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# Groups emails + photos

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LEARN WITH CLAIRE

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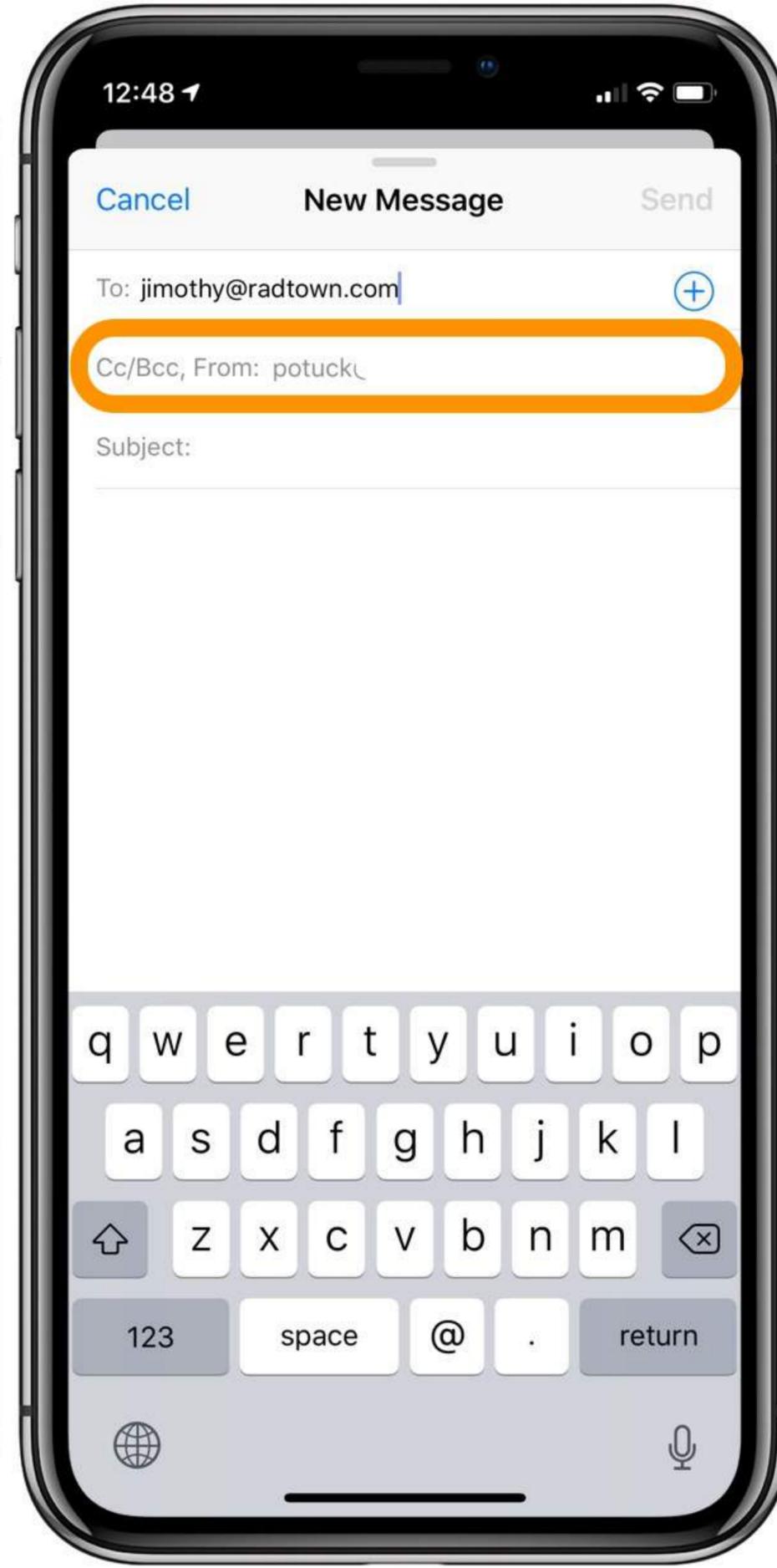
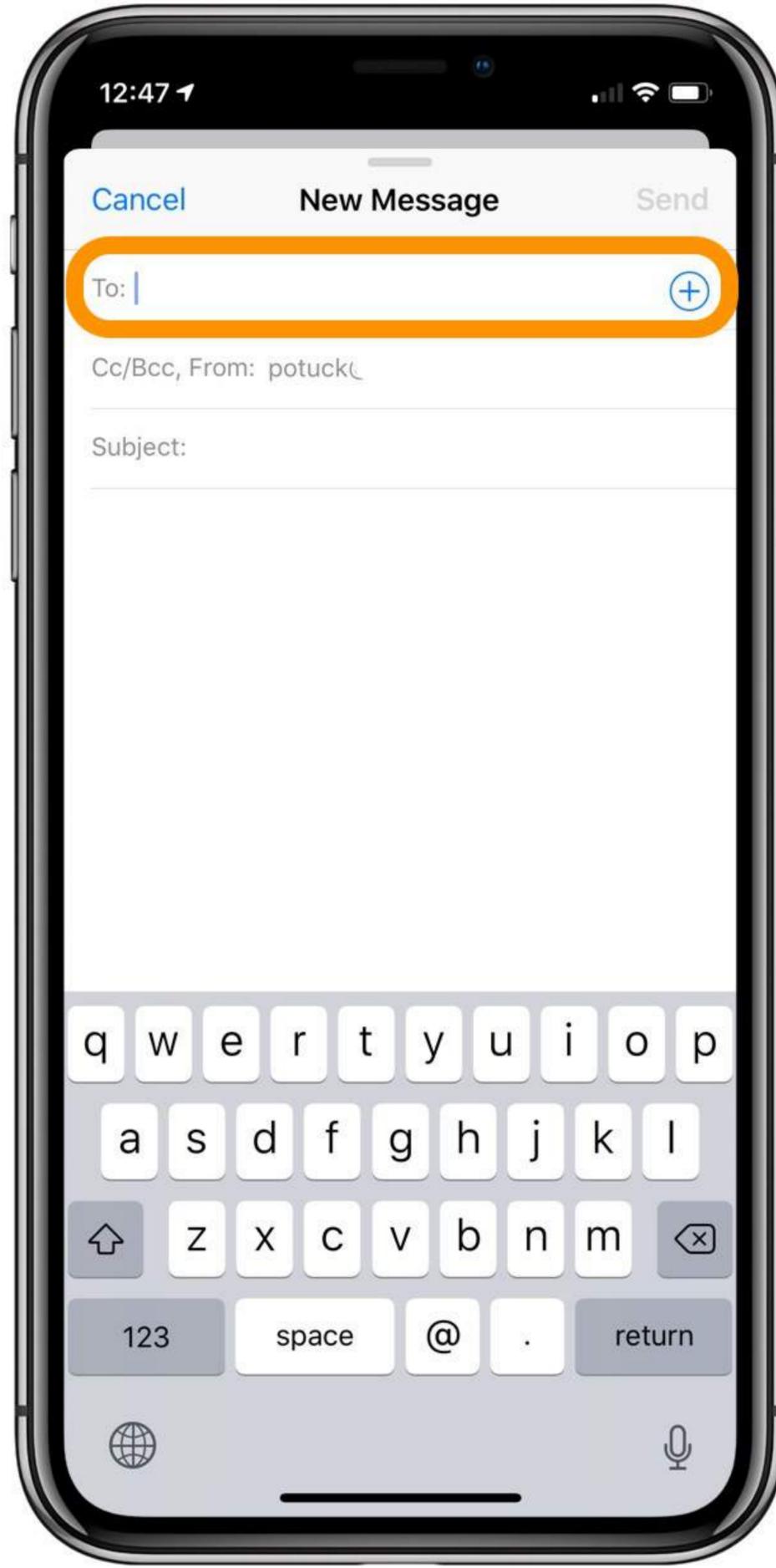
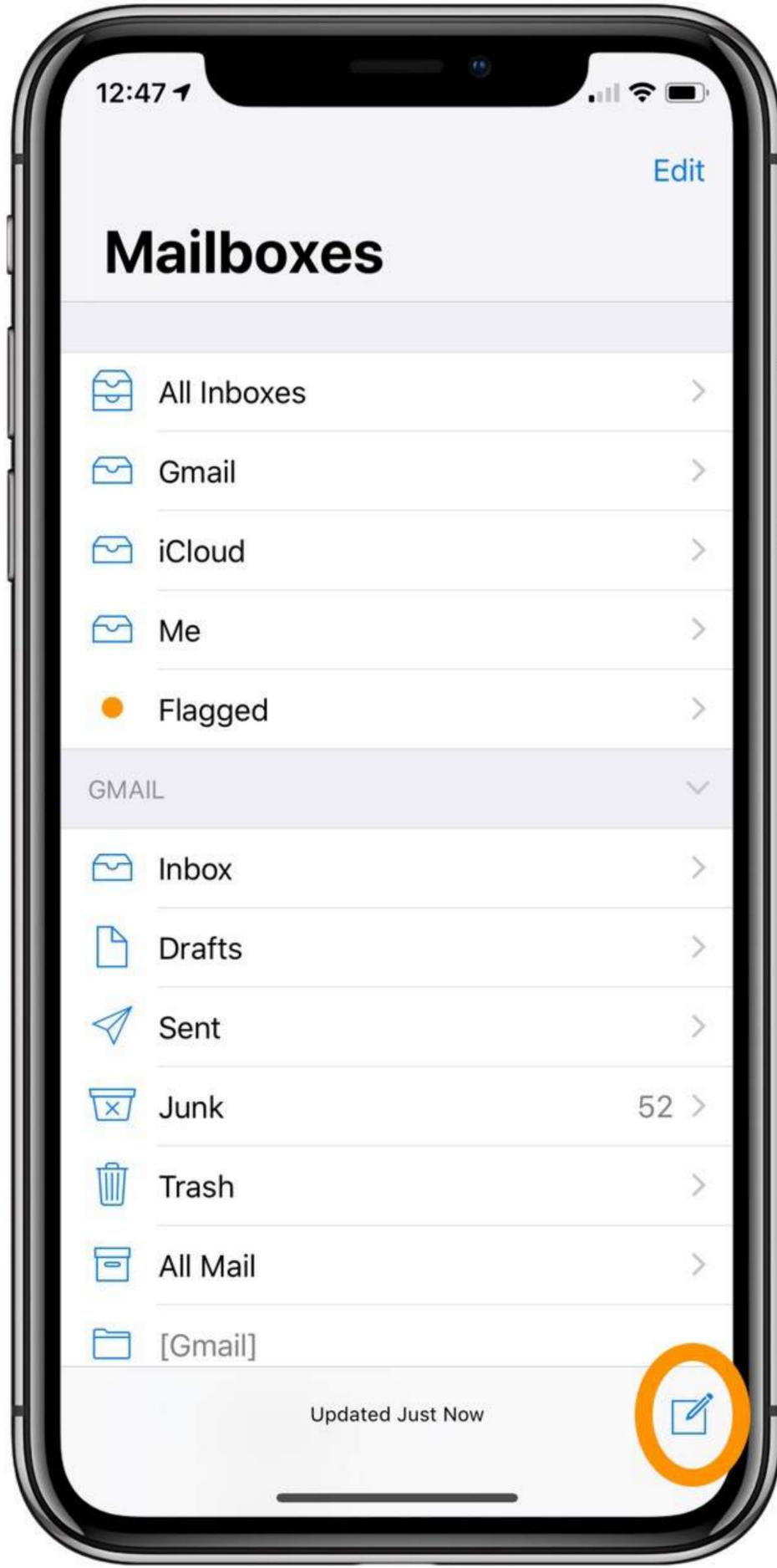
Tip: Swipe down on the top left of the iPhone homepage to see recent notifications. Swipe down on the top right to see common functions like flashlight.

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# Group emails

- Open your e-mail and this time instead of typing just one name, we are going to enter multiple.
- To get started —> click the paper with pencil button the bottom right of your phone screen
- In the TO form start typing the first email address. Once it's complete, press enter and it will save it. Now you can continue to type another email address, every every email address, please press enter.
- There is NO limit to how many emails you can send your message to
- Remember if you hit REPLY ALL your message will go back to every single person,





# How to take Photos / Videos 101

- First: Locate your camera button
- To take a nice photo you will focus on the image / video by tap the screen (this will concentrate on the focal point you want to highlight). For example, in this picture I focused on the little girls face.
- Quickly tap the white circle button on the screen to take the picture (pro tip: both the volume up and down buttons will also take the picture)
- To take the video, toggle your options to video and press the white circle. It will be red and you will see a timer begin.



# How to Edit

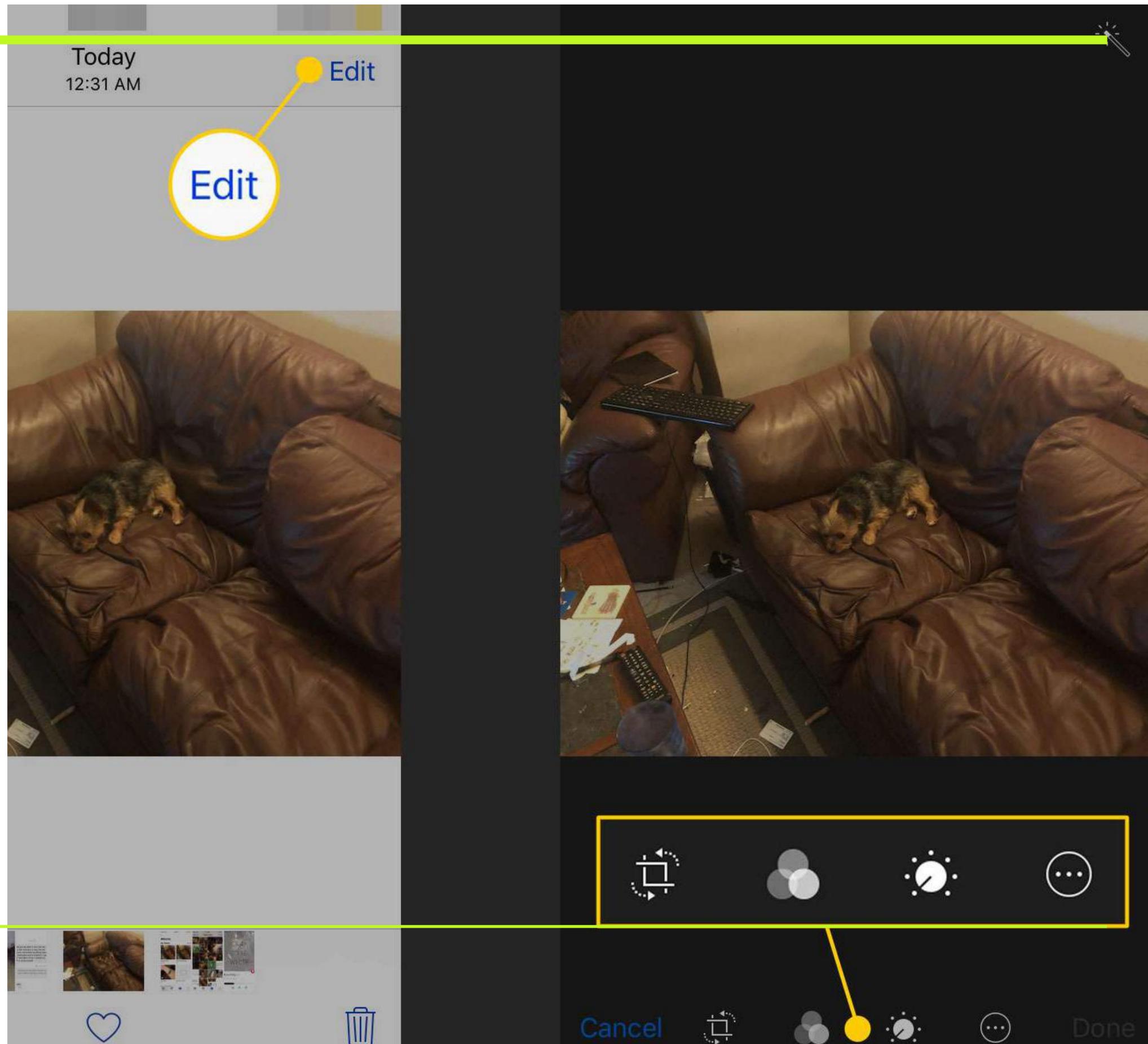
The most common ways to change a photo are brightening the image, cropping it, or changing the orientation.

Here are some helpful tips to getting those changes done.

First: go to the picture you want and at the top right you will see the word 'Edit'.

You'll see the following options: a square with arrows (crop), a triple circle (add a filter), a sundial (change the brightness), and the three dots (this is to edit more in depth).

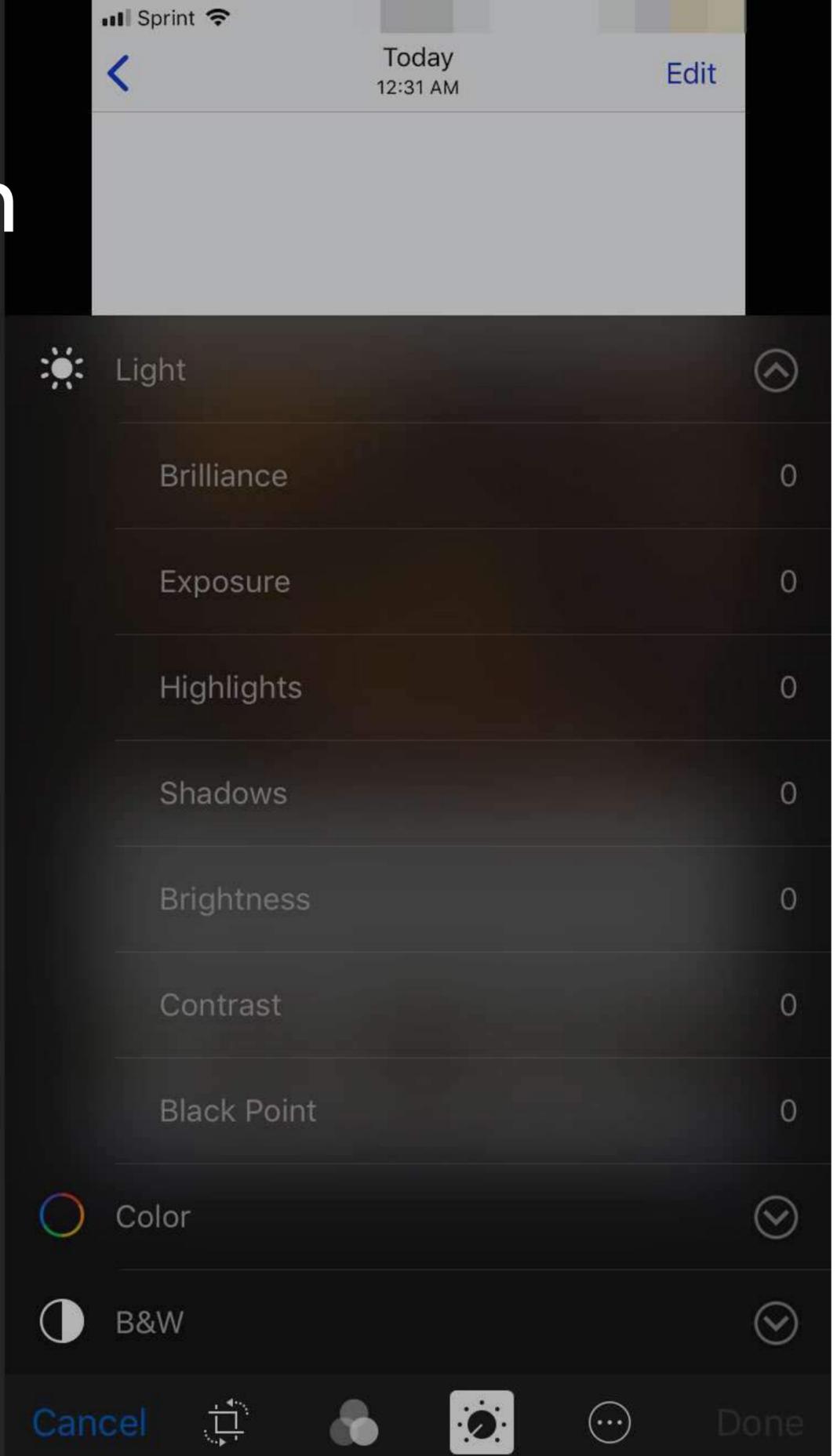
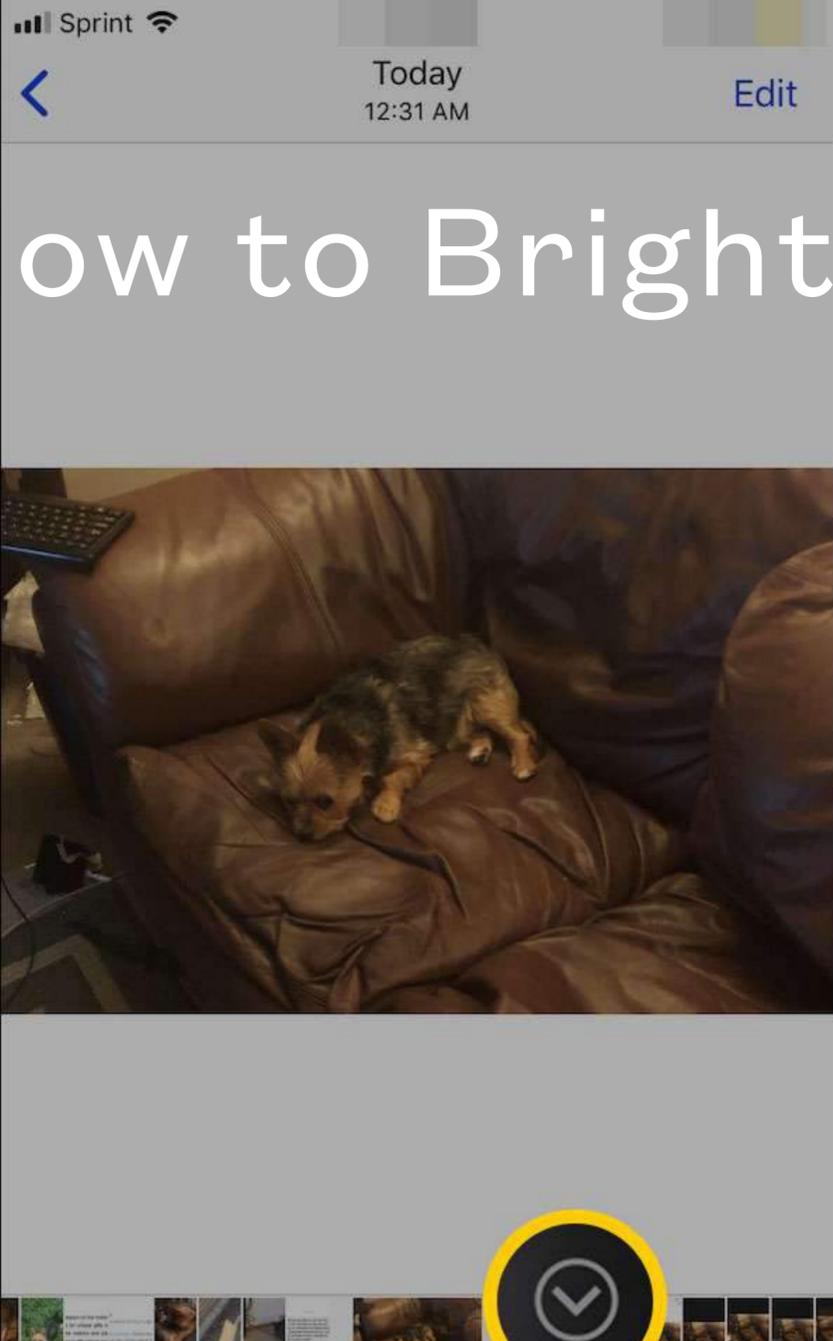
**CLAIRE RICHARDS, 2020 TECH SENIORS**

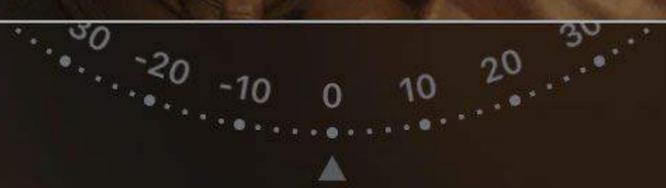


# How to Crop / Change Orientation

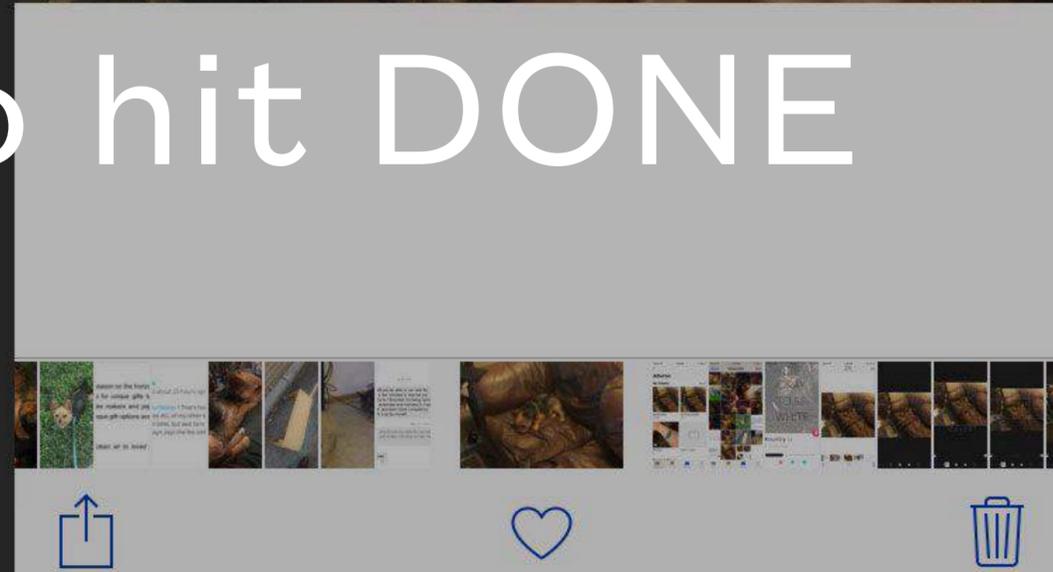
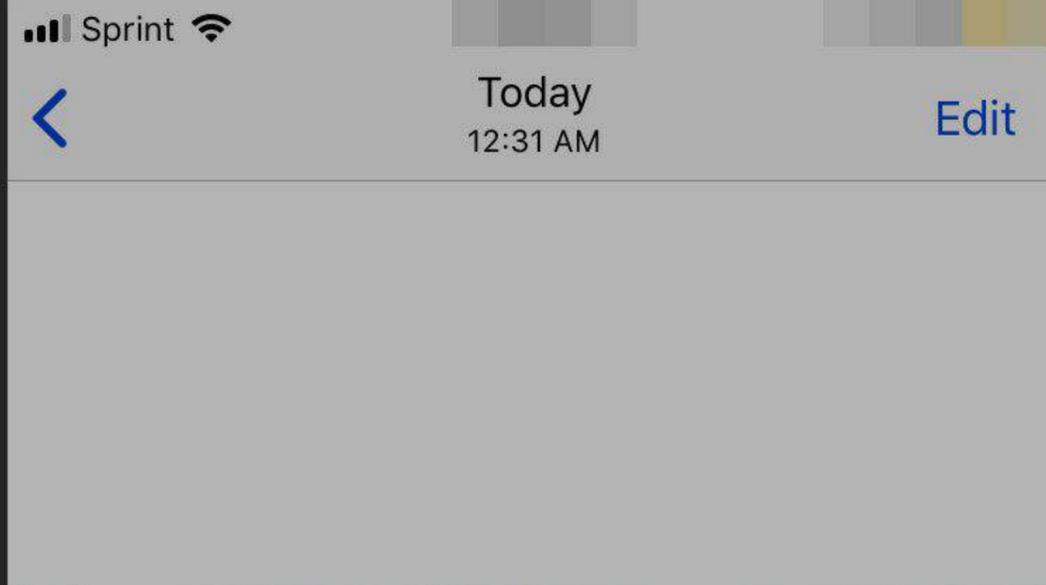
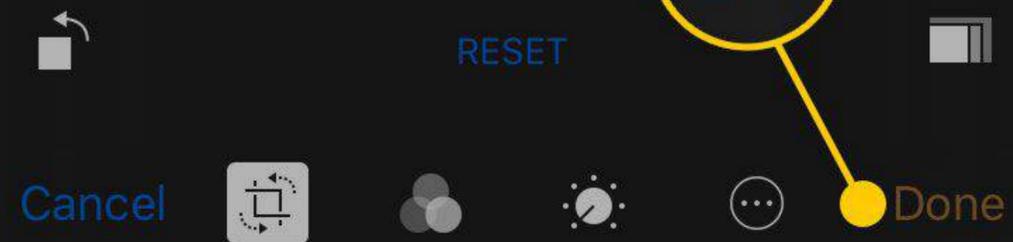


# How to Brighten





Don't forget to hit DONE



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# How to Save a Photo or Video

- You just received a sweet e-mail of your family and it included a photo you'd like to save. I use my index finger to hold down on the photo, this will then pop up a few choices (sometimes more options but always these three: Share, Add to Photos, Copy). Click Add to Photos
- You just received a text which a photo you'd like to save and maybe later print. To save the photo you can use your finger to hold down on the photo, this will then pop up a few choices (sometimes more options but always these four: Save, Reply, Copy, More). Click Save.
- What if you have a photo on your computer that you want to text? You can create an e-mail on your computer, add an attachment, select the photo from your computer (it's very easy if you save the photo to your desktop) and send it to your e-mail address (yes to and from will be from you). You can then open this e-mail on your phone and follow step one on this slide.



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# Storage

- Claire, I want to save these photos to my iPhone but I don't have any storage!
- ❖ When in doubt, back up to your computer and your photos will save there.
- ❖ Each phone has a specific GB (gigabytes) of room available to store pictures, videos, texts, etc
- ❖ iPhone: settings - general - about
- ❖ iCloud (99 cents for 10GB a month)
  
- ❖ **REMEMBER: IF YOU DELETE A PICTURE FROM YOUR PHONE - IT DELETES FROM ICLOUD**

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# iCloud Storage

- To access Storage & Backup, go to Settings, and at the top you will see your name, click it. On the next screen you will see the iCloud option to click.
- The iCloud screen will show you what you are currently saving to the iCloud (which will free up storage on your phone)
- You can manage your storage which includes purchasing extra space for backup.



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# How to Share my Photos or Videos

- On e-mail: You can add images through e-mail (not too many because of size) by adding an attaching or adding an image. Both of these options are used by using one finger to hold down on the screen in your composed email.
- On text: You can text message anyone an image by pressing the camera button in your text screen.
- To print: follow the next slides

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# How to Post a Picture / Video on Facebook

- ❖ Click add photo at the top of the news feed
- ❖ Select the photo(s) you want to upload
- ❖ Click save and then post

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# How to Print a Picture

- ❖ Walgreens
- ❖ CVS
- ❖ MPIX
- ❖ Shutterfly
- ❖ Chatbooks

25% OFF Mobile App Photo Orders

[Details](#) [Use Code](#)

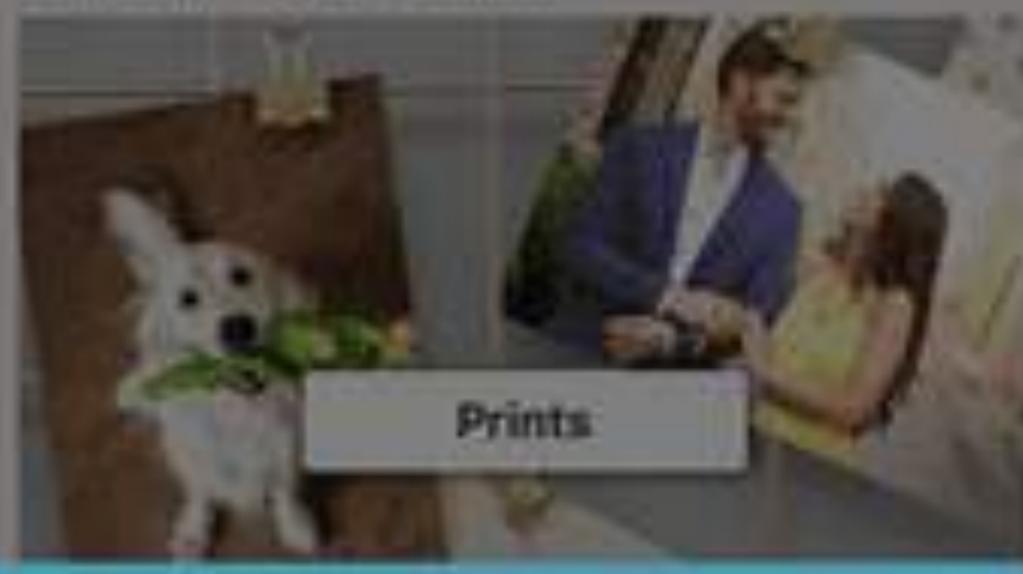
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## Same Day Pickup Products



Import Photos

Cancel



Dropbox

Order Summary

[Add Promo Code](#)

1	4x6 Prints (\$0.34 ea.)	\$0.34
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Estimated Total:	\$0.34
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Your Prints

[Create Doubles](#)

Qty	Size
- 1 +	4x6 *

[Add Size](#)

Next

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# Helpful Tips

- Take advantage of natural light
- Take several of the same shot
- Backup all photos with automation
- Videos take about a lot of storage, take them sparingly