


# How to Download Photographs and Video from Digital Cameras at SMS

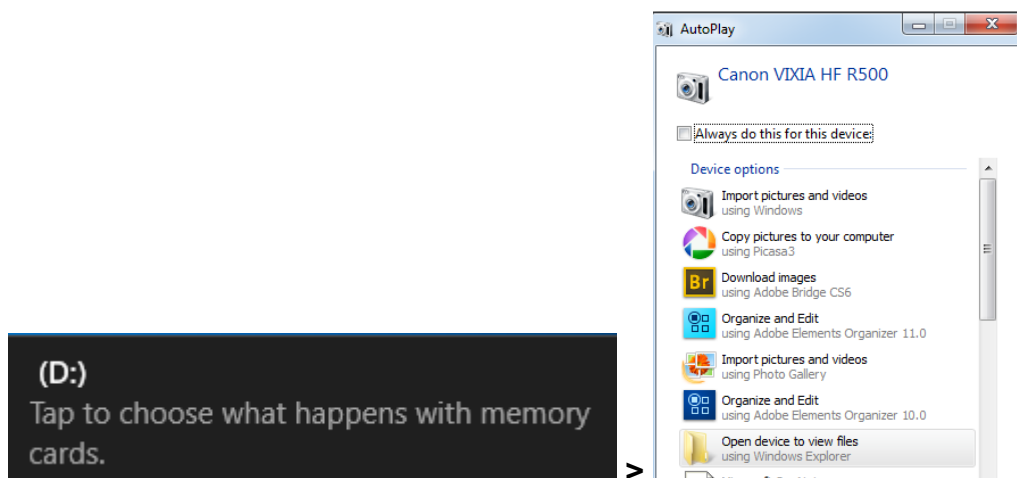
## Cameras with SD Card (see next page for video cameras)

1. **Laptop computer:** Remove the SD card from the camera and insert it into the SD card slot on laptop (left hand side near front corner).

a. Double-click on *Computer* on your desktop.

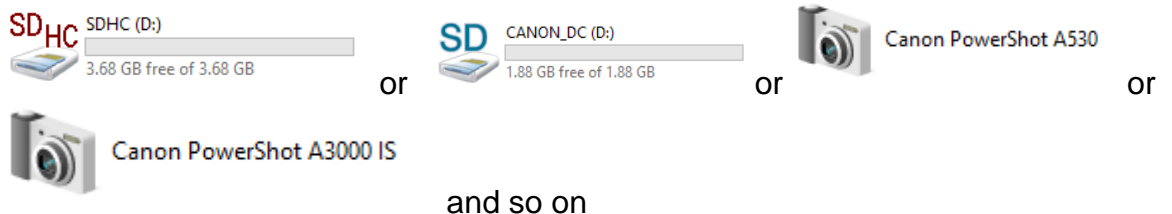
**Desktop computer:** Connect the camera to the computer with a USB cable and, if necessary, set the Mode switch to Playback:  **Turn the camera on.**

- a. If dialogues appear similar to these, **click on Tap to choose...** and then scroll down and choose **Open device to view files:**



or, open *This PC* and look for *SDHC...* or the camera name.

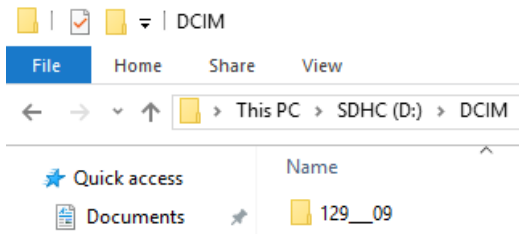
- b. The camera's card should appear under *Devices and drives*:



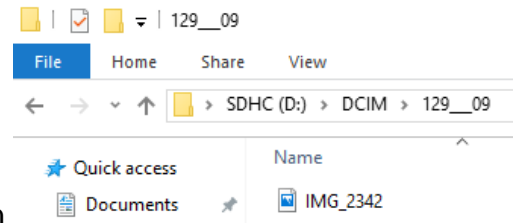
2. Double-click on the card's icon to open it, if necessary.
3. Open Removable Storage (if necessary) and then the folder called *DCIM*:



4. Your photo and/or video files may be inside another folder. Open it:



and then

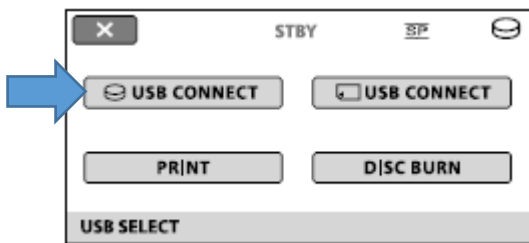


5. *Right-click* on the file(s) you desire and choose *Copy*.
6. Navigate to where you wish to save the file in **your** home folder (H: drive), e.g. Pictures
7. *Right-click* inside the folder and choose *Paste*.
8. Your file(s) should now be saved in your folder.
9. Open your video/photo file(s) to be sure they copied successfully.
10. Remember to **delete your files from the SD card** *after* you've verified that they copied successfully.
11. **Disconnect the camera from the computer, or...**

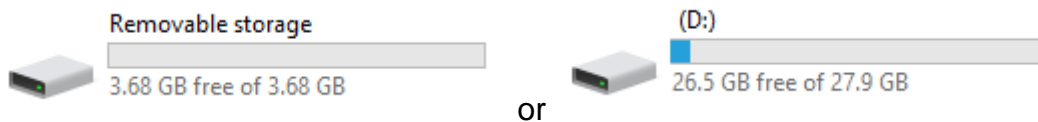
**Remove the SD card from the laptop and put it back in the camera.**

## Sony Video Cameras

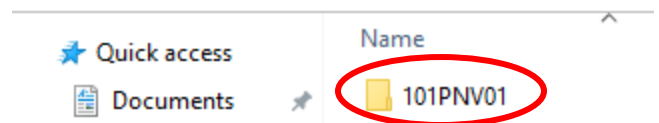
1. Connect the camera to the computer with a USB cable.
2. Turn on the camera.
3. Touch *USB Connect* (left hand side):



4. Double-click on *This PC* on your desktop.
5. The SD card should appear as removable drive. Double-click on it:





6. Open the folder called *MP\_ROOT* for videos or *DCIM* for still photos. Your photo and/or video files may be inside another folder. Open it:




7. *Right-click* on the file(s) you desire and choose *Copy*. (<Ctrl+C>)
8. Navigate to where you wish to save the file in your home folder (H: drive), e.g. Videos.
9. *Right-click* inside the folder and choose *Paste*. (<Ctrl+V>)
10. Your file(s) should now be saved in your folder.
- 11. Open your video/photo file(s) from *your* folder to be sure they copied successfully.**
12. Do *not* use Windows to delete files from the Sony video cameras. Use the camera functions instead.
13. Carefully **read** and **follow** the instructions on the camera display to properly disconnect the camera from the computer.
14. **Delete your files from the camera** after you've verified that they copied successfully. On the camera:


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**1** Touch  (HOME) →  (OTHERS)  
→ [DELETE].

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**2** Touch []DELETE].


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**3** Touch []DELETE].

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**4** Touch the movie to be deleted.




The selected image is marked with ✓.  
Press and hold the image on the LCD screen to confirm.  
Touch  to return to the previous screen.

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**5** Touch [OK] → [YES] → [OK].

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### To delete all movies at one time

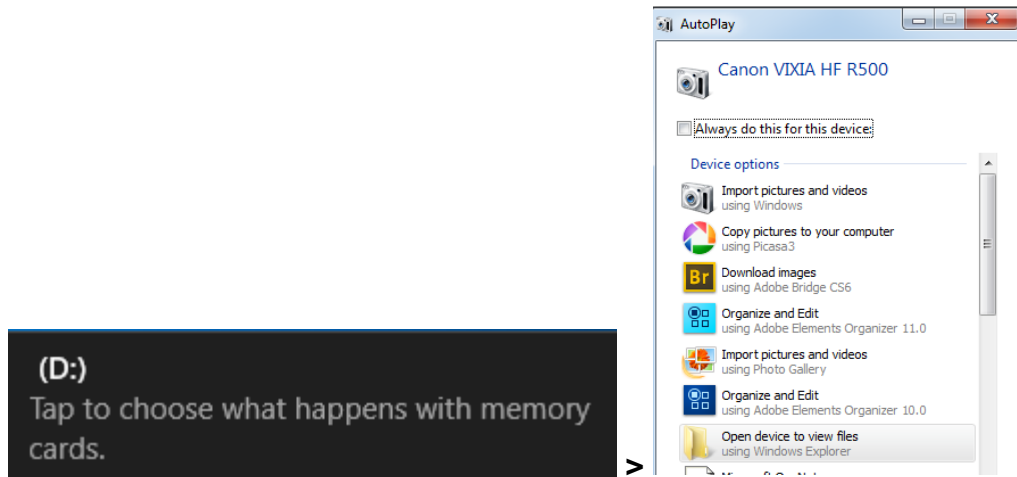
In step **3**, touch []DELETE ALL] → [YES] → [YES] → [OK].

# Canon Video Cameras

1. **Laptop computer:** Remove the SD card from the camera and insert it into the SD card slot on laptop (left hand side near front corner).
  - a. Double-click on *This PC* on your desktop.

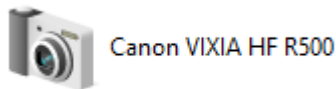
**Desktop computer:** Connect the camera to the computer with a USB cable.

- a. Press the Playback button on the camera: 
- b. If dialogues appear similar to these, **click on Tap to choose...** and then scroll down and choose **Open device to view files:**

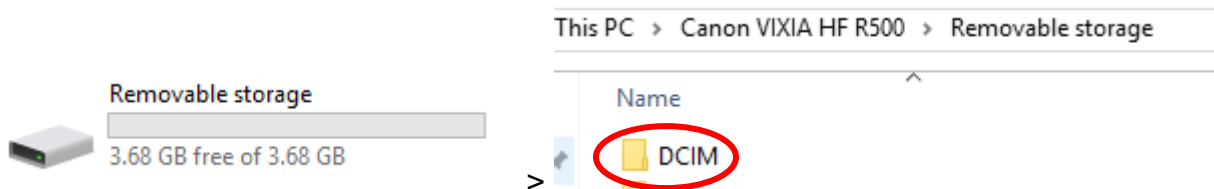


or, open *This PC* and look for the camera name.

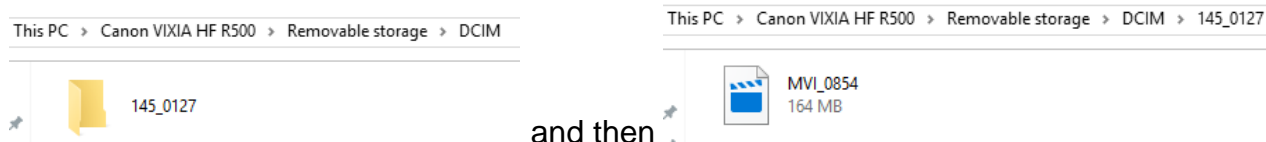
- c. The camera's card should appear under *Devices and drives*:



2. Double-click on the card's icon to open it, if necessary.
3. Open Removable Storage (if necessary) and then the folder called *DCIM*:



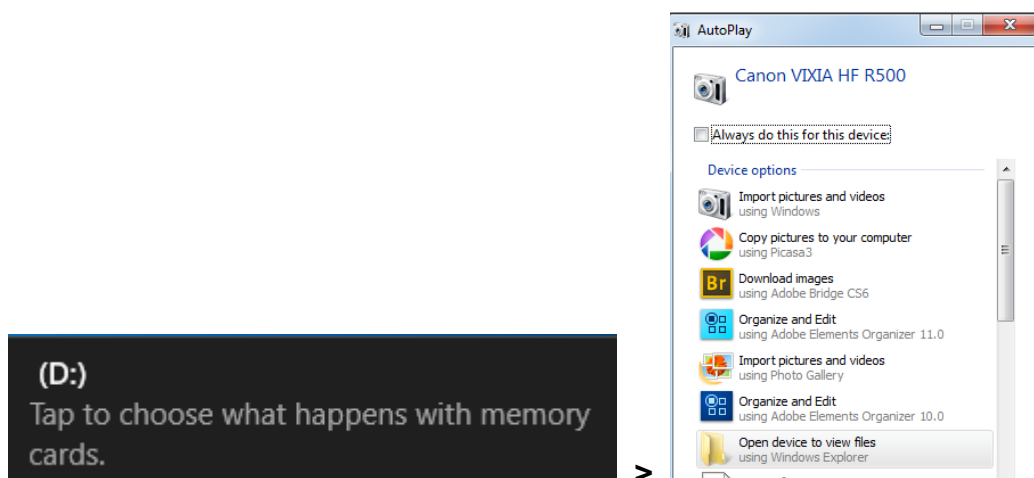
4. Your photo and/or video files may be inside another folder. Open it:



5. *Right-click* on the file(s) you desire and choose *Copy*.
6. Navigate to where you wish to save the file in **your** home folder (H: drive), e.g. Videos
7. *Right-click* inside the folder and choose *Paste*.
8. Your file(s) should now be saved in your folder.
9. Open your video/photo file(s) to be sure they copied successfully.
10. Remember to **delete your files from the SD card** after you've verified that they copied successfully.
11. **Disconnect the camera from the computer, or...**  
**Remove the SD card from the laptop and put it back in the camera.**

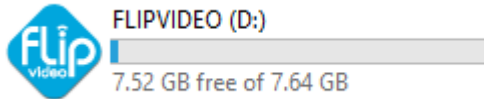
## Flip Video Cameras

1. **Carefully** connect the camera to the computer with the USB plug. **Do not twist** the camera when it is plugged in!
  - a. If dialogues appear similar to these, **click on Tap to choose...** and then scroll down and choose **Open device to view files**:

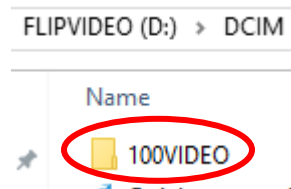


or, open *This PC* and look for the camera name.

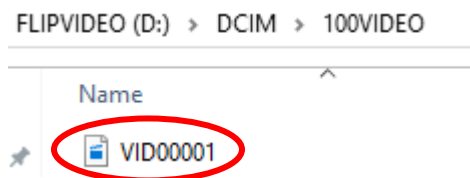
2. The camera's card should appear under *Devices and drives*. Double-click on the card's icon to open it, if necessary:



3. Open the folder called *100VIDEO* (or similar):



4. Your video files will appear:



5. *Right-click* on the file(s) you desire and choose *Copy*.
6. Navigate to where you wish to save the file in **your** home folder (H: drive), e.g. Videos
7. *Right-click* inside the folder and choose *Paste*.
8. Your file(s) should now be saved in your folder.
9. Open your video/photo file(s) to be sure they copied successfully.
10. Remember to **delete your files from the camera** *after* you've verified that they copied successfully.
11. **Carefully disconnect the camera from the computer.**