

# COMPUTER CLUB DISCUSSION GROUP

January 9, 2007

## Moving Pictures From Digital Camera To PC

1. Although some software transfer pictures automatically, this exercise consists of a manual transfer of pictures.
2. Insert digital camera media into computer card reader or attach camera to your computer with supplied USB cable. Observe that the computer acknowledges the camera or media.
3. If a screen does not open up automatically delineating the photo media directory, Left Click (LC) or Double Click (DC) on MY COMPUTER and observe that, a new drive appears in the MY COMPUTER directory line-up. The label of the new drive will most always be referred to as REMOVABLE DISK X followed by the name of the memory media, i.e., COMPCTFLSHCRD or LEXARMEDIA or some other supplier name.
4. DC on the designated media and observe that another directory appears which generally consists of at least a folder named DCIM, that will generally contain the images directly or in another subfolder depending on particular software. Once you locate the correct folder, SELECT/HIGHLIGHT all of the photos in the folder, then LC on the COPY THE SELECTED items icon on left side of screen.
5. LC your way into the MY PICTURES folder directory and folder within the MY PICTURES folder in which you wish to copy the pictures. You may make a new folder at this point by LC on the MAKE NEW FOLDER tab and while the NEW FOLDER title is still highlighted, type in a new folder name, then Depress ENTER and LC COPY. Once you have verified that the pictures are in fact in your directory, you may delete the pictures from your media.
6. To copy the pictures to a CD you must first set your PC to the generic XP built in CD Recording function as described in our February 20, 2006 session. Visit the 2006 Computer Club index for detail Info.
7. Go back to the MY COMPUTER directory and DCIM folder. Highlight all the pictures to copy, LC on the COPY FILES TO CD icon on left side of screen. Once you have verified that the pictures are in fact on your CD, you may delete the pictures from your media.

## Resizing Pictures Using XP

In order to utilize XP software to resize photos, you must first download and install XP's RESIZING Power Toy. Do a Google search for XP Power Toys. LC on the Microsoft Power Toys web page link. When page comes up, scroll down and Left Click (LC) on IMAGERESIZER.EXE link on the left side of page.

1. When next window opens, LC on RUN and then LC on INSTALL you may be asked somewhere in the download to accept their agreement LC I ACCEPT. Proceed to follow screen directions.
2. After installation is complete, open directory where pictures are located and highlight the picture or pictures you wish to resize.
3. Position cursor in a highlighted area and RC, LC RESIZE PICTURES and LC on MEDIUM, WHICH I consider an ideal size for emailing. You may wish to experiment with the other options. Once you click, resize, the original will be left untouched, and a new picture identified with the same title but modified with the word COPY to distinguish it from the original, will be added to your directory.
4. Open your email handler and LC CREAT MAIL. When the email form opens, locate and LC the ATTACH tab.
5. When window opens locate the previously resized picture in your directory that may appear at the bottom of your MY PICTURES directory and identified with the same title as the original but with copy inserted.
6. Once located, LC once on title to highlight the picture, then LC ATTACH.
7. You should then see the selected picture in your new email header as an attachment, and now ready for addressing and comment.
8. LC SEND when complete.

## Imbedding Pictures in Emails

This procedure addresses using Outlook Express as the email software. Yahoo, Hotmail and AOL have different protocols.

1. Click on CREATE MAIL, LC FORMAT and make sure RICH TEXT (HTML) is checked.
2. Place cursor in text area, LC INSERT then select folder and highlight desired picture to IMBED in email and LC OK.
3. You may resize the picture in your email for clarity after insertion but the full size file will be sent.