How to Use the CDs You've Purchased

Thanks for buying my products! The question I'm asked the most is how to I install my CD's? As long as you have Photoshop Elements or Photoshop you don't need to install anything to use my CD/DVD's.

By purchasing your digital product on a CD you don't have to download and unzip your files. You also don't have to worry about saving over your original files because they're on the CD.

There are several ways to use the CD's. My examples are shown using Windows XP.

#1 Use the files straight from the CD

Put the CD into your CD/DVD drive, if auto play starts click on cancel

Open Photoshop or Photoshop Elements

Choose File>Open

Click on the CD/DVD drive, click on Open.

Open								? 🛛
Look jn:	😼 My Computer		~	0	ø	Þ	•	
My Recent Documents	Local Disk (C:) My Dec (0) Removable Disk Removable Disk Memory Stick Disk Memory Stick Disk Shared Docume Patty's Docume	(E:) (F:) (H:) (H:) nts nts						
	File <u>n</u> ame:					~		<u>O</u> pen
My Network	Files of type:	All Formats				~		Cancel
		File Size:						

Click on the product name and click on Open



Look jr My Disc (D:) My Recent Desktop My Documents My Documents My Documents	e game: es of type: All Formats	Look jn:	🕑 My Disc (D:)					
Wy Recent Documents Wy Documents Wy Documents	le game: le sof lype: All Formats Cancel				×	3 💋	19 🛄	
Desktop My Documents My Computer	le pame: Les of type: All Formats V Cancel	My Recent Documents	Dig_S8_Tchr_Fi	UNTIME				
My Documents My Computer	le pame: Dpen les of type: All Formats Cancel	Desktop						
My Computer	le game: Open les of lype: All Formats Cancel	My Documents						
	le pame: Open les of type: All Formats Cancel	Difference My Computer						
File <u>pame:</u>	les of type: All Formats Cancel		File <u>n</u> ame:				~	<u>O</u> pen
My Network Files of type: All Formats Cancel		My Network	Files of type:	All Formats			~	Cancel
				File Size:				

If you are using a paper kit there will be several folders inside the kit folder continue opening folders until you find the one you want. For example I've clicked on the Embellishments folder and then I will click on the buttons folder to find a button.

Open [7	Open ?X
Look jin: 📄 Dig_SB_Tchr_FUNTIME 🛛 🕑 🗊 📁 🖽 🖬	Look jn: 📄 Embellishments_Not_Tagged 🛛 🔮 🧊 🔛 🗰 🖷 🔞
Wp Recent Desktop Wy Documents WedFree Tips Desktop Terms_Of_Use My Documents Terms_Of_Use Wp Documents Terms_Of_Use My Documents Thank_you_Funtime My Documents WordFree Tips My Documents Terms_Of_Use My Documents Thank_you_Funtime	Image: Construction of the construc
File game: Image: I	File game: My Network Files of type: All Formats Cancel File Size:

To view a preview of the buttons click on the View Menu and choose thumbnails.



Click on one of the files and choose Open and the image will be opened as shown below. Continue opening files this way.



#2 Copy the files to your computer

Put the CD into your CD/DVD Drive

Choose-Open Folder to view files using Windows Explorer, click OK

My Disc (D:)	
Edit Yiew Favorites Iools Help	
) Back * 🕥 * 🏂 🔎 Search 🍋 Folders 🎼 🎲 🗙 崎 🏢 -	
ress 🕑 D:\	Image: Second
les Currently on the CD	
82	
ig_SB_Tchr_ FUNITIME	
1 General States	



Right click on the folder to copy it and choose Copy from the list.

Being organized is very important! My paper & embellishment kits contain more than 500 pieces. For this reason it's a good idea to set up a good organizational system.

1 IN	ter, man, teres fan den fer men dener ger			
SANSHITER ST	esperator Banababanyan Sanaba Dijaa Coppus	100	UNLATE	SISANE
		The second	12 Quarte	E Guers
		Undah	Lithy .	
		C Effects		
<u>,</u>		C Leyers		
		[Hund	·····	patr (
4	Destruction CERT	14 6	1 tot 12	
2	Fin Edit Vere Favorites Jock Help			
5	Out Out One pure Dig V ID TH			
÷ .				
<u>.</u>	Alterni (🕑 D1) 🖉 😭			
£	Frees Larrenery de the LD			
2				
	Open			
	Seath			
	7.00 •			
ć i	Sharing and Security			
•	Sandhine supported files in Acrobat			
	■Scin			
	Send To •			
	CA			
	Delete			
	Penane			
	Properties			
	Copies the selected items to the Opboard. To put them in the new location, use the Paste command.			
State Open Film	21 Bit Actions	-		
		-		

It's my suggestion that you make a folder on your computer named Scrapbook Supplies. If you are using Windows XP I would put this folder in My Documents. If you are using Vista put it in Documents and if you are using a Mac put it in a similar location. I do not recommend putting it on your Desktop.

You can also keep these files on an external hard drive if the hard drive in your computer is full or if you want to work between different computers.

Inside the Scrapbook Supplies folder make folders for the different places that you buy digital scrapbooking supplies.

Make a folder named TheDigitalScrapbookTeacher inside the Scrapbook Supplies folder.

To make a new folder right click and choose New>Folder. Type the folder name immediately.

olentiare Mire	elondaylan Biteriaphyterialana IBiterate Bitan (Contrate)	EDIT CREATE
		That Syours 37
		Undo History
		p Effects
		- Layers
		Items • (paste
	Scrapbook 15upplies 7007	
	File Edit View Favorites Tools Help	8
	Q tax + () - 1 D texts 10 14 X 19 10.	
	Address 🔐 C (Documents and Settings/Pathyllfly Documents/doraptionk 15/apples2007	D =
	ActionPit Atomic_Ga bonnervine Brutheestrom ButterrugS CliEsentiale Ot GaudiaCam Cliefwahthes Commercial.	
	OatyCat DaseCorp., Desgreicig., Desgricing., DigSorg.S., DigSorg.S	#13
	Here Bilds . He for short one for the for factored in the fact the first the factored for the former of the former of the factored for the fac	
	Designs	
	Song Within Songbook Songbook	
	Diameter and the second s	
	a Solot	
	View Bitter Bitt	
	Refresh 🕑 EPSCN Free CD Document	
	Customer This Folder	
	Faits Document	
	Creates a new, angly folder. Undo Copy Oxfe2 Water Sound	
	Terre Congressed (apped) Folder	
Box Sym Plat	Bin Actions + Properties	



The files will be copied from the CD/DVD to your computer.

Don't worry if it says it will take a long time because the computer usually overstates the time for copying files. My computer said it would take 17 minutes but it took less than 2 minutes.



Double click on TheDigitalScrapbookTeacher folder to open it.

Right click and choose Paste.



To open the files directly from your computer open Photoshop Elements or Photoshop and choose File>Open like in step #1. The only difference is that now you will need to navigate to the folder you just created.

Remember to store the CD away in a safe place.

#3 Using the Organizer (Photoshop Elements Windows versions only)

This is my preferred method of opening files. The Organization chapter in my book is the best chapter in the book. If you haven't read it yet I highly recommend it.

Start by following the steps in #2 and copy the product onto your computer or external hard drive.

			R From Comera in Card Reader.	Chi+G					Contraction of the	
	New Open Recently Edited File in Editor Catalog	CREASER	Prom Scanner_ From Files and Faiders_	Ctri+U Ctri+Duft+G	Course of Course	- Details	Album	YEE	CALATI	
	Make a CD/DVD	CBRHARHC	p by Searching	_	Contrast Inc.	0		Term		
-	Copy/Move to Removable Dak Backup Catalog to CD, DVD or Hard Drive	CENHENIZERO CENHE				and higher		1.20		1
10411	Restore Catalog from CD, DVD or Hard Drive					0	-		CO141	
13	Reconnect	ane maiel.						COLON		
	Watch Folders							1 📄 Au	va-Turgulosa-Te	ί¢ζ.
EL.	Write Keyword Teg and Properties Info to Proto						1.1	1 m 14	a.C	
1	Export As New FileD	Chief						-		
	Page Setup	Coll+ShitteP								
	Print_	CESHP						1 100	e-Light	
1 F 1	for the second s	(164-0)	-					-	in & Gold	
LONG										
forn hard :	501 on 307 2007 1104 AM							a an are	we:	
		They a	hask the far in .				1.1	C C C C	hiper .	
		100	web to for					C4		
								CA	opar wri, hony, Beige	
			and the form					Can Can Can	oper um, leany, Beige an	
			And the lot					Car () () () () () () () () () () () () () () () () (sper urs, is cry, Beige an	
									sper ern, Ivory, Beige ern 7	
044 PM	2 7/1/2027 1244 PM			SPM ()					opar uri, irony, Berge eri 7 roge	
olas Phá Clasetta	And	BA-2007 BT ZhenpfThair	And the for Analytic for Ana	H PM					ipeer ant, hony, Berge ant 7 wige with	
Code PM 4_Towerthe som hand o	Alfan	BACODE NO.	All And All An	11 PM				Can Can Can Can Can Can Can Can Can Can	igaar um, Joony, Banga am 7 unga unga	
D44 PM 6_beetBe rom hard o	AMA TIGOT TAR AN Dearth Sectors, Sectors,	BACODE AN SheepPfhare	All Markets	ti PM					ipar uni, kony Baiga ni 7 niga ni Rosa	
D44 PM C_Sector	AMAN 2755007 1344 AM AMAN 2755007 1344 AM AMAN 2755007 1312 AM	MACONT NO.	All the definition of the defi	ti PAL 15 PAL					opar 971, hory, Barga 79 1499 6-Rosa 5-Rosa	
D44 PM K_DeertBa vom hand o	MANNER ZANGER WALKEN Zenegen generen. Anne en KOVOUW 1924 AM	The second secon		H PM					yyyan ani, boyy, Baiga ani 7 yinga bilk bilkoos pina nihoos	
D44 PM II, SweetBa Yoom hand i	Markan Program Markan Markan Caraltan Sarahan Markan Caraltan Markan Mar	U60007 kt		15 PM					yyyan an, boyy, Beige n y n an b Roose above	
Dies Phé 4 Jouent Paris	AMAN 275007 TAB AM Tomoth Bartina, Tamata Aman Tabata Aman Jamata Aman Tabata Aman Jamat Jamata Aman Jamata Aman Jamat	UKCOUTA A		15 PM					yyyye an, boyy, Beige ny y ny L Roos L Roos Dae Nobow I	
D-44 PM 4_3mettle vom hald i	MANAL PROPERTY AND A CONTRACT OF A CONTRACT			11 PA 1 J					yyyyy arr, hony, Berge ar 7 y arga 1 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	
Cas Phi F_heretPri Yern hard o	ANDEL AND THE AND THE ANDEL AND THE ANDEL AND THE AND	BACODY IN 23eografian		15 PA (J					yyyyan ann, hony, Benga ang n yyg A Rosen gan gan gan gan gan gan gan gan gan ga	

Open the Organizer (only the Windows version of Photoshop Elements has the Organizer feature).

Get Photos from Files and Folders

My Recent Documents

B

Desktop

>

My Documents

My Computer

My Network

Places

Copy Files on Import

Generate Pre

Look jn: 🛅 Dig_SB_Tchr_FUNTIME

Embellishments_Not_Tagged

1_Dig_SB_Tchr_Classes

💼 Funtime Preview6x4

NeedFreeTips
Cags-Paper_Jpeg_files
Terms_Of_Use

🗾 Unorganized

File <u>n</u>ame

Files of type

Local Disk

Media Files (photos, video, audio)

- 🖬 📩 🚽

•

•

<u>O</u>pen

Cancel

Preview

Get Photos From Subfolders

Get Photos

Automatically Fix Red Eyes

Automatically Suggest Photo Stacks

Choose File>Get Photos>From Files and Folders

Locate the folder you wish to import into the Organizer.

I would not import the entire kit at one time because it is easier to tag files a little bit at a time.

All of The Digital Scrapbook Teacher's layered templates and papers are pre-tagged for you which will save you a lot of time.

Select the Paper_Tagged folder

Uncheck Automatically Fix Red Eyes.

There are no red eyes in digital scrapbooking supplies and if this box is checked it will take forever to import the files.

Click Get Photos. You will see the files being imported quickly.



?×

For my files that are pre-tagged you will see the Import Attached Keyword Tags box. Click on Select All.

Click OK.

🟙 Import Attached Keyword Tags	×
The new photos have Keyword Tags attached to them. Select the Keyword Tags you would like to import. Keyword Tags	
Blue*	^
Blue-Light*	
Brown*	
Circles-Round ^x	
Cream, Ivory, Beige*	
Diamonds*	
Dots ^a	
Floral-Large*	-
Select All Operation PThe existing Keyword Tag with this name will be used	
Advanced >> OK	Cancel

Getting F	notos	Creating required keyword tags	ŋ 50%	
Adobe Pl	notoshop Elem	ients		
į	The only item see the rest o	is in the main window are the f the Catalog, click Show All.	ose you ji	ust imported. To
🔲 Dor	n't Show Again			
				ОК

Click OK when you see the above warning. This means all you see now are the papers you just imported. If you want to see the rest of your catalog click on Show all or Back to all Photos depending on what version of Photoshop Elements you have.

- A						
💠 🥧 Jiane		town 2 1 2	;	manthese .	2) Delate . Ore	ANUT PER CHEATE ANAME
198					8	Auron.
the state of the s					- 1	Ayward Taga
New Photos: Intgorted from hard a	Ref. on 11/9/2009 8/05 PM	Ner All Contonie +	Full Screen V	ex and to	par.+	· 🖾 🐴 🤉 👔
I subsidied prove preid stok on 11/h/2	ACT AND PM					forghout Tuppier
20000						Anne forgetter feet
		Adute Prototop Elements				E Pet
0.00.00		the the rest of the Cetain	og, cick Show All.			E Bar
hasaasad		E Dort Show Again		and the second second		II Darlatt
SAUTODON Son PM 3_04_38_Texter_Cause	5/27/2009 4-12 PM 2_Olg_15_Textbut_Cartition			CK RATSPM	-	E E Pres & Gold
_				_		II 🖬 Inne
		Colorado Series		The lot of		Capper
		STATISTICS.	and the second			Crewn, hory, Beige
		Contractory of	Statistics.	and the second		E E Conn
			and the second second		_	
SUTIONS 4:20 PM	5/07/2005 4.22 PM	SUT/2008 4.01 PM	S/27/2009 A.CJ PM 2. Dig. 18 Teacher, Cardina	St07/0009 4.49 PM 2. Drg. 18. Teacher. Card	2	E Crange
						Track
A CONTRACTOR			2000	10000		Frankane
A CONTRACTOR		1000	and the second second	1 1 1 1 1		= Press
A COMPANY OF		2000	and the second second			
and the second second	and the second second	Sec. and	State of Lot of	Barris		
				And the second second	10	
2_Dig_18_Teactor_Carata	2_Dig_58_Startini_Cardita	2_Dig_10_Teacher_Carden	2_Dig_10_Teacher_Contine_	2_Dig_18_Teacher_Card	m	I AR
Example of Case of Cas	-	and the second second	-	The state of the s	1	ME 1 Charlesteric Charles 2
and the second s	A REAL PROPERTY AND ADDRESS OF	A COLORED TO A COLOR	ALC: NO. OF THE OWNER.		2	No. of the second secon

Continue importing the other folders one folder at a time to make it easier to tag.



 Normal and the second of th

To import the buttons folder click on Embellishments_Not_Tagged and then click on Buttons.

Click on Get Photos and the buttons will be imported.

Because the buttons are .png files I cannot attach the tags to them like I can do with the paper and layered template files. You have to tag these files yourself. I tag by designer, element type, color, and theme (holiday, pattern, etc).

First I would select all of the buttons by clicking on the first button and then shift clicking on the last button so that they are all selected.

Click on the buttons tag located under the Elements sub-category and drag it to the buttons, you will see an icon applied.



Next, tag the buttons by the designer. In this case I have a sub-category under designer named TheDigitalScrapbookTeacher. Under this sub-category is a sub-category named Funtime Paper kit which was imported with the paper files. (Note: You may make your own tag or check under Imported Tags at the bottom of the tag list to see if it was imported there. To edit a tag or sub-category right click on it.). Click on this tag and drag it to the buttons. Tagging by designer kit is important so that you can find matching items.

Next I would tag the buttons by color.

Next I would tag by theme. I may tag these as hearts, stars, dots or stripes.

Continue importing each folder one at a time.

Detailed instructions for making new tags, etc. are in the Organization Chapter of *Digital & Hybrid Scrapbooking & Card-Making with Photoshop Elements* by Patty Debowski available at www.TheDigitalScrapbookTeacher.com.