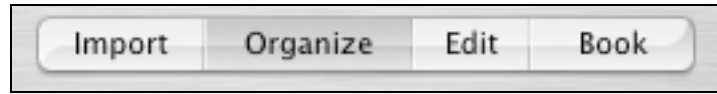


CHEAT SHEET for iPHOTO



IMPORT:

Connect camera to computer.

Turn camera setting to download photos.

iPhoto launches > Decide whether to click on 'Delete Originals.'

Click 'Import.'

(Note: You can go under File > Import for other images.)

ORGANIZE:

Organize by album, keywords, film rolls, date, etc.

By Album (perhaps most common):

- File > New Album & name it
- Click on New Album's name
- Drag & drop photos from Library to New Album
- Note: Consider whether you need to duplicate photos before editing them

Under View

- View titles, keywords or film rolls
- Arrange by film rolls, date, or title

EDIT:

Crop

- Decide on constraint or not
- Draw box
- Click on crop button

Enhance

- Click on Enhance wand
- Click on image
- Image lightens & sharpens
- (Note: Click Edit > Undo to reverse effect)

Red-eye

- Select eyes of subject
- Click Red-eye button

Retouch

- Click the Retouch button
- Position pointer over mark to remove; then drag in short strokes to blend
- (Note: Press Control key to compare two versions. To undo changes, go under Edit > Revert to Original.)

B/W

- Click on photo to change and click on Edit
- Then click on B/W button

Brightness/Contrast

- Move arrows right or left for more or less brightness & contrast

BOOK:

- Organized photos into album for book
- Put in desired order
- Select type of book and number of images per page
- Add text
- Click on Preview button & flip through book
- Print out for paper version
- Order online for hardback version – about \$3.00 per page

SHARING IPHOTO IMAGES:

Slide Show:

- Place photos in album
- Click on album title
- Click on slideshow
- Select music
- Click Play Slideshow

Email

- Click on photo to email
- Click on Email button
- Select size (small recommended)
- OS X Mail automatically opens to add recipient and send

Order Prints

- Click on Order button
- Check off photos and quantities you want
- Submit purchase data

Homepage & .Mac slides – both require a .Mac Tools account - \$100/yr

Desktop

- Click on image for desktop
- Click on Desktop button

Burn CD

- Select album of photos
- Click on Burn CD and follow prompts

EXPORTS

Quicktime

- Hold shift key down and select images to export to QT. If a whole album, select Edit > Select All
- Then go under File > Export and click on the QuickTime tab

- Leave size as is, decide how long you want each image to display
- Select music to accompany QT
- Click Export, give it a name (KEEP .MOV AT THE END), navigate to where you want to save it, and click Save.
- Double click on movie to launch QuickTime and play movie.

Webpage

- This function creates one page of small thumbnail images that link to the larger images. iPhoto creates all the web pages and export images.
- Hold shift key down and select images to export or Select All
- File > Export and click on Webpage tab
- Decide the number of rows and columns needed for the thumbnails
- Leave sizes alone (unless you have a reason to want them otherwise)
- If you have titled the images and/or added comments, check if you want them displayed on the page
- Click Export, decide where to save to (eg, desktop), and navigate there.
- In the Go To box, give the initial page a name (have .HTML at the end) – Example: b2snight.html
- Click OK and the pages are all created. IPhoto creates four parts for you:
 - A folder with the thumbnail size images
 - A folder with the large size images
 - A folder with all the pages that the large images appear on
 - The initial entry page – eg, b2snight.html
- These materials would be placed in your District web server account and you would link to the initial entry page (b2snight.html)

File

- Hold shift key down and select images to export or Select All
- File > Export and click on File Export
- If you export one file at a time, you can scale it as you go; if you export more than one, you must export at original size.

