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Apple Photos

Find, organize, share and protect every picture — explained in plain English, one tap at a time

A plain-English guide to the Photos app on your iPhone

Take your time — looking around can't hurt a thing

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For iPhone with iOS 27 (notes for iOS 26) · facts current November 2026

What's Inside

This is your guide to the Photos app on your iPhone. Read it in any order and at your own pace; there's no test, and you can't fall behind. Every chapter explains what a feature does *for you*, with slow, step-by-step directions. It's written for iOS 27, with notes where iOS 26 is different. If a screen looks a little different on yours, the idea is still the same.

Part 1 — Getting to Know Apple Photos

1 A Note from Bill
2 What Apple Photos Is, and Where Your Pictures Live
3 Which iPhone and Which iOS You Have
4 The Library Tab, the Collections Tab and Search

Part 2 — Looking at Your Pictures

5 Browsing the Library by Years, Months and Days
6 Opening a Photo: Zoom, Swipe and See the Details
7 Videos and Live Photos
8 Favorites: Marking the Ones You Love

Part 3 — Keeping Things Organized

9 A Tour of the Collections Tab
10 Making Your Own Albums
11 People & Pets: Every Photo of Someone You Love
12 The Utilities Folders: Duplicates, Receipts and More
13 Hiding Private Photos

Part 4 — Finding Any Picture

14 Search: Just Type What You Remember
15 Finding Photos by Place and by Date
16 Memories: Your Photos Turned into Little Movies

Part 5 — Sharing with Family and Friends

17 Sending a Photo or Two
18 Shared Albums: A Family Album Everyone Can Add To
19 iCloud Shared Photo Library: One Library for the Household

Part 6 — Keeping Your Photos Safe

20 iCloud Photos: Turning It On and Checking It Works
21 "Storage Full": Optimize Storage and iCloud+ Plans
22 Deleting Photos, and Getting Them Back
23 Keeping a Second Copy on a Computer
24 Making Sure Your Photos Outlast You

25 Photo Scams and Fake "Storage Full" Warnings

Part 7 — Simple Edits, Help and Your Cheat-Sheet

26 Simple Edits, and How to Undo Any of Them
27 When to Call Bill
28 Your Apple Photos Cheat-Sheet

PART 1

Getting to Know Apple Photos

What the Photos app is, where your pictures really live, and the three buttons that run the whole app. Start here and everything after will feel familiar.

CHAPTER 1

A Note from Bill

Hello, and welcome. If you own an iPhone, you already own one of the best photo albums ever made. Every picture you've taken of the grandkids, the garden, the dog, the birthday cakes and the sunsets is sitting in one app called **Photos**. The trouble is that the app has changed its look several times in the last few years, and many folks tell me they simply can't find things anymore. If that's you, you're in very good company.

I'm Bill. For more than 30 years I've helped people feel at home with their technology, and helping families find, keep and share their pictures is some of the most rewarding work I do. I wrote this book the way I'd explain it sitting beside you at the kitchen table: slowly, in plain English, one tap at a time. When a new word comes up, I'll stop and explain it right there.

What this book covers

- **Finding your way around** the Photos app on a recent iPhone, including the Library and Collections tabs.
- **Organizing** with albums, favorites, People & Pets and the handy Utilities folders.
- **Finding any picture** with search, places, dates and Memories.
- **Sharing** with family, from a single photo to a whole family album.
- **Keeping your photos safe**: iCloud Photos, "storage full" messages, getting deleted pictures back, and keeping a second copy.
- **Simple edits** and how to undo any of them.

WHAT THIS DOES FOR YOU

What this book does for you

By the end you'll know where every photo lives, how to find the one you want in seconds, how to share pictures with family without fuss, and how to make sure your memories are safe. Most of all, you'll feel in charge of your own photo collection again.

The big promise: looking around can't hurt

Opening albums, scrolling, tapping a photo to see it bigger, searching, playing a Memory movie: none of that can harm a single picture. The only buttons that need a moment's thought are the ones that **delete**, and even then your iPhone keeps deleted pictures for 30 days so you can change your mind. I'll point out those few careful moments as we go.

GOOD TO KNOW

Written for iOS 27, with notes for iOS 26

This book is written for iPhones running **iOS 27**, the version Apple released in fall 2026, and it notes the places where **iOS 26** looks a little different. If your screen doesn't match exactly, the idea is almost always the same. Chapter 3 shows you how to check which version you have.

And you're never stuck alone. If you'd like a hand, call me at **(330) 200-8042** and we'll sort it out together. There's no such thing as a silly question about your own family pictures.

— Bill

CHAPTER 2

What Apple Photos Is, and Where Your Pictures Live

Photos is the app on your iPhone that holds every picture and video you take with the Camera, every picture you save from a text message or email, and every screenshot. Its icon is a white square with a colorful flower-like pinwheel. You don't have to do anything to put pictures into it: the moment you take a photo, it's there.

Three words worth knowing

Word	What it means
Library	All of your photos and videos together, in the order they were taken. Think of it as the big shoebox that holds everything.
Album	A smaller group of photos you (or your iPhone) set aside, like "Christmas 2026" or "Garden." A photo can be in several albums at once and still only takes up space once.
iCloud Photos	Apple's service that keeps a copy of your whole Library safely on Apple's computers ("the cloud") and keeps it the same on your iPhone, iPad, Mac and the iCloud website.

Where the pictures actually are

Your pictures can live in two places at once: **on the iPhone itself**, and **in iCloud**, if iCloud Photos is turned on. When it is on, Apple says it keeps every photo and video you take in iCloud at full quality, so you can see your library from any of your Apple devices, and changes you make on one device show up on the others.

HEADS UP

One important consequence

Because iCloud Photos keeps your devices the same, **deleting a photo on your iPhone deletes it from your iPad, your Mac and iCloud too**. That's what keeps everything tidy, but it also means iCloud Photos is not a separate backup. Chapter 23 shows you how to keep a true second copy.

Photos, iCloud and Google Photos: how they fit

If you've read my iCloud manual or my Managing Phone Photos manual, you've seen some of these ideas already. This book goes deeper into the Photos app itself: every tab, every

folder, and the new features in iOS 27. Some families also use Google Photos on an iPhone. That's fine, and the two can live side by side, but this book is about Apple's own Photos app.

CHAPTER 3

Which iPhone and Which iOS You Have

The Photos app looks a little different depending on the version of iOS (the iPhone's built-in software) you're running. Knowing your version takes ten seconds and saves a lot of head-scratching.

Check your version

1. Open the **Settings** app (the gray gear).
2. Tap **General**, then tap **About**.
3. Look at the line called **iOS Version**. It will say something like 27.2.1 or 26.6.

Update to the latest version

Apple adds Photos features and security fixes in its updates, so it's worth staying current. Plug the iPhone in, connect to Wi-Fi, then go to **Settings** > **General** > **Software Update**, and follow the steps on screen. An update can take 20 minutes or more, so start it when you won't need the phone for a while.

Which iPhones get what

Version or feature	What you need
iOS 27	Reported to run on the iPhone 11 and later. Gets the newer Photos features in this book, such as star ratings, slideshows from any album and temporary shared albums.
Apple Intelligence	Apple's AI features (like Clean Up and "describe a memory") need an iPhone 15 Pro, iPhone 15 Pro Max, or any iPhone 16 or later, and aren't offered in every language or region.

TIP

Not on iOS 27? Don't worry

Nearly everything in this book also works on iOS 26. Where a step is different, I'll say so. If your iPhone is older than an iPhone 11, it can't move to iOS 27, but the basics of viewing, albums and sharing still work much the same way.

CHAPTER 4

The Library Tab, the Collections Tab and Search

Here's the single most useful thing to know about today's Photos app. Along the bottom of the screen are just **three buttons**. Learn these and you can never get lost.

Button	What's behind it
Library	Every photo and video, newest at the bottom. This is where Photos opens. Use it to scroll back through time.
Collections	Everything organized for you: Memories, Albums, People & Pets, Shared Albums, Trips and the Utilities folders (Recently Deleted, Hidden, Duplicates and more).
Search (magnifying glass)	In the bottom-right corner. Type a word like "beach," a name, a place or a date, and Photos finds the matching pictures.

GOOD TO KNOW

Why the app looks different from a few years ago

In 2024, iOS 18 squeezed everything into one long scrolling screen, and many people found it confusing. With iOS 26, Apple brought back separate tabs for **Library** and **Collections**, and iOS 27 keeps that layout. If someone gave you directions for iOS 18, they may not match what you see now.

Your "get me home" move

Lost in an album, or a photo is filling the screen and you're not sure how to get back? Tap the **Library** button at the bottom. If the bottom buttons are hidden because a photo is open, tap the photo once to bring the controls back, or tap the back arrow (<) in the top-left corner.

The profile button

In the **Collections** tab, the round picture or initials in the top-right corner is your **profile button**. Behind it are a few account-level things: the status of your iCloud uploads, shared album invitations, and some display settings. You'll meet it again in later chapters.

TIP

Bigger text in Photos too

If the words under the albums are hard to read, the iPhone's text size setting makes them larger in Photos as well as everywhere else. My iPhone manual walks through it, or I'm happy to set it up for you.

PART 2

Looking at Your Pictures

Scrolling back through the years, opening a photo to see it big, playing videos and Live Photos, and marking the ones you love.

CHAPTER 5

Browsing the Library by Years, Months and Days

Tap **Library** at the bottom of the screen. You'll see a grid of small pictures called **thumbnails**, with your newest photos at the bottom. Swipe up with one finger to travel back in time, and down to come forward again.

Jump through time quickly

Scrolling through ten years of pictures one row at a time would take all afternoon. Instead, the Library can show your photos grouped by **Years** or **Months**, so you can hop straight to "summer 2019" and then narrow down.

1. Tap **Library**.
2. Look for the time choices (such as **Years**, **Months** and **All**) and tap **Years**.
3. Tap the year you want. Photos opens that year by month.
4. Tap a month to see those pictures, then tap any thumbnail to see it full size.

Make the thumbnails bigger or smaller

Place two fingers on the grid and spread them apart to make the thumbnails bigger (fewer photos, easier to see), or pinch them together to fit more on the screen. The thumbnail size can also be changed from the **Sort and Filter** button, described below.

The Sort and Filter button

Near the top of the Library is a small button with three lines that get shorter, like an upside-down pyramid. That's **Sort and Filter**. It lets you change the order and show only certain kinds of items.

Choice	What it does
Sort by Date Captured	Photos in the order they were taken. This is the usual choice.
Sort by Recently Added	Photos in the order they arrived on your iPhone. Handy when someone sent you old pictures and you can't find them among the dates they were taken.
Filter	Show only certain items, such as Favorites, Videos, Edited, Photos or a star rating. You can choose more than one.
All Items	Removes any filter and shows everything again.

Choice	What it does
View Options	Hide screenshots, items from your Mac, or items Shared with You, so the Library shows mostly your own pictures.

HEADS UP

"Where did all my pictures go?"

If the Library suddenly shows only a few pictures, a **filter** is almost always the reason. Open **Sort and Filter** and choose **All Items**. Your pictures were never gone, just hidden from view.

TIP

Seeing only the photos you took

In iOS 27, the filter list includes **Captured by Me**, which shows only pictures taken with your own iPhone's camera, leaving out ones that were sent to you or saved from the web.

CHAPTER 6

Opening a Photo: Zoom, Swipe and See the Details

Tap any thumbnail and the photo fills the screen. Here are the moves that work on every picture:

To do this	Do this
See the next or previous photo	Swipe left or right.
Zoom in	Spread two fingers apart on the photo, or double-tap the part you want to see closer.
Zoom back out	Pinch two fingers together, or double-tap again.
Hide or show the buttons	Tap the photo once.
Go back to the grid	Swipe down on the photo, or tap the back arrow (<) at the top left.
See where and when it was taken	Swipe up on the photo.

The details panel

When you swipe up on a photo, a panel slides up with the date and time the picture was taken, a small map if the location was saved, and which camera took it. You'll also see faces that Photos recognized, and you can name people right from here (Chapter 11 explains how).

Add a caption, so you remember who and where

In the details panel there's a space to **add a caption**: a few words like "Aunt Ruth's 90th, Kent." Captions are wonderful for the grandchildren someday, and Photos can search them too. Tap the caption area, type your note and tap **Done**.

GOOD TO KNOW

Text inside your pictures

Your iPhone can often read words in a photo, such as a sign, a recipe card or a phone number on a flyer. When it finds text, a small text button appears on the photo, and you can touch and hold the words to copy them. This works on recent iPhones and isn't perfect with handwriting.

The buttons along the bottom of an open photo

Button	What it does
Share (box with an arrow)	Send the photo by text, email or AirDrop, add it to an album, print it and more. Chapter 17 covers it.
Heart	Mark the photo as a Favorite. Tap again to unmark it.
Edit (three little sliders)	Crop, brighten or fix the picture. Chapter 26 covers it, including how to undo.
Trash can	Delete the photo. It goes to Recently Deleted for 30 days first.

CHAPTER 7

Videos and Live Photos

Videos sit in the Library right alongside your photos. A video thumbnail shows its length in the bottom corner, like 0:45 for forty-five seconds.

Playing a video

1. Tap the video's thumbnail. It usually starts playing on its own.
2. Tap the video once to show the controls: play and pause, the sound button, and the scrubber bar along the bottom.
3. Drag your finger along the scrubber bar to jump forward or back.
4. Turn the iPhone sideways to fill the screen with a wide video.

> **TIP**
> **No sound?**
> Check the volume buttons on the side of the iPhone first, then look for the speaker button on the video itself. If it shows a line through it, tap it to turn sound on.

Live Photos: pictures that move for a moment

A **Live Photo** captures a second or two of movement and sound around the moment you take the picture, so a photo of the grandchildren blowing out candles also catches the giggle. In the Library it looks like any other photo. To see it move, open it, then **touch and hold** the picture.

Live Photos take a little more storage than regular photos. If you'd rather not take them, the Camera app has a Live button (a set of circles) near the top that you can tap to turn off. My Phone Camera manual covers the camera side in detail.

Save a still picture from a video

In iOS 27 you can pull a single frame out of a video and save it as its own photo, perfect for that one moment when everyone was smiling. Play the video, pause on the moment you want, tap the **More** button (three dots), and choose the option to save the frame as a photo. The new picture joins your Library.

GOOD TO KNOW

Long videos use lots of space

A few minutes of video can take as much room as hundreds of photos. If your iPhone is running out of space, long videos are usually the reason. Chapter 21 shows you how to find and deal with them.

CHAPTER 8

Favorites: Marking the Ones You Love

Some pictures are keepers: the wedding photo, the new baby, the one where Dad is finally smiling. Mark those as **Favorites** and you'll always find them in one place.

Make a photo a Favorite

1. Open the photo.
2. Tap the **heart** at the bottom of the screen. It fills in to show it's a Favorite.
3. To find all your Favorites later, tap **Collections** and open **Favorites**, or use **Sort and Filter** in the Library and choose the Favorites filter.

WHAT THIS DOES FOR YOU

What this does for you

Favorites are the quickest way to gather your best pictures for a slideshow, a printed photo book, a digital picture frame or simply to show a friend over coffee, without scrolling through thousands of everyday shots.

Going further: star ratings and keywords

iOS 27 added two more ways to mark pictures. **Star ratings** let you give a photo one to five stars, and **keywords** let you tag pictures with your own words, like "recipes" or "quilts." Star ratings have to be switched on first, from the profile button in the Collections tab; after that, each photo shows a small rating control. Both are optional, and most people find Favorites, albums and search are plenty.

TIP

Favorites follow you

If iCloud Photos is on, the photos you mark as Favorites on your iPhone are Favorites on your iPad and Mac too.

PART 3

Keeping Things Organized

The Collections tab, your own albums, People & Pets, and the Utilities folders that quietly tidy up after you.

CHAPTER 9

A Tour of the Collections Tab

Tap **Collections** at the bottom of the screen. Where the Library shows everything in date order, Collections shows your pictures **sorted into groups**, most of them made for you automatically. Scroll down to see them all.

Section	What's in it
Memories	Short movies Photos makes from your pictures, set to music, around a person, a trip or an event. Chapter 16.
Pinned	A row of shortcuts to the collections you use most. You can choose what's pinned.
Albums	Your own albums, plus a few Apple makes for you, such as Favorites. Chapter 10.
People & Pets	Every photo of a person or pet, gathered by face. Chapter 11.
Recent Days and Trips	Your pictures grouped by day, and by trips away from home.
Shared Albums	Albums you share with family and friends. Chapter 18.
Utilities	Behind-the-scenes folders: Recently Deleted, Hidden, Duplicates, Receipts, Handwriting, QR codes and more. Chapter 12.

Seeing more in a section

Each section shows a few items in a row. Swipe left across the row to see more, or tap the section's name (or the small arrow beside it) to open the whole section on its own screen.

Rearranging the sections

You don't have to keep Apple's order. Scroll to the bottom of Collections and look for the option to **customize and reorder** the sections. Drag the ones you use most toward the top, and turn off any you never look at. Nothing is deleted when you hide a section; it just stops showing.

TIP

Make it yours

Many people like moving **Albums** and **People & Pets** right to the top. That way, the two things they reach for most are the first things they see.

CHAPTER 10

Making Your Own Albums

An **album** is a group of photos you choose, like a page in a scrapbook. Making one takes less than a minute, and it's the single best way to keep a special set of pictures together.

GOOD TO KNOW

Albums don't make copies

Putting a photo in an album doesn't copy it or use more space. The album simply points to the photo in your Library. That's why one picture can sit in "Grandkids," "Christmas" and "Favorites" at once. And **deleting an album never deletes the photos in it**; they stay safe in your Library.

Create a new album

1. Open **Photos** and tap **Collections**.
2. Tap **Albums**, then tap the **Add** button (the plus sign, +).
3. Tap **New Album**.
4. Type a name, such as **Garden 2026**.
5. Choose the photos to add by tapping them, then follow the on-screen buttons to finish and tap **Create** (on some versions the last button says **Done**).

Add more photos to an album later

1. In the **Library**, tap **Select** at the top right.
2. Tap each photo you want. A check mark appears on each one. You can also slide your finger across a row to select several at once.
3. Tap the **Share** button (the box with an arrow), then choose **Add to Album**.
4. Tap the album's name. Done.

Rename, rearrange or delete an album

- **Rename:** open the album, tap the **More** button (three dots), and choose the rename option.
- **Rearrange albums:** in the Albums screen, touch and hold an album and drag it to a new spot.

- **Delete an album:** touch and hold it and choose **Delete Album**. The photos stay in your Library.
- **Folders:** if you have many albums, you can group them into folders, such as one folder per grandchild.

HEADS UP

Removing a photo from an album versus deleting it

Inside one of your own albums, the trash button usually offers **Remove from Album**, which takes the photo out of that album only, and **Delete**, which removes it from your whole Library. Read the words on the button before you tap.

TIP

Albums that fill themselves

You don't need to make an album for every person. People & Pets (next chapter) gathers every photo of someone automatically. Save your own albums for events, projects and themes.

CHAPTER 11

People & Pets: Every Photo of Someone You Love

Your iPhone can recognize faces, including your dog's or cat's. It quietly groups pictures of the same face together, so with one tap you can see every photo of a grandchild from newborn to graduation. This all happens on your iPhone.

Find People & Pets

1. Open **Photos** and tap **Collections**.
2. Tap **People & Pets**.
3. Tap any face to see every photo of that person or pet.

Give someone a name

Faces start out unnamed. Naming them makes searching easy: you can then type "Emma" in Search and see only her pictures.

1. In **People & Pets**, tap the face you want to name.
2. Tap the option to add a name at the top.
3. Type the name. If the person is in your Contacts, their name appears as a suggestion; tap it.
4. Tap **Done**.

Naming a face from a single photo

You can also open any photo and swipe up. Faces Photos noticed appear in the details; an unnamed one shows a question mark. Tap it, then choose the option to name it. Photos then labels that person in your other pictures too.

When Photos gets it wrong

- **Two groups for the same person** (common for children as they grow): name both groups with the same name, and Photos offers to merge them.
- **A wrong face in someone's group:** open the person, find the photo, and use the option to remove it from that person. The photo itself isn't deleted.
- **Someone you'd rather not see**: you can hide a person from People & Pets and from Memories. Their photos stay in your Library.

GOOD TO KNOW

Give it a little time

Face grouping happens in the background, usually while the iPhone is charging. If you just set up a new iPhone or brought in thousands of pictures, People & Pets may take a few days to fill in.

TIP

Keep it in sync

With iCloud Photos turned on, the names you add on your iPhone also show up on your iPad and Mac.

CHAPTER 12

The Utilities Folders: Duplicates, Receipts and More

At the bottom of the Collections tab is a section called **Utilities**. These folders are made for you and they're surprisingly useful.

Folder	What's in it
Recently Deleted	Photos you deleted in the last 30 days. Your safety net. Chapter 22.
Hidden	Photos you've chosen to keep out of sight. Chapter 13.
Duplicates	Pictures Photos thinks are copies of each other, ready to merge.
Receipts, Handwriting, QR Codes and more	Photos are sorted by what's in them, so a snapshot of a receipt or a recipe card is easy to find.
Identity documents	In iOS 27, pictures of things like a driver's license or passport are gathered together, so you can find them quickly and decide whether you really want them on the phone.
Imports	Pictures brought in from a camera or a computer.

Merging duplicates safely

If you've saved the same picture twice, or family members sent the same photo, the **Duplicates** folder finds the copies. Merging keeps one photo, combining the best quality and information, and moves the extras to Recently Deleted.

1. Open **Photos**, then tap **Collections**.
2. Scroll up to **Utilities** and tap **Duplicates**.
3. Look over a set of duplicates, then tap **Merge**.
4. To do many at once, tap **Select**, then **Select All** (or pick sets one by one), and tap **Merge**.
5. Tap **Merge [number] Items** to confirm.

> **TIP**
>
> **Look before you merge**
>
> Photos is careful, but take a quick look at each set. Two pictures that look almost alike, like two nearly identical group shots, are sometimes worth keeping both. If you change your mind, the extras sit in Recently Deleted for 30 days.

STAY SAFE

Pictures of ID cards

It's handy to have a photo of your Medicare card for an appointment, but a phone full of pictures of your license, passport and Social Security card is a risk if the phone is ever lost. Keep only what you need, and consider putting sensitive pictures in the locked Hidden album (next chapter).

CHAPTER 13

Hiding Private Photos

Some pictures you want to keep but not show to everyone who scrolls through your phone: a photo of a medical form, a surprise gift, or private family papers. The **Hidden** album keeps them out of sight. Hidden photos don't appear in the Library, in other albums, or in the Photos widget on your Home Screen.

Hide a photo

1. Open **Photos**.
2. **Touch and hold** the photo or video you want to hide.
3. Tap **Hide**, then confirm.

See or unhide hidden photos

1. Open **Photos** and tap **Collections**.
2. Scroll down and tap **Hidden** under **Utilities**.
3. Tap **View Album**, then use Face ID or Touch ID (or your passcode) to unlock it.
4. To unhide a picture, touch and hold it, then tap **Unhide**.

GOOD TO KNOW

Locked by default

On current iPhones the Hidden and Recently Deleted albums are **locked**, and open only with your face, fingerprint or passcode. You can change that in **Settings** > **Apps** > **Photos** by turning off **Use Face ID**, but most people should leave the lock on.

Hide the Hidden album itself

If you don't want the Hidden album to show in Utilities at all, go to **Settings** > **Apps** > **Photos** and turn off **Show Hidden Album**. Your hidden pictures are still there; to see them again, turn the switch back on.

HEADS UP

Hidden is not a separate vault

Hiding a photo on one device hides it on your other devices using iCloud Photos too. And hiding isn't the same as deleting: hidden photos still take up space on your iPhone and in iCloud.

PART 4

Finding Any Picture

Search that understands everyday words, finding photos by place and date, and Memories: the little movies your iPhone makes from your pictures.

CHAPTER 14

Search: Just Type What You Remember

You don't need to remember when a photo was taken. Search lets you type what you remember about it, like **beach**, **dog**, **cake**, **Cleveland** or a person's name, and Photos finds matching pictures by looking at what's actually in them.

Search for a photo

1. Open **Photos** and tap the **Search** button (the magnifying glass) in the bottom-right corner.
2. Before you type, look at the suggestions: recent dates, places and people you've named.
3. Tap the search box and type a word. Matching photos appear as you type.
4. Tap a suggestion or a photo to see the results.

What you can search for

Type of search	Examples
Things and scenes	dog, cat, flowers, snow, lake, car, cake, tree, beach
Places	a city, state or the name of a business, if location was saved
Dates and events	a month or year, "Christmas," "birthday"
People and pets	anyone you've named in People & Pets
Text and captions	words from captions you've added; text like a phone number or email address
Kinds of items	add a word like Video, Selfie or Portrait to narrow things down

Combine words to narrow it down

Type more than one thing to get closer to the picture you want: **Emma beach** shows photos of Emma at the beach, and **dog snow 2022** finds the dog playing in the snow that winter.

Describe it in a sentence (Apple Intelligence)

On iPhones that have **Apple Intelligence** (iPhone 15 Pro and later), you can describe the picture in ordinary words, like "Grandpa fishing on the dock," and Photos looks for it. It can also find a particular moment inside a video. On other iPhones, single words and names work best.

TIP

Name people first

Searching by name only works after you've named that person in People & Pets (Chapter 11). Five minutes of naming your closest family members makes search far more useful.

GOOD TO KNOW

It isn't perfect

Photo search is clever but not flawless. A search for "cat" may show a stuffed animal, and it can miss a picture taken in poor light. If you can't find something, try a different word, or browse by date in the Library instead.

CHAPTER 15

Finding Photos by Place and by Date

Your iPhone usually records **where** each photo was taken, as well as when. That lets you find pictures on a map, which is a lovely way to relive a trip.

Browse on a map

1. Open **Photos** and tap **Collections**.
2. Scroll to find the map of your photo locations (it may be listed as **Map** or under **Places**).
3. Tap the map to open it. Spread two fingers to zoom in on a town or neighborhood.
4. Tap a cluster of photos on the map to see those pictures.

Prefer to type? Search for the town's name (Chapter 14). And the **Trips** section of Collections groups pictures from times you were away from home.

STAY SAFE

Location in photos you share

Because photos can carry their location, a picture of your front porch could tell a stranger where you live. When you share a photo, tap the **Share** button, tap **Options** near the top, and turn off **Location**. The words "Location Not Included" then appear above Options. It's worth doing for anything posted publicly.

Finding photos by date

If you know roughly when something happened, the Library's **Years** and **Months** views (Chapter 5) are the fastest route. You can also type a month and year into Search, like **June 2015**.

Fixing a wrong date or place

Pictures scanned from prints or sent by others sometimes carry the wrong date or no place at all. You can fix that. It changes only the information, never the picture itself.

1. Open the photo and tap the **More** button (three dots).
2. Tap **Adjust Info**, then **Adjust Date & Time** (or **Adjust Location**).
3. Pick the right date and time, or type the place and choose it from the list, then tap **Adjust**.
4. Changed your mind? Go back to the same screen and tap **Revert**.

To fix a whole batch at once, such as a stack of scanned prints, tap **Select** in the Library, tap the pictures, and follow the same steps.

CHAPTER 16

Memories: Your Photos Turned into Little Movies

Every so often, your iPhone gathers photos and videos around a person, a pet, a place or an event and turns them into a short movie with music. These are called **Memories**, and many people find them the most delightful part of the whole app.

Watch a Memory

1. Open **Photos** and tap **Collections**.
2. At the top, find **Memories** and tap one that catches your eye.
3. Tap the **Play** button to watch it as a movie.
4. Tap the screen to pause, or to see buttons for sound and closing. Swipe to skip ahead or back.

Make it yours

While a Memory is playing, tap the screen, then tap the **Memory Mixes** button and swipe to try different combinations of song, pace and style. To pick a particular song, tap the **Music** button, tap a song, then tap **Done**. You can also change the title and length, and add or remove photos so a favorite shot makes the cut and a blurry one doesn't.

Ask for a Memory in your own words (Apple Intelligence)

On iPhones with Apple Intelligence, you can describe the movie you'd like, such as "Our summers at the lake with the grandkids," and Photos picks the pictures, arranges them into a little story and adds music.

1. Open **Photos**, tap **Collections**, then tap **Memories**.
2. Tap **Create**.
3. Type a description of the movie you want, then tap **Done**.
4. Wait a moment while it's made, then tap **Play**.

> TIP
>
> **Share a Memory with family**
>
> A Memory movie makes a wonderful gift. While it's open, use the **Share** button to send it by text or email, just like a photo. Family members don't need an iPhone to watch it.

GOOD TO KNOW

Memories you'd rather not see

Sometimes a Memory brings up a person or a time that's painful. You can delete that Memory, or tell Photos to feature a person less often or not at all. Open the Memory, tap the **More** button (three dots) and look for those options. Your photos themselves aren't deleted.

TIP

Slideshows from any album

Memories are made for you. If you'd rather pick the pictures yourself, iOS 27 can play any album or set of photos as a slideshow with music, using the **More** button in an album.

PART 5

Sharing with Family and Friends

Sending a photo or two, building a family album everyone can add to, and sharing a whole photo library with the people you live with.

CHAPTER 17

Sending a Photo or Two

The quickest way to share is the **Share** button: a small box with an arrow pointing up. It appears whenever a photo is open, and after you select several photos in the Library.

Send one photo by text message

1. Open the photo.
2. Tap the **Share** button (box with an up arrow).
3. Along the top you'll see people you message often. Tap one, or tap **Messages** in the row of app icons and type a name.
4. Add a few words if you like, then tap the **Send** arrow.

Send several photos at once

1. In the Library or an album, tap **Select** at the top right.
2. Tap each photo you want to send (or slide a finger across a row to pick several).
3. Tap the **Share** button and choose how to send: Messages, Mail, AirDrop or another app.

Way to send	When it's best
Messages	Best for a handful of pictures to family. Arrives in seconds.
Mail	Fine for a few photos. For many, a shared album or link is easier.
AirDrop	Sends straight to an iPhone, iPad or Mac that's nearby. No internet needed.
Copy iCloud Link	Makes a link to the photos that anyone can open in a web browser, even without an iPhone. Good for many photos or long videos.

STAY SAFE

Check the location before posting publicly

Before posting photos on Facebook or any public site, use **Options** on the Share screen to turn off **Location** (Chapter 15 explains why).

TIP

Sharing long videos

Long videos can be too big to send comfortably by text or email. A shared album (next chapter) or **Copy iCloud Link** usually works better for those.

CHAPTER 18

Shared Albums: A Family Album Everyone Can Add To

A **shared album** is an album you invite family and friends into. Everyone can see the pictures, leave comments and, if you allow it, add their own photos. It's perfect for a family reunion, a new baby or keeping faraway grandparents in the loop.

GOOD TO KNOW

New in iOS 27: anyone can join

Starting in iOS 27, people can join and add photos to your shared album from a web link, even if they use an Android phone or a Windows computer and don't have an Apple Account. Shared albums also keep photos at full resolution now, and you can react to pictures with any emoji.

Step 1: turn Shared Albums on

1. Open **Settings**, tap your name at the top, then tap **iCloud**.
2. Under **Saved to iCloud**, tap **Photos**.
3. On iOS 27, make sure iCloud Photos is on (the switch is called **Sync this iPhone**, or **Sync this device** in Apple's help pages).
4. Scroll down and turn on **Shared Albums**.

Step 2: create the shared album (iOS 27)

1. Open **Photos** and tap **Collections**.
2. Scroll down to **Shared Albums** and tap it.
3. Tap the **Add** button (+).
4. Give the album a name and choose some photos to start it off.
5. Tap **Sharing Options** to choose whether you invite and approve people yourself, or share it with a link.
6. Tap the **Done** button (the check mark).

On iOS 26

The steps are almost the same: **Collections** > **Shared Albums** > **Add** (+), name it, choose photos, then pick people from your contacts (or type an email address or phone number), tap **Done**, and tap **Create**.

Step 3: invite people (iOS 27)

1. Open the shared album you made.
2. Tap the **Manage Shared Album** button (it shows two little people).
3. Under **Participants**, tap **Invite Participants** and choose how to send the link, or tap **Copy Album Link** to paste it into a message yourself.
4. Tap **Done**.

Adding photos to a shared album

1. In your Library or an album, tap **Select** and choose the photos.
2. Tap the **Share** button, then **Add to Shared Album**.
3. Choose the album and tap **Done** (on iOS 26, tap **Post**). Everyone in the album gets a notification.

Saving a photo someone else shared

Pictures in a shared album aren't automatically part of your own Library. To keep one, open it, tap **Share**, then **Save Image** (or **Save Video**). Anything you save stays in your Library even if the album is later deleted.

HEADS UP

Deleting a shared album deletes its photos for everyone

If you're the album's owner and you delete it, it disappears from every participant's devices, and its photos are permanently deleted. Save any pictures you want to keep first. In iOS 27 you'll also be offered **Make Album Temporary** instead, which removes it after 30 days.

TIP

Who can add, and who can't

If a relative can see the album but can't add pictures, open the album, tap **Manage Shared Album**, tap their name and make sure **Can Add Photos** is chosen. To remove someone, tap their name and then **Remove Participant**.

CHAPTER 19

iCloud Shared Photo Library: One Library for the Household

A shared album is for a chosen set of pictures. An **iCloud Shared Photo Library** goes further: it's a second, shared library that up to six people (you plus five others) can all add to, edit and enjoy, as if it were one family shoebox. Couples often use it so both spouses see every photo of the grandkids, no matter whose phone took it.

How it works, in plain words

- You keep your **Personal Library**, and there's also a **Shared Library**. Photos you put in the Shared Library move out of your Personal Library into the shared one.
- Everyone in it can add, edit and delete photos in the Shared Library.
- The person who sets it up provides the iCloud storage for all of it. Everyone else's storage isn't used.
- You can be in one Shared Library at a time, and everyone needs iCloud Photos turned on.

Set one up

1. Open **Settings**, tap **Apps**, then tap **Photos**.
2. Tap **Shared Library**.
3. Choose up to five people to invite, or invite them later.
4. Choose any past photos you want to move into the Shared Library (you can do this later too).
5. Follow the on-screen steps to preview the Shared Library and send the invitations.

Switch between your libraries (iOS 27)

1. Open **Photos** and tap **Library**.
2. Tap the **Sort and Filter** button, then tap **Library View**.
3. Choose **Personal Library**, **Shared Library** or **Both Libraries**.

On iOS 26 the same choice is under the **Sort and Filter** button in Library, or the **More** button in Collections. In Both Libraries view, shared photos show a small icon in the corner.

Share straight from the camera

In **Settings** > **Apps** > **Photos** > **Shared Library** > **Sharing from Camera**, you can choose **Share Automatically** (when you're near other members), **Share Manually**, or **Share When At Home**. In the Camera app, a Shared Library button lets you send each picture to the shared or personal library.

HEADS UP

Think before you join

Because everyone can delete photos in the Shared Library, agree as a family on how you'll use it. A photo someone else deletes goes to Recently Deleted, but **only the person who added it** can recover it from there.

GOOD TO KNOW

If the organizer runs out of space

The person who set up the Shared Library pays for its storage. If their iCloud fills up, nobody can add new photos until they free up space or move to a bigger iCloud+ plan (Chapter 21).

Which should my family use?

Choose	When
Shared album	A set of pictures for a trip, event or a far-flung family. Anyone can view by link in iOS 27; you choose who adds.
Shared Library	A couple or household who want every family photo in one place, automatically.
Sending photos	A few pictures, now and then.

PART 6

Keeping Your Photos Safe

iCloud Photos, "storage full" messages, getting deleted pictures back, keeping a true second copy, making sure your photos outlast you, and the scams that use photos as bait.

CHAPTER 20

iCloud Photos: Turning It On and Checking It Works

iCloud Photos stores every photo and video you take in iCloud at full quality, in their original formats, and keeps the same library on all your Apple devices and on the iCloud website. If your iPhone is lost, broken or replaced, your pictures are waiting for you.

Turn on iCloud Photos

1. Open **Settings** and tap your name at the top.
2. Tap **iCloud**, then tap **Photos**.
3. Turn on the switch to sync this iPhone (Apple's help calls it **Sync this device**).

> GOOD TO KNOW
>
> **Same Apple Account everywhere**
>
> iCloud Photos only keeps devices together if they're all signed in with the **same Apple Account** (Apple's new name for what used to be called an Apple ID). Your iPad and Mac need to be signed in with the same account as your iPhone.

Is it finished uploading?

The first upload can take hours or even days for a big collection, depending on your internet speed. To see how it's going on iOS 26 or 27, open **Photos**, tap **Collections**, then tap the **profile button** at the top right. You'll see the upload status there, and you can **Pause** uploads for a day if you need your internet for something else.

New in iOS 27: Sync Immediately

To save battery, the iPhone sometimes waits to upload new pictures. If you've just taken important photos and want them safely in iCloud right away, go to **Settings** > your name > **iCloud** > **Photos**, tap **Sync Immediately**, and choose **For Today**. If you let Photos use cellular data, this can use more of your data plan.

HEADS UP

iCloud Photos is a mirror, not a backup

Edits and deletions show up everywhere. If you delete a photo on your iPhone, it's deleted in iCloud too, after a 30-day grace period. Apple itself recommends keeping backup copies of your library. Chapter 23 shows two easy ways.

CHAPTER 21

"Storage Full": Optimize Storage and iCloud+ Plans

"Storage full" can mean two different things, and they have different fixes. This is the most common photo question I'm asked, so let's untangle it.

The message means	What's going on
iPhone storage is full	The phone itself has no room left. You may not be able to take new photos. Fix: Optimize iPhone Storage, and clear out long videos.
iCloud storage is full	Your iCloud space (5 GB free) is used up, so new photos stop backing up. Fix: free up iCloud space, or pay for a bigger iCloud+ plan.

See what's using your iPhone's space

Go to **Settings** > **General** > **iPhone Storage**. A colored bar shows what's using the space, and Photos is often the biggest piece.

The magic setting: Optimize iPhone Storage

With iCloud Photos on, **Optimize Storage** keeps smaller, space-saving versions on the iPhone while the full-size originals stay safe in iCloud. When you open a photo, the full version downloads as needed. It can free up a great deal of room.

1. Open **Settings**, tap your name, then tap **iCloud**.
2. Under **Saved to iCloud**, tap **Photos**.
3. On iOS 27, tap **iPhone Storage**, then choose **Optimize Storage**. On iOS 26 or earlier, simply choose **Optimize Storage** on that screen (it may read Optimize iPhone Storage).

iCloud+ plans and prices

Every Apple Account gets **5 GB of iCloud storage free**, which fills quickly with photos and phone backups. For more room, Apple sells **iCloud+**, billed monthly. Here are the U.S. prices Apple lists:

iCloud+ plan	U.S. price (some states add tax)
50 GB	$0.99 a month
200 GB	$2.99 a month
2 TB	$9.99 a month

iCloud+ plan	U.S. price (some states add tax)
6 TB	$29.99 a month
12 TB	$59.99 a month

Every iCloud+ plan can be shared with up to five other family members through Family Sharing, which often makes the 200 GB or 2 TB plan a good value for a couple or a household. Apple Store gift cards can't be used to pay for iCloud+.

FROM BILL

My honest advice

For most people with years of pictures, the **200 GB plan at $2.99 a month** is plenty, and it's inexpensive insurance for irreplaceable photos. Don't pay for more than you need: you can always move up later. If someone calls or texts to say you *must* upgrade right now, that's a scam (Chapter 25).

Freeing up space without losing anything

- **Long videos** are the biggest space users. Use **Sort and Filter** and filter by **Videos** to find them. Keep a copy on a computer first if they matter (Chapter 23), then delete ones you don't need.
- **Merge duplicates** in Utilities (Chapter 12).
- **Empty Recently Deleted** only when you're sure, because that's permanent (Chapter 22).
- **Screenshots** pile up quietly. Many can go.

HEADS UP

Deleting to save iPhone space also deletes from iCloud

With iCloud Photos on, deleting a photo to make room on your iPhone removes it from iCloud and your other devices too. To save space on the phone without losing anything, use Optimize Storage instead of deleting.

CHAPTER 22

Deleting Photos, and Getting Them Back

Everybody deletes a picture by accident sooner or later. Happily, your iPhone gives you **30 days** to change your mind. Deleted photos go to the **Recently Deleted** album, and after 30 days they're permanently removed.

Delete one photo

1. Open the photo.
2. Tap the **Trash** button, then tap **Delete Photo**.

Delete several at once

1. In the Library, tap **Select**.
2. Tap the photos, or slide your finger across them to select a row.
3. Tap the **Trash** button and confirm.

Get a deleted photo back

1. Open **Photos** and tap **Collections**.
2. Scroll to **Utilities** and tap **Recently Deleted**.
3. Tap **View Album** and unlock it with Face ID, Touch ID or your passcode.
4. Tap **Select**, then tap the photos you want back.
5. Tap the **More** button (three dots), then **Recover**. Or tap **Recover All** to bring back everything.
6. Tap **Recover** to confirm. The photos return to your Library.

HEADS UP

Deleting from Recently Deleted is forever

Inside Recently Deleted, the **Delete** and **Delete All** choices remove pictures permanently from every device. There's no getting them back. Only do it when you're sure, and preferably after you've kept a second copy.

GOOD TO KNOW

When the trash button is gray

If photos were put on your iPhone by syncing from a computer, you can't delete them on the phone itself. They have to be removed by changing the sync on the computer. That's a good one to call me about.

A photo is missing, but it isn't in Recently Deleted

- Check the **Hidden** album (Chapter 13).
- Check **Sort and Filter** for a filter that's hiding things, and choose **All Items** (Chapter 5).
- If you use a Shared Library, check **Library View** is set to **Both Libraries** (Chapter 19).
- Make sure you're signed in with the same Apple Account you've always used.

CHAPTER 23

Keeping a Second Copy on a Computer

iCloud Photos is wonderful, but because it mirrors your deletions, I recommend that every family keep **one more copy** of their pictures somewhere else: on a computer, an external drive, or both. Apple recommends keeping backup copies too.

Copy photos to a Mac

1. Connect the iPhone to the Mac with a USB cable. If asked to allow the accessory, click **Allow**.
2. Open the **Photos** app on the Mac.
3. If the Import screen doesn't appear by itself, click the iPhone's name in the sidebar.
4. If asked, unlock the iPhone, and tap **Trust** if it asks whether to trust this computer.
5. Click **Import All New Items**, or select some and click **Import Selected**.
6. Wait until it finishes, then unplug.

> **GOOD TO KNOW**
>
> **If your Mac uses iCloud Photos**
>
> If the Mac is signed in with your Apple Account and iCloud Photos is on, it already has your pictures. To make sure the Mac holds real full-size copies, open Photos on the Mac, choose **Photos** > **Settings**, click **iCloud**, and select **Download Originals to this Mac**. Then back up the Mac itself, for example with Time Machine and an external drive.

Copy photos to a Windows PC

1. Install the free **Apple Devices** app from the Microsoft Store.
2. Connect the iPhone to the PC with a USB cable.
3. Unlock the iPhone if asked, and tap **Trust** or **Allow**.
4. Use the Windows **Photos** app's import feature to copy the pictures.

HEADS UP

One catch with Windows

If you use Optimize Storage, the iPhone may hold only small versions. Apple says to download the full originals to the iPhone before importing to a PC. With a big library, it can be easier to get your copies from iCloud instead. This is a good job to do together, and I'm happy to help.

Seeing your photos on the web

On any computer, you can sign in at **icloud.com/photos** with your Apple Account to see your iCloud Photos library in a web browser. Type the address yourself rather than clicking a link in a message.

TIP

A once-a-year habit

Pick a date you'll remember, like New Year's Day or a birthday, and copy that year's photos to your computer or an external drive. Store the drive somewhere other than next to the computer if you can.

CHAPTER 24

Making Sure Your Photos Outlast You

It isn't a cheerful subject, but it's one of the kindest things you can do for your family. If something happens to you, can they get to a lifetime of photos? Without a plan, an iPhone's passcode and Apple Account can lock them out for good.

Add a Legacy Contact

Apple lets you choose one or more **Legacy Contacts**: people who can request access to the data in your Apple Account, including your photos, after your death. They'll need the **access key** you create now, plus a death certificate. They don't need an Apple device themselves.

1. Open **Settings** and tap your name.
2. Tap **Sign-In & Security**, then tap **Legacy Contact**.
3. Tap **Add Legacy Contact** and confirm with Face ID, Touch ID or your passcode.
4. Choose a family member, or tap **Choose Someone Else** to pick from your contacts.
5. Choose how to share the access key: by iMessage, or tap **Print a Copy** to keep with your will or estate papers.

> GOOD TO KNOW
>
> **What a Legacy Contact can and can't see**
>
> They can get things like photos, messages, notes, files and backups. They can't get purchased movies, music or books, or your saved passwords and payment information.

Other kind steps

- Keep a second copy of your photos on a computer or drive (Chapter 23), and tell a family member where it is.
- Share the best pictures now, in a shared album, so they're already with your family.
- Add captions to old photos (Chapter 6) so names and places aren't lost.

CHAPTER 25

Photo Scams and Fake "Storage Full" Warnings

Because people care so much about their photos, scammers use them as bait. The good news is that a few simple rules protect you from nearly all of it.

SCAM ALERT

"Your iCloud storage is full, your photos will be deleted"

Texts and emails like this, with a link to "upgrade" or "save your photos," are a common trick. Don't tap the link. If you want to check your storage, open **Settings** on your iPhone yourself and tap your name, then **iCloud**. Real storage information lives there, not in a link.

SCAM ALERT

Someone calls claiming to be Apple

Apple's own guidance says not to answer suspicious calls or messages that claim to be from Apple, and to contact Apple directly through its official support channels instead. Never give anyone your Apple Account password or the six-digit verification code that pops up on your screen.

SCAM ALERT

"Is this you in this photo?"

A message from a stranger, or from a friend's account that was taken over, with a link to "see the picture" is often a trap to steal your sign-in. Don't tap it. Call your friend the usual way to ask.

Apple's red flags

- The sender's email address or phone number doesn't match the company it claims to be.
- A link looks right, but the web address doesn't match the company's real website.
- The message looks different from ones you've gotten from that company before.
- It pressures you to act right now.

If you think you slipped up

- If you typed your password into a suspicious site, **change your Apple Account password right away** in **Settings** > your name > **Sign-In & Security**.
- Report a suspicious text that pretends to be from Apple by taking a screenshot and emailing it to **reportphishing@apple.com**.
- Call me. A quick check of your account settings can bring real peace of mind.

STAY SAFE

Sharing photos of grandchildren

Before posting pictures of children publicly, turn off location (Chapter 15) and think about school names or uniforms in the shot. A private shared album (Chapter 18) is a safer home for family pictures.

PART 7

Simple Edits, Help and Your Cheat-Sheet

Straightening, cropping and brightening a picture (and undoing it), an honest word about when a hand is worth it, and a one-page summary.

CHAPTER 26

Simple Edits, and How to Undo Any of Them

You don't need to be a photographer to make a picture look better. A quick crop or a little more brightness can rescue a dark or crooked photo. And here's the comforting part: **Photos always keeps the original**, so you can undo any edit, even months later.

Open the editor

1. Open the photo you want to improve.
2. Tap the **Edit** button (it looks like three little sliders).
3. Along the bottom you'll see choices such as **Adjust** (brightness and color), **Filters**, **Crop**, and, on iPhones with Apple Intelligence, **Tools**.
4. Make your change, then tap **Done** (or the check mark) to save it. To leave without saving, tap **Cancel**.

The three edits most people need

Problem	Try this
Too dark or dull	In **Adjust**, try the automatic enhance option first (a magic-wand button). Then, if you like, slide **Brightness** or **Exposure** a little.
Crooked or too much background	Tap **Crop**. Drag the corners to trim, and the photo straightens itself in many cases. Turn the dial below the picture to straighten by hand.
Sideways	In **Crop**, tap the rotate button (a square with an arrow) until the picture is upright.

Undo an edit, any time

1. Open the edited photo.
2. Tap the **More** button (three dots).
3. Tap **Revert to Original**.

> GOOD TO KNOW
>
> **Edits follow you**
>
> With iCloud Photos on, an edit you make on your iPhone shows up on your iPad and Mac too, and the original is kept in iCloud so you can revert from any device.

Clean Up: removing a stranger or a power line

On iPhones with Apple Intelligence (iPhone 15 Pro and later), **Clean Up** can erase something distracting from a photo, like a stranger in the background. Open the photo, tap **Edit**, then **Tools**, then **Clean Up**, and tap, brush or circle what you want gone. In iOS 27 you can choose **Auto**, **Fast** or **High Quality**. iOS 27 also adds **Extend** (to widen a picture's edges) and **Reframe** (to change the angle a little).

HEADS UP

An edited photo isn't a record

AI tools fill in the gaps with made-up detail. That's fine for a family snapshot, but don't use an AI-edited picture as proof of anything, such as damage for an insurance claim. Apple says that in iOS 27.2 and later, images edited with these tools carry a hidden watermark that shows they were changed.

CHAPTER 27

When to Call Bill

I've written this book so you can handle most of your photos on your own. But part of being helpful is being honest about when a hand saves you time, worry or money, so here's my straight advice, with no pressure.

Times it's well worth a call

- **"Storage full" messages** you can't make sense of. We'll look at what's really using the space and choose the right fix, without deleting anything you care about.
- **Making sure everything is truly backed up**, including that second copy on a computer or drive.
- **Setting up a family shared album or Shared Library**, and getting the grandparents and grandkids connected on whatever devices they use.
- **Moving photos** from an old phone, a computer or a box of CDs into one tidy library.
- **A Legacy Contact** and a plan so your photos outlast you.
- **A message, call or pop-up you're not sure about.** Ask before you tap.

What working with me is like

I work at your pace: no rushing, no talking down, and no jargon. I explain what I'm doing in plain words, and I'll tell you honestly when a storage plan or gadget isn't worth your money. I serve Portage County, Ohio, and I bring more than 30 years of professional experience to every visit.

FROM BILL

How to reach me

Call or text **(330) 200-8042**, or book a time at **billshometech.com/book**. Help is **$49 remote · $99 in your home**. If I'm with another customer, my AI receptionist, Sophie, will answer and make sure I get back to you. No question is too small.

Thank you for letting me help you with your photos. They're some of the most precious things you own, and now you know how to find them, share them and keep them safe.

— Bill

CHAPTER 28

Your Apple Photos Cheat-Sheet

Print just this page and keep it by your favorite chair. The whole book, boiled down.

Where things are

I want	Go here
All my photos, by date	**Library** (bottom of the screen). Use **Years** or **Months** to jump.
Albums, People & Pets, Memories	**Collections** (bottom of the screen).
Find a photo by word	**Search** (magnifying glass, bottom right).
Pictures I deleted	Collections > Utilities > **Recently Deleted** (kept 30 days).
Private pictures	Collections > Utilities > **Hidden**.
Only a few photos showing?	Library > **Sort and Filter** > **All Items**.

Everyday moves

To do this	Do this
Mark a favorite	Open the photo, tap the **heart**.
Send a photo	Open it, tap **Share** (box with arrow), pick a person.
Make an album	Collections > Albums > **+** > New Album.
Name a face	Collections > People & Pets > tap the face > add a name.
Undo an edit	Open it, tap **More** (three dots) > **Revert to Original**.
Save phone space	Settings > your name > iCloud > Photos > Optimize Storage.

Keep handy

Item	
My Apple Account email	_____
My iCloud+ plan (if any)	_____
Where my second copy is kept	_____
My Legacy Contact(s)	_____

Safety, in three lines

- Never tap a link in a "storage full" text or email. Check in Settings yourself.
- Never share your Apple Account password or a verification code with anyone who contacts you.
- Deleting a photo on one device deletes it everywhere; keep a second copy.

WHAT THIS DOES FOR YOU

You've got this

You can now find any picture, organize the ones that matter, share them with family, and keep them safe for years to come. When you'd like a hand, call (330) 200-8042.