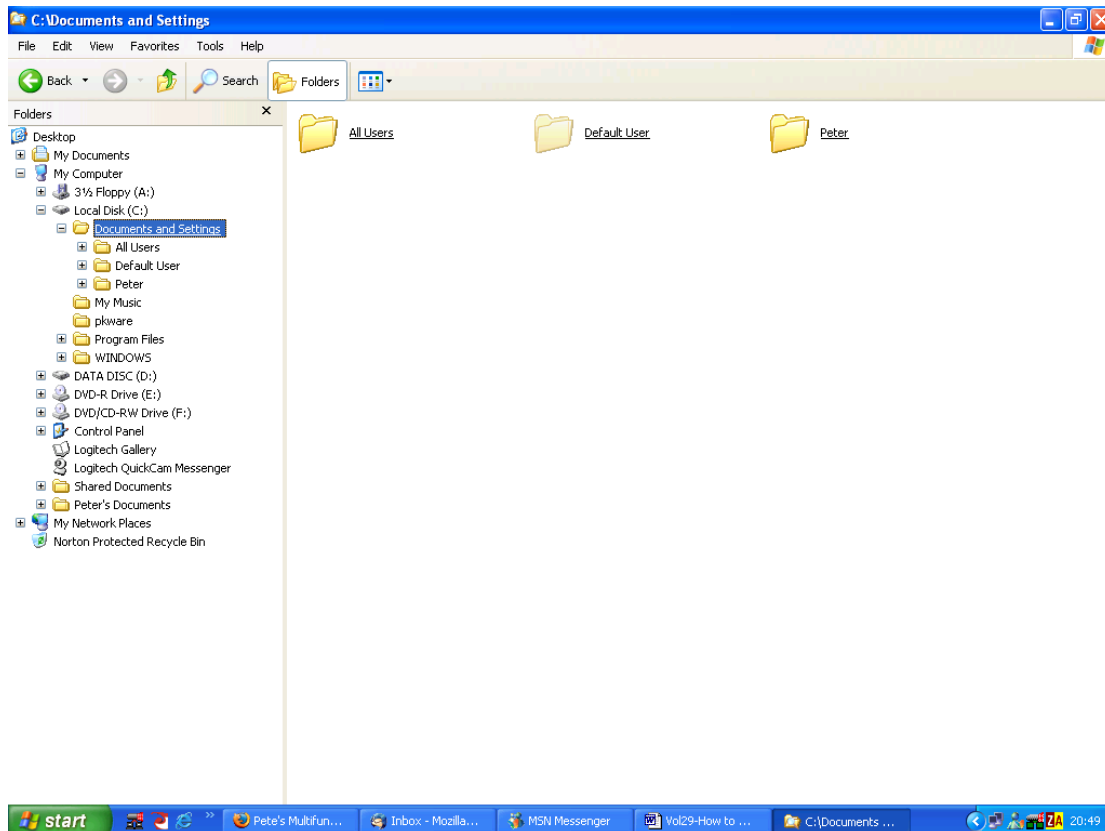


# Windows How to . . . Upload Pictures from Camera / Card Reader to PC

This handout describes the method, demonstrated in class, to upload pictures from a camera or a card reader to the PC. It assumes that the camera or card reader drivers have been installed and that the device is connected via the USB port.

## 1. Access Windows Explorer.

Right click the start button and then left click on explore. The following screen should be displayed. The details may vary from PC to PC but the layout should be the same.



The left pane is called the folders list in XP or the Tree in earlier versions of Windows. (We will call it the folder list.)

The right pane is the file list. This can be viewed as any of the following:- Icons, List, Details, Tiles or Thumbnails (not 98).

Find the My Documents folder and expand this and find the My Pictures folder. Click on this to select it.

## 2. Create a new folder

We now need to create a new folder to hold our uploaded pictures.

To do this, click File/New/Folder.

A new folder will appear and you can now give it a name appropriate to the photos being uploaded. (e.g. Holiday 2004).

## 3. Copy the Pictures across

Now, find the camera or card reader in the folder list. (It will probably be called "Removable disc E" or similar. Click on it and explore down its folders to find your pictures. (You may follow folders DCIM / 100fugi or similar to find the pictures).

Select all the pictures by using Control + A. They should all be highlighted.

Now scroll back up the folder list to find the new folder created earlier. DO NOT click on it. Just use the expand boxes to display it.

Point at one of the selected pictures in the file list and press and hold down the left mouse button. Drag it and drop it onto the new folder. The pictures will now be copied into the new folder.

Check that they are OK before you consider deleting them from the camera or the card.

## Uploading Pictures with Windows XP

Whenever a USB device, which has pictures stored on it, Windows will recognise the device and show the dialogue box similar to figure 2

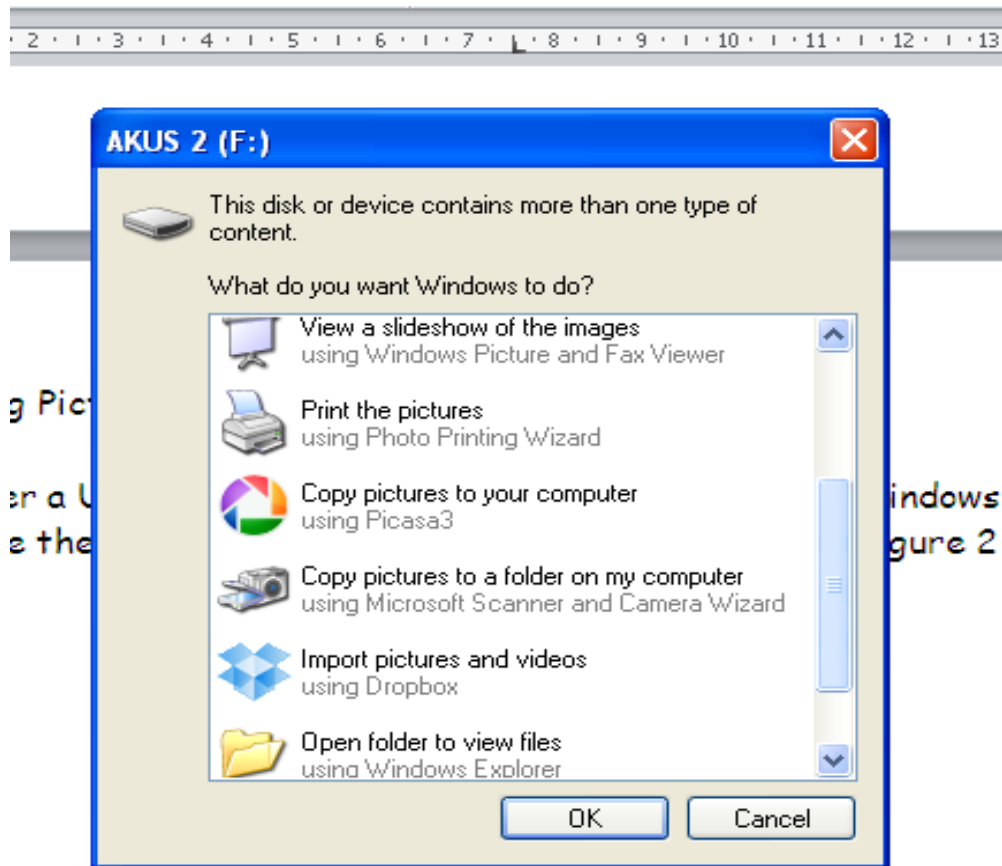


Figure 2

From the list of options choose either :-

Copy pictures to a folder on my computer (using the scanner and camera wizard)

OR (if you have Picasa)

Copy pictures to your computer (using Picasa3).

Copy pictures to a folder on my computer (using the scanner and camera wizard)

After choosing this option the window in figure 3 will be seen.



Figure 3

Click Next and the window in figure 4 is shown.

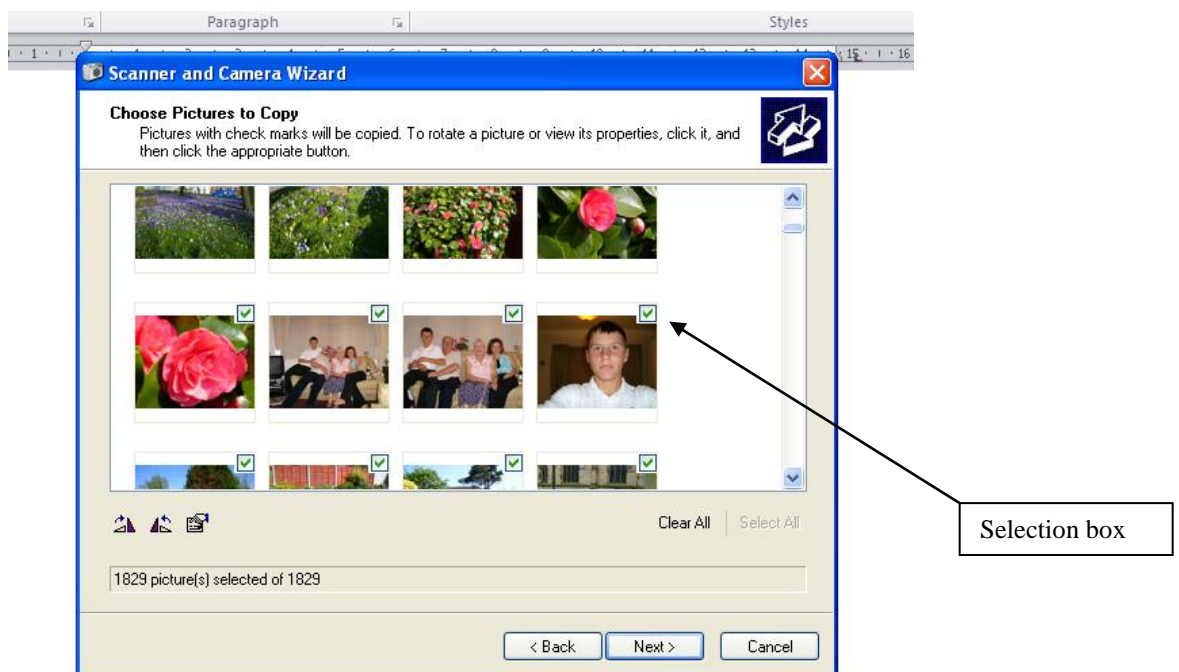


Figure 4

Notice the selection Boxes. Initially, these have green ticks in them showing that all the pictures are selected. Clicking a box changes the state from selected to not selected (and vice versa). There is a "clear All" button to clear all selections if required.

When the pictures to be copied to the computer have been correctly selected, click the next button.

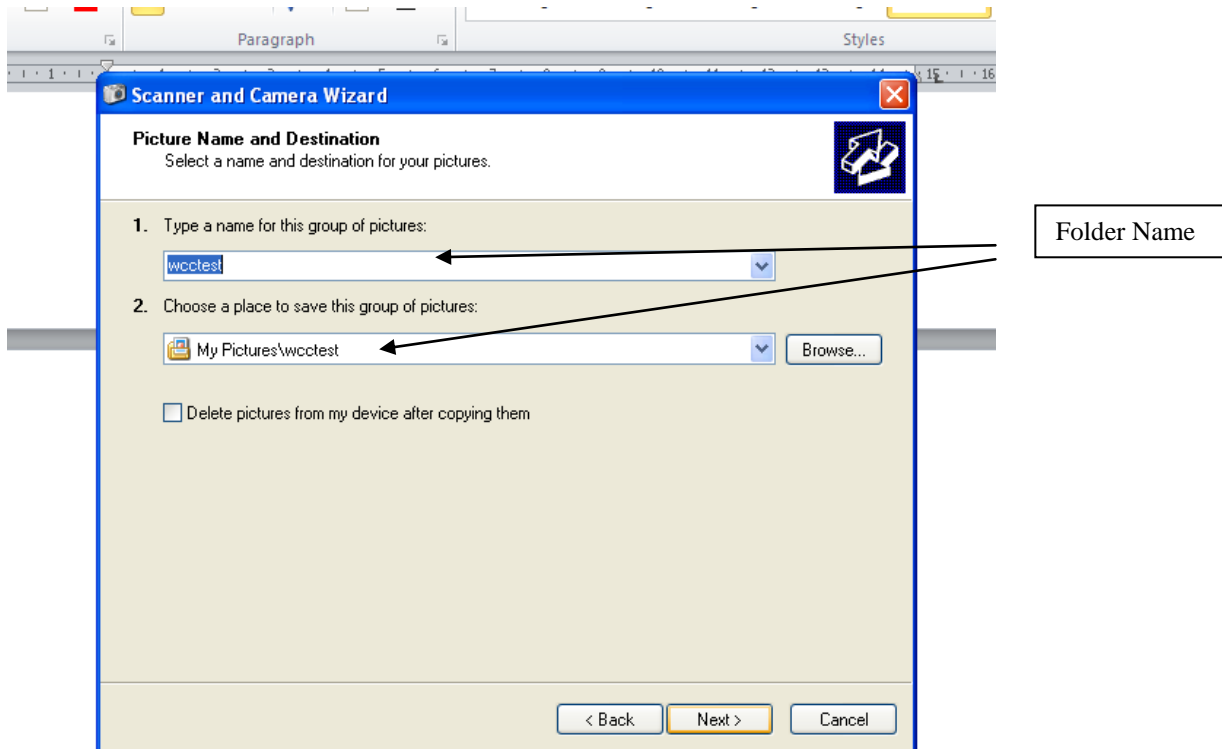
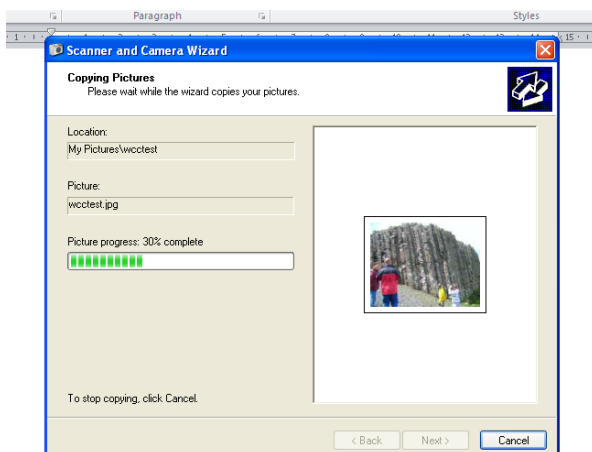


Figure 5

In the next window (Fig. 5) enter the location to save the pictures. Use the browse button or enter a new folder name in the top box. This will be added to the location in the second box.

Make sure that the "delete pictures from my device ..." box is NOT checked.



Click the next button and the picture transfer window is displayed.

When complete click next and then finish.