# Managing Digital Photos

# A TechConnect Workshop

## **Photo Topics**

- Taking pictures
- Photo app and organizing Library, albums, app suggestions
- Finding pictures by date, people, pets, flowers
- Sending / Sharing from apps for texting, emailing, to Notes
- Saving / Moving / Naming
- Converting / Editing / Printing
- Remembering / Learning More

## **Remembering / Learning More**

- Take good notes
- Google for instructions "How do I organize photos on iPhone"
- Search YouTube about Photos for Seniors same as above
- Ask someone people that send you photos can help
- Come to Drop-In Various locations in each town

## **Note Taking in Workshops** Creating new albums in the Photos app

- Write the topic or instruction on the far left of paper
  - Indent below first line when writing the first step
    - Indent again if you need to click on something
      - Keep indenting if there are a series of clicks
  - If there is another major step
    - Do the same indent pattern for each time you have to click on something
      - This approach to notes helps you know when you have followed all the steps
- When the major topic (slide) changes you again write on the far left

1. Open **Photos** on your iPhone or iPad.

2. Tap on the **Albums** tab.

3. Tap the + button in the upperleft corner.

#### 4. Tap New Album.

- 5. Name the **album** and tap on **Save**.
- 6. Tap **photos** that you want to add to the album.
  - 7. Tap Done.

### **SEARCH ONLINE**

Use Google or Safari to search for online instructions or videos

Type into the search area

How do I organize iPhone photos

How do I make Samsung Android albums for photos How do I send photo in text message How do I email a photo

#### EXAMPLE SEARCH How do I send photo in text message



## **Taking Photos**

- Traditional picture taking point and click
- Selfies Look on camera screen for
- As mirror Use selfie to check hair



- As viewer Use camera to "peek" over things you can't see behind
- Scanning documents use Files app, click Scan Documents



#### **Organizing Photos**

#### Library –

Collection of photos you've taken that stay in order taken

#### Albums –

Ways to organize photos by "assigning" them to grouping

# PHOTO LIBRARY / GALLERY



Tap on a photo and a marker appears, tap multiple pictures and they also will be "selected"

Use the circle with dots to open a menu, choose from the choices given

#### ALBUMS

Select



## **Finding pictures**

- Date Dec 2022
- "People"
- Pets Dogs
- "Flowers"



• "Screenshots"



# **Sending / Sharing**

- From Photo app
  - Share/Send icons



- From apps for sending to others
  - Texting











#### Photo Gallery Sharing

In photo library or album you can SELECT the picture(s) to share.

Then look for the SHARE icon and tap/click



#### **Photo Sharing Directly from Apps**



Saving Moving Naming

#### GETTING YOUR PICTURES TO OTHER DEVICES FOR SAFE KEEPING

# Saving / Moving / Naming

- Where are they? Apps and your photos
  - iCloud
  - Google Photo Google Drive
  - Android device company app
- Moving photos to other devices
  - iCloud
  - Connecting phone to other devices
  - Using Flash Drives
- Naming saved photos
  - Autonaming 20240406\_114544

#### **MOVING PHOTOS**

Use smartphone Flash Drive or Photo Sticks





#### SAVING

Connect Phone directly to laptop using charging cord





INTO

Type A





#### USB-A OR USB-C

# Once connected your laptop will give message



