A Basic Guide for Working with Digital Photos (Pictures)

How To – Set Folder Options On Your Computer For Easy Viewing (this is a one-time setting)

- Double-click the icon on your desktop called My Computer/Computer
- Double-click your G Drive (will have your name)
- Tools menu, Folder Options…
- On the General tab, in the Tasks area, click in front of Show common tasks in folders
- Click OK

Note: Down the left side of your window you will now see a menu bar with numerous options.

How To – Make New Folders To Store Your Digital Photos and Movies

- Double-click the icon on your desktop called My Computer/Computer
- Double-click your G Drive
- Double-click your My Pictures folder
- Under File and Folder Tasks, click Make a new folder
- Type a name for your folder (example: Pictures or Movies) and press the Enter key on your keyboard
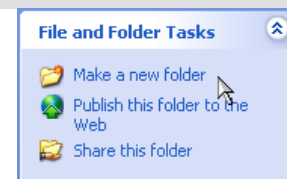
Note: At home on your computer, you can store your digital photos in the My Pictures folder which is located in the My Documents folder. To access the My Documents folder, go to the Start Menu and Documents OR if you have an icon on your Desktop called My Documents, double-click it – you will then see a folder titled My Pictures.

How To – Download Digital Photos From The Camera To Your Computer

- Refer to camera documentation for step-by-step instructions

How To – Copy Digital Photos From Floppy Disk To Your Computer

- Double-click the icon on your desktop called My Computer/Computer
- Double-click 3 ½ Floppy (A)
- Select the digital photos you want to copy to your new folder

Tip: To copy all of the photos, use Ctrl+A to select all of the photos OR to import some of the photos, hold your Ctrl key down while clicking on the photos one at a time.

- Go to the Edit menu and choose Copy OR right-click on a selected picture and choose Copy

- Open the folder where you want to save your digital photos

Tip: To organize your photos, create multiple folders inside your <u>Pictures</u> folder.

🔹 Go to the <u>Edit</u> menu and choose <u>Paste</u> OR right-click on a selected picture and choose <u>Paste</u>

How To – Set Options To View Your Picture Files And Folders

🔹 Double-click the folder that holds your digital photos, go to the <u>View</u> menu (choose one of the following)
  ▪ Thumbnails
 ▪ Tiles
  ▪ Filmstrip
  ▪ Icons
  ▪ List
  ▪ Details
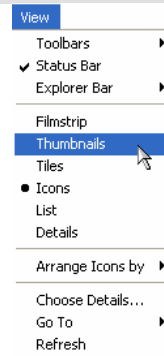
How To – Set The Default To Microsoft Office Picture Manager For Viewing/Editing Digital Photos (this is a one-time setting)

🔹 Right-click on a picture
🔹 Choose <u>Open With</u>, and then <u>Choose Program…</u>
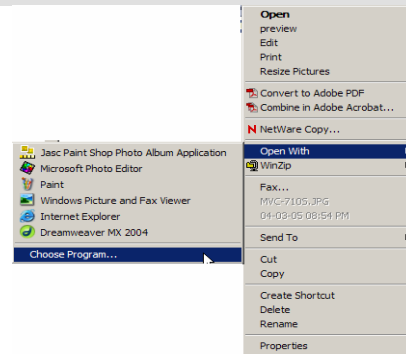
🔹 If necessary, choose <u>Select the program from a list</u> and click OK
🔹 In the <u>Open With</u> dialog box, highlight <u>Microsoft Office Picture Manager</u>
🔹 Click in the box to the left of the words <u>Always use the selected program to open this kind of file</u> (located toward the bottom of the screen)
🔹 Click OK
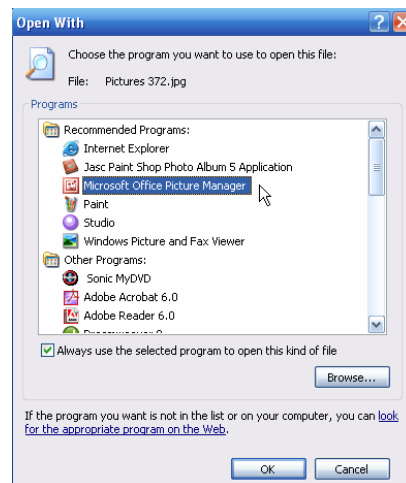
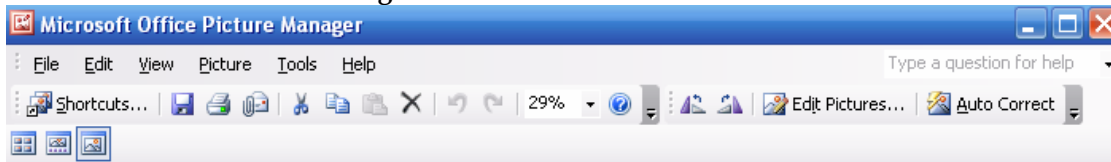**How To – View Your Photos Using Microsoft Office Picture Manager**

🔹 Double-click on the picture you would like to view
🔹 Microsoft Office Picture Manger will open your picture
🔹 Toolbar options will appear at the top of the screen

Use the forward/reverse arrows below your picture ◀ ▶ to move from one photo to the next within your picture folder.
🔹 Use the slide bar in the lower right corner to zoom in/out.

Zoom: 🔍 ———————◻———————— 🔍
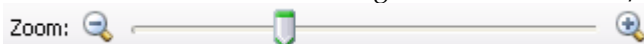
Microsoft Office Picture Manager Toolbar:

Tip: Holding your mouse over a tool in the toolbar will generate an information pop-up, which explains the function of each tool.

## How To – Edit Your Photos Using Microsoft Office Picture Manager

- Select <u>Edit Pictures…</u> from the toolbar
- The Edit Pictures menu will open to the right of your photo. You can edit your photo using the <u>Auto Correct</u> button, by using the options under the <u>Edit using these tools section</u>, and by using the options under the <u>Change picture size</u> section.

Tip: For additional information on editing your photos, go to the <u>Help</u> menu and select <u>Microsoft Office Picture Manager Help</u> in the drop-down menu. In the <u>Search for:</u> box, type <u>edit pictures</u> and click the green arrow. You will be given help topics to choose from; click on the topic that best fits the description of what you are trying to do.
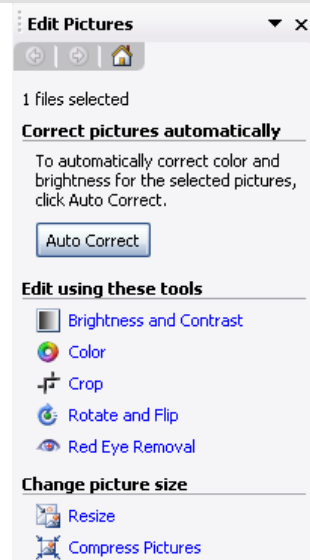

How To – View Your Digital Photos As A Slide Show

- Open the folder where your photos are stored
- Under <u>Picture Tasks</u>, choose <u>View as a slide show</u>
- Press the <u>Esc</u> key on your keyboard to exit the slide show
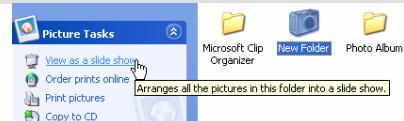
How To – Print Digital Photos

- Open the folder where your pictures are stored
- Under <u>Picture Tasks</u>, click <u>Print pictures</u> OR <u>Print this picture</u>
- The <u>Photo Printing Wizard</u> walks you through the printing process
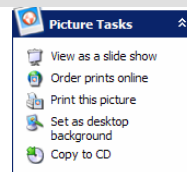
How To – Add Text To A Photo

- Open the folder where your pictures are stored
- Right-click on the picture you wish to add text to
- Choose <u>Open With</u>, select <u>Paint</u>

- Double-click on the text tool (the capital A) in the toolbar

- Depending on whether you want the text box to be opaque or transparent, select the appropriate icon in the toolbar on the left

- Click and drag to draw a text box where you would like the text to appear

- Select your font, size, etc. in the Fonts toolbar

How To – Insert Digital Photos Into Another Program (Word, PowerPoint, Front Page, etc.)

- Open the program (for example, open <u>Word</u>)
- Open a document or start a new document if necessary
- Position your cursor where you would like to picture to be inserted
- From the <u>Insert</u> menu, choose <u>Picture</u>, <u>From File…</u>
- Locate and highlight the picture you would like to import, click Insert
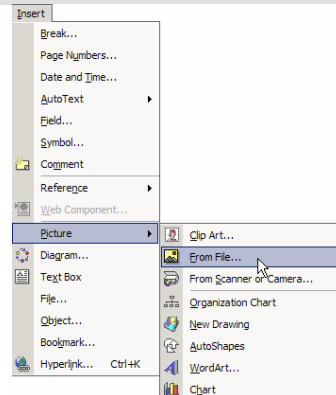
How To – Resize A Picture That Has Been Inserted Into Another Program (Word, PowerPoint, Front Page, etc.)

- Double-click on the picture OR right-click on the picture and choose <u>Format Picture…</u>
- In the Format Picture dialog box, click on the <u>Size</u> tab
- In the <u>Scale</u> section, type a number in the <u>Height</u> field and press the Tab key on your keyboard (Notice that the Width field changes appropriately)
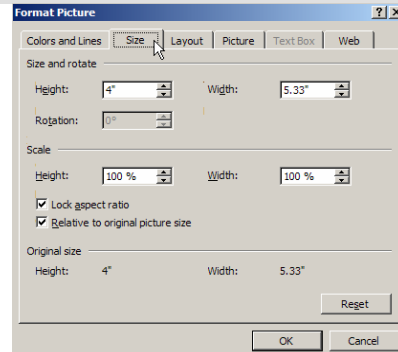
How To – Place A Shortcut On Your Desktop For Windows Movie Maker (this is a one-time setting)

- If you want to place a shortcut on your Desktop to get to Movie Maker quickly, do the following:
  - Double-click the icon on your desktop called My Computer/Computer
  - Double-click your C Drive
  - Double-click the Program Files folder. (You may need to click Show the contents of this folder if you don't see a list of files.)
  - Double-click the Movie Maker folder
  - Right-click moviemk.exe OR moviemk
  - Choose Create shortcut. Click Yes to place the shortcut on your desktop.
- An icon will be placed on your desktop
- To rename the icon on your desktop, right-click and select Rename, type Movie Maker (or whatever name you would like to use)
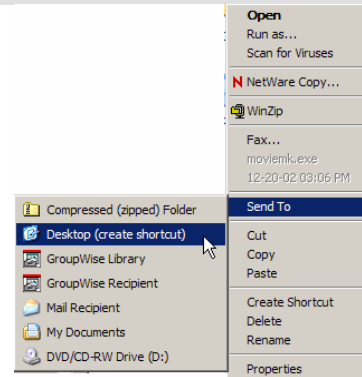
How To – Use Windows Movie Maker To Create A Movie From Your Digital Photos

- Open Movie Maker
- Under the Movie Tasks area, click Import pictures
- Navigate to and open the folder where your photos are stored
- To import all of the photos in the folder, use Ctrl+A to select all of the photos OR to import some of the photos, hold your Ctrl key down while clicking on the photos one at a time
- Click Import
- Drag and drop photos on the storybook area at the bottom
- To add Transitions, change the drop-down menu at the top to Video Transitions
- Drag and drop a Transition to the storybook area between photos
- To add Video Effects, change the drop-down menu at the top to Video Effects
- Drag and drop a Video Effect onto a photo in the storybook area
- To add audio or music go to the Movie Tasks area, click Import audio or music
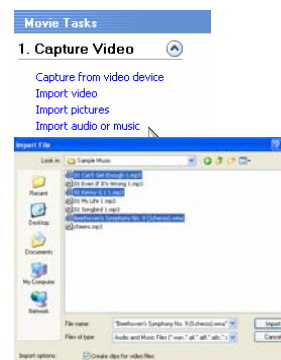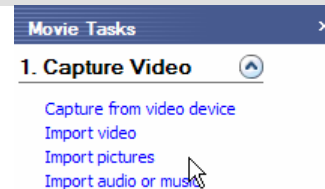
- Find your audio or music files, select them, and click Import
Note: The most common types of audio or music files that can be imported into Windows Media Player are wav and mp3. (For help converting your audio files into an acceptable format, see page 8 of this document titled: How to - Convert Audio Files to MP3 Format Using Windows Media Player.)

- To add the audio or music files to your movie, click on <u>Show Timeline</u> at the bottom of the screen

- Click and drag an audio or music file to the <u>Audio/Music</u> section at the bottom
- To change the duration of the audio or music file, drag the slide bar to the left
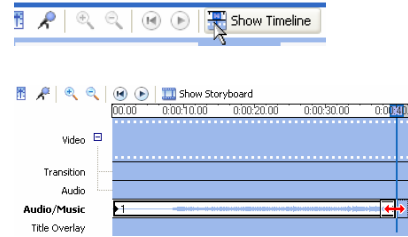
How To – Save Your Project – AS A PROJECT

- To save your project, **AS A PROJECT**, from the <u>File</u> menu, choose <u>Save Project</u>. (This save allows you to open the project and make changes/additions/deletions at a later date.)

## How To – Save Your Project – AS A MOVIE

- To save your project, **AS A MOVIE**, from the <u>File</u> menu, choose <u>Save Movie File.</u> (This save allows you to save the movie for viewing purposes.)
- The <u>Save Movie Wizard</u> will walk you through the saving process

How To – Play Your Movie With Windows Media Player

- Right-click on your movie
- Choose <u>Open with</u>, then <u>Choose Program…</u>
- If necessary, choose <u>Select the program from a list</u> and click OK
- In the <u>Open With</u> dialog box, highlight <u>Windows Media Player</u>
- Click in the box to the left of the words <u>Always use the selected program to open this kind of file</u> (located toward the bottom of the screen)
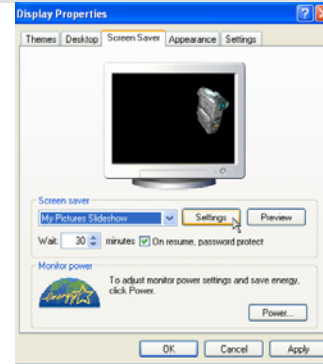- Click OK

How To – Set A Picture As Your Computer's Desktop

- Right-click in an empty area on your computer's desktop
- Choose <u>Properties</u>
- On the <u>Desktop</u> tab, click the <u>Browse</u> button
- Find and highlight the picture you would like to use, click <u>Open</u>
- You will then have a preview of what your desktop will look like – to keep the picture, click OK
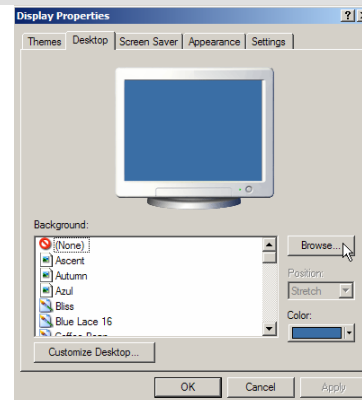
How To – Set A Slideshow As Your Screensaver

- Right-click in an empty area on your computer's desktop
- Choose <u>Properties</u>
- On the <u>Screen Saver</u> tab, click the down arrow and choose <u>My Pictures Slideshow</u>

- Click the <u>Settings</u> button
- In the <u>Use pictures in this folder:</u>, click the <u>Browse</u> button
- Find and highlight the folder that holds the photos you would like to use, click OK
- You will then have a preview of what your slideshow will look like – to keep the slideshow, click OK twice
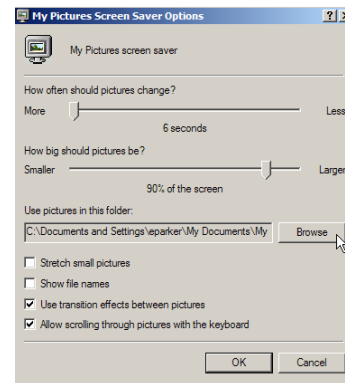
**How to - Convert Audio Files to MP3 Format Using Windows Media Player**

- To open Windows Media Player, click on the <u>Start Menu</u> and then on "<u>Run…</u>"
- Type: **wmplayer** and click OK

- Check your settings to see where your mp3 files will be stored
- Right-click in the light blue area at the top of the Windows Media Player screen, select <u>Tools</u>, select <u>Options…</u>


- Select the <u>Rip Music</u> tab
- In the <u>Rip music to this location</u>, notice that files will be saved to your **My Music** folder on your **G** drive (you can use the <u>Change…</u> button to change the location if you choose)
- In the <u>Rip settings - Format</u> drop-down, <u>Windows Media Audio</u> should be displayed (if not, click the drop-down triangle and change to <u>Windows Media Audio)</u>
- Click OK

- Insert your audio CD into the CD player on your computer
- At the top of the window, click on the <u>Rip</u> tab
- It will take a moment for Windows Media Player to detect the CD and find the information it needs.
- The <u>Rip Music</u> link in the top right is now available for you – click on <u>Rip Music</u>
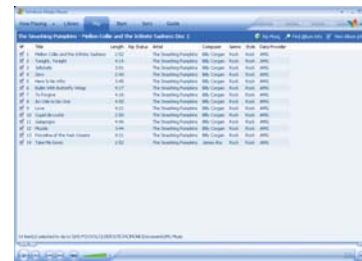
- A dialog box will appear, select <u>Keep my current format settings</u> and click <u>OK</u>
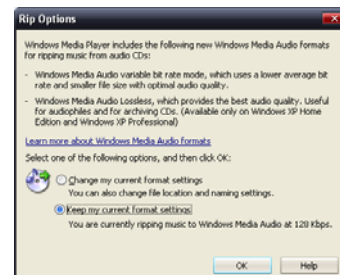
Your music is now being converted and will be saved in your <u>MP3</u> folder on your G drive.

Note: You can watch the progress of the conversion by noting the rip status column and the green progress bars. Once the rip is complete, you will be able to add the songs to your movie project.