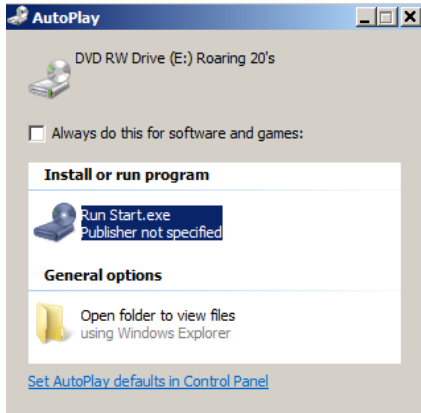


Design CD installed on computer. *By Janice Henning*

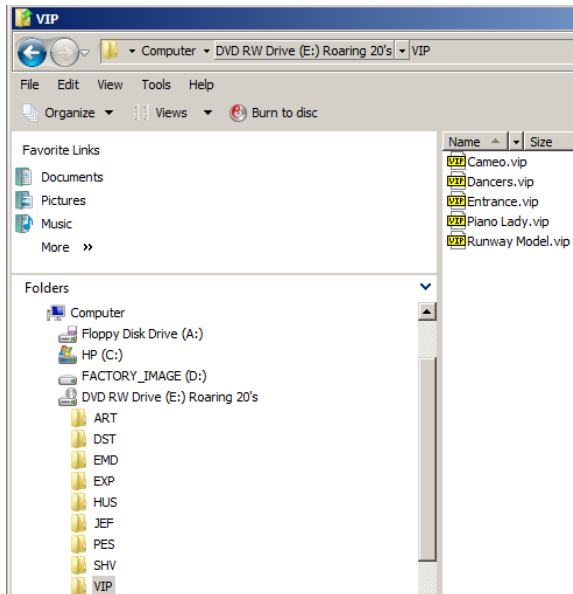
Insert the CD in the drive and hold the “**shift key**” down until the drive stops flashing. You may get a screen like this will appear and just X out of it.



Open the explorer by touching the **Windows Logo key on the lower left side of the keyboard** and touch the **E key**. (shortcut to opening the explorer).

Scroll down see the drive holding the CD. It probably will tell you something about what’s on the CD. **Notice that drive will have a “+” next to it**. Click on that “+” to read what is on that CD.

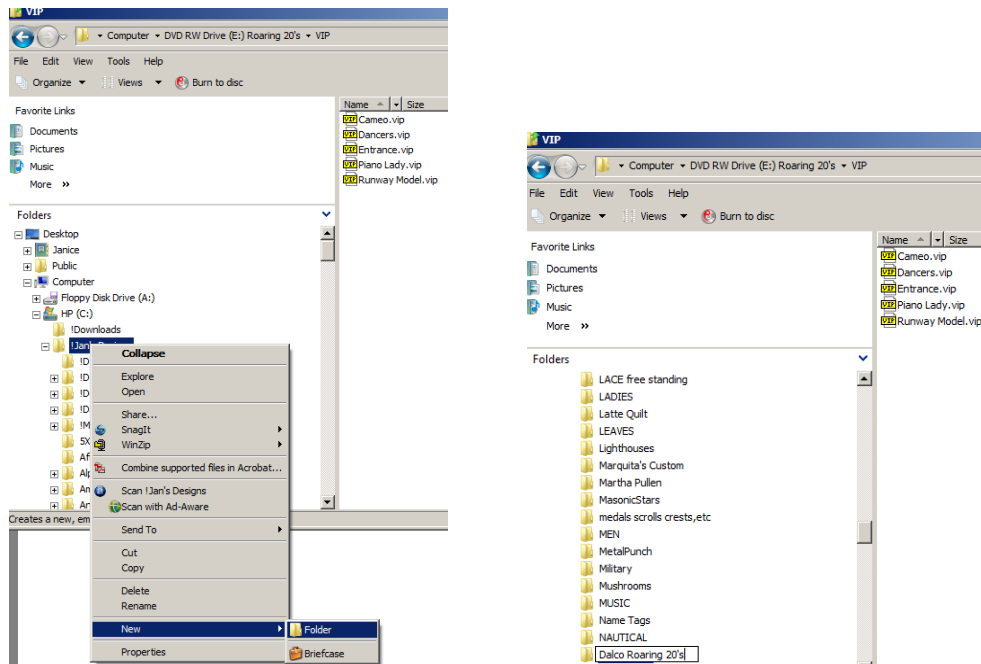
It shows a list of formats on the CD and I want only the VIP ones. So, I am going to click on that one so I can see the design names on the right side of the screen.



I want to make a special folder for those designs under the C drive/!Jan’s Designs folder. I make lots of sub-folders under “!Jan’s Designs” to hold various categories of designs.

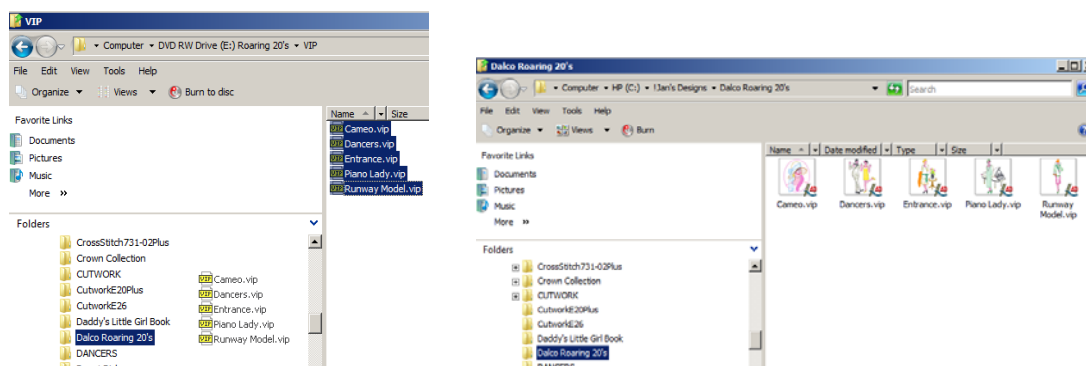
Click on the “+” in front of the C drive and search for your main folder of designs where you keep all of **your** sub categories of designs under it. **Only you know where you have your main folder with the sub folders.**

“**Right click**” on that main folder and click on “new, folder”. I typed in the name of my new category of designs which I will call “**Dalco Roaring 20’s**”.



Then I select all of those designs on the right side to highlight them and drag them to the new folder I just made. They are now in the new folder and still on the CD too. The left picture is seeing the names of the designs on the CD. Look at the line under the blue bar that shows that we are reading the DVD drive.

Let’s click on the Dalco Roaring 20’s folder so you can see they are there. **Notice the picture on the right now shows we are seeing the designs in the “!Jan’s Designs/Dalco Roaring 20’s” folder.** I have Embird’s Iconizer so it shows pictures and names of the designs. I would not do without the Iconizer.



Most CD’s will be done pretty much the same way. If you want add a new category under your main folder ahead of time, that’s up to you. I also make sub folder under categories. I have a “flower” folder with lots of sub folders under it categorized by the designer and the name of the CD.

I “**right click**” on the flower folder and click on “**new, folder**“ and type “ Sanome Fantasy flowers. I “**right click**” again on the flower folder and click on “new folder” and type “Nowicki Designer Delights. Add as many as you want but always be sure to click on the main category to create sub folders.