

apple.com has support manual for all Apple devices. Go to:

[apple.com - Support -iPad or iPhone- Manuals](#)

Pages 78-89 are specific to Photos and Camera with detailed information.

Here are some basic tips for using Photos.

To **view** Photo or video:

1. Open **Photos**
2. Tap **Photos** to see all photos and videos
3. Tap **Shared** to see what you shared with others or others shared with you
4. Tap **Albums** to see how they are organized
5. **Camera Roll** has all SAVED photos & Videos
6. **My Photo Stream** (see below)
7. **Videos**
8. **Last Import**
9. **Recently Deleted** - indicates how many days left before deleted
Open deleted photo and choose Recover if want it back.
10. Create Albums by:
 1. Open Camera Roll
 2. Tap Select
 3. Tap photos you want to place in an Album
 4. Tap Add to
 5. Tap an Album already created OR tap New Album
 6. Name the Album
 7. Save

Search by date or Place/location

My Photo Stream -

1. if turned on in Settings, it automatically loads new photos & videos taken onto all devices that have My Photo Stream turned

on.**NOTE: Photos stored in iCloud count against your storage, but photos in My Photo Stream do not...

2. Photos Saved from email/web, etc automatically go to Photo Stream and to Camera Roll.
3. You can delete one and not the other. They remain in Photos on all devices.
4. Photo Stream holds a “thumbnail” and not the full photo. Note: if printing photos from iPhone or iPad at drug stores, etc you cannot print from Photo Stream, photos must be SAVED to Photos.

Edit Photos on the iPad:

1. Tap Camera Roll and select photo to view photo full screen -OR if photo in Photo Stream, tap photo, then tap Duplicate and Edit
2. Tap Edit
3. Tap one of the tools
4. Auto-enhance (wand) improves a photo’s exposure, contrast, saturation, and other qualities.
5. With the Remove Red-eye tool -tap tool first, then tap each eye that needs correcting
6. Tap Crop- and Photos suggests an automatic optimal crop. Drag the corners of the grid tool to set your own crop. Move the wheel to tilt or straighten the photo. Tap box with arrow to rotate the photo 90 degrees. Tap tiny squares to choose a standard crop ratio, such as 2:3 or Square
7. Photo filters let you apply different color effects, such as Mono or Chrome.
8. Tap Adjustments to set Light, Color, and B&W (black & white) options. Tap horizontal lines next to Light, Color, or B&W to choose the element you want to adjust. Move the slider to the desired effect.
9. Compare the edited version to the original. Touch and hold the photo to view the original. Release to see your edits.
10. Tap Cancel, then tap Discard Changes. Tap Done to save changes.
11. To Revert to original. After you edit a photo and save your edits, you can revert to the original image. Tap the image, tap Edit, then tap Revert.

Photos on iPhone/iPad
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Kai Long, Co-Presenter

Edit Videos:

1. Tap screen to display videos.
2. Drag either end of the frame viewer arrows to trim.
3. Tap Trim.
4. Save as New Clip or Trim Original.