

# FILE MANAGEMENT

The file management capabilities of the camera make it easy to keep track of images. You can protect files against deletion, and even use its DPOF feature to specify images for printing.

## Folders

Your camera automatically creates a directory of image storage folders in its built-in Flash memory or on the memory card.

## Memory Folders and Files

An image you record is automatically stored in a folder, whose name is a serial number. You can have up to 900 folders in memory at the same time. Folder names are generated as shown below.

Example: Name of the 100th folder.

100CASIO

|  
*Serial number (3 digits)*

Each folder can hold files numbered up to 9,999. Trying to store the 10,000th file in a folder causes the next serially numbered folder to be created. Folder names are generated as shown below.

Example: Name of the 26th file

CIMG0026.JPG


|                      |  
*Serial number (4 digits)*      *Extension*

- The actual number of files you will be able to store on a memory card depends on the image quality settings, capacity of the card, etc.
- For details about the directory structure, see “Memory Directory Structure” on page 142.


## Protecting Files

Once you protect a file it cannot be deleted (page 97). You can protect files individually or you can protect all files in memory with a single operation.

### To protect a single file

1. In the **PLAY** mode, press **[MENU]**.
2. Select the “**PLAY**” tab, select “**Protect**”, and then press **[▶]**.
 
3. Use **[◀]** and **[▶]** to scroll through files and display the one you want to protect.

4. Use **[▲]** and **[▼]** to select “**On**”, and then press **[SET]**.

- A file that is protected is indicated by the  mark.
- To unprotect a file, select “**Off**” in step 4, and then press **[SET]**.



5. Press **[MENU]** to exit the menu screen.

## To protect all files in memory

1. In the **PLAY** mode, press **[MENU]**.
2. Select the **“PLAY”** tab, select **“Protect”**, and then press **[▶]**.
3. Use **[▲]** and **[▼]** to select **“All Files : On”**, and then press **[SET]**.
  - To unprotect all files, press **[SET]** in step 3 so the setting shows **“All Files : Off”**.
4. Press **[MENU]** to exit the menu screen.

## DPOF

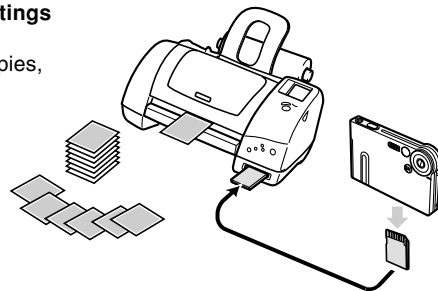
The letters “DPOF” stand for “Digital Print Order Format”, which is a format for recording on a memory card or other medium which digital camera images should be printed and how many copies of the image should be printed. Then you can print on a DPOF-compatible printer or at a professional print service in accordance with the file name and number of copies settings recorded on the card.

With this camera, you should always select images by viewing them on the monitor screen. Do not specify images by file name without viewing the file contents.



### ■ DPOF Settings

File Name,  
number of copies,  
date



## To configure print settings for a single image

1. In the PLAY mode, press [MENU].
2. Select the “PLAY” tab, select “DPOF”, and then press [▶].




3. Use [▲] and [▼] to select “Select images”, and then press [▶].
4. Use [◀] and [▶] to display the image you want.



5. Use [▲] and [▼] to specify the number of copies.

- You can specify up to 99 for the number of copies. Specify 00 if you do not want to have the image printed.

6. To turn on date stamping for the prints, press [DISP] so  is displayed.

- To turn off date stamping for the prints, press [DISP] so  is not displayed.
- Repeat steps 4 through 6 if you want to configure other images for printing.



7. After all the settings are the way you want, press [SET] to apply them.

## To configure print settings for all images

1. In the **PLAY** mode, press **[MENU]**.
2. Select the “**PLAY**” tab, select “**DPOF**”, and then press **[▶]**.
3. Use **[▲]** and **[▼]** to select “**All images**”, and then press **[▶]**.
4. Use **[▲]** and **[▼]** to specify the number of copies.

- You can specify up to 99 for the number of copies. Specify 00 if you do not want to have the image printed.



5. To turn on date stamping for the prints, press **[DISP]** so  is displayed.
  - To turn off date stamping for the prints, press **[DISP]** so  is not displayed.
6. After all the settings are the way you want, press **[SET]** to apply them.

### PRINT Image Matching II

Images include PRINT Image Matching II data (mode setting and other camera setup information). A printer that supports PRINT Image Matching II reads this data and adjusts the printed image accordingly, so your images come out just the way you intended when you recorded them.

\* Seiko Epson Corporation holds the copyright for PRINT Image Matching and PRINT Image Matching II.



### Exif Print

Exif Print is an internationally supported, open standard file format that makes it possible to capture and display vibrant digital images with accurate colors. With Exif 2.2, files include a wide range of shooting condition information that can be interpreted by an Exif Print printer to produce better-looking prints.



#### ▶▶ IMPORTANT! ◀◀

- Information about the availability of Exif Print compatible printer models can be obtained from each printer manufacturer.

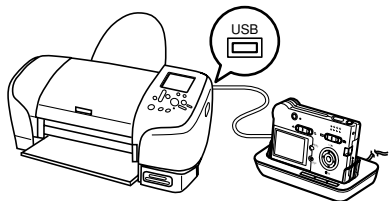
### Using USB DIRECT-PRINT

Your camera supports USB DIRECT-PRINT, which was developed by Seiko Epson Corporation. When connected directly to a printer that supports USB DIRECT-PRINT, you can select images to be printed and start the print operation directly from the camera.

DPOF settings (page 101) are used to determine which images and how many copies should be printed.



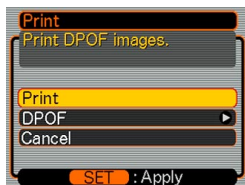
1. Use the DPOF procedure on page 101 to specify the images in file memory that you want to print.
2. Use the USB cable that comes with the camera to connect the USB cradle to a printer.



- Also, connect the AC adaptor to the USB cradle and plug the AC adaptor into an electrical outlet.
3. Set the camera on the USB cradle.
  4. Turn on the printer.
  5. Load paper for printing the images into the printer.

## 6. Press the USB cradle [USB] button.

- This displays the print menu on the camera's monitor screen.



## 7. On the camera's monitor screen, use [▲] and [▼] to select "Print", and then press [SET].

- This automatically starts printing of the images you specified with the DPOF procedure.
- If you want to print the same batch of images again, press the [USB] button on the USB cradle.
- A message appears on the monitor screen, followed by the DPOF setting screen (page 102), if there are no DPOF settings currently configured on the camera to control the printing operation. If this happens, configure the required DPOF settings and then perform step 6 of the above procedure again.
- If you want to change the current DPOF settings, select "DPOF" on the print menu to display the DPOF setting screen (page 102).

## 8. After printing is complete, turn off the camera and remove it from the USB cradle.

## ▶▶ IMPORTANT! ◀◀

- See the documentation that comes with your printer for information about print quality and paper settings.
- Contact your printer manufacturer for information about models that support USB DIRECT-PRINT, upgrades, etc.
- Never disconnect the USB cable, or perform any camera or USB cradle operation while printing is in progress. Doing so causes a printer error.
- To interrupt an ongoing print operation, perform the required operation on the printer.
- The camera's monitor screen will go blank after printing starts. A blank monitor screen does not necessarily mean that printing is complete. Check the status of your printer to find out if printing is complete.



## Using the FAVORITE Folder

You can copy scenery shots, photos of your family, or other special images from a file storage folder (page 142) to the FAVORITE folder in built-in memory (page 142). Images in the FAVORITE folder are not displayed during normal playback, so it helps to keep your personal image private as you carry them around. FAVORITE folder images are not deleted when you change memory cards, so you can always keep them on hand.

### To copy a file to the FAVORITE folder

1. In the PLAY mode, press [MENU].
2. Select the “PLAY” tab, select “Favorites”, and then press [▶].



3. Use [▲] and [▼] to select “Save”, and then press [SET].

- This displays the names of the files in built-in memory or on the loaded memory card.



4. Use [◀] and [▶] to select the file you want to copy to the FAVORITE folder.
5. Use [▲] and [▼] to select “Save”, and then press [SET].
  - This copies the displayed file to the FAVORITE folder.
6. After copying all of the files you want, use [▲] and [▼] to select “Cancel”, and then press [SET] to exit.

## »» NOTES ««

- Copying an image file with the above procedure creates a 320 x 240-pixel QVGA-size image in the FAVORITE folder.
- A file copied into the FAVORITE folder is automatically assigned a file name that is a serial number. Though the serial number starts from 0001 and can go as high as 9999, the actual upper end of the range depends on built-in memory capacity. Remember that the maximum number of images that can be stored in built-in memory depends on the size of each image and other factors.

## To display a file in the FAVORITE folder

1. In the PLAY mode, press [MENU].
2. Select the “PLAY” tab, select “Favorites”, and then press [▶].
3. Use [▲] and [▼] to select “Show”, and then press [SET].
  - If the FAVORITE folder is empty, the message “No Favorites file!” appears.
4. Use [▶] (forward) and [◀] (back) to scroll through the files in the FAVORITE folder.
5. After you are finished viewing files, press [MENU] twice to exit.



### ▶▶ NOTE ◀◀

- Holding down [◀] or [▶] scrolls images at high speed.

### ▶▶ IMPORTANT! ◀◀

- Note that a FAVORITE folder is created in the camera's built-in memory only. No FAVORITE folder is created on a memory card when you use one. If you want to view the contents of the FAVORITE folder on your computer screen, you need to remove the memory card from the camera (if you are using one) before placing the camera onto the USB cradle to start data communication (pages 131, 142).

## To delete a file from the FAVORITE folder

1. In the PLAY mode, press [MENU].
2. Select the "PLAY" tab, select "Favorites", and then press [▶].
3. Use [▲] and [▼] to select "Show", and then press [SET].
4. Press [▼] (🏠).
5. Use [◀] and [▶] to select the file you want to delete from the FAVORITE folder.
6. Use [▲] and [▼] to select "Delete", and then press [SET].
  - To exit the file delete operation without deleting anything, select "Cancel".
7. After deleting all of the files you want, use [▲] and [▼] to select "Cancel", and then press [SET] to exit.

### ▶▶ IMPORTANT! ◀◀

- You cannot use the delete operations on page 97 to delete images from the FAVORITE folder. Performing the memory format operation (page 123), however, does delete FAVORITE folder files.

### To delete all files from the FAVORITE folder

1. In the PLAY mode, press [MENU].
2. Select the “PLAY” tab, select “Favorites”, and then press [▶].
3. Use [▲] and [▼] to select “Show”, and then press [SET].
4. Press [▼] (🗑️).
5. Use [▲] and [▼] to select “All File Delete”, and then press [SET].

### ▶▶ IMPORTANT! ◀◀

- You cannot use the delete operations on page 97 to delete images from the FAVORITE folder. Performing the memory format operation (page 123), however, does delete FAVORITE folder files.

# OTHER SETTINGS

## Turning the Key Tone On and Off (EX-S20)

Use the following procedure to turn the tone that sounds when you press a key on and off.

1. In the REC mode or the PLAY mode, press [MENU].
2. Select the “Set Up” tab, select “Beep”, and then press [▶].
3. Use [▲] and [▼] to change the setting, and then press [SET].

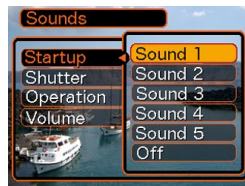
To do this:	Select this setting:
Turn on the key tone	On
Turn off the key tone	Off

## Configuring Sound Settings (EX-M20)

With the EX-M20, you can configure separate sounds for startup, shutter release, and key operations.

### To configure sound settings

1. In the REC mode or the PLAY mode, press [MENU].
2. Select the “Set Up” tab, select “Sounds”, and then press [▶].
3. Use [▲] and [▼] to select the sound whose setting you want to configure, and then press [▶].



4. Use [▲] and [▼] to change the setting, and then press [SET].

To do this:	Select this setting:
Select a built-in sound	Sound 1 through Sound 5
Turn off the sound	Off

▶▶ NOTE ◀◀

- The default sound setting for all operations is “Sound 1”.

## To set the volume level

1. In the REC mode or the PLAY mode, press [MENU].
2. Select the “Set Up” tab, select “Sounds”, and then press [▶].
3. Use [▲] and [▼] to select “Volume”.
4. Use [◀] and [▶] to specify the volume setting you want, and then press [SET].
  - You can set the volume in the range of 0 (no sound) to 7 (loudest).

▶▶ NOTE ◀◀

- The initial default volume setting is 3.

## Specifying an Image for the Startup Screen

You can specify an image you recorded with the camera as the startup screen image, which causes it to appear on the monitor screen for about two seconds whenever you turn on the camera.

1. In the **REC** mode or the **PLAY** mode, press **[MENU]**.
2. Select the “Set Up” tab, select “Startup”, and then press **[▶]**.
3. Use **[◀]** and **[▶]** to display the image you want to use as the startup image.
4. Use **[▲]** and **[▼]** to change the setting, and then press **[SET]**.

To do this:	Select this setting:
Use the currently displayed image as the startup screen image	On
Disable the startup screen	Off

## ▶▶ IMPORTANT! ◀◀

- You can select any one of the following types of image as the startup image.
  - The camera’s built-in startup image
  - A snapshot you recorded with the camera
  - An audio snapshot you recorded with the camera (EX-M20 only)
  - A movie you recorded with the camera 200KB or less in size
- The snapshot image or movie that you select as the startup image is stored in a special memory location called “startup image memory”. Only one image can be stored in startup image memory at one time. Selecting a new startup image overwrites anything that is already stored in startup image memory. Because of this, if you want to return to a previous startup image, you need to have a separate copy of that image in the camera’s standard image memory.
- The startup image is deleted by the format operation (page 123).
- If you store an audio snapshot to startup image memory (EX-M20 only), the image’s audio is not played when the image is displayed at startup.

### Configuring Power Down Image Settings

With the Power Down Image feature, you can configure the camera so a specific image stored in camera image memory appears whenever you turn off power. You can specify a snapshot or a movie as the power down image.

#### ■ To configure power down image settings

- 1. Use the USB cable to connect the camera to your computer (page 131).**
- 2. Move the image data that you want to use for the power down image to the top (root) directory of the camera's built-in Flash memory.**
  - The file name extension will not be displayed if your computer is configured to hide file name extensions.  
Example: CIMG0001
  - If your power down image is stored on a memory card, be sure to copy the image to built-in memory before removing the memory card from the camera.

### 3. Change the name of the file to one of the following.

Snapshot Image: ENDING.JPG

Movie Image: ENDING.AVI

- Input the following file name only (without file name extension) if your computer is configured to hide file name extensions.  
File Name: ENDING
- Your camera is now configured to display a power down image. The power down image will appear any time you press the power button to turn off the camera. The power down image appears regardless of whether or not your camera has a memory card loaded in it.



### ▶▶ IMPORTANT! ◀◀

- Only a snapshot (JPEG) or movie (AVI) file can be used as the power down image.
- Note that the Power Down Image feature works only with images recorded with this camera. The Power Down Image feature may not operate properly when another type of image is specified as the power down image.
- Formatting the camera's Flash memory deletes the power down image.
- When both a still image and a movie are present for the power down image, only the movie is used.
- Note that a power down image display operation cannot be interrupted once it starts. Because of this, you should select a relatively short movie when using a movie file as the power down image.

### ■ To cancel Power Down Image settings

- 1. Use the USB cable to connect the camera to your computer (page 131).**
- 2. Change the name of the current power down image from ENDING.JPG or ENDING.AVI to something else, or delete the current power down image from Flash memory.**

### Specifying the File Name Serial Number Generation Method

Use the following procedure to specify the method for generating the serial number used for file names (page 99).

- 1. In the REC mode or the PLAY mode, press [MENU].**
- 2. Select the “Set Up” tab, select “File No.,” and then press [▶].**
- 3. Use [▲] and [▼] to change the setting, and then press [SET].**

To do this for a newly saved file:	Select this setting:
Store the last file number used and increment it, regardless of whether files are deleted or whether the memory card is replaced with a new one	Continue
Find the highest file number in the current folder and increment it	Reset

### Using the Alarm

You can configure up to three alarms that cause the camera to beep and display a specified image at the time you specify.

#### To set an alarm

1. In the **PLAY** mode, press **[MENU]**.
2. Select the **“PLAY”** tab, select **“Alarm”**, and then press **[▶]**.
3. Use **[▲]** and **[▼]** to select the alarm whose setting you want to configure, and then press **[▶]**.
4. Use **[◀]** and **[▶]** to select the setting you want to change, and then use **[▲]** and **[▼]** to change the selected setting.
  - You can set an alarm time and configure the alarm to sound either once or at the same time everyday. You can also turn the alarm on or off.

#### 5. Press **[DISP]**.

- You could press **[SET]** in place of **[DISP]** if you want to configure the alarm without an image.

#### 6. Use **[◀]** and **[▶]** to select the scene you want to appear at the alarm time, and then press **[SET]**.

#### 7. After all the settings are the way you want, press **[SET]**.

- You can configure up to three alarms, named “Alarm 1”, “Alarm 2”, and “Alarm 3”.

## Stopping the Alarm

When an alarm time is reached while the camera is turned off, the alarm will sound for about one minute (or until you stop it), and then the camera will turn on. To stop the alarm after it starts to sound, press any button. If the camera is on the USB cradle when an alarm sounds, you can stop it by pressing the USB cradle [USB] button or [PHOTO] button, or any camera button.

### ▶▶ IMPORTANT! ◀◀

- Note that the alarm sounds only if the alarm time is reached when any one of the following conditions exists.
  - While the camera is turned on
  - While a USB data communication operation is in progress
  - While a Photo Stand operation is in progress

## Setting the Clock

Use the procedures in this section to select a Home Time Zone, and to change its date and time settings.

### ▶▶ IMPORTANT! ◀◀

- Make sure you select your Home Time zone (the zone where you are currently located) before changing the time and date settings. Otherwise, the time and date setting will change automatically when you select another time zone.

## To select your Home Time zone

1. In the REC mode or the PLAY mode, press [MENU].
2. Select the “Set Up” tab, select “World Time”, and then press [▶].
  - This displays the current World Time zone.
3. Use [▲] and [▼] to select “Home”, and then press [▶].

4. Use [▲] and [▼] to select “City”, and then press [▶].
5. Use [▲], [▼], [◀], and [▶] to select the geographical area that contains location you want to select as your Home Time zone, and then press [SET].
6. Use [▲] and [▼] to select the city you want, and then press [SET].
7. After selecting the city you want, press [SET] to register its zone as your Home Time zone.

## To set the current time and date

1. In the REC mode or the PLAY mode, press [MENU].
2. Select the “Set Up” tab, select “Adjust”, and then press [▶].
3. Set the current date and the time.

To do this:	Do this:
Change the setting at the current cursor location	Press [▲] or [▼].
Move the cursor between settings	Press [◀] or [▶].
Toggle between 12-hour and 24-hour timekeeping	Press [DISP].

4. When all the settings are the way you want, press [SET] to register them and exit the setting screen.

## Changing the Date Format

You can select from among three different formats for display of the date.

1. In the **REC** mode or the **PLAY** mode, press **[MENU]**.
2. Select the “Set Up” tab, select “Date Style”, and then press **[▶]**.
3. Use **[▲]** and **[▼]** to change the setting, and then press **[SET]**.

Example: December 24, 2003

To display the date like this:	Select this format:
03/12/24	YY/MM/DD
24/12/03	DD/MM/YY
12/24/03	MM/DD/YY

## Using World Time

You can use the World Time screen to view a time zone that is different from the home time zone when you go on a trip, etc. World Time can display the time in one of 162 cities in 32 time zones.

### To display the World Time screen

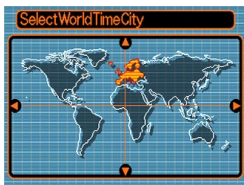
1. In the **REC** mode or the **PLAY** mode, press **[MENU]**.
2. Select the “Set Up” tab, select “World Time”, and then press **[▶]**.
  - This displays the current World Time zone.
3. Use **[▲]** and **[▼]** to select “World”.

To do this:	Select this:
Display the time in your home time zone	Home
Display the time in a different time zone	World

4. Press **[SET]** to exit the setting screen.

## To configure World Time settings

1. In the REC mode or the PLAY mode, press [MENU].
2. Select the “Set Up” tab, select “World Time”, and then press [▶].
  - This displays the current World Time zone.
3. Use [▲] and [▼] to select “World”, and then press [▶].
4. Use [▲] and [▼] to select “City”, and then press [▶].
5. Use [▲], [▼], [◀], and [▶] to select the geographical area you want, and then press [SET].



6. Use [▲] and [▼] to select the city you want, and then press [SET].

- This displays the current time in the city you select.



7. When the setting is the way you want, press [SET] to apply it and exit the setting screen.

## To configure summer time (DST) settings

1. In the REC mode or the PLAY mode, press [MENU].
2. Select the “Set Up” tab, select “World Time”, and then press [▶].
  - This displays the current World Time Settings.
3. Use [▲] and [▼] to select “World”, and then press [▶].
  - If you want to configure Home Time settings, select “Home” instead.
4. Use [▲] and [▼] to select “DST”, and then press [▶].
5. Use [▲] and [▼] to select the summer time (DST) setting you want.

To do this:	Select this:
Advance the current time setting by one hour	On
Display the current time as-is	Off

6. After the setting is the way you want, press [SET].

- This displays the current time in accordance with your setting.

7. Press [SET] again to exit the setting screen.



## Changing the Display Language

You can use the following procedure to select one of ten languages as the display language.

1. In the **REC mode** or the **PLAY mode**, press **[MENU]**.
2. Select the “Set Up” tab, select “Language”, and then press **[▶]**.
3. Use **[▲]**, **[▼]**, **[◀]**, and **[▶]** to change the setting, and then press **[SET]**.

日本語	: Japanese
English	: English
Français	: French
Deutsch	: German
Español	: Spanish
Italiano	: Italian
Português	: Portuguese
中國語	: Chinese (Complex)
中国語	: Chinese (Simplified)
한국어	: Korean

## Formatting Built-in Memory

Formatting built-in memory deletes any data stored in it.

### ▶▶ IMPORTANT! ◀◀

- Note that data deleted by a format operation cannot be recovered. Check to make sure you do not need any of the data in memory before you format it.
- Formatting built-in memory deletes all files, including files in the FAVORITE folder (page 107), protected files (page 100), and BESTSHOT user setups (page 60).
- The startup screen image (page 113) is deleted by formatting memory.

1. **Check to make sure there is no memory card loaded in the camera.**
  - If there is a memory card loaded in the camera, remove it (page 126).
2. In the **REC mode** or the **PLAY mode**, press **[MENU]**.

- 3. Select the “Set Up” tab, select “Format”, and then press [▶].**
- 4. Use [▲] and [▼] to select “Format”, and then press [SET].**
  - To exit the format operation without formatting, select “Cancel”.