



Managing Photos with Photos

Session 5: Publishing Online (books, cards,
& calendars)

Making that 1st Project

- Select (e.g. album) and organize the pictures you want to include in your project. (You can choose more later.)
- Rt. Click the album > Create > Book.
- Select the **type** of book desired: Square, Classic, or Softcover. You also must select the **SIZE** of the book.
- Click to select a book **theme**, then click "Create Book."
- Your new book appears in the Photos window, with the photos you selected automatically arranged on each page (including the front and back covers).
- Let's see: 3 clicks to success. That was easy!

Connecting to a TV

By far the easiest way to display what's on your computer, iPad, or iPhone is to install an Apple TV (\$150).

The small device is hard-wired to your TV and "talks" to your devices (yes, even an iMac) via WI-FI (required).

Another way to connect your device is to purchase a video adapter that hard-wires your computer's video output to the TV via an HDMI cable. Works just like a computer monitor.

Note: I typically purchase my cables & adapters at monoprice.com. Once there, search "mac video output cable" and filter your choices in the left rectangle "Product Type".

Rename a Book Project

- When you create a book project (not to be confused with the book Title), Photos automatically names the project based on information associated with the photos, such as an album name. You can easily rename a book project.
- Click Projects in the toolbar, then click the name of your book to select it. Type a new name and hit enter.
- Note: The name of the book project is different from the text that appears on the cover. To change the cover text, double-click the book project, double-click the cover page, TRIPLE-click the title frame and hit TAB when finished. You may edit/create a byline as well.

Quick Navigational Tips

- The book project will be displayed beneath the Projects organizer on the left sidebar.
- Double-click a page to view or edit it.
- Click the "back" button icon in the upper-left toolbar to return to the project home page.
- Toggle the "Photos" used/unused > bottom middle.
- Select "used" or "placed" photos in bottom-right.
- Navigate through the book's pages using the arrow keys.
- Choose page layout by clicking "options" beneath page.
- If text is part of the layout, you may choose a background color.

Add/Remove Photos

- Add a photo to an **empty photo frame**: Drag the photo from the "unused" Photos to the photo frame.
- If the photo you want isn't in the Photos area, click **Add Photos**, select the photo, then click Add. Photos added are appended at the far-right of the photos "unused/placed" collection.
- **Move a photo** from a page to the Photos area or another page: Position the pointer over the photo, **click and hold** until the photo pops out of the frame and then drag the photo to the photo frame in another location.
- **Remove a photo** from a page/Photos area: Click the photo > Delete.
- **Swap 2 photos** on a page. Position the pointer over a photo, click and hold until the photo pops out of the frame > drop it on another photo.

Add/Remove Photos

You can add and remove photos in a book at any time.

Note: The page layout of a page determines what you can add to it, including how many photos can fit on the page. Select "Options" to change the page's layout to edit the number of photos, text, or map you'd like on a page.

Auto-Flow. When initially creating your book, all photos in the album were inserted into your book and, if necessary, additional pages are added. You may easily clear the photos, however.

While viewing all pages of the book, click **Clear Placed Photos** in the bottom-left.

Add/Remove Photos



The Settings Icons

Show options for selected layout, photo, map or text.

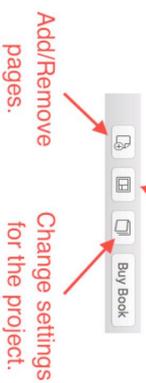


Photo Manipulation

You can apply a **filter** or a **border** to a photo in a book. These features are applied **only to the photo in the book**, and nowhere else the photo appears in your photo library. In some themes, you can also add border and caption areas to photos (e.g. Modern Lines theme).

1. Click Projects in the toolbar, then double-click the book.
2. Double-click the page that contains the photo.
3. Double-click the photo you want to change.
 - Different themes offer different features. Check 'em out.
4. Click a **filter** or a **border** to apply it to the photo.

Tip: To further edit a book's photo (e.g. rotate, retouch) first double click the photo and then click "Edit Photo". **Any edits you make are applied everywhere the photo appears, including in your Photos library** and any other projects that use the photo.

Photo Manipulation

Double-click the page that contains the photo. Then...

Resize a photo: Double-click the photo you want to change. Drag the Zoom & Crop slider to increase or decrease the photo's size, and drag the photo to reposition it in the frame.

Fit an entire photo within a frame: Rt-click (Control-click) the photo and choose **Fit Photo to Frame**. (This command isn't available for all themes.) If you fit a photo in its frame, blank edges may appear on the long sides of the photo so that the widest portion of the photo can fit within the frame. Note: repeat to "undo" your edit.

Flip a photo within a frame: Control-click the photo and choose Flip Photo. When you flip photos, be aware that text or logos that appear in the photo may appear as a reversed mirror image.

Add or Edit Photos

- To ADD photos to your project, click the "add photos" button in the lower right. You're ported to the Photos view with those already selected identified & grayed out.
- Scroll through your library and merely click on possible photos to insert and click "add" in the upper-right.

Tip: To quickly add photos from an album or smart album to an existing book, select the photos and then drag them from the album onto the book project in the sidebar.

- If you decide **NOT** to use a photo, simply click it and tap delete (or just ignore it).
- Note: not all themes permit editing borders. For those that DO, double-click a photo and choose "options" beneath it.

Maps

- When selecting a page's layout, "Maps" are an option.
- When selected, double-click on a map to display its options.
- You have 3 "views" to choose.
- Places (and their respective labels) may be added as well.



iPhoto v9.6.1 required

- Go to the App Store and check out the Purchases List. If iPhoto is there then it will be v9.6.1
- If it is there, then drag your existing iPhoto app (not the library, just the app) to the trash.
- Install the App from the App Store.
- Sometimes iPhoto is not visible on the Purchases List. It may be hidden. See this article for details on how to unhide it.
- <http://support.apple.com/kb/HT4928>

iPhoto "Itinerary" Maps

- Visit <http://goo.gl/MW0rjh>
- This website explains in considerable detail how to integrate an iPhoto feature into Photos ("How to Easily Create a Travel Itinerary Map in OS X")
- The trick is that when the .pdf of your map is in the Preview app, you should save a copy as a .jpg file (a photo extension). The file is much smaller.
- Import that "photo" into Photos and add it to your book project by dragging it photo right onto the project in the left sidebar. It's added to your photos.

Add or Edit Text

Add or format text on a book page

Double-click the page where you want to add or format text.

If the page doesn't already contain text, click the Options button beneath the page and select a page layout that includes text.

Clicking in the text frame displays the text options that permit most common text features (color, alignment, etc.)

Preview Text

Navigate through **ALL** of the text fields in a book

Double-click a page with text, then click a text field to select it. If you choose NOT to include text, the frame is invisible.

To select the next text field in the book, press the Tab key. To advance to the next text field, press the Tab key again.

If the book theme you're using includes page numbers, you can choose whether or not to include them in the book.

Click the Book Settings button at the top-right. Note: If you're using a theme that has no page numbers, this checkbox isn't available.

Add or Edit Text

If you see a red triangle with an exclamation point while working on a book, there's text that doesn't fit in the available space, either because the font is too large or the text uses too many characters.

To fix an alert, do one of the following:

- Reduce the space the text takes by changing the text's font, typeface, or size.
- Edit the text so that it uses fewer words.

Add or Edit Text



Change Page Layout

You can add, delete, or reorder book pages. You can insert new pages anywhere in a book, except between the outside cover page and the inside cover.

Note: A book must have an even number of pages. If changing the number of pages creates an odd number of pages, Photos automatically adds or deletes a blank page to keep the page count at an even number.

Add/Remove Pages

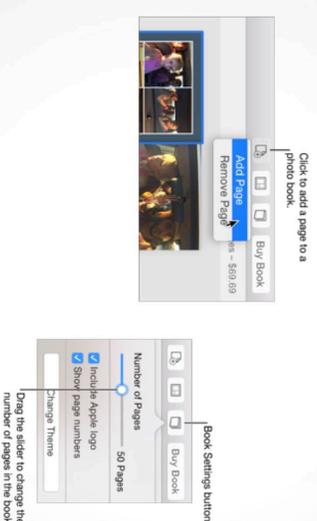
- **Add a page:** Select the page you want the new page to follow, then click "Add Page" icon in the toolbar and choose Add Page.
- **Set the exact number of pages in a book:** Click the Book Settings button in the toolbar and drag the Number of Pages slider.
- **Delete a page from a book:** Click the page to select it and press Delete, or click the "Add Page" icon in the toolbar, choose Remove Page, then click Continue. You can also Control-click the page, choose Remove Page, then click Continue.
- **Move a page in a book:** Position the pointer over a page number until the page button appears, then drag the page button to move the page to a new location. You can also select a page and then drag the page button.

Change a Book's Theme

You can change the overall design of your book by choosing a new book theme.

- Click Projects in the toolbar (or Sidebar)
- Double-click a book project.
- Click the **Book Settings** button in the toolbar, click Change Theme, then click Continue.
- Select a book theme, then click Choose Theme.
- Some (but not all) themes support editing border size/color (select photo options)

Add/Remove Pages



Calendars & Cards

- Since the objective is to come up with, ideally, 12 photos, begin with an album of ALL photos to be considered.
- My workflow is to "Duplicate" the album (Control-click).
- Now it's merely a simple task to delete those not making the grade. The remaining photos are then incorporated into your calendar project...or card...or book

“Printing” A Preview

When your project (e.g. book) is completed, you may “print” a preview and save it as a .pdf file on your computer.

- Check to make sure all photo frames are filled.
- Text NOT entered will appear as a blank space.
- Double-click any page to view its spread.
- Select “Print” (File Menu or Command-P)
- Choose the number of pages per sheet.
- Choose “Save as PDF” in the lower-left corner.

Before You Buy the Book

Placeholder Text is text Photos inserts for you when you choose a page design that supports text. It usually says something profound, such as “Insert Title.”

- If your book contains placeholder text and you click “Buy Book,” iPhoto alerts you that the placeholder text won’t be printed.
- Unused photo frames—Don’t worry if any pages have unused (gray) photo frames. iPhoto simply ignores them.
- Employ this as a design feature: convert a 2-photo layout to 1-photo by merely leaving out one of the images.

“Printing” A Preview

Open the *projectname*.pdf by double-clicking the file saved in the previous slide. By default, the Mac uses the Preview App to view .pdf files.

To print a single (or non-consecutive) page(s):

- View Menu and select “Contact Sheet”
- Command-click pages you wish to print (they’ll be highlighted) or Edit Menu > Select All
- File Menu or Command-P to access the “Print” window
- Click “Selected Page in Sidebar”
- Use the arrows in the printing frame to preview your print job.

Off To The Bindery

After you’ve edited your book and checked the spelling and text (try reading BACKWARD to catch errors):

- Purchase your book online by clicking “Buy Book.”
- You’ll need to have an Apple account (the same one used to purchase items in the Apple Store (e.g. iTunes).
 - If you don’t have an Account, “Set Up Account” button will replace “Buy Now.”
- Be prepared for default warnings from Apple about empty text and photo frames remaining empty.
- Choose quantity, a recipient, and your shipping selection.

Extra: Slideshow > Movie

- Once created and set with desired transitions and music...
- Select Export (File Menu) and select the size you wish to export (recommendations are made according to target device).
- Bear in mind that a full-size export may take 10+ minutes to render, but the resulting file (filename.m4v) is fully capable of being transferred to another machine via any removable storage device.
- Your movie is saved into your "Movies" folder in the "users" directory (same place as your Photos library).

Theme Within a Theme

3. Select your page and "print" it (File Menu > Print).
Choose the print range so your single page appears. (Note: iPhoto doesn't count the cover and back page).
Select PDF > Save as PDF (or "Open PDF in Preview" if available).
4. In Preview, pull down the File Menu > Export
Choose Format as JPEG, set the quality to "best" and a resolution of 300 dots per inch. Save the new graphic.
5. Return to the Photos app & select "Import" (File Menu).
6. Since your filename.jpg is now part of the library, you may drag it into another book project or, if you wish...
Use the Order Prints (File Menu) to order a 20" x 30" poster.
All you need is your Apple Account information.

Theme Within a Theme

- How would like to take one page of a book and turn it into a 20 x 30 inch travel poster?
- How about using a page from one theme (e.g. iPhoto map) and importing it into a book featuring another theme?
- Here's how:
1. Create an album containing the photos you want to put on your poster or on the special page.
Depending on your theme, up to 16 photos may be placed on a given page.
 2. Select the album, click the Book (or "Create") icon, and choose a theme.