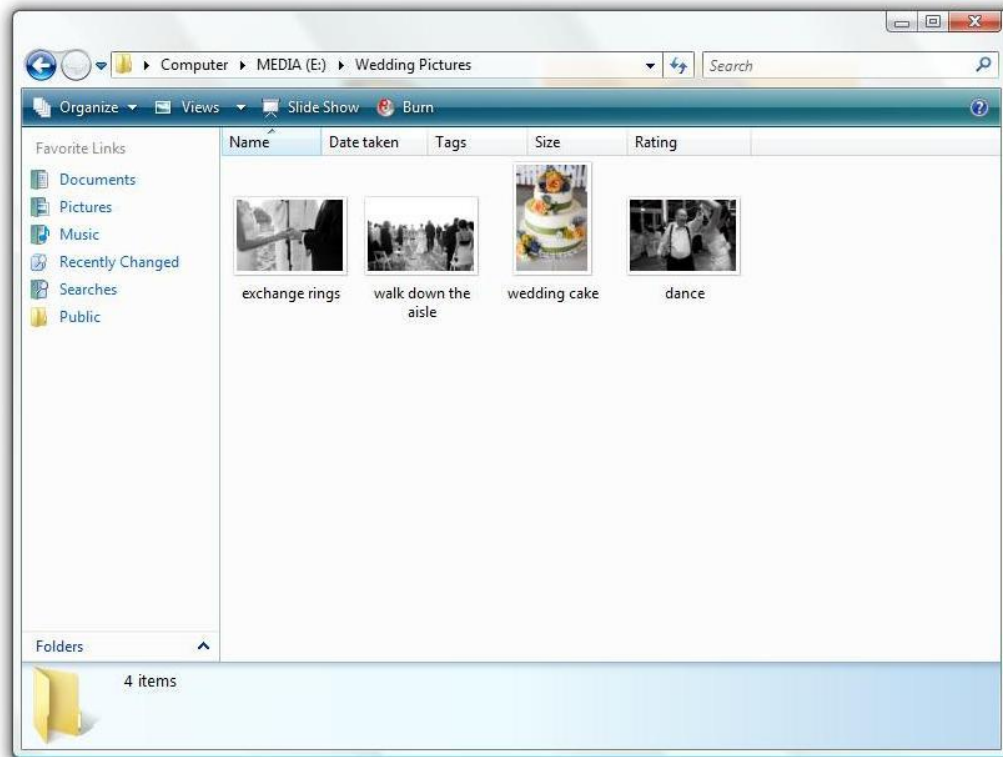# How to Import Digital Pictures from a Personal Computer

iPrompts® includes a "starter" Library of several hundred pictures and illustrations. To expand the available content, users have several options, including importing digital pictures from a personal computer. (Other methods of expanding the iPrompt®s Library are described in separate tutorials.) Many users have digital pictures of special events and special people stored on their computers, so this feature can be quite helpful.
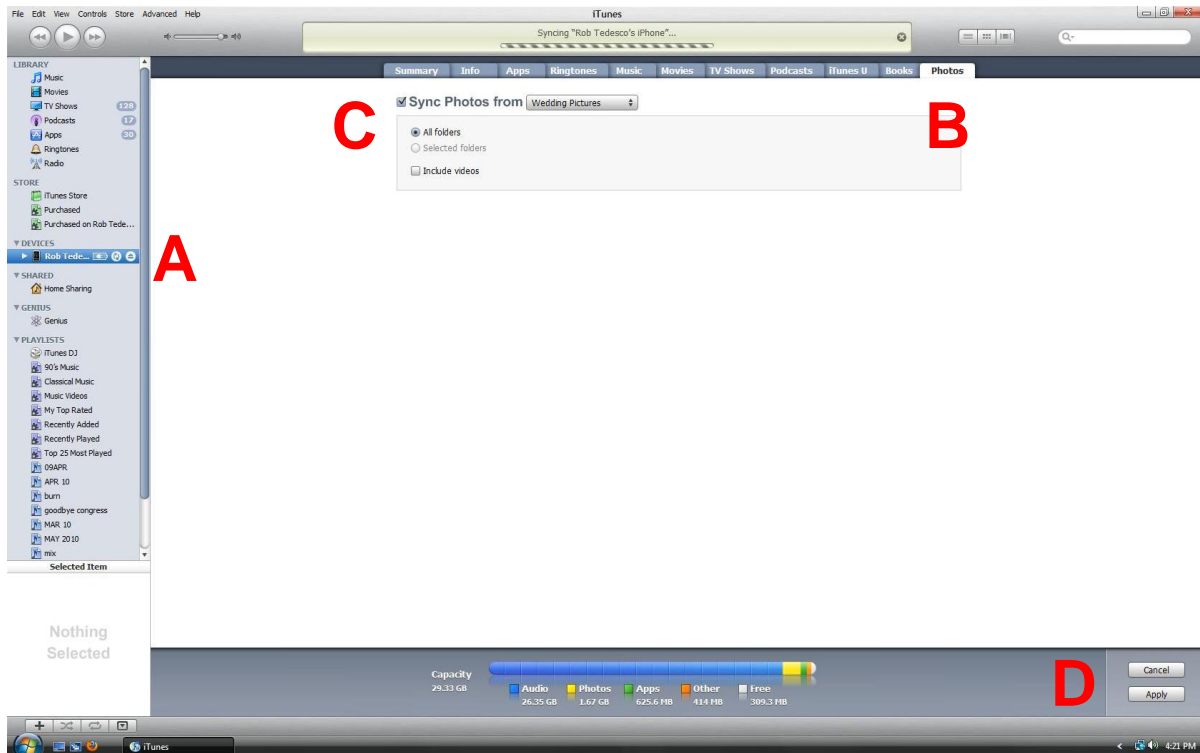
STEP 1: Save your digital pictures into a folder on your computer.

Save all of your digital pictures in one folder (they can of course be organized into subfolders within this main directory). For example, the screenshot below shows a few digital pictures saved within a "Wedding Pictures" folder:
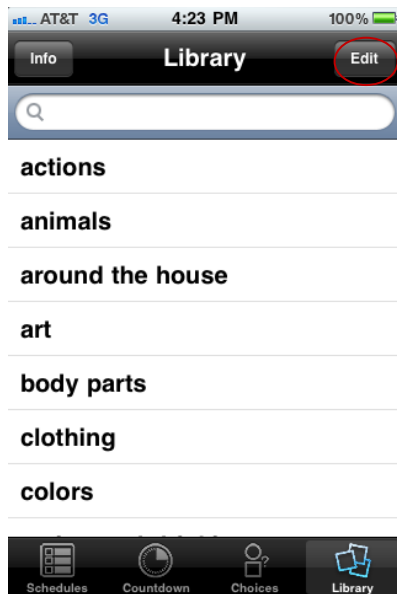
HandHoldAdaptive®

STEP 2: Connect your device to your computer, and sync your photos within iTunes.

Using the white USB cable provided with your iPhone, iPod Touch, or iPad, connect the device to your computer, and open iTunes. In the left margin within iTunes, click on your device (e.g., "My iPod Touch" or whatever name you gave to your device) [A]. Then, click on the "Photos" tab at the top-right of the iTunes screen [B]. Select the option to sync to a folder, and then select the folder your pictures are stored in (e.g., the "Wedding Pictures" folder) [C]. Finally, press "Apply" in the bottom-right so that your pictures transfer from your computer onto your handheld device [D].
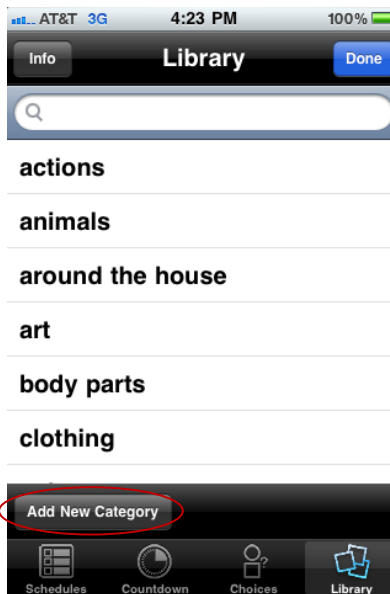
STEP 3: Within iPrompts®, create a new category for your pictures (optional).
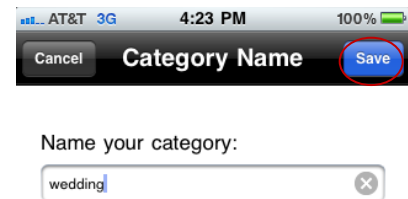
Before you import the digital pictures into iPrompts®, it may be convenient to create one or more new categories into which the pictures will be transferred. To do so, open iPrompts®, tap the Library tab at the bottom of the screen, and then press "Edit" in the upper-right. This will bring up an option in the lower-left to "Add New Category". After typing in your category's name and pressing "Save," your new category will appear alphabetically within the main Library screen.
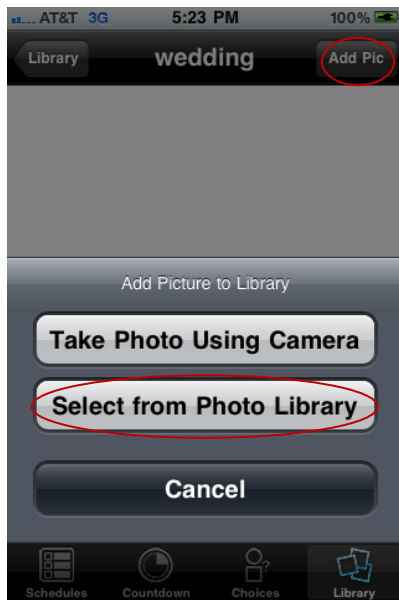

Tap "Edit" on the main Library screen.
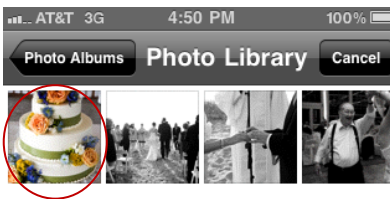

Select the option to "Add New Category".

Type in the name of your category using the keyboard (e.g., "wedding"), and press "Save".

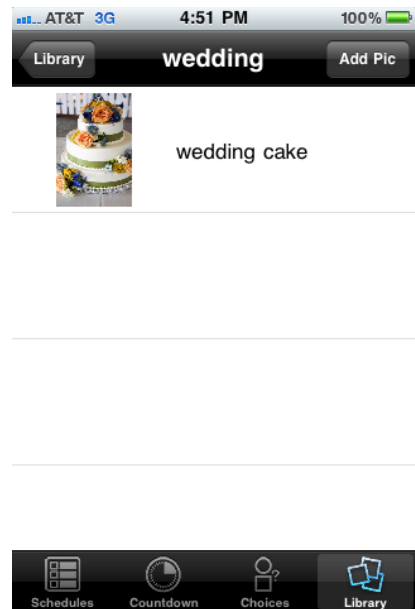## STEP 4: Import the pictures into your desired iPrompts® Library category.

With iPrompts® open, select the Library category you'd like to add the pictures into (e.g., the "wedding" category created in Step 3). Once in the category, press "Add Pic" in the upper right, and a menu will appear. Choose the "Select from Photo Library" option. This will bring up your handheld device's master Photo Library which now includes the pictures you imported in Step 2. Select your picture, enter a caption, press "Save," and the picture will copy into your desired iPrompts® Library category.

Within your desired category, tap "Add Pic" in the upper-right, and then tap "Select from Photo Library".

Browse your device's Photo Library and select your desired picture.

After entering a caption and pressing "Save," the image will copy into your desired category.