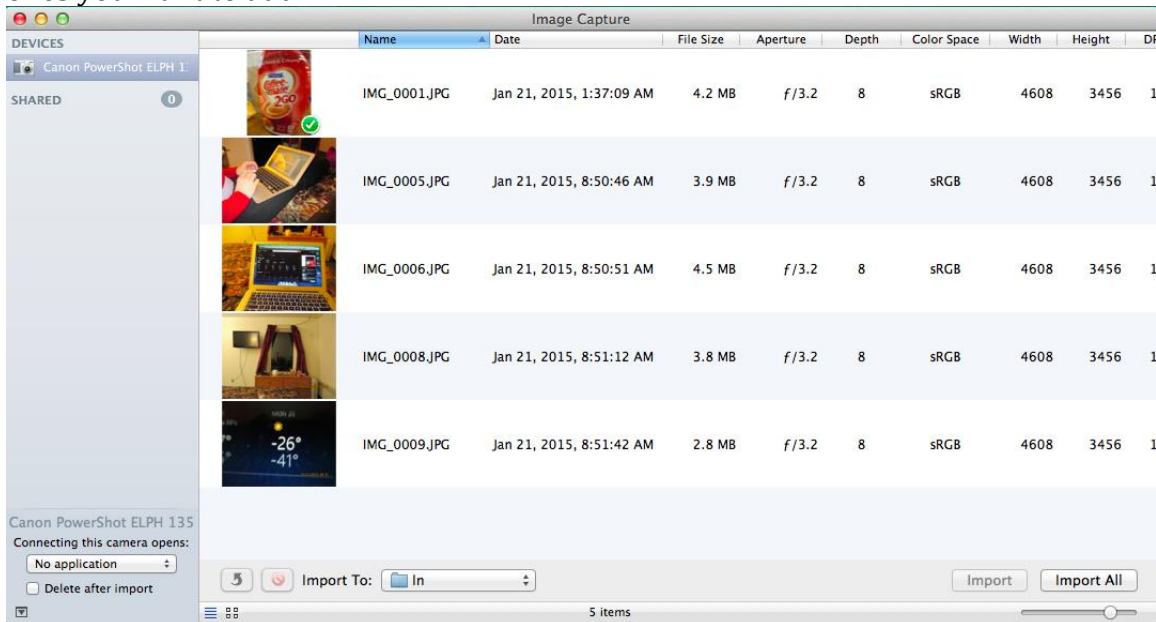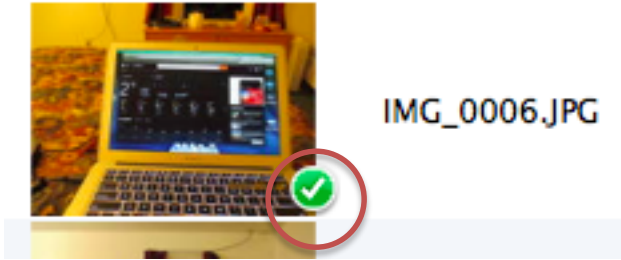# How to scan with the Camera

1. Write the identifier on a little square of paper and put it in view with the item. Take a bunch of pictures with the camera.

2. Plug in the camera using the cable from your scanner. They are compatible.

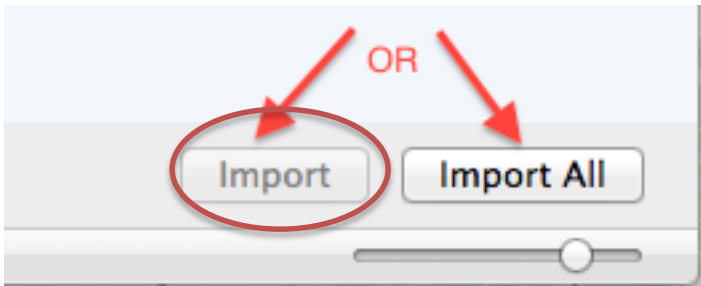3. Click on the Image Capture icon in the dock at the bottom of the screen

4. Select which JPGs (pictures) you want to import. Caution!!! Green checked ones have already been imported and are the pictures from the previous identifiers. You only want to get the pictures for this identifier! Click one and then hold down the Shift key and then click another way down the list and all the ones in between will get selected. Or click one and hold down the command key and you can click on the ones you want to add.

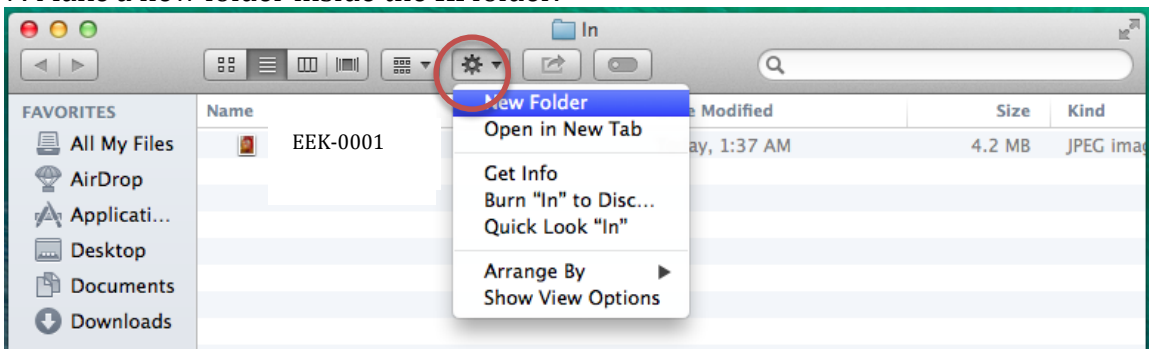Here is a close up of the green check

IMG_0006.JPG

5. Click **Import**. The JPGs you selected will immediately go to the **In** folder on your Mac's desktop. If you click **Import all** your entire set of JPGs will go into your **In** folder.
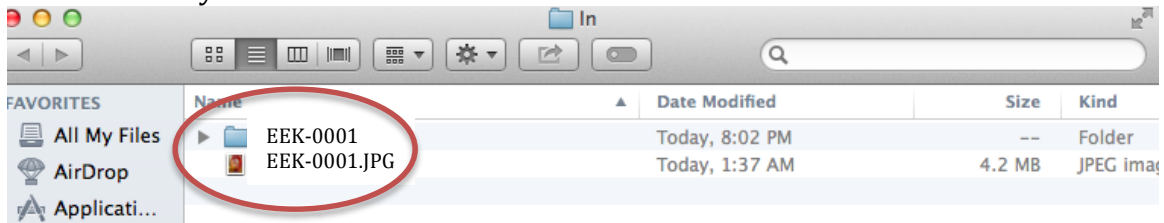

6. Click and open your **In** folder on the desktop.
You are going to put a copy of all your new scans into a new folder labeled with your identifier number. Another copy will stay on the camera's SD card.

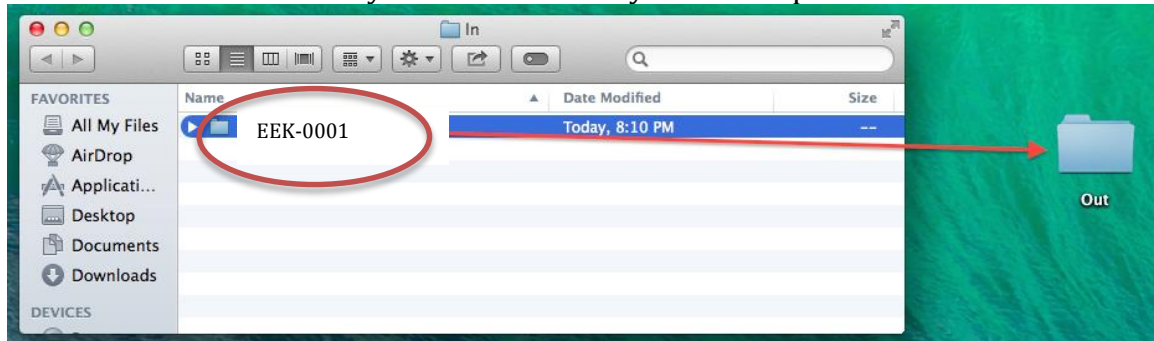7. Make a new folder inside the **In** folder.

...and name it your identifier number.

8. Drag and drop your files into the new folder you have labeled to match your identifier. Click to make a file turn blue, wait a second, then click and hold your finger down while sliding your finger to guide the file into the folder by hovering over the folder until it turns blue or opens a new box. Let up on your finger and the file will drop into the folder.

The only thing in your **In** folder should be a folder labeled EEK-0001 (actually your identifier)

9. Move this new folder to your **Out** folder on your desktop.

You are done with this item!
If you are ready to take pictures of the next item, unplug your camera and start at step one again.

Hints for later:
Eventually you will have to delete pictures off your camera's SD card because it will get filled up. All those pictures will be already saved on your computer in the Out folder. Follow the camera instructions or connect the camera to the computer and then click the red delete symbol, and they will go to the trash.

You can also manually delete photos from your camera by using the trash can emblem on the circular selector on the back of the camera. You will be deleting each image individually, and the camera will ask "erase" or "cancel."

Another way to move pictures from your camera to your computer is to take your cameras SD card out of the camera and put it in the computer and then drag and drop the pictures into your **In** folder.

In the **Finder** you can see a little picture of what's in a file if you click the icon in the small circle, then click once on the file (which will turn blue) to see a picture like you see in the big circle. If you want to edit what you see, you have to go back and double click on the file name to open the file. This is a good way to make sure that your scans or photos are going into the right folder with the right identifier.