

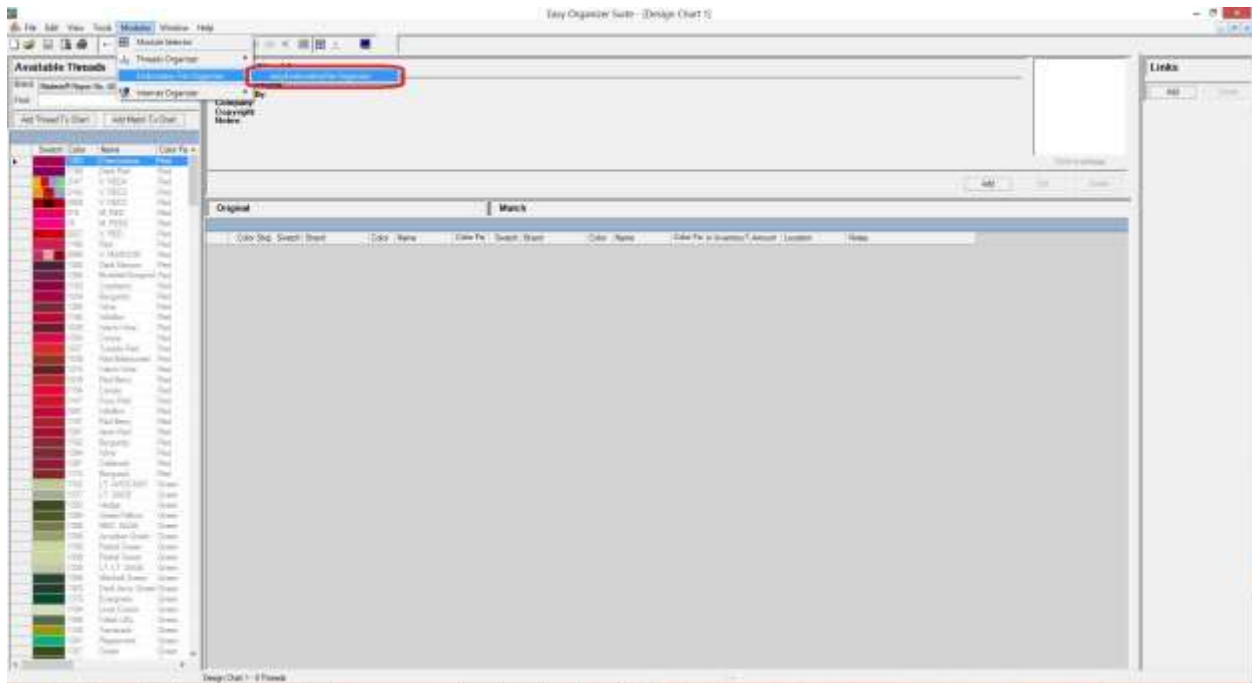
Easy Organizer Suite™
Embroidery File Organizer™ Module Pack
easyEmbroidery File Organizer™ Module

How to Work with Categories Lesson

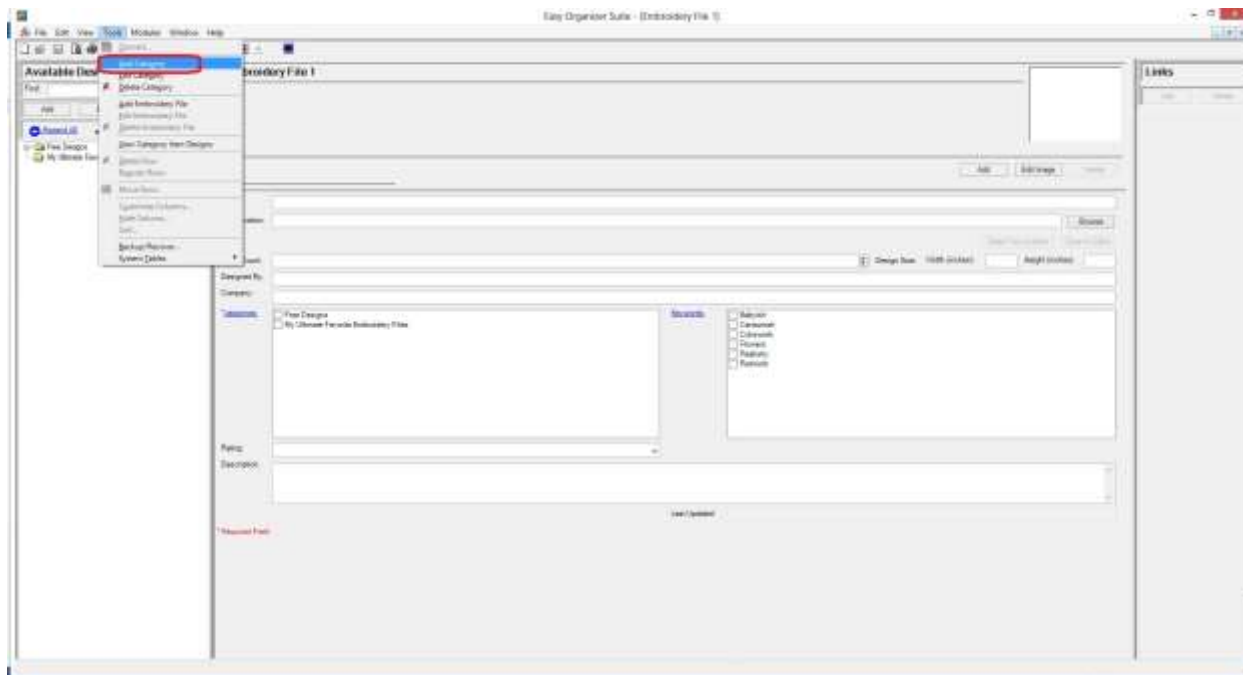
Welcome to the **easyEmbroidery File Organizer™** Lessons series. This lesson will show you how to work with categories

Adding a new Category

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 add a new Category, select Tools → Add Category from the menu. You can also right click in the **Available Embroidery Files** pane and select Add Category from the context menu.



3. The Add/Edit Category form will open.

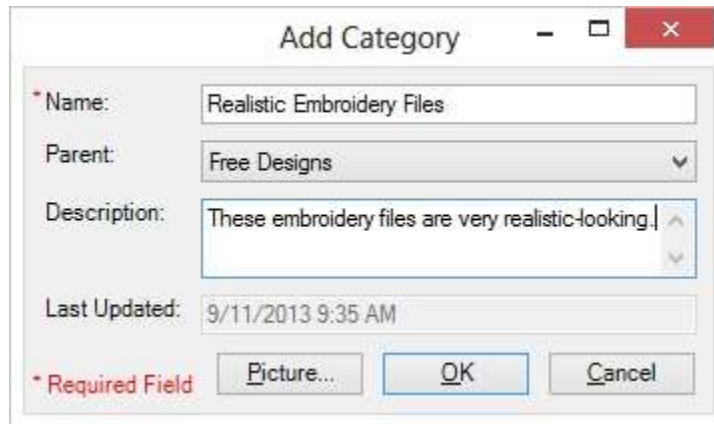
A screenshot of the 'Add Category' dialog box. It has a title bar with a red close button. The form contains the following fields: 'Name:' with a text input field; 'Parent:' with a dropdown menu showing 'Free Designs'; 'Description:' with a text area; and 'Last Updated:' with a text field showing '9/11/2013 9:35 AM'. At the bottom, there is a red asterisk and the text '* Required Field' next to a 'Picture...' button, and 'OK' and 'Cancel' buttons.

For this lesson, let's add the following information into the Add/Edit Category form:

Name: Realistic Embroidery Files

Parent: Free Designs

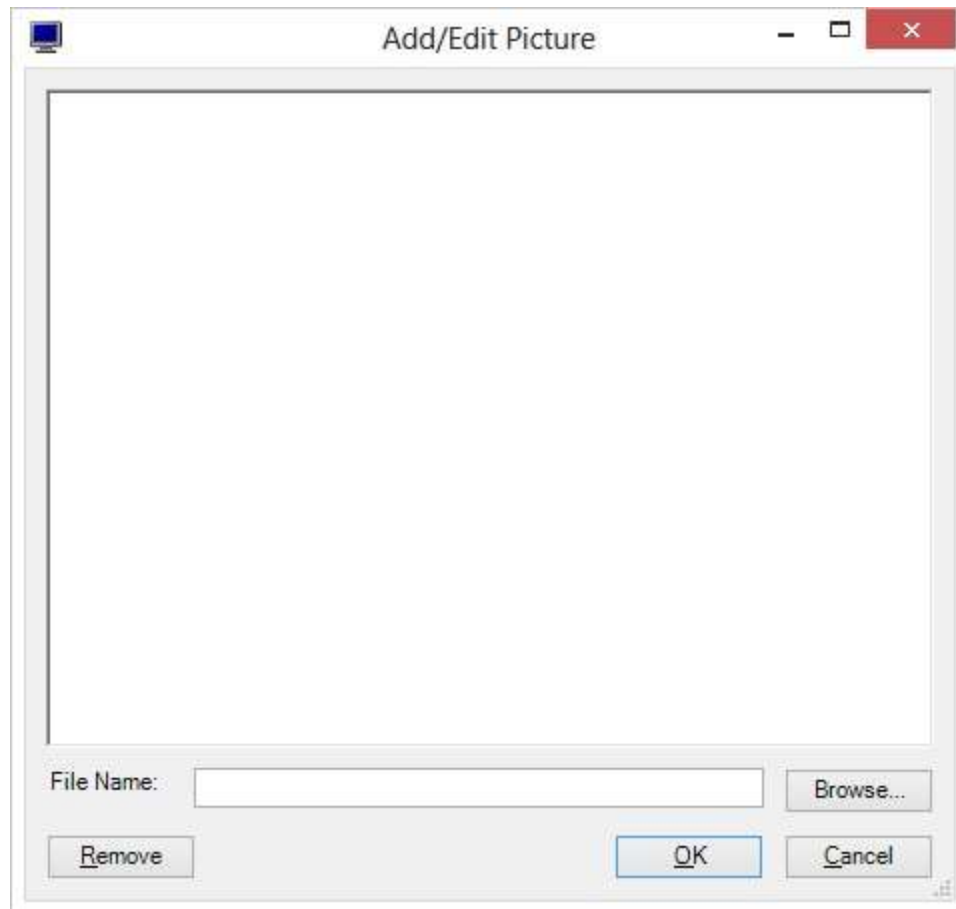
Description: These embroidery files are very realistic-looking.



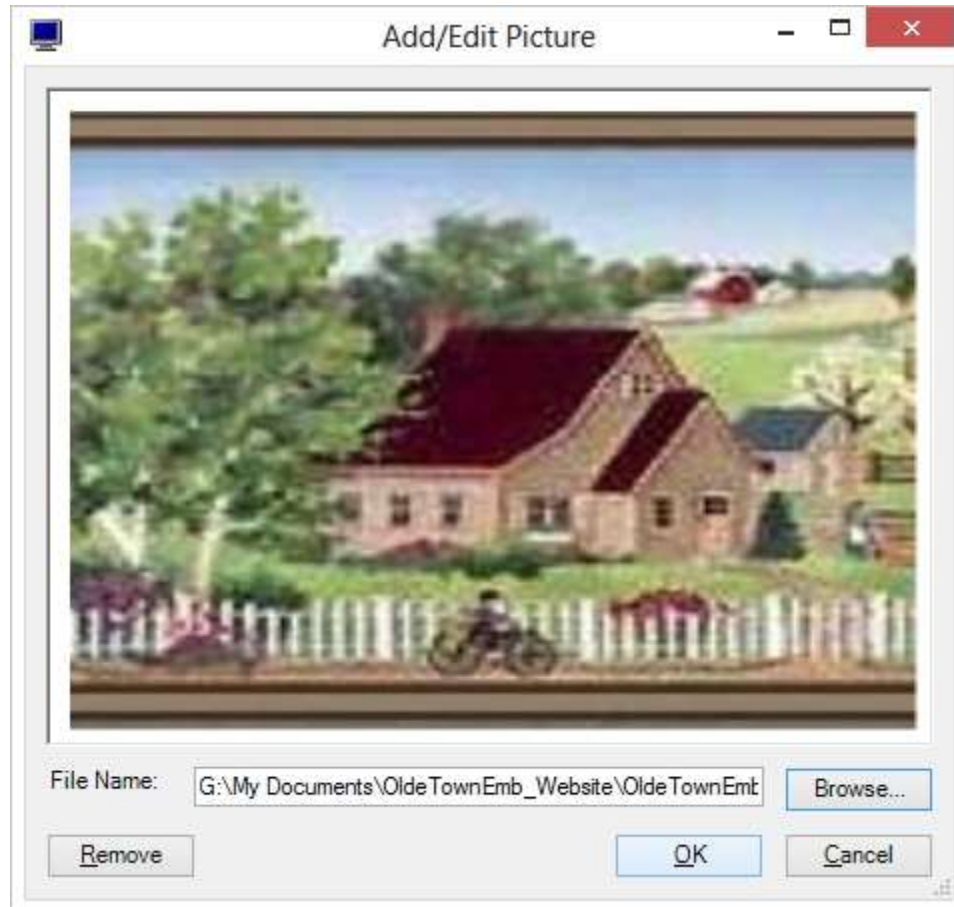
The screenshot shows a dialog box titled "Add Category". It contains the following fields and controls:

- Name:** A text box containing "Realistic Embroidery Files".
- Parent:** A dropdown menu with "Free Designs" selected.
- Description:** A text area containing "These embroidery files are very realistic-looking".
- Last Updated:** A text box containing "9/11/2013 9:35 AM".
- Buttons:** "Picture...", "OK", and "Cancel".
- Legend:** A red asterisk and the text "* Required Field" are located to the left of the "Picture..." button.

4. To add a picture, click on the Picture... button. You can either click on the Browse button to find an image or an embroidery file on your file system.

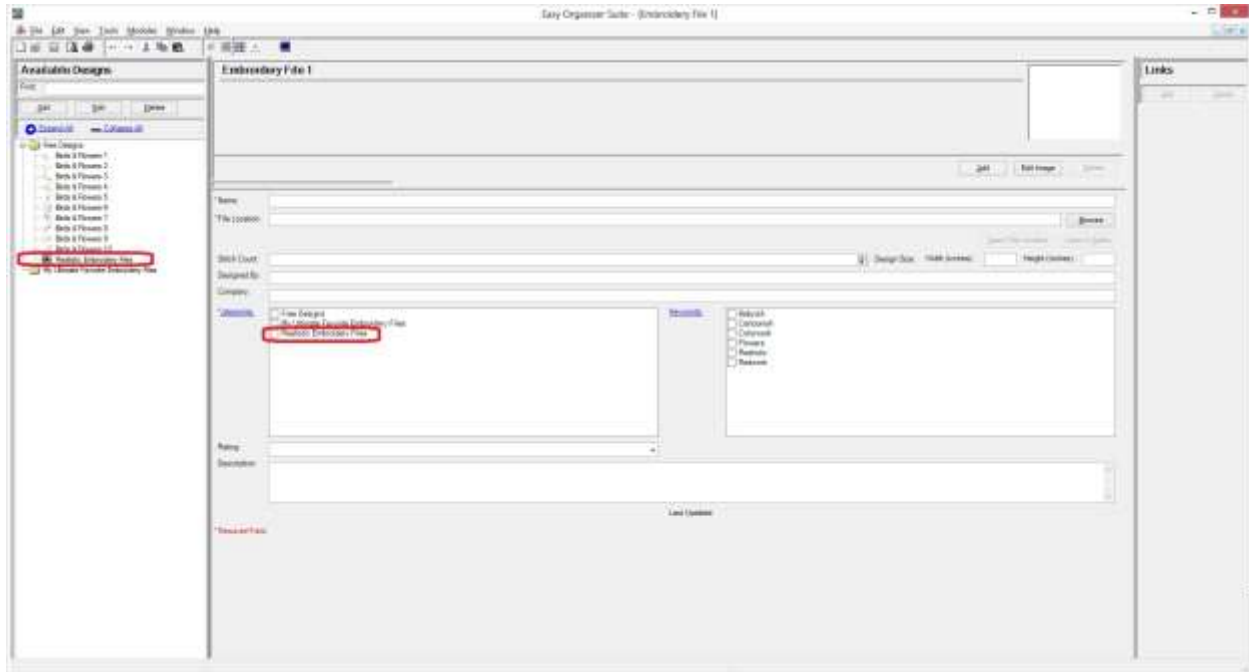


For this lesson, let's try the Browse button. Click on the Browse button and find an image on your file system. The image must be less than 63,999KB in size. Once you find the image, then click on the Open button. The image will appear in the picture box and the file path will appear in the File Name textbox.



5. Click on OK to accept this image. The image will not be displayed just yet.

6. Now click on the OK button for the Add/Edit Category form to save the new category. You will see your new category under the Free Designs category in the Available Embroidery Files tree and in the Categories list box in any open Embroidery File Chart forms.

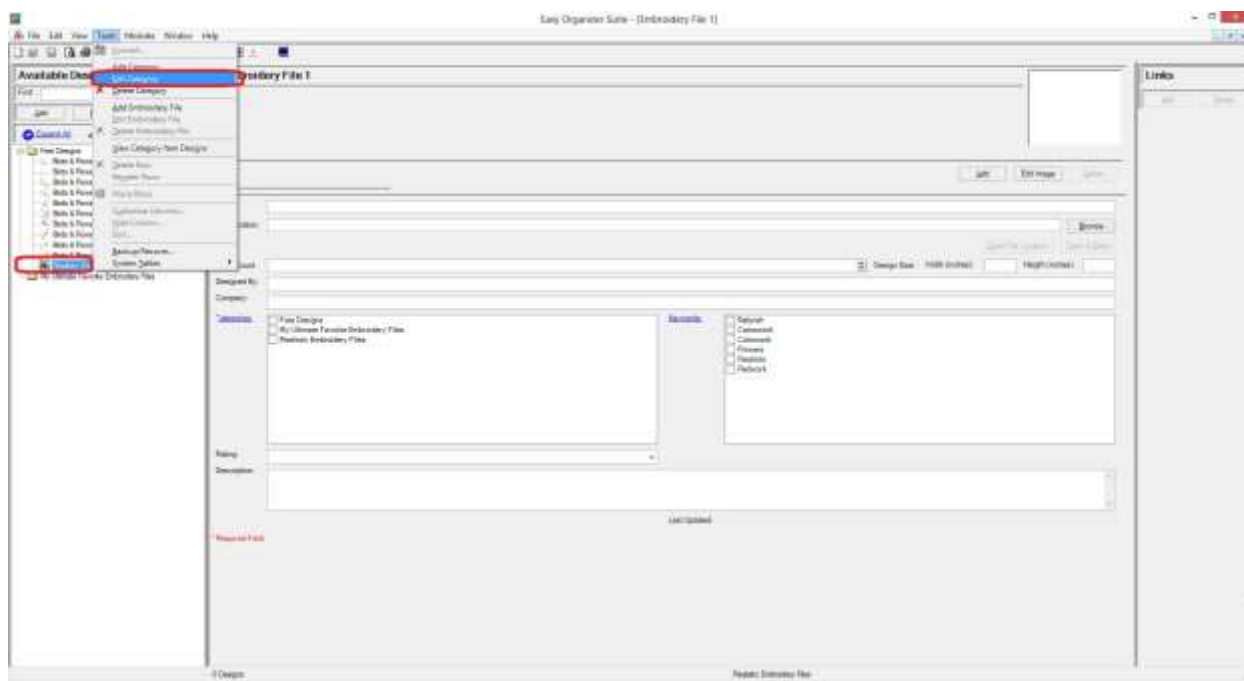


Congratulations! You have just added a new category!

Editing a Category

Editing a category is really quite easy.

1. To open a category to edit, navigate through the **Available Embroidery Files** tree, expanding and collapsing the categories until you find the category that you want to edit. To open the category for editing, you can either select Category in the **Available Embroidery Files** tree and click on the Edit button in the Available Embroidery Files pane, or you can right click on the Category in the **Available Embroidery Files** tree and select Edit Category, or you can select Tools → Edit Category in the menu.



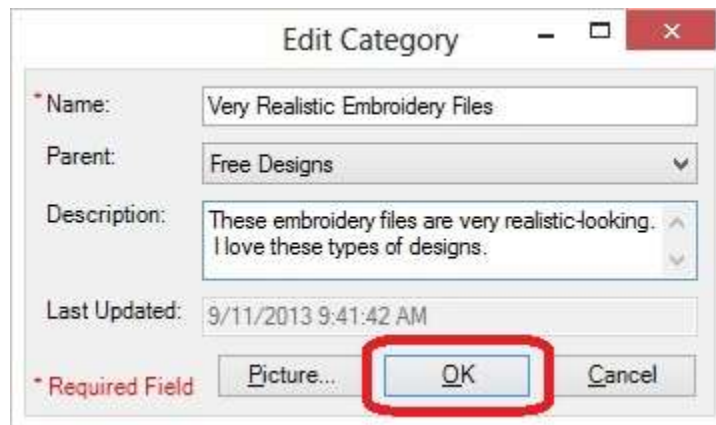
2. Change any of the information in the Add/Edit Category form.

For this lesson, let's add a bit more to the description and change the name slightly:

Name: Very Realistic Embroidery Files

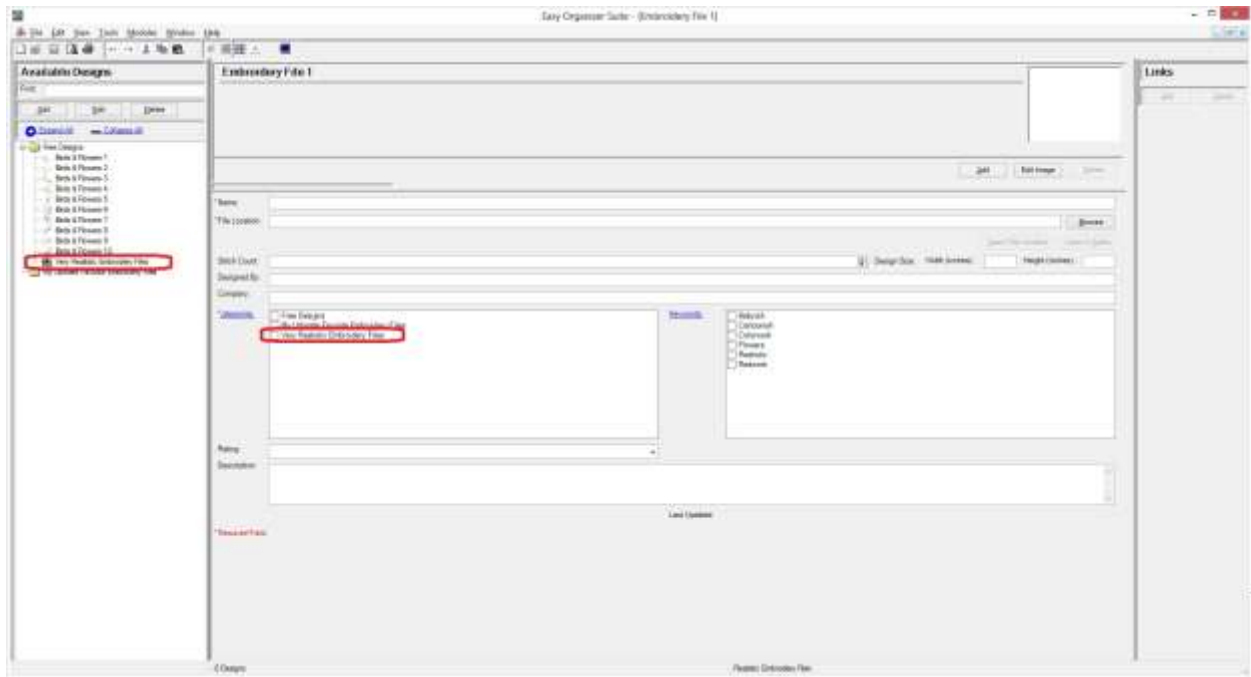
Description: These embroidery files are very realistic-looking. I love these types of designs.

Now click OK to save your changes.

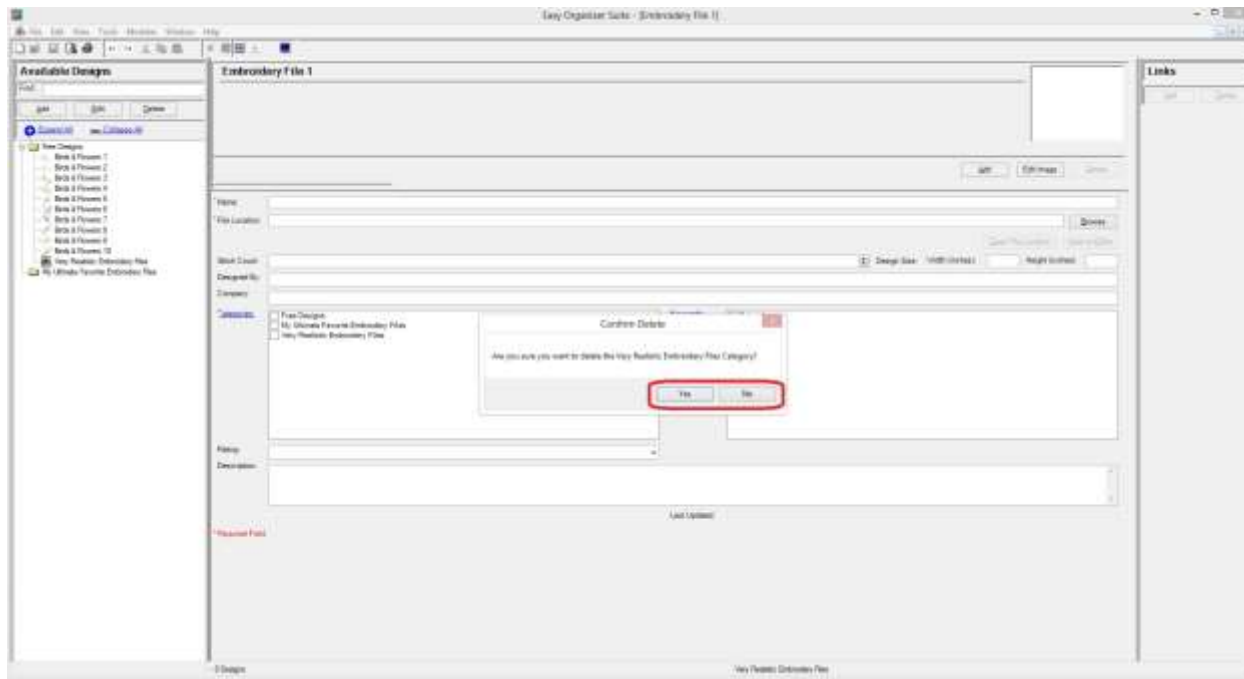


The image shows a screenshot of the 'Edit Category' dialog box. The dialog has a title bar with 'Edit Category' and standard window controls. Inside, there are several fields: 'Name' with the text 'Very Realistic Embroidery Files', 'Parent' with a dropdown menu showing 'Free Designs', and 'Description' with a text area containing 'These embroidery files are very realistic-looking. I love these types of designs.'. Below these fields is a 'Last Updated' field showing '9/11/2013 9:41:42 AM'. At the bottom, there are three buttons: 'Picture...', 'OK', and 'Cancel'. The 'OK' button is highlighted with a red circle. A red asterisk and the text '* Required Field' are visible next to the 'Name' field.

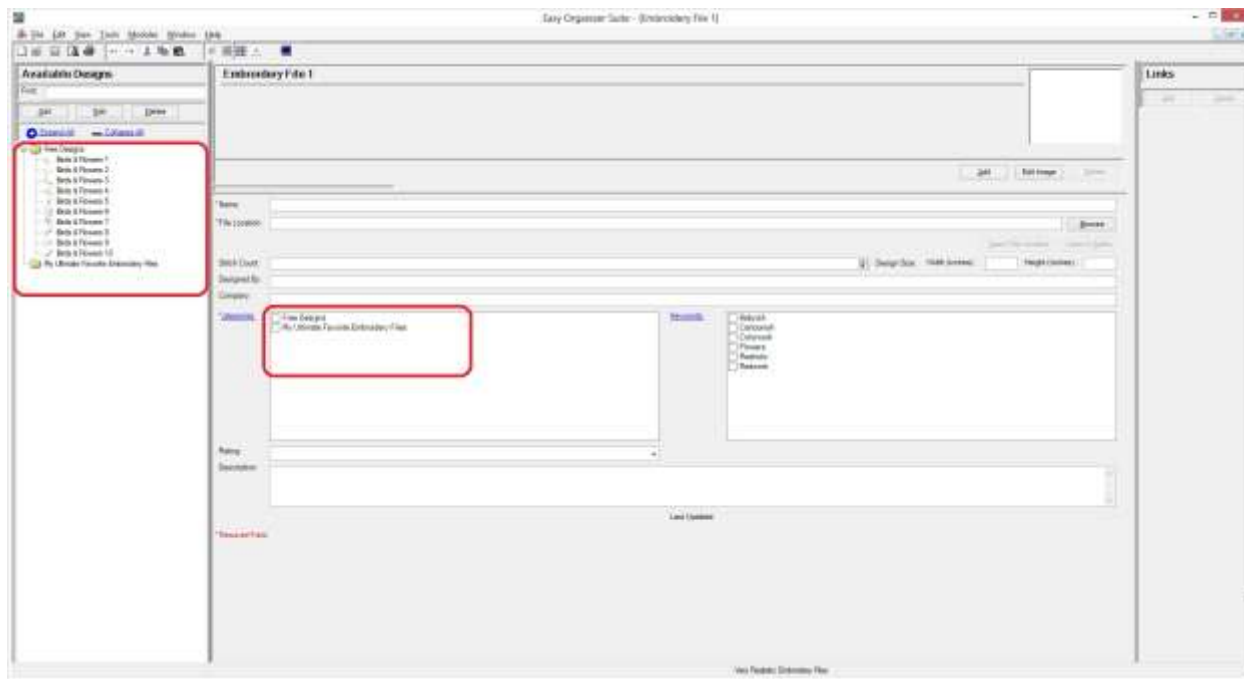
3. You will notice that any changes made to the name of the Category can be seen in the **Available Embroidery Files** tree. Any changes made to the Description can be seen in the tool tip when the mouse hovers over the Category.



- The system will ask you if you are sure you want to delete the category, and if so, click on the Yes button to delete the Category. Otherwise, click on the No button.



- If you selected Yes, then you will no longer see the Category in the **Available Embroidery Files** tree.



Congratulations! You have now finished the How to Work With Categories Lesson!