

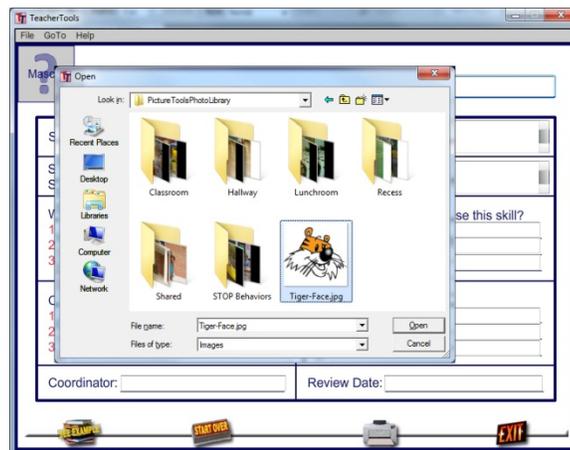
## Loading Pictures onto TeacherTools or PictureTools

1. Load pictures from a digital camera to your computer
  - 1.1. Connect your camera to your computer using the USB cable came with the camera.
  - 1.2. Turn on the camera.
  - 1.3. Download pictures from the camera.
    - 1.3.1. If a pop-up dialog box appears asking you what you want to do, you may choose **import** or **download** to copy pictures to your computer. The computer will choose the "My Pictures" folder by default. You may change the destination to a different folder if you want to.
    - 1.3.2. If the import dialog box doesn't appear, you can find the pictures from your camera by opening it on your computer's Explorer (Windows) or Finder (Mac). Copy and paste them in a folder in your computer.

\* If you're adding pictures to TeacherTools, follow step 2. If you're adding pictures to PictureTools, follow step 3.

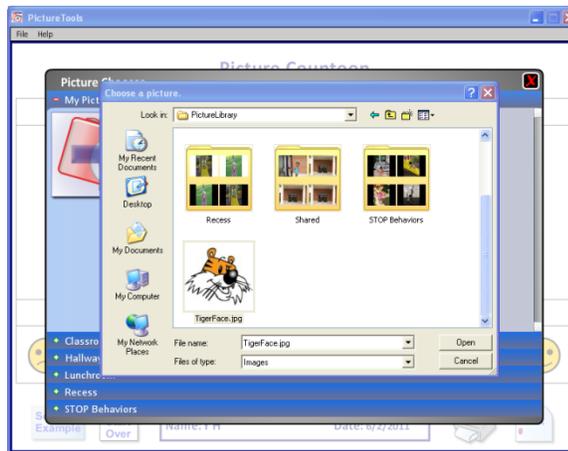
### For TeacherTools:

2. To add a picture to TeacherTools, hover the cursor over the question mark and click. This opens up a dialog window that allows users to navigate within their computer to find a desired picture.



### For PictureTools:

3. Add pictures from your computer to “My Pictures” in PictureTools
  - 3.1. Click on a question mark over the camera image in the PictureTools program. This opens up the Picture Chooser.
  - 3.2. To add your own pictures, open “My Pictures” on the accordion bar, click on the “+” symbol, find your photo on your computer, click on it, and it is automatically added to your “My Pictures” library for your use.



- 3.3. Click on a picture in “My Pictures” library to select it.



- 3.4. To remove a picture from the “My Pictures”, when the “My Pictures” library is open, click on the red X on the picture. Then click on the red X for the Library to close the Library.