

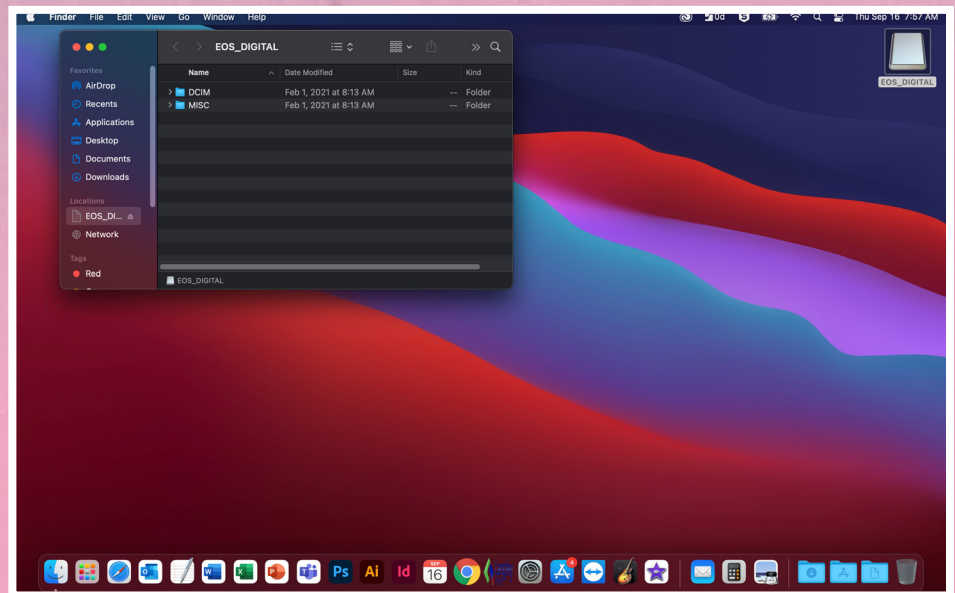
Quick Guide to Photo File Management

Step 1

Insert your SD Card into the Card Reader Slot on the back of your computer.

An SD Card icon will appear on your desktop.

Open the icon and find your photos files.

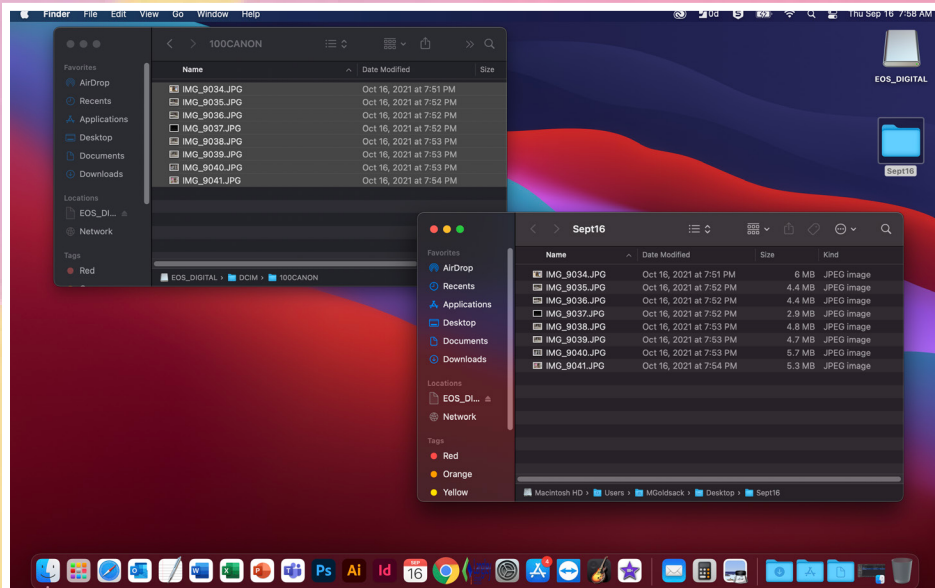


Step 2

Create a new folder, by either using File in the top toolbar or by holding Control on your keyboard and clicking on the desktop.

Rename your folder with today's date, something that makes sense to you.

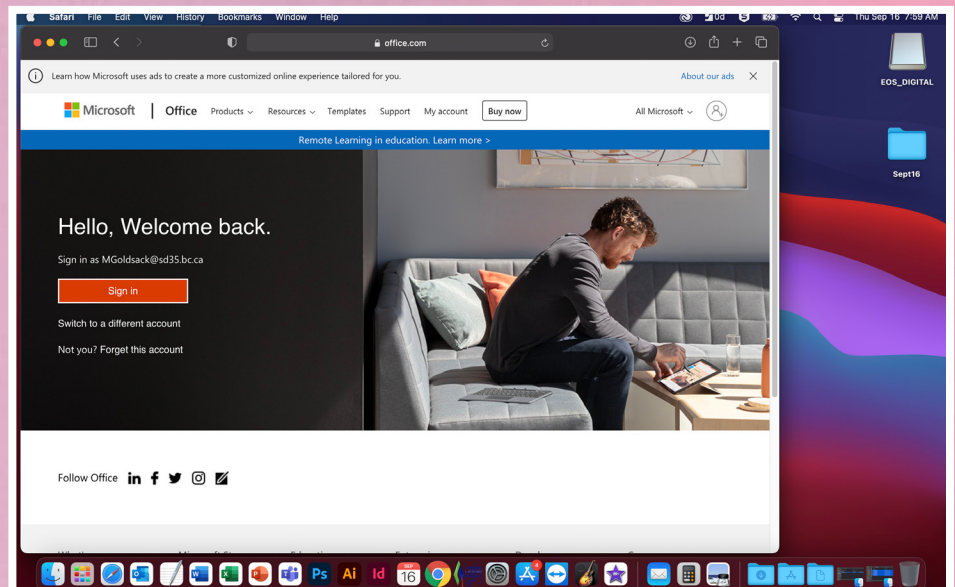
Move your files into your new folder.



Step 3

Go into your web browser and head to www.office.com (this link and info is available on my website)

Sign into your Office 365 account.

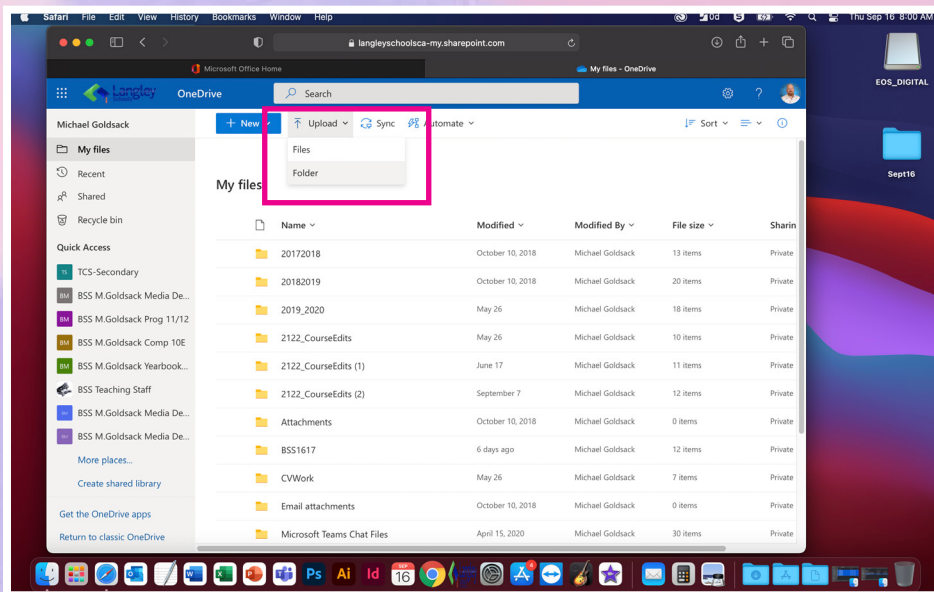
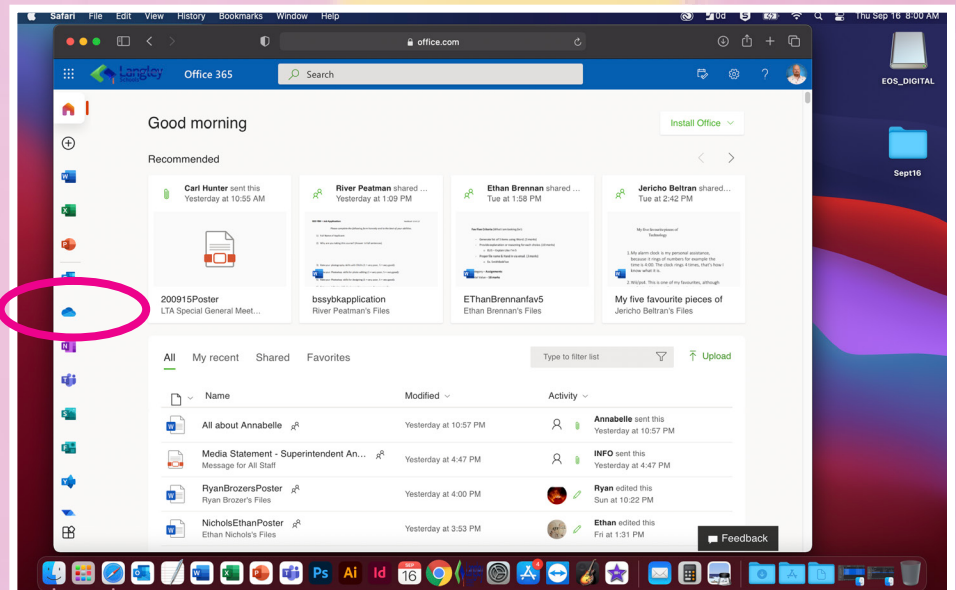


Step 4

Navigate to the left side of your screen.

Look for an icon that is a Blue Cloud - this is your OneDrive Account.

Click on this icon.



Step 5

Your window will now show the files in your OneDrive.

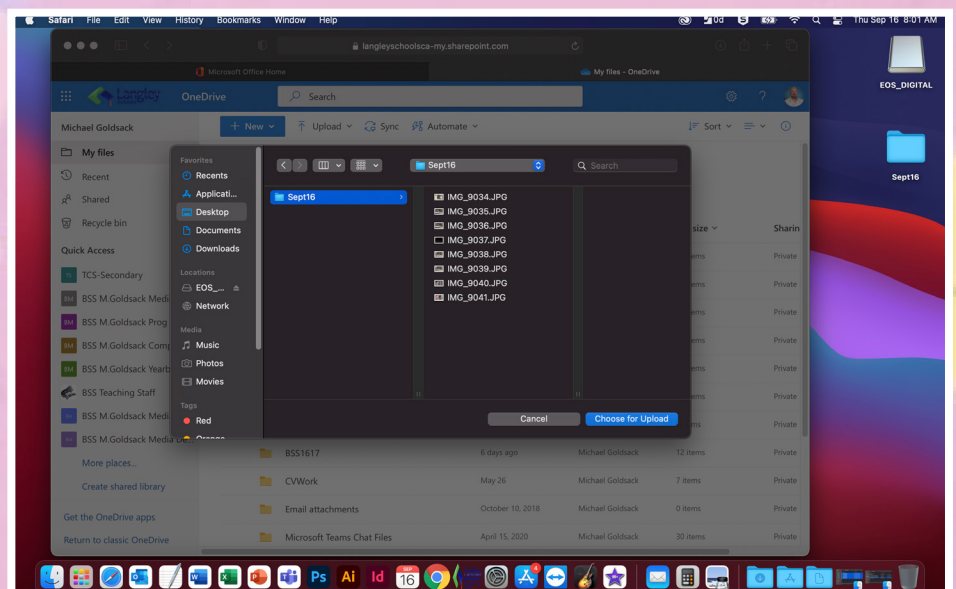
Along the top of this window choose Upload -> Folder.

Step 6

A new window will appear.

Navigate to the location of your folder of photos.

Select the folder and press Choose for Upload.

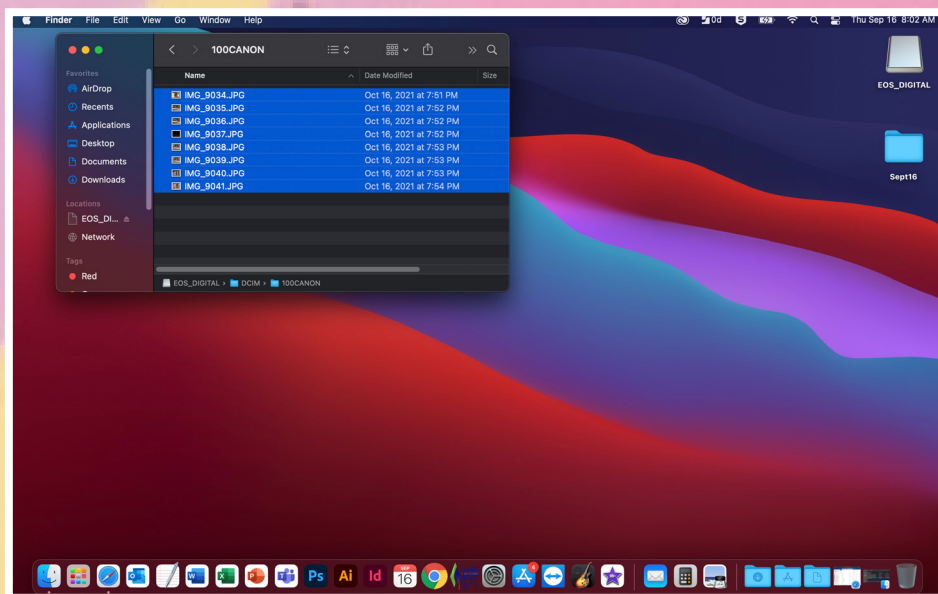
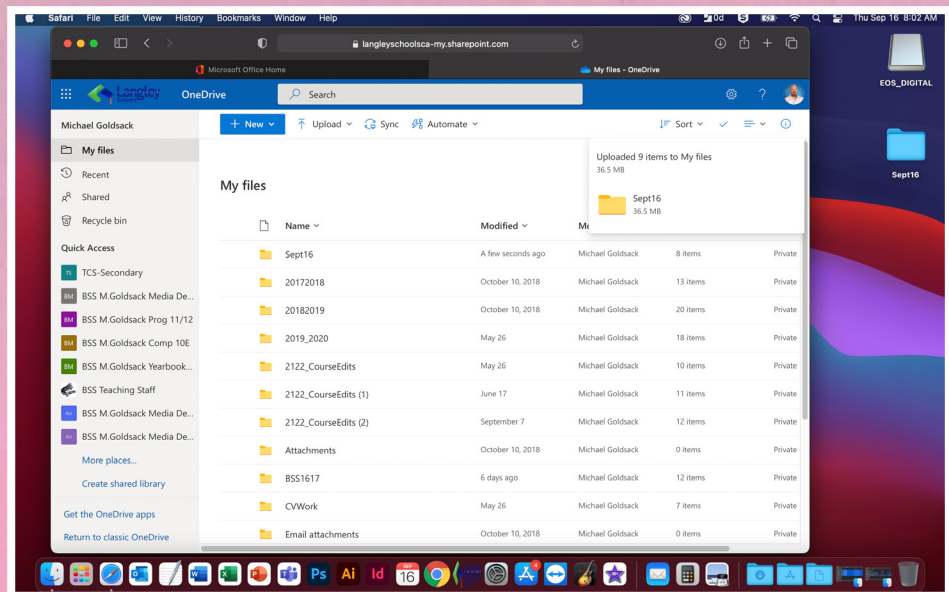


Step 7

In the upper-left hand corner status message for your upload will appear.

Wait until the message says the upload is complete.

If the upload doesn't work, ask Mr. Goldsack for help. Most likely the folder will need to be renamed.



Step 8

Close or minimize your window and return to the SD Card.

Select and move the files from it into the Trash Can.

Step 9

Open the Trash and press Empty in the top right corner of the window.

Once empty, you can eject the SD Card.

You now have a successful transfer and backed up your photo files.

