

Easy Organizer Suite™
Internet Organizer™ Module Pack
easyWebsites Organizer™ Module

Lesson 3 - How to Use the Link Feature

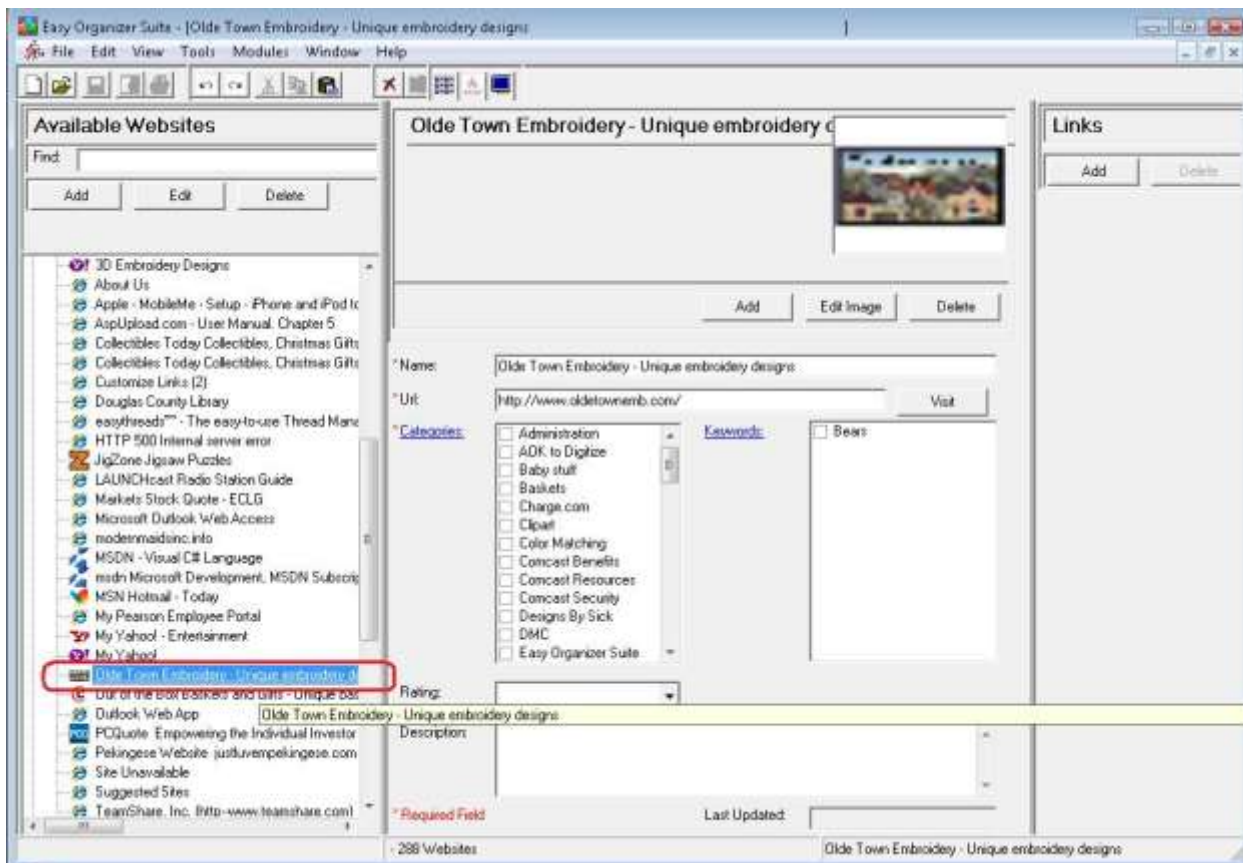
Welcome to the **easyWebsites Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyWebsites Organizer™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our third lesson will show you how to use the Link feature.

Adding a new Link

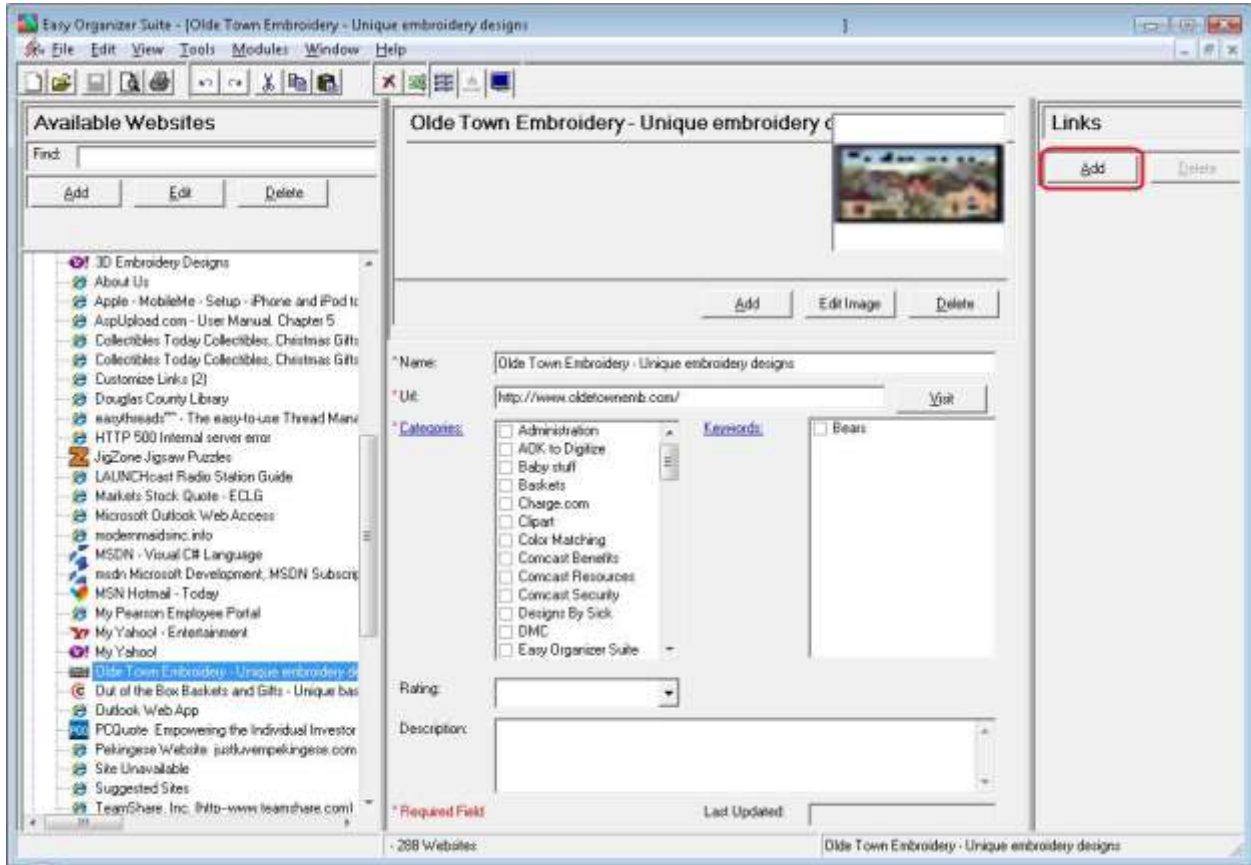
1. To begin, open **Easy Organizer Suite™** and select the **easyWebsites Organizer™** Module. If you are not already in the **easyWebsites Organizer™** Module, then select Modules → Internet Organizer → **easyWebsites Organizer™** from the menu, or you can click on the **easyWebsites Organizer™** icon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



- To add a link, you must have an existing website open. To open a website, you can find the website in the Available Websites pane and double click on the website, or select Tools → Edit Website or right click and select Edit Website.



3. Now click on the Add button in the Links panel.

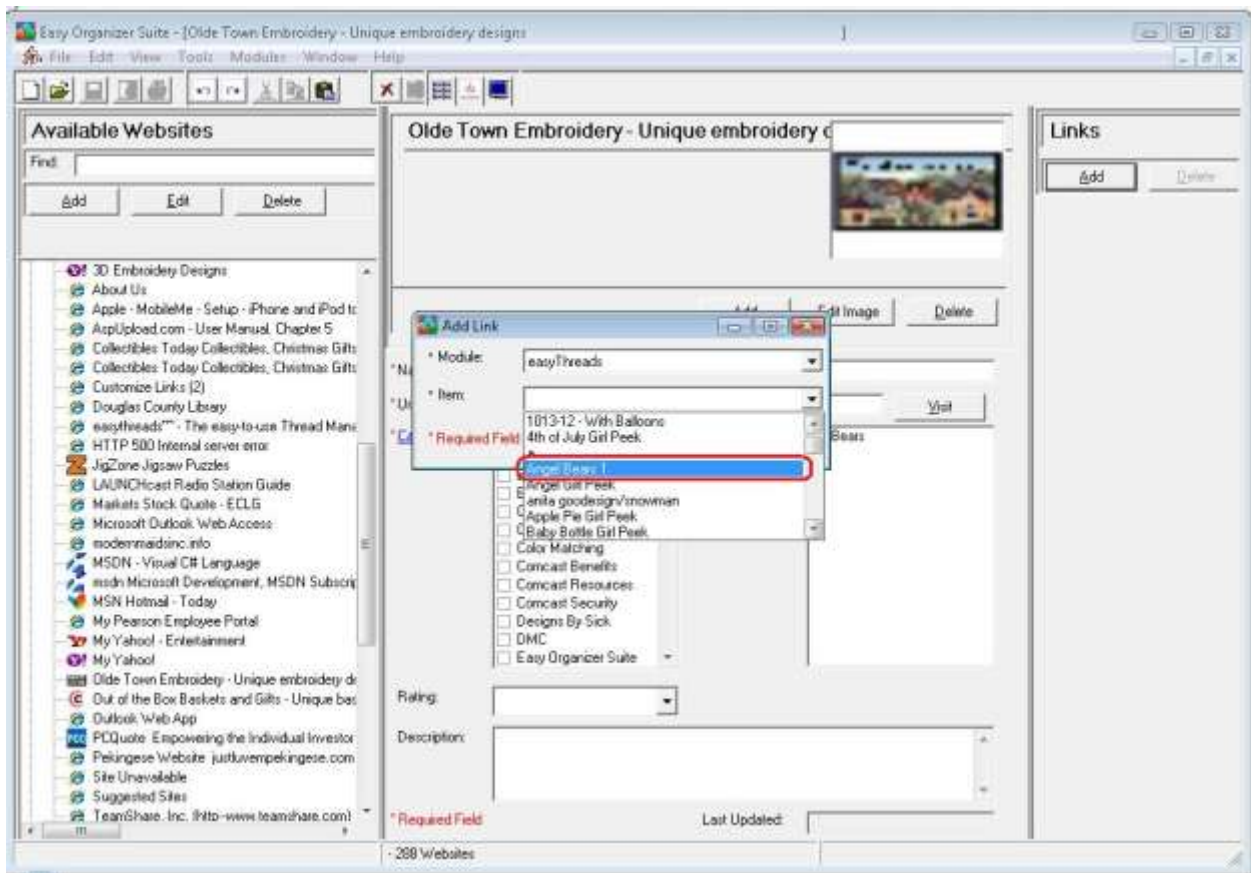


4. The Add Link form will appear.

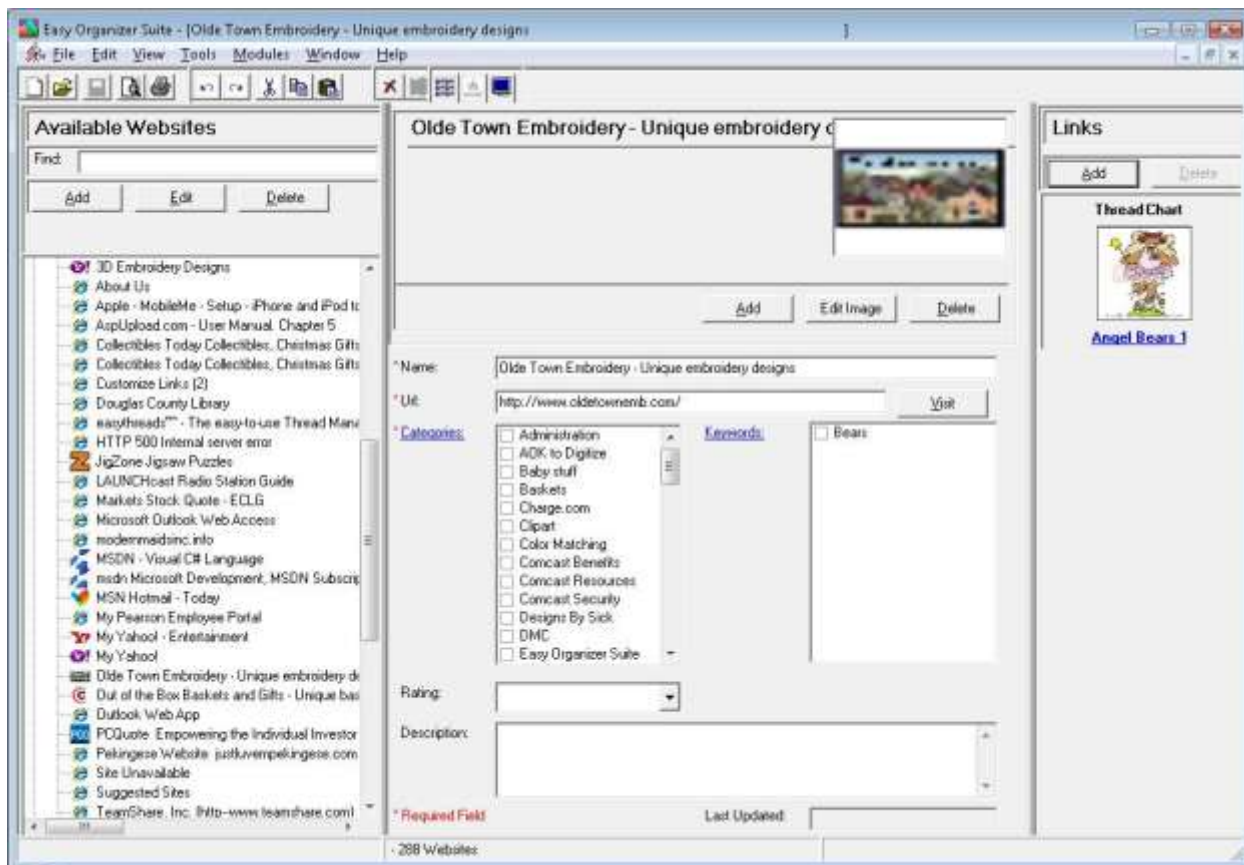


5. You can select the Module first, and then it will populate the Item drop down with all the items that are available.

For this lesson, let's select the easythreads Module. Then select any of the Thread Charts that you have recently created. We'll select Angel Bears 1.



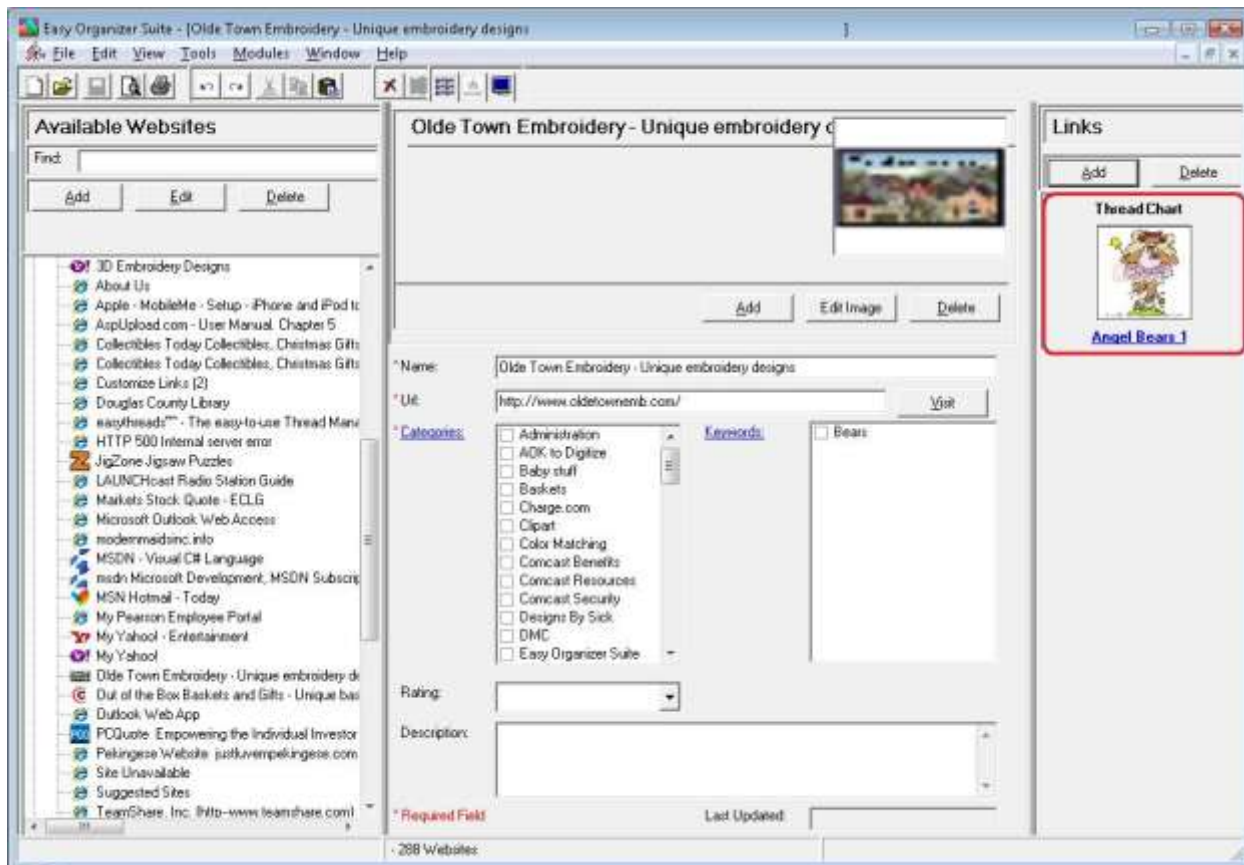
- The link will be displayed in the Links panel to the right each time you open the Website Chart. If you click on the name link or if you double click on the picture, it will open the module and the Thread Chart that it is associated with.



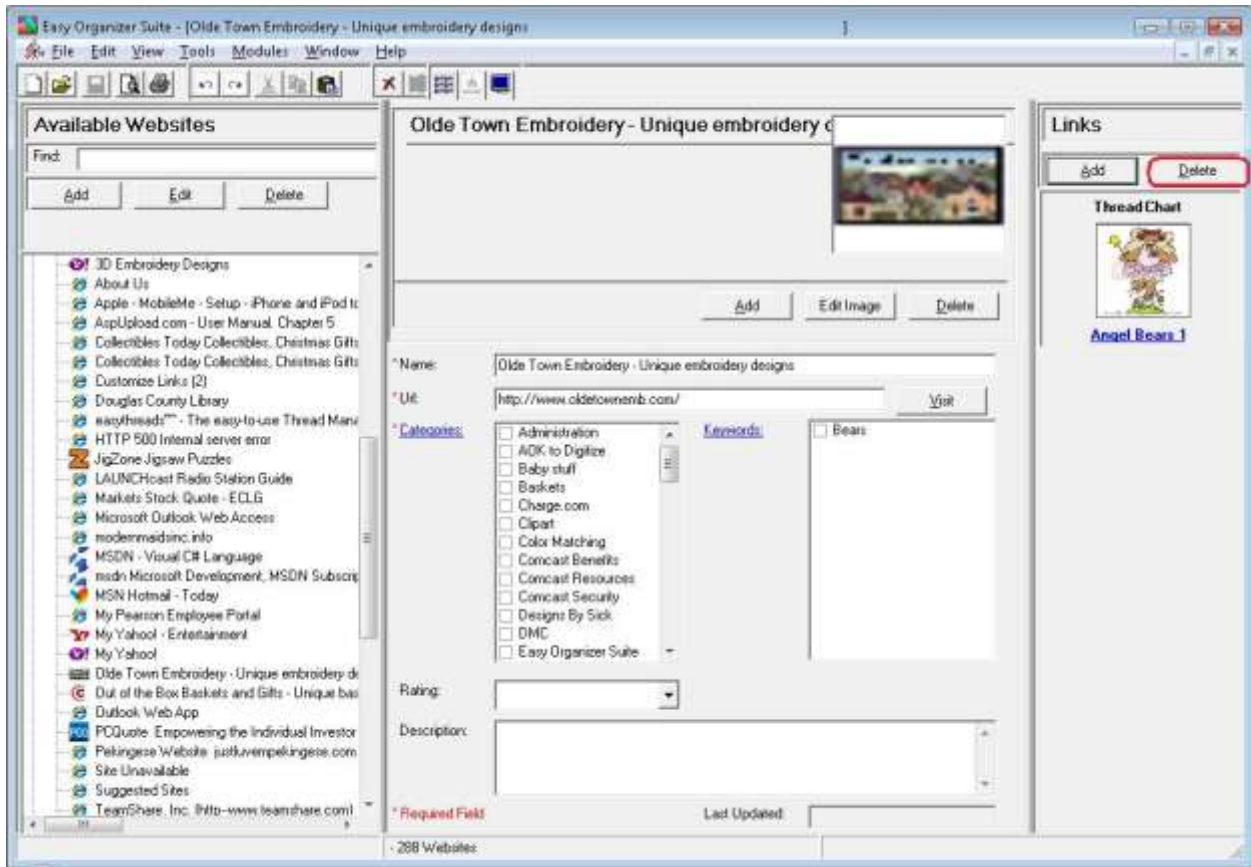
Congratulations! You have just linked a Thread Chart to a Website Chart!

Deleting a Link

1. To delete a link, you must select the Link in the Links panel.

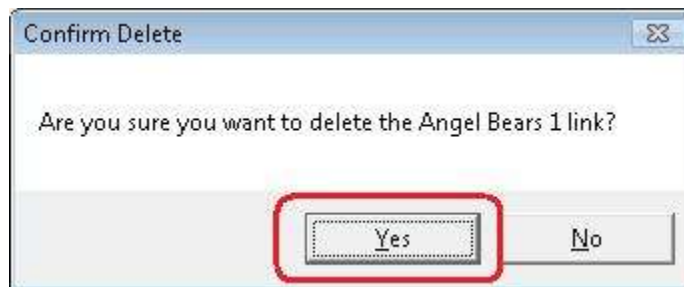


2. Now click on the Delete button in the Links panel.

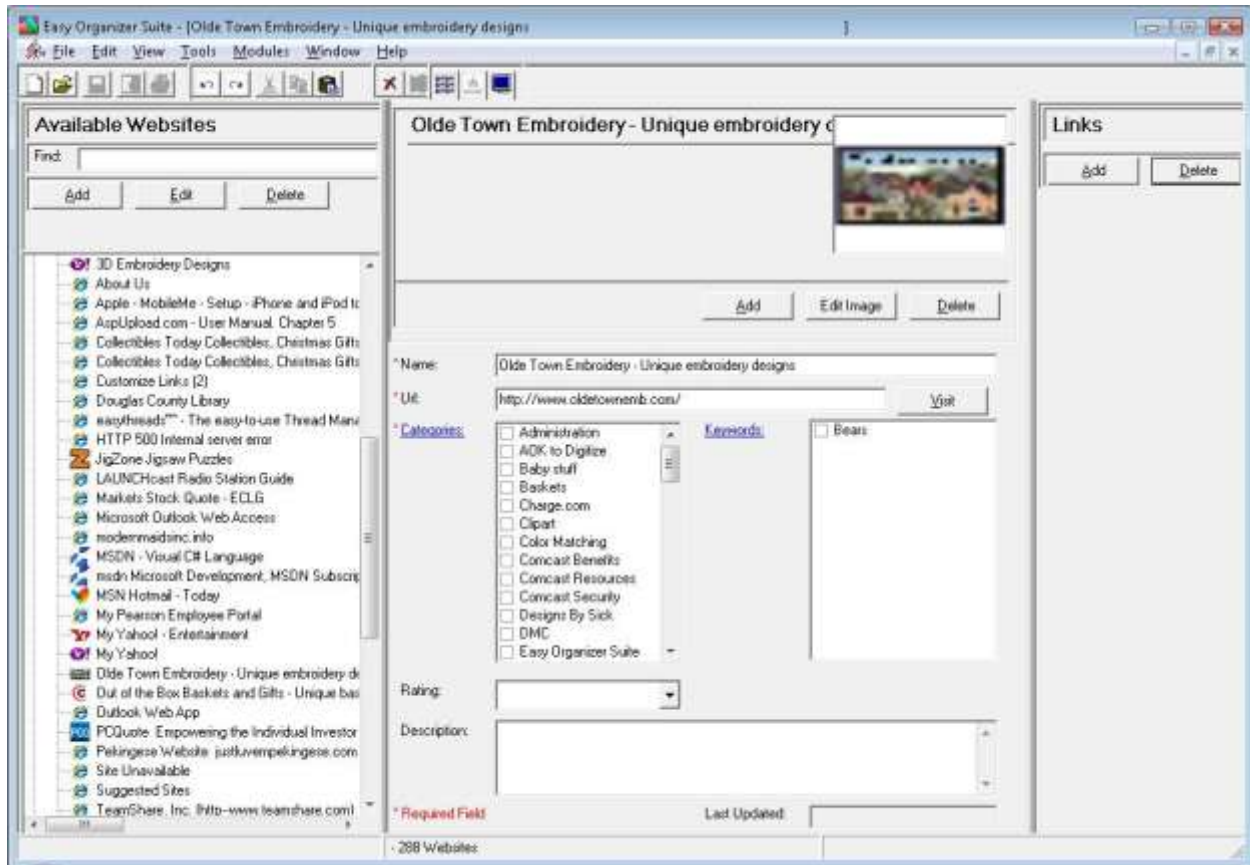


3. The system will ask you to confirm that you want to delete the link.

Select Yes for this lesson.



4. You will no longer see the link displayed in the Links panel.



Congratulations! You have just deleted a link!

You have now finished Lesson 3! If you have the Pro Edition, you can now move on to Lesson 4 – How to Use the Import Feature.