

## Tame Your Humongous Photo Library And Learn to Share your Best Memories

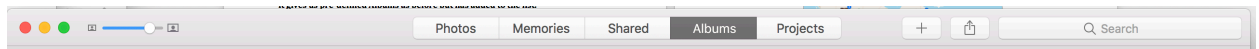
### Quick review

1. You can only have one Photo Library as your iCloud Library
2. When you switched from iPhoto to Photos all your Events were put in the Albums Section in a folder named iPhoto Events
3. You will probably have to buy more storage space in the cloud when you turn on iCloud Photo Library.
4. You can “optimize” your photos on any of your devices to save space
5. Deleting a photo from your Photo Library deletes it from all devices.
6. When iCloud Photo Library is turned on on all your devices all photos on all devices will appear in the library. No need to sync through iTunes.
7. If using a camera to take photos rather than an iOS device, make sure the date and time is correct. Also, if considering buying a new camera, choose one that has built in GPS.
8. Although Photos for iOS devices is powerful, the Mac version gives you more organizational options.

9. Two ways to view your photos

- a. The Hidden Side Bar View

You navigate through the various views by selecting one of the Tabs in the Tool Bar



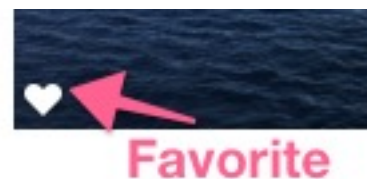
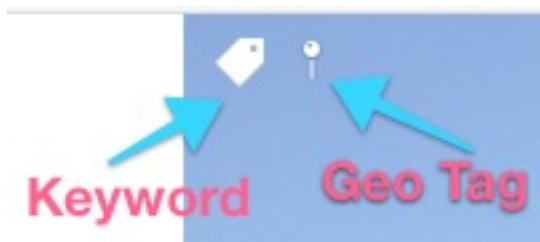
- b. Side Bar View

- i. Photos – Years, Collections, Moments
- ii. All Photos - The Apple predefined Albums as well as all the Albums you have created (including iPhoto Events)

10. Albums contain photos and Folders contain Albums

11. Deleting a photo from Photos or All Photos actually deletes the photos from the Photos Library. Deleting a photo from an Album just deletes it from the Album but leaves it in the library.

### Symbols



### **Adding Info to Photos-**To individual photos or to a group of photos

1. Select the photo or photos
2. Click on Info in the Window Menu (□ I)
3. Add Title, Description, Keyword, Location etc.

**Note:** Photos you receive via Messages, email, WhatsApp won't be geotagged.

### **Using the Side Bar View**

1. **Photos** at the top gives you all your photos in chronological order. By clicking the directional arrows in the Toolbar you can go from Years to Collections to Moments and vice versa.
2. **All Photos** in the Albums section shows your photos in albums, ones you have created as well as the Apple predefined Albums.
3. **People** groups together photos of individuals and lets you name them and searches through all your photos for more photos of each person.
4. **Places** shows you a map with the number of photos taken in each location. Zooming in separates them more. (Will only show photos with Geotags)

### **Getting Organized- A suggested approach**

#### **Create and Apply Keywords to Photos**

- Create keywords in the Keyword Manager (□ K)
- Create keywords on the fly
- Apply keywords to individual photos
- Apply keywords to groups of photos

#### **Set up Albums-** 2 ways of doing it

1. Select some photos to put in an Album then choose New Album from the File Menu (□ N)
2. From the File Menu choose New Empty Album, then chose photos to put in

#### **Find and select photos**

By using the search field you can search by:

Categories

Ex: Mountains, animals,  
fountains

Places

Ex: San Miguel, Washington,  
Norway

Faces

Ex: People, specific name

Keywords

Ex: Mac Group, Family

Dates

Ex: August 2016

#### **Sharing Your Photos**

By email  
AirDrop

FaceBook  
iCloud Photo sharing