

## Downloading Photos to your Computer.

Although there are many ways to download Photos to your computer these notes are based on using File Explorer and the Snap feature that is built into Windows 10.

**They should also be used in conjunction with the SeniorNet Tutorial on Downloading Photos to be found under this link. :-**

<https://www.youtube.com/watch?v=jIDPW-laLFM&list=PLVavgzBm9fX1uYuuHbKWPLXlshiuNmENv&index=5&t=1s>

## Connecting your device to the computer.

### Camera

- Connect up your camera, to the computer using the supplied cable. One end will plug into your camera and the other into the USB port on the computer.
- Switch the camera on. After a few seconds your computer will recognize it and the Window Photo App may open. Close this down as we are going to use File Explorer to download your photos to the computer.



### Phone or Tablet

- Remove the cable from the device charger.
- One end will plug into your Device the other into the USB port on the computer.
- Switch the device on. After a few seconds, your computer will recognize it and the Window Photo App may open. Close this down as we are going to use File Explorer to download your photos to the computer.
- You may see a message on the device screen to ask will you trust the device you are connecting to. You must click Ok.



### Storage Cards

- Most cameras have a SD storage card
- This can be removed from the camera and inserted into the computer,
- Many computes have built in SD card readers.



- However if your computer does not have one, you can purchase a card reader for less than \$20.00 from Noel Leeming.



- Some Android Phones have built in Micro SD cards and these can be removed and plugged into the reader.



### iPhones and iPads

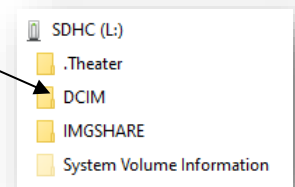
- iPhones, iPads as well as some other brands of phone and tablet do not have removable memory cards. In this case you must use the connection cable that comes with your device.
- Whether you use a SD card or connect your device with a cable the same procedure applies. You will use File explorer to copy the Photos from the device to your computer using Windows Snap.

## Using File Explorer to copy Photos to your computer.

- Click on the **File Explorer Icon** in the task bar. A copy of Windows Explorer will open



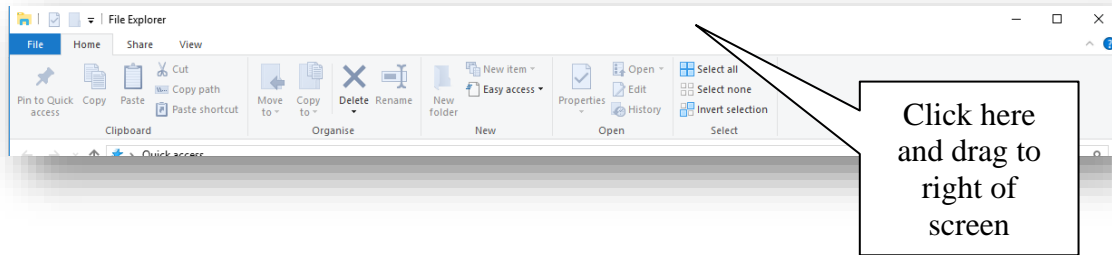
- Browse to the Device you are copying from
- If you are copying from the card reader port you are looking for the name of the card. In the example shown it is a SanDisc card and is shown SDHC and is plugged into drive (L).



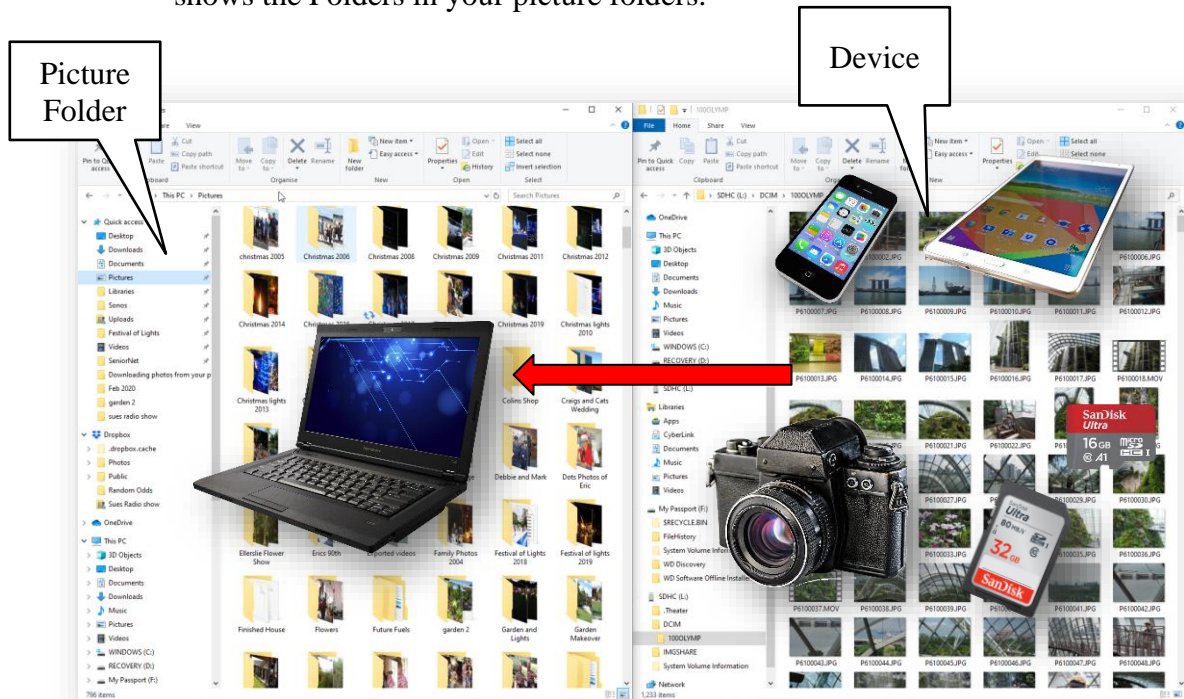
- Double Click on the card to open the folder.
- When the file opens select **DCIM** from the folders
- This is the folder where the pictures are stored.
- **DCIM** stands for **D**igital **C**amera **I**mage and is used by manufacturers to manage the photo system on the camera. Note they all use different systems but all have the same name.
- Inside this folder may be an other Folder. Keep opening them until you get to the Photos.

## Snapping a window.

- Use the Snap option in Windows 10 to move File explorer.
- To the right of your screen.
- Click anywhere in the White area at the top of File Explorer and move it to the Right of the screen. It will snap into place covering exactly half of the screen. . (You will have to go beyond the extreme right of the screen to make the snap work)



- Open up a second copy or Instance of File Explorer by holding down the **Windows Key** and at the same time **press the E key**
- A second Instance of File Explorer will open
- Using the same procedure as above drag this version to the left until it Snaps into place covering the left half of the screen. You now have two versions of Explorer on display.
- Browse down to your Pictures folder and double Click to open it.
- One version of Explorer will show the photos on your device and the other shows the Folders in your picture folders.

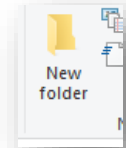


Look at the Photos on your device and decide which ones you are going to copy to the computer. They may be your Granddaughters birthday or a trip to Napier or they might just be Photos you took on a trip to Venice.

You will need to copy them to appropriately named folders so that they are easy to find.

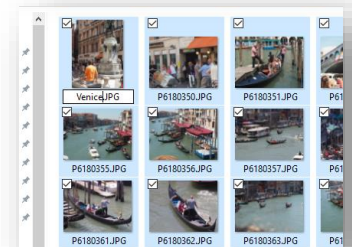
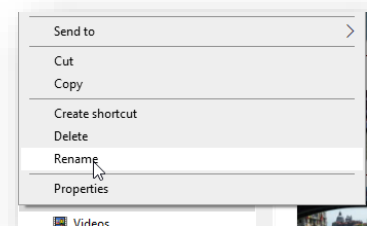
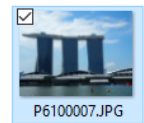
### Making a new Folder in the Pictures Folder

- In the Pictures Folder click on the New Folder button in the ribbon at the top. A new Folder will be made
- Type in an appropriate name for the Folder. ( You may need to Right Click and select Rename)
- Double Click to open the Folder. It will be blank inside.
- It is now a simple matter to drag the photos from the device on the right to the Folder you have just made on the left.
- Dragging actually copies the photos from the device to the Folder.
- Window does not allow you to drag Photos off the device it only allows you to copy them.
- If you want to copy a whole range of Photos.
- Click on the first Photo in the range then holding down the **Shift key click** on the last Photo. They will all highlight in blue.
- **Left Click** and drag to the Folder on the left.

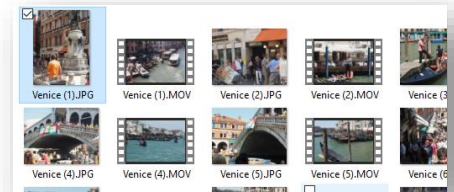


### Renaming Photos

- It's a good idea to rename your Photos so that you can find them easily in your Folder. Most of the Photos will just have a numbers on them such as **P6100007.jpg** which doesn't mean much and doesn't make them easy to find.
- Click on the first Photo in the set you have copied across.
- **Press Ctrl + A** ( A for All)
- All the photos will highlight in Blue.
- Right Click and Select Rename
- Type in the new name ( Venice)
- Press Enter



- The Photos will all be renamed Venice 1, Venice2, Venice 3 etc.
- Note that if there are any Movie clips they will be renamed MOV 1, MOV 2 etc. separately to the Photos.



Using the Snap feature in Windows10 makes downloading Photos from your Device a breeze.

However you should make sure your Pictures Folder has an ordered structure before you download your Photos.

If your Pictures Folders is not well organised you should view the SeniorNet Tutorial **Files and Folders** before you download more Photos.

This can be found on our Website or from the link below.

<https://www.youtube.com/watch?v=tv-1YGVeAu0&list=PLVavgzBm9fX1uYuuHbKWPLXlshiuNmENv&index=6&t=10s>

