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Getting Pictures from the Camera

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Getting pictures from the digital camera onto the computer and into emails is just a process of moving jpeg files around. The most effective tool Windows offers for file management is Windows Explorer. Learning to use this program will simplify the tasks of storing, moving, finding and open files of any type.

Ultimately you want to put jpeg files into emails, either as part of the body of the email or as attachments. I'll cover both. But first we need to get the file off the camera and onto the hard drive.

Here is a step by step procedure:

- Open Windows Explorer (not Internet Explorer) by double clicking the icon on the desktop. If the icon is not on the desktop, click Start and got to All Programs, Accessories. You will find it there.
- When Explorer opens, you will see two panes. On the left is the folder structure. On the right is content of the currently selected folder.
- In the left pane, click the plus sign to the left of the My Computer object. This will expand it and reveal the drives underneath it.
- Be sure you can see the "C" and "D" drives which represent your hard drive and cd-rom drive respectively.
- If you have a memory card reader, remove the memory device from your camera.
- Put the memory device into the card reader/USB adapter.
- If you are connecting the camera directly to the computer, plug the adapter cable into the camera. Turn the camera on and set it view the images.
- Plug the adapter into the USB port on the front or back of your computer.
- Look for a new "removable media" drive in the left pane of Windows Explorer. This is the card reader/memory device.
- Click the plus sign in front of the new drive if it is not expanded already.
- Click the plus sign in front of the DCIM folder on the new drive.
- You will see one or more folders with numbers for file names. The numbers are representations of dates put there by the camera.
- Click on the latest of these folders. Your picture files are inside these folders.
- In the right pane of Explorer you will see your picture files. If the view is set to view as web page you will see thumbnails of your photos.

At this point we have found your pictures. If the photos in this folder are not what you are looking for, do the following. If these are the right pictures go to page 2.

- In the left pane of Explorer, select one of the other numbered folders under the DCIM on the new drive.
- The content of the right pane should change to the content of the newly selected folder.

OK you found the pictures you want. Now we need to move them to the hard drive "C".

- Using the vertical scroll bar in the left pane of the Explorer, move up and down the folder structure until you see "My Documents". DO NOT click on anything yet.
- Click on the plus sign in front of My Documents. You will see a group of folders. One will be "My Pictures". DO NOT click anything yet.
- If you have other folders under "My Pictures", and you want to put the files there, click on the plus sign in front of "My Pictures" to make the folders visible.
- The content of the right pane of Explorer should still be your picture files. If it is not, in the left pane, find the number folder on the new drive that has the pictures and click on it. The right pane must have the picture files displayed. It doesn't matter if it is just file names or thumbnails, just so you can select them.
- With the **picture files** visible in **right** pane, and the **folder** where we want to store the files on the hard drive visible in the **left** pane, we are ready to copy the files.

If you want to copy all the pictures do this:

- Click on any of the picture files in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- Press the "a" key.
- All the files will be selected.
- Position the mouse over one of the selected files.
- Press and hold down the left mouse button.
- Move the mouse, dragging the files, to the left over the folder that you want to copy the files into. Let's assume "My Pictures" for now.
- When the folder is highlighted, release the mouse button.
- The files will be copied into the folder. It may take a while.

If you want to copy some of the pictures do this:

- Click on any of the picture files in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- While holding the CTRL key, left click on the pictures you want to move.
- As you click on each one the files will be selected.
- Position the mouse over one of the selected files.
- Press and hold down the left mouse button.
- Move the mouse, dragging the files, to the left over the folder that you want to copy the files into. Let's assume "My Pictures" for now.
- When the folder is highlighted, release the mouse button.
- The files will be copied into the folder. It may take a while.

Once you are sure that you have copied the files to the hard drive you can delete them from the memory stick by selecting them as above and pressing the delete key.

Putting them into an email is easy. If you want to send pictures in the body of an email do this.

- Open Outlook express like always and start a new message to whomever.
- Start typing your message.
- At the point where you want the picture to appear, select "Insert" from the top menu.
- Select "Picture"
- A browser window will be displayed.
- Navigate to "My Pictures" or wherever you put the picture you want to use.
- Find the filename in the window and click on it. (or just double click on it and skip the next step)
- Click on the Open button.
- The picture will appear in the message.

If you want to send pictures as attachments to an email do this.

- Open Outlook Express like always and start a new message to whomever.
- Either before or after typing your message, click the paper clip icon near the top of the window.
- A browser window will be displayed.
- Navigate to "My Pictures" or wherever you put the picture you want to use.
- Find the filename in the window and click on it. (or just double click on it and skip the next step)
- Click on the Open button.
- The picture's filename will appear in the attachment window just above the right corner of the message window.

With either method you send the message as usual. Remember, the size of the picture(s) will affect how long it takes to send the message. Don't cut the connection before the message is sent or it may be unreadable at the other end.

This same basic procedure can be used to include other file types in an email.

Good luck!!