- 1 Importing files (that are NOT photos or videos) from an iOS device to a PC
- 3 Importing photos or videos from iOS to PC
- 5 Importing files from an Android device to PC
- 7 Importing photos from digital camera to PC
- 9 Importing photos from digital camera or mobile device to MAC
- 10 Importing files (NOT photos or videos) from iOS to MAC (older MACs)
- 11 Importing files (NOT photos or videos) from iOS to MAC (newer MACs)
- 12 Importing files from Android to MAC
- 14 Downloading photos from Facebook
- 15 Downloading your Facebook archive (all your Facebook photos, posts, and messages)

- 17 Downloading your Instagram archive (photos and posts)
- 18 Downloading your Twitter archive (photos, posts, and messages)
- 19-Downloadingemailattachments20-Downloadingwholeemails21-Downloadingtextmessagesfroman
- 24 Downloading text messages from an Android device

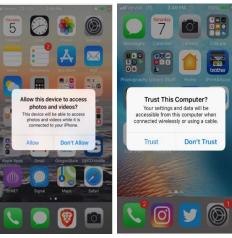
**Importing files from a phone or mobile device to a PC:** 

iOS to PC (for files that are not photos or videos)

To import files from your iOS device that are NOT photos or videos, you will need to install iTunes on your PC

1.Connect your iPhone or iPad to your PC with your charging cable or a USB cable

2. Unlock your device, and tap Allow or Trust to allow your PC to access the files on your device



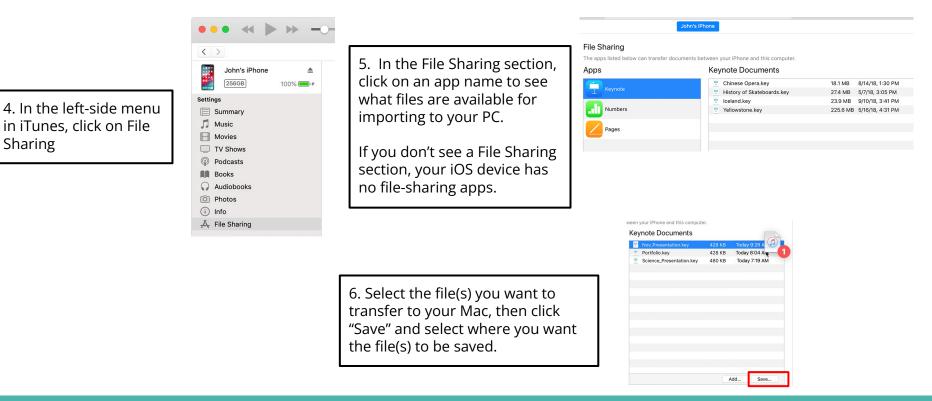


p.1

### Importing files from a phone or mobile device to a PC:

iOS to PC (for files that are not photos or videos)

Sharing



#### Importing files from a phone or mobile device to a PC: *Photos and videos (iOS to PC)* 3. On your PC, go to File Explorer by clicking the folder icon in the menu at the bottom of your screen 1. Connect your iPhone or iPad to your PC with your charging cable or a This PC USB cable View Computer 4. In File Explorer, click on This PC. You Properties Open Rename Access Map network should see your device under Devices media drive -Location Networ and Drives. ✓ ↑ → This PC 5 > Folders (6) ConeDrive Devices and drives (4) This PC Local Dick (C) Apple iPhone Apple iPhone Open Desktop Open in new window 2. Unlock your device and Documents WIN10 (D:) Pin to Quick access Allow this device to access **Trust This Computer?** Downloads tap Allow or Trust to allow photos and videos? Your settings and data will be Pin to Start 25.4 GB free of 69.4 G This device will be able to access accessible from this computer when h Music photos and videos while it is connected wirelessly or using a cable. your PC to access the files Import pictures and videos nected to your iPhone Pictures Create shortcut on your device Videos Trust Don't Trust Local Disk (C:) Properties \_\_\_\_ WIN10 (D:) Network 5. Right click on your device, then click Homearoup 10 items 1 item selected "Import Photos and Videos"

#### **Importing files from a phone or mobile device to a PC:** *Photos and videos (iOS to PC)*

6. A pop-up should appear that gives you the option to review & organize your photos before importing, or to just import all new items from your device.

Import Pictures and Videos			×
360 new pictures and videos were found			
Review, organize, and group items to import		An	
O Import all new items now			9
	4		1
😍 Add tags			
More options		Nex	t

7. If you choose to review & organize your photos, your photos will be grouped by date and you can select which groups to import; you can also add tags and descriptions for your photos

Import	Pictures	and	V	deos	

- 🗆 🗙

Back

Import

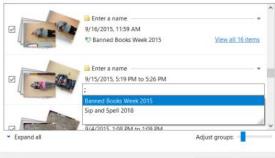
#### Select the groups you want to import

360 items selected in 31 groups

Your pictures and videos are grouped by date and time. Each group will be saved to a different folder

Select all

More options





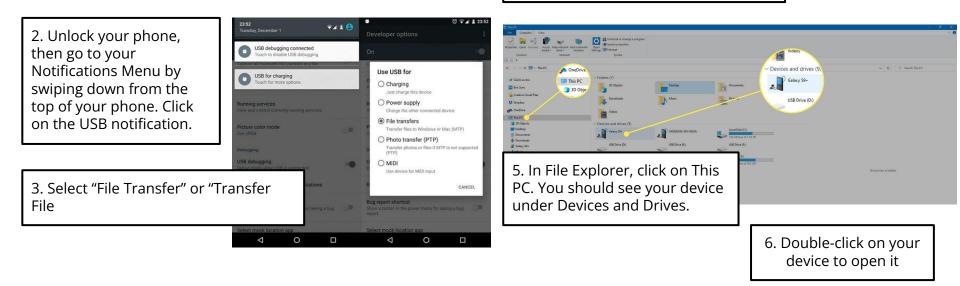
If you don't want your photos to be deleted from your device once they've been imported, make sure the box next to "Erase after importing" is NOT checked

**p.4** 

#### **Importing from a phone or mobile device to a PC**: Android to PC

1. Connect your device to your PC with a USB cable

4. On your PC, go to File Explorer by clicking the folder icon in the menu at the bottom of your screen

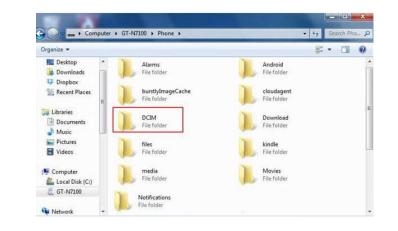


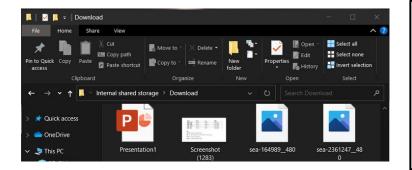
#### **Importing from a phone or mobile device to a PC**: Android to PC

7. You should be able to see all the folders inside your phone. Some of the folders you might want to import/transfer files from include:

- DCIM: Photos & videos you've taken w/your phone
- Downloads: Contains files you've downloaded onto your phone (photos, videos, documents, etc)
- Media: Music, videos, and photos that are stored on your phone

Also check to see if there are any files you want to import from specific app folders (EX: if you use an app to edit videos, check the folder for that app to see if there's any files you need to transfer).





8. To import/transfer files from your phone, you can either:

a.) **Copy** the files from your phone to a folder on your computer (will leave the original files on your phone) **by clicking once on the file(s) you want to transfer, then clicking "Copy to" at the top of the File Explorer window** and selecting the location you want to copy the files to

b.) **Move** the files from your phone to a folder on your computer (the original files will be removed from your phone) **by clicking once on the file(s) you want to transfer, then clicking "Move to" at the top of the File Explorer window** and selecting the location you want to copy the files to

#### Importing from a digital camera to PC

NOTE: If your digital camera comes with its own photo management software and you've installed that software on your PC, it may be easier to use that software to move your photos

1. Connect your camera to your PC with a USB cable OR insert the SD card from your camera into the SD slot on your computer (if it has one)

Configure this drive for backup File History Configure storage settings Settings Open folder to view files File Explorer

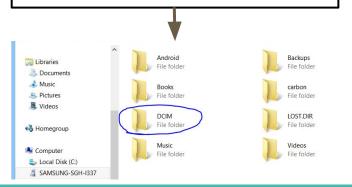
Choose what to do with removable drives.



2. A pop-up may appear on your screen asking what you want to do with the device. Click on "Open Folder to View Files"

OR

On your PC, go to File Explorer by clicking the folder icon in the menu at the bottom of your screen; then click on "This PC", and you should see your device or SD card listed under Devices and Drives. Double click on your device to open it. 3. Double click on your device to open it, then double click on each new icon that appears until you get to the DCIM folder.



#### Importing from a digital camera to PC





6. Open the DCIM folder, then look inside the folder to find the photos and videos you want to transfer. Transfer these to your computer by either:

- A. **Copying** the files from your phone to a folder on your computer (*will leave the original files on your phone*). To do this:
  - a. Click once on the file(s) you want to transfer to select them. To select multiple files, hold down the CTRL button and then click on each file you want to transfer.
  - b. At the top of the File Explorer window, click "Copy to" and select the location where you want the files to be copied to
- B. **Move** the files from your phone to a folder on your computer (*the original files will be removed from your phone*). To do this:
  - a. Click once on the file(s) you want to transfer to select them. To select multiple files, hold down the CTRL button, then click on each file you want to transfer.
  - b. At the top of the File Explorer window, click "Move to" and select the location where you want the files to be copied to.

If you want to transfer the entire DCIM folder to your PC/external storage connected to your computer, **click and hold down the DCIM folder, then drag it to the location you want to copy your files to** 

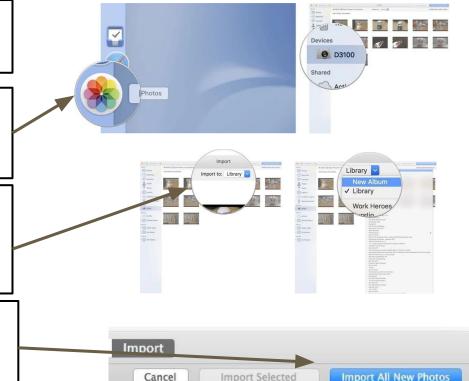
### V. How to download and import your digital files for storing Importing photos from a digital camera or mobile device to Mac

You can use the Photos app on your Mac to easily import photos from a digital camera or mobile device to your computer

1. Connect your camera or mobile device to the Mac with a USB cable (or insert your SD card into the SD card slot, if available)
2. Launch the Photos app on your Mac if it doesn't automatically open. In the menu on the left hand side of the app, click on your device (if it wasn't automatically selected)

3. In the drop-down menu at the top of the app screen (next to "Library"), select where you would like to import your photos to. You can import your photos to a pre-existing folder, or create a new folder by selecting "New Album".

4. If you only want to import specific photos, click on each of the photos you want to import, then click on "Import Selected". If you want to import all the photos from your device, click on "Import All".



#### Importing files (not photos/videos) from iPhone/iOS to Mac

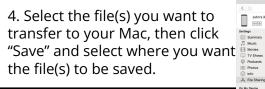
ON OLDER MAC (running on operating system older than macOS 10.15)

1. Connect your device to your Mac with a USB cable; make sure your device is turned on and unlocked 2. On your Mac, open iTunes. In the top-let of the iTunes window, click the Device button.

Music







< >



#### Importing files (not photos/videos) from iPhone/iOS to Mac

#### **ON NEWER MAC (running on macOS 10.15 or newer)**

1. Open the Finder app on your Mac by clicking on File in the menu at the top of the screen, then clicking on "New Finder Window".





3. At the top of the Finder window, click Files. Then click the triangle icon next to an app name to see the files from that app that can be transferred to your Mac.

	General	Music	Movies	TV Shows	Podcasts	Audiobooks	Books	Photos	Files	Info
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	Distric	t Market.	pdf		5.8 MB			Aug 15, 2	018 at 3:	04:18 PM
	7 Kitche	n stories.	pages		6.8 MB			Jun 7, 201	18 at 1:12	:32 PM
	7 Street	Food in F	Banokok Ei	o 3.pages	50 MB			Jun 7. 201	18 at 3:4	7:24 PM

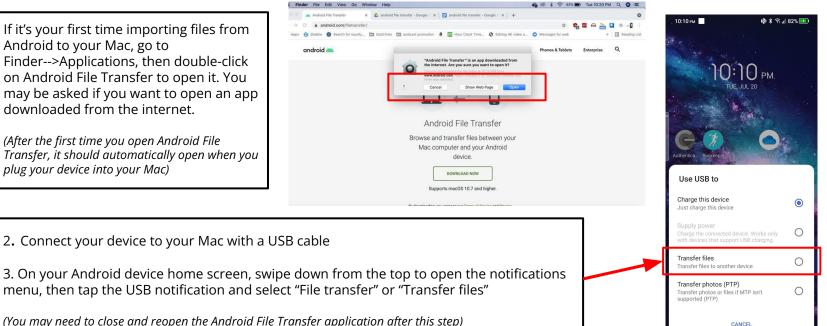
4. Click and drag the file(s) you want to transfer from your device to a folder on your Mac. To select multiple files, hold down the Command key as you click on each file.

#### Importing files from Android devices to Mac

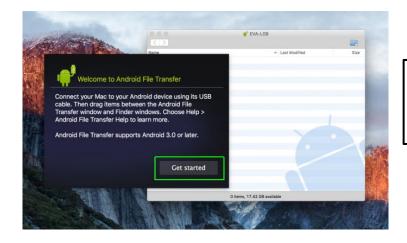
NOTE: In order to import files from an Android to a Mac, you'll need to download and the Android File Transfer app for Mac from the official Android website (https://www.android.com/filetransfer/). Your Mac will need to be running on macOS 10.7 or newer

If it's your first time importing files from 1. Android to your Mac, go to Finder-->Applications, then double-click on Android File Transfer to open it. You may be asked if you want to open an app downloaded from the internet.

> (After the first time you open Android File Transfer, it should automatically open when you plug your device into your Mac)



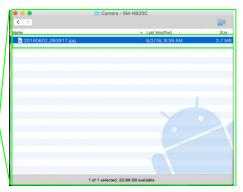
### Importing files from Android devices to Mac



4. On your Mac, click "Get Started" if prompted. The Android File Transfer Window should open and display the files in your Android device.

5. Locate the files you want to transfer to your Mac, then click and drag them onto your desktop or to the folder where you want them to be stored (to select multiple files, hold down the Command key as you click on each file)

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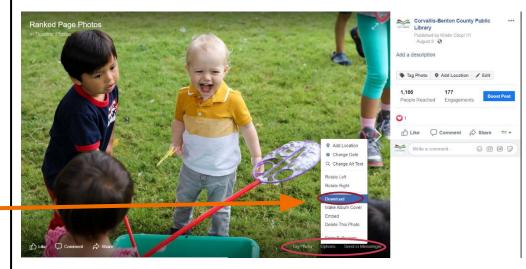
**Downloading files from social media: Facebook** (downloading photos)

- 1. To download an individual photo (can be any photo, not just ones you've posted yourself), open the photo in Facebook
- 2. If you're downloading the photo from a PC, hover over the image until the Like, Comment, and Share buttons appear, then click the "Options" link in the bottom-right corner of the image.

If you're downloading the photo to a mobile device, tap the three dots in the top right corner of the image in Facebook.

3. If you're on a PC, click "Download" to save the photo to your computer.

If you're on a mobile device, click "Save Photo" to save the photo to your device.



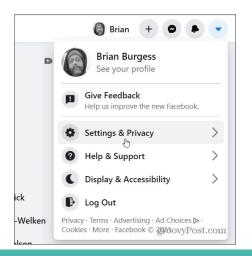
p.14

### **Downloading files from social media: Facebook** (downloading your Archive)

p.15

If you want to download all the photos you've posted to Facebook all at once, or download a copy of all your Facebook data (posts, photos, messages, etc):

1. Open Facebook in a web browser on a PC and login to your account, then click the down-triangle icon in the top-right corner and click on "Settings".



2. Click on "Your Facebook Information" on the left side of the screen, then click on "Download Your Information"

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	General	You
	Security and Login	
	Your Facebook Information	Acces
	Privacy groovyPo	Trans st.cophoto
our Facebook Infor	mation	
You can view or download	your information and delete your account at any time.	
Access Your Information	View your information by category.	View
Transfer a Copy of Your Photos or Videos	Transfer your photos or videos to another service.	View
Download Your nformation	Download a copy of your information to keep, or to transfer to another service.	<u>View</u>
Activity Log	View and manage your information and some settings.	View
Off-Facebook Activity	View or clear activity from businesses and organizations you visit off of Facebook.	View groovyPost.com

3. If you only want to download your photos (or only want to download certain things from your Facebook data, like your messages and posts), click "Deselect All", then click the checkbox next to the items you want to download.

Date Range: All of my data + Format: HTML + Media Quality: Median	m ≠ Croate File
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**Downloading files from social media: Facebook** (downloading your Archive)

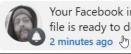
**4.** When you're ready to create your Facebook info file, click "Create File". A message should appear saying that a copy of your information is being created, and that you'll receive a notification once your file is available for download.

Request Cop	Available Co	pies				
Date Range:	All of my data *	Format:	HTML ¥	Media Quality:	Medium 🕶	Create File
Your Informa	tion 🕕					Deselect All

**5.** You'll get a Facebook notification when your Facebook info file is ready to be downloaded. Click on the notification to go to the download page and download your file.

Notifications

#### New



Your Facebook informationfile is ready to download.

p.16

...

**6**. Click the "Download" button to download your Facebook info file. For security, you'll be asked to enter your Facebook password again before the download will start.

May 30, 2010 - Apr 13, 2021		
	es and Reactions and more (63 MB)	
Requested on Apr 13 at 2:01	PM	Delete
HTML format		
Medium-Quality Media		
File 1 of 1 (63 MB)		Download

Your Facebook info will download as a .zip file; to view the individual files it contains, you'll need to unzip the file first (on a PC, right-click on the file and click 'Extract All'; on a Mac, double-click on the file)

p.17

your spam inbox if you don't see it.

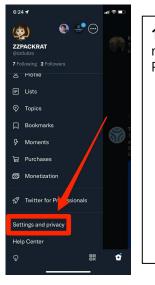
#### Downloading files from social media: Instagram

< Security Login Security 3. Click on "Security" or "Privacy and **1.** To download all the photos and Password videos you've posted to Instagram, first Security" Login Activity login to your Instagram account on a PC 112 603 819 Posts Followers Following or in the Instagram app on your mobile Solution Two-Factor Authentication device. Settings Emails From Instagram **4**. Look for the "Data の Archive Data and History Download"/"Download Data" button, A Insights then click on it. Access Data ()) Your Activity Download Data O. Nametag **2.** Go to your account settings by Apps and Websites Saved tapping the three lines icon in the top (<sup>A</sup>) Shopping Bag corner (on a mobile device) or by clicking ‡= Close Friends **Download Your Data** on your profile picture (on a PC), then +8 Discover People clicking "Settings" **5.** Enter the email address where you Open Facebook want your data to be sent, then click "Request Download" Download Requested Instagram and will email a link to

You should receive an email within 48 hours with a link to download your Instagram files.

#### Downloading files from social media: Twitter

You can download a copy of your Twitter archive that contains all your Tweets, photos and videos you've posted, and a copy of your direct messages. To do this:



**1.** Login to your Twitter account in the mobile app, or in a web browser on your PC, then go to your Account Settings

- a. If you're using the mobile app, tap your Profile Picture, then click "Settings and Privacy" to go to the account settings
- b. In a browser, tap the "More" option (three dots) in the left sidebar, then click on "Settings and Privacy"



**2.** On the Settings page, click on "Your Account", then click on "Download an archive of your data"

p.18

**3.** Type in your password and a two-factor authentication code, then click Confirm.

 Done
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account history, apps and devices, account activity, interests, and Ads data. You'll get an in-app notification when the archive of your data is ready to download. Learn more **4.** On the next page, click "Request Archive". You'll get a notification in Twitter when your archive is ready to download; once your archive is ready, you can download it straight from Twitter or have the download link sent to your email.

**Request archive** 

#### Downloading files from your email

You can usually download individual files from your email by clicking the download button on the file(s). This button will be in a different place depending on the email service you use.



#### **Downloading whole emails**

You can also download individual emails and save them as PDFs for storing purposes. To do this:

- 1. Open the email service where the email you want to save is located, then open the email you want to save as a PDF.
- 2. Find the "Print" option or "Print" button and click on it like you would if you were going to print the email.
- 3. In the Print menu, look for the section called 'Destination', then click on the "Change" button
- 4. In the Destination menu, click on "Save as PDF"
- 5. If you need to you can change the settings for your PDF file prior to saving it (change layout from Portrait to Landscape, change margin size, only save specific pages, etc). Then click Save.
- 6. Select the location you want the PDF file to be saved to and change the filename (if you want), then click Save.

ogle Mail -	Double-click and OPEN the email.	3 I sheet of paper Print Cancel	RRWS Learning outcomes-	5 Total: 1 page		Gmail
COMPOSE	📄 🕁 🕫 Google Calendar 💦 Reminder: Complete Project Update Drafts @ Tue May 20, 2014 1:30pm - 3pm (port @humboict mere ostalls	Destination (\hsu-ps3\JTS-GH209-L	Maurine L. Nicholson «Maurine.Nichols Reply-To: Maurine.Nicholson@humbold.« To: Phillip Rouse <phillip:rouse@humbolc< th=""><th></th><th>Save Cancel</th><th>RRWS Learning outcome</th></phillip:rouse@humbolc<>		Save Cancel	RRWS Learning outcome
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l got i Thank	k you so much for all your help. I appreciate the time you have taken	Recent Destinations		Margins Options	None Background colors and images	Department of Forestry and Wildland Resoun Humboldt State University 1 Harpst Street Arcata, CA 95521-8299 Phone: (707)826-3935 / Fax: (707) 826-5634

#### Downloading and saving your text messages: iPhone

You can save your iPhone text messages to a Mac or PC by creating a backup of your phone using iTunes, then extracting your messages using iBackup Viewer

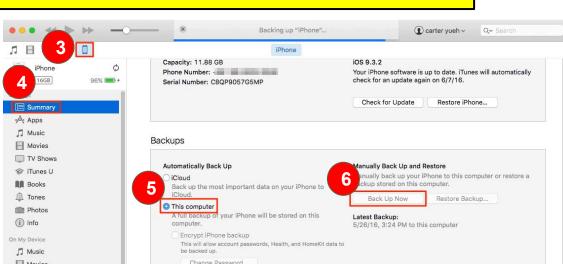
1. Download and install the latest version of iTunes to your computer

2. Connect your device to your computer and launch iTunes. Make sure your device is turned on and unlocked.

3. Click the "Device" icon in the top-left corner of iTunes.

4. Click the "Summary" button underneath your iPhone information on the screen.

5. In the Backups section of the screen, select "This computer" to make a backup copy of your iPhone on your computer. 6. Click "Back Up Now". iTunes will start making a backup copy of your iPhone on your computer.



#### Downloading and saving your text messages: iPhone

To actually extract and read your text messages on a Mac or PC from your iTunes backup file, you will need to download and install the iBackup Viewer software to your computer.

1. On your Mac or PC, go to <u>https://www.imactools.com/iphonebackupviewer/</u> and download the latest version of iBackup Viewer for your computer type. Follow the on-screen instructions to install the software.

2. Once the installation has finished, launch iBackup Viewer.

3. You should see your iPhone backup listed on the screen. Click on the backup icon to open it.

Local Backups o



4. Click on the "Messages" icon to open your messages.



p.22

5. Locate the message thread you want to save, and click on it to select it

(You can search for a particular set of messages by clicking on the magnifying glass icon above the list of all your messages, then typing a phone number or contact name to locate your conversations with that person).

filter chats by keyword (search content with prefix "c:")	Q	Liz Mom Cyndi(+19377633254)	
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+14803295656 <sub>Haha</sub>	11/08/2021 20:24		(
Mervyn Braude That is homble luck	<b>%</b> 11/08/2021 11:15	Kk 🏚	
Giovanna	<b>%</b> 11/08/2021 10:47	Monday, Apr 26, 16 21	
Yes.		Hey dad, I wanna take dilly on a walk but his leash is in the trans Am, are the	е
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Liz Cyndi	<b>%</b> 11/07/2021 10:58		
· ·		You need to use	e the silver key on the droive
Elizabeth	<b>%</b> 11/06/2021 23:13		
		Okay thanks 📵 🤎	

#### Downloading and saving your text messages: iPhone

6. In the upper right corner of the screen, click on "Export", then select "Current Thread to PDF"

(A pop-up may appear asking if you want to also export any images from your message thread. If you want to export images, you'll need to click on the settings menu icon in the upper-right corner [three horizontal lines], then click Preferences→Messages→Check the box next to "Include images in output PDF file")

7. After you select "Current Thread to PDF" in the export menu, a pop-up should appear where you can change your export settings (font and font size, paper size, etc). You can also click "More Options" to adjust how the text messages will look in your PDF.



Current Thread to Text File... All Threads to Text File...

Current Thread to CSV File... All Threads to CSV File... Current Thread to PDF... Jn All Threads to PDF. 8. Click "Save". In the pop-up that appears, set the filename and save location for your PDF, then click "Save" again.

Save to PDF File				×			
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Users  Videos Videos Dropbox (Jaburg 1 OneDrive OneDrive - Schiffr	Name Photos (33) Cyndi Export.pdf	Date modified 11/11/2021 10:41 AM 11/11/2021 2:07 PM	Type File folder Adobe Acrobat D	Size 12,596	•	Document Meta Information Title Author Subject Keywords	
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File name: 500 Save as type: Porta	Deportpdf ble Document Format (*.pdf)	C	Save C	uncel		Messages Options  Show date for every message Aways show sender	Ģ
Elizabeth Beth Cohr Shuil be done						Show group chat senders Toraw message background Maximum width of message: 70% Space between messages: 6	

9. iBackup Viewer will begin exporting your text message thread to PDF. It may take a few minutes. Once the export is finished, you should be able to open your PDF and see the text message thread you exported.

#### Downloading and saving your text messages: Android

You can save your Android text messages using the "SMS Backup, Print & Restore" app Note: The SMS Backup, Print and Restore app is free but does contain ads

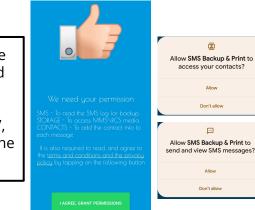
1. Open the Google Play Store on your phone, then search for and install the "SMS Backup, Print & Restore" app.



SMS Backup, Print & Restore GilApps

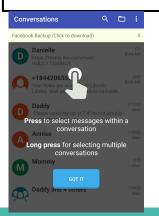
Contains ads . In-app purchases

2. Open the app. The first time you use the app, you will need to grant permission to let the app access your contacts and text messages. Click "I AGREE", then click "Allow" on both of the pop-ups that appear.



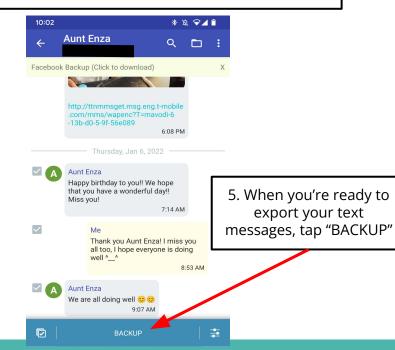
3. The first time you use the app, it will guide you through the steps for exporting your texts.

In the main screen, tap on a text message conversation to open it, or press and hold down on a conversation to begin selecting multiple text threads



#### Downloading and saving your text messages: Android

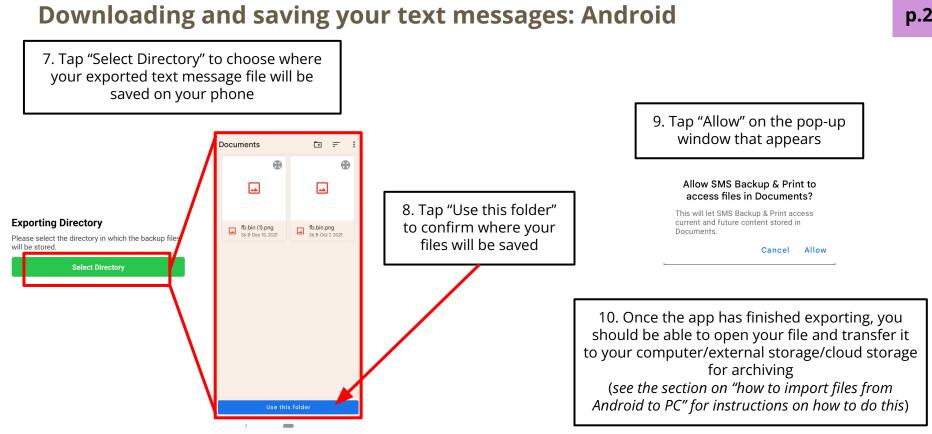
4. When you click on a text conversation, you can a.) choose individual messages to export by tapping the checkbox next to each message, or b.) select all messages by tapping the icon at the bottom-left corner of the screen



6. In the menu that appears, select the format you want to backup your messages to. You can click "Advanced Options" to change the file settings (compress file as a .ZIP file, export any media files originally sent with your texts)

#### Select Backup Format





p.26