

HOW TO:

Transfer images from your camera or mobile phone to your computer, ready for online uploading!

Before you start

1. Transfer all of your photos which are currently on your camera or phone before you take the photos of your property by following the instructions below. Then you can have a clean camera or phone and it will be easy for you to transfer and upload them onto websites such as Houseflys.co.uk without taking too much time.
2. To make it easier to locate your pictures, **create folders each time you transfer pictures**, and keep them all in the **My Pictures** folder on your PC.
 - Name your photos immediately after you download them, or you may be left with folders full of obscure numerical file names, such as **Untitled_0264.jpg**.
 - If you only have a few photos to rename, click each file name once to highlight and edit to something easy to recognize for example **1bedkitchen.jpg**.
 - You don't have to transfer every picture you take. **View your pictures on your camera before you transfer**, and delete any shots you know you won't want.

Take your photos



Take up to four photos of your property. Ensure the rooms are presentable and free from clutter. Make sure the photos are not blurry and are taken in good light. Tenants prefer photos of kitchens, living rooms and the front of the property to give them a good idea of size etc. Remember **this is your business**, sell your property to tenants, and take pride in your rental property or room.

Option 1 Use a USB Cable



Keep a USB cable handy for transferring photos

Your camera probably came bundled with a USB cable. If not, you can find one at a computer shop such as PC World for under £10 or a mobile phone shop such as Carphone Warehouse. Just make sure it's compatible with your camera. Take your phone/camera into the shop with you if you're not sure.

Follow these simple steps to connect your camera through a USB cable:

Step 1: Make sure your camera is off before connecting.

Step 2: Connect the USB cable to the camera and the back of your computer.

Step 3: Switch the camera on.

Step 4: Your camera or phone may immediately show up on your computer's desktop or you may have to follow the



[Windows Live Photo Gallery](#)

This is a free software program for organizing, editing, and sharing your photos.

instruction on your camera or phone. If this happens, simply double-click the icon with your camera's name and use your mouse to click on and drag your photos to any folder on your computer. (On a Windows PC, the **My Pictures** folder is an ideal place to keep them or you can create your own

folder by clicking on your desktop or wherever you want the file to be and create a new folder with the name of the property **e.g: '2 Shelton Street'**

Ensure you are aware of where the file is located by making a note of it on paper.

Step 5: If your camera doesn't show up on your desktop, import your photos using an application such as [Windows Live Photo Gallery](#). You can also organize, rename, and share your photos using this free, downloadable software. Type in Windows Live Photo Gallery into your search engine to download and follow the instructions.

Option 2 Insert your memory card directly into a PC



Laptops often have slots on the side for inserting memory cards.

You can also insert your camera's or phone's [memory card](#) directly into your computer.

Step 1: Remove your memory card.

Step 2: Insert the card into a memory card slot on the front or the side of your computer. Because there are a few types of memory cards, there may be multiple slots on your computer. The slots on some computers are labelled to help you determine which one is right for your memory card. Also, the appropriate slot will be exactly the right size for your memory card.

Step 3: Wait a few moments for your computer to recognize the card. Then, click on the Start menu usually in the left hand bottom corner. Click on **My Computer** and you will see your memory card listed.

Step 4: Once you have located the card on your hard drive, use your mouse to click on and drag your photos to a folder, such as the **My Pictures** folder on your computer.

Not all computers have this capability. If your PC doesn't, you can purchase a separate memory card reader accessory that plugs right into your PC from a computer store such as PC World.



If you have a desktop PC, memory card slots are usually on the face of your computer.

Tips for transferring digital photos



You should **never force a memory card into a computer or a printer memory card slot.** If it doesn't slide in easily, turn the card the other way and try again.

Never disconnect or turn off a device while it's transferring or receiving photos. Always wait until your computer or printer tells you that the transfer is complete.

Don't delete your transferred photos from your memory card if you have plans to transfer the pictures again later.

Register with Houseflys

Now you are ready to register with Houseflys:

1. Input your name and email address and a confirmation email will be sent to you.
2. Click on the link in the confirmation email to **Activate** your account.

You are now ready to upload your property details and images.

3. Upload all of your property details, be as specific as possible, tenants like all the low down.
4. Upload your 4 photos by using the browse button, make sure you know where you have saved your photos on your PC to locate and upload easily.

You are now ready to advertise your property LIVE on Houseflys, this can be instantly OR at a later date:

5. Check your listing before you pay for your advert and make it go live.