

10th May 2021 **PREPARING PHOTOS FOR PRINTING**

We first looked at the options available when having photos printed: different sizes, formats such as booklets and calendars, posters/pictures for the wall, gifts such as magnets or mugs.

Before selecting any photos, ensure that each one is enhanced by the editing process:

Tap once on a photo, so it opens to full size, and tap on 'Edit' (top right). The screen that appears will have 3 symbols on the left: The **square with arrows** is the cropping tool, which enables you to eliminate unwanted detail around the edges. The symbol of **3 overlapping circles** is the filtering tool, which can change the quality of the colour or transform the photo to black and white. The **dial symbol** is the adjusting facility, which can enhance the detail and allow the photo to be darkened or lightened. When you have edited the photo to the standard you require, tap 'Done'.

Create an album in which to store the photos you wish to have developed: open the Photos App, scroll right down the left side, and tap on '+ New Album', in blue. Give the album a name, and save.

You need not put the photos into the album straight away; just tap 'Done', and the new album will be there on the left of the screen, ready for the photos to be added.

We will only wish to print a few of the photos we take; to make the selection, go to 'Library' on the top left, and then tap on 'All Photos' at the top of the screen.

Tap on 'Select' (top right), and then tap once on each picture that you wish to put in the album; a blue circle with a white tick inside it will appear on the photo. Keep tapping on photos so that you have several selected to add to your album. Then tap on the 'share' icon (a square with an arrow pointing upwards). The page that appears gives many options; scroll down, and tap on 'Add to Album'. All your albums will be displayed; scroll down until you find the album you want, tap on it, and you will see your selected photos drop into it.

Keep following this procedure until all the photos that you wish to have printed are together in one album, ready to be developed.

(N.B. These instructions apply to iPhones/iPads uploaded to iOS 14 and above; for earlier versions, look at the notes for December 2017 and January 2018 on our group's section of the Stokesley u3a website.)