

Saving pictures

Create a folder for your pictures on the computer



1. Turn computer on.
2. Should get the 'Desktop' screen.
3. Open 'My Pictures'
 - a) You may find an icon which says 'My documents' on the desktop, if so click on it, then click on 'My Pictures'. If not click on the 'START' button on the bottom left. Select 'Documents' then 'My Pictures'.
4. Create a new folder with your name.
 - a) Click on 'File' in the top left
 - b) Click 'New'
 - c) Click 'Folder'
 - d) You will see a new yellow folder in the main page. Type your name in.
 - e) Click the red cross in the top right to close the folder.
 - f) You should be back on the desktop.
5. Check you can find your folder in the 'My Pictures' folder.
 - a) Open 'My Pictures' folder as you did before.
 - b) Your folder should be in there.
 - c) Close the folder so you are back to the desktop screen.

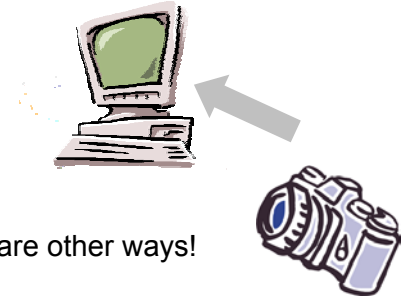
Tip

Try and be systematic about the way you save pictures and create folders. Think of a filing system that will work for you, then you can always find a picture you want 6 months later. Adding a date on is useful.

e.g. May 2009
Beach trip 09
Village photos 1901 to 1950

Getting pictures off the camera

Different cameras vary in how this works. If you have your own camera, you will soon get used to the way it does it. Your camera should have come with some wires which connect the camera to the computer. If you can't find them, don't worry there are other ways!



There are basically two methods.

1. Using the leads.

- a) Connect the leads from the camera to the pc. Basically the plugs are shaped to fit the hole they go in, so if it doesn't fit, it is probably the wrong hole.
- b) Switch the camera on.
- c) You will probably get a pop up box on the computer saying that it is talking to your camera. It may even start downloading your pictures (or asking you if you want to). If it does click 'ok'.
- d) Alternatively click on 'My Computer'. You should see an icon that represents the camera. Click on it to open.
- e) You can either chose the file you want the pictures to go to or open the My Pictures folder and drag them over.

2. Or using a card reader

This can be easier especially if you can't find the wires.

- a) Take the memory card out of the camera.
- b) Put it into the card reader.
- c) Plug the card reader into the computer.
- d) Click on My Computer, you should see an icon with the photos in it.
- e) Click on this.
- f) Either select all the photos and go to File>Save as> My pictures
- g) Or open My Pictures alongside the photo folder and drag them over.

3. Check you have saved them!

Before you delete the pictures on your camera, check you have definitely saved them.

- a) Close everything down so you are back on the Desktop.
- b) Unplug the camera or card reader.
- c) Open up 'My pictures'
- d) Find the folder with your photos in it.
- e) Click on a couple of the photos to check they have copied.
- f) Close down 'My Pictures'
- g) You may want to keep another copy of your photos elsewhere in case your computer breaks or is stolen.

Deleting pictures off the camera.

You can either do this on the camera itself or using the computer (which can be quicker)

- a) Connect the camera to computer (or card reader)
- b) Find the Folder with the pictures on it.
- c) If you want to delete all the photos, click on the folder and press the 'Delete' key on the keyboard. If you only want to delete some of the photos, open the folder, chose the ones you want to delete and press the 'delete' key.