

## 10. How to delete all the photos stored on your camera

At the end of the lesson you will be able to use Windows Explorer to execute the procedure for deleting all the photos stored on the camera, by locating the media card/camera drive, highlighting the image(s), right clicking on it with the mouse and selecting delete from the quick menu.

This procedure will only be carried out once all the images have been transferred to a folder on the PC and a backup CD has also been made. It is important to delete the images from the memory card in your camera so you can take new photographs.

### To delete the photographs from your camera:

Step One:

Go to **Start > Computer > click the media card/camera drive.**

Step Two:

Select an image. Right click with the mouse and select "**Delete**".

Step Three:

The "**Delete File**" dialog box opens. To confirm deletion select "**Yes**", if you are unsure select "**No**".

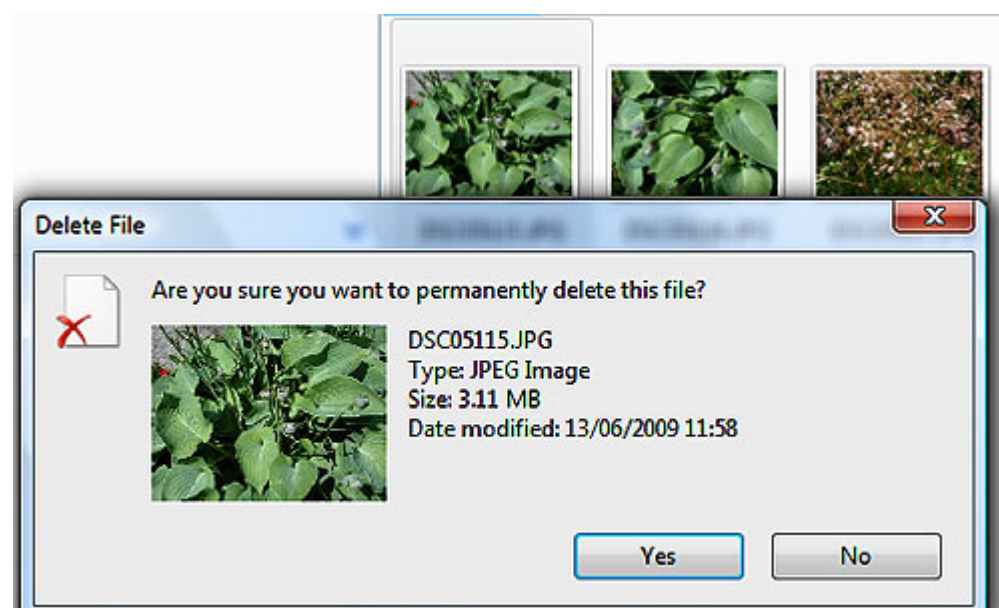


Figure 10.1 Delete File dialog box.

Step Four:

Confirm to delete the image by clicking the **“Yes”** button.

*Alternatively* to delete a group of images together, highlight all the images.

Left click with the mouse and drag a selection box over all the images.

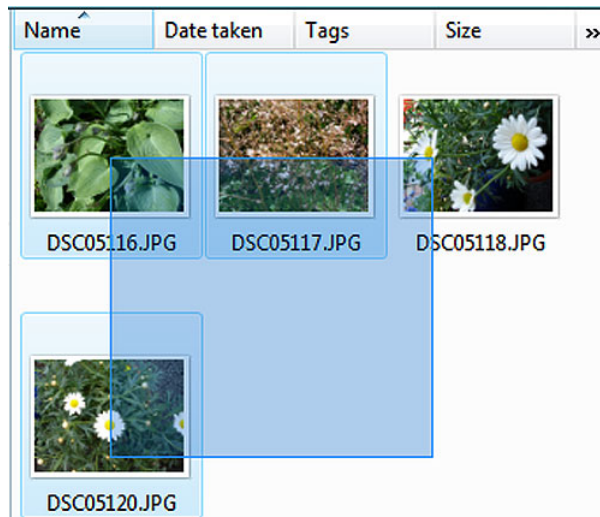


Figure 10.2 Selection box

Once all the images are highlighted right click with the mouse and select **“Delete”**.

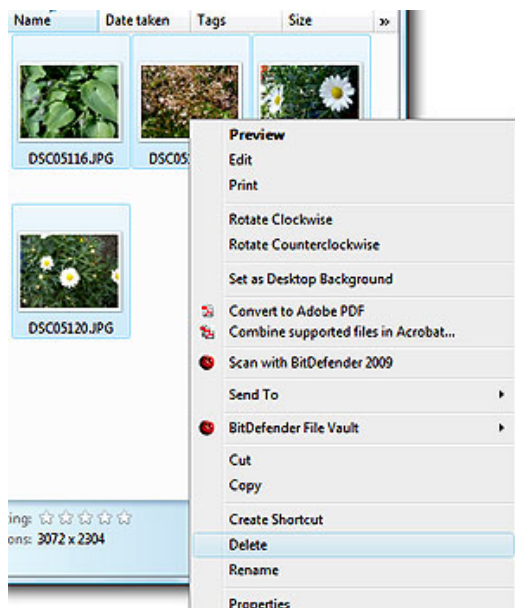


Figure 10.3 Delete option.

Your media card is now empty and ready for more photographs to be taken.

Alternatively, using the “**AutoPlay**” method to transfer photographs, tick the box that displays the message “**Erase after importing**”. This automatically deletes all images from your camera once they are transferred. Refer to lesson seven, step three.

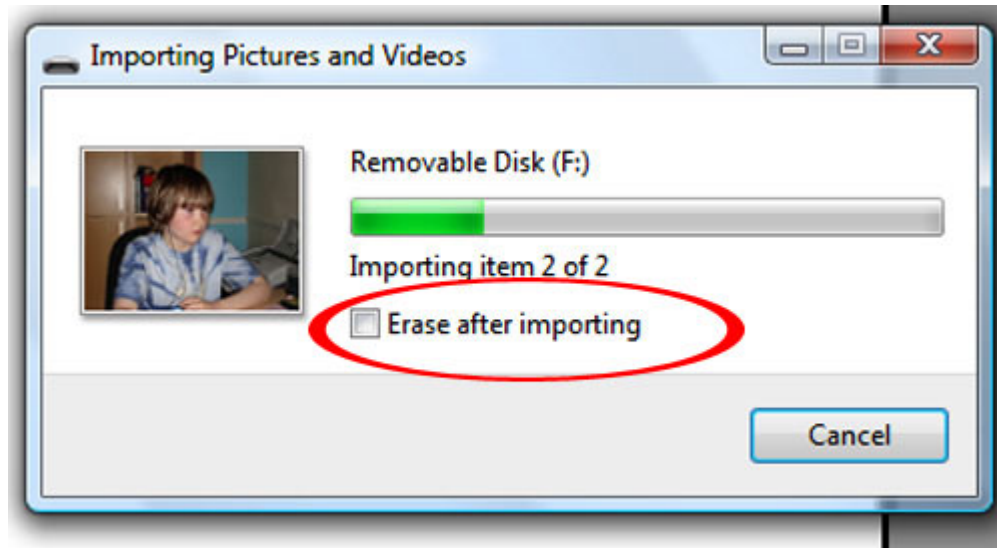


Figure 10.4 Importing Pictures and Videos dialog box.

You have now completed all the lessons in. Take the Project Administration quiz and test your knowledge.