

# Digital Photo File Basics

## Downloading pictures from your digital camera

- A. When you take pictures with a digital camera, the pictures are stored inside the camera, usually on a small removable storage card (of which there are several different types and sizes). Once the storage card gets filled up, you can't take any more pictures until you delete some or all of those pictures from the card. If you want to keep those pictures, you need to copy them to your computer, so that you can safely erase the storage card. This is called "downloading". Once the pictures are on your computer, you can organize them, re-name them, print them, email them, enhance them by fixing photographic flaws, and archive them by copying onto CD-R (CD-Recordable) disks.
- B. There are two ways to download your pictures: either you can connect your camera directly to the computer using the cable that came with the camera (probably a **USB** cable, the most common type of interfacing cable), or you can remove the storage card, plug it into a "card reader", and connect the card reader to the computer with its cable. The advantage of using a card reader is that you don't have to turn on your camera on, wasting battery power, to download pictures. Card readers are small, inexpensive, and available in any computer, consumer electronics, or camera store. Make sure you buy one that accepts the type of storage card your camera uses.
- C. If you don't use *Windows XP*, you will probably first have to install the "driver" software that came with your camera or card reader before downloading pictures to your computer. Follow the instructions that came with your camera. If you use *Windows XP*, you may not need any additional software to download pictures from a card reader or from most digital cameras via a USB cable; *Windows XP* already has many USB drivers installed.
1. Connect the card reader to any one of the computer's USB ports.
  2. Remove the storage card from the camera and plug it into the card reader.
  3. Wait a few seconds. If the computer displays a menu of actions to perform, select "Copy pictures to a folder on my computer" and click **OK**. This will open the *Scanner and Camera Wizard*. Click **Next** and follow the instructions on the screen to specify which pictures to copy and where to copy them, then skip to step 10. However, if no such automatic action occurs, proceed with the remainder of these steps.
  4. Open **My Computer** (double-click it or right-click and select **Open**).
  5. A new icon should appear there, called "removable disk".
  6. Open the removable disk icon (double-click it or right-click and select **Open**).
  7. There may be one or more folders there (depends on the make and model of your camera); open them until you find the picture files. The pictures will most likely be a series of numerically sequential JPG files.
  8. Leaving the window with the photo files open, click **Start** (lower left corner of your screen) and select **My Documents --> My Pictures**. Or, if you are storing your pictures on a folder on the desktop, open that folder and then open whatever sub-folder you want to store the pictures in. To create new folder, right-click where you want the new folder to go and select **New --> Folder**, type a name for the folder, and press the **enter** key on the keyboard.
  9. Drag the picture files into the desired folder. (To "drag" means to hold the left mouse button down and slide the mouse pointer). You can drag them either onto the folder icon or into the window of an open folder. **Note 1:** To move several files at once, click on the first one to select it, then hold down the **ctrl** key while clicking on the other files you want to select. Then drag any one of the files to the new location and the other selected files will come with it. **Note 2:** To make it easier to determine which files to move, try different "view modes": pull down the **View** menu and select **Details**. Original camera files have numerically sequential file names in the order that the pictures were taken. In the **Details** view, the date when the file was created is

also listed, so that you can more easily group pictures by the occasion when they were taken. (In Windows XP and 2000, you can see a graphical preview of the pictures. Pull down the **View** menu and select **Thumbnails**.)

10. Copying pictures does not erase them from the camera or storage card. To erase them, click on window with the photo files to make it active, pull down **Edit** --> **Select All** and press the **delete** key on the keyboard. Or you can wait until the storage card is back in the camera and erase it there using the camera's erase function.

11. You can now remove the storage card from the card reader and put it back in the camera.

D. If your computer does not have a USB port, you will have to use a serial or parallel interface cable. Some cameras may require that special software be installed to handle downloading to your computer. In all those cases follow the instructions that came with your camera. Whatever the method, the final result will be that your pictures will have been copied to your hard drive (most likely in **My Documents** --> **My Pictures**).

## Organizing and re-naming your photo files

The standard place to store pictures on your hard drive is **My Documents** --> **My Pictures**. However, you could store them in any place you like, such as in a folder on the desktop called Photos. Wherever you store them, the key to good organization is to create and name sub-folders to hold pictures by category, and to re-name the pictures to reflect their origin.

### To inspect group of picture files:

1. Open the folder or disk containing the pictures.
2. Pull down the **View** menu and select **Details**. Original camera files (before they are re-named) have numerically sequential file names in the order that the pictures were taken. In the **Details** view, the date when the file was created is also listed, so that you can more easily group pictures by the occasion when they were taken.
3. In Windows XP and 2000, you can see a graphical preview of the pictures. Pull down the **View** menu and select **Thumbnails** or **Filmstrip**.
4. To view any picture, double-click on it. That will let the computer choose the program to display the picture. This might be *Windows Picture and FAX Viewer* or *Paint*, or some other program.

**To create a new folder**, right-click where you want the new folder to appear and select **New** --> **Folder**, type a name for the folder, and press the **enter** key on the keyboard.

### Moving files from one location to another (Method A)

1. Open the folder or disk containing the files you want to move.
2. Open the folder or disk where you want to move them to.
3. Position the two windows so they don't completely overlap and drag the files from the old location to the new location.

Note: To move several files at once, click on the first one to select it, then hold down the **ctrl** key while clicking on the other files you want to select. Then drag any one of the files to the new location and the other selected files will come with it.

### Moving files from one location to another (Method B)

1. Right-click on **My Computer** and select **Explore**. The panel on the left displays all the disks on the computer and all the folders on the desktop.
2. Click on the little + next to a disk or folder to display the folders it contains.
3. Click on the little - next to a disk or folder to hide the folders it contains.
4. Click on any folder to display its files in the right-hand panel.
5. Scroll the left panel to display the target folder, then drag files from the right-hand panel to they target disk or folder in the left-hand panel.

Note: To move several files at once, click on the first one to select it, then hold down the **ctrl** key while clicking on the other files you want to select. Then drag any one of the files to the new location and the other selected files will come with it.

**To re-name a picture**, right-click on it and select **Rename**. Type new name and press the **enter** key on the keyboard.

**To re-name a group of pictures (Windows XP only):**

1. Select the group (click on the first one to select it, then hold down the **ctrl** key while clicking on the other files you want to select).
2. Right-click on the first file and select **Rename**.
3. Type a new name and press the **enter** key on the keyboard.
4. The first file will be renamed and the other selected files will be automatically given the same name with (1), (2) (3)... added to the name.

**To delete pictures:**

1. Click on the first one to select it, then hold down the **ctrl** key while clicking on the other files you want to delete. (To select *all* the pictures in a folder, pull down **Edit --> Select All**.)
2. Right-click on any one of the selected files and click **Delete**. (Or click "Delete the selected files" in the left-hand panel).

**Note:** Deleted pictures are placed in the Recycle Bin (on the desktop), where they will stay until you empty the recycle bin (by right-clicking on it and selecting "Empty Recycle Bin")

## Printing your pictures

Open the folder containing the pictures (e.g. **My Documents --> My Pictures**) and double-click on the desired photo file (or right-click and select **Open**). That will let the computer choose the program. This might be *Windows Picture and FAX Viewer* or *Paint*, or *Photo Editing Software*, or it might be some other program that you have installed, such as *IrfanView* or *Paint Shop Pro*. It depends on your operating system and how computer is configured. Whatever the program, there will almost certainly be a **Print** command (e.g. under the **File** menu) or a **Printer icon** somewhere on the screen (looks like a tiny printer). Click **Print** or on the Printer icon to active the print operation.

**If you have Windows XP**, here's a shortcut: open the folder containing the photo files, right-click on the picture and select **Print**. (Or, click *once* on the picture to select it and click "**Print this picture**" in the left-hand panel). Either action will launch the *Photo Printing Wizard*. Click **Next** and follow the screen instructions to select the pictures, size and number of printout, etc. If you want to print several pictures, select them all (click on the first one to select it, then hold down the **ctrl** key while clicking on the other files you want to select), then click **Print the selected pictures**. To select all the pictures, pull down **Edit** and click **Select All**.

Whatever the method of printing, the key to getting high-quality prints on an ink jet is paper type and paper type settings. It's much more important than the specific brand of printer you own.

1. Use "photo-glossy" paper for the best results when printing color photos.
2. Make sure you put the paper in the printer so that it prints on the proper side (the glossy side for photo-glossy paper). Printing on the wrong side of the paper can give terrible results. (Or you can use two-sided paper, such as *Kodak Glossy Inkjet Paper #17416 (coated on both sides)*, so you can't put it in the printer wrong-side up).
3. When you see the **Print Dialog Box**, *don't click on Print right away*. Click **Preferences** (or perhaps it will called **Properties**).
4. Select the Paper type to match the type of paper you are using.
5. Click **OK** and then click **Print**.

Note: an alternative to printing your own pictures is to take your camera's storage card to a photo

finisher and have them printed there. Look for ads in the local papers for low-cost digital prints from *Walmart*, *Costco*, *Sam's*, etc. Another alternative are the Web photo album sites such as *Shutterfly.com*, *Snapfish.com*, and *Webshots.com*.

## Sending pictures via email

If you are using Windows XP, there is a convenient short-cut for sending pictures via email:

1. To send a single picture via email, right-click on the desired photo file and click **Send To... --> mail recipient**. Or, click *once* on the picture to select it and click "**Email this picture**" in the left-hand panel. (To send two or more pictures at the same time, click once to select the first one, then hold down the **ctrl** key and click on each of the other pictures to select them. Then click "**Email these pictures**" in the left-hand panel, or right-click on any one of the selected files and click **Send To... --> mail recipient**.)
  2. A small "Send pictures via email" window will be displayed, asking you if you want Windows to resize the pictures. Click "**Make all my pictures smaller**" and click **OK**. (Note: this does not effect the original photo file; it remains at the original size).
  3. Windows will open your mail program, automatically compose a message and attach the photo to it, and wait for you to type in the recipient's address into the **To:** box and click **Send**.
- Note:** To change the email program that is automatically opened by Windows, select **Start --> Settings --> Control Panel**. Double-click on **Internet Options** and click the **Programs** tab. Select the desired email program from the **E-mail** pop-up menu and click **OK**.

If you are *not* using Windows XP:

1. If your email program does not automatically resize picture sent via email, it's probably best to resize the picture yourself to 400 or 500 pixels wide, using any photo editor, and save the file.
2. Log into your email, compose a message
3. Look for a button or pull-down menu item that says something about "attach" or "attachment" and click it. That will give you a "Open" dialog box so you can select the file to attach.
4. Click on the "Look in" menu of this box, select the Desktop, select the picture that you just resized and saved, and click **Open**. Repeat for each photo you want to send.
5. Finally, **send** the email.

**Note 1:** *Paint Shop Pro 8*, the photo editor program we are using in this course, has a built-in email command. Open a picture within *Paint Shop Pro* and pull down **File --> Send**. Works on Windows 98, 2000, XP, but not 95. (To change the email, see the above note).

**Note 2:** Pictures files can be large. Sending many pictures via email may clog your recipients' email in-boxes. To prevent this, use a Web-based photo album site instead of email. See the separate handout "*How to Send Photos on the Internet using Shutterfly*"

## Copying pictures to a CD-R (CD recordable) disk.

If your computer has a CD-R drive ("burner"), you can copy your photos to a CD-R disk as a backup or as an alternative to storing them on your hard drive.

1. You may be able to open the CD-R window (open **My Computer --> CD-R Drive**) and simply drag the folder of photos that you want to copy into that window, then select **File --> Write these files to CD**.
2. If you have *Windows XP*, right-click on a folder of photos and select **Send to... --> CD-R Drive**. Put a blank CD-R disk into the CD-R drive and open **My Computer --> CD-R Drive**, pull down **File --> Write these files to CD**.
3. If these techniques don't work with your computer, use the CD writing software that came with your CD burner, i.e. *Nero*, *Roxio*, or *RecordNow* whatever.