

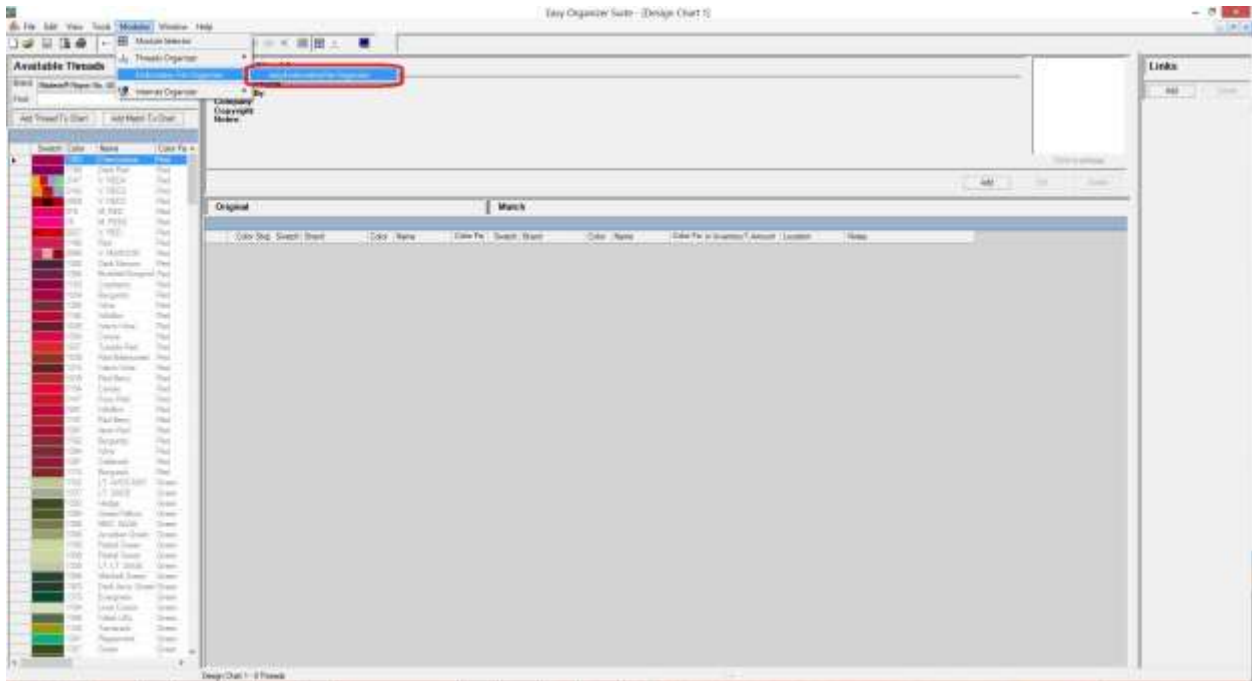
Easy Organizer Suite™
Embroidery File Organizer™ Module Pack
easyEmbroidery File Organizer™ Module

How to Work with Embroidery File Charts Lesson

Welcome to the **easyEmbroidery File Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyEmbroidery File 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. This lesson will show you how to add, edit and delete Embroidery File Charts

Adding a new Embroidery File Chart

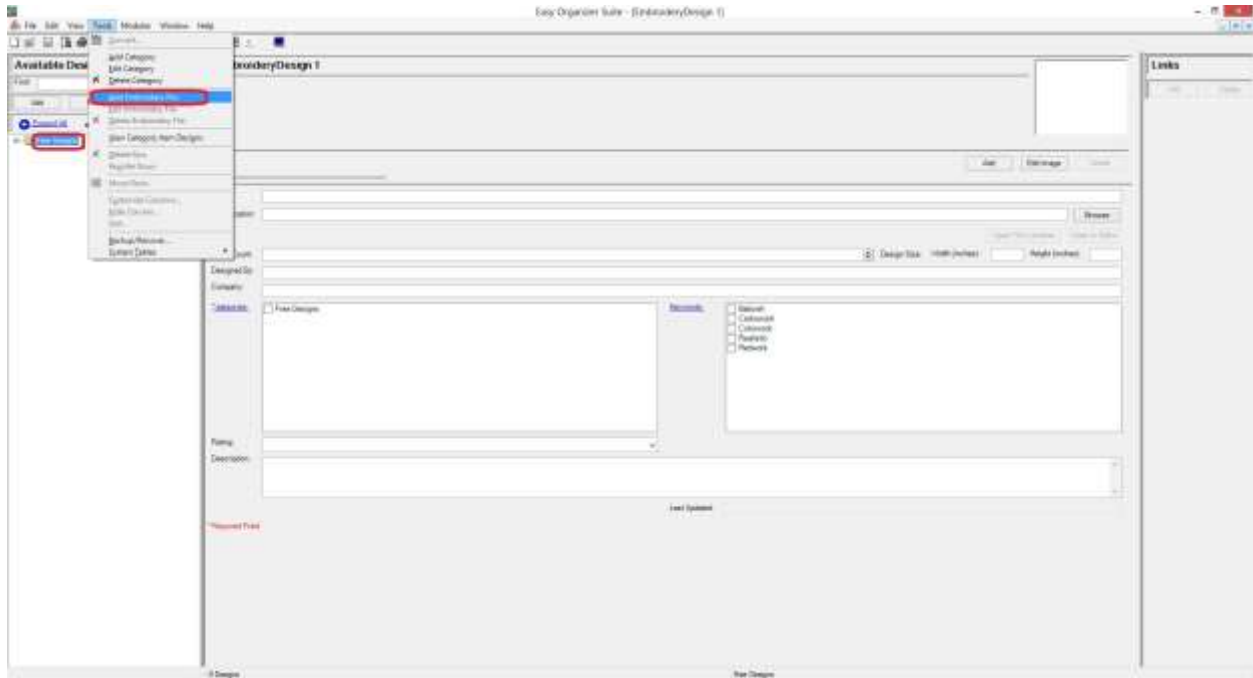
1. To begin, open **Easy Organizer Suite™** and select the **easyEmbroidery File Organizer™** Module. If you are not already in the **easyEmbroidery File Organizer™** Module, then select Modules → Embroidery File Organizer → easyEmbroidery File Organizer from the menu, or you can click on the **easyEmbroidery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



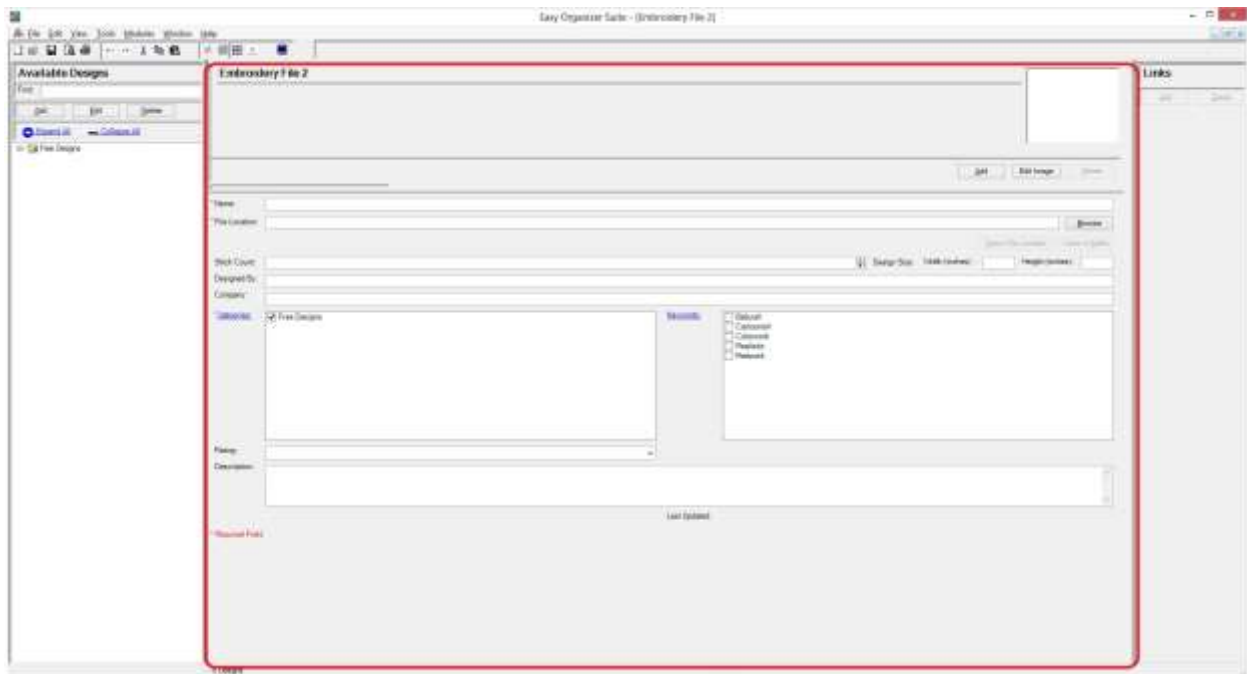
2. To add a new Embroidery File Chart, select a Category in the Available Embroidery Files pane first.

For this lesson, let's pick Free Designs. To select it, click on the Free Designs category in the Available Embroidery Files tree.

3. Then click on Tools → Add Embroidery File from the menu. You can also right click in the Available Embroidery Files pane and select Add Embroidery File Chart from the context menu. Or you can select File → New in the menu.



4. A new Add/Edit Embroidery File Chart form will open in the center pane.



Now let's enter some information about the Embroidery File.

For this lesson, we'll enter this information in the Add/Edit Embroidery File Chart form:

Name: Jacobean Flowers 1

File Location: /My Documents/My Embroidery
 Designs/Flowers/JacobeansFlowers1.pes

Stitch Count: 25,000

Design Size – Width: 3.5

Design Size – Height: 3.0

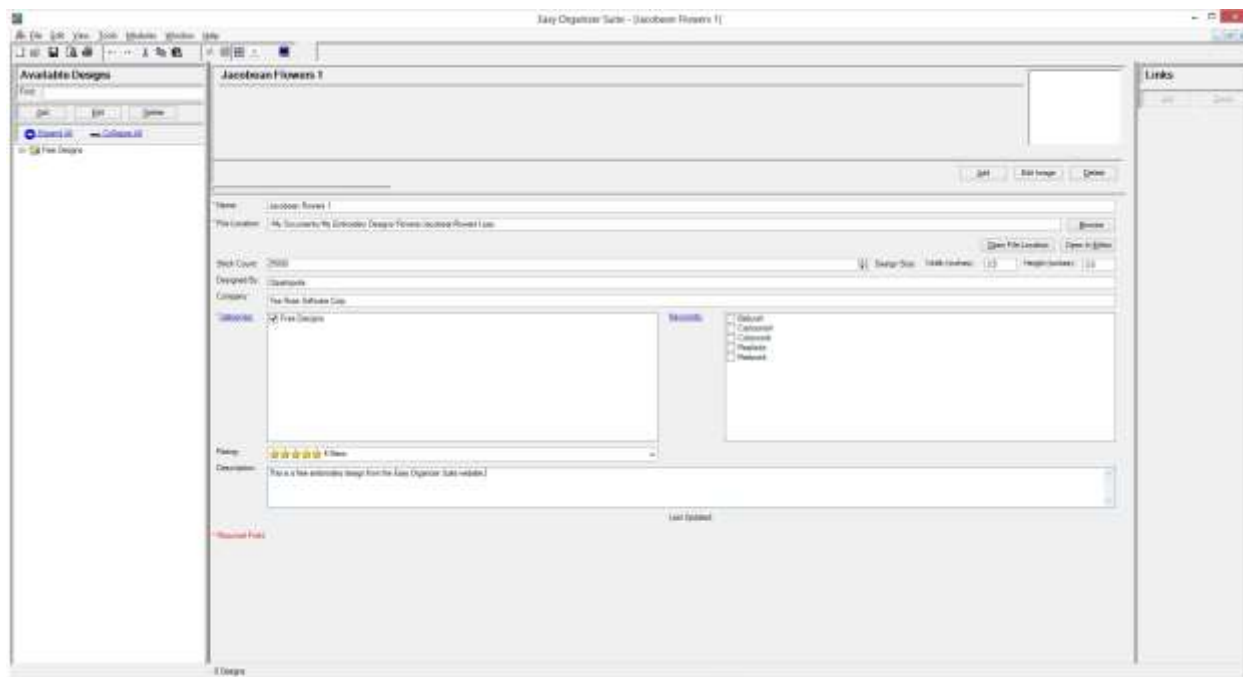
Designed By: Clipartopolis

Company: Tea Rose Software Corp.

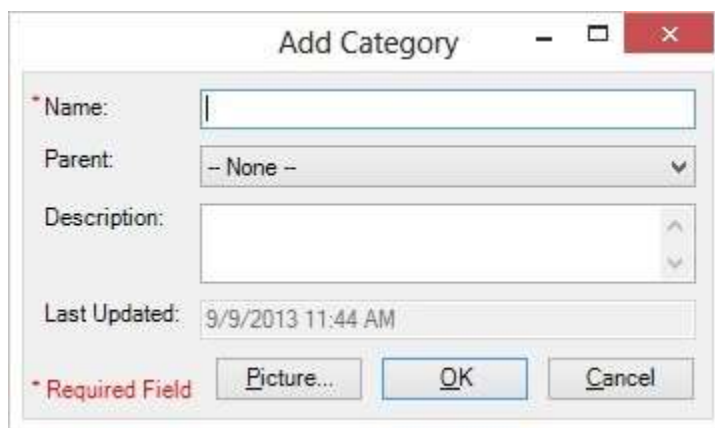
Categories: Free Designs

Rating: 5 Stars

Description: This is a free embroidery design from the Easy Organizer Suite
 website.



5. You can add new Categories right from the Embroidery File Chart form. Just click on the Categories: link to open the Add Category form.



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

- Name:** A text input field that is currently empty.
- Parent:** A dropdown menu with "-- None --" selected.
- Description:** A text area that is currently empty.
- Last Updated:** A text field containing the date and time "9/9/2013 11:44 AM".
- Buttons:** Three buttons at the bottom: "Picture...", "OK", and "Cancel".
- Required Field:** A red asterisk and the text "* Required Field" are located at the bottom left of the dialog.

For this lesson, let's add a new Category. Click on the Categories: link.

Enter the following information in the Add Category form:

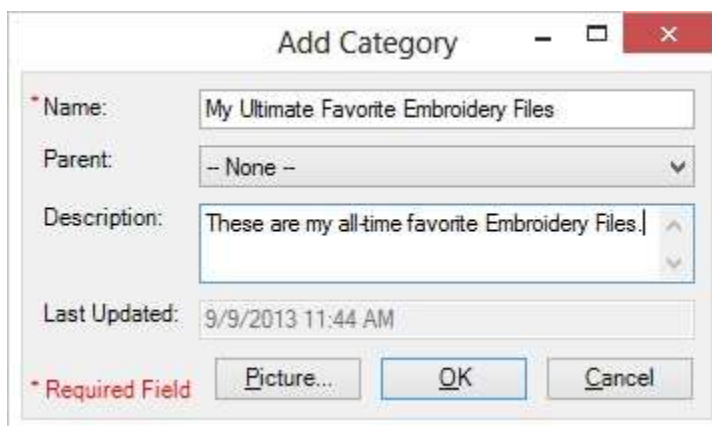
Name: My Ultimate Favorite Embroidery Files

Parent: -- None --

Description: These are my all-time favorite Embroidery Files.

You can add a picture to the Category, if you'd like. For the purposes of this lesson, we won't add a picture to the Category, but this will be covered in the System Tables – Categories lesson.

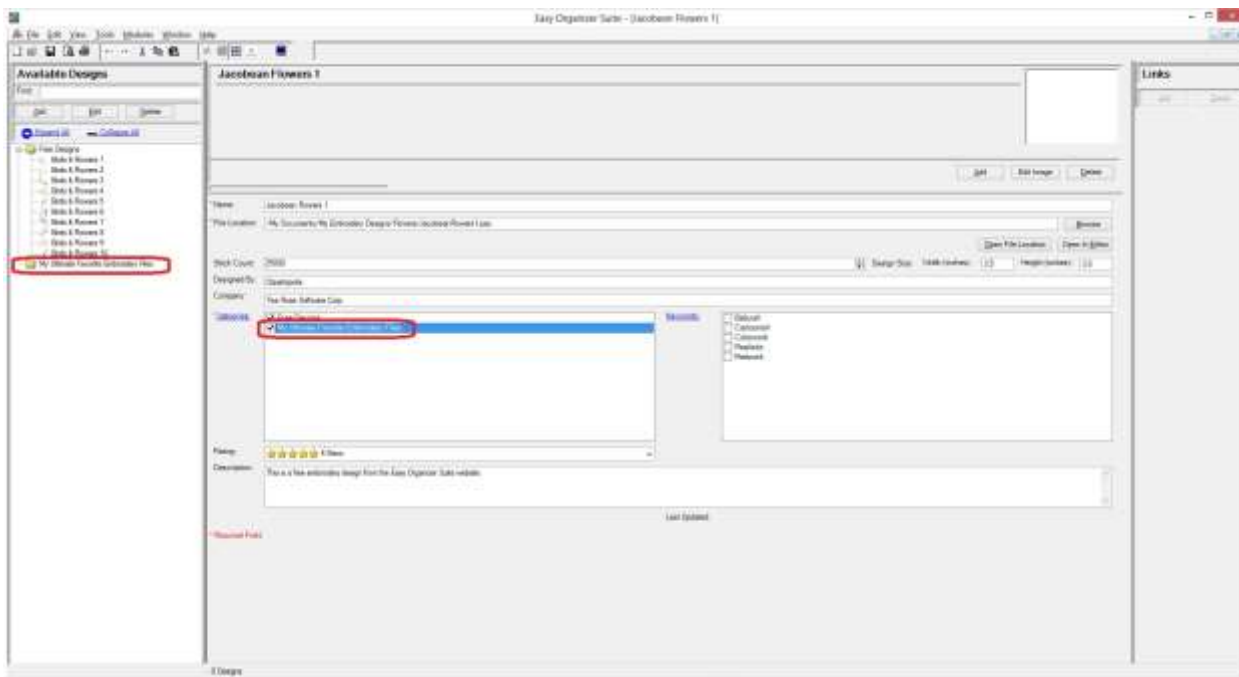
Click on OK to add the new category.



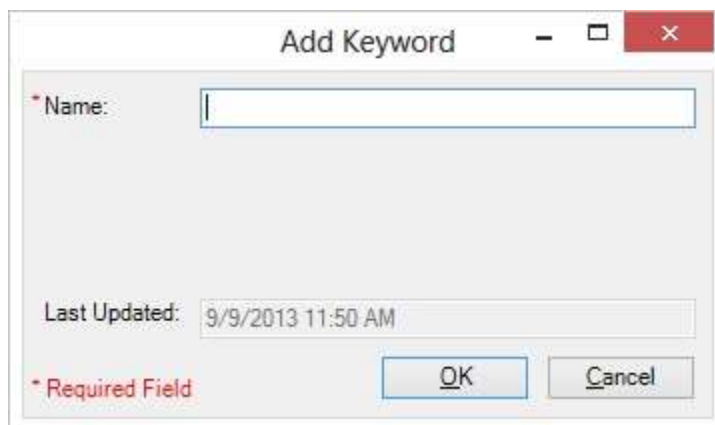
The screenshot shows the "Add Category" dialog box after the information has been entered:

- Name:** The text input field now contains "My Ultimate Favorite Embroidery Files".
- Parent:** The dropdown menu remains set to "-- None --".
- Description:** The text area now contains "These are my all-time favorite Embroidery Files.".
- Last Updated:** The text field still shows "9/9/2013 11:44 AM".
- Buttons:** The "Picture...", "OK", and "Cancel" buttons are still present.
- Required Field:** The red asterisk and text "* Required Field" are still visible at the bottom left.

You will see the new category in the Categories list box. To associate this new category with your new Embroidery File Chart, click on the box next to My Ultimate Favorite Embroidery File Charts to put a check in it.

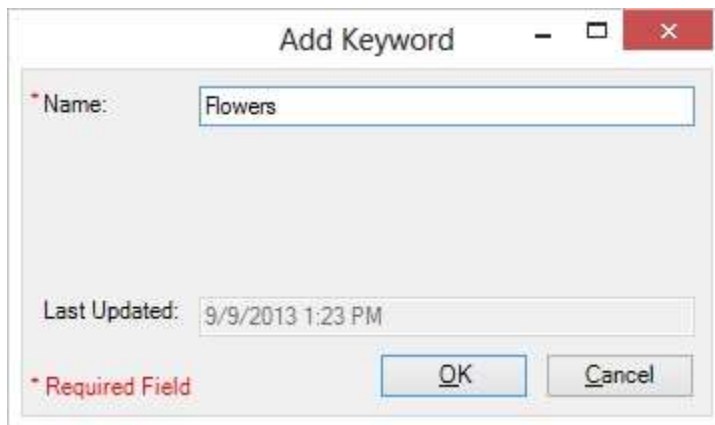


6. You can also add new Keywords right from the Embroidery File Chart form. Just click on the Keywords: link to open the Add Keyword form.

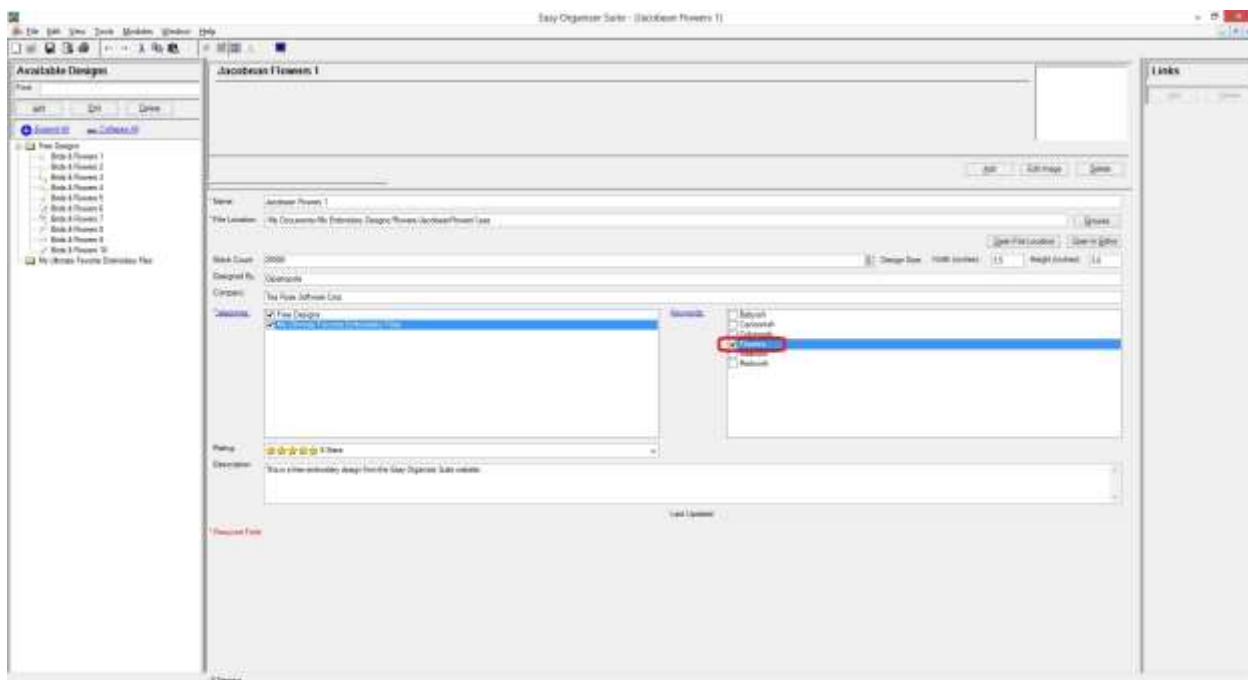


For this lesson, let's add a new Keyword. Click on the Keywords: link. Enter the following information in the Add Keyword form:

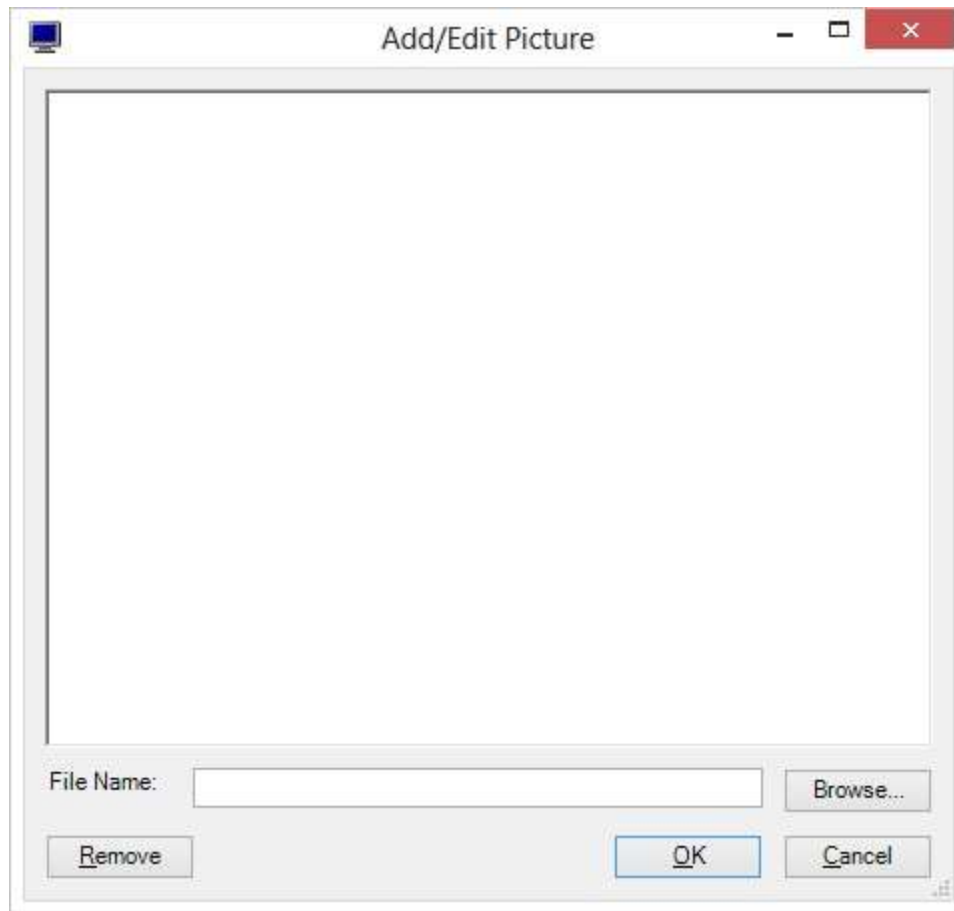
Name: Flowers



Click on OK to add the new keyword. You will see the new keyword in the Keywords list box. To associate this new keyword with your new Embroidery File Chart, click on the box next to Flowers to put a check in it.



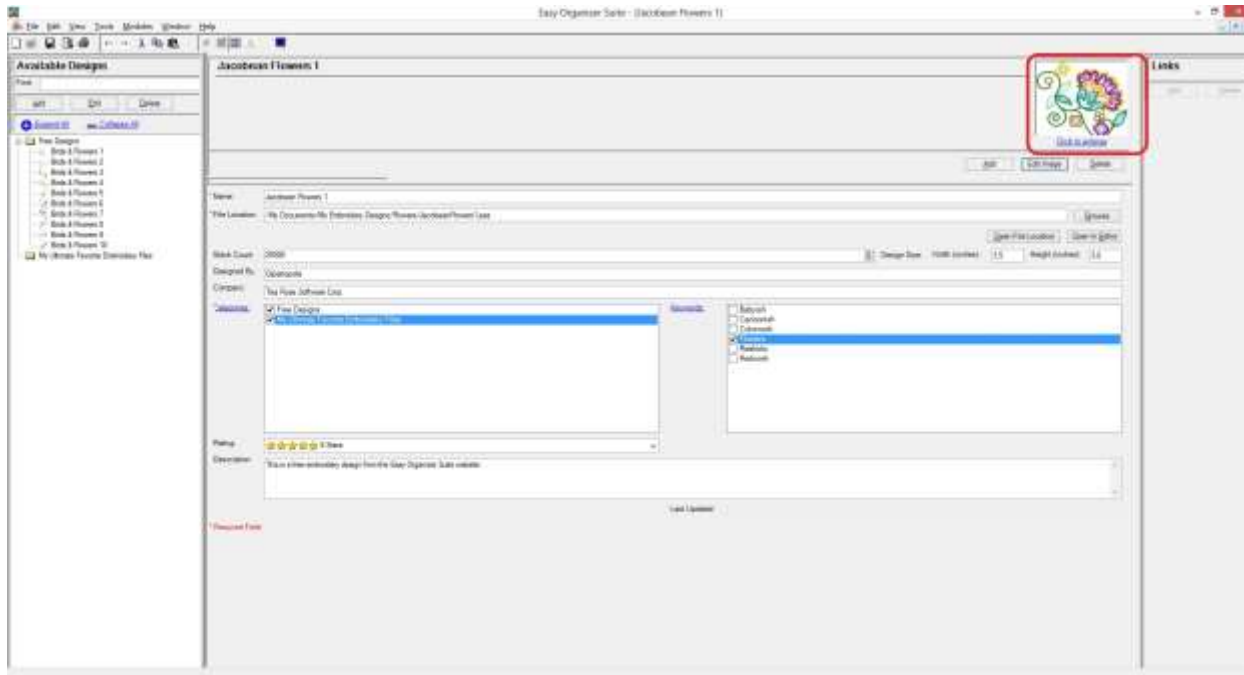
7. To add a picture, click on the Edit Image button.



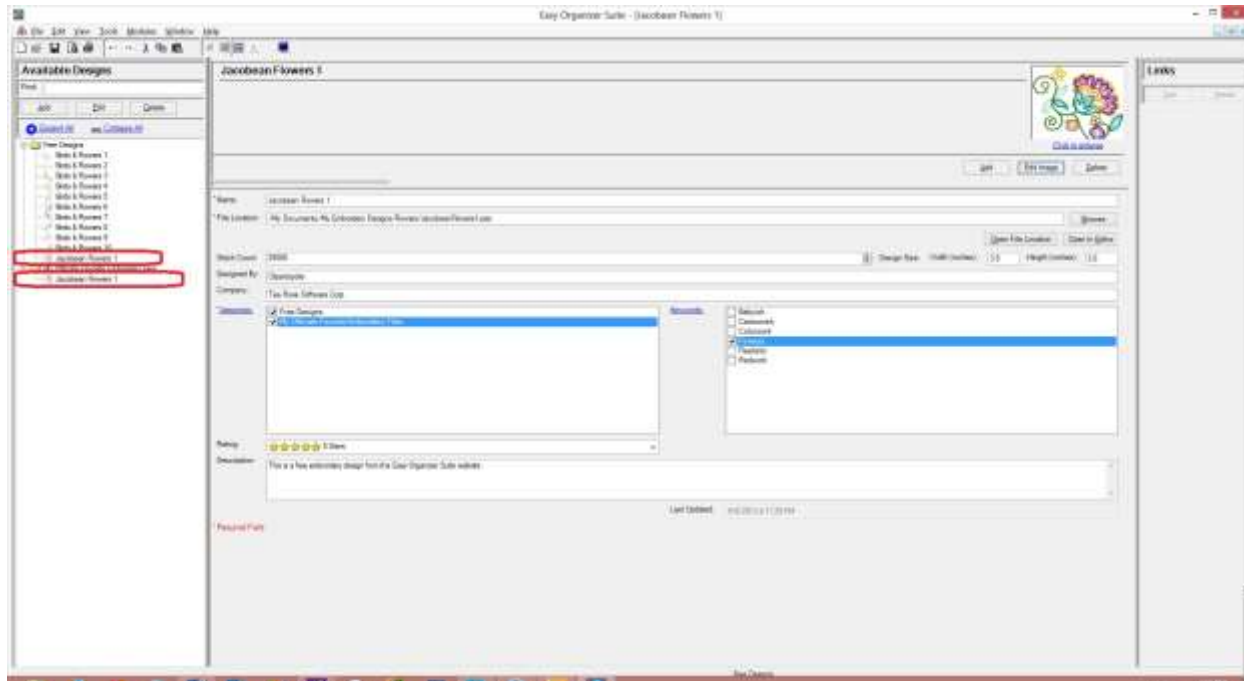
Click on the Browse button and find an image or an embroidery design file on your file system. The image must be less than 63,999KB in size. Let's select the Jacobean Flowers 1 embroidery file where you downloaded the free design, then click on the Open button. The image will appear in the picture box and the file path will appear in the File Name textbox.



8. Click on OK to accept this image. You will now see the embroidery file image in the picture box of the Embroidery File Chart.



9. Select File → Save from the menu to save your new embroidery file chart. You will see your new embroidery file chart under the category(ies) that you selected in the Available Embroidery Files pane.

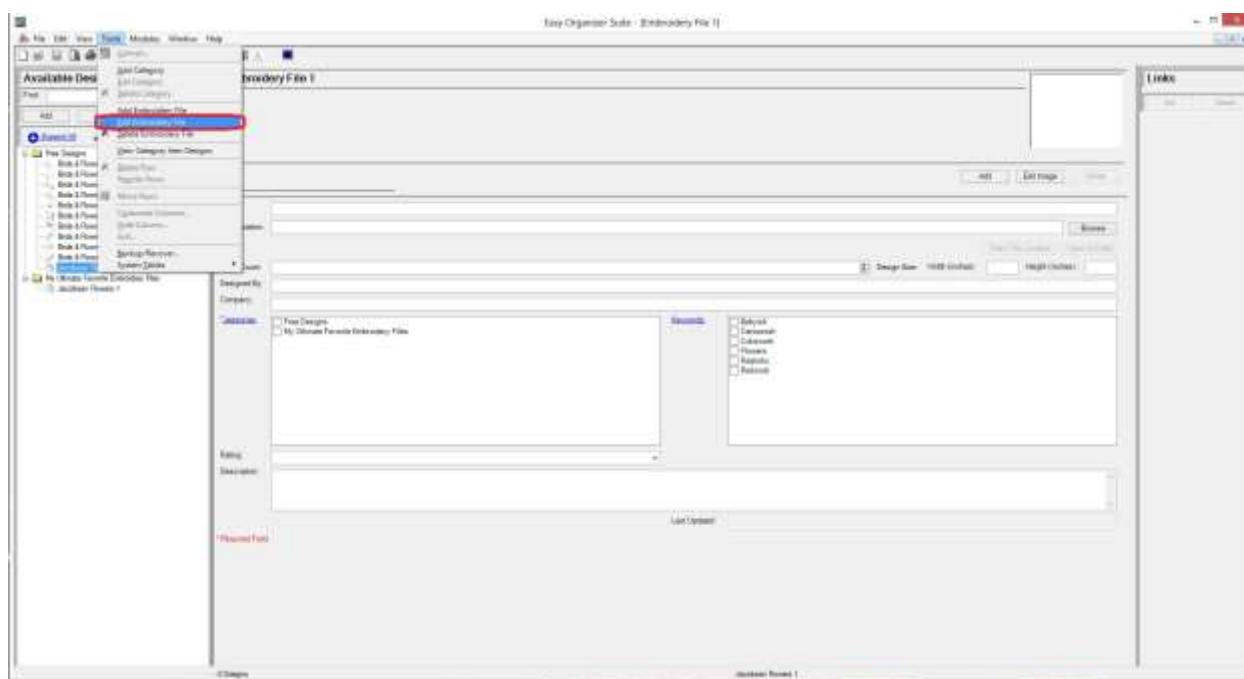


Congratulations! You have just added a new embroidery file chart!

Editing an Embroidery File Chart

Editing an embroidery file chart is really quite easy. First, you will need to open a embroidery file chart to edit.

1. To open an embroidery file chart to edit, navigate through the Available Embroidery Files tree, expanding and collapsing the categories until you find the embroidery file chart that you want to edit. To open the embroidery file chart for editing, you can either double click on the Embroidery File Chart in the Available Embroidery Files tree, or you can right click on the Embroidery File Chart in the Available Embroidery Files tree and select Edit Embroidery File Chart, or you can select Tools → Edit Embroidery File Chart in the menu.

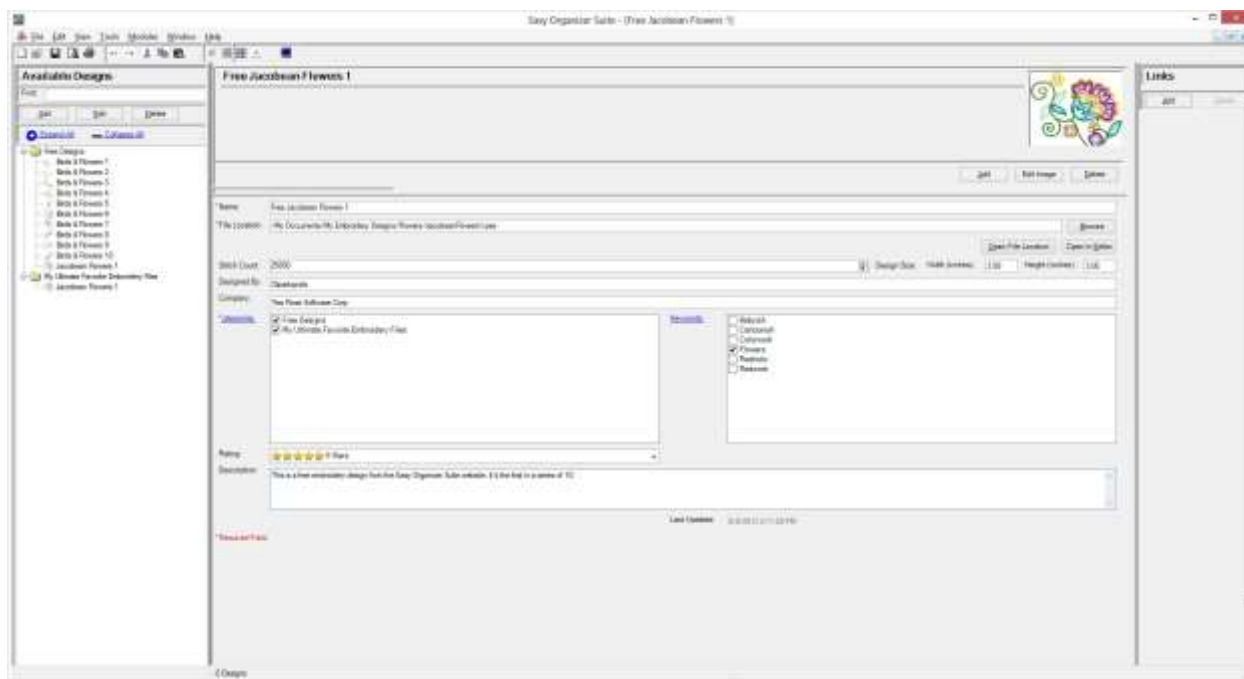


2. Change any of the information in the Embroidery File Chart.

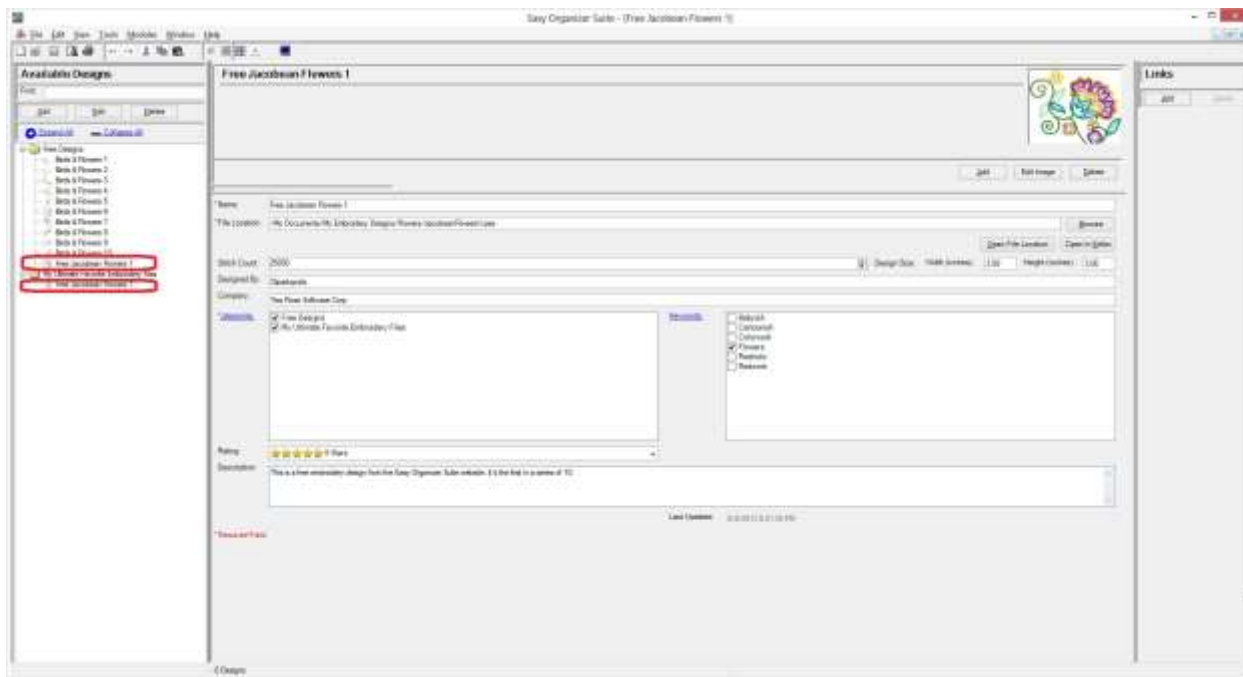
For this lesson, let's update the name and description. Enter this information:

Name: Free Jacobean Flowers 1

Description: This is a free embroidery design from the Easy Organizer Suite website. It's the first in a series of 10.

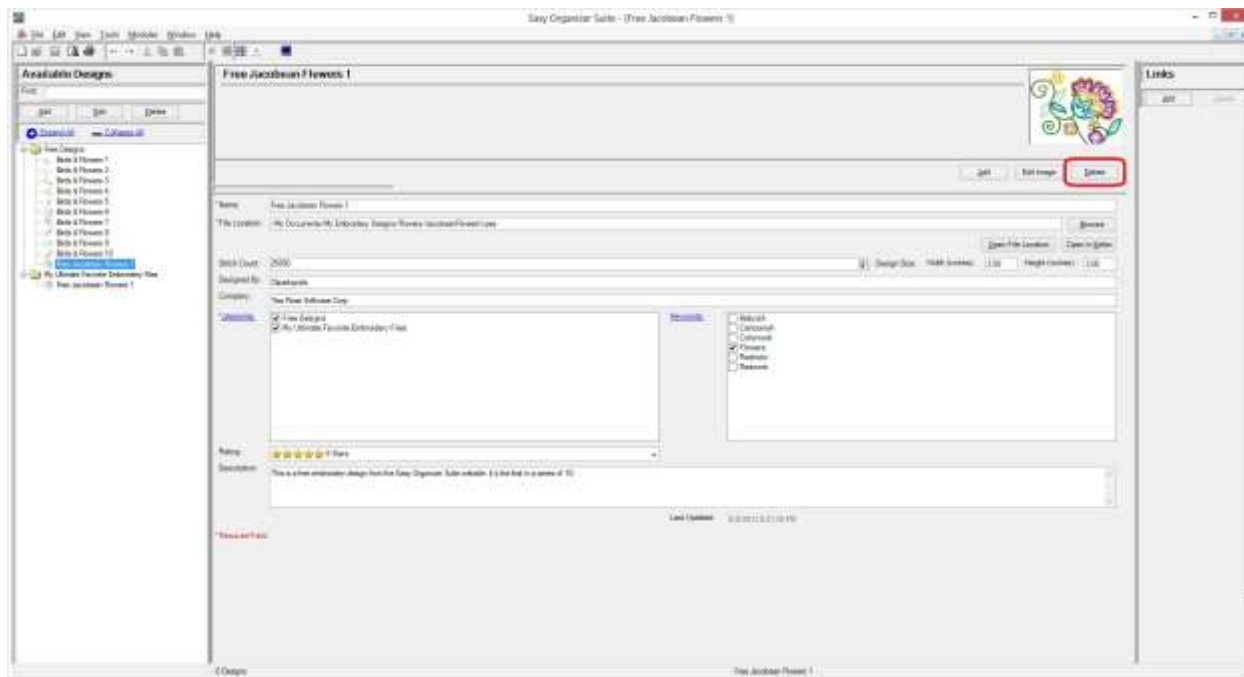


3. Now click File → Save to save your changes. You will notice that any changes made to the name of the Embroidery File Chart can be seen in the Available Embroidery Files tree.

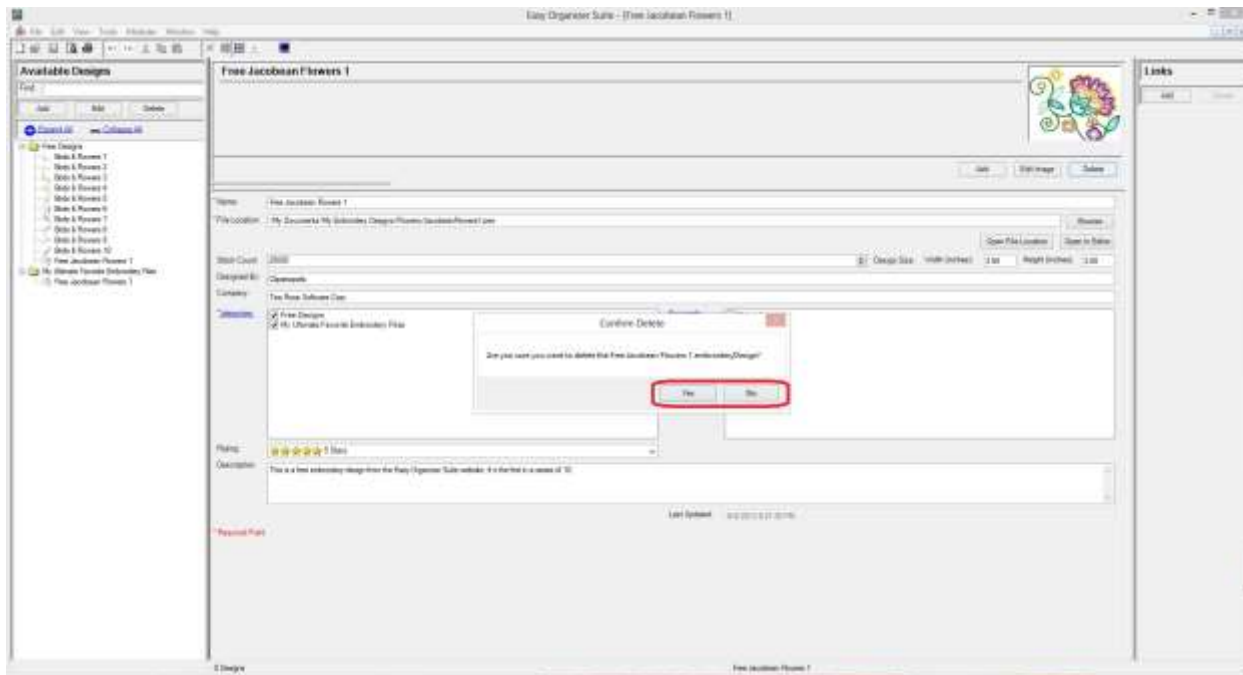


Deleting an Embroidery File Chart

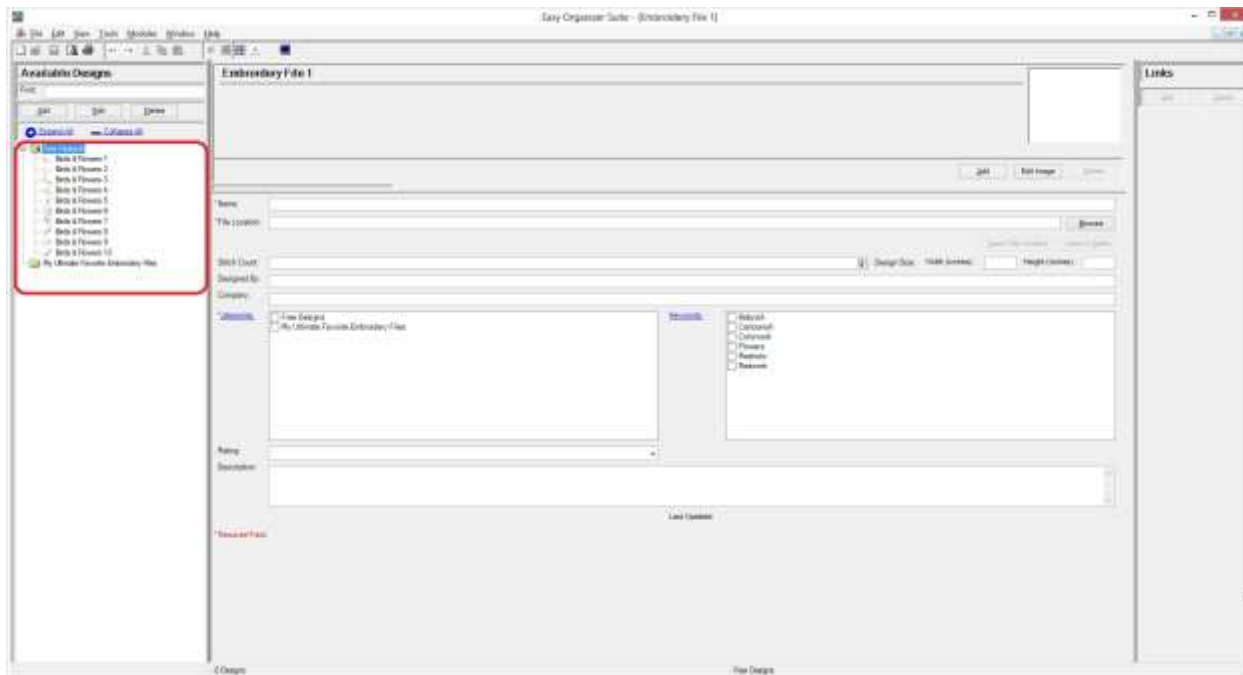
1. If you want to delete an Embroidery File Chart, select the Embroidery File Chart in the Available Embroidery Files tree and either right click and select Delete Row, or select Tools → Delete Row, or click on the Delete Row icon in the toolbar. The system will ask you if you are sure, and if so, click on the Yes button to delete the Embroidery File Chart.



2. The system will ask you if you are sure, and if so, click on the Yes button to delete the Embroidery File Chart. Otherwise, click on the No button.



3. If you selected Yes, then you will no longer see the Embroidery File Chart in the Available Embroidery Files tree.



Congratulations! You have now finished the How to Work With Embroidery File Charts Lesson.