

Organising photos

Mendlesham Computer Club

By Giles Godart-Brown

Viewing photos

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Where are your photos?

- Photos can be stored in a number of different places;
 - Photos taken on an iPhone are automatically stored in iCloud
 - Photos taken on an Android Phone are automatically stored in Google photos
 - If you receive a photo as an email attachment, you can store it on your computer disk or cloud storage
 - They may be on an SD card in a camera where the first task is to get them imported onto a PC or Mac

How do you view your photos?

- Straight from disk via the Windows explorer or Mac Finder
- The native Application - Windows or Mac Photos
- Via a browser to Google Photos or iCloud Photos
- On your phone/tablet/camera

Finding photos

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Finding photos - Metadata

- Photo files not only contain the actual image but they also contain a lot of information about it;
 - Details of the camera and settings
 - Colours and brightness
 - GPS location data
 - Dates and times
 - Compression details (JPEG etc.)
- You can see the Metadata by finding the photo in Windows File Explorer, right clicking on it and selecting Properties>Details
- Photos applications use this Metadata to enable sophisticated searches

Searching for photos

The amount of metadata available for search depends very much on what you are using to review your photos

- The photo apps on Phones, Windows and Mac have sophisticated search including geo-location and face recognition
- Google photos also has sophisticated search
- iCloud photos in a browser has no search capability

What to do if the photo is not visible on Windows

Common photo file types and suffixes

There are 2 common formats for photos

Suffix	File Type	Application
jpg jpeg	Joint Photographic Experts Group	Moderate 'lossy' compression, used for Photos and Web images
heic	High Efficiency Image File Format	Used by iPhones for High resolution images

‘Out of the box’ Windows cannot display heic photos

How to create JPEGs from HEIC photos on Windows for files in iCloud

- Simply find the photos on [iCloud.com](https://www.icloud.com) and export them to your disk or
- The Windows Photos App now supports iCloud, but you need to install 'iCloud for Windows' (and know your Apple ID and Password). Once installed it will copy your iCloud photos to your PC. and they all will be visible in the Photos App on your PC, even if they are HEIC.

How to create JPEGs from HEIC photos on Windows for files on your disk or in Photos app

- The official method is to instal the "HEIC Image Extensions" from the Microsoft Store which costs £0.79. Once installed, you will be able to open the files in any windows application, e.g. the Photos App.
- Alternatively, install the “Unlimited HEIC Image Extensions” from the Microsoft Store which is free and allows you to convert batches of .heic photos to .jpg
- Use a free online converter site, such as heictojpg.com

How to convert HEIC to JPG on Mac devices

- Method 1 using the Photos app
 - Select the photo(s) you want to export and chose File>export
- Method 2 using Preview for photos you have found using Finder
 - Open the photo with Preview
 - Select File>Export. Make sure JPEG is selected and you have chosen a suitable destination.

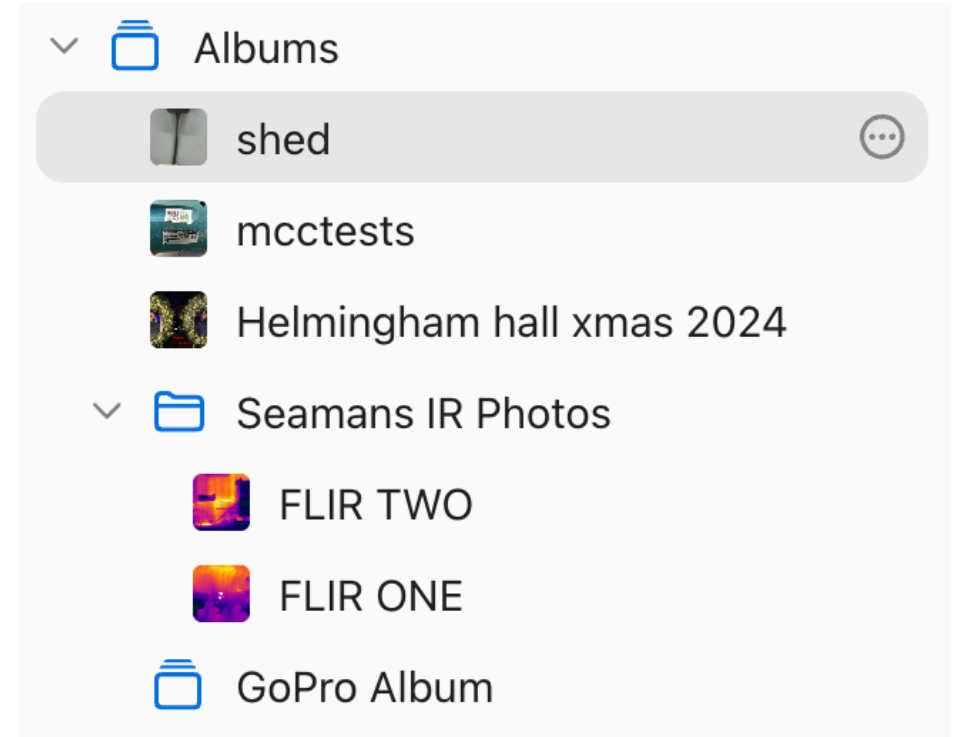
How to make your iPhone create JPEG rather than HEIC

- To make your iPhone automatically save all future photos as JPEGs;
 - go to Settings > Camera > Formats and select "Most Compatible".

Folders

Arranging photos into folders - Cloud

- One way of making it easier to find photos is to arrange them into folders.
- This is easiest to achieve via a browser to the cloud versions of the photos where they are called albums.
- These are automatically synchronised on Apple devices (iPhone, iPad, Mac), but not in the Windows Photos App



Arranging photos into folders using the Windows Photos App

- By default the Windows photo App looks for photos and folders in the 'Gallery' Folder of your PC.
- From here you can create folders and drag photos into them.

Sharing photos

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Sharing photos

- The easiest way to share small numbers of photos is to email them as attachments
- You can share folders of photos within the Cloud apps;

Sharing albums on Apple (iPhone, iPad, Mac)

1. Enable "Shared Albums" in Settings>Apps>Photos.
2. Open the Photos app,
3. Create a new shared album,
4. Invite people to join by entering their Apple ID email or phone number.

Sharing albums in Google Photos

1. Select photos and videos, then tap the "Add to" icon (+),
 2. Choose "Shared album," and create a new album.
 3. You can then give the album a title and tap "Share" to select contacts or "Get a link" to share via a link.
- When you share, others can view the album and, by default, can add their own photos and comments, permissions can be managed in the album's options.

Collecting photos for next week's editing session

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Collecting photos into a working folder on a PC or Mac

- Find your photos
- Copy or export them to a folder called 'temp' on your PC or Mac ready for editing and including into your card/calendar

Collecting photos on an iPad

- Collect your photos and email them to me so we can create the card/calendar on the shared PCs