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PC Photos

Silver Level

Recording to CD & Memory Stick



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Learning Guide



Recording/ Burning Photos to a CD

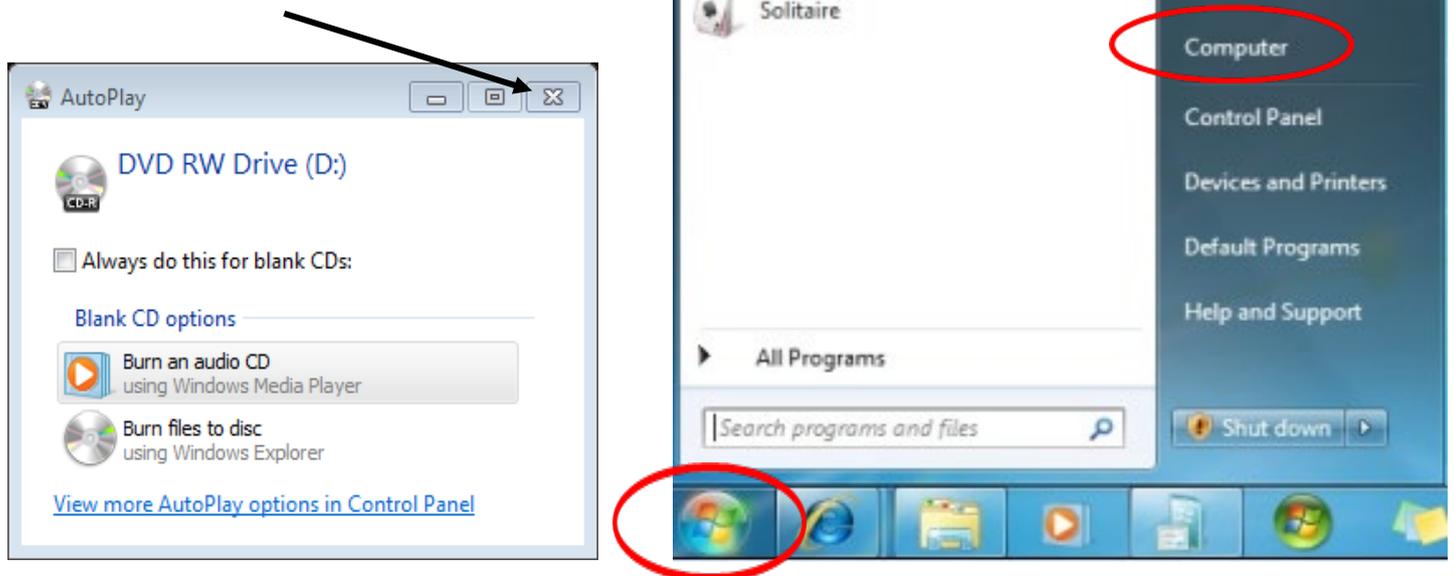
You can record (burn) your pictures to a CD so that you can show them to friends and family, or to simply make a back-up copy of them for safety.

1. To do this start by placing a blank CD R or CD RW disc into your disc drive.

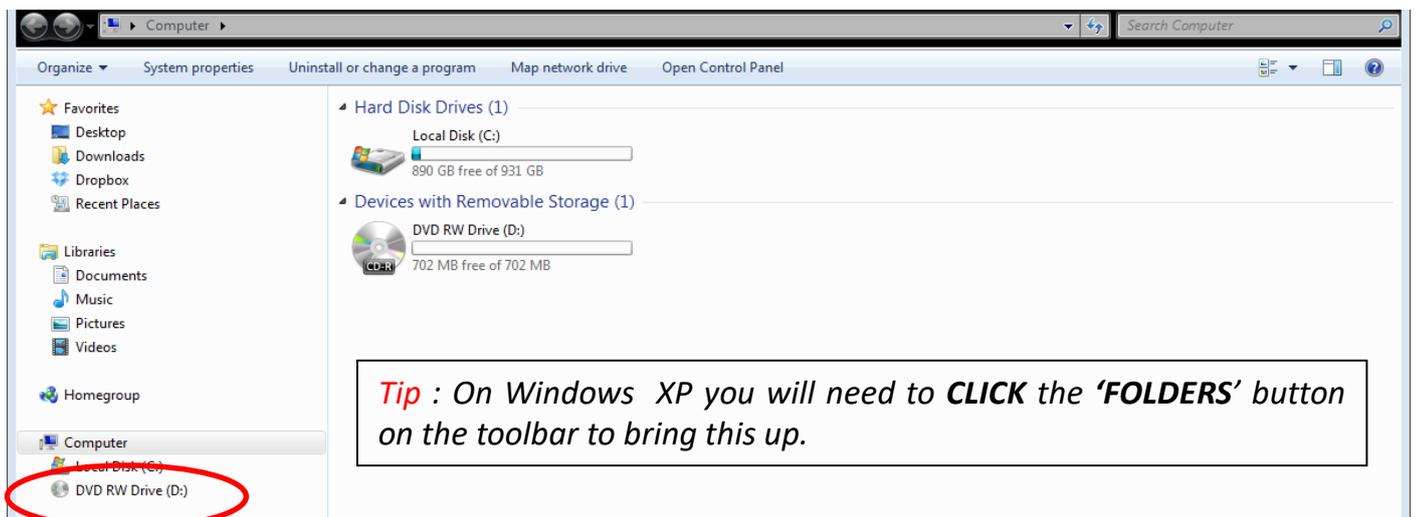
Tip : A CD-R disc can be used to burn to once and once only, whereas a CDRW can be used many times over. For ease of use we recommend using a CDR disc.

2. When the blank CD is inserted a menu will pop up with a number of options (shown below). Note that in Windows XP the list is longer. The best option is to **CLICK** on the X to close this

3. Next **CLICK** the START button then COMPUTER and you will see the screen at the bottom of the page.



4. You will notice that the blank CD has appeared on the list of drives under 'COMPUTER' on the left hand side of the window. This may be called "CD or DVD RW Drive" followed by a letter in brackets.

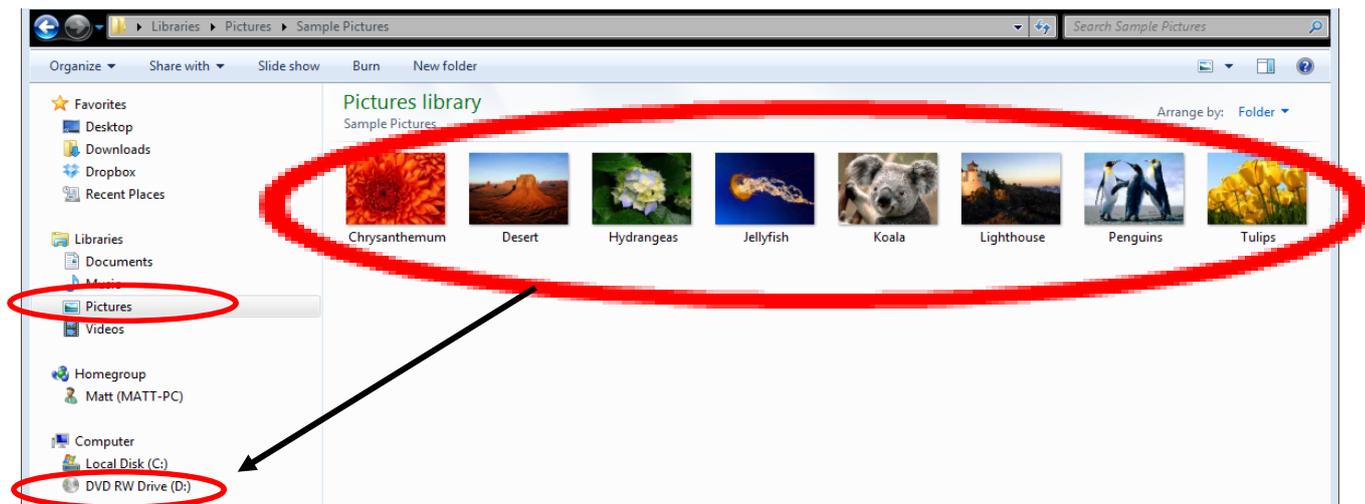


Learning Guide

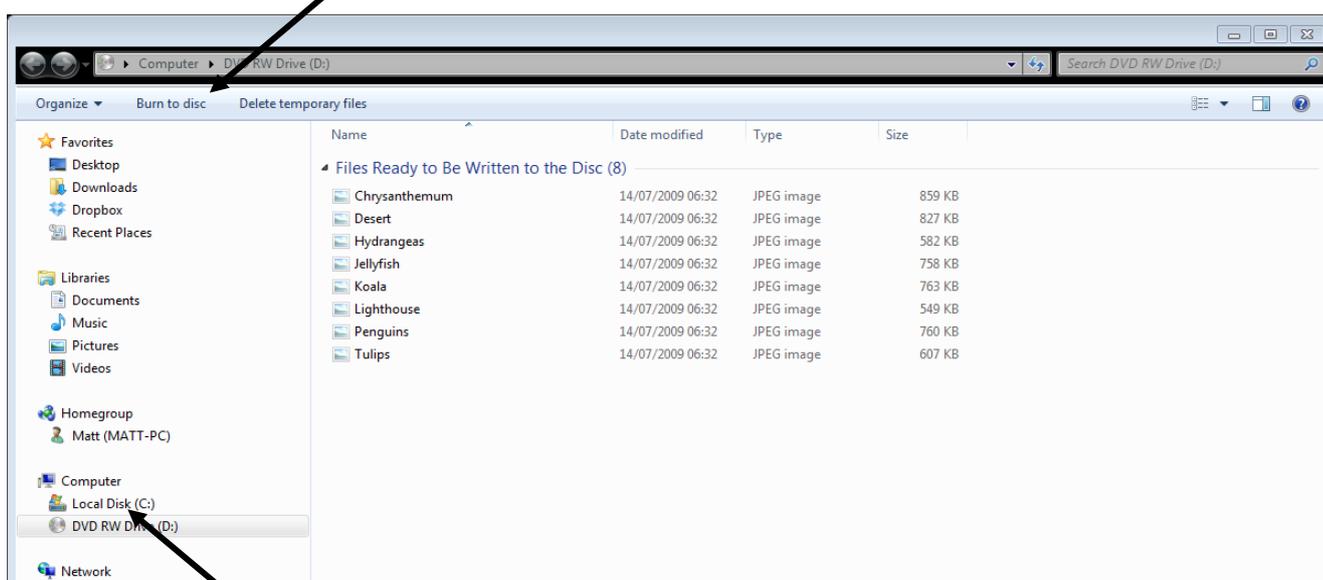


5. Next you need to open the 'PICTURES' folder by **CLICKING** (*Tip* : *DOUBLE in Windows XP*) it (and perhaps a folder within 'PICTURES') and **SELECT** the pictures you want to move across. This is exactly the same as you did to originally move them from the camera to the computer. This can be achieved by either **COPYING AND PASTING** them into the Blank CD's Folder or **DRAGGING +DROPPING** them in:

Tip: Remember that once in FOLDERS you need to DOUBLE CLICK a folder to open it.



6. Once the photos are in the Blank CD's folder you may see a box asking "How do you want to use this disc?" – always choose "With a CD/DVD player" and **CLICK** OK. Next your photos will be shown below as "Files ready to be written to the disc". To complete the process and start the CD Recording you simply need to **CLICK** the "Burn to disc" button at the top left toolbar. Now the "CD Writing Wizard" will start, simply follow the instructions on screen.



*Tip: In Windows XP the final step is slightly different. Once you have COPIED or DRAGGED your photos to the CD/DVD drive you next need to **DOUBLE CLICK** the drive in the folders list on the left hand side of the window (as above). A new Window "Files Ready to Be Written to the CD" will open. Under the tab **CD Writing Tasks**, **CLICK** WRITE TO CD. Now the "CD Writing Wizard" will start, simply follow the instructions on screen.*

Learning Guide



Transferring Photos to a Memory Stick

You can also record your photos to a USB memory stick (sometimes also known as a flash drive). Memory sticks are easier to carry round and are reusable.

1. Start by inserting a memory stick into a USB slot on your computer. Look for a slot with the trident like symbol on the right next to it. The end of the memory stick will look like the image below

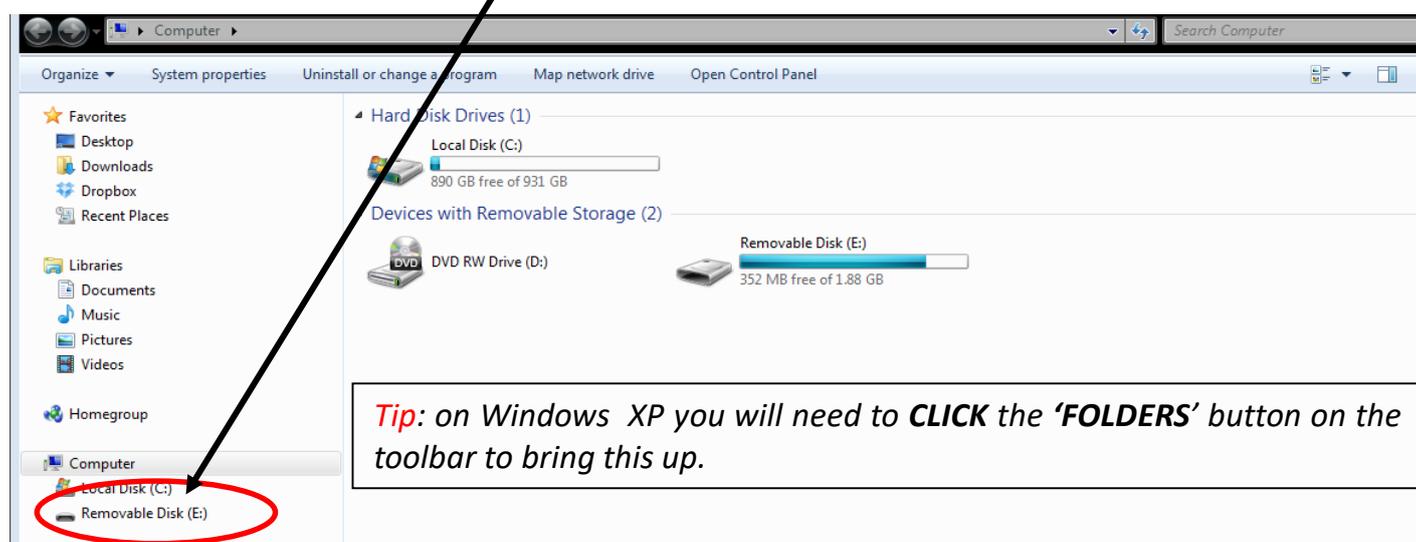


Tip: You may need to remove a cover or slide the plug out to expose it. The memory stick will only slot in one way!



2. Your computer will then recognise the memory stick and possibly go through a quick installation process. You will notice a few 'speech bubbles' appear in the bottom right hand corner of the screen. You need not do anything, simply wait for them to finish.

3. From here the process is very similar to burning to a CD. The memory stick will appear as a **"Removable Disk"** with a letter next to it (this will differ depending on your computer). Also depending on the memory stick it might appear as the name or brand of the stick (e.g. Sandisk).



4. Now you need to open the 'PICTURES' folder by **CLICKING** (*DOUBLE* in Windows XP) it (and perhaps a folder within 'PICTURES') and **SELECT** the pictures you want to move across. This is exactly the same as you did to originally move them from the camera to the computer. This can be achieved by either **COPYING AND PASTING** them onto the memory stick or **DRAGGING AND DROPPING** them in. Your photos are now saved on your memory stick!

5. It is also **IMPORTANT** to remember to remove your memory stick safely. **CLICK** on the icon shown to the right (depending on your computer). You may need to **CLICK** on the 'triangle' icon to **"Show Hidden Icons"**.



6. Then **CLICK** on EJECT USB FLASH MEMORY (or sometimes the name of the stick). *In Windows XP RIGHT CLICK on the icon to show the memory stick and **CLICK** on SAFELY REMOVE MASS STORAGE DEVICE (it will also have the same letter as shown above).*