

Intro to: **Working with Pictures**

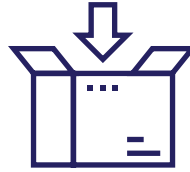


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Photo Storage



There are a number of different ways to store your images – On storage hardware like a flash drive or SD card, on your computer, or in the cloud.

Each of these options has pros and cons – let's take a closer look at those.

1. Match a storage option (SD Card, USB Flash Drive, The Cloud, Computer) with each of the Pros and Cons below:

Pros:

Small and portable _____

Accessible anywhere _____

Cannot be physically lost or destroyed _____

Varying size options and price points _____

Easy to modify and upload to social media _____



Cons:

Easy to get lose or damage _____

Limited lifespan _____

Requires an Internet connection _____

No physical control of files _____

More expensive than other options _____

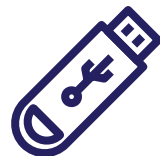
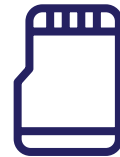


Image Extensions

Once you have uploaded your images from your camera onto your computer, you will notice that they have been given an extension at the end of their file name that looks something like **IMG_3697.jpg** – the .jpg being the extension.

JPG, GIF, PNG indicates the graphic format as well as the compression techniques so the image takes up less memory:



JPEG or JPG – Stands for Joint Photographic Expert Groups. Great for images with lots of colour, not for images with lots of lines or text. You will likely see this extension most often.



GIF – Stands for Graphics Interchange Format. You often see a GIF as a small, moving image but it did not always do that. It was originally used for logos and is not good for images with a lot of colour.



PNG – Stands for Portable Network Graphics. There are two types of PNG, PNG-8 which can support few colours and PNG-24 which supports many more colours.

2. Between JPEG/JPG, GIF, and PNG, which provides the best quality to use for images you plan to publish online?

a. JPEG/JPG

b. GIF

c. PNG

File Management



A good practice is organizing the photos on your computer into labeled folders such as **Vacation** or **Mom's Birthday** and then storing all those folders in a master folder named Pictures. If you find you have duplicate photos, right click on the photo you want to delete and select **Delete** from the menu. To rename a photo, right click and select **Rename** from the menu – Type in the new name and press **[Enter]** on the keyboard.

Uploading Pictures from a Camera

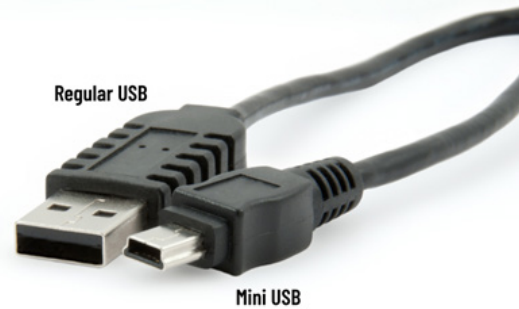
Transferring pictures from your camera to your computer is called Uploading. To connect your camera to the computer to allow for uploading, you will need a USB cable with two different ends – Regular USB and Mini USB.

Plug the regular USB into your computer and the MINI USB into your camera, then turn on your camera.

Your computer will detect the camera is plugged in and will open a dialog box with options – options will be different depending on your computer so read them carefully. View pictures.

Be sure you have a designated folder ready on your computer for you to transfer these new uploaded pictures to.

Select the pictures you wish to upload and then transfer them to their designated folder.

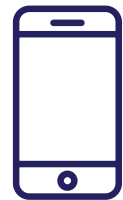


Uploading From a USB Drive

Plug your USB drive into your computer. In your file explorer you should see **This PC**; look there for the USB device. Open the device and transfer your photos.

Uploading From a Smart Phone

Use your charging USB cable to connect your phone to your computer. Under **This PC** find the folder **DCIM** and then follow the same instructions as uploading from a camera.

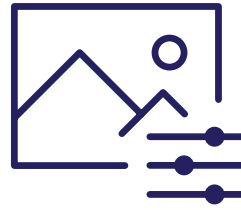


Uploading Google Photos

3. What two things do you need to upload photos to Google Photos?

Open the app and click the **menu icon** at the top of the screen, select **Settings**, and then **Back up & Sync**.

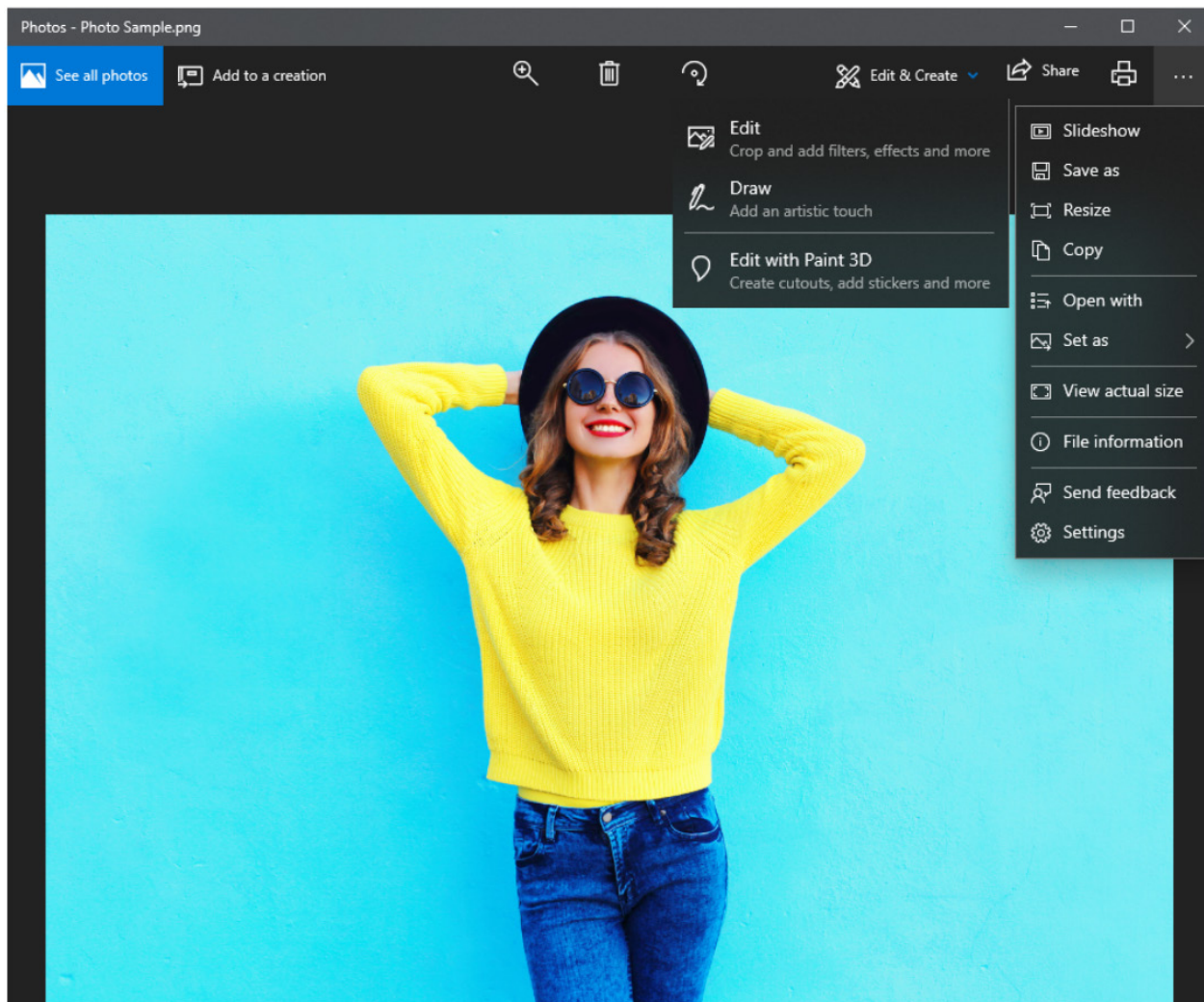
Modifying and Editing Pictures



Windows has a very useful and easy to use Photo App readily installed on your computer.

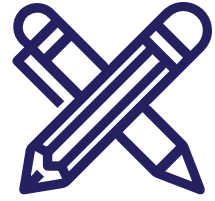
4. Name four of the tools the Photo App offers:

To open the Photo app, **double click on a photo**.



Cropping

To crop your photo, choose the Edit icon that looks like crossed pens in the upper right corner and select **Edit** and then **Crop and Rotate**. Drag the white circle in the corners to adjust the image.

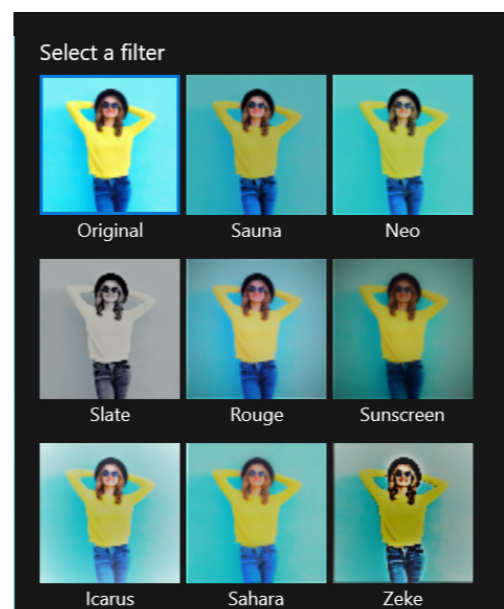
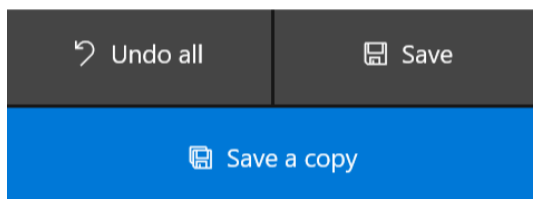


Adding Filters

Choose the **Edit** icon and scroll through the filters, try them out and if you don't like the effect choose **Undo**.

Saving your Changes

Once you are finished your edits, decide if you would like to **Save** and replace the original photo with the edited one OR **Save a Copy** to save the original photo and also a version with the new edits.



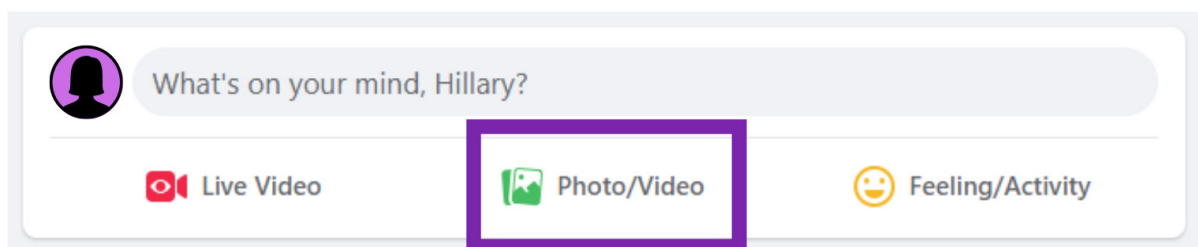
Posting Photos to Facebook



Uploading photos to Facebook is a wonderful way to share with your friends and family. Facebook allows you to do a number of things to your photos once you upload them such as:

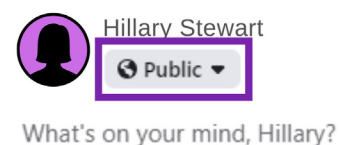
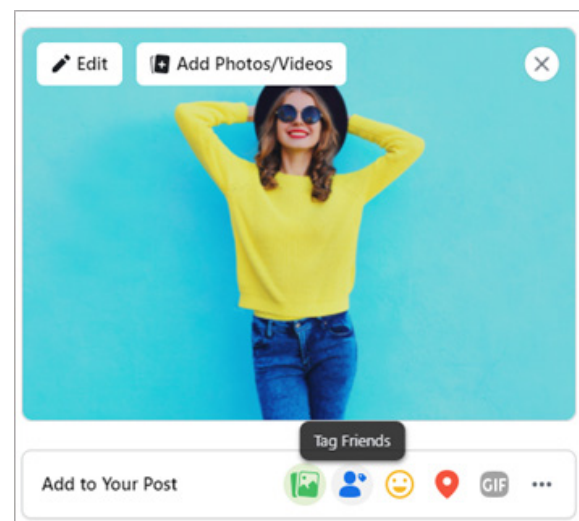
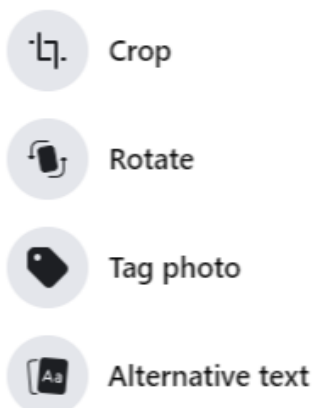
- Edit photos
- Add stickers
- Tag people
- Adjust quality and size
- Add text

At the top of your News Feed you will see a spot to create a post, select **Photo/Video**.



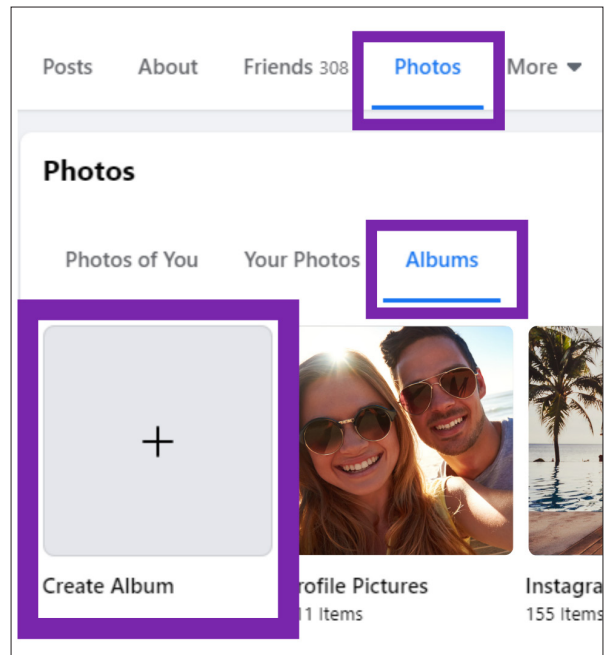
A dialog box will open allowing you to choose the photo or multiple photos from your computer that you wish to upload. Select the photos and click **Open**.

From here you can edit the photo or tag friends and decide who from your Facebook friends can view the photos.



Creating a Facebook Album

5. Which page on Facebook do you find access to your photos?
-



Create Album

Public

Album Name

Description (optional)

Add Contributors

Add friends as contributors and they can add their own photos, text posts and more.

Upload Photos or Videos

Post

Choose **Photos**, then **Albums**.

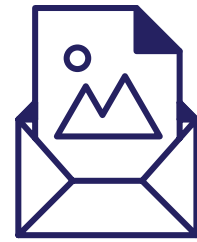
Click **Create Album**.

Once here you can choose who can view the album, name the album, add a description, and even add contributors.

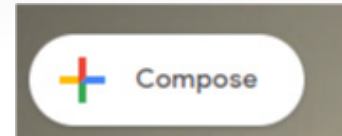
Click **Upload Photos or Videos** to open a dialog box to select which photos from your computer you would like to add to your new album, click **Open**.



Attaching Photos to an Email – Using Gmail



To start, log into your Gmail account and click the **Compose** new email button.

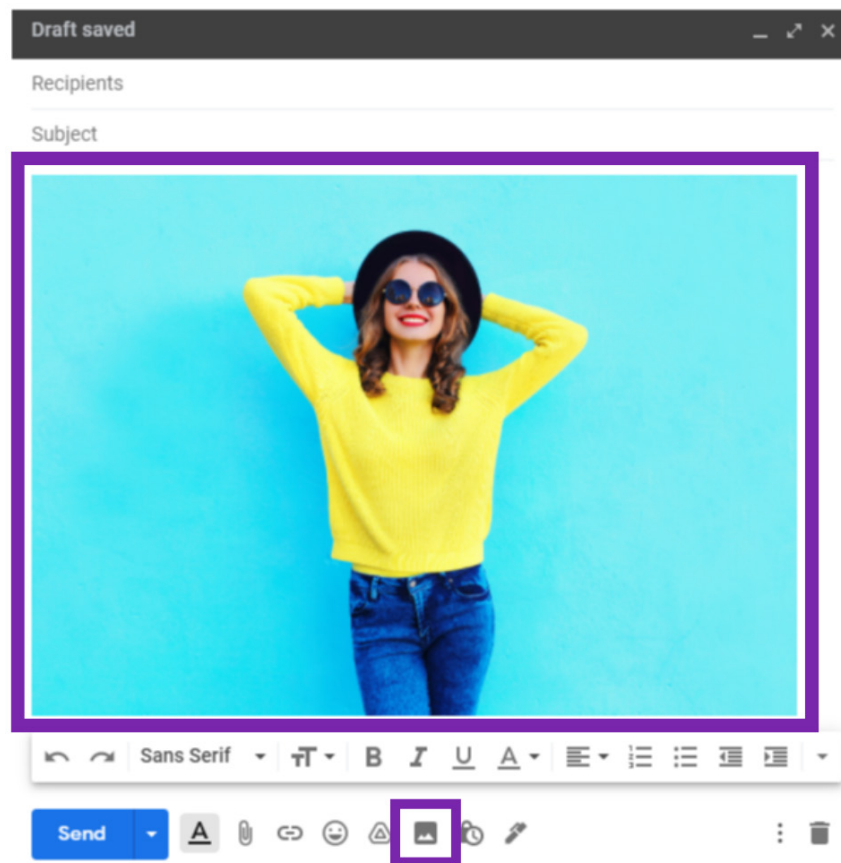


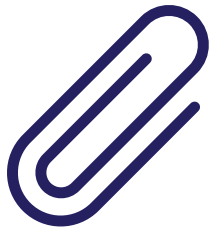
Sending Photos in the Email Body

Click the **Image** icon at the bottom of your draft email that looks like a grey square with two white triangles.

A dialog box will open allowing you to locate your photos on your computer.

Select the photos you wish to send in your email and click **Insert**. Those photos will now be in the body of your email.

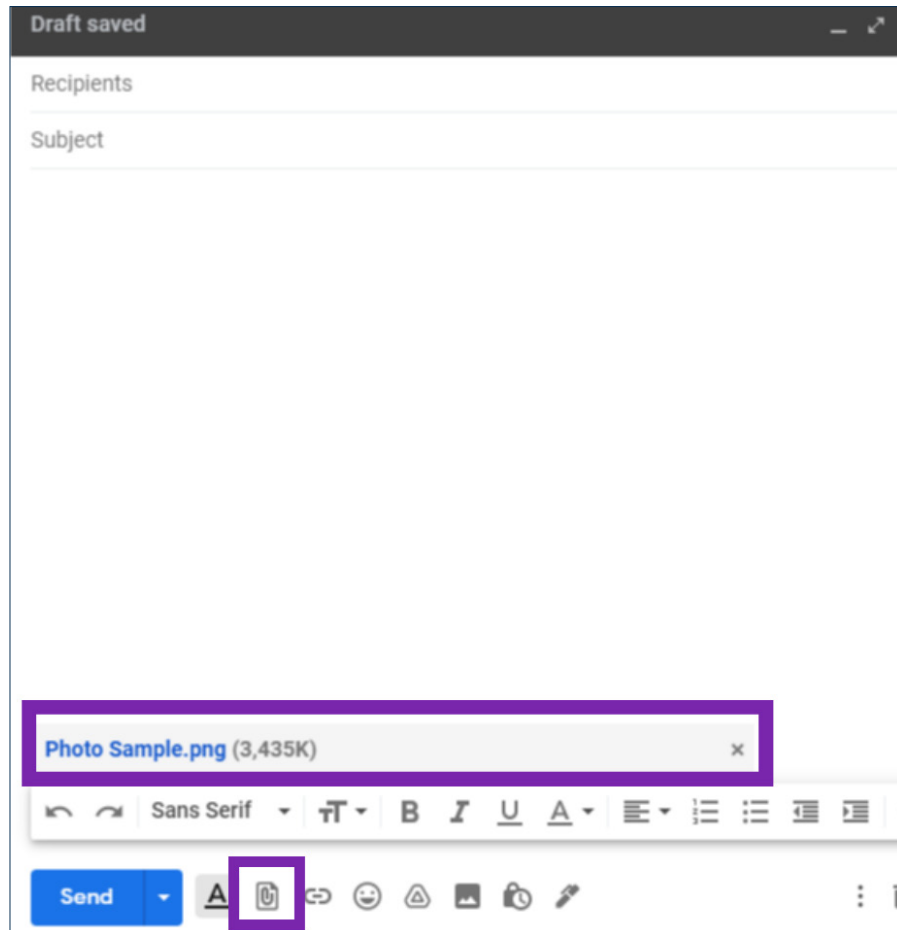




Sending Photos as an Email Attachment

Click the **Paperclip** icon at the bottom of your email. A dialog box will open up for you to find and select the photos you wish to send in your email.

Once you have selected the photos click **Open** and those photos will now be at the bottom of your email as an attachment.



6. Which button do you press and hold to select and attach multiple photos with either method?

a.

Esc

b.

Ctrl

c.

Alt

Answer Key

1. Match a storage option (SD Card, USB Flash Drive, The Cloud, Computer) with each of the Pros and Cons below:

Pros:

Small and portable USB Flash Drive or SD Card

Accessible anywhere The Cloud

Cannot be physically lost or destroyed The Cloud

Varying size options and price points The Cloud

Easy to modify and upload to social media Computer

Cons:

Easy to get lose or damage USB Flash Drive or SD Card

Limited lifespan USB Flash Drive or SD Card

Requires an Internet connection The Cloud

No physical control of files The Cloud

More expensive than other options Computer

2. Between JPEG/JPG, GIF, and PNG, which provides the best quality to use for images you plan to publish online?

c. PNG

3. What two things do you need to upload photos to Google Photos?

A Gmail account and the Google Photos app.

4. Name four of the tools the Photo App offers:

Zoom	Crop	Delete
Rotate	Image filters	Add effects
Browse photos	Create albums	Share photos

5. Which page on Facebook to you find access to your photos?

On your personal Facebook Profile.

6. Which button do you press and hold to select and attach multiple photos with either method?

b. 



About Tech Manitoba

Tech Manitoba represents the province’s growing tech sector. They are an industry-led association that helps companies thrive and grow through collaboration, education and promotion. Tech Manitoba brings people together to share skills, explore ideas and build a strong community. Through programming, events, and building connections at a local, national and international level, they aim to stimulate economic growth in Manitoba, be the trusted voice of Manitoba’s tech sector and foster a culture where members thrive and grow.

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