



How to Use the USB Card Reader



Produced by Library Support Unit Team, The Highland Council
31A Harbour Road, Inverness, IV1 1UA

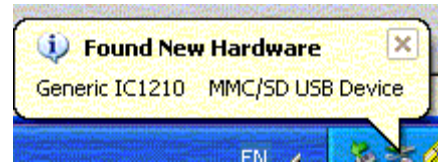
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How to use the USB Card Reader

To access files stored on a camera or camera phone it is best to use a USB Card Reader which is available on request from Library Staff.

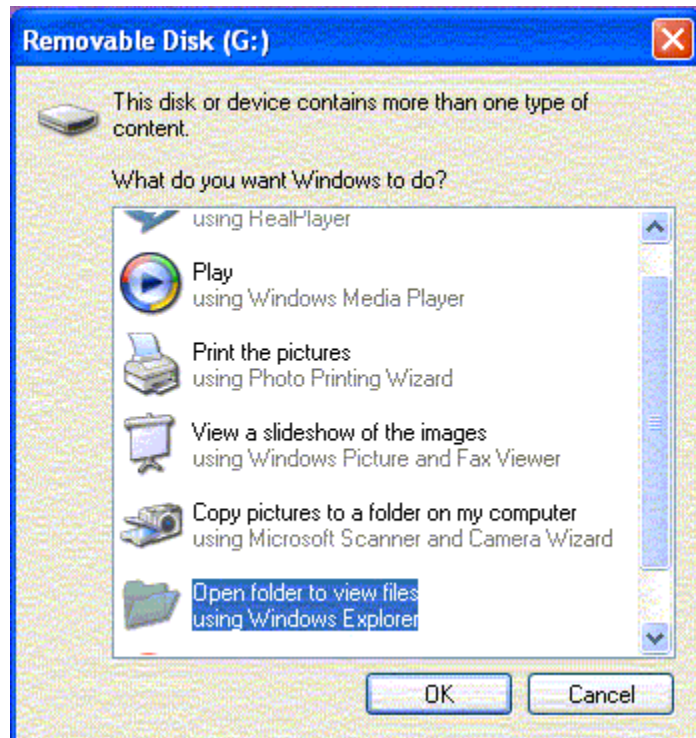
For this example, we will be using the USB Card Reader to view files stored on the memory card of a Nokia 6230i mobile phone – all memory cards that fit one of the 4 slots in the memory card will work in the same way as is shown in this example. The reverse of the memory card details which of the 4 slots to use.

Log onto the PC, put the memory card in the relevant slot of the reader and plug the reader into one of the USB ports on the PC (2 on the left side of the screen, 2 on the right side of the PC). Two balloon messages will appear at the bottom right of the screen – the first finds the card reader, the second finds the memory card.



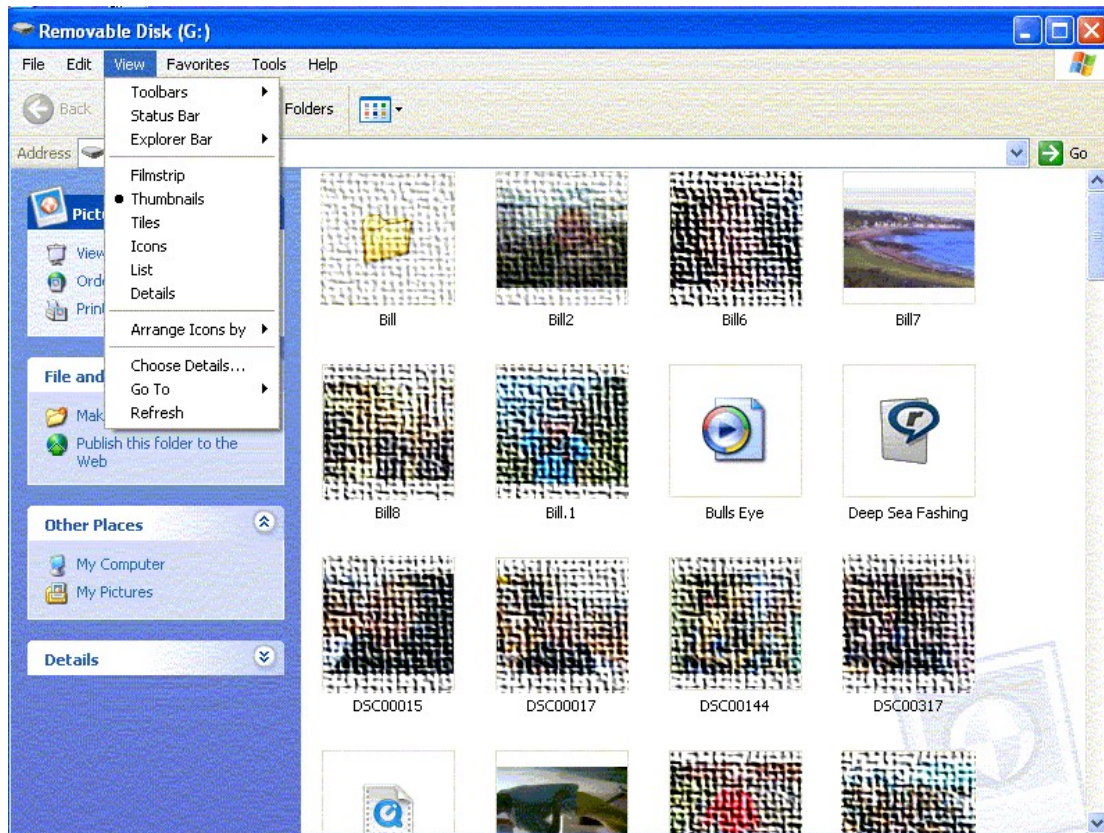
Let these messages disappear by themselves and within a minute, this window should open (if it doesn't, try taking the memory card out of the reader and putting it back in again).

In this example, we want to **"Open folder to view files using Windows Explorer"** so select the option shown here and click on the "OK" button.



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A new window opens showing the files as thumbnails as shown below.



By clicking on the **"Folders"** button we can then drag and drop these images to **"My Documents"** for emailing or other tasks.

Alternatively, by double clicking on the thumbnails the individual images can be opened to view using Microsoft Photo Editor.

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If none of the above works, then carry out the following steps.

- Put the memory card in the relevant slot in the USB card reader, plug the card reader into the PC.
- Ignore any messages "saying found new devices".
- Open My Documents, click on the "Folder" button and you will see 4 new drives.
- One of these is the drive with the card (trial and error will find it) – open this drive and look for a folder (commonly called DCIM or similar).
- You can change the "View" settings in Windows Explorer to "Thumbnails" to preview the contents of the memory card. If you wish to view an individual photo just double click the thumbnail and it will open in Photo Editor.

If you are trying to email photos from the memory card, sometimes your mail provider system will be unable to see the memory card – you will notice this happening if you try and attach a photo to an email and it takes an inordinate length of time. To overcome this problem, simply copy and paste the photos that you want to email into the temporary storage, "My Documents" and attach them from there.

Once you have finished using the USB card reader, please return it to the library counter.