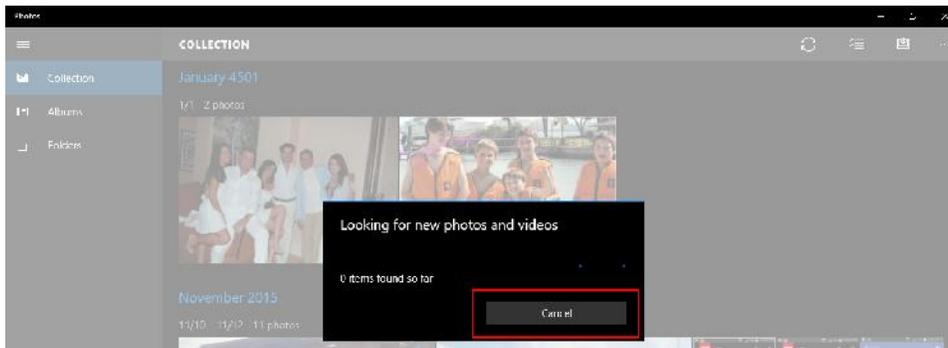


Importing Photos in Windows 10

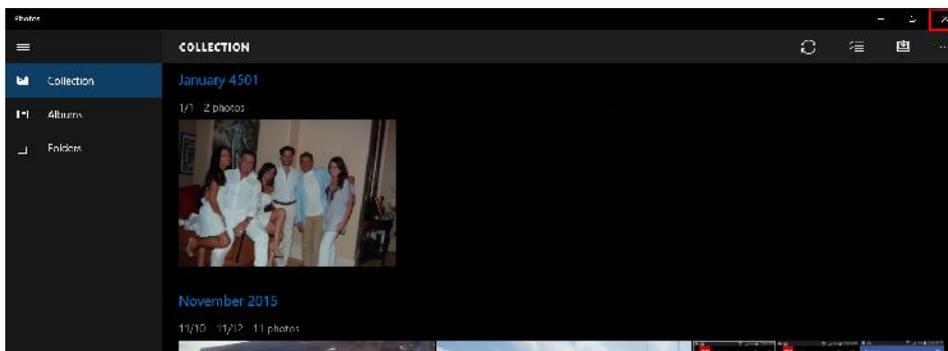
Prior to Windows 10, the automated photo importer built into Windows automatically created a date folder for the day in which you imported photos to your computer. (For example, a folder named “01-07-2016”.) With Windows 10, this functionality has changed to place all photos in a folder for the month in which you import folders into your computer. (For example, a folder named “Jan-2016” or “01-2016”.) This can be confusing when trying to attach photos in Focus.

The following instructions demonstrate how to use the built-in Windows 7 photo importer in Windows 10 to import photos into a *date* folder (“01-07-2016”) instead of the Windows 10 default *month* folder (“Jan-2016”).

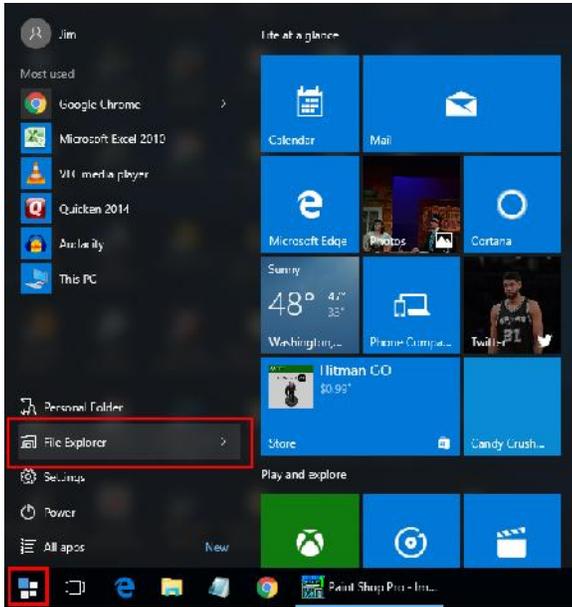
1. Connect your photo storage device by following step “a” or step “b” below:
 - a. Turn on your camera then plug your camera’s USB cable into the computer’s USB port.
 - b. Place your photo memory card in your computer’s memory card slot.
2. If the Windows 10 default photo import application automatically launches, stop it by clicking the “Cancel” button:



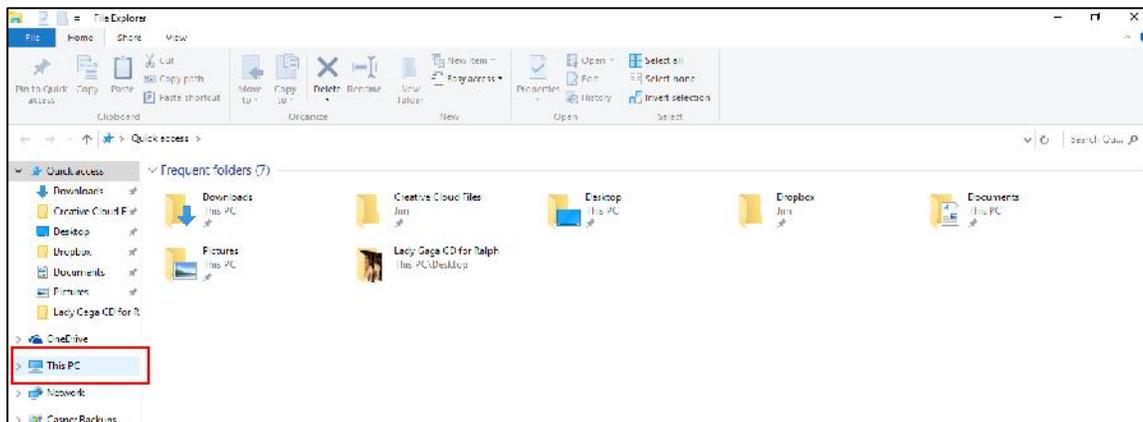
2. If the Windows 10 default photo import application launched, close it by clicking the “X” button in the upper-right corner:



3. Click the Windows 10 Start Button in the lower-left corner, then click “File Explorer >”.

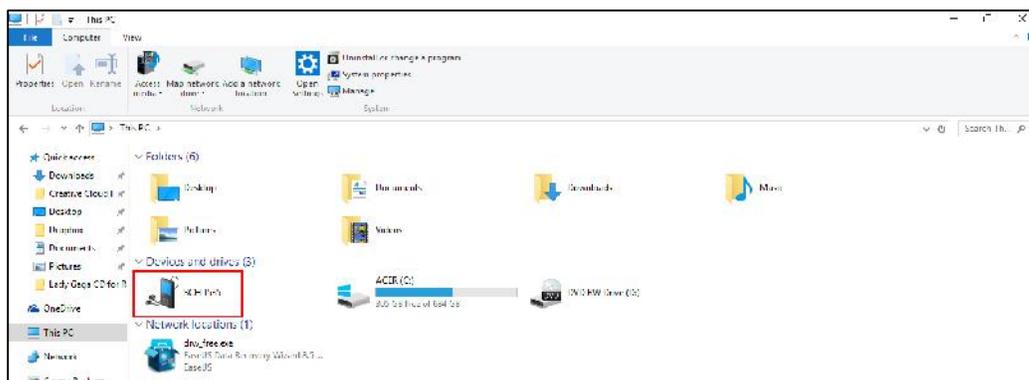


4. Click on “This PC”:

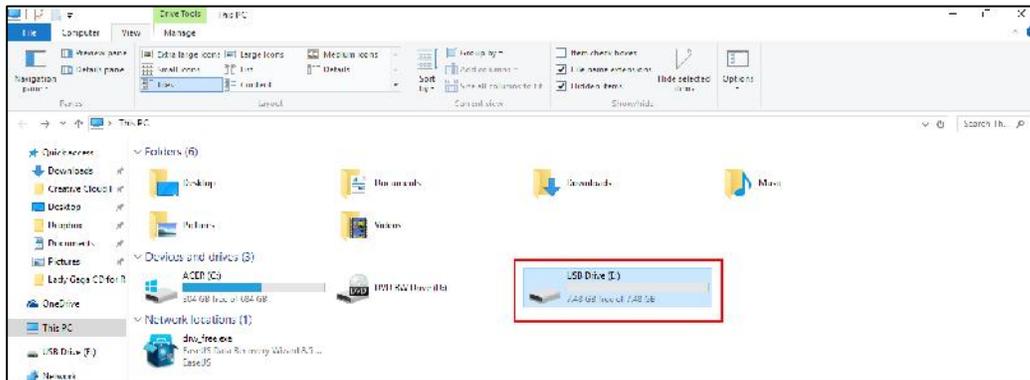


5. Find your storage device. Either “a” or “b” below:

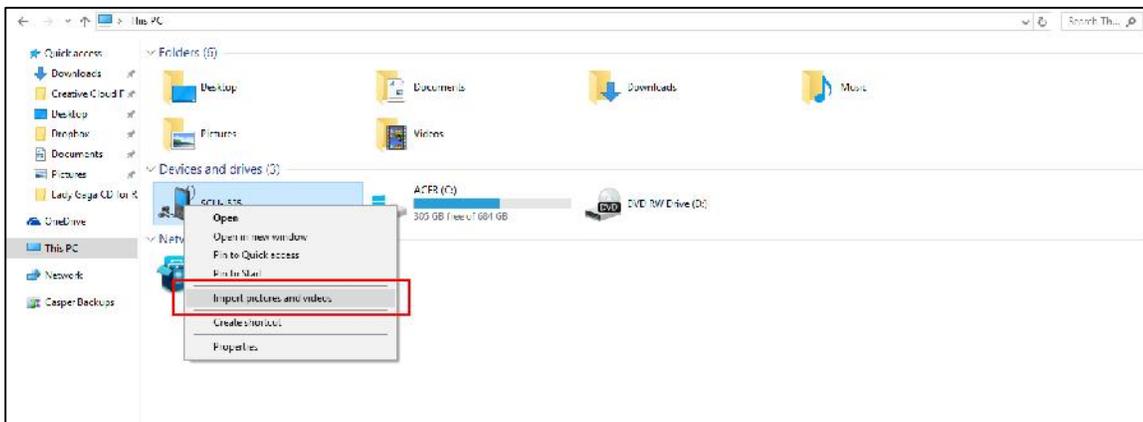
- a. Look for your camera in the “Devices and drives” section. Left-click on it once to select it. (Note: Your camera *may not* have the same name (SCH-I535) as mine below.):



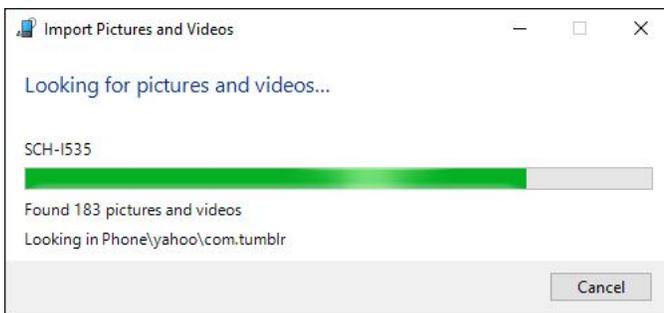
b. Look for your memory card in the “Devices and drives” section. It will appear as a drive letter. Left-click it once to select it. (Note: Your memory card *may not* have the same drive letter (E:) as mine below.):



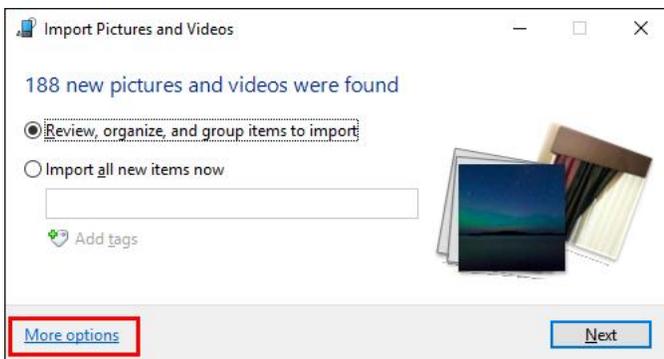
6. Now right-click once on your selected storage device. In the pop-up context menu, select “Import pictures and videos”:



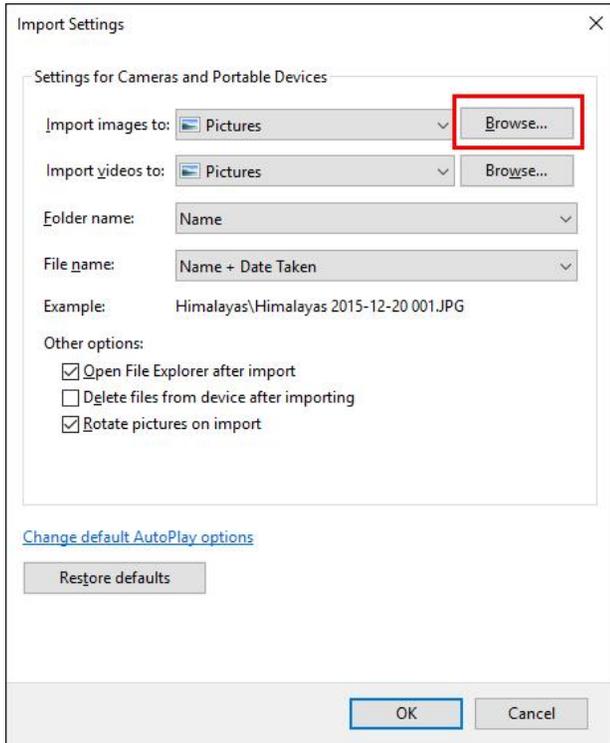
7. The importer will search for photos on your storage device. Wait for it to finish searching:



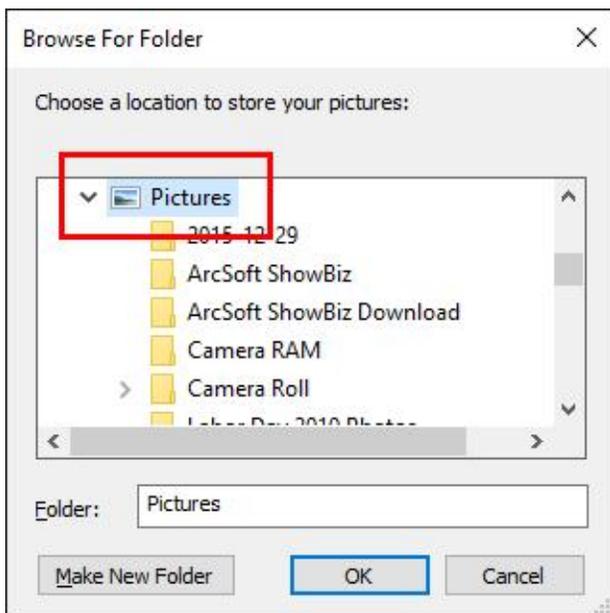
8. Click on the “More options” link at the bottom left corner of the dialog:



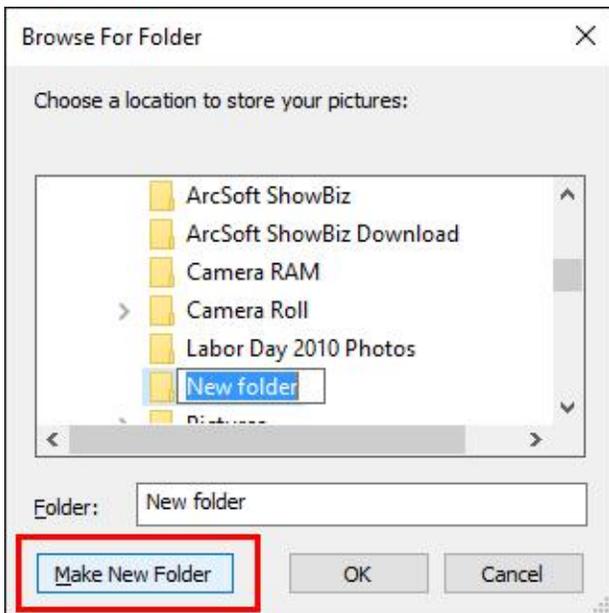
9. The “Import Settings” dialog will open. To the right of the “Import images to:” section, click the “Browse...” button. (Note: After the first time you modify this dialog, Windows will remember your changes. However, you must click this button each time you want to make a new folder.):



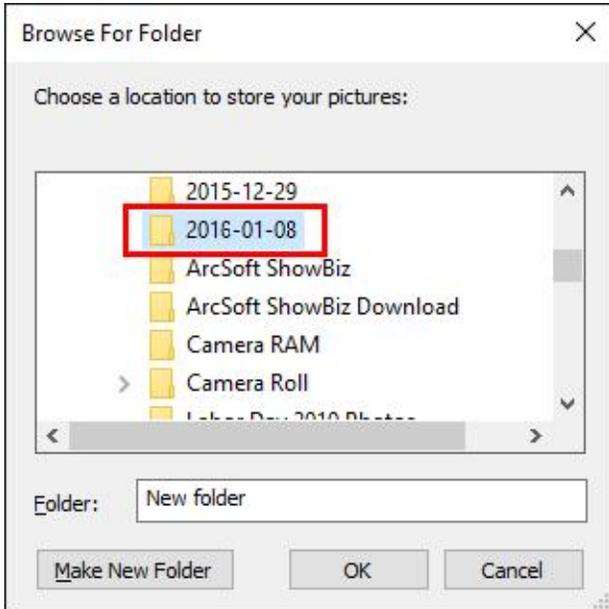
10. Left-click on “Pictures” to select the parent folder:



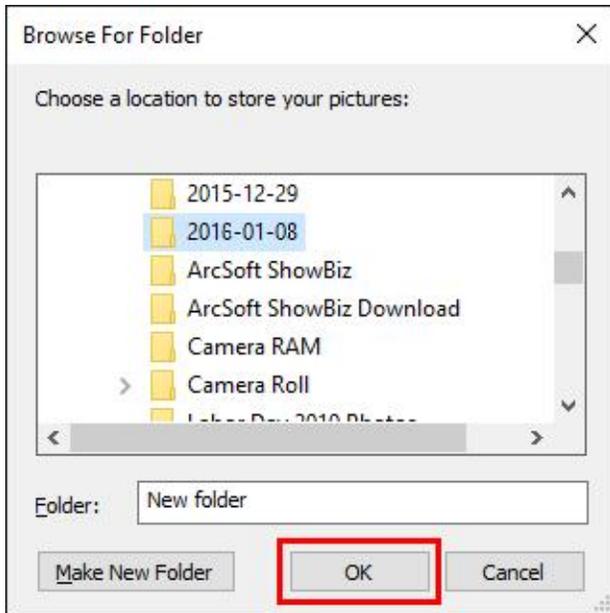
11. Click the “Make New Folder” button. A new folder will be created and will be automatically highlighted for you to begin typing the new folder name:



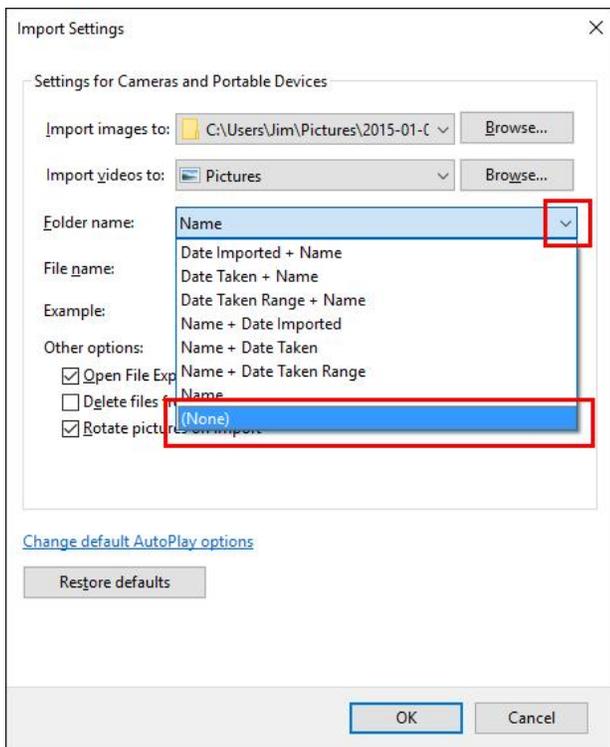
12. Type the new name for the folder, then press the “Enter” key on the keyboard to set the name. Note: You can name the folder anything, but in this example, we will use “2016-01-08” (January 8, 2016) so that the folder will show at the bottom of the alphabetically sorted date folders in Focus. (Note: If you accidentally press the “Enter” key on the keyboard before correctly renaming the folder, just right-click on the new folder and select “Rename” from the pop-up context menu. You can then rename the folder then press the “Enter” key on the keyboard to set the new name.):



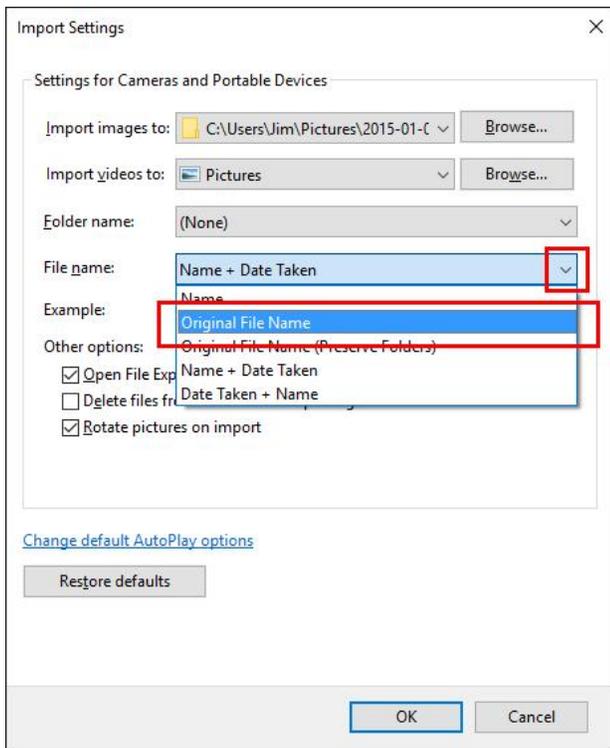
13. Click the “OK” button to return to the “Import Settings” dialog:



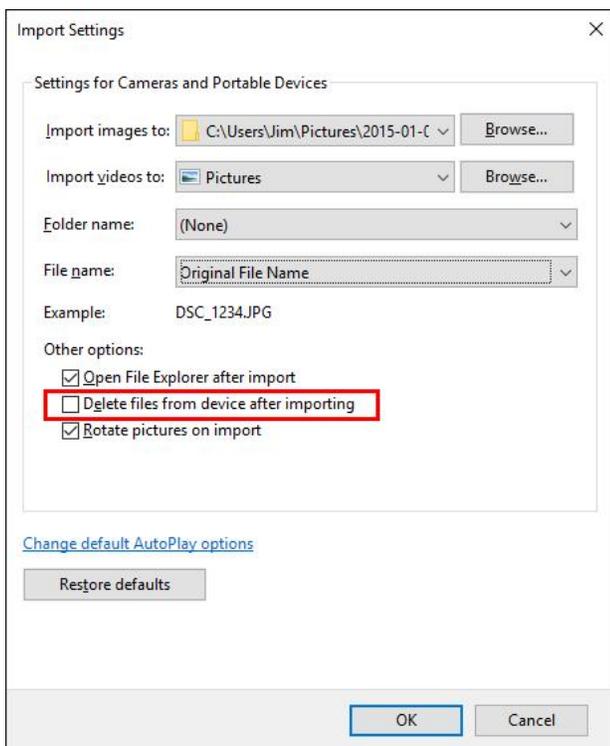
14. In the “Folder name:” section, select “None” from the dropdown menu. (Note: After the first time you modify this dialog, Windows will remember this change and you can skip this step next time.):



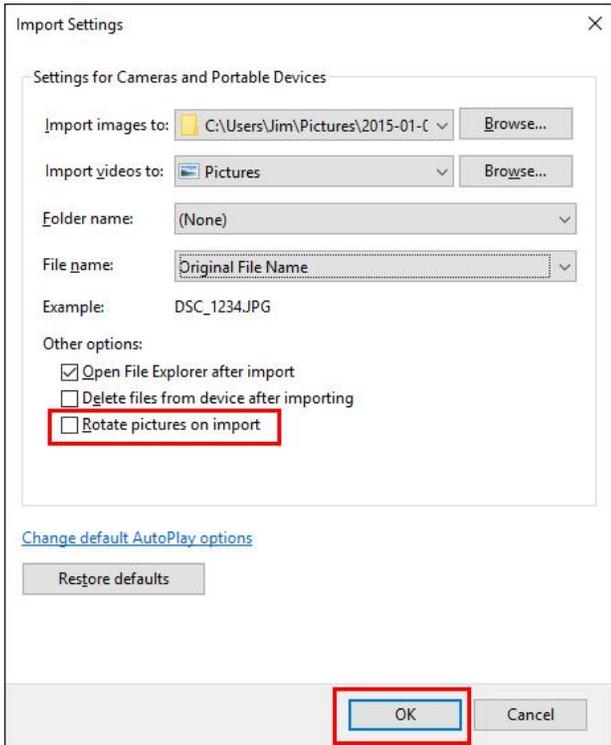
15. In the “File name:” section, select “Original File Name” from the dropdown menu. (Note: After the first time you modify this dialog, Windows will remember this change and you can skip this step next time.):



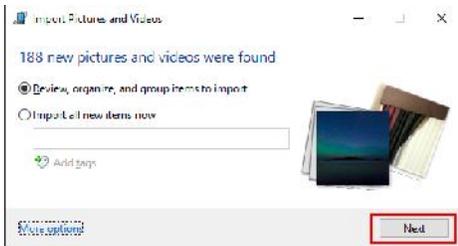
16. In the “Other options:” section, you may optionally check the checkbox “Delete files from device after importing”. NRS recommends that you only do this if you are going to make backup copies of the photos after importing and before you attach them in Focus. If you delete the photos from your storage device during import and then attach them in Focus without first making backup copies, if the photos are in any way lost or corrupted in Focus, you will not have any originals and will need to go back into the field to retake them.:



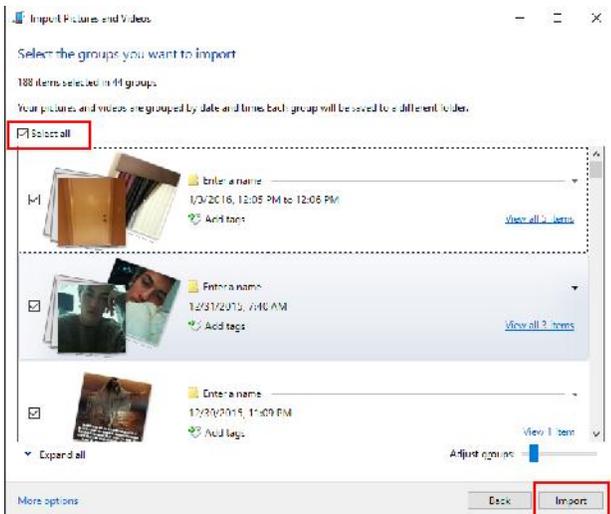
17. Make sure that the “Rotate pictures on import” is *not* checked, then click the “OK” button. (Note: After the first time you modify this dialog, Windows will remember this change and you can skip this step next time.):



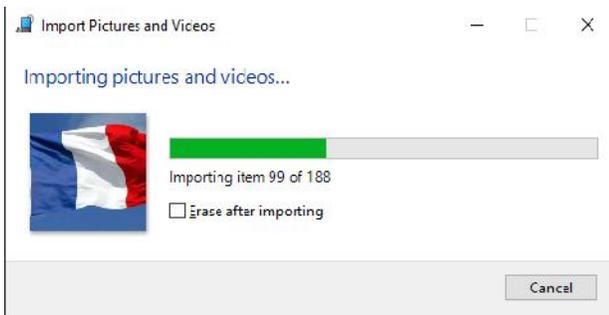
18. Click the “Next” button:



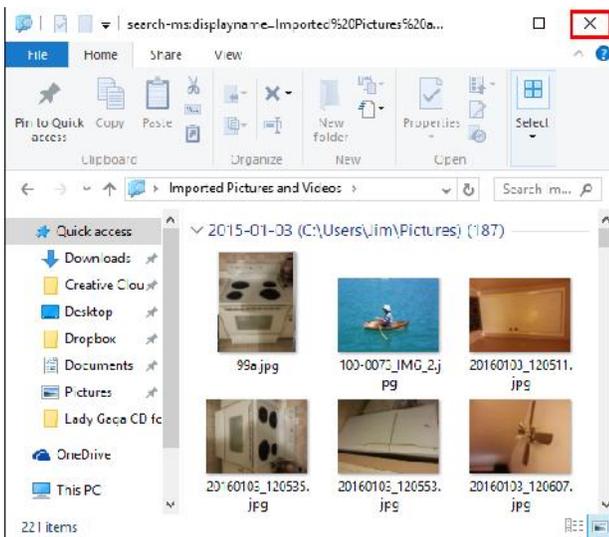
19. Click the “Select all” checkbox to select all photos to import. Then click the “Import” button to begin importing photos into the new folder you just created:



20. The importer will show the import progress:



21. When the import is finished, Windows will open a File Explorer window showing the photos. Close the dialog by clicking the “X” in the upper right corner:



22. You are now ready to attach the photos in Focus. They will be located in:

Local Disk (C:)\Users*<user name>*\Pictures*<folder name you created in step 12 above>*