

Easy Organizer Suite™ easyFabrics Organizer™ Module

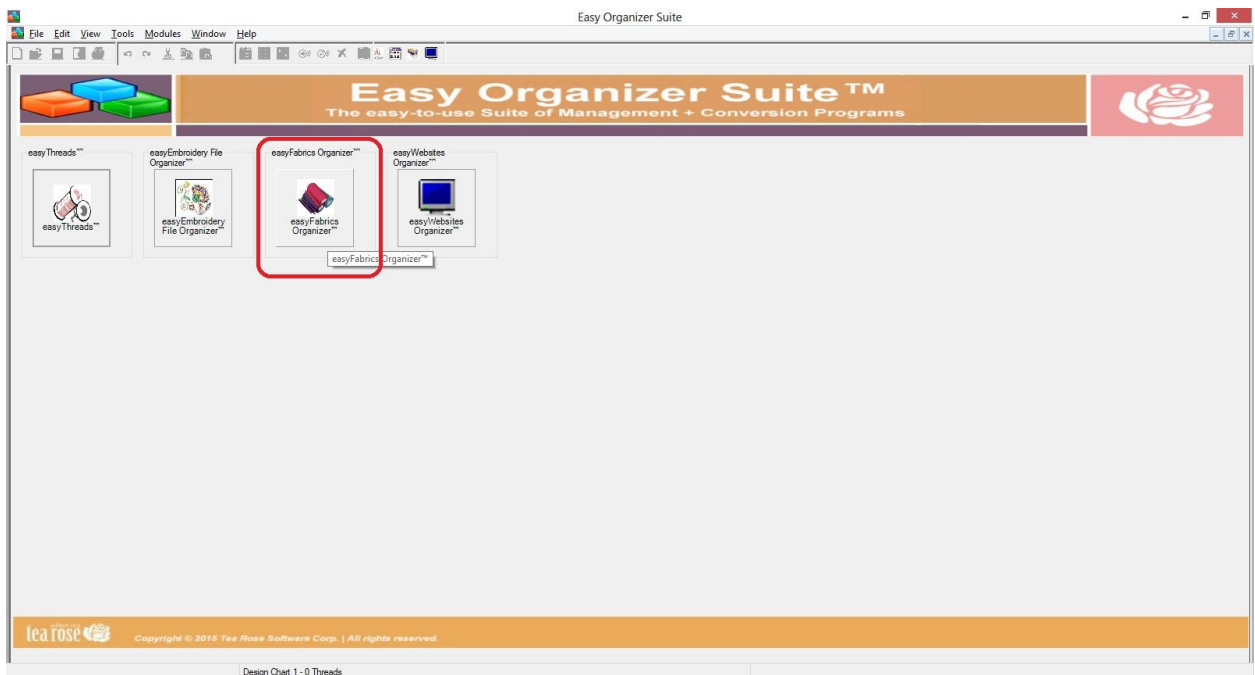
How to Work with Fabric Charts

Welcome to the **easyFabrics Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyFabrics Organizer™** Module and by the end of the series you will be an expert!

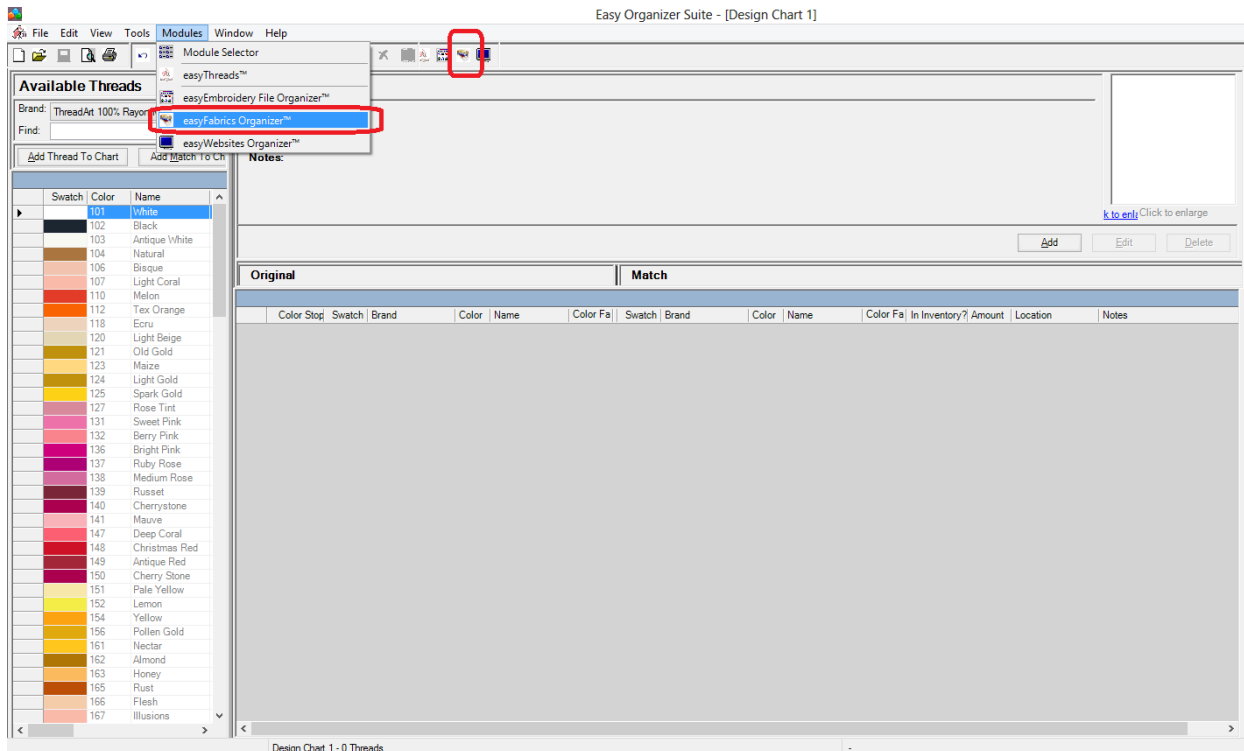
This lesson will show you how to work with Fabric Charts, and how to add, edit and delete them.

Adding a new Fabric

1. To begin, open **Easy Organizer Suite™** and select the **easyFabrics Organizer™** Module from the Module Selector.

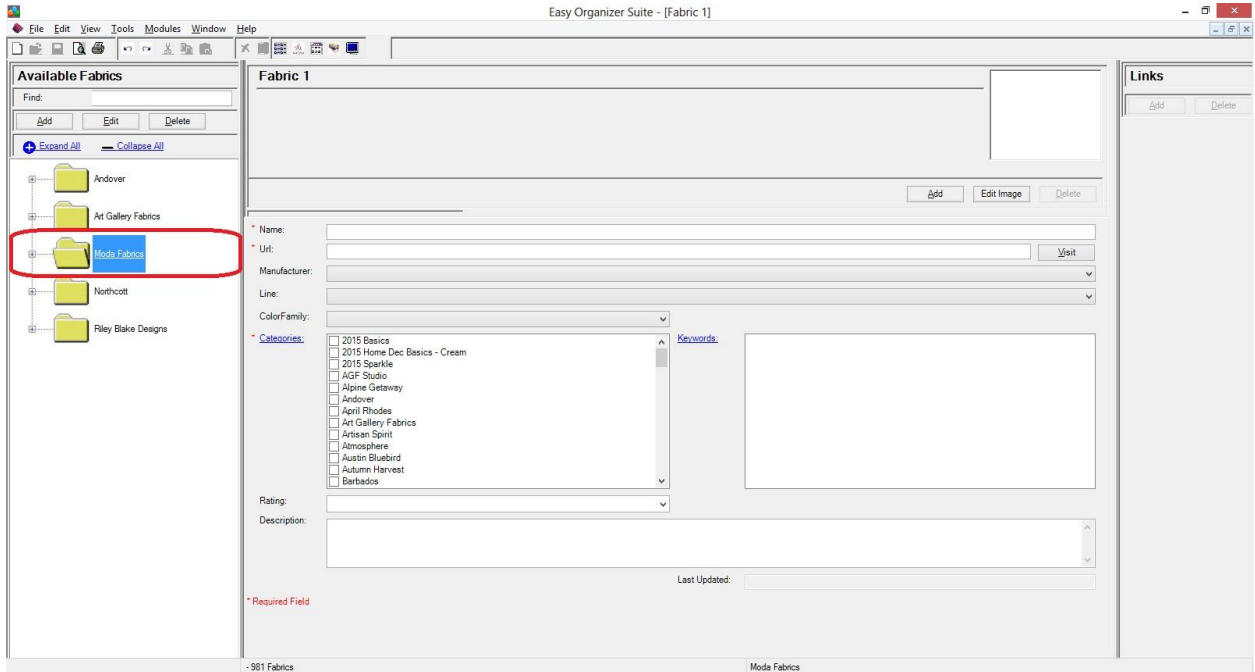


2. If you are in another module, select Modules → easyFabrics Organizer™ from the menu, or you can click on the **easyFabrics Organizer™** icon in the toolbar.

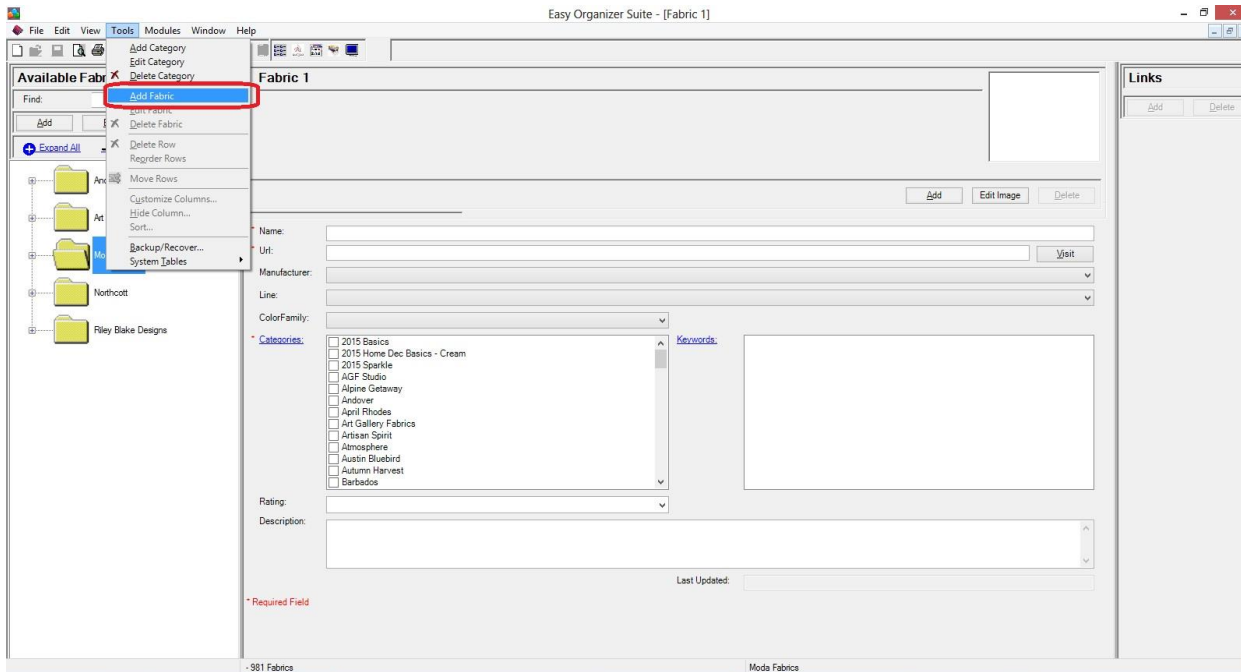


3. To add a new Fabric, select a Category in the Available Fabrics pane first.

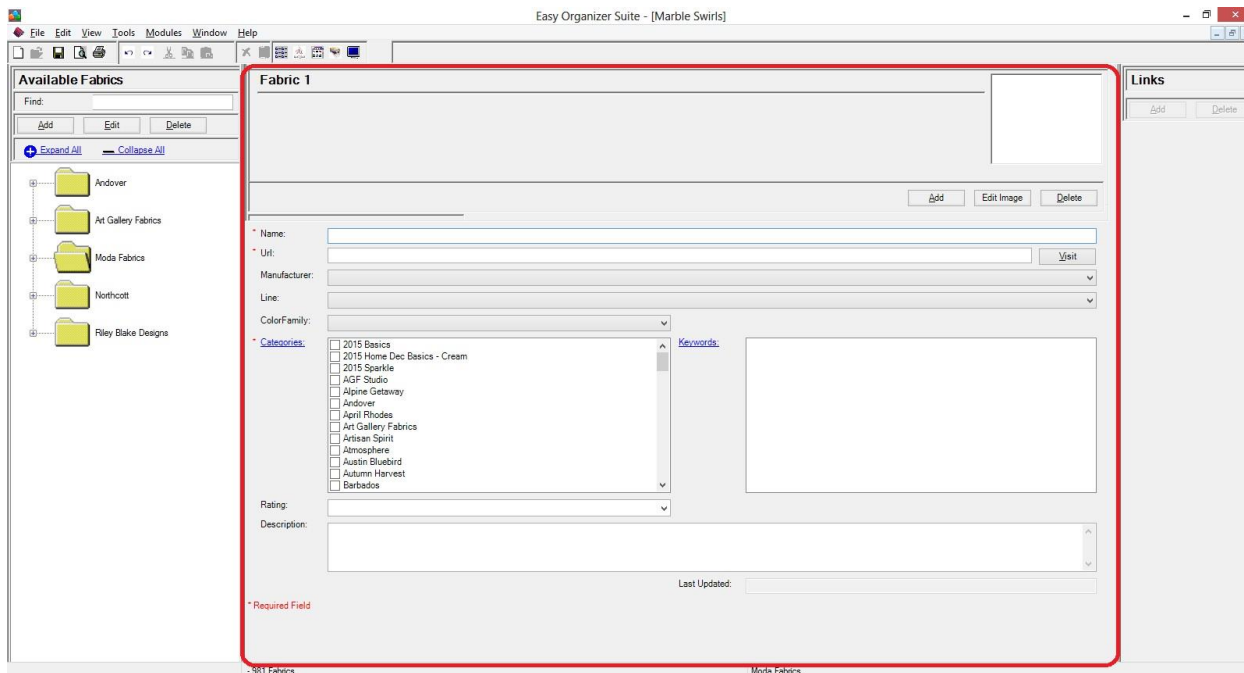
For this lesson, let's pick Andover. To select it, click on the Moda Fabrics category in the Available Fabrics tree.



4. Then click on Tools → Add Fabric from the menu. You can also right click in the Available Fabrics pane and select Add Fabric from the context menu. One other way to add a fabric is to select File → New in the menu or click on the New icon in the toolbar.



5. A new Add/Edit Fabric form will open in the center pane.



Now let's enter some information about the Fabric.

For this lesson, we'll enter this information in the Add/Edit Fabric form:

Name: Marble Swirls

Url: <http://www.easyorganizersuite.com/moda-marble-swirls.jpg>

Manufacturer: Moda Fabrics

Line: Austin Bluebird

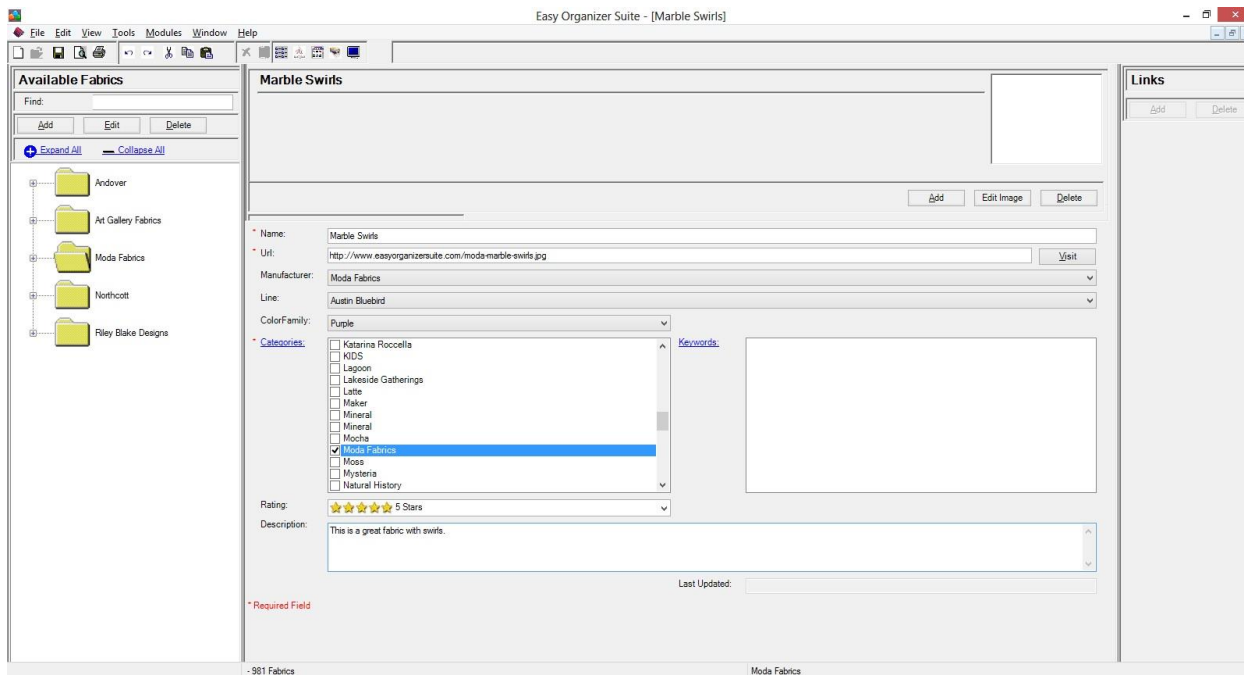
Color Family: Purple

Categories: Moda Fabrics (should already be selected)

Keywords: None

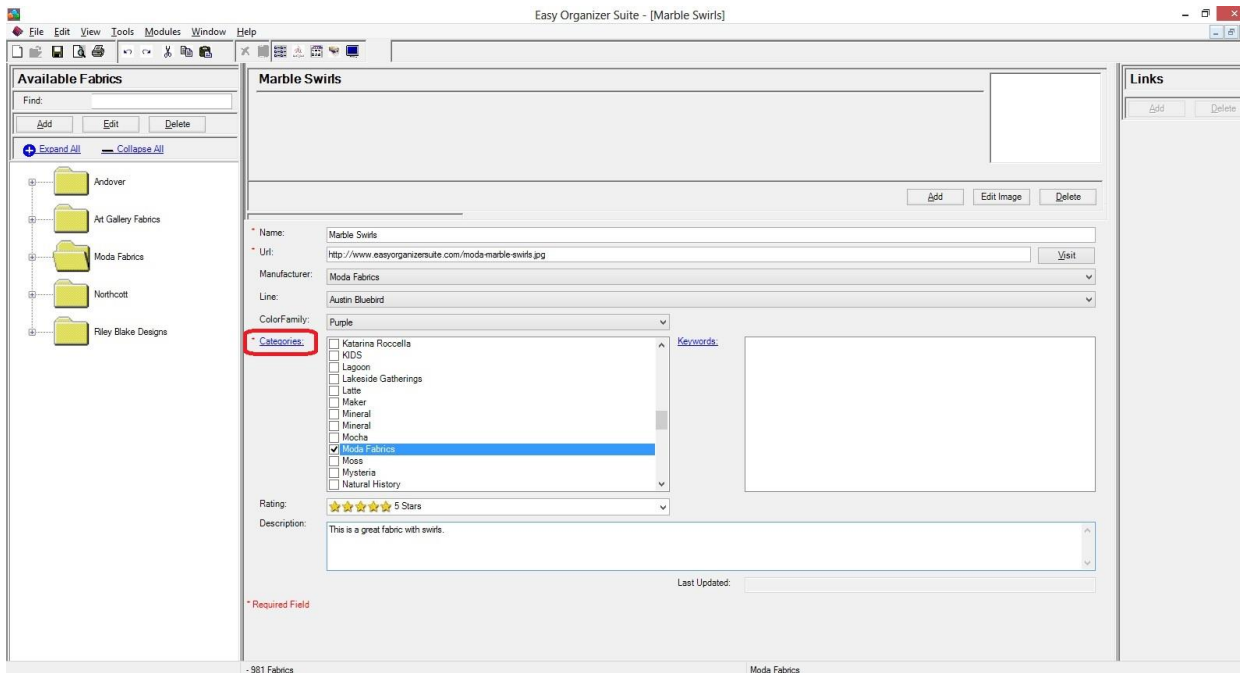
Rating: 5 Stars

Description: This is a great fabric with swirls.

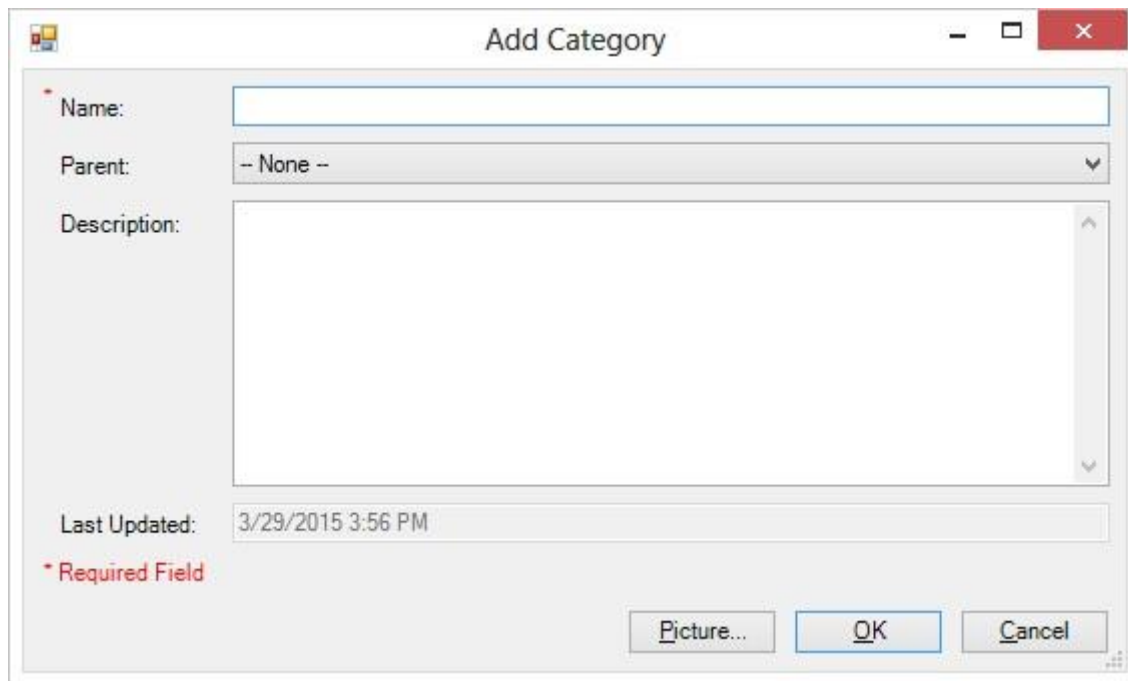


- 6. You can add new Categories right from the Fabric Chart form. Just click on the Categories: link to open the Add Category form.

For this lesson, let's add a new Category. Click on the Categories: link.



- 7. The Add Category form will open.



Enter the following information in the Add Category form:

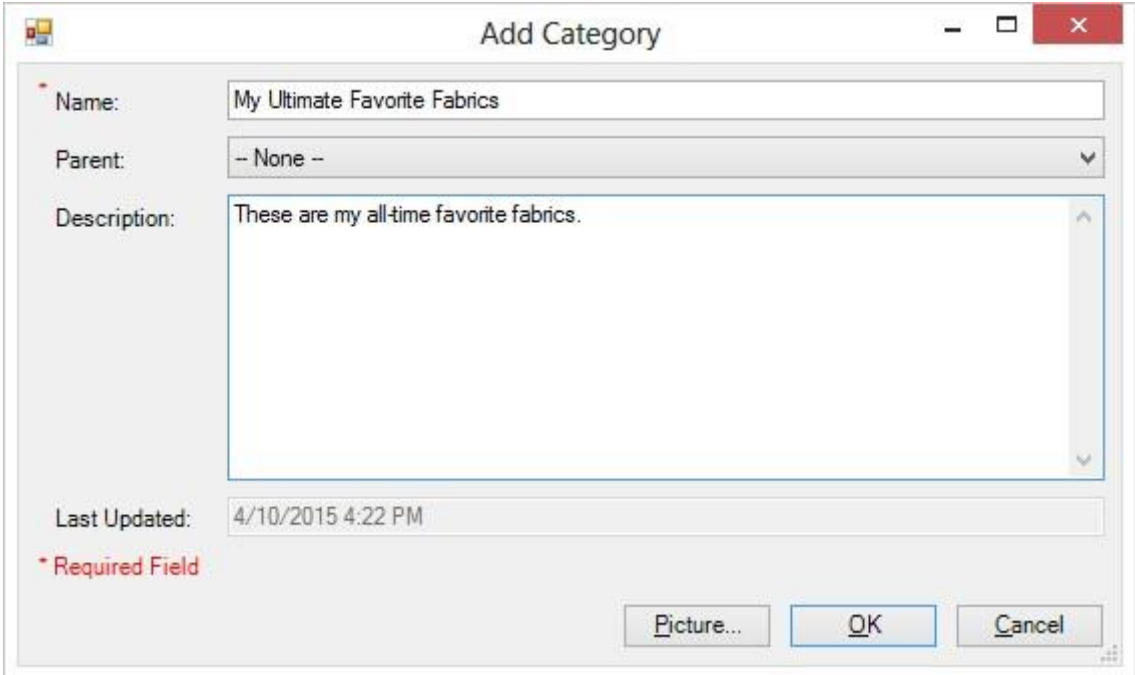
Name: My Ultimate Favorite Fabrics

Parent: -- None --

Description: These are my all-time favorite fabrics.

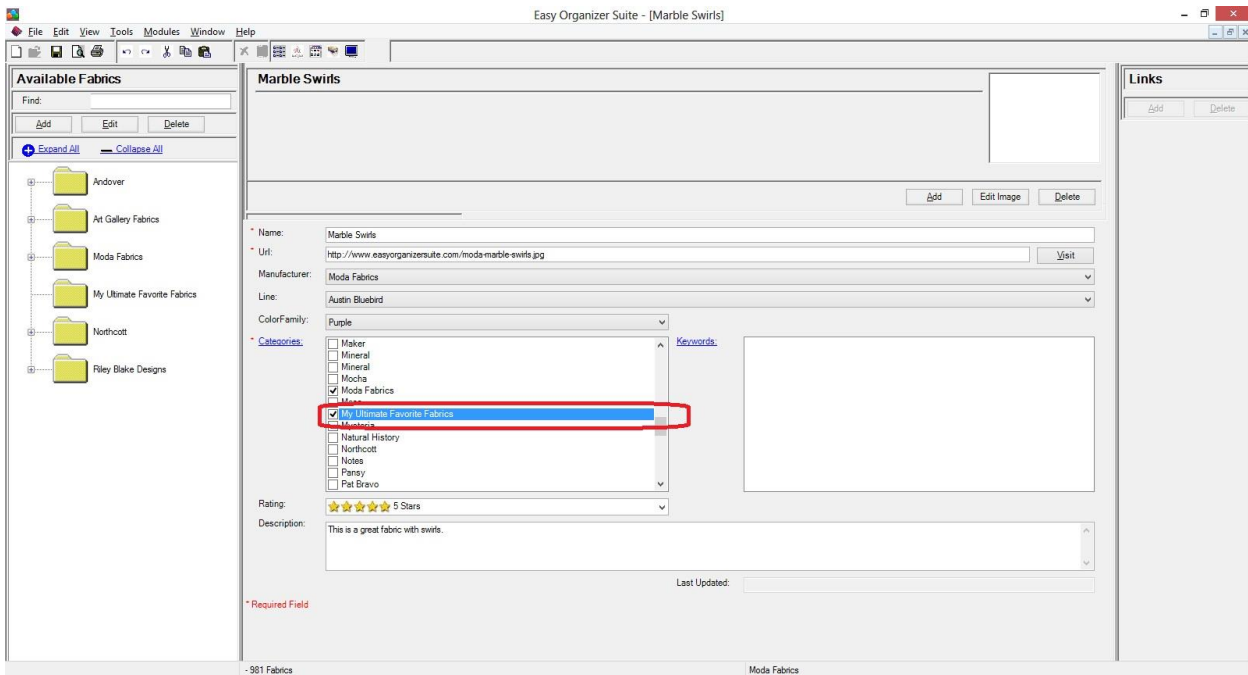
You can add a picture to the Category, if you'd like. For the purposes of this lesson, we won't add a picture to the Category.

Click on OK to add the new category.

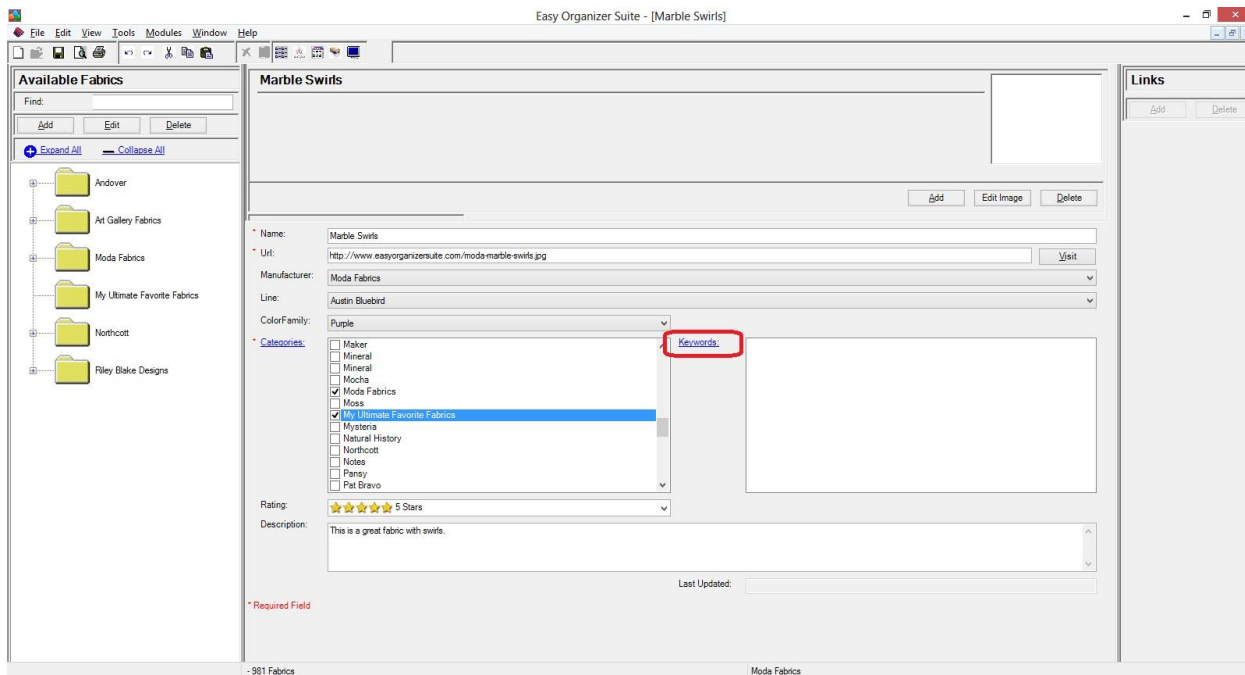


The screenshot shows a standard Windows-style dialog box titled "Add Category". It has a title bar with minimize, maximize, and close buttons. The main area contains four input fields: "Name" (text box with "My Ultimate Favorite Fabrics"), "Parent" (dropdown menu with "-- None --"), "Description" (text area with "These are my all-time favorite fabrics."), and "Last Updated" (text box with "4/10/2015 4:22 PM"). A red asterisk and the text "* Required Field" are located in the bottom left. At the bottom right, there are three buttons: "Picture...", "OK", and "Cancel".

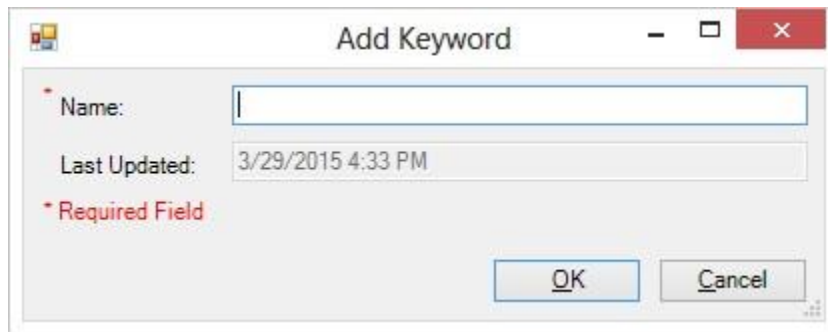
You will see the new category in the Categories list box. To associate this new category with your new Fabric, click on the box next to My Ultimate Favorite Fabrics to put a check in it.



8. You can also add new Keywords right from the Fabric Chart form. Just click on the Keywords: link to open the Add Keyword form.



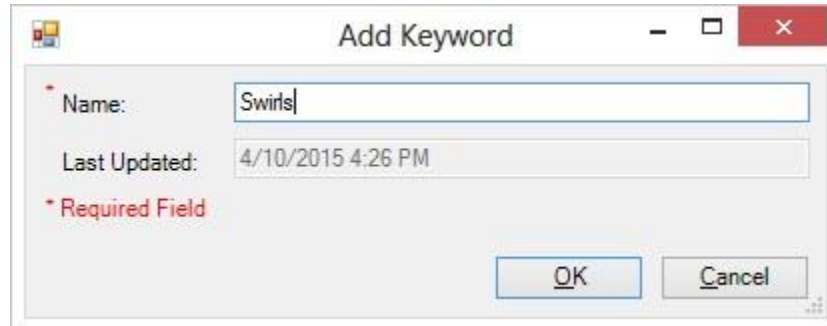
9. The Add Keyword form will open.



The screenshot shows a standard Windows-style dialog box titled "Add Keyword". It has a title bar with a minimize button, a maximize button, and a close button. The main area contains a "Name:" label followed by an empty text input field. Below that is a "Last Updated:" label followed by a text field containing "3/29/2015 4:33 PM". Underneath the "Last Updated" field, there is a red asterisk and the text "* Required Field". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

For this lesson, let's add a new Keyword. Click on the Keywords: link. Enter the following information in the Add Keyword form:

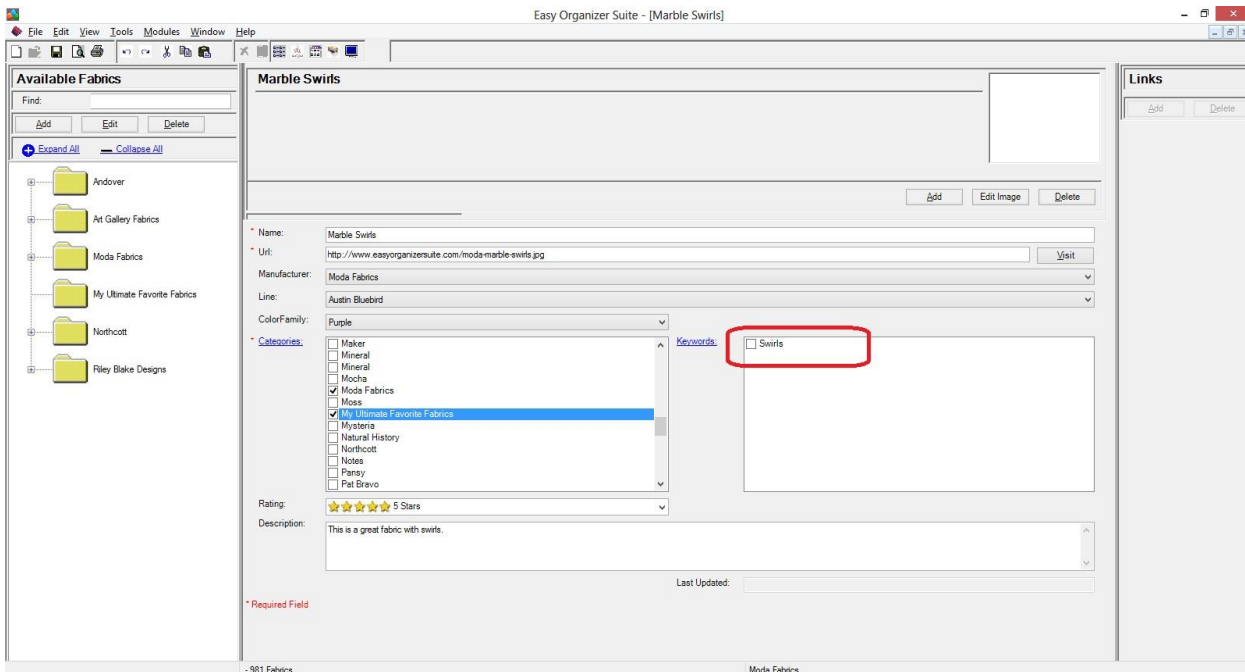
Name: Swirls



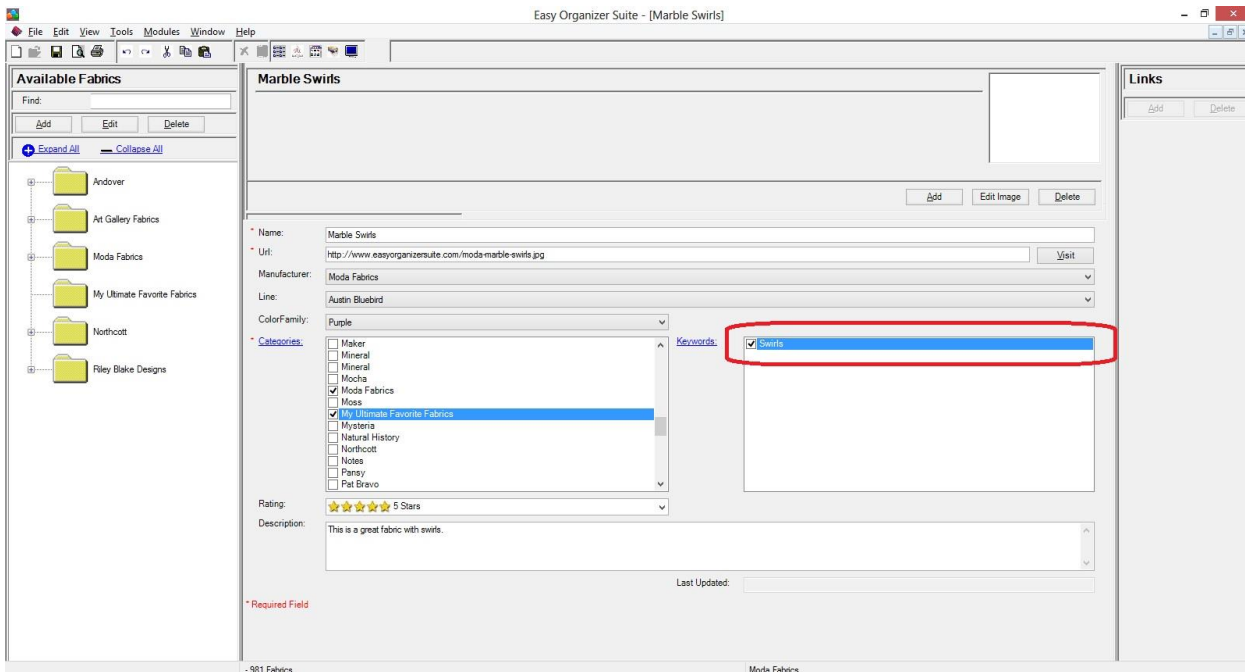
The screenshot shows the same "Add Keyword" dialog box as before, but now the "Name:" text input field contains the word "Swirls". The "Last Updated:" text field now shows "4/10/2015 4:26 PM". The red asterisk and "* Required Field" text are still present below the "Name" field. The "OK" and "Cancel" buttons remain at the bottom right.

Click on OK to add the new keyword. You will see the new keyword in the Keywords list box.

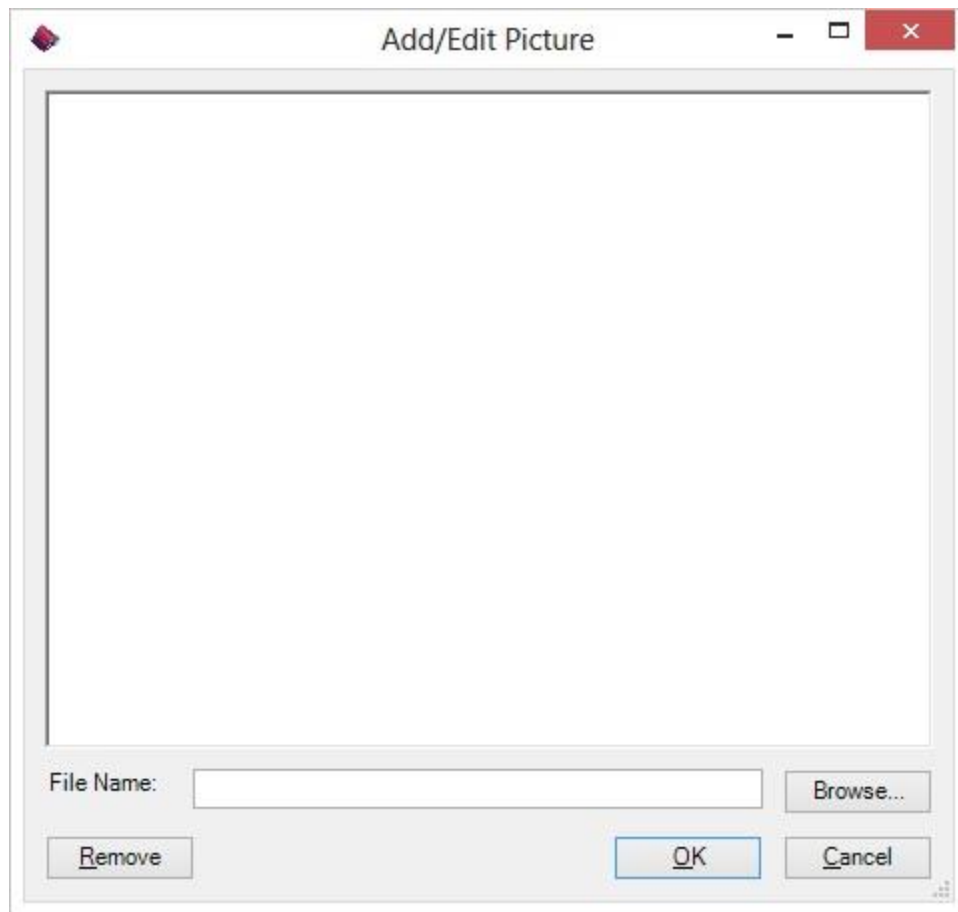
easyFabrics Organizer™ – How to Work with Fabric Charts



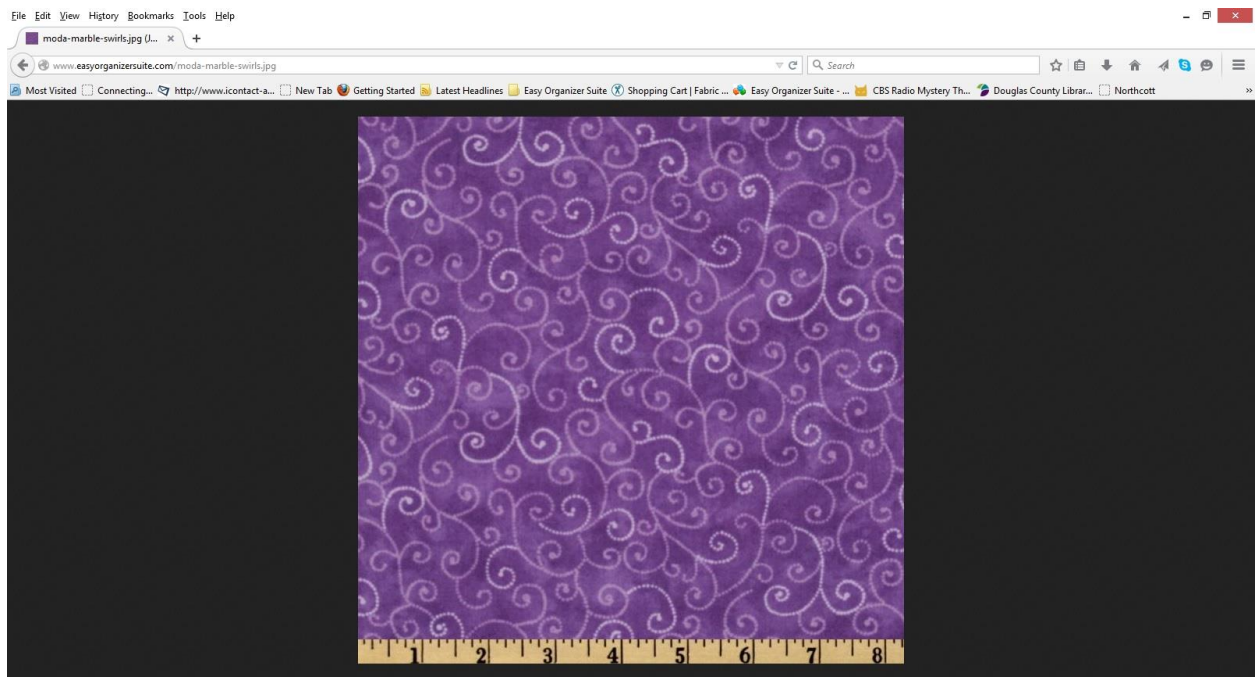
To associate this new keyword with your new Fabric, click on the box next to Swirls to put a check in it.



10. To add a picture to the Fabric, click on the Edit Image button. You can either click on the Browse button to find an image on your file system, or you can enter the favicon.ico from the fabric.



You can download fabric images from many of the fabric manufacturers' fabrics. For this lesson, go to the URL that was put in the Url of the Fabric Chart:
<http://www.EasyOrganizerSuite.com/moda-marble-swirls.jpg>.



Right click on one of the fabric images. Select “Save Image As...”. Select a folder and click on the Save button. Remember the name of the file and the folder where you saved the file. You may have to

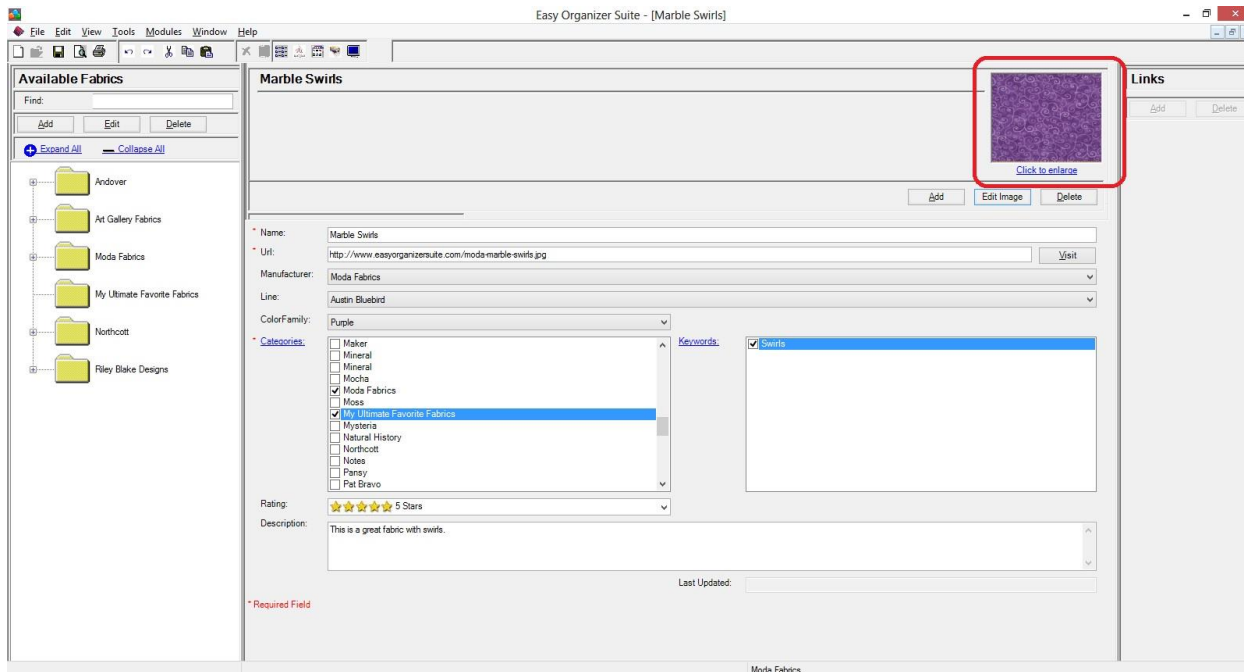
Click on the Browse button of the Add Picture form and find an image on your file system. The image must be less than 63,999KB in size.

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.

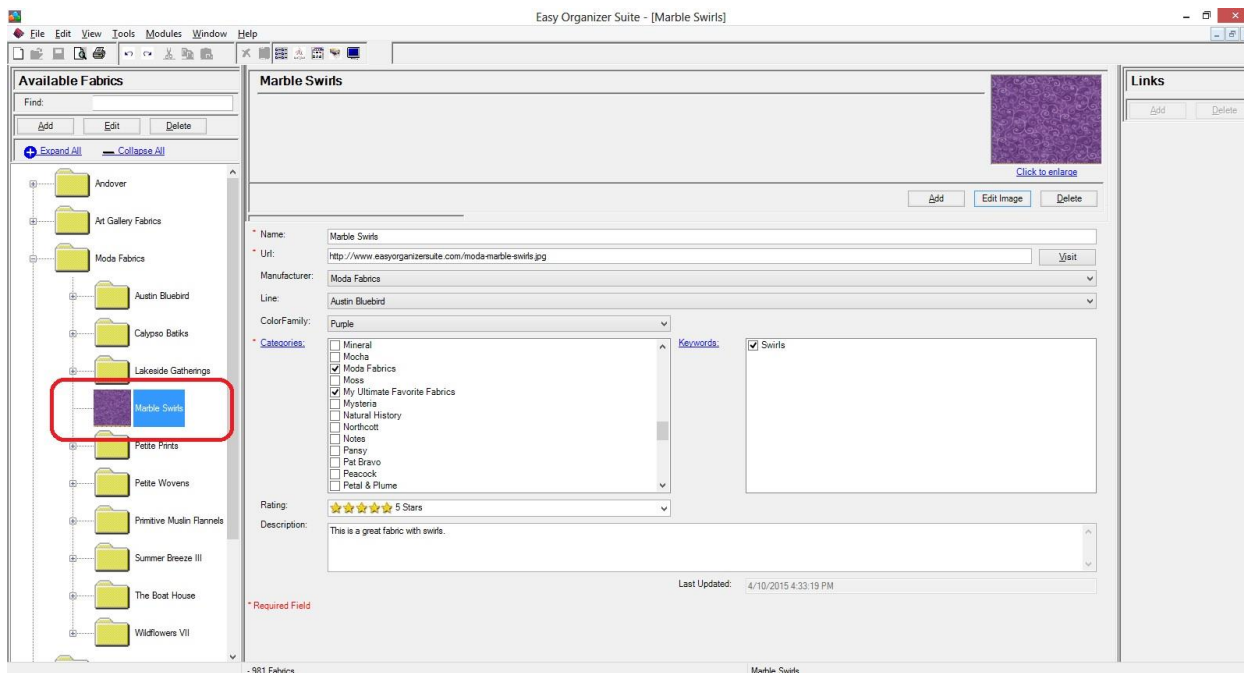


11. Click on OK to accept this image. You will now see the image in the picture box of the Fabric Chart.

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12. Select File → Save from the menu to save your new fabric. You will see your new fabric under the category(ies) that you selected in the Available Fabrics pane.



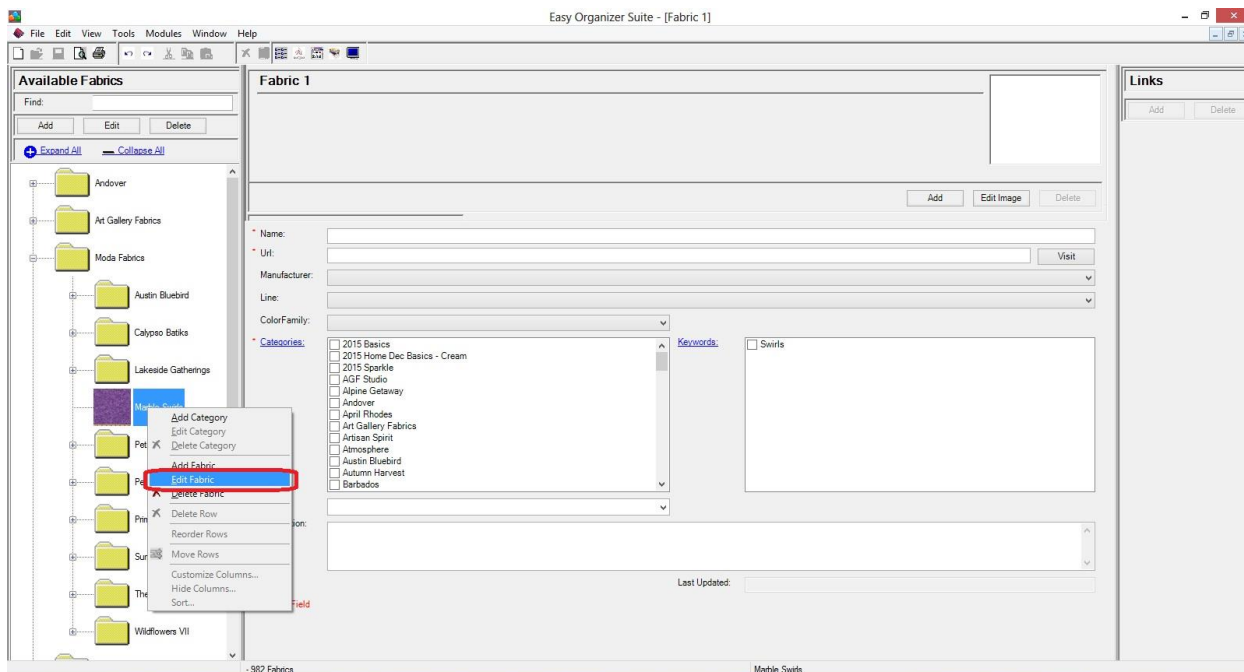
Congratulations! You have just added a new fabric!

Close the Marble Swirls chart to go to the Editing a Fabric section.

Editing a Fabric

Editing a fabric is really quite easy. First, you will need to open a fabric to edit.

1. To open a fabric to edit, navigate through the Available Fabrics tree, expanding and collapsing the categories until you find the fabric that you want to edit. To open the fabric for editing, you can either double click on the Fabric in the Available Fabrics tree, or you can right click on the Fabric in the Available Fabrics tree and select Edit Fabric, or you can select Tools → Edit Fabric in the menu.

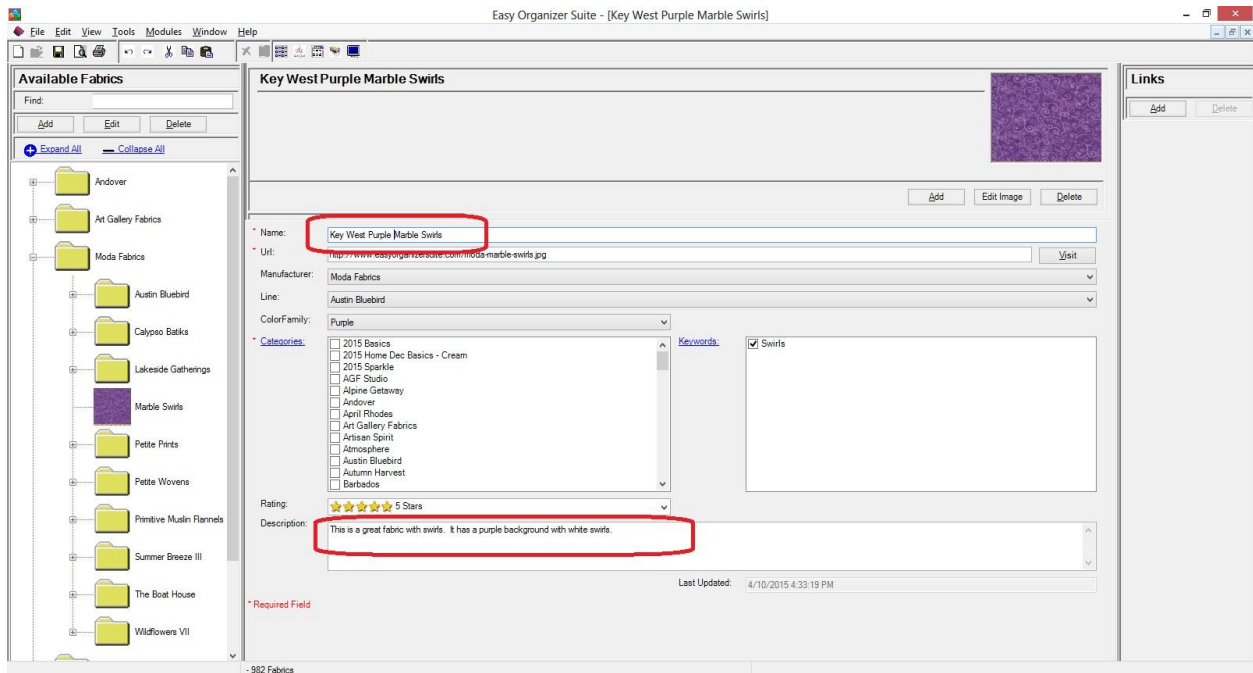


2. Change any of the information in the Fabric Chart.

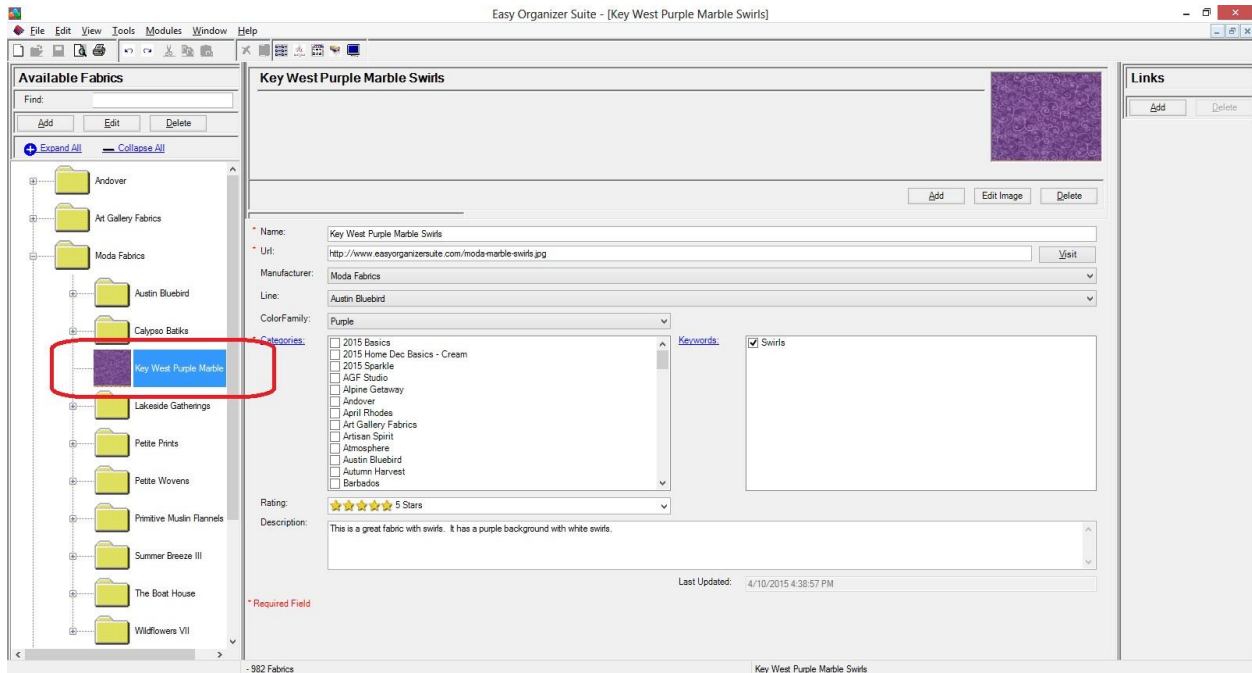
For this lesson, let's update the name and description. Enter this information:

Name: Key West Purple Marble Swirls

Description: This is a great fabric with swirls. It has a purple background with white swirls.



3. Now click File → Save to save your changes. You will notice that any changes made to the name of the Fabric can be seen in the Available Fabrics tree.

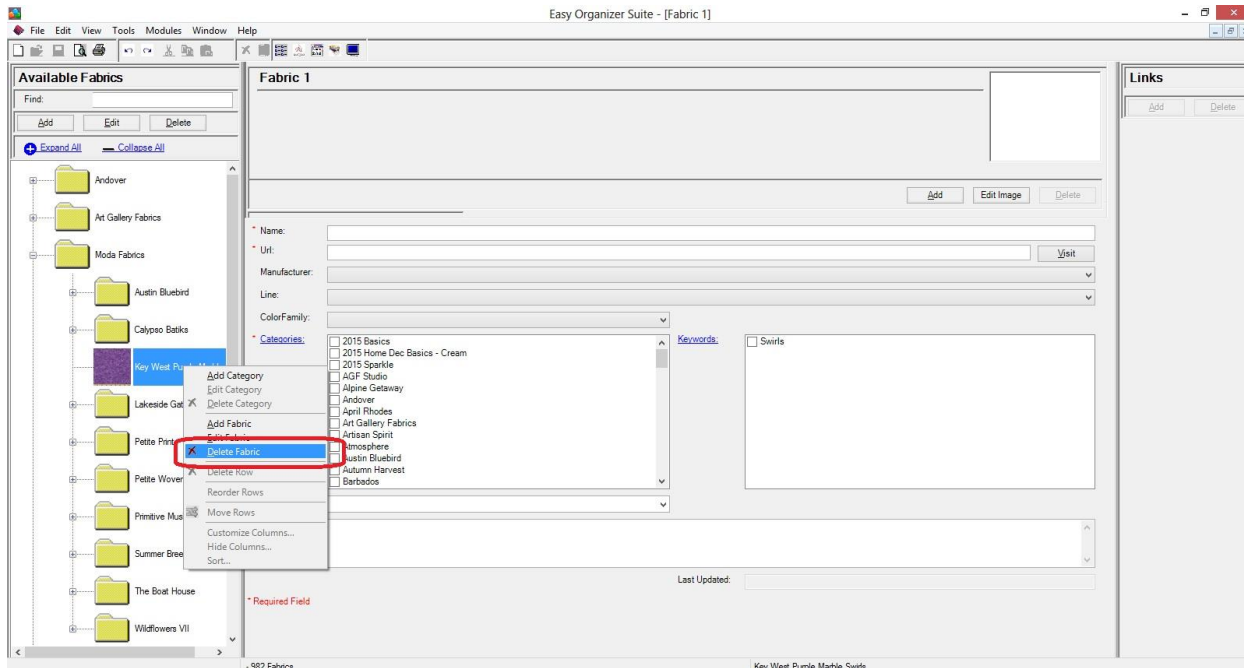


Congratulations! You have just edited a new fabric!

Close the Key West Purple Marble Swirls chart to go to the Deleting a Fabric Chart section.

Deleting a Fabric Chart

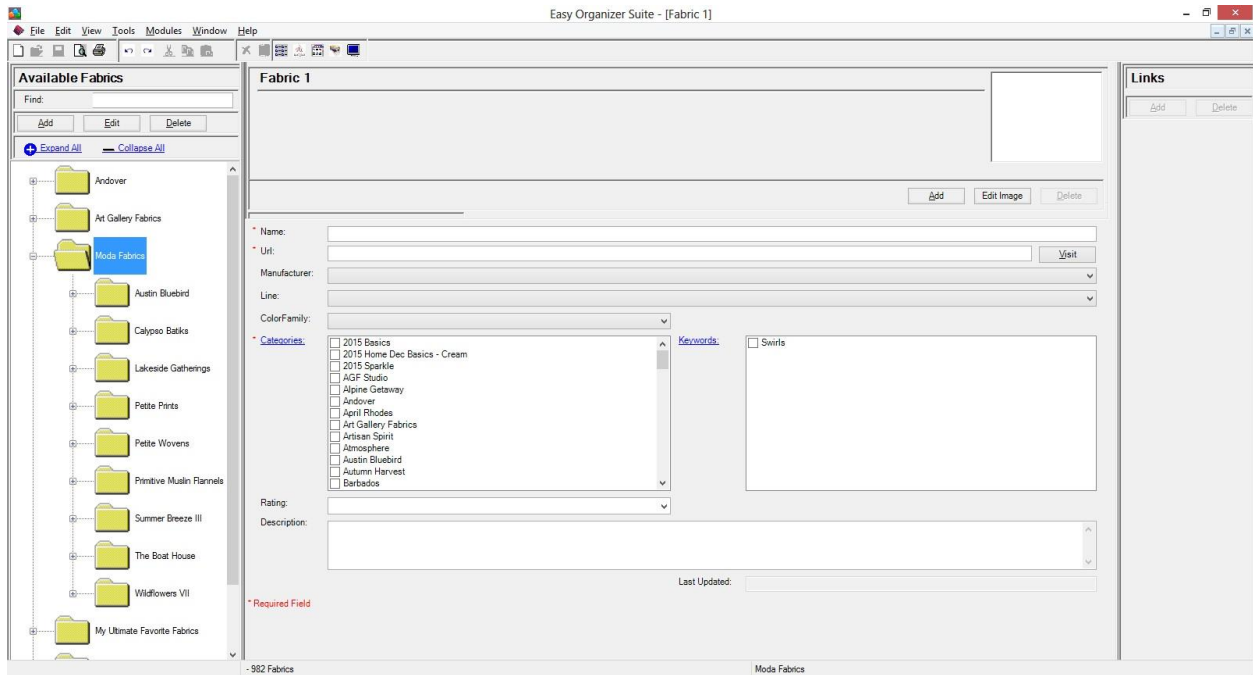
1. If you want to delete a Fabric, select the Fabric in the Available Fabrics tree and either right click and select Delete Fabric, or select Tools → Delete Fabric.



2. The system will ask you if you are sure, and if so, click on the Yes button to delete the Fabric. Otherwise, click on the No button.



3. If you selected Yes, then you will no longer see the Fabric in the Available Fabrics tree.



Congratulations! You have now finished the How To Work With Fabrics Lesson.