

## Using the Digital Camera

### Sony Mavica

1. Turn the camera on by pushing downward on the Power On/Off switch down. This switch is located on the back of the camera.
2. Push an **IBM formatted** floppy disk into the slot on the right side of the camera. The front of disk should be facing you.
3. Be sure that the camera is in "Camera" mode, not "Play". (The lever is located on the center back of camera)
4. The LED screen will display images that come through the camera's lens. Frame the image that you wish to photograph. If you need to zoom in or out, the switch is located on the back of camera in the upper right-hand corner.  
**AVOID TOUCHING THE LED SCREEN.**
5. Press the button on top of camera to take pictures. An message appears on the LED screen to indicate that the photo is recording to the disk.
6. To view pictures change mode to "Play". Use the black circular button to view different pictures.
7. To delete pictures, put the camera in the "Play" mode. The word "Menu" should be highlighted in yellow on the bottom left corner of the LED screen. Press the center of the circular button to select "Menu". Press the up arrow on the circular button until "Delete" is selected in yellow. Press the center of the circular button. Use the up arrow to select "OK". Then press the center of the circular button and the picture will be deleted.
8. To eject the disk press the PUSH button and slide the Disk Eject bar to the left. These buttons are located on the back of the camera on bottom right-hand side.
9. If battery is low there is another battery in the Library computer Lab (see Sr. Maureen)

Pictures may be inserted into Microsoft Word documents, PowerPoint presentations, or into web pages. The format of the pictures is jpeg.