

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

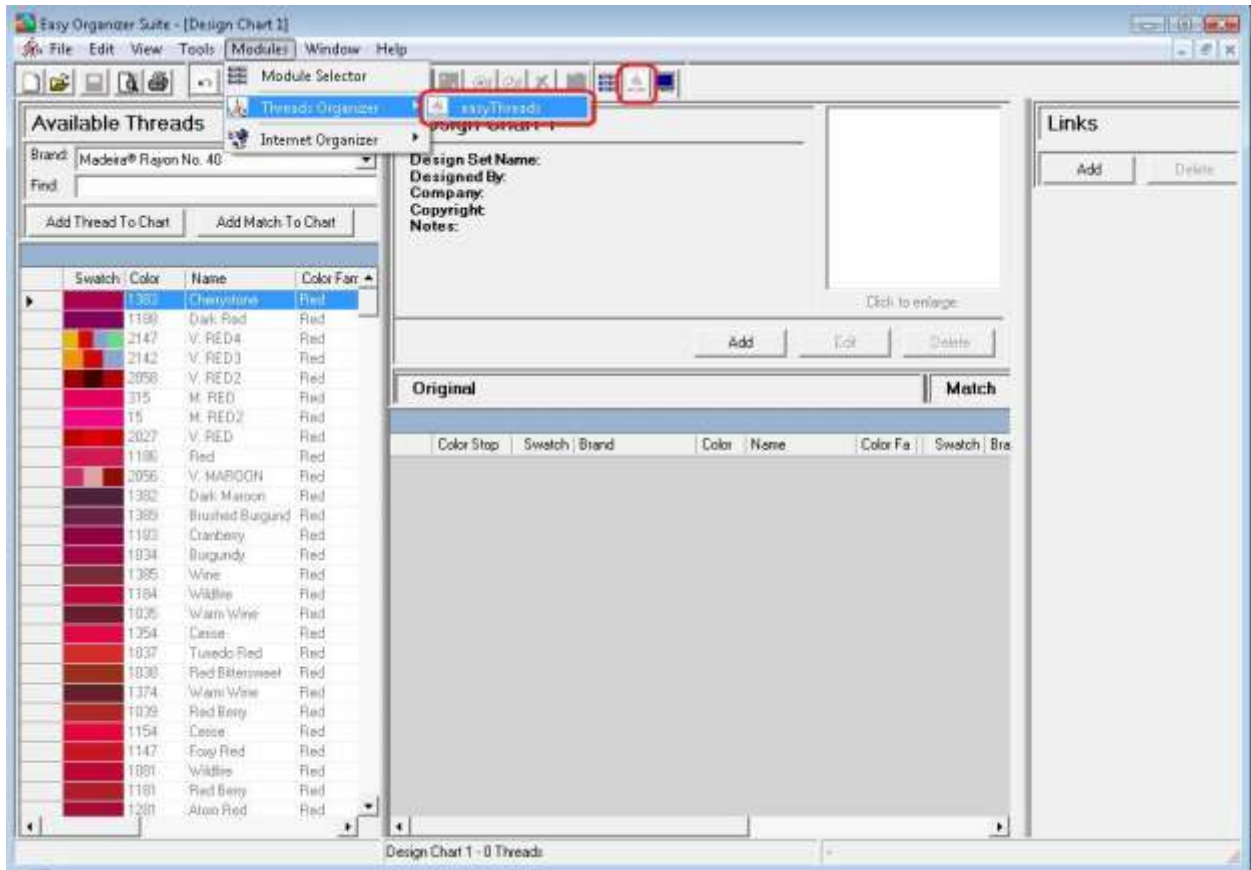
Lesson 23 - How to Import System Threads

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 twenty-third lesson will show you how to import an system threads.

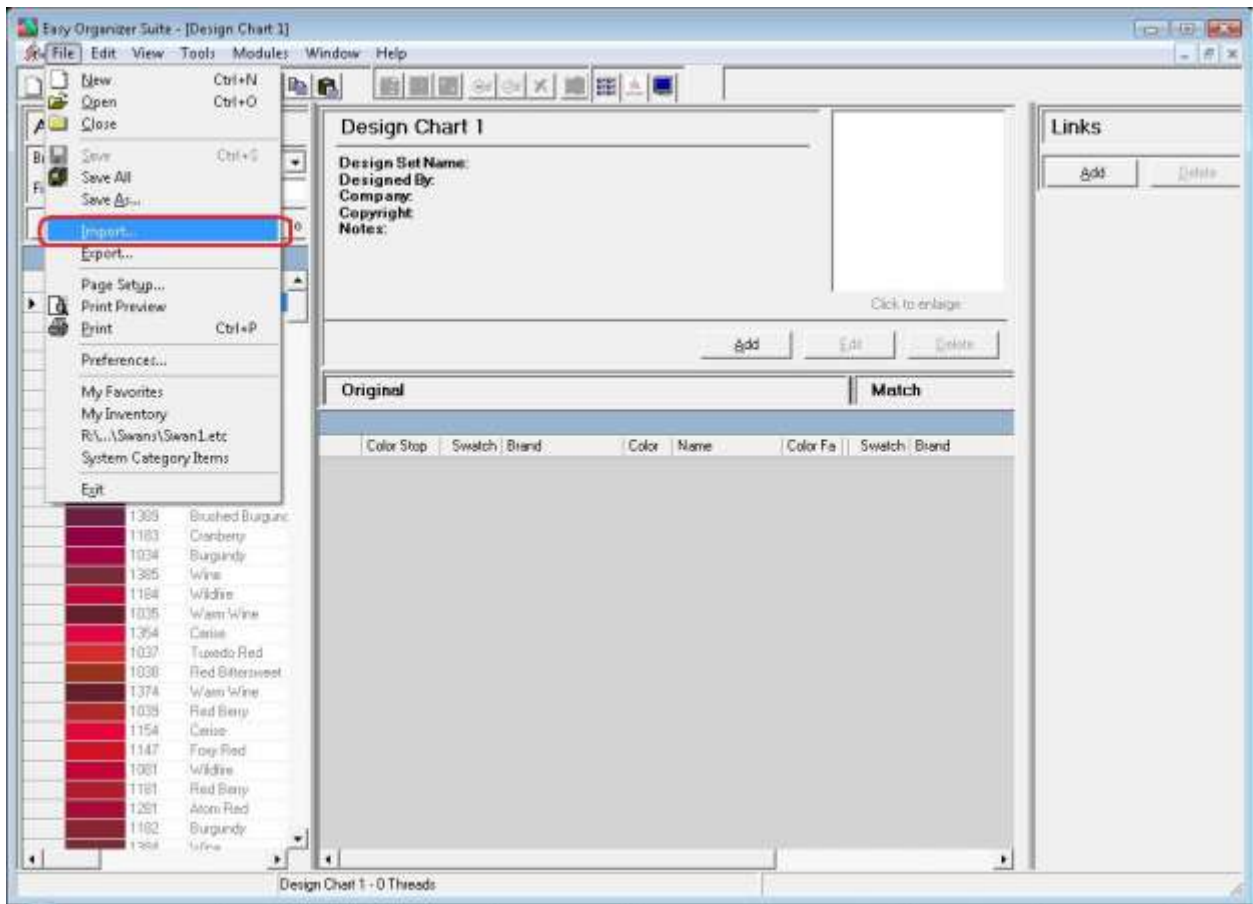
If you find a brand of threads that are not in the **easythreads™** database, you can import a file of the threads with their RGB values and add it to the database. This feature is only available in the Pro Edition.

Importing System Threads

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.

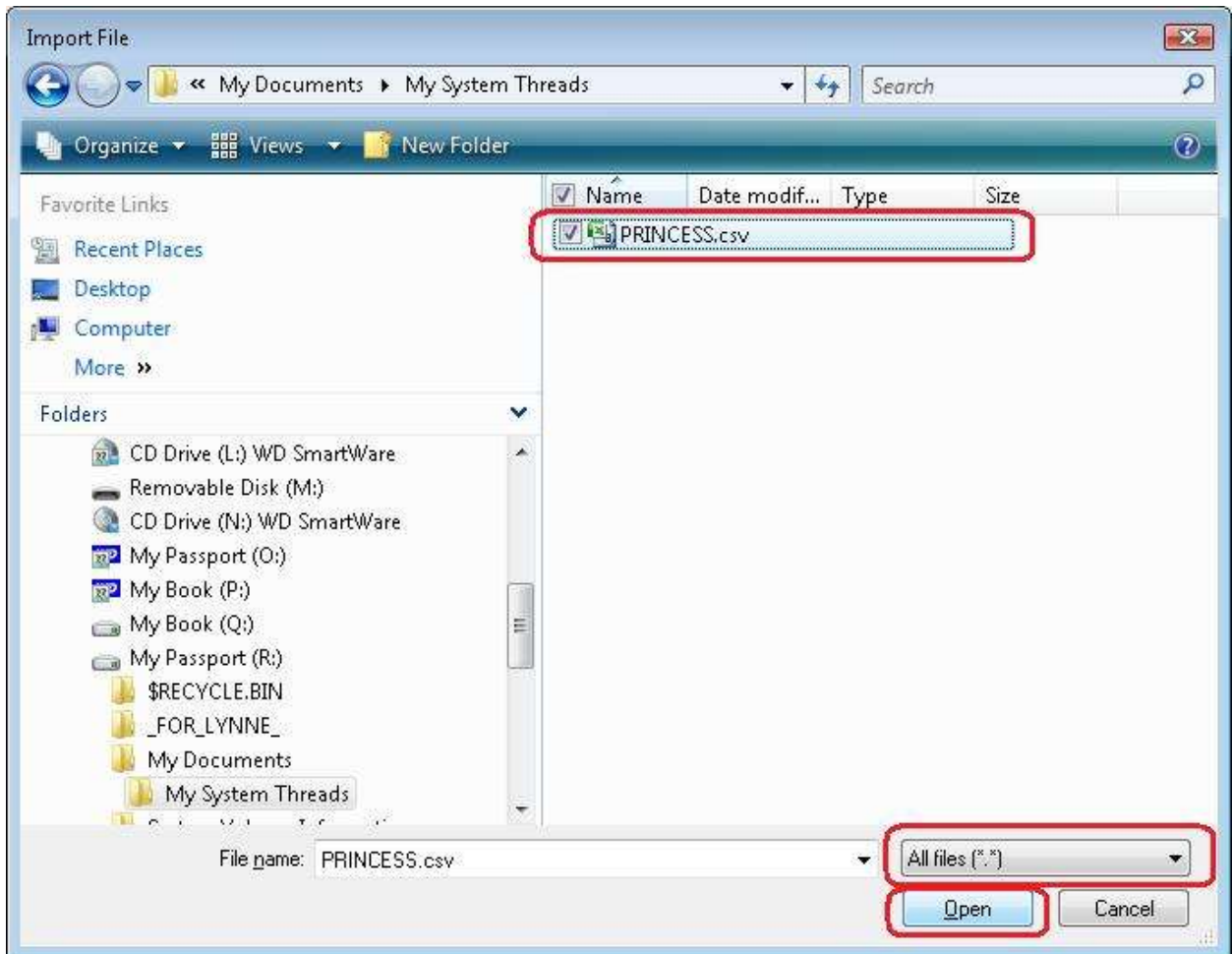


4. The Import File dialog will open. Find the file of threads you want to import and click on the Open button.

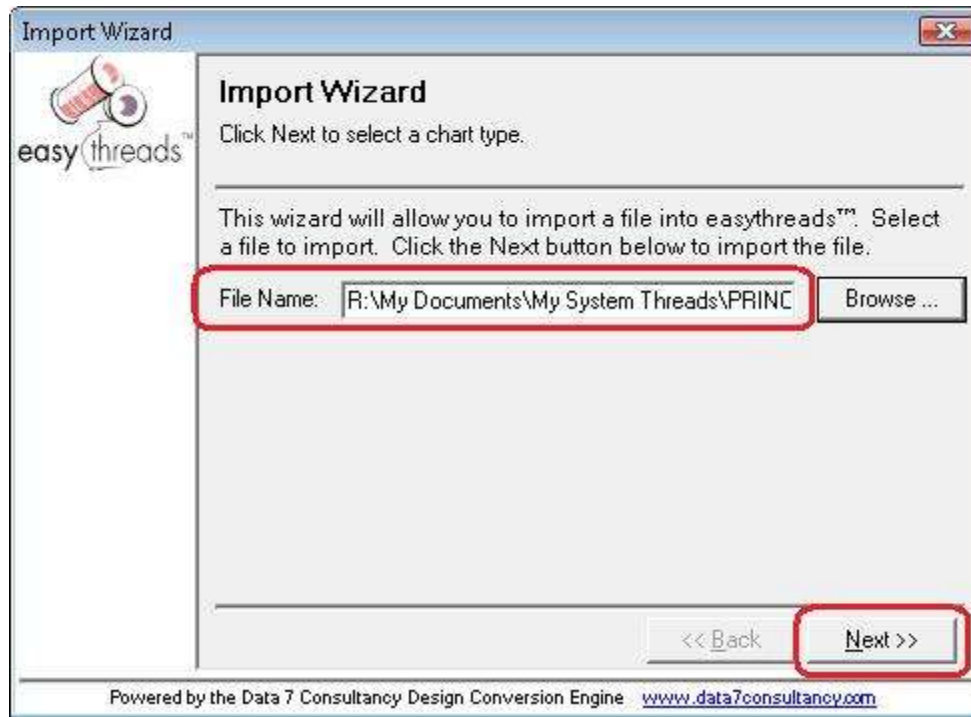
You can import a System Threads file that contains the following fields in it:

THREAD NUMBER,BRAND NAME,THREAD NAME,RED,GREEN,BLUE

For this lesson, we'll import a System Threads file called Princess.csv. 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 System Threads. Then click the Next >> button to continue.



7. You must now select a manufacturer and brand. You can select an existing one, or create a new one.

For this lesson, let's create a new manufacturer and a new brand. Click on the Add... button next to the Manufacturer dropdown.

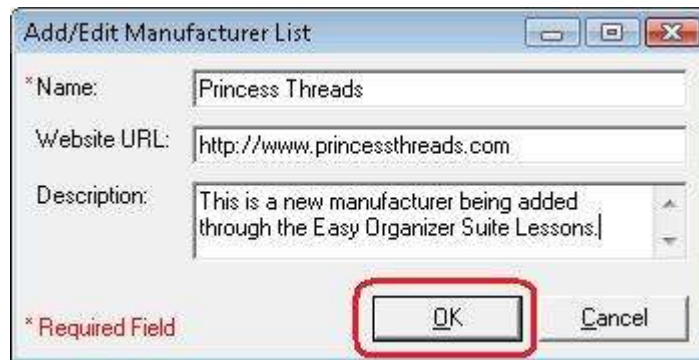


8. The Add Manufacturer form will open. Enter the name, Website URL and a Description, then click on OK to save your new Manufacturer.

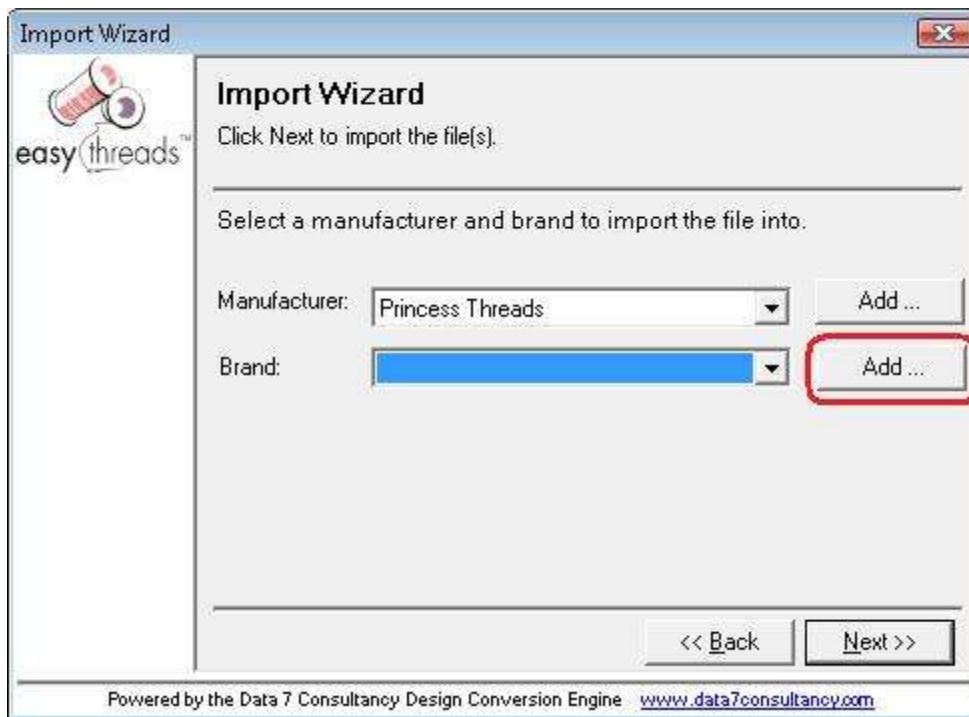
For this lesson, let's enter this information:

Name: Princess Threads
Website URL: <http://www.princessthreads.com>
Description: This is a new manufacturer being added through the Easy Organizer Suite Lessons.

Click the OK button to save your new manufacturer.



9. Click on the Add... button next to the Brand dropdown.

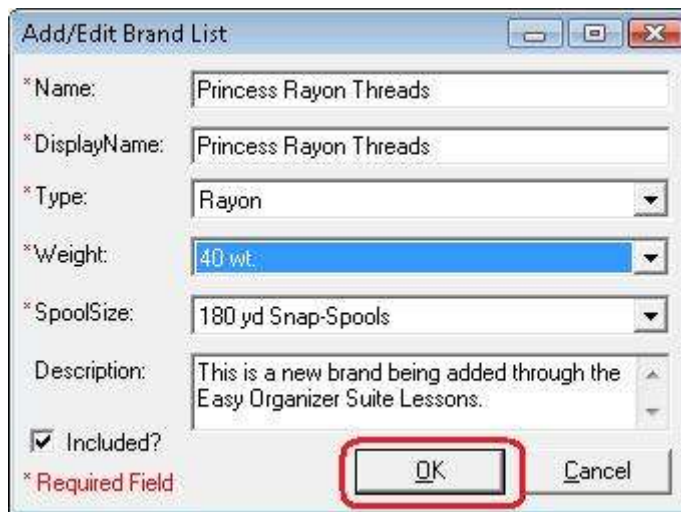


10. The Add Brand form will open. Enter the name, Display Name, Type, Weight, Spool Size and a Description, then click on OK to save your new Brand.

For this lesson, let's enter this information:

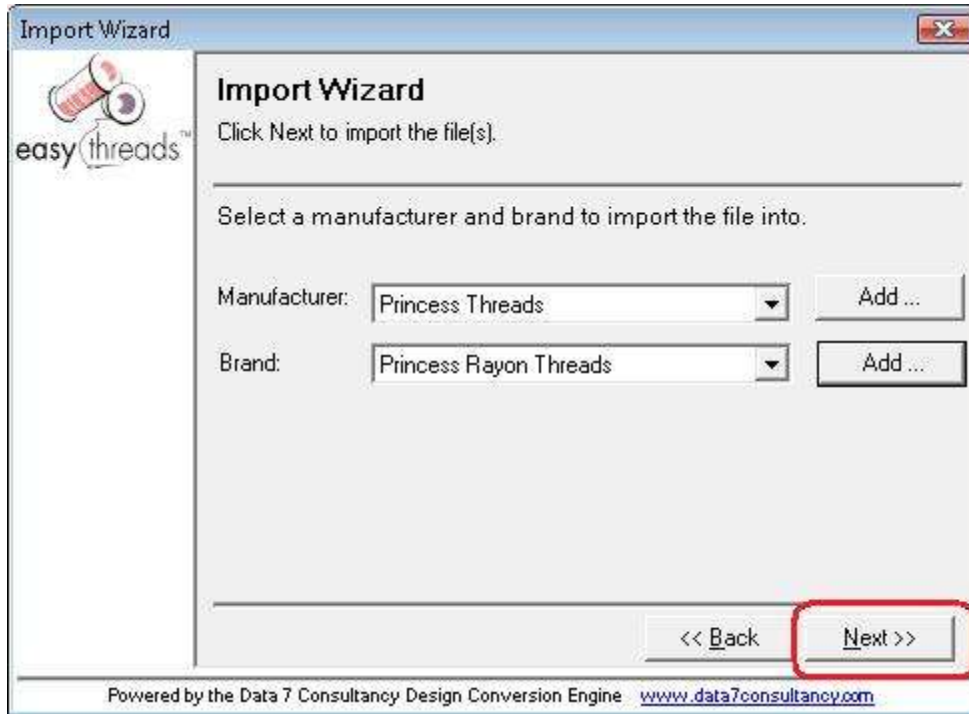
Name: Princess Rayon Threads
Display Name: Princess Rayon Threads
Type: Rayon
Weight: 40 wt.
Spool Size: 180 yd Snap-Spools
Description: This is a new brand being added through the Easy Organizer Suite Lessons.

Click the OK button to save your new brand.

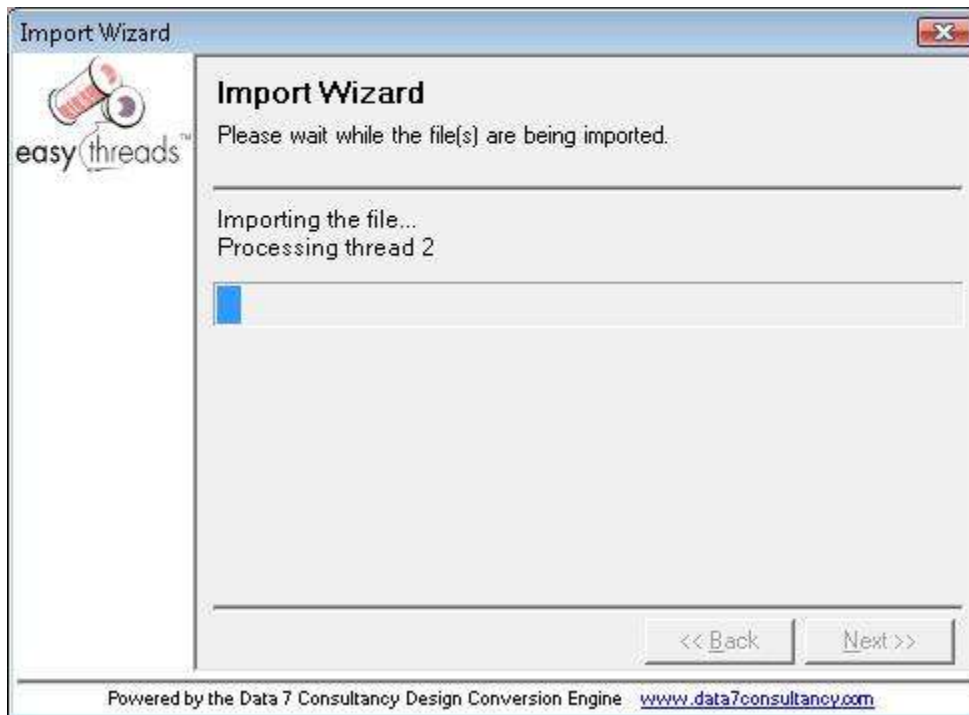


The screenshot shows a dialog box titled "Add/Edit Brand List". It contains several input fields and a checkbox. The fields are: "* Name:" with the text "Princess Rayon Threads"; "* DisplayName:" with the text "Princess Rayon Threads"; "* Type:" with a dropdown menu showing "Rayon"; "* Weight:" with a dropdown menu showing "40 wt."; and "* SpoolSize:" with a dropdown menu showing "180 yd Snap-Spools". The "Description:" field is a text area containing "This is a new brand being added through the Easy Organizer Suite Lessons.". Below the fields is a checkbox labeled "Included?" which is checked. At the bottom right are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle. A red asterisk and the text "* Required Field" are visible at the bottom left of the dialog box.

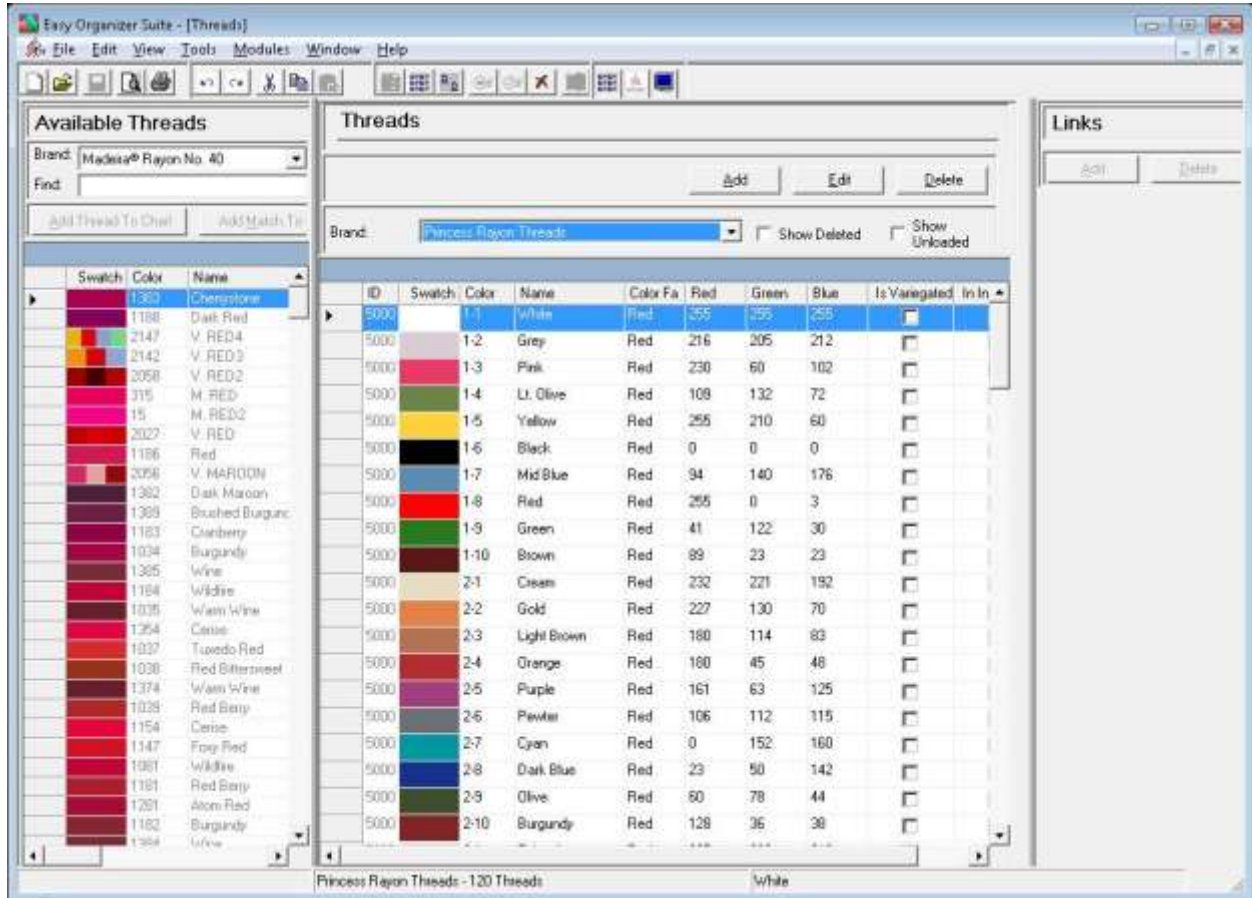
11. Click on the Next>> button to continue to the next step.



12. The system will now import the System Threads file. It will let you know as it is importing each thread.



13. When the Import Wizard has completed, it will close. You can now open System Threads to see the new brand with its threads, by selecting Tools → System Tables → Threads. Click on the Brands dropdown and select your new brand to see the threads.



Congratulations! You have finished Lesson 23. You are now ready to move on to Lesson 24 – How to Import a Design Chart.