• How to Edit Photos with iPhoto
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How to Edit Photos with iPhoto

1. Make sure you are using the Mac

2. Click on the iPhoto icon

3. The workstation will open. Make sure your storage device is attached to the Mac. The ports and slots are located on the back. Find your photos on your storage device

4. Drag your photos from your device and drop them onto the workstation
5. Your photos will be placed in the Last Imported file and will be made into an Event

6. If you click on Faces any faces will be highlighted. This is helpful if you have uploaded a large number of photos and are trying to find ones with one particular person in it.

7. To edit a photo click on the photo and then click the Edit button in the lower right hand corner of the workspace.
8. Your photo will open and the editing tools will pop up in the upper right hand corner of your workspace. The Quick Fixes tab has most of the simple fixes you may want to do.

Quick Fixes Tab

- **Click to turn photo 90 degrees to the left**
- **Click again to turn it another 90 degrees**
- **Click to brighten colors**
- **Fix Red-Eye**
- **Removes Red-Eye in Portraits**
- **Straighten**
- **Use slider to turn photo**
- **Crop**
- **Select the area you want to keep in the photo**
- **Retouch**
- **Removes blemishes**

9. To straighten a photo move the slider to tilt your photo. Click Done when you are finished.

**Drag This**

**Then Click Here**

**Before**

**After**
10. To crop a photo choose the size constraints you want to use. Select the area you want to crop to and then click done.

11. To remove blemishes use the Retouch slider to choose a tool size that barely covers the blemish. Click on the photo to place it over then blemish and then click Done.
12. The Effects Tab allows you to add some basic special effects to your photo. Some effects are on/off and others are leveled allowing you choose how much of the effect is used. If you don’t like the changes you made click None in the lower right corner of the tab.

13. The Adjust tab allows you to do more complex editing.
14. If your photo’s color seems a little unbalanced you can make adjustments using the histogram.

15. Exposure brightens and darkens your photos by adjusting your highlights.

16. Contrast increases or decreases the amount of contrast in your colors. If you adjust it too much you can lose details.
17. Saturation increases and decreases the intensity of your colors and is a good way to make a black and white photo

18. Temperature increases and decreases the amount of blue and yellow in your photos
19. Tint increases and decreases the reds and greens in your photo

20. After you have finished editing your photos be sure to save them to the storage device of your choice
How to Make a Calendar with iPhoto

1. Make sure you are using the Mac

2. Click on the iPhoto icon

3. The workstation will open. Make sure your storage device is attached to the Mac. The Mac has USB and Thunderbolt ports as well as an SD slot on the back. Find your photos on your storage device.

4. Drag your photos from your device and drop them onto the workstation.
5. Your photos will be placed in the Last Imported file and will be made into an Event

6. Select the photos you want to include in your calendar and click on File>File>New Calendar

7. The calendar maker will open. Scroll through the designs by clicking on the covers. Samples of the internal pages of the selected calendar are displayed on the bottom of your workstation. When you find a design you like, click Create.
8. Choose your calendar’s starting month and how many months you want the calendar to run. You can also have the calendar automatically show national holidays from the country of your choice by using the dropdown. When finished, click OK.

9. Your calendar will pop up with your photos being randomly placed by the computer. Use the controls on the lower right hand corner to make changes.
10. Click on the month you want to edit and click Layout to change how many photos are on each page, how those photos are arranged and the month’s background color.

11. To add photos you did not originally select to your calendar click on Photos and choose the event or folder which contains the photos from the upper right hand corner dropdown. You can then drag and drop your additional photos into your project. You can also change the order of your photos by dragging and dropping as well.
12. Click Options to add text to your calendar. You can use the font tools on the right to select font, font size, font color and justification.

13. Click the X to close the editor. Your changes will be added to your calendar.
14. Click on All Pages to go back to the full calendar view.

15. You can change the title of your calendar by clicking on the text.
16. If you make changes that will not work with your calendar you will get a warning. Click on the red triangle with an exclamation point to find out what is wrong.

17. Save your calendar by clicking on File>Print

18. When the print box opens click on PDF>Save as PDF then click Print.
19. Name your PDF and click Save

20. Open Finder. Your calendar will be under PDF Documents. Save your calendar to the storage device of your choice. You can then print calendar out or take the PDF to a printer to have it made.
How to Make a Card with iPhoto

1. Make sure you are using the Mac

2. Click on the iPhoto icon

3. The workstation will open. Make sure your storage device is attached to the Mac. There are USB and Thunderbolt ports and an SD slot on the back of the Mac. Find your photos on your storage device

4. Drag your photos from your device and drop them onto the workstation
5. Your photos will be placed in the Last Imported file and will be made into an Event

6. Click on File>New Card
7. The card maker will pop up. It automatically comes up with the Letterpress cards displayed. Unless you plan to order your card(s) from the iStore click Folded or Flat instead. Scroll through the cards to find a design you like by clicking on the card images. Choose your card’s orientation and background colors then click Create.

8. Your workstation will open with a randomly chosen photo from your Event. Click on Photo to see the photos in your Event. Drag and drop your photo into the project.
9. Click on your photo to bring up the resizer to zoom in and out on the photo. Click and drag the photo to position it the way you like.

10. Highlight the sample text to change it. You can change the font, font size, font color and justification using the text options.
11. Click on Layout to change the layout and background colors of your card. You may also want to uncheck the “Include Apple logo on back of card” option.

12. To save your card click File>Print.
13. When the print box opens click on PDF>Save as PDF… Then click Print

14. Name your PDF and click Save.
15. Open Finder. Your card will be under PDF Documents. Save your card to the storage device of your choice. You can then print the card or take the PDF to a printer to have it professionally printed.
How to Make a QuickTime Slideshow in iPhoto

1. Make sure you are using the Mac

2. Click on the iPhoto icon

3. The workstation will open. Make sure your storage device is attached to the Mac. USB and Thunderbolt ports and an SD slot are located on the back. Find your photos on your storage device

4. Drag your photos from your device and drop them onto the workstation
5. Your photos will be placed in the Last Imported file and will be made into an Event

6. Select the photos you want to include in your gallery then click Events>Create Event

7. Select your new event then click File>New Slideshow
8. A new slideshow will be created with your photos. You can rearrange your photo order by dragging and dropping the thumbnails on the top of the workspace. Click on the text on your text slide to change it.

9. Click on Themes in the lower right hand corner of your workspace to choose a theme for your show. Highlight the theme you would like to use and then click Choose.
10. Click on Music to add music to your slideshow. You can preview your music choice by highlighting it and clicking the play button. If you want to put more than one track onto your slideshow check the box next to “Custom Playlist for Slideshow. You can then drag and drop the tracks you want into the playlist box. When you have your music selected click Choose.

11. Click Settings to customize how your show is. We recommend playing each slide for no more than 5 seconds. If you select “Fit slideshow to music” your slides will be timed to show for as long as the entire music track. This may make your slides flash by too quickly or stay on the screen too long if the number of slides does not match the length of the music. Under Aspect Ratio you can choose what size screen you want the slideshow to play on.
12. Click Preview at the bottom of your workstation to view your slideshow. If you want to make more changes click Title, Theme, Music or Settings. If it is as you like it, click Export to save it.

13. After clicking Export choose your format. We recommend that you uncheck the “Automatically send slideshow to iTunes” box.
14. Your show will be saved to the desktop unless you choose another location. Click OK when you have selected the place you want your slideshow to be saved.

15. A progress bar will pop up.

16. Test your slideshow by holding down the Ctrl key while clicking on the slideshow icon and selecting Open With > QuickTime Player.

17. Save your finished slideshow to the storage device of your choice.
How to Make a Gallery in iPhoto

1. Make sure you are using the Mac

2. Click on the iPhoto icon

3. The workstation will open. Make sure your storage device is attached to the Mac (the ports are on the back). Find your photos on your storage device

4. Drag your photos from your device and drop them onto the workstation
5. Your photos will be placed in the Last Imported file and will be made into an Event

6. Select the photos you want to include in your gallery

7. Click File>Export
8. Click on Web Page and make your selections for your page’s final layout then click Export

Choose This Tab

Click Here to Create Gallery

9. Choose Desktop or your storage device and then click New Folder.

Choose Desktop or Device

Click Here

10. Name your new folder and then click Create

Type Folder Name Here

Then Click Here
11. Select your new folder and click OK

12. Click on index.html to view your gallery in the default web browser

13. Be sure the entire gallery folder is saved to the storage device of your choice.