

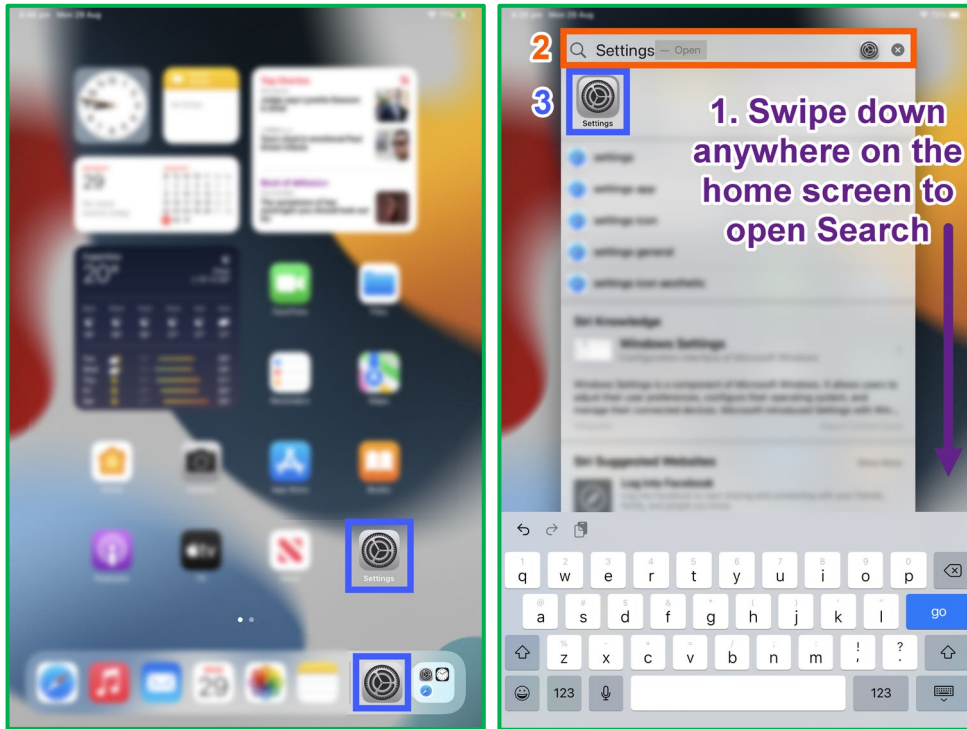
iPad – Making Photo Files Easier to Use (Change HEIC to JPEG)

SOTA students can use their school iPad to take photos of and submit work. By default, photos taken with the iPad will be saved as HEIC (High-Efficiency Image Container) image files; these can be difficult to open on Windows computers and other devices.

This helpsheet will show you how to change the camera settings on your school iPad to allow the tablet to automatically save future photos as JPEG image files instead, as these are more compatible with most devices and are easier to work with.

1. On your iPad, locate and tap the **Settings** app to open it

If you cannot locate the **Settings** app, **swipe down** anywhere on the **home screen**, then **search for** and tap **Settings**



2. In **Settings**, **scroll down the list** on the left, find and tap **Camera** and then tap **Formats** at the top of the right menu
3. In the **Formats** menu, tap **Most Compatible**, and you're done! All your photos will now be taken as JPEG image files

