

Uploading Digital Images from your camera to your computer in 7 easy steps:

1. Connect camera to computer using a USB cable

- a. Turn your **camera off** and make sure your **computer is on**.
- b. **Plug in the USB cable** that came with your camera (The small end goes into your camera and the USB plug goes into your computer)
- c. **Turn on your camera**
- d. Wait while the computer recognizes your camera as a remote device.
- e. Once the computer recognizes your camera it will indicate that the device is ready to use

2. Find images on your camera using My Computer

- a. Double click "**My Computer**" icon on your desktop or click "**Start**" and click "**My Computer**" on the Start Menu
- b. Look for a drive letter such as "E" of the type "Removable Disk" or an icon of your digital camera
- c. **Double click the drive letter that you believe is your digital camera**
- d. Once the folder opens, you will see a folder or two. (On our Olympus C2100UZ, the folder is named DCIM (digital camera images)
- e. Double click that folder. Once that folder opens, you will see another folder. (On our Olympus C2100UZ, the folder name is OLYP1000 I believe.)
- f. Double click that folder and you will see all of the pictures currently on your camera, or icons of your images.

3. Copy camera's images

- a. To **copy all of the images from your cameras memory card**, find the file menu on the top of the window and click "**Edit**" then click "**Select All**." All of the images (or icons of selected image).
- b. Next, again on the Menu bar, click "**Edit**" and then click "**Copy**." All of the images on your digital camera's media card will be copied and stuffed into your mouse pointer, waiting for your next command.

4. Make a folder in My Pictures

- a. Next, click on the "**Start**" button and click "**My Pictures**." The path in the "My Pictures" window address bar will look something like this: **C:\Documents and Settings\User\My Documents\My Pictures** Note: The "C" drive is your computer's hard drive or main drive.
- b. Now that you are in your "My Pictures" folder, there are only a few more steps.

c. On your "My Pictures" menu bar, click "**File**", then point your mouse pointer to "**New**" and move your mouse pointer straight over to "**Folder**" and left click "Folder." In your "My Pictures" window, you will see a folder with the word, highlighted in blue, "New Folder" with a black vertical blinking cursor. This means that the computer is waiting for you to name the folder. Without clicking or touching your mouse, type in a name for your folder. I like to name my folder as follows: Subject and date. Here is an example: barns_021309. Note also, you are not allowed to use any special characters when naming a folder such as ", /" etc.

d. Type in a name for your folder and hit the enter key on your keyboard twice. This will name the folder and open it so you can, finally, do the last step... paste your images into your folder in your My Pictures folder on your computer's hard drive "C" drive. Ready for the last step? Remember that I told you that all of the images that you previously copied from your digital camera's media card are stuck in your mouse pointer? Well, I'm about to prove it to you.

5. Paste the camera's images into your new folder in My Pictures

a. Click on "Edit" on the menu bar. Move your mouse pointer down to "Paste" and left click "Paste" once and sit back and watch your computer paste all of the images from your mouse pointer into the folder that you just created and named in your "My Pictures" folder. This may take a minute or two so just sit back and watch and do not click on anything while the computer is doing as you commanded.

6. View the pasted images in your folder in My Pictures

a. Once the copy/paste process is complete, you will see all of your images or icons of your images in your new folder, highlighted in blue. To finish up, left click anywhere outside of the blue around the images, in the white part of the folder somewhere and this will de-select the images.

You are almost finished now...

*** 7. Turn off your camera and disconnect the USB cable** from the computer and your camera. Note: Your images are still on you camera's media card and are also on your hard "C" drive in the "My Pictures" folder of the "My Documents" folder of your computer.

Done... or almost done... depending.

*** One side note. Before you disconnect** your camera from the computer, you have the option of deleting all of the images off of your camera's media card, if you so choose. We do this all of the time. Thus, if your card is full and you have successfully saved all of your images to your computer, you can go ahead and delete them before disconnecting your camera from the computer. How? Quite simple actually. Double

click **My Computer**. Double click the drive letter that represents your camera's media card. Double click both folders until you see all of the images on your camera. Click **Edit**, point to and click **Select All**. Click **File** on the menu bar and then click **Delete**. The computer will ask if you are sure you want to delete and you can simply click **Yes**. Wait a minute while the images are deleted from your camera's media card and once finished, you can turn off your camera, disconnect it from the computer, and remove and put away the camera's USB cable.

Done at last... Great job...