

YOUR PHOTOS FROM CAMERA TO COMPUTER STORAGE

It is one thing to take photographs with your digital camera and have them automatically (but temporarily) stored on the memory card that's housed within your camera. It's another thing to successfully copy the photographs from your camera to your computer's hard drive (internal or external) or a flash drive. All this can be accomplished within the built-in "plain vanilla" components of your Windows operating system. Other than needing a digital camera and a thumb drive, no expensive third-party software or hardware is needed. This presentation will take you step-by-step through the process.

Step 1: Create a temporary folder on your Desktop to house your digital photos.

1. Right-click on any blank space on your Desktop.
2. Move down to **New**, then over to **Folder**.
3. Left-click on **Folder**.
4. Type **Digital Photos** in the label box and press <Enter>.

Step 2: Connect your Camera to your computer.

1. Depending on your camera and computer, you may have up to three ways to connect your camera to your computer.
 - a. Some cameras are equipped with **docking stations** which permit the transfer of digital photos to another medium via a USB port.
 - b. Some cameras come with a special **USB transfer cable** that permits the transfer of digital photos to another medium.
 - c. All newer digital cameras come with a **removable memory card**. If your computer has a slot that will accept your memory card, then you will be able to copy your digital photos to another medium by removing the memory card from your camera and inserting it into the appropriate slot on the front or side of your computer. (*Most camera manufacturers recommend that you delete your photos from your memory card by using the camera's functions only. Do not remove photos from the memory of your camera by using the computer's delete function.*)
2. Before you connect your camera to your computer, make sure that your **CAMERA IS TURNED OFF**.
3. If your camera has a USB transfer cable, use it to connect your camera to a USB port on your computer. The transfer cable will have a USB plug on one end and a small plug on the other that is inserted into your camera's body. The port on the camera that accepts the small plug usually has a rubber or plastic gate to protect it from dust when it is not being used. You may have to open the gate by using a fingernail.
4. Once the connection is made, then turn on your camera.

5. If an Autoplay dialogue box pops up, cancel it.

Step 3: Copy your Photos from Your Camera to a Folder on Your Hard Drive

1. Open Windows Explorer by holding down on the Windows key and tapping the E key on your keyboard.
2. Note that the right pane will have an icon representing your camera. By double-clicking on the icon, the contents of the camera (that has the stored photos) will appear. (probably in a nested folder).
3. Look for a folder called **DCIM** (digital camera images). This is the name that virtually all camera manufacturers have adopted to house the images. (Sometimes the DCIM folder will have nested folders that you must open to access the photos.)
4. To see a small image of each photo, click on **View** on the Menu Bar and then click on **Small Icons**.
5. Now **select all** (press Ctrl + A) the photos from your camera
6. Right-click on any one of the photos and click on **Copy**. This action will copy the photos to the Windows clipboard.
7. Now open your Desktop (Windows + D) and right-click on the **Digital Photos** folder that you created earlier, followed by **Paste**. This action will complete the process of copying the photos from your camera to your hard drive.
8. Double-click on the **Digital Photos** folder to verify that all your photos are safely stored on your hard drive.
9. From the Digital Photos folder, the photos can be moved to the Pictures folder within File Explorer. (Details for making this move are given in Step 7.)

Step 4: Delete the Photos from Your Camera Using Its Delete Function

1. Once you are assured that all your photos have been copied to your hard drive, you may wish to delete them from the memory card of your camera. By doing so, you now have an empty card that is ready for use.
2. Remember: never delete photos by using the Windows delete function. Use the delete function that's a part of the camera. Refer to your camera's user manual for instructions on how to do this.
- 3.

Step 5: Delete Certain Photos from Your Digital Photos Folder

1. At this point, you may wish to delete certain photos from the Digital Photos folder that you find to be inferior.
 - a. From the Desktop, double-click on the Digital Photos folder to open it.
 - b. Go to the **Tools** bar and click **View**.
 - c. Click **Large Icons**.
 - d. Click on the first photo that you wish to delete.

- e. Hold down on the CTRL key and click on any other photos to be deleted.
 - f. Once you have selected all the photos you want to delete, press the **delete** key on the keyboard. You may have to click **yes** to complete the process.
 - g. If you want to get one of the deleted photos back, just go to the Recycle Bin, find the photo, right click on it, and click **restore**.
2. With the photos that you want to save, you may wish to name your photographs, either individually or en masse.
 - a. To name your photos individually, right-click on the target photo and left-click on **rename**. The photo's name label will open so that you can type in the name.
 - b. To name your photos collectively, click on one photo in the set, then press CTRL key plus the A key on the keyboard. When all photos are selected, right-click on any one of them, click **rename**. The photo's name label will open so that you can type in the master name of your collection. Each photo will be assigned a number.

Step 6: Copy the Contents of the Digital Photos Folder to a Flash Drive

1. Insert your Flash Drive into a USB port. (If the AutoPlay dialogue box appears, cancel it.)
2. From the Desktop, right-click on the **Digital Photos** folder and then left-click on **Copy**.
3. Open File Explorer (Windows key + E key)
4. Right-click on the Flash Drive icon and click **Paste**.
5. Your Digital Photos folder is now safely copied to your Flash Drive.

Step 7: Moving Your Digital Photos Folder from the Desktop to the Pictures folder contained inside File Explorer

1. From the Desktop, right-click on the Digital Photos folder and click **Cut**.
2. Open File Explorer (Windows key + E key)
3. In the left column, find the My Pictures folder.
4. Right-click on the Pictures folder and click **Paste**.
5. This action has removed the folder from your Desktop and placed it in your Pictures folder.