

# Digital Camera Crash Course

## Digital Camera

To take pictures:

1. make sure camera is on still
2. make sure to hold steady to prevent blurring
3. the little picture in the right corner will tell you how many pictures you have taken. (7 pictures to a disk!)

To view/delete pictures on camera:

1. make sure camera is in play mode
2. use the arrows to advance pictures (or choose index to see them all)
3. to **delete** a picture choose delete from the menu (camera must be in play mode)

To view/delete/save onto computer:

1. place disk into floppy drive
2. open disk and click on icons to view pictures
3. choose "save as," rename them (keeping .jpg at the end), and save to H drive
4. to delete drag into recycle bin

To place into newsletter:

1. open newsletter
2. from the **insert** menu, choose **picture** and **from file**
3. A window will pop up
4. click on the down arrow next to the box that says **look in** to find the H drive
5. select the H drive and find the picture you wish to insert
6. make sure the "float over text" box is checked
7. click insert and the picture should appear in the newsletter
8. *if you want to format the picture* (i.e. wrapping) click on the **format menu** and choose **format picture**, there should be several tabs (one that says wrapping or layout depending on your version of Word)

*You can also use the above procedures to insert clipart*

