

Digital Photography

Moving Pictures From Camera To Computer and Organising Folders.

1 Firstly, you need a digital camera. If you don't have one of your own, you can use one that we will provide for you. Once you've got a camera, you need to take pictures of anything. Whether they are pictures of people or your surroundings, take at least 5 pictures. Labelled to the right are the on/off button and the shutter button. The shutter button is the button that enables you to take the pictures.



2 Once you've taken the pictures, we now need to look at how we can transfer the pictures from the camera to the computer. A digital camera comes with a USB lead which can be used to transfer images or you can use the memory card. You may get a memory card with your camera depending on the deal you get when purchasing your camera. To the right are pictures of both methods of transferring pictures.

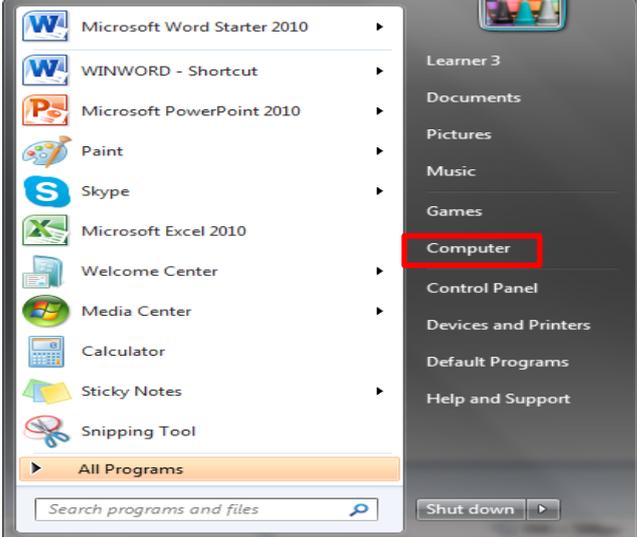
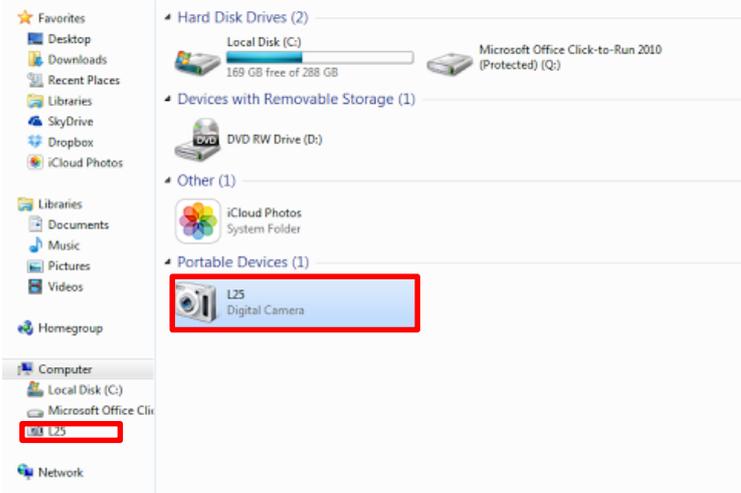


When using the lead, the standard USB fitting goes into the computer and the other end plugs into the respective fitting on the camera. If you have any problems, ask a volunteer.

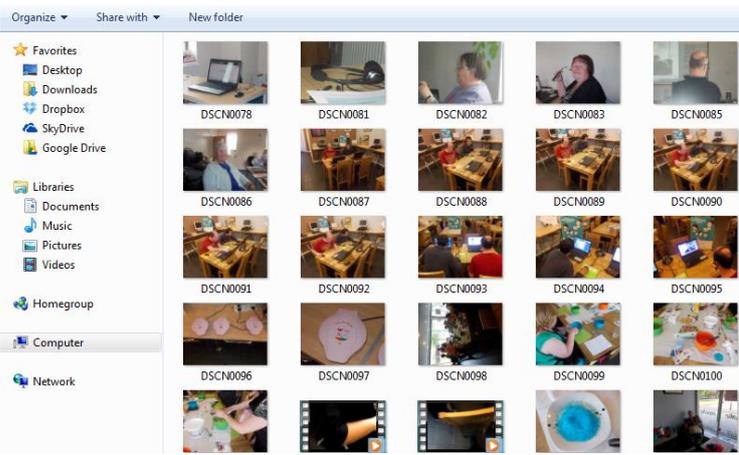
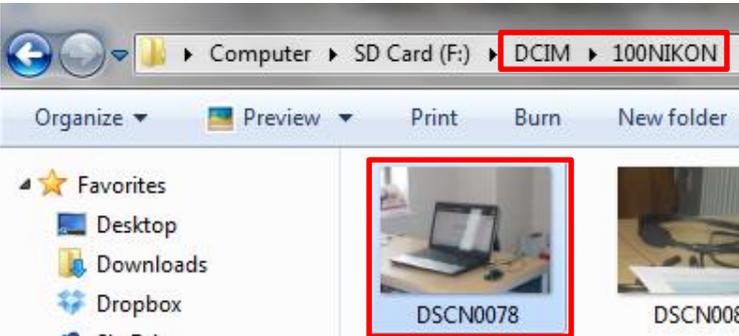
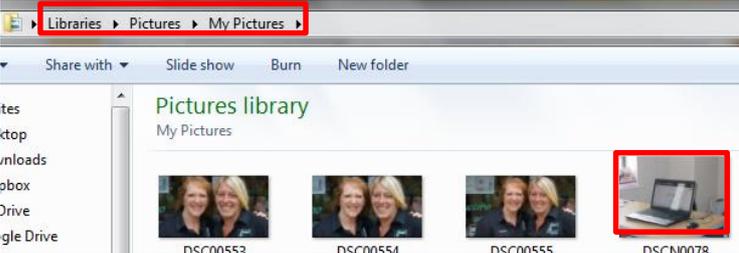
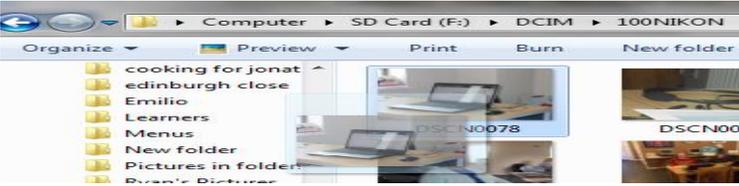


When using the memory card, the card needs to be ejected from the computer and plugged into the relevant slot. If you have problems doing this, ask a volunteer.

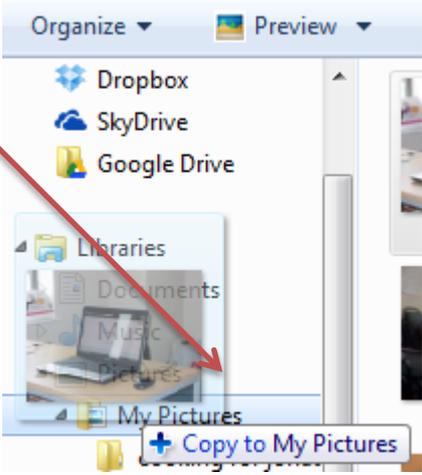
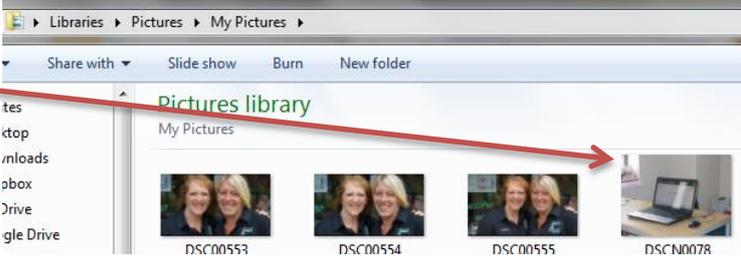
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<p>3</p>	<p>When transferring pictures from camera to computer it is important remember, if you use the memory card method and lose the card, you'll lose the pictures unless there backed up in an alternative place. The lead method is ultimately safer as if you lose the lead, it can be replaced at a small cost.</p> <p>Once you've decided your method and plugged the camera in, you need to look for the file on the computer. To do this we need to access, the computer file. Firstly, click on the windows symbol in the bottom left-hand corner of the screen. Once you've clicked on the windows icon, a menu should appear. Locate the computer file, on the right hand side of the menu.</p>	 <p>Windows Icon.</p> 
<p>4</p>	<p>Once you've left-clicked on computer, the screen will change to look like the one on the right. Down the left-hand side of the page are the various folders within the computer's memory. The camera will be listed under a device with removable storage and the name will be the brand of the camera and its type number e.g. Nikon L25. Find the camera file name and double left-click it to further open the file.</p>	
<p>5</p>	<p>Once you've opened the camera file, you will be greeted with 2 more files, MISC and DCIM. MISC is for temporary files and isn't often used by most camera/computer users. DCIM stands for Digital Camera Images and this is where your</p>	 <p>We're going to use the DCIM folder.</p>

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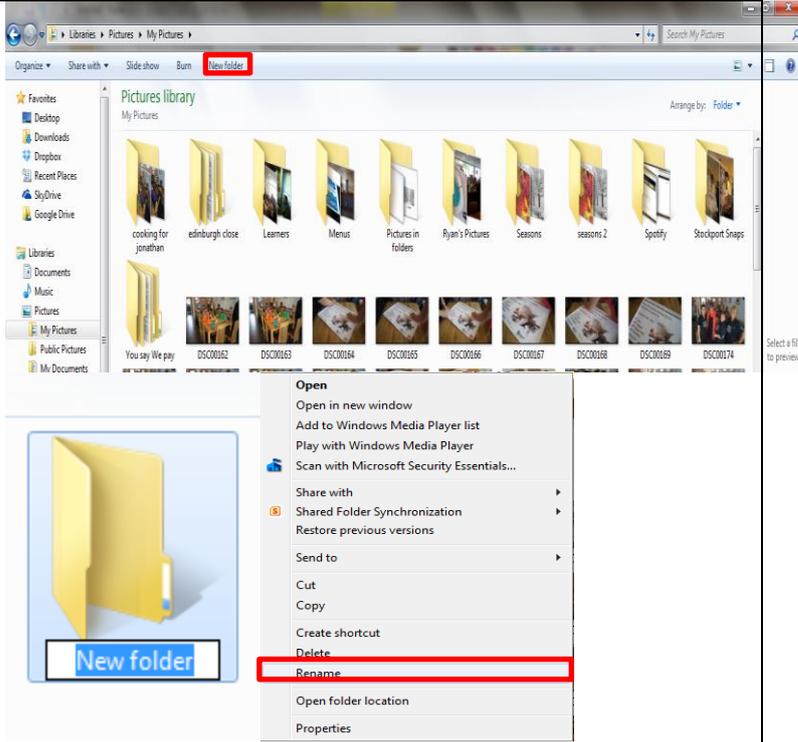
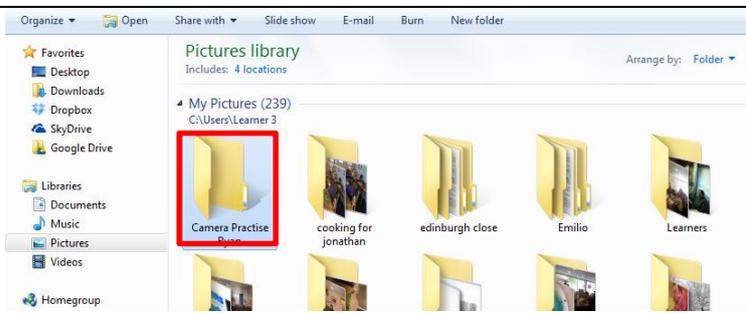
	<p>pictures are located within the camera. Double left-click on the folder called DCIM. Are all your pictures on screen? If not, ask a volunteer to walk you through the steps. Also if you were greeted with another folder after clicking DCIM, again ask a volunteer for assistance.</p>	
<p>6</p>	<p>Once you've got your pictures on screen, you can look at them further and decide which pictures you wish to transfer from the camera to the computer. Remember, when you have transferred a picture from the camera to the computer: it still exists on the memory of the camera unless you delete it from the memory of the camera itself.</p> <p>Once you've decided which pictures you want to move on to the computer, we are going to 'drag and drop' them into your pictures folder. Dragging and dropping is a technique used to move documents, pictures and videos from file to file and file to folder.</p>	 <p>See how the picture DSCN0078 is in both the DCIM folder and the 'My Pictures' folder. If the file corrupted or was deleted having another version on the memory card is a way of 'backing up' your pictures but it takes up space on the memory card. For photo back up, a cloud is more appropriate.</p> 
<p>7</p>	<p>To drag and drop, you must first left-click the picture you wish to transfer. It will then be highlighted in blue. Hold the left-click down and move the mouse towards the 'My Pictures' folder. Once you've</p>	 <p>Can you see the 'ghost' image?</p>

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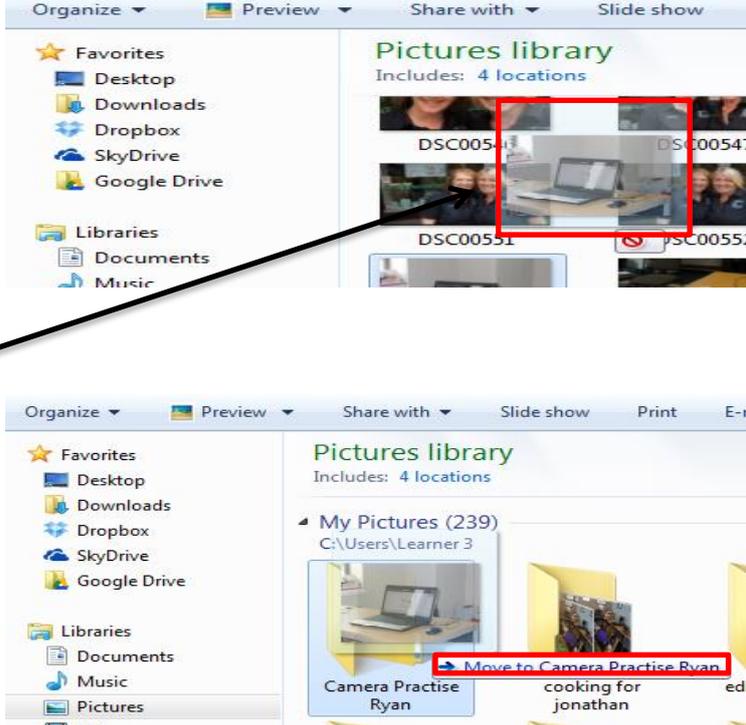
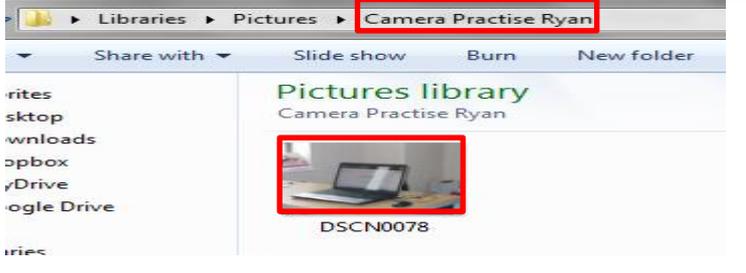
	<p>moved towards the folder, a 'ghost' image will appear. Remember to keep the left-click held down on the mouse. Once the picture is over the 'My Pictures' folder, a message will appear saying 'Copy to My Pictures'. Once the message appears, let go of the left-click and the file will be copied from the memory of the camera to the memory of the computer. Repeat these steps to move all the pictures from the camera to the computer that you wanted to.</p>	
8	<p>Now click on the 'My Pictures' folder heading to view your pictures. Within this folder should be all the pictures you transferred. If you can't locate the pictures, ask a volunteer to help you through the last few steps. If you've done step 8 correctly, at this point you can un-plug the camera and/or remove the memory card.</p> <p>Now we're going to look at how you can organise your photos into folders within My Pictures.</p>	
9	<p>Within the 'My Pictures' folder you will see pictures individually labelled either by a number or a name. Does your folder look like ours to the right?</p>	

Notes:

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<p>10</p> <p>Along the top of the 'My Pictures' page is a list of options including 'New Folder'.</p> <p>By left-clicking on 'New Folder' you'll create a folder which you can rename and put in different pictures. If you begin typing straight after clicking on 'New Folder' then its name will change. If not, right-click the folder and then left-click on rename.</p> <p>If you're struggling for a name call the folder 'camera practise (insert your name)'.</p>		
<p>11</p>	<p>If you've done step 10 correctly, you will have a new, empty folder which you can use the same drag and drop technique from before to move pictures from within my pictures to this new folder.</p> <p>You can have hundreds of thousands of folders within folders so don't worry if you make a mistake when creating a new folder!</p>	
<p>Information!</p>		<p>The difference between a file and a folder:-</p>

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	<p>A file is a word document, a picture, a song or a video clip. You can have thousands of these within a folder.</p> <p>A folder is a named place whereby you can store files of a similar type to make them easier to locate. You can have many folders within a folder, creating almost 'sub-folders' and many files within them!</p> <p>If you have any questions ask a volunteer for more information or use the search engine Google to read more about it. (www.google.co.uk).</p>
<p>12</p> <p>Once you've located those pictures you previously moved from the camera to the computer, use the same drag and drop technique to move the pictures into the folder you created in step 10. Remember to hold the left-click down and look for the 'ghost' image as you move the mouse.</p> <p>Only let go of the left-click when the box has appeared saying 'Move to Camera Practise (insert your name)'.</p>	
<p>Question</p>	<p>When we moved pictures from camera to computer it said 'Copy'. Now we're organising pictures into sub-folders within the 'My Pictures' folder it says 'Move'. What's the difference?</p>
<p>13</p> <p>Once you've moved the pictures into your new folder, double left-click the folder to open it. Inside the folder should be all the pictures you've transferred. If there is any missing, ask a volunteer for help.</p>	

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14	<p>In Step 6, there were notes regarding photo back-up. There are many different ways of backing-up pictures including CD's, USB/memory sticks or clouds.</p>	<p>CD's traditionally had pictures 'burnt' on to them. These pictures can then be stored in physical albums. These can be played back later via a laptop/ DVD machine. However, these CD's can be damaged, stolen or lost.</p>  <p>USB/Memory sticks can be used in the same way cameras and memory cards are as you can transfer photos from your computer on to the stick before removing the stick and placing it into another laptop, therefore transferring the images. Also the pictures are saved on the stick acting as a form of back-up.</p>  <p>Cloud computing is fast becoming the most popular way for people to back up their photos. Having a cloud is equivalent to having a password protected file on the internet which you can transfer your photos to. They are multi-device operational meaning you can use them on tablets, computers and smartphones, can hold more photos than a stick or CD plus most clouds are free up to a certain storage amount!</p> 
Homework	<p>If you have a digital camera follow the steps from this guide to arrange your photo's into album-like folders. If you don't, use the same file sharing technique's with any documents/songs/videos you have on your personal computer.</p>	