 2 In the Quick Fixes pane, click Retouch.

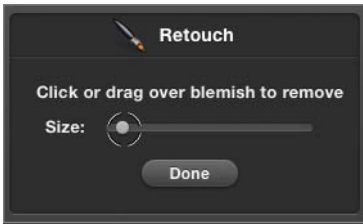


The boy’s chin has a slight rash on it. It’s an adorable picture as it is, but it would be a really sweet picture if you could correct his chin.

- 3 To see the skin blemishes in greater detail, drag the Zoom slider all the way to the right.
- 4 In the Navigation window, position the small rectangle over the boy’s face to center his face on the screen.



- 5 In the Retouch controls, drag the Size slider to set a small circular brush size.



**TIP** You can also place the circular pointer over the area of the photo you want to retouch and press the Left Bracket ([) and Right Bracket (]) keys to set the size of the circle.

Set the circular brush size to the size of one of the small blemish areas. You want to set the brush size just large enough to cover the area but no larger.

- 6 Position the brush over one of the chin blemishes, and then drag across the blemish to remove it.

Short drags over small areas work better than longer drags across the entire area. Ideally, try to cover a blemish with a single click and without dragging.

- 7 Continue selectively dragging over the boy's chin until all the blemishes are removed.

iPhoto automatically selects the source area that works best for matching the area you want to retouch. To clearly see your progress, remember to compare the photo to the original.

**TIP** If you want to override source selection in iPhoto, Option-click a source area on the photo. When you next drag over a blemish you want to remove, iPhoto will use that selected source area.

- 8 To compare the original photo to your edited version, press the Shift key repeatedly to toggle between the two versions of the photo.

As you hold down the Shift key, you are viewing the original photo without any fixes applied. Release the Shift key and you are viewing the edited picture.



Before retouching chin blemishes



After retouching chin blemishes

This before-and-after comparison method is a good sanity check to ensure that you really are improving the photo and not just making it different. In this exercise, however, you've clearly improved this photo, removing the distracting element from the child's face.

- 9 Rate this photo with five stars, and choose Photos > Unflag Photo.

**TIP** You can remove all the Quick Fixes and return to your original photo by clicking the Revert to Original button.

- 10 Click Done in the Retouch pane to close it.

The Retouch tool is very reliable on small areas that can be removed with a single click or short drags. Attempting to remove an entire person from a photo, no matter how much you want that person to go away, is not really possible with this tool.

## Using Effects

Quick Fixes address many common problems you'll come across, and improve the quality of your photos. Effects are used for a different reason. They target more artistic endeavors, such as setting a mood and enhancing the emotional impact.

- 1 In edit view, click the Effects tab.
- 2 In the Thumbnail browser at the bottom of the screen, select the photo of the young boy in the cowboy hat.



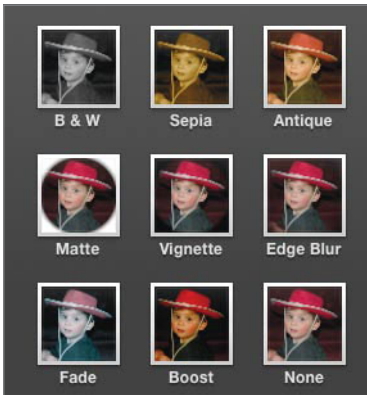
This is a classic picture that many kids can relate to. Using the effects in iPhoto, you can improve the mood by giving this image the look of an old photograph.

The Effects pane includes two areas of circular and square effect buttons.

The six circular buttons at the top act more like Quick Fixes than effects because they alter brightness, contrast, and color.



The nine square buttons, which display your selected photo with the effect applied, are creative effects.



- 3 In the Effects pane, click the Antique button to apply that effect to your photo. It now has an older, faded look with a subtle sepia tint.

Each time you click the button it increases the intensity of the effect. A number at the bottom of the effect button displays the number of times you have intensified the effect. You can also click other effects buttons to apply multiple effects to a photo.

**TIP** Option-click the thumbnail to reduce the effect level. You can reduce it until the number at the bottom of the thumbnail disappears, indicating that the effect has been removed completely.

- 4 Click the Antique button three more times to increase the effect amount.

- 5 Click the Vignette button to add a vignette effect.
- 6 Click the Edge Blur button five times to blur the edges of the vignette.

You've now added three effects to this photo to give it an old-time appearance. To remove all your effects, you could click the None button in the lower-right corner. You can also compare your results with the original photo.

- 7 Press the Shift key to view the original photo and then release the Shift key to view the edited photo.



Original



With Antique effect applied

- 8 Rate this photo with five stars, and choose Photos > Unflag Photo to remove the flag.

The top six circular effect buttons operate in a similar way. The results are generally more creative adjustments than Quick Fixes. Let's look at one to help you understand how they work.

- 9 At the bottom of the viewing area, select the last photo to the right in the Thumbnail browser (the boy in the blue cap).

This photo was taken outside during winter, and while the boy looks cold, the entire photo shouldn't have a blue tint. You can use the Warmer effect to add more orange to this photo until the boy's skin tone looks more lively.

- 10 Click the Warmer button three times.
- 11 Press and release the Shift key to compare the original photo and the edited photo. The skin tones look more realistic and the snow looks less blue, as it should.



Original





Warmer tone applied

- 12** Rate this photo with three stars, and choose Photos > Unflag Photo to remove the flag.
- 13** Click the Edit button to close the edit pane.
- 14** Click the Flagged button at the top left of the window to return to the Flagged album.

Effects are useful not only when you want to explore some creative options, but also when you need more repairing prowess than the Enhance button provides. It's easiest to start your photo fixing with the Enhance button and, if that isn't sufficient, move over to Effects and try your hand there. You'll gain a bit more control in fixing the color and brightness of your photos, as well as a chance to explore your artistic side.

## Working with Albums

Albums allow you to group selected photos from one or more Events. It's a way to organize and locate specific groups of photos more quickly. The photos in an album are not moved out of their Events; they are just referenced into an album and displayed in both places.

- 1 In the Source list, select Events and double-click The Krupps Family Event.
- 2 Select the first photo in the viewing area of mom, dad, and the baby.
- 3 Shift-click the last photo in the second row to select all eight photos in the viewing area.



- 4 Choose File > New > Album, or press Command-N.

The new album appears in the Source list, and the eight selected photos are displayed in the album viewing area.

- 5 With the Untitled album highlighted blue in the Source list, type *Krupps: The early years* and press Return.

To add photos to an album at any time, you can drag them from an Event onto the album's name in the Source list. You can also remove photos from an album by selecting them and pressing Delete. Deleting a photo in an album doesn't delete it from your Event; it just removes it from the album.

### Working with Smart Albums

In the previous exercise, you manually added photos to an album by selecting the photos.

Smart Albums use information contained in the photos to automatically create an album. For instance, you could create a Smart Album based on photos taken by a specific camera

and within a specified date range. Any time you import photos taken by that camera model within that date range, they would automatically be added to the Smart Album.

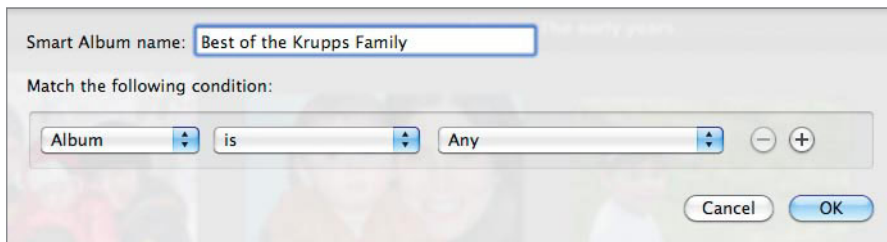
## Creating Smart Albums

To become familiar with Smart Albums, you'll create a Smart Album that contains only the five-star photos you rated earlier.

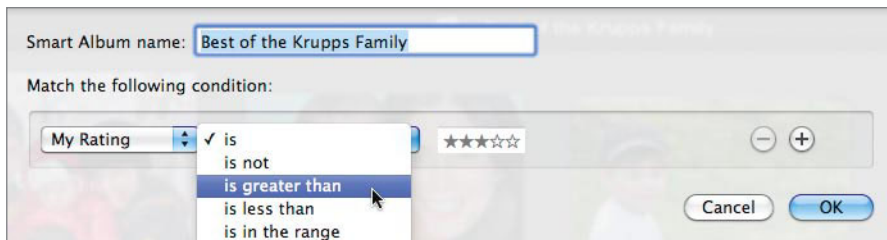
- 1 Choose File > New > Smart Album, or press Command-Option-N.

The Smart Album conditions dialog appears. Like creating rules in an email application, you select conditions that photos must match to be included in the album.

- 2 In the “Smart Album name” field, type *Best of the Krupps Family*.



- 3 In the “Match the following condition” area, from the three pop-up menus choose “My Rating,” “is greater than,” “★★★” These conditions will place all four- and five-star-rated photos in the “Best of Krupps Family” album.



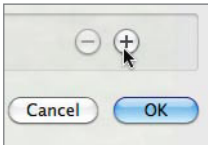
- 4 Click OK to create the Smart Album and add it to the Source list.

In the viewing area, you'll see a lot more photos than you rated. It's showing the four- and five-star photos from your entire iPhoto library when you want it limited to just the Krupps family Event.

- 5 Choose File > Edit Smart Album.

The Smart Album conditions window reappears. You can add as many conditions as you want, and these conditions will update the existing Smart Album.

- 6 Click the Add Condition button.



A new condition is added under the Rating condition, and a new Match pop-up menu, set to All, appears. You could change the Match conditions menu to Any if you wanted to add photos that match *any* of these conditions. In this exercise, however, you want to match *all* your conditions.



- 7 To create the new condition, set the second set of pop-up menus to “Event,” “contains,” “Krupps.”
- 8 Click OK.

The photos matching all the conditions appear in the viewing area. If you change the conditions or import new photos that match the existing conditions, iPhoto will update the Smart Album automatically.

## Transferring Photos to Mobile Devices

You can transfer photos directly to an iPad, iPhone, or iPod by selecting the albums and Events in iTunes when the mobile device is connected to your Mac. That way you’ll have all your favorite photos to show family members and friends no matter where you are.

**NOTE ►** To perform the following steps, you'll need an iPod, iPad, or iPhone.

- 1 Connect your iPad, iPhone, or iPod to your Mac. iTunes opens automatically.
- 2 To the left of the iTunes window, select your connected device.



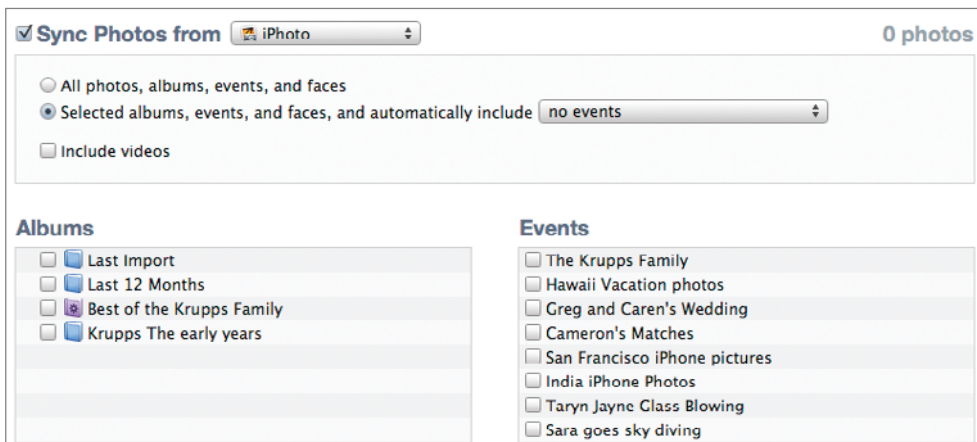
- 3 At the top of the iTunes window, click the Photos button.

The settings window for syncing photos appears in the main iTunes window. iTunes can examine your iPhoto library and see all the photos, albums, and Events without the need to export or share anything.

- 4 Select the “Sync Photos from iPhoto” checkbox.

You have the choice to sync all your photos, albums, and Events onto your mobile device. If you intend to transfer your entire iPhoto Library, make sure you have enough free space on your device. Otherwise, you can sync just selected albums and Events, which is why you rated the photos in the first place, isn't it?

- 5 Select the “Selected albums, events and faces, and automatically include” option.



Because your Events contain many photos that may not be rated highly, you may not want to devote precious mobile storage space to your lesser-quality photos. That's where albums and Smart Albums come in handy. You can sync only those albums that contain your favorite, highly rated photos.

By default, the associated pop-up menu is set to “no events” to exclude Events from syncing to your device. You'll use that setting.

- 6 From the Albums list, select the “Best of the Krupps Family” checkbox.
- 7 At the lower right of the window, click Apply.

**NOTE ►** A warning dialog may appear if you already have photos on your device and are syncing it with a new library. It's your choice to replace the photos on your device or cancel the sync operation.

iTunes automatically syncs and transfers the photos to your connected device. When it's done, you can disconnect your mobile device and use its Photos app to view the album.

## Lesson Review

1. When using the organize view, how do you view ratings on photos?
2. Describe two of the three ways to rotate a photo.
3. What is the rule of thirds?
4. True or false: You must export albums and photos into iTunes to sync them to your Apple mobile device.
5. What is the difference between albums and Smart Albums?

### Answers

1. Choose View > Ratings.
2. To rotate a photo, do one of the following:
  - From the Photo pop-up menu, choose Rotate in the lower-right corner of each photo.
  - Choose Photos > Rotate Clockwise, or Photos > Rotate Counter Clockwise.

- ▶ Press Command-R to rotate clockwise, or pressing Command-Option-R to rotate counter-clockwise.
  - ▶ Click the Rotate button in the Quick Fixes pane.
3. The rule of thirds suggests that you visualize a photo divided by two evenly spaced horizontal lines and two evenly spaced vertical lines. Then try to place important elements at the grid intersections or along the grid lines to create a more balanced picture.
  4. False. You do not need to export. iTunes knows what is in your iPhoto library and transfers the albums and photos directly from iPhoto onto your mobile device.
  5. Albums are static groupings of photos that you create manually. Smart Albums are dynamically updated based on conditions that you choose.



# 3

## Lesson Files

Pictures > ATS iPhoto Library: The Krupps Family

Pictures > ATS iPhoto Library: Cameron's Matches

Pictures > ATS iPhoto Library: Greg and Caren's Wedding

## Time

This lesson takes approximately 60 minutes to complete.

## Goals

Name faces in your library

Confirm and reject images in Faces

Add names to missing faces

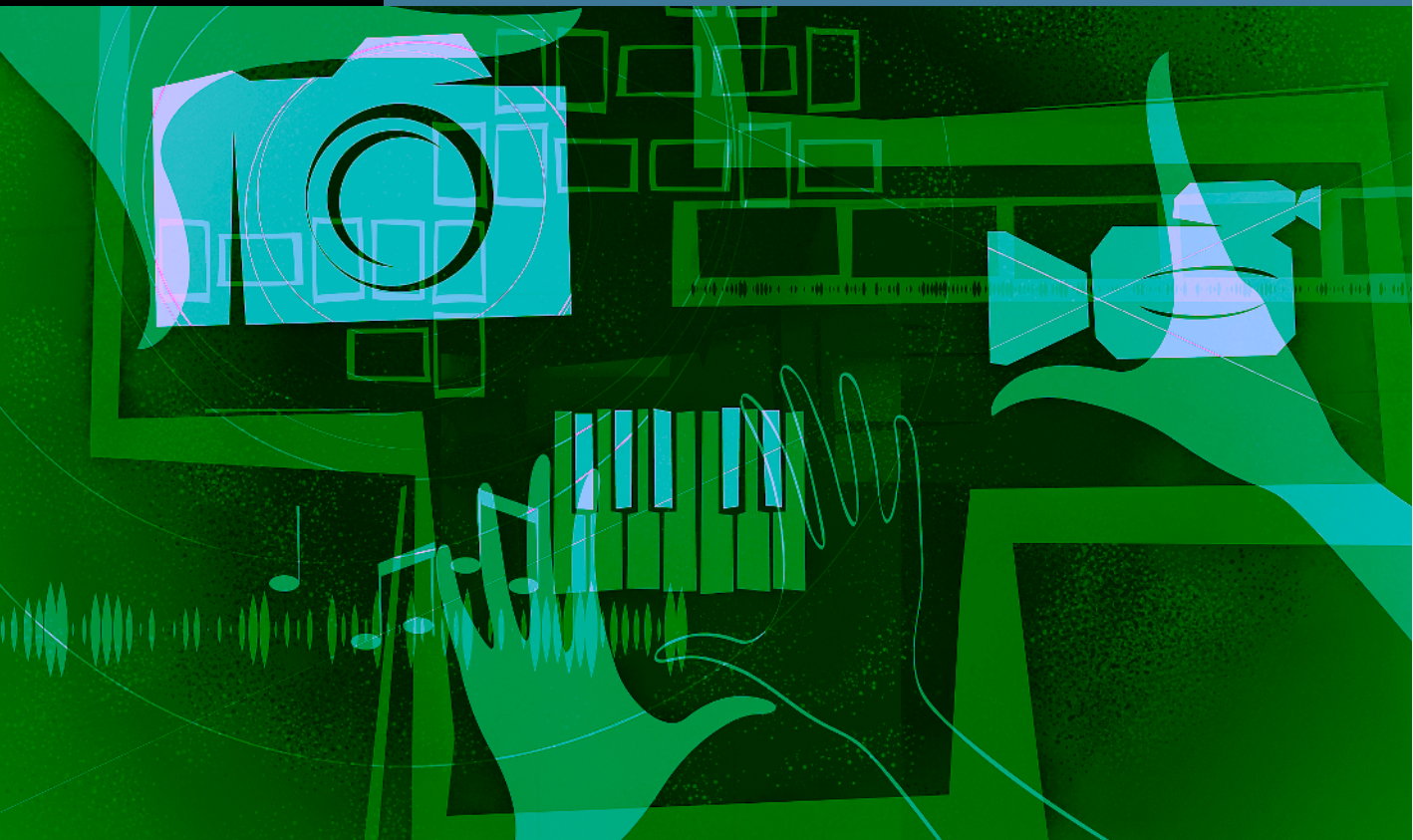
Use GPS photos in Places

Place photos on a map

Add your own locations

Create Smart Albums of specific people and places

Post photos to Facebook, Flickr, and MobileMe



## Lesson 3

# Arranging Photos by Faces and Places

In Lesson 2, you learned that rating and flagging photos can make it easier to locate the photos you want to share. But what do you do when you want to share photos of specific people in your life or email photos taken at the cabin that you rent every winter? Star ratings and flags don't help much in those cases. Thankfully, you can put iPhoto to work finding all the people and all the places depicted in your photos.



## Finding People in Your Photos

When you are trying to find photos in your library, the most useful information is knowing who is in them. iPhoto can help immensely in providing an answer because it not only *detects* people's faces in your pictures (sorry Bowser and Fluffy, pets not included), it can also *recognize* the same face throughout your library.

### Using Faces View

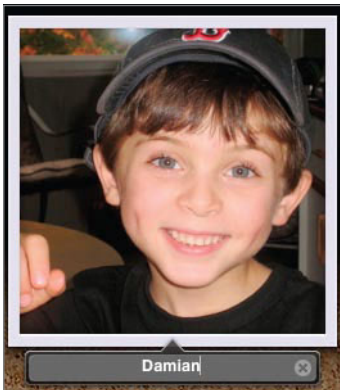
You start using Faces by putting names to faces that iPhoto detects. Once iPhoto has names to associate with faces, it then can suggest other photos those people might be in.

- 1 In the Source list, select Faces.



The first time you select Faces, the Find Faces view is shown with a few people from your library displayed as starting points. iPhoto found these faces in your library but has no idea who they are. It's up to you to add their names.

**NOTE ►** You should see three faces in the Find Faces view. If you see more than three, shrink the window size by dragging the lower-right corner. This will make it easier to follow the examples shown in this lesson.



- 2 Click the “unnamed” label below the first picture.

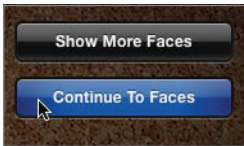
- 3 Type *Damian*, and then press Tab to move to the next picture.
- 4 Under the second photo, type *Joy*, then press Tab.
- 5 Under the third photo, type *Maria*, then press Tab to confirm the final name.

iPhoto could continue finding faces for you if you clicked the Show More Faces button, but it can take some time to find every face in your library.

### Confirming and Rejecting Suggestions

When you have put a name to a face, iPhoto can then continue to search your library and suggest other photos that may include that person.

- 1 Click the Continue To Faces button.



The Faces view shows a snapshot for each person you've named on a corkboard background. The snapshot is a Faces group that represents all the confirmed photos of that person in your library.

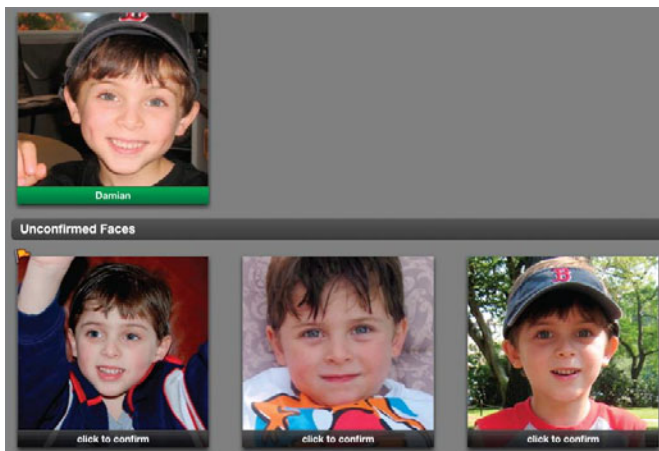


**TIP** If you add an email address in the Faces view info panel, when photos of that person are posted to Facebook, the subject will be notified via a Facebook message.

- 2 On the corkboard, double-click the Faces group of Damian to view all the photos that have been confirmed to include Damian.

iPhoto has found only one photo so far, but at the lower left of the window, a message indicates that other Damian photos may exist.

- 3 In the lower right of the window, click Confirm Additional Faces to show pictures that may include Damian.



To finalize the choice, you will confirm the photos that show Damian and reject the ones that do not.

**TIP** When confirming and rejecting photos in Faces view, iPhoto zooms into a picture to show you the matching face. If you want to see the entire photo, click the switch in the upper right of the window from Faces to Photos.

- 4 Click the first photo to confirm it as Damian. A green background on the title bar indicates this photo has been confirmed.



If you have more than one photo to confirm, you can speed up the process by dragging a selection box around them.

- 5 Drag a selection box around the two remaining unconfirmed photos to confirm them.



- 6 Click Done.

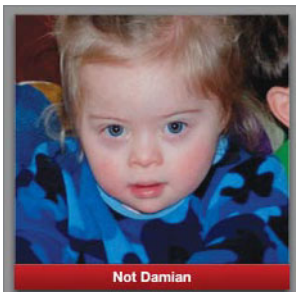
Using the confirmed photos as additional reference, iPhoto now has a better idea what Damian looks like. The message informs you that iPhoto has found still more photos that may include Damian.

- 7 Click Confirm Additional Faces.

- 8 Select the first three pictures in the top row because they all feature Damian.

The last photo in the top row, however, is not Damian. It has a resemblance because it's of his sister but you'll want to reject this photo.

- 9 Double-click the photo of Damian's sister, Maria, to reject it. A red highlight appears to indicate it is not Damian.



- 10 Click Done, then in the Source list, click Events.

**TIP** You can remove a subject from the Faces view by selecting the snapshot on the corkboard and pressing Command-Delete.



With all the photos of Damian located, you could proceed to the next snapshot on the Faces corkboard and have iPhoto locate more photos to confirm or reject. This face-recognition technology is still in its infancy, so be prepared to find some suggestions that are way off and even some instances when a face can't be found at all. The iPhoto recognition skills are remarkable but not yet infallible.

### **Adding Missed Faces**

In some photos, people will be turned away from the camera or be wearing a hat and glasses, so iPhoto cannot recognize them. Still, you may want to identify those photos as including a particular person. iPhoto allows you to identify and name a face even when iPhoto can't.

- 1 In the viewing area, double-click The Krupps Family Event.
- 2 Scroll to find the photo of the two kids hugging and double-click the photo to display it in the viewer.





- 3 At the bottom of the window, click the Info button.

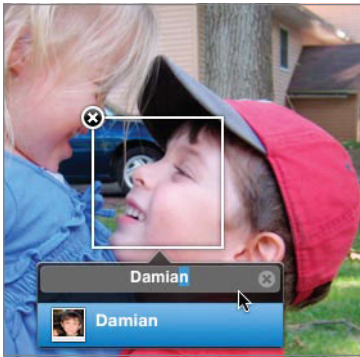
The info panel opens on the right displaying information about the selected photo's camera and including a Faces area.

Although iPhoto knows a face is in the photo, it doesn't recognize it as Damian. It also has missed Maria's face altogether, probably because her eyes aren't visible. Still, this is a beautiful photo that you would want to find when looking for a photo of either child. So you'll help iPhoto solve the mystery of who is in this picture.

- 4 Position your pointer over Damian's face. iPhoto shows you where the face is and leaves the name tag as "unnamed."

**TIP** At times iPhoto may incorrectly detect a pattern in your photo as a face. To remove a face detection box from a photo, click the X in the upper-left corner of the box.

- 5 In the name tag, type *D*. As soon as you type the letter D, all names in iPhoto and from your Address book that begin with D are displayed in a list.
- 6 Continue typing *Damian* and then select his name from the list. Selecting from the list ensures that you use the same name, spelled the same way, every time a photo includes that person.



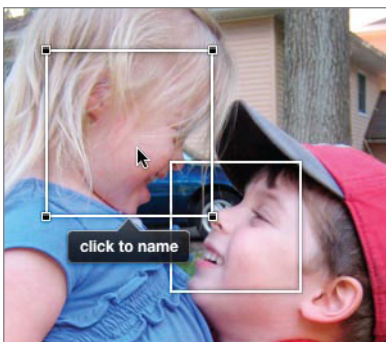
To add Maria's name you first need to identify her face for iPhoto.

- 7 In the Info panel, click "Add a face."

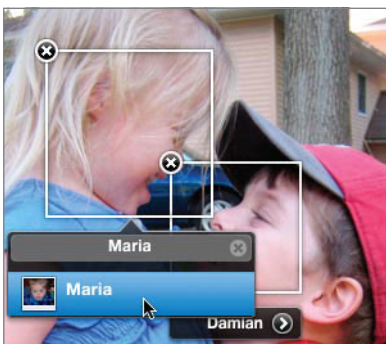


A rectangular outline appears on the photo. Use this rectangle to frame the face you want to identify in the photo.

- 8 Click in the center of the rectangle and drag it over Maria's face.



- 9 Add Maria's name to the name tag and then select her from the list.



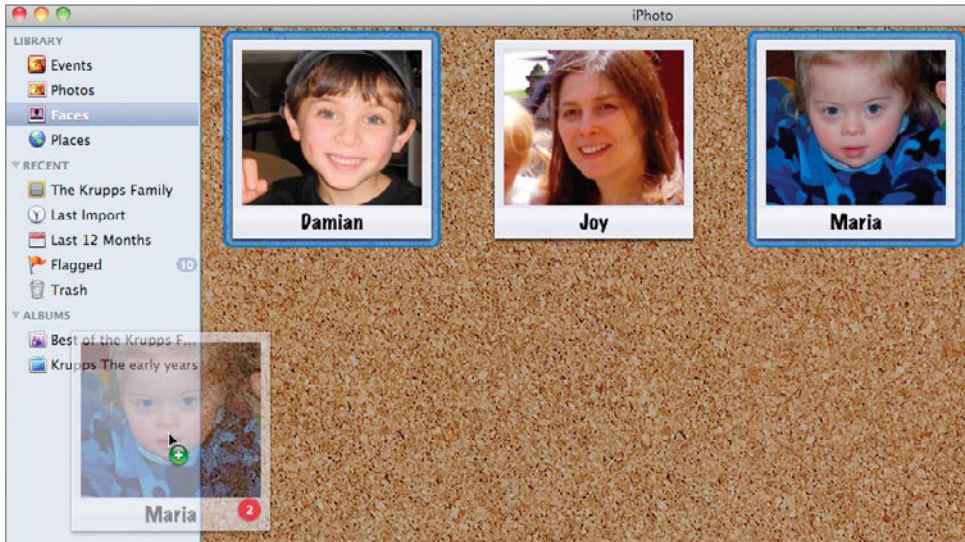
The payoff for all this naming is that you can find photos of your family members in an instant. No more searching for hours to dig up that one picture you know you kept somewhere. You can even make the searching easier by combining Faces with Smart Albums.

## Creating a Faces Smart Album

After you have applied names to Faces, you can create Smart Albums based on the people in your photos.

- 1 In the Source list, select Faces.

- 2 Command-click Maria and Damian's snapshots.
- 3 Drag the two snapshots to an empty area of the library.



A Smart Album is automatically created with the name “Damian or Maria.” The Smart Album will find all the photos featuring either child, or you can choose to edit the smart album’s conditions as you did in Lesson 2.

## Finding Places

Based on the last exercise, you can now find photos according to who is in them. Wouldn’t it be just as nice to find photos based on *where* you took them? In iPhoto you can map the location where each photo was taken within mere feet of where you were standing.

Places uses GPS information to identify where photos were taken, or if GPS isn’t available, you can add your own location information by typing a country, state, city or point of interest. iPhoto instantly gives you a list of locations to choose from.

**NOTE ►** To use Places, you must be connected to the Internet. The Places maps and list of locations are not stored on your hard disk, which enables them to be regularly updated.

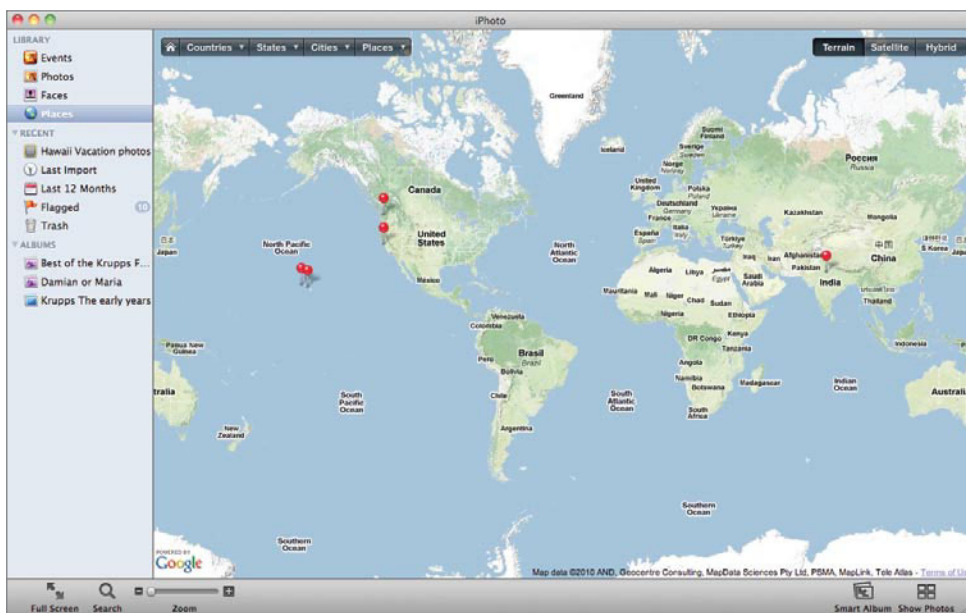
## Viewing GPS-Tagged Images in Places

You can now buy cameras with built-in GPS capabilities. GPS-equipped cameras will save the location where each picture was taken, just as transparently as they save the date a picture was taken. If you own an iPhone 3G or later, you already have a GPS-equipped camera that works with the iPhoto Places view.

In the Places view, you can look at a map that shows where all your photos were taken. If your pictures have GPS information already embedded, the entire process is done for you.

- 1 In the Source list, select Places.

The viewing area changes to show a map of the world. The red pins on the map indicate where photos in your library were taken.



- 2 Place the pointer over the red pin in India.



When you place your pointer over each pin, a label appears showing the name of the location.

**NOTE** ▶ Multiple photos taken in one general area may appear as a single pin until you zoom further into the map.

- 3 Click the arrow to the right of the pin's label. The viewing area shows the photos taken at the Taj Mahal, and the Info panel shows the precise location of the photo in a small map pane.

**TIP** ▶ When using a Magic Mouse or a Multi-Touch track pad, you can zoom in and out of the map by moving the mouse over the area of interest and sliding two fingers up or down.

- 4 In the upper left of the viewing area, click the Map button to return to the Places view.

You can see a more detailed map of an area by dragging the Zoom slider, or choosing from Path Navigator pop-up menus at the top of the map.

- 5 From the Path Navigator pop-up menus, choose States > California.



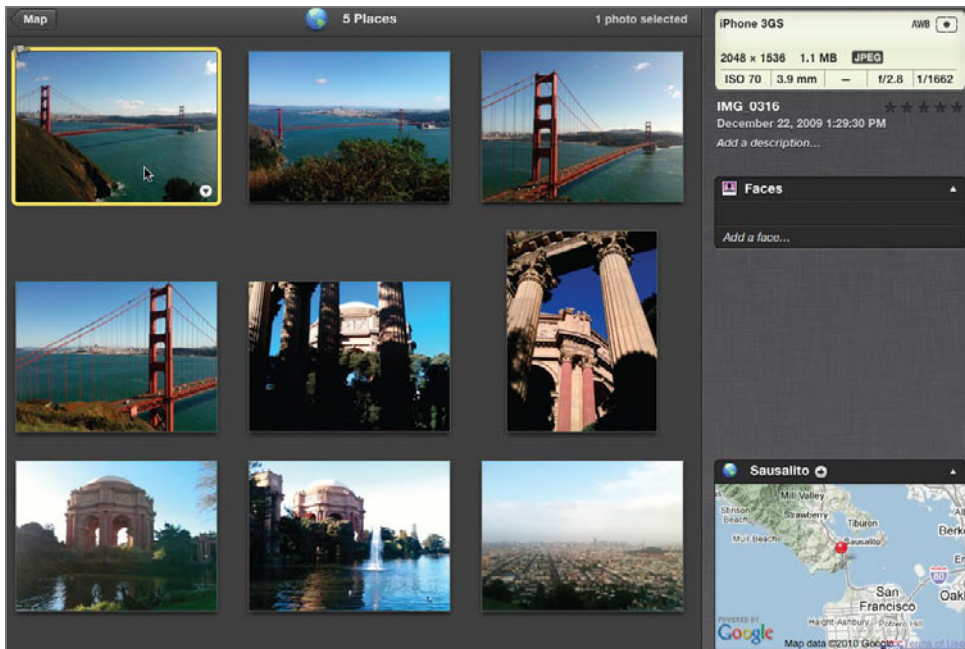
The map zooms in to view only those pins located within the state of California. A few pins are located within San Francisco and a few pins are placed on the Golden Gate Bridge.

**TIP** You can change the map style by clicking the Terrain, Satellite, or Hybrid view buttons in the upper-right corner of the map.

- 6 To see all the photos for all the red pins currently displayed on the map, click Show Photos in the iPhoto window.

Instead of only seeing one pin's photos, using the Show Photos button shows the photos from all the pins displayed on the map.

- 7 In the iPhoto window, click the Info button, and select the first photo in the upper-left corner of the viewing area. The map updates to show you the location of the selected photo.





- 8 Click the last photo in the lower-right corner of the viewing area.

The map updates again. The title at the top of the map reads, “Bernal Heights Park,” because iPhoto can locate specific areas within a city; or, as in the next case, a point of interest.

- 9 Click the center photo in the viewing area. The pin’s location is the Palace of Fine Arts in San Francisco.



When photos include GPS information, the location information is saved with the photo as longitude and latitude. Instead of showing you the longitude and latitude values, iPhoto calculates the region, city, or point of interest that those numbers correspond to and displays that information. But what if you are using a regular camera without GPS? Even then, it doesn’t take much more than a few clicks to get those photos on the map.



### Assigning a Location in Places

Even without a GPS data attached to your photos, you can add them, and entire Events, to the Places map.

**NOTE ►** If you have not completed Lesson 1, open and import Desktop > *ATS iLife11 Book Files > Lesson 01 > Memory Card.dmg*.

- 1 In the Source list, select Events, and then select the Cameron's Matches Event

Because no location information exists for these photos, the Info panel map is empty. The easiest way to add a location is to add it to an entire Event. The Event and all the photos contained in it will be associated with a single pin that identifies the general area in which the photos were taken.

- 2 Above the Info panel's map, click "Assign a Place," and type *Atlanta*. iPhoto searches for Atlanta and provides a list of locations that match.



- 3 Select Atlanta Georgia, the first item in the list. The entire Event and all the photos in it are now represented by the single pin you just placed.
- 4 In the Source list, click Places to change to Places view.
- 5 From the Path navigator pop-up menus, choose Countries > United States.

The pin you assigned for Atlanta appears on the right side of the map. If your library is small or you have particular photos that you would like to locate more precisely, you can select those individual photos and follow the preceding steps to assign them to specific locations.

### Moving a Pin

When you assign a location for pictures or Events, iPhoto places the pin at the center of the location. That's acceptable if you are at the Eiffel Tower, but not so great when you assign Alaska. Rather than choosing the dead center of a large area, you can move a pin to an exact location in just a few simple steps.

- 1 From the Source list, select Events, and then double-click the Greg and Caren's Wedding Event.
- 2 Select the last picture in the Event.

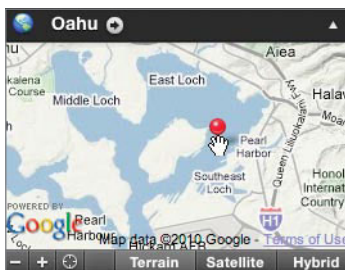


This picture's location is set as Oahu. While that's accurate, the map shows it in the center of the island even though it was taken at Pearl Harbor.

- 3 Drag the red pin down until it is positioned directly over the “P” in Pearl City.



- 4 Triple-click the Zoom-in button (+) to make sure that you are within Pearl Harbor as shown in the figure below.
- 5 Refine the pin's position that so it sits just off the right coast of the island within Pearl Harbor.

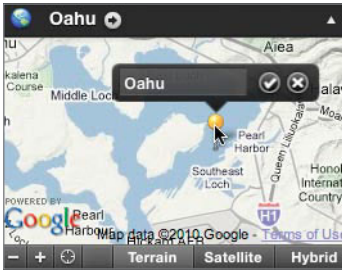


With the pin set correctly you are ready to name it more precisely.

### Changing a Location Name

Most of the time when repositioning pins, iPhoto will identify the new location with its correct name. But occasionally you will want to change the name. For instance, if you take a picture at your friend's house, iPhoto will locate the house correctly, but you will probably want to call it “Bubba's House,” rather than 1234 Elm St.

- 1 With the Pearl Harbor photo still selected, click the pin on the map to display the Location Name pop-up menu. Depending on where you actually set your pin, the Location name may be different.



- 2 Double-click the name in the Location Name pop-up menu to select the word for editing.
- 3 Type *USS Arizona Memorial*, and then click the checkmark to confirm the new name of the pin.



If you ever visit Pearl Harbor again and take new pictures, you can enter USS Arizona Memorial and it will appear because it's now defined in iPhoto as a location.

## Managing Places

Because a single point can't always represent a large location, iPhoto allows you to set the vicinity as part of the pin's location. Any subsequent photos taken within that vicinity setting will be assigned the correct location.

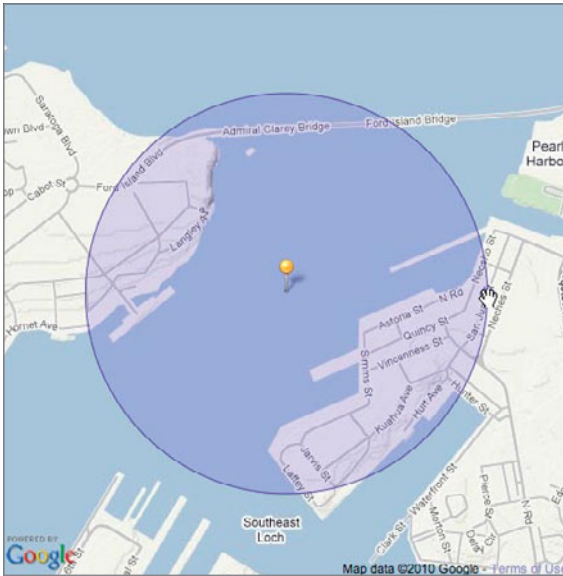
- 1 Choose Window > Manage My Places.

The Manage My Places window shows the pin for the currently selected photo. The blue circle around the pin represents the location's area.

The circle should be large enough to encompass all the places nearby where you are likely to snap a picture, so it needs to be made larger.

**NOTE ►** Locations that iPhoto already knows have a defined area. Only places you create are shown in the Manage My Places window.

- 2 Drag out the circle's handles to increase its size and cover the entire channel and the land on both sides.



- 3 Click Done to close the Manage My Places window.

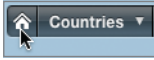
**TIP ►** To remove a location you have added, click the minus sign to the right of the Location name in the Manage My Places window.

You've now created an enlarged area for the location, USS Arizona Memorial. Next time you enter a new custom name for a pin, use the Manage My Places window to refine the area around it. The more precise you are in configuring Places, the more effectively it will help you find photos in the future.

## Creating a Smart Album from a Map

Now that you have tagged your photos with location information, you can create geography-based Smart Albums.

- 1 From the Source List, select Places.
- 2 From the Path Navigator pop-up menus, click the Home button to view the entire world map.



- 3 Drag the Zoom slider to view just the western half of the United States.
- 4 In the lower-right corner of the window, click the Smart Album button.

A new Smart Album is created in the Source list, and the viewing area displays the photos from that Smart Album. The Info window shows the map that defined which photos are included in the Smart Album.



- 5 In the Source list, type *Western US* to name the new Smart Album.

In the future, when you add any images to your library that fall within the region defined for that Smart Album, as shown in the Info panel's map, the new photos will automatically be added to that Smart Album.

## Posting to Facebook, Flickr, and MobileMe

Sharing photos these days is all about posting to the web. It's the easiest way to show your photos to all of your friends and family. iPhoto can seamlessly share photos on the most popular photo sharing sites: Facebook, Flickr, and MobileMe.

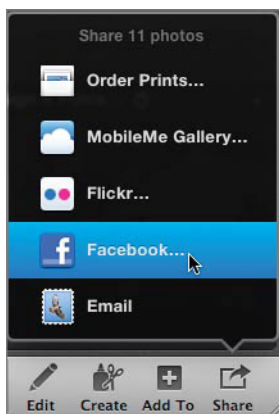
**NOTE ►** You must have an Internet connection and MobileMe, Facebook, or Flickr accounts to perform the next three exercises. If you don't, you can register for Facebook and Flickr at no charge. MobileMe offers a free 60-day trial at [www.me.com](http://www.me.com).

## Posting to Facebook

Facebook is the most popular photo-sharing site on the web. You can select a single photo, album, or an entire Event to post on Facebook.

**NOTE ►** The steps to share to Facebook are very similar to the steps for sharing to MobileMe and Flickr. Because the steps are so similar, we'll detail sharing to Facebook only, but later list some benefits of each site.

- 1 In the Source list, select the “Damian or Maria” Smart Album.
- 2 From the toolbar, choose Share > Facebook.



**TIP ►** When you share a single photo to Facebook, you have the option to make it your profile picture or add it to your Wall.

If you've never previously shared to Facebook from iPhoto, the login window opens.

- 3 In the login window, enter your Facebook name and password.
- 4 Select the “I agree to Facebook’s terms” checkbox, and then click Login.





**NOTE ►** When you enter a user name and password for a Facebook, Flickr, or MobileMe account, the account is added to your Sharing Preferences so you will not have to log in again to share additional albums to these sites.

A side window slides in from the lower-right corner with a New Album button. The Source list also shows a Facebook album for the account you entered.

- 5 Click the New Album button to open the Publish window.

**TIP ►** To add photos to an existing album, log in to Facebook from iPhoto, select the photos, choose **Share > Facebook** from the toolbar, then select the existing album from the window.

- 6 Enter the album's name and who can view it, then click Publish.

**TIP ►** To remove a Facebook, Flickr, or MobileMe account from iPhoto, delete the account in the iPhoto Preferences Sharing tab.

When your photos are uploaded, you can select the Facebook album in the Source list to view all the albums you've posted to Facebook. In the Info pane, you can choose who can view the albums on Facebook.

**TIP ►** To delete an album from Facebook, Flickr, or MobileMe, select the published album in iPhoto, and then press the Delete key.

Now that you know how to share photos with Facebook, you can follow the same steps when you choose to share with either Flickr or MobileMe.

### Differences in Posting to Facebook and Flickr

Flickr and Facebook each have unique benefits that may entice you to post your photos on one or the other. Here are the most important differences:

#### Flickr

- ▶ Flickr is the only site that will display iPhoto keywords.
- ▶ If the “Include location information for published photos” checkbox is selected in the Web section of Preferences, Places information will appear in Flickr.

#### Facebook

- ▶ If your friends and family comment on your Facebook photos, those comments will also appear in the iPhoto Info panel.
- ▶ If you’ve added an email address in the Faces view Info panel, when photos of that person are posted to Facebook, they are notified via a Facebook message.

## Lesson Review

1. Describe a benefit that Facebook provides that the other two sharing photo gallery sites do not.
2. Where can you change the settings of an album you uploaded to Facebook, Flickr, or MobileMe?
3. In Faces, how do you reject a photo when the person iPhoto suggests is not correct?
4. Where do you find the button to create a new Smart Album based on the Places view?
5. How do you add a name to a face that has not been located by iPhoto?

### Answers

1. If your friends and family comment on your photos in Facebook, those comments will appear in your iPhoto Info pane.  
Or, if you’ve added an email address in the Faces view Info panel, when photos of that person are posted to Facebook, he or she will be tagged and notified via a Facebook message.
2. When a Facebook, Flickr, or MobileMe gallery album is selected in the Source list, the Info pane will display a Change Settings button. Clicking this button will show the Album settings window. These settings are almost identical to the Album settings you find on your Facebook albums web page.

3. Double-click the photo you want to reject. Then, click Done.
4. When Places is selected in the Source list, the Smart Album button is found in the lower-right corner of the iPhoto window.
5. Display the photo in the Viewer. Click the Add Faces button, and position the rectangle over the subject's face. Finally, type the subject's name in the name tag.

# 4

Lesson Files

Time

Goals

Pictures > ATS iPhoto Library: Greg and Caren's Wedding Event

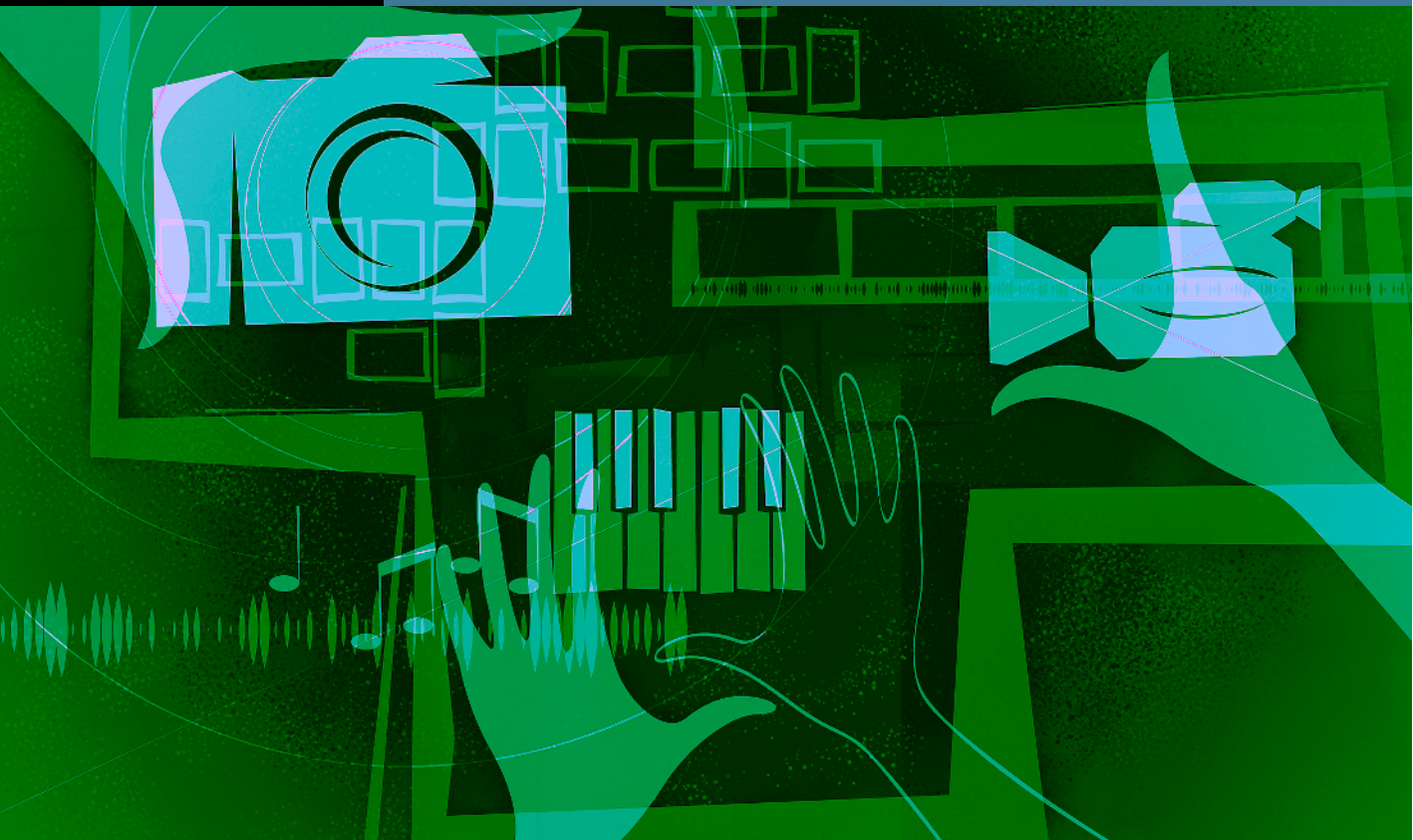
This lesson takes approximately 45 minutes to complete.

Understand a histogram

Correct exposure

Adjust contrast, saturation, and detail

Improve highlights, shadows, and levels



## Lesson 4

# Perfecting Your Pictures

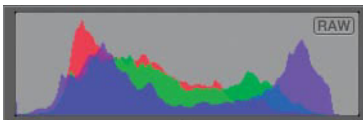
In some cases, quick fixes and effects are all you will need to edit your photos. At other times, such as when you are creating a keepsake printed book, you may want a bit more control over the adjustments. iPhoto includes powerful tools for fixing common problems that have plagued almost everyone who has ever carried a camera.

In this lesson, you'll apply some of the advanced image adjustment tools in iPhoto to prepare photos for inclusion in a printed photo book that you'll create in Lesson 5.



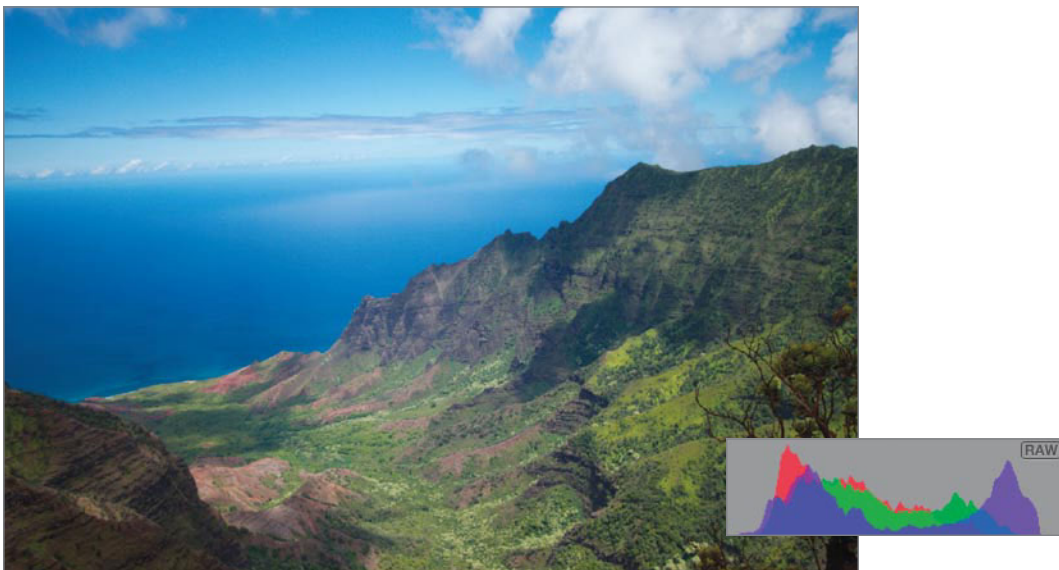
## Understanding a Histogram

Before you begin making advanced adjustments to your photos, you must get familiar with a histogram because it's an important part of precision photo editing. A histogram is a graph that shows how much of your photo is in the dark range (shadows), the light range (highlights), and the middle range (midtones) of brightness.



Let's look at some real histograms to see how they work.

- 1 Click the Full Screen button . You'll use full-screen view because you can see the photo more clearly.
- 2 In the Source list, select Events, and double-click "Greg and Caren's Wedding." You'll find several perfect wedding photos here that you don't need to edit. The images you'll want to edit are flagged to make it easier to locate them.
- 3 Select the first photo in the Event.
- 4 Click the Edit button  and then click the Adjust tab. Examine the histogram and the photo.



The histogram can help you determine if your photo is “well exposed,” which means that it has dark shadows and bright highlights, and that the majority of the image is located within the midtones. This scenic Napali coast photo is well exposed so the histogram extends broadly from left to the right, which indicates that the luminance range of this image includes very dark shadows and very bright highlights. That’s a well-exposed photo.

- 5 In the thumbnails at the bottom of the screen, select the next photo to the right.

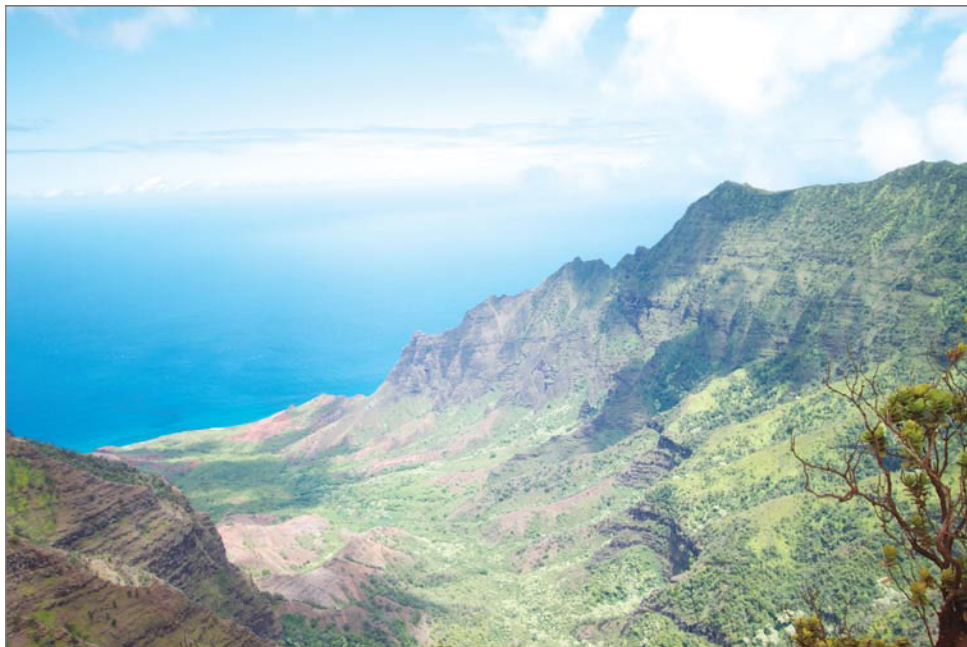
This photo is *underexposed*. The height of the graph to the left indicates that more of the image exists in the shadows than in any other range. Furthermore, the histogram graph doesn’t extend all the way to the right, which shows that the photo has almost no highlights. This photo is not well exposed.



- 6 In the thumbnails at the bottom of the screen, select the next photo to the right.



This photo is *overexposed*. It is very bright all over with very few shadow areas. The histogram is very heavy on the right side to indicate the abundance of highlights. This is bad. If the graph is up against either the left or right edge, it means it is off the charts and the photo will suffer a loss of detail in the shadows or highlights, respectively.



## Correcting Exposure

Now that you've detected exposure problems via the histogram, what can you do about them? The first and maybe most common adjustment is exposure. Exposure adjusts the balance of shadows and highlights, which influences how light or dark your photo looks. It's similar to setting your camera's exposure.

**TIP** If your camera can save pictures in RAW format, you will be able to adjust the exposure to a greater degree than if it saves in JPEG format.

You'll adjust this photo's exposure, and then see how the histogram reflects the adjustment.

- 1 In the Adjust tab, drag the Exposure slider left to about  $-1.15$ , until the graph is no longer crowded against the right edge.
- 2 Press and release the Shift key to compare the original photo and the adjusted photo.
- 3 Examine the histogram to observe the adjusted results.

The photo no longer loses detail in the bright clouds. The graph is more centered overall, and consequently the photo is more pleasing. Using the same Exposure slider, you could also fix the underexposed photo. However, adjusting the exposure doesn't cure every problem, as you will see.



Original



Adjusted exposure

### Adding Contrast

A similar problem to under- and overexposed photos is flat or low-contrast pictures in which highlights and shadows are dull and muddy. Adding contrast simultaneously extends the highlights to become brighter and the shadows to become darker.

- 1 In the thumbnails at the bottom of the screen, scroll to the far right and select the next-to-last flagged photo.



You may think this photo is perfect, but you would be mistaken. In the histogram the graph is squeezed into the midtone range, which indicates a low-contrast picture with no very bright or very dark areas. Using the Contrast slider, you can stretch the highlights and shadows to remedy this situation.

- 2 Drag the Contrast slider to about 70 to increase contrast and cause the histogram's graph to stretch wider.



- 3 Press and release the Shift key to compare the original photo and the adjusted photo.

See what that tiny bit of contrast adjustment did? The photo has a greater range from shadows to highlights. Adding a bit of contrast is often the easiest way to improve those flat-looking pictures.



Original



Adjusted contrast

### Adjusting Levels

The histogram includes Levels sliders that are among the most popular iPhoto tools. Using Levels sliders, you can individually fine-tune the shadows, midtones, and highlights to make precise and elegant corrections.

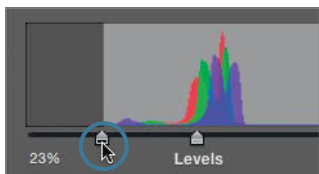
- 1 Drag the thumbnail slider to the right to select the last flagged photo.



When using the Contrast slider, you do not have any control over how much of your photo gets darker or lighter because a contrast adjustment evenly modifies the darks and

lights in your photo. With Levels sliders, you can independently set how much of your picture ends up in the darkest shadows or the brightest highlights, and even shift mid-tones. All of this will make more sense when you make those changes in the next exercise.

This photo has low contrast. If you drag the Contrast slider, the highlights in the monument will just get whiter, which will cause the photo to lose detail. You want to make the shadows darker without making the highlights lighter. That's what the Black Point Levels slider does for you. You'll find it against the left edge of the histogram.



- 2 Note that a large gap exists between the slider and the darkest areas of the graph. Drag the Black Point Levels slider to a position under the darkest point of the graph.

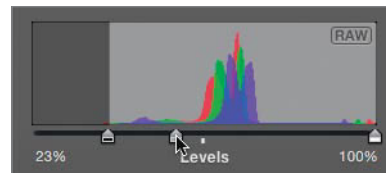


The shadow areas of the photo are now darker, which adds more contrast to the photo without altering the highlights. You could drag the White Point Levels slider on the right side of the histogram to lighten the highlights, but there is no need to do so in this photo.

**NOTE ►** When adjusting the Black Point Levels and White Point Levels sliders, watch your photo and decide whether it actually should have completely black or white areas. For instance, on a foggy day, the shadows probably won't be completely black, and the whites are probably duller, too.

When you adjusted the shadow levels, your midtones were shifted because you effectively shrunk the range of brightness. What previously was the midpoint has moved because you moved only the black point. Think of an accordion. When you expand the left side of the accordion, what is considered the middle of the instrument has moved as well. (I knew those accordion lessons would come in handy!) Unlike with an accordion, you can adjust the midtones levels without impacting the white or black points. This adjustment allows you to get a better balance between a darker or brighter picture without worrying about losing detail in your shadows and highlights.

- 3 Drag the Midtones Levels slider to the left, until the photo's brightness suits you.



Making this midtone adjustment is mostly subjective. Set it however you think the photo looks the best.

The ability to modify your black point, white point, and midtones makes the Levels sliders a handy toolset to have around.



### Increasing Color Saturation

Saturation is the intensity or vividness of color in your photos. Many people like the look of oversaturated colors, but oversaturation increases visual noise in your photos and has the nasty side effect of making skin tones look like the result of bad tanning creams. That being said, skies, grass, and water can sometimes benefit from a saturation boost.

- 1 Drag the thumbnail slider so you can select the fifth flagged photo from the left.





The couple looks great in this photo, but the sky and ocean look a bit faded and gray. Adding a bit of saturation can improve this.

- 2 Drag the Saturation slider to about 70.

This adjustment works well only because iPhoto limits skin tone saturation, by default. If you disable this option, you get a very different result.

- 3 Deselect the “Avoid saturating skin tones” checkbox. The couple becomes decidedly more orange in color. It’s very unnatural.



- 4 Select the “Avoid saturating skin tones” checkbox, and then press and release the Shift key to compare the original photo and the adjusted photo.



The adjustments you’ve learned are really the bread and butter of photo correction. The adjustments you’ll learn next have less eye-popping impact and are used to address more-specific issues.

## Applying Definition

Increasing definition adds pop to flat-looking pictures much like a contrast adjustment does. But definition does its magic by adding contrast in smaller areas rather than across the entire photo. That’s why definition is sometimes referred to as *local contrast*.

- 1 Drag the thumbnail slider so you can select the third flagged photo from the right. There is so much detail in these carvings, but it doesn't show up as well as it could.



- 2 Drag the Definition slider to about 80.

It's as if someone wiped the screen clean of some mildew. You can see more detail in the wood carvings.

- 3 Compare the original photo and the adjusted photo.



Original



Adjusted definition

Although not every photo will benefit from increased definition, a definition adjustment can add noticeable clarity to landscape photographs. Definition is not always flattering in portraits because it can emphasize shadows under eyes and facial wrinkles.

### Improving Highlight Detail

Adjusting the Highlights slider can increase the detail in highlights by slightly darkening the brightest areas of your image. This is helpful for restoring the textures of snow and clouds.

- 1 Drag the thumbnail slider so you can select the seventh flagged photo from the left.
- 2 Drag the Highlights slider to about 40 and watch as the sunset sky becomes more detailed and less like a wash of white.

**TIP** Dragging the slider too far will cause the highlights to go flat.

- 3 Press and release the Shift key to compare the original photo and the adjusted photo.



Original



Adjusted highlights

By adjusting the Highlights slider, the bright areas of the sky and ocean now have better detail and more texture while leaving the shadowed couple unchanged.

### Improving Shadow Detail

Adjusting the Shadows slider lightens the shadows, adding detail where there was none (or at least detail that you couldn't see).

- 1 In the thumbnails at the bottom of the screen, select the flagged photo of the couple.  
You can see harsh shadows on the left side of the faces. Increasing the Shadows slider a bit will fill in the light as if you had a fill flash when taking the picture.
- 2 Drag the Shadows slider to about 20.
- 3 Compare the original photo and the adjusted photo.





Original



Adjusted shadows

The Highlights and Shadows sliders are great for trickier photos that don't respond well to Exposure or Levels controls. These sliders are simple to use, but the results are very impressive.

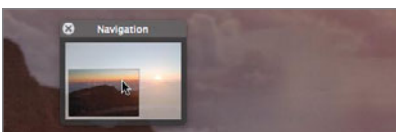
### Applying Sharpening and Noise Reduction

One of the side effects of boosting shadows as you did in the previous exercise is that it often increases the visual noise in your picture. Although iPhoto has a De-noise tool, you must use it carefully because any noise reduction can tend to soften the focus of your picture. It's a cruel joke, isn't it? To get the best results, you'll usually want to apply sharpening and noise reduction at the same time to balance the two.

- 1 In the thumbnails at the bottom of the screen, select the fourth flagged photo from the right. This photo just has big black silhouettes of the hills in the foreground. It would be nice to see some detail in those hills.

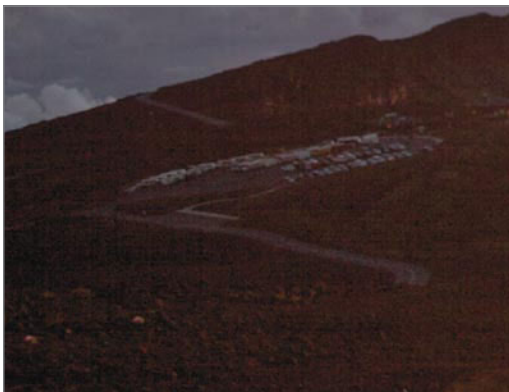


- 2 Drag the Shadows slider to around 25 to reveal more detail in the dark hills.  
When sharpening and reducing noise, it's often easier to zoom into a specific area of the photo and then make the adjustments.
- 3 Drag the Zoom slider to zoom into the photo. When you are zoomed into a photo, a Navigation window appears, in which you can pan to different parts of the picture.
- 4 Drag the small box inside the navigation window until you are viewing the parking lot in the lower-left corner of the viewer.





The noise is more apparent now, appearing as grainy specks in the darker areas of the hill.



- 5 Drag the De-noise slider to around 40.



A lot of the grainy noise goes away but the cars and the clouds have become less sharp. Now the fun begins. It's a back-and-forth process, adjusting the De-noise and Sharpness sliders until you get what you consider an acceptable result.

- 6 Drag the Sharpness slider to around 35. Watch the cars in the parking lot and the clouds to see some sharpness return to the photo.
- 7 Drag the Zoom slider all the way to the left to view the entire picture.

You can apply sharpness to many other photos to reduce softness. Softness can happen because of the zoom on your camera, the digital processing within the camera, or just the environment where you are taking the picture. Noise, on the other hand, can appear when

you are taking pictures in very low light or when you increase the Shadows slider value. All these things work against getting a perfect photo, but with a little trial and error, the De-noise and Sharpness sliders can help fix very difficult problems.

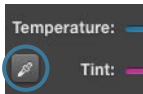
## Adjusting White Balance

Similar to using the Warmer and Cooler effects as you did in Lesson 2, dragging the Temperature controls adjusts the overall photo tint. Without going into a science lesson, this color value is called *temperature* because it alters a camera's color temperature setting, also called white balance. Correcting white balance/temperature problems can be done automatically by iPhoto or manually.

- 1 In the thumbnails at the bottom of the screen, select the fourth flagged photo. This image has a blue tone. You'll fix the temperature in this photo automatically by using the eyedropper.



- 2 In the Temperature controls, click the eyedropper tool.



When selecting an area in the photo with the eyedropper, look for an area that should be a medium gray tone. Medium gray could be a cement sidewalk, the dark shadowed, creased areas of someone's white shirt, or a wall that's painted gray. Just don't pick your brightest whites or your darkest shadows.

- 3 Click the ceiling of the photo.



#### 4 Compare the original photo with the adjusted photo.

If your personal taste is for warmer- or cooler-looking pictures, you can fine-tune the color using the Temperature and Tint sliders.

Your photos are now looking great and deserve to be preserved for posterity. You'll do just that in the next lesson by assembling them into a photo book to be printed and bound as a memento of this important event.

## Lesson Review

1. If the majority of a histogram graph is up against the right side, what does it indicate about the picture?
2. What's the difference between exposure and contrast?
3. What is a side effect of increasing the De-noise slider?
4. True or false: The Shadows adjustment darkens the shadows in a photo.
5. What tone are you looking to click when setting the white balance/temperature with the eyedropper?

### Answers

1. This photo is overexposed. It is generally bright with few shadow areas. If the graph is up against the right edge, it is off the charts and there is a loss of detail in the brightest parts of the photo.
2. Exposure adjusts how light and dark the photo looks. Contrast extends the highlights to become brighter and the shadows to become darker.
3. It softens the photo.
4. False. Adjusting the Shadows slider lightens the shadows, adding detail where there was none (or at least detail that you couldn't see).
5. When selecting an area in the photo with the eyedropper, look for an area that is a medium gray tone in the photo. Just don't pick your brightest whites or your darkest shadows.

# 5

Lesson Files

Time

Goals

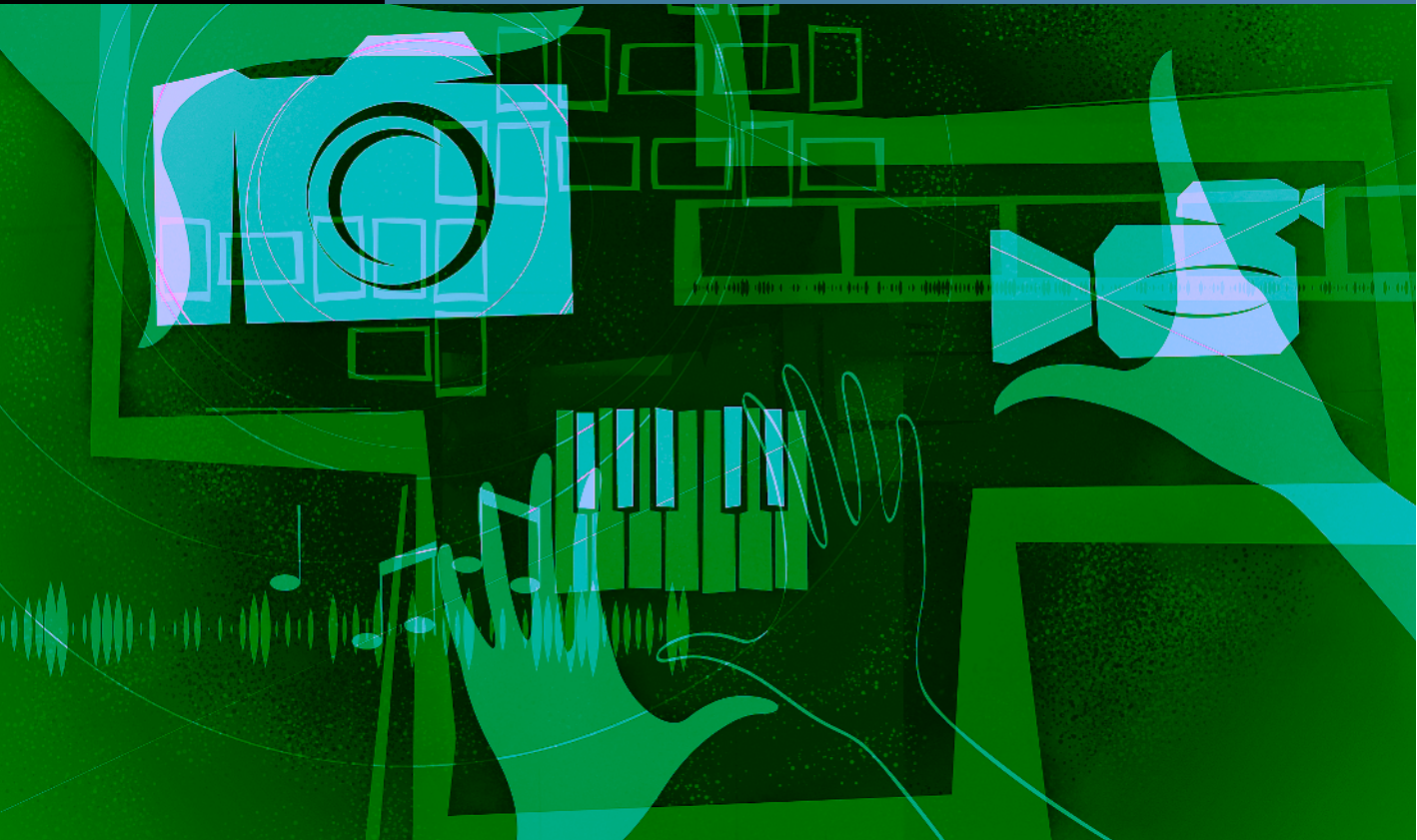
Pictures > ATS iPhoto Library: Greg and Caren's Wedding Event

This lesson takes approximately 45 minutes to complete.

Create a keepsake book

Edit photos in a book

Order books

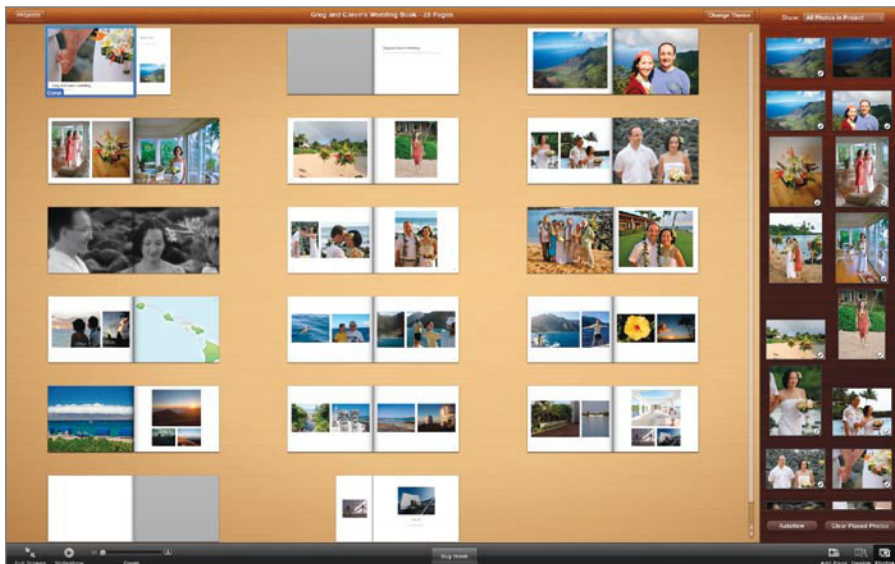




## Lesson 5

# Designing a Photo Book

Weddings, graduations, and even some Irish wakes are times of celebration. They are times you want to keep with you forever. Smaller, yet no less cherished occasions like birthdays and family vacations are also times you'd like to remember. Making a printed coffee table book may seem like something far fetched or too expensive for you to do, but iPhoto makes it possible and very affordable to design and publish a wide range of photo books. In this lesson you'll take your perfected pictures to the next level by designing a professional-looking photo book, so you can enjoy your special occasions one vibrant page at a time.



## Creating a Book Layout

In this exercise, you'll create a beautiful keepsake book from within iPhoto. You can quickly place photos into any one of the Apple-designed book themes, then professionally print it using Apple print services and have it delivered right to your house.

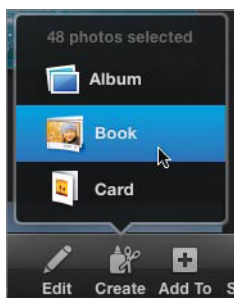
### Exploring Book Themes

To begin creating a book, you'll select an Event that contains the photos you want to place in your book, and then select a theme.

- 1 While in full-screen view, double-click the “Greg and Caren’s Wedding” button at the upper-left corner of the screen to display all the photos in this Event.
- 2 Press Command-Shift-A to ensure that no photos are selected.

**TIP** You can select which photos will be used in the book or leave photos unselected to include the entire Event or album in the book.

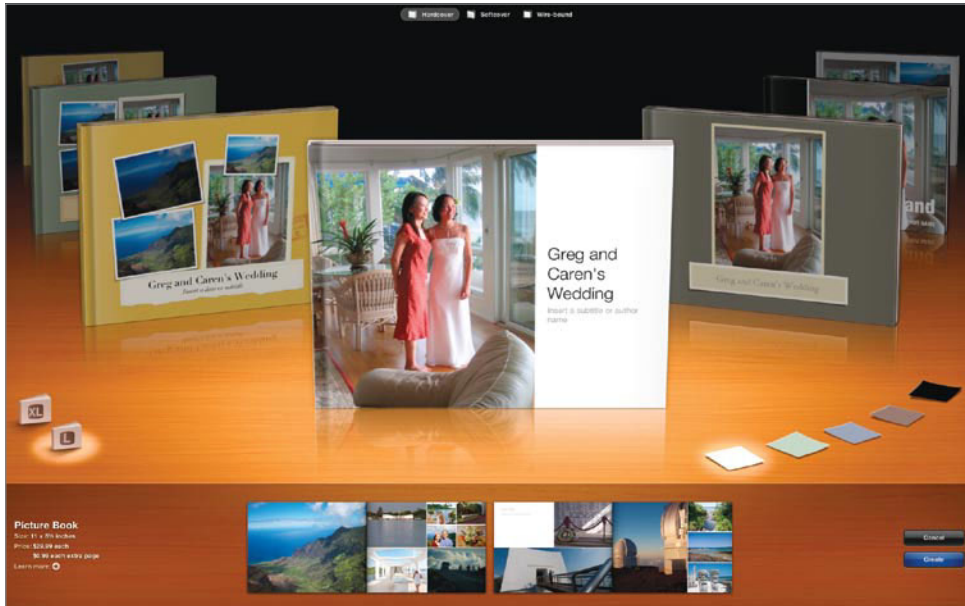
- 3 At the bottom of the screen, click Create > Book.



The Book Theme view fills the screen with several designs. In addition to selecting a theme, you can choose whether to produce a hardcover, softcover, or wire-bound book.

In the lower left of the viewing area you can also select a size for the book. Because this is a wedding book, you may want to make it in the Extra-large size.





- 4 In the lower-left corner of the viewing area, click the XL button.

**NOTE ►** The Extra-large book type is available only in hardcover. The Medium and Small book types are available only in softcover. The Large book type is available in both soft- and hardcover.

- 5 To choose a theme, click the book theme preview to the right of the centered theme in the viewing area.

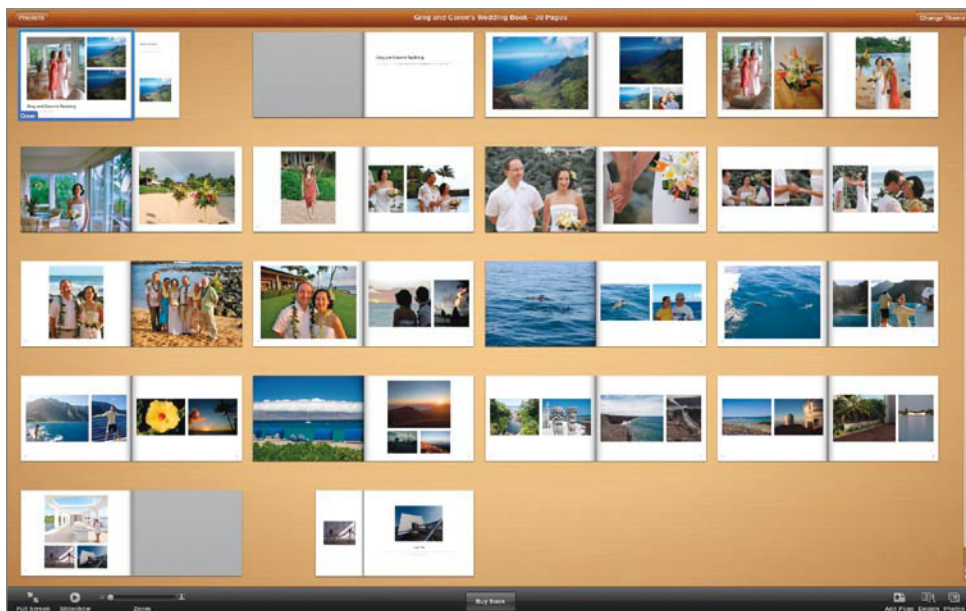
Selecting a book to the right or left brings that selection to the center. The theme name is shown with its pricing information.

**NOTE ►** The printing cost is estimated for a 20-page book using the current size and style. The price is displayed in the lower-left corner of the viewing area. The Apple printing service is available in the USA, Canada, Japan, and selected countries in Europe and Asia.

- 6 Click the theme to the right until Modern Lines is the centered theme. This is a simple, elegant theme that will work nicely for these pictures.

You've selected your contents and theme and you're ready to make your photo book.

## 7 Click Create.



The book layout appears with all your photos presented. The pages are displayed from left to right and top to bottom with the cover placed in the upper-left corner.

Although a book is initially formatted with pictures on each page, you can change the photos, the layout, and even the theme at anytime. In the next few exercises, you'll modify a few of these options.

### Changing Pictures on Pages

With all the pages of the book displayed in front of you, you can scan over them to see if you might want to make some changes.

#### 1 Double-click the book's front cover.

The photo of the Bride and her Maid of Honor may not be the best photo for the cover of the book. Let's look for an alternative.

#### 2 Click the Photos button to display all the photos in the Event.

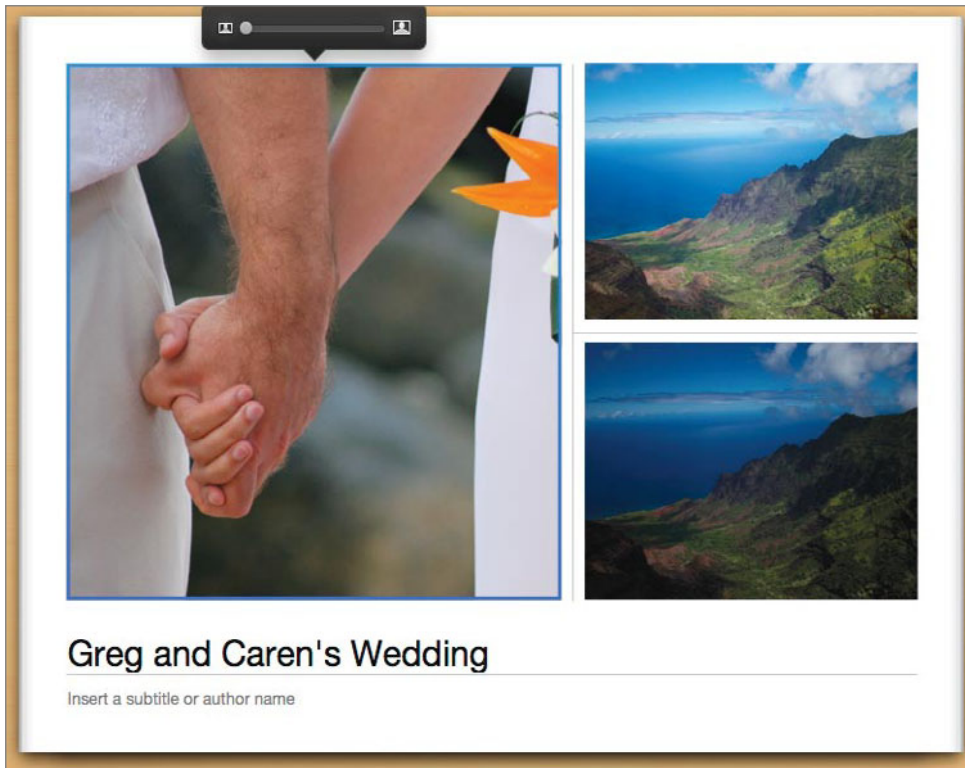


- 3 Scroll down to find the photo of the couple's hands.

**TIP** Hover the pointer over a photo in the side pane to see a photo's number.

- 4 Drag the photo on top of the current cover shots to replace it.

The cover photo highlights in yellow when you are directly over it. When you release the mouse button, your photo book has a new cover.

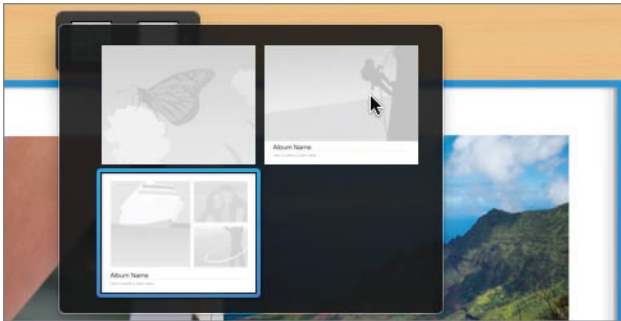


### Selecting New Page Layouts

As you browse the pages, you'll notice that some have multiple photos. These page layouts can be changed to place fewer or more photos per page.

- 1 On the cover, click the white background to deselect the current photo. A blue highlight surrounds the cover page and the Design pop-up menu appears.

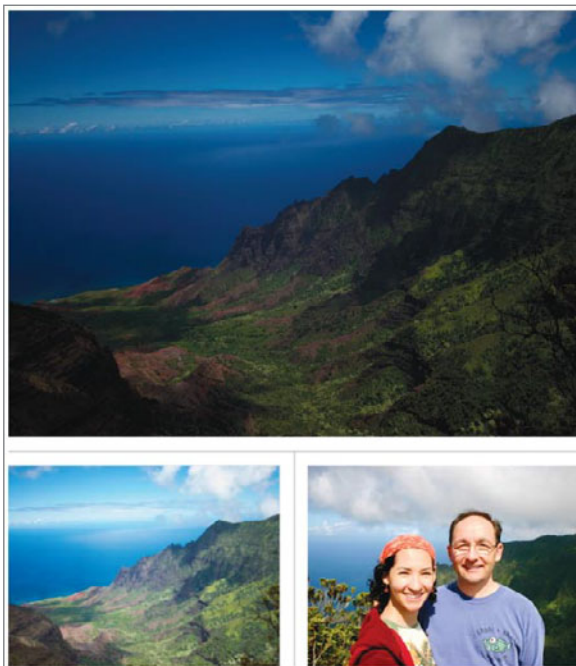
- 2 From the Design pop-up menu, click the Layout menu to the left to view the cover page layout options. A blue outline highlights the current selection.



- 3 Click the cover layout in the upper-right corner to create a single photo cover with an area for a book title. The cover changes to a single-photo layout with text.

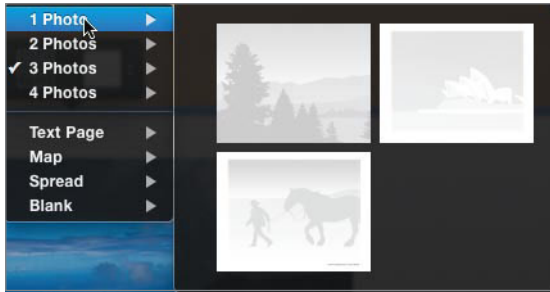
You have even more choices when changing page layouts.

- 4 Click the All Pages button to return to All Pages view.
- 5 Double-click page three to view it full-screen.



This page includes three photos, two of which are identical to the photo on page two. The photo of the couple is a good choice to fill this page.

- 6 From the Design pop-up menu at the top of page three, choose “1 Photo.”



You have three available layouts for single-photo pages. In the upper left is the “full-bleed” option in which the photo covers the page without a border.

- 7 Click the “full-bleed” option. Two photos are removed from the page and one photo fills it. Unfortunately, it’s the wrong picture!
- 8 To locate the removed photos, at the top of the Photo pane choose Show > Unplaced photos. This will display all the photos from the Event that have not been used in the book.



- 9 Drag the unused photo of the couple onto the photo on page three to replace it.

The couple’s photo now fills the entire page and it looks perfect next to the scenic photo on page two. Let’s go through a few more pages and see if there are other changes to make.

**Adding, Deleting, and Rearranging Pages**

When all your Event photos are placed in the book, you may find that some photos are too similar or just seem out of place. To address that situation, you can delete pages, add new ones, and rearrange pages at will.

- 1 Click the All Pages button to return to All Pages view.

Page five looks a bit out of place. It is sandwiched between pages featuring indoor photos before the wedding. Let's remove page five to group together all the pre-wedding, indoor photos.

- 2 Select page six and then press the Delete key.

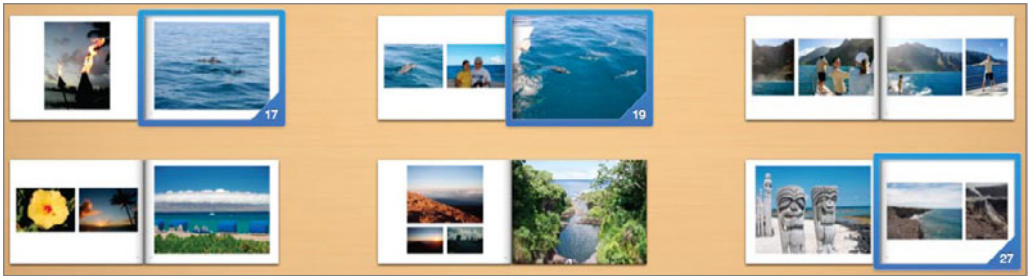


- 3 When a dialog warns you about having an even number of pages, click Yes. This warning will appear even when you have an odd number of pages.



The middle of the book has a number of dolphin photos that could be reduced, and near the end, a page of steaming volcanic rock is interesting but not central to the wedding.

- 4 Click page 17 (the dolphins) to select it.
- 5 Command-click page 19 (more dolphins) and page 27 (black volcanic rock) to select them.



- 6 Press the Delete key, and in the warning dialog, click Yes.  
You can add pages just as easily as you delete them.
- 7 Under the Photos pane, click the Add Page button to insert a blank page after the currently selected page.



You can rearrange pages to place them in a better order. Let's use this page as a good transition between the wedding photos and the honeymoon vacation photos.

- 8 Drag the blank new page between pages 16 and 17.

As you drag the blank page, the pages separate to indicate where the page can be placed.



- 9 When the page can be located between pages 16 and 17, release the mouse button.

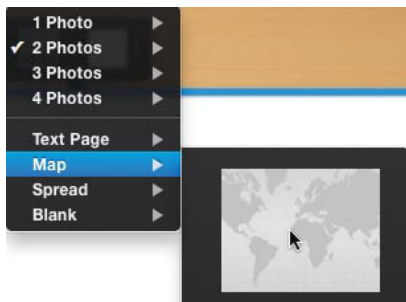


Now you have a page that divides the book between the wedding and the honeymoon photos. Because this wedding involved some unique travel, placing a map on the page could act as a nice divider.

### Customizing Maps

Some themes can integrate maps into your book. If your photos already have locations assigned to them, the map can automatically be placed on the page, or you can manually add a map and locations.

- 1 Double-click the blank page 17.
- 2 In the Design pop-up menu, choose Map, and then choose the Map layout.



A map fills the page. Because these photos have places assigned already, locations are highlighted on the map.

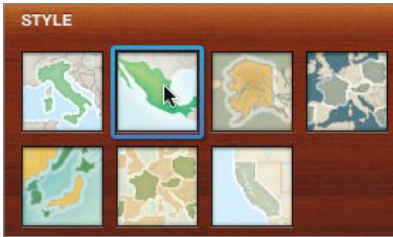
- 3 In the viewer, select the map page.

- 4 Click the Design button.



You can customize the map in the Design pane. Let's first choose the style of map.

- 5 Click the second map in the top row to choose that map style.



You can add and remove locations in the Places list. The big island Hawaii is the only one with two locations on it. You'll remove the second location to make this map more consistent with the others.

- 6 In the Places list, deselect Honaunau to remove it from the map.



**TIP** You can add or remove a location by clicking the Add/Remove Location buttons (+/-) under the Places list.

The map shows points where the couple visited, but you can do better than that. You can add travel lines to show the route they traveled.

- 7 From the Lines pop-up menu, choose Curved.

- 8 In the Places list, drag Oahu below Kauai to make it the second stop on their journey.



- 9 Click the All Pages button to return to All Pages view.

Using the other options in the Design pane, you can add a title to the map or remove some of the existing map details. It's a great way to supplement your photos with additional visual interest.

### **Framing Photos on a Page**

With your basic book structure in place, it's time to perform a final image check. You'll see that some photos are used more than once and some don't fit comfortably on the page.

- 1 Double-click page 10.

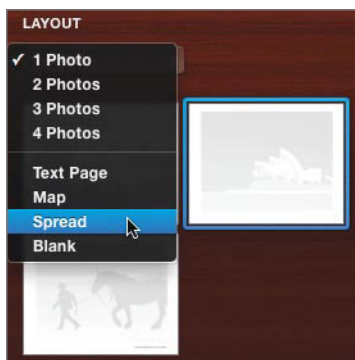


The photo on the left is already used on the cover. Although you can use a photo as many times as you like in a book, you have so many beautiful pictures that you don't need to use a photo twice.

In the Design pane you can see the same layout options as in the Design pop-up menu. You can change the layouts in the Design pane.

**TIP** Selecting text in a book will change the Design pane to show text formatting options.

- 2 In the Design pane, choose Layout > Spread.



Spread extends a single photo across two pages. For very special photos this can create a stunning presentation.

- 3 Click the first spread in the list to apply it to the two pages. iPhoto uses the first photo on a page when it creates a spread; unfortunately, you want to use the second photo for your spread.
- 4 Click the Photos button to open the Photos pane, and from the Show pop-up menu, choose Unplaced Photos, if it isn't already selected.

**NOTE** ► You may have to reselect Unplaced Photos to refresh the display.

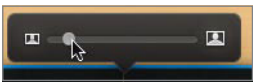
- 5 Drag the photo of the Groom, Bride, and Minister onto the Spread page in the viewer.

Well, the thought was nice but the execution leaves a bit to be desired. The page crease is right over the bride's face and the groom's head is mostly cut off.

- 6 In the viewer, drag down on the photo to reposition it until the top of the groom's head is no longer cropped off the page.



- 7 To move the bride out from under the crease, drag the Image Scale slider slightly to the right to increase the size of the image.



- 8 Drag the photo right to reposition the crease between the bride and groom.
- 9 Continue to reposition the image until you are happy with the framing.

When you are done, you'll have a nicely-framed photo that spans two pages.

You'll often adjust a picture's framing when fixing pages of your book.

### Editing Photos in a Book

When you have all your photos inserted and arranged in your book, you may find that you want to tweak individual photos to increase their impact in context. To do this, some of the effects you used in a previous lesson can be applied directly to the photos in your book. In addition, you have instant access to all the Edit pane adjustments.

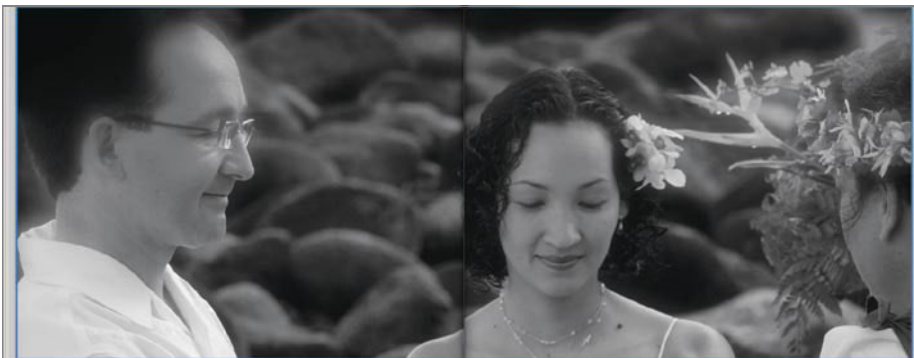
- 1 With the photo spread on pages 10 and 11 selected, in the Design pane, click the B&W effect.

The photo changes to black and white. Applying the effects from the Design pane will not modify this photo outside of the photo book. If you need to perform more adjustments, you have access to all the iPhoto editing options.

- 2 In the Design pane, click the Edit Photo button to open the photo in Edit view.

Any effects that you apply from the book's Design pane do not show up in the Edit view. The rule is that anything you do to a photo within the photo book is confined to the photo book. Anything done to a photo outside the photo book also affects the photo within the context of the photo book.

- 3 In the Effects tab, click the Vignette effects, and then click four times on the Edge Blur effect.
- 4 Double-click the photo to return to the wedding book.



You now have a soft, dreamy black and white photo that highlights this special moment.

## Ordering Books

When you are done, you can use the Apple print service to have this book professionally printed. The end result is a vibrant, high-quality publication delivered to your doorstep. In this exercise, you'll use an Apple account in preparation for placing a book order.

**NOTE ►** If you don't actually want to set up the account now, just follow along with the steps in this exercise.

- 1 In the viewer, click Buy Book.

iPhoto quickly examines the book, and if it finds any problems such as unchanged placeholder text, it displays an alert.

- 2 Click Continue. (Although if you were preparing a real book order, you would fix any displayed problems.)

The Your Order window appears with the price and shipping options.

**NOTE ►** If you are not ready to purchase the book, you can access any book or card you create by clicking the Projects button in full-screen view or the book or card in the Source list.

- 3 Enter your zip code, and from the Ship Via pop-up menu, choose a shipping method. The cost of your order is adjusted to include the price of the shipping method you've chosen.
- 4 If the order looks correct, click the Check Out button.

The next window will require your Apple ID login information, the same ID you use in iTunes.

After you log in, the final order form is shown with the shipping address and your payment method displayed.

- 5 If you currently wish to buy a photo book of someone else's wedding, click Place Order. However, you'll probably just want to click Cancel.

When you place an actual order, iPhoto uploads all of the photos and sends the book to the print service. In a few days, your book will be on its way.



## Lesson Review

1. How do you start creating a photo book?
2. How do you locate all the unplaced photos in a book?
3. Do you change a page's layout from the Design pop-up menu, or in the Design pane?
4. Where are the book effects located?
5. True or false: The locations on a map in a book can only come from photos that have been assigned a location in Places.

### *Answers*

1. Select your photos (or an Event or album) and then click the Create button in the toolbar.
2. In the photo's pane, choose Show > Unplaced Photos.
3. You can change a page layout in both places.
4. Book effects are located in the Design pane.
5. False. You can manually add locations to a map in a book.

# 6

Lesson Files

Time

Goals

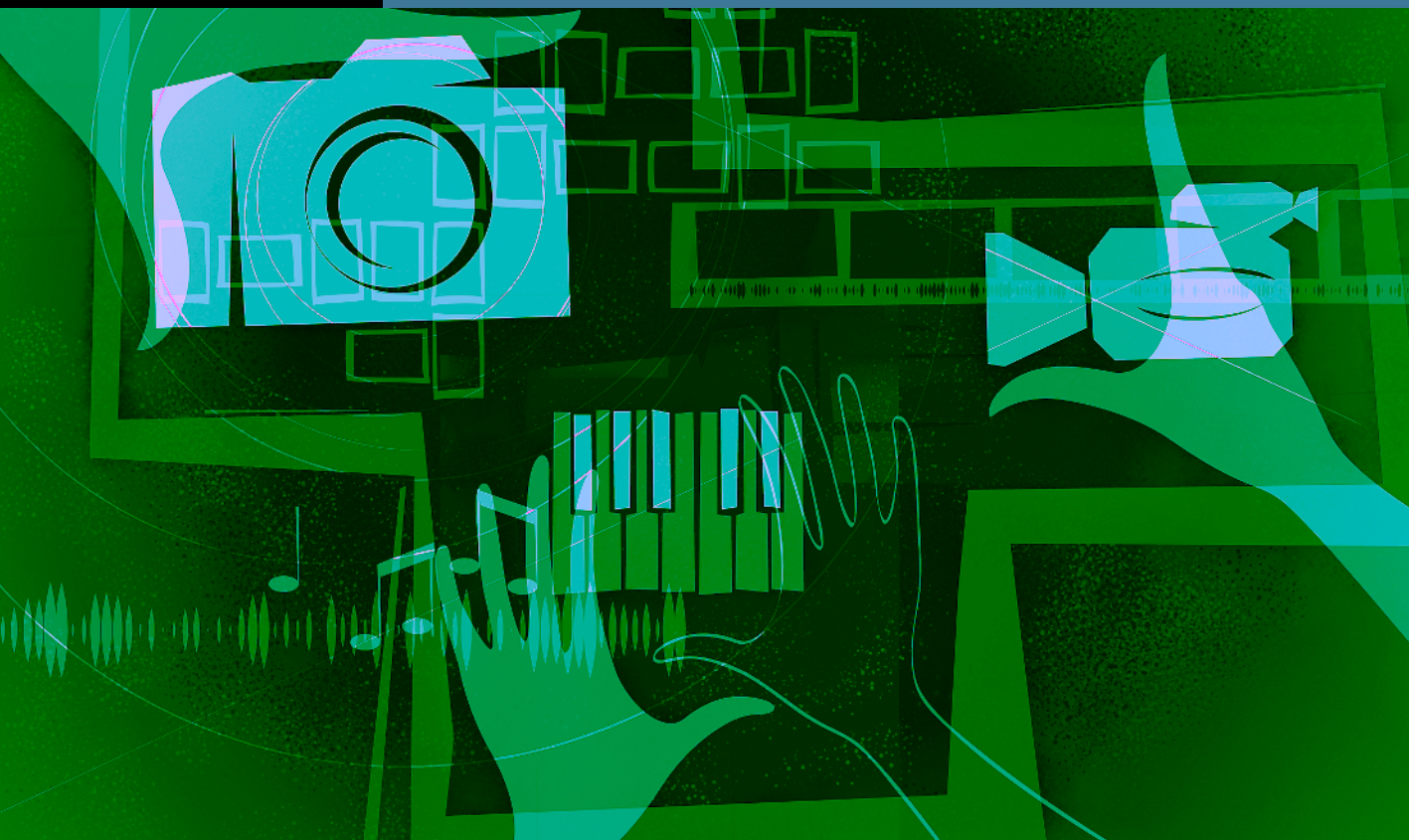
Pictures > ATS iPhoto Library: Sara goes sky diving Event

This lesson takes approximately 45 minutes to complete.

Watch an instant slideshow

Create a slideshow album

Customize individual slides



## Lesson 6

# Making Photos Move with Slideshows

As great as online sharing and printed photo books are, they lack the cinematic excitement of a movie. Flipping pages or scrolling from shot to shot can never equal the immediacy of combining moving imagery, dramatic cuts from one visual to the next, and an emotional musical score.

Instead of sitting back and casually browsing your photos, you can go Hollywood and put them into a slideshow. Slideshows can assemble photos, videos, and music into high-impact multimedia presentations that you can play for friends at home, place online, or display on your Apple mobile device.



## Using Slideshow Presets and Albums

You can create two kinds of slideshows in iPhoto: instant slideshows and saved slideshows. Instant slideshows are the quickest and easiest way to showcase your photos but can be viewed only within iPhoto and cannot be saved. Saved slideshows—come on, take a guess...Right!—*can* be saved in your library like an album or a book. You can export saved slideshows to your iPod or the web, or you can burn them to disc using iDVD.

## Using Instant Slideshow

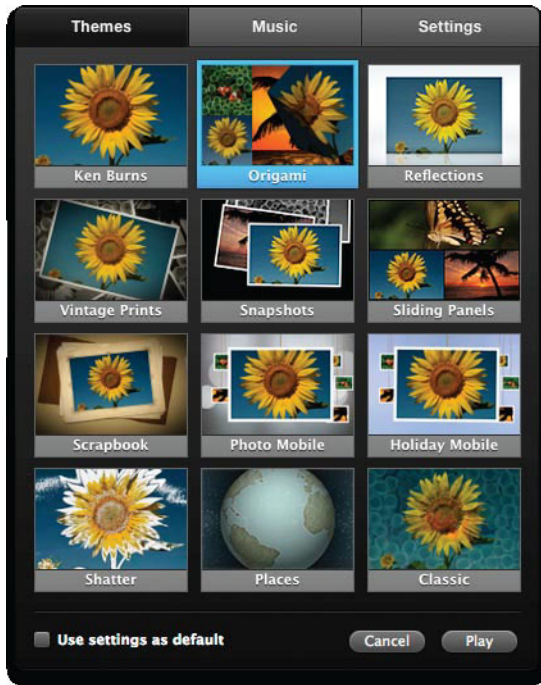
An instant slideshow is the easiest and fastest way to put your photos into a slideshow. It's perfect for impromptu gatherings when people are visiting and you want to quickly show off some photos, yet still make it a special viewing.

- 1 From Events, select the “Sara goes sky diving” Event. This Event contains exciting photos of the sky dive and a few video clips as well. You will use this event to create your slideshow.



**TIP** Photos in the Event are sorted in the order they will play in the slideshow.

- 2 In the toolbar, click the Slideshow button to create an instant slideshow. A slideshow panel appears, containing the slideshow themes you can choose.



- 3 From the Slideshow Themes, click Origami.

**TIP** Moving your pointer over any of the theme thumbnails will play a preview of that theme.

Themes combine a visual style with music. Although you could change a few options in the tabs at the top of the Slideshow window, the point of the instant slideshow is to create a slideshow in an instant.

- 4 Click Play to begin the instant slideshow. The screen goes dim and the slideshow plays full screen.
- 5 After the three video clips play, press the Esc (Escape) key to close the instant slideshow.

It's a great-looking theme with music that fits well with the fun they must have had sky diving (ahem, no thanks). As you watched the instant slideshow, you may have noticed a few things you wouldn't mind changing. You might also decide that it would be nice to share the show with friends or family members. Although you can't share instant slideshows, you can however create a saved slideshow that will do that and more.

## Creating a Slideshow Album

Creating a saved slideshow is similar to creating a photo book. You begin by deciding which photos you want to use, and then you click the Create button in the toolbar.

- 1 From your Events, double-click the “Sara goes sky diving” Event. The Event’s photos are shown in the viewing area.

**TIP** Slideshows can use photos from albums or Smart Albums, as well as Events.

- 2 Press Command-A to select all the photos displayed in the viewing area.
- 3 Scroll down and Command-click the last video clip to deselect it.



You can select which photos and video clips are included in the slideshow. The last video clip was a little long for the show; by deselecting it, the clip will not be included in the slideshow.

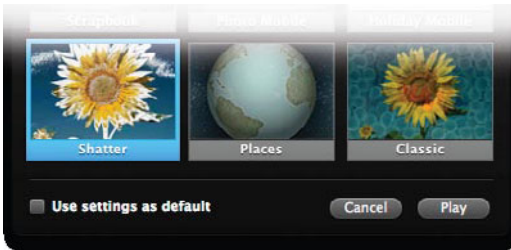
- 4 Click the Create button, and from the pop-up menu, choose Slideshow. A saved slideshow is created in the Source list with the name of the Event.

The viewer now shows the first photo in the slideshow, and the photo browser at the top of the viewer shows the slides in the order they will appear.

**TIP** You can double-click the text on the first slide to change it.

The toolbar includes buttons for the slideshow options.

- 5 Click the Themes button, and choose Shatter.



- 6 Click the Choose button to set the Shatter theme and close the window.
- 7 Click Play to begin the slideshow. The screen dims, and the slideshow plays full screen.
- 8 After the two video clips play, press the Esc key to close the saved slideshow.

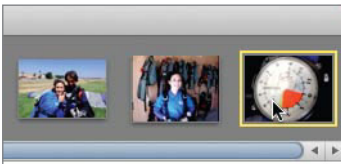
You could decide that you are finished and export your slideshow now, but a few customizations could make your slideshow much more engaging.

### Rearranging Slideshow Photos

Although you selected the pictures when you created the slideshow, you can delete and rearrange photos and video clips in the slideshow to improve the flow of your presentation.

**NOTE ►** You can add new photos to a slideshow by dragging them from your iPhoto library onto the saved slideshow in the Source list.

- 1 Scroll the photo browser to the right to view the last two video clips.



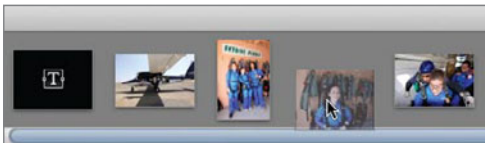
- 2 Double-click the last video clip to play it in the viewer. This clip is noisy and doesn't have much interesting in it. It's probably better to leave this one out of the slideshow.
- 3 In the upper left of the window, click the "Sara goes sky diving" button to return to the slideshow.



- 4 Click the last video clip and then press Delete to remove it from the saved slideshow.

The second-to-last video clip now becomes the last video clip and is selected and displayed in the viewer. This video clip is a nice introduction to Sara and the whole adventure, making it fit better near the start of the slideshow.

- 5 Drag the video clip to the left until the photo browser begins to scroll.



- 6 Place the video clip as the fourth item in the slideshow, after the photo of the three brave sky divers.



- 7 At the bottom of the iPhoto window, click the Play button.

That, my friends is a rockin' good slideshow! It took almost no work at all, and you ended up with something that's really fun to watch. But you can do a lot more!

## Changing Settings and Options

Although the selection and presentation order of photos are probably the most important considerations in a slideshow, many other options can be applied to enhance the show's impact. While you can use the buttons at the bottom of the screen to change themes and music, the upcoming exercises cover options found in the Settings window.

### Setting the Aspect Ratio

Because saved slideshows can be shown on a variety of devices, such as iPads, iPhones, computer screens, and HDTVs—all of which have different shapes and sizes—you may need to set the aspect ratio for your slideshow based on the device that will display it. In the next exercise, you'll format this slideshow for DVD delivery on a standard TV.

- 1 In the toolbar, click the Settings button.



- 2 In the Settings window, choose iPad/TV (4:3) from the Aspect Ratio pop-up menu.
- 3 Close the Settings window.

The viewer now shows the 4:3 aspect ratio and crops the pictures to fit them correctly within the frame. If you forget to set the aspect ratio, you'll still be able to play your slideshow on various devices but you will see letterbox or black columns on the sides of the movie. Next you'll explore a few more options before you burn this to a DVD.

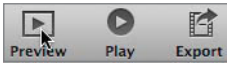
### Changing Themes and Music

Just as easily as you selected a theme, you can also change a theme at any time. Applying new themes to a slideshow can alter its entire feeling. The Ken Burns theme has the most options, so you'll try using it.

- 1 At the bottom of the iPhoto window, click the Themes button, and choose the Ken Burns theme from the dialog that appears.

**NOTE ►** Why is it called Ken Burns effect? Ken Burns is a filmmaker famous for his documentaries on PBS. Many of his documentaries use archival photographs, and he popularized a technique that focuses attention and creates movement by panning and zooming the camera on the photographs.

- 2 Click Choose.
- 3 Click the Preview button to preview the slideshow in the iPhoto window.



- 4 Click the Preview button again to stop the preview after you have watched a few slides go by.

The Ken Burns effect adds a nice, easy zooming and panning across the photos, but the music that comes with it doesn't fit the sky diving action.

- 5 At the bottom of the iPhoto window, click the Music button, select the **Incident at Gate 7** song, and then click Choose.

**TIP ►** From the Source menu in the Music Settings window, you can choose songs from your iTunes library.

As you play your presentation, you'll notice that the pacing feels more laid back and easy going. It's not just the music that does that, each theme has a default duration for photos. In the settings, you can set a new duration for all of your photos or just selected ones.

### Changing Settings on a Single Photo

In a slideshow, you control the viewer's attention and focus by adjusting the timing of the entire slideshow, as well as individual slides.

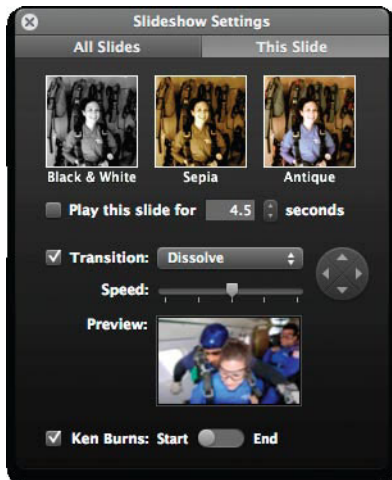
- 1 Click the Settings button. The Settings window opens with the All Slides tab selected. Any setting in this window is applied to all the slides in the slideshow.
- 2 Click the This Slide tab. This tab has settings that are applied to only the selected photo.

- 3 In the photo browser, click the fourth slide, which is the video clip.

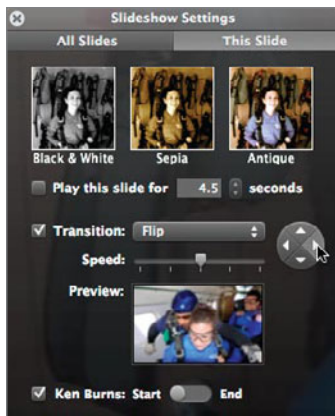


This is a special section of your show. Not only is it a video clip, but it is also a transition point. Every photo after this shows the sky divers up in the air. To emphasize this change in scenery, you'll add a special transition between this video clip slide and the next one.

- 4 Select the Transition checkbox.

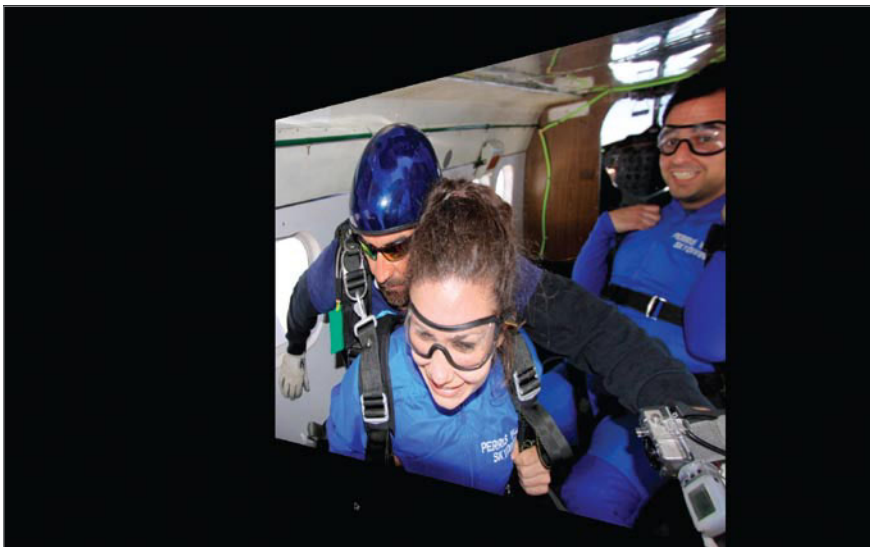


- 5 From the Transition pop-up menu, choose Flip. A preview of the Flip transition plays in the small preview window. You can use the circular direction button to select which direction the flipping goes in.
- 6 On the circular direction button next to the Transition menu, click the arrow on the right side.



When you click the arrow, the small preview window now shows the flip transition going toward the right.

- 7 Click the Preview Slideshow button to play the slide with the new Flip transition effect.



This Transition menu is not available in all themes, and the direction button is not available for all transitions. Some themes have more options than others, and some options are unique to a theme. You'll look at another one of those unique options in the Ken Burns theme.

### Modifying the Ken Burns Effect

The Ken Burns theme applies a pan-and-zoom technique to your photos. Using the Settings window and the viewer you can modify that pan and zoom.

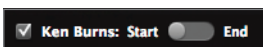
The seventh photo in the slideshow might be more exciting if you exaggerated the zoom-out so they appear to be falling farther away.

- 1 In the photo browser, click the seventh slide.



- 2 If the Settings window isn't open already, click the Settings button in the toolbar and click the This Slide tab.

The Settings window has a Start and End selector for the Ken Burns effect.





When set to the Start position, the view shows how the slide will start in the slideshow. Set the Ken Burns selector to End and the viewer shows how the slide will end in the slideshow.

- 3 Make sure the Ken Burns selector is set to Start.
- 4 In the bottom of the iPhoto window, drag the Zoom slider to the right (about half-way) to zoom in to the photo.



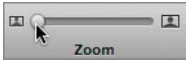
- 5 Drag the photo to reposition it so that the sky divers are in the center of the window.



- 6 Click the Ken Burns selector to set it to End. The photo in the viewer jumps to a zoomed-out view.



- 7 In the bottom of the iPhoto window, drag the Zoom slider to the left so the image is zoomed out all the way.



- 8 Click the Preview Slideshow button to play the slideshow with the customized Ken Burns effect.

Although you have applied the Ken Burns theme, you are not required to apply a pan-and-zoom effect to every slide. You can deselect the Ken Burns setting in the Slideshow settings to turn it off.

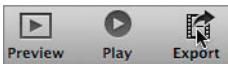
## Sharing Your Slideshow

The slideshow is essentially a short movie, so when you want to share it with others, you have several options to consider. You can click the Export button to place it on your iPad, iPhone, or iPod; or you can use the Share menu to send it to iDVD.

### Exporting a Slideshow

As you learned in Lesson 2, you can use iTunes to copy photos to your iPad, iPhone, or iPod Touch. You can do the same with a saved slideshow.

- 1 With the saved slideshow selected in the Source list, click the Export button in the toolbar.

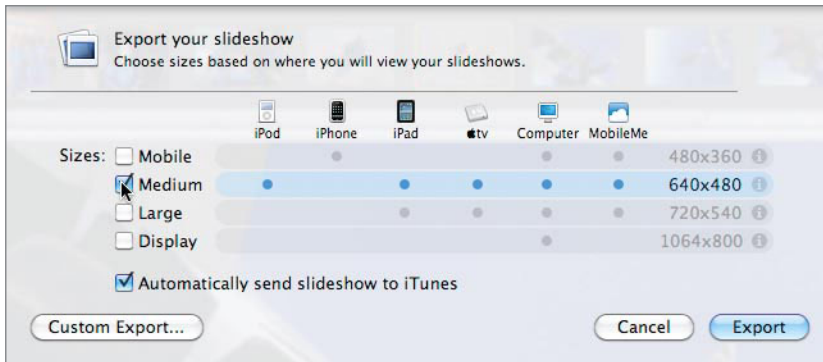


The Export window opens in order to convert your saved slideshow into a movie. You can select various movies sizes for the devices that sync with iTunes. To the left are checkboxes to select the sizes you want to create. The supported devices are displayed at the top of the window, and below them you can view the sizes they support.

**TIP** You can select as many sizes as you like in the Export window. Although exporting multiple sizes will increase the export time and the storage space required, doing so also ensures that each device gets the best quality movie that it can play.

You'll choose a Medium size because that supports the widest range of devices.

**NOTE ►** Although the Export window shows the iPhone supporting only the Mobile setting, you can select Medium if you plan on syncing the movie with an iPhone 4. The iPhone 3G or 3Gs has a screen resolution of only 480 x 300, so higher-resolution video files waste space and battery life on those devices.



- 2 Click the Medium checkbox.

**TIP ►** If you want even more control over the movie file format, click the Custom Export button. Use this option only if you are familiar with QuickTime compression settings.

- 3 Click Export to open the Save window, and select a location to save your slideshow movie.

**TIP ►** You can deselect the “Automatically send slideshow to iTunes” checkbox if you don’t want iTunes to open after exporting your slideshow. This is useful if you are going to sync your slideshow with iTunes on another Mac.

iPhoto creates an iPhoto Slideshows folder in your Pictures folder and defaults to saving your slideshow movie there.

- 4 In the Save window, click OK to save the movie to your iPhoto Slideshows folder.

Once the movie is created, the Finder opens with the iPhoto Slideshows folder open and the movie selected. Double-clicking the movie will launch iTunes and play the slideshow. The next time you sync your iPhone or iPad you can select this slideshow movie in the Movies tab and place it onto your Apple mobile device.

## Lesson Review

1. Why would you choose to use an instant slideshow rather than a saved slideshow?
2. How do you customize the transitions between slides?
3. How do you play a video clip from the photo browser?
4. Why and when would you need to set the aspect ratio of your slideshow?
5. If you are not sure which device you will be syncing with, which single movie file size would be best to export?

### **Answers**

1. Instant slideshows are the quickest and easiest way to showcase your photos in a slideshow if you do not want to save the slideshow.
2. First, select a theme that allows that option. Second, select a slide in the photo browser and click the Settings button. Finally, click the This Slide tab and select the Transitions checkbox.
3. Double-click the video clip in the photo browser.
4. You set the aspect ratio for your slideshow because slideshows can be shown to a variety of devices such as iPads, iPhones, computer screens, and HDTVs, all of which have different screen shapes and sizes.
5. The Medium option for movie file size is the best single choice because it supports the widest range of devices.

# 7

Lesson Files

Time

Goals

ATS iLife11 Book Files > Lesson 07 > Weekend Zoo Trip folder

This lesson takes approximately 60 minutes to complete.

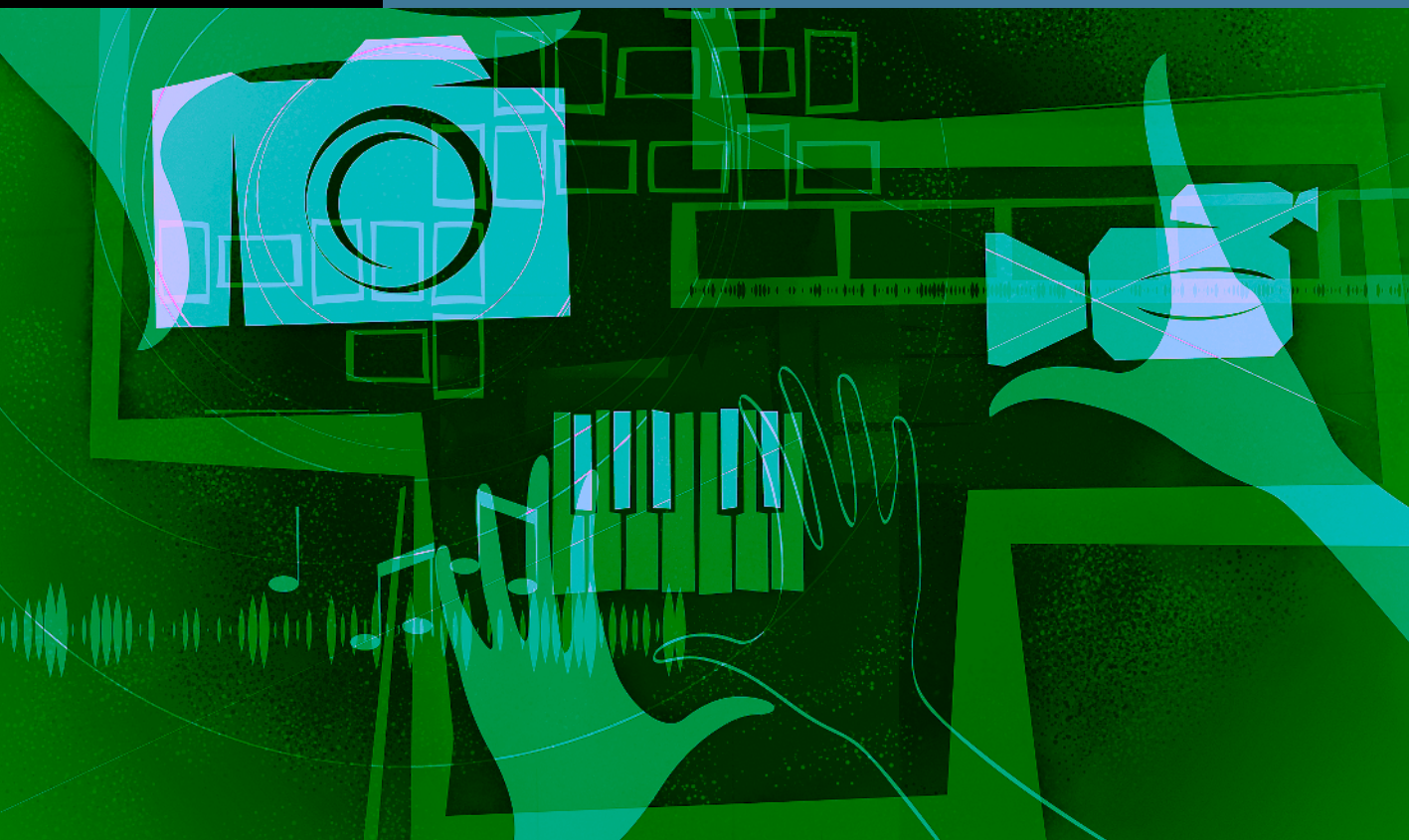
Understand photo formats

Import from a folder

Merge and split Events

Assign keywords

Create backups

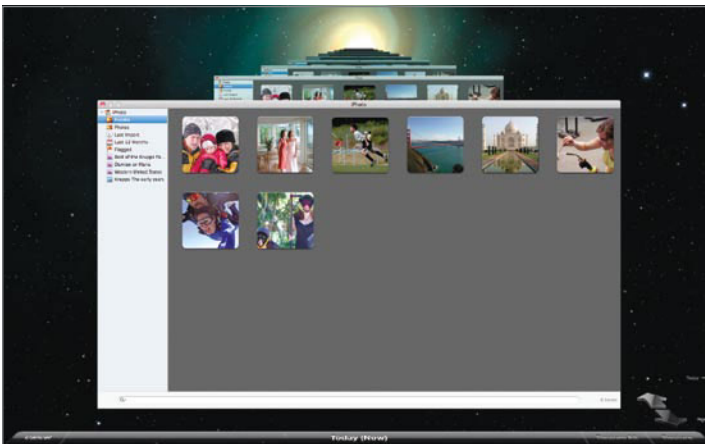


## Lesson 7

# Importing and Managing Photos

Now that you have a firm grasp on using iPhoto to make fantastic pictures, books, and slideshows, it's time to turn your eye toward the essentials of managing and backing up photos in your library. These photos are not replaceable. You can't go back in time and take them over again. Think of all the moments that are captured in these photos that can never be recovered.

It's sobering to think that you could lose your photos, but don't lose sleep over it. iPhoto has great ways to manage and back up your library. Because this lesson goes over backing up files to an external hard drive and DVD, readers without those devices won't be able to follow every step-by-step instruction. Still, it is well worth following along to better understand how iPhoto manages your library.



## Understanding Photo Formats

Some cameras give you a choice between two photo file types: JPEG and RAW:

- ▶ JPEG is a file type that compresses the amount of information that makes up a picture. It reduces detail that the eye can't ordinarily see so that you can store more photos in a camera.
- ▶ A RAW file type retains nearly all of the detail captured by the camera when you took the picture. As a result RAW photos take up considerably more storage space than the same picture compressed with JPEG. The advantage of RAW files is that they offer you finer exposure control when you edit photos.

For everyday pictures or when you want to fit more pictures into your camera, JPEG is a good file format choice.

However, if you plan to make professional use of your pictures or want to have the maximum amount of editorial control, you should consider using RAW format if your camera supports it.

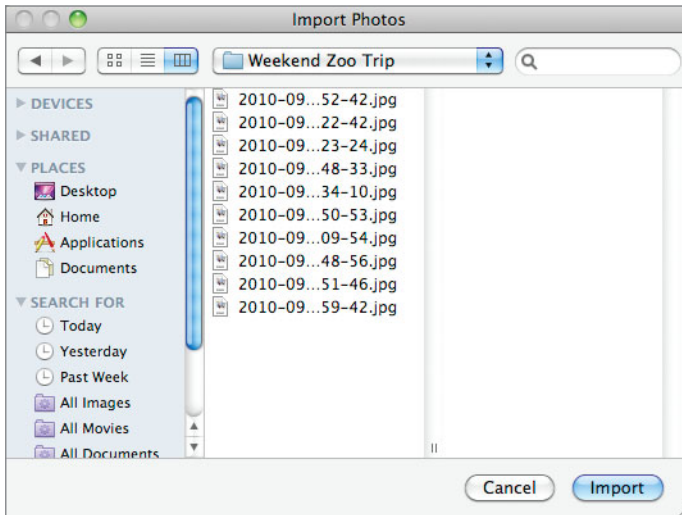
## Importing a Photo Folder

If someone gives you a folder of photos or you download photos from a friend or family member's website, you'll need to import them into iPhoto from your Mac, which is a bit different from importing from a camera (as you did in Lesson 1.)

- 1 If you just performed the steps in Lesson 1, click the Full Screen button to exit full screen, then in the Source list, select Events.
- 2 Choose File > Import to Library. The navigation window opens so you can locate the folder of photos you want to import.

**TIP** If iPhoto is open, you can drag the folder to the iPhoto window.

- 3 In the top half of the Import Photos window, navigate to ATS iLife11 Book Files > Lesson 07 > Weekend Zoo Trip.



#### 4 Click Import.

A status bar appears at the top of the import view to show the import progress. When the process is completed, the Last Import album is selected in the Source list so you can view the photos you just imported.

### Importing from Photo Booth

Some Macintosh applications can send photos directly to your iPhoto library. For example, you can send email photo attachments directly from Mail to iPhoto, and send a photo directly from the Photo Booth application.

- 1 Open Photo Booth and take a picture with your Mac iSight camera.
- 2 In the tray at the bottom of the Photo Booth window, click the photo you just took, and then click the iPhoto button above the tray at the left.



iPhoto opens and imports the photo.



## Organizing Your Events

As the number of Events in your library increases, you may discover that you have difficulty remembering the contents of each Event. Fortunately, you can add descriptions and customize the photo used to represent the Event in the library.

### Adding Event Descriptions

When an Event's title isn't enough to jog your memory, you can add a more detailed description to the Event.

- 1 In the Source list, click Events and then select the Weekend Zoo Trip Event.



- 2 In the toolbar, click the Info Pane button to display the Info pane.
- 3 Click in the description area just under the title and date of the Event.



- 4 Type a description, *Lions and Tigers and Pandas with my sister at the San Diego Zoo*.
- 5 Click anywhere outside the description area to apply your changes.

Providing an informative caption for the entire Event can be useful when you later search for photos.

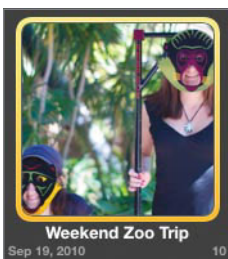
### Changing an Event's Key Photo

A more visual way to remember what's in an Event is to change the picture iPhoto uses as the representative key photo in the Event view.

- 1 Double-click the Weekend Zoo Trip Event.
- 2 Click the last photo in the Event, the women with the masks.



- 3 Choose Events > Make Key Photo.
- 4 Click the All Events button. The viewing area now shows the photo you selected to represent that Event.



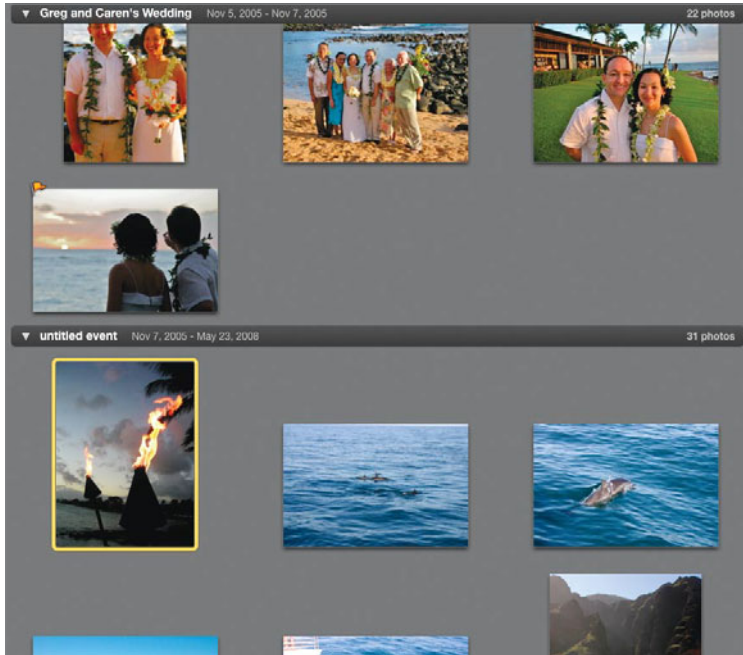
### Splitting Events

iPhoto creates Events according to the date photos were created. Sometimes, though, you'll find that the photos in one iPhoto Event actually represent two or more occasions. For example, if you shoot some photos at a soccer game in the morning and more photos at a birthday party in the afternoon, iPhoto will put all the photos into one Event because they were taken on the same date. If that happens, you can split the Event into two Events. In the wedding Event, you may want to split the ceremony pictures from the honeymoon vacation photos.

- 1 Double-click Greg and Caren's Wedding Event.
- 2 Select the photo of the burning tiki torches.



- 3 Choose Events > Split Event. The viewing area becomes a split view showing the original Event above and a newly created untitled Event below. The untitled Event contains the photo you selected and all the photos that were taken after it in the original Event.



- 4 Click the All Event button.
- 5 Double-click the untitled event placeholder title, type *Hawaii Honeymoon Vacation*, and press Return.

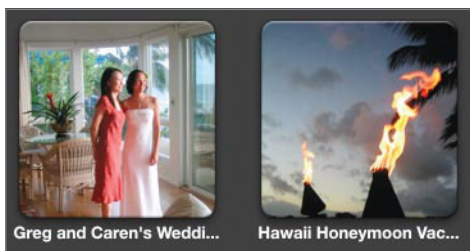
All the Events in your library are displayed, including the new Hawaii Honeymoon Vacation Event.

### Moving a Photo Between Events

When you split Events, a photo will sometimes be left behind, or you might include too many photos in the newly split Event. In either case, you'll want to move one or more photos from one event to another. Although this is easy to do, it's not quite as obvious a task as you might think.

- 1 Click Greg and Caren's Wedding Event.

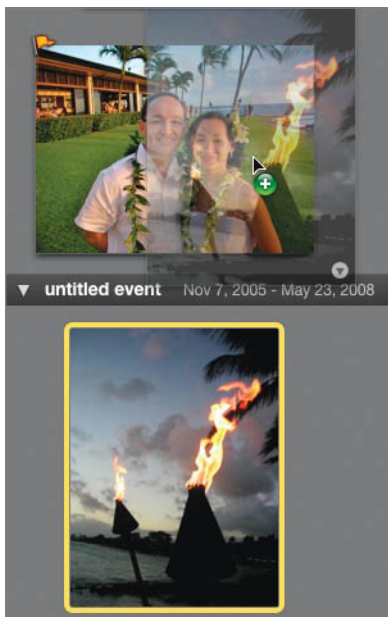
- 2 Command-click the Hawaii Honeymoon Vacation Event. Both Events are now selected.



- 3 Double-click either selected Event to open them both in the viewer.

The viewer now shows both Events. The top one is Greg and Caren's Wedding and, if you scroll the window down, you'll see the Hawaii Honeymoon Vacation Event.

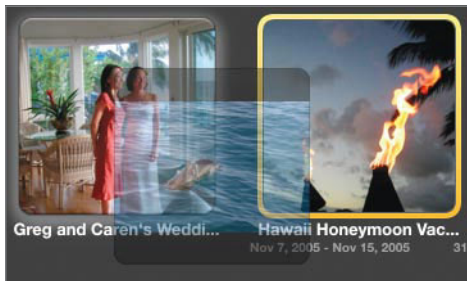
- 4 Scroll down until you see the Hawaii Honeymoon Vacation Event title and the tiki torch photo. This tiki torch photo should be the last photo of the wedding pictures so it needs to be moved to the Event above it.
- 5 Drag the tiki torch photo up over any photo in the wedding Event and release the mouse button when the pointer changes to a green icon.
- 6 Click the All Events button to return to viewing all of your events.



## Merging Events

Just as two or more occasions may occur on the same date and be placed in the same Event, photos that span multiple dates may also belong in the same Event. For example, you may have incorrectly split some wedding ceremony photos from your honeymoon vacation photos. Now, after your morning coffee, you realize you want them all together again.

- 1 Drag the Hawaii Honeymoon Vacation Event on top of the Greg and Caren's Wedding Event.



When you release the mouse button, a dialog appears asking you to confirm the merge.

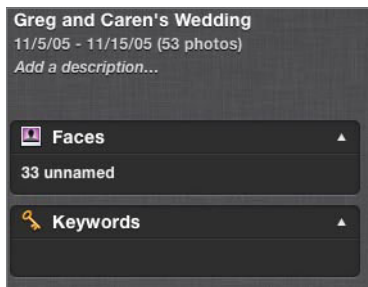
- 2 Click Merge to merge the Events. The merged Event has the title of the destination Event (the one you didn't drag).

## Assigning Keywords to Photos

You've learned a number of ways to locate photos within your library. From Faces and Places to albums and Smart Albums, they all work great and cover the most common methods for finding photos. But every now and again you'll want to search your photos based on the contents of the picture rather than who is in it or where it was taken. To add that type of information, you can use *keywords*—text labels that you assign to help describe photos. Then you can search your photos based on the keywords you've added.

- 1 Double-click Greg and Caren's Wedding Event and choose View > Keywords.

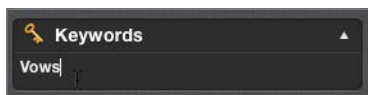




- 2 Scroll the window to select the first photo of bride and groom at the wedding ceremony. A Keywords area appears in the Info Pane. You'll add a keyword to this photo.



- 3 In the Info pane, click “Add a keyword,” and type *Vows*. Press Return.



The new keyword appears in the Info pane. To assign a keyword to more than one photo, you can select multiple photos and type the words as you did in step 3. But to

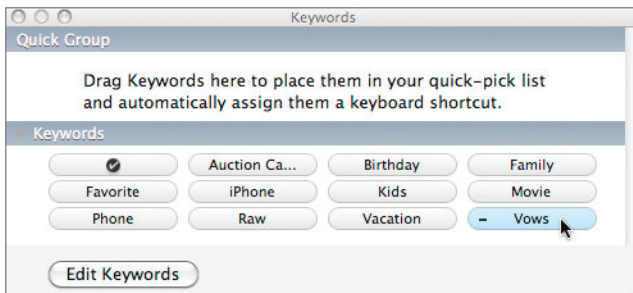


ensure that your keywords are entered consistently, you can also use the Manage My Keywords window.

- 4 Command-click the five remaining pictures of the wedding vows.



- 5 Choose Window > Manage My Keywords to open the window. The Keywords window appears. It already has several keywords that iPhoto includes, as well as the “Vows” keyword you entered.
- 6 Click the Vows keyword to add it to the selected photos.



**TIP** You can click a highlighted keyword in the Keywords window to remove that keyword from a photo.

The Vows keyword is shaded blue to indicate that it has been applied to the selected photos.

### Using the Manage My Keywords Window

The Manage My Keywords window can do more than assign a keyword to multiple photos. It allows you to add and remove keywords as well as assign your favorite keywords to the Quick Group. In this exercise, you'll create another new keyword for a few photos in this Event and assign it using a keyboard shortcut.

- 1 Click the picture of the flowers.



- 2 Hold down Shift and scroll down to find the picture of the couple watching the sunset. Shift-click that picture to select it.



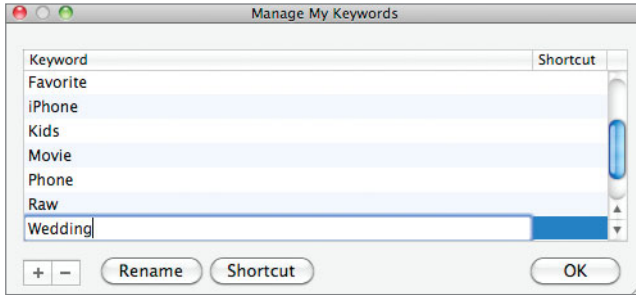
The selection of pictures is again expanded to include the remaining wedding ceremony pictures.

- 3 In the Keywords window, click Edit Keywords. The window changes appearance to display a list of keywords that you can edit.
- 4 At the lower left of the window, click the Add (+) button.

**TIP** Click the Remove (–) button to remove a keyword from the list and from any photo that uses it.

A new Untitled entry appears near the bottom of the Keyword list with the keyword selected and ready for you to edit.

- 5 Type *Wedding*, and then click OK.



The new keyword appears in the Quick Group area of the window. Notice that it has a “w” associated with it. iPhoto has assigned that letter as a shortcut so you can quickly assign that keyword to a selected photo by typing the letter when the Manage My Keywords window is open.

**TIP** Existing keywords can be dragged into the Quick Group window to be assigned a keyword.

- 6 Press W to add the Wedding keyword to the selected photos.
- 7 Close the Manage My Keywords window. The pictures all have the Wedding keyword assigned to them.

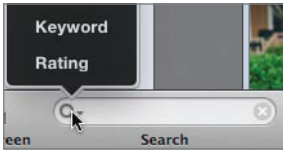
### Searching Your iPhoto Library

The payoff for adding keywords to your photos is the ability to search your library for those keywords.

- 1 From the Source list, select Photos to view all the photos in your library.
- 2 At the bottom of the iPhoto window, click the search button to bring up the search field.

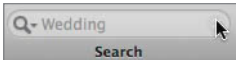
If you wanted to search any text that you added as a description to an Event or photo, you could just begin to type. But in this case, you’ll search for the Wedding keyword. When you click the magnifying glass icon to the left of the search field, a pop-up menu appears from which you can select other ways to search your photo library.

- 3 Click the magnifying glass icon and choose Keyword.



The Keyword pane appears.

- 4 In the Keyword pane, click Wedding. The photos to which you have added the Wedding keyword appear in the viewing area.
- 5 To clear the search field and return to viewing all your photos, click the search field's close button.



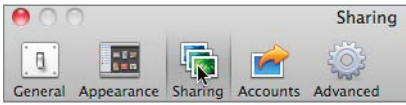
You return to viewing all the photos in your Library. Keywords can be very powerful search tools, but they do require some planning. Before you begin adding keywords, think about the types of information you might be interested in searching and check in the Manage My Keywords window to see if those keywords already exist. Then, be consistent about adding keywords to photos. If you add keywords to only a few photos, the keywords won't be much help since the point of adding keywords is to help you find *all* the photos that match a keyword search.

## Sharing Photos over a Network

If your friends and family are all on the same wireless network, you may want to share an album or all your photos within that network. For example, you may all be creating a photo book, or you may want to share photos for a slideshow that someone else is making. Whatever the reason, sharing via email attachments, posting on the Internet, and creating DVDs sometimes isn't as efficient or immediate as you might like. That's where sharing your library over a local network can come in handy.

**NOTE ►** To complete this exercise you must be on a local network with another Mac running iPhoto. If you don't meet those requirements, you can still follow along and learn how the process works.

- 1 Choose iPhoto > Preferences, and then click Sharing.

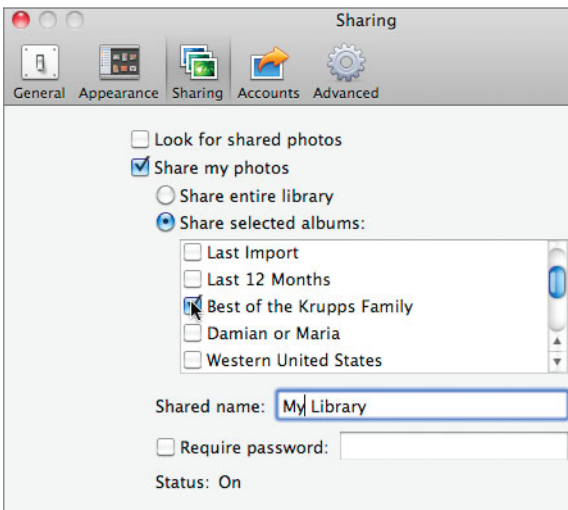


The iPhoto preferences window displays its Sharing pane.

- 2 Select the “Share my photos” checkbox.

Sharing begins immediately after you select the checkbox. You can choose to share all the photos in your library or just the photos in selected albums.

- 3 Select “Share selected albums,” and then scroll down the album list and select the “Best of the Krupps Family” album.



You can type a name in the “Shared name” field or use the name iPhoto has provided. This is the name other people will see in their iPhoto Source list.

- 4 Select “Require password,” and then enter a password you want to use. When you assign a password to your shared photos, other iPhoto users on the network can see that you’ve shared photos, but they cannot view the photos unless they enter the password.
- 5 Close the preferences window.

If you have access to another Mac on your local network, you can open iPhoto and see the shared collections in the Source list. Although you cannot edit the photos

while you view them as a shared library, you can select them, make an album, create a photo book, or create a slideshow with them. At that point, the photos are imported into your Library and they no longer need to be shared for you to view them.

## Backing Up Your Photos

iPhoto is completely integrated with Time Machine, the Apple backup software. All you have to do is make sure Time Machine is turned on in the System Preferences. Time Machine automatically backs up your library along with other changes that you make on your Mac.

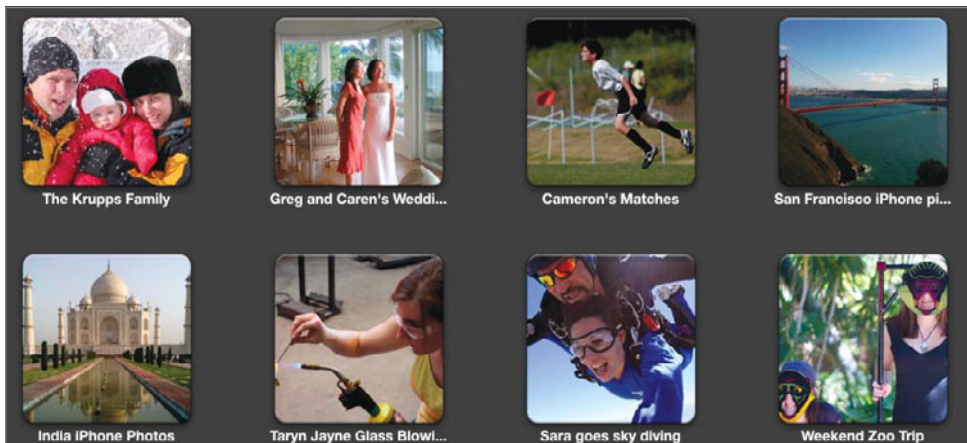
If you are not using Time Machine or don't have an external hard disk, you can still back up your iPhoto library. You can easily and quickly burn all or part of your iPhoto library to a recordable DVD. You should consider doing this regularly. Recordable discs are cheap, but the time you've spent creating, arranging, and cleaning up your photos isn't.

### Backing Up to a Recordable Disc

When you burn your library to a disc, iPhoto puts an iPhoto library onto the disc that contains the albums, Events, and folders from the iPhoto library of your Mac. In essence, you're taking a snapshot of your library at the moment you burn the disc.

You can use this snapshot to recover from mistakes—such as accidentally deleting the wrong Event—or to store photos and albums that you want to save but no longer need in your iPhoto library.

- 1 In the Source list, click Events to see all your Events in the viewer.



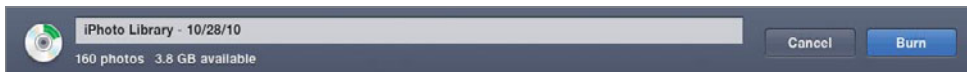


When iPhoto burns a library to disc, it copies only the selected items. When no photos are selected, it backs up the entire library. In this exercise, you will back up your entire iPhoto library.

- 2 Choose Edit > Select None to make sure no photos are selected.
- 3 Choose Share > Burn. A dialog appears instructing you to insert a blank disc in your Mac.



- 4 Insert a recordable disc in your disc drive, and click OK.



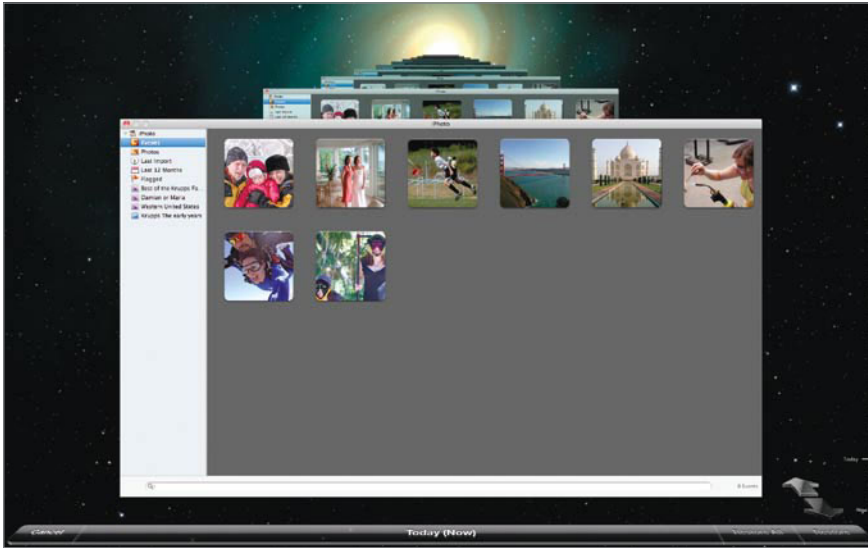
Disc information appears at the bottom of the iPhoto viewing area. After you click Burn, a dialog appears in which you can confirm your decision and click the Burn button again.

## Restoring Photos with Time Machine

Backing up with Time Machine is the easy part. Open Time Machine, pick your backup hard disk and let Time Machine go to work. From then on, changes to your iPhoto library are backed up automatically, along with everything else on your Mac. The only time you need to return to Time Machine is when you want to retrieve a deleted file or restore your entire Mac from a backup.

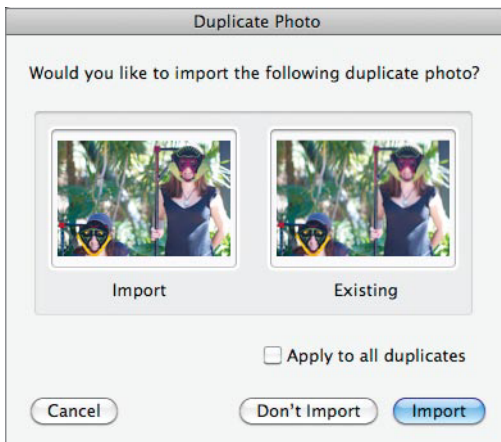
**NOTE ►** You must have a Time Machine set up with your system to follow the steps in this section.

- 1 Choose File > Browser Backups. Time Machine opens and displays the iPhoto window for each available backup.



- 2 Click an iPhoto window from some previous date.
- 3 Select a photo, and then in the lower right of Time Machine, click Restore.

iPhoto will import any photo that is no longer in the iPhoto library. If the photo is still in the library, iPhoto gives you a chance to decide whether to import the duplicate or not. If you've restored multiple photos, you can also apply your decision to any other duplicates that iPhoto encounters.



- 4 Click Don't Import or Cancel to return to iPhoto.

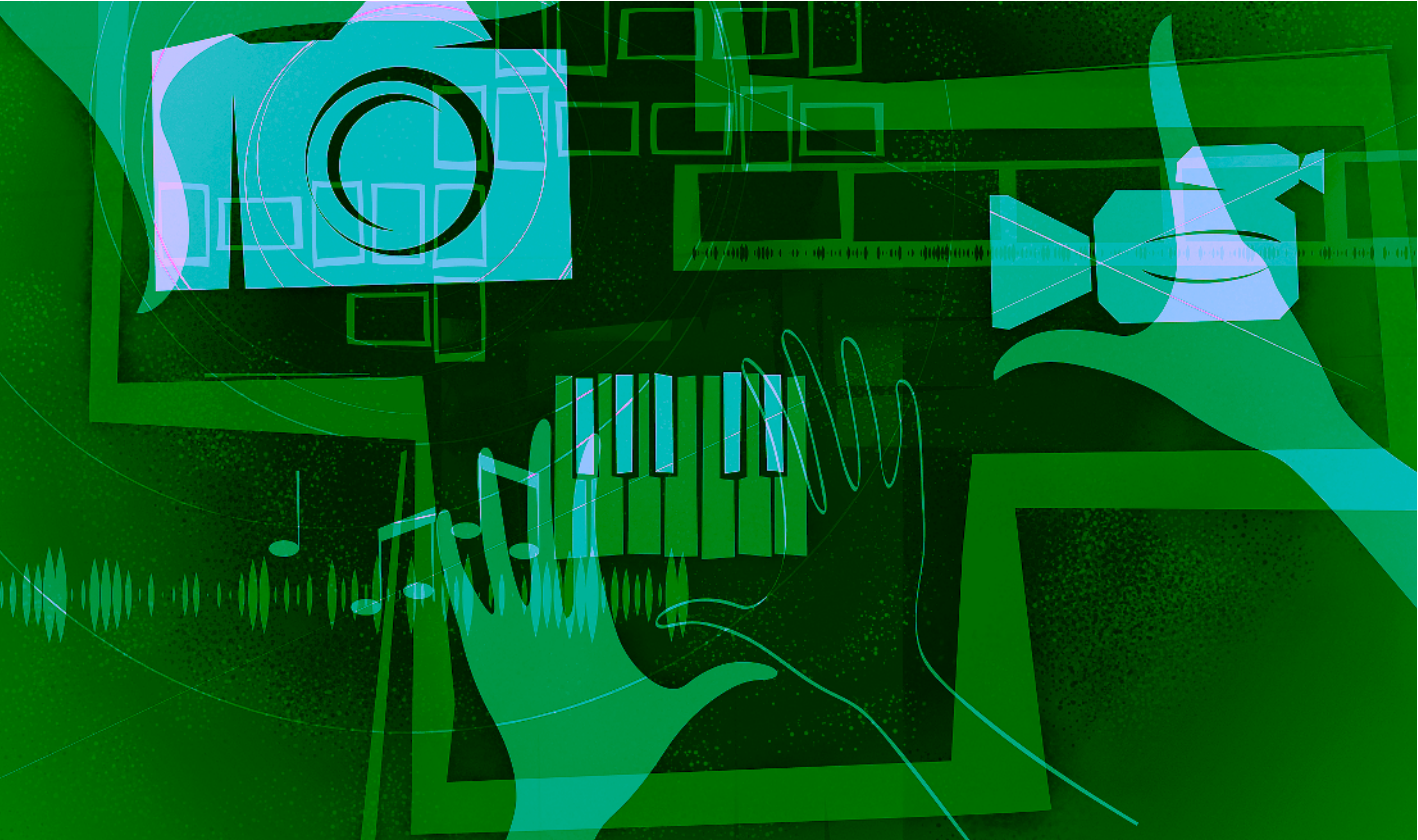
With your Library safe and secure, you can close iPhoto and relax. Or you continue to play with iPhoto to discover some of the other things it can do. You can always use your backups to recover from any mishaps.

## Lesson Review

1. How can you save a snapshot of your iPhoto library?
2. What do you have to do to back up your iPhoto Library with Time Machine?
3. When splitting an Event, what happens to the photo you select?
4. When sharing photos over a local network, when does sharing begin?
5. How do you assign a keyboard shortcut to a keyword?

### **Answers**

1. Record a copy of it on a recordable DVD by choosing Share > Burn.
2. Make sure Time Machine is turned on and automatically backing up your Mac to a backup hard disk. Time Machine automatically backs up your library along with other changes that you make on your Mac.
3. The photo you select and all the photos that come after it end up in the new split Event.
4. Sharing begins immediately after you select the “Share my Photos” checkbox.
5. When you add a new keyword or drag an existing keyword into the Quick Group window, a keyboard shortcut is assigned automatically.



# iDVD and iWeb: Sharing and Publishing with iLife

# 8

## Lesson Files

Desktop > ATS iLife11 Book Files > Lesson 20 > ATS All My Movies

Desktop > ATS iLife11 Book Files > Lesson 20 > Pendulum.caf

## Time

This lesson takes approximately 75 minutes to complete.

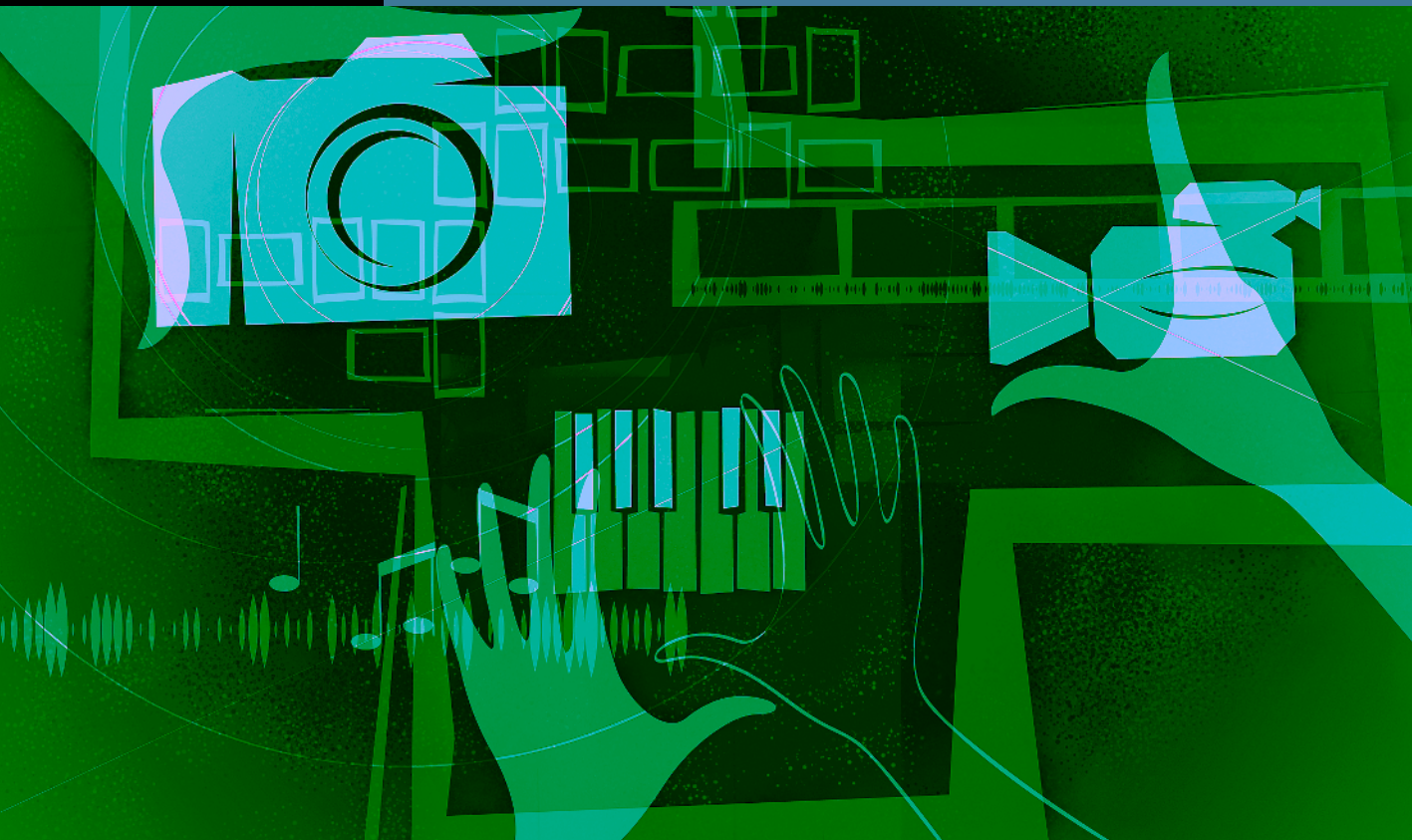
## Goals

Create a DVD Project

Use a theme

Add movies and photos

Create menus and submenus



## Lesson 8

# Creating a DVD with iDVD

One way to ensure your photos and movies can be played by almost everyone is to burn a DVD. When someone trips over a wire and pulls the plug on the Internet, or your Mac is in use by another family member, you can still pop your video and photo masterpieces into a DVD player and curl up on the sofa with a bowl of popcorn and a remote control.

Using iDVD, you can create very simple DVDs that start to play as soon as you insert them into a DVD player, and move up to more sophisticated DVDs with menus, movies, and slideshows.





## Starting Your iDVD Project

When you first open iDVD, the Start screen appears. It is the starting point for creating a DVD in iDVD. Four buttons on the Start screen allow you to start a new project or open an existing project.



Magic iDVD is the quickest way to create a DVD containing multiple movies and photo slideshows. You simply drag movies and sets of photos into the main iDVD screen, choose a theme, and click a button—at which point you're ready to burn a DVD or further customize your disc.

The iDVD project you're about to build uses finished movies included in the project files you already downloaded to work along with the iPhoto section of this book.

- 1 From your Mac's Application folder, double-click the iDVD application icon. iDVD will open with the Start Screen. In the iDVD Start screen, click Magic iDVD. The Magic iDVD window appears.

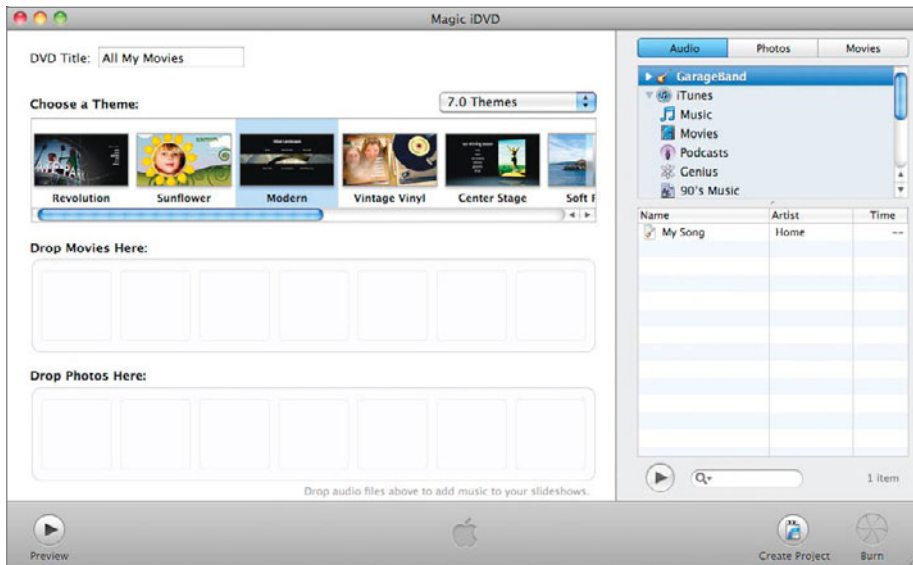
**TIP** If the Start Screen does not appear because you have created a DVD project previously, you can close the iDVD project window to bring the Start Screen back.

- 2 At the top of the window, replace the DVD title with *All My Movies*, because this will be a collection of the movies made in iMovie.

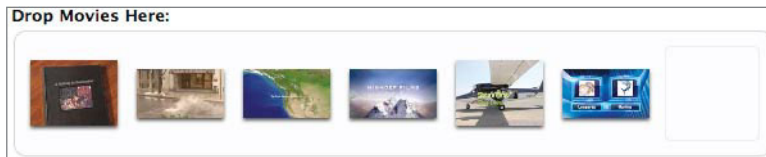
At the right, above the "Choose a Theme" thumbnails, you can choose to view the themes included with different versions of iDVD. By default, this menu is set to show you the most recent themes provided with iDVD 7.0.



- 3 From the “Choose a Theme” thumbnails, click Modern.

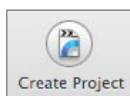


- 4 On your Desktop, open the ATS iLife11 Book Files folder > Lesson 20. Drag the ATS All My Movies folder to the Drop Movies Here area in the Magic iDVD window.
- This folder contains six movies similar to the movies created in the iMovie iBook. When you drop the folder onto the strip, all six movies are placed in the strip as thumbnails.



Instead of burning the DVD now, which you could do, let's customize it further.

- 5 At the lower right of the window, click Create Project.



A progress dialog appears as iDVD creates the project. The Magic iDVD window changes to display the project's main DVD menu using the Modern theme.

**NOTE ►** If you don't plan on making a movie in iMovie, the simplest way to use iDVD is to connect your video camera to your Mac, open iDVD, and click the OneStep DVD button. iDVD then imports the video directly from your camera and creates a DVD.

On the window's right side, you'll see a list of available themes. These are similar to the themes that you used for iPhoto books. On the window's left is the main area where you build your DVD menu.

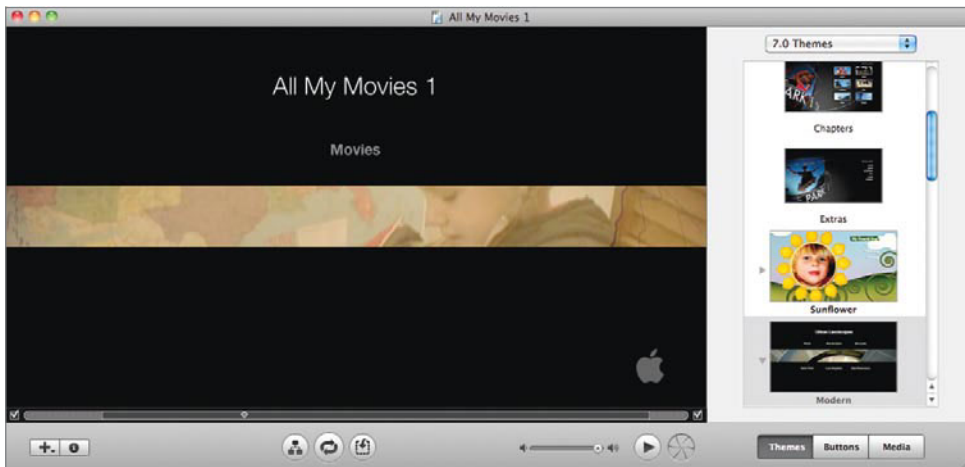
**NOTE ►** DVD menus do not look or act like the menus you use in Mac applications. A DVD menu refers to an entire interactive screen that you see when you view a DVD.

- 6 Click the Motion Menu button to stop playing the menu.



A number of iDVD themes incorporate animation, just like the DVDs you buy. Menus that include animation are known as *motion menus*.

Notice that the main menu screen already has a Movies text box. This text is a DVD button that points to the movies you dragged into the Magic iDVD window. Before you explore those movies though, you need to change the Movies text to something more informative.

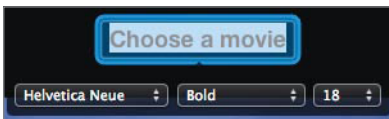


- 7 In the iDVD window, click the Movies text to select it, and then click the text inside the menu button to highlight the text for editing.

The text inside the menu button is selected and a formatting panel appears. In the formatting panel, you can change the typeface, style, and size of the menu button's text.

**NOTE ►** Don't double-click a menu button to edit its label. Instead, click once to select the button, pause for a second or two, and then click a second time. Double-clicking a menu button causes iDVD to perform the action associated with that menu button. For example, double-clicking the Movies button causes iDVD to show the submenu to which the button links. If you've already double-clicked the menu button, click the left pointing arrow at the bottom of the chapter selection menu (below the list of movies) to return to the previous menu.

- 8 Change the button text to *Choose a movie*, then click in the black area of the menu to deselect the text.



When typing a button's text, try to choose a short name that best describes where the button's action will lead the viewer.

## Navigating Your Project with the Map

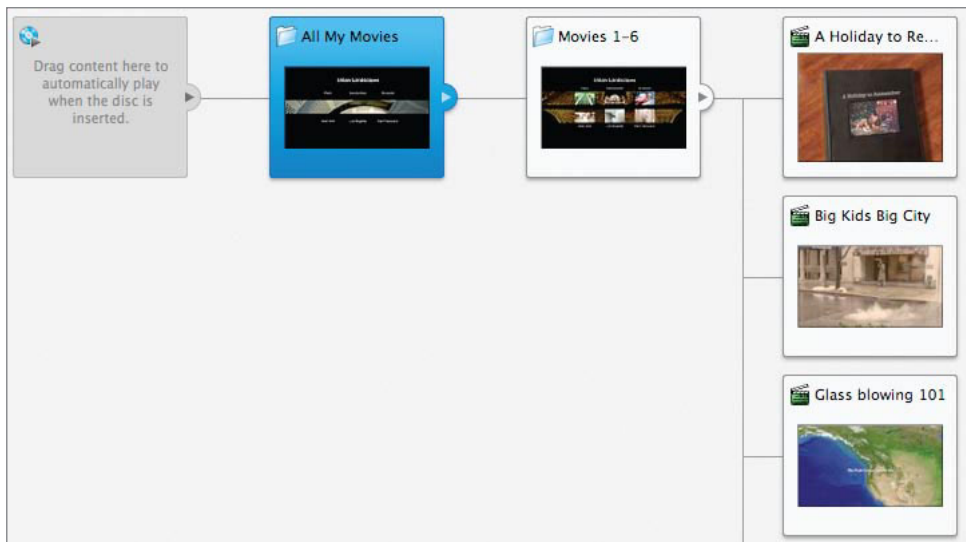
Now that you have the main menu's button label set, you should look to see where the menu button currently leads.

- 1 At the bottom of the iDVD window, click the Map View button.

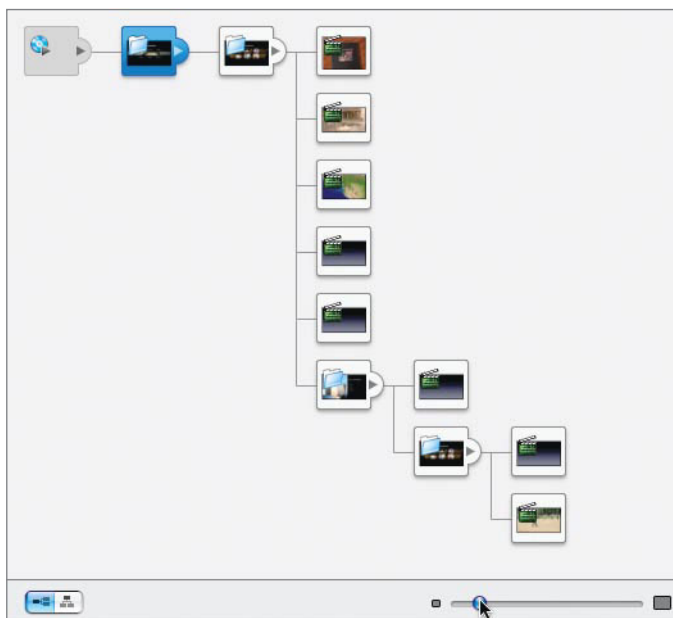


iDVD displays a navigation map of your project. In the map, the main menu, each submenu, and the movies they lead to are displayed as boxes with connecting lines so that you can see all the links. For example, the All My Movies menu (marked with a folder icon next to its title) links to the Movies 1-6 submenu, which is linked to

individual movies, marked with a clapboard icon. The Movies 1-6 menu is a chapters submenu.



- 2 On the toolbar below the map, drag the slider until you can see the entire map. The map changes size so you can see more of the items without scrolling.



The First Game movie was created in iMovie and uses a “chapter Marker” to allow you to jump to a specific point in the movie using a DVD remote control. Because of that, The First Game movie is slightly different from the other movies on the DVD. The First Game thumbnail appears last in the list. It has a folder icon because it is a menu that is linked to a Play Movie item and a Scenes 1-2 menu.

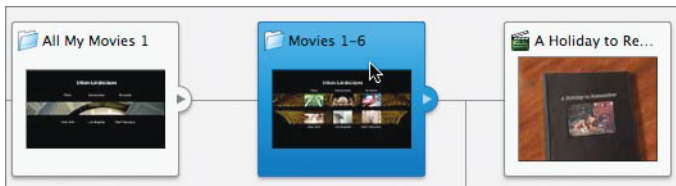


**TIP** You may have to scroll down the Map window to view the items below the thumbnail for The First Game.

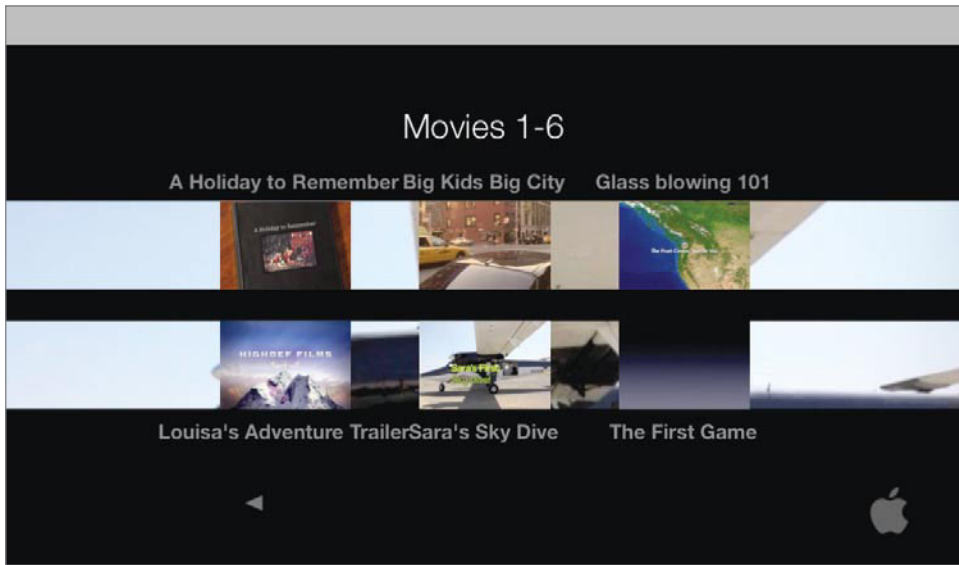
The Play Movie Item is marked with a clapboard icon to indicate that it’s a movie. The Scenes 1-2 menu is a chapters submenu, which links to two movies based on the chapter markers given in iMovie.

Now you can use the map to navigate your iDVD project.

- 3 Double-click the Movies 1-6 submenu.

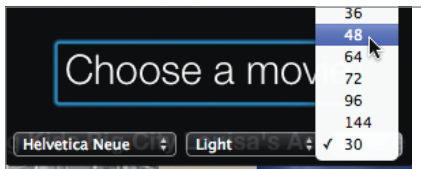


The Movies 1-6 submenu appears in the iDVD window. When you double-click an item in the navigation menu, iDVD displays that item in its window.



“Movies 1-6” may mean something to you as the author of this DVD, but it won’t mean much to a viewer. Let’s change the title label at the top of the menu to something a little more enlightening.

- 4 At the top of the submenu, double-click the large “Movies 1-6” text label and then type *Choose a movie*. Because this is a text label and not a button, you can double-click the text to edit it.
- 5 Change the label font size to 48.



You could also change the text size for each movie because the text appears too large. Because these are buttons, you will need to select the button once, pause, and then select the text to edit it.

- 6 Click the “A Holiday to Remember” button, pause, then click the text to highlight it.

**NOTE ►** If you accidentally double-click the movie linked to the button, the movie will start playing. Use the DVD remote that appears to exit the movie and return to the menu.

- 7 Change the font size of the label to 14, then change the font size of the remaining five movie labels.
- 8 Save your work.

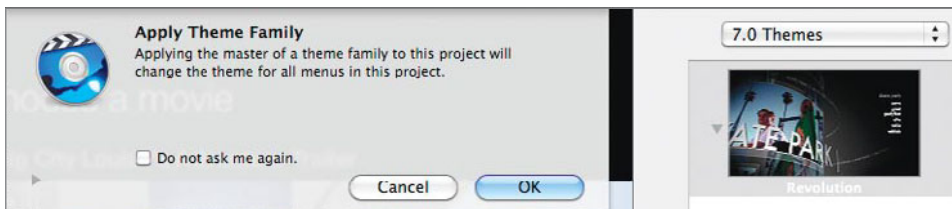
You should always save your project before and after you make major changes to it. In fact, you should develop the habit of saving your iDVD projects regularly.

## Switching Themes

When you created your project with Magic iDVD, you chose the DVD theme. But you aren't stuck with that theme if you decide you don't like it. In this exercise, you'll see how easy it is to change.

- 1 If the Theme collection isn't visible in the right pane of the iDVD window, click the Themes button in the lower right of the iDVD window.
- 2 Scroll up, and click Revolution.

A dialog appears telling you what happens when you switch a project's theme. The theme for the main menu and all submenus in the project will change. If you'd like, you can click the disclosure triangle at the sheet's lower left to read additional information.



**NOTE ►** Many of the themes in iDVD are provided in two sizes: the 4:3 aspect ratio used by standard definition television sets, and the 16:9 widescreen aspect ratio used by HDTVs. You choose the aspect ratio for your project when you create it, though you can change it at any time.



**3** Click OK.

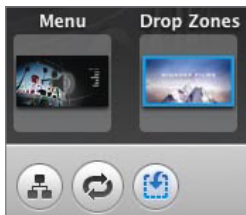
iDVD changes the theme of the submenu shown in the window; it also changes the theme of the main menu in the project. As a result, the menu buttons and text labels move and change, but the text remains the same.

## Editing Drop Zones and Menus

Magic iDVD automatically filled areas in your theme with videos when it created the project. These areas are called *drop zones*. They are built in to add visual interest. Drop zones can contain a photo, slideshow, or movie.

In this exercise, you'll change the contents of a single drop zone that appears on this "Choose a movie" submenu.

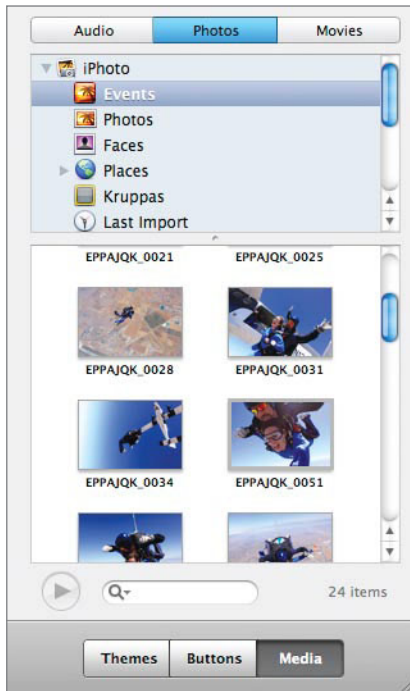
**1** At the bottom of the iDVD window, click the Drop Zone button.



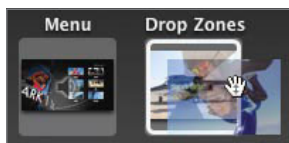
The Drop Zone editor appears in the main pane of the iDVD window, listing the drop zones on the current submenu. (In this case, only one drop zone is present but you may find more on other menus.)

The pane at the right of the iDVD window now displays the iLife Media Browser. iDVD shows the Media pane automatically when you edit a drop zone, because you usually fill a drop zone with media from iMovie or the iPhoto library.

**2** At the top of the iDVD window's right pane, click Photos, then click Events in the list below.



- 3 Double-click the Sky Diving Event to view the sky diving pictures.
- 4 Drag any action-packed sky diving picture from the Media Browser into the first (and only) drop zone showing in the iDVD Drop Zone editor.



The drop zone in the editor shows a small version of the picture. The submenu displayed above it shows a larger version in the menu's drop zone.



- 5 At the bottom of the iDVD window, click the Drop Zone button again to hide the Drop Zone editor.
- 6 Click the Motion menu button to preview the submenu in action, and then click it again to stop.

You’ve just modified one aspect of the submenu for your DVD. Normally, you would go back and fix the main menu at this point, but you can still change a few more things.

### Editing a Menu

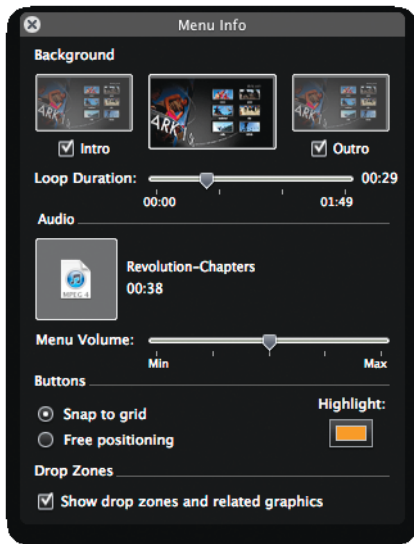
As you may have noticed, this theme plays a hoppin’ tune when you click the Motion Menu button. You’ll change this and make a few other adjustments.

- 1 With nothing highlighted in the submenu, click the Inspector button.

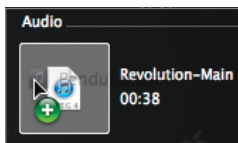


The inspector appears showing the Menu Info inspector. The inspector will vary depending on the item selected in the current menu. When nothing is selected, the inspector provides options for modifying characteristics of the entire menu—in this case, the project’s “Choose a movie” submenu.

The Loop Duration slider in the inspector's background defaults to 30 seconds, so the background motion menu will play for 30 seconds and then loop and start over again. The maximum loop duration is set by the length of the longest media in the menu, whether in a drop zone, background audio, or movie. Depending on the length of your music, you can set the maximum duration of the menu or loop the audio as a longer menu continues to play. Let's change the music and reset the loop duration.

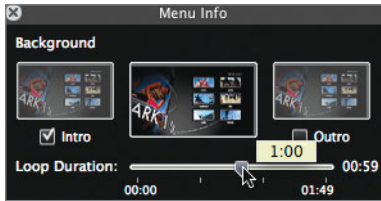


- 2 On your Desktop, open the ATS iLife11 Book Files >Lesson 20 folder.
- 3 Drag the **Pendulum.caf** file to the Audio well in the iDVD inspector.



The music is 30 seconds long. Let's set the motion menu background to last for 60 seconds so the music will play twice before the background menu loops.

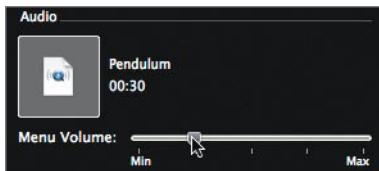
- 4 Drag the Loop Duration slider to the left to the 1:00 minute mark.



As you drag, a tooltip above the slider shows the current time setting.

You can choose to showcase the audio by raising the volume, or blend the audio in to the background by lowering the volume. A lower level is more suitable for short sound loops like this one.

- 5 In the inspector, slide the Menu Volume slider to the left until it's above the first tick mark. This will reduce the audio volume.

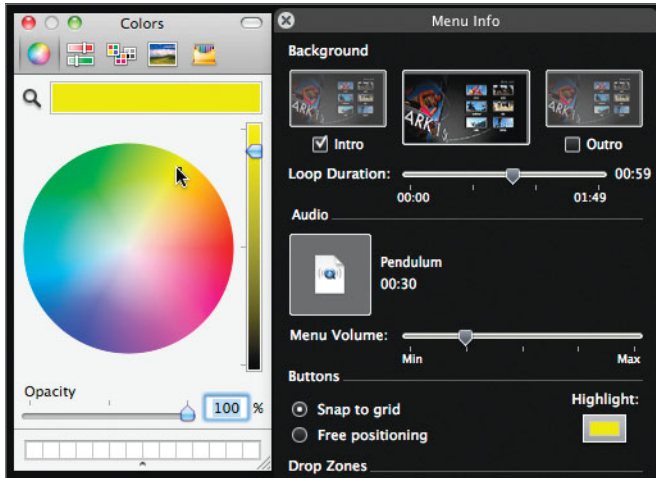


- 6 At the bottom of the iDVD window, click the Motion Menu button, listen to the music, and then click the Motion Menu button again to stop playback.

**NOTE ►** In a motion menu, the shaded areas that may appear at the left and right of the scrubber bar indicate the presence of animation intros and outros. These are sequences of animation that play when the menu first appears onscreen and when the menu leaves the screen, respectively.

The next item to customize is the button highlight color. This color is a way to indicate which menu button is selected when you view the DVD. You can change the default highlight color to one that best suits your DVD.

- 7 In the button section of the inspector, click the Highlights swatch. A color picker appears.
- 8 Select another menu button highlight color, such as a bright yellow.



As you view the DVD, the individual movie buttons on the submenu will use the new highlight color when you select any of them.

- 9 Choose File > Save (Command-S) to save your project.
- 10 Close the inspector and the colors window.

So far you've made a number of changes to the submenu, but you can update the main menu and its content as well. You can add additional movies or photos to create a slideshow.

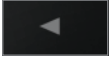
## Creating a Photo Slideshow in iDVD

DVDs are not for videos only. You also use a DVD to show off your photo slideshows. You won't have access to the great-looking themes that are available within iPhoto, but you'll still have a convenient, though basic, way to view your photos on DVD.

### Making a Slideshow Submenu

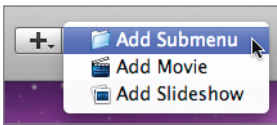
To begin making a slideshow in iDVD, you need to build a button to access the slideshow. In this exercise, you'll make a few slideshows using the Events you have in iPhoto. Instead of creating just one slideshow button, you'll build an entire submenu of multiple buttons to access each of your slideshows.

- 1 Click the Back button built into the “Choose a movie” submenu to return to the main menu.



In the main menu, you’ll add a button for a submenu to contain the slideshow buttons.

- 2 Click the Add (+) button, and choose Add Submenu.



A My Submenu button is added to the main menu under the “Choose a movie” button. Let’s change the text to match the movies button.

- 3 Click the My Submenu button to select the text. Type *Choose a slideshow*.

**TIP** To exit text entry mode, you can click the black background when you’ve finished typing instead of pressing return.

Now you’ll add the photos for each slideshow to the “Choose a slideshow” submenu.

- 4 Double-click the “Choose a slideshow” button to open that submenu.

The new slideshow submenu appears. It includes a title for the submenu based on the theme you selected earlier. You’ll now change the submenu title to match the button you previously clicked to get here.

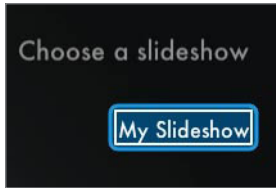
- 5 Double-click the Revolution Extras text to select it, and then type *Choose a slideshow*. You now have a blank submenu ready for all your photos.

### Adding Slideshow Photos

Your new submenu is ready to receive the multiple buttons that will link to each slideshow. To add a slideshow button, you will use the Add button just as you did to create the submenu.

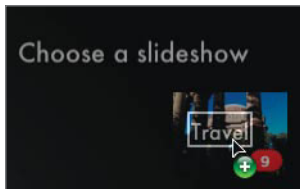


- 1 In the lower left of the of the iDVD window, click the Add button (+), and from the pop-up menu, choose Add Slideshow.



A slideshow button is added to the submenu under the submenu title. The slideshow button does not yet link to a slideshow, and it doesn't have a helpful name either. So you'll rename the button and add some photos.

- 2 Click the My Slideshow button text.
- 3 Type *Travel*, then click in the black background to deselect the button text.
- 4 At the bottom right of the iDVD window, click the Media button. In the Media Browser, click the Events tab and drag the San Francisco Event to the Travel button.

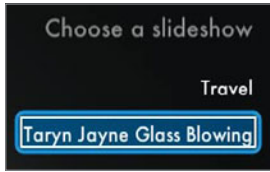


Dropping photos on the slideshow button creates a slideshow. You can add as many photos to a button as you like.

- 5 In the Media Browser, drag the Taj Mahal Event on top of the Travel button to add those photos to the slideshow.

When you are making a slideshow of just a single album or Event, you can drag it directly onto the submenu from the Media Browser.

- 6 Drag the Glass Blowing Event from the Media Browser to the submenu under the Travel button.



- 7 Drag the Sky Diving Event from the Media Browser to the submenu under the Glass Blowing button.

As you drop the Events onto the menu, new buttons are created and linked to the Event's photos in a slideshow.

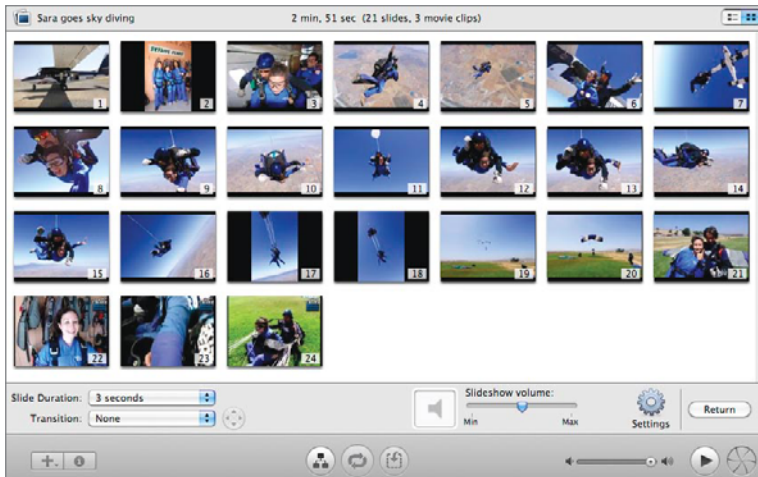
- 8 Double-click the "Sara goes sky diving" button to open the Slideshow editor.

If you want a basic, no-frills slideshow you now have it. You needn't add music and transitions, or customize the settings in any way. But if you are slightly more adventurous, you can do all those things. Somehow, you look like the adventurous type.

### Using the iDVD Slideshow Editor

The Slideshow editor has all the settings required to customize a DVD slideshow. In this exercise, you'll preview the no-frills slideshow and you'll customize the default settings to improve the slideshow experience.

- 1 At the bottom of the Slideshow editor, click the Preview button. The Play button turns the iDVD window into a preview window, and opens the iDVD remote control window so you simulate using the DVD in a dedicated DVD player.

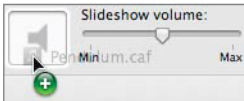


- 2 After you've watched enough of the simple slideshow, click the Exit button on the iDVD remote control window.



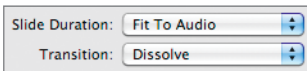
You return to the Slideshow editor where you'll add some music and transitions.

- 3 On your desktop, open the ATS iLife11 Book Files > Lesson 20 folder.
- 4 Drag the **Pendulum.caf** file to the Audio well in the Slideshow editor.



Although you could have used the Audio tab in the Media Browser to access your iTunes library and choose a song there, you added the same song from the main menu.

- 5 From the Transition pop-up menu, choose Dissolve. All the photos will now dissolve from one to the other. Now you can set the length that each slide will remain onscreen.
- 6 From the Slide Duration pop-up menu, choose Fit to Audio, if it's not already chosen. iDVD automatically determines how long each slide should remain onscreen based on the length of the music file.



- 7 Click the Preview button to play the customized slideshow.

The iDVD window turns into the preview window with the iDVD remote control window.

- 8 After you've watched enough of the customized slideshow, click the Exit button in the iDVD remote control window.

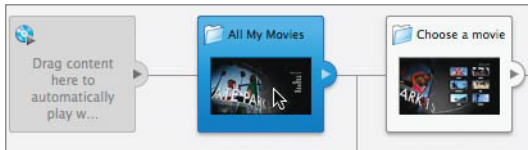
- 9 Click the Return button to view the submenu.

You now have a great-looking DVD complete with movies and slideshows. It's time to preview the entire DVD and its menus, then burn it to disc.

## Previewing and Burning Your DVD

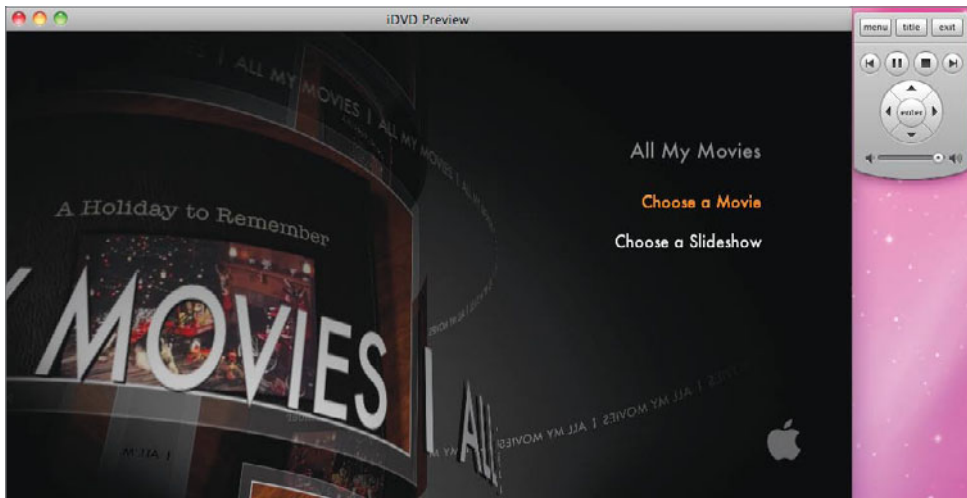
You glimpsed the iDVD Preview feature in the slideshow, but in the preview window you can fully simulate how the entire DVD will work by clicking buttons, moving through menus, and watching movies.

- 1 Click the Map View button and double-click the All My Movies main menu to return to the main menu in the iDVD window.



- 2 At the bottom of the iDVD window, click the Play button. The preview window opens along with the iDVD remote control window. The main menu plays the motion menu with the two buttons.

You can use the iDVD remote control to simulate a remote control provided with a DVD player. The "Choose a movie" button is highlighted and ready to be selected.



- 3 Click the Enter button to go to the “Choose a movie” submenu.

You can click the arrows around the Enter button to highlight each movie. This submenu plays the music you added and uses the yellow highlight you chose.

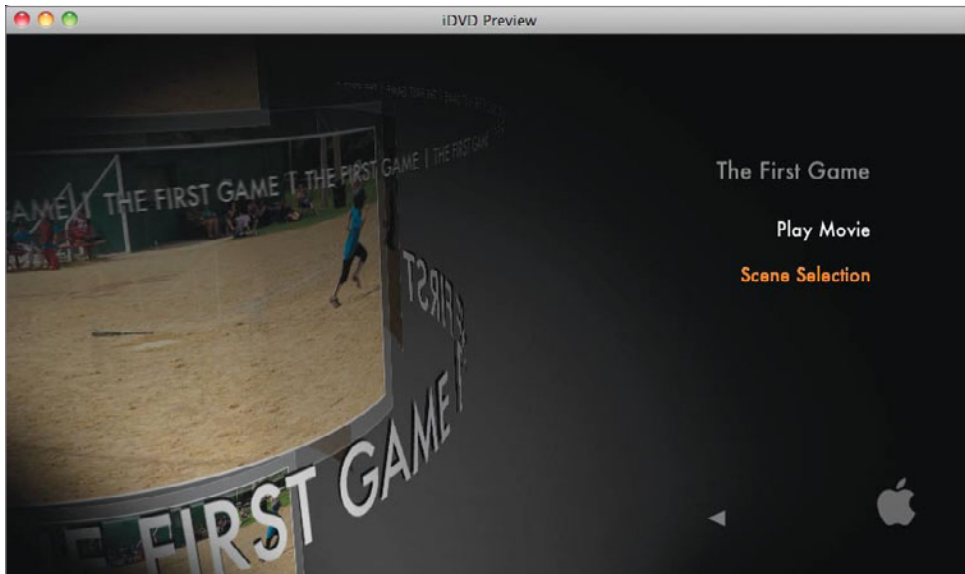
- 4 Click the arrow buttons on the remote control to highlight The First Game movie.



- 5 On the remote control, click Enter to open that submenu.

The preview window now shows The First Game submenu. Because this movie has a chapter marker added in iMovie, you can play the movie, or select a “scene” that refers to the chapter markers you set.

- 6 Click the remote control’s Down Arrow button to highlight the Scene Selection button, then click Enter.



- 7 Click the remote control's Right Arrow button to highlight the "Damian's big play" button, then click Enter.

The movie starts playing at the point where the chapter marker was placed in iMovie.

**TIP** When you preview a DVD, take written notes to list all the things that you may want to change later.

- 8 On the remote control, click Menu to return to the Scene Selection menu in the preview window.
- 9 On the remote control, click Title.



The DVD's main menu appears in the preview window.

- 10 On the remote control, click the Down Arrow to highlight the "Choose a slideshow" button.
- 11 Click the Enter button to open that submenu. The "Choose a slideshow" submenu appears.
- 12 On the remote control, click the Down Arrow twice to highlight the "Sara goes sky diving" button.
- 13 Click the Enter button to play that slideshow.

**TIP** You can also use your mouse to click the menu buttons directly in the preview window. However, using the control gives you a better sense of how users will experience the DVD.

The preview window now shows the "Sara goes sky diving" slideshow.

- 14 On the remote control, click Exit.

The remote control closes and the iDVD window replaces the preview window. If this were a real DVD project, you would now go on and change the remaining menus to match the main menu's music and highlight color or burn the DVD.

## Burning a DVD

When your iDVD project looks the way you want, you can burn a DVD using the optical drive on your Mac. But before you actually burn your disc, you should perform a few final checks.

**NOTE ►** If your Mac doesn't have a DVD burner or if you don't happen to have a recordable DVD available, you can just read through this section.

- 1 Click the Map View button at the bottom of the iDVD window.

Before you burn a DVD, it's always a good idea to take one last look at the map to find any warning icons that you may need to address. If iDVD spots a potential problem with a menu, a yellow caution icon appears in the map. When you place your pointer over the caution icon, a help tag appears that describes the problem. In most cases, the icon indicates that one or more of the drop zones is empty. That's an easy fix. Just drop a movie, photo, or group of photos into the empty drop zone and you are done.

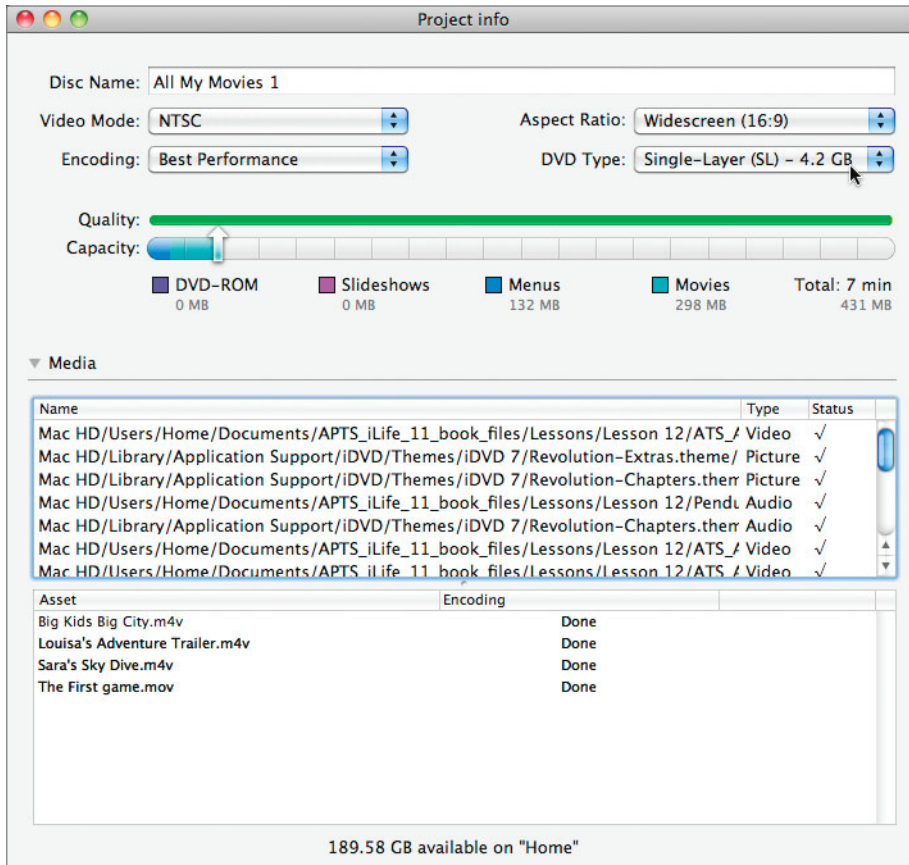
- 2 At the bottom right of the navigation map, click Return, and then choose Project > Project Info.

The Project Info window appears and, boy, is it an eyeful! But it's not really as bad as it may first look. This window has a lot of useful information. The Capacity bar near the top of the window shows you how much space on the DVD your project will require, along with the amount of space occupied by each type of media in your project.

In the Media area at the bottom of this window, you can see which files iDVD will use when it creates the DVD and check whether they're all available. If a checkmark doesn't appear in the Status column for a particular file, iDVD couldn't locate the file.



This can happen if a file has been moved or changed after you added it to your project. To fix this, move the file back to its previous location, or replace it in your project with a different file.



**NOTE ►** If you don't see the Media area, click the disclosure triangle at the bottom of the window.

Most importantly, in the Project Info window, you can change the encoding method for the DVD.

**NOTE ►** The encoding methods are Best Performance, High Quality, and Professional Quality. Best Performance is the fastest, but it requires more space on your DVD. If you have the time and want the highest-quality image, Professional Quality is the optimal choice.

In the Project Info window, you can also specify whether your television system is NTSC (for North and Central America, Japan, and half of South America) or PAL (for Europe, Africa, Australia, Russia, and most of Asia).

Finally, you can set the project's aspect ratio, and whether the DVD is to be burned to a single-layer or dual-layer DVD.

**NOTE ►** Double-layer recording allows DVDs to store almost twice the amount of media on a single disc. However, dual-layer DVDs can cause problems for some DVD players.

- 3 Set the Disc Name field to *My 2010 Movies*, then close the Project Info window.

When you create a project with Magic iDVD, iDVD automatically chooses a name for the disc that's the same as the name of your project. When you change the disc name, the name you specify is converted to uppercase as the disc is created. You can use only letters, numbers, and spaces in disc names. (Spaces are converted to underscores.)

**NOTE ►** If you need to move your project to another Mac to burn it or to continue working on it, choose File > Archive Project. This places all the media needed by the project into an archived project file that can be copied to any other Mac.

- 4 Ready a recordable DVD disc, and click Burn to create your DVD.



The button opens up to show the standard Mac disc-burning icon, and iDVD prompts you to insert a blank disc.



## 5 Insert the blank disc into your DVD drive.

After a few seconds, iDVD detects the disc and begins the disc-burning process, which can take from a few minutes to several hours depending on the amount of video content you've included in the project and the encoding method you've chosen. A dialog appears to keep you informed of the current stage of the disc burning process, along with an estimate of how long it will take to burn. You can cancel the process at any time, but canceling renders the recordable disc useless.

**NOTE ►** When iDVD finishes burning the DVD, it ejects the disc and gives you the opportunity to burn another copy. Subsequent copies may take less time to burn because iDVD doesn't have to reencode the content.

When the DVD is burned, you can close iDVD, put the disc back into your Mac, and play it with DVD player application. Or even better, you can pop some popcorn, turn off your iPhone, and enjoy a personalized night at the movies.

## Lesson Review

1. What is a OneStep DVD?
2. What is a DVD menu?
3. What is a drop zone?
4. Describe the function of the navigation map.

### Answers

1. A OneStep DVD is a DVD created by connecting a video camera to your Mac. iDVD imports the video recorded on the camera and burns it to a DVD in a single step.

2. A DVD menu is an interface screen that includes buttons you can select, using your DVD player's remote control, to perform actions such as playing a movie or opening another menu.
3. Drop zones are areas on a DVD motion menu that present images, slideshows, or short video clips to provide visual interest; they have no other function.
4. The navigation map shows where each menu leads in your iDVD project. It shows which media files are accessed from each menu, so you can see the path that a user must follow to get to a particular section of the DVD. The map also displays icons that alert you to potential problems, such as menu buttons that don't lead anywhere or empty drop zones.

# 9

## Lesson Files

Pictures > ATS iPhoto Library: Taryn Jayne Glass Blowing Event

Movies > iMovie Projects: Glass Blowing 101 Project

ATS iLife11 Book Files > Lesson 21 > Glass > Lesson 21 > Glass Blowing.rtf

## Time

This lesson takes approximately 75 minutes to complete.

## Goals

Select iWeb themes and templates

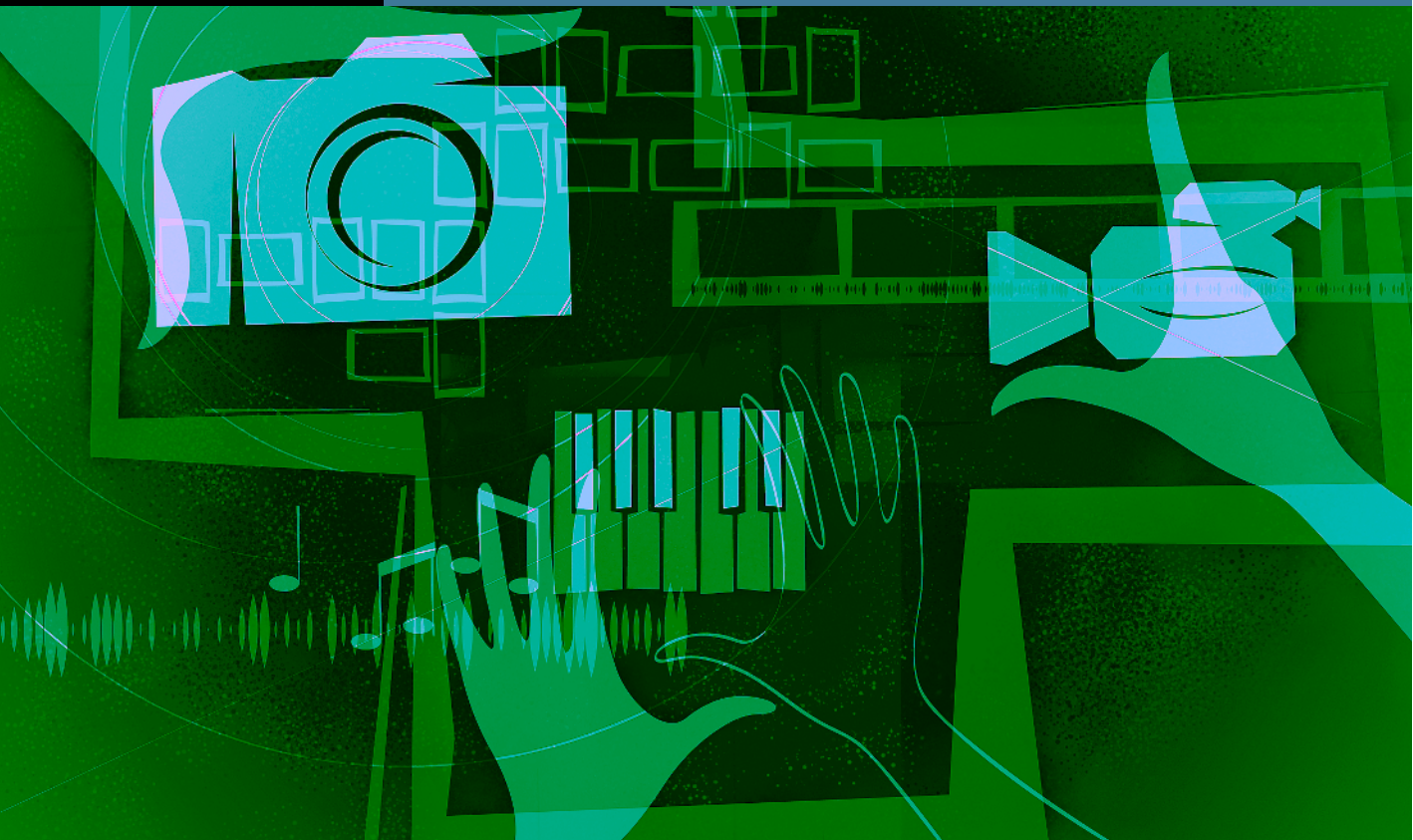
Change and format text on a webpage

Customize a photos page

Link in email contact information

Use Widgets

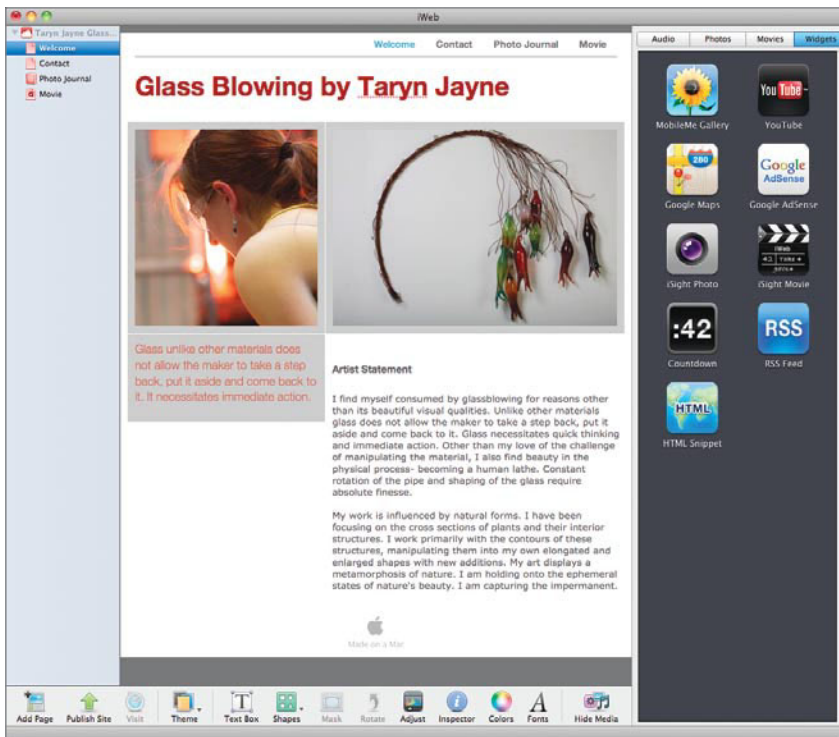
Publish an iWeb site to a MobileMe account



## Lesson 9

# Designing a Website with iWeb

Sharing your photos and videos on popular sharing sites is a convenient way to show friends and family what you've been up to. However, they fall a little flat when you want to personalize their appearance or present a more professional façade. If you want just a bit more flexibility over the look and layout of your web presence, iWeb is the answer. iWeb can give you a polished website in minutes that looks like it was done by a professional designer.



## Choosing the Site's Purpose

Before you start building a website and sharing it with the world, it wouldn't hurt to develop a quick plan by answering two questions:

- ▶ What do you have to share?
- ▶ Whom are you trying to reach?

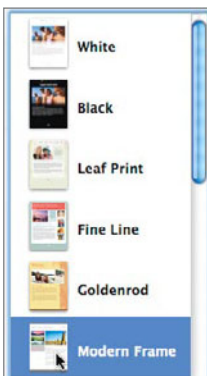
Although these may seem like simple questions, they'll help you assess the content you have and how you can best tailor the site to suit your purpose.

In this lesson, you'll build a website that highlights the work of a glass-blowing artist. This site will include a homepage that welcomes potential clients and a page of photos to show the glass-blowing process.

## Creating a New Website

It's time to start making other decisions. Your first decision is to choose a theme. Themes are a collection of template pages with coordinated fonts, backgrounds, and colors. iWeb has 28 Apple-designed themes to choose from including designs for small business, online journals, and travel.

- 1 From the Applications folder on your Mac hard drive, open the iWeb application.  
  
If you are not a MobileMe member or not signed into MobileMe in your System Preferences, a MobileMe trial window will open.
- 2 Click "No thanks" on the MobileMe window. Close the Getting Start Video window as well. iWeb displays the template chooser. On the left side, you'll see a list of themes.
- 3 Scroll down the list to see the choices you have, then scroll back to the top of the list and select the Modern Frame theme.

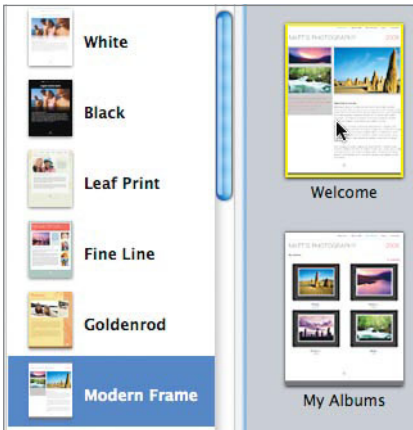




On the right pane are thumbnail previews for templates iWeb offers in each theme.

- 4 To make the first page for the site, select the Welcome template and click Choose.

**NOTE ►** Although you are starting with the Welcome template, you can choose any of the templates as your site's first page or homepage.



iWeb displays the Welcome page in the webpage canvas. The left pane shows the sidebar, which lists the sites and pages you've created. At the moment, your new website is called "Site" and its one page is named "Welcome." The right side shows the Media Browser. The newly added webpage contains both placeholder text and images that will be replaced with your own content as you build the site.

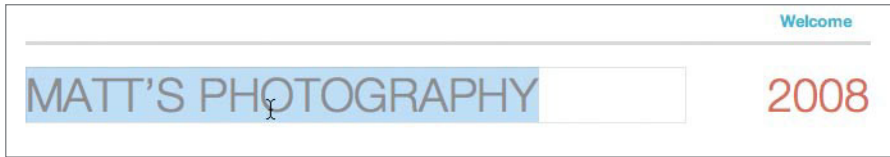
**NOTE ►** You can change the theme of your website at any time. Select a page in the sidebar and click the Theme button to apply a new look to the page. It's a good design guideline to stick to one theme per website.

### Changing and Formatting Header Text

The page you added to the site is the homepage; it's the first page that visitors will see and should help them understand at a glance what your website is all about.

As you add pages to your site, the names of those pages appear in the navigation menu at the top of the page, so your visitors can click a name to go to that page.

Let's change the header on the page so it's clear what the site is about.



- 1 Double-click the placeholder text at the top of the page and type *Glass Blowing by Taryn Jayne*.

- 2 Select the 2008 text and press the Delete key to remove it.

Now let's change the colors of the page title.

- 3 Triple-click the header text you just typed to select it all.
- 4 In the toolbar, click Colors to open the Colors window.



- 5 In the Colors window, drag within the color wheel to select a deep crimson color.
- 6 Close the Color window.
- 7 To make the text stand out more clearly, press Command-B to make it bold. You now have a clear and concise header for your website.

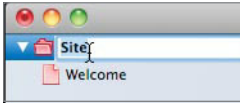
## Naming Your Site

Because iWeb allows you to create as many sites as you want, you may end up with a personal site for family and friends, a small business site, and maybe even a site for your kids' sports teams. It's a good idea to name each site appropriately.

- 1 In the iWeb sidebar, double-click the top item, Site. The name of your site is selected for editing. You should choose a name that encompasses the site's content.

**NOTE ►** When you use multiple sites and multiple pages, iWeb keeps track of what you've published to the web and what you have not. The pages and sites you haven't published appear in red in the iWeb sidebar.

- 2 Type *Taryn Jayne Glass Blowing*.



- 3 Choose File > Save to save your work.

**NOTE ►** iWeb saves all your pages and sites in a single file in your Library folder: (Your user name)/Library/Application Support/iWeb/Domain. You may periodically want to copy the Domain file to a backup hard drive.

### Inserting and Deleting Photos on an iWeb Page

Now that the title is chosen, let's add some photos from iPhoto to this page. The goal is to provide some insight into the labor-intensive craft that is glass blowing, so that visitors to the website are intrigued enough to buy something.

- 1 In the iWeb sidebar, select Welcome to return to the Welcome page.
- 2 At the top of the Media Browser, click the Photos button.



Because iWeb is part of iLife, it's very easy to access your iPhoto library from within iWeb.

- 3 Click Events to see all the iPhoto Events.

**NOTE ►** If you don't see a list below iPhoto, click the disclosure triangle next to the word "iPhoto."

- 4 From the bottom of the displayed Events, double-click the Glass Blowing Event. The Event opens to show you all of the available photos. Let's use some photos to replace the media placeholder.
- 5 Locate the first photo, **IMG\_2308**.



- 6 Drag the photo onto the large placeholder image of the desert. The placeholder updates with your photo. There are two other placeholders but you can delete a placeholder if you don't want that much content on your welcome page.
- 7 Select the placeholder with the river photo.
- 8 Press Delete.



The placeholder is removed from the site leaving one placeholder left to fill. It's an awkward shape so you'll fill it with a photo and then edit the mask to make it fit better on the page.

### Editing Masks

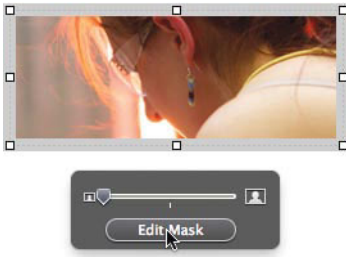
Photos can be cropped in many ways to create an interesting arrangement. When placeholders are deleted, the arrangement can become awkward and you'll need to edit the mask that crops the photo for the best fit on the page.

- 1 Drag **IMG\_3750** from the Glass Blowing Event to the last remaining placeholder.



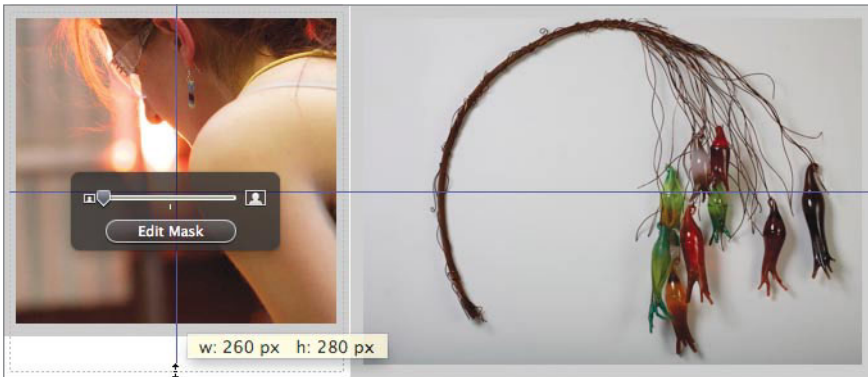
The photo is masked to the shape of the placeholder. Let's adjust it so we see more of the photo.

- 2 On the webpage, select the photo you just added, and from the pop-up menu, choose Edit Mask.



The masked is outlined with handles and the entire photo is revealed, making it easier to edit the mask.

- 3 Drag down the bottom center handle on the mask until a horizontal blue alignment guide appears.



The horizontal blue alignment guide will appear when you have aligned the bottom edge of the mask with the bottom edge of the photo on the right.

**TIP** You can use adjustments similar to those found in iPhoto by selecting a photo and choosing Adjust from the Toolbar.

- 4 Drag the photo down until it fills the entire mask.

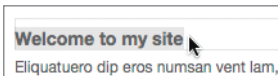
- 5 Click the Edit Mask button to confirm the change, and then click in the white background to deselect the photo.

You now have a well laid out welcome page with inviting photos that should entice the viewer to explore more.

### Adding Text to a Page

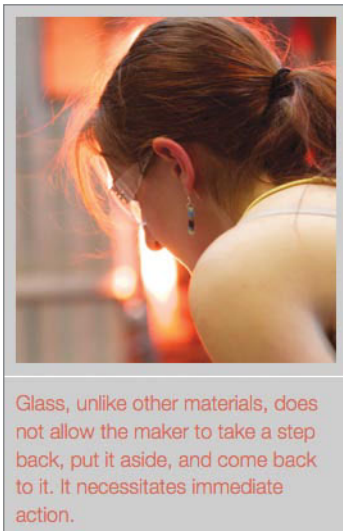
You have several ways to add text in iWeb. You can type text into any box or add a new text box. You can also copy and paste your text from a word processing application such as Pages (part of iWork). You can also insert your text or drag it onto a text block if it's saved as a Rich Text Format file (RTF). Let's fill in our page.

- 1 Double-click the text block containing the text, "Welcome to my site". Not a very professional greeting for a small business.



- 2 Type *Artist Statement*.
- 3 Double-click the photo's caption and type:

*Glass, unlike other materials, does not allow the maker to take a step back, put it aside, and come back to it. It necessitates immediate action.*





The text looks good. Let's finish this page by dropping in some text that's already been typed.

**TIP** Although you can easily type and format text in iWeb, it's often easier to prepare text in another application and then insert (or drag) the text file. iWeb can incorporate text saved in RTF format, which can be exported from most word processing applications.

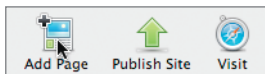
- 1 Double-click to select the large placeholder text under the Artist Statement text.
- 2 Choose Insert > Choose, then navigate to ATS iLife11 Book Files > Lesson 21 > **Glass Blowing.rtf** and choose Insert. The new text replaces the placeholder text and completes the page.

The homepage is complete. If you haven't done so, now would be an excellent time to choose File > Save to save your work.

## Building a Photos Page

If all you want to do is post a page of pictures, MobileMe or Flickr can help you do that more easily than iWeb. But if you want to personalize your gallery of online photos to best represent you, iWeb is your tool. Let's add a photo gallery to our small business webpage to highlight the art of glass blowing.

- 1 At the bottom left of the iWeb window, click the Add Page button.



The New Page dialog appears, showing the available page templates from the last theme you used.

- 2 Select the Photos template, and then click Choose. A new Photos page opens in the webpage canvas and a Photo page appears in the sidebar. Notice also that the photos page appears in the navigation menu along with the site's welcome page.
- 3 In the Sidebar, double-click the name of the new page and rename it *Photo Journal*. The new name appears in the navigation menu.

- 4 Using the same method you used earlier in this lesson, customize the header text to read *Glass Blowing by Taryn Jayne* in bold crimson red and delete the 2008 text.



- 5 Edit the following text at the top of the page:

### ***Lessons in commitment***

*As a glass artist I am challenged to control and coax this molten material with every tool but my hands. The skills learnt in the shop become life skills. These are lessons in commitment.*



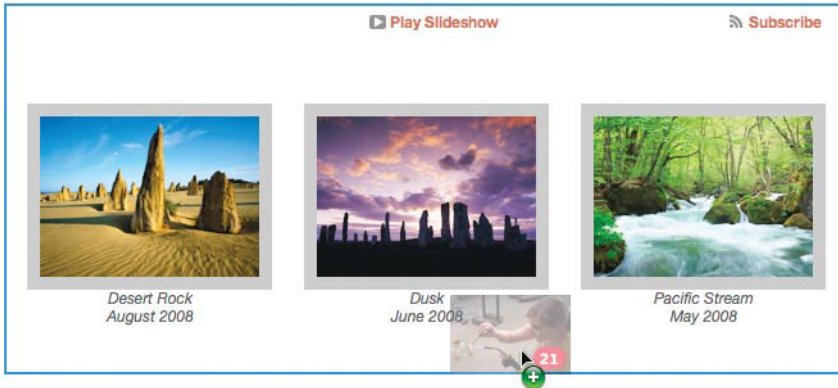
That covers the text for the page, now you can add photos.

### **Adding Pictures to the Page**

An iWeb Photos page has a large content region that is occupied by the photo grid. As you add more photos, the grid expands to show more photos. When a visitor clicks a photo, it's shown in the page's detail view.

- 1 Make sure the Photos tab is selected and the Glassblowing event is open in the Media Browser.
- 2 Double-click an empty area near a photo thumbnail to return to the Events view.

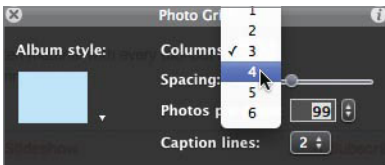
- 3 In the Media Browser, select the Glass Blowing Event and drag it to the Photo grid on the Photos page.



**TIP** You can also drag groups of photos from the Photos tab in the Media Browser.

When you release the mouse button, the grid updates to show all of your photos. Let's rearrange some photos. The first photo is not needed because you already used it on the Welcome page.

- 4 Select the first photo and press the Delete key to remove it from the page.
- 5 In the Photo Grid window, change the number of columns to 4.



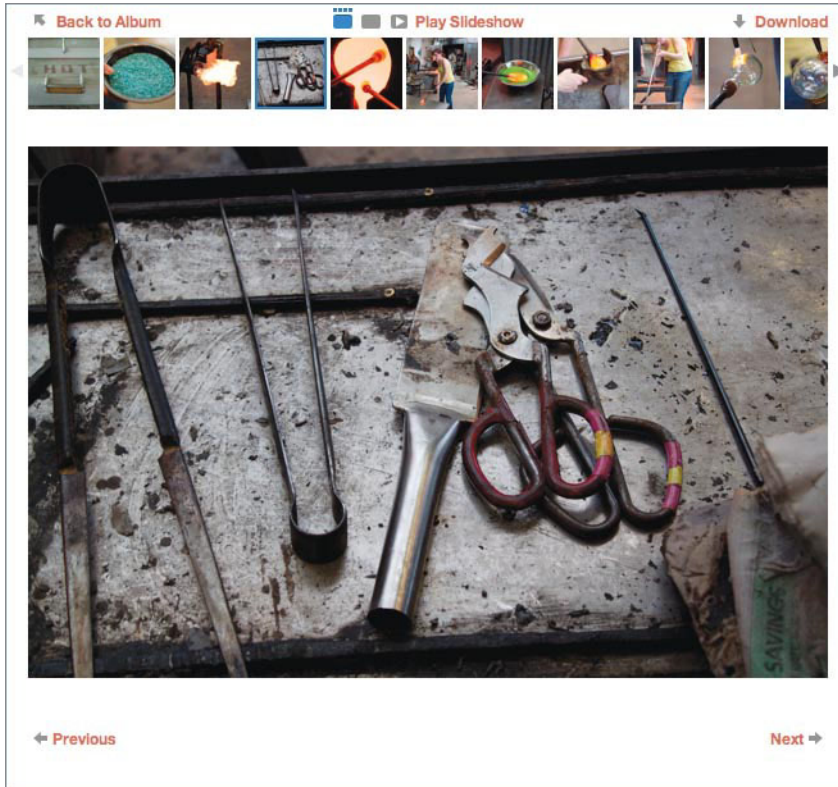
- 6 From the Album style pop-up menu, choose the third style from the second column. The page updates to four columns and a new border style.

**TIP** You can drag photos around on the page to rearrange their order.

- 7 From the Caption Lines pop-up menu, choose 0 to remove captions under your photos.

Once you learn the ins and outs of glass blowing, you are welcome to go back and enter the captions to more fully describe the photos.

- 8 Double-click the last thumbnail in the top row to see the Detail view.

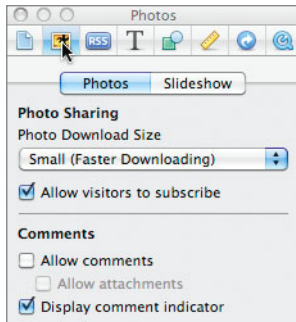


The Detail view opens with a thumbnail strip at the top, as well as buttons to return to the Photos page.

**TIP** Video clips kept in the iPhoto library can be added to iWeb pages just like photos. If you open the Detail view on a movie clip, you can play the movie.

- 9 In the lower right of the Detail page click Next. The detail page looks good, but you can customize it in the inspector.

- 10** In the toolbar, click the Inspector button and then choose the Photos inspector (the second tab at the top).



- 11** Select the “Allow comments” checkbox.

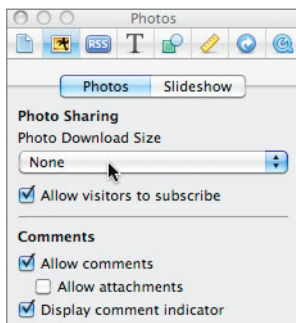
Once you click OK to the dialog box, visitors to your webpage can add comments to individual photos.

- 12** Click OK to Comments confirmation dialog box.

**NOTE** ▶ You can delete unwanted comments using iWeb or by visiting your site directly. Comments work only for webpages published using MobileMe.

On a picture’s detail page, visitors are offered the option of downloading the picture. You can specify the size of the pictures visitors can download, or choose not to allow downloads at all.

- 13** From the Photo Download Size pop-up menu, choose None to prevent people from downloading any of the photos.



Now that the detail page is set, let’s adjust the slideshow settings.

- 14 In the Photos inspector click the Slideshow tab. In this pane, you can control if your photos page allows visitors to view the pictures in a slideshow and, if so, you can set the slideshow options.
- 15 Select the Full Screen checkbox, then close the inspector.

**TIP** ▶ If you already have photos in a MobileMe gallery, you can use the MobileMe Widget to create a link between your iWeb page and your MobileMe Gallery page.

Visitors can now enjoy an immersive slideshow experience. You can see this slideshow after you publish the website.

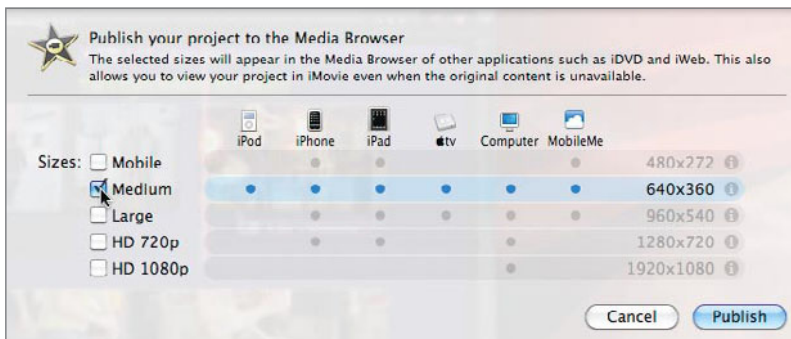
## Placing a Movie on Your iWeb Page

Even though this book is dedicated to teaching you iPhoto, in this section we'll show you how to use iMovie to include movies in your website. iMovie doesn't have a Share menu item for iWeb, but there is still a simple way to get movies from iMovie into iWeb or any other application, using the Media Browser.

- 1 Open iMovie, and open the "Glass Blowing 101" project.

**NOTE** ▶ If you haven't opened iMovie yet, close the Welcome window and then click the Project Library button at the top left of the window. Then select the Glass Blowing 101 project by single-clicking it in the Project Library.

- 2 Choose Share > Media Browser. The Share window for the Media Browser appears. The Share window provides easy options for the various movie sizes supported on different devices. We'll make a movie small enough so people on slower internet connections can still enjoy watching it.
- 3 Select the Medium checkbox, then click Publish.



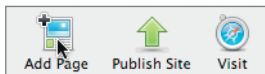
- 4 After the movie has been created, close iMovie.

The movie created by iMovie can be accessed by other applications using the Media Browser.

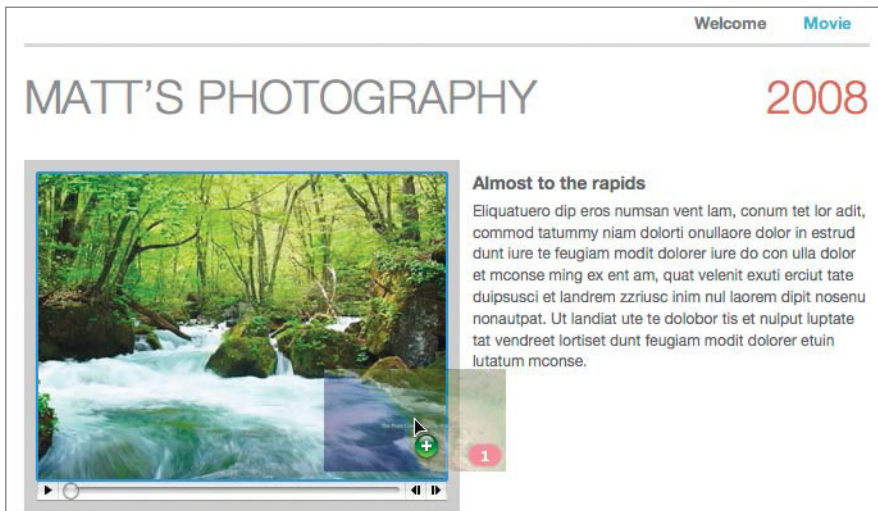
### Inserting Video into an iWeb Page

iWeb includes a movie page template that's designed for showcasing movies on your website. It offers an area for a single movie and presents the necessary controls. Let's add a movie page.

- 1 In iWeb, click the Movies tab in the Media Browser. You should see iMovie listed and all your projects listed below it.
- 2 In the toolbar at the bottom of the iWeb window, click the Add Page button.



- 3 Select the Movie template from the list on the right, and click Choose. A new page is added to your site specifically designed for hosting a movie.
- 4 From the Movies tab in the Media Browser, select the "Glass Blowing 101" project listed under iMovie. Drag the Medium version onto the movie placeholder.





**TIP** To quickly check if an element is a media placeholder, position your pointer over it until a help tag appears. If the help tag doesn't identify the element as a media placeholder or if no help tag appears, then it is not a media placeholder.

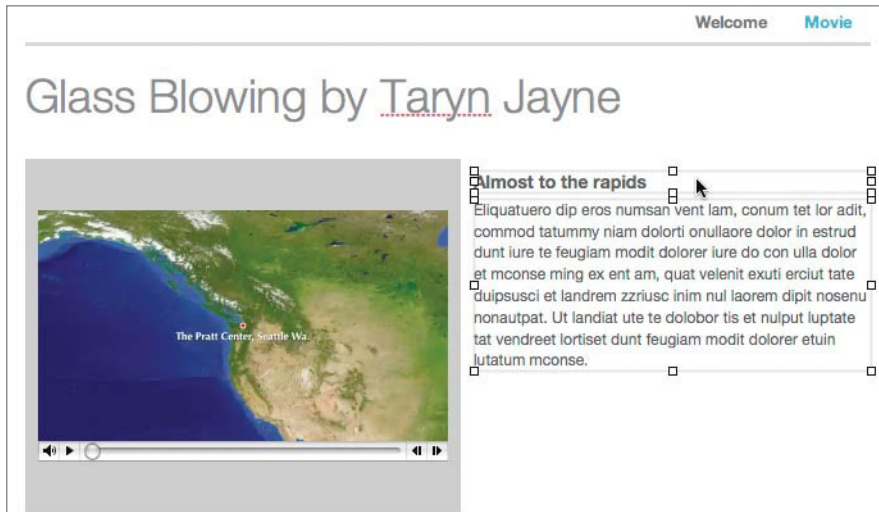
- Again, change the placeholder text at the top of the page to *Glass Blowing by Taryn Jayne* and delete the 2008 text.

The placeholder is replaced with the movie and the heading matches the other pages. Now you can modify the layout of the page to better show off your movie.

## Aligning Objects on a Page

iWeb templates include graphic elements that can be modified to fit your personalized page.

- Select the two text boxes to the right of the movie, and press Delete to remove them from the page. You now have room to make the movie larger.



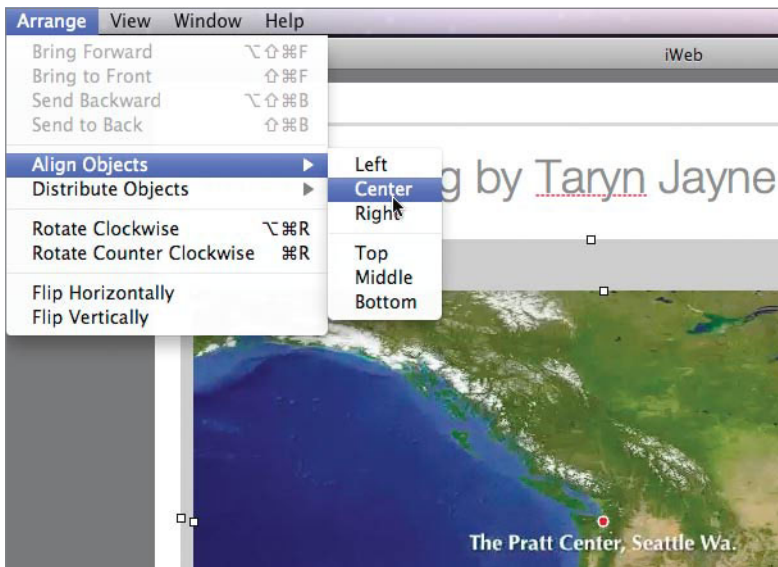
- Drag the corner of the movie to resize it until it is 640 pixels wide. This looks good and makes the movie quite large. Let's scale to the gray box so it fits behind the movie as a border.
- Click the gray box to select it.

- 4 Drag the corner resize handle until the box is 640 by 430 pixels.



Now you'll align the boxes so they are even with each other.

- 5 With the gray box still selected, Shift-click the movie so it's also selected.
- 6 Choose Arrange > Align Objects > Center to horizontally align the movie and box.



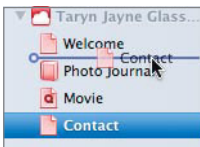
- 7 Choose Arrange > Align Objects > Middle to vertically align the movie and box.
- 8 Drag in the center of the movie to move the movie and the gray box to the center of the page. A blue alignment guide will appear to indicate that you have reached the center of the webpage.

The page looks good so now all you need to do is provide a way for potential clients to contact you.

## Adding an Email Link

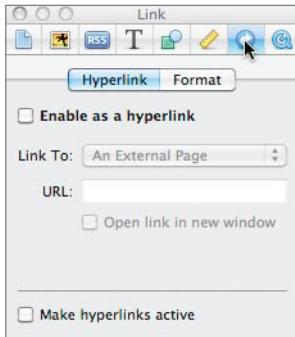
As a small business website, your site needs to provide a way for prospective clients to find you. You can add hyperlinks and email links into a webpage to make that easier.

- 1 In the toolbar, click the Add Page button.
- 2 Select the Blank page template from the list on the right, and click Choose. A new page is added to your site.
- 3 Inside the Sidebar, name the page *Contact*.  
  
If you want to rearrange the order of pages in the navigation bar at the top of the page, you use the sidebar.
- 4 In the sidebar, drag the Contact page below the Welcome page to make it the second page in the navigation bar.



- 5 Using the same techniques you learned earlier in this lesson, customize the page title to read *Glass Blowing by Taryn Jayne*.
- 6 Double-click the smaller text box and type *Contact: Email*.
- 7 Triple-click the text you just entered to select the entire line.
- 8 If the inspector is not open, click the Inspector button in the toolbar.

- 9 In the inspector, click the Link tab (the next to last tab).



The Link tab includes all the options to hyperlink text from your website to other pages in your site, to other websites, or to launch an email message.

- 10 Select the “Enable as a hyperlink” checkbox.
- 11 From the “Link To” pop-up menu, choose “An Email Message.”

If this was your website, you would enter your email address and provide a subject line for the email, so when you receive it, you’ll know how the sender got your email address.

- 12 Select the “Make Hyperlinks active” checkbox.

When you want the hyperlink text to act as it will when you publish the site, select the “Make hyperlinks active checkbox.” When you want to edit the text, you must deselect this checkbox.

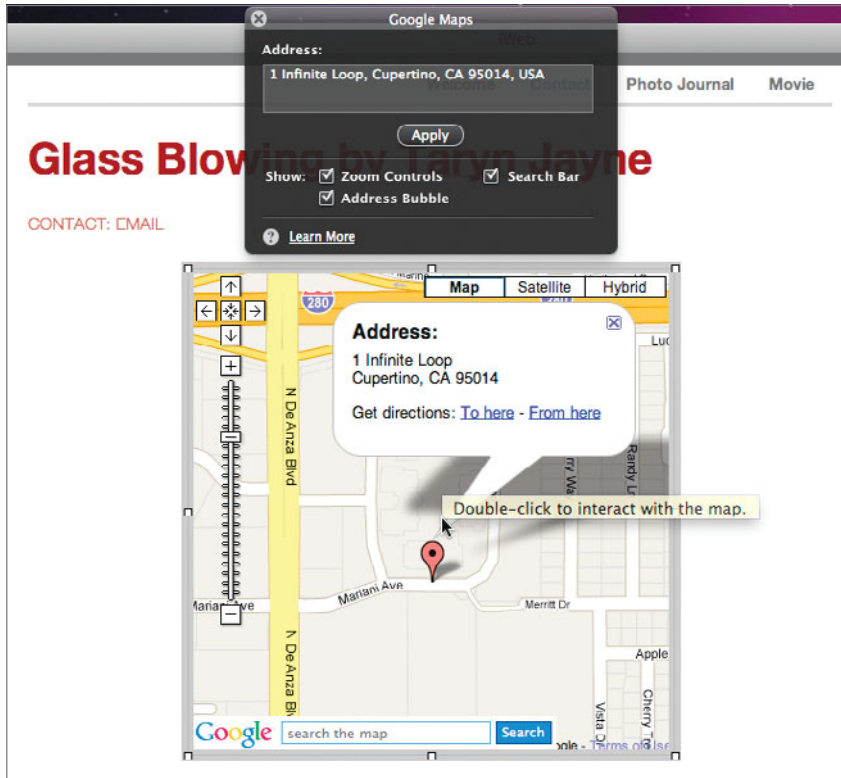
- 13 Close the inspector.

You now have a webpage that allows clients to contact the glass blower by email. It’s a slightly boring page, but it does the job. Let’s give it a bit more visual interest by using a Widget.

## Using Widgets

To give you plenty of design options, iWeb includes nine widgets that let you add content from sites such as YouTube and Google, as well as content from your iSight camera and more.

- 1 In the Media Browser, click the Widgets tab.
- 2 Drag the Google Maps Widget into the center of the webpage. A map is added to your Contact page.



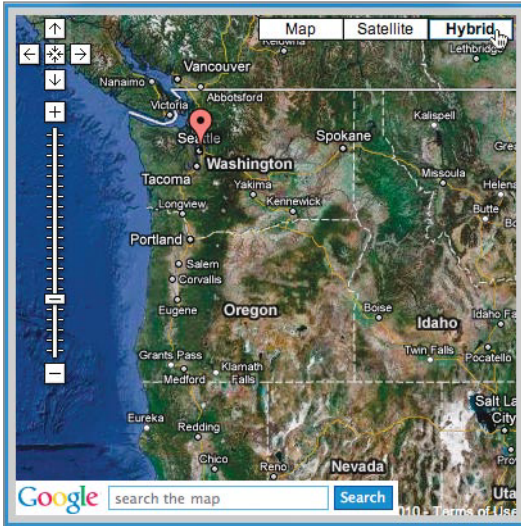
- 3 Drag the map to align it with the center of the page. You can use the blue alignment guides to help you do so.

The Google Maps window has a place for you to enter the map address, as well as a few map options.

- 4 In the Address field, enter *Seattle Wa.* and then click Apply. The map updates to Seattle. We won't be more specific than that so Taryn can get some work done without interruption from guests.

Now let's adjust the map zoom level so visitors to the site get a better idea of the surrounding area.

- 5 Drag the zoom slider so you can see most of the states of Washington and Oregon, then drag the map to position it using the following figure for guidance.
- 6 Click the Hybrid button to see a traditional map overlaid on top of a satellite image.



And there you have it. You have just completed a small business website using iWeb. Now you'll learn how to publish it on the web so everyone can view it.

## Publishing Your Website

Now that you have a page, you'll want people to view it on the web. Putting your iWeb pages on the web is called *publishing*. You can publish to Apple's MobileMe service, your own Internet service provider's FTP site, or to a folder on your Desktop.

### Publishing to MobileMe

By far the easiest way to publish your site is by using a MobileMe account. With a MobileMe account, iWeb can publish your site with a single click of a button.

**TIP** If you choose, you can publish to a folder on your computer. You might use this method if you want to test the site without allowing others to view it.

- 1 In the sidebar, select the “Taryn Jayne Glass Blowing Site.” The site publishing controls appear in the center of the window.
- 2 Make sure MobileMe is chosen in the Publish to pop-up menu.



**NOTE ►** You can sign up for a free MobileMe trial at <http://www.apple.com/mobileme>.

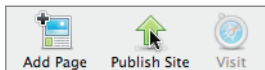
- 3 Enter your email address if you’d like visitors to contact you.
- 4 Review the Privacy settings.

You can choose to keep a site private if you’d like to share it only with friends and family. This also works well if you’re making a website for clients of your business and you want to limit access while it’s in progress.

- 5 If you’re a Facebook user, you can select the “Update my Facebook profile when I publish this site” checkbox.

A new sheet opens to complete the Facebook login. You must allow iWeb access to your Facebook page.

- 6 At the lower left of the iWeb window, click Publish Site. iWeb displays a Content Rights window with a reminder about using copyrighted material.



- 7 Click Continue.

iWeb logs into your account, prepares your site for publishing, and then begins sending your site to MobileMe. It presents a dialog telling you that the publishing is now taking place. You can continue working while iWeb sends your site to MobileMe.



## 8 Click OK.

**NOTE ►** Publishing to an FTP site is very similar to publishing to MobileMe. Enter your login information as well as the domain name for the site. You can get all of the information from your web hosting service. Click the test connection button to make sure your login information is correct. When ready, click Publish Site and follow the on-screen prompts to upload the site.

You can see how the publishing process is going by looking in your sidebar. iWeb displays a small round progress indicator as it transfers your site to MobileMe.

That's it: Three steps. If you select the two "Don't show this message again" checkboxes in the two dialogs that iWeb displays, it will take only one step the next time you publish.

**NOTE ►** If you view your site and notice discrepancies between the way iWeb displays the site and the way it looks in a web browser, trust your web browser because that's what other people will be using to view your site. But keep in mind that what looks one way in your browser might look different in another browser or on another computer.

As soon as your site is published, iWeb lets you know with one more dialog. You can click OK to dismiss the sheet, click Visit Site Now to open your web browser and view the site, or click Announce to open Mail and send an email message with the site's address to anyone you want. iWeb even prepares the email for you; all you have to do is supply the addresses.

## Lesson Review

1. Where do you find themes to build your iWeb site?
2. How do you add an iPhoto Event to an iWeb page?
3. Which is the more reliable place to preview a site you are publishing to the web: In the iWeb window or in your web browser?
4. True or False: You must create a slideshow in iPhoto before you can create a slideshow in iWeb.
5. Once text is selected, where do you find the option to make it an email link?

**Answers**

1. Themes are found in a scrolling list in the sidebar on the left side of the Template chooser.
2. Open the Media Browser and click the Photos button to add an iPhoto Event to an iWeb page.
3. Your web browser is more reliable, because that's a better indication of how your viewers will see it. But keep in mind that some viewers using different browsers, screen sizes, and even screen resolutions may see your site differently.
4. False. iWeb's slideshow is created automatically when you add photos to a photo page in iWeb.
5. The Hyperlink tab in the inspector includes all the options for launching an email message or linking text from your website to other web-sites.



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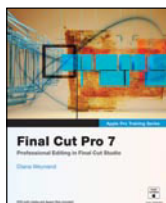
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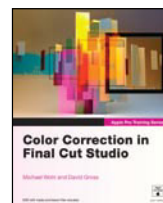
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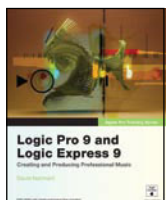
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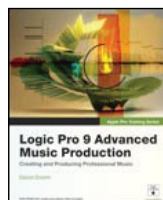
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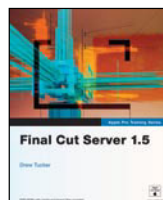
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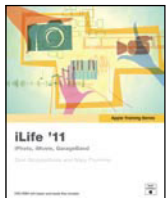


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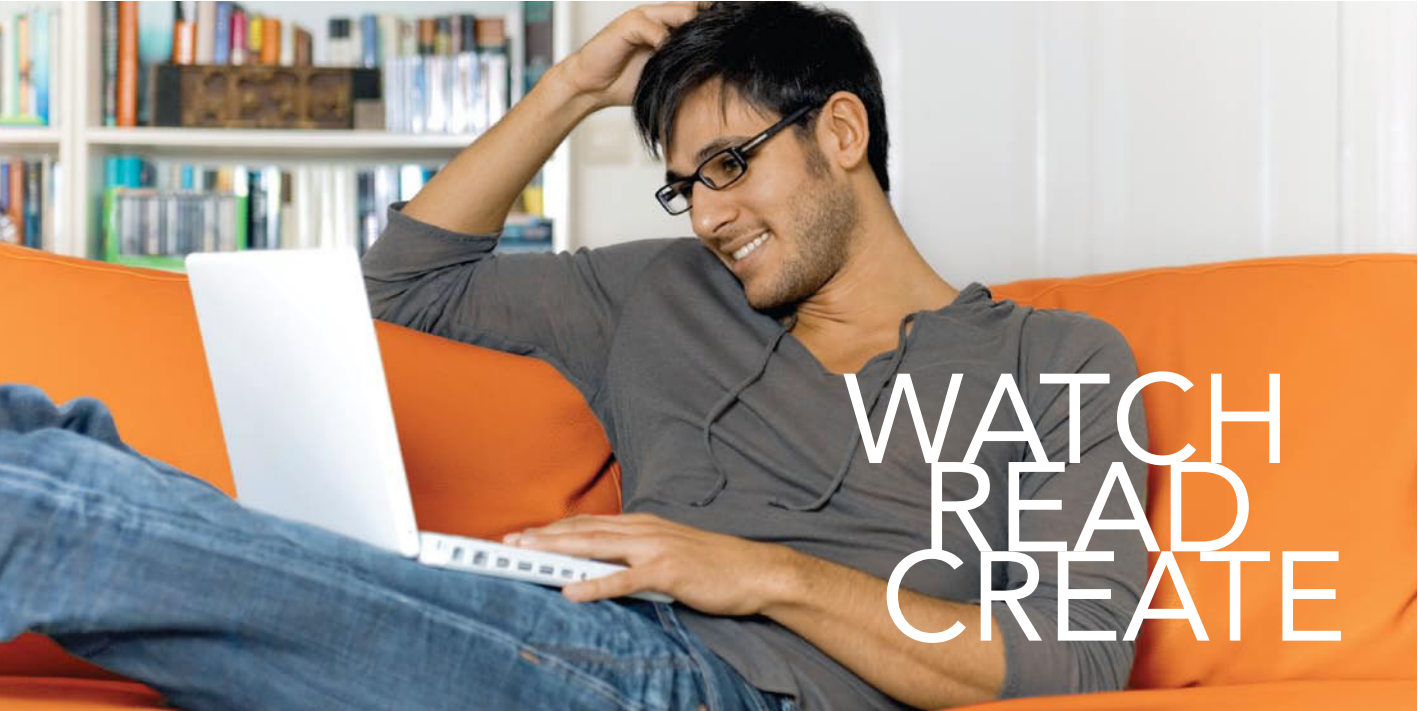


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