Introduction to Photography

In this session we will be looking at the how the world of cameras has moved from film to digital, how to use a digital camera and how to manage our photos both on the camera and on our devices.

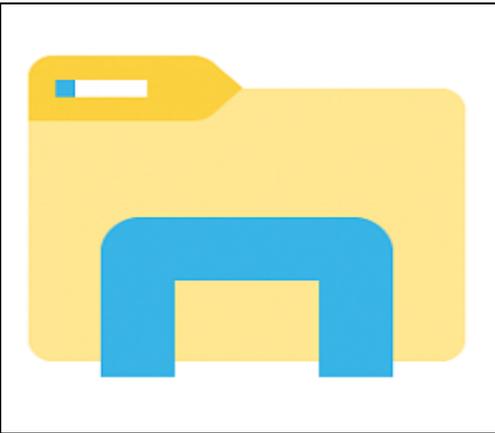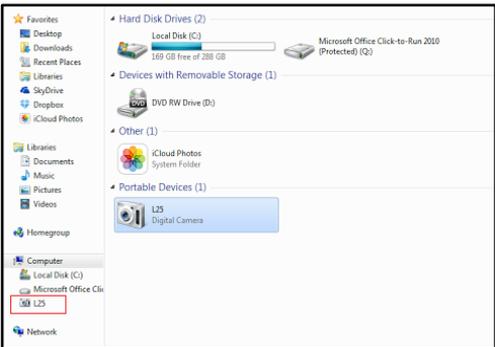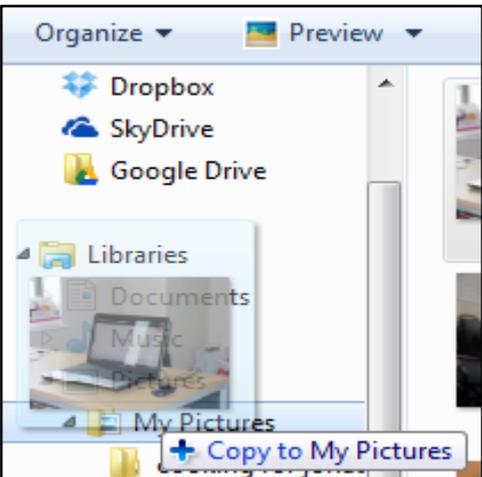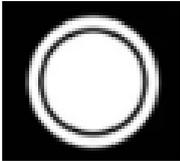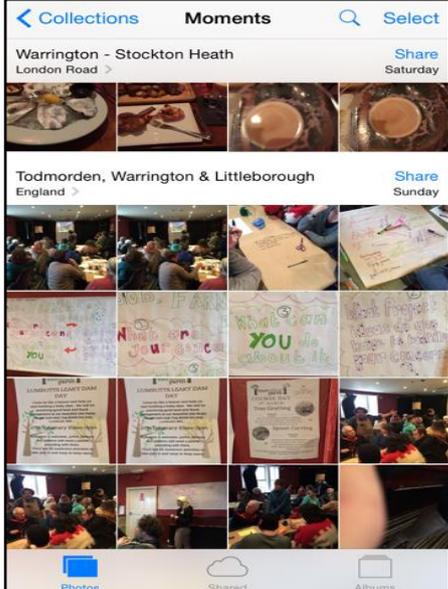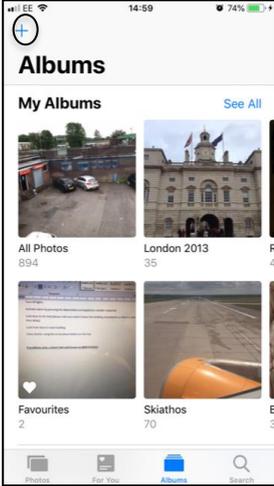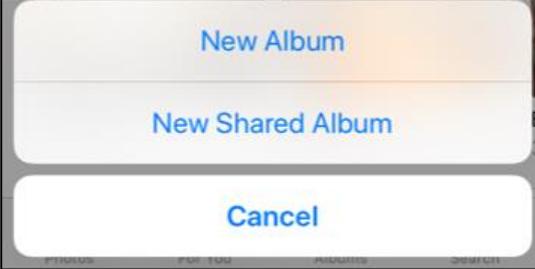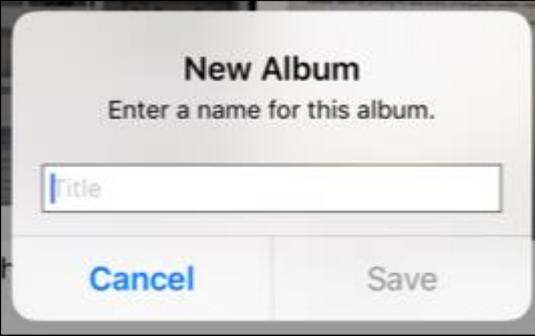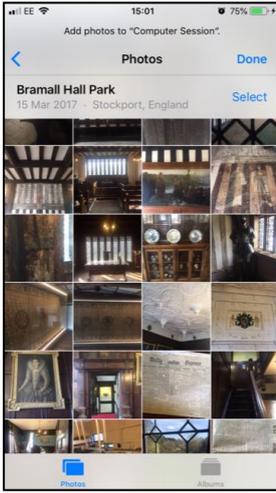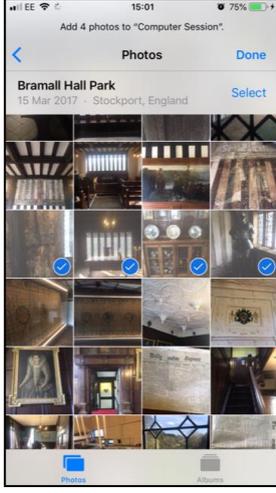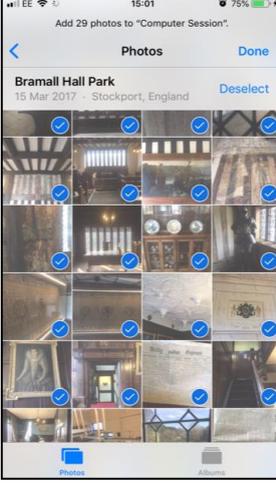|		
1	Nowadays it seems like every new piece of technology has a built-in camera, but it wasn't that long ago that photos were taken on a camera and then taken to a shop like Jessops to be developed. Now with the rise in the use of technology, gone are the days of waiting for photos to be developed. With digital cameras, photos can be viewed, shared, and printed off in a matter of minutes and we're going to look at how.	
2	We are now going to take some photos. You can use either your own digital camera, one provided in the session or a touchscreen device such as a smart phone or a tablet computer to take your photos. Although there are differences between most digital photography devices, they share similarities in the process of taking photos.	
3	With most modern digital cameras, the installation is quite simple. You firstly have to insert the battery for the camera. These can be both disposable batteries and re-chargeable batteries. Once they are inserted, your camera will ask you for the time and date. This is useful when trying to locate specific images.	

4	Most digital cameras have 2 large sized buttons. One of these is the power button for the device and one is the shutter button to take a photo. On the image on the right they are both labelled. To take photos, simply point your camera at what you wish to take a photo of and press the shutter button.	 Power Shutter
5	Once you've taken a photo it's stored on the camera's memory card. These cards come in many different sizes in terms of the number of photos they can store. Most cards used are measured in Gigabytes (GB) and the larger the number the more photos they can store e.g. 8GB is twice the size of 4GB. Eventually the memory card can become full. We can transfer the images from the card to the computer, freeing up space on the card. There are 2 ways to do this: using the memory card itself or a cable - which often comes with the camera.	 When using the lead, the standard USB fitting goes into the computer and the other end plugs into the respective fitting on the camera. When using the memory card, the card needs to be ejected from the computer and plugged into the relevant slot.
6	Now we are going to transfer the photos we took earlier in the session from our camera to our device. If you use a touchscreen device, your device automatically adds any photos you take to your gallery, making the transferring process redundant. Remember when you are inserting anything into a device, be it a mouse, a digital camera, or a charger – they are built to be as streamline as possible. If it feels like you are forcing it, you are probably inserting it in the wrong part of your device. If it seems to lose, again, you are probably inserting it into the wrong part of your device.	.

| 7 | Once you've plugged the lead into the relevant slot, we are going to use a programme called File Explorer.

Those using a touchscreen device can go to their gallery and view their photos there.

File Explorer can be found on the taskbar at the bottom of the screen in the shape of a yellow folder or within the start menu under 'Computer'. | |
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| 8 | 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.

Once you've opened the camera, you'll be greeted with a page of folders. One of these folders will be called 'DCIM', double-click on the folder. If you are greeted with more folders, double-click on the folder containing the name of the camera you are using e.g. Fuji_100. You should now be looking at the photos you took.

To drag and drop, you must first left click the picture you wish to transfer. It will then be highlighted in blue. Hold down the left-click and move the cursor towards the folder 'Pictures'. As you move towards the folder, a ghost image will appear. Keep moving the image towards the folder and when you hover over it, a message will appear saying 'Copy to My Pictures'. Once this message appears, let go of the mouse and the image will be copied into the 'Pictures' folder. |

Dragging and dropping is a technique used to move documents, pictures, and videos from folder to folder.

To check it has worked, double-click on the 'Pictures' folder and look for the photos you have copied. |

9	Hold the iPad in front of you, in an upright position, with the home button (circle) at the bottom or the side. The button will be on the edge of the screen. Now move the right hand to the top right-hand corner of the iPad. You should see a thin, long button at the top of the iPad. On newer models like the Air, the button will be on the side. Press the on/off button and hold for a few seconds until the apple symbol appears on the screen, then let go. Wait for the iPad to load up.	
10	When it has finished loading the time will appear, with flashing words at the bottom of the screen 'slide to unlock'. Use the tip of the index finger with a little pressure, to gently slide on these words to the right. When you have done this, the icons will appear on the home screen, and the iPad will be ready to use.	
11	Launch the Camera app from your iPad Home screen. Move your iPhone or iPad around until what you see on the screen matches the image you want to capture. Rotate your iPad from portrait to landscape or vice versa to change the orientation. (You'll the see the icons change as confirmation.) Tap the Shutter button to take your picture.	

12	If you've got lots of pictures on your iPhone, how do you find the one you are looking for? Fortunately, the iPad makes it easy to find a photo or image. From the Camera application, tap the Camera Roll icon. Or, you can tap the Photos icon on the Home screen, and then tap Camera Roll or any other album in the list of Photo Albums. The shutter closes for just an instant and is replaced by the screen depicted here, which shows thumbnail images of the complete roll of pictures you've shot with the iPad. This is the Camera Roll.	
13	Using the first method, you can access only the Camera Roll. Using the second method, you can access the Camera Roll and all your other photo albums. If the thumbnail you have in mind doesn't appear on this screen, flick your finger up or down to scroll through the pictures rapidly or use a slower dragging motion to pore through the images more deliberately. Tap the appropriate thumbnail. The picture you've selected fills the entire screen. Tap the screen again. The picture controls appear, as shown here.	

14	The iPad automatically puts photos into a camera roll, but you can organise these photos into separate albums to make them easier to find. This means the photo ends up in multiple albums. Select 'Albums' from the taskbar running along the bottom of the screen. You'll know it is selected as the icon will change to blue.	
15	To create a new album, you need to select the + symbol from the top-left hand corner.	
16	You will then need to select the album type. We want to select 'New Album'.	
17	You then need to give the album a name. for the sake of this handout, we are going to call the album 'Computer Session' before tapping on 'Save'.	

18	Once you've named the album, your camera roll will open and give you the chance to scroll your way through the camera roll and select photos you wish to add to the album.	
19	You can select individual photos as in the image on the right.	
20	You can also select groups of photos taken on the same day, by tapping the blue 'Select' that it alongside the location. You'll know all the images are selected by the number of blue ticks on the images and the word 'Select' will change to 'Deselect'. Once you've selected all the photos you want in the album, tap on 'done' in the top right-hand corner and the album will appear in your list of albums in Photos.	

F. A. Q's

1. What is digital photography?
   Digital Photography is the process of using electronic and computing appliances to capture, create, edit and share digital images/photographs. It encompasses several different technologies to provide electronic or computer – based photography services. It replaced standard photography's conventional microfilm with storage cards or computer storage devices to store/access a captured/scanned/copied image.

2. Can digital cameras take videos as well?
   Most digital cameras can take videos, and cameras in smartphones and tablet computers can also take videos. This has resulted in the sale of camcorders declining quite drastically.

3. What is the best way to transfer photos when using a digital camera?
   There are 2 ways to transfer photos from digital camera – the lead that comes with the camera and using the memory card. There is no best way to transfer photos but there is a safer way – the lead. Taking the memory card out of the camera can be quite tricky and with the size of the cards, they can be easily misplaced. If you lose the card, you have lost any photos on there that you haven't already transferred elsewhere. If you lose the lead, you can replace it cheaply and you haven't lost any of the photos.

4. What is the taskbar?
   The taskbar is part of a laptop/desktop computers operating system (the brains inside the device). It is normally located along the bottom of the screen. It allows you to locate and launch a variety of programs and software and allows you to view any program or software you currently have open.

5. What is the start menu?
   The start menu is the primary location on a Windows device to locate your installed programs and software. By default, the start menu is accessed by clicking the Start icon, which is the Windows logo, often located in the bottom-left hand corner of the screen.

6. How many folders can you create within Windows Explorer?
   According to a Microsoft Community post dated 5th February 2013, there is a limit of 128 top-level folders. Folders within Windows Explorer work like Russian dolls in that you can have multiple folders within a folder. The same post states there is no limit to the number of sub-folders you can have.

7. How many files can you put in a folder?
   There is a limit to how many files you can put in a folder, but the limit is a 10-digit number so I wouldn't worry too much about housing too many files in a folder.

8. What is an App?
   App is short for application and is a piece of software, downloadable from an App store, that allows you to access a company's service e.g. National Rail allow you to book train tickets. You can access a service via the website but typically apps are designed with mobile devices such as smart phones and tablet computers in mind and so tend to work more efficiently.

9. What is a thumbnail?
   A thumbnail is a small picture or icon that, once selected, opens up a larger picture or photo. When using tablet computers and smart phones, thumbnails are used to switch between different parts of apps e.g. from your galley to your camera.