

Working with Pictures 8-8-2018

by Dick Evans www.rwevans.com

There are many great apps out there to manage and edit your images. We are going to look at using what came with your computer from Microsoft for most of these examples.

Uploading pictures from your camera or cell phone

If your camera has an SD card, eject it from the camera and place it in the SD slot in your computer. It will mount as an external disk drive. You can locate it and the images on it using File Manager (Win+E). You will find them in a folder called DCIM.

If your camera does not have an SD card, then all the images are in the memory of the camera. Using the charging cable for the camera, plug the USB end into a USB port on your computer. It will mount as an external disk drive. You can locate it and the images on it using File Manager (Win+E). You will find them in a folder called DCIM.

If you have a Smartphone, using the charging cable for the phone, plug the USB end into a USB port on your computer. It will mount as an external disk drive. You can locate it and the images on it using File Manager (Win+E). You will find them in a folder called DCIM.

Using File Manager, drag the images to a folder on your computer. Typically you would create a new folder in the Pictures folder naming it something appropriate. If they are pictures of your recent vacation you might name it *Vacation August 2018*. Then locate the pictures you want to place in that folder and drag them to the new folder. (Remember the shift-click method to select multiple images) They will still be on the SD card, camera or phone when you are done.

Renaming your pictures

In File Manager (Win+E), right-click on a picture and select Rename or select the picture and press F2. Ctrl+A will select all pictures in the folder. You could also draw a box around the pictures you want to select. Use the Shift+Click method to select a group of contiguous pictures. With the pictures selected, right-click on any one of the selected ones and rename it. The first will get the new name followed by a number in parenthesis. The rest will have the same name with the number in parentheses incremented by one each. Name (1), name (2), name (3)...

Organizing your pictures

Use File Manager (Win+E) to create folders for groups of pictures giving them appropriate names to make it easier later to find the group of pictures you saved. It is good to have folders within folders. Perhaps a folder for 2018 and then inside that folder individual folders for various events.

Cropping your pictures

In the Photos app click the Edit button (pencil icon) or press Ctrl+E > Click Crop > Resize the anchors to your desired size, then click the Check Mark

In Microsoft Paint, use the Crop Selection button, then select the area of the photo you want to Crop, then click Crop. If you want to resize, under the same Home tab, click Resize, then enter dimensions

Adding captions to your pictures

In Microsoft Paint, use the **A** in the Tools group. Draw a box where you would like to see a caption and type away.

Uploading pictures to Facebook

Open your personal page and click the Photos tab.

Click Album and select the album you want the picture to be added to or create a new Album and add to it. Then click + Add Photo

Turning old photographs into digital images

One slow way is to use a scanner. However, with the increased quality of our smartphone cameras, I simply take a picture of a photograph and then enhance it with cropping and the other tools in the Photos app.

Using images found on the Internet

Right-click on the image and either download it or save it to your computer. Some pictures are not able to be taken this way. But if the picture is on your screen you can grab it with Print Screen; a key on your keyboard usually in the top right. Make sure the image is displaying on your screen. If it does not quite fit, try F11 to remove the bars at the top of your screen. (When done F11 will bring them back again) If that is not enough, Ctrl+- will make the image smaller. Once you have the picture on the screen > Win+PrintScreen. This places a picture of the screen in the Screenshots folder in your Pictures folder. Locate the picture using File Manager (Win+E) and open it in the Photos app or Paint and crop it to show the image you want to use. Save it naming it whatever you want.

Backing up your pictures

You should keep your pictures in two places. Perhaps on your phone or camera and in your computer will work for you. I have too many pictures to keep them all on my phone. Uploading them to Facebook is a good way to organize them as well as backing them up to "the cloud". You can also make copies on CD's or DVD's or flash drives or an external hard drive. And if you have an Amazon Prime account, you can store them there for free. And a Google account gives you free unlimited storage in their cloud.