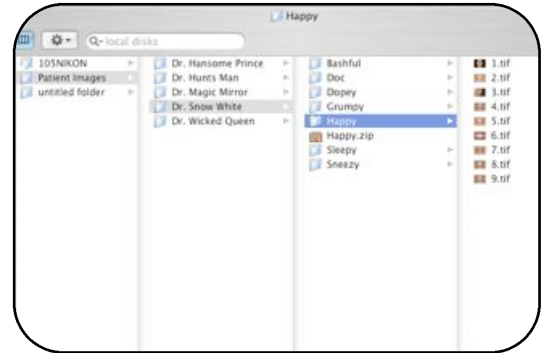


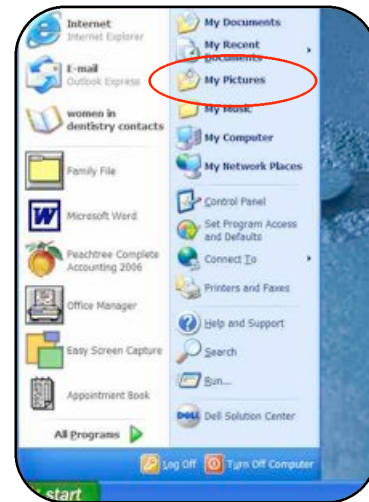
# How to Get Images From Your Camera on to Your Computer

Before you start to transfer images to your computer, you must first decide how to organize your images and where on the computer you are going to put them. For example, here at the lab we keep all patient images in one folder called "Patient Images." Think of this main folder as a file cabinet - one of those metal vertical cabinets in which yellowish file folders containing information is kept. The way we organize images in this main folder is through a series of folders, as seen in the image on the right. The first level of folders is organized by doctor's names. Within the doctor's folder is another level of folders labeled with the patient's name. This may sound confusing, but when organizing your images on the computer, try to relate it to the idea of a filing cabinet with folders within folders.



Before images can be put on your computer, some folders need to be created. This instruction sheet is going to walk you through the type of image organization we have at BVDL. Once you are comfortable with the general principles of image transfer, you may choose a different way of organizing your photos.

In the lower left hand corner, with your cursor over **Start**, left click and hold your mouse button - select the category **My Pictures**.



A window will open labeled "My Pictures." Within this window is a folder called "Sample Pictures" which comes with all Windows operating systems. Other images or folders may have already been saved to this folder. You are going to create a new folder, a master folder, for patient images only.



In the upper left corner of the window “My Pictures,” left click, hold on the word **File**. Selections will appear, move your cursor to highlight **New**; more selections will appear - move your cursor to **Folder** and release the mouse button. A new folder will appear within the “My Pictures” window, ready to be named - type in “Patient Images” (if the text cursor is not blinking, click once on the word Untitled, underneath the new folder - it should highlight the text for renaming). You have just made your “master file” for patient images.

*The reason we are placing the folder in “My Pictures” is because when you import pictures into PowerPoint document, Powerpoint opens this folder by default. I am assuming you will be creating case presentations for your patients. This step will just make it easier for you in the future.*

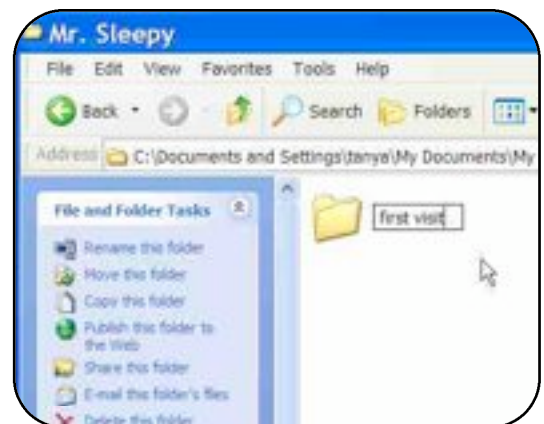
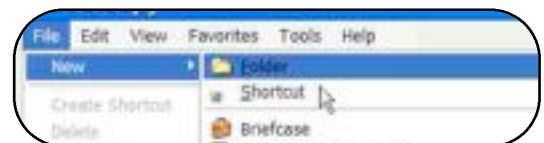
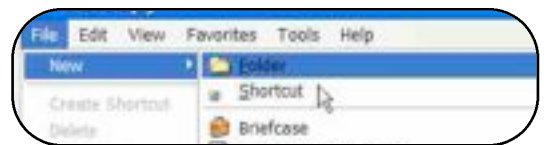
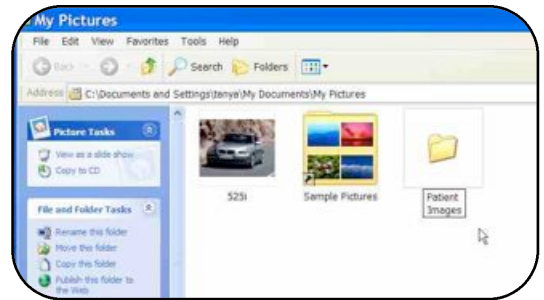
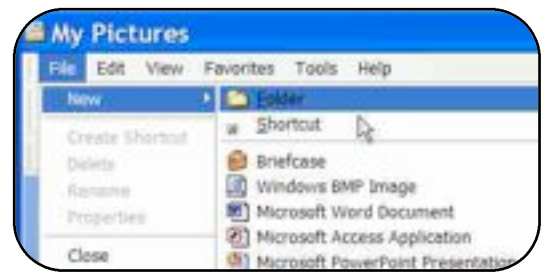
Double left click on the folder “Patient Images” and a new window opens. Nothing is in side of it -- yet. We will need to make a folder for our first patient. Again, go to the upper left corner, left click, hold select **File**, select **New**, and then select **Folder**.

Name this folder the name of the patient. You have now created a file folder for that patient.

Double left click on that folder, a new window opens. Again, go to the upper left corner, left click, hold select **File**, select **New**, and then select **Folder**.

Name this folder the patient’s visit - like “first visit” or the date of the appointment. You have now created a folder the images we are going to transfer to the computer. Leave this window open.

Now that you have everything ready on the computer, let’s get the images.



There are two options of transferring images from your camera to your computer. The most obvious is connecting the camera directly to the computer via the cables that came with your camera set-up. I see two drawbacks to this set-up. First, the camera is tied up and not available for use. If you should need it during a download, you will have to wait until the transfer is finished. A second drawback is the transfer rate of camera cables (time it takes to make the transfer). Most camera cables are still using USB 1.0. Faster rates - USB 2.0 and Firewire - have been out and in use for a while. To take advantage of faster transfer time, I suggest purchasing a media card reader. There are different brands of single and multi-card readers for the many types of media cards on the market that come with the newer, faster transfer rates. (Just take your card to a Best Buy, CompUSA, or local camera store. The sales people will be glad to help you; also check the connections to your computer to see what you have available). Using a USB 2.0 or Firewire card reader along with having extra media cards will keep your camera in action and get those images on the computer faster.

OK, connect the card reader to your computer via the cable (USB or Firewire). Take the media card from the camera and place it into the reader.



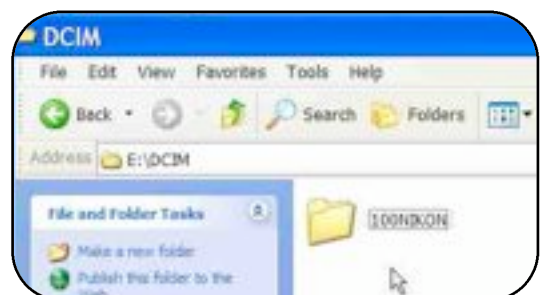
A window will appear on your monitor asking how you would like to view the images. Select "Open folder to view files using Windows Explorer."



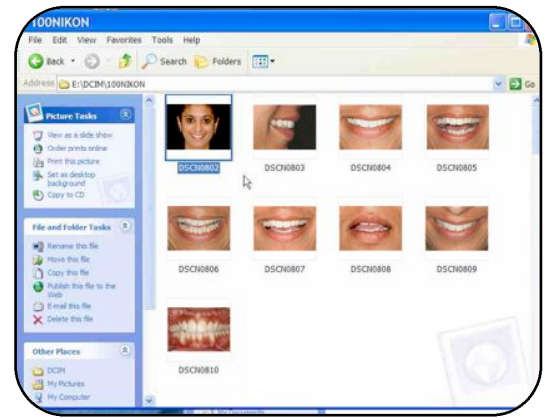
The next window will appear with a folder "DCIM" (Digital Camera Image Management), left click on this folder.



You should now see a folder labeled with your camera's name. Double left to open this folder and a window will appear with your images.



Ta Daa! Images!

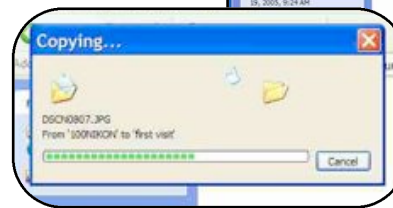
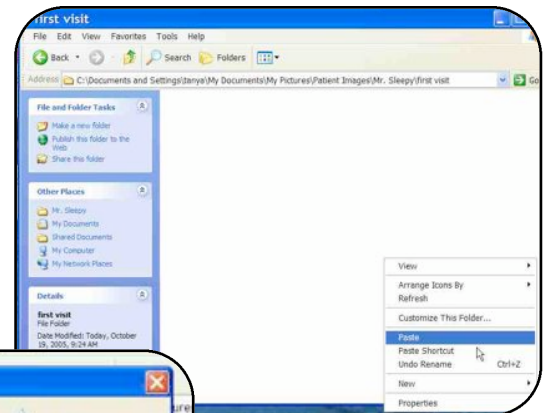


There are several ways to copy image files to you computer:

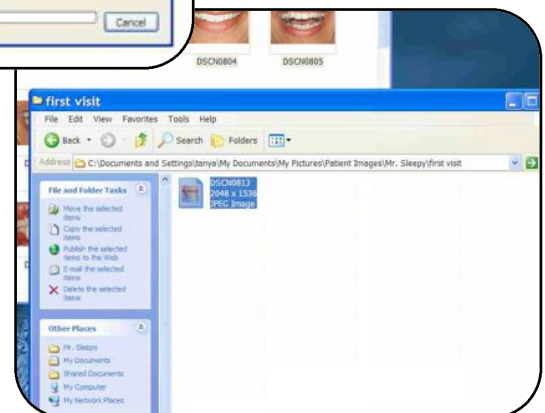
- to select single images - right click the image and select **Copy** and then go to the folder created for the relieving the images,



return to the open window on your computer - the one created for the images to be stored (ours is "First Visit") - right click on the open window and select **Paste**.

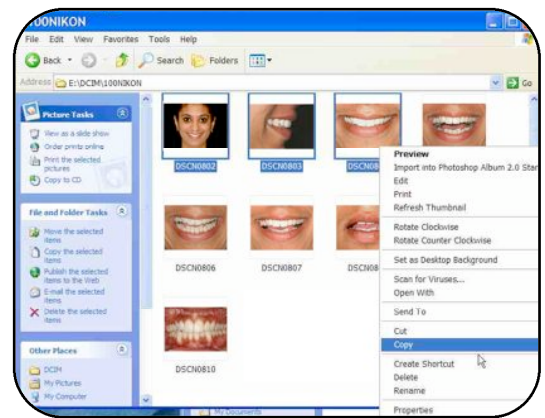


The operating system is now placing you images on your computer.

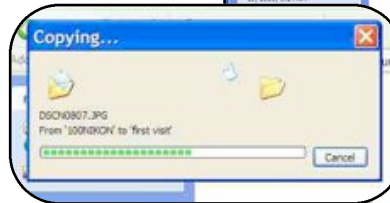
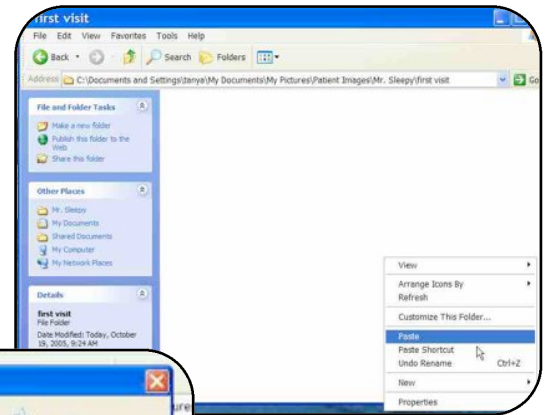


But we want to copy more than just one...

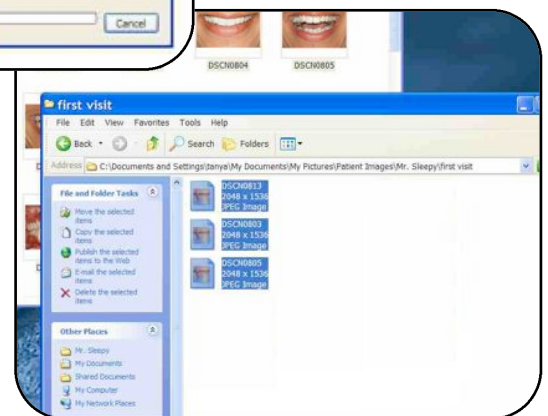
- to select several single images - left click the first image, hold down the control key and continue to select/highlight desired images; when you have finished selecting, release the control key. Right click one of the highlighted images - select **Copy**. You have just copied all the highlighted images.



Now go to the open window on your computer - the one created for the images to be stored. Right click on the opened folder/window and select **Paste**.



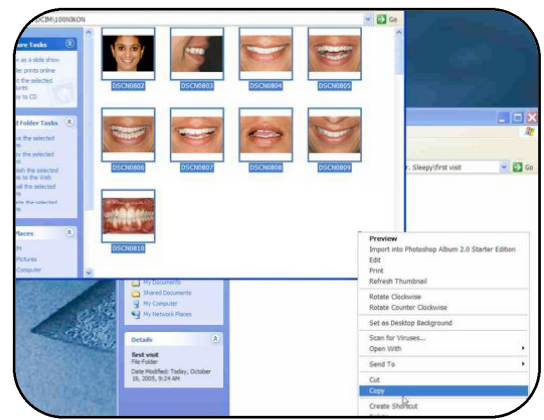
The operating system is now placing your images on the computer.



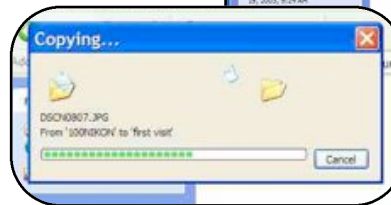
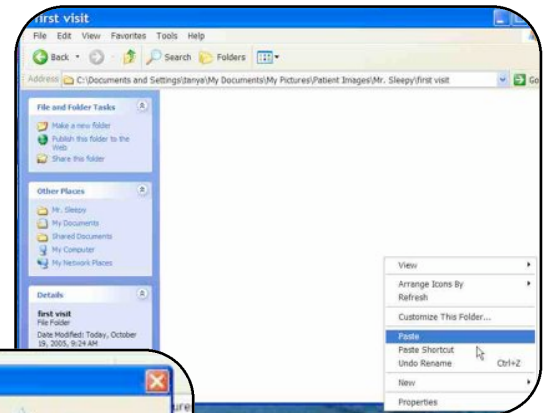
But you want all the images...

- to select all images on your media disk - left click any image in the media disk window to highlight and then press and hold the **function key** and then press the “A” key (release both keys) - this will select/highlight all the images.

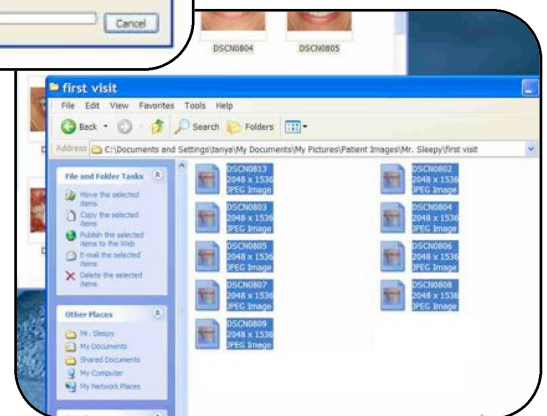
Right click one of the highlighted images - select **Copy**.



Now go to the open window on your computer - the one created for the images to be stored and right click on the opened folder/window and select **Paste**.

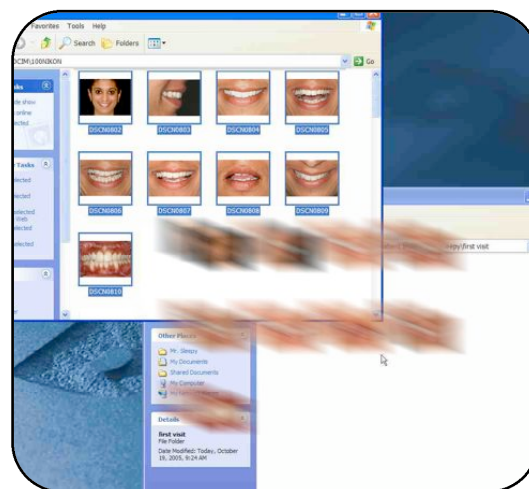


The operating system is now placing you images on your computer.



or, if you are using the Windows XP operating system, after you have selected the desired photos for transfer, left click, hold on one of the highlighted images...

**drag and drop** the selected items into the opened folder on your desktop - the operating system will now place your images on the computer.

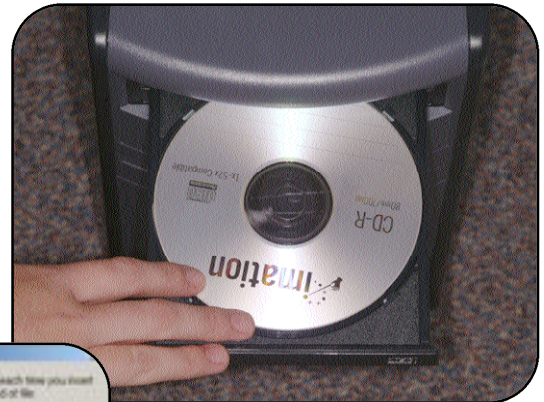


Now that your images are stored in its proper folder, close all windows and remove your media card from the reader.

Finally, we recommend keeping the images on the media card until you have backed-up your images a second time. Yes, keep a second copy of the originals somewhere else - not on the same computer you just downloaded to (lose a set of images that were not backed-up and I promise you'll be kicking yourself for not taking this extra step). Once images are backed-up, erase all images from your media card through the camera *not by the computer via the recycle bin*. Remember that folder "DCIM"? The camera writes the information needed to the media card for image management - when erasing, let the camera manage write the format needed on its' card.

## How To Burn a Compact Disc from Your Windows Computer

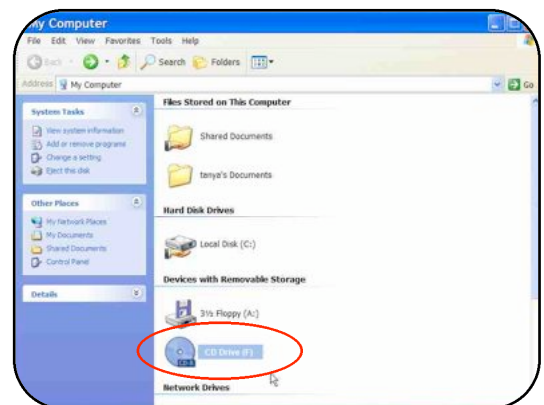
Insert a blank CD into the disc drive. The window “CD Drive” will appear. Left click on **Open writable CD folder using Windows Explorer**. Before left clicking OK, check the box **Always do the selected action**. Left click **OK**, this will open the “CD Drive” window.



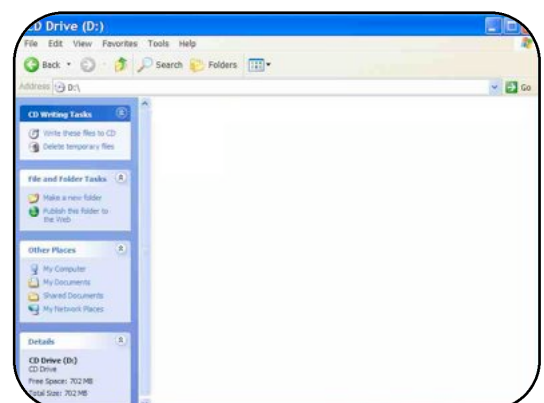
If this window doesn't appear on the monitor, go to the desktop and double left click the “My Computer” icon.



The “My Computer” window will open; left click on the **CD-R Drive** icon.

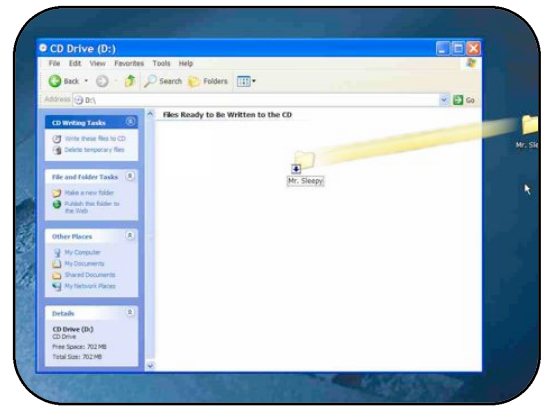
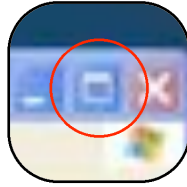


Now, we are at the window that looks similar to the one at the right. It should have boxed selections to the left of the window and an empty field to the right.



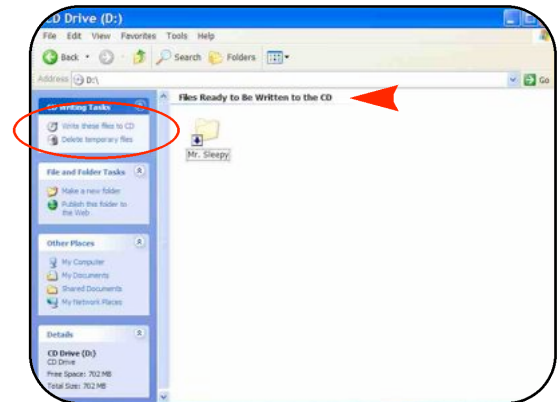
Drag and drop any folders and/or files to be copied from your computer to the CD to the empty field in the CD Drive window.

(It may be helpful to “restore down” the size of the windows to move them and locate files to drag and drop. This button is located at the top right of windows - left click will restore down a full size window.)

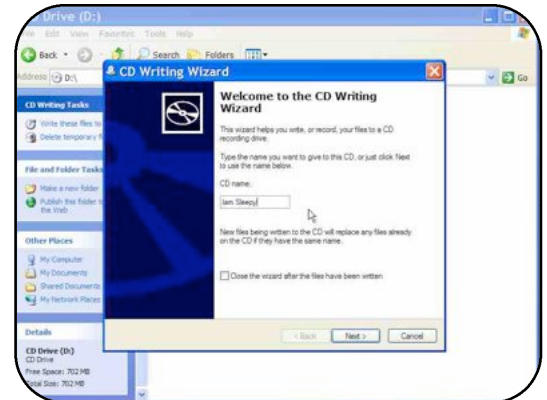


A message will appear to let you know that the files are ready to be written to the CD.

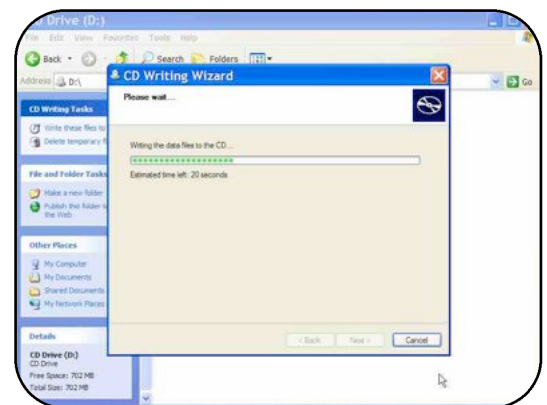
At the top left is the **CD Writing Task** box which lists two options: **Write these files to CD** or **Delete temporary files**. If you are ready to burn the disc select the first option; if you wish not to burn the files, select the second option and start over.



Once you have selected **Write these files to CD**, a new window will appear - “CD Writing Wizard.” Here you can name your disc. Just click inside the box under “CD name” and type. Left click **Next** to burn the CD.

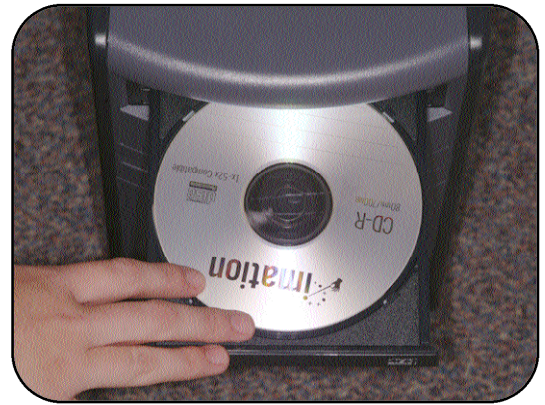


The writing begins...



and when the burner is done writing to the disc, it will eject from the machine and the CD will be ready for use.

This CD can be read by both Windows and Macs.



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