

Digital Pictures Basics – 2012

Table of Contents

Introduction.....	ix
About this book.....	ix
How to use this book.....	ix
1. Digital Cameras – the Basics.....	1-1
The world around us and pictures of our world.....	1-5
How the camera works.....	1-7
The digital image	1-11
Lesson One Review	1-13
2. Getting your computer ready	2-1
What you will need	2-3
Why should you have a Microsoft account?.....	2-3
Installing Photo Gallery	2-5
Downloading the programs.....	2-5
Pinning Photo Gallery to the Taskbar	2-7
First Use of Photo Gallery	2-9
Setting up your camera connection.....	2-11
Configuring Windows to transfer photos automatically.....	2-13
Downloading practice pictures	2-15
Expanding the practice pictures file.....	2-17
Installing an Image Codec	2-19
Do you need an image codec?	2-19
Lesson Two Review.....	2-21
3. Getting pictures from camera to computer	3-1
Moving photos from camera to computer.....	3-3
Selecting groups.....	3-5
Photo Gallery – view after importing	3-7
Import Options – Adjust groups	3-9
Select individual photos.....	3-11
Import Options – Folder name and tags for groups	3-13
Set Import Options.....	3-15
Import from memory card.....	3-17
Where do imported pictures go?.....	3-19
Erasing photos in the camera	3-21
Lesson Three Review.....	3-23

4.	Organizing your pictures	4-1
	Getting acquainted with Photo Gallery	4-3
	The File menu	4-9
	The navigation pane	4-11
	Resizing the navigation pane	4-13
	Including other folders	4-15
	Showing “date taken” and tags in the navigation pane	4-17
	Other devices in the navigation pane	4-17
	Date taken	4-19
	Descriptive tagsf	4-21
	The main area, the gallery	4-23
	Arranging the thumbnails	4-25
	Your pictures on your computer	4-31
	Making a new folder	4-31
	Copying pictures to a folder	4-33
	Moving pictures to another folder	4-35
	Moving folders	4-37
	Deleting a folder	4-37
	The Tag and caption pane	4-39
	Tagging pictures – Descriptive Tags	4-41
	Removing a tag	4-41
	Adding a tag	4-43
	Apply a tag by dragging	4-45
	Tagging pictures – People Tags	4-47
	Tagging detected faces	4-49
	Tagging recognized people	4-53
	Tagging unrecognized faces	4-55
	Tagging undetected people	4-57
	Assigning a caption	4-59
	Viewing Geotag information	4-61
	Assigning a Geotag	4-63
	Star rating and flagging	4-65
	Rating	4-65
	Flag	4-65
	Lesson Four Review	4-67
5.	Finding your Pictures	5-1
	The navigation pane	5-3
	The Quick find section	5-5
	The search operators	5-7
	Find by month taken	5-9
	Find by rating and flagged	5-11

	Text search	5-13
	The Find tab	5-15
	People search on the Find tab	5-17
	Finding rated picture from the Find tab	5-17
	Finding tags.....	5-19
	Other search options on the Find tab	5-21
	Text search	5-21
	Flagged.....	5-21
	Published.....	5-21
	Edited	5-21
	Media type	5-21
	More on the search bar.....	5-23
	Lesson Five Review	5-27
6.	Basic picture enhancements	6-1
	Getting started enhancing pictures.....	6-3
	The Edit tab – thumbnail view.....	6-5
	The Edit – Manage section	6-5
	The Edit – Properties section	6-11
	The Edit – Quick adjustments section	6-19
	The Edit – Effects section.....	6-23
	Revert to original	6-23
	View file.....	6-23
	The Edit tab – one-up view.....	6-25
	The one-up Edit – Manage section	6-27
	The one-up Edit – Organize section.....	6-29
	The one-up Edit – Adjustments section.....	6-31
	Auto adjust.....	6-33
	Cropping a Picture	6-35
	Revert.....	6-39
	Lesson Six Review.....	6-43
7.	Improving the pictures	7-1
	Straightening a Picture	7-3
	Adjusting the exposure	7-5
	Brightness	7-5
	Contrast.....	7-7
	Shadows	7-9
	Highlights.....	7-11
	Histogram.....	7-13
	Use controls in combination	7-17
	Adjusting the Color.....	7-19
	Color Temperature	7-19

	Tint.....	7-21
	Saturation	7-21
	Adjusting Picture Detail.....	7-23
	Sharpening a picture	7-23
	Reducing Picture Noise.....	7-25
	Lesson Seven Review	7-27
8.	Advanced enhancements	8-1
	Fixing Red Eye	8-3
	Retouching – eliminating little flaws.....	8-5
	Using Retouch as an artist’s tool	8-9
	Photo Fuse – merging images.....	8-11
	Picture Effects.....	8-15
	Lesson Eight Review	8-19
9.	Panoramas, Collages and Slide Shows.....	9-1
	Making a panoramic picture	9-3
	Making a collage.....	9-11
	Slide shows	9-13
	Slide Show in Photo Gallery.....	9-13
	Create a Movie – Share slide show.....	9-17
	Lesson Nine Review	9-21
10.	Using your SkyDrive.....	10-1
	SkyDrive overview	10-3
	SkyDrive.com	10-3
	The SkyDrive desktop app.....	10-5
	SkyDrive links on the Taskbar.....	10-7
	Uploading to SkyDrive.com	10-11
	Uploading from Photo Gallery.....	10-13
	Uploading via SkyDrive folder.....	10-15
	Viewing your SkyDrive online	10-17
	SkyDrive Information pane.....	10-19
	SkyDrive Navigation pane.....	10-21
	Create a new folder	10-23
	Upload to a SkyDrive folder	10-23
	Moving folders.....	10-25
	Other managing options	10-27
	Ordering your album.....	10-29
	Arrange photos in customized order	10-31
	Lesson Ten Review.....	10-33
11.	Sharing SkyDrive albums.....	11-1
	Share a SkyDrive album by email	11-3
	The recipients view	11-5

	Other sharing options	11-7
	Share to social media	11-7
	Managing your sharing	11-9
	See what others have shared with you	11-11
	See what groups and members share	11-13
	Moving shared items.....	11-15
	Lesson Eleven Review	11-17
12.	Sharing pictures	12-1
	Printing your photos.....	12-3
	Printing options.....	12-5
	Ordering prints from online service.....	12-7
	Sharing by Email.....	12-9
	Using the attach method – Not using Windows Live Mail.....	12-9
	Using Windows Live Mail as the default mail program.....	12-11
	Using Windows Live Mail.....	12-13
	Completing the photo email.....	12-15
	The Windows Live Mail photo email	12-21
	Managing your email albums.....	12-23
	Sharing pictures online	12-25
	Privacy and security concerns.....	12-25
	Preparing your photos	12-27
	Some notes on online services	12-31
	Sharing SkyDrive Albums and Pictures	12-33
	Getting a short URL.....	12-35
	What can you do with your public SkyDrive photos?	12-37
	Lesson Twelve Review	12-39
A.	Cleanup	A-1
B.	Glossary of Terms.....	B-1
C.	Setting up a Microsoft Account and Mail.....	C-1
	Set up new Microsoft account.....	C-3
	Setting up Windows Live Mail	C-9
D.	Setting Photo Gallery Options	D-1
	Options – General	D-3
	Options – Import	D-3
	Options - Publish.....	D-5
	Options – Originals	D-5
	Options – Trust center.....	D-6
	Options – Edit	D-7
E.	Index	E-1