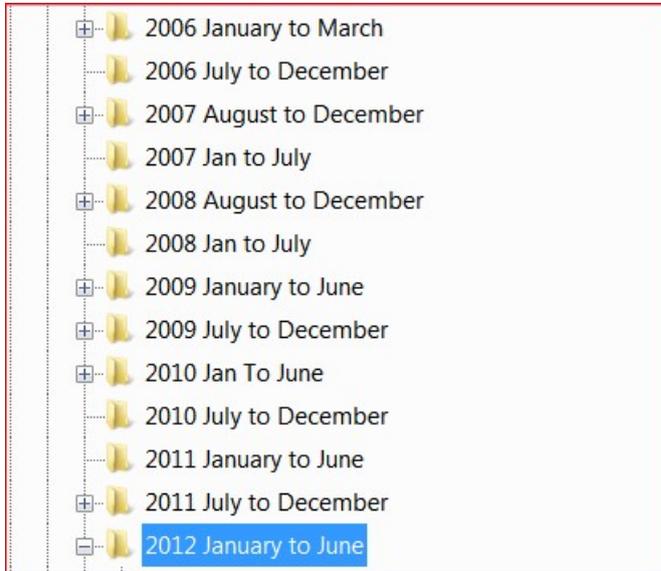


## Copying Photo files from Camera to Computer

(You may also be able to attach your camera directly to your computer via USB lead)

- Open Windows Explorer and click the folders on the LHS so that the destination folder for your photos is visible.
- Click on it to highlight it



- Insert your memory (SD) card into the card reader with USB connection.
- Insert USB reader into the USB drive on the front of the computer. Or attach your camera directly to the USB connection using the supplied USB lead.
- Wait a few moments for the computer to show a menu asking what you want to do with these files.
- Choose 'open folder to view files'
- Click in the 'DCM' folder to reveal all your photos.
- NB It is better not to delete any photos off your camera at this point. (Wait until they are saved, then look at them again on your computer and make sure they have all been transferred).
- Click the first file to highlight it.
- Then hold down the 'shift key while you click on the last photo. This should highlight them all.
- Now right click and choose 'copy'.
- Look at your folders on the left-hand side and click on the destination folder for the photos (I've chosen 2012 January to June)
- Keep your mouse over that highlighted folder and right click and chose 'paste'
- You should see an information box showing that the photos are being copied into that folder.
- Now double check that the transfer has been made by double clicking to open that destination folder.
- At this point you can look at the images and decide if you want to keep them.

- There are many ways you can view your photos in Windows Explorer.
- See info sheet 'Viewing your photos in Windows Explorer' (Attached)

## Viewing your photos in Windows Explorer

If you want to view your photos as a Slideshow, or edit them in any way, you will need a dedicated Photo Utility.

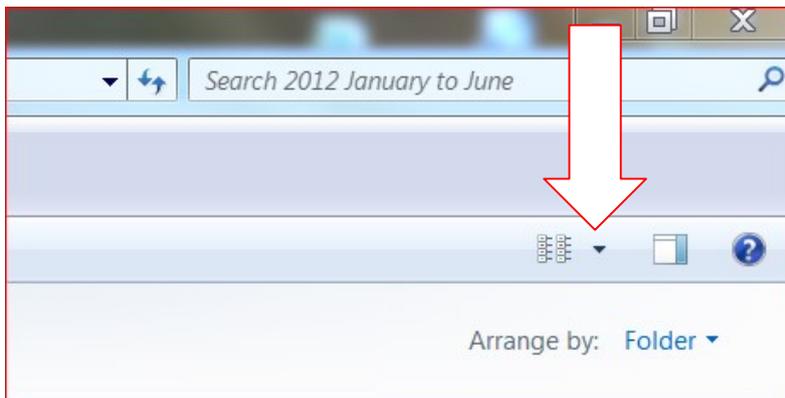
As well as the Microsoft utilities already installed on your computer, there are some excellent freeware utilities available for you to download

I use and recommend 'FastStone'

There are many ways you can view your photos in Windows/File Explorer.

To choose the best one for your needs:

- Look for the 'change your view' box on the top RHS.
- Do not click it.
- Click the arrow next to it with drop the down menu.



Here is the menu.

1. To view your photos in largest form, select 'Extra large Icons'.
2. To view them as a list with details about the date taken etc select 'Details'.

