

Synovative Technology Technical Note

Maintaining Digital Photos on your PC

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Maintaining Digital Photos on your PC

Introduction

Several folks have asked about a maintenance scheme, similar to SOUP's Backup and Shutdown, for the digital pictures on their PC. One must realize from the start that the average document is less than 100,000 bytes of storage. Pictures can easily range beyond 1,000,000 bytes. Users with large numbers of pictures in their "My Documents" folder can easily exceed the capacity of a second hard drive when using Synovative's Office Utility Pak's (SOUP) Backup and Shutdown. Cataloging, modification and backup of these large files require a different scheme than the one available in SOUP's Backup and Shutdown today.

This note is intended to share the method I am using today with my photos in hopes that it may work for you as well. The best news is that there is minimal cost. The only cost might be the addition of a DVD or CD burner and associated software to use as the target backup device for your photo folders. It seems to me that picture files are too large to consider using a hard drive for backup.

If your PC does not have a DVD or CD burner, Desktop users should consider installing the SONY DVD burner and laptop users with an available USB 2.0 port should consider adding the SONY external DVD burner. Laptop users without a USB 2.0 port should consider either a PCMCIA card adapter to add USB 2.0 support to your laptop or consider the replacement of the machine.

In general, the scheme separates pictures from other documents on your PC and uses a DVD or CD burner to produce a backup copy. You might consider a similar approach for your many music files.

This technical note was prepared using Windows XP Professional, Roxio Easy DVD & CD Creator and Nero 6. Some screenshots may vary with the operating system and media burning software you use.

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How to organize your PC Hard Drive

First it is necessary to organize the hard drive. The "My Pictures" folder needs to be moved out of the "My Documents" folder. To do this:

- Open My Computer. Open your "C" drive. Create "My Picture Library" folder on "C" drive. Now open the new folder. Size the folder so that it takes up half of your desktop.
- Open your "My Documents" folder. Size the folder so that it takes up the other half of your desktop.
- Locate your "My Pictures" folders. You may need to scroll your My Documents folder to locate it. Left mouse click and hold your My Pictures folder in My Documents and drag it to My Picture Library folder you just created. Release click and select MOVE from the pop-up menu option.
- My Pictures folder should now exist within the My Picture Library folder.
- Close both windows covering your desktop

You may now store all of your pictures within "My Pictures" or you can create additional folders within the "My Picture Library" folder. The trick here is to keep all pictures in folders that are within the "My Picture Library" folder.

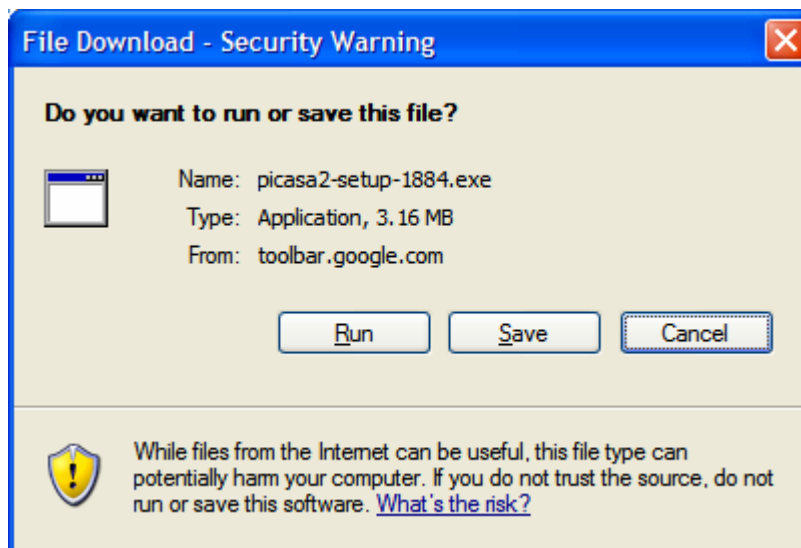
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Install and configure Google's Picasa software

Next we need software that will keep pictures organized. Picasa from Google is the choice:

- Download and install Picasa2 from Google:
<http://www.picasa.com/>

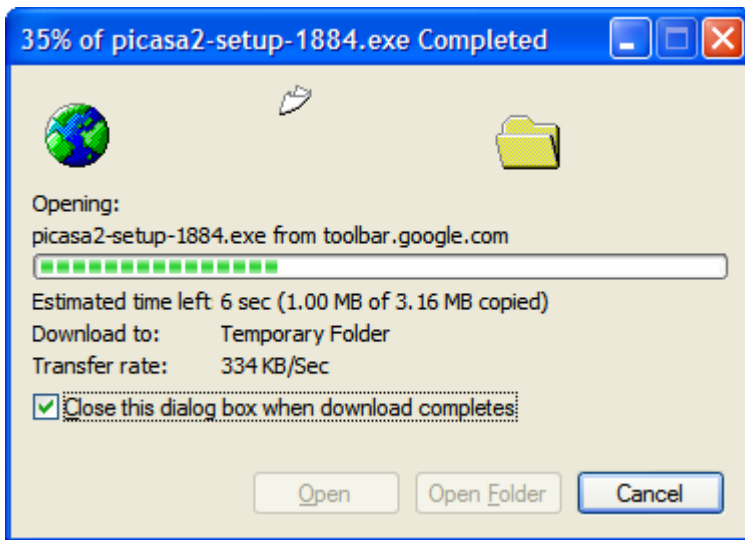
Click on "Free Download." The file transfer window will appear:



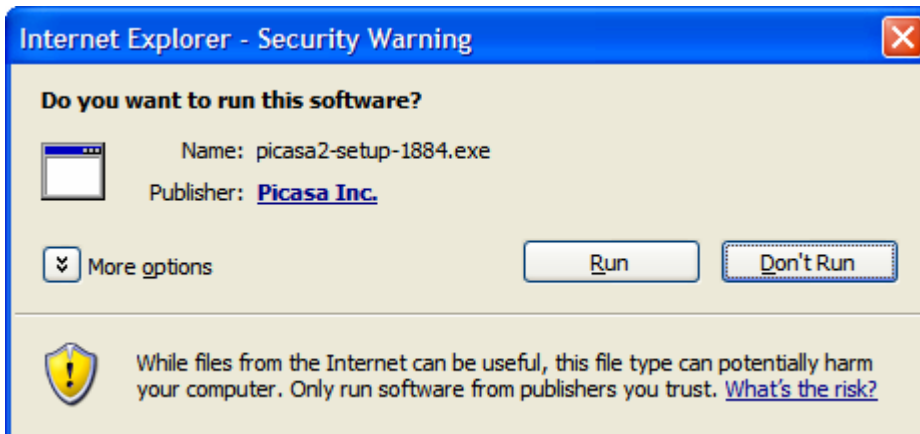
If you have reliable broadband access to the internet, you may click on "Run" and install the program over the network. If you lack a truly reliable connection, you should click on "Save" to copy the installation file to disk and then execute it to perform the installation.

If you click on "Run" you will see:

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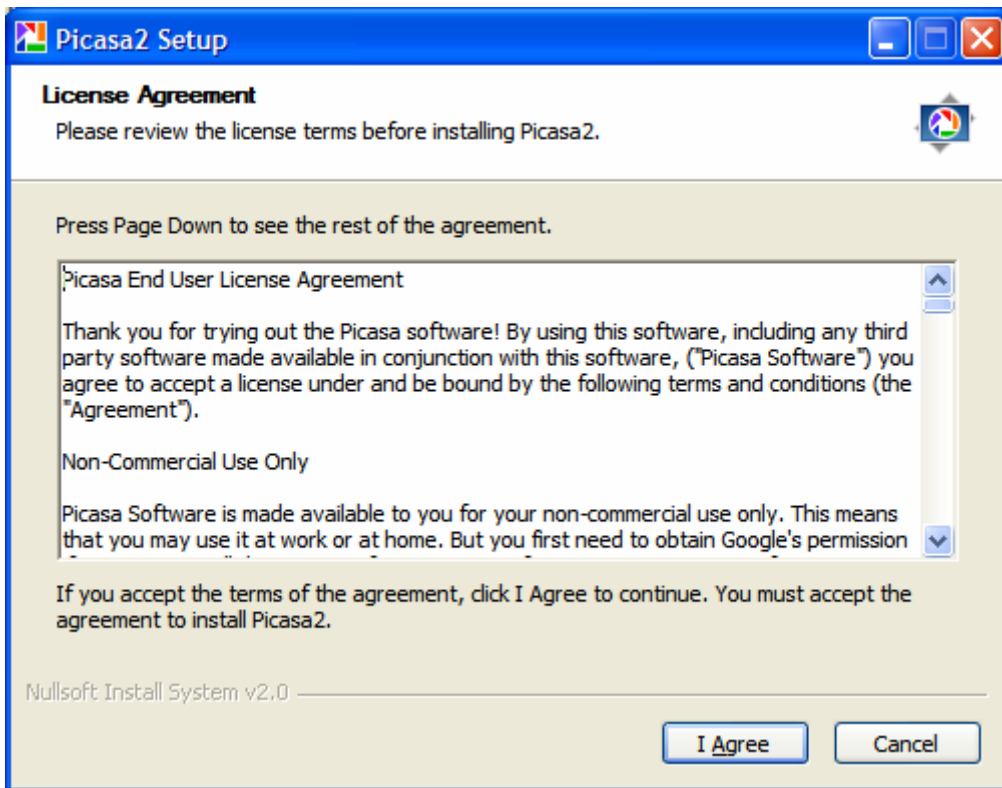


Make sure the "close this dialog box ..." option is checked. When the download is complete, you will see:



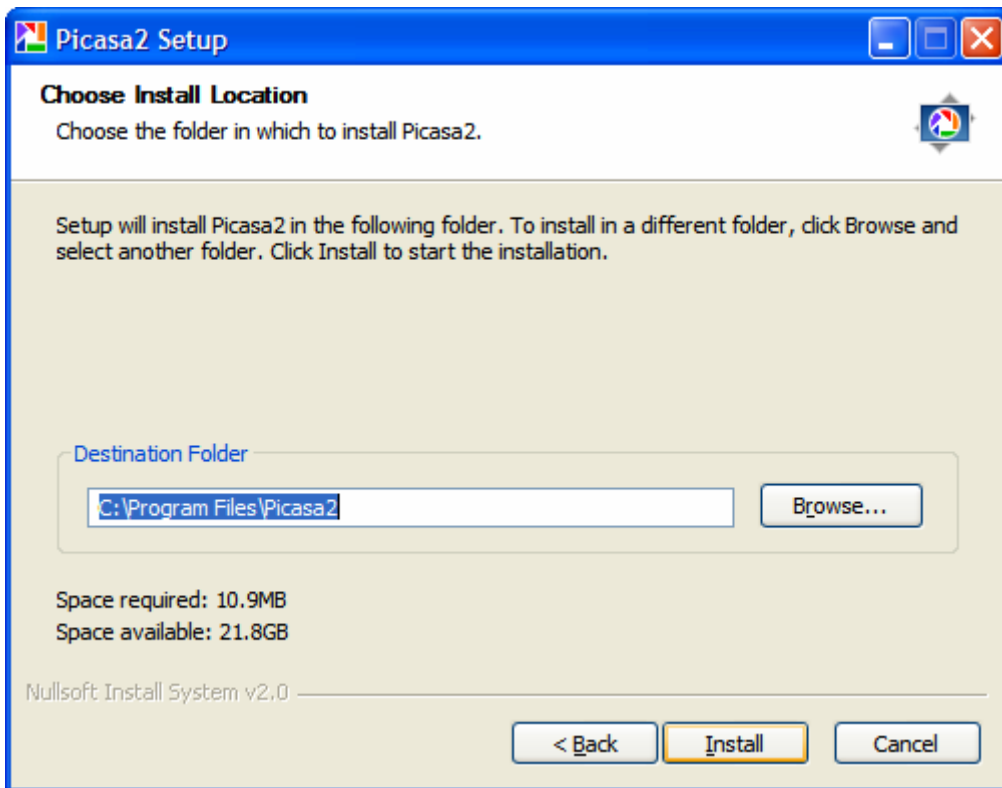
Click on "Run." You will then see:

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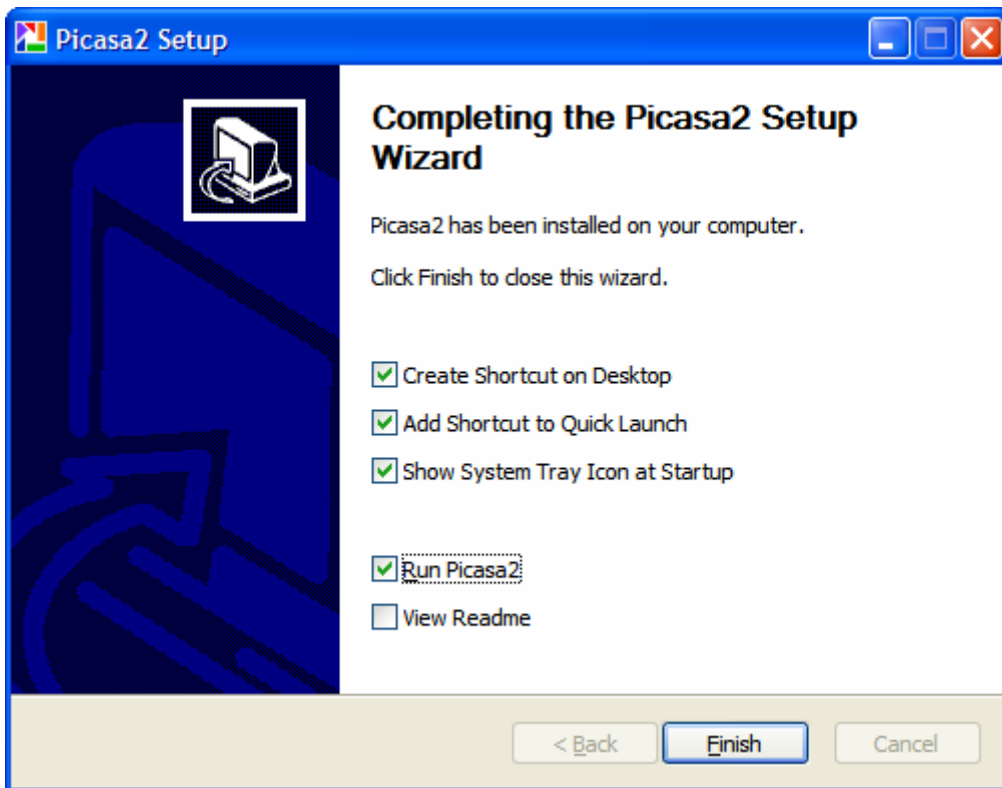
Click on "I Agree." You will next see;

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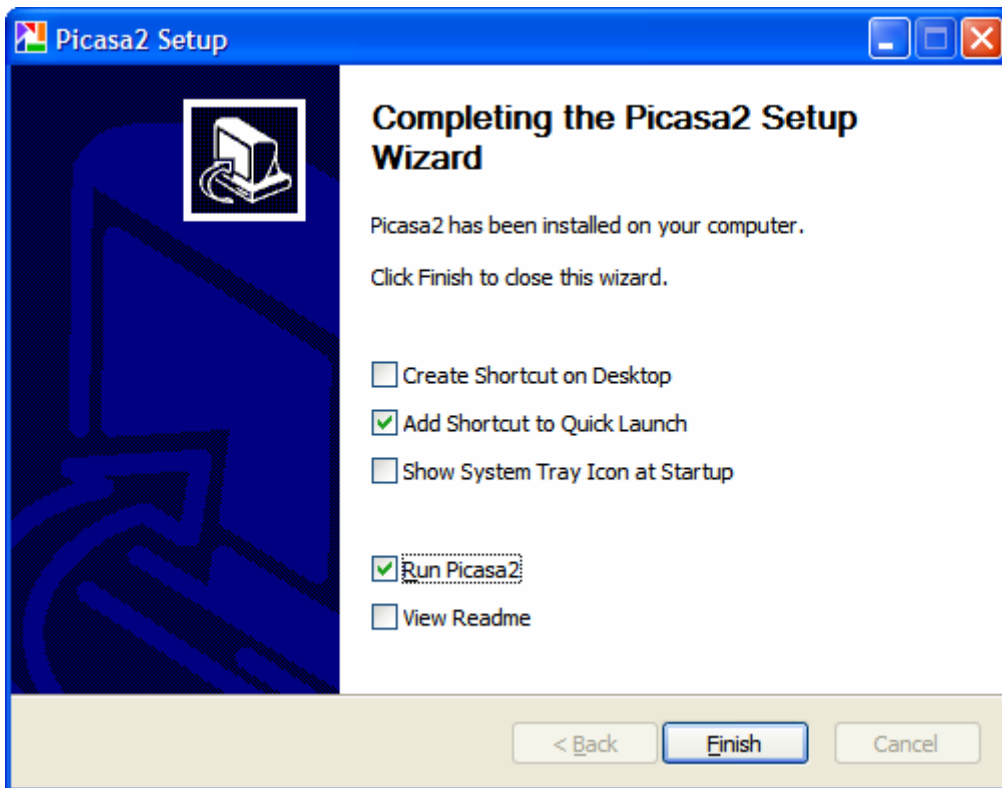
Click on "Install." You will next see:

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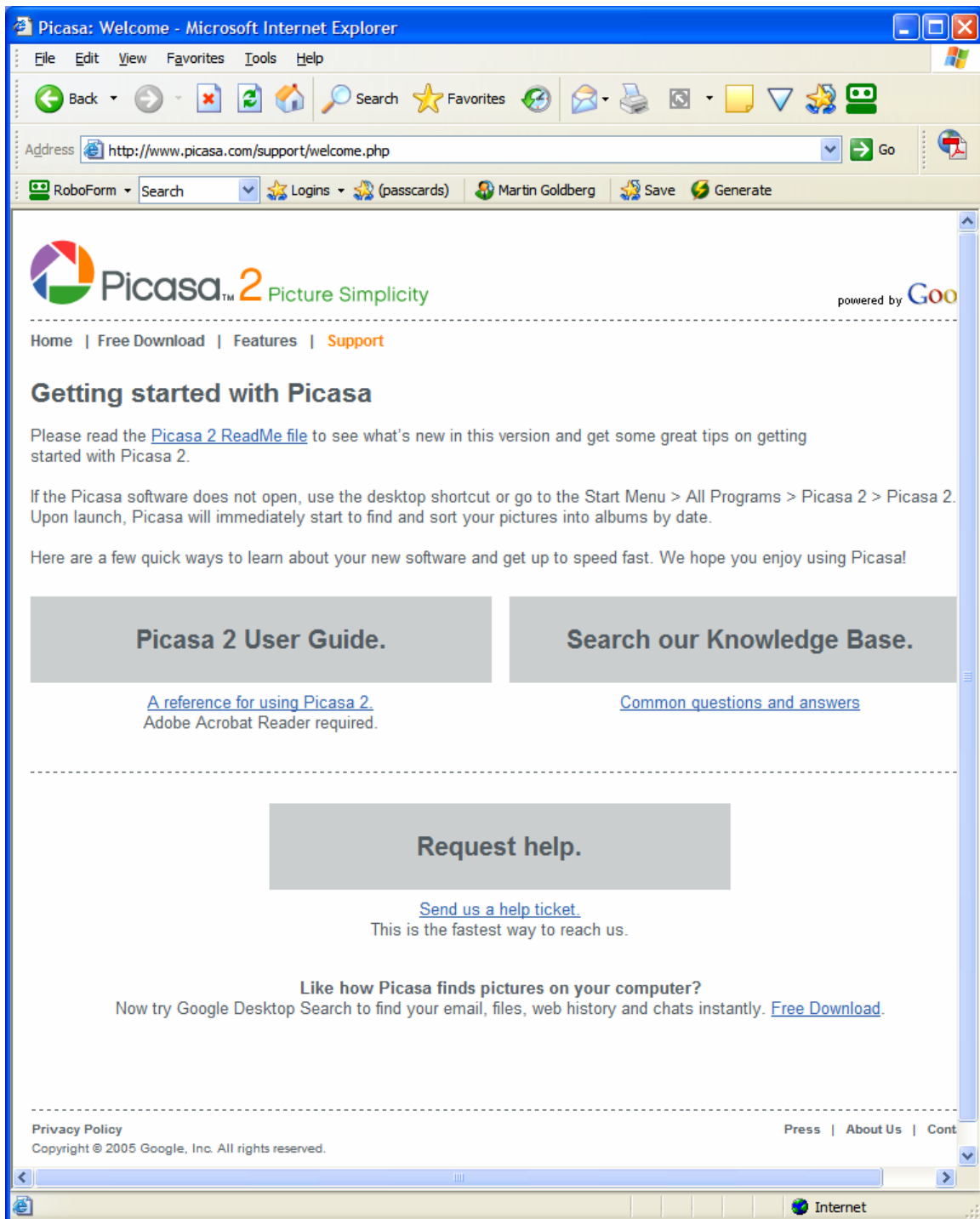
You may want to uncheck "Create Shortcut ..." and "Show System Tray ..."
This will leave you with:

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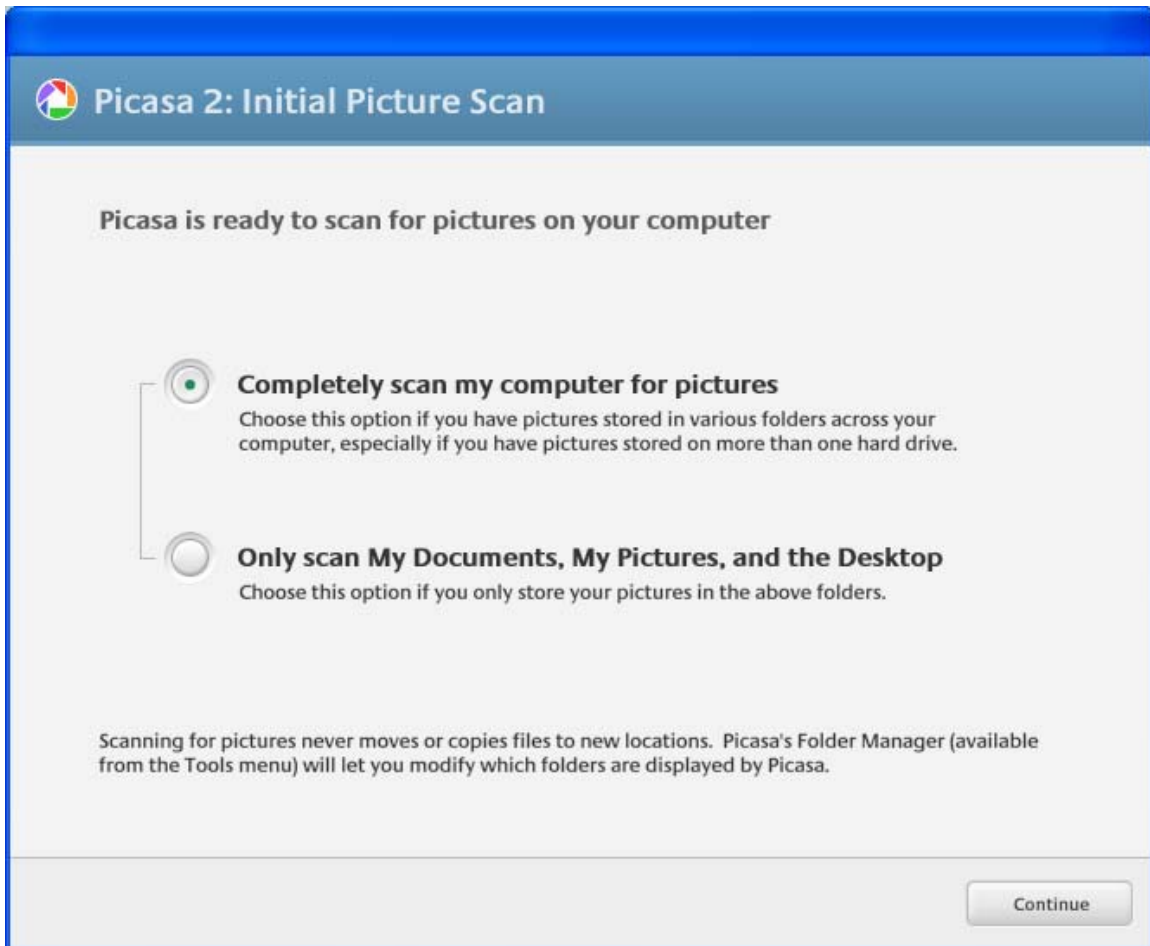
Click on "Finish." As Picasa starts it will display a web site page that provides online help. **Bookmark the web site in your Favorites for future reference!** The web page will look similar to:

Maintaining Digital Photos on your PC



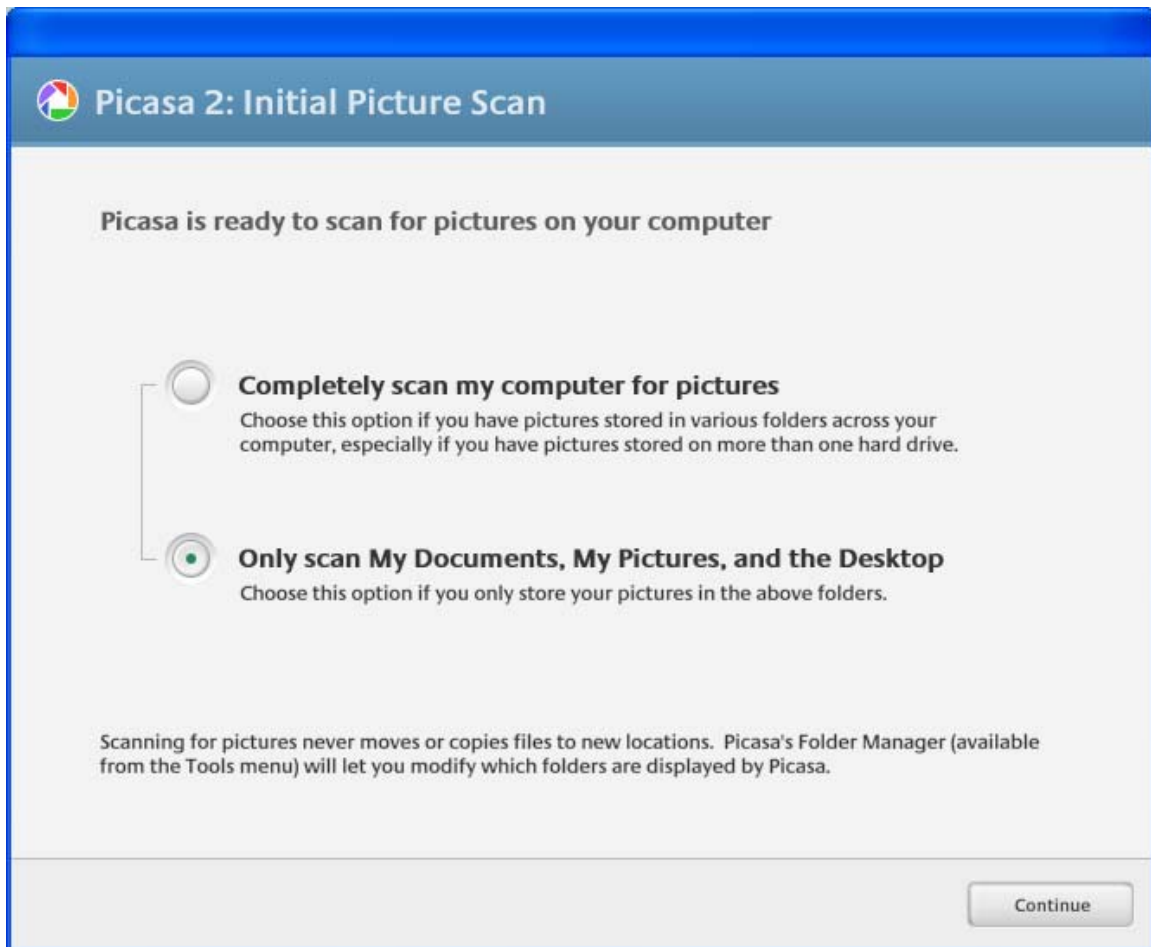
Close this web page. You should see:

Maintaining Digital Photos on your PC



Change the selection from "Completely ..." to "Only scan ..." It should look like:

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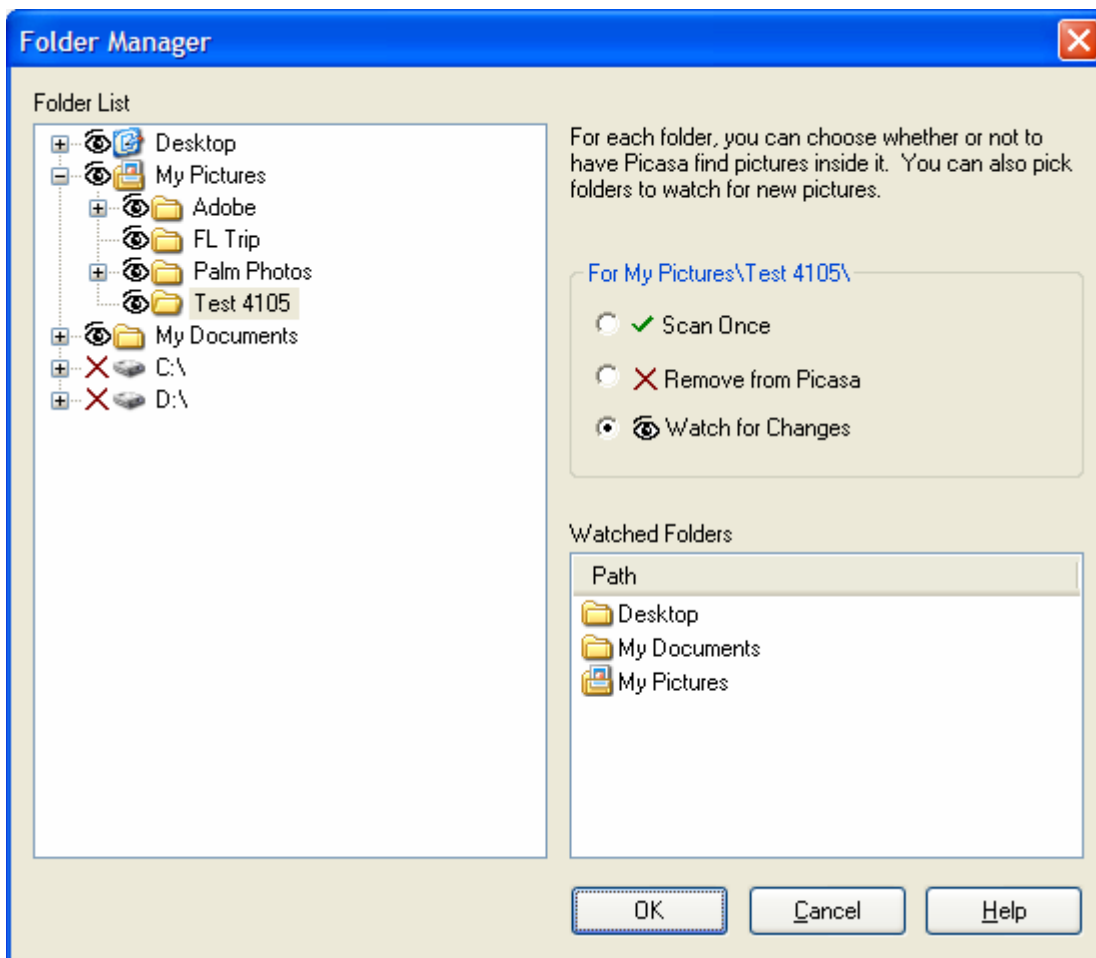


Click on "Continue." When the scan is done, you can proceed with additional configuration selections to keep the overhead associated with Picasa to a minimum.

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How to configure Picasa to find your pictures

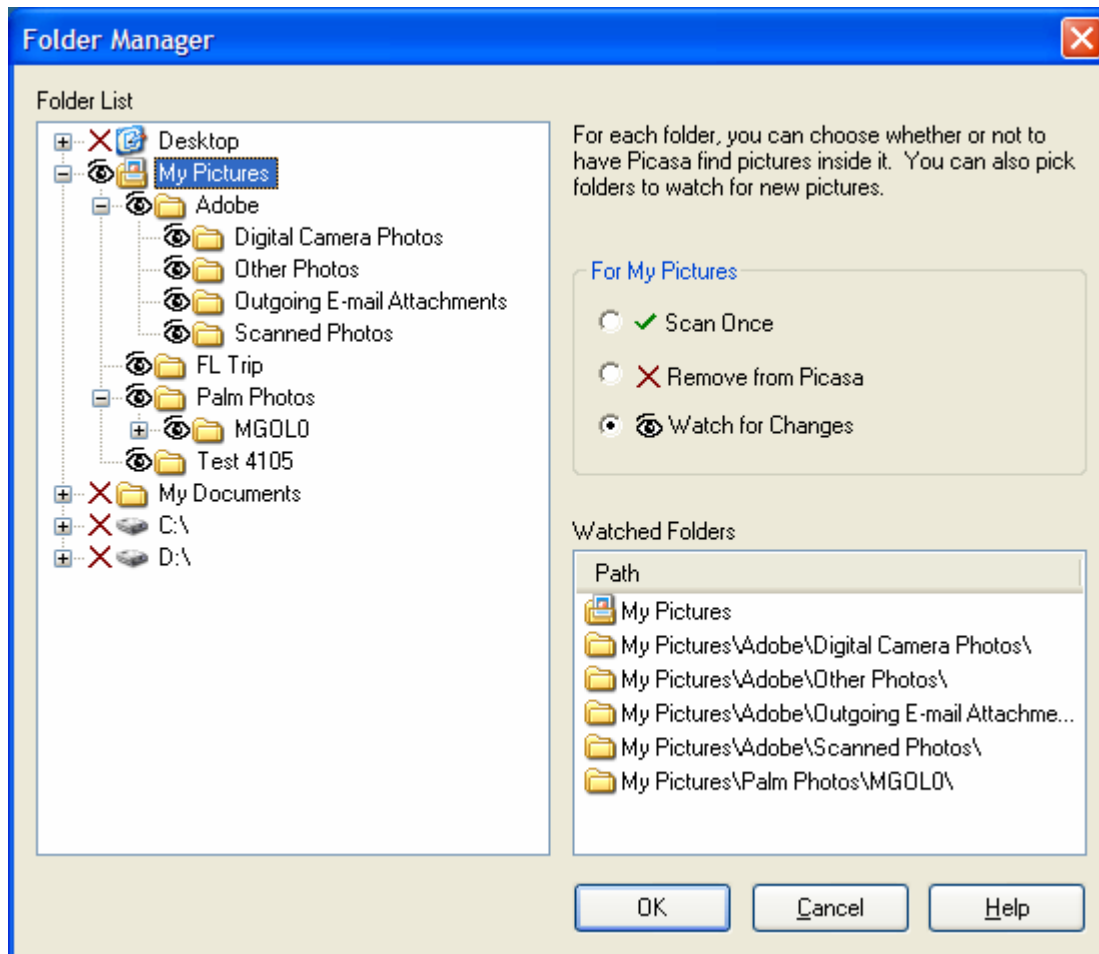
First Configure Picasa to only monitor pictures in your "My Picture Library" folder. From the menu click on "Tools." Then click on "Folder Management." You should see a window similar to:



Highlight Desktop in the Folder List. Then click on "Remove from Picasa" on the right side. Do the same for the My Documents Folder.

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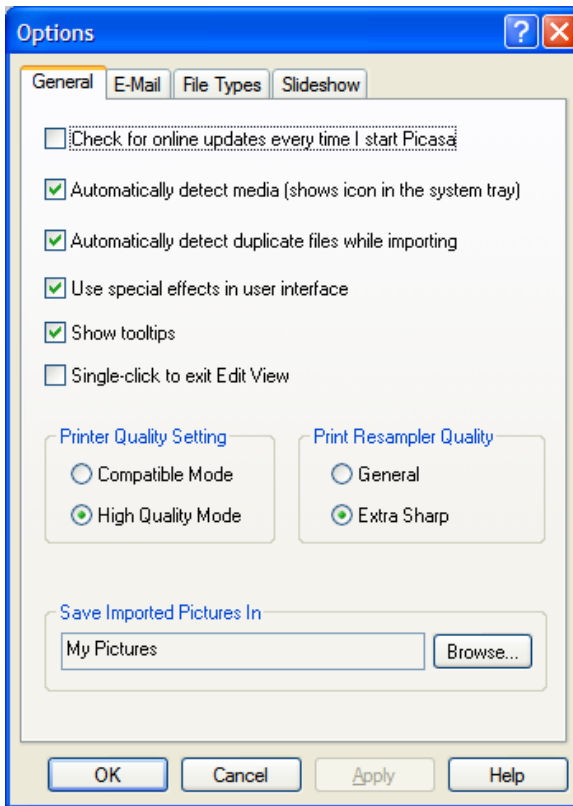
Next expand all folders in the My Pictures folder. Click on all plus signs in boxes on the folder list. Make sure all sub-folders in My Pictures have the eye icon denoting that Picasa is watching for changes within the folder. If a folder is not being watched, highlight the folder and click on "Watch for Changes." You should end up with a folder manager window similar to:



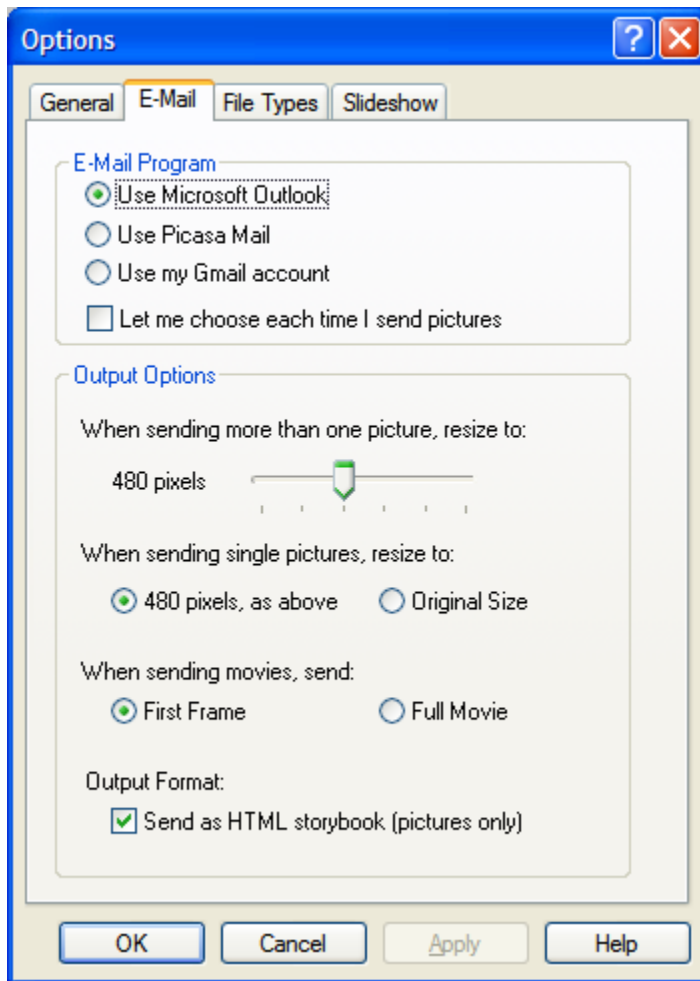
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How to configure Picasa

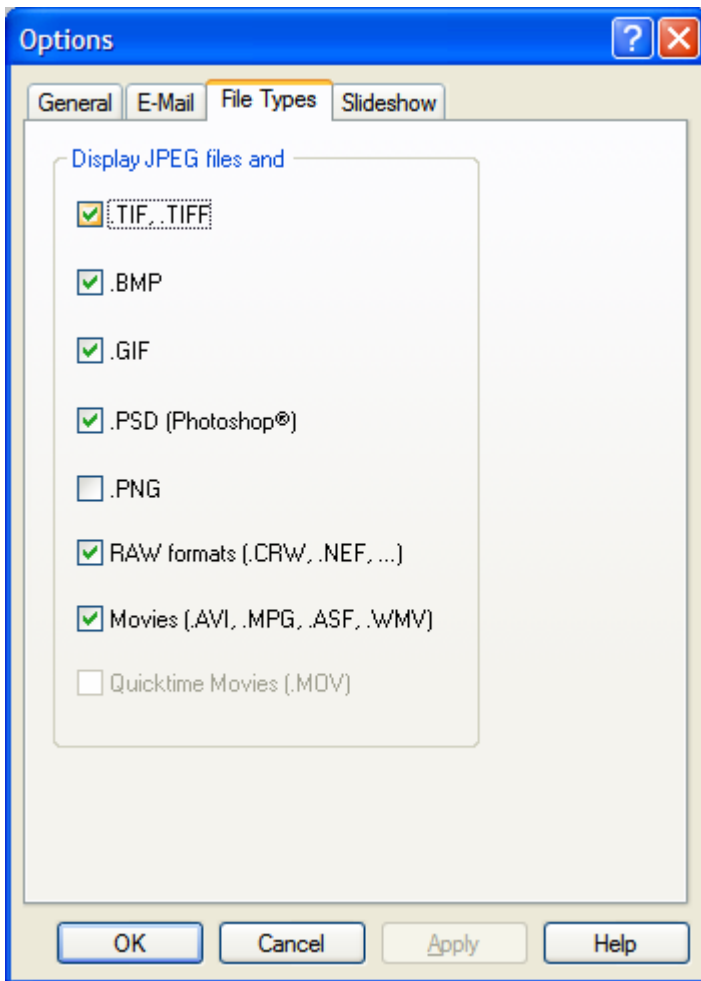
It is quite simple to configure the options in Picasa. From the menu bar click on "Tools." Then click on "Options." There are four tabs with configuration options. You should match your options to the four screen shots below.



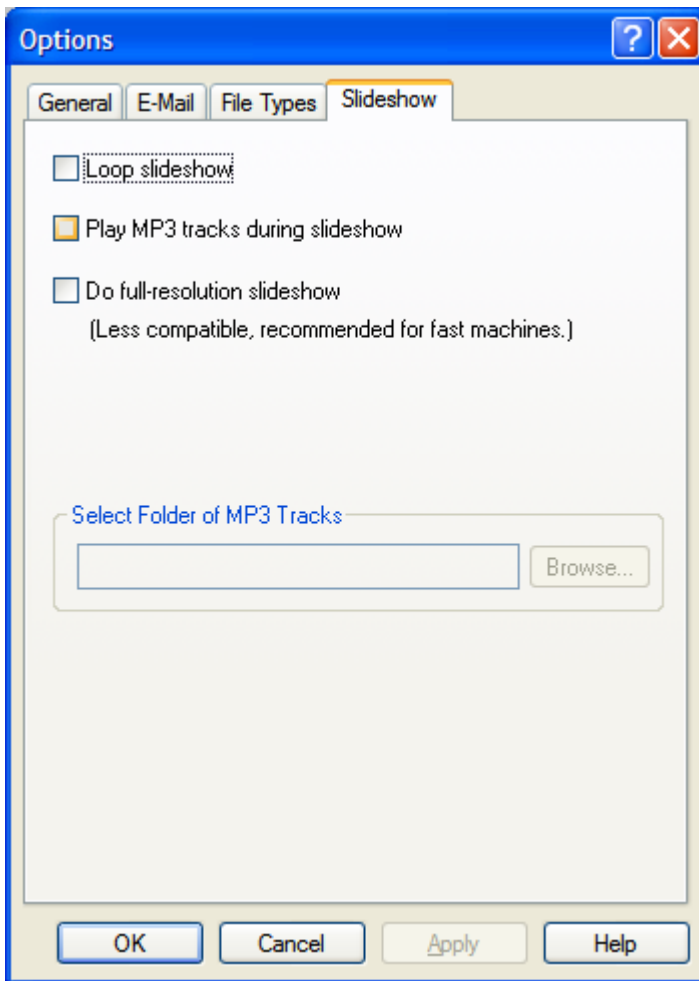
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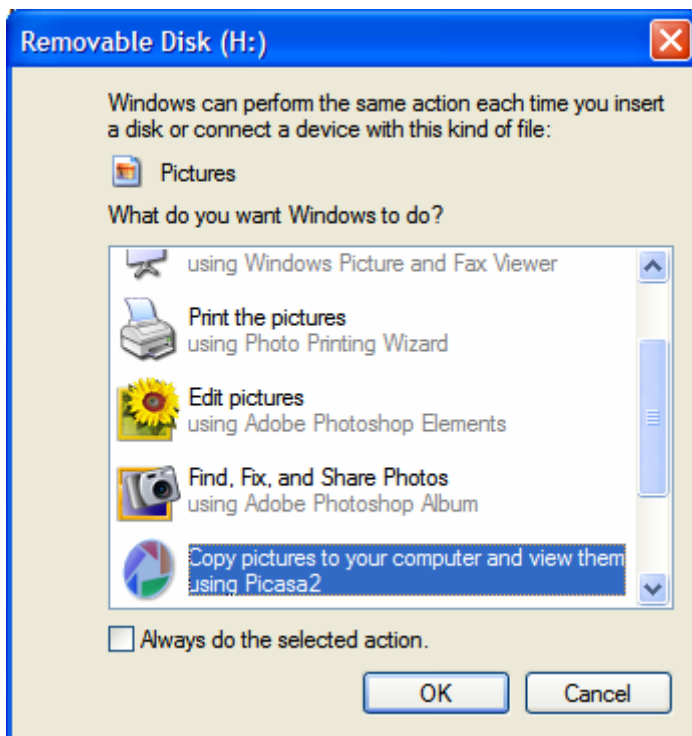


Configuration is now complete. Click on Apply and then click on OK.

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How to get your pictures from your digital media to your PC

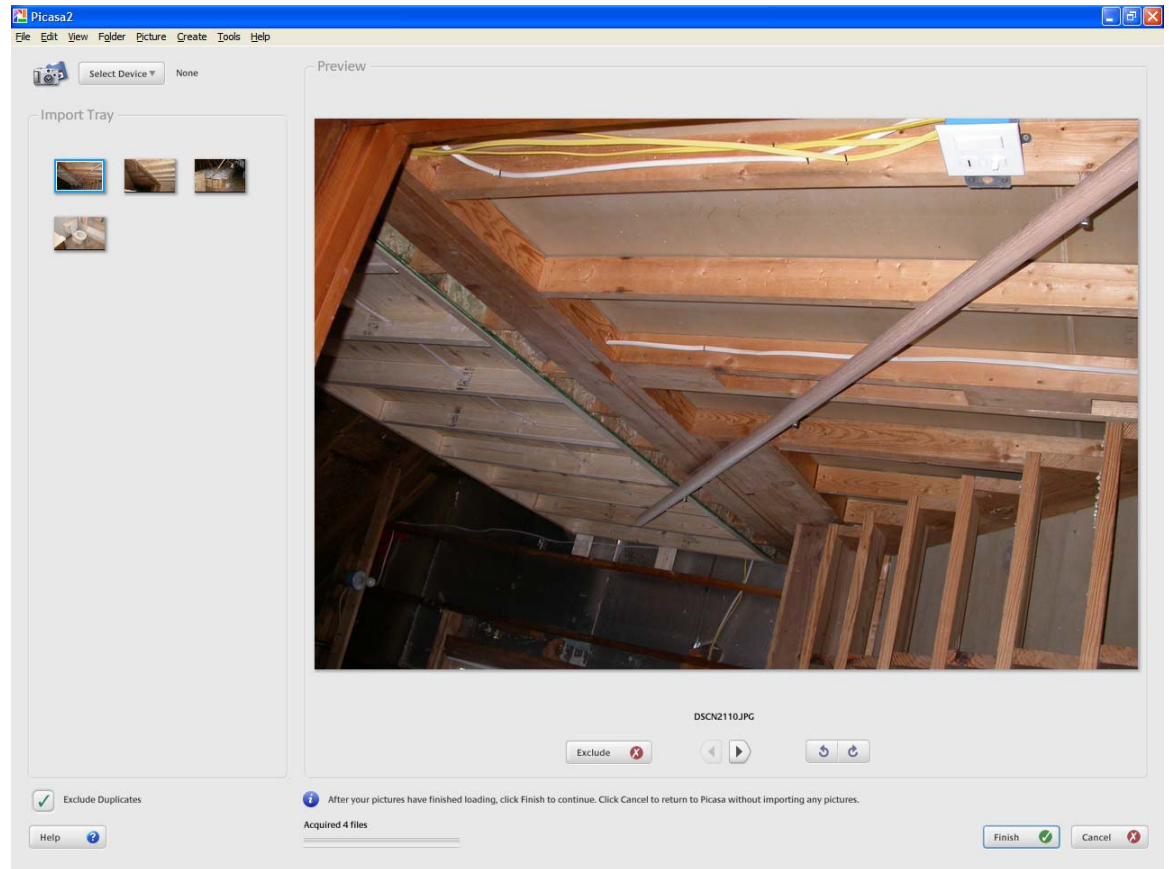
Picasa will help you get your digital images from your camera or digital media. To get your digital images, insert your media card into the reader or connect your camera. You may see a pop-up window:



If you did not get a pop-up menu, proceed to page 23.

Select Picasa from the pop-up menu and click OK.

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Picasa will slowly bring your pictures into the "Import Tray" on the left side of the window. When the import process is complete and your pictures are in the "Import Tray", click on Finish. You should get a window similar to:

Maintaining Digital Photos on your PC

Finish Importing

To finish importing pictures, enter the folder title.

Title:

Delete original picture(s) from source when import is complete

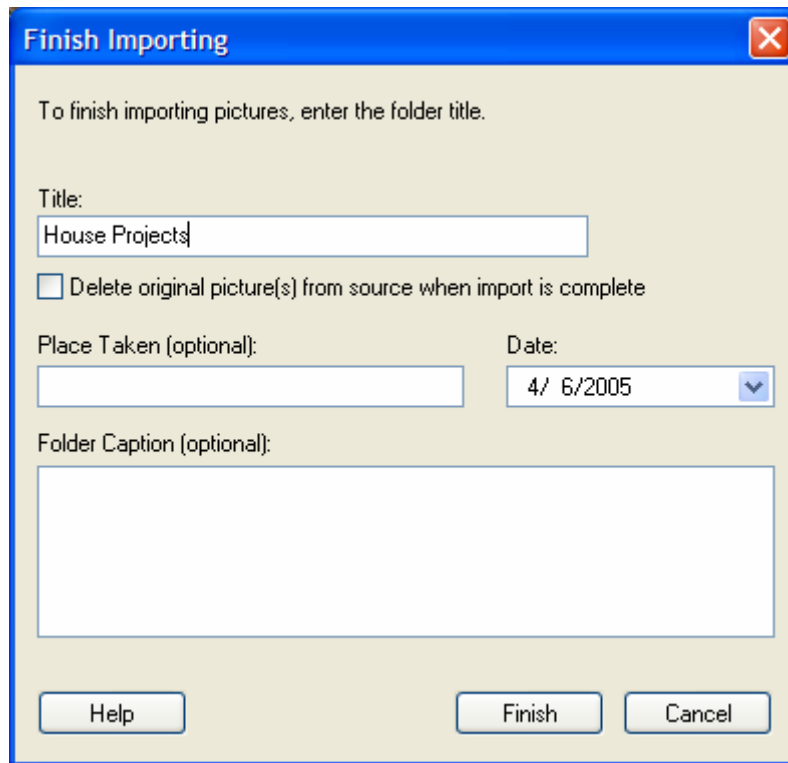
Place Taken (optional): Date: 4/ 6/2005

Folder Caption (optional):

Help Finish Cancel

Enter your Title for your pictures and other, optional information.

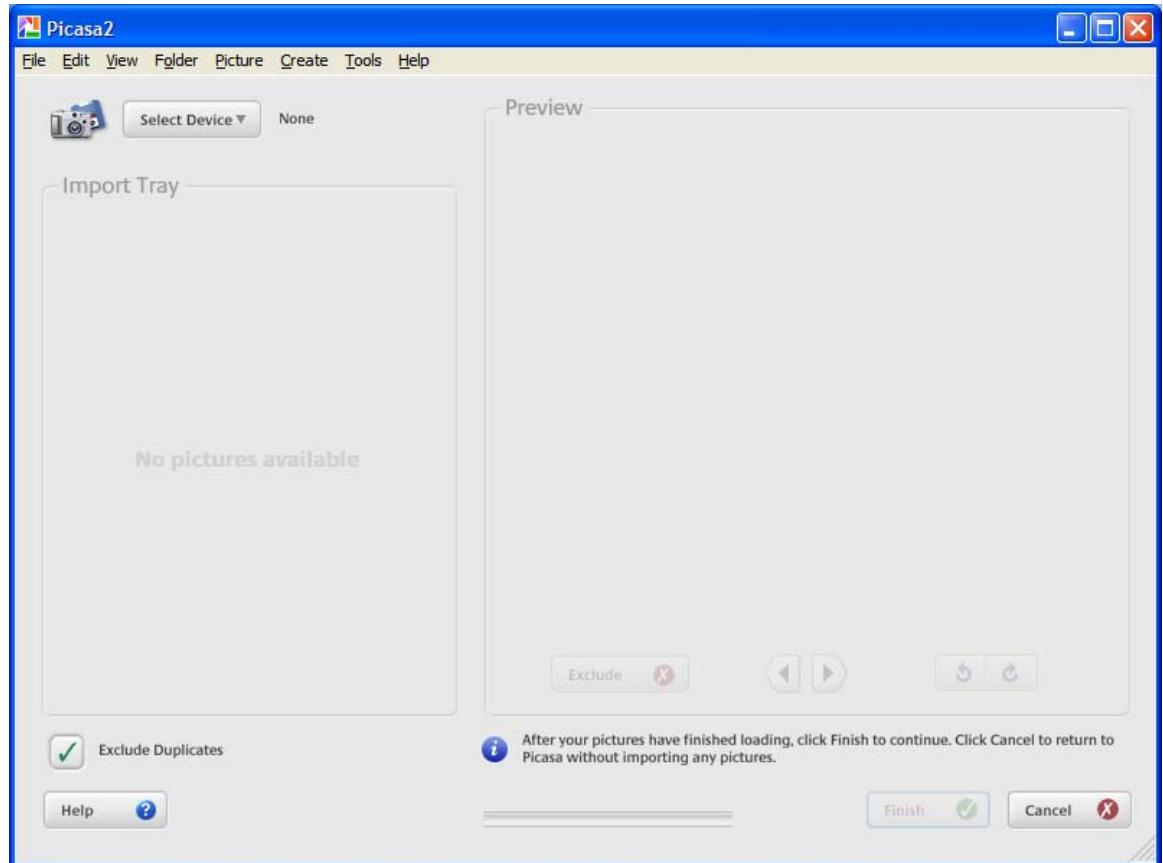
Maintaining Digital Photos on your PC



Then click on Finish. Picasa will return to its main window.

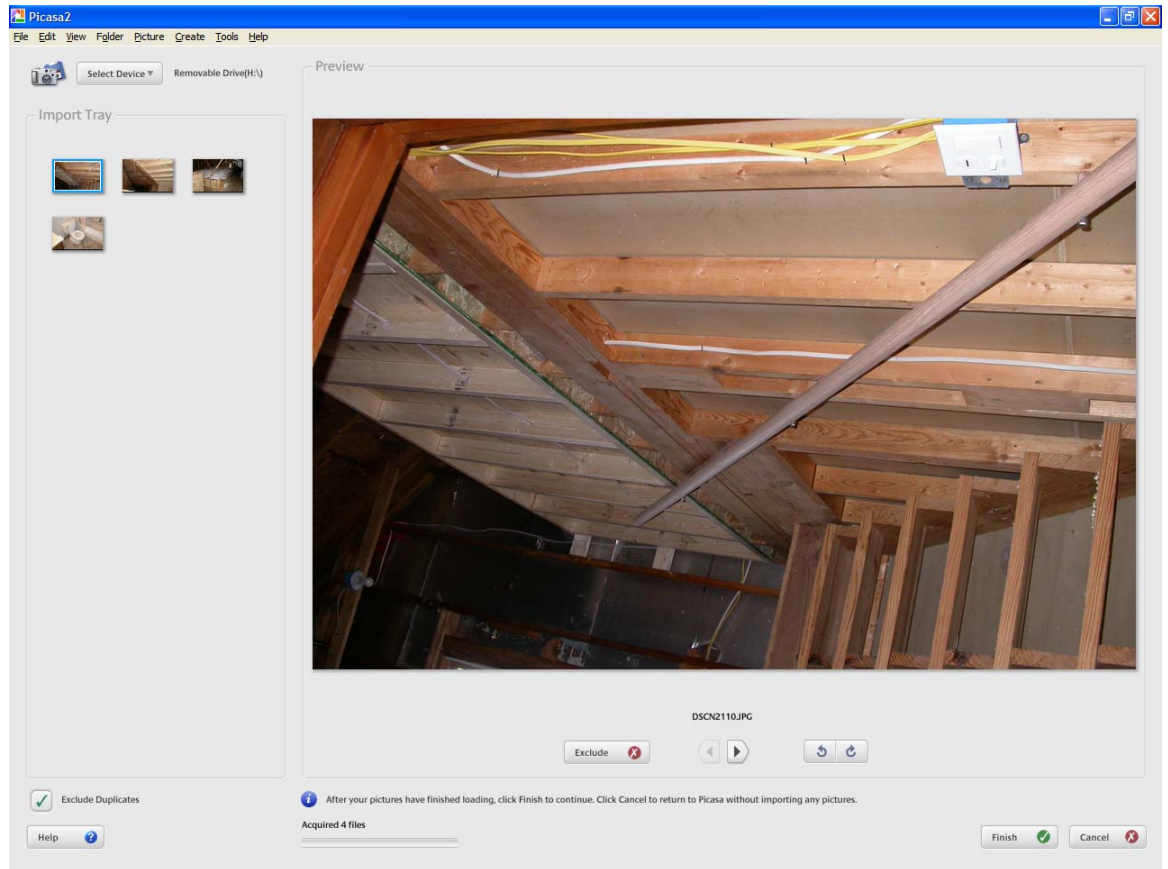
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If you did not get a pop-up menu, start Picasa from your quick launch bar or main program menu. When Picasa launches, you should see the screen below:



Select your media with the pictures using the "Select Device" drop down icon in the top left corner of the window.

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Click on Finish. You should get a window similar to:

Maintaining Digital Photos on your PC

Finish Importing

To finish importing pictures, enter the folder title.

Title:

Delete original picture(s) from source when import is complete

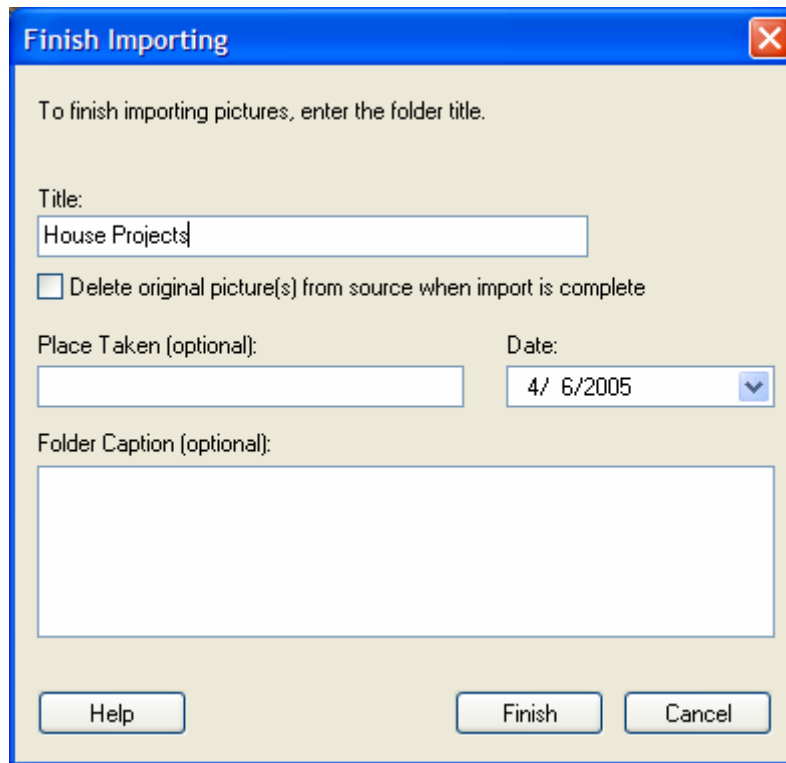
Place Taken (optional): Date: 4/ 6/2005

Folder Caption (optional):

Help Finish Cancel

Enter your Title for your pictures and other, optional information.

Maintaining Digital Photos on your PC



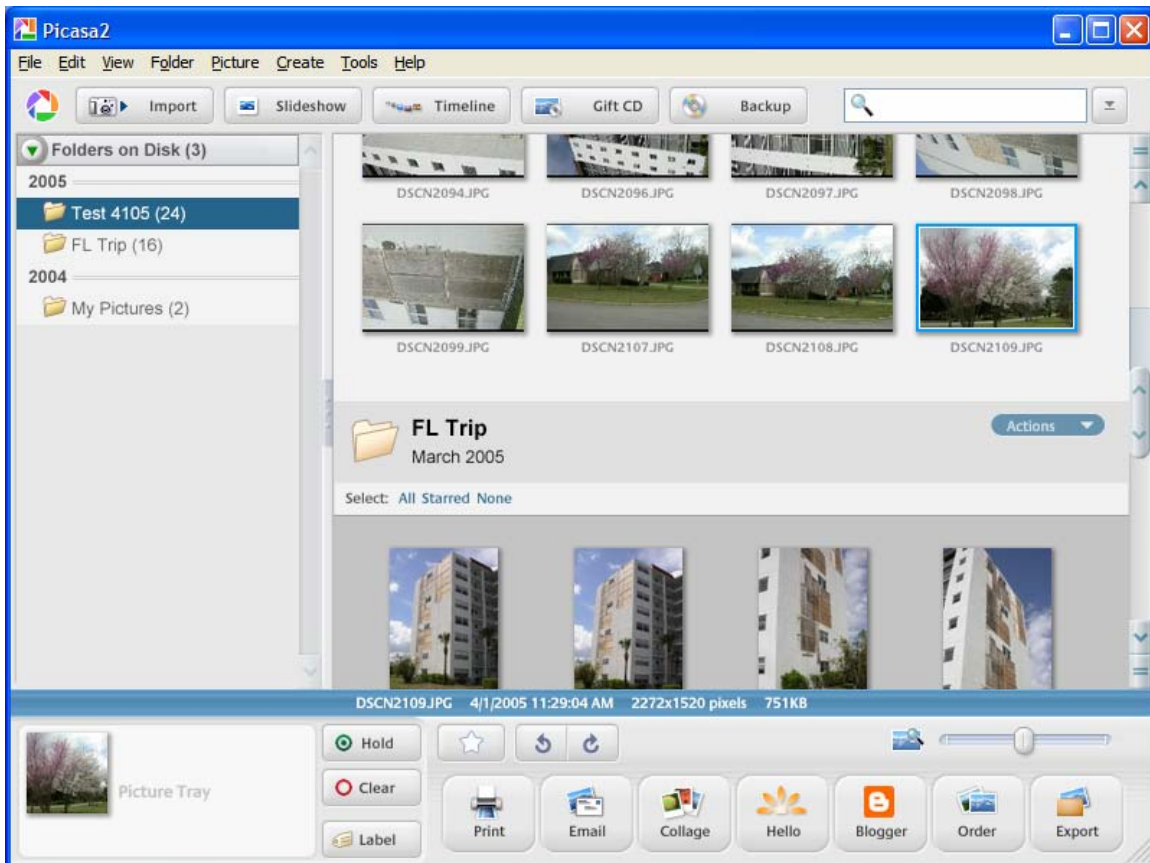
Then click on Finish. Picasa will return to its main window.

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How to email pictures from Picasa

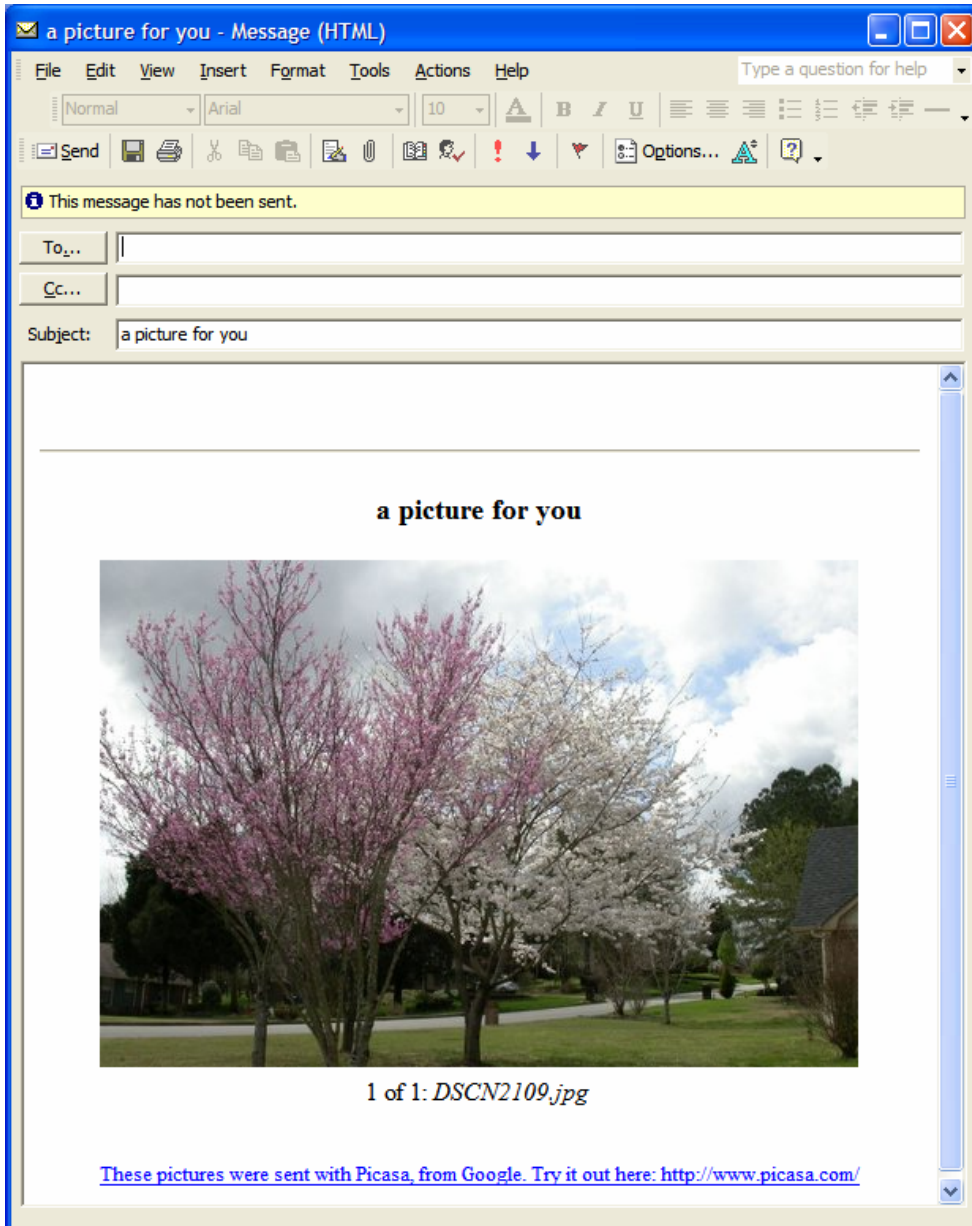
One strong advantage of Picasa is its ability to use Microsoft Outlook to send pictures in HTML. You should configure your Outlook to use Microsoft Word as your email editor and use HTML as your default format. Not all email programs support HTML. Check with your recipient to make sure they can see your pictures within your email message. Your picture may be received as a ".JPG" attachment, rather than within the message body. It will then take an additional step to view the picture.

Select the picture you want to send by clicking on it. Then click on the Email icon at the bottom of the window.



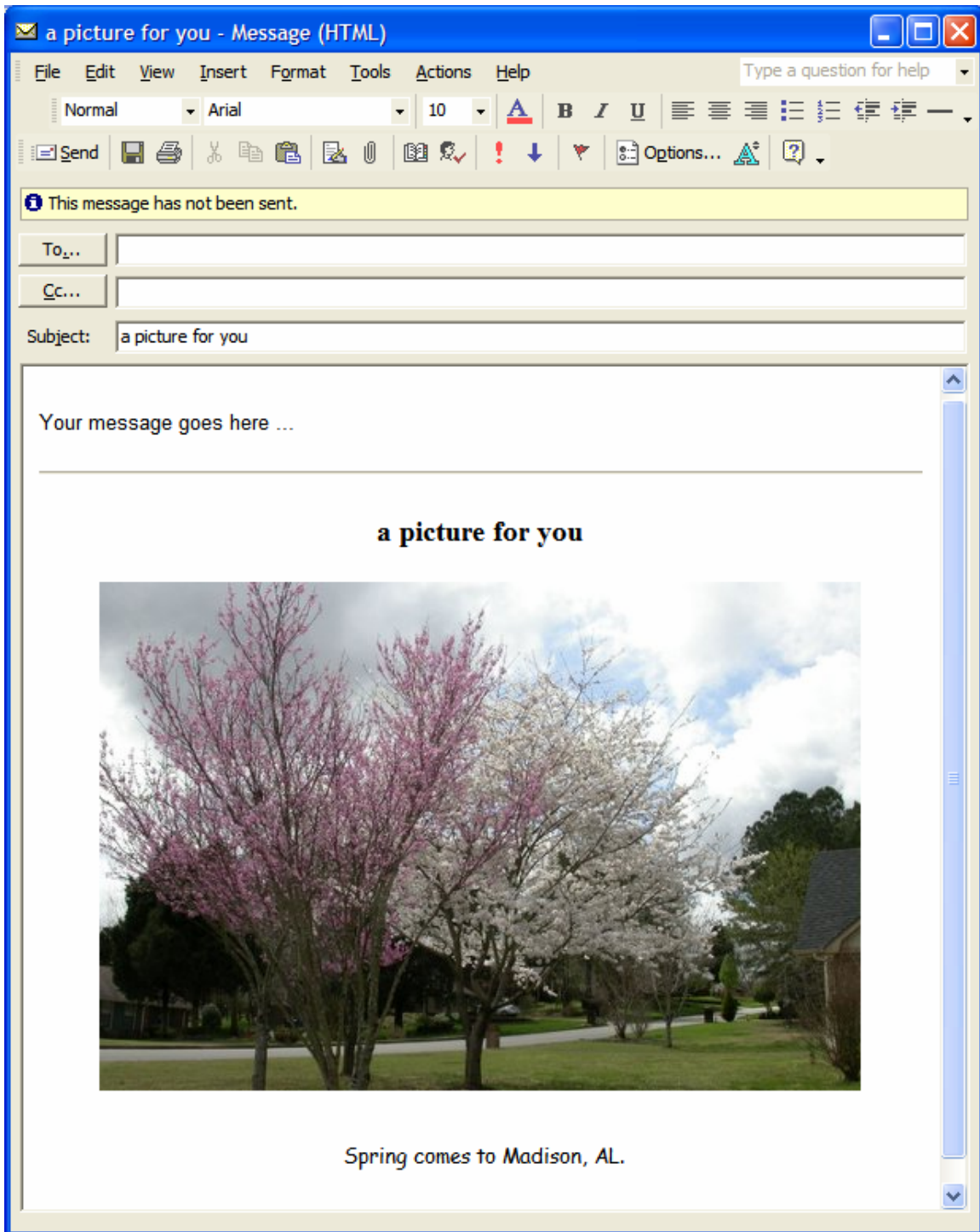
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Picasa will create an email message for you. You should see a window similar to:



You can edit any of the content before you send it. It might look like:

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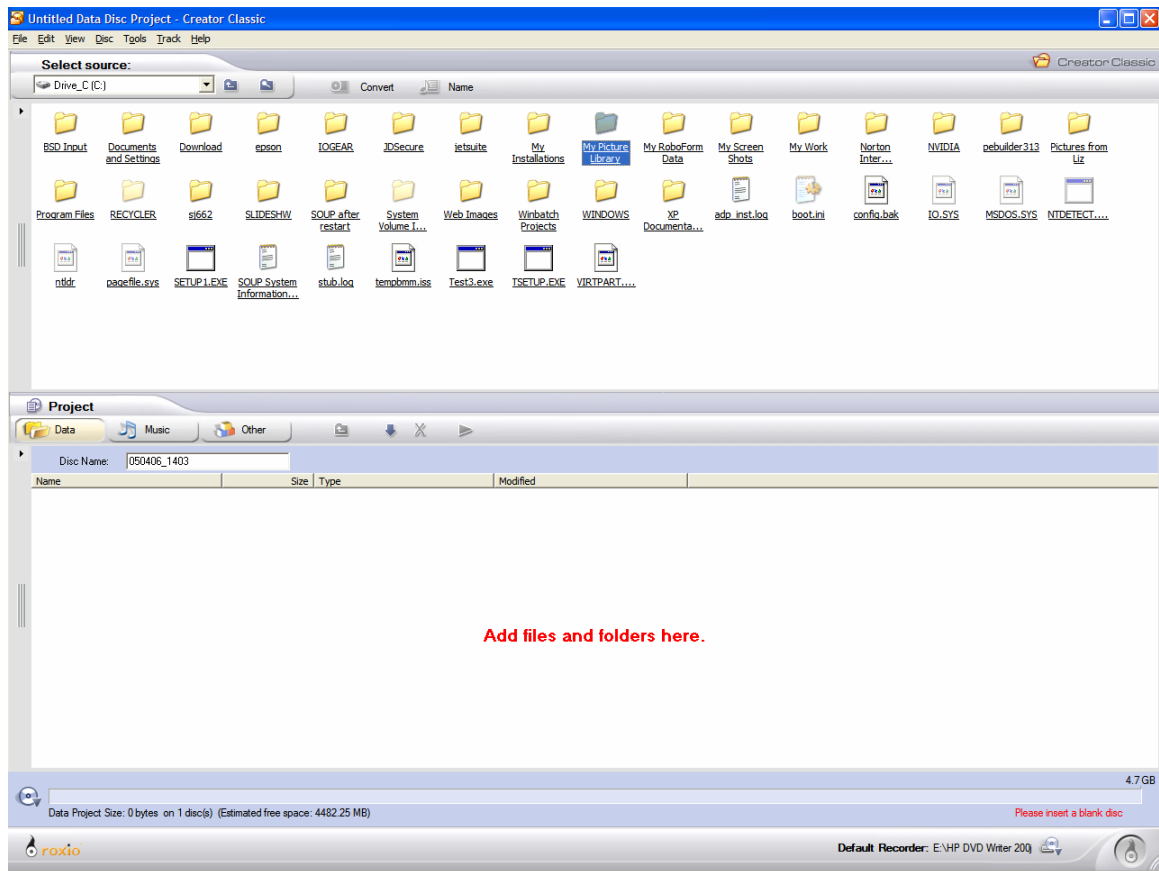
How to create a backup of your picture galleries using Roxio

To burn a backup copy of your picture galleries is a simple task. Start Roxio's Easy DVD and CD Creator:



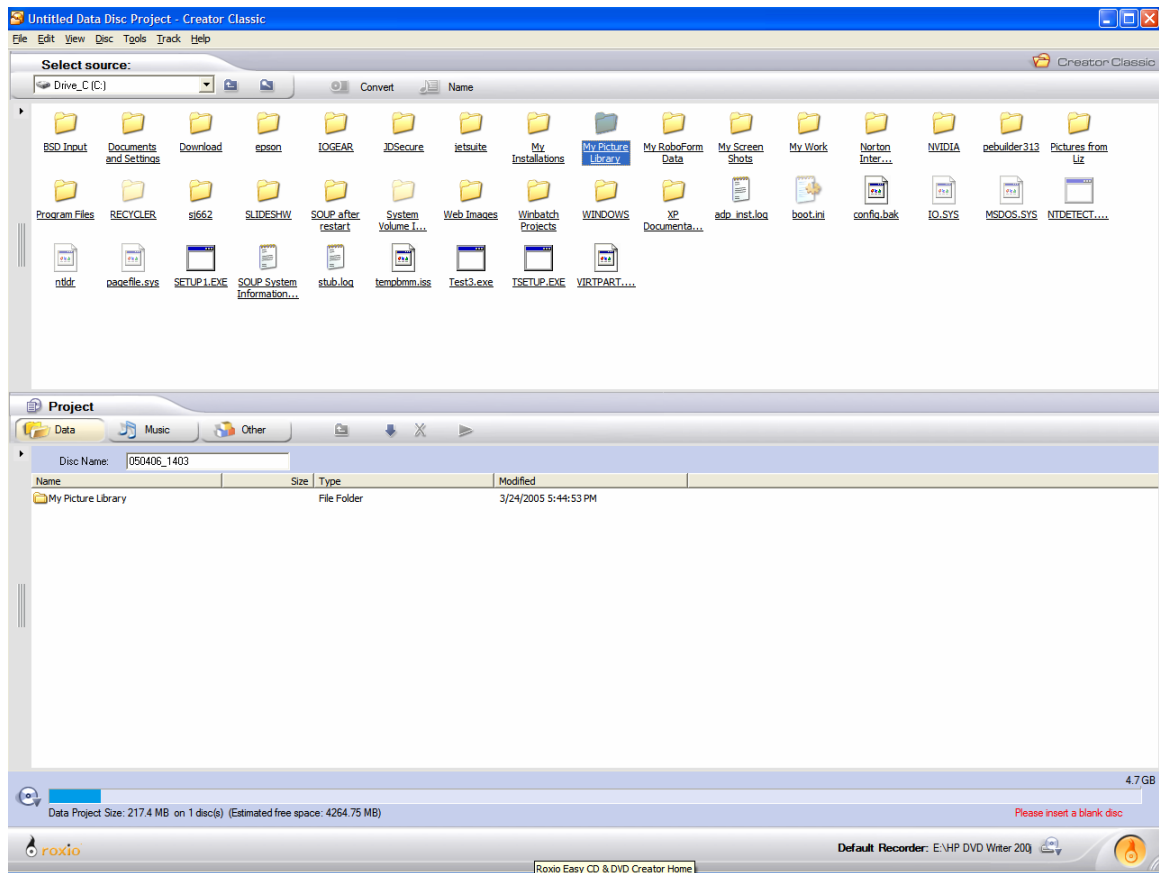
Select Creator Classic. You should see:

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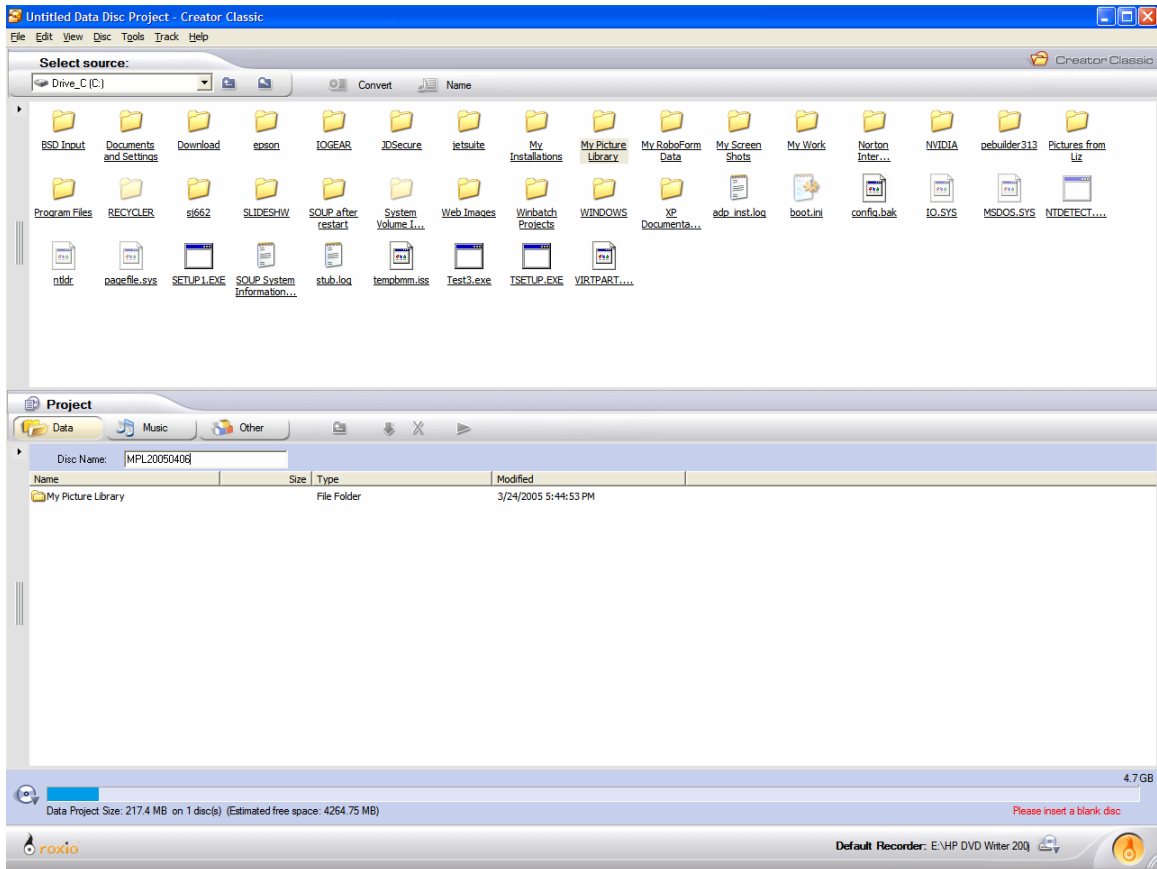
Locate you're My Pictures Library folder and drag it from the top to the bottom. You should get:

Maintaining Digital Photos on your PC



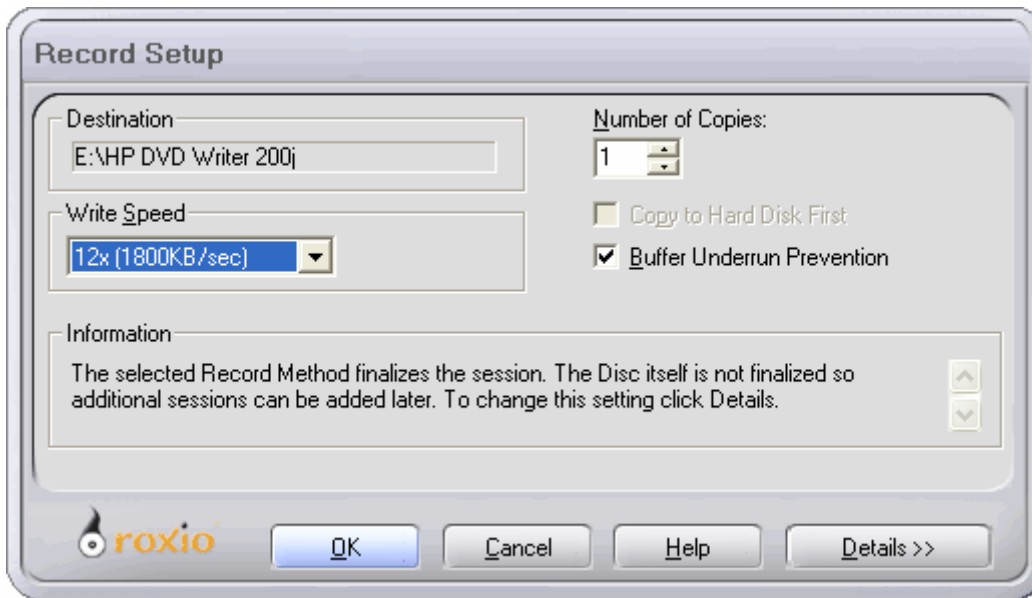
Change the Disk Name field to reflect your backup. You should get something like:

Maintaining Digital Photos on your PC



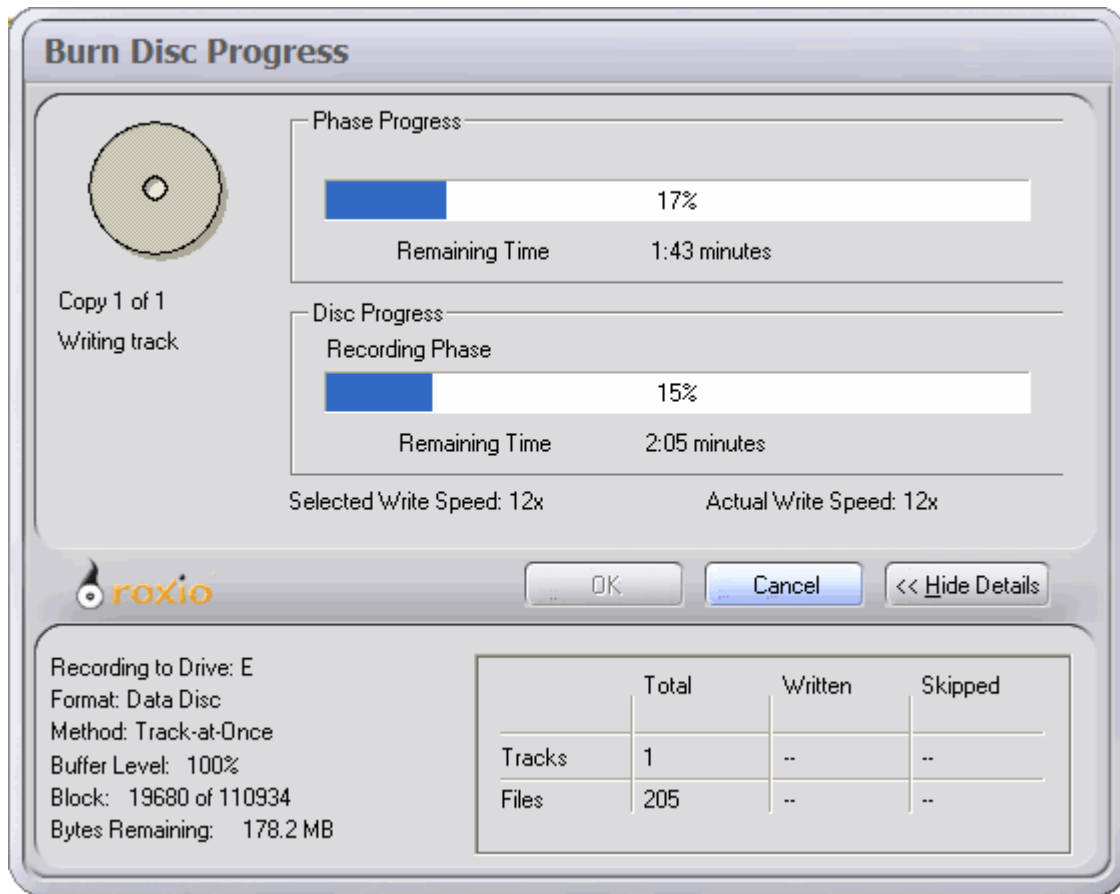
Now just insert your CD or DVD media and click the flame icon in the lower right of the window. You should get a window similar to:

Maintaining Digital Photos on your PC

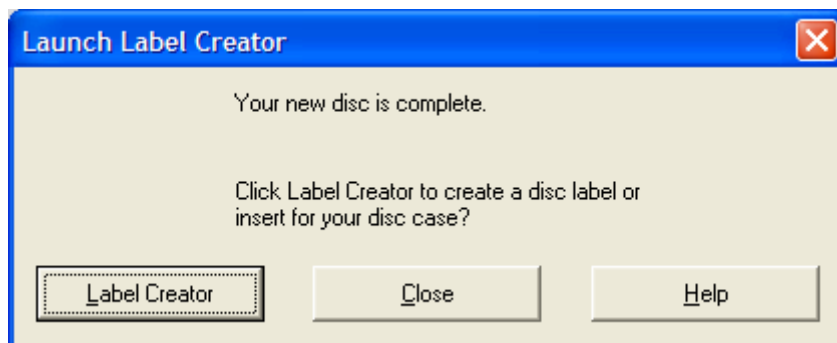


Click OK. The burning process will start. You should see a window similar to:

Maintaining Digital Photos on your PC

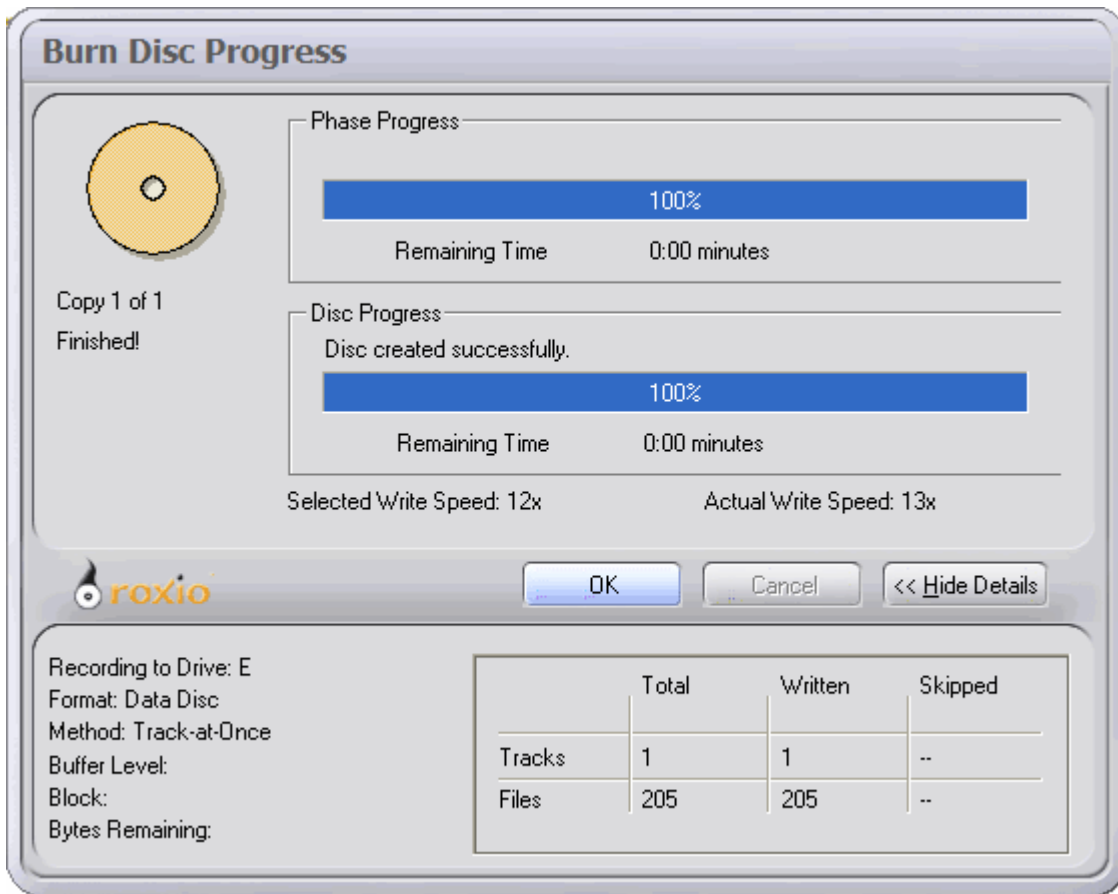


When the burning phase is complete you should see a message window similar to:

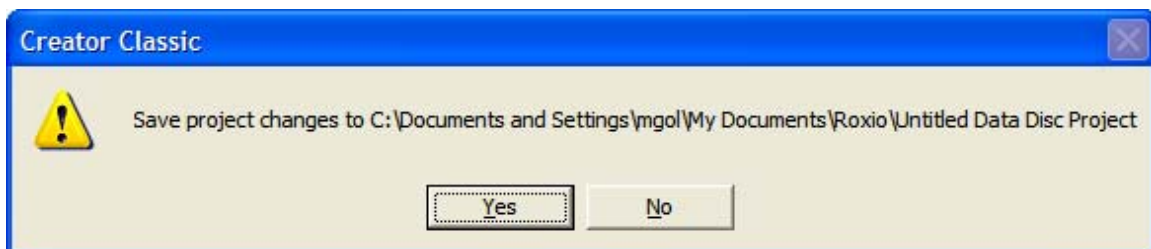


Click on *Close*. You should then see:

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Click on OK. You should then see:



Click on No.

You are now finished. Close your Roxio software.

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How to create a backup of your picture galleries using Nero

To burn a backup copy of your picture galleries is a simple task. Start Nero. You should see:



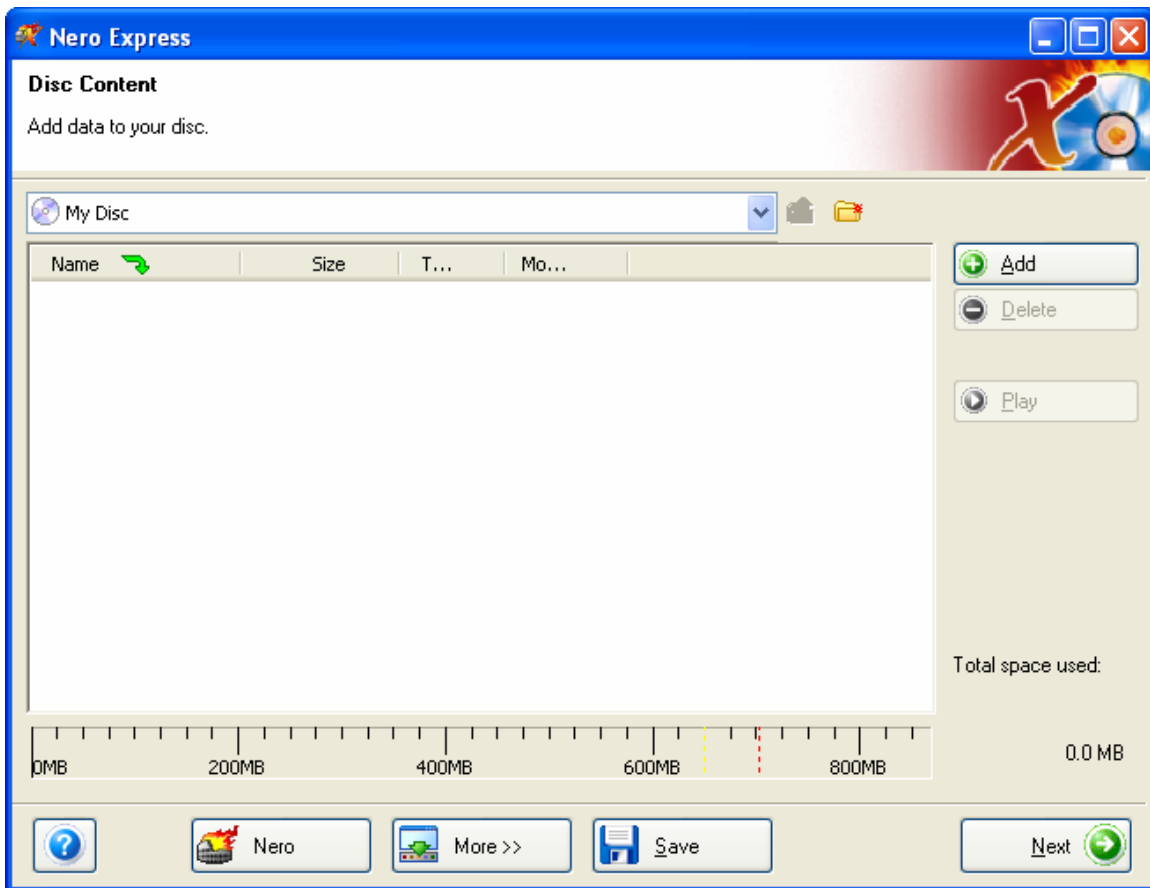
Click on the paper icon (second from the left). You should see:

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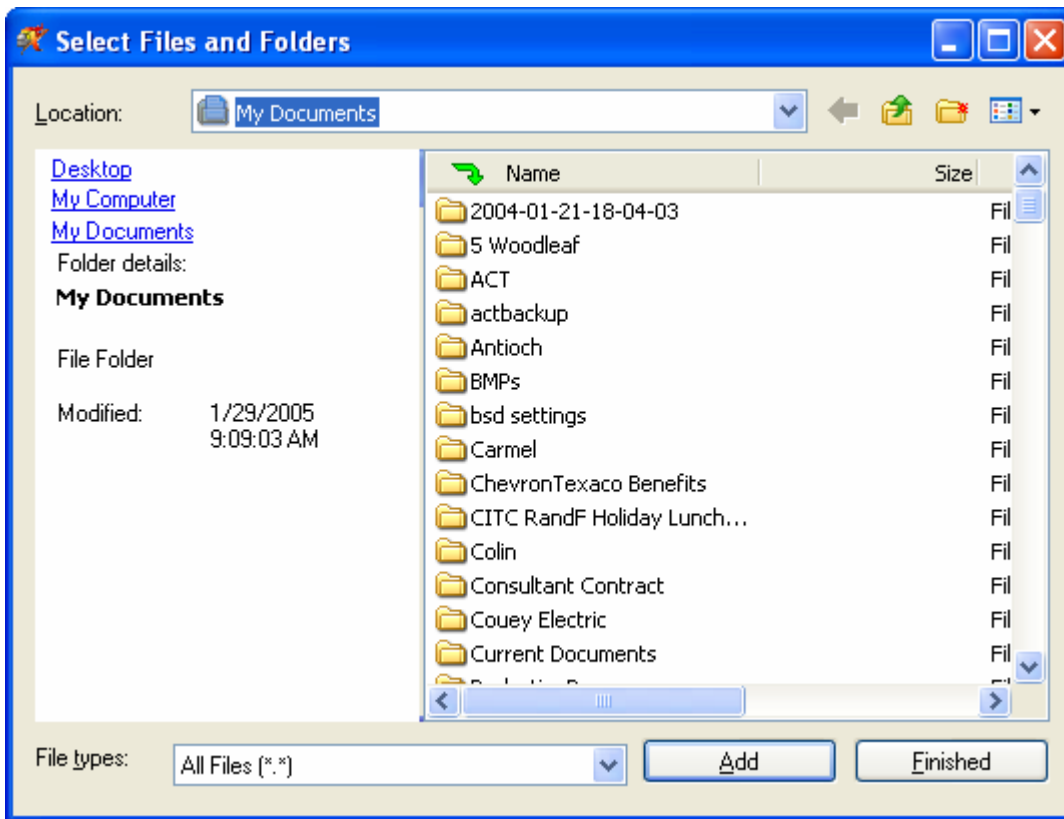
Click on "Make Data Disc." You should see:

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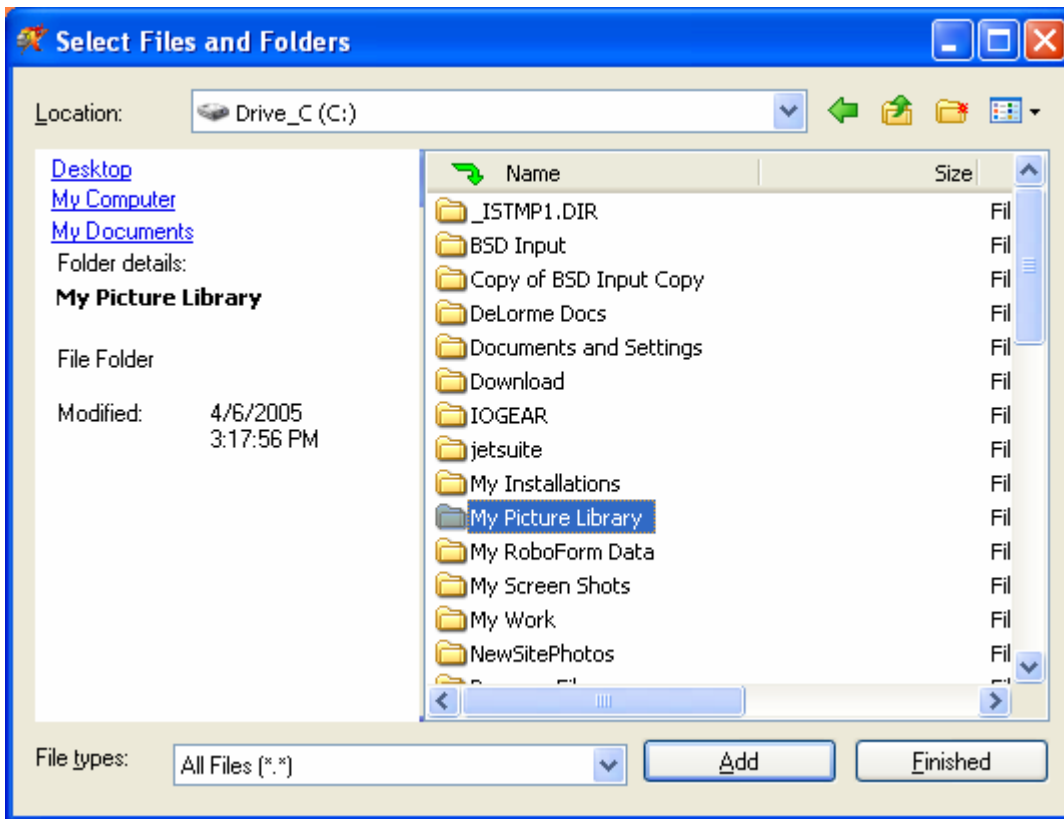
Click on "Add" on the right side of the window. You should see:

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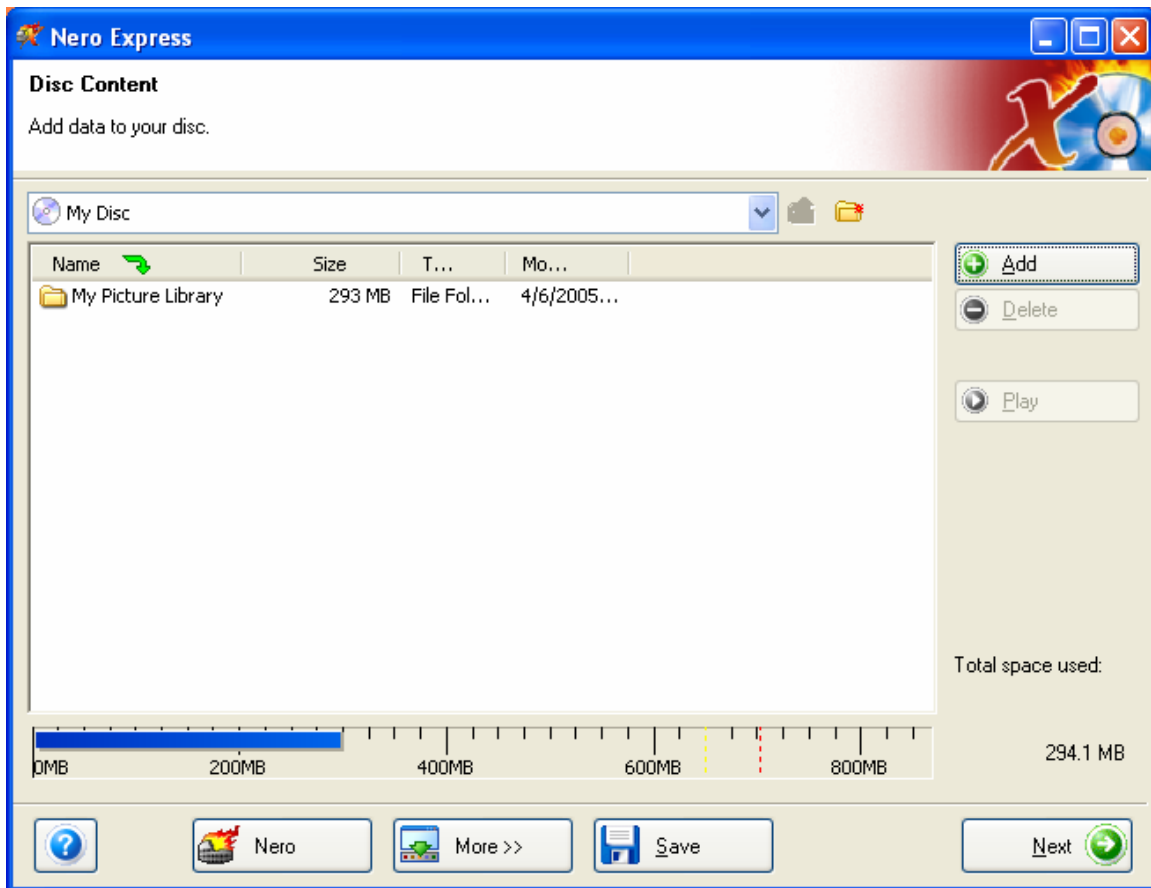
Change the "Location" (drop down choice at the top of the window) to your "C" drive. You should see:

Maintaining Digital Photos on your PC



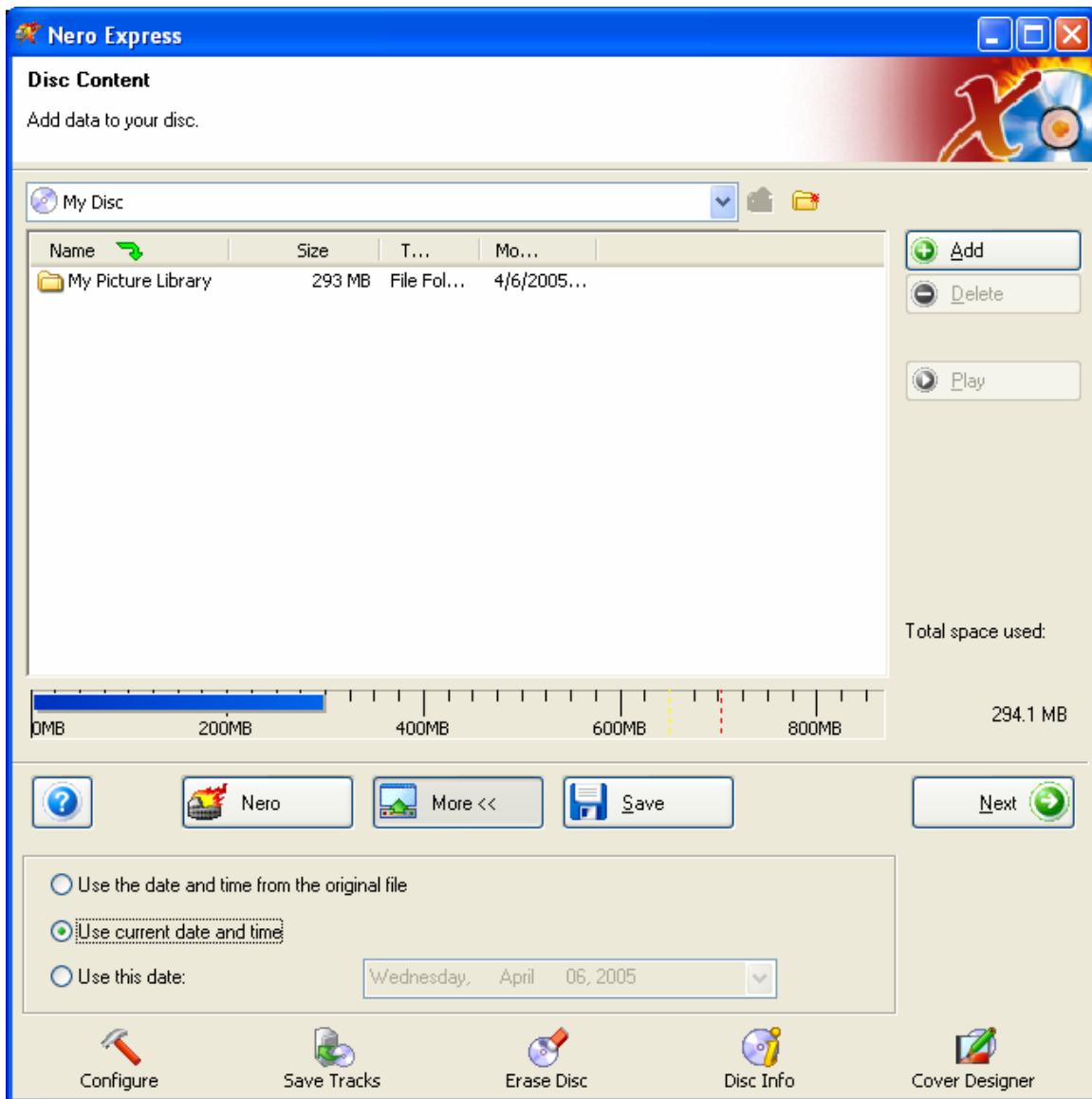
Click on "My Picture Library" and then click on "Add." Then click on "Finished." You should see:

Maintaining Digital Photos on your PC



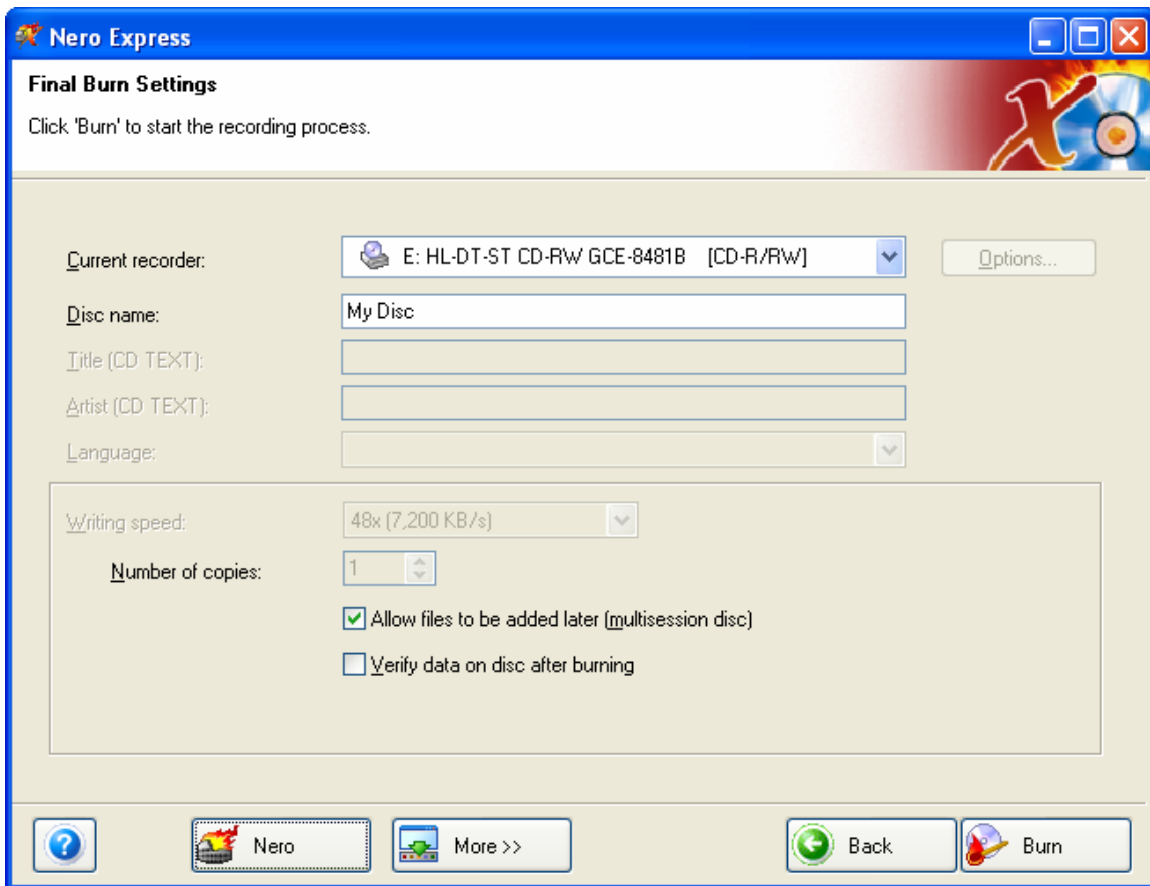
Click on "More >>." You should see:

Maintaining Digital Photos on your PC



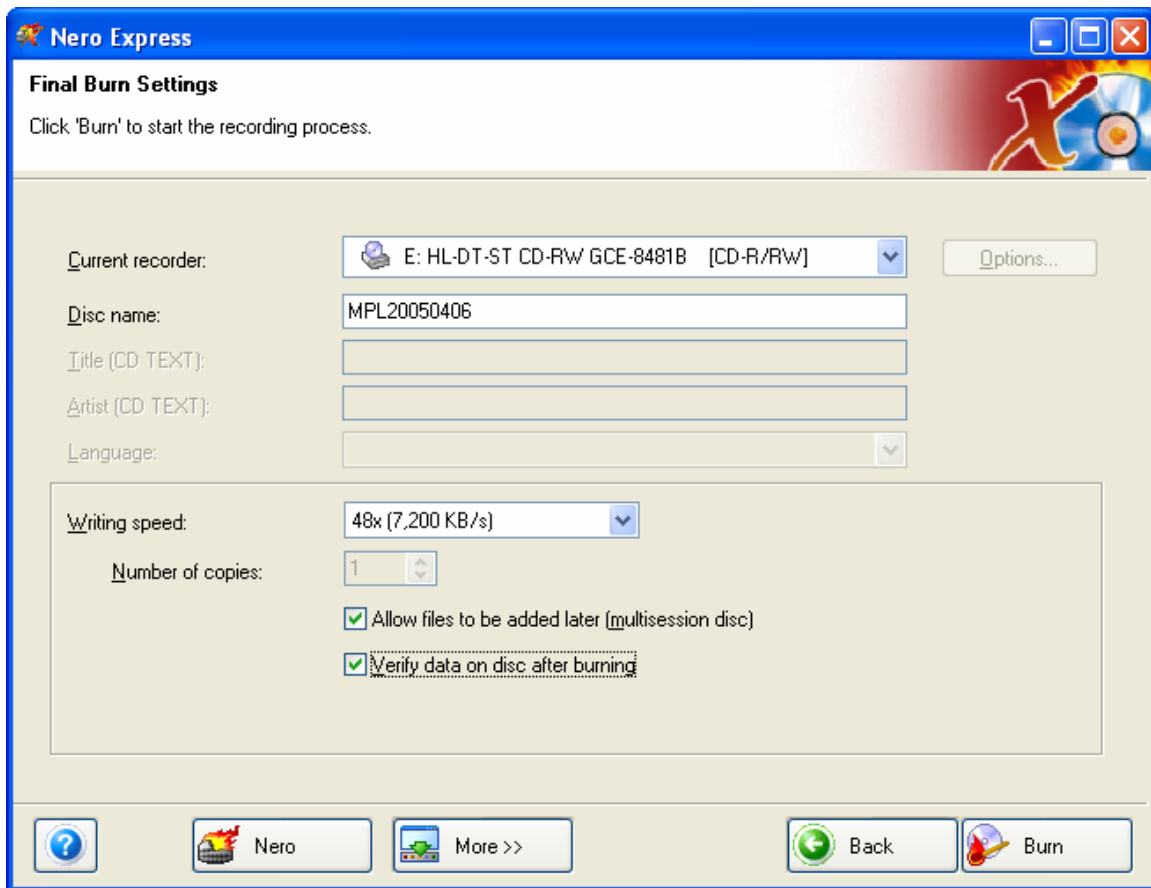
Select "Use current date and time." You should see:

Maintaining Digital Photos on your PC



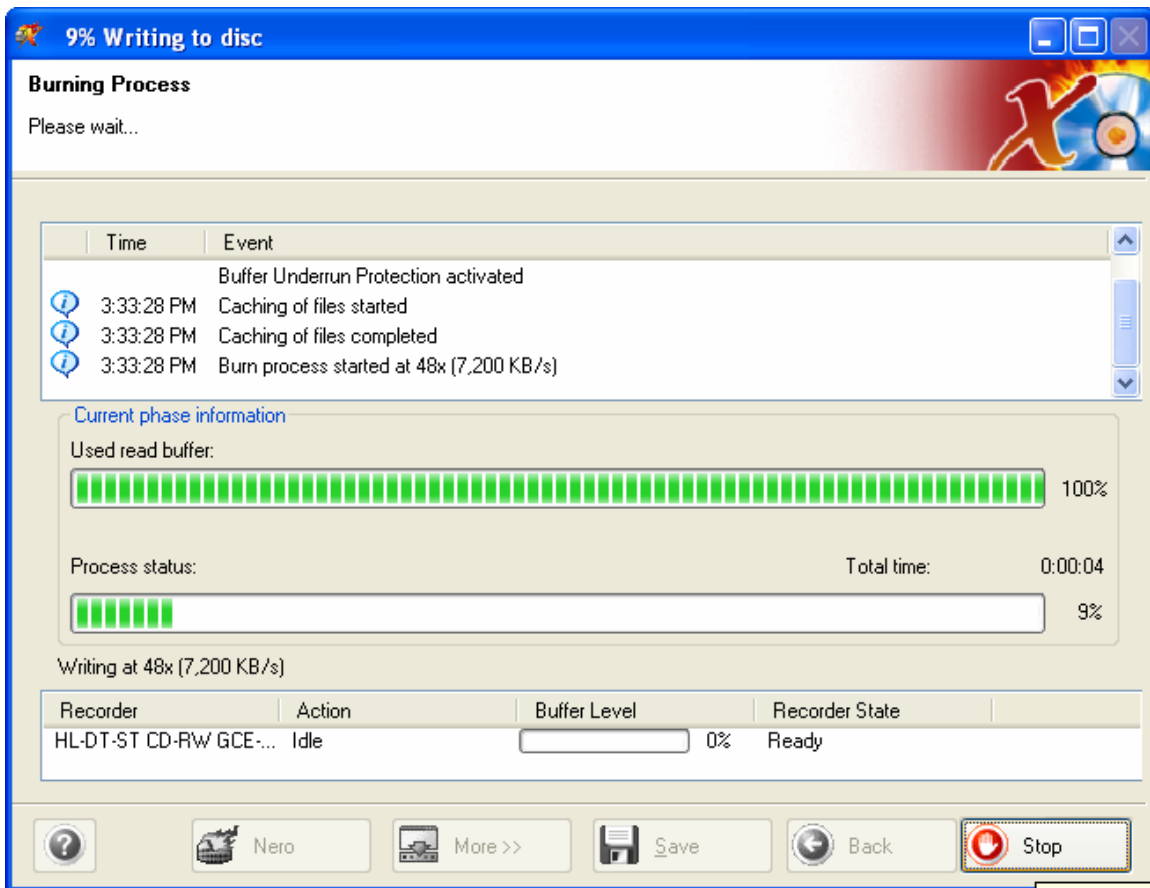
Click on "Verify data on disc after burning." You should see:

Maintaining Digital Photos on your PC

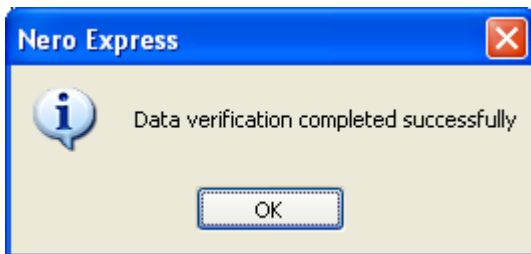


Change the Disc name to reflect your backup. Click on "Burn." You should see:

Maintaining Digital Photos on your PC

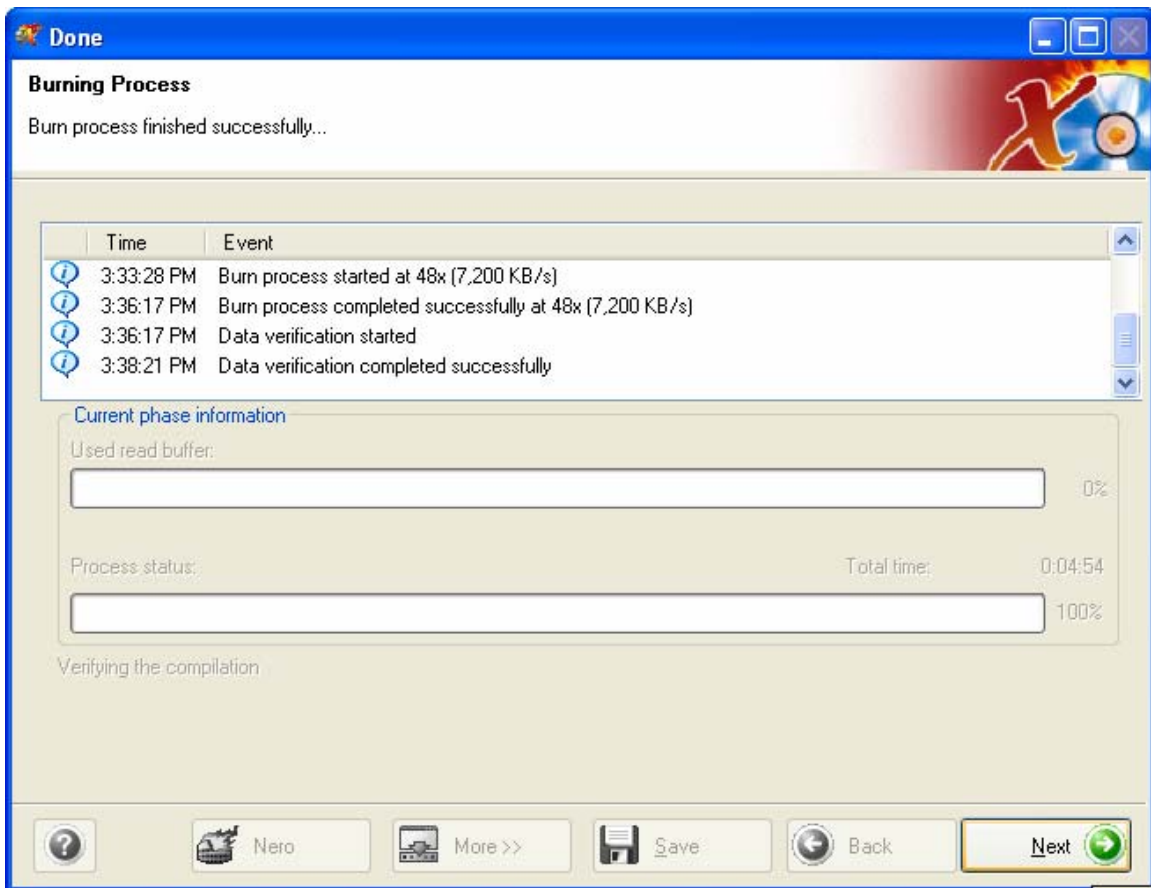


When the burn process is done you should see:



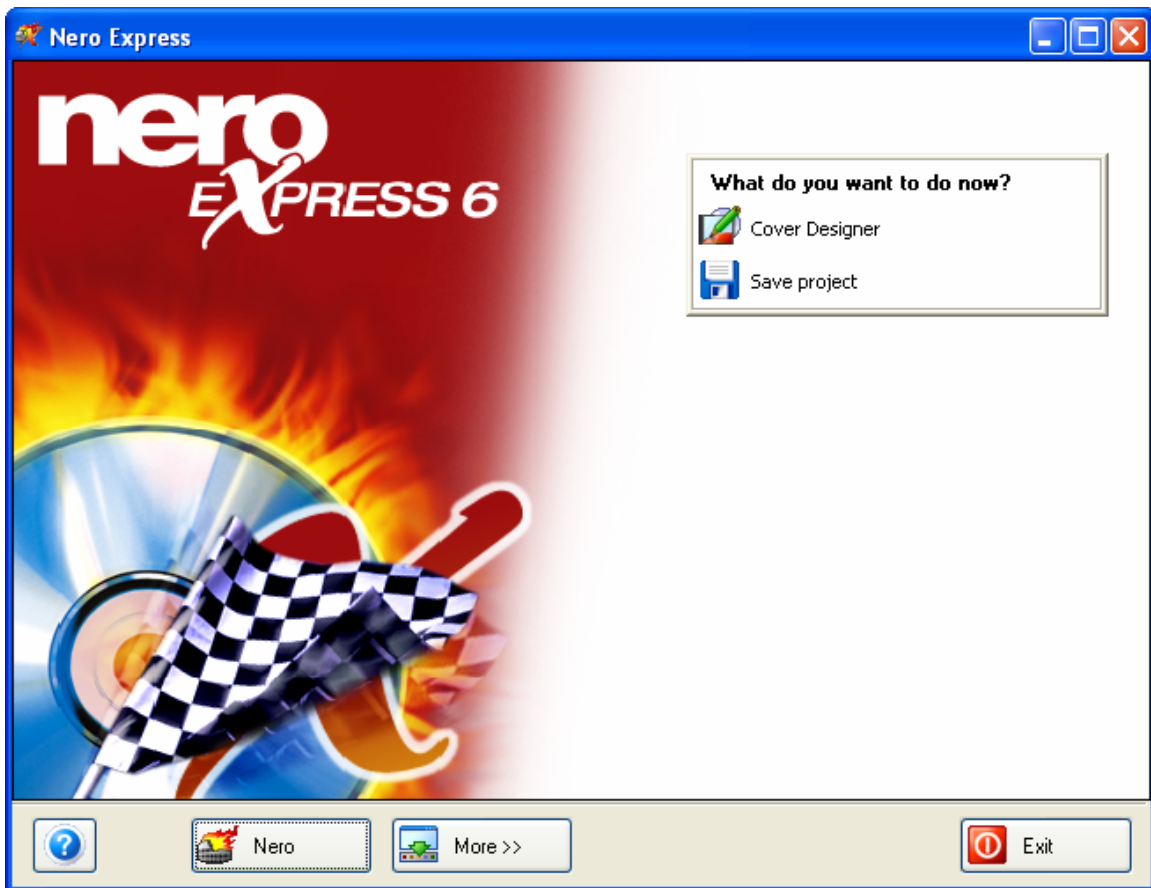
Click OK. You should see:

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Click on Next. You should see:

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Exit from your Nero Software.