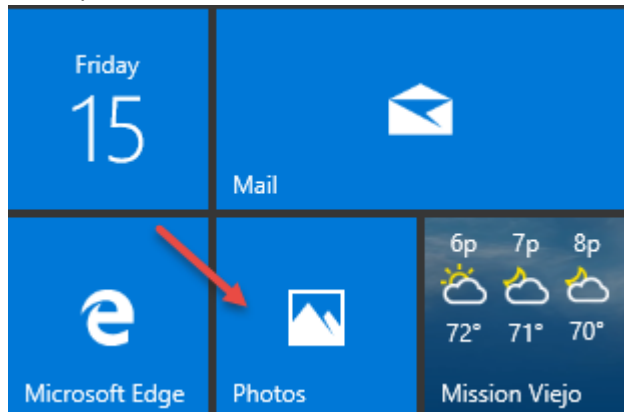


The Windows Photos App

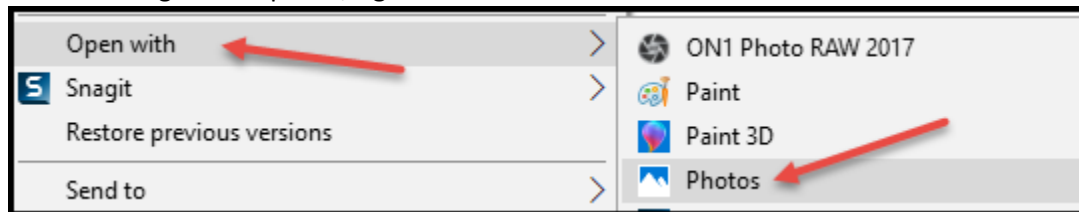
Using Windows Photos

Windows Photos can be opened in several ways as follows:

- Press the Windows key to open the Start Menu. You will see the Photos App as shown below. Just click it to open it.



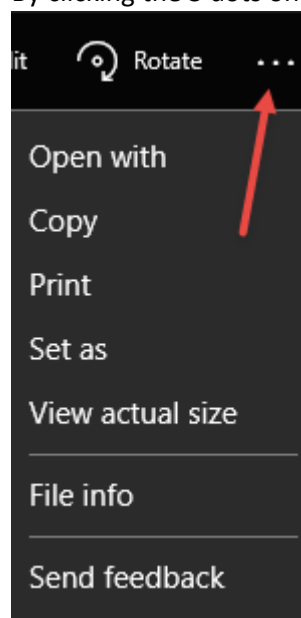
- You can navigate to a photo, right-click it and select Photos as shown below.



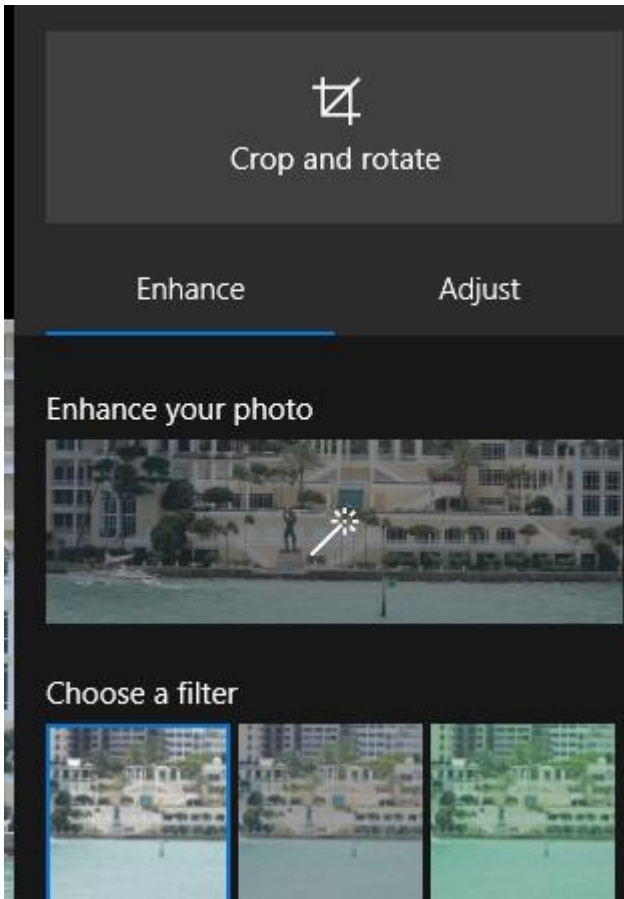
With the photo open, you can perform all of the actions as shown below.



By clicking the 3 dots on the right, the menu as shown below will open.



By clicking Edit at the top, you can Crop, Rotate and access the Enhance and Adjust features.



To leave this screen and go back to the photo, click the left-facing arrow next to Photos at the upper right. From here you can view all photos. The photos are arranged by Collection, Albums and Folders.

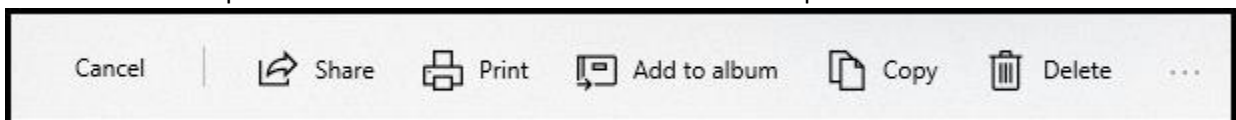
If you don't see a folder listed that contains photos, click Folders at the top and then click Choose where to look. Click the Add a folder to add a folder to the Photos App. After adding a folder, close and re-open the App.

Here's a typical activity:

1. View the Folders list
2. Click a folder to view its contents
3. Hover over a photo to reveal the Select box as shown below



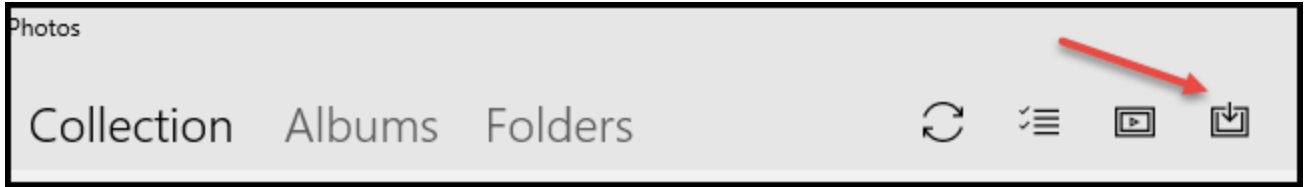
4. With one or more photos selected the menu as shown below will open.



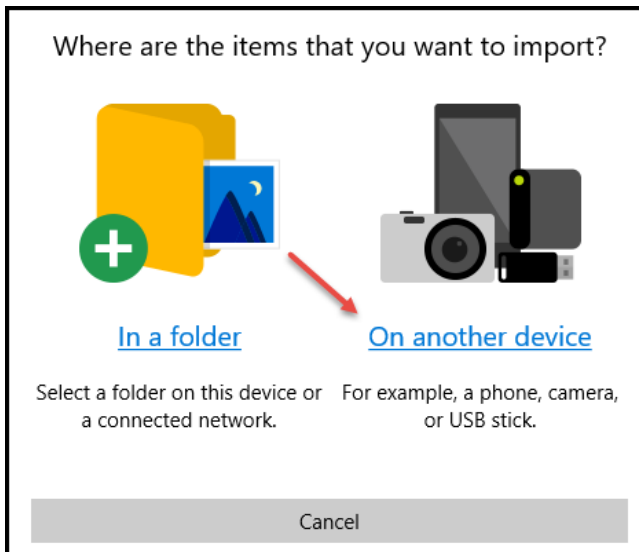
5. Click Share to email the photo(s) to someone. This assumes that the Mail has been set up.

Importing Photos with the Windows Photos App

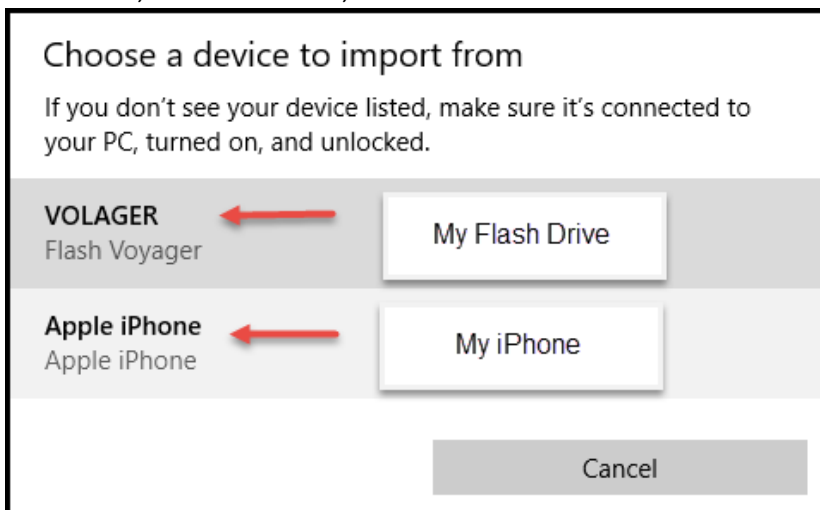
- Connect a mobile device, flash drive or memory card reader to your PC and close any windows that may pop up.
- Open the Photos App and make sure the Collection is selected
- Click the Import icon as shown below



- Click On another device as shown below

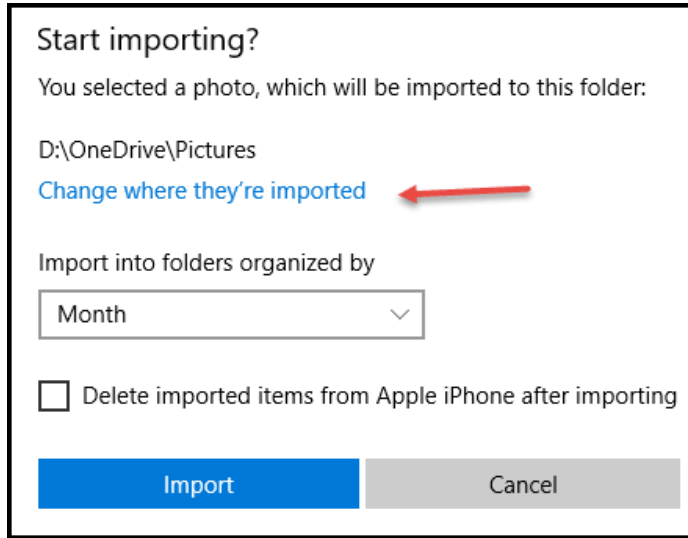


- In this case, as shown below, I've connected both an iPhone and flash drive

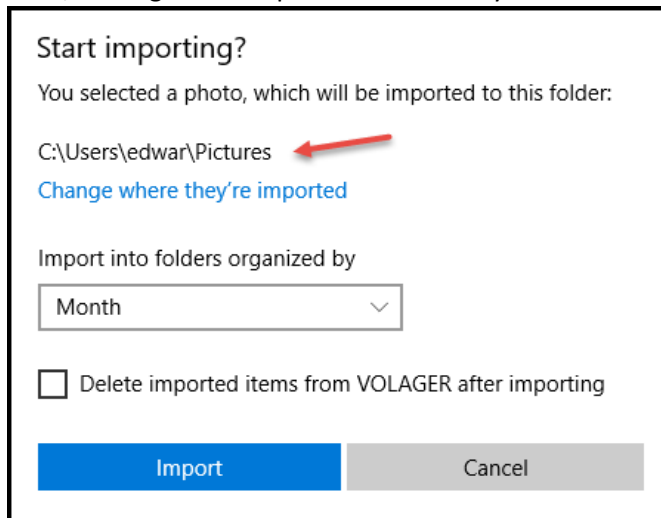


- Next, I clicked my iPhone. I got a big red X so I made sure to wake my iPhone and tap Allow. Next, I click Try again.
- This time it found my photos. From here you can select which photos to import. I clicked Clear All and just chose the folders I wanted.
- Click Continue
- In the next screen click the Dropdown box to select by Month or Day.

- Click Import
- Click Change where they're imported to determine the folder where they will be imported to as shown below. In this case they will be imported to OneDrive but you can change it.



- Next, I changed the import location to my Pictures folder as shown below



- The pictures showed up in a folder with a name containing the month that the photos were taken. You can change the name as desired. These particular photos were taken in September 11, 2016.

