

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

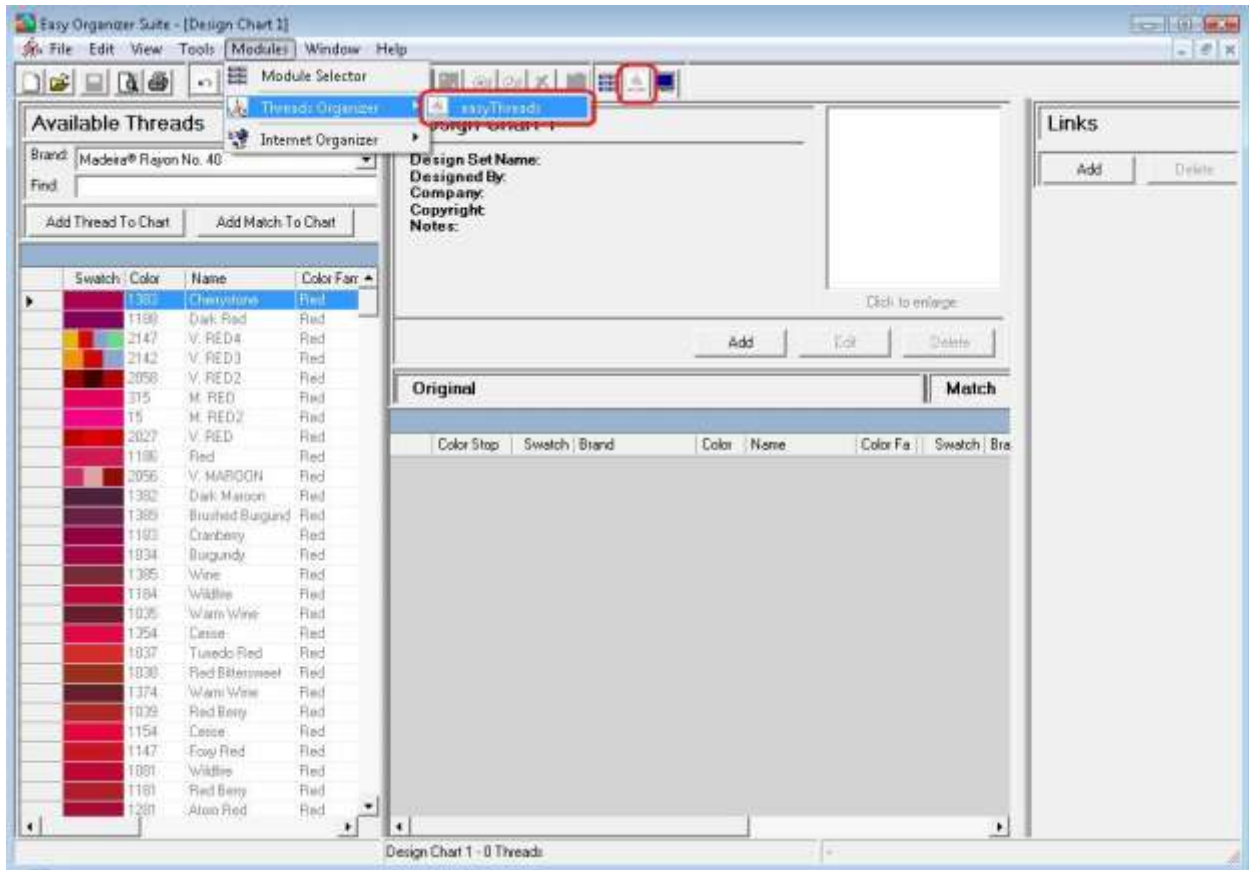
## **Lesson 10 - How to Work With Preferences**

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 tenth lesson will show you How to Work With Preferences.

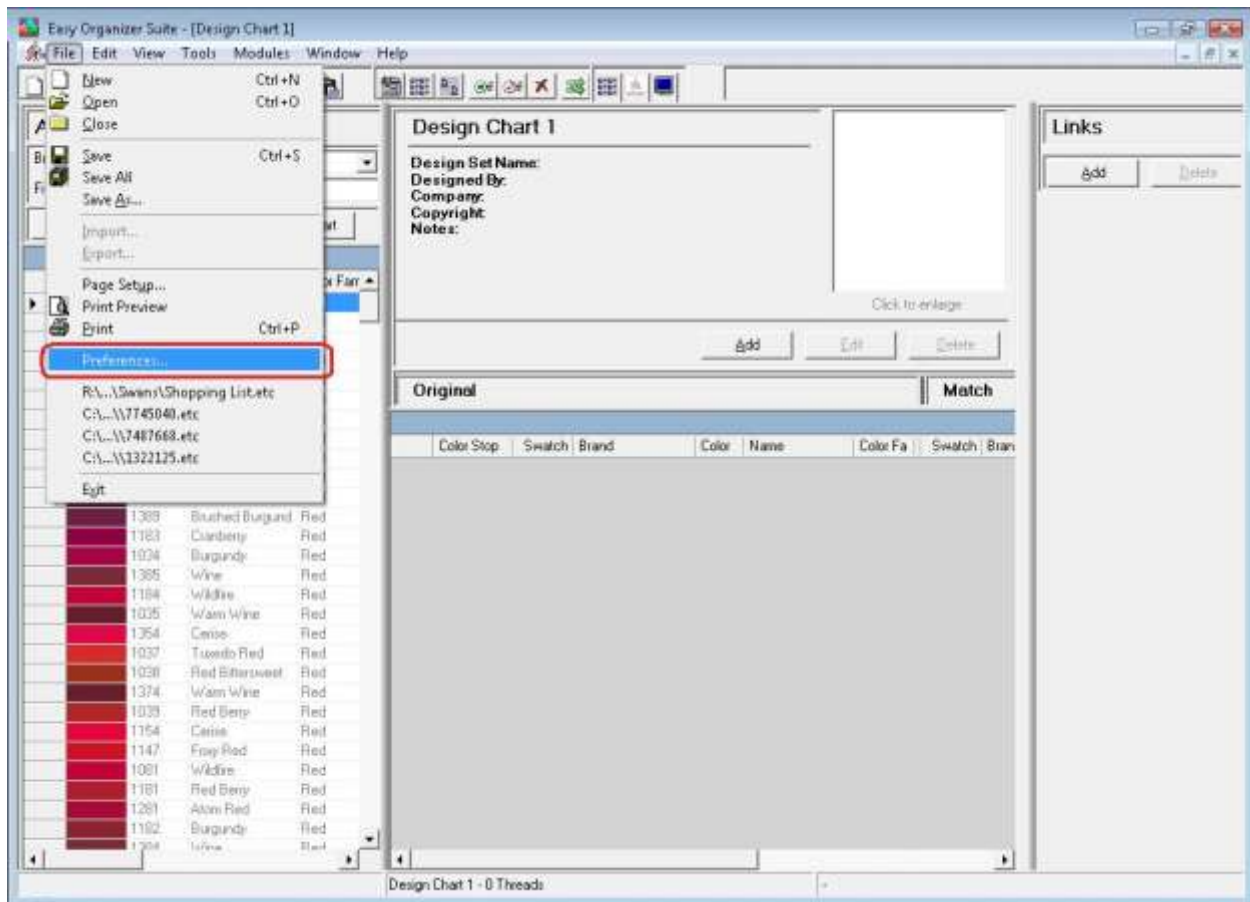
Preferences are your user settings that tell the program how you like to work with the program. They cover file locations to font colors to what should open when the program opens.

## Preferences

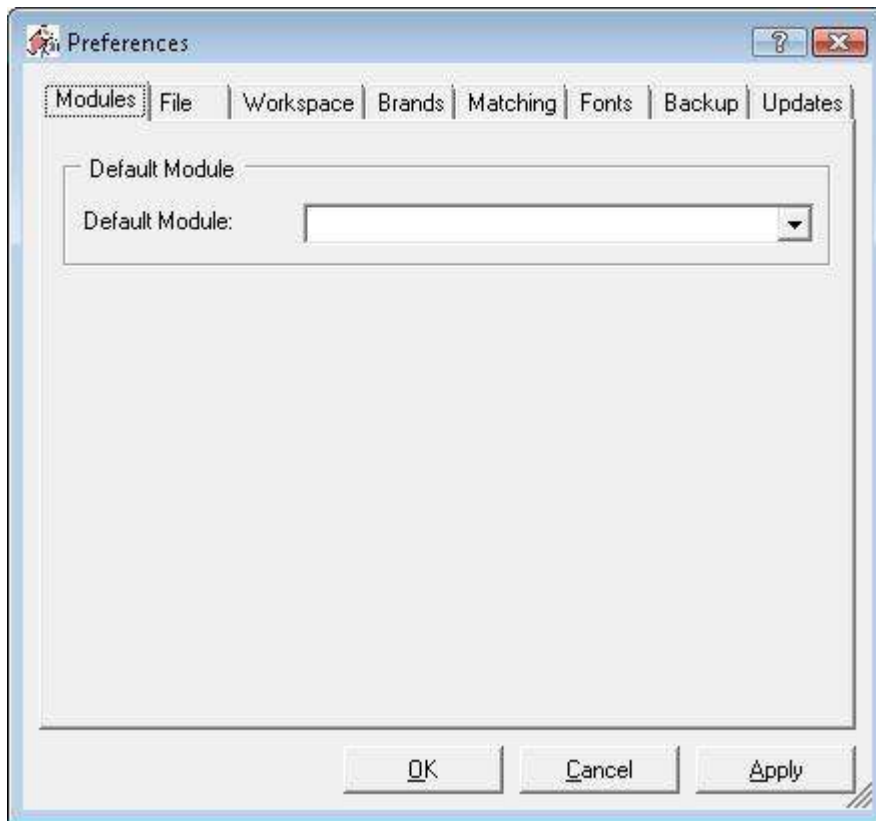
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



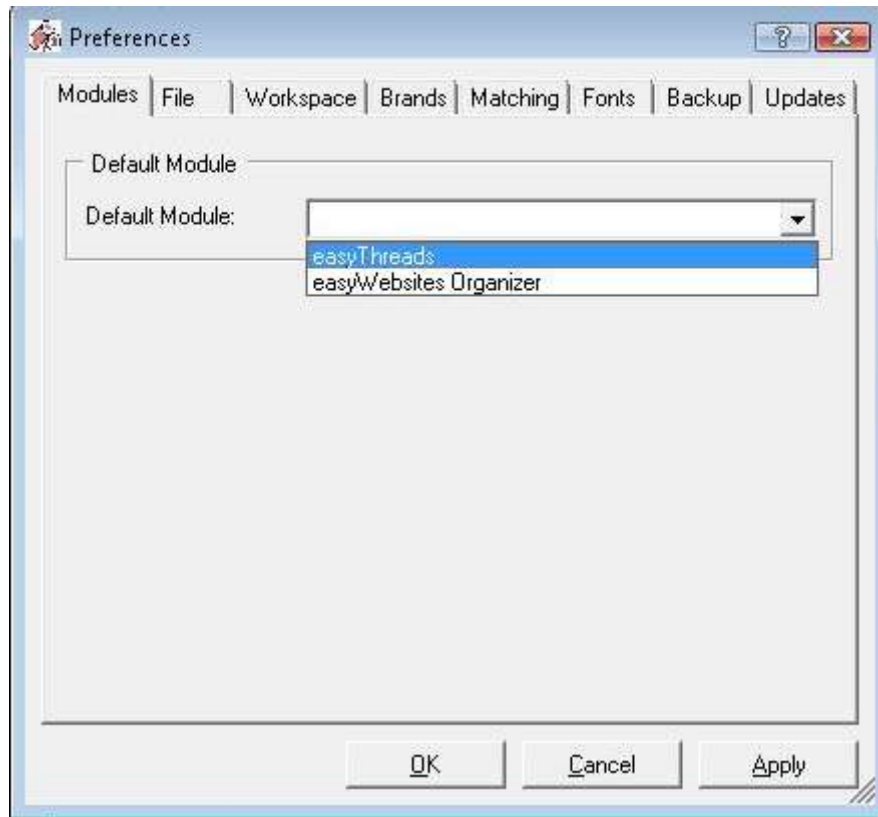
2. To open Preferences, select File → Preferences.



3. The Preferences Form will open. There are 8 tabs, each having settings that customize the program.



4. The Modules tab allows you to set which Module you would like to open when the Easy Organizer Suite program opens. Any modules that are available will be listed in the Modules dropdown.

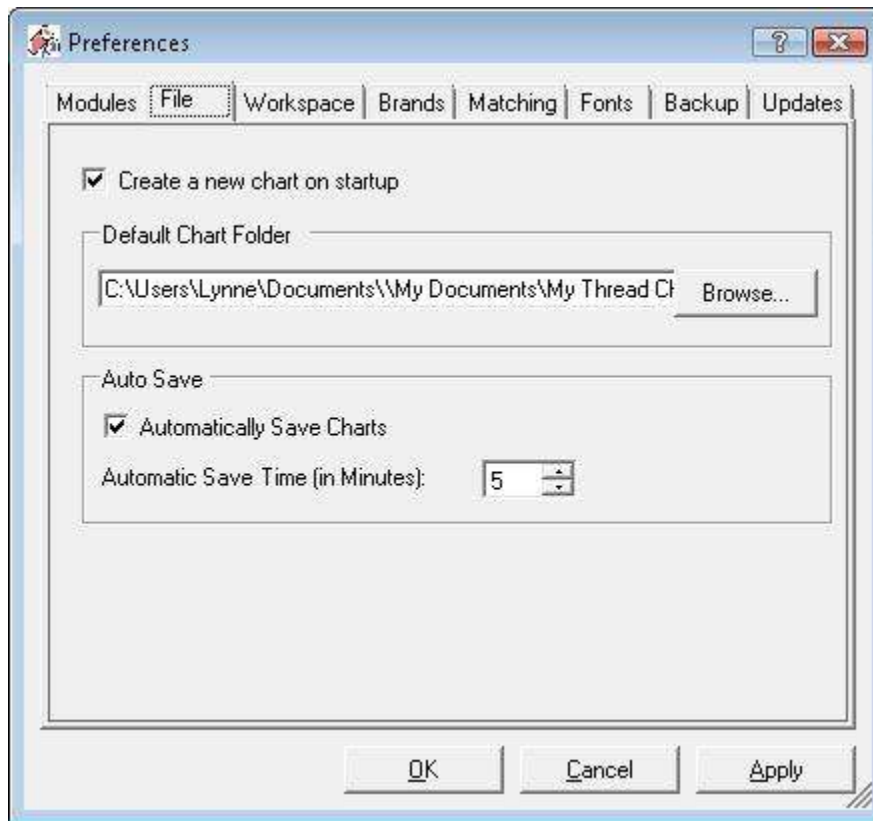


5. The File tab allows you to set settings pertaining to files.

Create a new chart on startup – If this checkbox is checked, then a new Design Chart will automatically open each time the easythreads program opens.

Default Chart Folder – This designates the default location the Design Charts will be saved. You can always save your Design Charts anywhere you would like, but the system will begin with this folder first.

Auto Save – This designates whether the Design Charts will automatically be saved and the time period to save them.



6. The Workspace tab allows you to set window settings and finding settings.

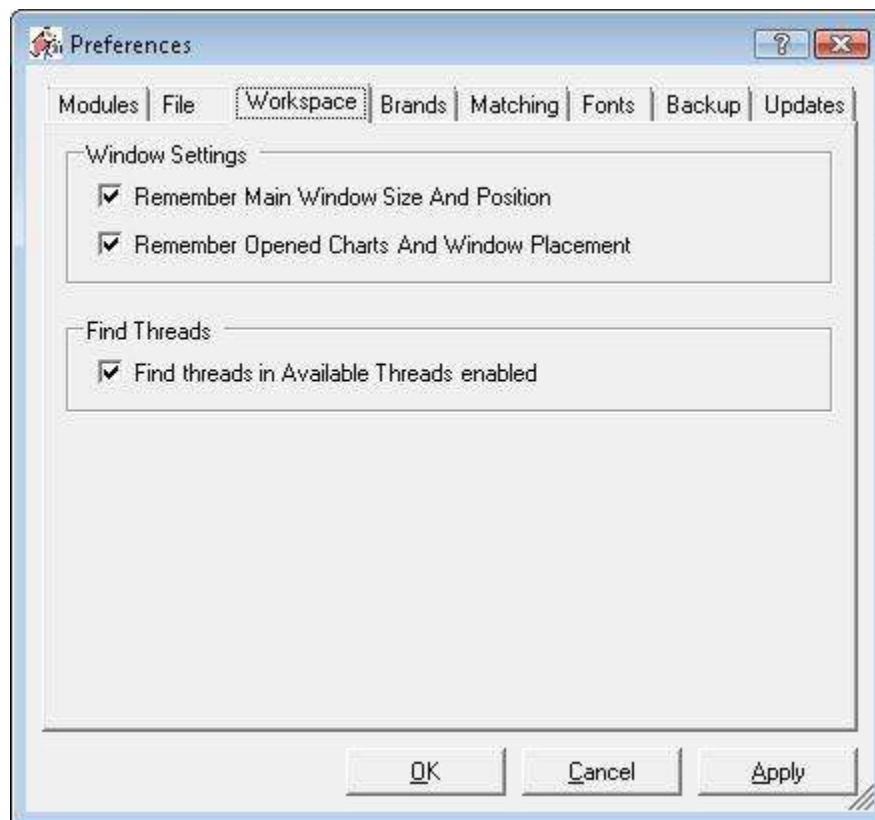
Window Settings

Remember Main Window Size and Position – Here you can designate whether the program will open at the same place and the same size each time the program is opened.

Remember Opened Charts and Window Placement – You can also tell the program to remember the charts that you had opened the last time you closed the program. And it will remember the chart(s)' size and location.

Find Threads

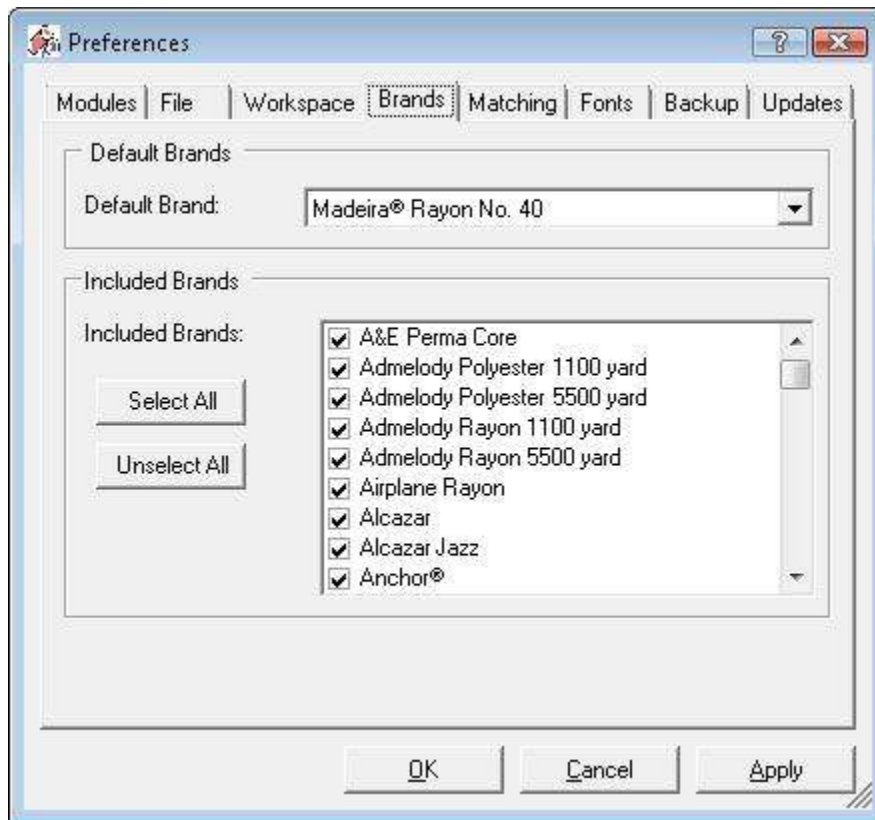
Find threads in Available Threads enabled – As you enter each character or number when entering thread names or numbers in the Find box in the Available Threads panel, the system will try to find the thread in the grid. Sometimes this slows the system down. You can turn this feature on or off by checking or unchecking the Find Threads in Available Threads enabled checkbox.



7. The Brands tab allows you to set settings about the Brands.

**Default Brands** – Here you can set the brand that will be displayed in the Available Threads panel when the program is opened.

**Included Brands** – You can set the brands that will be displayed in the various Brands dropdowns throughout the program, like in the Available Threads panel. Also, any brands that are checked in this section will be used in conversions and show matches, and any brands that are not checked will not be used.

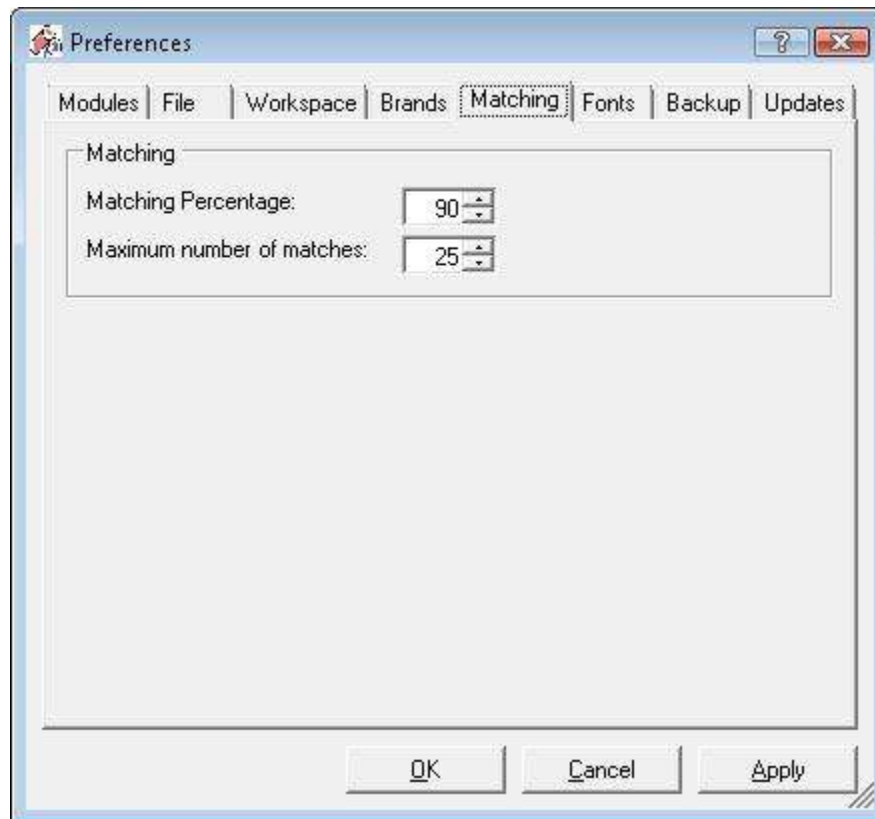




8. The Matching tab displays the default settings for matching.

Matching Percentage – This is the default value for the Matching Percentage in the Convert Options form.

Maximum number of matches – This is the default value for the number of matching threads displayed in the Show Matches chart, if the Limit Matches checkbox in the Convert Options form is checked.

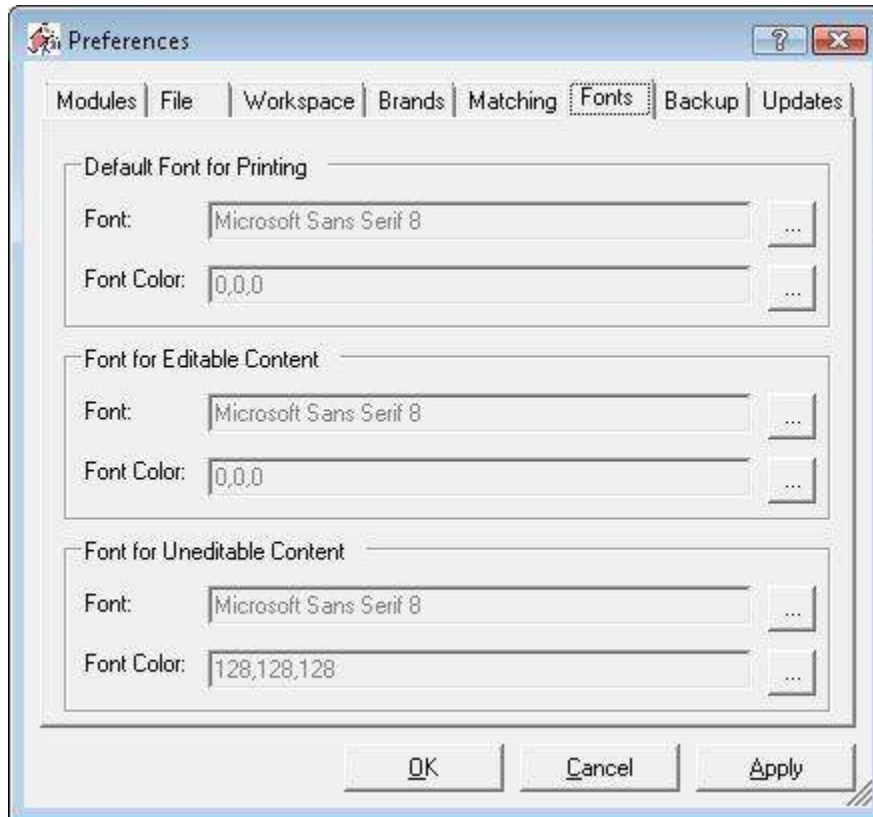


9. The Fonts tab allows you to set the font name and color.

Default Font for Printing – By clicking on the ... button, you can select the font name and color for printing.

Font for Editable Content – Here you can set the font name and color of items in the grids that are editable.

Font for Uneditable Content – Here you can set the font name and color of items in the grids that are not editable.

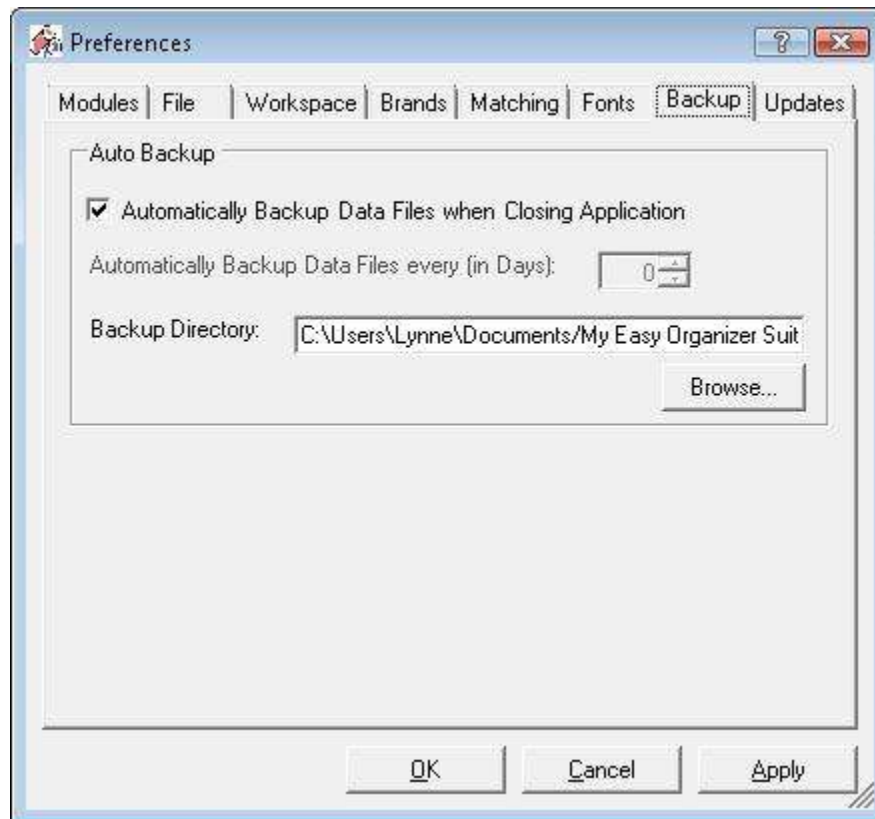


10. The Backup tab allows you to set your backup preferences.

Automatically Backup Data Files when Closing Application – When this checkbox is checked, the system will backup your data files each time the program closes.

Automatically Backup Data Files every (in Days) - If the Automatically Backup Data Files when Closing Application checkbox is not checked, then Automatically Backup Data Files every (in Days) is enabled, so you can set how often (in Days) the system will backup your user data.

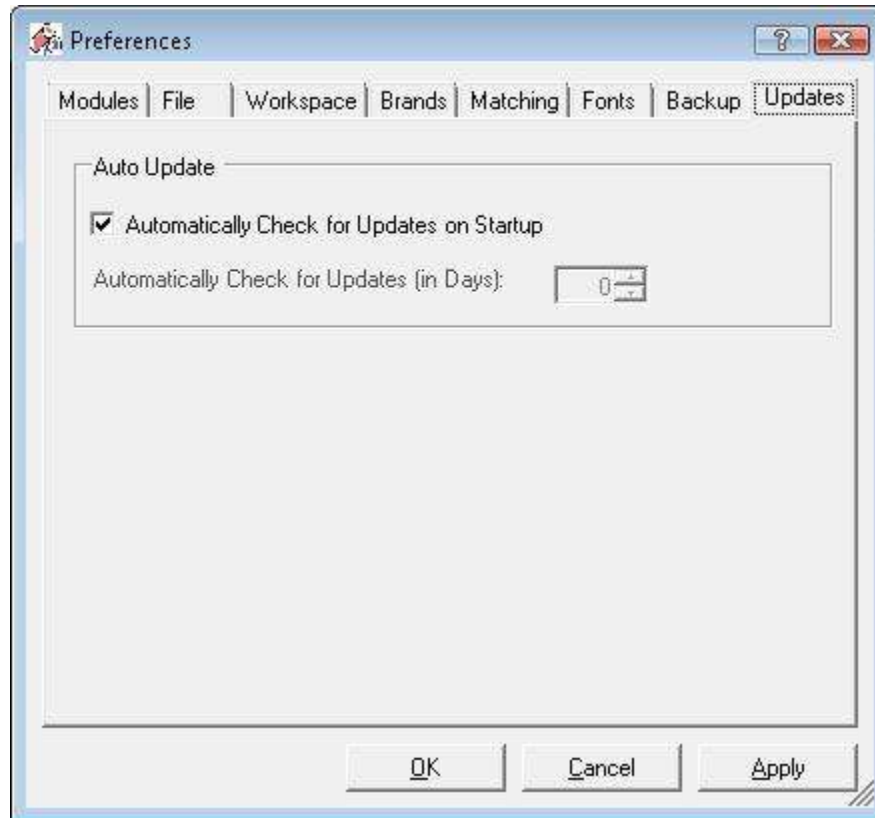
Backup Directory – This is the location where the system will backup your user data file.



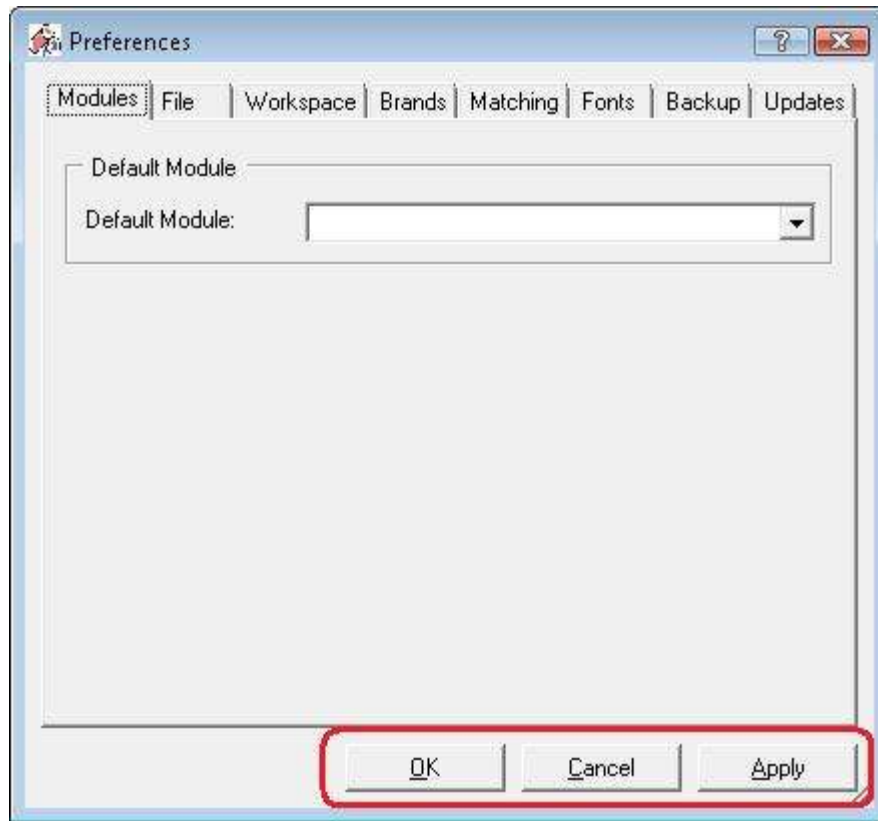
11. The Updates tab allows you to set your preferences for updating.

Automatically Check for Updates on Startup – If this checkbox is checked, then the program will check if there are updates when the program opens.

Automatically Check for Updates (in Days) – If the Automatically Check for Updates on Startup checkbox is not checked, then Automatically Check for Updates (in Days) is enabled, and allows you to set the number of days between when the system checks for updates.



12. The Apply button saves your preferences. The OK button saves your preferences and then closes the form. The Cancel button will not save any changes you have made, and it closes the form.



Congratulations! You have finished Lesson 10. You are now ready to move on to Lesson 11 – How to Work With the Threads System Table.