Easy Organizer Suite™ Threads Organizer™ Module Pack easythreads™ Module

Lesson 3 - How to Work with My Favorites

Welcome to the **easythreads**[™] Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads**[™] 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 second lesson will show you how to add, edit and delete My Favorites Lists and how to add and delete threads from the lists.

My Favorites is a feature of the easythreads Module of Easy Organizer Suite. With My Favorites, you can save one or more of your own Conversion Charts. You can print them, and you can also use them when converting threads in a Design Chart. You can organize them any way you would prefer, with names that make sense to you.

Adding a new My Favorites List

 To begin, open Easy Organizer Suite[™] and select the easythreads[™] Module. If you are not already in the easythreads[™] Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the easythreads[™] icon in the toolbar.

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2. To open My Favorites, select View \rightarrow My Favorites.

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nd:	Madeira® Rayo	n Na. 40	•	Last Updated: Notes:			Set Deb
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	1241	Black	filsck.				
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3. To add a new My Favorites List, click on the Add button.

- 4. The Add/Edit Favorites List form will open. Enter the name and notes in the form. For this lesson, let's enter this information:
 - Name: My Roses Design Conversion Chart
 - Notes: This is a conversion chart for my Roses design set.

Add/Edit Favor	ites List 👘 💼 🚾
Name:	My Roses Design Conversion Chart
Notes:	This is a conversion chart for my Roses design set.
Last Updated:	5/10/2011 3:22 PM
<u>P</u> icture	OK Cancel

5. To add a picture to your new Favorites List, click on the Picture... button. The Add/Edit Picture form will open. Click the Browse... button to find a picture on your file system.

Add/Edit Picture	_	
File Name:		Browse
<u>R</u> emove	<u>0</u> K	<u>C</u> ancel

6. Find a picture on your file system and click on the Open button to add the picture to your new Favorites List.



NOTE: The image must be less than 64KB in size.

7. The picture will display in the Add/Edit picture form. Click on the OK button to accept the picture and close the Add/Edit Picture form.

🖳 Add/Edit Picture	
File Name: E:\My Pictures\Tea Rose\painting-tea	aro: Browse
<u>Remove</u>	

8. Now click on the OK button of the Add/Edit Favorites form to add your new Favorites List.

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Notes:	This is a conversion chart for my Roses design set.	*
Last Updated:	5/10/2011 3:22 PM	_
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9. Now you will see your new Favorites List. It is ready to add threads to it.

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vai	lable 1	Threa	ds		My Roses Design Conversion Chart	and the	11	Links
rand: Medeire® Rayon No. 40 💌		•	Last Updated: 7/10/2011 5:14:48 PM Notes: This is a conversion chart for	-	Edit Debits			
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		199	DR. DK. CHARC	Grey				
1.1			black	(Black				

10. We'll add the threads to your new My Favorites List.

There are four (4) ways to add threads to an Favorites List:

- Enter the thread number or color name in the Find box and press the enter key on the keyboard.
- Enter the thread number or color name in the Find box and click on the Add Thread To Chart button.
- Find the thread in the Available Threads grid and double click on the swatch.
- Find the thread in the Available Threads grid and drag the thread to the grid area of the My Favorites.
- 11. Let's use the first method, entering thread numbers into the Find box and press the enter key on the keyboard. You must select a Brand in the Available Threads panel to display the threads to enter into the My Favorites. For this lesson, select

Admelody Rayon 1100 yard. Now all of the threads for Admelody Rayon 1100 yard will be displayed in the Available Threads grid.

Here is a list of Admelody Rayon 1100 yard threads to add to your new Favorites List. Enter each thread number in the Find box and then press the Enter key on the keyboard.

- 213 Pink Blush 141 Powder Pink
- 179 Pink Rose
- 201 Passion Pink
- 227 Black

You will notice that as you enter each number of the thread number, the program will highlight the thread that has that number. Once you have entered the entire number, press the Enter key on your keyboard.

12. Now you will see that all the threads are added to your new My Favorites List.

Avai	able	Threa	ds		Myl	Roses	Desig	n Conversion	Char	rt	and the	- 11	Links
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	and and	201	Paultion Peril	Pick.					1	Add	Edit	Delete	
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		244	Matt	Green		2		Admelody Rayon 1	141	Powder Pink	Red		
		246	N/d/16	Sieen.	-	-		Admetody Hagon 1	17.9	Perk Hose	Hed		
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		265	Linty Lade	Green									
	-	271	Presh Green	Eisen									
	-	277	Loui Green	Green									
	-	286	Paleit Aque	Green.									
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	-	296	Deep Atlantic	Bhe	2720-								

13. You should now save your new My Favorites List. To save, select File \rightarrow Save from the menu, or click on the Save icon in the toolbar.



Congratulations! You have just added a new My Favorites List and added threads to it!

Editing a My Favorites List

14. To edit an existing My Favorites List, select the list in the Favorites List drop down and then click on the Edit button.



15. The Edit My Favorites List form will open.

Name:	My Roses Design Conversion Chart	
Notes:	This is a conversion chart for my Roses design set.	А Т
Last Updated:	5/10/2011 5:20:09 PM	
Picture	С СК Са	ancel

16. You can change the name or the notes. You can also change the picture, if you'd like. Let's change the name to "My Pink Roses Design Conversion Chart". Click on the OK button to save your changes.

*

17. In any chart, including a My Favorites, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Color column in ascending order, click on the Color column heading. If you click it again, the program will sort the grid in descending order.



18. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

When you save the changes, the program will remember the size you have made the columns.



19. To move threads in the grid, click on the grey row header of the row you would like to move and drag it to the row you would like to move it to, then let go of the mouse button to drop the row there.



20. To delete a row, select it in the grid. Then select Tools → Delete Row or click on the Delete Row icon in the toolbar. You can also right click and select Delete Row from the context menu.



21. The program will ask if you are sure.

Confirm Delete		- 23
Are you sure you want to) delete the Pink Blush Favo	rite Thread?
	<u>Y</u> es	<u>N</u> o

22. If you select Yes, the row will be deleted. If you select No, the row will not be deleted.

		10 0 K							W. at		Links	
valiable	nrea	ds:		My Pink Roses Design Conversion Chart							LINKS	
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1	216	Pink	Pirk -									
	219	Durp Pick	Pink	Original								
	222	Palest Ivon	When									
	226	White	White		Suddh	Road	Date:	Name	Color Family			
	247	Test	UISCO.		2	Admethath Fleeson 1	141	Prayter Pick	Red			
	144	Mart	Ganen		4	Admelody Rayon 1	201	Passion Pink	Pink			
	245	Ague	Green	P	3	Admetedy Playon 1	179	Peek Place	Fied			
	48	Han Torquine	(D.at		5	Admelody Report 1	227	Black	Black			
	51	Tropical Green	Green									
	54	Enerald	Green									
	255	Croph	Liteen									
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23. Be sure to save your My Favorites. Select File \rightarrow Save or click on the Save icon in the toolbar.

Congratulations! You have just edited an existing My Favorites List, including moving rows and deleting rows!

Adding Matches

24. To use your new Favorites List when converting, it must have some matches. We'll add the threads to your new My Favorites List.

There are two (2) ways to add matching threads to a Favorites List:

- Enter the thread number or color name in the Find box and click on the Add Match To Chart button.
- Find the thread in the Available Threads grid and drag the thread to the Match column in the grid area of the My Favorites.
- 25. Let's use the first method, entering thread numbers into the Find box and click on the Add Match To Chart button. You must select a Brand in the Available Threads panel to display the threads to enter into the My Favorites. For this lesson, select Madeira® Rayon No. 40. Now all of the threads for Madeira® Rayon No. 40 will be displayed in the Available Threads grid.

Here is a list of Madeira® Rayon No. 40 threads to add to your new Favorites List. Select a row in the Favorites List grid, then enter each thread number in the Find box and then click on the Add Match To Chart button.

- 1080Medium Pink1120Crystal Pink1108Dusty Rose
- 1000 Black

You will notice that as you enter each number of the thread number, the program will highlight the thread that has that number. Once you have entered the entire number, press the Enter key on your keyboard.

26. Now you will see that all the matches are added to your new My Favorites List.

Avai	lable	Threa	ds		My	Pink Roses	Design Cor	version Ch	nart	a second		Links
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		1832	and the second	Fugle	Favorite	List My Pink B	ores Design Conve	ention Chart.				
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	1	1233	Blackberry-	Fugle		Swatch Bland	Low	Name	Loka Panity	In Inventory	Amour	
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- 1		1151	MED, SILVER	Grey	100							1
		1012	Partel Blue	film								1
		1297	DK. DK. SILVER	Eiky								1
		1296	LT. LT. GRAY	Grey								1
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	_	1212	UNAY.	D18V	1							
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	-	1164	CHARCOAL	Grey								
		1318	Dark Grey	Grey								
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1. C. C. C. C.					100 B							

27. You should now save your new My Favorites List. To save, select File \rightarrow Save from the menu, or click on the Save icon in the toolbar.

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Deleting a My Favorites List

28. To delete a My Favorites List, select the Favorites List in the Favorites List dropdown, and then click on the Delete button.



29. The program will ask if you are sure. If you would definitely like to delete the Favorites List, click on the Yes button. Otherwise, click on the No button.

Confirm Delete		23
Are you sure you want to delete t Favorites List and all of it's thread	he My Pink Roses Design Conv s?	ersion Chart
	<u>Yes</u>	No

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Add Thread To Charl Add Match To Charl													
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		233	Blackberg	Puble		Swatch: Brand	Color	Nacie	Color Family	Swatch Biz			
		1373	Puple Accest	Pulple	- 1								
-		1006	Falest lvory	White									
		010	Vepol	White									
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		151	MED_SILVER	Giey									
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-	_	318	Dark Gran	Diana.									
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30. If you clicked on Yes, the Favorites List is deleted.

Congratulations! You have just deleted an existing My Favorites List, including all of its threads!

Congratulations! You have finished Lesson 3. You are now ready to move on to Lesson 4 – How to Work with Links.