

## How To Use the Sony Digital Camera

Digital cameras can be a great tool for instruction! The Sony Digital camera is great, because it runs on a battery, requires no cable connections (many digital cameras do), and uses a disk as film! You can take a variety of pictures and then just pop the disk out of the camera and into the computer, where you can insert any shot(s) you'd like into your document or presentation!

1. First, turn the camera on by sliding the **Power** button down. This button is located on the back of the camera, on the right-hand side.
2. Next, be sure the camera is set on "Camera" by sliding the **Play/Camera** switch to the right. You'll find this switch labeled with the terms "Play" and "Camera," located in the back center of the camera, below the viewing window.
3. Next, be sure you have a disk in the camera. Depending on the model camera you're using, you'll either slide the disk into the opening on the right side of the camera, or you'll slide down on the **Open** switch on the back left side of the camera, open the disk compartment, and slide the disk in. (Check for the little drawings that show the proper direction/side of the disk to insert.)
4. OK! You're ready to take your best shot! Remove the lens cap and aim the camera toward the subject. Use the zoom feature (a sliding switch on the back of the camera, in the upper-right hand corner) to adjust the shot. You'll see it in the viewing window on the back of the camera. When you're ready, press the button on the front (or top, depending on the camera model) of the camera.

5. That's it! To view the shot you just took, go back to the **Play/Camera** button on the back of the camera (below the viewing window), and slide the switch to the left (to **Play**). The shot you just took will appear in the window! (To view other shots you've taken, press the round black button on the back of the camera to the right to select the **Index** option in the viewing window. With 'Index' selected, press the center of the button. A directory of shots will appear...use the button to navigate to the shot you'd like to view by pressing to the right, the left, up, or down. Once you have the shot you'd like, press the center of the button.) Slide back to **Camera** when you're ready to take more shots.
  
6. To insert your picture(s) into your computer document, take the disk out, and put it into the disk drive of your computer. Launch (start) the program you'd like the picture in. Then, depending on the program you're using, click on **Insert**, then **Picture**, then **From File**, and select **3 ½ Floppy (A:)**. Choose the picture you'd like from the list (they'll have strange names, like "MVC002F," but a preview of each should pop up as it's selected), then click **Insert**.
  
7. That's it! You can click and drag to move the picture, and/or right click on it, click on **Format, Picture, Wrapping, Tight**, and the **OK** so that it doesn't interfere with your text. You can even resize it by clicking to select it, then putting your cursor on one of the boxes that show up in its corners and clicking/dragging until it's the desired size. Try overlapping various shots for a collage effect!
  
8. Experiment! Have fun!