

How to Move Pictures from your Camera to the Computer

Your Spotlight Drama shows will be instant crowd-pleasers...but only if you're able to take great photos. And import the photos into your computer. *And* move the photos into the Spotlight Drama frames

Let's walk through how to accomplish that middle step: getting digital photos from your camera into your computer.

We recommend you copy photos to your computer's desktop. That way you'll be able to find them quickly, and it will be easy to make copies for people who want special memories of their time at Avalanche Ranch.

There are literally thousands of different digital cameras, so these instructions can't be specific. But they *will* cover the general steps that are common to most digital cameras.

Let's start with your camera...

Begin by locating that camera manual you promised you'd read someday. Well, today is the day!

Look at sections that deal with downloading photos—you'll need to be familiar with the steps and also make time to practice the process.

Can't find the manual? Here's a backup plan: locate a teenager and ask for an explanation. A teenager familiar with digital technology may well be able to quickly figure out what you need to know. Or jump on line and visit the home site of your camera's manufacturer to check for an on-line manual.

HINT: This is a *great* time to replace your camera's battery. Place a fully charged battery in the camera, and have another charged battery standing by.

Then consider cables...

Somewhere on your digital camera is either a plastic or metal cover over a slot where a cable can be inserted. The cover may be hidden or blended into a seam. But trust us—it's there. And until you locate it you'll be unable to connect to your computer.

Missing your cable? Take your camera to an electronics store such as Radio Shack or Best Buy. A replacement cable for a USB port will quickly be located.

Typically, the small plug on the cable is inserted into the camera. The larger plug goes into a USB port on your computer.

Once you've connected the camera to your computer with the cable, turn your camera on.

When the camera is plugged in and turned on, your computer will register that another hard drive or peripheral device has been attached. Computers display that information in a variety of ways. We'll tell you how to look for the most common ways so you can be sure that you've made the connection correctly.

Your camera manual will tell you how to set up your camera for a transfer of photos. Some cameras require the camera be in playback mode or view mode rather than picture-taking mode for transfers to be made.

While you have the camera manual out, be certain you understand any settings that relate to your camera. A tip that you need to change your camera settings is if, when you've connected your camera to your computer and turned on the camera, the computer doesn't register that your camera is attached.

And finally, factor in your computer!

Once you've connected the camera, your computer screen will probably react with a pop-up window or balloon notification. Don't worry—it's a sign that your camera and computer are communicating! Just click on the pop-ups to close them.

If you have other windows open, go to the Start Bar and click on the "Desktop" icon. You'll minimize the other windows so you can see the "My Computer" icon. Double-click on "My Computer." When the window opens, you'll see all of the hard drives and peripheral devices that store data listed. Most will be familiar. Look for one that's titled with the make of your camera, or that's a new listing. If you see a drive letter you're not used to seeing appear—that's your camera.

Open that new item the same way you'd open a C drive or any other drive: double-click it. You'll see a list of files. Those are the pictures currently stored in your camera's memory.

Consider moving all existing pictures off the camera to make sure there's plenty of room to capture new pictures at your Avalanche Ranch. It will be easier

to move and manage all the pictures of each day's Spotlight Drama if they're the only photos on your camera.

Some cameras take not only digital photos but also videos. If you have a digital camera that takes both video and still pictures you may see two folders: one called "images" and the other called "movies." Transfer everything to your computer—both photos and movies.

Once you've shot a day's pictures at Avalanche Ranch, you can pick and choose which photos to import to your computer or copy them all over. We suggest you copy them all—it's easier to see the photos on the larger screen of your computer monitor. Plus, you'll save on batteries!

Place the pictures for each day's Spotlight Drama in the folder for that day's drama. For example, if you're preparing Day 5's "Wild Ride" then double-click on that folder to open it. Right mouse click and paste all the pictures right into the folder. Or you can drag the photos into the Day 5 folder.

As your cursor moves onto the folder, the folder will be highlighted. Let go of the mouse button when the folder is highlighted and your pictures will be copied into that folder. A window pop-up will appear indicating the files are copying.

Once the copying is finished, and you've confirmed that the Day 5 photos are in the Day 5 Spotlight Drama folder, you can delete them from your camera. But please: don't do any deleting until you've finished preparing the day's Spotlight Drama. Better to be safe than sorry!

When you're ready to delete the files, select all of them, just as you did before. Right mouse click in the highlighted area and select "delete." Click "yes" to confirm your intention to delete photos from the camera.

If you wish, rename your photos so a few months from now you can easily remember what's in each photo file without having to open it. Your computer will assign names like "IMG_0247.jpg" to a photo—renaming it with the names of who's in the photo will be more helpful.

Rename photos by clicking on the file names with the right mouse button, and selecting "Rename" from the popup menu. Or, click on the file with the left mouse button, pause for a moment, and then click on it again. Either way, when the file name is highlighted, you can type whatever you wish as the new file name.

Keep the file extension the same on these files when you rename them so the computer will know what to do with them. If John and Pat are in a photo, consider calling it "JohnPat_VBS07.jpg."

When you've typed the name the way you want it, press the "enter" key.

If you have questions about how to move your downloaded photos into the Spotlight Drama program, check out the next video segment. You'll find all the step-by-step help you need there.

Have a wahoo-wonderful time at Avalanche Ranch!