

# iPhoto Reminders...for the less than intuitive parts...organization

## Keywords...

There are 2 processes:

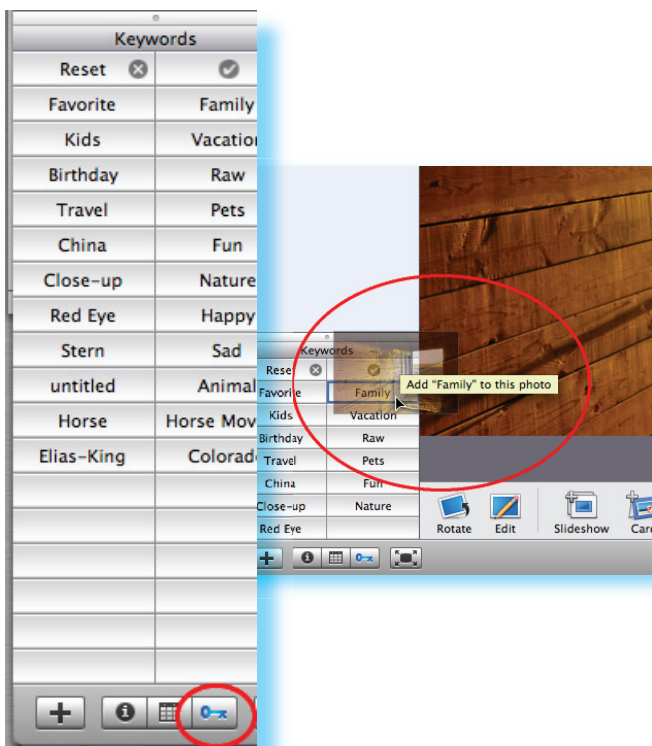
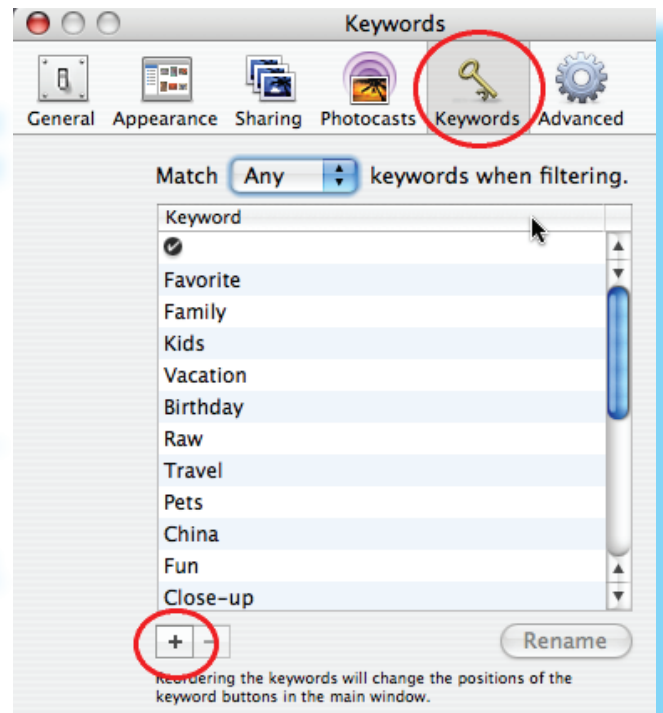
1. Adding new keywords to the keyword list that can be used over and over with different photos.
2. Assigning keywords to particular photos.

### Adding new Keywords to the list:

Choose from the iPhoto Menu > Preferences... > Keyword Pane.

Use the plus sign button to add a new keyword, type it.

Close the Preferences window.



### Assigning Keywords:

There are 2 ways:

1. Show the keywords in the Source area of iPhoto by clicking the keyword button.

Then drag your photo to the keyword until you see the help text that tells you that the keyword will be added.

Dragging the word to the photo does *not* work.

## Keywords continued...

### Assigning Keywords continued...

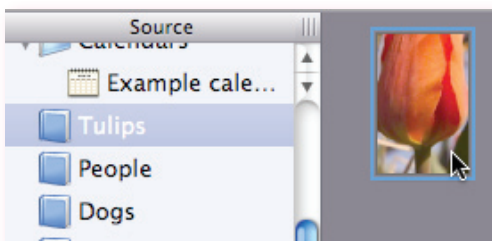
2. Select the photo then choose Photos Menu > Get Info > Keywords tab.

Click the keywords' check box to assign keywords. You can leave the Photo Info window open while you choose new photos to work on.

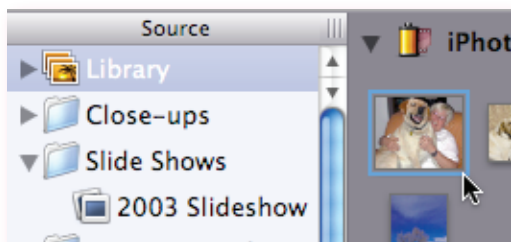


## Deleting...

Throwing photos away works differently depending upon what is selected.



This one is just being taken out of an album.



This one is being destroyed.

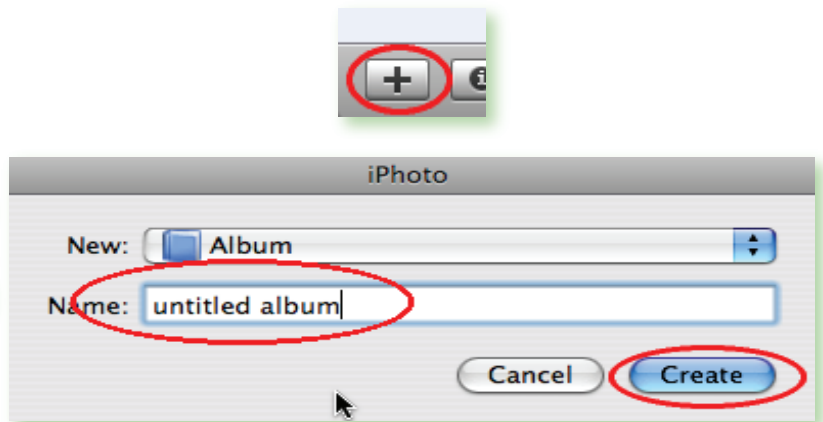
If you have an album selected pressing the Delete key will remove the photo from the album *only*. Think of it as taking it out of a real album. You still have the photo, it just isn't in the book anymore

If you have the Library selected you are actually throwing it away. It is not in the albums, not in the library. It is in the iPhoto Trash and it can be returned.

# Managing Albums...

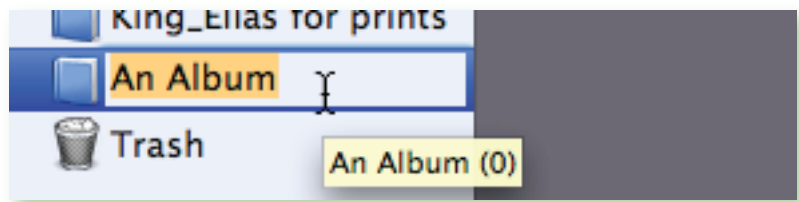
## New Albums...

Click the Plus button on the lower left or choose File Menu > New Album. You will enter the name and click create.



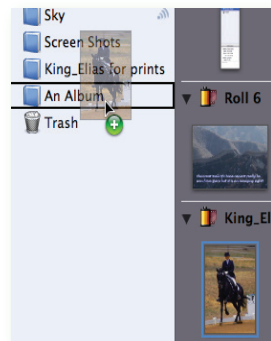
## Renaming Albums...

Just double click on the *name*, it will highlight and you can type.



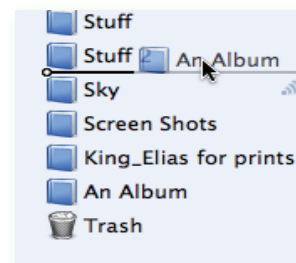
## Adding Photos...

To add photos to an album click to select and drag to the album. You will see a box appear on the destination and the green plus sign.

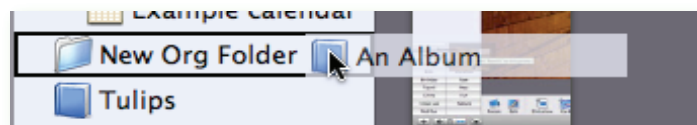


## Moving Albums...

You can drag albums higher or lower in the list. Just look for the black line showing where it will be dropped.

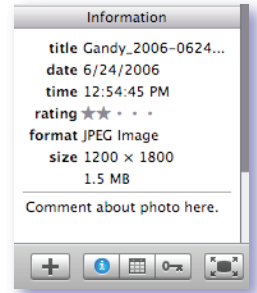


Or use File Menu > New Folder to create organizing folders. Then drag to add albums to the folders. Just look for the black box around the folder showing that the album will be placed there.



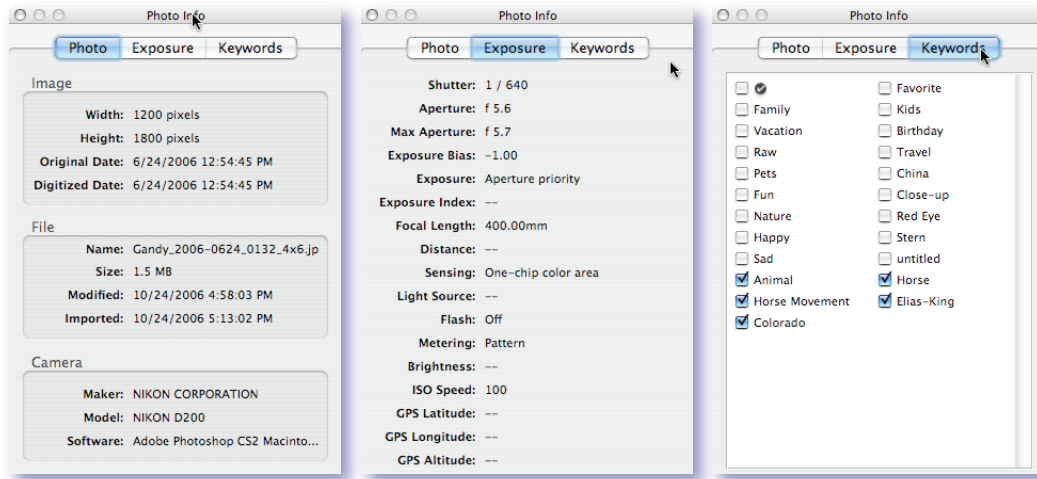
# Info - where it is...

Your photo's text information is located in 2 locations. Use the Info button to show the small info pane in the lower left.



and/or

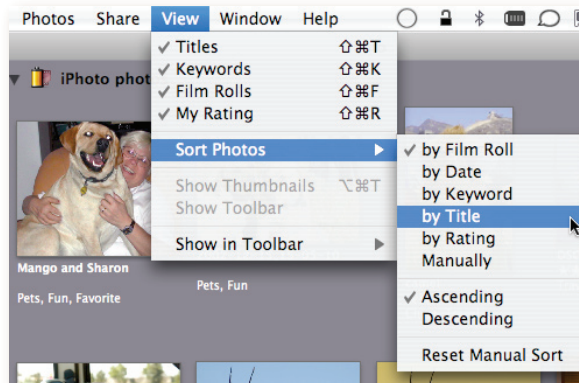
Use the Photos Menu > Get Info command to show the Photo Info window that has 3 tabs: Photo, Exposure, and Keywords.



# View Menu Options...

The views are confusing...the best advice is to experiment with all the choices shown here. In this instance, the photos are arranged by Film Roll but that is about to change to being alphabetical by Title.

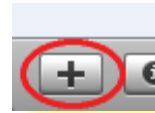
The photos are also showing title, keywords, and ratings.



# Keyboard Shortcuts...

Use the Command (⌘) also known as the Apple Key (⌘) with these shortcuts. The complete list can be found under the Help Menu:

**N - New Album** or use the plus button below the album area



New Album button

**R - Rotate** repeat to keep rotating

**0, 1, 2, 3, 4, 5 - Rate** with stars from none to 5

**Z - Undo** will reverse your last command

**A - Select All** will select all the photos in the current visible group

**I - Get Info** shows the Photo Info window (this is where keywords can be assigned).

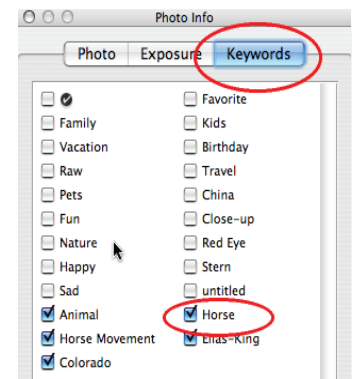
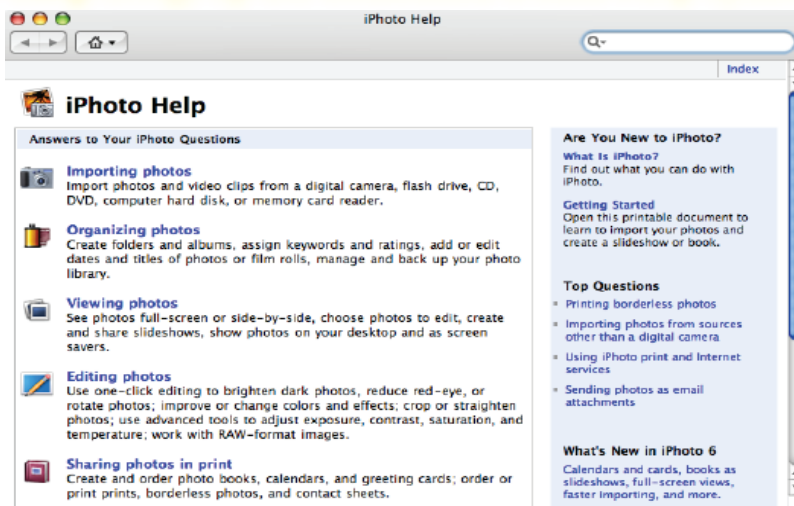


Photo Info Window

**D - Duplicate** creates a duplicate image

**? - Help** brings up the embedded iPhoto Help system



Help Screen



These reminders were brought to you by TeachTech Inc.

TeachTechColorado.com

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