

Downloading and Viewing Digital photos

For Beginners



Digital Skills
Sessions, by:

Newcastle Libraries

Disclaimer

Please note Newcastle Library staff cannot be responsible for damage to your images or camera/device used

In this guide you will learn:

- How to transfer pictures from your camera to your computer
- How to use the Scanner and Camera Wizard
- How to view and edit pictures on your computer
- The options available to print your pictures
- The options available for printing pictures and sharing them online

Please note we cannot help you with individual cameras. This taster session is a basic guide for those who have little or no previous experience of downloading digital photos but will most likely have already used a digital camera.

This taster guide is based on the Windows XP operating system. Screen shots and instructions in this guide may be different to what you experience when using other operating systems such as Windows 7.

How to download photos from a camera to a computer

When you take a photo with a digital camera the images are stored on a memory card. You can copy the pictures from your camera's memory card to your computer to print them, share them with others or save them for safe keeping. Once your pictures are on your computer, you can delete them from your camera which frees up memory so you can take more pictures.

Some digital cameras come with software that helps you copy pictures from your camera to your computer but Windows can copy pictures to your computer without requiring this additional software.

You can transfer pictures onto your computer via several different methods:

- USB cable

Your camera is likely to come with a USB cable. Plug the cable into your camera and connect this to a USB port on your computer. Turn on your camera. You may need to set your camera to its play/picture review function.

- Portable USB memory card reader

Take the memory card out of your camera and put it in a memory card reader. The memory card reader plugs into a USB slot on your computer.

- Memory card slot on your computer (if available)

Take the memory card out of your camera and slot this into the memory card slot on your computer.

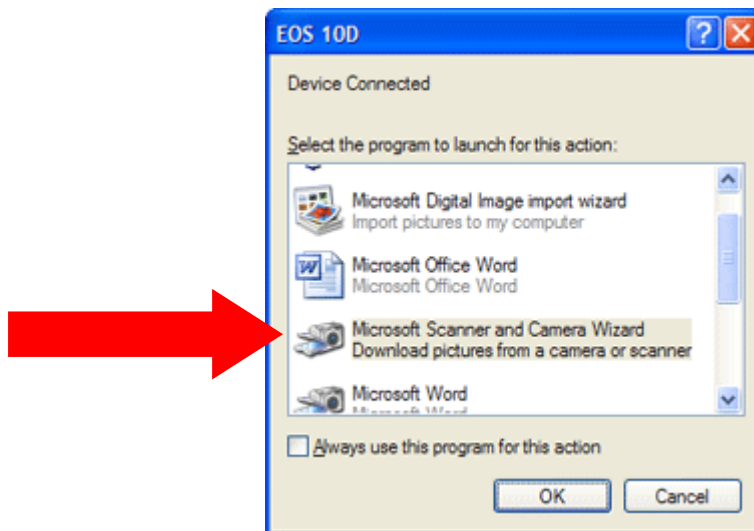
Whichever method you choose your camera or memory card should be detected automatically and the Scanner and Camera Wizard will start. If this doesn't happen, please go to page 6.



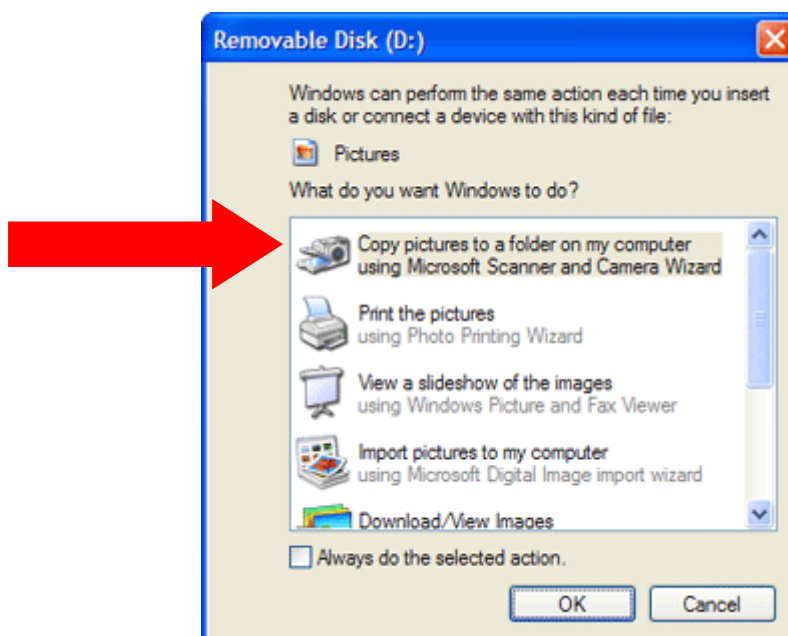
Using the Scanner and Camera wizard

Once your camera is connected to your computer or you have inserted your memory card your computer will detect the connection and provide you with a number of options. Follow the steps below to download your images.

1) If you connected your camera with a USB cable select 'Microsoft Scanner and Camera Wizard' as below:

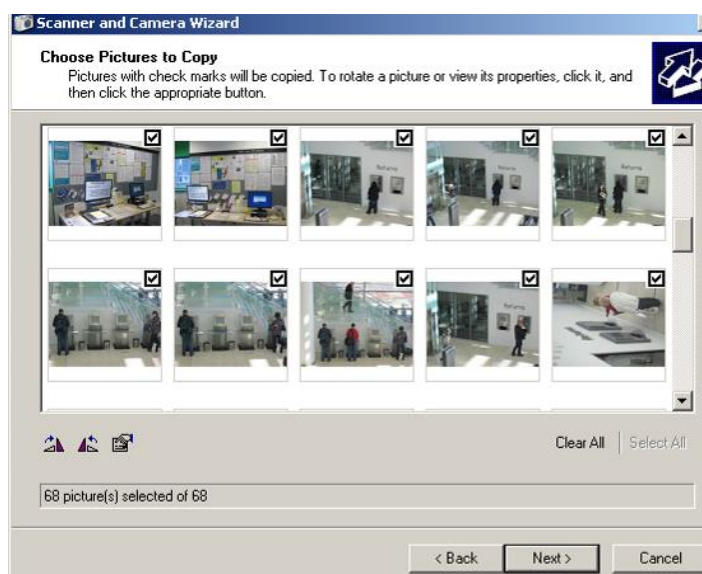


If you used a memory card reader or inserted your memory card select 'Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard' as below:



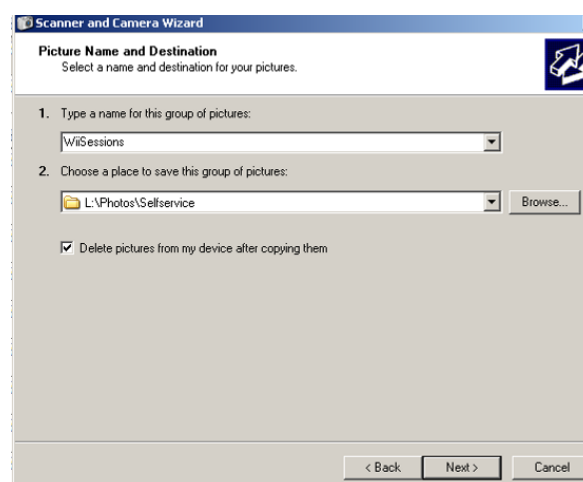
2) When the Scanner and Camera Wizard appears click 'Next'.

3) The pictures that are on your memory card will appear. All pictures are selected to download by default. If there are any pictures you do not want to download clear the check box next to the pictures. Once you are happy with your selections click 'Next'.



4) On the next screen you will need to type a name for your pictures and decide where on your computer you would like to save them.

a) Type a name for your pictures in the first box. All of your pictures will have this name followed by a number which is automatically assigned. For example, you could name the pictures 'SpainHoliday' and the pictures will be numbered 'SpainHoliday001', 'SpainHoliday002' etc.



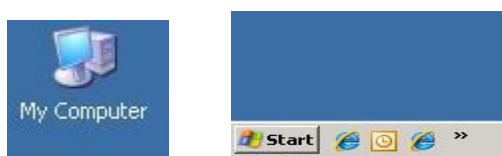
b) Choose where you would like to save your pictures by selecting 'Browse...'. You will be presented with a list of the folders on your computer. You may wish to highlight the 'My Pictures' folder and select 'NewFolder'. You can then rename this folder to whatever you wish.



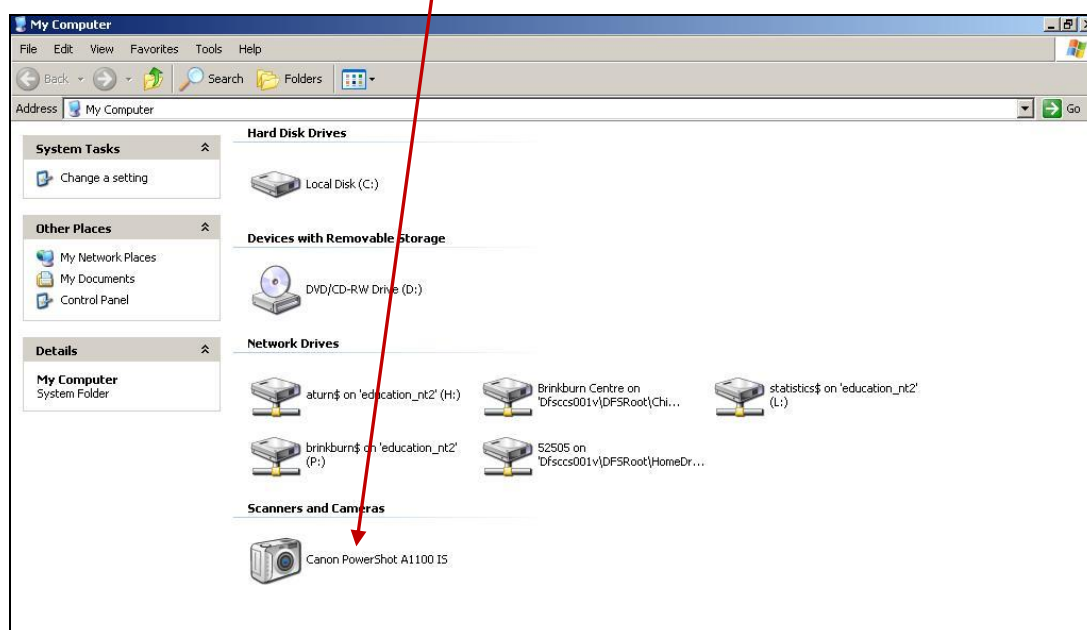
- 5) Select 'OK'. You can also choose to delete the pictures from your camera after you have copied them. Put a tick in the box if you wish to do this. Click 'Next'.
- 6) Once the pictures have finished copying across you will be asked if you wish to publish your pictures to a website or order prints. Select 'Nothing' (the third option) and then click on 'Next'.
- 7) On the final page click 'Finish'. A window will open on your computer to so you can view the pictures you have downloaded.
- 8) Turn off your camera and disconnect it or remove the memory card from the computer and put it back in your camera.

What to do when the Scanner and Camera Wizard doesn't appear on the screen after you have connected your camera or card reader to your computer

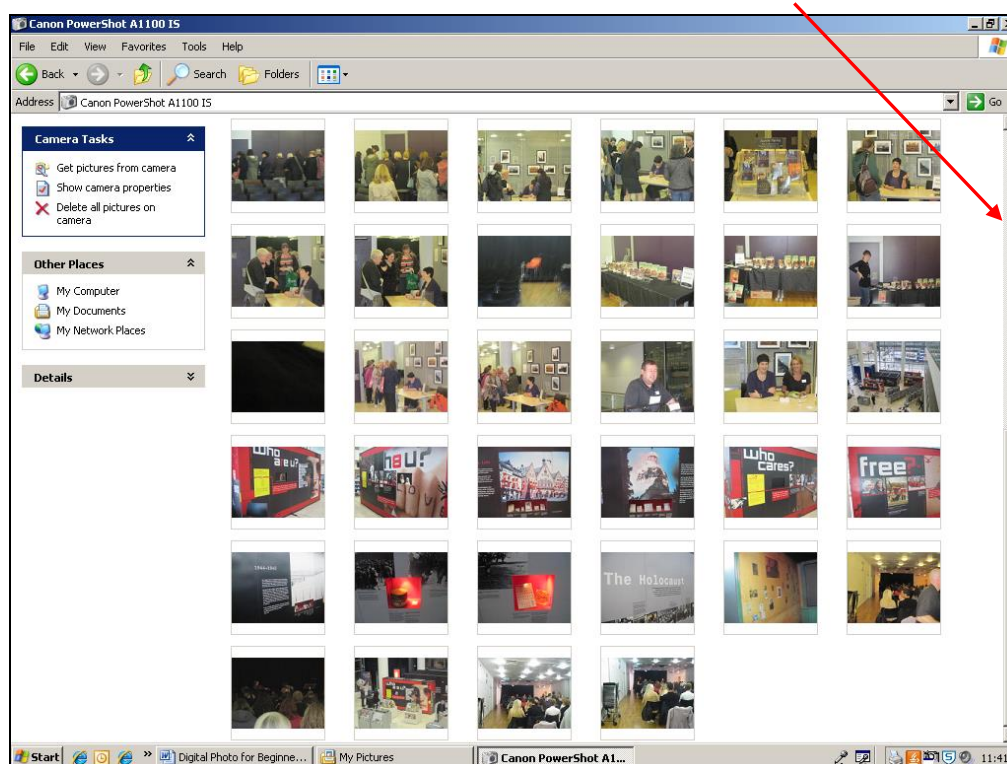
- 1) Double click on 'My Computer' (which is often located on the desktop of the PC or can be accessed via the 'Start' button on bottom left hand side of the page)



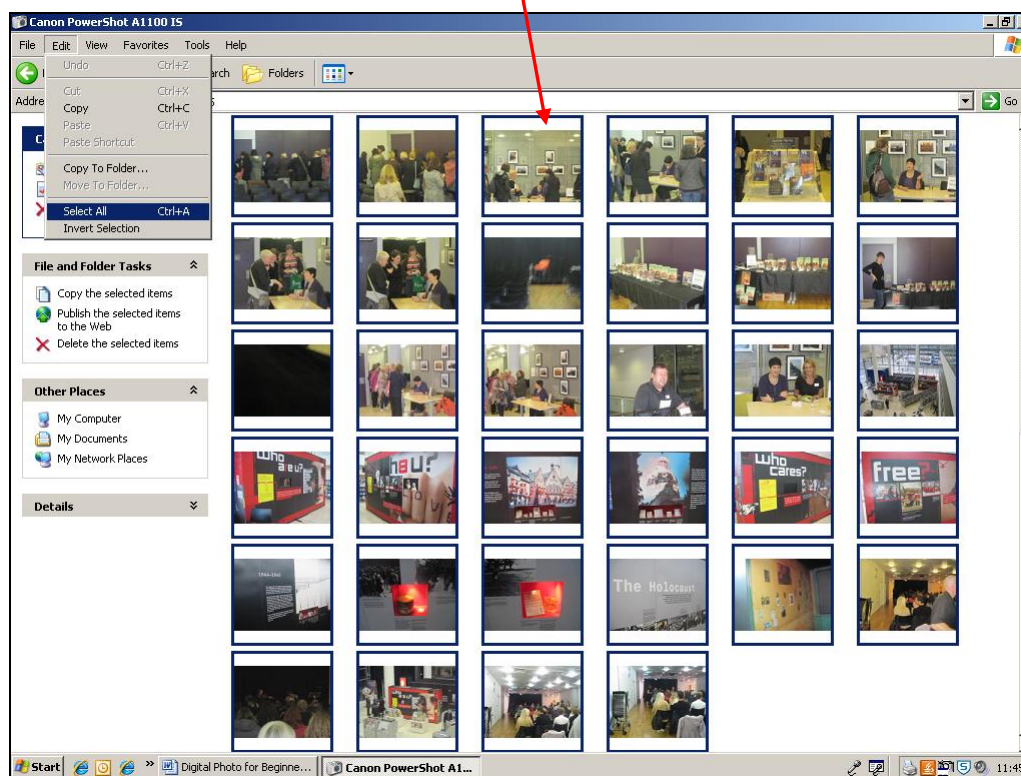
- 2) You should then be able to see your camera under the heading 'Scanners and Cameras'



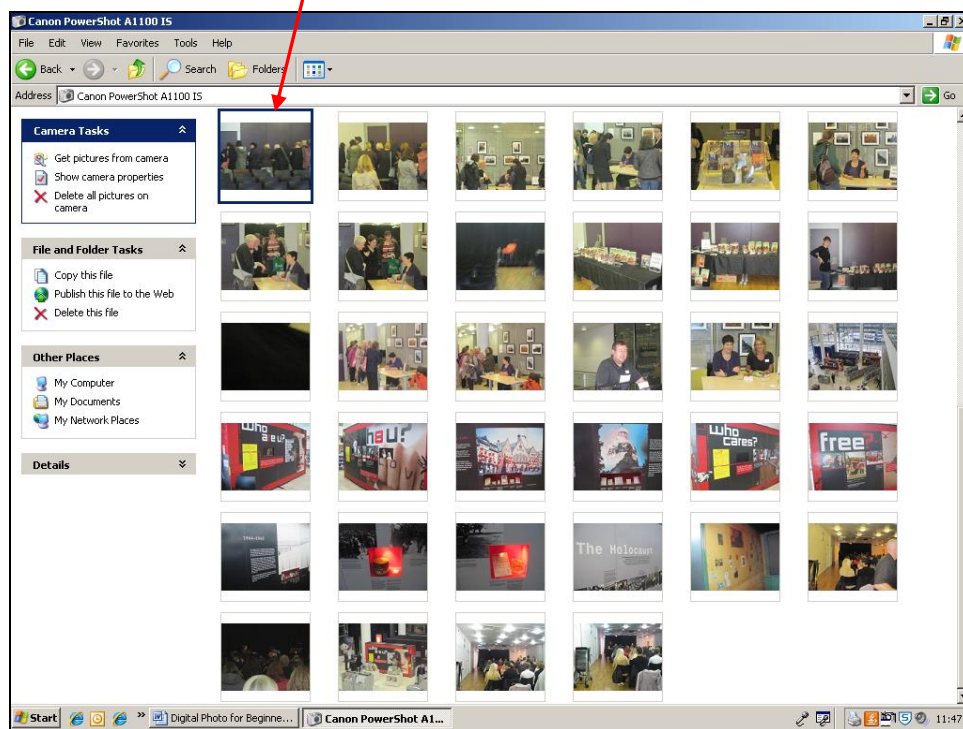
- 3) Double click on the camera name and this will then open all the images saved on your camera in a new window. Use the scroll bar to scroll down to see all your images



- 4) To save all your pictures to your computer, go to edit and then 'select all'. All your pictures will then get a blue box around them. This is how you know they have been selected.



To select a single picture, simply left click once on the picture you want to select. It will then get the blue box around it.

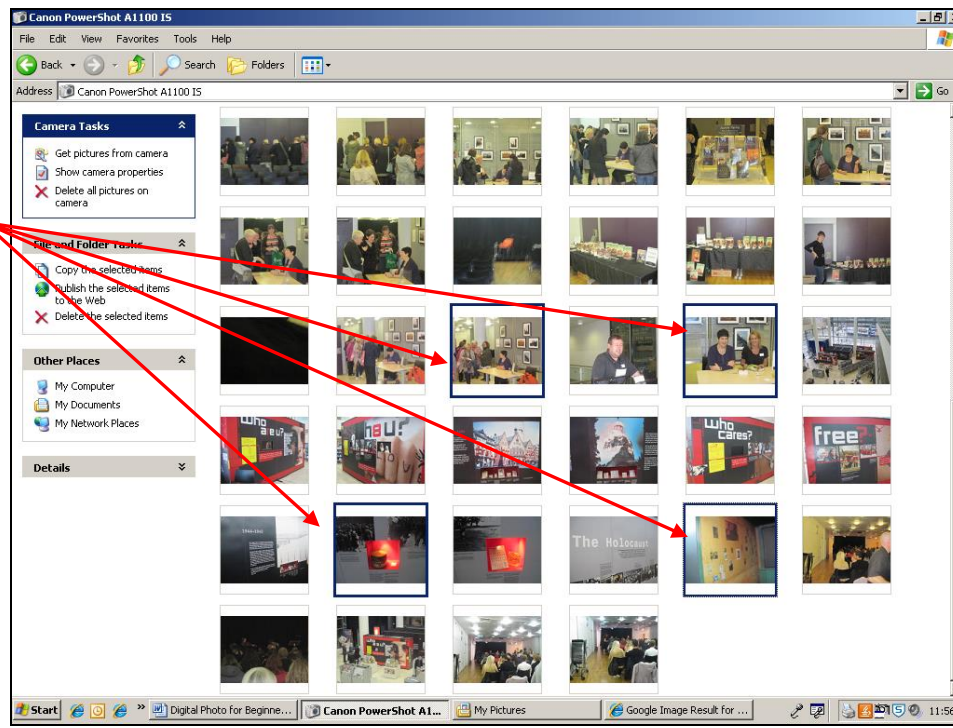


To select a select number of photos (but not all of them), left click once on the first of the pictures you want to select and then **hold** down the 'Control' (Ctrl) key on your keyboard while you click on the other pictures you want to choose.

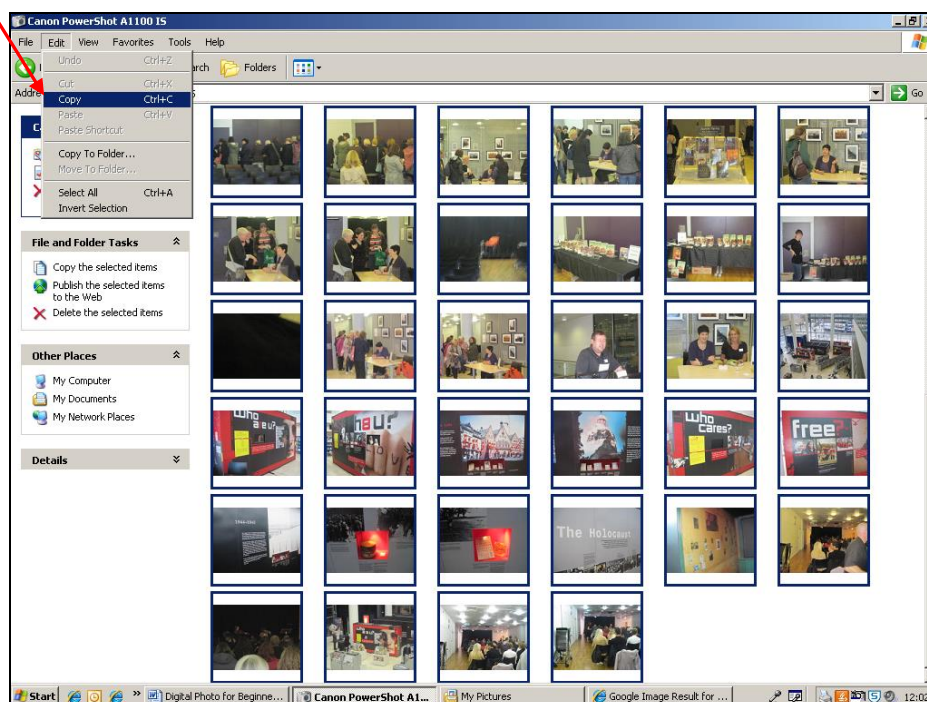
Hold control
(ctrl) key
down



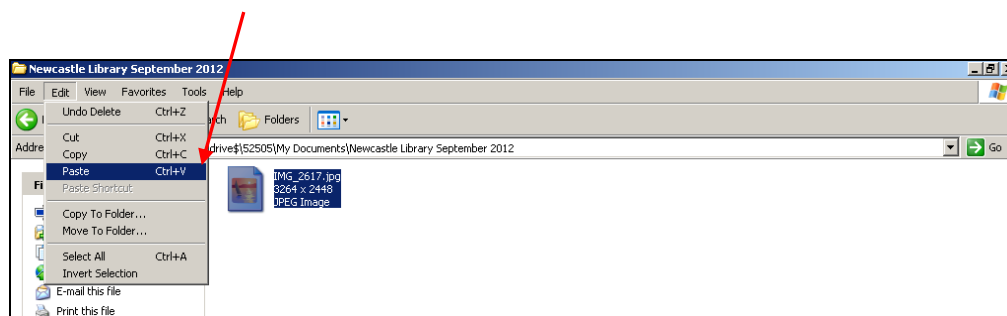
When you hold the control key down while selecting different pictures, they will have a blue box around to show they've been selected



5) Once the pictures you want to select have a blue box around them, go to edit and then copy

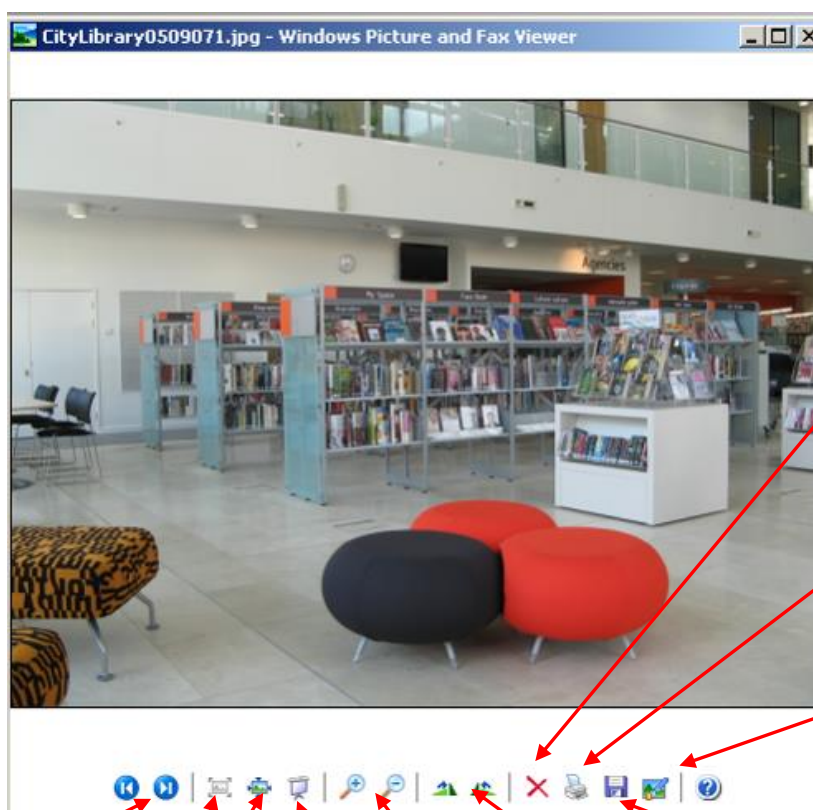


- 6) Then open up the file where you want to save your pictures (it is good to save your pictures in clearly labelled folders e.g. 'Newcastle Library September 2012' so that you find them again. To find out how to create a folder, please see our file management guide). Then click 'edit' and then paste



Viewing pictures on your computer

Locate the picture on your computer in the folder you previously created. Double click on the image and it will open in Windows Picture and Fax Viewer.



Use the blue arrows to move backwards and forwards through your pictures.

Use these buttons to toggle between full size view and a 'fit to screen' view.

View all your pictures in a slide show.

Magnify your picture.

Rotate your picture by 90 degrees.

Delete the picture using the red cross.

Print the picture.

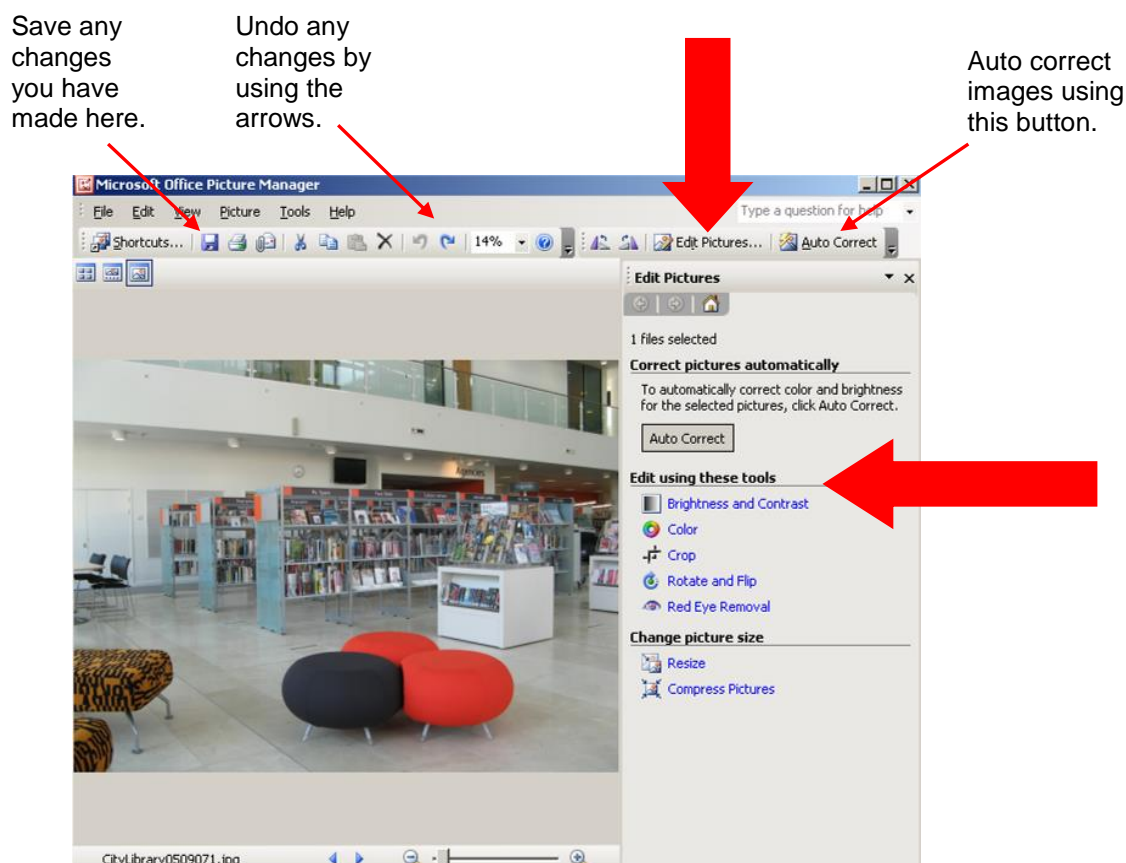
Edit the picture. We recommend you follow the editing instructions below rather use this button.

Save the picture.

Editing pictures on your computer

Locate the picture on your computer from the folder you previously created. Right click on the picture and highlight 'Open With' and then select Microsoft Picture Manager from the list. *(If you cannot right click, left click on the picture you wish to open. Click file at the top of the folder box, then open with Microsoft Picture Manager)*

Select the 'Edit Pictures' button at the top right. You can then select from a range of options, for example you can adjust the brightness and remove red eye.



Printing pictures

If you want to print a picture to keep in a photo album there are several ways you can print them.

- Order prints online

There are many websites you can use to order pictures. You upload the pictures from your computer, the website processes them and then posts them to you. Try the website www.freephoto printing.net. This lists several sites which offer free picture printing on your first order.

- Photo kiosks

Photo developer kiosks can be found in some high street stores and supermarkets, for example Boots. Pictures can be taken into the store on a memory card, CD or a USB memory stick. The pictures are printed off from the kiosk there and then.

- Printing them yourself

You can print out images yourself at home however this may prove expensive and the quality may be poor. Purpose made photo-quality printers are available which will provide a much better quality of print out. You can also buy special photo paper to print your photos on too.

Sharing pictures online

You can share your pictures with family and friends online on free sites such as Flickr (www.flickr.com) or on your Facebook profile (www.facebook.com). You can tag your pictures with key words or with people's names to make them easier to find. Remember to check your privacy settings – you may want the whole world to see your pictures or you may want to restrict access to your family and friends.

If you would like to email your pictures you can add these to an email as an attachment. Instructions on how to email attachments can be found in our email taster guide.

Where to go for more information

This taster guide is a brief introduction to working with digital pictures. If you would like to explore anything further you could try the following websites. And don't forget to ask at your local library too! We have a selection of books on digital photography available for all abilities.

BBC Webwise (<http://www.bbc.co.uk/webwise/topics/living-and-interests/photos>) has guides on a range of topics including many aspects of digital photography (see screen shot below).



Newcastle Libraries have ebooks on the subject of digital photography available to view online via the 24 Hour Library www.newcastle.gov.uk/24hourlibrary.

Search VideoJug for 'digital photography' (<http://www.videojug.com>) and watch self-help videos posted by amateurs and experts alike.

Jargon buster

Tag	You can add keyword tags to your pictures online on sites like Facebook. An example of a tag is the name of a person who is in a picture. Tags make your pictures easier to search.
JPEG	Pronounced jay-peg. A file format used to compress digital images. A picture saved as a JPEG will end in .jpg
Megapixel	Digital photos are made up of small units called pixels. A megapixel is one million pixels. A camera with a small megapixel rating will produce pictures that lack detail. Photos from a 6 or 7 megapixel camera are of a higher quality.
Memory cards	There are several types of memory cards including SD cards, MMC cards and CompactFlash cards. Your camera instructions will state which type of card you need to use. A 1GB card can store roughly 288 pictures taken with a 5 megapixel camera.
USB	This stands for Universal Serial Bus. It is a connection port on your computer that can be connected to cameras, mp3 players, keyboards and other devices.



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