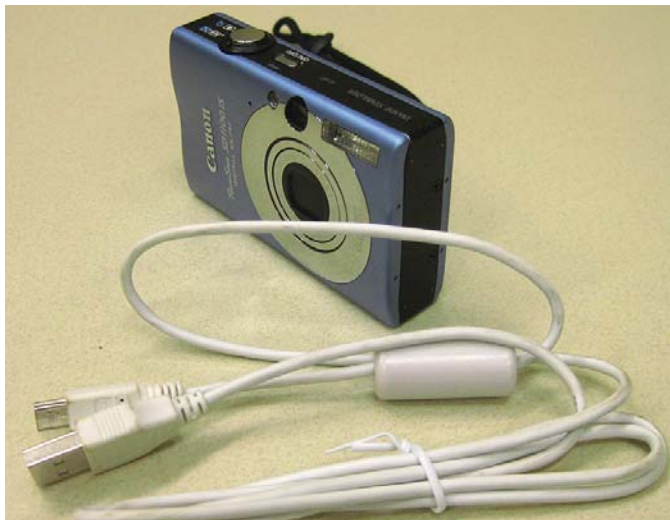


PERSONAL DIGITAL ARCHIVING SERIES

# Transferring Photos from Your Camera to Your Computer

Digital cameras contain a removable SD card that has the capacity to store hundreds of digital photos. No matter how large your SD card is, the best practice for preserving digital photos is to copy them from your camera to your computer as soon as you can. That reduces the risk of losing your photos as a result of damaging or losing your camera.

*These are general instructions for computers using Windows software. Different cameras and computers have slightly different screens and options but the process itself is similar for all digital camera resources.*



*Digital camera with a USB cable to transfer photos*



*USB cable connection end*

Digital cameras usually are packaged with a USB cable that connects the camera to a computer USB port.

## What is an SD card?



An SD (Secure Digital) memory card is a storage medium for digital photos. Digital cameras are often packaged with low-capacity SD cards; many people buy larger SD cards so they can use their camera longer without filling the card up or they carry multiple SD cards with them on extended trips. The card is easily removed from the camera.



*USB port on a computer*

Plug the camera into the computer and turn the camera on. You may have to switch the camera into Review mode in order for it to fully connect to the computer.



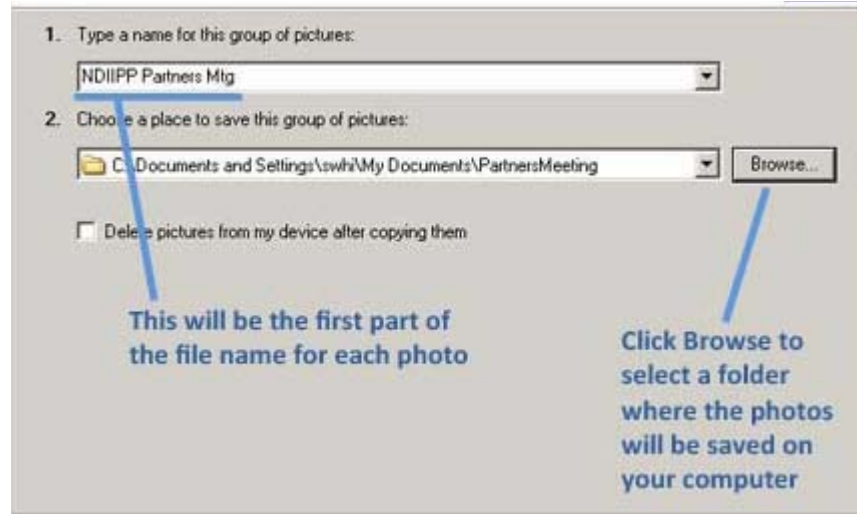
Once the camera has connected, a window should pop up, prompting you to open the camera contents with the camera software. This software is generally called camera wizard software.

If a window does not automatically pop up, you may have to look for the camera device. For example, on a Windows PC, you will need to view your My Computer or Home folder to look for the device.

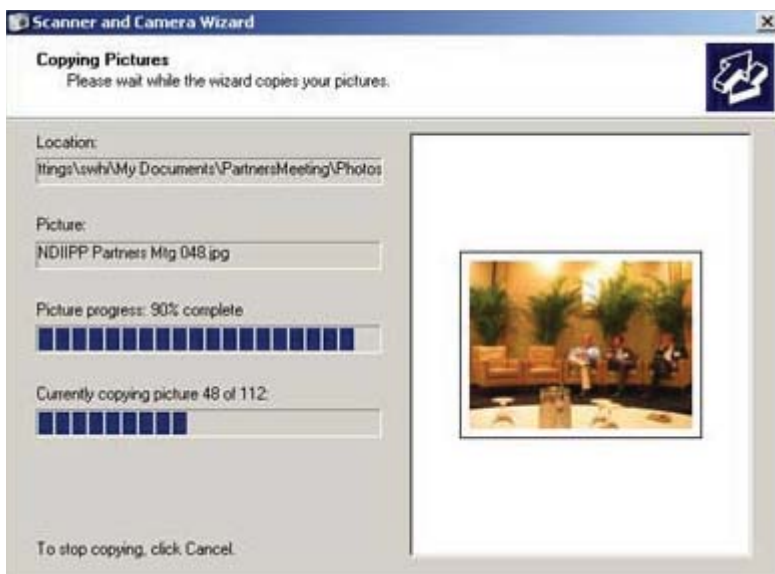
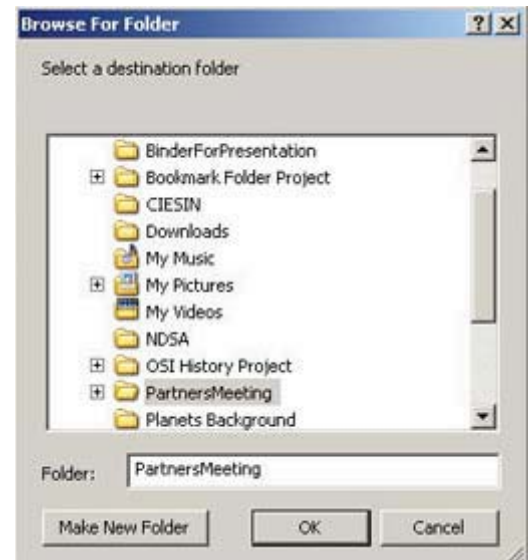
Most camera software allows you to select specific photos to move off your camera to the computer.



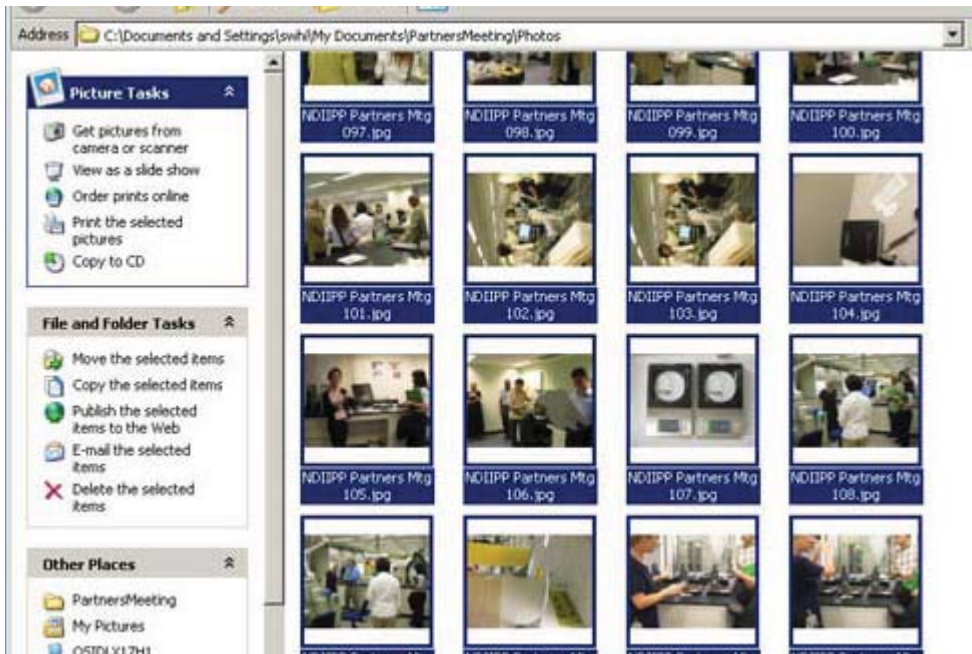
Camera software usually permits you to name your photos. If all your photos are from the same event, for example, you can use this event name as the first part of the file name, and the photos will get numbered sequentially as they transfer to your computer.



If you do not have a folder for those photos, create a new folder in your file directory to keep your photos organized. If you have a master folder for your photos (such as “My Pictures”) the new folder should be placed inside it. Give the new folder a descriptive name; a subject or the date created are good choices. This will make your photos easier to find later.



The more photos you transfer, the longer the process will take.



Once you complete the transfer, turn off your camera and unplug it from the computer.

Your photos are now saved on your computer.