



# WORKING WITH PICTURES

Day 1

Let's get **powered** up with introductions and a quick **warm** up!



## Housekeeping tasks

- Acceptable use of Computer & Communication Policy
- Computer lab policies
- Washrooms and fire exits
- Workshop schedule (including a 15 minute break)
- Registration forms
- Surveys
- Certifications at end of this course on 3<sup>rd</sup> day

## Day 1 session

- Introduction
- Foundations
- Types of accessories
- Storage
- Uploading your pictures from your camera
- Uploading pictures from your phone
- Using Google Photos for storage
- Managing pictures in the computer

## Learning outcomes

*By the end of this workshop, you will be able to:*

- Name, identify and use different types of storage for pictures.
- Upload pictures to the computer from a camera, a USB drive and a phone.
- Upload pictures from your phone to Google Photos.
- Create file folders to store pictures.
- Delete pictures.
- Rename pictures

## Introduction

### Basic Concepts:

- Where can pictures be stored?
- Different types of file extensions JPEG, PNG and GIF
- Downloading from different devices – hardware

## Pictures: Storage

There are different places where pictures can be stored:

- USB – flash drive
- SD card
- External Hard drive
- CD – DVD
- Cloud – Google Drive





## Pictures: Storage – USB flash drive

USB or flash drive is a device that has the capacity to store pictures, documents and much more.

They are:

- Inexpensive
- Easy to share
- Portable



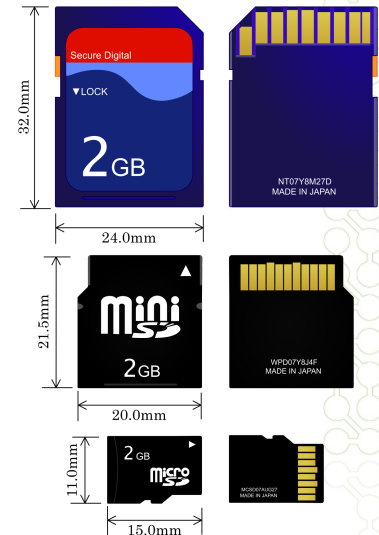


## Pictures: Storage – SD Card

An SD card is a tiny rectangular disk that fits inside electronic devices, such as a camera or a card reader.

They are:

- Tiny and portable.
- Hold vast amounts of data in small footprint.
- Can be inserted in different devices.



## Pictures: Storage – The Cloud

This is the newest way to store photos and you can set this up automatically. It's a convenient and increasingly popular way to create backups.

This is:

- Accessible anywhere.
- Varying size options.
- Can't be physically lost or destroyed.



## Pictures: Storage - Computer

Storing pictures on your computer can save you time. You can download them, modify them and upload them.

Computers are:

- Easy to use, modify and upload to Social Media.
- More expensive than other storage solutions
- Sometimes you need a **USB cable** to connect your camera or phone.



Your friend needs to save his pictures and he asks you for advice.

He wants:

1. Something he will not loose easily.
2. Something he can view and upload the pictures to Facebook.
3. Something he can store many pictures

**What do you recommend and why?**

## Picture extensions:

**GIF, JPEG and PNG** are the primary graphic formats used on the Internet, and are also variously employed in print, presentation and multimedia design.

All three formats utilize compression techniques for saving images in reduced file size.

# WORKING WITH PICTURES

## UPLOADING PICTURES FROM YOUR CAMERA

## Pictures: Uploading from a camera

There are two types of USB ports.

Mini USB



Regular USB



## Pictures: Uploading from a camera

Step by step:

1. Find the USB port on your computer
2. Locate the mini USB port on your camera
3. Connect your camera to the cable
4. Connect the cable to the USB port of the computer.

## Pictures: Uploading from a camera

Step by step:

4. Turn on your camera



## Pictures: Uploading from a camera

Step by step:

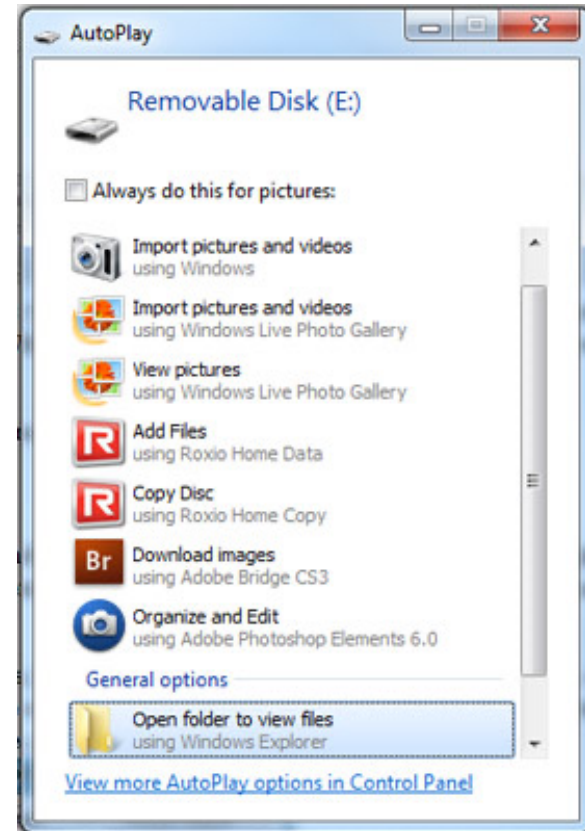
**5 a.** If your camera has an SD card reader and your camera has a regular sized SD card, omit the USB cable part and insert the SD card to the computer card reader.



## Pictures: Uploading from a camera

Step by step:

6. You will get a window similar to this one

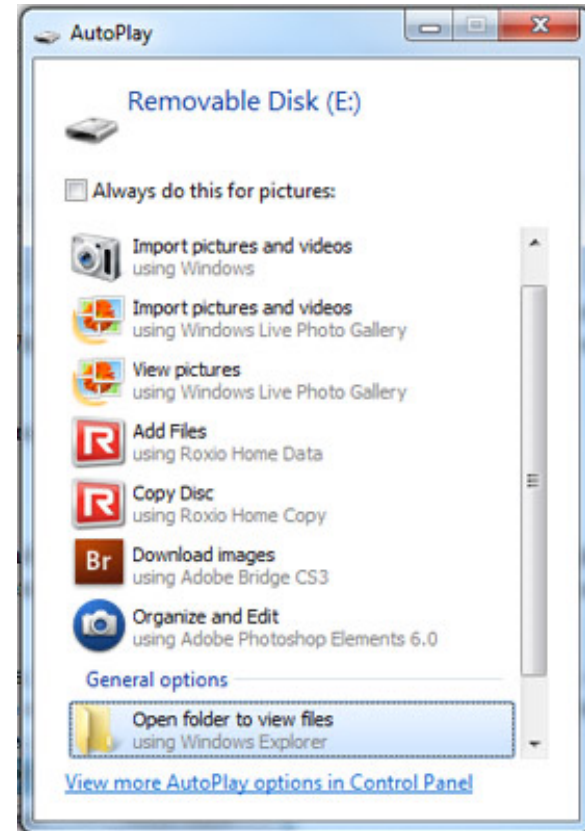


## Pictures: Uploading from a camera

Step by step:

7. Choose between

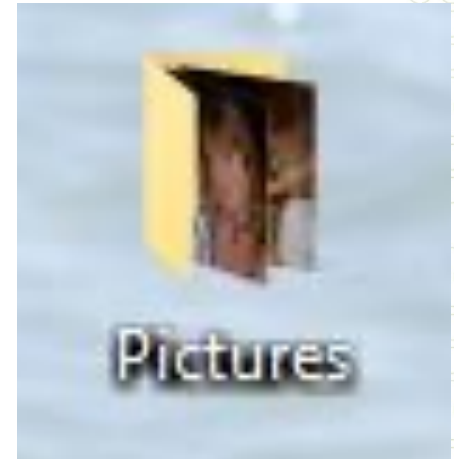
- “Import pictures and videos”
- View pictures



## Pictures: Uploading from a camera

Step by step:

8. Create a file folder to store pictures in the computer

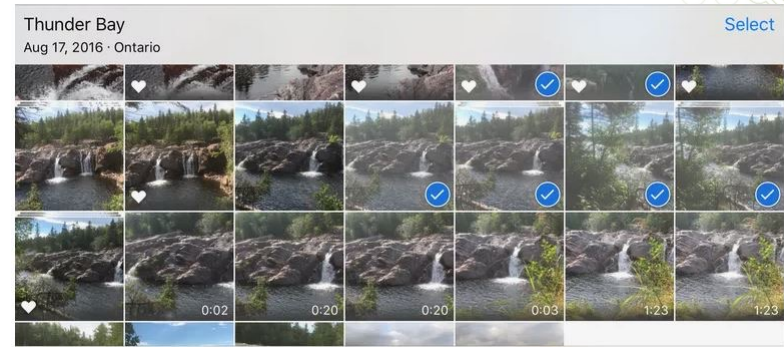




## Pictures: Uploading from a camera

Step by step:

9. Using the “View Pictures” option,  
select the pictures you want by  
clicking on each picture and holding  
the “CTRL” key.





## Pictures: Uploading from a camera

Step by step:

9. Now, transfer the pictures to the file folder you have created in the desktop

# WORKING WITH PICTURES

## UPLOADING PICTURES FROM USB DRIVE

## Pictures: Uploading from your USB drive

Step by step:

1. Insert USB
2. Look for the device in "This PC"
3. Open the device
4. Transfer the pictures

# WORKING WITH PICTURES

## UPLOADING PICTURES FROM YOUR PHONE

## Pictures: Uploading from your phone

Uploading pictures from your phone is very similar to what you did before with the camera.

- Connect your phone to the computer with your USB cable and find your phone under “This PC”.
- Double click on your phone and find the folder “DCIM”
- Follow the instructions for “Uploading from camera”

## Pictures: Uploading to Google Photos

Do you have a gmail account?

Before getting started with this, you need to have a gmail account.


If you don't, don't worry! Let's create one!

# WORKING WITH PICTURES

UPLOADING PICTURES  
FROM YOUR PHONE TO  
GOOGLE PHOTOS



## Pictures: Uploading to Google Photos

- Make sure you have a good internet connection
- On your phone, open the Google Photos app  .  
If you do not have it, please download it.
- Sign in to your Google Account.


## Pictures: Uploading to Google Photos

- At the top, tap Menu ☰
- Select Settings and then Back up & sync.
- Tap "Back up & sync" on or off.

For mor information:

<https://support.google.com/photos/answer/6193313?co=GENIE.Platform%3DAndroid&hl=en&oco=1>

## Pictures: Checking if photos are backed up on Google Photos

- On your phone, open the Google Photos app 
- Sign in to your Google Account.
- At the top right, tap your Google Account profile picture or the placeholder letter if your profile picture hasn't been added.
- You can view if backup is complete or if you have items in wait to back up

# WORKING WITH PICTURES

## FILE MANAGEMENT

## Pictures: File Folders

- It is important to have all pictures organized in your computer so as to find them faster when you are looking for them.
- Create a file folder for different groups of pictures – *Johnny's Birthday* – *New Year's* – *Summer vacations*, etc.
- Store all your file folders in a folder called "Pictures"

## Pictures: Erasing duplicates

- To delete pictures from your computer, follow these simple steps:

### OPTION 1:

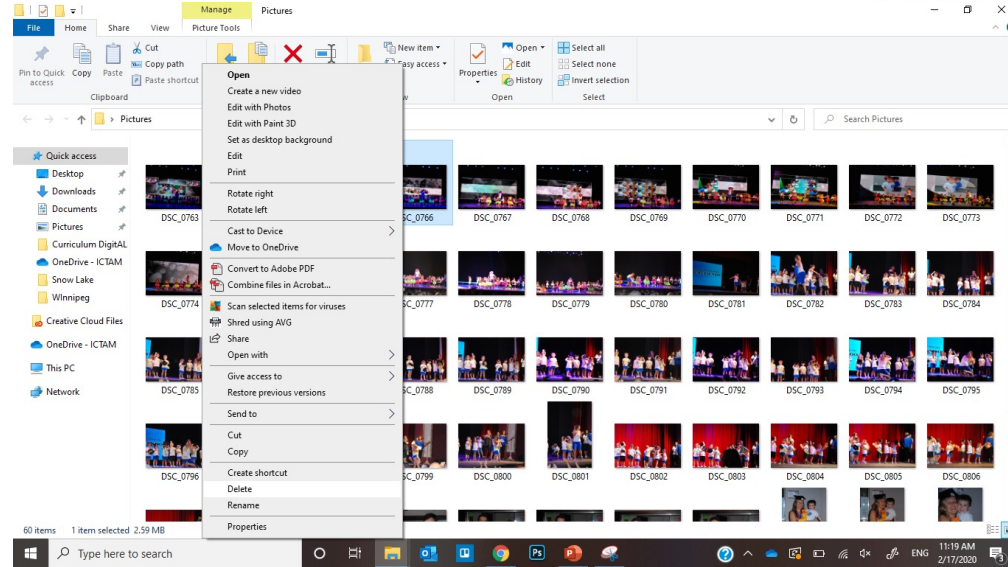
1. Select the picture you want to delete by clicking one time on it. You will see that the picture has a light blue square around it.
2. Press the “delete” key on your keyboard.

*If you erase a picture by mistake, you can find it in the “Recycling Bin” folder, located on your desktop.*

## Pictures: Erasing duplicates

### OPTION 2:

Make a right click with your mouse on the picture and a pop up menu will display. Find the “Delete” option and left click one time



*If you erase a picture by mistake, you can find it in the “Recycling Bin” folder, located on your desktop.*



## Pictures: Renaming pictures

- To change the names in the pictures follow these steps:

### OPTION 1:

1. Left click on a picture to select it
2. Press the **F2 key** on your keyboard
3. Start typing the desired name for the picture

## Pictures: Renaming pictures

- To change the names in the pictures follow these steps:

### OPTION 2:

1. Right click on a picture – a pop up menu will appear
2. Find the option “Rename”
3. Start typing the desired name for the picture

## LET'S PRACTICE!

1. Create three file folders in the desktop
2. Name one Birthday, one Summer and one Winter.
3. From your USB drive, transfer the pictures to the correct file folder.
4. Erase the duplicate and blurry pictures.
5. Rename pictures with the name of the file and numbers