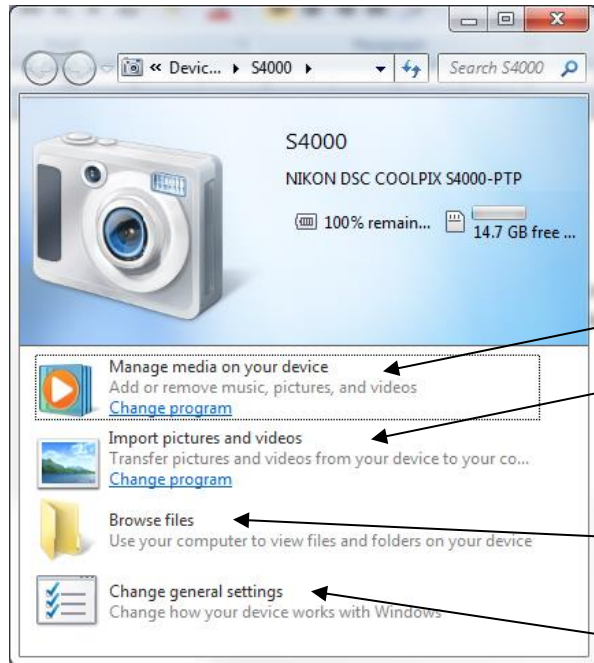


Manage Your Digital Pictures with Windows 7

1. Plug your camera into the computer using the USB cable. Or, remove the memory card from your camera and put it into the card slot on your computer (more commonly available on laptop computers. External card readers are available for desktops).
2. You may need to turn your camera on.
3. A window will pop up asking you what to do.



Opens Windows Media Player

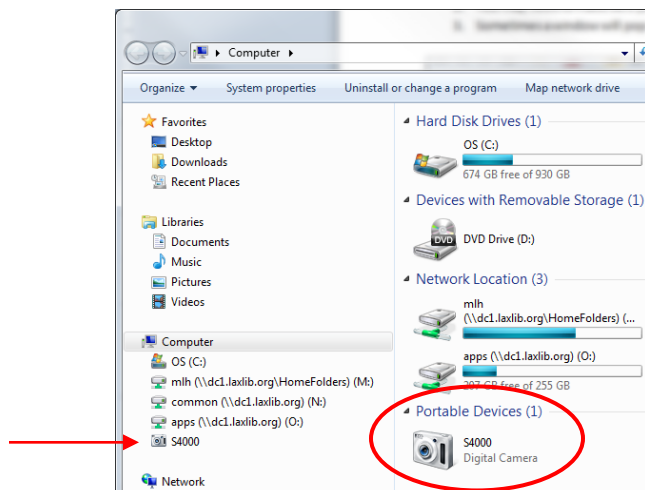
Automatically imports everything on the camera. You can tag them from here and erase from the camera when finished. (You can't just import a few pictures).

or "Open Device/Folder to View Files" Use this for the most control over which pictures to save and where

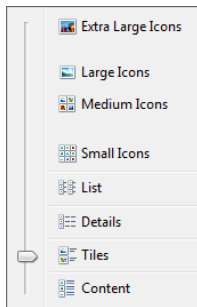
Customize what the computer does when you plug in your camera

For today's example, we will click "Browse files."

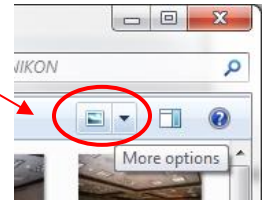
4. If the popup window doesn't come up, you can go to Start – Computer. You should see your camera listed there.



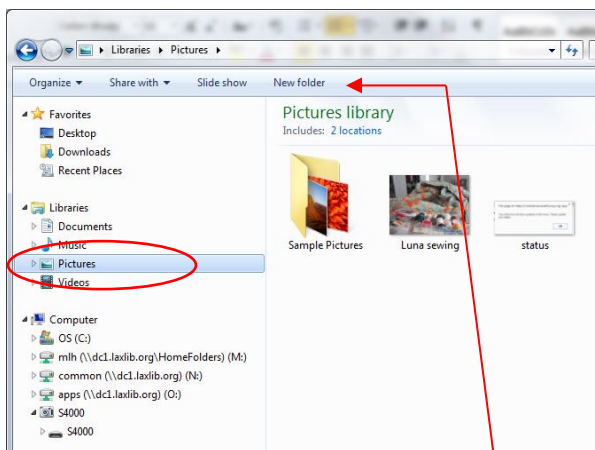
5. Keep double clicking (“Browse files” in picture #3, or your camera name in picture #4) to open the folders until you get to the pictures. One folder will probably be called DCIM, which stands for Digital Camera Images.
6. You can change the view by clicking on the “More options” dropdown box.



★ When viewing your pictures, right click in the white space, and click on “sort by” to rearrange pictures by name, date, etc.



7. To copy, click on pictures to select them. **(Copy rather than cut to be sure you don’t lose any pictures.)**
 - a. To select all pictures, press CTRL + A on your keyboard.
 - b. To select multiple, non-adjacent pictures, press CTRL while clicking pictures.
 - c. To select a range of adjacent pictures (but not all) click the first picture, then hold Shift while clicking on the last picture, and it will automatically select all pictures in between the first and the last.
8. Use your favorite method to copy the pictures. (Right click – copy; or CTRL + C)
9. Navigate to the Pictures directory on your computer (or USB drive, or other location where you would like to save your pictures). Start menu – Computer - Pictures



10. Create a new folder if necessary. (Click New Folder at the top of the window, or right click – New – Folder). Name the new folder. Double click it to open it.
11. Paste your pictures in the new folder. (Right click – paste; or CTRL + V)
12. Repeat steps 7 – 11 as needed.
13. Make sure your pictures are there! Close the window you are in, and find the folder you just created to double check.
14. Delete pictures from your camera. Find the correct folder, select all and delete.

15. Eject the camera from your computer. This is a very important step! It assures that the computer and camera are finished communicating with each other.
 - a. At the bottom right of your screen, look for an icon of a USB cable with a green check mark. You may have to click an upward pointing arrow to see it.
 - b. A bubble will pop up. Click Eject [name of your camera]
 - c. Another bubble will pop up saying it's ok to unplug your camera.

If you are not seeing the eject icon, just make sure your camera is turned off before unplugging it from the computer.

Rename multiple pictures

1. Go to the location where your pictures are saved.
2. Select the pictures you want to rename, using the methods in step 7 above.
3. Right click, and then left click "Rename"
4. Type the new name in the first picture, and then hit Enter on the keyboard. It will automatically rename all the pictures you selected with the new name, and a number (library (1), library (2))

What else can I do with digital pictures?

- Double click on a picture to view. You can also watch a slideshow, rotate and delete pictures.
- Find more pictures online
 - Download pictures from the Internet (Facebook, Google, etc)
 - Right click on the picture and choose "Save Picture As..."; rename it and save it to your chosen folder (be mindful of copyright)
 - Download from your email
 - look for Download or Save, rather than View
 - may automatically save to your Downloads folder; move to your chosen folder
- Share pictures online
 - Attach to an email – look for a paperclip icon and then find your picture on your computer
 - Facebook, Flickr, Craigslist, etc – look for an option to Browse or Upload, and then find your picture on your computer
- Order photo books, prints, and more from places like
 - Walgreens (photo.walgreens.com) , Target (www.targetphoto.com)
 - Online vendors: Snapfish (www.snapfish.com); Shutterfly (www.shutterfly.com)
 - Nations Photo Lab (www.nationsphotolab.com)

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