Quick reference instructions for copying classroom photos and videos

Detailed printed instructions are located in a folder on the foyer computer desk and an electronic version is located on the computer desktop. Please read and follow the photo usage guidelines, which are located at the end of the detailed instructions.

You will need – A blank recordable CD or DVD, a USB or firewire storage device (flash drive or external hard drive).

Step 1: Log in – If the login screen is displayed, click on “Cyert Center Front.”

Step 2: Plug in or insert your storage device – For USB/firewire, connect the device to the ports on the front of the computer. An icon for the device will appear on the desktop. For CDs/DVDs, press the eject key on the keyboard, insert the CD/DVD into the tray, and push the tray closed.

Step 3: Launch iPhoto – For current photos, double click the “Open iPhoto Current” icon on the desktop. For photos from previous years, double click the “Open iPhoto Archive” icon. Select the classroom/year from the list, and click ok. iPhoto will open. In the iPhoto window, select different folders and albums from the hierarchical list on the left, or use search to find images based on date or keywords. Select the photos you want to copy in the right window panel (use shift-click or command-click to select multiple photos).

Step 4: Copy the selected photos – Drag the selected photos to the device icon on the desktop. For USB/firewire devices, the photos will be copied immediately. For CDs/DVDs, the photos will be burned to the CD/DVD in step 5. To copy more photos, return to step 3.

Step 5: Unplug/eject your device – Drag the device icon to the trash can. For USB/firewire devices, you can unplug the device at this time. For CDs/DVDs, a dialog will pop up asking if you want to burn the files to a disk. Follow the onscreen instructions and when the process is complete, drag the device icon to the trash can again, and the CD/DVD will be ejected.

Step 6: Log out – Remember to log out before leaving. Log out is located in the Apple Menu.