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

Lesson 8 - How to Create a Shopping List

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 eighth lesson will show you How to Create a Shopping List.

The Shopping List is a compilation of all the threads in a set of charts that have matches that are not in any My Inventory List, with no duplicates. This is helpful when you are going to stitch out some embroidery designs and need to take a list with you to the store of the threads that you need to purchase.

Create a Shopping 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.
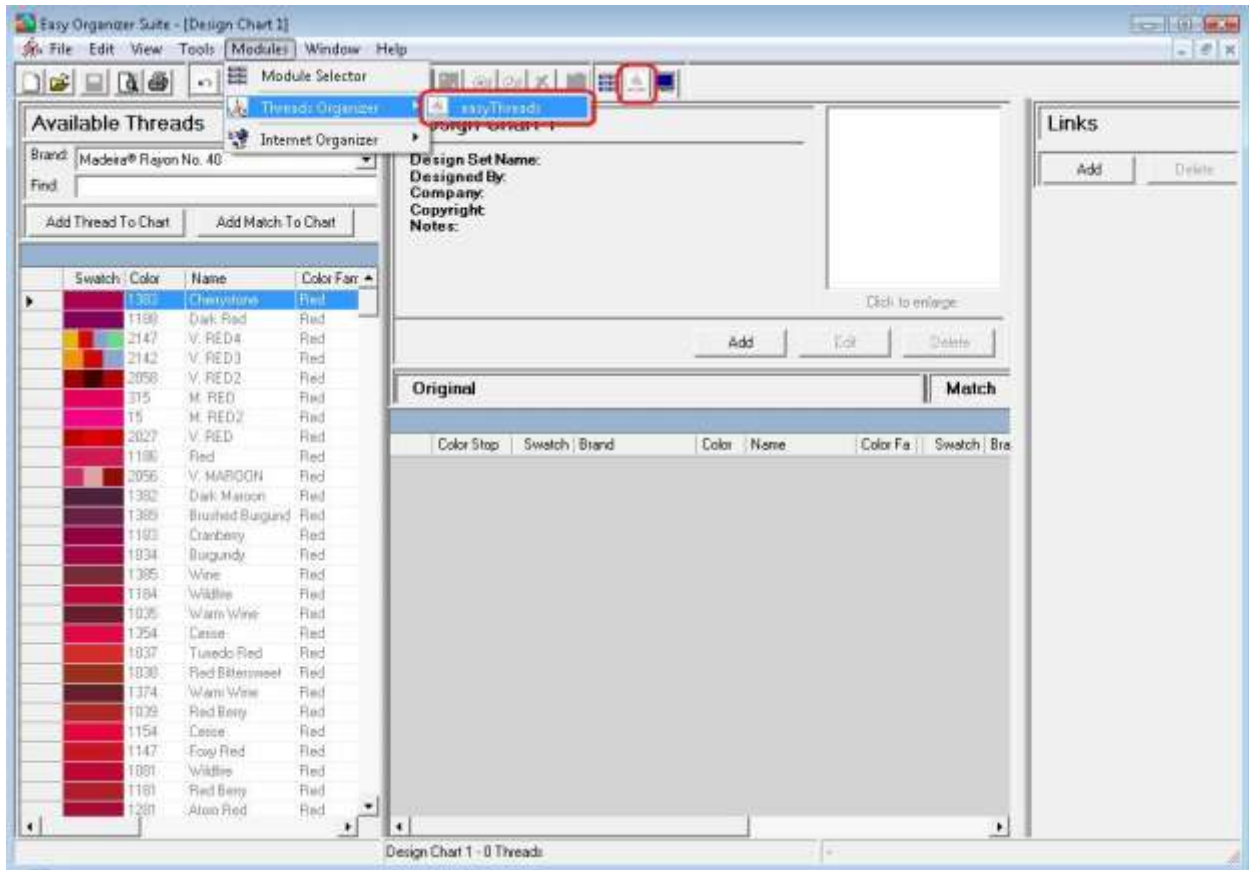
2. To open the Shopping List form, select Tools → Create Shopping List.
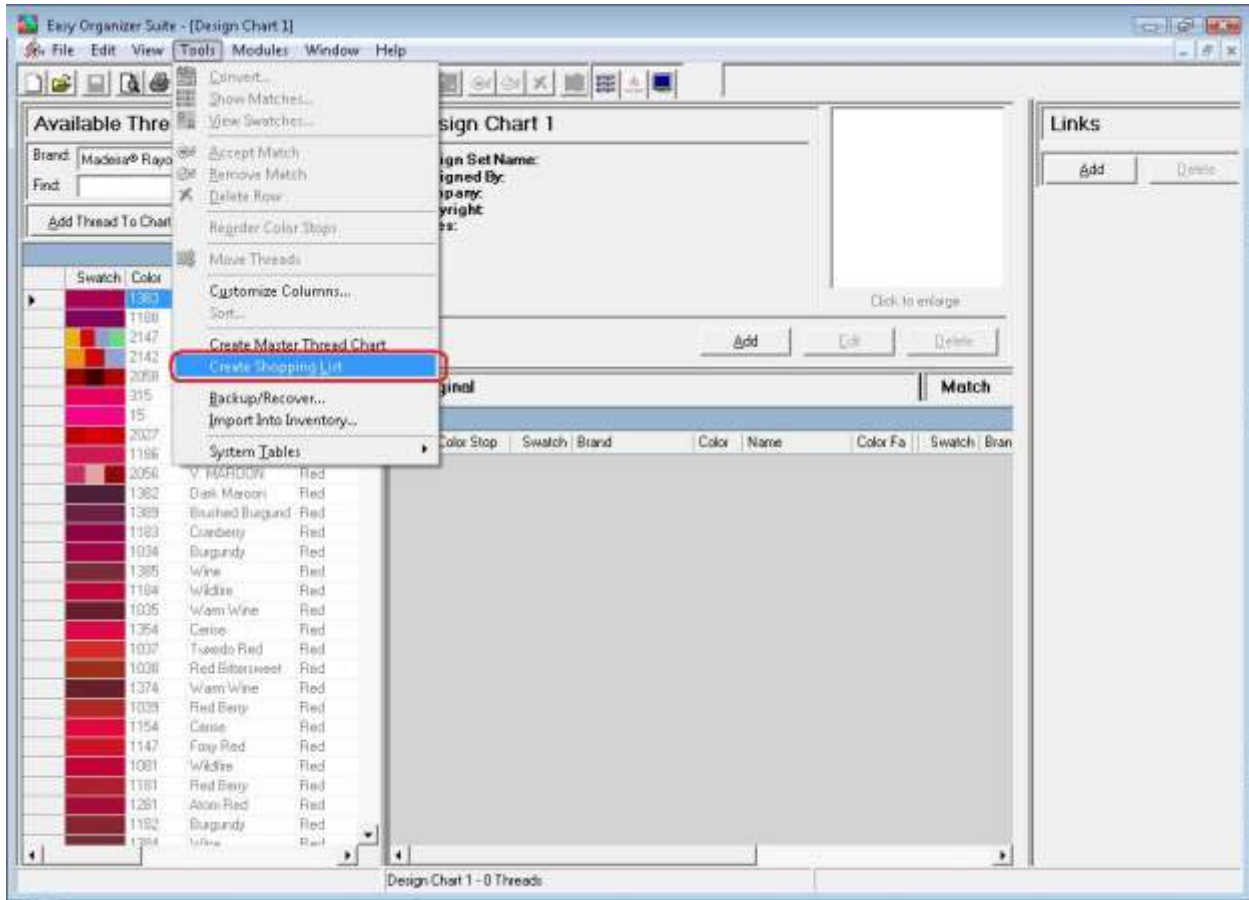
3. The Create Shopping List form will open. To add Design Charts to gather the threads from, click on the Add button.
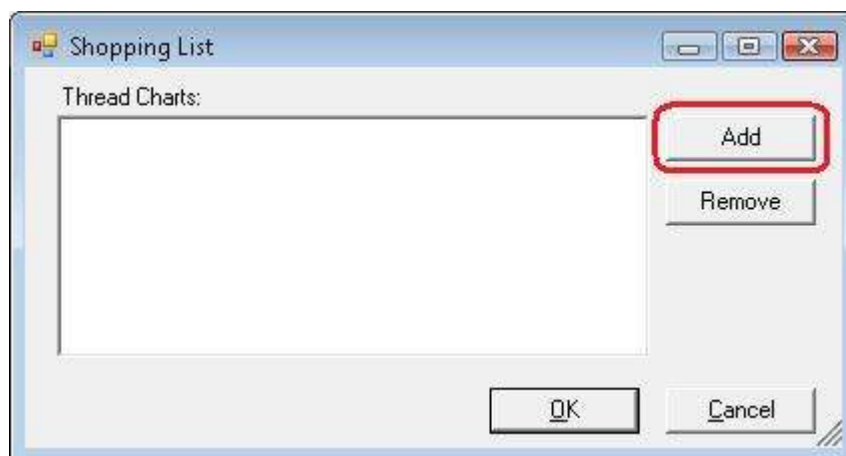

4. The File Dialog form will open. Select all of the Design Charts that you want to include in the Shopping List. For this lesson, we'll choose all of the Free Swan

Designs from the Easy Organizer Suite website. Click on the Open button to include the Design Charts.
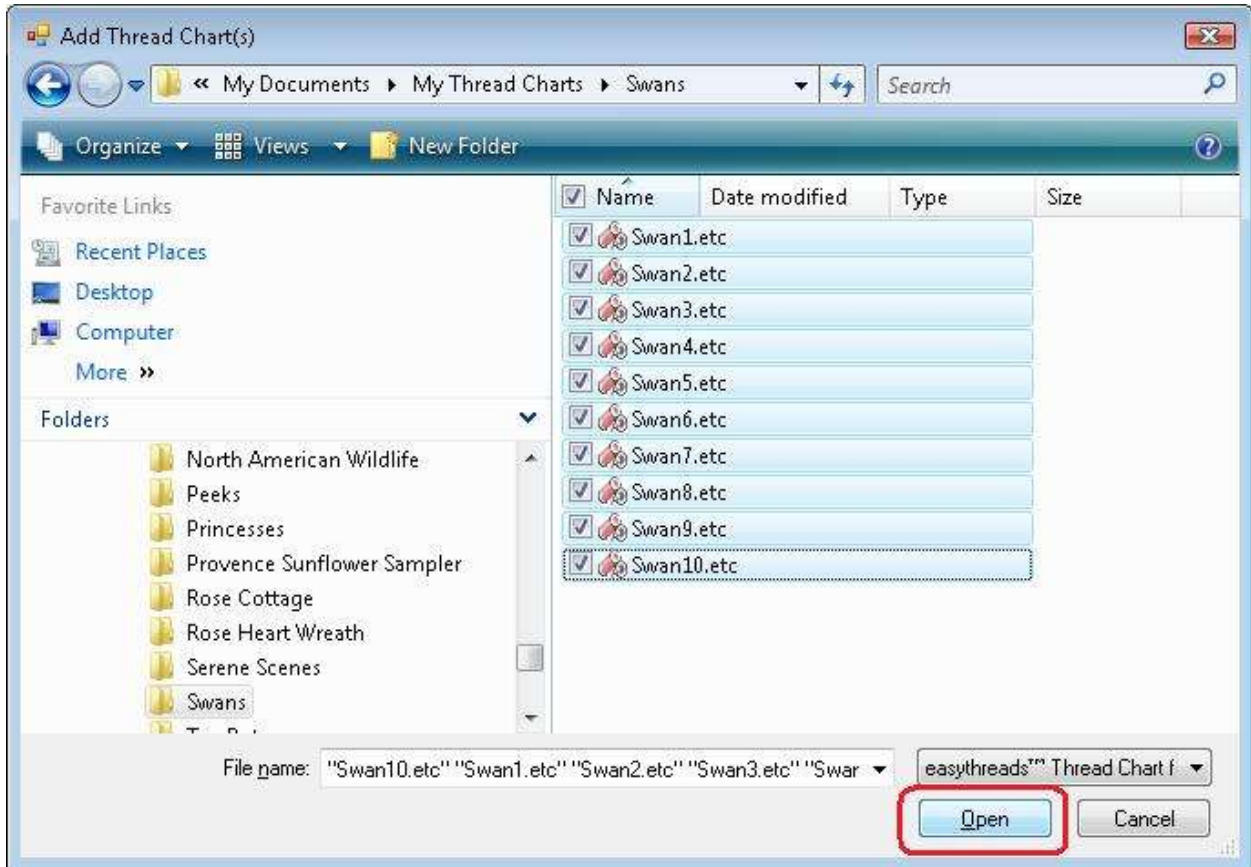

5. Now you'll see all the Design Charts that you selected in the Thread Charts area. If you would like to remove any, select them and click on the Remove button. When you have all the Design Charts in the Thread Charts area that you want to use to create the shopping list, then click on the OK button.
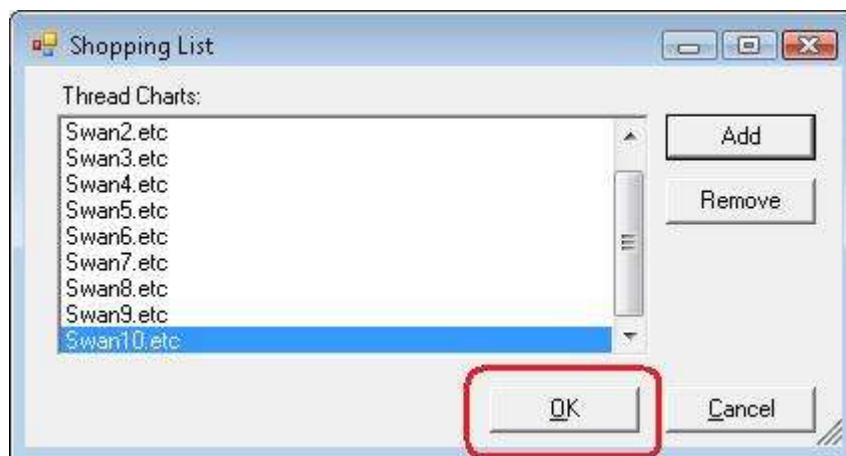
6. The system will gather all of the matches that are not in any My Inventory List and put them into a new Design Chart. Any duplicates will only be listed once. You will notice that in the Notes section, the design chart file names have been listed.
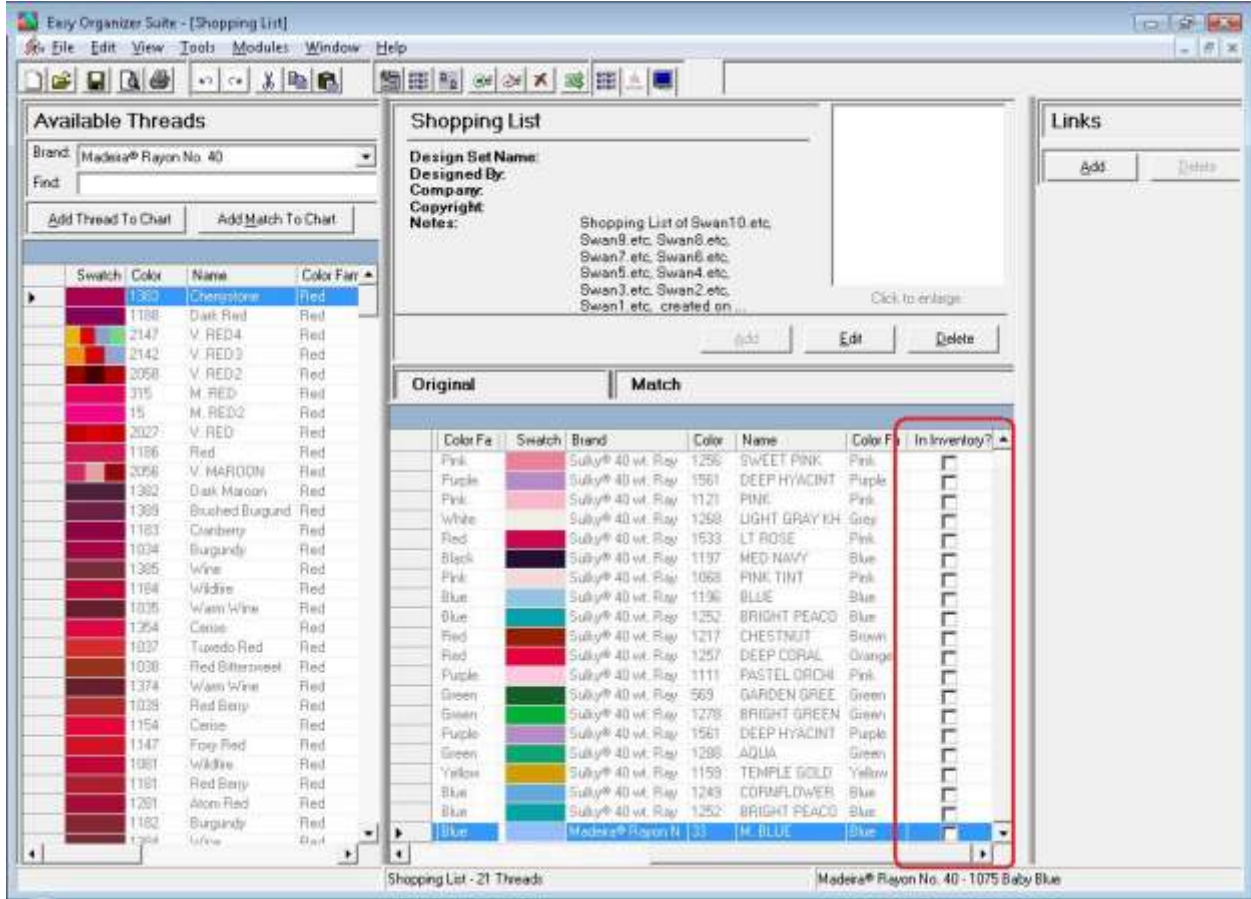
7. You can now use the new Design Chart just like any other Design Chart. You can sort the rows, change the information, print it, etc.
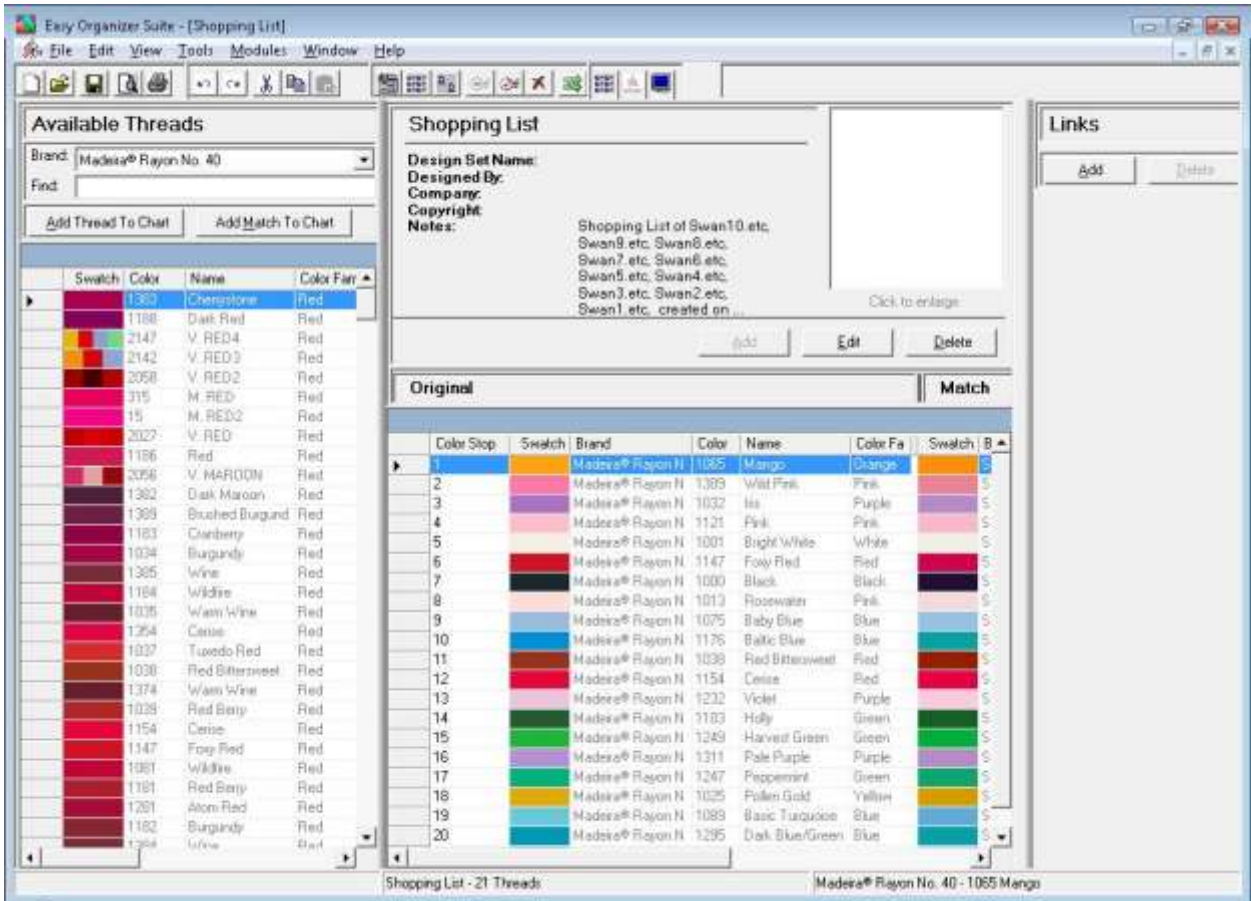
8. Be sure to save your new Shopping List Chart. Select File → Save from the menu, or click on the Save icon in the toolbar.
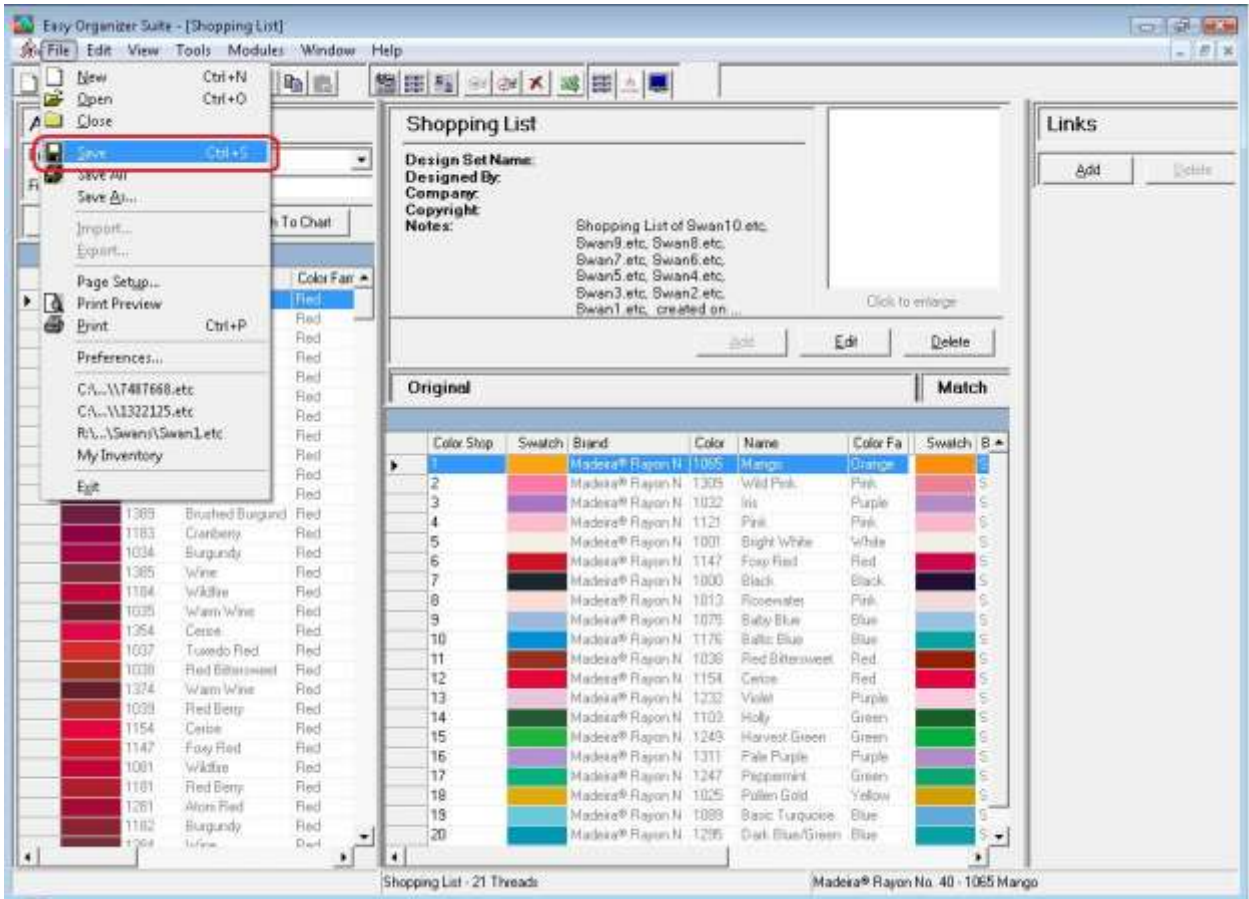
Congratulations! You have finished Lesson 8. You are now ready to move on to Lesson 9 – How to Use the Backup and Recover Features.