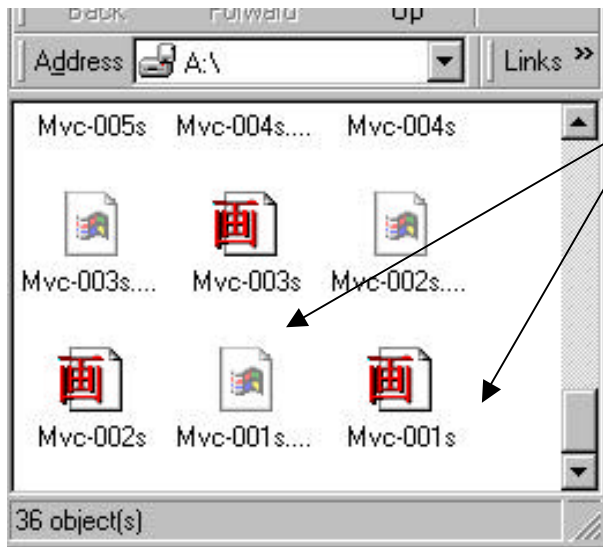


Saving and Renaming Digital Pictures

- After successfully taking the digital pictures that you wanted, simply remove the Floppy Disc from the camera and place it in your 3.5' Floppy Drive.
- Open the file to view your data. (double click on the Floppy icon on your desktop or double click on My Computer and find the floppy icon)
- You will see data that might appear strange. The lettering and icons will look different, depending on the type of camera you use. Here at Most schools have Sony Mavica cameras. This is what will appear when you view your disc:



Notice that there are 2 files with the same name.

The one with the foreign looking symbol is the picture. The other is just a word file that is not needed. The **Mvc** represents the camera and the number represents the order in which the picture was taken.

NOTE: The picture symbol will not always be the same, depending on the camera and the photo software on your computer. Just remember it is not the one with the *Windows* icon.

- To rename the picture, you can **a)** Select picture - Click on **File** - Click **Rename**.
- **b)** Right mouse click on the picture and go to **Rename**.
- Then just name it what you want. (No symbol - /, -, :, etc.)

There is two ways to save a picture where you want it:

- 1) Open the picture. (Double click on it) Go to **File** - **Save As...** - then find the folder you want to save it in. Click **Save**.
- 2) Minimize the Floppy screen - find the folder that you want to save into - maximize the floppy screen - then just **click and drag** the picture on to it. A small **(+)** symbol will appear when the picture is ready to be dropped. When you see it, let your finger off the mouse.