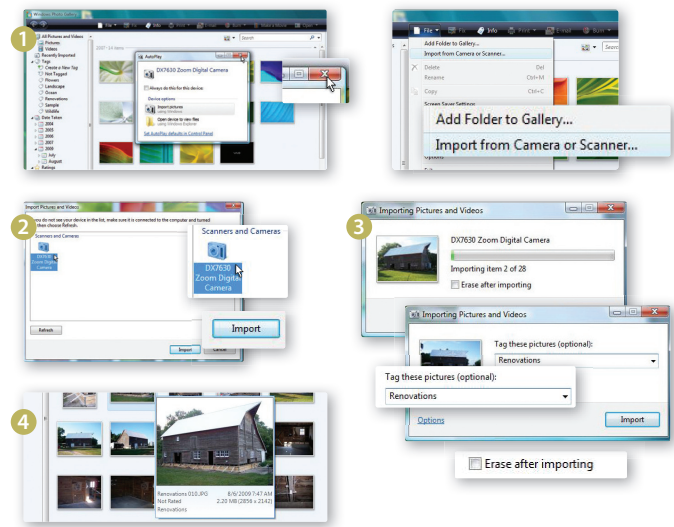


TUTORIAL

Importing/Uploading Your Digital Photos Using ...

Computer Operating System: Windows XP or Windows Vista

1. With Windows Photo Gallery open, connect your digital camera to the USB port on your computer and turn the camera on. Close the AutoPlay window if it appears, as we do not want to use the options in the AutoPlay window. Next, click your cursor arrow on the Windows Photo Gallery "File" menu and select "Import from Camera or Scanner..." from the resulting drop-down menu.
2. The Import Pictures and Videos window will appear. The name of your camera should be highlighted in the "Scanners and Cameras" pane. With your camera selected, click on the "Import" button.
3. You will be able to tag your photos in the "Importing Pictures and Videos" dialog box. You can check the box next to "Erase after importing" to delete the pictures off of the camera when the import is complete.
4. When your import is complete, your photos will appear in the Gallery.



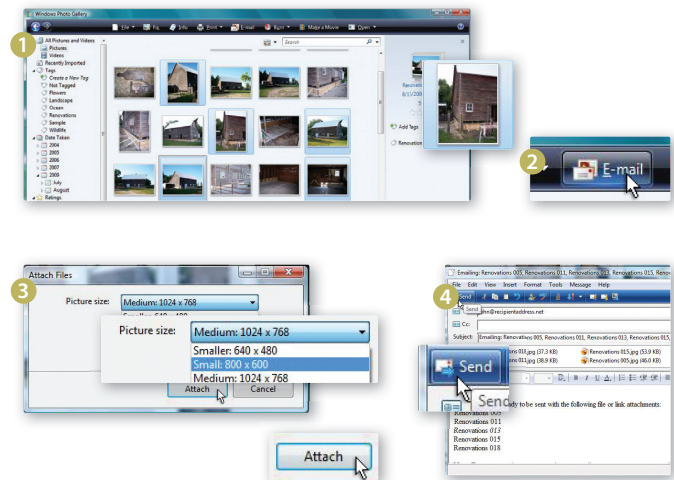
TUTORIAL

Sending Digital Photos Via E-mail Using ...

E-mail Program: Outlook Express 6 or Windows Mail

Computer Operating System: Windows XP or Windows Vista

1. With Windows Photo Gallery open, select the photo you would like to send to friends or family by clicking on it to highlight it. To choose more than one photo, hold the "ctrl" key down while clicking on each photo.
2. Once your photo selection(s) is made, click on the "E-mail" button on the Windows Photo Gallery menu bar.
3. The "Attach Files" dialog box will open allowing you to select the size of the photos to be e-mailed using the "Picture size" drop-down menu — smaller is usually better. Once you have selected the size of the photos, click on the "Attach" button.
4. After the photos have been prepared for sending, a new e-mail message will open with your selected photos attached. Address and compose your message, and then click the "Send" button.



Editing Tools

Both iPhoto and Windows Photo Gallery have a number of editing tools that you can use to enhance your photos before sending them to others. Each tool has a specific use and will edit the photo differently. The only way to really see how they work is to try them out. Have fun and experiment!

For iPhoto, select a photo and click on the "Full Screen" button to view the editing tools. You can choose from "Rotate," "Crop," "Straighten," "Red-Eye," "Retouch," "Effects," and "Adjust."

For Windows Photo Gallery, select a photo and click on the "Fix" button to show the editing tools. Windows Photo Gallery offers "Auto Adjust," "Adjust Exposure," "Adjust Color," "Crop Picture," and "Fix Red Eye."

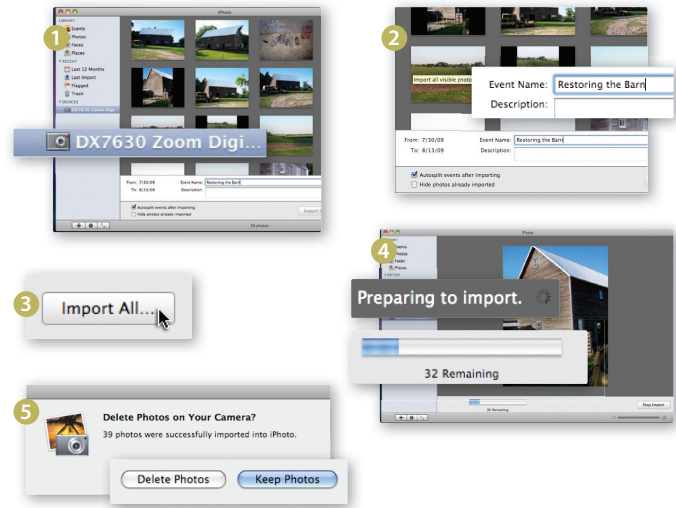
The Solution to Resolution

One key to success is knowing the right resolution of photo to share. Higher resolution photos contain more information, but more information also means larger file sizes that can be cumbersome to send. It's often suggested to make your photos smaller than 500K when sending via e-mail. To bring down your photo file size, you can either set your camera to shoot at a lower resolution, or use your computer and photo manipulation software to resize your photos.

TUTORIAL

Importing/Uploading Your Digital Photos Using ... Computer Operating System: Mac OS X

1. With iPhoto open, connect your digital camera to the USB port on your computer and turn the camera on. Your camera will appear in the "Devices" list. The photos on the camera will also appear in the main photo pane.
2. Type in a name for your import in the "Event Name" field below the photos. You can also enter a description in the the "Description" field.
3. Next, select specific photos to be imported or you can import all of the photos from the camera. For this tutorial, we will import them all by clicking on the "Import All..." button.
4. The import will now begin.
5. When the import is finished, you have the option to leave the photos on the camera or delete them from the camera. Make your choice by clicking on either the "Delete Photos" or "Keep Photos" button.



TUTORIAL

Sending Digital Photos Via E-mail Using ...

E-mail Program: Apple Mail.app 3.1

Computer Operating System: Mac OS X

1. With iPhoto open, select the photo you would like to send to friends or family by clicking on it to highlight it. To choose more than one photo, hold the "command" key down while clicking on each photo.
2. Click on the "E-mail" button on the iPhoto toolbar.
3. A dialog box will open allowing you to select the size of the photos to be e-mailed using the "Size" drop-down menu—smaller is usually better. There are also check boxes for information (title, description, and location information) you might want to include with each photo. Once you have made your selections, click on the "Compose Message" button.
4. A new e-mail message will open with your selected photos attached. Address and compose your message, and then click the "Send" button.
5. If the incorrect e-mail software opens when you click the "E-mail" button, you can easily change it to any installed e-mail software on your computer. Using your chosen e-mail program, click on the "iPhoto" menu item and select "Preferences" from the resulting drop-down menu.
6. When the Preferences window opens, click on the "General" icon and then click on the button next to "E-mail photos using:" and make your selection from the list of options.
7. Close the Preferences window.

