

Peoples Network



Digital Cameras and images

- Digital cameras are connected to the computer using a USB cable (normally provided with the camera)
- You cannot put a memory card from the camera directly into the computer.



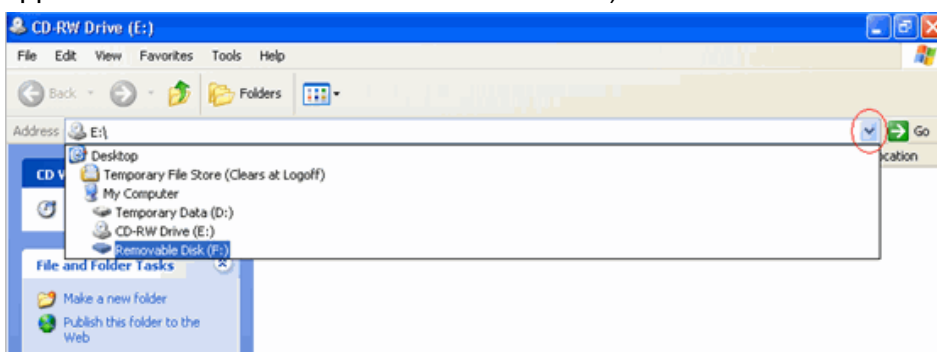
View images

1. Plug the USB cable into the camera and one of the USB ports at the front of the PC.

If you see a message saying that you need '**administrator access to install / use the device**' you may still be able to open and save the images by following the steps below but the files will not be saved in the specialist format for that camera.

If you see a message saying that '**the device may function at reduced speed or works better with a Hi-Speed USB port or with USB 2.0**', the cameras can, in most cases, still be used on the People's Network, it simply means that the camera can perform at a faster speed than the People's Network computers can support.

2. Double click on the **CD Drive** icon on the desktop
3. Click on the drop down arrow to the right of the **address** bar
4. Select **Removable Disk (F:)** (this may have a different name and show as the (G:) drive, but will still appear at the bottom of the list and should be recognisable as the USB device, but the option will only appear if Windows XP has detected the device)



5. The folders and files currently saved on the camera will be displayed.

View images as Thumbnails

To see a small version of each image:

1. Click **View** from the menu
2. Click **Thumbnails**.

View images with Windows Picture and Fax Viewer

Double-click thumbnail of the image to view, it will open in Windows Picture & Fax viewer.

The **Windows Picture and Fax Viewer toolbar** includes several useful features:



1. **Previous Image** - select previous image in a folder (when there is more than one)
2. **Next Image** - select next image in a folder (when there is more than one)
3. **Best Fit** – allows large images to be viewed fully on the screen
4. **Actual Size** - shows images at actual size, without enlargement or reduction



5. **Start Slide Show** – show all images in a folder as a full screen slide show
6. **Zoom In** - enlarge size and detail of an image, irrespective of its actual size
7. **Zoom Out** - reduce size of an image, until actual size or best fit is reached
8. **Rotate Clockwise** - rotate image clockwise by 90 degree steps (may reduce quality and file size of certain image formats)
9. **Rotate Counterclockwise** - rotate image anti-clockwise by 90 degree steps (may reduce the quality and files sizes of certain image formats)
10. **Delete** - delete image from where it is stored (except from a CD-R/RW)
11. **Print.** - print one or more images using the *Photo Printing Wizard* (see below)
12. **Copy To** – copy and save images to another location (eg Temporary File Store).
13. **Edit Image** - open image in an image editor (software selected will depend on the file type of the image, JPEG, GIF and PNG images will open in *Microsoft Photo Editor*, Bitmap images will open in *Microsoft Paint*)
14. **Help** - help for using the *Windows Picture and Fax Viewer*.

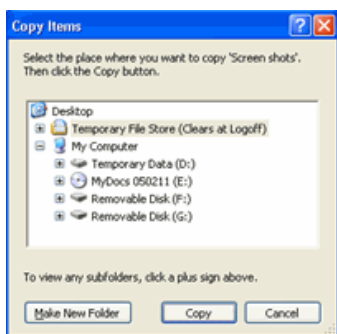
NB: The toolbar may change depending on the type of image viewed (e.g. TIF images).



Attach images to an email from a camera

It is difficult to directly attach images from a camera to an email message – copy the images to the Temporary File Store first as shown below and then attach them.

1. Double click on the **CD Drive** icon on the desktop
2. Click on the drop down arrow to the right of the **address** bar
3. Select **Removable Disk (F:)** (this may have a different name and show as the G:) drive but will still appear at the bottom of the list and be recognisable as the USB device)
4. The folders and files saved on the camera will be displayed
5. Highlight the file(s) to attach, click **Copy this file** (or **Copy the selected items**) from the pane on the left



6. Select **Temporary File Store** if it is not already selected and click **Copy**
7. You can now attach the file(s) from the email message.



Print images

1. Open the image you want to print, it will open in **Windows Picture and Fax Viewer**
2. Select **Print** from the toolbar at the bottom of the viewer
3. Select **Next** (if the selected image is in a folder with other images, you have the option to select which images you wish to print using tick boxes, make selections and click Next)
4. On **Printing Options** screen click **Next**
5. Select the layout for your printing from the list of alternatives (in many cases these enable printing of more than one image to a page - if you wish to do this, don't forget to change the *Number of times to use each picture* box to the number you require, this will automatically update the Print Preview pane)
6. The **Completing the Photo Printing Wizard** screen will display, select **Finish** to close.

