**Write an email explaining how to transfer photographs from a digital camera to a computer. (pg. 17)**

Dear Jean,

It should be quite easy to transfer photographs from a digital camera to a computer. First, you just take a memory card out of the camera and slip it into the card reader. Then plug the card reader into your computer's USB port. Most laptops have two, usually at the back or side. Next, the card will appear on your desktop as a disk.

Most camera software allows you to select specific photos to move off your camera to the computer. After opening the folder that contains the images, select the ones you want to transfer and then just drag them to the folder on your hard drive where you want to store them. The more photos you transfer, the longer the process will take.

Don't forget to unplug the card reader from the computer when you've finished.

Best wishes,

Hieu

Dear Turtle,

Transferring photos from a digital camera to a computer is really not difficult at all. First, you just take a memory card out of the camera and slip it into the card reader. Then plug the card reader into your computer's USB port. Most computers have two, usually at the back or side. Next, the card will appear on your desktop as a disk. Please open that drive.

Most camera software allows you to select specific photos to move off your camera to the computer. After opening the folder that contains the images, select the ones you want to transfer and then just drag them to the folder on your hard drive where you want to store them. The more photos you transfer, the longer the process will take.

Final, Don't forget to unplug the card reader from the computer when you've finished.

Tho

**Write a response to this email. Use these prompts to help you. (pg. 33)**

* plug memory stick/old computer
* drag folders/memory stick/use Windows Explorer
* unplug memory stick/old computer/plug/new laptop
* drag folders/memory stick/new laptop
* plug into, unplug from, drag to

Dear Pietr,

I have received your email and I understand the problem you are having. It should be quite easy to transfer my folders of data to a new laptop.

First, you just plug the memory stick into your old computer. Then you drag the folders you want to transfer to the memory stick by using Windows Explorer. You should wait for a few minutes because it makes sometimes to finish. After that, you unplug the memory stick from your old computer. Next, you plug it into your new laptop. Then, you drag folders that you have copied from the memory stick to your new laptop. Finally, don't forget to unplug the card reader from the computer when you've finished.

If you have any trouble, please reply to me soon.

Best wishes,

Hieu

Dear Turtle,

I have received your email and I understand the problem you are having. Transferring data from your old computer to your new computer is not as difficult as you think.

First, you just plug the memory stick into your old computer. Then you drag the folders you want to transfer to the memory stick by using Windows Explorer. The more folders you transfer, the longer the process will take. You should wait for a few minutes. Next, you unplug the memory stick from your old computer. After that, you plug it into your new laptop. Finally, you drag folders that you have copied from the memory stick to your new laptop. Don't forget to unplug the card reader from the computer when you've finished.

Please give me feedback if you have any problems.

Tho