

Tech mini Lesson: Digital Image and Application

Check the CASIO Digital camera out from the librarian.

Take the photos.

1. Slide the power button to On.
2. Slide the button on the back to REC.
3. Take the pictures (by pressing the blue trigger).

Review the images by sliding the button to PLAY. Advance forward and backward with – and + buttons. The delete (DEL) button deletes unwanted photos. *KEEP IN MIND THE LCD TAKES A LOT OF BATTERY POWER, SO MINIMIZE ITS USE.*

Upload the files to the computer.

The computer in the faculty lounge has the Casio program and cable. Please use the equipment there. *I recommend using the AC adapter to save battery power.*

Plug the cable to talk to the camera already in the back of the computer, in to the camera. This cable is labeled camera “digital”.

1. Plug in the AC adapter cable.
2. Turn the camera power ON.
3. Slide the button on the back of the camera to PLAY.
4. Log into the computer. Double click on the QV-Link Digital Camera icon on the desktop.
5. Pull down the **Camera** menu.
6. Select **Get From Camera Album** to upload all photos OR select **Get From Camera** to select just one image to upload. A thumbnail is a low quality small sample of the image to give you an idea without waiting for the whole file to upload.
 - Double click on a thumbnail to see the whole image. Notice the rotate buttons available to adjust verticals and horizontals.
 - Pull down the **Image** menu and select **retouch** to make improvements.
 - When you are done, Export the file alone.

Exporting Files (images)

The easiest way to export files is to export all of them at once, called exporting an album. To do this you first need to close all the individual pictures so you are looking at just the album of thumbnails, “Camera Album”.

1. Pull down the **Edit** menu, select **Select All**.
2. Pull down the **File** menu.
3. Select **Export**.
4. Pull down the BMP drop menu and select **JPEG**. Always use JPEG for photographs, especially if they will be put on the web. A BMP is good for a line drawing, but these are photographs.
5. Where to put your files. This is 2 step process for this camera. First you will save your files to the C: drive (the hard drive), and then you will copy them to the F: drive (the server) so you can play with your photos in your classroom.

Save to the hard drive:

The image shows a 'Save Album' dialog box with the following components and callouts:

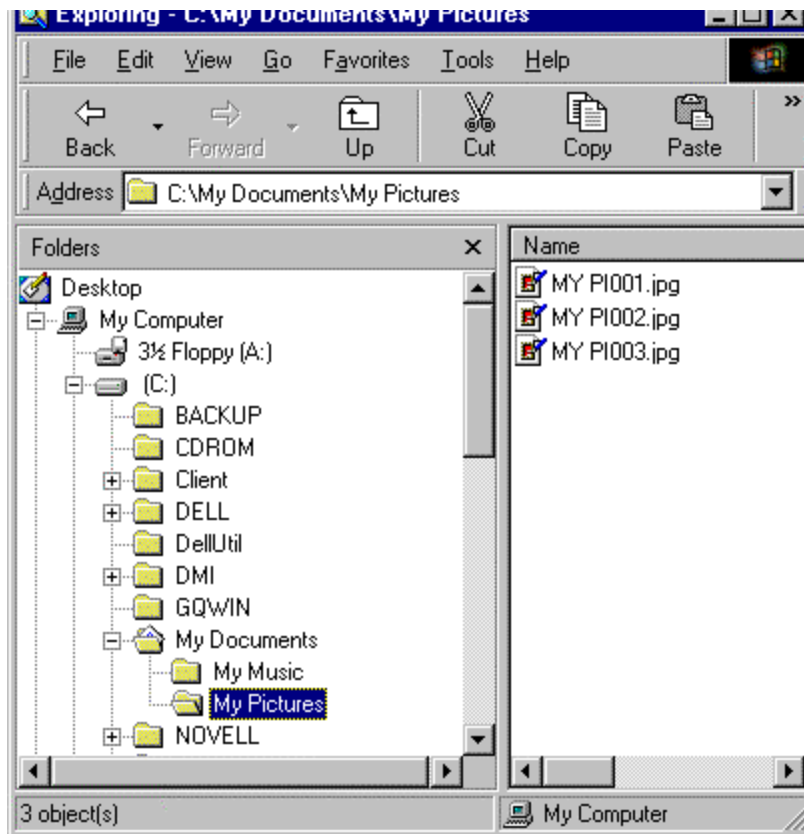
- Directories:** A list showing 'c:\...my pictures' and a sub-list with 'c:\', 'MY DOCUMENTS', and 'My Pictures'. An arrow points to 'My Pictures' with the callout: "1. You can make your own folder ahead of time or place them here."
- List of Files:** An empty list box.
- Drives:** A dropdown menu showing 'c:'. An arrow points to it with the callout: "2. Select the C: drive".
- Image Format:** A dropdown menu showing 'JPEG file'. An arrow points to it with the callout: "3. Select JPEG file".
- Buttons:** 'OK', 'Cancel', 'Help', and 'Network...'. An arrow points to the 'OK' button with the callout: "4. Click OK".
- Save Option:** A group box containing radio buttons for '16.7M Colors' (selected), '256 Colors', '256 Grays', '16 Grays', and 'B&W'.

Follow the 4 steps above to save your files to the C: drive.

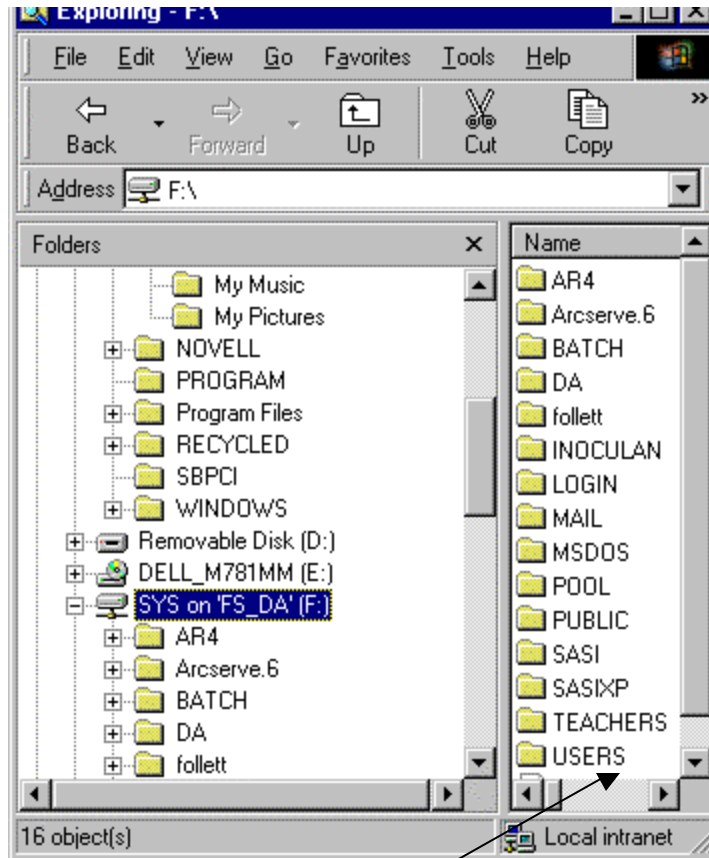
Copy to the server:

Now you will need to practice your Windows management skills.

1. Open Windows Explorer. Click on the **Start** menu, select **Programs**, select **Windows Explorer**.
2. Navigate to the folder where you saved your files. Double click on **My Documents**. Double click on **My Pictures** or what ever you named your folder.



3. Copy these files to your folder on the F: drive.
 - a. In Windows Explorer, click once on the folder containing your JPEGs.
 - b. Pull down the **Edit** menu.
 - c. Select **Copy**
 - d. Double click on the **F:** drive.



- e. Double click on **USERS**.
- f. You should see a folder with your name. Double click on **your name**.
- g. Pull down the **Edit** menu.
- h. Select **Paste**.

When you are sure your files have been saved, please delete them from the camera, so it is ready for the next users. Back in QVLink program (you may need to close Windows Explorer) with all the thumbnails still selected, Pull down the **Edit** menu and select **Delete**. Then click on the **Delete All** button.

Turn off the camera and disconnect the cable from the camera. Return the camera and AC adaptor to the librarian.

Now go to your classroom to **PLAY**.
You are now ready to insert this file (image).

*Please note that placing a child's photo on the Internet requires parental permission. This can be found on the emergency cards. Our health aids can help you look this up. For your own students, in ClassXP (SASI) this is listed as EH4 on the demographic page.

Insert the file into a publication

1. Open you publication program, such as Word or Publisher.
2. Tell it to insert an image.

In Word, pull down the **Insert** menu, select **Picture**, select **From File**, select the file and click on **Insert**. If you double click on the image you can edit it (such as rotate it or crop it).

THATS IT! HAVE FUN. Post photos on your web site. Print and post photos on your bulletin boards. Make a slide show in PowerPoint; the kids love looking at themselves at Open House and at the end of the year. Include photos on reports. The possibilities are endless!