RMUG February 2016 - Apple Photos App Tricks

Running out of storage space on your 16GB iPhone?! It's probably your photo library that is the data storage hog! Here is a trick to utilize. Tag photos with Favorites (the heart symbol) that then automatically transfers them to the Photos App's Favorites Album. To speed up the selection process, use the period (.) key to quickly select a photo as a favorite. Then under the Files menu, create a new Album called the "*iPhone*" album. Use 'Command Key A' to select all and move (drag) them to your new *iPhone* album. Then clear the Favorites album (so you can use it for other projects), by reversing the process - Command A, then click the period key to clear. Next plug your iPhone into your Mac and this will launch iTunes. Select the iPhone icon in upper left and go into Photos directory and select Manually Sync Albums. Choose only the new *iPhone* album and only those photos will sync onto your iPhone, saving you gigabytes of space.

Using Keywords. Turn them on under the *View* menu, scroll down to Metadata and check Keywords. Let's say you want all your favorite golf pictures. You could put them all into an album using the Heart (Favorites) trick shown above, but there is a simpler way to find them in the future. Open your Photos tab at the top of the screen to see all your photos, then start manually selecting photos that you want labeled golf. The trick to quickly selecting multiple photos is to hold down the Command key and click the mouse as you see favorite golfing shots. Once you've done a bunch, here is the quick way to assign them all the same 'golf' keyword. Click *Command I* (for info) that opens a small screen - or right click on your mouse if you have that feature turned on in Preferences. Halfway down the small screen there is a line to '*Add a Keyword*', where you would simply type 'golf'. Later test this out by typing golf into the Search Box at the top of the main screen, and all the photos you tagged with the golf Keyword should open up. You can use multiple Keywords on the same photo.

Organizing Photos by Date. There are two ways to organize photos by date. The first to to create a Smart Album, the third selection under the *Files* menu at the top of the screen. Label it "2014" for example and choose *Date - Is in the Range - 1/1/2014 to 12/31/2014*. All of your 2014 photos will appear in this new smart album.

And sometimes the dates on your photos gets mislabeled, perhaps the battery dies in your camera and all your recent photos are dated 1980! Simply select all the affected photos and click on the *Images* menu at top of your screen and select *Adjust Date & Time.* You are presented with a world map so you can select the location the photo was taken and this adjusts the time of day, you then correct the date in the drop down menu.

Quick Tips:
- If you delete photos from Albums, don't worry - they are still in your Apple Photos Library.
- If you accidentally delete a photo from your Apple Photos Library the universal Apple command to undo a mistake is *Command Z*.
- To select a bunch of photos together, click on the first one and then hold the Shift Key and click on the last photo in your series. This again is another universal Apple command and it works in other Apple programs like Mail, Pages and Notes.
- If you notice some photos are rotated, you don't have to go into Image - Rotate. Instead just select the photo and hit *Command R* (for rotate).

And finally a strong recommendation. I know your family photos are among the most important things that you store on your computers, especially since we rarely print out any, except our very best pictures, anymore. Your primary backup should be your Time Machine separate hard drive, an under $100 Costco item. But what about in the event of a disaster, it will get destroyed along with your computer! So use Apple's new iCloud storage system. Apple gives you 5GB iCloud storage for free, but you will probably quickly blow through that backing up a couple of iPhones and iPads, so plan on purchasing the 50 GB package for just 99 cents per month. Turn on iCloud Photo backup on your Mac and iPhone/iPad via:
- On your Mac, open System Preferences/iCloud/Photos - (Options) - iCloud Photos Library. You buy the extra storage plans under Manage at the bottom of that screen.
- On an iPhone/iPad, turn on iCloud storage under Settings/iCloud/Photos <on> iCloud Photos Library, and add extra iCloud storage via the Storage option above.

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