

# Pictures from the Web



**Learning Services**  
Hernando County Public Library  
[www.hernandocountylibrary.us](http://www.hernandocountylibrary.us)

7/16/2013

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# Goals

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- Download a picture from the Web
- Download a picture from an email
- Open a .zip file downloaded from an email
- Upload a picture to an email

Dealing with pictures on the Web should not be a big deal. The basic process for downloading is to identify the picture to download and then download it. Usually this is as easy as right-click and select. Occasionally, as in emails, you may need to use a download link. If the download features more than one picture, it will sometimes be put into a .zip format, but extracting the pictures from that file isn't too difficult.

## Locating Pictures on the Web

Every search engine offers the opportunity to limit search results to just pictures. We're going to use Google today, but any search engine will do. They all follow the same pattern in locating pictures.

## Searching for Pictures

1. Open Mozilla Firefox by double-clicking on the icon

Remember to click and press the **Enter** key if you have trouble double-clicking.

2. Click in the Address Box on the Navigation Bar

Notice that it makes the text box background blue and the text white.

3. Type **google.com** and press the Enter key

You do not need to use the mouse at all in this step.

4. Click *Images* on the black bar running across the top of the window

Notice the change in Google's appearance and the blinking cursor ready in the Search Box.

5. Type **cat** and press the Enter key

Awwwww.....

# Downloading Pictures from the Web

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All pictures posted on Web pages can be downloaded in this basic manner.

## Generic Technique I

1. Click on a picture from the results list to choose it
2. On the white pane on the right, click *Full-size image*
3. Right-click on the picture
4. Left-click on *Save Image as...*
5. Click *Pictures* in the Navigation pane on the left of the *Save as* pop-up window
6. Click the Save button at the bottom of the window
7. The picture you just saved should appear in the Pictures folder



Even simpler is this download from a webpage. Type **google.com** into the Address Box on the Navigation Bar.

## Generic Technique II



1. Move the cursor arrow over the word
2. Right-click to get the pop-up menu
3. Left-click on *Save Image as...*
4. Click *Pictures* in the Navigation pane on the left of the *Save as* pop-up window
5. Click the Save button at the bottom of the window
6. The picture you just saved should appear in the Pictures folder

Let's try one from an email

## Getting Pictures from your Email

The first thing you need for downloading pictures from an email is an email address. For today's class, we'll use dummy accounts set up in Gmail to demonstrate this procedure. For those not used to Gmail, here's how to log in.

## Gmail Login Procedure

1. Click in the Address Box
2. Type **gmail.com**

Your user name is hcpluserxx, where xx stands for your computer number. For 1 to 9, use 01 to 09. The password is hcpl9999

3. Enter your user name and password, and then click **Sign In**

Observe that in your Inbox you have two emails waiting. We will use the email with *Photo* as its subject heading first and the email with *Multiple* as its subject heading second.

More details on using email are given in the **Email: Basics** class.

Now we're ready to download a picture as an email attachment. Look for the Download link at the end of the email.

## Email Attachment: One Picture

1. Open an email
2. Examine the email contents to locate the Download option
3. Click **Download**
4. Choose **Save File**
5. The picture should appear in the *Downloads* folder

Those steps worked well for one picture, but what about many pictures? We can certainly download the pictures one at a time, but we can also download all the pictures at once.

## Email Attachment: Many Pictures

1. Open an email
2. Examine the email contents to locate Download option  
Notice the option to Download all attachments.
3. Click **Download all attachments**
4. Choose **Save File**
5. The zipped files should appear in the *Downloads* folder

In order to keep our pictures together, we will need to move the recently downloaded files to the *Pictures* folder.

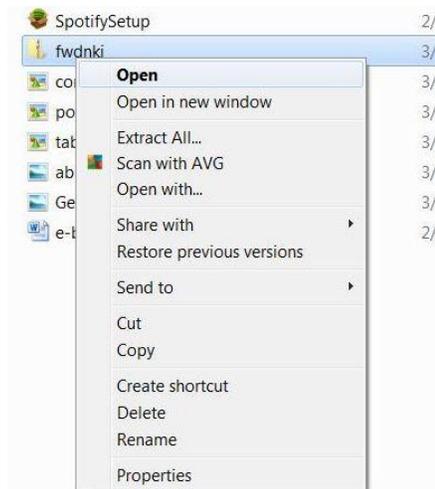
## Moving Files between Folders

1. In the Navigation Pane, click on the arrow to the left of the *Pictures* folder  
This will reveal the *My Pictures* folder.
2. In the Library Pane to the right, click on the single photo you have just downloaded
3. Continue holding down the Ctrl key
4. Hold down the Ctrl key and click on the zipped file on the right, in the Library Pane
5. Release the Ctrl key  
Both files should be highlighted.
6. Click and drag one of the highlighted files to the *My Pictures* folder
7. The other file will come along

Zipped files are compressed files that enable large bodies of data to be stored and transferred rapidly. When we want to see the contents of a zipped file, the data has to be extracted.

## Extracting Pictures from a Zip File

1. Click the **Start** button
2. Choose **All** (or your computer's name) from the top of the list on the right (dark) side of the pane
3. Click on **Downloads** on the Navigation pane on the left side of the new popup
4. Right-click on the zipped folder
5. Left-click on **Extract All...** on the popup menu  
At this point, you are free to change the location where the unzipped files will go.
6. Click the **Extract** button on the bottom of the menu



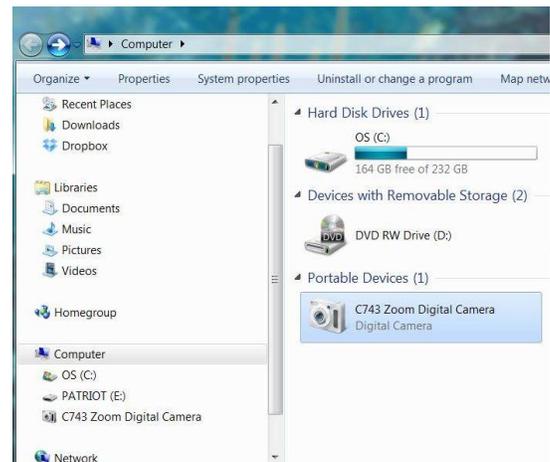
You will be taken to the folder where the pictures are now stored. You may delete the zipped file now or at any time in the future without losing the unzipped photos.

## Putting Pictures on a Computer from a Camera

Now let's switch from moving pictures from the Web to taking pictures we have and moving them onto the Web. First, let's get the pictures off the camera and onto the computer's hard drive.

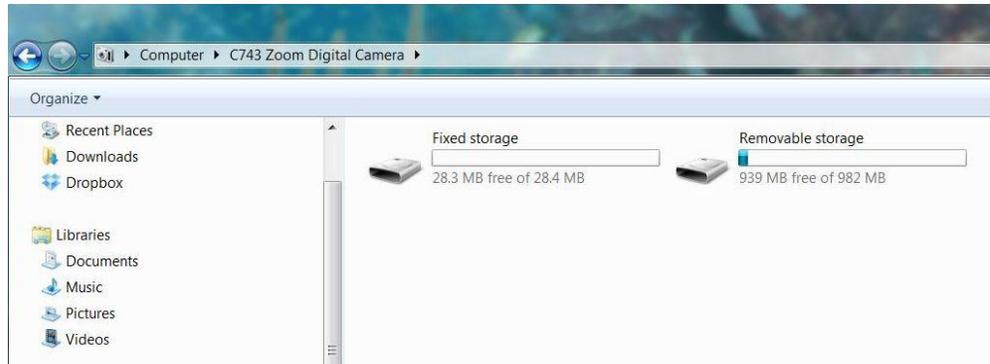
### Connect a Camera to a Computer using an USB Cable

1. Connect the USB cable to the camera using the smaller end
2. Connect the larger USB jack to the computer
3. Turn your camera on
4. Double-click on the **Computer** icon
5. If you get a window offering access to your camera's files, close it by clicking on the X in the upper right corner of the dialog window
6. Your camera should appear under Portable Devices on Computer window



7. Click on the camera's name in the Library Pane. Your camera/computer combination may not need all these steps, but this is typical:

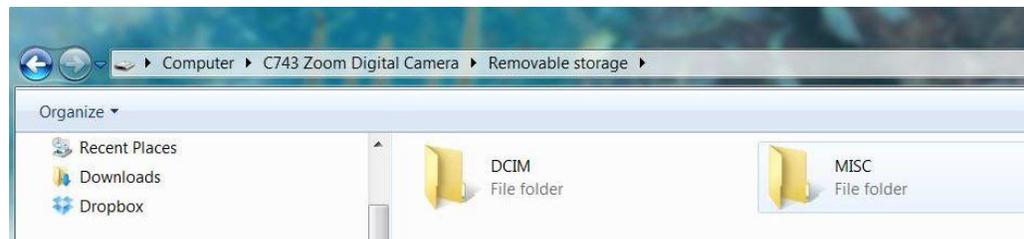
Step 1:



This camera has memory on two chips. One, the fixed storage, is small and permanently in the camera. The other is removable, probably an SD card, and larger. When the removable memory is installed, it usually becomes the default storage location.

- Click on Removable Storage in the Library Pane

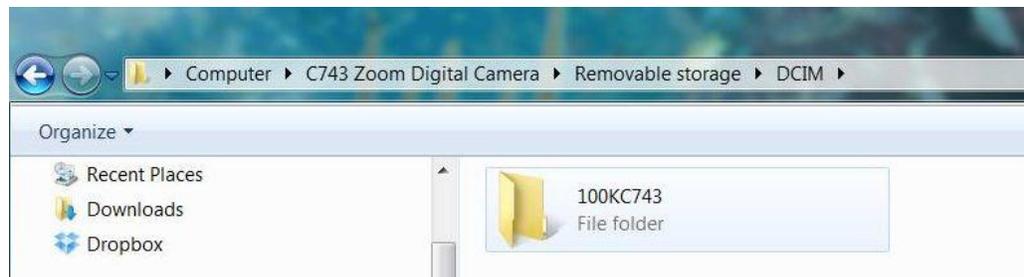
Step 2:



These folders appear on all cameras on all storage drives. Watch the breadcrumbs at the top of the window to be sure you are in the right folder.

- Click on DCIM in the Library Pane

Step 3:



- Click on the file folder named for your camera

Step 4:



- Locate the image you wish to transfer, but if you cannot see the images, click on the View icon until you see the images
8. Locate the folder in the Navigation Pane to which you wish to send the image
  9. Click-and-drag the image to that folder
  10. Select and copy multiple images by holding down the Ctrl key as you click on the images you wish to move
- Click on any highlighted image and you can drag the whole selection to the folder.
11. Turn off your camera once the images have been copied
  12. Remove the USB cable from the computer

## Putting Pictures on the Web

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With our pictures moved from the camera to our computer, we're ready for the next step. Using the Browse wizard in Windows Explorer can be tricky, but remembering the storage structure of the Windows operating system helps. The following use of the Browse wizard utilizes Facebook as an example.

### Putting Pictures on Facebook

On your Facebook page

1. Choose Home



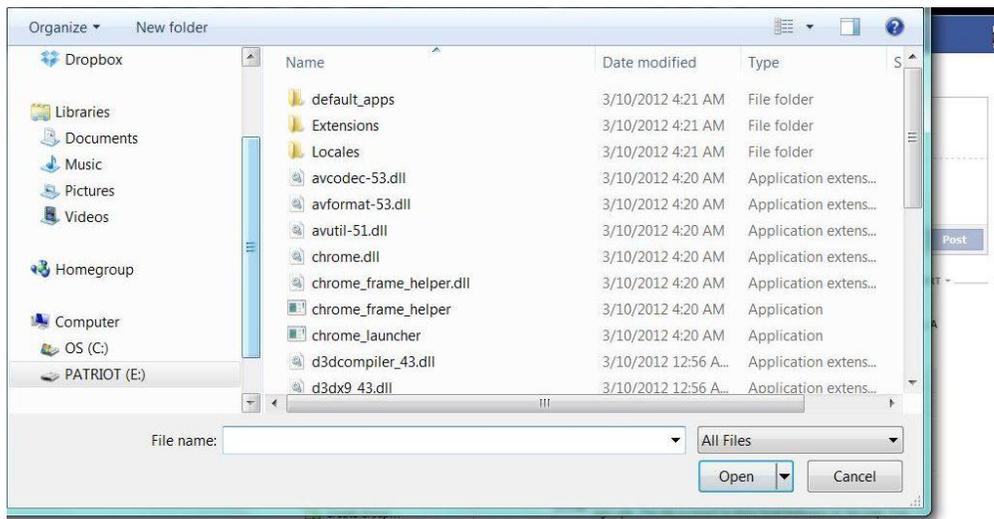
2. Choose Add Photo/Video



3. Click Upload Photo/Video



4. Click Choose File to find photo on your computer



5. Browse computer to find file

Look first in the Pictures library in the Navigation pane on the left.

6. Double click on image or single click and choose Save

You will be returned to the Facebook window.

7. Click Post

This same approach works for e-Bay, Flickr, Picasa, and other Web sites where you might post pictures. This approach also works for sites that let you request photo printing from home, such as CVS, Walgreens, and Walmart. Emails are a little trickier.

## **Attaching Pictures to an Email**

1. Open an email program or log on to online email

Today we will return to our web browser with Gmail still open.

2. Begin a new email

In Gmail you must click on the red Compose button on the upper left side of the window.

3. Type the email address of the person to whom you are sending the picture in the To: box

For class, use HCPLinstructor@gmail.com.

4. Search above the message box for Attach or a paper clip icon

Click on whichever you find.

5. Click Browse to find photo on your computer

Try Pictures in the Navigation pane.

6. Double-click on the image or click and choose Save
7. Click Attach
8. Send email

## **Editing Pictures with Windows Photo Editor**

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Pictures often need editing whether before or after their trip to the Web. Since 2003, Microsoft Office Picture Editor has been available for many Windows users. Let's try making some changes to one of the pictures on our camera to discover how to use this tool.

## Opening a Picture in Microsoft Office Picture Manager

1. Click on the camera's name in the Navigation pane. Your camera/computer combination may not need all these steps, but this is typical:
  - Click on Removable Storage in the Navigation Pane
  - Click on DCIM in the Navigation pane
  - Click on the file folder named for your camera
  - Locate the file called Picture 3
2. Right click on the file  
Notice the resulting menu.
3. Choose Open With... and then select Microsoft Office Picture Manager

## Editing the Picture

With the picture now open in Microsoft Office Picture Manager, we will make some simple changes to make the picture look better and easier to view, post or email.

1. Locate the Button Bar
2. Click Auto correct  
Notice that the color and brightness have been corrected to match standard lighting.
3. Click Edit pictures
4. Click Crop
5. Adjust the Top crop handle
6. Adjust the Right crop handle
7. Adjust the Bottom crop handle
8. Adjust the Left crop handle
9. Click OK
10. Click Back to Edit pictures
11. Click Red Eye Removal
12. Click on the red eyes in the picture
13. Click OK
14. Click Resize

15. Examine the Button Bar
16. Examine the sidebar
17. Select image size reduction
18. On the menu bar, click File
19. Choose Save as...

Leaving the original file alone is wise, permitting other edited versions to be created in the future.

20. Using the Navigation pane on the left, select Pictures as the location for saving the file
21. Type new file name

Suggested approaches to naming include adding a number or letter to the end of the file name, changing the name to a more descriptive name, or labeling it edited.

22. Click the Save button
23. Close program

## Safely Disconnecting Your USB Device

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USB devices of many kinds, such as cameras and flash drives are very convenient for storing and taking files with you from computer to computer, sharing files with others, etc. There is, however, a right way to disconnect and remove your USB device from a computer. Simply pulling it out of the USB port is not wise as the computer and the USB device (camera, flash drive, or other device) are constantly communicating with each other, and suddenly disconnecting could damage information on the device. First, you need to tell Windows that you want to remove your USB device, and then wait for Windows to let you know it is safe to do so.

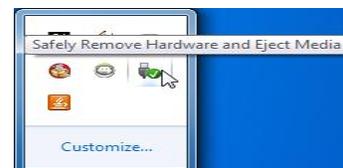
The way in which you do this is not very obvious. The controls are located in the lower right hand corner of the desktop, to the far right of the taskbar in a small corner called the notification area.

1. Move your **mouse** to the lower right hand corner of the screen
2. In the notification area, click the first button that looks like an **upward pointing triangle**



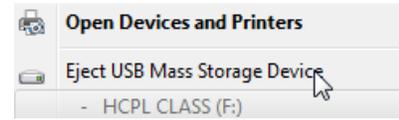
This produces a small pop-up window, the notification area overflow, which displays more options. Look for the icon that looks like a USB plug and checkmark.

3. Hover over the **USB** icon  
You will see a tooltip that indicates this is the tool that will let you *Safely Remove Hardware and Eject Media*.



4. Click on the **USB Eject** icon

Now you will see a new pop-up that asks what media or device you want to disconnect. Remember that when you plugged in your USB device it was given a drive letter, which is listed here. If you had other USB devices plugged into the computer, they would also be listed here.



5. Click on the **Eject USB Mass Storage Device** option
6. Wait for the **Safe to Remove Hardware** message
7. Unplug the **USB device** from the computer



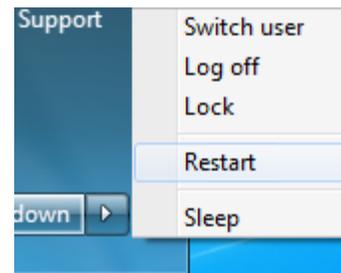
Taking these steps to eject your camera, flash drive, or other USB device safely will make it less likely that the files on your device will be damaged.

## Restarting the Computer Lab Computers

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*At the Library*, to make your lab computer available to others now that class is over, please follow the steps below to **Restart**, not Shut down your computer:

1. *Do not* click on Shut down
2. Left-click the Windows **Start** button  in the lower left corner of the screen
3. Hover over the arrow  to the right of the Shut down button
4. Click on **Restart**, found on the resulting fly-out menu



**Thank you for your help.**

At home, in order to close your computer down safely, you begin by clicking the Windows Start button in the lower left corner of the screen. At home, you would find the Shut down button on the resulting menu and click it...

Thank you for joining us today. Have a wonderful afternoon!