

Transferring Files From Camera to Computer

By Bryan A. Thompson, bryan@rollaphoto.com

Step 1a: Connect the camera to computer with USB cable

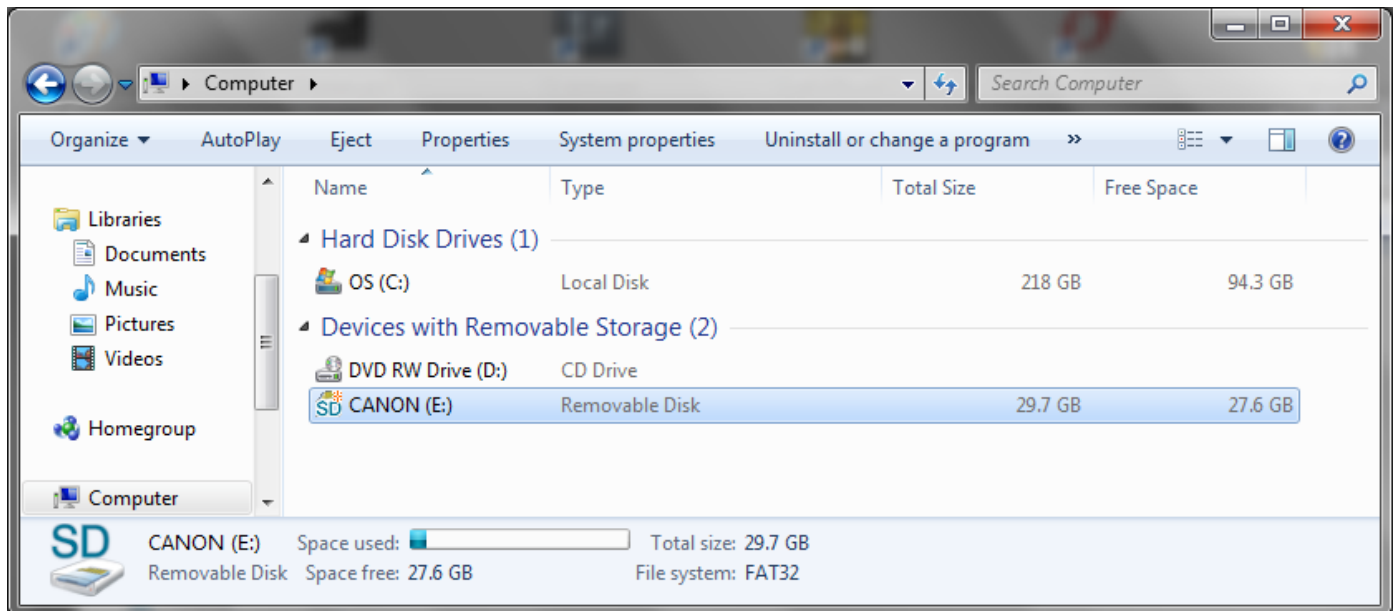
- 1) Connect the camera to the computer with a USB cable.
- 2) It may be necessary to power on the camera, power off the camera, or place the camera in card-reading mode. Refer to your camera manual for more info.

or Step 1b: Remove the memory card and place it in a card reader

- 1) Turn off the camera
- 2) Remove the memory card from the camera.
- 3) **Carefully, gently, install the memory card in the card reader.** Card readers are built into some computers. On computers that don't have card readers, you can buy an external card reader for \$10 or less. It connects to the computer via USB cable.

Step 2: Locate the Files to Transfer

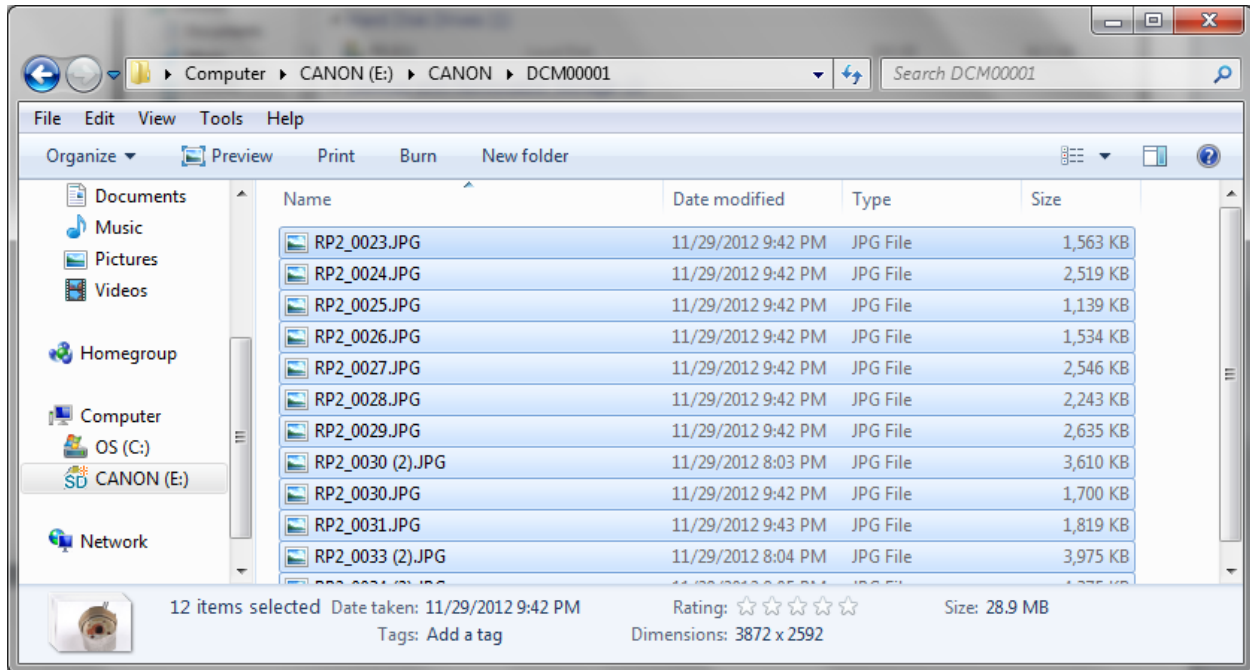
- 4) The files on the camera will appear as a new drive / volume. On a PC, this is located in (My) Computer, and will be listed in the Removable Storage section:



5) Open the drive by **double-clicking on the new Removable Disk**.

Note: Some cameras place all images in one folder, and some place each hundred or each thousand in a unique folder.

6) Select all the files in the folder by **double-clicking in the window**, then **pressing CTRL-A to select all files**.

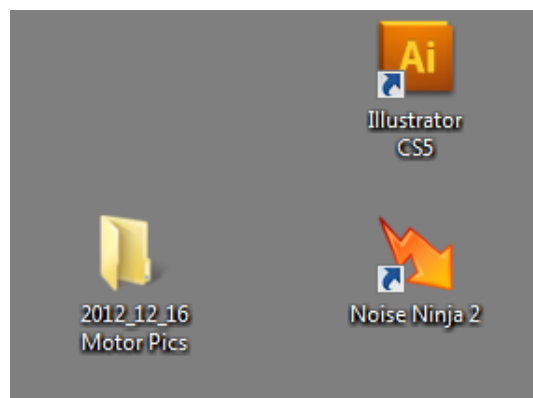


Step 3: Create a New Folder for the Files

7) **Right-click on the desktop** and choose **New**, then choose **Folder**.

8) **Give the folder a name** that describes the files. I chose "2012_12_16 Motor Pics".

9) Inside the new folder, **create a folder called "Edited"**.

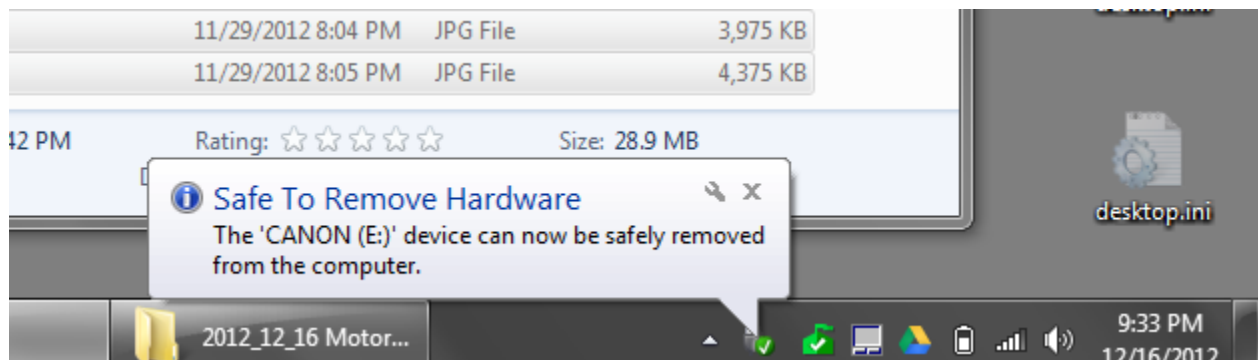


Step 4: Copy the Files to your Hard Drive

- 10) **Open the new folder** you created on the desktop, and **drag the files from the removable media folder to the “Edited” folder.**
- 11) It isn't possible to make changes to RAW files, so we don't need a second copy of the files, so if the files you moved are RAW files, skip to the next step. **If the files are JPG, create a second folder called Negatives, and copy the files again, this time from the memory card to the Edited folder.**
- 12) Notice that the files now exist in two physical locations. We'll keep the files on the removable media until we've processed it and copied it to the backup location.

Step 5: Eject the Removable Media

- 13) In My Computer, **right-click the removable media icon** and choose **“Eject”**.
- 14) When it's safe to remove the card, this message will appear:



Step 6: Edit Your Images

- 15) Now that the images have been backed up and the originals removed from the computer, we can safely edit them without fear of accidentally deleting or damaging the files.
- 16) It's important to keep the originals (the “Negatives”) so that we can undo changes made during editing.

Warning! To protect the originals, only work with files in the “Edited” folder!