Managing Photos

How to download

From your camera, SD card or smartphone:

Insert the USB plug from your phone or the SD chip directing into a USB port and a message pops up for you to make a choice: use **Import Photos.**

Note: if you do not get a pop up message go to Control Panel > Programs > Default Programs > Change Auto Play Settings. Place checkmark under "Choose what to do with each media type. Then click on Camera Storage – Memory Card and indicate One of the choices such as: Ask me each time or Import Photos & Videos

From your email:

There are many different ways depending on how picture was received and your type of email service—here's a few options:

1. Left click on photo and then select OPEN to view it then SAVE
2. Left click on attachment and do as above
3. RIGHT click on the picture and select SAVE AS or SAVE IMAGE
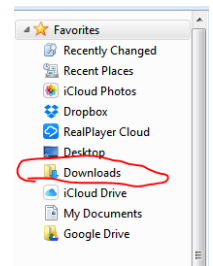

Where did they go??

If you did not specify a folder for them to be saved in check your DOWNLOADS folder:

How to find the Downloads folder:

Go to File Explorer which is on your Taskbar:

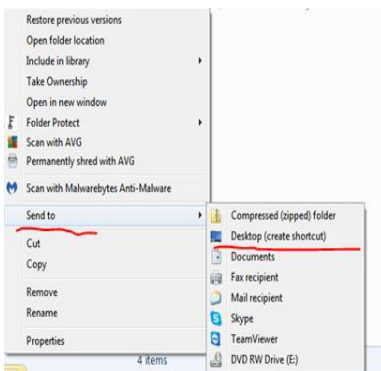Then when you see all your main folders displayed-- choose Downloads

Why don't you place a shortcut of the Downloads folder on your Desktop?

Before you open the Downloads folder

RIGHT click on the Downloads folder

LEFT click on SEND TO >>Desktop(create shortcut)

Pieri Levandofsky   email: pccomputing1@gmail.com   330-461-1945

Organizing Picture Folders

If they are imported in via camera or smartphone they will mostly be in a folder organized by date transferred-- like this: 2017-05-15

To Rename a Folder: RIGHT click on the folder and LEFT click on RENAME then immediately type a Name and press ENTER on the keyboard.

To Move Pictures: Again there are many ways to do this:

1. You could have 2 folders open side by side and DRAG & DROP pictures
2. You could use the CUT/PASTE option
3. You could use the MOVE TO option from the Menu Bar in the folder

To Edit Pictures

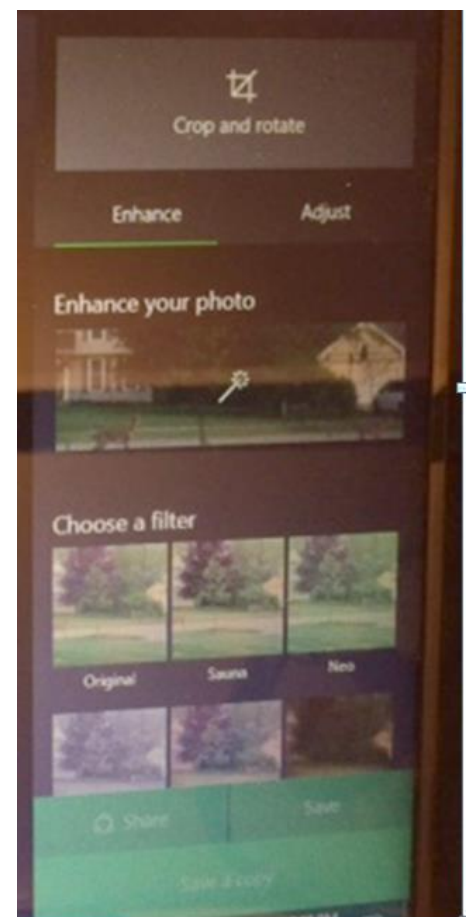Again there are multiple ways depending on the program you have on your computer.

When you double click to open the picture it may open in a specific photo editing program you have such as **Photoshop** or **Picasa**.

If you don't have those you can use the **Photo APP** (**Windows 10**) which will provide some *basic* editing tools.

Another option would be:
Google Photos can be used to transfer/upload pictures from your smartphone or computer to be stored online.

Google Photos gives you editing capability and unlimited photo storage (Google will resize pictures)

Saving Your Photos

Again there are many options:
- ✓ In your Computer
- ✓ In an external drive
- ✓ Use an online storage system
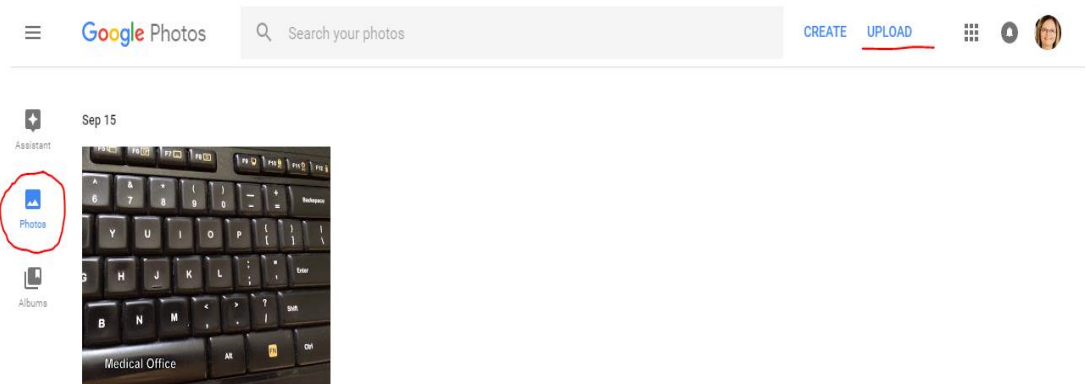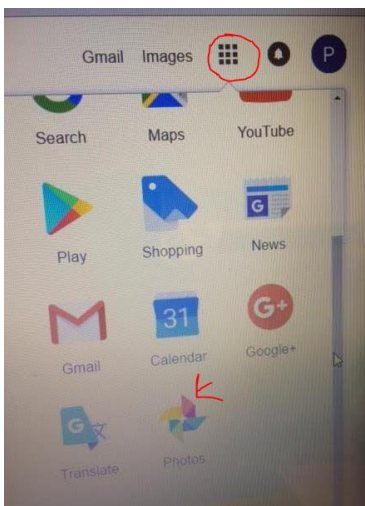 - **Google Photos**
  - **Dropbox**
  - **OneDrive**

If you want to use Google Photos:

Best to use the browser Google Chrome for full functionality
- ✓ create a google account
- ✓ download app to auto transfer photos from phone
- ✓ upload photos from your computer
- ✓ create albums
- ✓ edit photos
- ✓ all saved on the cloud so can be accessed from any computer or device

Google Photos

Left click on UPLOAD and then look for pictures on your computer to bring up to Google Photos

iCloud - (Apple)

iPhone and iPad backup to the iCloud. If you want to download pictures to your computer: www.icloud.com   log in with your Apple ID and password.
A window will appear displaying various icons, go to Photos …view all your photos use the download icon (cloud with down arrow).

Creating Photo Books

Another fun thing to do with your pictures is to create a photo book – online!
It can be a keepsake of a wonderful vacation, a milestone birthday, a family reunion, etc.

Here are 3 companies that are very popular:
www.snapfish.com
www.shutterfly.com
http://www.mixbook.com

Before you create your book:
- ✓ Gather all the pictures in your computer in ONE folder
- ✓ Scan pictures and save to the computer (if needed)
- ✓ Make sure pictures are not HUGE resolution as you will need to UPLOAD them and the higher the resolution the longer it will take to upload (< 1.0MB)
- ✓ Create the account in the website you will use to upload pictures
- ✓ Select a theme/template they have many
- ✓ Upload pictures and organize them in the book
- ✓ When ready they will print and ship you your photo book!