

Transferring Photographs From Camera To Computer

1. Remove memory card from camera.
2. Insert memory card into card slot in computer or use a card reader if necessary.
3. In Finder, open two windows (File>New Finder Window)
4. In one window, navigate to your images on the memory card.
5. In the other window, navigate to your folder ON THE SERVER (srv-co-mac).
6. Create a new folder where you want your photos to reside.
7. Select the photographs on the memory card.
8. Drag them (or copy/paste) to your new folder on the server.

If you are using your phone as your camera, you will use Lightroom to copy your images to the server. In this case, do the following:

1. Open Lightroom.
2. Attach your phone to the computer. Connect as camera.
3. Click the Import button.
4. Select the photos that you want to copy.
5. Make sure that LR is set to Copy, not Move or Add.
6. In the right panel, select the Destination folder ON THE SERVER. Selecting the wrong destination will cause your images to be lost!
7. Click the Import button at the lower right.