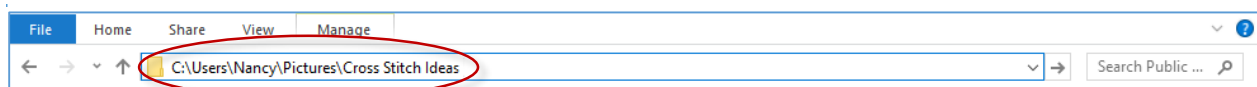


The first step we're going to try is to copy the path and filename to an image you want to put in My Cross Stitch Tracker. If this doesn't work then I'll have you follow additional steps included in this document.

Please note, the software that was used to develop My Cross Stitch Tracker doesn't have a "file picker" like you're used to in Microsoft Word. It's a bit of a manual process but once you do it a couple of times, it isn't too bad.

Start By Getting the File Path and File Name from File Explorer

1. Open File Explorer and go to your Pictures folder.
2. Click once in the address bar. It should look similar to the following after clicking:



3. Press the \ (back slash) on your keyboard – when you do, it will display all of the files in your folder.
4. Press the down arrow key until you get to the image you want to put in My Cross Stitch Tracker.
5. From the address bar select the entire line and copy it.

Note: If you click the file with your mouse in the dropdown list, it will open the picture. Be sure to select from the address bar instead!

Let's create a new project in My Cross Stitch Tracker and add the picture

My Cross Stitch Tracker

1. Click **Add a Project**
2. Type in a name for the project
3. Click **Photo**
4. Paste the line you copied into the blank text box
5. Click the **back button** in the upper left hand corner
6. Click the **back button** again in the upper left hand corner (your project is saved automatically)

Check to see if the picture imported into My Cross Stitch Tracker:

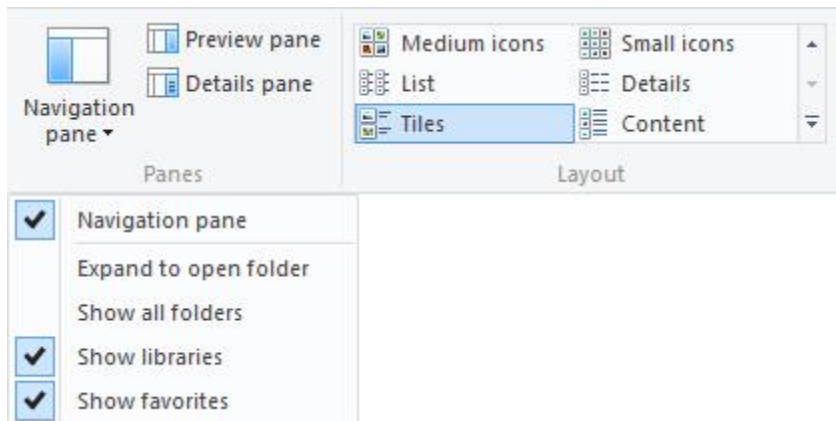
1. Click **My Projects**
2. Find your project in the list and see if the picture displays

If the picture displays, you're good to go! You now have the steps to load your images into My Cross Stitch Tracker! If it didn't work, read on and try the following:

#1 Check to see that Libraries is Turned On

1. Open **File Explorer**
2. Click the **View** tab

3. Click the **Navigation pane** button (left side of the toolbar), and then click **Show libraries**



#2 Add Your Pictures Folder to Libraries in Windows 10

1. Open **File Explorer**
2. Find the folder with your pictures (for example C:\Users\Nancy\Pictures\Cross Stitch Ideas) and right click the folder
3. Select **Include in Library**
4. Restart your computer

Note: Be sure to restart your computer as you won't see your pictures in My Cross Stitch Tracker until you do so.

If none of this works, there is a likely possibility that the folder you're using is "protected" by Windows 10 and won't allow My Cross Stitch Tracker to access it. Try creating another folder or use the C:\Users\Public\Pictures folder.

Please let me know how it goes!

Thor