Digital Camera Lab Procedures
Please read before using the cameras.
Students should not use cameras without Teacher Supervision.

Steps before Use

1. Verify contents of camera lab
   a. 14 cameras – with battery and memory stick duo card in place
   b. 14 cables to connect cameras to computers
   c. 7 extra batteries
   d. Instruction manuals and CDs
   e. 14 battery chargers
2. Check battery charge
   a. Turn on camera
   b. Look at battery icon on LCD
   c. Amount shaded white reflects % of charge – this picture shows a battery with about 85-90% charge
   d. If % shaded white is very small the battery will need recharging before using it. This can be done even if the battery isn't totally used up.
   e. Recharge battery using battery charger included in camera lab cart.
      i. Remove battery
         1. locate battery door on bottom of camera, slide battery door open
         2. Push blue button away from battery to release it

3. Check that Memory Stick Duo card is in place. The Memory Stick Duo is the media used to save pictures taken with this camera.

4. Assign cameras to students. Each camera has a number label. Use the enclosed Camera Assignment Sheet to record names. Wipe names off when cameras are returned.

Review with students proper handling procedures. Emphasize extreme carefullness. Always carry the camera with the strap around your wrist to avoid dropping the camera.

Taking/Viewing Pictures

1. Select the camera icon on the **Scene Selection knob** for <u>auto adjustment mode</u>.

* This is the best selection for beginner photographers.

2. More Advanced Picture Taking: Select the desired mode on the Scene Selection Knob.

Scene Selection modes

The following modes are predetermined to match the scene conditions.

High sensitivity ISO
Shoot without flash in low-light reducing blur

Twilight*
Shoot low light scene without flash

Twilight portrait*
Shoot portraits in low light with flash

Snow
Shoot whitish scene brightly

Beach
Shoot waterside scene with rich blue color

Landscape
Shoot landscapes with distant focus

Soft snap
Shoot subject with soft background

*The shutter speed becomes slower, so using a tripod is recommended.

3. To view pictures press the Playback button.

4. To scroll through the pictures in View mode press the left or right arrows on the Control Button.
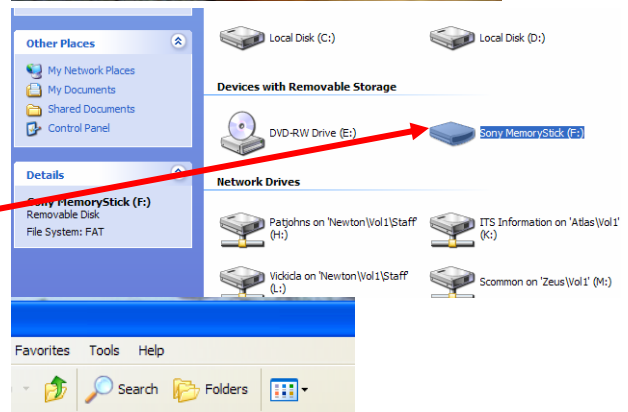
Left Arrow

Uploading pictures to a computer

1. Connect cable to camera.

2. Connect USB end of cable to the computer. Notice the symbol on the cable matches the symbol on the computer port. There is only one way this cable fits on the port. Examine the connection carefully. Do not force an incorrect connection.
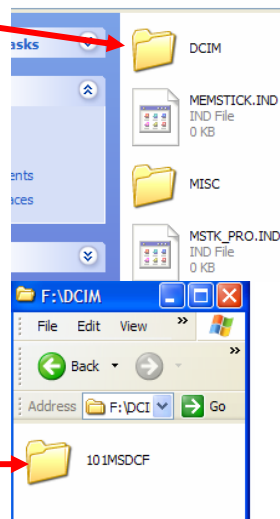
Refer to photo showing bottom of camera on page 5.

3. Turn the computer on and log in as usual. Turn the camera on.
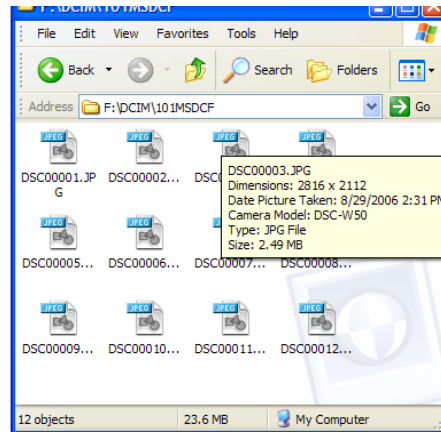4. Double click My Computer. Locate the Removable storage labeled "Sony Memory Stick (F:)"

5. Double click the Sony Memory Stick icon.
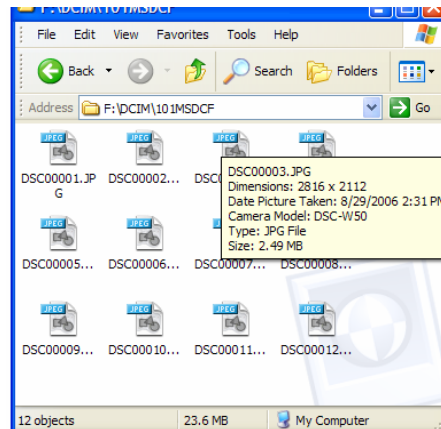6. Double click the folder labeled DCIM.

7. Double click the folder labeled "101MSDCF". (There should be only one folder here – it may be labeled something different. That's ok.)

8. The pictures taken are shown as jpg files. Each file may be named something like DSC0001.JPG. Select the picture file(s) you wish to copy. (Remember you can select multiple files by holding the CTRL key and clicking.)
9. Go to Edit menu/Copy
10. Open a folder in the location on the network where you wish to save these pictures.
11. Go to Edit menu/Paste.
12. You may wish to rename your picture files with a more identifiable name.

- Right click on a picture file
- Left click on **Rename**
- Type the new file name

13. Once you have saved pictures from the camera delete these files from the camera.
14. Select all jpg files as described in step 8.
15. Right click on a file.
16. Left click on Delete.

Before Returning Camera Lab

1. Confirm pictures taken have been deleted.
2. Place each camera in its protective sleeve then in a padded section of bag.
3. Confirm all 14 cameras, each containing a battery and memory stick duo, are in the bag.
4. Confirm all 14 chargers are in the bag.
5. Confirm all 14 cables are in the bag.
6. Confirm 7 extra batteries are in the bag.
7. If time allows please recharge batteries for the next person who checks out the lab.

Please return the Digital Camera Lab promptly at the end of your scheduled time to:

Technology Department
Diana Hallonquist, Secretary
Education Support Center
1301 E Young St

903-381-2226

Or
Pat Johnson
ESC, room 153

Camera Views

Top of camera

1. **Power button**
2. **Shutter button** – press and hold the shutter button halfway down to focus picture, press down fully to take the picture. The shutter makes a sound when fully pressed.
3. **Zoom button** – push left for a wider view and right for a tighter view

Front of camera

Avoid placing fingers over lens when turning on the camera. When camera is first turned on this lens shoots out from the front of the camera.

Bottom of camera

Locate the battery door (1) and connecting point (2) for connecting cable from the camera to a computer. Note that the cable has a small triangle pointing away from cable. With the LCD side of the camera facing you connect the cable with the side that has the small triangle facing you as well.