

# Using the Windows Explorer Plug-In – Release 1 10/18/2015

The easiest way to find stitch files on your computer is to use the new **Plug-In for File Explorer** in Windows 10. If you are not presently using Windows 10, you should give serious consideration to installing this FREE upgrade to the Windows operating system. And, since Windows 10 is so prevalent in use as of the writing of this document we will not be presenting any graphics that depict other operating systems. If you are using something other than Windows 10, you will still be able to follow these instructions to configure the **Explorer Plug-In** on your computer. You will learn:

- What this new feature will do
- How to configure File Explorer on your computer
- How to use this feature to find and load embroidery designs

## ***What the Explorer Plug-In Does***

The new Explorer plug-in takes the place of the old organizer module. When you use the new Explorer plug-in, it's possible to sort your embroidery designs by the number of color changes, the stitch count, the height, and the width. You can also include the information from the **Notes** and **Settings** information contained in your designs to search for keywords found in either **Notes** and/or **Settings**. In addition, when you turn on the **preview panel** in Explorer, you will see an actual **3-D representation** of the stitch file. Once you get used to using the Explorer plug-in, you'll wonder how you ever got along without it before.

## ***Configuring the Explorer Plug-In***

Because of the differences in the appearance of Windows Explorer and File Explorer in the various versions of the Windows operating systems in use at the time of the writing of these instructions, we will rely on text instructions and limited use of graphics to explain how to.

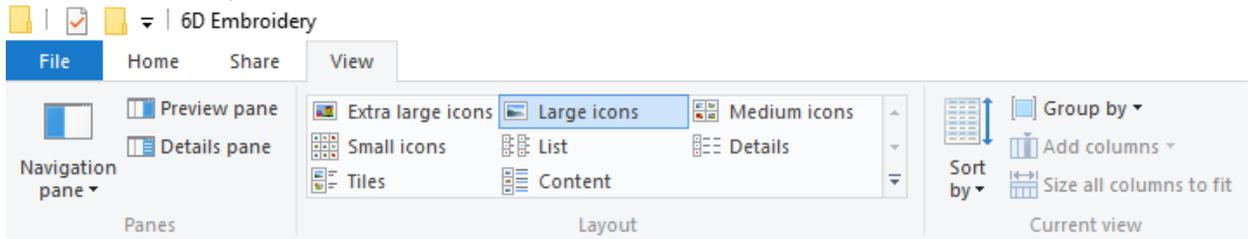
1. Begin by opening Windows Explorer or File Explorer. You can quickly open either program by using the keyboard shortcut of holding down the **Windows key** and then tapping the letter **E** key on your keyboard. The Windows key is normally located on the bottom row of your keyboard close to the CTRL and ALT keys. When **Explorer** opens it will remember where you were in your file structure the last time you used it. What we are going to do is to concentrate on finding the actual file folder that is holding all of the embroidery designs that were installed when you installed your embroidery software. Since we are working with both the 6D™ version of and the Premier+™ version of the embroidery software sold by Husqvarna Viking and Pfaff dealers and each of these versions have different file names, we will show two different procedures when appropriate to each version of the software.

2. The first thing we will concentrate on is learning what the different **Views** mean in the **Explorer** program and how to change these **Views**. There are **8** different **Views** available in **File Explorer**. They are:

- **Extra Large Icons**
- **Large Icons**
- **Medium Icons**
- **Small Icons**
- **List**
- **Details**
- **Tiles**
- **Content**

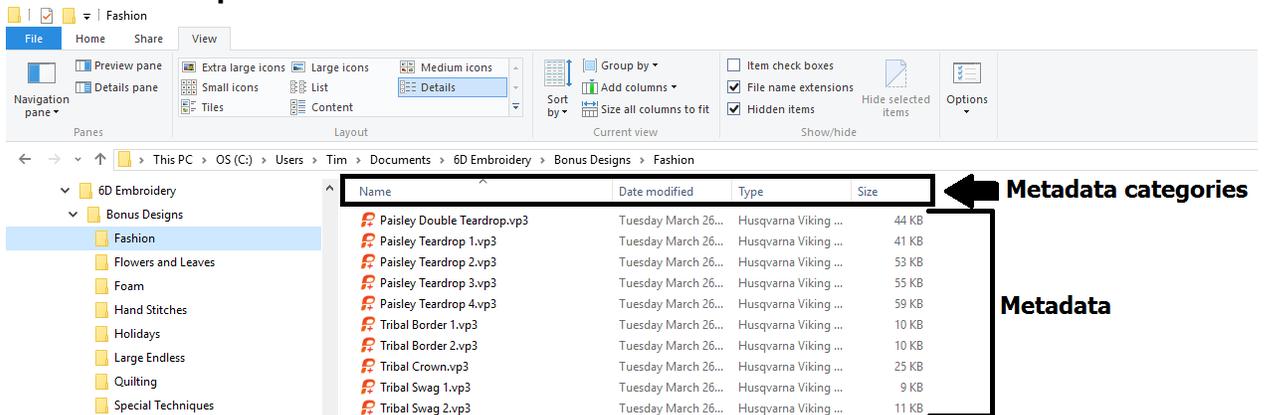
All of the **Views** having the word **Icons** in their name show a graphic representation of the contents of the embroidery design or graphic. The one exception to this is the **Small Icons** type of **View**. Because the icon size of **Small** is so small, the only thing you will see in this view is the P+ logo (or in the case of the 6D software the 6D logo). The **List** view only shows the actual file name which, in most cases, is not very. The **Tiles** view, once again, is not very useful since although a very small graphic representation of the embroidery design is visible, it is not often sufficient to help you to choose a design. The same problem that exists with the **Tiles** view is true of the **Content** view. The **Details** view, on the other hand, is extremely useful because in the **Details View** we can control the **metadata** that is attached to each and every file on our computer to search, sort, and find exactly which embroidery design we are looking for. **Metadata** is an easy to understand concept. Remember the old photographs we had which were printed on paper? On the front of the photo we had the picture. And often on the **back** of the photograph we had the **metadata**. The **metadata** often contained something like "Aunt Toozy and Timmy at Timmy's high school graduation in June 1966." The **metadata** is information about the real content of the photograph and **not** the photograph itself. In this case we identified the names and relationship of the people in the photograph, the name of the occasion, and the approximate date the photograph was taken. We could have included other **metadata** such as, "Photo was taken by Uncle Oscar on his Kodak Instamatic using Ektachrome film, shot at 1/60 of a second shutter speed, and processed at the drug store at the corner of York Road and Homeland Avenue." That would be a lot of **metadata**. All of the embroidery designs that came with your software have a number of **metadata** details attached to them. To see these **details**, we have to enter **Detail** view and turn certain specific **details** on. Once these embroidery-oriented **details** are turned on, we can then use the **details** to search, sort, and find the design(s) we are looking for. In the next step of this procedure you will learn how to turn on these **details**.

3. In order to turn on the **Details View** you first have to find the **View** tab in **File Explorer**. After **File Explorer** is open look at the tabs at the top of **File Explorer**. This is what they look like:

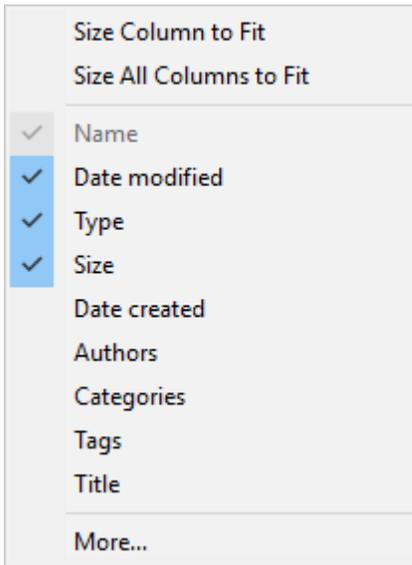


There are 4 tabs, **File**, **Home**, **Share**, and **View**. Here you can see that I clicked on the **View** tab. There in the **Layout** section of the **ribbon bar**, you can see the **8** different **Views** available in **File Explorer**. Right now the **Large Icons** view is selected. We need to **left click** on the **Details** view at this point.

4. After clicking on the **Details** view, this is what we will see when we are positioned on the **Bonus Designs** folder for the **6D** software. We will see this later in the **Premier+™** version of the software when I describe how to find these folders. This is what **File Explorer** should look like now:

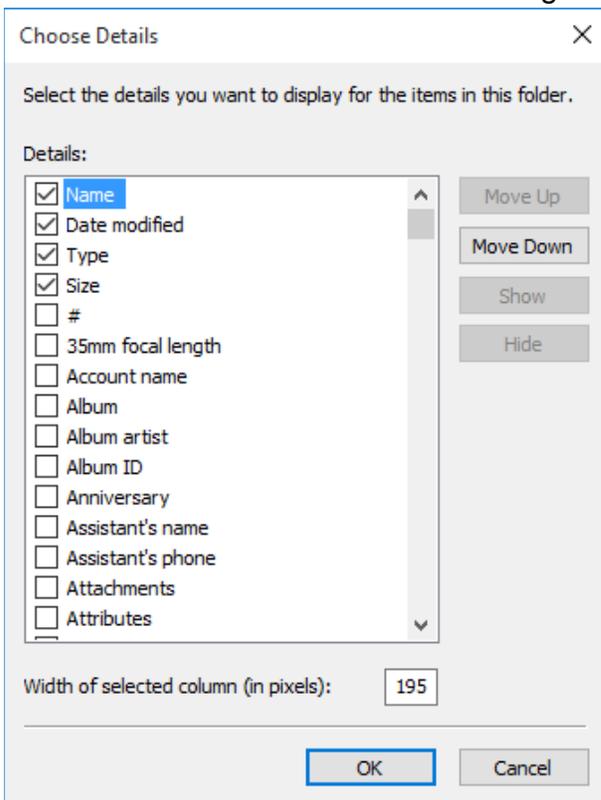


5. Notice that in the **right** pane of **File Explorer** only the **metadata** for **Name, Date modified, Type, and Size** categories are visible. What we need to do is to select the **embroidery-oriented metadata** so that it appears across the top of this pane of **File Explorer**. To reveal all of the various **metadata categories** you must be in **Details View** as we are here. Now, **right click** in **any vacant space** on the line where the **metadata categories** appear and you will see this:



Right now, 4 **metadata categories**, Name, Date modified, Type, and Size are turned on as indicated by the check marks to the left of those categories. I don't see any of the **embroidery design oriented metadata categories** here. This is because we now have to **left click** on the **More...** option in this menu to open the **Choose Details** dialog in **File Explorer**. **Left click** on **More...** and open the **Choose Details** dialog now.

6. This is what the **Choose Details** dialog will look like:

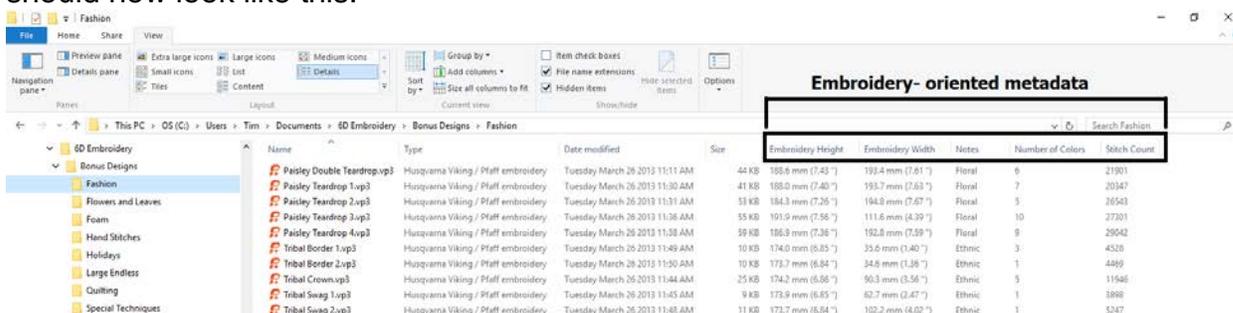


We will be looking for the following **metadata categories** in this **alphabetical list** of **metadata categories**:

- Embroidery Height
- Embroidery Width
- Notes
- Number of Colors
- Stitch Count

**Left click** in the **vertical scroll bar** found just to the right of the window listing the different **metadata categories**. As you find each one, **left click** in the check box to the left of the category to turn it on. **Note: Do NOT** select Embroidery Height or Width (“) or Embroidery Height or Width (mm). Choosing Embroidery Height and Embroidery Width without the modifier will display **both** measurements.

- After you choose these **metadata categories**, left click on the **OK** button at the bottom of the **Choose Details** dialog to close that dialog. Your **File Explorer** pane should now look like this:



I expanded the column widths here so that you can see the full contents of the **metadata** in each column. Expanding the **Type** column is not really necessary since it doesn't really mean anything to us. If a file contains an embroidery design we really don't care who created it. Likewise for the **Date modified** column. Unless you are creating your own designs with either **6D™ Design Creator** or **Premier+™ Create**, and you want to get a copy of a design you created on a specific date, what difference does it make to you what the **Date modified** contains? Notice that since I selected **Embroidery Height** and **Embroidery Width** without the (") or (mm) modifier, we see the design height and width in both imperial and metric measurements.

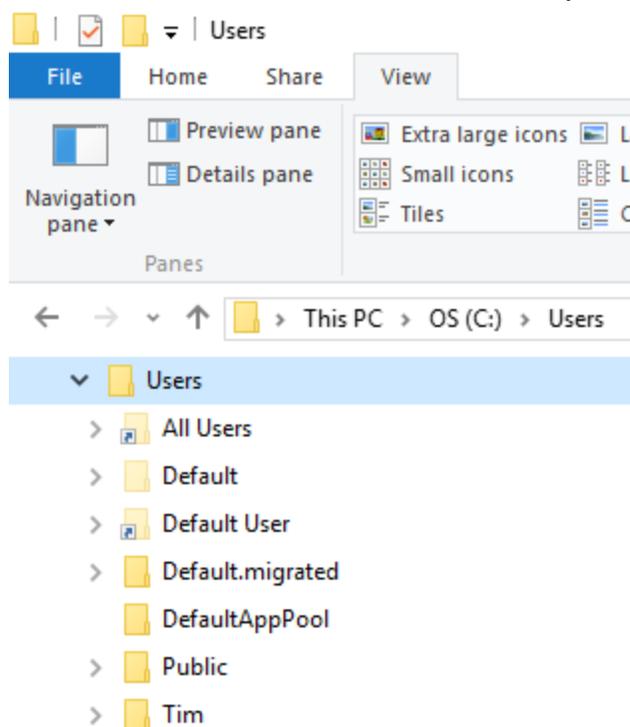
- Even with this little knowledge about the **metadata** we can do some great things with it. Right above the **Stitch Count** column in the graphic you can see the **Search Window**. Right now it contains the words **Search Fashion** because I am pointing at the **Fashion** folder in the **Bonus Designs** folder. If I wanted to include all of the subfolders contained in the **Bonus Designs** folder in my search, all I would have to do is to click on the **Bonus Designs** folder to select it and then prepare and execute my search. If I want to **sort** the designs in such a view as this, I can simply **left click** on the **metadata category name** and the list of file will be sorted on that **metadata**. Right now the files are sorted in ascending, alphabetical order based on the **Name** column. I can tell this because there is an upward pointing arrow in that column. Experiment a bit and **left click** on the **metadata category name** to sort each column by that data. When you click for a second time on the category name the sort order will revert to its previous setting. It's fast and easy to do.
- If you would prefer the columns to appear in a different order on the screen, then all you have to do is to **left click and hold** on the **metadata category name** and then drag that column to the left or right to reposition it to your liking.

## ***Finding the storage location of your embroidery designs***

Another important concept that you must understand is the difference between **Libraries** and the actual storage location of your embroidery designs on your computer. **Libraries** are a fairly new concept to the Windows Operating system. The idea behind **Libraries** is that you are able to group folders that have similar contents into on **library**

so that the similar items may be found easily. For example, you might have photos on your computer and they might be stored in different folders and you want to be able to quickly browse through your collections of photos without being required to remember the different folder names and then moving from folder to folder. What this means is that a **Library** is an artificial kind of folder and the **Library** only contains pointers (a pointer is a computer term meaning the actual, physical location of data stored on your hard drive.) As such, certain features found in **File Explorer** are not available when using **File Explorer** to browse a **Library**. One of the features that you might find very useful is to select a particular **View** option such as **Large Icons** and have that option set for **all folders and subfolders** in a particular part of your hard drive. Although this option seems to be available in **Libraries** it is, in fact, grayed out or disabled when working with **Libraries**. This is what you must be able to find the actual location on your hard drive where the embroidery designs that were installed with your software are actually located. We will now explain how to find this location and use this valuable option.

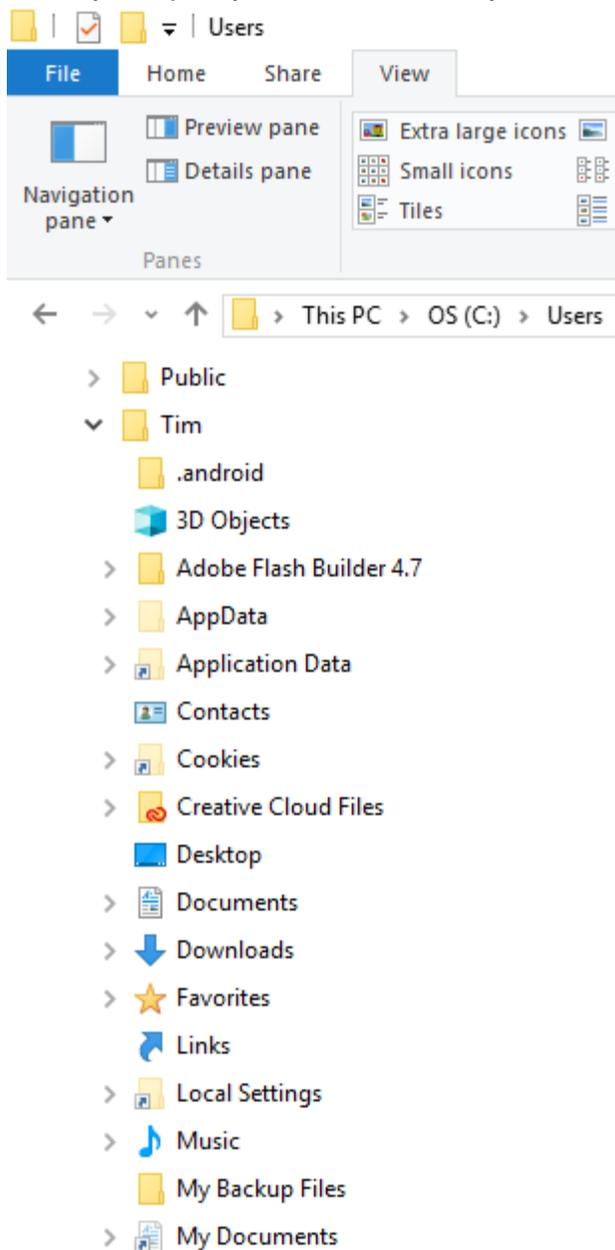
1. Everyone's computer has a **Name**. That **Name** was created when you first turned on your computer to configure everything. Even if you did not initially configure your computer, we will cover how to find out what the **Name** of your computer is. The first thing you have to do is to open **File Explorer**. After you open **File Explorer** you have to open the **C:** drive to view the various folders that are present in the **Root Directory** of your drive. After you open the **C:** drive by **left clicking** on the little arrow head to the left of **OS C:** scroll down to a folder named **Users**. **Left click** on the arrow head to the left of **Users** and you will see something that looks like this:



The folders contained in this list should all be the same except for the **one folder** in this list. Here you can see the folder named **Tim**. That is the name of my computer and a folder which contains lots of important information and data. If you had named your computer **Danielle**, then this folder would appear, in alphabetical order, right after the **All Users** folder. If you named your computer **Abby**, then this folder would appear above the **All Users** folder. Your computer name could be anything. It could be **Moms Computer**. Just look for a folder that is something other than the first **6** names shown in this list. When you find that folder, **left click** on the arrow head to the left of that folder to open

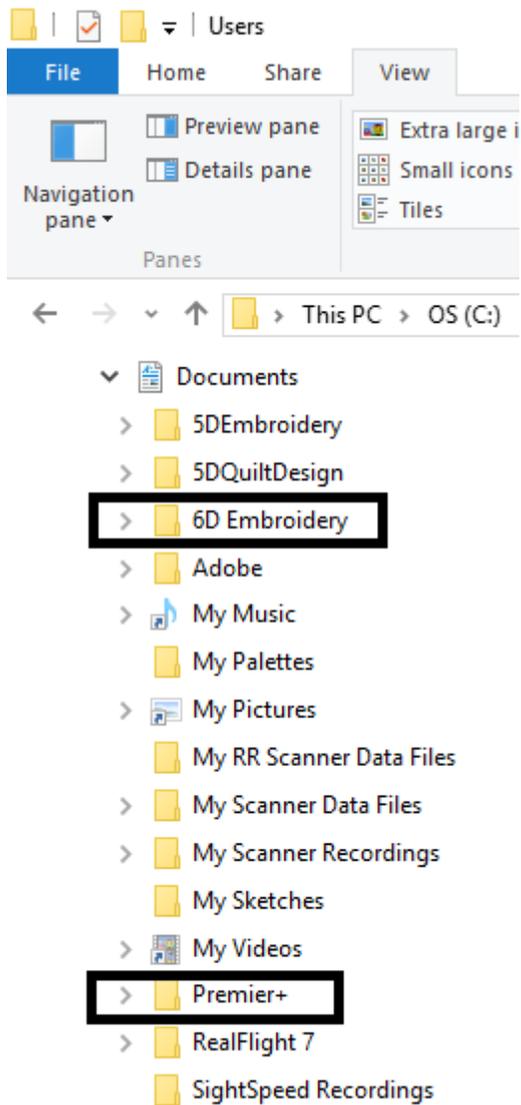
the folder up and view its contents.

2. After you open your name folder, you should see something like this:



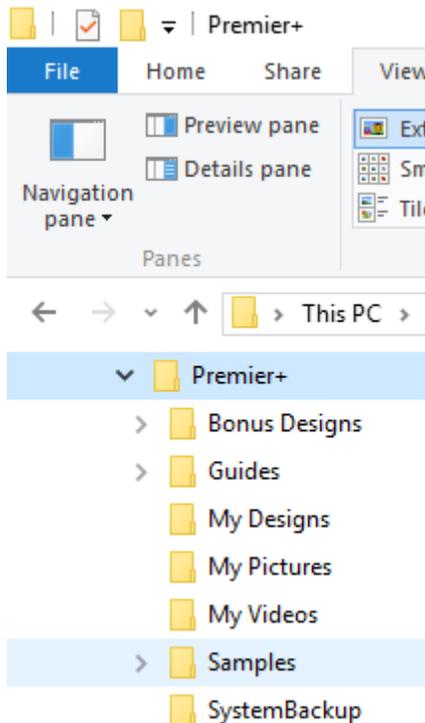
What you should now look for is the folder named **Documents**. This folder will be where we will find all of the embroidery designs that were installed with our software. There is a folder named **My Documents** a bit further down in this list. **My Documents** is another artificial folder and you will not be able to open it here. If you click on any of the artificial folders in this list, you will see an error message and no harm will be done.

3. Let's open the **Documents** folder now to see what is in this folder. **Left click** on the arrow head to the left of the **Documents** folder. You should see something like this:



Most likely you will have many more folders than this on your computer. I edited my list to get them all on one graphic. Notice that I have a folder named **5D Embroidery**, **6D Embroidery**, and another folder named **Premier+** in this list. This is because I have all three of these software packages installed on this computer. All of the embroidery designs that were installed when I installed this software are actually stored in these locations. We will open these folders in the next step and learn more about the contents of them.

4. **Left click** on the arrow head to the left of the **Premier+** folder to open it. This is what you should now see:

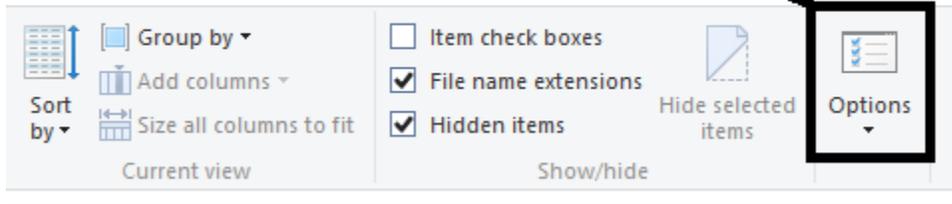


This is where all of the embroidery designs that were installed on your computer are actually housed. There are embroidery designs in the **Bonus Designs** folder (and subfolders) and there are embroidery designs in the **Samples** folder (and subfolders). What I want to do is to turn on a setting in **File Explorer** that will set the **View** that I choose for all of the folders and subfolders containing embroidery designs to the same setting. Even after doing this, I can always change the settings in individual folders or subfolders at any time I want to do so. But for now, I want to set all of the **Views** to the same thing, my favorite **View**, which is **Large Icons**. Before we move on to the next step of this process, you have to select the **View** that you want to apply to all subordinate folders contained in the **Premier+** parent folder. For now, **left click** on the **Details** view in the **Layout** section of the **ribbon bar**. We will learn how to do this in the next step.

5. Remember, back in step 4, 5, and 6 of the **Configuring File Explorer** where we chose the **embroidery oriented Details** to turn on in **File Explorer**? Well, before we go on to select any other kind of **View** here in the **Premier+** folder, we have to repeat that process in **Details Layout** here so that the various **embroidery oriented Details** are available if and when we need them to complete a sort or search for a design. So return to that part of this document and repeat those steps to turn on all of the **embroidery oriented Details** are turned on for the **Premier+** folder. **Note:** If you create any personal folders containing designs that you either create or purchase, you will have to repeat this process for each folder unless you place that folder inside of a parent folder which has the correct **Details** turned on. This is why it is a good reason to create a folder in the **Root Directory** of your hard drive and name it **Embroidery Designs** with subfolders contained in that main folder. That way your **Details** configuration will apply to all of the embroidery designs that you purchase and store on your hard drive.
6. Because the **Premier+** folder is the “master” folder, so to speak, for all of the “subordinate” subfolders and sub-subfolders, I want to select the **Premier+** folder so that I can use an option in **File Explorer** to set all of the folders and subordinate folders inside of the **Premier+** folder to the same **View**. If you simply **left click** on the **Premier+** folder, it will be placed into **selection mode**. Now, you can open the **Options** menu in **File Explorer**. You need to be on the **View** tab in **File Explorer** to do this. So if you are not on the **View** tab, then **left click** on the **View** tab of **File**

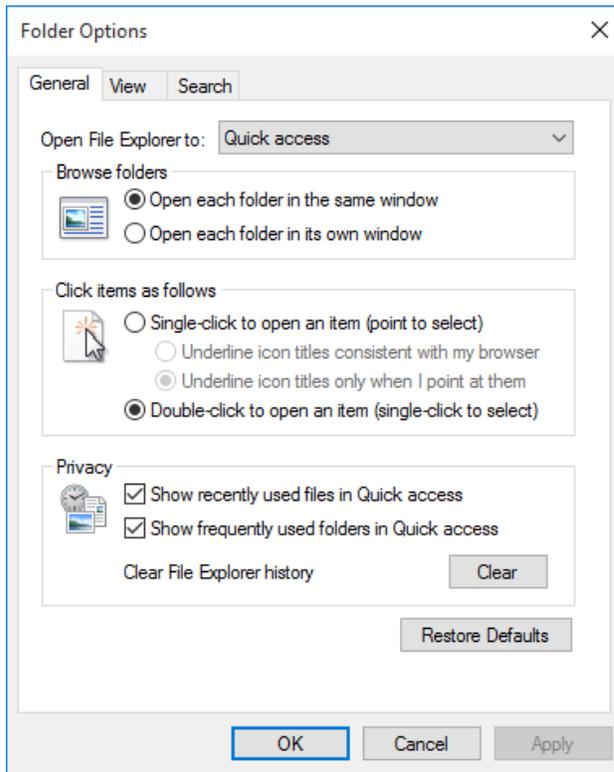
**Explorer** to move there now. This is what you should see on the right side of the ribbon bar in **File Explorer**:

## View tab Options button



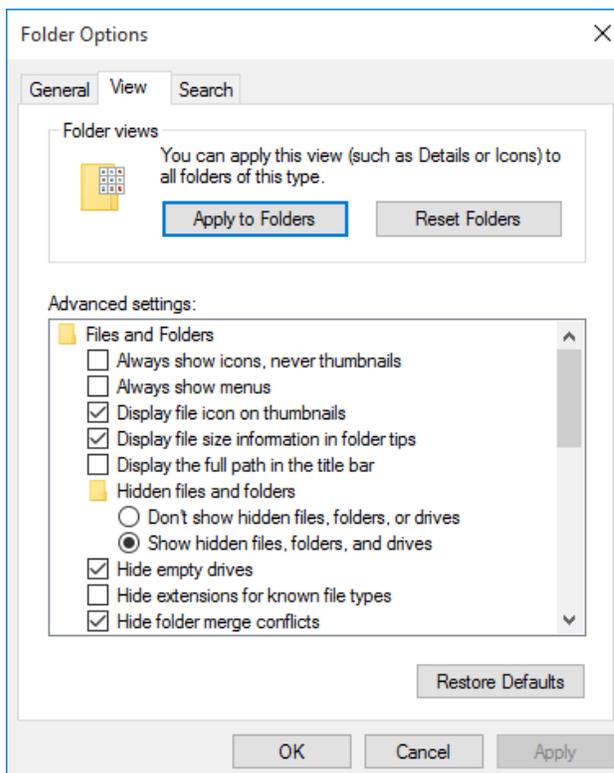
**Left click** on the **Options** button to open the **Folder Options** dialog.

7. This is what the **Folder Options** dialog looks like:



We have to now click on the **View** tab of the **Folder Options** dialog to gain access to the tool we are looking for. **Left click** on the **View** tab in the **Folder Options** dialog.

8. This is what the **View** tab of the **Folder Options** dialog looks like:



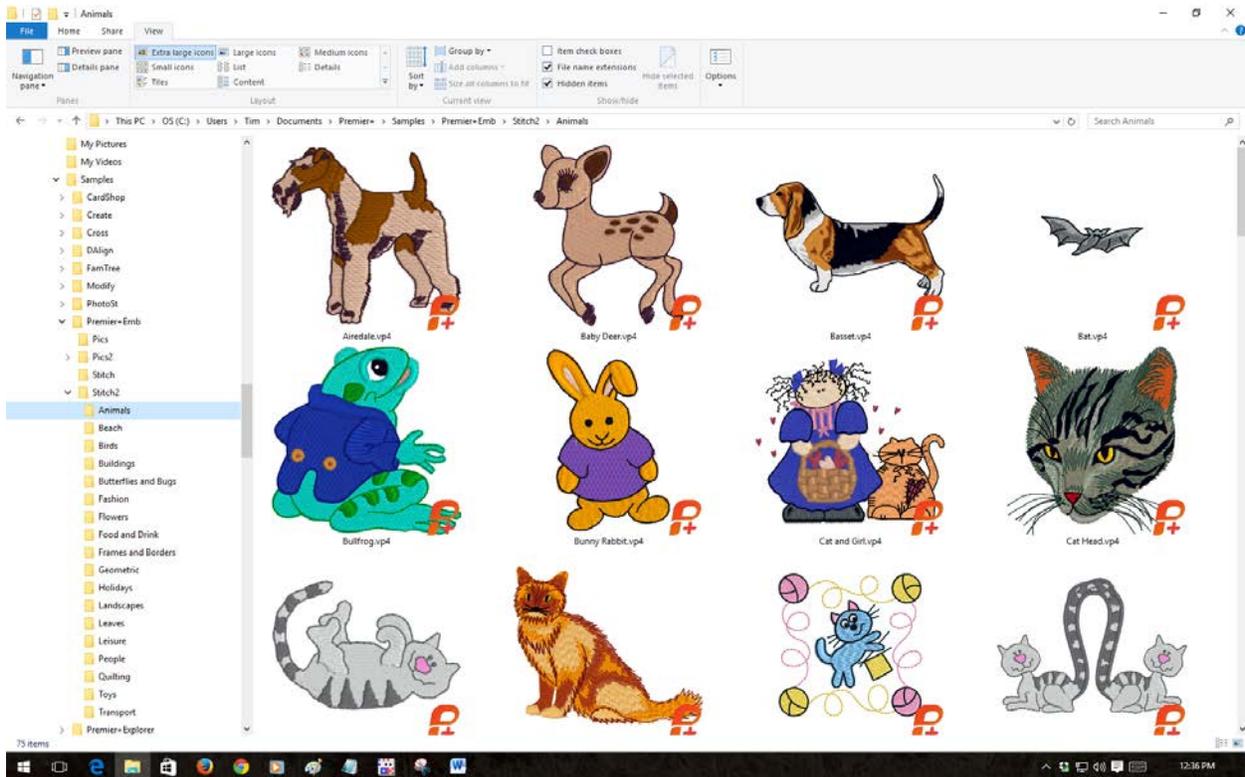
Inside of the **Folder views** frame of the **Folder Options** dialog there are 2 buttons. **Apply to Folders** is selected by default. That is the button that we now want to **left click** on. As soon as you click on that button a confirmation message will pop open asking if you are sure that you want to do this. Confirm the change, and we are done. At this point, if you open any folders or subfolders located within the **Premier+** folder, that folder will open in **Large Icons** layout. If, after making this change, you decide to change the **Layout** of any folder inside of the **Premier+** folder to a different **Layout**, that change will be made to that folder only and will retain the change you made until you change it back to **Large Icons**. If you changed the

**Layout** to a number of different folders within the **Premier+** folder, and then want to return the **Large Icons** layout for all of the folders within the **Premier+** folder, then you will have to repeat this entire process.

## What do the Layouts show?

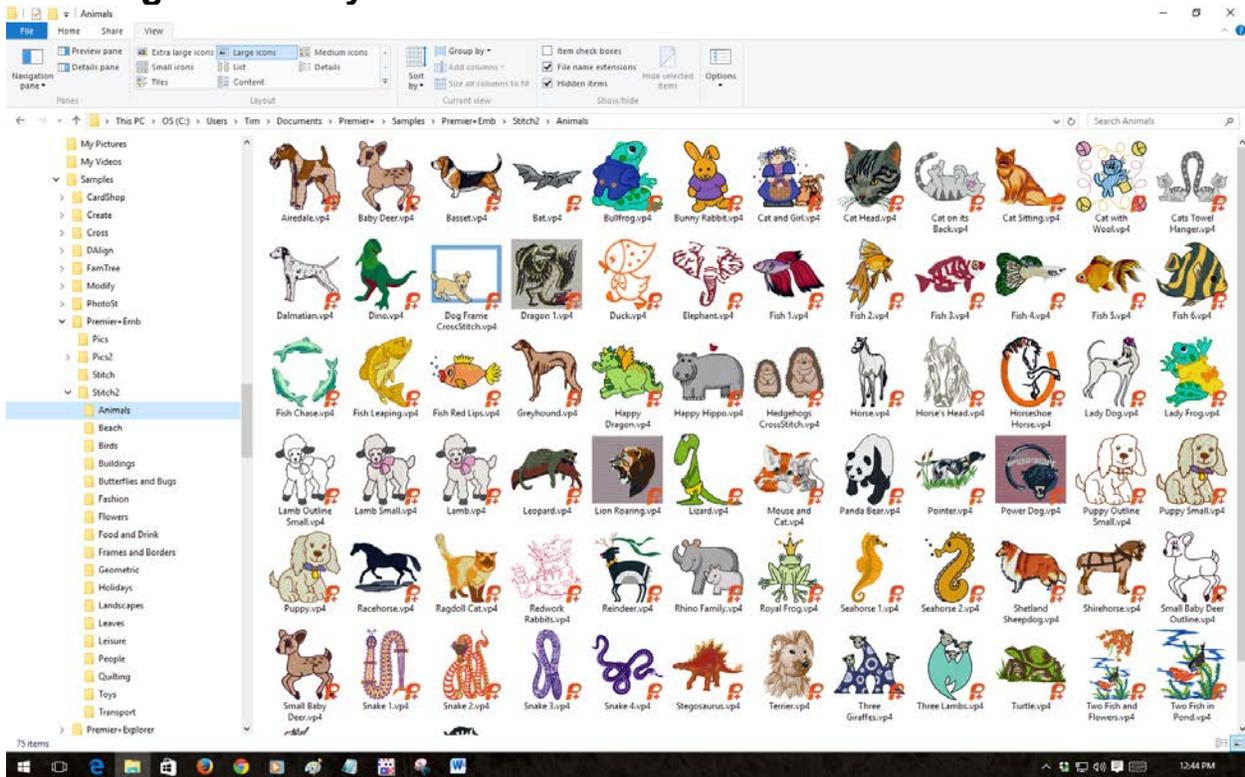
Let's take a quick look at what each **Layout** shows us.

## The Extra Large Icons Layout



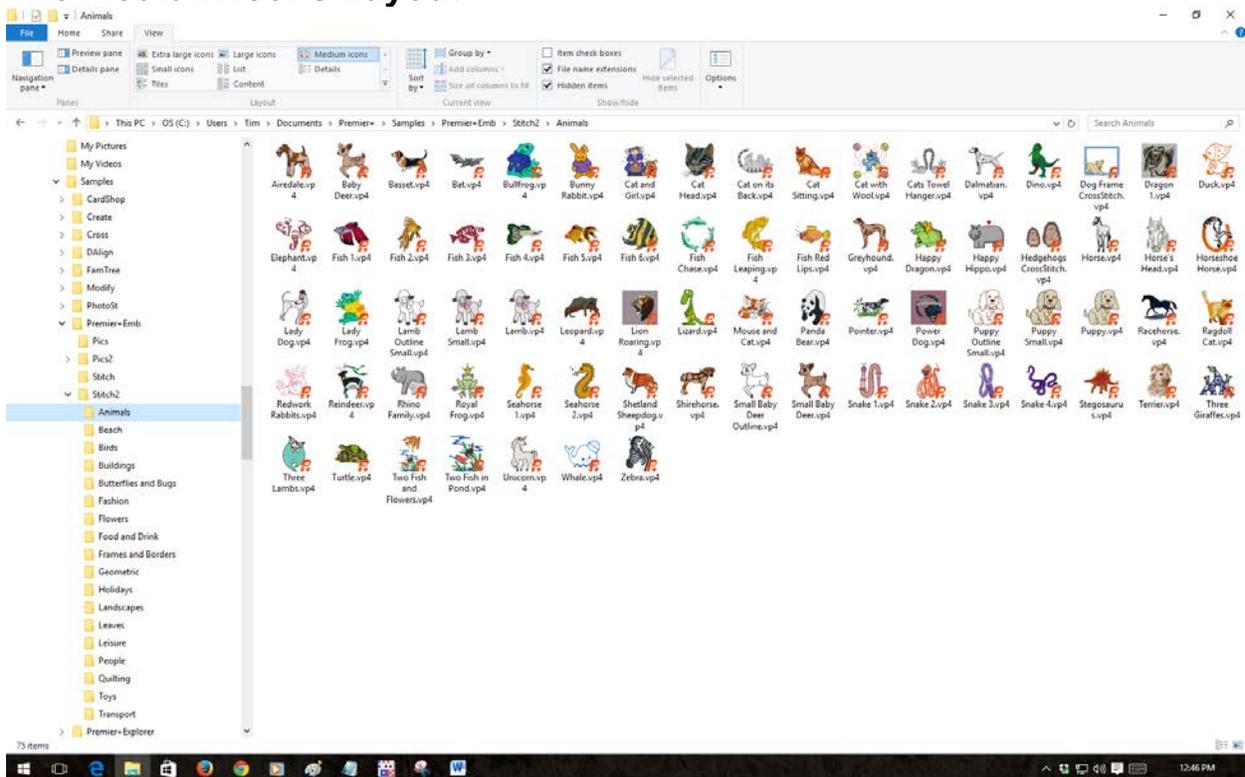
The **Extra Large Icons Layout** shows a large view of each design, but none of the **Details** such as **embroidery height, embroidery width, number of colors, stitch count, or notes** are visible. If you **touch without clicking** on any of these graphic images, all of the **Details** about the embroidery design will appear in a small window. If you click on any design and then click on the **Details Pane** tool found on the **ribbon bar** at the left of **File Explorer**, you will then see a reduced size image of the design with all of the **Details** about the design in the **Details Pane** at the right side of **File Explorer**.

# The Large Icons Layout



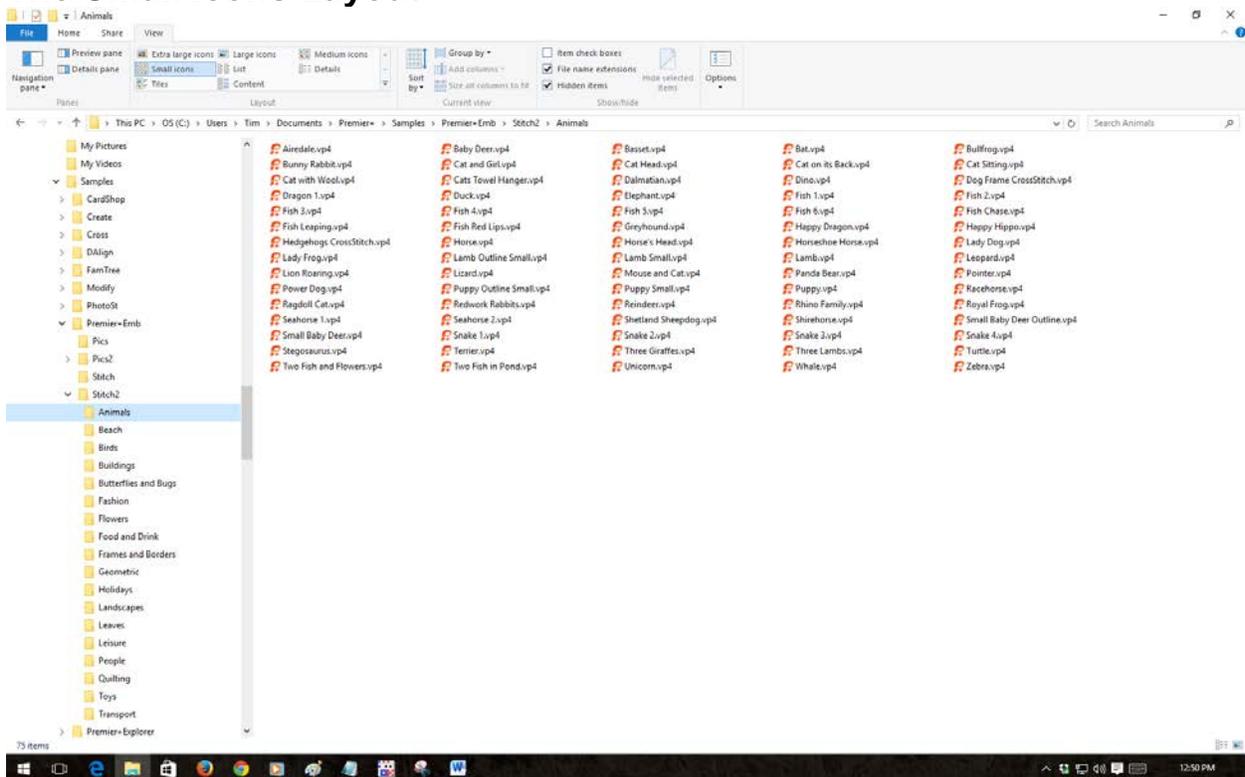
This **Layout** works exactly the same way as the **Extra Large Layout** when it comes to seeing the **Details** about each design and the use of the **Details Pane**. I like this view because I can see many more designs without straining my eyes.

# The Medium Icons Layout



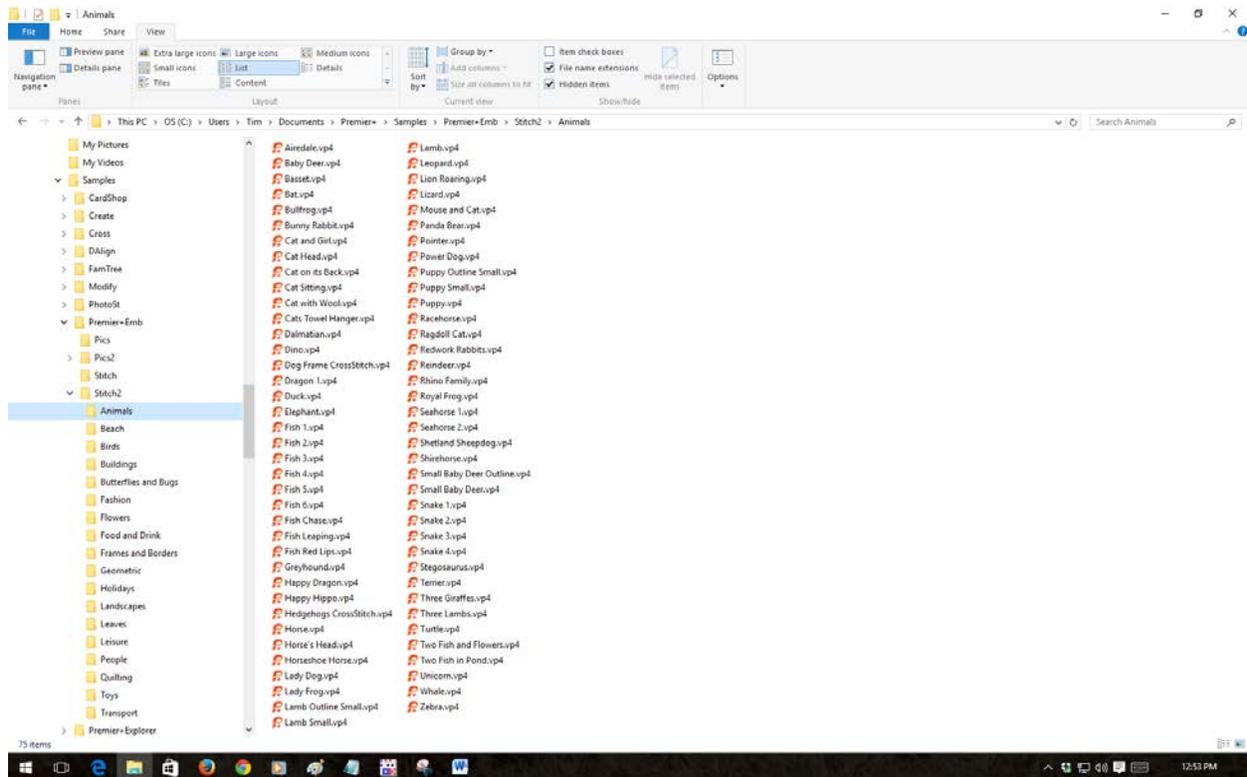
This **Layout** works exactly the same way as the **Extra Large Layout** and the **Large Icons Layout** when it comes to seeing the **Details** about each design and the use of the **Details Pane**. I don't like this view because while I can see many more designs it is often difficult to see what the design looks like.

# The Small Icons Layout



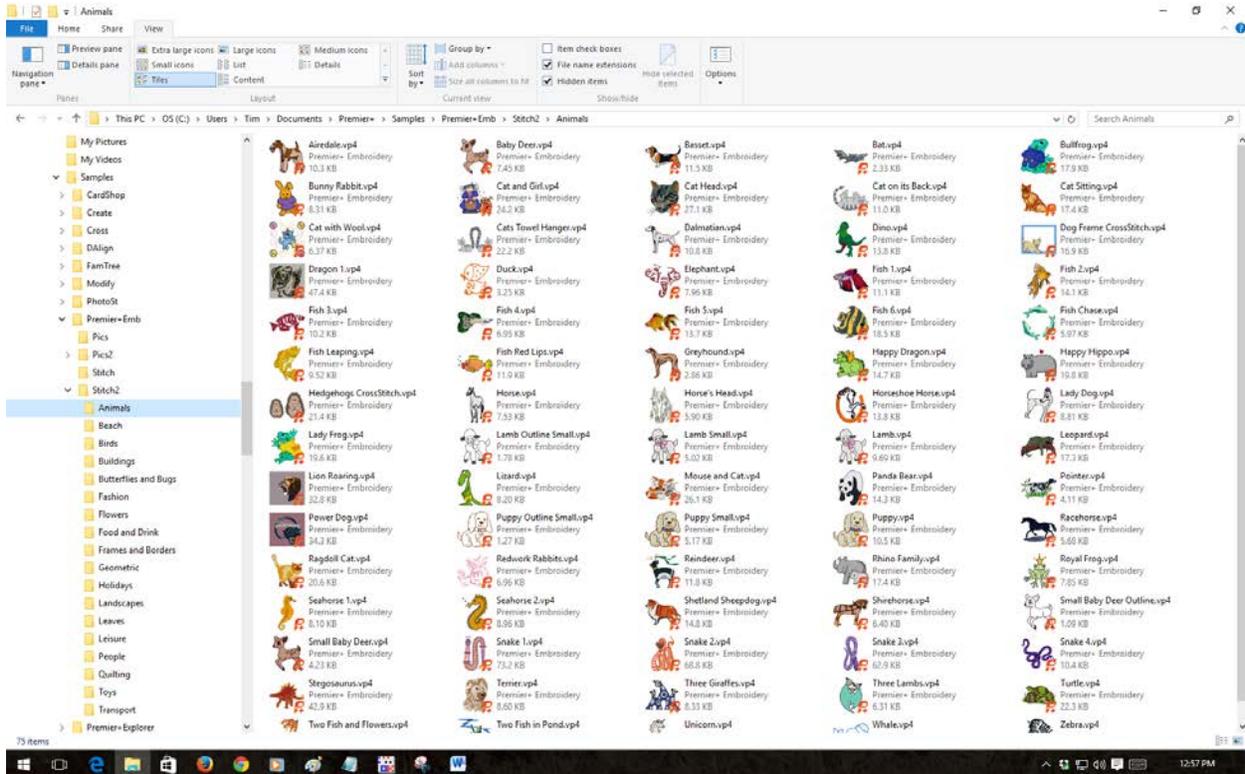
I **really don't** like how this **Layout** looks. It works exactly the same way as the **Extra Large Layout** and the **Large Icons Layout** when it comes to seeing the **Details** about each design and the use of the **Details Pane**. Unless you open the **Details Pane** you don't get to see a preview of the design. And for those design collections which have design names such as DS0203.vp3 you don't have any idea of what the design looks like.

# The List Layout



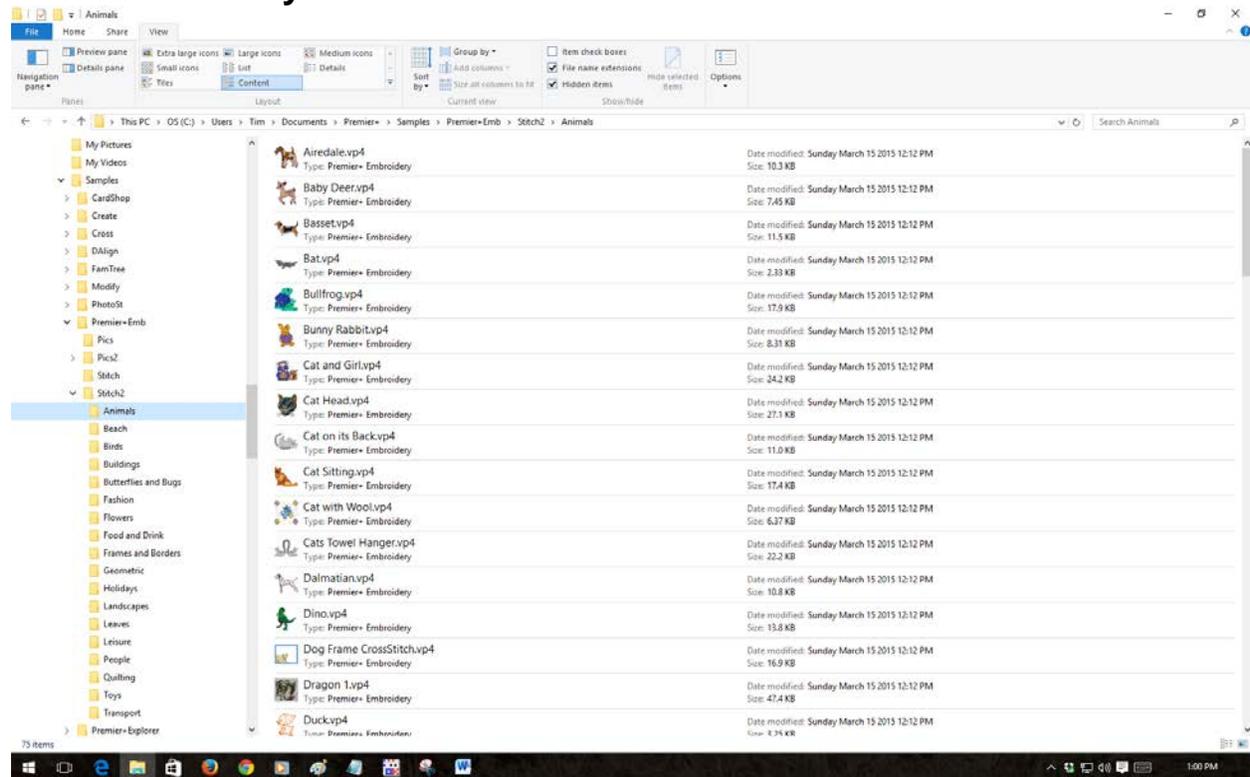
I **really don't** like how this **Layout** looks. It works exactly the same way as the **Extra Large Layout** and the **Large Icons Layout** when it comes to seeing the **Details** about each design and the use of the **Details Pane**. Unless you open the **Details Pane** you don't get to see a preview of the design. And for those design collections which have design names such as DS0203.vp3 you don't have any idea of what the design looks like.

# The Tiles Layout



In the **Tiles Layout** you do see a very small preview of the designs and it works exactly the same way as the **Extra Large Layout** and the **Large Icons Layout** when it comes to seeing the **Details** about each design and the use of the **Details Pane**.

# The Content Layout



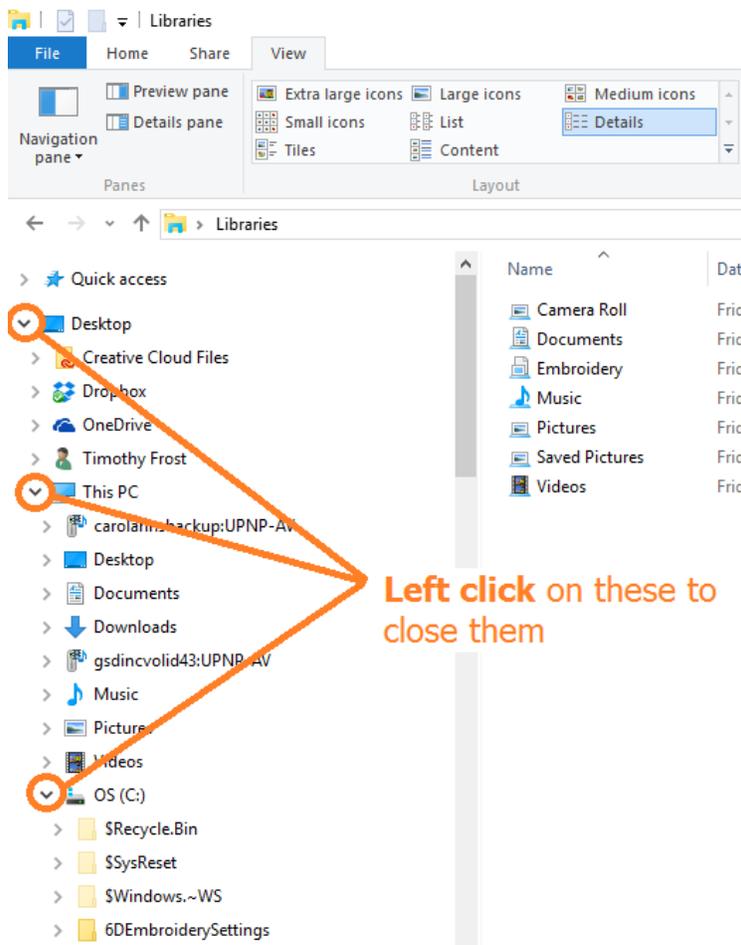
In the **Content Layout** you do see a very small preview of the designs and a few additional **Details**. The **Content Layout** works exactly the same way as the **Extra Large Layout** and the **Large Icons Layout** when it comes to seeing the **Details** about each design and the use of the **Details Pane**.

## The Details Layout

You will find that here in the **Details** view of **File Explorer** that you can do the most things with your embroidery designs. It is here that you can sort your designs using any of the various columns that you chose to add in the **Choose Details** dialog. Since we chose the **Stitch Count**, **Number of Colors**, **Embroidery Width**, and the **Embroidery Height** we can sort on any one of these **Details**. And, because all of these **Details** are present in the **Details** view along with the **Notes** detail, we can also **search** for certain files based on certain criteria and **hide** those files that do not meet our needs such as searching for only those embroidery designs whose **Number of Colors** is less than or equals to 3 (thus hiding all embroidery designs having 4 or more thread colors.) Let's learn how to use this, the most useful feature of the **File Explorer Plug-In**.

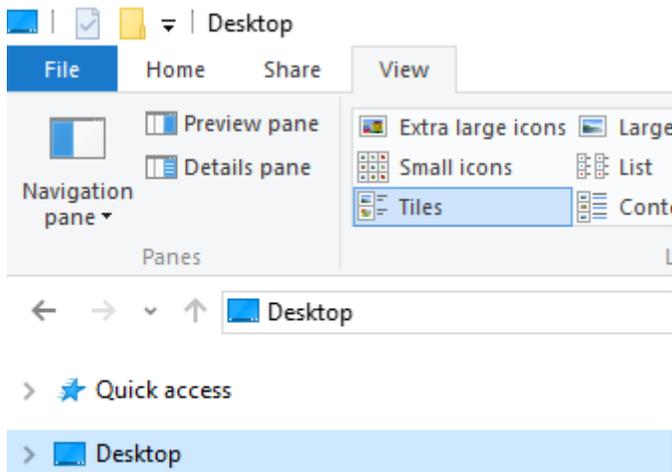
1. We now have to set the **Folder View** option to **Details**. **Left click** on the **View** tab to move to that part of **File Explorer** and then **left click** on **Details** to choose that view option.
2. Let's move to one of the folders that have the embroidery designs that were installed with our software. Remember, these files are actually housed on one place in your computer's hard drive (that is where we navigated to the C:\Users\**Your Computer Name**\Documents\Premier+\Samples\Premier+Emb. We will go a little further this time. We will add \Stitch2\Animals to that location on your hard drive. But since we are not going to make and global changes to any settings in the **View** tab of **File Explorer**, this time we will use the **Libraries** to find what we want. Remember, we only have to use the true home of the designs if we want to change the default **View** for all subfolders that are contained in the **Premier+** folder. After opening **File Explorer**, look for the **Libraries** entry in the left pane of **File Explorer**.

3. Finding the **Libraries** entry might be a bit tricky depending on what you were doing the last time you used your computer. Each of the versions of Windows tries to help you out by remembering where you were the last time you opened **File Explorer**. Windows 10 is no exception to this. **Open File Explorer** by holding down the **Windows** key and then tap on the **E** key. When **File Explorer** opens look at the **left pane** of **File Explorer**. It is here that we see the “table of contents” (officially known as the **Directory**) of your hard drive. Some sections of the **Directory** are probably already open and the contents of those sections or **File Folders** are displayed in the **left pane** of **File Explorer**. What we must do now is to **left click** on the little downward pointing arrowheads at the left of those folders to close them and hide their contents so that we have a greatly simplified view of your hard drive’s **Directory**. Here is what my view of **File Explorer** began with:



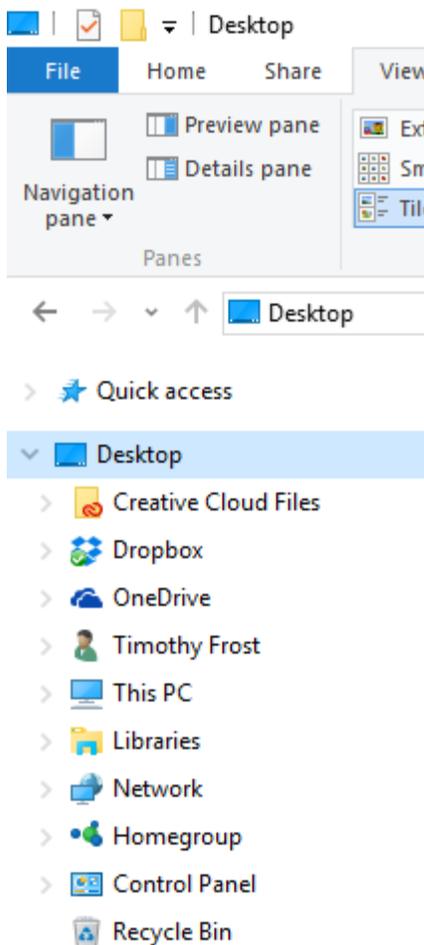
You must now **left click** on **every** open item to close them. You might have to scroll down in the **left pane** of **File Explorer** to find them all. Once all of these **folders** and **pseudo folders** (i.e. “fake” folders) are closed then your view in **File Explorer** will be greatly simplified.

4. After I closed all of these **pseudo folders**, this is what **File Explorer** looks like now:



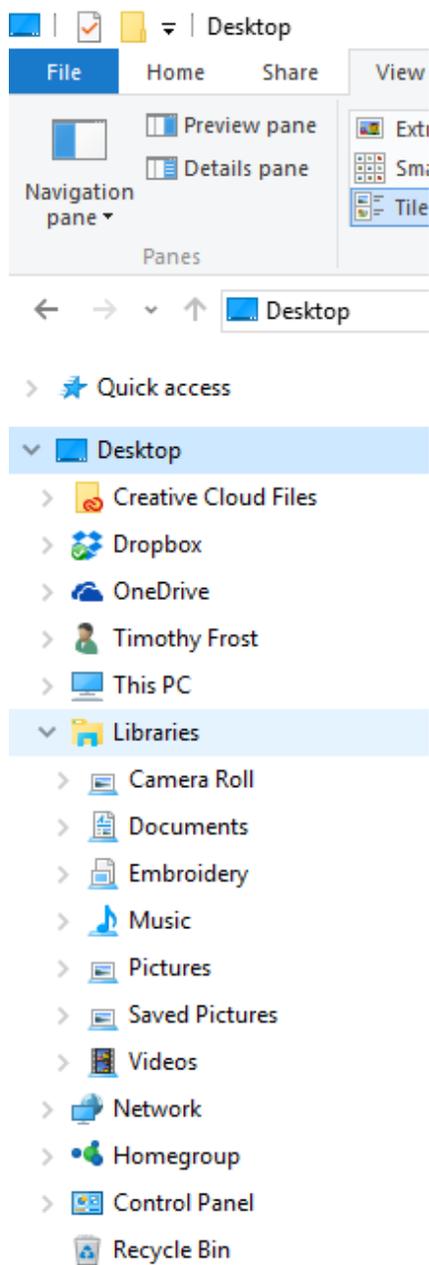
This is a bit too simple. **Left click** on the arrow head to the left of **Desktop** to open it.

5. This is what I want to see:



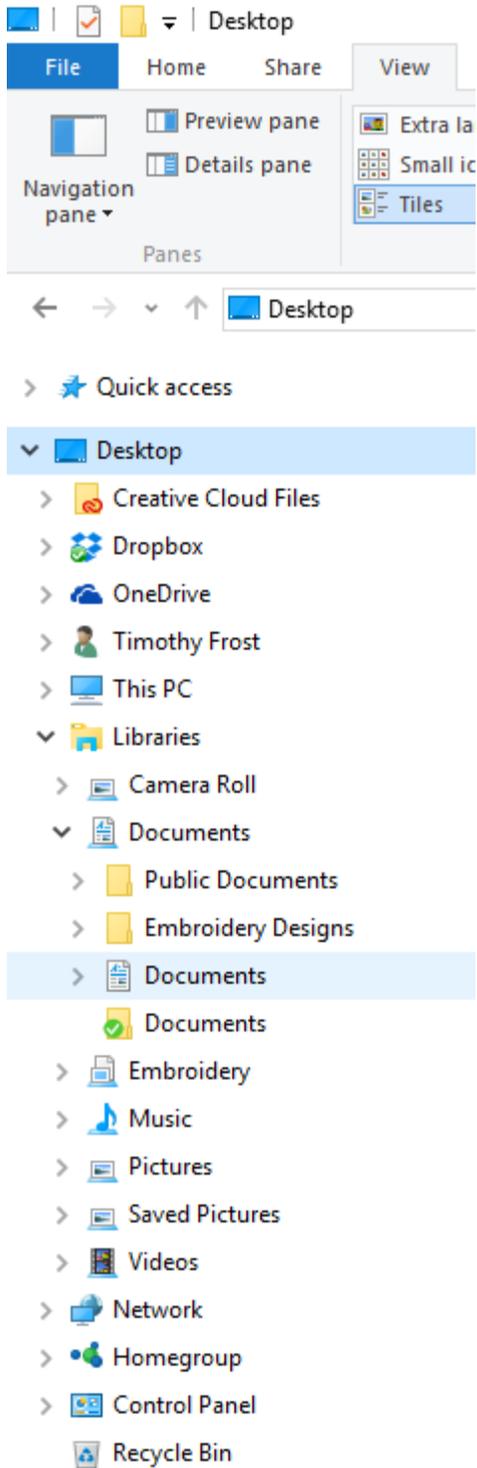
If you look at the **6<sup>th</sup>** item in this list you will see that it is **Libraries**. I want to open that item to see what is inside of it. **Left click** on the arrowhead to the left of **Libraries** to open it.

6. Here is what is inside of **Libraries** on my computer. You should see something that is very similar:



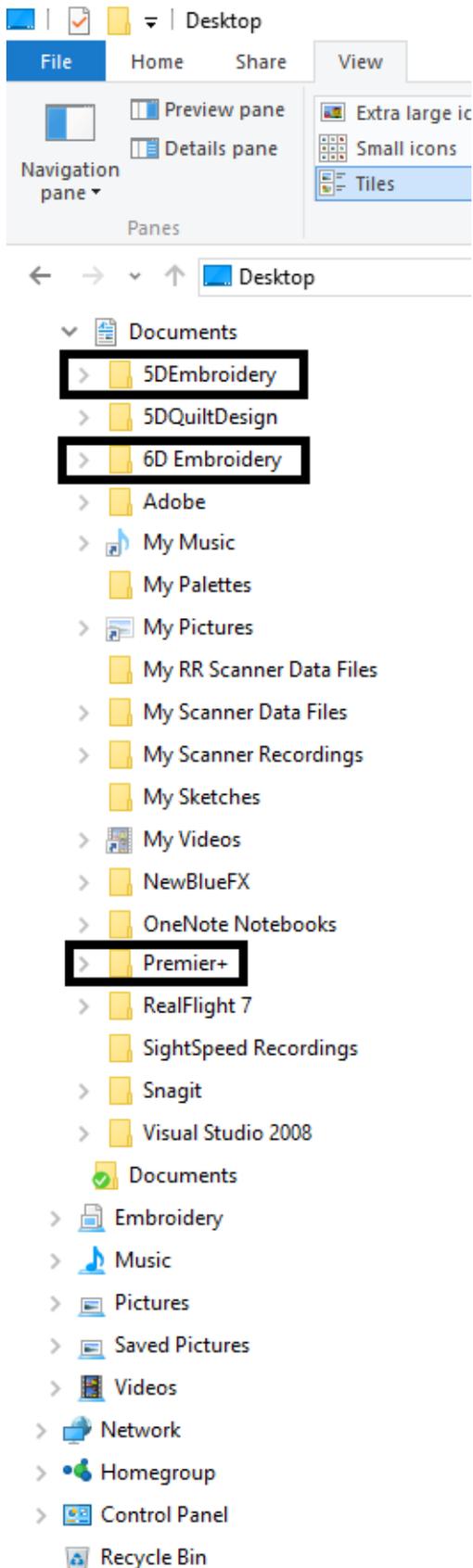
Inside of the **Libraries** there are a number of pre-allocated folders. **Camera Roll** is intended to hold photos. **Music** is for your music collection. The one we are most interested in is the **Documents** folder. **Left click** on the arrowhead to the left of the **Documents** folder to open it.

7. When the **Documents** folder opens you should see something like this:



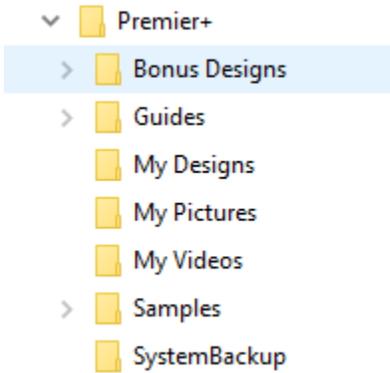
What is this? We see another list of folders. Once of these new folders is also named **Documents**. **Left click** on this second **Documents** folder to open it.

8. After this second **Documents** folder opens you should see something like this:



Here you can see the actual folders where my **5D Embroidery**, **6D Embroidery**, and my **Premier+** files are all stored. The difference between looking here in the **Libraries** and in the actual folder using **File Explorer** is that we **cannot** make the global changes to the view inside of all of the subfolders for **5D Embroidery**, **6D Embroidery**, or the **Premier+** design files. We **CAN**, however, change our **View** setting on any subfolders that we open while using the **Libraries** feature of **File Explorer**. **Left click** on the arrowhead to the left of the **Premier+** folder to open it.

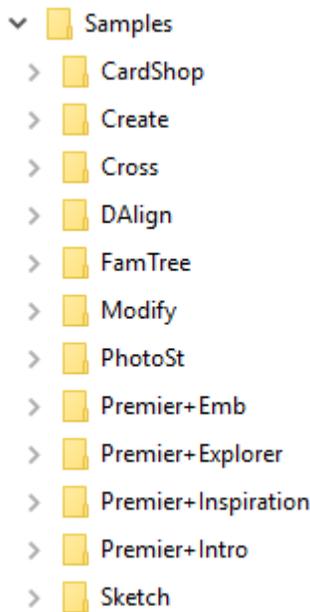
9. Here is a look inside of the **Premier+** folder:



The **Bonus Designs** folder has embroidery designs in it. The **Guides** folder contains all of the Adobe PDF files in it. **My Designs, My Pictures, and My Videos** were created for you at installation time and are intended as place for you to put any **Designs** that you create, any graphic images that you wish to save, and any videos that you might create with the **Life View** tool. The **System Backup** folder contains files of a technical nature which you should not tamper with. The folder that we are most interested in is the

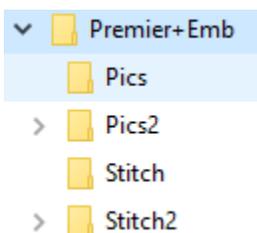
**Samples** folder. This folder contains all of the pre-loaded embroidery designs that came with your software. Let's **left click** on the arrowhead to the left of the **Samples** folder to see what is inside of it.

10. Depending upon the level of the **Premier+** that you own, some of these folders may or may not be present:



Each of these folders contains embroidery designs that are applicable to the various modules. The one that contains the most designs is the **Premier+Emb** folder. You should, at one time or another, open the other folders to see what kinds of surprises await you there. For now, **left click** on the arrowhead to the left of the **Premier+Emb** folder to open it.

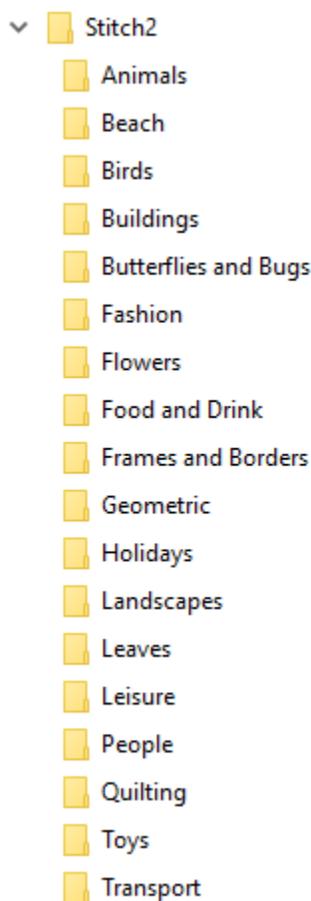
11. Here are the contents of the **Premier+Emb** folder:



All through this software, folders beginning with the word **Pics** contain graphic images to use with such modules and tools such as the **ExpressDesign Wizard** and, if you have the **Premier+™ Ultra** module, **Premier+™ Create**. Likewise, folders beginning with the word **Stitch** contain stitchable embroidery designs.

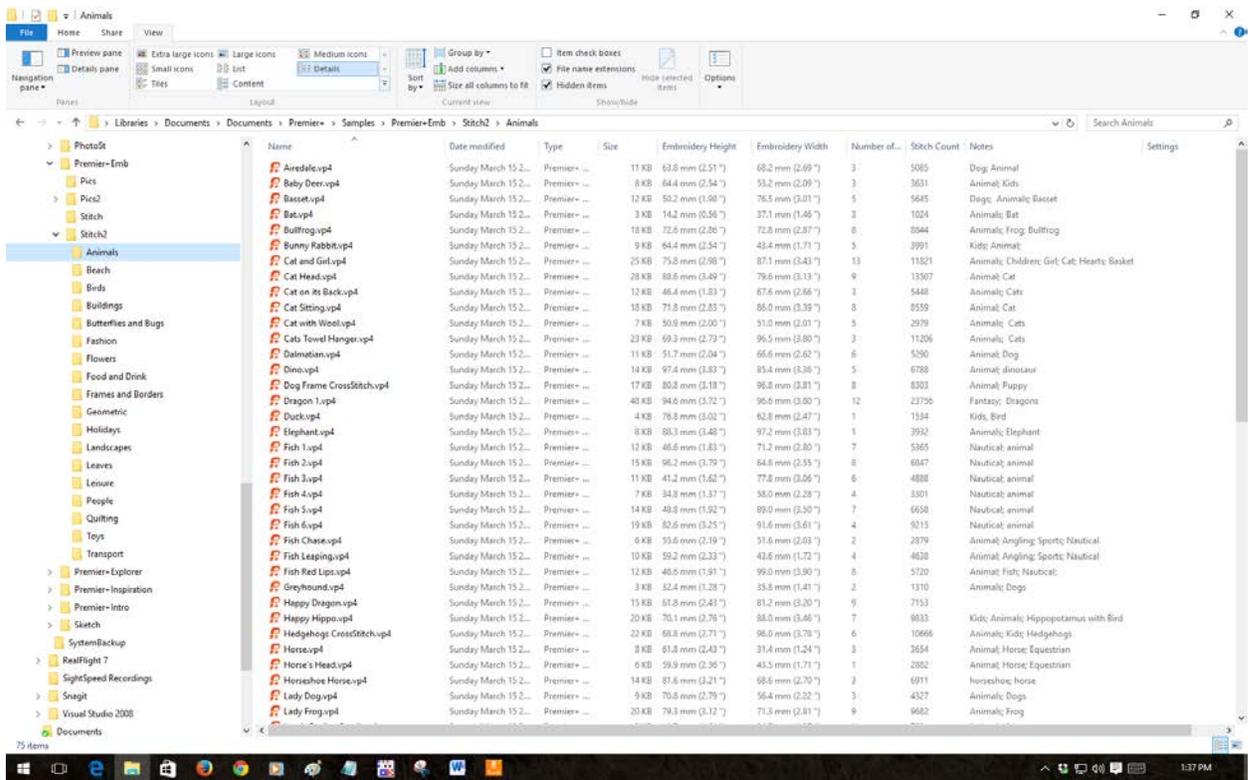
Since the **Stitch** folder does not have an arrowhead to the left of the folder name, this means that there are no subfolders in that folder. However, the **Stitch2** folder does have an arrowhead to the left of that name, this means that there are additional subfolders within the **Stitch2** folder. **Left click** on the arrowhead to the left of the **Stitch2** folder to open it.

12. Here are the contents of the **Stitch2** folder:



Notice that none of these folders contained in the **Stitch2** folder have arrowheads to the left of the folder name. This means that we are almost there in finding our designs. **Left click** on the **Animals** folder itself to select and open its contents in the **right pane** of **File Explorer**.

13. This is what you should see:



14. Now that we have the **Details** view open, we can easily **sort** these designs by any of the column headings such as the **Name**, **Number of Colors**, **Stitch Count**, **Embroidery Height**, **Embroidery Width**, and so on. If you simply **left click** on any of the column headings, you will see that the designs will be sorted on the contents of that **Detail** at first in **ascending order** (alphabetic order in the case of anything that has alphabetical characters in it such as **Name**, and **Notes** and in numeric order from smallest to largest in the case of anything that contains numbers such as **stitch Count** and **Number of Colors**). A second click on the **same Detail** will change the sort order from ascending to descending.

### ***Can I do more with the File Explorer Plug-In***

There are many other things you can do with the **File Explorer Plug-In**. Watch for additional updates to this document in the near future when we learn how to perform searches.