How to transfer images
from the Memory Card to the MG office computer

Transfer the image(s) to the computer

1. Connect the <u>Card Reader</u>

A. For Clackamas & Multnomah counties
   a. Connect the small end of the Card Reader's USB cable to the bottom of the Card Reader.
   b. Connect the wide end of the USB cable to the USB port on the front of the MG computer

B. For Washington county
   a. Connect the small end of the Card Reader's USB cable to the bottom of the Card Reader.
   b. Connect the wide end of the USB cable to the USB cable which rests on the MG desk (On this computer, the USB port is at the rear of the computer and is near impossible to access unless you are very agile!)

2. Remove <u>Memory Card</u> from the camera
- Open the <u>"swinging door" at the bottom</u> of the camera
- Lightly push the Memory Card inward with your fingernail to release the card
- Pull the card straight out
- Insert the memory Card into the <u>SD slot</u> of the Card Reader
   Important:
      a. The Card Reader's name should face up
      b. The printed side of the Memory Card should face up
- Seat the Memory Card firmly; it will be about half way in

Depending upon the computer settings, one of two things will occur shortly after the Memory Card is firmly seated in the Card Reader:
   a. <u>Nothing</u>
   b. <u>A new window</u> will pop up with a menu

> Whatever happened, the next task is to transfer the images
> from the Memory Card
> to the <u>MG FORUM IMAGES folder</u> at lower right of the desktop

If Nothing happened when you inserted the Memory Card into the Card Reader, do the following:
- Double click the My Computer icon to open it.
- Locate the folder Kodak & double click
- Continue to double click successive folders until you see the list of images in the folder DCIM
- Copy & paste the images in one of the following ways:
    1. Highlight the images, then drag them to MG FORUM IMAGES folder

    2. *or* Highlight the images
        - Click Edit in the top menu bar, then click Copy
        - Click the MG FORUM IMAGES folder
        - Click Edit in the top menu bar, then click Paste

    3. *or* Highlight the images
        - Right click & select Copy from the dropdown menu.
        - Right click the MG FORUM IMAGES folder & select Paste from the dropdown menu

If a new window popped up when you inserted the Memory Card into the Card Reader, do the following:
- Locate "Open Folder to view files" & click
- Copy & Paste the images to the MG FORUM IMAGES folder with one of the above 3 methods

> Verify that the images are in the MG FORUM IMAGES folder
> *before deleting them from the Memory Card*

2. Delete the images from the Memory Card:
- Highlight the images, then press the Delete key
- Remove the Memory Card from the Card Reader & re-insert into the camera
- Close the hinged door on the bottom of the camera

3. Open the MG FORUM IMAGES folder
- Review the images; delete any that are fuzzy or out-of-focus
- Rename the remaining images
    - Highlight all the images & right click
    - From the dropdown menu, select Rename
    - Type a new filename which includes the date & client's name
      e.g. 2009-11-30 PJones
        or 2009-11-30 PJones leaf problem.
        Note: The computer will name each image & will assign
            consecutive numbers similar to this:
                2009-11-30 PJones; 2009-11-30 PJones (2);
                2009-11-30 PJones (3); 2009-11-30 PJones (4); etc.