

# Managing Photos

**Aim:** This basic training will help you to know how to organise your photos and how you camera and computer communicate.

## What will you need to bring?

- ✓ Camera / Smart Phone / Smart Device that has the photos on it and any cables you will need to connect the device.
- ✓ Your own laptop (with any peripherals to attach) to transfer photos to.
- ✓ USB (only if you are saving your photos to a USB instead of the computer).

## What do you learn in Managing Photos?

- How to connect your camera to the laptop
- How to transfer photos from your camera to the laptop
- How to set up an electronic filing system for your photos
- Backup options to keep your photos safe

## Extra Notes

Please ensure prior to the session, that your portable devices have enough battery charge to last 2 hours.

### For One on One Sessions

To cover the basics, you should allow 1 – 2 hours, this can be done in one session or split into 2 x 1-hour sessions.

### For Small Class Sessions

To cover the basics, this will be done in a 1 x 2-hour session.

### Cost

\$70 per session

All Fees must be paid prior to the 1<sup>st</sup> Session starting

### OFFICE LOCATION

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