

MOVING YOUR PICTURES FROM YOUR DIGITAL CAMERA TO AN EXTERNAL STORAGE DEVICE

A Sun City Summerlin Computer Club Seminar
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It is one thing to take photographs with your digital camera and have them automatically (but temporarily) stored on the memory stick that's housed within your camera. It's another thing to successfully transfer the photographs from your camera to another storage device, such as your computer's hard drive, a thumb drive, a compact disk, or DVD. All this can be accomplished within the built-in "plain vanilla" components of your Windows XP operating system. Other than needing a digital camera and a CD-R drive (or a thumb drive), no expensive third-party software or hardware is needed. This seminar presentation will take you step-by-step through the process.

Copy the Photos from Your Camera to Your Computer's Hard Drive

1. Create a file folder on your Desktop and name it **Digital Photos**. Right-click any blank space on your Desktop and move down to **New**, then over to **Folder**. Left-click on **Folder**. Type **Digital Photos** in the label box and press <Enter>.
2. Depending upon your camera and computer tower, you may have up to three ways to connect your camera to your computer.
2. Some cameras are equipped with **docking stations** which permit the transfer of digital photos to another medium via a USB port.
3. Some cameras come with a special **USB transfer cable** that permits the transfer of digital photos to another medium. (This procedure will be demonstrated during the seminar.)
4. All newer digital cameras come with a **removable memory stick**. If your computer tower has a slot that will accept your memory stick, then you will be able to copy your digital photos to another medium by removing the memory stick from your camera and inserting it into the appropriate slot on the front of your tower.
5. Many computer club members are using "Memory Stick USB Readers." These readers act as a bridge between the camera's removable memory stick and a USB port on your computer. Most computer stores carry them and the cost is less than ten dollars.

(Most camera manufacturers recommend that you delete your photos from your memory stick by using the camera's functions only. Do not remove photos from the memory of your camera by using the computer's delete function.)

3. If your camera has a USB transfer cable, use it to connect your camera to a USB port on your computer. Make this connection **BEFORE** you turn on your camera.
4. Once the connection is made, then turn on your camera.
5. If a dialogue box pops up, cancel it.
6. Now open Windows Explorer, a.k.a. My Computer. (While holding down on one of the two Windows key, tap the E key on your keyboard.)
7. Note that the left column or pane will have an icon representing your camera. By clicking on the icon, the contents of the camera (that is the stored photos) will appear in the right column (perhaps in a nested folder).
8. If you do not see any digital photos listed, double-click on each of the nested folders until they appear.
9. To see a small image of each photo, click on **View** on the Menu Bar and then click on **Thumbnails**.
10. Now select all (Ctrl + A) the photos that you want to copy from your camera to the desktop folder that you created earlier; right-click on any one of them and click on **Copy**. This action will copy the photos to the Windows clipboard.
11. Now move over to the left column of Windows Explorer and right-click on the **Digital Photos** folder that you created earlier. (You should find it at or near the bottom of the left column.) Right-click on the **Digital Photos** folder and select **Paste**.
12. This action will complete the process of copying the photos from your camera to your hard drive.
13. At this point, you may wish to delete certain photos that you find to be inferior. (We will show you how to do this step during the seminar.)
14. In addition, you may wish to name your photographs, either individually or en masse. (We will show you how to do both of these procedures during the seminar.)

Copy the Contents of the Digital Photos folder to a Compact Disk:

2. Insert a CD-R compact disk into your CD drive. (If the AutoPlay dialog box appears, cancel it.)
3. Right-Click on the **Digital Photos** folder and then **Send To** the CD-RW drive.
4. Click on the balloon that will appear near the bottom right of your screen telling you that you have files waiting to be copied.
5. The files ready to be written to the CD will appear in the right hand column. In the left column, click on **Write these files to CD**.
6. Finally, follow the Wizard instructions that will automatically appear.

To copy the contents of the Digital Photos folder to a Flash Drive, a.k.a. Thumb Drive, or Travel Drive:

1. Insert your Flash Drive into a USB port. (If the AutoPlay dialogue box appears,

- cancel it.)
2. Right-click on the **Digital Photos** folder and then left-click on **Send To** the Flash Drive (or its equivalent name).
 3. Voila! Your Digital Photos folder is now safely copied to your Flash Drive.

You may wish to rename the **Digital Photos** folder. (We will show you how to do it during this seminar.)

You may wish to **Move** your desktop folder to another location on your hard drive, perhaps to the My Pictures folder that is nested in My Documents. (We will show you how to do it during this seminar.)

Finally, you may wish to **Move** your desktop folder to an external hard drive for safe keeping. (We will show you how to do it during this seminar.)