

Loading instructions if you have a PC, (that is, everything that is not MAC)

Microsoft designed (in its software) helper windows to make your life easier. Sometimes those options actually don't make your life easier...

It may offer you things like...

- Would you like to see a slide show?
- Would you like to copy this disk?
- Would you like to print pictures?
- Would you like to load this disk into a folder? (**this is the one to watch out for, Don't do it**)

IF you happen to AUTOLOAD your disks using this method (again-don't do this!) there is a very good chance that the MICROSOFT program will **Renumber** your files making the number system different than the numbers I have provided you. This will make your life very difficult as you will make photo selections **that will NOT match my file names**. MICROSOFT does this to you, not me. However, I have an easy solution to avoid this problem completely.

Do the following:

Manually load the disks using a copy/paste method to move the files into your computer. I used to include a set of instructions on how to do a copy and paste. I can no longer do that as each time a new revision of Windows comes out, it creates a new instruction. Different versions may have different wording. Example – in Windows XP it was 'File' in Vista it became 'Organize'

The files names NEVER change on my disk and I have put LETTERS in front of each of your numbered files to insure it is loaded properly. After you load the disks, via copy/paste, if the numbers and letters are there together (example AUG001.jpg) then you did it right. If your files are 1.jpg, 2.jpg 3.jpg then you did it wrong and Microsoft messed with your numbers.

The alphanumeric names of your files are always there on your disk, it is permanent and not erasable. Do not worry about doing anything to your disks other than scratching and melting, the files are safe. You can load these disks 100s of times on 100s of computers without fail. This is one of the most simple procedures to those that are computer savvy, but can be hard for those who need help with their computer.

This page is to inform and instruct - not to scare. By loading these files properly into your computer you can call in retouches and order prints knowing that we are talking about the very same image. If our numbers do not match, we can not be sure you will get the right images.

Don't worry, I will never take an order without the letters as it is my insurance that we are on the same page.

Enjoy your photographs!