

Working with Album Folders

Introduction

Normally, only the Albums feature is used but Folders adds another dimension. It offers better photo organization once you get used to it. The way to create Folder and use them is a little hidden but with the information below you should be on your way.

Folders provide a way to nest a collection of Albums inside a Folder to remove clutter and simplify things. Although it looks like it, no addition photos are created, and no extra space is required.

You can't move an existing album directly into a folder, you must create the folder first, and then create albums within the folder. The steps to do this are below.

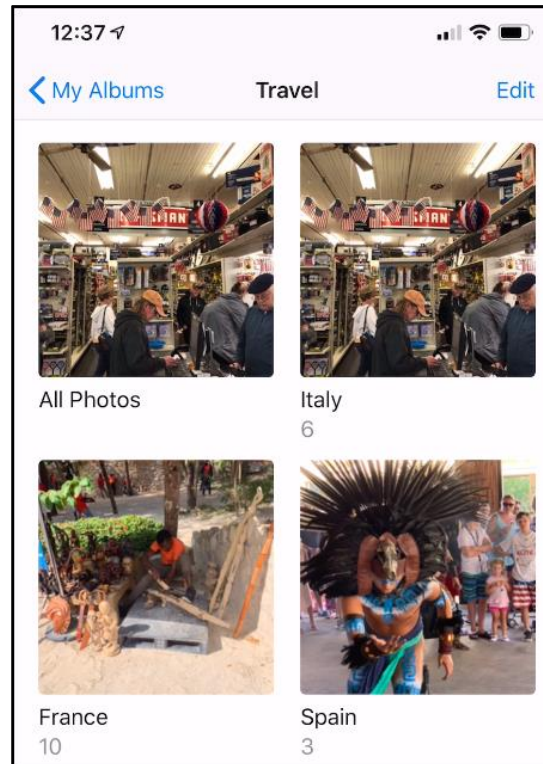
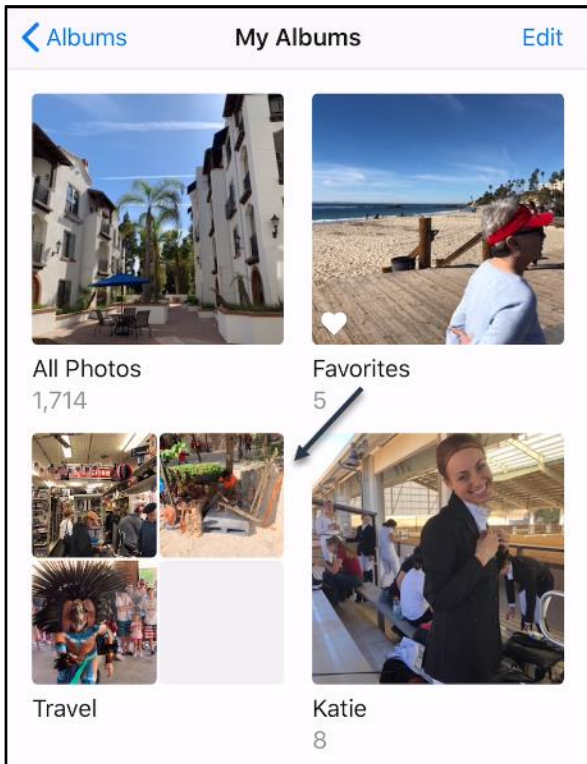
Creating Folders

1. Open the Photos app
2. Tap on the Albums icon at the bottom
3. Tap on See All
4. Tap Edit in the upper-right corner
5. Tap the plus (+) button in the upper-left corner
6. Tap New Folder, type in a Name and tap Save.

Now the folder is ready to contain albums, or other folders. Yes, folders can contain folders! Tap on the folder and repeat the same steps. Tap on Edit, then the plus, to add new albums and folders. On iOS you can't drag and drop folders into albums, so you'll have to create a new album inside the folder, then manually select photos to add.

Example

Below is an example of a folder. On the figure below on the left is the folder shown in the Albums view. You can tell it's a folder since it has 3 icons and there is no number next to the name of the folder which is labeled Travel. On the figure below on the right is the Folder showing 3 Albums. The total photos in the folder can be seen by adding up the numbers for each album; in this case it's 19.



Add existing Albums to Folders

If you want to add existing albums to a folder here are the steps:

1. Create the folder
2. Create the albums in the folder
3. Open the existing folder and select the photos
4. Click Add to and add them to the album within the folder
5. You can now delete the original album once everything is safely in the folder

Note – you can perform the above steps in reverse to eliminate folders. Remember, whenever you delete an album or folder no photos are deleted.