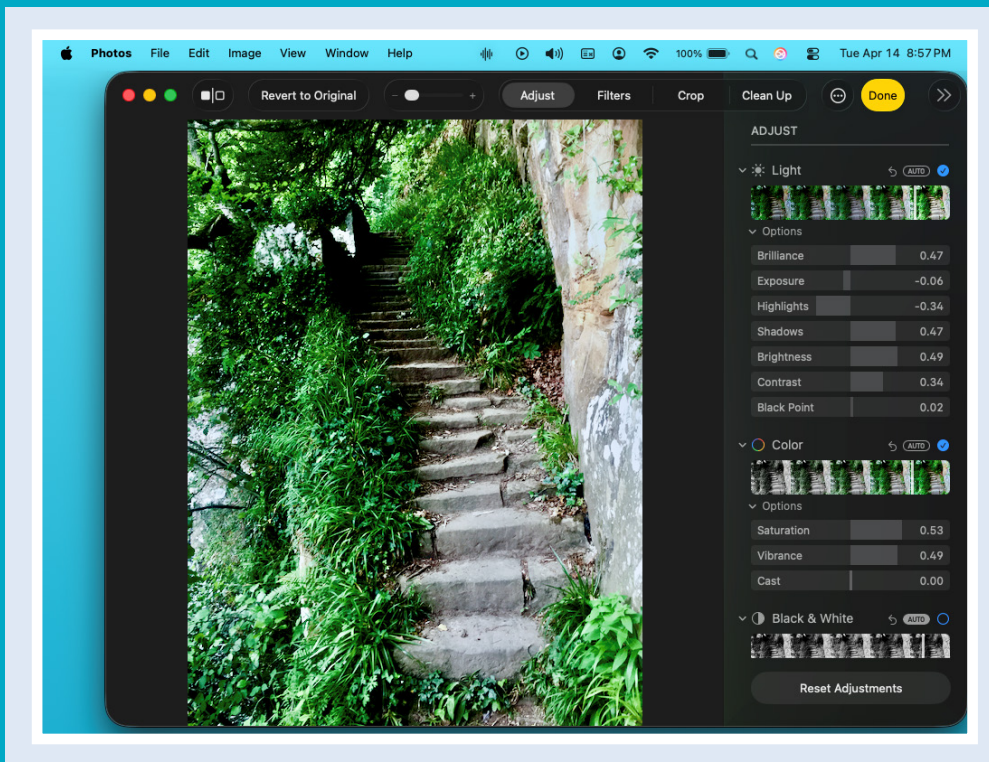


## CHAPTER 8

# Enjoying Music, Video, Books, and Photos

Your MacBook Neo comes equipped with apps for enjoying music, podcasts, video, books, and photos. This chapter introduces you to those apps.



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# Add Music to the Music App

The Music app enables you to build your music library quickly by adding your existing songs to it. You can import digital audio files in formats including MP3, AAC, Apple Lossless, and WAV from your MacBook Neo or buy songs online. If you have CDs, you can copy songs from them by using an optical drive connected to your MacBook Neo.

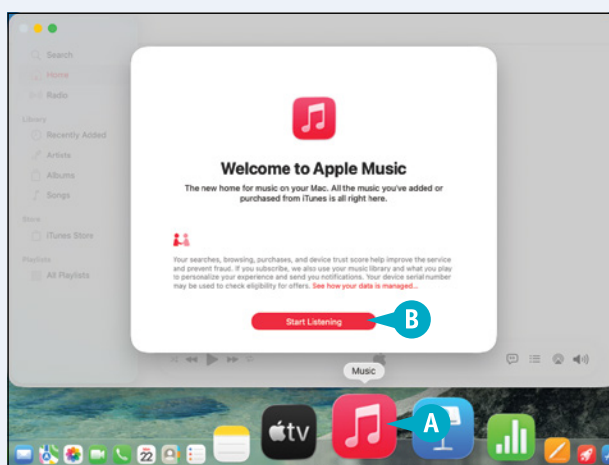
When importing songs from CDs, you can choose among different settings to create files using different formats and higher or lower audio quality. The highest-quality files give the best sound but require the most space on your MacBook Neo's disk.

## Launch the Music App

Click **Music** (🎵, A) on the Dock to launch the Music app.

If the Welcome to Apple Music dialog opens, click **Start Listening** (B) to dismiss it. If the Hear About New Music First dialog then opens, offering you notifications about your favorite musicians, new features, live events, and special features, click **Continue** or **Not Now**, as appropriate.

You can then start using the Music app.

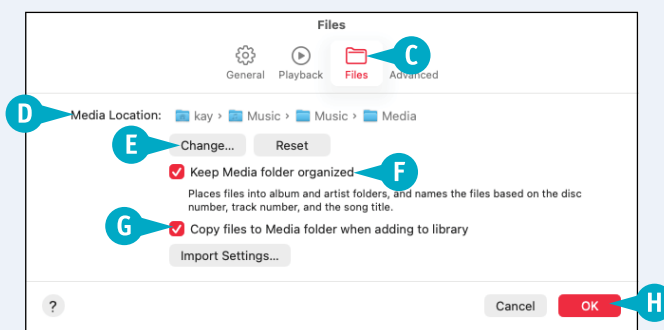


## Choose the Location and Settings for Your Music Library

With the Music app active, click **Music** on the menu bar and then click **Settings** on the Music menu to open the Settings dialog. Click **Files** (📁, C) to display the Files tab. Look at the Media Location (D); if necessary, click **Change** (E), click the folder you want to use, and then click **Open**.

Select **Keep Media folder organized** (☑️, F) if you want Music to rename and organize files automatically. This action is usually helpful. Select **Copy files to Media folder when adding to library** (☑️, G) to have Music copy files to the folder when adding them from other locations. This copying is helpful for adding files from external media but creates duplicate files when adding music from your Mac's drive.

Click **OK** (H) to close the Settings dialog.



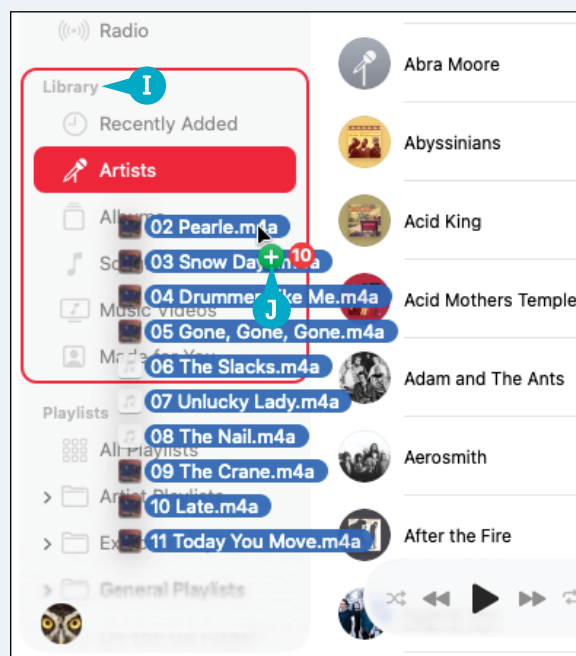
## Add Digital Audio Files to the Music App

If you have digital audio files that you have not yet added to your music library, you can add them in either of these ways:

**Music app.** Click **File** to open the File menu and then click **Import** to open the Import dialog. Navigate to the folder that contains the files and then click **Open**.

**Finder.** Open a Finder window to the folder that contains the files. Drag either folders or songs from the Finder window to the Library section (I) of the sidebar in the Music app's window. When the pointer displays a green circle containing a + sign (J), drop the folders or songs.

You can also **Control**+click a digital audio file in a Finder window, click **Open With** on the contextual menu, and then click **Music** (🎵) on the continuation menu. If the continuation menu shows *Music (default)*, you can simply double-click a digital audio file. Music adds the file and starts playing it.

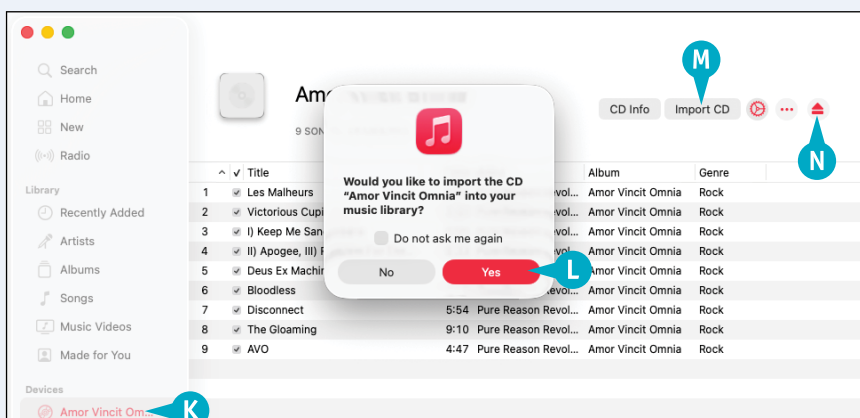


## Add Songs from Your CDs to Your Music Library

To add a CD to your music library, connect an optical drive to your MacBook Neo via USB and then insert the CD in the optical drive. The CD (K) appears in the Devices list in the sidebar.

If a dialog opens prompting you to import the CD, click **Yes** (L). If no dialog opens,

click **Import CD** (M). In the Import Settings dialog that opens, click **Import Using** (🔻) and then click the encoder to use, such as **AAC Encoder**. Click **Setting** (⚙️) and then click the appropriate setting, such as **iTunes Plus**. Select **Use error correction when reading Audio CDs** (☑️) and then click **OK** to close the dialog. After Music imports the songs, click **Eject** (🗑️, N) to eject the CD.



# Play Songs

Music makes it easy to play back your songs. You can view your music listed by songs, albums, artists, composers, or genres, which enables you to quickly locate the songs you want to hear. You can also search for songs using artist names, album or song names, or keywords.

After locating the music you want to hear, you can start a song playing by simply double-clicking it. You can then control playback by using the straightforward controls at the top of the Music window.

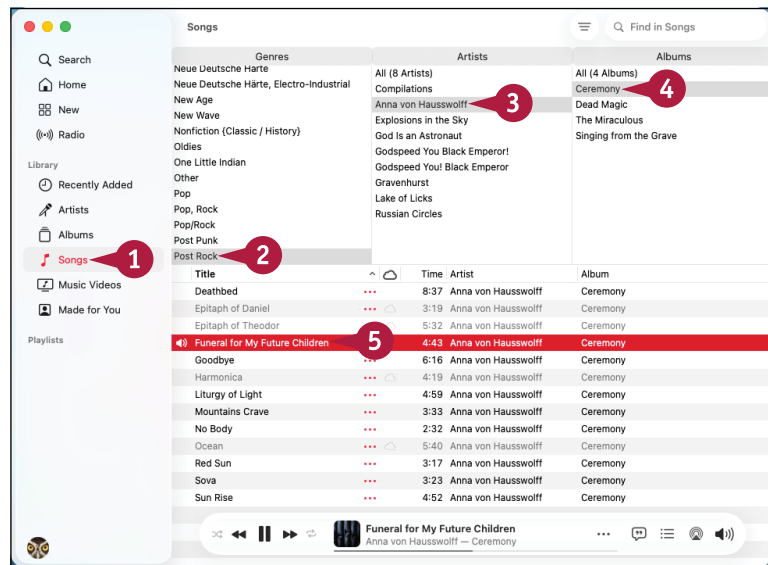
## Play Songs

### Play a Song in Songs View

- 1 In Music, click **Songs** (🎵).  
Music switches to Songs view.  
The column browser appears.

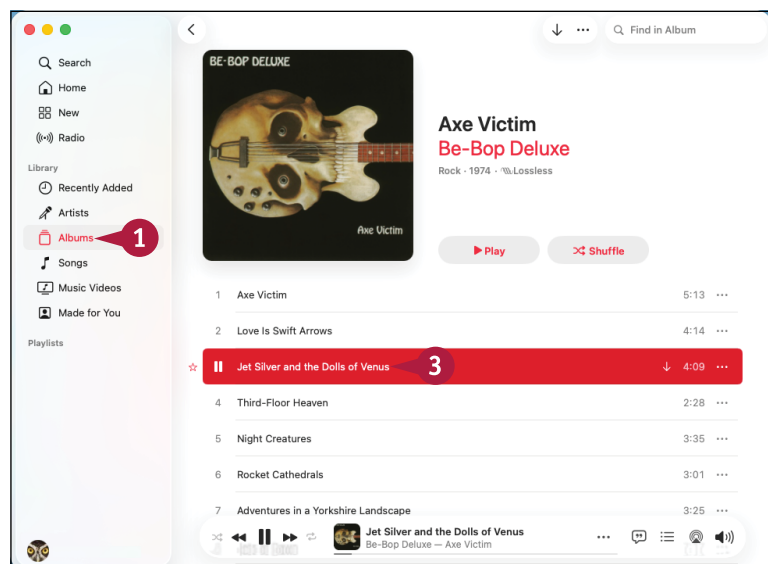
**Note:** If the column browser does not appear, click **View**, click **Column Browser**, and then click **Show Column Browser**.

- 2 Click the genre.
- 3 Click the artist.
- 4 Click the album.
- 5 Double-click the song.  
The song starts playing.



### Play a Song in Albums View

- 1 Click **Albums** (📀).  
Music switches to Albums view.
- 2 Click the album you want to open (not shown).  
The album's contents appear.
- 3 Double-click the song.  
The song starts playing.



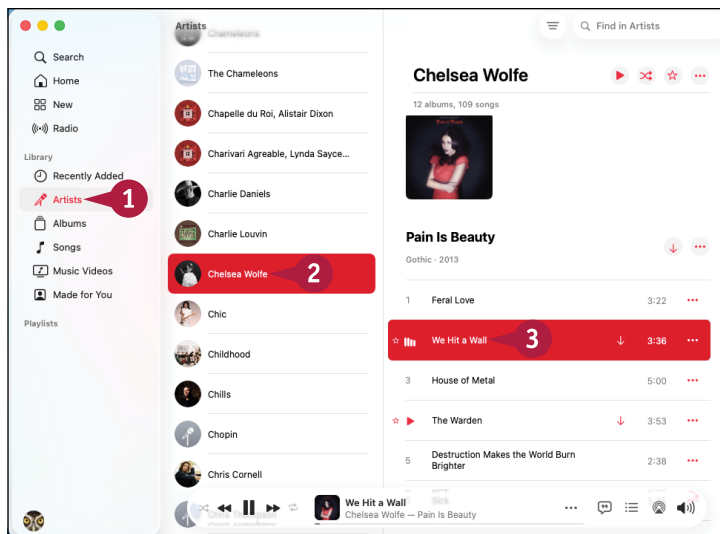
## Play a Song in Artists View

- 1 Click **Artists** (👤).
- 2 Click the artist whose music you want to see.

**Note:** If necessary, scroll up or down to locate the album you want.

- 3 Double-click a song to start it playing.

**Note:** To make songs play at a consistent volume, turn on the Sound Check feature. Click **Music** on the menu bar, click **Settings**, and then click **Playback** (⏮). Select **Sound Check** (☑) and then click **OK**.



## Play a Song in Genres View

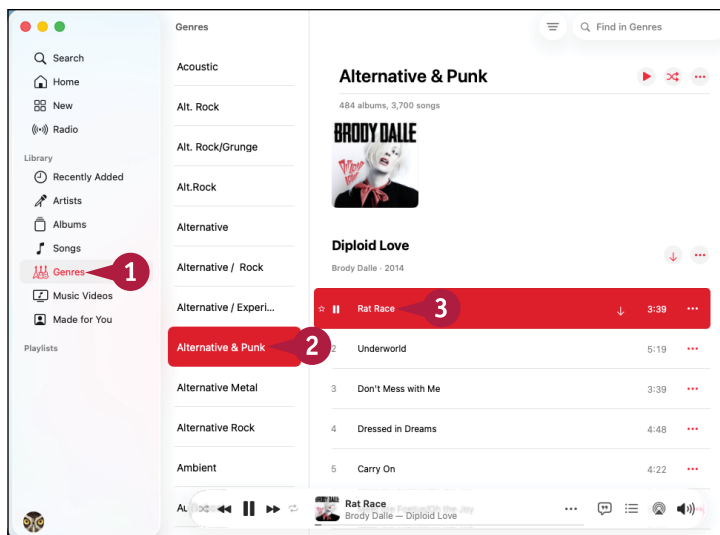
- 1 Click **Genres** (📁).

**Note:** If Genres does not appear, hold the pointer over the Library heading to make the Edit button appear and then click **Edit**. Select **Genres** (☑) and then click **Done**.

Music switches to Genres view.

- 2 Click the genre you want to browse.
- 3 Double-click a song to start it playing.

**Note:** If necessary, scroll up or down to locate the album.



## TIP

### How can I search for songs?

Click **Search** (🔍) at the top of the sidebar to display the Search box at the top of the screen and then start typing your search term. In the upper-right corner of the window, click **Apple Music** to search Apple Music, click **Your Library** to search your library, or click **iTunes Store** to search the iTunes Store. Music shows suggestions as you type. Click an item to go to it in your current view. On Apple Music or in your library, double-click the item to start it playing. For other actions, click the item, click **More** (⋮), and then click the appropriate item on the menu that opens.

# Create Playlists and Smart Playlists

The Music app enables you to create playlists that contain the songs you want in your preferred order. You can listen to a playlist, share it with others, or burn it to a CD for listening on a CD player.

You can also have the Music app's Smart Playlists feature create playlists automatically for you. A *Smart Playlist* is a playlist Music builds based on rules — criteria — you specify. You can either freeze the Smart Playlist once you have created it or set Music to update the Smart Playlist automatically as your music library changes.

## Create a Playlist

In the Music app, select one or more songs you want to put into a new playlist. To select, click the first song you want, and then **⌘** + click each additional song. Or select a block of songs by clicking the first song and then **Shift** + clicking the last.

With the songs selected, click **File**, click **New**, and then click **Playlist from Selection**.

The New Playlist dialog opens, showing the playlist with a default name (A), such as Playlist or the name of the artist or band. The default name is selected so you can type a descriptive name over it.

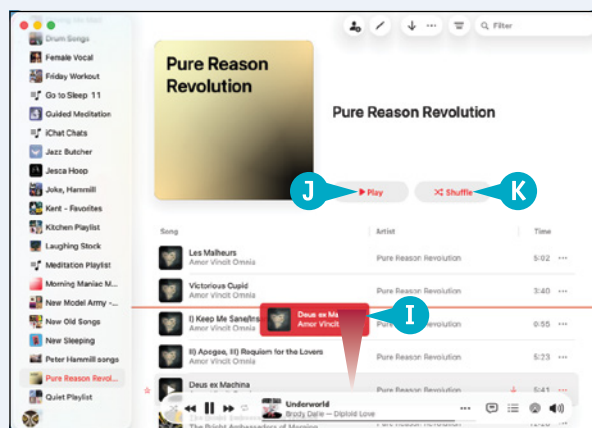
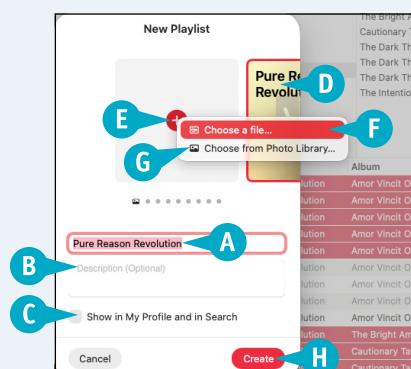
If you want to add a description, click **Description (Optional)** (B) and type it. Select **Show in My Profile and in Search** (C) if you want to make the playlist appear on your Apple Music profile and in search results.

Optionally, choose an image for the playlist. Either click an image in the scrolling list (D) or click **Add Picture** (+, E), then click either **Choose a file** (F) or **Choose from Photo Library** (G), and finally follow the prompts to select a picture. Click **Create** (H) to close the New Playlist dialog.

Music then displays the playlist with the songs in the order you selected them. Drag each song (I) up or down to produce the order you want.

When you finish, click **Play** (▶, J) to start the playlist playing from the start. Alternatively, double-click the song you want to start playing, or click **Shuffle** (⌘, K) to set the playlist playing in random order.

You can organize your playlists into playlist folders. Click **File**, click **New**, and then click **Playlist Folder**. Music creates a folder and displays an edit box around the name. Type the name for the folder and press **Return** to apply it. You can then drag playlists to the folder. Click **Expand** (⌘) to expand a folder and reveal its playlists or click **Collapse** (⌘) to collapse the folder and hide its playlists.



## Create a Smart Playlist

In the Music app, click **File** (L), click **New** (M) on the File menu, and then click **Smart Playlist** (N) on the continuation menu. Alternatively, press **⌘ + Option + N**. Either way, the Smart Playlist dialog opens.

Click the first pop-up menu (O) and select the item for the first condition — for example, **Genre**. Click the second pop-up menu (P) and select the comparison for the first condition — for example, **contains**. Click the text field and type the text for the comparison (Q) — for example, **Rock** — making the condition “Genre contains Rock.”

To add another condition, click **Add** (+, R), displaying a second line of controls.

Click the pop-up menu (S) and select **any** to match any of the rules or **all** to match all the rules. Set up the second condition (T) as described earlier. You can then add further conditions as needed.

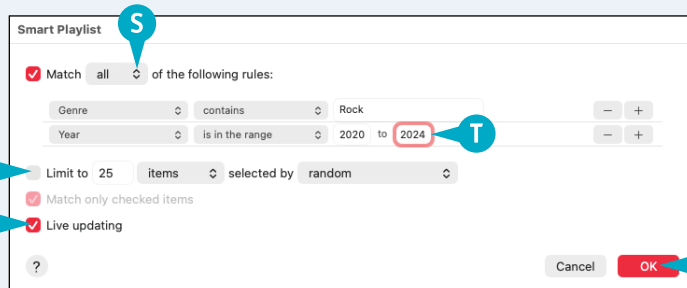
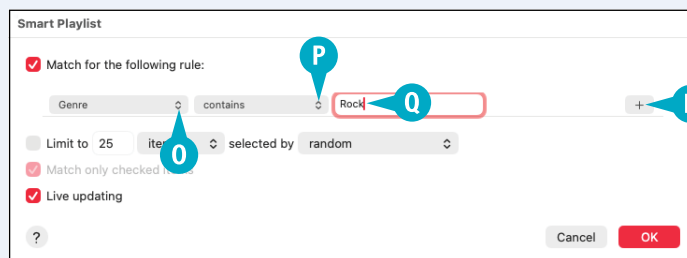
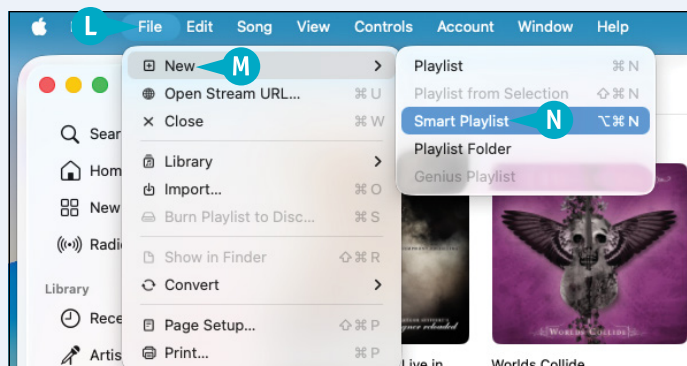
If you want to limit the playlist’s length, select **Limit to** (✓, U) and specify the limit.

Select **Match only checked items** (✓) to restrict your Smart Playlist to songs whose check boxes are selected. This means you can uncheck the check box for a song to prevent it from appearing in your Smart Playlists. If the check boxes do not appear, click **Music**, click **Settings**, and click **General** (⚙️) to display the General settings pane. Select **List view checkboxes** (✓) and then click **OK**.

Select **Live updating** (✓, V) if you want Music to update the playlist automatically.

When you finish setting conditions, click **OK** (W). Music adds the Smart Playlist to the Playlists section of the Source list with a default name. To change the name, click **Edit** (✎), type the new name in the Edit Playlist dialog, and then click **Done**.

Click **Play** (▶) to start the smart playlist playing from the start. Alternatively, double-click the song you want to start playing, or click **Shuffle** (🔀) to set the playlist playing in random order.



# Enjoy Radio, Podcasts, and Videos

The Music app enables you to listen to online radio stations. The Apple Radio feature comes set to access a selection of stations on demand, which means you can pause the radio stream and resume it from the same place. The Podcasts app lets you enjoy *podcasts*, audio or video files that you can download from the Internet and play on your MacBook Neo or a digital player like the iPhone or iPad. The TV app enables you to play videos, TV shows, and movies. You can buy shows and movies from Apple's services or export files of your own movies.

## Listen to Apple Radio

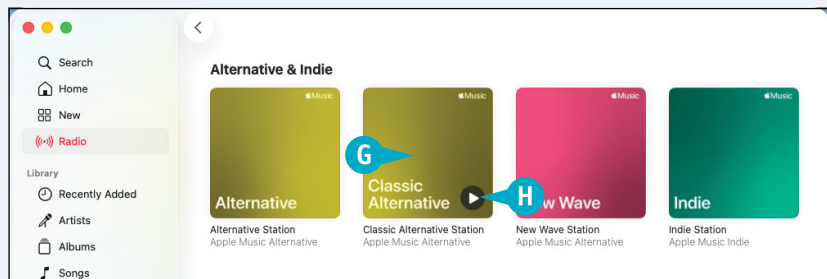
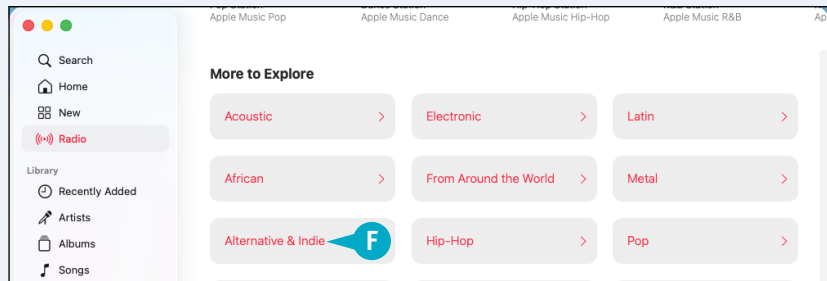
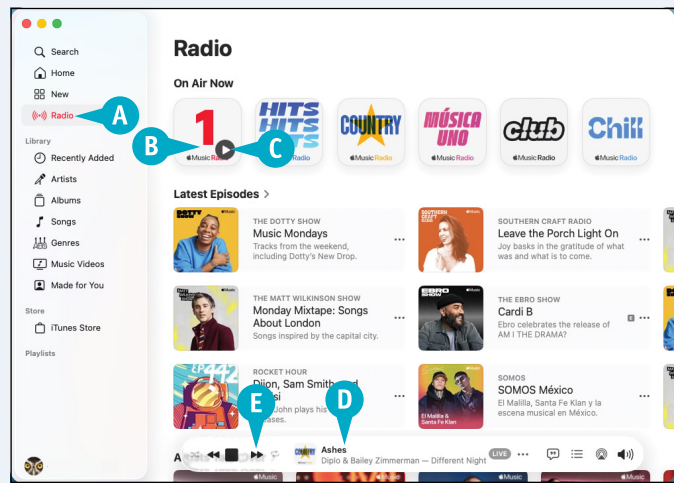
In Music, click **Radio** (A) to display the Radio screen. Position the pointer over the station (B) you want to listen to, making the Play button (C) appear, and then click **Play** (C) to start the station playing.

Details of the current song appear (D). Depending on the radio station, you may be able to click **Skip** (E) to skip to the next track.

To explore the selection of genres available, scroll down to the bottom of the screen and locate the More to Explore section. Click the genre (F) you want to explore.

On the genre's screen, position the pointer over the station (G) you want to listen to. The Play button (H) appears. Click **Play** (H) to start the station playing.

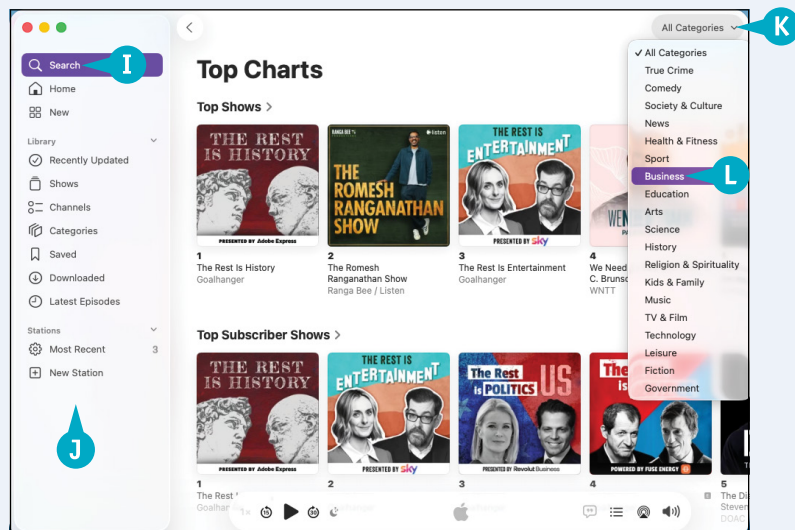
To listen to an Internet radio station that does not appear on Music's list, find out the URL of the station's audio stream by consulting the station's website. In Music, click **File** and select **Open Stream URL** to display the Open Stream dialog. Type or paste the URL into the dialog and then click **OK**. Music starts playing the radio station's audio stream.



## Enjoy Podcasts

To explore and enjoy podcasts, click **Apps** (📱) on the Dock to display the Apps screen in Spotlight, type **p**, and then click **Podcasts** (🎧) to open the Podcasts app.

You can locate podcasts in various ways. For example, click **Search** (🔍, I) in the sidebar (J) on the left side of the app window and type one or more keywords; or click **All Categories** (📁, K) in the upper-right corner of the window, click the category (L) you want, and then browse the results.



When you find a podcast you want to play, move the pointer over the appropriate episode and click **Play** (▶). If you want to subscribe to the podcast, click **Follow**.

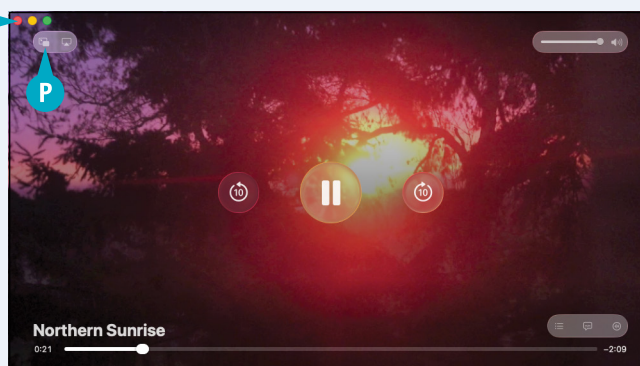
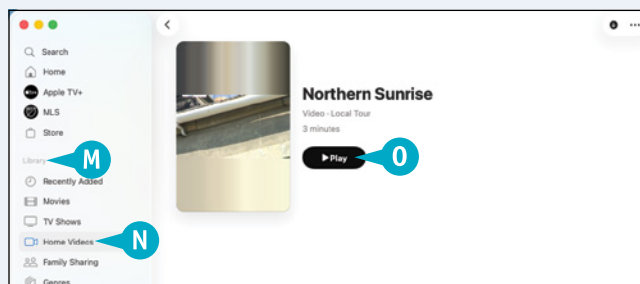
## Play Videos

Click **TV** (📺) on the Dock to open the TV app. Then, in the Library section (M) of the sidebar, click the library category you want to view: **Recently Added** (🕒), **Movies** (🎬), **TV Shows** (📺), **Home Videos** (📺, N), **Family Sharing** (👤), or **Genres** (📁).

On the screen of the category you chose, click the item you want to view, and then click **Play** (▶, O) on the item's screen to start it playing.

To control playback, move the pointer over the video, and then use the pop-up controls that appear. You can click **Picture-in-Picture** (📺, P) to switch the video to a small floating window.

To stop viewing the video, click **Close** (●, Q).



# Read Books

macOS includes the Books app, which enables you to enjoy electronic books, or *e-books*, on your MacBook Neo. Using Books, you can read e-books that you already have on your Neo, download free or paid-for e-books from online stores, or read PDF files stored on your MacBook Neo.

Before you can read e-books that you have on your MacBook Neo, you must add them to Books. You can then open a book and start reading it.

## Read Books

### Add Your E-Books to Books

**Note:** This method shows you how to add e-books not purchased from Apple. Any books you have bought via Books appear automatically in the Books app when you sign in using your Apple Account.

1 Click **Books** (📖) on the Dock.

**Note:** If Books (📖) does not appear on the Dock, click **Apps** (📂) on the Dock to display the Apps screen in Spotlight, type **boo**, and then click **Books** (📖).

The Books window opens.

2 Click **File**.

The File menu opens.

3 Click **Import**.

The Import dialog opens.

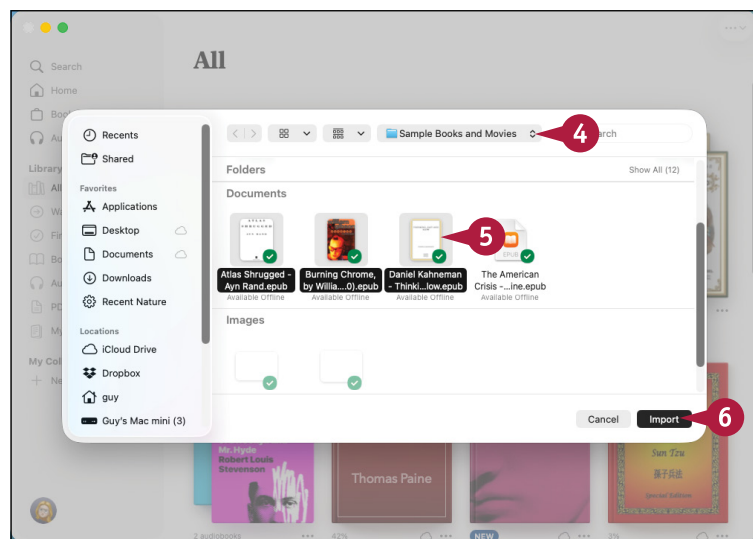
4 Navigate to the folder that contains the books.

5 Select the books you want to add to Books.

6 Click **Import**.

The Import dialog closes.

The books appear in Books.



## Read E-Books

- 1 In the Books sidebar, click the button for the view by which you want to browse. For example, click **Books** in the Library section to view the books in your library.
- A You can search for a book by clicking **Search** (Q) at the top of the sidebar and then typing keywords in the Search box, which appears at the top of the screen.
- 2 Double-click the book you want to open.

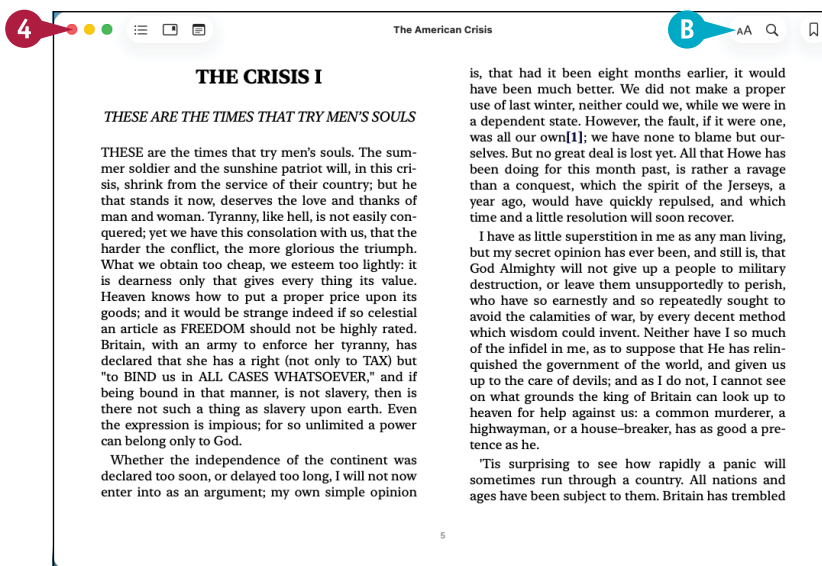
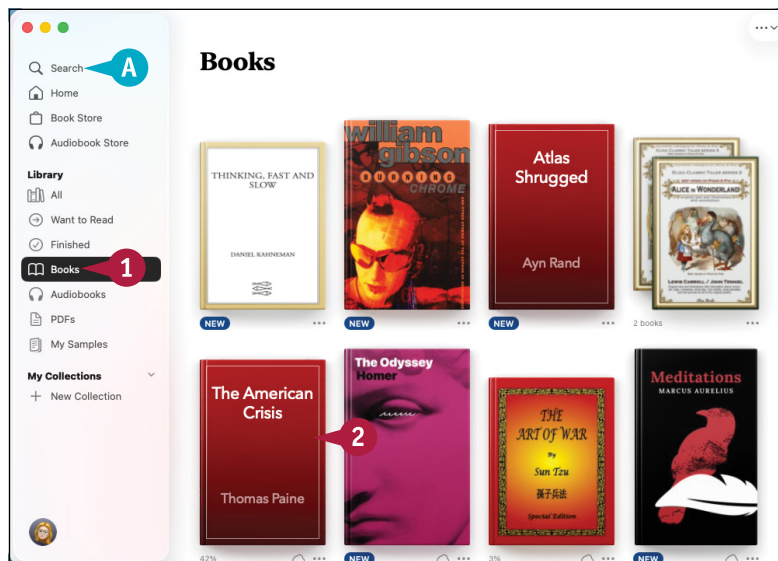
The book opens in a new window.

- 3 Press **→** to display the next page or **←** to display the previous page (not shown).

**Note:** You can also swipe left or right on the trackpad to change pages.

- B You can click **Appearance** (AA) to adjust the appearance of the page and the text.
- 4 When you finish reading, click **Close** (●).

The book closes, and your library appears.



## TIP

### How can I add my Kindle e-books to Books?

As of this writing, Books cannot display books in Amazon's proprietary Kindle format. To read Kindle books on your MacBook Neo, download the free Kindle app from the App Store and log in to the Kindle service using the e-mail address and password you have registered with Amazon.

# Import Photos

Photos enables you to import photos directly from a wide range of digital cameras, phones, and tablets, including the iPhone and iPad. Photos normally recognizes a camera automatically when you connect it to your MacBook Neo and switch it on.

Alternatively, you can remove the digital camera's memory card and insert it in a memory card reader connected to the MacBook Neo; your camera's manufacturer may recommend this method. Another possibility for some cameras and phones is to import photos via Bluetooth File Exchange.

## Import Photos

- 1 Connect your digital camera or device to your MacBook Neo via USB (not shown).
- 2 Turn on the digital camera or device (not shown).

**Note:** Some digital cameras turn on automatically when you connect them to a powered USB port, but most cameras need to be turned on manually. Phones and tablets usually remain on and wake from sleep.

Photos opens and displays the contents of the digital camera or device.

- A** If Photos does not open automatically, you can click **Photos** (🌸) on the Dock, click the device in the Devices list, and then select **Open Photos** (☑️).

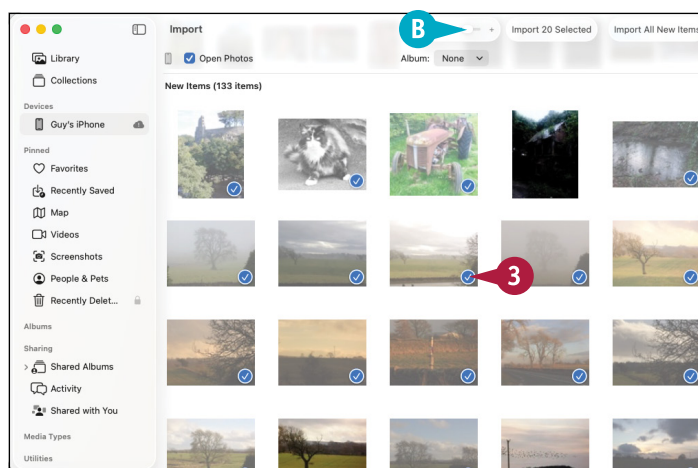
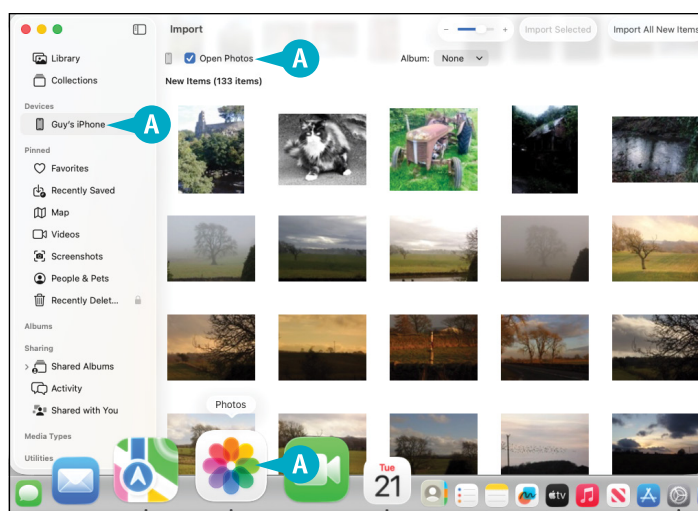
- B** You can drag the **Zoom** slider or click **+** or **-** to zoom in or out on the thumbnails.

**Note:** Scroll up and down as needed by swiping or dragging two fingers on the trackpad.

- 3 Click each photo you want to import, placing a check mark (☑️) on it. You can drag across multiple photos to select them.

**Note:** To select a range of photos, click the first photo and then **Shift** + click the last photo.

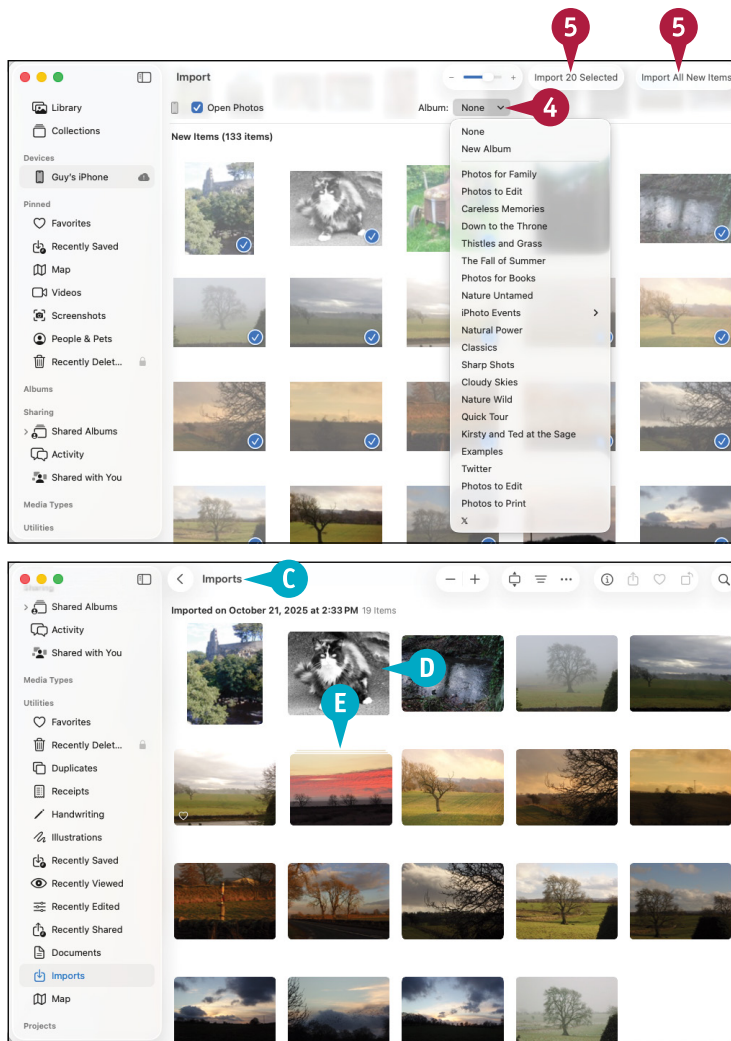
**Note:** If you want to import all the new photos, you need not select any.



- 4 Click **Album** (📁) and then click the destination. Your choices are **None** to import the photos to your library, **New Album**, or an album in the My Albums list.
- 5 Click **Import Selected** to import the photos you selected. Click **Import All New Items** to import all the new photos.

Photos copies the photos from the digital camera or device to your MacBook.

- C Photos displays the Imports screen, showing the photos you have just imported.
  - D An individual photo appears as a thumbnail.
  - E Photos shot in a burst appear as a stack.
- Note:** For a digital camera, click **Eject** (⏏) next to the camera's name in the Devices list to eject the camera before you disconnect it.
- 6 Disconnect the camera or device from your MacBook Neo (not shown).

**TIP****What is the Filter By pop-up menu for?**

Click **Filter** (≡) on the toolbar to use the Filter By pop-up menu to switch between displaying all items — click **All Items** on the menu — and displaying only specific types of items. For example, you can click **Photos** (📷) to display only photos, click **Videos** (📹) to display only videos, click **Edited** (✂) to display only items you have edited, or click **Favorites** (❤) to display only items you have marked as favorites.

# Browse Your Photos

To locate the photos you want to view and work with, you browse your photos. Photos enables you to browse your photos easily: You first select a category in the sidebar on the left side of the Photos window and then use the main part of the window to view the photos in the source. Once you find a photo you want to view, click its thumbnail.

If you have just imported photos, the best way to begin browsing is by viewing the Imports category, which contains the photos you have imported.

## Browse Your Entire Library or Browse by Years and Months

In Photos, click **Library** (🖼️, A) at the top of the sidebar to display your entire photo library. You can then click **Years** (B) to browse by years or click **Months** (C) to browse by months. Scroll to the year or month you want to view and then click the photo (D) representing that year or month.

Click **All Photos** (E) when you want to browse your entire photo library again.

By default, Photos works with your Personal photo library. If you are a member of a shared photo library, the Library pop-up button (F) appears. Click **Library** (🔍, G) to display the pop-up menu and then click **Personal Library** (👤), **Shared Library** (👥), or **Both Libraries** (🖼️) to specify which you want to view.

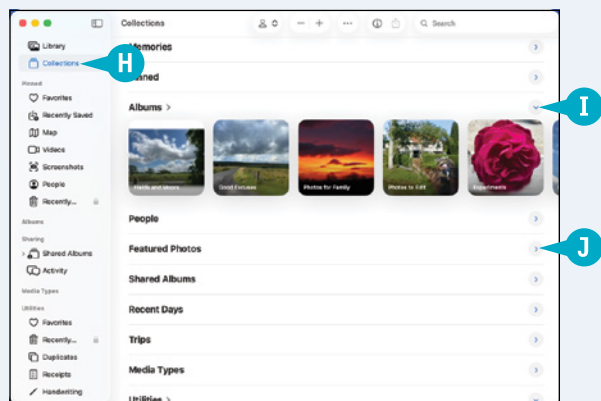


## Browse by Collections

Click **Collections** (📁, H) at the top of the sidebar to display the Collections screen, which presents the following photo collections: Memories, Pinned, Albums, People, Featured Photos, Shared Albums, Recent Days, Trips, Media Types, and Utilities. You can collapse a category by clicking **Collapse** (∨, I) and expand a collapsed category by clicking **Expand** (>, J).

A *memory* is an automatically curated collection of photos and videos, typically tied to a date, person, location, or theme. A memory often includes canned music, transitions between photos, and a visual theme.

The Media Types collection enables you to view photos and videos by types, such as Selfies, Videos, and Bursts. The Utilities collection lets you view items sorted by utilities such as Recently Deleted, Duplicates, and Receipts.



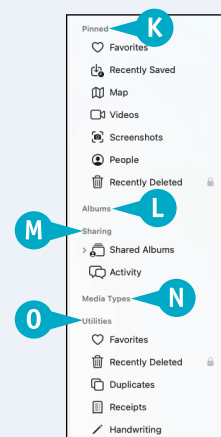
### Using the Other Categories in the Sidebar

The Pinned category (K) in the sidebar contains items “pinned” in place for quick access. Photos starts you off with various pinned items, such as Favorites (♥) and People (👤), but you can customize the list as needed. To pin an item, **Control** + click it in the sidebar and then click **Pin**. To unpin a pinned item, **Control** + click it in the Pinned list and then click **Unpin**.

The Albums category (L) gives you access to the albums you have created.

The Sharing category (M) contains the expandable Shared Albums list — both albums that you are sharing with others and albums that others are sharing with you — plus the Activity collection, which gives you direct access to changes in the shared albums.

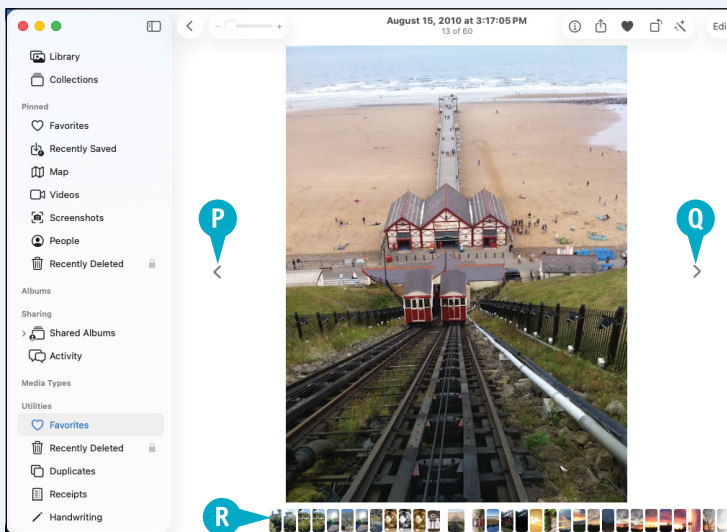
As explained earlier in this section, the Media Types category (N) presents your photos and videos by types, and the Utilities category (O) enables you to view your photos and videos sorted by utilities.



### Navigate from Photo to Photo

Once you locate the collection you want to browse, click it to reveal thumbnails of the photos and videos it contains. You can then click a photo or video to display it. If you click a Live Photo — one that contains three seconds of video footage around the still frame — the photo plays automatically. Similarly, when you click a video thumbnail, the video plays.

After displaying an item, you can navigate to the previous item or next item by swiping left or right, respectively, with two fingers on the trackpad. Alternatively, move the pointer to the left side or right side of the photo or video and click **Back** (<, P) or **Forward** (>, Q).



From the keyboard, press **↑** or **←** for the previous item or **↓** or **→** for the next item.

To navigate by larger steps, click **View** on the menu bar and **Show Thumbnails** to display the thumbnails bar (R) at the bottom of the screen. You can then click the thumbnail for the item you want to view.

# Select Photos from Bursts

Many digital cameras and devices, including most models of iPhone, can take bursts of photos. Bursts are great when you are trying to capture facial expressions, live action, or other unrepeatable moments.

The Photos app enables you to browse the photos you have taken in bursts. From a burst, you can choose which photos to keep as individual photos; you can also choose whether to keep the rest of the burst photos or delete them.

## Select Photos from Bursts

- 1 In Photos, navigate to the burst. To see all bursts, expand **Media Types** and then click **Bursts** (📷).

**Note:** If you have added the burst recently, click **Recents** (🕒).

**Note:** Scroll up and down as needed by swiping or dragging two fingers on the trackpad.

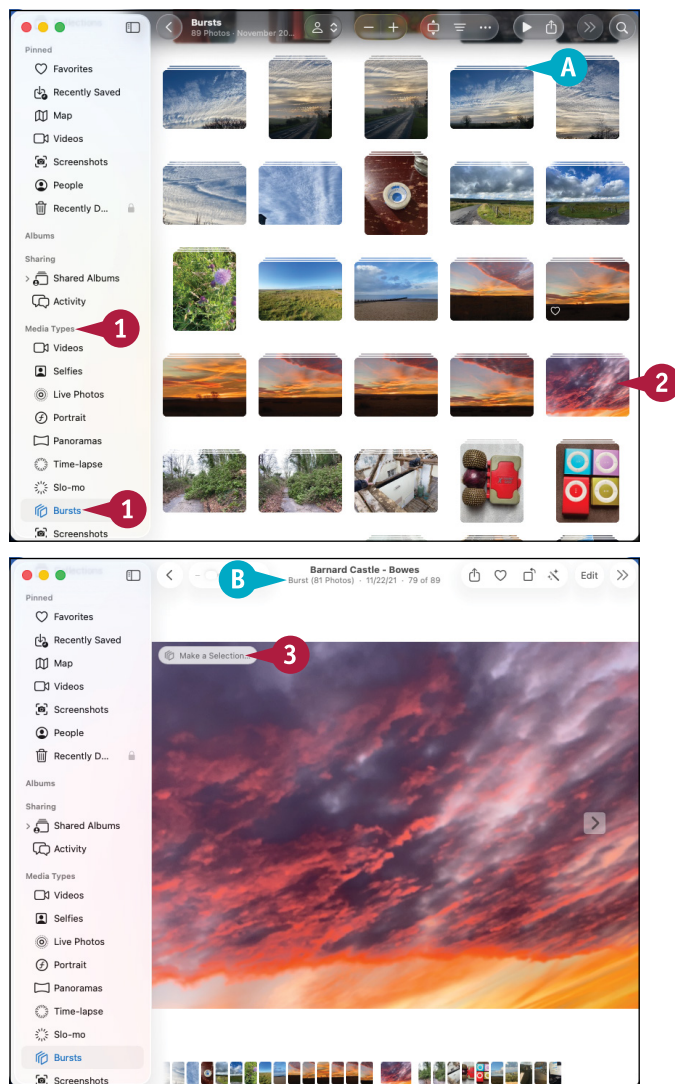
- A Each burst appears as a stack of photos.
- 2 Double-click the burst you want to open.

Photos displays the photo at the top of the stack in the burst.

- B The Burst indicator shows you how many photos the burst contains.

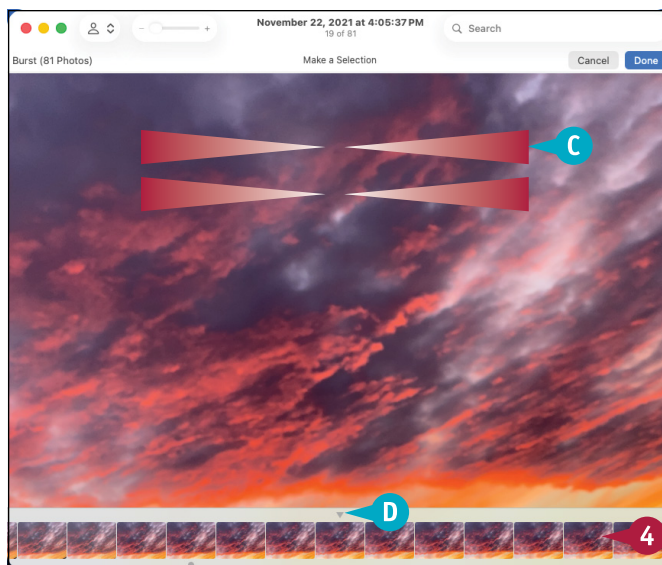
- 3 Click **Make a Selection**.

**Note:** The Make a Selection prompt appears only on bursts of photos, not on individual photos.



The Make a Selection pane appears.

- C** You can swipe left or right with two fingers or press **→** or **←** to display the next photo or previous photo.
- D** The inverted triangle indicates the thumbnail for the current photo.
- 4** Click the thumbnail for the photo you want to view.

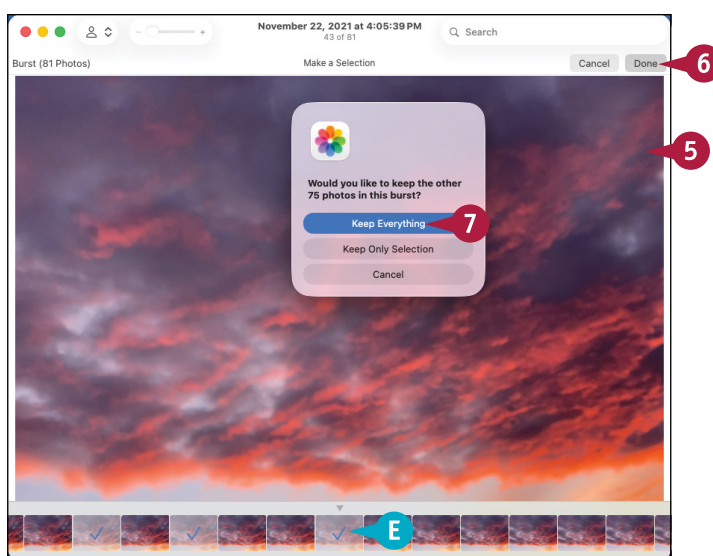


The photo appears.

- 5** Click the photo if you want to keep it.
- E** A check mark appears on the thumbnail for each photo you select.
- 6** When you finish selecting photos from the burst, click **Done**.

The Would You Like to Keep the Other Photos in This Burst? dialog opens.

- 7** Click **Keep Everything** or **Keep Only Selection**, as needed. Click **Cancel** to return to the Make a Selection pane.



## TIP

### How do I take a burst of photos on my iPhone?

In the Camera app, make sure that Photo Mode is selected so that PHOTO appears in yellow. Drag the Shutter icon toward the last item's thumbnail to start taking a burst — in other words, with the iPhone held in portrait orientation, drag the Shutter icon to the left. If you find this maneuver awkward, tap **Settings** (ⓘ) on the Home screen, tap **Camera** (📷), and then set the **Use Volume Up for Burst** switch to On (🟢). You can then hold down **Volume Up** to shoot a burst.

# Crop, Rotate, or Straighten a Photo

To improve a photo's composition and emphasize its subject, you can crop off the parts you do not want to keep. You can either constrain the crop area to a specific aspect ratio or crop freely. Constraining an area to specific dimensions is useful for producing an image with a specific aspect ratio, such as 3 × 5 or the ratio of your MacBook Neo's display.

Photos also enables you to rotate a photo easily by 90, 180, or 270 degrees, correcting photos you have taken with your phone sideways or the wrong way up. You can also straighten photos shot askew.

## Crop, Rotate, or Straighten a Photo


### Crop a Photo

- 1 In Photos, open the photo you want to edit, and then click **Edit** (not shown).

Photos opens the photo for editing and displays the editing tools.

- 2 Click **Crop**.

Photos displays the cropping tools.

- A To crop to specific proportions or dimensions, go to the Aspect () list and click the aspect ratio you want to use, such as **Square**.

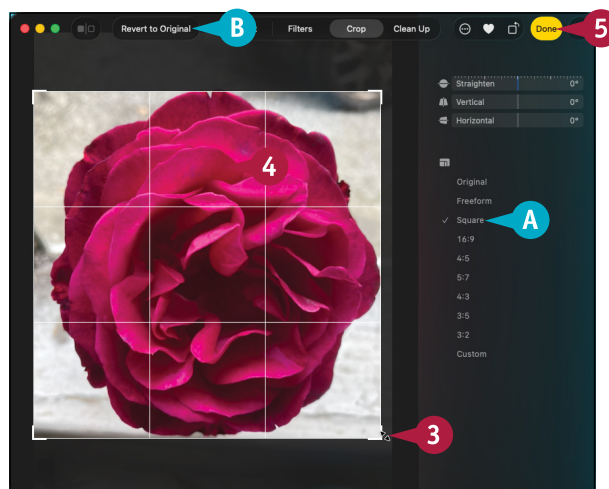
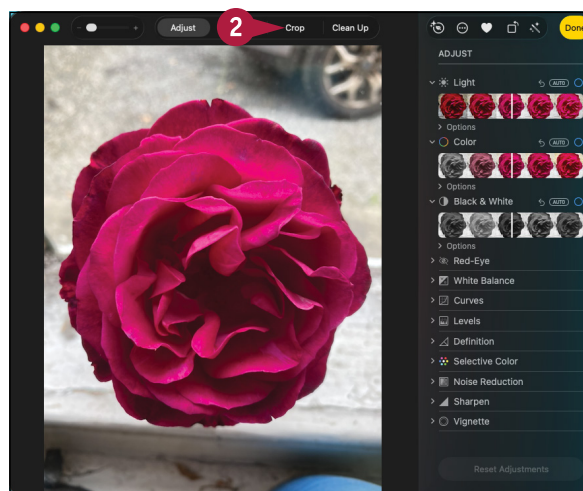
The crop box changes to show the aspect ratio you chose.

- 3 Drag the corner handles to crop to the area you want.

**Note:** To crop a photo evenly around its center, hold **Option** as you drag the cropping handles.

- 4 If necessary, click inside the cropping rectangle and drag the picture to change the part shown.
- B You can click **Revert to Original** at any point to undo all the changes you have made to the photo.
- 5 Click **Done**.

Photos crops the picture to the area you chose.  
Photos hides the editing tools again.



## Rotate a Photo

- 1 In Photos, **Control**+click the photo you want to rotate.

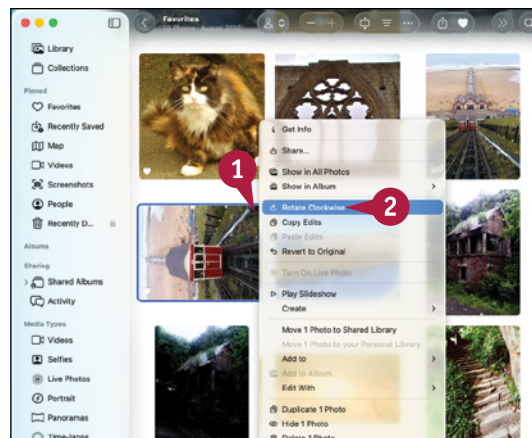
The contextual menu opens.

- 2 Click **Rotate Clockwise**.

**Note:** Press **Option** and then click **Rotate Counterclockwise** to rotate the photo counterclockwise.

Photos rotates the photo 90 degrees clockwise.

**Note:** If you need to rotate the photo further, repeat the move.



## Straighten a Photo

- 1 In Photos, open the photo you want to straighten, and then click **Edit** (not shown).

Photos opens the photo for editing and displays the editing tools.

- 2 Click **Crop**.

- c You can click **Rotate** (⏪) to rotate the photo 90 degrees counterclockwise. To rotate the photo 90 degrees clockwise, press **Option** (⏩ changes to ⏪) and then click **Rotate** (⏩).

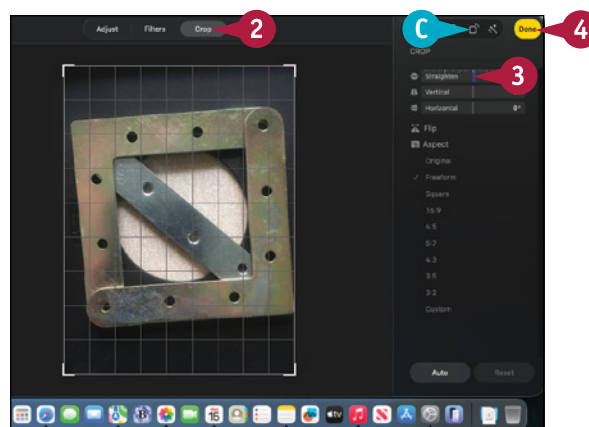
Photos displays the cropping and straightening tools.

- 3 Drag the **Straighten** slider to straighten the photo, using the lines in the straightening grid to judge horizontals and verticals.

- 4 Click **Done**.

Photos applies the straightening.

Photos hides the editing tools again.



## TIP

### What does the Auto button in the Crop pane do?

Click the Auto button to apply automatic straightening to the photo you are editing. This feature analyzes the horizontal and vertical lines in the photo and attempts to apply straightening based on what it finds. For photos that have obvious orientation problems, this feature can work well. For other photos, such as those where you need to use a background object rather than a foreground object to determine what should be horizontal and what should be vertical, you may do better to apply straightening manually.

# Improve a Photo's Colors

Photos includes powerful tools for improving the colors in your photos. If a photo is too light, too dark, or the colors look wrong, you can use these tools to make it look better.

Usually, the best way to start is to use the Auto Enhance tool, which boosts flat colors while muting overly bright ones. If Auto Enhance does not give you the results you need, you can use the Adjust tools to edit settings such as exposure, contrast, and saturation.

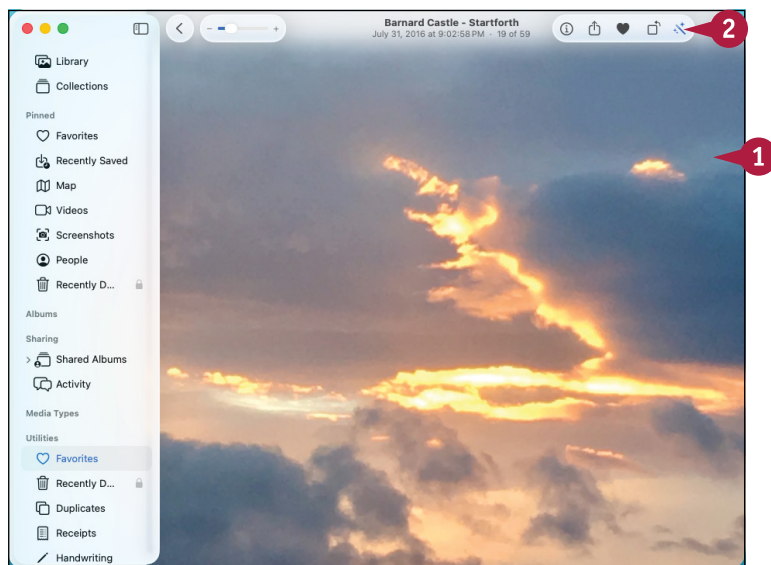
## Improve a Photo's Colors

### Quickly Enhance the Colors in a Photo

- 1 In Photos, open the photo you want to enhance.
- 2 Click **Auto Enhance** (👉 changes to 🌈).

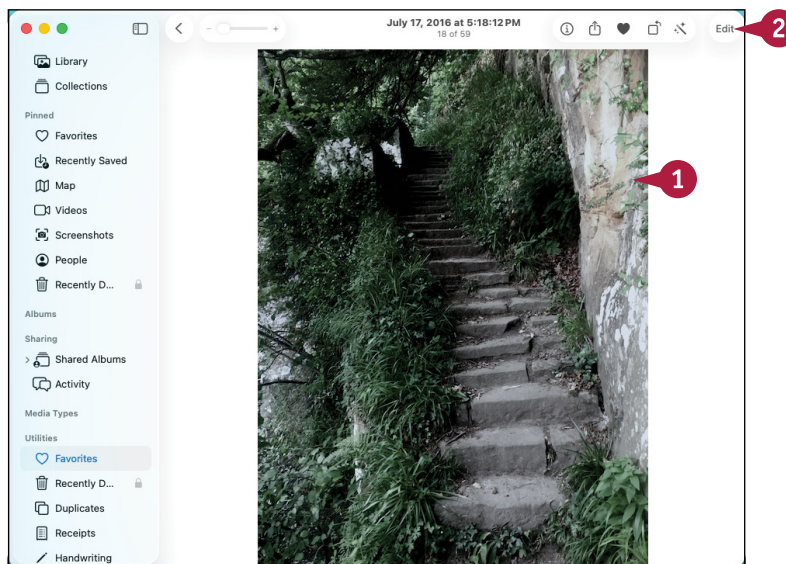
Photos adjusts the exposure and enhances the colors.

**Note:** If the Auto Enhance tool does not improve the photo, click **Auto Enhance** again (🌈 changes to 👉) to remove the enhancement, and use the Adjust tools instead, discussed next.



### Using the Adjust Tools

- 1 Open the photo you want to adjust.
- 2 Click **Edit**.



Photos opens the photo for editing and displays the editing tools.

**3** Click **Adjust**.

The Adjust tools appear.

**Note:** If the set of tools you want to appear is collapsed, move the pointer over its heading and click **Expand** (▾) to expand it.

**A** You can click **Auto** to have Photos adjust the group of settings automatically.

**4** Drag the group's slider to adjust all the settings using preset balances.

**5** Click **Options** to display individual sliders for settings.

**6** Drag an individual slider to adjust that setting alone.

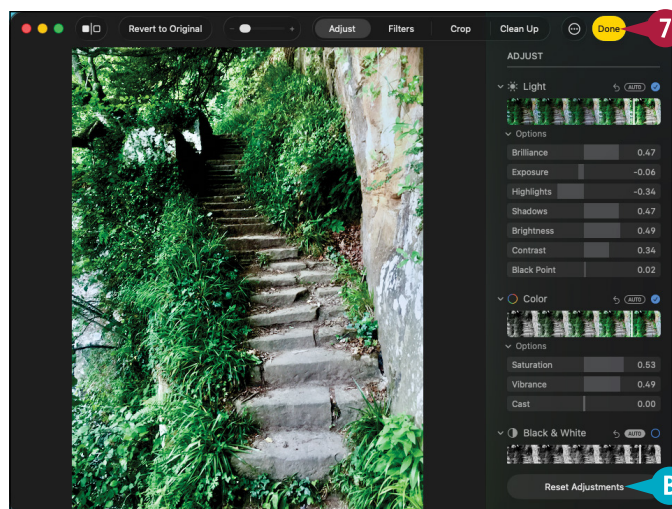
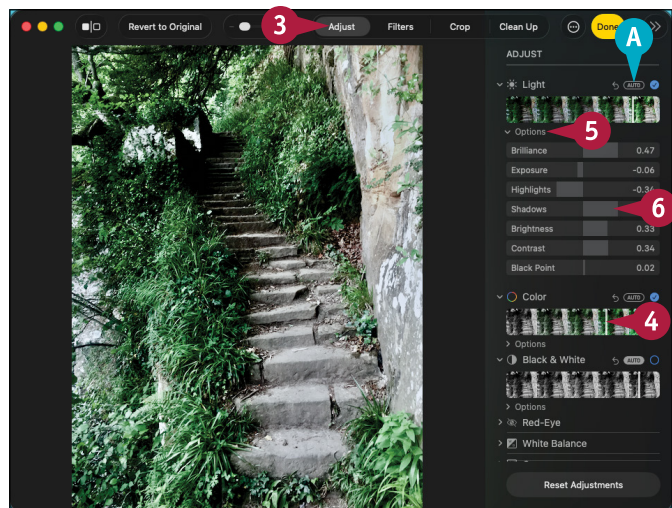
**B** You can click **Reset Adjustments** to undo your adjustments.

**Note:** If you need to make the same adjustments to other photos, **Control**+click the photo and click **Copy Adjustments**. You can then open each photo for editing, **Control**+click the photo, and click **Paste Adjustments** to apply the copied adjustments.

**7** When you finish working on the colors, click **Done**.

Photos applies the changes to the photo.

Photos hides the editing tools again.



## TIP

### What other adjustments can I make using Photos?

You can make a wide range of adjustments by using the tools in the lower section of the Adjust pane. The tools include White Balance for adjusting misrepresented white tones; Levels for changing red-green-blue levels, white point, and black point; Curves for adjusting tonal range; Selective Color for adjusting only the color of your choice; Noise Reduction for reducing *noise* or graininess in low-light photos; Sharpen for increasing definition; and Vignette for fading out the corners of the photo to emphasize the subject.

# Create Photo Albums and Slide Shows

To assemble a custom collection of photos, create a new album. You can then add to it exactly the photos you want and arrange them in your preferred order. Photos also lets you create *Smart Albums* that automatically include all photos that meet the criteria you choose.

You can play an instant slide show by selecting the photos you want, clicking **File** to open the File menu, and then clicking **Play Slideshow**. When you need greater control over the slide show, you can create a saved slide show with custom music and effects.

## Create Photo Albums

### Create a Regular Photo Album

In Photos, select one or more photos (A) you want to put in the new album. Move the pointer over the Albums section (B) of the sidebar. The More icon (⋮) appears. Click **More** (⋮, C) to open its pop-up menu, and then click **New Album with Selection** (D).

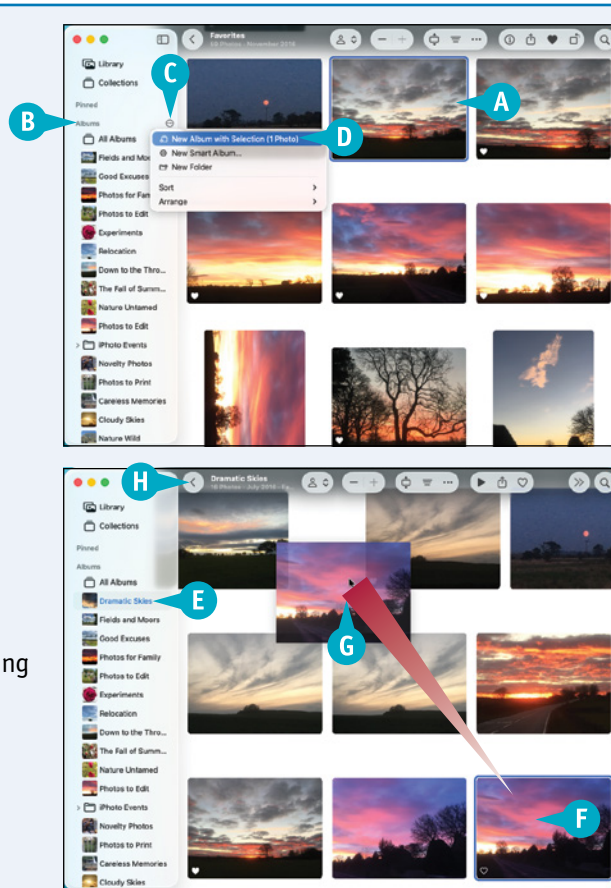
Photos creates a new album, assigns it a provisional name based on the collection you were using, and places an edit box around that name in the sidebar. Type the name for the new album and press **Return**.

The photo or photos you selected appear in the new album. You can add more photos by selecting them and dragging them to the new album's entry in the sidebar.

To view the album, click its entry (E) in the sidebar.

The photos in the album appear. You can then change the order of the photos by clicking a photo and dragging it (F) to where you want it (G).

Click **Back** (⏪, H) when you want to return to the Albums pane.



### Create a Smart Album

To create a Smart Album, click **File** and select **New Smart Album**; then set your criteria in the New Smart Album dialog that opens. Click **Add** (+) to add another row of criteria to the Smart Album.

## Create and Play Slide Shows

Choose the photos for the slide show. Click the appropriate photo collection, click the first photo (I) you want, and then **⌘**+click each of the other photos. Next, click **File** (J) to open the File menu, highlight **Create** (K) without clicking, click **Slideshow** (L), and then click **Photos** (M).

In the Add Photos to Slideshow dialog that opens, type the slide show name in the Slideshow Name box (N) and then click **OK** (O).

Photos creates the slide show, adds it (P) to the Projects list in the Projects section of the sidebar, and displays the screen for configuring the slide show. The slide show's first slide (Q) and title (R) appear above a bar of thumbnails (S) of the other slides. You can rearrange the slides by dragging them in the thumbnails bar. You can click **Add** (+, T) and then click **Add Photos** on the pop-up menu to add more photos to the slide show.

Click **Themes** (U) to display the Themes pane and then click the theme you want; if you choose the Ken Burns theme, you then configure the start and end points for panning and zooming. Click **Music** (V) to display the Music pane and select the music. Click **Duration** (W) and then select duration settings.

Click **Preview** (X) to preview the show and then make further

adjustments, as needed. When the show is ready, click **Play** (Y) to start the show playing. You can then control the slide show by using the pop-up control bar; move the pointer to display this bar again after it disappears.

