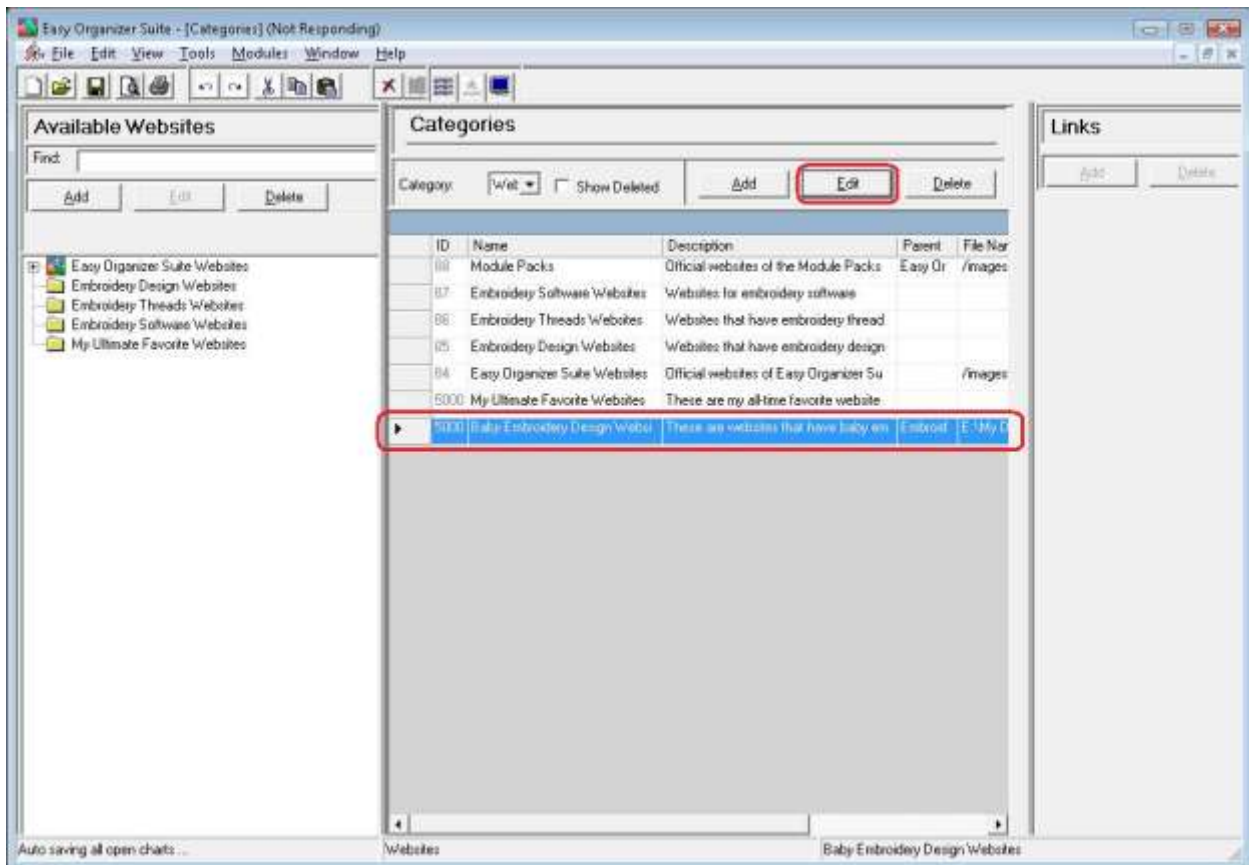**Easy Organizer Suite™**
Internet Organizer™ Module Pack
easyWebsites Organizer™ Module

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.

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

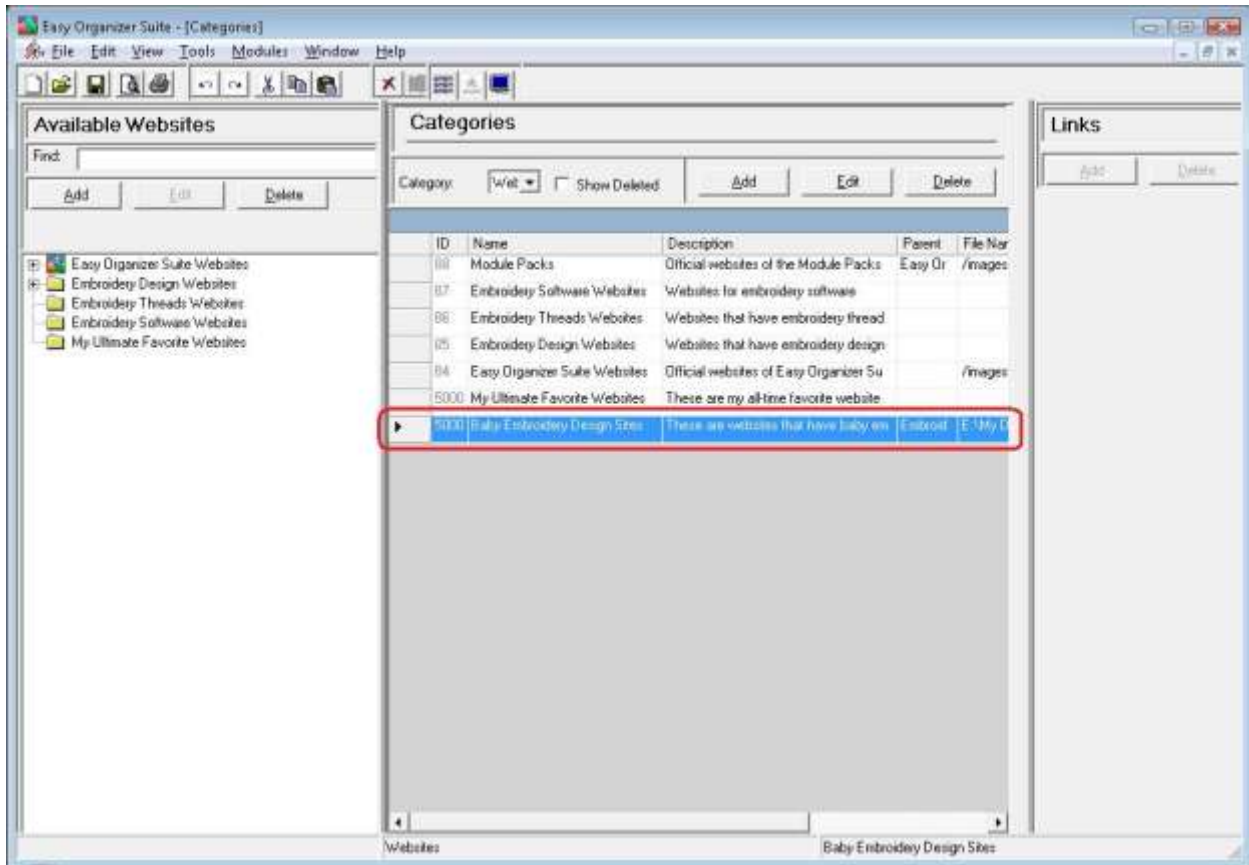   For this lesson, let's change the name to 1 Granny Smith Apple:

    Name: Baby Embroidery Design Sites

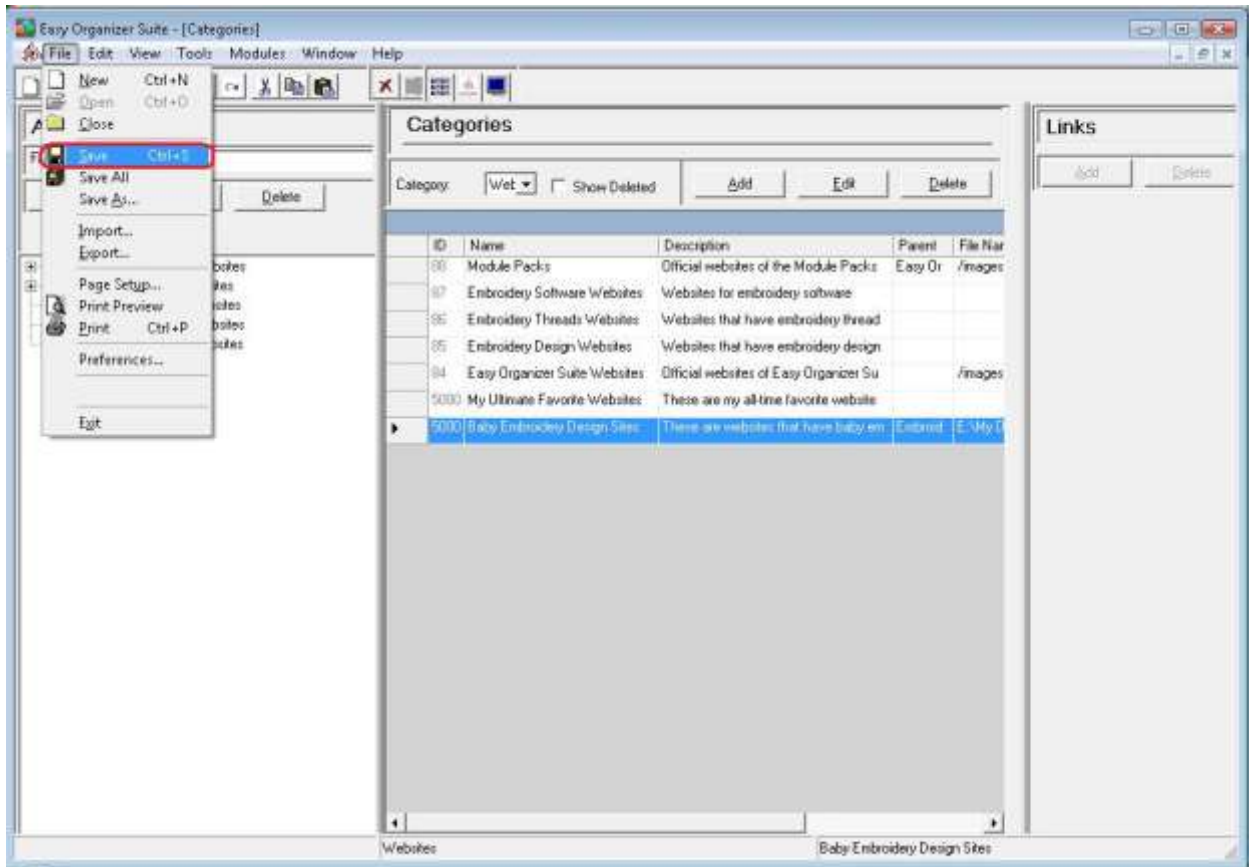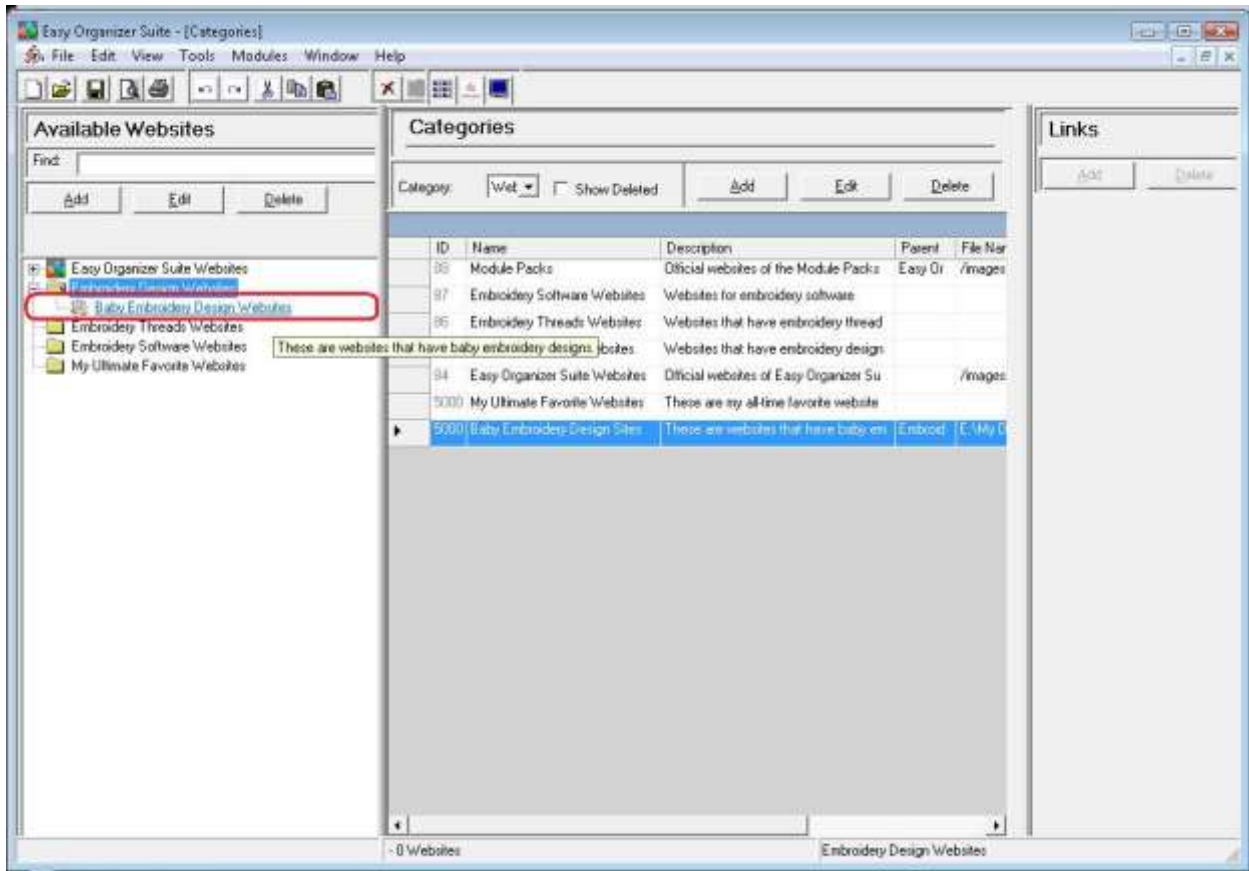   Now click OK to save your changes.

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

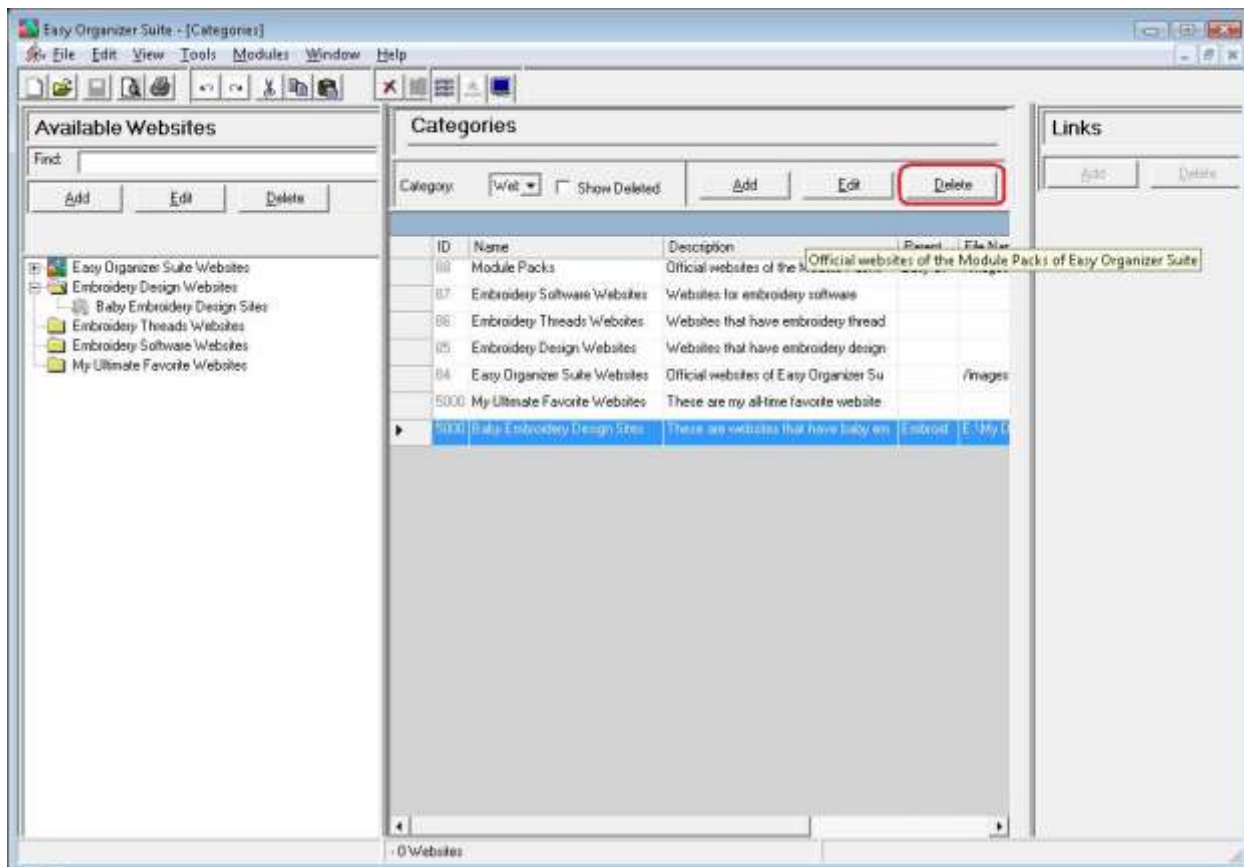5. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.

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.
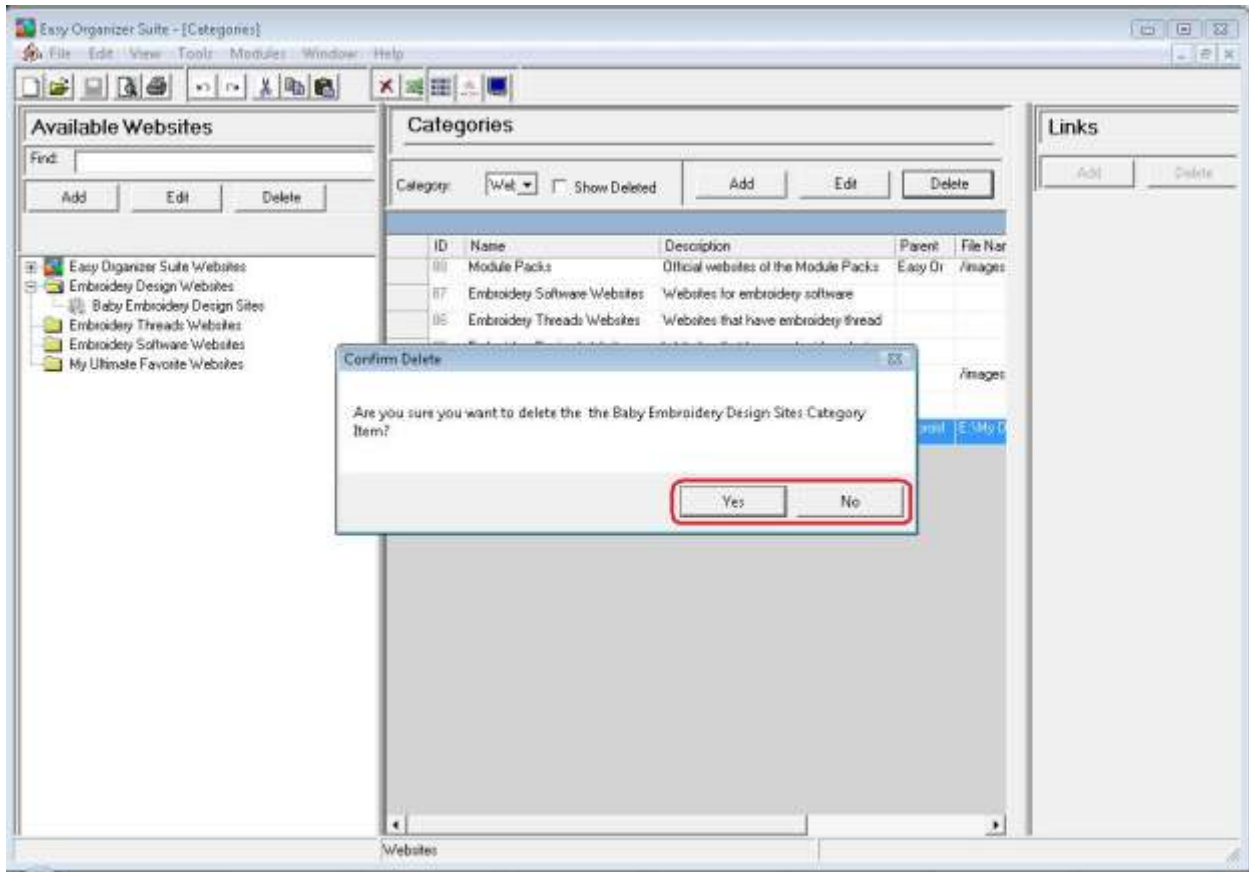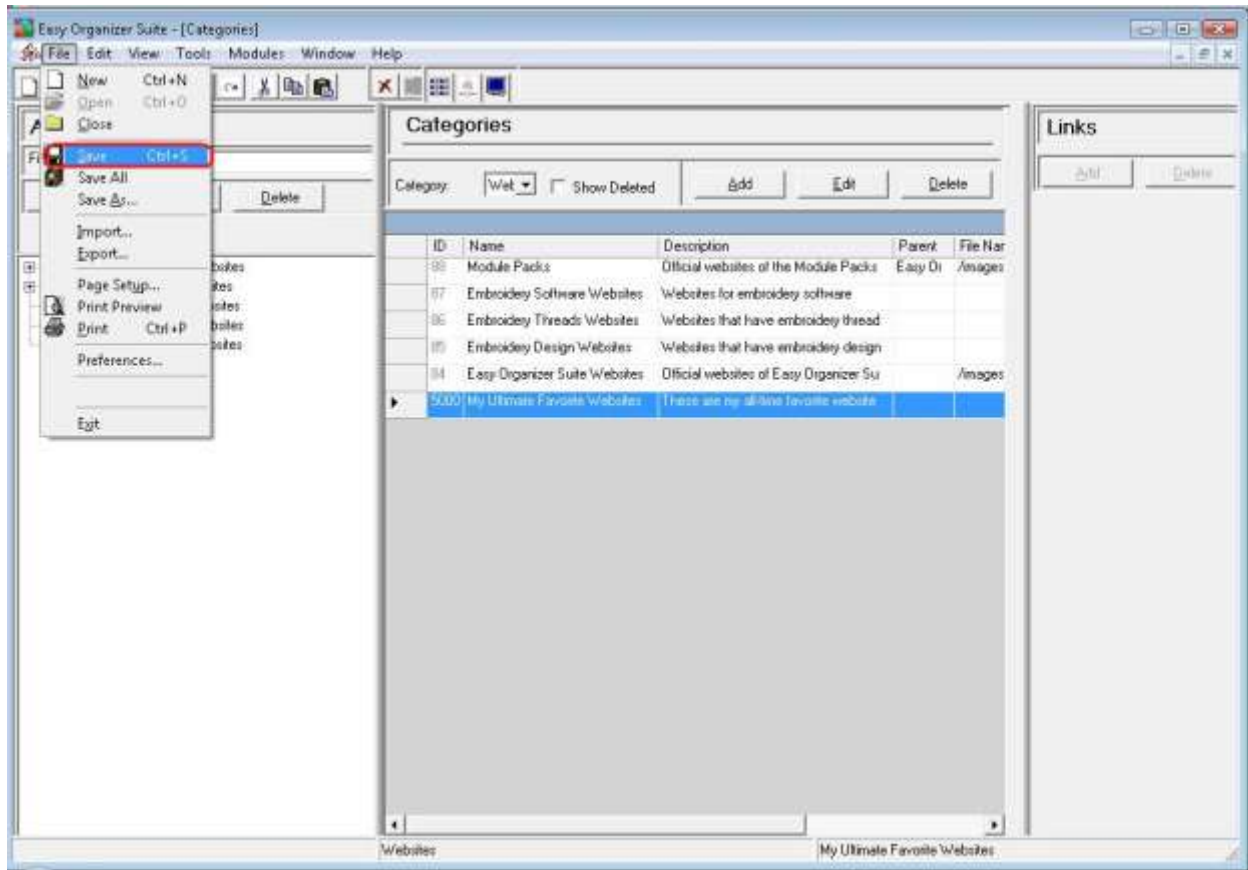
3. If you selected Yes, then you will no longer see the Category in the Categories System Table.
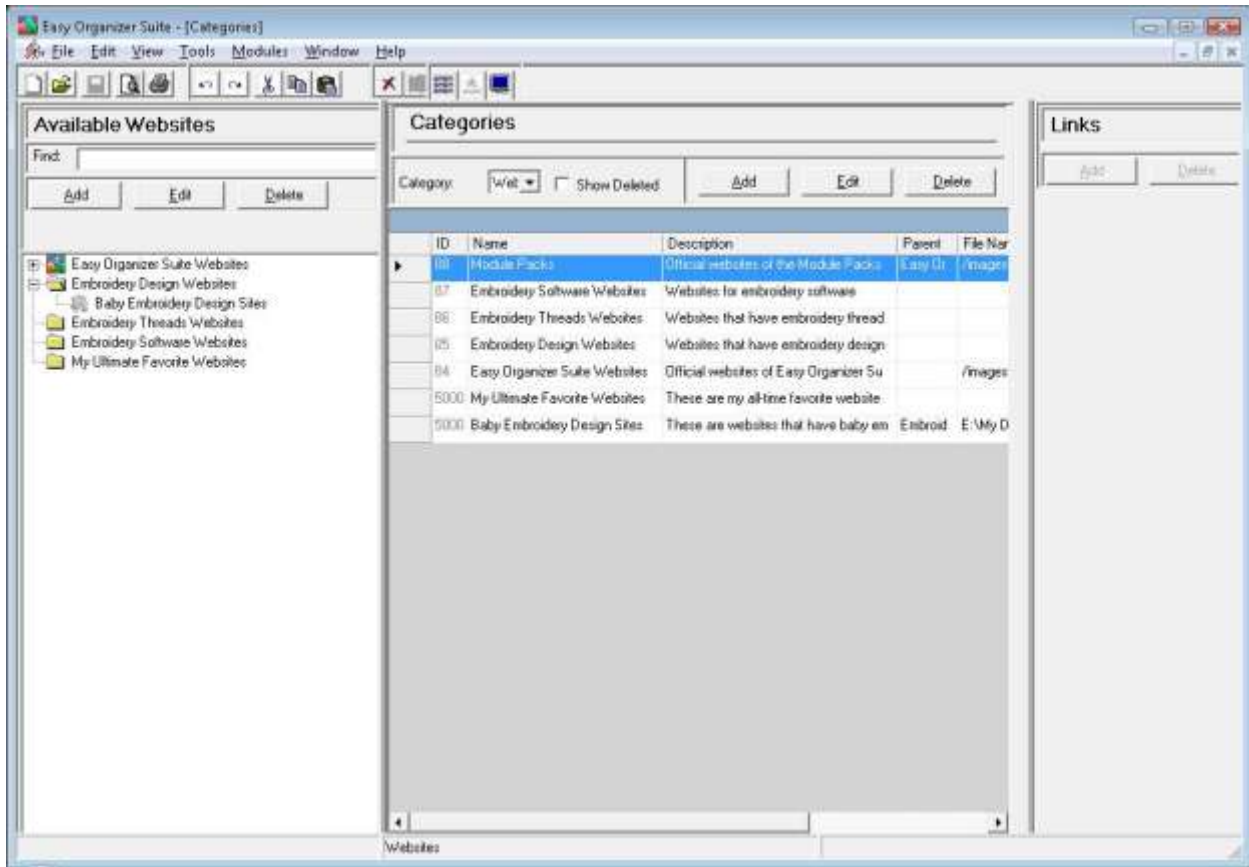
4. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.

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!