

# Insert Photo Here

**In this session, you learn how to transfer your photos from camera to computer. In *Windows Live Photo Gallery* you can easily organize your photos several ways as well as view as a slideshow and choose a photo for your desktop background or screensaver. Let's recap ....**

## »» ***Transferring images from your camera to computer***

1. In the Digital Workshop, insert SD or Pro Duo media cards directly into computer; insert all others into the external card reader. If your home computer does not have an internal card reader, you can purchase an external reader for about \$20. You can also cable your camera directly to the computer.
2. Open Windows Live Photo Gallery. Click *File* and then *Import* from a camera or scanner. Choose the source of the transfer – media card, etc. – and click *Import*.
3. Import Photos and Videos box appears:
  - Click *Review, organize, and group items to import*
  - Click *Next*
  - Name the collection of images (the default name will be the date)
  - Tag photos
  - Click *Import*
4. Watch the progress of the import!
5. Do NOT click *Erase after importing*.

You can also move photos folder to folder, create new folders and add tags after import.

## »» ***To change the name of a photo or add notes about a photo***

In Windows Live Photo Gallery ....

- Click on the image
- To tag, in upper right of screen, click *Add descriptive tag* and enter text
- To change the name, in bottom right of screen, click on default *filename*. Enter new name in text box.
- To add notes, directly above the *filename* in bottom right, click on *Add caption* and type notes on the image.

## »» ***To view images as a slideshow***

- Click on the small screen icon in the bottom right of the screen
- When the show begins, right click anywhere on the image for options to adjust speed, transitions, etc. or to end the show

## »» ***To choose an image as a desktop background***

In Windows Live Photo Gallery ....

- Right click on the image
- Click *Set as desktop background*

## »» ***To view images as a screen saver***

In Windows Live Photo Gallery ....

- Right click on the image
- Click *File*, then *Screen saver settings*
- Adjust timing for screen saver
- When screen saver starts, you can right click to adjust details

Visit [www.windows.com/possibilities](http://www.windows.com/possibilities) for more great resources. Click *Buy* at the top of the page to find the right laptop for you.

Visit <http://www.microsoft.com/windows/guides/> for step-by-step guides that walk you through many of the same great projects covered in the Digital Workshop.

