

# Digital Photography: From Camera to Computer and More

## A Hands-on Class, Edith Einhorn; Notes for Windows 7

### How Windows Stores Pictures

#### DEFINITIONS

Windows uses folders and files as a way to organize data on your computer in much the same way as you would use a file cabinet with manila file folders into which you place your documents.

1. **Folders** hold Files and/or other Folders.
2. **Files** are a collection of data stored as a single unit. Files can be text such as letters or essays, spreadsheets, photographs and other graphics, music and so forth.
3. Each picture is stored as a file.

#### STORING PICTURES (FILES)

1. If you want to keep a copy of a document that you create, you need to save it in some permanent storage device.
  - a. hard disk (drive), usually called your c drive and named c:\
  - b. removable storage devices
    - 1) CD-RW drive: you can read and write to a CD-RW disk

in addition, your computer probably has a CD-ROM drive; ROM stands for read-only memory; you cannot save to a CD-ROM disk but you can read the data on it

  - 2) flash or thumb drive
2. File names consist of 2 parts
  - a. user given description
    - 1) can use upper and/or lower case and spaces between words
    - 2) may not use the following characters: \ / : \* ? " < > !
  - b. file extension
    - 1) written as .xxx or .xxxx
    - 2) supplied by the application program being used
    - 3) used to match file to the program that created it or that can open it

#### WINDOWS EXPLORER

1. Windows Explorer is windows file organization module. It is found in all versions of Windows
2. Windows stores files (documents or pictures) in a hierarchy of folders, subfolders and files.
3. You will want to store your pictures in a folder called Pictures or My Pictures
  - a. Windows 7: Libraries → Pictures → My Pictures
  - b. Windows XP: Documents → My Documents → My Pictures

4. **Opening Explorer:** There are several ways to access Windows Explorer.
  - a. Click and hold the Windows Key, click once on the E key, let go of all keys. This opens Windows Explorer to My Computer
  - b. Insert a CD or a thumb drive with text files into your CD drive. Windows Explorer opens to let you see the appropriate drive.
  - c. In Windows 7, there is a Windows Explorer icon pinned to the task bar.
5. **Examining Windows Explorer:** Windows Explorer has two panes which work independently of each other but are interrelated.
6. The **left pane** in the Windows Explorer window is known as the **folder pane** and lists the folders only. A white wedge (Win 7) or a plus sign (Win XP) beside a folder name means that there are subfolders.
7. The **right pane** is known as the **contents pane**. Unlike the folders pane, the contents pane lists files as well as folders. When you click on a folder in the left pane, the right pane shows the contents of the folder highlighted in the left pane. Usually folders are listed alphabetically first, followed by files listed alphabetically. You can change this sort by clicking on the column header.
8. The **right pane (contents pane)** has several views. Go to the View menu. The views are listed in the second section. Click on each view to see what it looks like.
9. The **address bar** identifies which folders you are examining.

#### **CREATING AND NAMING A FOLDER**

1. Click on the My Pictures folder to open it.
2. Right click on a blank spot in the folder.
3. Left click on New in the menu that opens.
4. Left click on Folder
5. Type a name for the folder; click the enter key.

If you make a mistake, right click on the folder's name, click rename, and type over the error and click the enter key

# Saving, Viewing and Renaming Your Pictures

## Downloading from Your Camera

You will be using the Windows Explorer file management system for this procedure.

1. Create a folder to hold the images
  - a. Windows starts you with a folder to hold pictures. There are several ways to access this folder:
    - 1) Win 7
      - a) Click on the start button → Pictures → My Pictures or
      - b) Click on the Windows Explorers icon on the task bar → Libraries → Pictures → My Pictures
    - 2) Win XP
      - a) Click on the start button → My Documents → My Pictures or
      - b) Open Windows Explorer → My Documents → My Pictures
  - b. To create a folder refer to Handout 1: How Windows Stores Pictures to create and name a folder
2. Download from a digital camera to your computer
  - 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 the folder you created for these pictures
  - b. directly from memory card using a card reader
    - 1) remove the card from your camera
    - 2) insert card into card reader
    - 3) follow steps as listed for cable download
3. You can also download your pictures directly from a camera's memory card to a flash drive or a CD using the above method.
4. Commercial services such as Walgreen's or Costco's self-service kiosks are also available.
5. Remember – each picture is a separate file within the folder.

## **Viewing Your Pictures in Windows**

1. Every folder has a choice of different views to see the files within that folder.
2. In Windows 7, the views choices are found on the View ribbon; in Windows XP the views choices are found on the View menu.
3. For pictures, you will probably want one of the Icon views in Windows 7 or the Thumbnails view in Windows XP
4. To view a single image in **full screen**: double click on the picture
  - a. Windows Photo Gallery is the default viewer in Windows 7 and Vista
  - b. Windows Picture and Fax Viewer is the default viewer in Windows XP

Notes on Windows Vista: if you don't see the Menus, click the Alt key

5. To view all the pictures in a folder as a **slide show**
  - a. Windows 7: click Slide Show on the tools bar below the Menus
  - b. Windows XP
    - 1) change folders view to task pane
    - 2) under Picture Tasks, click on "view as slide show"
    - 3) if slide show command is not available
      - a) right click on the folder
      - b) click on properties
      - c) click on customize
      - d) under "use this folder type as a template" choose either Pictures or Photo Album
      - e) click OK
  - c. Vista: on the Menus/Buttons bar on the top of the window, click on slide show

## **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
2. Batch rename
  - a. Select all photos to be renamed → click on rename
  - b. Windows will use the same name with consecutive numbers for all selected photos, e.g. flower, flower (1), flower (2), etc.

# Printing and Sharing Your Pictures

## Printing Your Pictures

1. select one or more pictures to be printed
  - a. right click on a picture, then left click on **print** on the drop down menu or
  - b. click on the File menu, then click print or
  - c. click on one picture to view it, then click print
2. the print wizard opens
3. choose paper size
4. choose number of copies
5. choose picture size
6. you can adjust your printer options by clicking options
7. click print

## Sending Via Email as an Attached File

There are multiple ways to send a photo via email

1. Windows 7 has an email command on the tool bar below the menu bar
2. Windows XP also has an email option on the task pane.
3. You can use either of the methods described below.

Method 1 (This only works with client email programs such as Windows Live Mail, Outlook or Outlook Express. It will not work with webmail such as Gmail, Hotmail or Yahoo mail)

1. In the Windows Explorer folder, right click on the photo to be attached
2. Click on send to → mail recipient
3. Choose to make all my pictures smaller if needed
4. Complete the email message box (subject is automatically filled in but can be changed) and add a message
5. Click Send

## Method 2:

1. Open your email program
2. Open a New Message window
3. Fill in the To and Subject lines
4. Compose the message
5. Click on the Attach icon on the New Message window tool bar
6. Find and click the picture to be attached
7. Click on Attach
8. The New Message window returns with an Attachment line added; the file to be attached is indicated in the Attachment line
9. Send the message as usual