

# From Camera to Computer Plus Using Windows Live Photo Gallery

Class Notes

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Windows Live Photo Gallery is a part of the Windows Live Essentials suite of programs. It is a part of Windows 7 and should already be installed on your computer. Windows Live Essentials programs are compatible with Windows Vista and Windows XP, but they must be downloaded. Included programs are messenger, mail, writer, photo gallery, movie maker, family safety and tool bar. For this class you will need photo gallery. Other suggested programs are: mail, writer, and movie maker.

1. downloading Windows Live Essentials
  - a. go to <http://download.live.com>
  - b. click **download**; the installer will open
  - c. select the programs you want to install (previously installed Windows Live programs will also be updated if you don't have the latest versions installed yet)
  - d. click **Next**
  
2. open Windows Live Photo Gallery
  - a. click on the **Start menu**
  - b. scroll to the **Windows Live** folder
  - c. click on the folder to open it; click on **Photo Gallery**
  - d. all the pictures currently in you're My Pictures folder will be displayed in the left pane, either by sub-folders or by date taken
  
3. import options
  - a. click on the **File menu**
  - b. click on **Options**
  - c. click on the **Import tab**
  - d. set the camera option to download to My Pictures
  
4. downloading from camera to computer
  - a. insert either your media storage card in your computer's card reader slot or connect the USB cable that came with your camera to your computer; if the Autoplay or Import Media Files box opens, close it by clicking the red X
  - b. open **Photo Gallery**
  - c. click **Import from a camera or scanner**; the Import Photos and Videos box opens
  - d. click Import
  - e. to keep the default folder, click **Import all new items now**
  - f. **or** click **Review, organize and group items**
    - 1) click more options
    - 2) change the default folder name if necessary
  - g. **DO NOT** click Erase after importing if you want to keep the pictures in the camera
  - h. remove the media card or USB cable

5. Saving to a thumb drive or CD
  - a. select the pictures to be saved
  - b. click on the **File menu**
  - c. click **Copy**
  - d. insert your thumb drive or CD
  - e. click Open to View Files: if you don't see the thumb drive, click on the Start button, click on Computer, click on the thumb drive to open it
  - f. click **Paste**

Hint: Before making changes, right click on the picture, click copy, click paste. This creates a copy for you to work on so the original will remain unchanged.

Note: Clicking Back to Gallery after making a change saves your changes. You can always revert to the original at this point or later by opening the photo, clicking Fix, then clicking Revert

6. rotating a picture
  - a. open Photo Gallery
  - b. right click on the picture that needs an orientation change
  - c. click **Rotate Clockwise** or **Rotate Counterclockwise**
7. resizing a picture
  - a. for reference: Photo Gallery measurement is in pixels only

Photo Gallery Choices		72 DPI	300 DPI
smaller	640	9	2.1
small	800	11	2.7
medium	1024	14	3.4
large	1280	18	4.3

notes: size is dependant on resolution; conversions in table are approximate

to convert pixels to inches (Output to Monitors/Printers)

Formula:  $\text{Pixels} \div \text{DPI} = \text{Inches}$

- b. right click on the photo then click **Resize and Save**
8. renaming a picture: right click on the picture, then click **Rename**
9. basic editing using windows live photo gallery: click on the **Fix menu** to invoke the following image adjustments
  - a. auto adjust
  - b. crop
  - c. fix red eye
  - d. adjust exposure
  - e. adjust color
  - f. straighten photo

10. sending via email
  - a. select the photos to be sent (can use shift or control for multiple selections)
  - b. click **Email** on the tool bar; attach files window opens
  - c. choose desired size; click **Attach**
  - d. fill out the new message window that opens
  - e. click **Send**
  
11. viewing as a slide show: click **Slide Show** on the tool bar
  
12. panoramic stitching
  - a. demonstrate how to take pictures for a future panoramic
  - b. select pictures to be stitched
  - c. click Make menu
  - d. click Create panoramic photo
  
13. creating a desktop image
  - a. select picture to become the desktop wallpaper
  - b. right click on photo
  - c. click Set as desktop background
  
14. creating a screen saver
  - a. select the photos to be included in the screen saver
  - b. click on the File menu
  - c. click Screen saver settings
  
15. black and white effects
  - a. select the photo you want to work on
  - b. click on the Fix menu
  - c. click on Black and White effects
  
16. creating pop art
  - a. select the photo you want to work on
  - b. click on the Fix menu
  - c. click Adjust color
  - d. slide the Saturation bar right all the way
  - e. experiment with Color temperature and/or Tint
  - f. click Adjust exposure
  - g. slide Shadows, Highlight and Contrast bars all the way to the right; slide Brightness just a little to the left
  - h. click Undo if you don't like the results