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.
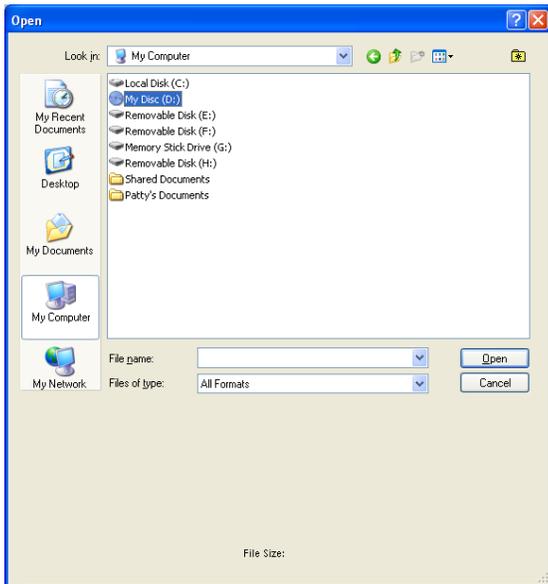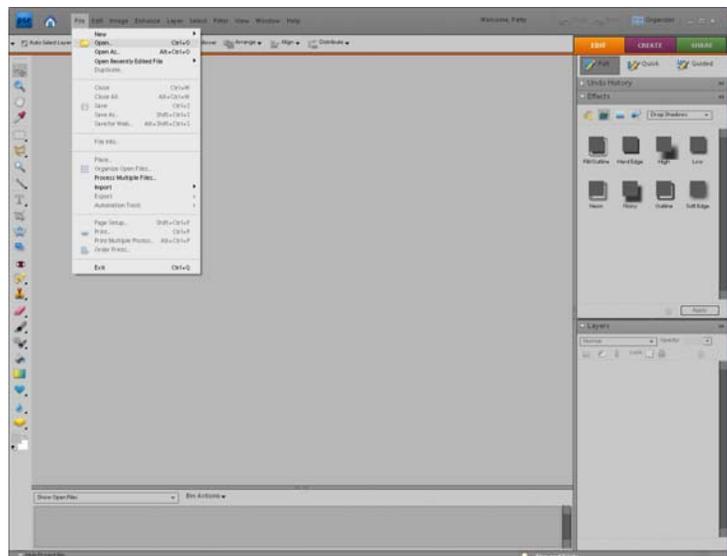
Click on the product name and click on Open
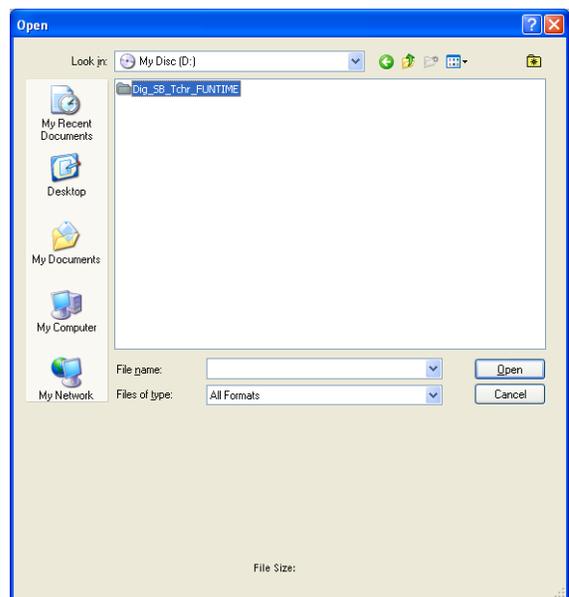
If you are using a paper kit there will be several folders inside the kit folder continue opening folders until you find the one you want. For example I've clicked on the Embellishments folder and then I will click on the buttons folder to find a button.
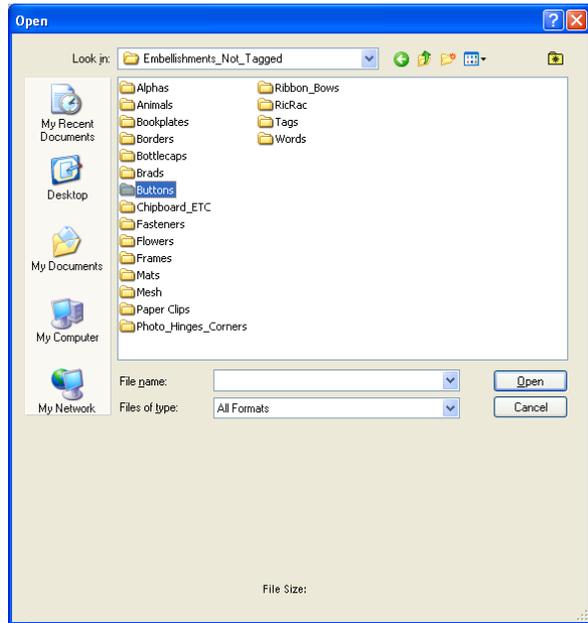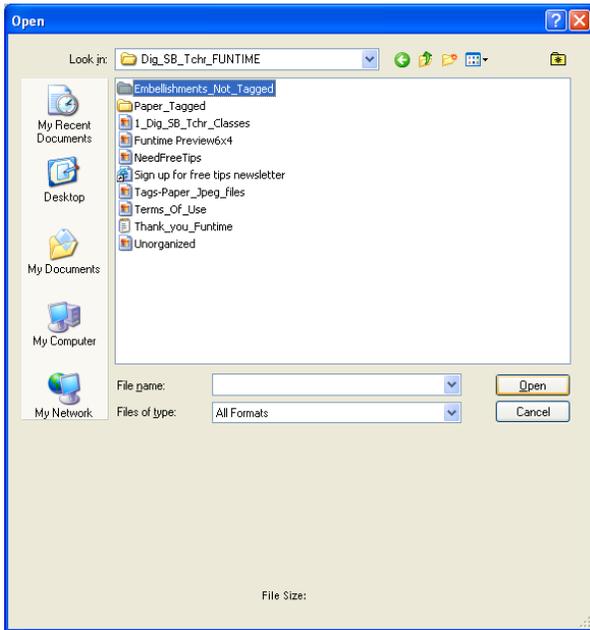
To view a preview of the buttons click on the View Menu and choose thumbnails.
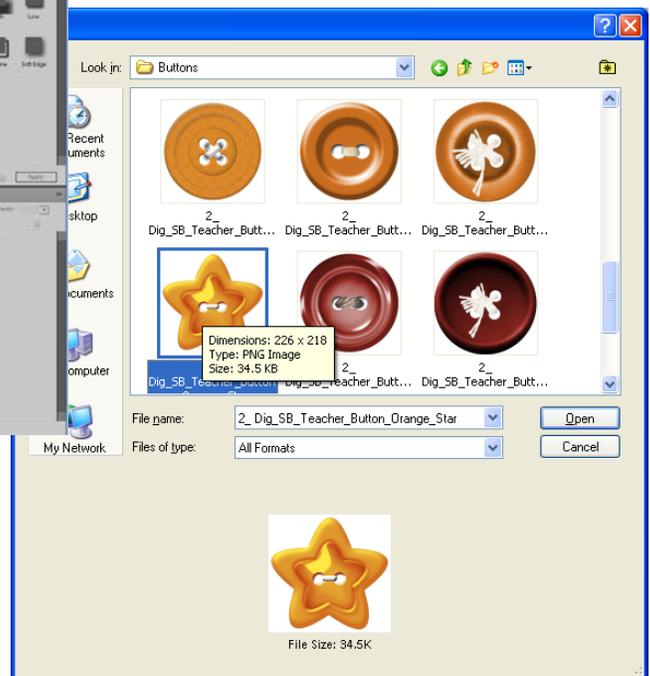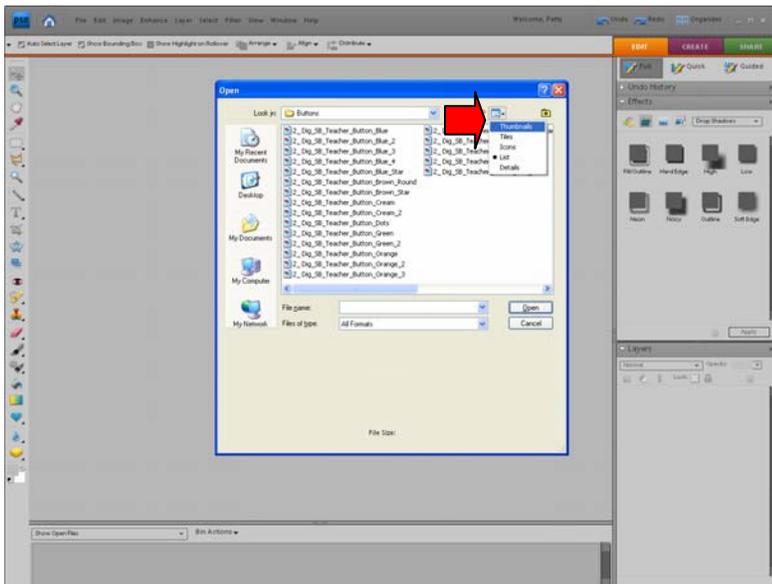
Click on one of the files and choose Open and the image will be opened as shown below.
Continue opening files this way.
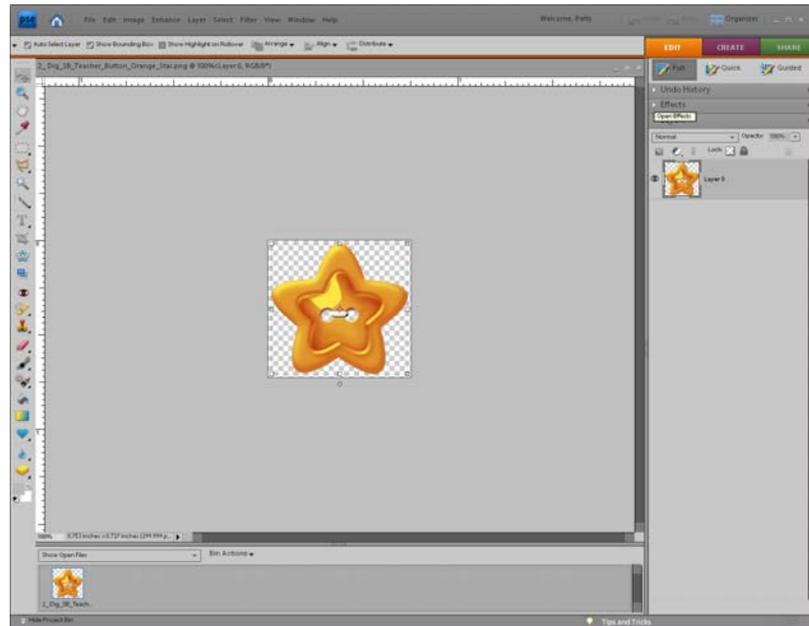
#2 Copy the files to your computer

Put the CD into your CD/DVD Drive

Choose-Open Folder to view files using Windows
Explorer, click OK
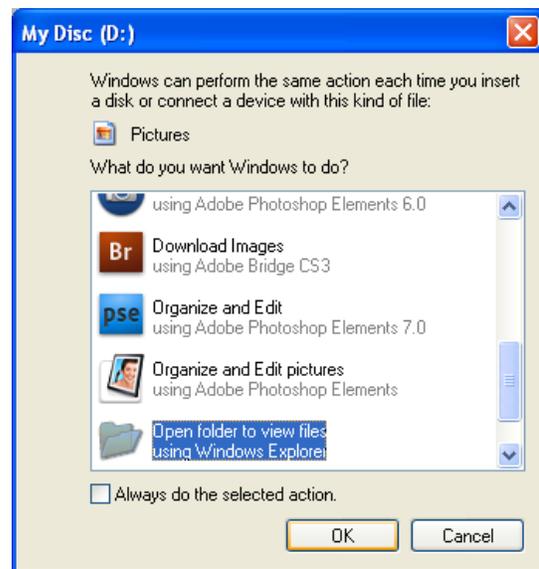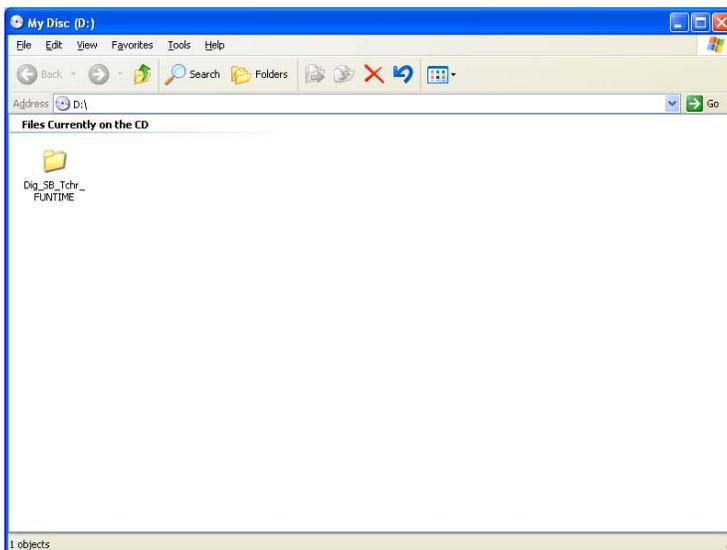
Right click on the folder to copy it and choose Copy from the list.

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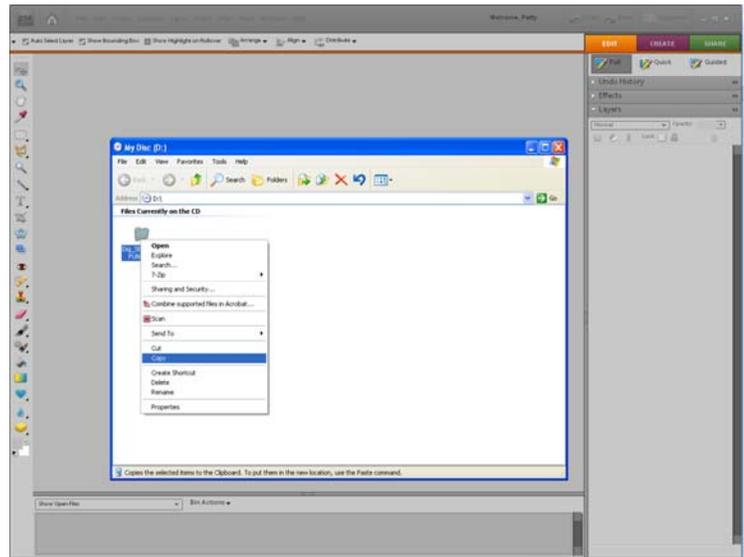
It's my suggestion that you make a folder on your computer named Scrapbook Supplies. If you are using Windows XP I would put this folder in My Documents. If you are using Vista put it in Documents and if you are using a Mac put it in a similar location. I do not recommend putting it on your Desktop.

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.
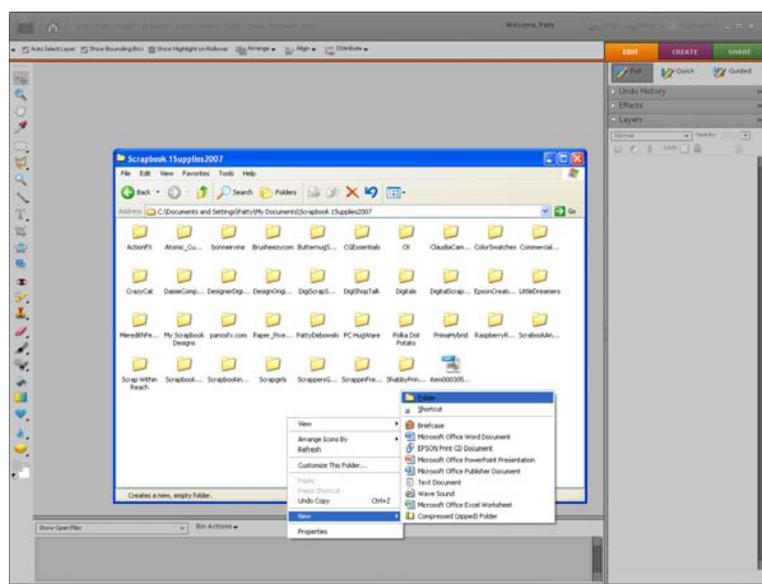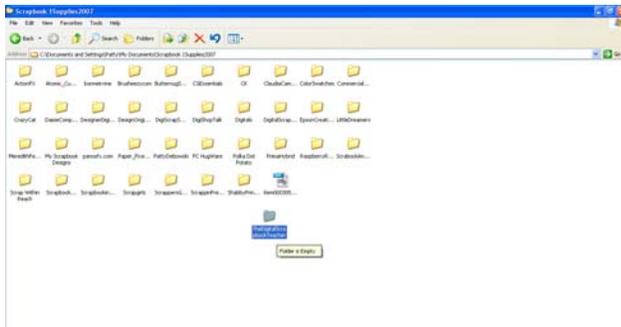
Double click on TheDigitalScrapbookTeacher folder to open it.

Right click and choose Paste.
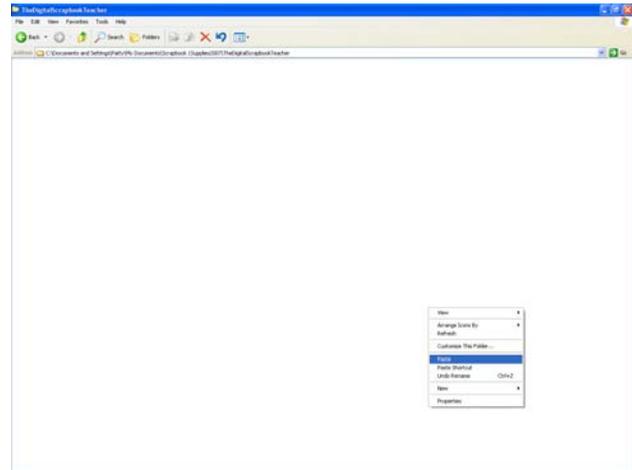
The files will be copied from the CD/DVD to your computer.

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.

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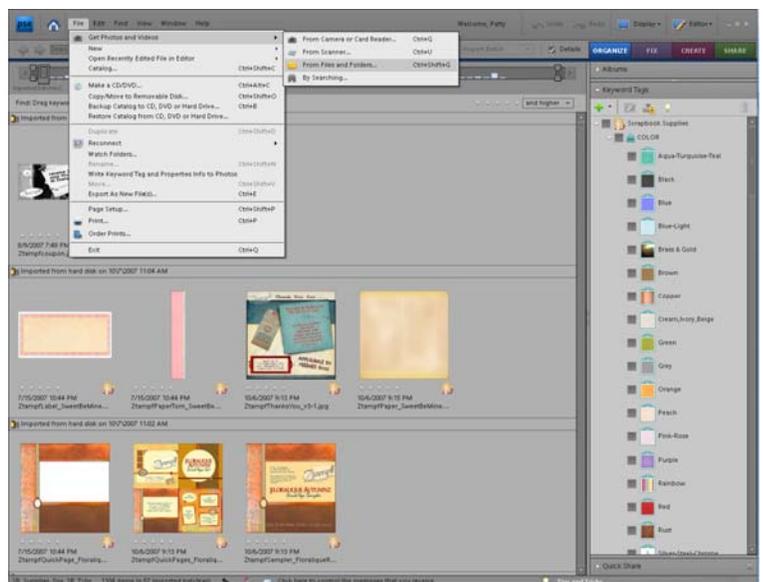
Open the Organizer (only the Windows version of Photoshop Elements has the Organizer feature).

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
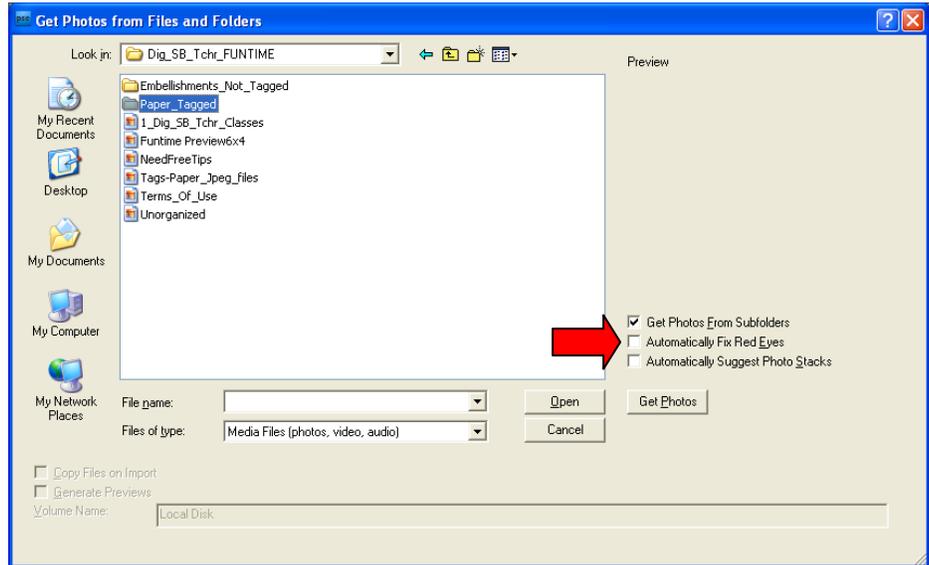
Uncheck Automatically Fix Red Eyes.

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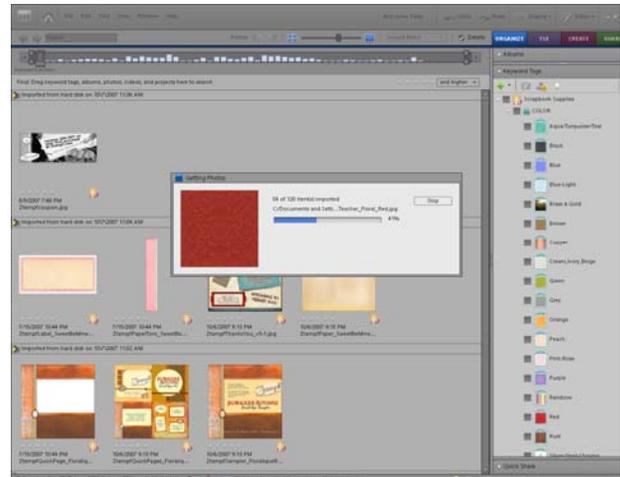
For my files that are pre-tagged you will see the Import Attached Keyword Tags box. Click on Select All.

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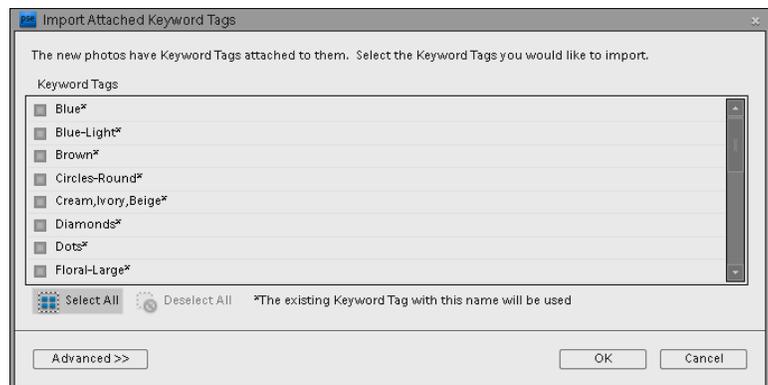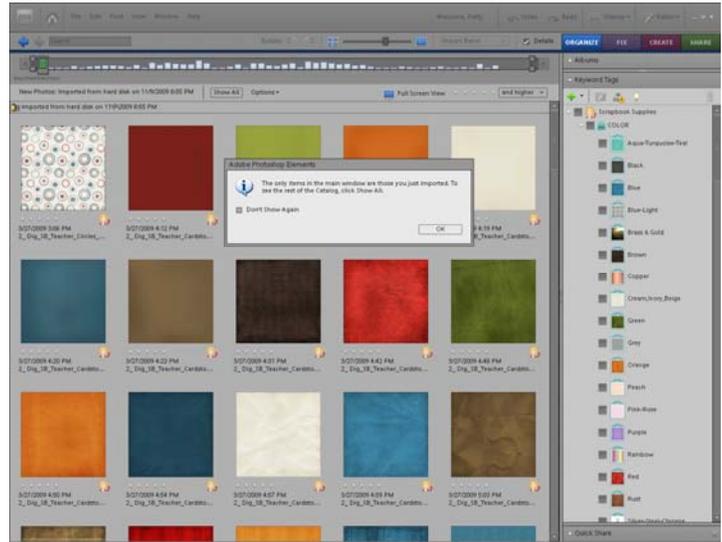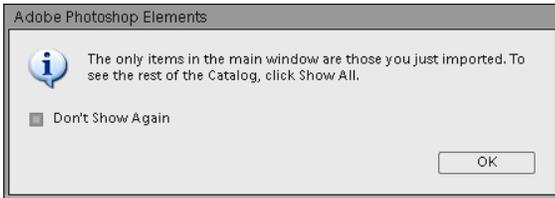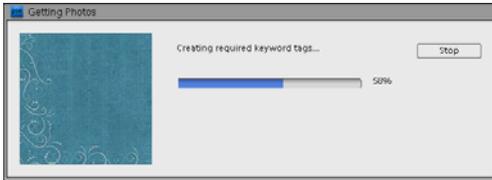
Click OK when you see the above warning. This means all you see now are the papers you just imported. If you want to see the rest of your catalog click on Show all or Back to all Photos depending on what version of Photoshop Elements you have.

Continue importing the other folders one folder at a time to make it easier to tag.
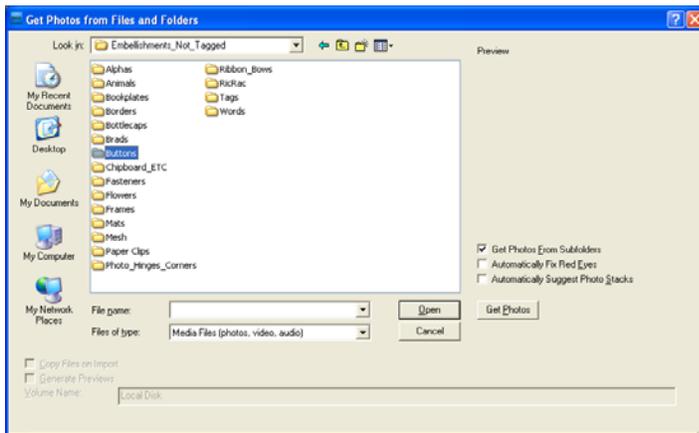
To import the buttons folder click on Embellishments_Not_Tagged and then click on Buttons.

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.