



Tech Savvy Seniors

# SHARING PHOTOS AND OTHER ATTACHMENTS ONLINE

INTERMEDIATE GUIDE

TOPIC: SHARING PHOTOS AND OTHER ATTACHMENTS ONLINE

## EASY PHOTO AND VIDEO SHARING

The internet is a great place to share the photos and videos you've taken – and to see the videos and photos other people have taken. The shared photos and videos can be seen instantly and from anywhere, with no travelling, mailing or photo albums required. You can share media with just your family, or with the whole world.

## WHO IS THIS WORKSHOP FOR?

When you need a quick, cheap and easy way to share photos and videos directly with a few people, or a way to display loads of photos at the one place so that everyone you know can view them, this workshop has the answers.

Alternatively, you may already have a Facebook account and email address and want to learn how – and when – to make the most of them to share photos, video and other files.

## WHAT YOU'LL NEED

- An internet-connected laptop or desktop computer; either your own or supplied by the workshop organisers. You may need to share a computer with others in the workshop.
- An email account; either the Gmail account set up in our Introduction to Email Part 1 workshop, or another existing email account.
- A Facebook account. If you don't have one, the Introduction to Social Media Part 2 workshop outlines how to create one.
- Saved photos and videos to share.



## WHAT YOU'LL LEARN

In this workshop we'll cover using email and Facebook to share your photos and files. First up, we'll look at how to attach files to your emails.

Second, we'll look at how you can use your Facebook account (if you have one) to upload individual photos and entire photo albums to the web, for viewing by anybody on your friends list – or in the world, if you choose.

## TIMETABLE

This session is divided into four sections, with a break in between. Feel free to ask questions and remember that the times are suggestions only.

Subject: Introduction. Duration: 10 minutes

Subject: Emailing attachments. Duration: 45 minutes

Break. Duration: 15 minutes

Subject: Sharing photos with Facebook. Duration: 45 minutes

Subject: Other services you can try. Duration: 20 minutes

Subject: Summary. Duration: 10 minutes

Total. Duration: 145 minutes

## SUBJECT: INTRODUCTION

**Time: 10 minutes.**

### OVERVIEW:

In this workshop, we'll go through some of the ways you can use email and Facebook to share photos, videos and other files with others. We're going to be looking at:

- How to attach and send one or more photos to an email
- How to open photo attachments you receive via email, and save them to your computer
- How to upload single photos and whole albums to Facebook
- How to view albums in Facebook
- How to upload videos to Facebook
- How to tag photos and video in Facebook.



Note: If you've attended our Introduction to Email or Introduction to Social Media workshops, you will have covered most of the materials in this session, so consider this workshop a chance to refresh the lessons you've already learned.

## SUBJECT: EMAILING ATTACHMENTS

**Time: 45 minutes.**

### OVERVIEW:

An attachment is a computer file that you attach to an email. When the recipient gets the email, they also get the file. They can just click on it to open or save it to their computer. It's kind of like slipping something into an envelope you send via regular mail.

Any type of file can be attached. It can be a digital photo, a small video, a document, even a computer program that can be run (though programs can cause some problems).

You can actually attach multiple files to a single email. For example, you could send an email with five, ten or even more photos attached.

There is a file size limit on most email systems, however. If the thing you're trying to attach is too big, it may be rejected. For example, you could not attach a full movie to an email – it would be rejected. In technical terms, no more than three or four megabytes (3–4MB) of data can be attached; in practical terms that works out to be about 10 or so large photos or documents, and only very short videos are possible. Of course, you can send multiple emails if you have more items to attach.

Attaching files to emails is really easy! We'll walk through it step by step.

### ATTACHING A FILE TO AN EMAIL

Have a file that you want to attach ready on your computer. It can be anything really, a photo you've imported from your digital camera, or maybe a document you need to send someone.

Open up your Gmail account. (If you don't have a Gmail account yet, your workshop presenter can walk you through creating one; alternatively, you can attend our Introduction to Email workshops, where the process for creating a Gmail account is covered. If you use some other email service, like Hotmail, Outlook or Yahoo Mail, the process for attaching a file is very similar, although the terms used for various features might be slightly different).

Click on Compose to create a new email. An overlay will appear in the bottom right-hand corner.



Enter the address of the person you want to send it to, give it a subject line and you can even type text into the body, just as normal. For now, it's a good idea to send it to one of the other people in your workshop, since the next activity involves opening an attachment!

Just under the message area, you'll see a paper clip icon. Left-click on it.

A window will pop up. This is a very important screen, and it's one that you'll encounter a lot in this workshop. It is your computer's File Explorer tool and is used to navigate through your computer to find a specific file.

For example, on a Windows 10 PC you attach a photo by clicking This PC on the left-hand side of the window. This displays your directories. Click Pictures, then select the folder and the photo you want to attach. Only files can be attached, not folders.

You can either double-click on the specific photo you want to attach, or you can click on it, then click on Open.

A quick tip: you can easily attach multiple files here by holding down the Ctrl button and clicking on the photos you want to attach one by one. This selects multiple files, and when you click on Open, all of them will be attached.

Back in Gmail, you'll now see a progress bar just under the main message as your computer uploads the file(s) to Gmail. When it's done, you'll see the attachment listed there.

You can attach another file by clicking the paper clip icon again and repeating the process.

If you change your mind and don't want to attach the file, just click on the X next to the attachment name to deselect it. If you do that, the attachment won't be sent.

Now just click on Send. The mail will send as normal.

## **ATTACHING PROGRAMS**

Any kind of digital file can be attached to an email, but if you attach a program, like a file that ends with .exe, it may not make it to its destination. That's because viruses are spread using files like these, so a lot of computers automatically filter out any emails with programs attached.

## **WHY A FILE SIZE LIMIT?**

Email has a size limit for a good reason – it's because you can send a single email to as many people as you want. If you create an email with a very large attachment, and send it to thousands of people, that email, and all the data it contains, has to be copied thousands of times – and allowing that could really clog up the internet!

If you need to send large file, there are other ways, which we cover in our Introduction to Social Media workshops.



## RECEIVING AN EMAIL ATTACHMENT

If you sent the attachment to one of your workshop mates, they should have it in their Inbox now.

To open the attachment, just open the email. Below the body of the email you'll see an icon representing the attachment, and a link to download it.

If it was a photo that was attached, Gmail has a special way of handling it. You can download it as normal, but you'll also see a thumbnail image (a miniaturised version) of the photo. If you click on it, the image will display in your web browser at full size without you needing to download it.

To download the attached file to your computer, click the down arrow on the image thumbnail. In Windows 10, the image will automatically save to the Downloads directory on your computer. (Other browsers may ask you where you want to save the file.)

That's it, the attachment is saved to your computer. You can open it at any time, just like any other file on your computer by going to your Downloads directory and double-clicking on the file.

## ATTACHMENTS ON REPLIES AND FORWARDS

If you receive a mail with an attachment, you can reply to or forward it as normal. Special rules apply, however. By default, if you Reply to an email, the file won't be reattached to your reply (because it's assumed that the person who sent you the file already has it). If you Forward, however, the attachment will stay attached, so the recipient of the Forward will also receive a copy of the attached file.

## SUBJECT: SHARING PHOTOS WITH FACEBOOK

**Time: 45 minutes.**

### OVERVIEW:

If you have a Facebook account, you'll find it very easy to attach digital photos to a post. If you don't have a Facebook account yet, we'd suggest attending our Introduction to Social Media Part 2 workshop, or your presenter can walk you through the process of creating one. You can upload both photos and videos to Facebook. It works on the same model as other Facebook posts – you create a post, and then attach an image.

You can go even further and upload an entire photo album. This album can be Tagged, which means that you can make notes on who is in each photo, where they were taken and



when. If you tag a photo, each person who is tagged will get a special notice that you've uploaded a photo of them.

Make sure to check your privacy settings before posting images to be sure you're only sharing photos with Friends and not everyone.

## **POSTING A PICTURE ON FACEBOOK**

Posting a single picture in Facebook is extremely easy. There's a very simple option to do so when you create a post.

Go to [www.facebook.com](http://www.facebook.com) and log in with your Facebook username and password.

Click on News Feed on the left of the page.

Now, click on the text box in the Update Status window and type in any comment you want to be posted with the image. It can be a simple description of the photo (I really loved the Forbidden City), a comment, or whatever you choose. You can even leave it blank if you want. Don't click Post just yet. We want to add the image first.

At the bottom of the Update Status box, you'll see a link: Photo / Video. Click on it.

In Windows 10, the File Explorer window will display. If you downloaded your photos from a digital camera, they're most likely stored in the Pictures library. On the left, under This PC, you'll see a link to Pictures.

This will show all the photos and folders in your My Pictures directory (as well as any other directories you've added to your library).

When you find the picture you want to post, you can either double-click on it or click on it once and select Open.

You'll be taken back to the Facebook main page, and your image will begin to upload. The image may take a little longer than normal to appear. Facebook has to copy (upload) the photo from your computer, so depending on the speed of your internet connection and the size of the photo, it can take a few seconds to complete the photo. While this is happening a small animated bar appears below the box to show you it's working.

When the upload is complete, all you have to do is click on Post.

By default the post will only be for your Friends, but you can also make it public by clicking on the Friends button and changing it to public.

Friends (and you) can comment on it just like any other post.



## POSTING A VIDEO ON FACEBOOK

Now let's post a video. The process is very similar to posting a photo.

As before, click on News Feed on the left.

Now, click on the text box in the Update Status window and type in any comment that you want to be posted with the video.

At the bottom of the Update Status box, you'll see a link: Photo / Video. Click on it.

A new Browse button will appear. Click on it.

This brings up the File Explorer, exactly the same as with the photos.

This time, your file might be stored in the Photos or Videos folder.

When you find the video file you want to post, you can either double-click on it or click on it once and select Open.

You'll be taken back to the Facebook main page. The video won't appear instantly in your News Feed, even after the upload is complete. Facebook first has to convert the video to something that can be played over the internet. That might take a few minutes.

When it is done, the post will appear in the News Feed (yours and that of your Friends). You'll see a still image from the video, and a Play button in the middle of the image. The video will play automatically, but without sound. Click the volume button to un-mute the sound.

To pause or stop playback, click on the Play button.

## CREATING A FACEBOOK PHOTO ALBUM

So you've uploaded a single photo with a post, but Facebook allows you to upload entire photo albums as well. The process is actually very similar to uploading a single photo.

Go to News Feeds and follow the process for adding a single photo except click on Photo/Video Album above the Update Status box.

The File Explorer will immediately appear. You can use this to select a single photo to start your photo album, but you can also use a special technique called multi-select. This lets you select more than one file. There are several ways of doing this:

- You can hold down the Ctrl button on your keyboard while you (single) left-click on the photos you want include in your album. Each one will be highlighted as you do.
- You can draw a box around the items you want to select. Left-click on an area of blank space in the window and hold down the left mouse button when you do. Now



move your mouse, and you'll see it draws a box. Make this box cover all the items you want to include in the album, then release the left mouse button.

- If you hold down Ctrl on your keyboard and press a, every file in the current directory will be selected (this is known as Select All).

When you have selected the photos you want to include in the album, click on Open. Don't worry if you didn't grab every one; you can add more photos to the album later.

The Facebook Photo Album page will appear. You'll also see a progress bar for the upload of the photos. As each photo is uploaded, it will appear in the album.

While you wait, you can give the album a name, a date, and add a comment. Click on where it says Album Name and change it to a more meaningful name. You can also click where it says Description to add a comment; on the Location box to add a location, and on the Pick a Date button if you want to give it a date or Use Date from Photos.

If Facebook detects that there are people in the photos, it now takes you to a special page, which allows you to tag the photos. Tagging enables you to identify people in photo. Facebook might automatically recognise some faces and add location tags.

Anybody you tag will be sent a notification that you've posted a picture that includes them!

To tag your photos, click on a square around a face (or anywhere in the photo) and enter a name, it will search for them in Facebook.

When all the photos have completed uploading, and you've finished adding details, click on Post on the bottom right of the page.

In your News Feed, and in the News Feed of all your Friends, an Album post will appear, showing thumbnails of some or all of the pictures. To see the full album, you or they can just click on the Album title.

In the full Album view, you can add photos to the Album just by clicking on the Add Photos button and repeating the process from earlier.

## **VIEWING AN ALBUM**

Facebook has a special Album View. If you click on the title in an Album post at the very top of the post, you'll be taken to the Album View page.

The view includes thumbnails of photos. To view a full version, just double-click on the photo you want to blow up.

You'll also see, when you move your mouse over a blown-up image, that left and right arrows appear in the image. Clicking on either of these takes you to the previous or next image.



To go back to the thumbnail view, just click on the album title again. This appears on the top left when you move your mouse over the image.

So what happens when the album post disappears from the News Feed? How do you find it? The good news is that albums will always be associated with your profile, so are easy to access.

## USING PROFILES TO ACCESS ALBUMS

At the top of the Facebook page, click on your name. This will take you to your Profile page.

Next you'll see, just under your name, a link to Photos. Click on it.

This will show you all the albums you've posted. Clicking on any one will take you to it.

You can also do this with other people on your Friends list, to see all the Albums they have posted as well.

Click on their name in your Friends list. This will take you to their Profile page. Then click on Photos to see all the albums they have posted. Now they can see all your photos and you can see all theirs!

## SUBJECT: OTHER SERVICES YOU CAN TRY

**Time: 20 minutes.**

### OVERVIEW:

There are lots of other ways you can share photos and files online. If you've flown through the Facebook and mail parts of this workshop, you might have time to give one or more of them a try.

We've listed some of the options below; none are terribly hard to use, though some (like Dropbox) might require you to download and install software on your computer.

**Microsoft OneDrive** ([www.onedrive.com](http://www.onedrive.com)). If you have a Microsoft Account, Outlook or Hotmail address you can use this service. With OneDrive, you can drag and drop files from your computer to the website, which automatically stores them online. Anything you've stored online can then be shared by checking a box, selecting Share and then copying a web address to an email.

**Dropbox** ([www.dropbox.com](http://www.dropbox.com)). Dropbox creates a shared folder on your computer. You'll see it in your Windows File Explorer, just like your directories, and you can copy files to it just like any folder. Other people (who also need to have Dropbox installed) can also share



that folder with your permission. So if you copy something to the folder, it instantly appears on their computer and vice versa.

**Flickr** ([www.flickr.com](http://www.flickr.com)). Like Facebook, Flickr lets you upload entire photo albums to the internet. It's generally used for publicly sharing albums (rather than sharing between people who know each other), so if you'd like the world to see your photos, this is a good place to go.

**Google Photos** ([photos.google.com](http://photos.google.com)). Another photo sharing and management site, like Flickr and Facebook. Google Photos actually uses your Google/Gmail login, so you don't need to create a new account to use it. It also has editing and retouching tools.

**Google Drive** ([drive.google.com](http://drive.google.com)). Another site that uses your Gmail/Google login. Drive lets you upload and share documents. You can also create them online. For example, you can create a letter in Google Drive. You can edit that online, access it from anywhere and share it with other Google Drive users, so they can see and edit it too.

**Hightail** ([www.hightail.com](http://www.hightail.com)). This is often used for sending large files. You create a Hightail account, then enter the email address of the person you want to send the large file to, and choose the file you want to send. It then uploads the file and the recipient will receive an email with a link in it. If they click on that link, the file will download. Hightail is free for medium-sized files, but if you want to send extremely large files, you have to pay for an account.

## SUMMARY

There was a lot of information to absorb in this workshop, with many step-by-step activities to master. By now you should be able to:

**Time: 10 minutes.**

### RECAP:

- Attach a file to an email
- Create a Facebook post with an image in it
- Create a Facebook album
- Know how to access and view your Facebook albums, as well as those of other people
- If there's anything you're unclear on, feel free to ask your presenter! That's what they're here for



- You may have also had the opportunity to try some of the other online file sharing services. There is a multitude of ways to share your files with other people online, and many of them are completely free.

## USEFUL WEBSITES

- Facebook help: [www.facebook.com/help/](http://www.facebook.com/help/)
- Gmail support: [support.google.com/mail/](http://support.google.com/mail/)
- Microsoft OneDrive: [www.onedrive.com](http://www.onedrive.com)
- Dropbox: [www.dropbox.com](http://www.dropbox.com)
- Flickr: [www.flickr.com](http://www.flickr.com)
- Google Drive: [drive.google.com](http://drive.google.com)
- Google Photos: [photos.google.com](http://photos.google.com)
- Hightail: [www.hightail.com](http://www.hightail.com)

## GLOSSARY

Term: BODY. Explanation: The main (letter) part of an email.

Term: BCC. Explanation: Blind carbon copy. A CC (see below) that is sent without the primary recipient knowing about it.

Term: CC. Explanation: Carbon copy. To send a copy of an email to somebody who is not the primary recipient.

Term: DRAFT. Explanation: An email that has been fully or partially typed up, but not yet sent.

Term: DROPBOX. Explanation: An online service for sharing folders on your computer.

Term: EMAIL. Explanation: An electronic message that is sent over the internet or a private computer network.

Term: EMAIL ADDRESS. Explanation: The unique address of an email recipient. It looks something like mary@mycompany.com.au.

Term: FIELD. Explanation: A box on the screen that you type information into.

Term: FACEBOOK. Explanation: A popular social networking site.

Term: FACEBOOK APPS. Explanation: Add-ins for your Facebook page that let you play games and perform other group activities with friends.



Term: FLICKR. Explanation: A website for sharing photos.

Term: FORWARD. Explanation: Sending an email you've received onto somebody else.

Term: FRIEND (FACEBOOK). Explanation: A person who can see your Facebook profile, photos and any updates you make to your page.

Term: GMAIL. Explanation: A free web-based email service.

Term: GOOGLE LOGIN. Explanation: A single account and password that works for all of Google's many social media and other services.

Term: GROUP MAIL. Explanation: A mail that is sent to multiple recipients.

## DISCLAIMER

The information contained in this publication and any accompanying materials is strictly for educational and informational purposes. The publication and any accompanying materials do not constitute the promotion, endorsement or approval of any product or service referred to, shown or demonstrated in the publication and any accompanying materials.

The publication and any accompanying materials are designed to be used as an initial reference only. They are not intended to be a comprehensive guide or to apply in all situations.

Reasonable endeavours have been made to ensure that information appearing in this publication and any accompanying materials was correct at the time of production. However, the authors, producers and presenters of this publication and any accompanying materials (the Relevant Persons)\* make no representation or warranty as to the accuracy, reliability, completeness or currency of the information in this publication and any accompanying materials.

The information and any advice provided in this publication and any accompanying materials is provided solely on the basis that the audience will be responsible for making their own assessment of the matters discussed herein and are advised to verify all relevant representations, statements and information.

\*The Relevant Persons:

- exclude, to the maximum extent permitted by law, all express or implied warranties of any kind in relation to any information in this publication and any accompanying materials;
- are under no obligation to update any information in this publication and any accompanying materials or correct any inaccuracy on this publication and any accompanying materials which may become apparent at a later time; and



- reserve the right, in their absolute discretion, to delete, alter or move the publication (and any accompanying materials) and any of the contents therein (including the terms and conditions of this disclaimer) at any time without notice.

\*The Relevant Persons include any individual, company, partnership or government department involved in the making of the publication and their respective officers, employees and agents.

## TRADEMARK NOTICE

All product names or websites referred to in this instructional publication may be the trademarks of third parties.

## INTELLECTUAL PROPERTY NOTICE AND DISCLAIMER

Copyright© Telstra Corporation Limited (ABN 33 051 775 556). All rights reserved. Third party copyright and trademarks reproduced with consent by Telstra Corporation Limited (ABN 33 051 775 556). The material is protected by copyright under the laws of Australia and, through international treaties, other countries. No part of these materials may be released, distributed, reproduced, copied, stored, or transmitted in any form or by any means whether electronic, mechanical, recording or otherwise except for your own information, research or study.

October 2018 edition