



MANAGING THE PHOTOS ON YOUR SMARTPHONE

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For the past decade, more and more people have been moving away from the use of traditional cameras to using their smartphones when it comes to capturing life's everyday moments. Smartphone photography is often preferred because of how easy it is to do and how readily available our phones are. Where traditional cameras are bulky and can be difficult carry around, people usually have their smartphones with them at all times. Simply take it out, open the camera app, and click away.



This class will cover how to find, organize, and edit the photos on your smartphone, how to transfer photos from your phone to your computer, and how print your photos with printing services apps.

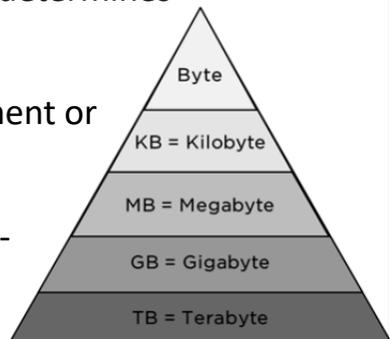
DIGITAL SPACE



It is easy to forget that we only have a limited amount of space available to use on our smartphones. With 35mm film, you knew exactly how many pictures you could take. With smartphones, we also have a limited amount of space in which we can store files, but understanding how much can be confusing.

The amount of information in a file (no matter if it is a picture, document, or music) determines how big the file is:

- Kilobyte (KB)- small document or photo
- Megabyte (MB / 1,000 KB)- larger photo, video, music
- Gigabyte (GB / 1,000 MB)
 - used to measure storage space in phones and other devices.



Most phones come with between 8 and 128 GB of

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VIEW SMARTPHONE PHOTOS

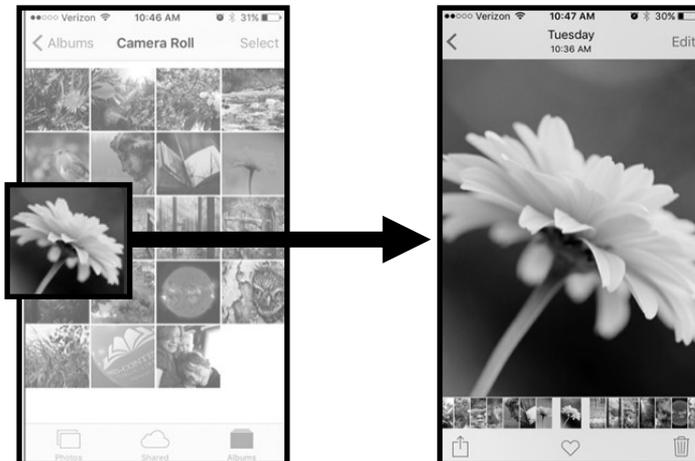
The photos on your phone are typically stored in the default photo app on your device. For



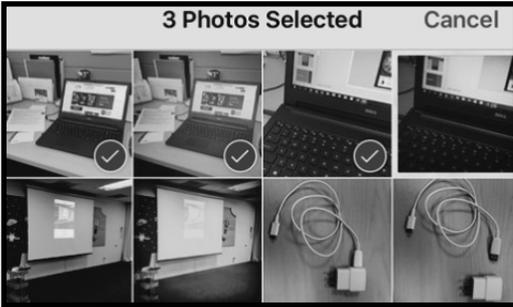
iPhones, this app is called Photos; however, if you have an Android device, this app may be called Photos or Gallery, depending on the type of device you own.

Once you open the app, there may be several different folders or **Albums** for you to choose from. Most photos will all be stored in one main Album called **Camera Roll** or **All Photos** (iPhone) or **Photos** (Android). To view all of your photos, **tap** that album name.

Once you've found the full list of photos, **tap** on the image you want to view. From there you will see options to edit, share, and delete the photo directly from the app.



CREATE FOLDERS AND ALBUMS

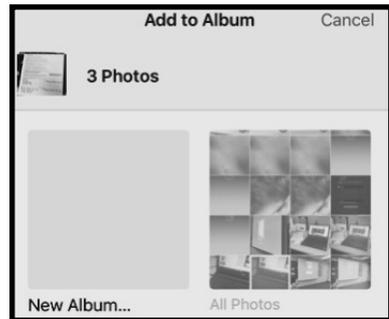


Creating folders and albums is one of the easiest ways to organize the photos on your smartphone.

From your photo or gallery app, simply select the pictures you wish to organize, and

then click the **Add To** button (on iPhone) or the **Add to Album** or other similar button (on Android).

Once you do that, it will prompt you to either create a **New Album** from your selected photos, or allow you to add your selected photos to an existing album.



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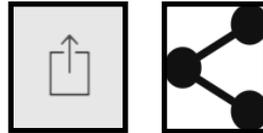
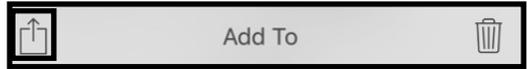
SHARE YOUR PHOTOS

The process for sharing your photos in a text message, an email, or to social media is just as simple.

From your photo or gallery app, simply select the photos you



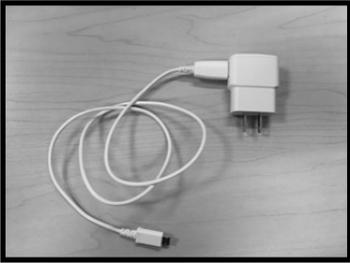
wish to share, and this time instead of selecting Add To, you will select the **sharing icon** shown on the left (on iPhone) or the one depicted on the right (on Android).



Once you select the sharing icon, it will prompt you to choose which app or service you wish to share it with. From there, you can send it in a message or

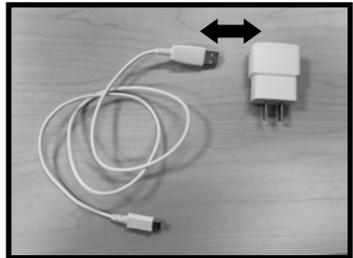
post it to social media with just a click.

SAVE TO YOUR COMPUTER



Besides organizing your photos on the smartphone itself, you can also connect it to a computer and transfer your pictures by using the cord that came with your device.

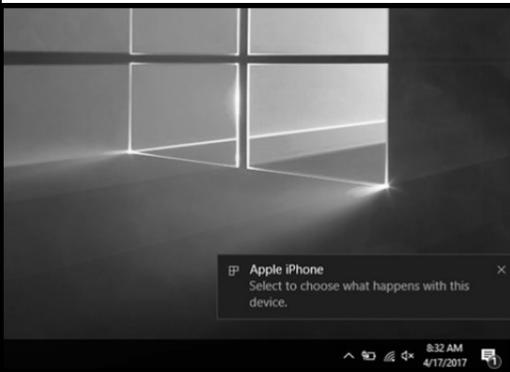
Most smartphones come with a power adaptor that includes a removable cord. When separated, that cord functions as a USB cable and it allows you to connect your smartphone directly to your computer to begin the process of transferring your



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SAVE TO YOUR COMPUTER

Once you connect the phone to your computer, you may see a message pop up on your device asking you to press **OK** or **Allow** to allow your computer to access it. You can go ahead and accept this message on your phone to continue the process.



Once you okay the connection, or if your phone doesn't require authorization, you should then see a message pop up in the lower right

corner of your computer screen asking you to choose what happens when you plug in this device. Go ahead and click on that message to continue.

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SAVE TO YOUR COMPUTER



At this point, you will be presented with a menu that contains a few different options to choose from.

To transfer your photos, the option

you would want to select is **Import photos and videos.**

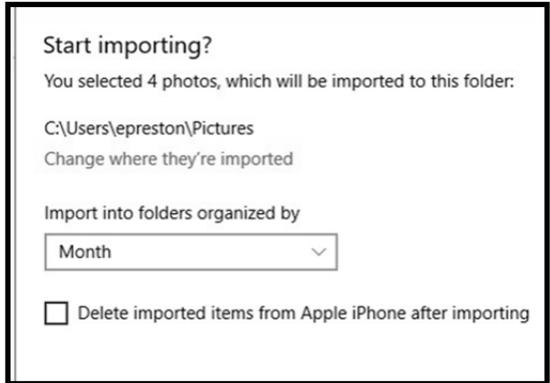
Windows will then automatically open the **Photos** app on your computer and you will have the option to **select individual pictures**



to transfer to your computer by scrolling through and putting a **checkmark** in the box next to each picture you want to transfer, or you can simply click **Select all** to have it select all the pictures from your phone. Once you make your selection, click **Continue**

SAVE TO YOUR COMPUTER

The last step you will be presented with is the option to change what folder the pictures will be saved to, and whether they you want them to be organized by Month or Day.



You will also have the option to **Delete imported items from your device after importing**, Selecting this option will automatically delete the pictures off your phone and free up that space after they are successfully transferred to your computer.

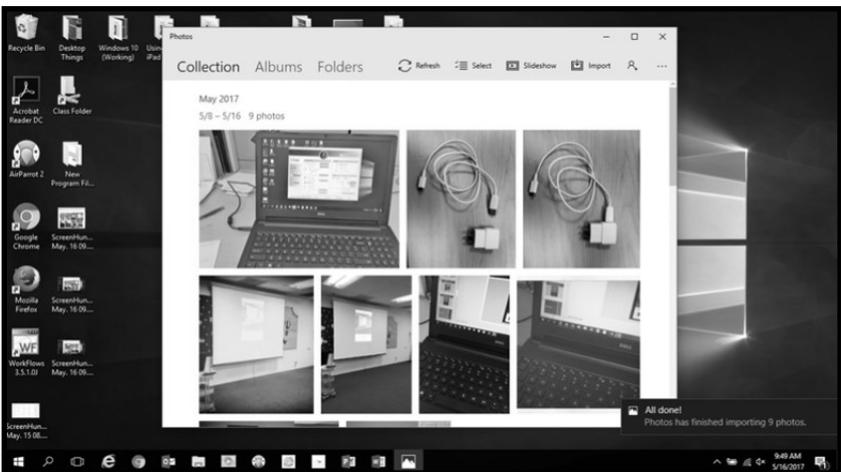


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To finish the process, simply click **Import**, and your photos will be transferred to your computer.

SAVE TO YOUR COMPUTER

Depending on how many photos you have on your smartphone, this process may take a few seconds or several minutes. When it is completed, you will get a message in the bottom right corner of your screen letting you know your photos have been transferred, and it will automatically open the Photos app on your computer and allow you to view your pictures.

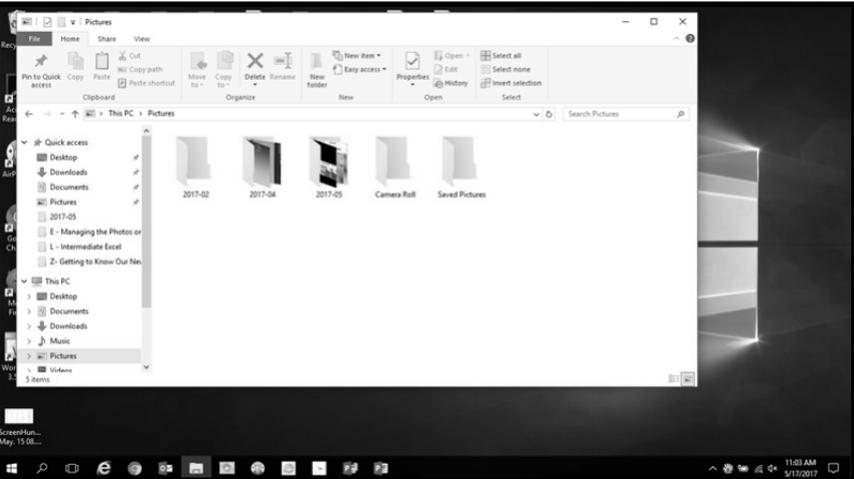


At this point, you have now transferred the photos from your smartphone to your computer.

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SAVE TO YOUR COMPUTER

Now that your pictures have been transferred to your computer, you can open the **File Explorer** (folder icon) in the **Taskbar** and select your **Pictures** folder in the left-hand pane of the file explorer window to view individual photos, move pictures between folders, and to create new folders in which to store your pictures.



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PRINT SMARTPHONE PHOTOS

If you want to have one or more of your digital photos printed, there are several ways to do so. Walgreens, CVS, and Walmart all have apps which allow you to do all of your printing right from your phone. You can also use photo printing services, such as Shutterfly and Snapfish, that allow you to create photo books directly from their apps as well. If a printing service does not have an app, you can usually upload your photos directly to the company's website from your smartphone or computer to order your prints.



Other Helpful Programs at Your Library

Program: _____

Branch: _____

Date: _____

Time: _____

Program: _____

Branch: _____

Date: _____

Time: _____

Program: _____

Branch: _____

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Online Learning opportunities:
mymcpl.org/online-learning

