

Copying Photos and Files to a PC

From a digital camera, memory stick or other USB device
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The instructions below assume you want to copy photos or files from a USB device over to a 'PC' computer. They should work with devices such as a '**digital camera** (via its lead), **memory stick**', **card-reader**, **digital voice recorder** or similar. They cover the main topics, and are written for Windows XP. Other versions of Windows use the same approach but may be slightly different.

A. Plugging the device in to the PC

1. Make sure the PC (computer) is powered on and running normally
2. If using a camera, voice recorder or other 'powered' device, make sure it is turned OFF before you start – unless you know for sure that it should be ON.
If the copying process doesn't work with the device turned off, you can then try with it on - but try with it OFF to begin with.
3. Plug the device or lead into a free 'USB port' on the computer.
These are usually found at the back of the computer, though some laptops have them at the side and some 'desktop' PC's have one or more at the front. There is a right and wrong way up when plugging in - so if it's not going in, try turning it over!

B. Finding the files

Once you have plugged the device in to the computer's USB port, one of two things normally happens:

- a small window appears on the screen (after a slight pause) OR
- it doesn't

If the small window appears

1. Click on the option saying 'Open folder to view files using Windows Explorer'
2. Click OK to do this. A new window should then appear on screen.
3. Click on the word Folders (or an icon for this) near the top of the new window.
The left hand side of the window should now change to show a list of different storage places on the computer (eg My Documents, My Computer, Local Disk etc)
4. In the left hand window, look for the name of the device you have just plugged in – often shown just as 'Removable Disk'. The name should be shown in highlighted text which is normally blue. If it IS already highlighted, just leave it alone. If it isn't highlighted, click the device name (once) which should make it go highlighted.
5. At this stage, the files you want may already be on show in the right hand side of the window. If they are, go straight to section C, below.

Tip when looking for images: Normally, just the file names are shown on screen. To see miniature versions of the images themselves, click on the 'Views' icon (usually next to the Folders icon near the top of the window) and then click 'Thumbnails'.

6. If the files you want are not already on show in the right hand side of the window, look across at the left hand side of the window and you should see one or more folders (yellow oblongs) showing immediately below the name of the device.

In the left hand side, click on each of these folders. As you do so, the contents should be shown on the right hand side.

If there are lots of items on the right hand side you may need to scroll up or down in that part of the window to see everything.

7. When you click on a folder in the left hand side you may find that one or more 'sub-folders' appear beneath it. This is common on digital cameras and some other devices. To see what is in a sub-folder, just click its name in the left hand side of the window – its contents should then be shown on the right hand side.
8. Eventually you should be able to track down the files you want. Once you know where they are, go on to section C, below.

If the small window did not appear when you plugged in the device

Start up My Computer - eg click the Start button, then click on 'My Computer'. Then go to instruction (3) in the list above.

C. Copying files from the device to the PC

First, decide where you want to copy the files **to** on the PC. For example, you may want to create a separate folder on the PC for each learner, or each topic, or each class, and then copy the relevant files from the device into the appropriate folders on the PC.

If the device itself has folders on it, you may want to copy the whole of a folder – which automatically copies the files it contains – from the device across to the PC.

C1. Creating folders on the PC

This follows on from section B above.

1. In the left of the window, click once on the location where you want the new folder to be - eg click 'My Documents'
2. At the top of the window click File + New + Folder
You should then see a new folder appear in the right of the window with its title (probably 'New Folder') highlighted in blue
3. Type in an appropriate name for this new folder and press Enter on the keyboard. This new name should replace the one highlighted in blue – if not see C3 below.
4. Repeat the process to create more folders if required

C2. Copying files/folders across

Note that this process leaves the original files and folders on the device exactly as they were and simply makes a copy of them on the PC.

1. In the left of the window, click on the device name and then – if necessary - on a folder within it, until the files or folder you want to copy are shown in the right hand side of the window.

2. Check that you can see the destination folder – ie where you want the copies to go - in the left side; if not, scroll up or down in the left side until it comes into view in the left side (but don't click it). The files in the right side should still be the same as at step 1 above.
3. In the right side, click once on the first file or folder to copy, then hold down the Ctrl key on the keyboard and click on the other files or folders you want to copy (if any). Finally, let go of the Ctrl key.
4. Grab the highlighted items in the right side by pointing at one of them with the tip of the mouse-arrow and holding down the left mouse button.
5. Keep the mouse button held down and drag the files (they should all move together) across to the left side and 'into' the folder where you want them to go; then release the mouse button.
6. In the left of the window, click on the folder to which you have just copied the items and check they are now there (they should appear in the right side once you have clicked in the left)

C3. Renaming items on the PC

You may want to rename the files or folders you have just copied to the PC to help you remember what each contains. This follows on from C2 above:

1. In the right hand side of the window, click once on the name of the file or folder, pause for 2-3 seconds, then click it again. The name should then be shown highlighted (normally in blue) with a flashing upright line at the end.

If you don't pause long enough between the two clicks you get the file 'starting up' on screen (eg if it's a photo then the photo editor will start up). If this happens just click on the cross at top-right to close the new program and try again.

2. Type in an appropriate name, press the Enter key on the keyboard and the name should be changed.

Note that some devices also allow you to change the names of files and folders on the device itself in the same way, but some don't.

D. Copying TO the device

Some devices (eg memory sticks, camera cards, some voice recorders) allow you to copy items **to** them as well as **from** them. With a memory stick this is a useful way of transporting files between computers. With a voice recorder this can allow you to copy across items to play back on it such as music files or audio items downloaded from the web or elsewhere.

To copy a file to the device, use a similar technique to that in C2 above but this time drag the items from where they are kept on the PC and put them into the appropriate folder on the device – or just on the device without being in a folder if this is appropriate.

Note that this process leaves the original items exactly as they were and simply makes copies of them on the device.

E. Safely removing the device

To avoid damaging data files, you should:

1. Wait until you have finished copying to or from the device.
2. Make sure that the device light has stopped flashing, if it has one
3. Click on the 'Safely Remove Hardware' icon (with a 'fat green arrow'), normally at the bottom-right of the computer screen. If it isn't visible, you may need to click on the 'left-arrow' sign (<) at the bottom-right of the screen first in order to see it.
4. Click on the 'Safely remove USB Mass Storage Device' (or similar) option that should pop up
5. Wait till you see the 'Safe to Remove Hardware' message
6. Unplug the device from the PC

The 'Safe to Remove Hardware' message should then disappear automatically. If it doesn't, just click in the message itself to make it go.

*If you get a '**device cannot be stopped right now**' message at step 4, try the following: Close all programs running on the PC (leaving just Windows itself running), wait 30 seconds or so then try step 3 again.*

If the message still comes up, the safest thing to do is to shut down the PC completely, then unplug the device. Alternatively you can simply unplug the device without shutting down – though there is a chance that data may be damaged on the device as a result.