

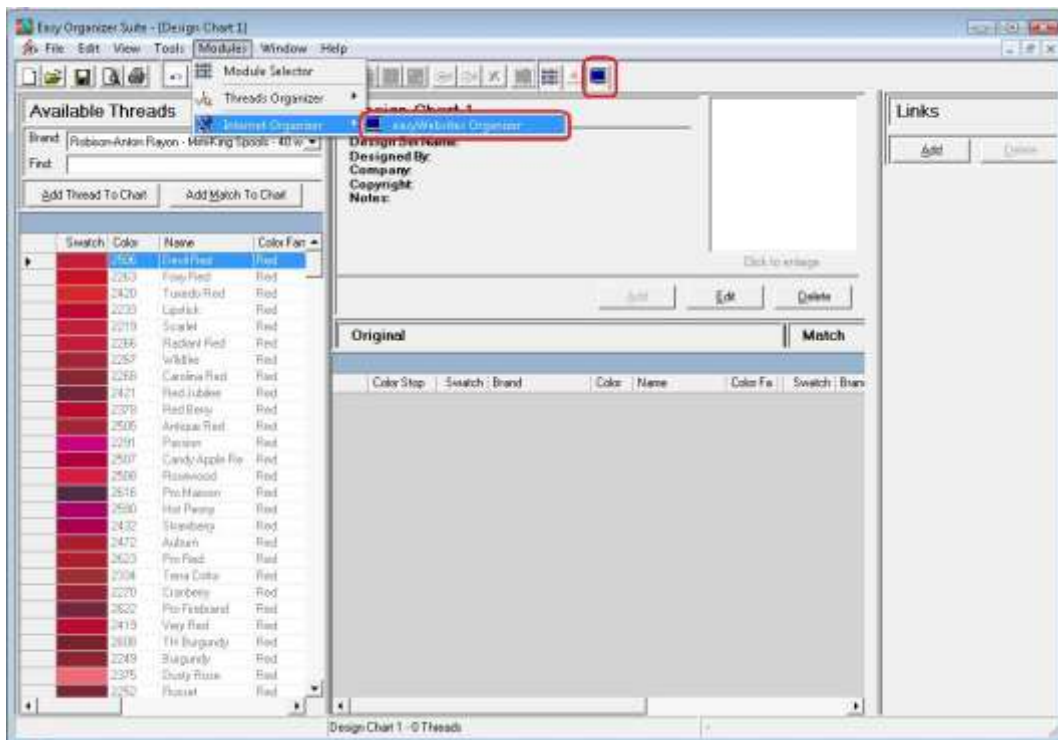
Easy Organizer Suite™
Internet Organizer™ Module Pack
easyWebsites Organizer™ Module

Lesson 9 - How to Work with Category Item Websites

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 ninth lesson will show you how to view all the websites in a category, and how to add, edit and delete websites in Category Item Websites form.

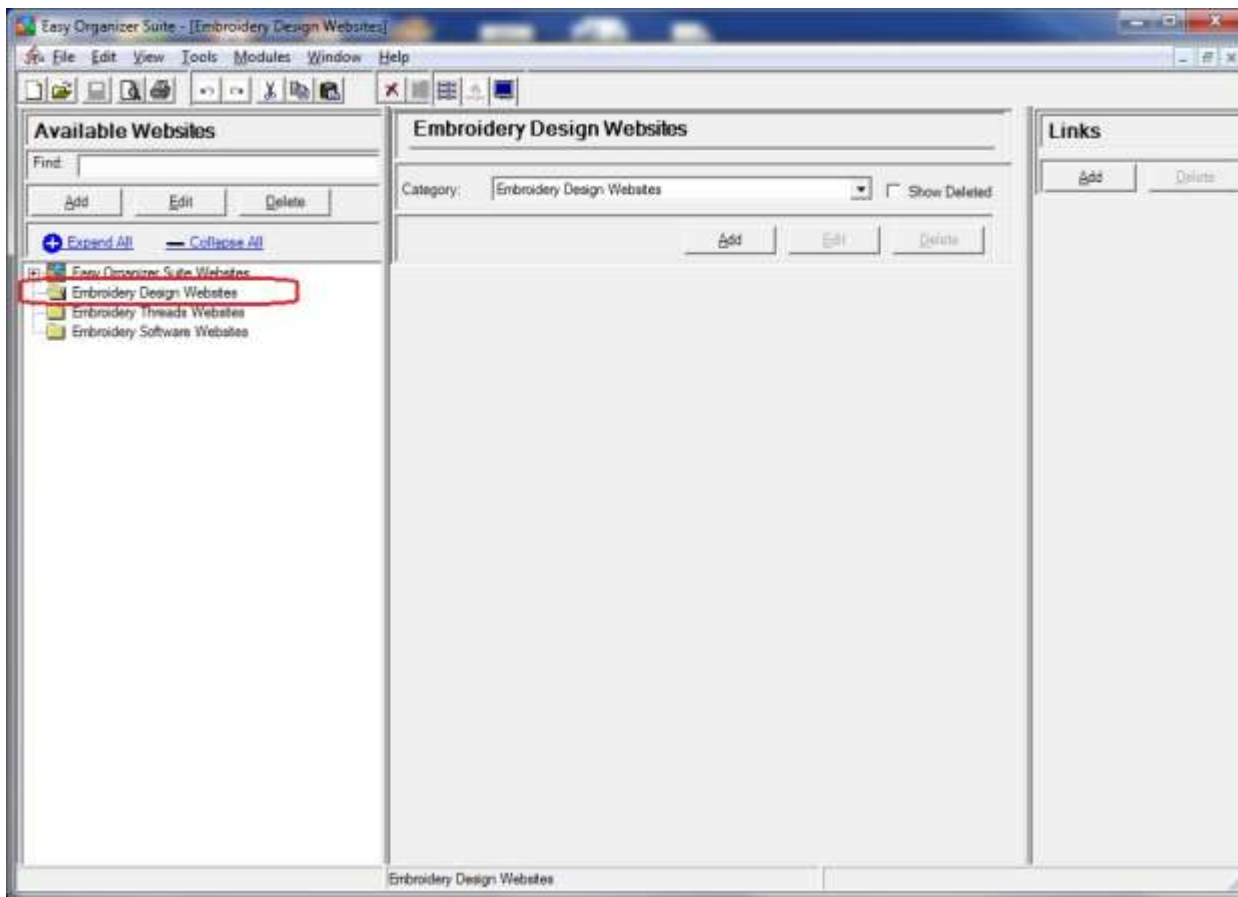
Adding a Website to the Category Item Websites form

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.

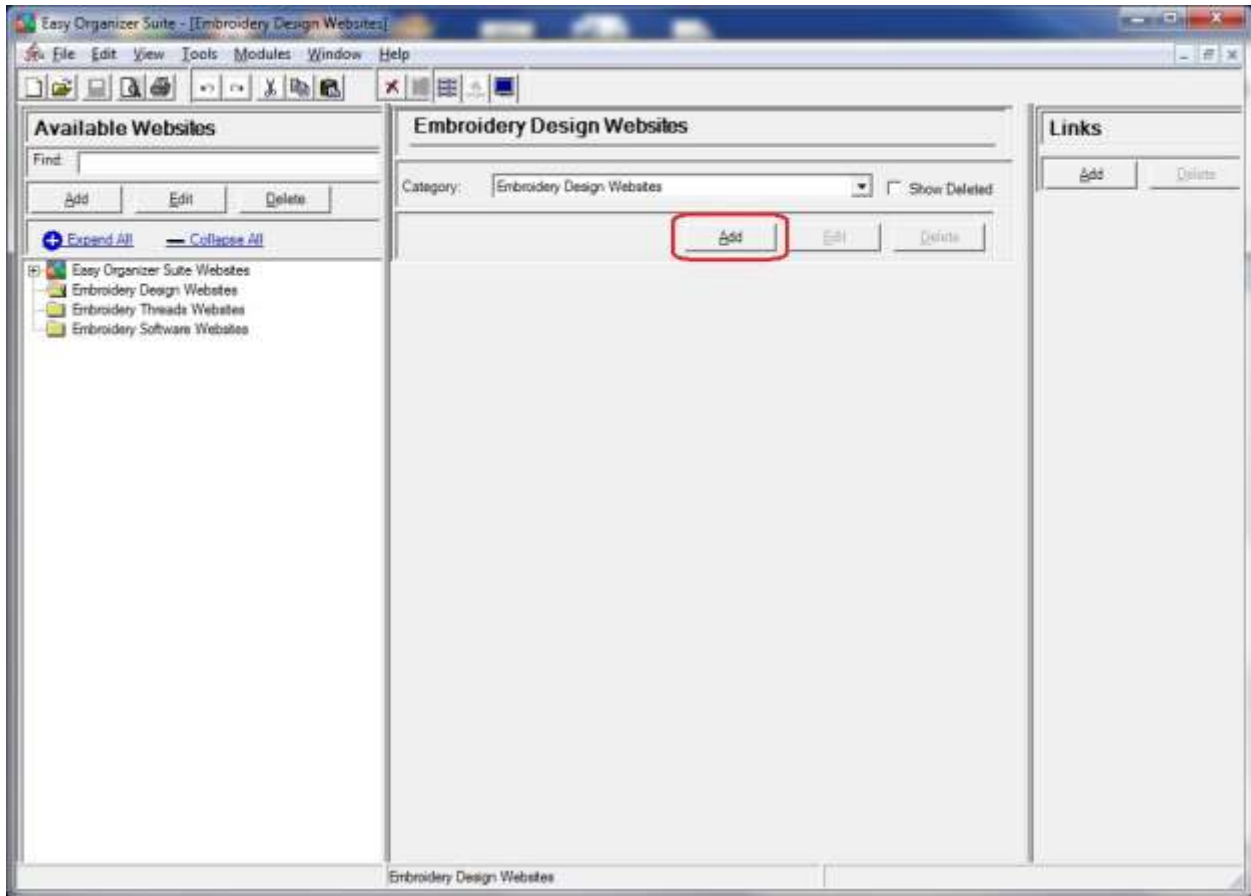


2. To see the Websites in a Category, double click on a Category in the Available Websites pane. This will open a form that will display all the websites in that category. You can also right click on the Category in the Available Websites pane and select View Category Item Websites, or select Tools → View Category Item Websites in the menu.

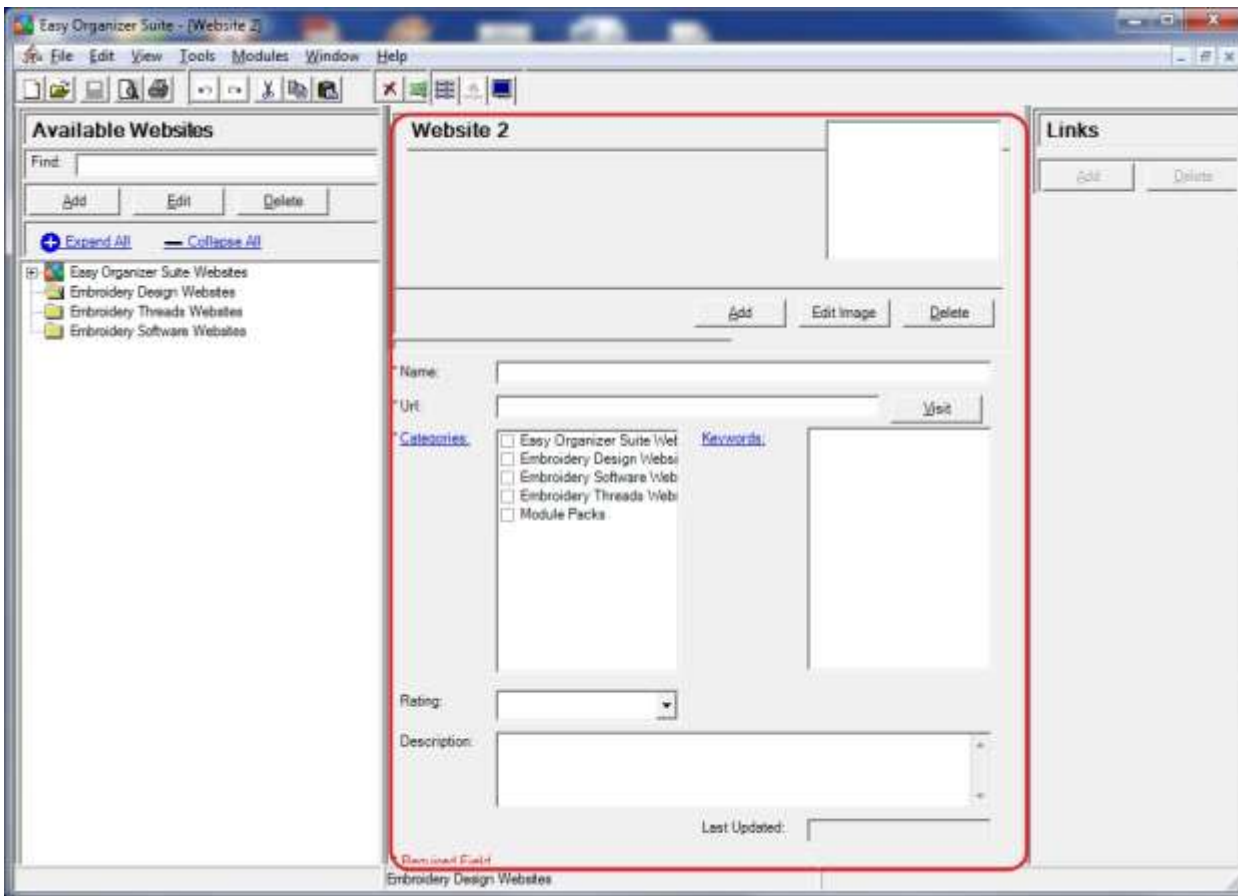
For this lesson, let's pick Embroidery Design Websites. To open the form, double click on the Embroidery Design Websites category in the Available Websites tree.



3. Click on the Add button to add a new website to this category.



4. A new Website form will open.



For this lesson, we'll enter this information in the Add Website form:

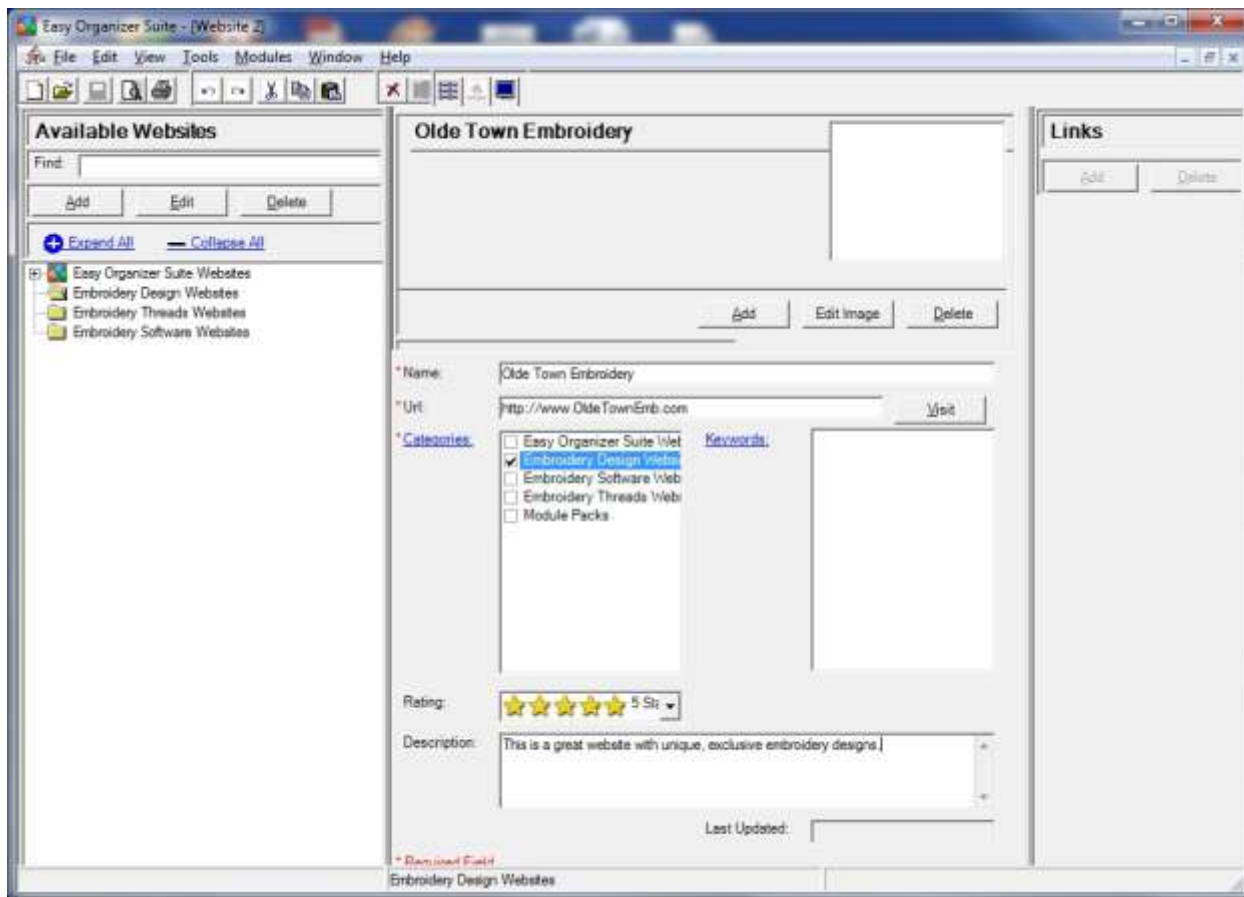
Name: Olde Town Embroidery

Url: <http://www.OldeTownEmb.com>

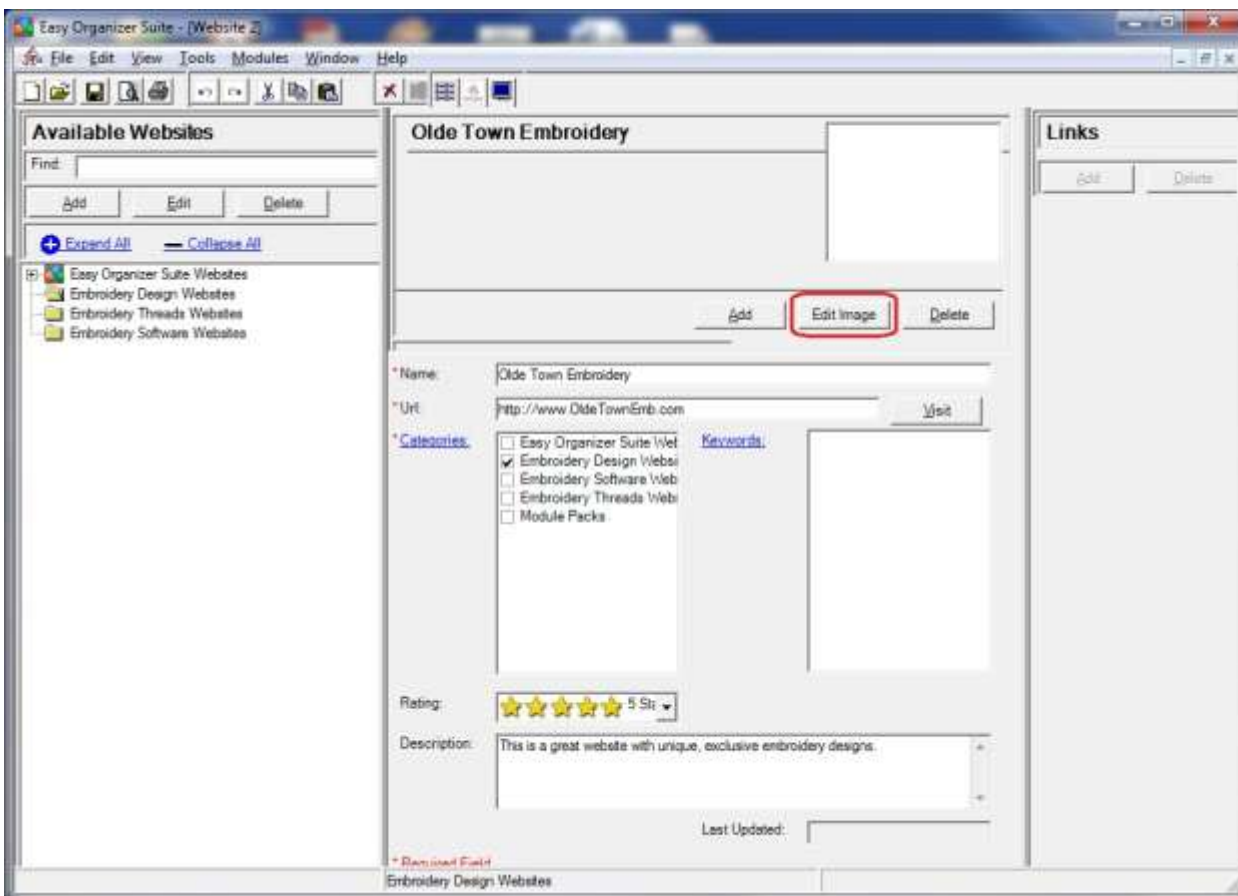
Categories: Embroidery Design Websites

Rating: 5 Stars

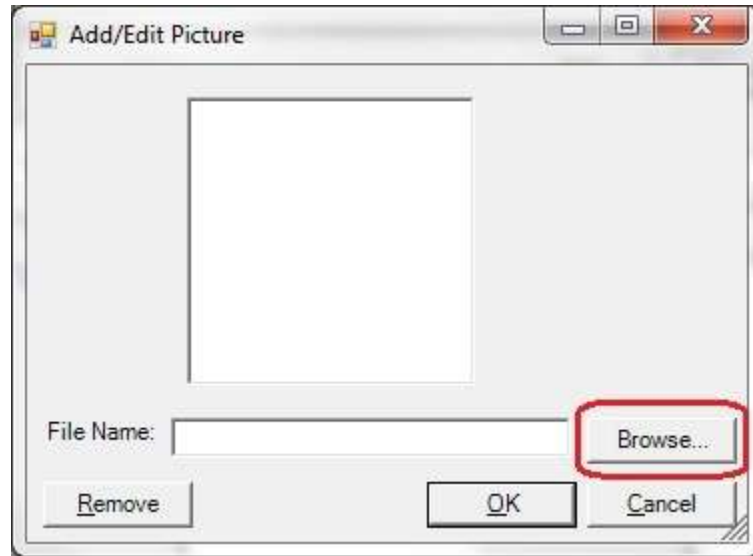
Description: This is a great website with unique, exclusive embroidery designs.



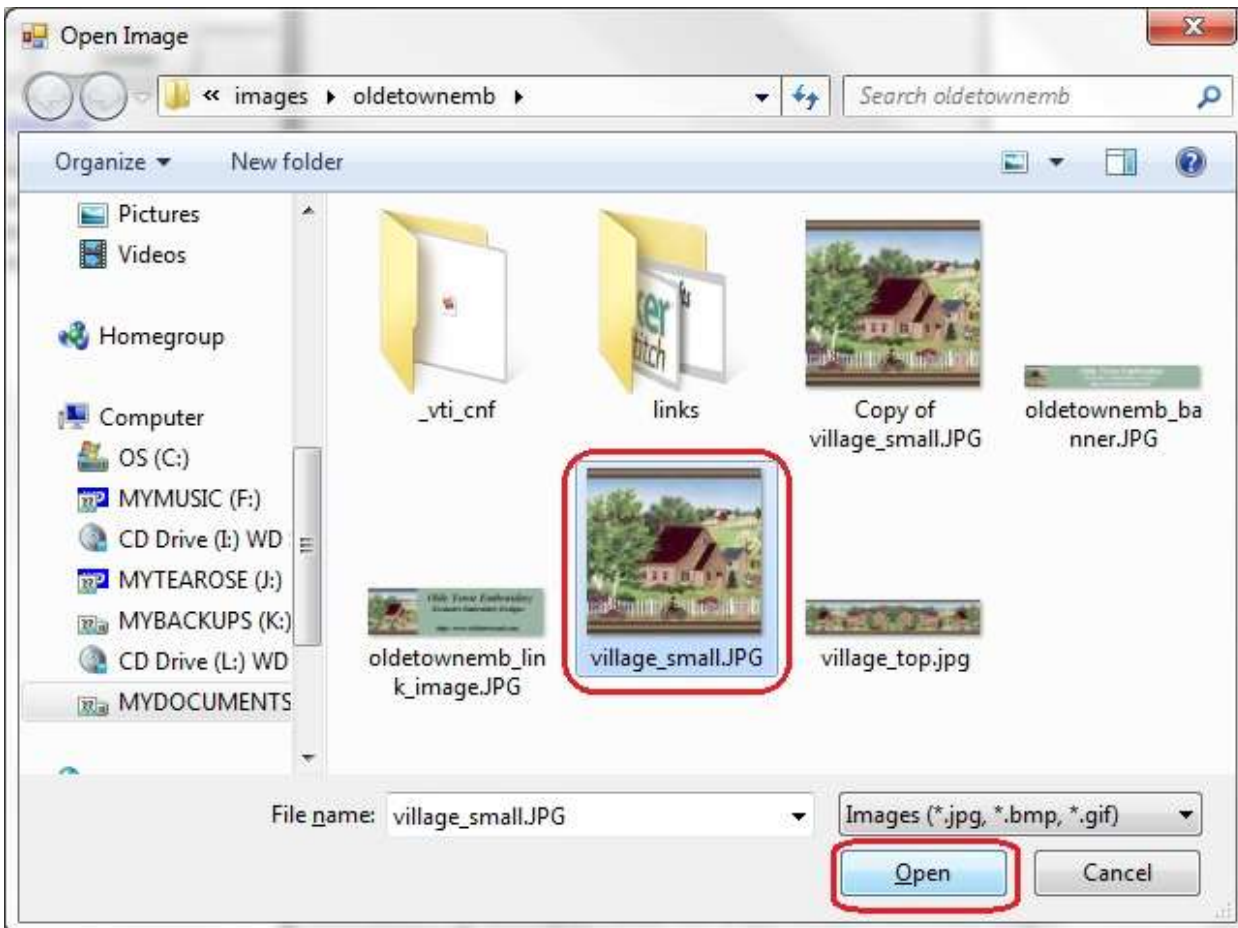
- Let's add a picture to the new website. Click on the Edit Image button to open the Add/Edit Picture form.



6. Click on the Browse... button to find an image.



7. The Open Image window will appear. Select an image and click on the Open button.



8. The image you selected will be displayed. Click on the OK button to accept this image.



- Now you will see the Add Website form with a picture and the information. Save the new website form by clicking on the Save button. You can also select File → Save in the menu.

