

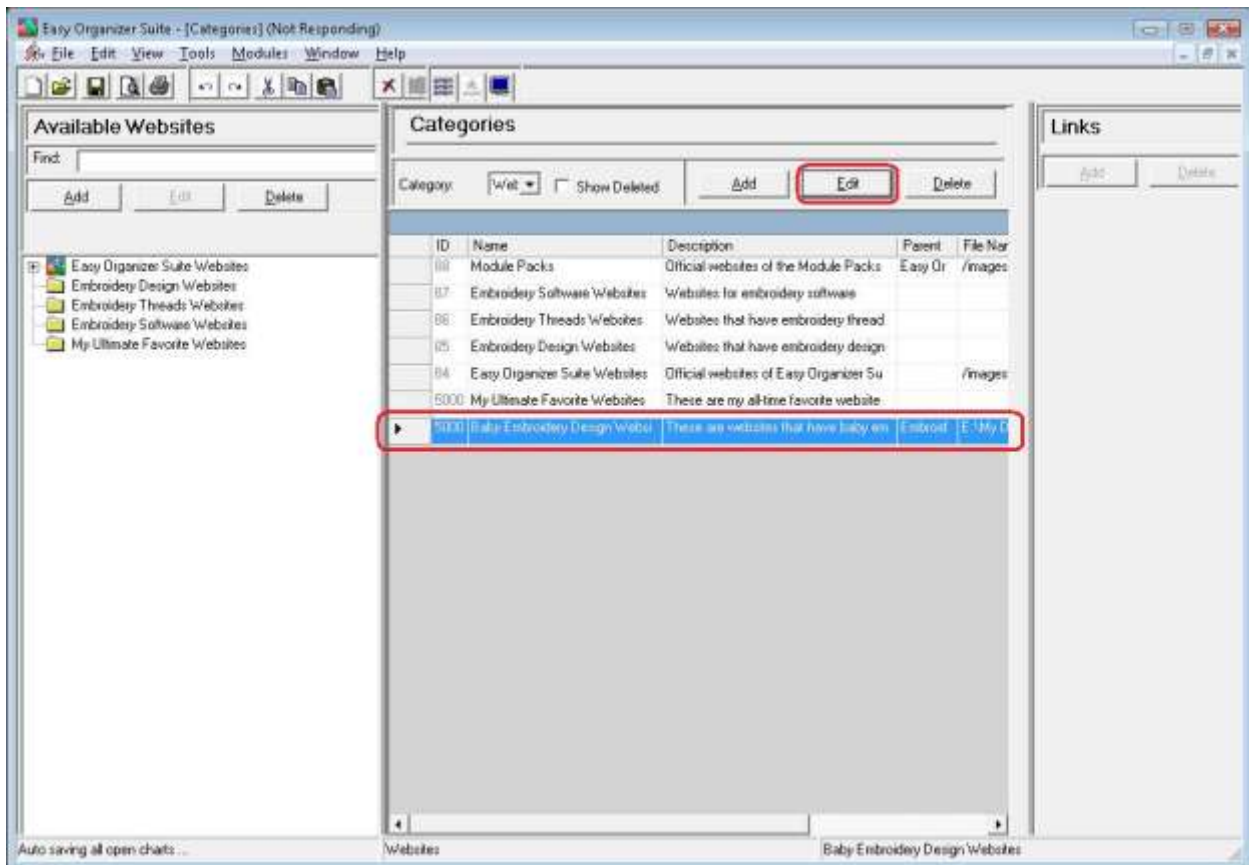
**Easy Organizer Suite™  
Internet Organizer™ Module Pack  
easyWebsites Organizer™ Module**

**Lesson 8 - How to Work with System Tables –  
Categories  
Part 2**

***Editing a Category***

Editing a category is really quite easy.

1. To open a Category to edit, select the row in the Categories grid that you would like to edit and click on the Edit button.



2. This will open the Add/Edit Category form.



The screenshot shows a dialog box titled "Add/Edit Category Item". It has several input fields: "Name" (text box with "Baby Embroidery Design Websites"), "Parent" (dropdown menu with "Embroidery Design Websites"), "Description" (text box with "These are websites that have baby embroidery desgins."), and "Last Updated" (text box with "1/29/2011 2:19:45 PM"). At the bottom, there are three buttons: "Picture...", "OK", and "Cancel". A red asterisk and the text "\* Required Field" are visible next to the Name field.

3. Change the Name, Parent and/or Description in the Add/Edit Category form.

For this lesson, let's change the name to 1 Granny Smith Apple:

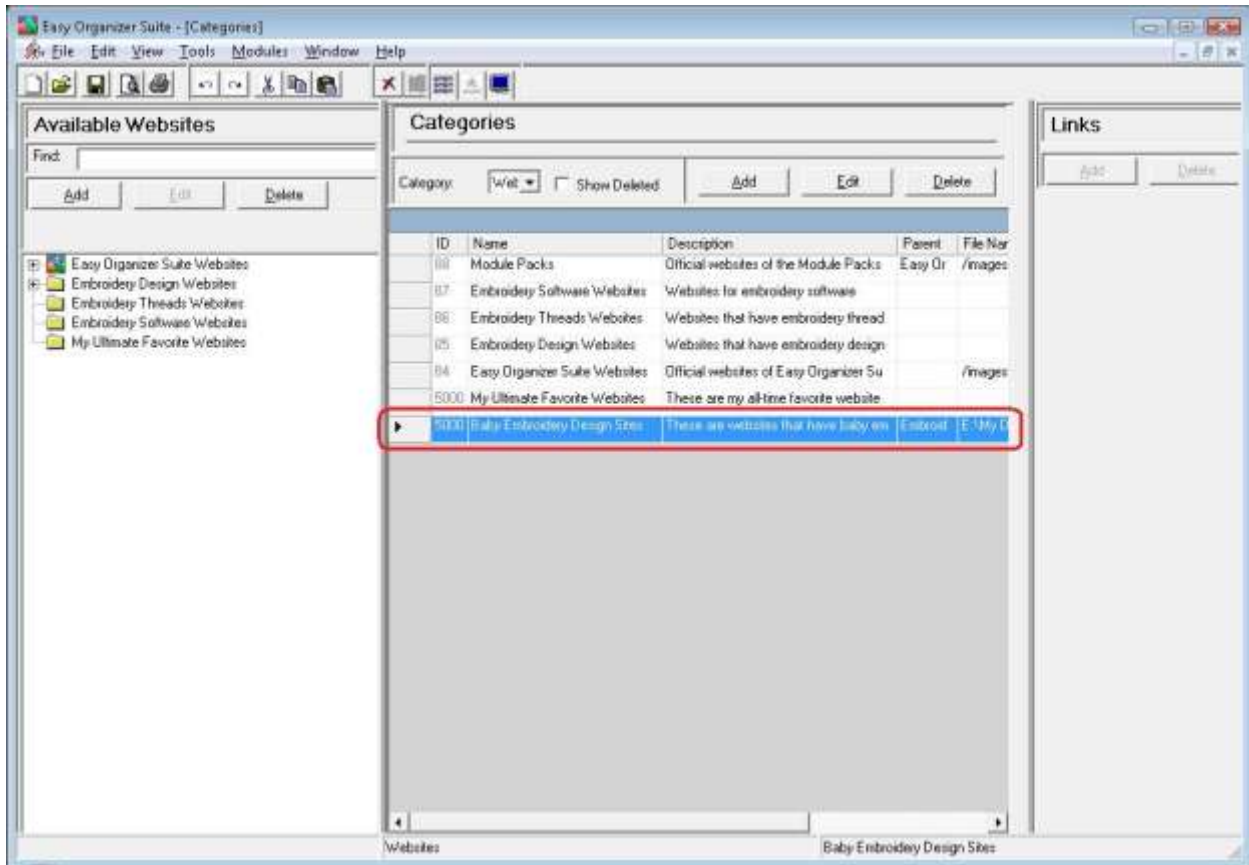
Name:       Baby Embroidery Design Sites

Now click OK to save your changes.

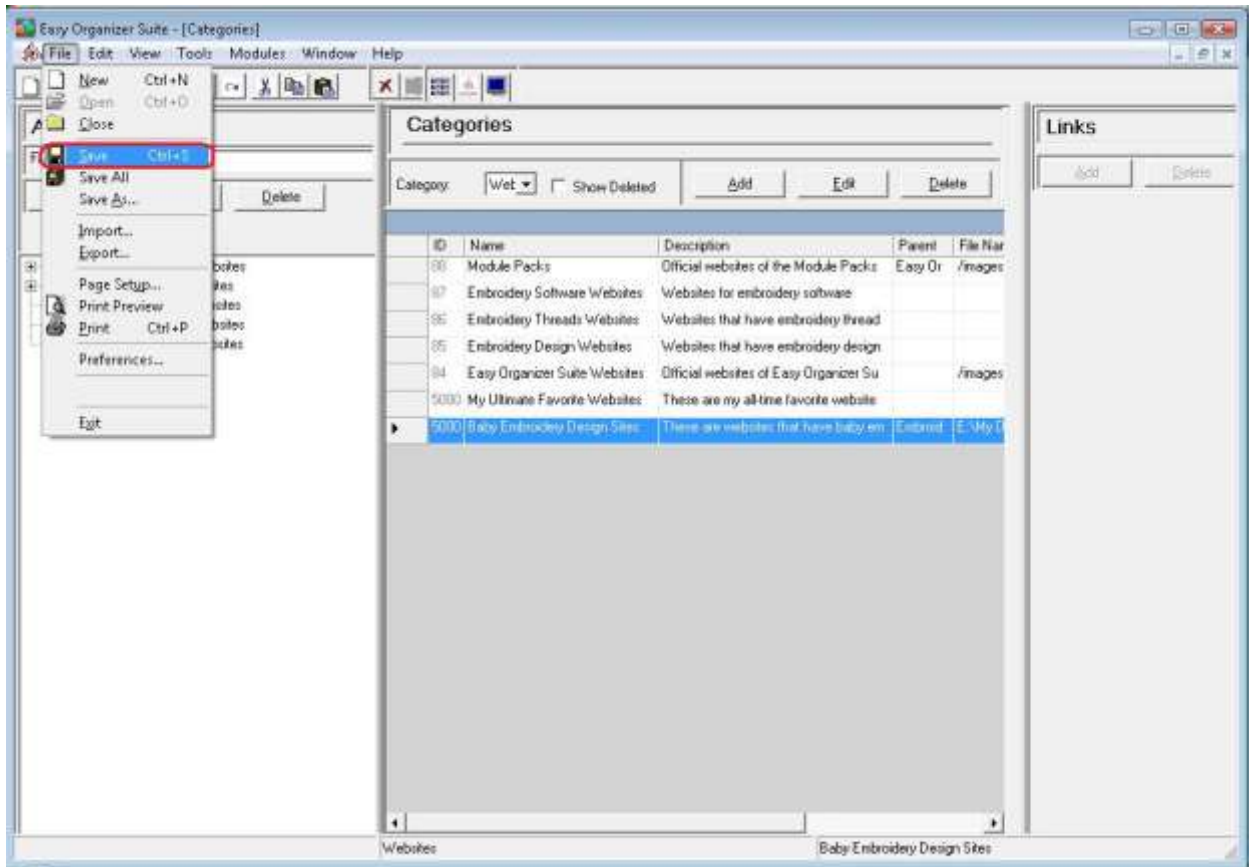


This screenshot is identical to the previous one, but the "OK" button at the bottom is highlighted with a red rectangle.

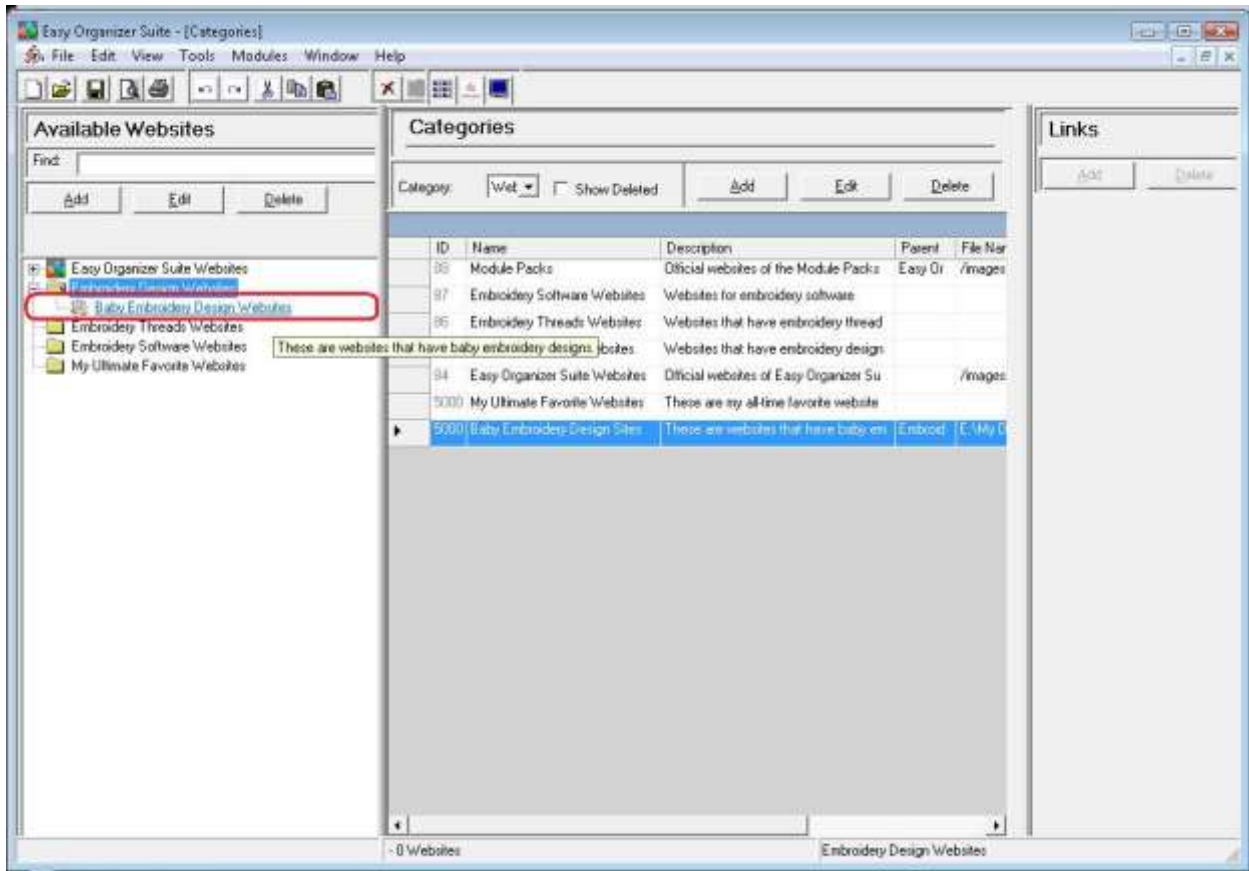
4. You will notice that any changes made to the name of the Category can be seen in the Categories System Table



5. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



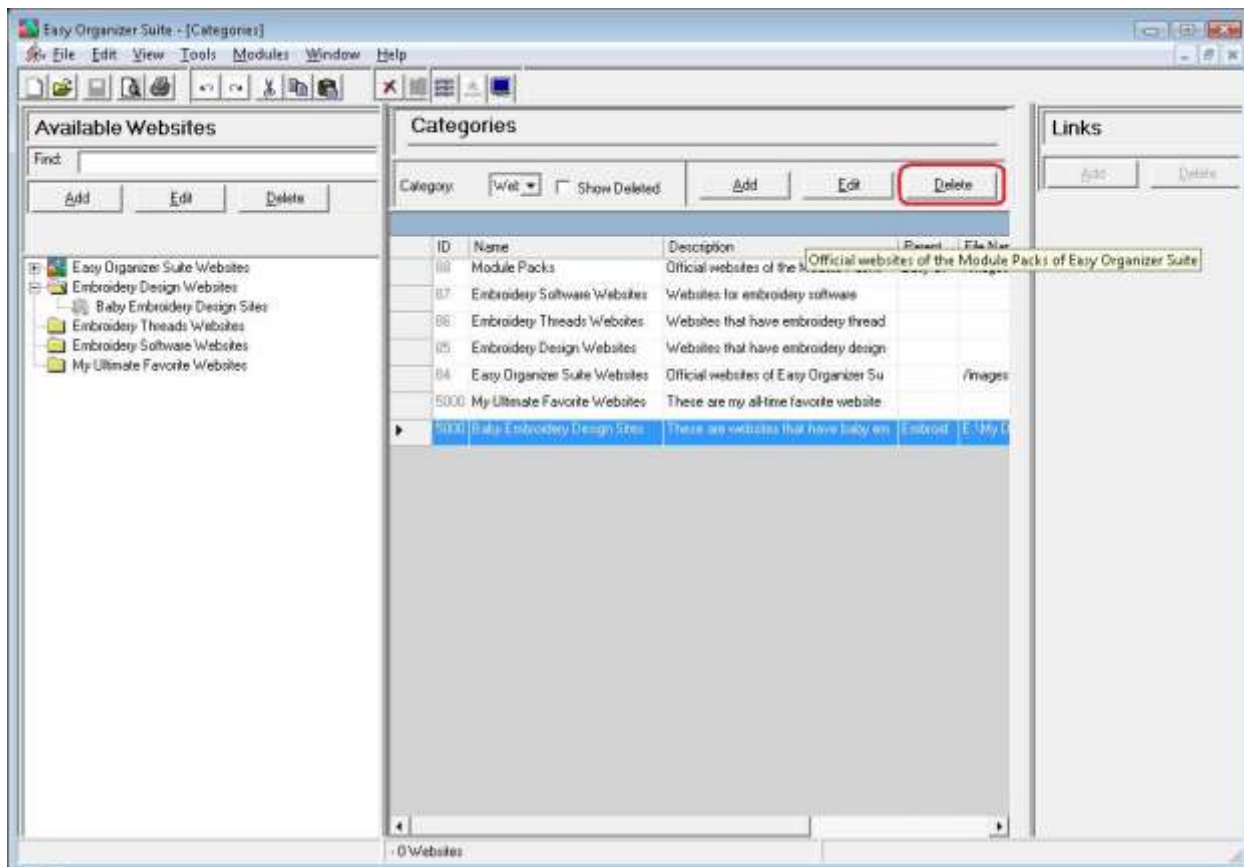
6. Now you will see your edited category in the Available Websites pane.



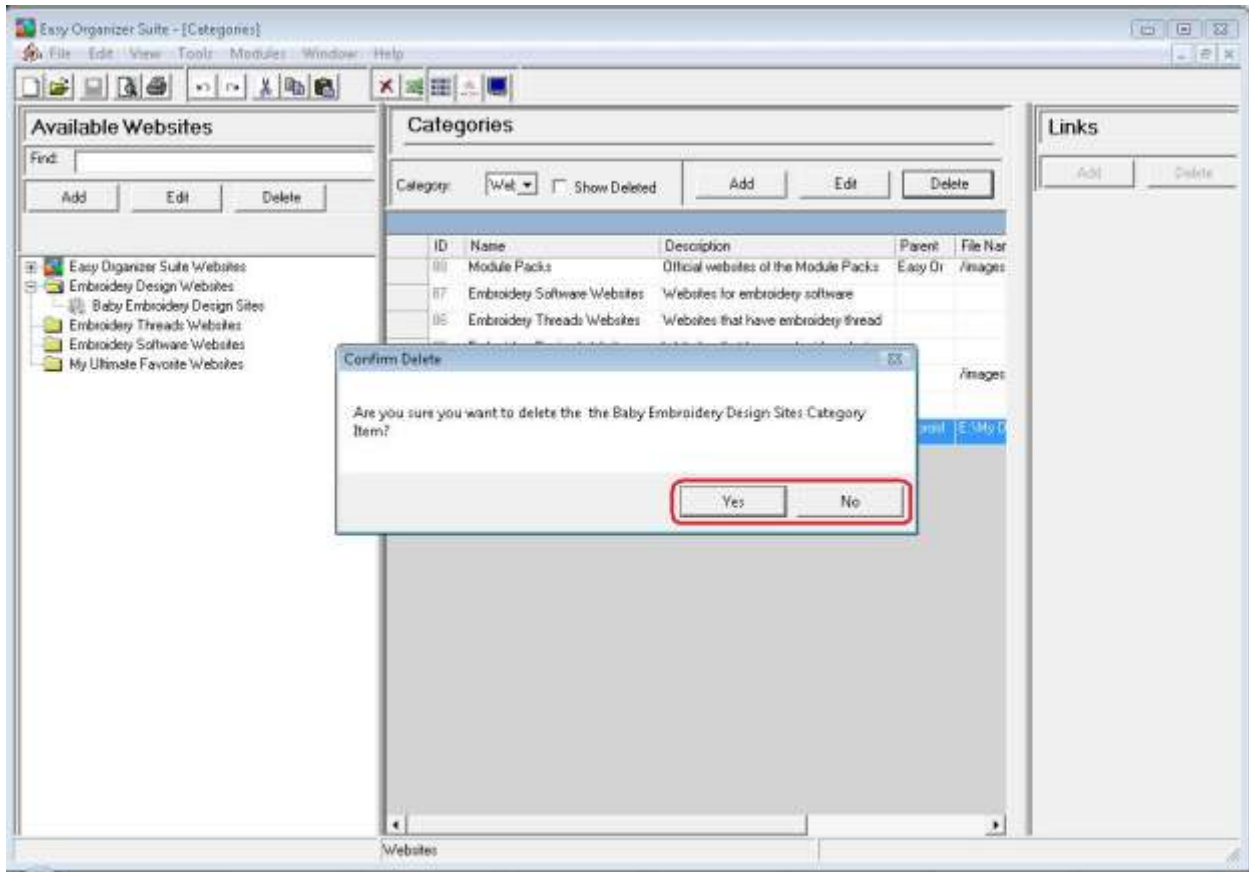
Congratulations! You have just edited a category!

## Deleting a Category

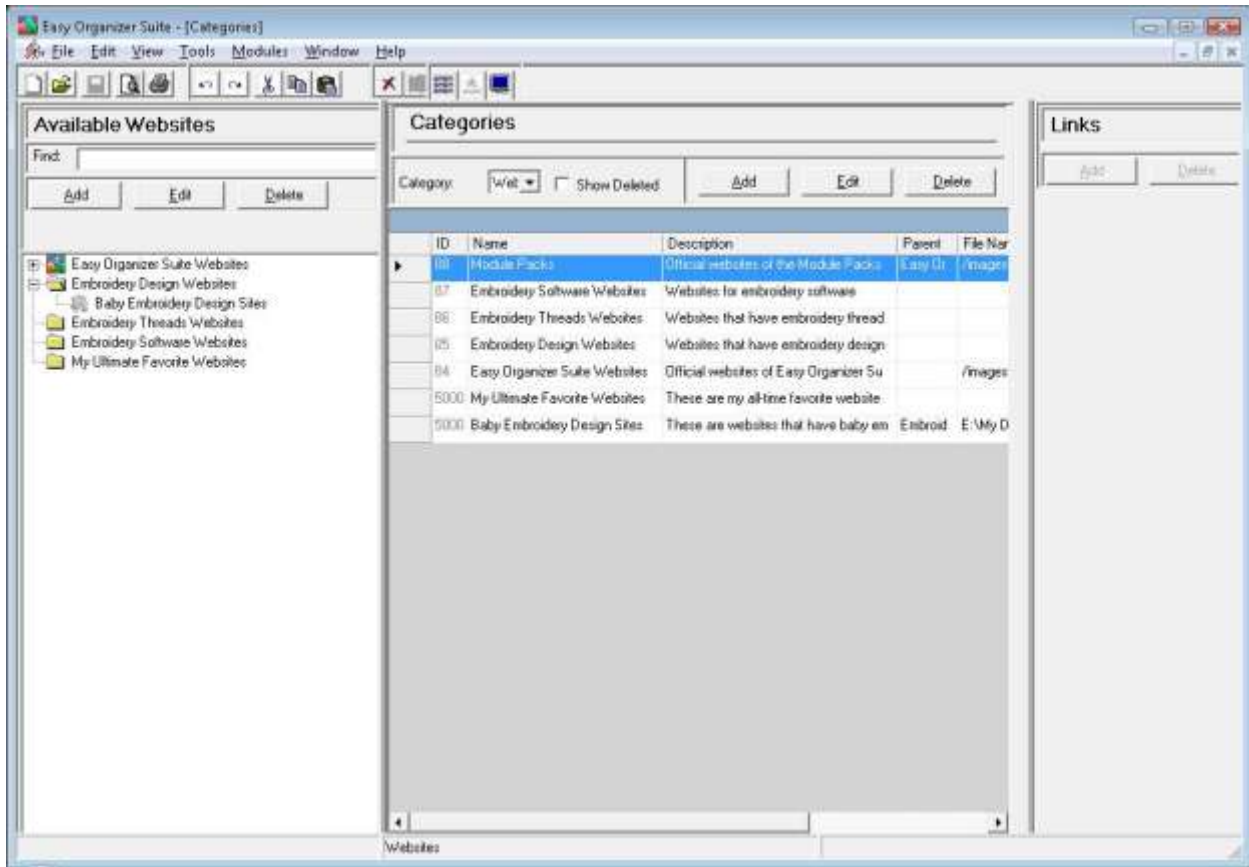
1. If you want to delete a Category, select the row of the category in the Categories System Table. Then click on the Delete button at the top of the Categories System Table. You can also select Tools → Delete Row in the menu, or right click and select Delete Row from the context menu, or click on the Delete Row icon in the toolbar.



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

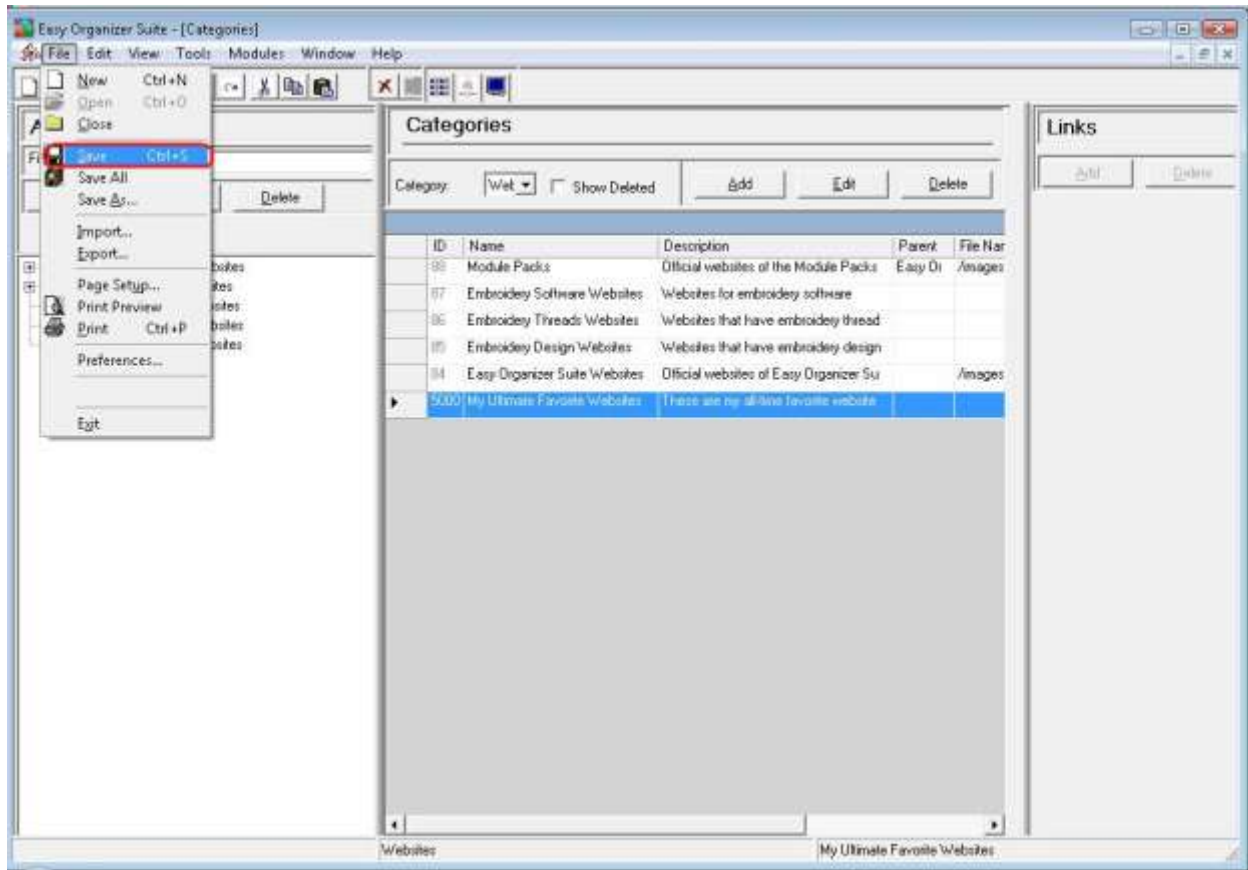


3. If you selected Yes, then you will no longer see the Category in the Categories System Table.





4. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



Congratulations! You have just deleted a category!

You have now finished Lesson 8! There are no more lessons in the **easyWebsites Organizer™** Lessons series. You have completed them all now!