

# TRANSFERRING PHOTOS from CAMERA to PC

(Sorry – Macs not covered here)

First, decide on the method; there are 3 ways to do this.

1.Cable. This is a USB cable linking the camera to the computer. The cable will have been supplied with the camera when you bought it. The disadvantage to using this is that the camera battery must be fully charged before you start – if the batteries fail in the middle of the transfer, the files could be damaged and become unreadable.



2.Memory Card Slot on PC. Simply remove the Memory Card from your Camera and put it in the slot. It will only go in one way. Don't force it.



3.Memory Card Reader. This is a device which plugs into the PC and the Memory Card from your camera is inserted into it. It will only go in one way. Don't force it. This is only needed if your PC does not have a memory card slot of it's own.

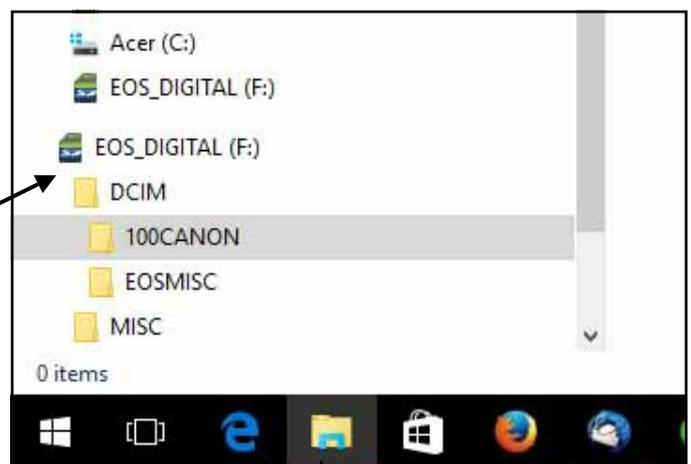
Method 1. Find the cable, plug one end into the camera and the other into a USB port on your PC. Switch on the camera.

Methods 2 & 3. Remove the Memory Card from your camera and slot it into the Card Reader or Memory Card Slot.

On your PC, open File Explorer (Windows Explorer on older versions of Windows). The camera, or card, should show up in the listing under "My Computer" or "This PC" depending on the version of Windows.



*In File Explorer, the memory card will look like this. It has folders for camera-specific functions but you are only interested in the one with the photos in. Usually will be named after the camera.*



*This what the File Explorer icon looks like in Windows 7 to 10*

When you have found the correct folder, this is what it should look like, depending on whether you have "Detail" or "Large Icons" selected in View.

The photos will have a name like IMG\_123.jpg , so the first thing you must do when you have moved them onto your hard drive is to give them a meaningful name.

In your Pictures folder, find or create a folder with a name that will help you to locate these photos later. For instance, because I have photos of Beetlecrushers' various dance outs, I have a folder called Beetlecrushers, inside of which there are folders for each of the dance venues such as Bell Evercreech, Dartmoor Festival, etc.

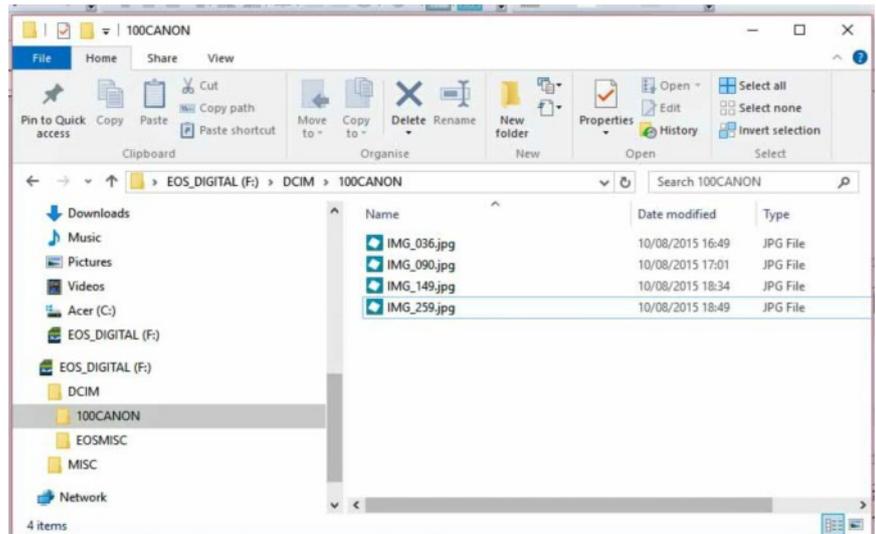
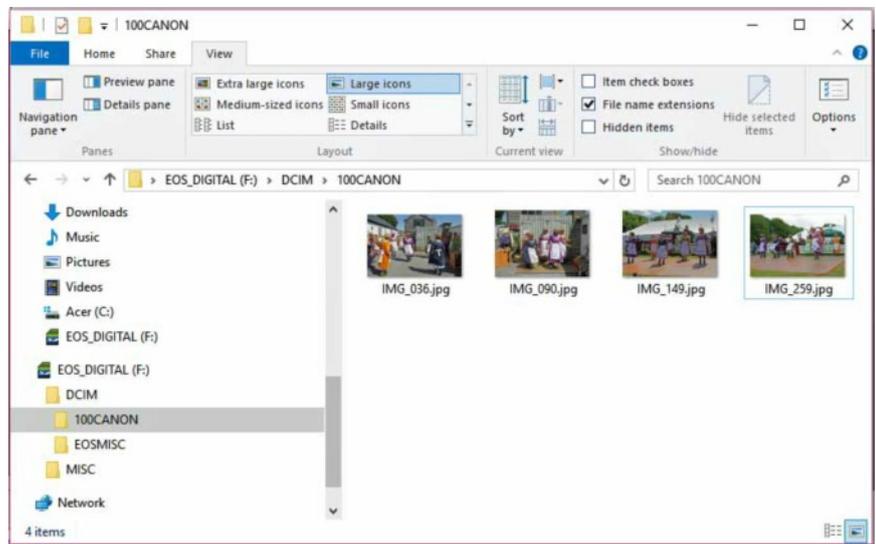
Go back to the file view of the memory card. Click the Control(Ctrl) and A keys together. All the files in the folder will be highlighted. Click the Ctrl and C keys\*; this copies all highlighted files. Now move to the folder where you want the photos to go. Click the Ctrl key and V and the photos will be copied into that folder. (If there are a lot of them, it may take some time; photos are usually large files.)

\*If you wanted to move rather than copy, press the X key instead of C . This deletes the files from the source after they have been copied to the new location.\*

If these picture were put in the Dartmoor Festival folder, I would rename them dartfest then the number; "dartfest095.jpg" . Rename by right-clicking on the name and selecting 'Rename'. This will highlight the name so that you can change it. NEVER delete the .jpg from the end or you won't be able to open the photo to view or edit it. Some PCs are set up so that the extensions don't show and you can't delete them.

This may seem longwinded and complicated at first, but after you've done it a few times it will become second nature ... a bit like dancing.

Sending photos by email is very straightforward and I cover this on the next page.

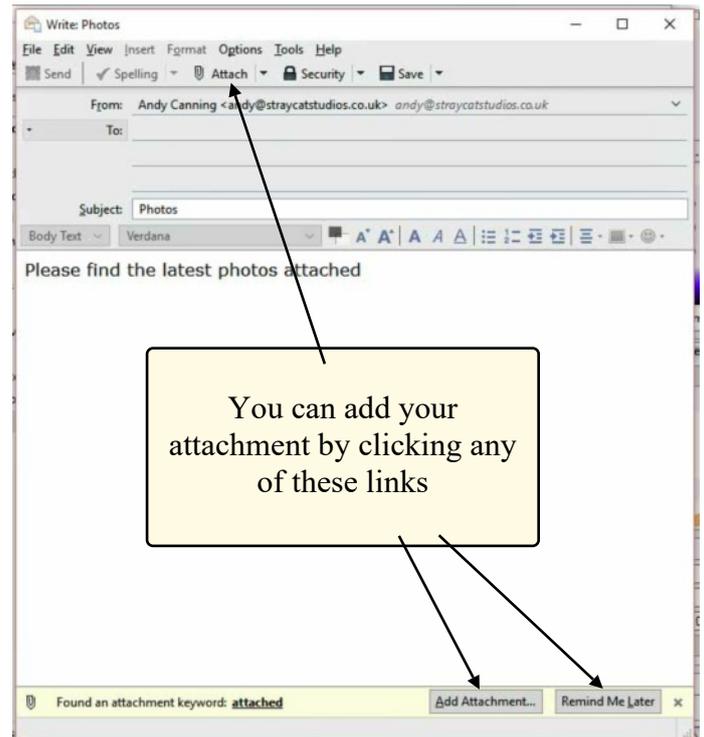
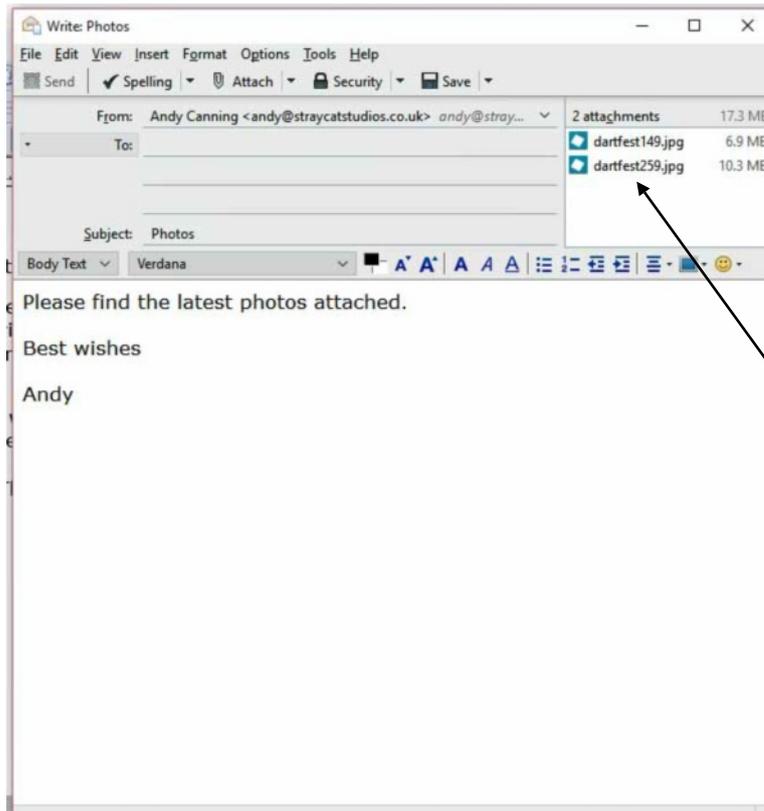


## SENDING PHOTOS by EMAIL

You know where your photos are - you just copied them there!

Open your email software and start to write a new message. Most good email software will notice if you use the word attach or attachment, and prompt you to attach something.

Click one of the buttons shown. A browser will appear; go to your photos and click the one you want to attach (more than one; hold down the Ctrl key while you click each of the files).



The attachments will show in a box somewhere in the window.

Then complete your message and press send.

Email software shown is Mozilla Thunderbird. I can generally help with that as it's the one I use. Any other software, you'll have to use the Help file!

Any questions, email me on [andy@straycatstudios.co.uk](mailto:andy@straycatstudios.co.uk)