What you need to know about storing Photos on your Mac (cont'd)

But excluding editing Photos as this is a subject of its own.



Agenda

- Quick recap from last meeting…
- One more Import method…
- Library, Collections, Map & People
- Each Photo can have “properties”
- Albums and Folders – which & when
- Sharing (with Apple users)
- Media Types & Utilities – a quick look

Quick recap from last meeting…

- Unlike Windows and Linux, the Photos App does not store your photos as files on a disk, instead they are stored in a **Database** file named "**Photos Library.photoslibrary**" and this can be found in your **Pictures** folder.

  NB: You must very careful not to delete OR move this file!

- Apples User Guides are really quite good and you can find them on the Apple Support web site, e.g. https://support.apple.com/en-gb/guide/photos/welcome/mac
- We looked at two ways to get photos into the Photos app
- We reminded ourselves that iCloud is **NOT** a backup for photos (only a sync)
- We saw that Apple allows us to have more than one Photo Library (so we don't need to keep buying more iCloud storage!!)

Quick recap from last meeting…(cont'd)

- One big advantage of storing the photos in a database (instead of as files) is that a photo can appear in as many albums as you like without making any copies !!!
- One disadvantage of having all your photos in the Database is that you can only share Photos in the database with other Apple Photos users (on any Apple device)

  New: macOS 27 allows sharing with anyone!
- To share with all others, you have to Export photos from your Library and that creates separate files for each exported photo…
- We also discussed the need to backup your Photos Library database and the options for doing that

One more import method...

- If you have photos as individual files already organized into folders then you can just drag and drop them into the Photos App and they get created as albums inside folders with same name as the folder that you dragged in
- This can save you a lot of time 😎
- Can create some unexpected folders as it uses the full path from the Finder

Library, Collections, Map & People

- The Photos App does some work organizing your photos for you without being asked
- See the “Sidebar” on the left of your Photos App window

  If you don’t see a sidebar then click the icon to the right of the green circle in the top left corner of the Photos App window (it will be the only icon there if your window is maximized)
- Library – All your photos which you can also see by years or months (with year)
- Click “Library” in the sidebar
- Let’s take a look…

Library, Collections, Map & People (cont'd)

- Collections - automatically generated, dynamic groupings of your photos and videos
- Click "Collections" in the sidebar
- There is a long list of these groupings, and it is updated frequently (so not listed here)
- Let's take a look…

Library, Collections, Map & People (cont'd)

- Maps – if your photos have their location in their "meta data" then the Photos app can show a map view of all the places you have taken photos
- Click "Map in the "sidebar"

  If you don't see "Map" then click hover your mouse over "Pinned" and click the ">" to reveal it
- Let's take a look…

Library, Collections, Map & People (cont'd)

- People – you can identify people in a photo containing them and then Photos will find all the other photos with that person in them for you
- Sometimes it may not be able to find them so you may have to identify them again (e.g. in a photo when they are wearing sunglasses and a hat)
- It seems to be able to cope with age (younger and older than the photo you identified them in) rather well!
- Click "People" in the sidebar
- Let's take a look…

Each Photo can have “properties”

- You can see the properties for a Photo by selecting it and pressing Cmd+I or right clicking on a photo and then choosing “Get Info”
- Each photo can be given a Title, a Caption and some Keywords
- **Title** is a short name or headline for an image and is visible directly below photo thumbnails and above enlarged photos on a Mac (can be set to show or hide via the View menu). **On export, it can optionally be used as the file name.**
- It syncs via iCloud and is searchable on all devices but cannot be viewed or edited directly on iOS/iPadOS.

Each Photo can have “properties” (cont’d)

- Caption is a detailed description, story, or note (similar to writing on the back of a physical print). It is displayed clearly in the Info panel (Command + I) on a Mac and directly on iOS/iPadOS devices.
- It syncs completely across Mac, iPhone, and iPad, and every word is searchable everywhere.
- Keywords are tags or labels (like social media hashtags) used to categorize and group items. Managed via the Info window or the Keyword Manager (Window/Keyword Manager on Mac). You can use them to build Smart Albums and filters.
- They are viewable, modifiable, and filterable only on Mac. They sync to iOS for search, though you cannot see or edit the keyword list natively on an iPhone or iPad

Albums and Folders – which & when

- Albums – hold actual collections of individual photos (and videos)
- Photos in albums are only “references” to the actual photo so the same photo can be in as many albums as you want without making ANY copies 😎
- Deleting a photo from an Album only removes the reference to it from that album (nothing happens to the photo which stays in your Library).

Albums and Folders – which & when (cont'd)

- To create an album, you can do either of these:
- Choose File/New Album for an empty album or select photos first and choose File/New Album with Selection. Type a name and press Return.
- Hold your pointer over Albums in the sidebar, click the Plus (+) button, and choose New Album or New Album with Selection. You can also right-click (Control-click) selected photos and choose Add To > New Album.
- Nice thing about Albums is that you can play them as slide shows
- Let's take a look…

Albums and Folders – which & when (cont'd)

- Folders – hold albums or other folders ONLY (no photos/videos)
- Folders are only for structure to help you organize your albums

  For example, you might have a Folder called Grandchildren and inside that have an Album for each grandchild
- Entirely up to you how you decide to structure your albums (if at all)
- You can create folders inside folders just as you can in the Finder
- You can drag and drop folders to move them around
- You can drag and drop albums into folders
- Let's take a look…

Sharing

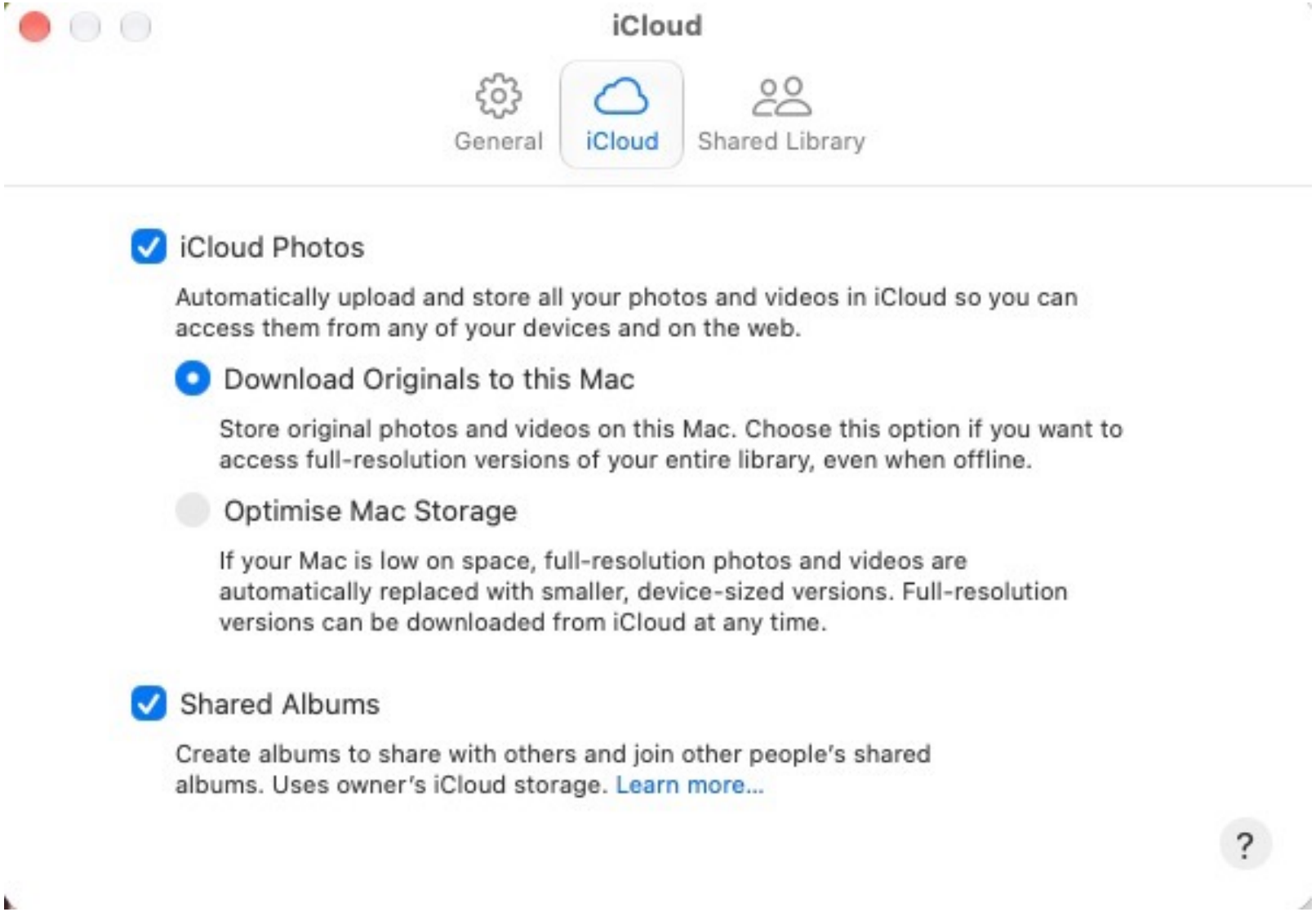
- You can share individual photos or selections of photos using any of Apple's own apps by selecting one or more photos (as per the instructions in the previous slide deck) and the right clicking and choosing the "Share…"
- This obviously let's you use Mail and iMessage to send photos to other people but doesn't let you use WhatsApp or Messenger, etc.
  Note that on your iPhone you CAN use apps like WhatsApp, etc.
- To use non-Apple apps to share photos you will need to Export them as per the previous slide deck and then use your non-Apple app to send those exported pictures

Sharing (cont'd)

- The good news is that macOS 27 (Golden Gate) now gives us some other options
- It is now possible to share Albums with other people even if they don't have any Apple devices !
- Before you can start sharing Albums inside the Photos App you need to turn on Sharing:

  Go to Photos/Settings, click the iCloud icon and then check the Shared Albums box.

Sharing (cont'd)



Sharing (cont'd)

To create a shared album:

- Click "+" next to Shared Albums, then choose settings for the shared album:
- Shared Album Name: Type a name for the shared album.
- Who Can Access: Choose whether anyone with the link can access the album or only people you choose.
- Access Requests: Choose whether additional people with the link can request access.
- Make Album Temporary: Choose whether to allow the album to expire. After 30 days, any photos or videos not saved to your library will be deleted.
- Click Create.

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Sharing (cont'd)

- After adding photos to the shared album, right click on the shared album name and you will be able to invite people using Apple apps or "Copy Album link" to then invite people with other apps
- When they get the link, you will get an email **to your Apple ID email account** asking if you want o grant permission and if you want to do that you will get redirected to iCloud Photos to grant access (a tad tortuous but you can share with non-Apple users so…)

- **Media Types & Utilities – a quick look**

- Apple Photos App automatically detects duplicates AND photos that are very similar
- You can de-dup any time bye accessing Utilities/Duplicates from the sidebar of the Photos App
- Deleted Items are kept for 30 days and are protected
- There are **many** other useful things that Photos will do for you
- Let's take a look…

Topics for future meetings