

Using free Apple apps to edit photos & create slideshows

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

Discoveries and Queries

1. Sources of Photos

- **Camera** on iPad automatically saves every shot you take to your Photos library,
- **Save from internet** via **long press** on the picture, then in pop-up menu tap **Save to Photos**,
- **Screenshots** can be taken by swiping diagonally from whichever corner you set in **Settings > Multitasking and Gestures > Swipe Finger from Corner**. Screenshots as default will save to your Photos Library but can be edited immediately by tapping the **thumbnail** in lower left corner. Then tap the **white circle** in bottom left of screen to see the Mark-up tray (details below). After editing tap **Done** to save to your Photos Library.

2. Annotating

- **Adding arrows** to maps: Open pic in Photos and tap **Edit**. Open **Mark-Up** tray by tapping pen in circle at top right of screen. This tray can be dragged to any side of screen. Choose a **pen**, choose a **colour** and draw with your **finger** or Apple pencil. There is an **Undo** arrow at the top of the Mark-Up tray. Tap **Done** to finish.
- **Adding a 'caption'** will aid retrieval by you & iPad: Open the photo then select the **i in a circle** and type.
- **Adding text** onto the photo: Open the photo, tap **Edit**, and tap **pen in circle** to open the **Mark-Up** tray. Then tap **+** and tap **Add Text**. Tap the **text box**, which is now in the middle of your photo, to get a keyboard and type. Tap outside the textbox to end typing. **Drag** the text box to where you want it and change the text colour and size via options in the Mark-up tray. Can add more text boxes to the photo. When finished editing, tap **Done** at top right of screen. To **Delete** a text box, tap it then tap **3 dots** in blue circle at right immediately above text box.
- For a **coloured background** behind the text, tap **+** in Mark-Up tray, then tap **Add Shape** from pop-up menu, pick colour and opacity. **Drag** shape to resize. **Select text** then tap **3 dots** in blue circle and tap **Duplicate**. This duplicate text will **slide over** the shape. **Delete** original text. (Quicker to create background before text.)

3. Cropping and enhancing

- Open the photo and tap **Edit**. Tap **crop icon** on left of screen, then **drag corners** to resize. Drag ladder on right of photo to rotate it, e.g. for a level horizon. • Tapping the other icons on left of screen will produce more controls on right of screen. Top left icon adjusts **Exposure and Brightness**; middle left icon adjusts overall **Colour**.
- Tapping the photo will alternately show the original and modified versions. Tap **Done** (or **Cancel**) when finished.

4. Using Albums and watching slideshows

- **WHY**: Albums help you find photos and are a necessary precursor to effects such as slideshow.
- **HOW**: Open your Photos Library, tap **Select** and tap one or more photos, then tap **More** (3 dots in circle) and tap **add to album**. You can either make a new album or choose one you already have.
- When in an album you can open 1st photo and manually flick through the album.
- **Drag** thumbnails to change the slide sequence.
- Tap **More** (3 dots) and select **Slideshow**. Tap a photo to see controls at foot of screen. Tap **II** to stop slideshow and tap **Options** to choose a transition theme and speed. (Limited transition options; many more in Keynote)
- To **delete** an album, **drag left** on an album name in sidebar, or tap **Delete** in **More** (3 dots) pop-up menu.

5. Removing background and combining photos using other Apple apps

On newer iPads: tap a photo to open it full screen. Tap **Edit** then tap **Portrait** at top of screen and use the **depth control slider** to change the amount of **background blur**. Older iPads need to use Pages or Keynote.

PAGES will combine, and resize photos plus remove background, but most editing of the photos (e.g. cropping, exposure) must be done in the Photos app. Pages is useful for creating combined images for sharing/printing.

- Open Pages and tap **Blank Layout**. Tap photo icon at top of screen then tap '**Photo or Video**' and tap a photo in Photos. This photo immediately appears in your Pages doc. Repeat for other photos.
- To **remove background**: In Pages select imported photo then in pop-up menu tap **Remove Background**.
- You can **resize** photos and slide them over each other. To change the order of the overlapping photos, **select** one then tap the **paintbrush** and use **slider** to move photo to back/front.

KEYNOTE editing is like Pages: you can combine photos, remove background and change slideshow transitions.

- Open Keynote and tap **+** at top of screen. Import photos by tapping the **photos icon** at top of screen. Can have several photos in same slide. Tap the **Paintbrush** to move a photo back/front.
- **Drag thumbnails** in sidebar to change the sequence of photos.
- **Double tap** a thumbnail to see pop-up menu and tap **Transition**. Then **Scroll left** at foot of screen to see more transition options and tap the one you want (e.g. Page flip). The **Play** triangle is at top of screen. It removes the sidebar. Tap the screen to bring the sidebar back.
- You can tap a full-screen slide to see the **Transition** button at foot of screen. Tap this button and you can 'tap-hold-drag' to change the duration and other characteristics of the transition - e.g. to change duration, **slide finger L/R** on **Duration** in Pop-Up menu.

The next iPads meeting is at **2pm** on **Friday 26th July 2024**