

TECH SAVVY SENIORS

The NSW **Tech Savvy Seniors** program is a key initiative of the NSW Ageing Strategy and the Telstra Digital Literacy Strategy.

Victorian Tech Savvy Seniors is a Seniors Card Age Friendly Partners program with Telstra delivering training through rural and remote libraries across Victoria.

SHARING PHOTOS AND OTHER ATTACHMENTS ONLINE

INTERMEDIATE GUIDE

TOPIC	SHARING PHOTOS AND OTHER ATTACHMENTS ONLINE
EASY PHOTO AND VIDEO SHARING	<p>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.</p>
WHO IS THIS WORKSHOP FOR?	<p>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.</p> <p>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.</p>
WHAT YOU'LL NEED	<ul style="list-style-type: none"> ▶ 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 <i>Introduction to Email Part 1</i> workshop, or another existing email account. ▶ A Facebook account. If you don't have one, the <i>Introduction to Social Media Part 2</i> workshop outlines how to create one. ▶ Saved photos and videos to share.
WHAT YOU'LL LEARN	<p>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.</p> <p>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.</p>

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	DURATION
Introduction	10 minutes
Emailing attachments	45 minutes
Break	15 minutes
Sharing photos with Facebook	45 minutes
Other services you can try	20 minutes
Summary	10 minutes
TOTAL	145 minutes

SUBJECT	INTRODUCTION
TIME 	10 minutes
OVERVIEW 	<p>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:</p> <ul style="list-style-type: none">▶ 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. <p>Note: If you've attended our <i>Introduction to Email</i> or <i>Introduction to Social Media</i> 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.</p>

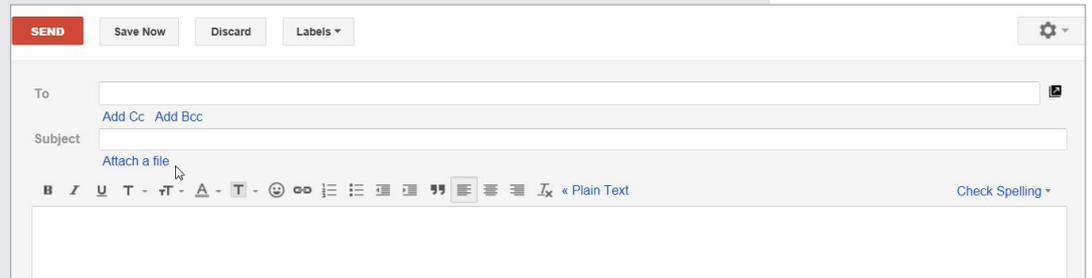
SUBJECT	EMAILING ATTACHMENTS
TIME 	45 minutes
OVERVIEW 	<p>An attachment is a computer file that you attach to an email. When the recipient gets the email, they also get the file. They can just click on it to open or save it to their computer. It's kind of like slipping something into an envelope you send via regular mail.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>Attaching files to emails is really easy! We'll walk through it step by step.</p>
ATTACHING A FILE TO AN EMAIL 	<p>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.</p> <p>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 <i>Introduction to Email</i> workshops, where the process for creating a Gmail account is covered. If you use some other email service, like Hotmail or Yahoo Mail, the process for attaching file is very similar, although the terms used for various features might be slightly different).</p> <p>Click on Compose to create a new email.</p>

ATTACHING A FILE TO AN EMAIL

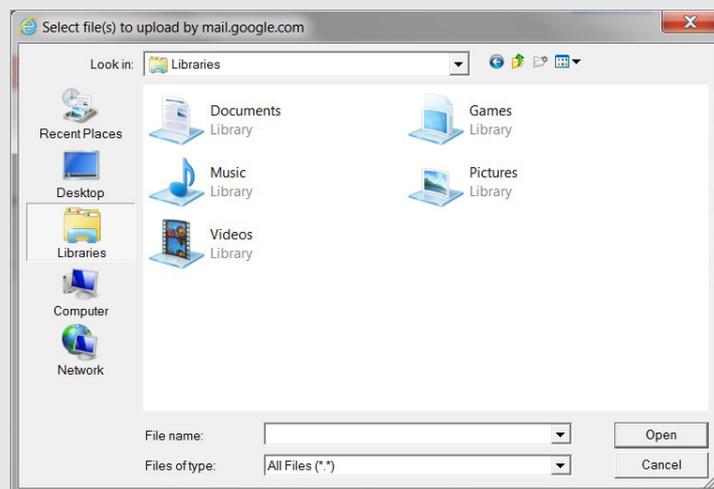


Enter the address of the person you want to send it to, give it a subject line and you can even type text into the body, just as normal. For now, it's a good idea to send it to one of the other people in your workshop, since the next activity involves opening an attachment!

Just under the subject line, you'll see a blue link: **Attach a File**. Left-click on it.



A window will pop up. This is your computer's file navigation tool – you may have seen it in other programs. You have to navigate through your folders to find which file on your computer you want to attach. For example, if you have a photo in your Windows Photos library that you want to attach, click on **Libraries** on the left, then **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**.



← Windows file navigation screen

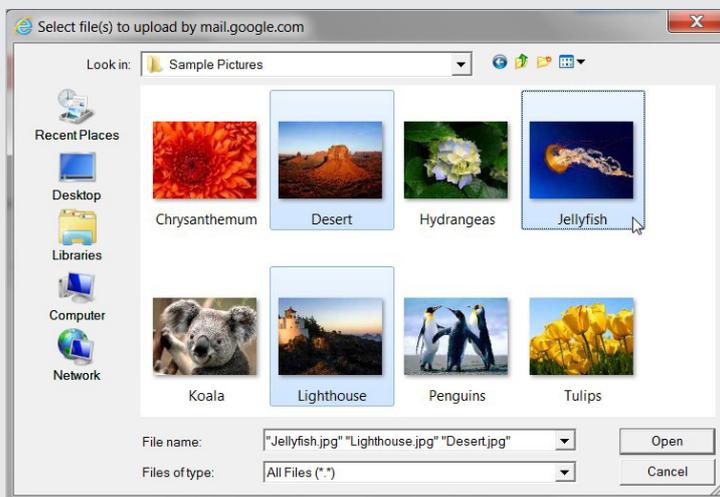
ATTACHING PROGRAMS

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.

ATTACHING A FILE TO AN EMAIL

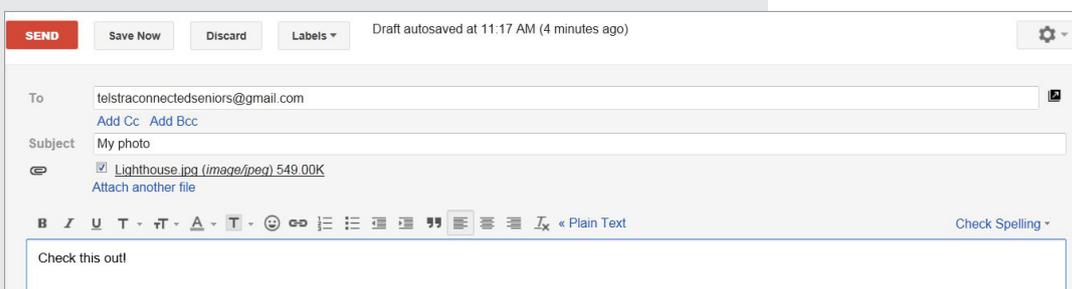


A quick tip: you can easily attach multiple files here by holding down the **Ctrl** button and clicking on the photos you want to attach one by one. This selects multiple files, and when you click on **Open**, all of them will be attached.



Choose multiple images by holding down the Ctrl button as you select

Back in Gmail, you'll now see a progress bar just under the subject line as your computer uploads the file(s) to Gmail. When it's done, you'll see the attachment listed there with a tick next to it, like this:



You can attach another file by clicking on **Attach Another File** and repeating the process.

If you change your mind and don't want to attach the file, just click on the tick 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.

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.

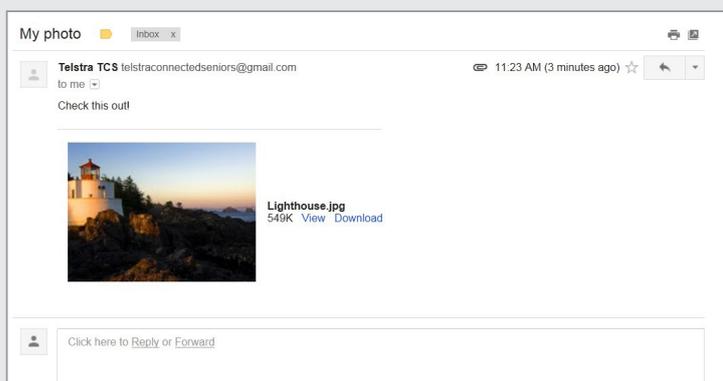
RECEIVING AN EMAIL ATTACHMENT



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. Just 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 small version of the photo and a **View** button next to it. If you click on the View button, it will show you the image in your web browser at full size in a new tab without needing to download it.



← Emailed attachments can be viewed or saved to your computer

To download the attached file to your computer, click on **Download** next to the attached file. Your browser will popup a window asking you if you want to save it.



This follows the normal web browser download rules that you might have come across if you attended our *Introduction to the Internet* workshops. Click on **Save** and it will download the file and store it in your computer's downloads directory.

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.

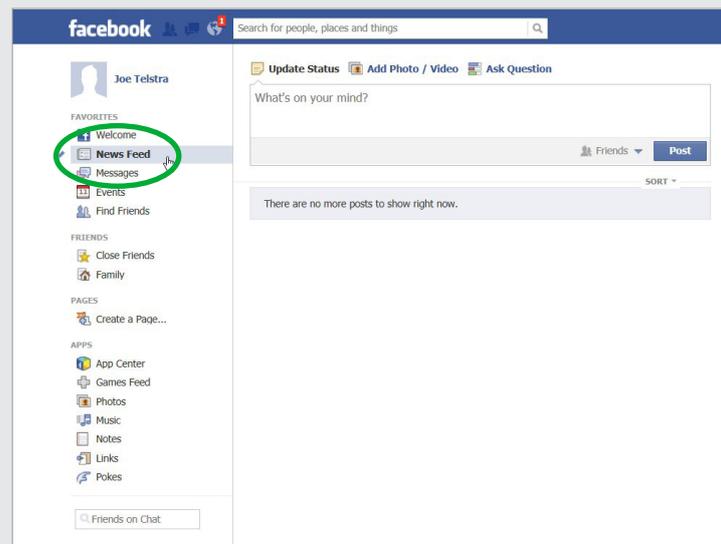
POSTING A PICTURE ON FACEBOOK



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** and log in with your Facebook **username** and **password**.

Click on **News Feed** on the left.



POSTING A PICTURE ON FACEBOOK

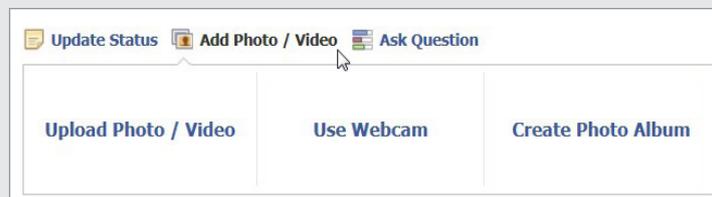


Now, click on the text box in the **Update Status** window, type in any comment that you want to be posted with the image. It can be a simple description of the photo (**Baby Mia looks so cute!**), a comment or whatever you choose. You can even leave it blank if you want. Don't click **Post** just yet. We want to add the image first.



Open the Update Status window

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



Click Add Photo/Video

(Note that if you're using a computer with a webcam attached, you can also use the webcam to take a picture of you right now. You can do this by clicking on **Use Webcam**. We're assuming here that you're using a photo you've already taken).

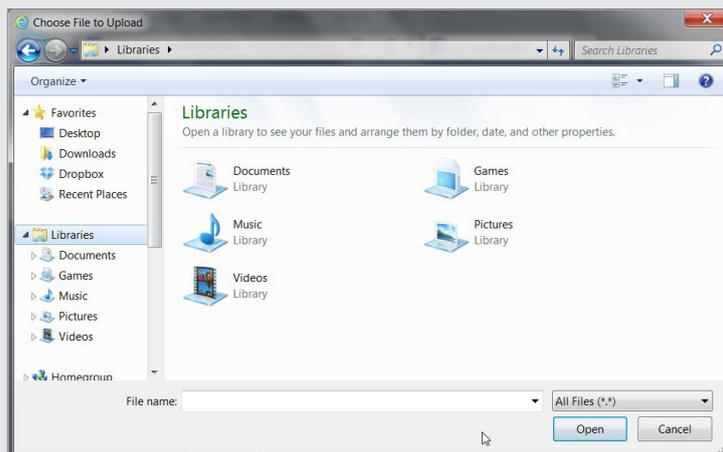
A new **Browse** button will appear. Click on it.



Click Browse to find a photo on your computer

This brings up the file explorer. This is a very important screen, and it's one that you'll encounter a lot in this workshop. This is used to navigate through your computer to find a specific file.

POSTING A PICTURE ON FACEBOOK



Windows file explorer screen

On the left, you have your top-level directories, and then you can double-click on folders to navigate down through them. (If you have trouble with double-click, you can also single click, then click **Open**).

If you're using Windows 7 or 8 and you downloaded your photos from a digital camera, they're most likely stored in the **Pictures** library. On the left, under **Libraries**, you'll see a link to **Pictures**. Click on it.

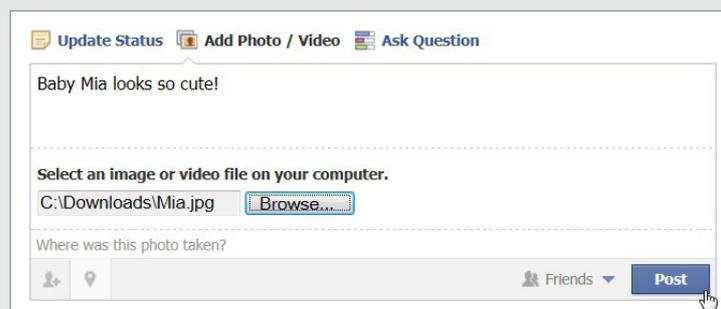
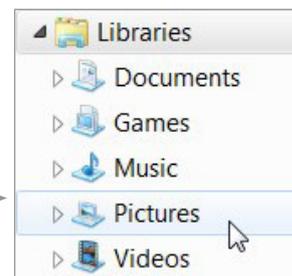
This will show all the photos and folders in your **My Pictures** directory (as well as any other directories you've added to your library).

When you find the picture that 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 the field next to the **Browse** button will now have a directory and file name in it.

You can change some of the settings as normal. 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.

Now all you have to do is click on **Post**.



POSTING A PICTURE ON FACEBOOK



The post may take a little longer than normal to work. 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 above the box to show you it's working.

When it's done, the post will appear in your **News Feed** and that of your Friends, just like any other post. The picture will be on full display.

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



POSTING A VIDEO ON FACEBOOK

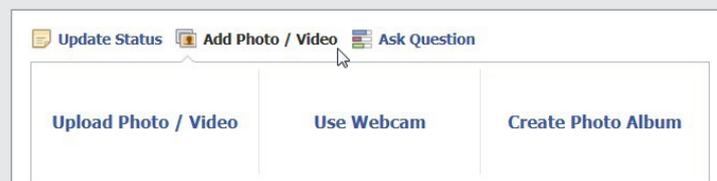


Now let's post a video. The process is very similar to posting a photo.

As before, click on **News Feed** on the left.

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

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



Now click on **Upload Photo / Video**.

A new **Browse** button will appear. Click on it.

This brings up the file explorer, exactly the same as with the photos.

POSTING A VIDEO ON FACEBOOK



This time, it's likely that your videos are stored in your **Videos Library** (if you're using Windows 7 or 8).

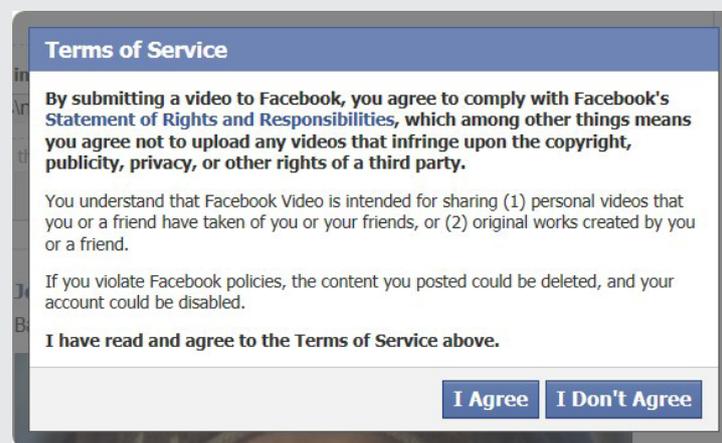
On the left, under **Libraries**, you'll see a link to **Videos**. Click on it.

When you find the video file that 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 the field next to the **Browse** button will now have a directory and file name in it.

Click on **Post**.

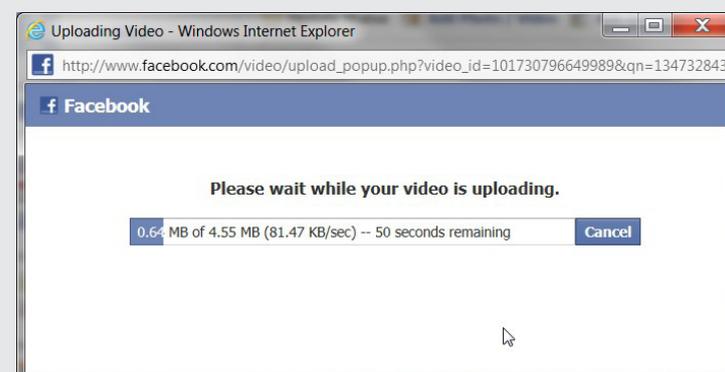
It's likely that a Facebook copyright warning will appear (if this is the first time you've uploaded a video). As long as the video does not breach copyright, you can click **Agree**.



Facebook's copyright warning

Because videos are generally much larger than photos, they will take a lot longer to upload.

A window should appear telling you the progress of the upload.



When it's done, you can click on **Close**.

POSTING A VIDEO ON FACEBOOK



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. Be patient!

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 there's a **Play** button in the middle of the image. Left-click on that **Play** button to start the video playing.

Click on it again to pause or stop the playback.

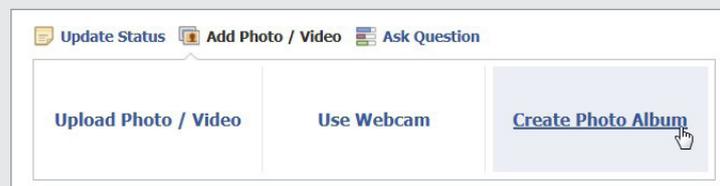


CREATING A FACEBOOK PHOTO ALBUM



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 by clicking on **Add Photo / Video** above the **Status Update** box. Instead of clicking on **Upload Photo / Video**, however, click on **Create Photo Album**.



Select Create Photo Album to upload multiple photos at once

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:

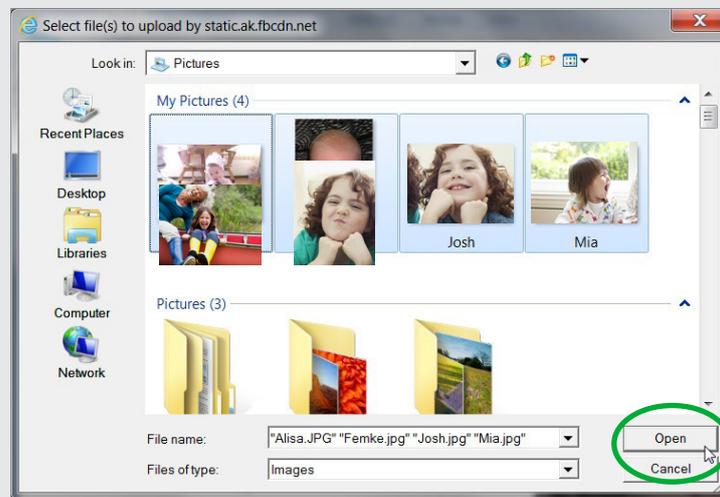
- ▶ You can hold down the **Ctrl** button on your keyboard while you (single) left-click on the photos you want include in your album. Each one will be highlighted as you do.

CREATING A FACEBOOK PHOTO ALBUM



- ▶ 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.

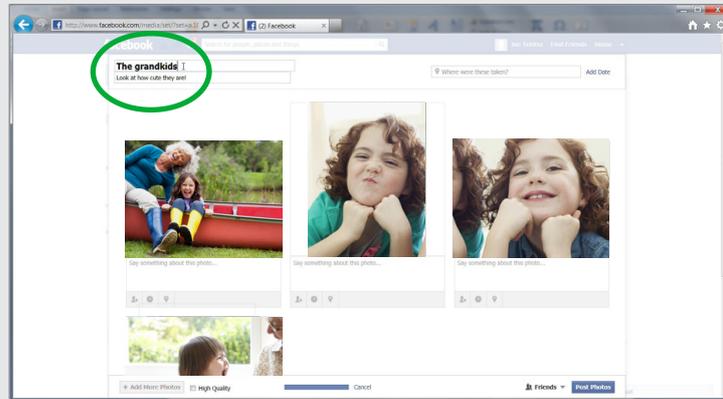


Facebook Photo Album page

CREATING A FACEBOOK PHOTO ALBUM



While you wait, you can give the album a name, a date, and add a comment. Click on where it says **Untitled Album** and change it to a more meaningful name. You can also click where it says **Say Something About this Album** to add a comment; on the **Where Were These Taken** box to add a location, and on the **Add Date** button if you want to give it a date.

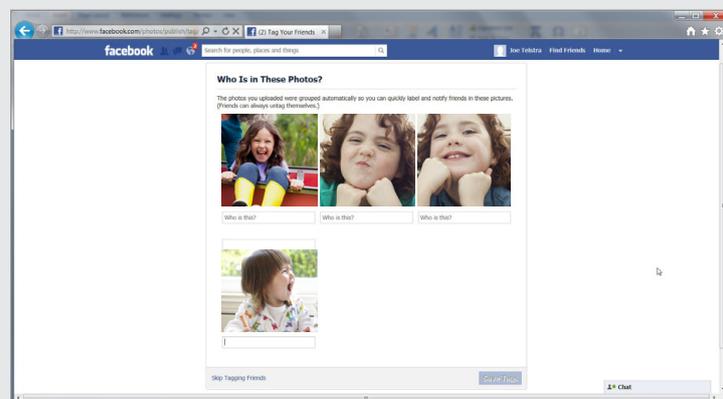


Album Title

You can also add comments to each individual photo if you like, by clicking in the **Say Something About this Photo** box underneath them.

When all the photos are completed uploading, click on **Post Photos** on the bottom right of the page.

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. Under each photo, there's a box that says **Who is in this Photo?**. If you want, you can type the names of the people in the photos, separated by a comma if there's more than one. This is called **Tagging**, and you can only add tags for people who are in your **Friends** list. Anybody you tag will be sent a notification that you've posted a picture that includes them! For now you can just skip this step by clicking on **Skip Tagging Friends**.



Tag a photo with that person's name

CREATING A FACEBOOK PHOTO ALBUM



Click on the **Facebook** logo to go back to your main 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**.



← Click the title to view all photos in the Album

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, you'll be taken to the **Album View** page.

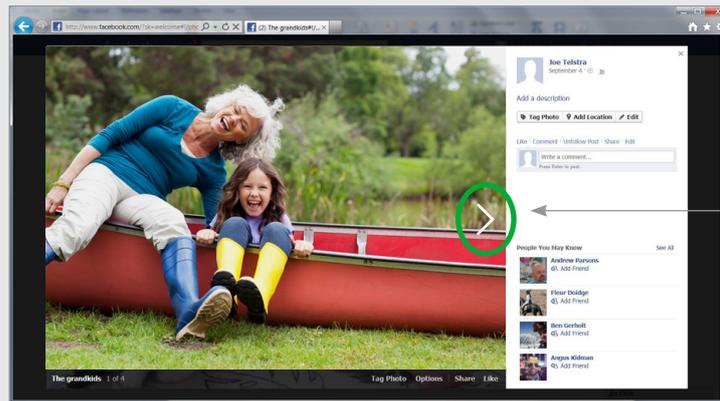


← Album View shows photo thumbnails

The view includes thumbnails (miniaturised versions) 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.

VIEWING AN ALBUM



Click arrow to move to next photo

To go back to the thumbnail view, just click on the **Album title** again. This appears on the bottom 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 then? Well, the good news is that the Album will always be associated with your profile.

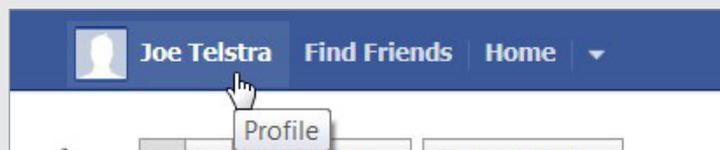
USING PROFILES TO ACCESS ALBUMS



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 as well. If you've flown through the Facebook and email parts of this workshop, you might have time to give one or more of them a try. We listed some of the options below; none are terribly hard to use, though some (like Dropbox) might require that you download and install software on your computer.

Microsoft SkyDrive (www.skydrive.com)

If you have a Microsoft Account or Hotmail address you can use this service. With SkyDrive, 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)

Dropbox creates a shared folder on your computer. You'll see it in Windows Explorer, just like your C: drive or your libraries, 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)

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.

Picasa (www.picasa.com)

Another photo sharing and management site, like Flickr and Facebook. Picasa 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)

Another site that uses your Gmail/Google login. Drive lets you upload and share documents. You can also edit them online. For example, you can upload a Microsoft Word document or a letter you've written to 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.

OVERVIEW



YouSendIt (www.yousendit.com)

This is often used for sending large files. You create a YouSendIt account. Then you 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. YouSendIt 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/

Gmail support: support.google.com/mail/

Microsoft SkyDrive: www.skydrive.com

Dropbox: www.dropbox.com

Flickr: www.flickr.com

Google Drive: drive.google.com

Picasa: www.picasa.com

YouSendIt: www.yousendit.com

GLOSSARY



TERM	EXPLANATION
BODY	The main (letter) part of an email.
BCC	Blind carbon copy. A CC (see below) that is sent without the primary recipient knowing about it.
CC	Carbon copy. To send a copy of an email to somebody who is not the primary recipient.
DRAFT	An email that has been fully or partially typed up, but not yet sent.
DROPBOX	An online service for sharing folders on your computer.
EMAIL	An electronic message that is sent over the internet or a private computer network.
EMAIL ADDRESS	The unique address of an email recipient. It looks something like mary@mycompany.com.au.
FIELD	A box on the screen that you type information into.
FACEBOOK	A popular social networking site.
FACEBOOK APPS	Add-ins for your Facebook page that let you play games and perform other group activities with friends.
FLICKR	A website for sharing photos.
FORWARD	Sending an email you've received onto somebody else.
FRIEND (FACEBOOK)	A person who can see your Facebook profile, photos and any updates you make to your page.
GMAIL	A free web-based email service.
GOOGLE LOGIN	A single account and password that works for all of Google's many social media and other services.
GROUP MAIL	A mail that is sent to multiple recipients.

GLOSSARY



TERM	EXPLANATION
INBOX	Where new incoming emails appear.
LABEL	Gmail's term for an organisational email folder.
MICROSOFT ACCOUNT	A single account and password that works for all of Microsoft's social media and other services. It also serves as a login for Windows 8.
OPEN (EMAIL)	Clicking on an email to see its full contents.
REPLY	An email sent in response to a previous email.
REPLY TO ALL	A reply that goes to every recipient of the original email.
SPAM	Junk email, the electronic equivalent of junkmail.
SUBJECT	Special field containing the topic of an email.

VICTORIAN TECH SAVVY SENIORS

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