

# Organizing & Editing Digital Photos

## ABOUT THIS CLASS

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This class is designed to show you how to transfer your photos from your digital camera to your computer, organize them for easy access in the future, and edit and share them.

### Course Objectives

By the end of this course, you will know how to:

- ✓ Transfer photos to your computer.
- ✓ Organize your photos into folders.
- ✓ View and edit your photos with Picasa.
- ✓ Burn your photos to a disc.
- ✓ Share your photos.

This booklet will serve as a guide as we progress through the class, but it can also be a valuable tool when you are working on your own. Any class instruction is only as effective as the time and effort you are willing to invest in it. I encourage you to practice soon after class. There will be additional computer classes in the near future, and you can always attend the Tech Time drop-ins, Tuesdays from 10am-noon and Thursdays from 3-5 pm. Feel free to call to confirm time.


**Meg Wempe**, Adult Services Librarian

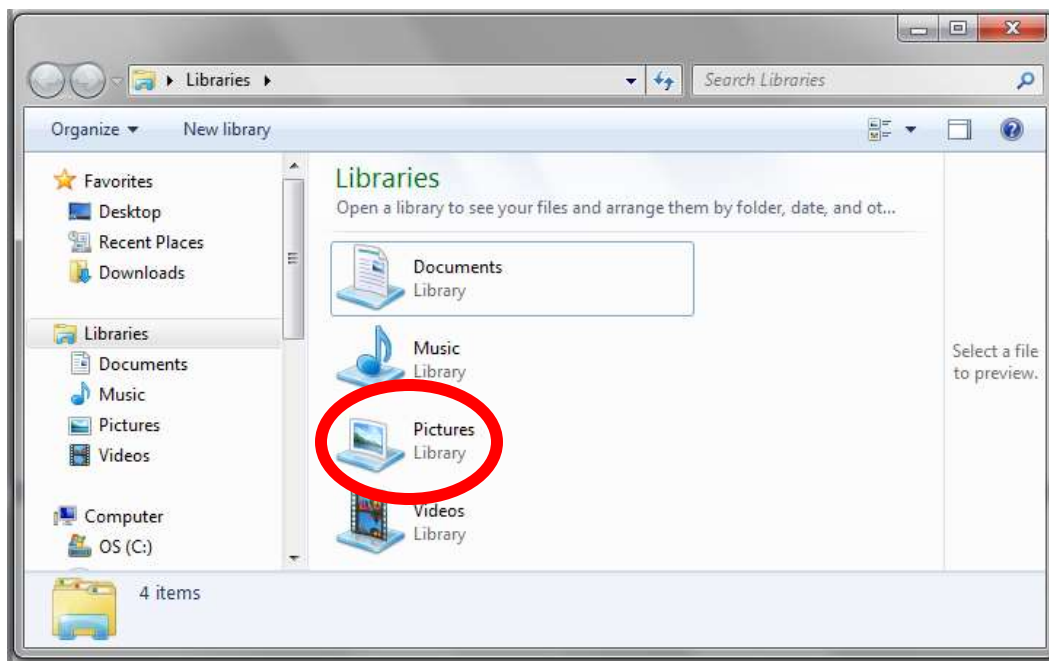


## Organizing Your Photos: Before You Upload

Before you plug in your camera via USB cable or SD card, it's often a good idea to think about how you want to organize these new photos. As with any other document, you'll want to devise a folder system to organize your photos. Most computers (Windows PCs in particular) have a **Pictures** or **Photos** folder (called a **library** in Windows 7) already created in your **Documents** folder. This is a logical place to create sub-folders for each photo event.

To access your Pictures library, click on:

Windows Explorer (  ) > Libraries > Pictures Library or  
Computer > Libraries > Pictures Library



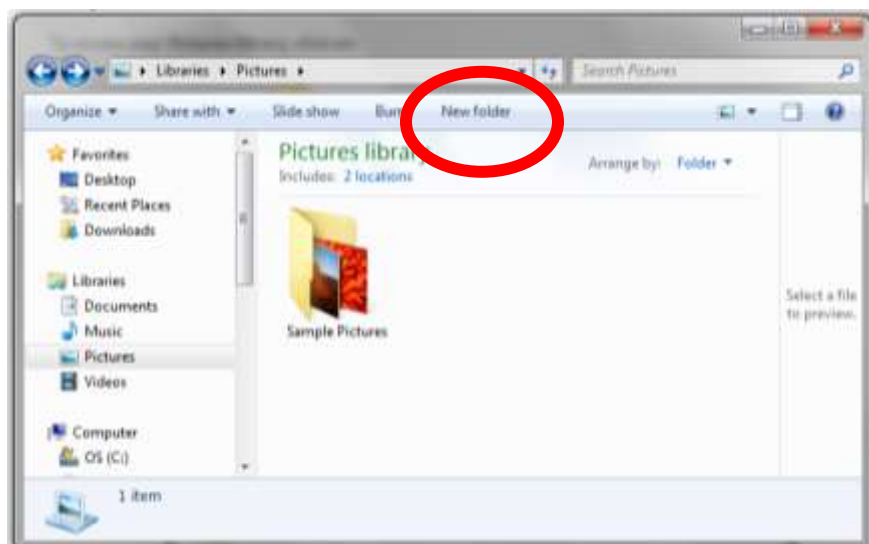
Another way to get there, one that I prefer, is from the Start Menu in the bottom left, and then go directly to **My Pictures** folder. Please note that it may read just **Pictures** instead of **My Pictures**. To access your start menu, it



may read **Start** or it may be an icon that looks like this: . You will get a menu that looks similar to the one below.



Within your Pictures library, you can create any number of sub-folders (or sub-sub-folders, etc.) for each photo event. To do so, click **New Folder**:



Then name the folder accordingly.

There is often more than one way to do the same task on computers. You can also create a new folder by right clicking in the white space next to the current folders, selecting **New**, then selecting **Folder**. You can then name the folder.


Once you have a folder for your new photos, you are ready to import your photos!

## Uploading Your Photos

There are a number of ways to transfer (a.k.a. “import” or “upload”) your photos from your digital camera to your computer.

### USB

In the digital age, this way is the traditional method of transferring photos. Take the cord that was provided with your camera and plug it into the camera and the **USB port** on your computer. Look for the USB symbol

above/alongside the port: 

### SD Card

Most newer computers come with a slot for your **SD** (“secure digital”) **card**, a.k.a. the “memory card” inside your camera that stores your photos. Insert the SD card into the SD slot.

### Email

Most smartphones and some digital cameras allow you to email photos directly from the device. Sometimes it’s easier to email a few photos to yourself rather than loading your photos via USB or SD card. Once you email yourself (or others) your photos, they can be downloaded from the email to a pictures folder.

### Cloud Sync

Some smartphones and digital camera allow you to sync your photos with a **cloud service**. These services are separate from your computer and they allow you to save, backup, and share your photos directly from your



digital camera device. The term **cloud** means that the photos are not stored on your computer but online via the cloud service. Cloud services require that you set-up an account and often require a subscription fee.

### Connecting Your Camera / SD card and Transferring Your Photos

Today we'll focus on **USB** and **SD card** transfer. Once you plug in your USB cable or your SD card, the steps to transfer your photos to your computer are identical, or at least very similar.

**Windows 7:** After you plug in your camera via USB cable or SD card, you will be prompted to make a choice about how you wish to import your photos. If you have already created a folder for these new photos, you can click **Import pictures and videos using Windows**. (See \* below if you do not have this option.) When the first photo pops up, click on **Import Settings** and then select the appropriate folder from the **Import images to:** drop down menu. This will import your photos directly to that folder and allow you to "tag" them (i.e. give titles to the individual photos). For example, if you tag your photos as "Paris Trip," then the photos will be automatically tagged as "Paris Trip 001," "Paris Trip 002," etc. in chronological order.

If you didn't create a folder prior to importing, the default setting is to create a new folder that's titled with the date you import the photos. If you add a tag to your photos, this tag will be included in the folder name.

\*If you are not given an option to **Import pictures and videos using Windows**, you should have an option to **Copy pictures to a folder on my computer**. That will likely open a scanner and camera wizard, which will allow you to pick the appropriate folder where you want your pictures stored. If you do not want the pictures to remain on your device after they are copied, you can click a box to have them deleted after copying.

### Viewing Your Photos

You can now view your photos. To do so, click on:

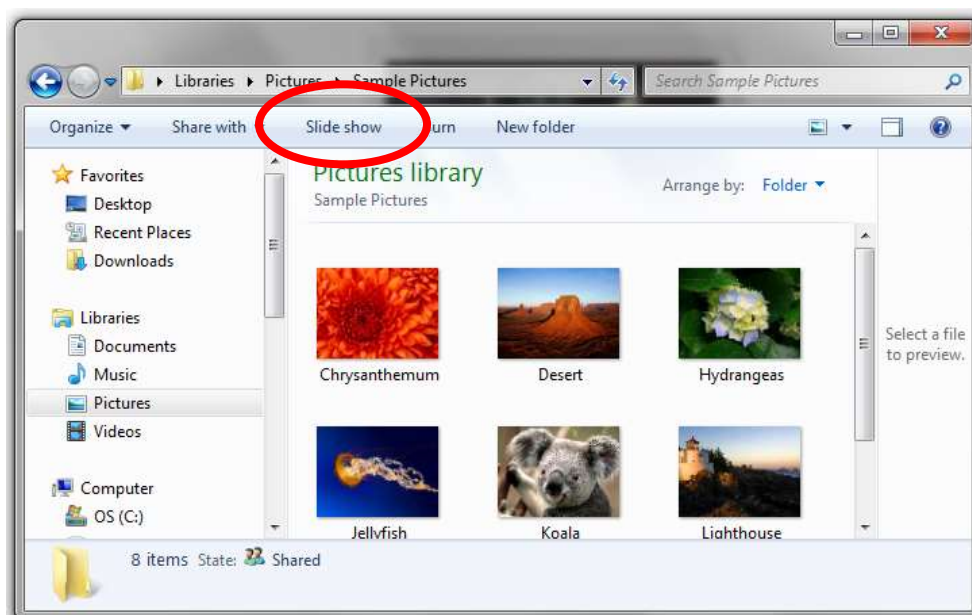
**Windows Explorer (  ) > Libraries > Pictures Library** or

**Computer > Libraries > Pictures Library**

Then click on the folder you created and imported your photos into.

You will then see thumbnail previews of each of the photos. To enlarge and view the photos chronologically, click on **Slide Show**:





## [Viewing and Editing Your Photos with Picasa](#)

Often, once you've imported and viewed your photos, you'll realize that some of them could use some editing. There are numerous different software programs (many of which are free) that allow you to edit your photos. **Windows Live Photo Gallery** is a free program from Windows (it comes standard with Windows 7 and can be downloaded for free if your computer doesn't already have it) and, for Macintosh users, **iPhoto** is a great free program for editing and organizing photos.

Another free program is Google's **Picasa**. This is an easy-to-use editing program that also allows you to import and share your photos. If you'd like, you can import your photos to your computer via Picasa and forgo the previous steps. To do so, select the **Copy pictures to your computer using Picasa** option when you first plug-in your USB cable or SD card. You will then be prompted to create a folder in your Pictures library for these new photos.

To download Picasa, visit this website: <http://picasa.google.com>

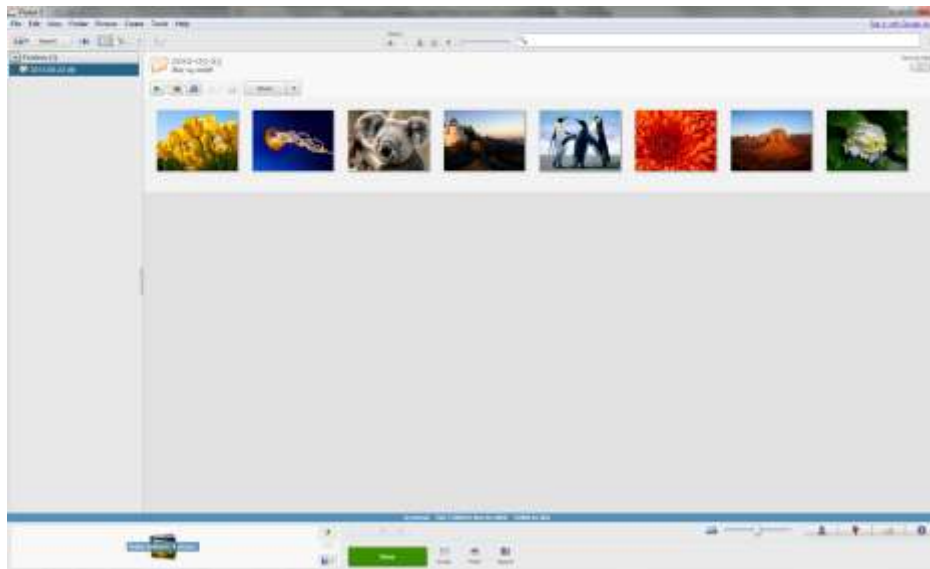


The library computers all have Picasa installed. So, let's take a look at some simple editing in Picasa.

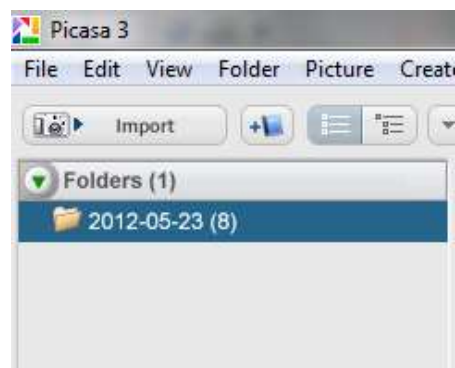
### Accessing Your Photos from within Picasa

Once installed, Picasa automatically seeks out and displays all of the photos that are already on your computer (if you've not imported any photos yet, you may just see the **Sample Photos** that are preinstalled with Windows).

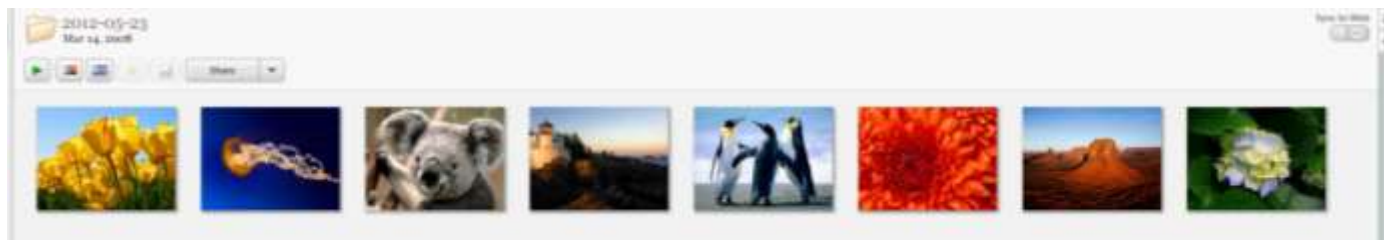
Here's what the Picasa homescreen looks like:



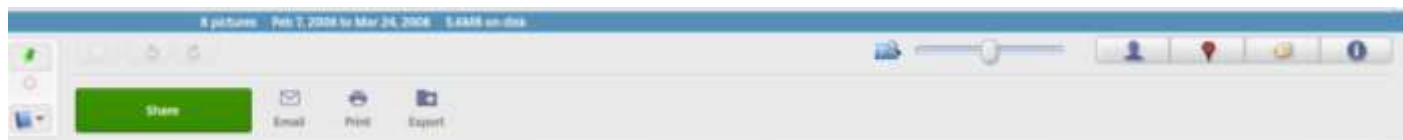
The left window displays all of the folders in your **Pictures** library (and elsewhere, if you've saved photos in additional places besides the Pictures library):



The center pane displays the actual pictures within the folder you've selected:



And the toolbar at the bottom of the screen gives you a number of functions, such as **Zoom**, **Tag**, and **Share**:



## Editing Individual Photos

Picasa provides a variety of fixes and effects for you to improve almost any photo or to create something totally unique. Double-click a photo to find five tabs full of tools:

### Basic Fixes

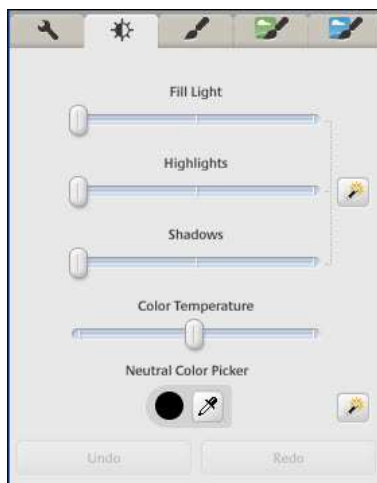
Make simple edits -- such as cropping, straightening, removing red-eye, retouching blemishes, or adding text -- to your photos. Or click **I'm Feeling Lucky** to try Picasa's all-in-one lighting and contrast fix.





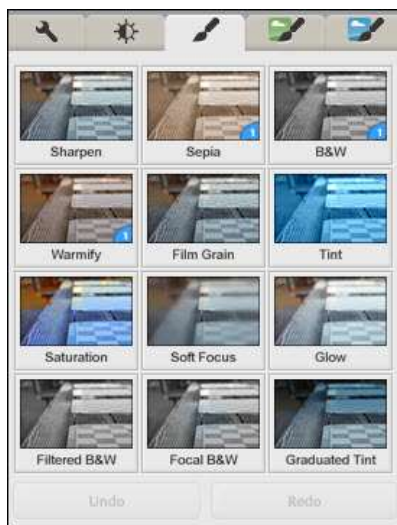
## Tuning

Use the sliders to adjust the color and lighting aspects of your photo to produce a more visually enhanced image.



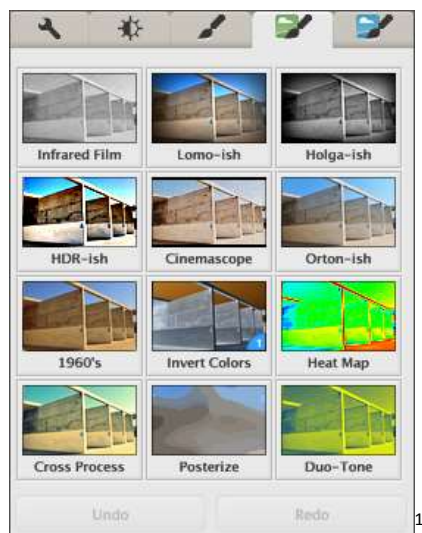
## Basic Effects

Choose from 12 effects to make your photos more interesting: Sharpen, convert to sepia or black and white, warm the photo, apply tint, saturate the colors, and more.



## Advanced Effects

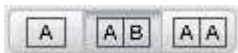
Try more advanced effects to make your photo shine. Use effects such as Vignette, Orton-ish, Cross Process, and Comic Book.



## Side by Side Editing

Use side by side editing to compare two different photos side by side or two different edited versions of the same photo. Here's how:

Above the photo, choose one of the comparative editing buttons:




**A|B:** Compare two different photos side by side. Select one of the images and use the left and right arrow keys to scroll through the other photos in the folder or album.

**A|A:** Compare different sets of edits to the same photo, or view the original as you apply edits. Note that when editing both versions of the same photo, you'll be prompted to choose which one to save.

<sup>1</sup> From: <https://support.google.com/picasa/bin/answer.py?hl=en&answer=156342&topic=1751920&ctx=topic>

To edit, click on the relevant photo and make your edits.

Click the  button above the photos to swap the view: either side by side or above and below.<sup>2</sup>

### Saving Your Newly Edited Photos

When you've edited your photo to your satisfaction, click **Apply** and then, at the end of your editing session, select **File > Save**. This will then save a *copy* of your newly edited photo in Picasa. Your original photo will no longer be viewable in Picasa or your pictures folder; however, it's not lost! Even after you have saved your changes, you can recover your original. To do so, select the photo you'd like to recover and then click **File > Revert**. This will allow you to recover your original folder. So, feel free to experiment and change your photos—your originals will always be saved!

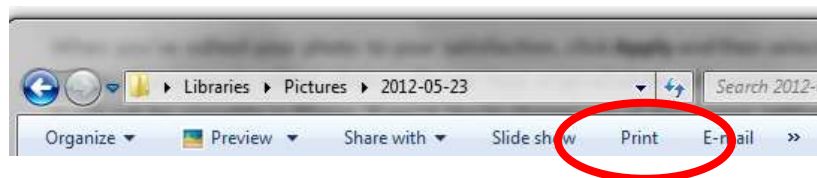
If you'd like to change any of these save settings, use **File > Save As** and select the folder you wish to save your newly edited photo in.

### Sharing Your Photos

There are numerous ways to share your photos. You can print them, email them, burn them to a disc, save them to a USB flash drive, or upload them to Facebook, Google+, Flickr, or any other social media site or website.

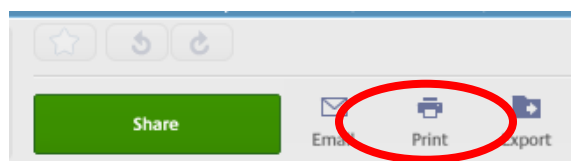
#### Print

In **Windows**, open the pictures folder, select the photo you wish to print, and click **Print** at the top of the window pane:



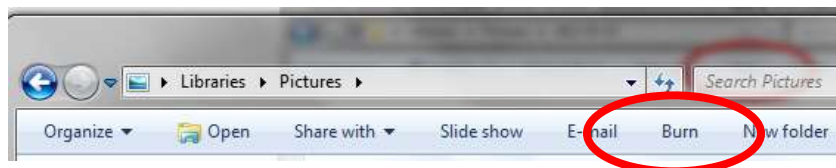
<sup>2</sup> From: <https://support.google.com/picasa/bin/answer.py?hl=en&answer=1272943&topic=1751920&ctx=topic>

In **Picasa**, select the photo you wish to print, and then click the **Print icon** at the bottom of the screen:



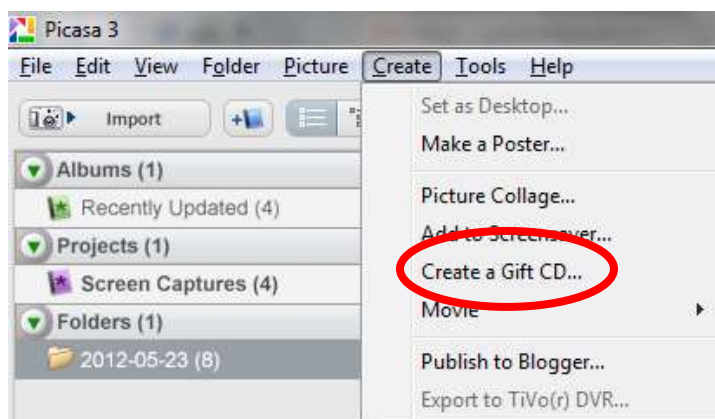
### Burn to Disc (cd or dvd)

In **Windows**, select the folder of photos you wish to burn and then click **Burn** at the top of the window. You will then be prompted to insert a blank or burnable disc.



**Note:** If you don't wish to burn all of the photos in the folder, remember to make a selection of your chosen photos prior to clicking Burn.

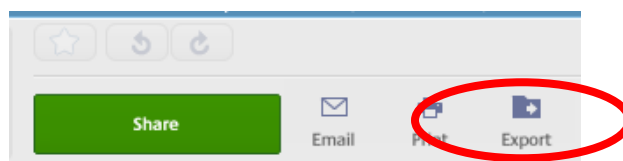
In **Picasa**, click on the **Create** file menu and then select **Create a Gift CD**:



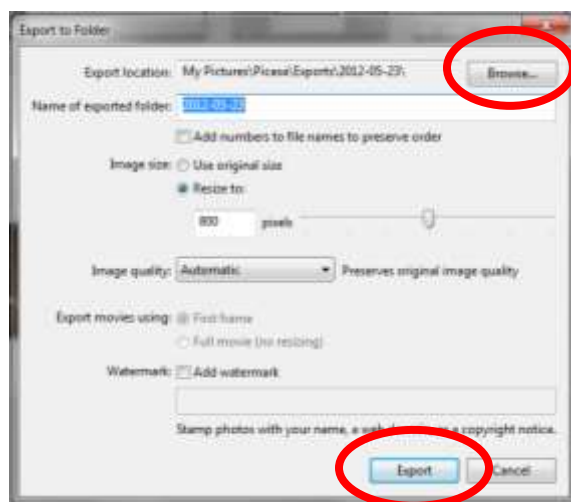
## Save to a USB Flash Drive

In **Windows**, drag the photo or photos folder you wish to transfer and drop it into your flash drive.

In **Picasa**, click **Export** at the bottom of the screen:

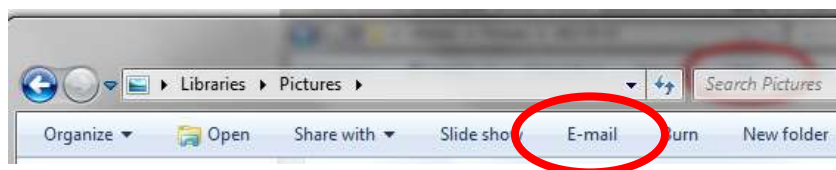


Then **Browse...** for your flash drive, select it, and click **Export**:



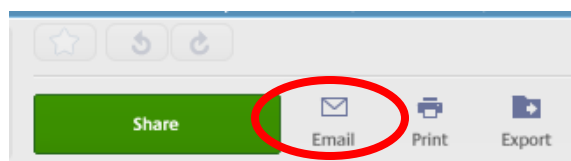
## Email

In **Windows**, if you use **Microsoft Outlook** to send/receive email, you can select a photo and click **Email** at the top of the window:



Otherwise, login to your email and use the **attachment** feature within your email service.

In **Picasa**, if you use **Microsoft Outlook** or **Gmail**, you can click on **Email** at the bottom of the screen:

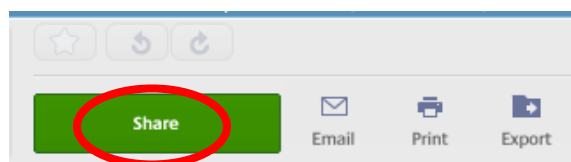


Otherwise, login to your email and use the **attachment** feature within your email service.

### Upload to Social Media

There are numerous social media services—like Facebook, Google+, and Flickr—that you can use to share your photos. In most cases, the easiest way to do this is to import the photos from within the social media sites themselves. Each site will explain how to do this and most will allow you to upload entire folders (rather than a picture at a time).

However, if you are using Picasa and you wish to share your photos to Google+, you can use the share feature in Picasa to export directly to Google+. Just select the photo or photos folder that you wish to share and click on the **Share** button at the bottom of the screen:



**Congratulations!** You've completed the **Organizing & Editing Digital Photos** class. Please take a moment to fill out the evaluation. Your feedback is *very* important to us!

