

# Tutor Lead Session – Photos

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## Photos

This guide is part of a more comprehensive guide to digital photography and using cameras with computers.

Digital cameras come in all shapes and sizes and at all prices. If you're an amateur wanting to get to grips with the basics of photography, they're available for under £50. The cameras we're using today are compact digital cameras. Most tablets come with built in cameras that are accessible from an app on the home screen. Although the cameras we have at Starting Point are 10.1 megapixels and the cameras in most iPads are between 5 and 8 megapixels, the picture quality is very good on your portable devices.

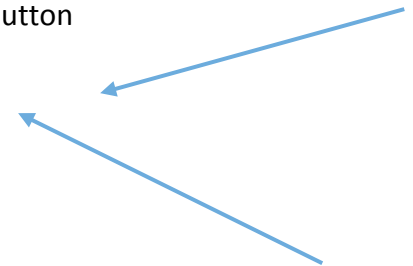
## Cameras - Laptops

On top of the camera are the 2 most important buttons on a camera, the power button and the shutter button. Typically the shutter button is the larger of the two and this button takes the pictures. The power button is often labelled 'On/Off' and will turn your camera on or off. The cameras are simple to use – turn them on using the power button, aim the camera with the lens aiming towards your target, check using the digital view screen on the back of the camera and press the shutter button to take a picture. Take 5 photos.



Shutter button

Power button

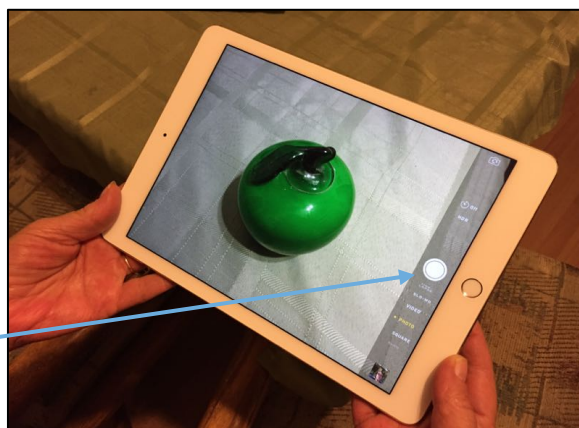


## Cameras – Tablets

With tablets the camera is found through a pre-installed app on the home screen of your device. Most tablets have 2 cameras – one on either side. This is due to the growing increase in the number of ‘selfies’ as well as practical uses like Skype and FaceTime. Once you’ve located the camera icon, press it once and your camera should load up. To use, simply point the rear of your device at what you wish to picture and press the shutter button on your screen. Take 5 photos.



Shutter Button

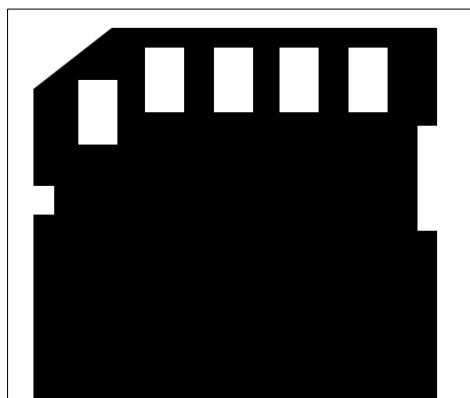


## Memory - Cameras

An SD card is your cameras memory. Although a camera does have a small amount of memory built in, to take more than 8 pictures you’ll require an SD card. They all look the same physically but the amount of memory on the card will affect how many pictures you can take and store on the card. Using one of our cameras, which are basic compact digital cameras and an 8GB SD card we can take over 3,100 pictures. An 8GB SD card costs approximately £7-£10.

Once you’ve taken your pictures, they are automatically saved to the SD card. Not only is a SD card your cameras memory, it is a way to transport your photos from your camera to a computer. To do this you need to remove the card from the camera and place it in the camera. We’re not actually going to use the SD card way of transferring pictures although the steps to use it are below.

1. To locate the SD card you need to look for the SD card symbol on your camera.



2. Once you've found the symbol, open the flap and you should be able to see your SD card. The card is spring locked and so to remove it you need to apply some pressure to the top of the SD card. Once you've given it a small push, you'll hear it click and you'll be able to remove the SD card from the camera. The next step will explain how you place the card in a laptop although we don't recommend you doing so. The reasons will be explained in the next section – Camera to Computer wire.



3. Once you've removed the SD card from the camera, you then need to find the slot on your computer. The SD card should only fit in one slot comfortably and in one direction. If you're struggling, ask for help as forcing the card in could cause damage to both the card and the computer.



### Camera to computer wire

A camera to computer wire typically comes free with a camera but if not are available from most electronic shops at a small cost. This wire has 2 ends, the first is a USB fitting that fits into the corresponding slot on your laptop and the second a smaller fitting that will fit into a slot on your camera. Below are pictures of a lead and its fittings and the slot on a laptop.

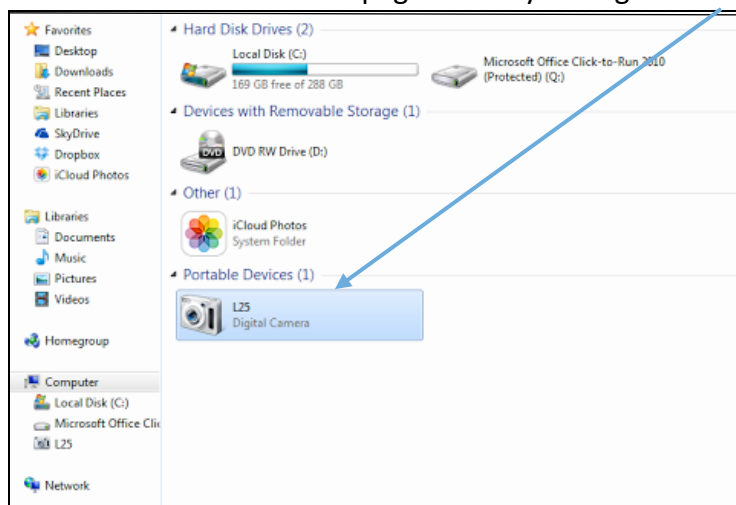


Although both ways are safe and appropriate ways of transferring photos from your camera to your computer, we advise using the wire. The wires simply transfers photos from one place to another and does not store any photos meaning if its lost, you don't lose any photos. The SD card is memory as well as a form of transfer and if you lost the card when transferring photos, you would have lost all your photos. We're now going to look at how to transfer photos from your camera to your computer via the wire form of transfer.

1. 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.

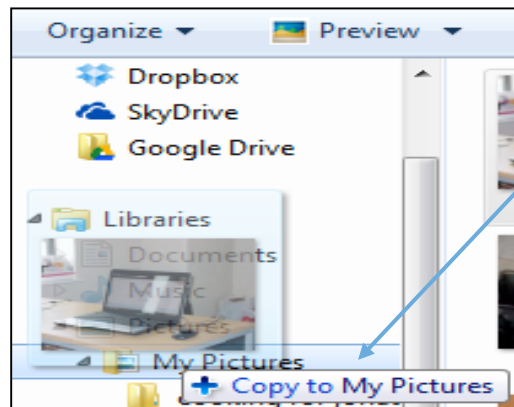


2. Once you've plugged the lead in, click on the windows symbol in the bottom left-hand corner and select 'Computer' from the list on the right hand side.
3. There should now be a list of the storages within a laptop and under portable devices towards the bottom of the page will be your digital camera.



4. Once you've left-clicked on the name of the camera, 2 folders should appear. We need to access the folder 'DCIM' by left-clicking on the folder twice. Once you've double-clicked the folder, your photos should appear.
5. Now you've located your photos we are going to drag and drop them from the memory of the camera to the memory of your computer. This will not remove them from the memory of the camera, it copies them over to the memory of the computer. To do this you firstly left-click a photo, hold it down and begin to move the mouse. A ghost image of the photo in question will appear as you move the mouse around the screen. Down the left hand side of the screen is a list of storage folders from within the memory of your computer. One of these will be 'My Pictures'.

6. Remembering to keep the left-click held down, move the ghost image of the photo over the 'My Pictures' folder and a message will appear on screen for you to 'Copy to My Pictures'.



7. Once you're over the folder and the message has appeared, let go of the left-click and a copy of the photo will be inserted in the 'My Pictures' folder.

## Memory – Tablets

Tablets have built in memory that allows you to store any photos you take. The amount will depend on the size (storage size) of your device. With a digital camera, the SD card is filled by only the photos you take whereas with a tablet device; apps, videos, music and photos are stored in the memory often reducing the amount of photos that can be stored. If you use an Apple iPad, you can't increase the storage size of your device physically once it's full but you can use iCloud. With other devices, additional SD cards or SD cards with more memory can be added to increase device storage size but this is dependent on the device in question. SD cards can be located by finding the SD card symbol on your device as shown previously in this guide.

With tablets replacing traditional desktop and laptop computers, there is no real need to transfer photos from one to the other. If you wish to share your photos across multiple devices, clouds are the safest and easiest option. A guide on 'Image Storage and Cloud Sharing' is available.

## Photo editing – Tablets

Often with photo editing, it is done after the matter. It might be red-eye, an unfortunate shadow or half-a-head in a photo that ruins it and with various tools they can be adjusted and set right. With tablet cameras, they're options to edit the cameras settings to change the picture *before* it's taken.

There are many different photo taking options with a tablet. They differ from one device to another and can also differ depending on the specific device you are using e.g. iPhone options differ from iPad and if you have an earlier iOS, your options may be restricted. Below are a list of some of the options available on Apple devices.

**Photo** – Photo is a basic camera that takes still images.

**Burst** – By pressing and holding down the shutter button on an iPad you can take several photos in quick succession. This is good if you're taking photos of a moving object.

**Video** – The shutter button changes to a red button that once pressed begins recording a video. To finish recording the video, press the button once more and it will stop recording.

**Time Lapse** – Time lapse is a videoing tool that allows you to record a video at normal speed and then play it back much faster. This is good to show change over a long period of time and is used in television shows such as 'Grand Designs' to show how the property has changed throughout time.

**Slow-Mo** – Slow-Mo is another videoing tool that allows you to take short videos at normal speed and then replay them much slower than normal. Your iPad notices when an action begins and edits the speed of playback so it's in slow motion.

**Pano** – Pano stands for Panoramic. This is a photo tool that allows you to take everything in, and stitches it together in one picture.

There is also an option to add a filter. This changes the colours, intensity and sharpness of the camera to further personalise your photos. The filters available are Mono, Tonal, Noir, Fade, Chrome, Process, Transfer and Instant.