

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

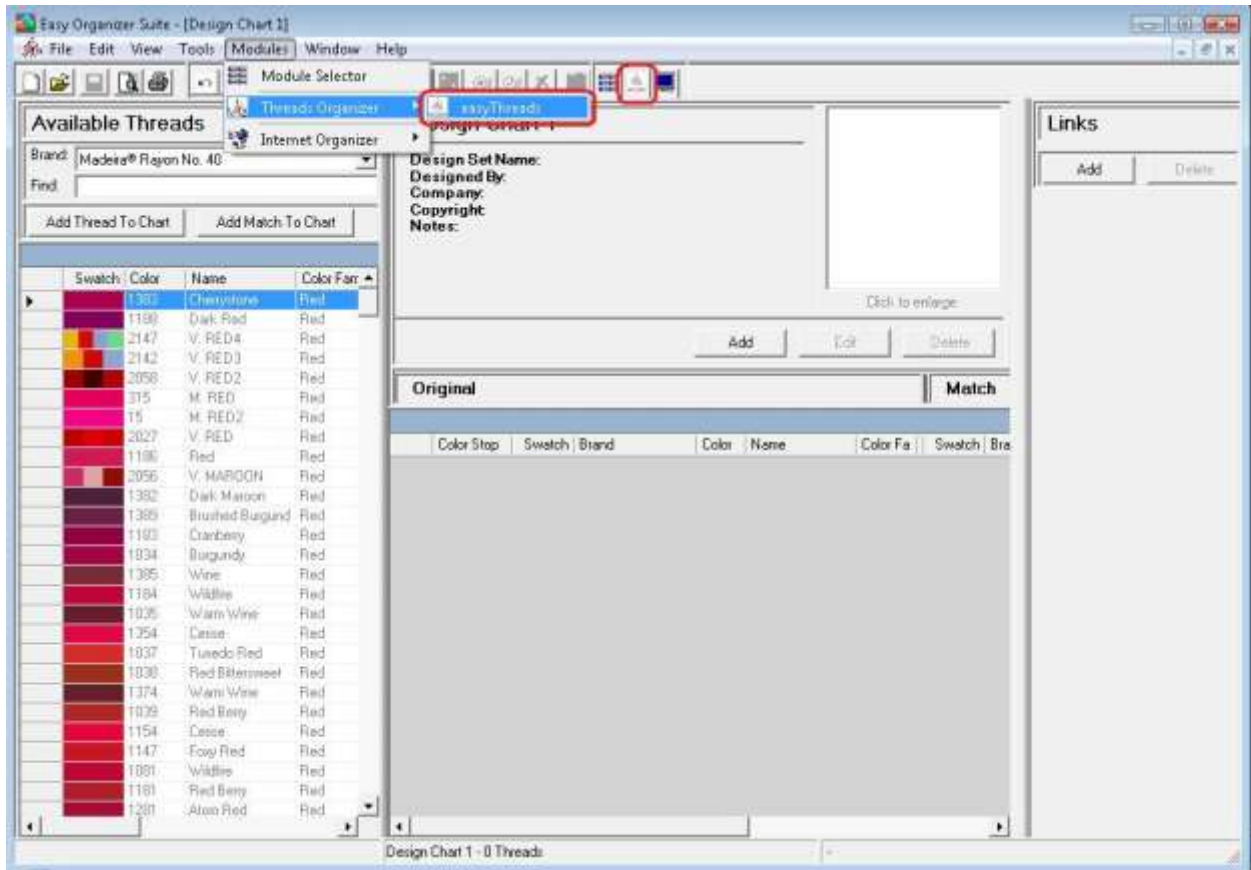
Lesson 1 - How to Work with Design Charts

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 first lesson will show you how to add, edit and delete design charts.

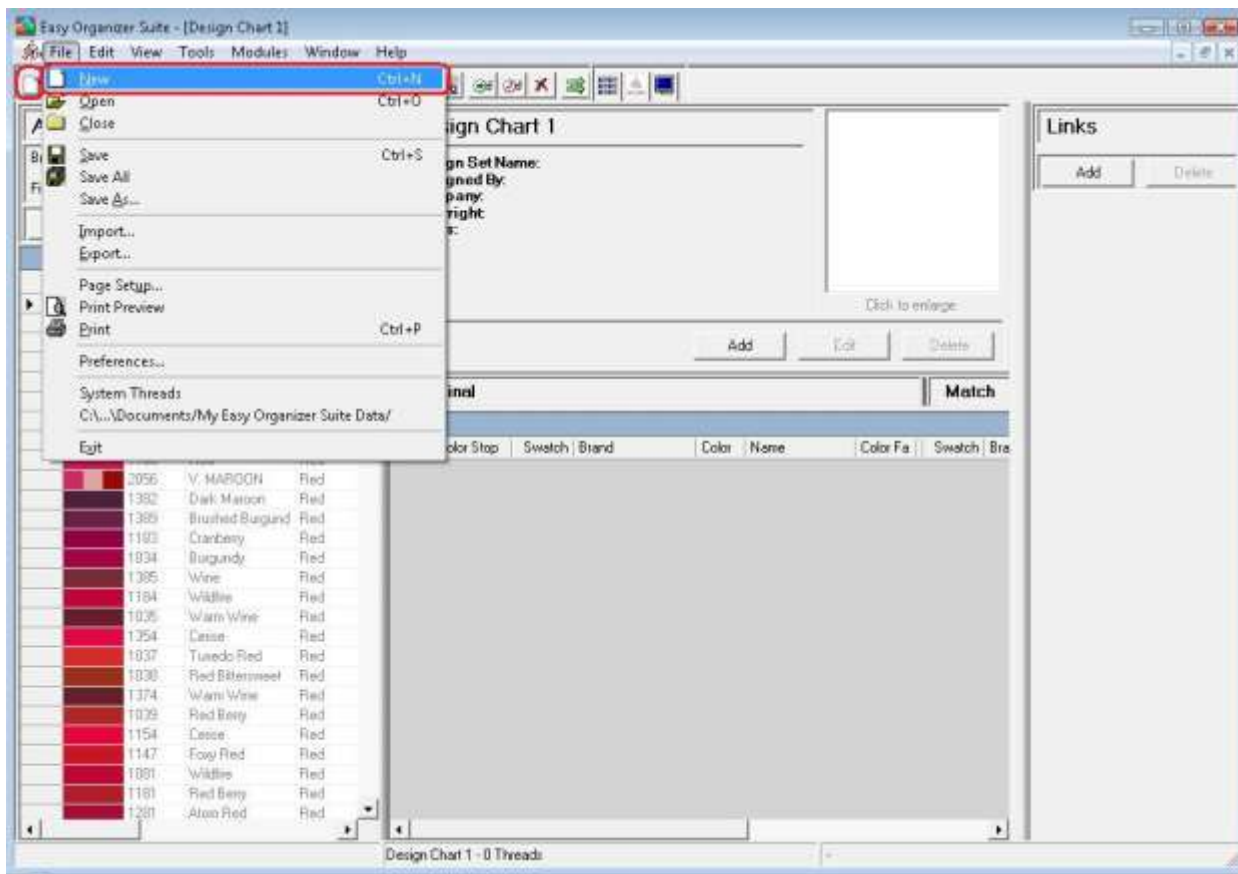
A Design Chart is a chart that contains the information of an embroidery design. It has a picture of the embroidery design and the main information about that embroidery design. It also has the original threads that the embroidery design was designed with, and the matching threads for the embroidery design.

Adding a new Design Chart

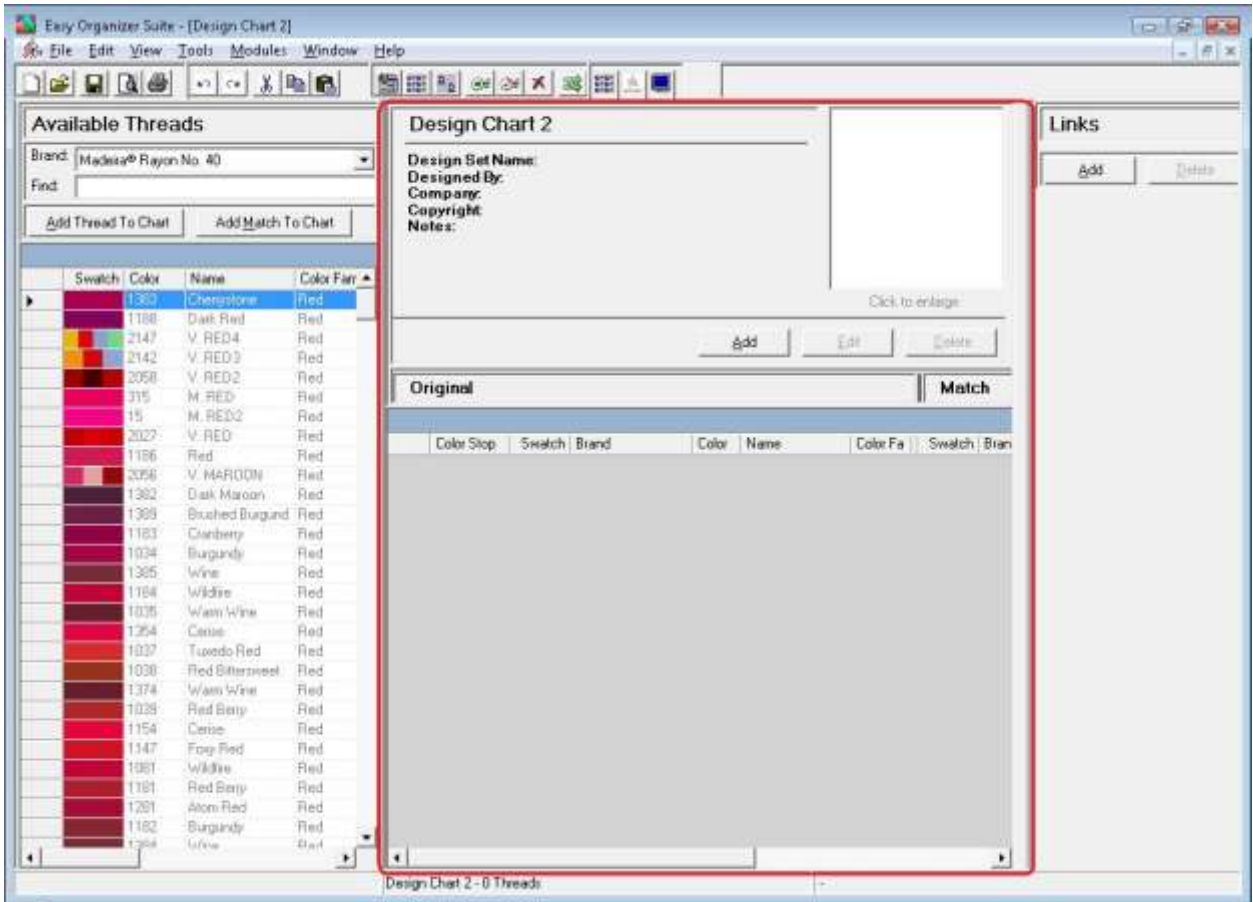
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



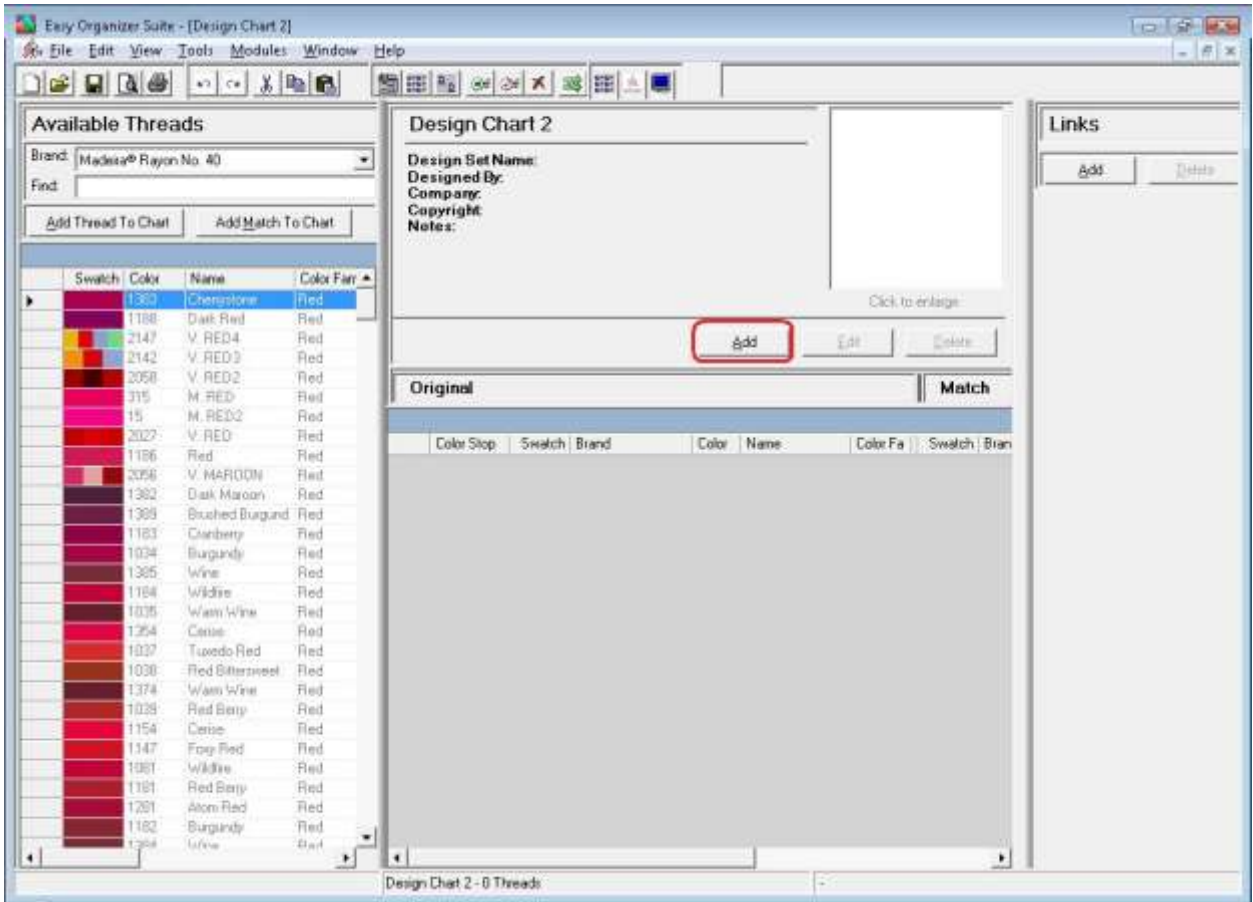
1. To add a new Design Chart, select File → New from the menu or click on the New icon in the toolbar.



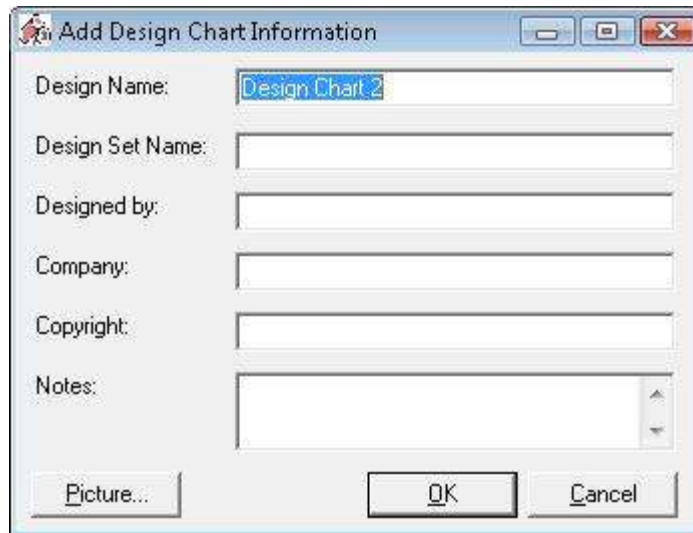
2. A new Design Chart will open in the center pane.



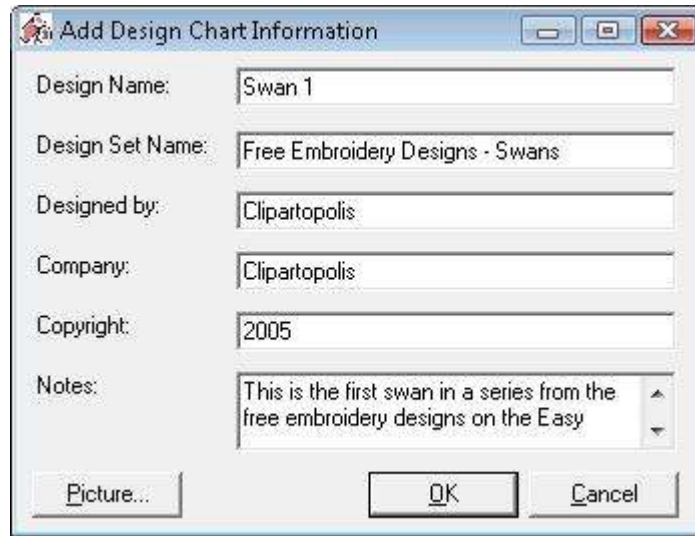
3. To enter information about your design chart, click on the Add button.



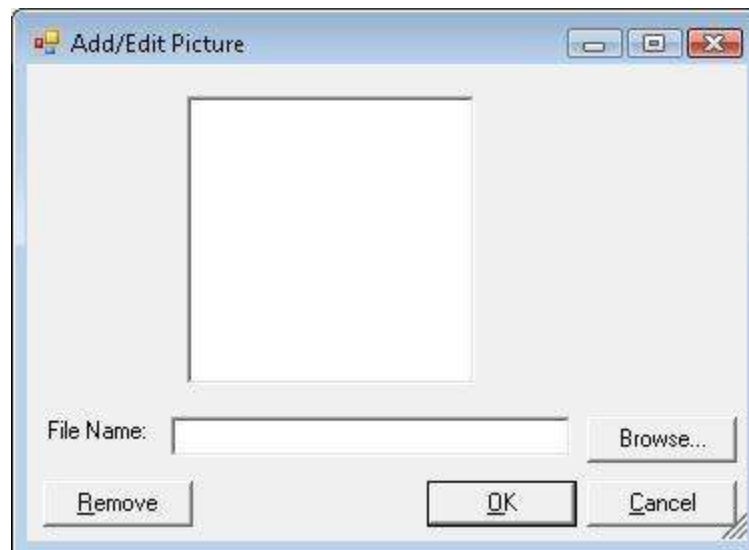
4. The Add/Edit Information form will open.



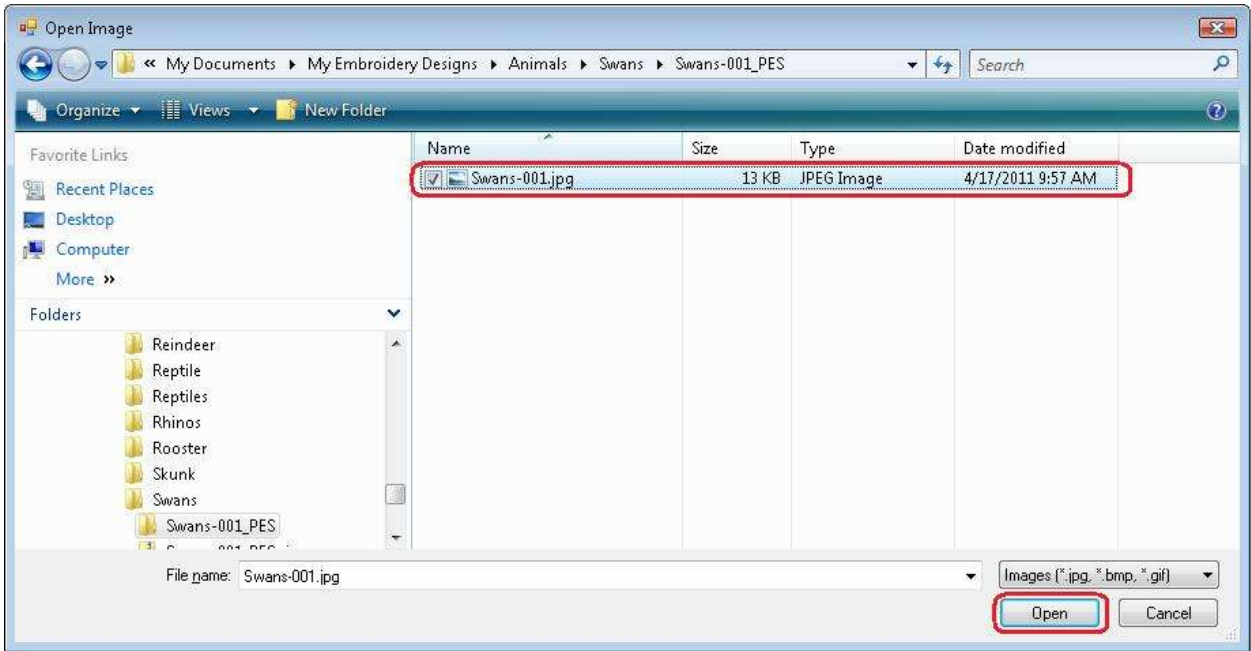
5. Enter the information about the Design Chart. For this lesson, let's use the Swan 1 free embroidery design from our website (<http://www.EasyOrganizerSuite.com>).



6. Click on the Picture... button to open the Add Image form.



7. Click the Browse... button to find a picture on your file system.

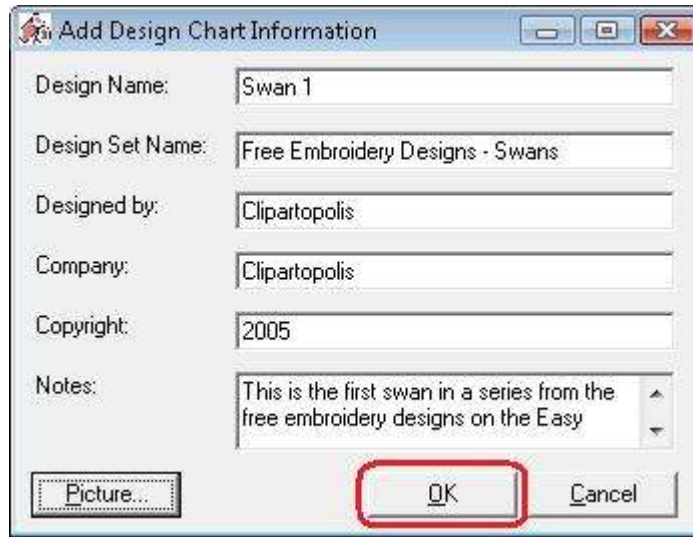


NOTE: The image must be less than 64MB in size.

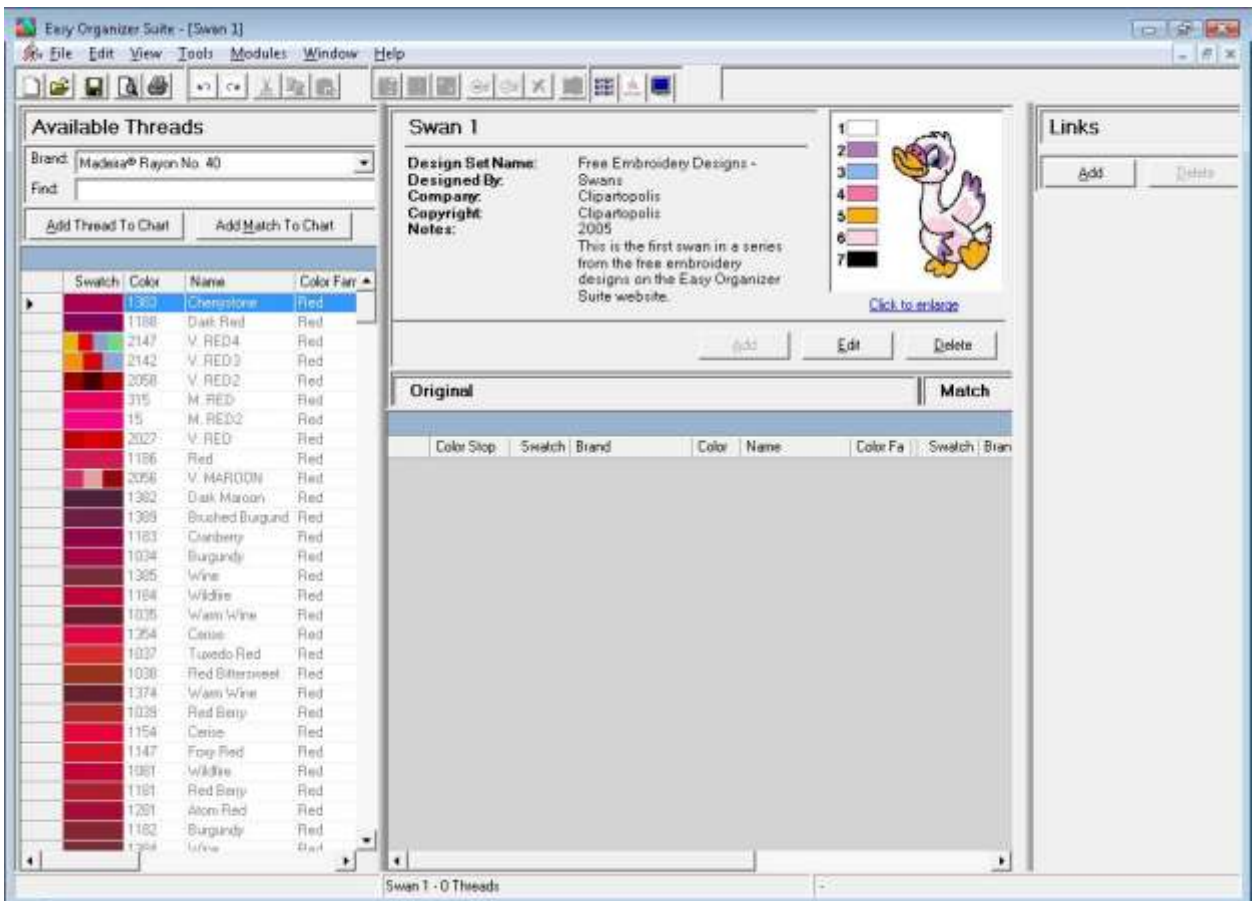
8. Once you have found your image, click on the Open button. This will bring the picture into the picture form.



9. Click on the OK button to add the picture to the form.



10. Now click on the OK button of the Add Design Chart Information form to add the information to the Design Chart.



11. Now we'll add the threads to the Design Chart.

There are four (4) ways to add threads to a thread chart:

- Enter the thread number or color name in the Find box and press the enter key on the keyboard.
- Enter the thread number or color name in the Find box and click on the Add Thread To Chart button.
- Find the thread in the Available Threads grid and double click on the swatch.
- Find the thread in the Available Threads grid and drag the thread to the grid area of the Design Chart.

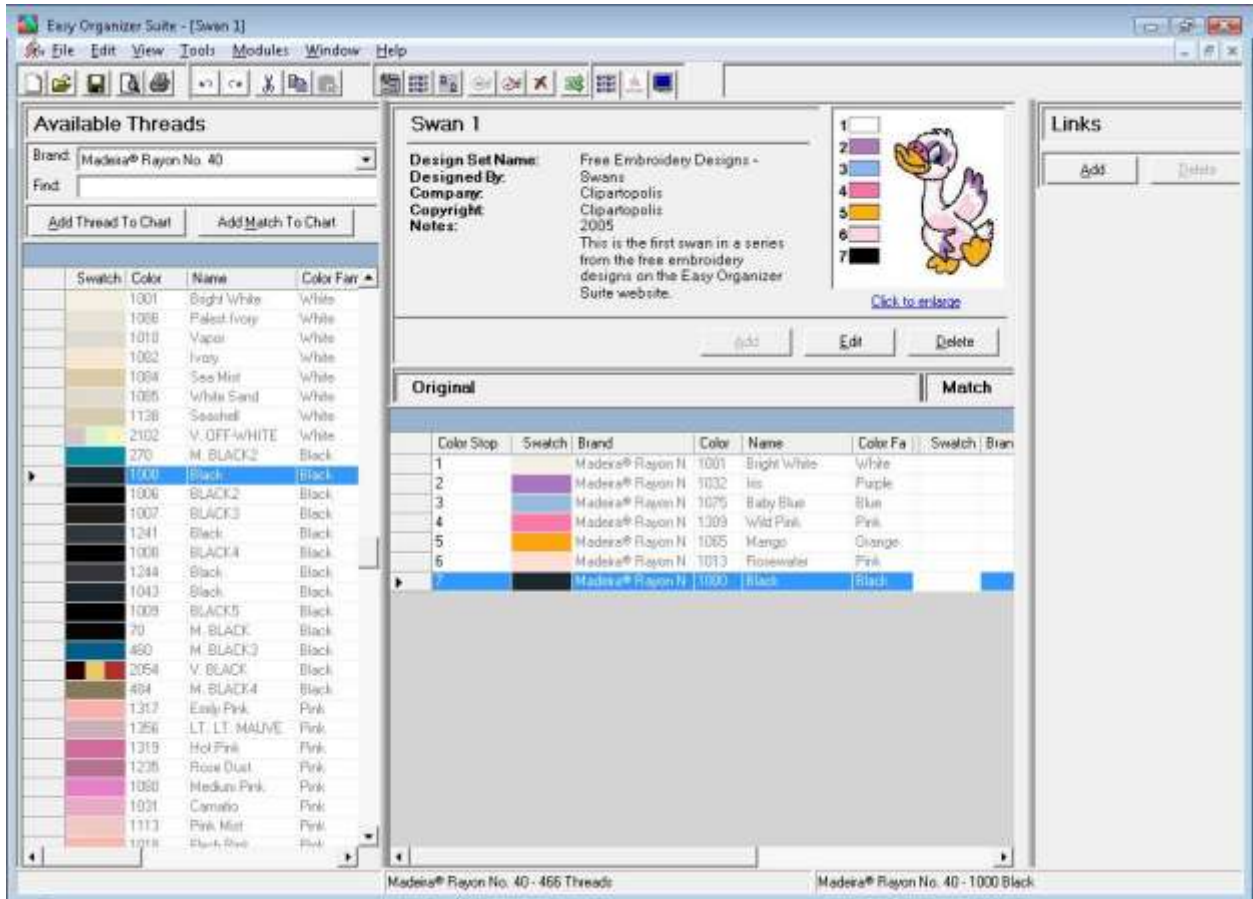
12. Let's use the first method, entering thread numbers into the Find box and press the enter key on the keyboard. You must select a Brand in the Available Threads panel to display the threads to enter into the Design Chart. For this lesson, select Madeira® Rayon No. 40. Now all of the threads for Madeira® Rayon No. 40 will be displayed in the Available Threads grid.

Here is the list of the threads for our Swan 1 design. Enter each thread number in the Find box and then press the Enter key on the keyboard.

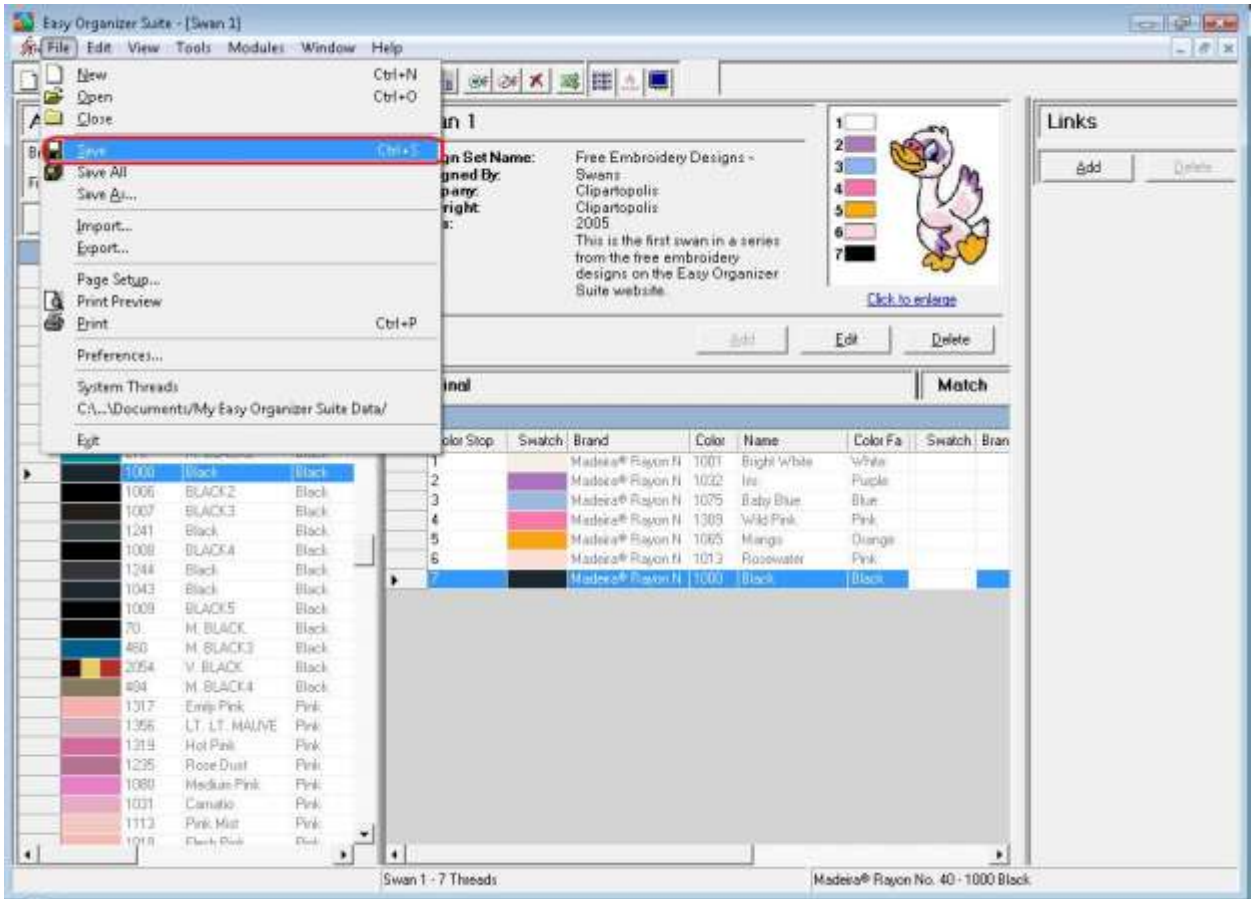
1001	Bright White
1032	Iris
1075	Baby Blue
1309	Wild Pink
1065	Mango
1013	Rosewater
1000	Black

You will notice that as you enter each number of the thread number, the program will highlight the thread that has that number. Once you have entered the entire number, press the Enter key on your keyboard.

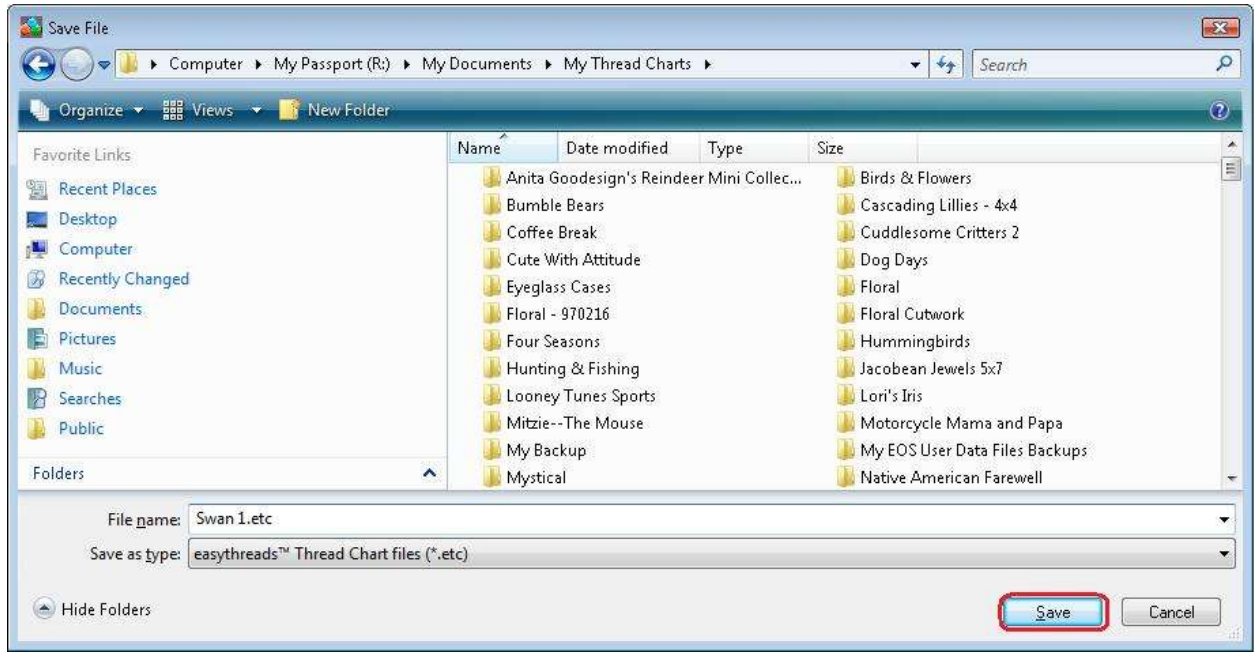
13. Now you will see that all the threads are added to the Design Chart.



14. You should now save your new Design Chart. To save, select File → Save from the menu, or click on the Save icon in the toolbar.



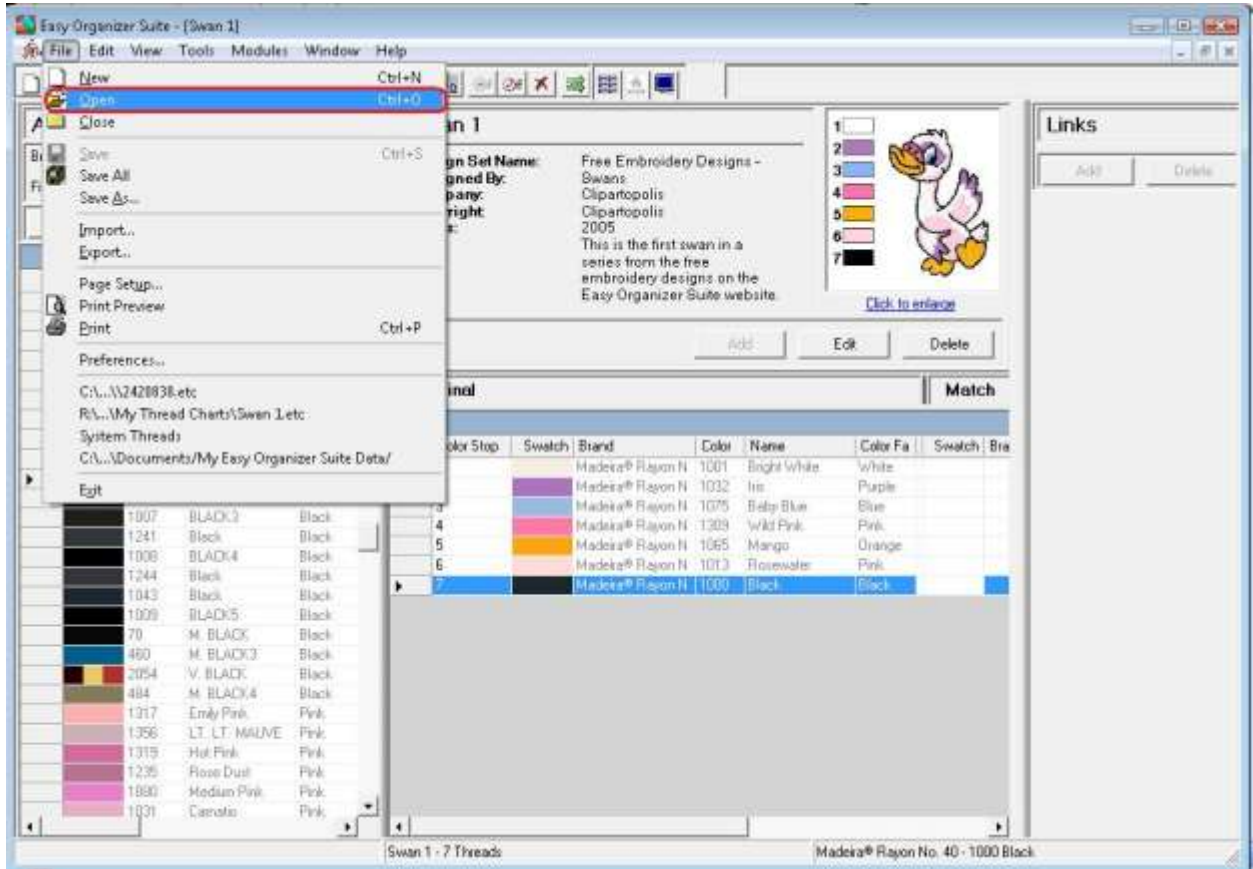
15. The program will open the Save File Dialog to allow you to enter the location and name of the Design Chart. It will default to /My Documents/My Thread Charts and the name of the file will default to the name you have entered in the Information. Select the file location, and the file name, then click on the Save button.



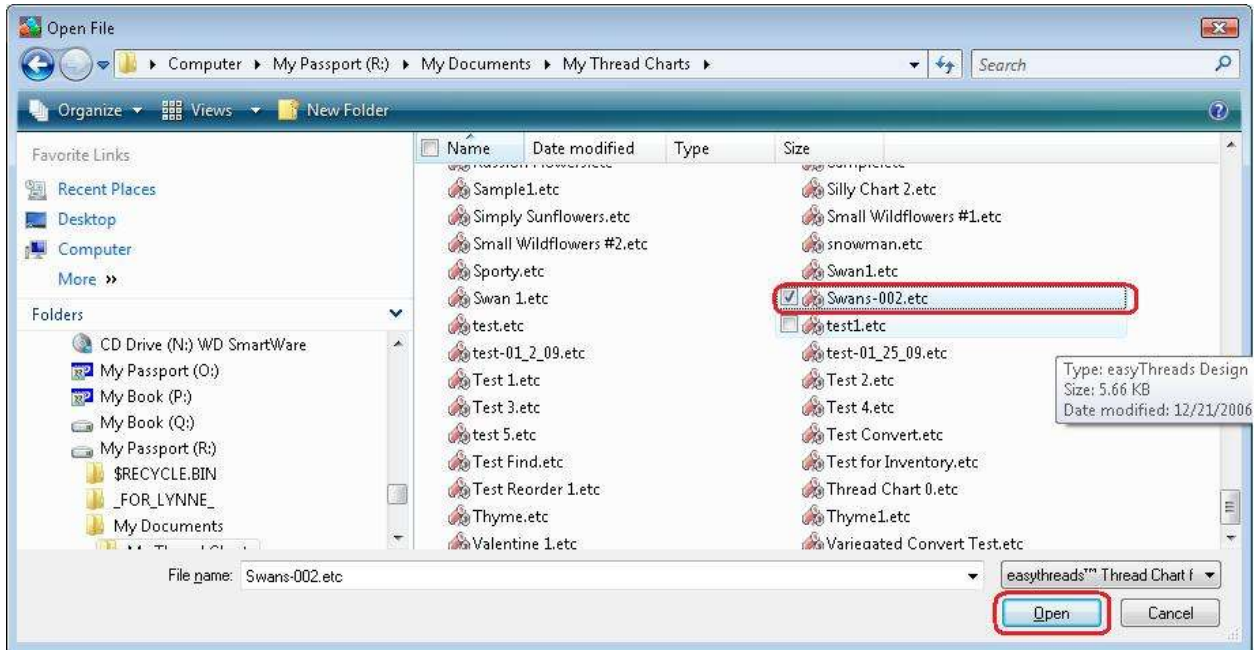
Congratulations! You have just added a new Design Chart!

Editing a Design Chart

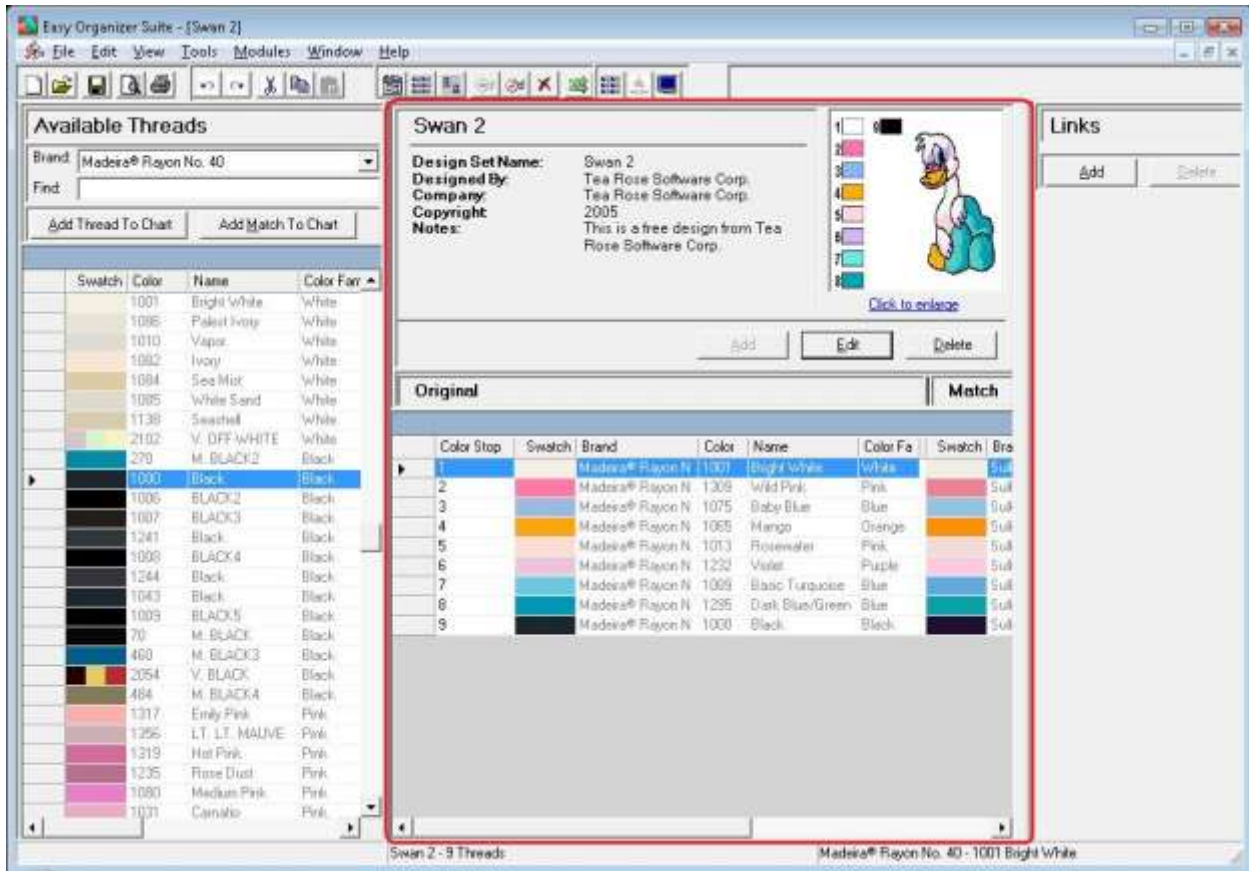
16. To open an existing Design Chart, select File → Open or click on the Open icon in the toolbar.



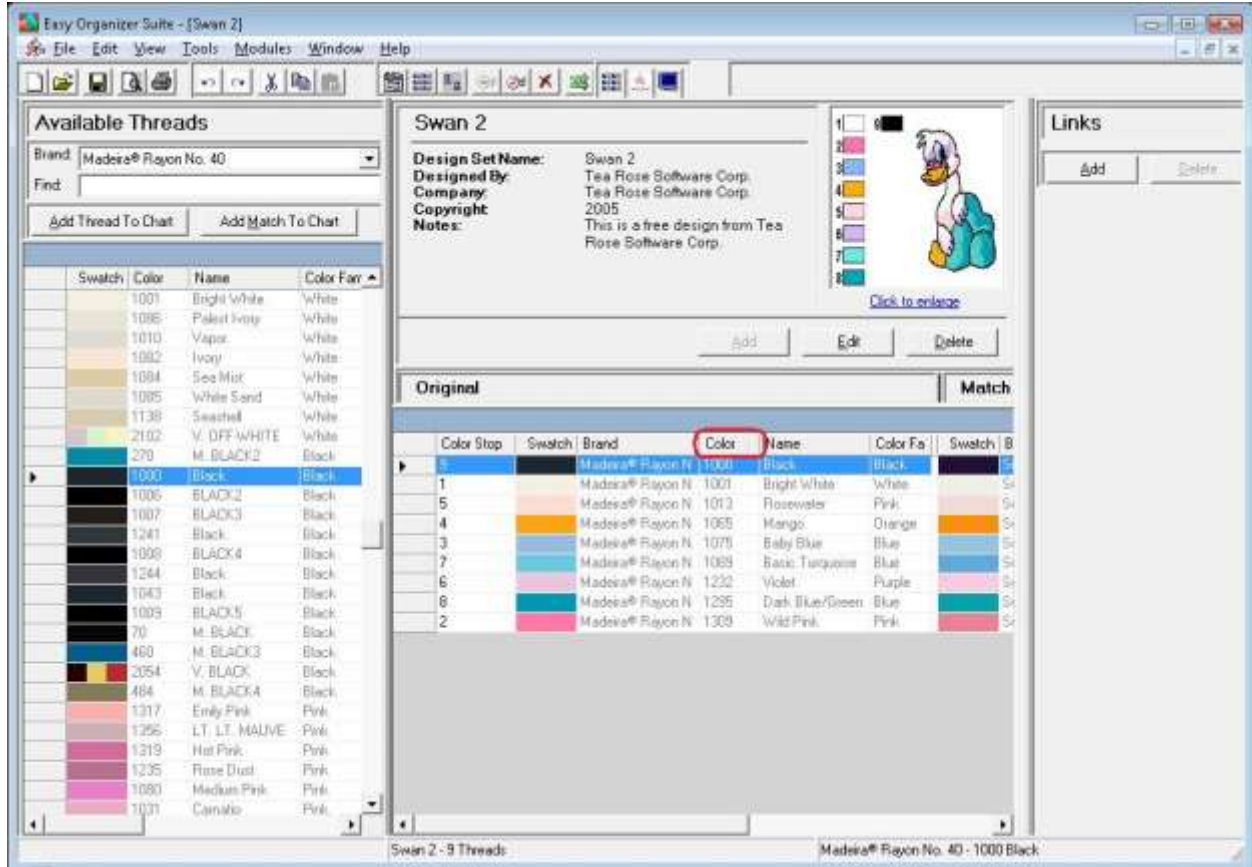
17. The Open File dialog will open. Select the file you would like to open and then click on the Open button.



18. The existing Design Chart will open.

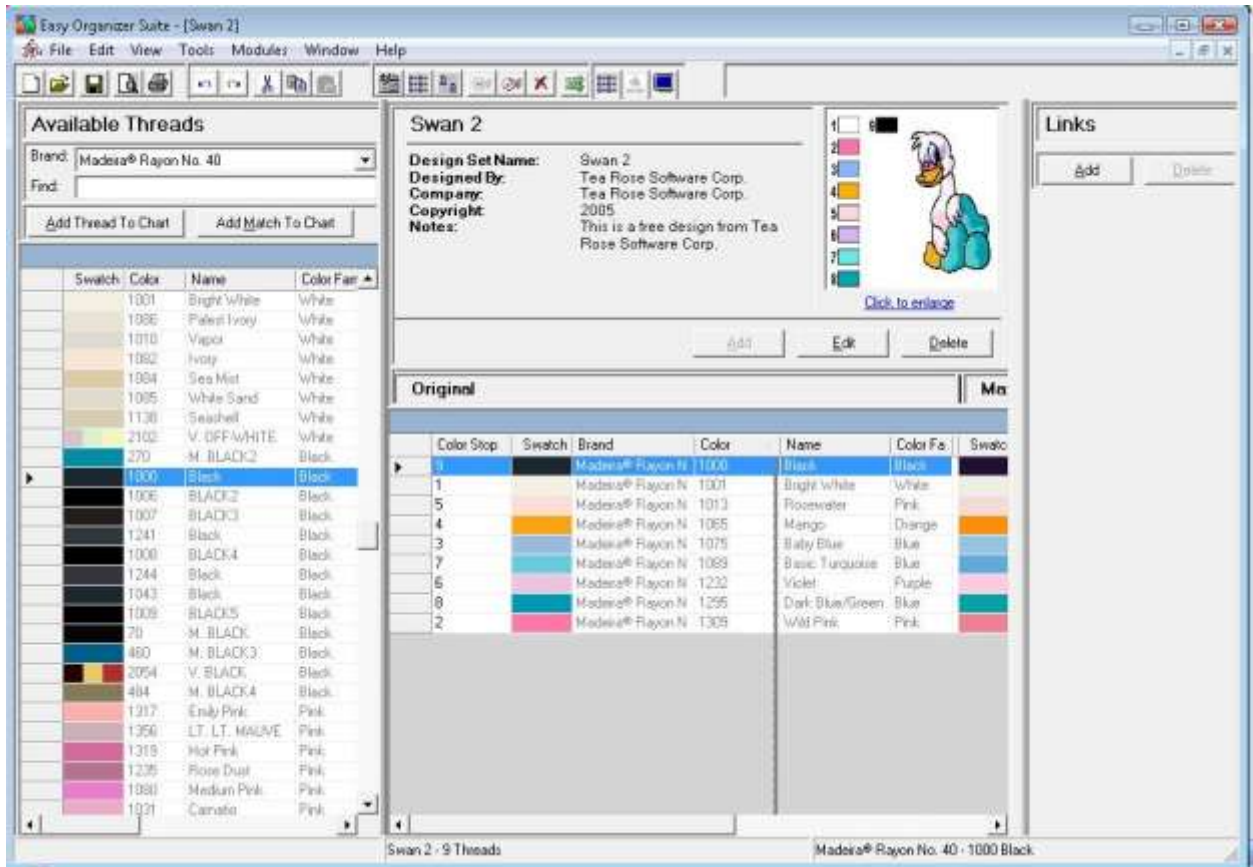


19. In any chart, including a Design Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Color column in ascending order, click on the Color column heading. If you click it again, the program will sort the grid in descending order.



20. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

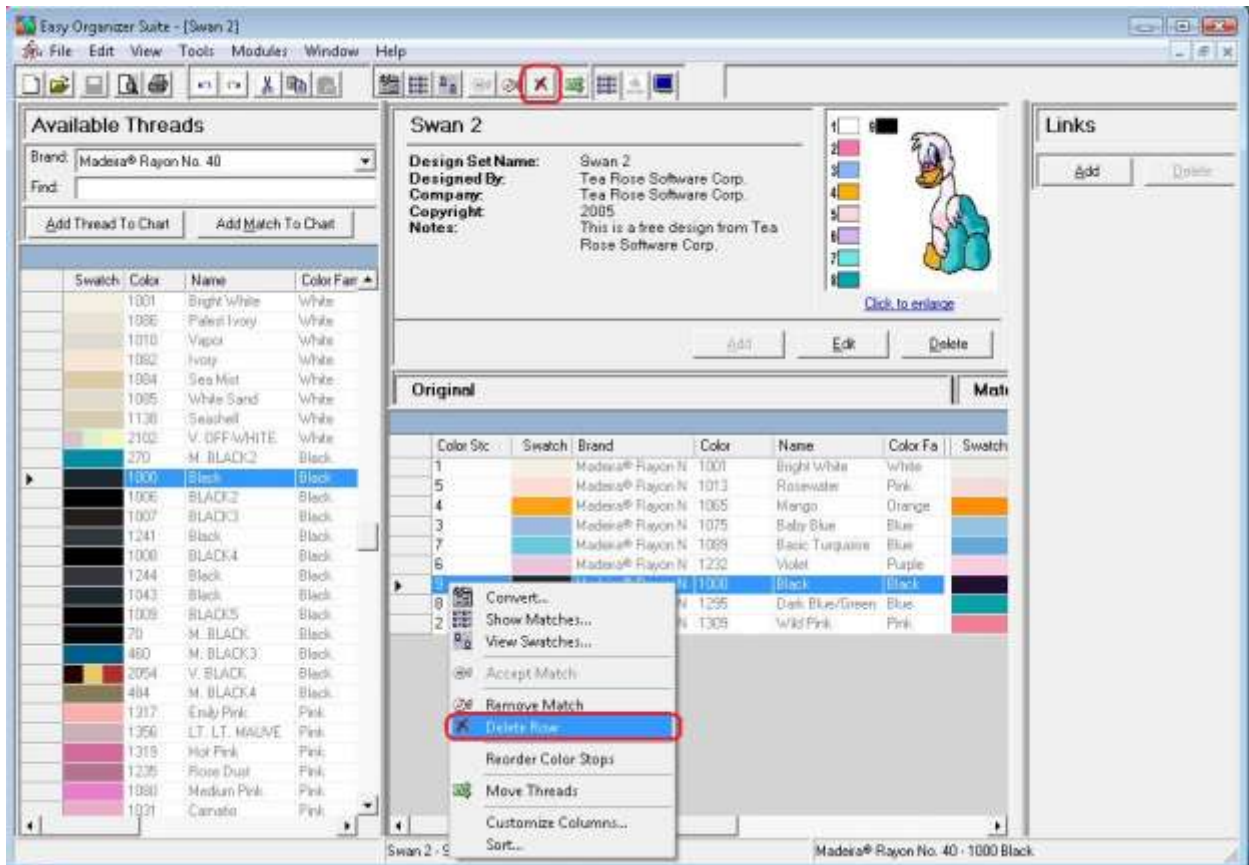
When you save the changes, the program will remember the size you have made the columns.



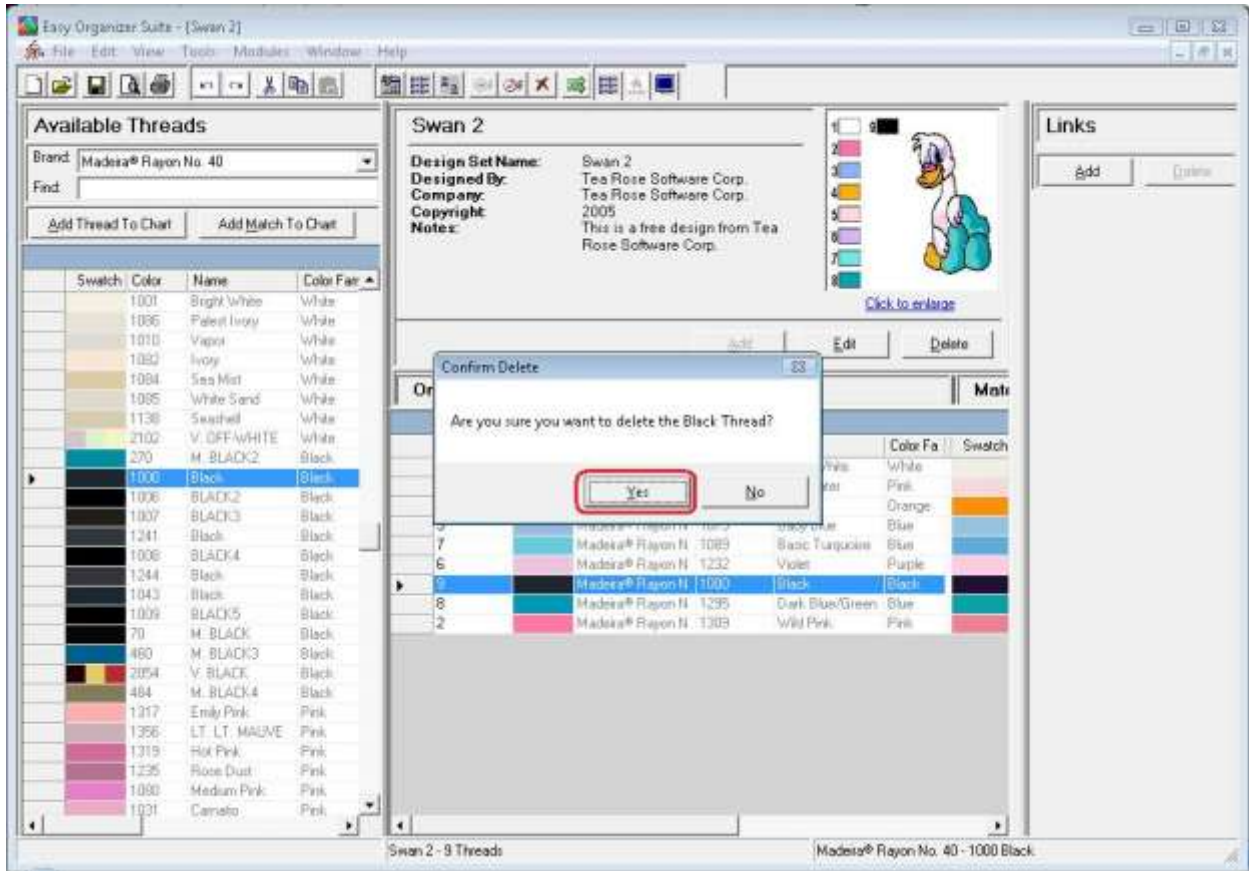
21. To move threads in the grid, click on the grey row header of the row you would like to move and drag it to the row you would like to move it to, then let go of the mouse button to drop the row there.



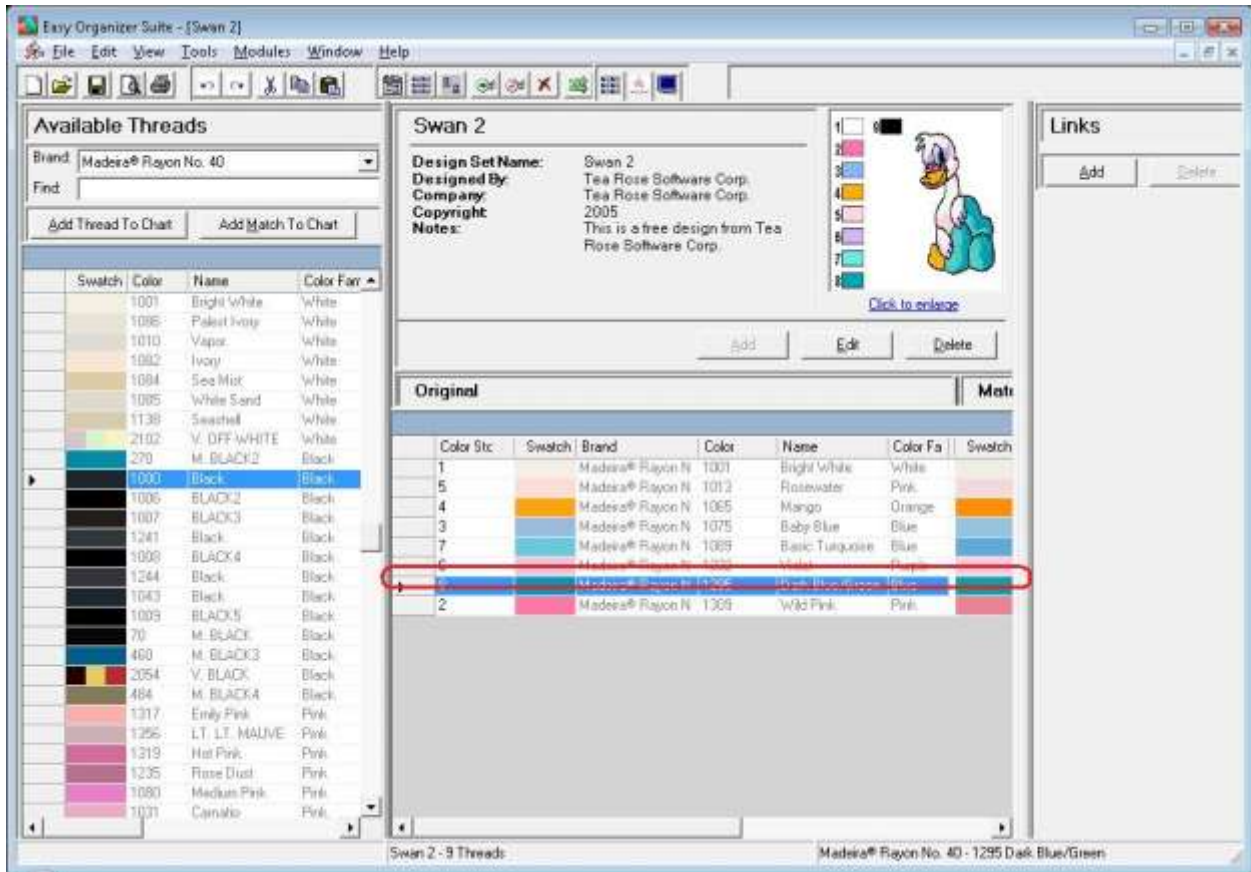
22. To delete a row, select it in the grid. Then select Tools → Delete Row or click on the Delete Row icon in the toolbar. You can also right click and select Delete Row from the context menu.



23. The program will ask if you are sure.



24. If you select Yes, the row will be deleted. If you select No, the row will not be deleted.

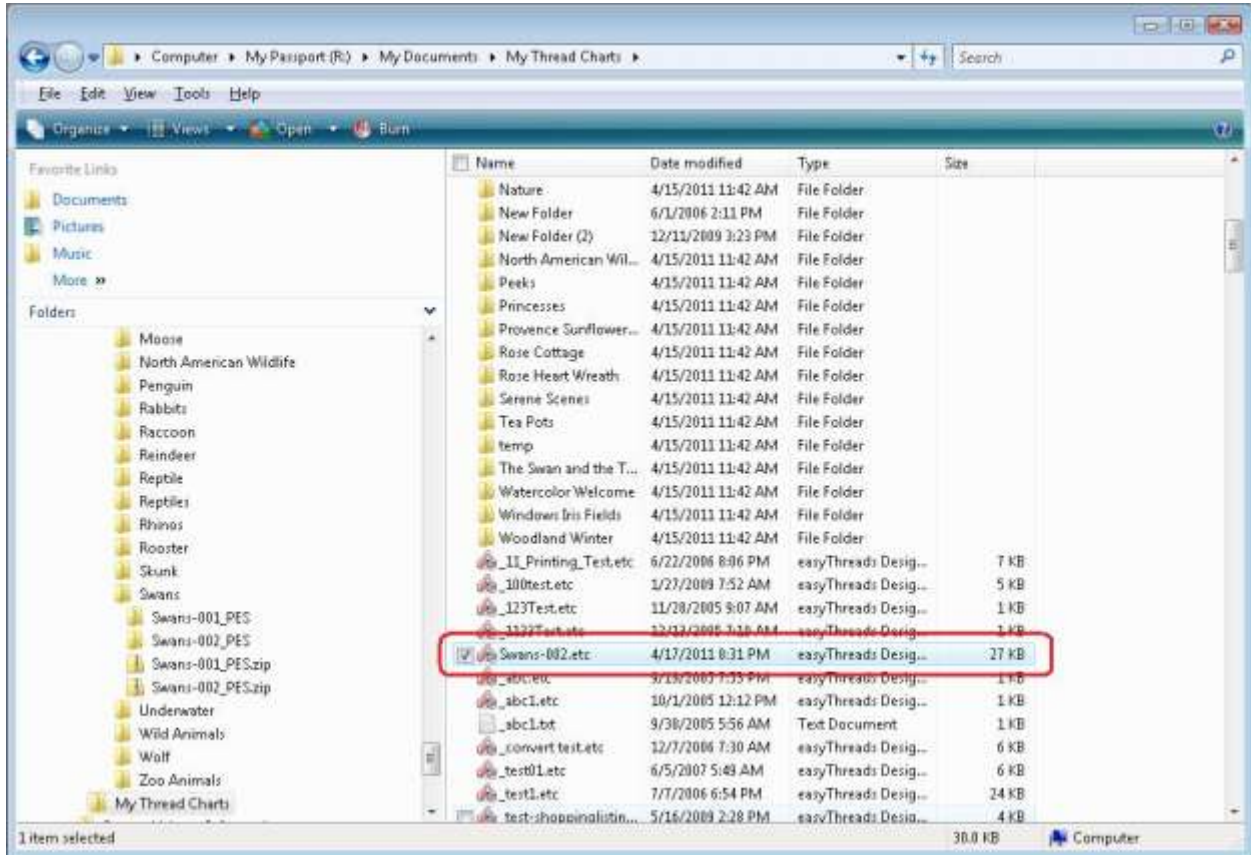


25. Be sure to save your Design Chart. Select File → Save or click on the Save icon in the toolbar.

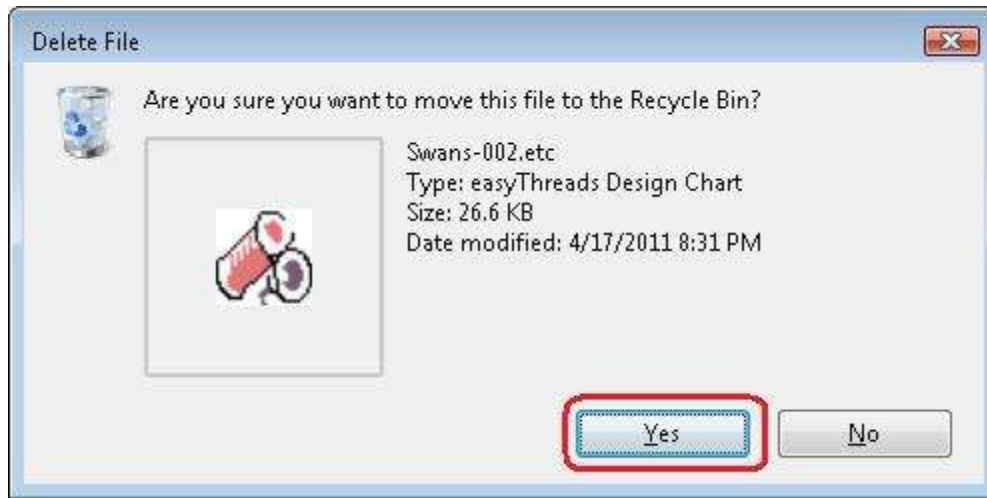
Congratulations! You have just edited an existing Design Chart!

Deleting a Design Chart

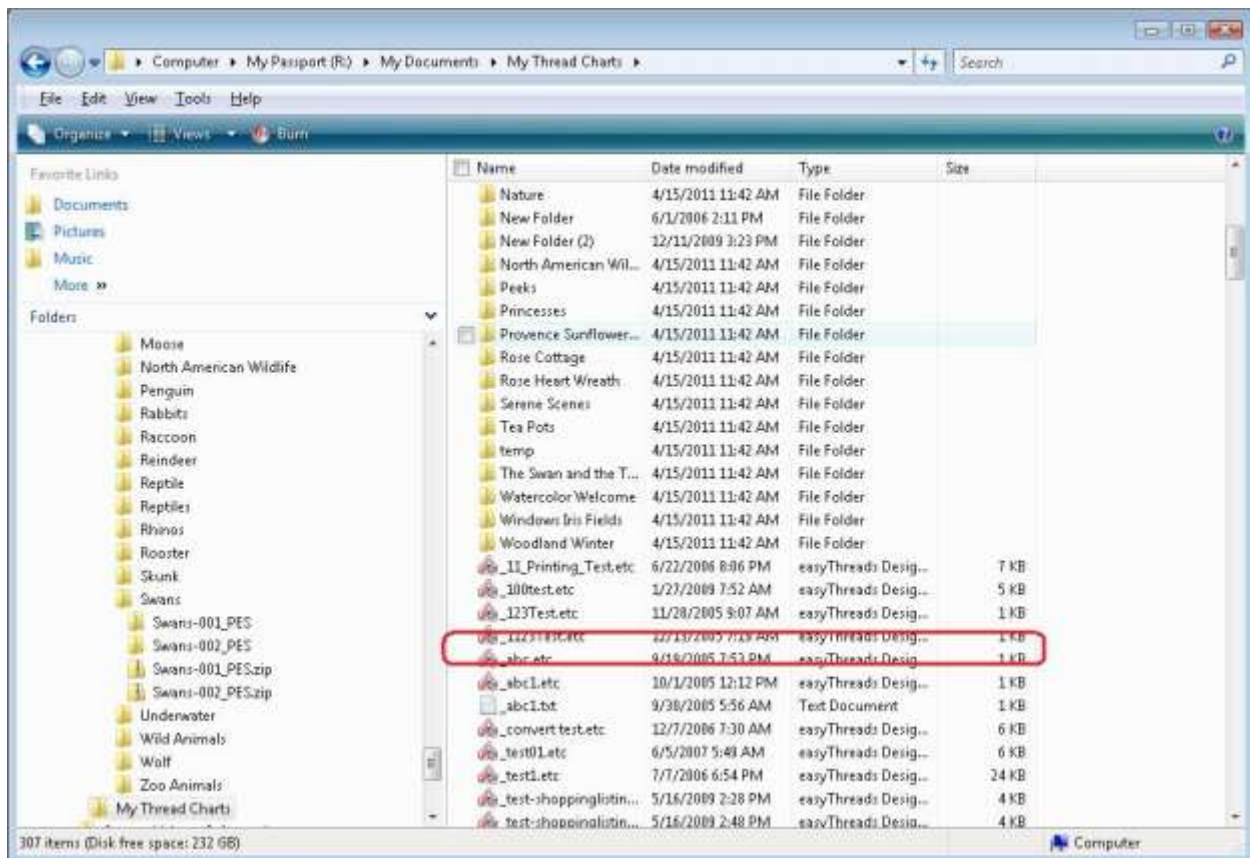
26. To delete a Design Chart, open Explorer and navigate to where your Design Chart file is located. If it is in the default location, then you will find it in /My Documents/My Thread Charts.



27. Right click and select Delete. The system will ask if you are sure. Click on Yes to delete the file and No to not delete the file.



28. If you clicked on Yes, the file is deleted.



Congratulations! You have finished Lesson 1. You are now ready to move on to Lesson 2 – How to Work with My Inventory.