

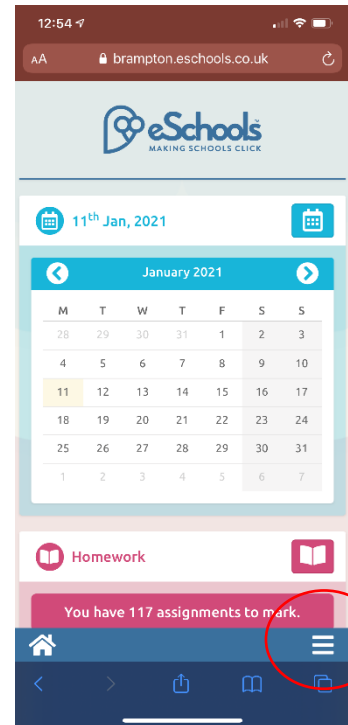
## How to save photos on a mobile device into STARZ to access on a computer

If you are taking photos of your work on a mobile device follow these steps to get them on to your computer via STARZ so that you can insert them into your shared Word documents.

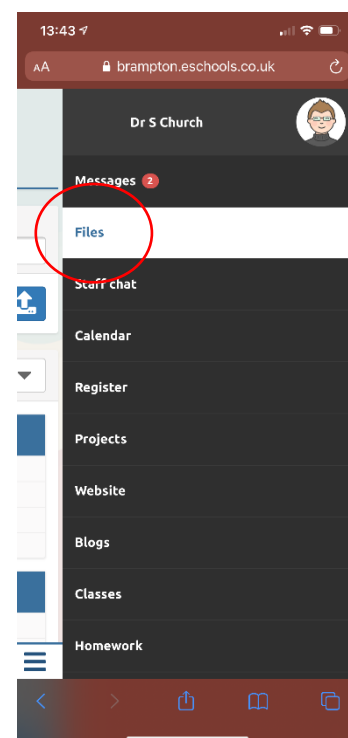
**Step 1** – Take a photo of your work!

**Step 2** – Open STARZ on your device from the school homepage.

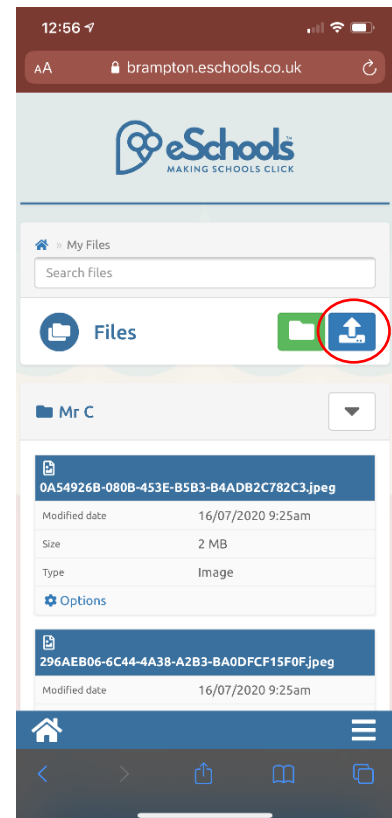
**Step 3** – Select the Files option from the three lines in the bottom right hand corner of your device.



**Step 4** – Select *Files*

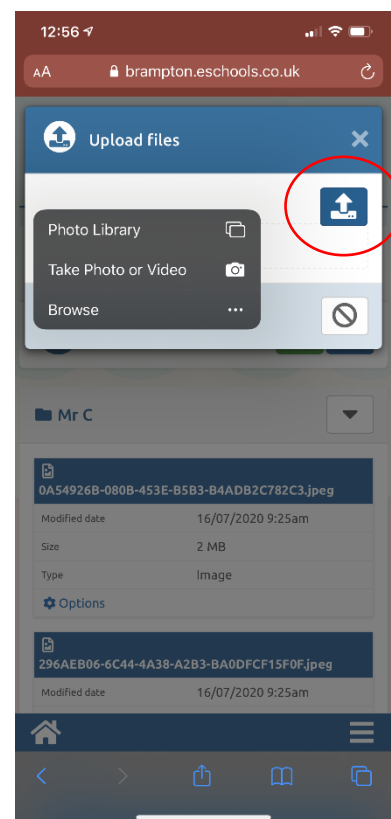


**Step 5** – In *Files* select the upload button



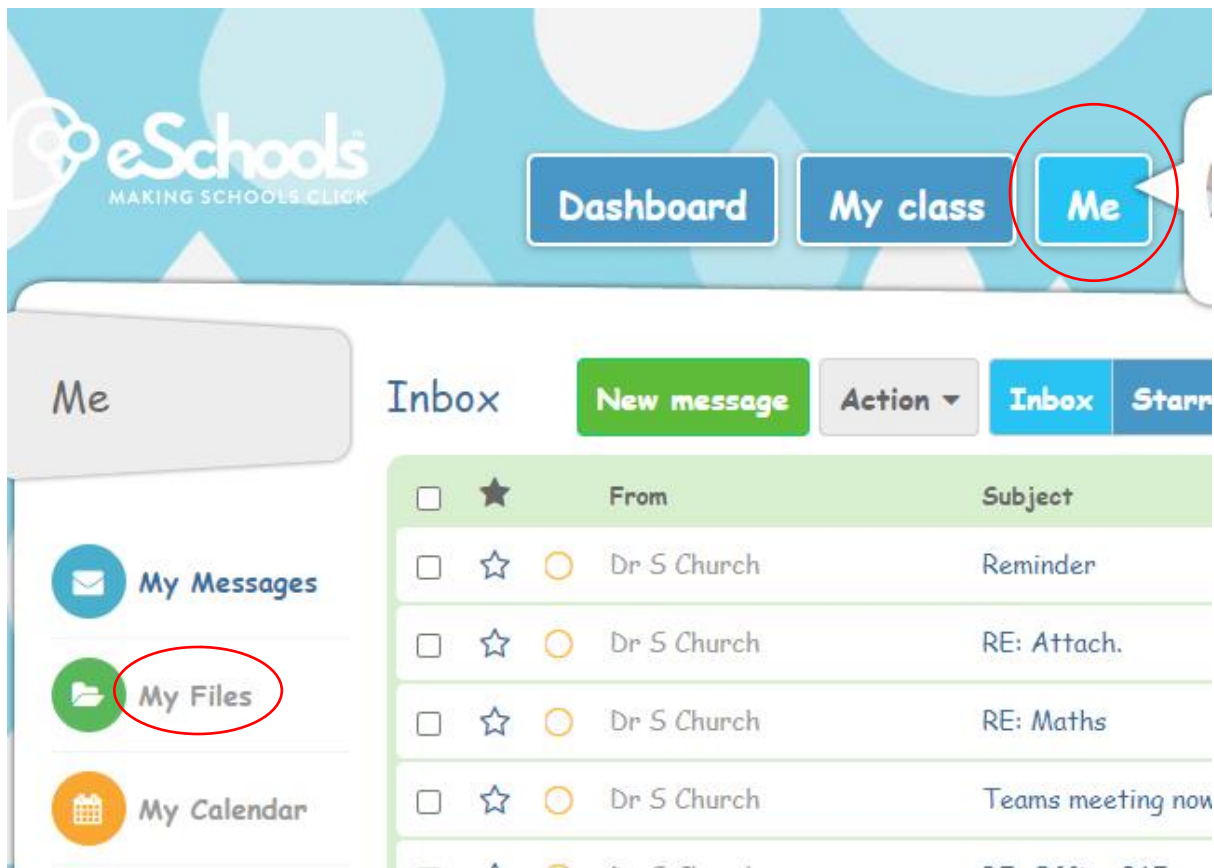
**Step 6** – In *Files* select the upload button to open the Upload files option.

Note - You may have to press the same button again to view the Photo library option.



**Step 7** – Select your *Photo library* to select a photo already stored or select *Take Photo* to take a new photo for upload.

**Step 8** - The photo files will appear in your Files area on STARZ under the 'Me' section.



**Step 9** – You can now insert these photos into your Shared Word Document (See the Guide on *how to insert photos*).