

Using a digital camera

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.



Q1 What is digital photography?

As a group, we are going to write down what we know about digital cameras. This can be anything from price to brand to ease of use.

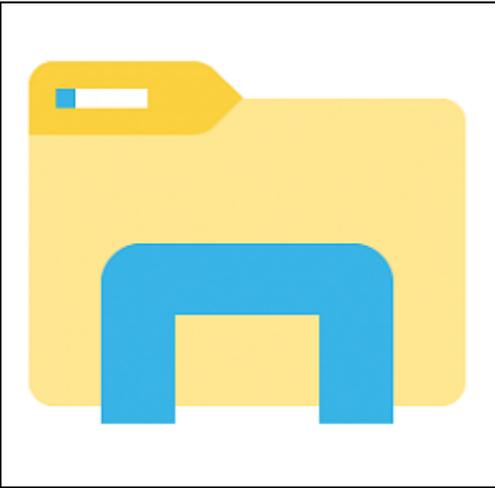
2 **Taking photos**

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.



<p>3</p>	<p>Camera set-up</p> <p>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.</p>	
<p>Q2</p>	<p>Can your digital camera take videos?</p>	<p>Answer:</p>
<p>4</p>	<p>Turning on and taking photos</p> <p>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.</p> <p>To take photos, simply point your camera at what you wish to take a photo of and press the shutter button.</p>	 <p>Power Shutter</p>
<p>5</p>	<p>Transferring photos</p> <p>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.</p> <p>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.</p>	 <p>When using the lead, the standard USB fitting goes into the computer and the other end plugs into the respective fitting on the camera.</p> <p>When using the memory card, the card needs to be ejected from the computer and plugged into the relevant slot.</p>

Q3	What is best to use when transferring photos – the wire or the memory card?	Answer:
6	<p>Transfer</p> <p>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.</p> <p>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.</p>	
7	<p>File explorer</p> <p>Once you've plugged the lead into the relevant slot, we are going to use a programme called File Explorer.</p> <p>Those using a touchscreen device can go to their gallery and view their photos there.</p> <p>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'.</p>	
Q4	<p>What is the taskbar?</p> <p>What is the start menu?</p>	

8

Dragging and dropping

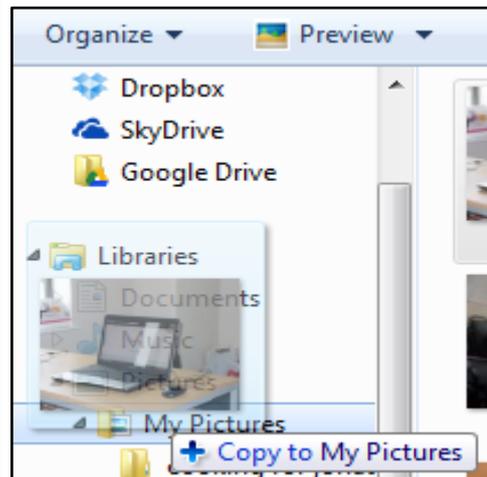
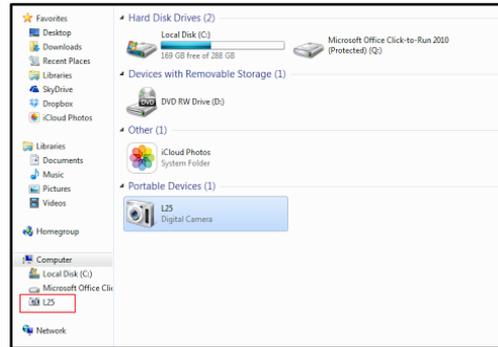
Down the left-hand side of the page are the various folders within the computer's memory. The camera will be listed under a device with removable storage and the name will be the brand of the camera and its type number e.g. Nikon L25. Find the camera file name and double left-click it to further open the file.

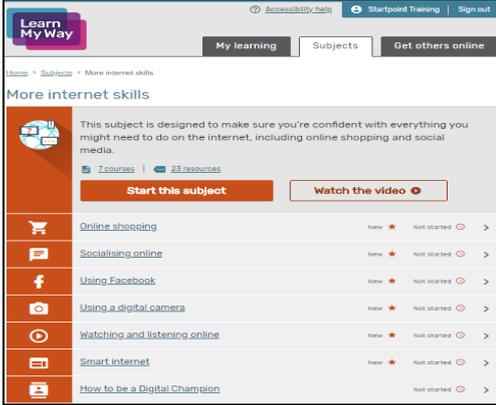
Dragging and dropping is a technique used to move documents, pictures, and videos from folder to folder.

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.

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



<p>9</p>	<p>Learn My Way</p> <p>Now we've moved our photos from our cameras to our devices, we are going to sign in to Learn My Way and complete their course on cameras.</p> <p>The course is within the 'More internet skills' grouping of courses and is called 'Using a digital camera'.</p>	 
<p>10</p>	<p>Task 1</p> <p>Using our skills from the previous session, using search engines, find out the answers to the questions on the right.</p>	<ol style="list-style-type: none"> 1. How many folders can you create within Windows explorer? 2. How many files can you put in a folder? 3. Can you put folders within a folder?

Notes:
