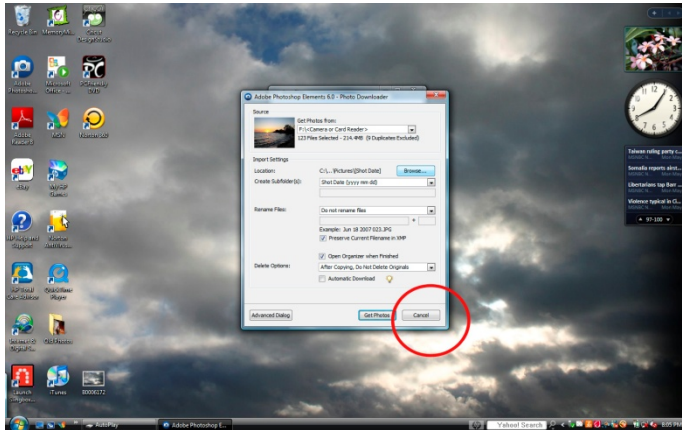


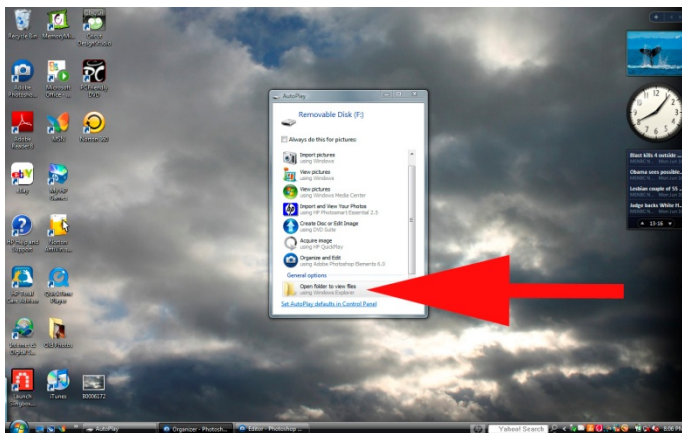
Unzipping & Organizing Folders with Windows Vista

Patty Debowski – www.TheDigitalScrapbookTeacher.com

There are several ways to move files and folders onto your computer, this is just one method. Insert your camera card, CD, DVD, flash drive, etc.

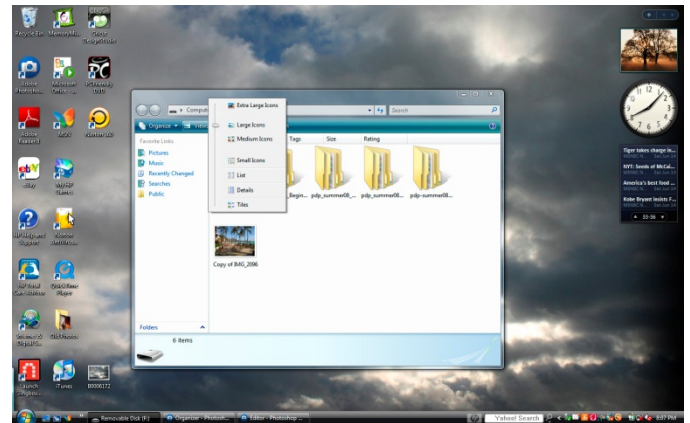
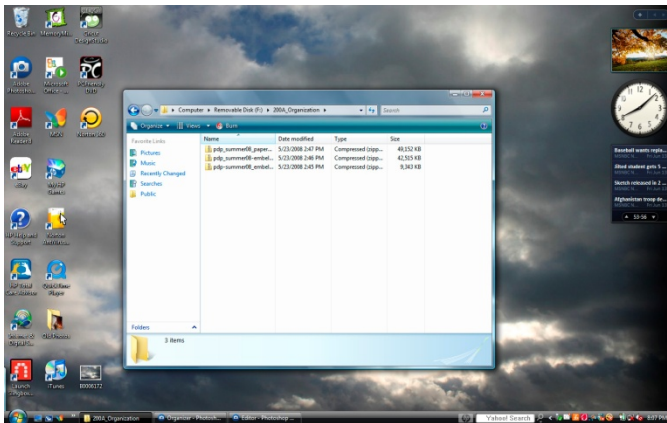


If the Photoshop Elements Photo Downloader starts automatically click on cancel.

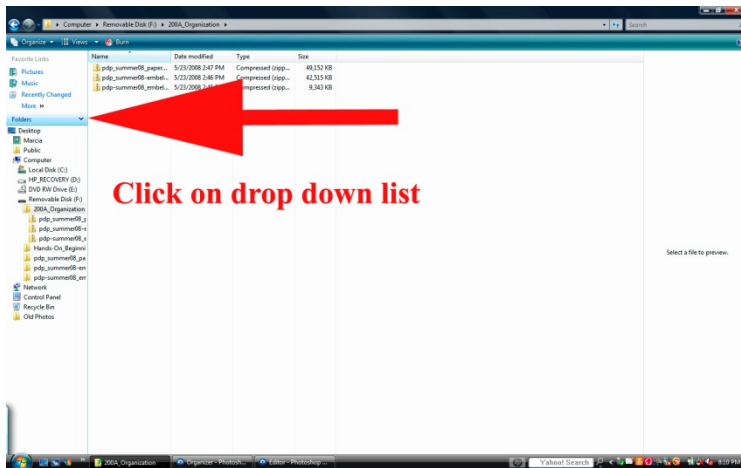


Choose Open Folder to View Files.

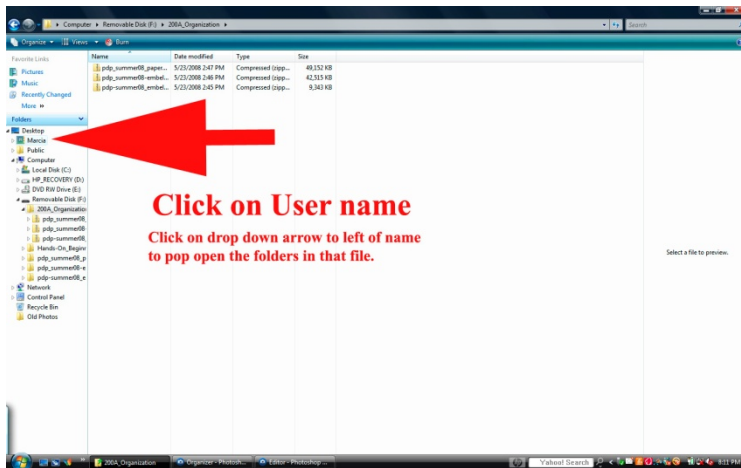
The folder will open. If you would like to change the view of your folders click on View. In the example below I changed to Large Icon view.



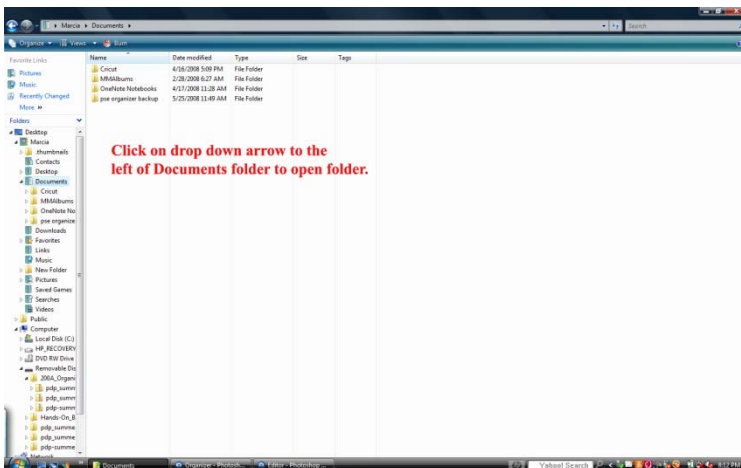
Hover over the word Folders and the drop down list will appear.

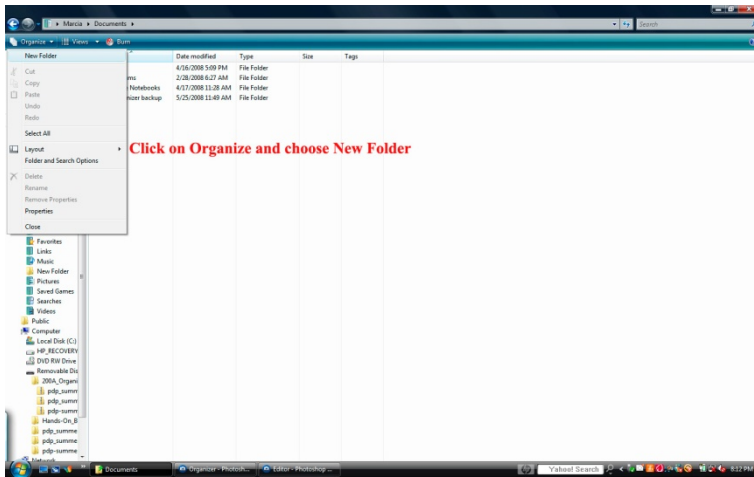


Click on drop down arrow to the left of User name to display folders inside that folder (you may need to hover again). You will now be inside the User's folder.

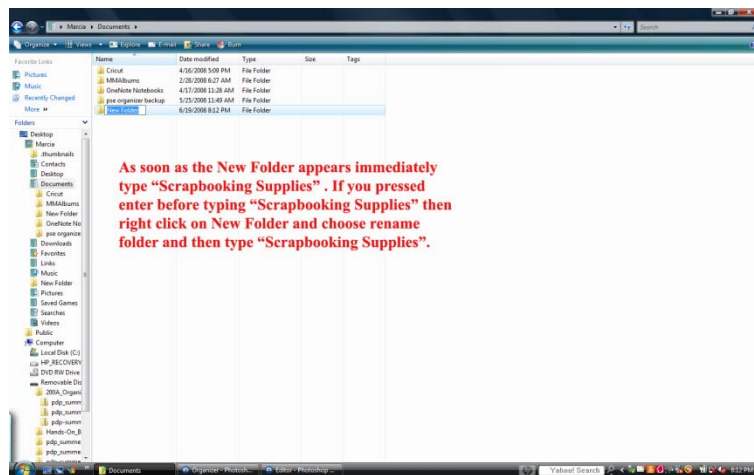


Click on the drop down arrow to the left of The Documents folder to open the Documents folder.



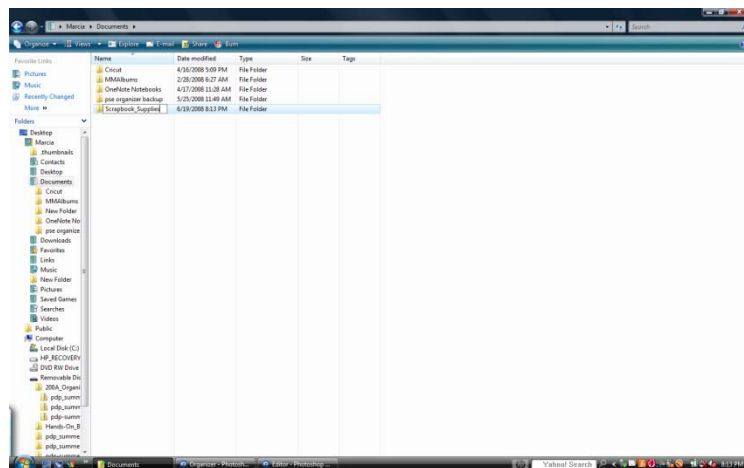


Click on Organize and choose New Folder to make a new Folder in the Documents Folder.



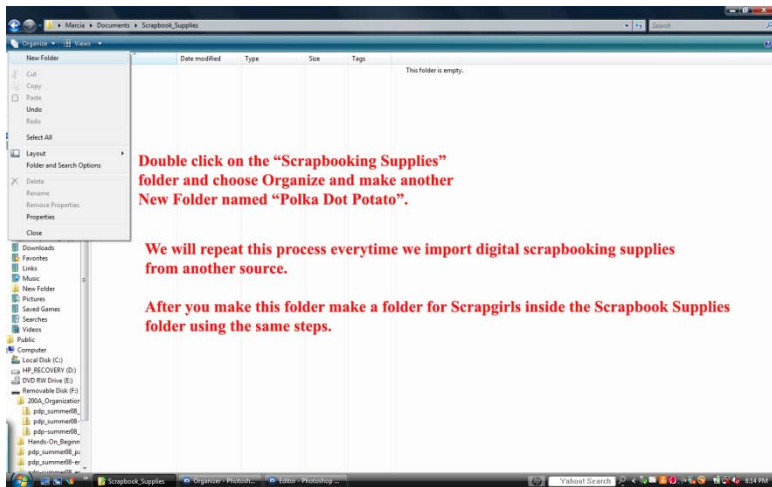
As soon as the New Folder appears immediately type "Scrapbooking Supplies" before pressing the enter key.

If you pressed Enter before typing the name of your new folder then right click on the folder and choose Rename Folder and then type "Scrapbooking Supplies".



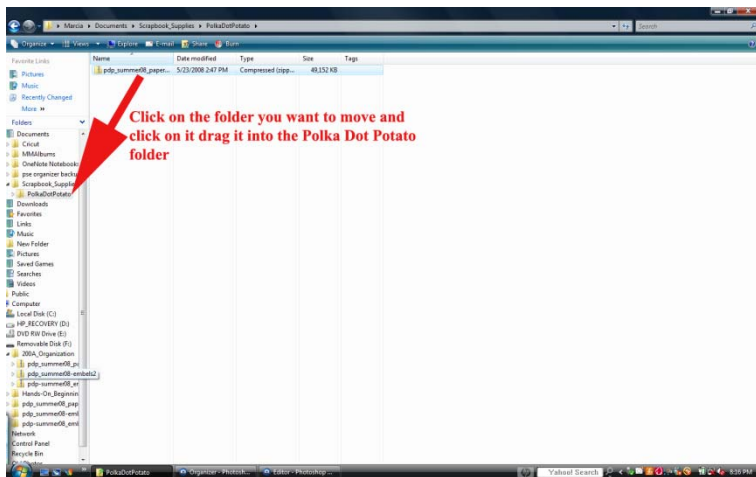
As soon as you are finished typing the folder name press the Enter key.

Double click on the Scrapbooking Supplies folder and choose Organize and make another folder named Polka Dot Potato.



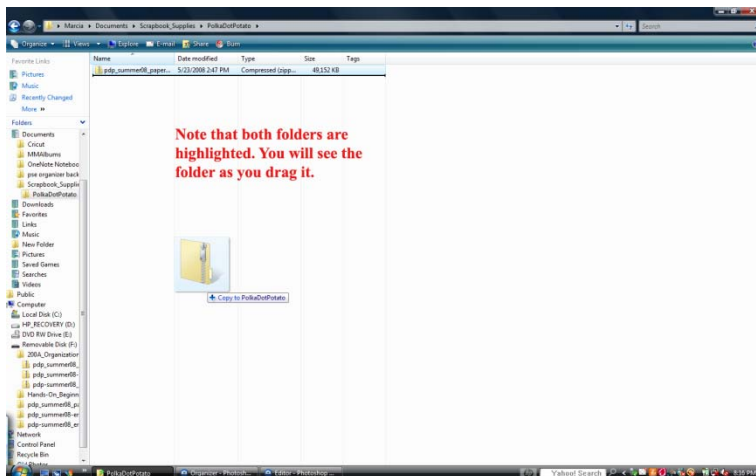
We will repeat this process every time we import digital scrapbooking supplies from another source.

After you make this folder make another folder for Scrapgirls inside the Scrapbook Supplies folder using the same steps.

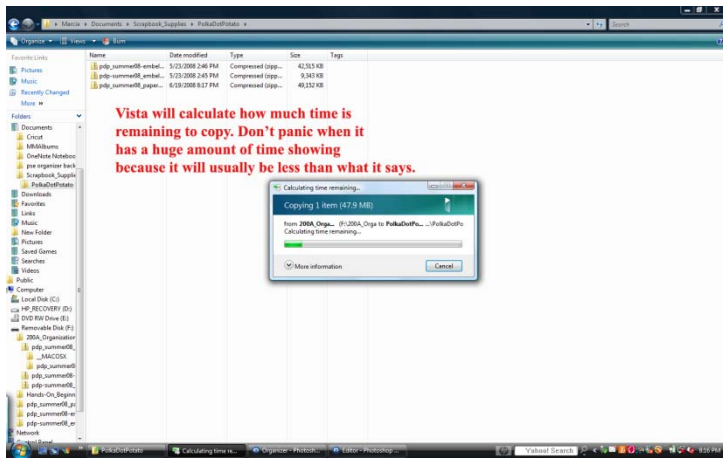


Locate the zipped folder again and click on it. Click and drag your mouse without letting go to the Polka Dot Potato folder. If you have Scrapgirls art drag it to the Scrapgirls folder etc.

Release your mouse once you see the folder name highlight as you drop it in.

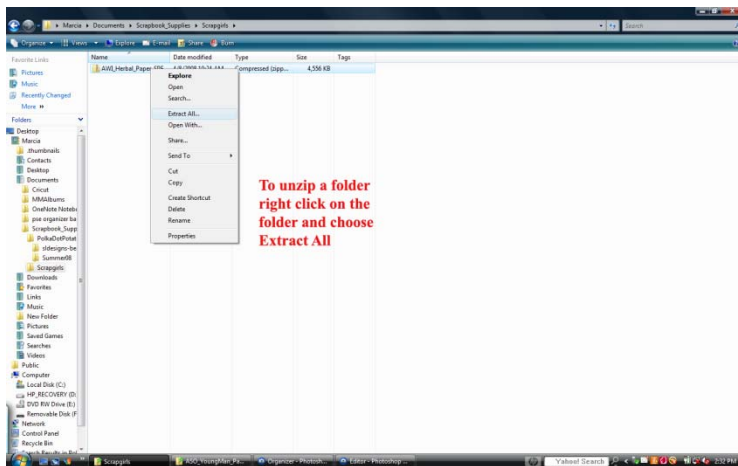


You will see the folder moving as you drag it to the specified folder location.

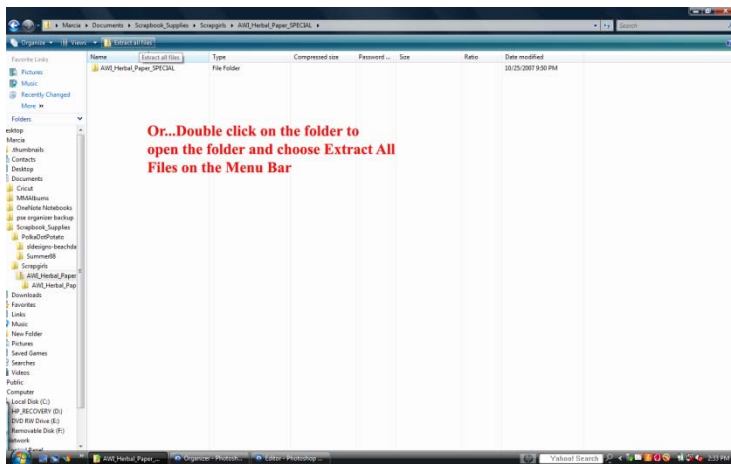


Vista will show a time estimate of how long it will take to copy the files. Don't panic it usually over estimates.

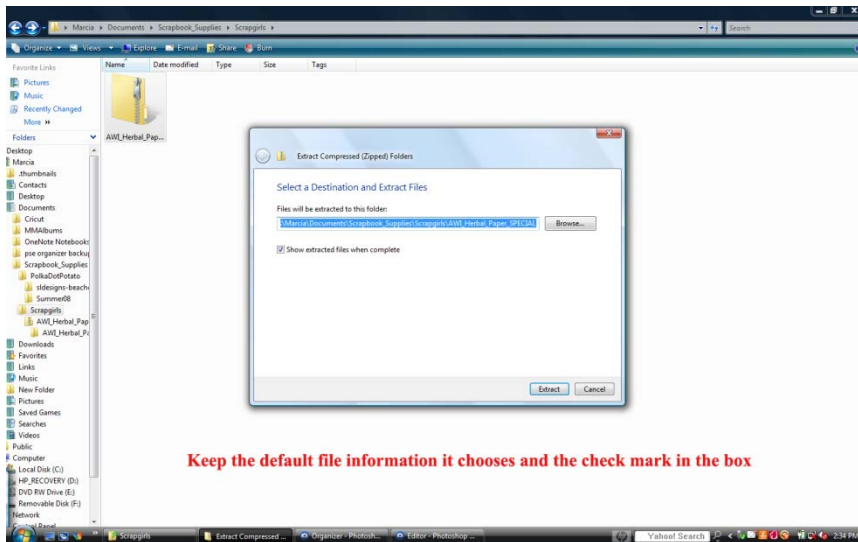
This dialog box also shows the location that you are copying from and the location you are copying to.



Once the zipped folder is in the correct folder you will need to unzip it to use it. Right click on the folder and choose Extract All.



Another way to unzip a folder with Vista is to double click on the zipped folder and choose Extract All from the Menu Bar. Both methods will produce the same effect.

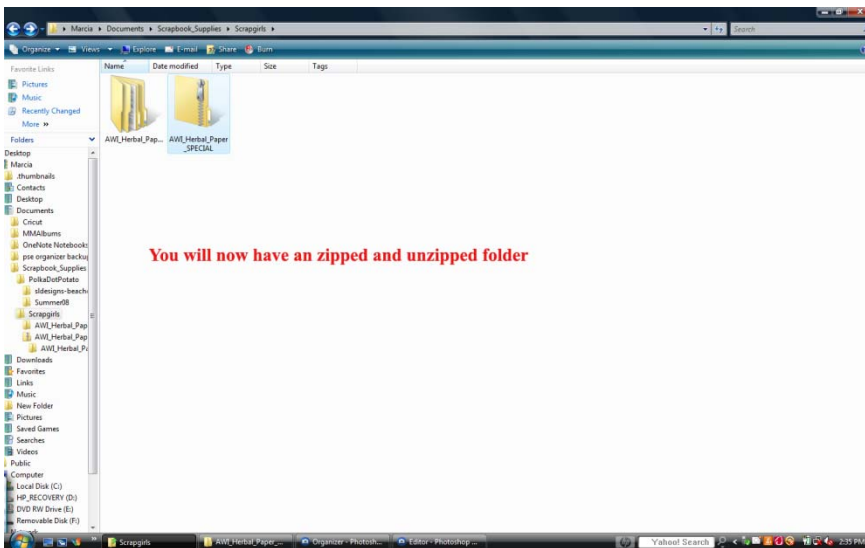


Keep the default file information it chooses and the check mark in the box

The default information will work great. I use the default folder location that Vista supplies 99.99% of the time. I keep the “Show extracted files when complete” box checked.

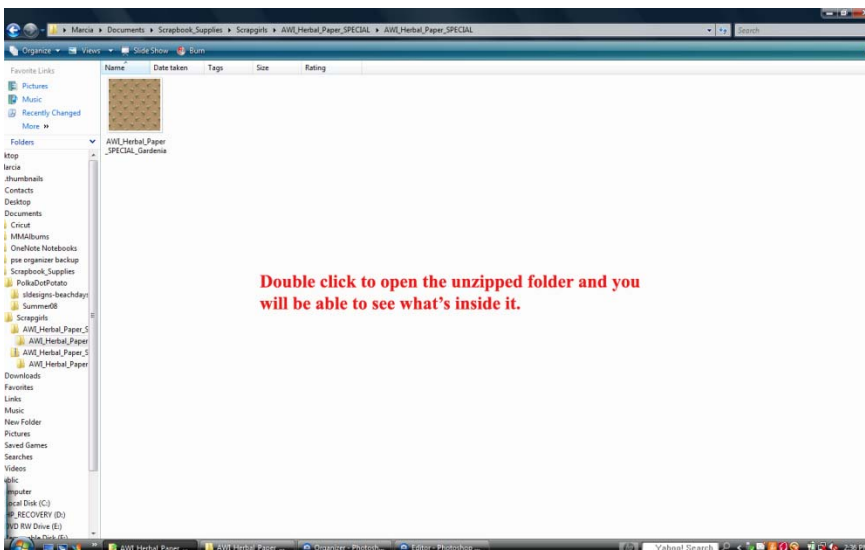
Click Extract and Vista will automatically extract the files for you.

***see last page if you have problems unzipping.



You will now have an zipped and unzipped folder

You now have a zipped and unzipped folder. After I back up the unzipped folder I delete the zipped folder. This is personal preference of mine, just be sure you have an extra copy somewhere other than on your computer hard drive.



Double click to open the unzipped folder and you will be able to see what's inside it.

You can now import your files into the Organizer.

There may be several reasons you get an error message after you click on the Extract button.

If you are asked for a password to continue the folder is probably corrupt and you will need to download it again. This is the reason to download and unzip your folders immediately after you purchase them or find a freebie. Freebies are usually only available for a limited time and may not be available several weeks later when you finally get around to unzipping the folder.

If you told the file already exists you may have already unzipped it and forgot about it or....

There is a problem unzipping (extracting) files from folders that have been zipped using a Mac computer if you are using Vista. Many designers use Mac computers. I don't know all the technical reasons for the issue. If you have a problem I would suggest downloading and installing a free program called 7Zip from: <http://www.7-zip.org/>

7Zip will also allow you to extract more than one folder at a time which will save you a lot of time.

