

Import from a digital camera

Windows XP instructions

Depending on the USB transfer settings of your camera, there are two ways to import images from digital cameras.

Some digital cameras support a standard called *Picture Transfer Protocol* (PTP). Refer to your digital camera's documentation to find out if it supports PTP and how to properly define PTP settings for the camera.

A. Using Picture Transfer Protocol

If your camera supports PTP:

1. **Plug your camera into your computer.**
2. When the dialog for your camera appears, click the *Cancel* button.
3. **Launch iView MediaPro** and open an existing catalog, or create a new catalog, into which to import the new images. Select *Import Items From Camera* in the File menu.

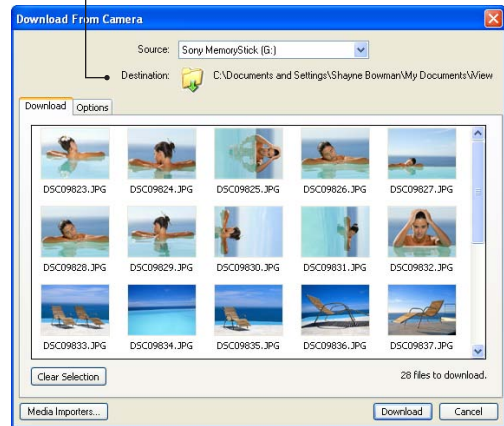
Download settings

4. **Choose a Source:** In the *Source* drop-down menu, select the camera or media card you want to import media from.
5. **Choose a Destination folder:** Click the *Destination* folder icon. In the dialog, choose or create a folder to place files that are downloaded from your camera.

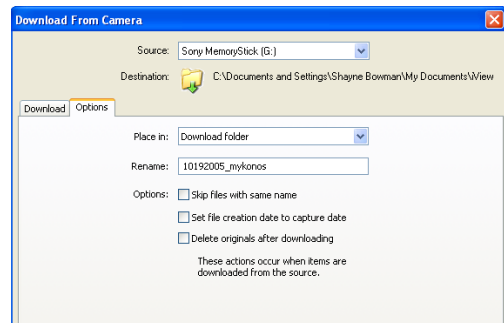
Options

6. **Place in:** *Download folder* will place downloaded files in the destination folder. *Today's folder* will place downloaded files in a folder named after today's date in the destination folder. *Original folder hierarchy* will place downloaded files in copy of the folder directory hierarchy on the camera hard drive in the destination folder.
7. **Rename:** Enter a text string (such as the date or subject) in this field, and MediaPro will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing filenames.

Click the folder icon to choose a destination folder on the desktop where downloaded images will be placed.



Import Items from Camera



Import Items from Camera: Options panel

8. **Actions:** *Skip files with same name* prevents you from writing over existing files with the same name. *Set file creation date to capture date* sets the image file's creation date to match the date you took the picture (Capture Date). This is useful because some applications, as well as the operating system, cannot read the Capture Date. This way your media will be better organized on the desktop. *Delete originals after downloading* delete originals files off your camera's media card after they have been downloaded to the destination folder.
9. **Annotate:** Choose a metadata template from this drop-down menu to apply a group of pre-

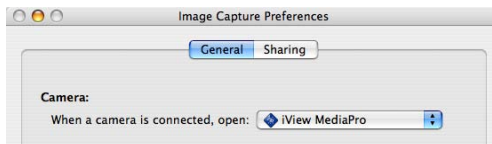
defined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*. Clicking the text button next to the menu will display the template content and some additional options for applying metadata.

- 10. Download:** Once options have been set, click the *Download* button. MediaPro will import each image into the open catalog after it has been downloaded from the camera to the destination folder you defined. After import is complete, dismount the camera from the desktop (eject), then you can safely unplug your camera.

B. Without Picture Transfer Protocol

These instructions also apply to digital media card readers that do not support PTP:

- 1. Plug your camera into your computer,** using a USB or serial connection. Or insert your digital media card (Compact Flash card, Memory Stick, etc.) into your card reader.
- When the *Device Action* dialog appears, choose *Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard*.
- Follow the directions of the Camera Wizard to locate an existing folder or to create a new folder for your pictures. On the last screen of the Wizard, choose *Nothing, I'm finished working with these pictures*.
- 4. Launch iView MediaPro** and open an existing catalog, or create a new catalog, into which to import the new images. Select *Import From Files/Folders* in the File menu. Navigate to and select the folder on your desktop where your images were placed with the Camera Wizard.
- 5. Import images:** iView MediaPro will import each image into an existing catalog, or a new catalog that you created.



Mac OS X: Image Capture preferences dialog.

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Mac OS X instructions

The OS X Image Capture application allows Mac users to automatically download images when a camera is attached to the computer. MediaPro has integrated this functionality to make cataloging images during download from your camera as easy as possible.

- 1. Launch** the *Image Capture* application. It is located in the OS X *Applications* folder.



- 2. Set Image Capture preferences:**

OS 10.2 - Open the *Image Capture Preferences*. Choose *Other* in *Camera Preferences* pop-up menu. Navigate to and choose *iView MediaPro*. Quit the *Image Capture* application.

OS 10.3, 10.4 - In the *Image Capture General* panel, navigate to and choose *iView MediaPro* in the *When a camera is connected, open* pop-up menu.

- 3. Plug your camera into your computer.** From this point, whenever you plug a camera into your computer, *Image Capture* will launch *MediaPro*. To import images, select *Import Items From Camera* in the *File* menu.

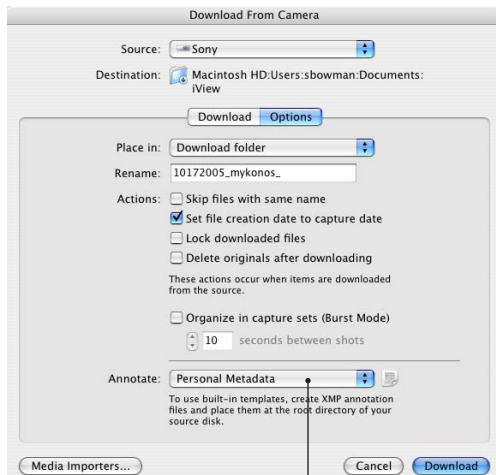
Download settings

- 4. Choose a Source:** In the *Source* drop-down menu, select the camera or media card you want to import media from.
- 5. Choose a Destination folder:** Click the *Destination* folder icon. In the dialog, choose or create a folder to place files that are downloaded from your camera.

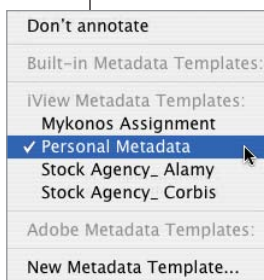
Click the folder icon to choose a destination folder on the desktop where downloaded images will be placed.



The **Import from Camera** dialog shows thumbnail previews of all images to be downloaded.



Annotate on import: Choose a metadata template from this drop-down menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*.



Options

- 6. Place in:** *Download folder* will place downloaded files in the destination folder. *Today's folder* will place downloaded files in a folder named after today's date in the destination folder.
- 7. Rename:** Enter a text string (such as the date or subject) in this field, and MediaPro will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing filenames.
- 8. Actions:** *Skip files with same name* prevents you from writing over existing files with the same name. *Lock downloaded files* turns on the desktop's *Lock* status for all downloaded files. *Set file creation date to capture date* sets the image file's creation date to match the date you took the picture (Capture Date). This is useful because some applications, as well as the operating system, cannot read the Capture Date. This way your media will be better organized on the desktop. *Delete originals after downloading* delete originals files off your camera's media card after they have been downloaded to the destination folder.
- 9. Annotate:** Choose a metadata template from this drop-down menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*. Clicking the text button next to the menu will display the template content and some additional options for applying metadata.
- 10. Download:** Once options have been set, click the *Download* button. MediaPro will import each image into the open catalog after it has been downloaded from the camera to the destination folder you defined. After import is complete, dismount the camera from the desktop (eject), then you can safely unplug your camera.