

Live Photo Gallery 2012



Sandy Senior Center

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Introduction

This manual was written to supplement classroom instruction provided at the Sandy Senior Center in the Microsoft Live Photo Gallery course. This course was generated to meet the needs of a person already familiar with the operation of a computer. It is by no means a complete coverage of all of the features of Live Photo Gallery 2011 and 2012. It is intended to introduce a user to some of the more useful features. Illustrations used in this manual were taken directly from the screen on a computer running Windows 7 or Windows 8.1. They were taken using the Print Screen function and then edited to show only the applicable portion of the screen.

Italics and boldfaced italics are used throughout this book to highlight menu items and commands to assist in separating text from instructions.

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Lesson 1: Windows Live Photo Gallery

Terms: file extension

File types

Mass Storage Device

AutoPlay

Goals:

1. Down Load Windows Live Photo Gallery
2. Get pictures from your digital camera into the computer at least two ways. The basic way and the Live Photo Gallery way.
3. Understand why there are multiple ways of getting pictures into your computer and what you can do to reduce the confusion.
4. Understand camera memory and flash drives
5. Use Live Photo Gallery to organize your pictures
6. Use Live Photo Gallery to rename your pictures as you import them.

Downloading Windows Live Photo Gallery

This should be done from www.microsoft.com web site. It is one of the programs contained in Windows Live Essentials. For ease of emailing using this program, it would also be handy to download Live Mail at the same time. Type www.microsoft.com in your web browser and then click in the Search box and enter “2012 Live Essential”. The search box is near the top as shown below.



Search Microsoft.com



There is no Windows Live Essentials 2013 or 2014. Click on the “window live essentials 2012”. Unless you have an old computer you should be able to install 2012. If you try and you get a warning message that your machine cannot handle 2012, click and install the 2011 version. The primary difference is that the 2012 version takes advantage of the computing power of the graphics processor in newer machines. The second advantage is that it includes an integrated sound program that will be discussed in the last lesson.

If you are running Vista you may have the 2007 version pre-installed. It does not have the capabilities of 2011 or 2012 and you will need to install one of the later versions. About half of the Vista machines did have a video card capable of the 2012 version.

Getting your pictures into your computer.

This is actually an easy thing to do but is made complicated because everyone wants to get into the picture (no pun intended) and have you do it with their software. This means that almost every computer will have multiple methods depending on the age of the operating system and the number of software packages installed on your computer. Even on the computers in our class room, options on one computer will be different from the one next to it. Using a computer to manage, improve and show off your pictures is fast becoming the largest interest in the computing world. Browsing the Internet and sending email has long been the most common use. However, many are using the browser and email program to show off their pictures. When the USB interface (Universal Serial Bus) became available in computers, digital camera manufacturers adopted it immediately. At first they wrote their own proprietary software that you had to use. If your digital camera is less than 8 years old that should not be a problem because about that time Microsoft wrote a standard USB software interface for **mass storage devices**. Camera makers adopted this standard for the interface of their cameras. Other devices that use this standard are external hard drives, flash drives and cell phones. Almost all digital cameras have a place to plug in a cable that will connect your camera to the computer via USB. Some of the newest will even connect to your computer using a wireless interface. The problem arises from the fact that almost every software package that can work with pictures wants to automatically import those pictures for you. Some are so aggressive that if you plug in a flash drive that has a single picture or a thousand, the software package will stop everything while it copies those pictures from the flash drive or camera into the computer. In most cases you will not even know where it puts them. Picasa and Photoshop Elements are examples of this kind of software. Even if you don't have these types of programs installed you will still have multiple choices because of the software that comes with Windows. This is why things get confusing. Each new version of Windows has provided more free software and new features to work with your pictures. The manufacture of your computer and your camera will provide you with even more.

Stopping the confusion.

Most people just want a simple step by step procedure to do what they want. If we had time and you had your computer in the classroom we could do that by working with you one on one. Even if we had the time to do this, it would not work in the long run. Eventually, a new program will be added to your computer that will disrupt the steps you have written down or you buy a new computer with a new operating system and you are lost again. The real solution is to understand why and what is changing and what you can do about it. In most cases the new methods are faster and easier and if you understand the basics, you may like the new way better.

So let's attack the Operating system first. One of the features that came with Windows XP and later operating systems is the **AutoPlay** function. When you plug in a USB device or insert a CD or DVD in your computer, the **AutoPlay** function normally comes in to play. I

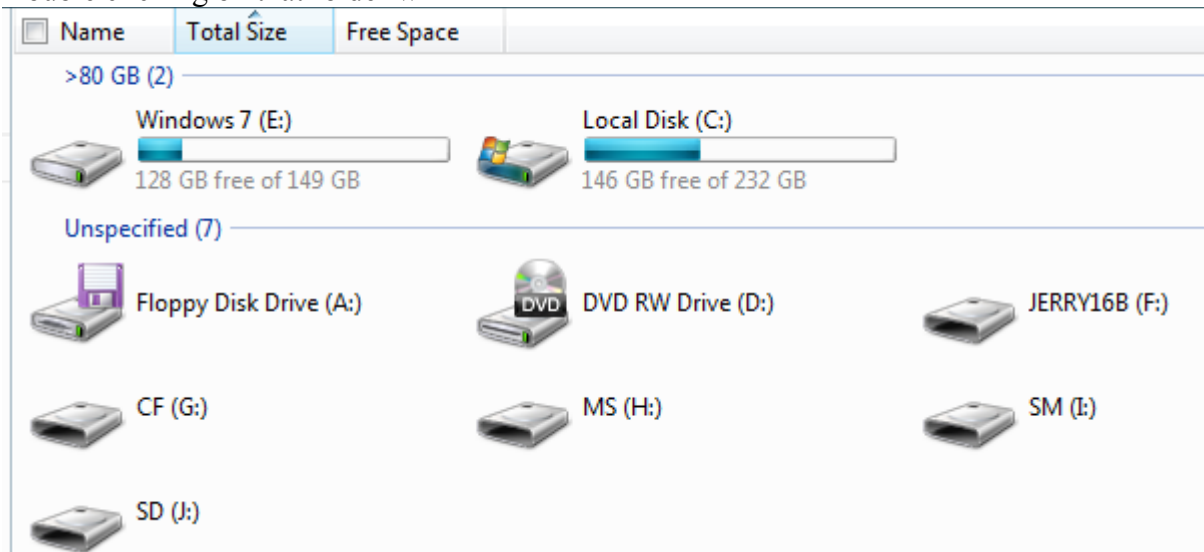
say normally because some software packages will turn off the AutoPlay function to make their software easier to use. If you turned it off yourself, you may understand the AutoPlay function already. The AutoPlay function can be tailored by you to automatically do what you want it to do. For example, if you insert an audio CD in your CD player it can be programmed to automatically use a program of your choice and play the songs on the CD without you lifting a finger. If it has both songs and other types of files you can have it do something totally different. Until you or someone else has modified these settings it normally will give you a pop up window that provides all the choices available. What this pop-up says depends on the files on the device and the software that is installed on your machine. The point is, there are just too many options and they tend to confuse new computer users because the question is “Which one should I use”? Ask ten different experienced computer users and you will get ten different answers. The first one they learned is usually the answer they will give you. Or they may explain the last software fad that has hit market. We will examine the basic method that is available just using the operating system and how to use Live Photo Gallery (the current fad). Once you understand the basics, you can always go back to that method while you try the newest fad to see if it meets your needs in a faster and easier way. Using Live Photo Gallery to change your default AutoPlay functions, retouch and publish to Facebook is an example of functions that only work in the 2011 version.

Importing pictures using the basic function.

After you plug in your camera via the USB cable, close all the options that may appear in pop up windows. I should add here that many new computers have added the capability to insert your camera chip directly into the front of the desktop computer and on the side of laptop computers. These are actually camera chip to USB convertors. The primary advantage of this over a USB cable is that the camera battery is not being drained while you are downloading pictures. For older computers you can buy an external USB to camera chip adapter. You may still want to do this on a slightly older computer because new camera chips appear every year and if you have a brand new camera and an older computer, the build in adapter may not match the chip used in your camera. Currently all camera chips use the same type of memory that is in a flash drive. The primary difference is that the camera companies package the memory in different holders that best fit their camera construction. The next problem is cameras have increased the resolution of the pictures they can take and must provide larger memory capability. My first camera used an 8 megabyte chip. A top of the line camera today could use that much memory for just one picture. Memory today is measured in gigabytes and at the time this manual was first written, 32 Gigabyte memory chips for cameras are common (that's 4000 time more than my first digital camera would take). More memory means more pins which means a new socket and thus a new name is added to the list and a new adapter is required. For the adapters that are built into your computer, you will see them listed in the **Computer** folder found on the start menu. Companies that provide them pre-built in your computer will also label them with the name of the chips that they will read. Some slots will read more than one type of chip and be labeled with two or more names like SDHC/, SD or MMC/ MMCplus. In our classroom most of the computers contain these adapters and have four slots on the front panel. These four slots will accept nine different types of chips. The last external adapter I saw on the

market handled 19 (Mini SIM cards, Memory Stick, Memory Stick PRO, Memory Stick PRO-HG, Memory Stick Micro (M2), Secure Digital, Ultra SD, SD Pro, SDHC, SD Elite Pro, HS SD, MMC, MMCplus, HS MMC, microSD, CompactFlash I/II, CompactFlash Pro, MicroDrive, xD-Picture Card) and there are still types that it would not accept. They also make a single chip adapter that looks like a flash drive and you just insert the memory chip from your camera. It does not matter if you use a USB cable, internal or external adapter, the procedures in this manual will still work. As I stated before, the actual downloading is easy, understanding all of the options is the confusing part. A picture of **Computer** folder is shown below. The top area shows the two hard drives in this computer and the bottom shows the removable drives installed on this computer. Any USB flash drives or Cameras connected to the computer will show up in this section. In the example below, Jerry16B(F:) is a flash drive. Drives G – J are built in camera chip adapters that handle CG, MS, SM, and SD chips respectively.

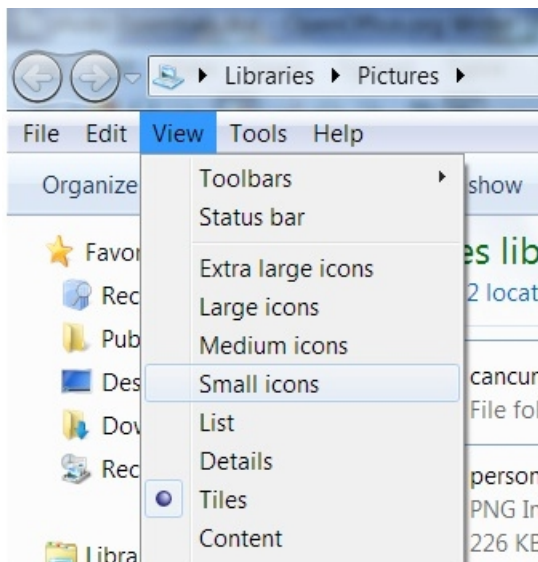
If you used a USB cable to your camera or external adapter, the Computer folder will show this device with the next available drive letter. In the example above, it would be “K:”. The drive letter will also show up on the AutoPlay pop up if your AutoPlay function is turned on. If this is the case, you can click on the option that says open folder to view files. This will perform the same function that is explained in the following sentence (with built in adapters, the drive letter was assigned when the operating system was loaded and you will not get a pop-up). **In the Computer folder double click on the drive letter assigned to your camera memory.** What happens next depends on the brand and model of your camera. Most cameras will show you a folder that is labeled **DCIM (Digital Camera Images)**. Double clicking on that folder will



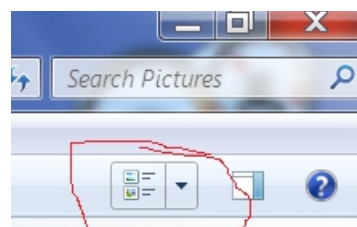
normally give you a second folder that is labeled different for every camera company. Sometimes it is the model of your camera or the make of your camera. Some companies will even put the model number folder in front of the DCIM folder. Bottom line; keep clicking on folders until you see your pictures. Double clicking on the last folder will normally provide a list of all of the picture files. I say normally in both cases because some companies skip one or both folders but most follow the conventions described above.

How the list is displayed depends on how your computer is setup and the age of the operating system. Regardless, you can change the display by clicking on “view” on the top menu and choosing thumbnails (Window 7 users see note below). This allows you to see each picture in addition to the filename. The filename varies from camera to camera but is in a letter and sequential number format. For example: P0001.jpg, P0002.jpg, P0003.jpg are common formats. The three or four characters after the period tell you what format the picture has been saved. In the example above the .jpg stand for the most common format that almost every camera supports. It is pronounced jay peg and its name comes from the group that developed the format (Joint Photographers Expert Group). This is a compressed format that was developed for space satellites and is in the public domain. This allows the camera companies to put more pictures on a memory chip. Better cameras will also have a proprietary format that is not compressed for people who want to make very large prints. You will have to read the manual on your camera to determine how to change the format that your pictures are saved if it does not use .jpg or .jpeg by default. There are more than a hundred formats now in use and still growing. A very handy free program you may want to download and install on your computer is irfanview.exe. This program has two or three handy features that are not included Live Photo Gallery. One feature is batch renaming and formatting. The other is the number of formats it knows how to display and convert. The initial program that you download contains about 50 formats and a plug-in download will add about 50 more. Ever wonder why you get an email with pictures attached and you cannot view them? It's because the people who took the pictures left them in the proprietary format that came with their new camera. They can see it on their computer because they installed the software that came with their camera. You however, don't have that software. The third handy feature of Irfanview is that not only will it let you display that odd format but it will allow you to convert that format to a more standard format picture by picture or in a batch mode. This will be covered in more detail later. There are several formats that are common to most computers and you should stick with them if you are going to be sending them to other people. (.jpg, .jpeg, .bmp, .gif, .tiff)

*NOTE: In Windows 7 they have changed the name of thumbnails and provided you with more options. You have the choice to have the thumbnails be small, medium, large, or extra large. There may be two obstacles to overcome see the menu. The top menu with View on it is turned off in Windows 7. You can turn it on by clicking on **Organize** and then click on*



Layout and then click on menu. It will stay on until you repeat this sequence and turn it back off. They plan for you to use an icon on the right hand side of the bar and ribbon that provides the view option. However, the move to folder and copy to folder options are only available on the top menu. And oh yes they changed the name from thumbnails to icons. See graphics below.



Now that you can see your pictures that are in your camera memory you can either copy or move them into your computer. If you “move” them, they will be deleted from the camera memory.

Four Step Manual import procedure.

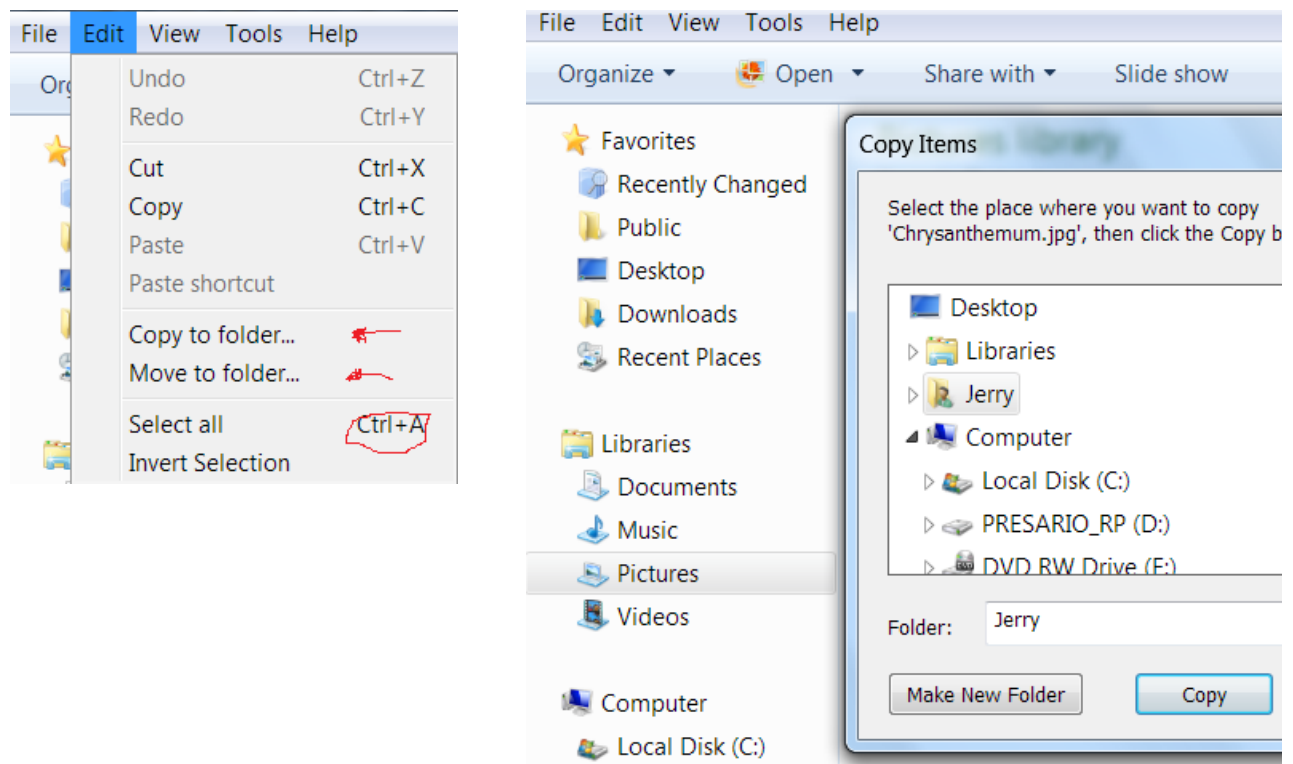
Step 1. Select the pictures you want to copy or move.

- a. Holding down the control (ctrl) key and clicking the “a” key will select all the pictures files. You can also do this by the drop down edit menu.
- b. Pick and choose by holding down the control key and clicking on each picture you want.
- c. Select a contiguous block by holding down the shift key and select the first and last picture in the block

Step 2. Click on the move to folder or copy to folder option on the edit drop down menu.

Step 3. Navigate to where you want the pictures to go and select copy or move. See instructions below for more details.

Step 4. Click on copy or move (option will depend on what you selected in Step 2).

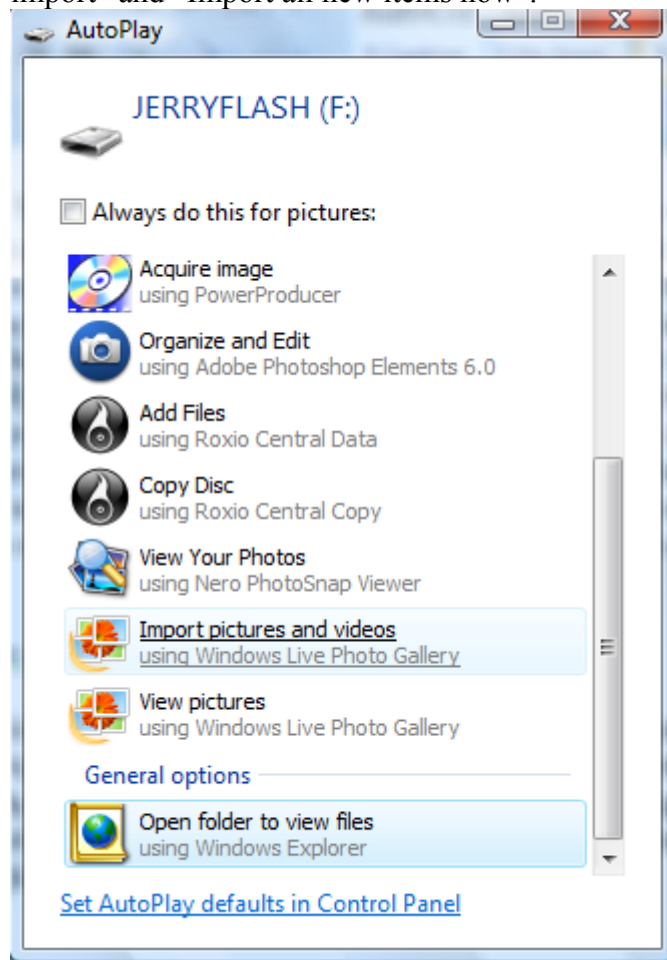


The drop down menu from Windows 7 copy to folder is shown above. If you click on Pictures it will open that folder. At that time you can use the “Make New Folder” option in the bottom left corner of this drop down menu to generate a new folder to put these pictures into. In Windows 7, the primary pictures folder is located under the Libraries folder as shown above. Once you have selected the location you want to store your new pictures, click on Copy (Move) at the bottom of the drop down menu. That is all there is to it! If you really wanted to go old school you could use the cut copy and paste method that has been

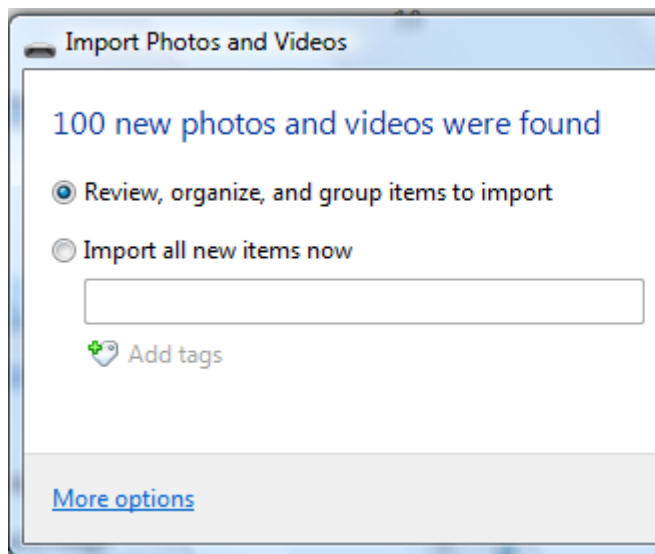
around since Windows 95, but using the move to folder and copy to folder method allows you to navigate and to generate a new folder from one menu. In Windows 7 you must have the menu enabled. Click on the organize tab, then on layout and finally on “menu”. In Windows 8.1 the file explorer ribbon has the “move to” and “copy to” options of the main ribbon.

Getting pictures into your computer the Live Photo Gallery method.

Assuming AutoPlay is working, plug in your camera USB cable or plug in your camera memory into an internal or external USB chip adapter. A pop-up will occur about 5 to 10 seconds after you plug in your device. The options that appear on this pop-up will depend upon the programs that are installed on your computer. You must read the options very closely. Several may say import, and which program is importing is shown in light type and it is easy to pick the wrong one. In the example below, it is the third from the bottom. Notice that there were enough options that a scroll bar was needed. You may have to use the scroll bar to see the option you want. For this example we are going to choose “**Import pictures and videos**” using Windows Live Photo Gallery. Once we have done that we will get a second pop-up that allows us to choose between “Review, organize and group items to import” and “Import all new items now”.

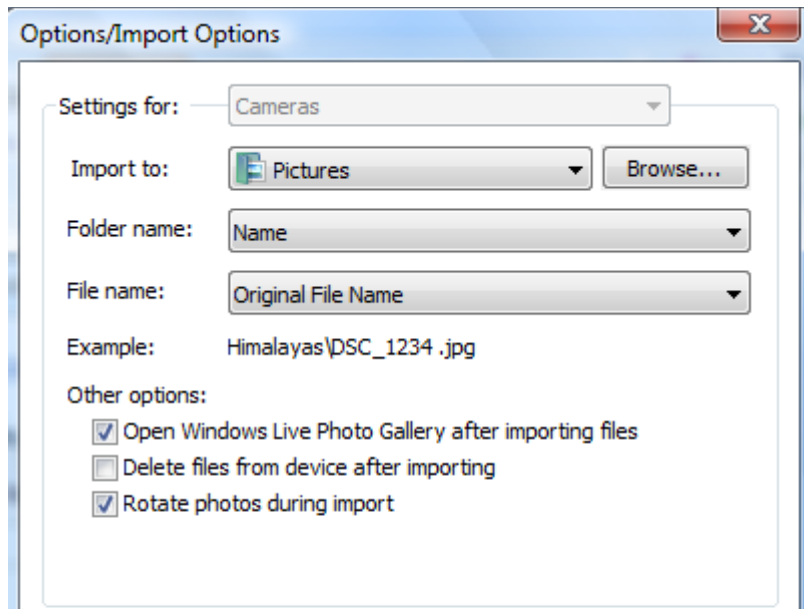


If you choose the first option, you will have the choice of how many folders you will generate and how Live Photo Gallery will group them into these folders. Let's choose this option so we can see the functions it provides. Live Photo Gallery will sort the pictures into folders by time. When the slider on the bottom right side labeled "adjust groups" is all the way to the left it will put pictures in grouped separate in 30 minute groups. As you slide the slider to the right the time group gets larger (hours, days, weeks, etc) until all of the pictures show up in a single folder when the slider is to the full right.



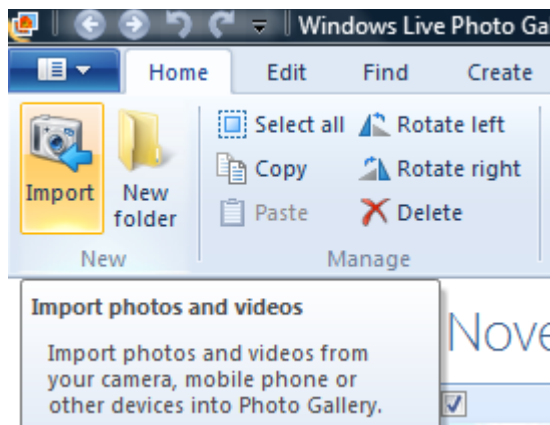
If you choose the second option "import all new items now" it will use the finest setting. That means if you took each picture on separate day over a period of several months you would get a separate folder for every six hour period that you took a picture.

You should also take advantage of the "More options" choice in the bottom left of the import box. It will bring up another box which lets you make some import decisions. The default option is for the import option to copy your files into your computer. If you want to "move" your files you will need to check in the "Delete files from device after importing box."




Unless you have a specific reason to import them to some place other than Pictures (a folder inside Pictures) you should leave the Import to: box as it is. However, you should look at the Folder name: and File name: drop down boxes. This is where you can change the name from what came from the camera to something more unique. This is especially important if you have changed batteries or memory cards in your computer. Doing either of the above will reset the counter in your camera. That means it will start back at P0001.jpg or whatever scheme your camera uses. Having two pictures in your computer with the same file name is asking for disaster. Live Photo Gallery protects you on the initial import because it puts the pictures in a new time frame folder. If you decided to put your pictures into an existing folder, the computer will overwrite the old P0001.jpg with the new P0001.jpg file. As you select different options from the drop down boxes, the “Example:” line will show you how the new file name will look.

If AutoPlay has been disabled in your computer you can still import your pictures using Windows Live Photo Gallery by first opening Windows Live Photo Gallery.



The picture on the left shows that in the upper left side of the Windows Live Photo Gallery 2011 that there is a camera icon that allows you to import from your camera, mobile phone or other devices into Photo Gallery. Clicking on this icon will bring up the identical windows shown before that will allow you to import from your camera or chip adapter.

This is just a reminder about USB storage devices. After you have finished loading your pictures from your camera or from an external USB chip reader, you need to click on the usb

safe remove icon in the system tray. 

A pop up should appear listing the USB devices that are plugged into your computer. Select the correct device and another pop up will tell you it is safe to remove your device. If your computer is still downloading from that device or a screen showing that device is still open it will say that it is unsafe to unplug your device. Make sure every program is closed and try again.

Warning:

You **do not** do this if your camera chip reader is internal. This will disable the internal chip reader. If you do, the next chip you plug in will not be recognized until you reboot your computer. The reboot will reset your internal chip reader.

Lesson 2: Windows Live Photo Gallery

Terms: tagging, geotag,

Goals:

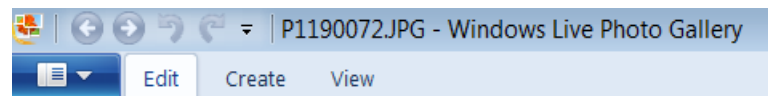
1. Use Live Photo Gallery to tag, geotag and caption your pictures
2. Use Live Photo Gallery to send email with pictures attached or embedded.
3. Use Live Photo Gallery to publish pictures on the web.
4. Use Live Photo Gallery to Search pictures by name, time periods, by face recognition, ratings and tags
5. Understand how the file extension affects your picture and what you can do about it.
6. Change time, date and other incorrect information from your camera

Tagging your pictures.

Now that we have your pictures into your computer it is time to tag. Tagging is a feature that has been around a long time in the audio CD world. If you have a modern CD player, you will notice as you play your song, the singer, group, type of music, etc will be displayed on the player. The CD player is able to do this because tags have been added to the file that contains the song you are playing. One of the original file types for pictures was .tif and .tiff, tagged image file and tagged image file format. Most of the common picture file types allow you add tags to the file. The reason you want to tag files is so you can search your picture collection in multiple ways. Live Photo Gallery provides three different tag types to start you out. The first is the descriptive tag, it is a general purpose tag that you decide how you want to categorize your pictures. The second tag is called the People tag. This one has a special feature called facial recognition. One of the first ways you may want to use the People tag is in group photos. Identify each person in the photo with a People tag and later you will be able to search for pictures with that individual or individuals in it even though the file-name has nothing with that person's name in it. We will cover more on this later. Live Photo Gallery 2011 also includes a face recognition feature that can automatically tag the photo with known face names. Also Live Photo Gallery includes the ability to add a Geo-tag. The Geo-tag allows you to tag the photo as being taken at a given location. This is handy for searching for vacation photos. You start by clicking on a picture that you want to tag. However, the Geo-tag in Live Photo Gallery is very limited compared to some other programs. It only allows you to enter by city, state, and country. If the location is not loaded into the Microsoft data base it will not allow you Geo-tag. Other programs will allow you to tag via a map or enter latitude and longitude coordinates. Some cell phones will tag there pictures with gps latitude and longitude. Microsoft has acknowledged these limitations and promise updates. You may want to wait for the next version or update before Geo-tagging your pictures unless the current granularity is adequate. For example you cannot Geo Tag a picture on a lake or mountain top.

Live Photo Gallery 2011 uses the bar and ribbon method to replace the conventional top menu approach that was used in Live Photo Gallery 2009. This results in many icons being available in the ribbon that would normally be found in a drop down menu. If you are not

familiar with the bar and ribbon approach first introduced in Office 2007, it only takes some

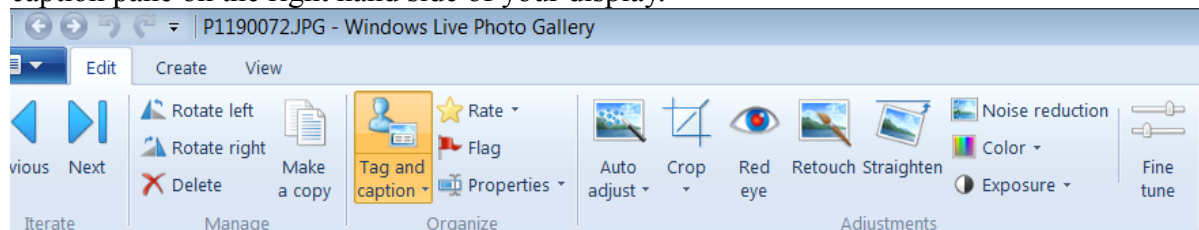


basic adjustments in your thinking. The picture shown on the left is the **bar** for Windows

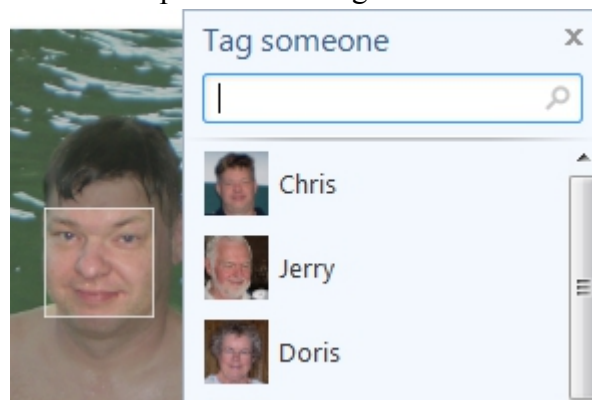
Live Photo Gallery. The items normally found under the file tab of the top menu are now an icon on the far left of **the bar** that looks like a list on a page. To the right of this icon are three tabs that control what shortcuts show on the ribbon. Whichever tab is highlighted (Edit) in this example will create a ribbon containing shortcuts underneath the bar line.

These shortcuts replace what used to be the drop down menu in the conventional top menu.

A partial shot of this ribbon is shown below to get us started. The easiest way to start is with the tag and caption icon. Select a folder and then double click on a picture that has one or more people in it that you know. Then click on the tag icon. This will bring up the tag and caption pane on the right hand side of your display.



Once you have tagged a person several times, the program starts to recognize them and will suggest a name to tag the person with. If it does not recognize the person it will indicate "Who is this?". The more you tag, the better the program gets in picking the correct name. As you move the cursor across a face, a square will show up with either a guess or a "Who is this?" question.



People tags

Tag someone

Geotag

Add geotag

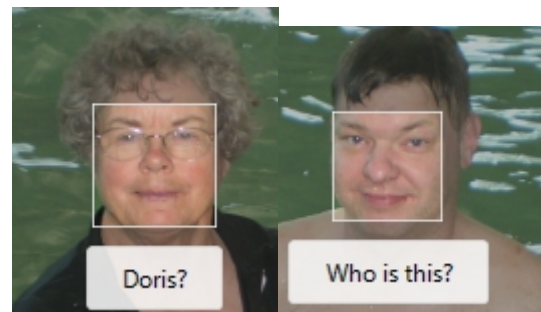
Caption

OLYMPUS DIGITAL CAMERA

Descriptive tags

Add descriptive tags

Cancun 2010

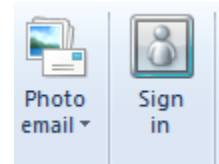


If you click in the box, a pop-up will give you a chance to pick from names you already have or type in a new name.

If you will look at **the Caption** box above you will see that it says OLYMPUS DIGITAL CAMERA. This is automatic with this particular and comes from the camera software. Now would be a good time to click in this box and change it to something that is a more descriptive caption. If you don't do it now you can do it later by clicking on the caption icon on the ribbon. Notice that in the right hand pane there is a **GEOTAG** button also. Click on this button and add the location that the picture was taken. The information area of the pane will give you the date taken (assuming you had the camera set properly) and that may help you remember the location. If the camera time was not set correctly, you can click on that block and change the time. The same thing is true of the file-name block. If you are really organized you can click on the number of stars and give it a rating at the same time. May as well go full out and decide if you want to flag it also. You can change these setting any time by bringing up the picture at a later date. Now that you are finished with this picture, just click on the Next icon in the upper left side of the ribbon.

Sending a picture email from Live Photo Gallery.

Now that you have your pictures tagged it is time to share with others. If you have your picture still open you need to close the file with the icon in the right hand side of the ribbon that says "close file". To maximize the features of Live Photo Gallery you need to get a Microsoft email address.



If your email address ends in hotmail.com, msn.com, live.com or outlook.com you already have a Microsoft email address. If not, go to www.live.com or www.outlook.com and sign up. In addition to having an extra email address you will also get on line storage with this account. It was called Skydrive but is now called OneDrive and we will cover this later. Set up Windows Live Email with you live email address and any other email address you want to check at the same time. Now you are ready to send from Live Photo Gallery. To send more than one picture you can use the control key and click on as many as you want to send. Look for the photo email icon on the right hand side of the ribbon and click on it. This will open Live Mail and insert the pictures automatically. All you have to do then is address the email and put a subject line for your email and you are ready to send. The person that receives it will receive an email that has pictures the same size that you saw in Live Mail but will also have the opportunity to view the pictures full size in a slide show and down load them to their machine if they desire. There is a 90 day time limit that the full size pictures will be stored on Skydrive.

Understanding filenames.

Before we address AutoPlay we need to be sure we understand filenames. Microsoft Operating Systems required that all files in your computer have a filename made up of two parts. The first part is the name you see and is determined by the writer. It can be anything you want with exception of a few characters like (.,/|?*). The software writer who wrote the programs you installed on your computer chooses his names. The second part of the name is more important because it controls how the operating system handles the files. It is called the extension and is normally 3 or 4 characters long. The two parts are separated by a period and we normally write the extension with the period. For example, we would write .jpg, .jpeg, and .exe if we were searching for the primary program that used that extension. The

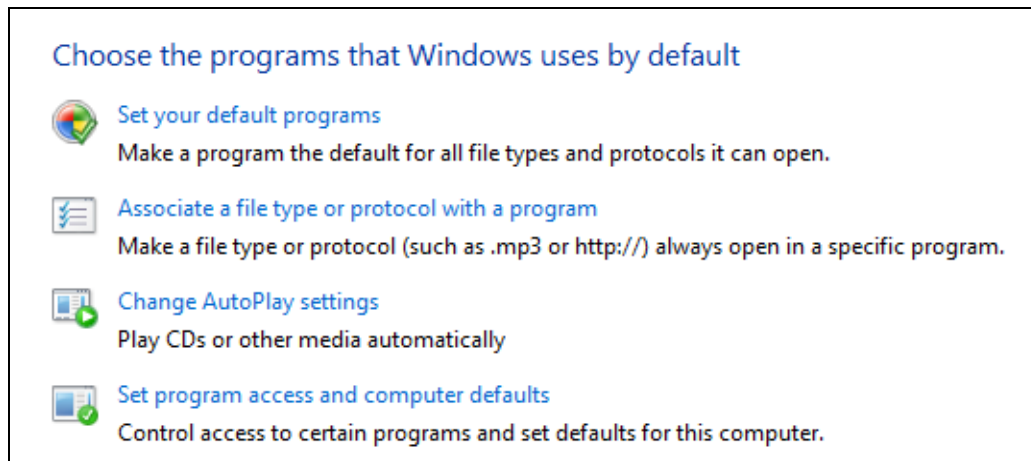
extension is automatically added by the program that wrote the file. Many modern programs can both read and write their files in more than one format and the extension will reflect the format that the file was saved in. This allows programs to be cross compatible with other brands of software and with old versions of their own software. For example, by choosing a default extension other than .doc from Microsoft Word you can write a file that can be used by Corel Word Perfect. In this case you would save as filename.wpd. Filename is replaced with whatever you want to label the file. The same is true of picture formats. Window Live Photo Gallery does not support a lot of formats but many programs do. Irfanview supports about a hundred (with the plug-in installed) and allows you to convert from one format to another. When programs are loaded onto your computer, the filenames that the new program knows how to handle are stored in the operating system data base (registry). When you double click on a file, the operating system looks up the file extension in the registry and determines which program should be used to open that file. In some cases, the file extension will indicate to use the operating systems itself.

Examples:

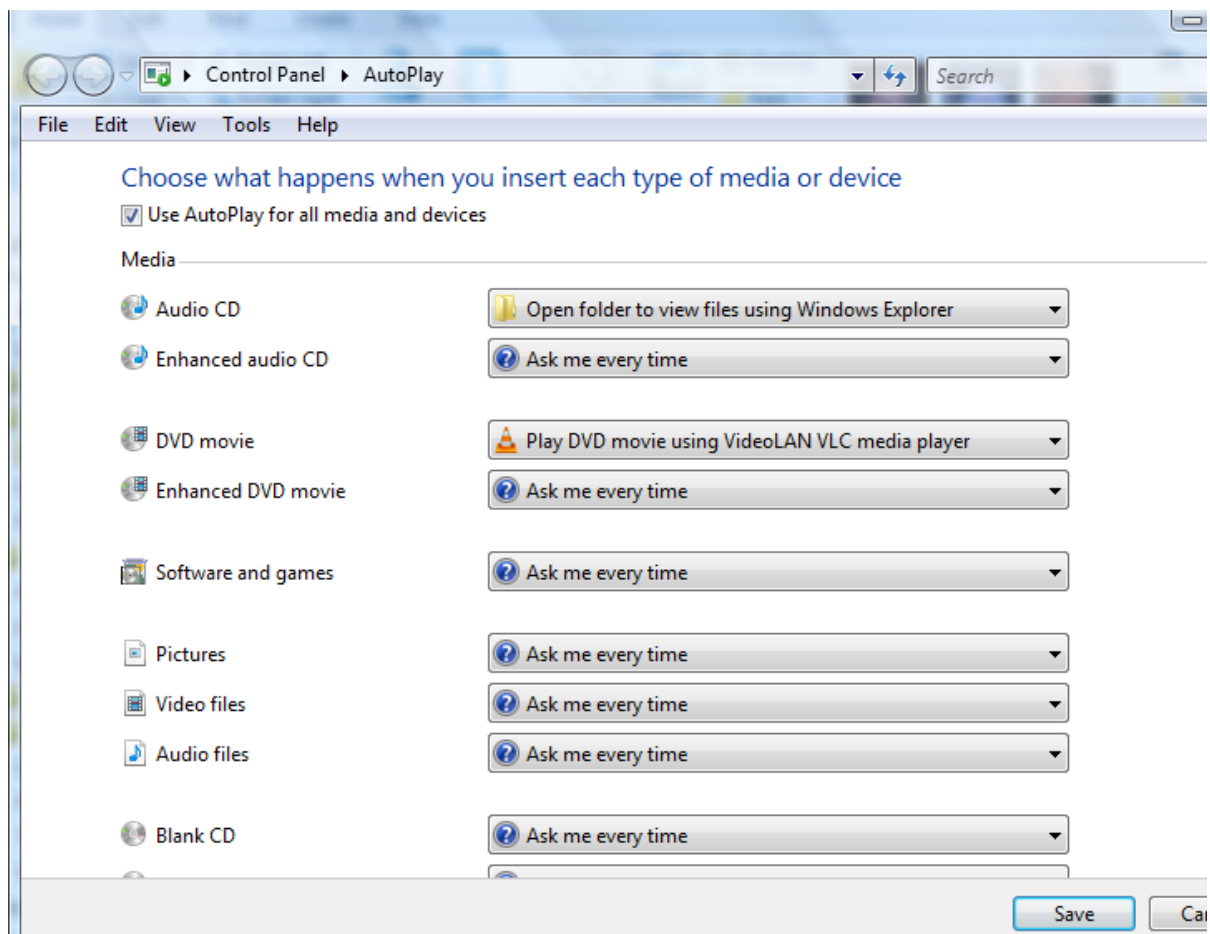
| | |
|-------|---|
| .exe | an executable file opened by the OS to run a program (it can contain multiple parts). |
| .cmd | a single part program runs by the OS. |
| .msi | A Microsoft installer program |
| .txt | A file that contains only ASCII characters (letters, numbers, punctuation) Notepad |
| .rtf | Rich text file, a txt file that can also contain pictures and other objects) Wordpad |
| .doc | the primary file type for Microsoft Word prior to 2007 |
| .docx | the primary file type for Microsoft Word 2007 and 2010. |
| .wpd | the primary file type for Word Perfect |
| .jpg | Public domain format for pictures |
| .pdf | Portable Document Format. A picture format used by Adobe Reader. |
| .bmp | Bit Mapped Photo format used by Microsoft |

The problem is that so many programs can now run multiple types of files. Whenever you add a new program to your computer it becomes the default program. For example, when you double click on a picture that use to open with Microsoft Picture and fax view program it will now open with Windows Live Photo Gallery. If you then load Photo Shop, the picture will load with Photo Shop. This has become such a problem that

Vista, Windows 7 and Windows 8 provide a program on the start menu called “Default Programs”. Running this program will bring up the screen shown below. Windows 8 looks a little different but has the same features.



From here you have two choices. The first is to select an old program to be the master for all files it knows how to read and the second is to pick and choose by using the “Associate a file type or protocol with a program” option. Notice that this menu also has a “Change AutoPlay settings” link. By clicking on this link you will be taken to the change AutoPlay settings screen shown on the next figure.



From this screen you can change what happens when you insert a CD, DVD, flash drive or

camera chip. Each category has a drop down menu that will allow you to choose what default action occurs when a device fitting that category occurs. The choices will depend on what software you have installed on your machine plus some operating system choices. For example, one of the options of inserting a Blank CD is “do nothing”. In the above figure, the option has been changed to “Ask me every time”. Please notice that at the top left is a box that allows you to turn the AutoPlay function on or off.

Lesson 3: Windows Live Photo Gallery

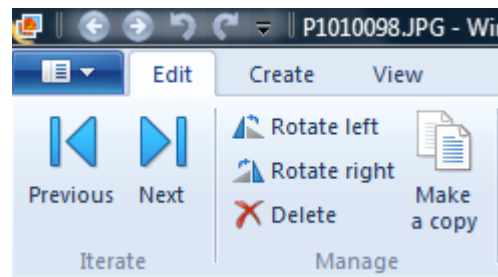
Terms: Slider, Histogram

Objectives:

1. Use Live Photo Gallery to fix your picture
2. Delete bad pictures
3. Learn how to rotate your picture so it displays correctly in your computer or a slide show
4. Learn how to create a slide show that you can show on your computer
5. Learn how to sort and change display options

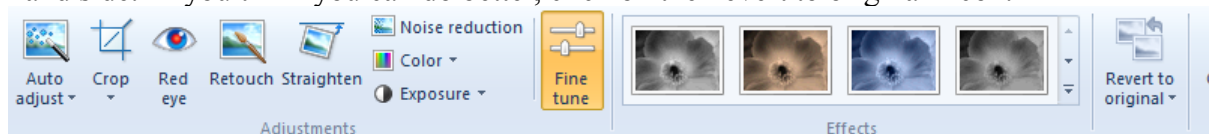
Fixing your Pictures

When you double click on a picture in Photo Gallery, it will automatically put you into the edit mode. We will start by looking at the first commands on the left portion of the ribbon. The Previous and Next icons will allow you to navigate through the pictures in the folder that contained the picture you double clicked. The Delete icon will delete the picture you are looking



at. If it a bad photo that you do not want to keep, use this icon. One difference between an amateur and professional photographer is the professional deletes all of his bad pictures. The “**Rotate left**” and “**Rotate right** icons” will allow you to permanently rotate the picture so that it will be in the correct view when you view it in its folder or in a slide show. The “Make a copy” icon is the most important icon shown in the above view. This is true because when you edit a photo, the program **automatically** saves the edited picture in your old file, **eliminating the original**. Although you can always use the revert command to take an edited picture back to its original condition, it is a good idea to make a copy of a photo that you plan to modify. The revert command will take the picture all the way back to original state. You may want to have several versions so you can decide which is best for a particular use. When you click on “Make a copy” a screen will pop up showing you the old file name with a (2) added. You can accept this name or change it to something else.

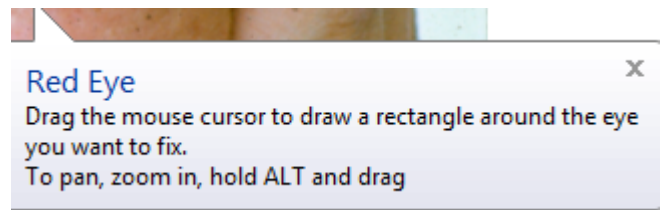
Shown below is the rest of the ribbon. If you click on the Auto adjust icon, the program will take its best guess on how to fix the photo. You may want to try this just to see what happens. If you are happy with the auto adjust just click on the “Close file” icon or the right hand side. If you think you can do better, click on the “revert to original” icon.



Clicking on the Crop icon will add a suggested crop outline on your picture. This suggested

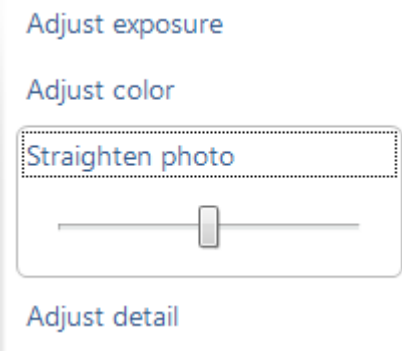
crop outline retains the original photo ratio. If you click and hold in the middle of the crop area you will get a double cross arrows icon that will allow you to move the cropping area around the photo. If you click on any of the boxes on the crop outline, it will allow you to change the size of the outline in the direction of the box. Once you have the box the size and location that you want, click on the Crop icon one more time. This is fine for a computer display or slide show but if you want to print the picture and put the picture in a frame you should use the drop down arrow below the word Crop. From this menu click on Proportion and then the size you desire. This will allow you to pick standard frame sizes for your cropped frame. In this case the number of boxes will decrease so that your resizing will remain proportional.

The next icon on the ribbon will remove Red eye from a picture of a person taken with a flash bulb. Many new cameras have features built in to prevent red eye from occurring but you may have old pictures where this is a problem. To make this correction easier, you may want to use the zoom features in bottom right corner to zoom in on the eyes. Once this is done, click on the “Red eye” icon and a pop up will appear on your photo. Click and drag a rectangle around the eye you want to fix using your mouse. When you release you mouse button the eye will be fixed. Repeat on all the eyes that need to be fixed.



The Retouch icon will allow you to make small areas of your photo look like the surrounding area. It is great for fixing wrinkles, creases in a scanned photo, moles, etc. This feature is not as refined as you will find in a full photo editing program. The biggest problem with this feature is that the area can only be defined with a rectangle and does not permit free form or oval selections in the current revision. The area chosen in the rectangle will be modified to reflect the area outside of the area. Like the red eye correction, the action is performed as soon as you let go of the mouse button. The best thing to do is choose the area carefully and if you do not get the results you want, use the Revert command to start over. If you have a picture that was scanned and it has a lot of dust shown in a background area like the sky or wall, this feature does a great job.

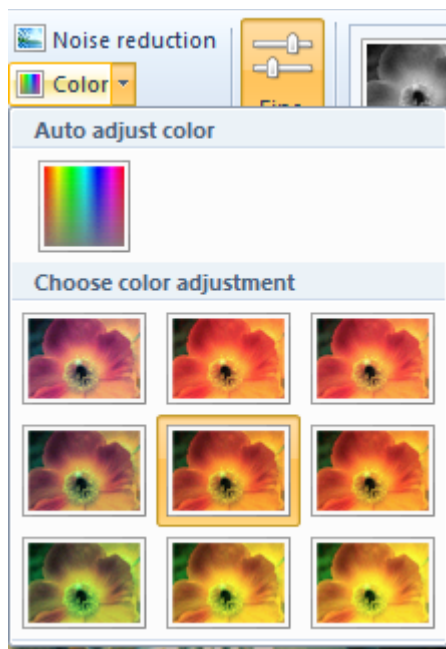
The Straighten command is the easiest feature to use. If your camera was tilted when you took your picture, click on this command and it will search for straight lines and re-align the photo. If it does pick the correct angle, you can click on the Straighten photo line at the right of the picture. Moving this slider to the left or right will tilt the picture. A grid overlay will appear on the picture so that you have a reference to align.



The noise reduction command may be the hardest to understand. It is designed to improve photographs that have a lot of grain in them. This can occur when pictures are taken in low light that is below the iso rating of the film or digital sensor. If you click on this icon on a decent picture you will not see anything happen. It is best to use this feature in combination

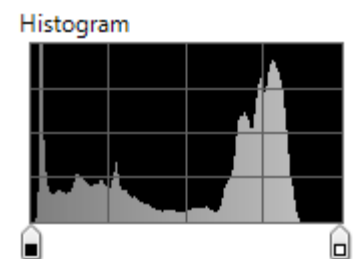
with the sharpen command. After you double click on a photo, look at the edit frame on the right of the picture. Click on the Adjust Details line. This will bring up manual adjustments for noise reduction and sharpen. When you do this, the picture will automatically zoom in to the half way point on the zoom bar. This is so that you can see the changes you are making in better detail. Clicking on the analysis button will determine the best setting for noise reduction. Moving the slider on the sharpen bar will tend to pixelize the photo. If not done to the extreme, straight lines in the photograph will become sharper. Not necessarily good for people pictures but great for buildings and other man-made objects. One tip is to make the adjustment in the zoom mode and then go back to full picture to see the results. You may need to try multiple setting on a picture to get the best compromise.

The next two commands, color and exposure have two methods you can use to edit your photo.

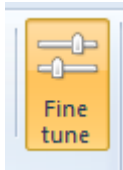


If you click on the down arrow, you will get a box with nine selections you can choose from. Shown to the left is the drop down box for Auto adjust color. If one of the boxes has the tint you like you can just click on that box and the photo will automatically changed to the same color scheme. The center box is the original setting. The same is true if you click on the exposure down arrow. If you don't like the picture just click on revert and try again. If you still are not satisfied, click on the adjust color or adjust exposure in the edit pane on the right hand side. The edit pane will expand and provide you with many more options.

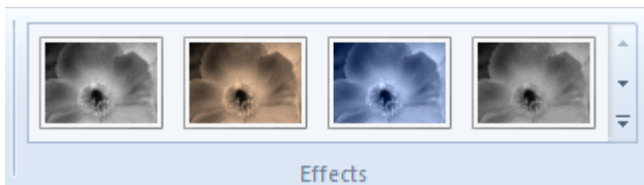
For most people, the fix command for exposure will be the command that you most often use, especially if you use the auto setting on your camera. After you have fixed a few pictures you will get a feel for what each slider fixes. Here are my recommendations on where to start. First look at the histogram shown at the bottom of the edit pane. It displays the distribution of light and dark pixels in the photo. In the illustration to the right, the lack of white on the graph on the very right indicates that there are no very bright pixels in this photo. Moving the vertical slider to the left will give the photo more dynamic range and a brighter photo. There is a small area on the left indicating no full dark pixels. You may want to move it also. Now you have the maximum dynamic range for the pixels that were captured in your photo. If you are going to crop your picture, it is best to do this before you adjust the exposure. This way, if an area of the picture in the area cropped out was very dark or very bright, the cropped picture will have a different Histogram and you may be able to increase the dynamic range even more. Once you have the maximum dynamic range, you may want to change the weighting of those pixels to emphasis some area of the picture. The brightness slider moves all of the



pixels to the right. The contrast slider moves the darker pixels to the left (darker) and the brighter pixels more to the right (brighter) leaving fewer pixels in the mid range. The Shadows and Highlight sliders are more interesting in that they move pixels in the lower left and right respectively. If you have an area that is in the shadows, moving the slider to the right will make that area lighter without affecting the bright areas. Try moving these two sliders while watching the pictures and then repeat watching the histogram.



The fine tune icon on the ribbon does not fine tune. It just turns the edit (fine tune) pane on the right of the picture on and off. When you click on any of the edit commands on the ribbon, the edit pane automatically appears. If you decide you do not need this pane, just click on this icon.



The last edit functions to cover are the effects icons on the ribbon. There are four shown and two more available that can be seen by clicking on either of the down arrows on the right of this area.

The first will convert the picture into what we call black and white (actually gray scale). The second icon will make the picture into a sepia tone and the third cyan tone. Sepia tone makes the picture look like it was taken in the 1800s. Try this on some old black and white photos or some modern photos that have historic backgrounds. The last three icons (two not show in this picture) will modify the filter to look like it was taken with an orange, yellow or red filter.

The Create Ribbon



If you are into social networking, the create ribbon was made for you. Before we get into that lets look at the other icons on this ribbon. The first is just another way to change your desktop background to one of the pictures you have in your gallery. Just click on the picture you want and then on the “Set as desktop” icon. It can’t get much simpler than that. Clicking on the “More tools” icon gives you two options. Clicking on the first option will take you to the Microsoft web site that will give a choice of more programs that you can download for free. Currently there are three programs (Photosynth, Image Composite Editor and Auto Collage).

The second choice is a listing of photo editing or display programs that are installed on your computer. As mentioned before, as good as Photo Gallery is there are other programs around that do more or more specialized tasks. One of the free programs I like is Irfanview.

If you needed to batch rename the new photos you just imported with Photo Gallery, you could click on Irfanview from the more tools drop down menu to perform that task. A common problem when scanning in a bunch of 35mm slides is that the slide may have been put in the scanner with the wrong side showing, giving you a mirror image. Photo Gallery will not flip your image but Irfanview and other free programs will.

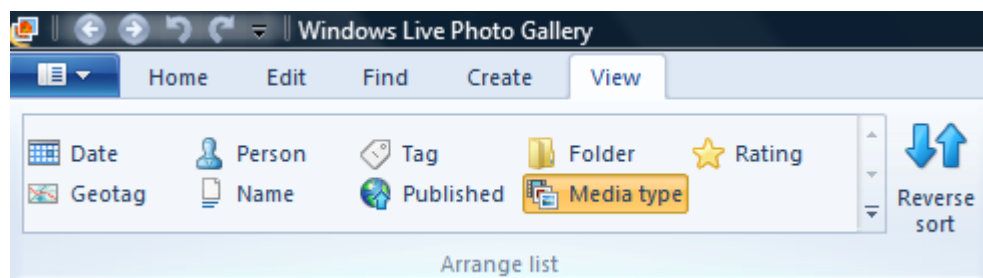
The next icon “Order Prints” will give you a list of online sites that will print your selected photos. Photo Gallery will transfer your selected photos to that site via the web. Advertising from these vendors are part of the way Microsoft recovers their cost for writing this free software.

The Photo email icon will take you to the same program that was on the General tab on the main bar. The procedures for using this icon were covered in lesson two.

The blog post icons opens the Windows Live Writer program and inserts any pictures selected before clicking on this icon into that program. We will not cover Writer in this course.

The Movie icon opens the Windows Live Movie program. We will only cover the slide show features of Windows Live Movie in lesson four.

The View Ribbon.

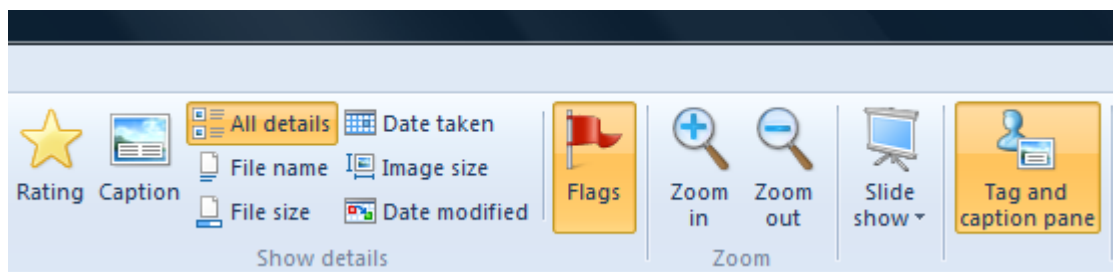
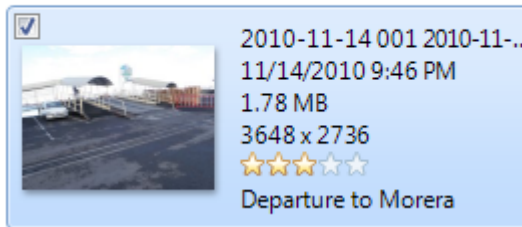


The last tab on the bar is the View ribbon. The left part of the ribbon directly relates to the display of pictures in Photo Gallery. It provides nine ways to sort you photos in the display pane. Of these nine categories, only the Date field will always be there. All files in your computer have two dates assigned. The date created and the date last modified. The Date icon will sort the files by their last modified date. The arrows on the right side of this ribbon will reverse the order displayed from newest to oldest to oldest to newest. In the other 8 categories the sort is alphabetical and the Reverse sort will change the sort from a-z to z-a. The other eight categories only exist if you have added the tag or folder to your computer. If you click on one of these categories and have not done any tagging, you will still see all of your photos but they will not be sorted by the tag, person, name, and or other tags. If you have a mix of photos that are tagged with the tag selected in the folder you selected, it will divide the photo in two groups. For example, if you click on Person, all photos with people tagged in them will be in the first group and the second group will be photos that have no people in them or people in them that have not been identified. The automatic people recognition software will only recognize people facing the camera. It will not tag people in

a profile shot. Whatever you select here will be reflect how your pictures are sorted in all tabs of Photo Gallery, i.e. Edit, Find, and Create.

The second half of the view ribbon determines what data is shown in conjunction with your thumbnails and the size of the thumbnails. The all details icons does not show “all” tags with the thumbnail but does show file name, file size, image size, stars and caption. See screen shot below:

◀ November, 2010 (101 items, 1 selected)



The other choices will give you only one piece of data with your thumbnail, i.e. Rating or Date modified. The Zoom in and Zoom out icons allow you to change the default size of the thumbnail. The Tag and caption pane icon determines if the tag and caption pane is automatically displayed or must be manually turned on. In the example shown above the Tag and caption pane is turned on for automatic display. The orange shading goes away if it is not selected.

The Slide Show icon is a special category. You can use this icon to do an instant slide show on your computer. However, to make use of this feature to do a good slide show you need to perform several steps first. Make a new folder for you slide show. Copy the slides you want to display into this folder. Windows 7 auto arranges your files by the selected method (The default method is “Folder”. The easiest way to arrange the slides in order that you want to is to rename the slides (slide 1, slide 2, .etc). Make sure that all the slides are rotated to display correctly. When you are ready to display this folder, navigate to it using the navigation pane if you are not already there and then click on Slide Show. Once the slide show starts, don't move the cursor and the show will use the entire screen. When you are finished move the cursor and the menus will re-appear. Before you present to an audience you may want to view different styles. If you are in the slide show you can use the menu on the top that says “Change theme”.

Change theme ▼ Create movie Share slide show ▼

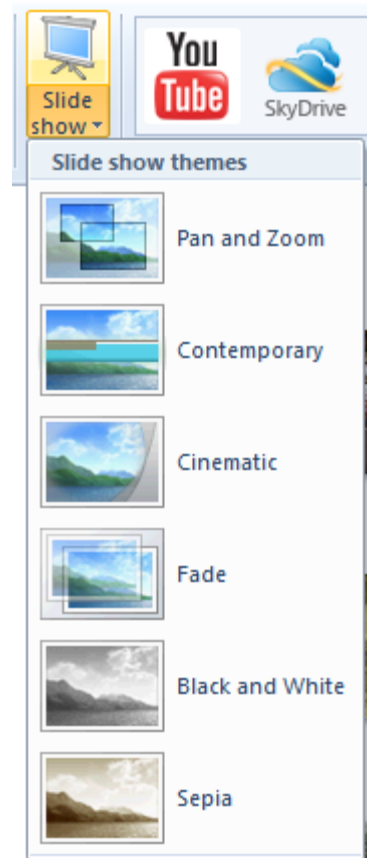
If you do not like the default method that slide show uses to display the slides, you can use the drop down arrow in the box to start the side show in seven additional styles. On the right is a illustration of the drop down menu. If you want to add sound, change timing and transitions you can use Windows Live Movie to convert your slide show into a movie format. This format can be played on other computers or using the build in options, and also published to several on line web sites like the slide show from Photo Gallery.

Change theme ▼ Create movie Share slide show ▼

The “Share slide show” option will allow you to publish this slide show to “You Tube”, “Facebook” , “Sky Drive” and “Flickr”

To publish at any of these web sites you need to have set up an account with the web site before you attempt to publish.

We will cover the slide show feature of Live Movie Maker in the next lesson.



Lesson 4 Windows Live Photo Gallery

Goals:

1. Learn how to scan pictures with Photo Gallery
2. Publish Pictures on the web
3. Use external programs for special functions
4. Use Photo-fuse
5. Make a panorama picture

How to get pictures that are not digital into your computer.

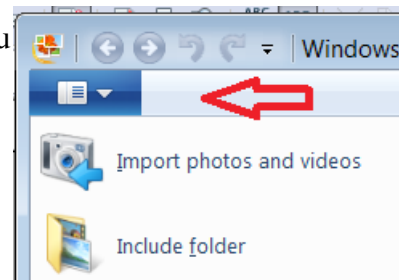
There are two main types of scanners on the market today. The old standby is the flatbed scanner and the newer specialty film and slide scanners. We have both in our classroom. The flatbed scanner was originally designed to allow us to scan in documents like a photocopier and then print the document on the printer attached to the computer. With the proper software, it can also be used as the input to simulate a fax machine. Be aware, that if you use cable or DSL for their Internet connection, the fax software will not work unless a dial up modem is connected to a phone line. Many companies now use email rather than faxes and as long as you use a standard file format like jpg they will be able to use your document. Some flatbed scanners come with a software package providing optical character recognition (OCR). This software examines the picture that is scanned and if it recognizes printed text it will convert the picture to a file that can be read with a word processor. If this software is not used, you will look at the file and see printed words and wonder why you cannot edit the file. You cannot because it is saved in a picture only format. The key to look for is the format in which the file is saved. If it is saved in a filename.txt, filename.rtf or filename.wpd it can be edited. Some OCR software will even let you save it in the Microsoft Office .doc. This type of scanner works fine for scanning in pictures. You can also buy a flatbed scanner that has an attachment or it can be built into the lid to allow you scan film or 35mm negatives. This attachment is required so light can be shown through the film. To turn on the light, the software that came with the scanner must be installed. For a scanner to work with your computer it must have a driver installed. A driver is a software package that allows you computer to talk to your scanner. This driver comes with your scanner on a CD and must be compatible with your operating system. The manual that comes with your scanner will state what operating systems it is compatible with and you may have to search the CD to find the one that matches your computer. If it is an older scanner it may still work if you have Windows 7 or Vista. These operating systems will go on the internet and search for a generic driver that will work with your scanner. This generic driver will let the programs that are part of the operating system and graphic programs designed to accept scanner input but it will not provide you with all of the bells and whistles that the manufacture's software will provide. That primarily means that you cannot turn on the slide light or use the buttons on the scanner to scan or print. The generic software that comes with your computer will perform all of the functions that the buttons perform but will not turn on the light.

The dedicated slide and negative scanners have holders that allow you to load several slides

or a long piece of film to speed up the capture process. These scanners also require a software driver. They will also come with software to allow you to capture and edit your pictures. Once the driver is installed, you can use these scanners with the same software described in this manual. These scanners normally interface to your computer via a USB cable although a few will also include a Firewire cable known as the IEEE 1394 interface. The Firewire connector is different than the USB connector and uses a different software protocol that was designed to handle video better than the USB protocol. Some newer computers may also have this connector. More expensive slide and negative converters can have a self contained screen and allow you to digitize your pictures and load them onto a flash drive without connecting them to a computer. You can use the flash drive in your computer or take them to a photo store to have the pictures printed.

The primary specification for a scanner is dots per inch or DPI. The smaller the picture the more dots per inch you need to permit you to enlarge the picture without pixelization. Seventy two DPI is more than adequate for a printed page where you may want to use 4800 or 9600 dpi for slides or film. The larger the dpi setting you use the longer it will take your scanner to digitize. The less expensive scanner use the computer processor to do the digitization and the speed of your computer will determine how long it takes to scan. Scanning an 8 by 10 inch photo make take five to thirty five minutes depending on the dpi setting you used. If you are not planning on enlarging the picture you can get by with 600 or 1200 dots per inch on a 4X6 picture. Remember the more dpi that you are using the more memory is required to save the picture. If you try to use the maximum dpi for a large picture you computer may not have enough memory to do the job and the software will require you to choose a lower dpi setting. This is especially true if you are still using XP as your operating system. All color scanners will also allow you to select black and white or gray scale as a scan option. Black and white is for scanning a printed page not for a black and white photo. Gray scale is the proper setting for what we call a black and white photo. However, sometime you can use the color setting on a black and white photo and get interesting results. The settings and options screens for your scanner may different from what you see in the classroom so plan to do some searching of options. One of the important features of flatbed scanner software is the ability to select a subset of what is displayed on the screen. Look for handles on the corners of the object being scanned. The scanning software will try to frame the picture correctly but you can use the mouse to change the size by clicking and dragging on these handles. If you are having troubles with mouse control try using the cursor keys.

Once your scanner is installed you can click on the file menu in Photo Gallery to get the drop down menu. The first shortcut on this menu is the import photos and videos icon. This icon will bring up a list of devices that have been installed on your machine. Click on the scanner and it will bring up the scanner menu. Each scanner will have it's on menu and will not necessarily look like the one in the classroom. It will have the same basic options and if it uses its own manufacture's driver it will have some advanced options. Click on the preview option and this will do a low resolution scan that will allow you re-size the scan to the area



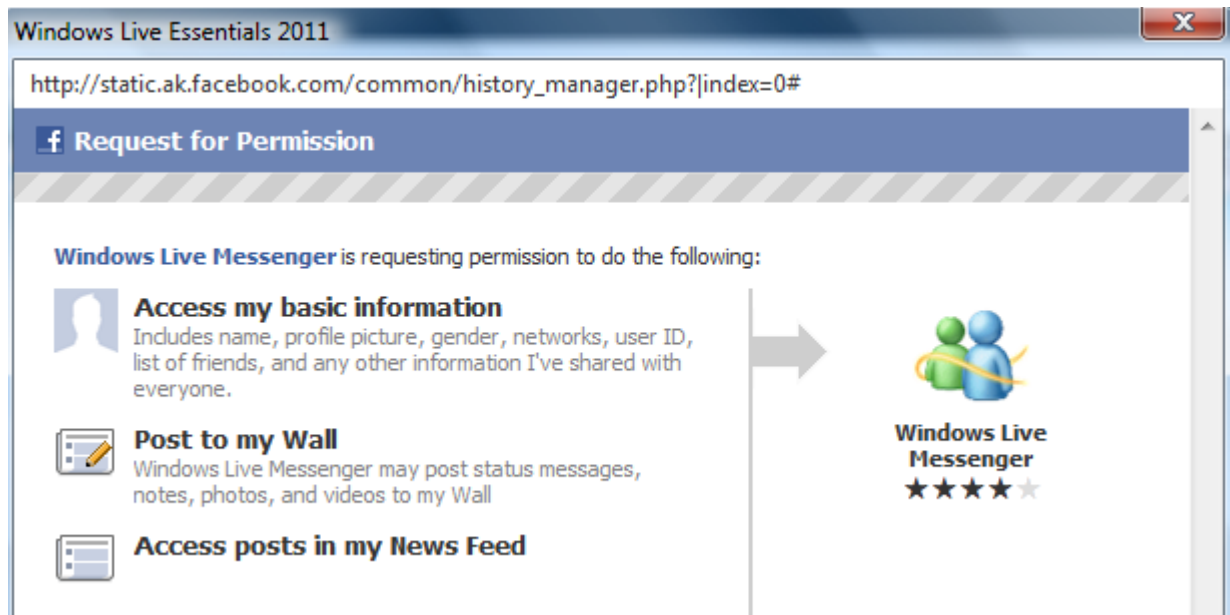
that you want to capture. Make sure that you set any of the parameters (such as dpi) as discussed in the previous paragraph before you do your final scan. After the picture is scanned it will present you with a screen that allows you to save the picture. On this screen you need to input the name for your file and choose the file type. The cursor will go to the file-name block automatically. Make sure you look at the file type block underneath to see if the default type is the type you want. Once this is done click on save and you are ready for your next scan.

Posting pictures on Facebook.

To use this feature you must have an account on Live/hotmail and on Facebook. When you first click on the Facebook icon it will bring up your Live Mail sign in screen (if you are not already signed on). Enter your Live/hotmail email address and password. Once you have signed on, a new screen will appear as shown below. Pick the options you want to do by clicking or clearing the boxes on this screen before signing in on Facebook. Then click on the Facebook icon in the lower left corner.



This will bring up the Facebook login screen. Here you will enter the email address that you used to create the Facebook page and it's password. This can be separate from you live/hotmail address or can be the same. That choice was yours when you set up Facebook. After you have signed in on your Facebook account you will get the screen shown below.



Now use the Post to my Wall icon to post the pictures that you selected earlier.

PhotoFuze

PhotoFuze is a method where you can cut from one picture and paste into another. You can do this in programs like Photoshop with no restrictions other than your artistic limits. However, in Photo Gallery it is very limited and made for a specific task that it does very well. Its advantage is that it takes very little skill compared to Photoshop, GIMP and similar programs. If you have not seen the commercial on TV it takes a little explaining. You want to take a family photo for your Christmas cards, family reunion, etc. Each time you take the picture, someone has their eyes closed, looking sideways, making faces or something that makes the face unusable. PhotoFuze allows you to take the best parts of each picture and make a single picture where everything is perfect. The problem is that to make it work you need to take a series of pictures using the same focus point and lighting conditions. The best way to do that is to put the camera on a tripod and snap away. If you don't do this the program may not be able to line up the parts automatically. There is no manual alignment so the pictures need to be at the same distance and lighting. Once you have taken the pictures and imported them into Photo Gallery you are ready to start.

Step1: Select all of the shots. You can use the CTRL, SHIFT or check box functions to do this.

Step 2: Click On PhotoFuze in the Create ribbon. It will then process the pictures. When finished the first picture will show with a box overlay.

Step 3: Move the box to the first bad area and re-size to show the area you want replaced. When you do the same area from the other pictures will be shown.

Step 4: Select the best shot for that area.

Step 5: Repeat until all problems have been fixed.

Panoramic Picture building

The Panorama icon is similar to the PhotoFuze but it stitches two or more photos together to make a single panoramic picture. The restrictions for this feature are the same as PhotoFuze. To make this feature work, it is best to take the picture with a tripod and then pan left or right to get the next shot. Again lighting plays a part. If the shot is wide enough that one pictures is darker than the other you may not be able to stitch. If this happens, use the fine tune/exposure features and adjust for equal exposure. If you did not use a tripod it may still work but you may need to crop the panoramic picture to take care of any vertical differences.

Step 1: Select all of the shots.

Step 2: Click on Panorama icon in the Create Ribbon. It will stitch the photos together.

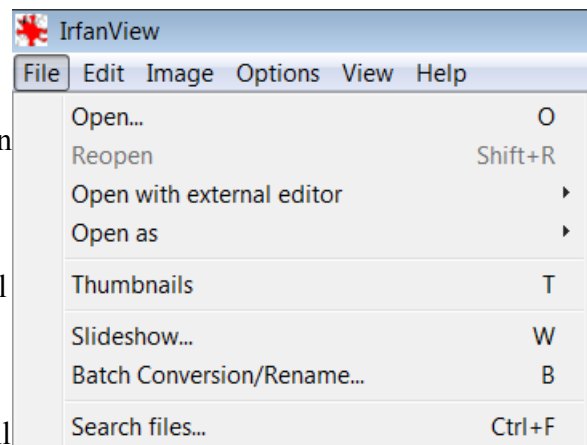
Step 3: Crop picture to take out areas that did not overlap.

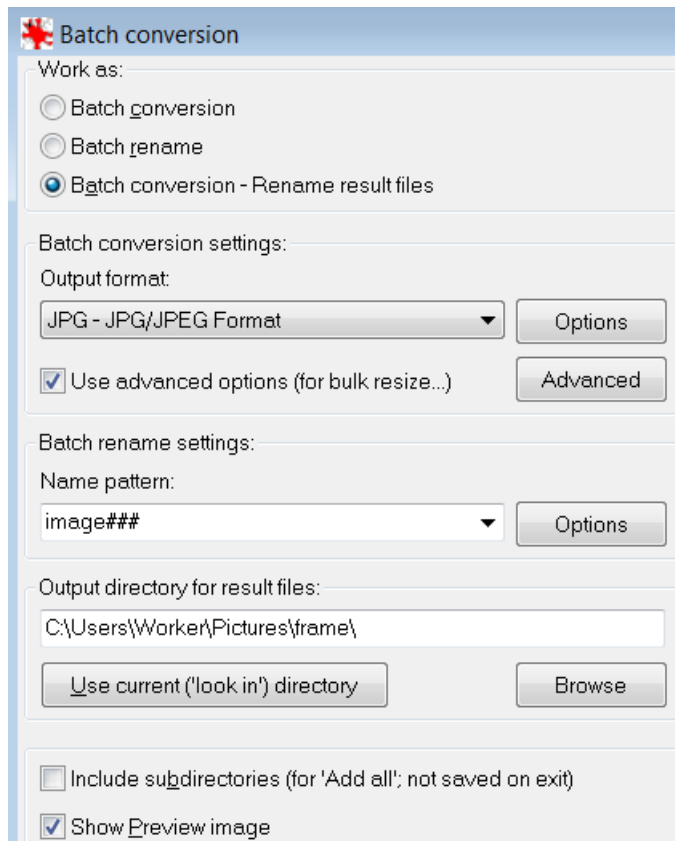
Step 4: Close file to save.

Irfanview

Irfanview is one of several free picture program that can be downloaded from the internet. It can also be used for limited photo editing but I include it in this course because of some extra features that make working with a large set of files easier. You can change hundreds of picture filenames from the number format that your camera uses to something you understand in four easy steps. You can change hundreds of picture file types from the format that only your computer knows how to use to something you can send people in four easy steps and you can do both of the above at the same time.

Once you have IrfanView installed on your computer, open the program and click on File. The menu shown on the right will drop down and show the Batch Conversion/Rename option which you can click on. An easier way as shown by this menu is that you can just tap on the “b” key on your keyboard and it will also bring up the Batch menu. This new screen will allow how many things you want to do at one time, and change the parameters that you want to set. We will look at these parameters in the following paragraphs. To get a picture that will show up in this manual, we have split the screen into two sections. We will start with the left side of the screen.





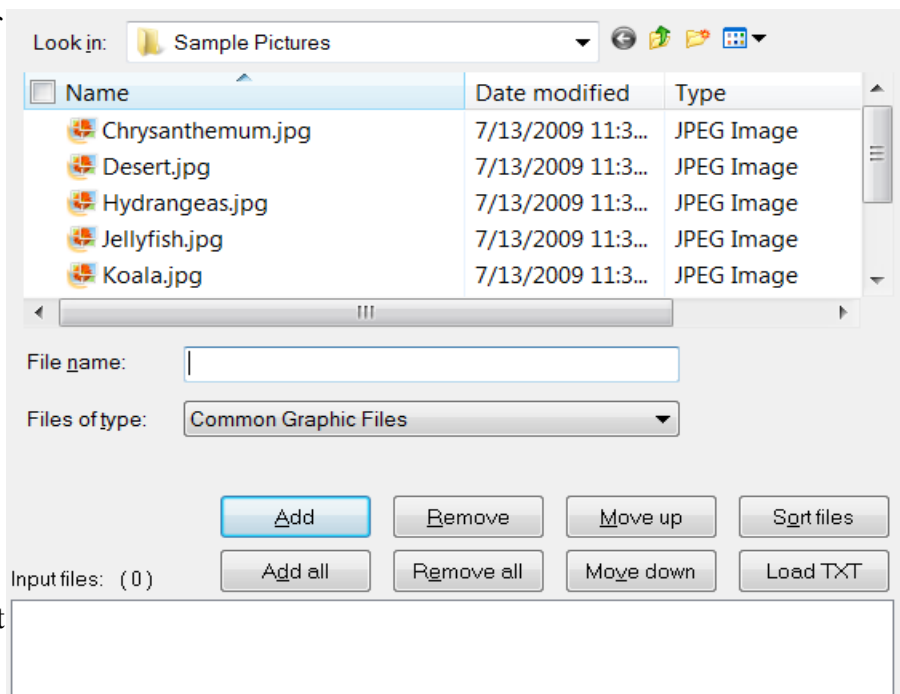
As you can see from the “Work as:” area, you can select just Batch or Rename individually or do both at the same time. The output format can be chosen by clicking on the down arrow and then clicking on the desired format from the drop down menu. If you click in the “Use advanced options” box then you can also re-size all of the photos at one time. You would also need to click on the Advanced box to select the sizes and other options you may want. This would be a handy way to pre-size all of your photos you want to put on a web site or email. Photos that are taken with modern digital cameras are normally too large to put on the web.

The “Name pattern” is the area where you will want to put in your desired output name. For example you could change image### to Lake Powell###. This would rename all of the selected

pictures to “Lake Powell001.jpg” to Lake Powell099.jpg if you had selected 99 pictures. The Options box will allow you start the incrementing at any number and additional naming options. Each # reserves a placeholder for the numbers. The “Output directory for result files:” allows you to type in or Browse to the folder location where the files will be saved.

The right hand side of the menu allows you to navigate to where your pictures are stored. Select the files you want by using icons on the bottom on the menu. Files you have selected will show up in the Input files area.

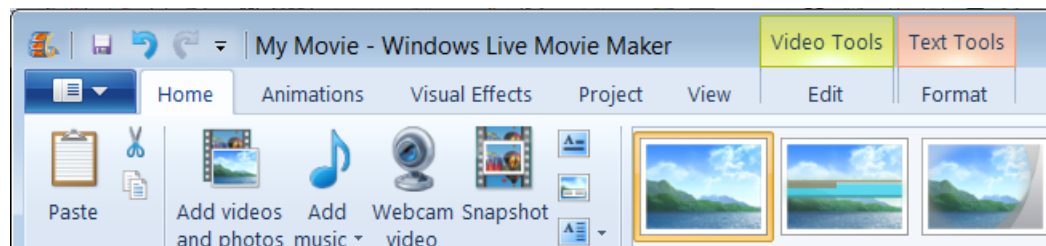
Irfanview as downloaded comes with about 50 file formats. If the file format you have is not included in this list,



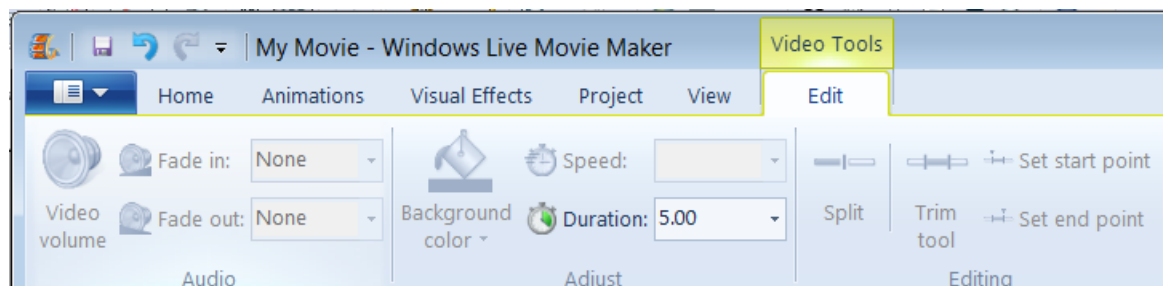
you can download a plug-in from the same site that will double the amount of formats that Irfanview can support. Downloads can be done from www.irfanview.com. I have seen some problems using Internet Explorer 8 with this site for the plug-in's. It has to do with how you have set up your security settings. This site has many ads which pay for the program development so that you can download it for free. If you have Firefox, try that browser or go to www.majorgeeks.com and search for Irfanview. You can pick the individual plug in you need are you can download the master plug-in which contains all options.

Windows Live Movie Maker

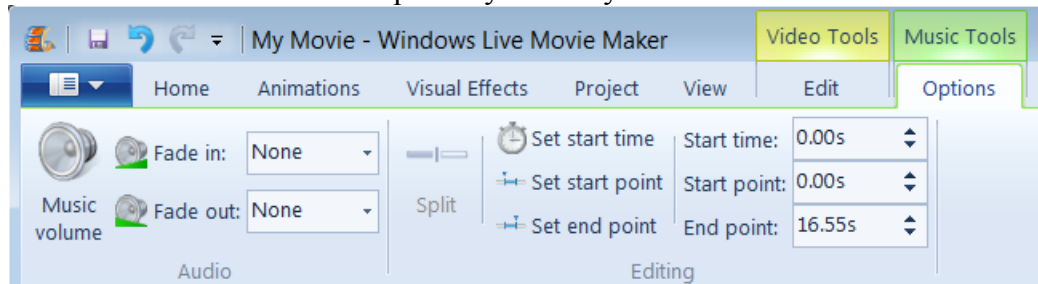
If you want to make a slide show where you can add music or narration and control the time each screen is displayed you need to use the movie maker option in Photo Gallery. Select the photos you want to include in your slide show and then click on the "Movie" icon at the top of the Create ribbon. This will load Windows Live Movie Maker and import the slides and or videos that you have selected. If the slides have caption tags they will show up in Movie Maker. If you don't want these captions shown in the slide show, you will need to click on the caption and delete. Click and drag the slides in the order that you want them in the slide show.



The music and narration files need to be in one of the following formats: wav, wma, mp3, aif, aiff, mp4, or ogg. If you want one file to be played during the entire slide show just click on the add music icon. If you want to have narration for each slide you will want to create these files separately and click on the down arrow next the to Music icon and select add music at the current point for each slide. You will need to time each audio file so that you can synchronize them with the slides. Once the time is known for each slide proceed to the next step. You now have two options. If you click on the Edit tab on the bar. This will bring up the edit menu which includes a duration box under video tools. You can either enter the time in seconds for each slide (for example 3.4 seconds) or use the drop down box to choose a preselected time.



If you want more control of the sound you can click on Options icon underneath the Music Tools tab. This tab does not show up until you load your first audio file.



This ribbon allows you to change the volume level, fade in and out and select which portion of the file you want to play. This will allow you to match the sound to the length of times that the slides are being shown. The split command will allow you to break up the sound file for the slide you are on so you can have more control of the start and stop times for sound on that slide.

Once you have your slide show the way you like it you can save it in several formats or publish it to one of the supported sites.

Go back to the home tab and on the right hand side of ribbon you will have the choices shown on the right. The down arrow has been clicked for this screen shot. “For computer” saves it on the hard drive as a filename.wmv files. Burn a DVD” does the same thing but after the file is saved it brings up DVD Maker and loads the saved file. Burning the file from this program will allow the DVD to be played on a standard TV DVD player. Some TV DVD players are sensitive to media type so be sure you check to see what the target player supports. DVD-R, DVD+R, DVD-RW and DVD+RW are your choices.

Windows 8 does not include DVD Maker and you will need a second party software program to accomplish this last step. Many new computers include a second party package to do this and other functions.

