

STORIES YOUR PHOTOS COULD TELL



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Click on any blue, underlined text to go to its linked reference.

I had taken my usual 78 digital photos of the sunset when my friend stated that he wished he could tell how large a photo was just by looking at the file in Windows.

Yes, he was aware that one can open a photo-editing program and tell, but he was searching for a better way.

There is a better way. Here's how to do it.

1. Go to any photo (**Figure 1**).

① RIGHT-click on the file name.

② Left-click on "Properties" which is the last option in the pop-up menu.

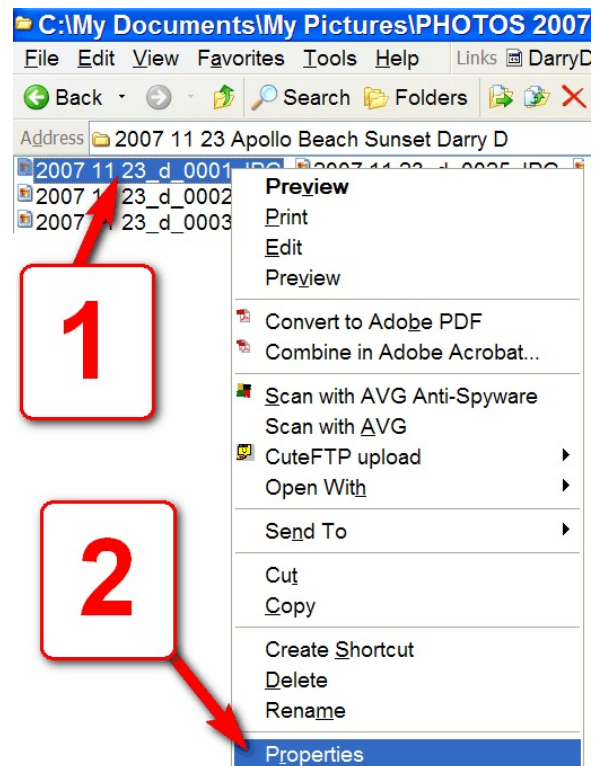


Figure 1

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2. GENERAL TAB (Figure 2).

2-1. OPENS WITH

The program that opens the photos is shown. You can change it by clicking on the “Change” button.

“Windows Picture and Fax Viewer” is the best choice because it allows you to preview photos quickly without worrying whether you’ll be changing it.

2-2. SIZE

The size, in both megabytes and bytes is shown. A *byte* is either a one or a zero.

2-3. CREATED AND MODIFIED

These options show the date and time the photo was taken and when and if it was modified.

2-4. ATTRIBUTES

The attributes offer the normal options of “read-only” and “hidden.”

If you make a file “read only,” by left-clicking to place a check next to it, the file can be opened, viewed and changed, but changes can not be saved using that same file name.

“Hidden” will keep the file from being viewed or listed in Windows Explorer or by any program unless you select “Show hidden files/folders” as an option in Windows Explorer.

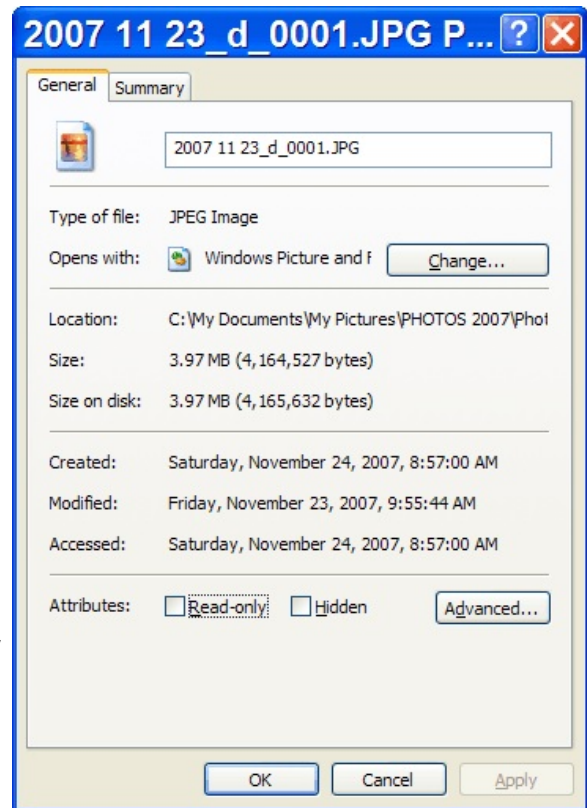


Figure 2

3. SIMPLE SUMMARY

If you click on the “Summary” tab (Figure 3), you’ll be able to type in additional information.

The Comments pane is a great place to type the names of people in the photo, where it was taken and what significance the photo has for you.

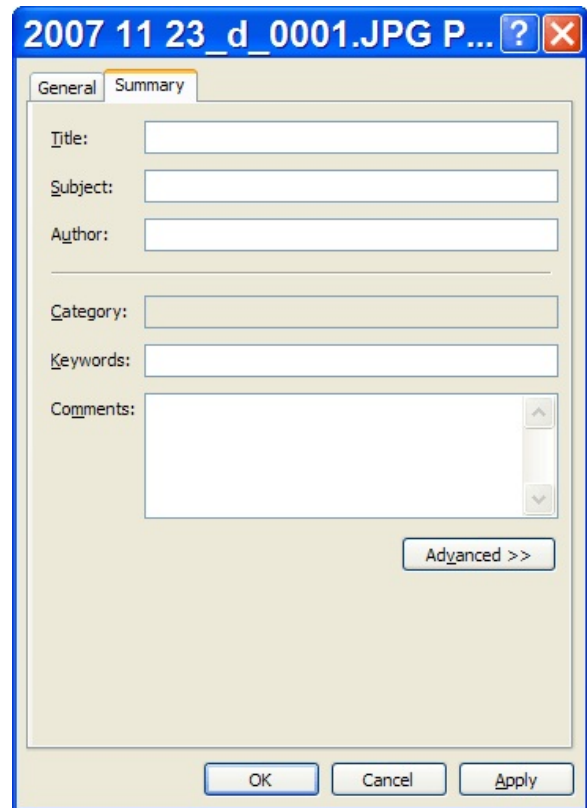


Figure 3

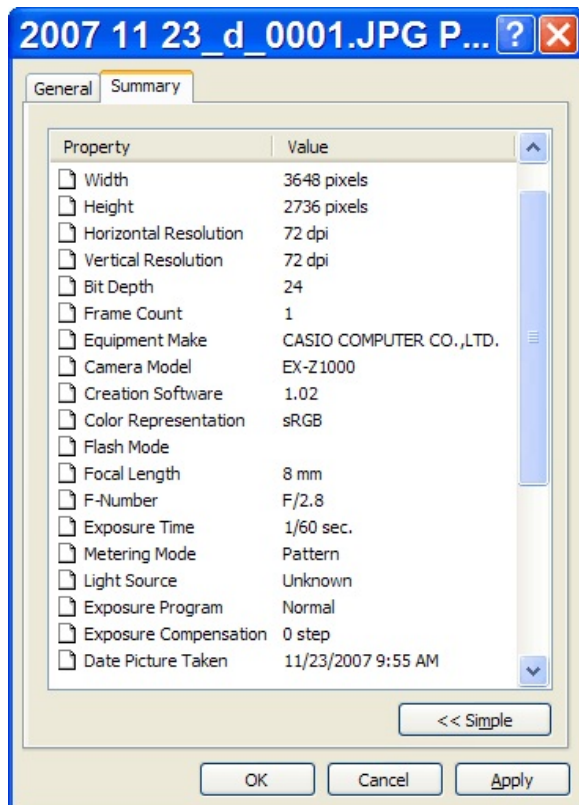


Figure 4

4. ADVANCED SUMMARY

If you clicked on the “Advanced” button under the Summary tab, you find out more than you ever wanted to know about a photo.

You’ll find the width and height (in pixels) of the photo; the camera name and model that took it; and the settings on that camera.

Knowing where to find this information — and accessing it — will make you a much more informed creator of photographs.