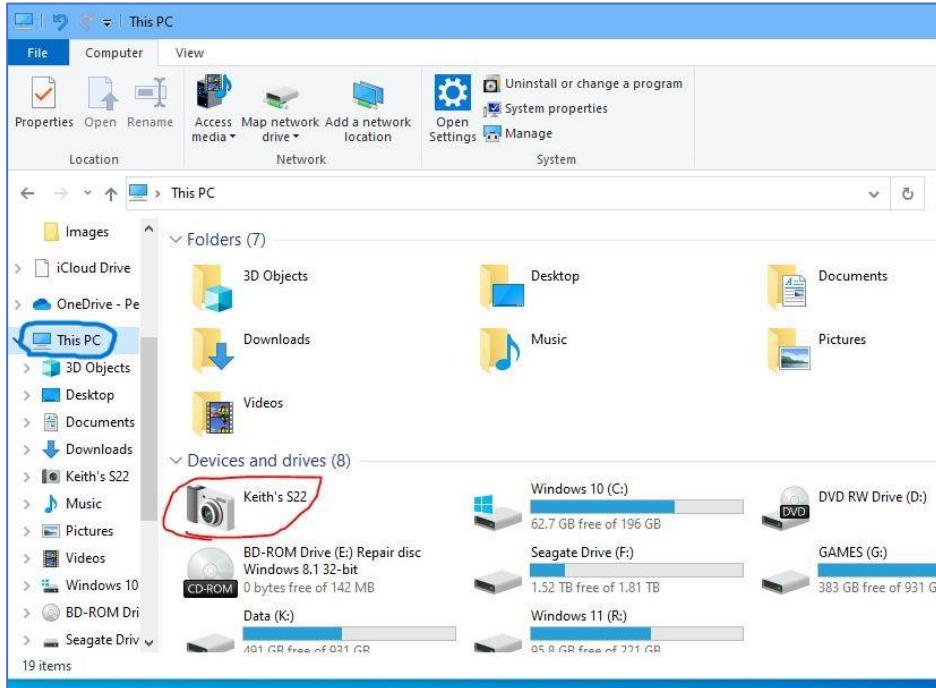
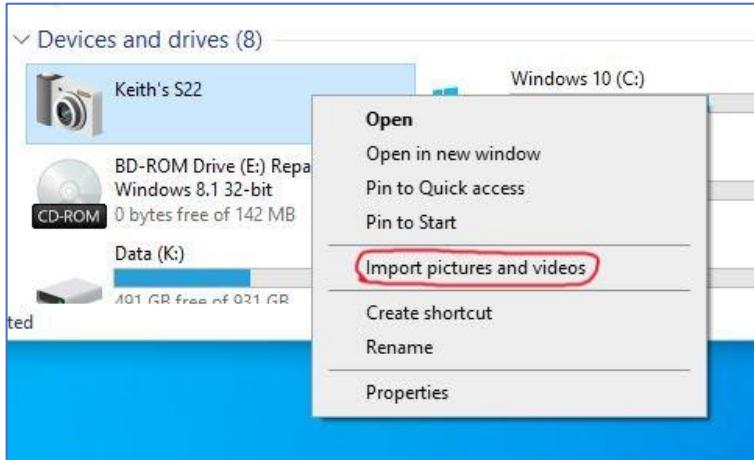


IMPORT PICTURES AND VIDEOS

1. Open File Explorer - **Left Click** on  icon and you will see the “Quick Access” display (in Windows 10) or the “Home” display (in Windows 11). Left click on “This PC” (circled in **blue** below) and you will now see the “Devices and drives” display.



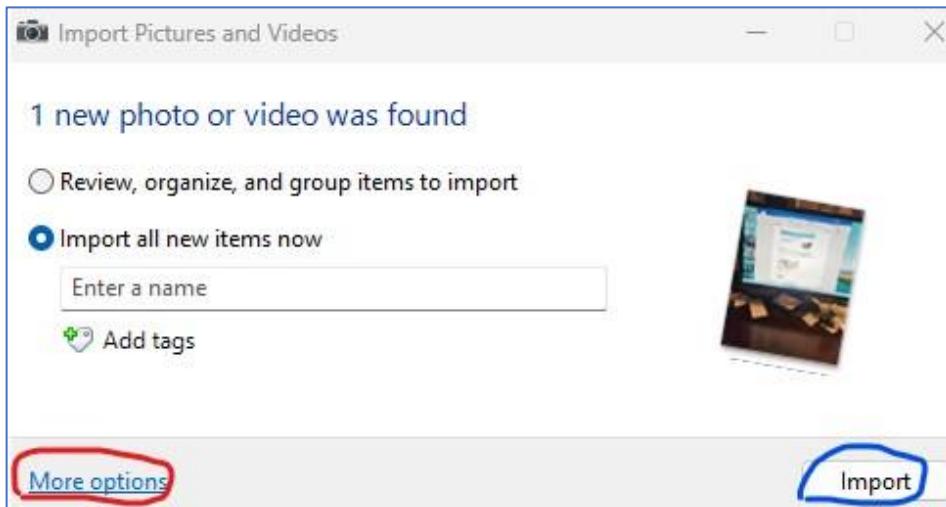
2. **Right Click** on your phone device (similar to the one circled in **red** above) and you will see a pop-up menu as shown below.



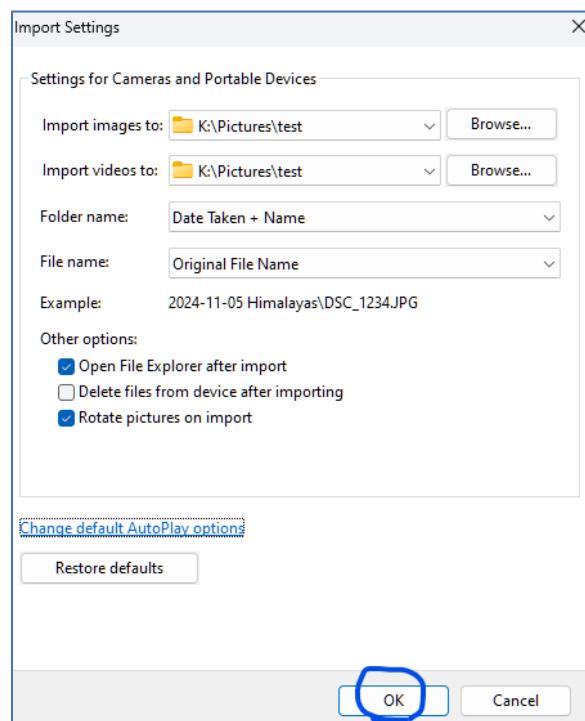
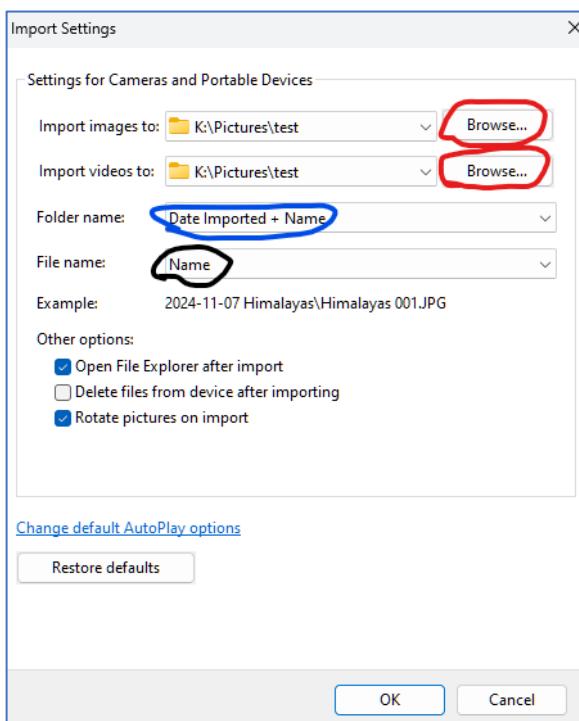
3. **Left Click** on the “Import pictures and videos” (circled in **red** above) and you will see the following “Import Pictures and Videos” pop-up window.

This window will display the total number of pictures that can be transferred.

IMPORT PICTURES AND VIDEOS



4. This import process will be automatically set to save your photos in folders within your "Pictures" user folder. To change the folder location and to specify how the folders are named, **Left Click** on the "More options" (link circled in red above) to display the following pop-up "Input Settings" window:



BEFORE FOLLOWING CHANGE

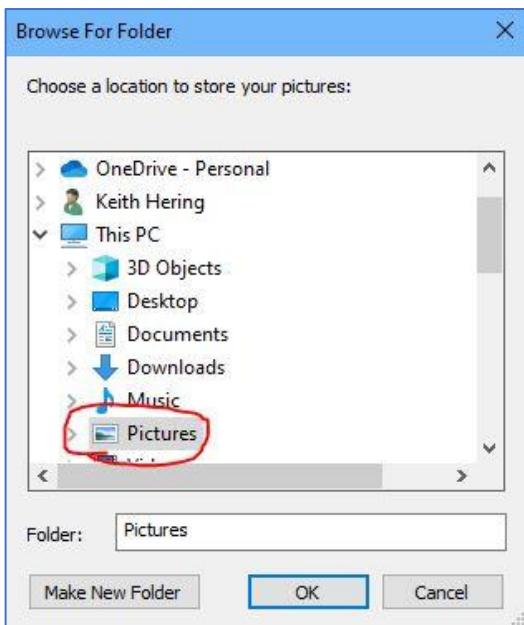
5. **Left Click** on the "Folder name" drop-down list (circled in blue above) and **Left Click** on "Date Taken + Name".
6. **Left Click** on the "File name" drop-down list (circled in black above) and **Left Click** on "Original File Name".

AFTER FOLLOWING CHANGE

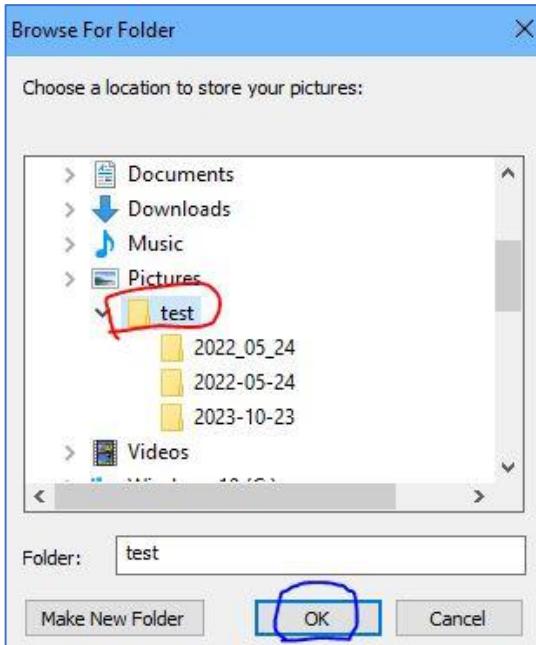
Note: If you do not need to change the folder location, **skip to Step 11**.

IMPORT PICTURES AND VIDEOS

7. (optional) To change the location for saving the photos, **Left Click** on the “Browse” link (circled in red above). You will see the following pop-up window:



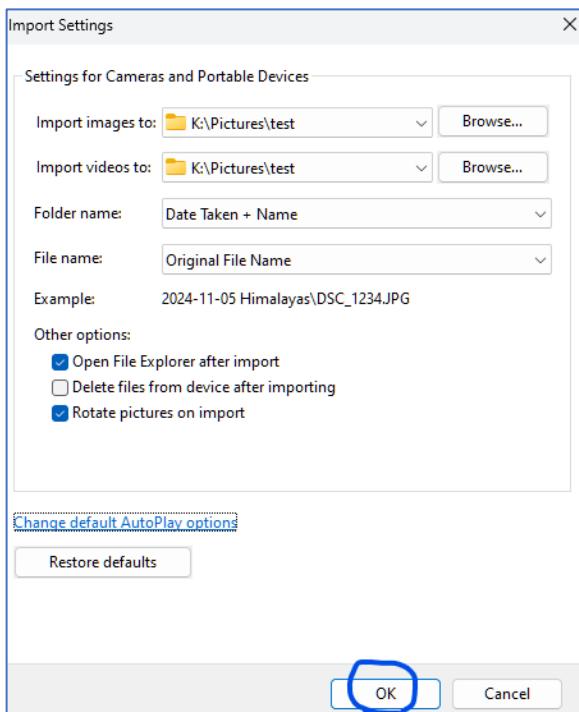
8. **Left Click** on the “Pictures” folder (circled in red above) and the display will now show the current list of folders within Documents as shown below.



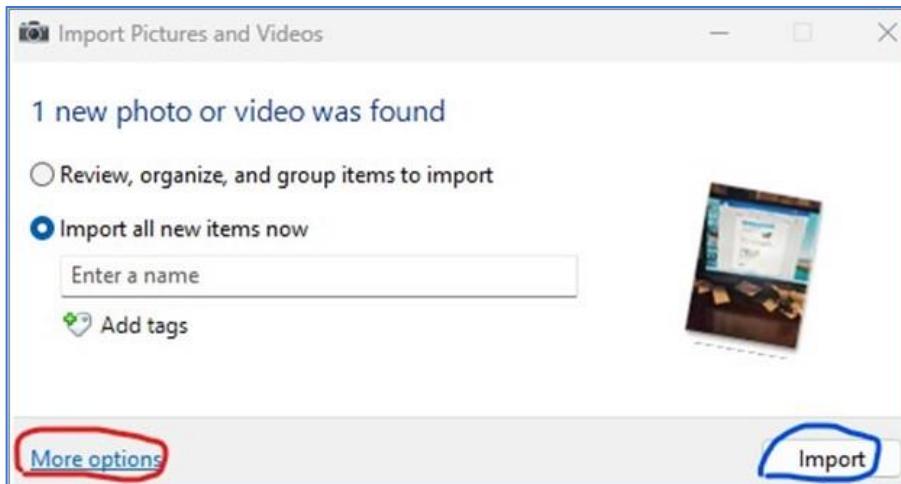
9. Navigate to the folder that you want to store the new photo folders in and then **Left Click** on it (see example folder “test” shown above circled in red).

10. **Left Click** on the “OK” button (circled in blue above) and you will see the updated “Import Settings” pop-up window re-displayed (see below) with the updates applied.

IMPORT PICTURES AND VIDEOS



11. Left Click on the “OK” button (circled in **blue** above) and the following “Import Pictures and Videos” pop-up window will re-display.



Left Click on the “Import” button (circled in **blue** above) and the photos will be saved on your computer.

IMPORT PICTURES AND VIDEOS

When the import is complete, File Explorer should open and display the folder where your photo folders were saved in (see screen below).

If File Explorer does not open, left-click on File Explorer  on the Task Bar, left-click on “Pictures” in the lefthand pane and then navigate to and open your folder to view the imported pictures.

