Windows XP Basics

Before we get started, I need to establish some ground rules. Using Husqvarna Viking's ***4D Embroidery*** software is not complicated, but you must have some basic computer skills before you use that software. If your computer skills are weak, then you must first **thoroughly** learn the concepts presented in this document. I promise that this won't hurt, and you will be a better person for learning these basic concepts.

You need certain basic computer skills to get the most out of your software. If you are comfortable with the following computer-related tasks, then you can skip this entire guide and begin learning to use your software immediately. If you are not sure if you have the required skills, then take a few minutes to review the objectives of this guide listed here.

- Understand what a file extension is and what it means
- Start Windows Explorer (as opposed to Internet Explorer)
- Navigate through Windows Explorer to a specific folder
- Create a new folder in a specific location
- Use Windows Explorer's search feature to find a specific file

If you feel comfortable with these concepts and understand the meanings of them, then feel free to move on to your software-specific book. On the other hand, if the list above looks like this:

- Understand what a ♐♓●♏ ♏☒♦♏■⬧♓❑■ is and what it means
- Start ♆♓■♎❑⬧⬧ ☜☒❑●❑❒♏❒ (as opposed to ✋■ ☜☒❑●❑❒♏❒)
- Navigate through ♆♓■♎❑⬧⬧ ☜☒❑●❑❒♏❒ to a specific ♐❑●♎♏❒
- Create a new ♐❑●♎♏❒ in a specific location
- Use ♆♓■⬧⬧ ☜☒❑●❼⬧ ⬧♏♒ ♐♋♍♓●♓♦♲ to find ♋ ⬧❑♏♍♓♏

then you need to read this chapter carefully and make sure that you understand the concepts of managing and finding files on your computer.

Files – What are they?

In the world of computer terminology, a file is a container that holds something. A file may contain a collection of text like a letter you wrote with your word processing software. Some of the files that we will work with while using any of the ***4D Embroidery*** modules contain stitches and other instructions to the sewing machine telling it when to start, stop, and end the embroidering process.

Files all have names. File names consist of a long series of text. An example is:

C:\4DEmbroidery\Samples\4DEmb\Stitch2\Fruit\Strawbrry.vp3

Let's break down that string and explain it. The **file name** was all the way at the end of that string of characters. The **file name** is **Strawberry.vp3**. A **file name** is just like the name of a person. i.e. There is a first and last part of the name. Just like a person's name, the part of the name that comes after the period is kind of like the family name. e.g. The name John Smith could be thought of as John.Smith. In the old days, your last name told the public what your skill or trade was. John Smith was probably a blacksmith. Henry Tailor was the person who made clothing. You wouldn't visit Mr. Tailor and ask him to fix a wheel on your wagon any more than you would visit Mr. Smith and ask him to make you a pair of pants. The family part of the name is known as the **file extension**. The **file extension** tells your computer what kind of information is in the file and, more importantly, which program on your computer should be used to work with the file. You would not want to try to open a word processing document with ***4D Embroidery*** because it just wouldn't work.

All of the other characters in the text that you typed in told the computer the **exact location** for the file. Let's break down the rest of the text so that you understand what it means.

C:\4DEmbroidery\Samples\4DEmb\Stitch2\Fruit\Strawberry.vp3

C: - this told your computer which piece of hardware holds the file you want to use. The **C:** designation almost universally represents the hard drive that is built into your computer.

**** - the backward slash is a separator used to indicate that we are about to designate a **folder name** or a **file name**. Each set of characters that you see between the \'s are the names of **folders**. **Folders** are also containers. They may contain **files** and/or other **folders**. Here is an English translation of what the text string means to the computer:

"Look on the hard disk drive **C:** on this computer for the folder named **4DEmbroidery** and open it, find the folder named **Samples** located inside of the **4DEmbroidery** folder and open it, find the folder named **4DEmb** located inside of the folder **Samples** and open it, find the folder named **Stitch2** inside of the folder **4DEmb** and open it, find the folder named **Fruit** inside of the folder named **Stitch2** and find the file named **Strawberry.vp3** and open it."

The **file name** is always found at the end of the text string.

I'm sure that you are thinking that there must be a better way to find a file without doing all of that typing. There is a way to **navigate** through your hard drive to find a file. You have to use a tool known as **Windows Explorer**. (**Note:** This is not **Internet Explorer**.

Internet Explorer is the program that you use to surf the internet. It's also known as a **browser**. **Windows Explorer** is used to view and manage the **files** and **folders** on your hard drive.)

Starting and Using Windows Explorer

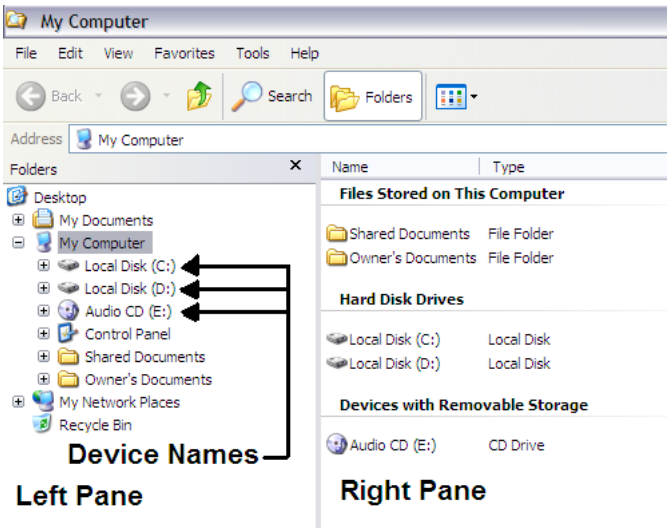
Starting **Windows Explorer** is the easiest thing in the world. All you have to do is to use a keyboard shortcut. If you look on your keyboard, you can find a key known as the **Windows** key. It is usually located on the same row of keys as the space bar. Depending on your keyboard, you may even have two Windows keys, one on each side of the space bar. If you are working with a laptop computer, then you probably only have one Windows key and it may be anywhere on the keyboard.

The Windows key has four squares on it and looks like a flag being blown by the wind. On my computer it is right between the **Ctrl** and **Alt** key on the left side of my keyboard. Take a second and find your **Windows** key.

The **Windows** key, like the **Shift** key, the **Ctrl** key, and the **Alt** key, is meant to be used in combination with another key. When you see an instruction like "Hit **Ctrl A**" this means that you should treat the **Ctrl** key the same way that you would treat the **Shift** key. If the instruction had said "Type a capital A". You would hold down the **Shift** key and then tap on the **A** key to type a single capital A. There is no need to try and synchronize the pressing of these keys. You should **hit and hold down** the first key indicated. But you should **not hold down** the second key in the combination. If you hit the **Shift** key and then held down the **A** key, you would see a line of **A's**. And this is not what you want.

Let's use the **Windows** key to start **Windows Explorer**. To do this you need to hit the **Windows E** key. Remember, this means to **hit and hold down** the **Windows** key first and then tap on the **E** key. (You don't have to type in a capital E. I just use a capital letter for emphasis.)

After a few seconds **Windows Explorer** will start. Here is how your screen will look. (**Note:** You will have different **device** and **folder** names on your computer.)

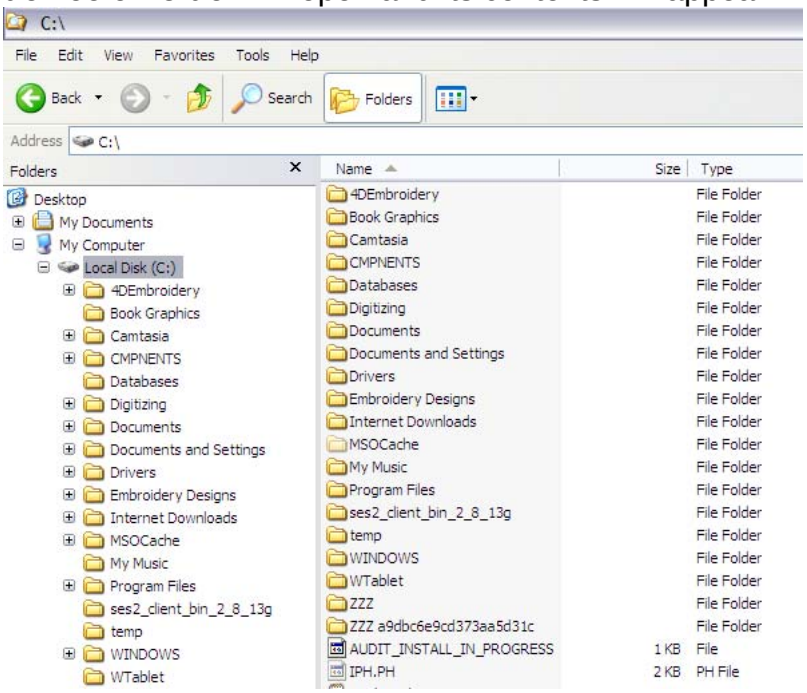


There is a **left pane** that shows **device names** (what kind of hardware you have installed in your computer.)

There is a **right pane** that shows the **contents** of anything (a **device** or **folder**) that is currently **opened** in the **left pane**.

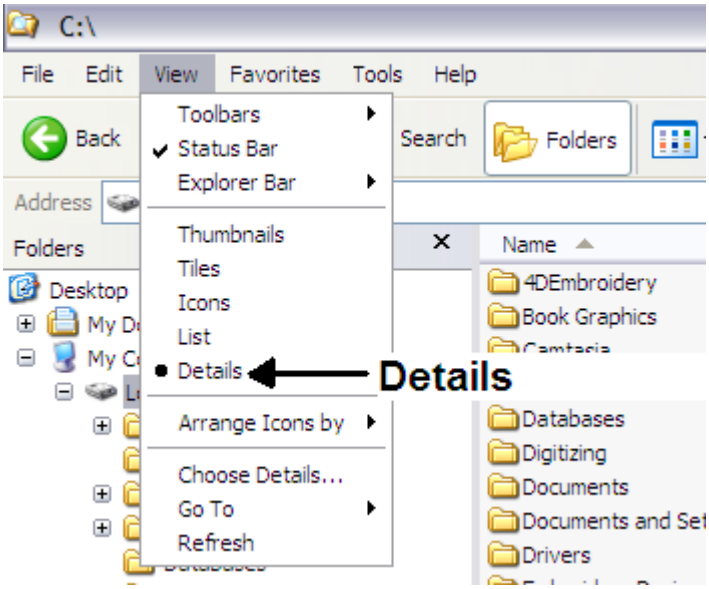
Let's open the **C:** drive by **left clicking** (click on your left mouse button once) on the **name** of the device, **Local Disk**.

When you **left click** on the **name** of the **device** or **folder** in the **left pane**, then that **device** or **folder** will open and its contents will appear in the **right pane.** If your screen does not look like this, then you have to change the **view** in your **right pane**. There is a tool you can use on the **menu bar**. The **menu bar** is the list of words reading, from left to right, **File Edit View Favorites Tools Help**.



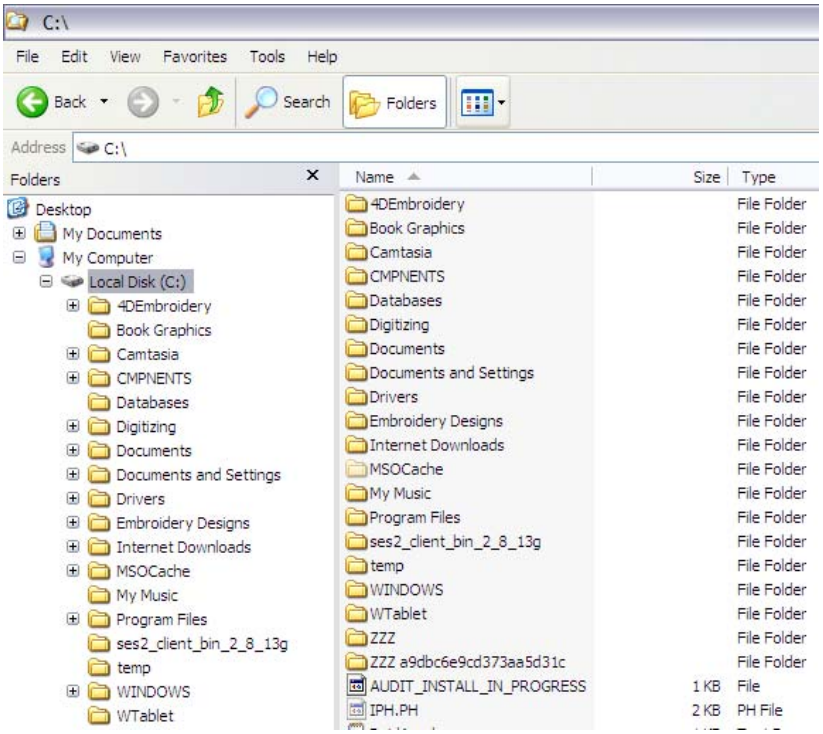
Left click on **View** and a drop down menu will appear.

Left click on the word **Details** as shown here:



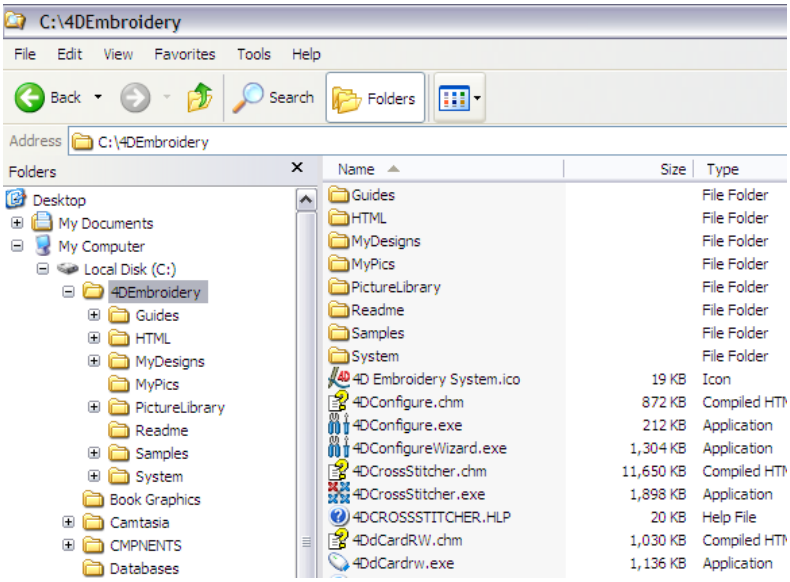
The **folders** and **files** will now look like the first picture I showed you of **Windows Explorer**.

Now we can get back to an explanation of what we are seeing in **Windows Explorer.**



You can see the names of various **folders** in the left pane. **Folders** each have a little icon in front of them that resembles a yellow, manila folder. If you look closely enough, the folder appears to be closed. As we open a folder, the little icon will change so that it appears to be open. There is also a plus sign next to some of the folders.

This means that there are **additional folders**, or **sub-folders** inside of that folder. Look at the folder we are most interested in, **4DEmbroidery**. There is a plus sign next to it. You can open a folder in one of two ways. You can either **left click** on the little plus sign, or you can **left click** on the **name** of the folder. If you use the technique of left clicking on the plus sign, the folder will open and display the names of the sub-folders it contains in the left pane. However, the right pane will remain unchanged. If you **left click** on the **name** of the folder, not only will the contents of the left pane change, but the contents of the right pane will also change as well and show us the contents of the folder we just opened in the left pane. I prefer to use the **left click** technique and I recommend that you use it as well. Let's open the **4DEmbroidery** folder now. **Left click** on the **name** of the folder. You should see something like this:



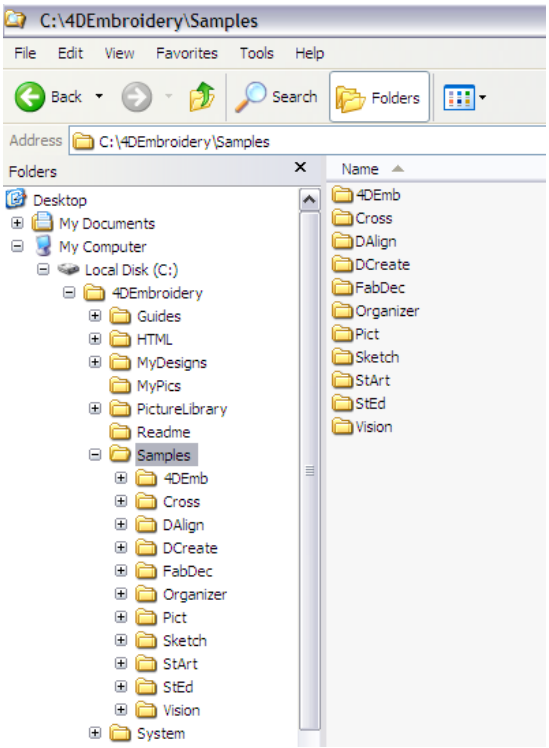
Note: If your right pane does not look like this, then you need to change the **View** like we did earlier in this section. Remember, change it to **Details**.

You can see something interesting in this graphic. The names of the **sub-folders** in the left pane are the same as the names of the first few items in the right pane. The **folder** names in the right pane do not have the little plus signs

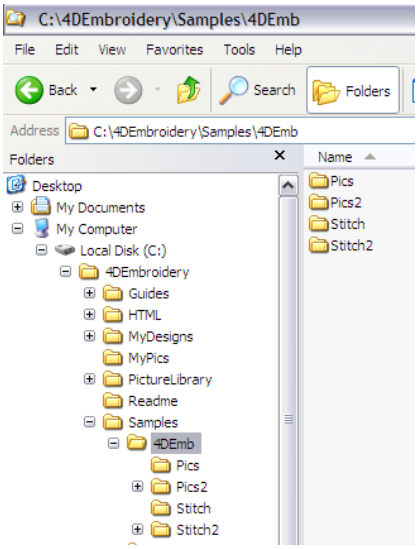
in front of them like the **folder** names in the left pane. However, they are the same **sub-folders**. All of the other objects listed after the folder names in the right pane are the names of various **files** contained in the **4DEmbroidery folder**. Several of them have different icons in front of their names. These icons are little pictograms intended to remind you what the files are used for and which program will open that kind of file. We don't have to worry about their meaning, since we will let the software handle their meanings.

To open one of the **sub-folders** contained in the **4D Embroidery** folder, you can **left click** on the folder name in the left pane of **Windows Explorer** or **double left click** on the name of the folder in the right pane of **Windows Explorer**. For now, let's get into the habit of clicking on the **name** of the folders you want to open in the **left pane** of Windows Explorer. Think of the **left pane** of Windows Explorer as the table of contents of a book and the **right pane** as showing you what is in the chapter of each book as you open the book to that chapter.

The majority of the stitch files that you will be using are stored in the sub-folder named **Samples**. Open that folder now by **left clicking** on its **name**. Your screen should look like this:



You can see that there are several sub-folders in the **Samples** folder. If you do not have all of the modules of the **4D Professional System**, then you will not have all of the sub-folders shown here. You will have the sub-folder named **4DEmb** so let's open that sub-folder and see what's in it.



The sub-folder **4DEmb** contains four sub-folders named **Pics, Pics2, Stitch** and **Stitch2**. If you open the **Pics** sub-folder or the **Stitch** sub-folder, you will find the pictures or stitch files that were installed with ***4D Embroidery.***

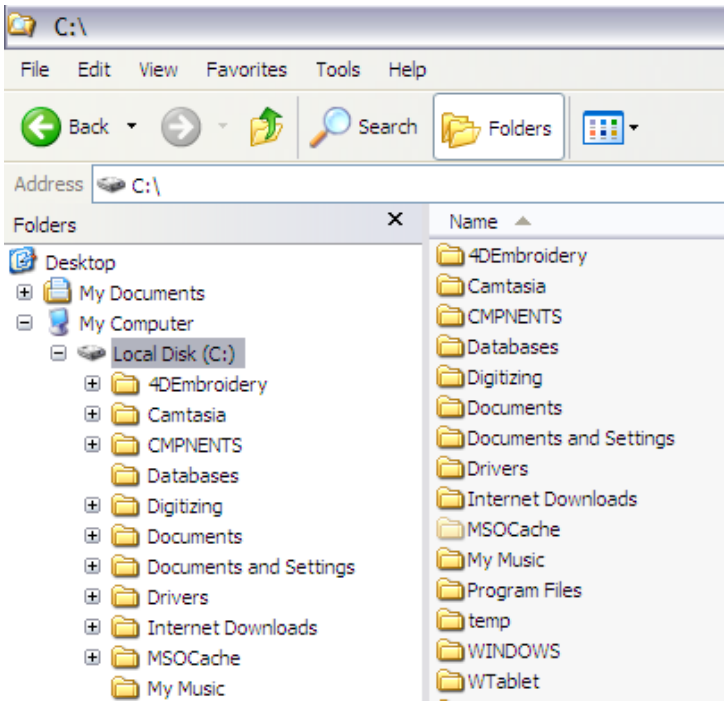
Creating Folders for Your Projects

We will be creating stitch files that we will store in **Embroidery Projects** folder as we work through this book. They should not be mixed in with the original designs that were installed with ***4D Embroidery***. That way you can always come back to the originals and use them again. So let's create a folder and name it **Embroidery Projects**. As you complete the projects in this book, I will be giving you instructions on how to save your work in the **Embroidery Projects** folder.

When you open Windows Explorer, and then click on the name of your **C:** drive, we want to see the new folder **Embroidery Projects** right away. That is, we do not want to have to click on other folders to open them to find this folder. Folders that appear when you first open the **C:** drive this way are said to be contained in the **root directory** of your hard drive. Let's create the **Embroidery Projects** folder now.

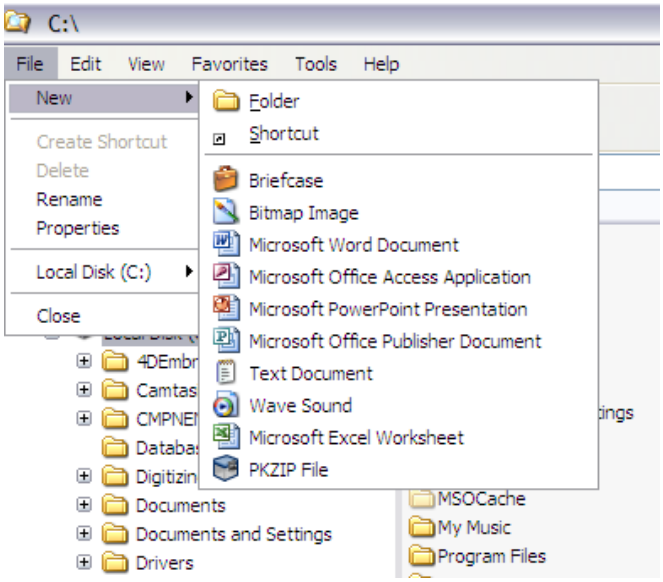
1. If Windows Explorer is not already open on your computer, then open it by hitting **Windows E**.

2. Find your **C:** drive in the left pane of Windows Explorer and **left click** on its **<u>name</u>** (here it is **Local Disk (C:)**. You will now see that the **right pane** of Windows Explorer contains all of the folders and files that are contained in the **root directory** of your hard drive. It should look something like this:



Here, only the folders shown in the **root directory** are shown in the left and right pane. You should follow these instructions as they are and you will soon have a folder named **Embroidery Projects** in your **root directory**.

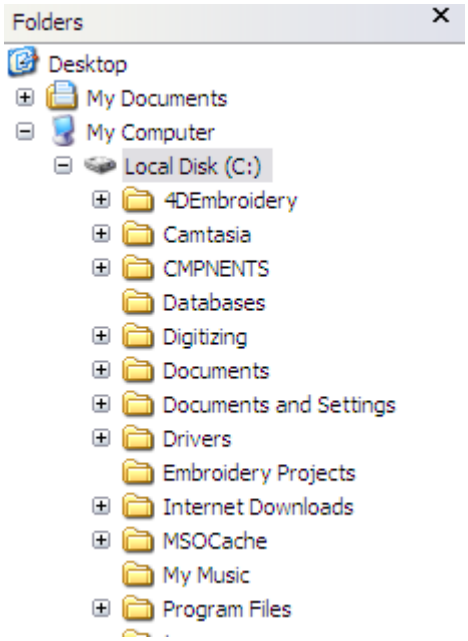
3. Now, left click on the word **File** on the **menu bar** (remember this is the list of words at the top of the screen.) and another pop-down menu will appear like this:



See the word **New** at the top of the menu? It has a little arrowhead pointing to the right. This means that when you hold your mouse pointer on it, there will be some additional options presented to you. Move your mouse pointer (the little arrow head on your screen) to the word **New** and the menu on the right will appear.

4. The first option in this menu is the word **Folder** and this is what we must left click on to create a new folder. Left click on folder and your computer will make a new folder and name it **New Folder** and put the new folder at the bottom of the list of folders in your **root directory** until you name it. The name of the folder will be selected (it will appear as white letters on a navy blue background or black letters on a gray background depending upon how your computer is set up). When you begin typing, all of the letters will disappear and be replaced with whatever you type in. Type in **Embroidery Projects** and then hit your **Enter** key.

5. Your screen should now look like this:



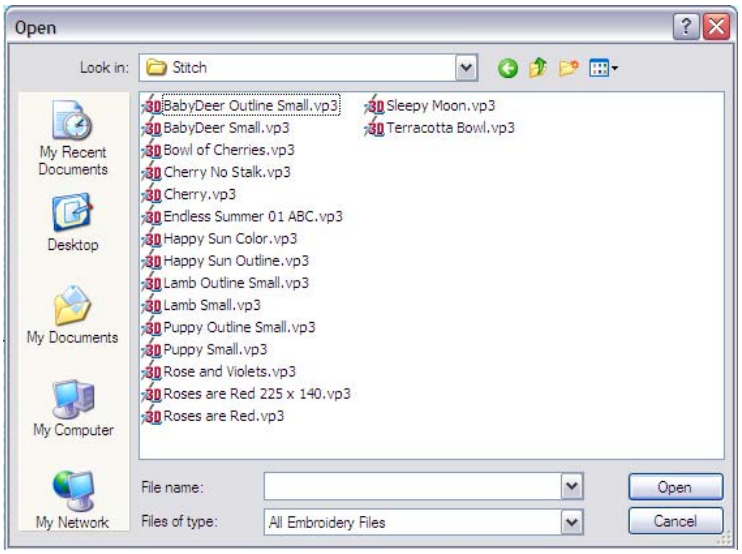
There in the left pane of Windows Explorer, in alphabetical order is your new folder **Embroidery Projects**.

Navigating Through Your Hard Disk in Dialogs

From time to time when you are working with ***4D Embroidery***, or any other software package, you will activate a **dialog** to find and load a file. There is nothing mysterious about navigating through your hard disk once you get your head around what is happening and what your computer is trying to tell you. Let's run through a quick exercise and learn how to tame **dialogs**.

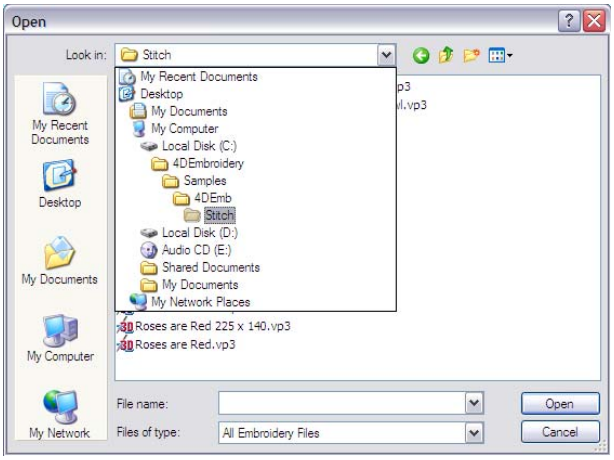
1. Start ***4D Embroidery*** on your computer.

2. **Left click** on the word **File** on the menu bar. Then **left click** on the word **Open** on the drop down menu that appears. You have just activated the **Open dialog**. Your screen should look something like this:



You will probably see a different set of folders and files than those I'm showing here. That's OK, we will get in synch with each other in a second. What we are seeing here is the contents of a folder named **Stitch**. That is the name shown in the **Look in:** box at the top of the dialog. Let's get in synch so that we are looking at the same thing now.

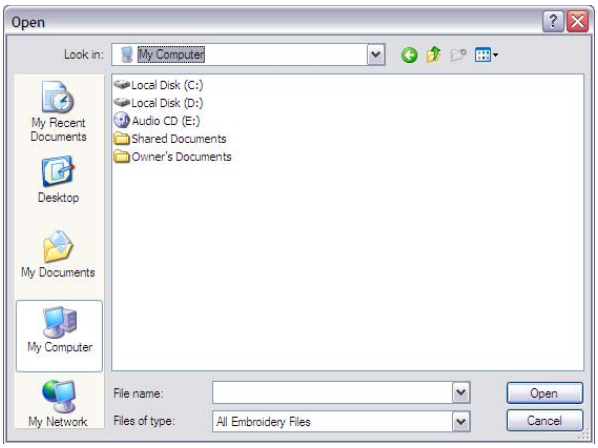
3. **Left click** on the downward pointing arrow at the right side of the **Look in:** box. Here is what your screen should look like now:



This screen gives us lots of information. We can see that the **Stitch** folder I had open was a sub-folder in **4DEmb**, which is a sub-folder in **Samples**, which is a sub-folder in **4DEmbroidery**, which is located on my **C:** drive. Your screen will look different at this time unless you had the same folder open when the dialog started (which is highly unlikely). However, you will see that the first 5 items in your list should match mine (My Recent Documents, Desktop, My Documents, My Computer, and Local Disk (C:).) From there on

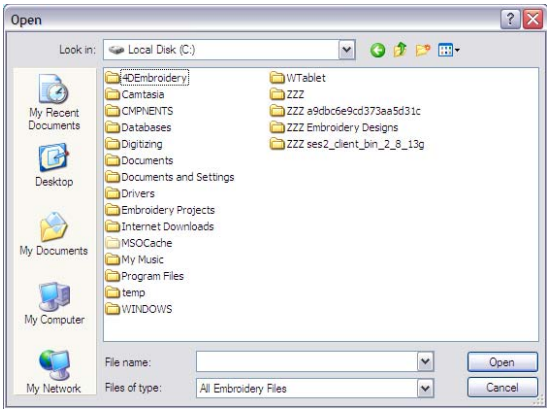
down we will probably not match. But that's OK. We are about to get in synch with each other.

4. **Left click** on **My Computer**. Once you do, your screen should look something like this:



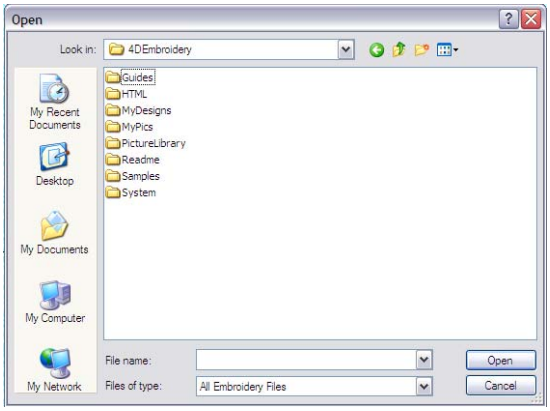
What we are seeing here is the **hardware** installed on our computer. If your computer has a 3 ½" floppy disk drive, you will see an entry that reads **3 ½ Floppy (A:).** The important thing is that we both have **Local Disk (C:)**. We are about to do what is known to geeks like me as **drilling down** through the C: drive to find a particular folder and file within that folder.

5. **Double left click** (that means to quickly click twice) on the words **Local Disk (C:)**. This will cause that device to open. (You can also **single left click** on the words **Local Disk (C:)** to select the device, and then **single left click** on the command button labeled **Open** in the lower right corner of the dialog.) In any event, your screen should now look something like this:



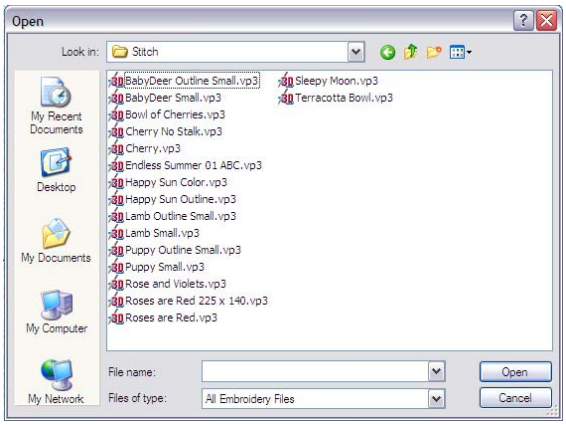
The first folder (or certainly one of the first folders) should be **4DEmbroidery**. These are the folders in your **root directory**. You should also see the **Embroidery Projects** folder we created earlier. But we won't go there now. I want to drill down into the next level down in the **4DEmbroidery** folder. This is done the same way we got here, either by double left clicking on that folder or by single left clicking on the folder name and then single left clicking on the **Open** command button. Using either technique, open the **4DEmbroidery** folder.

6. Your screen should now look like this:



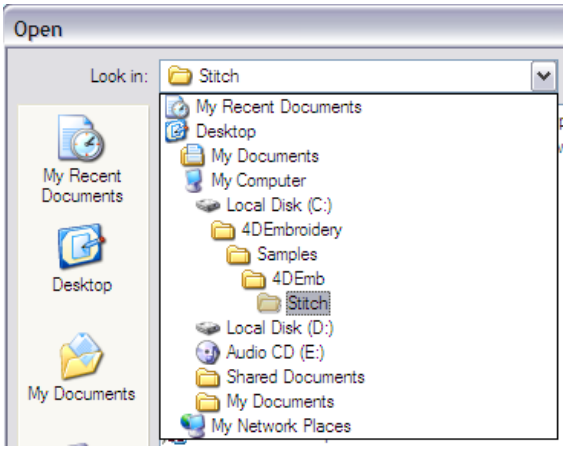
Do you understand how we are going deeper and deeper into the directory structure of your hard disk? Each time we open a folder shown in the **Open** dialog, we **drill down** to a lower level. Let's see if you can now drill down a few more levels on your own. First, open the **Samples** folder, then open the **4DEmb** folder, then open the **Stitch** folder.

7. Here is what your screen should look like now:



There are no folders shown here because this folder contains no sub-folders (we have hit the ground floor and can't drill down any further). This folder does contain files controlled by the contents of the **Files of type:** box shown at the bottom of the dialog. In this case, the types of files being looked for are **All Embroidery Files**. This folder has a number of stitch files that were placed on your hard drive when you installed ***4D Embroidery***. Let's see what the path was that we followed down to get here.

8. **Left click** on the downward pointing arrow at the right of the **Look in:** box. Here is what you will see:



There is the path that we followed: My Computer, Local Disk (C:), 4DEmbroidery, Samples, 4DEmb, Stitch. Elsewhere in this book I may refer to the same path in this notation:

C:\4DEmbroidery\Samples\4DEmb\Stitch

and you now know how to drill down to that exact folder.