Apple "Photos" Application
Mac OS 10
Grace Pitzer: Instructor

Apple changed the look and feel of its Photo app with the operating system Sierra. Most of the features are still there, but have changed in the way they appear, and are accessed. They have added some new tools. There are further Organization changes with MacOS Catalina not shown in this handout.
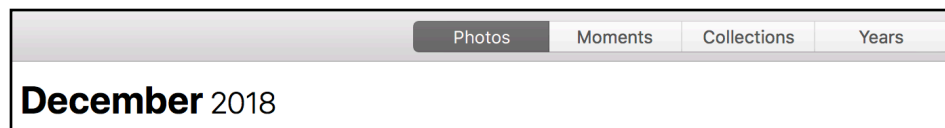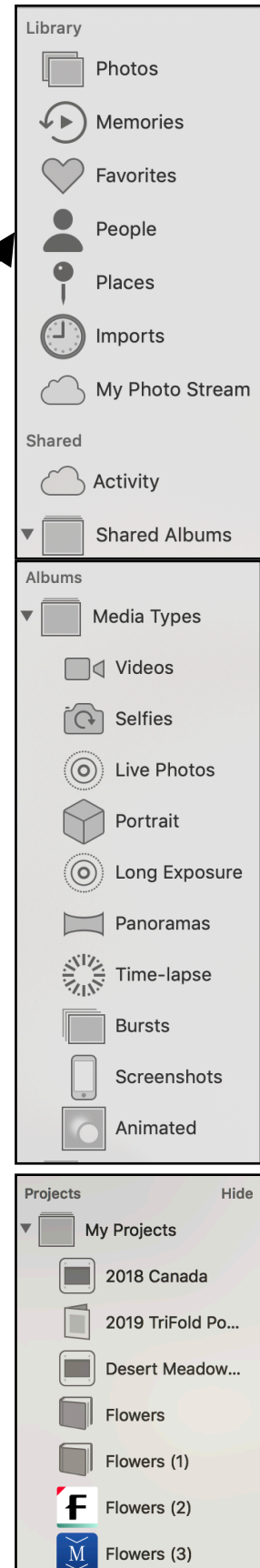
Organization of Your Photos

All Photos

1. Images exist only **Once** in you Photos Library
2. They may be referenced a number of times, in a number of ways
3. All Edits to a photo will show the same in every location

Apple Organization

| Now: Years, Months, Days, All Photos |

| Photos | Moments | Collections | Years |

December 2018

4. Photos: Everything is found here
5. Moments: Events Happening at one time
6. Collections: Events happening in close locations
7. Years: Each year separated out
8. Memories: Events that go together but can span time
9. Favorites: Photos you have chosen by clicking the **Heart** icon
10. People: You have identified pictures of specific people and it will collect them together
11. Places: Pictures taken in the same location over time are stacked on a map
12. Imports: Brought in from iPhone or Camera card
13. My Photo Stream: Come in automatically from devices if set up it System Preferences
14. Recently Deleted: Deleted pictures are held for 29 days until put in the trash. Can be rescued or deleted sooner
15. Media Types are organized together
    1. Videos
    2. Selfies
    3. Live Photos
    4. Portrait (from iPhones is capable of this format)
    5. Long Exposure
    6. Panoramas
   7. Time Lapse
    8. Bursts

Library
- Photos
- Memories
- Favorites
- People
- Places
- Imports
- My Photo Stream

Shared
- Activity
- ▼ Shared Albums

Albums
- ▼ Media Types
  - Videos
  - Selfies
  - Live Photos
  - Portrait
  - Long Exposure
  - Panoramas
  - Time-lapse
  - Bursts
  - Screenshots
  - Animated

Projects   Hide
- ▼ My Projects
  - 2018 Canada
  - 2019 TriFold Po...
  - Desert Meadow...
  - Flowers
  - Flowers (1)
  - Flowers (2)
  - Flowers (3)

9. Screenshots
10. Animated

My Albums: Create Your Own Organization

16. Select some photos that go together
    1. Select picture(s)
    2. Menu/File/New Album
    3. Album appears in Sidebar
    4. Give album a name
    5. Select one photo
    6. Menu/Image/Make Key Photo
   7. Now that image will always show at the top of the stack
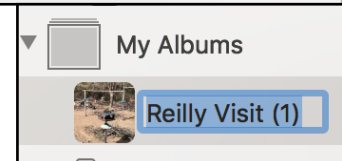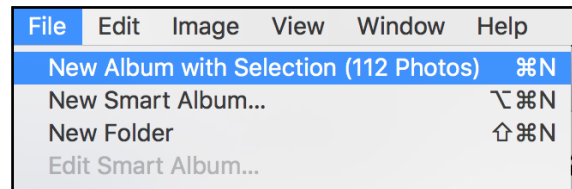
17. Add to an existing Album
    1. Select photo(s)
    2. Drag over onto the desired album
    3. OR - Select and Menu/Image/Add to - and select the desired album from the list that shows up

18. Smart Albums
    1. You set the criteria
    2. Any photo meeting your criteria is automatically put into the album
    3. You can add several criteria together
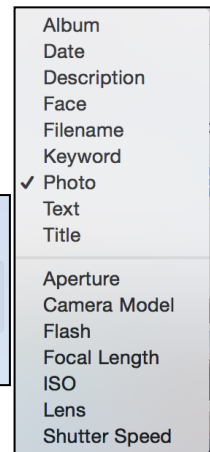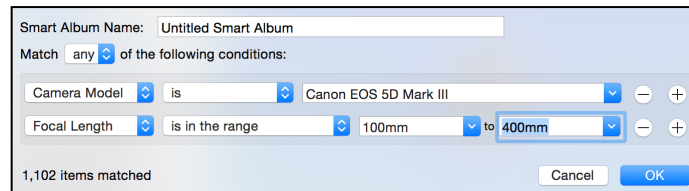
19. Folders
    1. You can put albums together into folders
    2. Menu/File/New Folder, Give it a name
    3. Drag selected albums into the folder
    4. The folder shows along with other albums
    5. Click to open the folder showing all its albums
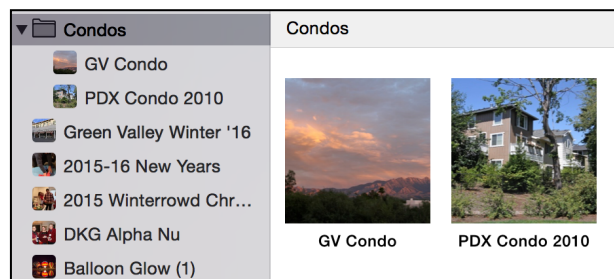
20. Merge Albums
    1. There way to merge two albums like in iPhoto
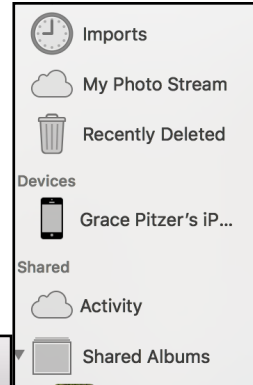   2. Just select and drag photos from one album to the other works best
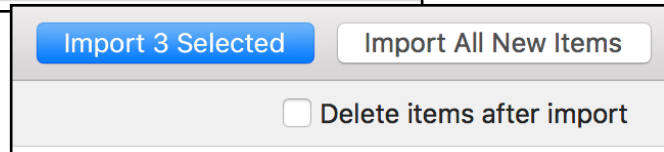
Importing Photos

21. From iCloud Library
22. Directly from a camera or media card
    1. Connect the camera to your computer using the USB cable
    2. **OR** connect card reader or insert SD card into computer slot

3. Launch Photos, or it may open automatically
4. Device will show up in the Sidebar, click to select it
5. **ALL** of the photos on the device or card will load into the Photos window
6. Select photos you want to import
7. Probably not a good idea to delete as they are imported unless you are trying to free up space on a device
8. Properly eject the camera or card

| Imports |
| My Photo Stream |
| Recently Deleted |
| Devices |
| Grace Pitzer's iP... |
| Shared |
| Activity |
| Shared Albums |

| Import |
| 📱 Grace Pitzer's iPhone X ☐ Open Photos for this device | Import to: Library ⌄ |

| Import 3 Selected | Import All New Items |
| ☐ Delete items after import |

23. Photos are imported and stored by date taken, if that information is included in the file, otherwise, by date imported.
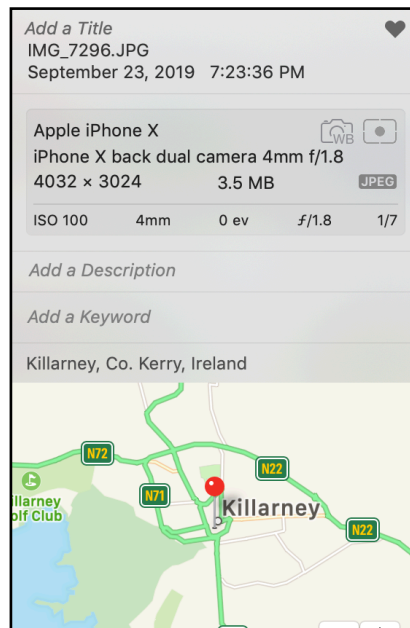24. They are stored in "Photos" and also included in the "Imports" album for a while.
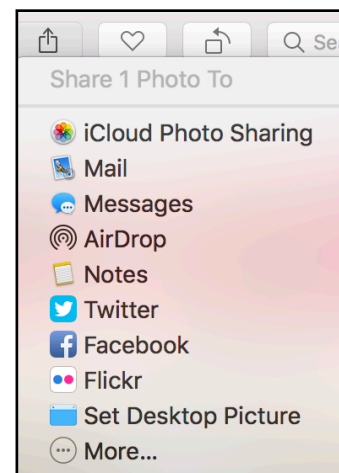
Menu at Top Right of Window

25. Get Information about an individual photo
26. Share one or more photos, in various ways
27. Place a photo into the Favorites Album by tapping the **Heart**
28. Rotate the photo, by 90 degrees
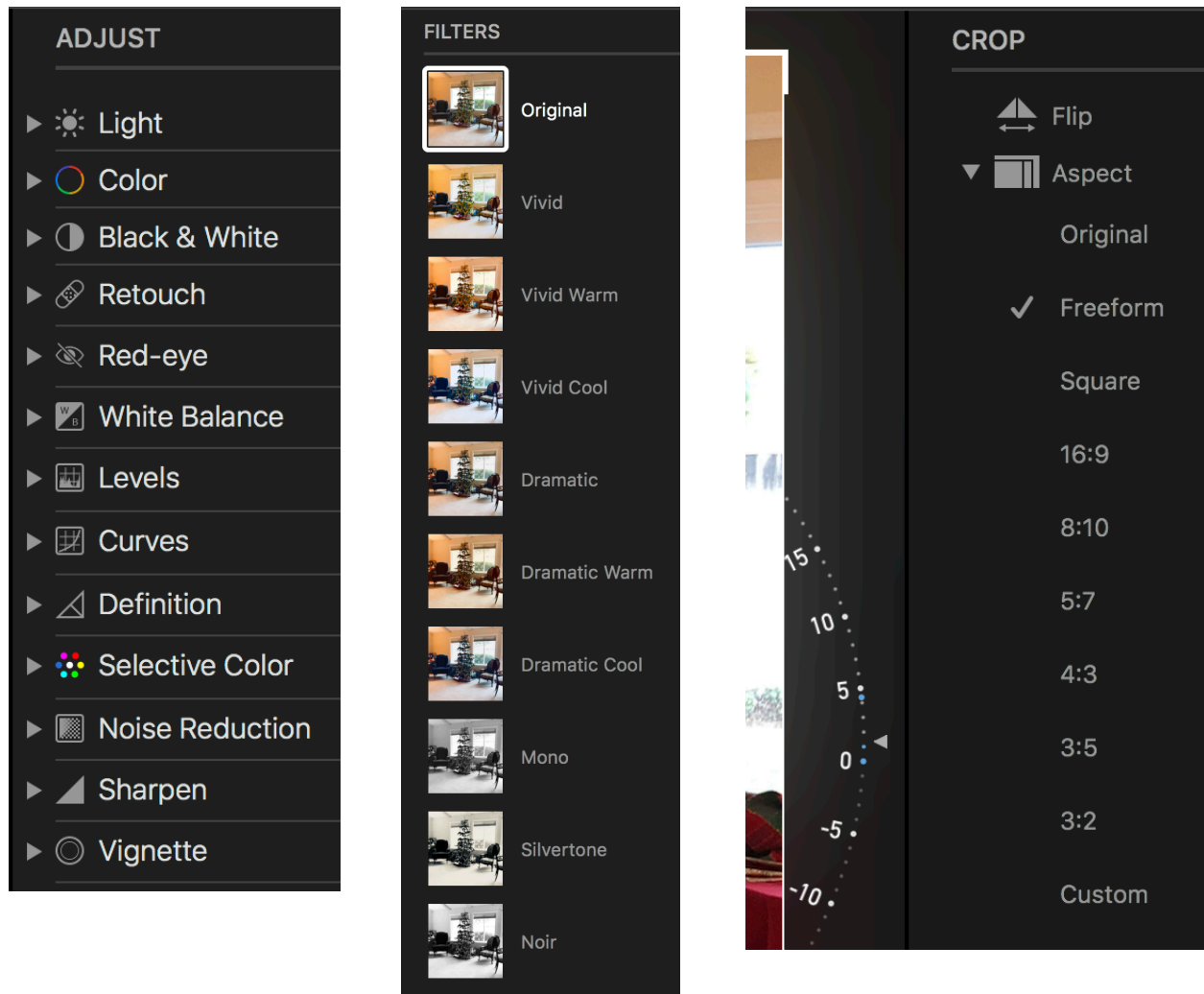29. One click Auto Enhance button
30. Full Edit tools

| ⓘ | 🔼 | ♡ | ↻ | ✨ | Edit |

Info about a picture. ➡️

Ways to Share photos

Add a Title ♥
IMG_7296.JPG
September 23, 2019 7:23:36 PM

Apple iPhone X
iPhone X back dual camera 4mm f/1.8
4032 × 3024   3.5 MB   JPEG
ISO 100   4mm   0 ev   ƒ/1.8   1/7

Add a Description

Add a Keyword

Killarney, Co. Kerry, Ireland

[map of Killarney]

| 🔼 | ♡ | ↻ | 🔍 Se |
| Share 1 Photo To |
| 🔵 iCloud Photo Sharing |
| ✉️ Mail |
| 💬 Messages |
| ◎ AirDrop |
| 📝 Notes |
| 🐦 Twitter |
| f Facebook |
| •• Flickr |
| 🖼 Set Desktop Picture |
| ⋯ More... |

Editing Photos

ALL EDITS ARE NON-DESTRUCTIVE: THEY CAN ALWAYS REVERT TO ORIGINAL

31. Open Editing Tools
   1. Double click on a photo to open it to full size. Click Edit.
    2. OR - Select a photo and press RETURN. This opens all the editing tools
32. At the top of the Edit window you will have three ways to edit
    1. Adjust: All the Adjustment tools
        1. Show in the right side bar
        2. Need to open each one for full tools
    2. Filters: For Special Effects
    3. Crop:
        1. Rotate by small amounts
        2. Correct horizon
        3. Change aspect ratio
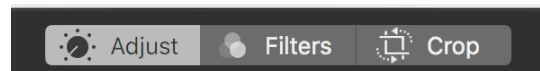
33. Crop
    1. Straighten horizon by moving the curve on the side
    2. Crop to different Aspect Ratios
    3. The default is Freeform
    4. Choose your desired ratio or Original
34. Filters
    1. Can be applies for various looks
    2. Click None to go back to original look
35. Adjust: Open **ALL** of the editing tools
    1. Click on the down arrow to the right side of each category
    2. Way more tools will open
    3. Sometimes there is another drop arrow for even more tools.
36. Light
    1. Drag slider left or right in image window at top
    2. Watch what happens in all of the other categories
    3. Fine tune individual adjustments
    4. Can click "Auto" for a one-click-fix as a starting point
37. Color
    1. Slide from saturated to grey scale
    2. Change Cast from blue to yellow (cool to warm)
38. Black & White
    1. One click on image bar turns it B&W
    2. Sliders adjust various parts of the image
    3. Add Grain to make it look old
39. Retouch
    1. Choose the size brush with the slider
    2. Click and drag over area to fix or remove
    3. Option/Click to choose source to be copied
40. Red-eye
    1. It helps to enlarge the photo first
    2. Click in the center of the eye
    3. Drag to cover pupil of red eye
    4. Click and it should fill with black
41. White Balance
    1. Click on bar to choose
        1. Neutral Gray
        2. Skin Tone
        3. Temperature/Tint
    2. Each has a slider for adjustments
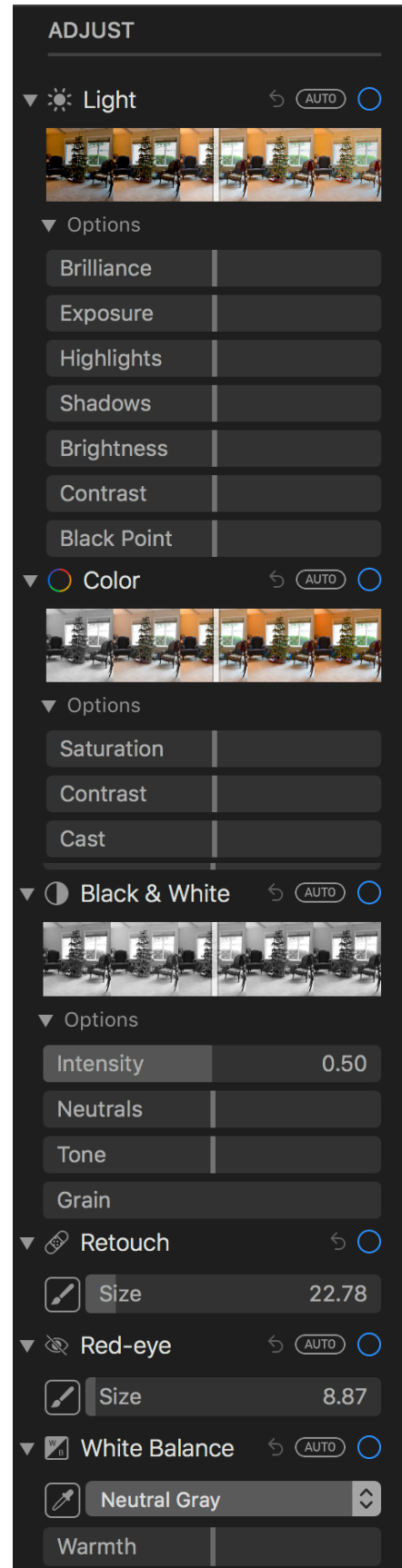
42. Levels
    1. RGB all together
    2. Red
    3. Green
    4. Blue, separately
43. Curves
    1. RGB, Red, Green, Blue
    2. Various eye droppers to pick
        1. Black point
        2. Grey point
        3. White point
        4. Color
44. Definition: Helps define the picture
45. Selective Color
    1. Use eyedropper to select a color in picture
    2. Play with sliders to change the color
46. Noise Reduction: Helps remove noise/grain
47. Sharpen:
    1. Intensity
    2. Edges
    3. Falloff
48. Vignette: Black or white rounded corners
    1. Strength
    2. Radius
    3. Softness
49. RESET ADJUSTMENTS
    1. No adjustments are permanent
    2. Can always go back to the original
50. COPY/PASTE ADJUSTMENTS
    1. Adjust one photo to your liking
    2. Edit/Copy Adjustment
    3. Select other similar photos
    4. Edit/Paste Adjustment
51. Badges in the corners of photos indicate:
    1. Edited
    2. Key words have been added
    3. Favorite
    4. Geotag
   5. Video
52. ALL EDITS ARE NON-DESTRUCTIVE

Reset Adjustments
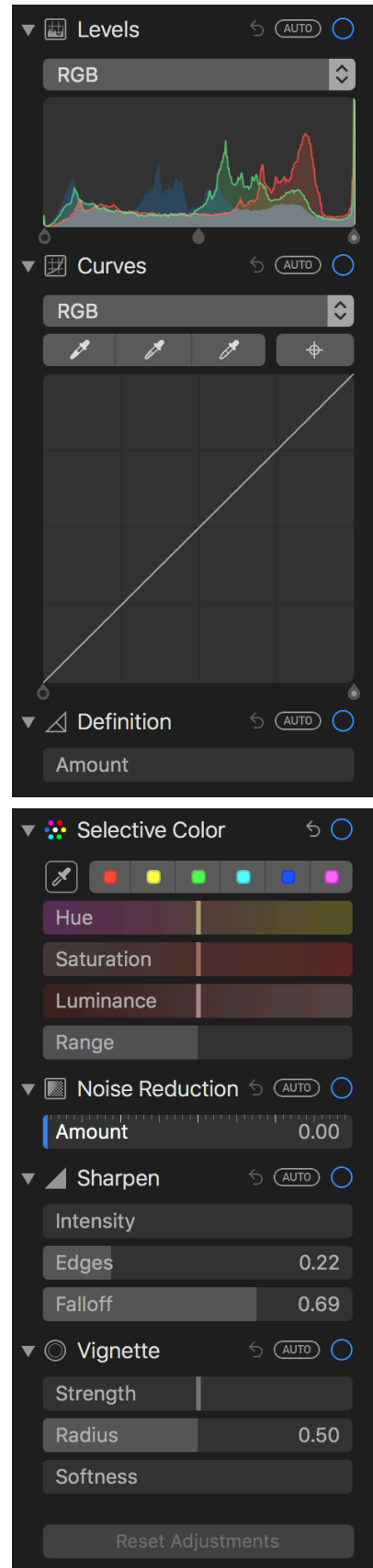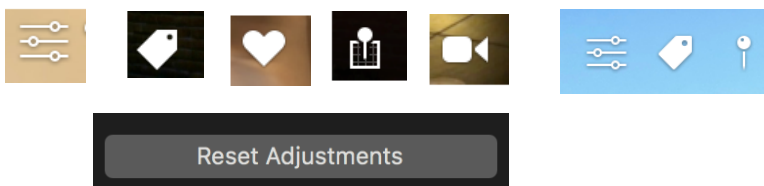
Projects

All projects are found in the Menu Bar: File/Create

1. Slideshow
1. Put all desired pictures and videos into an album
2. File/Create/Slideshow
3. Photos will appear as thumbnails at bottom of window
4. The Title will be the same as the Album name, but you can change it.
5. Arrange the photos in desired order by dragging
6. Add Titles and more images at the **+**
7. Choose Theme
8. Choose Music
9. Choose Duration and transitions
10. Preview, adjust
11. Save: Name and Choose Format
12. Export: .m4v, 480p, 720p, 1080p
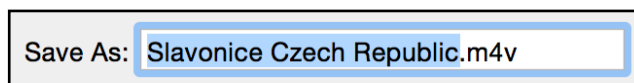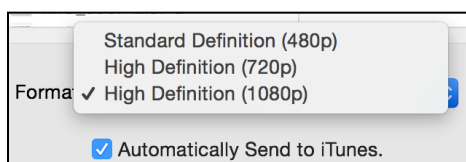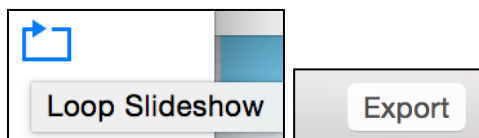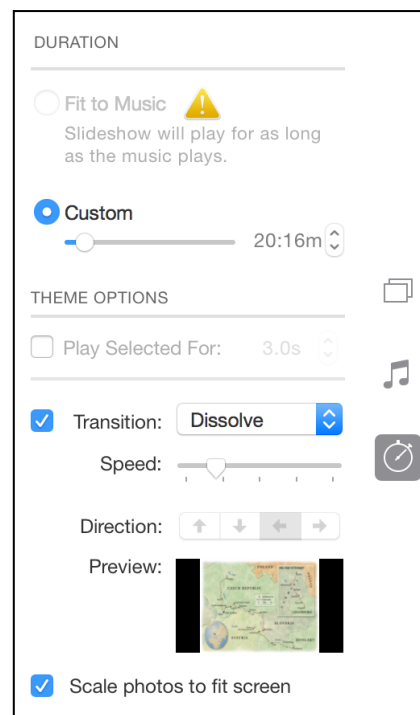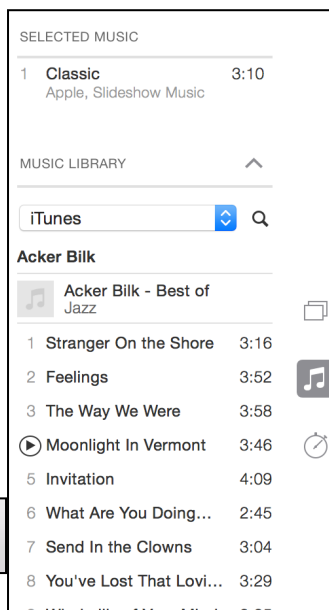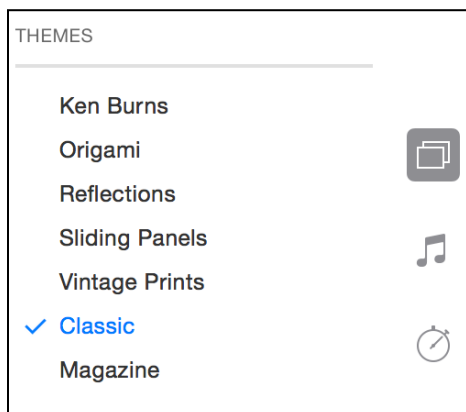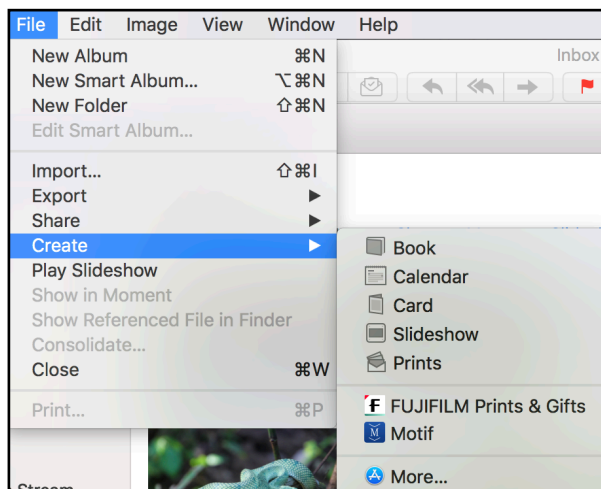
Print Projects

Apple has moved **ALL** Print Projects over to Third-Party companies. They require you to get an Extension from the App Store. Access them from the Pop-Up Menu that opens when you go to start a print project.
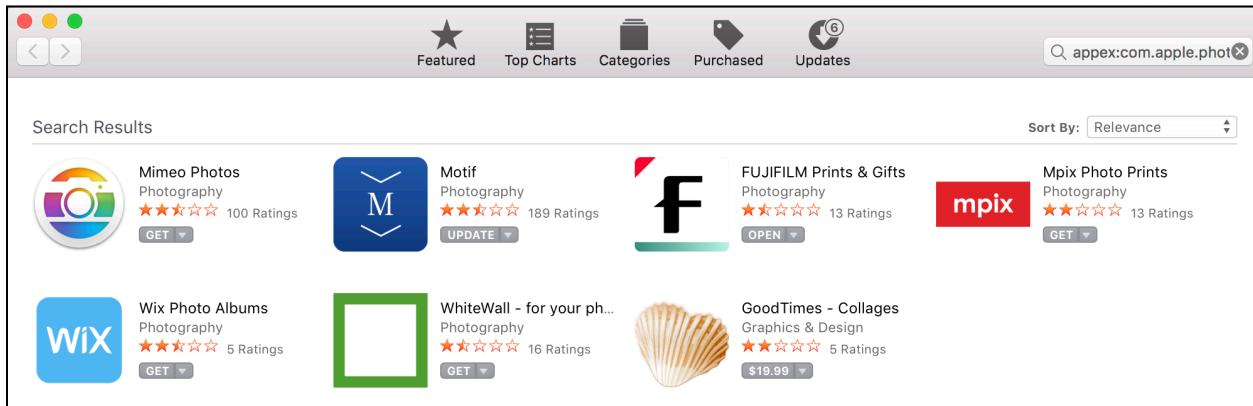
Use the following Apps for:
Motif: Photo Books, Photo Calendar
FujiFilm Prints & Gifts: (Needs Internet Connection)
        Prints, Wall Art, Cards, Home & Office, Large Format, Mugs & Drink Ware
Mimeo: Books, Cards, Calendars, Prints
MILK: Books
Friedmann: Books, Wall prints, Cards
Mpix: Wall prints, Cards, Prints
**WhiteWall**: Wall prints
Experiment with the others.
Notice: These Extensions show up under the list File/Create/.......

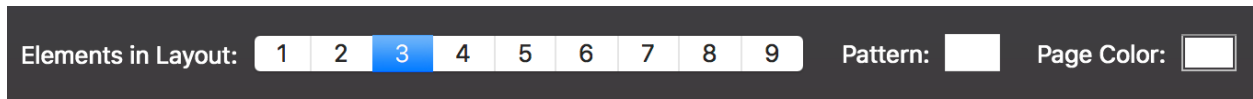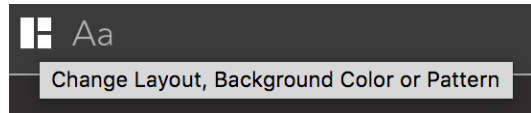Your Project will appear at the bottom of the left sidebar under **My Projects**.

2. Book
    1. Put photos into an album and select the album
    2. File/Create/Book (then download) or go directly to **Motif**
    3. Choose Size
        1. Hard Cover: 11X8.5, 13X10, 8X8, 10X10
        2. Soft Cover: 8X6, 11X8.5, 8X8
    4. Choose Theme: there are 14 of them
    5. Choose to have photos "Auto-populate" the pages, or Not (do it yourself)
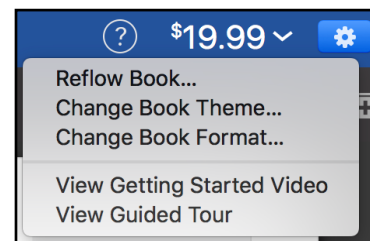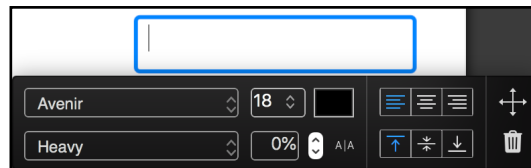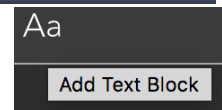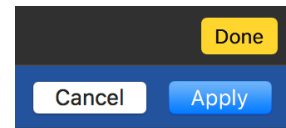   6. All images show in a slide tray at the bottom of the window
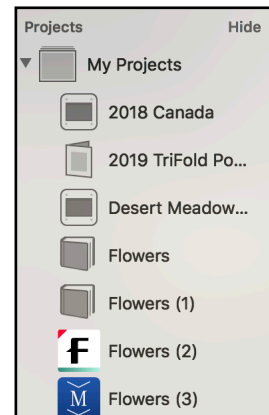
1. Hover over one and it enlarges some
2. Click, hold, and drag into photo frame
7. Choose page layouts by clicking Options
   1. Choose left or right page tags
   2. Choose number of photos you want on the page →
   3. Choose how you want them

Change Layout, Background Color or Pattern

Elements in Layout: 1 2 **3** 4 5 6 7 8 9   Pattern: [ ]   Page Color: [ ]

   arranged
   4. Choose the background Pattern or Color
   5. Click **Apply** or cancel

Done

Cancel   Apply

Aa
Add Text Block

8. Drag photos into the image frames on pages
9. Select the Text Option icon to see text frames
10. Write text
11. Select fonts and size and justification
12. To get text only pages
    1. Remove photo frames
    2. Move text handles to increase size and location

Avenir   18
Heavy   0% A|A

13. Questions, or make Theme Changes, See Settings
14. Customize Layout
    1. All photo and text frames have handles
    2. These are the Blue bars that show up
    3. Top, bottom and sides of each
    4. Click and drag them
15. Get rid of a photo frame
    1. Click on it
    2. Hit Delete or Trash

? $19.99 ⌄ ⚙
Reflow Book...
Change Book Theme...
Change Book Format...
View Getting Started Video
View Guided Tour

16. Proofread carefully
17. Click Checkout to Buy the book
3. **Calendar:** Use Motif App Extension
   1. Put photos into an album and select the album
   2. File/Create/Calendar (download app) or go straight to Motif
   3. Choose a Style and Theme
   4. Choose the number of pictures per top page
   5. Choose text options for putting text under the pictures, etc
   6. I could not find a way to set a date range
   7. I could not find a way to add text or pictures to the dates
   8. Checkout and order when finished
   9. They are spiral bound

4. **Cards:** Use Motif App Extension
    1. Select a set of pictures
    2. Choose a theme
    3. Place photos in the image fields
    4. Choose the kind of inside and back
    5. Type any text
    6. Order Cards
5. **Make Card Yourself**
    1. File/Create/Card
    2. Click **Continue** instead of going to Motif
        1. The old Apple themes and styles will appear
        2. Choose the one you like
    3. Place pictures and text on Front, Back and Inside
    4. Print Yourself - Need a good printer

All Projects Are Saved As You Go. The only problem will be if you Delete photos somewhere else that should have been in the project, then they won't be there.

Sharing Your Photos

6. Select a Photo or group of Photos
    1. Mail: Will open a Mail Window
        1. Images will be in the message area
        2. Add addresses, subject and message
        3. Watch size of the outgoing message
            1. Many carriers will limit to 10MB
            2. Depending on how they will be used
                1. If they want to print, send Original or Actual size
                2. If for viewing on phone, tablet or computer choose Large or Medium
    2. Text Messages
        1. You need to know the person's mobile phone number
        2. The file size will probably be small
    3. Air Drop
        1. This is to share photos with people in close range to you
        2. They need to have AirDrop turned on to Contacts or Everyone
        3. This is a great way to share immediately
    4. Notes
        1. Places the image in a Note
        2. Add any text you want
    5. Twitter, Facebook and Flickr
        1. These may go directly to your account
        2. You may not be given a chance to add a message or cancel
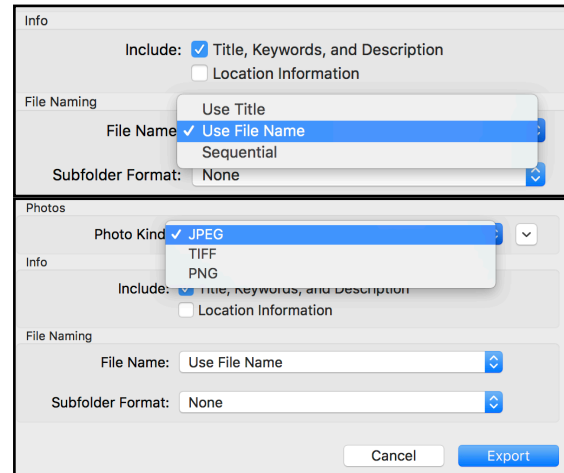   6. Set as your Desktop Picture
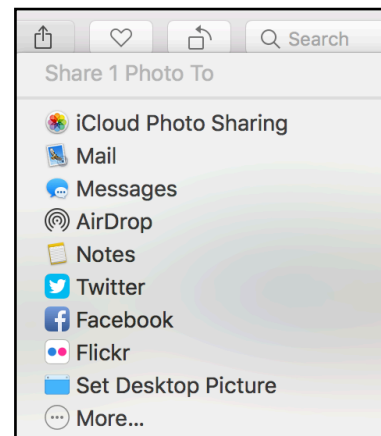
7. **Export Files**
    1. Select one or more Images
    2. Menu / File / Export
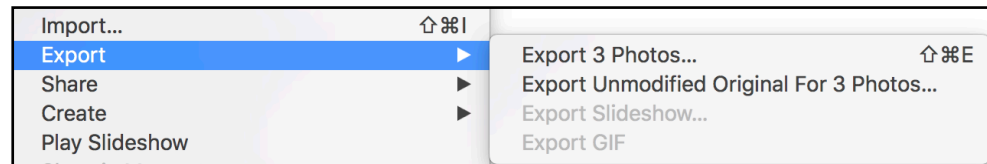
    1. Choose Format
    2. Choose to include information
        1. Title, Key Words, and Description
        2. Include Location Information - Or NOT
    3. Choose a way to name the file
    3. Click Export
        1. Opens your Finder Window
        2. You choose where you want it placed

8. **Backup**
    1. Use TimeMachine to back up your whole computer
    2. Can use iCloud Photo Library
        1. Images are all stored in the Cloud (must buy storage space)
        2. Must Download photos to work on them
    3. Can Copy whole Photos Library onto an External Hard Drive

9. **Print Yourself**
    1. Select photo(s) and go to File / Print
    2. Choose Number per page and size of print
    3. Contact sheet with/without titles

10. **People**
    1. Identify people's faces and compile in a collection
    2. Select a picture with person in it

        1. Get Information about the image
        2. Click **+** to Add Name
        3. Circles will appear around face
        4. Add Name in text at bottom of circle
        5. This Person will appear in People list
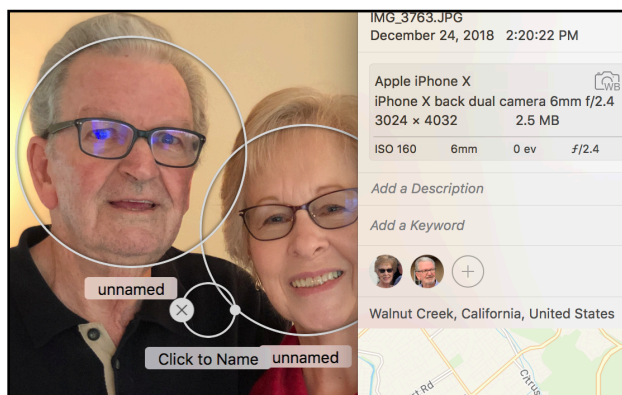
6. More pictures of them will appear in their collection

11. Places
1. Some Images are GeoTagged
    1. Taken with Smart Phones
    2. Location Services must be turned on
    3. Some other cameras have Geo Info
2. The Locations are shown on a map
    1. In the Information about the image
    2. You can zoom in close to see the location
3. In Places
    1. Brings up a World Map
    2. Photos are grouped over a location
    3. Double Click on a stack of photos
    4. Stacks will open into more stacks
        1. Keep getting more specific locations
        2. Open stacks several times
        3. Each time gets more specific about location
    5. View places on a map as shown below
    6. View with a Satellite image
    7. View in a Grid with all photos at each location labeled by location
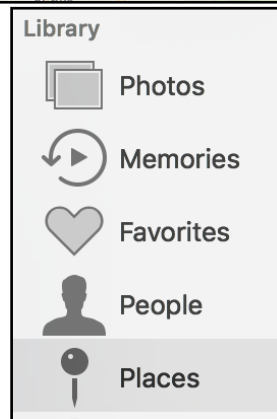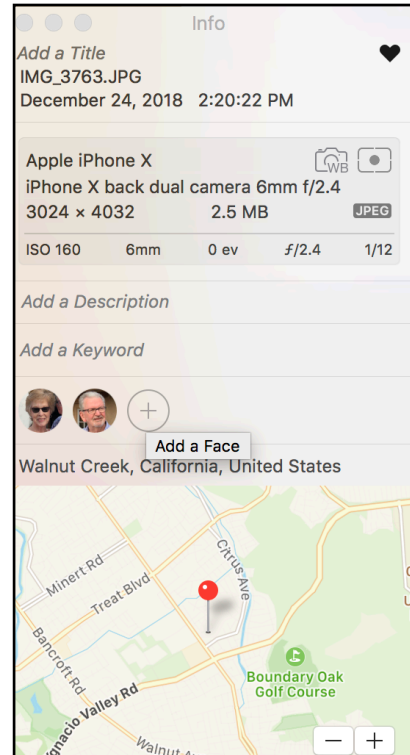
12. Descriptions and Keywords
1. Add on Info Page
2. Can add to a group of photos at the same time