

## *Helpful Hint—Add My Customer Files Toolkit to a Library*

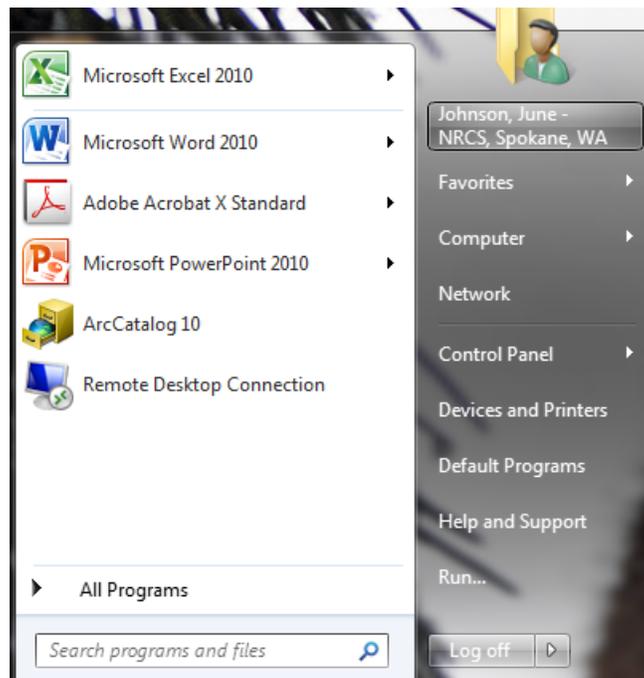
<b>Applies to Version:</b>	Windows 7, Toolkit 6.0
<b>Written by:</b>	June Johnson Washington NRCS Toolkit Coordinator
<b>Date:</b>	January 22, 2013

**Background:** In Windows 7, the **My Customer Files Toolkit** file is located in **C:/Users/user.name/My Customer Files Toolkit**. An easy way to locate it is to add it to a Library in Windows 7.

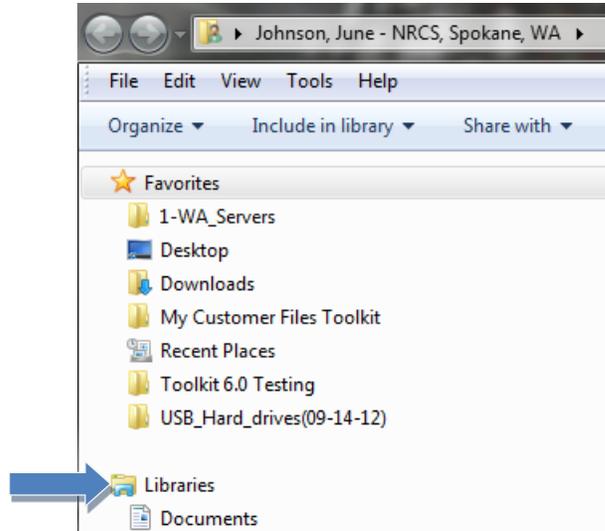
According to the Help for Windows 7, a Library gathers files from different locations and displays them as a single collection, without moving them from where they are stored. By default, there are four libraries, Documents, Music, Pictures, and Videos.

### **Procedure:**

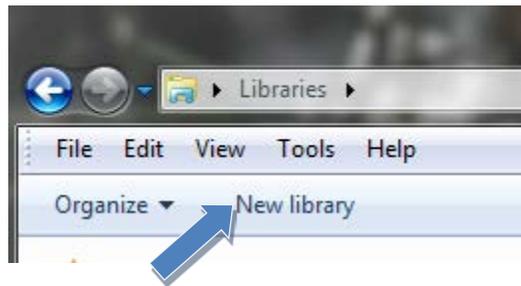
1. Click on the Start button .
2. Click on your user name to open your personal folder.



3. In the left pane, click on **Libraries**.



4. In Libraries, go to **File→New→Library**, or click on **New Library** at the top of the screen.



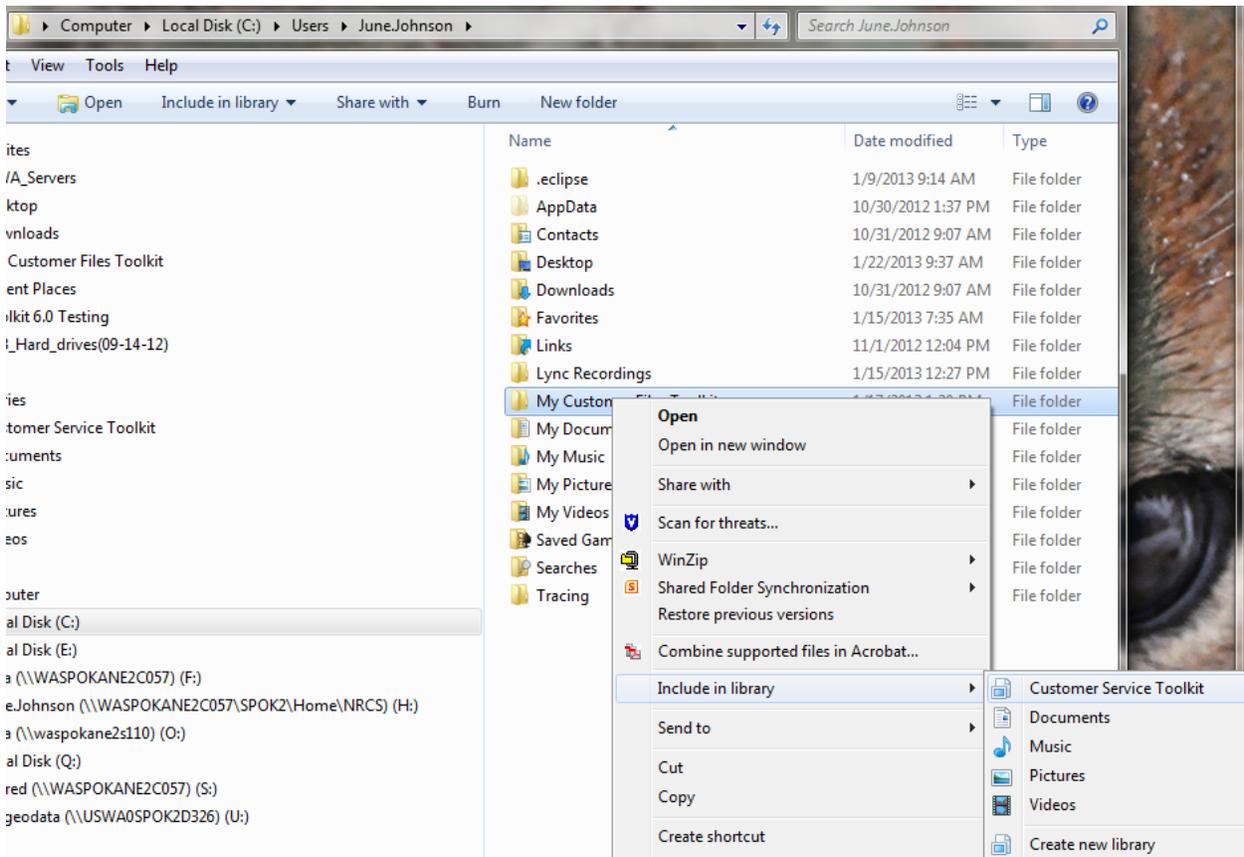
5. Type in a name for the Library, e.g. **Customer Service Toolkit** and press **Enter**.



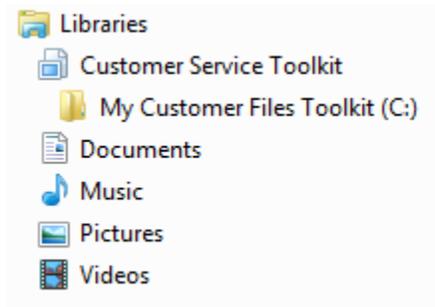
6. You will need to add the folder, **My Customer Files Toolkit**, to the Library.

- a. On the left side of the screen open the C: drive.
- b. Open the Users folder.
- c. Double click on your name.

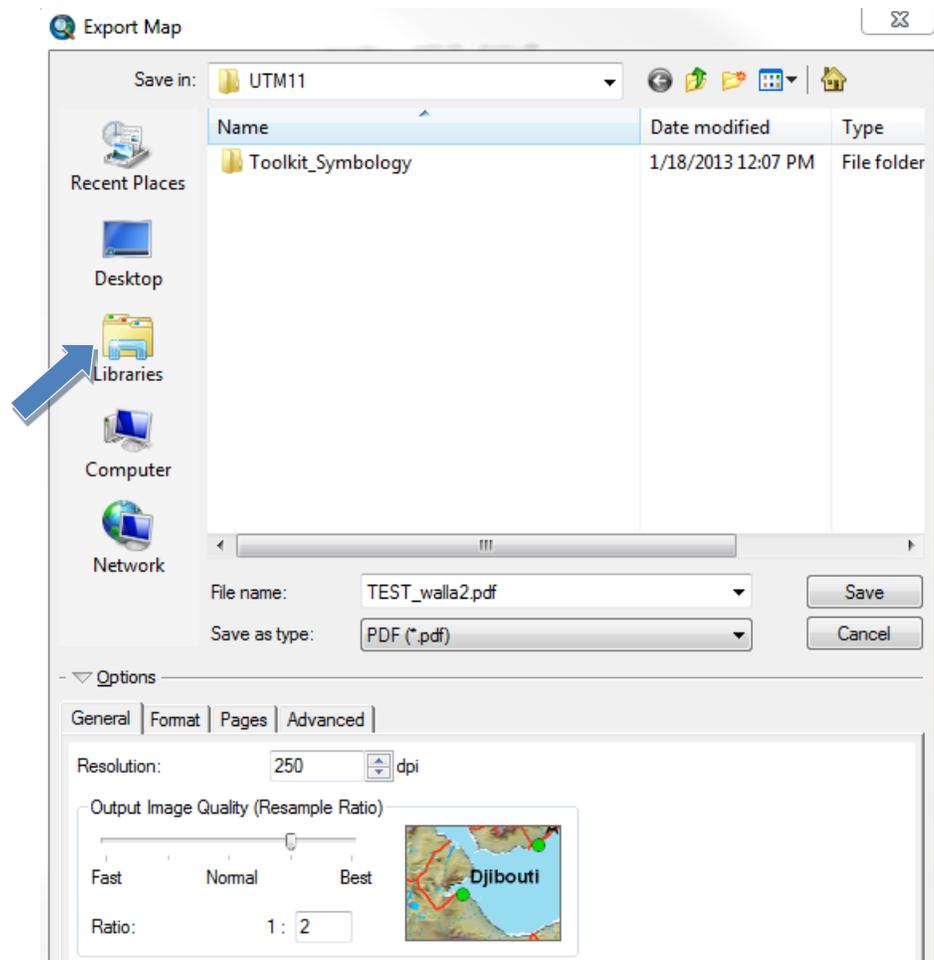
- d. Right mouse click on the **My Customer Files Toolkit** folder and select **Include in Library, Customer Service Toolkit**.



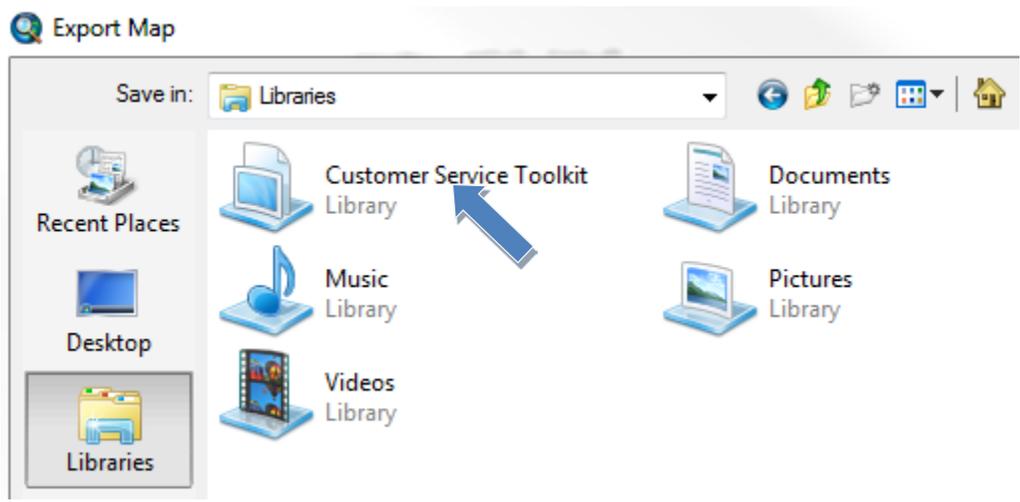
7. On the left side of the screen **My Customer Files Toolkit (C:)** will appear in the **Libraries** group under **Customer Service Toolkit**.



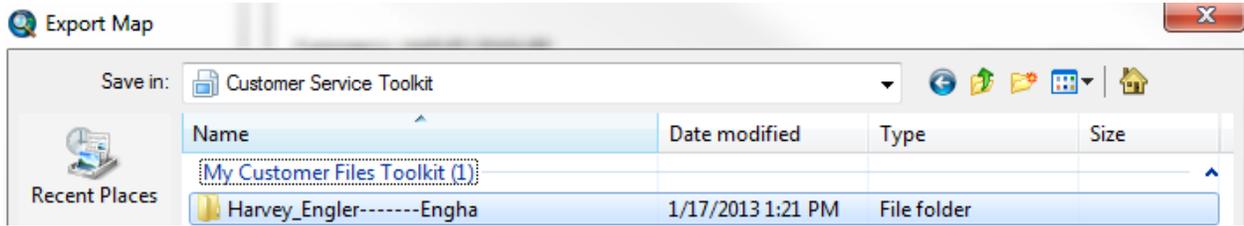
- 8. You may use this in Toolkit's ArcMap to easily locate the correct Customer folder when exporting a map layout as a .pdf file.
  - a. In layout view, go to **File**→**Export Map**.
  - b. On the **Export Map** window, click on the **Libraries** icon.



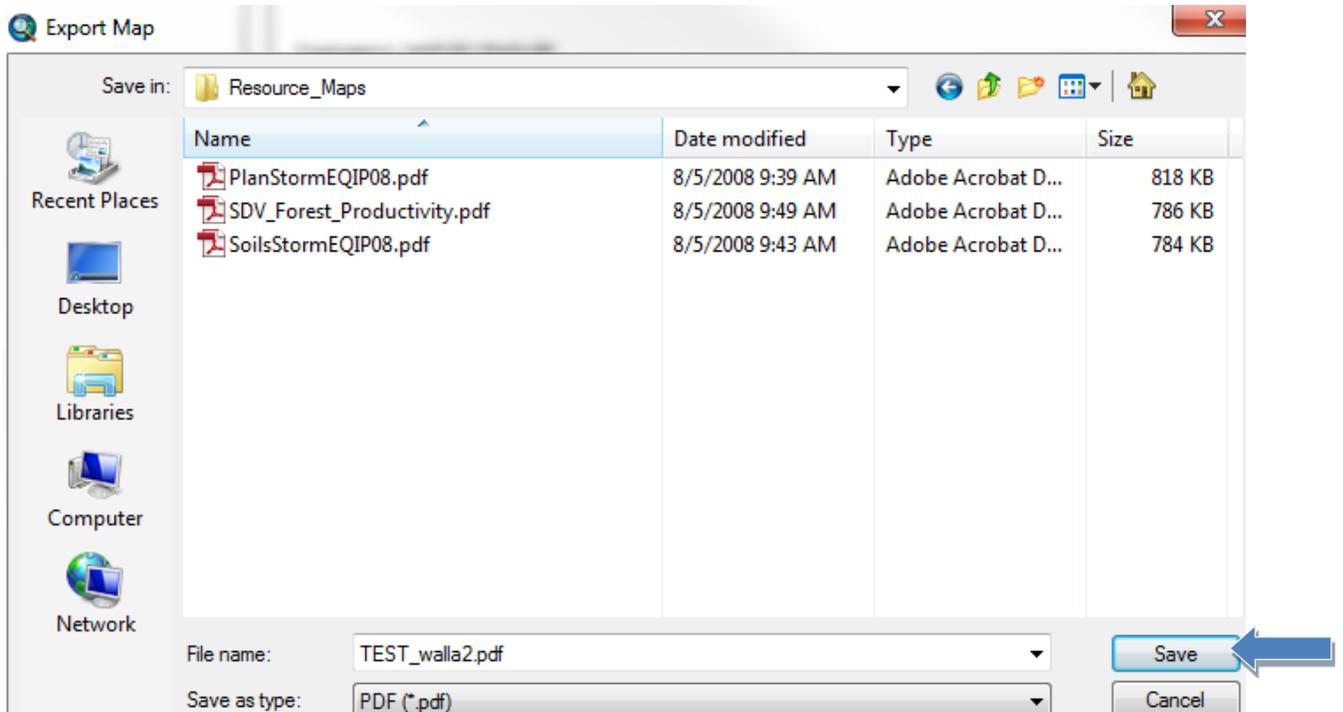
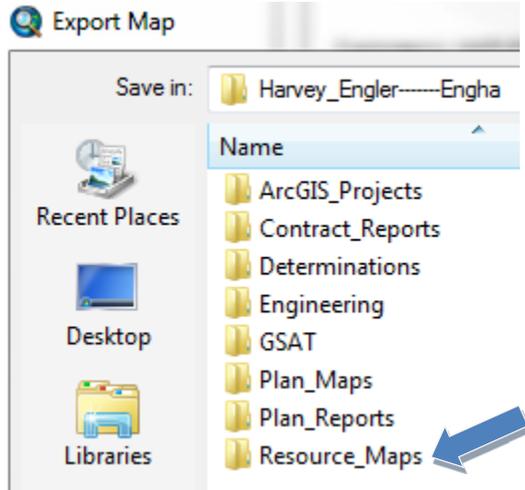
- c. Double click on the **Customer Service Toolkit** Library.



- d. The **My Customer Files Toolkit** folder will open and display the Customers that you have checked out.



- e. Expand the Customer's folder and Save the exported map to the Customer's Resource Maps folder.



- 9. The Library also provides a shortcut way to locate checked out Customers files when saving other documents, such as letters.