

Organizing with 3D Organizer *By Jan Henning*

Windows Explorer is the directory of all files and folders on your computer.

Some were there when you received your computer because the computer had an operating system such as Windows XP or Windows Vista. It also came with various programs installed such as “word processing”.

When you install a new program, it adds new files and folders.

When we install our sewing software, it adds more files and folders. But, we want to be able to be able to purchase more designs than what is in the program and be able to make folders to keep them organized.

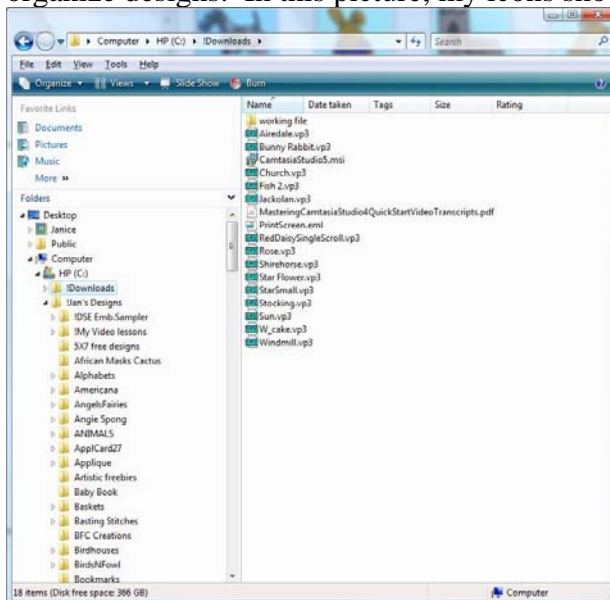
You can hold down the Windows logo key on the lower left side of your keyboard to open Windows Explorer.

OR You can “**right click**” on “**start**” and click on “**explore**”.

This is a picture of the “Windows Explorer” and notice that I have clicked on the “!Download” folder and on the right side of the screen, you see what is in that folder. This computer has Vista so your screen may look a little different.

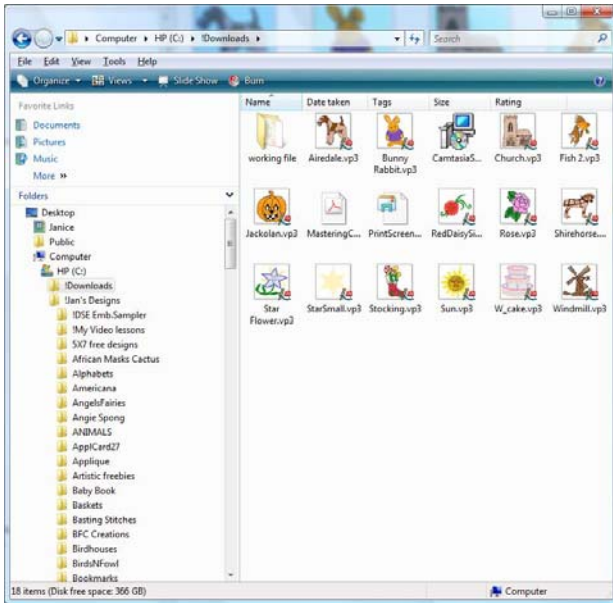
You may have to first click on “my computer” and then on “C drive” to see the files under the C drive.

I put some of the sample designs in my “!Download” folder so I could show you how to organize designs. In this picture, my icons show as vp3.



I have **Embird's Iconizer** and I can have pictures instead of the Viking logo and below

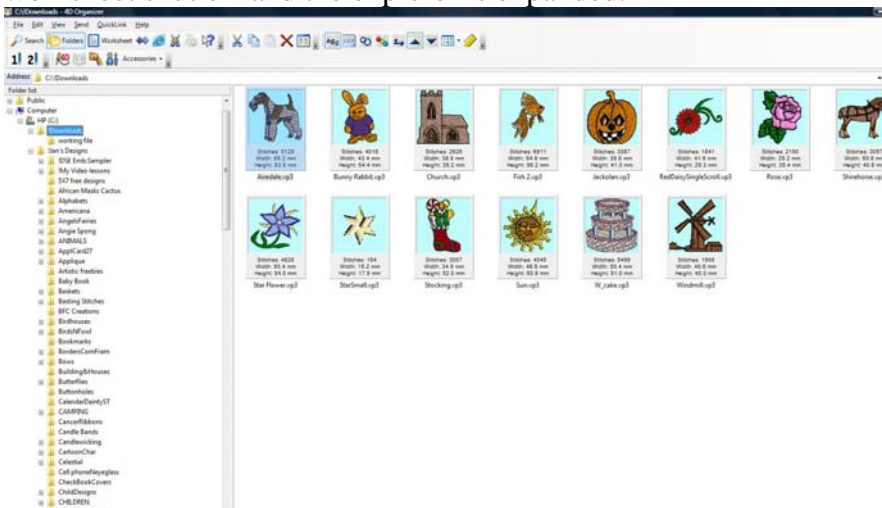
is what it would look like. There is another program that also makes pictures in the explorer and it's called **"SewIconz"** and can be purchased for \$20.00 from www.sandscomputing.com



Now, I want you to see what happens when I open the Organizer

I opened the 3D Organizer and clicked on **"my computer"** and then clicked on the **"C drive"** and then clicked on the same **"!Download"** folder. **I think showing you this way makes you realize that when you use the Organizer, you are simply accessing the "Windows Explorer" to find your files.**

Click on **"worksheet"** to shut if off and expand the explorer files and make it easier to find folders instead of having to use the slider bar. This is how my screen looks with the worksheet shut off and the explorer is expanded.



When you open the 3D or 4D Embroidery or Disk Manager or the Reader/writer

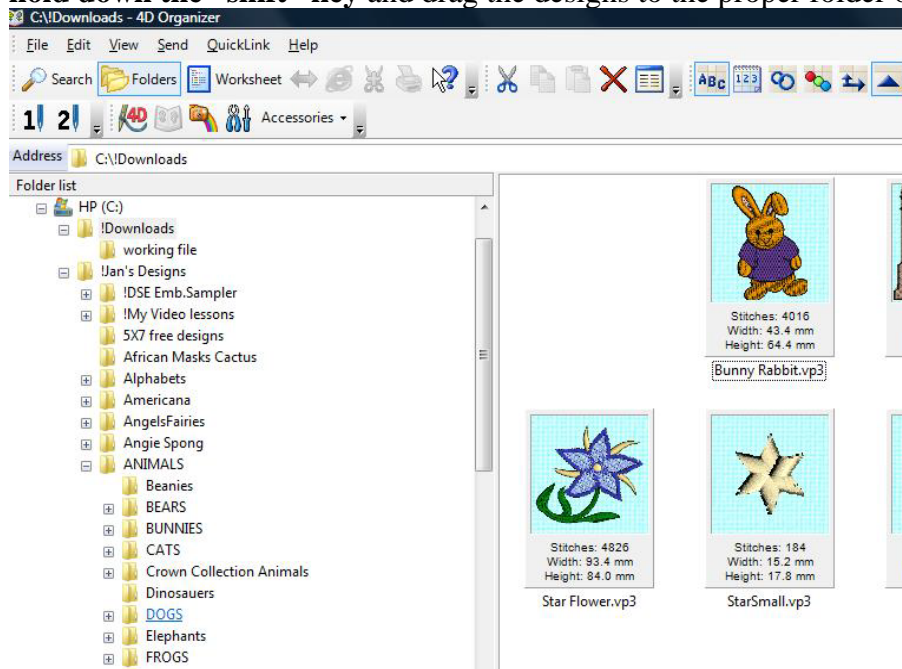
programs and you click on “open or view”, you are still accessing the “explorer”.

I keep my **main folder for my designs** under the C drive in a folder I named “!Jan’s Designs” and I have lots of sub folders under the main folder for all types of categories. Some of those categories have sub folders too. **For instance, I have a folder called “animals” and I made sub folder of cats, dogs, horses, bunnies, bears, etc.**

If you see several designs that would go in the same category, hold down the control key so you can select more than one and have them all highlighted.

When I look at the designs, I see a dog, a bunny and a horse. So, let’s put those in the correct categories. I have sub folder for them under my “animals” folder, so I need to click on the PLUS sign in front of my “animal” folder to open it up so I can see those folders.

Left click and HOLD the left mouse button on any one of those highlighted designs and **hold down the “shift” key** and drag the designs to the proper folder on the left side.



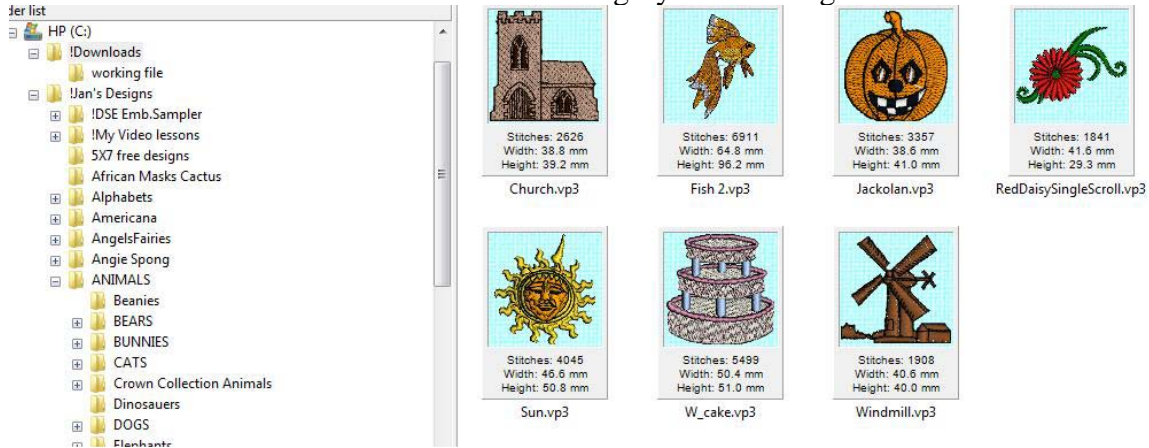
The design is removed from the original folder and put in the “dog” folder.

If you don’t hold the shift key, you will notice that when you drag across the screen, the cursor has a rectangle with a + attached instead of just a rectangle and that means it will be in both folders. **If the design is still in the original folder, just right click on it and click on “delete”.**

You should see empty spaces where designs have been removed on the right side of the screen.

Then we could transfer to the bunny to the bunnies folder and the horse to the horse folder.

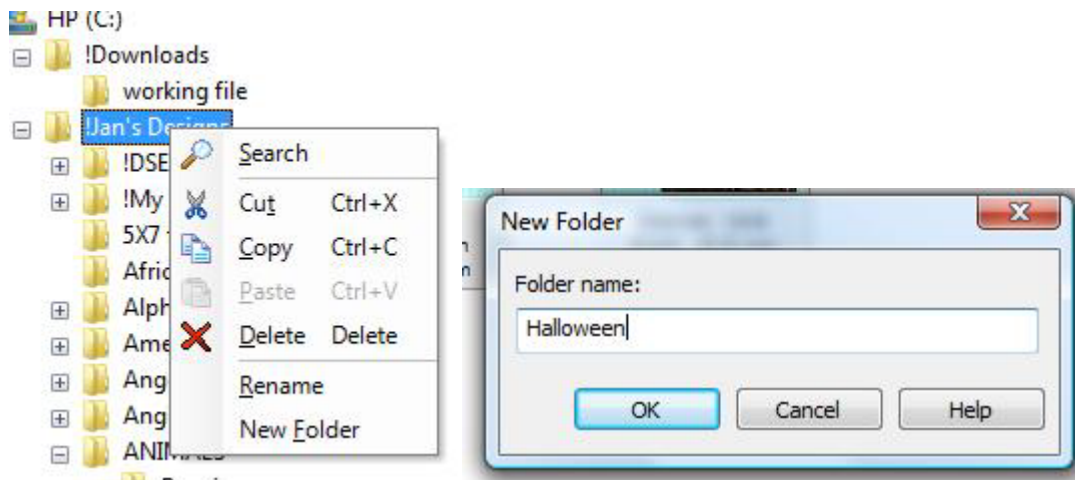
Then click on **“view, refresh”** and the screen will be refreshed so that only the designs that haven't been transferred to the correct category are showing.



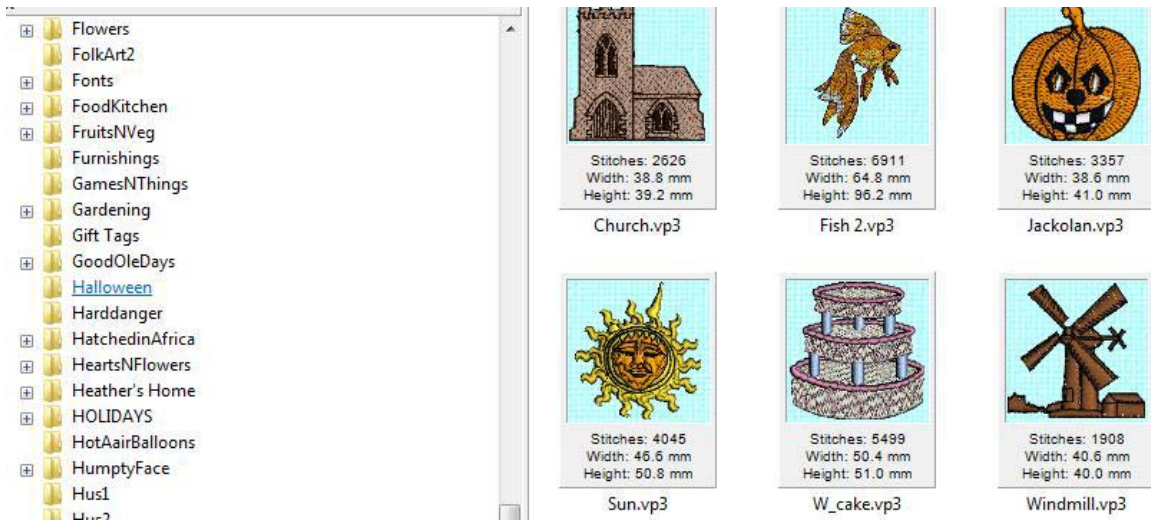
Notice the empty spots are now gone and only the designs left to be organized are showing.

Now, you may see a design that you know you don't have a category for it, so let's make one.

Right click on the **Main folder** such as **“My Designs”** and click on **“new folder”** and a pop up will appear for you to type in the name of the new folder.



Now, on the left side under “Jan's Designs, you will see the new folder.



Then drag that design into that folder.

If you want a sub folder under another folder, then be sure to right click on THAT folder and select “new folder” and create a sub folder. Such as under “Animals, you might want “bears, bunnies, wild animals, etc”.

Your screen on the right will be empty once you’ve organized them all. If you forgot to hold down the shift key, the design will be in the new folder AND the original folder, so you could just right click on the design that is left and select “delete”.