



# Digital Photography

Welcome to  
Monaghan U3A



# Agenda

## 2. Getting the image out of your camera

- **File management** (if you master this you will never again be scared of a computer)
- **Downloading your files**
- **Viewing your images**
- **Emailing and printing pictures**

**Some of this session is watching and some is doing.**

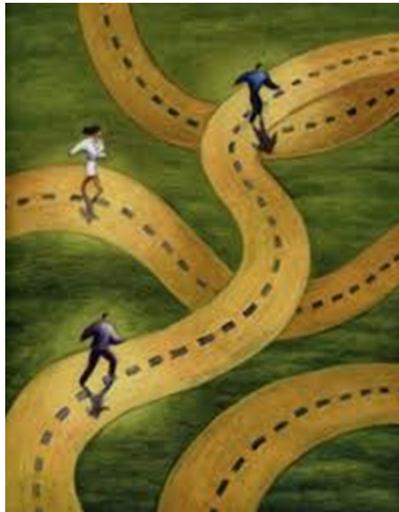
***Let's all watch together and then we can do it individually!***

**So for the “watching” bit please turn your screen away.**

***As in digital photography there are many ways to achieve the same result. I intend to demonstrate the way I think is the most simple.***



- Setting up your file structure and filing your pictures is just like organising your office, house or workshop!



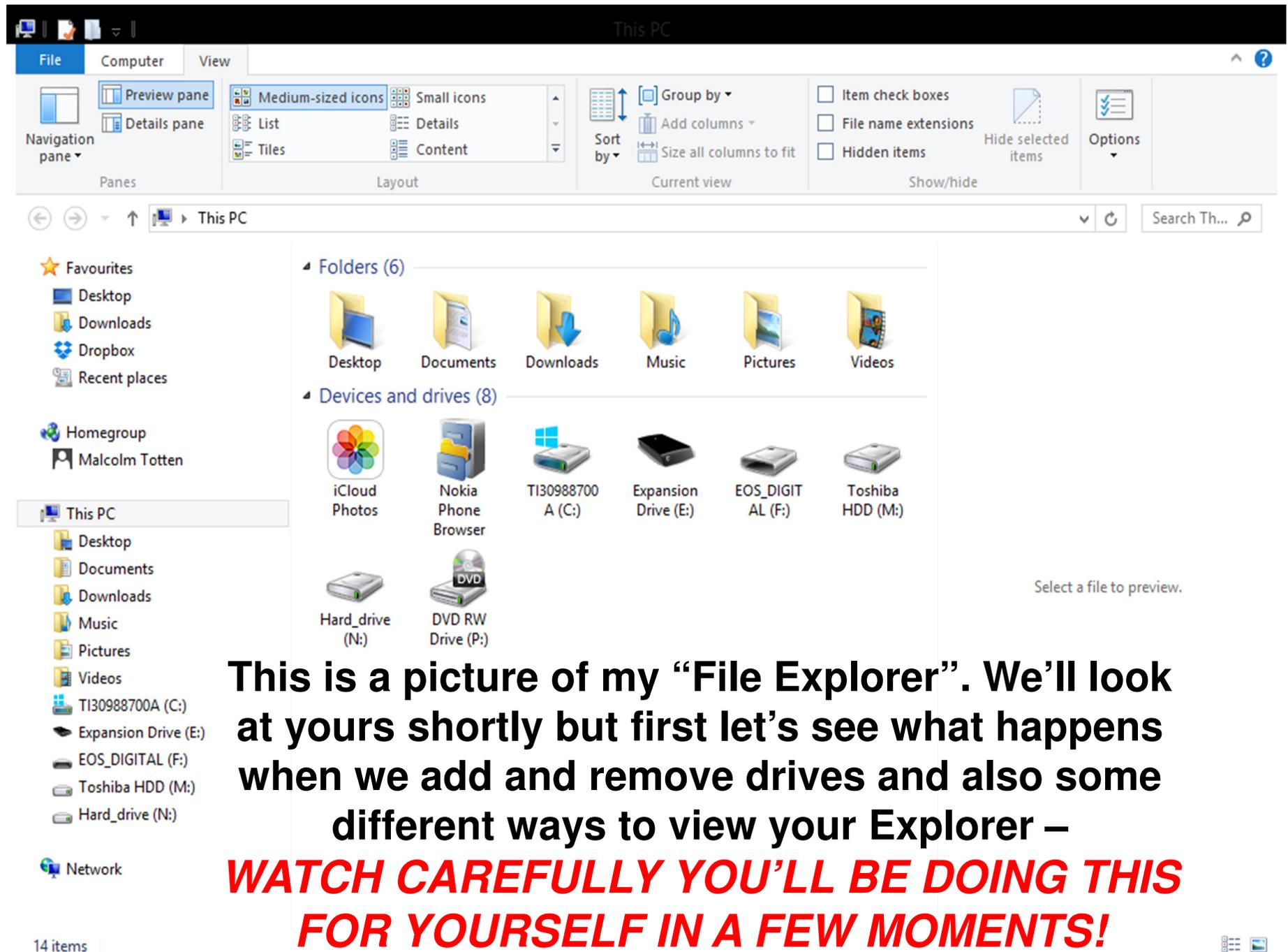
Everything should have its place and be easily found. An item may be within a box within another box within a bag within a cupboard within a cabinet.



You must know the path to that item

# Downloading pictures to your Laptop

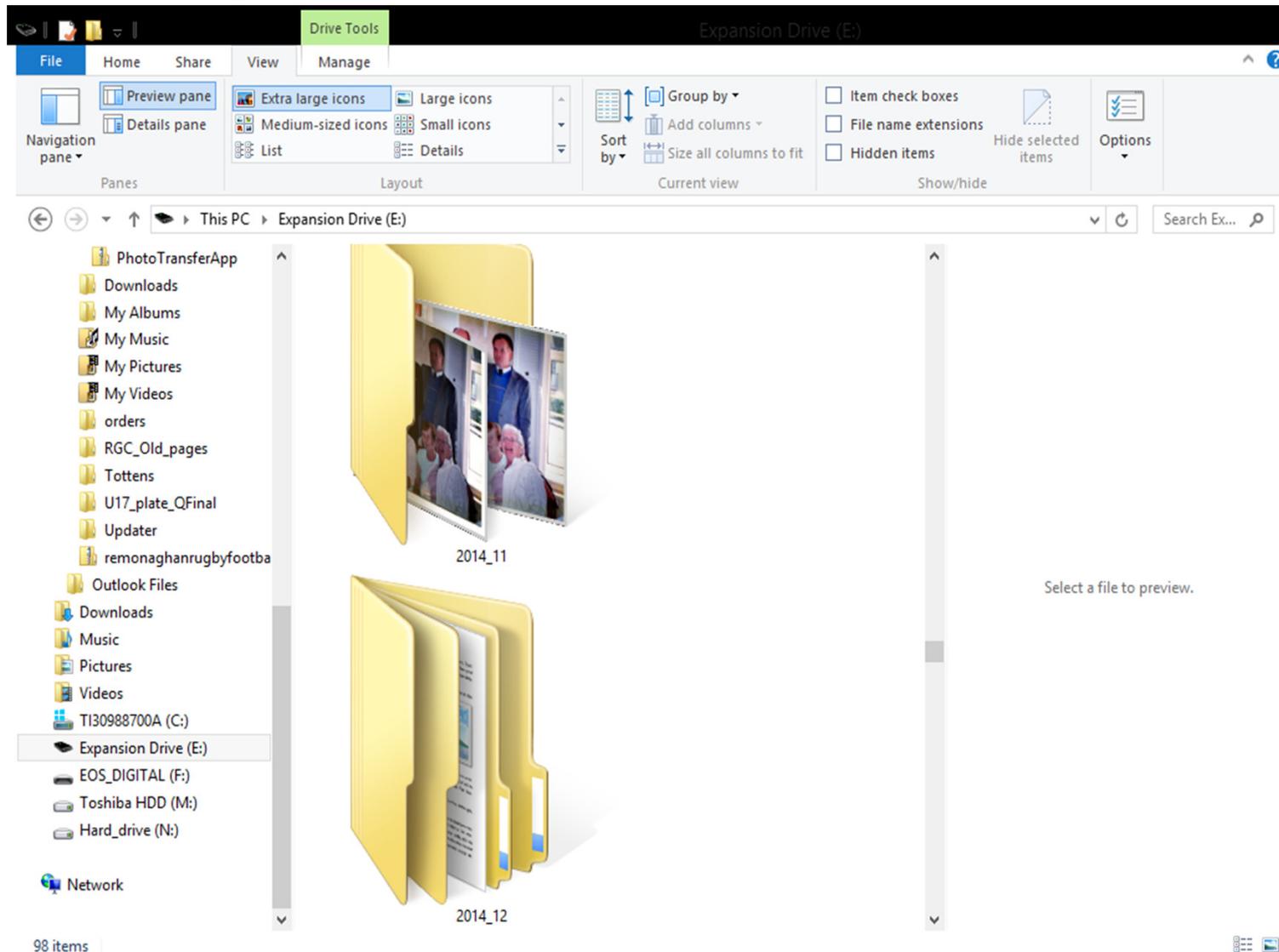
1. Your Laptop is just a large filing system
2. Your picture is just another file in this system
3. All files are held within “Folders” and some folders have many “sub-folders”
4. Folders are sometimes referred to as “directories”
5. Folders are held within “Drives” the main drive is (almost) always the “C” Drive
6. Each time a new storage unit “drive” is added to your computer it will be assigned a new letter: “D” “E” “F” “G” etc.
7. Your “File Explorer” shows a map of your filing system



**This is a picture of my “File Explorer”. We’ll look at yours shortly but first let’s see what happens when we add and remove drives and also some different ways to view your Explorer –**  
***WATCH CAREFULLY YOU’LL BE DOING THIS FOR YOURSELF IN A FEW MOMENTS!***

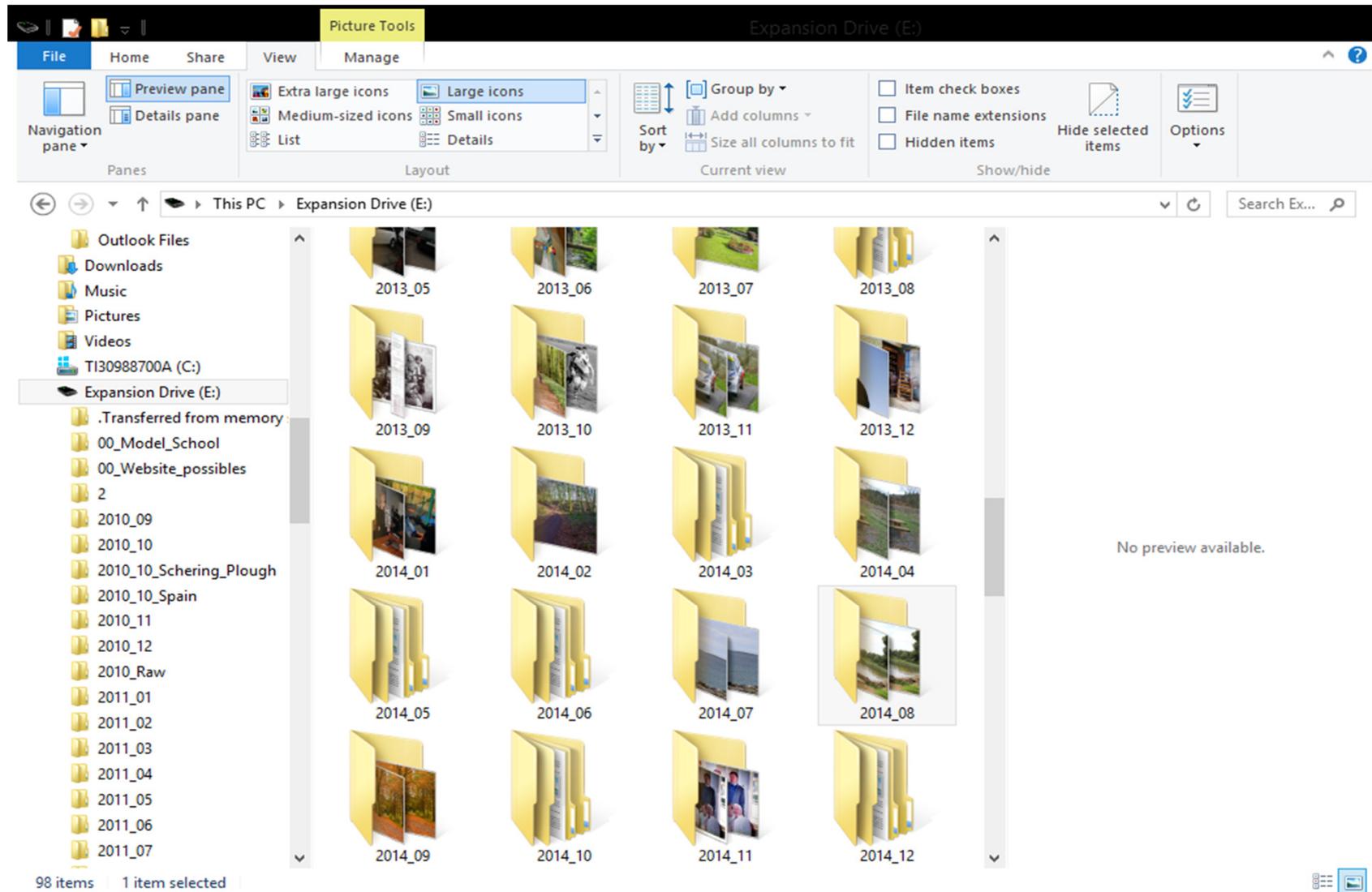
# Changing the appearance of your file manager

- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (1) Extra large icons



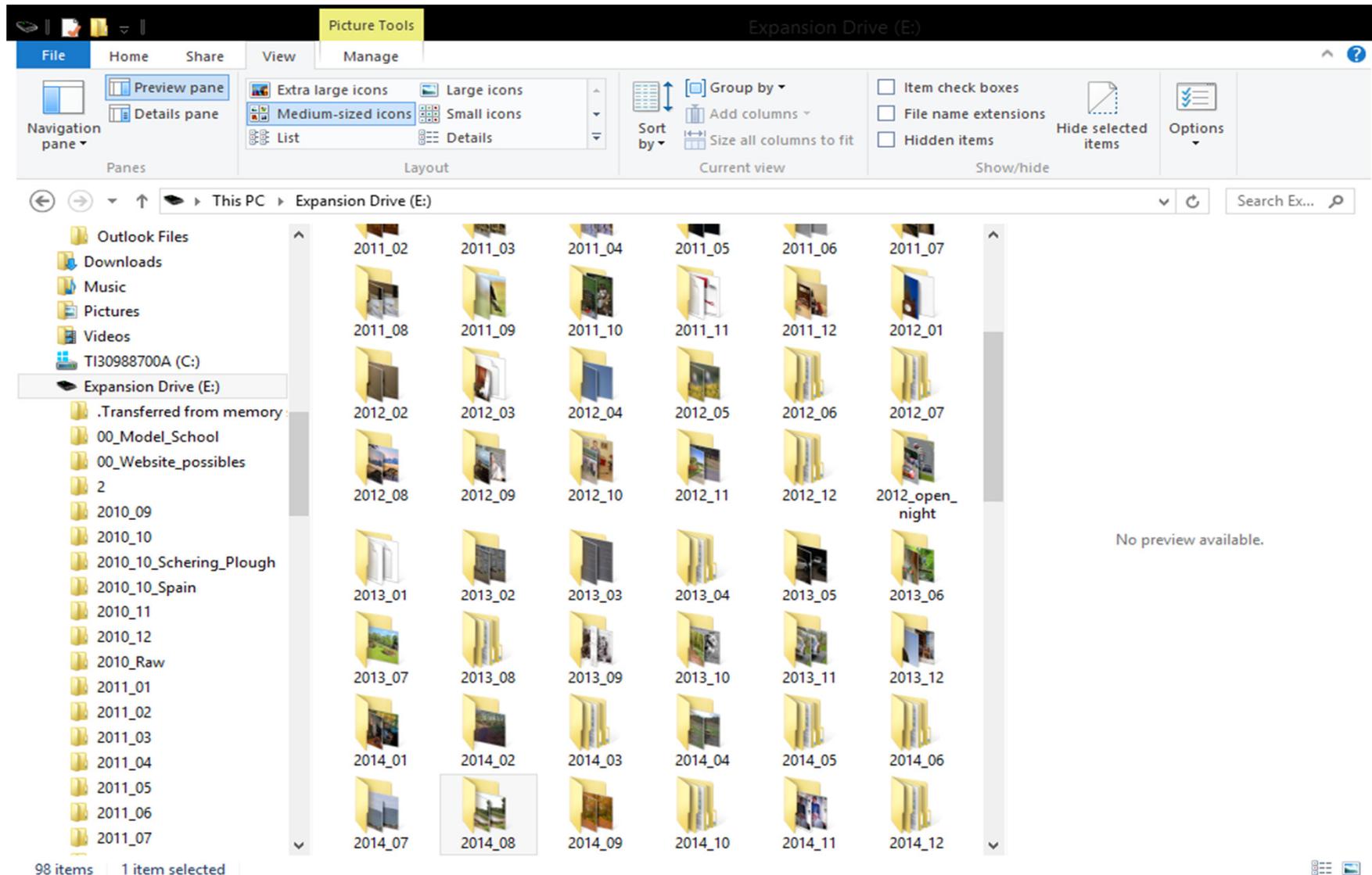
# Changing the appearance of your file manager

- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (2) Large icons



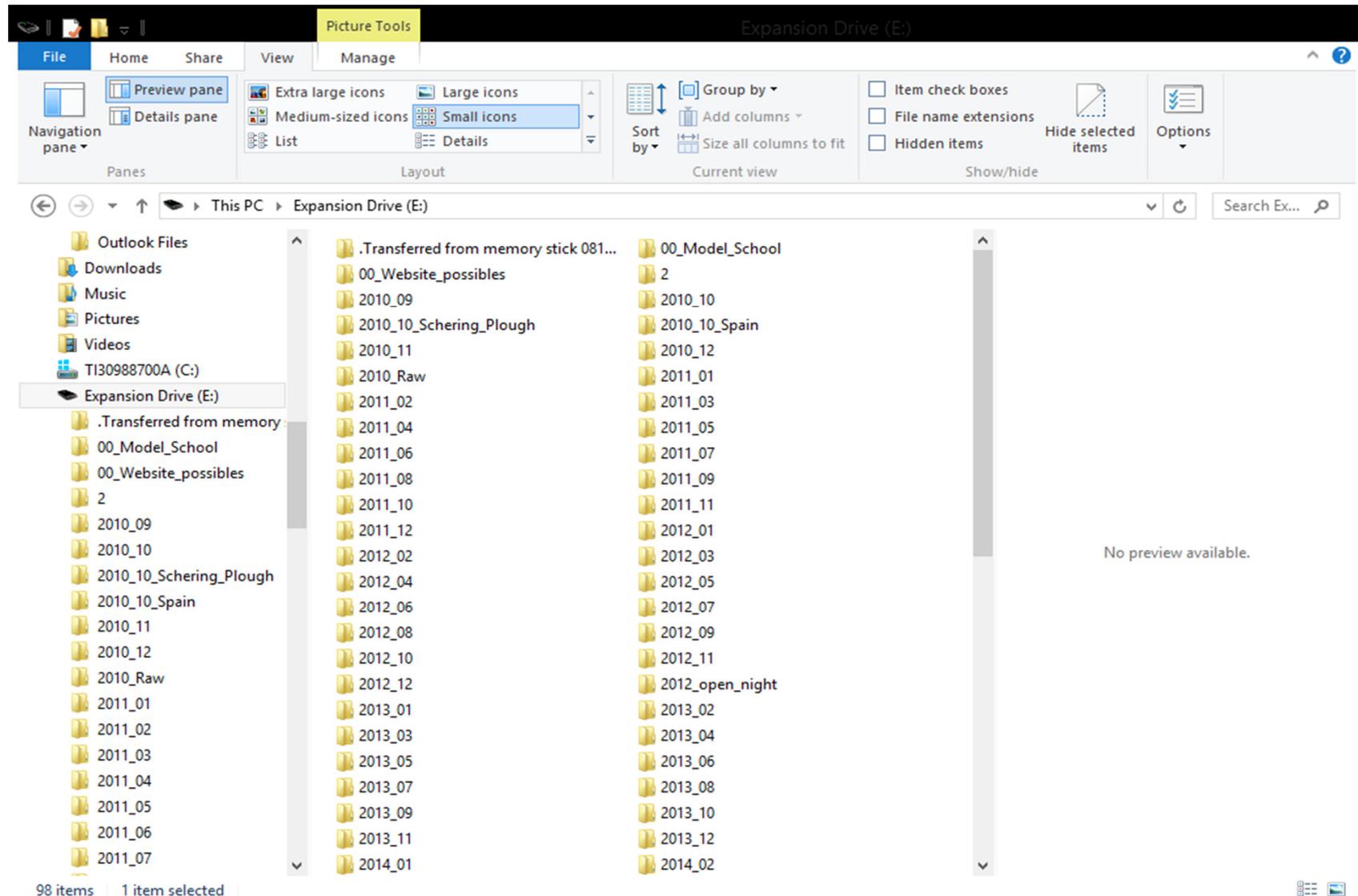
# Changing the appearance of your file manager

- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (3) Medium sized icons



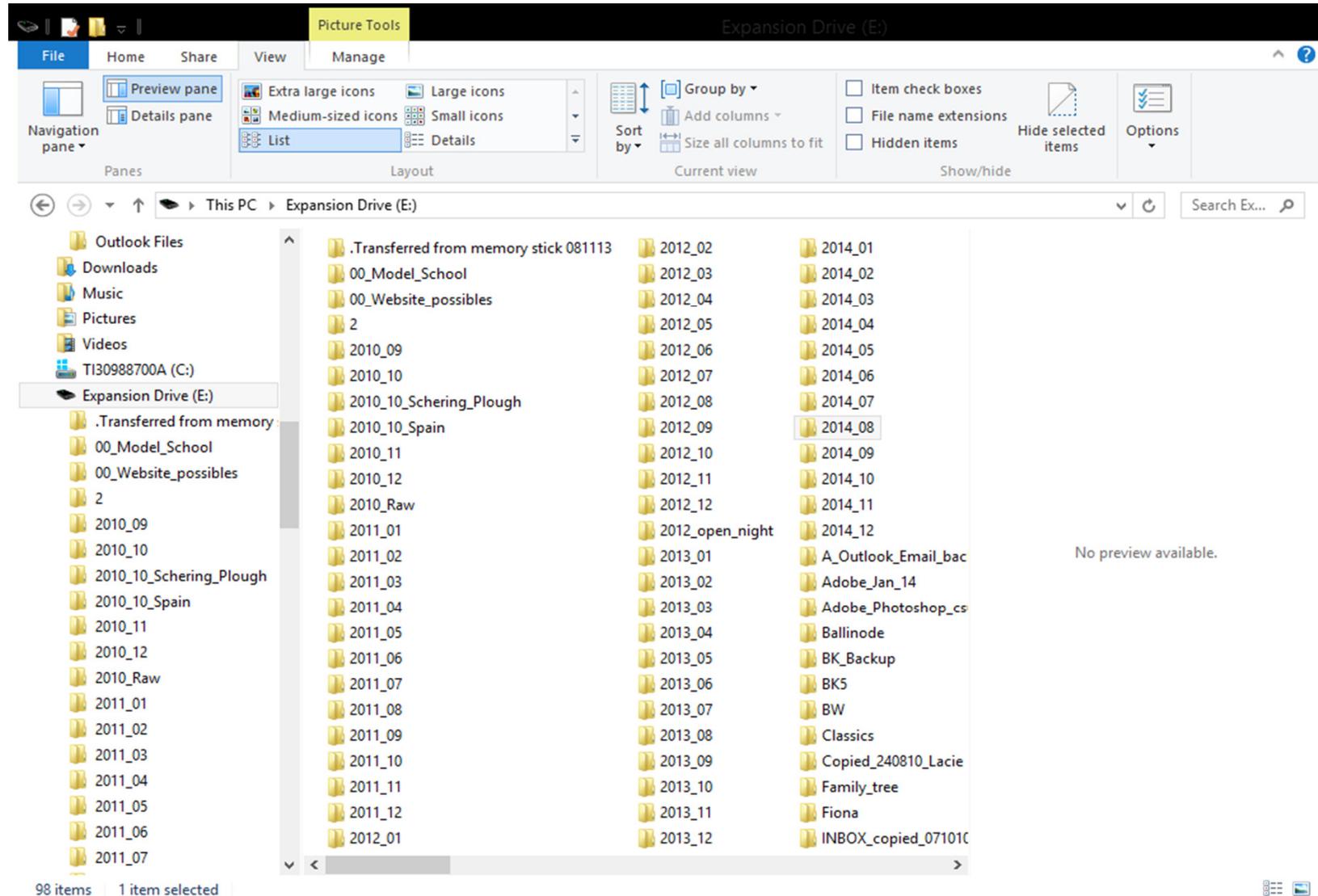
# Changing the appearance of your file manager

- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (4) Small icons



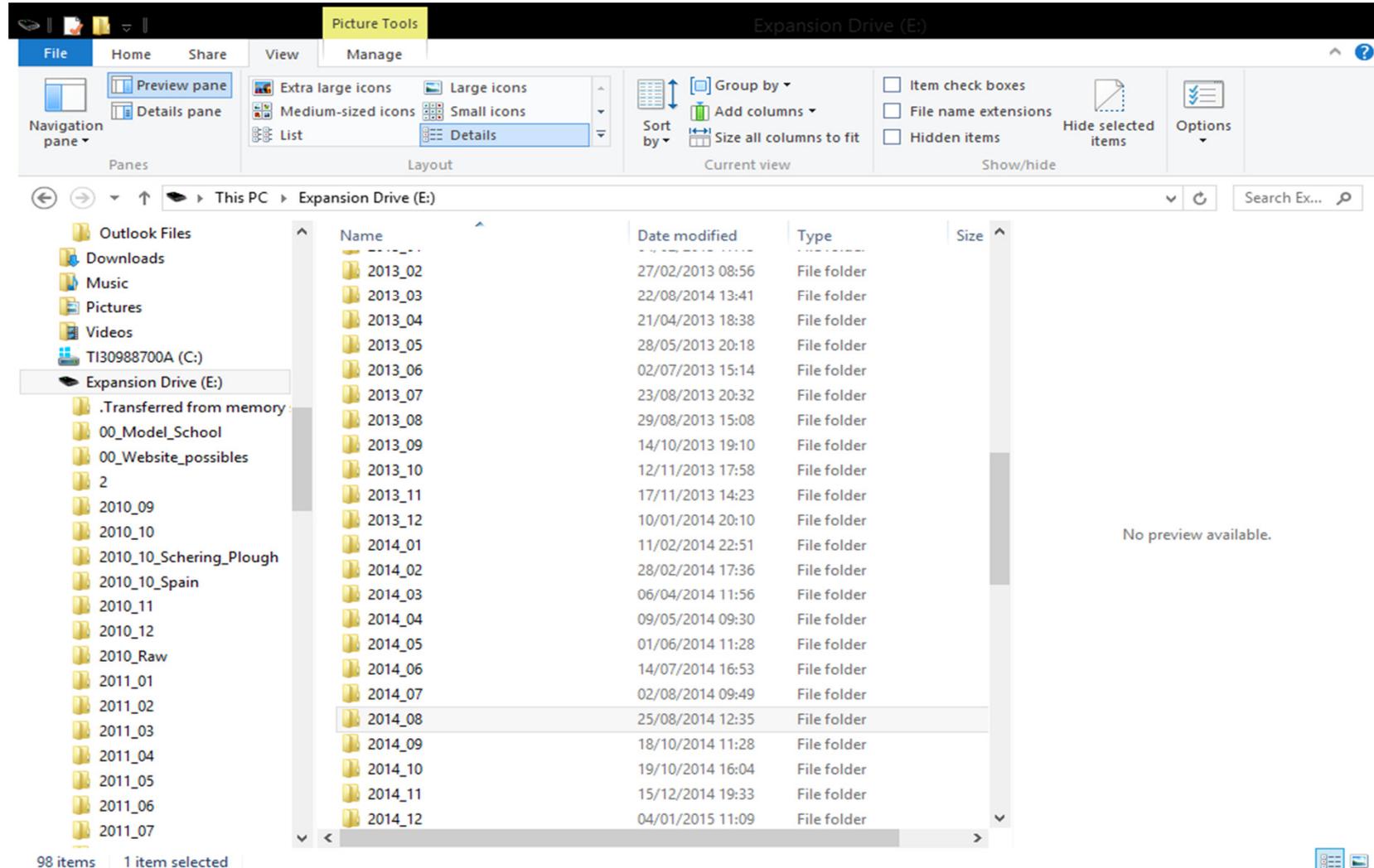
# Changing the appearance of your file manager

- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (5) List



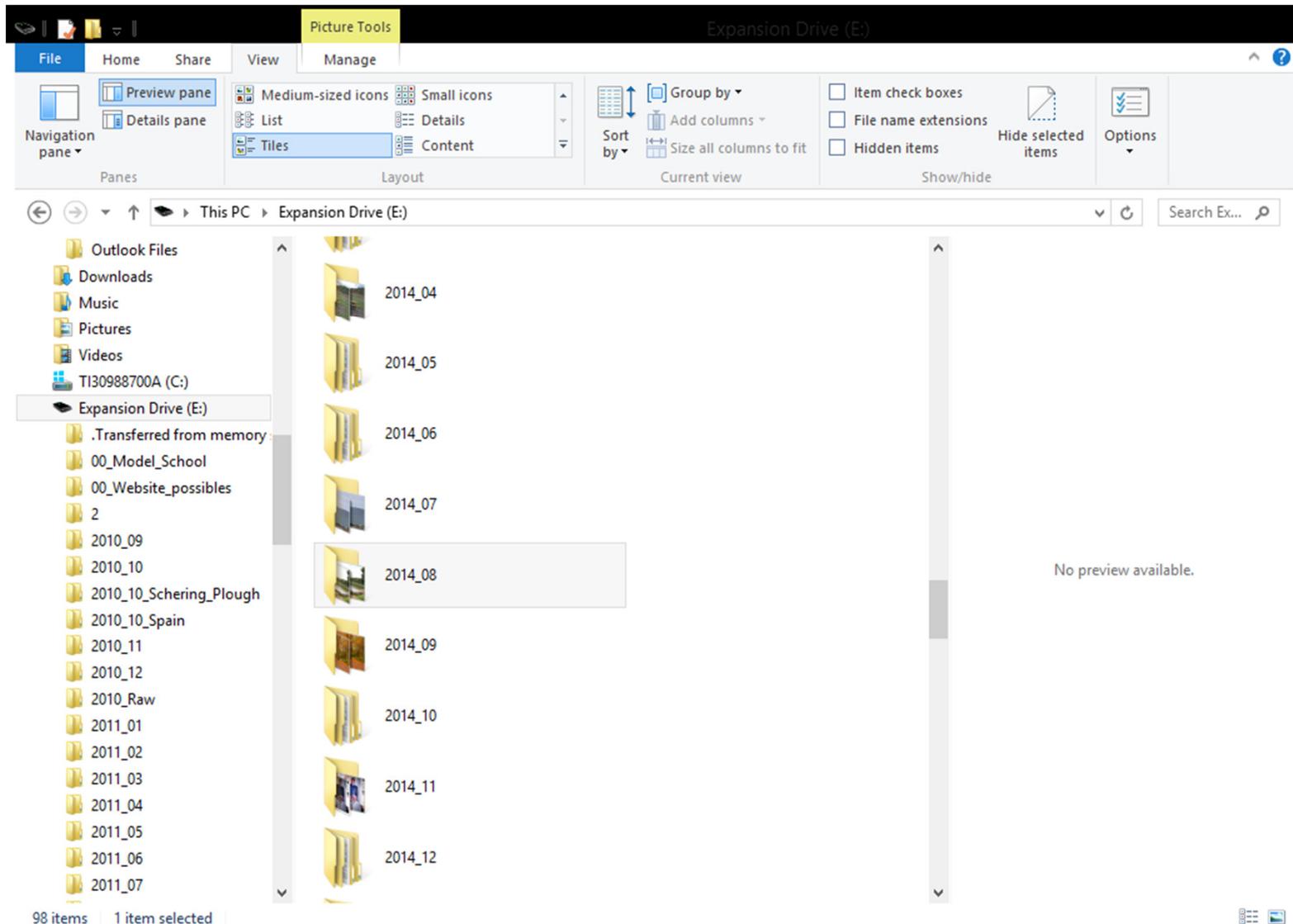
# Changing the appearance of your file manager

- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (6) Details



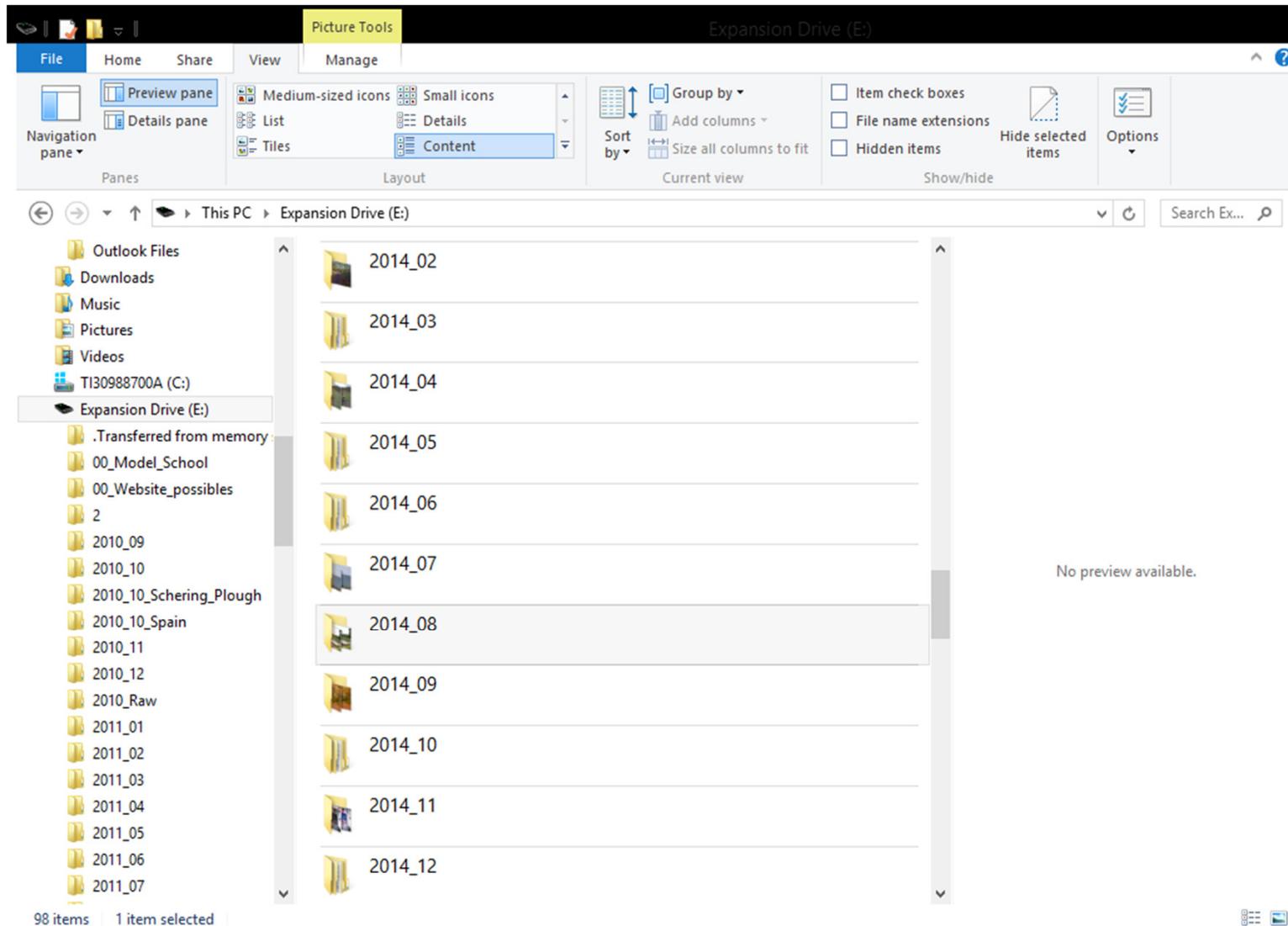
# Changing the appearance of your file manager

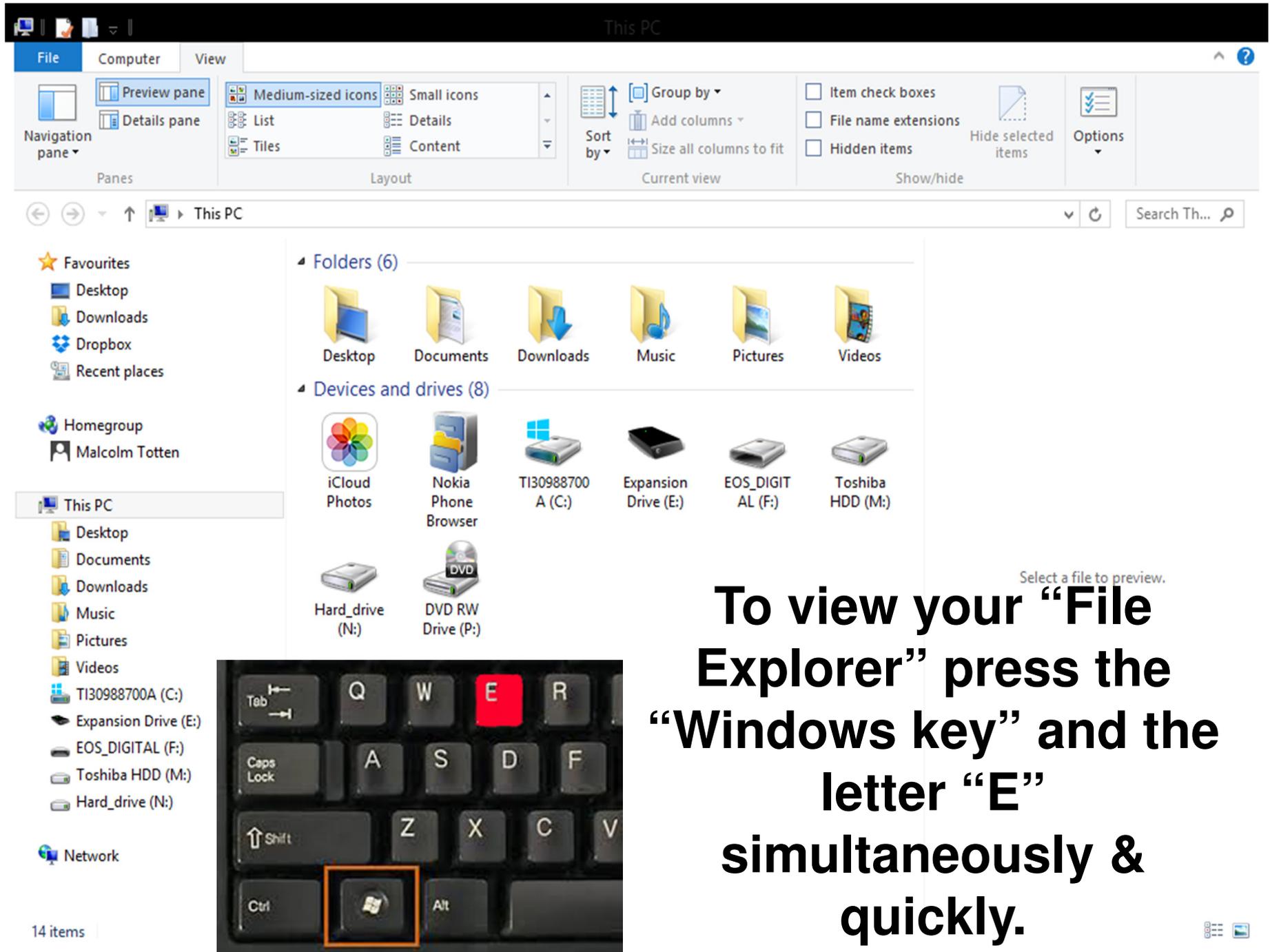
- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (7) Tiles



# Changing the appearance of your file manager

- There are several ways to view files. Options will vary depending on the version of Windows being used and the computer setup but in general you may choose from:
- (8) Content

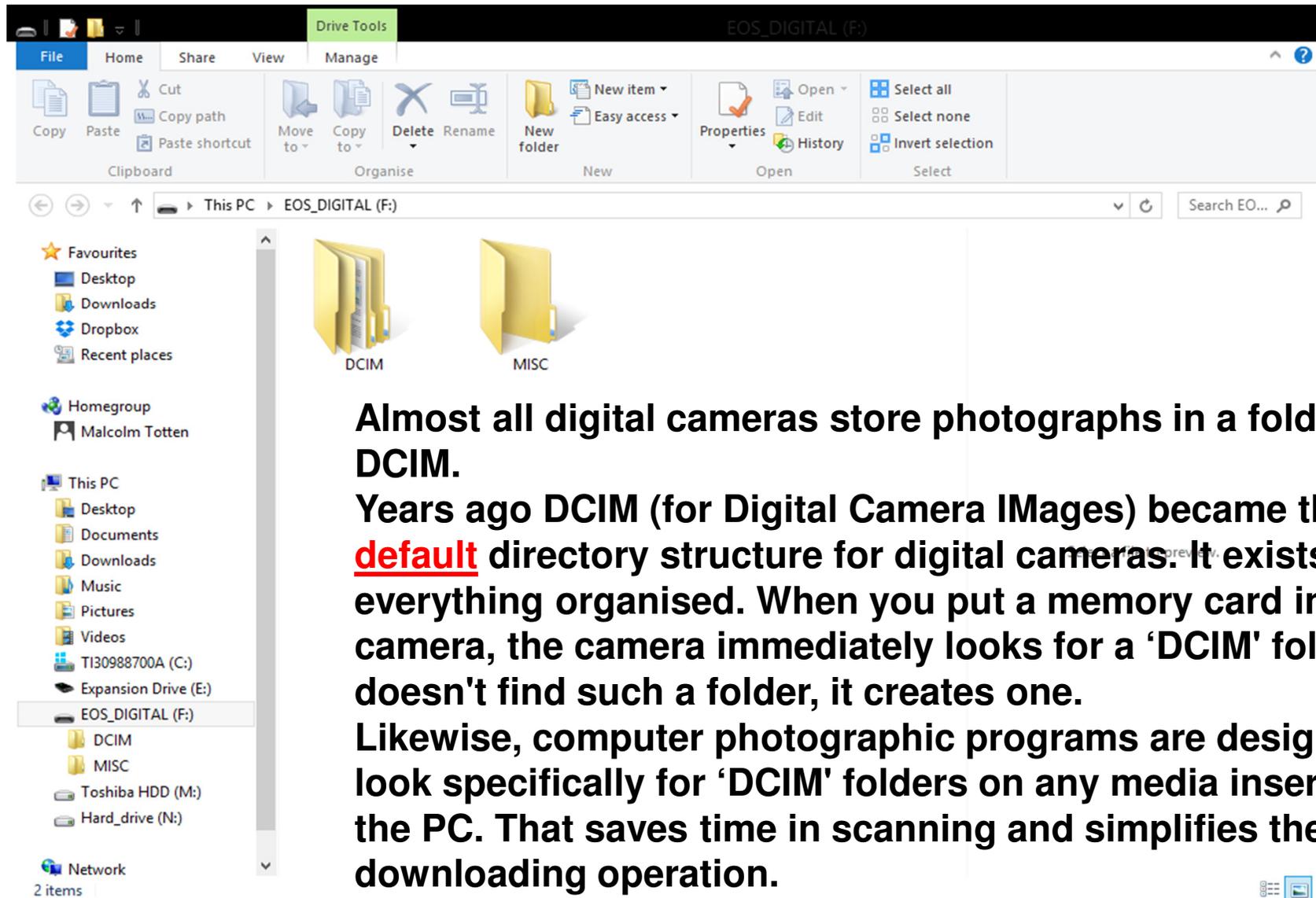




Select a file to preview.

To view your “File Explorer” press the “Windows key” and the letter “E” simultaneously & quickly.

# Plug your memory card into your computer and note the letter assigned to it



Almost all digital cameras store photographs in a folder called **DCIM**.

Years ago DCIM (for Digital Camera Images) became the **default** directory structure for digital cameras. It exists to keep everything organised. When you put a memory card into a camera, the camera immediately looks for a 'DCIM' folder. If it doesn't find such a folder, it creates one.

Likewise, computer photographic programs are designed to look specifically for 'DCIM' folders on any media inserted into the PC. That saves time in scanning and simplifies the downloading operation.

# File Management

- (1) Open the DCIM and view the files you are going to work with.
- (2) Change the “view” a few times to get used to the idea
- (3) Set your view to “Details” and note the column headings.

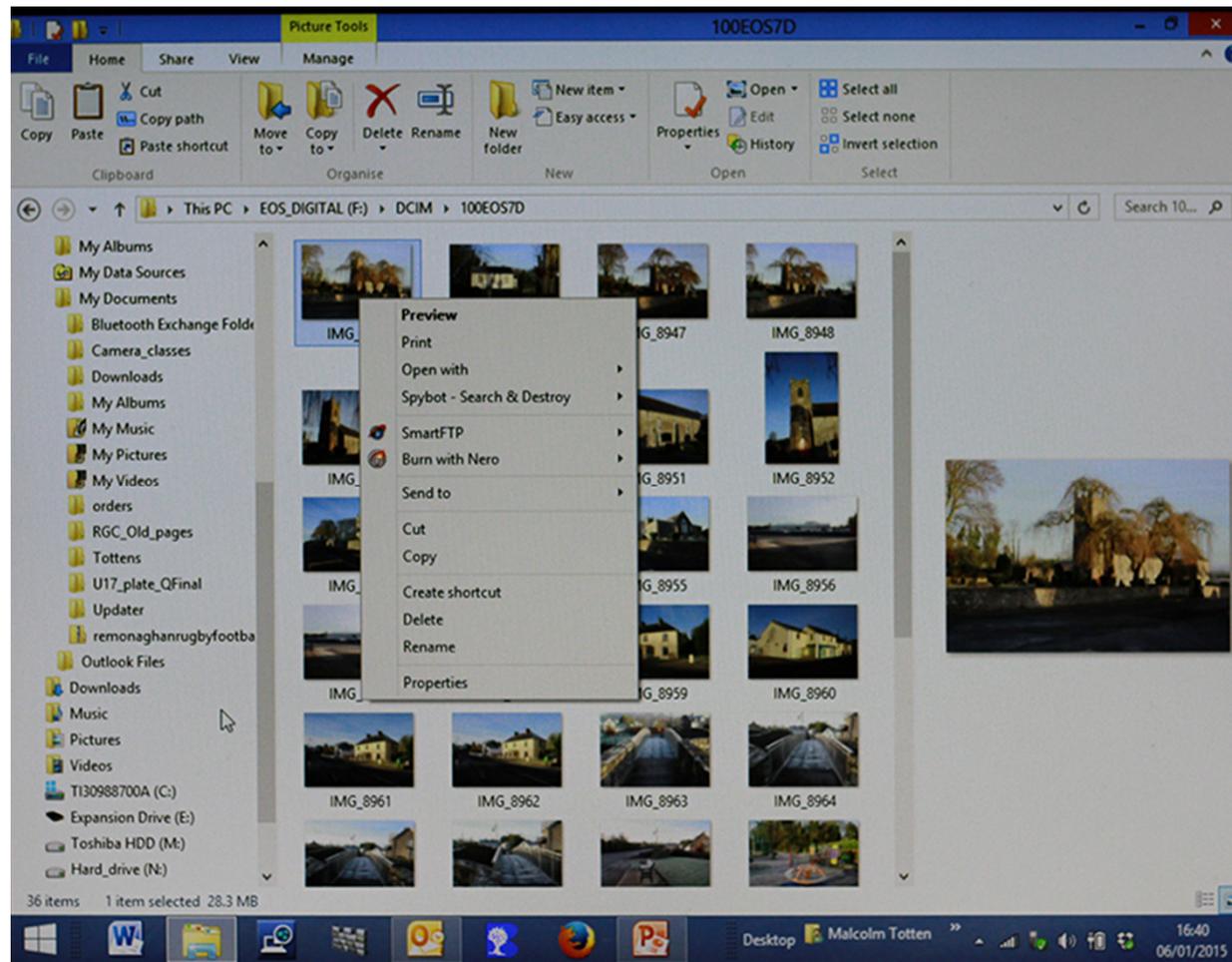
By clicking on these headings we can list our files in order e.g. click on the “name” heading and your files will arrange in Alphabetical order A to Z.

Click again and they will reverse the order Z to A. Click on “size” and the files will be arranged in order smallest to largest. . Click again and they will reverse the order largest to smallest.

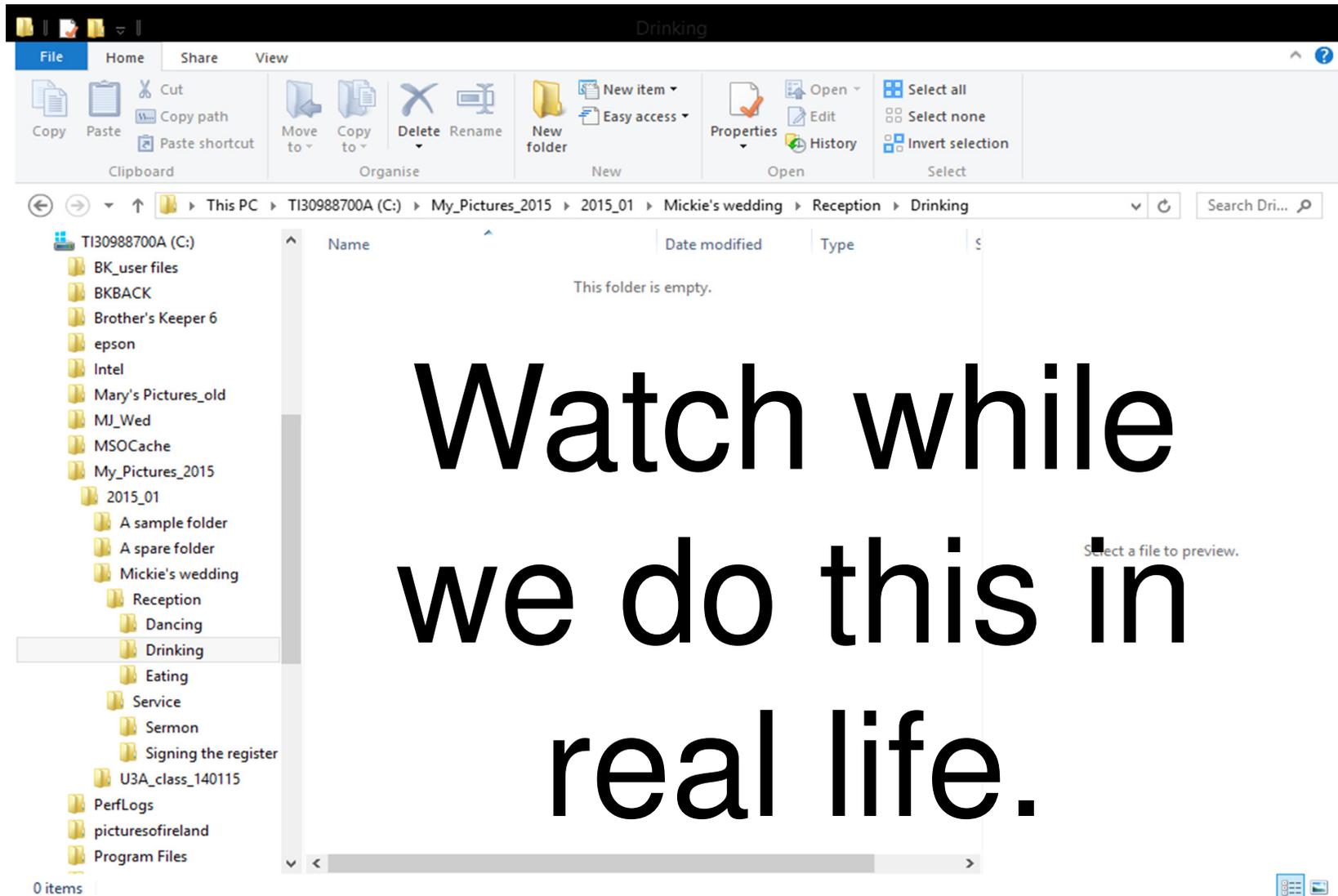
This principle applies to all headings in the Windows Explorer. This is one of the reasons I use the YYYY-MM-DD file-naming format as in this way the subfolders automatically appear in date sequence.

# Learn to use your “right-click”

- Most mouse functions are activated by clicking the left button, however by clicking the right mouse button we can display a menu of actions that apply to a particular icon or file.

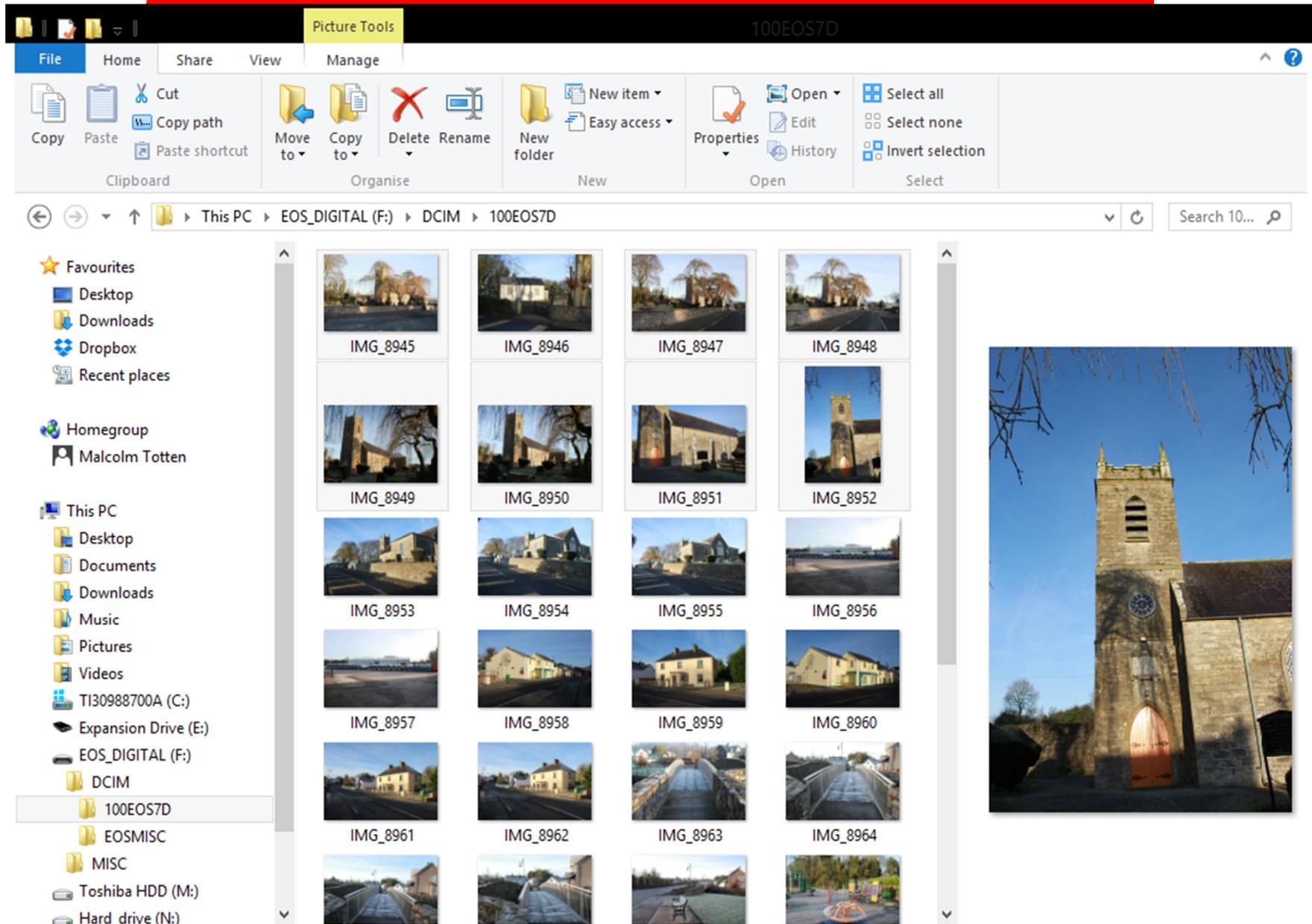


Prepare a destination for your files (pictures)  
Create a new folder on your “C” Drive called “MY PICTURES 2015” and choose your own sub-folder names



Now go back to the DCIM and select the files you are going to work with.

# ***SELECT SELECT SELECT!***



# Selecting Files

Often it is necessary to select files for various reasons. Perhaps we need to rename, transfer or delete a bunch of them or email them to friends.

Here are two simple ways to grab the files you want:

If the files you wish to select are in sequence, click on the first one, hold down the “shift” key then click on the last one. All the files in between will turn blue showing that they are selected.

If the files you wish to select are not in sequence, click on the first one you want, hold down the “control” key and click on the files you wish to select, one by one.

If you select one by mistake just click on it again and it will be de-selected.

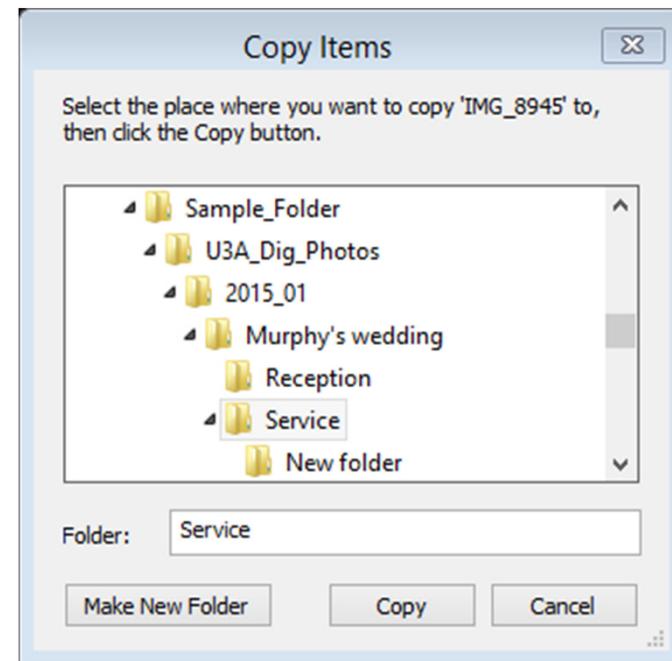
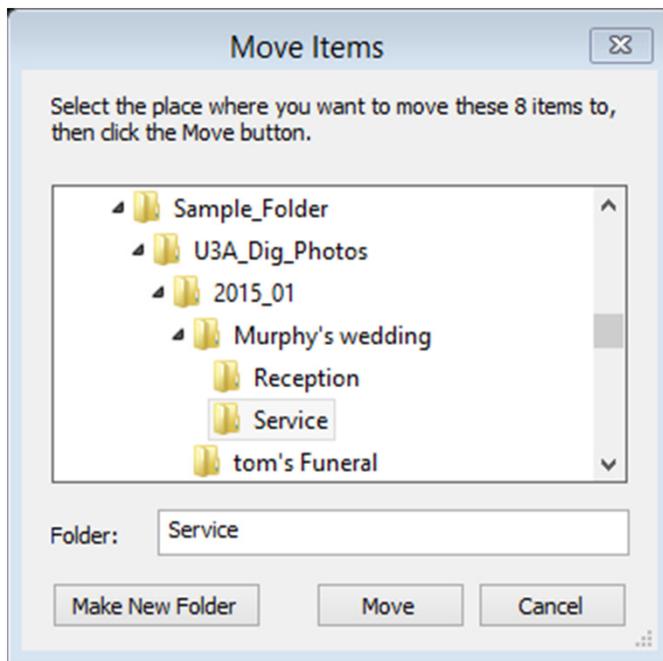
Let's demonstrate!!

There are 2 ways to move and copy depending on your computer setup

**LEARN THE DIFFERENCE! BETWEEN “MOVE” & “COPY”**

Method 1. After selecting the files click on the Move or Copy command.

*Then navigate to the destination you have prepared and click on “move/cut” or “copy”*

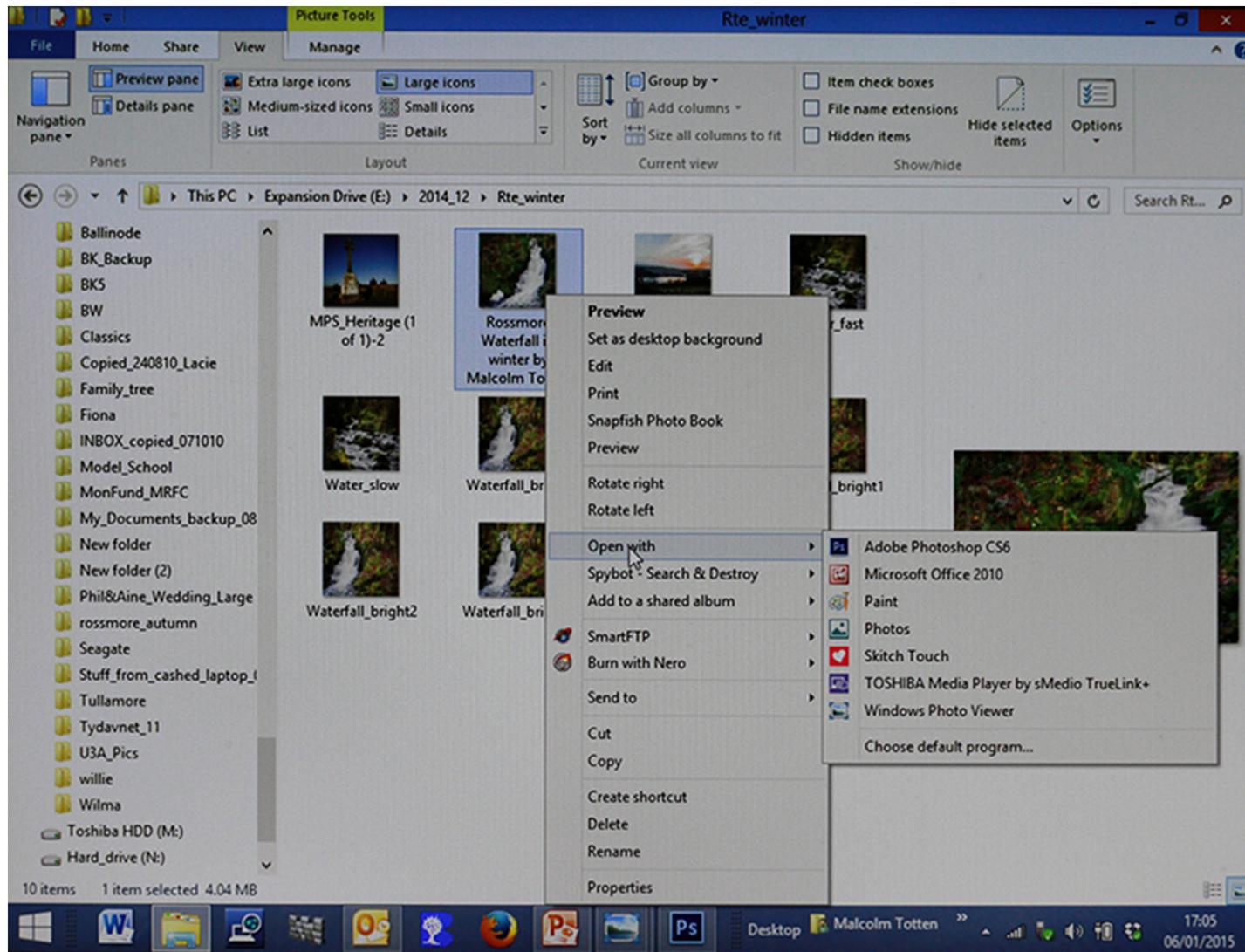


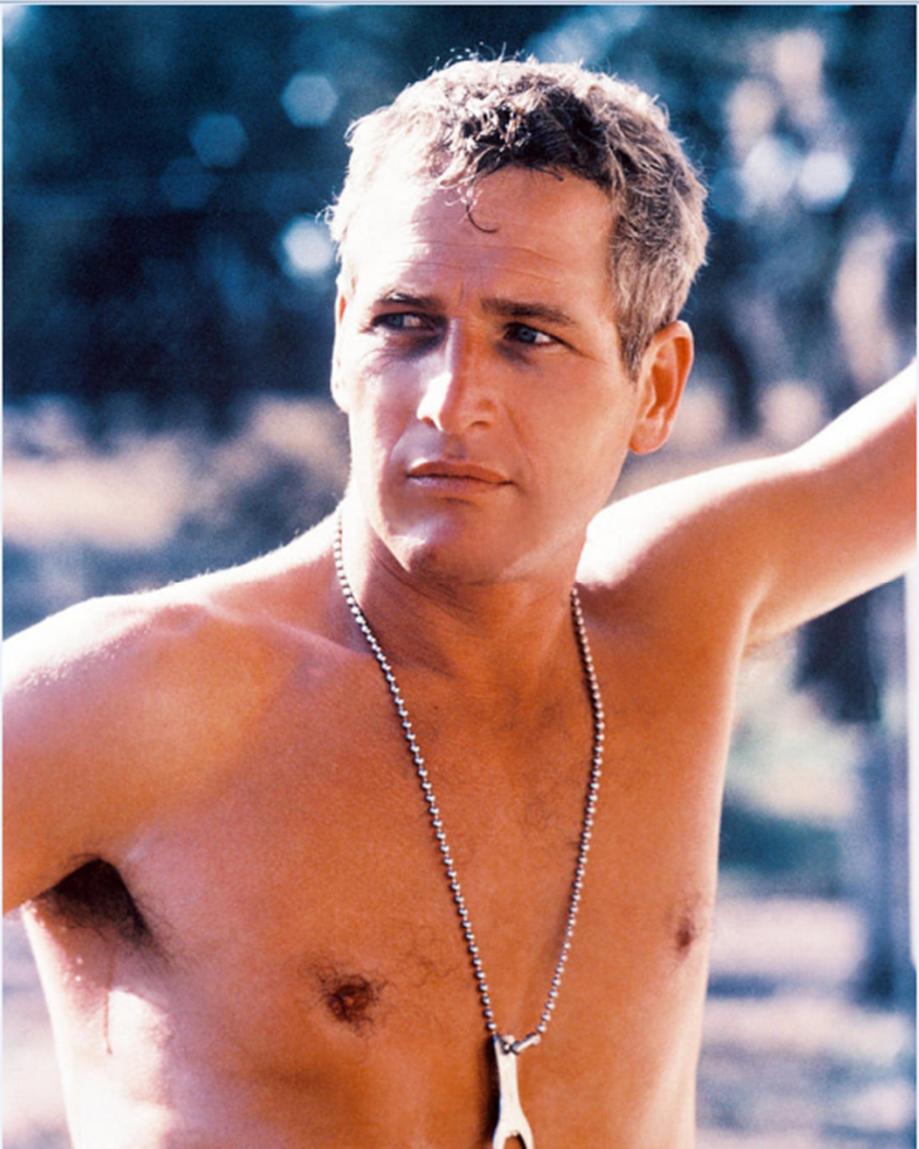
# Moving & Copying

- [Method 2](#). After selecting the files
- **Moving**: Right click on one of the selected files and choose “Cut”
- When you get to the destination folder choose “paste”
- **Copying**: Right click on one of the selected files and choose “Copy”
- When you get to the destination folder choose “paste”

# Choosing a default viewing program

Making Windows Photo Viewer (or any other program of your choice) your “default” program means your JPEGs will always be opened by that program, unless of course you select another.

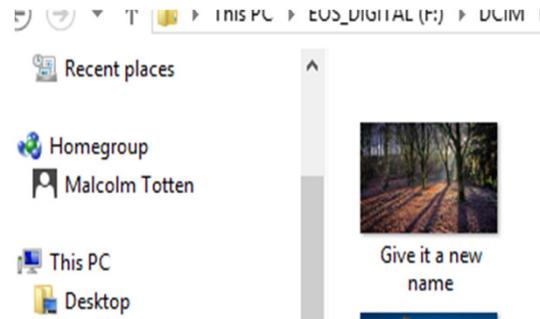




# File Management

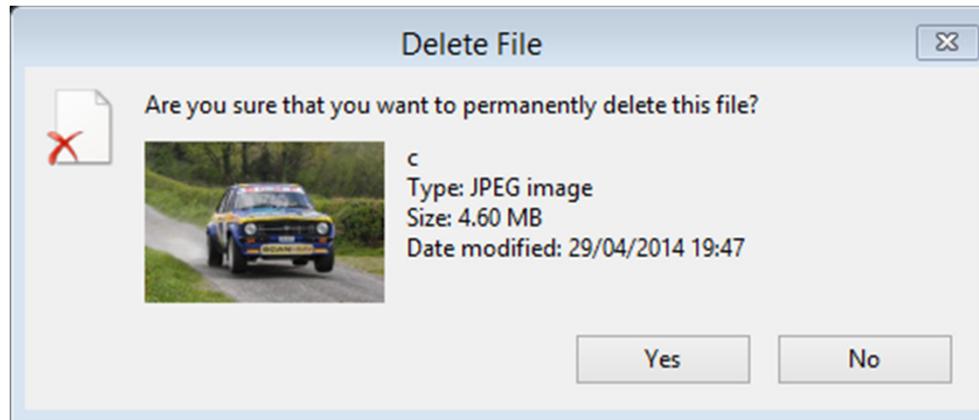
## Renaming

(use right click & edit the name)



## Deleting

(use right click & Select “delete”)



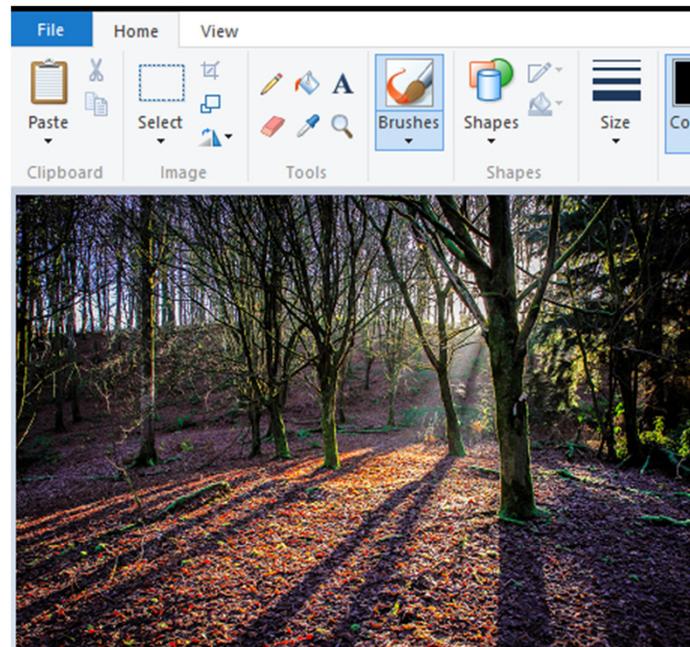
# Emailing

Since picture files are quite large it is more practical to downsize them to speed up transmission via email provided of course that the recipient does not want to crop or print them.

JPEG files can be reduced in size easily using a program that comes free with every laptop and PC.

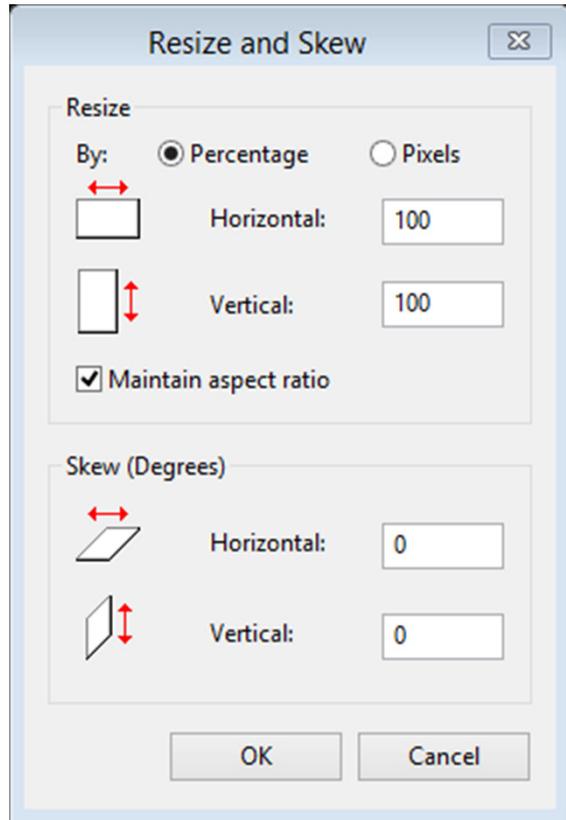
Start by right-clicking on the picture you want to modify and choose the command “Open with” then choose “Paint”. Your image will appear on the screen.

Under the “Home” tab choose the “resize and skew” option.



**If you use Microsoft Outlook or Outlook Express there's a much simpler way!!**

# Emailing



Choose the percentage resize you need, making sure “maintain aspect ratio” is ticked.

Then choose the “File” tab and choose “Save as”  
**DO NOT CHOOSE “SAVE”**

Give your new smaller file a recognisable name.

Now compose an email in the normal way and choose “attach file”

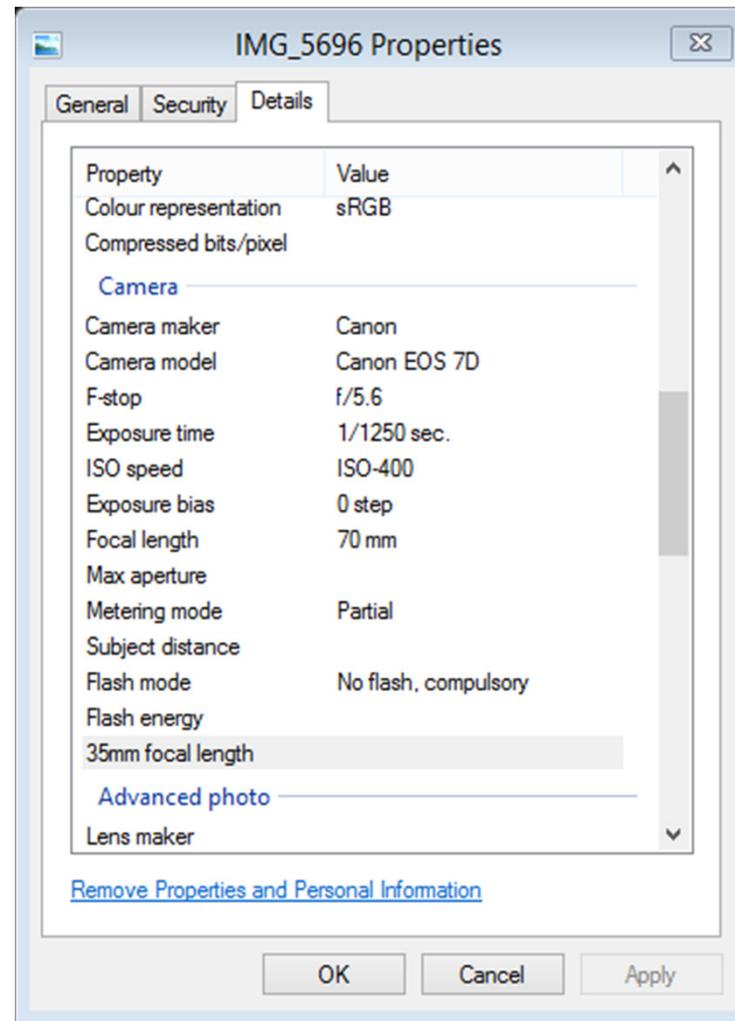
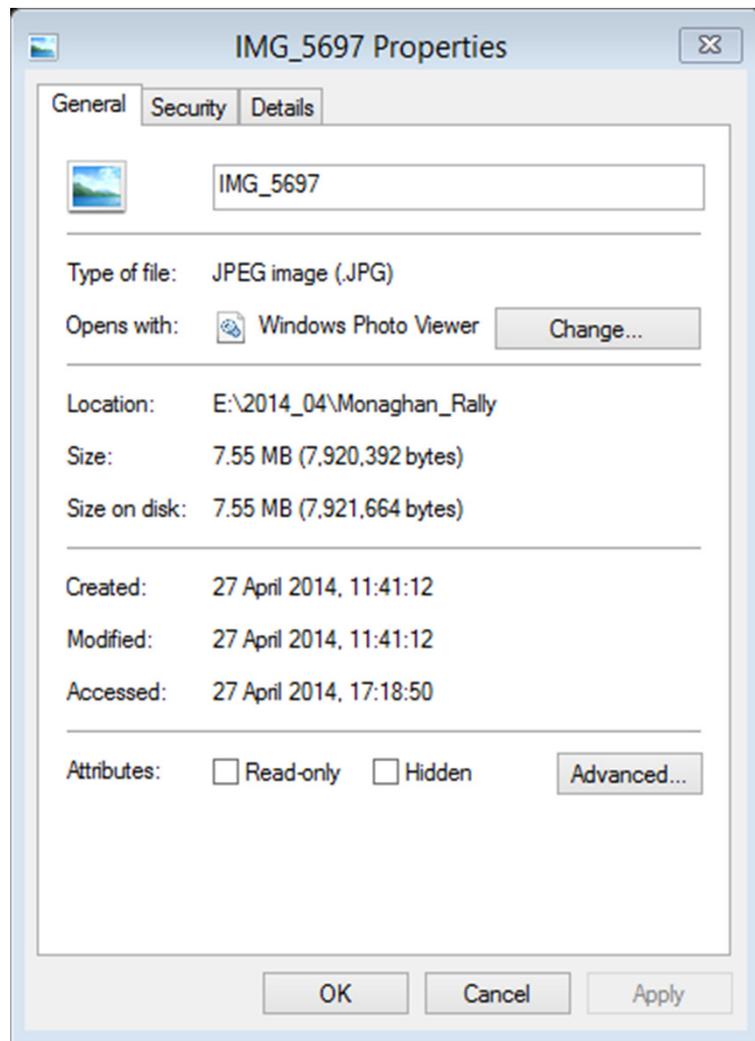
Navigate to the location of your new small file and click on “attach” and send the email

Homework. Please send a small  
picture of ANYTHING to  
[info@picturesofireland.ie](mailto:info@picturesofireland.ie) before next  
week.

**If you use Microsoft Outlook or Outlook Express there's a much simpler way!!**

# Properties: Your pictures birth cert

Right click on the image and choose “properties”

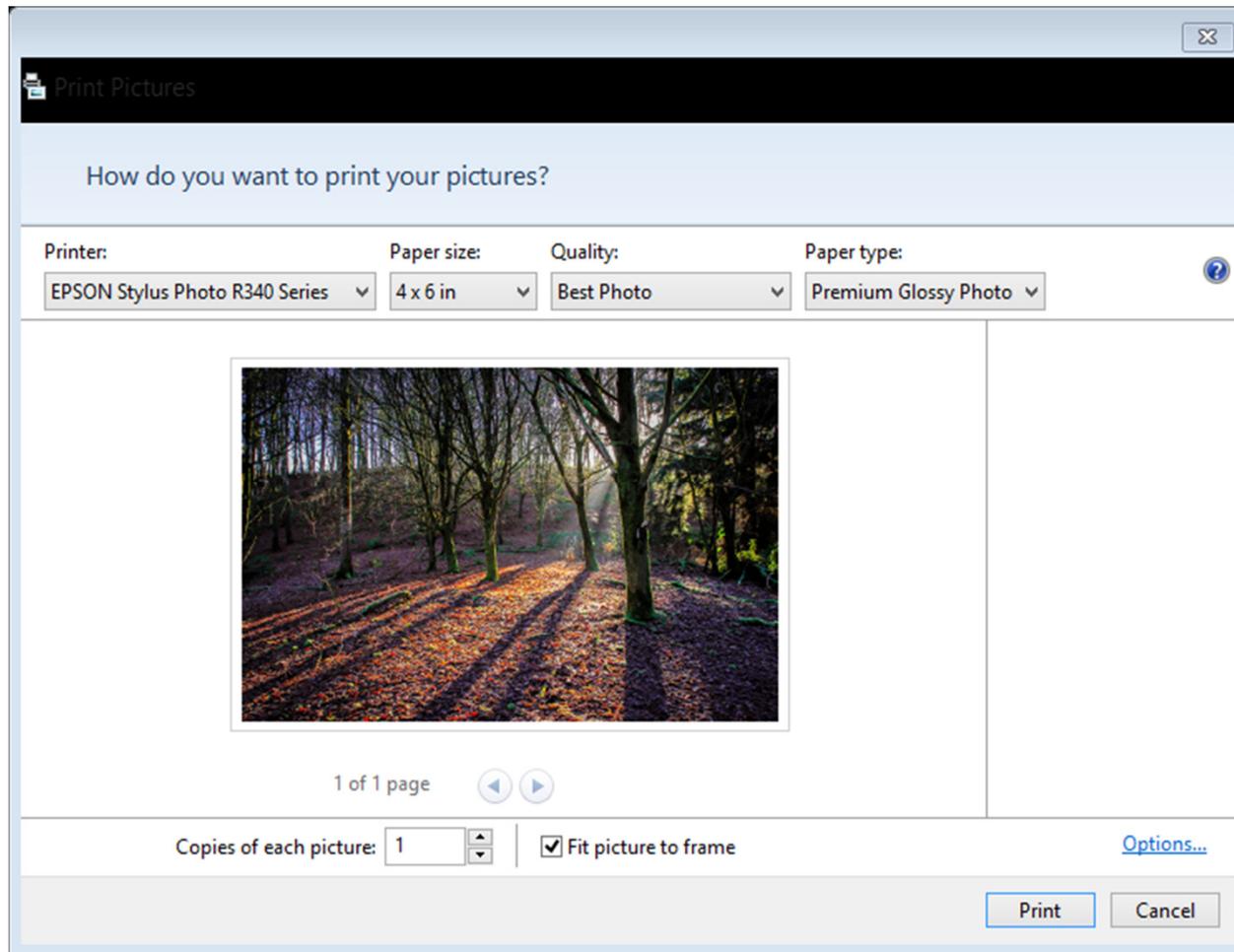


# Printing

- Every town has got several good printing services and for a quality print it is worth paying a few Euro. Remember to select and prepare your images and copy them on to a memory card, pen or CD to interface with the printer.
- Make sure you use the “CROP” facility on your computer or on the printer so that you get the image you want. For example most cameras produce images with a 3 X 2 ratio and if you try to print a 7 X 5 you’ll find some bits missing!

# If you want to do some home printing:

- (1) Open the image in Windows Photo Viewer and click on the tab “Print



- Select the printer, Paper size, quality and paper type.
- Additional adjustments may be made by clicking on “options” and selecting “printer properties”
- Check or uncheck the “Fit picture to frame” option and press print.
- Before printing make sure your print heads are clean and that you have sufficient ink to complete the task

# Getting your images out of the camera

- That's the end of this module.
- Now study the notes, read the appendices and watch the tutorials.
- Happy Shooting.