

## Using digital music players and cameras with your computer

There are lots of different digital devices you can use with your computer.

### Digital music players

An MP3 player is a device you can use for storing and playing music digitally. An MP3 player uses memory to store your music, the more memory it has the more music it can store.

Memory comes in bytes. A gigabyte (GB) is one thousand megabytes (MB), which is about 500 songs. Different makes of MP3 players can store different amounts of music:



### Digital cameras

Digital cameras store pictures digitally. Rather than putting film into your camera, photos are stored on memory cards.



You might want to transfer photos from a camera to a computer. To do this you have to connect them to each other using a USB cable.

To find where the USB cable goes look for the following symbol on your camera and computer:



### Transferring files from your camera to computer

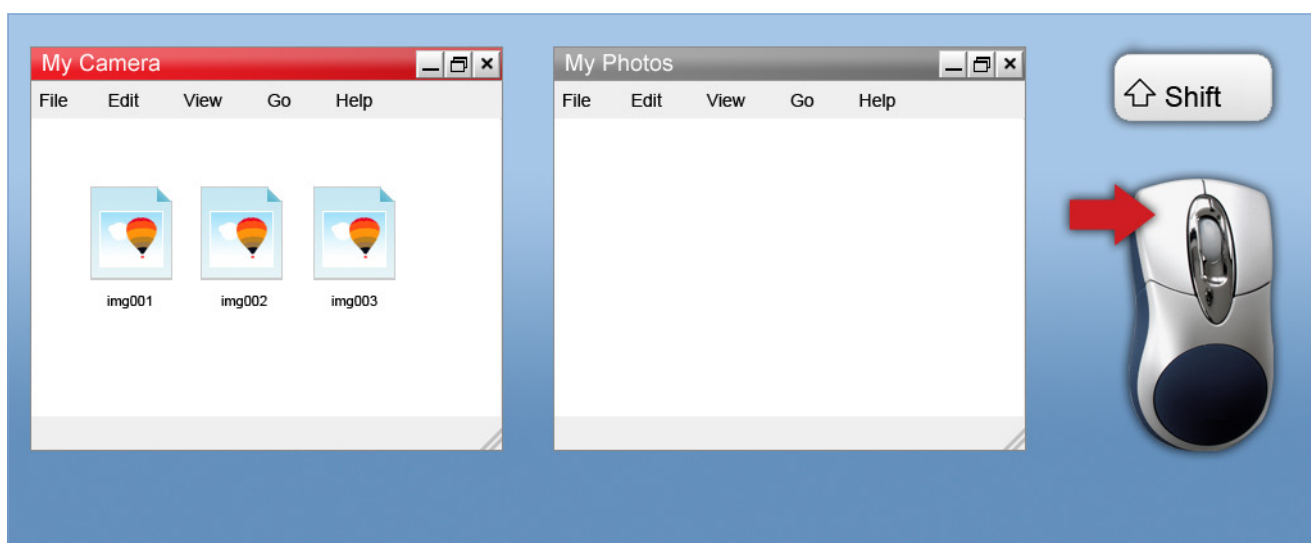
When the camera is plugged into your computer you will be able to view and manage all the photos on the camera.

Here are two ways to transfer photos from a camera to a computer.

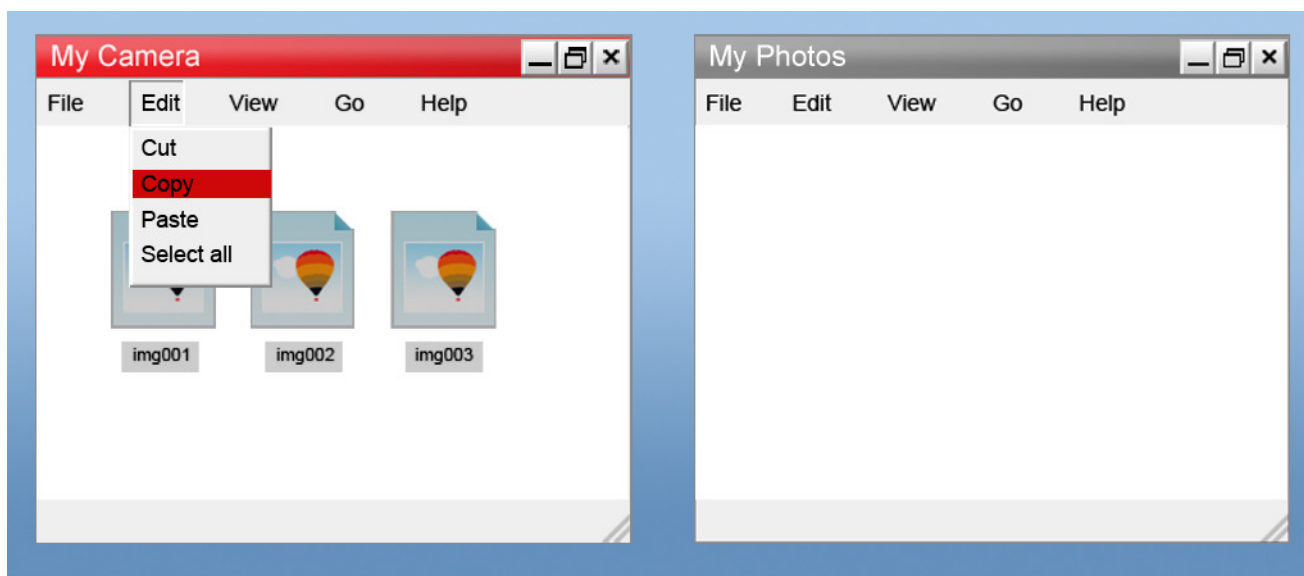
## Using the file menu: selecting individual photos

Double click on the **My Camera** and the **My Photos** folder to open them.

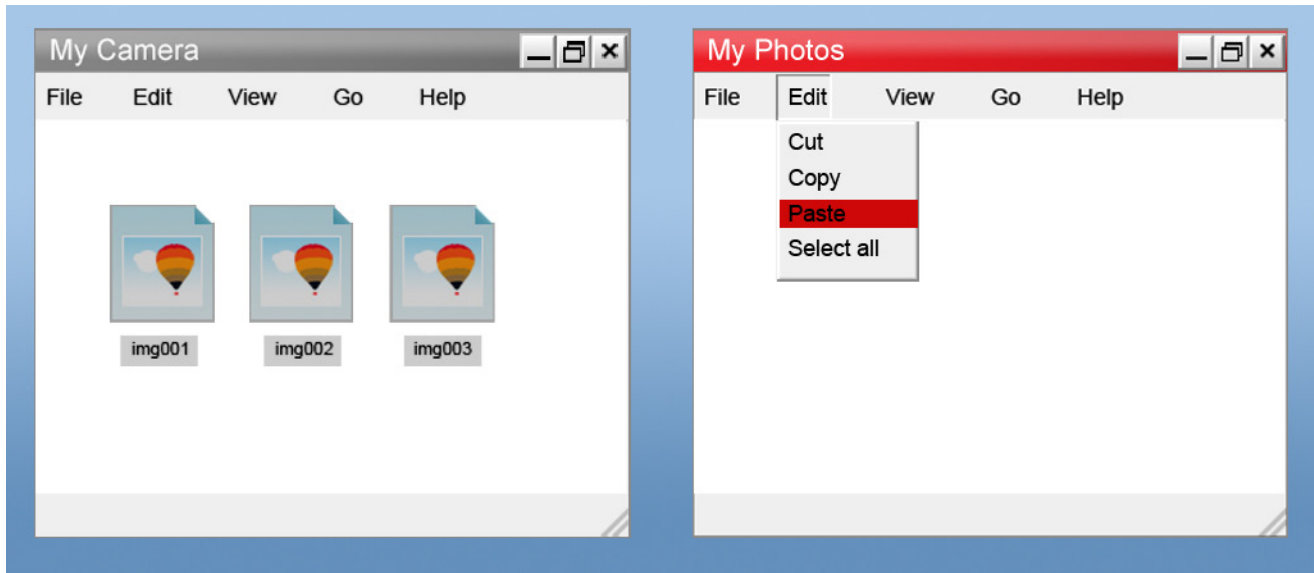
Select the photos you want to copy from your camera to your computer. To select more than one photo, hold down the **shift key** and **single left click** each photo. Once you have selected all the photos you want to copy let go of the shift key.



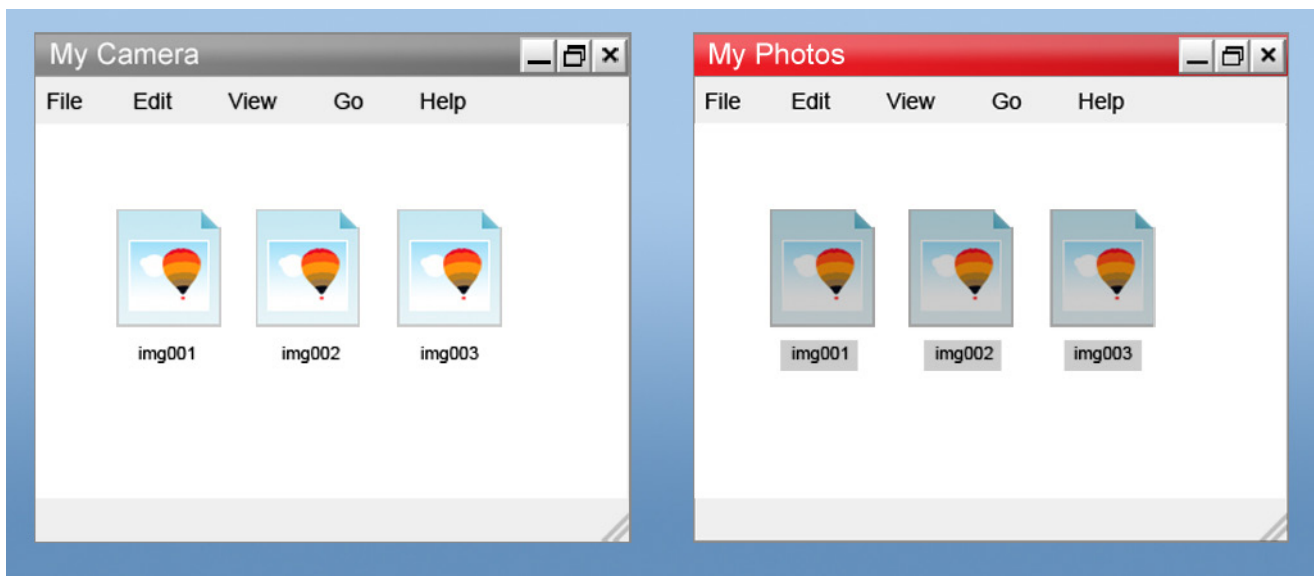
Left click on the **edit menu** in the menu bar in the **My Camera** folder and left click on **copy**.



Left click on the **edit menu** in the menu bar in the **My Photos** folder and left click on **paste**.



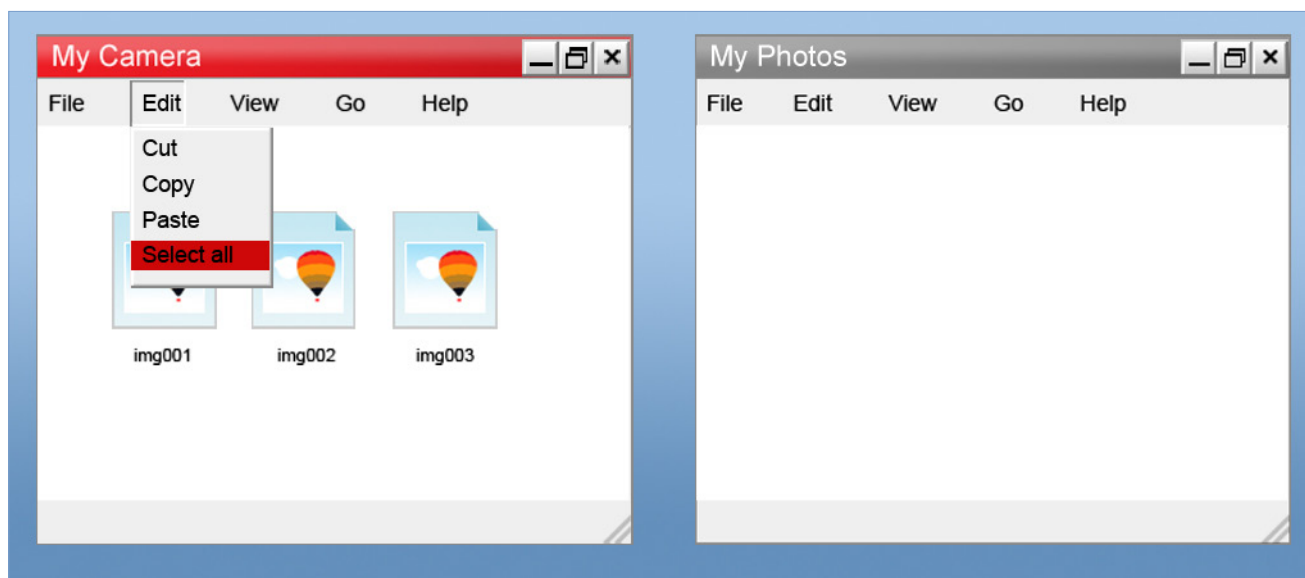
The photos you have selected will now copy across from the **My Camera** folder to the **My Photos** folder.



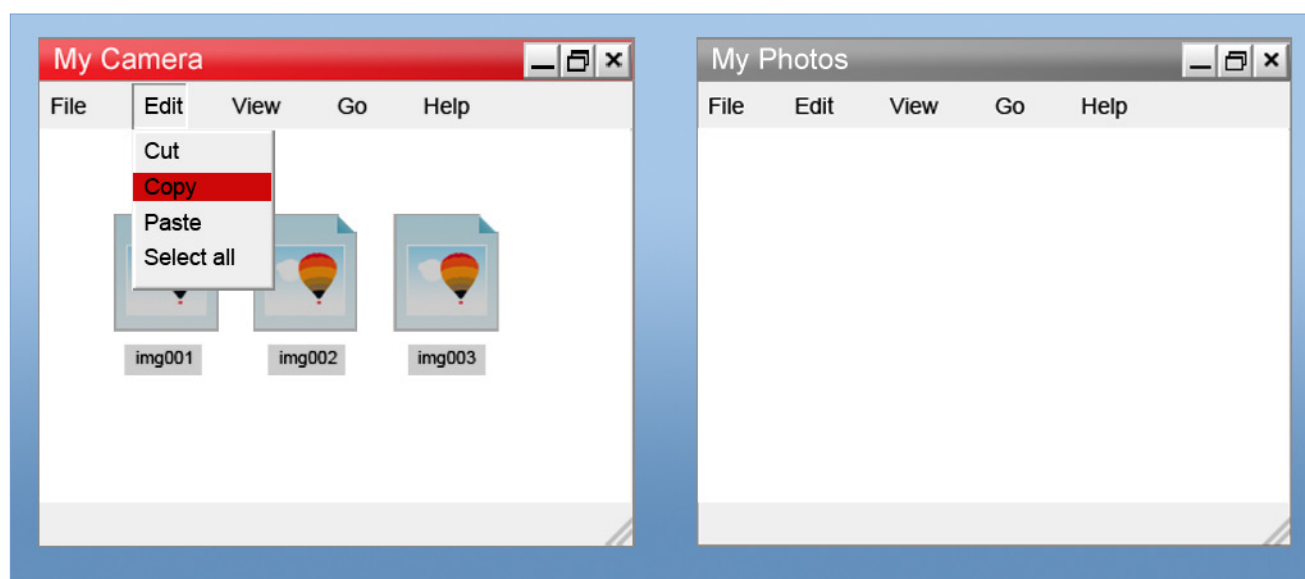
## Using the file menu: selecting all photos

Double click on the **My Camera** and **My Photos** folder to open them.

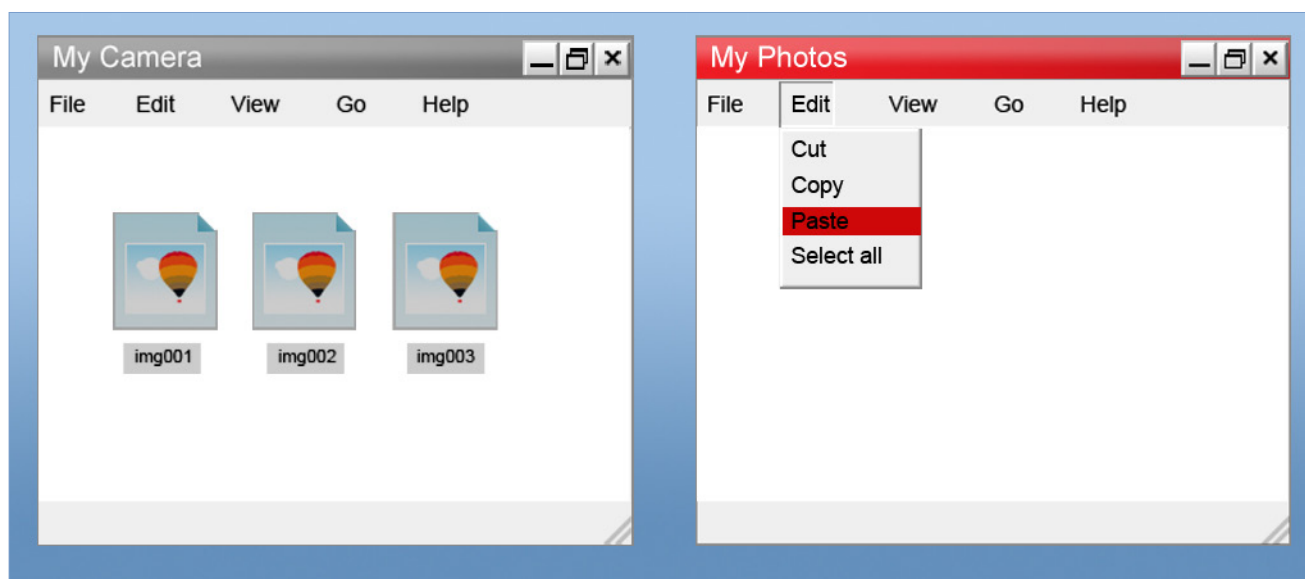
To select all the photos from your camera left click on the **edit menu** in the menu bar in the **My Camera** folder and left click on **select all**.



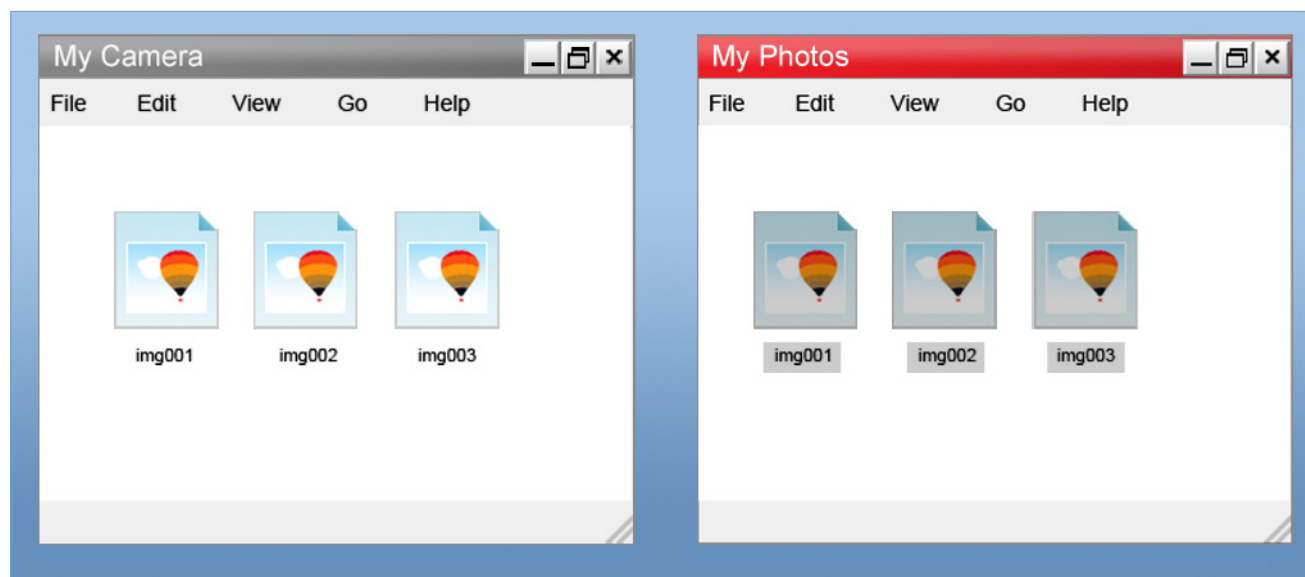
Left click again on the **edit menu** in the menu bar in the **My Camera** folder and left click on **copy**.



Left click on the **edit menu** in the menu bar in the **My Photos** folder and left click on **paste**.



All the photos from your camera will now copy across from the **My Camera** folder to the **My Photos** folder.

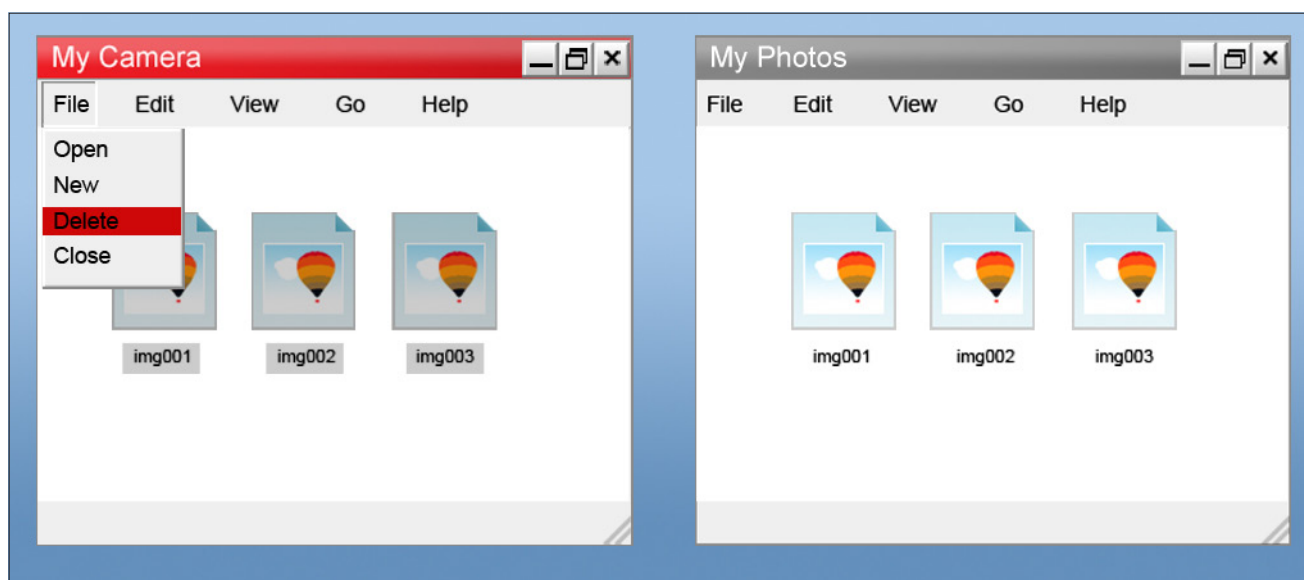


## Deleting photos

Once photos have been copied from your camera to your computer you may want to delete them from your camera. This will give you more memory space on your camera to take more photos.

To delete photos from your camera first left click on the photos you want to delete. Either use the shift key and left mouse button to select individual images, or use the edit menu to select all.

Next left click on the **edit menu** on the **camera** folder and left click on **delete**.



The photos will now be deleted.

How you copy, paste and delete photos on your computer is the same for copying, pasting and deleting all files. If you know how to manage your image files you can do the same with other files, such as documents, videos and music.