



## Transferring Images from your SD Card, to the Computer

### Process:

1. Insert your SD card into the memory card reader, and then place the USB connecting piece into one of the available USB ports located on the front panel of the computer.
2. After you insert the memory card reader into a USB port, the computer should recognize that a new device or hardware has been installed, and will confirm this by displaying a message in the lower right hand corner of the monitor. *(If the computer does not recognize that a new device or hardware has been installed, please inform the instructor immediately, so assistance may be provided.)*

**“Please note that the computer may recognize a Plug and Play device has been placed into the USB port, and an “AutoPlay” menu will appear on the monitor. If this menu appears, close it out by selecting the cancel button located in the bottom right hand corner of the menu that appears. Then follow the steps above.”**

3. If the new device or hardware has been recognized, you can locate your images in the following manner:
  - Open the “My Computer” drive located on the Desktop and look for the Removable Disk (:) or Removable Storage (:) Drive. It should be under the section titled: Devices with Removable Storage. Once you find the drive, select it with the left button on the mouse. This will open up two files, and you will have to select the following ones in order to locate your images:
    - ❖ DCIM folder
    - ❖ 100D5000 folder

After selecting the folders above in order, you will arrive at the location of your images. This can be confirmed by looking at the file names located in the last folder. The file names should resemble the following: (DSC\_0001.jpg). *(If you do not see any files of this type after selecting the folders in the order listed above, please inform the instructor immediately, so assistance may be provided.)*



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4. Once you arrive at the folder where your images are stored, you must copy all of them. This can be done by selecting “ORGANIZE” located in the top left hand corner of the drive window, and scrolling down to click on “Select All.” Once all of the files are highlighted in blue, you must select “ORGANIZE” from the top again. Then scroll down, so you can select “Copy.” After these steps are complete, shrink all the open windows.
5. Now that you have your images copied, you need to create a folder for them on your (H:) Drive. Your (H:) Drive can be accessed by selecting the “My Computer” icon on the desktop. Once you have opened up the “My Computer” Drive, you should see your (H:) Drive under the Network Drives section click on it.
6. Once the (H:) Drive opens, it is now time to create a new folder. In order to do this, you must right click on the white area of the window to make a menu appear. Once this menu appears, scroll down to “New” and select “Folder” on the menu that pops out to the right. You will have the ability to name the folder right away, as it is highlighted in blue. Please name the new folder “Digital Photography”
7. Inside your Digital Photography folder create another folder labeled “Assignment 1”.
8. Once the folder is created and named, you may open it up. Next, right click on the white area once again to make a menu appear. Once this menu appears, scroll down and select “Paste.” After selecting “Paste,” all of your images should now be accessible within the Digital Photography folder you created on your (H:) Drive.
9. Lastly, confirm that the images are located in the proper place by closing out all windows and reopening them. If the images are located within the proper folder, you may use Windows Picture and Fax Viewer to view them by simply double clicking on any picture.