The Ultimate Box DOWNLOAD – UNZIP – EMBROIDER

This document is a sample exercise; actual procedures may vary depending on the operating system. All screen captures are done in Windows2000 Professional, which has similar user interface to Windows98, WindowsMe and WindowsXP.

The goal of this exercise is to make user more familiar with folder management, downloading, unzipping ZIP files by using WINZIP and saving them to the computer hard drive.

EXERCISE SUMMARY:

1. Create two new folders (EmbroideryDesigns and EmroideryZIP)
2. Download and save EMB-DESIGNS.ZIP in EmbroideryZIP folder.
3. Unzip all files from EMB-DESIGNS.ZIP to EmbroideryDesigns folder.

TERMINOLOGY FOR USING COMPUTER MOUSE:

"Select" – single click with the left mouse button
"Click on" – single click with the left mouse button
"Single click" – single click with the left mouse button
"Double Click" – double click with the left mouse button
"Right Click" – single click with the right mouse button

STEP 1.

Open Windows Explorer.
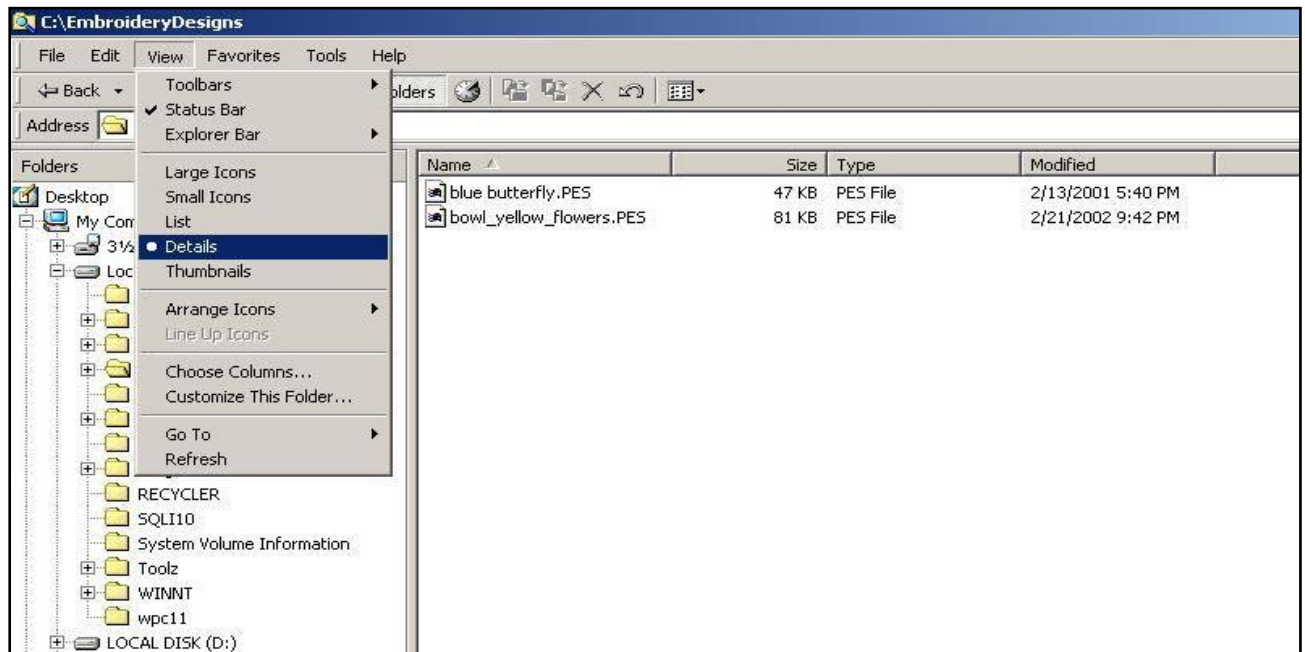
There are different ways to open Windows Explorer:

– Double click on the Windows Explorer icon on the Desktop.
– Go to Start\Programs and click on Windows Explorer from the list of programs (Windows 95,98, Me).
– Go to Start\Programs\Accessories and click on Windows Explorer from the list of Accessories   (Windows 2000, XP)
– Go to Start\Run, type **explorer.exe** and click on **OK** button (advanced).

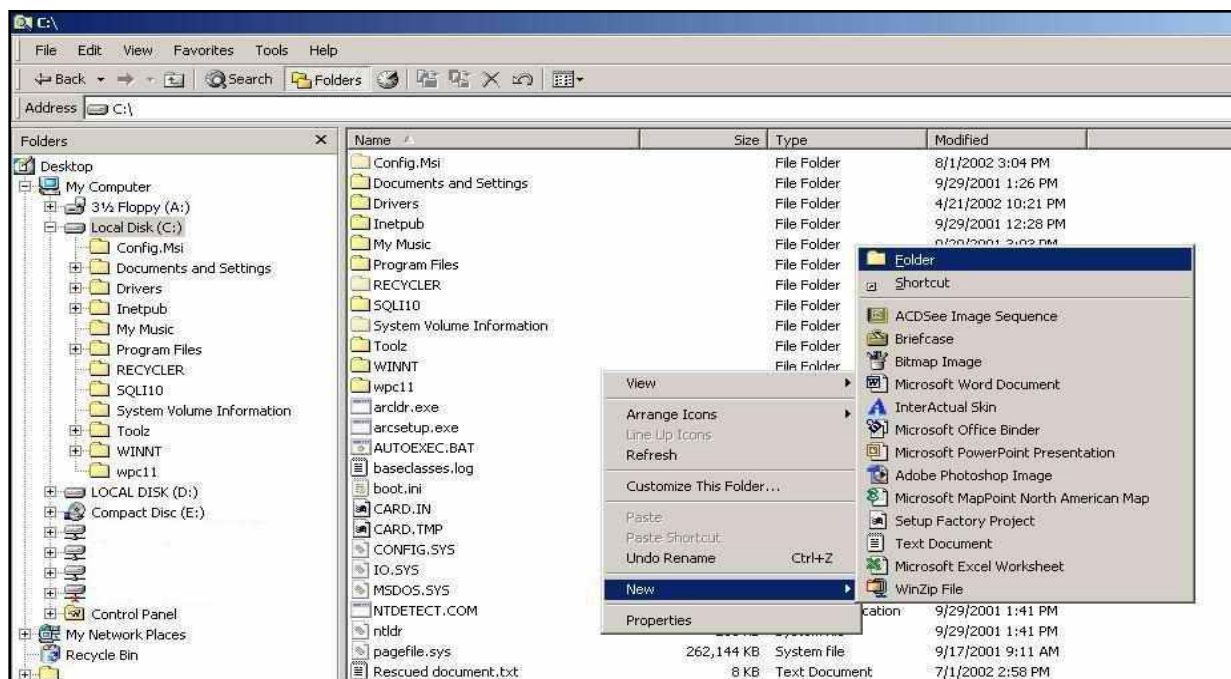Basic features of Windows Explorer.

STEP 2.

Once Windows Explorer is opened, go to View menu at the top of Windows Explorer and select Details. Viewing files and folders in detail view has advantage of seeing files and folders in column with appropriate size, type and modified date.
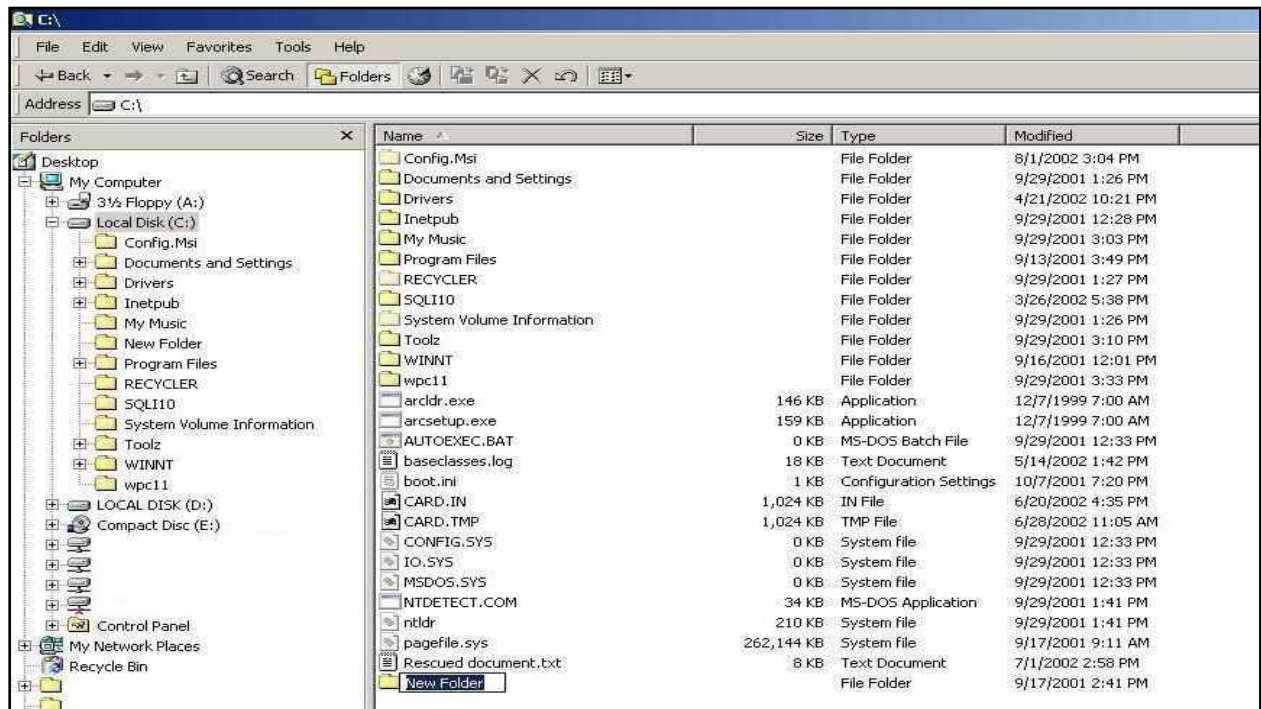

STEP 3.

Click on **Local Disk (C:)** on the left side of Windows Explorer. The content of C: will appear on the right side of Windows Explorer. If files and folders are not in the Detail View (see Pic2.1), repeat **STEP2,** then proceed with STEP3. Right click anywhere on white space on the right side of Windows Explorer. The Option Menu will pop up; select **New**, then **Folder** to create a folder.
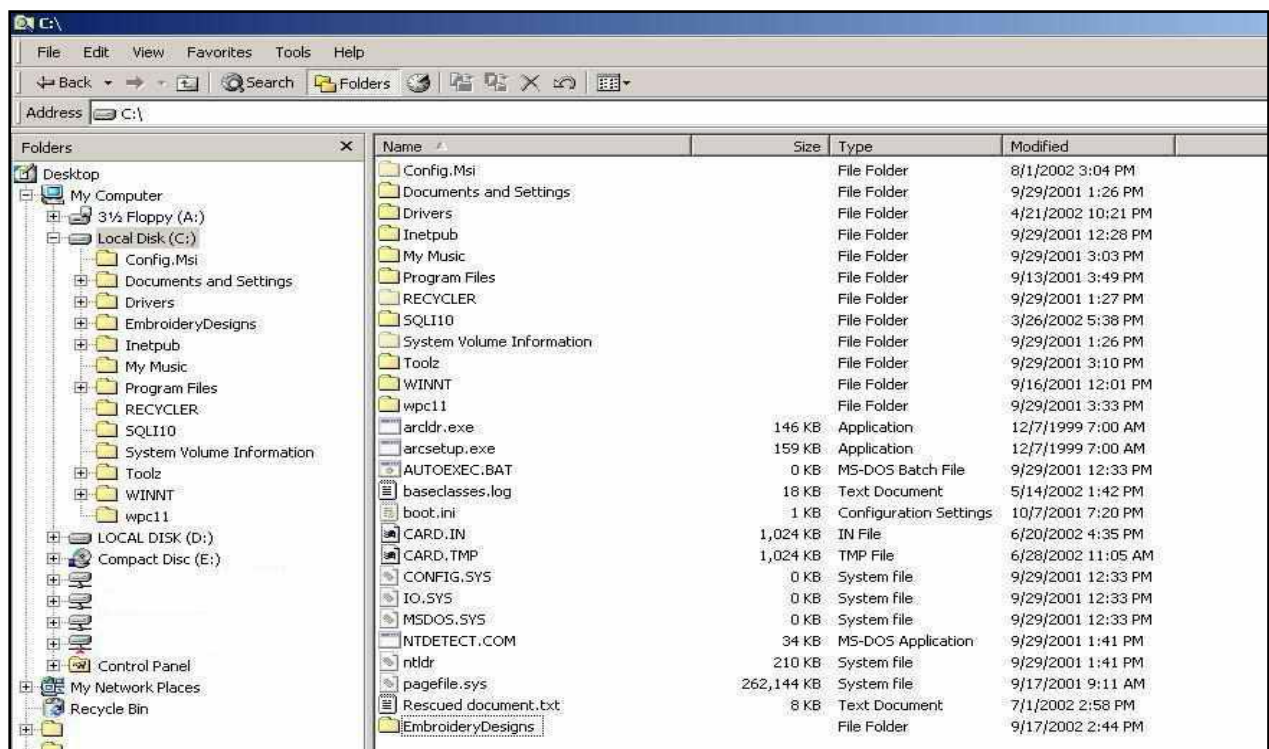
New folder is created and placed at the bottom on the right side of Windows Explorer
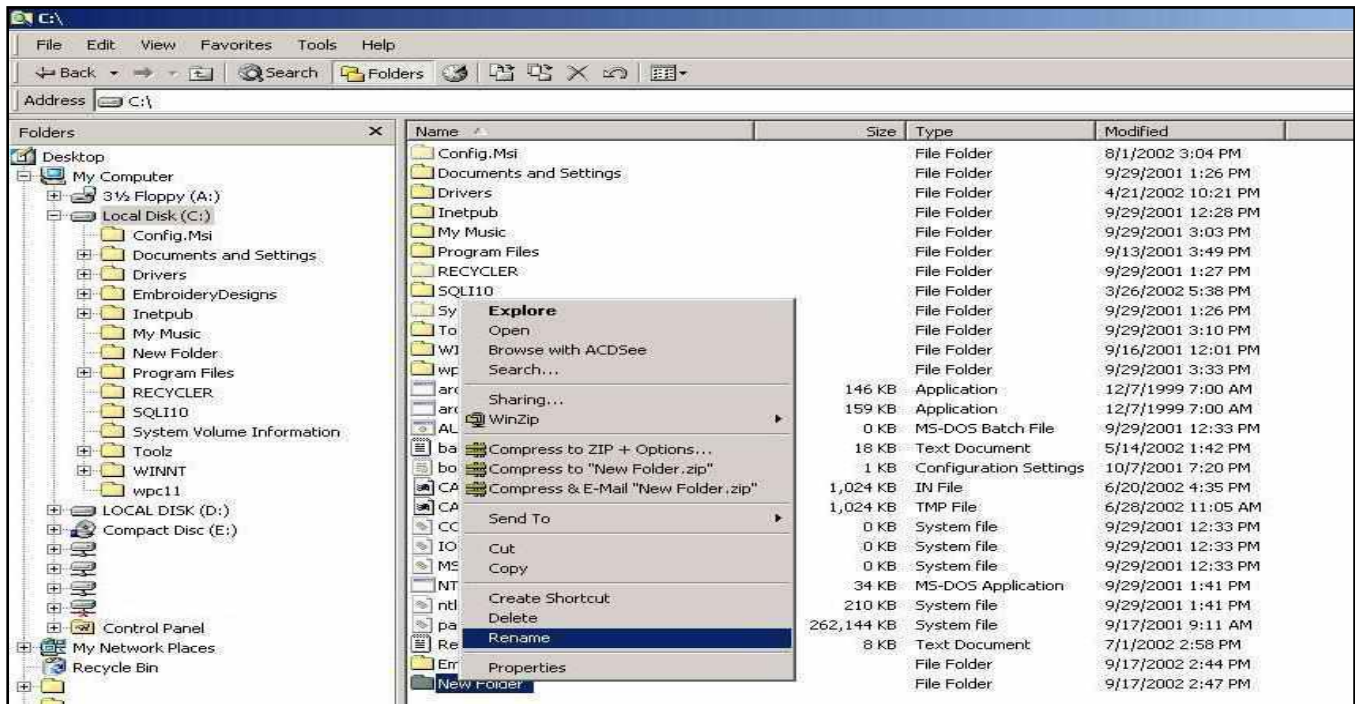NOTE: DO NOT click on the mouse.

STEP 4.

Default name of the new folder is **New Folder**. Rename the folder by typing in a new name, for example **EmbroideryDesigns.** When finished typing click on white space anywhere on the right side of Windows Explorer to save the folder name. If for any reason typing does not change the name of the folder and you need to retype or rename the folder go to STEP 4A otherwise proceed with STEP 5.

STEP 4A.

Right click on the folder name you need to rename. From popped up option menu select **Rename** and type in the name you choose. When finished typing click on white space anywhere on the right side of Windows Explorer to save the folder name.
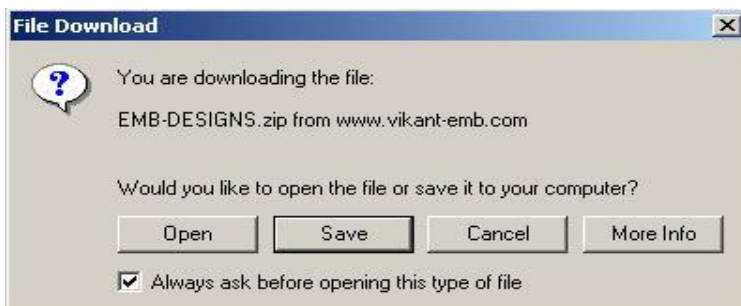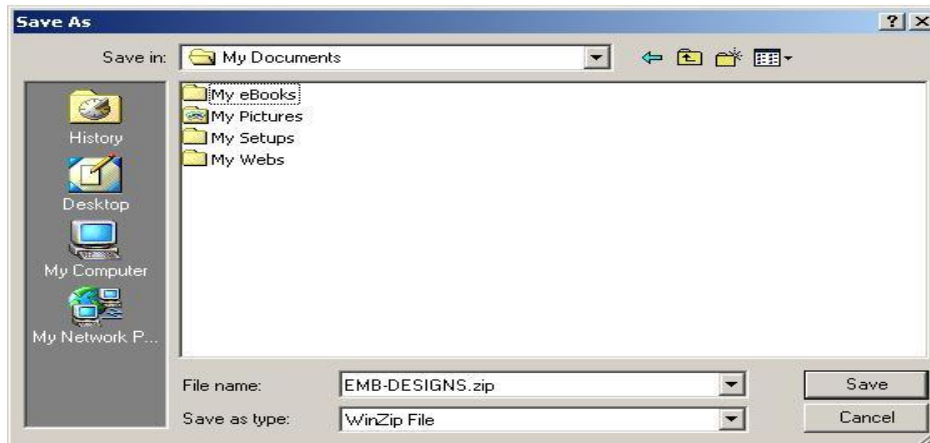

STEP 5.

REPEAT **STEP 3** and **STEP 4** to create another folder with the name Embroidery.ZIP
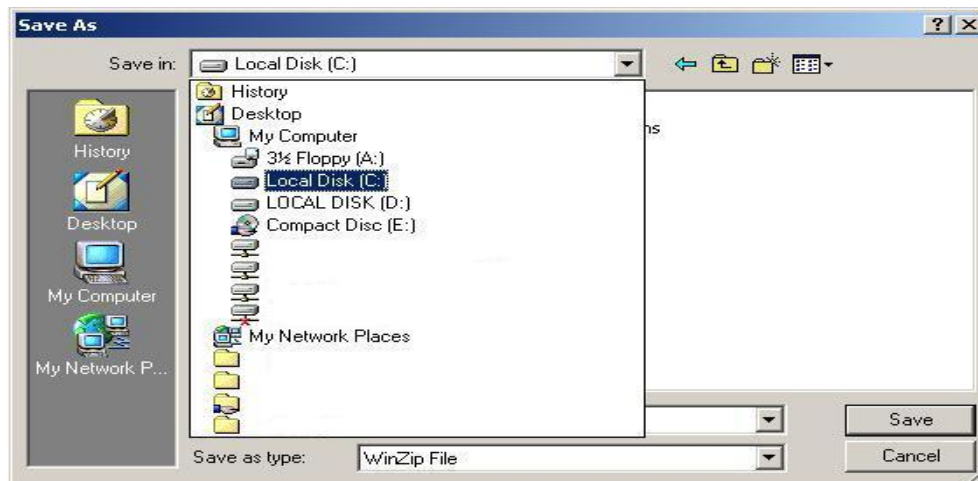
STEP6.
Start downloading selected designs in .ZIP format from Internet. To save designs to your computer click on **Save** button.
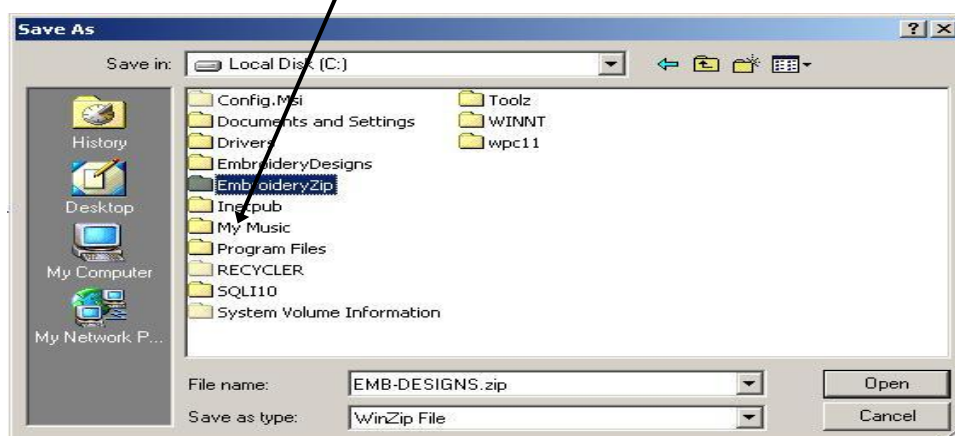

Save As window opens up. Now you can select a location C:\EmbroideryZIP where you need to save downloaded .ZIP file.
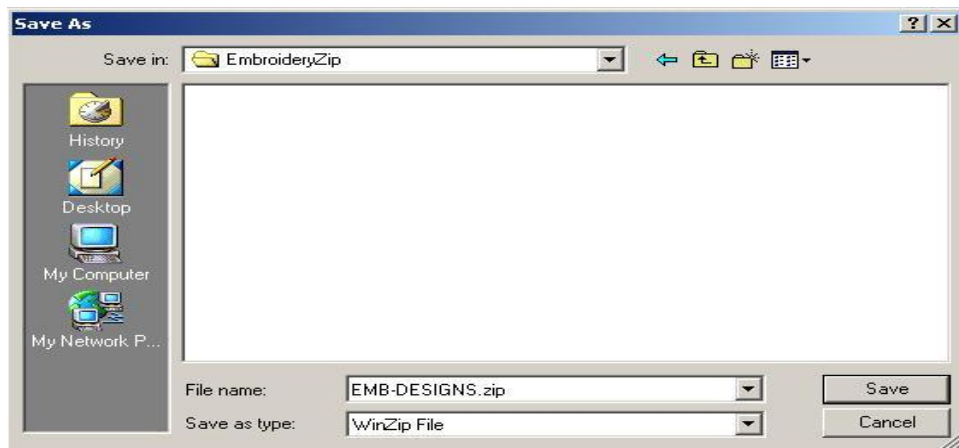
To change default "Save in" location (**My Documents**) to EmbroideryZIP, click on the black arrow and select **Local Disk (C:)**

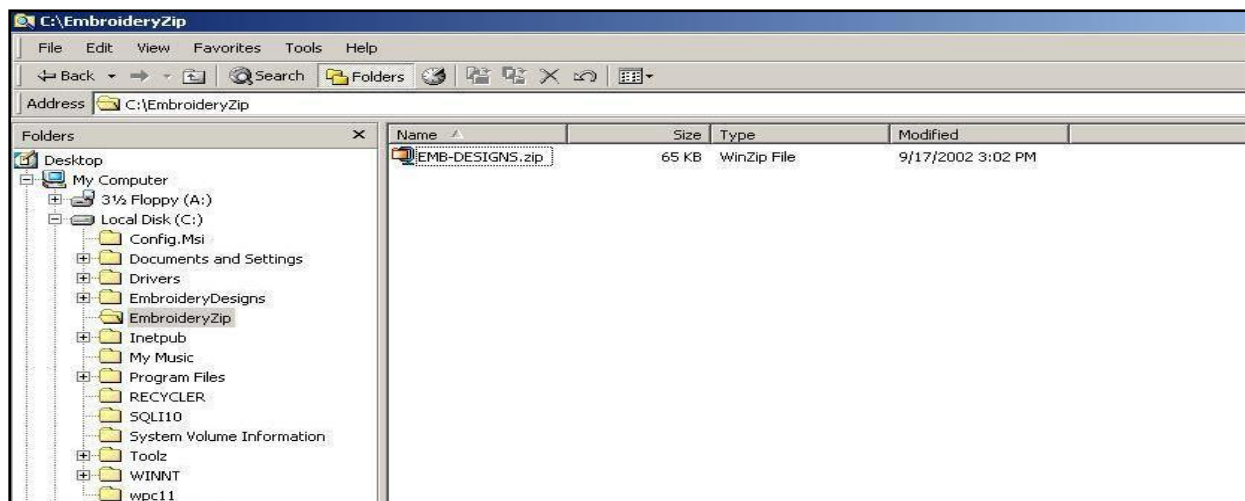Double click on EmbroideryZIP folder to open it.

Make sure the correct folder name appears at the top, next to **Save in:** and correct file name appears at the bottom next to **File name:** Click on **Save** button to start download.

STEP 7.

After download is completed, open Windows Explorer and browse to downloaded ZIP file Double click on it to open.
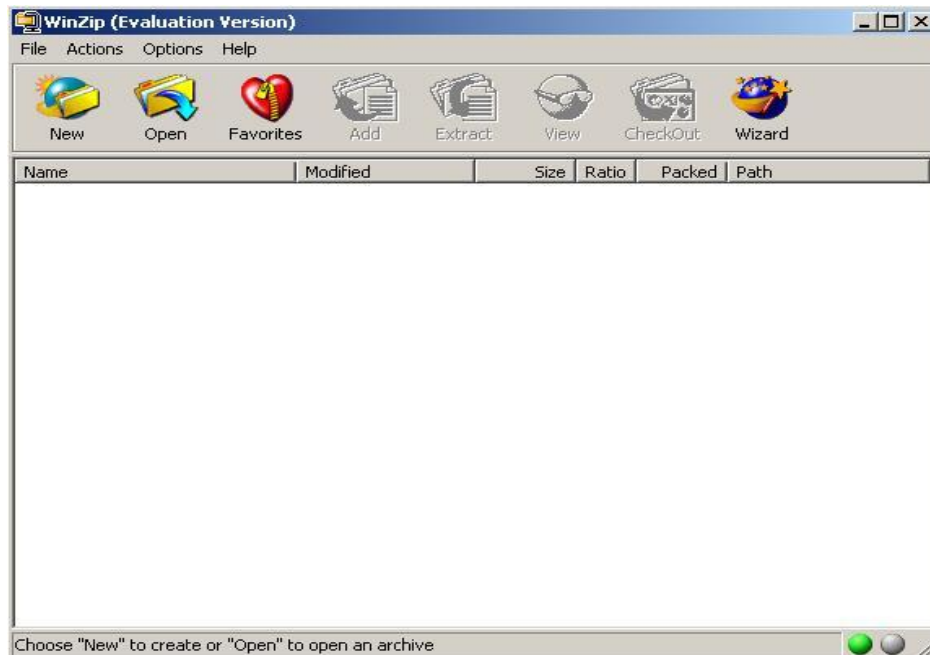

If computer asks you to choose a program to open the file with, scroll down and select **WinZip Executable** and click on **OK** button. If for any reason you cannot find WinZip Executable in the list of programs or nothing happened after you double click on downloaded file, go to **STEP 7A.** Otherwise proceed with **STEP 8**.
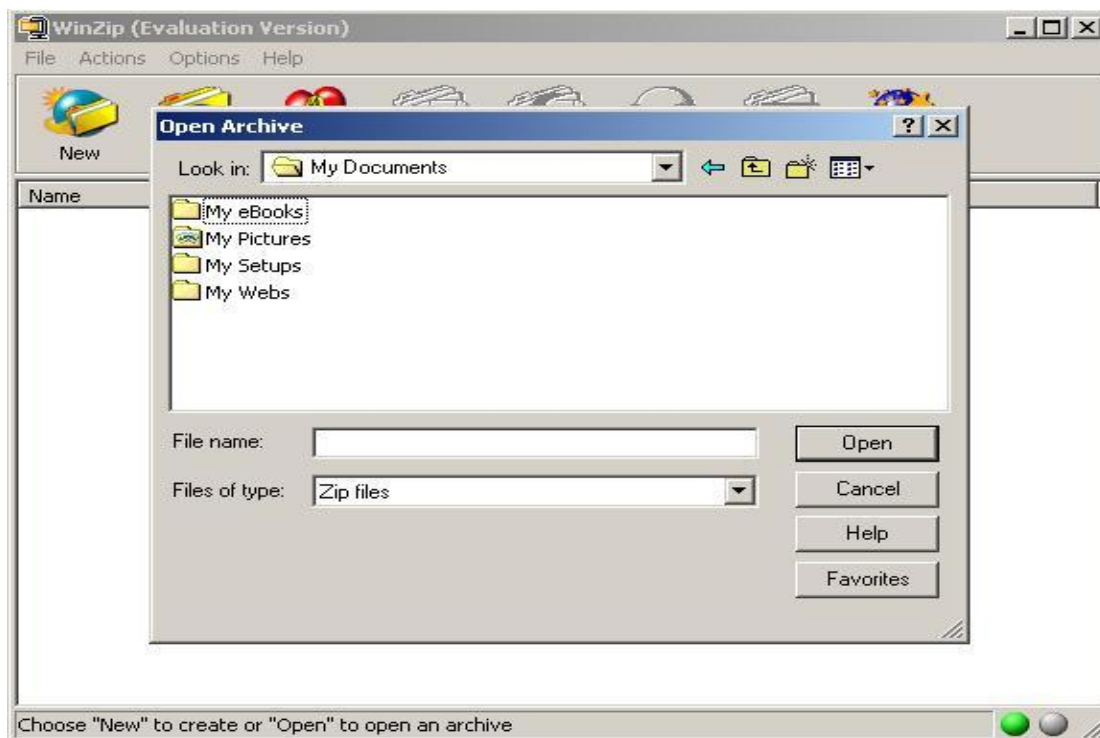
STEP 7A.

Open **WinZip** program by double clicking on the icon   from your desktop or, go to **Start/Programs/WinZip** and click on **WinZip**. Click on "**I Agree**" to start up message, and WinZip application will open up.
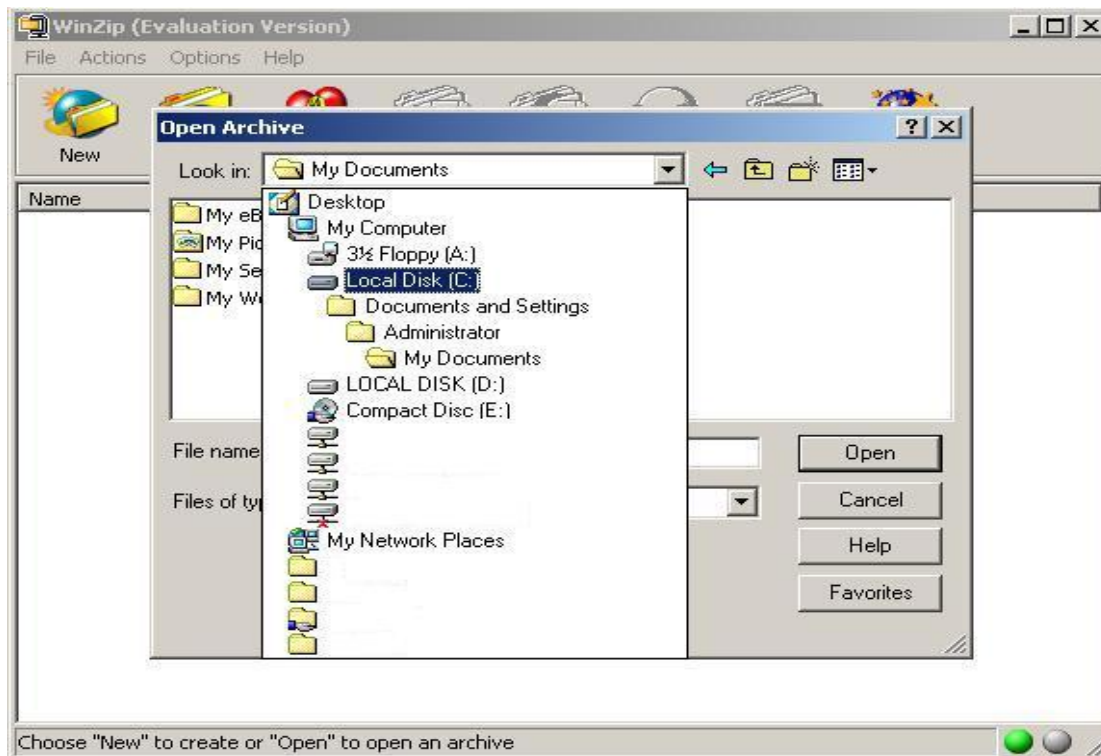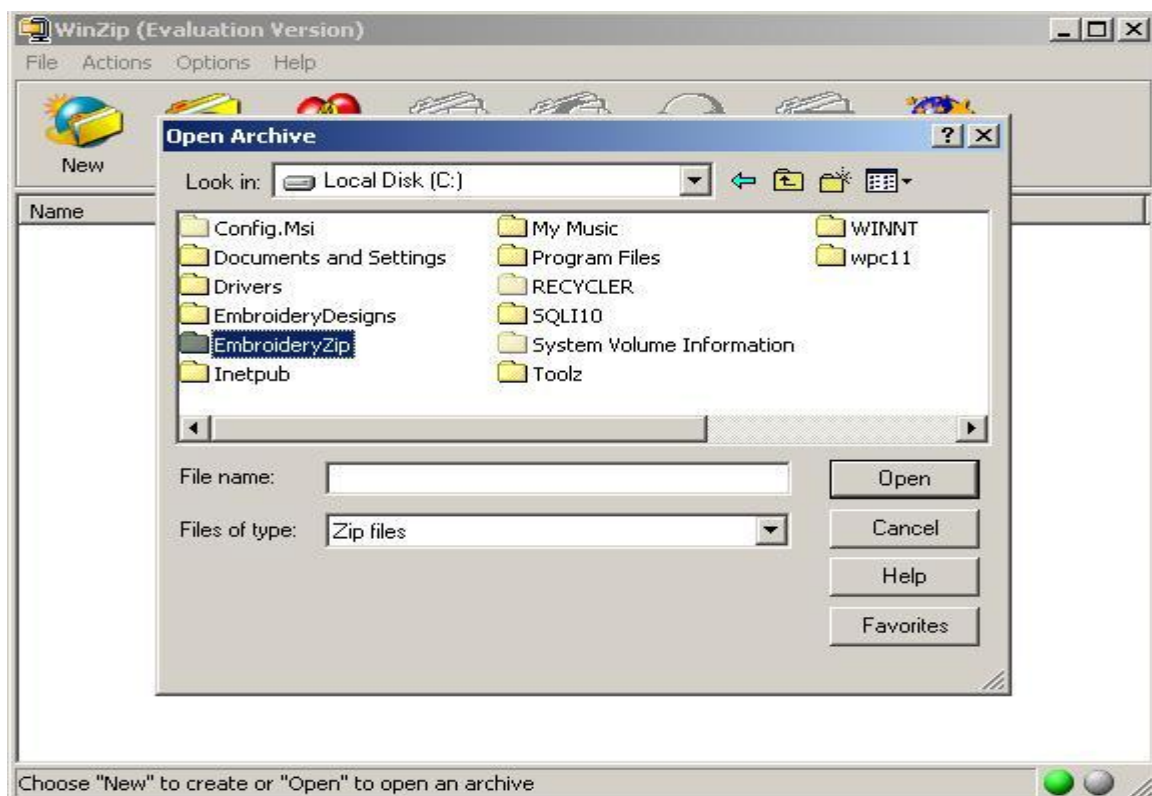

Click on **Open** button to open a ZIP file.
Open Archive window opens up, now you can browse to the zip file to open it.
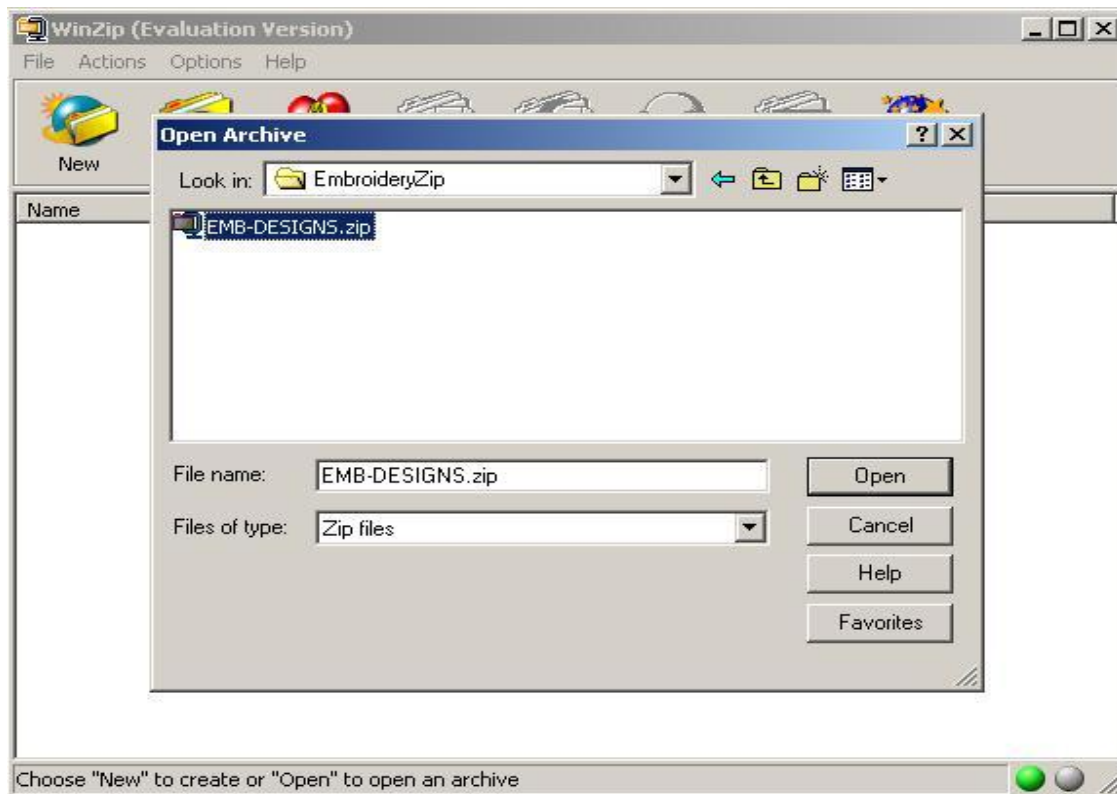
To change default location (My Documents), click on the black arrow and select
Local Disk (C:)

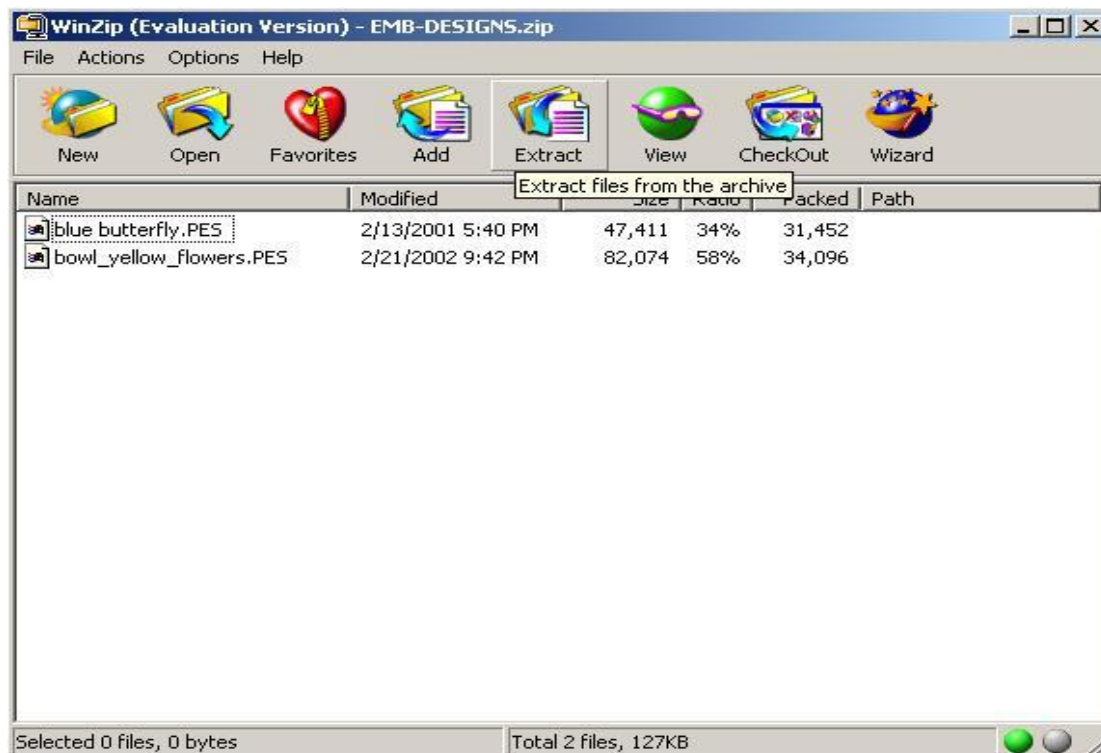Double click on **EmbroideryZIP** folder to open it.

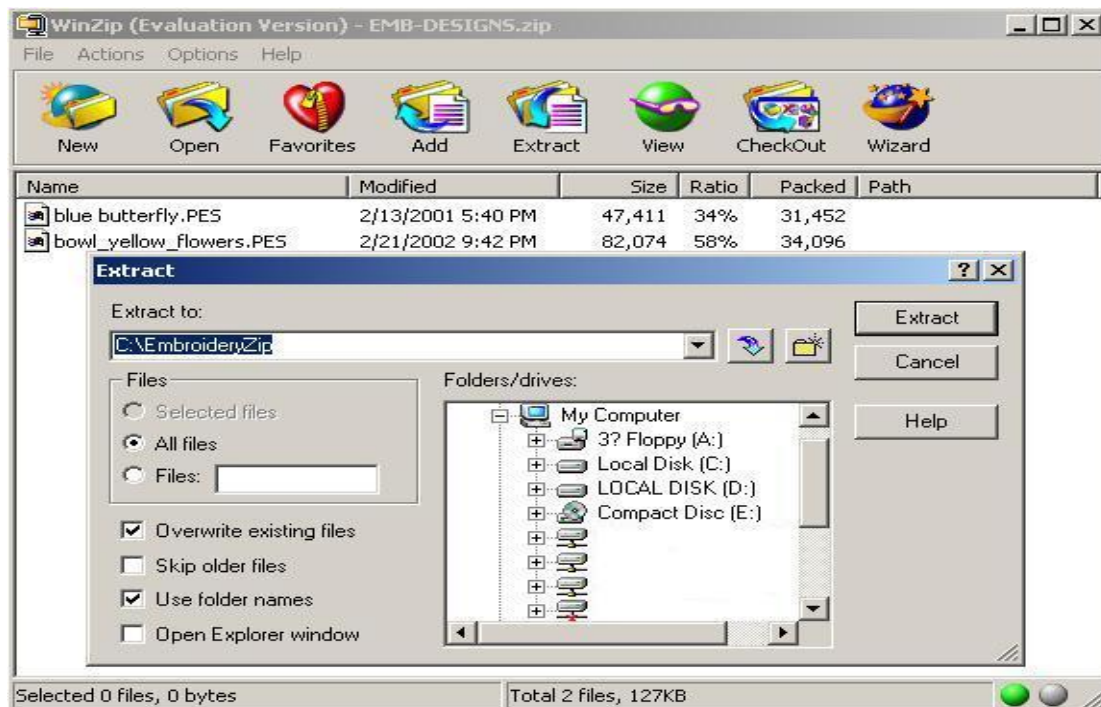Click on **EMB-DESIGNS.zip** file to select and click on **Open** button to open it.

STEP 8.

List of files below is a content of EMB-DESIGNS.ZIP. Click on **Extract** button to save files to the hard drive of your computer.
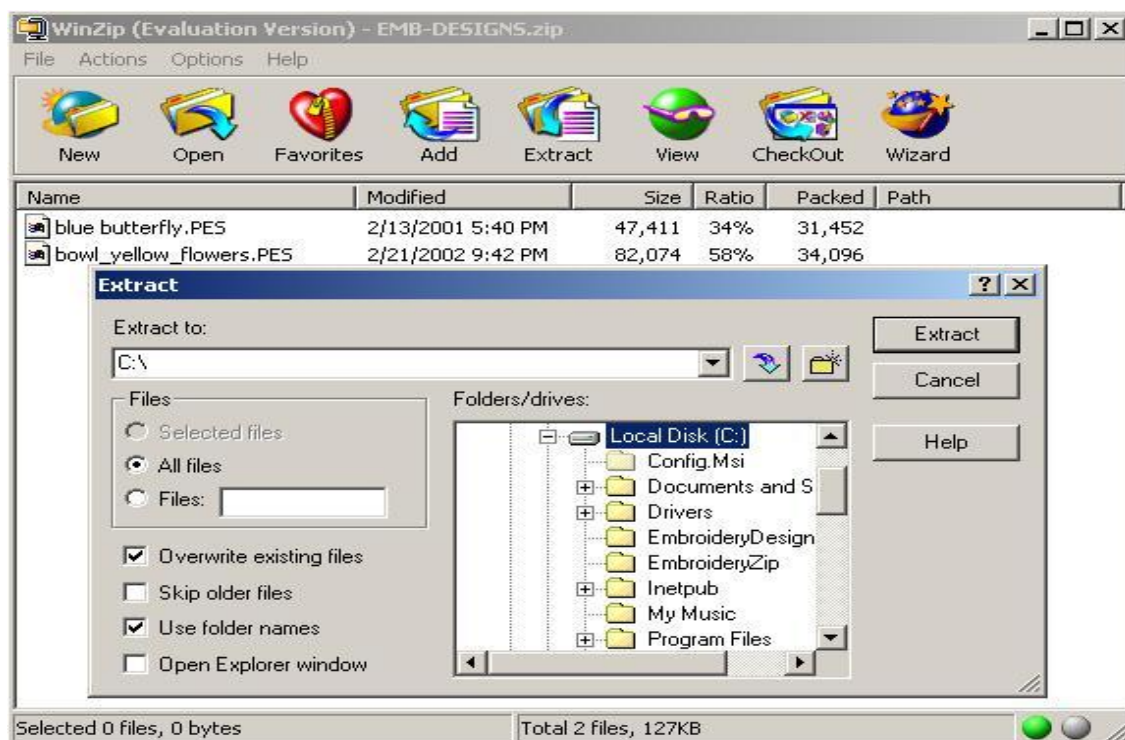
Extract screen with options opens up. The default location for "Extract to:" is location where the ZIP file was opened.
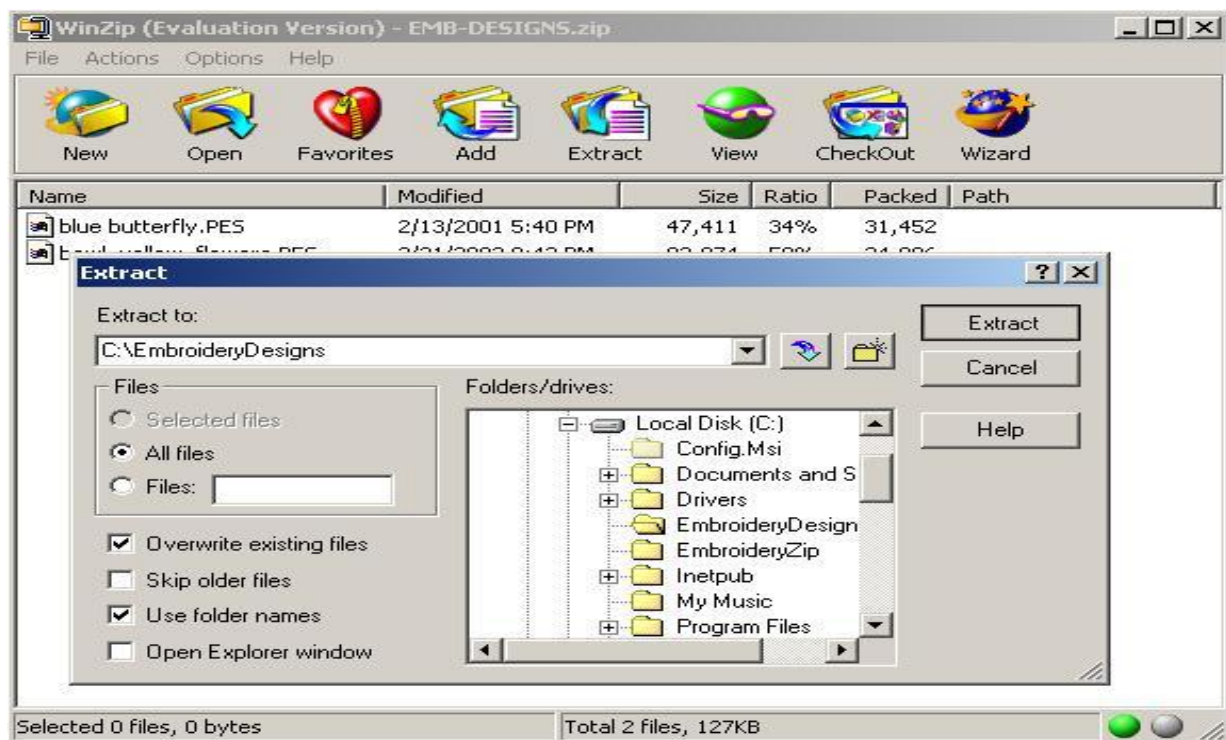

STEP9.

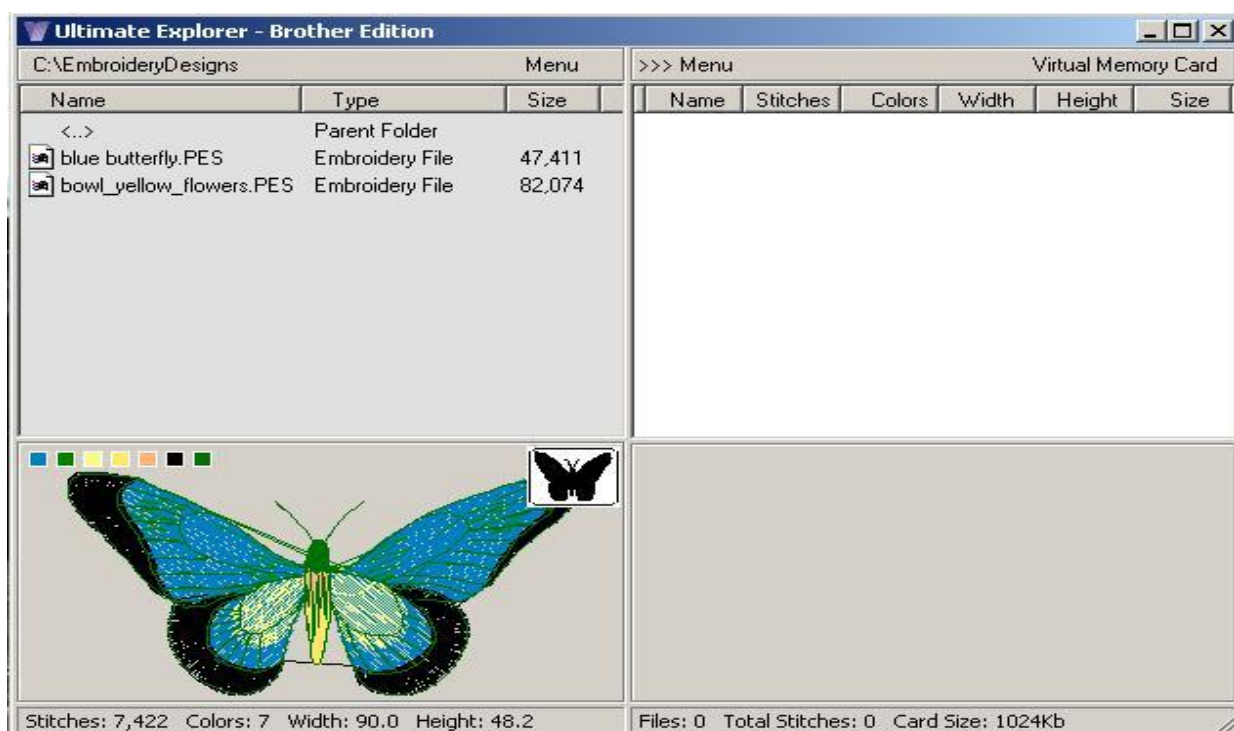Change the location by double clicking on **Local Disk (C:)**

Click on "EmbroideryDesigns" folder, to change the location in "Extract to:" to "C:\ EmbroideryDesigns" Make sure "**All files**" is checked under Files. Click on **Extract** button to extract (save) file to the selected folder.

STEP 10.

Close WinZip program. Open Ultimate Explorer to proceed with transferring designs on the Card ZIP files downloaded from Internet must contain files in PES, PEC or HUS formats to be read with the Ultimate Explorer.

To browse and transfer designs in Ultimate Explorer, follow these directions:

Open Ultimate Explorer; hit ESC once the Ultimate Box was detected, look at the left side. On the same line where you see Menu, look to the left you will see current path to the folder that is open(i.e. C:\MyDocuments\Designs).

Look down below, you will see "<...> Parent Folder" as the first item in your list, double click on it several times until it disappears, up in the top it will say "My Computer", down in the list you will see letters for available drives, usually starts with A:\, C:\.

Browse to your designs by choosing correct drive (i.e. if you have designs on the floppy drive, double click on A:\ and browse to your designs).

Once you are able to browse to the design, single click on the design and you will see a preview on bottom of left side, double click on the design and you will transfer it to the right side(Virtual Memory Card panel).

Click on Menu on the right side and select Write files to the card and you will transfer design on the card. Click YES to the message about erasing the card and wait for the writing process to be completed.