

# How to download and import your digital files for storing

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)

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# V. How to download and import your digital files for storing

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

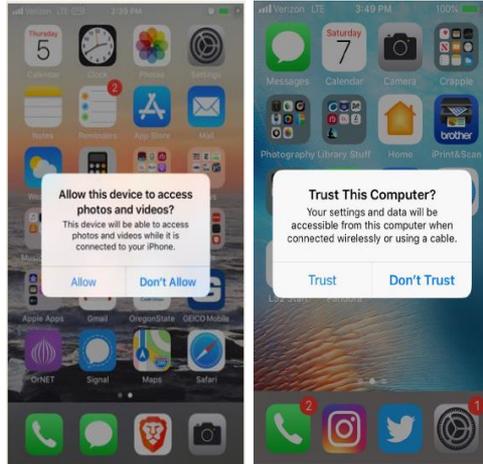
*iOS to PC (for files that are not photos or videos)*

p.1

**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



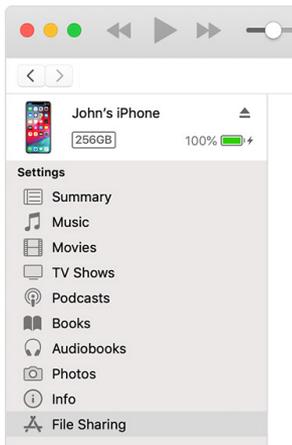
3. Open iTunes, then click your device in iTunes



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

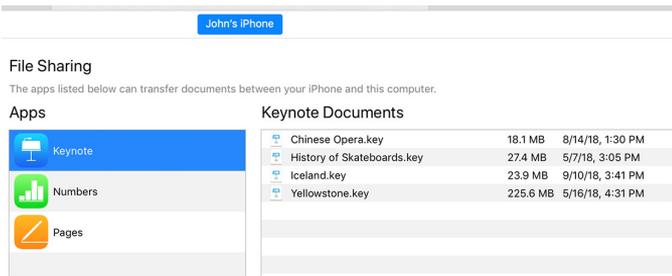
*iOS to PC (for files that are not photos or videos)*



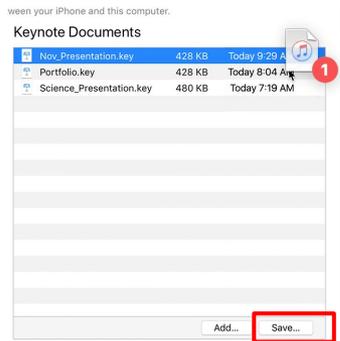
4. In the left-side menu in iTunes, click on File Sharing

5. In the File Sharing section, click on an app name to see what files are available for importing to your PC.

If you don't see a File Sharing section, your iOS device has no file-sharing apps.



6. Select the file(s) you want to transfer to your Mac, then click "Save" and select where you want the file(s) to be saved.



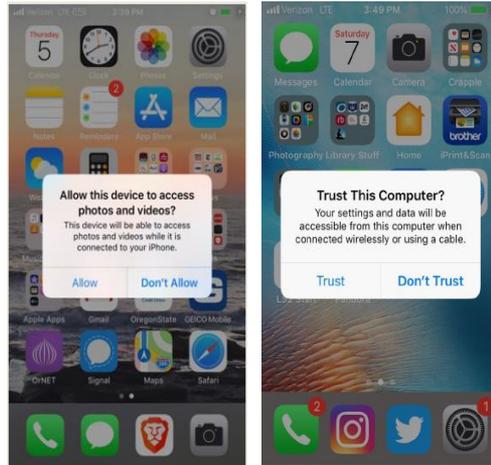
# V. How to download and import your digital files for storing

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

### *Photos and videos (iOS to PC)*

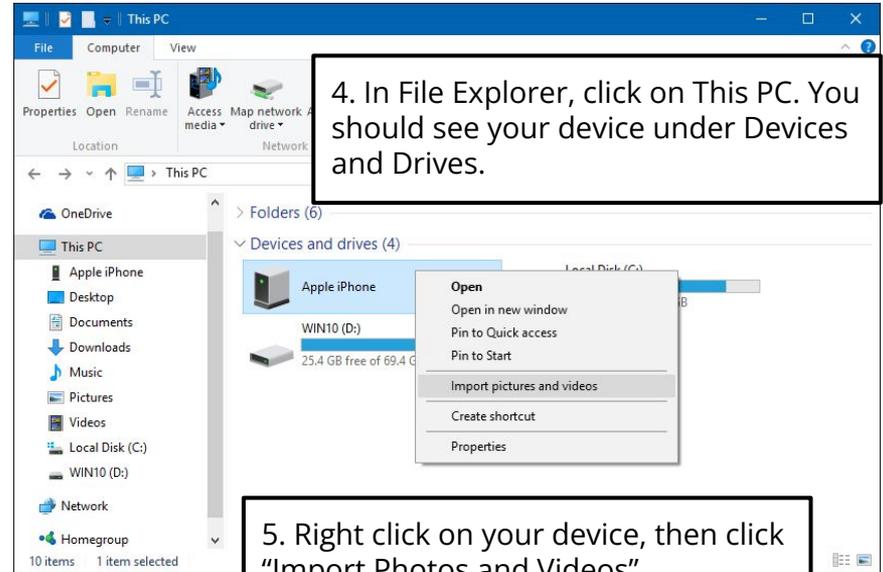
1. Connect your iPhone or iPad to your PC with your charging cable or a USB cable

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



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

4. In File Explorer, click on This PC. You should see your device under Devices and Drives.



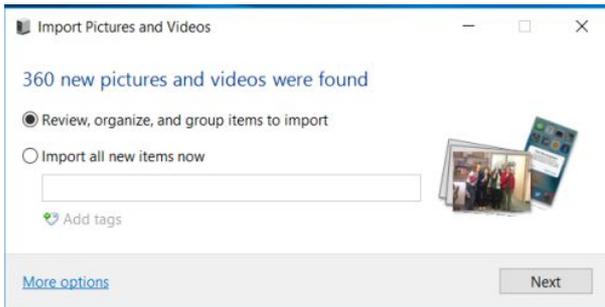
5. Right click on your device, then click "Import Photos and Videos"

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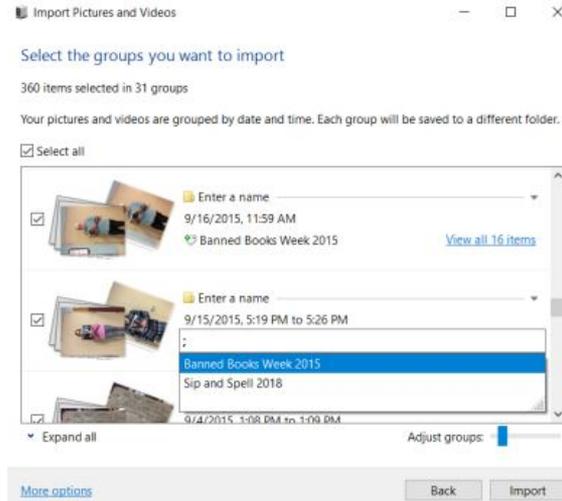
## Importing files from a phone or mobile device to a PC:

### *Photos and videos (iOS to PC)*

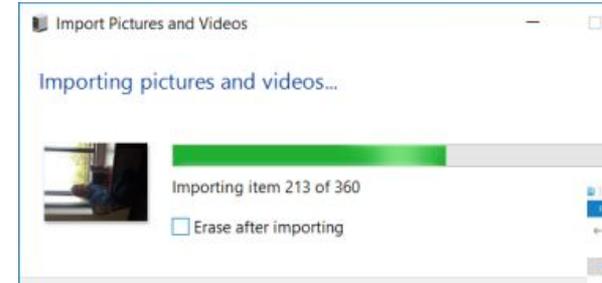
6. A pop-up should appear that gives you the option to review & organize your photos before importing, or to just import all new items from your device.



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



8. Your computer will begin importing photos from your device.



*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*

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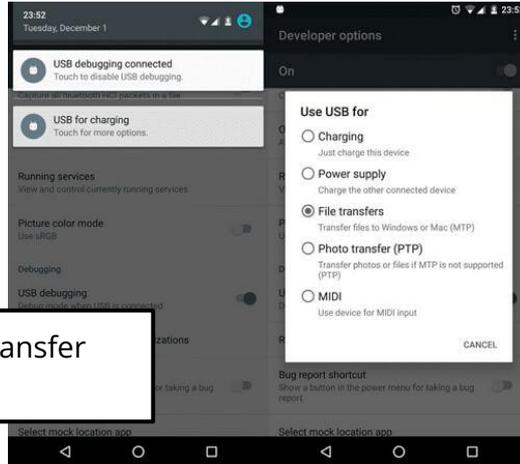
p.5

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

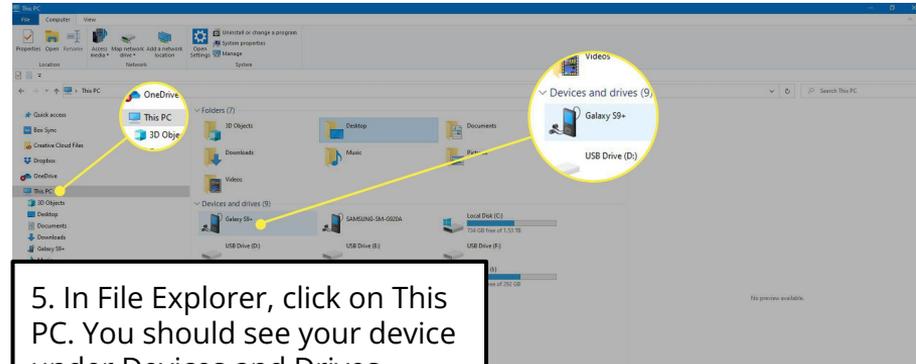
1. Connect your device to your PC with a USB cable

2. Unlock your phone, then go to your Notifications Menu by swiping down from the top of your phone. Click on the USB notification.

3. Select "File Transfer" or "Transfer File"



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



5. In File Explorer, click on This PC. You should see your device under Devices and Drives.

6. Double-click on your device to open it

# V. How to download and import your digital files for storing

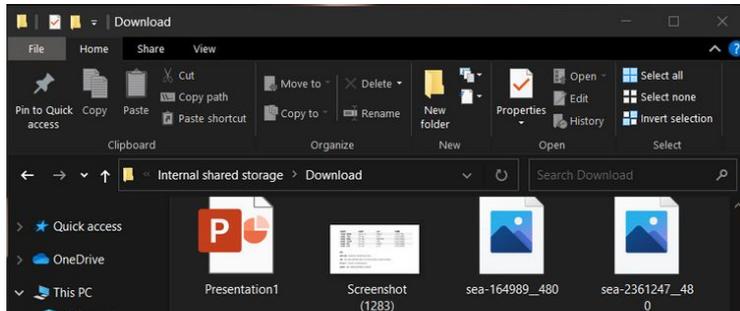
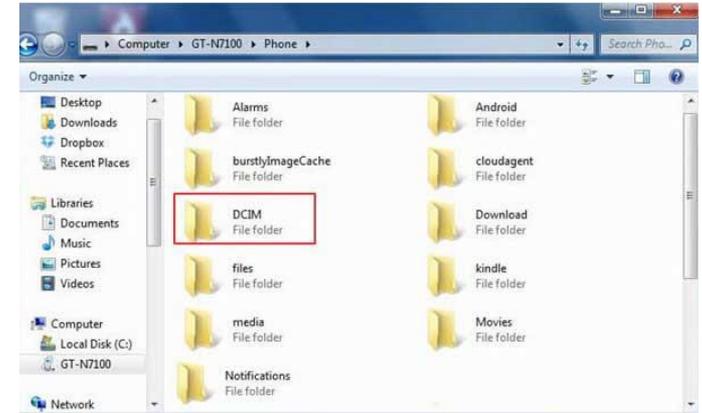
## Importing from a phone or mobile device to a PC: *Android to PC*

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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

# V. How to download and import your digital files for storing

## 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**

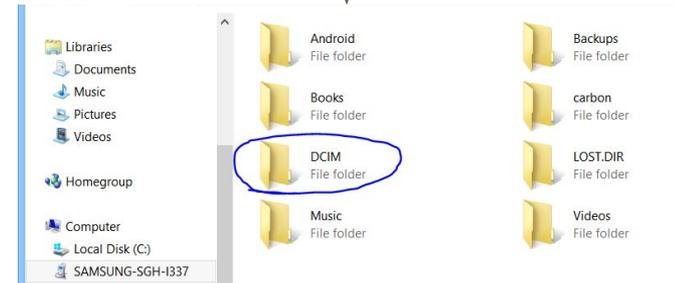
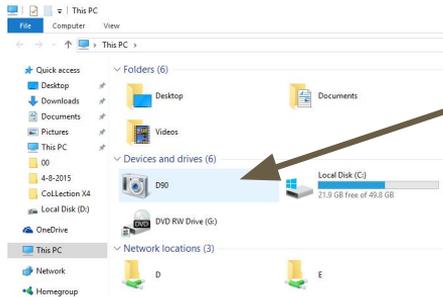
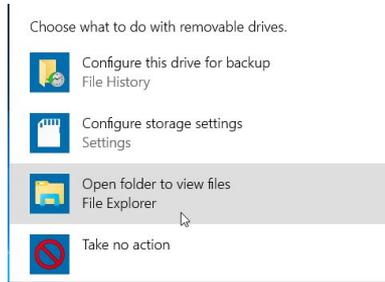
1. Connect your camera to your PC with a USB cable OR insert the SD card from your camera into the SD slot on your computer (if it has one)

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.



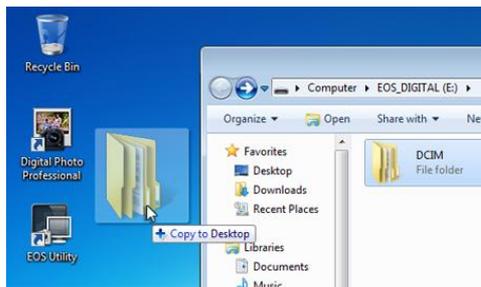
# V. How to download and import your digital files for storing

## 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**

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## 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".



# V. How to download and import your digital files for storing

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

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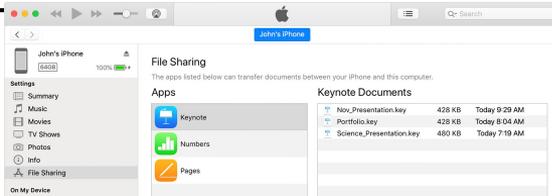
**ON OLDER MAC (running on operating system older than macOS 10.15)**

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-left of the iTunes window, click the Device button.



3. In the menu on the left side of the screen, click File Sharing, then select the app on your device that you want to transfer files from.



4. Select the file(s) you want to transfer to your Mac, then click "Save" and select where you want the file(s) to be saved.



# V. How to download and import your digital files for storing

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

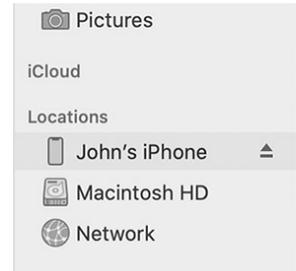
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**ON NEWER MAC (running on macOS 10.15 or newer)**

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".



2. In the Finder sidebar, select your device.



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.

A screenshot of the Finder window showing the 'Files' tab selected. The window title bar includes 'Finder', 'File', 'Edit', 'View', 'Window', and 'Help'. The top of the window shows tabs for 'General', 'Music', 'Movies', 'TV Shows', 'Podcasts', 'Audiobooks', 'Books', 'Photos', 'Files', and 'Info'. The 'Files' tab is active, displaying a list of files with columns for 'Name', 'Size', and 'Date Modified'.

Name	Size	Date Modified
▶ Clips		
▶ iMovie		
▶ Keynote		
▶ Numbers		
▶ Pages		
▶ Chocolate Chip Cookies.pages	3.4 MB	Oct 10, 2017 at 1:55:31 PM
▶ District Market.pdf	5.8 MB	Aug 15, 2018 at 3:04:18 PM
▶ Kitchen stories.pages	6.8 MB	Jun 7, 2018 at 1:12:32 PM
▶ Street Food in Bangkok En 3.pages	50 MB	Jun 7, 2018 at 3:47:24 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.

# V. How to download and import your digital files for storing

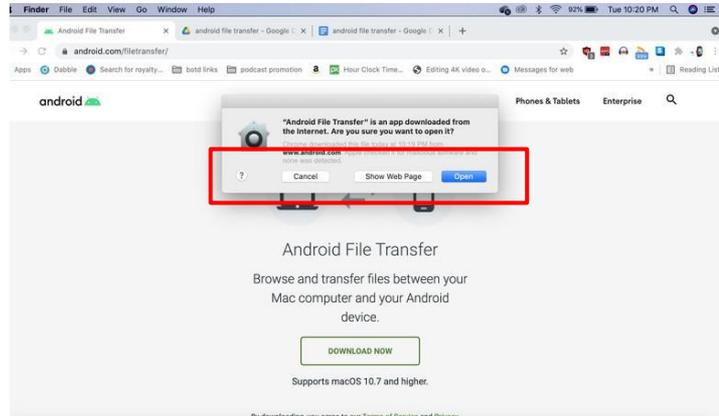
## Importing files from Android devices to Mac

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**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

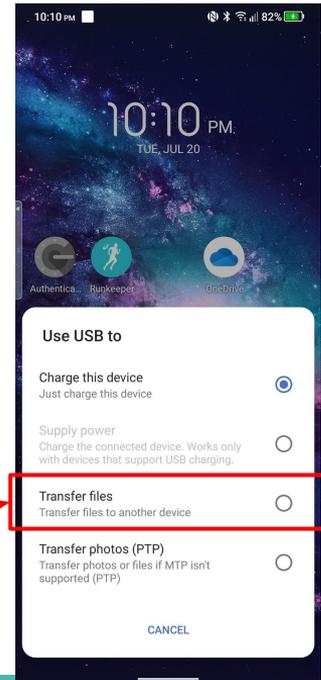
1. If it's your first time importing files from Android to your Mac, go to Finder-->Applications, then double-click on Android File Transfer to open it. You may be asked if you want to open an app downloaded from the internet.

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



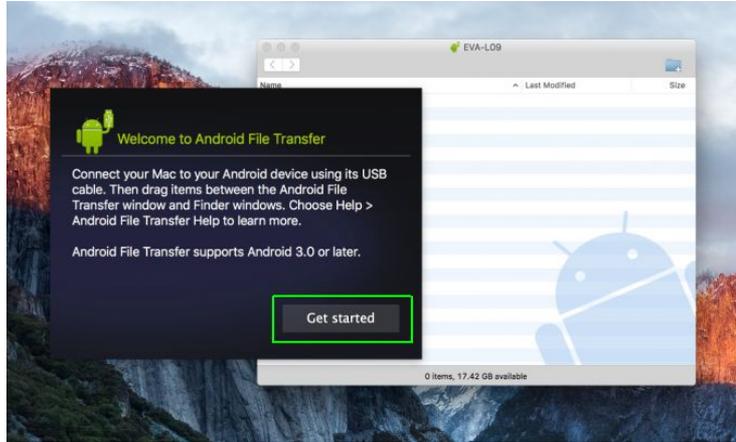
2. Connect your device to your Mac with a USB cable
3. On your Android device home screen, swipe down from the top to open the notifications menu, then tap the USB notification and select "File transfer" or "Transfer files"

*(You may need to close and reopen the Android File Transfer application after this step)*



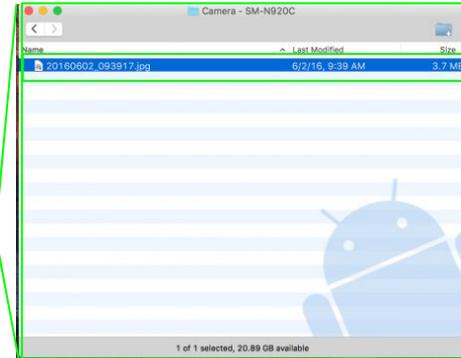
# V. How to download and import your digital files for storing

## 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)



# V. How to download and import your digital files for storing

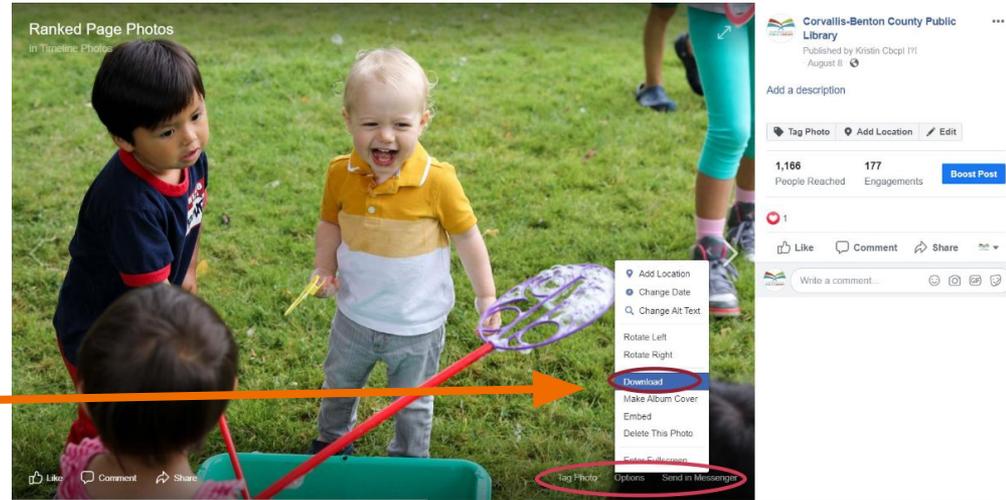
## Downloading files from social media: Facebook (downloading photos)

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.

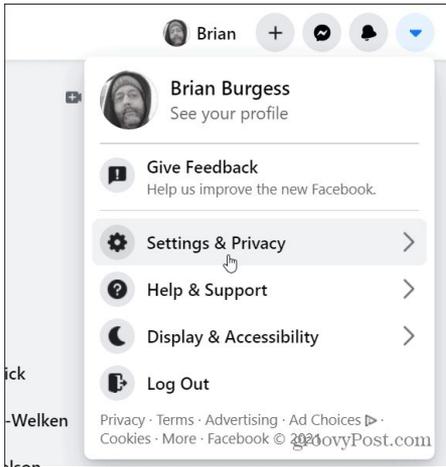


# V. How to download and import your digital files for storing

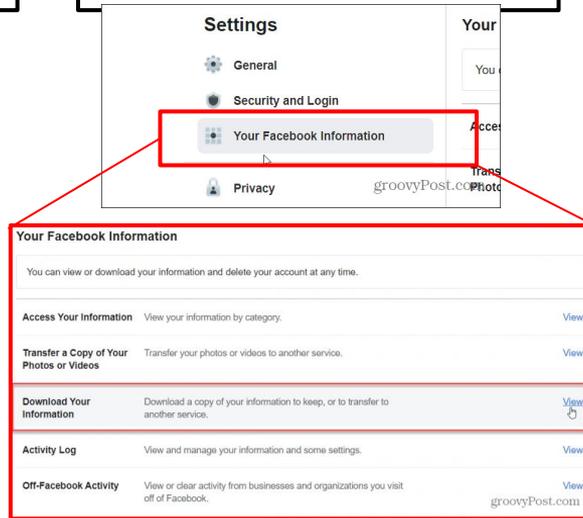
## Downloading files from social media: Facebook (downloading your Archive)

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):

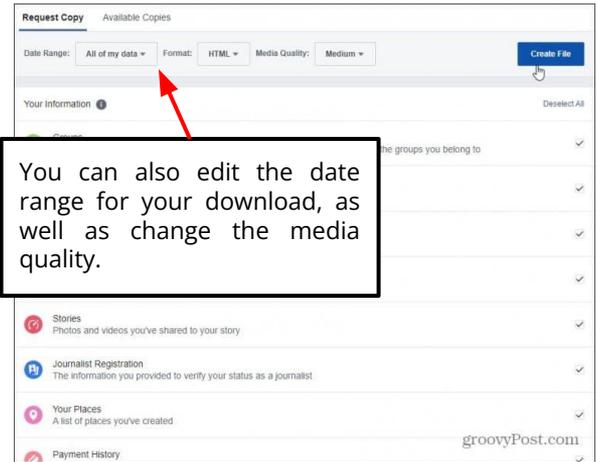
1. Open Facebook in a web browser on a PC and login to your account, then click the down-triangle icon in the top-right corner and click on "Settings".



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



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.



You can also edit the date range for your download, as well as change the media quality.

# V. How to download and import your digital files for storing

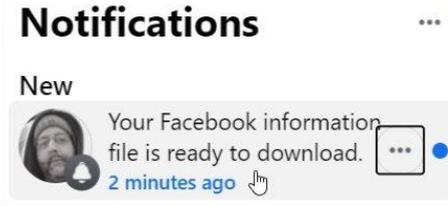
## Downloading files from social media: Facebook (*downloading your Archive*)

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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.



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.



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.



**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)

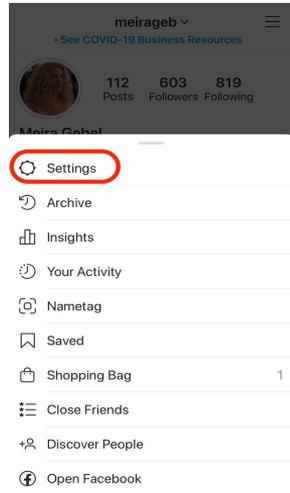
# V. How to download and import your digital files for storing

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## Downloading files from social media: Instagram

**1.** To download all the photos and videos you've posted to Instagram, first login to your Instagram account on a PC or in the Instagram app on your mobile device.

**2.** Go to your account settings by tapping the three lines icon in the top corner (on a mobile device) or by clicking on your profile picture (on a PC), then clicking "Settings"

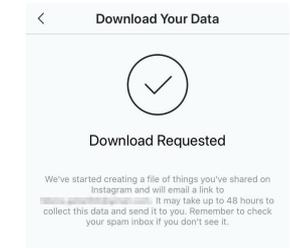
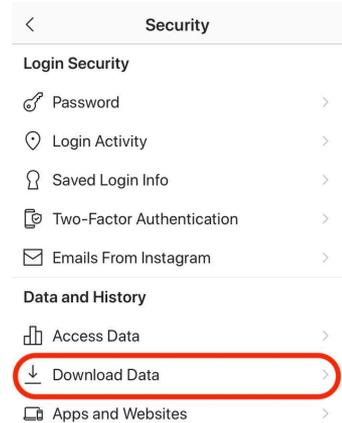


**3.** Click on "Security" or "Privacy and Security"

**4.** Look for the "Data Download"/"Download Data" button, then click on it.

**5.** Enter the email address where you want your data to be sent, then click "Request Download"

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



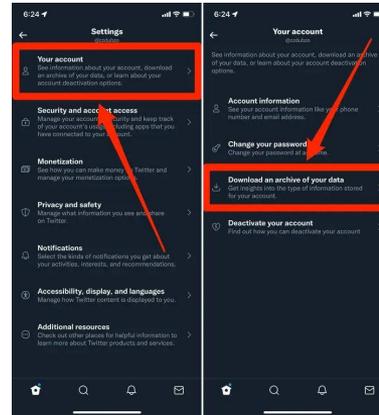
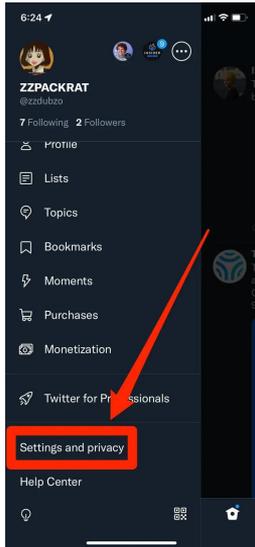
# V. How to download and import your digital files for storing

## Downloading files from social media: Twitter

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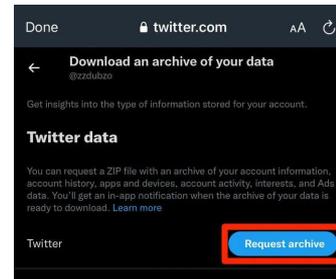
You can download a copy of your Twitter archive that contains all your Tweets, photos and videos you've posted, and a copy of your direct messages. To do this:

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"

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



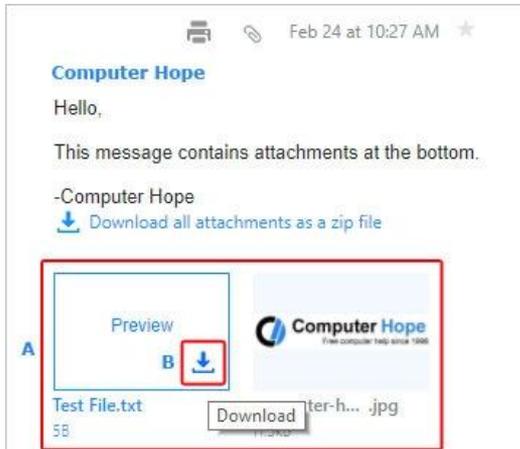
4. On the next page, click "Request Archive". You'll get a notification in Twitter when your archive is ready to download; once your archive is ready, you can download it straight from Twitter or have the download link sent to your email.

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## Downloading files from your email

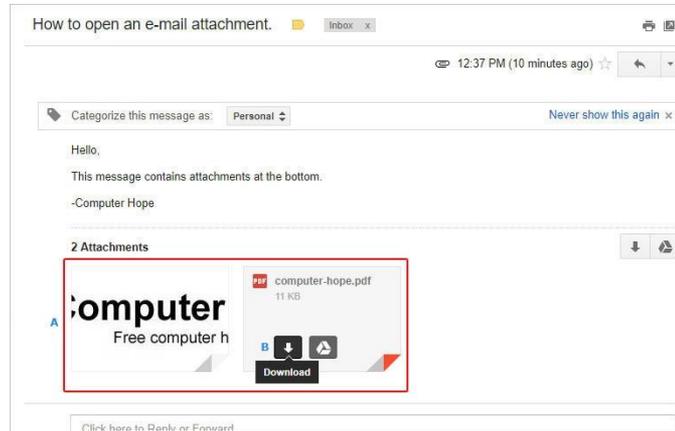
You can usually download individual files from your email by clicking the download button on the file(s). This button will be in a different place depending on the email service you use.

### YAHOO MAIL



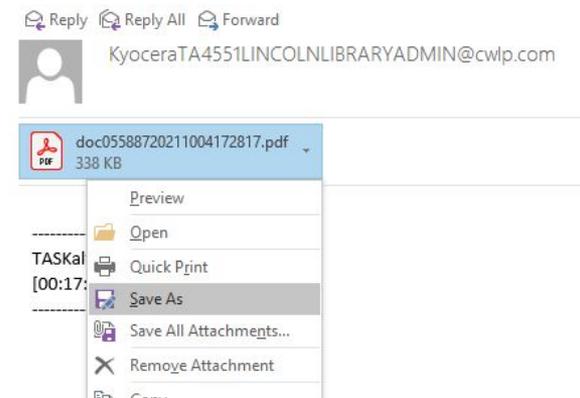
In Yahoo Mail, any attachments will be **below** the body of your email. Hover over each attachment to make the download button appear, then click on it to download the file.

### GMAIL



In Gmail, any attachments will be in the **bottom-left** of the email body. Hover over each attachment to make the download button appear, then click on it to download the file.

### OUTLOOK



In Outlook, any attachments will be **above** the body of your email. Hover over each attachment and click the down arrow that appears, then click "Save As" to download the file (you can also click "Save All Attachments" to download multiple files at once).

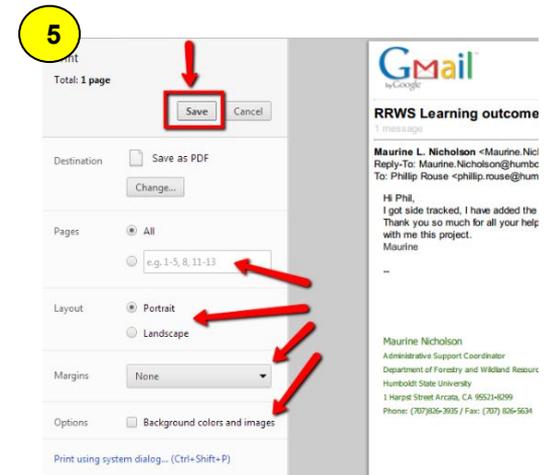
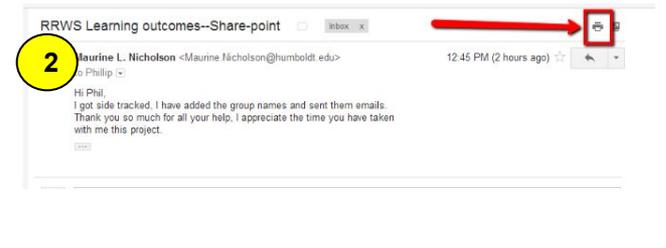
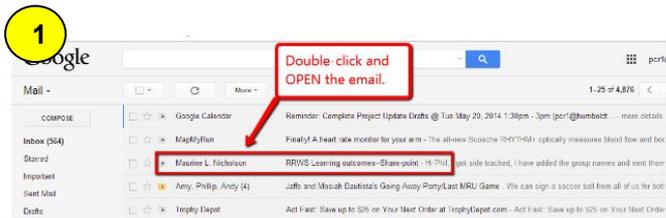
# V. How to download and import your digital files for storing

## Downloading whole emails

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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.



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## Downloading and saving your text messages: iPhone

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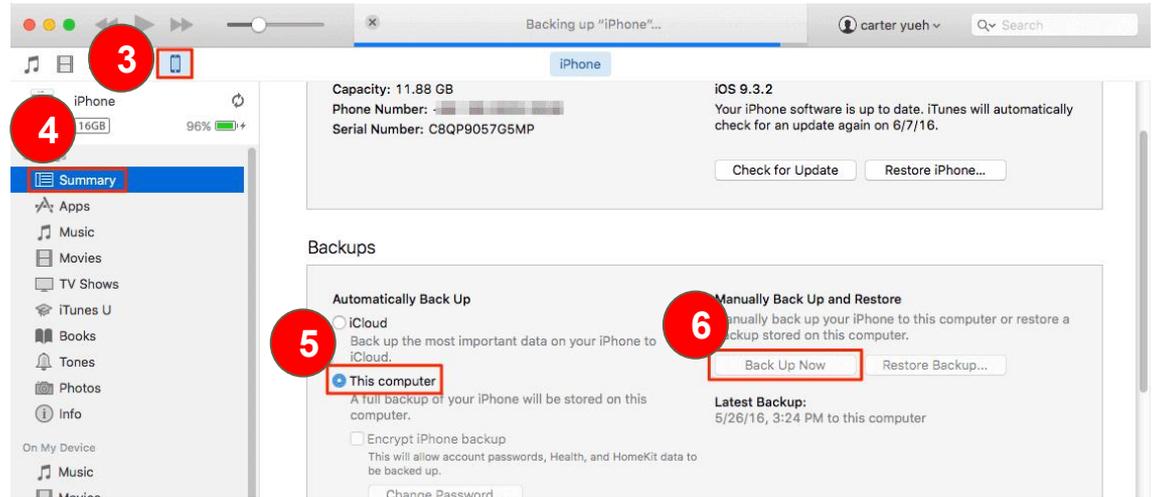
You can save your iPhone text messages to a Mac or PC by creating a backup of your phone using iTunes, then extracting your messages using iBackup Viewer

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.

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## Downloading and saving your text messages: iPhone

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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 <https://www.imactools.com/iphonebackupviewer/> 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.

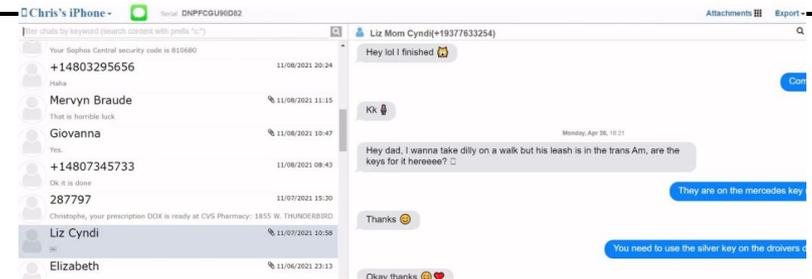
4. Click on the "Messages" icon to open your messages.



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).

Local Backups



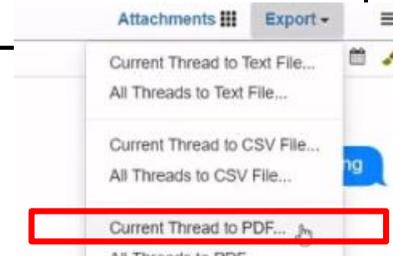
# V. How to download and import your digital files for storing

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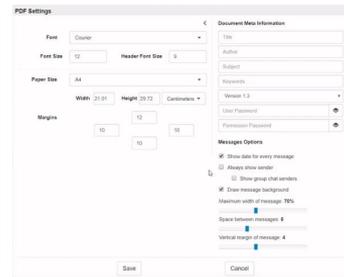
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6. In the upper right corner of the screen, click on “Export”, then select “Current Thread to PDF”

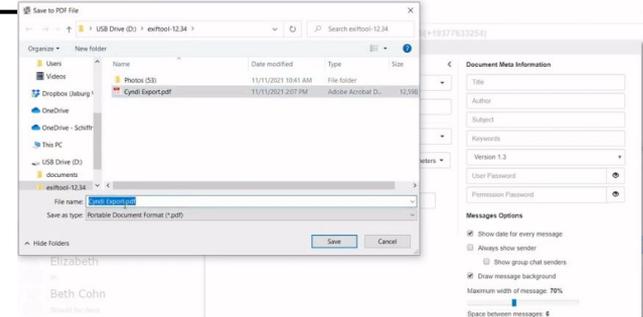
(A pop-up may appear asking if you want to also export any images from your message thread. If you want to export images, you’ll need to click on the settings menu icon in the upper-right corner [three horizontal lines], then click Preferences→Messages→Check the box next to “Include images in output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



8. Click “Save”. In the pop-up that appears, set the filename and save location for your PDF, then click “Save” again.



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.

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## Downloading and saving your text messages: Android

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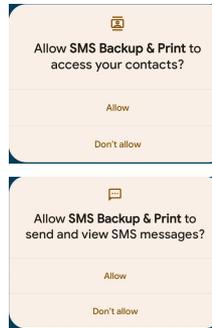
You can save your Android text messages using the “SMS Backup, Print & Restore” app  
*Note: The SMS Backup, Print and Restore app is free but does contain ads*

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



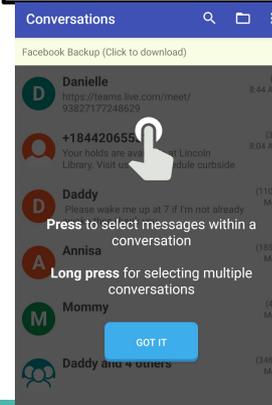
SMS Backup, Print & Restore  
GilApps  
Contains ads • In-app purchases

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

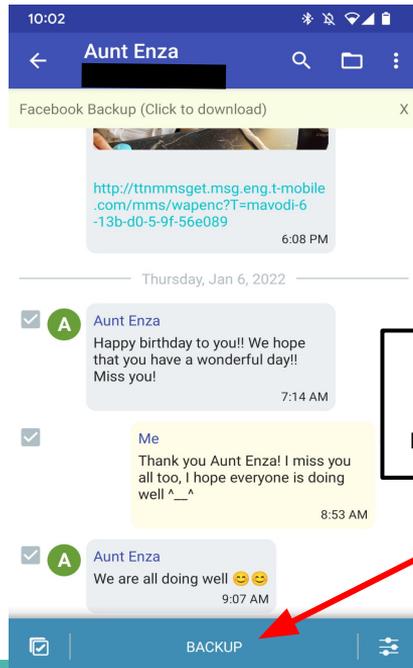


# V. How to download and import your digital files for storing

## Downloading and saving your text messages: Android

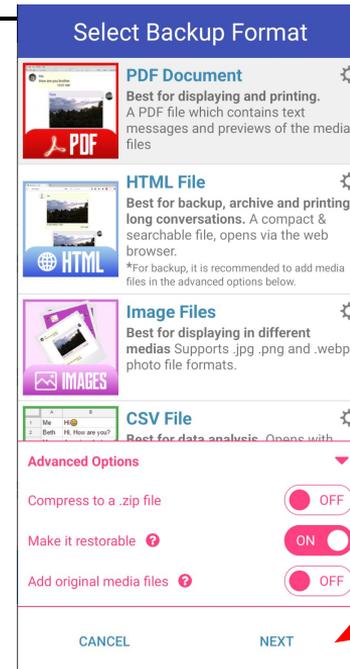
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4. When you click on a text conversation, you can a.) choose individual messages to export by tapping the checkbox next to each message, or b.) select all messages by tapping the icon at the bottom-left corner of the screen



5. When you're ready to export your text messages, tap "BACKUP"

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)



6. Click "NEXT"

# V. How to download and import your digital files for storing

## Downloading and saving your text messages: Android

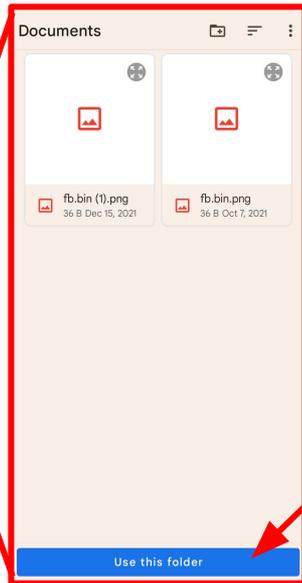
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7. Tap "Select Directory" to choose where your exported text message file will be saved on your phone

### Exporting Directory

Please select the directory in which the backup files will be stored.

Select Directory



8. Tap "Use this folder" to confirm where your files will be saved

9. Tap "Allow" on the pop-up window that appears

Allow SMS Backup & Print to access files in Documents?

This will let SMS Backup & Print access current and future content stored in Documents.

Cancel Allow

10. Once the app has finished exporting, you should be able to open your file and transfer it to your computer/external storage/cloud storage for archiving  
*(see the section on "how to import files from Android to PC" for instructions on how to do this)*