

Getting the files from your camera to send to the Queensland Probian

By Rob Neary

Editor

The following is a series of steps, with screen shots taken on my computer to explain the process of getting the camera files off the SD chip in your camera and sending them to the Queensland Probian for use with a club trip article.

Step 1. If you are used to connecting your camera to the computer using a USB cable, do so and then go to Step 2. Or as an alternative Step 1. Open the camera and remove the SD chip or other camera chip.

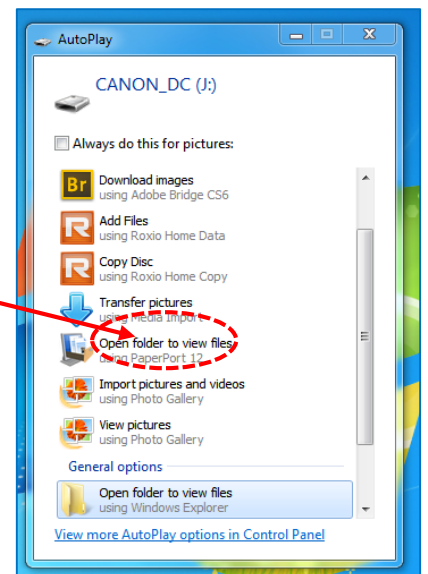


These are SD chips

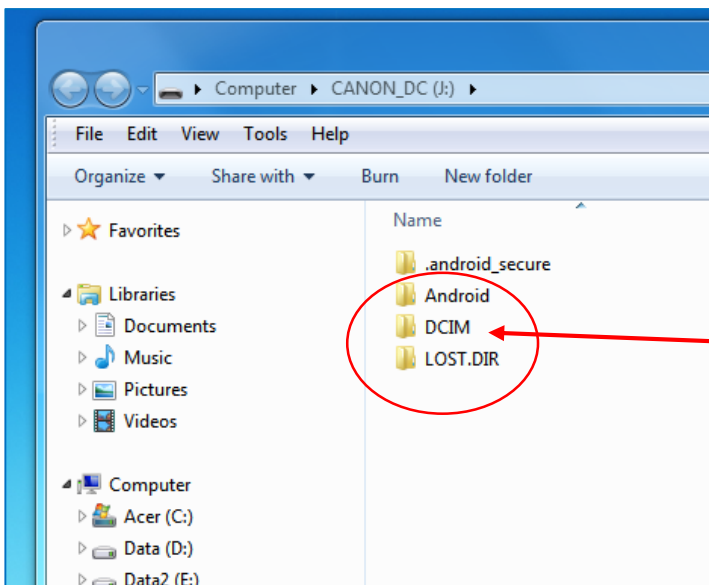
Insert the SD chip into the SD Reader – this may be built into your computer or a device that you attach to a USB port.



Step 2. You will see a screen similar to the one on the right here. Select **Open Folder**



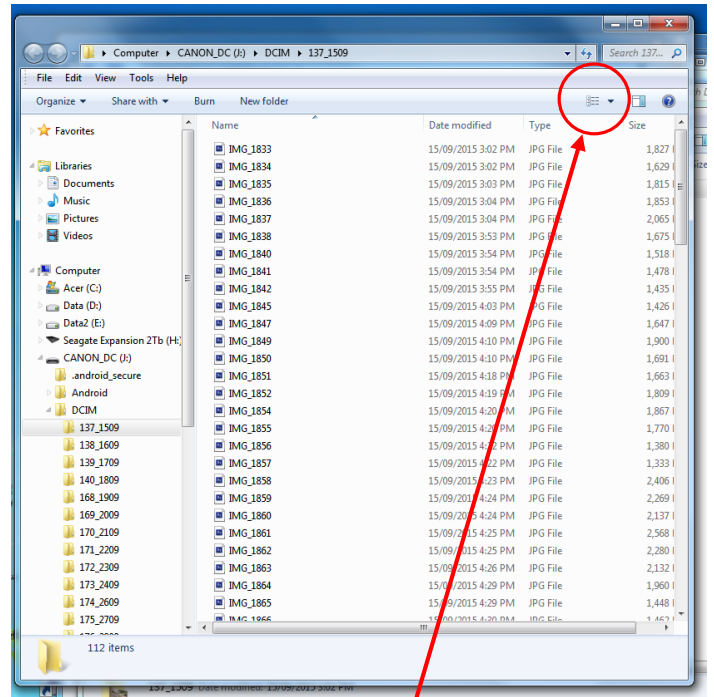
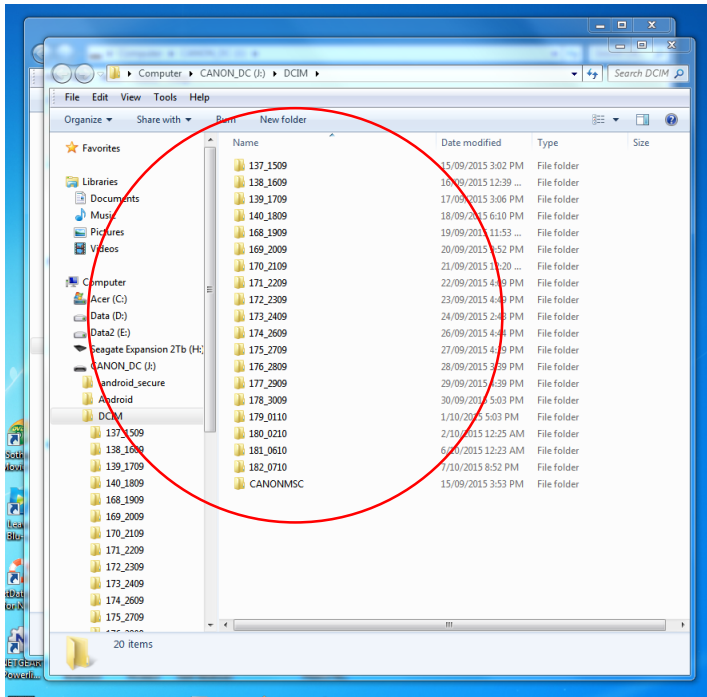
You will see a list of the folders on the chip, as shown below.



Note: This chip used in the illustration on the right was used in a tablet and has extra Android folders on it.

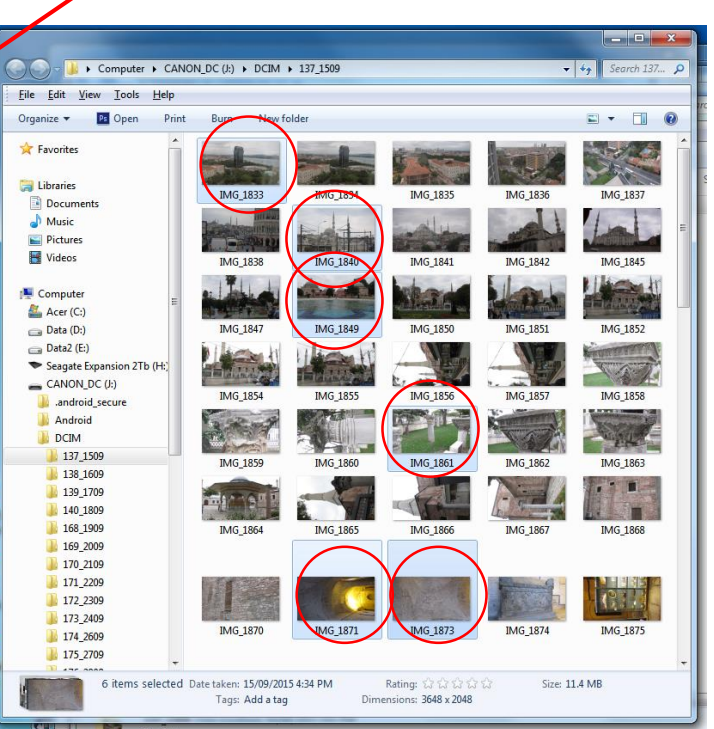
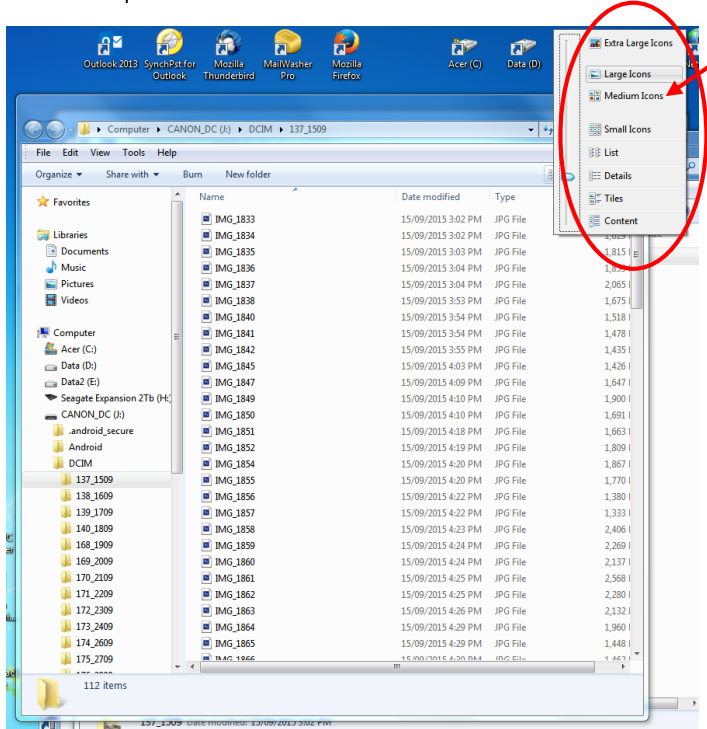
You will notice the **DCIM folder** in the list. This is the folder which contains all of your photos.

When you **open the DCIM folder** you will see all of the photos, arranged in folders, based on the date they were taken –unless you’ve set your camera up differently and deliberately. See illustrations below.



Find the folder for your activity, trip or speaker and open it to see your photo files. You may have to look for the date on the folder.

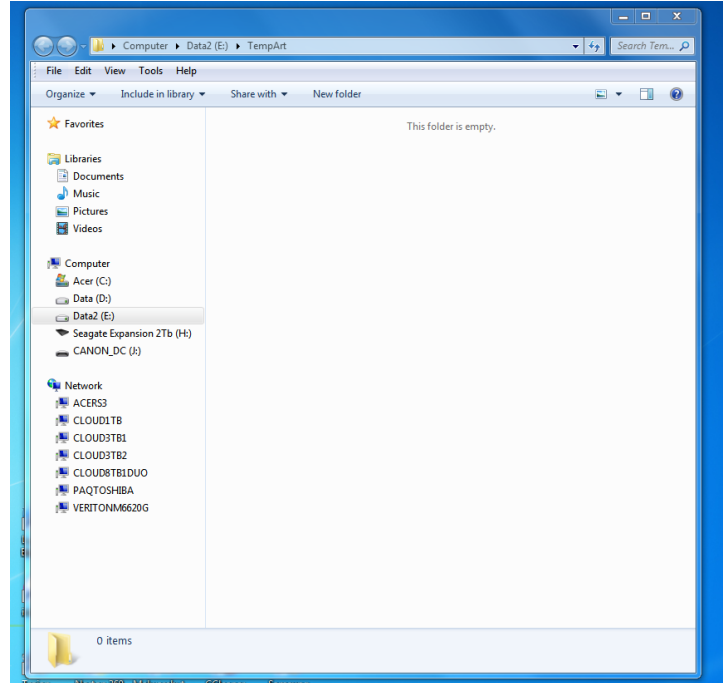
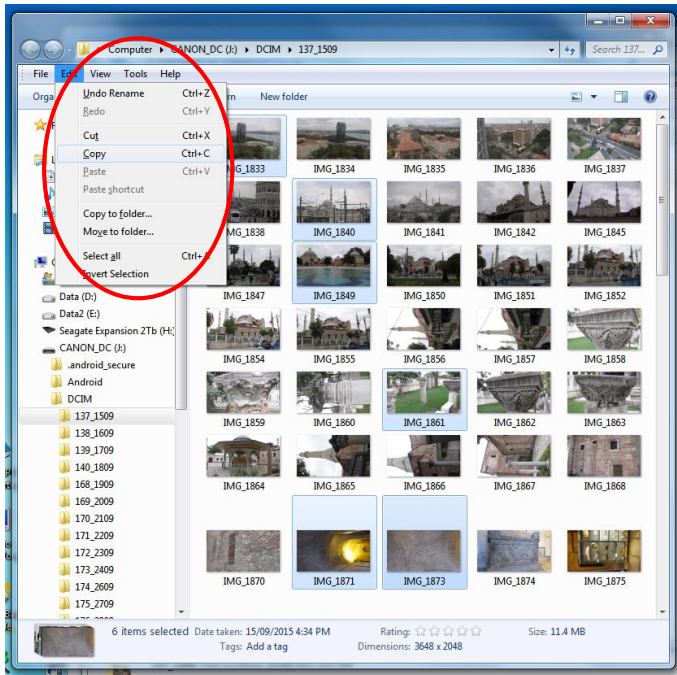
In the **top right hand part of the screen** you will see a symbol and a down arrow head. If you click on that you can change the view to see the actual photos. **Change the view to Large Icons or Extra Large Icons** to view the photos.



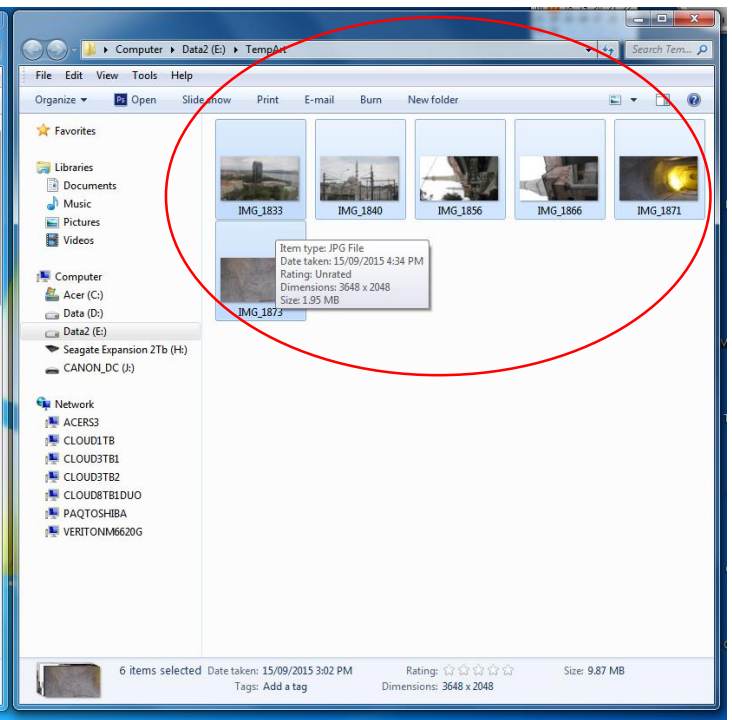
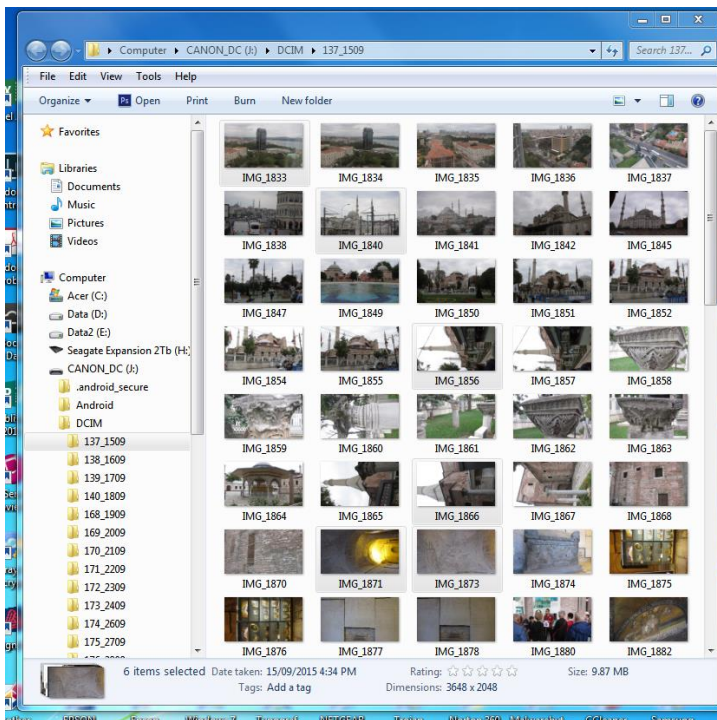
Select the photos you wish to send.

TIP: If you hold down the Ctrl key while you click on the photos, you can select the photos as shown above.

Once you have selected the photos, **Copy them**. Open a temporary folder on your computer.

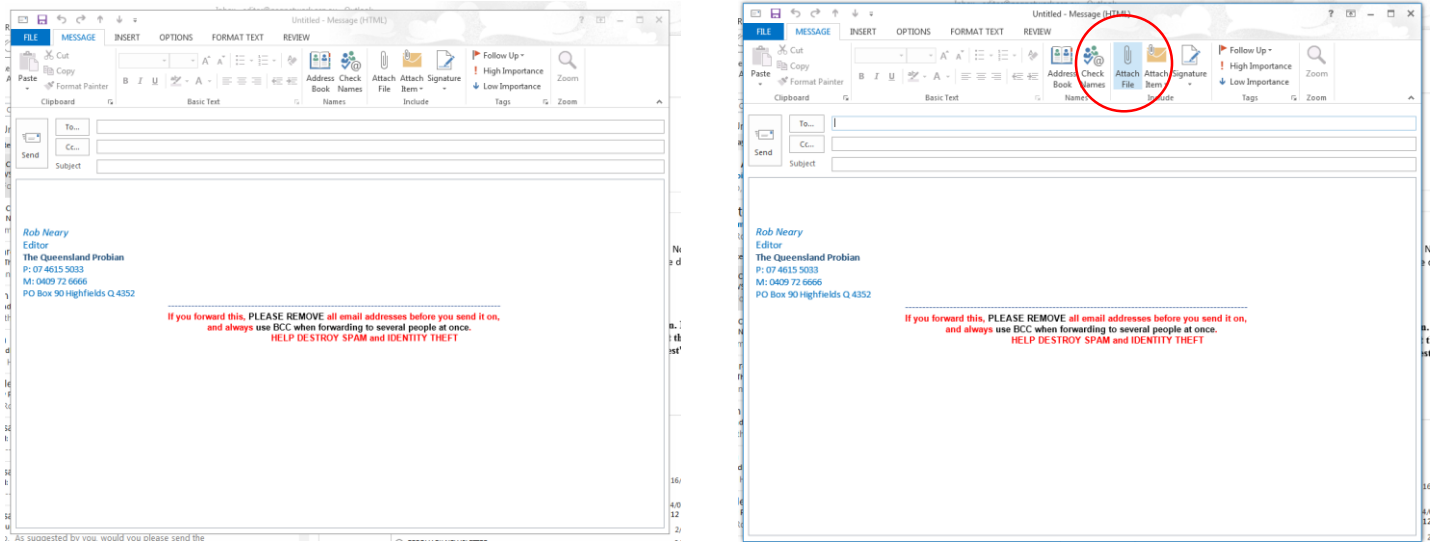


and **Paste** them into the folder.



Now you can close the window showing the files on the SD Chip.

Open your email program (MS Outlook shown in this diagram) and then find the Paper Clip to attach the files.



You will need to navigate to your temporary folder and select all the photos to be sent.

Hint: Use Shift and click to select all the photos – click on the first photo in the list then move the cursor over the last entry, hold the Shift key down and left click the last entry. All of the files should now be selected. You may need to practice this to get it perfect.

Don't forget to **put a Subject or Title** for the email and **address your email to:**

editor@paqnetwork.asn.au

Then in the main part of the email, list the image number and who's who in the zoo in it or what the photo is, remembering that the editor wasn't on your trip and won't know the people or the places.

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Finally Send the email.