

Pictures are only as good as you make them – while there are slight changes we can make to a picture after it's taken, you still must make sure lighting is good & that you have the flash enabled appropriately for the lighting conditions.

We'll start off assuming you've already taken pictures and want to get down to the nitty gritty.

Please feel free to interrupt at any time and ask questions!

We'll start with Paint, a tool that comes bundled with windows.

This document is not written for someone new to computers; it is assumed you understand basic mouse use, clicking, right clicking, and double clicking. It further assumes you understand the concepts behind windows and how to maneuver between them.

All cameras are different; most of them however interface to your computer through USB, and come with cables designed with that in mind.

USB Plugins are usually found in the back, and occasionally in the front of your computer.

Once plugged in, the camera acts similar to a "flash drive"

The pictures will be saved somewhere on the camera based on how the manufacturer deemed fit.

You'll have to do a bit of searching, or thoroughly read the manual.

For HPL's camera, the pictures are saved under DCIM\101MSCDF

Click on the Start Button, and then select "My Computer" from the Start Menu.

You will see a list of hard drives, removable media, and folders.

Flash Drives, and memory sticks will be found under "Removable Media"

Double clicking the icon for your device will open it, and allow you to browse to where the pictures are stored.

Once you have located the pictures, click the Start Button again, and select "My Documents"

A folder will open up displaying your "My Documents" folder.

Right click on the empty background.

From the drop down box, select "**New**" and then select "**Folder**"

Type a name in for the folder, one you'll understand and recognize.

If the pictures are of your family at mothers' day, perhaps calling the folder "**2007 Mothers Day photos**" would help you keep track of them. Once you've created the folder and renamed it, hit "Enter" on your keyboard, and then double click the folder to go inside it.

Switch windows back to the camera, where the pictures are sitting.

Select the pictures you want, and then drag them from one window to the other.

Let go of them when you're inside the other window, and the computer will copy them for you.

Your pictures probably have really odd names; computer generated, generic numbering.

You'll want to go through each picture, and rename it to something that makes sense.

"Mom and her ducklings.jpg" instead of DSC1408.jpg is a good example.

Lastly is the task of resizing/angling a picture.

Right click the picture you want to resize.

Select "Open With" from the menu, and then select "Paint" from the list of programs.

The picture will open in the application called "Paint"

Click "Image" at the top of the window, then click "Flip/Rotate"

Click the radio button for rotate by angle, and then choose the degree of rotation.

1. 90 rotates a ¼ turn to the right.
2. 180 turns it upside down
3. 270 turns it ¾'s of the way around.

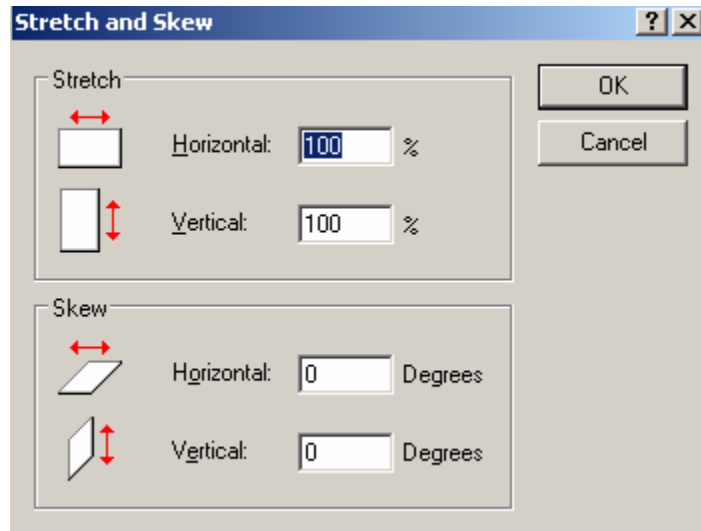
This is especially handy because sometimes we take a picture holding the camera on one end, to capture more of what we want a picture of.

Next step is resizing the picture.

Pictures straight off your camera are HUGE!
Before you email grandma your newest photos, click “Image” and select “Stretch/Skew”
There is a section labeled “Stretch”.

Using it we can make a picture bigger than it was, by using amounts **BIGGER** than 100%
Likewise, we can shrink a picture down using amounts smaller than 100%

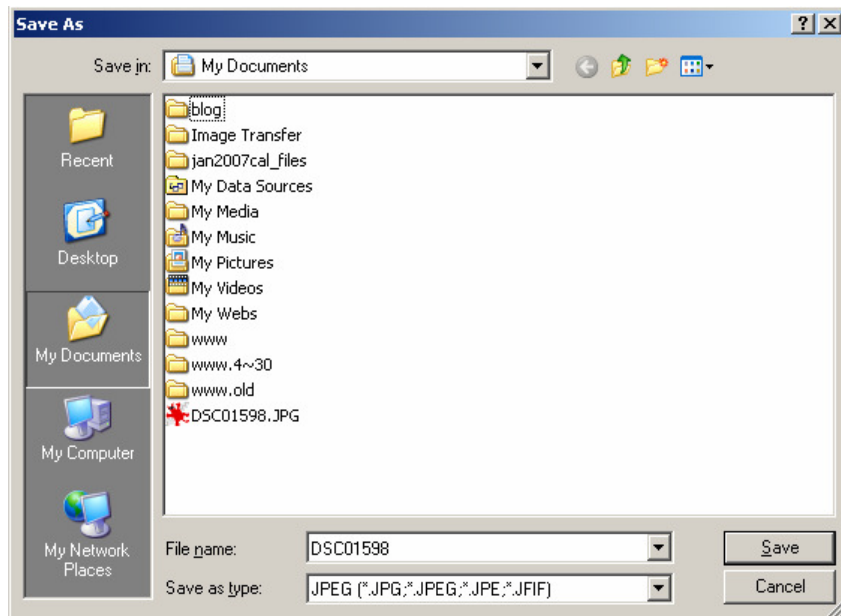
A good size for *most* pictures is 40% of their original size.



After making the picture the size you prefer, click File, and then “Save As”

You’ll see a section for the file name, and another section for the type of picture, “Save as type”

Click the drop down menu next to “Save as type” and select a compressed format, JPEG or PNG. Bitmaps and Tiff files are quite large, and hard to email. Many services bounce oversized email. And it can be time consuming to download a large, too detailed photograph. – and you DO want to share photos with your friends, right?



Click the “Save” button, and then you’re done. Congratulations!