# Using your computer for photos

Digital cameras are a great way to capture an occasion. This activity will help you transfer, organise and print your favourite digital photos.

**What will I learn?**

- How to connect your camera and transfer photos
- How to organise photos on your computer
- How to print photos

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# How do I do it?

Be safe! If you're using this hand-out on a shared or public computer, remember to:

- **Log on using a 'strong password':** one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.
- **Never share or write down your password.**
- **Log out when you're finished.**

## How do I connect my camera and transfer photos?

1. Make sure you've taken some photos with the digital camera and that your computer is turned on.

2. Find the computer's USB ports, which look like this on a desktop computer (on a laptop they are usually at the side):
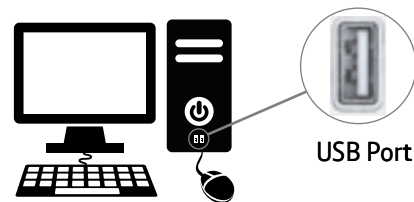


USB Port

- Plug the small end of the USB cable into your camera, and the large end into a USB port on the computer.

- Turn on the camera.
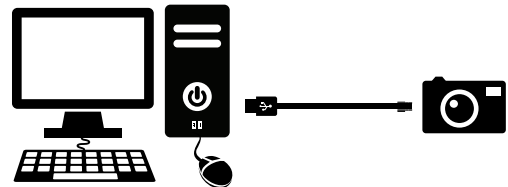


- It's worth noting that you can also transfer photos onto your computer by inserting the memory card straight into the computer.

3. A dialogue box should open on your computer:

- Click on 'import pictures' to transfer the pictures from your camera/memory card onto the computer. The computer will store these pictures in your 'picture library'.

## How do I organise photos on my computer?

4. Explore the pictures you've uploaded, and find out where your computer stores pictures:

- Click on the Start button to open the Windows Start Menu, and click on 'Pictures' to open the picture library.
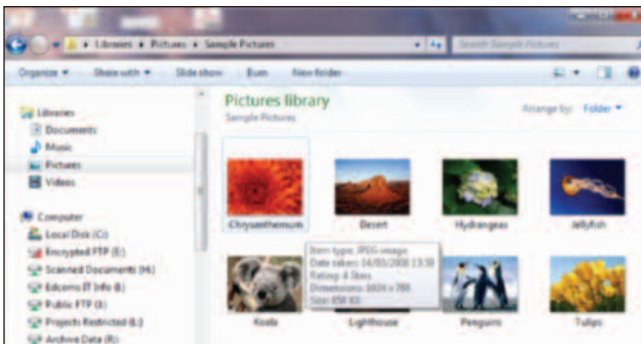


Picture library

- Your library can arrange photos in different ways, including by 'tags'. Click on the little down arrow in the button next to 'Arrange by' in the toolbar or use the options on the left-hand side. These let you choose how your photos are arranged and shown in the library.

- You can choose to tag the photos with names, dates, places, occasions etc. This allows you to organise, search for and find these photos when using the computer's search tool (in the Windows Start Menu) or the options in your picture library. To add tags to a photo, first click on it to highlight it:

  - At the bottom of the window, click on 'Add a tag'. This will let you type your tag. Press return to add this tag to the photo. You can add more tags by clicking on 'Add a tag' again.

- Click on 'Save' at the bottom of the window, to save your new tags.

- You can delete a photo you don't want by dragging it to your recycle bin. Press and hold the left mouse button when the cursor is on top of the picture you don't want, and drag it into the recycle bin.

- If you change your mind or make a mistake, you can open the recycle bin by double-clicking on it, and drag the photo back into your library.

## How do I print photos?

5. You can print your photo using a printer connected to the computer (see 'Useful Links' for an online printing service):

- In Windows Photo Viewer, click on a photo to highlight it. The toolbar in the Picture Viewer window will now show some options, including 'Print'.

- Click on the 'Print' button. This will open a new dialogue box that lets you choose your printer, paper size, quality and paper (although you won't need to do all these).

- Each option is a drop-down menu: click on the arrow to see your choices, and then click on the one you want.

- Finally, click on 'Print' to send your chosen photo to the printer.

## Quiz yourself

- What sort of cable do I need to connect a digital camera to a computer?

- How can I view pictures that I have transferred to a computer?

- How do I change how my pictures are arranged?

- How can I print a favourite picture?

Write down any notes that will help you:

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## Try your new skills

- Take photos of another learner and transfer them to the computer.

- Show them the photos on the computer and let them choose a favourite.

- Print their favourite photo for them.

## My learning checklist

☐ I can connect a digital camera to a computer.

☐ I can transfer photos from a camera to a computer.

☐ I can find and explore my photos.

☐ I can print a photo.

## Top tips

- Add folders to the picture library, to organise your photos.

- You can buy special photo paper so that your photos look more professional. This paper comes in different sizes.

- The box that opens up when you select 'print' is the print dialogue box. Use the different options to print high quality photos that are the right size for your photo paper.

- The hand-outs Understanding email and Using social networks can help you to share your photos using email and social networks like Facebook!

Write down any notes that will help you:

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## Useful Links
You may want to use these links in your session:

**Microsoft Windows: organising photos and videos:**
http://windows.microsoft.com/en-us/windows7/help/videos/organizing-your-photos-with-windows-live-photo-gallery

**Microsoft Windows pictures and videos help:**
http://windows.microsoft.com/en-US/windows7/help/pictures-video

**Take a tour of Flickr, an online photo gallery:**
http://www.flickr.com/tour

**Print photos online:**
http://www.photobox.co.uk