

# Editing Photos

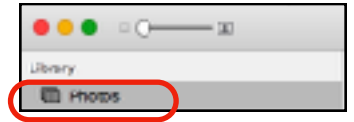


## Mac OS High Sierra

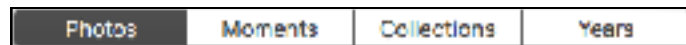
### Photos

Let's review how to use the **Photos** program **Edit** Tools to prepare your photos to use for creative projects.

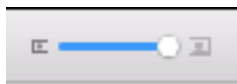
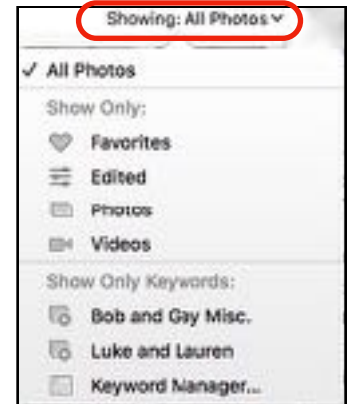
Open **Photos** in the **Dock**. Click **Photos** (top left **Sidebar**) and your photos will open and be displayed. With **High Sierra**, the **Sidebar** appears all the time.



### Navigation



All photos are grouped chronologically by date. At the top far right, click **Showing All Photos** you can choose to see just Favorites, Edited, Photos & Videos - or Keywords.



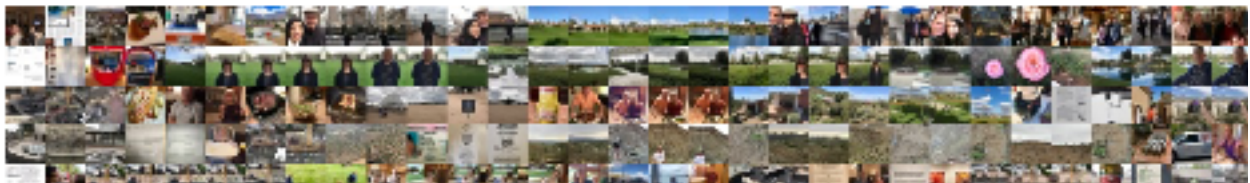
**Zoom** in on photo grid with slide bar in upper left corner.



**Moments** are groups of photo by date.  
**Collections** are groups of **Moments** by location.



2017 United States & Canada >



**Note:** Press and drag your left mouse button over **Collections** and **Years** to see individual photos. Release the mouse to open an individual photo. A good way to find duplicates.

# Editing Photos

## Duplicate

Although you can always revert to original, it is best to duplicate the photo(s) and then edit the duplicates so you can work with them. Select the photo(s) you want to copy, Click **Control key>Duplicate 1 photo**. Or using top menu, select **Image - Duplicate**. Because edited photos appear on all your devices, it is nice to keep the original. Think of it as an old-fashioned negative. **Note:** You can Duplicate before clicking **Edit** or while in **Edit**.

## Edit Toolbar

**Double-click** a 'thumbnail' size photo to open full size. **Click Edit**



Get Info on selected Photo

Share selected Photo

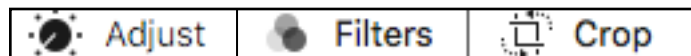
Add to Favorites

Rotate counter clockwise (Option Click for clockwise)

Auto enhance/ (Remove auto enhance)

Edit / (Done)

**Edit tool tabs:**



Three tool tabs will appear in the top center: **Adjust**, **Filters** and **Crop**.

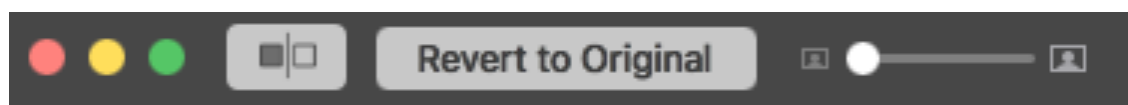
**Adjust** gives you a sidebar that contains Light, Color, Black & White, Retouch, Red Eye, White Balance, Levels, Curves, Definition, Selective Color, Noise Reduction, Sharpen, and Vignette.

**Filters** gives you a sidebar with options from Original and Vivid to Noir.

**Crop** gives you a sidebar to not only Crop or select Aspect sizes, but also to Tilt & Flip.

Click **Done** (or click **Return key**) to return to **Photos**.

**Double-Click** photo or use **Back Arrow** to de-select photo.



**Show photo with or without adjustments.**

Alternatively hold down and release **M** key.

**Revert to Original.** To undo the LAST changes you made in sequence: Apple **Menu>Edit>Undo** Or to undo ALL changes, click **Revert to Original**.

The **Zoom Slider** is especially helpful in seeing the details while using the **Retouch** tool.

# Editing Photos

**Rotate**



**Double-click** a thumbnail. Click **Edit**. Click the toolbar **Rotate** tool to **rotate** counter clockwise. Or hold the **Option** key to rotate clockwise.



**Enhance**



You can improve the quality of your photos **automatically** with the toolbar **Enhance** tool (the magic wand!) **Double-click** a thumbnail. You can either click wand in the main menu or click **Edit** and click the **Enhance** tool there. If you aren't satisfied, Click the Enhance tool again or click in the **Adjust** tab below the **Edit** toolbar for multiple options. Click **Done** to finish and save the changes.



Before

After

**Adjust Tools**



In the Edit Menu you can **Adjust**, apply **Filters** or **Crop** the photo.

You will find you use the Adjust Tools primarily as they offer the best tools for near professional photo editing tools.

# Editing Photos

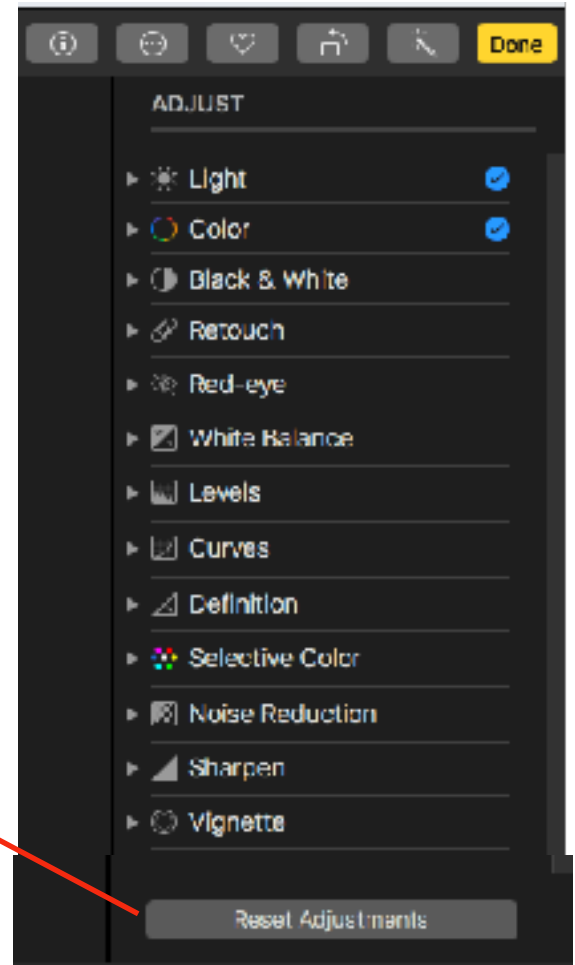
## Adjust Tools Options

In the Adjust menu you can tinker with your photos smallest details - **Light, Color, B&W, Retouch, Red-eye, White Balance, Levels, Curves, Definition, Selective Color, Noise Reduction, Sharpen and Vignette.**

And click on any of the options and even more options will appear.

Do not hesitate to experiment.

At the bottom of the **Adjust** sidebar, click **Reset Adjustments** and **all** your changes will readjust to their original conditions. And if you duplicated your original you will be even more comfortable!



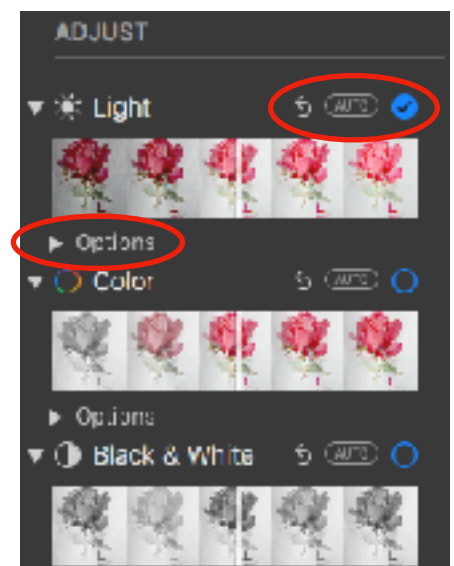
## Adjust Sidebar tools:

**Disclosure Triangles:** Click **triangle** next to **Light, Color** or **Black and White** to open or close. Click **triangle** next to **Options** to get additional **adjustment tool Sliders.**

**Auto:** Click **Auto** for the **Adjust** tools to automatically select settings. If you aren't satisfied, you can manually move the sliders. If you **double-click** the slider, it will return to original position.

**Back Arrow:** Click the **Back Arrow** of each section to return **adjustment** tools to their original position.

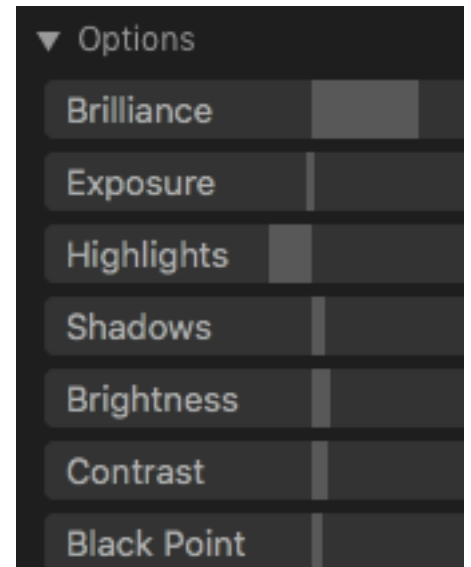
**Blue check mark:** It will appear in the **Blue Circle** next to the adjustment's name to indicate a change was made. You can select or deselect the checkmark to turn the adjustment on or off temporarily to see the effect.



# Editing Photos

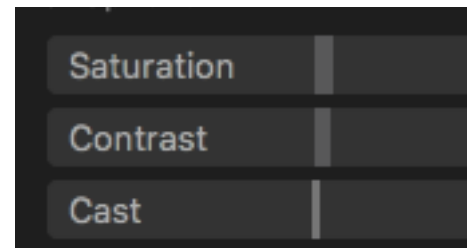
## Light

- **Brilliance:** Applies region-specific adjustment to brighten dark areas, pull in highlights, and add contrast to reveal hidden detail and make your photo look richer and more vibrant.
- **Exposure:** Adjusts the tones of the entire image
- **Highlights:** Adjusts the highlight detail
- **Shadows:** Adjusts the detail that appears in shadows.
- **Brightness:** Adjusts the brightness of the photo.
- **Contrast:** Adjusts the contrast of the photo
- **Black Point:** Sets the point at which the darkest parts of the image become completely black without any detail. Setting the black point can improve the contrast in a washed-out image.



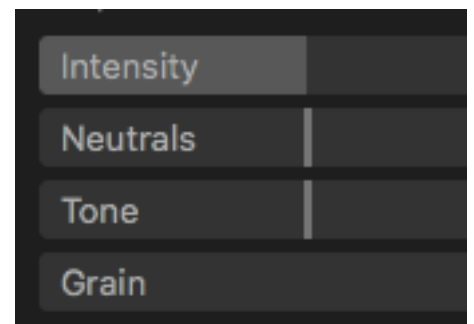
## Color

- **Saturation:** Adjusts the photo's overall color intensity
- **Contrast:** Adjusts the color contrast and separation
- **Cast:** Adjusts and corrects for color cast in the photo



## Black & White

- **Intensity:** Increases or decreases the intensity of the tones of the photo.
- **Neutrals:** Lightens or darkens the gray areas of the photo.
- **Tone:** Adjusts the photo for a more high-contrast or low-contrast look.

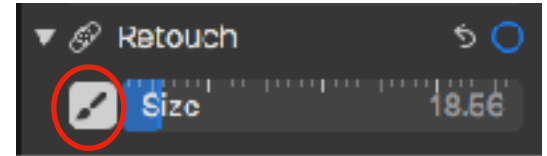


# Editing Photos

**Retouch**

Adjust Filters Crop

**Double-click** a photo, click **Edit** in the toolbar. Click **Adjust** tab. Click Disclosure Triangle to open and

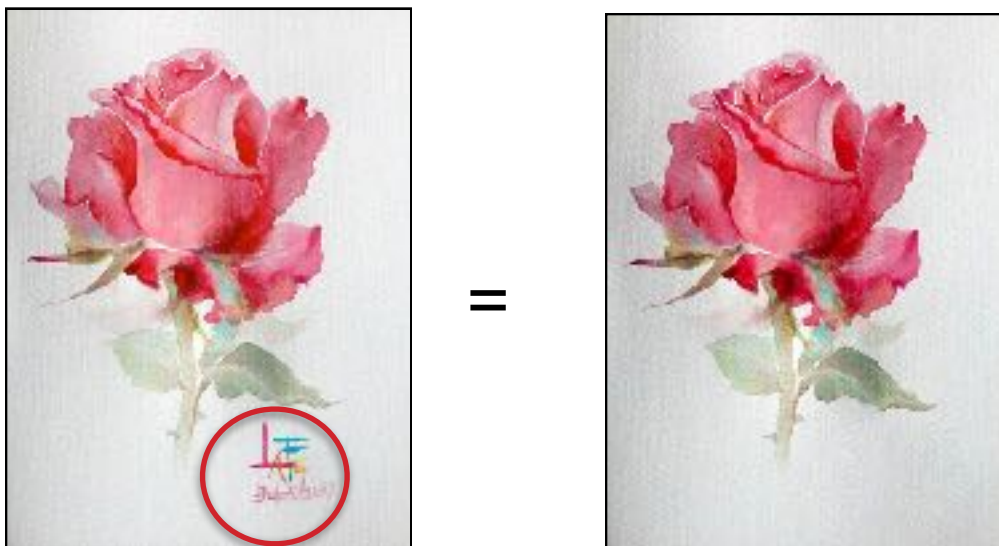


Click **Paint Brush** icon to activate. There will be instructions at the bottom of the image. Drag **Size** slider (which forms a circle). Make the circle only as large as needed or you risk erasing too much of the image.

Position the circle over the mark, click or drag across to remove it. It may take a few short brush strokes to blend into the surrounding image. Click **Done**.

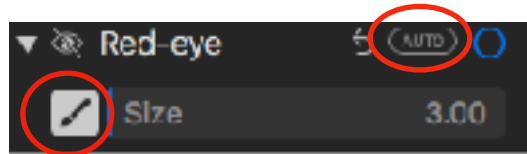
**Tip:** You may want to use the **Zoom Slider** (or pinch out on a trackpad) to enlarge the image and make it easier to see the fine points in a small photo or image.

This is a superior tool in **Photos Edit**. Removes blemishes, dust specks, and other small marks from a photo. Useful in removing logos on images found in Internet Images. Sorry, doesn't remove wrinkles!



# Editing Photos

## Red-eye



**Double-click** a photo, click **Edit**. Click **Adjust** tab. Click Disclosure Triangle to open.

Click **Paint Brush** to activate red-eye removal.

Click **Auto**. **Photos** removes **all** red-eye that it detects in faces in the photo.



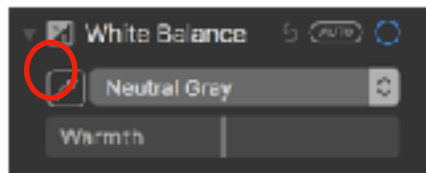
If the red-eye still appears, drag the **Size slider** until the circle is the same size as the red area in the person's eyes. Position the circle over the red pupil and **click**. Repeat this step for all other red eyes in the photos.

**Note:** The red-eye tool does not work on animals eyes that show the flash in a different color (green or yellow).

## Advanced Adjust Tools

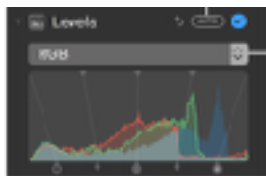
If you are a true photo buff, you will enjoy playing with these five advanced tools.

**White Balance:**



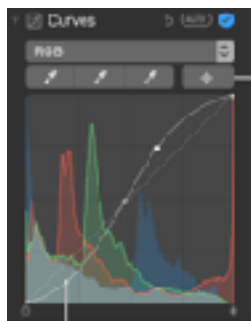
If there is an area in a photo that you know should be white or gray, but appears off-color, you can balance and adjust the white areas to remove the "color cast."

**Levels :**



Using **Histograms** (graphs), you can adjust the levels in a photo to control the tonal range and contrast of the photo. You can also change the look of specific colors (red, green, and blue)

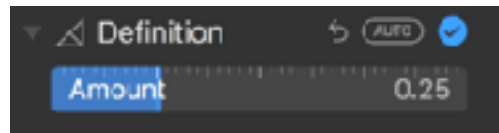
**Curves:**



This Curve tool lets you adjust tones, shift colors and brighten or darken edges using a **Histogram**.

# Editing Photos

**Definition:**



You can use the **Amount** slider to add contour and shape as well as mid-tone definition and local contrast.

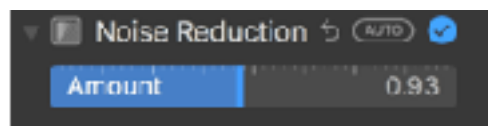
**Selective Color:**



You can select and change the hue, saturation and luminance of up to six different colors in a photo.

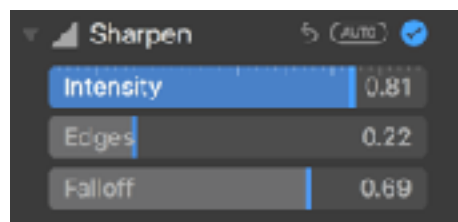
The three remaining tools in the **Adjust** sidebar are useful — even for us casual photo people!

**Noise Reduction:**



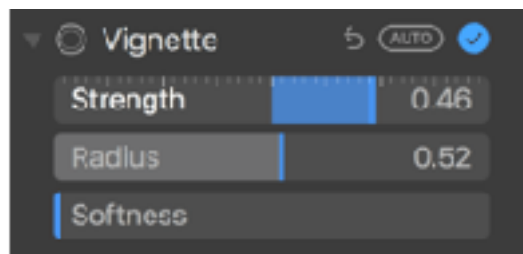
Photos taken in low light may appear with a graininess or speckles, referred to as **noise**. You can reduce or eliminate **noise** in photos with this tool.

**Sharpen**



The **Sharpen** adjustment changes photos by making edges crisper and better defined.

**Vignette**



You can use a **vignette** to darken the corners and edges of a photo, thus emphasizing the center of the image. Adjust the darkness, size and softness to create an appealing old fashioned look. This is a fun tool to use.



# Editing Photos

## Filters



**Filters** are useful for changing the photo tone (Vivid, Warm, Cool, etc.)

**Double-click** a thumbnail. Click **Edit** in the toolbar. Click **Filters** tab.



**Original**

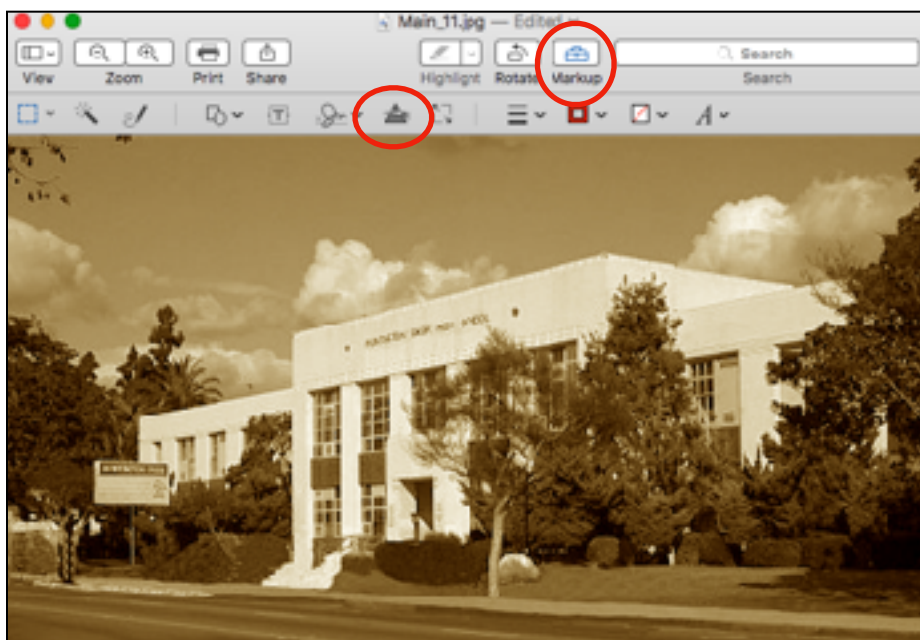
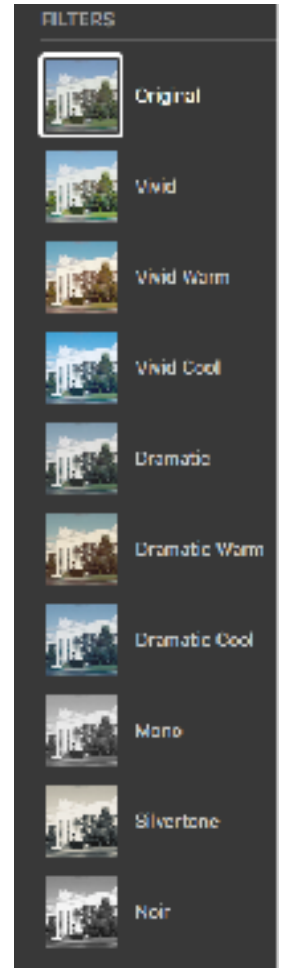


**Mono Filter**

Click **Done** (or click **Return** key) to return to **Photos** Sidebar.

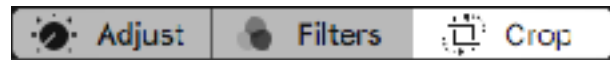
## Use Preview App for Sepia

Because **Apple** eliminated the **Sepia** Filter, the only way you can get it is to **Drag** a photo to the **Desktop** and **double-click** to open it in **Preview** > **Markup** > **Adjust Color** Icon. In drop-down panel >click **Sepia** and use the slider to desired tint. We use **Sepia tone** to show age.



# Editing Photos

Crop Straighten & Flip



Double-click a thumbnail. Click **Edit** in the toolbar. Click **Crop** tab.

When you want to just use a portion of a photo for a creative project, Click **Crop**. Drag corner handles to **Crop** in closer on the photo.



**Straighten** the image manually, drag the **tilt wheel** to adjust angle of photo.



**To Crop to specific dimensions:** Click **Aspect** then choose the ratio (size) or shape you want - ie. 5x7 or 8x10.

Click **Custom** twice at the bottom to convert to **Portrait** or **Landscape** format.



**Remove** the current cropping, straightening or **Aspect**, click **Reset** or **Revert to Original**.

**Flip:**  
**Crop** Tab



Under Crop click **Flip** at the top of the menu so your left-facing subjects becomes right-facing. Click **Flip** again to change back.

# Organizing Photos

## Create Albums and Folders

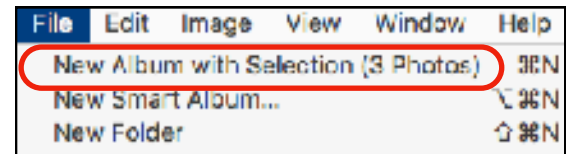
### Create an empty album:

Click **Photos** in the **Sidebar**. In the **Photos** toolbar, choose **File>New Album**. Type a name for the new album in the **Sidebar** and press **Return** key. Select and drag photos over to copy to the new album.



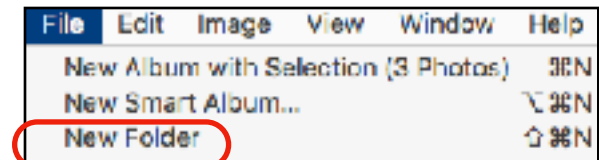
### Create a new album from a group of photos:

Click **Photos** in the **Sidebar**. Select photos you want in a new album and choose **File>New Album With Selection**. Type a name for the new album in the sidebar and press **Return** key.



### Group albums in folders

Click **My Albums** in the sidebar. **File>New Folder**. Type a name for the new folder and drag albums into the folder.



Folders save a lot of space in your **Sidebar**. Using the Disclosure Triangle, you can condense the Albums into the Folder.

### Smart Albums:

Gathers and displays photos automatically based on criteria you specify. **File>New Smart Album**.

**Photos** automatically updates your **Smart Album**, adding new photos that match the criteria.



### Select Criteria

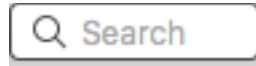
Smart Album Name:

Match the following condition:

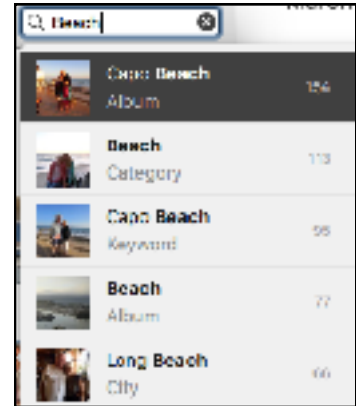
129 items matched

# Organizing Photos

## Photos Search bar:



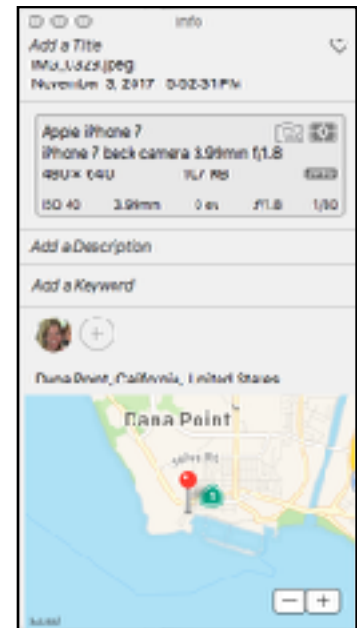
Click the **Search** bar in **Photos** toolbar and type in anything like beach, someone's name, cars, etc. and it will show all the photos and albums for that subject.



## Get Info on selected photos:



Click **Photos** and select a photo. Click the **Info** icon in the toolbar (or **Keystroke** shortcut **Command i**)  
You can add a description, keyword or location.  
If you have GPS on your camera, the locations will be shown on a map. iPhones always show the GPS information.

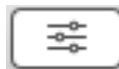


All the information you add will show on the **photo** as a **Tag**  
**Edit** and **Location** will have their own icons.

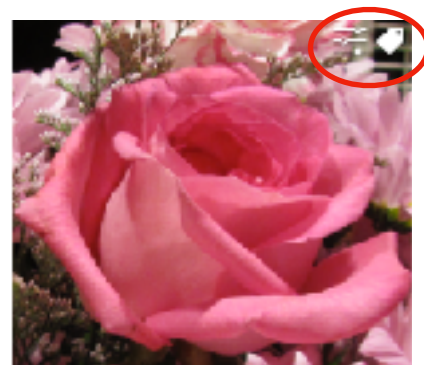
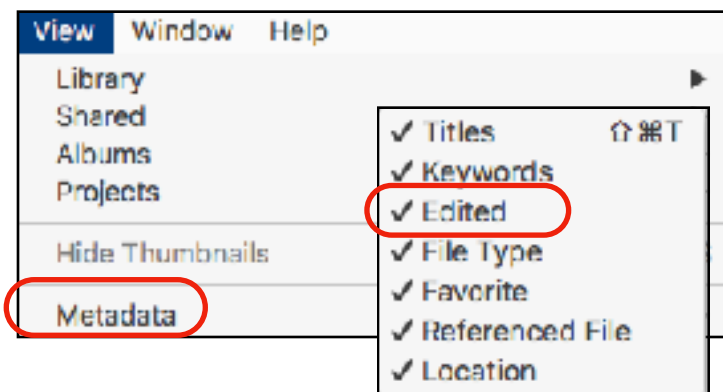
**Note:** The more information you add, the easier it will be to find locations using the **Photos Search bar**.



## Tags and Metadata:



The **Edit** icon **Tag** will appear on every **edited** photo **IF** you have checked **Edited** in the **Metadata**. **Menu>View>Metadata**. When you print, the **Tag** will not show.  
**Metadata definition:** A set of data that describes and gives information about other data.



**Now experiment and have fun!**