From Camera to MLS

Class Outline:

- Transferring Photos to the Computer

- Using a Card Reader

- Storing, Viewing, and Organizing Digital Photos on the Computer

- E-mailing and Printing

- Adding Photos in MLXchange

- Using Google's free Picasa download to manage and edit photos

Transferring Photos to the Computer

What Comes With the Camera?
Most digital cameras will come with at least the following for transferring photos to the computer:

- Transfer and editing software
- A USB transfer cable

In addition, some cameras, notably Kodak cameras, either include or offer an optional **docking station** that can be used as a battery charger and for transferring photos.

First Step: Install the Photo Transfer Software

Of course, every software product is a little different, but here are the basic steps to follow to install most photo transfer software that comes with digital cameras:

1. Insert the Software CD ROM into the CD ROM drive on the computer. The installation should begin automatically. If this does not occur, double click My Computer, then double click the CD ROM drive (usually the D: drive). Click the Setup icon.

2. When the program installation window appears, if the installation doesn't automatically begin, look for an icon titled "Install Now" or "Installation". Click that icon to begin the installation.
   Note: Many software products that come with digital cameras offer a "suite" of several different programs and you can install these all at once or separately. Always read the disc to see what programs are included. You may not need to install all of them.

3. After clicking the "Installation" icon, usually an Installation "wizard" will begin. An installation wizard is a step-by-step process with "Next", "Back", "Cancel", and "Finish" buttons on each screen that guide you through the installation and asks you questions along the way. What is most important is to: READ EVERY SCREEN AND FOLLOW THE INSTRUCTIONS. Remember, you can always cancel or go back if you need to.

4. The first step in any software installation is accepting the license agreement. After that you may have to enter a registration or license code. At some point you select an installation directory – just accept what it selects. Then the programs files will copy from the disc to your computer. You will usually be finished once all the files have finished copying. Just keep clicking Next and reading each screen until you get to the last step and you can click the "Finish" button.

Additional Tips:

- All programs you install will show in your Programs folder in the Start Menu. The program may or may not place a shortcut on the Desktop.
- All programs can be uninstalled if necessary by going to Start > Control Panel > Add/Remove Programs.

Next Step: Transferring the Photos

USB Transfer and One Touch Transfer
First of all, what is a transfer? A transfer is the same as a copy – when you transfer photos from the camera memory card to the computer, you are copying the photos from the camera to the computer. So, the originals will still be in the camera's memory card. To remove the originals from the memory card to make room for new photos, either use your camera's **Format Card** feature, or use My Computer to delete the photos from the card.

Most digital cameras use a USB cable that connects the camera to the computer for photo transfers.

Look for a port on the camera that looks like this.
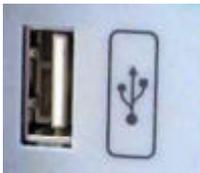
Look for a port on the computer that looks like this.

Some cameras, notably Kodak, can be used with a docking station for photo transfers. The camera is inserted into the docking station which is connected to the computer via a USB cable. In either case, there is usually a "One Touch Transfer" button on the camera, on the docking station, or in a selection in the playback menu that starts the transfer process.

Here are the most common methods of transferring photos:

Transferring pictures with a cable
1. Install the software packaged with your camera.
2. Connect the camera to the computer with the USB cable.
3. Transfer the pictures to your computer by following the instructions in the camera manual. Usually there is a transfer button on the

camera.
4. This can be with or without the transfer or photo editing software that came with the camera.

Transferring pictures with a docking station
1. Install the software packaged with your camera.
2. Insert the camera into the docking station. Connect the docking station to the computer via the USB cable.
3. Follow the instructions in the camera manual for transferring pictures. Usually there is a transfer button on the docking station or the camera.

Transferring pictures with a card reader
1. Install the software packaged with the card reader.
2. Take the card out of the camera. Insert the card in the card reader.
3. Connect the USB cable on the card reader to the USB port on the computer. Use My Computer to transfer the pictures to your computer. Look for "removable disk (E:) or (F:)"

Using a Card Reader
A card reader is an external device that makes transferring pictures from a camera to a computer very easy and fast. With a card reader, all you have to do is take the compact storage card out of the camera and insert it into the reader. Then you can easily transfer the pictures from the reader to any folder location in the computer using My Computer. Card readers act like another disk drive on the computer just like a floppy drive or CD drive. You can read from them and save files onto them just like a floppy.

There are different kinds of card readers. Some only accept one kind of card, such as Compact Flash™. Other card readers, called "all-in-one" or "universal" readers, will read all kinds of compact cards – this is the kind of card reader you want. No matter what kind of compact storage media card your digital camera or other devices use, the all-in-one card reader will accept it, which makes these readers much more versatile.
Advantages of using universal card readers:

▪ Much faster transfer rate
▪ Doesn't use your camera's battery power during picture transfers
▪ Can be used with other devices – PDA's, MP3 players, etc.
▪ Can be used with several different types of compact storage cards

- Can be used on any computer (with quickly installed software)

The Dazzle 6-in-1 card reader ($40) can read CompactFlash™ Type I and II, SmartMedia™, IBM Microdrive, Sony MemoryStick®, Secure Digital (SD), and MultiMediaCard (MMC) card formats.

Storing, Viewing, and Organizing Digital Photos on the Computer

Once you have transferred the photos from the camera to the computer you will be ready to view, store, edit, and organize them.

Viewing and Editing Digital Photos
You can use a variety of different programs to view and edit digital photos. First, let's make the distinction between a digital photo viewer and a digital photo editing program:

A **digital photo viewer** is used for viewing, organizing, printing, and e-mailing digital photos. It does not allow you to do major editing or enhancements to digital photos. Examples are the Windows XP Picture and Fax Viewer, Kodak EasyShare, and Internet Explorer.

A **digital photo editing program** can be used for viewing and printing, but most of all for editing, resizing, and enhancing digital photos. These programs can perform a wide range of tasks from basic operations such as cropping and rotating to more advanced operations such as applying filters and creating photo albums. Examples of basic photo editing programs are Microsoft Picture Editor, Jasc AfterShot, and IrfanView. Examples of more advanced programs are Paint Shop Pro, Adobe Photoshop Elements, and Microsoft Picture It Digital Image Pro Edition.

Choosing a Program to Open Digital Photos
By default, your computer will select a program that opens (JPEG) digital photos when you double click on them. As mentioned, many different programs can be used to open a digital photo depending on whether you want to edit it or just view it. To choose which program opens a digital photo do the following:

- Left click on the photo once, then right click on the photo. Click **Open With** in the right-click menu.
- To the right of Open With you will see a list of programs and **Choose Program** at the bottom. Either choose one of the programs listed, or click Choose Program and the Choose Program window will appear allowing

you to choose a program. In Window XP, you will see a short list of recommended programs installed on your computer at the top.

Organizing Digital Photos

As you take more and more photos, a way of organizing them becomes increasingly important. Luckily, newer versions of Windows, especially XP, make it easy to organize digital photos. With Windows 98, Me, and XP, there is a folder called My Pictures in the My Documents folder that is designed specifically for digital photos. In Windows XP, the My Pictures offers a few extra useful features. The best way to store and organize digital photos is to create folders in the My Pictures folder and organize photos into these folders based on topic or category.

To create a new folder in My Pictures
- Open My Pictures.
- Right click inside the folder window. Choose New Folder from the right-click menu.
- Type a name for the new folder and press [Enter].
- Then, move the digital photos into the new folder using either Cut & Paste or Drag and Drop.

Using My Pictures in Windows XP

Here are instructions on how to do basic, common tasks using the My Pictures folder in Windows XP.

Using the Windows XP Picture and Fax Viewer

By default, when you open a photo in Windows XP, it opens with the Windows XP Picture and Fax Viewer which can be used to view photos and do simple tasks such as zoom in, zoom out, and rotate.

At the bottom of the Picture and Fax Viewer window, there is a row of tools for Next, Back, Resize on screen, Zoom in, Zoom out, Rotate left, Rotate right, Delete, Print, Save, and Edit.

To use the Windows XP Picture and Fax Viewer
- Open My Pictures
- Double click the photo that you want to see more closely or take a longer view. This will start the Windows Picture and Fax Viewer.

Using Different Folder Views for Photos

Using Thumbnail View

Thumbnail view is available in Windows Me, 2000, and XP. In the Thumbnail view, photos are displayed as a collection of thumbnails arranged in rows and columns. A thumbnail is like a miniature version of the photo.

To view photos using thumbnail view
- Open My Pictures or any folder containing photos.
- Click the View Menu, and then click Thumbnails.

Using Filmstrip View
Filmstrip view is a new feature in Windows XP. It allows you to view one photo at a time at full view and the other photos in the folder will display as thumbnails at the bottom of the screen like a strip of film which can be scrolled across.

To view photos as a filmstrip
- Open My Pictures.
- Click View, then click Filmstrip.
- You can rearrange the order in the filmstrip. Drag and drop one or more photos to a new position. Photos stay sorted unless you change the view mode for that folder.

Using Slide Show View
Slide show view allows you to view all photos in the current folder as a full screen slide show on your computer screen. The photo slides can be scrolled using buttons at the top right of the screen.
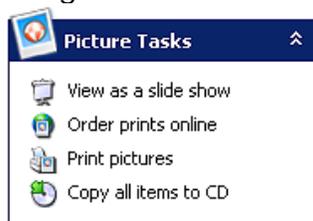
To the left of the folder window that contains digital photos,
you will see the **Picture Tasks** task bar.

To view the photos as a slide show, click **View as a slide show**.

E-mailing and Printing

Follow these basic steps to e-mail digital pictures:

1. Transfer the pictures to the computer via a card reader or the USB cable.
2. Save them into a folder on your computer – the My Pictures folder is good for this.
3. Use your photo editing program to perform any editing or enhancements to the pictures, such as resizing the photo to a low resolution for e-mail. Save the changes.
4. Open a new e-mail message. Insert the pictures as an attachment. Send the message.

Adding Photos to a Listing

1. Pull up the listing you want to add photos to. You can either search for it by ML# or access it from the **Active Listings** in your **Inventory Watch**.

2. Once you have located the listing, hover over the i-bubble and several icons will appear.

3. Click on the **Edit** icon.

4. When the Edit Listing window opens, click on **Images**.

5. When the images section opens, click on the next available image slot and click **Add a New Image**.

6. The Edit Image window opens. Click **Browse** to navigate to where the picture is saved. If your images are on a disk rather than saved to your computer, open the **Look in** menu and select your CD drive (this is usually drive **D:** or **E:**). Once you have selected an image, you can select an **Image Name** or add **Comments** if you desire.
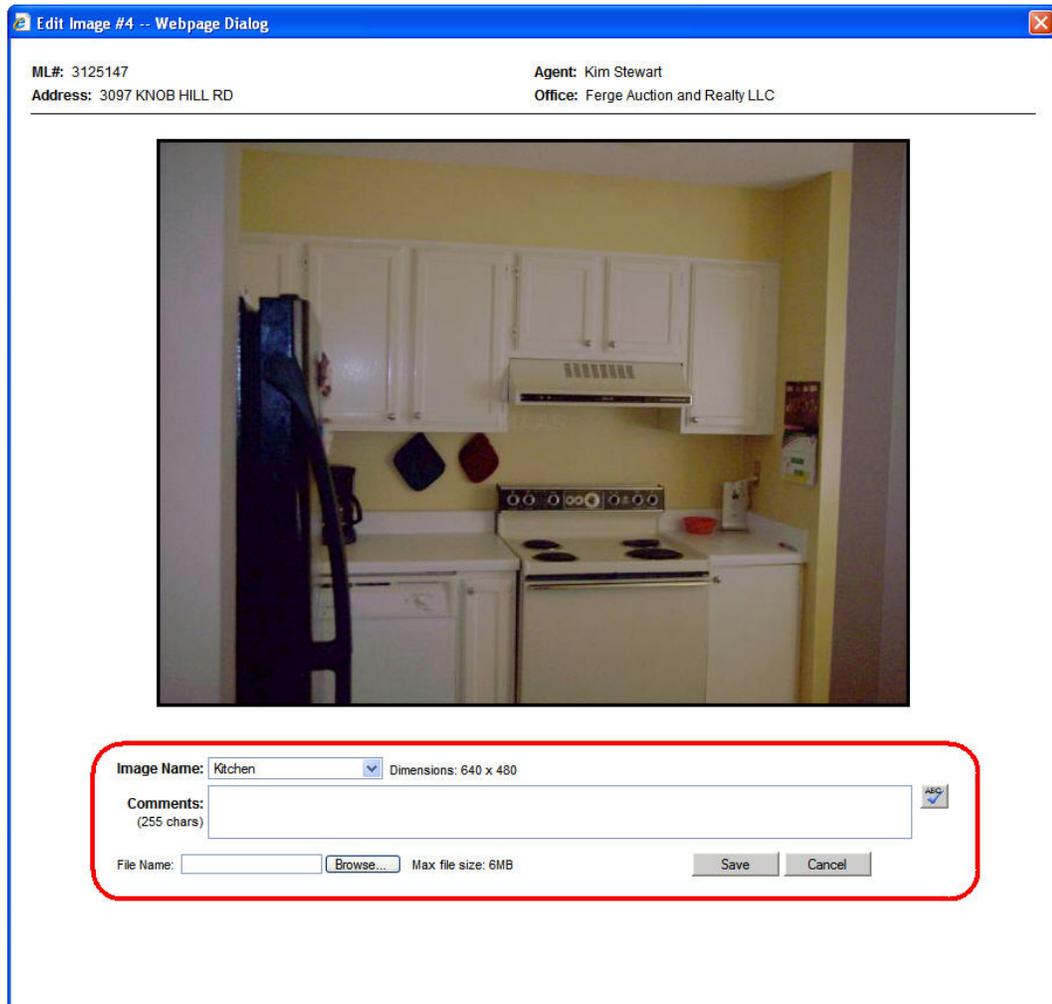
7. Click **Save** when you have finished entering information about your photo.
8. Repeat steps #5 – 7 to enter additional pictures.
9. When you have finished entering all photos, click **Close**.

Picasa- Find and enjoy the pictures on your computer in seconds.

**A free software download from Google.**
Picasa is software that helps you instantly find, edit and share all the pictures on your PC. Every time you open Picasa, it automatically locates all your pictures (even ones you forgot you had) and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make labels to create new groups. Picasa makes sure your pictures are always organized. Download at: http://www.picasa.com/index.php

For support go to: http://www.picasa.com/support/index.php

Picasa also makes advanced editing simple by putting one-click fixes and powerful effects at your fingertips. And Picasa makes it a snap to share your pictures – you can email, print photos home, make gift CDs, instantly share via Hello™, and even post pictures on your own blog.

Organize
Picasa 2 instantly locates and organizes all the pictures on your computer.
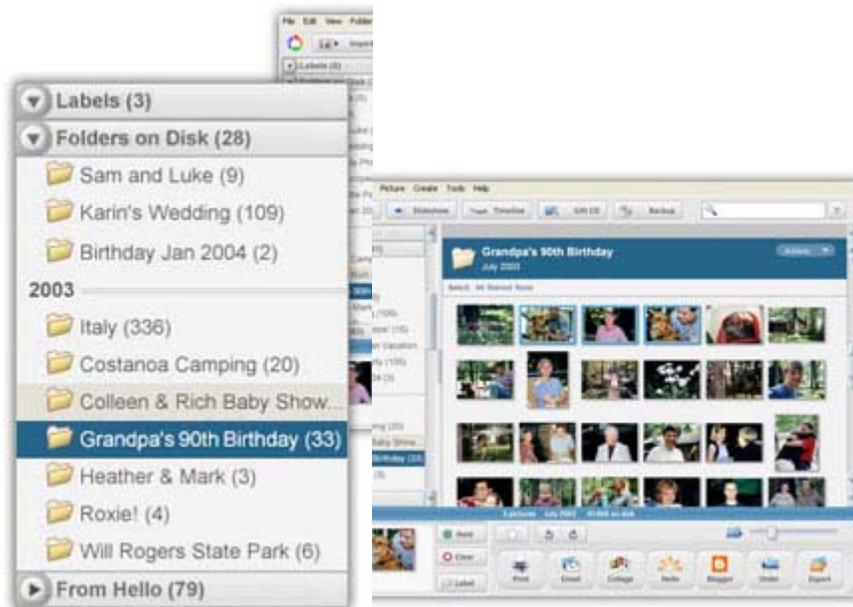
Find the pictures you forgot you had.
Picasa organizes your entire collection while you watch, scanning the images on your computer and automatically sorting them by date.

Move and re-name pictures from inside Picasa.
Want to clean up messy folders and move pictures around on your computer's hard drive? Simply drag and drop pictures from one folder in Picasa to another. Picasa will make the change permanent after double-checking with you. Want to change a picture's filename from 671056398a.jpg to Lisa.jpg? In Picasa, it only takes seconds to re-name one picture or a group of pictures.

Make a label.

Use labels to tag your photos into quick groupings inside Picasa. Viewing and sharing the pictures you grouped under a label is easy – they make great slide shows and movies or you can email them to friends.

Add a star rating.

Give a gold star to any photo you love: it turns your favorites into visual standouts at a glance. Picasa even has a star search that reduces your entire photo collection to the best of the best in less than a second.

Keep one picture in multiple albums.
Picasa creates a new "instance" of each photo you label without taking up more space on your computer, so you can put the same picture into multiple albums.

Password-protect collections.
Have photos you want to keep to yourself? You can add passwords to any of your Picasa collections (this does not affect which pictures you and others can see on your computer's hard drive).

Edit
Turn a gray sky into a picture-perfect day.
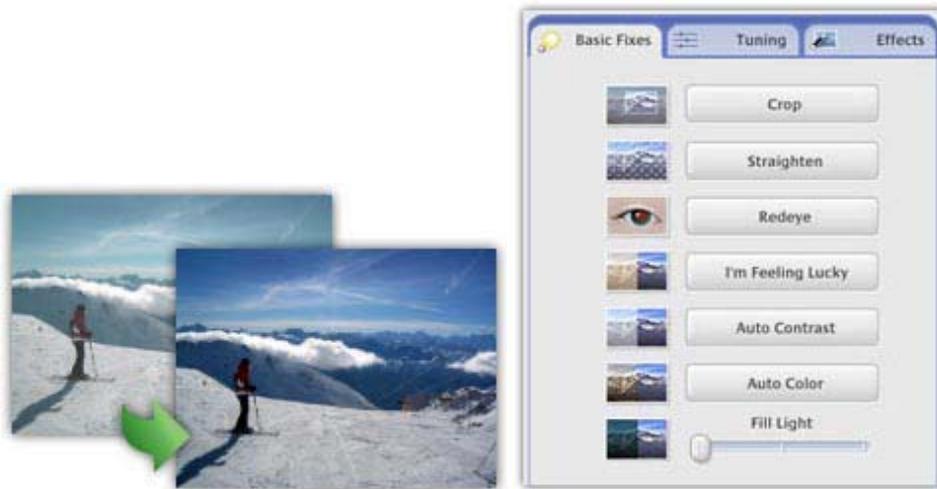
Basic Fixes are back — and better.
Picasa 2's Basic Fixes are buttons that make it fast and easy to crop, remove red eye, fix the contrast and color, and enhance your digital pictures.

**Amazing effects turn so-so pictures into works of art.**
You can see how much Picasa's 12 new visual effects can improve your photos – and in seconds, not hours. Go sepia. Warmify. Make pictures pop with color or try austere black-and-white. Try easy one-clicks or the more finely tuned sliders for better control where you want it. And of course, you can undo your changes at any step along the way.

Write captions that stay with the picture.
Picasa 2 makes captions the way journalists do – using the IPTC standard. That means your captions are saved within their pictures and stay with them, whether you export as a web page, make a CD presentation, or share them using Hello. Picasa captions are fully editable and searchable, and you choose whether to display them or not.

Zoom. Pan. Tilt. Get the angle you intended.
So you didn't get the shot? With Picasa, that's not the end of the story. Go in closer and move the focus slightly to the left. Your camera was slightly crooked? So what? Your picture is perfect anyway.
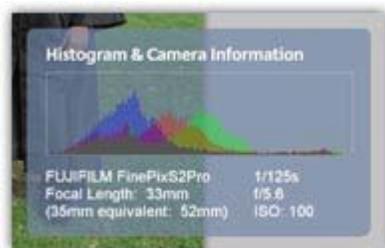
Know how to use a camera in manual mode?
Photography aficionados can now fine-tune their photos with Picasa's EXIF display. This window shows you all the camera data that is stored in a picture's original file - such as camera model, date the photo was taken, even if a flash was used. The EXIF display also has a RGB histogram, a real-time graph that shows the intensity of colors in your picture and how they change when you make edits in Picasa.

Share
The hardest part of sharing your pictures is choosing your favorites.

Send photos via email that are a joy to receive.
Take the guesswork out of sending photos. Picasa 2 automatically resizes and attaches pictures to email messages at sizes your friends will be able to open. Works with most email programs, including Google's Gmail.

Hello™ instant picture chat lets you share pictures back-and-forth in seconds.
Hello is Picasa's instant-message product – it's chat with pictures. You can send out hundreds of pictures instantly using the "Hello" button; it's a great way to look at pictures with friends and family online. Just point at a picture or website and tell the person who sent it exactly what you think (but when you criticize their artwork, remember – they can do the same).

Hello sends pictures using an encrypted person-to-person connection, so the pictures you share are sent directly to your friend's computer, and nowhere else online (unless you use Bloggerbot to post pictures to your blog; see below). Picasa shows shared pictures in your From Hello collection, sorted by Hello usernames. And it's as easy to remove shared pictures as it is to get them. Find a buddy and sign up at hello.com.

Put pictures on your own site, for free.
Picasa's new Blogger button automatically opens Hello's Bloggerbot tool, which transfers pictures and text up to your blog. Learn more and get started at blogger.hello.com.

Make beautiful slide shows.
With Picasa, you can turn a group of photos into a presentation with one click, then share your slide show on a CD.

Move to any device or folder.
You can take your photos with you no matter how you like to carry them. Picasa works with all the newest compact flash devices

Prints & Products
Print beautiful pictures at home with more custom sizes or order prints, gifts and books from your favorite online companies.

Custom and standard sizes are now fit to print at home.

Picasa 2 automatically fits your pictures perfectly onto the expensive paper used by your home printer. It's finally easy to print wallets, 4×6, 5×7, full pages, more sizes and even (hallelujah!) more than one picture on a page.

Export pictures to popular photo processing websites.
You can pick photos straight out of Picasa and upload them directly to your favorite photo finishers to order prints and other products.

Backup
Don't lose your digital memories. Safely back up your photos with Picasa 2.

Burn to CD or DVD for archive purposes.
Picasa makes it easy to protect your pictures by archiving them on a CD or DVD. Picasa even displays the pictures that haven't been backed up yet to make absolutely sure you don't make mistakes with images that matter.

Give gift CDs with slide shows.
Effortlessly create slide show CDs for friends and family.

Create a network backup of your pictures.
Save to a folder on your computer, plus any device that is an external drive or disk. Moving edited pictures out of Picasa has always been as easy as clicking the Export button. Now you can also control the quality and sizes of your exported pictures. Picasa even will save photos back to any drive, including the newest flash memory cards and sticks.

Create

Enjoy your pictures in fun, creative ways – it's what photography's all about!

Turn your photos into a movie.
It's so easy to play filmmaker with your pictures. Select your best shots, then adjust the delay time, dimensions, and video compression settings. That's it – Picasa 2 will render a movie, complete with title graphics, that you can play and share.

Make a personalized desktop picture or screensaver.
Your best pictures are now on display. Pick a favorite photo as your desktop picture or add several into your screensaver rotation. What better way to enjoy your photographic genius at your desk?

Create a poster.
Picasa can tile any picture you select, allowing you to print each part and reassemble them at poster size – up to 1,000% larger than the original.

Make picture collages.
Select a group of pictures, choose one of the beautiful templates, and Picasa will create a collage that expands your creative horizons. Picture pile it. Make a multi-exposure image. Create a contact sheet. Done? Simply save your collage to a folder, as a new desktop background or as a screensaver.