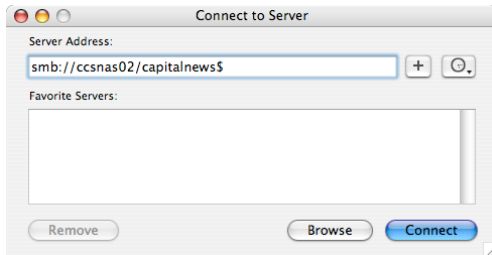
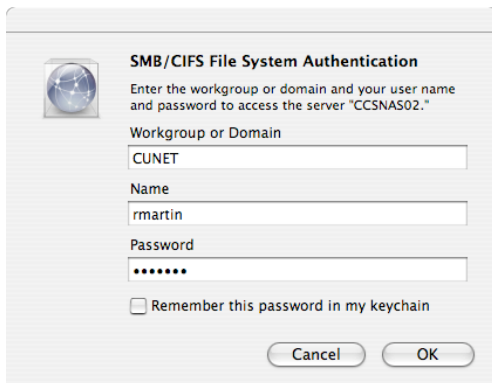


Downloading (for ALL cameras)

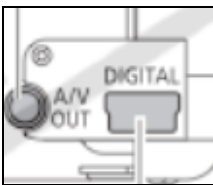
1. Connect to the CapNews network drive. In the Finder, go to the menu “Go” > “Connect to Server...” The following should appear:



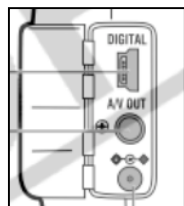
2. Make sure “smb://ccsnas02/capitalnews\$” is entered under server address. Click “Connect”. The following should appear:



3. The “Workgroup or Domain” is “CUNET”. Enter your Carleton username (under “Name”) and password (same as MyCarleton/Connect). Click “OK”. A network drive named “CAPITALNEWS\$” will appear on the desktop.
4. Plug USB cable into the camera’s Digital port.




Canon A75

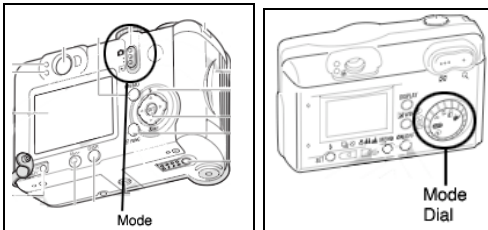


Canon A40

5. Plug USB cable into computer (right hand side).



6. Turn the camera to Play mode 



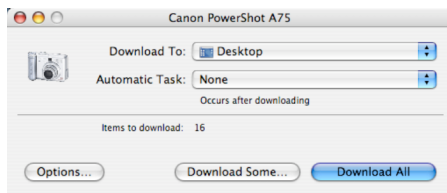
Canon A75

Canon A40

7. Turn camera power ON.
8. Open Image Capture program from the Dock

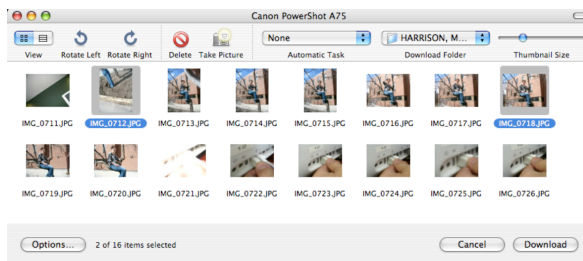


9. The following box will appear:



10. Click the drop down menu next to “Download To:”. Select “Other”. Select your CapNews folder in the CAPITALNEWS\$ drive (“STUDENT FOLDERS” > “LAST NAME, First Name”).

11. Click “Download Some...” The following will appear:



12. You may need to resize the program window (click and drag bottom right) to see the “Thumbnail Size” slider in the top right.
13. You can make your photos bigger to review them by sliding the “Thumbnail Size” slider to the right.
14. Select only the photos you want to download. Click and drag with the mouse to select multiple rows of photos or click holding the “Shift” key to select multiple individual photos.

15. Click “Download”. After the photos are downloaded, your student folder will open with the photos inside. You can click and drag photos into Photoshop or open them directly from Photoshop.