

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

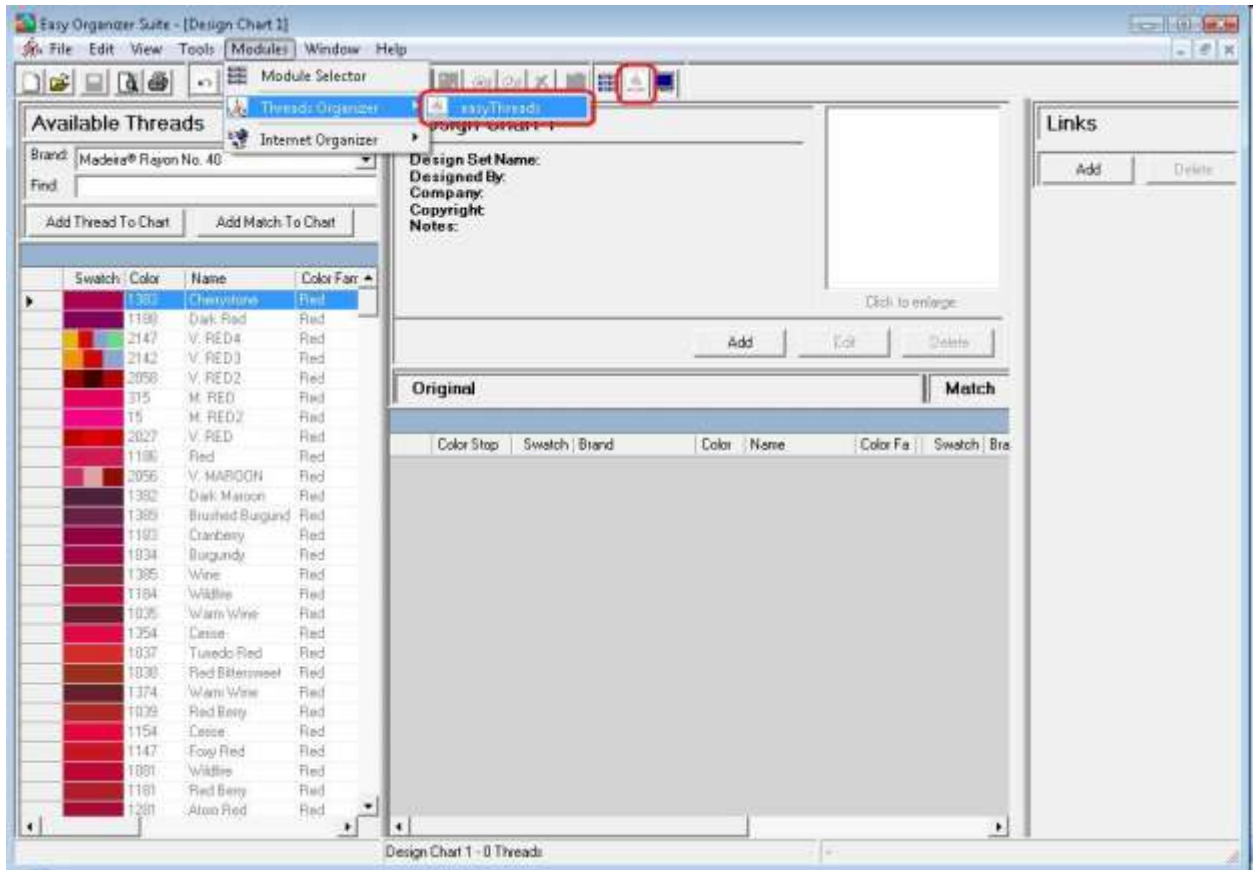
## **Lesson 3 - How to Work with My Favorites**

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 second lesson will show you how to add, edit and delete My Favorites Lists and how to add and delete threads from the lists.

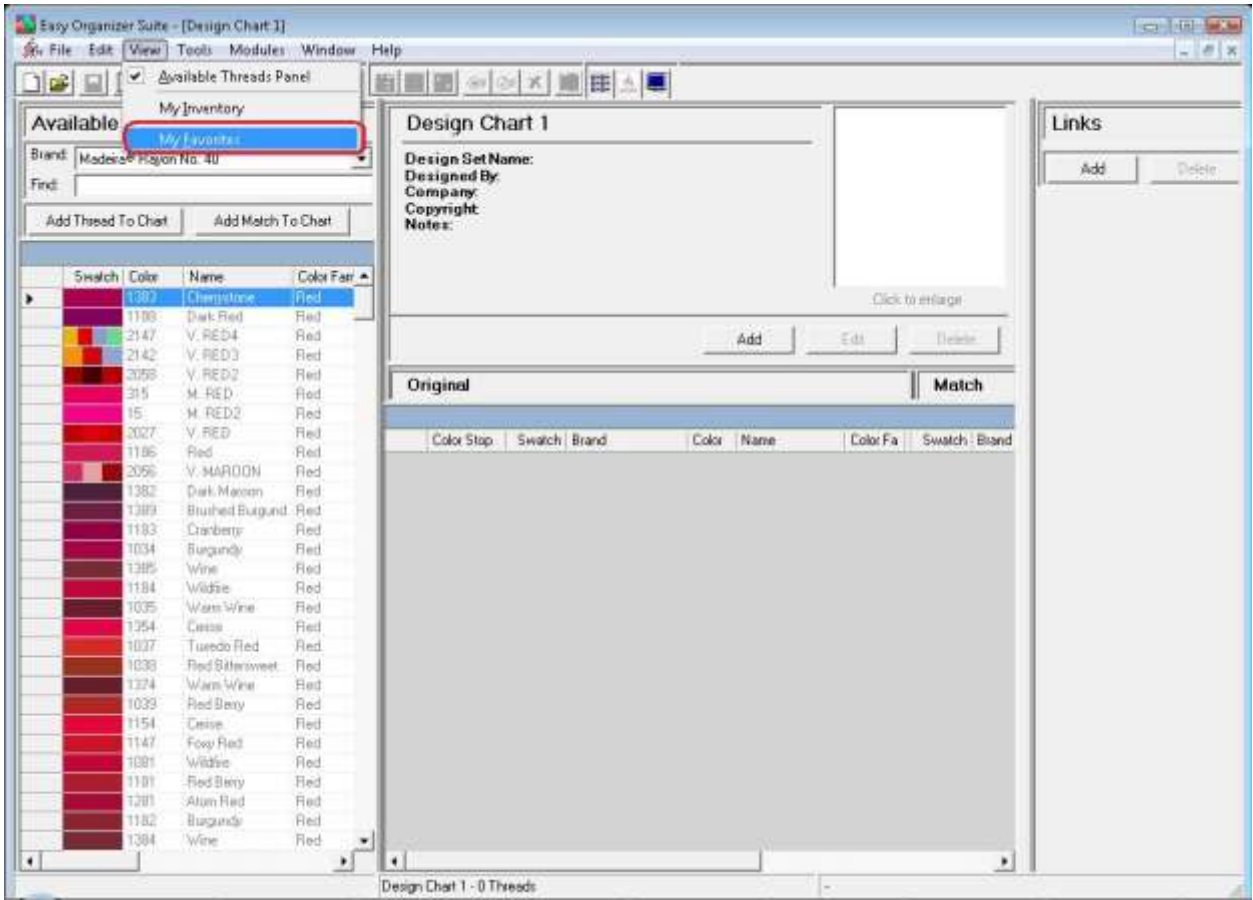
My Favorites is a feature of the easythreads Module of Easy Organizer Suite. With My Favorites, you can save one or more of your own Conversion Charts. You can print them, and you can also use them when converting threads in a Design Chart. You can organize them any way you would prefer, with names that make sense to you.

## Adding a new My Favorites List

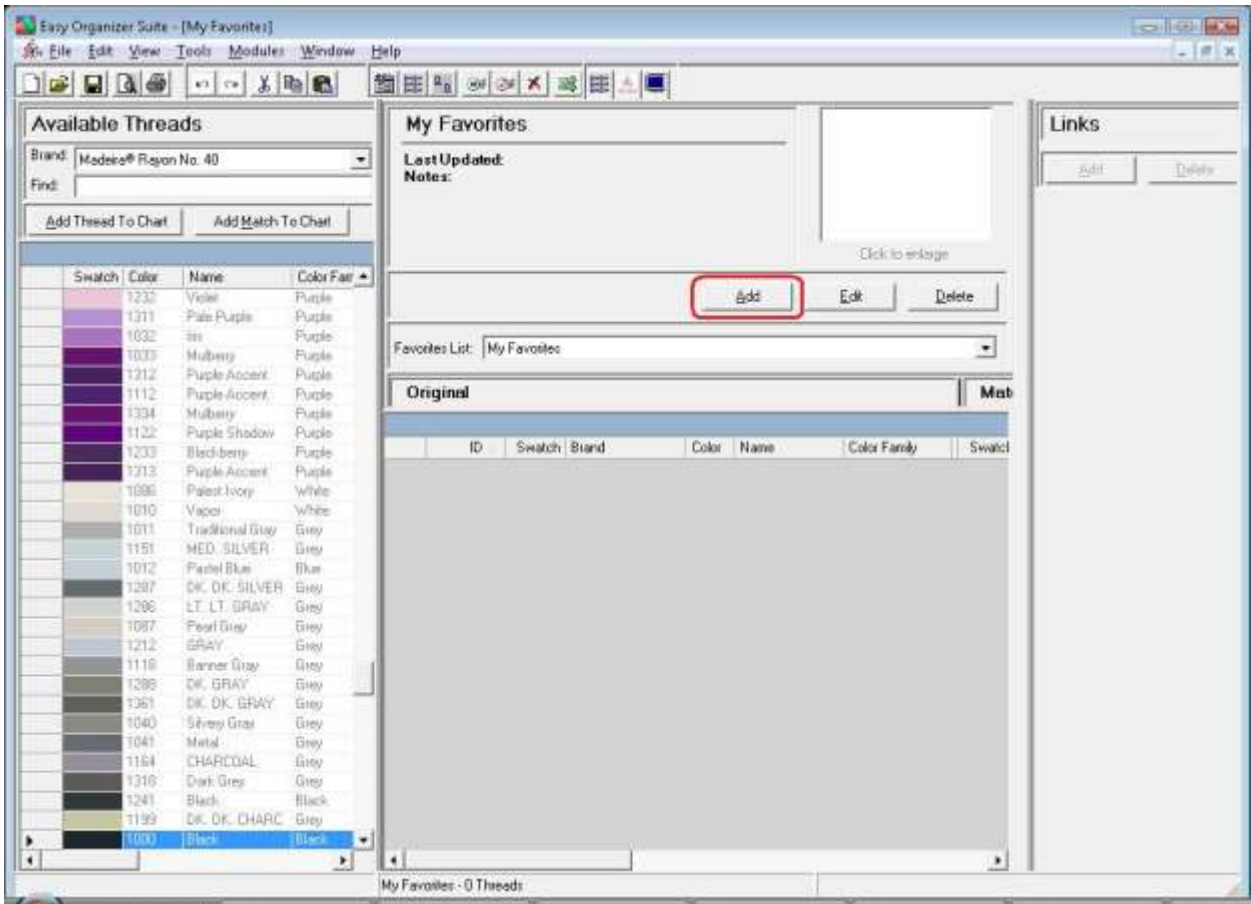
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



2. To open My Favorites, select View → My Favorites.



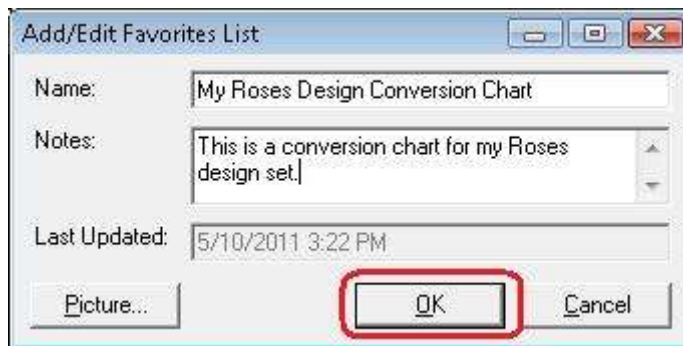
3. To add a new My Favorites List, click on the Add button.



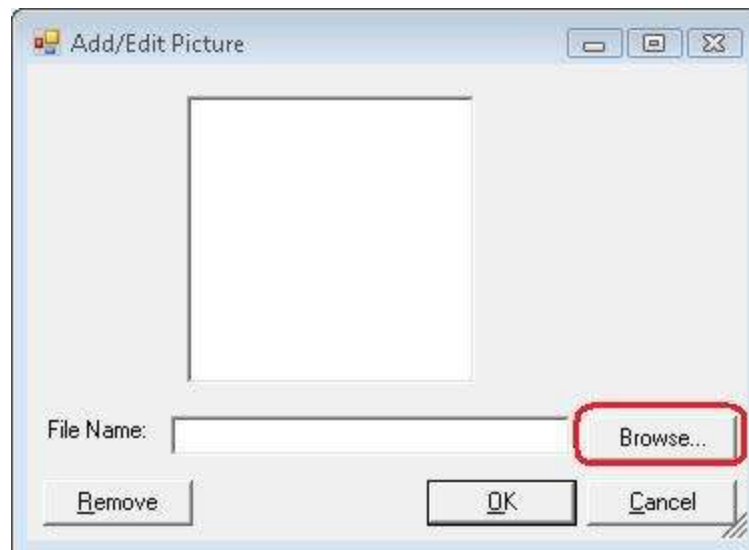
4. The Add/Edit Favorites List form will open. Enter the name and notes in the form. For this lesson, let's enter this information:

Name: My Roses Design Conversion Chart

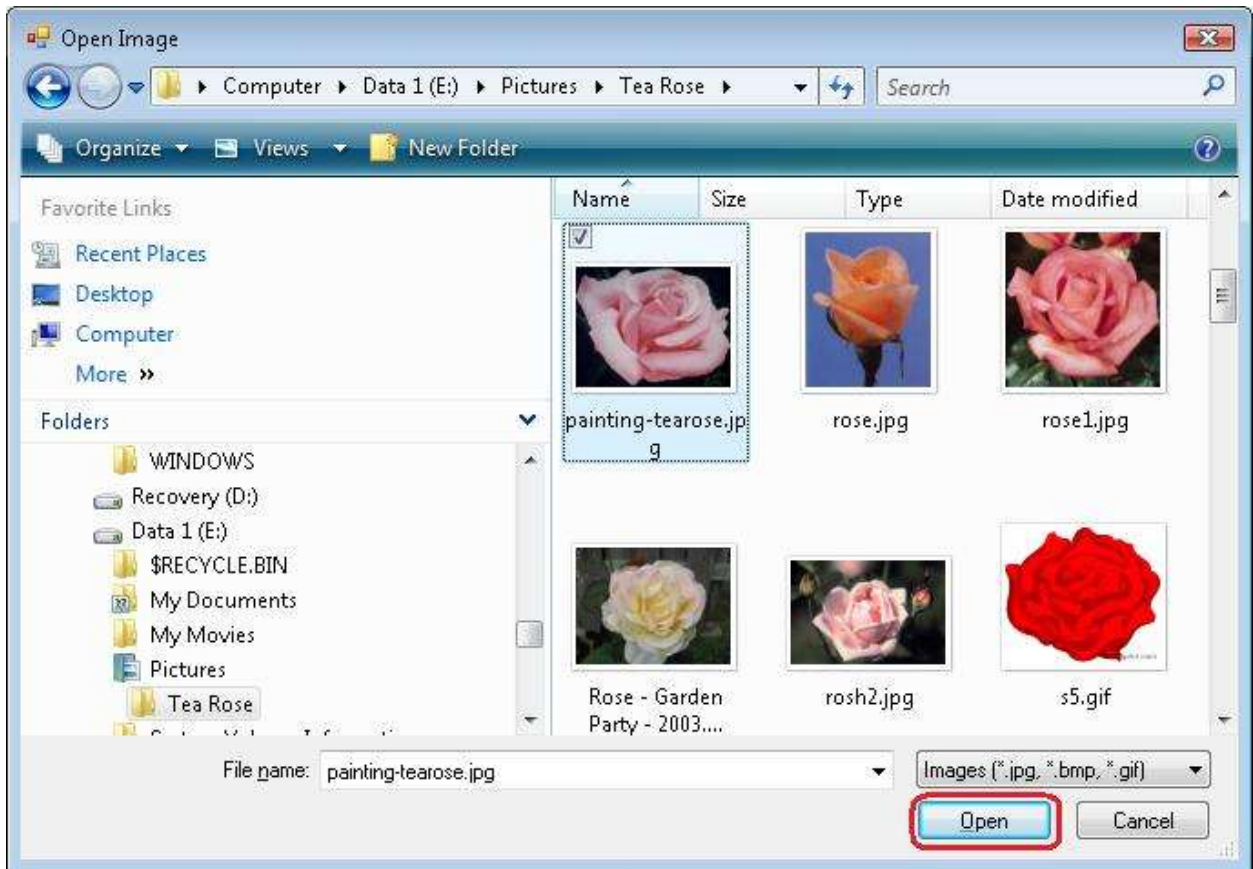
Notes: This is a conversion chart for my Roses design set.



5. To add a picture to your new Favorites List, click on the Picture... button. The Add/Edit Picture form will open. Click the Browse... button to find a picture on your file system.

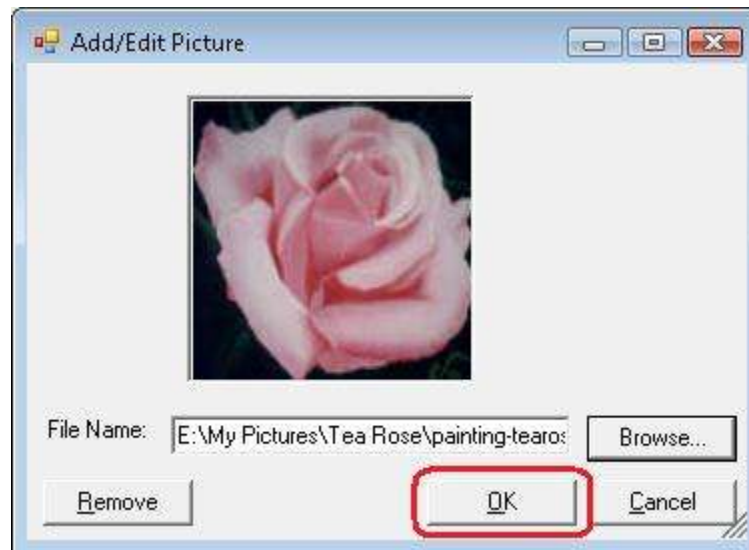


- Find a picture on your file system and click on the Open button to add the picture to your new Favorites List.



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

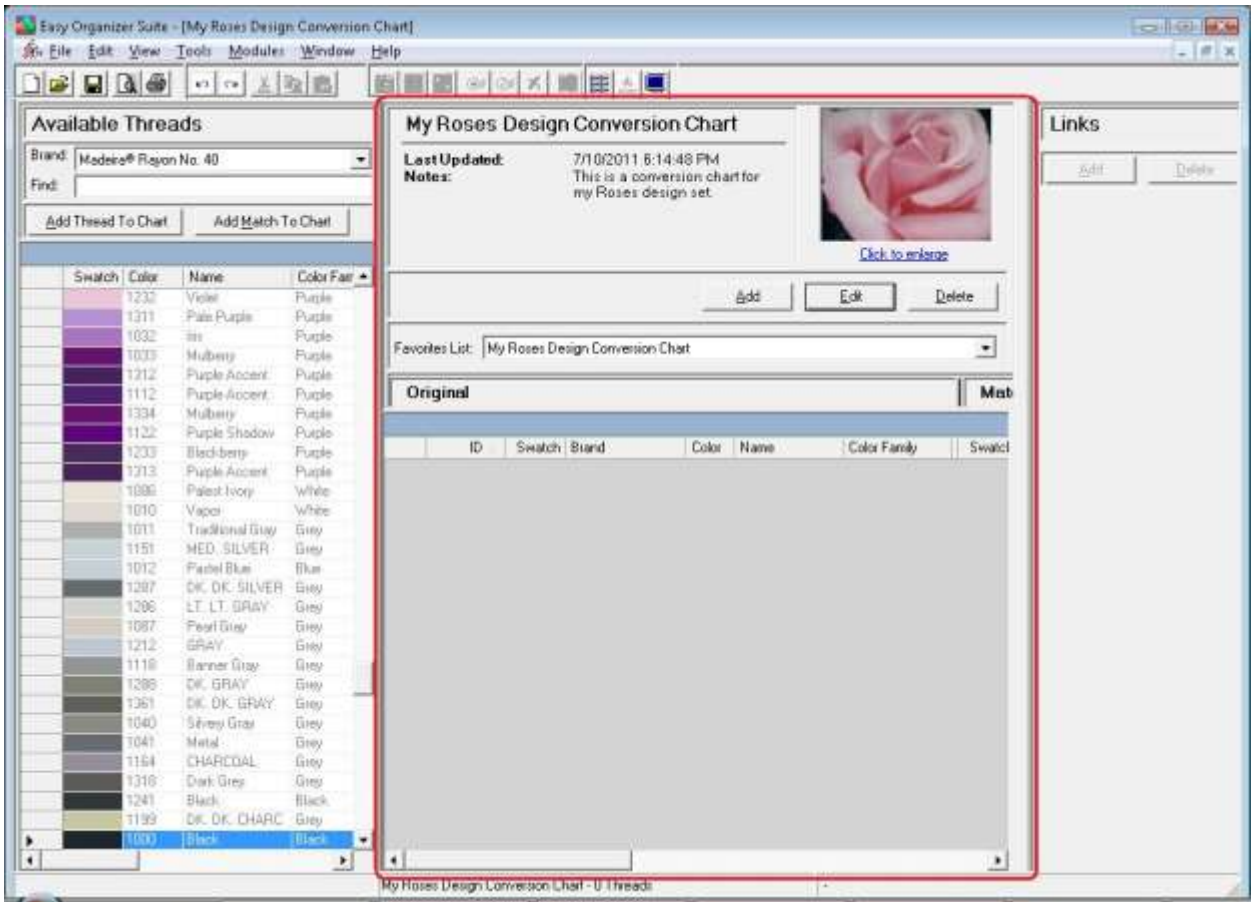
7. The picture will display in the Add/Edit picture form. Click on the OK button to accept the picture and close the Add/Edit Picture form.



8. Now click on the OK button of the Add/Edit Favorites form to add your new Favorites List.



9. Now you will see your new Favorites List. It is ready to add threads to it.



10. We'll add the threads to your new My Favorites List.

There are four (4) ways to add threads to an Favorites List:

- 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 My Favorites.

11. 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 My Favorites. For this lesson, select



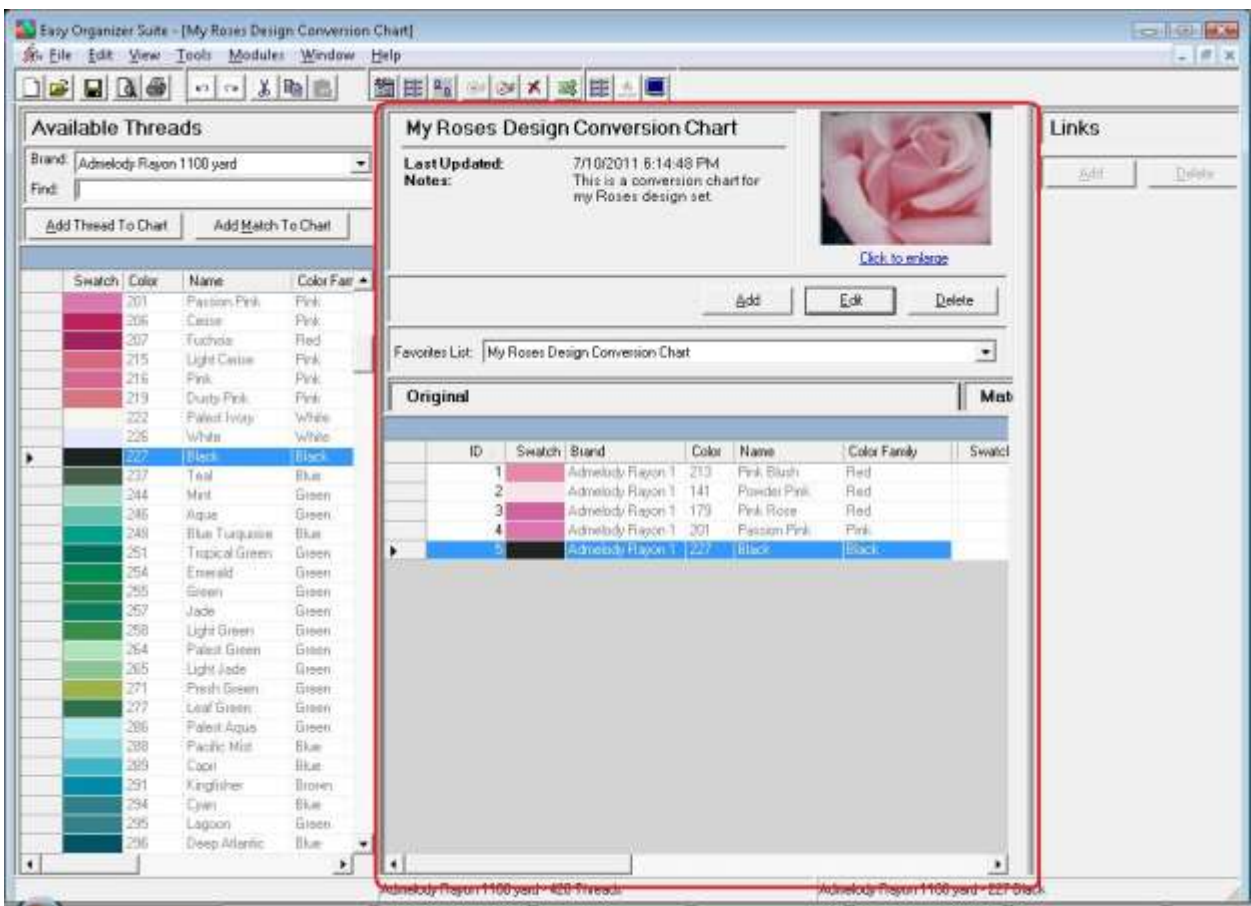
Admelody Rayon 1100 yard. Now all of the threads for Admelody Rayon 1100 yard will be displayed in the Available Threads grid.

Here is a list of Admelody Rayon 1100 yard threads to add to your new Favorites List. Enter each thread number in the Find box and then press the Enter key on the keyboard.

- 213      Pink Blush
- 141      Powder Pink
- 179      Pink Rose
- 201      Passion Pink
- 227      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.

12. Now you will see that all the threads are added to your new My Favorites List.



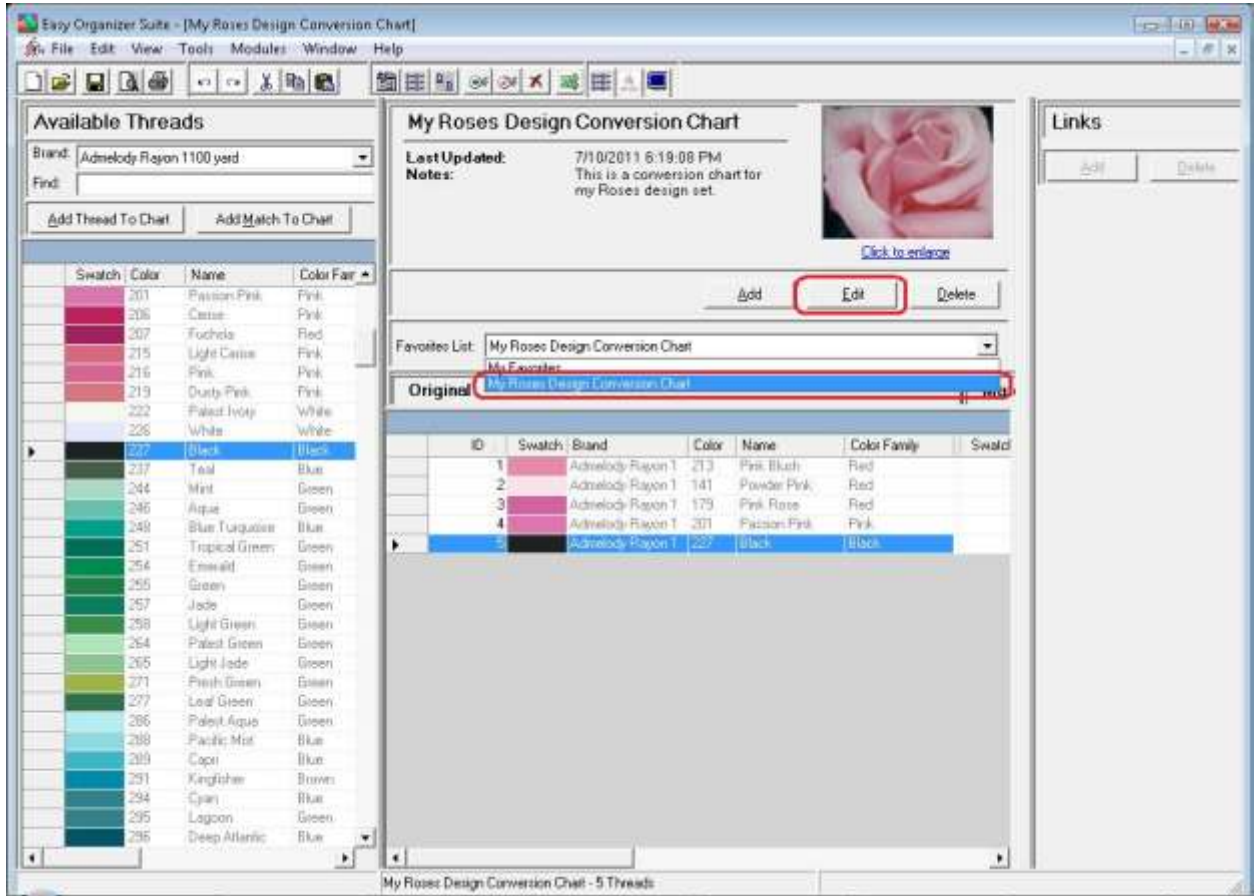
13. You should now save your new My Favorites List. To save, select File → Save from the menu, or click on the Save icon in the toolbar.



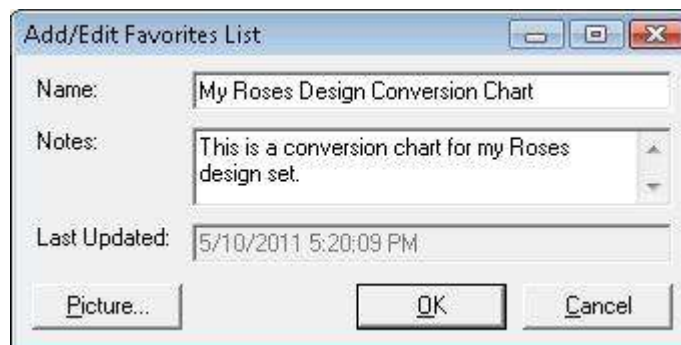
Congratulations! You have just added a new My Favorites List and added threads to it!

## Editing a My Favorites List

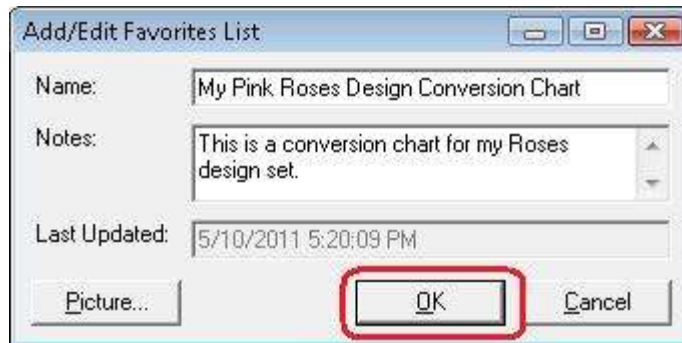
14. To edit an existing My Favorites List, select the list in the Favorites List drop down and then click on the Edit button.



15. The Edit My Favorites List form will open.



16. You can change the name or the notes. You can also change the picture, if you'd like. Let's change the name to "My Pink Roses Design Conversion Chart". Click on the OK button to save your changes.



17. In any chart, including a My Favorites, 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.



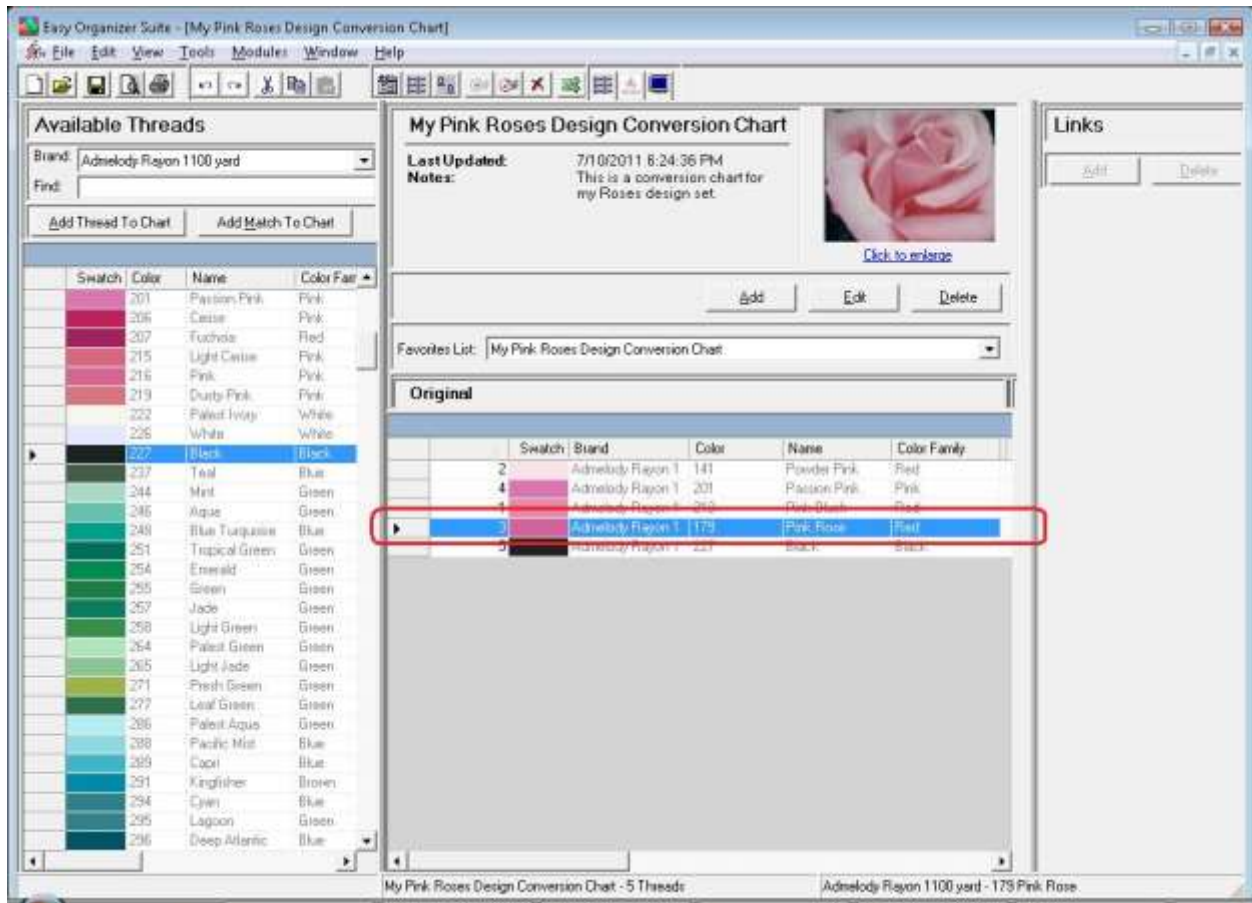
18. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let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

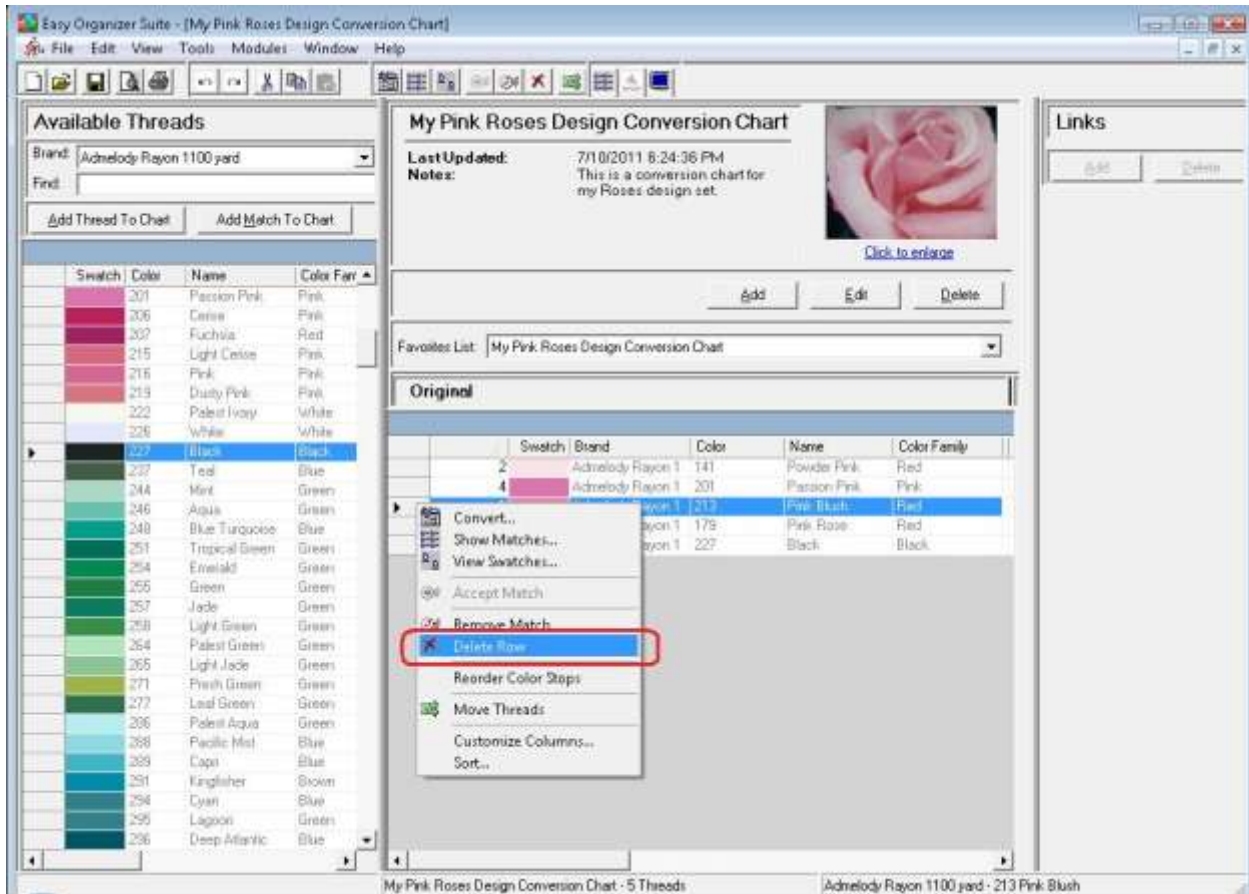




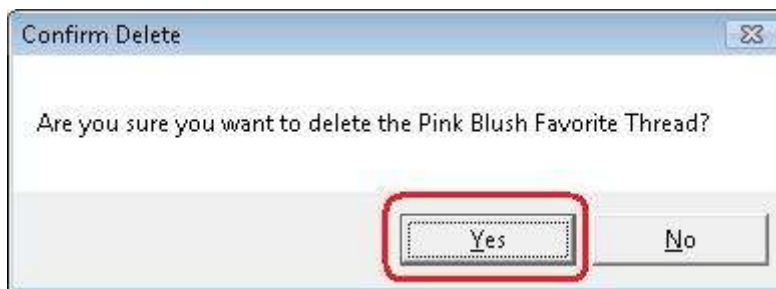
19. To move threads in the grid, click on the grey row header of the row you would like to move and drag it to the row you would like to move it to, then let go of the mouse button to drop the row there.



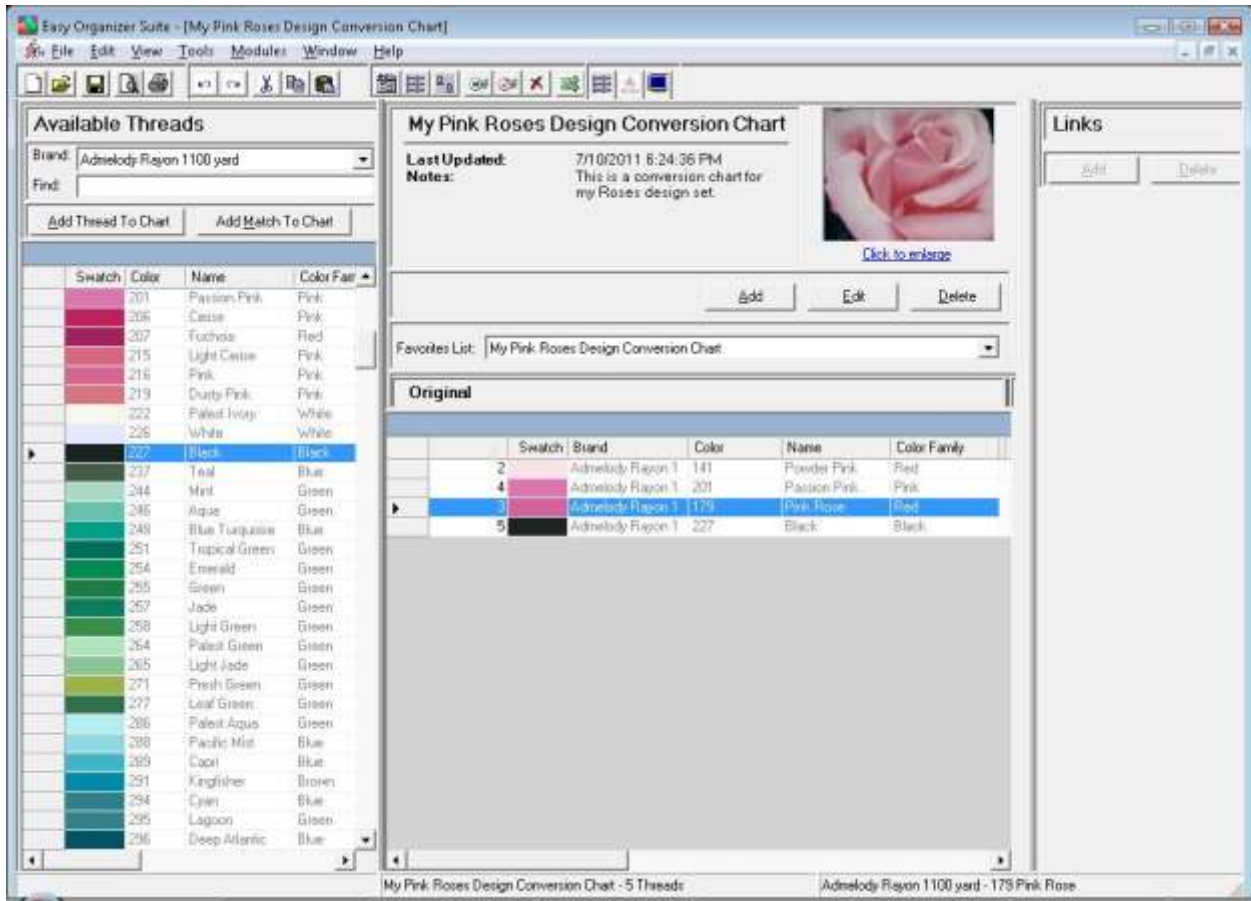
20. To delete a row, select it in the grid. Then select Tools → Delete Row or click on the Delete Row icon in the toolbar. You can also right click and select Delete Row from the context menu.



21. The program will ask if you are sure.



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



23. Be sure to save your My Favorites. Select File → Save or click on the Save icon in the toolbar.

Congratulations! You have just edited an existing My Favorites List, including moving rows and deleting rows!



## **Adding Matches**

24. To use your new Favorites List when converting, it must have some matches. We'll add the threads to your new My Favorites List.

There are two (2) ways to add matching threads to a Favorites List:

- Enter the thread number or color name in the Find box and click on the Add Match To Chart button.
- Find the thread in the Available Threads grid and drag the thread to the Match column in the grid area of the My Favorites.

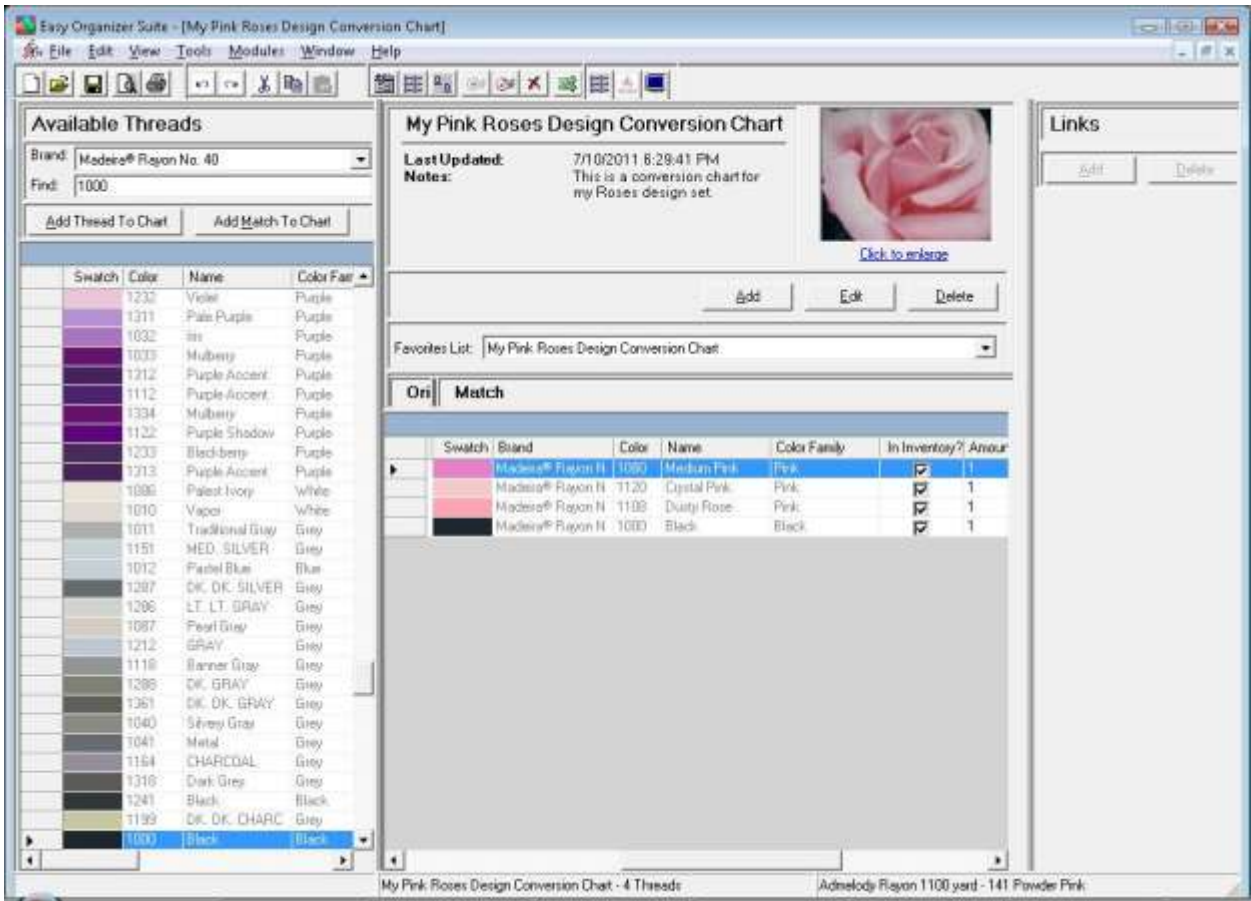
25. Let's use the first method, entering thread numbers into the Find box and click on the Add Match To Chart button. You must select a Brand in the Available Threads panel to display the threads to enter into the My Favorites. For this lesson, select Madeira® Rayon No. 40. Now all of the threads for Madeira® Rayon No. 40 will be displayed in the Available Threads grid.

Here is a list of Madeira® Rayon No. 40 threads to add to your new Favorites List. Select a row in the Favorites List grid, then enter each thread number in the Find box and then click on the Add Match To Chart button.

|      |              |
|------|--------------|
| 1080 | Medium Pink  |
| 1120 | Crystal Pink |
| 1108 | Dusty Rose   |
| 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.

26. Now you will see that all the matches are added to your new My Favorites List.

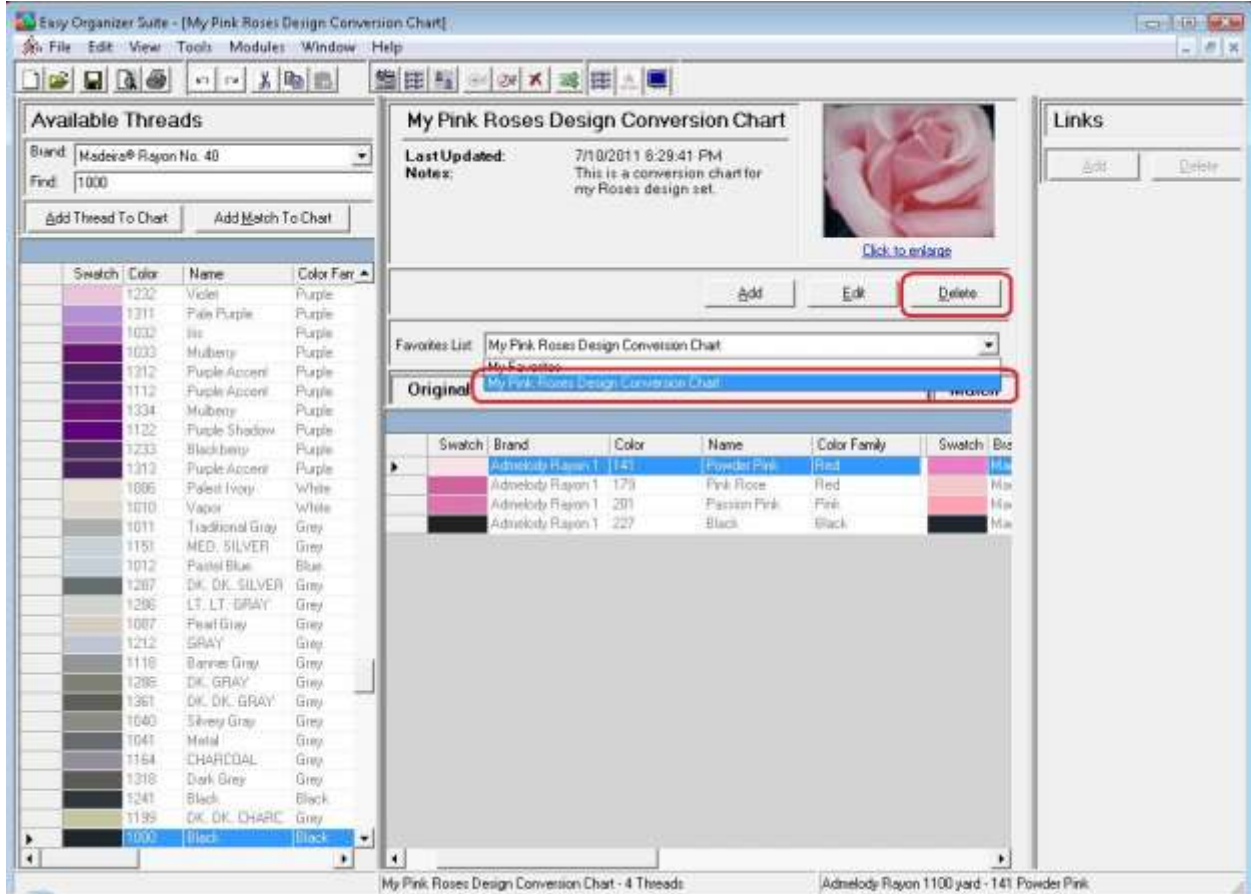


27. You should now save your new My Favorites List. To save, select File → Save from the menu, or click on the Save icon in the toolbar.

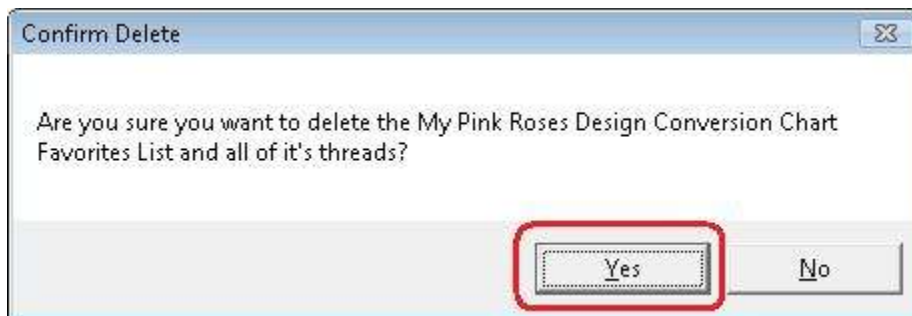


## Deleting a My Favorites List

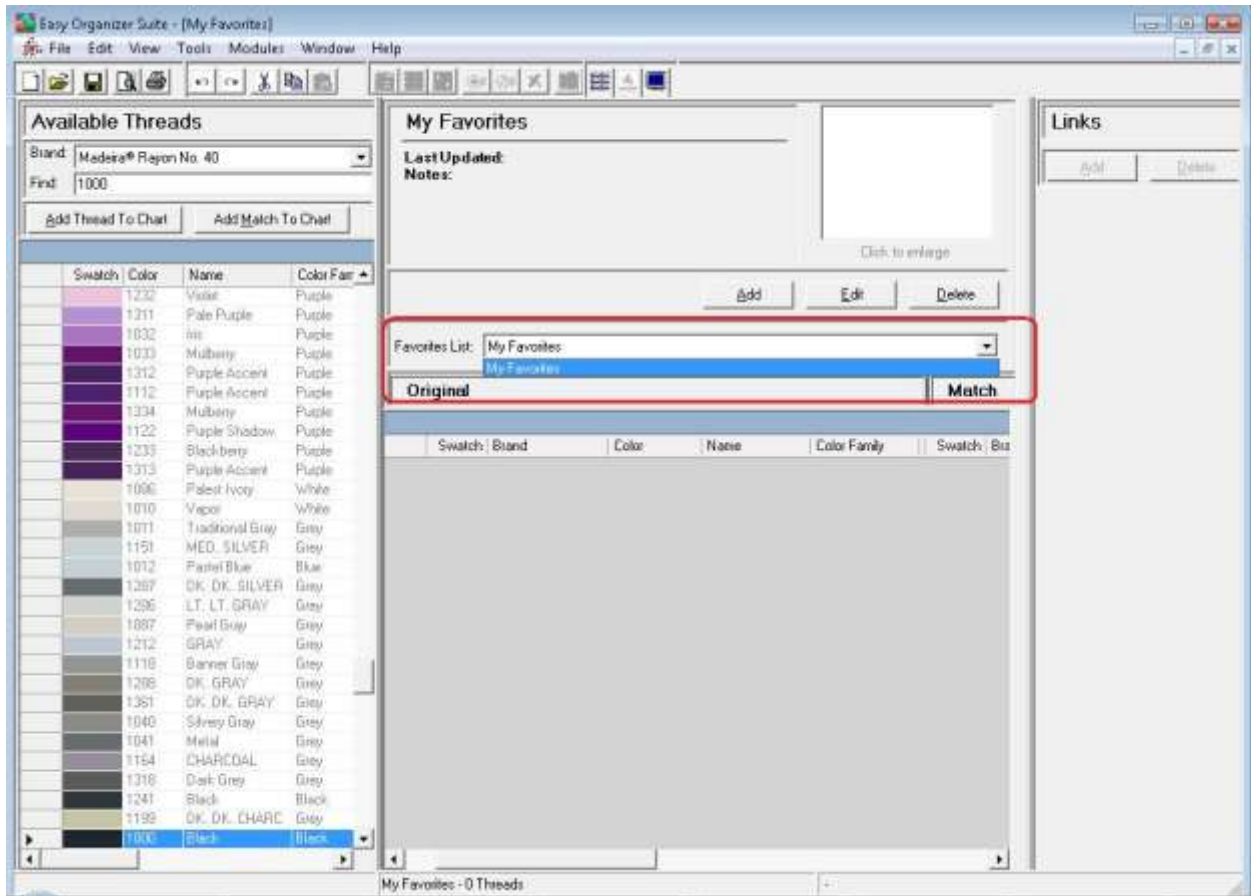
28. To delete a My Favorites List, select the Favorites List in the Favorites List dropdown, and then click on the Delete button.



29. The program will ask if you are sure. If you would definitely like to delete the Favorites List, click on the Yes button. Otherwise, click on the No button.



30. If you clicked on Yes, the Favorites List is deleted.



Congratulations! You have just deleted an existing My Favorites List, including all of its threads!

Congratulations! You have finished Lesson 3. You are now ready to move on to Lesson 4 – How to Work with Links.