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

How to Use the Import Feature Lesson

Welcome to the **easyEmbroidery File Organizer**[™] Lessons series. This lesson will show you how to use the Import feature. The Import feature is only available in the Pro Edition of the **easyEmbroidery File Organizer**[™] Module.

Importing an Embroidery File

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

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2. To see the Import Wizard, select File \rightarrow Import from the menu.

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3. The Import Wizard will open.

1.B	Import Wizard	×
	Import Wizard Click Next to select a source.	
	Select a source to import embroidery designs from.	
		_

4. You can either select to import from a Folder or a File.

First, let's select from a file. Click the radio button next to From File and then click on the Next button to continue.

19. 19.	Import Wizard	×
	Import Wizard Click Next to select a source.	
	Select a source to import embroidery designs from. O From Folder I From File	
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5. You must now select a file to import. Click on the Browse button and select an embroidery design file.

For this lesson, let's select the Jacobean Flower 2 free design from the Easy Organizer Suite website. If you need to, please download this free design from http://www.EasyOrganizerSuite.com.

Click on the Browse button and select the location where you downloaded the Jacobean Flower 2 free design. Click on the Open button to select that embroidery design and then click on the Next button.

8	2	Import Wizard		>
	Click Next	Vizard o select a source type.		
		d will allow you to import a file i ". Select a file to import. Click f file.		
	File Name:	G:\My Documents\Easy Organize	r Suite Free D	Browse
				-
			<< Back	Next >>

6. The Import Wizard will now import the embroidery file into easyEmbroidery File Organizer.

1.0	Import Wizard ×
	Import Wizard Please wait while the file(s) are being imported.
25	Saving Designs
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7. When the Import Wizard has finished, it will display the Congratulations window. Click on the Finish button.

1.B.	Import Wizard	×
	Import Wizard Click Finish to close the Import Wizard.	
	Congratulations, your file has been successfully importe	ed.
		<u>Finish</u>

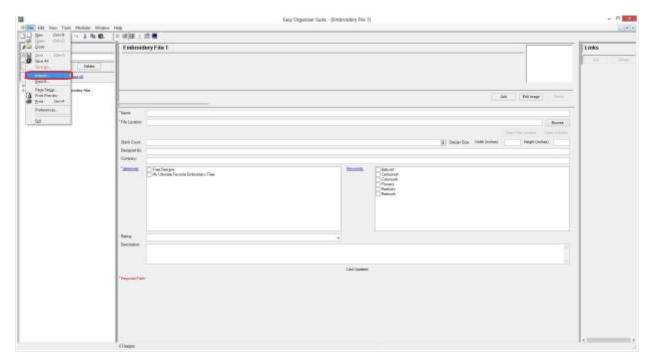
8. You can now see the embroidery file in the Available Embroidery Files tree. You can expand and collapse the categories.

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Congratulations! You have just Imported an embroidery file into easyEmbroidery File Organizer!

Importing From a Folder

1. Open the Import Wizard by selecting File \rightarrow Import from the menu.



2. The Import Wizard will open.

8	Import Wizard	×
	Import Wizard Click Next to select a source.	
	Select a source to import embroidery designs from.	
	<< <u>B</u> ack <u>N</u> ext :	>>

3. You can either select to import from a Folder or a File.

Now, let's select from a folder. Click on the radio button next to From Folder and then click on the Next button to continue.

1.B.	Import Wizard	×
S. Contraction	Import Wizard Click Next to select a source.	
	Select a source to import embroidery designs from.	
		Next >>

4. You must now select a folder to import. Click on the Browse button and select a folder with embroidery files in it. Click on the Next button to continue.

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	a folder into e	asyEmbroidery File	rt all the embroidery d Organizer™. Select a w to select embroider	folder to
	Folder Name:	G:\My Documents\M	ly Embroidery Designs	Browse
			<< Back	<u>N</u> ext >>

5. Select the embroidery design formats to import from. You can select any or all of the formats listed. Click the Next button.

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- 6. Select the embroidery design formats to import to. Here you can also select any or all of the formats listed. Click the Next button.
- 7. The Import Wizard will now import all of the embroidery files in the Folder you selected that have the embroidery format(s) you selected. It will also import any embroidery files in subdirectories of the Folder you selected into easyEmbroidery File Organizer.

1.0	Import Wizard	×
	Import Wizard Please wait while the file(s) are being imported.	
	Adding the belle embroidery design	
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8. When the Import Wizard has finished, it will display the Congratulations window. Click on the Finish button.

1.B	Import Wizard	×
	Import Wizard Click Finish to close the Import Wizard.	
	Congratulations, your file has been successfully imported	L
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9. You can now see the all of the embroidery files that were imported in the Available Embroidery Files tree. Notice how the names of the folders are now the names of the categories. You can expand and collapse the categories.

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Congratulations! You have just Imported all the embroidery files from the Folder you selected into easyEmbroidery File Organizer!

You have now finished the How to Use the Import Feature Lesson!