

Digital Photography

The Basics



DIGITAL PHOTOGRAPHY

BEGINNING WITH THE BASICS

Getting Started

Power Button

Most Power buttons are found on the top of the camera. If not found here refer to your camera model operating instructions.

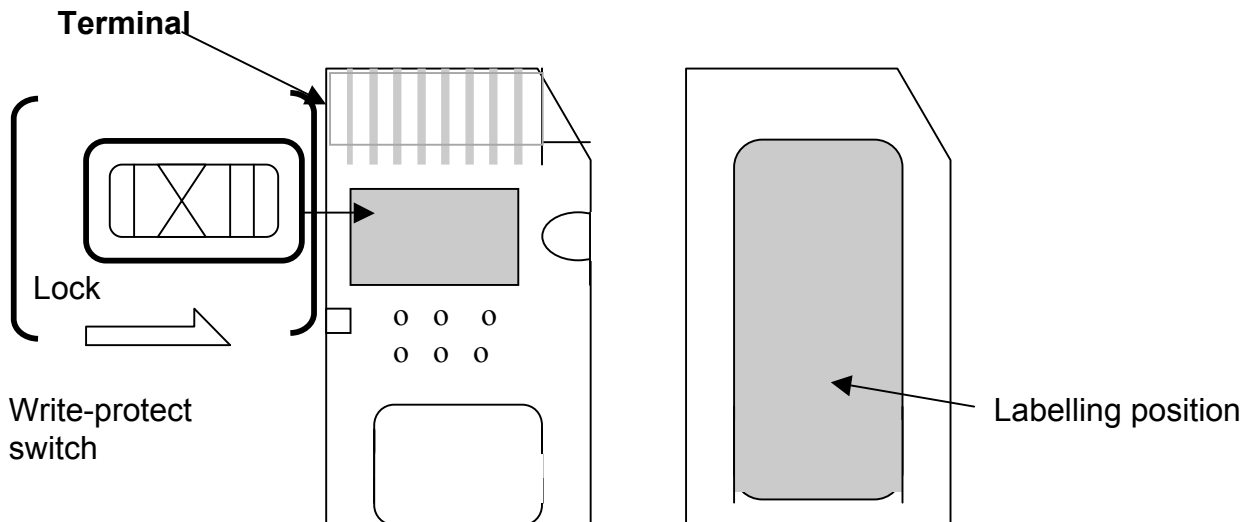
Setting the date/time mode

With most models the date/time setup mode is displayed when the power is first turned on. To set the appropriate date, use the arrow buttons found on the control section to view the different options available and press the select button when the correct dates are found.

The Memory Stick

The "Memory Stick" is a compact, portable and versatile IC recording medium with data capacity that exceeds the capacity of a floppy disc. It allows users to record images and playback the images before downloading to a computer.

Memory Sticks can be used as an external recording medium that can be attached or removed as well as exchanging data between the units (camera and computer).



To view files and folders as thumbnails

1. Open [My Documents](#).
2. Double-click the folder that contains the content you want to view.
3. On the **View** menu, click **Thumbnails**.

Notes

- To open My Documents, click **Start**, and then click **My Documents**.
- In Thumbnails view, Windows displays up to four images from your folder on the folder icon by default. The images Windows displays are the last four images you modified.
- You can choose the picture that identifies a folder in Thumbnails view. The image file you choose does not have to be stored in the folder it identifies. For more information, click **Related Topics**.
- To remove the thumbnails view, on the **View** menu, click **Filmstrip**, **Tiles**, **Icons**, **List** or **Details**. Filmstrip view is available in the My Pictures folder, its subfolders, and folders based on the Pictures and Photo Album templates.

To get pictures from a scanner or digital camera

1. Plug your camera or scanner into your computer.
2. If your camera is [Plug and Play](#), the Scanner and Camera Wizard starts.

-or-

If your camera is not Plug and Play or you are using a scanner, right-click the camera or scanner from which you want to get pictures, and then click the appropriate option for that [device](#).

3. Follow the instructions on your screen.





Notes

- To open Scanners and Cameras, click **Start**, click **Control Panel**, click **Printers and Other Hardware**, and then click **Scanners and Cameras**.
- To work directly from your camera, click **advanced users only** on the first page of the Scanner and Camera Wizard.
- To obtain pictures, the scanner or camera must first be installed, turned on, and connected to your computer.
- To preview an image after you download it, double-click it to open it in Windows Picture and Fax Viewer.

To view pictures as a filmstrip

1. Open [My Pictures](#).
2. On the **View** menu, click **Filmstrip**.

You can use the filmstrip toolbar buttons to select the previous and next pictures in the filmstrip or work with the selected picture. The following table describes these buttons.

| Click this button | Called | To do this | Or, press these keyboard keys |
|---|--------------------------|--|-------------------------------|
|  | Previous image | Go to the previous page in this folder. If you are viewing the first image in the folder, this button is inactive. | LEFT ARROW |
|  | Next image | Go to the next page in this folder. | RIGHT ARROW |
|  | Rotate clockwise | Rotate the image by 90 degrees clockwise. | CTRL+K |
|  | Rotate counter-clockwise | Rotate the image by 90 degrees counter-clockwise. | CTRL+L |

Notes

- To open **My Pictures**, click **Start**, and then click **My Pictures**.
- Click a picture to select it. Double-click a picture to see a preview of it in the Windows Picture and Fax Viewer.
- You can view your pictures as a filmstrip in any **My Pictures** subfolder or

To copy files and folders to a CD

1. Insert a blank, [writable CD](#) into the CD recorder.
2. Open [My Computer](#).
3. Click the files or folders you want to copy to the CD. To select more than one file, hold down the CTRL key while you click the files you want. Then, under **File and Folder Tasks**, click **Copy this file**, **Copy this folder**, or **Copy the selected items**.

If the files are located in My Pictures, under **Picture Tasks**, click **Copy to CD** or **Copy all items to CD**, and then skip to step 5.

4. In the **Copy Items** dialog box, click the CD recording drive, and then click **Copy**.
5. In My Computer, double-click the CD recording drive. Windows displays a temporary area where the files are held before they are copied to the CD. Verify that the files and folders that you intend to copy to the CD appear under **Files Ready to be Written to the CD**.
6. Under **CD Writing Tasks**, click **Write these files to CD**. Windows displays the CD Writing Wizard. Follow the instructions in the wizard.

Notes

- To open My Computer, click **Start**, and then click **My Computer**.
- Do not copy more files to the CD than it will hold. Standard CDs hold up to 650 megabytes (MB). High-capacity CDs hold up to 850 MB.
- Be sure that you have enough disk space on your hard disk to store the temporary files that are created during the CD writing process. For a standard CD, Windows reserves up to 700 MB of the available free space. For a high-capacity CD, Windows reserves up to 1 gigabyte (GB) of the available free space.
- After you copy files or folders to the CD, it is useful to view the CD to confirm that the files are copied. For more information, click **Related Topics**.

To change the name of a file or folder

1. Open [My Documents](#).

If the file or folder you want to rename is not located in My Documents or its subfolders, use Search to find it. To open Search, click **Start**, and then click **Search**.

2. Click the file or folder you want to rename.
3. Under **File and Folder Tasks**, click **Rename this file** or **Rename this folder**.
4. Type the new name, and then press ENTER.

Notes

- To open My Documents, click **Start**, and then click **My Documents**.
- Some [programs](#) cannot interpret long file names. The limit for programs that do not support long file names is eight characters. File names cannot contain the following characters:
\\ / : * ? " < > |.
- You can also rename a file or folder by right-clicking it and then clicking **Rename**.
- The names of system folders such as Documents and Settings, Windows, or System32 cannot be changed. They are required for Windows to run properly.

To copy a file or folder

1. Open [My Documents](#).

If the file or folder you want to copy is not located in My Documents or its subfolders, use Search to find it. To open Search, click **Start**, and then click **Search**.

2. Click the file or folder you want to copy.
3. Under **File and Folder Tasks**, click **Copy this file** or **Copy this folder**.
4. In **Copy Items**, select the [drive](#) or folder you want to copy to, and then click **Copy**.

Notes

- To open My Documents, click **Start**, and then click **My Documents**.
- You can copy more than one file or folder at a time.

- To select consecutive files or folders, click the first item, press and hold down **SHIFT**, and then click the last item. To select nonconsecutive files or folders, press and hold down **CTRL**, and then click each item.

To make a photo album on your computer

1. Open [My Pictures](#).
2. Under **File and Folder Tasks**, click **Make a new folder**.
3. Type the name of the folder, and then press **ENTER**.
4. Right-click the new folder, and then click **Properties**.
5. On the **Customize** tab, under **Use this folder type as a template**, select **Photo Album**.

Notes

- To open My Pictures, click **Start**, and then click **My Pictures**.
- Using the Thumbnails view in the My Pictures folder will help you quickly determine which pictures your albums contain. In this view, the last four image files you modified in each folder are displayed as thumbnails on the folder icon. To switch your folder to Thumbnails view, on the **View** menu, click **Thumbnails**.
- Photo album folders are best for managing smaller numbers of pictures.

To order prints of your pictures online

1. Open [My Pictures](#).
2. Select one or more pictures.
3. Under **Picture Tasks**, click **Order prints online**.
4. If you have not set up an Internet connection on your computer, follow the instructions for setting one up. If you do have an Internet connection, go to the next step.
5. Follow the instructions in the Online Print Ordering Wizard to order your prints online.

Notes

- To open My Pictures, click **Start**, and then click **My Pictures**.
- If you do not select pictures before clicking **Order prints online**, all of the pictures in the folder will appear in the Online Print Ordering Wizard. If you select one or more pictures, only the pictures you select will appear in the wizard.

To share pictures and music on your computer

1. Open [My Documents](#).
2. Follow the instructions under the option that matches what you want to do:

[Share a picture with other users on your computer](#)

1. Double-click the **My Pictures** folder.
2. Double-click the folder that contains the pictures you want to share.
3. Click the picture or picture folder.
4. Under **File and Folder Tasks**, click **Move this file** or **Move this folder**.
5. In the **Move Items** dialog box, click the **Shared Documents** folder, and then click the **Shared Pictures** folder.
6. Click **Move**.

Note

- If you want to share pictures or picture folders that are stored in My Pictures, not one of its subfolders, select the item you want to share and [drag](#) it to the **Shared Pictures** link under **Other Places**.

To add Web content to your desktop

1. Right-click a blank area on the [desktop](#), and then click **Properties**.
2. On the **Desktop** tab, click **Customize Desktop**.
3. On the **Web** tab, click **New**, and then follow the instructions on your screen.

Notes

- You must be connected to the Internet to add active Web content to your desktop.
- To browse **Microsoft's Desktop Gallery** Web site, in the New Desktop Item Wizard, click **Visit Gallery**. The New Desktop Item Wizard opens when you click **New** on the **Web** tab.
- To select a different Web site, type the Web site address, or click **Browse** to locate it.

To use personal pictures as a screen saver

1. Ensure that you have two or more pictures in a folder on your computer. You can upload pictures from a digital camera or scanner, or copy them from the Internet or an e-mail attachment.
2. Open [Display](#) in Control Panel.
3. On the **Screen Saver** tab, under **Screen saver**, click **My Pictures Slideshow** in the list.
4. Click **Settings** to specify the folder containing your pictures, define picture size, and set other options.

Notes

- To open Display, click **Start**, click **Control Panel**, click **Appearance and Themes**, and then click **Display**.
- **My Pictures Slideshow** scrolls through all the pictures in the folder.
- After you specify a screen saver, it will automatically start when your computer is idle for the number of minutes specified in **Wait**.
- Click **Preview** to see how the selected screen saver will appear on your monitor. Move your mouse or press a key to end the preview.

To use a picture as a desktop background

1. Open [My Pictures](#).
2. Click the picture you want to use as a desktop background.
3. Under **Picture Tasks**, click **Set as desktop background**.

Notes

- To open My Pictures, click **Start**, and then click **My Pictures**.
- You can also right-click the picture, and then click **Set as Desktop Background**.
- If you want to change the way the picture is displayed on your desktop, right-click the desktop, and then click **Properties**. On the **Desktop** tab, in the **Position** box, select a display option.

To use a graphic from a Web site as your background

1. Open your Web browser and find a graphic on a Web site that you want to use as your background.
2. Right-click the graphic, and then click **Set as Background**.
3. View your desktop to see the graphic displayed.


Notes

- To open Display, click **Start**, click **Control Panel**, click **Appearance and Themes**, and then click **Display**.
- To change the display options for the graphic, in the **Display Properties** dialog box, click the **Desktop** tab, and in the **Position** list, click **Center**, **Tile**, or **Stretch**.
- When you use a graphic from a Web site as background, it is saved in the background list as **Internet Explorer Background**. Each new graphic you define as a background replaces the old one.

To send an image from a Web page in e-mail

1. In Internet Explorer, point to the image you want to send in e-mail.

The image toolbar appears over the corner of the image.

2. Click .
3. Send the e-mail as you normally would.

Note

- The image toolbar does not appear for all images. The image must be at least 200 x 200 pixels to use the image toolbar. To send a smaller image, right-click anywhere on the image, and then click e-mail.

To order prints of your pictures online

1. Open [My Pictures](#).
2. Select one or more pictures.
3. Under **Picture Tasks**, click **Order prints online**.
4. If you have not set up an Internet connection on your computer, follow the instructions for setting one up. If you do have an Internet connection, go to the next step.
5. Follow the instructions in the Online Print Ordering Wizard to order your prints online.

Notes

- To open My Pictures, click **Start**, and then click **My Pictures**.
- If you do not select pictures before clicking **Order prints online**, all of the pictures in the folder will appear in the Online Print Ordering Wizard. If you select one or more pictures, only the pictures you select will appear in the wizard.

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*All information was found using the Help function in My Pictures