

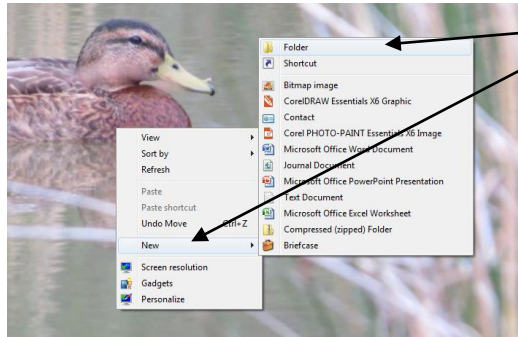
Cody's How To

BERNINA

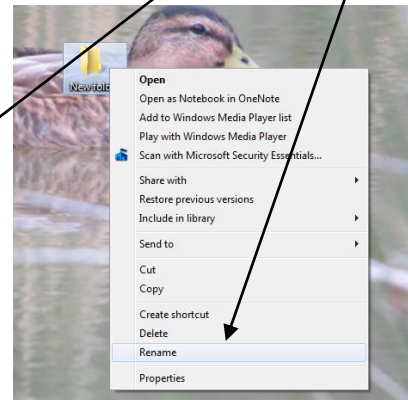
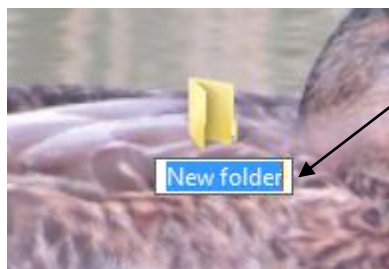
How to save a designs from a CD or USB to your computer

Creating your Embroidery Designs Folder

- Step 1 Create “Embroidery Folder on Computer” lets place it on our Desktop to make it more convenient.
 - First make sure you are on your Desktop
 - Now using your mouse, right click.... Then left click on “NEW” then left click on “Folder”



- Once you clicked on “folder” a new folder will appear on your desktop. Now the “NEW FOLDER” is highlighted in blue, at this point it wants you to rename your new folder. I recommend naming it (Embroidery Designs) so we will know what we put in it. ** If for some reason you accidentally click away the highlighted “NEW FOLDER” will no longer be highlighted, Don't panic. What you need to do now is “right” click on the “NEW FOLDER” and click “rename” now you can name your folder!

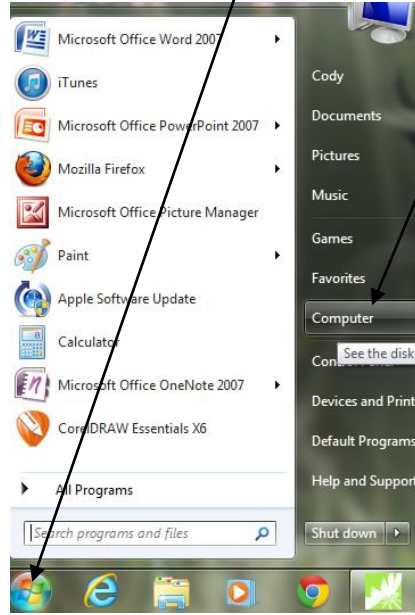


- So at this point we just created our new folder. You can also create a new folder anywhere on your computer the same way. Later on we will create a new folder within your “embroidery designs” folder.
- *** Also anytime you download designs from the internet, download them into this folder, makes it really easy to locate later on. 😊

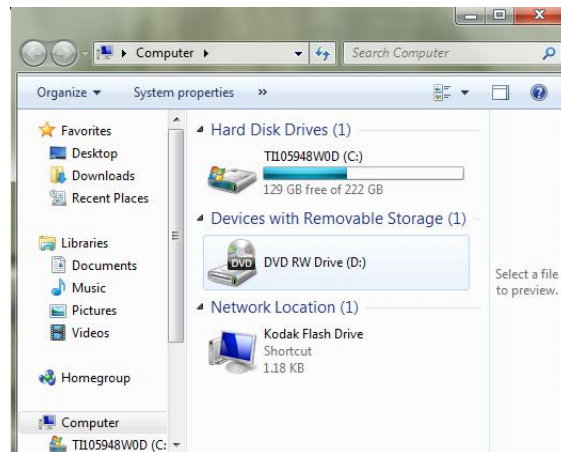
Downloading designs from your CD

- Now we want to take designs from a CD and put them onto your computer to then put them onto a USB stick so you can embroider them out.
 - Step one insert CD

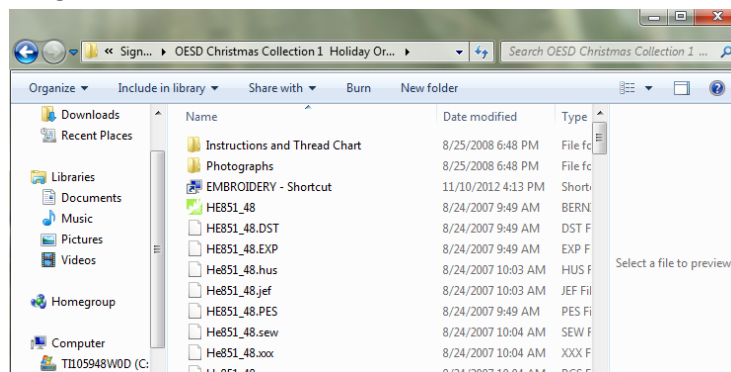
- Step two go to the start menu and then “computer”. For windows 8 users right click on the start menu and a window that looks similar will pop up, then click computer.



- Now after you click the “computer” the “computer” window will pop up. Now you need to double left click on the “DVD RW Drive” each computer might say something different. If you have a CD in the CD drive it will typically read the name of the CD. In this case there is nothing in my CD Drive.



- This next step may be different depending on your Design CD. So in this screen capture below this is what is in the CD. This particular CD has a thread chart folder, pictures of the designs and the design files in many different formats. Sometimes the designer will separate all of the designs in different folders, that makes life a little bit easier.

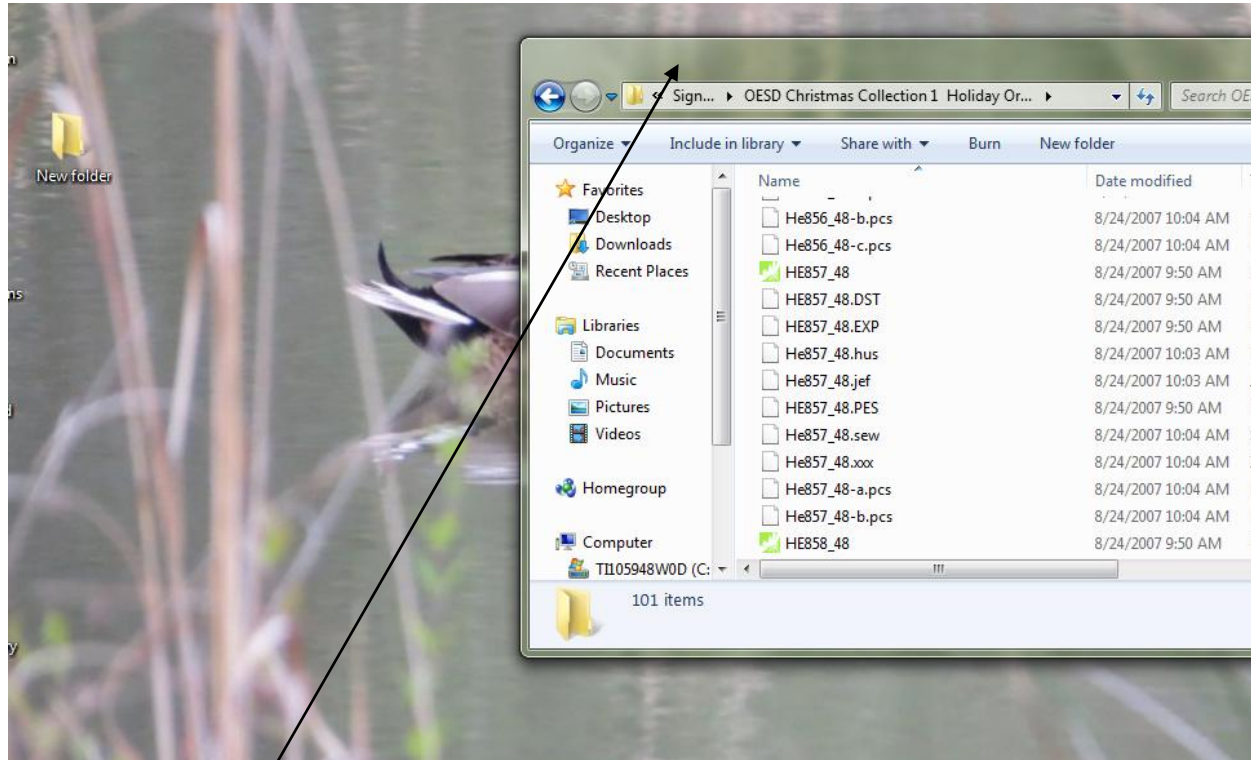


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Tip

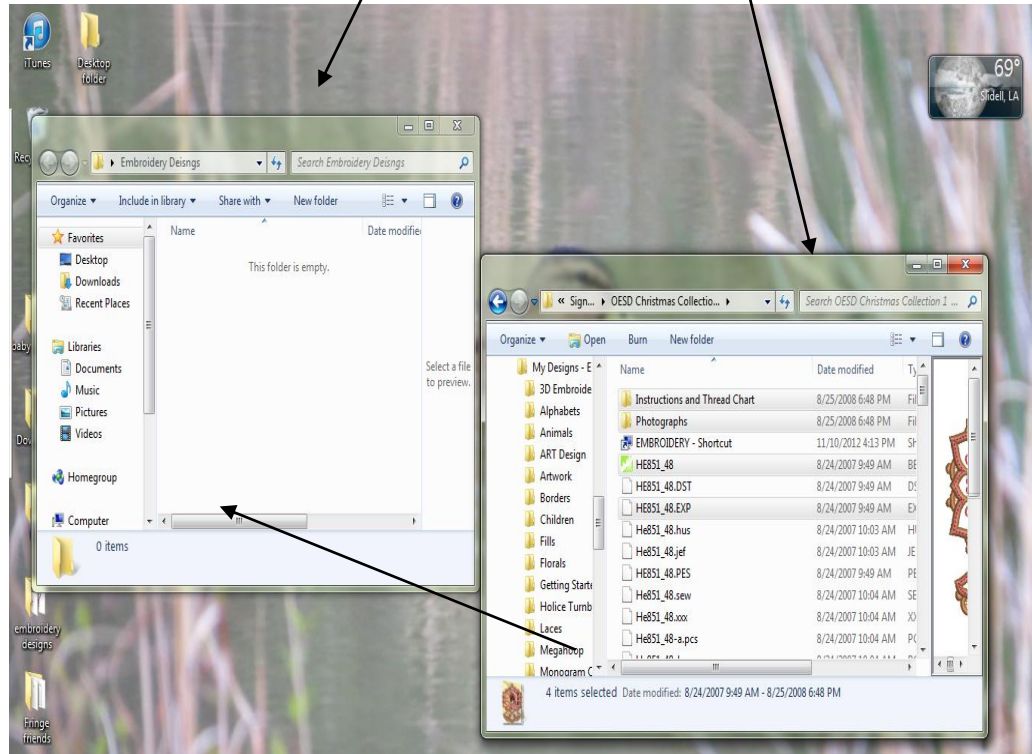
- For this next step you want to only have the Design CD window on the screen, this will make this step much easier. So do to this, lets start from the beginning go to your desktop, then go to the start menu, left click on “computer”, then double left click on your Design CD. A window should pop up that looks similar to the screen capture below. Now hopefully the window is small like this one below and hopefully it doesn’t take up the entire desktop. However if you window is too big and you can’t see your desktop behind it, you need to “restore down” the window by clicking this. This will make the window smaller.

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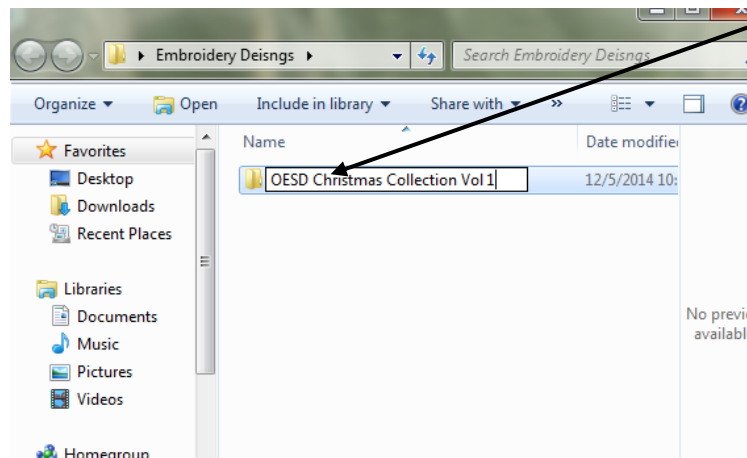


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- So now that we are on our desktop with the CD window up we are almost ready to transfer files into our “Embroidery Designs”
- Now we need to make sure our Embroidery folder that is on our desktop is visible. If for your “Embroidery Designs” folder that we created is not visible, if it is hiding behind our CD Window then we need to move some things around. If you have to move a window around left click and hold the top tool bar and drag it around. So now our “Embroidery Designs” Folder should be visible.

- Now what I want you to do is double left click on the “Embroidery Designs” Folder this should open up another, hopefully small window. So at this point we should have two small windows open, one that is the Embroidery Designs, and another our CD with our new designs that we just bought.

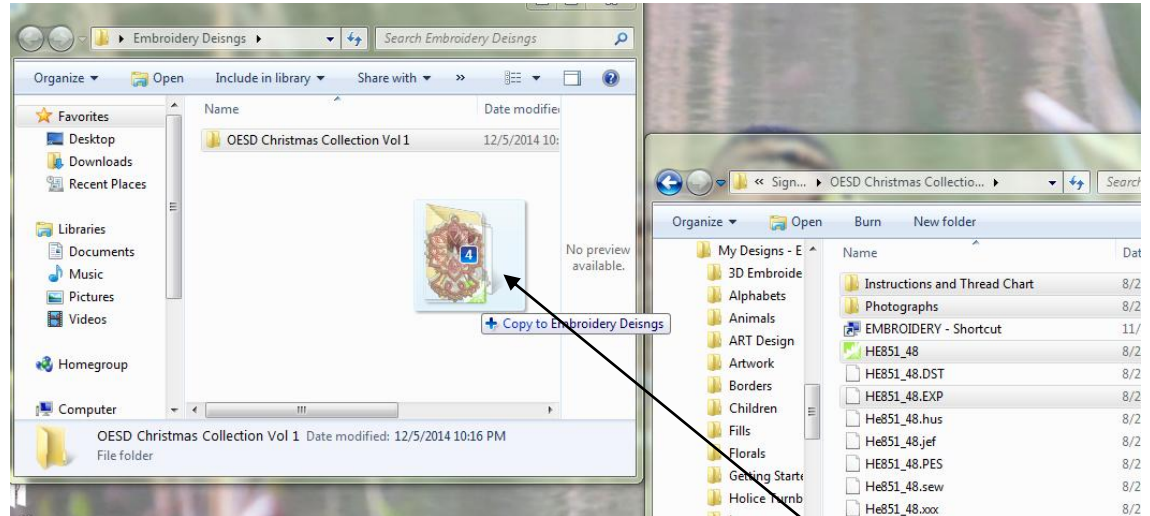


- So to keep things nice and organized we are going to create a new folder within the “Embroidery Designs” folder. Remember right click in the folder (where the arrow is pointing) and click “new” then “folder” and a new folder will appear. Now rename your folder to whatever the CD is you are about to put in there. In the case it will be called (OESD Christmas Collection Vol 1)



- Now you are going to transfer all of the files “that you want” into this folder. We are going to use the (drag and drop) method. We are only going to transfer the files from the CD that you are going to use, this will include things like; thread charts, pictures of the designs and of course the design files.
- So you need to still have both windows visible. Look at the window with your CD, I want you hold down on the “CTRL” button on your keyboard. It is located at the very bottom left. What this button does is it will allow you to select multiple files at a time so you can move them all at once, or at least a group at a time. So you need to press and hold onto that “CTRL” button the entire time, NEVER let go until you move the files over into their new home. NOW while

pressing the “CTRL” button, use your mouse to left click on each design you want to move, you should notice that the files are now each highlighted in blue! The files you should be clicking on are the thread chart, photographs/images and the .ART formatted designs and .EXP designs. If you already have BERNINA software installed on your computer the .ART formatted design will have a little picture of a green flower. Now if you have a design CD that has all the files sepereted in different folders just click on the folder that says ART and EXP a new one that works nicely is EXP +.



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- Now we selected the files we wanted for now and to move them over continue to hold onto the “CTRL” button, now left click on one of the files you highlighted and if you notice ALL the files you highlighted will move together and a number will pop up to show you how many files are grouped. So what you are doing is moving them over to the new folder that we made.

Congratulations you just transferred designs from a CD onto your computer. Now they are saved onto your computer and ready to be moved elsewhere.

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- Insert CD into computer
- Step 2