

How to Upload Photos for Mrs. Michels Photo Class

- Log into the computer using USSTUDENT / USSTUDENT
- Plug your camera into the computer using the mini USB cord for a CF card.
- Turn on your camera. (Make sure you have enough battery life to be able to upload your pictures.

OR

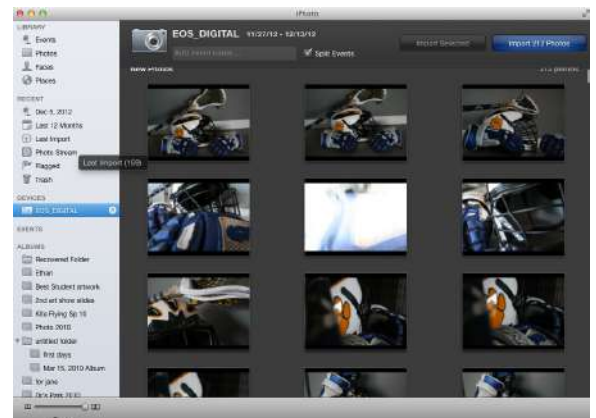
- Take out your media card and insert it carefully into a card reader or the computer.



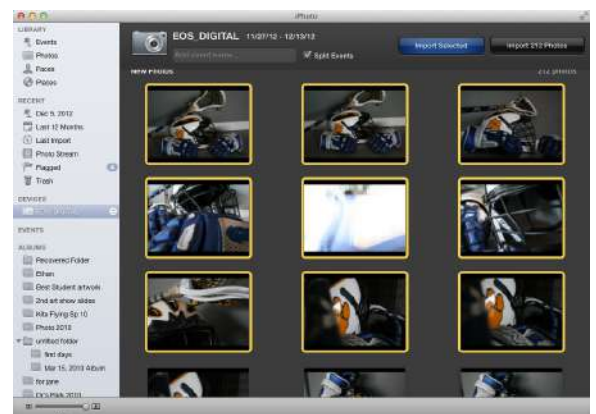
- Photos should start bouncing in the Dock. If it doesn't go down into the dock and click on iPhoto.
- Once the images load into iPhoto you have two choices:

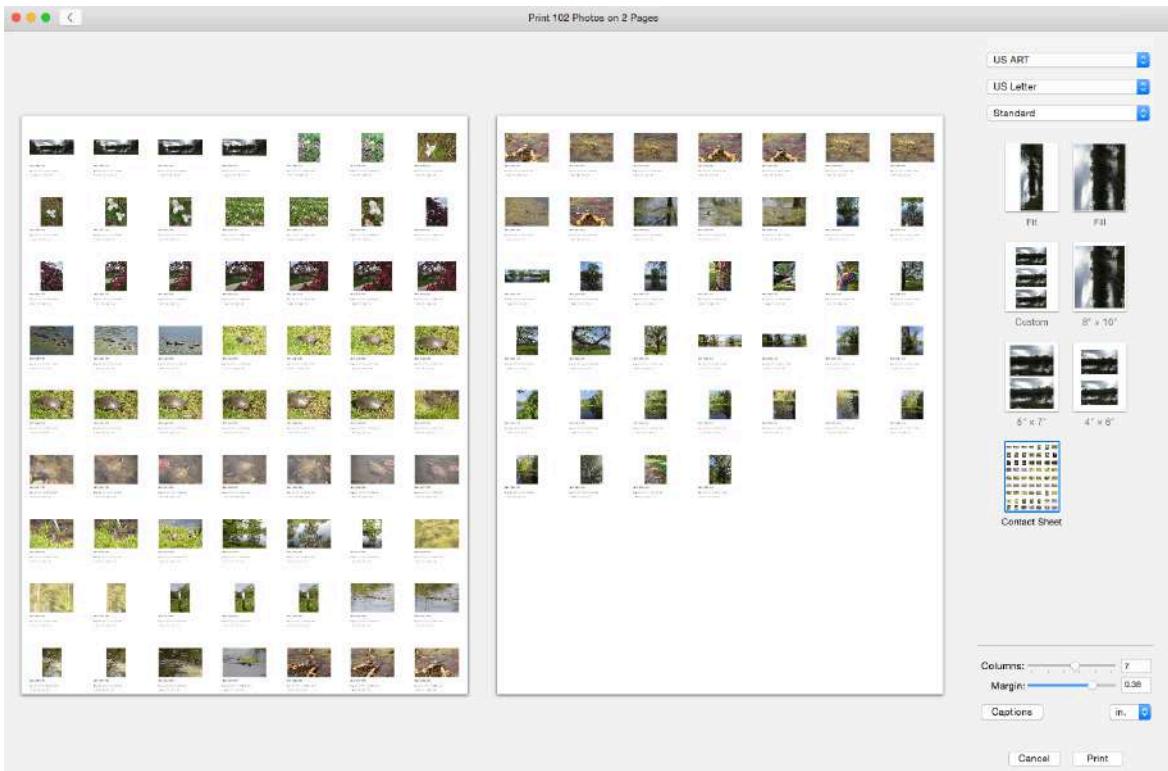


- To import all of your photos, click on **"IMPORT ALL."**
- If you only want to select some of the photos, hold down the shift key while you click on all of the images that you would like import. Once you are done selecting photos, click on **"IMPORT SELECTED."**
- You will be asked to keep or delete the original photos on your camera. **KEEP THEM ON YOUR CARD!** I want you to keep them until you have completed the process of putting them on the server.



- Select all images in the Latest Imports Folder.
- File /Print
- Select Contact sheet





- Select Captions...Click all of the options on the right side and title and date.
- Then put the columns to 6-7.
- Hit print (but don't hit print again!)
- In the bottom left hand corner hit the PDF button.
- Select Save as PDF
- Save the documents to the desktop and save as the name of the assignment and your name.
- In the Print dialog box **HIT CANCEL not PRINT**.
- Then go back to the Photos last download folder and select all pictures.
- File / Export selected photos in the Original file format from iPhoto into ...
- Migrate to your folder on the desktop
- Make a new folder (File /New Folder) and give it the name of the assignment or use a descriptive title. This should take some time to copy fully.
- When you are done with this step and you have a copy of the photos from your camera in iPhoto and on the server you can then go back to your camera and delete them off your card if you need space.

