



# FROM CAMERA TO COMPUTER AND BEYOND

## BASIC STEPS

1. Create a folder on the computer for photos
2. Transfer photos from card to computer
3. Rename the photos to something useful
4. Backup your photos
5. Edit photos and eliminate duds
6. Tag the photo with appropriate categories

## 1. CREATING A FOLDER

### OPTION 1

Establish a special folder for all your photos

Use a name to suit – e.g. Year, Location, Event or date

**Advantage** – Total control of photo location

### OPTION 2

Use an image viewing software programme which creates folders for you

**Advantage** – Lets the computer decide

**Disadvantage** – Location sometimes difficult to find

## 2. TRANSFER PHOTOS FROM CARD TO COMPUTER

### OPTION 1

Connect camera cable to USB on computer & use camera software to transfer photos

**Advantage** - Set to copy files & create folders automatically when camera is connected

**Disadvantages** - A need to install special software – tedious – Ties up camera for the transfer duration – Less control of location – Will drain camera batteries

### OPTION 2

Use a card reader – either inbuilt to computer or plug into computer by USB connector

**Advantages** – Simpler – Any computer will read the memory card – No special software required – Many are designed to operate as soon as they are plugged in

**Disadvantages** – None – Other than a small purchase price for card reader



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### 3. RENAME THE PHOTOS

Rename your photos so that the filenames are meaningful to you

You can rename the files one at a time – which may take a while – or use a programme to do it. For example: 2009 Wedding 001.jpg

Renaming is possible at any time if desired

### 4. BACKUP YOUR PHOTOS

Concerned about losing important photos? Consider backing them up

#### OPTIONS

- i. Copy photos to a second hard drive
- ii. Burn files to a CD or a DVD
- iii. Save onto a pen drive / memory stick

### 5. EDIT YOUR PHOTOS

This is optional as you may wish to keep the photos the way they were taken

If you think that any photo can be improved with a little cropping and colour adjustment, then editing is for you - This could take you into a whole new world!!!

Camera software – As supplied with the camera

Commercial software – Photoshop CS & Elements & Others

Free download software – Photoscape (14.45mb), Picasa (9.1mb), Irfanview (1.3mb)

### 6. TAG YOUR PHOTOS

The final step to properly organising your photo collection is to tag your photos with meaningful categories

Tag with multiple categories to easily find a photo in the future