**Instructions for Downloading Pictures**

Step 1 – Connect card reader to your desktop via USB port on front of desktop.

Step 2 – Remove SD card from your camera.

Step 3 – Insert SD card into card reader.

Step 4 – Open the “My Documents” folder on your desktop.

Step 5 – Open the “My Pictures” folder in “My Documents”

Step 6 – Click on the “My Computer” icon on your desktop.

Step 7 – Click on the drive that shows the card reader.

Step 8 – Click on the “DCIM” Folder.

Step 9 – Click on the next folder. Your pictures should appear.

Step 10 – Select all of your pictures and **move** them to the “My Pictures” folder.

Step 11 – Once all pictures have been moved, please delete the pictures on the SD

 card so that it is blank for the next student.

Step 12 – Place the SD card back into the camera and turn it in, along with your pass.