**Taking Pictures** There are a number of modes to use to take photos. If you want to learn the fancy stuff, study the users manual. Otherwise, follow these steps:

1. Place the top dial to the P position. The camera will turn on, make grinding noises and emit a number of beeps. Ignore all of that.

2. Take the lens cap off. You don’t need a picture for this step.

3. Push the “Quick View” button. This allows you to see the screen. Alternately, you could use the viewfinder and save batteries.

4. Find the shutter button on the top of the camera. It is surrounded by the zoom lever switch.

5. Use this lever to operate the zoom.

6. Depress the shutter button half way to get a preview of a potential picture.

7. Depress the shutter all the way to take a picture.

**Viewing Pictures**

1. Move the top dial to the position

2. You will see the images on the screen.
3. Use the right and left direction keys to scroll through your pictures.

Downloading Pictures to a Computer

1. Put the top dial in the position.

2. Find the USB connection cord.

3. Find the USB slot on the side of the camera.

4. Plug the USB cord into the slot.
5. Take the other end of the USB cord to the computer and plug it in.

6. Press the windows + E keys on the keyboard. This will open Windows Explorer. Find a disk that you normally don’t see. It’s the G drive in this picture. Open up the DCIM folder and then the 100OLYMP folder. Your pictures are inside. Drag to move them to a regular disk. Now you can open them and work with them in a photo editor program.

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