

June 9, 2026

OLLI Volunteer Instructor: Cris Guenter

Taking and Editing Photos on the iPhone Session 2 Notes



Upper Park Road, Chico, CA Fall 2020 iPhone Photo Cris Guenter

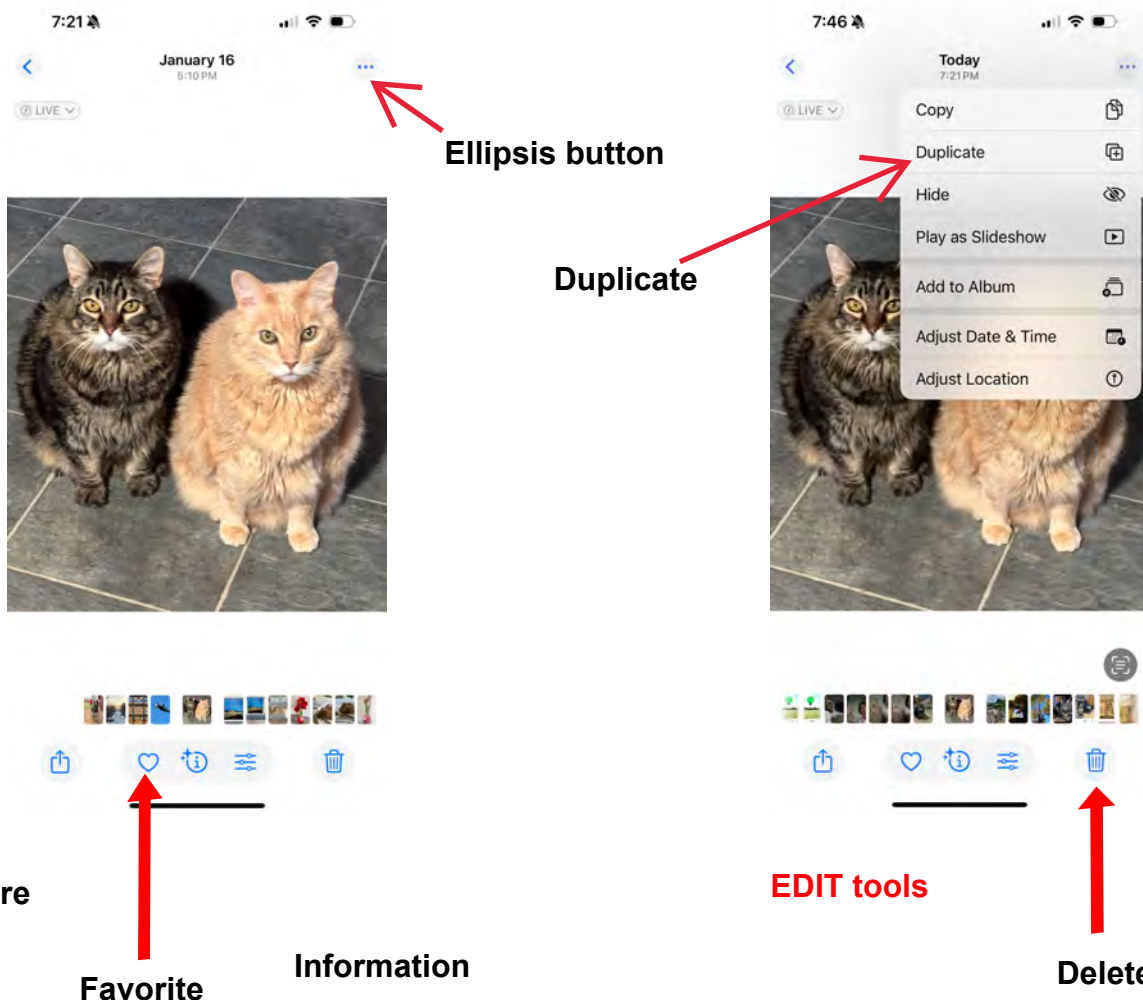
Editing Photos on the iPhone

Make a duplicate image.

First and foremost, always create a duplicate of the photo you want to edit. If you make a mistake, accidentally delete it, or ruin a good image no harm is really done because it is a duplicate.

1. Select the **photo** you want to **duplicate**.
2. Tap to select that photo so that it fills the screen.
3. Tap the ellipsis button (**three dots in a circle**) in the top-right corner of the interface.
4. Tap Duplicate in the dropdown menu to make a copy of the photo/video.
5. The duplicate photo is added as the **most recent file** to your Camera Roll, but is located right next to the original photo wherever it is in your Photo Album.

***Tip:** You can keep tabs on all your duplicate photos by locating the Duplicates folder under "Media Types" in the Albums section of the Photos app.*



Most recent file in Camera

Tap on image or go to
Photos to begin editing.



Live Photo

Filters to Adjust
Color Tone

Crop, Rotate,
Straighten, & Adjust
Perspective

Clean up

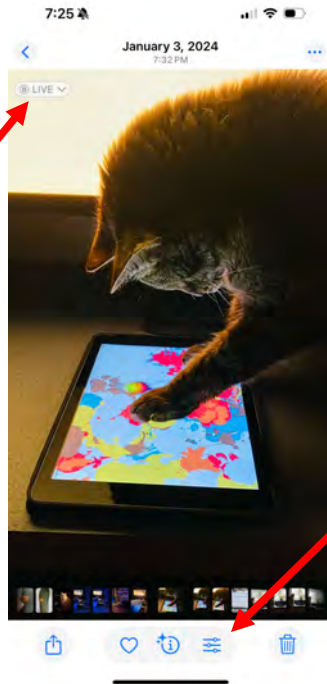
Adjust Color, Brightness,
and Sharpness



A Live Photo is a special type of photo that captures a short video of a 1.5 seconds before and after you take the actual still photo. 1.5 sec + still photo + 1.5 sec

Live Photos are best used to capture dynamic moments and subjects that involve natural movement, like children, pets, water, or scenes with people. Or you can bring still scenes to life with a loop or bounce effect.

Live Photo



How to Find, Edit, and Play your Live Photo

1. Open the Photos app.
2. Scroll down to Media Types and tap Live Photos.
3. Tap one of the photos to open it.
4. Press and hold the screen to play the Live Photo.

Tap Edit icon. Live Photo icon will be on left

How to edit a Live Photo

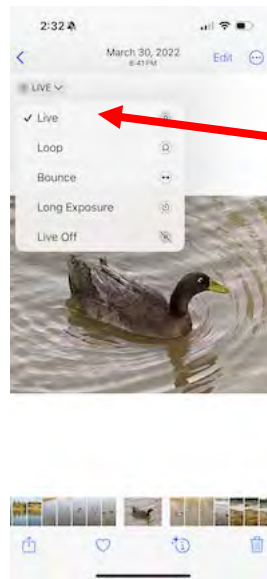
1. Open a Live Photo, then tap Edit icon (3 sliders)
2. Tap the Live Photo icon (circles).
 - **Set a key photo:** Move the white frame on the frame viewer, tap Make Key Photo, then tap Done.
 - **Trim a Live Photo:** Drag either end of the frame viewer to choose the frames the Live Photo plays.
 - **Make a still photo:** Tap the Live button at the top of the screen to turn off the Live feature. The Live Photo becomes a still of its key photo.
 - **Mute a Live Photo:** Tap sound icon at the top left of screen. Tap again to unmute.

Note: Live Photos taken on an iPhone 15 model with a portrait effect lose the portrait effect if you change the key photo.

Live Shot Editing



Select your Key Photo from the many taken by sliding the white frame left or right.



Add Effect to a Live Photo

4 Options:

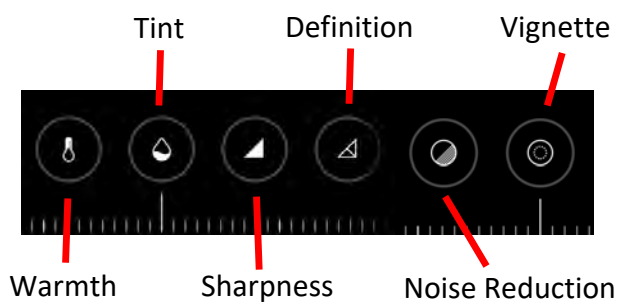
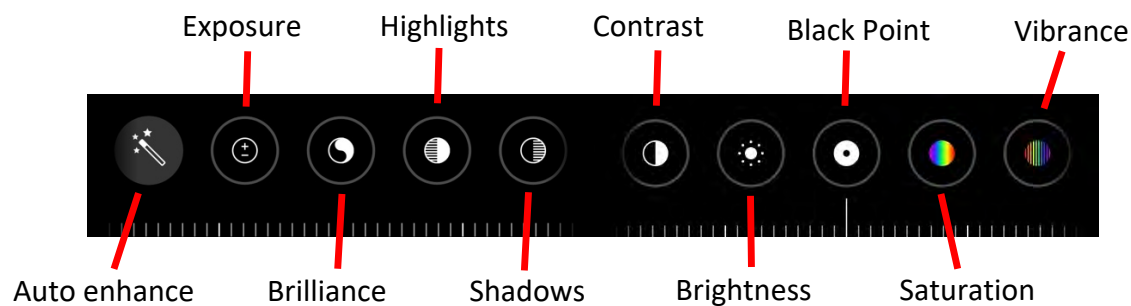
Loop—continuous video clip

Bounce—plays clip forward and then in reverse

Long Exposure—creates slow shutter effect that blurs any movement in the scene (great for rivers and waterfalls, etc.)

Live Off—turns off the Live video playback feature or applied effect.

Adjust Color, Brightness, and Sharpness Editing – 16 editing tools Use the slider beneath each tool to adjust strength of edit.



Since the iPhone **Black Point** tool fine-tunes the brightness of the darkest parts of your image, it has a big impact on your final picture. Brightening the black point can give an image a soft, romantic feel while darkening it adds drama and contrast.

Filters to Adjust Color Tone

Use the slider beneath each filter to adjust filter strength.

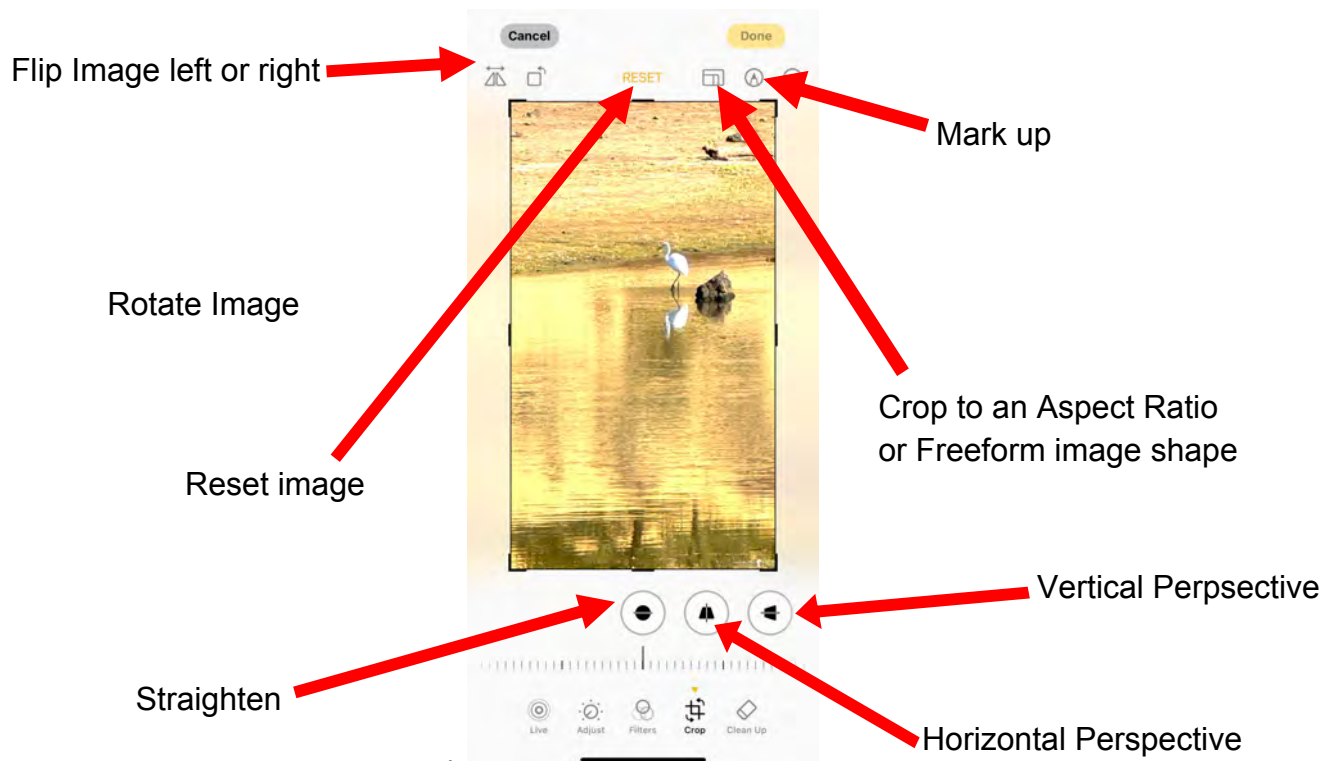
Filter choices include:

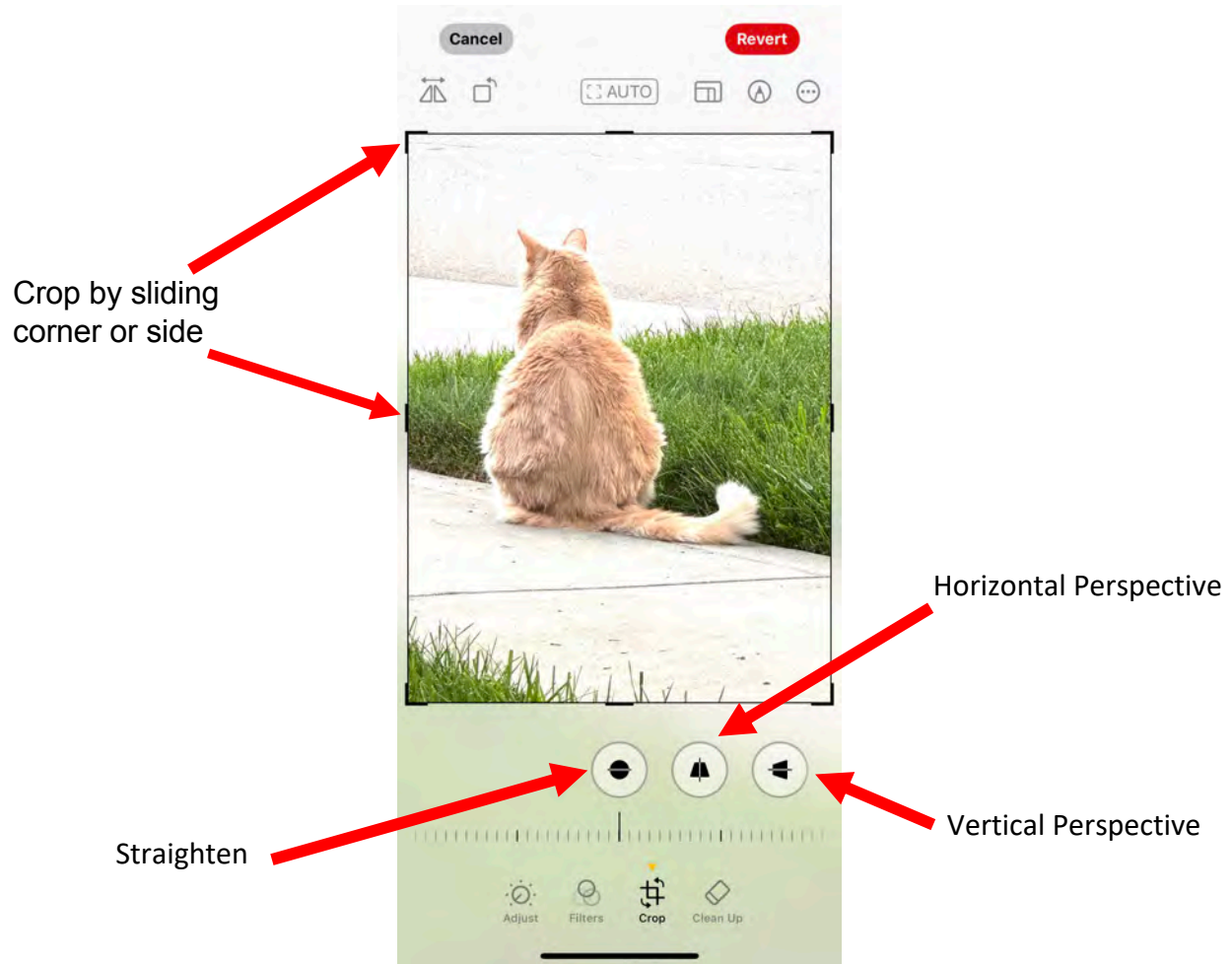
Original
Vivid
Vivid Warm
Vivid Cool
Dramatic
Dramatic Warm
Dramatic Cool
Mono
Silverstone
Noir



Crop, Rotate, Straighten, & Adjust Perspective Editing

When you open the Crop options, your image will automatically be straightened and/or cropped. If this has happened the word AUTO in yellow will show up top center on your screen. If you do not want these edits, simply tap the yellow AUTO icon. If you want to have these edits done and they are not automatic, simply tap the word AUTO. It should turn yellow and straighten and/or crop your image





Use the slider beneath the Straighten and Perspective Tools to adjust your photo.

When you are done making edits to your photo, tap Done to save your changes.
Your edited image will be in your photo library.

Resources

[How to Edit Photos on iPhone Using the Built-in Photos App](#)

[Complete Guide to Using Snapseed to Edit your iPhone Photos](#)

[12 Useful Snapseed Tips and Trick You Should Know](#)

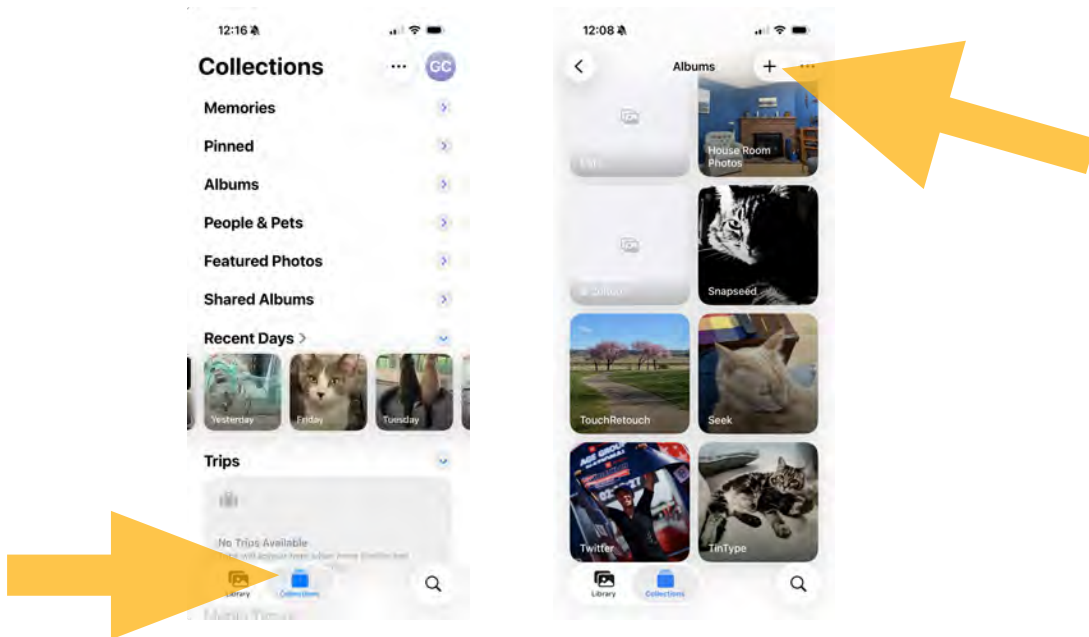
[Healing in Snapseed](#)

Adding a Caption to a Photo

To add a caption to a photo on an iPhone, open the "Photos" app, select the photo, and then swipe up or tap the "i" button to access the info panel. From there, tap on "Add a Caption" and enter your caption. Tap done and save your caption. You can search for this photo later by using the caption.

Creating and working with Albums on iPhone

To manage and organize your photos on an iPhone, you can create, edit, and manage albums within the Photos app. Albums allow you to group and categorize your photos and videos, making it easier to find them later.



How to Create Albums on iPhone

How to Create an Album

1. Open the **Photos** app.
2. Tap **Collections** at the bottom of the screen. Scroll down to Albums or Utilities..
3. Tap the **+** button in the upper-right corner next to the ellipsis (three dots).
4. Select **New Album**.
5. Give the album a name.
6. Select the photos you want to add.
7. Tap **Done**.

You can add more photos later by:

1. Opening the album.
2. Tapping the **+** icon (or the three-dot menu, depending on iOS version).
3. Selecting additional photos.

Reorder albums

1. Go to the Photos app on your iPhone.
2. Tap Albums, tap Ellipsis (3 dots), then choose a sort option. If you choose Sort by Custom Order, drag the albums into the order you want.
3. To show albums only or folders only, tap Filter, then choose an option.
To change the format of the list, tap List View or Key Photo.

Rename an album

1. Go to the Photos app on your iPhone.
2. Tap Albums, then tap the album you want to rename.
3. Tap Ellipsis (3 dots), then tap Edit icon.
4. Enter the new name in the text field, then tap Done.

Share all the photos in an album

1. Go to the Photos app on your iPhone.
2. Tap Albums, then tap the album you want to share.
3. Tap Ellipsis (3 dots), tap Share, then choose a sharing option such as AirDrop, Messages, or Mail.

Delete an album

1. Go to the Photos app on your iPhone.
2. Tap Albums, then touch and hold the album you want to delete.
3. Tap Delete Album.

Note: When you delete an album, the photos and videos within it remain in your photo library and any other albums they were added to.

Organize albums in folders

1. Go to the Photos app on your iPhone.
2. Tap Albums, tap Create, then choose New Folder.
3. Name the folder, then tap plus sign..

To remove an album from a folder, tap the folder to open it, touch and hold an album, then tap “Move Album out of [name].”

You can also share albums with others, IF you use iCloud photo storage. You can share albums with others who do not use iCloud, by sharing a link directly to the album.

Information on this page is directly from the [Apple iPhone User Guide](#).

What Albums Can and Cannot Do

Albums can:

- Group photos by event, trip, person, project, year, etc.
- Allow the same photo to appear in multiple albums without creating duplicates.
- Help you browse specific collections quickly.

Albums cannot:

- Move photos out of the main library.
- Create folders inside albums.
- Automatically sort photos in a custom order (most albums are sorted by date).
- Keep photos if you delete them from the main library.

More Systematic Organization

Many people use a hierarchy like:

Travel

- 2026 Hawaii
- 2026 Yosemite
- 2025 Europe

Family

- Kids
- Holidays
- Birthdays

Home & Records

- Receipts
- Manuals
- Insurance Documents

Projects

- Garden
- Renovation
- Artwork

You can create folders that contain albums:

1. Albums → +
2. Choose **New Folder**
3. Name the folder (e.g., "Travel")
4. Create albums inside it.

Smart Organization Without Albums

The Photos app also automatically organizes photos by:

- People & Pets (face recognition)
- Places (map view)
- Memories
- Trips
- Media Types (Videos, Screenshots, Selfies, etc.)

You can often find photos faster using the search feature.

For example, searching:

- "dog"
- "beach"
- "car"
- "New York"
- A person's name

If You Have Thousands of Photos

A practical workflow is:

1. Create folders for major categories.
2. Create albums for specific events or years.
3. Favorite your best photos.
4. Delete duplicates and blurry images.
5. Use Search, People, and Places instead of creating hundreds of tiny albums.

Using Albums on iPhone

On an iPhone, **albums do not create separate copies of photos** (except for some special cases like shared albums). Albums are mainly organizational tags that point to photos stored in your main library.

So if you:

1. Take photos.
2. Organize them into albums.
3. Delete the photos from your library (or from the **Recently Deleted** folder), then the photos will disappear from the albums as well because the albums don't contain independent copies.

If your goal is to free up space

You have a few options:

- **Keep the photos in iCloud Photos** and enable **Optimize iPhone Storage** so full-resolution versions are stored in iCloud while smaller versions stay on the phone.
- Export photos to a computer, external drive, or cloud service before deleting them from the iPhone.
- Use **Shared Albums** or another service if you want copies stored elsewhere, but note that Shared Albums reduce image quality and have other limitations.

Important distinction

- **Delete from an album:** Removes the photo from that album only (if it's not the main library view).
- **Delete from the Photos library:** Removes the photo everywhere, **including all albums.**

How to Use Clean Up Tool on iPhone

Step	Action
1	Open the Photos app and select the photo you want to edit.
2	Tap Edit .
3	Tap Clean Up (available on supported iPhones with Apple Intelligence).
4	Wait a moment for the tool to analyze the image and highlight removable objects.
5	Tap, circle, or brush over the person, object, or distraction you want to remove.
6	Review the result and repeat if needed for additional objects.
7	Tap Done to save the edited photo.



Tips

- Works best for removing small distractions, background objects, or photobombers.
- You can zoom in for more precise selections.
- The original photo is preserved, so you can revert edits later if needed.
- If you don't see Clean Up, make sure your iPhone supports **Apple Intelligence** and is running a compatible version of iOS.

If Clean Up doesn't remove the entire object, try these steps:

What to do	Why it helps
Zoom in closer	Makes it easier to precisely select the remaining parts of the object.
Make multiple selections	Remove the object in sections instead of trying to remove it all at once.
Use a larger brush stroke	Cover more of the object, including edges and shadows.
Include the object's shadow or reflection	Clean Up may leave traces if only the object itself is selected.
Try circling instead of tapping	Gives you more control over exactly what should be removed.
Undo and try again	A slightly different selection can produce a better result.

Some objects are harder to remove than others, especially if they:

- Cover a large portion of the photo
- Overlap important details
- Have complex backgrounds behind them
- Are very close to people or other objects

If Clean Up still leaves artifacts, you may get better results by making several smaller edits rather than one large removal.

EDITING PHOTOS on the iPhone

A Simple Workflow (that can be used on almost every photo)

1. Crop First

- Remove distractions around the edges.
- Make the subject larger.
- Straighten crooked horizons.

Good examples:

- Crop out extra sky.
- Remove clutter at the sides.
- Center a grandchild, pet, or flower.

2. Use Auto Enhance —sometimes that is all you need

- Tap the magic wand icon.
- Compare before and after.

3. Adjust Brightness

If the photo is too dark:

- Tap **Adjust**.
- Use **Brilliance** or **Exposure**.
- Move the slider slowly.
- A useful rule: "Stop when faces look natural."

Focus on these five tools as you gain confidence

Tool	What it fixes
Exposure	Overall brightness
Brilliance	Improves detail and lighting
Highlights	Recovers bright areas
Shadows	Brightens dark areas
Contrast	Makes details stand out

Before-and-After Comparisons allows you to see what you are doing

- While editing, touch and hold the photo.
- The original appears.
- Release to see the edited version.

Filters Last

Filters are fun but can distract from learning basic corrections.

- Try a filter.
- Reduce its intensity if it looks too strong.
- Use filters sparingly for family photos.

How to Undo Fearlessly

Many folks worry about "ruining" a photo. Making a duplicate before you start helps with this. But you can also:

- Tap **Cancel** before saving.
- Or open the photo later and tap **Revert**.

The original photo is usually preserved, so edits can be changed later.

This is a good workflow once you become familiar with your iPhone editing tools:

Crop → Auto Enhance → Brightness → Compare → Save

Practical Exercises

Use photos that you have actually taken:

Grandchildren Practice:

- Crop tighter.
- Brighten faces.
- Improve indoor lighting.

Landscapes Practice:

- Straighten horizons.
- Increase contrast slightly.
- Recover highlights in skies.

Pets Practice:

- Crop distractions.
- Brighten shadows.
- Make eyes easier to see.

Common Problems and Quick Fixes

Photo Too Dark

- Increase Brilliance.
- Increase Exposure slightly.
- Raise Shadows.

Washed-Out Photo

- Increase Contrast a little.
- Lower Highlights.

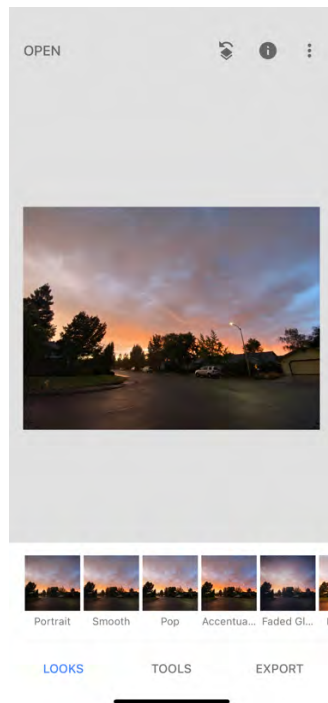
Crooked Picture

- Use the Straighten tool in Crop.

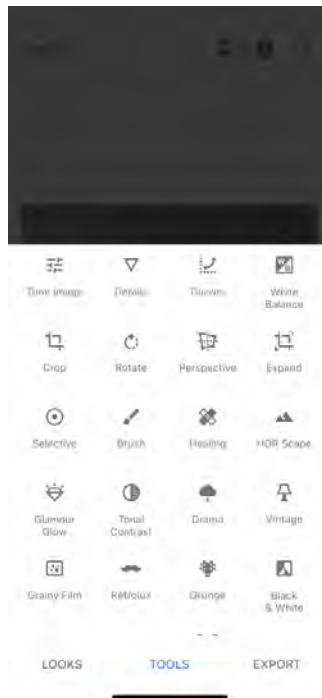
Distracting Background

- Crop tighter.

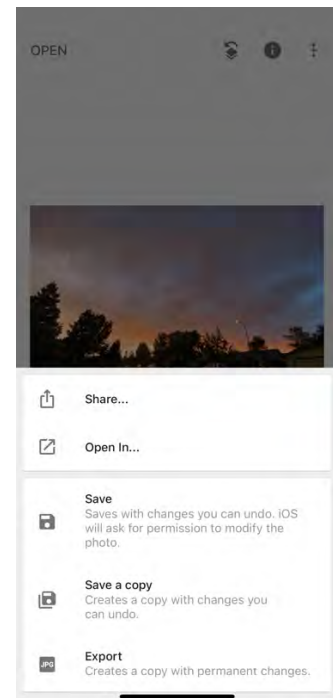
Using Snapseed App



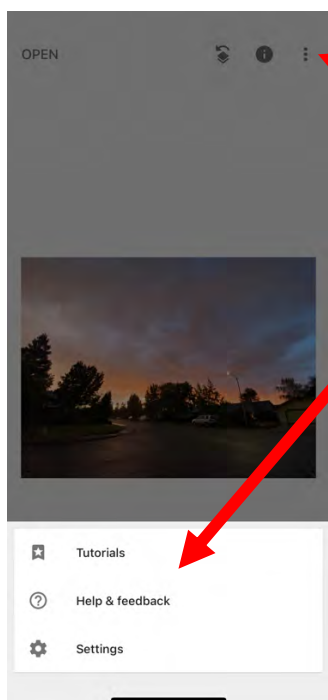
Looks



Tools



Export



Tap ellipsis button (three dots) in upper right corner to get to Tutorials, Help & Feedback, and Settings.

Snapseed accesses the photos in your iPhone's photo library.

To create a LOOK in Snapseed:

1. Open image you want to edit.
2. Select pencil icon, bottom right.
3. Add effects and edits until satisfied.
4. Select the Edit icon at top of the image. (Looks like a box with an undo arrow.)
5. Select Save Look.
6. Give it a name and select Save.

Steps to Use Snapseed Healing Tool

1. The first step is to upload an image into Snapseed. Then tap on the Tools icon in the bottom menu. Next, tap on the healing tool in the menu. This will take you to the healing screen. This screen does not give any specific instructions on how to use the tool, so it can be confusing.
2. The second step is to zoom in by pinching two fingers on the area you would like to remove. The closer you zoom in, the better the healing process will look.
3. To retouch your image, tap on the section you would like removed. This will create a red area signifying where your changes will be made. You will see that area replaced by a part of the surrounding region. The healing tool in Snapseed does not allow you to choose the exact location of the area being replaced, so it may take a little bit of practice.
4. To go back a step and reverse the last healing edit, tap on the back button on the bottom menu. If you decide you like the edit, tap on the forward button to add the edit back to the image.
5. Once you are happy with your image, tap on the checkmark to save the image.



Before



After

SAVE options

Save –saves over the original photo

Copy –saves your healed image. You can still edit the original image.

Export –exports a jpg. A jpg is the condensed file and works great if you plan on printing or sharing the photo at a later date.

Bonus Information

How can I find out how many photos are on my phone?

Open the Photos app. In the bottom-right corner, tap Albums, then the top-left album named Recents. At the bottom of that album, you will see the exact number of photos and videos in your photo library, including any Hidden.

How can I label my photos individually?

Open the “Photos” app on your iPhone or iPad and navigate to the photo that you want to add a caption.

Next, swipe up on the photo to expose additional options. This will show you photo information including where the image was taken. Right below the photo, tap the empty text area labeled “Add a Caption.”

How can I protect my photos? Do I have to copyright them?

If you have ever taken a photo, then you are a copyright owner. You do not have to file anything, publish anything, or take any action to own or establish your copyright, it's automatic and immediate. When you make an image, you automatically become the owner of the copyright.

[Photography Copyright Law: What You Need to Know about Copyright Infringement](#)

What is the best way to transfer photos from iPhone to computer or external hard drive?

How to move photos from an iPhone to a Mac with Photos:

Connect your iPhone to Mac using a USB cable.

Open the Photos app on your Mac.

In the upper menu of the Photos app, choose Import.

Click Import all new photos or select the photos you need and click Import Selected.

OR use Air Drop OR use an app such as Photo Transfer or MobileTran

How to move photos from an iPhone to a PC:

First, connect your iPhone to a PC with a USB cable that can transfer files.

Turn your phone on and unlock it. Your PC can't find the device if the device is locked.

On your PC, select the Start button and then select Photos to open the Photos app.

Select Import > From a USB device, then follow the instructions.

What is the best way to transfer photos from iPhone to an external hard drive?

- AirDrop
- iPhone/USB Flash Drive
- Email
- a transfer app and wifi such as Photo Transfer or MobileTrans (Mac and PC versions)



Go to the Photos app, choose the pictures you want to move, tap the "Share" button, and then choose "Save to Files." Tap "On My iPhone" and select the external hard drive. By doing so, you can move photos from iPhone to an external hard drive directly without a computer.

How to Use Markup on your iPhone

- Go to Photos and select the photo you want.
- Tap Edit, then tap the Markup button (upper right).
- Tap the Add button to add text, shapes, & more.
- Tap Done, then tap Done again.



Things to Continue Exploring

Take photos trying these ideas!

Take three different portraits of a friend, family member, or pet, but alter the light setting for each photo.

Choose one of your favorite photos and using editing tools or filters create three different photos from favorite photo.

Take a pano photo of a wide, open landscape.

Take a vertical pano of clouds in the sky or a tall building.

Take three photos of the same subject, but change the exposure for each photo.

Take three photos of the same subject but have three different photos (by changing where you stand, the level of the camera, the angle of the camera, etc.).

Take a group with yourself included. Stabilize your iPhone and use the 10-second timer.

Take one of your photos and see how it looks in all the different filters on your iPhone.

Change the size and perspective on one of your photos.

Take three abstract photos by getting close to a well-known object.

Take two different silhouettes. (Probably easiest near sunset. If sun is still up, have sun behind the object or person you are silhouetting.)

Take three photos from a low angle.

Take three photos from a high angle.

Show scale in your photo by including a person with an object in your photo. Example: Photo of a complete large tree and a person nearby. The person helps show how large the tree really is.

Show scale in your photo by positioning your iPhone close to a small object in the foreground and have a person stand in the background.

Start a digital photo journal album on your iPhone featuring a variety of edited shots on a favorite topic of yours.

Continue to explore all the photography tools that you have at your fingertips with iPhone