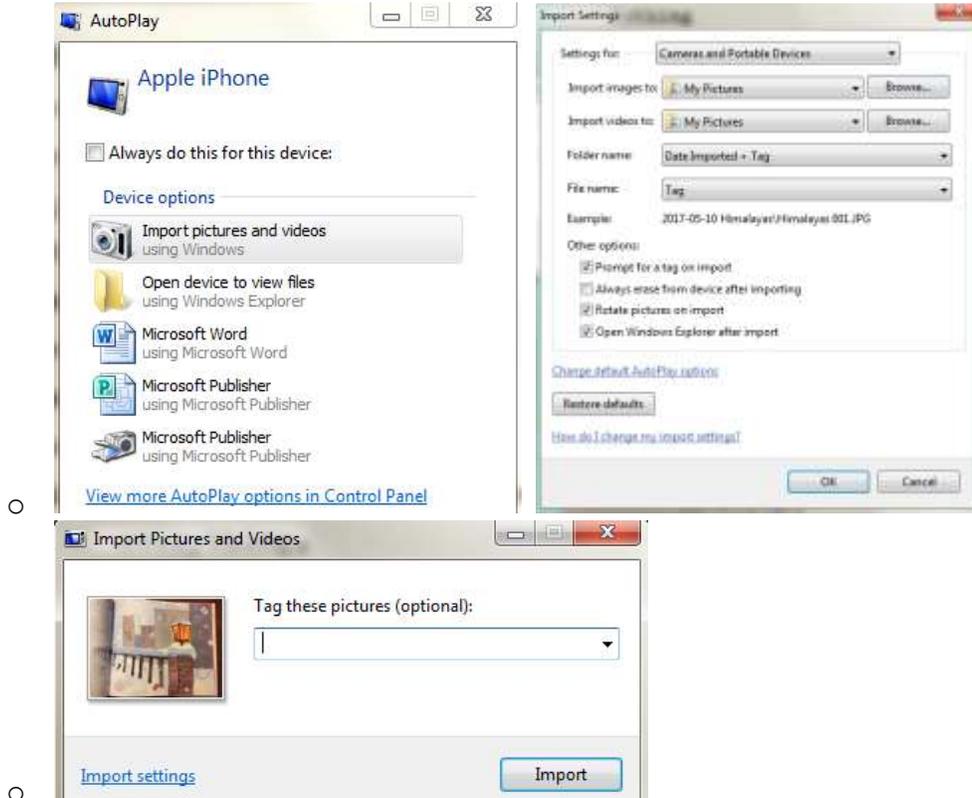# Photo Backup to Computer Hard Drive
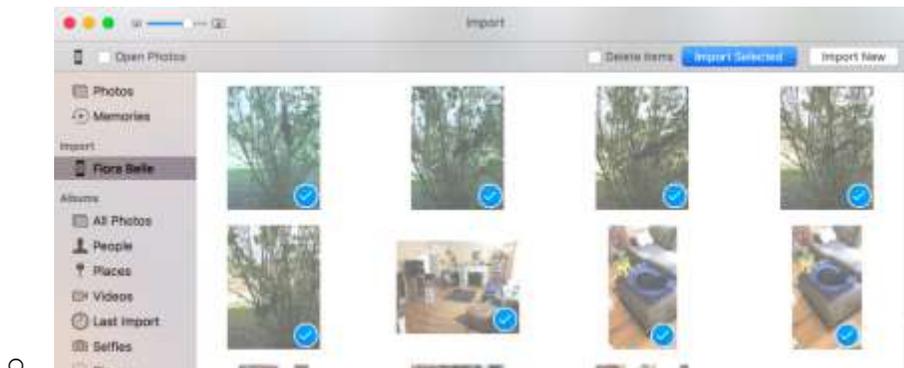
Backing Up to a Computer

To Windows from any device

- Plug phone or tablet into computer using USB (same as your charging cable)
- Import into My Pictures or other selected destination

    o

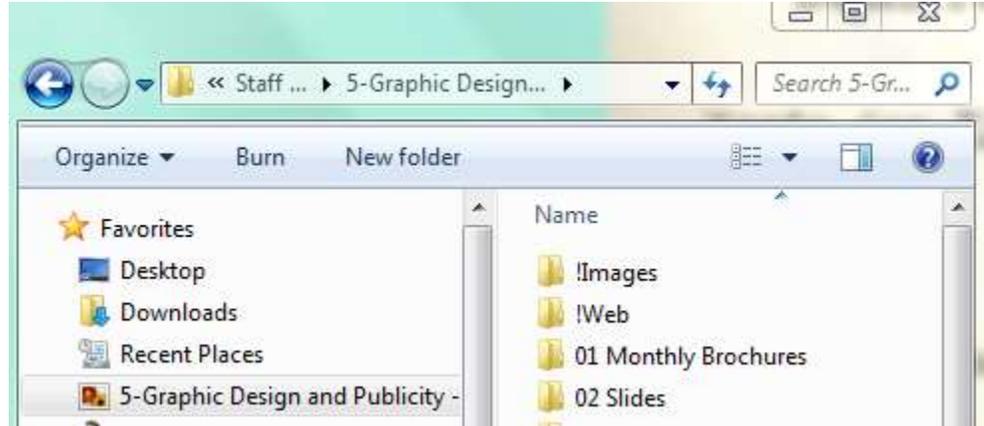   o

To Apple computer from iPhone or iPad

- Plug iPhone or iPad into computer using USB
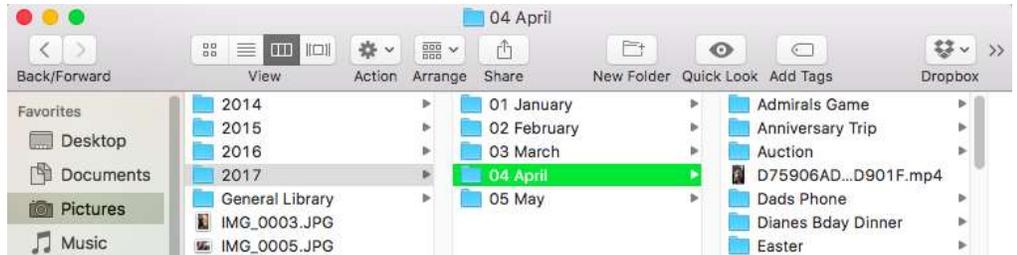- Open Photos and choose which photos to import

    o

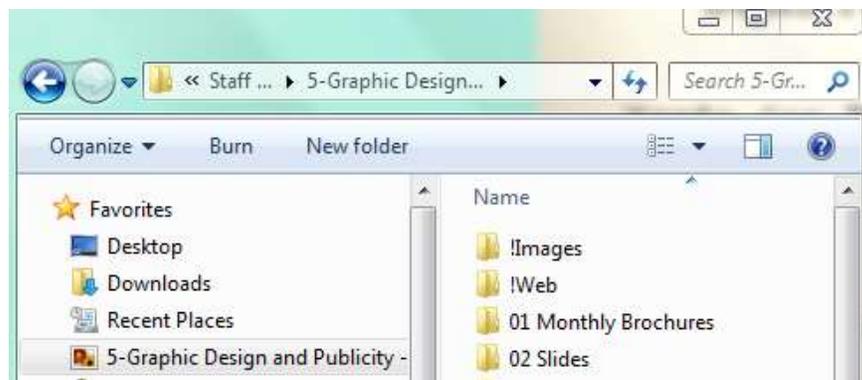- Drag photos to Finder for organization

Organizing

- Choose a system of folders and/or tagging and stick to it
- Creating folders
    - Right click within your computer navigation (Explorer or Finder) and select "New folder" or click on "New folder" button where applicable
        -
    - Click and drag to put photos into folder
- Naming folders
    - If organizing chronologically
        - Begin with year (e.g. "2017 05 Tech Day Camp")
        - Name months with number first, not name (e.g. "01 January")
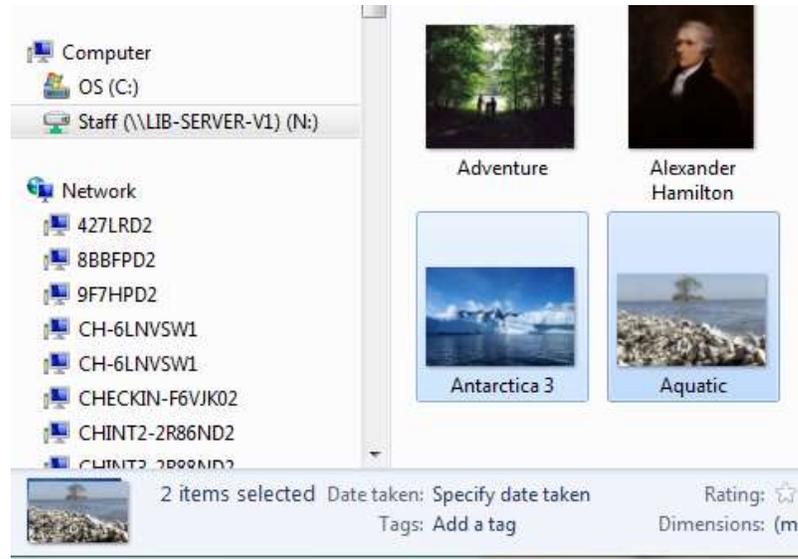   -
    - Adding numbers or symbols to beginning of name will bring them to the top of list
        -

- Tagging photos
  - Adds searchable data to files
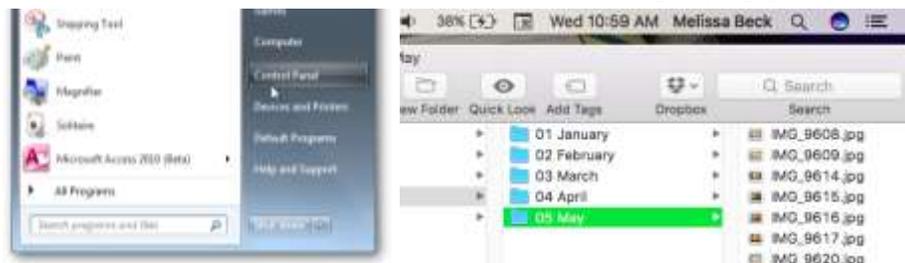 - In Windows, you can tag a group of photos upon import, or you can select a photo or group of photos and "Add a Tag"
    -
  - On a Mac, you can also select photos and "Add Tags"
    -
- Searching for photos
  - Being able to search is the whole purpose of tagging, and can also be helpful within the folder structure
  - Within Windows Explorer, there should be a search box, or visit the start menu. On a Mac, you can search within Finder or click on the magnifying glass
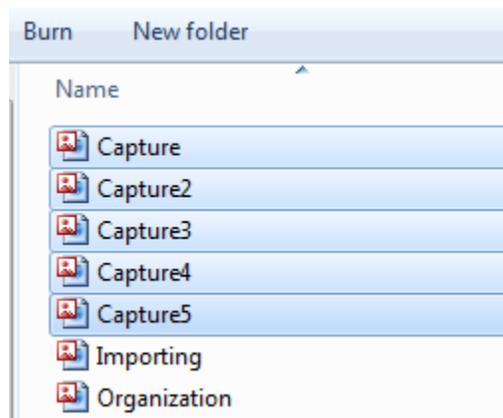   -

Tips
- Choose a backup schedule and stick to it
- Backup your photos on at least 2 devices at all times. For example:

  Phone — Daily   Laptop Computer — Weekly   External Hard Drive — Monthly   Desktop Computer — Twice a year

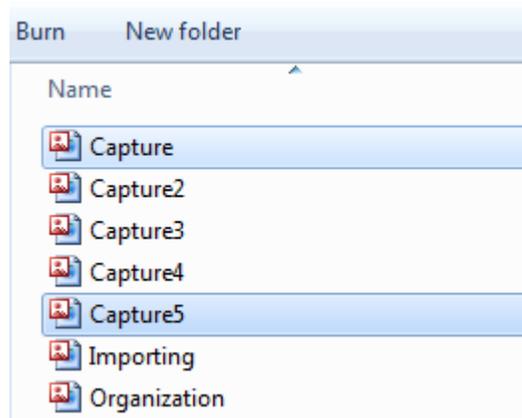 Least space/ least secure ————————————————→ Most space/ most secure

  o
- Start now! Choose your organization system and implement it from here forward. Then worry about the backlog little by little
- Clean as you go—while backing up and organizing, delete those blurry duplicates
- Select multiple photos by holding down the shift or control keys.
  - For example, if you click on "Capture," then hold down the shift key while clicking "Capture5" those two photos and everything in between will be highlighted. If you do the same action while holding down the control key, only those 2 will be highlighted.
  - Holding down shift: Holding down control:

  o
- Change your view to whatever is easiest to work with

  o