

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

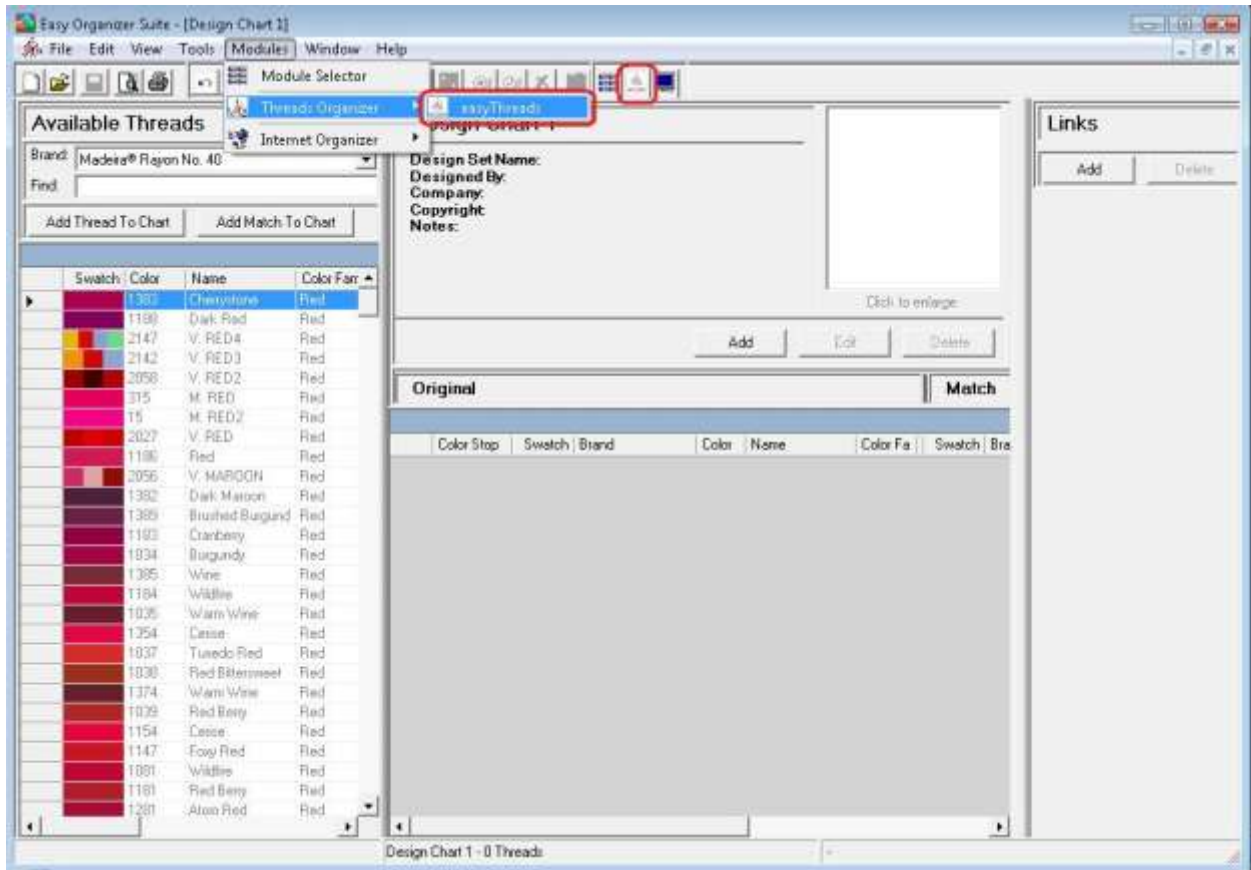
## **Lesson 16 - How to Work With the Category Items System Table**

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 sixteenth lesson will show you how to add, edit and delete system category items.

The Category Items System Table holds the items that belong to a category. These are used throughout the **easythreads™** program, like thread weights and spool sizes. You can view all of the Category Items in the system. This feature is only available in the Pro Edition. You can add new category items, change the existing values, or delete the category items.

## Category Items System Table

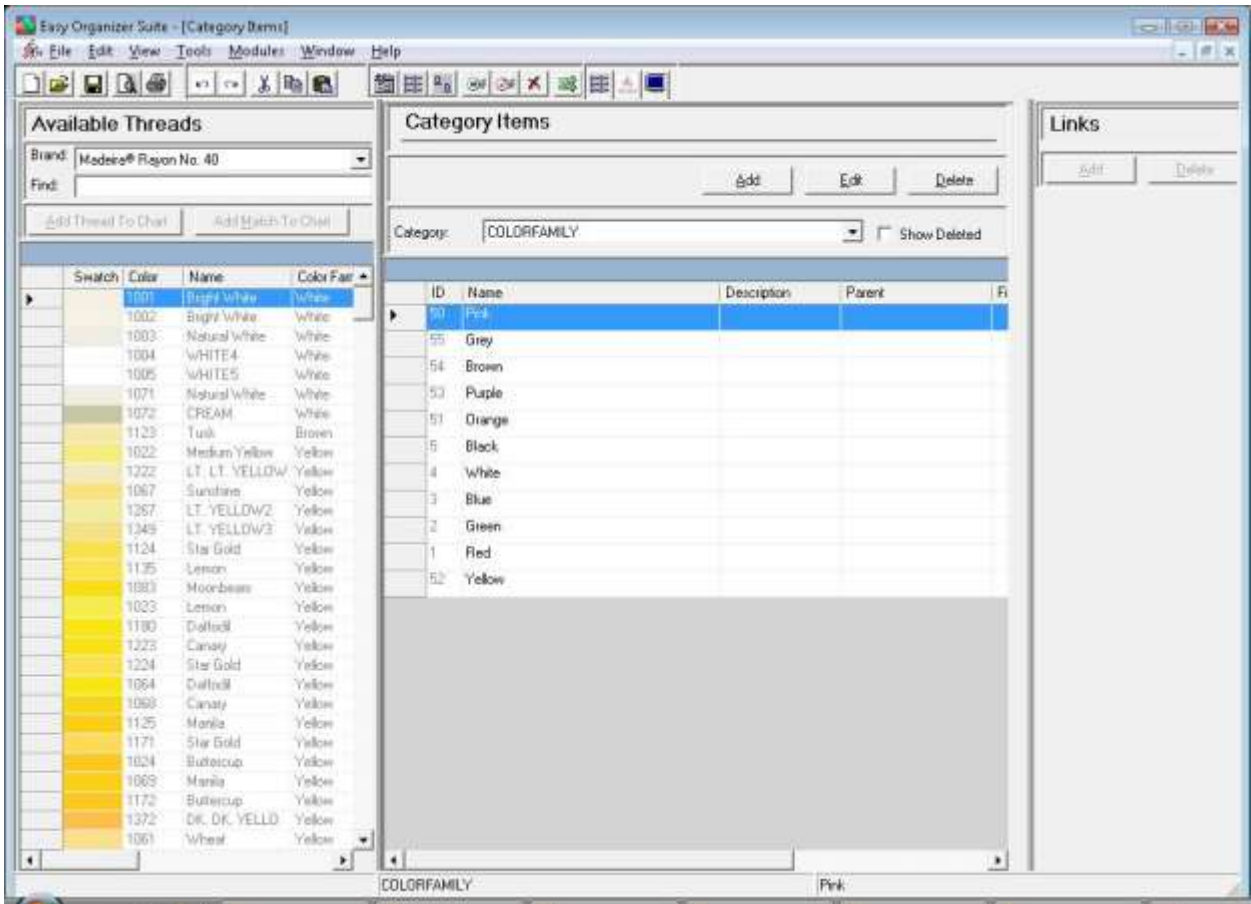
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



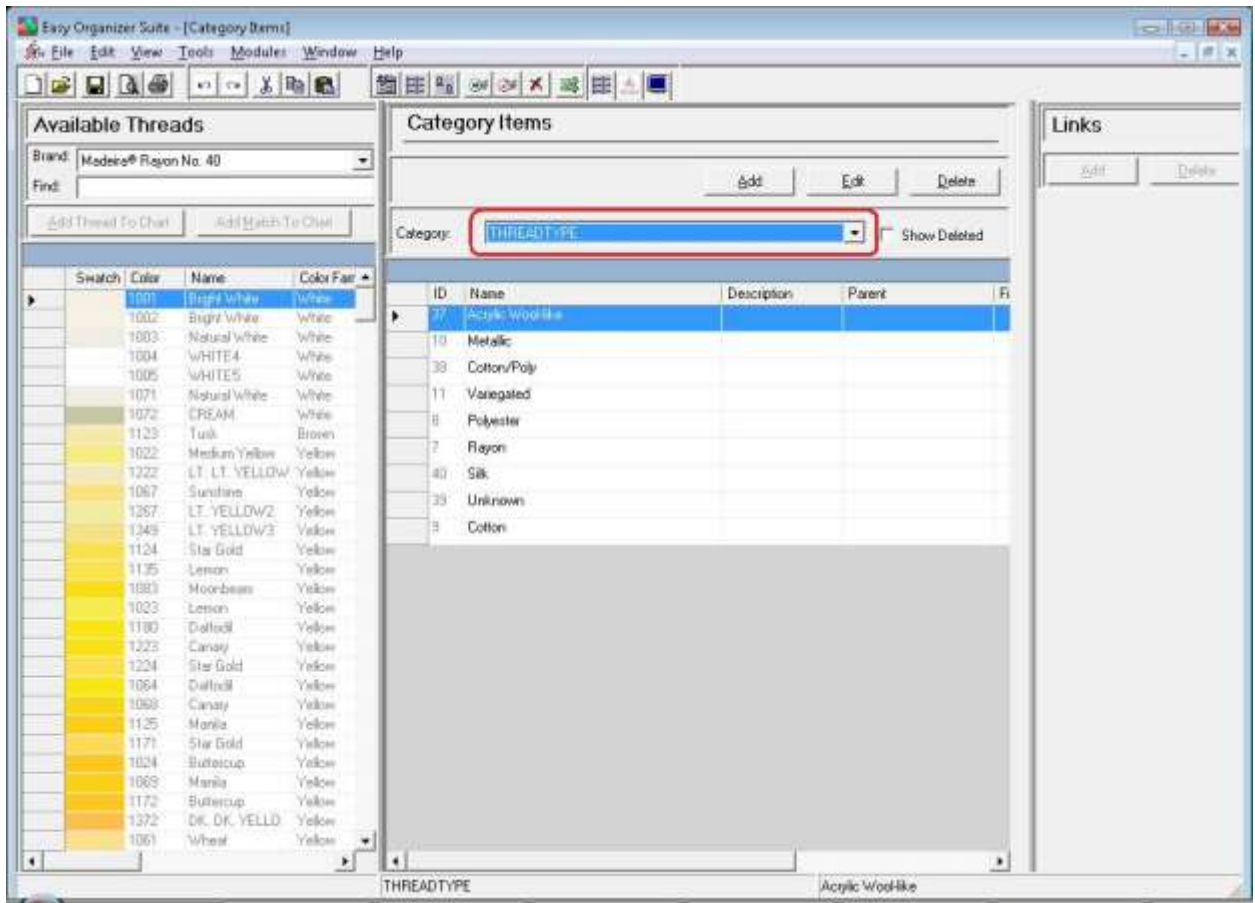
2. To view the Category Items System Table, in the Pro Edition only, select Tools → System Tables → Category Items from the menu.



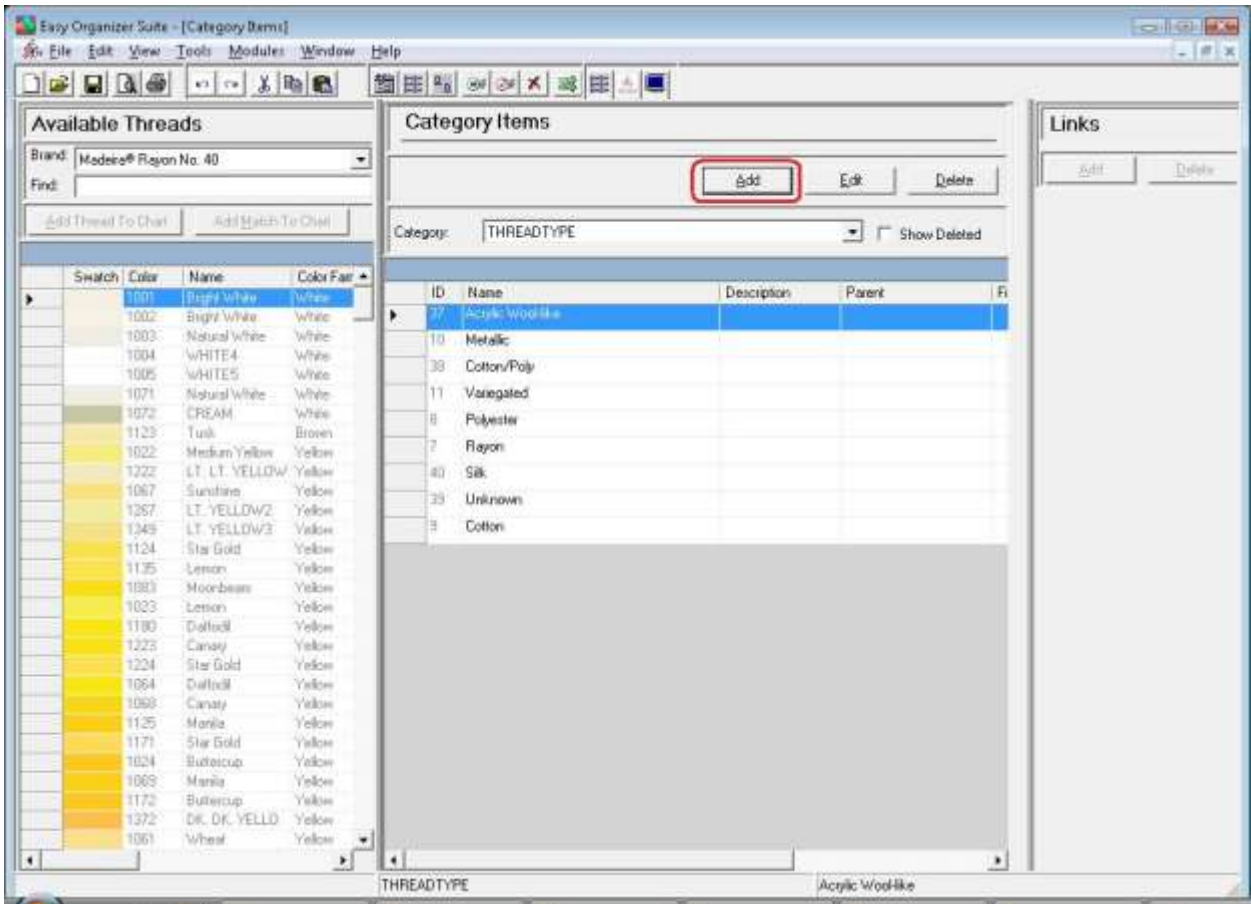
3. The Category Items System Table Chart will open.



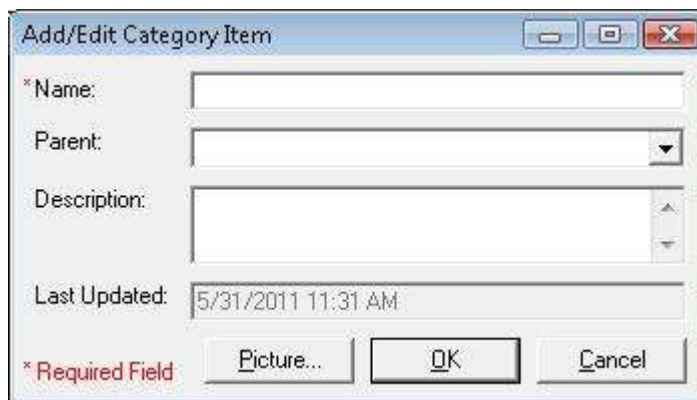
4. You can select which category you would like to view by selecting the category in the category dropdown. For this lesson, let's select THREADTYPE. Now you will see all of the category items for the THREADTYPE category.



5. To add a new category item, click on the Add button.

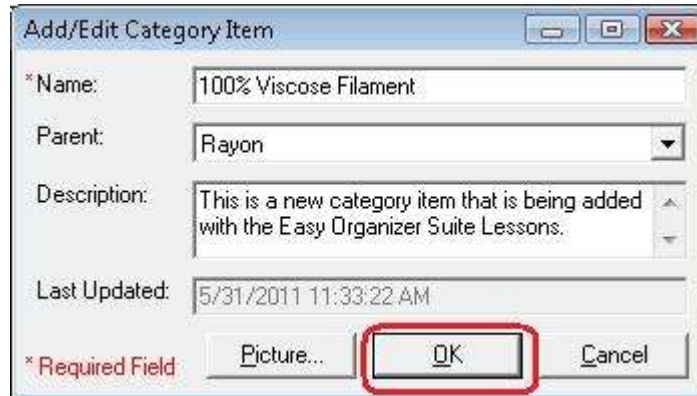


6. The Add Category Item form will open. You can enter the information about the new category item in this form.



7. Enter the information about the new category item and then click on the OK button. For this lesson, we'll enter this information:

Name: 100% Viscose Filament  
Parent: Rayon  
Description: This is a new category item that is being added with the Easy Organizer Suite Lessons.



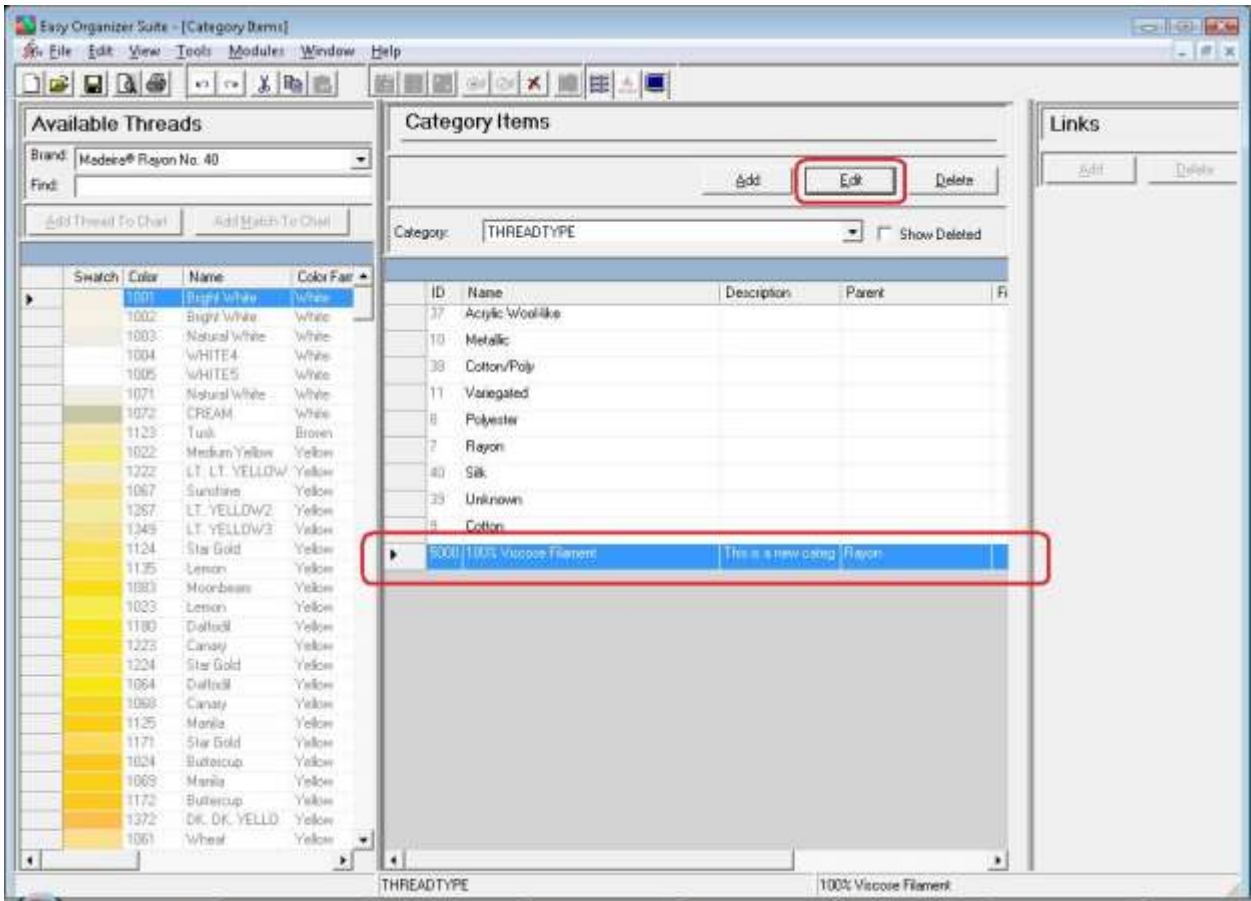
The screenshot shows a dialog box titled "Add/Edit Category Item". It has four input fields: "Name" (text box with "100% Viscose Filament"), "Parent" (dropdown menu with "Rayon"), "Description" (text box with "This is a new category item that is being added with the Easy Organizer Suite Lessons."), and "Last Updated" (text box with "5/31/2011 11:33:22 AM"). At the bottom left, there is a red asterisk and the text "\* Required Field". At the bottom right, there are three buttons: "Picture...", "OK", and "Cancel". The "OK" button is highlighted with a red rectangle.

- Click on the OK button in the Add Category Item form to add the new category item. You will now see your new category item in the Category Items System Table Chart.

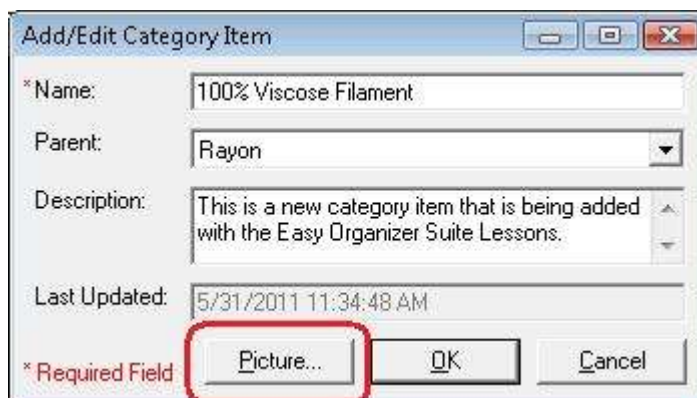




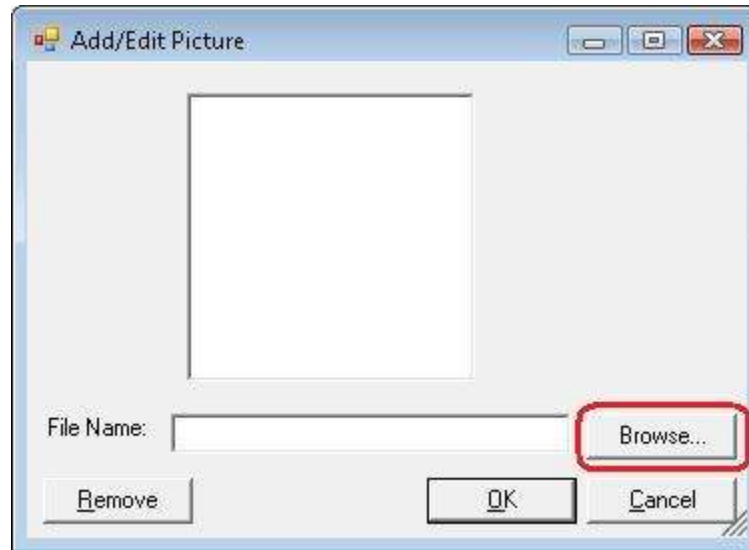
- To edit a category item, select the category item you would like to edit and click on the Edit button.



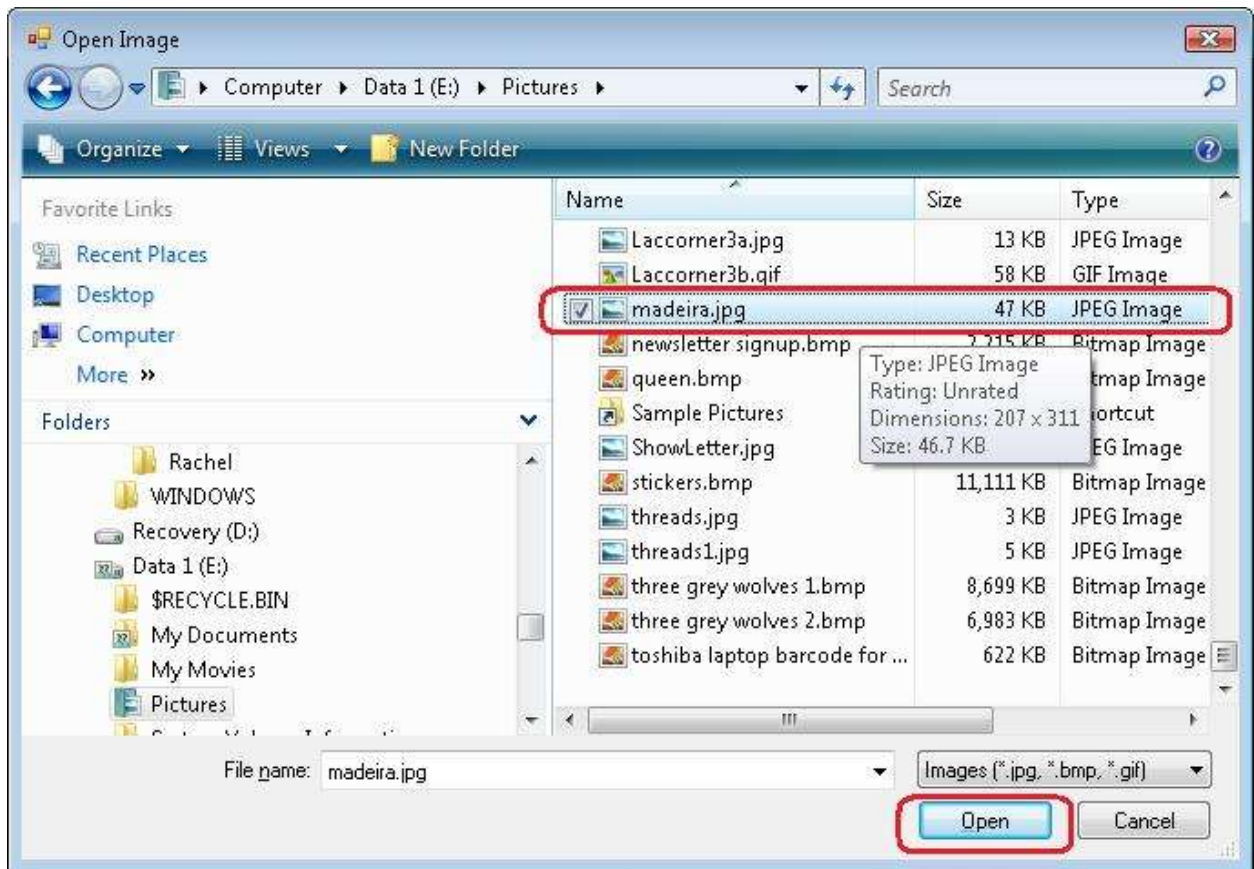
- The Edit Category Item form will open with the information about the selected category item. Click on the Picture button to open the Add Picture Form.



11. The Add Picture form will open. Click on the Browse... button to find a picture on your file system.

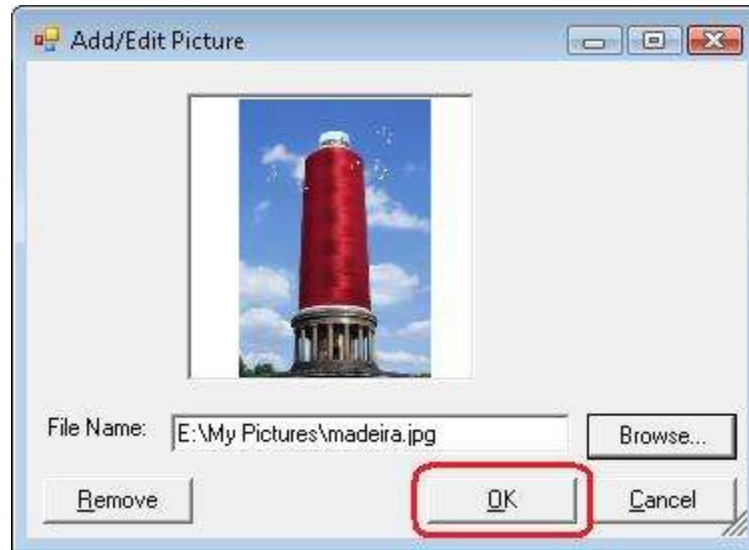


12. The Open Image form will open. Once you find an image, click on the Open button.



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

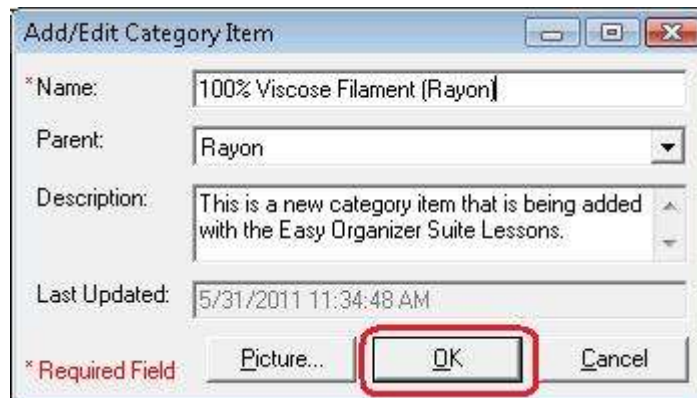
13. Once you have found your image, click on the Open button. This will bring the picture into the picture form. Click on the OK button to accept the image and close the form.



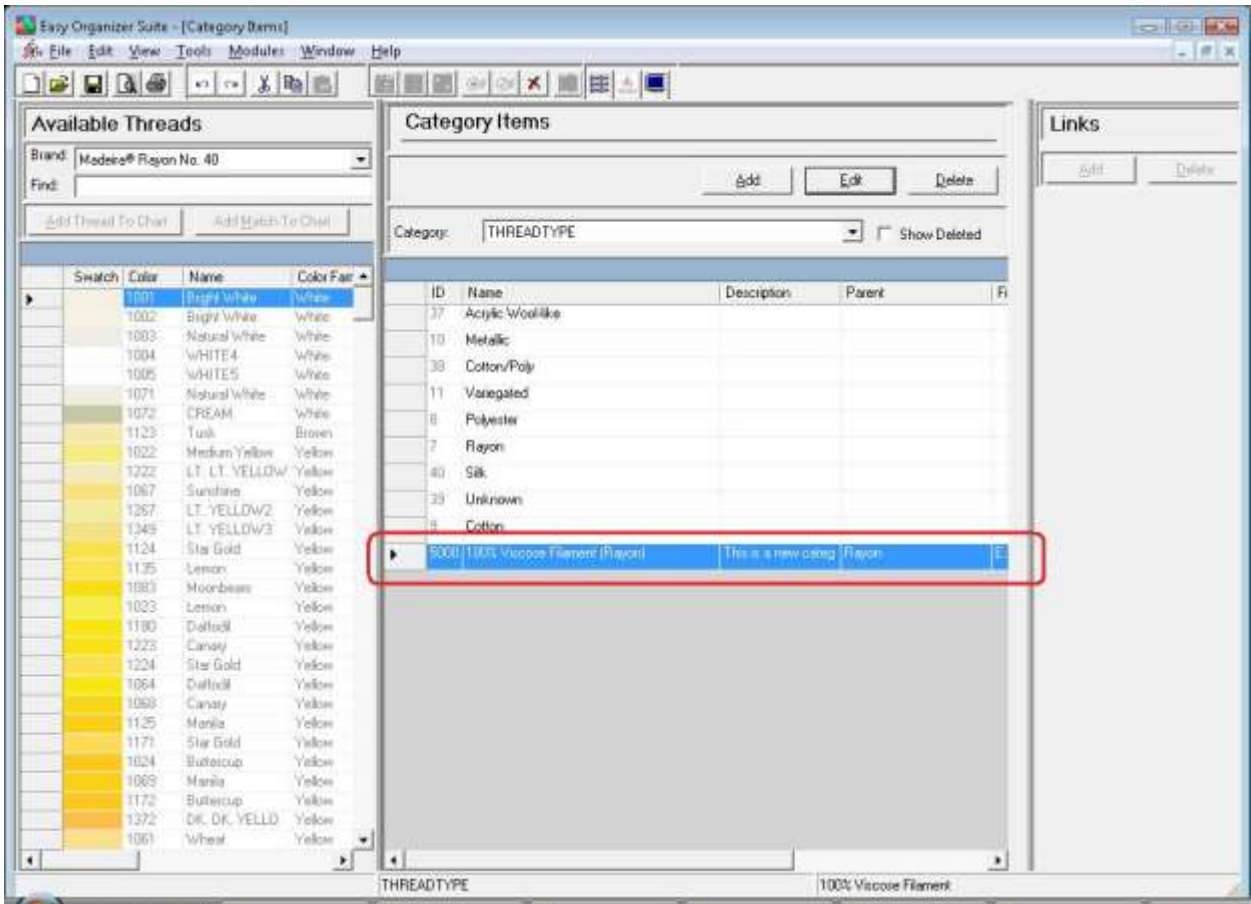
14. You can change any of the information in the Edit Category Item form you'd like. Let's change the name.

Name: 100% Viscose Filament (Rayon)

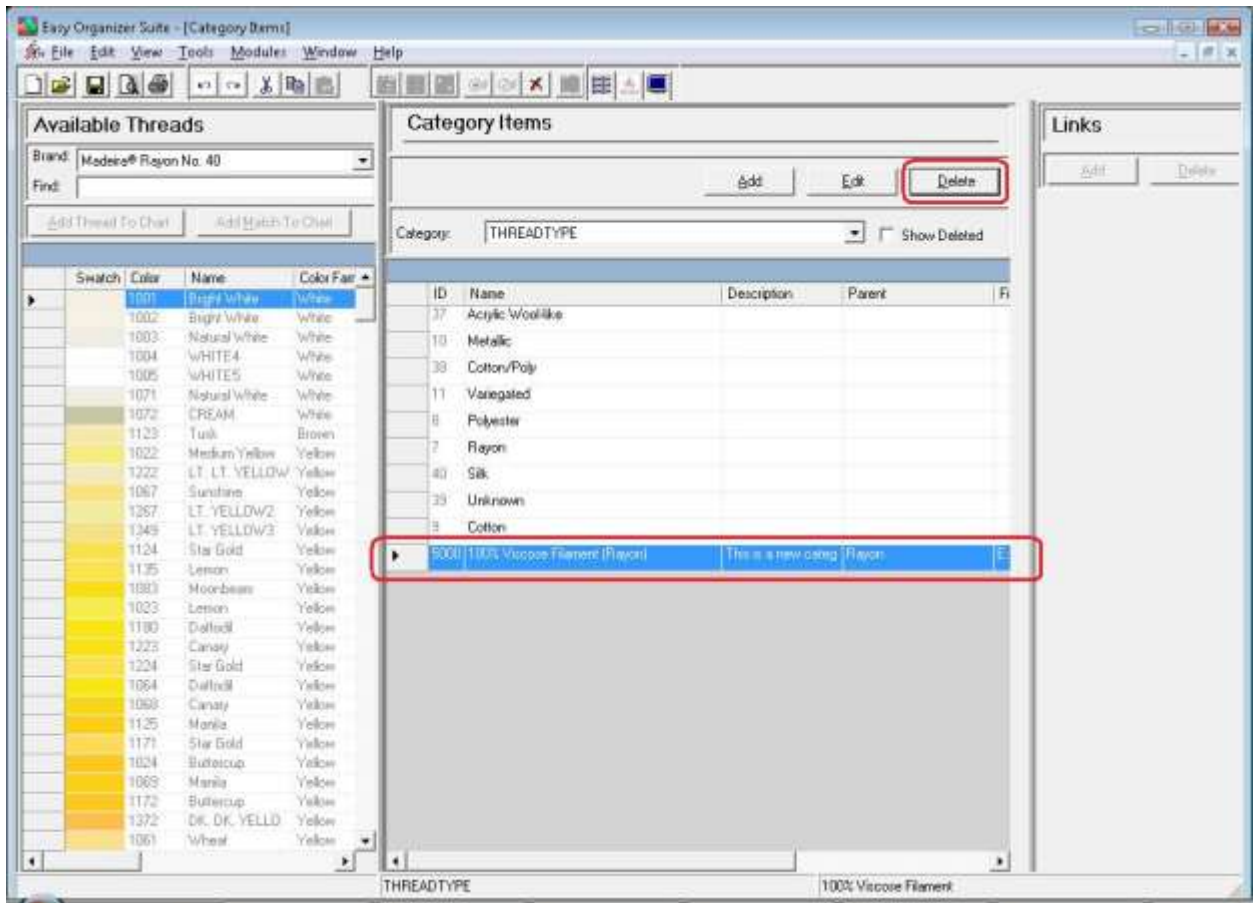
Click on the OK button to accept your changes.



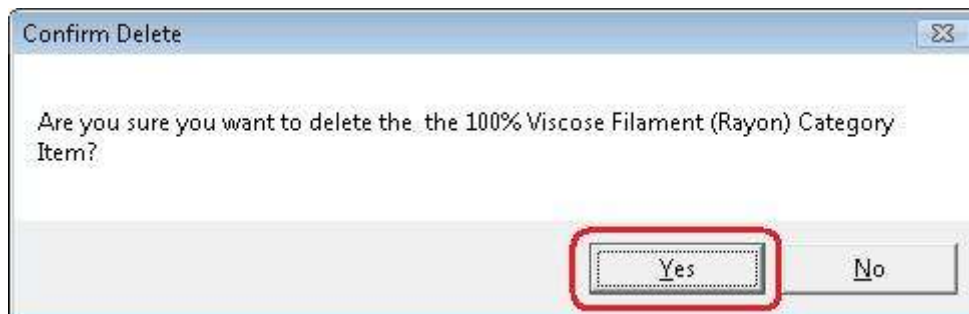
15. You will now see the category item with the changed information.



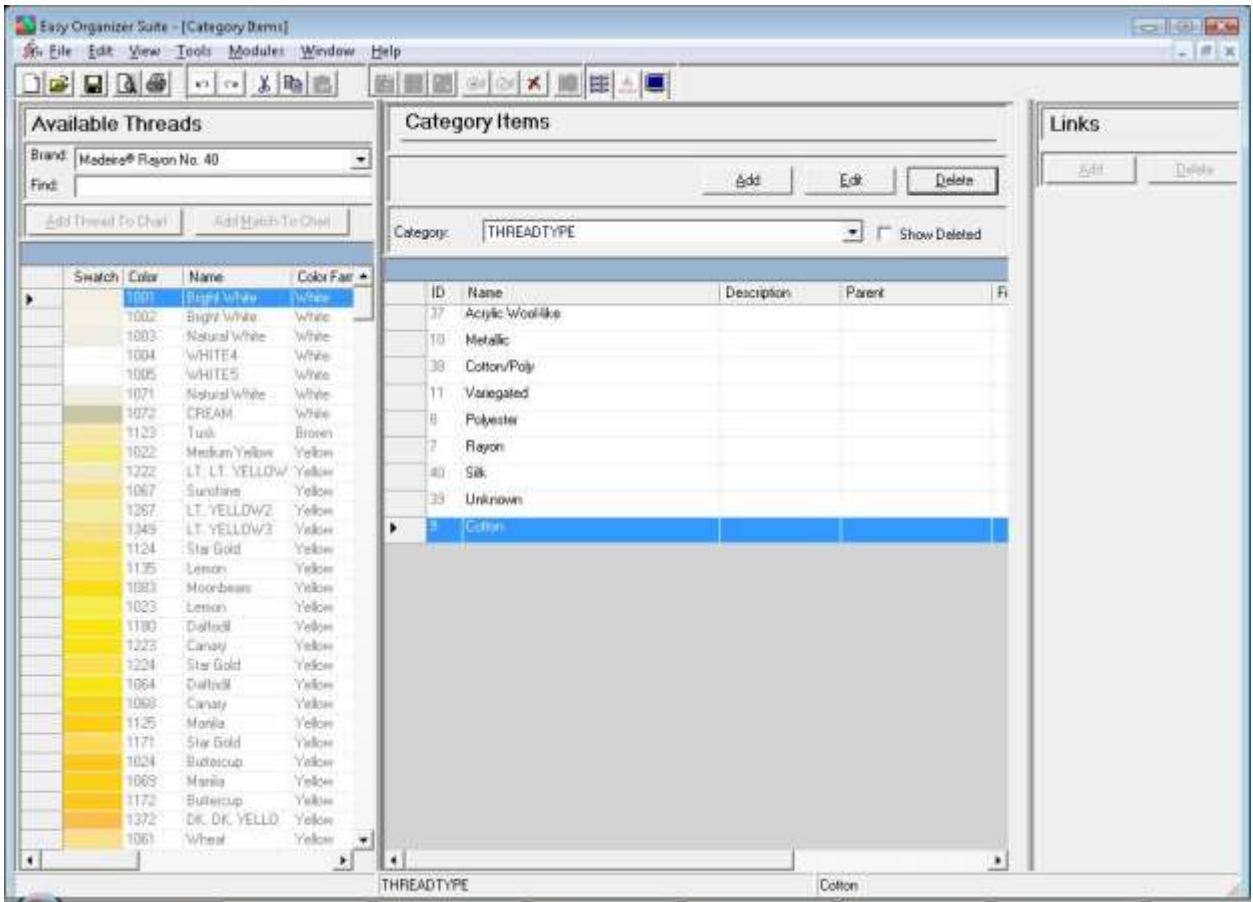
16. You can delete a category item by selecting the category item and then clicking on the Delete button. Let's delete our new category item. Select 100% Viscose Filament (Rayon) row and click on the Delete button.



17. The system will ask if you are sure. Click on the Yes button to delete the category item, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



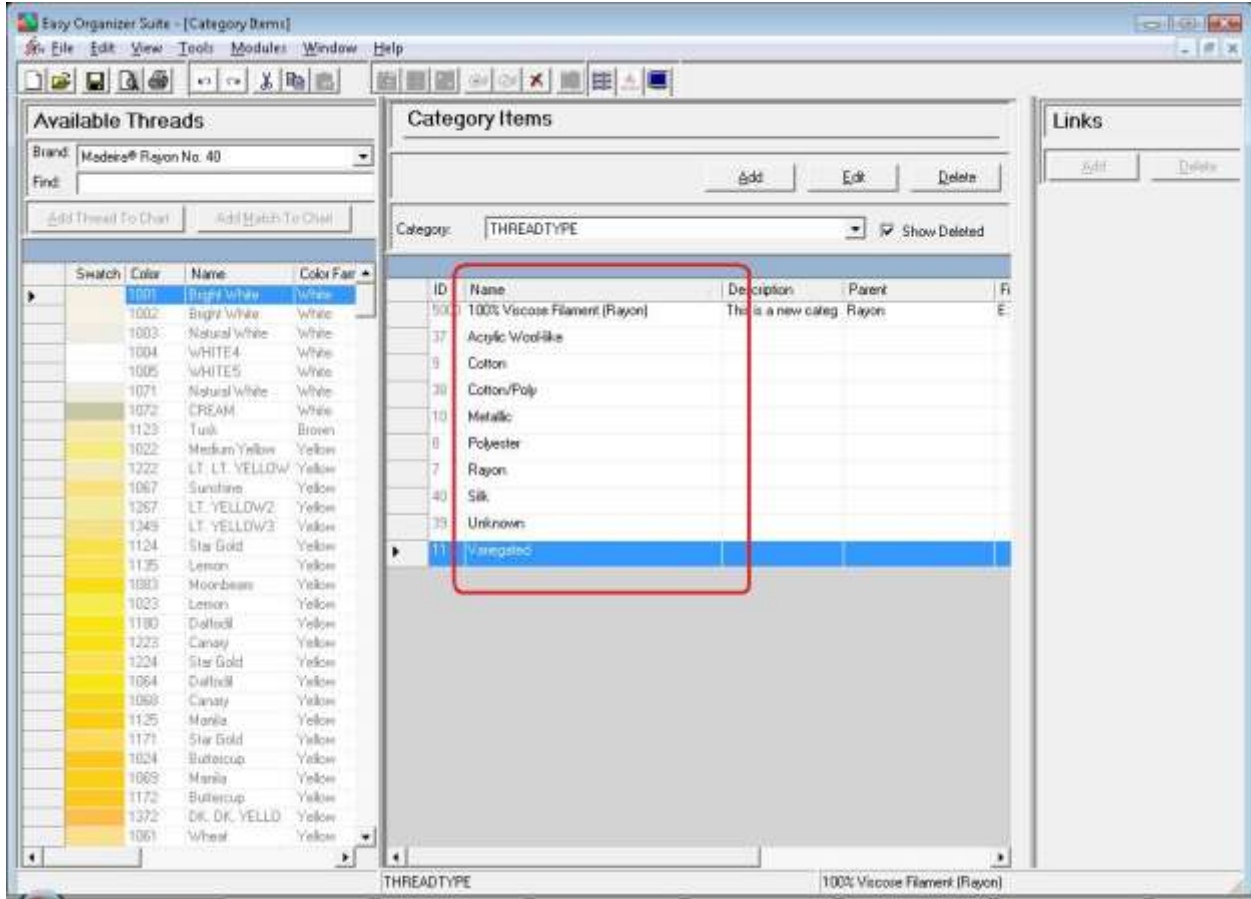
18. The category item will no longer be visible in the Category Items System Table.







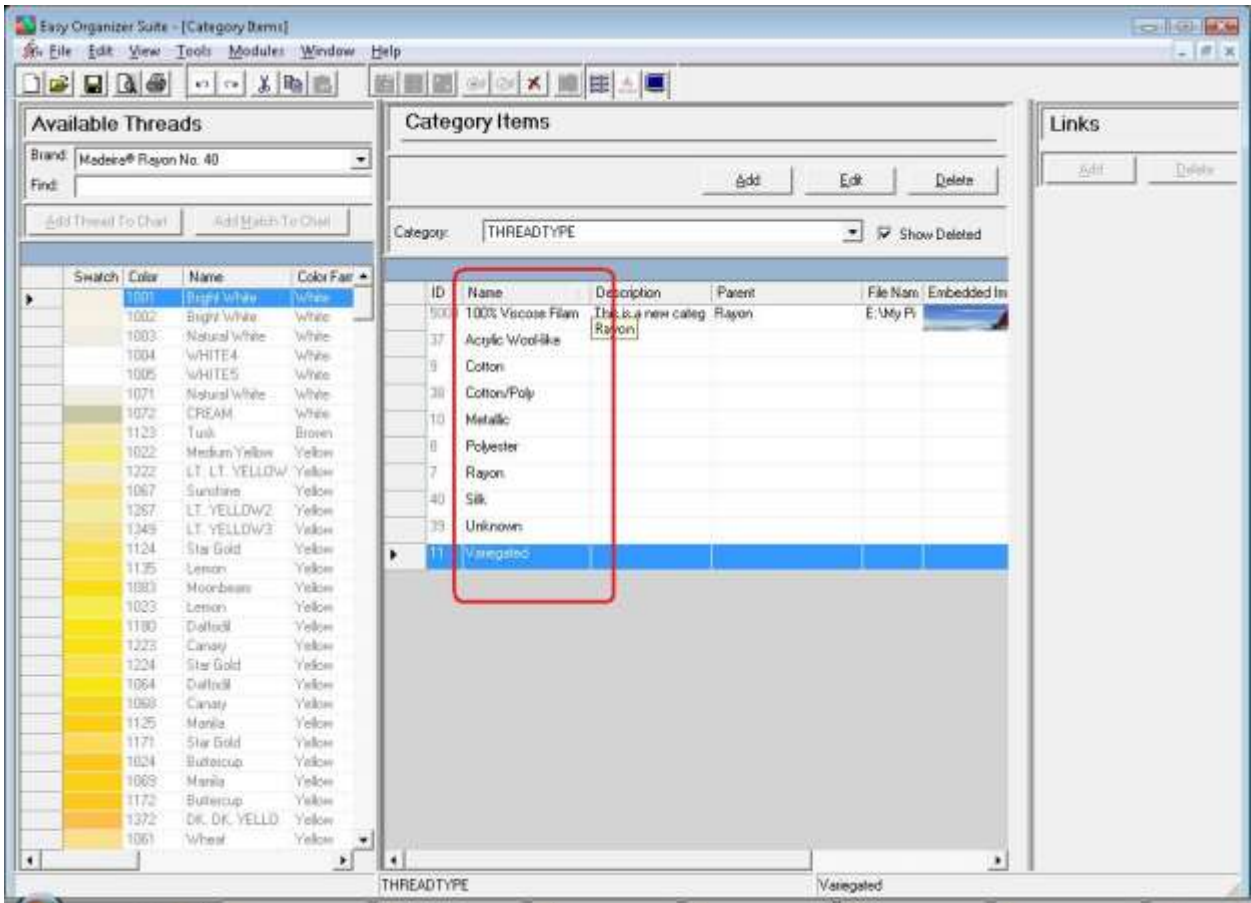
20. In any chart, including the Category Items System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.



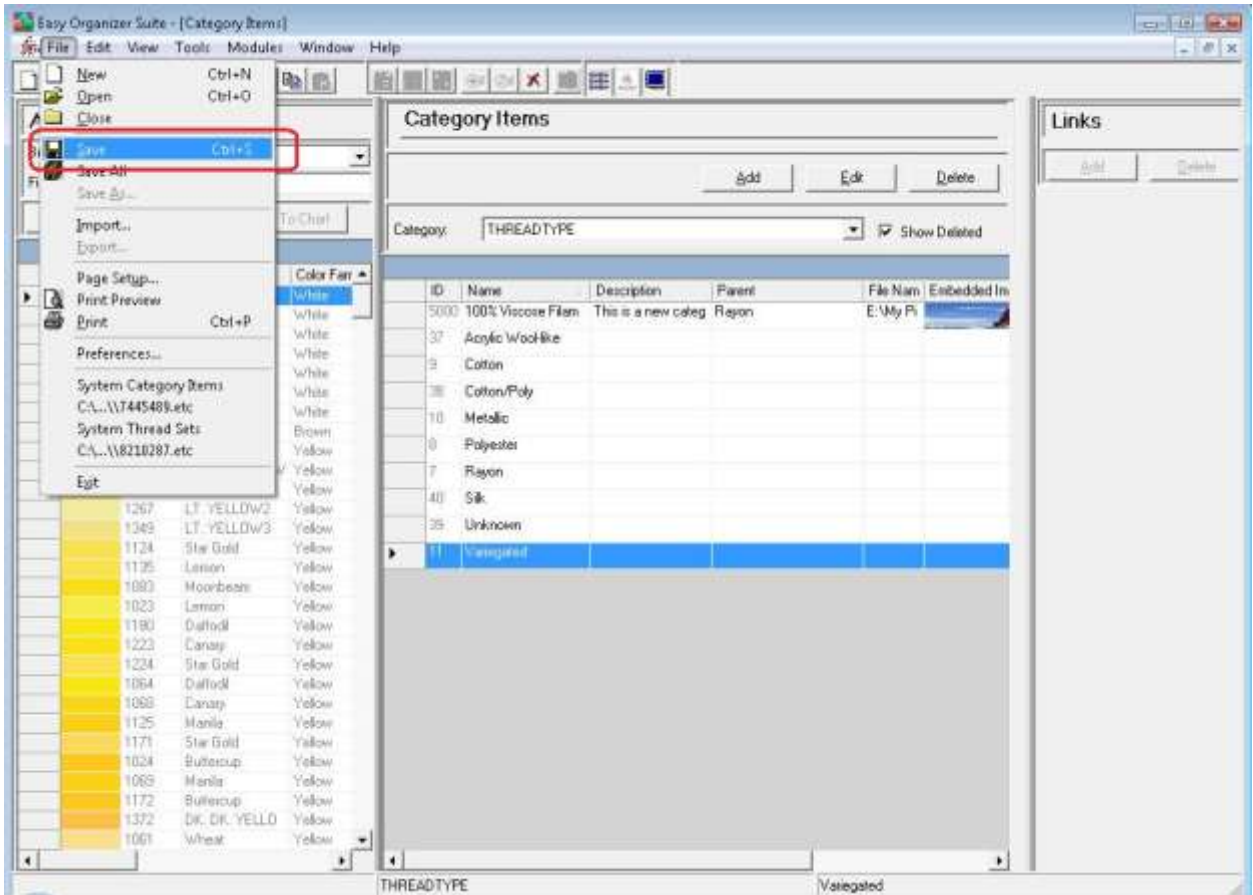


21. To resize the columns of a grid, hover the mouse over the end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want,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



22. Be sure to save the Category Items System Table Chart. Select File → Save or click on the Save icon in the toolbar.



Congratulations! You have finished Lesson 16. You are now ready to move on to Lesson 17 – How to Import An Embroidery Design.