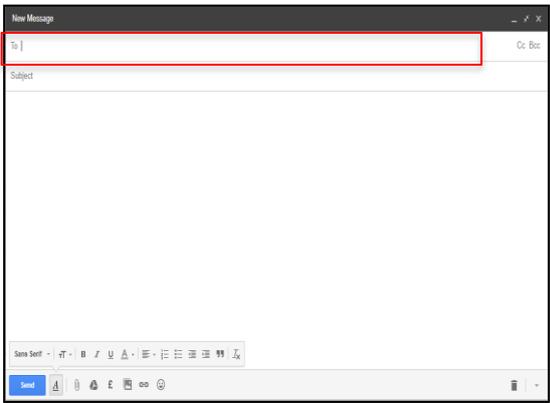
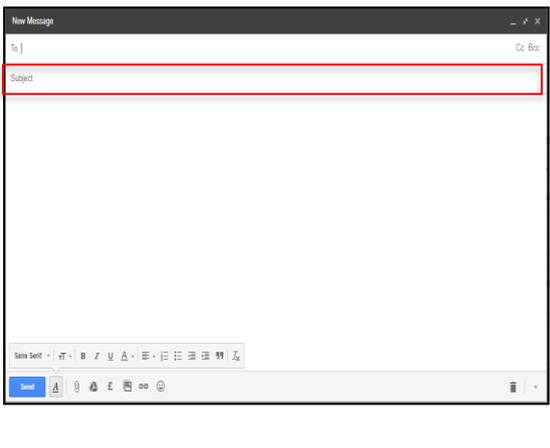
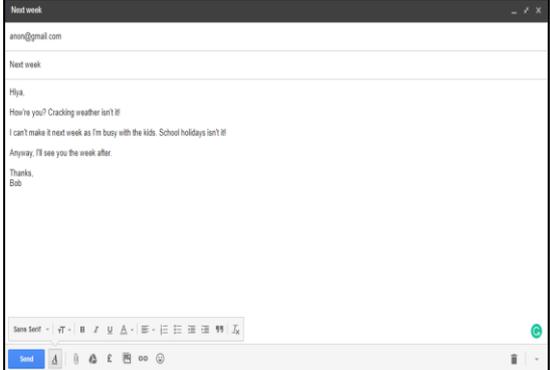
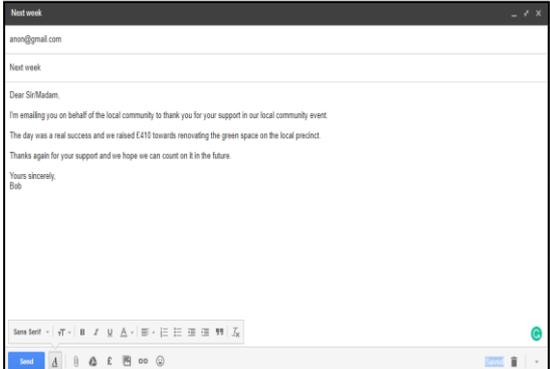
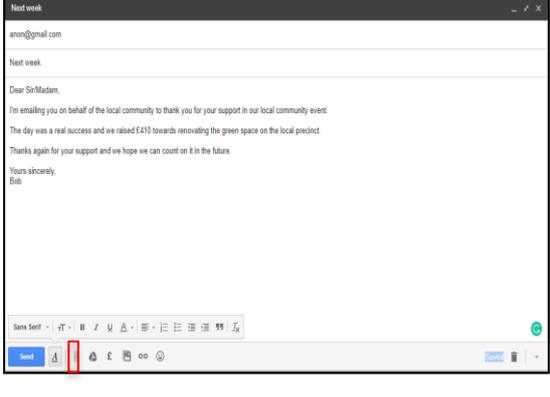
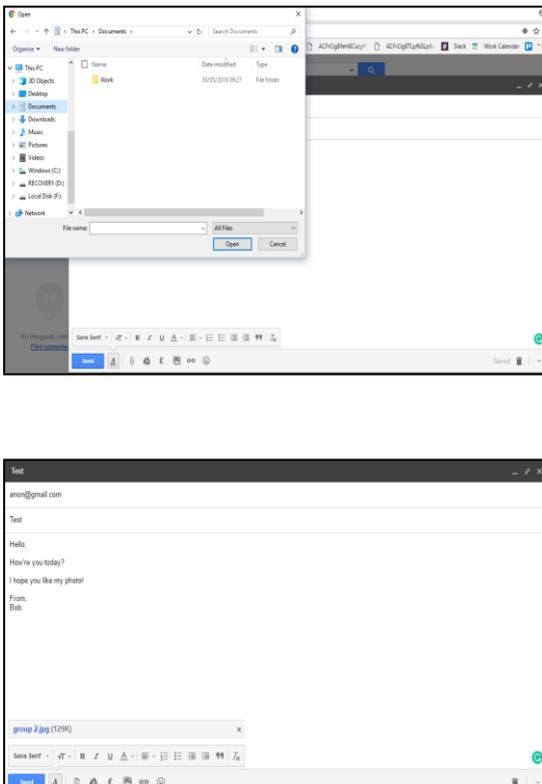
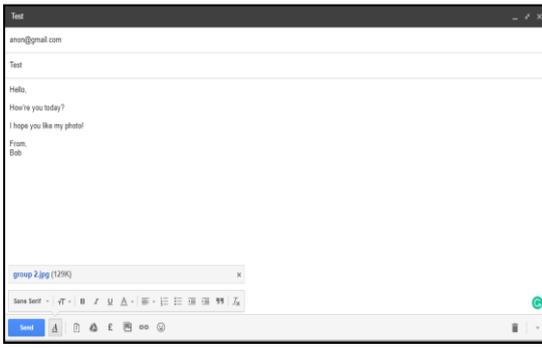
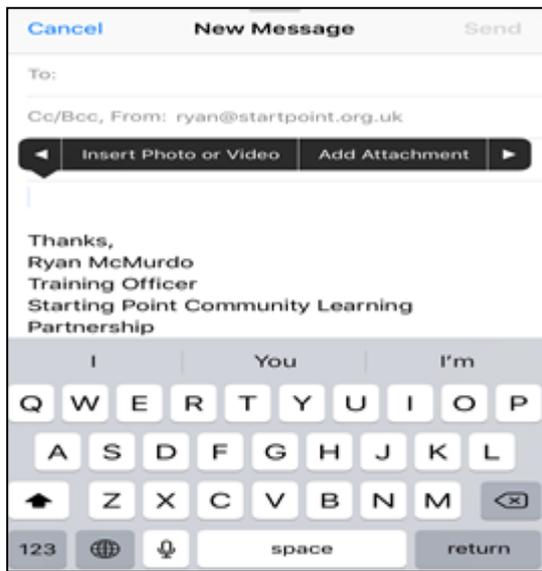


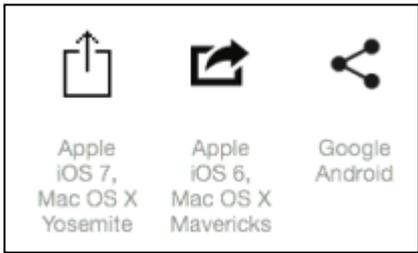
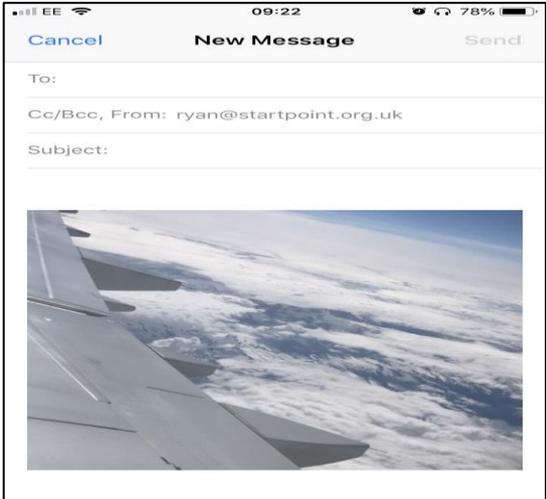
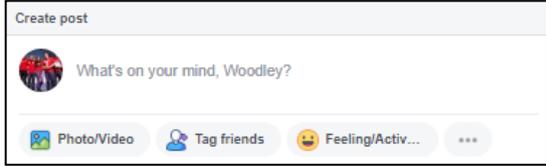
Photo Sharing

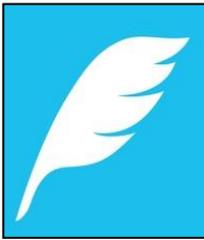
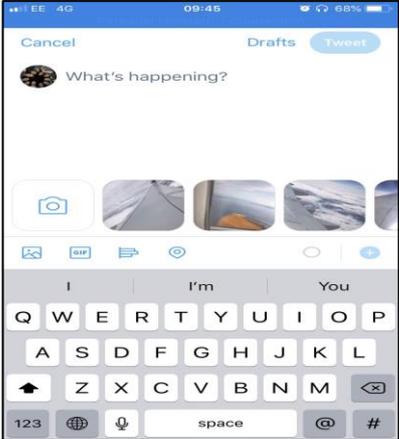
In this session we will be looking at how you can share photos via e-mail, uploading to various social media websites and how you can use memory sticks as a method of saving, backing up and sharing photographs.

<p>1</p>	<p>Often when taking photos, you want to share them with friends and family and there are various ways in which you can do that.</p> <p>In this handout we are going to look at:</p> <ul style="list-style-type: none"> • Sharing photos as an e-mail attachment • Uploading a photo to social media sites such as Facebook, Twitter or Pinterest • Using a memory stick. 	
<p>2</p>	<p>E-mail attachments</p> <p>Firstly, we are going to look at sharing photos as e-mail attachments.</p> <p>For those using laptops, you'll have to log in to your e-mail account first.</p> <p>For those using a tablet device or smartphone, you'll need to open your e-mail app or your photo gallery.</p>	
<p>3</p>	<p><u>Laptop users</u></p> <p>The first field we are going to fill in is the To field. The To field is the envelope of an email. Here you put the email address of the intended recipient. When sending an email is important to make sure you type in the email address precisely.</p> <p>Somebody working at a post office might spot a mistake on an envelope and make sure it reaches its intended destination. A computer will send an email to the email address you type in.</p>	

<p>4</p>	<p>Now we are going to give our email a subject. The subject field is a chance to give the recipient of the email a clue as to the contents of the email, kind of like a blurb on the back of a book.</p> <p>The subject field is for the recipient, so you would use capital letters and spaces where required.</p> <p>Type Photos as your subject.</p>	
<p>5</p>	<p>Now we entered an email address and given the email a subject, we need to write the main body of our email.</p> <p>If you are sending an email to a friend or family member, your spelling, punctuation, and grammar aren't that important. If you are sending an email to your local councillor or a local business, you might change the way you type your email to become more formal.</p> <p>For this task we need you to type in the following message:</p> <p>Hello,</p> <p>Here is the photo you asked for.</p> <p>See you soon, (insert your name).</p>	 <p>Consider your language use when sending an e-mail.</p> 
<p>6</p>	<p>We now need to attach our photo. To do this, we need to find the attach icon that our email service provider uses. Gmail use a paperclip symbol and it can be located at the bottom of the email we are currently composing. Other email service providers may use different images or even the word attach.</p>	

<p>7</p>	<p>Once you click on the attach symbol, you'll open up the memory of your computer. Here you will see a list of places you can store information on your devices such as documents, videos, music. We need to open the folder called 'Photos' and find one of the photos we took in the 'Using a digital camera' session.</p> <p>Double click on the folder, 'Photos', and when it opens, select one of the photos and then click 'Open'. The photo will now attach itself to the email. You should be able to see it within the email you are sending.</p>	
<p>8</p>	<p>We've put an email address in the To field, we've given the email a subject, typed our message and attached an image. Now all there is left to do is send it.</p> <p>Gmail uses either the blue 'Send' button or an icon resembling a paper airplane as their way of sending an email.</p>	
<p>9</p>	<p><u>Tablet/Smartphone users</u></p> <p>There are 2 ways in which you can send a photo as an attachment. If you are doing it by first going into your mail app, you follow steps 3, 4 & 5 as in the laptop user part of this guide.</p> <p>Where it differs is some mail apps don't have a paperclip symbol to open attachments. iPads for example require you to press and hold in the message part of the new e-mail, before tapping on 'Insert photo or video' or 'Add Attachment' before pressing 'Send'.</p>	

<p>10</p>	<p>The other way is by going into your photo gallery first. Here you select the image first and then find your devices share symbol. These symbols differ depending on which device you use.</p> <p>Once you've found your devices share symbol, it will offer you various platforms that you can share this image on. You need to tap the mail symbol and the image will then be attached to a blank email in your mail app.</p> <p>You then need to fill in the e-mail as you would normally before sending it.</p>	 
<p>11</p>	<p>We are now going to look at uploading images to social media websites. There are multiple ways to do this depending in what kind of device you are using.</p> <p>Rather than going into detail on how to upload images to each and every social media platform, we are going to look at the basics in the processes for depending on the device you are using.</p>	
<p>12</p>	<p>If you are a laptop user, you'll need to log-in to the social media platform first.</p> <p>Once you've logged into the account, typically there is space at the top of the screen where you can update your status. Upon clicking in this space, there is an option to include a photo. Similarly to when you attach a photo to an e-mail, the memory of your laptop opens, and you can select which image you want to upload.</p>	

<p>13</p>	<p>If you are using a tablet or smart phone, the process is similar to attaching photos to an e-mail. You can either go into the social media app itself and update your status and include a photo or you can go into your photo app.</p> <p>Going onto the social media app means you will have to find the upload/update button. These tend to be at the top of the screen and/or contain a + symbol.</p> <p>On the right are images you would see if you were uploading a photo to Twitter.</p>	 
<p>14</p>	<p>If you go into your photo app and then press the share symbol as discussed in step 10, then it will offer you a similar option list to the one in the image on the right.</p> <p>Previously we selected mail and it attached the photo to an e-mail. If you select Facebook, Twitter or Instagram, it will begin the process of uploading the image to the social media platform.</p>	
<p>15</p>	<p>Things to consider before you upload photos to social media:</p> <ul style="list-style-type: none"> • Who is in the photo? • What is in the photo? • Where are you in the photo? <p><u>Who is in the photo?</u> When you upload to social media, consider who else is in the photo. Do you have their permission to upload the photo? Will this person be ok with the photo and where it is being uploaded to?</p>	

What is in the photo?

Sometimes when taking photos you include pieces of personal information in the photo without meaning to. A bank recently ran an advert where a young woman took three photos and uploaded them to social media. They were a photo of her buying something for her holiday, a picture of her blowing out her candles for her 30th birthday and a picture of her getting in a taxi outside her home to go on holiday.

These photos seem harmless. From those photos, they were able to 'find' various personal pieces of information including date of birth, basic banking details and address.

Where are you in the photo?

One of the most popular photos to upload to social media are photos of you on holiday, making friends and family jealous.

You also let people know your house is empty for a fortnight whilst you are off tanning yourself.



16

We are now going to look at how you can use memory sticks to share photos.

Memory sticks are portable storage devices that you can plug into a laptop or desktop computer. Newer, more modern memory sticks can also connect via Bluetooth to tablet computers and smart phones.

We are going to look at using memory sticks that require being plugged into laptops/desktop computers rather than those that connect via Bluetooth.



17 Adding photos to a memory stick is done in a similar way to when you move photos from digital camera to the memory of a laptop.

Firstly, you need to insert the memory stick into the side of the device. Memory sticks only go into laptops/desktop computers one way. If it feels like you are struggling to put it in, flip it over and try again.

Once it is in, open Windows Explorer and go to your Photos folder.

Left-click and drag and drop the image out of the Photos folder, once the ghost image is over the folder that is attributed to your memory stick, let go of the left-click and the image will be copied into it.

You can see in the image on the right has a ghost image of the photo being copied into the My Pictures folder. Rather than My Pictures, it would be copied into the memory stick folder whose name will depend on the brand of the memory stick you are using e.g. SanDisk.

