

# Organising and Combining Photos

*Safety tip: Duplicate a photo before editing it: tap **More** (3 dots in circle at top of screen) then tap **Duplicate**.*

## Discoveries and Queries

### 1. Using Albums

Photos in albums just point to those photos in your Photos library. So if you tap an album photo and tap the waste bin you are asked if you want to just **Remove** the photo from this album or **Delete** it (from your Library).

#### • To make an album:

- Select photos:** open your Photos Library, tap **Select** and tap one or more photos,
- Select album:** tap **More** (3 dots in circle) and tap **add to album**. You can either make a new album, or tap one you already have, to choose it.
- To **view** an album: open Photos then scroll down the Sidebar to below **My Albums** and tap an album name.
- To **rename** an album: long tap on the album name in sidebar and select **Rename Album** from pop-up menu.

#### • When inside an album

- You can **change the sequence** of photos by **Dragging** thumbnails to where you want them.
- You can open the first photo and **manually** flick L/R through the album. Tap **<** at top of screen to return to a view of the Sidebar and album.
- You can **watch** the photos present themselves: Tap **More** (3 dots) and select **Slideshow**. The iPad chooses a mixture of transition styles. Tap **Options** at foot of screen to choose your own transition theme and speed. You can tap the screen then tap **II** to stop a slideshow. Tap **Done** at top left to return to sidebar+album view.

#### • Organising albums

- To **delete** an album: **drag left** on album name in sidebar, or tap **Delete Album** in the pop-up menu from long press on album name, or tap **Delete** in the **More** (3 dots) pop-up menu.
- To **resequence** albums in sidebar: By default albums are listed in the sidebar in the order they were created. To change this order tap **Edit** at top of the sidebar, then drag the **3 bars** icon on the right of album.
- To make **Folders:** scroll down the Sidebar and tap **All Albums** (below My Albums) then scroll to foot of albums' list, tap **New Folder**, name it and tap **Save**. From inside a folder tap **Edit**, create a **new album** and add photos to it as usual. You cannot move an existing album into a folder; instead, while inside a folder make a new album and then copy the old album's photos (via Select All) and paste into this new album.

### 2. Combining photos in space using Apple's Pages

Pages lets you combine and resize photos, remove background and rotate image. It does not do other photo editing. Note: The options in a pop-up menu may vary with the item selected.

- **Open Pages**, tap **Blank Layout**. Tap the **V** at top left and rename the file. If Pages opens in **Recents**, tap **+** at top.
- To **import photos:** either (a) tap the **photo icon** at top of screen, then tap **Photo or Video** and tap a photo. This photo appears in your Pages doc where you can **Drag** it to reposition and drag corners to resize. You can rotate the photo via the **Paintbrush** icon. Repeat these Import steps for other photos, but quicker if photos in an album. Or (b) open an album, tap **Select**, tap **Select All**, tap the **Share** icon (Up-arrow), tap **Copy**. Return to the Pages doc you named, **double tap** and tap **Paste**. Then resize, reposition, etc.
- To **remove background:** tap an imported photo, then in pop-up menu tap **Remove Background** and tap **Done**. To restore a background tap **Reset** under the photo, or tap photo and again tap **Remove Background (!)**.
- You can **slide photos** over each other with/without background. To change the order of the overlapping photos, select one photo, tap the **Paintbrush** and use the **slider** to move that photo to back/front.

### 3. Viewing photos sequentially: exploring transitions in Keynote

**Keynote** editing is similar to Pages for combining photos, removing background and rotating image. Keynote calls documents Slideshows and offers a variety of transitions between slides. These transitions are today's focus.

- **To start:** Open Keynote and tap **+** at top of screen and **Choose a theme** (e.g. White). Tap **Presentation** at top left, then tap **Rename** and type a name for this file. Delete any unwanted text boxes.
- **To import a photo:** tap the **photos icon** at top of screen. Then tap **Photo or Video** and tap the photo you want. It appears immediately on your slide and in thumbnail on left. Resize photo and tap **outside** photo to deselect it.
- **Explore transitions:** Tap the thumbnail and tap **Transition** in the pop-up menu. At foot of screen double tap **Add Transition** and **Scroll left** to see more transition options. Double tap on an option and pause to see its effect. Tap several options until you find the one you want, then tap the **X** at left of transitions. **Fine tune** the transition by double tapping the named transition button below the slide. To change Duration, **slide your finger L/R** on **Duration** in pop-up menu. Change Start from **On Tap** to **Automatically**. This pop-up menu lets you Delete or Change the transition but you can also change it later by tapping the thumbnail and choosing Transition again. Finally tap **Done** at top of screen.
- **For more slides:** Tap thumbnail and tap **Duplicate** in pop-up menu. This duplicates the transformation settings. **Delete** the photo in the duplicate slide and **Import** another photo by tapping the **Photo icon**. Repeat. (Or you can copy several photos from Photos library and paste them all at once onto a slide, and then sort them out.)
- To change the **sequence** of photos just **Drag thumbnails** in the sidebar.
- **Relax & enjoy:** Tap the **Play** symbol at top of screen. It removes the sidebar. Tap the screen if you want it back.
- **To delete a slideshow:** tap **<** to see all slideshows. Tap **Select** and tap the unwanted slideshow and tap **Delete**.