

Digital Photo Handling

Most of us own/ use digital cameras, mobile phones, tablets and need to know how to handle the photos after taking them. If you have a computer and would like to store your photos on it then the following notes may be of help to you:

1 - After taking the photos, connect the camera to the computer either by the USB cable that came with the camera or remove the memory card from the camera and insert it in the slot in your computer. In the case of mobile phones and tablets you can normally connect the device to a computer using USB cable only.

2 - When the connection is made you should see a panel showing you the camera as a new drive and when you open the new drive you should see folders one of which should be DCIM (Digital Camera Images). Click on this folder to open it and see the photos you have in your camera. If you have options for viewing the photos, select the one which shows them "extra-large". This operation should result in you seeing all the photos in your camera. (The way your computer handles the camera photos may differ from that described here.)

3 - Select the photos you want to transfer to the computer by highlighting the first and then, while you keep the shift key down, highlight the last photo. This way you will select all the photos you want to transfer from your camera to the computer in one step.

4 - You now right click the **first** highlighted picture and select "Copy". Then open the "pictures" in your computer (This can be done by clicking the "start" button and then selecting "Pictures"). When pictures window opens, go to an empty place in the window and right click. Select "Paste" and this should result in all the highlighted photos from your camera to be copied onto your computer.

5 - Now return to the camera pictures you highlighted before and left click on an empty space. This should remove the highlighting from all the pictures. **Do not do anything else** to the pictures from the camera. If you want to delete the pictures, first "Eject" the camera (or memory card) from the computer and then do your deleting/editing using the camera's own facility.

6 - Return to "Pictures" where your photos are; if you want to name the pictures in a group, you can do so by highlighting them as in step 3 above. Then right click the first picture and select "Rename".

7 - Type the name you want on the pictures (e.g. Rome Holiday, June 2017) and when finished typing the name, click OK. You will now have all the selected pictures with the same name plus a number starting with the 1 for the first picture and so on.

If you want to edit (enhance, crop etc.) the photos you have on your computer, there are several free programs(GIMP, Picasa, Paint etc.) which will do a good job. The one I use is Fast Stone Image Viewer (FSV). This is easy to download and use. It is amazing what editing can do to an out-of-camera photo. Most modern cameras also have their own in-built photo editing facility but not as good as separate applications.

If you need help, please call 01275 810976 or email: ahilton1312@gmail.com