Digital Camera 102
How to Manually Transfer Photos to a Windows PC

A. Make a folder for your new photos.

1. Right click on Start. Left click on Explore.

2. Open (double left click on) My Documents and left click on My Pictures, because you want to be inside the My Pictures folder.

3. Right click on the open white space on the right hand side of your screen. If there are folders of pictures that you can see, ignore them. You’re making a new folder.

4. Right clicking in the white space opens a gray window with several options. Left click on New. Type a memorable name in the blue space provided, then hit Enter. You now have a new folder.

5. Using the X at the upper right hand corner of the screen, left click to close the page.

B. Set up your camera.

1. Make sure your camera is OFF. Plug the appropriate cord into the USB port of your computer. It’s the bigger flat connector.

2. Plug the other end into your camera.

3. Turn your camera on. You may also need to set your camera to ‘view pictures.’

4. Most likely a window will pop up offering your choice of several Microsoft options to use with your newly-attached device. Close it. We will be transferring the photos manually.

C. Get the photos.

1. Go to your desktop. Double click to open My Computer. If you get a left sidebar headed “System Tasks,” click on the Folders icon on the tool bar to make it go away. If your camera’s name appears, double click on it.

2. If the name of your camera doesn't show up – or if you're using a card reader -- look for a "USB mass storage device" or a "removable disc" that you don't usually
see. Double clicking on this will open the contents of your camera’s memory card.

3. If the pictures are visible, you’re all set.

4. Most likely a list of numbers will appear that correspond with your pictures. To see the pictures, left click on the square icon on the tool bar with the tiny colored squares on it. Choose Thumbnails from the pulldown menu by left clicking.

D. Copy and paste the photos into their new home.

1. Select the photos you wish to save. Left click on them while holding down the CONTROL key. If you wish to save all of them, click on one photo, then press CONTROL and the A key at the same time.

2. To COPY the photos you’ve chosen, press CONTROL and the C key. Copies are now temporarily stored in your computer’s memory.

3. Right click on the Start button and choose Explore. This will open the contents of your hard drive.

4. Left click on My Documents. This opens the list of folders that includes My Pictures. Left click on My Pictures to open it and find the new folder you made for your photos. Left click on the name of your new folder so that it is highlighted in blue. Press the keys CONTROL and V (PASTE). Your photos will be added to that folder; you’ll watch it happen and know they got there safely.

E. Turn camera OFF and click on Safely Remove Hardware icon in lower right icon tray before you unplug.

How To Send Photos By Email

There are two ways to send photos via email. One way is to be at the online photo-sharing website that your pictures are stored on. The other way is to be in your own email program. Here’s how to send photos from your own email program.

1. Go into your email program and log in. This can be one of the free public email services – Yahoo and MSN are examples – or the email provided by your paid internet service.
2. Create a new email, the same way you normally would. Somewhere on your email page there should be a paper clip you can click on, or a box that says “Attach Files,” or some other icon that represents attachments. If you cannot find it, use your Help screens for information.

3. Click on “Attach Files” or other attachment icon. This will bring up an option to browse your computer for the pictures. Choose the folder that you have put the desired photos in. Double click to open it. Then click to choose the photo or photos you want.

4. Some email programs will allow you to add more than one at a time; others won’t. Also, there will likely be a limit on the size of attachments. Read the information supplied by your email service to find out how many megabytes of material you can send at one time. Once you have chosen photos, for Yahoo mail you must click on “Attach Files” again. Others may be different. Now your email is ready to send in the normal way.

5. See “How to Use Photoshop Express” for instructions on how to send photos via their photo sharing service. In PS Express, only one photo can be emailed at a time.

Many people have some photos or folders of photos in random places on their computers. Here’s the way to solve this problem: when you find them, copy them and put them into a new folder in My Pictures.

I. On your computer, create a new folder to put photos in using the instructions above. Name it whatever you like. I’ll call mine “Barney.”

II. When you find Random Photos:

A. Select one photo in the folder by left clicking on it.
B. Press Ctrl A, which will select them all without you having to do it by hand.
C. Press Ctrl C to copy them.
D. Find your Barney folder in My Pictures. Open it. Press Ctrl V to paste the photos in. Now refresh your screen using F5 and check to make sure your photos pasted properly into their new home. Delete the old, unnecessary, folder and its photos.
E. If they weren’t in a folder, highlight all the original photo files (the ones that have now been copied and safely pasted into a new folder) and delete them.
F. Delete the photos from their random spot; their copies now live in the new folder.
You can also just drag and drop the whole folder itself into My Pictures, but if something goes wrong, you could lose all those photos. On the up side, you’ll only do that once. 😊