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# LESSON 5 – Organizing Photos



## ***Objective***

- Connecting your Camera
- Using Autoplay to Import
- Using Windows Photo Gallery

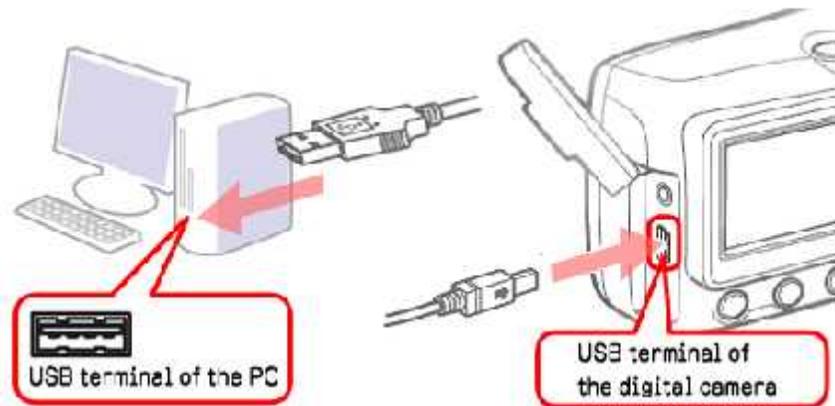


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# Connecting the Digital Camera



Use a USB cable. Most digital cameras come with a cable that connects the camera to a USB (Universal Serial Bus) port on your computer.



Use a memory card and memory card reader. A memory card reader is a piece of hardware that plugs right into your computer. You remove the memory card from your camera and insert it into your memory card reader, similar to the way you might transfer a file between two computers using a floppy disk.

## ***Universal Car Reader***

If your PC does not have the proper slot to read the memory card, you can purchase a universal memory card reader.



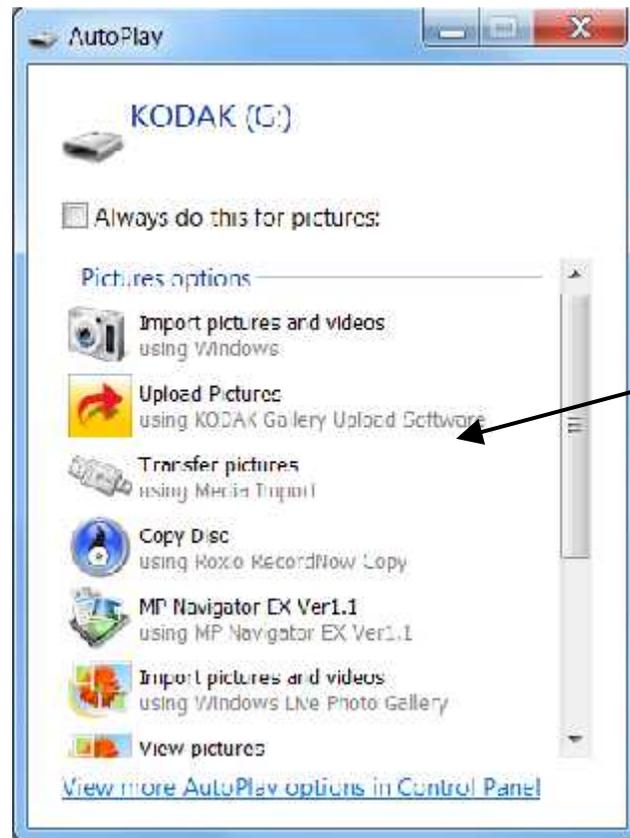
# How to Import from a Digital Camera

Connect your Digital Camera using the USB cable provided by the manufacturer. Or remove the Flash memory and insert it into proper slot on your computer.

## **Using AutoPlay**

Connect your Digital Camera using the USB cable provided by the manufacturer. Or remove the Flash memory and insert it into the proper slot on your computer.

## **Using AutoPlay**



The AutoPlay is a feature introduced in Windows XP, examines newly discovered removable media (CD, DVD, Flash Drive, Digital Camera...) based on content such as pictures, music or video files, launches an appropriate application to play or display the content.

For example, when you insert a DVD movie into the DVD drive, it will play it using Windows Media Play. Or, when you connect a Digital Camera, it you ask you to import it into your Picture Gallery or folder.

For XP users the default import is Windows Import picture utility. Window Live Photo Gallery Import utility is already installed for Vista and 7 users. If you do not have this utilities it is a free download from Microsoft.

## **Using Windows “Import pictures and videos” utility.**

Tagging is used to name the folder and picture into a similar category. Keywords can be added to your picture to use as a search criteria.



**Import Setting** allows you to change the default tag and import folder. The default folder name is **date+tag**. If you do not enter a tag, the tag will be the date.



In Vista/7 the imported files appear as a Search Result which can be saved to allow access to the folder at a later time. Otherwise, your photo imports are located in a separate folder in the Picture folder.

### ***Where are my pictures?***

In the Picture folder, the sub-folder created is based on **date + tag name**. In this example the folder is **“2010-07-09 Summer Squash”**.

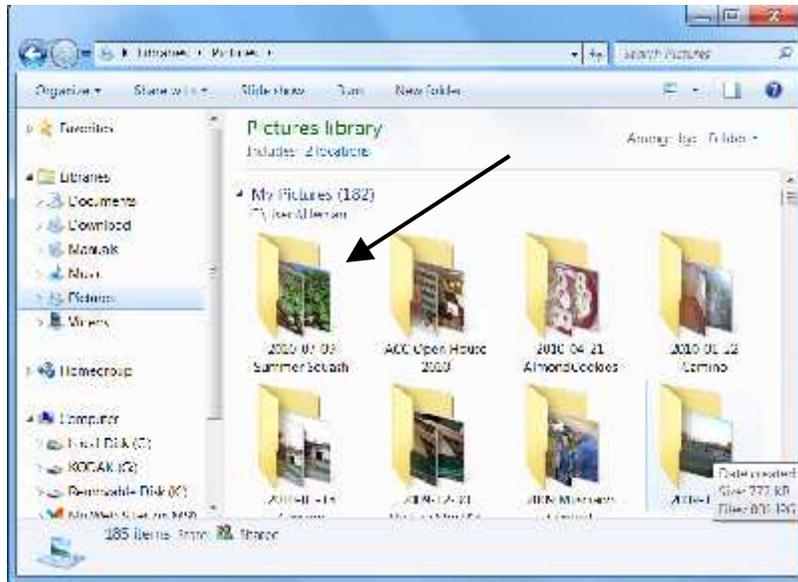
**XP user:** My Document\My Picture\2010-7-9 Summer Squash

**Vista/7 users:** *personal folder*>Pictures>2010-7-9 Summer Squash

Both Vista and 7 save the photos to the same virtual folder, with the exception that they called it “My Picture” instead of “Pictures”.

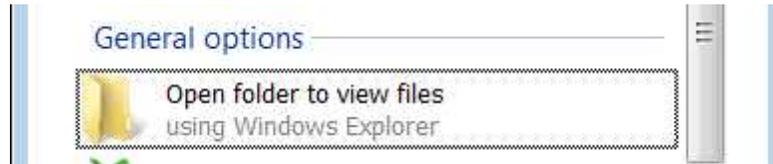
With Windows 7, there is a logical collection of folders known as a Library. The concept of the Library makes it easier to group files relating to a subject rather than a file type.

## Windows 7: Libraries>Pictures>My Pictures>2010-7-9 Summer Squash



# Access Digital Camera or Flash Directly

If you wish to use the AutoPlay to access file on the Camera, choose “Open folder to view files” will take you directly to Windows Explorer.



Or

If you wish to import the all of the picture from your camera, select “**Import pictures and video**” from the AutoPlay menu.

## ***Manually Import Picture CD to your Computer***

I prefer that students first access the CD manually, so they would have an understanding where files and folders are located win Windows.

1. Click on Computer either from the Desktop or from the Right pane of the Start Menu. Any new media such as a CD inserted in the drive will be assigned and drive letter (D:, F:, G:...),after the last Hard Drive.

Notice that the icon is different when a CD is in the drive. The name and additional information will appear depending on your View.



2. Double-click on the CD icon to view it in **Windows Explorer**.
3. Locate the folder and open it.

## Copy CD to your Hard Drive

If you wish to use the sample lessons and files without having to load the CD every time, you can copy it to your hard drive.

1. Select the folder you wish to copy. Notice that it will turn blue.
2. **Right-click** and select **Copy** from the context menu.
3. Go to your Windows Desktop.
4. **Right-click** on any free area and select **Paste** from the menu.

OR

## Copy to Document Folder

It is better to Paste in the Document folder rather than your Desktop. Desktop files are only temporary.

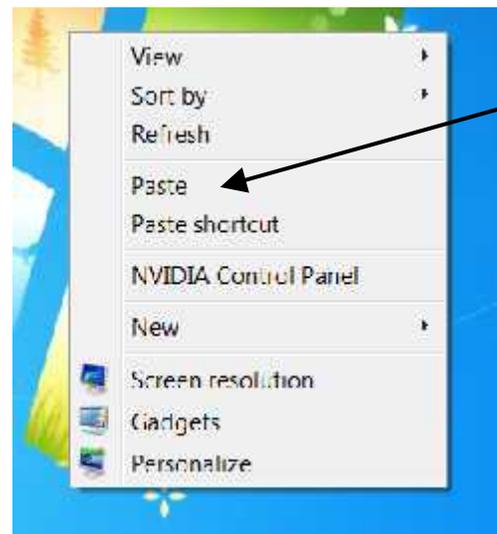
1. Open your personal folder, open My Document folder.\*
2. Right-Click and select **Paste**.

\*

**XP:** My Document

**Vista:** Document

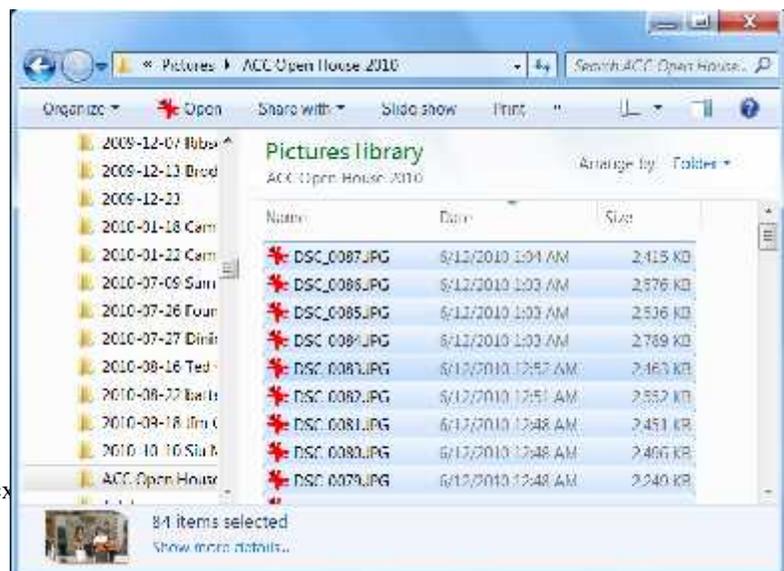
**Win 7:** Libraries>Document>My Document



## Sort Chronologically

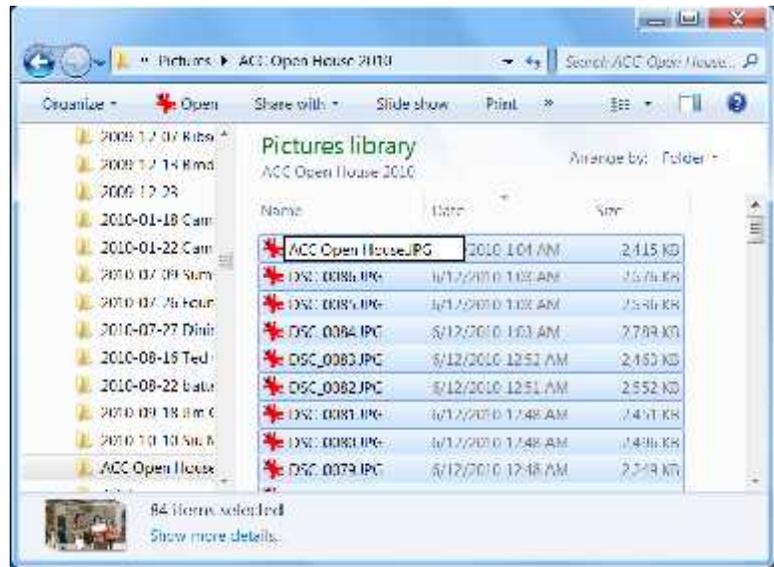
If you use Windows Photo import utility, you photos will automatically be tag and sequenced by data. You might receive photo from other sources that may not conform to Windows method for importing photo. Here is how you can sort and rename all photo in their proper chronological sequence.

1. Select the **Detail** view.
2. Click on header **Date** to sort.  
If sort is reversed, click it again.
3. Do a Select All (Ctrl+A)
4. Rename the one file. All file will automatically be

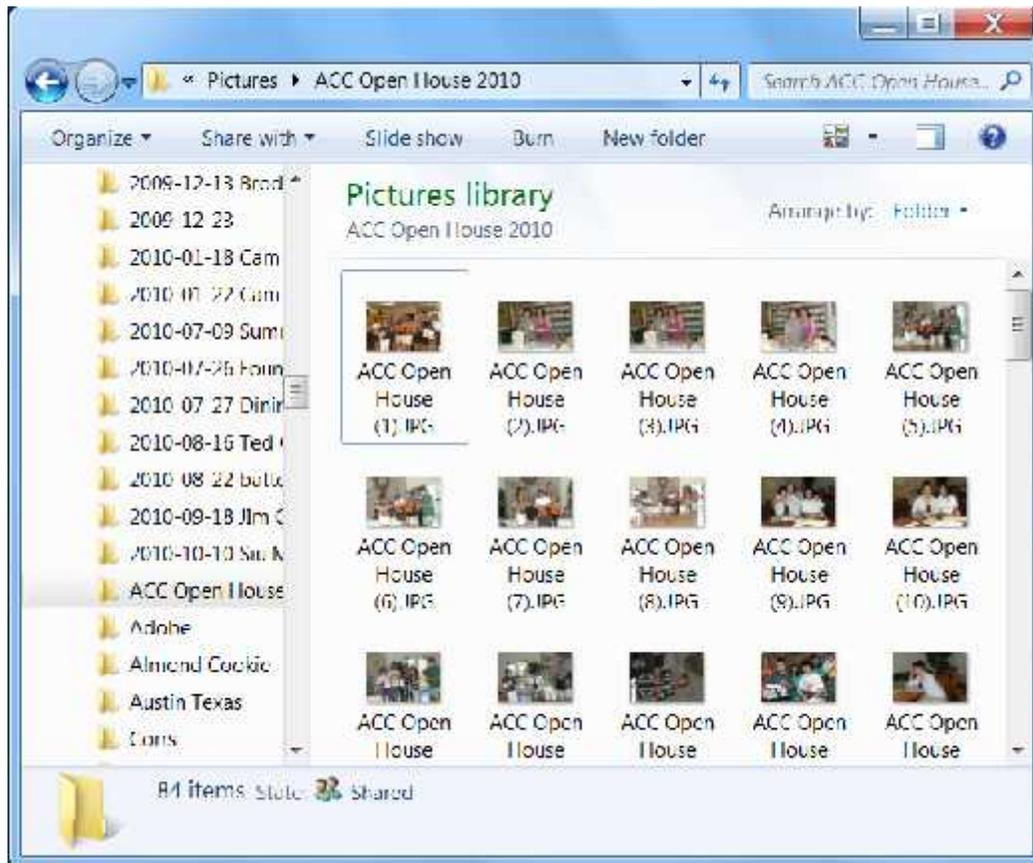


rename to the same name with a sequence number: (1), (2),(3)...

5.



Here is the result:

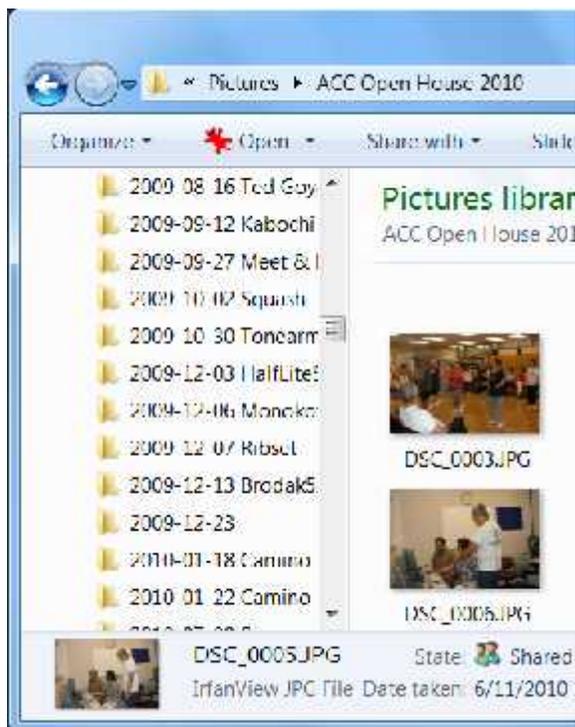


## Tagging your photos

Fortunately, there is a solution: categorizing subject matter using keywords and phrases known as tags.

Tags allow you to search for and find files based on common terms you attribute to them such as subject matter, name, event and location. Images can be given any number of tags.

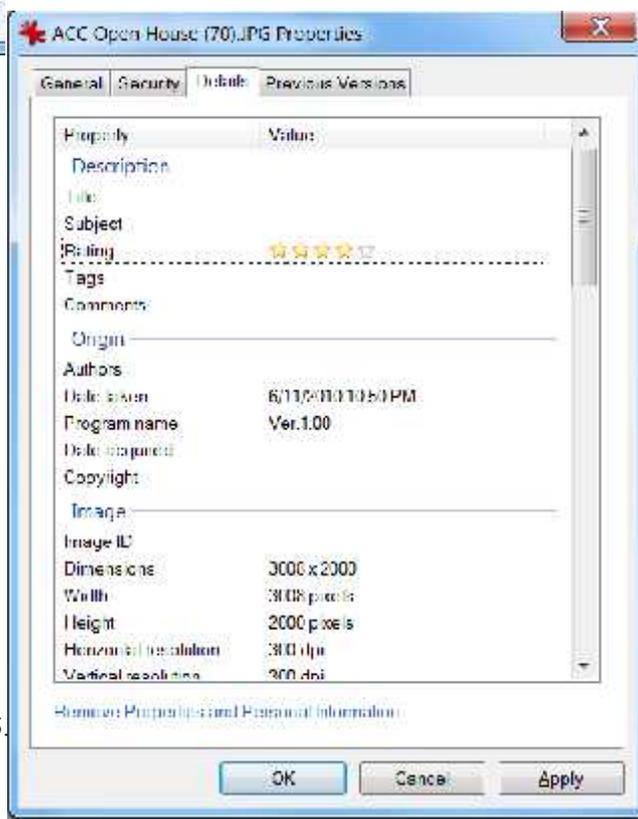
After tagging, you search for images with keywords. Every word with that tag is located quickly and then can be viewed as a group.



## Rating

Windows uses ratings to help you find and organize your favorite songs, videos, and pictures quickly. You can also use ratings as a search criteria when creating auto playlists.

Ratings are displayed in the Rating column. You can add to the column heading in the Detail view. The rating appears as bright yellow stars from 1 star to 5 stars (best).



1. **Right-click** on the photo.
2. Go to the **Detail** tab.
3. Click on the highest level of stars you wish to give.

## Display the Rating Column

1. Select **Detail** view.
2. **Right-click** in the header.
3. Select **More....**
4. Scroll down to the Rating field in the Detail list box.
5. Check **Rating**.
6. Click **OK**.

