

# Doing things with Apple's Photos App

## Discoveries and Queries

To remove the screenshot button: **Settings** > **Accessibility**. In the 'Physical and Motor' section tap **Touch** > **Assistive Touch** and slide to **OFF**. If in 'Custom Actions' you leave **Single Tap** saying **Screenshot**, you can get the screenshot button back at any time by sliding **Assistive Touch** to **ON**.

## 1. Find photos

- Basic search options.** Open **Photos Library** and tap **Search** in left sidebar and explore iPad's groupings (people, places, categories) - e.g. tap a **person** and see other photos of them, or tap **Years** then scroll up and tap a **year** then tap **All Photos** to see thumbnails of all photos in that year. Alternatively type words in the search bar. Adding a **caption** to a photo, via the **circled i** at top of screen, improves search. Newer iPads support visual search targets. After searching, tap a photo to open it.
- Organise photos in albums** for holidays, family, etc. Albums do not remove photos from the Library, they just 'point' to them. So editing an album photo affects the library photo. To create an album, open Library tap **Select** and tap **photo(s)** you want in album. Tap **3 dots** in circle > **Add to Album**, then either select an existing album or tap **New Album** and give it a name. You can drag to re-arrange the photos in an album.
  - Albums can be created inside Folders (e.g. a holidays folder with albums for different holidays). To make a folder tap **All Albums** (under 'My Albums' in sidebar) then tap **+** at top of screen. Folders can be nested but you cannot move existing albums to a folder. Instead, copy photos from old album to new album inside folder.

## 2. Edit photos

*It is often worth duplicating a photo before editing it, just in case, even though you can often Revert to the original.*

**Open a photo** and tap **Edit** at top of screen to see three main editing tools on left of screen. Tap each to see more options on the right of photo. A yellow dot below a tool shows it is selected.

- Exposure, Brightness, etc.** **Edit** opens with the top left icon selected. Tap the **Wand** icon on the right and the arcs on the icons below it show the changes made automatically by the software. The ladder can be moved up/down to make changes. The white spot beside the ladder shows where this edit started. Tap any of the circles below the wand to make further adjustments. Tapping the photo will alternately show the original and the modified versions. Tap Done (or Cancel) when finished.
- Colour filter.** Tap the **middle left** icon to see a 'film strip' on the right of the screen. This can be dragged up/down. Tap **Done** when finished. There is **Revert** if you later change your mind.
- Flip & Crop.** Tap the **bottom left** icon to see a draggable frame round the opened photo and three new icons on the right. The top right icon rotates the photo, the other two icons slightly change perspective. At the top of the screen are icons to flip the image horizontally or vertically.
 

To **crop**, drag the white corners of the photo frame inwards. The photo can also be dragged and zoomed (pinch/spread fingers) within the frame. A '**squares**' icon at top right lets you constrain the shape of the crop to certain ratios. There is a **Reset** option at the top of the screen. After cropping, tap **Done**.

## 3. Personalise photos with text

- Text** (*Happy Birthday, Get well soon*) can be added, coloured, resized and moved around within a photo. Open a photo and tap **Edit**. Then tap the **pencil** icon at top of screen to see the **MarkUp** tools. This toolbar can be dragged to any edge of the screen. Tap the **+** and tap **Text**. Mid-screen is a small text box you can drag anywhere. Tap a **colour** for the text, then tap **AA** to choose font (not much choice) and drag slider for font size. **Double tap** the text box to get keyboard, then type. Drag **blue dots** on text box to change its shape.
- For a **coloured background** behind the text, tap the **+** in the **MarkUp** tools and tap a **shape** at foot of menu, then tap a colour. For a solid background colour, tap the icon of a **circle behind a square** > **solid black shape**. Drag the shape to resize it. (It is speedier to create the shape before the text, but if you select the text and tap **Duplicate**, you can delete the original text and slide the duplicate over the top of the coloured shape.)

## 4. Display photos

- Wallpaper.** Open a photo > **UpArrow** icon > **Use as Wallpaper**, pinch/spread to adjust > **Set** > select **screen**.
- Printing options.**
  - **At home:** open photo and tap the **up-arrow box** at top left of screen and tap **Print**.
  - **In a shop** (Tesco/Boots): take iPad and charging cable (not plug) to shop. Connect iPad to shop's photo printing machine (USB slot) and follow instructions shown on shop's machine.
- Slideshows.** Open **Photos** Library, or an album, tap **Select** then tap photos for inclusion in the slideshow. They need not be adjacent photos. Tap the **3 dots** at bottom right > **Slideshow** and the presentation starts.
  - To **pause** a slideshow tap **screen** > the **Stop** button in centre at foot of screen. While stopped, you can tap the **Options** button that offers three alternative photo transitions and lets you change the music to **None**. It can be fun to explore these options. To end a slideshow, tap **Done** at top left of screen.
  - To **save** a slideshow, open **Control Centre** (swipe down from top right) and tap **Record** icon before tapping **Slideshow**. Tap **Record** again when slideshow ends. Sidebar lists the recording under 'Screen Recordings'.