

Manage Your Digital Pictures with Windows 10

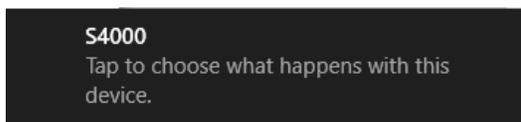
- Plug your camera into the computer using the USB cable. Or, remove the memory card from your camera and put it into the card slot on your computer (more commonly available on laptop computers. External card readers are available for desktops).
- You may need to turn your camera on.



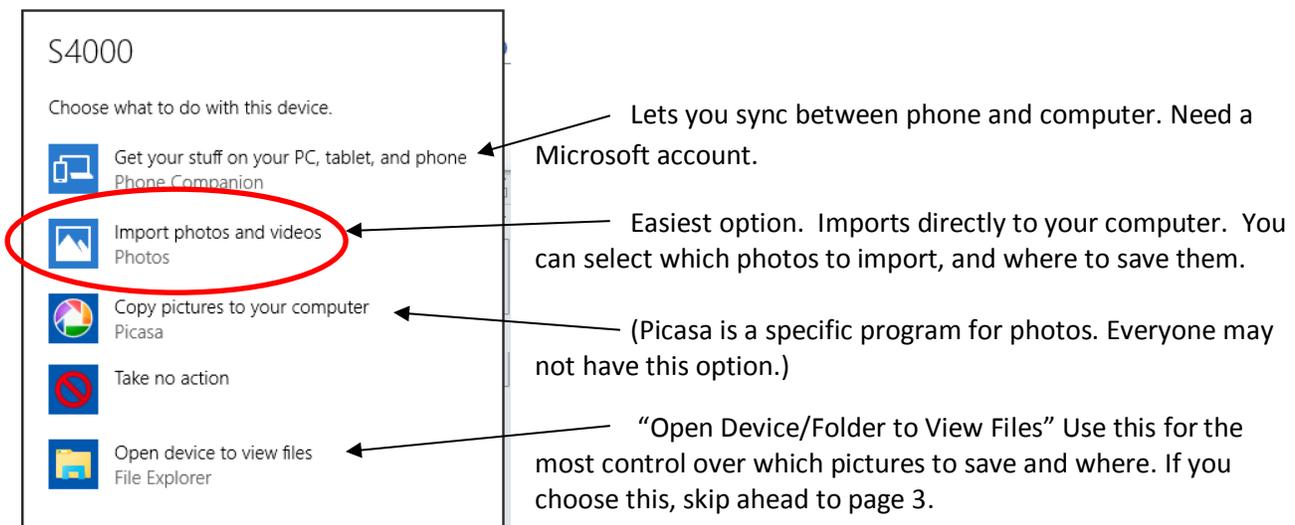
There are a few ways to import pictures. One way is to use the Photos App and automatically import them to your Pictures file. Another way is to use the File Explorer. Here you will see instructions for both, but pick what you like best. Automatically importing using the Photos app is easier, but the File Explorer gives you more control.

Import photos using the Photos App

1. When you plug your camera in, you may see a small window pop up in the bottom right. (If you see a window about the Phone Companion, see information on the last page).



When you click it, a window will pop up asking you what to do.



Let's you sync between phone and computer. Need a Microsoft account.

Easiest option. Imports directly to your computer. You can select which photos to import, and where to save them.

(Picasa is a specific program for photos. Everyone may not have this option.)

“Open Device/Folder to View Files” Use this for the most control over which pictures to save and where. If you choose this, skip ahead to page 3.

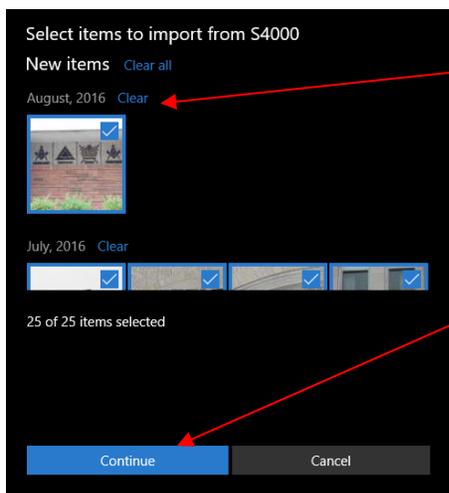
- 1a. If the popup window doesn't come up, you can go to the search bar at the bottom left and type in Photos, and click it. It may also be a tile on your start menu.



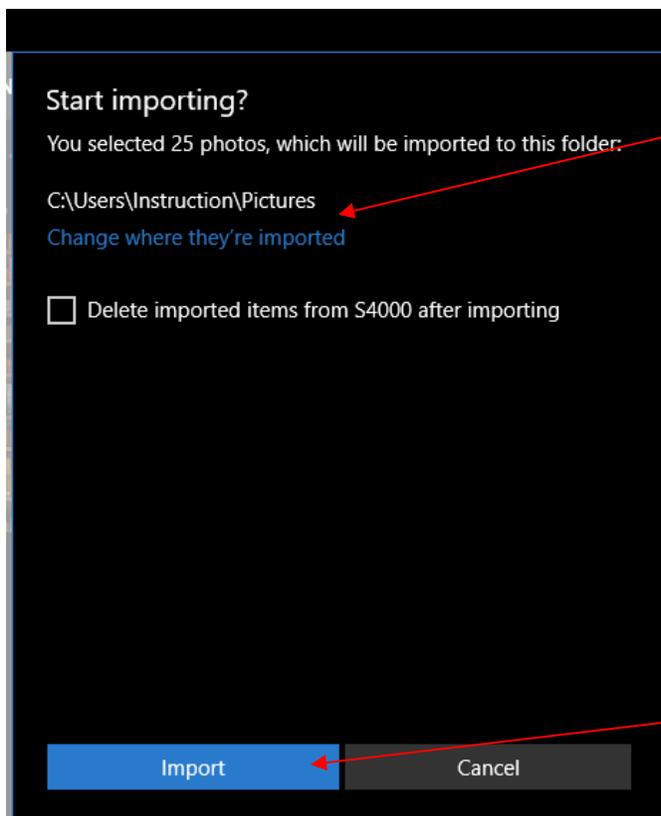
1b. Click the "Import" icon.



2. All photos will automatically be selected. To deselect all, click "Clear."



When you have selected the photos you want to import, click "Continue."



If you want to put photos in a specific folder, or create a new folder, click "Change where they're imported." Otherwise it will put them in folders according to date.

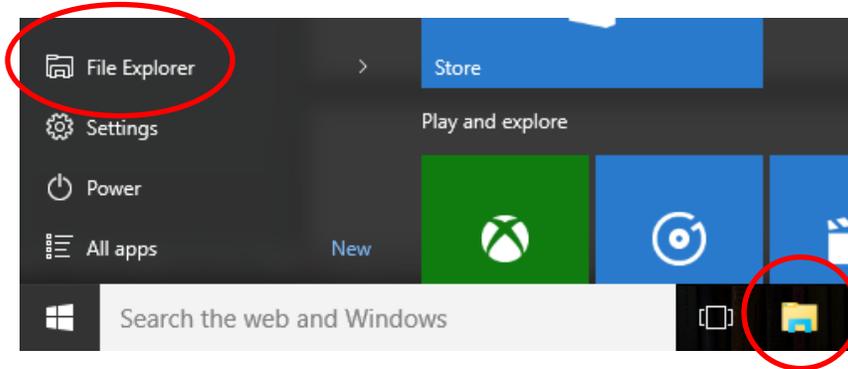
I would be cautious about checking this box if you are new to this process. You can always delete your photos on your camera manually after they are imported, which will allow you to make sure you know where they are saved before deleting them.

Click "Import."

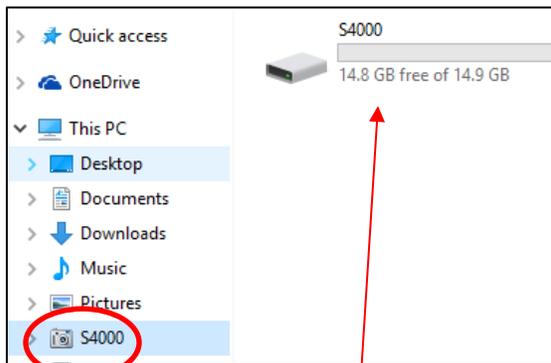
From here, you will have to go to the File Explorer to organize your pictures. See p.3 #6.

Alternate Method: Copying and Pasting Photos using the File Explorer

1. Another way to see photos on your camera is to **click on the File Explorer** from your taskbar or start menu.



You should see your camera listed there.



The camera I am using is called “S4000” but your camera may show up as another name. There *may* be a camera icon to help you identify it.

2. Double click on your camera name, and keep double clicking to open the folders until you get to the pictures. One folder will probably be called DCIM, which stands for Digital Camera Images.

Now you will transfer pictures from your camera into the Pictures file.

3. First you will need to select the photos you wish to transfer.
 - a. To select **all pictures**, press **CTRL + A** on your keyboard.
 - b. To select **multiple, non-adjacent pictures**, press **CTRL** while clicking pictures.
 - c. To select a **range of adjacent pictures** (but not all) click the first picture, then hold **Shift** while clicking on the last picture, and it will automatically select all pictures in between the first and the last.
4. When your pictures are selected, you can **drag them into the Pictures folder**.
5. Repeat steps 3-4 as needed.
6. Make sure your pictures are there! Close the window you are in, and find the folder you just created to double check.

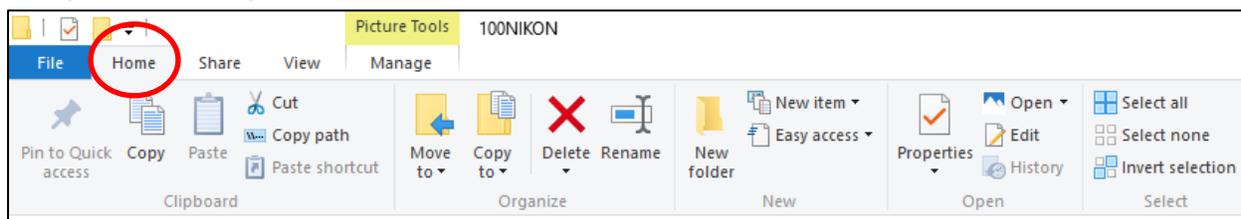
7. Delete pictures from your camera. Find the correct folder (S4000 here), select all and delete.
Or, if you are deleting all the pictures on your camera, it is best to reformat the camera from the camera menu (not the computer.)
8. Eject the camera from your computer. This is a very important step! It assures that the computer and camera are finished communicating with each other.
 - a. At the bottom right of your screen, look for an icon of a USB cable with a green check mark. You may have to click an upward pointing arrow to see it.
 - b. A bubble will pop up. Click Eject [name of your camera]
 - c. Another bubble will pop up saying it's ok to unplug your camera.

If you are not seeing the eject icon, just make sure your camera is turned off before unplugging it from the computer.

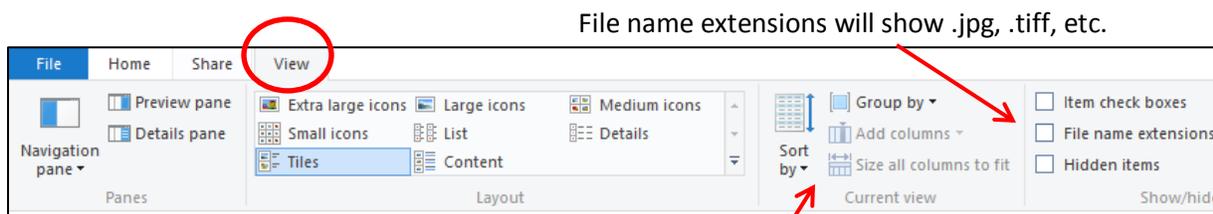
Some hints about viewing Photos in the File Explorer

**** Lots of these options are also available when you right click on a picture (rotating, renaming, deleting, printing, etc.)**

There are lots of helpful items in the **Home Ribbon**. Most of these will be greyed out (inactive) until you select a picture. When you select a picture, the Picture Tools Ribbon will also appear, which gives you the option to rotate pictures.



Click the **View Ribbon** to change the view to tiles or a list. A list is helpful if you want to select lots of pictures at once.



File name extensions will show .jpg, .tiff, etc.

Sort or group by name, date, etc

How to rename multiple pictures

1. Go to the location where your pictures are saved (probably Pictures folder). (Don't try to rename photos on your camera!)
2. Select the pictures you want to rename, using the methods on page 3 step 3 above.
3. Click Rename from the Home Ribbon, or right click, and then left click "Rename"
4. Type the new name in the first picture, and then hit Enter on the keyboard. It will automatically rename all the pictures you selected with the new name, and a number (library (1), library (2))

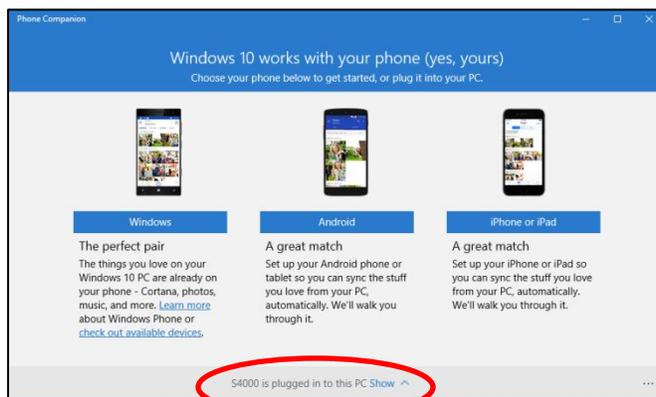
What else can I do with digital pictures?

- Double click on a picture to view. You can also watch a slideshow, rotate and delete pictures.
- Find more pictures online
 - Download pictures from the Internet (Facebook, Google, etc)
 - Right click on the picture and choose “Save Picture As...”; rename it and save it to your chosen folder (be mindful of copyright)
 - Download from your email
 - look for Download or Save, rather than View
 - may automatically save to your Downloads folder; move to your chosen folder
- Share pictures online
 - Attach to an email – look for a paperclip icon and then find your picture on your computer
 - Facebook, Flickr, Craigslist, etc – look for an option to Browse or Upload, and then find your picture on your computer
- Order photo books, prints, and more from places like
 - Walgreens (photo.walgreens.com) , Target (www.targetphoto.com)
 - Online vendors: Snapfish (www.snapfish.com); Shutterfly (www.shutterfly.com)

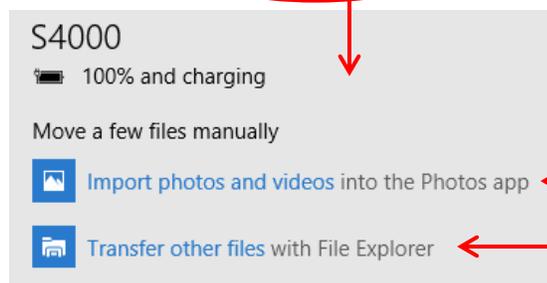
Phone Companion

When you plug in your camera, you may see a screen for “Phone Companion.” This app syncs your phone/tablet and PC. If you don’t want to use it, click the X in the top right corner to close.

Or, you will see at the bottom that your camera is plugged in, click “Show” to see more information.



“S4000 is plugged in to this PC. “Show”



If you click “Show” you will see this toward the bottom of the screen.

← This opens the Photos app (See page 1).

← This will let you continue with File Explorer (see page 3).

10-14-16