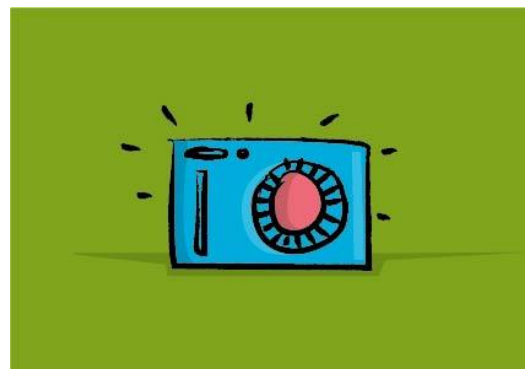


How to... download photos or other media onto your computer

Regardless of whether you are downloading photos from a camera, media card or camera phone, once your device or card is connected to your computer, the downloading process is fairly similar. In most cases, your computer will pick up the fact that there are photos to download and so, guide you along via dialogue boxes that will come onscreen. However, if your computer software isn't leading the way, these guidelines should help you through the process.

1. Connect your photos to your computer:
 - If you are downloading photos from a digital camera you'll need to use your camera's USB cable.
 - If your computer has a media card slot, you can remove the memory card from your digital camera and insert it directly into your computer.
 - If you are downloading your photos from a camera phone, connect your mobile to your computer using your smartphone's USB cord.
2. Once connected, your computer should automatically recognise the new media and an AutoPlay screen should come onscreen.
3. You may immediately be asked if you'd like to download these images or a preview box may appear showing mini replicas or 'thumbnails' of your photos. These can then be selected to download.

4. Once you've made your selection or selected all, hit the button marked 'download', 'get photos', 'import', or something similar, to begin the transfer.
5. When using a Mac an Autoplay dialogue box won't necessarily come on screen, instead, your inserted media may appear in the form of a new icon displayed on your desktop. Double click the icon and a window of your photos should open up. You may see an option to import these photos. If not, select your choice of photos, right click on "copy", and then "paste" these photos in an appropriate photos folder.
6. Once your download begins, the amount of time it takes is determined by several factors: number of photos, image resolution, and speed of the computer, to name a few.
7. Keep your photos organised by pasting them in folders with relevant titles, 'Summer Camp 2016' for example.



Notes on safety

- Backup your photos onto a cloud-based service. You can do this with an application such as Google Photos by visiting <https://photos.google.com/apps> to download the desktop uploader. Once installed, you can select a setting that will automatically back up photos and videos from your phone or camera when it is

connected to your computer. These photos are private and only accessible to you unless you choose to share them.

- Another good way to back up your photos is to burn them onto a disk before deleting the originals from your camera or media card. Keep these disks in a safe place.

- Make sure you only keep photos on a password-protected private computer.

- Be extra careful when posting photos on social media or online. Ensure that your security settings on your social media profile are set to only show to people you know. It is a huge risk to allow personal photos into the public domain so this should be avoided. Photos of children should only be posted with written permission from those children's parents.