

Transferring Files From External Devices (Cameras, Card Readers, Jump Drives, Etc.)

In order to transfer files to your computer you first need a destination folder for them (somewhere for the images to be stored)....

1. **Create Folder:** To create a folder, right-click with mouse and select New>Folder. Name the folder in a way that it will represent the contents of the folder (My Photo's, etc.). You can either leave the folder open, or close the window for the time being.
2. **Connect a Device:** To transfer files using a card reader, USB "thumb" drive, or directly from the camera (via a USB cable), connect your chosen device to the computer wherever a USB port may be present. In room 1270 there are two USB ports on the front of each computer.
 - A window will appear prompting you to choose an application to transfer/view files with. Hit Cancel, we will manually transfer the images.
3. **Access External Drives (camera, jump drive, etc.):** On the desktop, locate the "My Computer" icon and double click to open a window. The setup of this window may vary a bit on individual computers, but there should be a list of drives (hard drives, cd drives, etc.) and folders. Look for the device you've connected. The name of your particular device will surely vary. Users are able to give devices personalized labels, if you have not done so the name may be "Removable Storage", "External Memory", or something to that effect. It might also be referred to by brand name: Canon, SanDisk, etc. Once you have located your device, double click the icon to view its contents.
4. **Select Images/Folders:** Locate the image(s) or folder(s) you wish to transfer and select them. If you are only going to transfer a single image simply click once with the mouse to hi-light the file. If you wish to select more than one item at a time you can do so in a couple of ways.
 - Click to select the first item, then holding the SHIFT key, click the last item you wish to move. Both items, as well as all those between them will be selected (hi-lighted in blue).
 - If you want to select multiple items intermixed amongst others you do not want, you can hold down the CTRL key and click each of the items you wish to transfer, and in this way you can compile a group that can all be moved at once.

- A third method is to simply “click and drag” a selection box (blue) around a group of items. Anything encompassed by the rectangular box will be selected and ready to move.
5. **Transfer Files:** there are a couple of ways that files can be moved - both work on either PC or Mac platforms. “Copy” and “Paste” should be familiar to most anyone with basic computing experience. At the top of the window which contains the items you wish to move, select “**Copy**” from the **Edit** menu (CTRL+C). Next, find the folder you wish to transfer files to (Located on your computer’s desktop if you are following this guide). Double click on the folder to open a window if there is not one open already. In the **Edit** menu at the top of the destination folder’s window, select “**Paste**” (CTRL+V) and the computer will commence copying all the selected files to this new location.
- A second option is to manually “drag and drop” the files from one window to another. In this instance, both the source (where the images are located currently) and destination (where you wish to copy the images to) must be visible on the screen (two separate windows). Position the corresponding windows for each so that both are visible (its ok if they overlap some). Simply click and drag one of the selected files over the destination window/folder and drop, or release the mouse and the computer will begin to copy the file(s).

You now have copies of your images ready to be edited using software such a Photoshop.