

Digital photographs and your computer



These guides can be found at
<http://learning.digitalunite.com/photography/>

This guide will show you how to transfer your digital photos from your camera on to your computer, edit them, then put them online to share with the world. Or just friends and family if you prefer.

Digital photography has revolutionised the way we take photos. No more carefully taking only the shots you think will be the best and then waiting several days to get the film processed. No more running out of film at the wrong moment.

With digital photography you can take as many photos as your camera's memory will allow, and see them instantly. If they're not quite right, once they are on your computer you can edit them and make them look better.

How to download photos from your camera to your computer

Although this is an easy process, there are several different ways you can do this.

1. Your camera should have come with a USB cable that you can plug into the camera and the computer.
2. You can remove your camera's memory card and insert it into an external memory card reader which in turn plugs in to your computer, or you can use the appropriate slot on your computer providing it has one. Often they are tucked away behind a flap or cover.

Then:

1. You can use software that either came with your camera on a CD, or a programme such as Windows Live Photo Gallery which you can download.
2. You can use your camera's memory card as a flash drive and transfer the photos from folder on the card to a folder on your computer.

Assuming you do not have any suitable software already on your computer, we shall first of all download Windows Live Photo Gallery:

You'll need:

- a computer with an internet connection.

Step 1: Open a search engine such as Google and type 'Windows Live Photo Gallery' into the space provided. If you hit 'Enter' or click **Search**, you'll be brought to a page listing all of the results in descending order of relevance.

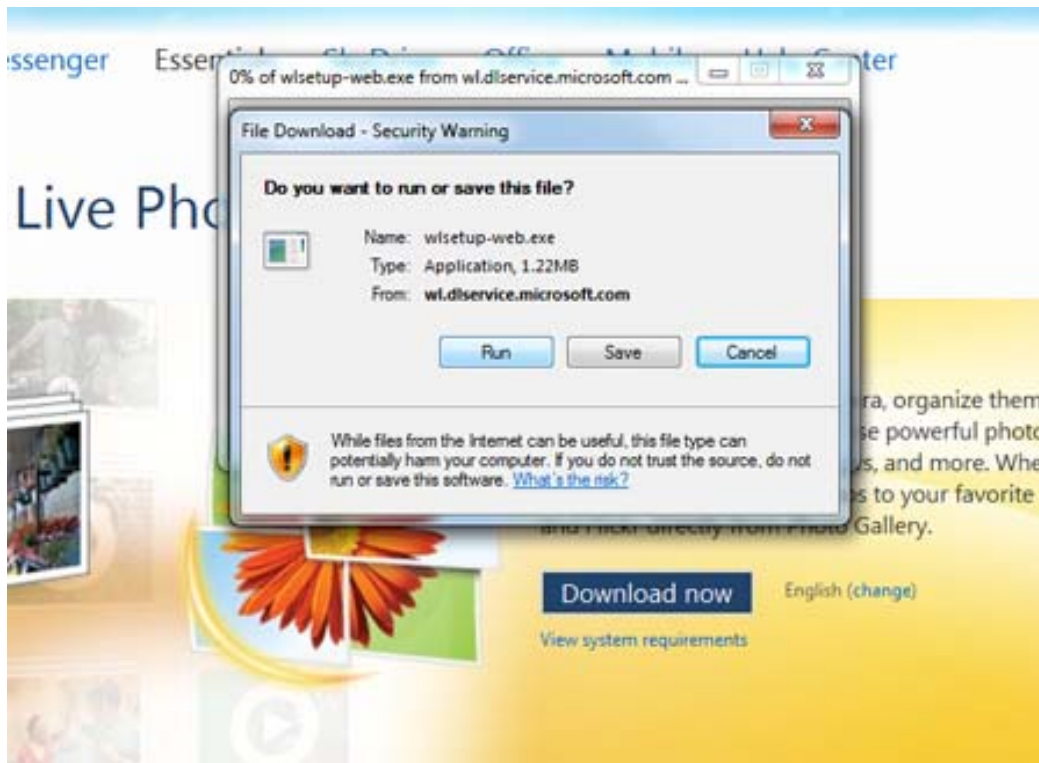
The link you want to click will be the first one: **Windows Live Photo Gallery**.



Step 2: Once the Windows Live Photo Gallery page loads, click the blue bar in the middle that's labelled **Download Now**:

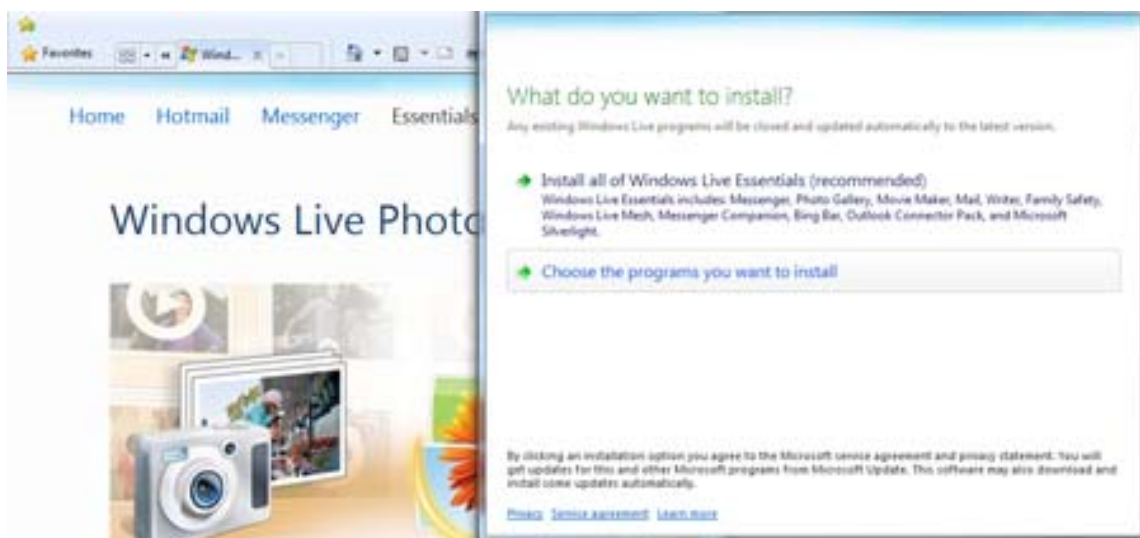


Step 3: This will immediately launch a pop-up box headed 'File Download – Security Warning'. Beneath this, it asks: 'Do you want to run or save this file?' Click **Run**.

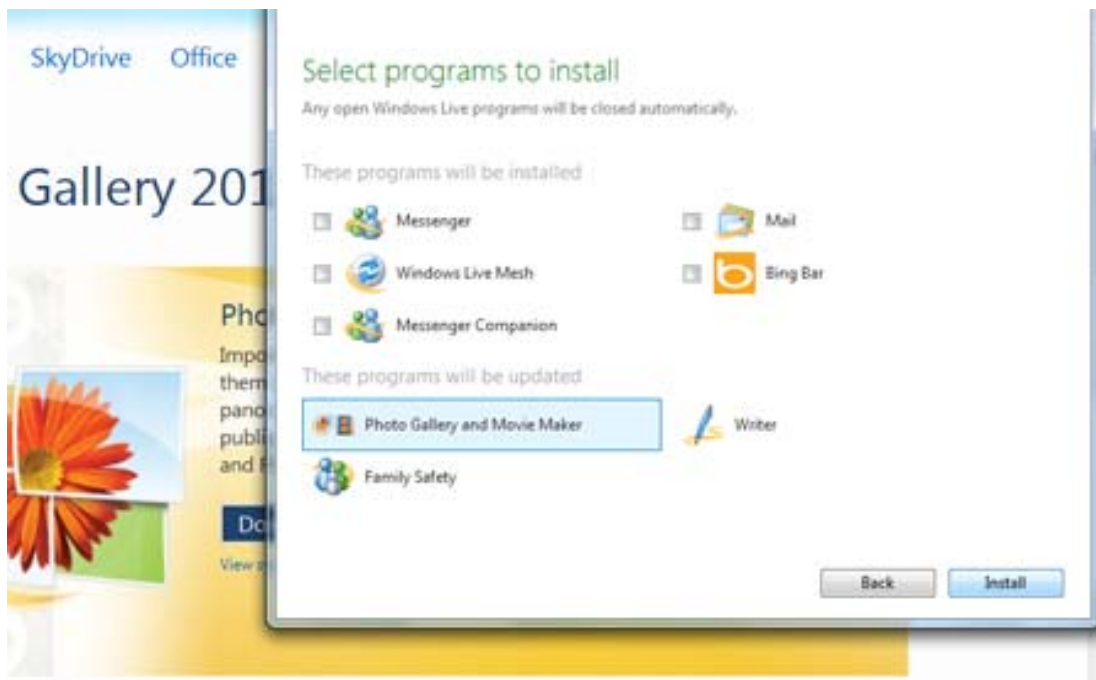


Step 4: Next, depending on the level of security settings on your computer, you may see another pop-up box asking if you want to 'allow the following program to make changes to this computer'. This is just your computer being overly cautious. Check that the 'Verified publisher' in this window says 'Microsoft' and, if it does, click **Yes**.

Step 5: Windows Live Essentials (which is a package of 11 free software programs from Microsoft) will begin its installation process. A new pop-up will ask you to choose between installing all of these programs or only those that you want. You may wish to download all of them, but for now click **Choose the programs you want to install**.



Step 6: In the next window, tick 'Photo Gallery and Movie Maker' and click **Install**.



Step 7: When the software has finished installing, you'll get a final pop-up window announcing that your Windows Live Photo Gallery download is 'Done!'

However, for Windows Live Photo Gallery installation to be complete, you'll need to restart your computer. A pop-up window will offer you the choice of clicking a button to restart it now or one to restart it later if you want to continue surfing the internet. For now, choose **Restart Now**.



Step 8: Your computer will shut down any other open windows and restart itself. Once it starts up again, you should be able to see the Windows Live Photo Gallery software listed among your 'Programs' when you click the Microsoft Windows icon or 'Start' icon in the lower left-hand corner of your screen.

Importing photos on to your computer

Step 1: Whatever you store your pictures on, insert this into your computer.

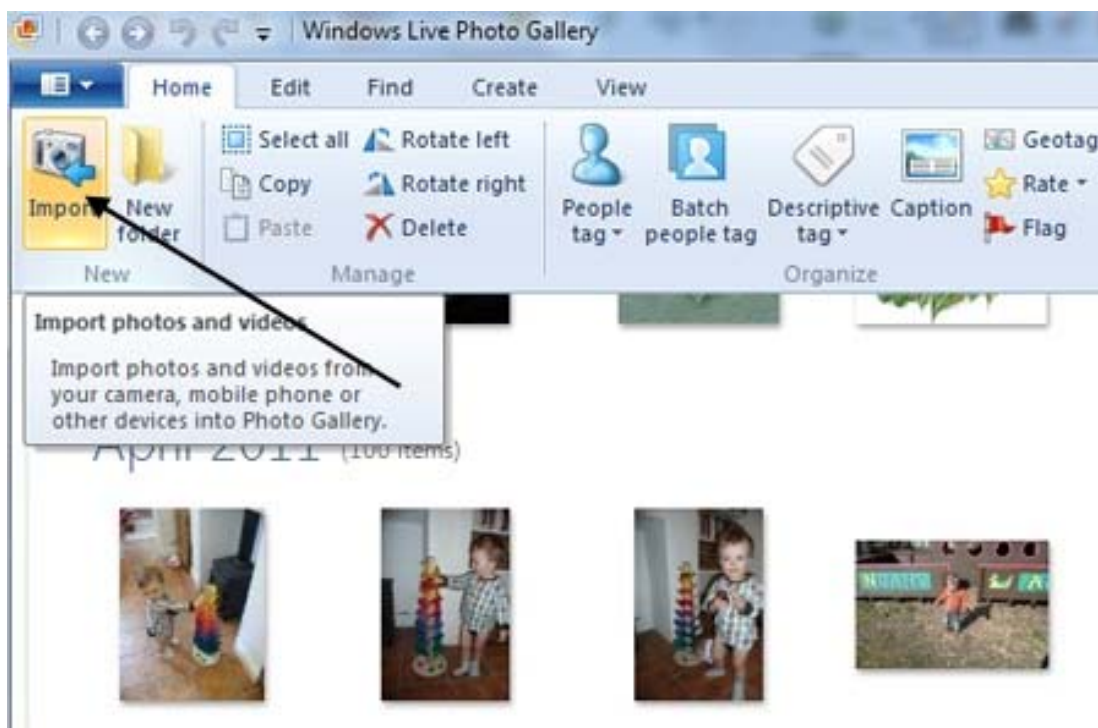
Either:

1. Take the memory card straight from your camera and insert it into a slot in the side of your computer.
2. Or, if the computer doesn't have a memory card slot, the card can be inserted into an external memory card reader that is connected to the computer via a USB cable.
3. Or plug your camera into your computer with the USB cable that came with it.
4. Alternatively, if you have a CD or DVD with pictures on it, insert this into your CD/DVD drive.

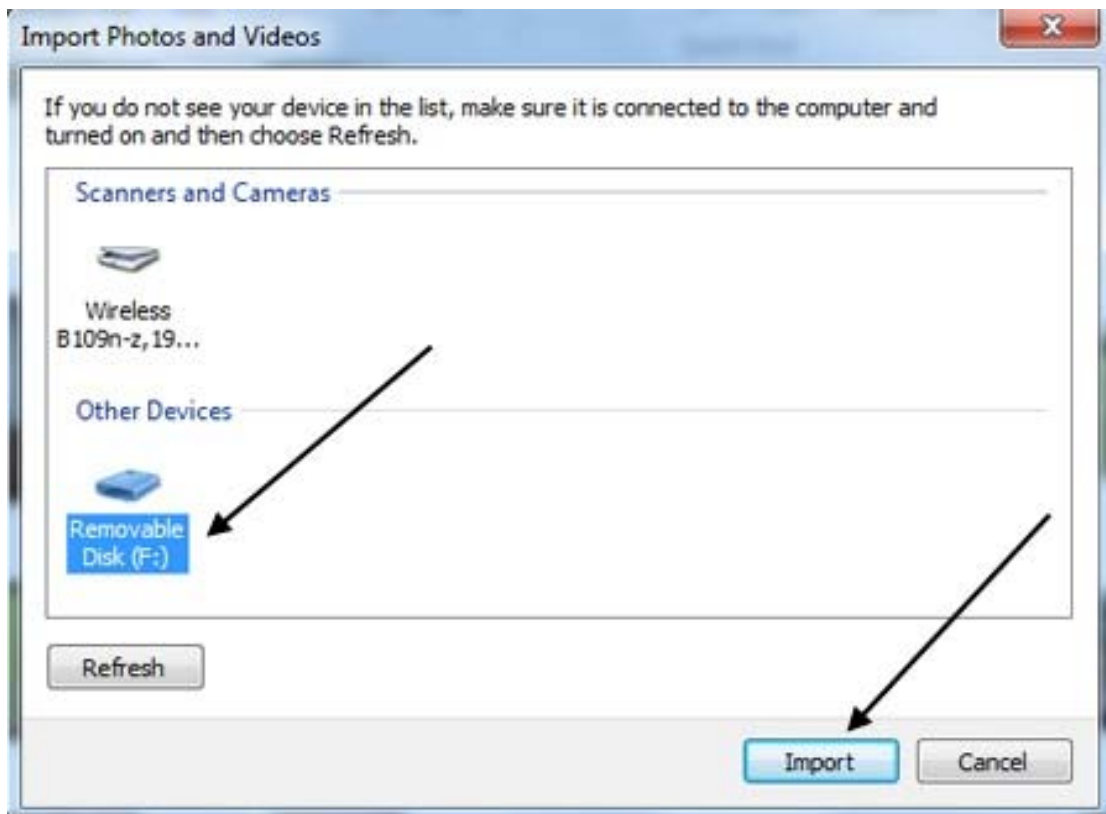
When you plug in your card, card reader, camera or CD you may get a pop up window asking if you would like to play files, open folder or perform other tasks. You can minimise this window.

Step 2: Open Windows Live Photo Gallery open and ensure you're in the 'Home' tab, located along the top left of your screen.

Step 3: In the row of buttons beneath the Home tab, click **Import** on the far left.



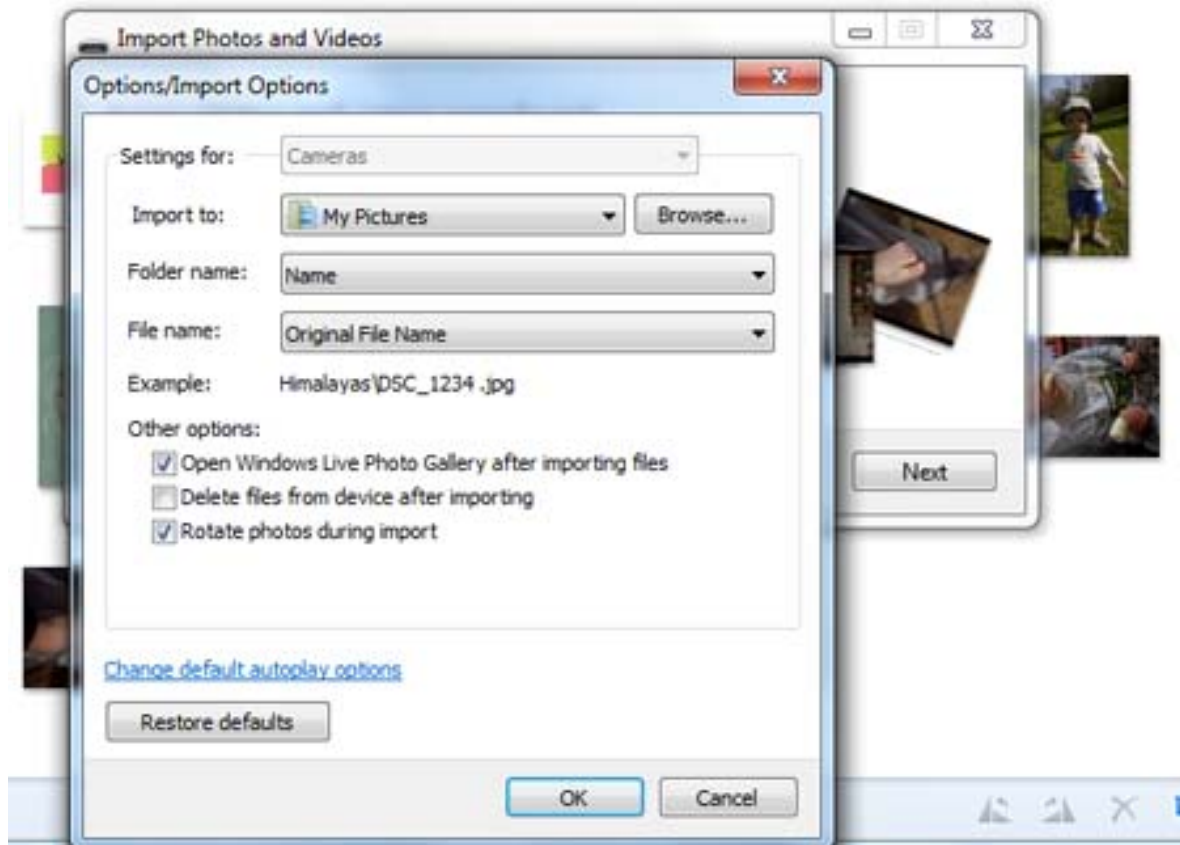
Step 4: A window will now appear listing all the storage devices available to your computer. Find your memory card among these (it will probably say 'Removable Disk') and click **Import** at the bottom of the pop-up window.



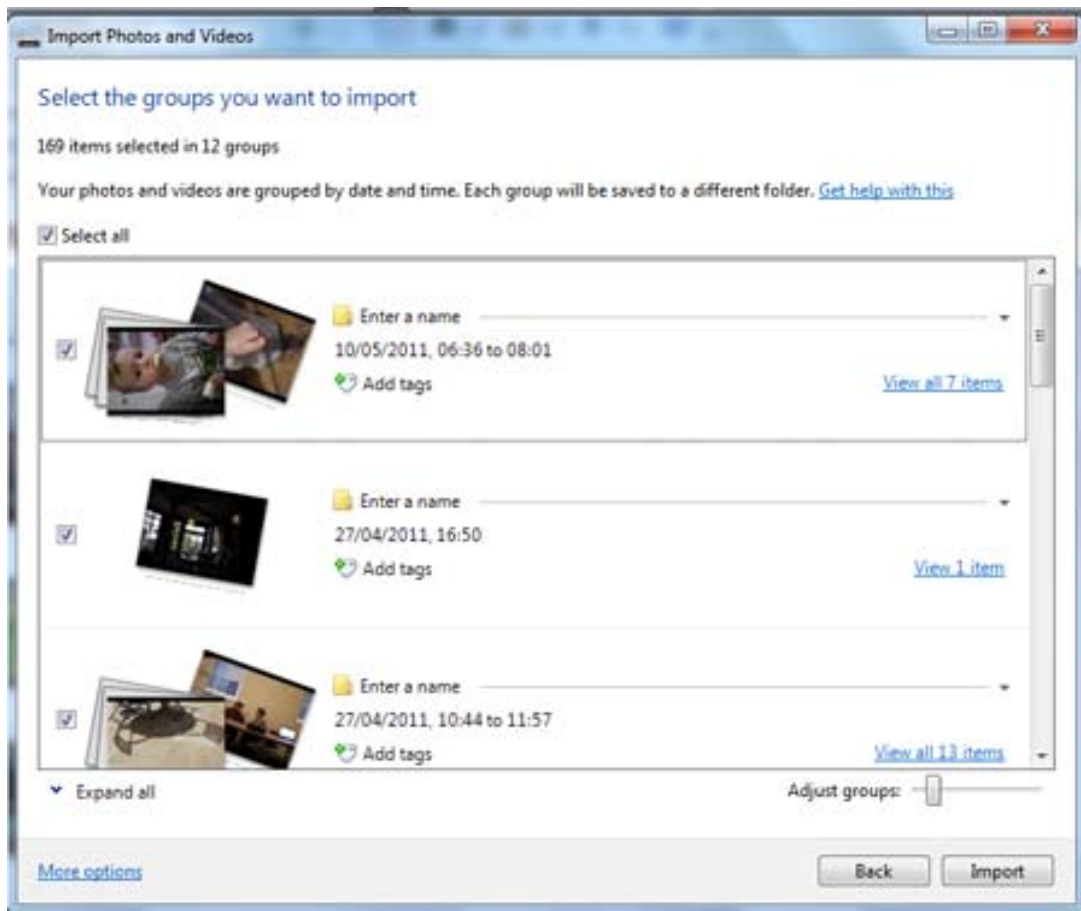
Step 5: Another pop-up window will appear, which states how many pictures were found. Click **More options**.



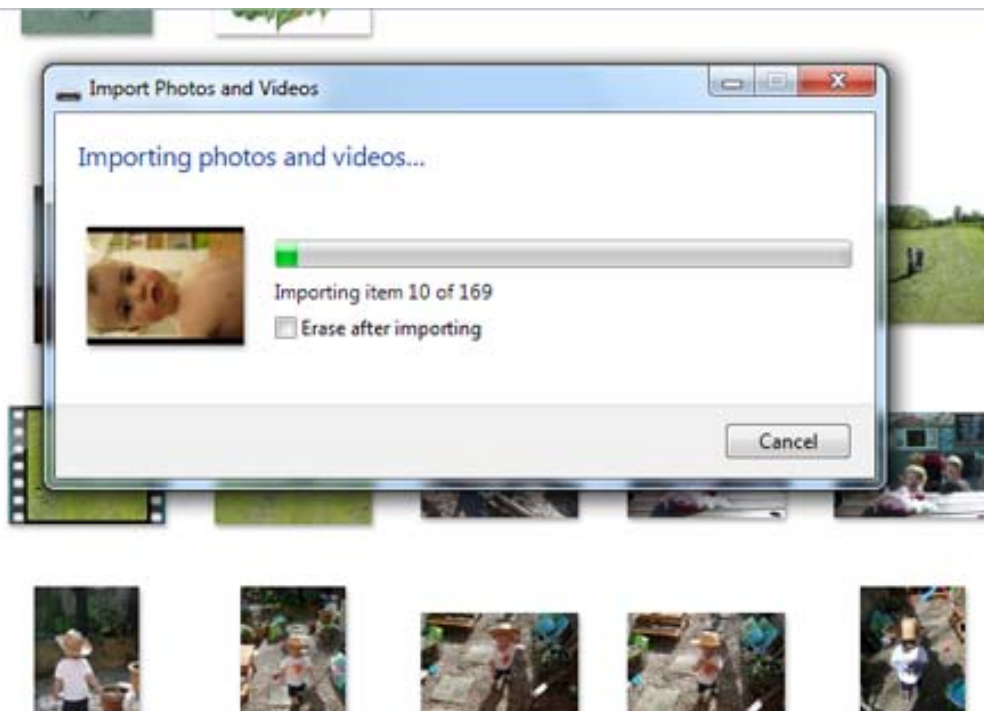
Step 6: In the 'Options/Import Options' menu, you can choose which folder you'd like your images to be imported into. You can also set automatic file names to be applied to your pictures, such as 'Date + Time'. In addition, you can instruct Windows Live Photo Gallery to rotate any upright photos that your camera has recorded horizontally. When you've dealt with all the options you need to, click **OK**.



Step 7: Windows Live Photo Gallery will ask you in another pop-up window to select the pictures you'd like to import. Your photos will already be organised into groups according to the dates you took them. You can click on one of these dates to expand the folder and select certain photos. If you want to import all the photos taken on specific dates, tick each group you want. Click **Import**.



Step 8: Windows Live Photo Gallery will now start transferring your photos from your memory card on to your computer. When it's done, your photos will appear in Windows Live Photo Gallery's picture viewer, where you can start editing and sharing your pictures.



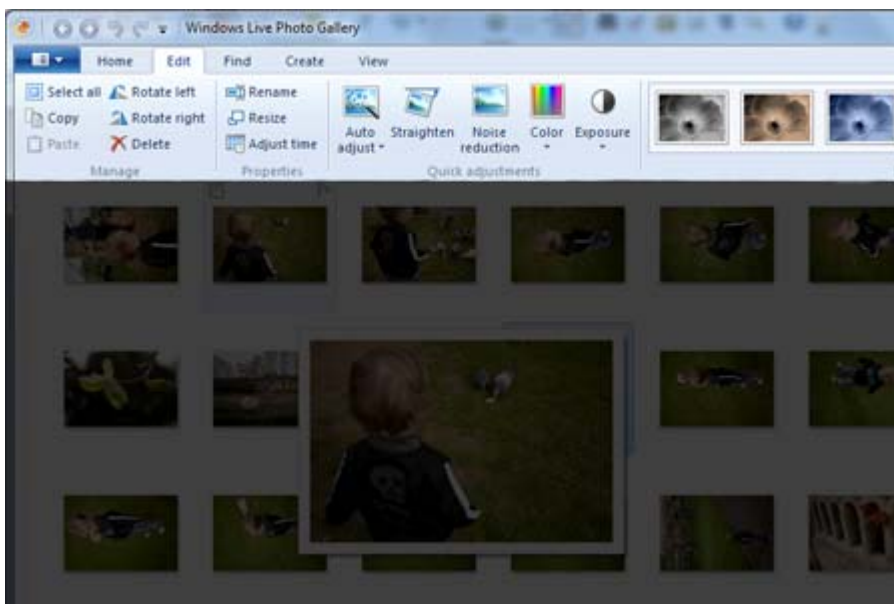
Editing photos

Rotating, resizing and cropping photos are just three of the popular editing functions of Windows Live Photo Gallery. Clearly labelled buttons make these adjustments very easy to make.

To fine-tune your images further, you can also reduce the 'noise' (tiny spots that look a bit like film grain that appear on photos shot in low-light conditions), adjust the colour 'temperature' to make pictures appear warmer or cooler in tone, or even remove the colour altogether and convert your photos to black and white.

Is your image blurry? Windows Live Photo Gallery will let you increase its sharpness, as well lighten shadow areas or darken highlight areas.

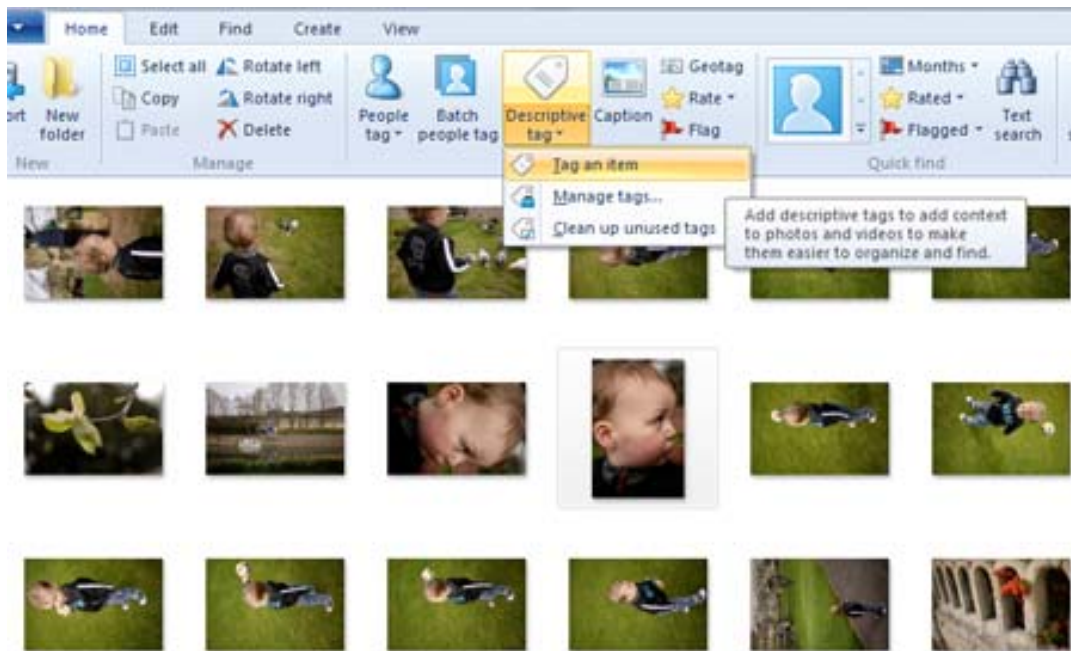
All of these edit options are very easy to use and often require just one click on their respective buttons.



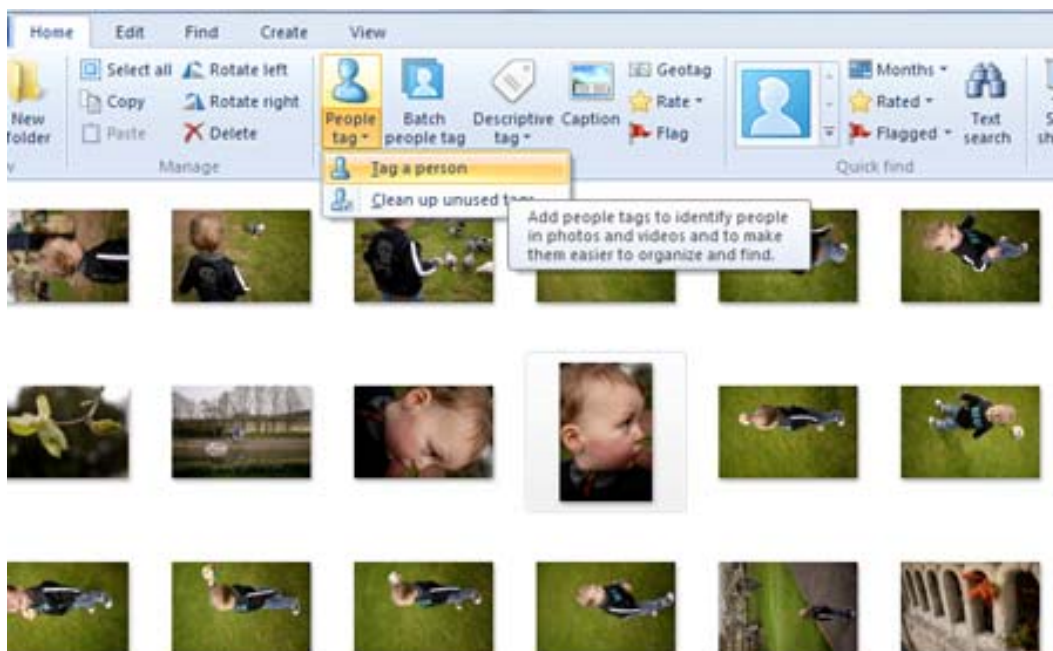
Tagging photos

A 'tag' is a label you attach to your photo to make it easier for your family and friends to find and for you to organise. There are a number of different types.

A 'Descriptive tag' consists of words like 'sunset' or 'summer'. The button for it is located in the lists in the top of the screen.

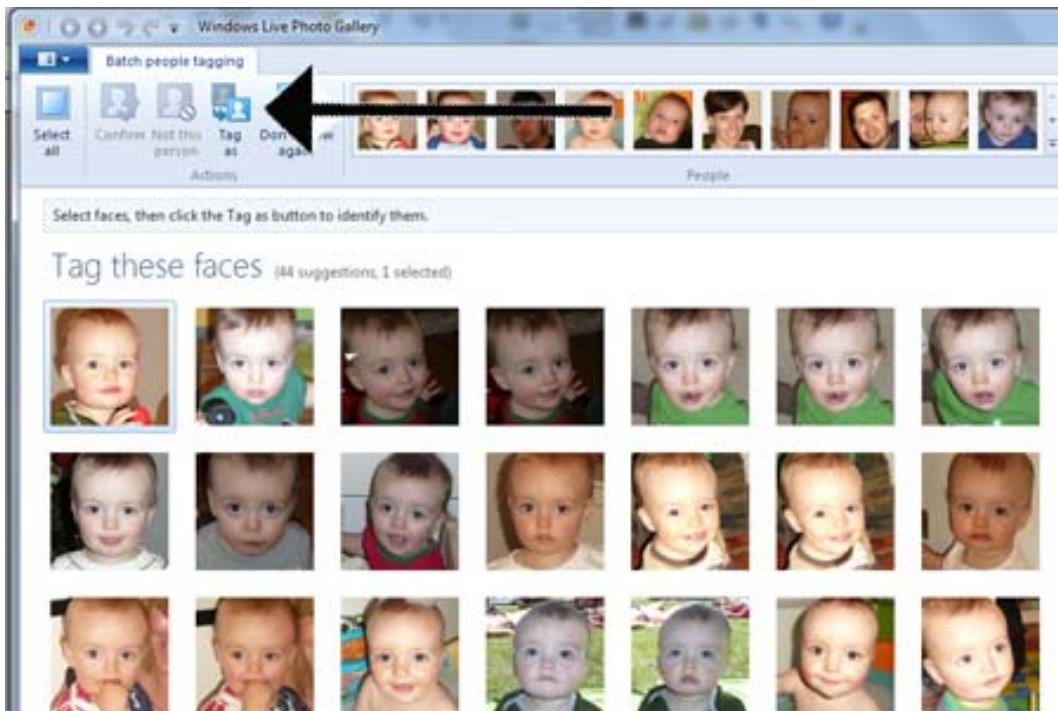


A 'People tag' will identify an individual. For example, you could apply the tag 'Emma' to a photo taken of your granddaughter's first birthday party. These tags make it easier to identify all your pictures of Emma, and later you can instruct Windows Live Photo Gallery to group all of them on one screen based on this tag.

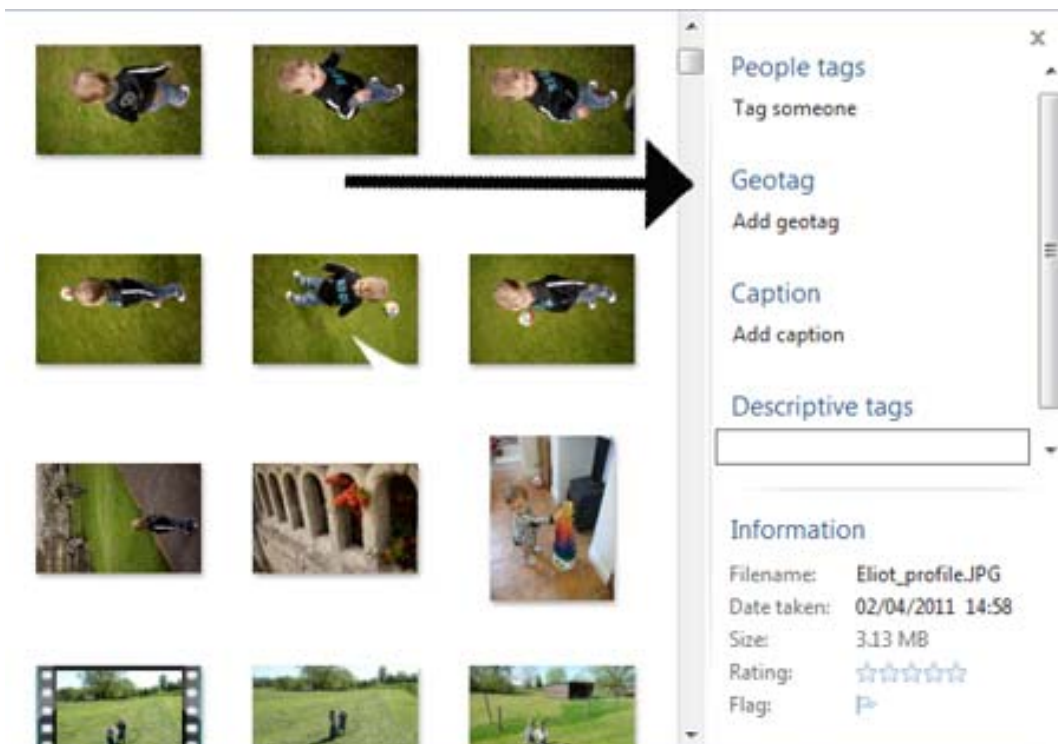


Another useful feature is the 'Batch people tag'. You'll find the button for this next to the 'Descriptive tag' button (see *image above*). When you click **Batch people tag**, Windows Live Photo Gallery will analyse all the faces in your photos and group them together according to the ones it deems to be similar. As you can see in the image below, it's remarkably accurate!

If you're happy with the group, then just click **Tag as** in the new screen that appears and type in the name of the person in the photos.



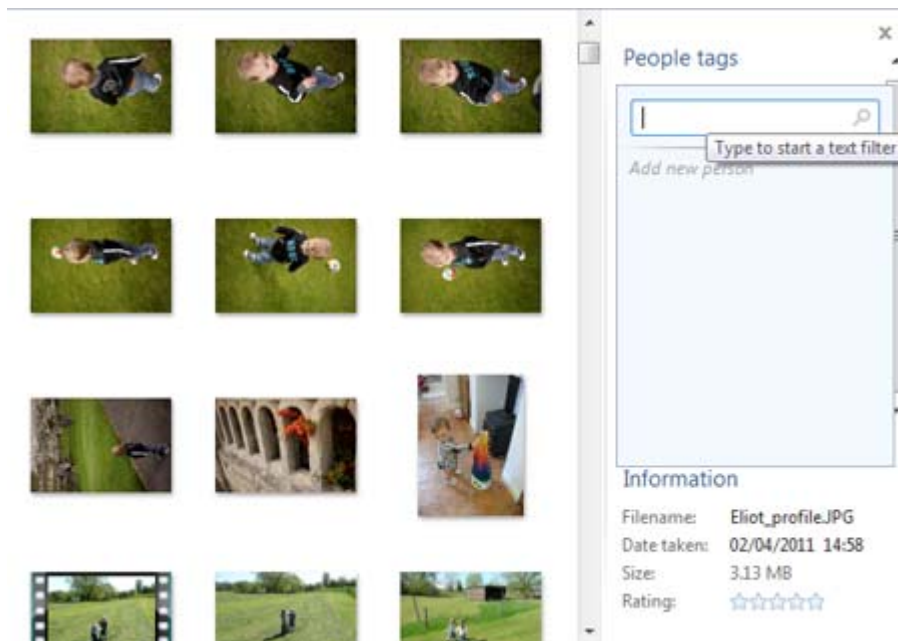
Windows Live Photo Gallery lets you tag your digital photos individually, or you can apply a tag to a group of pre-selected photos. A new addition now allows you to add 'Geotags', which specify the location in which an image was taken.



Sharing photos

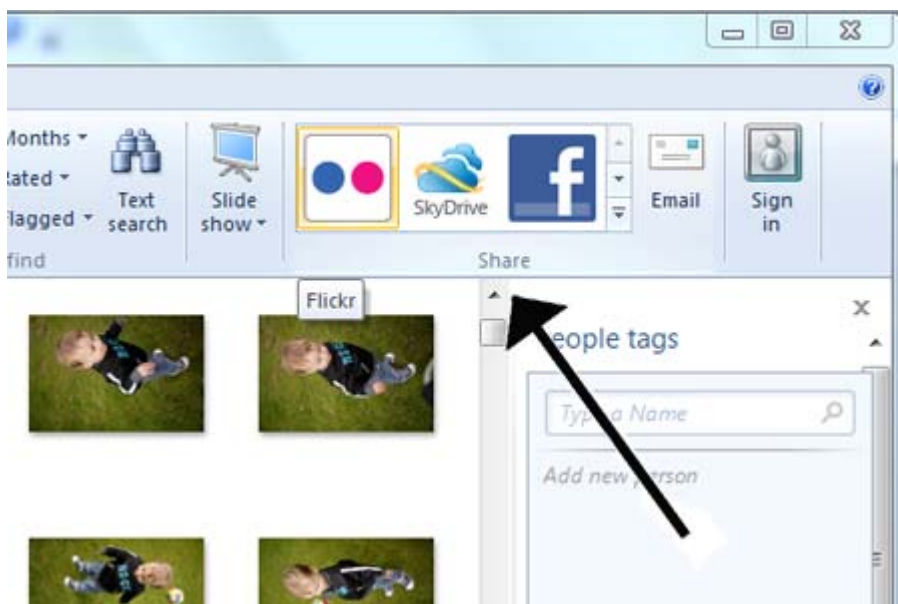
One of the best features of Windows Live Photo Gallery is its ability to directly upload your pictures to photo-sharing websites like [Flickr](#) and [Facebook](#). In this sense, Windows Live Photo Gallery really is a one-stop shop for all your photographic needs.

Once you've downloaded your pictures from your camera and finished making any edits, you can post them online in just one click for all your friends and family to enjoy.



Viewing photos

Even if you don't wish to edit or share your photos with anyone else, Windows Live Photo Gallery is an easy way to view your pictures and enjoy them on your computer. The software has a slide-show function that can be fun to show at parties.



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This guide is part of the 'How to...' series from Communities 2.0.

See <http://clickconnectdiscover.org/how-to> for more details.

