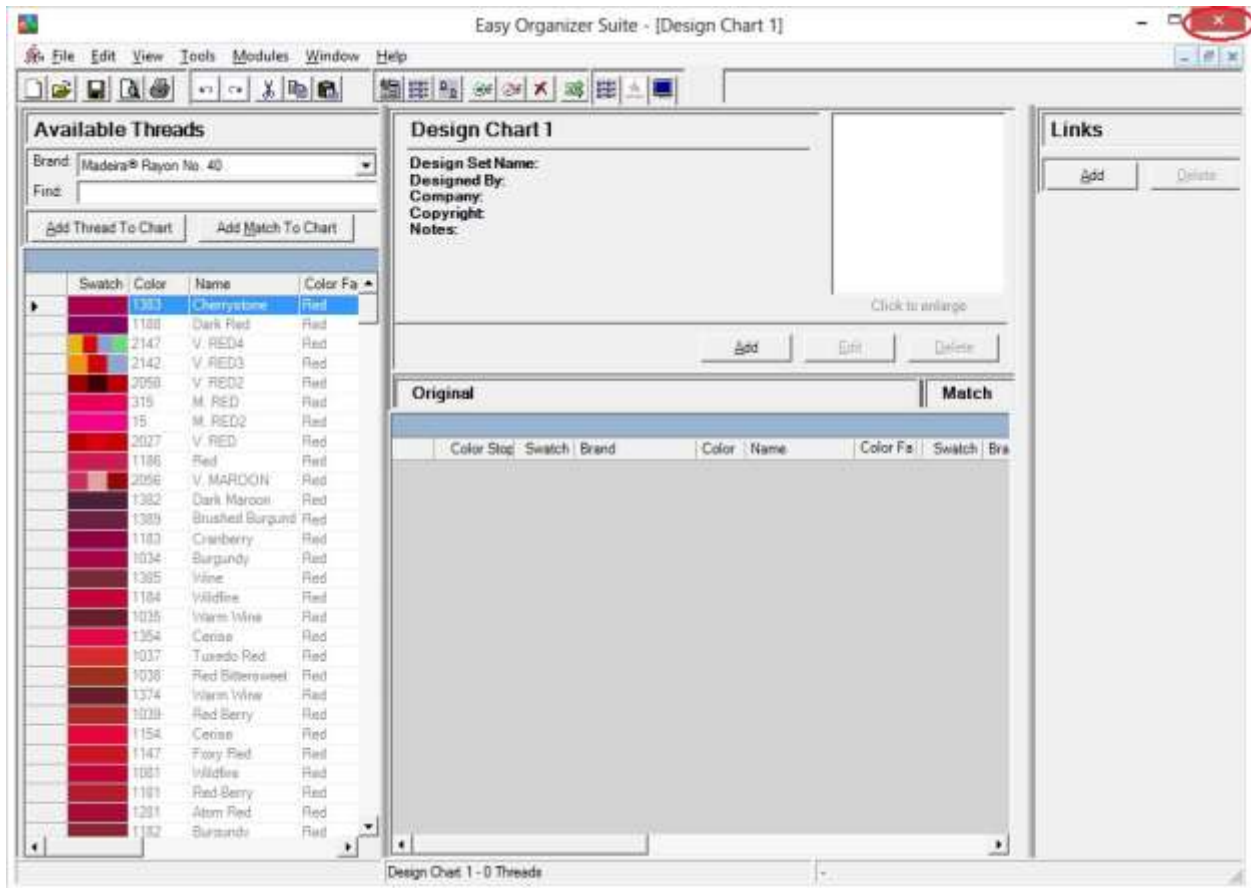


# Easy Organizer Suite™

## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

To upgrade Easy Organizer Suite™ manually on Windows 8, follow these instructions:

1. If Easy Organizer Suite™ is open, close it by clicking on the red X in the upper right corner of the window.

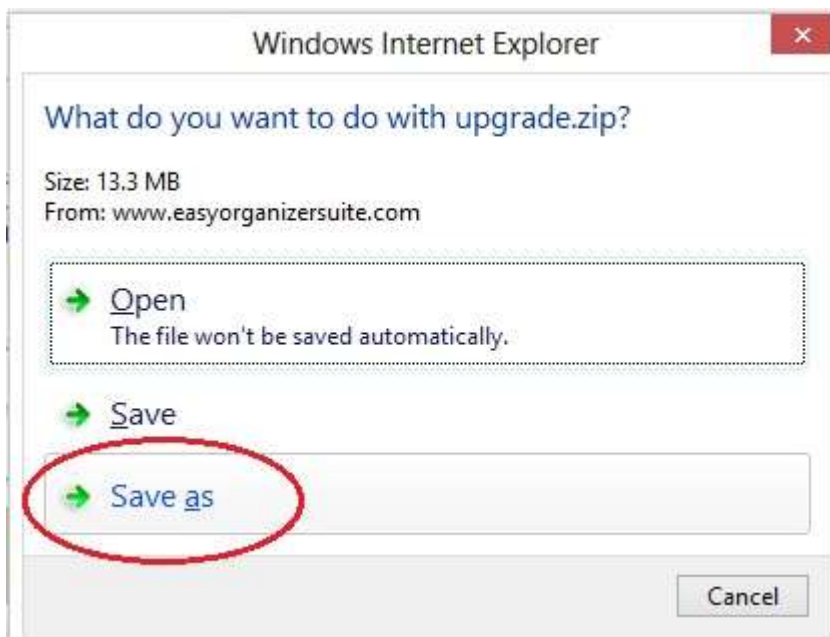


## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

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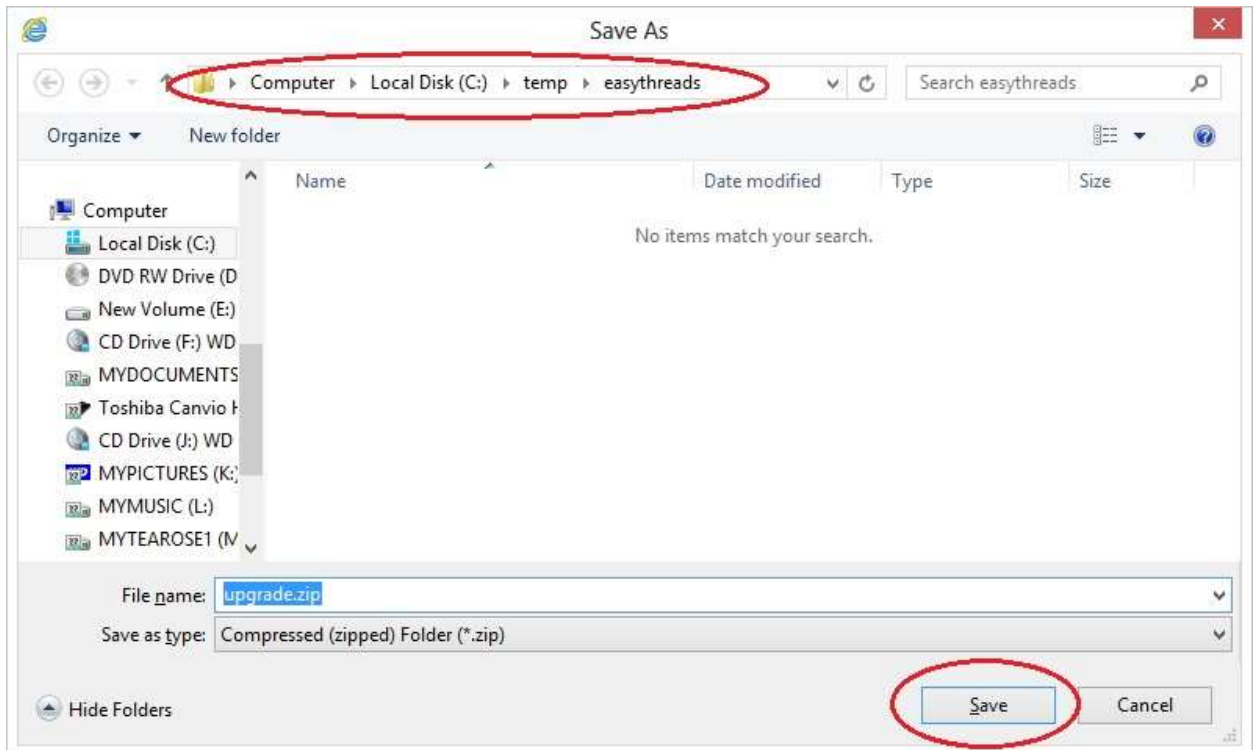
2. Download the upgrade file. Click [here](#) to download the upgrade file. The File Download window will be displayed, click on the Save As button.

If your anti-virus software does not allow you to download the file or you have any troubles downloading the file from the Easy Organizer Suite website, please click [here](#) to download the file from the Dropbox location.



## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

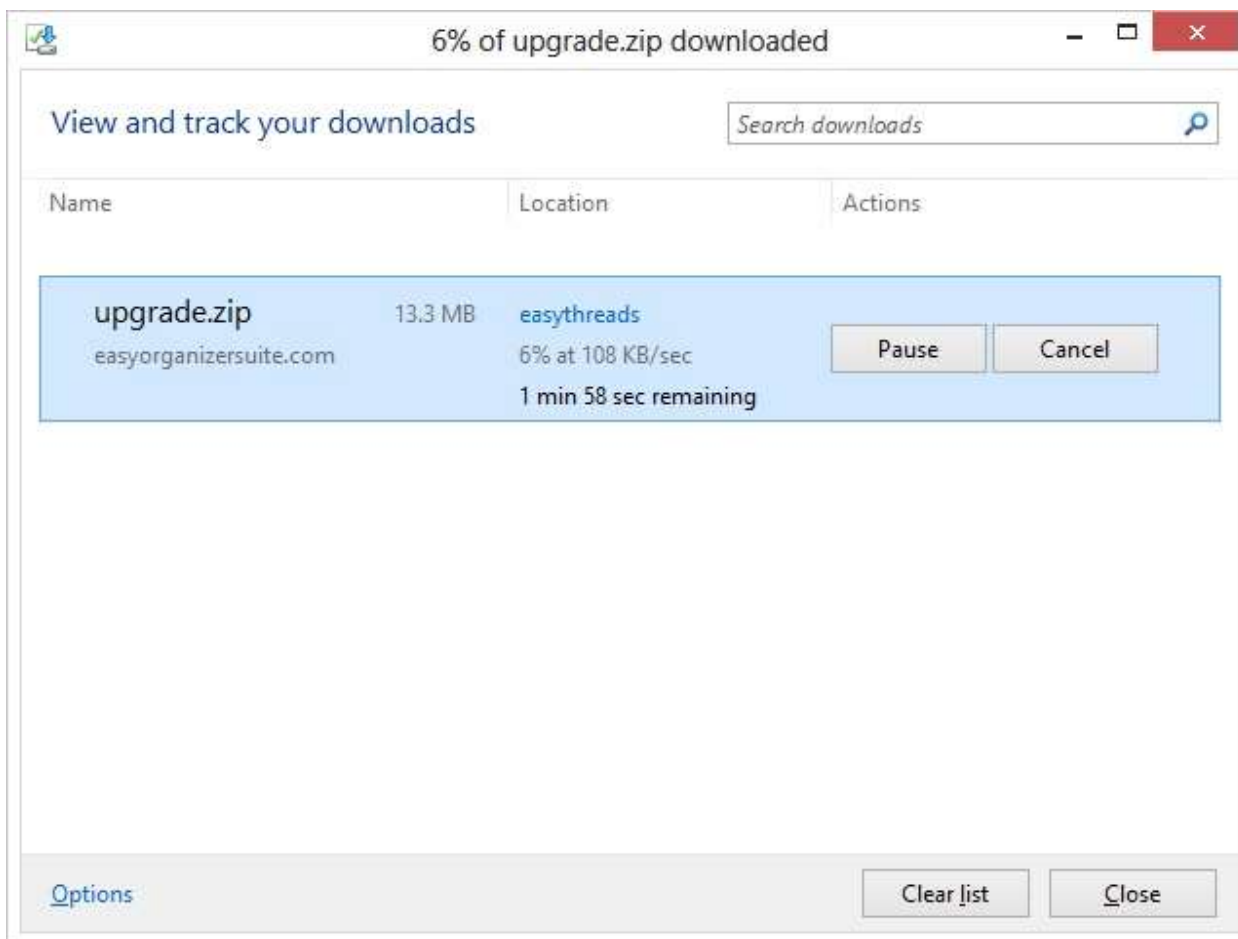
3. Select a clean folder (with no other files in it) to save the file in, and click on the Save button.



## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

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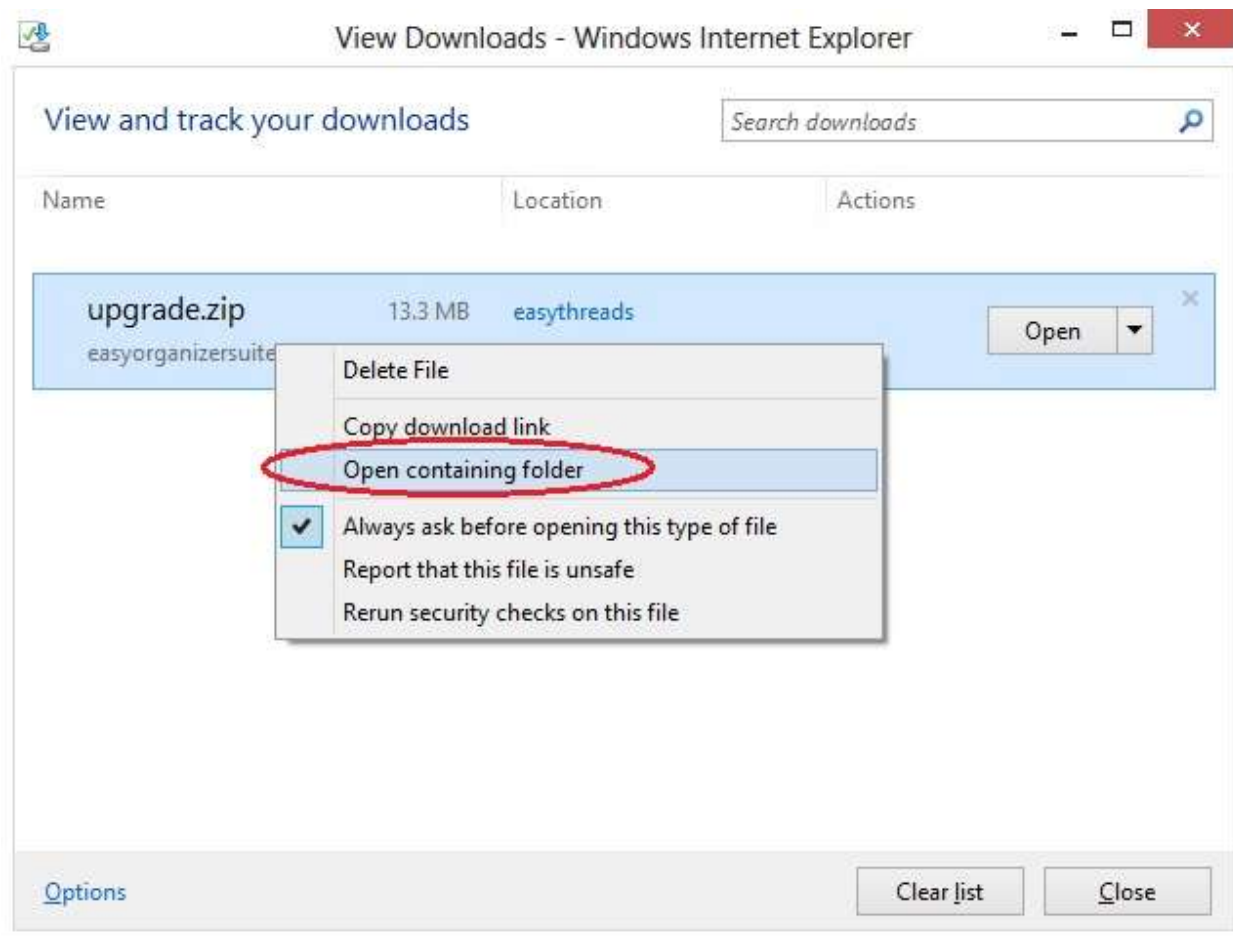
4. The file will download. This may take several minutes.



## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

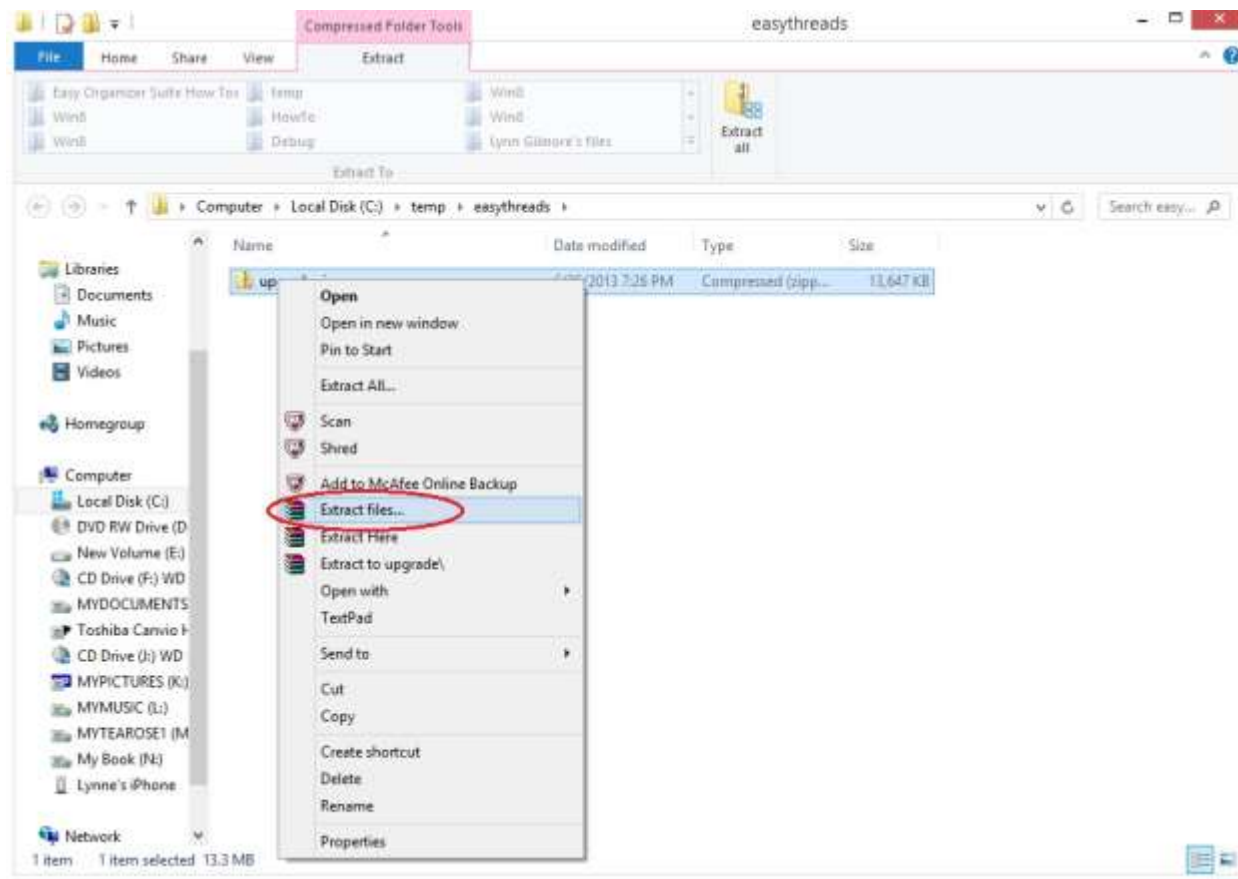
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5. Right click on the upgrade.zip entry and select Open containing folder.

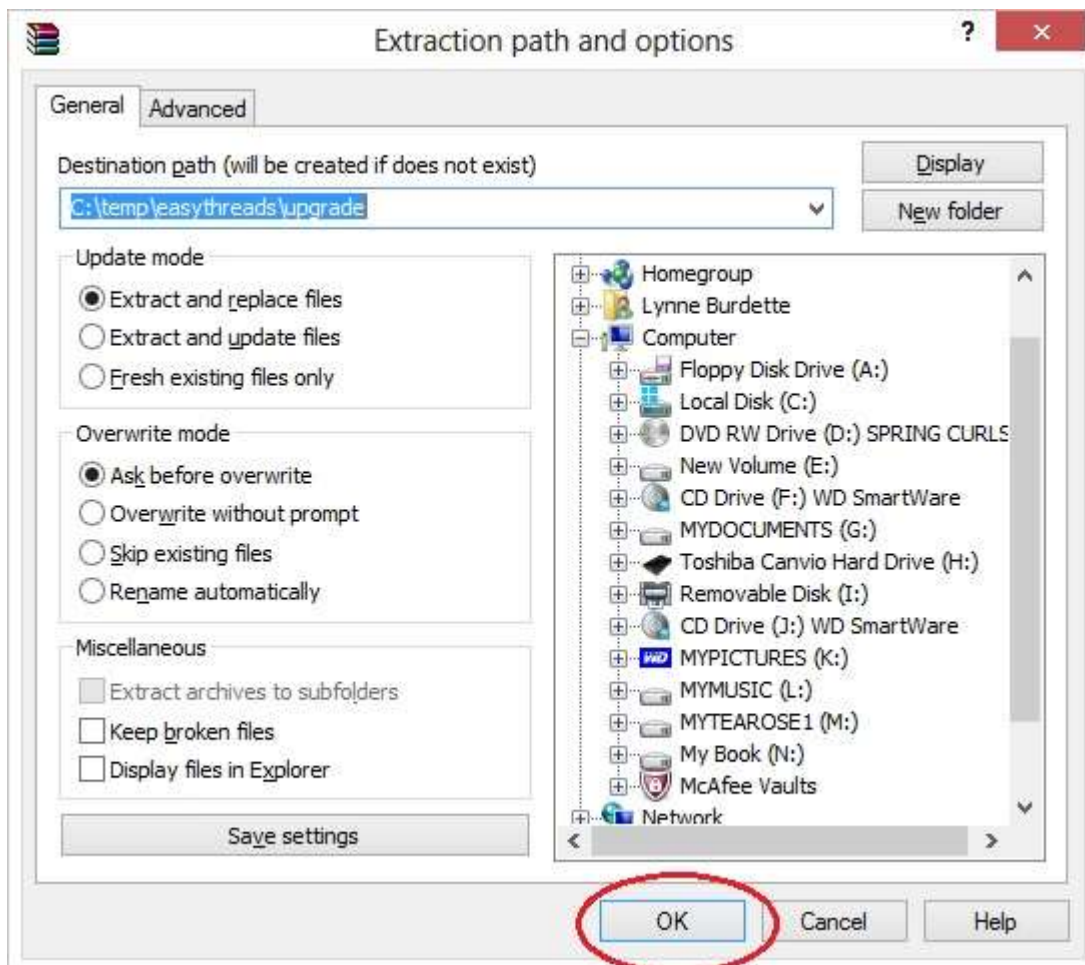


## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

6. Right click on the file called upgrade.zip and select Extract files...

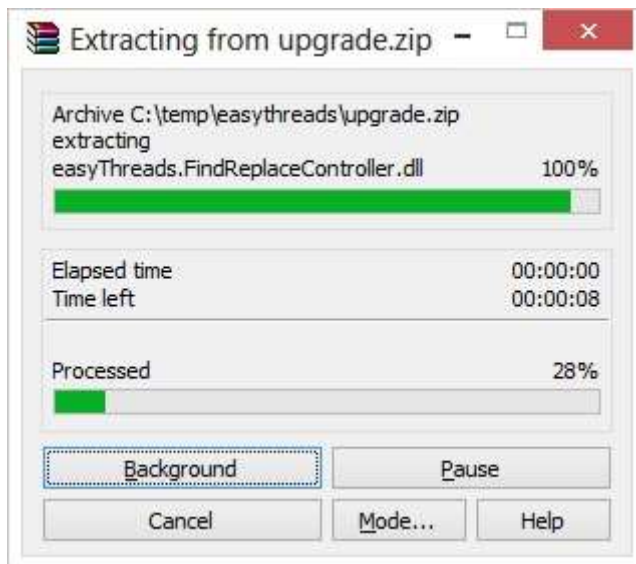


7. The Extraction path and options window will appear. Select a folder or accept the current folder, then click on the OK button.

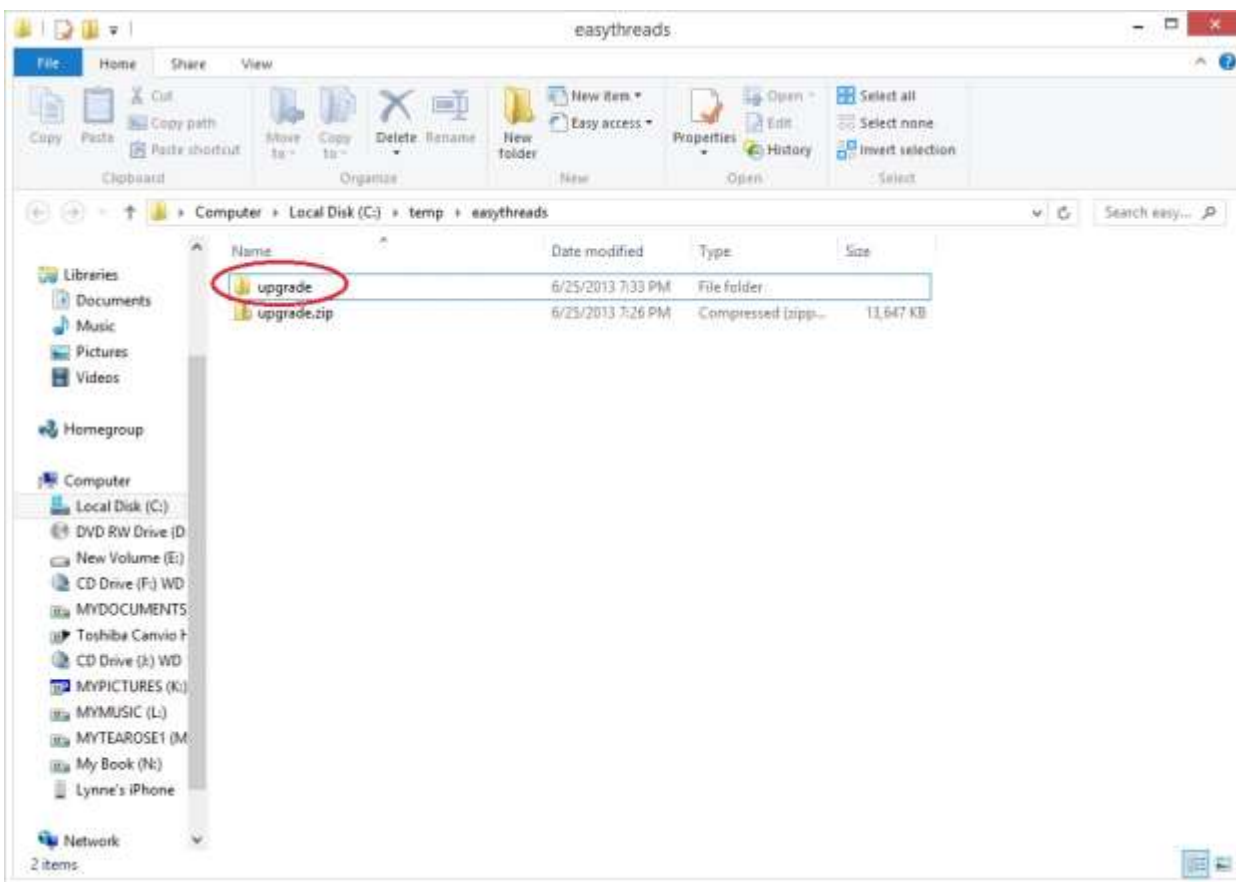


## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

8. The Extracting window will appear. It will disappear when it is finished.



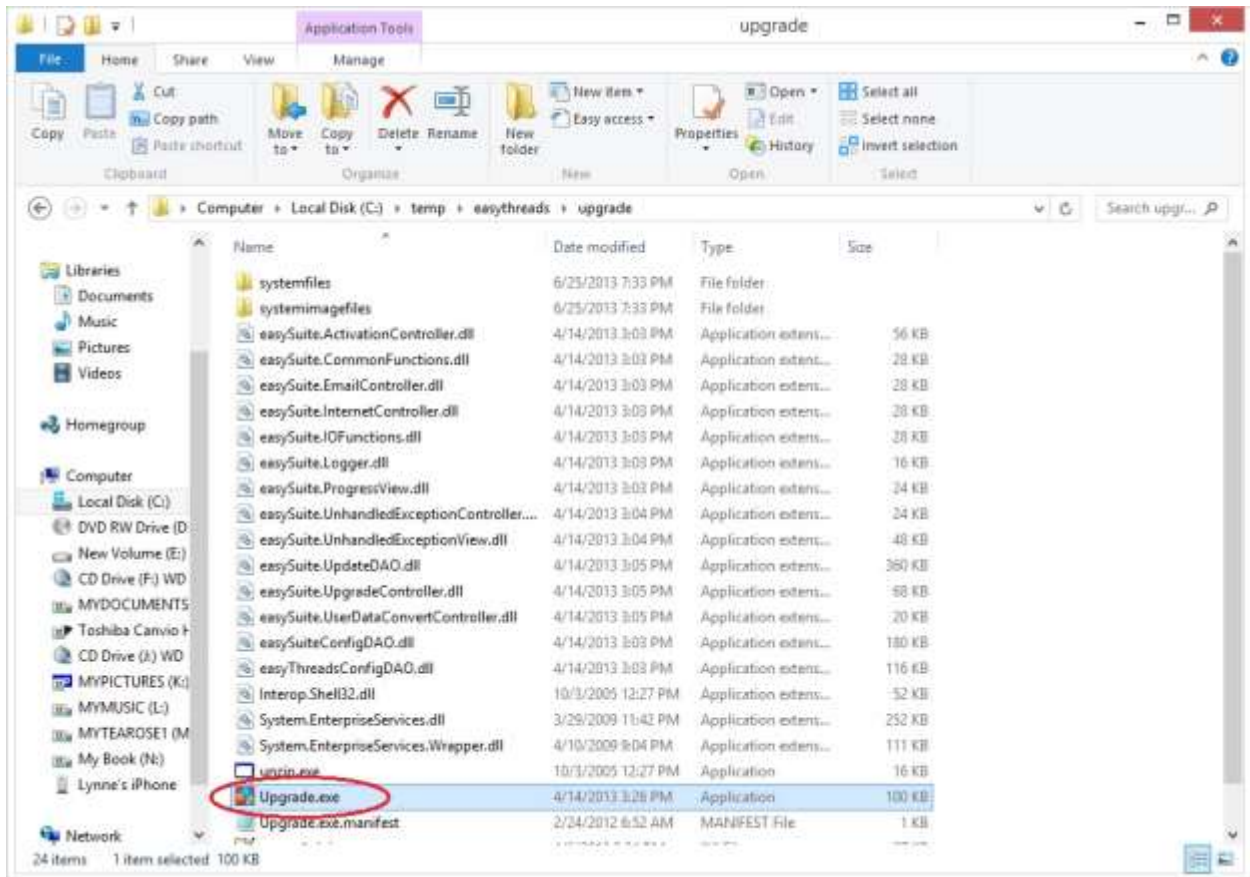
9. Open the Upgrade folder.





## How To Upgrade Easy Organizer Suite™ Manually on Windows 8

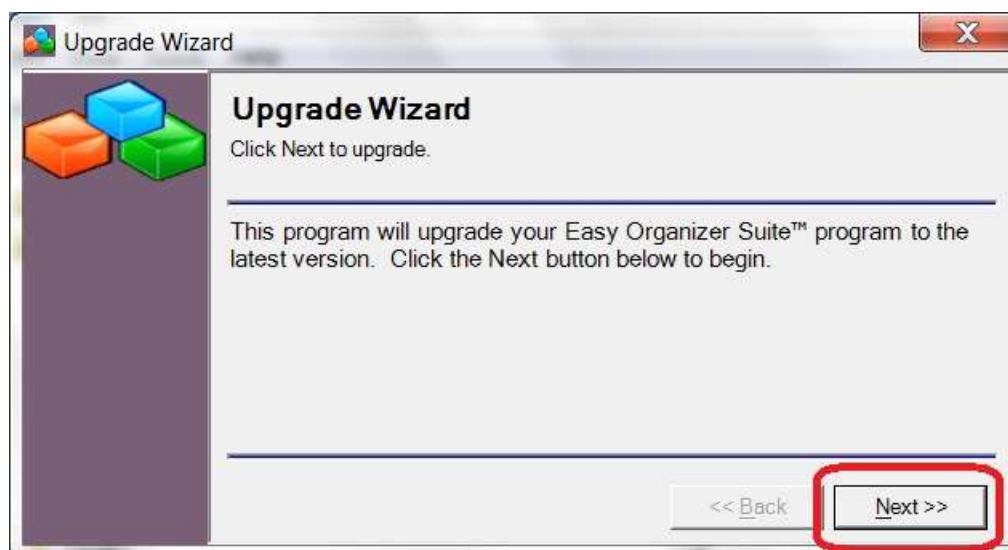
10. Run the Upgrade Wizard by double clicking on the Upgrade.exe file.



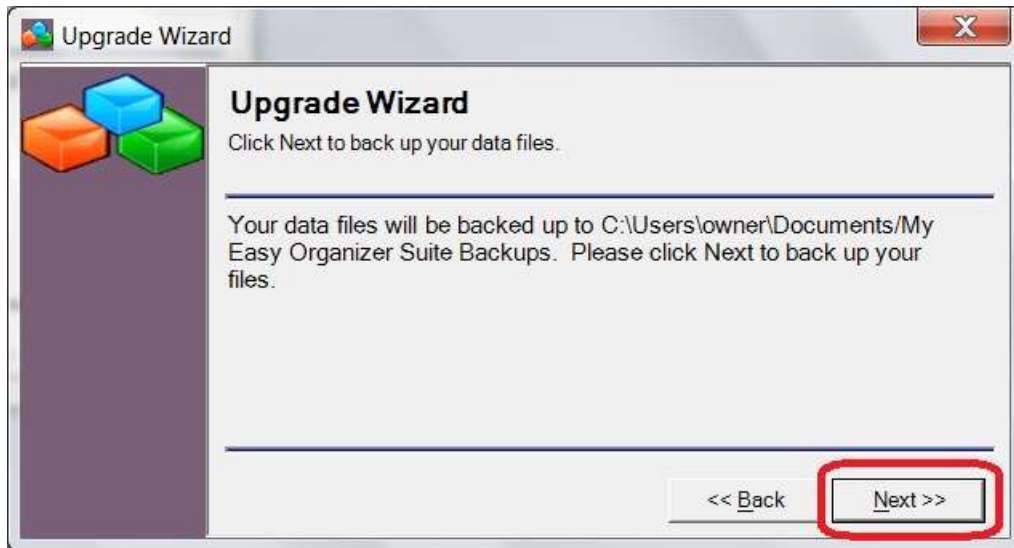
11. If the User Account Control window opens, click on Yes.



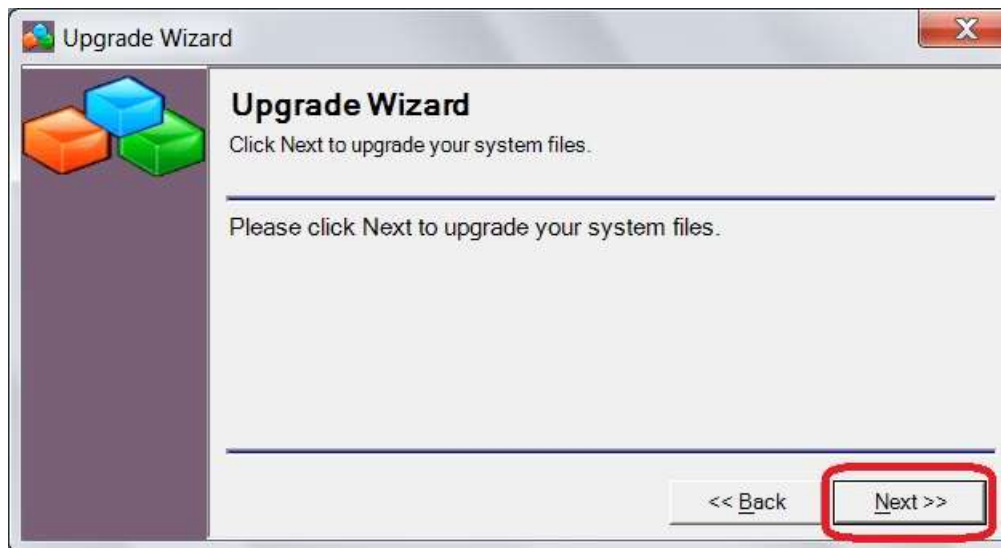
12. The Upgrade Wizard Welcome screen will appear. Click the Next button to continue.



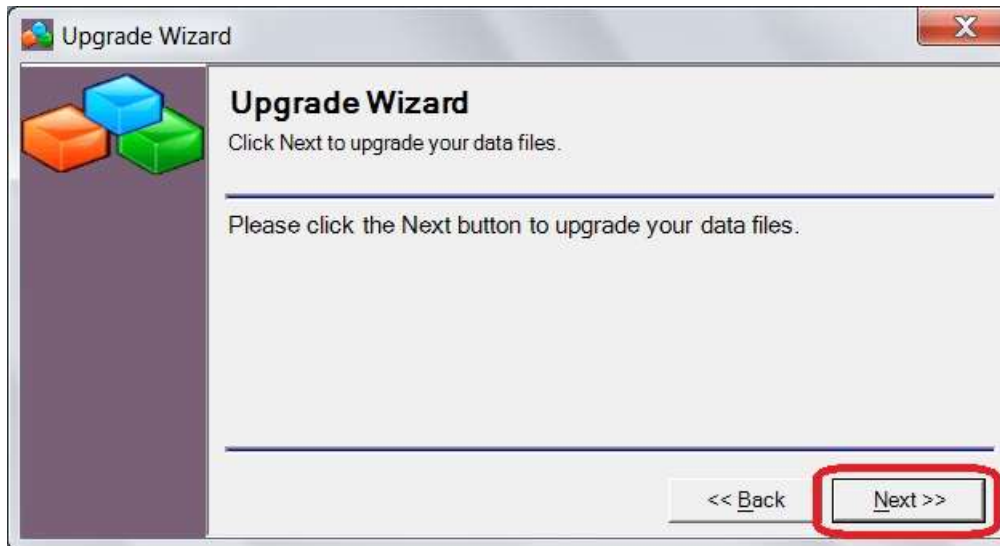
13. The Upgrade Wizard will now back up your data files. Click the Next button to continue.



14. The Upgrade Wizard will now upgrade your Easy Organizer Suite program files. Click the Next button to continue.



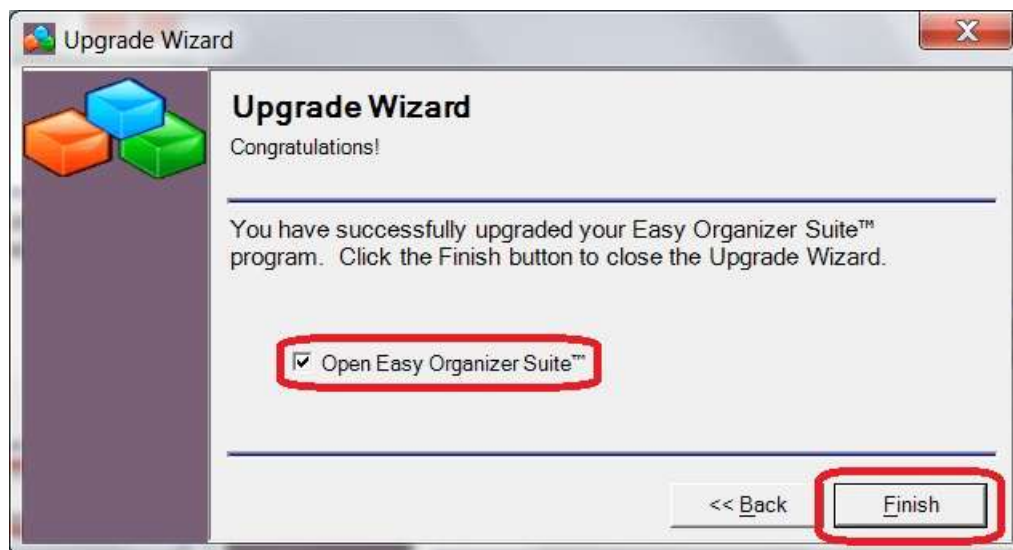
15. The Upgrade Wizard will now upgrade your data files. Click the Next button to continue.



16. The Upgrade Wizard will now find all of your Thread Chart files and insert them into your user database. This will allow you to use the new Links feature in Easy Organizer Suite™. Click on the Next button.



17. The Upgrade Wizard for Easy Organizer Suite™ has completed. To open and run the Easy Organizer Suite™, ensure that the "Open Easy Organizer Suite™" checkbox is checked. Click on the Finish button.



18. Your Easy Organizer Suite™ program has been upgraded to the latest version and build.