

Instructions for Taking and Sending Photos with Geotagging Information

Taking Photos:

Review the information below for your phone. If you choose to use a phone application for either iOS or an Android phone, please review the information on bullet point 3:

1. When using an iPhone

- 1) Open/Unlock your phone
- 2) Go to **Settings**, tap **Privacy** and then **Location Services**
- 3) Tap **Camera** and then **While Using**
- 4) See the screenshot below for additional information.

2. When using an Android Phone

- 1) Go to your Android device's home screen, then press the "**Menu**" button. Tap "**Settings**" to access the settings menu.
- 2) Drag your finger up the screen to scroll down the phone's menu until you find the "Location" option. Tap the "**Location**" option to continue. Note that on some Android devices this may be labeled "**Location and Security.**"
- 3) Tap the option labeled "**Use GPS Satellites**" to place a green check mark next to it. This option must be turned on for the geotagging option to work.
- 4) Press the "**Home**" button to go back to the main screen, then tap the camera icon to launch your Android smartphone's camera.
- 5) Tap the "**Menu**" button once the camera application loads, then tap the "**Settings**" option. On some Android cameras, this option will simply be a small cog icon.
- 6) Scroll down to "**Store Location in Pictures,**" or "**Geo-tag Photos,**" depending on your OS version, and tap that option to put a green check mark next to it. Tap "**OK**" when you see a message telling you that the GPS function needs to be turned on. Your photos will now be geotagged with your location as long as your phone can get your position from the GPS satellites.

3. When using a geotagging phone application* (iPhone and Android)

- 1) Go into the application store within your phone (e.g., "Play Store", etc.) and find an application that geotags photos when they are taken. One application CDFA suggests for use is the GPS Map Camera: <https://gpsmapcamera.com/>.
- 2) Download the selected application on your phone and ensure it is open and you are using it when taking photos you would like geotagged.

* Any tools (e.g., software application/app, etc.) recommended by the California Department of Food and Agriculture's (CDFA), Office of Environmental Farming and Innovation (OEFI) for grant recipient usage, are not endorsements or certifications of said tools. The adoption or usage of the tools is not required.

If a recipient elects to use these tools, they do so at their own discretion and subject to their own liability. CDFA and OEFI are not liable for any risks associated with these tools, including, but not limited to possible breaches of Personal Identifiable Information (PII), data usage, malware, and/or associated costs.

Sending Photos:

- 1) Send individual photos via email as attachment files.
- 2) Do not make changes to the photo before sending.
- 3) If a file is too large, send one by one
- 4) Send photos to your assigned HSP environmental scientist or cdfa.HSP_Tech@cdfa.ca.gov if you are not sure whom to send.
- 5) Your assigned HSP environmental scientist may also ask you to text the photos to their work cell phone if that is more convenient for you.

Example - Screenshot of iPhone that allow photos with geotagging information

