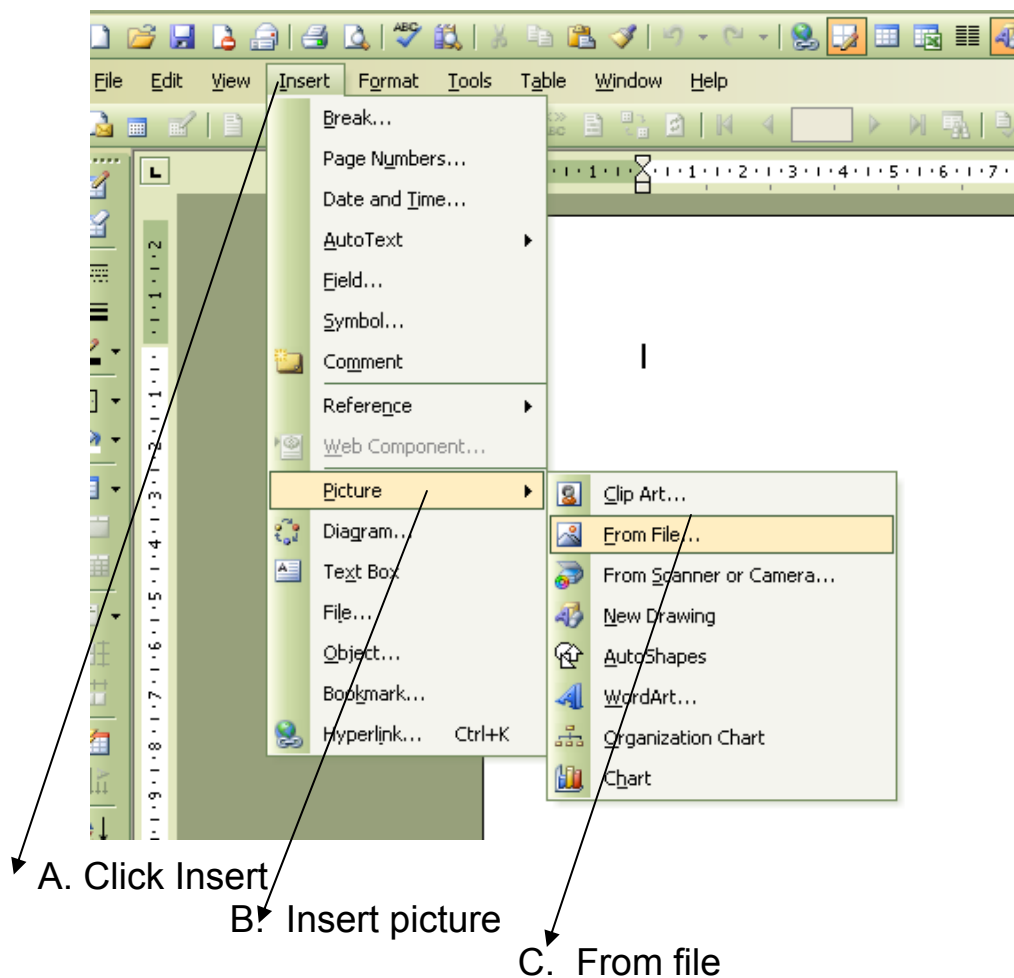


# Inserting Photos From Digital Camera

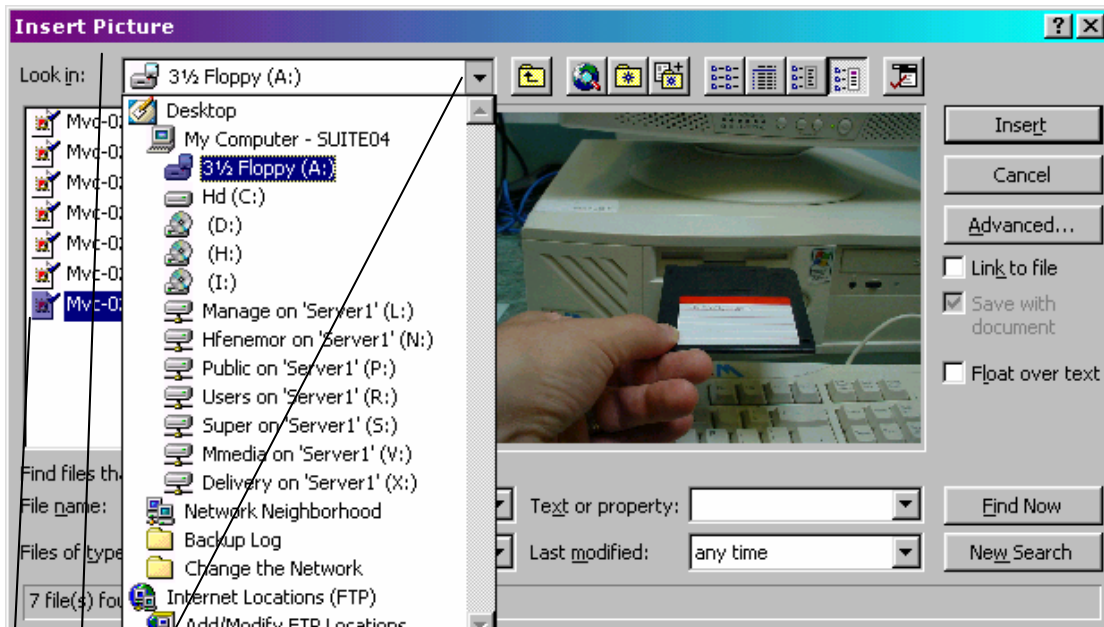
1. When using a digital camera, pictures are either stored onto a memory stick or a disc.
  - The disc may be placed into the floppy drive of the computer.
  - If the camera has saved pictures onto a memory stick, you will need a USB cable to connect to the USB port of your computer.
2. Open the programme you want to use to present your photo (for example, Microsoft Word, or Publisher).
3. To retrieve the photograph:
  - Place the floppy into the A drive
  - OR connect the USB cable to both the computer and the camera
4. Look at the toolbar in your programme:



(nearly there 😊 )

# Inserting Photos From Digital Camera

5. Now you will have to tell the computer exactly where to find the picture:



A. Use the dropdown arrow to click on the drive you want. (The Floppy Drive is usually A – but a USB port may link your camera to another drive. It will be given a number and be called a 'removable' Drive)

B. An 'Insert Picture' window will appear

C. Click on the picture that you want, and it will automatically insert into your document.