

Explorations: Filing Assistant

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Organizing designs can be a daunting task. Using Explorations Filing Assistant makes working with designs much easier. This lesson will show how to create additional folders to be included in the Explorations Design Mode Chooser for easier design access.

Supplies

Explorations Software:
 Lettering
 Classic
 Galaxy

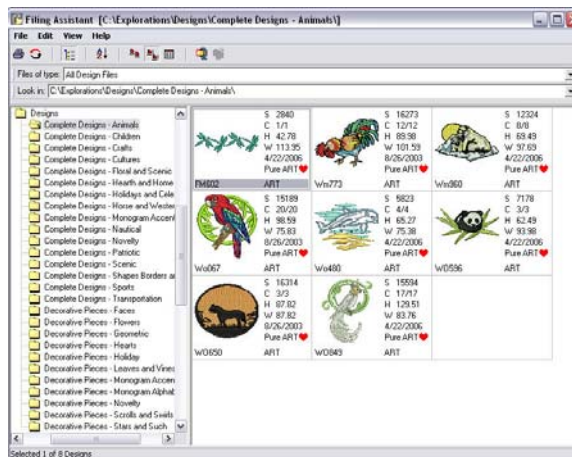


When Explorations software is installed onto a computer, a shortcut icon is automatically placed on the desktop for Explorations and Filing Assistant. Filing Assistant is a secondary program to the Explorations software, which means Explorations must be running to access this feature.

The Filing Assistant feature provides an efficient way for viewing, browsing, and organizing embroidery designs. It allows access to all design formats stored on the computer's hard drive, external hard drives, USB, and CD-ROM.

All three of the Explorations software levels may access the Filing Assistant feature by clicking on the shortcut located on the computer's desktop. Explorations Classic and Galaxy levels may also access the feature through the *Tools* icon located on the *General Menu* toolbar.

Note: If Explorations is not running and Filing Assistant is started by clicking on the shortcut icon located on the computer's desktop, Explorations will automatically open.



Getting Started:

- Open Explorations software
- Open the Filing Assistant feature by clicking on the desktop shortcut (all three levels) or clicking on the *Tools* icon on the *General Menu* toolbar and drop down to *Filing Assistant* (Classic and Galaxy)

Adding a New Folder to the Explorations Design Mode Chooser:

- In the directory tree, navigate to the designs folder of Explorations:
 c:\Explorations\Designs
- Click on the '+' beside Designs to view the subfolders
- Left click on Designs to ensure it is selected; then right click on Designs and drop down to *Add Folder*
- Name the New Folder

Adding designs to the New Folder :

- Navigate to the location of the design
- Select the design; then right click and drop down to copy
- Navigate to the new folder and select *Edit* in the *Menu Bar* and drop down to *Paste*

Tip: Additional information about the Filing Assistant feature is located in the *On Screen Manual* of Explorations.

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