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Providing resources for lifelong learning and enjoyment

DIGITAL PHOTOS: EDITING AND SHARING

Exercise 1: Transferring Images to the Computer

1. Connect the USB Cable to the USB Port on the computer.
2. Connect the other end of the USB Cable to the camera's Data Port.
3. Turn on the camera.
4. Windows should then find the new device and a new window will appear asking you what action to take.
5. Click on the ***Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard*** option.
6. Click the OK button.
7. The Scanner and Camera Wizard is displayed. Click the Next button.
8. Select the pictures to be copied to the computer by clicking in the check box next to the picture. (You can also deselect an image by clicking in the checkbox to remove the green checkmark).
9. Click the Next button.
10. Type in a group name for the pictures to be copied in box number 1.
11. Choose a location for saving the pictures (if needed click the Browse button and locate the desired folder). Make sure you DO NOT have the check box for deleting the images after copying checked. Always leave your images on the camera until you know they have been transferred successfully.

12. Click the Next button.
13. Click the Next button again.
14. Click Finish.
15. A window displaying your images will display. View the images to make sure they all got transferred.
16. Click the X in the top right corner to close this window.
17. Disconnect the Camera from the computer by right clicking on the green arrow icon in the system tray (next to the time),



then left click on "Safely Remove Hardware." Then you should click "Stop" and finally "Okay". Following these steps will avoid corruption of the camera or computer.

Picasa from Google

Picasa is a free downloadable program that can be used to organize, edit, and share our pictures. There are several picture editors out there, but this seems to be the easiest tool for basic editing. Picasa can be found at <http://picasa.google.com>. To start the download process click the **Download Picasa 3** (Figure 1) link on the webpage that appears. Then click on the **Save** button in the **File Download** dialogue box.

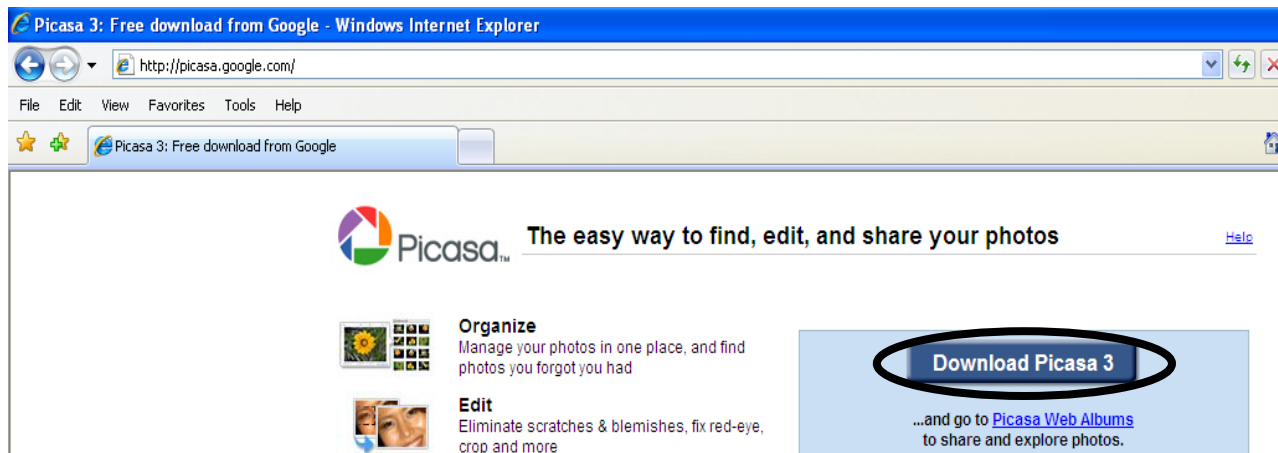


Figure 1: Picasa Website

The **Save As** dialog box will appear. Click the **Desktop** icon on the left of the dialog box and then click the **Save** button in the lower right of the dialog box. This will save the setup file to your desktop.

After the file download has completed there will be a new icon (Figure 2) on the desktop for the Picasa setup program. **Double-Click** this icon to start the setup process. Follow the directions that appear on the screen to complete setup.



Figure 2: Picasa Setup Icon

Organizing and Viewing Photos

After the Picasa program is installed to the computer, locate the Picasa program icon (Figure 3) on the desktop and double-click this icon to open the program.



Figure 3: Picasa Program Icon

When Picasa opens it will automatically start scanning your hard drive for pictures that can be organized. After locating some pictures, the main **Library View** (Figure 4) will display on the screen. This view allows you to browse through your pictures. There will be a task pane on the left with the various folders found on your hard drive containing pictures. The main portion on the right of the window will show thumbnail images of the images found in the selected folder.

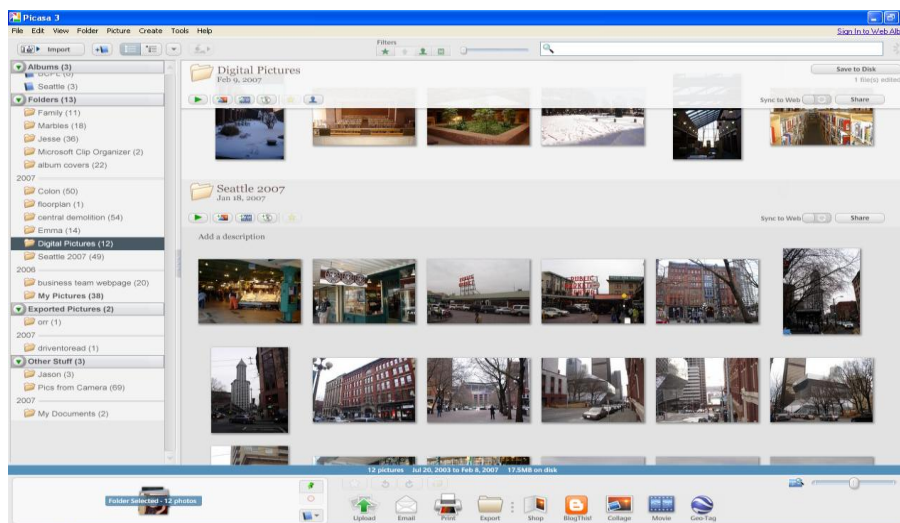


Figure 4:
Library View

Albums are virtual groupings of photos that only exist in the Picasa software. Like a playlist, you can create combinations of any photos in an album or use a single image in multiple albums without taking up extra space on your hard drive. If you delete photos in albums, or whole albums, the original photo files will be untouched.

Folders in Picasa show how your photo files are arranged physically in folders on your hard drive. Folders in Picasa match exactly the folders on your computer that contain photos. Moving a photo between folders will result in the photo being moved between the folders on your hard drive. Deleting a photo from a folder will result in the file being deleted from your hard drive.

There are two special albums called "Starred Photos" and "Screensaver" which are created by Picasa and cannot be deleted. Any starred photos will be automatically added to the "Starred Photos" album. The "Screensaver" album holds the photos that will be displayed using the Picasa Screensaver feature.

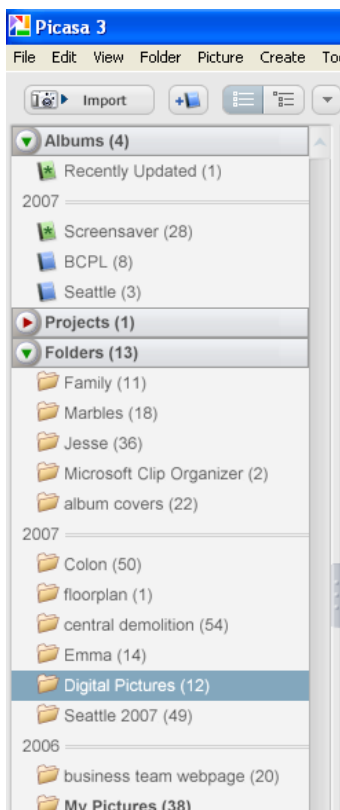


Figure 6: Album and Folders

Exercise #2: Creating Albums

Practice Creating Albums

1. Make sure the Picasa program is open and in Library view.
2. Left Click one time on the glass building picture called "Seattle 012".
3. Click the **Add to** button in the bottom task pane.
4. Click on **New Album** in the menu that appears. (An Album Properties dialog box will appear.)
5. In the **Name** edit box type: **Seattle**
6. Click the **OK** button.
7. Repeat this process for "Seattle 023" and Seattle 029".
8. Hold the **CTRL** button on the keyboard and left click on the pictures taken at the Bartholomew County Public Library. You will see that they show up in the Photo tray in the bottom left.
9. Click the **Add to** button in the bottom task pane.
10. Click on **New Album** in the menu that appears.
11. In the **Name** edit box type: **BCPL.**
12. In the Place Taken edit box type: **Columbus, Indiana**
13. Click the **OK** button.

Renaming Photos

1. In the Bartholomew County Public Library Album, left click once on the "Digital Pictures 001" photo.
2. In the menu bar up top, click on **File**.
3. Click on **Rename** when the menu appears.
4. A Rename Files dialog box will appear.
5. In the box, type "Art Prints".

Editing Photos

Editing features include tools for removing red eye, cropping, straightening, contrast, brightness, and special effects. To edit a picture simply double-click the image to be edited within the Library View. This will open the **Edit Picture View** (Figure 6). The editing tools are located on the left side of the window separated into three editing category tabs. These tabs include **Basic Fixes** (Figure 6), **Tuning** (Figure 8), and **Effects** (Figure 9).

Figure 6: Edit Picture View

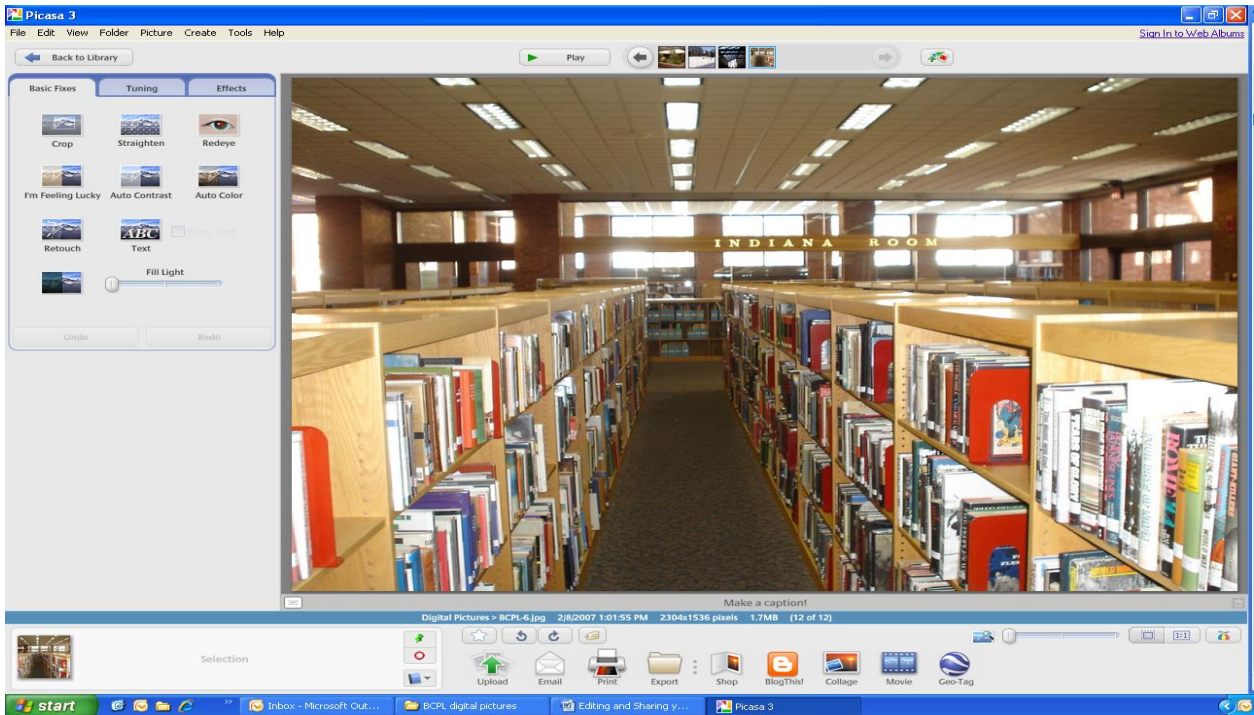
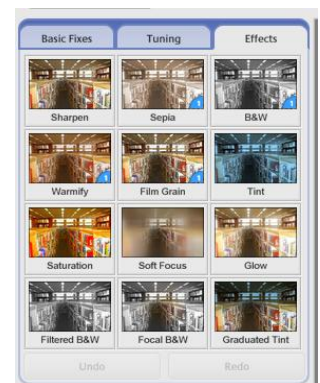
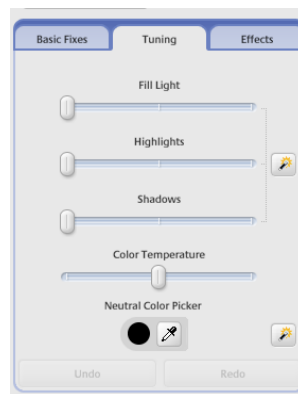
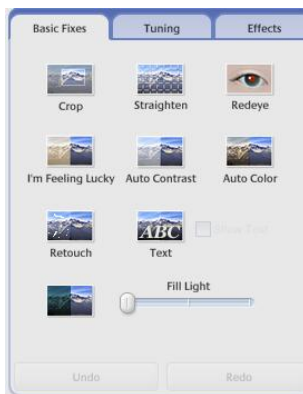


Figure 7: Basic Fixes Tab

Figure 8: Tuning Tab

Figure 9: Effects Tab



Exercise #3: Editing Photos

Practice Editing a Photo Using the Basic Fixes Tab

1. Make sure the Picasa program is still open and in Library view.
2. Left Click one time on the **BCPL Album** on the left side of the screen.
3. Double-Click the picture of the tall snow scene (BCPL-1.jpg).
4. Under the **Basic Fixes** tab, Click the **Crop** button.
5. Click the drop down arrow and select the **4x6 Small print** option.
6. Click the far right picture under the drop down box.
7. Move your mouse to the picture and hold down the left mouse button as you move the box where you want it. The darkened area of the picture will be cut. Click the **Apply** button.
8. Click the **Tuning** tab.
9. Click and drag the slider for **Fill Light** to the right until a desired light level is found.
10. Click and drag the slider for **Highlights** to the right until a desired light level for the highlights is found.
11. Click and drag the slider for **Color Temperature** to the right until a desired color tone is found.
12. Click the **Effects** tab.
13. Click the **Sharpen** option. Move the slider to the desired place and click **apply**.
14. Click back on the **Basic Fixes** tab and click on the text button.
15. Click on the picture and start typing "Steps in the Snow"
16. Back in the tab, choose your desired formatting and click **apply**.
17. Click the **Back to Library** button.

Practice Removing Red Eye from a Photo

1. Double-Click the picture of the toddler with redevye (remove-redevye-before.jpg)
2. Under the **Basic Fixes** tab, Click the **Redeye** button.
3. Picasa will automatically find the red areas noted by the green squares.
4. Click the **Apply** button.
5. Click the **Back to Library** button.

Sharing Your Photos

Picasa also includes a web sharing component that allows you to easily upload your pictures and store them on their site. You can then send the link to anyone and they can view, save, and print without the hassle of emailing individual pictures.



The Picasa Web Album is located at the bottom of the program, but first we need to **register at <http://picasaweb.google.com>**

Exercise #4: Uploading Photos to your web album

1. Open Picasa.
2. Select the photos you want to upload. To select multiple photos, press the Ctrl key or click "Hold" at the bottom of the window. The selected photos will appear in the "Picture Tray" in the lower-left corner.
3. Click the "Upload" button at the bottom of the page. If you're not signed in to your Picasa Web Albums Account, you'll be prompted to sign in.

4. Select the album you would like to add photos to or create a new one.
5. The Upload Manager will display the status of the upload. Once the upload is complete, you can click "View Online" to launch the album in your browser. You can rearrange your photos by clicking on "Rearrange" at the top of the web album.

Printing Photos

Picasa includes a printing tool that allows for printing photos in standard sizes such as 4x6, 5x7, and 8x10. The printing tool is accessed by clicking the Print button located in the bottom task pane panel.

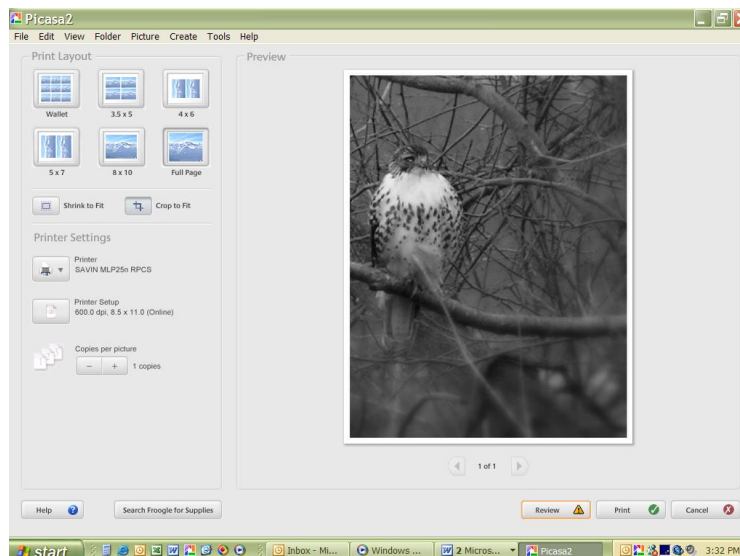


Figure 10:
Print View

For the best result, you will want to use photo paper and make sure that your printer is set for the highest quality. This type of home printing can get expensive, so for large quantities you might want to consider ordering prints.

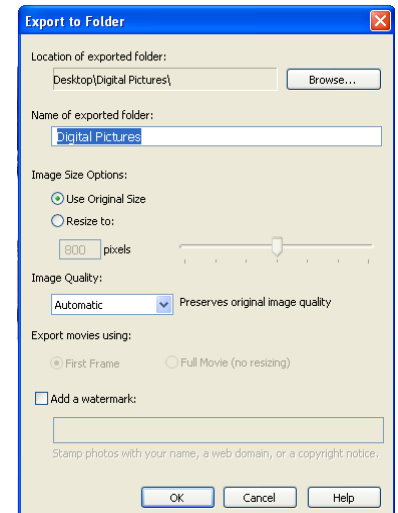
You can do this within Picasa, and even pick them up within one hour if you choose Wal-Mart, Walgreens, or CVS! Also, some providers enable you to print the photos on calendars, mugs, T-shirts, etc.... Make sure to evaluate each provider carefully for price, shipping costs, and quality.



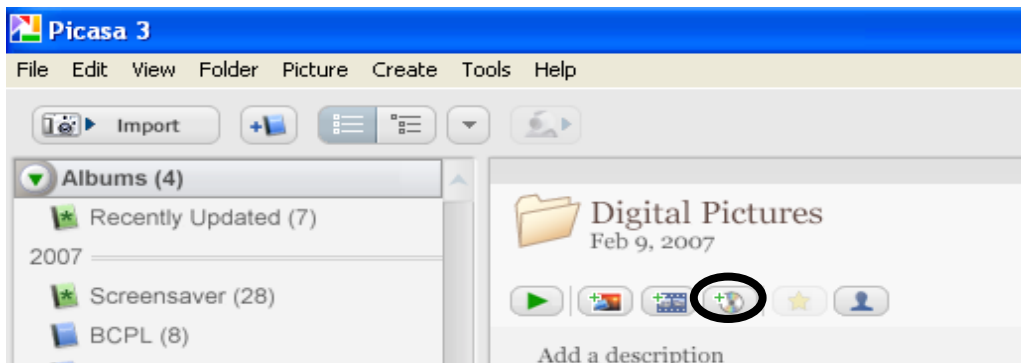
Saving Photos



After choosing the photos that you want to save, click the Export button. This will bring up the "Export to Folder" dialog. From here you can choose where you want to save the pictures to and change size and quality options. The photos will stay in Picasa, but copies will be saved. This is helpful if you want to put them on a jump drive, etc...



Creating Gift CD



Creating a Gift CD is a quick way to give picture CD's to family/friends as gifts. The program will automatically include the photos from the Folder you are in...clicking on the "Add More..." button will allow you to select others. If you leave the "Include Slideshow" checked your pictures will automatically display one at a time when loaded. If "Include Picasa" is left checked, the Picasa program installer will be burned onto the CD as well.