

## Lesson 8-3: Viewing and Managing Digital Photos

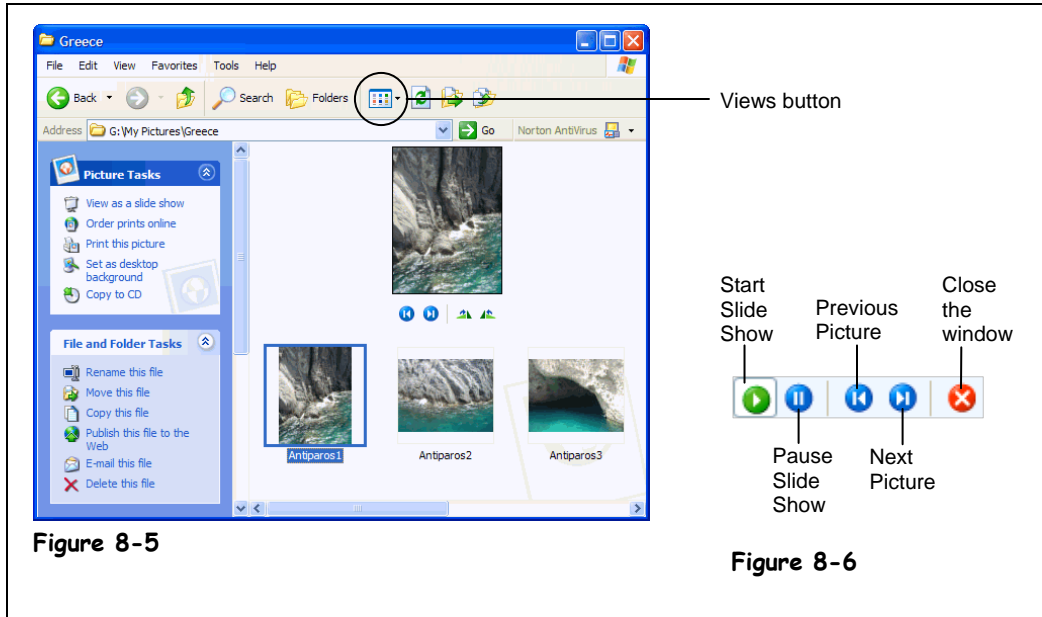
**Figure 8-5**

A folder in Filmstrip view.

**Figure 8-6**

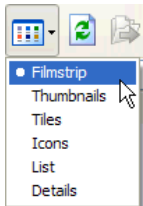
When viewing your pictures as a slide show, use the onscreen toolbar to scroll through your pictures.

To use an image as your desktop background, select the image and then click the "Set as desktop background" task from the Picture Tasks menu.



**Figure 8-5**

**Figure 8-6**



**Views button list**

Once you have transferred pictures to your computer from a camera, scanner, or Internet download, you can view them on your computer screen and organize them to meet your specific needs. For example, you can view your images as a slide show, change the orientation of an image, rename image files, or group images into new folders.

Windows XP's official storage location for digital images is the My Pictures folder. This doesn't mean you can't store your images elsewhere, but My Pictures is extremely easy to locate and open, and it is also the default storage location for many programs and wizards.

My Pictures offers many options for viewing and managing digital images. What are you waiting for? Let's take a closer look at those pictures!

1. Click the **Start button** and select **My Pictures** from the menu.  
The My Pictures window appears, displaying its contents.
2. **Double-click the folder containing your images.**  
A preview of all the files appears.  
Let's switch views.
3. Click the **Views button** and select **Filmstrip** from the list.  
The first image appears enlarged on your screen with all other images displayed as thumbnails below it, as shown in Figure 8-5.  
Use the buttons below the image to view another picture.
4. Click the **Next Image (Right Arrow) button.**  
The next picture in the filmstrip appears.  
You can also view the images in an automatic slide show, starring your pictures.

**5. Click the **View as a slide show** task from the Picture Tasks menu.**

A self-advancing slide show of the images in the folder begins on your screen.

**6. Move your mouse.**

Notice that a small toolbar appears in the upper-right corner of the screen as shown in Figure 8-6. You can use the toolbar to navigate through your images, in addition to the left and right arrow keys on the keyboard.

Let's stop the slide show.

**7. Click the **Close the window button** on the toolbar.**

The slide show closes and you are back in the folder window.

**8. Click the **Views button** and select **Icon**.**

One of the most annoying things about digital photographs is that they are saved under pesky serial numbers that are difficult to remember and understand. You can change this by renaming the files.



**9. Right-click the image you want to rename and select **Rename** from the shortcut menu. Type a new name for the image file and press <Enter>.**

And that's all there is to it. Now you won't confuse yourself with all those random serial numbers. Repeat this step for every image you want to rename.

**NOTE:** If you are in Filmstrip view, right-click the thumbnail image to rename the file.

If you want to organize your images, you can move them into specific folders.

**10. Select the image you would like to move. Click the **Move this file** task from the File and Folder Tasks menu.**

The Move Items dialog box appears. To find the folder you want to move the file to, click the  plus button to display all items hidden inside a drive or folder, or click the  minus button to collapse them.

If you can't find the folder you're looking for, or you're just not happy with any of the existing folders, create a new one.

**11. Select the drive or folder where you would like the new folder to reside. Click the **Make New Folder** button, then type a new name for your folder.**

Now you're ready to move your items into the new folder.

**12. Make sure the new folder is selected and then click **Move**.**

Your file has now been moved from its original location and into the new folder.

**Rotate buttons**

Other Ways to Rotate an Image:

- Right-click the photo that you want to rotate and select **Rotate Clockwise** or **Rotate Counter Clockwise** from the shortcut menu.

 **Quick Reference**

To View Digital Photos:

1. Click the **Start button** and select **My Pictures** from the menu.
2. Double-click the folder containing your images.
3. Click the **Views button** and select a view from the list.

To Rename an Image File:

- Right-click the image you want to rename and select **Rename** from the shortcut menu.

To Move an Image File:

1. Select the image you want to move and click the **Move this file** task from the File and Folder Tasks menu.
2. Select the drive or folder where you want the file to reside and click **Move**.