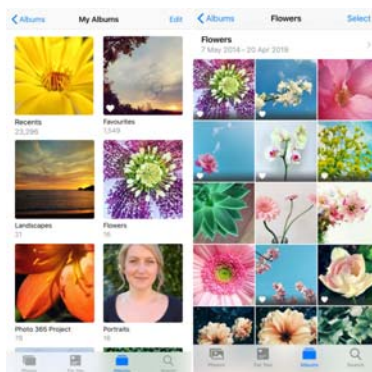# How to Organize and Find your Photos on your iPhone or iPad
Compiled by Bob Spalding

The Photo app makes it easy to keep your photos and videos organized and accessible at all times. It can even give you a view of all your photos by years, months or days.

The Search feature can help you to find exactly what you're looking for.

Library

The Library is set up by years, months, days, or all photos.

Years: You can view your entire library of photos and videos that you've taken each year. Then swipe to scan the highlights.

Months: See groups of photos and videos taken during each month by memories and locations. Tap the More button to share or play a movie created from your moments**.**

Days: Browse photos for a specific

All Photos: See your complete photo library including screenshots and duplicate photos in the order they were taken.

With iOS 14 and later, you can filter what gets displayed, so it's easier to browse through your library. For example, you can choose to show only photos or only videos. To filter what you see:
1. Tap the Library tab, and then tap the **More** button (3 dots) in the upper-right corner.
2. Tap Filters, and then choose an option under **Show**
3. Tap Done.

To undo the filter, tap the Filters button near the top of your screen, then choose an option, and tap Done (more on this later).

Several Steps to Organize Your Photos

If this is the first time you have tried to organize your photos on your iPhone, I would advise to start by selecting **Years**. Start with the present year and work backwards.

1. **Go through your photos and delete ALL duplicates, and bad photos (photos out of focus, blurred, screen shots not needed and things you did not mean to photograph, etc).**

   1. When you find a duplicate or bad photo, press the **Trash can** (bottom far right) to delete the photo.

   2. For individual photos, just tap on the photo and a check mark will appear. (To cancel this action, just press the photo again and the check mark will disappear.

   3. One simple way to delete a group of photos in a row is to use the **Select** button at the top right hand menu.

   4. To select a group of photos (all in a row), tap the **Select Button** and then drag your finger over all the photo wanted and a check mark will appear.

   5. The press the Trash Can
      - You will get another menu asking if you want to remove this
        photo or photos from an Album or just Delete them period.

2. **Create an Album**
   - the menu structure may be different for different versions of your phone.

   1. An Album is basically a mini Folder on your phone.

   2. It helps you to organize your photos in a logical manner (makes it a lot easier to find a specific photo or photos).

   3. To Create an Album

      i. Select All Photos

      ii. Tap Albums at the bottom of the screen

      iii. Press the plus button (+) top left

         1. Select New Album

         2. Give the Album a Name and press Save

         3. Then select the photos to be in the Album by dragging a finger over them

4. Then tap Done

3. Add Photo to an existing Album

    i. Go to Albums

    ii. Select the Album to add photos to

        1. Tap on the big plus sign (+) next to the last photo

        2. Select the photos to add to the Album and tap DONE

4. To Remove a Photo from an Album

    i. Go to Albums

    ii. Select the Album that has the photo to be removed

    iii. Select the photo or photos to be removed

    iv. Press the Trash Can (lower right)
        - Select remove from Album or Delete from Library
        - Removing from the Album will not delete the photo
        - However, selecting Delete from Library, the photo will be totally GONE

5. Delete an Album

    i. Select All Albums

    ii. Tap the Edit button (top right)

    iii. Tap on the minus symbol next to the Album to be deleted

    iv. Tap on Delete Album

    v. NOTE: No photos will be deleted, only the Album

    vi. Tap Done when finished

6. To Find an Album quickly

    i. Go to Search (bottom right)

    ii. Type in the name of the Album

    iii. Press Search

iv.   Then tap to open the Album

7. To change the name of an album

    i.   Go to the album and tap the More (three dots top right) button

    ii.   Tap Rename Album

    iii.   Change the name, then tap Save.

8. To Rearrange your Albums

    i.   Go to Albums

    ii.   Select See All (top right)

    iii.   Tap on Edit (top right)

    iv.   Touch and hold down and move the Album to where you want it

    v.   Press Done

9. With iOS 14 and later, you can also sort the photos within your albums.

    i.   Go to an album wanted, then tap the More button (3 dots).

    ii.   Tap Sort, then choose a sorting option, like Custom Order, Oldest to Newest, or Newest to Oldest.