



Transferring Images from a Camera to the Computer

The Snacks are based on the full-length tutorials in the Recipes4Success series.
www.tech4learning.com/recipes

This sample is taken from the Snacks available in the Library of ProjectLearn.
www.tech4learning.com/ProjectLearn

If the name is no longer highlighted, click once on the name and wait and it will highlight again and you can change it.

If the name is no longer highlighted, right click on the folder and choose Rename. The name will highlight again and you can change it.

Making a folder to store your images

Before you transfer your files, it is a good idea to determine where you are going to save them. In this example, you create a folder on the computer desktop, but you could also create this folder anywhere on your hard drive or even on a network server.

Macintosh

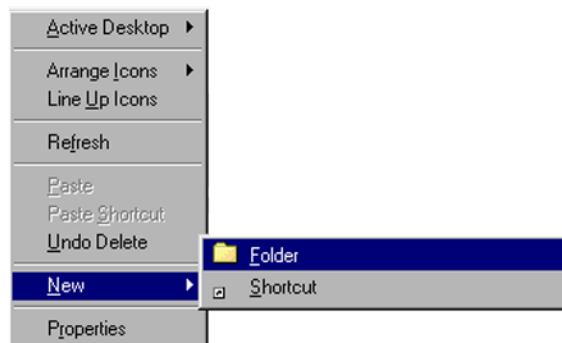
From the **File** menu, choose *New Folder*. A new untitled folder will be created on the Desktop. The name of the folder, untitled folder, will be highlighted.



While it is highlighted, type in the title of your project.

Windows

Click on the Desktop background with the right mouse button. A contextual menu will appear. Choose the New and Folder option and click the left mouse button.



A new untitled folder will be created on the Desktop. The name of the folder, New Folder, will be highlighted.



While it is highlighted, type in the title of your project.





Transferring Images from a Camera to the Computer

Transferring Pictures From the Camera to the Computer - Windows

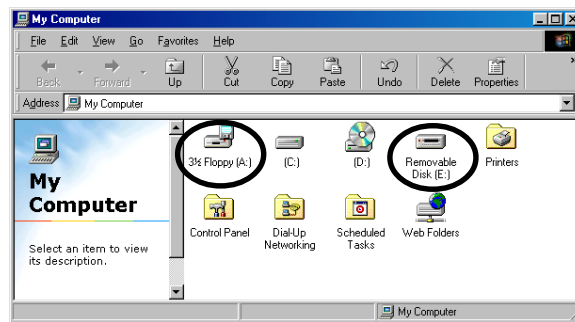
Remove your floppy disk from your Sony Mavica camera and place it in the floppy drive, or if you have a computer that connects with a USB cable, plug the cable into the camera and the computer's USB port and turn the camera on.

Double-click on the My Computer icon.



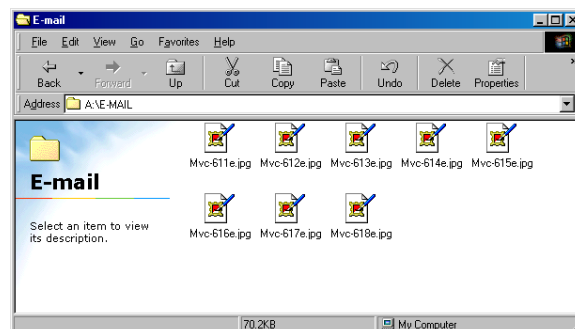
If you are using a Sony Mavica camera, you will need to double-click on the floppy drive icon. If your camera connects with a USB cable, then it will likely show up as its own drive on your computer called "Removable Disk."

Cameras with cables - Open the DCIM file, then open the folder with the number on it. Copy these images to your folder.



You may also see an email or preview folder, depending on the settings on your camera. The pictures in these folders are a smaller size.

Double-click on the disk or drive icon to open it. Then, navigate to the folder of your images and open it.





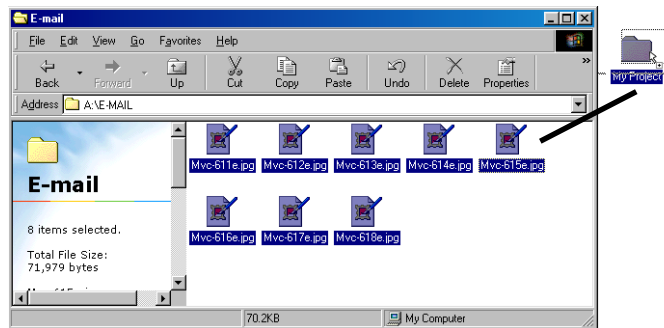
Transferring Images from a Camera to the Computer

Dragging files

When you see your picture files in the window, go to the **Edit** menu and choose *Select All*. Then place your mouse pointer directly on one of the images and drag it from the window directly onto the folder.



The folder will highlight if you have dragged a file on top of it. Do not release the mouse until the folder is highlighted.



Your images will be copied to this folder on your hard drive.

Copying and pasting files

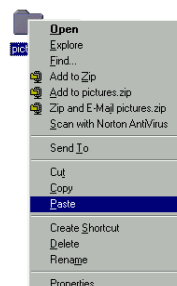
You can also move your files using Copy and Paste.

When you see your picture files in the window, go to the **Edit** menu and choose *Select All*. Then, go to the **Edit** menu and choose *Copy*.



Close this window using the Close button in the upper right corner of the window or go to the **File** menu and choose *Close*.

Move your mouse over top of your folder. Right click on the folder (make sure it highlights) and choose Paste.



If you took pictures with a Sony Mavica, there will be hidden files on the disk as well. Click the OK button, when this dialog appears.



Put ALL of the images into this folder. It is much easier to work in Spin PhotoObject if all of the pictures are in one place!



Your images will be copied to this folder on your hard drive.



Transferring Images from a Camera to the Computer

Transferring Pictures From the Camera to the Computer - Macintosh

Remove your floppy disk from your Sony Mavica camera and place it in the floppy drive, or if you have a computer that connects with a USB cable, plug the cable into the camera and the computer's USB port and turn the camera on.

When you attach the camera to the computer or put in your floppy disk, you will see the floppy disk or drive icon appear on your computer. It will probably be labeled untitle and may even have a camera icon.



Double-click on the disk or drive icon to open it. Navigate to the folder of your images.

Cameras with Cables - Open the DCIM file, then open the folder with the number on it. Inside you will see the image files.

When you see the images in the window, go to the **Edit** menu and choose *Select All*.

On the keyboard, hold down the **Option** key and then, place your mouse pointer directly on one of the images and drag it from the window directly onto the folder.

Note: The folder will highlight if you have dragged a file on top of it. Do not release the mouse until the folder is highlighted.

