

iPad Essentials: Storing and Organizing Photos

Photos and your iPad

When you take a picture with your iPad, it will appear in the **Photos** app on your iPad. This is the easiest place that you can go to view and interact with your photos. You can also set up your Apple account so that pictures you take with all your Apple devices, such as your iPhone, will be visible on all devices with your Apple account logged in, including your iPad. This class will cover the basic navigation of the **Photos** app, how you can create albums and folders for your photos, and some strategies to consider when organizing your photos.

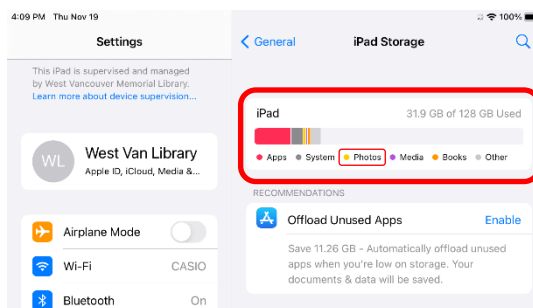
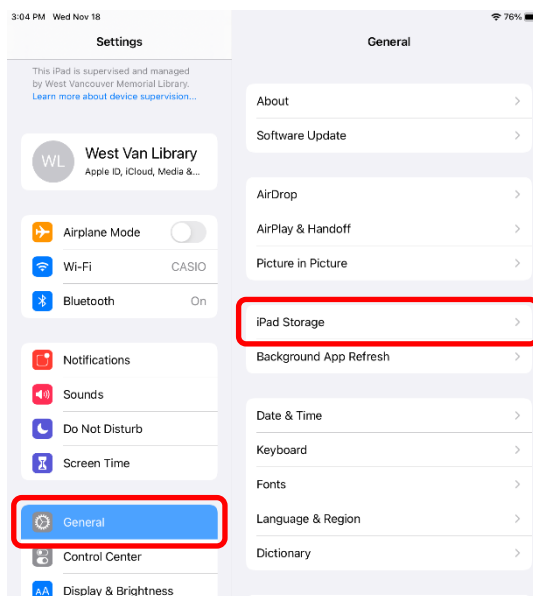


Where to Store your Photos

When viewing and organizing photos on your iPad, you might want to take into consideration where exactly your photos are stored. Photos can take up a lot of storage space. For example, 600 high resolution photos can take up about 2GB of storage space. The number and quality of your photos will need to be taken into consideration when you choose where you want to store your photos.

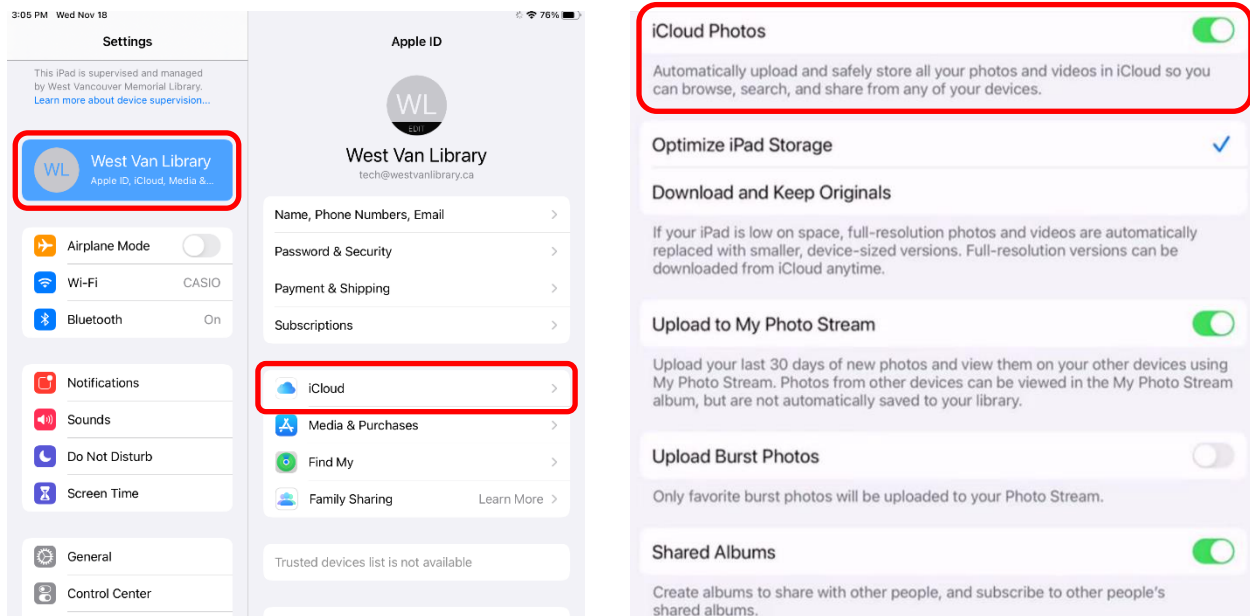
On your iPad

iPads can have 64GB, 128GB, 256GB, and 512GB options for storage, depending on the model you have. Even with higher amounts of storage, photos can take up a significant amount of storage space quickly. You can check the amount of storage left on your iPad and how much of it is being taken up by photos by going to your Settings > General > iPad Storage. Depending on how many photos you want to keep on your device and how many apps you have, you may want to plan to move them off of your iPad periodically to another storage device, such as a computer, USB, or hard drive; or to store them in the cloud.



In the Cloud

This is probably the easiest and most hassle free option for storing photos, and viewing and organizing them with your iPad. However, there are many settings that you can play with depending on exactly how you want to manage your photos. The most important one is to make sure your iCloud Photos is turned on. However, take some time to review the other settings and customize them to your liking.



The Photos App

The navigation on the iPad Photos app is mainly accessed through a collapsible menu on the left hand side of the screen. There are also some photo management options that appear along the top and bottom of the screen. This leaves most of the center part of the screen for browsing and viewing photos.

Library

The *Library* view is the main way to see all the photos that you have. You can choose to view by *Years*, *Months*, *Days*, or *All Photos*. You can pinch in or out to make the thumbnails bigger or smaller, and you can tap on a single photo to view that photo on your screen.

For You

The *For You* tab is where you can find content curated by the Photos app. This takes the form of memories, which are collections of photos taken on a certain day or about a specific topic, like food.

People

The *People* tab is where you can find photos of a specific person. As you add photos to your device, it will spend time scanning through the photos and identify common faces in your photos. It will begin to group these faces into People. You can view the People tab and add names to specific people, confirm that photos of people are correctly identified, or remove people you are not interested in seeing.

Places

The *Places* tab uses the geographic information from the photos to pinpoint where they were taken. This allows you to search by location, and perhaps view all the photos you have taken on your trips to Mexico, for example.

Favorites

The *Favorites* tab shows all photos that you have favorited. You can use this feature to collect together photos to form albums, and then remove them from your favorites, or just as a way to keep all your best photos over time in one place. This is an automatically generated album and you cannot delete it.

You can favorite a photo by clicking the heart on top right corner of the screen when you are viewing a single photo.

Recents

The *Recents* tab just shows all the photos that the Photos app thinks you have taken or added recently. This is an automatically added album that you cannot delete.

Search

The *Search* feature allows you to search for people, places, topics, album titles, or anything you'd like. The results are based mostly from the Photos app scanning through your photos and assigning topics to each photo.

This search is very convenient, but not perfect. The scanning does often mislabel photos, and it also takes time, so it won't be able to categorize new photos immediately.

Utilities

In the *Utilities* section you will see tools for adding and removing items from your Photos library. They most commonly include Imports and Recently Deleted.

Imports

In the *Imports* section you will see the most recent photos that were imported to your iPad from another source, like through AirDrop or from your computer. If you take photos on your iPad, or if photos from your other devices are visible on your iPad through the cloud, then they will not appear here.

Recently Deleted

The *Recently Deleted* section has photos that you have deleted from your photo library. Photos are kept in this area for 30 days, then they are automatically deleted.

When you look in this section, you will see the number of days left on each photo at the bottom of each photo. You can also choose to delete the photos permanently before the 30 day period runs out or recover the photos and put them back in your photo library. You can do this by hitting select at the top of the screen, and selecting the photos you want and then hit delete in the bottom left, or recover in the bottom right.

Media Types

In the *Media Types* section the Photos app automatically organizes your photos into different common types of media, so that it is easier for you to find them. This list will vary depending on the types of media that you have on your device. Some common types of media it might list are:

- Videos
- Selfies
- Live Photos
- Portrait
- Panoramas
- Bursts
- Screenshots
- Screen Recordings

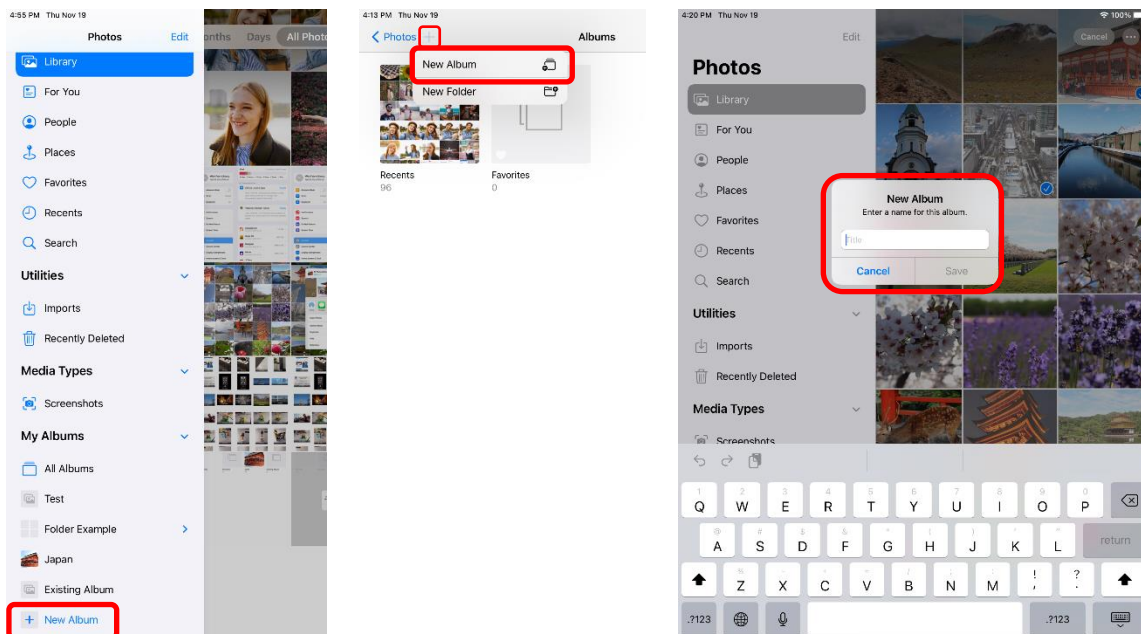
Organizing Your Photos

Creating an Album

There are many ways you can choose to create an album.

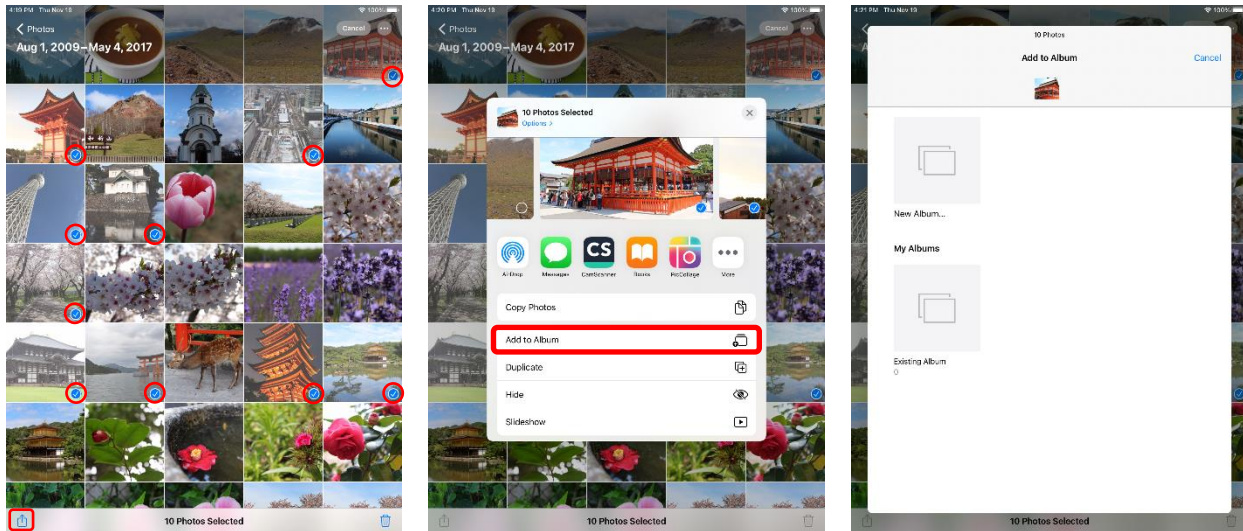
Creating an album

You can create an album right from the navigation bar by selecting **New Album**, or from the *All Albums* tab by hitting the plus in the top left corner and then selecting **New Album**. You will then be prompted to name your album, and finally you will be asked to select the photos you wish to add to this album, however you don't have to select any photos right away. When you have finished, hit **Done**.



Creating from selecting photos

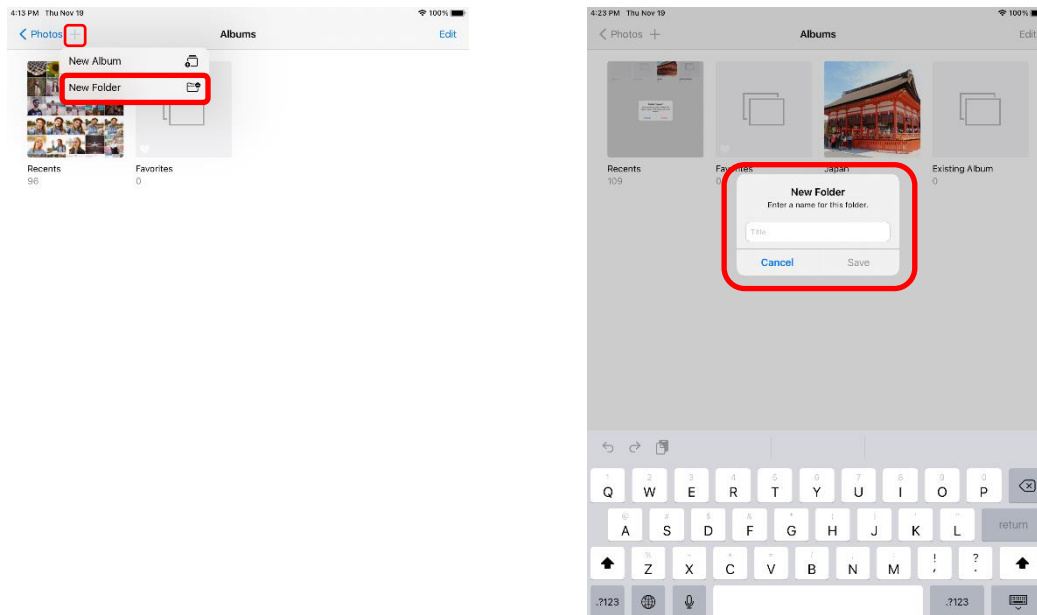
Anywhere that you are viewing photos, such as your library, albums, and searches, you will see an option in the top right that says select. If you click on this you will be able to select the photos that you want to work with. Once you have selected them, you can click the Share button in the bottom left, and select Add to Album. From here you can choose to add the photos to an existing album, or to create a new album for the photos.



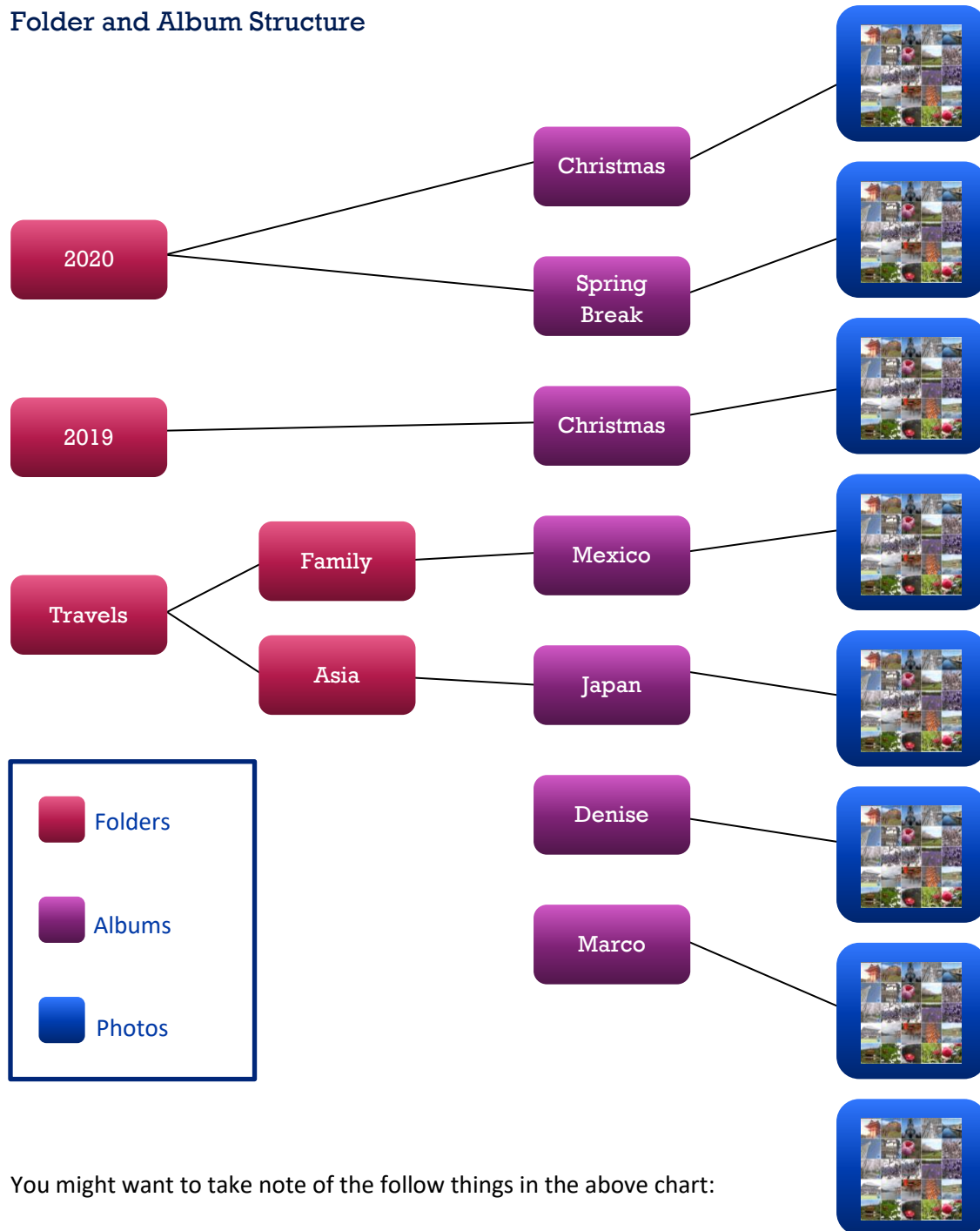
Creating a Folder

Folders are created in similar way to albums, when you create them from the *All Albums* tab. Just hit the plus, select New Folder, and name your folder.

Two important things to note about folders, is that they cannot contain photos, they can only contain albums, so you can use them primarily as a organizational tool, and **you cannot move albums into folders, you have to create the albums inside the folders.**



Folder and Album Structure



You might want to take note of the follow things in the above chart:

- You can put folders inside other folders
 - **Family** and **Asia** are folders inside of the folder **Travels**
- You can have albums that are not inside folders
 - **Denise** and **Marco** are not in folders
- Photos do not have to be put in albums
 - All photos that are not organized into albums will continue to live in your library
- You cannot put albums inside albums
- You can only put albums inside folders, you cannot put photos inside folders

Naming your Albums and Folders

You can choose to group your photos and albums, and name your albums and folders in whatever way works best for you. However, it is best to take some time to think through your naming and grouping scheme, and be consistent in how you name your albums and structure your folders. You might want to include time based information, like the month or year, topic based information, or event based information in the naming and grouping of your albums and folders to best organize your photos.

Learn More

- Overview of how to use Photos on iPhone and iPad:
<https://support.apple.com/en-ca/HT207368>
- View photos and videos on iPad:
<https://support.apple.com/en-ca/guide/ipad/ipad99c6ed03/ipados>
- Organize photos in albums on iPad:
<https://support.apple.com/en-ca/guide/ipad/ipad99c6ec9e/ipados>

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