

Easy Organizer Suite™
Threads Organizer™ Module Pack
easythreads™ Module

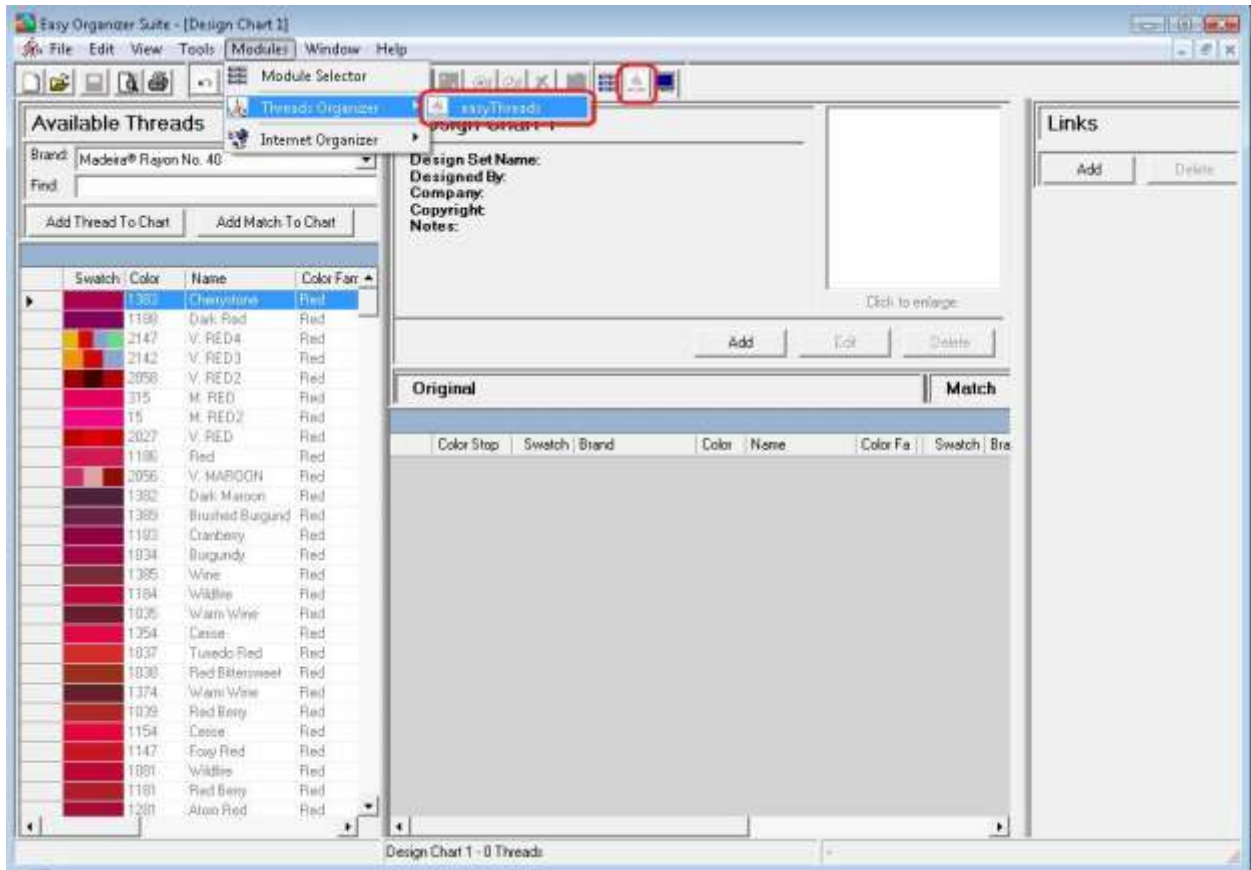
Lesson 18 - How to Export My Inventory

Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our seventeenth lesson will show you how to export a design chart.

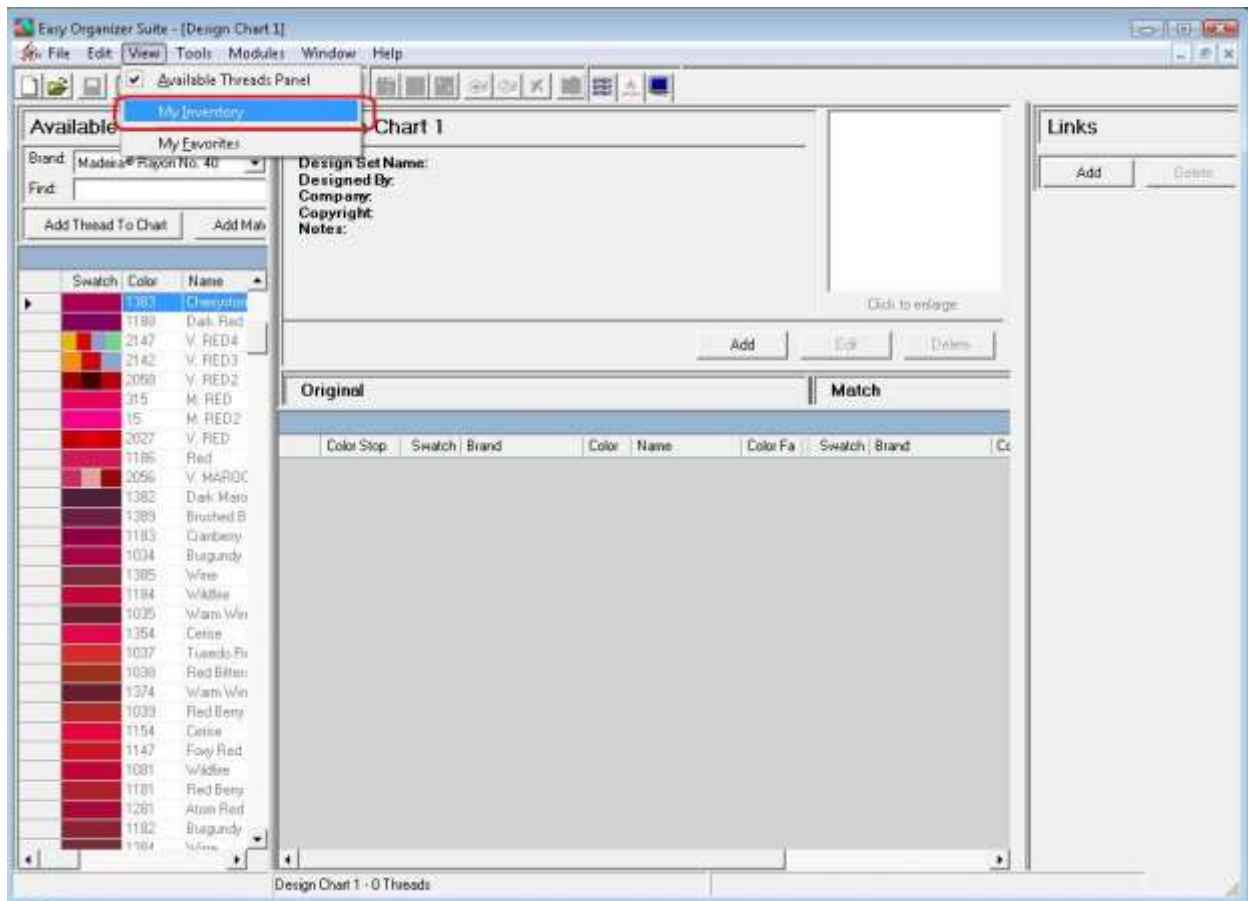
My Inventory is a set of charts that hold the embroidery threads that you own. You can export My Inventory to a text or csv (Comma Separated Values) file through the **easythreads™** program. This feature is only available in the Pro Edition.

Exporting My Inventory

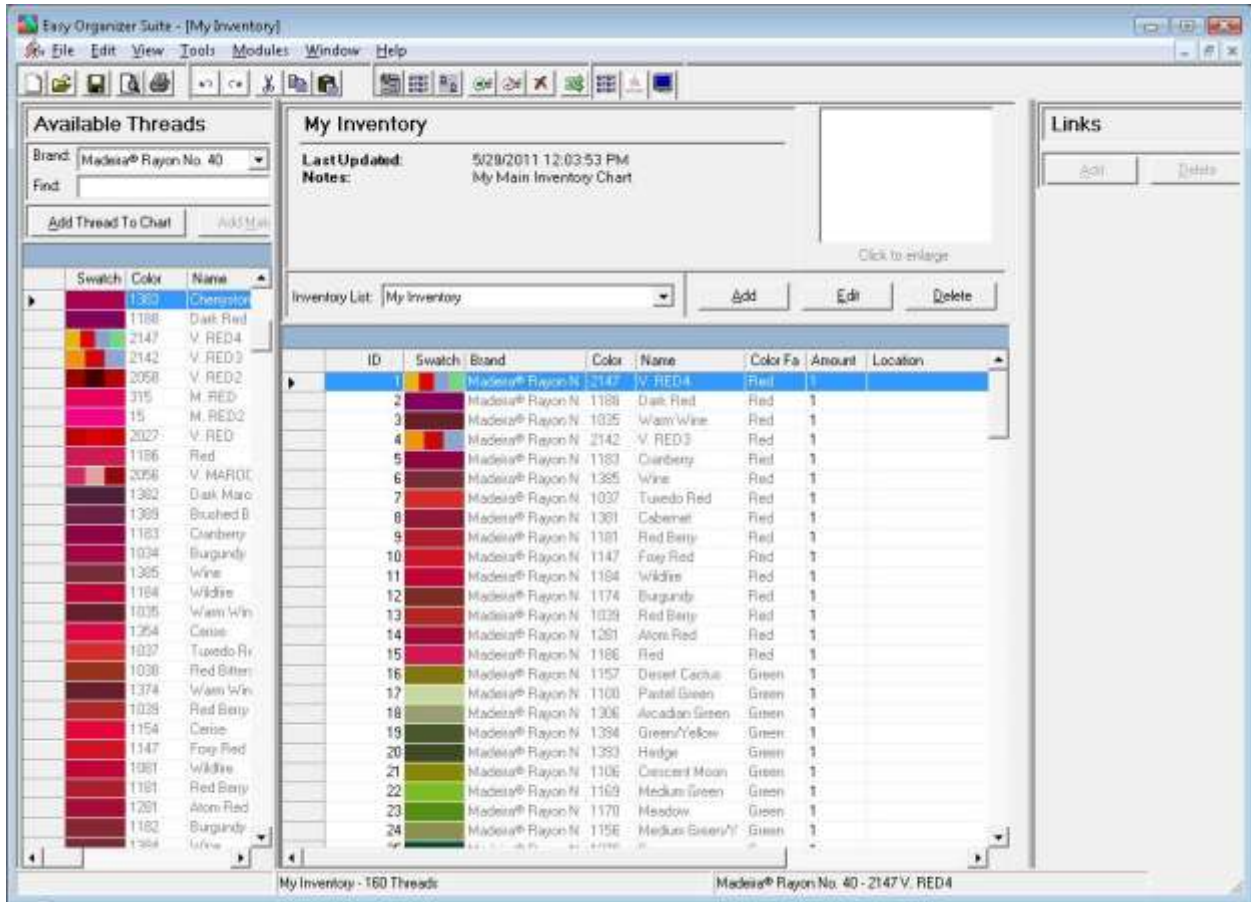
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



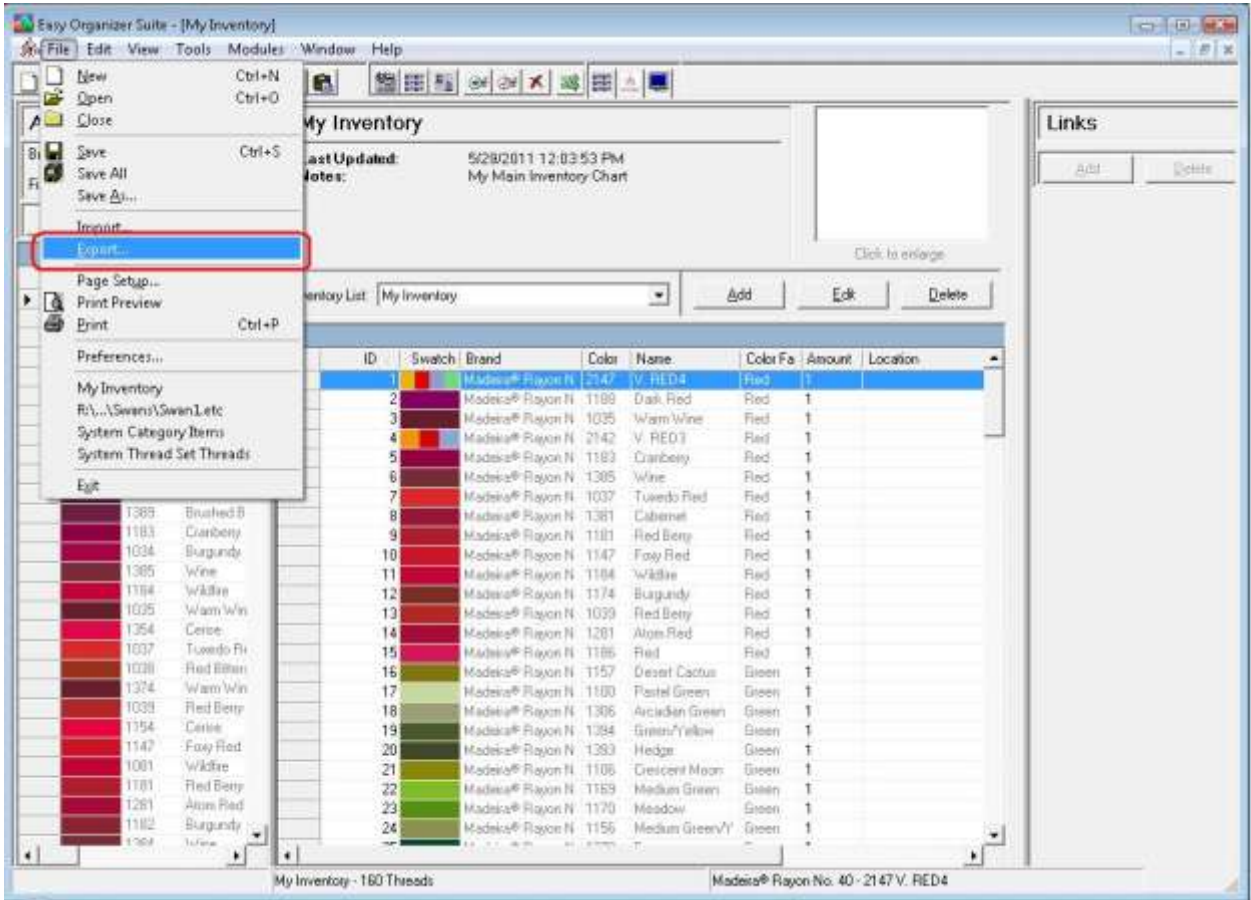
2. You must have My Inventory open. To open My Inventory, select View → My Inventory from the menu.



3. My Inventory will open.



4. To open the Export Wizard, select File → Export.

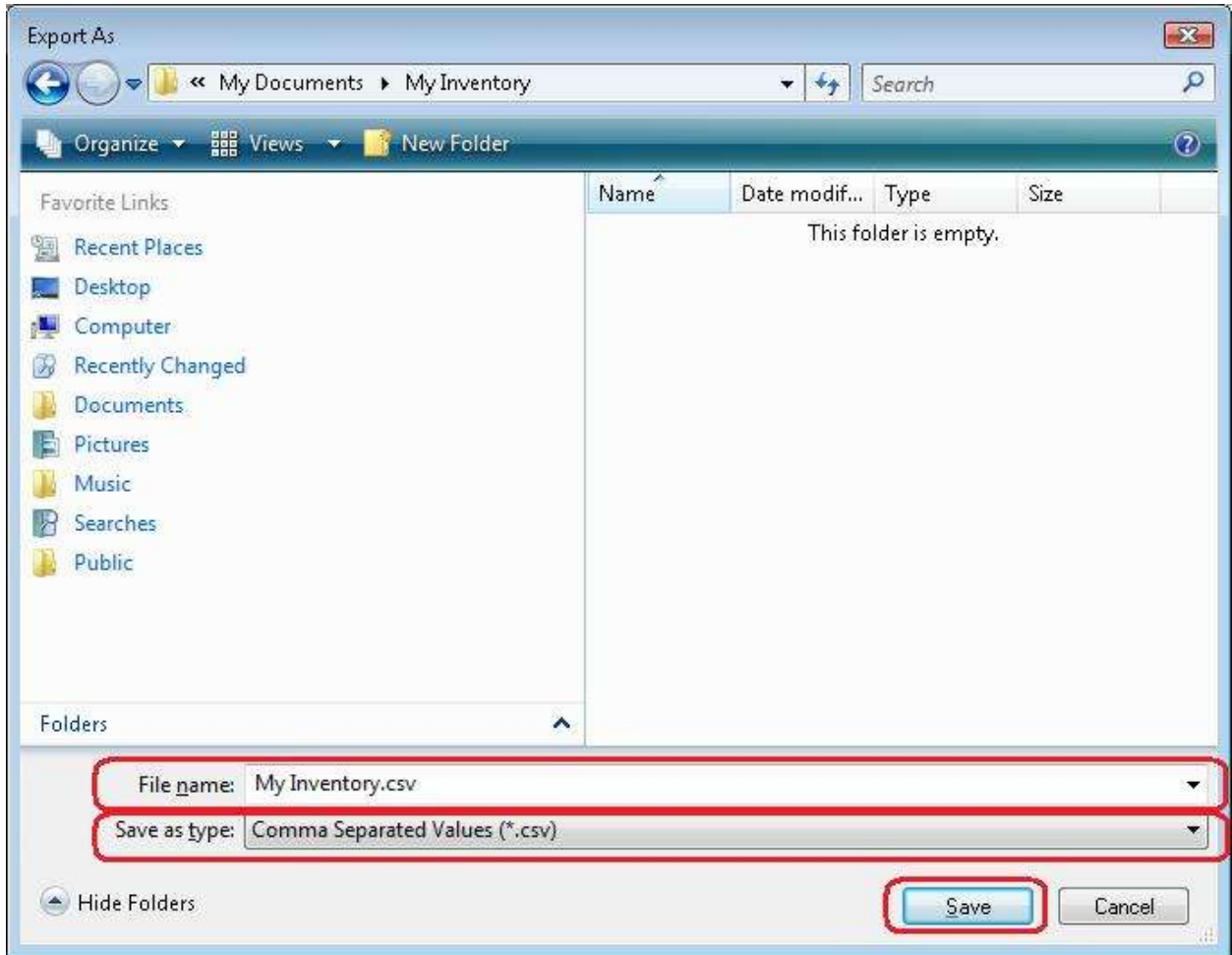


5. The Export Wizard will open. Click on the Browse... button to tell the system where you want the file to be saved.



- The Export As dialog will open. Navigate to where you want to save the file. The system will put “My Inventory” as a file name, but you can change that if you’d like. You can select the type of file to save the file as by changing the Save as type dropdown.

For this lesson, let’s save the file as a csv file and name it My Inventory.csv. Click the Save button to continue.



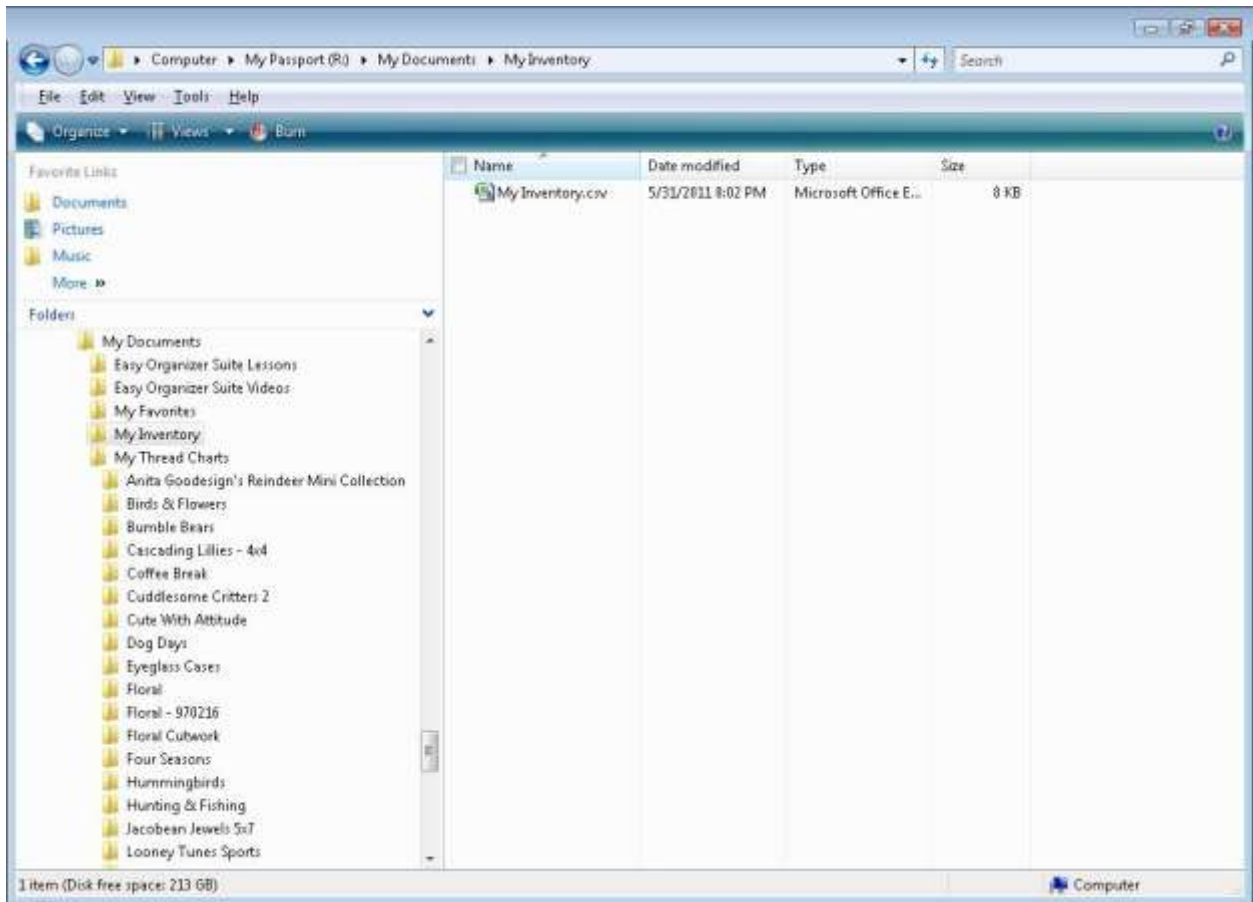
7. The system will put the file path and name in the File Name textbox. Click the Next >> button to export the file.



8. The system will let you know that it has exported your file. Click the Finish button to close the Export Wizard.



9. You can navigate to where you exported the file to see it.



Congratulations! You have finished Lesson 18. You are now ready to move on to Lesson 19 – How to Export My Favorites.