1. Photo Formats
2. File Managers
3. Transfering Files
4. Cloud Technology

HEIC (High Efficiency Image Container) is Apple's default image format for iPhones, offering superior quality to JPEG but with smaller file sizes.

Apple iPhone / iPad

How to Handle HEIC Files:

- **Automatic Transfer:** To keep files as HEIC on your phone but convert them to JPG when transferring to a computer, go to Settings > Photos, scroll to the bottom, and set "Transfer to Mac or PC" to Automatic.
- **Convert Existing Photos:** You can convert individual HEIC photos to JPG by selecting them, tapping the Share button, choosing "Copy Photo," and pasting them into the Files app.
- **Use Shortcuts:** Create a custom shortcut in the Apple Shortcuts app to convert existing HEIC images to JPEG.

Steps to Change Default Format to JPG:

1. Open the Settings app on your iPhone.
2. Scroll down and tap on “Camera”.
3. Tap on “Formats”.
4. Select “Most Compatible”.

Image file formats

99d

Raster images

Pixel-based graphics
Resolution dependent
Photos & web graphics

JPG
Web & print photos and quick previews

GIF
Animation & transparency in limited colors

PNG
Transparency with millions of colors

TIFF
High quality print graphics and scans

RAW
Unprocessed data from digital cameras

PSD
Layered Adobe Photoshop design files

Vector images

Curve-based graphics
Resolution independent
Logos, icons, & type

PDF
Print files and web-based documents

EPS
Individual vector design elements

AI
Original Adobe Illustrator design files

SVG
Vector files for web publishing

Image color formats

CMYK is a 4-color printing process that stands for cyan, magenta, yellow and key (black).

RGB is a light-based color model that stands for red, green and blue.

web, screen printing

image format	colour model	transparency	destination	remarks
JPG	RGB	—		generational degradation
TIFF	RGB / CMYK	✓		layered images, image stacks
GIF	RGB	✓		limited colour, animated images
PNG	RGB	✓		lossless compression

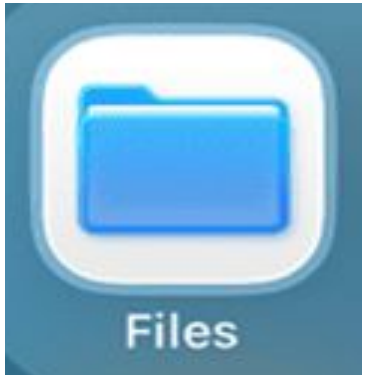
© IlluScientia

file format	colour model	transparency	destination	remarks
SVG	RGB	✓		interactive, scriptable
EPS	RGB / CMYK	✓		PostScript document
PDF	RGB / CMYK	✓		includes PostScript, platform independent

Key Digital Photo Formats:

- **JPEG/JPG (Joint Photographic Experts Group)**: The most common format, offering high compatibility and small file sizes via lossy compression. Best for web, email, and everyday photos.
- **RAW (Various Extensions):** Unprocessed data directly from a camera sensor, providing maximum dynamic range and quality for editing.
- **HEIF/HEIC (High Efficiency Image File):** A modern, high-quality format used by Apple that offers better compression than JPEG, resulting in smaller files with better detail.
- **PNG (Portable Network Graphics):** Ideal for graphics, logos, and web images requiring transparency. Uses lossless compression, retaining high quality.
- **TIFF (Tagged Image File Format):** High-quality, lossless format used for printing and archiving, supporting large file sizes.
- **WebP/AVIF:** Modern, compressed formats specifically designed for web performance, offering smaller file sizes than PNG or JPEG while maintaining quality.
- **GIF (Graphics Interchange Format):** Limited to 256 colors, ideal for simple, low-resolution web animations.

File Managers



Files app
iPhone / iPad

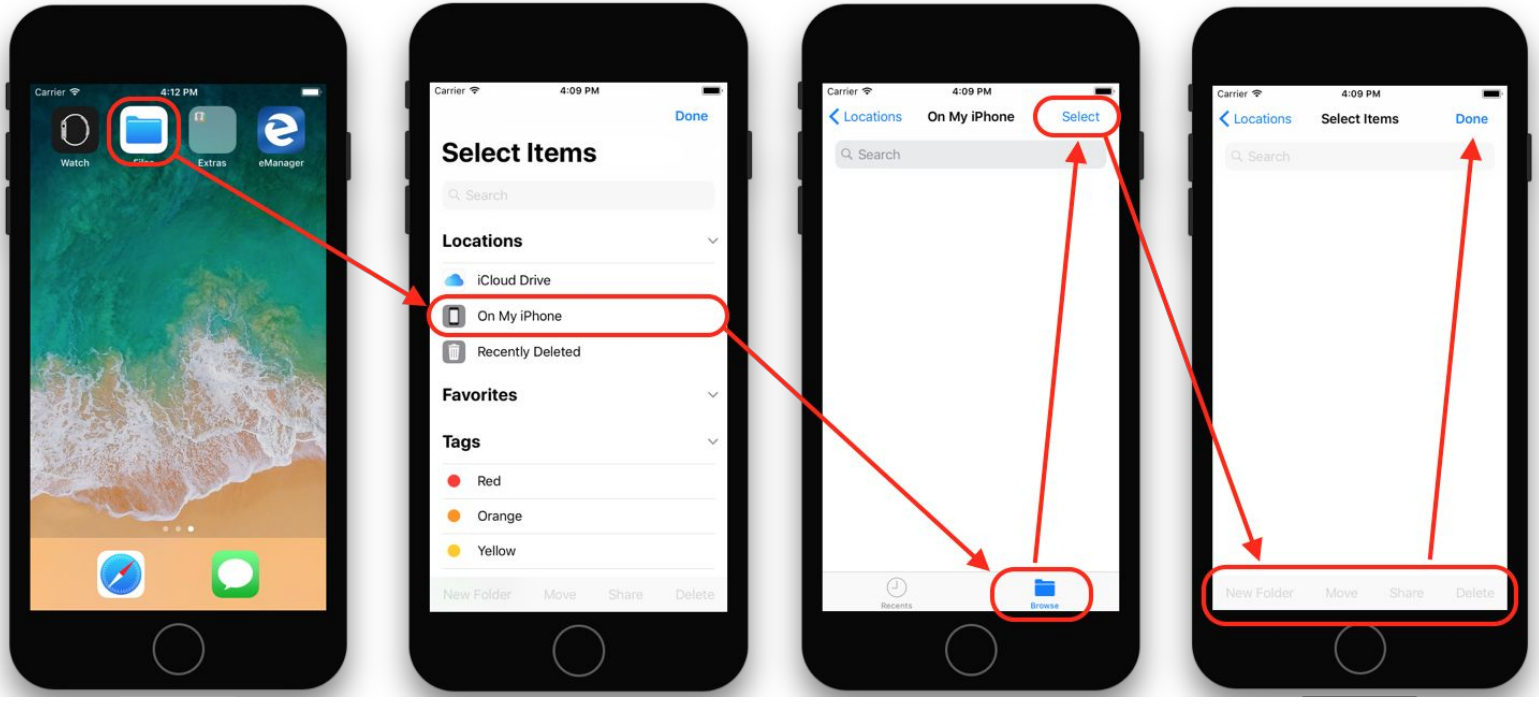
Files Explorer
Windows

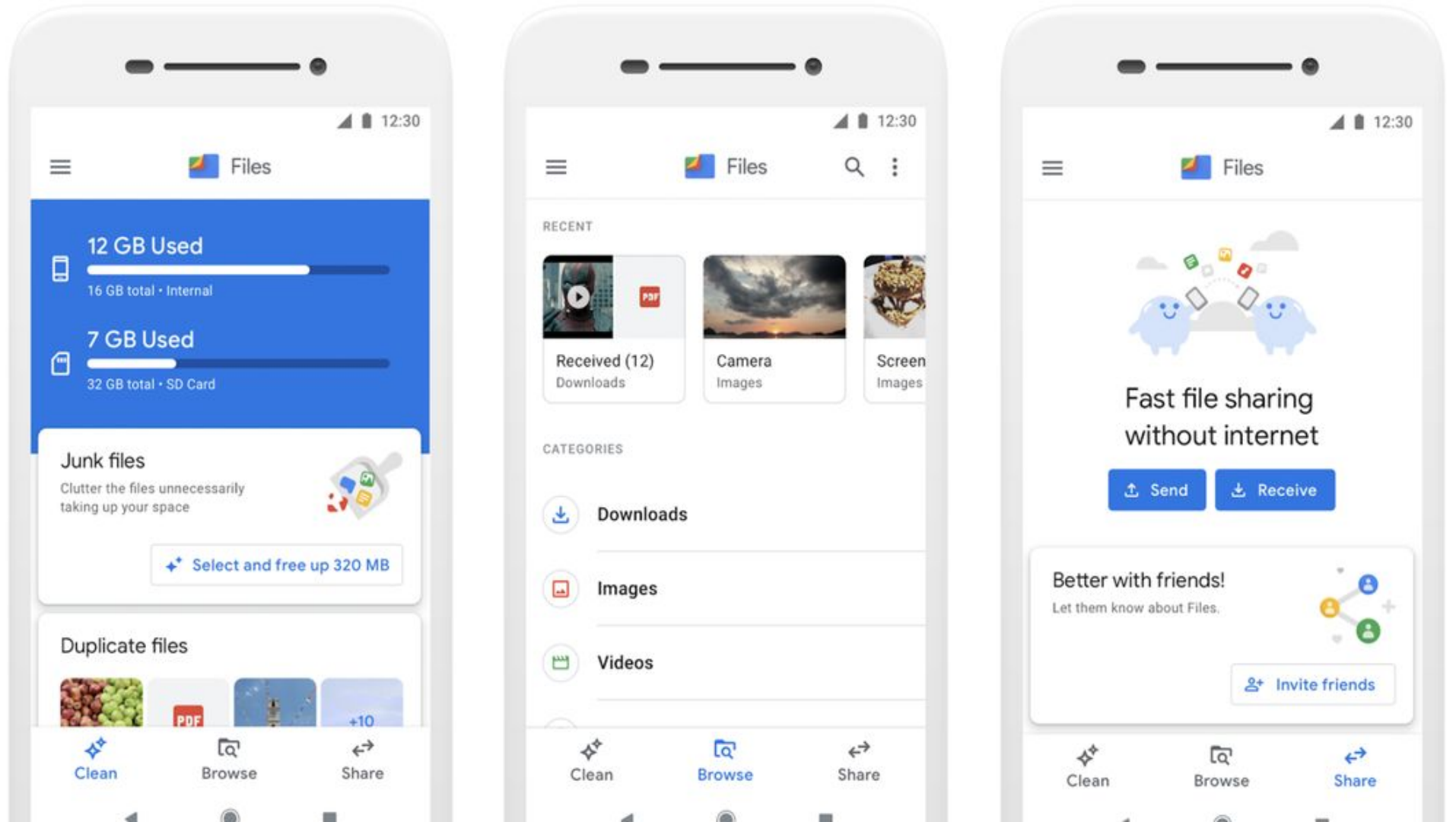
My Files app
Android

Finder
Apple MacOS

How to navigate a file manager

Directory > Folder > Sub-Folder > Sub-Folder




12:30
Files
12 GB Used
16 GB total • Internal
7 GB Used
32 GB total • SD Card
Junk files
Clutter the files unnecessarily taking up your space
Select and free up 320 MB
Duplicate files
+10
Clean
Browse
Share
12:30
Files
RECENT
Received (12)
Downloads
Camera
Images
Screen
Images
CATEGORIES
Downloads
Images
Videos
Clean
Browse
Share
12:30
Files
Fast file sharing without internet
Send
Receive
Better with friends!
Let them know about Files.
Invite friends
Clean
Browse
Share

Open
Downloaded
Files!

Transferring Files

Not all devices can use a cable or thumb drive to transfer files from devices to a computer or USB stick.

- Cable to PC
- Cable to Hard Drive
- USB-C Thumb Drive
- Cloud Service
    - Upload file to cloud service
        - Download file using another device

https://www.walmart.com/ip/Memory-Card-Reader-BENFEI-4in1-USB-USB-C-SD-Micro-MS-CF-Reader-Adapter-Compatible-iPhone-15-Pro-Max-MacBook-Pro-Air-2023-iPad-Pro-iMac-S23-XPS-17-Sur/1132042036?wmlspartner=wlpa&selectedSellerId=101084794&selectedOfferId=E7AC040A29583CCA975BEBABC974C06F&conditionGroupCode=1&gclsrc=aw.ds&&adid=22222222227E7AC040A29583CCA975BEBABC974C06F_188924071157_23279221634&wl0=&wl1=g&wl2=c&wl3=784677841176&wl4=pla-2450410482959&wl5=9015250&wl6=&wl7=&wl8=&wl9=pla&wl10=451110450&wl11=online&wl12=E7AC040A29583CCA975BEBABC974C06F&veh=sem&gad_source=1&gad_campaignid=23279221634&gbraid=0AAAADmfBIqBOJDwGY39z_q6-n-RcI7R9&gclid=Cj0KCQiAy6vMBhDCARIsAK8rOgkRknE46DmrLcR1V7NBPi6lapR3k0Lox2nkrpbxpT8TihIL7MyO6ywaAnR7EALw_wcB

About iTunes for Windows

If you want to manage your podcasts and audiobooks on your PC, or your PC doesn't meet the system requirements for the Apple apps for Windows, you can use iTunes for Windows.

How to get iTunes for Windows

Download iTunes for Windows from the Microsoft Store ↗

If you need help downloading iTunes from the Microsoft Store or managing iTunes for Windows, contact Microsoft.

After you download iTunes for Windows, you can check for updates in the Microsoft Store.

Short Term: 2 - 3 yrs / 5 - 7 yrs
(based on use)

Flash Memory
- USB Drive
- Micro USB

\+ High Performance
\+ Portability

\- Potential for Corruption
\- Data Retention

Long Term: 5 - 10 yrs
(based on use)

SSD Solid State Drive 5 - 10 yrs

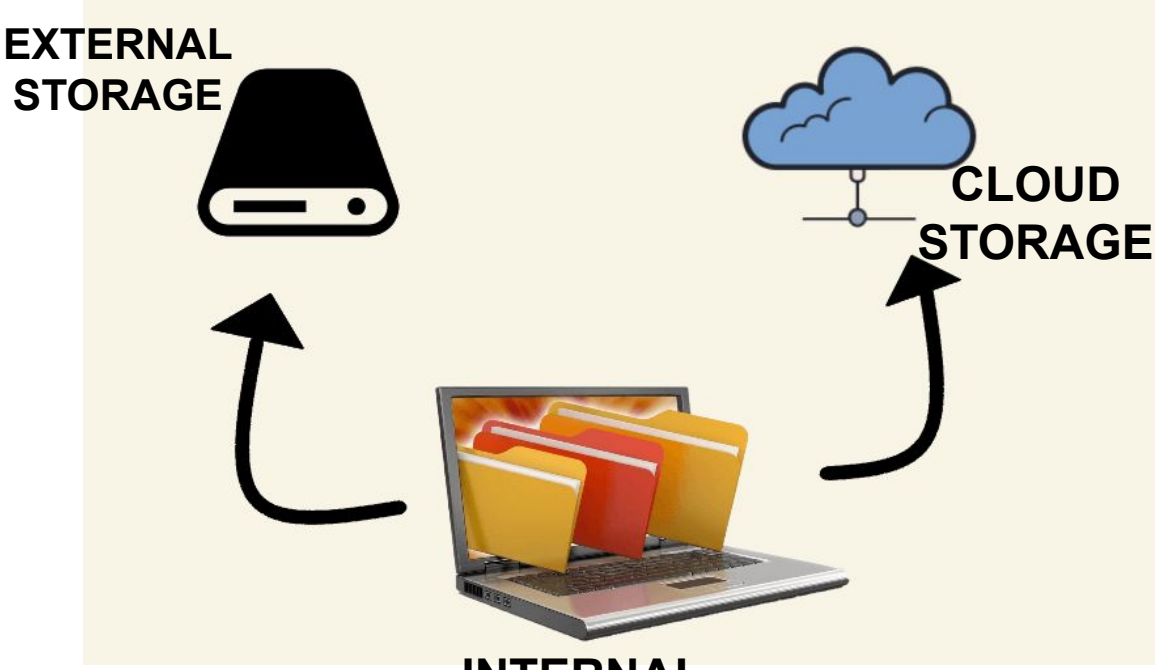
Lose data over time without power as electrical charge is lost over time.

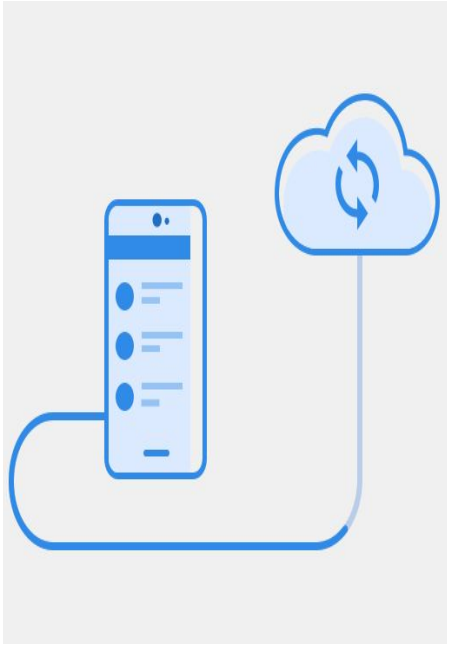
HDD Hard Drive Disk 3 -7 yrs

Cold Storage, does not require power to store data.

popular cloud storage apps

Device Sync the process of ensuring data, such as files, contacts, photos, and app settings, remains consistent and up-to-date across multiple devices like smartphones, computers, and tablets.





Sync Across Devices

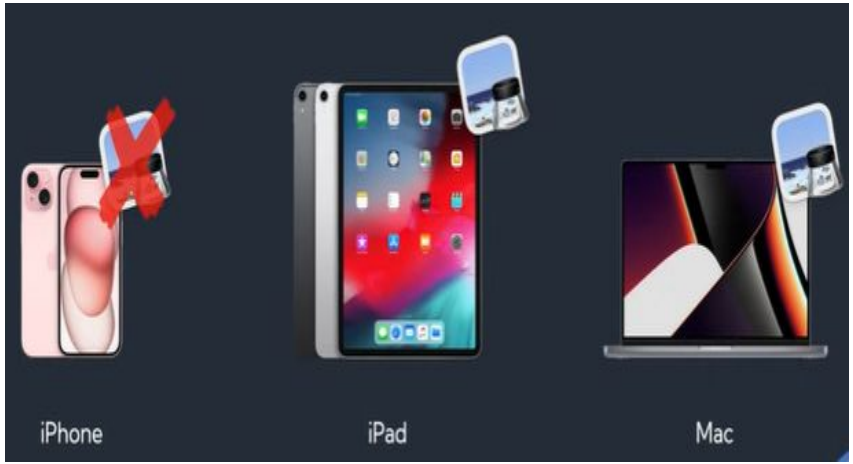
Photo is taken on iPhone and is sent to iCloud.

When devices connect online the photo is shown on your other devices.

Removing photos from devices with “Sync across devices”.

Day 1

Will remove photos from iCloud after 30 days.



Day 30

Photos are removed from other devices

Go directly to the cloud website.
You will need your login credentials

iCloud = www.icloud.com

Dropbox = www.dropbox.com

OneDrive = onedrive.live.com

Amazon Photos = amazon.com > navigate to your profile in menu.

Google Photos = photos.google.com

Use your device to download photos from the website or app directly.

If you download a photo from the cloud it might sync that duplicate photo.

The Cloud

Pros

Photos remain accessible

Quick and easy to maintain

Cons

Can get expensive

At the mercy of the provider