

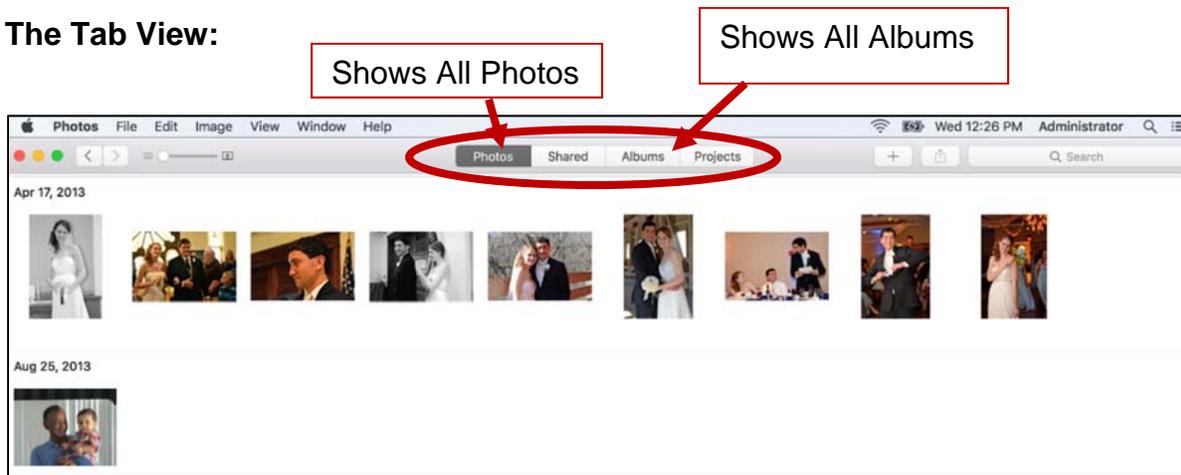
Photos App for OS X

The Photos App for OS X is a photo management application you can use to organize, edit, share and back up your photos. You can also create projects such as slideshows, calendars, cards and books.

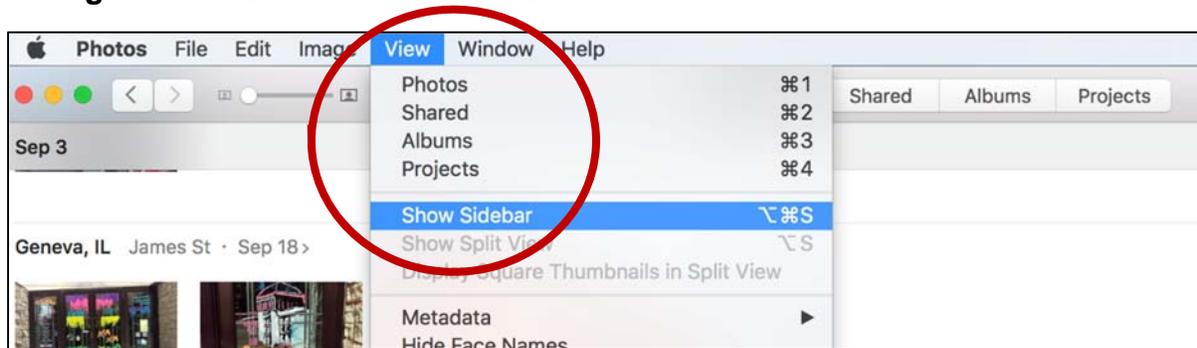
Views

There are several options for viewing your workspace.

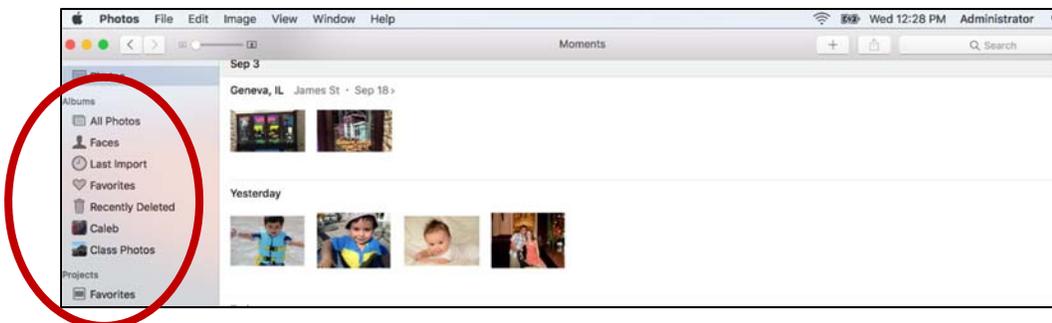
The Tab View:



Change Views: Go to View – Show Sidebar



The Sidebar View:



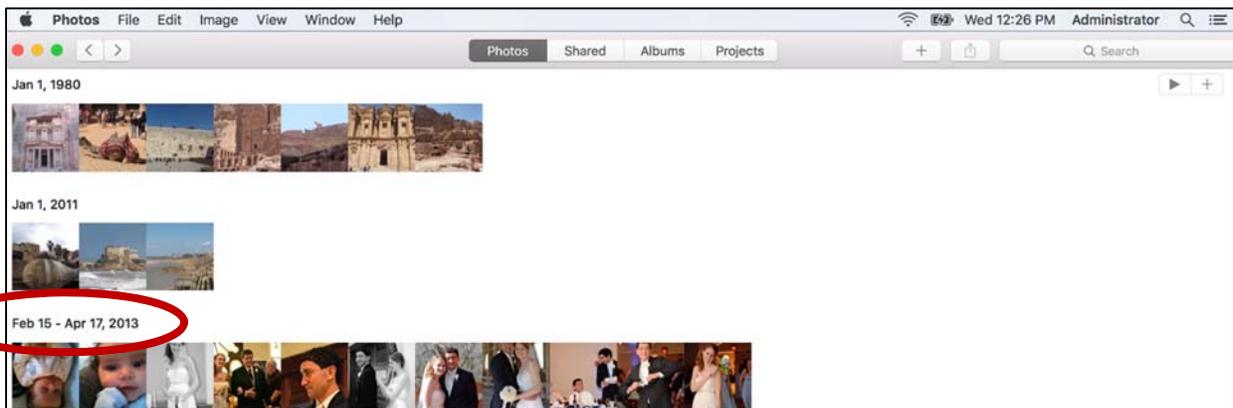
The Timeline: Move between Moments, Collections and Years using the arrow keys in the upper right.



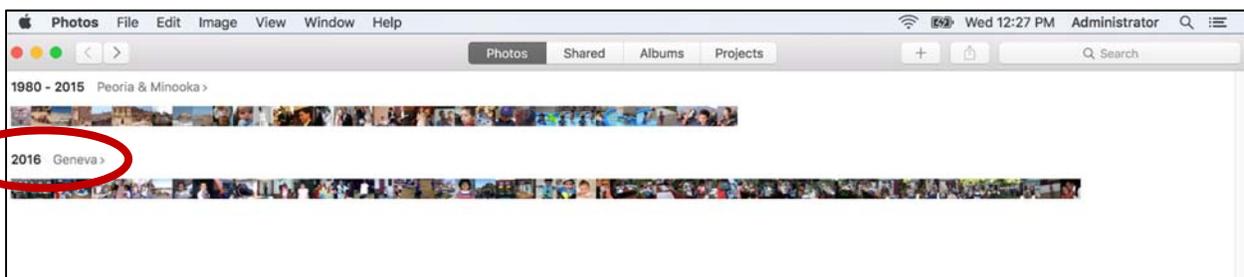
Moments



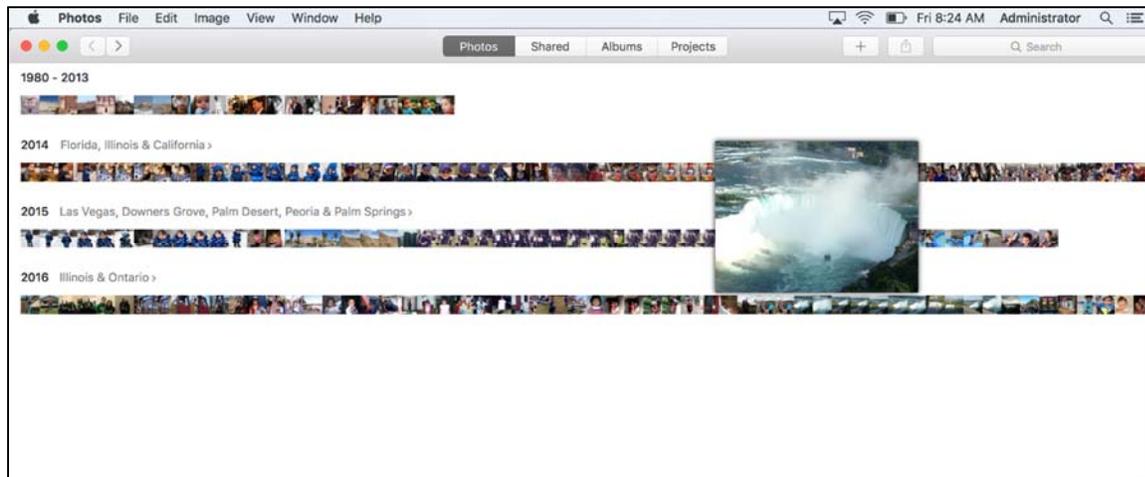
Collections



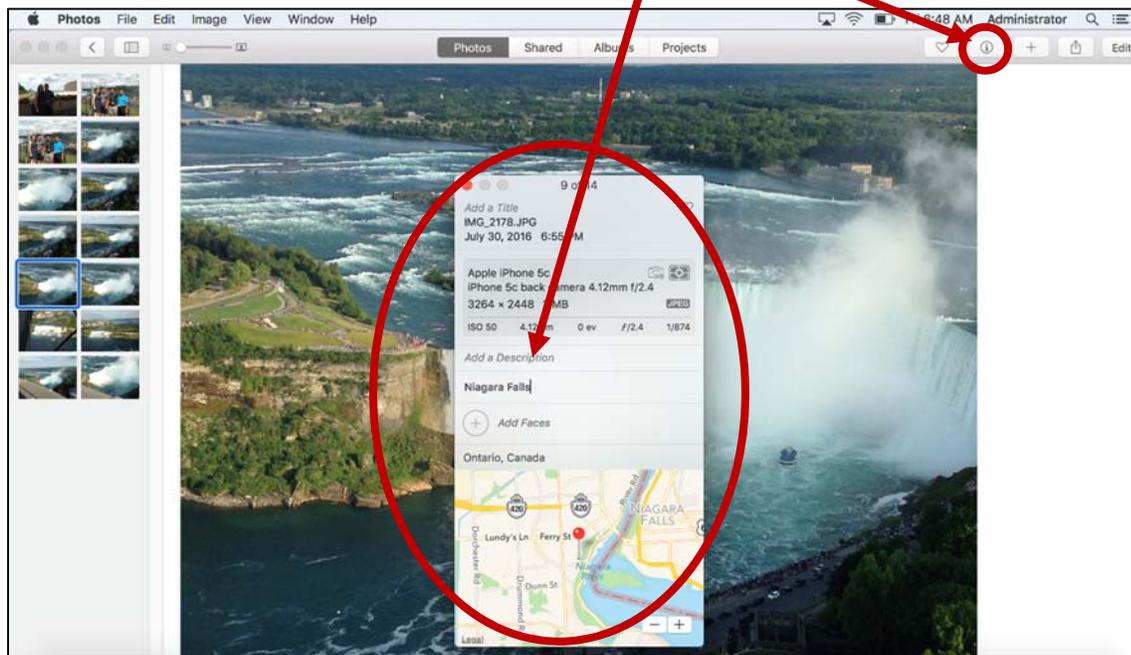
Years



Find a photo: Click and hold, then scroll through the timeline to view thumbnails of the photos. Release and the picture will appear full screen.



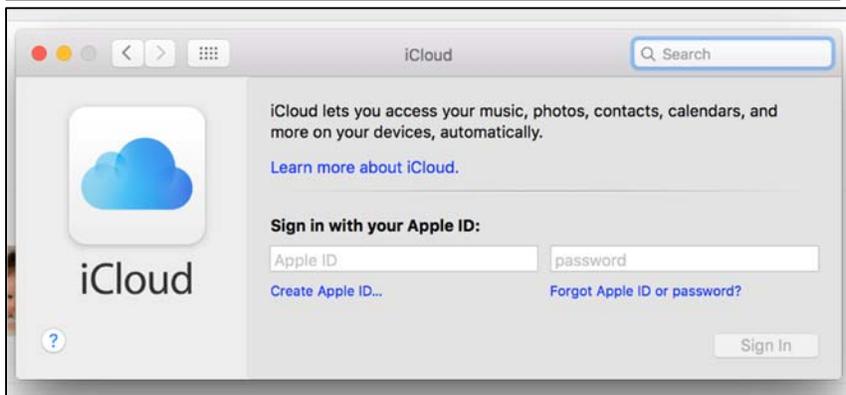
View photo information: Click the information button to view geotag and camera information about the photo. Click in the fields to add title, descriptions, keywords, and faces.

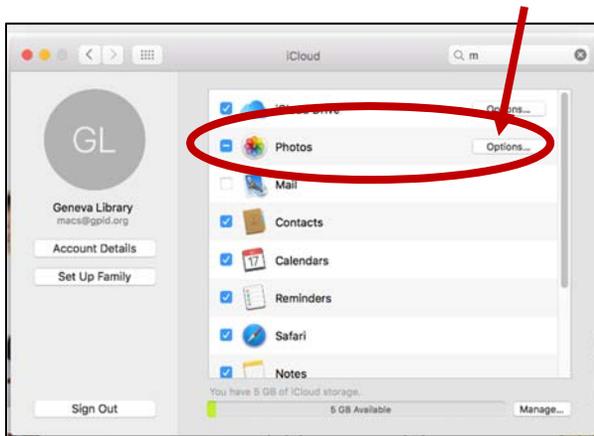


Import Photos

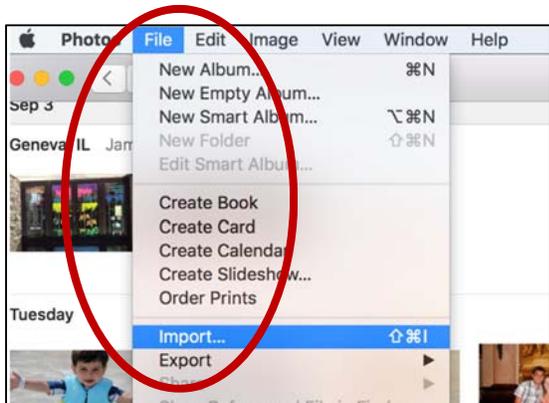
Photos App for OS X allows you to import photos and movies in a number of ways. You can import by connecting a memory card or camera, through the File menu, by connecting to your iCloud Photo Library or by dragging and dropping an item into the application.

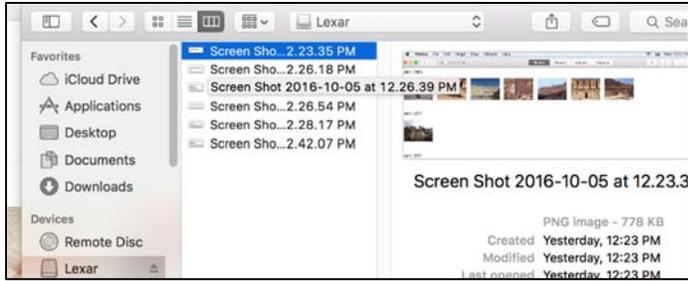
iCloud Photo Library: Go to Photos – Preferences, sign in with your Apple ID, and check iCloud Photo Library. *Note: My Photo Stream can be used with older devices.*





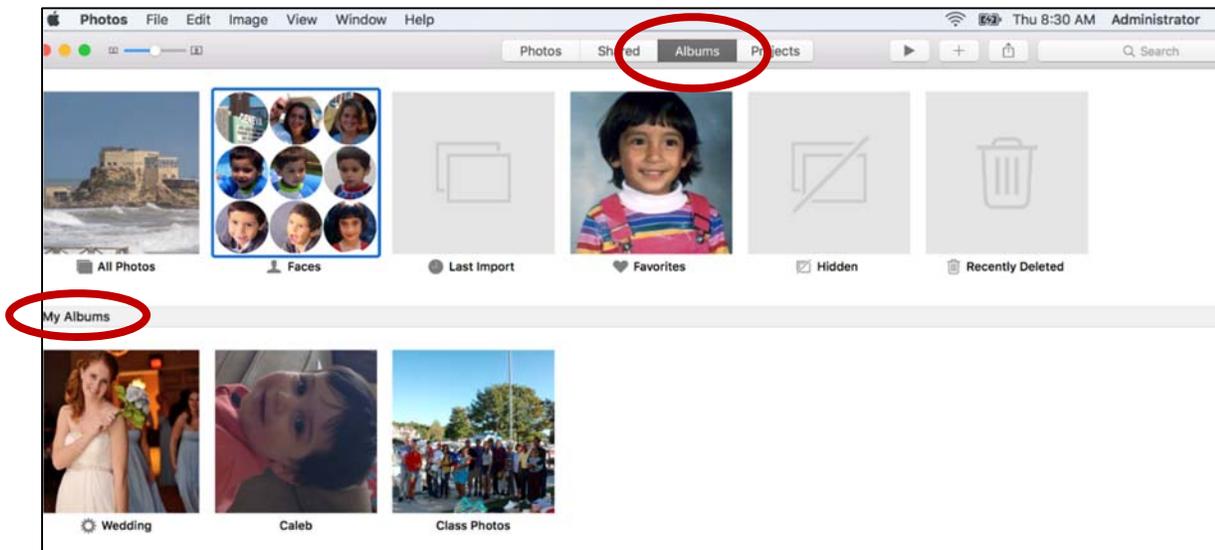
Import through the File Menu: Click File and select Import. Browse for the item you wish to import.





Albums

Photos App for OS X uses albums to help you organize your photos and movies. There are several albums that are automatically created by the Photos application such as Favorites, Faces, Recently Deleted, Hidden and Last Import. You can also create your own albums or use the Smart Album feature which will automate the process of organizing your photos based on selected criteria. Albums are available under the Albums tab. The top section shows the albums created by the Photos application. The bottom, My Albums section, contains the albums you create for yourself. Photos can be placed in multiple albums.



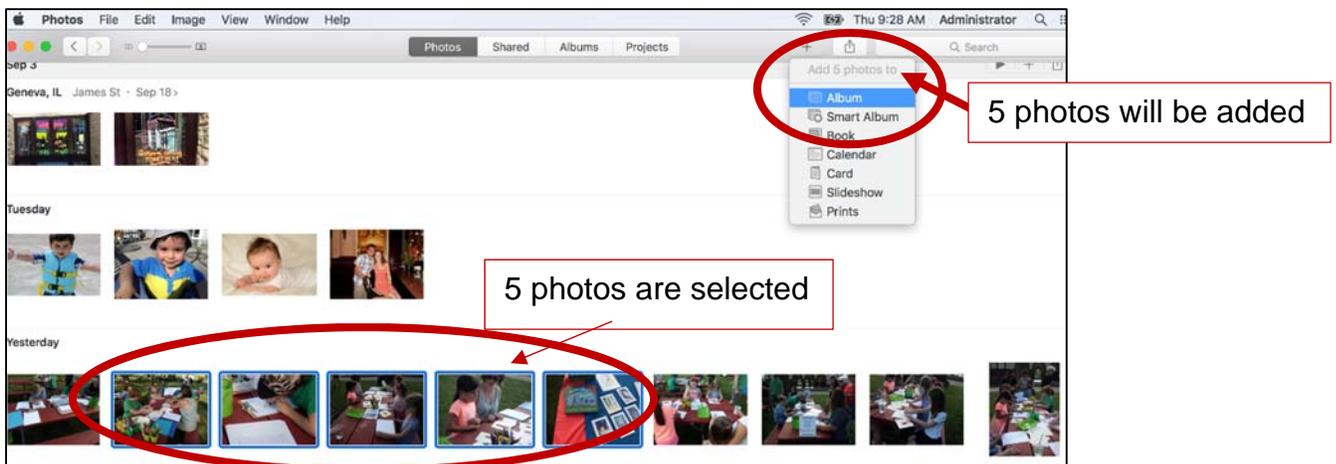
Create an Album: Click the + button and select Album.



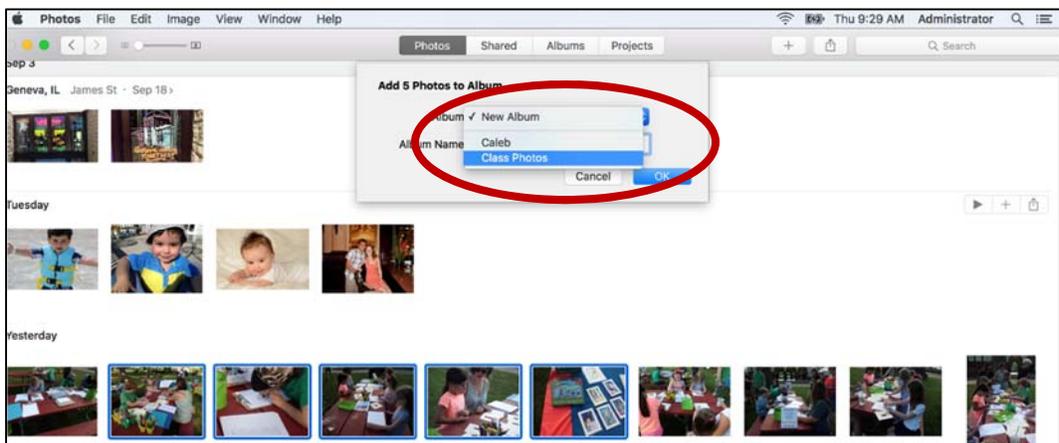
Select New Album and enter an Album Name.



Add photos to an existing album: Select the photos you wish to add to an album and click the + button.



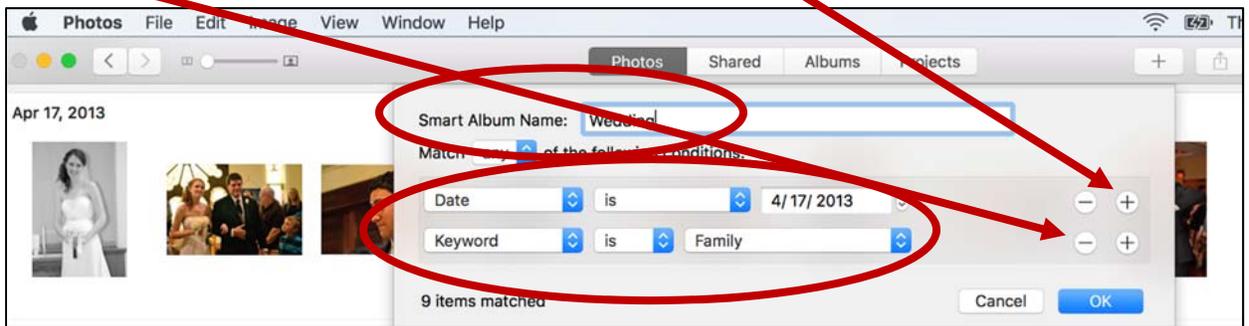
Select the album from the drop down menu and click Ok.



Create a Smart Album: Click the + button and select Smart Album.



Enter a Smart Album Name and selection conditions. Click the + sign to add additional criteria. Click the – sign to remove criteria.



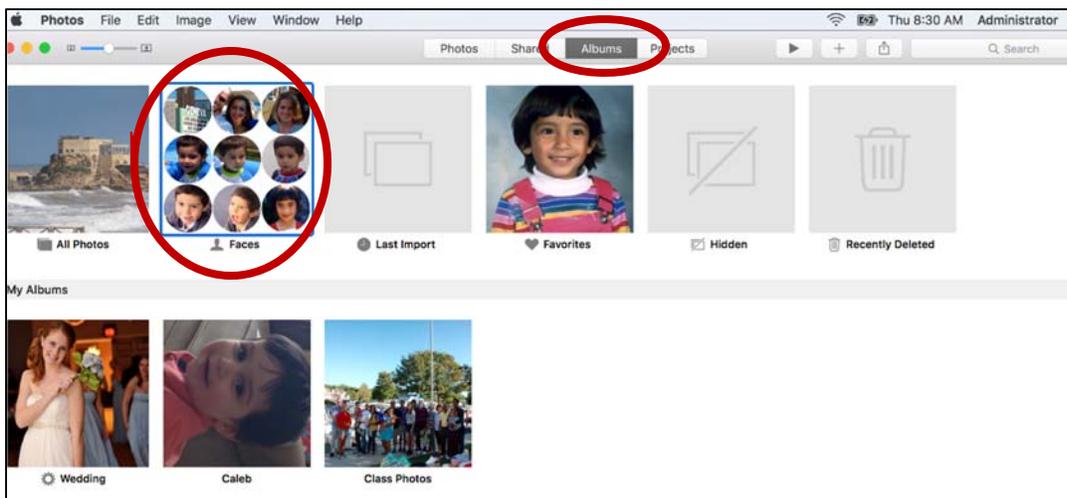
Mark Favorites: Click the heart tag in the upper right toolbar.



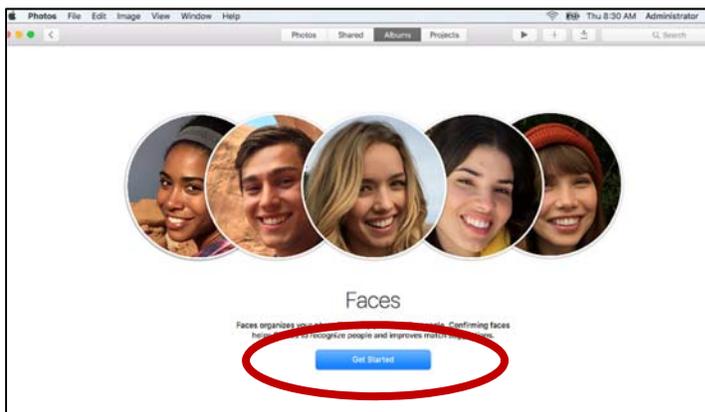
In Moments view, the favorites tag is in the upper left corner of the thumbnail image.



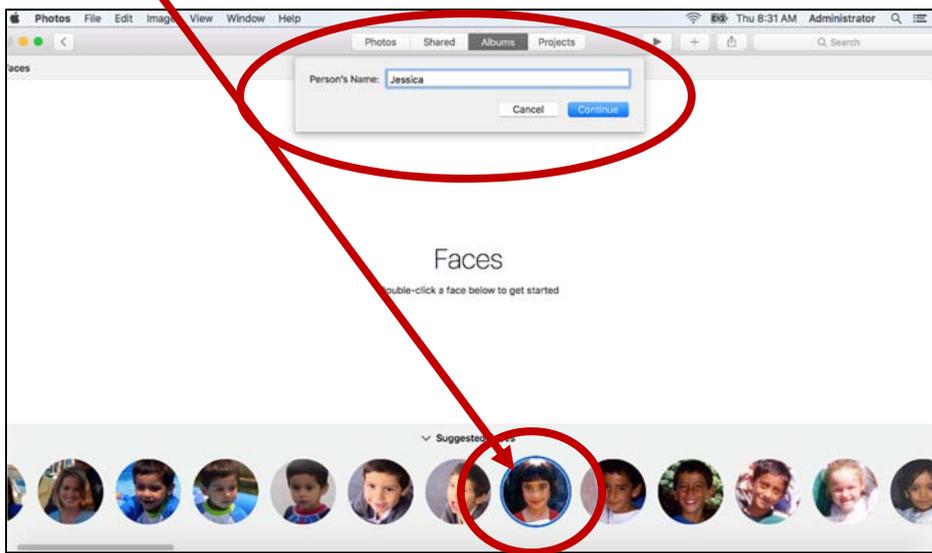
Name Faces: Click the Albums tab and double click the Faces album.



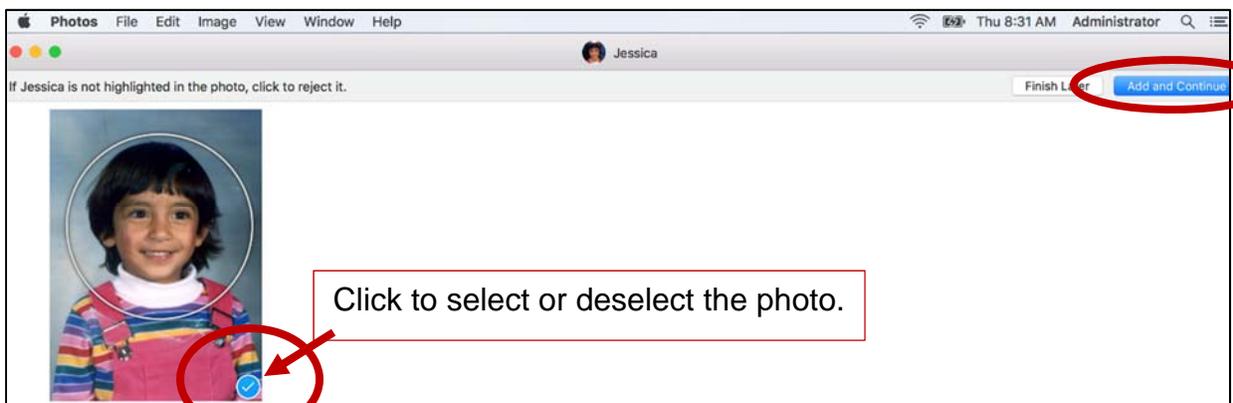
Click the Get Started button.



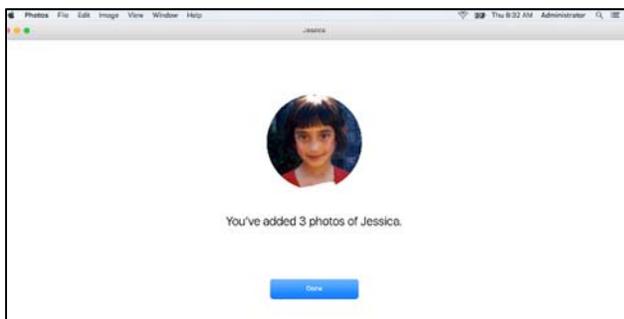
Double click an image from the Suggested Faces along the bottom and enter the name.



Photos app for OS X will show you additional photos that may be the same person. If correct, click the Add and Continue button in the upper right corner. If incorrect, click on the image to deselect and then continue.



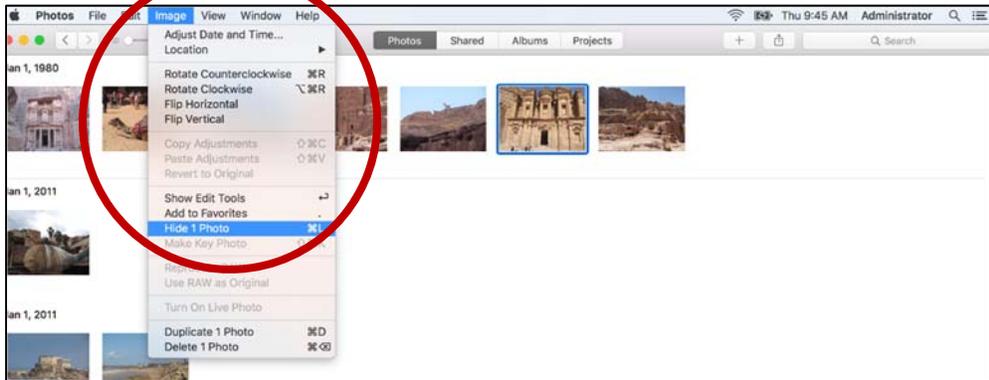
Continue to add photos until complete.



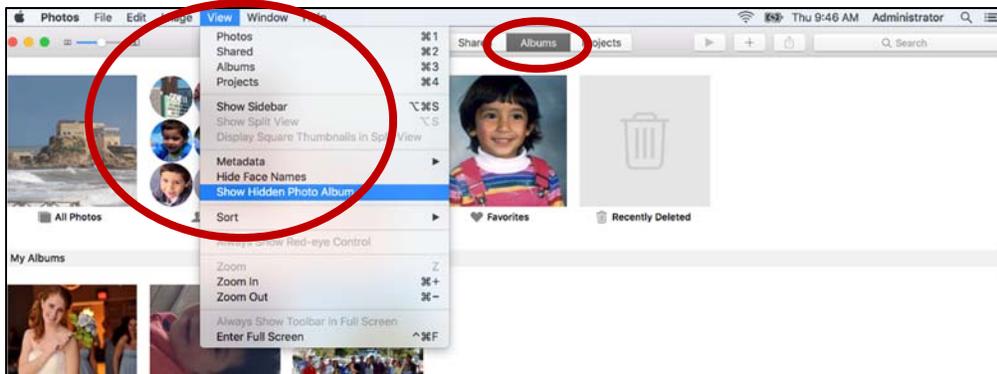
Hidden Photos

Photos for OS X allows you to hide photos from view without deleting them. Hidden photos are stored in the Hidden album available under the Albums tab. By default, the Hidden album is not visible but can be turned on through the View menu.

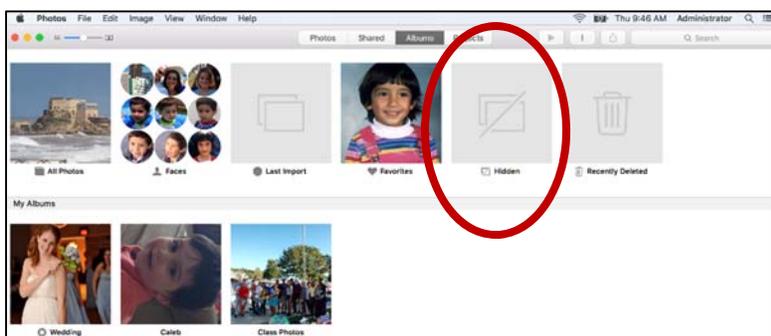
Hide a photo: Select a photo and go to Image – Hide 1 photo.



Show Hidden Album: Click View and select Show Hidden Photo Album.



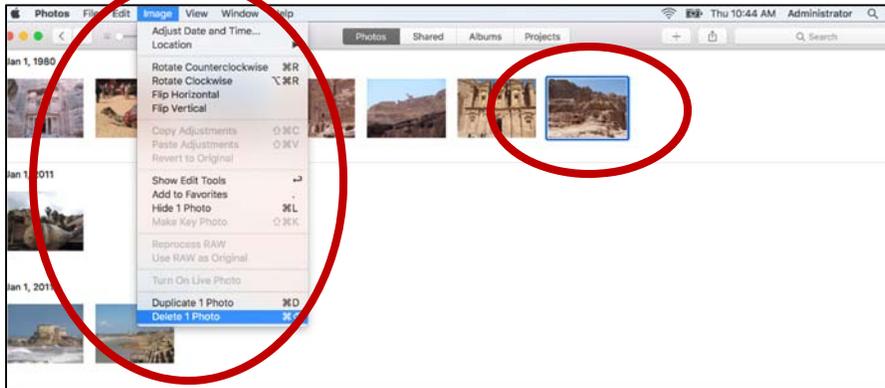
The Hidden album is now visible under the Albums tab.



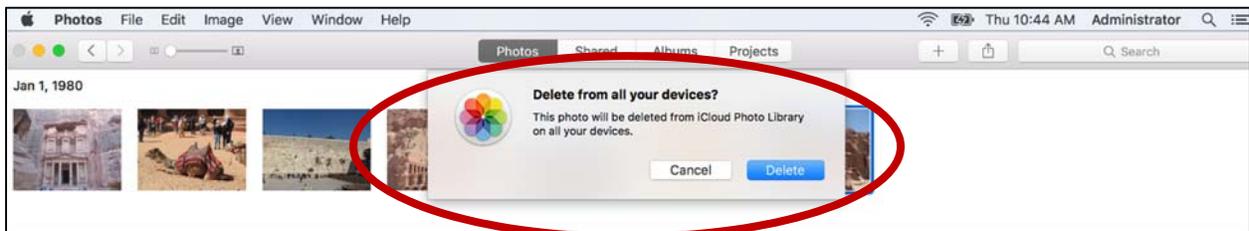
Deleted Photos

Photos App for OS X places deleted items in the Recently Deleted album which is available under the Albums tab. Items remain for 30 days and can be recovered at any time during the 30 day time period. If you're using iCloud, deleted photos are removed from all devices at the end of the 30 day period.

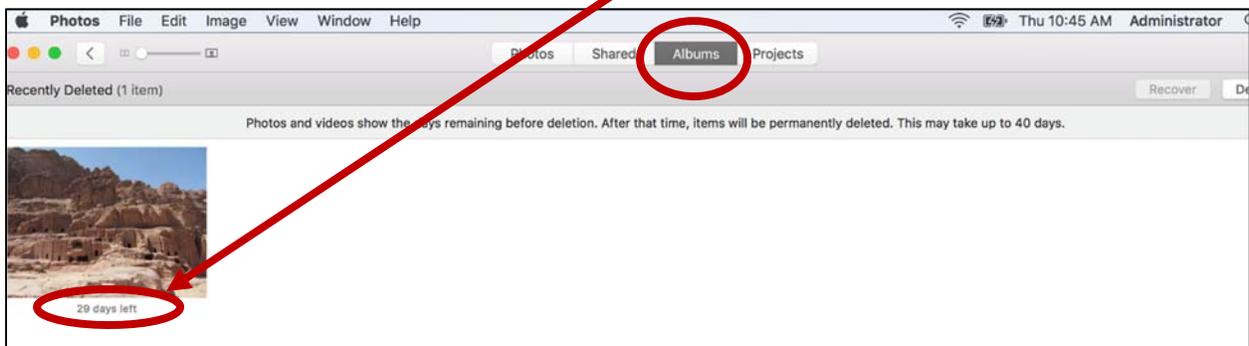
Delete a photo: Select the photo, click Image and select Delete 1 Photo.



The Photos app will ask you to confirm.



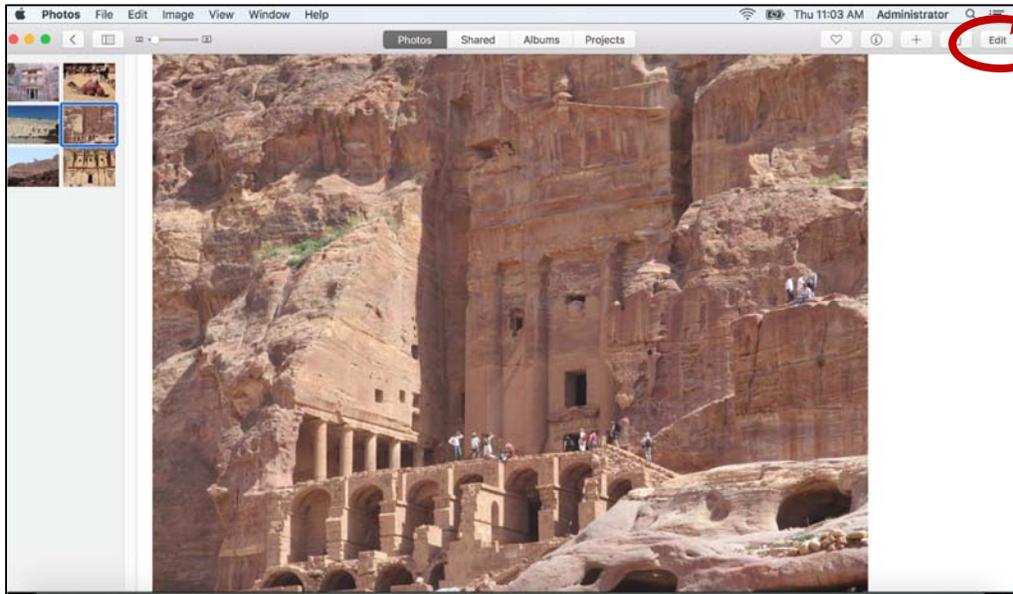
Deleted photos are placed in the Recently Deleted album available under the Albums tab. Items remain for 30 days. The Photos app indicates the number of days remaining.



Editing

Photos App for OS X offers many basic as well as some advanced editing options. The application is a non-destructive editing environment which means you can revert back to your original photo at all time.

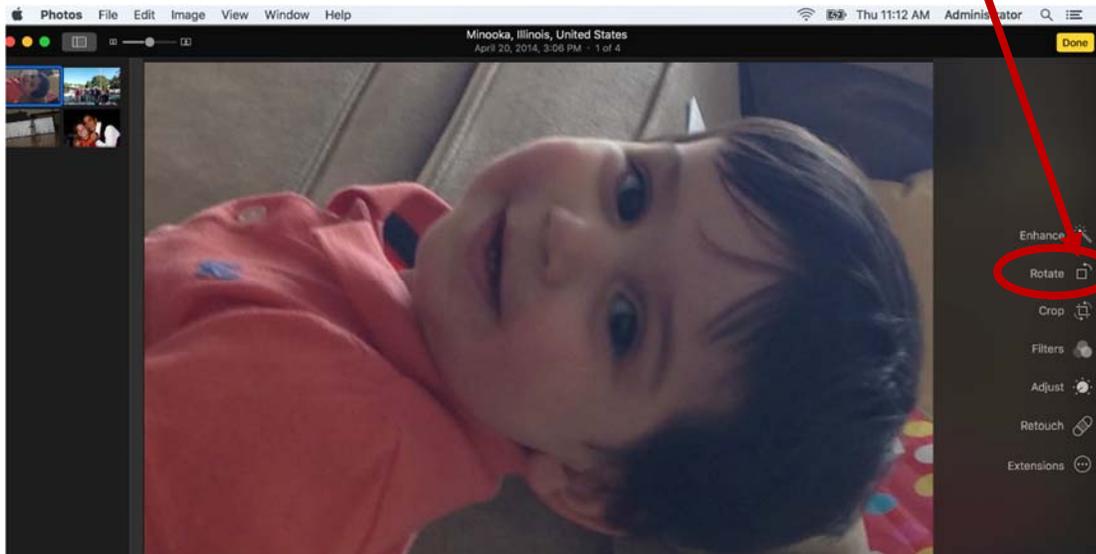
Edit a photo: Double click a photo to bring it to full screen and click the Edit button in the upper right corner.



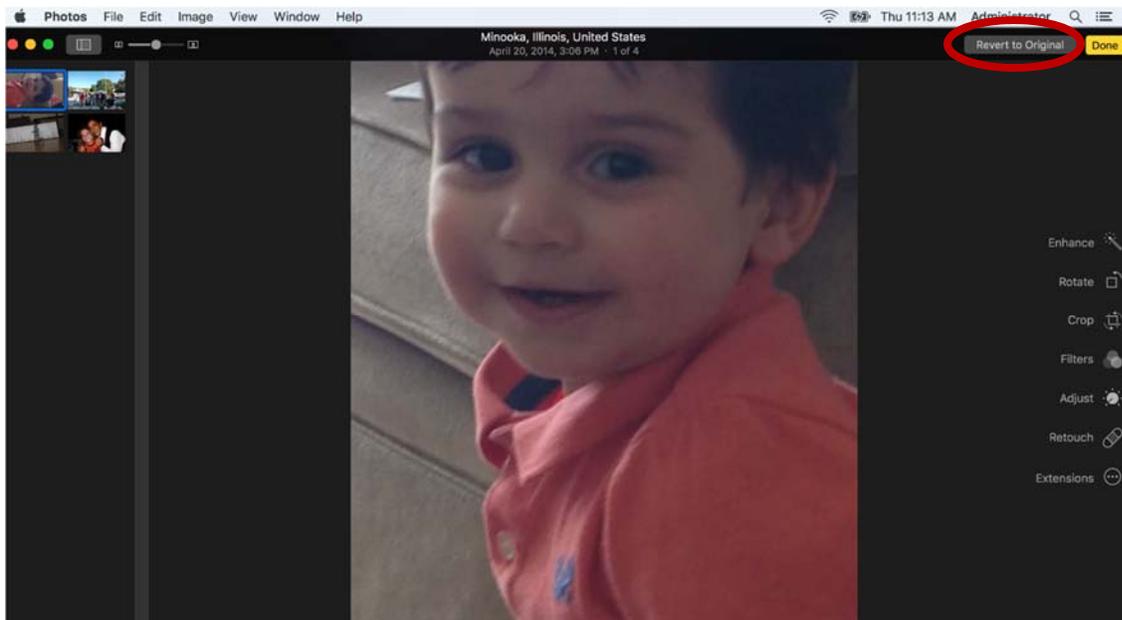
The Edit tools are located on the right. The background screen is black in Edit mode.



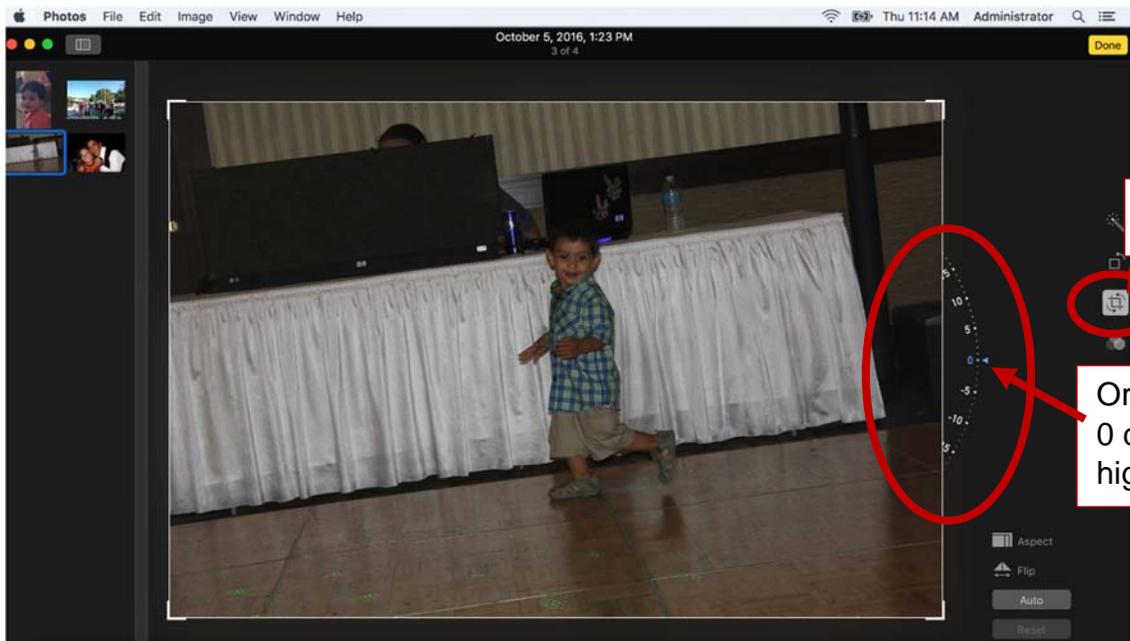
Rotate a photo: Click Rotate to rotate a photo 90 degrees. Hold down the Option key on your keyboard to reverse the direction of the rotation. The small arrow indicates the direction.



Click the Revert to Original button to remove your edit and return to the original.

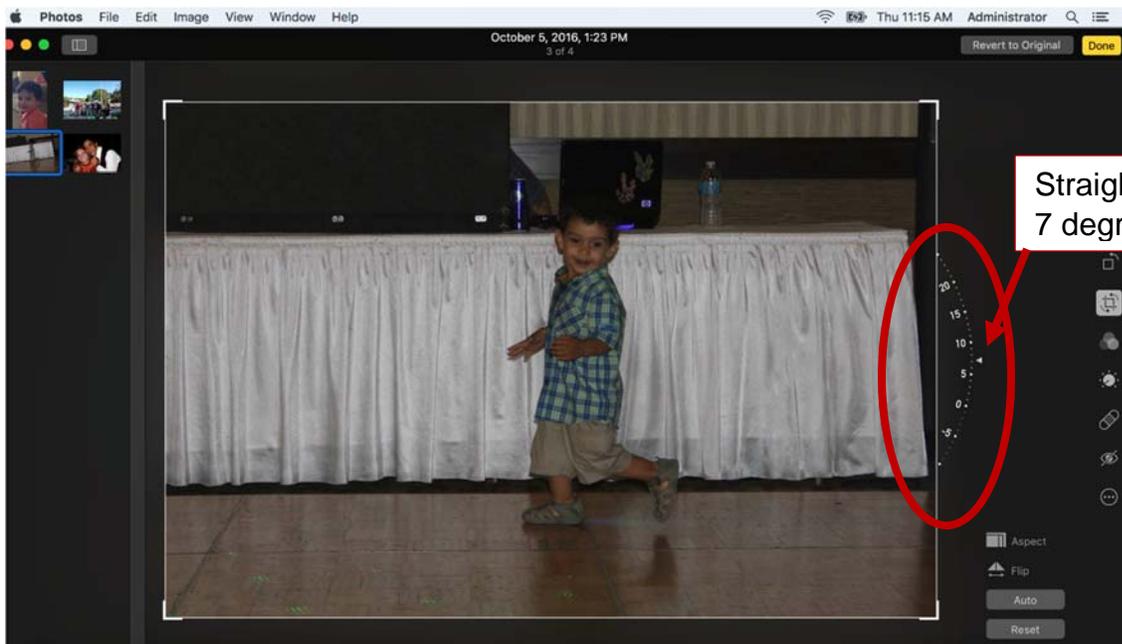


Straighten a photo: Click the Crop button, then click and drag the wheel to straighten.



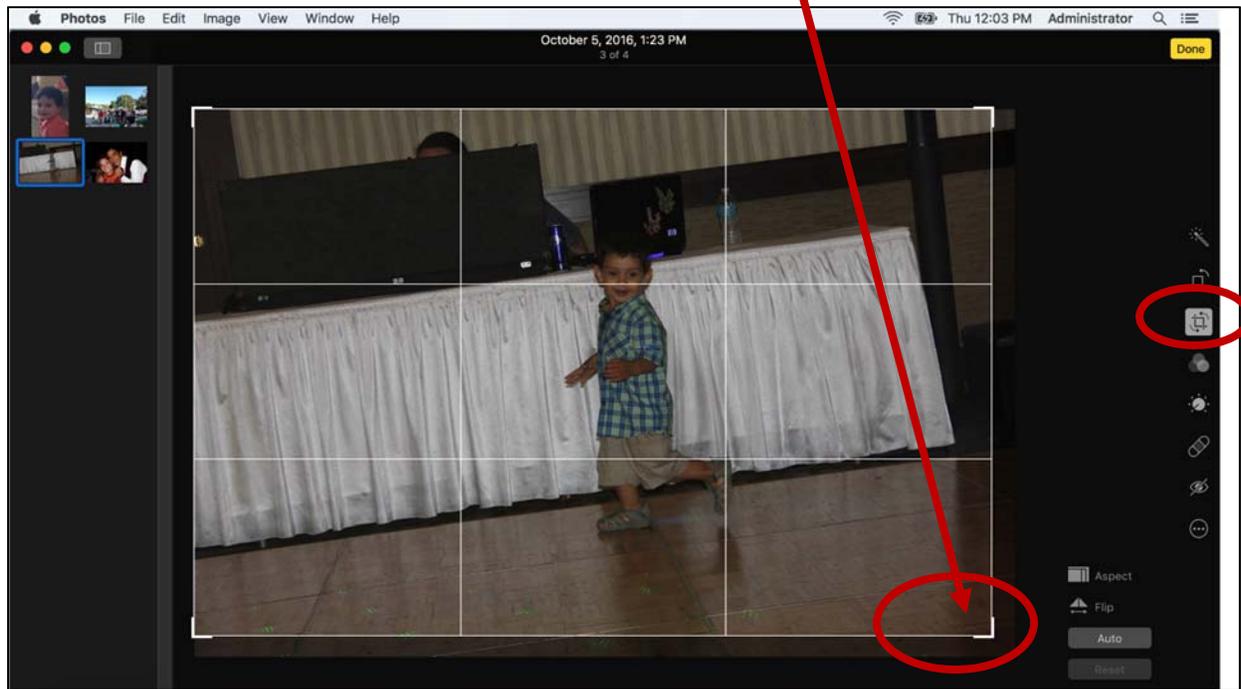
Crop button

Original photo is at 0 degrees highlighted in blue.

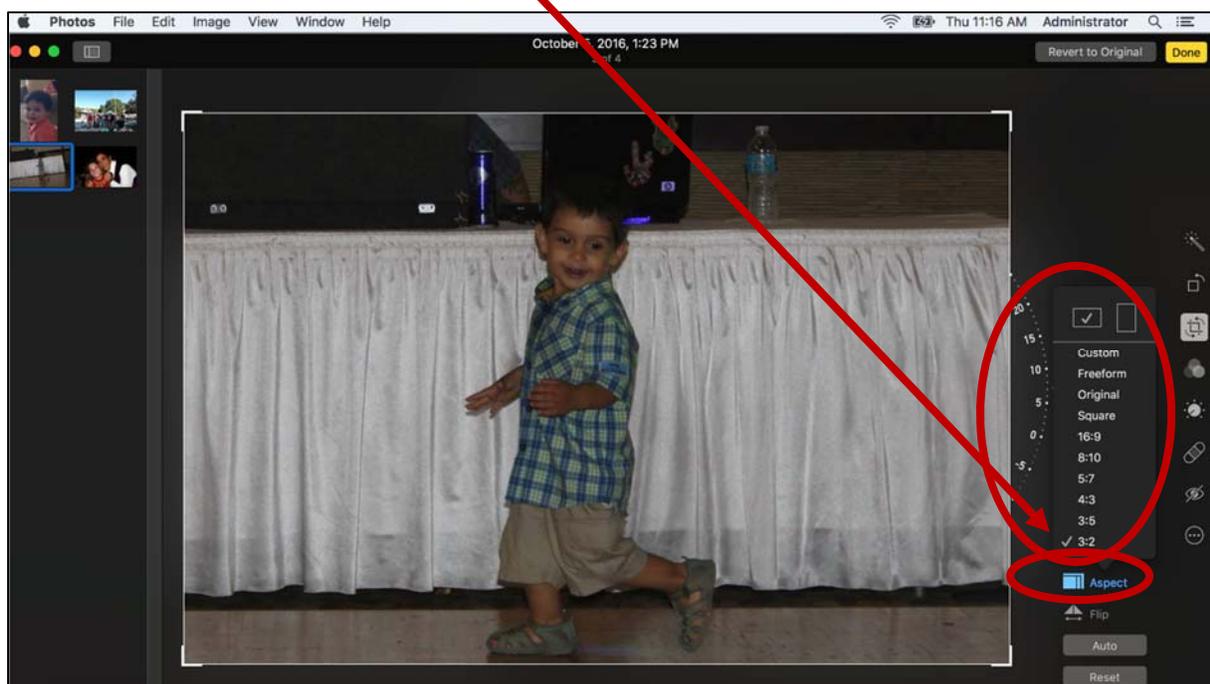


Straightened photo at 7 degrees

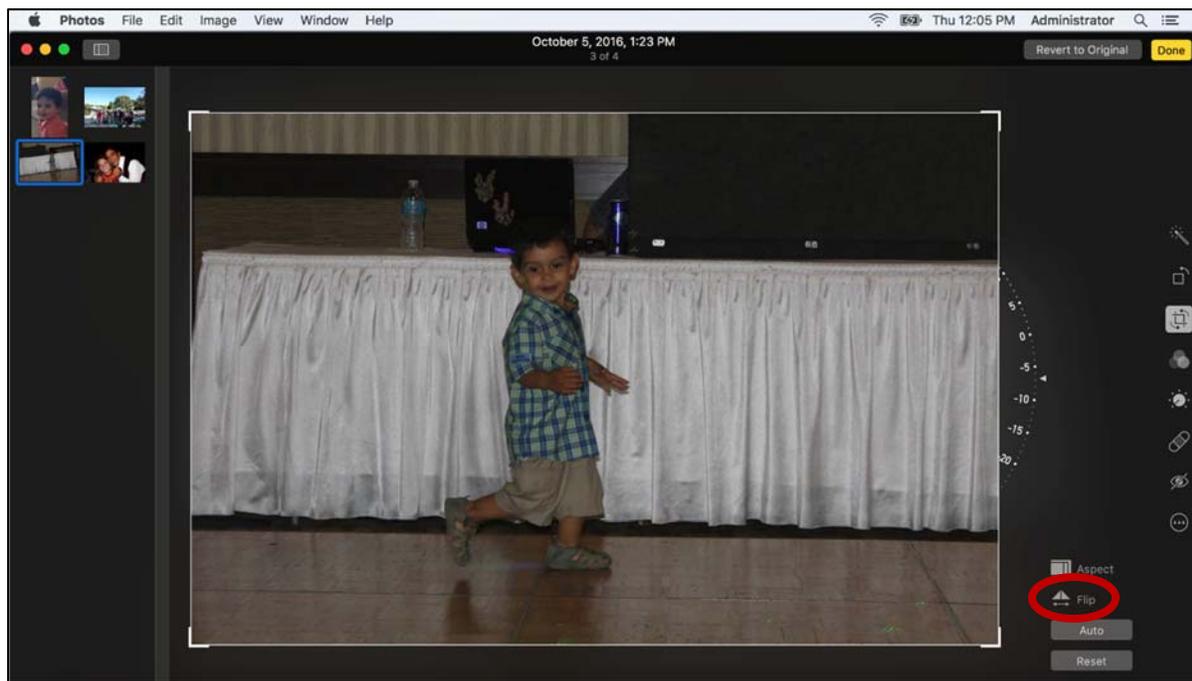
Crop a photo: Click the crop button, then click and drag the corners to crop. By default, the application is in freeform mode which means you can crop to any size.



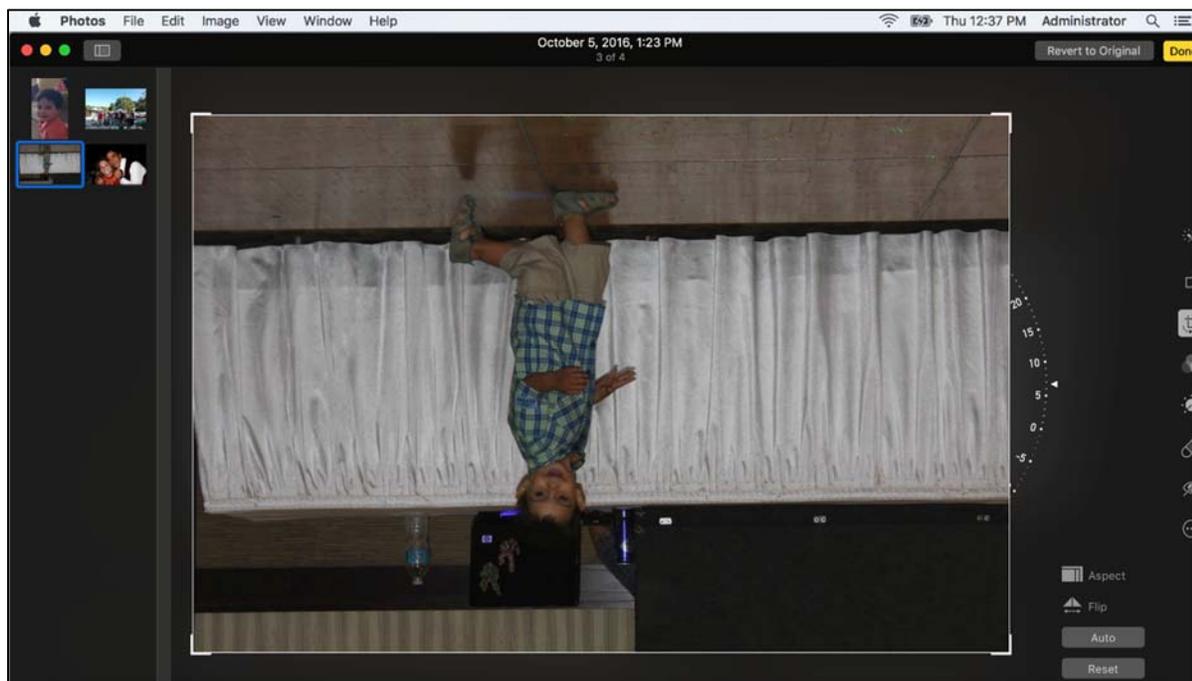
Lock the aspect ratio: Click the Aspect button and select a size.



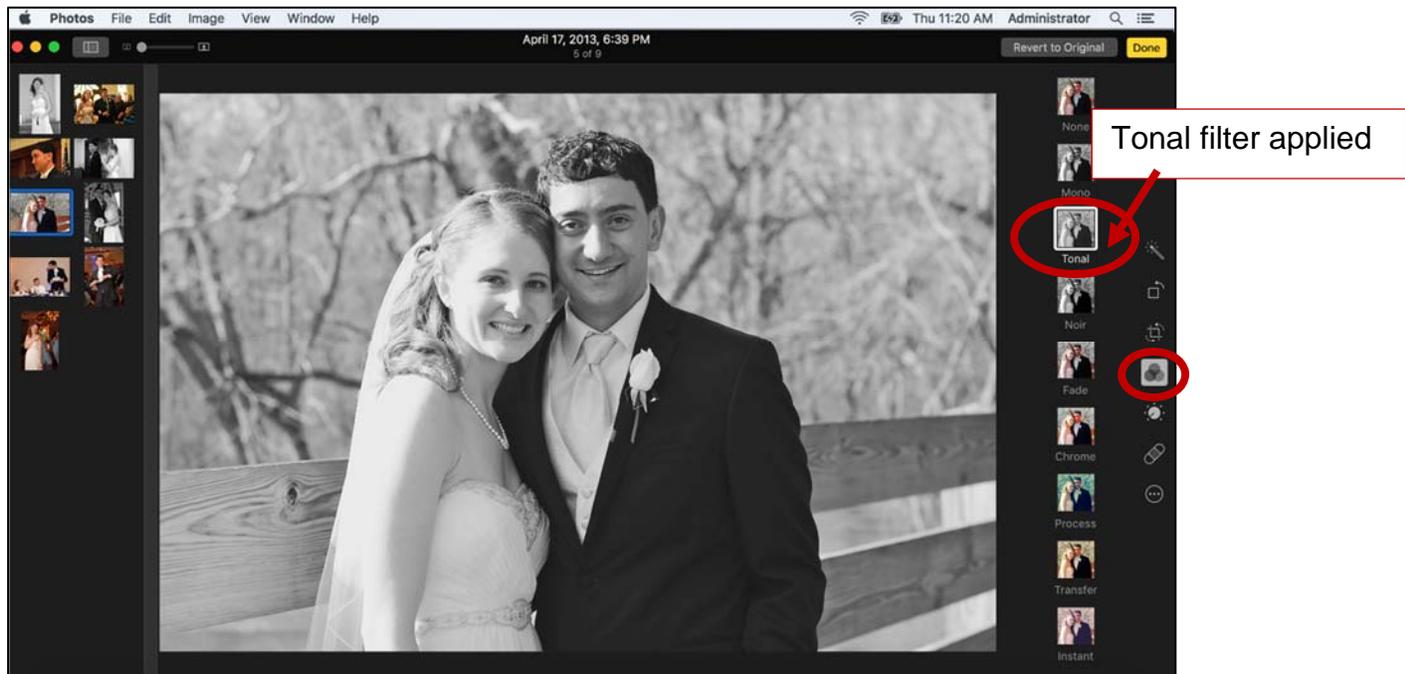
Flip a photo: Click the Flip button to flip a photo.



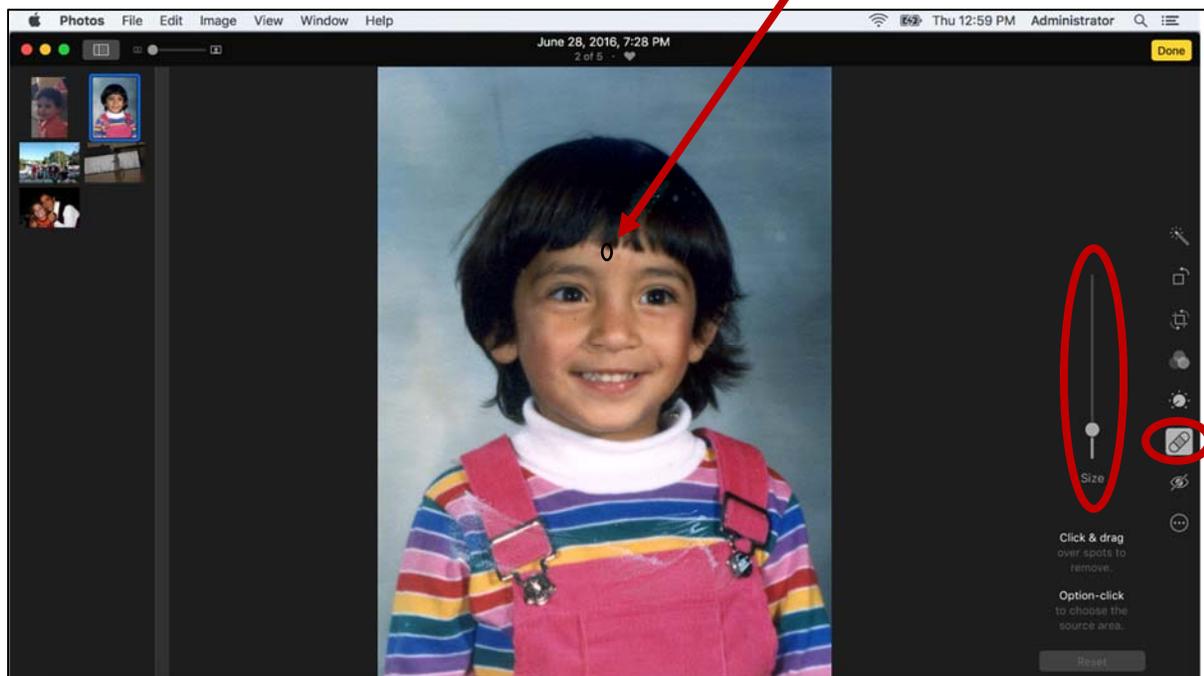
Hold down the option key on your keyboard to reverse the direction of the flip.



Filters: Click the Filters button to apply artistic filters to your photo.



Retouch a photo: Click the Retouch button, then click and drag over spots to remove. Adjust the size of the cover with the slider.



Enhance a photo: Click the Enhance button to apply built-in adjustment algorithm. Click the Adjust button to see the corrections.



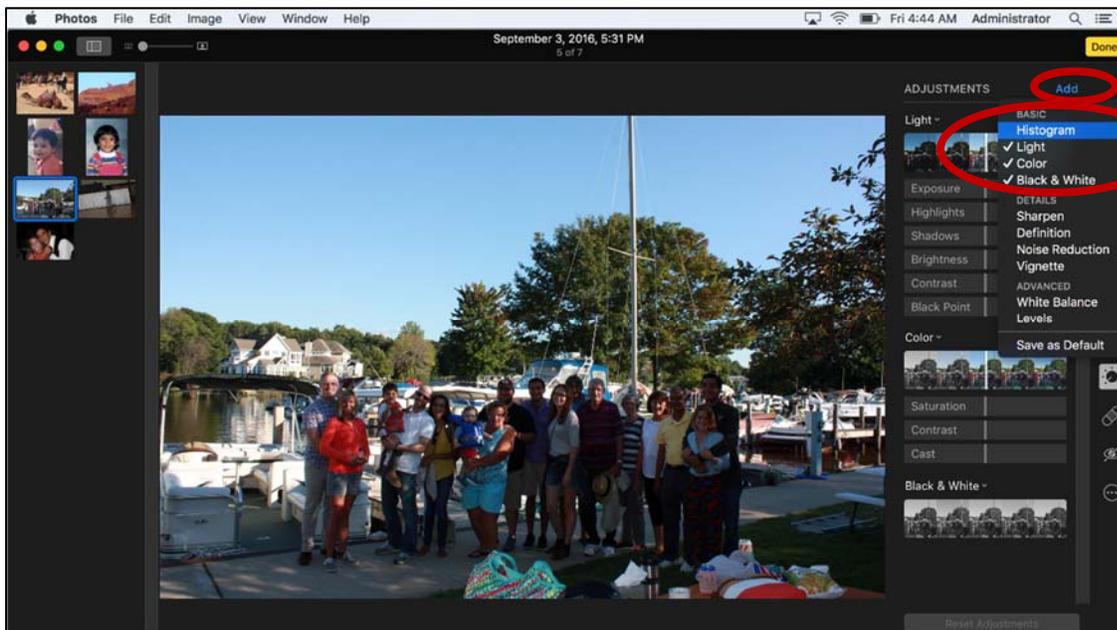
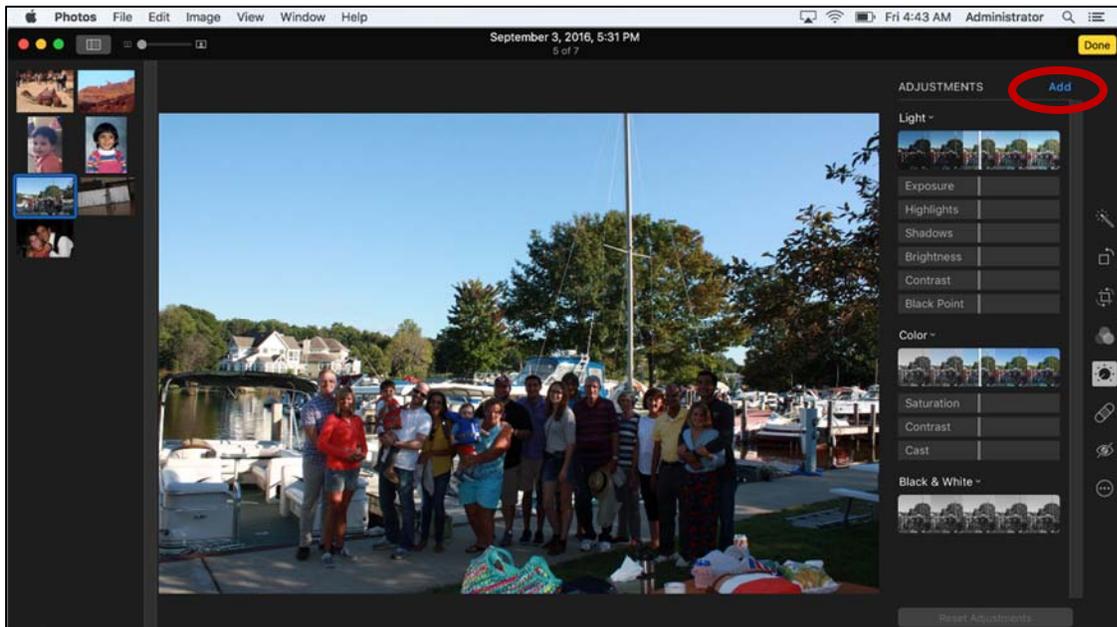
Click the M key on your keyboard (M for Master) to view the original photo.



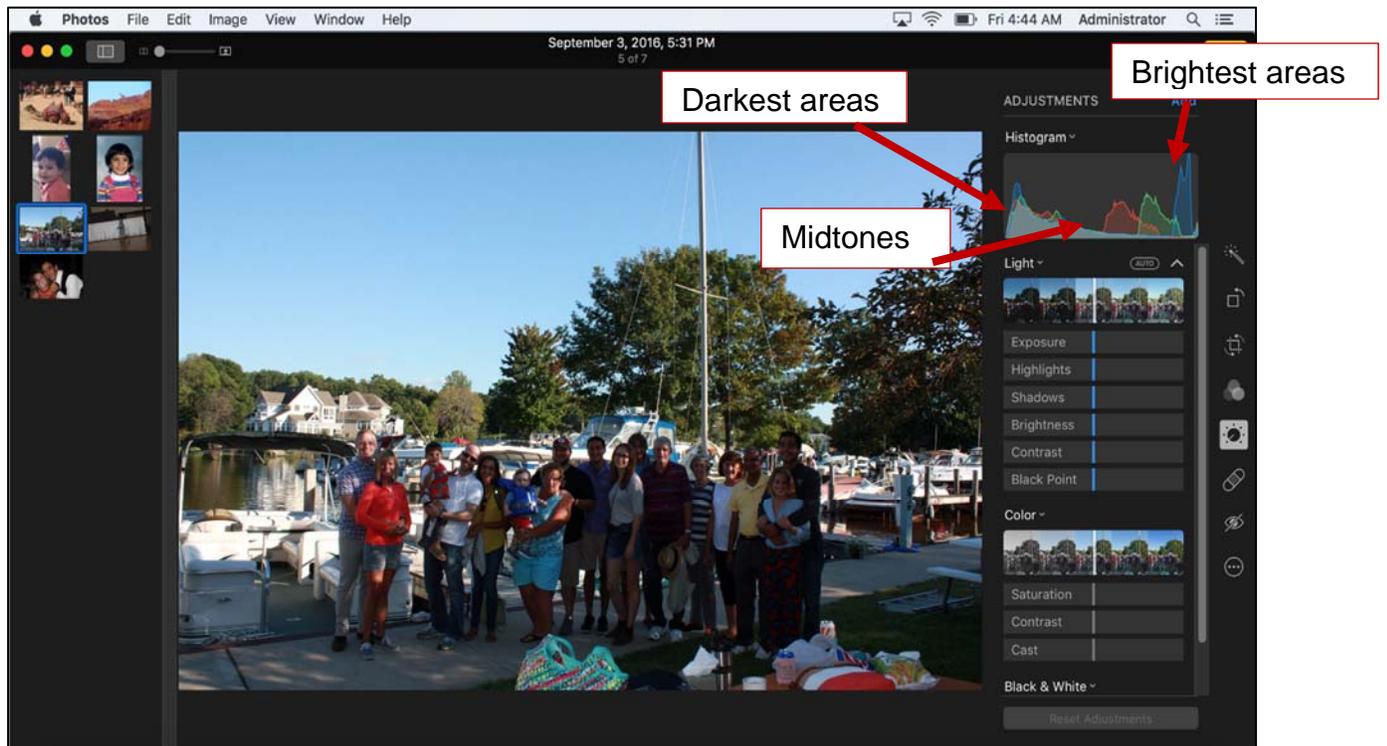
The Histogram

The histogram is a bar chart that shows the distribution of color and tone in the image. Color is represented as red, green, and blue and gray represents the tonal range. The brightest areas of the photo are represented on the right. Black and darker tones are on the left of the graph and midtones are represented in the middle. The histogram can be helpful when making adjustments to light and color.

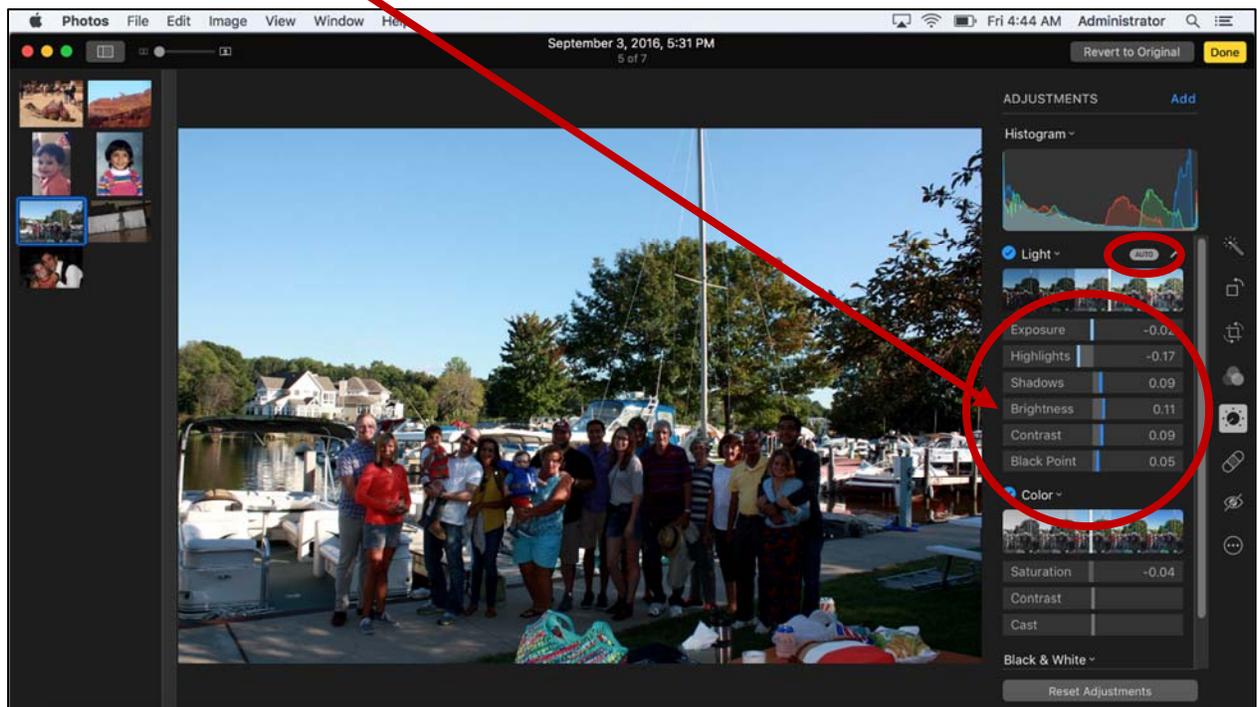
Add the Histogram: Click the Add button, select Histogram and click Add again.



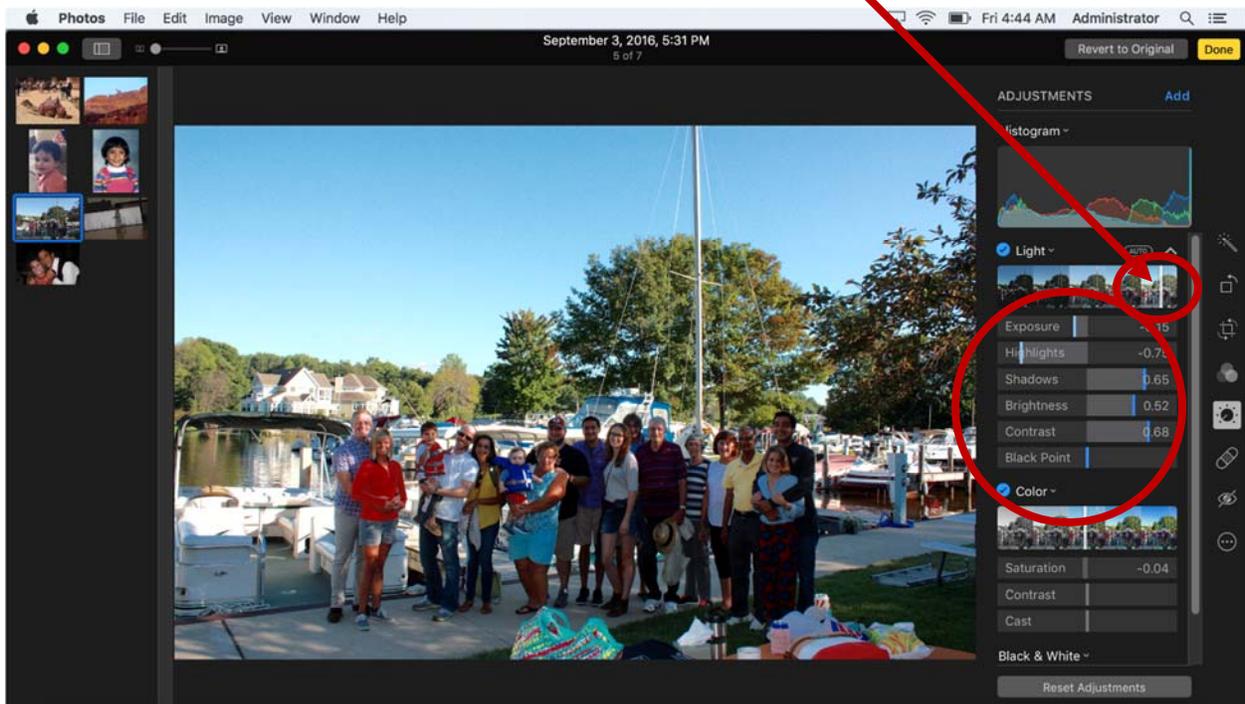
The Histogram:



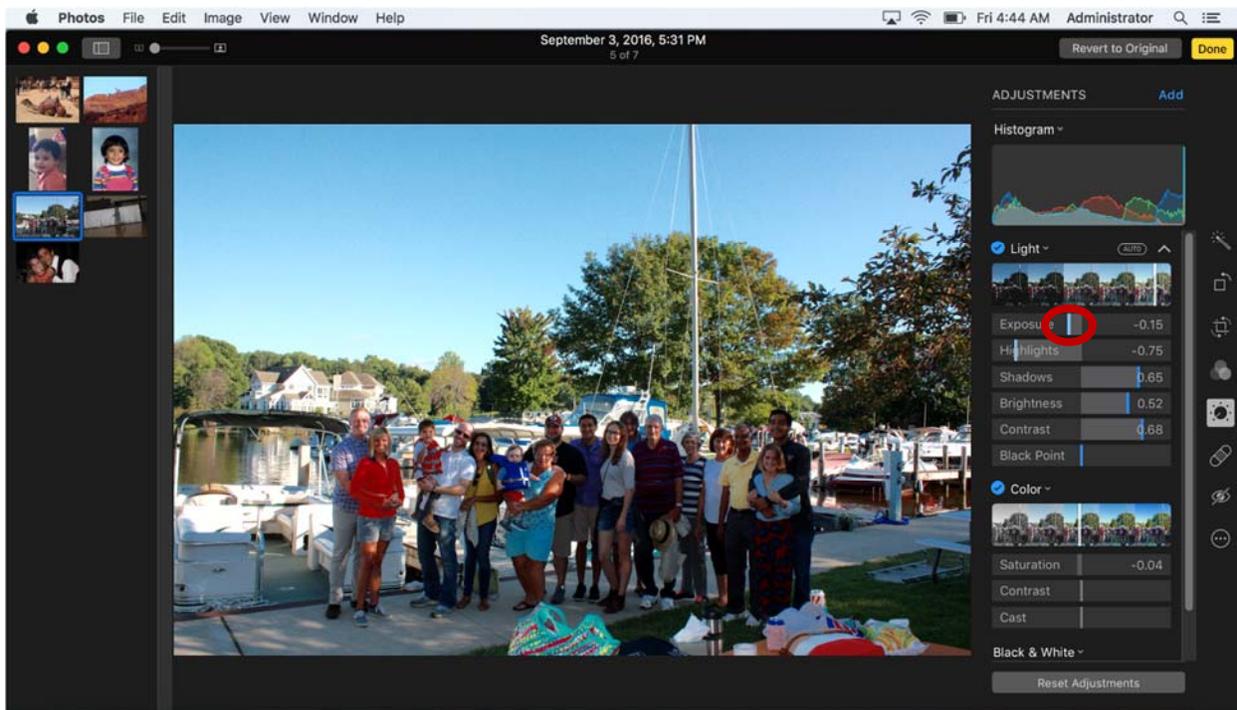
Auto Adjust: Click the Auto button to apply built-in adjustment algorithm. Notice corrections are applied in each individual aspect.



Adjust the Slider Lever: Click and drag the white lever to apply the algorithm in varying degrees. Notice corrections are made in each individual aspect.



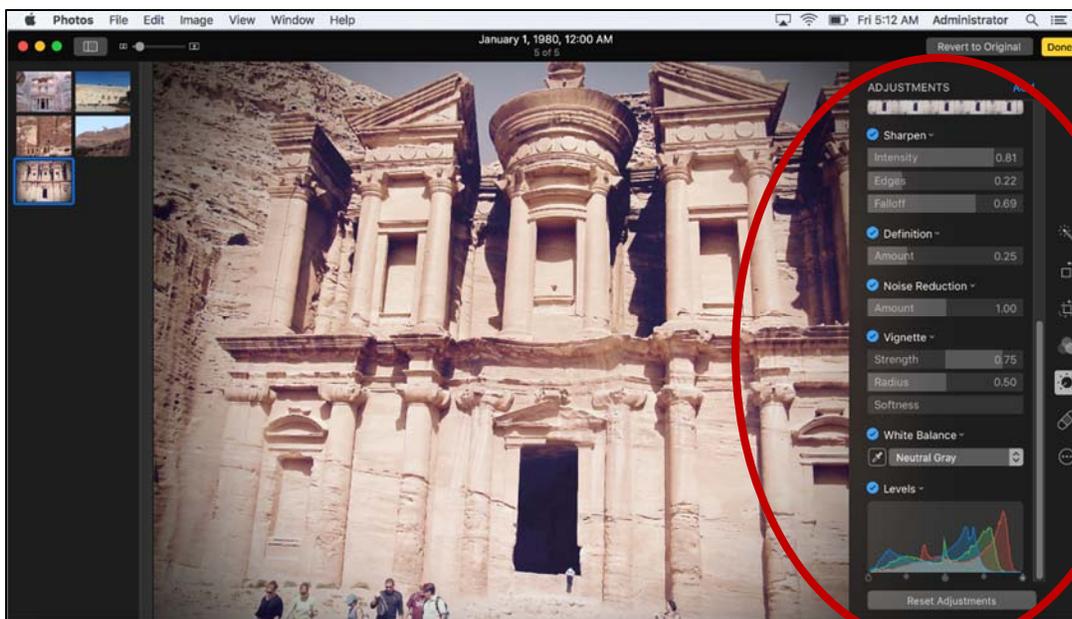
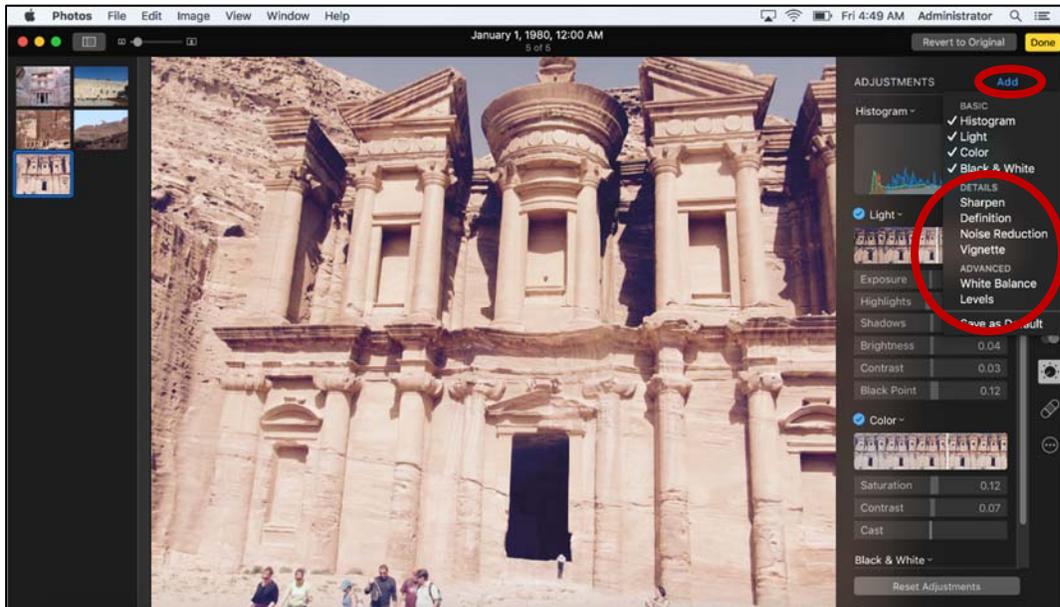
Manual adjustments: Click and drag the blue slider to make manual adjustments to each aspect.



Advanced Editing

Photos App for OS X has additional advanced editing tools. The Sharpen, Definition, Noise Reduction and Vignette tools can improve the detail in an image. White Balance and Levels are useful to correct and compensate for various lighting conditions.

Add Tools: Click the Add button, select tools, and click Add again.



Light

- **Exposure:** Effects the brightness of the photo. Increasing exposure brightens the image and moves all image tones toward the brighter side of the histogram.
- **Brightness:** Similar to exposure but primarily effects the darker tones. Increasing brightness moves the left edge of the histogram toward the brighter side.
- **Highlights:** Effects the lighter areas of the image. Decreasing highlights will bring out detail in the lighter areas of the photo.
- **Black Point:** Set a cutoff point for the blackest part of the photo. Defines the left edge of the histogram. Increasing the black point and midtones become darker. Decrease the black point and midtones become lighter.
- **Shadows:** Effects the darker areas of the photo. Increasing shadows will bring out detail in the darker areas of the image.
- **Light Contrast:** Measures the difference in brightness between the lightest areas of the image and the darkest areas. Increase contrast and darks become darker and lights become lighter. Decrease contrast and the colors come together.

Color

- **Saturation:** Overall color intensity. Increasing saturation makes an image more vibrant.
- **Color Contrast:** Contrast between similar colors in an image.
- **Cast:** Removes an unwanted color tinge.

Detail

- **Sharpen:** Makes edges crisper and better defined.
- **Definition:** Changes the midtone definition and contrast.
- **Noise reduction:** Reduces graininess and speckles especially in photos taken in low light.
- **Vignette:** Lightens the edges of the photo bringing attention to the center. Often used for portraits.

Advanced techniques

- **White Balance:** Adjust the overall color cast. Compensates for various lighting conditions.
- **Levels:** Adjusts the tonal range and contrast of an image.

Filters

- **Mono:** Removes all color from the image but makes no adjustments to contrast brightness or levels.
- **Tonal:** Removes all color saturation and applies a slight boost to brightness and contrast, making for a starker black and white image.
- **Noir:** The strongest black and white filters that makes significant adjustments to levels, brightness and contrast. Lighter portions of the image will pop.

Tutorials

Go to <http://www.gpld.org/lynda>

Click on “Begin Now”

Log in with your Geneva Library card number and PIN.

Search for

“Up and Running with Photos for OS X”

“What is Photos for OS X”

‘Photos for OS X Essential Training’

