

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

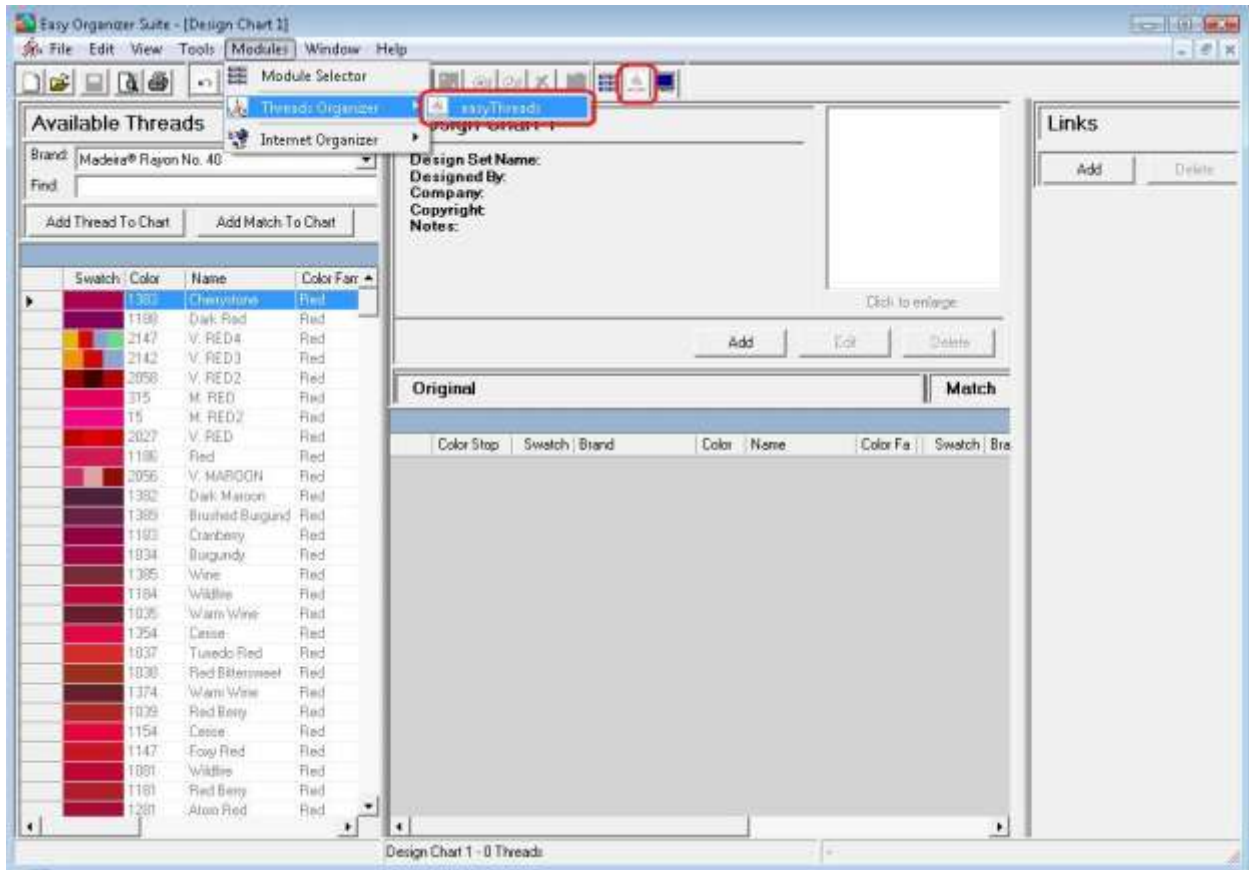
Lesson 6 - How to Use The Show Matches and View Swatches Features

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 sixth lesson will show you how to use the Show Matches and the View Swatches features.

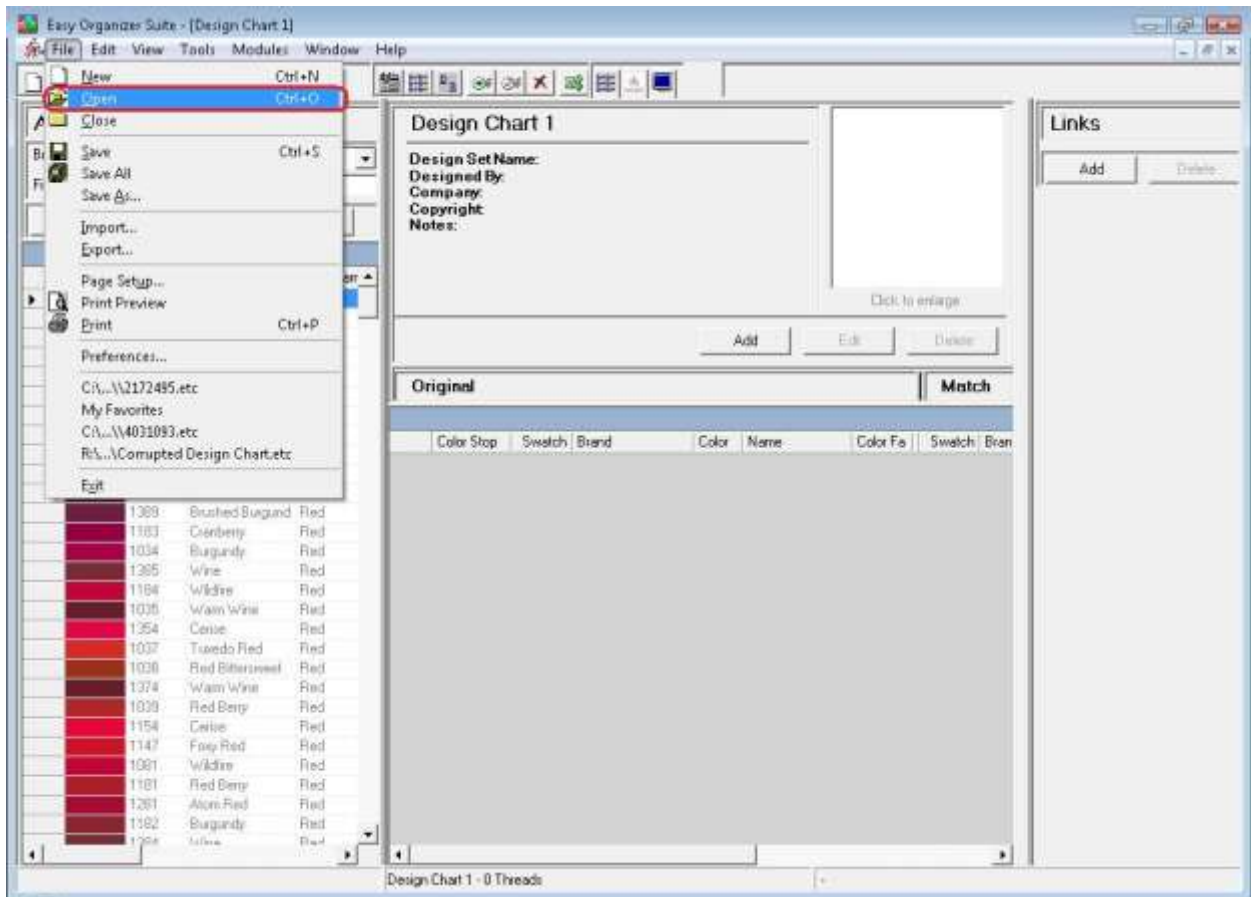
The Show Matches feature is used in any chart that has threads. It displays all the threads that match the current selected thread. It uses the current settings of the Convert Options form to limit the list of matching threads. The View Swatches feature is available with any chart that has threads in it. It is used to see larger swatches of the threads and to compare the original and matching swatches.

Show Matches

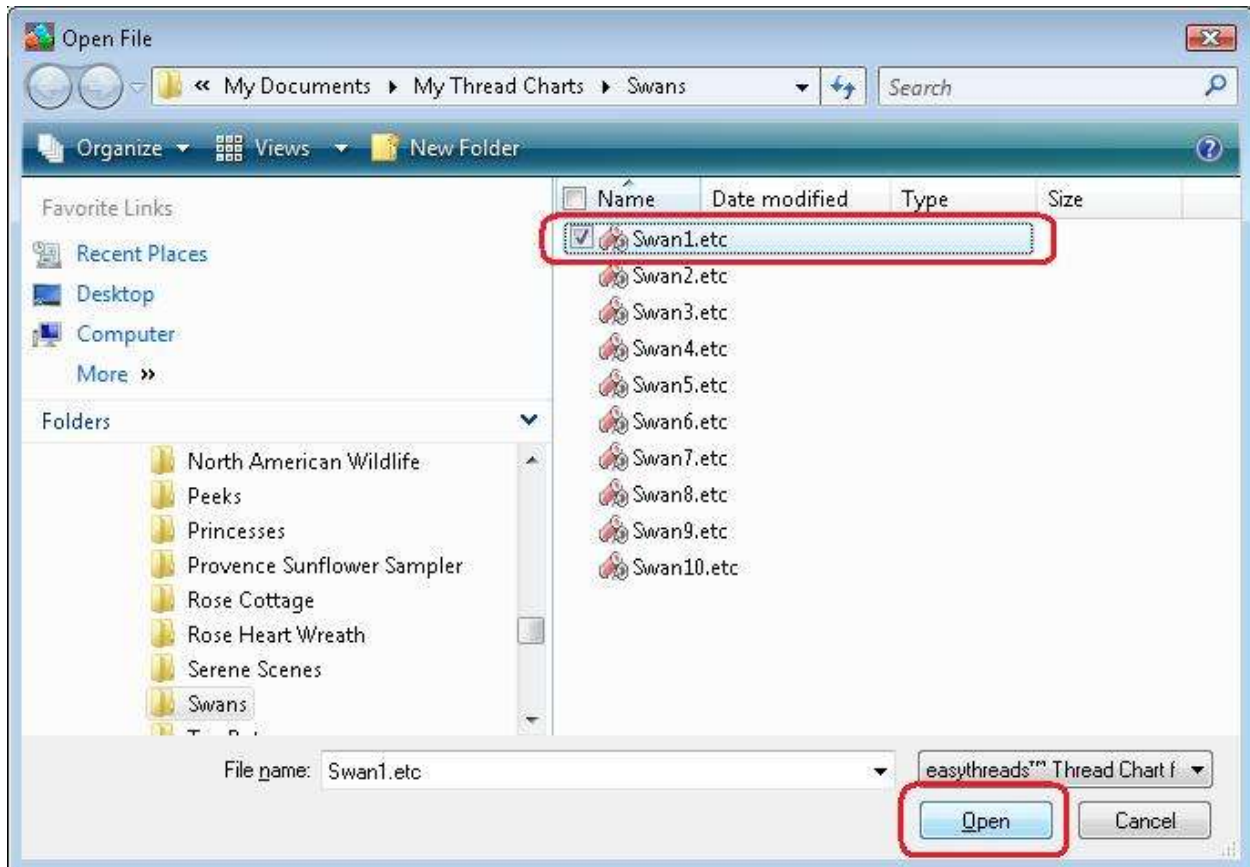
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



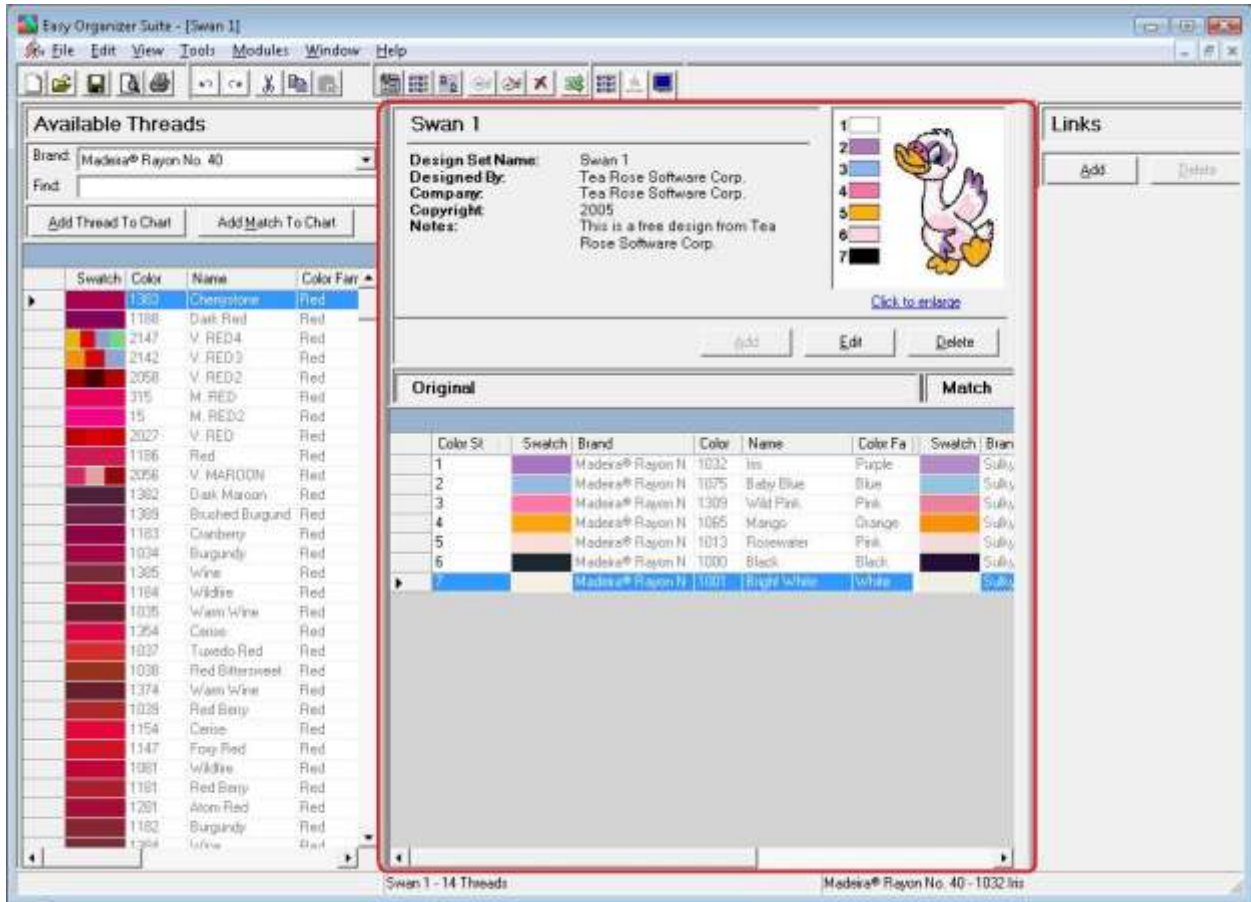
2. You must have either a Design Chart, a My Inventory List, a My Favorites List or the Threads or Thread Set Threads System Tables open. Let's open an existing Design Chart. Select File → Open or click on the Open icon in the toolbar.



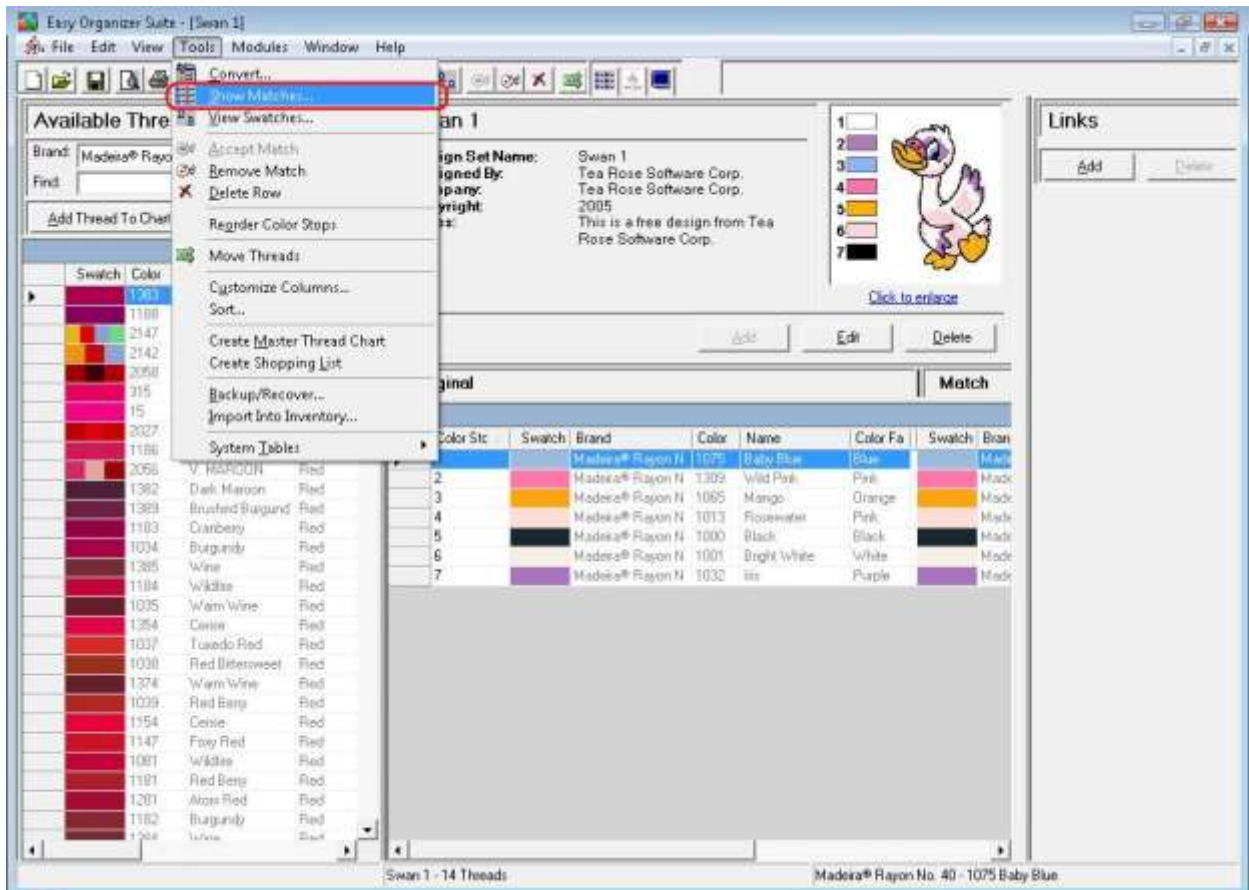
3. The Open File dialog will open. Select the file you would like to open and then click on the Open button.



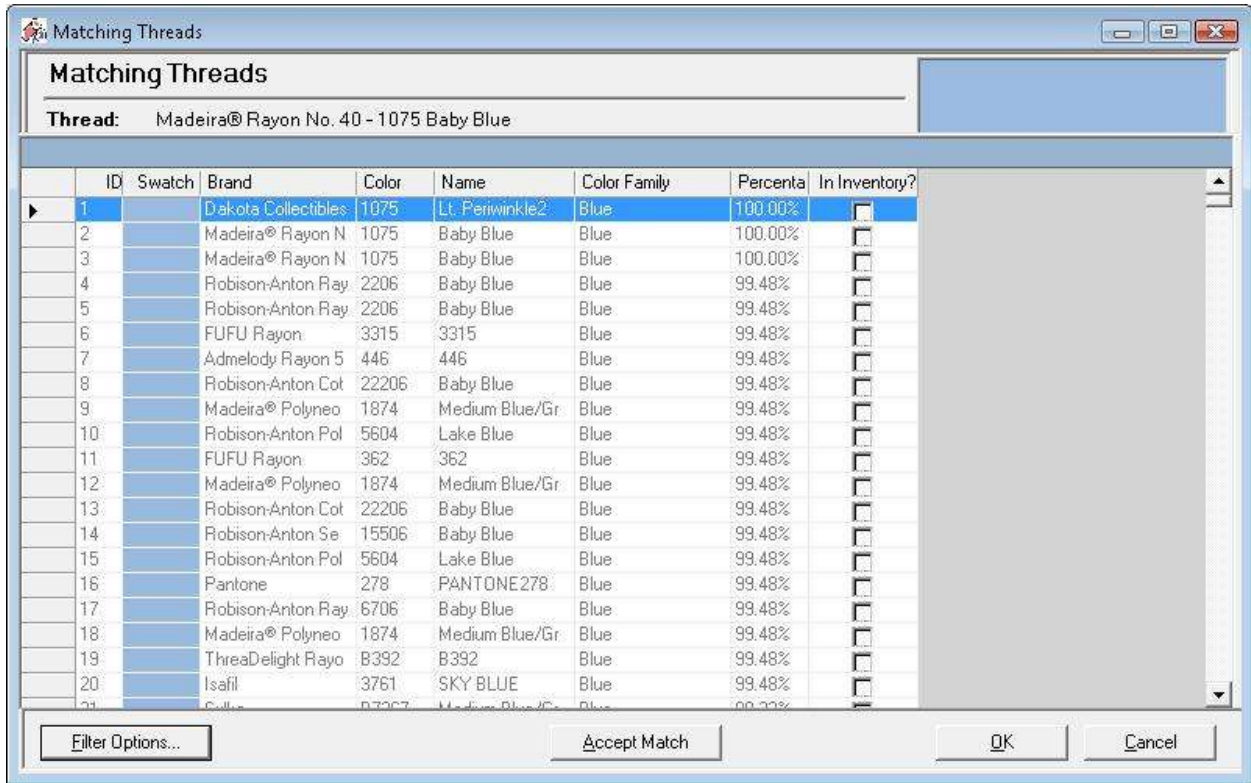
4. The existing Design Chart will open.



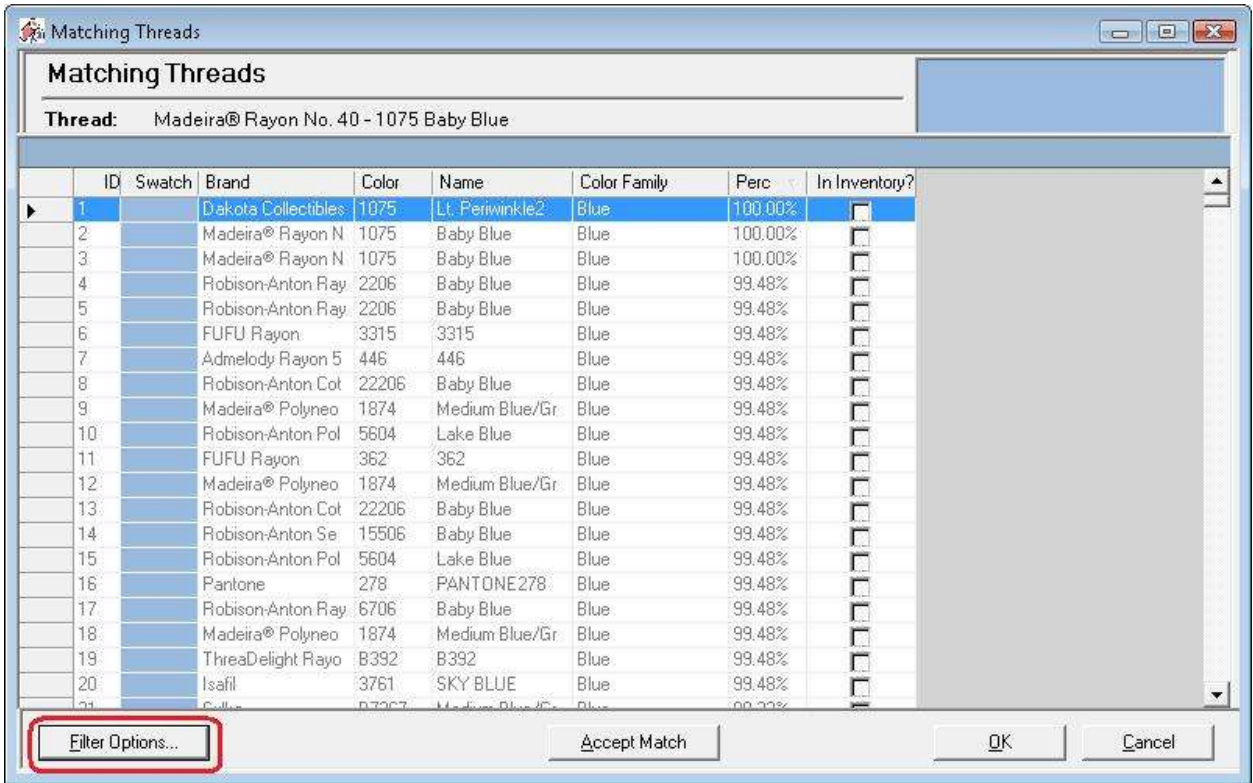
- To open the Show Matches chart, you can select Tools --> Show Matches or click on the Show Matches icon in the toolbar. You can also right click in the Design Chart grid and select Show Matches from the Context Menu.



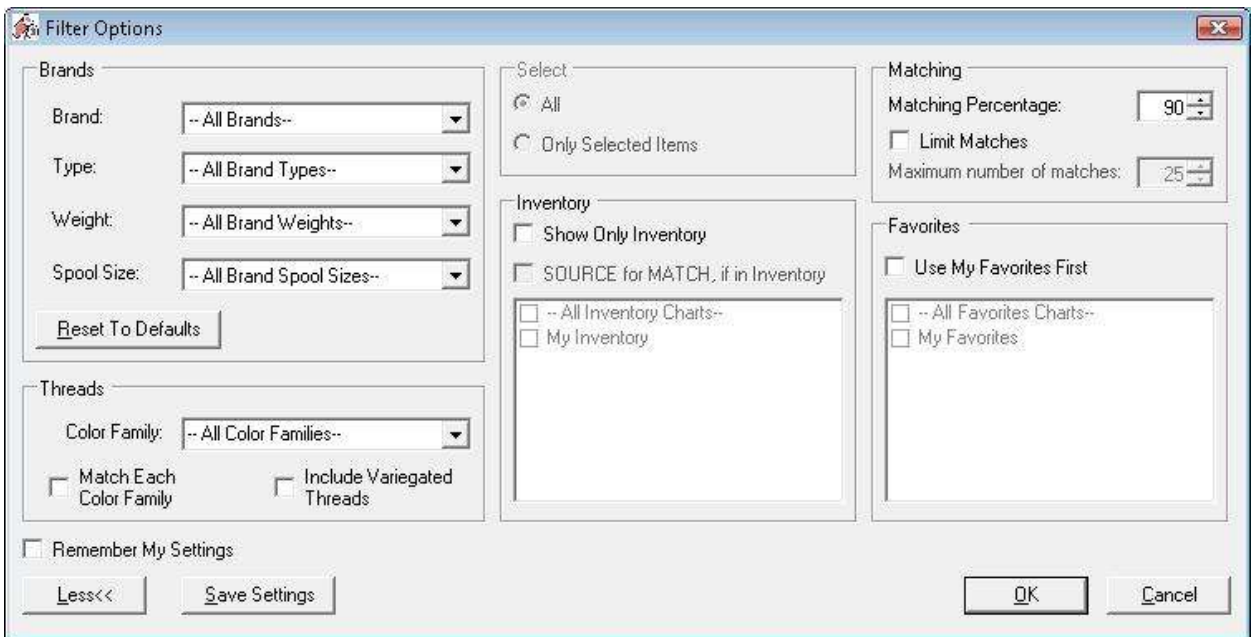
- The Show Matches chart will open. It shows all the matching threads for the current selected thread.



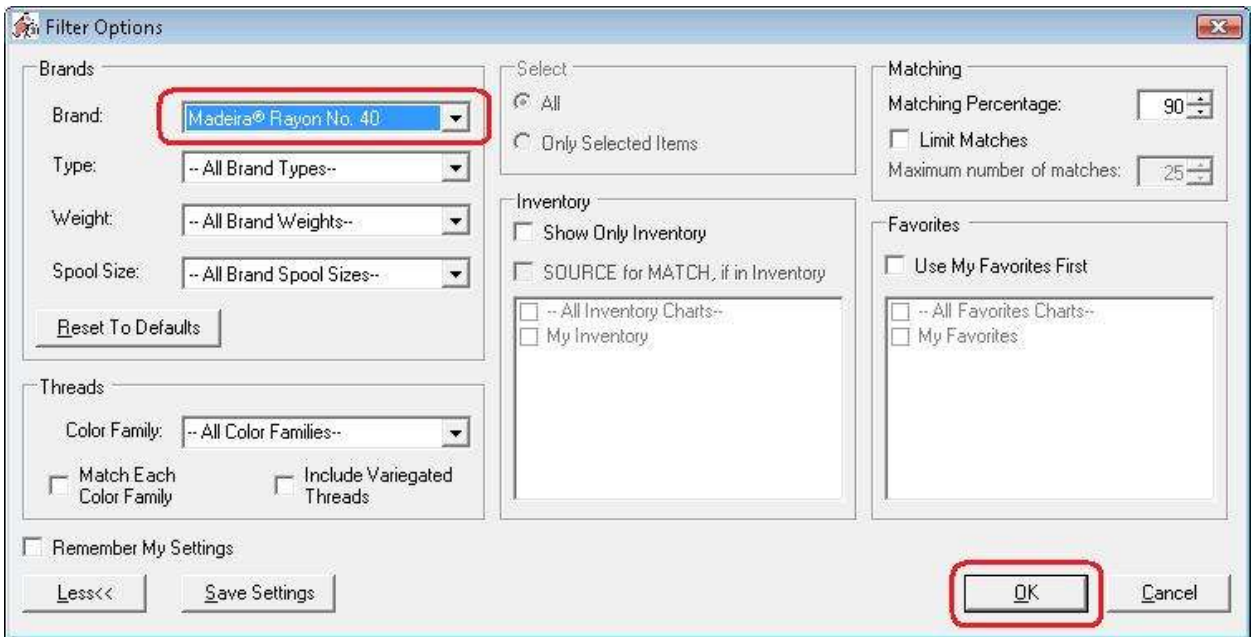
- If you would like to limit the matches that are displayed in the Show Matches Chart, click on the Filter Options... button to open the Convert Options form.



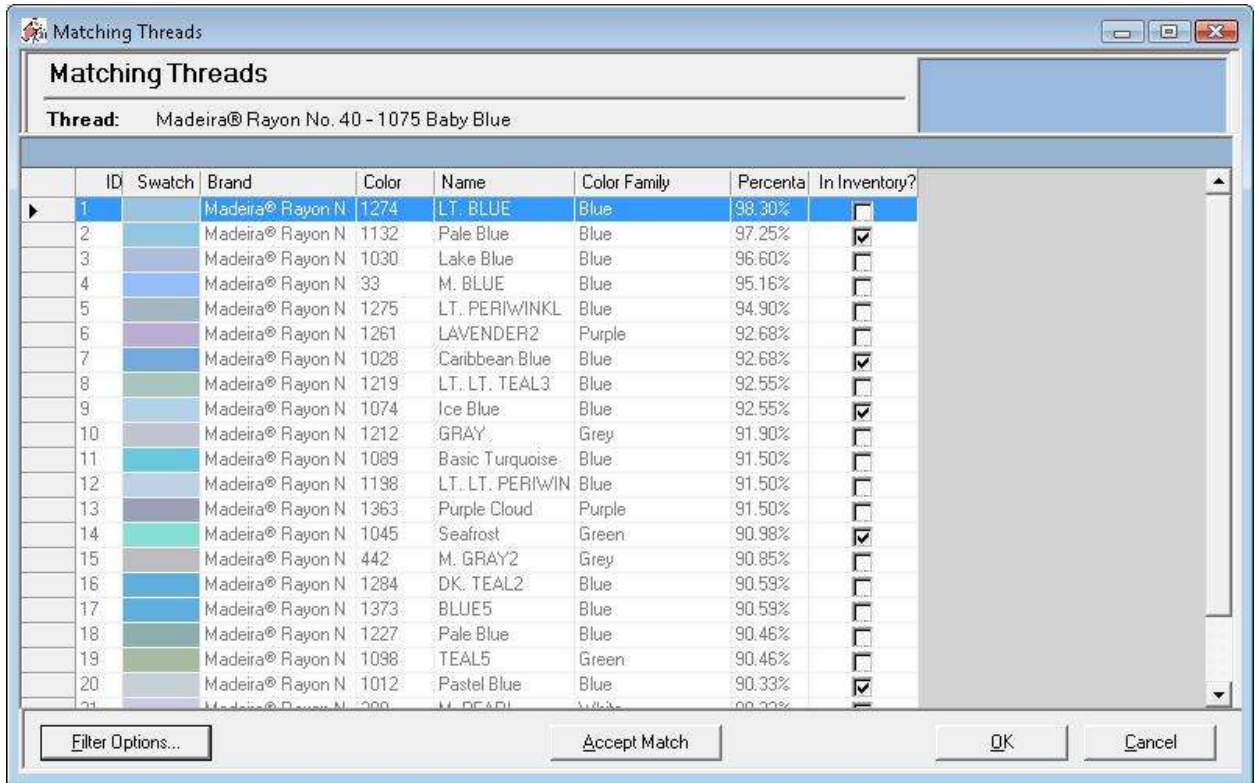
- The Filter Options form will open.



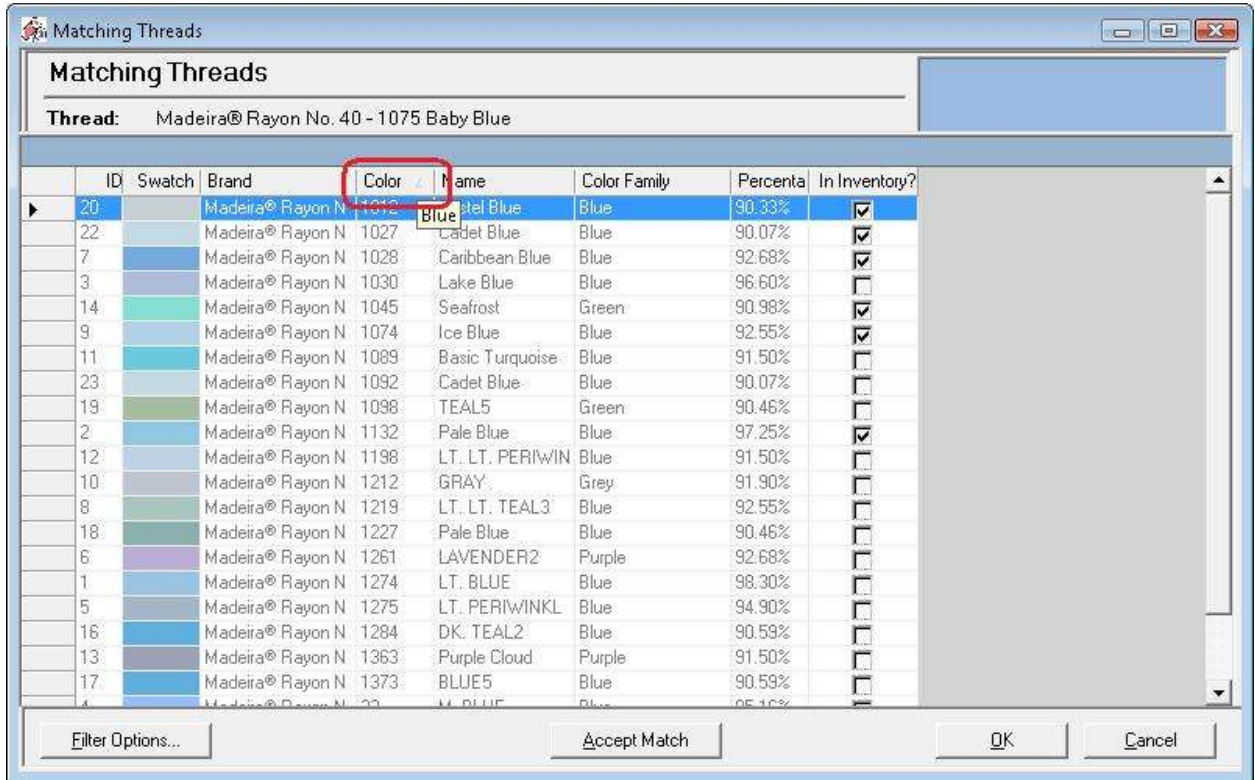
9. You can select any of the filters to limit the matches that will be displayed in the Show Matches chart. Let's limit it by brand. Select Madeira Rayon No. 40 in the Brands dropdown. Then click on the OK button to see the matches.



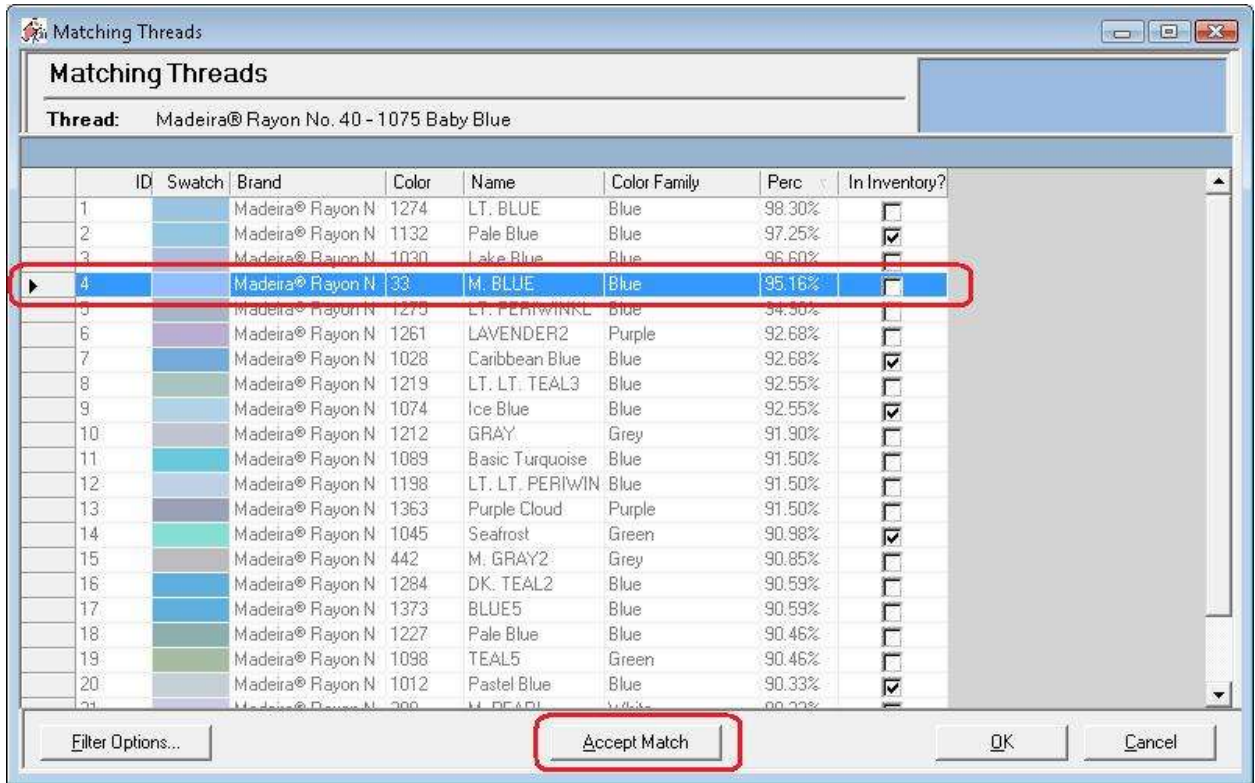
10. The system will find all the matching threads that are in the Madeira Rayon No. 40 brand.



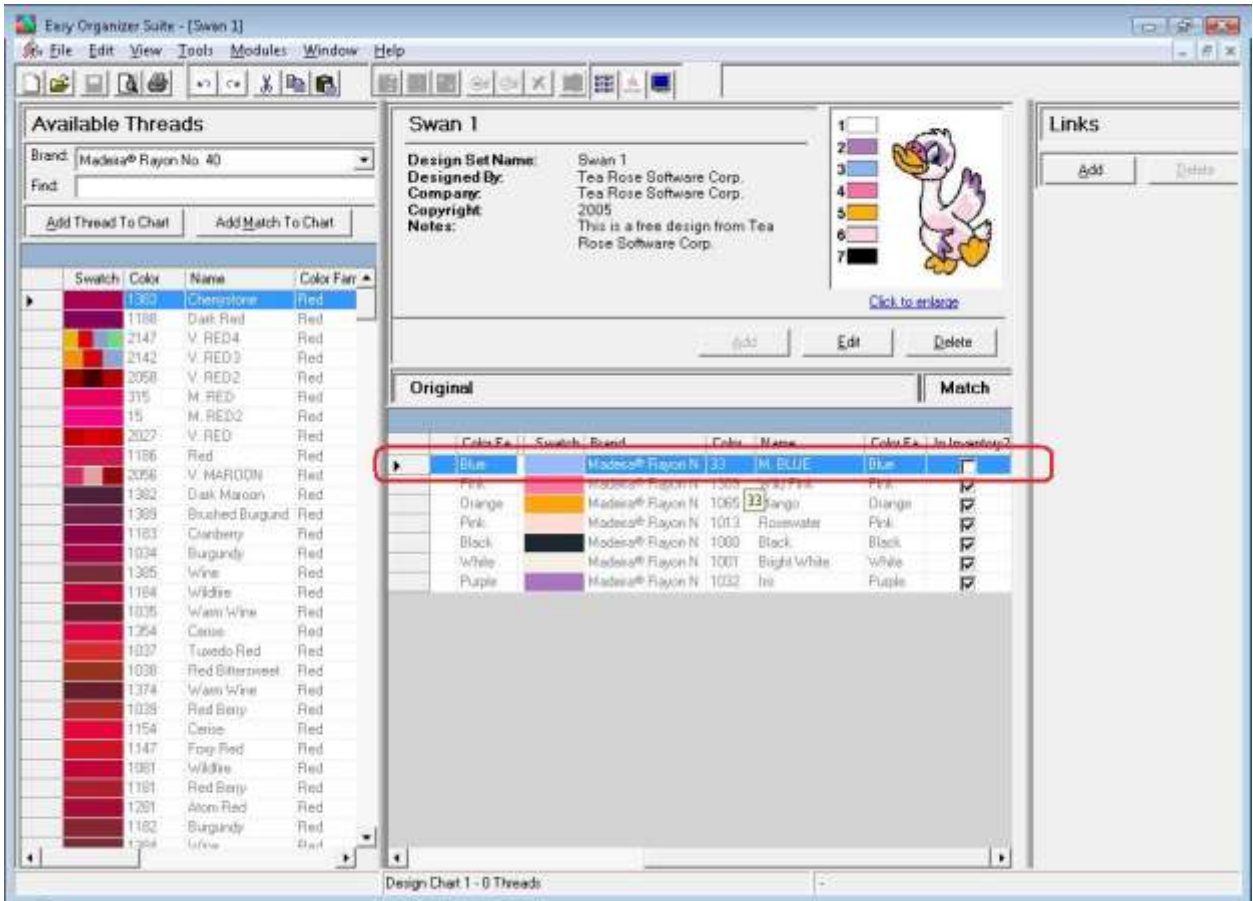
11. In any chart, including the Show Matches Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Color column in ascending order, click on the Color column heading. If you click it again, the program will sort the grid in descending order.



12. To accept the selected thread as a match in the Design Chart, you can either double click on the row or click on the Accept Match button.

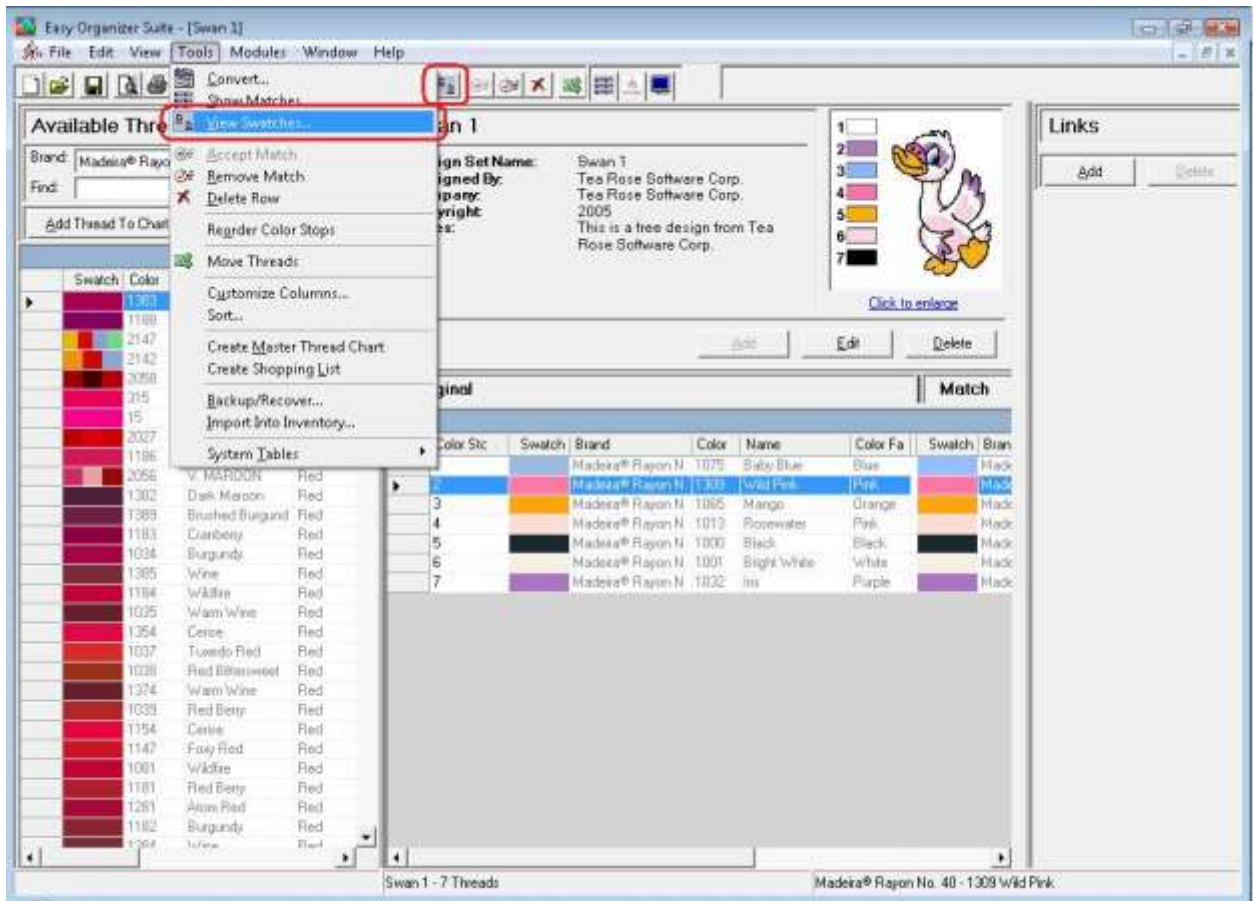


13. You will now see the selected thread in the matching columns of your Design Chart.

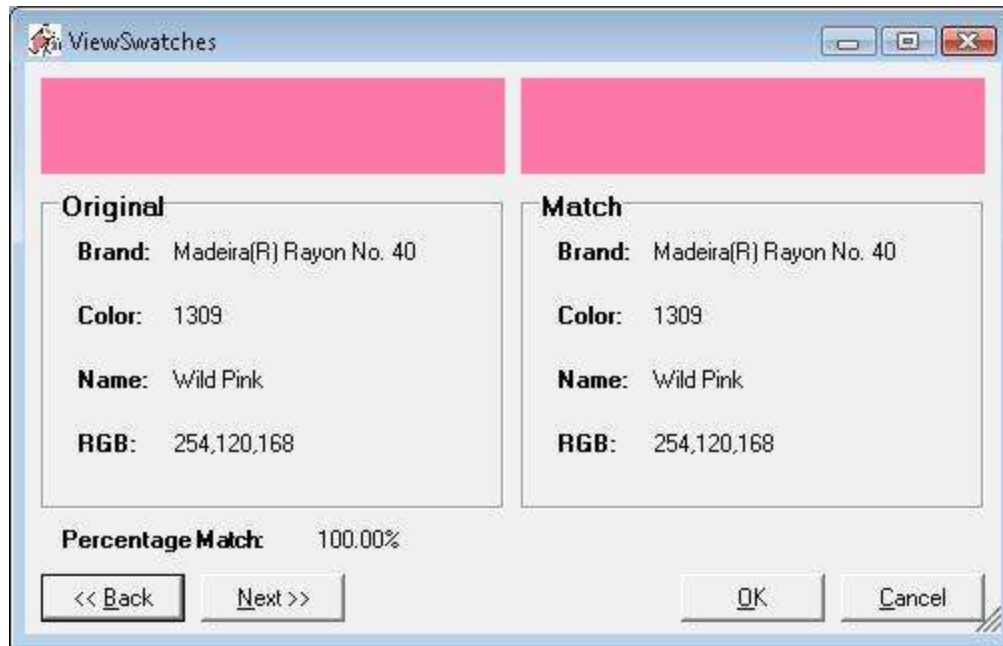


View Swatches

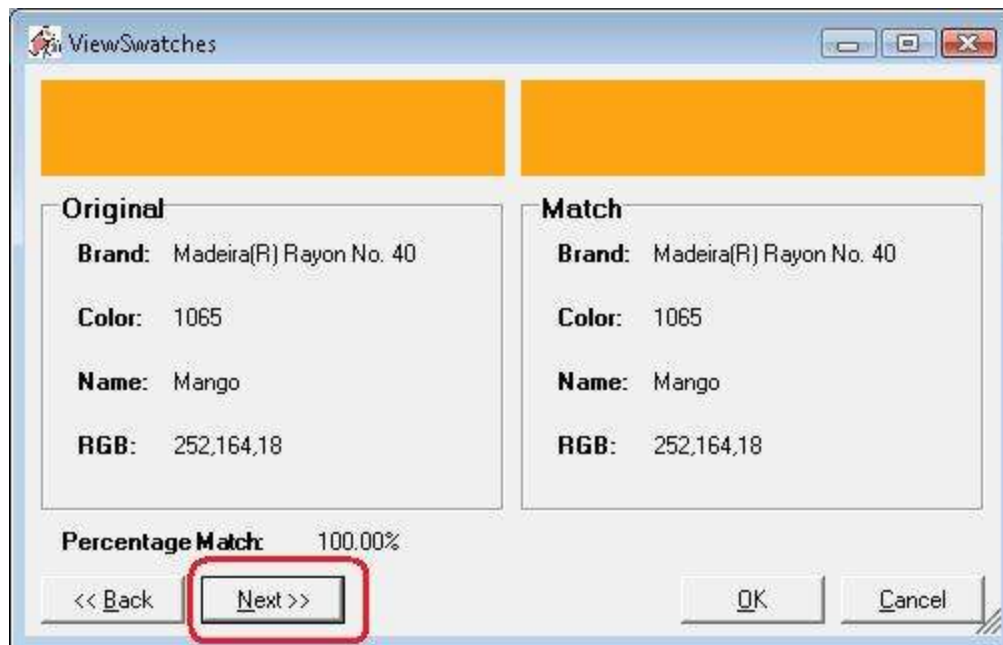
14. To open the View Swatches form, first select the row that you would like to view the swatches of. Then select Tools → View Swatches from the menu, or click on the View Swatches icon in the toolbar, or right click in the Design Chart grid and select View Swatches from the context menu.



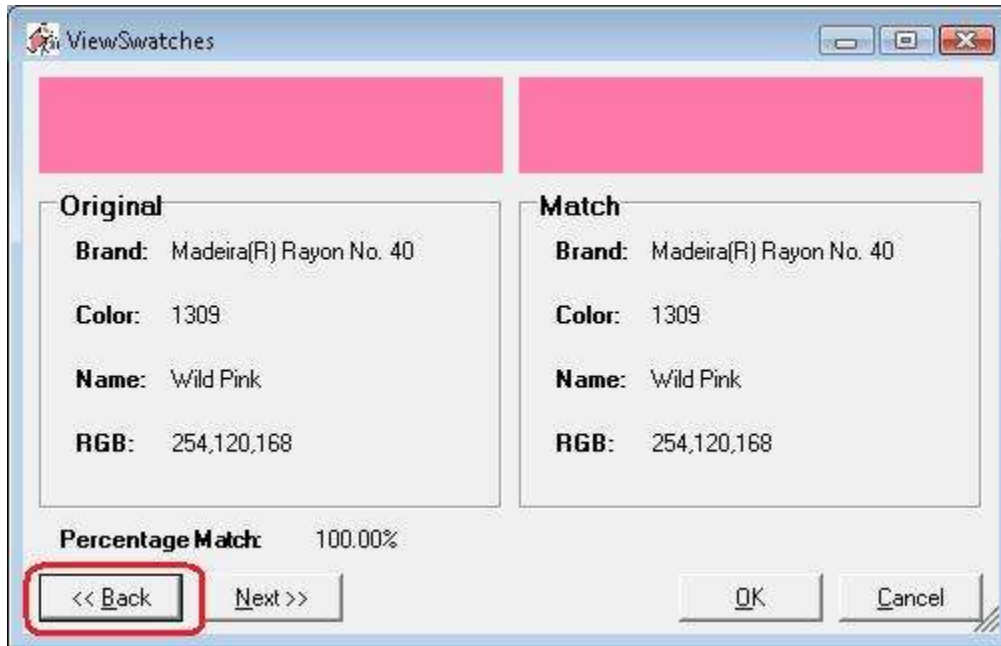
15. The View Swatches form will open. You can see that the swatches of both the Original and the Match threads are displayed. You can also see the information about the threads, and the percentage match.



16. Click on the Next >> buttons to see the swatches for the next thread in the Design Chart.



17. Click on the <<Back button to see the swatches for the previous thread in the Design Chart.



18. To close the form, click on the OK or Cancel buttons, or click on the red X in the top right corner of the View Swatches form.



Congratulations! You have finished Lesson 6. You are now ready to move on to Lesson 7 – How to Use the Create Master Thread Chart Feature.