

## **Working with Pictures 8-8-2018**

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We will take a journey with a picture from taking it on a digital camera, to getting it over to the computer. Then what to do from there starting with how to rename the camera's strange names and file them away so we can find them later.

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.

Then we will look at doing something with the pictures like adjusting them for content (cropping), fixing colors, and adding captions. Then we will review the size of the images and how that affects uploading them to Facebook or emailing them.

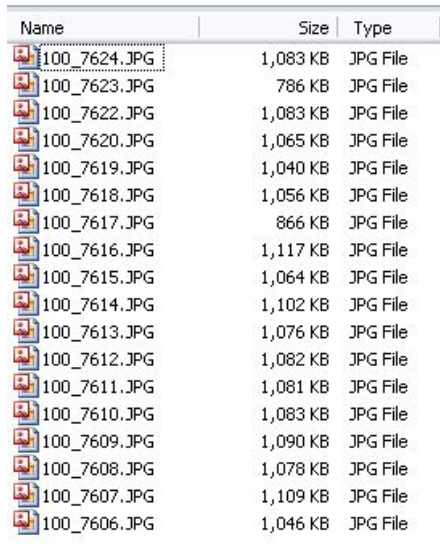
What about those old snapshots and slides you have saved in boxes? Will demonstrate an easy way to turn them into digital images.

What about those images found on the Web? How do we get them down to our computer to use them in some way? And is this legal?

Backing them up is a necessity and the "cloud" can help with that process--Google Photos, Amazon Prime, Dropbox, and even Facebook are good places to store them. Of course USB flash drives, external drive storage, and DVDs are good ways to go, also.

## 1. Getting pictures from camera to the PC

Your camera either has a memory card or a cable to connect it directly to your PC. Mine has an SD card. Newer computers have a slot to place an SD card in much like the USB port for USB drives. If yours does not, you can use an adaptor that plugs into a USB port. When you plug it in, your PC recognizes the device and you can open an explorer window to view the files.



Name	Size	Type
100_7624.JPG	1,083 KB	JPG File
100_7623.JPG	786 KB	JPG File
100_7622.JPG	1,083 KB	JPG File
100_7620.JPG	1,065 KB	JPG File
100_7619.JPG	1,040 KB	JPG File
100_7618.JPG	1,056 KB	JPG File
100_7617.JPG	866 KB	JPG File
100_7616.JPG	1,117 KB	JPG File
100_7615.JPG	1,064 KB	JPG File
100_7614.JPG	1,102 KB	JPG File
100_7613.JPG	1,076 KB	JPG File
100_7612.JPG	1,082 KB	JPG File
100_7611.JPG	1,081 KB	JPG File
100_7610.JPG	1,083 KB	JPG File
100_7609.JPG	1,090 KB	JPG File
100_7608.JPG	1,078 KB	JPG File
100_7607.JPG	1,109 KB	JPG File
100_7606.JPG	1,046 KB	JPG File

Open the DCIM folder to locate your pictures. They are probably in another folder within DCIM. These are the pictures taken at a computer club meeting.

Open your picture folder on the PC. To open a second explorer window you can use the shortcut Win+E; hold down the Windows key on the keyboard and tap the letter E. Now choose the folder in Pictures to store these new images. You might want to create a folder named so you will recognize it later--like Christmas 2017.

Select the pictures to be copied into your Pictures folder and then drag the selection to it. All the selected images will be copied. To select a group of contiguous files, click on the first one (100\_7624.JPG in the above example). Then locate your mouse at the last one (100\_7606.JPG). Hold down the shift key on the keyboard and then click the file name with the mouse. All the files from the first one clicked through the last one clicked are selected. I call this the Shift+Click Method.



















You have now transferred the pictures to your PC. They are still on your SD card. I leave my pictures on the SD card until it is filled up. This is my backup for all my original images. When the card is full, I either burn them to a CD and clear them off the SD card to use it in the camera again or keep the SD card as backup and purchase a new SD card for the camera.

## 2. Getting pictures from phone to the PC





If you have a Smartphone, you can install the Google Photos app and every time you take a picture it will be uploaded to your Google cloud account. Then you can access your Google cloud account on your PC and download the image. Or you can use a USB cable to connect your cell phone (Smartphone or not) to your PC and copy the images to the PC like we did in the above example.

## 3. Renaming pictures

To make it easier to recognize the images on your PC, rename them to something that makes more sense than what the camera created. In our case, these are pictures taken at the Club on 3-5-2013.

Name ▲	Date Modified	Size	Type
 100_7606.JPG	3/5/2013 7:32 PM	1,046 KB	JPG File
 100_7607.JPG	3/5/2013 7:32 PM	1,109 KB	JPG File
 100_7608.JPG	3/5/2013 7:32 PM	1,078 KB	JPG File
 100_7609.JPG	3/5/2013 7:32 PM	1,090 KB	JPG File
 100_7610.JPG	3/5/2013 7:33 PM	1,083 KB	JPG File
 100_7611.JPG	3/5/2013 7:33 PM	1,081 KB	JPG File
 100_7612.JPG	3/5/2013 7:33 PM	1,082 KB	JPG File
 100_7613.JPG	3/5/2013 7:33 PM	1,076 KB	JPG File
 100_7614.JPG	3/5/2013 7:33 PM	1,102 KB	JPG File
 100_7615.JPG	3/5/2013 7:33 PM	1,064 KB	JPG File
 100_7616.JPG	3/5/2013 7:33 PM	1,117 KB	JPG File
 100_7617.JPG	3/5/2013 7:33 PM	866 KB	JPG File
 100_7618.JPG	3/5/2013 7:34 PM	1,056 KB	JPG File
 100_7619.JPG	3/5/2013 7:34 PM	1,040 KB	JPG File
 100_7620.JPG	3/5/2013 7:34 PM	1,065 KB	JPG File
 100_7622.JPG	3/5/2013 7:34 PM	1,083 KB	JPG File
 100_7623.JPG	3/5/2013 7:34 PM	786 KB	JPG File
 100_7624.JPG	3/5/2013 7:36 PM	1,083 KB	JPG File

Open the folder on your PC containing the images. Using the Shift+Click Method, select the pictures, or use Ctrl+A if you are selecting all of them.

Name ▲	Date Modified	Size	Type
 100_7606.JPG	3/5/2013 7:32 PM	1,046 KB	JPG File
 100_7607.JPG	3/5/2013 7:32 PM	1,109 KB	JPG File
 100_7608.JPG	3/5/2013 7:32 PM	1,078 KB	JPG File
 100_7609.JPG	3/5/2013 7:32 PM	1,090 KB	JPG File

Right click on the first file and select rename. Type Club 3-5-2013.JPG and press Enter.

Name ▲	Date Modified	Size	Type
Club 3-5-2013.JPG	3/5/2013 7:33 PM	1,102 KB	JPG File
Club 3-5-2013 (1).JPG	3/5/2013 7:33 PM	1,064 KB	JPG File
Club 3-5-2013 (2).JPG	3/5/2013 7:33 PM	1,117 KB	JPG File
Club 3-5-2013 (3).JPG	3/5/2013 7:33 PM	866 KB	JPG File
Club 3-5-2013 (4).JPG	3/5/2013 7:34 PM	1,056 KB	JPG File
Club 3-5-2013 (5).JPG	3/5/2013 7:34 PM	1,040 KB	JPG File
Club 3-5-2013 (6).JPG	3/5/2013 7:34 PM	1,065 KB	JPG File
Club 3-5-2013 (7).JPG	3/5/2013 7:34 PM	1,083 KB	JPG File
Club 3-5-2013 (8).JPG	3/5/2013 7:34 PM	786 KB	JPG File
Club 3-5-2013 (9).JPG	3/5/2013 7:36 PM	1,083 KB	JPG File
Club 3-5-2013 (10).JPG	3/5/2013 7:32 PM	1,109 KB	JPG File
Club 3-5-2013 (11).JPG	3/5/2013 7:32 PM	1,078 KB	JPG File
Club 3-5-2013 (12).JPG	3/5/2013 7:32 PM	1,090 KB	JPG File
Club 3-5-2013 (13).JPG	3/5/2013 7:33 PM	1,083 KB	JPG File
Club 3-5-2013 (14).JPG	3/5/2013 7:33 PM	1,081 KB	JPG File
Club 3-5-2013 (15).JPG	3/5/2013 7:33 PM	1,082 KB	JPG File
Club 3-5-2013 (16).JPG	3/5/2013 7:33 PM	1,076 KB	JPG File
Club 3-5-2013 (17).JPG	3/5/2013 7:32 PM	1,046 KB	JPG File

Each file is renamed with the same name followed with a sequential number in ().

#### 4. Crop first; then resize

Notice the size of the images. From my camera they are all around 1 mb in size. This make a good 9x10 print or even larger. The newer cameras are rivaling the old 35mm cameras in quality. Most photographers have gone digital. But we do not need to print large pictures. Most of what we do is for uploading to an email or posting on Facebook. Large is not needed and it only takes longer to send.

The first step is to look at each picture and crop out unnecessary parts. Perhaps to pull out one person from a group or to block out background that is not needed. Always crop with the original size and NOT after you have resized.

For this example I am using the Microsoft Picture Manager program that comes with Microsoft Office. You can also use Paint to crop and resize.



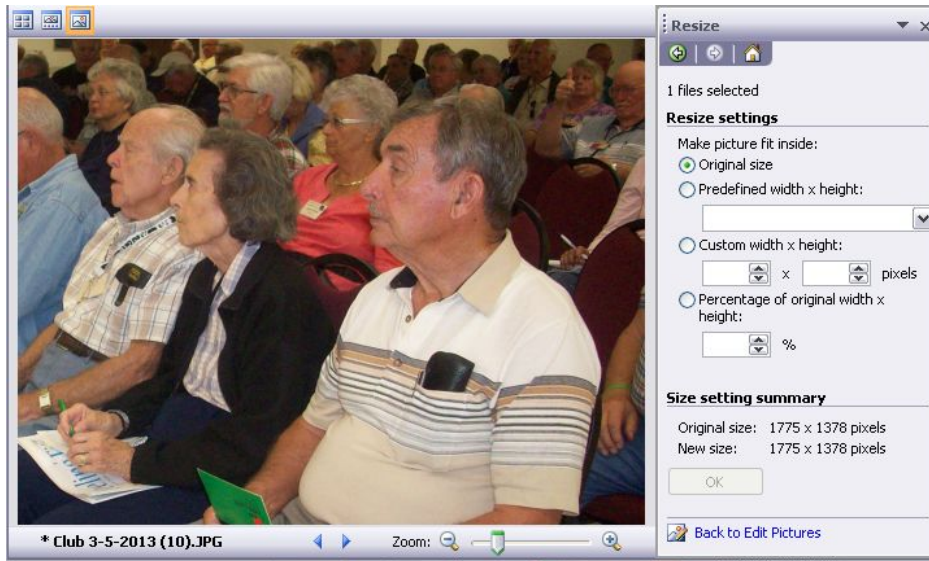
Let's crop out all but the front three member. In the toolbar click Edit Picture, and then choose Crop from the right panel pull down arrow.



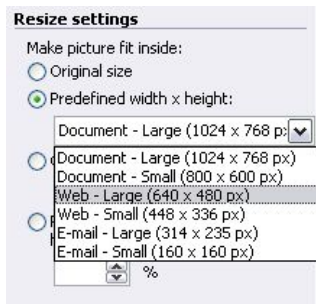
Click OK and the picture is changed to only include the cropped image.



## 5. Resizing pictures



Notice the cropped image has been adjusted to fit in the window. Now open the Resize panel on the right.



Click Predefined width x height and select Web - Large. Then click OK.

Save it and close Picture Manager.

Club 3-5-2013 (10).JPG	3/6/2013 4:13 PM	159 KB	JPG File
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Notice the size of file now? 159 kb -- a lot smaller than it came from the camera. Let's open it in the browser to see what it looks like.



Large enough for what we need it for. Now it is a good idea to keep the original size image for taking to WalMart to make prints. Always use the image with the most pixels for those kind of prints. Printing on your home printer will come out fine with a resized image like above.

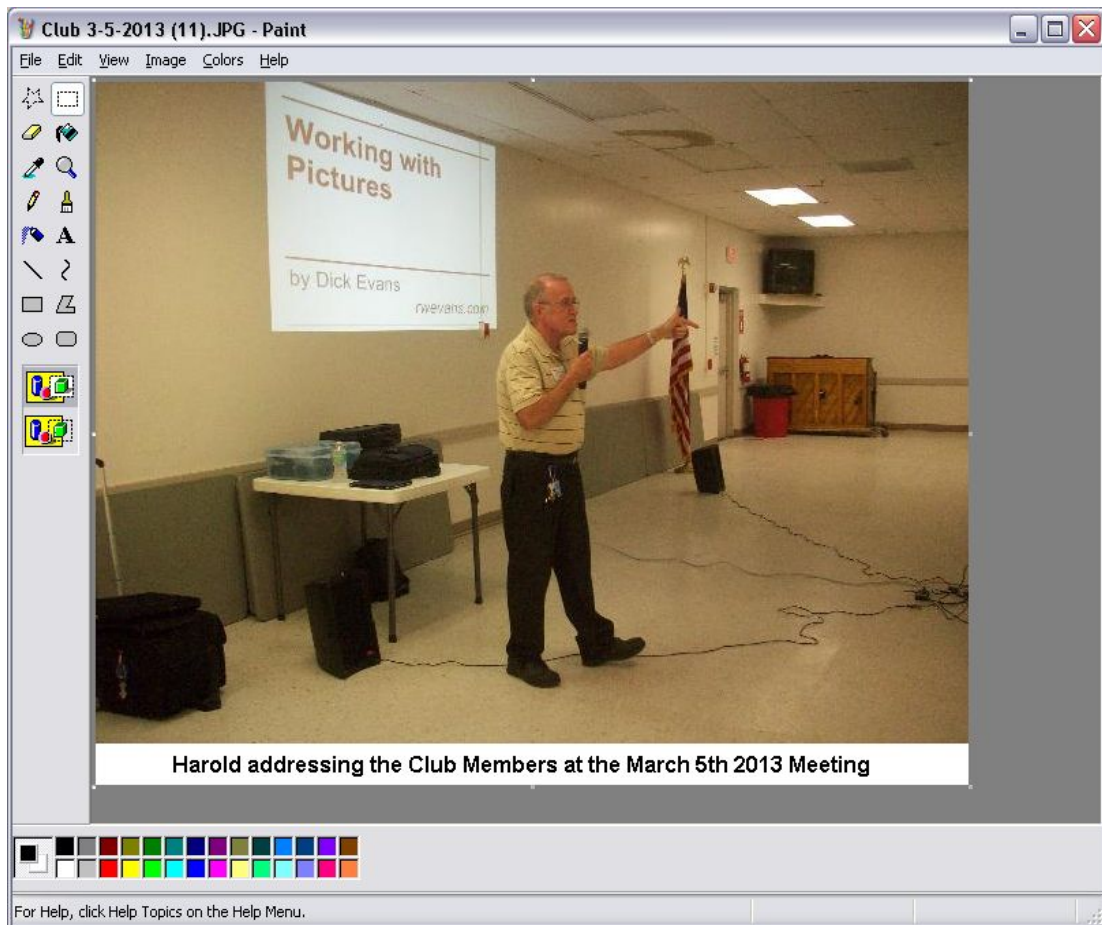
One important thing to remember about images. You can make them smaller but you cannot take a small image and make it larger. The picture will not be a sharp and you might even see the dots making up the picture much like looking up close at your TV set.

Use smaller images to upload to Facebook or attach to your emails. They will be large enough to view on a monitor and even to print using a home printer.

This method only does one picture at a time. I use a free program called Prish Resizer to resize a group all at once. Link is at the bottom. It not only resizes a group of images, it puts in a separate folder called resized so your original pictures are left in their original form.

## 6. Using paint to add a caption

Open Paint and then open the small picture needing a caption,



Drag the box down to create some white space at the bottom of the image. Then used the **A** tools to insert the text. Save it to replace the original with a caption added.

Another method is to use a Web app like BeFunky to crop, recolor, and even add captions. This is FREE and the link is found below.

## 7. Storing pictures locally

Pictures take a lot of room. However, on the newer PC with 500gb or more of room it may not be a big issue. Some take their pictures and back them up to a USB Flash drive or even to CD/DVDs. One 700mb CD can hold 300-500 pictures while a DVD can hold 1,500-2,000 images.



## **8. Storing pictures in the cloud**

Another approach is to use cloud storage. Upload your images to Facebook. I have over 2,000 images in my gallery. I also use Google cloud to save my Smartphone pictures. Recall I let Google cloud upload my pictures from my phone as soon as I take them. OneDrive is another cloud storage device from Microsoft that gives you 6 gb of space. Copy them there as a good backup location. Google Photos gives you unlimited free storage; also Dropbox, Amazon Prime and others.

## **9. What about those old snapshots?**

You could scan them one at a time. Takes time but does work well. An easier approach is to simply use your digital camera or cell phone and snap a picture of the picture. Here is one I did that way for a 95th birthday party years ago for my Mother.



## **11. Putting pictures in an email body**

In order to insert a picture in the body of your email (I use Yahoo) the picture must be located on the Web. You then copy the image from the Web and paste it into your email. This is instead of attaching the image. If the picture is already on the Web like on Facebook or on one of the picture cloud storage devices, you can open it there and copy/paste.

If not, a good place to go is TinyPic. You can upload an image and then view it on TinyPic to copy/paste it into your email.

# Upload Images & Videos

File:  No file chosen

File Type:  Image  
 Video  
 Url

Locate the image on your PC

File:  Club 3-5-2013 (6).JPG

File Type:  Image  
 Video  
 Url

Resize:  ▼

Share:  Send it Via E-Mail

Click UPLOAD NOW!



 [View Full Size Image](#)

View the Full Size Image



Copy image



Paste it into your new email

## 12. Capturing pictures from the web

The simplest is to right click and then click save picture as. Another method is to use the print screen button on your keyboard (key might say PrtScr). This captures the entire desktop image and places it into the windows clipboard. Open paint and paste it. Select the portion you want to use and crop it. Now simply File > SaveAs and give it a name.

You can also use a capture program like the Snipping Tool (Windows 7/8/10) or MWsnap. I prefer MWsnap over the snipping tool. It is a free download and works great. It has lots of included tools such as adding the picture of a mouse pointer in what you captured. Another good tool is PicPick which can be installed in Windows. (see link below)

## 13. Web page to PDF

Need to make an image of a Web page? Try saving it as a PDF and then converting the PDF to a JPG all using free tools in the cloud. Use PDFMYURL to turn a Web page into a PDF document file, Then use PDF2JPEG to convert that document to an image file you can upload to places like Facebook.

### Apps mentioned in talk:

Prish Resizer	<a href="http://tinyurl.com/prish7">http://tinyurl.com/prish7</a>
Mwsnap	<a href="http://tinyurl.com/mwsnap7">http://tinyurl.com/mwsnap7</a>
PicPick	<a href="http://tinyurl.com/picpick7">http://tinyurl.com/picpick7</a>
Tinypic	<a href="http://tinypic.com/">http://tinypic.com/</a>
Dropbox	<a href="http://tinyurl.com/b87mha8">http://tinyurl.com/b87mha8</a>
Online Crop/Resizer	<a href="http://picresize.com/">http://picresize.com/</a>
Mozy	<a href="http://mozy.com/free">http://mozy.com/free</a> use code GFBU22 for extra 250mb
Facebook	<a href="https://www.facebook.com/">https://www.facebook.com/</a>
Pdf to jpeg	<a href="http://pdf2jpg.net/">http://pdf2jpg.net/</a>
Pdf My Url	<a href="http://pdfmyurl.com/">http://pdfmyurl.com/</a>
BeFunky	<a href="http://www.befunky.com">http://www.befunky.com</a>