

## How to import documents and pictures to your PC or laptop:

We frequently want to transfer pictures or documents from an external device (such as camera or memory stick) into our computer.

Terms used: **Source** is always where we wish to take pictures/documents FROM, and **Destination** is the file or folder where we wish them TO be stored.

The *simplest and safest* method of transferring files or folders is based on locating the source file or folder using FILE EXPLORER, then using COPY and PASTE to transfer them into the destination folder. **Once you become familiar with this method, you need only follow the instructions in red, below.** NB. There are other methods, but the following is safest for inexperienced users.

### 1. Transferring pictures FROM a camera TO your 'PICTURES' folder:

- a) Use a USB/mini USB lead to connect your camera to your PC (or if preferred, remove the SD card from camera and place into SD reader in PC). In both cases your PC should then automatically open the FILE EXPLORER 'NAVIGATION PANE' to show you where the folders are located. If FILE EXPLORER doesn't open automatically, then go to the FILE EXPLORER tab in the TASK BAR (at bottom of Desktop screen) and rt click to open from there.
- b) Locate the SOURCE pictures in your camera (ie the ones you wish to transfer) – do this by looking down the folders list on LHS of screen, and find the CAMERA/DCIM folder (DCIM is ALWAYS the default location for your camera's pictures).
- c) Open the DCIM folder (and any sub folders) to locate your SOURCE pictures (remember to use VIEW tab (at top of screen) to change your pictures from a list of names into a list of pictures).
- d) When you have found your picture, use Right click/COPY to copy your picture to the clipboard; then go look for the DESTINATION folder...
- e) The destination folder should be a folder called 'PICTURES' or similar, and is found by looking in the NAVIGATION PANE (left hand column of FILE EXPLORER) usually in the list above where your CAMERA/DCIM folder was found);
- f) Open the destination folder in PICTURES (rt click/OPEN) then rt click/PASTE to transfer your pictures from the clipboard into the destination folder. NB if you need to create a new folder or folders, see section 2, below.
- g) You can then go back to the SOURCE folder and delete the originals *but only if you are certain that your pictures have been successfully transferred to your PC.* Do NOT attempt to delete the originals from your camera without first checking they are safely stored on your PC.



2. How to create a new folder (ie the Destination folder into which you paste your pictures):

- a. Use FILE EXPLORER to open the NAVIGATION PANE of your computer, and look down LHS of list to locate the PARENT folder into which you wish to add your new (destination) folder (we used 'PICTURES' as the DESTINATION folder).
- b. If you need a new folder in which to store your pictures or documents then create one by Rt click on the parent folder and select NEW/FOLDER from the drop-down box; give your new folder a name eg '2016', 'holiday in Norfolk' etc
- c. Carry on from 1e above and copy/paste your pictures into the destination folder.

Repeat sections 1 and 2 for all subsequent transfers.

You can use exactly the same method as above to not only transfer pictures between camera and PC, but also to transfer documents and data from a memory (USB) sticks to your PC and also to move pictures and documents between any two folders in your PC, (including creating new destination folders).

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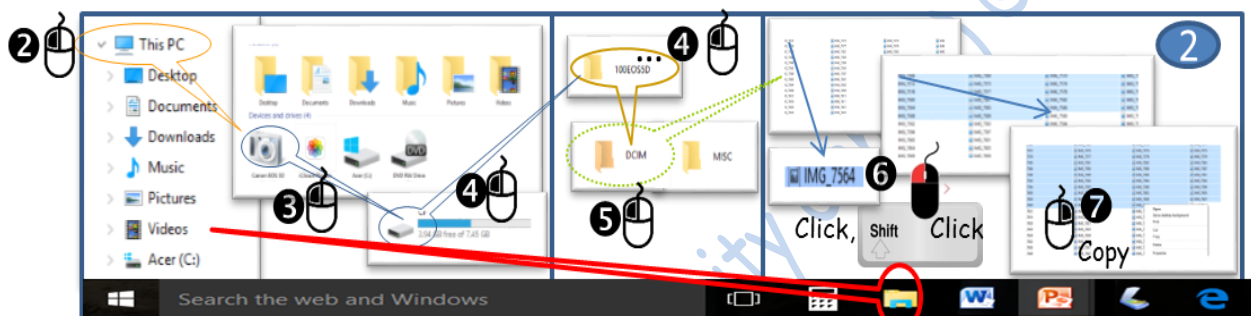
Please see additional documentation this illustration has been extracted from:



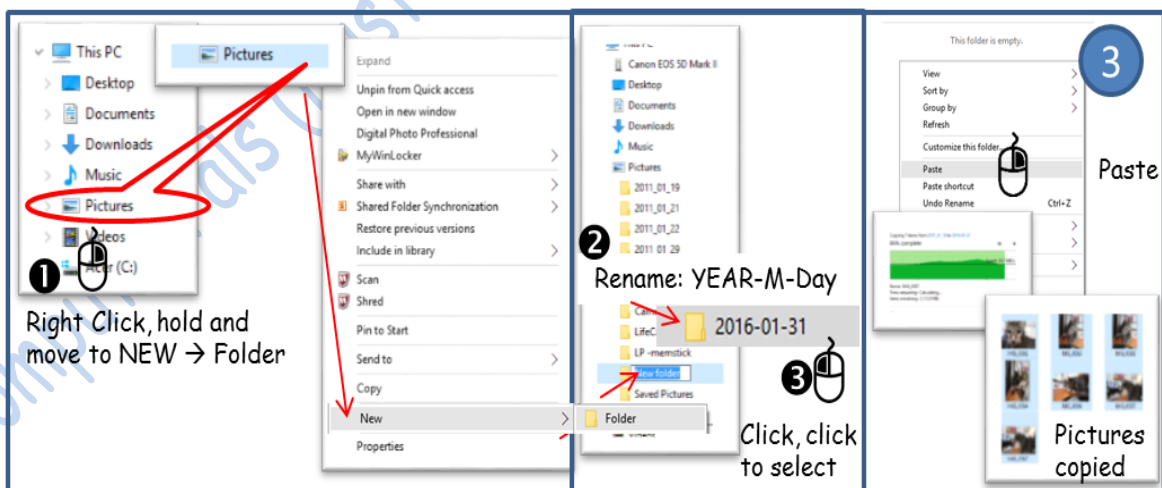
1 Use your Camera's USB cable to connect your camera to your computer. Switch on the camera.

**NB:** After all of your photos are copied, you **must** close all of the file explorer windows, and switch off your camera before disconnecting the USB cable!

It is **not** advised to use your computer to delete photos on your camera - use the camera to do this.



1. Click 'FILE EXPLORER' icon on task bar
2. Click 'My PC'
3. Because you have connected your camera, a Camera Icon will appear, Click until you reach 'DCIM' (4,5)
4. You need to select the photos you want. Click to select the first one. Hold down 'SHIFT', then click the last photo. The photos you want should now be highlighted
5. Right Click and select 'COPY'



1. To select the destination, Click in File Explorer 'PICTURES' to select; then Right Click and select 'NEW' → 'FOLDER'
2. A new folder will be created - called 'NEW FOLDER'. You should rename this by typing the date in the following format 'YEAR - MONTH - DAY'. This makes it easier for you to find your photos.
3. Right Click to select 'PASTE'. Your Photos will now be copied into this new folder from your camera.

