

## CAMERA TO COMPUTER FILES WINDOWS XP

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**NOTE:** The method that we are going to cover is a generic method of downloading pictures from your camera to your computer. Each camera manufacturer normally provides software to be loaded on your computer. If you have installed your camera's software on your computer, the system we are going to use may not work. It is impossible for me to teach about all the different software that is issued with each camera.

There are several different methods to get your digital camera pictures on to your computer;

One, you can connect your camera with a cable that came with the camera by plugging one end into your camera and plugging the other end of the cable into a USB port on your computer. Any questions about what is a USB port?

Two, you can remove the card from your camera and place it into a slot on your computer (If your computer is equipped with a slot that matches your card).

Three, you can purchase a card reader for your type of card and remove the card from the camera, place it into the card reader and then plug your card reader into a USB port on your computer.

Any of these methods are satisfactory. I prefer being able to remove my card from my camera and use either a card reader or insert the card directly into the computer if it is so equipped. I say this because with my first camera, you had to have the camera turned on to download pictures and if you had a large number of pictures, it tended to discharge the battery during the download. I don't know if that is still a problem with some cameras. Also if your battery runs out during the download, you may lose some of the pictures.

As an aside, if you do not have a USB port available on the front of your computer, normally you have one in the rear. If this is the situation, I would suggest you purchase a USB extender cable which you can plug into the USB port on back of your computer and you then have a handy USB port available at the front of your computer. (Show the class an example of extended USB cable with male connection on one end and female connection on the other end) You could also purchase a USB hub but sometimes cameras have difficulty with them.

Before we get into downloading, I would suggest you give some thought to how you are going to identify the pictures you are going to download from your camera. How you identify them is by giving them a name you would recognize later when you might be looking for them. It could be a date, it could be a location, or it could be an event name or any combination. But it should be something you will understand since this is your file. There are no fixed rules for how you identify your pictures. But you want to give this some thought before you start filing all kinds of pictures helter-skelter without names or some method of identification. It has to be a system that works for you.

It is normal to store your pictures directly into the "**My Pictures**" or ("**Pictures**" in Win 7) folder which all Windows computers have. In the "**My Pictures**" folder you can have many other folders (as many as you want) and you can nest folders inside of folders. Then when you are looking for pictures later, you know they are in your **My Pictures** folder.

So I would suggest before you download the pictures from your camera to your computer, you decide what you want to name the folder for these pictures. Then go to the "**My Pictures**" folder and create that new folder with the name you have chosen.

If you do not know how to locate the **My Pictures** folder, it should be easily found by clicking on the **START** menu in the lower left corner of your desktop. When you do you should see two columns of items listed. On the right column you should see **My Pictures** in the list.

**YOU ONLY HAVE TO FOLLOW THE FOLLOWING INSTRUCTIONS IN ITALICS IF YOU DO NOT SEE MY PICTURES ON THE START MENU. Otherwise skip them.**

*If you do not see **My Pictures** in the list, you should click on **My Documents**. When you click on **My Documents** you will see a number of folders, one of which should be **My Pictures**. { If you want to put a shortcut to your **My Pictures** folder on your desktop so that the next time you want to go to **My Pictures**, all you have to do is click on the shortcut, you can do so.*

*To create this shortcut, **RIGHT** click on the **My Pictures** folder. When you do a menu drops out and one of the choices will be **Send To**. Click on **Send To** and look for **Desktop (create shortcut)** on the next menu that pops out. Click on **Desktop (create shortcut)**. You will then have created a shortcut on your desktop for the **My Pictures** folder. So the next time you want to go to **My Pictures**, you just click on the shortcut on your desktop.*

If you see **My Pictures** in the list, click on it. It will take you to the **My Pictures** folder. Locate a blank space in the **My Pictures** folder and **RIGHT** click with your mouse. When you do, a menu will drop down and one of the options will be **New**.

Click on **New**. One of the options which you will see on the menu that pops up is **Folder**.

Click on **Folder** and when you do a folder called “**New Folder**” will have been created in your **My Pictures** folder. You will notice the words “**New Folder**” are highlighted in blue. While those words are highlighted, you can go to your keyboard and type in your name for this folder. This will be the name you wish this group of pictures to be filed under. For example, let us call this folder for our class “**Test**”. If for some reason you type in the wrong name or lose the highlighting you will need to rename the folder. To do this, **RIGHT** click on the folder and when the menu pops out, chose **Rename**. Click **Rename** and then type the correct name of the folder. Now that you have created the folder where we are going to put your new pictures we can proceed to download the pictures from the camera to the computer.

You should either plug in your camera cable or your card reader directly into the computer USB port. When you do, you will see a window come up titled “**Removable Disk (X)**”. This may take some time to show up. The X will be some letter of the alphabet and will depend on what other disks are on your computer. This window you see will have numerous options for what the computer will do with your pictures.

Scroll down and locate the option: “**Copy pictures to my computer using Microsoft Scanner and Camera Wizard**”. If you are using Windows XP software this should be automatically available to all. Highlight this option by clicking on it if it is not already highlighted.

You will notice a small box adjacent to “**Always do the selected action**”. If you click in this box, then every time you connect your camera to download pictures it will automatically chose the “**Copy pictures to my computer using Microsoft Scanner and Camera Wizard**” option.

*NOTE: I would suggest initially you **DO NOT** click on this box until your have downloaded pictures a few times and you are confident that you do not want to use some other option.*

Then click on **OK** at the bottom of the window. When you chose the option “**Copy pictures to my computer using Microsoft Scanner and Camera Wizard**” and clicked on **OK**, the **Scanner and Camera Wizard** window opens. Then click on **Next** at the lower right corner of the **Scanner and Camera Wizard** window.

You will then see a window showing all the pictures that are on your camera or card. By using the scroll bar on the right you can view all the pictures. Any pictures you want to load on your computer should have a check mark in the upper left corner of the picture. If you want to view the pictures scroll through them. Uncheck any pictures you do not want to download on to your computer. This is a good opportunity to delete pictures you do not want to put on your computer, by not checking them. After you have made your choices, click **Next**.

You will now get a small window in line 1 that asks you to type a name for this group of pictures. You should type in the name you gave to the new folder you created in your **My Pictures** folder. In our example this would be **Test**.

At this point you might also look at the box beside the words: **Delete pictures from my device after copying them**. If you want to remove the pictures from your card and/or your camera, you put a check mark in this box. Then after the pictures are moved to your computer, they will be deleted from the card and camera.

**NOTE: I would strongly suggest you do not use this option until you become competent and confident on downloading pictures, as you possibly could lose pictures that did not get downloaded. If you check the box and have made some other mistakes, you may lose the pictures from your card.**

Now go to line 2. It is now asking you where you want to store these pictures.

If you click on the word **Browse** to the right of the small slot it will open up a long list of potential places to store these pictures. **This is a very critical point!**

Remember, we want to store these pictures in the **My Pictures** folder. So how do we find the **My Pictures** folder? First you click on **Browse**. When you do a new window comes up called **Browse for Folder**. Scroll down to find the **My Documents** folder.

If you click on the **My Documents** folder, it will open that folder so you can see all the folders in it. Scrolling down, if necessary, look for the **My Pictures** folders in the list.

Click on the **My Pictures** folder. When you do, it will show you a list of all the folders in the **My Pictures** folder.

One of those folders should be the one you created when you created a new folder. In our example that will be **Test**. We now need to click on the **Test** folder and highlight it. When it is highlighted, click on **OK**. When you do you will notice there is a long address in the line 2 box which should end with **My Pictures\Test**. This is the address where your pictures will be stored when you click **Next** at the bottom.

Click **Next**. You will then notice that all the pictures are being loaded into your computer and numbered consecutively with the name that you had typed in Line 1.

When all the selected pictures have been downloaded, you will see a window that asks you what you want to do. Normally you would select the option: **Nothing, I'm finished working with these pictures**.

Then click **Next**. In the next window, if you click **Finish** and it will show you the folder (that you created) with the pictures you have just downloaded in it for your review. If you do not see the pictures but rather a list, you need to click on **View** in the menu bar. When the menu drops down click on **Thumbnails**. Then you should see the individual pictures.

You have now successfully downloaded the pictures from your camera to your computer. You can look over your pictures or close the folder by clicking on the **X** in the upper right corner.

Some other things I would like to suggest to you that might help you in managing your photos on your computer. There are numerous programs for editing and managing pictures. I would strongly suggest you chose only one piece of software to edit or handle your photos. In most cases you probably received some software with your camera. That may or may not be the best software to do what you want to do.

Some other notes: If you have a large number of pictures on your card and they cover a number of different subjects, you might want to separate those pictures into different folders. You can do this in one of two ways. You might uncheck all the pictures you do not want to include when you are moving the pictures from the camera and leave checked only those pictures that you want to include in your first download. After you have downloaded the first subject and put them into a folder, you could repeat the download and this time check the second set of pictures to go into another new folder. This could be repeated as many times as you wish.

Another possibility is to down load them all into one folder and then create new folders and drag the photos from the original folder to the newly created folders.

Also, remember that hard drives do not last forever and if you want to keep pictures forever, you might want to create CDs or DVDs that can be stored.

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