

DOWNLOADING PHOTOS FOR BEGINNERS

Direct Download Process:

1. Plug in cords
2. If using camera, turn it on or unlock phone
3. Open Camera/Phone/Card Reader folder
4. Select photos to transfer
5. Copy & Paste or Drag & Drop to desired folder
6. OR Import using Photos App or iPhoto



Tips to Consider:

- Set the date/time on your camera
- Delete unwanted photos before downloading to the computer
- Keep naming conventions consistent
- Keep all photos and sub-folders in one main folder on the computer
- Keep your original files
- Don't Forget to Back Up!

Key Skills:

- Locating Pictures Folder
- Create New Folder
 - * right click > New > Folder
- Copy/Paste Files
 - * COPY: Click and hold to highlight > right click > Copy
 - * PASTE: Open where you want to paste > right click > Paste
- Moving files and folders
 - * Click and hold on a file/folder icon and drag it to where you want it and let go of click
- Safely Removing Hardware
 - * In Menu Bar, locate the



> click > Select Eject > Wait for notice that it is safe to remove hardware

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Notes: