Digital Photography

1. You've taken all these photos on your digital camera or your mobile. But have you viewed them on your computer or printed them out yet? We are all prone to be lazy so they pile up and before we know it the camera's memory is full! So here's how.

1.1 Transferring photos from camera to computer

1. First we have to get the photos from the camera onto the computer. Each photo consists of a file, usually as a .jpg file but also as others e.g. .tif file. These files are stored in the camera on a memory card. There are basically 2 ways to transfer your photos.

2. **Either** Remove the memory card from the camera and insert it in a card reader which is connected to the computer and then transfer the file from card to computer. Card readers come in various forms such as standalone devices connected to a USB port of the computer or maybe part of the computer itself or part of the keyboard or other peripheral device. You will need one that accepts the particular type of memory card in your camera such as SD, Micro-SD, Compact Flash and so on.
If you create a folder such as Holiday09 in the folder My Pictures you can then copy the files across into this folder using the methods shown in Section 2.1 para 11.

3. **Or** Connect the camera to the computer's USB port using a cable provided with the camera. Switch on the camera. Then **either** the computer should recognise the camera as **PTO**

though it was another drive and you can transfer as above **or** there may be a button to press on the camera which will transfer the photos to a prearranged folder **or** there may be a prompt from the software. You should make sure that the software which came with the camera is installed on the computer and this may take care of where the photos are put. You can always move them to where you want afterwards.

When the transfer is complete, switch off the camera and disconnect it from the computer.

Now consider whether you want to delete the photos from the memory card. Be sure that they are safely on your computer before you do this and preferably backed up, especially if they are important photos. Refer section 1.9 para 4.
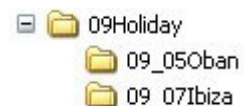
4. You can **either** delete using the camera functions which may be long-winded unless you have a Delete All facility **or** else with the memory card seen as a drive whilst connected to your computer you can empty it by deleting all the files.

5. When you have finished, if you were using a card reader then remove the memory card from it and return it to the camera.

1.2 Organising your photos

1. Once you have transferred the photos to your computer then you will want to have them in some sort of order. As we have seen, photos are files and kept in folders. You can add more folders and rename them to what you want and move the photos to where you want. For instance if you had put all your photos into a Folder Holiday09 and then wanted to split them up into different holidays you might create Folders Oban09, Ibiza09 and so on within Holiday09 and then move the relevant photos into the correct Folder.

If you want them to be in date order rather than alphabetical then you could name them 09Holiday, 09_05Oban, 09_07Ibiza where the 09 is the year and the 05 and 07 is the month. This way the earliest holiday comes first.

2. You can also organise your photos within one of the photo programmes. There may be one which came with the camera.
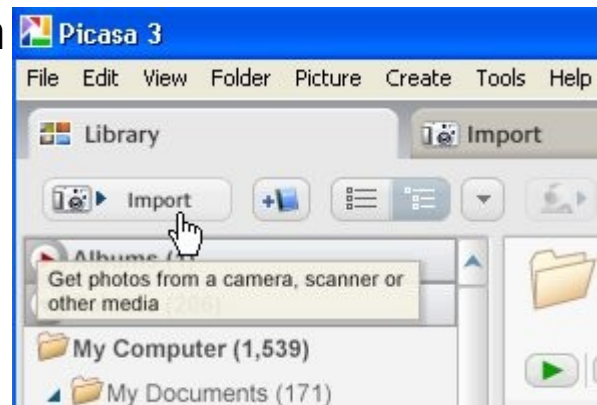
3. We shall use Picasa to show what can be done as this is a programme which can be downloaded free and has many capabilities. It will scan your computer for pictures wherever they are stored. It takes a copy of each for use within Picasa without altering the originals or their locations. Each folder is shown and the pictures within them. Picasa can be used to import photos from your
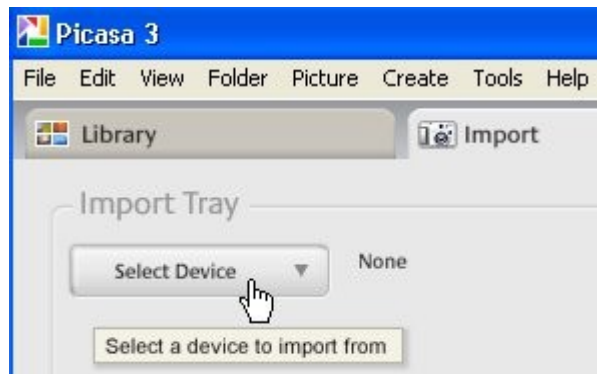
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camera, put on slideshows of the pictures on your computer as well as editing your photos before you print them and sending them to other people.

4. To Import photos from a camera left-click on Import.

Then left-click on Select Device which allows you to choose the camera connected to your computer.
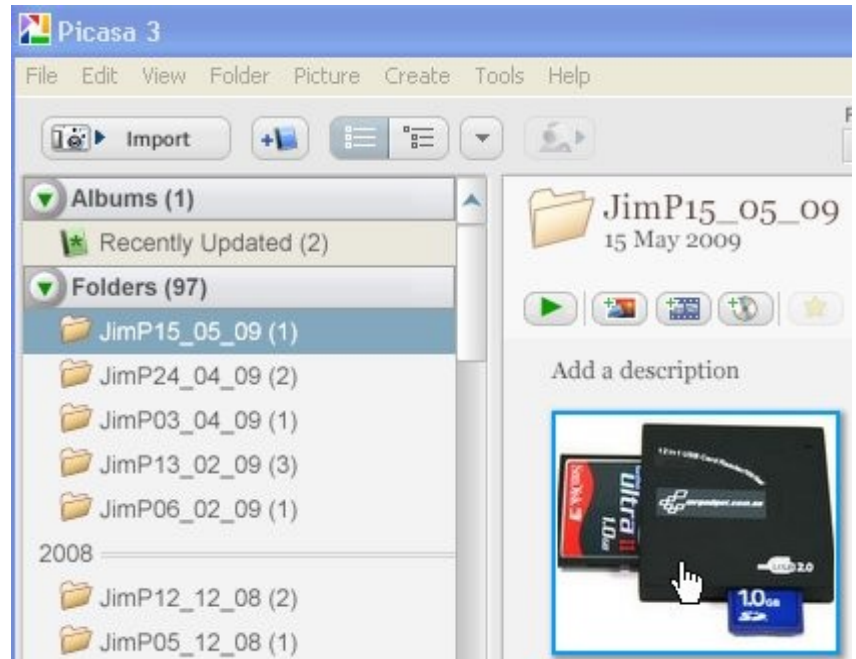

5. To put on a slideshow of the pictures in the folder selected left-click on the arrow and the pictures will be displayed for a number of seconds. By moving the mouse over the picture you can choose a number of options including the Display Time and also to Exit the slideshow.

1.3 Editing your photos

1. To work on a photo, first find it in the Picasa folders (Library). Then double click on the photo you want to work on.

This will bring up a list of options for Basic Fixes with the photo in the frame. Left-click on the one you want to use. Here we have selected Crop.
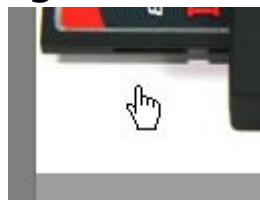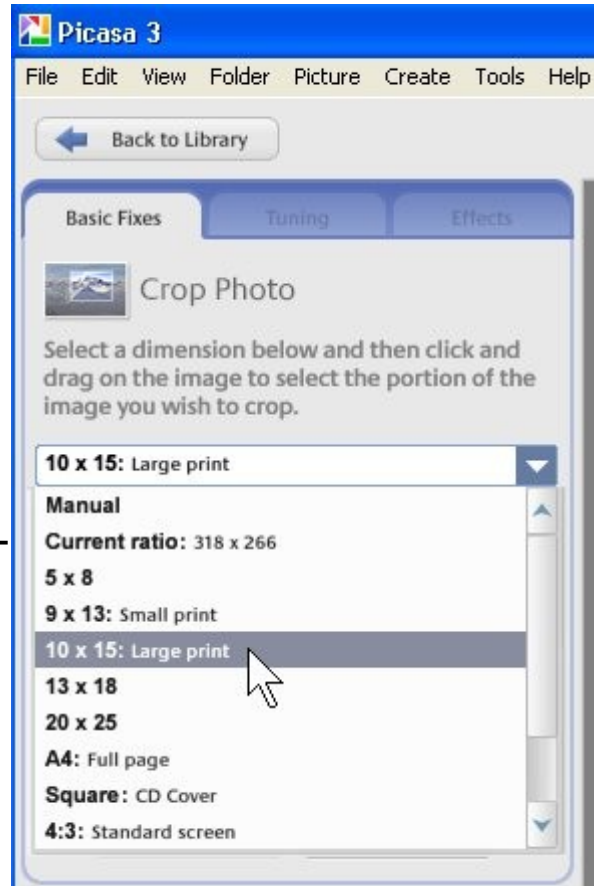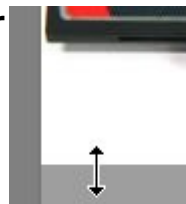
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2. Cropping allows you to choose part of the photo to print at the size you want e.g. 10x15 (cm) i.e. 6"x4" (called Large print but actually postcard size) or A4 (Full page).

Note that because the usual ratio of the dimensions of a digital photo are 4:3 then you will have to compromise with the part of the photo you choose if the ratio of the print is not exactly that e.g. 10X15 is 3:2 (strictly 2:3). Three previews are shown so left-click on the one which is nearest to what you want. Then you can adjust by clicking and dragging on the image. Move the selection by left-clicking on the image and drag the selection to where you want.

Alternatively drag the edges or corners of the selection by hovering the mouse over them and dragging to the size you want. When you are satisfied left-click on Apply and that saves your changes and you can move to the next option if required. Each of them has instructions which tell you what to do. Experiment and see what you can achieve. There are three Tabs, Basic Fixes, Tuning, and Effects. Each of these has a selection of options. Remember you can always undo your changes and the original photo is still held in My

Pictures anyway so you can make a copy for Picasa to work on again. When you have completed these the photo is put into the photo tray at the bottom of the Window.

3. Left-click on the pin to Hold it in the tray.

4. You can then work on other photos by left-clicking on Back to Library, before pinning them in the tray as well.

5. Once you have the photos you want in the tray then there are options available to Upload them to Web Albums (for making them available for your friends to see), Email them, Print them on your own printer and so on. Left-click on the one you want and follow the instructions.

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1.4 Printing your photos

1. Printing can be done from Picasa or other photo programs.

If you want to print them on your own computer you will need photo quality paper suitable for your printer. The printer will have settings suitable for the type of paper which can be selected from the Picasa Print Window by left-clicking on Printer Setup which routes to Properties. You can also arrange the size of prints, number on a sheet, number of different photos on a sheet and so on from the Picasa Print Window. (Other photo programs may give more convenient options for layout).

Also there is an indication of the quality of the photo for printing.

If the quality is doubtful you will see an indication to Review the photo.

If the quality is OK you will see this.
By left-clicking on Review you can find out the status.

2. For online printing left-click on Shop. You have to be connected to the Internet and you can choose from a number of suppliers.

Make sure that you choose United Kingdom from the drop down menu for your Location unless you want them delivered in some other part of the world! Then choose the supplier you want and select the pictures to

have printed and delivered to you. **Either** these will be uploaded to a Picasa online store in an Internet Explorer Window where they can be chosen for printing by your

supplier **or** you will be asked to create an account with the supplier before uploading them.

3. Now you are ready for creating that photo portfolio which will astound your friends!