

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

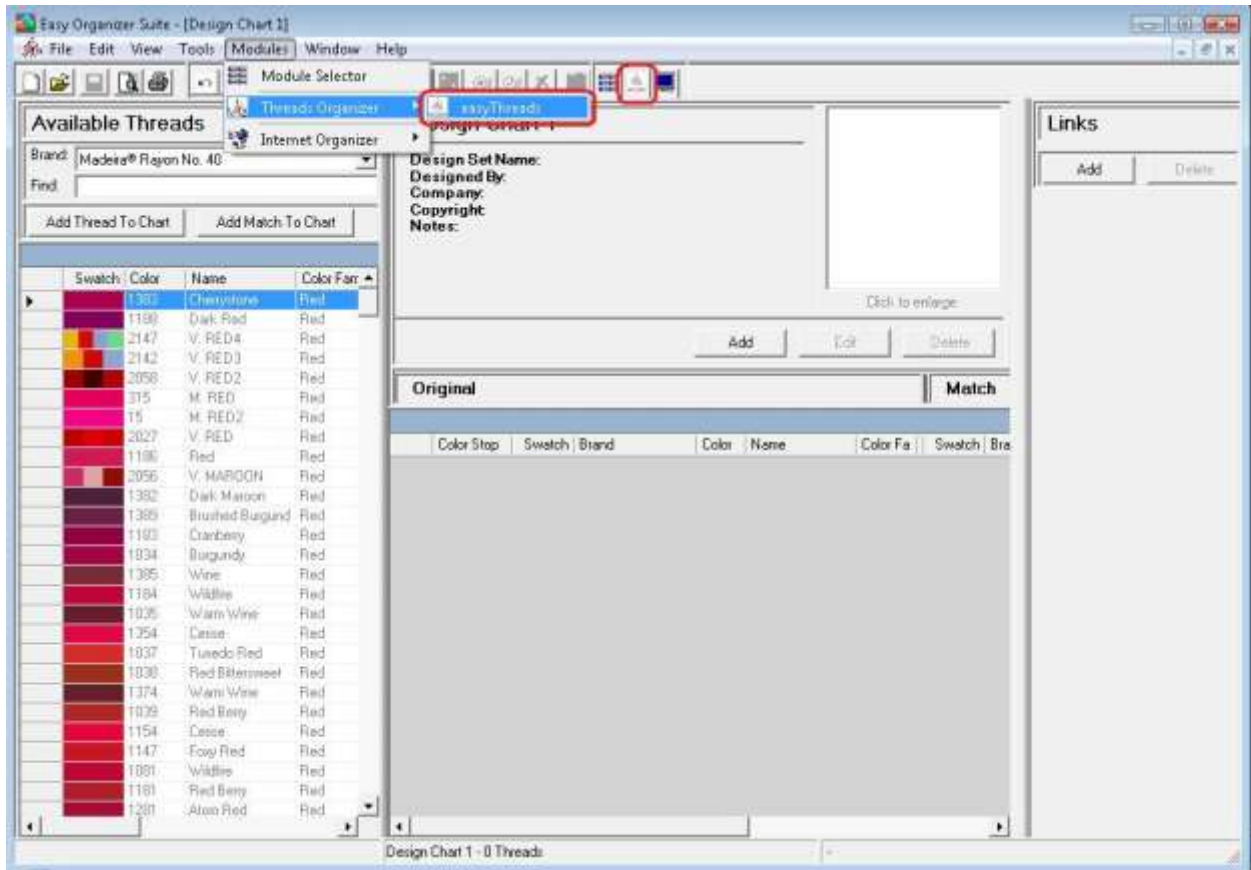
Lesson 22 - How to Import My Favorites

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 twentieth lesson will show you how to import an embroidery design.

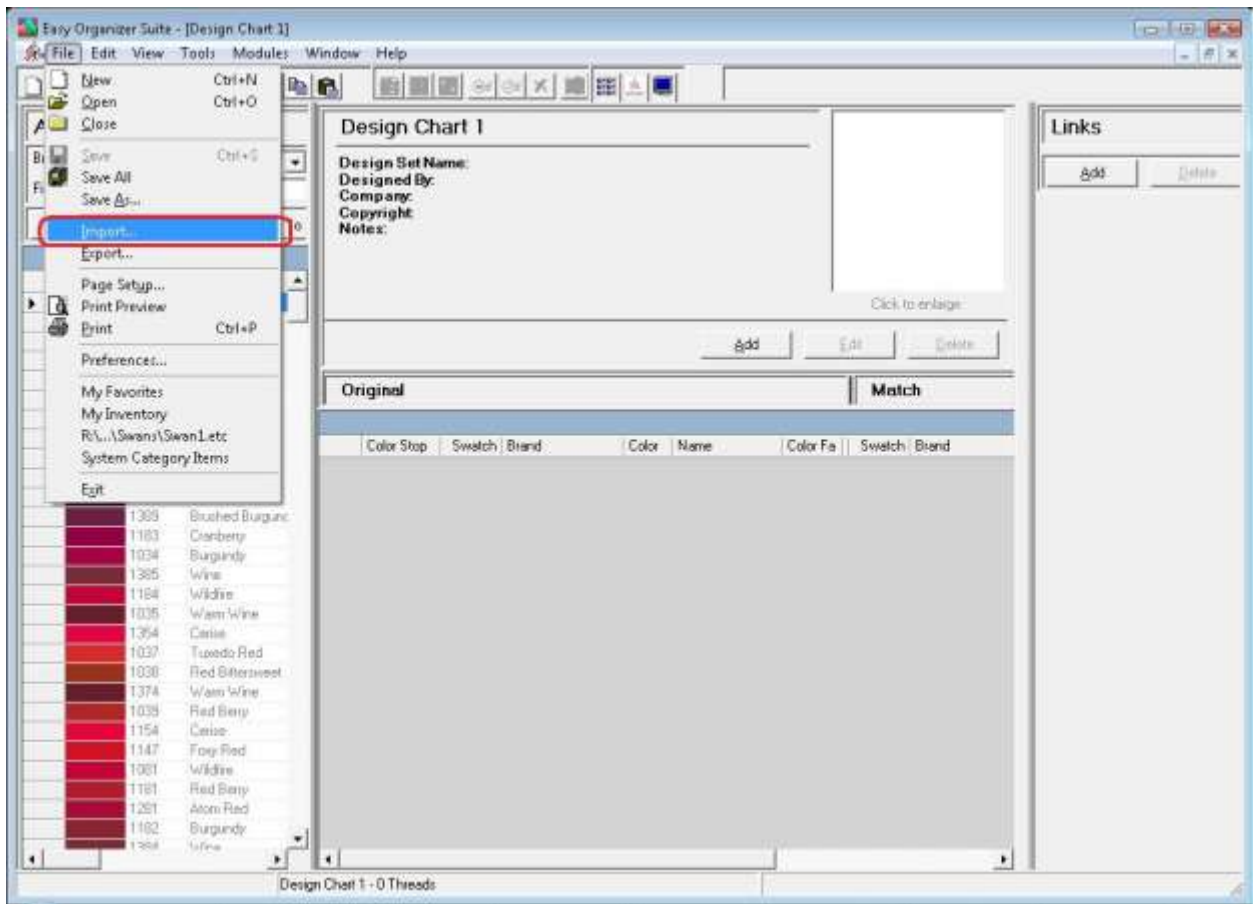
In the Pro Edition of the **easythreads™** program, you can import a file containing threads into My Favorites. This feature is only available in the Pro Edition.

Importing My Favorites

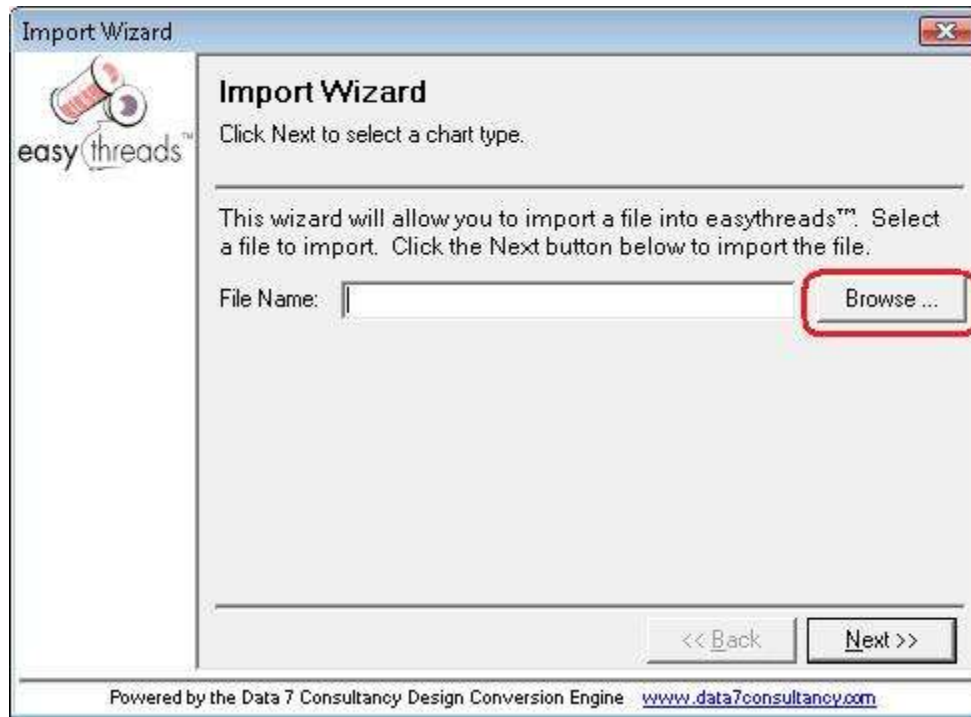
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



2. To open the Import Wizard, select File → Import.



3. The Import Wizard will open. Click on the Browse... button to find the file of threads you want to import.

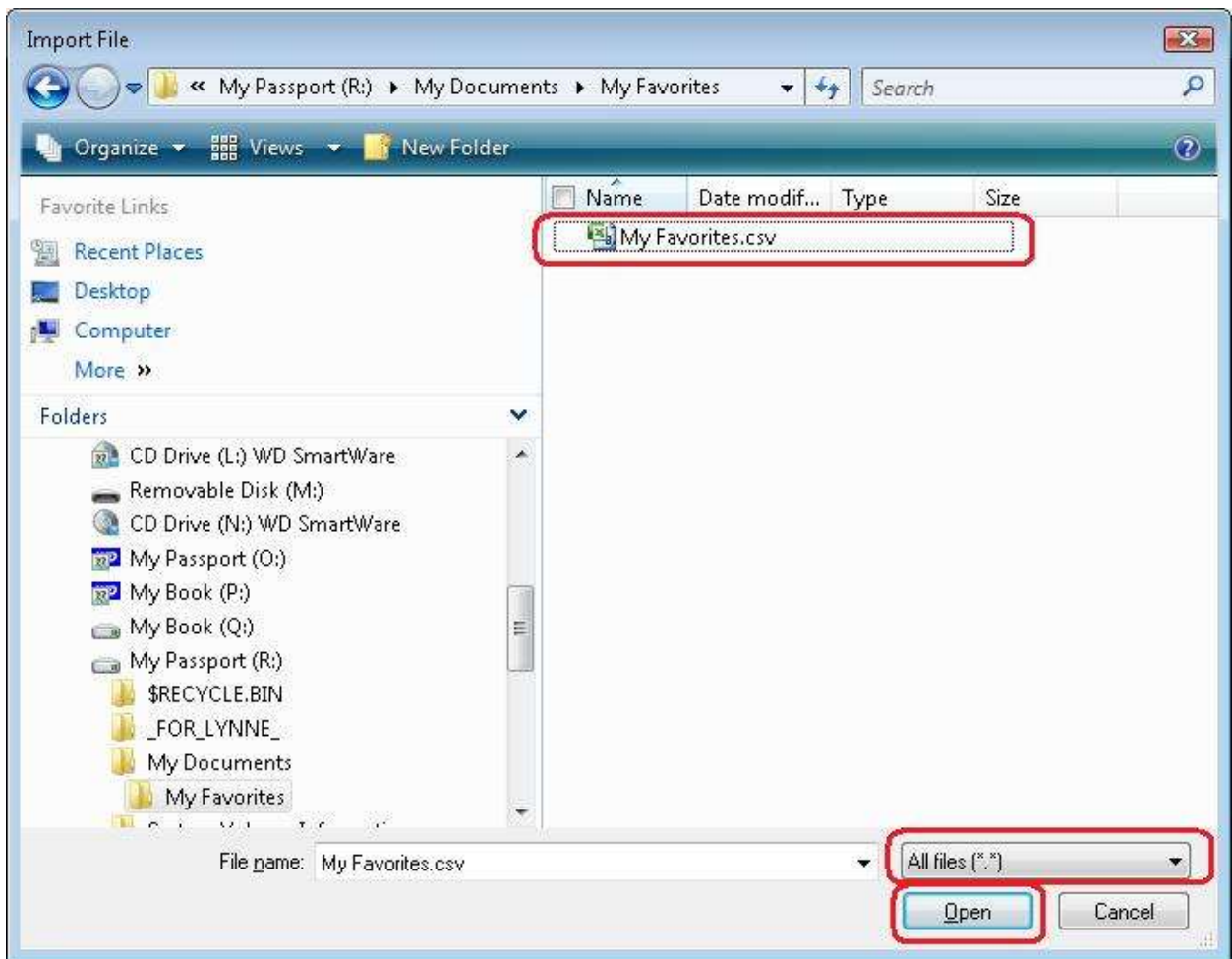


4. The Import File dialog will open. Find the file of threads you want to import and click on the Open button.

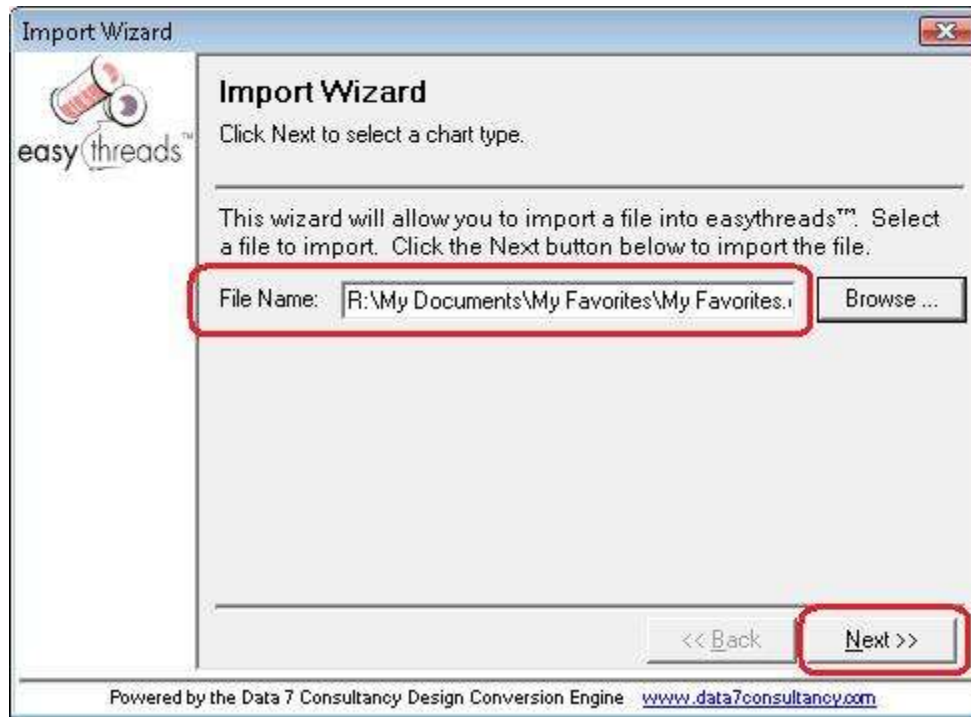
You can import a My Favorites file that you exported to copy your favorites from one computer to another or you can import a thread file with the following fields in it:

ROW, BRAND NAME, THREAD COLOR, THREAD NAME, MATCH BRAND NAME, MATCH THREAD COLOR, MATCH THREAD NAME

For this lesson, we'll import a My Favorites file that was exported. You will need to select either Comma Separated Values or All Files in the File Type dropdown to see the file in the Import File Dialog. Select the file and click the Open button to continue.



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



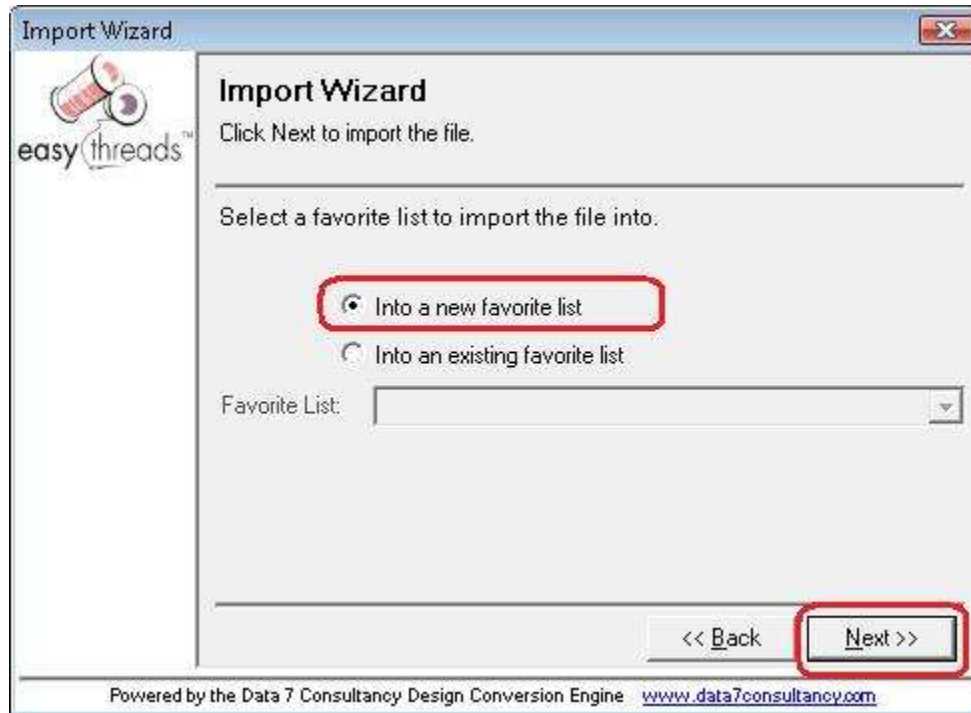
6. The Import Wizard will allow you to import the file into either a Thread Chart, Favorites, Favorites, or System Threads.

For this lesson, let's select Favorites. Then click the Next >> button to continue.



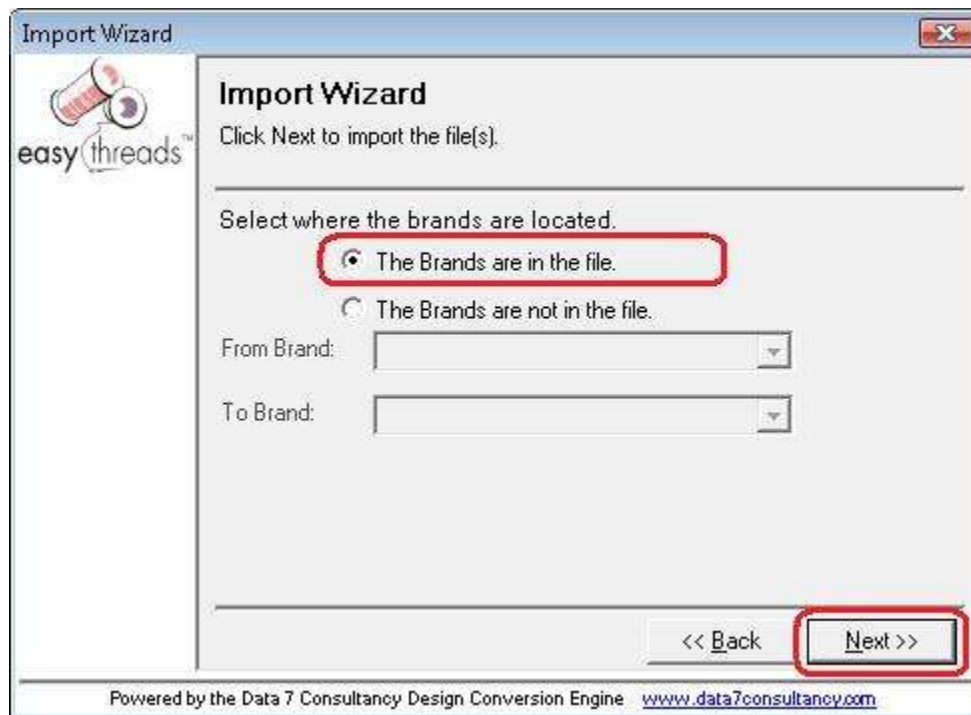
7. The Import Wizard will allow you to select whether you want to import the data from the file into a new Favorites List or an existing Favorites List. If you choose an existing Favorites List, you can select which Favorites List in the dropdown.

For this lesson, let's select a new Favorites List. Click the Next >> button to continue.



8. The system must know whether the brands are in the file to be imported, and if they are not, then the system must know what the from and to brands are.

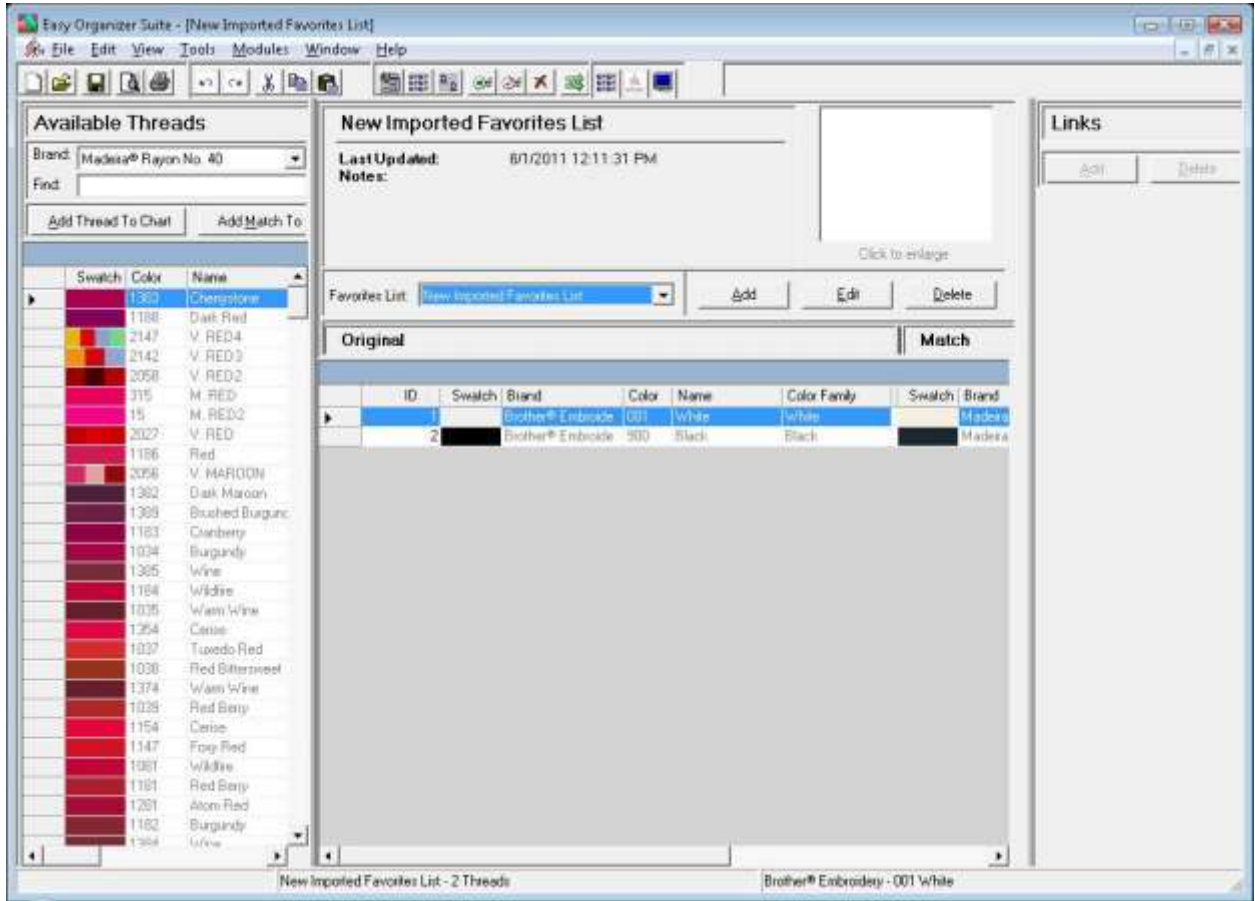
For this lesson, since we are importing a file that was exported from easythreads, we'll select The Brands are in the file. Click the Next >> button to continue.



9. The system will now import the Favorites file. It will let you know as it is importing each row.



10. When the Import Wizard has completed, it will close. You can now open My Favorites to see the new Favorites List, by selecting View → My Favorites. Click on the Favorites List drop down to select the new Favorites List called “New Imported Favorites List”.



Congratulations! You have finished Lesson 22. You are now ready to move on to Lesson 23 – How to Import System Threads.