



# iPhoto Quick Guide

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## What is iPhoto?

iPhoto is free Mac software that allows you to manage and edit all the images (photos, scans, images from the internet) you will use in your digital story. First, you will use it to organize your images so that they will be easily accessible in iMovie. Then, you will be able to make necessary edits to your images.

## Before using iPhoto for the first time

Create your system of folders before using iPhoto for the first time. While in Finder go to File > New Folder. Name this folder with your first and last name. Open the folder and create 4 more subfolders using the same procedure.

The names of these folders should be the following: Project, Voiceover, Soundtrack, and Video.

You will create the last folder you need using iPhoto. In order to make this folder you will need to open iPhoto as you HOLD DOWN THE OPTION KEY. Continue pressing the option key until the Choose Photo Library dialogue box appears. Click on Create Library. Navigate to your digital storytelling folder and create a folder by naming it ImagesYourName.

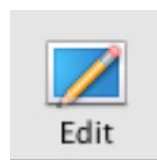
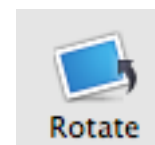
## Step 1 – Adding images to the iPhoto Library

Open iPhoto and go to File>Add to library. Browse until you find your images. Select the images in the folder and click on the Import button to add them to the iPhoto library.

**If none of your images need to be edited, you are now ready to start your digital story in iMovie. Steps 2 through 6 can be used as needed.**

## Step 2 – Rotate

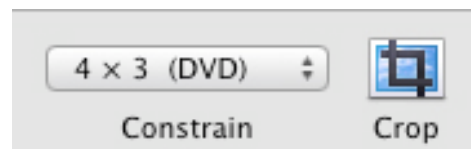
You can rotate your photograph easily by clicking the Rotate button. Each click will rotate it 90 degrees counter-clockwise.



**You will need to click on the Edit button to make the menu that contains additional editing features appear. To undo any edits you have made to the photos use Photos > Revert to Original.**

## Step 3 – Crop your photo

If you are using the crop tool to separate a number of photos that have been scanned together, you will need to

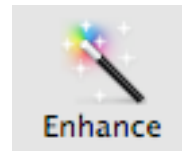


import as many copies of the scan as you will have finished photos. For example, if you scanned three photos together, you will need to import three copies of the scan.

Select the photograph you want to crop then select the 4x3 (DVD) option. Your cursor should automatically become cross hairs. Find the top left corner to where you would like to crop your picture. Click on that space, and while holding down the mouse, drag the cursor to the bottom right corner to where you would like to crop your picture. The box of brighter color indicates what your picture will look like. To complete the crop, click the Crop button on the bottom toolbar. To save your changes click the Done button on the edit tool bar.

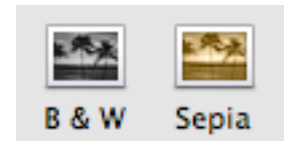
#### Step 4 – Enhance

This feature automatically adjusts the color and contrast of your photo. All you need to do is click the Enhance button. To save your changes click Done.



#### Step 5 – Black & White or Sepia

You can change the look of your photograph easily in iPhoto. To make your photograph black and white, simply click B&W. To give your photograph a yellow-brown hue like an antique, click on Sepia button. To save your changes click Done.



#### Step 6 – Adjust

You can adjust the color, contrast, sharpness, and brightness of your photo manually, rather than automatically using the enhance button. To do that, click adjust. A dialog box like the one to the right will appear with different sliders. To change any of those qualities about your picture, select the triangle in the middle of a particular sliders. Slide it back and forth. You can see how the picture changes depending on where the triangle is along that particular sliders. Adjust these sliders until you are happy with how your photograph looks. If you make a mistake, you can always press the 'Reset Sliders' button at the bottom to set them back to how they originally were. To save your changes click Done.

