*****‘Turning Gardeners into Conservationists’*

**Camera Trapping – Photo Upload**

***How to upload your camera images after your 10 nights of monitoring***

**CONNECT**

1. Once you have completed your 10 nights of monitoring, connect your camera to your computer using the USB cable that came with your camera. The USB port is circled in yellow in the photo to the right.

**OPEN, COMPRESS & RENAME**

1. Open ‘**File Explorer**’  on your computer and look for the camera drive folder usually named ‘**USB Drive**’.
2. Click on the ‘**USB Drive**’. There will a folder named ‘**DCIM**’.
3. Left click on the ‘**DCIM**’ folder to select it, then right click on it to bring up a list.
4. In this list, click ‘**Send to**’ and then ‘**Compressed (zipped) folder.**’
5. It can take anywhere between 5-30 minutes to compress your images so you might like to do another task while you leave your computer running.
6. Once the folder has been ‘zipped’, rename your zipped folder by right clicking on it and selecting ‘Rename.’ Name it using this naming convention:

***Date you collected your camera*\_*Property ID Number***

***DD.MM.YY\_ID#***

*F*or example, if you collected your camera on the 29th of August 2022 and your Property ID Number is ‘57’ you would rename the folder: ***29.8.22\_ID57***

**UPLOAD TO ‘CLOUDSTOR’**

1. Once you have renamed the folder it is ready to be uploaded to Cloudstor.
2. Click the link to your unique Property Camera Folder I emailed you, this will open up Cloudstor.
3. Once Cloudstor has opened, click the orange button in the top left-hand corner.
4. This will open your ‘File Explorer’ – as in step 1, find the ‘USB drive’ where your camera images are saved and click this to open the folder. Then click on the renamed zip folder to select and click ‘Open’ at the bottom right.
5. This will upload your images to Cloudstor. It can take anywhere between 5 – 30 minutes to upload your camera images, so again you might want to leave your computer running while you do some other tasks.
6. Once the upload has been completed a file will appear on your screen. You can then close your internet browser as the upload is complete and the images have been saved.
7. Once you have completed this upload you can then delete all camera images on the USB drive on your computer by right clicking on the folders and clicking ‘Delete’. **Only delete images from the USB drive once you have finished uploading the images to Cloudstor!**
8. Once you have deleted the folders from the USB drive the camera is now ready to use again!

**Any questions – reach out to your main project contact** 😊