

Silver Surfers @ Bedford Vocality Project Training 2007

Session 3 – Teaching Digital Photography to Older Learners

Downloading your pictures

There are many ways of downloading your pictures.

We will use the **Scanner and Camera Wizard** which is an embedded program which works with Windows XP.

We will look at other methods of downloading using your own camera software if there is time.

Plug in Your Camera

You will need your USB lead to plug the camera into the computer.

Do not switch on the camera until you have plugged in the lead to the computer and to the port on the camera.

When everything is plugged in you must

- select the correct option on your camera (not for all cameras)
- switch on the camera

Using the Wizard

When your camera is plugged in and switched it should display a USB – DSC option on its screen. Note that some cameras have more than one USB option.

The computer will ask you what you want to do next:



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Use the option:

Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard.

Click **OK**

The **Scanner and Camera Wizard** will open.



This wizard treats most cameras as a disk or data stick which is storing pictures. These picture files may then be saved to a folder on your computer.

Click the **Next** button.

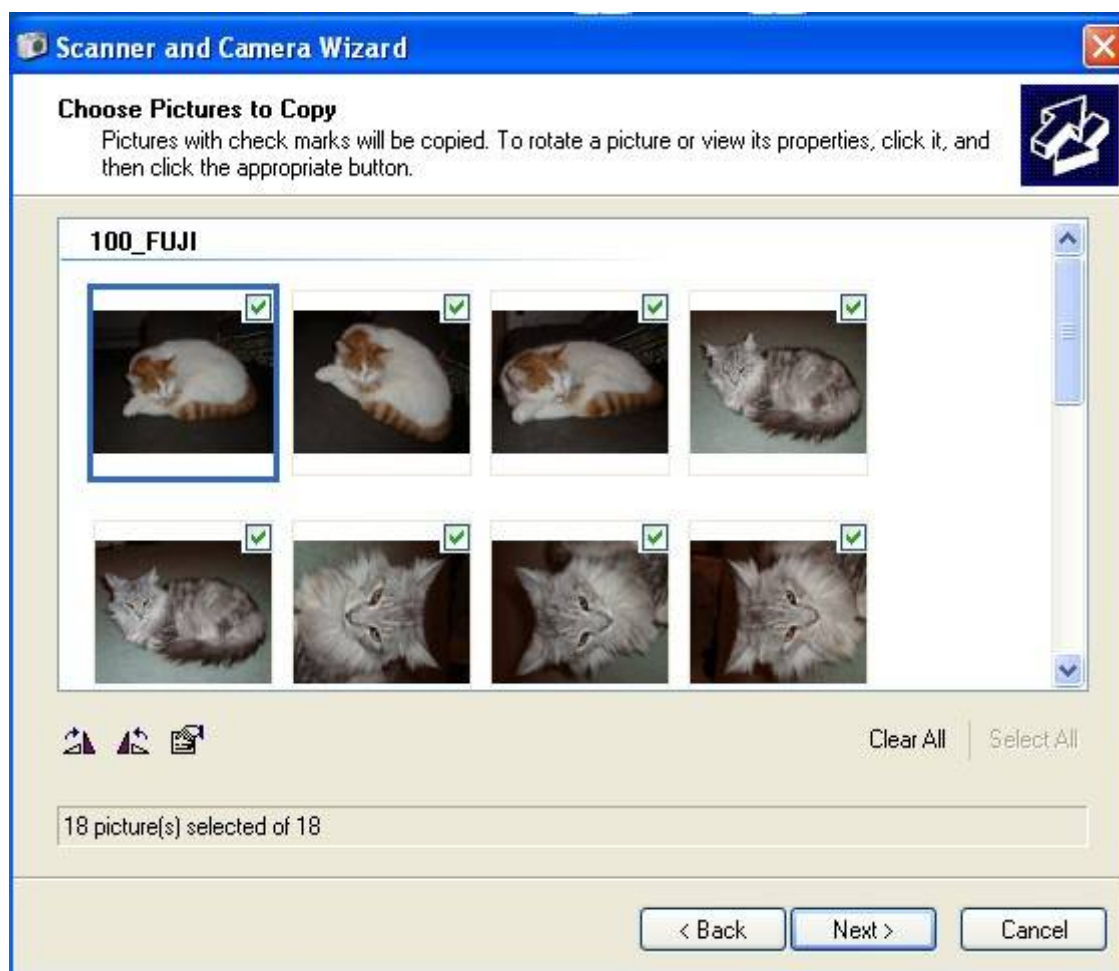
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The computer will then start the copy process. It will give you lots of options so make sure that you read the information on each page.

Choosing which pictures to copy to the computer

Your pictures are shown to you on the screen.



Your pictures **are still on the camera, not on the computer** at this stage.

You have the option to choose which pictures you wish to copy to the computer.

Each picture has a small box next to it with a green tick in the box.

You may **Clear All** which means that all the ticks will be removed and you can then click in

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each box next to the pictures which you wish to copy.

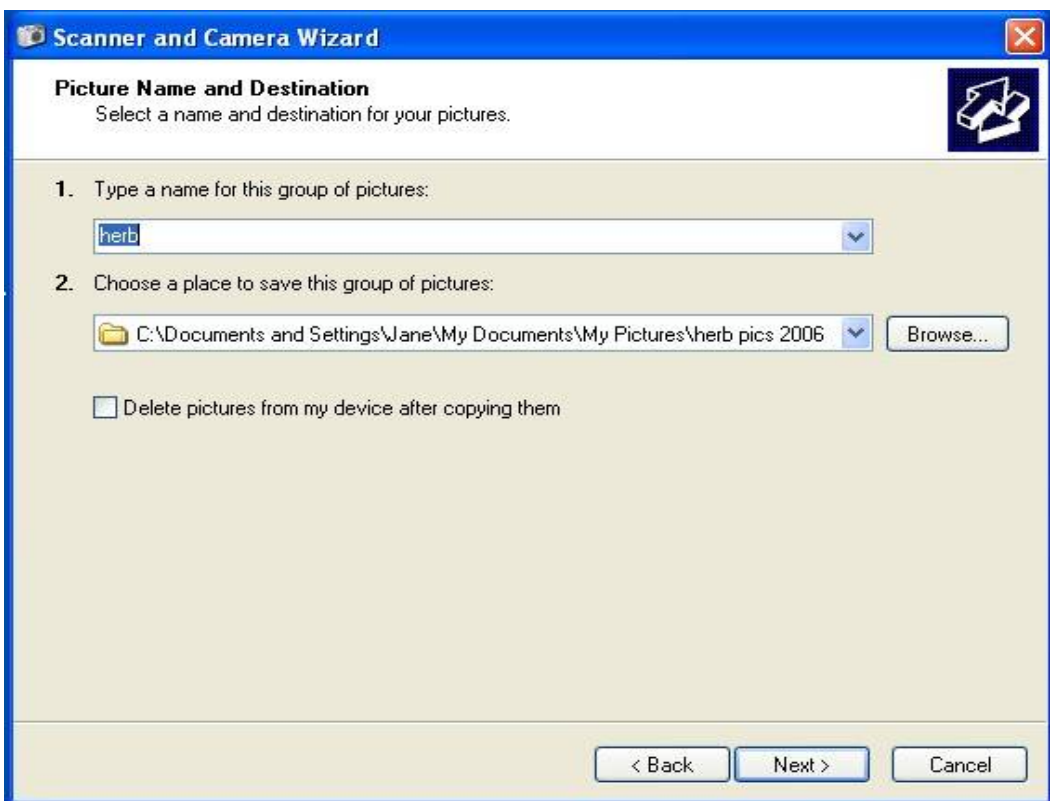
If you use **Clear All** then the option to **Select All** will become available. This will replace the ticks in all the boxes again.

Remember there is a scroll bar on the right hand side of the screen. You can use this to scroll through your pictures.

Make sure you have ticked all the pictures you wish to copy and then click the **Next** button.

Choosing Where to put your Pictures

You now have the option to say **where** you wish to put your pictures.



In Option 1 you may give a name to this group of pictures (remember you may rename your pictures later) e.g. Cats. The computer will then name the pictures as

- cat001
- cat002
- and so on

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In Option 2 you are able to choose where to put your pictures. Remember that you may use the **Browse** button to set up a new folder. Your pictures will go into the last folder you used if you do not select a folder.

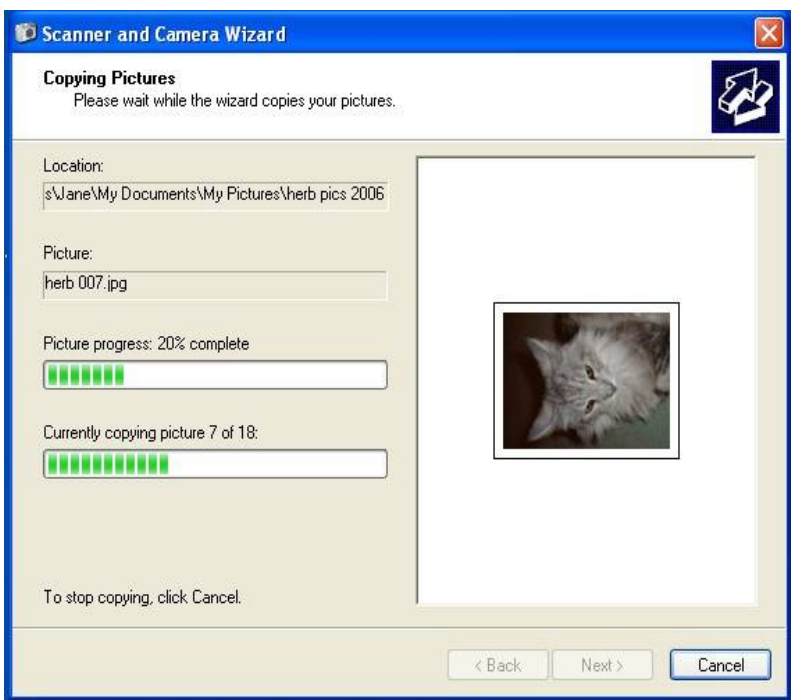
Finally you are given the option here to delete the pictures from your camera after copying them to the computer.

Recommended – you leave this box blank and delete your pictures from your computer manually. This means you may copy them again if you need to before deleting.

Starting the Copying Process

The wizard will now copy each picture you have selected to the folder on your computer that you have chosen.

The wizard will show each picture as it copies and give you an indication of how far it has gone with the copying i.e. **Currently copying picture 7 of 20**.



The computer will also tell you how far it has got as it copies each picture. You may cancel copying at any time by clicking the **Cancel** button.

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Finishing Off

When the camera has finished it will ask you if you wish to do anything else with the wizard.

Make sure the **Nothing** option is selected.



Click the **Next** button and then click the **Finish** button.

