

8. Transferring images from your digital camera using Windows Explorer.

At the end of this lesson you will be able to use Windows Explorer to execute the procedure for transferring photographs from your camera to a specific folder on the PC by locating the removable disk containing the image, right clicking on the image with the mouse and selecting copy, navigating to the folder where you want to store the image and pasting the image into the new location.

After you take pictures with your digital camera you will need to know how to transfer the images to your computer and back them up for safe keeping; this allows you to free up space on your memory card allowing you take more pictures with your camera.

Step One:

Now that you have connected your camera to the computer or inserted the memory card into your memory card reader, your PC detects the new device. When the Auto Play dialog box opens, click the **X** button to close it.

Step Two:

On your PC, select **Start > Computer**

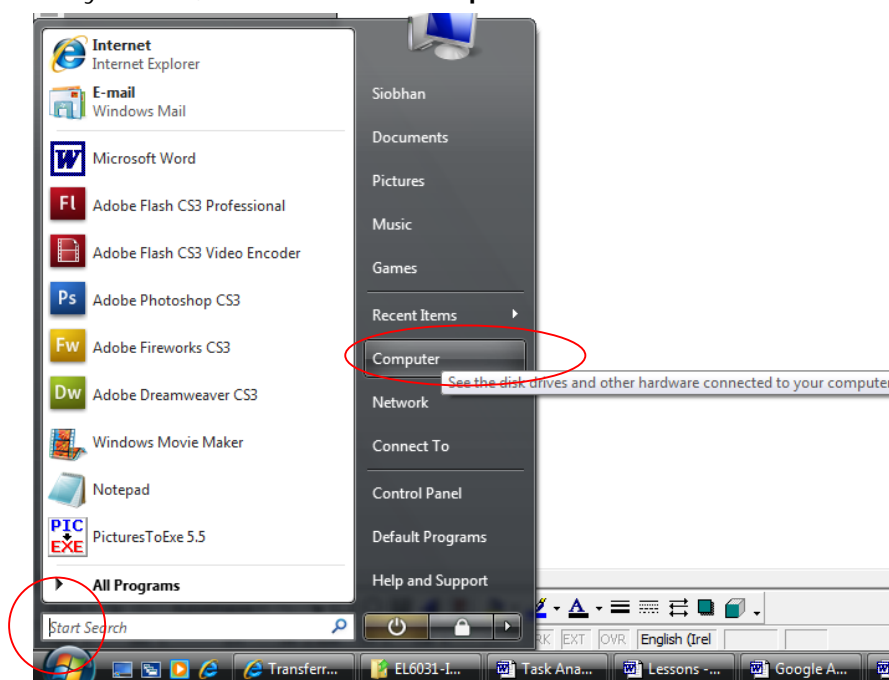


Figure 8.1 Start > Computer option.

Step Three:

The Computer dialog box opens. Double click the digital camera folder to open it. In this instance it is "Removable Disk (F:)"

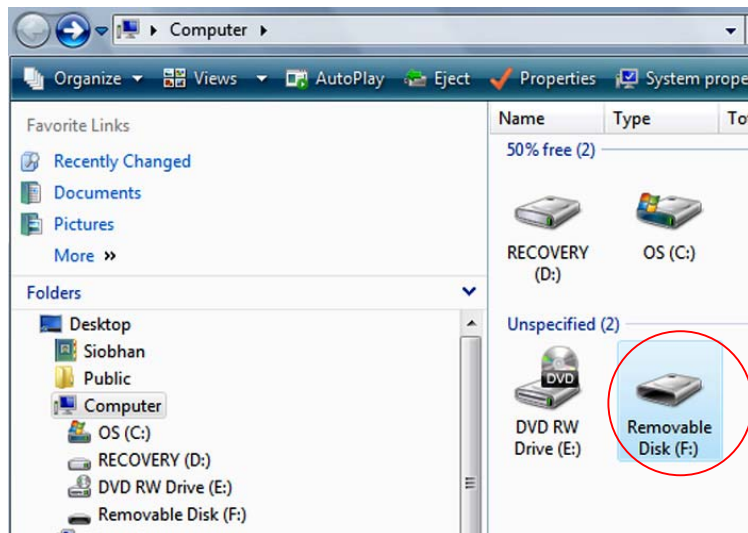


Figure 8.2 Windows Explorer – Removable Disk (F:)

Step Four:

Double click the appropriate folder containing the images.

Step Five:

Select the image you want to copy to your computer. Right click with the mouse on the file and select "Copy". (Recall lesson four – copying files, step two).

Step Six:

Navigate to the folder where you want to store the photographs.

Step Seven:

Right click on this folder and choose "Paste". A copy of the file now appears in this folder.

Note: Copying several files at a time can be accomplished by left clicking on the first file, and then holding down the control key select the other files needed. Right click and "**Copy**". Navigate to the desired folder and right click and "**Paste**".

Things to remember:

- Never remove the memory card or disconnect the USB cable while images are being transferred to your computer or other storage device.
- Never turn off the camera before an image is completely written.
- Never remove a card from the card reader while folders and files from the computer are open on the computer.

The above will result in images being lost and the memory card becoming damaged preventing it from performing properly, this is known as *memory card corruption*.

Practice exercise:

1. Connect your camera to your PC using the USB cable or by inserting the memory into the memory card reader on your pc.
2. Locate the images on your camera using the **Autoplay** method or the **Windows Explorer** method.
3. Copy all the images
4. Navigate to the folder already created called "**PhotoPrep**" "**subfolder1**" and paste the images into "**subfolder1**". You now have an extra copy of all your precious images stored on your computer.

In the next lesson we will be backing up all your images on your camera onto CD or DVD.