Digital Photography: From Camera to Computer and More
A Hands-on Class, Edith Einhorn; Notes for Windows XP and Windows Vista

Saving Your Pictures to the Computer's Hard Disk

You will be using the Windows Explorer file management system for this procedure. Notes are written for Windows XP. Vista differences are indicated by [ ] or by the words "Vista Notes."

1. Create a folder to hold the images
    a. Note: My Pictures [Pictures] is a subfolder of My Documents; you will create a subfolder of My Pictures [Pictures]; this method will insure that such commands as view as a slide show, print and send via email are available on the task pane (in Win XP) and will invoke the needed wizards
    b. Open My Pictures [Pictures]
        1) Start Button → My Pictures [Pictures] or
        2) Windows Explorer → My Pictures → create a desktop shortcut to the My Pictures folder
    c. Create a folder to hold today's pictures (right click in right pane of the open folder, click on New → Folder, name the folder
    d. Give the folder a name that identifies your photos, e.g., London, 5-2008

2. Downloading from a digital camera to My Pictures/Class Pictures
    a. using a USB cable
        1. use cable that came with your camera
        2. connect to your computers' USB port
        3. folder on your camera storage card opens (you may have to open 1 or more subfolders until pictures are available)
        4. select those picture you want to download
            a) to choose 1 picture click on it
            b) to choose multiple pictures, hold down either the shift key (for contiguous pictures) or the Ctrl key (for non-contiguous pictures) while clicking on the pictures
            c) to choose all pictures, go to the Edit Menu → Select All
        5. drag and drop with the right mouse button (or copy/paste) to subfolder Class Pictures in My Pictures
    b. using a USB docking station: connect to computer and follow steps as listed for cable download
    c. directly from memory card using a card reader: insert card into card reader and follow steps as listed for cable download

3. You can also download your pictures directly from a camera's memory card to a CD using the above method or using a commercial source such as Walgreen's or Costco's self-service kiosks.

Viewing Your Pictures in Windows

1. in a folder: View menu → thumbnails [Views → large or extra large icons]
2. in a folder: View menu → film strip [N/A]
3. as a slide show in <u>Windows XP</u>
   a. change folders view to task pane
   b. under Picture Tasks, click on "view as slide show"
   c. if slide show command is not available
      1) right click on the folder
      2) click on properties
      3) click on customize
      4) under "use this folder type as a template" choose either Pictures or Photo Album
      5) click OK
   as a slide show in <u>Vista</u>: on the Menus/Buttons bar on the top of the window, click on slide show
4. viewing a single image in full screen: double click; Windows Picture and Fax Viewer (can change the default viewing program) [default viewer in Vista is Windows Photo Gallery]
   <u>Notes on Windows Vista:</u>
   a. to show folders menus, click the Alt key
   b. View menu contains: extra large icons, large icons (<u>equivalent to XP's thumbnails</u>), medium and small icons, list, details, tiles; film strip n/a
   c. Slide show menu (Vista does not have a Task Pane)

NOTE: Method of choice for the next tasks is to use Windows Explorer in the folder in which the photos are stored.
   a. Open the folder.
   b. Right click on the desired photo(s) for a menu of options
Alternate methods are shown, and users are encouraged to the method with which they are most comfortable.

Renaming Photos

1. one at a time
   a. right click on photo → click on rename
   b. type in desired name
   c. be sure to keep the same file extension, e.g. .jpg
   d. batch rename
      1) select all photos to be renamed → click on rename
      2) windows will use the same name with consecutive numbers for all selected photos, e.g. flower, flower (1), flower (2), etc.
      3) to select: use either edit menu or keyboard commands
         select all (ctrl-A)
         select some contiguous (use shift key)
         select some non-contiguous (use control key)

Printing Your Pictures

Printing: print wizard automatically fits image to page; it is invoked with methods a, b, c and d

1. in the Windows Explorer folder
   a. right click on one picture to open the print wizard
   b. choose all the pictures to be printed
   c. make printer preferences
   d. choose desired layout
2. File menu → Print
3. open a picture in Windows Picture and Fax, click on Print icon
   [open a picture in Windows Photo Gallery, use Print menu]
4. in task pane [not available in Vista]
   a. click on the picture (s) to be printed
   b. under Picture Tasks, click on Print Picture
5. through image editing software

Sending Via Email as an Attached File

To check the file size of a photo, right click on the file, click Properties and look at Size

Windows XP

Method 1
a. in the Windows Explorer folder, right click on the photo to be attached
b. click on send to → mail recipient
c. choose: make all my pictures smaller or keep original size
d. complete the To box (subject is automatically filled in but can be changed) and add a message
e. click Send

Method 2:
a. click to select the picture (s) to be sent
b. in the task pane, under File and Folder Tasks, click on "email this file"
c. in the Send Pictures via Email dialog box, click "make all my pictures smaller"
   1) use for all file sizes greater than 64 kb
d. complete the message by filling in the To box and adding a message; (subject is automatically filled in but can be changed)
e. click Send

Windows Vista
1. in Windows Explorer folder view, click on Email menu
2. in Windows Explorer folder view, right click on the photo → Send to → mail recipient
3. in Windows Photo Gallery, click on Email menu

In all 3 methods, you can choose the size in pixels of the photo to send.

Saving to a CD

1. right drag and drop, copy/paste or click on File Menu → send to CD drive
2. in either case, message displayed says "Files ready to be written to CD"
3. these files are still temporary; right click on the drive, click on write the files to the CD
4. CD will be ejected when the writing is complete

Saving to a thumb drive

1. right drag and drop or copy/paste
2. suggestion: use folders on the thumb drive to hold your photos
3. be sure to use the "safe to remove hardware" command before removing the thumb drive