Preparing Photos for Documents

Mendlesham Computer Club

By Giles Godart-Brown

Where to save your Photos

- By default, photos go in *'This PC/Pictures'* or *'/Pictures'* on Mac

- Create folders below these to make finding photos easier later on.

- I have a 'temp' folder on my Desktop while I'm working on pictures. I move them to the appropriate folder when they are done and occasionally delete everything in temp.

It may be better to edit the photo on a phone before you save it to the PC or cloud

- Modern phones have excellent edit features, they nearly all include the crop, rotate, brightness and colour features that you get in the Windows/Mac Photo applications.

- Don't take ages framing the picture when you shoot it, just get everything in and crop it later. Don't bother with Zoom on a phone if your phone only has one lens, use the crop feature instead.

- Only use Portrait for single person portraits, otherwise turn you phone around. ALL other screens are Landscape!

Getting photos onto your PC

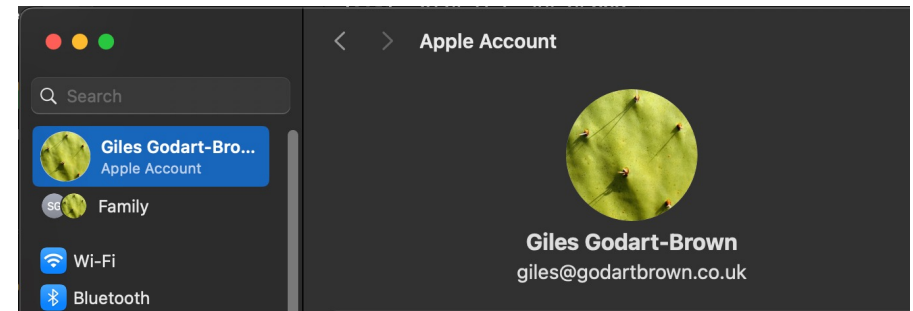| Source	How to get it onto your PC
Phone	Cloud (e.g. iCloud, Dropbox, Google Drive), Share via USB cable, Email attachment to yourself • iPhone • Android Bluetooth – iPhone Airdrop, or Android Quickshare
SD card	Mount it in a card holder on PC
Email Attachment	Save attachment to a known location

Getting photos onto your PC

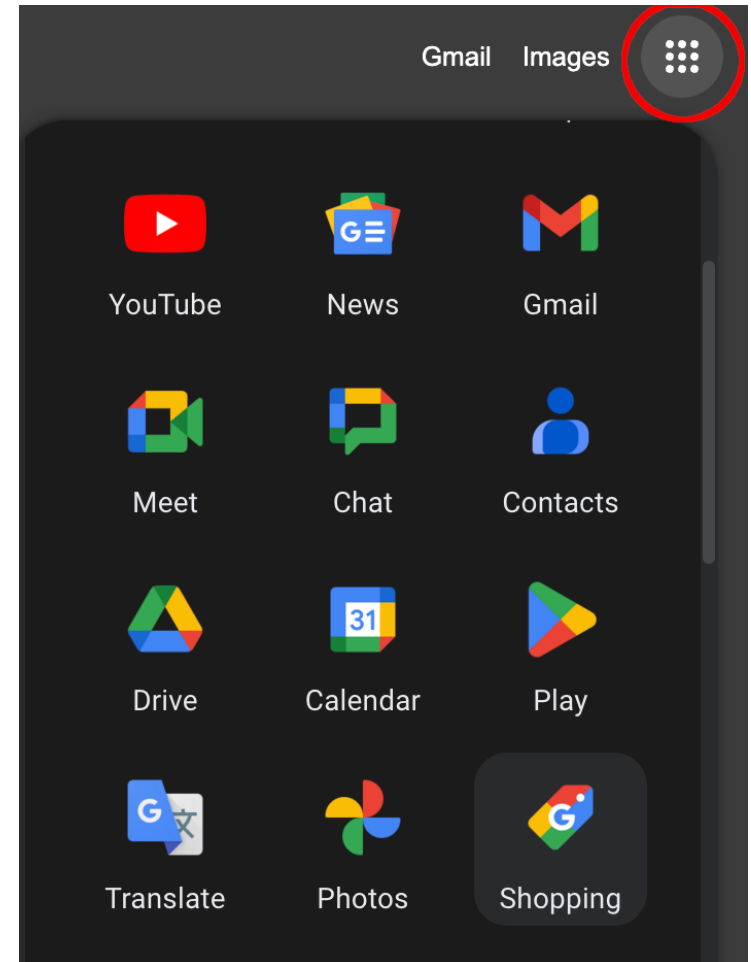| Source	How to get it onto your PC
Web page	Right click and 'save image'- does not work on all images (copyright)
On screen image	Run 'Snip and Sketch' or <windows><shift>S (<Apple><Shift>4 on Mac)
Scanner	

Cloud storage - iPhone

Make sure your iPhone is registered to your Apple account (Settings>Account)

- On a windows PC
  - Go to https://www.icloud.com/photos/ and sign in
- On a Mac
  - Make sure your Mac is registered to the same account (System Settings>Apple Account)
  - Open the Photos app

Cloud storage – Android Phone

- You can automatically save your Android Phone photos and videos to your Google Account when you turn on backup.
  - On your Android phone or tablet, open the Google Photos app Photos.
  - Sign in to your Google Account.
  - At the top right, tap your profile picture or initial.
  - Tap Photos settings Settings and then Backup.
  - Turn Backup on or off.
- Then on your PC you can go to the Photos app in Chrome, by opening a new tab and clicking on the 3*3 grid.

Getting an image from a web page

- Right click on the image in Chrome and select Save image as, then chose a location for the saved file

- Note this does not work for all images due to copyright
  - Sometimes the feature is disabled
  - Sometimes the image is in a file format that you can do nothing with. If its a .jpg .jpeg .tiff or .png then you will be OK

- If you want to defeat this then take a screen grab

Capturing an on-screen image – aka Snapshot or Screen Grab

Windows PC:

- Run Snip and sketch on Windows 10 or Snipping tool on Windows 11
  - In either case, click on the new button and the cursor changes to a plus sign, wipe over the area you want and the image will be saved to your Pictures/Screenshots folder
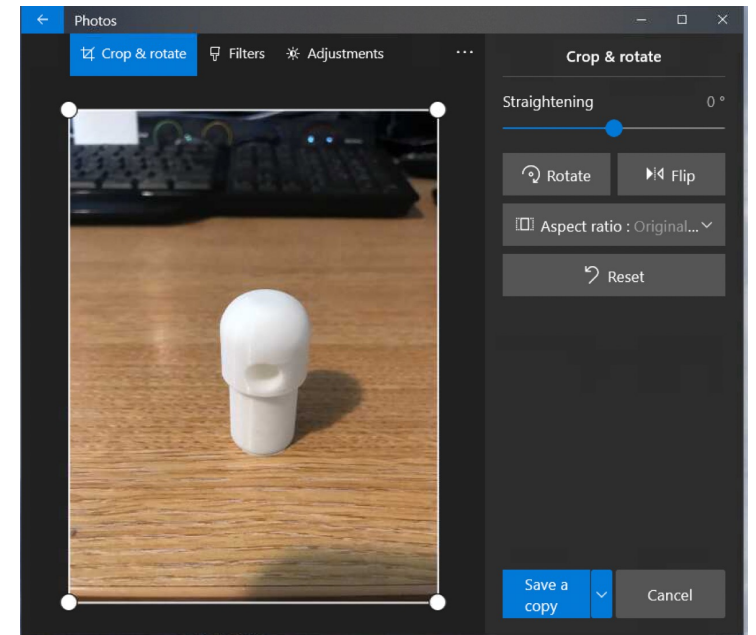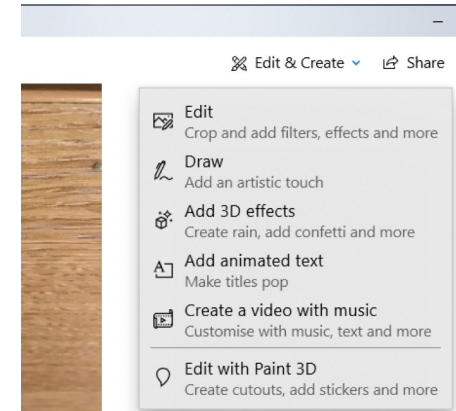
Mac

  - Hold down Command, Shift and 4. The cursor will change to a cross, then wipe over the area you want and when you release the button it will take a picture and put it on your desktop

Editing with the Windows Photos App

The Windows Photos application has rudimentary editing features e.g. Crop, Rotate, colour filters, sufficient for most tasks.

1. Click on an image in the Photos application, then select Edit and chose what you want to do

2. Select the effects you want and then click on Save options>Save a copy

Don't worry when it goes wrong, hit <Control>S to revert to the previous version.

Editing with Mac Preview

The Mac preview application also has rudimentary editing features e.g. Crop, Rotate, colour filters, sufficient for most tasks.

1. Open an an image in the Preview application, then select tools
2. Select the effects you want and then click on Save or Export

Extra slides

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Photo edit exercise

- Download the test photo from our web page or follow the link below.

https://godartbrown.co.uk/MCC/docs/examples/photos/stanchion.JPG

- Edit the upside down photo, turn it around and crop it to size