

# **Instructions for saving files from the download centre and burning to a DVD**

## **How to download an Flash (FLV) video from the download centre onto your computer**

1. Firstly make a new folder on your computer. Right click the mouse on your desktop and choose "new". then left click on "folder"
2. Name the folder whatever you like (e.g. tailored jacket) do this for each garment collection.
3. You will now have separate folders for your separate garments showing on your desktop e.g. Jacket, Trousers, Waistcoat etc.
4. Login to your collection or bundle.
5. Left click on part 1 or video 1 and a box will pop up at the bottom of your screen. You will see the 3 tabs open, save or cancel.
6. Click the arrow on the save tab.
7. Choose "save link as" or "save target as" A new box will pop up.
8. Left click on "desktop"
9. Scroll to find the new folders that you created, double left click on the tailored jacket or what ever you called it.
10. On the bottom of the box left click "save" Your video will now be saved to that particular folder.
11. Save all the videos in this manner - jacket videos in jacket, trouser videos in trouser collection etc.

## **How to download an MP4 video from the download centre onto your computer**

1. Firstly make a new folder on your computer. Right click the mouse on your desktop and choose "new". then left click on "folder"
2. Name the folder whatever you like (e.g. tailored jacket) do this for each garment collection.
3. You will now have separate folders for your separate garments showing on your desktop e.g. Jacket, Trousers, Waistcoat etc.
4. Login to your collection or bundle.
5. Right click on part 1 or video 1 and a box will pop up on your screen.
6. Choose "save link as" or "save target as" A new box will pop up.
7. Left click on "desktop"
8. Scroll to find the new folders that you created, double left click on the tailored jacket or what ever you called it.
9. On the bottom of the box left click "save" Your video will now be saved to that particular folder.
10. Save all the videos in this manner - jacket videos in jacket, trouser videos in trouser collection etc.

## **How to burn or save each collection onto an external hard drive or a disc.**

Saving files onto a disc is a drag and drop process.

1. Put your writable DVD disc into your disc drive on your computer.
2. A box will pop up, left click "burn files to disc"
3. Disc title, call this what ever you like e.g. jacket collection.
4. make sure the "with a DVD player" is highlighted. Click "next" or "ok"
5. A blank folder will pop up, this is the space on your DVD. Keep this box open
6. Now open your downloaded videos by left clicking on your created desktop folders (jacket collection)
7. You should now have your 2 folders open, the DVD and your videos.
8. Position the 2 folders side by side so that drag and drop is easier to do.
9. Select one or all of your videos by left clicking on them but hold the left mouse button down while you drag your mouse over  
the DVD folder. Release the left button and the video file will drop into the DVD folder. You should see the video being  
written to the DVD folder.
10. Do this for all of your videos.