Transfer Pictures: From a Digital Camera to a Computer
[Windows PC – Card Reader]

For cameras such as the 1.3 Megapixel Olympus Camedia [model D-360L], a Card Reader must be used to transfer pictures.

1. After you have taken all the pictures you wish to take, or have filled the Memory Card, the first step is to attain a memory Card Reader from the front desk of the media lab. Take the Card Reader to any available Windows PC in the Lab and plug it into an open USB port.

![Card Reader and USB port](image1)

2. Remove the Memory Card from the camera. It is located in a side panel of the camera. Simply open the Memory Card door and pull the card out gently.

![Memory Card](image2)

3. Insert the Card into the Card Reader in the slot provided with the gold side up. Most likely, the card will not fit in the reader in any other way. Do not force the Card into the Reader.
4. Double-click the **My Computer** icon on the desktop of the computer and locate the temporary drives that show up. The Card Reader creates a drive for each slot available in the reader, so the drives are usually listed as drives F, G, H, and I.

5. Locate which drive contains your Memory Card information and double-click on it.

   **Note:** The Card Readers sometimes take some time to read the Memory Card and it may not show up for a few minutes. Please be patient.

6. Double click the **DCIM** folder to find your pictures. Click and drag the pictures to the desktop of the computer to burn them to a disc, save them, or send them by email. You may also delete your pictures from the Card at this time by dragging the pictures in the DCIM folder to the trash.

7. Simply eject the Memory Card from the Card Reader and unplug the card reader when you are finished.