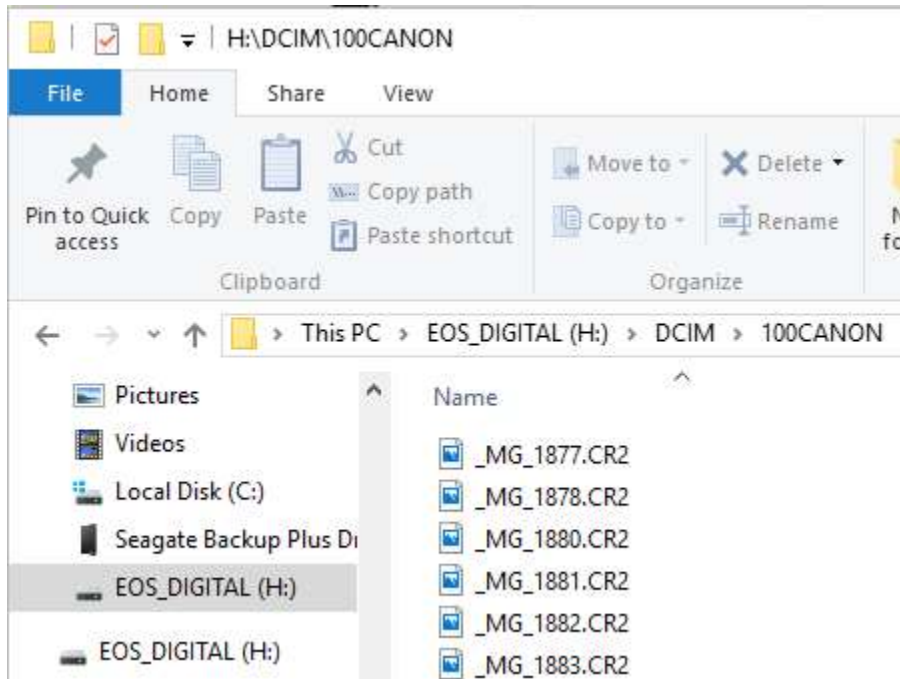


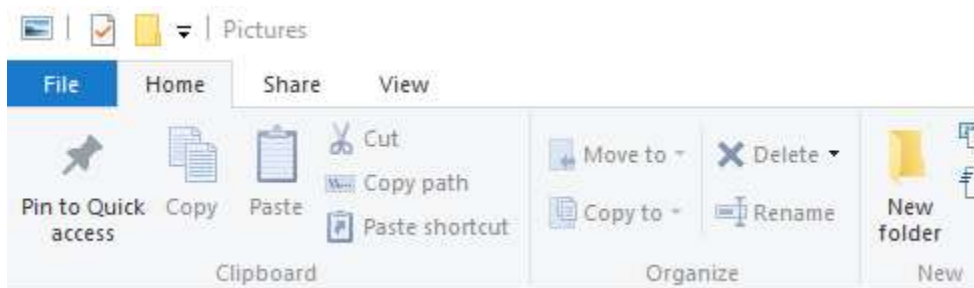
Transferring Images from Your Camera to Your Computer

(Note: for this document, I used Windows 10 and Adobe Photoshop CC 2015 for my instructions)

1. Using a memory card reader
 - a. Plug a memory card reader into your computer via the USB port
 - b. Insert the camera's memory card into the correct slot on the memory card reader
2. Using Windows Explorer
 - a. Open **File Explorer** (Windows 10)/**Windows Explorer** (Windows 7) by pressing the Windows key on the keyboard and the letter "E".
 - b. Find the letter that corresponds to the memory card that is inserted in the memory card reader and double click it to open. In my example H is my card reader

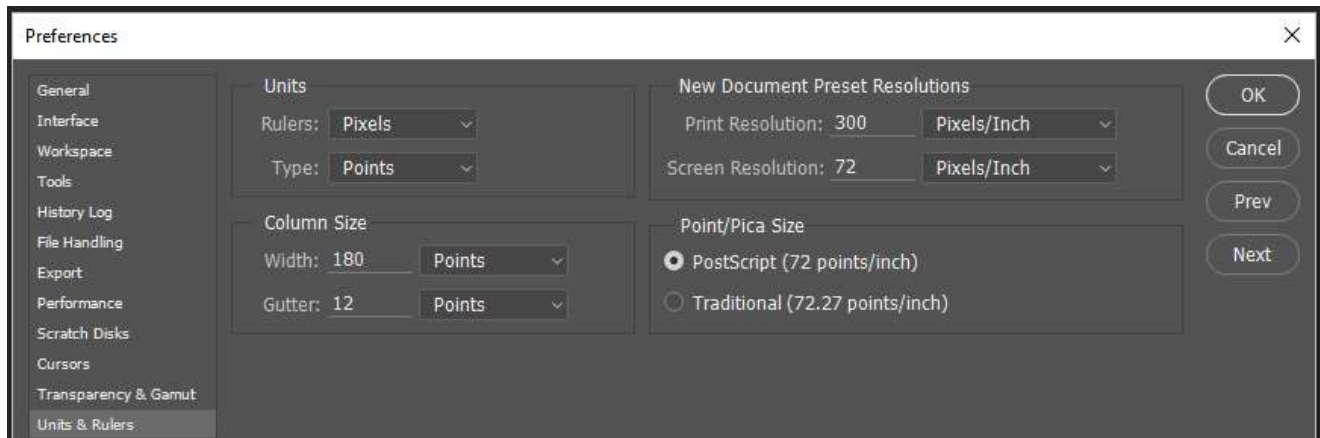


- c. Using step "a" above, open a second File Explorer window
- d. In File Explorer, go to C:\My Documents\Pictures or if using an external drive go to that letter and create a new folder to hold the transferred images.
- e. With **Home** tab highlighted on the ribbon, click in a blank area of File Explorer and click **New Folder** button

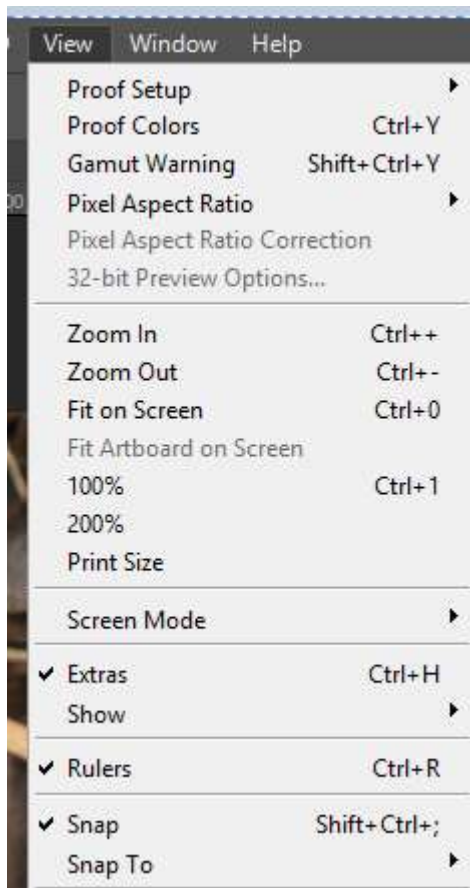


- f. Label the new folder and double click to open it.
 - g. Go back to the first File Explorer Window and select all of the images by selecting File and clicking **Select All** on the Ribbon or pressing **Control A** on the keyboard
 - h. Go to your **2nd** File Explorer window where you created your new folder and with the new folder open, click on the ribbon with the **Home** tab selected and click the **Paste** button. Your images will be copied into the new folder.
3. Resizing images in Adobe Photoshop
 - a. Open **Adobe Bridge** and find the folder you just created with your new images

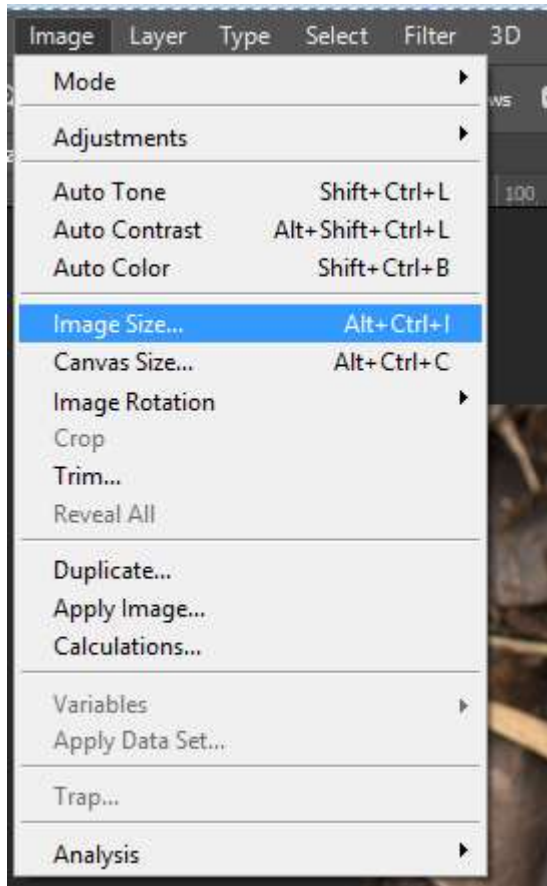
- b. Double click on the image you wish to size, if it is a RAW image it will open in Adobe Camera RAW, (ACR). If it is a JPG image file, then it will open in Photoshop automatically
- c. In Photoshop click **Edit, Preferences, Units & Rulers** to change your Ruler to **pixels from inches** and click OK



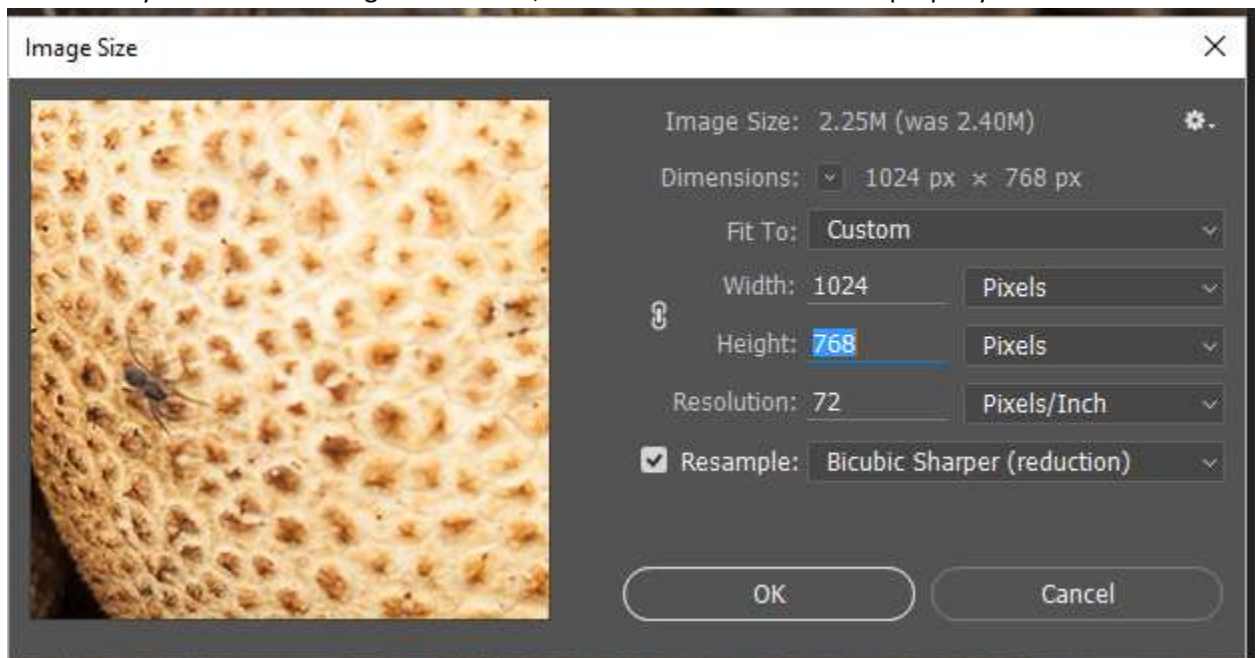
- d. Now click **View, Rulers**



- e. Next click **Image, Image Size**



- f. Change the **Resolution to 72** and change the width to 1024 and the other side will resize automatically. Be sure the resample box is checked
- g. Check that your width and height are locked, so that both sides will resize properly and click OK.



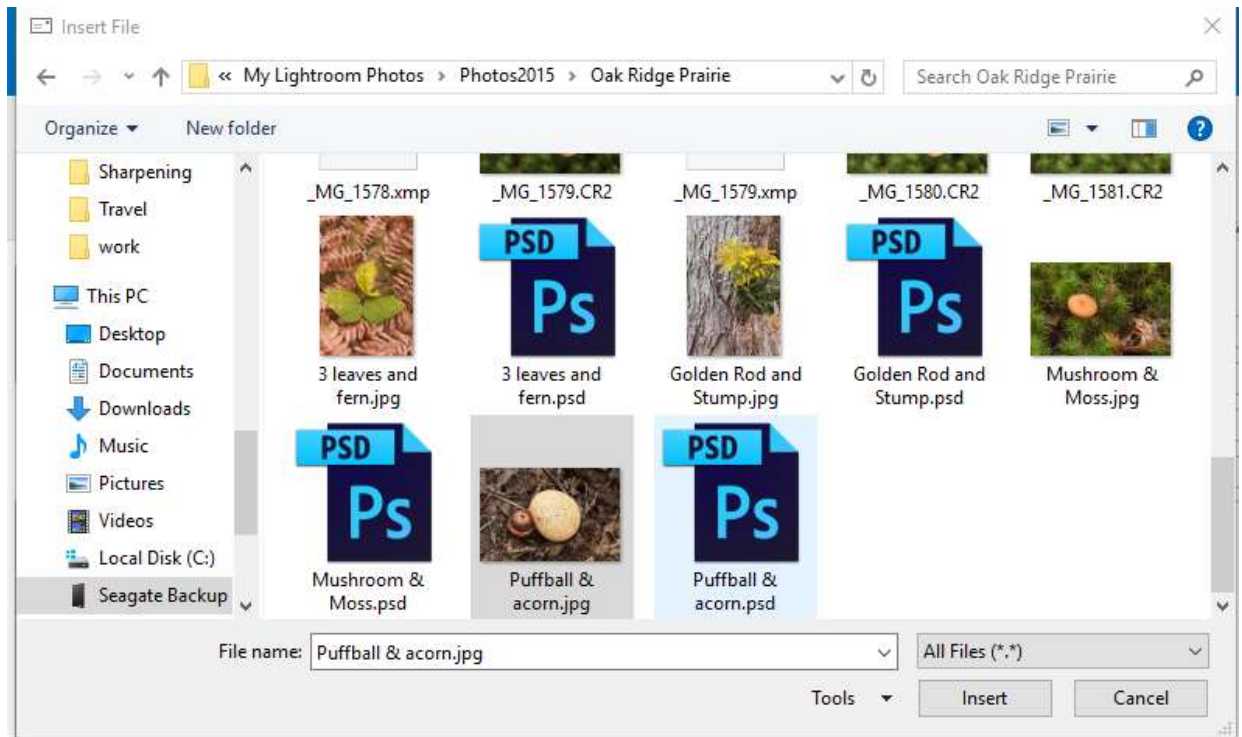
- h. Now save the new image back to C:\My Documents\Pictures or to your external drive letter
- i. Click **File, Save As** and change the name of the file to something different to preserve the original image. In the example image above I changed the image name form Puffball & Acorn.CR2 to Puffball & Acorn.jpg.

4. Attaching an image to an email

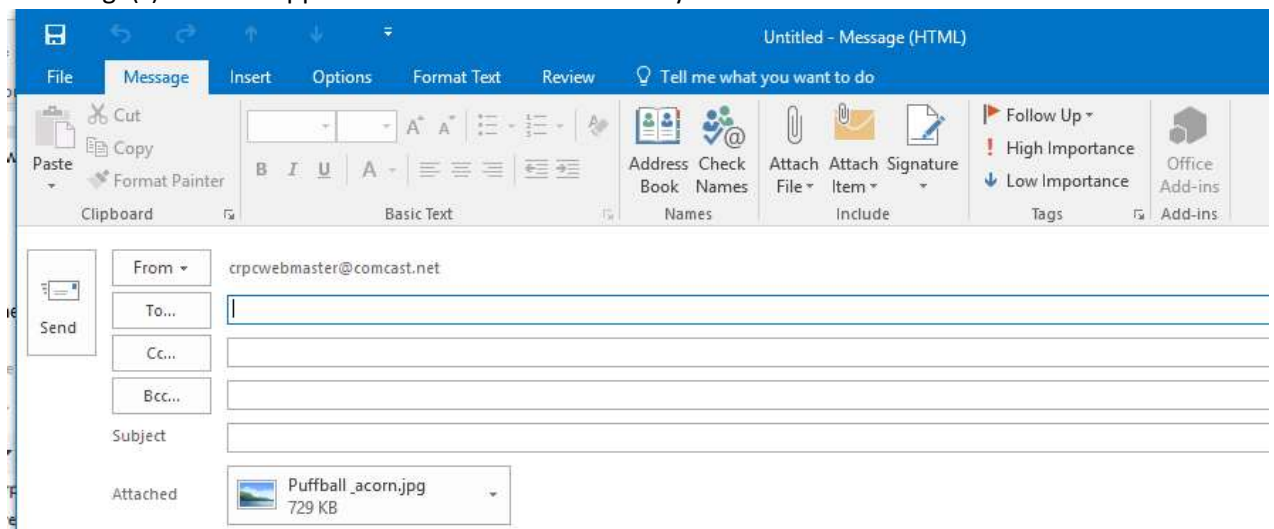
- a. For this example, I will be using Outlook 2016 as my email client. Your email may look different, but similar. With the email application open, create a new message and type in the email address to whom you are sending the message to along with your subject matter. Now click the **Paperclip** to attach the image or images you wish to send.



- b. The attachment dialog box appears, click and highlight the image or images you wish to attach, then click **Insert**



- c. The image(s) will now appear in the attachments box in your email



- d. Your email is now ready to be sent