



# WORKING WITH PICTURES

Day 3

## Day 3 session

- Revision
- Practice of Day 2
- Uploading a picture to Facebook
- Creating a photo album to Facebook
- Attaching a picture to an email
- Attaching multiple pictures to an email
- Practice, practice, practice!

## Learning outcomes

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

- Upload a picture to Facebook
- Create a photo album on Facebook
- Edit pictures on Facebook
- Attach a picture to an email and send it
- Attach multiple pictures to an email and send it

## **REVISION: LET'S REVIEW AND PRACTICE WHAT WE HAVE LEARNT SO FAR!**

1. How many ways to store picture have we dealt with so far?
2. What do you need in order to use Google Photos?
3. What does JPEG, GIF and PNG mean?
4. What does lighting, color and clarity do in a picture in the Windows Photo App ?
5. What can the vignette option do in the Windows Photo App ?



## **REVISION: LET'S REVIEW AND PRACTICE WHAT WE HAVE LEARNT SO FAR!**

6. How many ways of saving a picture in the Windows Photo App are there?
7. How do you delete a picture?
8. What is aspect ratio and where can you find it?
9. What does the rotate button look like?
10. How do you rename a picture?

## NOW IS TIME TO PRACTICE WHAT WE HAVE LEARNT SO FAR!

1. Connect your USB and choose a picture from your folder.
2. Crop the picture
3. Using the filter option, chose a filter you like and apply it
4. Use the vignette option to make the background blurry
5. Save the picture as a copy and rename it.

# WORKING WITH PICTURES

## UPLOADING PICTURES TO FACEBOOK

## Uploading a picture to Facebook

Open your Facebook account for this portion of the class – if you do not have one, don't worry, let's create one!

## Facebook: Upload a Picture - Overview

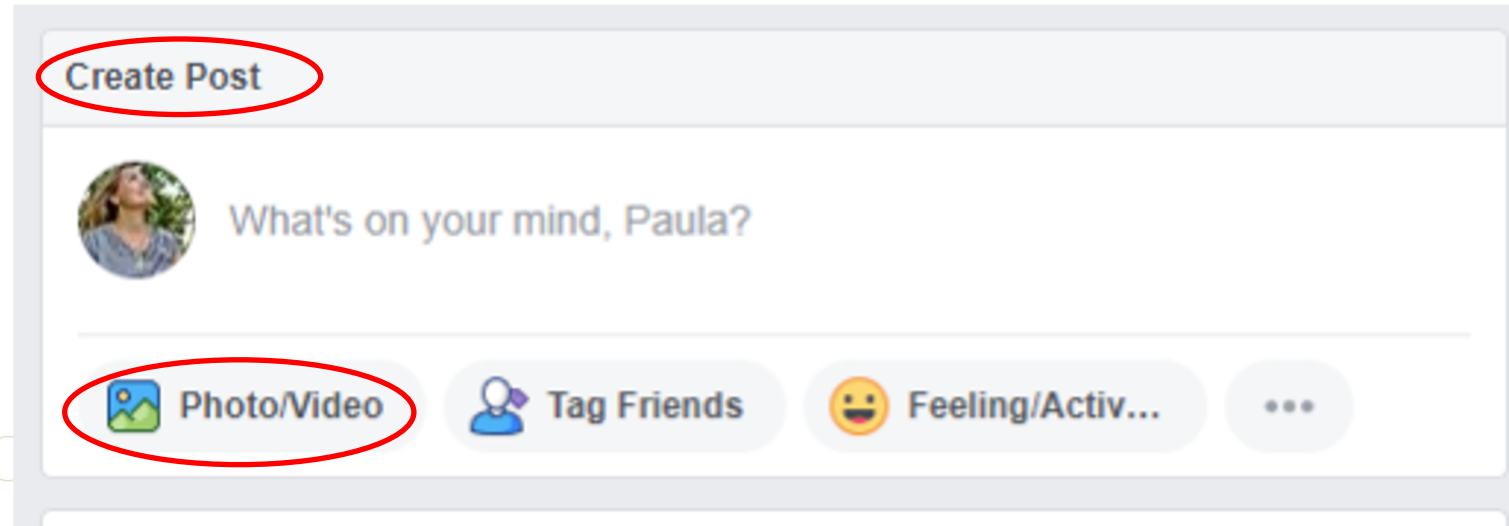
Facebook gives you an assortment of options and features to upload pictures.

What can you do with Facebook in your photos?

- Edit pictures
- Tag people
- Add text
- Apply stickers
- Control the quality and size of your pictures

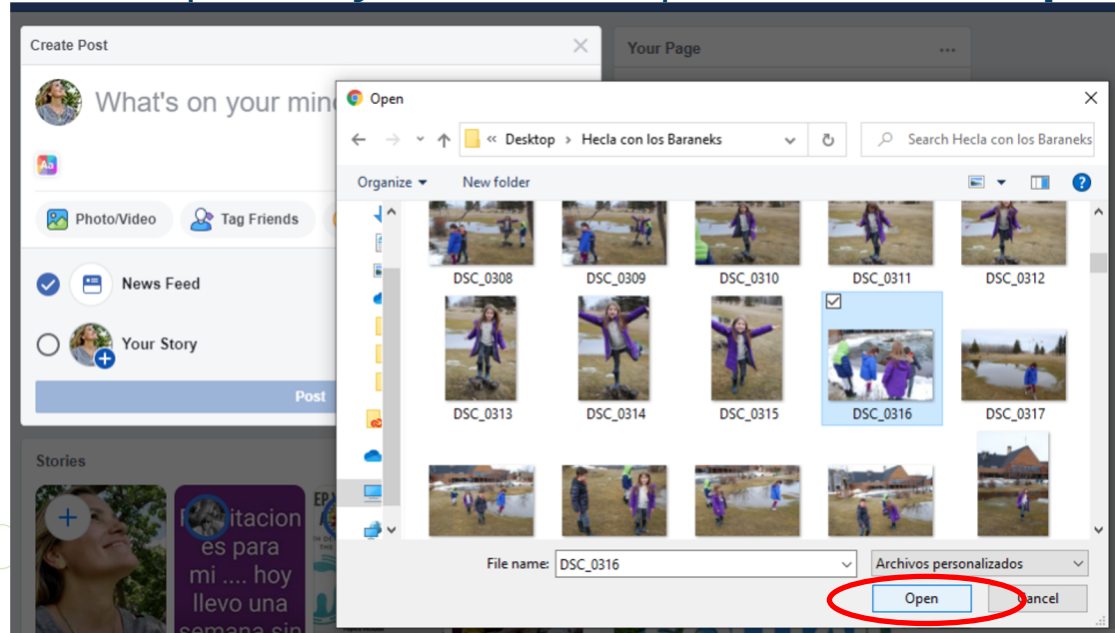
## Facebook: Upload a Picture to the News Feed

At the top of your Facebook news feed or profile page, click the **Photo/Video** option below "Create Post".



## Facebook: Upload a Picture to the News Feed

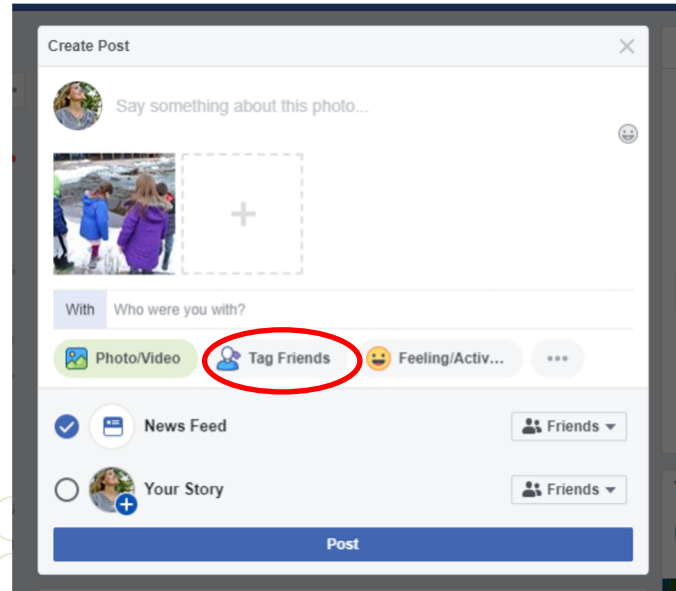
Select the photos you want to upload and click **Open**.





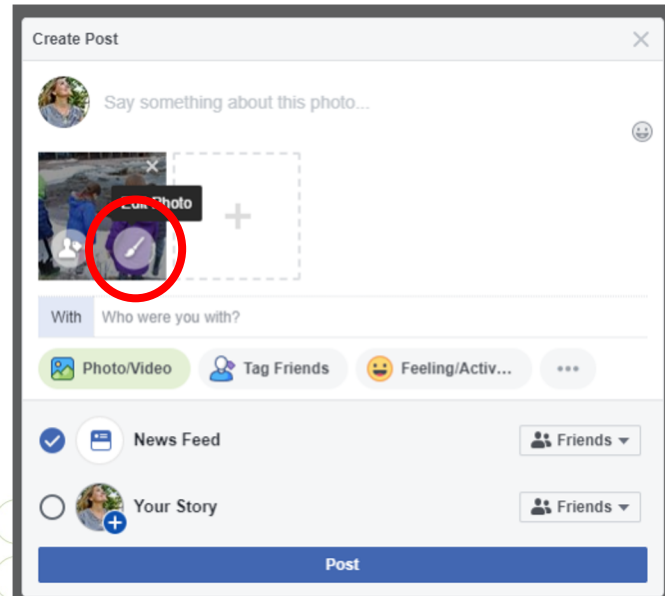
## Facebook: Upload a Picture to the News Feed

To tag people click on **Tag friends** and then type their names.



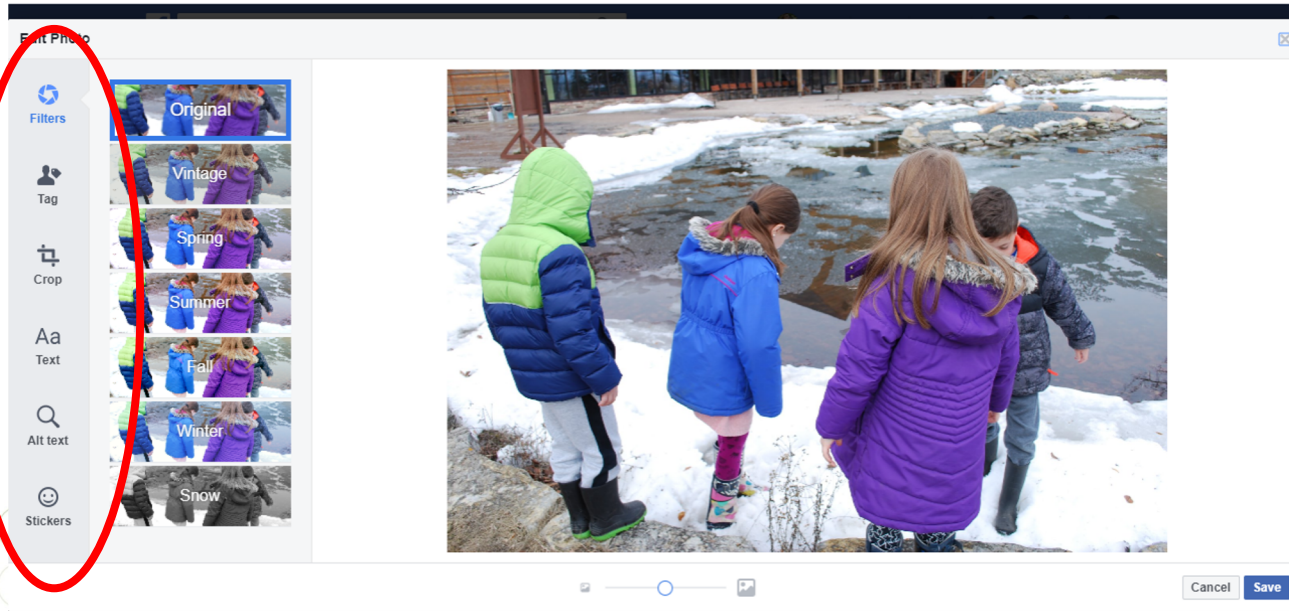
## Facebook: Upload a Picture to the News Feed

If you want, you can edit the picture by clicking on the **Edit** button.



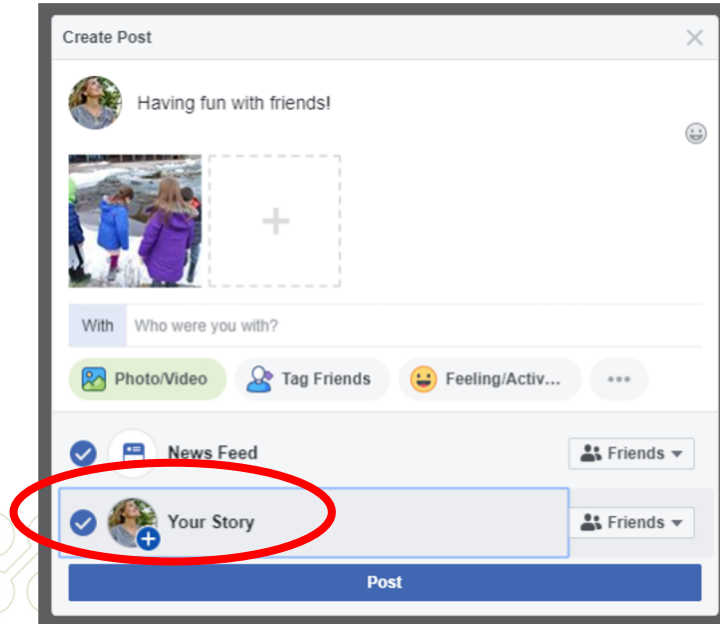
## Facebook: Upload a Picture to the News Feed

- When you click on Edit – these are the options



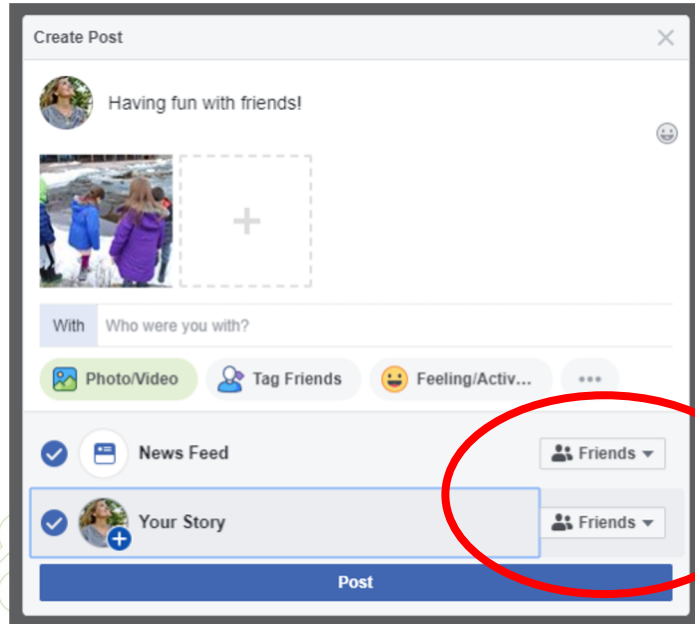
## Facebook: Upload a Picture to the News Feed

Click the **Story** option if you want to check in at a specific location.



## Facebook: Upload a Picture to the News Feed

Choose your audience and click **POST** -



## LET'S PRACTICE!

1. Choose a picture from your computer to share on Facebook
2. Follow the instructions for sharing on Facebook
3. Edit your picture before posting:
  - Crop it
  - Change the filter
  - Type something on it
  - Add a sticker
4. Post it for FRIENDS only.

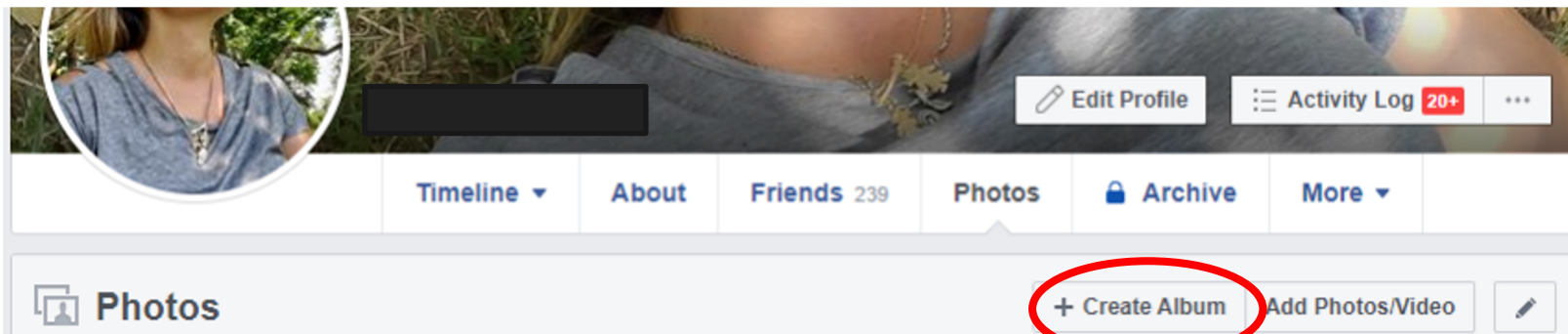
# WORKING WITH PICTURES

## CREATE A PHOTO ALBUM ON FACEBOOK



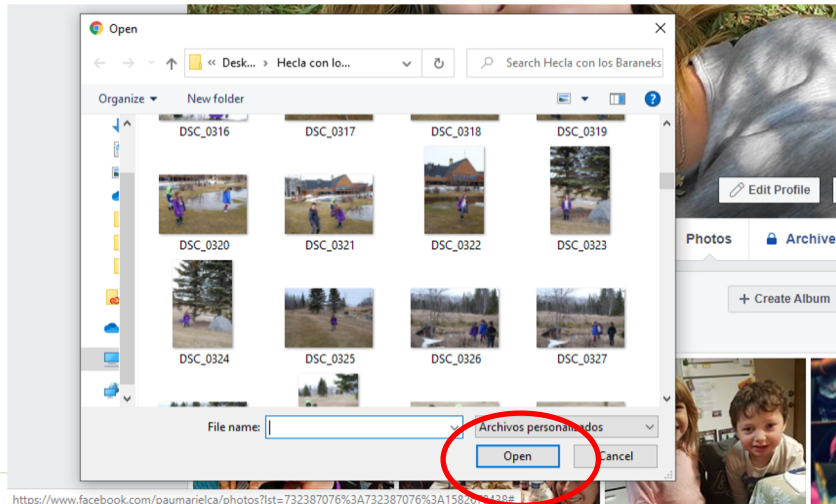
## Facebook: Create a Photo Album on Facebook

Go to your Facebook profile, click **Photos**, then **Create Album**



## Facebook: Create a Photo Album on Facebook

Select your photos to begin the album and select **Open**.



## Facebook: Create a Photo Album on Facebook

Enter a title for the album, add a description or location. You can also tag friends in the album.

**TITTLE OF ALBUM**

**DESCRIPTION**

Create Album

+ Add Photos / Videos Order by Date Taken

Album name

Description

Location

Tagged in This Album

Click anywhere on your photos to tag a friend

Let Friends Add Photos

☐ Add Contributors

Change Date

Use date from photos Pick a date

Say something about this photo...

Say something about this photo...

Say something about this photo...

Select your Privacy preference and click Post

Friends Post

## LET'S PRACTICE!

1. Choose five or 6 pictures from your USB to create your album  
Facebook
2. Follow the instructions – ask for repetition if needed
3. Edit your pictures before posting: (do this with one or all your pictures)
  - Crop
  - Change filter
  - Type something on pictures
  - Add a sticker
4. Post it for **FRIENDS** only.

# WORKING WITH PICTURES

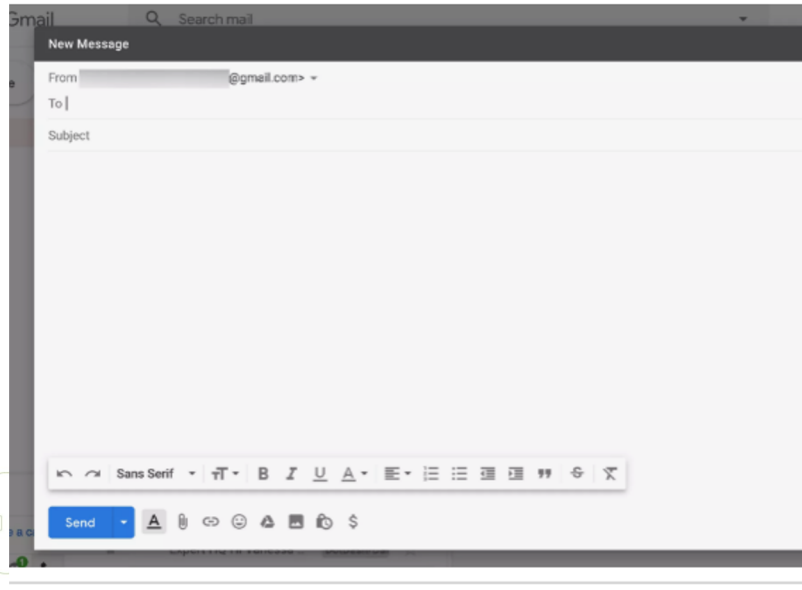
## ATTACHING A PICTURE TO AN EMAIL

## Attaching a picture to an email – Using Gmail

Open your Gmail account for this portion of the class – if you do not have one, don't worry, let's create one!

## Working with pictures: Attaching a Picture to an email

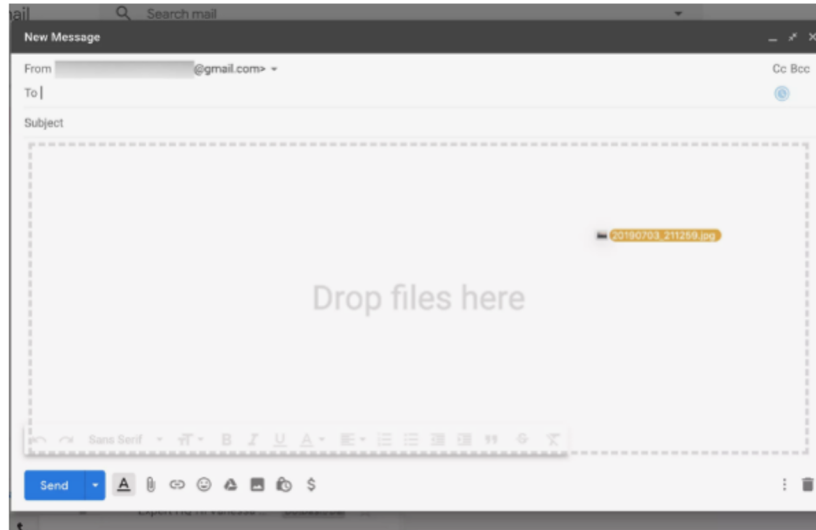
To add an image or photo to an email you are composing in Gmail





## Working with pictures: Attaching a Picture to an email

Open the folder where the picture is located and using the “drag and drop” option, move the picture from its folder to the desired position in the message.



## Working with pictures: Attaching a Picture to an email

To attach multiple pictures, simply press CNTRL and click once to keep on selecting pictures and follow the same procedure.

***When you are done, write the email address of the person you want to send the picture, a subject on the subject line and your message on the body of the email and click on S***



**LET'S PRACTICE!**  
**Now, it is your turn!**

Choose a picture of you from your folder and send an email to  
your teacher.

**EMAILADDRESS@gmail.com**

# WORKING WITH PICTURES

**THANK YOU!**

**I HOPE YOU HAVE  
LEARNT A LOT!**