Fact Sheet   [12-002] - DOWNLOADING IMAGES FROM DIGITAL CAMERA
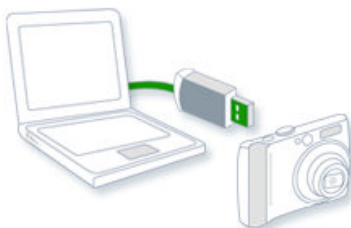
OVERVIEW INTRODUCTION — USING CAMERA SOFTWARE or WINDOWS FILE EXPLORER

⇒ Install on your computer the software that came with your digital camera.
⇒ Connect your camera to your computer using the USB cable that came with your camera You must have a USB port to download images / pictures to your computer (or place card into card reader) (see later).
⇒ Choose the folder where you want your images downloaded. The computer will choose the "My Images" folder by default unless you want them in a different folder.
⇒ Preview the images. You can delete any you don't like or want. Make sure to delete them off your camera as well or the next time you download that image will downloaded again.

USING CAMERA USB CABLE— (This will be provided with your camera) when purchased)

⇒ You can import images and video clips from your digital camera to your computer in a few different ways. This is one way but you will probably find it quite slow compared to the card reader. (see later)
⇒ Connect the camera to your computer by using the camera's USB cable
⇒ Turn on the camera.
⇒ In the AutoPlay dialog box that appears, click Import images and videos using Windows.
⇒ (Optional) To tag the images, type a tag name in the Tag these images (optional) box. By default, the folder name includes the date the images and videos are imported and the tag name. You may prefer to save them under keywords or themes.

⇒ A new window opens and shows the imported images and videos. The images save into your image folder by default
⇒ You can change the settings that are used when importing images and videos, so your images and videos are named and organized in a way that works for you (see later).
⇒ You can add descriptive tags to your images when you import them by typing them in the Tag these images (optional) box. You can also tag images or add additional tags after the images are imported to your computer (see later).
⇒ *Hint:* Connect your digital camera to a power adapter when downloading to your computer to keep your battery from running down during the process. This will save you double the effort.

You can watch the process in a *Windows video* on the Microsoft website *(0:56 secs—small file)*

USING COMPUTER CARD READER— This make come with your computer (or can be fitted) or you may need to purchase a USB connect Card Reader.

⇒ Some computers (cf notebooks, iPads and laptops) have a built-in memory card reader. Check the documentation to determine if your equipment has one before investing in another.
⇒ If your camera uses a removable flash memory card such as Secure Digital (SD) or CompactFlash, consider plugging a memory card reader into your computer.
⇒ Remove your camera's flash memory card and load it into your card reader.
⇒ When you insert your memory card into the reader (which reads as an additional drive), you can copy your images from the memory card to your computer without draining your camera's battery, dealing with connection cables, or installing additional software. It is also much faster than using the camera USB connection cable.
⇒ You may to copy the images to your computer OR more conveniently import as above (for USB cable) which enables you to number and tag images uniquely.

WHY CAN I NOT CHOOSE SOME OF MY IMAGES when using File Explorer to Download Images from your Camera or Card?

⇒ Windows detects your newest images and videos and does not import duplicate versions of older images or videos that you've already downloaded to your computer. You can then review and organize your images in the Images library. For more information about managing and organizing images in the Windows Images library. (see later)
⇒ You can also review your imported images in Windows Photo Viewer, where the large preview format makes it easier to decide which newly imported images to delete from your computer. For more information see *viewing your images in Windows Photo Viewer*.

TAG IMAGES SO THEY ARE EASIER TO FIND using Windows File Explorer

⇒ Finding an image on your computer can be very difficult, especially if you have thousands of them. You can make it easier to find your images by applying tags to the images. Later, you can use the search box to filter the images by tags or other criteria. For more information about finding images on your computer, see *Managing your images*.
⇒ Open the Images library by clicking the Start button and then clicking Images / pictures.
⇒ Locate and click the image that you want to tag.
⇒ To select multiple images that you want to tag the same, press and hold down the Ctrl key, and then click the image you want to tag the same (or for a block of images, select an image and then hold down Shift key while selecting the end image).
⇒ In the details pane at the bottom of the window, next to Tags, click Add a tag, type a tag name, and then click Save. Alternatively you can type a semicolon (;) between each tag or select several from the drop-down box by multiple selection. Press the first letter of your 'tag name' and a list will be displayed.

Fact Sheet   [12-002] - DOWNLOADING IMAGES FROM DIGITAL CAMERA

TAG IMAGES SO THEY ARE EASIER TO FIND using Windows File Explorer (continued)

⇒ If the details pane isn't displayed, on the toolbar, click Organize, click Layout, and then click Details pane.
⇒ In the details pane, you can also add a title and rate the image. You can rate images with one-star to five-star ratings.
⇒ You might want to add tags to your images to identify people, the location, or the event shown in the image.
⇒ After adding a tag to an image, the tag will be displayed next to Tags in the details pane when you click a tagged image

VIEW AND ORGANISE YOUR IMAGES using Windows 7 Pictures Library (and other Folders)

⇒ Your Pictures Library is easily the best place to store and view your digital images in Windows 7. When Windows 7 imports your digital camera's photos, it automatically loads them into the Pictures Library to take advantage of that folder's built-in viewing tools.

⇒ You may wish to download to different folder on another hard-drive where the View/ Arrange / Tag selection is replaced by View / Sort By and View / Group By with many selections including Tag. Personally I use folders on other hard-drives for convenience of drive capacity and backup using RAID. The only real disadvantage is not having the direct access to sorting by Tag under Arrange.
⇒ Located on the Start menu's right side, the Pictures Library allows you to view and work with any of the images on your PC or network. When viewing the images in the Pictures Library, you'll see all the usual file-viewing tools along with a convenient row of buttons along the top for displaying, e-mailing, or printing your selected photos.

USE THE FOLLOWING TIPS to help you VIEW YOUR IMAGES your way.

⇒ Click the View button to cycle quickly through different thumbnail sizes.
⇒ Click the Organize button, choose Layout, and select Preview Pane to view a single large image with thumbnails of the other images in the folder beneath it.
⇒ Drag the Details Pane's top edge upward with your mouse, and the pane expands to show oodles of additional information about your photos.
⇒ Want to cover your entire desktop with a photo? Right-click the image and choose Set As Background. Windows immediately splashes that photo across your desktop.
⇒ Hover your mouse pointer over any photo to see the date it was taken, its rating, size, and dimensions. (Essentially, you see the primary information that would appear in the Details Pane without having to lose your place.)
⇒ If you come across a image that is rotated the wrong way, you can let Windows 7 know to fix that. Just right-click any photo that shows up sideways. Choose Rotate Clockwise or Rotate Counter Clockwise.

You can use the Pictures Library's 'Arrange By' drop-down list to sort through all the photos in your library or other Folder. In any other folder, use 'View' and 'sort by' or 'group by' and then select numerous items including 'tag'.

⇒ **Folder:** This shows your Pictures library/ Folder, including any folders inside it. Double-click any folder to see inside; click the blue Back arrow in the top-left corner to return.
⇒ **Month:** Handy for viewing photos taken over the long term, this option stacks your photos into piles organized by the month and year you shot them.
⇒ **Day:** Click this when you want to see all the photos snapped on a particular day. They are grouped by day, with your most recent photos in the topmost group.
⇒ **Rating:** Rate your currently selected photo or photos by clicking any of the rating stars on the Details Pane. This is particularly useful when you want to create a slideshow of your best work.
⇒ **Tag:** The Pictures library stacks your photos according to their tags, letting you retrieve all the photos with a specific tag with just a click. To add a tag on the fly, just select a photo (or several photos), click the Tag area in the Details Pane, and type an appropriate tag.

Initially it might be daunting, but use will give you experience and confidence. *Windows 7 File Explorer has been used as most of you will have access to this system. Apologies to others.*

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