

Managing photos for RHP using Apple MAC and iPhone

Step 1 - Download the Chrome browser and install it on your Mac

Step 2 - Add the RHP Item ID to the Photo immediately after snapping your photo

To add a caption to a photo on an iPhone, open the image in the [Photos app](#), then swipe up on the photo or tap the "i" (info) icon. Type your PHP Item ID (e.g. "PAB_0001") into the "Add a Caption" field and tap "Done" to save it. Captions are searchable and sync across Apple devices.

Step 3 - Export the photos out of the Photos app and into a regular directory on the Mac; and change the file name of the photo to the RHP Item ID

Create a new folder in your Documents directory on the Mac, entitled, for example, "RHP Collection Media".

To move a picture from the Photos app to the folder in the Documents directory on a Mac, and rename it to the RHP Item ID, you should use the **Export** function, which allows you to set the filename during the transfer process.

Step 1: Export the Picture and Rename
Open the Photos app on your Mac.

Select the image(s) you want to move.

Click File in the menu bar, then choose Export > Export [Number] Photos....

In the export dialog:

Photo Kind: Select JPEG.

File Name: Click the dropdown menu and select **Use Title**

Click Export.

Step 2: Save to Documents Folder

In the Save dialog that appears, navigate to your Documents folder in the sidebar.

Click Export again to save the renamed image to that location.

Step 4 - Copy the RHP photos from the directory on the Mac, into the selected folder on the RHP Google Shared Drive

Open Chrome browser on your Mac

Navigate to Shared Drive: On the left, click Shared drives and open the target folder.

Upload:

Drag & Drop: Drag the folder/files from your Mac's Documents directly into the browser window.

Use the + New button: Click + New (top left) -> File upload or Folder upload, then select your photo folder.

Permissions: You must have at least "Contributor" access to move files into a Shared Drive.

Transfer Ownership: When you move files from your personal "My Drive" or desktop into a Shared Drive, the ownership of the files changes to the organization.

Sync Settings: If files fail to copy, verify Drive for desktop has permissions to access your Documents folder in macOS System Settings > Privacy & Security.

Step 5 - Insert the photo from the RHP shared drive, into the “Digital File ID” cell on your RHP Google Sheets Inventory Sheet on the RHP shared drive

In a new Chrome window, open your RHP collection inventory sheet in Google Sheets on the RHP shared drive

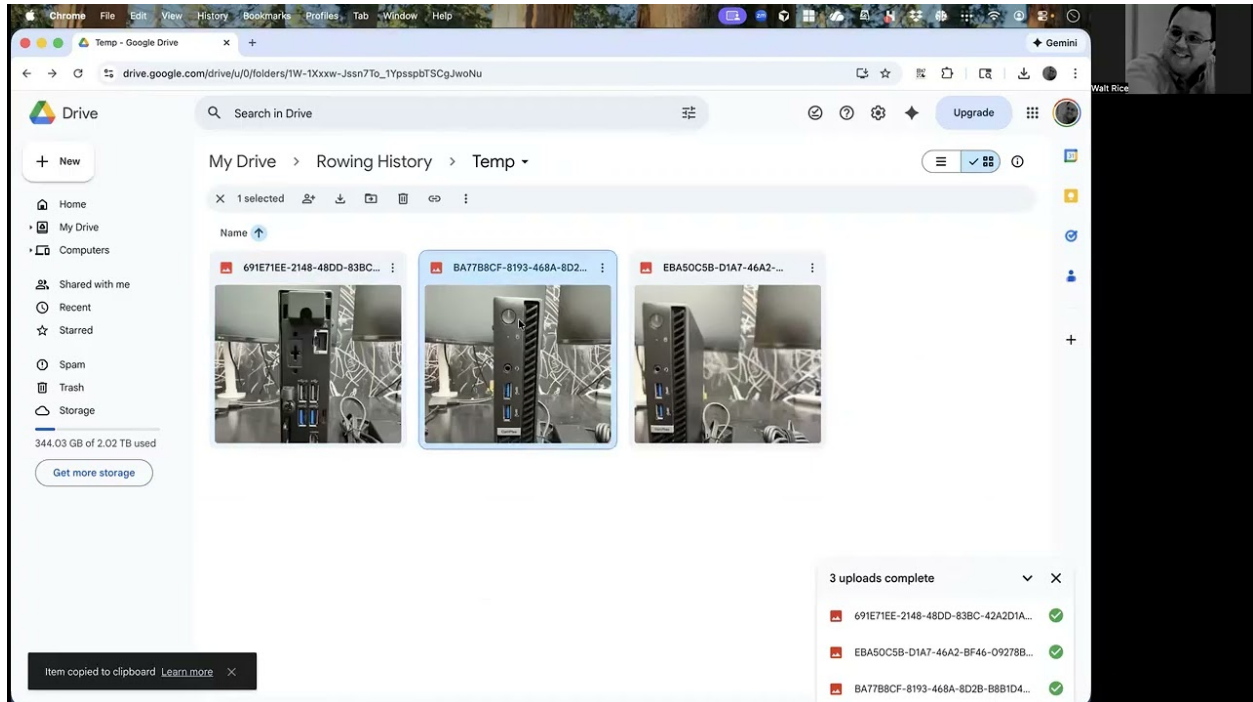
In another Chrome window, open your RHP shared drive and navigate to the list of your collection photos

In the list of collection photos, select the photo file that you want to insert into the Google sheet, and then enter **Command-C** to copy the photo. A pop-up will appear saying that the photo has been copied to the clipboard

On your collection inventory sheet, select the appropriate “Digital File ID” cell that you want to place the photo into, and enter **Command-V**. A small pop-up will appear beneath the cell asking to “TAB to replace with.....”. Select TAB. This will create a link from the “Digital File ID” cell to the corresponding photo on the shared drive, and it will also enable you to see a thumbnail image of the photo when you hover your cursor over the

cell, which is very helpful when you are reviewing your photos on the sheets.

Here is a video of the process for step 5:



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