

## Working with Photos

**Warm up:** What do you do with photos now? What would you like to know about working with photos?

**Objective:** Learners will be able to download, edit, manage and share personal photographs.

**Time:** 3 hours

Learning Tasks	Instructor Activities	Time	Resources
<p>Download Photos:</p> <ul style="list-style-type: none"> <li>• Name accessories needed to download photos</li> <li>• Take photos</li> <li>• Download photos to the computer</li> <li>• Discuss photo tags</li> <li>• Explore Photo Gallery</li> </ul>	<p><b>Warm up and introductions</b></p> <p><b>Present:</b></p> <ol style="list-style-type: none"> <li>1. Go over the various accessories needed to download photos and discuss the importance of using the appropriate terminology.</li> <li>2. Explore the items and complete the matching worksheet together.</li> </ol> <p><b>Practice:</b></p> <ol style="list-style-type: none"> <li>1. Have learners work in pairs and take photos of each other.</li> <li>2. Have learners turn on their computers and make sure the desktop is visible.</li> <li>3. Help learners connect the camera to the laptop and download the photos they have taken.</li> <li>4. Explain the importance of tagging photos.</li> <li>5. Explore the Windows Photo Gallery window and functions.</li> </ol>	<p>15 min</p> <p>15 min</p> <p>30 min</p>	<p>Computer lab, digital cameras, USB cables, memory sticks, printer (opt.)</p> <p>Working with Photos workbook p.1</p> <p>Working with Photos workbook p.2-6</p>
<p>Edit Photos</p> <ul style="list-style-type: none"> <li>• Make a copy of a photo</li> <li>• Explore photo editing options, including:               <ul style="list-style-type: none"> <li>○ Layout</li> <li>○ Red-eye</li> <li>○ Exposure</li> </ul> </li> </ul>	<p><b>Present:</b></p> <ol style="list-style-type: none"> <li>1. Explain why making a copy of photo is important.</li> </ol> <p><b>Practice:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate and have learners practice editing photos in Windows Live Photo Gallery,</li> </ol>	<p>5 min</p> <p>25 min</p>	<p>Working with Photos workbook p.7</p> <p>Working with Photos workbook p.8-13</p>

<ul style="list-style-type: none"> <li>○ Crop</li> <li>○ Adjust colour</li> </ul>	<p>including:</p> <ul style="list-style-type: none"> <li>○ Rotating picture</li> <li>○ Removing red-eye</li> <li>○ Adjusting exposure</li> <li>○ Cropping photos</li> <li>○ Adjusting colour.</li> </ul> <p>Discuss other editing options available in Windows Live Photo Gallery.</p>		
<p>Manage photos:</p> <ul style="list-style-type: none"> <li>● Discuss organizing photos</li> <li>● Tag photos</li> <li>● Create a new folder</li> <li>● Save photos</li> </ul>	<p><b>Break</b></p> <p><b>Present:</b></p> <ol style="list-style-type: none"> <li>1. Explain that we tag (name) photos and organize photos in folders so we can find them.</li> <li>2. Demonstrate how to create a folder and save a file.</li> </ol>	<p>15 min</p> <p>10 min</p>	<p>Working with Photos workbook p.14</p> <p>Working with Photos workbook p.15-21</p>
<p>Print Photos</p> <ul style="list-style-type: none"> <li>● Discuss print options</li> <li>● Print a photo (if a printer is available)</li> </ul>	<p><b>Practice:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate and have learners save photos, being sure to include: <ul style="list-style-type: none"> <li>○ Tagging photos</li> <li>○ Creating folders</li> <li>○ Copying photos into folders</li> <li>○ Saving photos to a memory stick</li> </ul> </li> </ol> <p><b>Present</b></p> <ol style="list-style-type: none"> <li>1. Discuss the various print options available.</li> <li>2. Be sure to include: <ul style="list-style-type: none"> <li>○ Paper size</li> <li>○ Print quality</li> <li>○ Number of copies</li> <li>○ Paper size</li> <li>○ Layout</li> </ul> </li> </ol>	<p>20 min</p> <p>15 min</p>	<p>Working with Photos workbook p.22-23</p>

<p>Emailing Photos</p> <ul style="list-style-type: none"> <li>• Attach photo/s</li> <li>• Email photo/s</li> </ul>	<p><b>Present:</b></p> <ol style="list-style-type: none"> <li>1. Discuss and demonstrate how to attach single and multiple photos to email messages.</li> </ol> <p><b>Practice:</b></p> <ol style="list-style-type: none"> <li>1. Have learners email a photo if your lab has internet available.</li> </ol> <p><b>Wind up:</b></p> <p>Have learners complete the workshop evaluation form.</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>Working with Photos workbook p.24-25</p>
<p><b>Evaluation:</b> Learners will download, edit, save, print and email photos.</p>			
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Be sure to have a couple of photos loaded on each of the computers your learners will be using. One picture should be of a person with red eye and the other should be of a flower or something similar.</li> <li>• Have learners copy the workshop photos into a folder labelled with their name. Learners can work with these so you keep the original samples.</li> <li>• Before the workshop, check to see what program photos are viewed in after they are downloaded. You may have to download Windows Photo Gallery in advance of the workshop. (<a href="http://explore.live.com/windows-live-essentials-photo-gallery-get-started">http://explore.live.com/windows-live-essentials-photo-gallery-get-started</a>)</li> <li>• At the end of the workshop, have learners delete their folder so the computers are ready for the next group.</li> </ul>			