Instructions for copying classroom photos and videos

These instructions are to help parents view/copy classroom photos and videos (abbreviated as photos hereafter), which are stored on the computer in the Cyert Center foyer. Photos and videos can be copied by parents for personal use according to the Photo Usage Guidelines that are included at the end of this document. Please read these guidelines before copying any files. If you have problems with these instructions or suggestions for improvements, please email the Technology Working Group (cyert-tech@googlegroups.com).

Before you begin
You will need something for storing the photos. These instructions support the following storage media:

- USB or firewire storage devices – either a flash drive or an external hard drive. The device should be formatted with either the Mac-specific HFS file system or the FAT32 file system. The Windows-specific NTFS file system will not work.

Step 1: Log in
If the login screen is displayed, log into the foyer computer by clicking on the “Cyert Center Front” user name.

Step 2: Plug in or insert your storage device

USB/Firewire device
- USB and Firewire ports are located on the front panel of the computer. Insert the USB device or cable into the USB port (or the Firewire cable into the Firewire port).

- After a few seconds, your device’s icon will appear on the desktop. The icon of your device may appear like this:

  ![USB & Firewire Ports](image)

  (for flash drives) or (for external hard disks)
• You can view the contents of your device by double clicking the icon.

**DVD/CD**

• Eject the CD/DVD tray by pressing the eject key at the top right corner of the keyboard (highlighted in red below)

• Place a blank CD/DVD in the tray, and gently push it in. A dialog box will appear saying “You inserted a blank CD.” Select the “Open Finder” action and click “OK.” An icon for the CD should appear on the desktop with the name “Untitled CD.”

**Step 3: Locate the photos you want to copy using iPhoto**

If you would like to copy the entire iPhoto library, please refer to the instructions at the end of this document.

• If you want to access current photos, double click the “Open iPhoto Current” icon. If you want to access photos from previous years, double click the “Open iPhoto Archive” icon.

• A dialog box will appear with a list of the available libraries, one for each classroom (for current photos) or for each year/classroom (for previous year photos). Select the year/classroom library in which you are interested, and click “OK”. The iPhoto application will open.
• Layout of the iPhoto interface:

The source list contains various types of folders. The Library folder contains all the photos for the classroom. Photos are grouped by year in sub-folders below the library folder. To see all of the photos, click on the library folder, and make sure that the individual year sub-folders are all checked. Thumbnails of the photos will appear in the viewing panel. Additionally, custom folders or photo albums may be listed in the source list. Typically, these folders/albums, correspond to specific events for a classroom (e.g., Emily’s birthday celebration). Clicking on these folders/albums will display the photos in the corresponding folder or album. There is no guarantee that all of the photos in the Library folder will be represented in the custom folders and albums.
Photos may be tagged with keywords, such as person’s name and/or event. The amount of tagging and what information is tagged currently varies significantly with the classroom. Some classrooms tag photos with children’s names, events, material, or type of experience (painting, drama, etc). Other classrooms don’t tag at all. For classrooms that perform tagging, you can use the search box or the keyword panel to search for photos that match one or more tags (such as your child’s name). You can also select by date using the calendar panel. Here are some examples:

<table>
<thead>
<tr>
<th>If you want to …</th>
<th>Do this…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find all photos in 2005</td>
<td>Select library folder labeled as “2005”</td>
</tr>
<tr>
<td>Find all photos with Keyword “Johnny”</td>
<td>Select Smart album icon labeled as “Johnny”</td>
</tr>
<tr>
<td>Find all photos with Keyword “Johnny” and within certain period of time</td>
<td>Following steps above to find all photos of “Johnny” and use Calendar panel to narrow down time period (for example, click month to show only photos from that month, double click a month to select a specific week or day)</td>
</tr>
</tbody>
</table>

**Shortcuts for selecting multiple photos**

- Select all in viewing panel: + A
- Continuous selection of multiple photos: + mouse select
- Non-continuous selection of multiple photos: + mouse select

**Step 4: Copy the selected photos to the device**

Once the photos are selected, the information panel, which appears when you click on the icon in iPhoto, shows how much disk space they will require. Ensure that the destination device has enough space to hold the photos.

**USB/Firewire device (flash drive or external hard disk)**

- Drag the selected photos onto the USB/Firewire device icon on desktop. The photos will be copied immediately.
- If you want copy more photos, return to step 3.

**DVD or CD**

- Drag the selected photos onto the CD/DVD icon on desktop. Photos will be burned to the CD/DVD in step 5.
- If you want copy more photos, return to step 3.

**Note:** Copying albums or folders by dragging and dropping the album/folder icon does not work. Instead, select all photos in the album/folder and drag and drop them.
Note: If you experience an error where iPhoto refuses to let you copy an image, please take note of the image and notify the Technology Working Group (cyert-tech@googlegroups.com). As a workaround, you can deselect the offending image(s) and re-copy the others.

**Step 5: Unplug/eject your device**

*USB/Firewire device (flash drive or external hard disk)*

- **Important!** When you have finished copying, do not simply remove the USB device. If data is still being transferred, files may be lost or corrupted.

- Drag the device icon (ображення) to the Trash Can located on the Dock at the bottom of the computer. When the Trash changes to the Eject icon, release the mouse. The USB/Firewire device icon should disappear. Verify that the drive light is off. It is now safe to remove the device from the USB or Firewire port.

*DVD or CD*

- Drag the CD device icon to the Trash Can located on the Dock at the bottom of the computer. A dialog box will pop up asking if you want to burn the contents of the CD/DVD to a disk. You can give the CD/DVD a name, and then click the “Burn” button. A new dialog will appear, showing the CD/DVD burning progress. When the process is complete, drag the CD device icon to the Trash Can again, and the CD/DVD will be ejected from the computer.

**Step 6: Log off**

- Log off the computer by selecting the Apple Menu (at the top-left corner of the desktop), and choosing the “Log out Cyert Center Front” menu item.
- Press the “Log Out” button in the dialog box that pops up.
How to copy the entire iPhoto library

If you would prefer to copy all the photos in the library rather than a select few, it is possible to copy the entire iPhoto library onto a USB/Firewire device or CD/DVD. This procedure also has the benefit of keeping the iPhoto tags, which would be lost using the individual photo copy procedure. Keep in mind that the size of an iPhoto library can be quite large, so it may not fit on a CD or even a DVD. Also, it can take a long time to copy large iPhoto libraries (up to several hours).

Follow these steps to perform the copy:

1. Log in and plug in or insert the media (USB/Firewire device or CD/DVD) by following steps 1 and 2 in the instructions above for individual photo copying.

2. Open a finder window by double clicking on the finder icon in the dock at the bottom of the screen. A window similar to the one below will appear.

3. Navigate to the iPhoto library. Start by selecting the Documents folder, then select the Pictures folder, then select archive or current (depending on whether you want previous year archives or current year photos), and finally select the appropriate iPhoto Library folder for your desired classroom. You can determine how much space the iPhoto library takes up by pressing command-I ( + the letter I).

4. Drag the appropriate iPhoto Library folder onto the icon for the USB/Firewire device or CD/DVD. A copy progress dialog will appear, showing the number of files and remaining copy time. This estimate can be off by a large amount, especially at the beginning of the transfer. Typical copy times are about 300 MB/minute for flash drives and about 1 GB/minute for USB hard drives. Firewire drives may be a bit faster.

5. Unplug/eject the media and log off by following steps 5 and 6 in the instructions above for individual photo copying.
Guidelines for Cyert Center photograph usage

This is a description of acceptable and unacceptable usage of Cyert Center photographs that are released to parents of children at the Center. These guidelines apply to any photographs containing other people besides your own child. The guidelines are intended to help protect the privacy of the children. Failure to follow the guidelines will result in the revocation of your rights to access the Cyert Center photographs. Furthermore, you may be held liable for any damages that result from misuse of the photographs.

Acceptable usage:

- Private viewing by family members, relatives, and friends
- Printing photographs on a personal printer or through a photo printing service
- Posting photos to a password protected web-site with access limited to family members, relatives, and friends
- Displaying printed photographs at home or in your office

Unacceptable usage:

- Annotating publicly accessible photos with identifying information about other children (e.g., their names, information about their schedules, etc.)
- Using photographs for commercial purposes
- Using photographs for non-personal activities, such as uploading to free stock photo collections

Borderline usage:

- Posting photos on a publicly accessible website with no password protection