

## Design Document: iPad Essentials: Storing and Organizing Photos

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### Class Description

Join us to learn tips and tricks for keeping your digital photos organized on your iPad.

### Course Length

60 minutes

### Intro / Content Outline (3 mins)

- Share your screen to have [Slide 1](#) ready that says welcome and the time that the program will be starting. Have your video off and have yourself on mute before getting started.
- Open the chat and select All Panelists and Attendees from the drop down to ensure that everyone sees any messages you type into the chat.
- Start the program right on the hour. Turn on your video and audio and:
  - Introduce yourself
  - Explain that everyone else is muted with their video off
  - Go to [Slide 2](#): which directs people to how chat works
  - Explain how the chat works, making sure to emphasize that they change the drop down menu to all panelists and attendees
  - Ask the patrons to write in the chat where they're attending from today (or an ice breaker question of your choice)
  - Encourage patrons to ask questions and write their comments throughout. Note that questions may sometimes need to be "parked" so we can get through the lesson. Will be addressed at the end or a follow up email will be sent.
  - Send the Attendance Poll
    - End the poll after 60-90 seconds
    - Note down if anyone is watching with more than one person
    - Don't worry about waiting until everyone answers – you will capture final statistics by looking at the webinar report after the program is finished

### Learning Objectives (2 mins)

By the end of the session(s), you will be able to:

- Know what the Photos app is on iPad
- Be able to navigate through all the different section of the app and understand can be found there
- Be able to make albums and put photos in them, and then structure albums in folders

## Talking Points, Topics, and Activities (45 minutes)

### 1. Photos and your iPad (2 mins)

- The photos app is the main way to access photos on your iPad
- Can change Apple settings to view the same photos across all devices

### 2. Where to store your photos (8 mins)

- On your iPad
  - Might not be feasible for most people
  - You likely would not always be able to keep all your photos stored here
  - Your organization effort might not be worth it, if you always have to move it
- In the cloud
  - Probably the best and easiest option if you want to use your iPad to organize
  - Settings
    - iCloud Photos must be turned on
    - you can optimize your storage, or keep originals on
      - depend on your storage restrictions
    - Upload to photostream
    - Burst Photos
    - Shared Albums
  - You only get 5GB for free, so you may have to pay for more

### 3. Demo (30 minutes)

- Navigation [15 minutes]
  - You can swipe in from the left side to bring up the menu, or click on the top left
  - Library: shows all the photos that you have access to on your iPad
    - Different views: years, months, days, all photos
    - You can pinch in or out to see larger or smaller thumbnails (on all photos view) or to zoom into a smaller or larger time frame: years to months to days
  - Interacting with photos
    - Square view vs. aspect ratio view
    - Select photos in the top right
      - Select one at a time
      - Select and drag your finger to select many [TAKES PRACTICE]
      - Select and drag down to select many rows [TAKES PRACTICE]
    - Tap on a photo to view it
      - Pinch in to go back to your photos or hit back in the top left
    - Swipe left and right to view the previous and next photos
    - Top right options: share, favorite, delete, edit
    - Tap on the photo to see dark view (no controls) and tap again to go back
  - For You: content curated by the photos app

- Memories: collections of photos from a certain day
  - Featured photos
  - Selected photo slideshows
  - You cannot really select what content is visible here, but it is a fun place to explore around and interact with your photos
- People: shows photos of a specific person
  - If you have enough photos of the same person, the app will suggest that you add them here
    - It does this by scanning your photos for faces, as a result, this could be inaccurate and it also takes some time
  - you can also add them manually
    - Show an example of adding someone manually
- Places: a map view of places where you have taken photos
  - Might be a nice way to browse for some photos
  - This information is gathered from the geotag information that is part of your photo, you cannot edit this on you iPad
- Favorites: shows all the images that you have favorited
  - Great way to collect together photos to add to an album, or keep all your best shots over time in one place to view them
  - If you want to unfavorite a photo, just click the heart again
- Recents: shows the photos that the app thinks you have added recently
  - You cannot change this
- Search: great place to look for photos
  - There are pre made categories you can choose from (flowers)
  - You can also search for your own (people)
  - It shows your recent searches
  - It does this by scanning through and categorizing your photos
    - Not always correct and it takes some time to do this (just like the faces)
- Utilities
  - Imports: the photos that you have added from emails or airdrop (not taken on your devices)
  - Recently deleted: photos you delete will stay here for 30 days
    - It shows a # of days on each photo
    - You can restore them, or permanently delete them before the time is up
- Media Types: a great way to search for types of photos
  - I don't have very many, but like I mentioned in the handout, depending on what you have on your iPad there could be many different types
- My Albums: you can use this to group together your photos in meaningful ways
  - where we are going to spend the rest of our time today
- Albums [10 minutes]

- Managing albums from the menu bar
  - Creating an album (hit + New Album)
    - Select the photos that you want
  - Delete an album by swiping to the left on it
  - Hit edit in the top on the menu
    - Select the red circle to delete
    - Use the lines to the right of the album name to drag and reorganize the order of your albums
- Managing albums from the All Albums tab (you can do all the same things here)
  - Creating an album
    - Hit the plus in the top left and select New Album
    - Select the photos that you want
  - Hit edit in the top on the menu
    - Select the red circle to delete
    - Touch and hold on the album tile and move it to where you want it to be
  - You can also see albums you didn't create, the recents and favorites albums
    - They are auto generated and you cannot delete them
- Creating an album (or adding to an album) from selected photos
  - Select them and hit the share button
  - Hit add to album and select an existing album or create new one
- Removing photos from an album
  - Hit the trash can, and then select remove from album
    - THIS DOESN'T DELETE YOUR PHOTOS
- Managing Albums and Folders [5 Minutes]
  - In the All Albums tab you can also create folders
    - Folders can only hold albums or other folders, not photos
      - They are just an organizational tool
    - You cannot move albums into folders, you must create them inside
  - Flowers folder > tulip album > shibazakura album
  - You can view all the photos that are housed in a folder

### Wrap Up/Closing (5 mins)

- Highlight the upcoming technology classes
- Ask if there are questions and answer any that were "parked" during the session
- Thank participants for coming
- Send out the survey