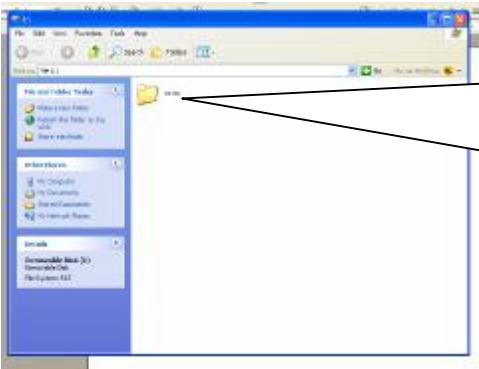


Card Readers are the easiest way to save images to your computer. You don't need leads or cables, in fact you don't even need the camera – just the card.

Plug the card reader into a USB port – if this is the first time wait until it says 'the device is ready for use' in a yellow bubble at the bottom right.



When you put the card into the card reader you will probably see a box like this appear – there are lots of choices but I always select 'Open folder to view files'. It's near the bottom and you may have to scroll down the page. If you don't see this, open up 'My Computer' from the desktop and double click on any "Removable drive" until you see the image below.

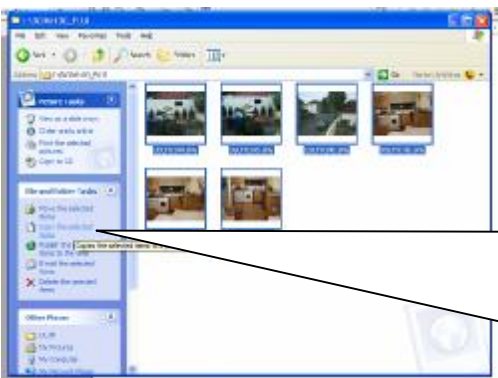


All cameras have images stored in folders(s). Start with the one labelled "DCIM". Double click on it. Don't worry if there are other folders here like "MISC" – just ignore them.



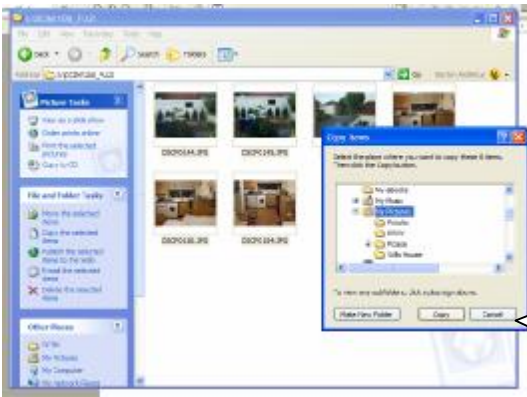
Now you will see the folder that actually stores the images. This camera is a FujiFilm so the folder is called "100_FUJI" – double click on it.

You may have a different name probably linked to the camera's name. There may be more folders if you created them in the camera's menu.



The images on the card appear. Highlight the ones you want to copy. [CTRL] + [A] selects all – so does using the menu 'Edit' and picking 'Select all'.

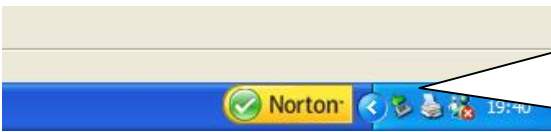
When you're ready click on "Copy the selected items" The next step tells the computer WHERE to copy the files.



Use this box to find the right folder. Most people start with My Documents and then find My Pictures. Just REMEMBER where you put them!
 You can use the [Make New Folder] button to do just that - make a new folder. This step needs a little practice.
 When the correct folder is highlighted click on the [Copy] button.



This new box appears. The green line shows you how much has been copied. It disappears when all the images have been copied.
 If you are only copying a few images it may be all over before the box even appears.
 To check the images have been imported successfully use my computer to check.

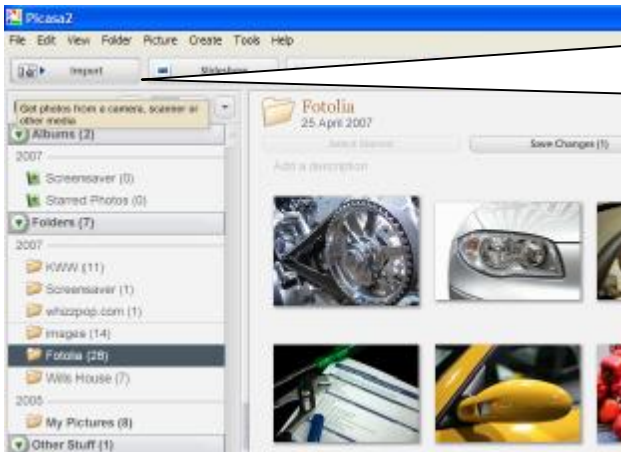


Before unplugging the card click once on this small image at the bottom right
 If you can't see it click on the arrow



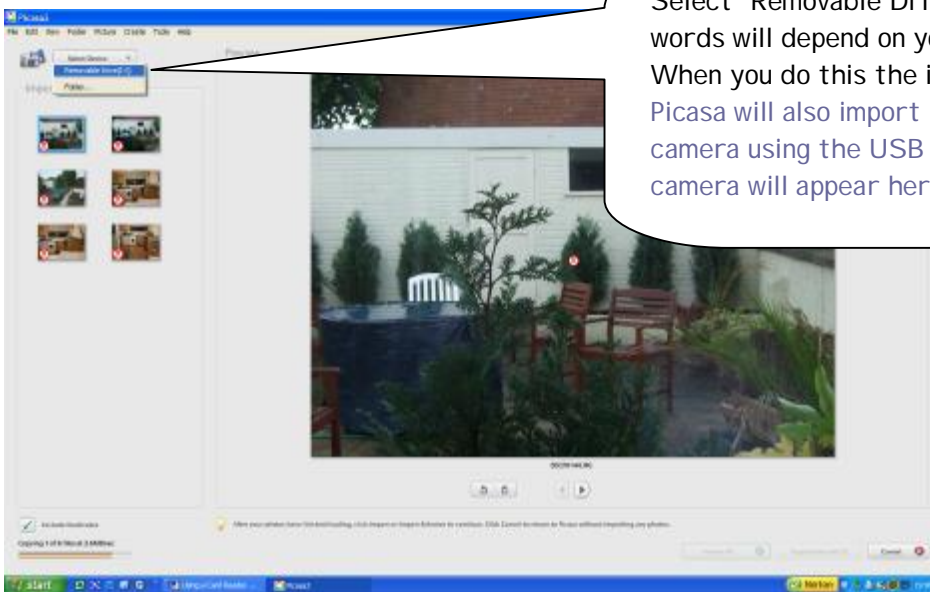
Now click once again on the correct device "Safely remove USB Mass storage Device - Drives(E:, H:, I:, J:,)" in this case. Wait for the message "It is now safe to remove the device". This prevents damage to any files.
 The exact letters you see will depend on the number of slots in your card reader. The computer thinks of each as a new drive.

Another way to use a card reader is with Picasa. Start Picasa in the usual way.



Click on the [Import] button.

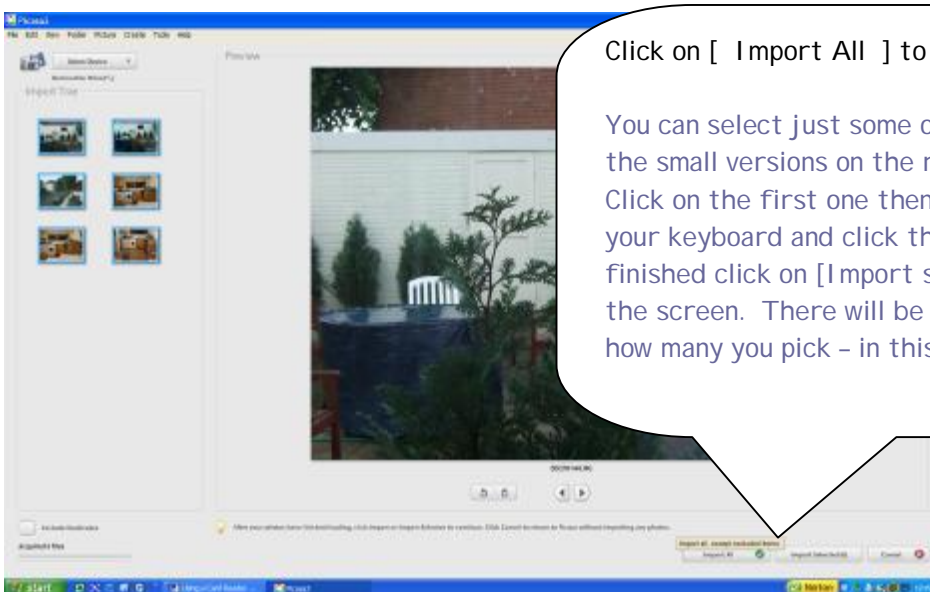
Picasa MAY automatically import these pictures. You will see them appear if it does.



Select "Removable Drive" The letter after the words will depend on your system.

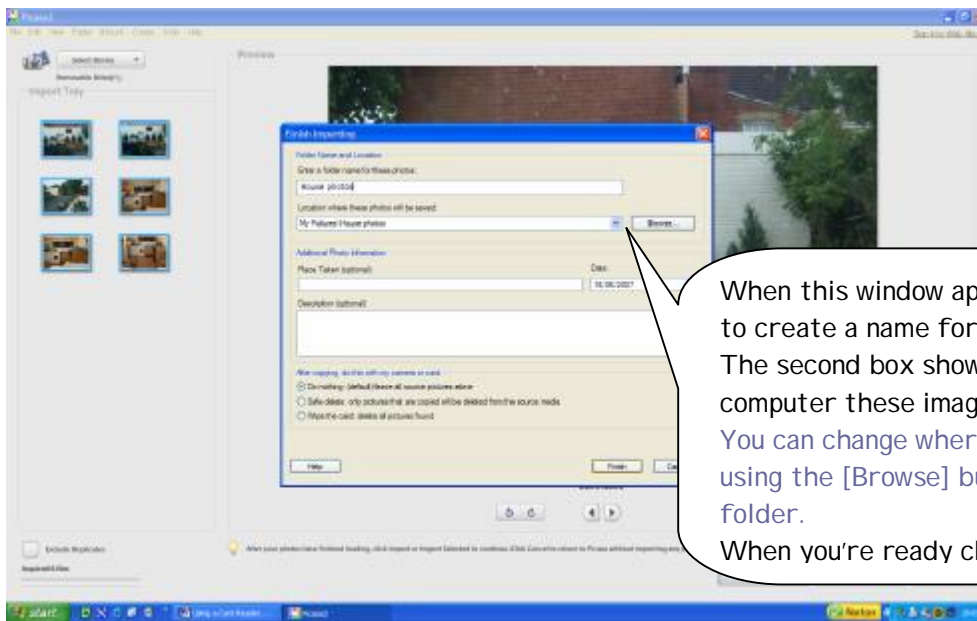
When you do this the images appear like this.

Picasa will also import images directly from the camera using the USB lead supplied with it. You camera will appear here if you follow this idea.

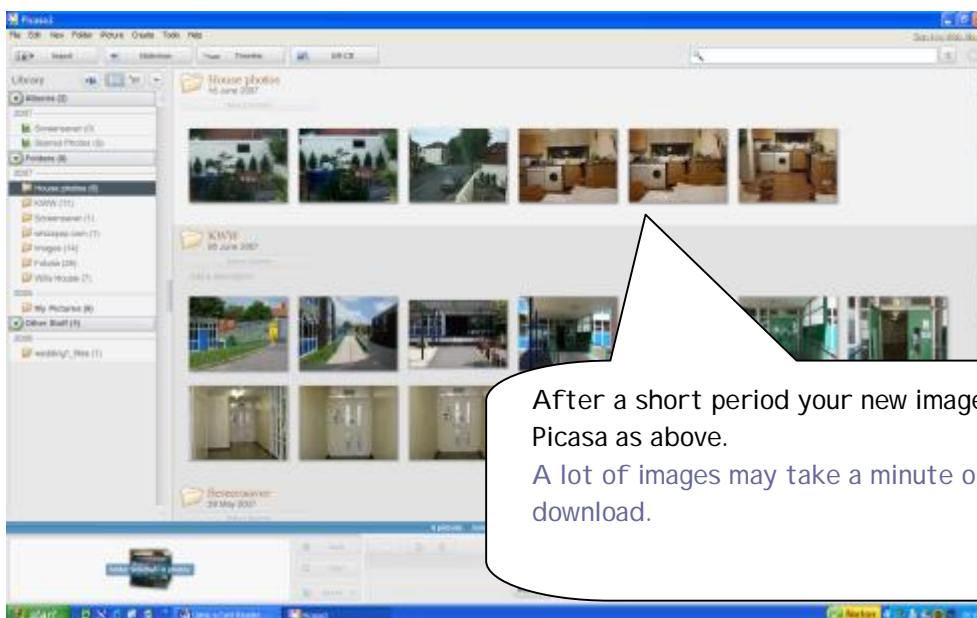


Click on [Import All] to import all of the images.

You can select just some of the images by highlighting the small versions on the right. Click on the first one then hold down the [Ctrl] button on your keyboard and click the others. When you've finished click on [Import selected ..] at the bottom of the screen. There will be a number in the button showing how many you pick - in this case 6.



When this window appears use the top box to create a name for a new folder. The second box shows where on the computer these images will be saved. You can change where they're saved by using the [Browse] button and clicking on a folder. When you're ready click on [Finish]



After a short period your new images will appear in Picasa as above. A lot of images may take a minute or two to download.