## Easy Organizer Suite™ Embroidery File Organizer™ Module Pack easyEmbroidery File Organizer™ Module

# How to Work with Categories Lesson

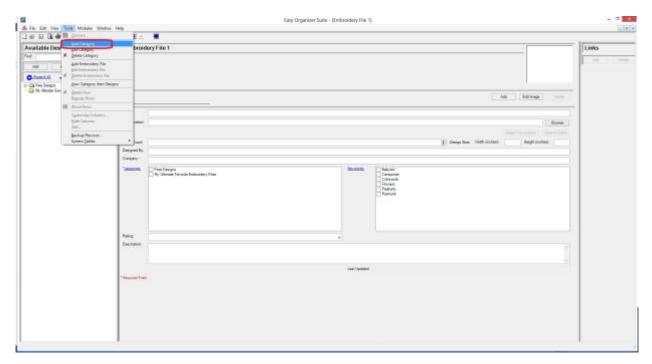
Welcome to the **easyEmbroidery File Organizer™** Lessons series. This lesson will show you how to work with categories

# Adding a new Category

 To begin, open Easy Organizer Suite<sup>™</sup> and select the easyEmbroidery File Organizer<sup>™</sup> Module. If you are not already in the easyEmbroidery File Organizer<sup>™</sup> Module, then select Modules → Embroidery File Organizer → easyEmbroidery File Organizer from the menu, or you can click on the easyEmbroidery File Organizer<sup>™</sup> icon in the toolbar.

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 To add a new Category, select Tools → Add Category from the menu. You can also right click in the Available Embroidery Files pane and select Add Category from the context menu.



3. The Add/Edit Category form will open.

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Parent:	Free Designs	Ŷ
Description:	1	~
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Last Updated:	9/11/2013 9:35 AM	
* Required Field	Picture OK	<u>C</u> ancel

For this lesson, let's add the following information into the Add/Edit Category form:

- Name: Realistic Embroidery Files
- Parent: Free Designs

Description: These embroidery files are very realistic-looking.

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4. To add a picture, click on the Picture... button. You can either click on the Browse button to find an image or an embroidery file on your file system.

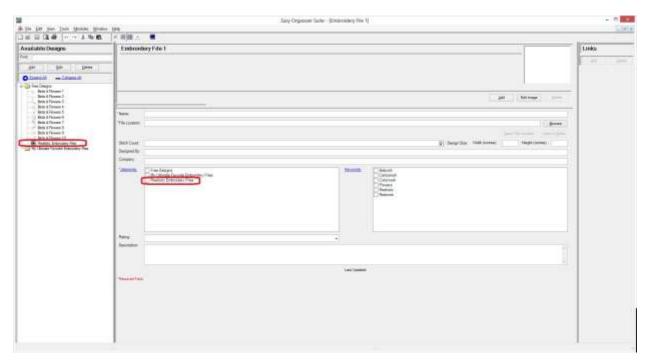
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For this lesson, let's try the Browse button. Click on the Browse button and find an image on your file system. The image must be less than 63,999KB in size. Once you find the image, then click on the Open button. The image will appear in the picture box and the file path will appear in the File Name textbox.



5. Click on OK to accept this image. The image will not be displayed just yet.

6. Now click on the OK button for the Add/Edit Category form to save the new category. You will see your new category under the Free Designs category in the Available Embroidery Files tree and in the Categories list box in any open Embroidery File Chart forms.



Congratulations! You have just added a new category!

# Editing a Category

Editing a category is really quite easy.

 To open a category to edit, navigate through the Available Embroidery Files tree, expanding and collapsing the categories until you find the category that you want to edit. To open the category for editing, you can either select Category in the Available Embroidery Files tree and click on the Edit button in the Available Embroidery Files pane, or you can right click on the Category in the Available Embroidery Files tree and select Edit Category, or you can select Tools → Edit Category in the menu.

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2. Change any of the information in the Add/Edit Category form.

For this lesson, let's add a bit more to the description and change the name slightly:

- Name: Very Realistic Embroidery Files
- Description: These embroidery files are very realistic-looking. I love these types of designs.

Now click OK to save your changes.

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3. You will notice that any changes made to the name of the Category can be seen in the **Available Embroidery Files** tree. Any changes made to the Description can be seen in the tool tip when the mouse hovers over the Category.

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#### **Deleting a Category**

 If you want to delete a Category, select the Category in the Available Embroidery Files tree and either right click and select Delete Category, or select Tools → Delete Category, or click on the Delete button in the Available Embroidery Files pane. The system will ask you if you are sure, and if so, click on the Yes button to delete the Category.

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5. The system will ask you if you are sure you want to delete the category, and if so, click on the Yes button to delete the Category. Otherwise, click on the No button.

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6. If you selected Yes, then you will no longer see the Category in the **Available Embroidery Files** tree.

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Congratulations! You have now finished the How to Work With Categories Lesson!