

Theme 6

Organize photos on your phone (iphone)



OBJECTIVES OF THIS WORKSHOP

Today we learn...

- How to Organize Your Photo Library on iPhone
- How to Manage WhatsApp Photos Conveniently
- What a backup is and why it's important
- Helpful tips and apps to keep everything tidy

After the workshop, you will learn how to organize photos efficiently, create space, and easily find everything.



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The Photos app on your phone

Your photos on your iPhone are all in the **Photos** app

View, edit, and share photos and videos you can all your photo's and video's
organize photos with the Photo app



Organizing Your Photos on iPhone - Library

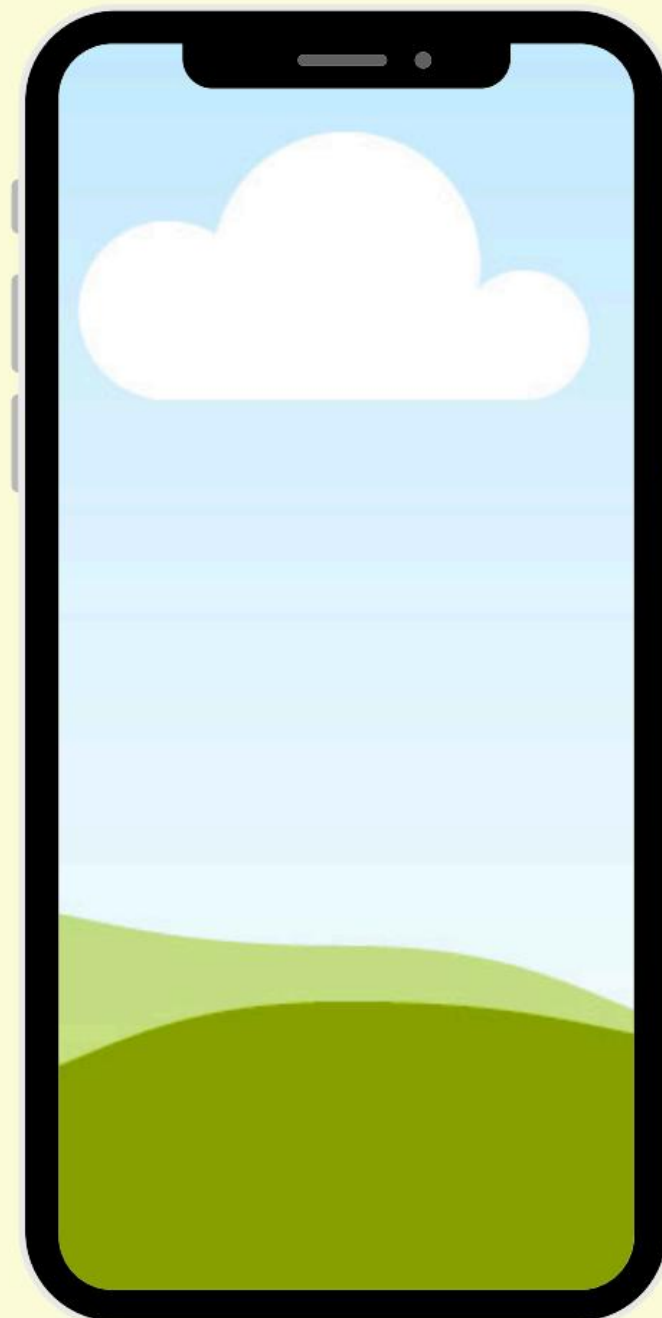


Library: This displays all the photos and videos on your device. At the bottom, you'll see three options: Years, Months, and All (all photos mixed together).

To open or refresh the library, swipe down briefly from the top.

Tip: *Want to see photos from a specific time period, like November 2024? Tap Months or Years and scroll to the correct time. Want to see everything again? Tap All.*

Search and View Photos - Library



I have to add a slide here for how to look for photos - using search option

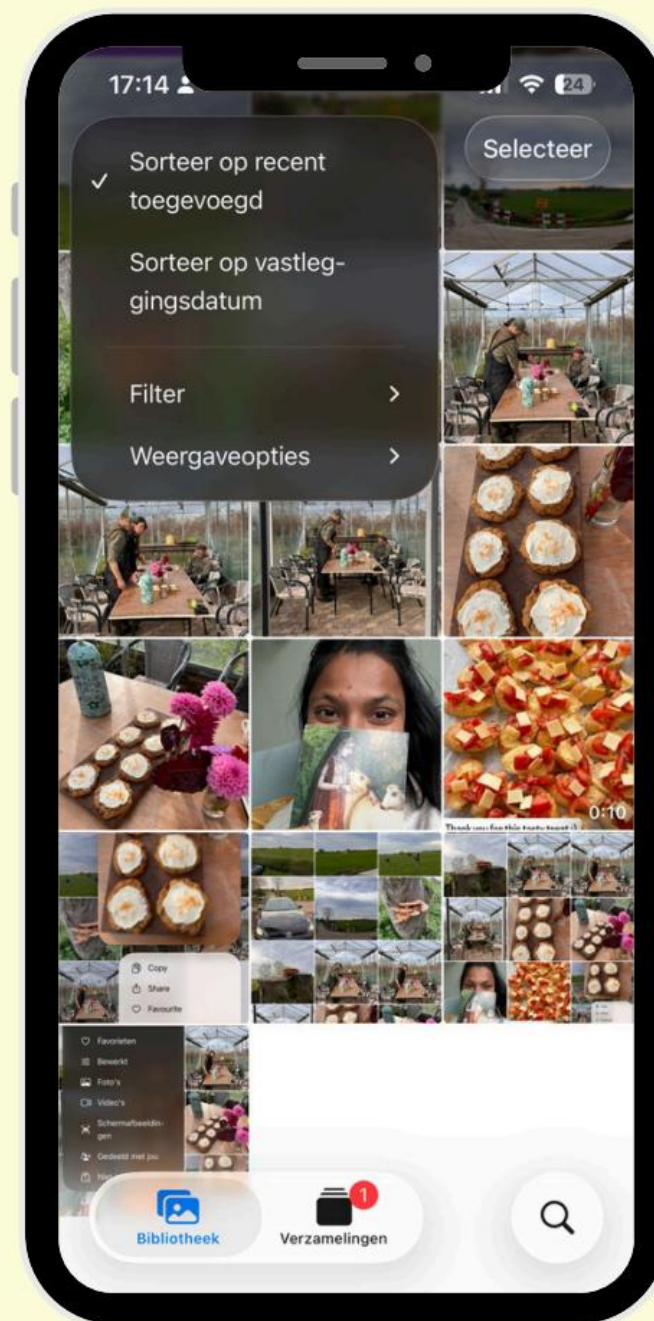
Tip: See how the layout of your Photos app changes!



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Sort and view photos - Library



You can customize how your photos are displayed. Use **filters** or sort by a characteristic, such as **the date they were taken.**

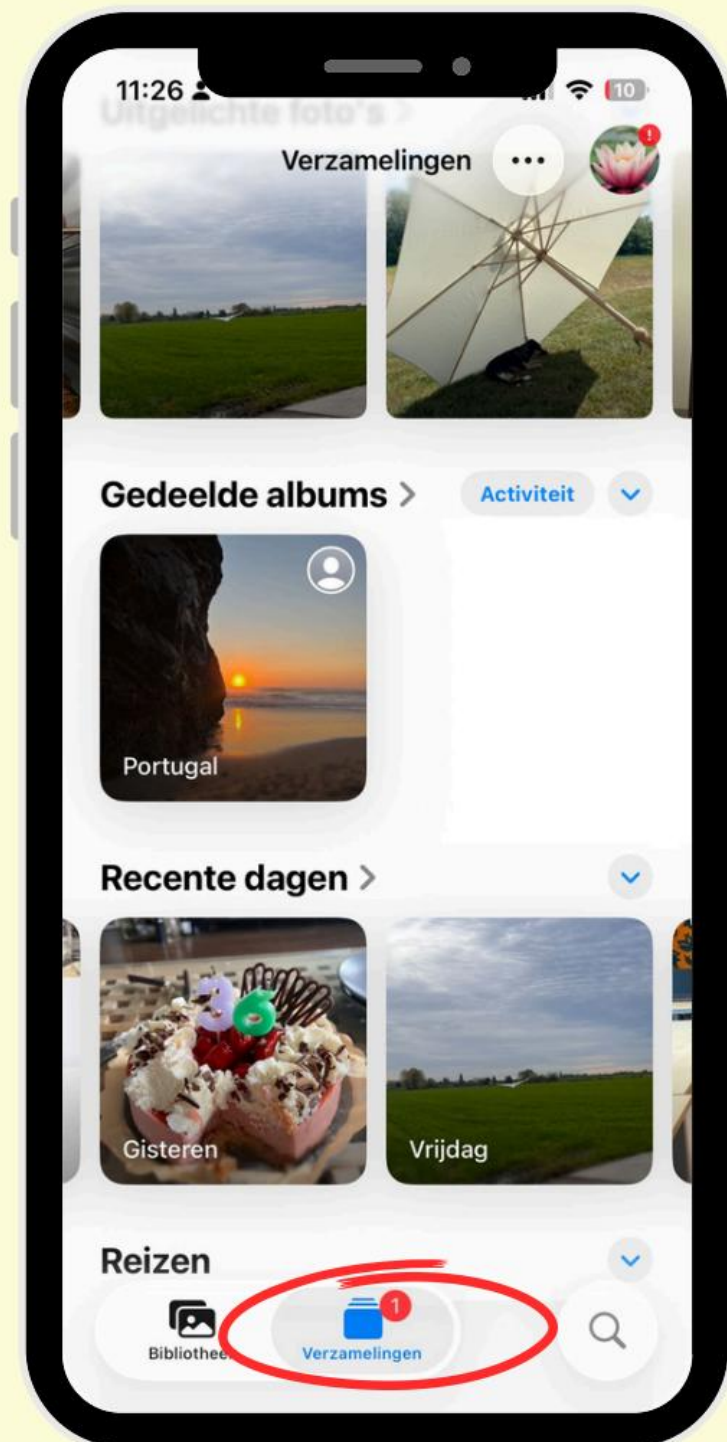
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Organizing Photos on iPhone - Collections

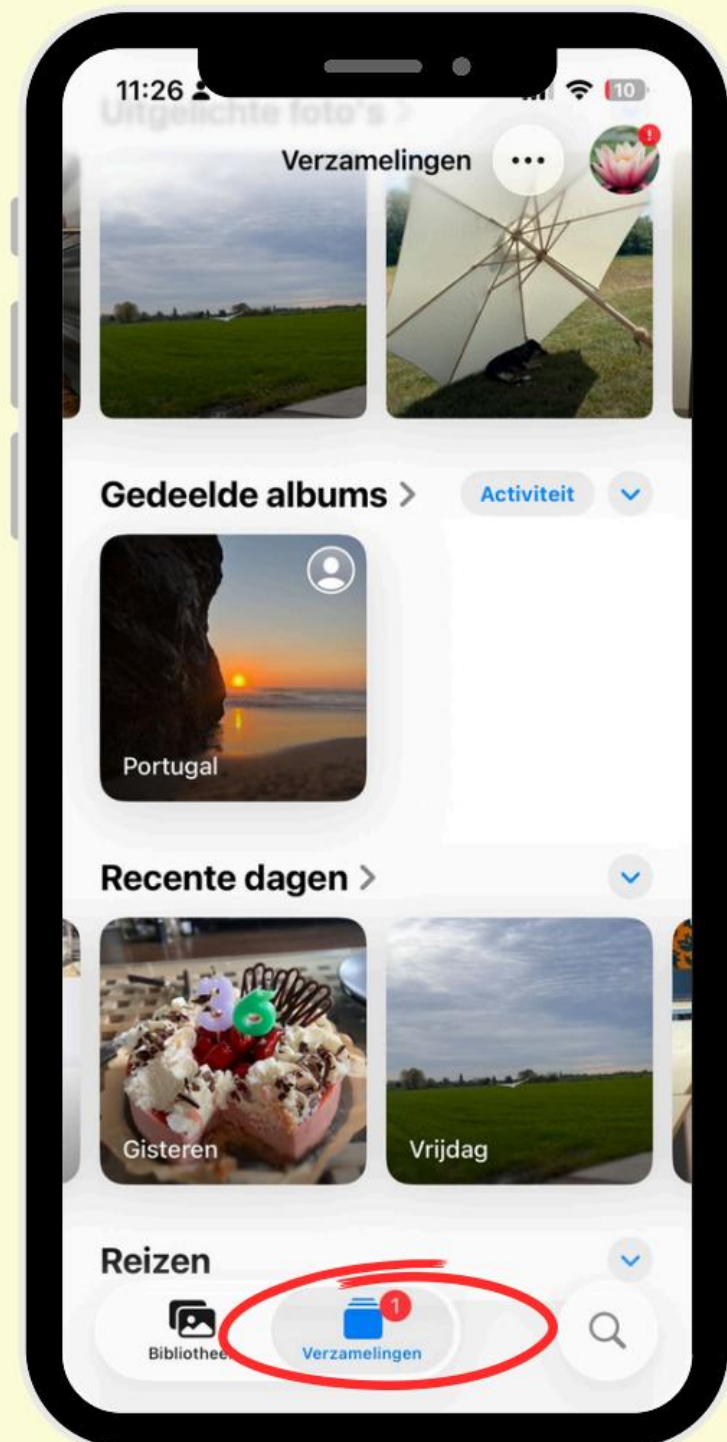


Collections is a section of the Photos app. This is where your iPhone automatically groups your photos and videos. This way you can find them faster!

Examples of collections: Recent Days, People & Pets, Travel, Albums, Media Types

***Tip: Tap a category to view the photos.
You can also select, delete, or add photos to albums from here.***

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More examples of collections

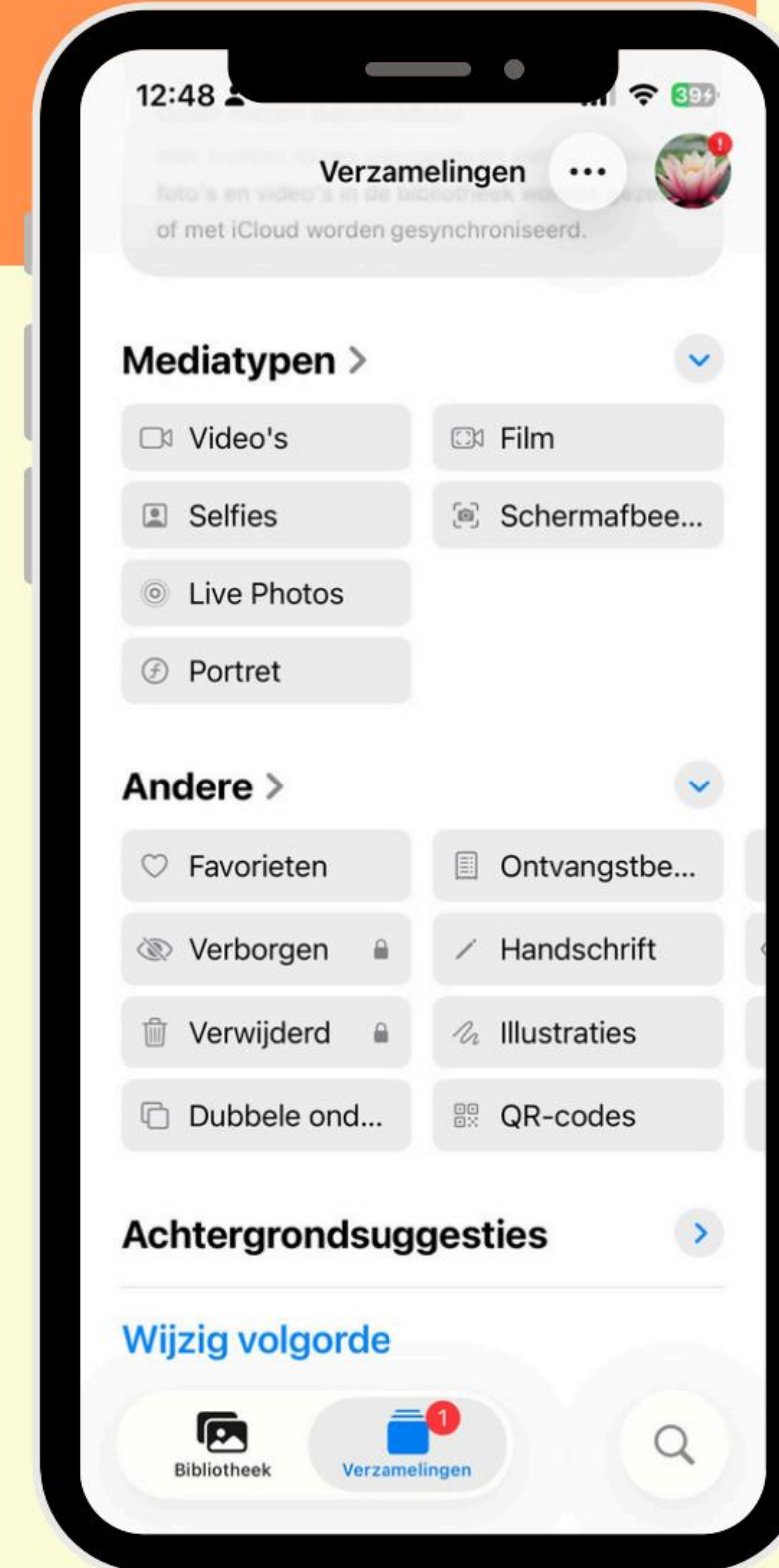
Recent Days – Photos from the past
Travel – photos with location (like a vacation)

Media types – videos, screenshots, portraits

Albums – custom folders

Shared Albums – Albums you share with others

Tip: See how the layout of your Photos app changes!

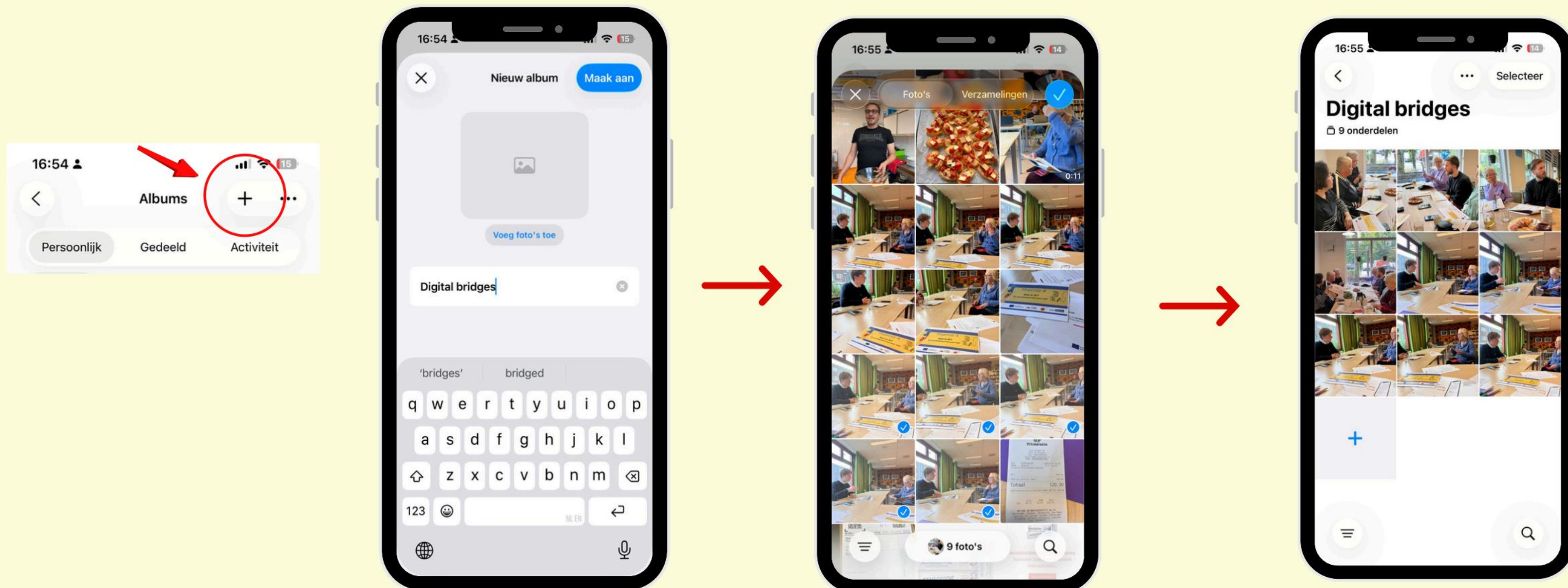


Create an album and add photos (iPhone)

Creating an album is useful for photos of a holiday to put together. For example, from or family day.

1. Tap the Photos app.
2. Scroll down and tap **Albums** or **Collections**.
3. Tap the + sign at the top ÿ select New album.
4. Enter the name for the new album. *(For example, "Vacation 2025")*
5. Tap **Done**.
6. Tap the album you just created.
7. Tap the plus sign to add photos to the album.
8. Tap the photos you want in the album. These photos will have a **check mark next to them**.
9. Tap Add at the top right.

Create an album and add photos (iPhone)



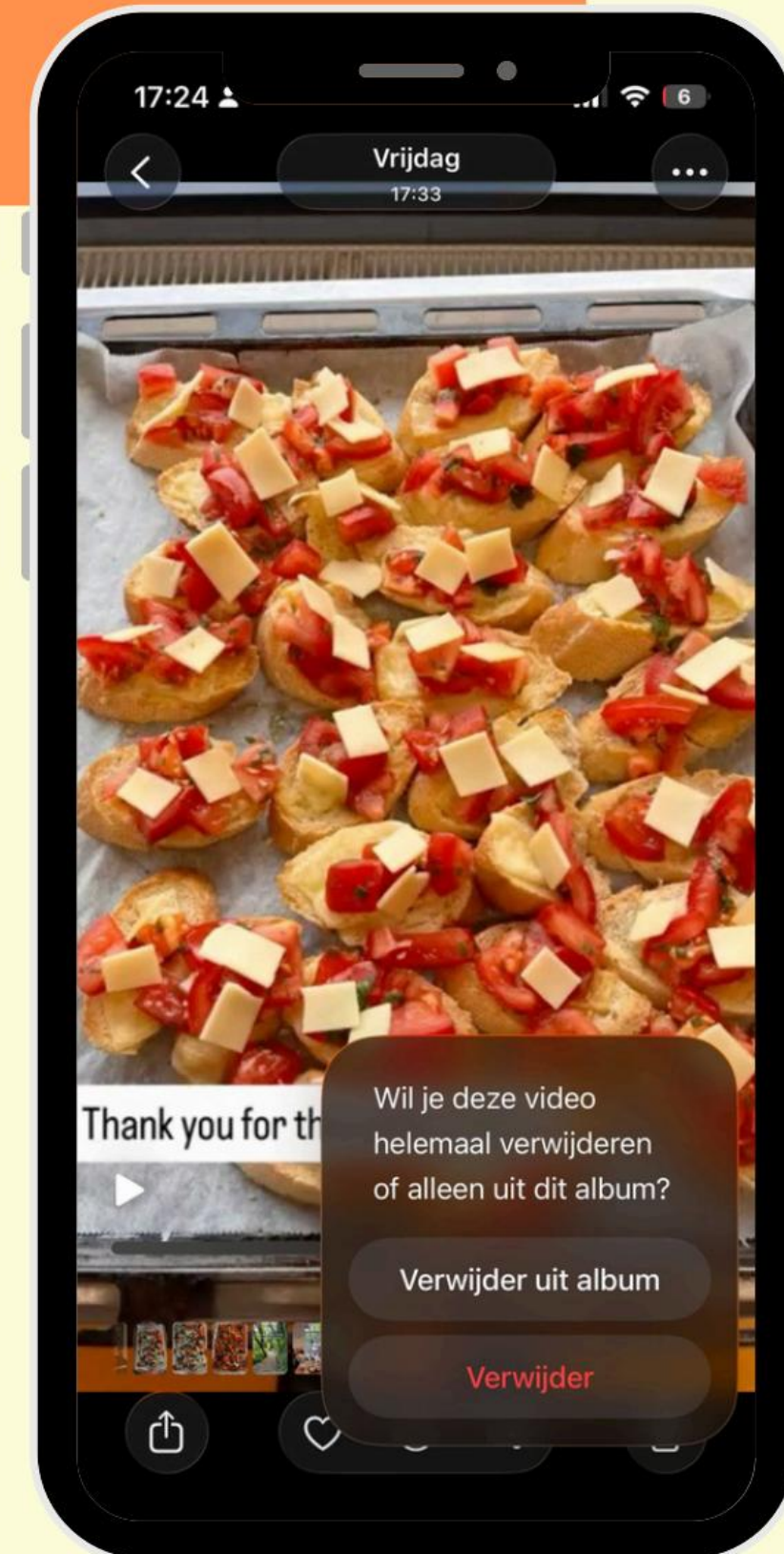
Good to know about albums

Albums help organize photos.

They do not make copies of the photos and therefore do not take up any extra space.

If you delete a photo from the library ÿ it will also disappear from the album.

When you remove a photo from an album, you will be asked: Remove from album only or Remove completely?



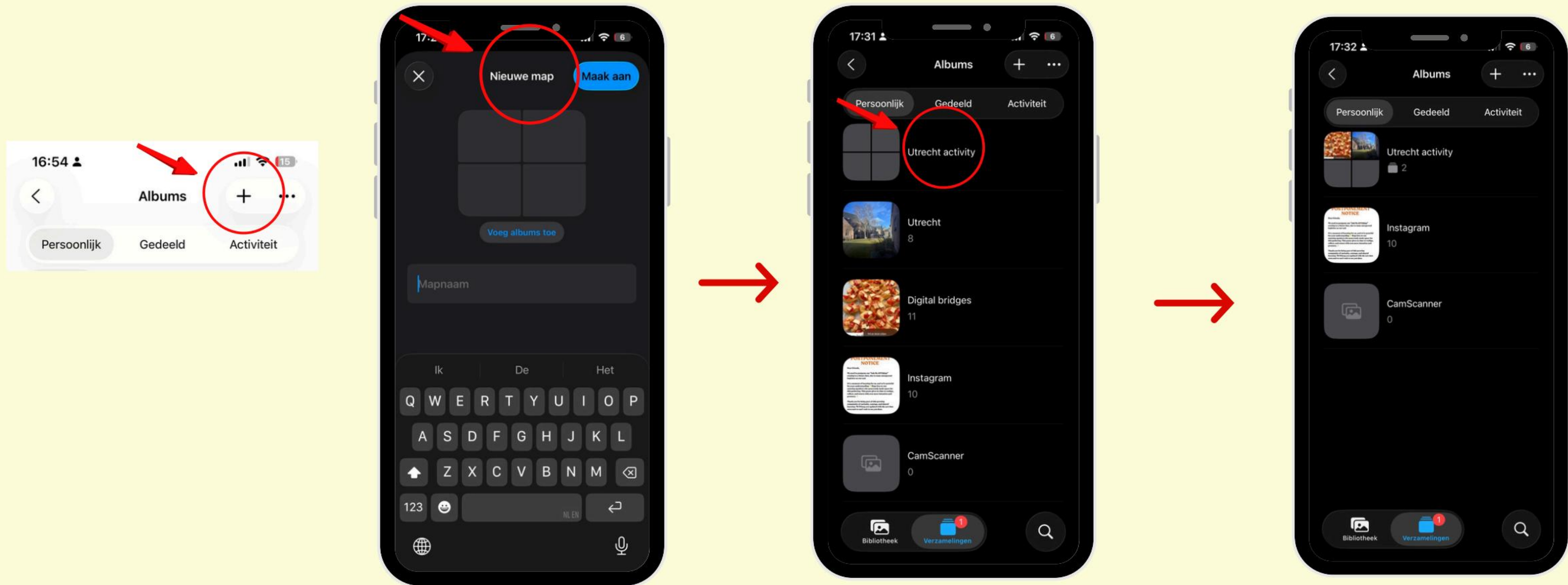
Create a folder for your photo albums (iPhone)

Use them to group related albums. This is useful if you have a lot of photos.


1. Tap the Photos app.
2. Scroll down and tap **Albums** or **Collections**.
3. Tap the + sign at the top ÿ **select New Folder**.
4. Enter the folder name. (*For example, "Utrecht 2025"*)
5. Tap **Done**.
6. Open the new folder ÿ tap Edit ÿ tap + ÿ choose New Album to create a create album in folder.

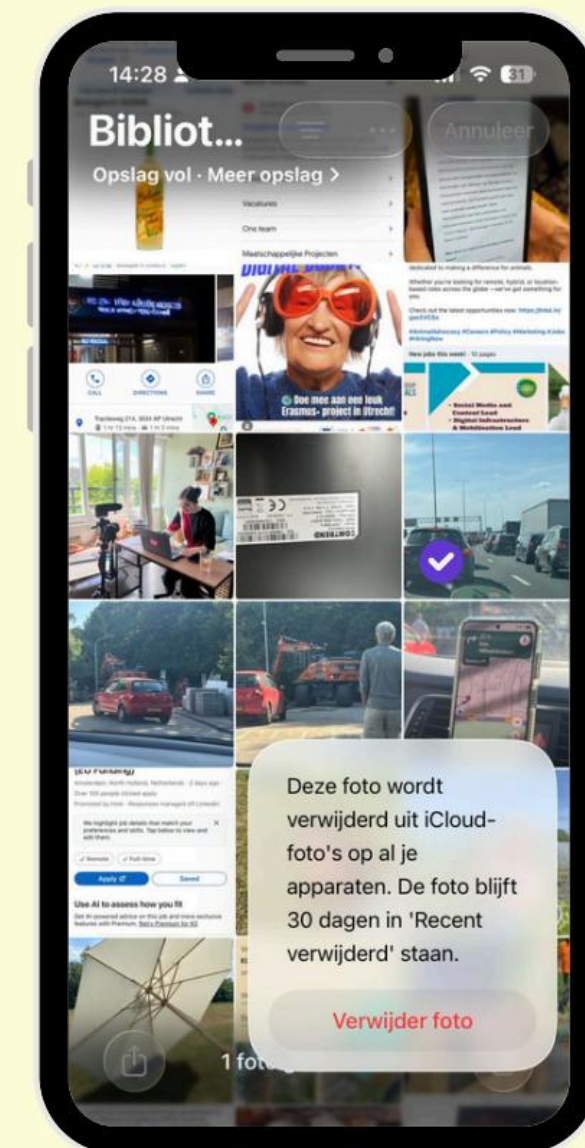
Tip: On some iOS versions, you can't move albums; create a new album in the folder, add the same photos, and delete the old, empty album. (Simple workaround.)

Create a folder and add photos (iPhone)



Do you want photo? Delete messages you no longer want to keep?

1. Open the Photos app - to open the photo library.
2. Tap Select at the top right .
3. Tap the photos you want to delete.
4. Tap the trash can icon at the bottom right.
5. Tap Delete Photos. 
6. The 'x' indicates how many photos you are deleting.



Note: The photos will first go to the 'Recently Deleted' folder. They remain there for 30 days. After that, they are automatically deleted permanently.

Auto save WhatsApp photos or not



Do you often receive photos via WhatsApp?

These will then be automatically saved on your phone and in the Photos app by default. Convenient, but this will quickly fill up your phone.

Did you know that you can choose this yourself?

You can set whether photos you receive are automatically added to your gallery or only when you choose. **Important to know:**

Is auto save turned on?

Then photos will remain in your gallery, even if you delete them in WhatsApp.

Do you turn it off?

Then photos won't automatically appear in your gallery. You can save them yourself if you want.

Auto save WhatsApp photos or not



iPhone

- Open WhatsApp
- Tap Settings
- Tap on Chats
- Turn off 'save to photos or save to photos'

Android

- Open WhatsApp
- Tap the three dots (⋮) top right
- Tap Settings > Chats
- Turn off 'Media Visibility'



What is the Cloud? (And Why Backups Are Useful)

☺☺ What is the cloud?

The cloud is an online storage space for your photos and files. However, cloud storage is located somewhere outside your home. You can only access it via the internet. That's why we also call it online storage.

Why useful?

- Your files **remain safe**, even if your device is lost or damaged.
- You can access your photos or documents anywhere.
- Files are automatically synchronized (the same version everywhere).
- You can easily share something with others.



You need an account and password to access it. Always choose a strong password to protect your data.

Which cloud storage is right for me?

(Benefits & points of interest)

What do you need?

You create an account with a cloud service, such as iCloud or Google Drive.

This gives you your own piece of online storage space, secured with a password.

A small part is free.

Want more space? You can subscribe.

Employ	Free storage	Extra space	Works well with
iCloud	5 GB	50 GB (€0.99/month) • 200 GB (€2.99/month)	iPhone, iPad, Mac
Google Drive	15 GB	100 GB (€1.99/month) • 200 GB (€2.99/month)	Android, Gmail, all devices

Top tips for storage & organization on your phone

Check & Clean Up

- Occasionally check how much space you have left in Settings > Storage.
- Delete photos and videos you no longer need.
- On an iPhone, you can quickly remove the same photos under 'Duplicate Photos'.

WhatsApp and Files Turn

- off auto-saving of photos in WhatsApp.
- Delete old PDFs, large videos, or files you've downloaded.
- Want to save them? Save them to the cloud (iCloud, Google Drive, OneDrive)

Small tip: Schedule a “cleaning moment” once a month to catch up on everything. work. Your phone will remain faster, clearer and more user-friendly.