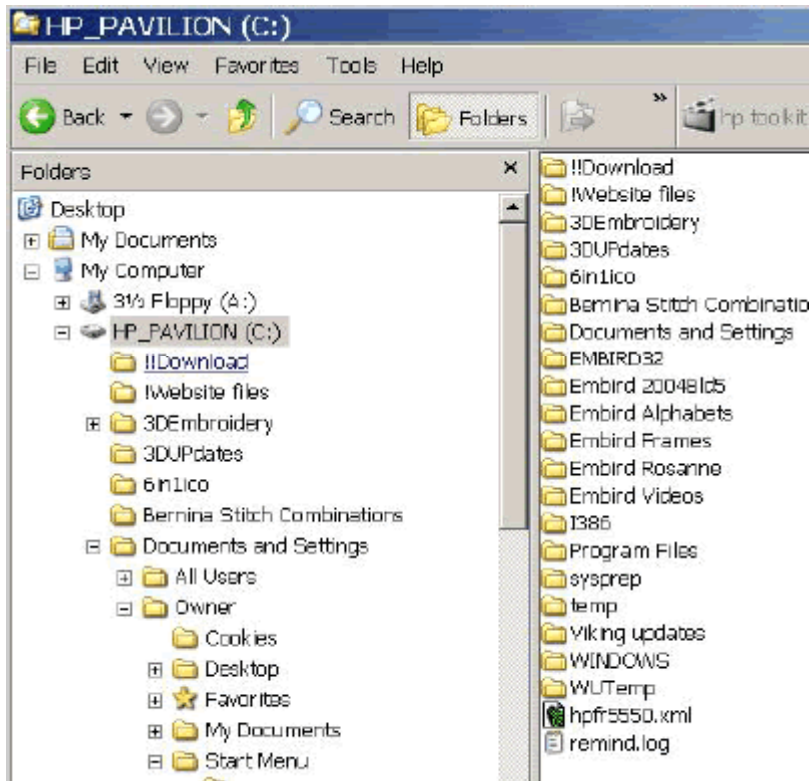


Downloading and Unzipping by Janice Henning

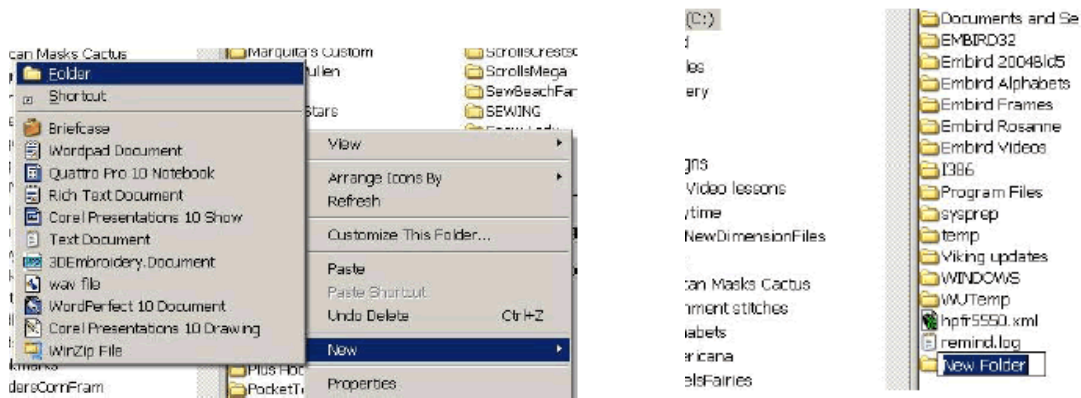
The first thing you need to do is make a folder that you will download to every time. So, let's do that.

Hold down the Windows Logo key on the lower left side of the keyboard and touch the E key. This is a shortcut to open the “Windows Explorer”.

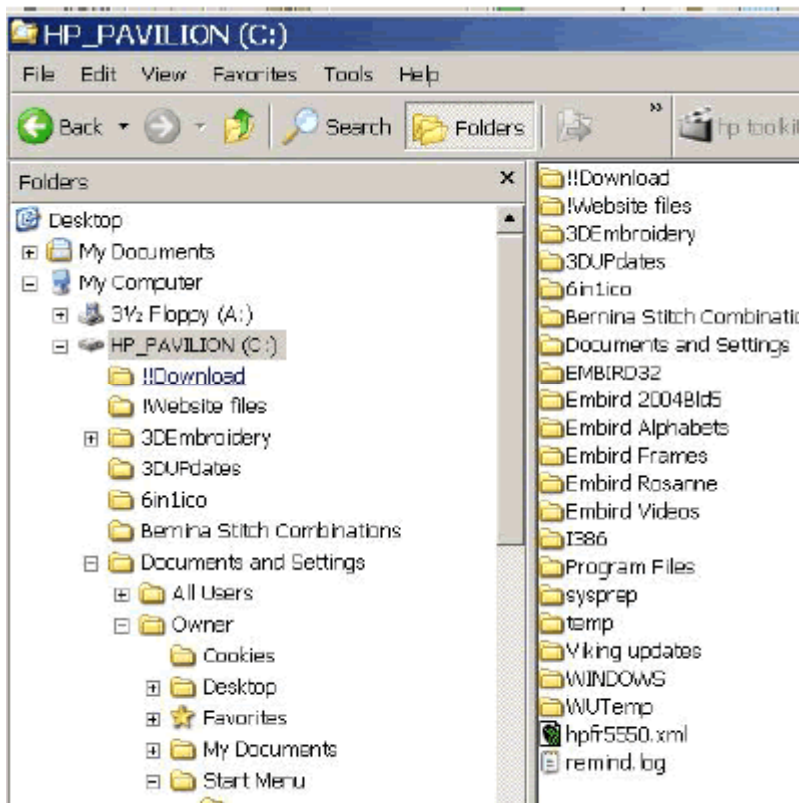


There will be a scroll bar on the left side of the dividing line. At the top of the scroll bar you will see an arrow and also an arrow at the bottom. These arrows move the screen up or down a little at a time. But, if you grab the scroll bar with a left mouse click and hold it, you can freely move the screen up or down.

Click on the C drive and click on "file, new, folder". On the right side, you will see the words "new folder" highlighted in blue. That means those words are "selected" and you can type right over the top of them.



Type this **!download** Notice I typed an exclamation mark first so that it would appear right under the C drive. Now, you should see **!download** on both the left and right sides of the screen and the folder is created to hold your downloaded designs.



Go to a website that has some designs you wish to download and click on a design.

A window will appear that says "save to disk". Click on OK. Your hard drive is a disk too.

Now, click on another design and click on "ok" when it says "save to disk" and this time, that folder is already there and you just click on "save".

Download as many as you want the same way and even go to other sites and do the same thing.

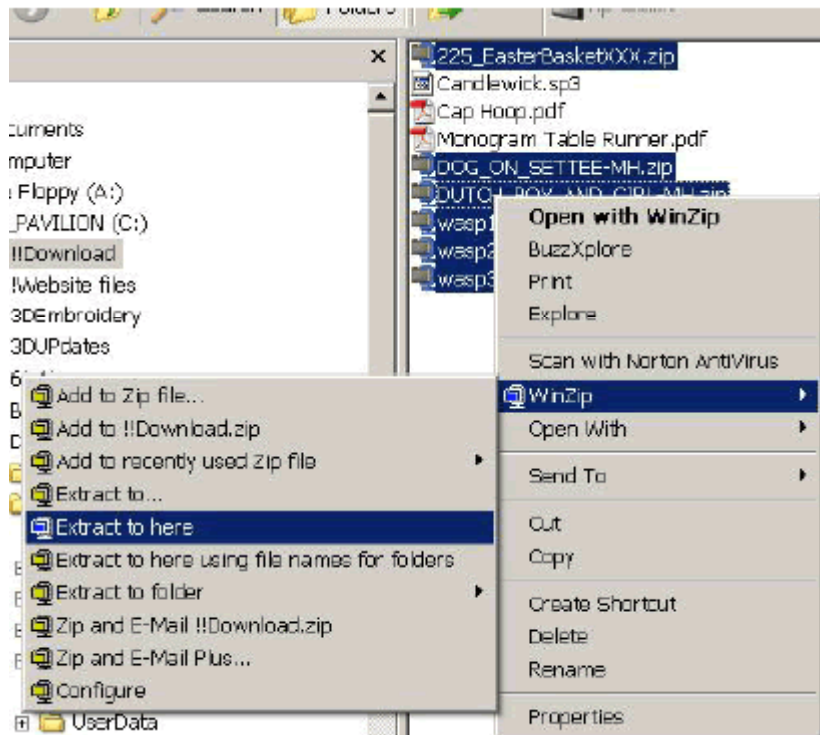
Using Win Zip to unzip the files

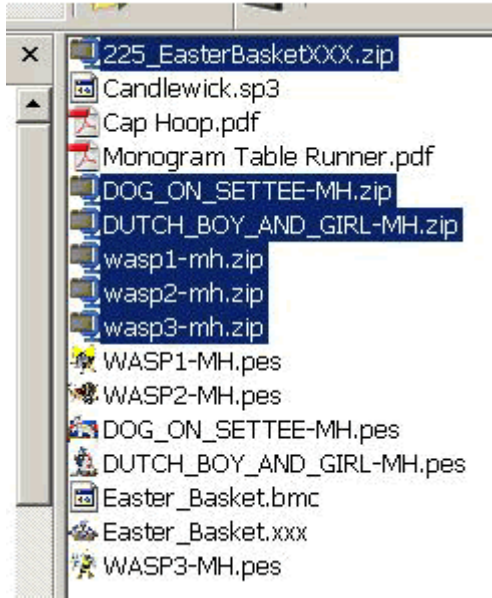
Now you have a folder full of designs, but they are probably zipped up.

We want to unzip those designs so we can use them. If you have Customizing Plus or 3D Studio or 4D, you don't really need to convert if you don't want to. Those programs will recognize the formats. **But, you do need to unzip them.**

If you have Win Zip on your computer, you can right click on a design and choose "Win Zip, extract to here". It will extract to the same folder the zipped file is already in.

You can even select a bunch of zipped files by holding down your control and A key to highlight all of the them and then **"right click" anywhere within those highlighted files** and choose, **"winzip, extract to here"**. They will all unzip at one time.





Windows XP has its own unzip program.

Once you have a downloaded zip file, just "**right click**" on that file and click on "**extract all**" and a pop up screen will appear and check which files it says it is downloading the design to. It might be the same folder you just downloaded the design to so click on "next" and then click on "finish".

You can only unzip one file at a time with this program. That's why I prefer WinZip.
www.winzip.com

The extracted file will be in a separate folder and if you click on that folder it may include several formats of the same design. Delete the ones you don't want and delete the zipped file if you no longer need it. Then put that design in the folder of your choice.

You might get a lot of different formats and you only want the VIP or VP3 ones. Delete the others right away and delete the zipped file because you won't need it anymore.

Once you have them unzipped, you can transfer them to the proper categories you made under the "my designs" folder.

When you want to make categories under "my designs", make sure you click on **THAT** folder. If you have Vista, you can "right click" on the folder and choose "new, folder".

If you have XP, click on the folder and then you can either click on "file, new folder" **or right click on the right side of the screen and click on "new and folder"**. The words will be highlighted in blue and you can type the name of the new folder right over those words.

