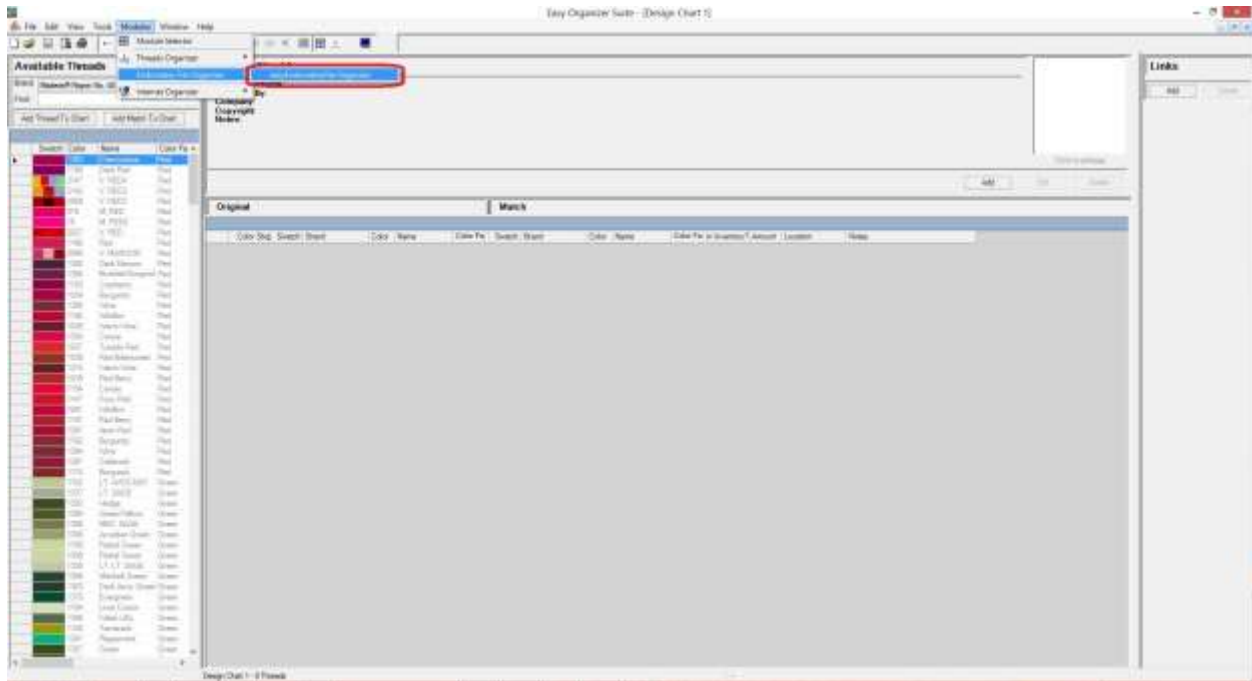**Easy Organizer Suite™**
Embroidery File Organizer™ Module Pack
easyEmbroidery File Organizer™ Module

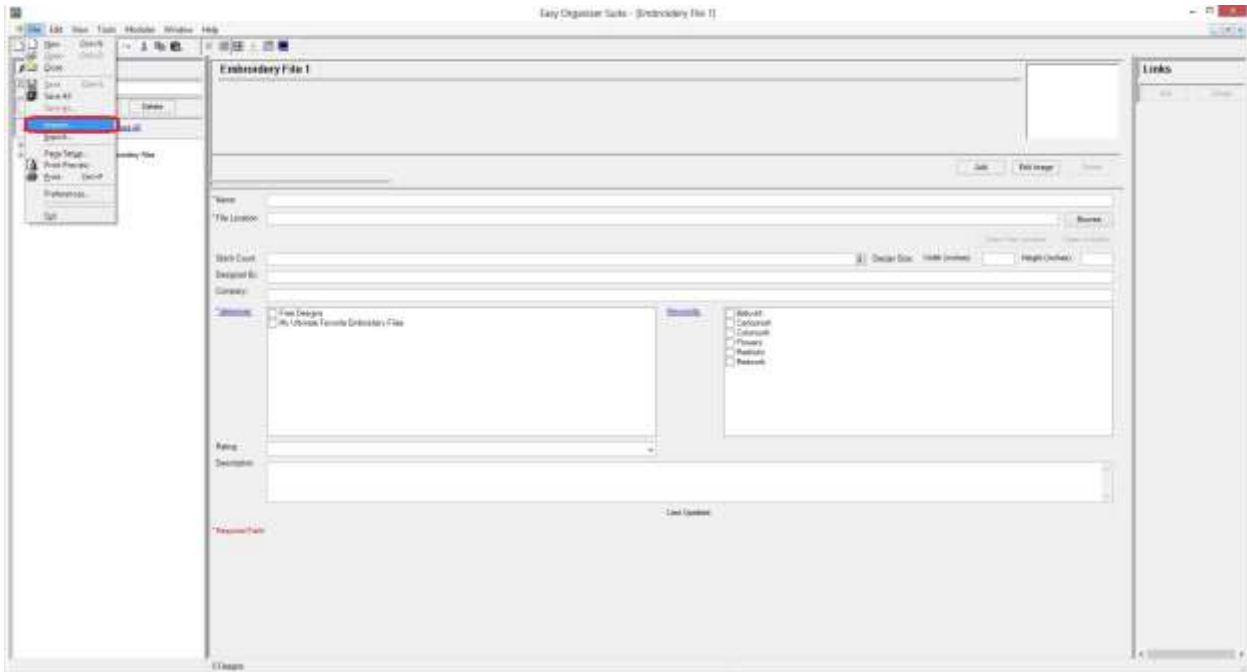# How to Use the Import Feature Lesson

Welcome to the **easyEmbroidery File Organizer™** Lessons series. This lesson will show you how to use the Import feature. The Import feature is only available in the Pro Edition of the **easyEmbroidery File Organizer™** Module.

Importing an Embroidery File

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

2. To see the Import Wizard, select File → Import from the menu.

3. The Import Wizard will open.

4. You can either select to import from a Folder or a File.

    First, let's select from a file. Click the radio button next to From File and then click on the Next button to continue.

5. You must now select a file to import. Click on the Browse button and select an embroidery design file.

    For this lesson, let's select the Jacobean Flower 2 free design from the Easy Organizer Suite website. If you need to, please download this free design from http://www.EasyOrganizerSuite.com.

    Click on the Browse button and select the location where you downloaded the Jacobean Flower 2 free design. Click on the Open button to select that embroidery design and then click on the Next button.
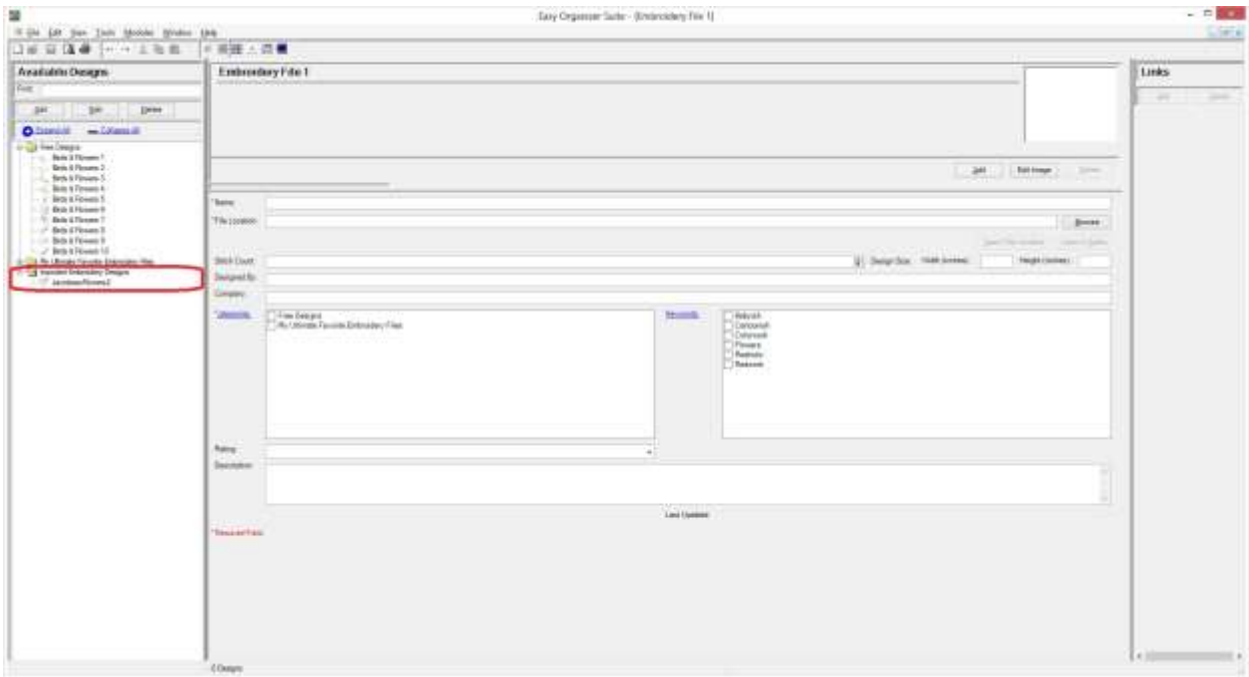

6. The Import Wizard will now import the embroidery file into easyEmbroidery File Organizer.

7. When the Import Wizard has finished, it will display the Congratulations window.
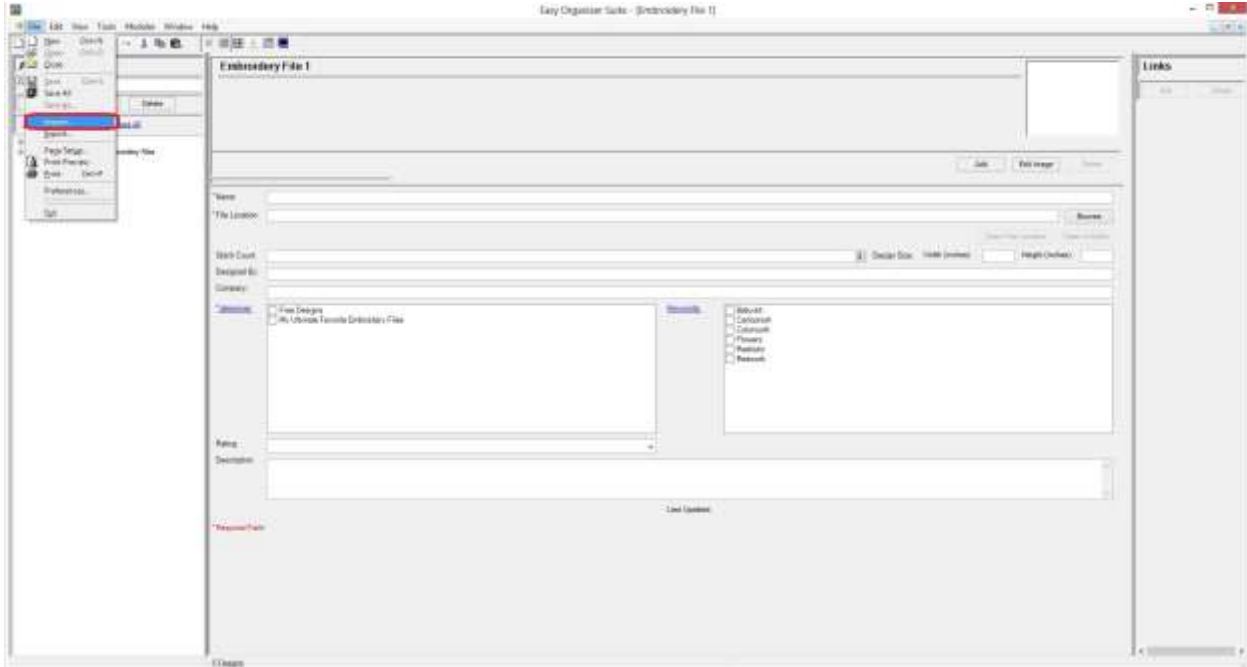   Click on the Finish button.

8. You can now see the embroidery file in the Available Embroidery Files tree. You
   can expand and collapse the categories.

Congratulations! You have just Imported an embroidery file into easyEmbroidery File
Organizer!

Importing From a Folder

1. Open the Import Wizard by selecting File → Import from the menu.

2. The Import Wizard will open.

3. You can either select to import from a Folder or a File.

   Now, let's select from a folder. Click on the radio button next to From Folder and then click on the Next button to continue.

4. You must now select a folder to import. Click on the Browse button and select a folder with embroidery files in it. Click on the Next button to continue.

5. Select the embroidery design formats to import from. You can select any or all of the formats listed. Click the Next button.
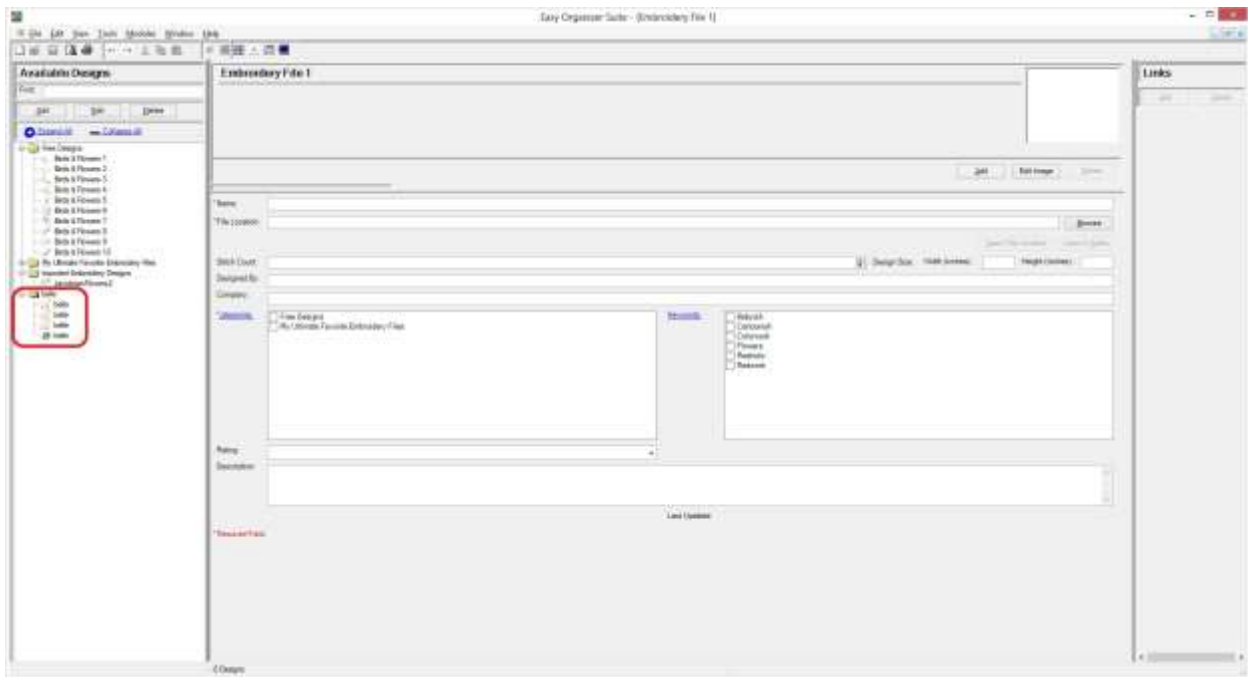

6. Select the embroidery design formats to import to. Here you can also select any or all of the formats listed. Click the Next button.

7. The Import Wizard will now import all of the embroidery files in the Folder you selected that have the embroidery format(s) you selected. It will also import any embroidery files in subdirectories of the Folder you selected into easyEmbroidery File Organizer.

8. When the Import Wizard has finished, it will display the Congratulations window. Click on the Finish button.

9. You can now see the all of the embroidery files that were imported in the Available Embroidery Files tree. Notice how the names of the folders are now the names of the categories. You can expand and collapse the categories.

Congratulations! You have just Imported all the embroidery files from the Folder you selected into easyEmbroidery File Organizer!

You have now finished the How to Use the Import Feature Lesson!