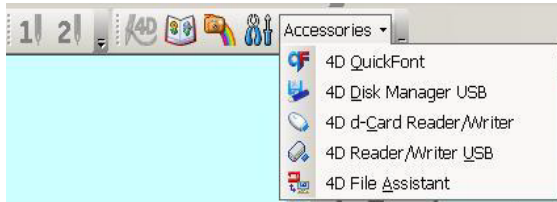


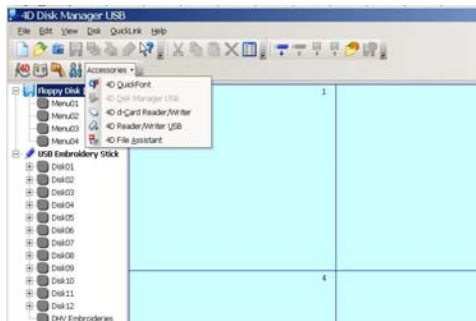
4D Disk Manager *By Janice Henning*

Disk Manager in 4D is accessed by clicking on "accessories" on the Quick Link Toolbar. You will see Disk Manager USB, but it is for writing to or reading either a floppy or a stick. Notice that the picture shows a floppy and a stick.

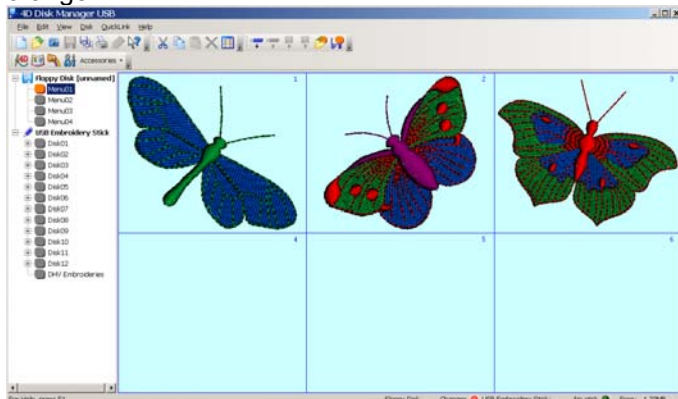


Designer 1 with floppy drive:

The first section is for the owners of the Designer 1 that uses floppy disks. It will have 4 menus and you can click on the menu you want to put the designs into. Each menu can hold up to 36 designs, but I recommend you don't put more than 9 or the designs will not be seen well enough on your machine screen. Remember you will still have the designs on the computer, so why put a lot of designs on the floppy at one time. Just clean it off and write other designs later.



Click on "open or view" and find the folder that contains the designs you want on the floppy and click on each one and they will appear on the screen. Notice that the menu 1color changes to orange .



If you want some in menu 2, then click on that menu and click on the designs you want in that menu and that menu will light up too. Then do menu 3 and 4 if you want. I usually only use the menu 1 and then clean it off and write different designs that I intend to sew the next time.

If you click on **“preferences”** on the toolbar and then **“Disk Options”** with a floppy disk in the drive, you can check to format the A floppy and click OK and every time it will format the disk and avoid problems before writing to the disk.



When finished selecting designs, click on **“write to disk”** (looks like a floppy with an arrow going up) icon on the right side of the toolbar and a message will tell you it's formatting the floppy and then writes to the floppy. The designs will be in the SHV format so the machine can read the stitch files and you can see a picture on the machine screen.

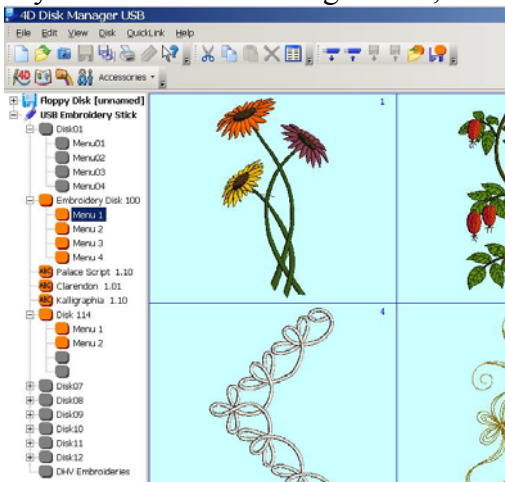
**

Designer 1 USB reading and writing to the stick

Insert the USB stick in the USB port. Open the 4D Disk Manager USB program.

If you have designs on the stick and you still want them there, then click on **“read the stick”**. I have clicked on the “+” in front of each file so you could see what came on the stick when you received your machine.

If you click on each orange menu, it will show you what is in that menu.



Disk 1 will be empty to use for the “send command”.

Disk 2,3,4 and 5 are the sampler 100 designs.

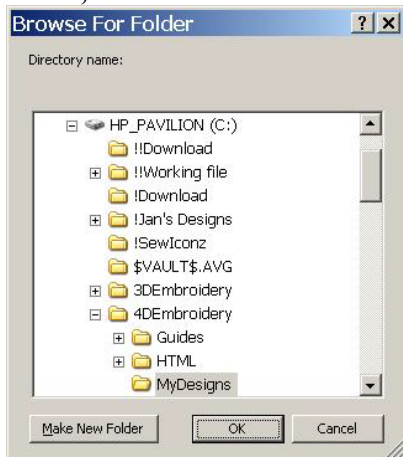
Disk 6 is the #114 Classic Fashion Collection.

Disk 7 through 12 are grey meaning they are empty and can be used to add more designs to the stick.

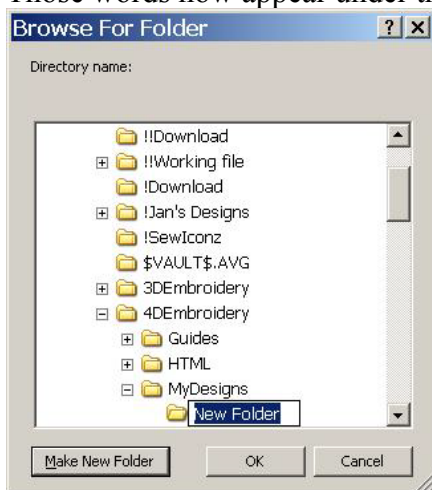
It would be wise to save these designs to your computer. Once the designs appear on the screen, click on the **“multi save”** icon on the top left side of screen (4floppies). The following pop up will appear.



Notice the **“save to”** folder says **“C:\4DEmbroidery\MyDesigns**. You can click on the browse buttons (3 dots) and locate the folder you want them saved to or notice that **in 4D, we now have a “Make New Folder”** choice.

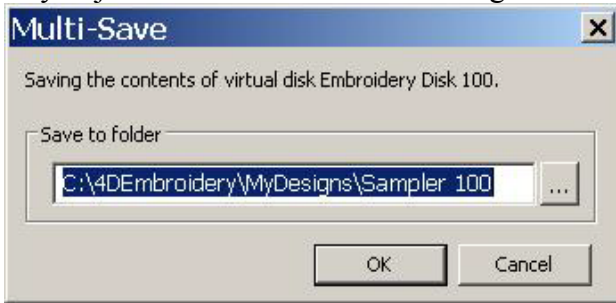


The **“My designs”** folder is highlighted so click on **“make new folder”** and Those words now appear under the **“My Designs “folder”**

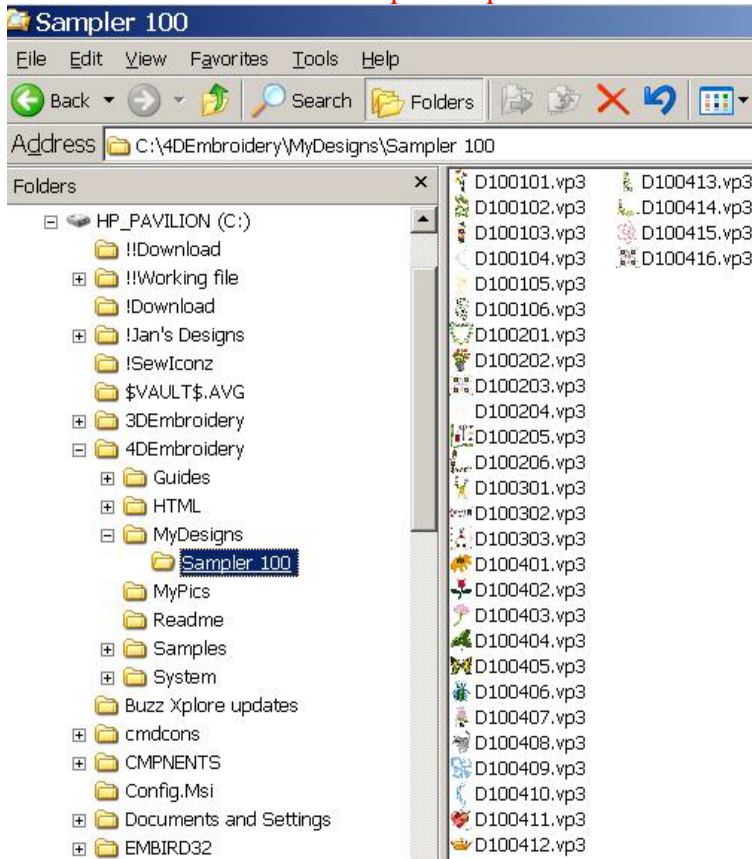


Right click on that “**new folder**” and click on “**rename**” and type **Sampler 100** right over the top of those letters and click OK.

Now, you will see this new folder you created is at the end of the **Save to folder** window so you just click on Ok and those designs will be saved to that new folder.



I opened the “**explorer**” so you could see how the file is now under 4D Embroidery\My Designs\Sampler 100. Notice they are saved as vp3. **The fast way to open the “explorer” is to hold down the Windows logo key on the left side and touch the E key. Then click on the C drive to open it up to see the files and folders.**



Disk 114 on the stick. Click on that menu and save them to the computer too in a folder you will create called “**Disk 114 Fashion Collection**”.

Orange memories are used. Grey memories are empty.

To add designs to the stick, click on a grey one, **click on “open or view”**, find the folder on your computer that holds your designs and click on each one you want on that stick and they will appear on the screen. You can find different folders of designs by clicking again on **“open or view”** and selecting more designs. Once you’ve selected all you want, click on **“write to stick”**. That memory you have put your designs into will change to orange.

If you have a floppy disk of designs that are in SHV format, and want to see them on the screen or save them to your computer, click on **“read the disk”**.

They will appear on the screen. If you want to save them to your hard drive, click on the **“multi save”** icon on the top left toolbar and find or create a folder to save those designs. They will save as vp3 format.

Using the Explorer to read a CD or floppy of designs you may have purchased.

If the designs are in any other embroidery format such as HUS, VIP, PES, etc., You would want to put those designs on your hard drive in a special categories. You might want to create the folder or folders first so that when you read the disk, you can just drag the designs to that folder you created.

Open the **“explorer”** and find the **My Designs folder** and click on it.

Click on **“file”**, move over to **“new”** and move over to **“folder”** and click on that. The words **“new folder”** will now appear on the right side and the left side under **“my designs”**. Type the name of the new folder right over the top of those highlighted words and touch the **“enter key”** on the keyboard to set the name of the folder. Now, you will see that you have the name of the new folder on both the left and right side.

Make as many folders or sub folders as you may want. Make sure **if it’s a category under “my designs”**, you click on **THAT** folder before clicking on **“file, new folder”**.

If you want a sub folder under a category such as **“animals for instance”**, then click on **THAT** folder before clicking on **“file, new, folder”**. I have an animal folder with sub folders called **“cats, dogs, bears, bunnies, etc”**.

Insert the floppy or CD that has some designs that you may have purchased in the drive click and then click on **THAT** drive so you can see the names of the designs. You may just see a folder and have to double click on that folder to open it to see the names of the designs.

Hold down the **“control and A key”** on your keyboard at the same time to highlight all of the designs. Then drag them to the folder you created.

Then when you want to put some of them on a floppy or the embroidery stick, **use the Disk Manager** to find the designs and select them.