

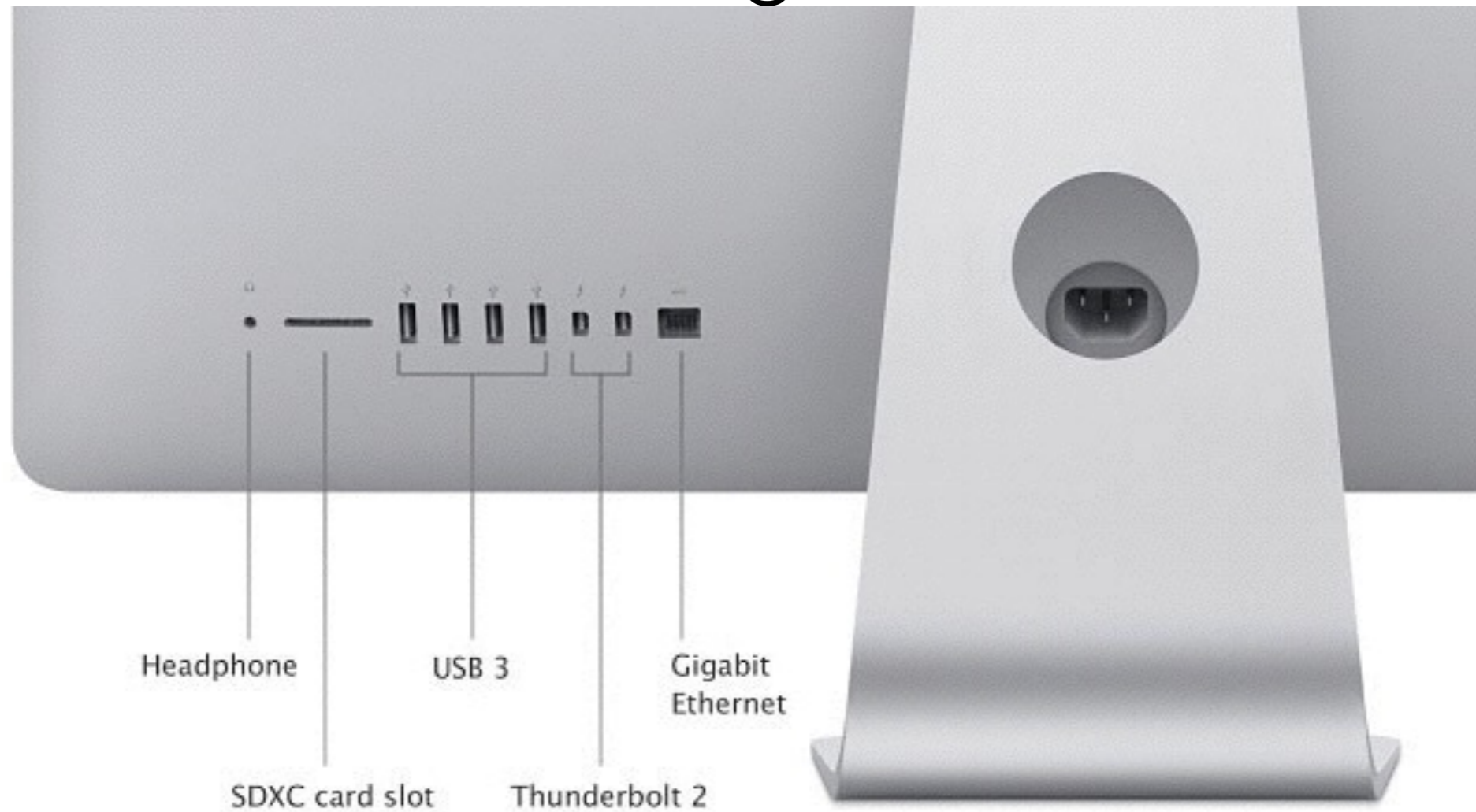
Yr 8 Photography

Uploading photos from SD card to folder and creating
word document

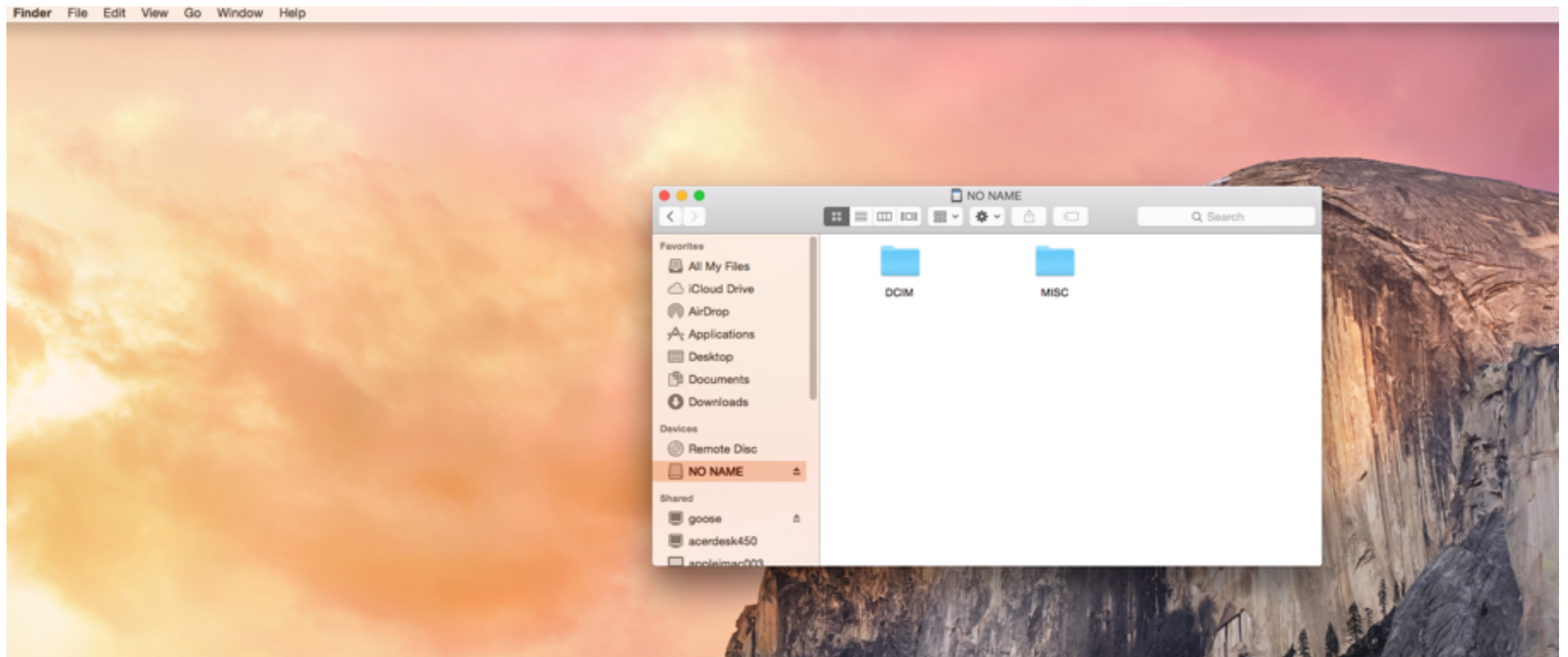
Log in to a computer, ensure you have one each (if possible)



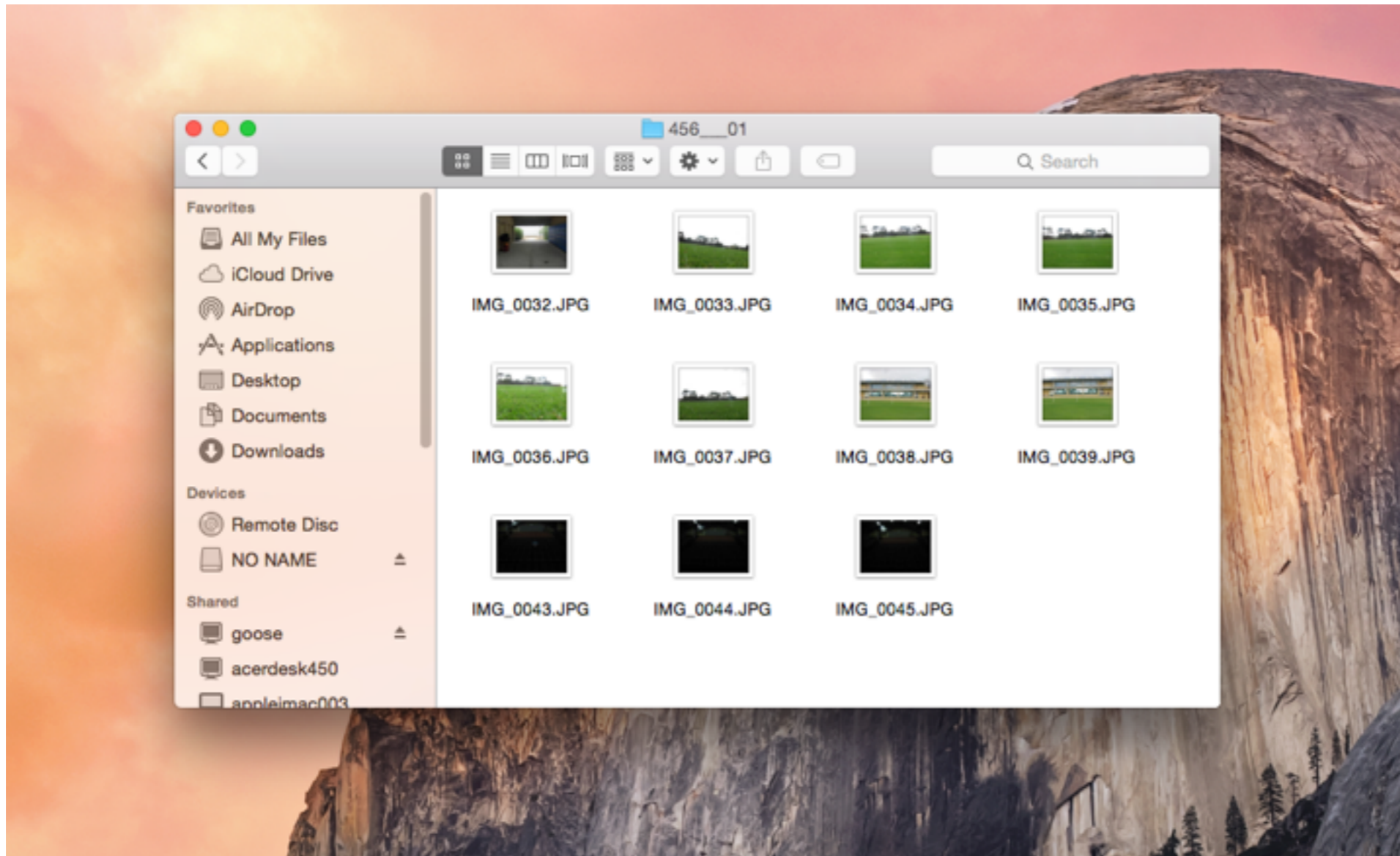
Place your SD card in the slot at the back
of the monitor
on the right hand side.



click on “NO NAME”
(your SD card) to view your images



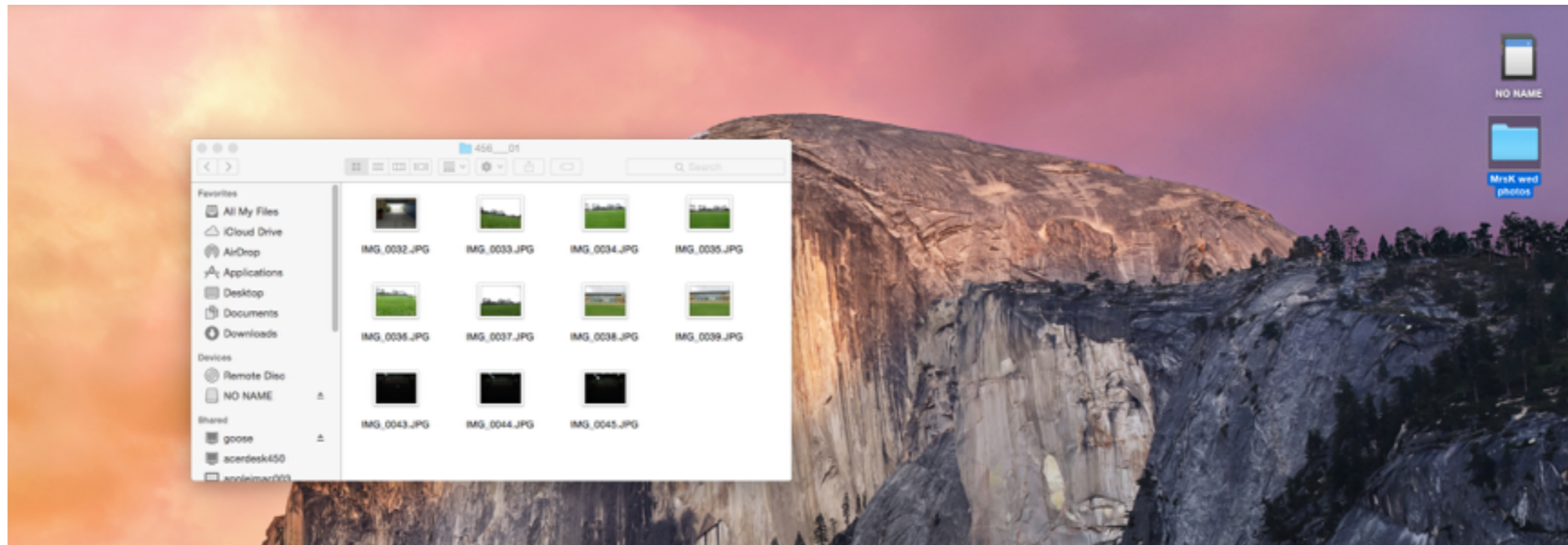
If iphoto opens please close it
(press the red X at top left side)



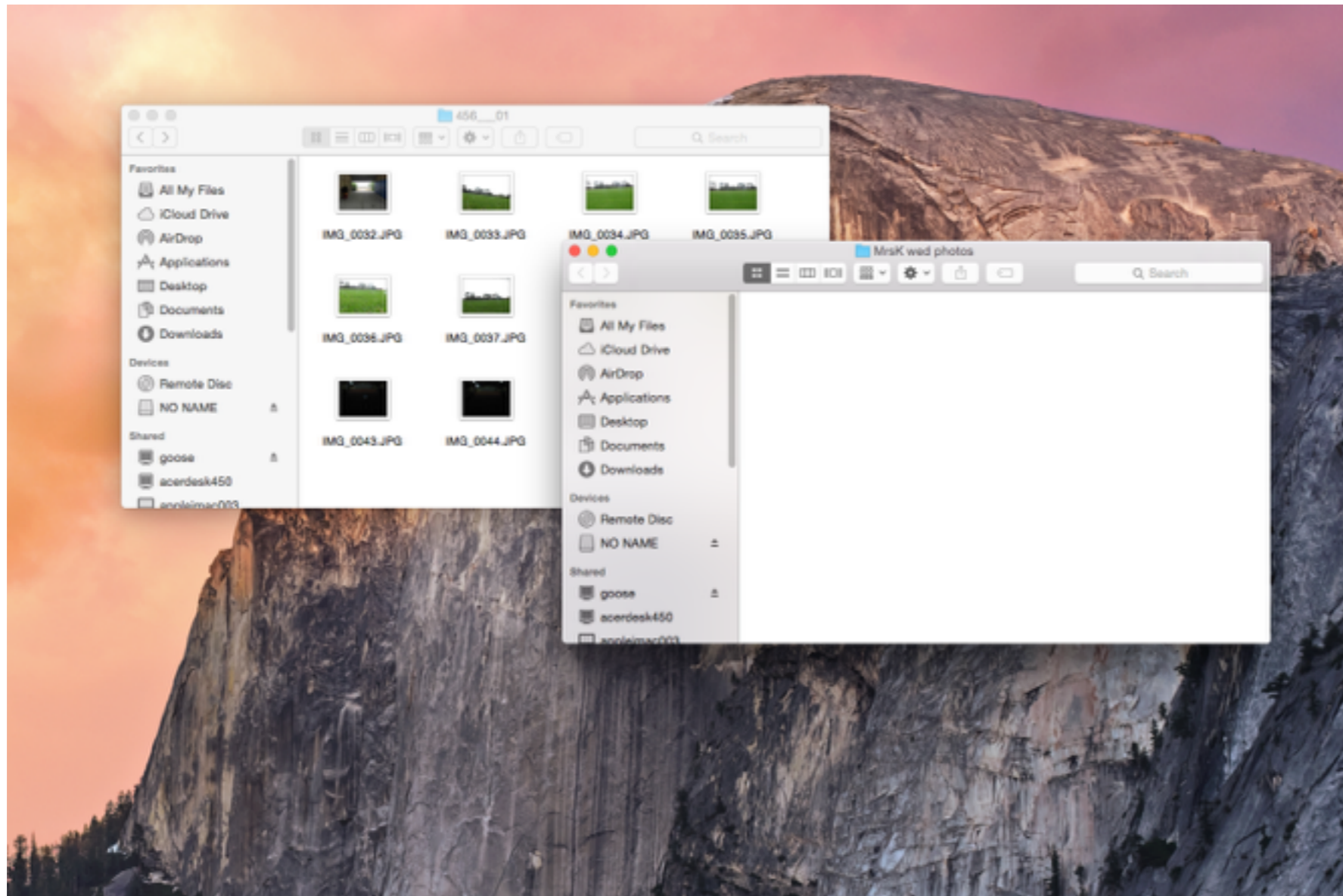
Create a folder on your desktop file-new
folder- name your folder “NAME DAY
PHOTOS” ie Mrs K Thurs Photos



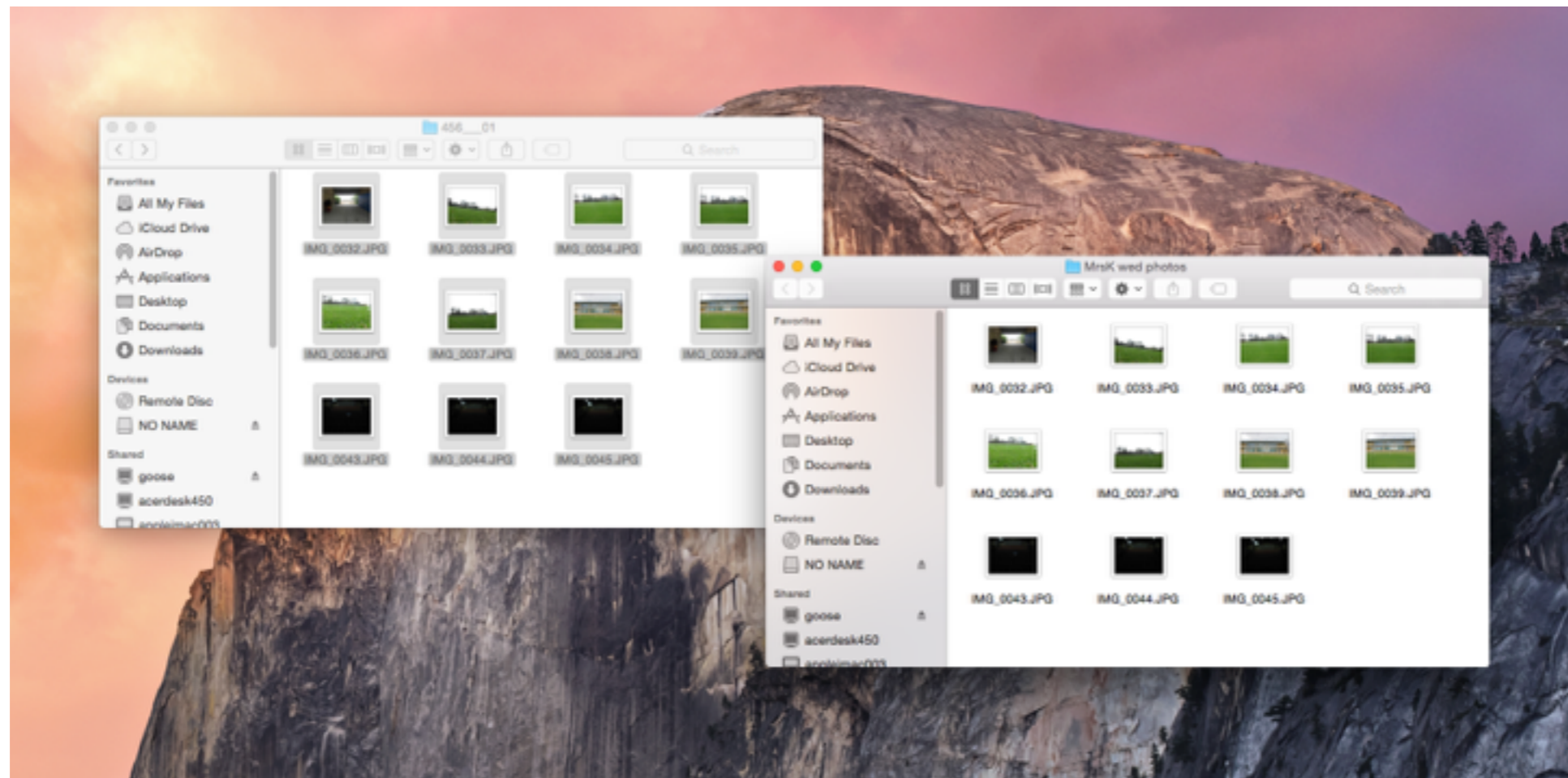
You will have your new folder on the desktop on the right and your SD card is also visible on the right



click on “NO NAME” (your SD card)
to open it in a new window
Two windows will be open now



select “edit” - “select all” - “copy items” from your “No Name” and click on your folder to “paste items” into your saved folder



click on the rocket icon and scroll across till you see Word, open new word document and title it “Name Day Photo Project”



Click on the Word icon to open word document
and title it

“Name Day Photo Project” ie Mrs K Wed Photo Project



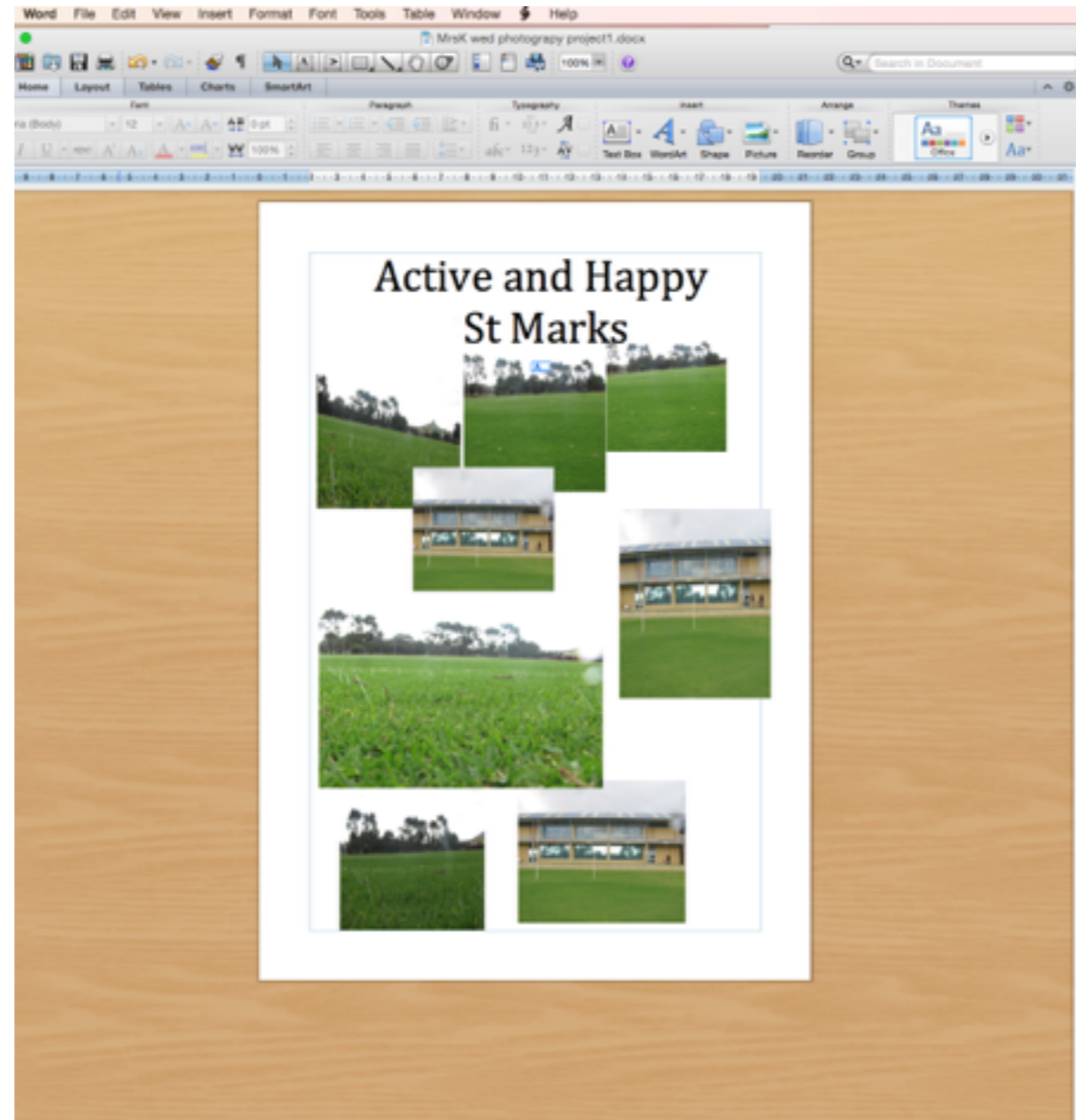
drag and drop 8 photos from your photos folder to your word document

Your images can be overlapping or evenly spaced.



It depends on your theme or message!

Insert text box and title your Photo project
ie “Active and Happy at St Marks”



Save & send your word document

- Ensure you 'reduce file size' for email before sending it to the teacher.
- To email - open safari and log on to the school email portal and send via 'my computer'.
- well done! You have completed your photography project :)