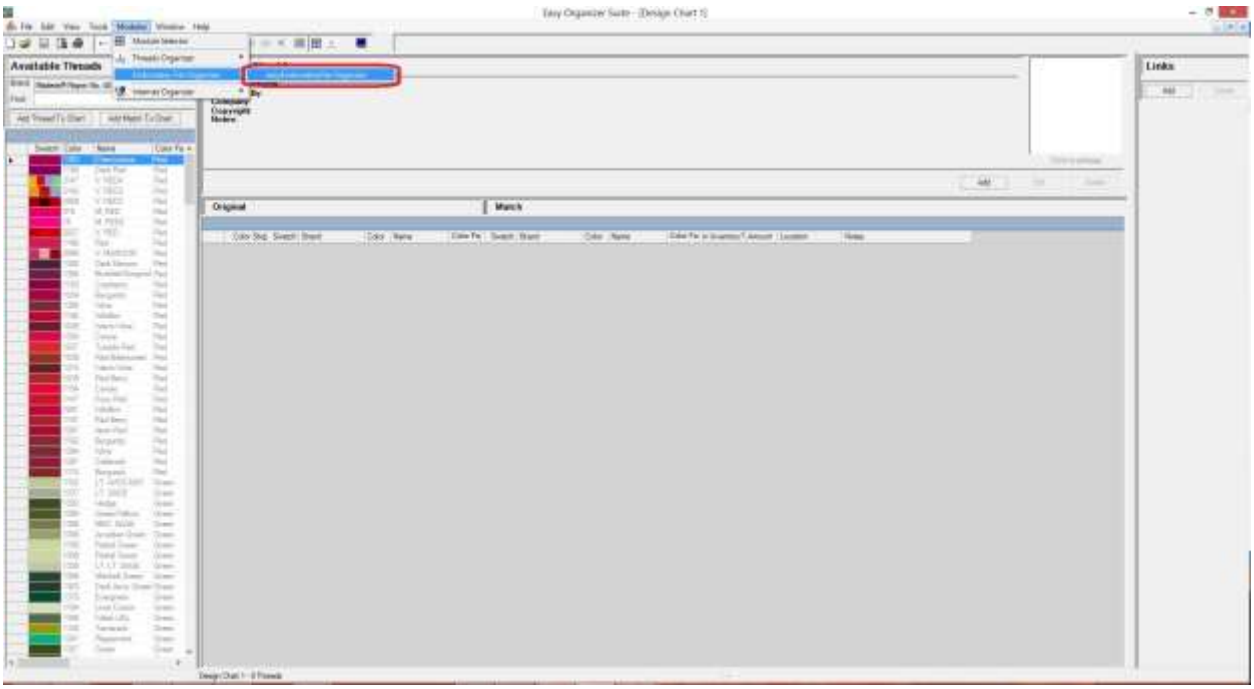
Easy Organizer Suite™
Embroidery File Organizer™ Module Pack
easyEmbroidery File Organizer™ Module

How to Work with Category Embroidery Files Lesson

Welcome to the **easyEmbroidery File Organizer™** Lessons series. This lesson will show you how to view all the Embroidery Files in a category, and how to add and delete Embroidery Files in Category Embroidery Files form.

Adding an Embroidery File to the Category Embroidery Files form

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.



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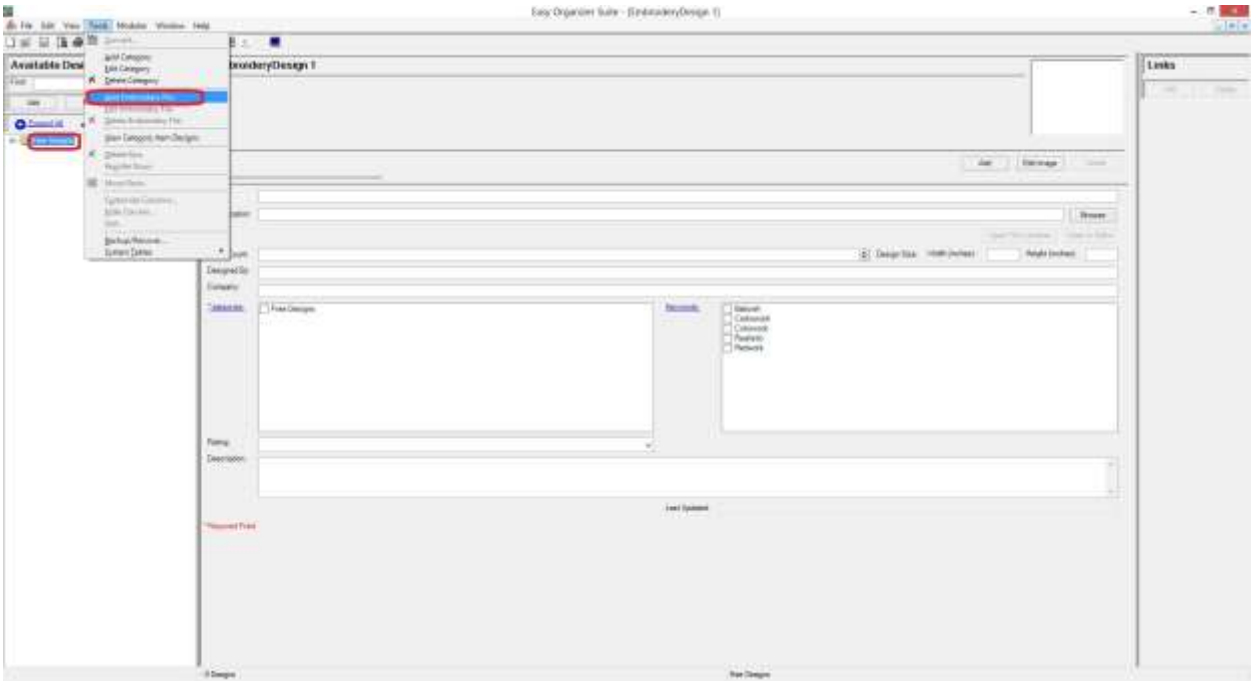
2. First, we must add a new Embroidery File Chart that is in a different category than the one we intend to view.

   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.



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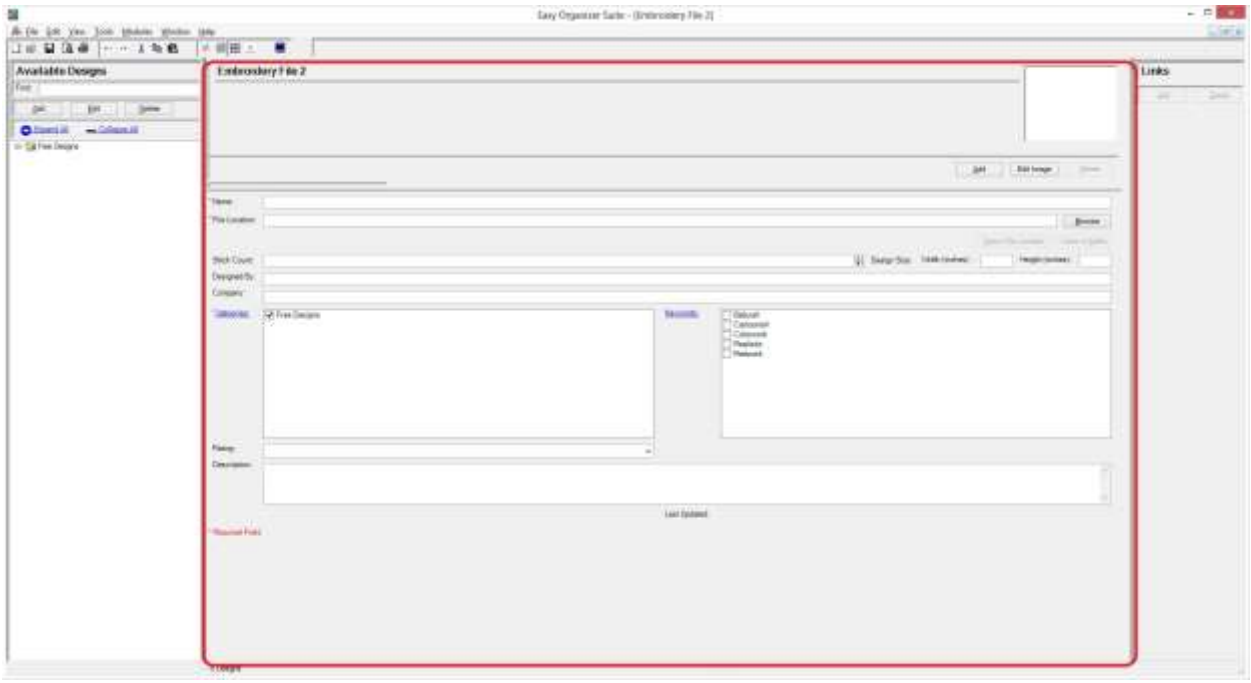
4. A new Add/Edit Embroidery File Chart form will open in the center pane.



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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/JacobeanFlowers1.pes

Stitch Count: 25,000

Design Size – Width: 3.5

Design Size – Height: 3.0

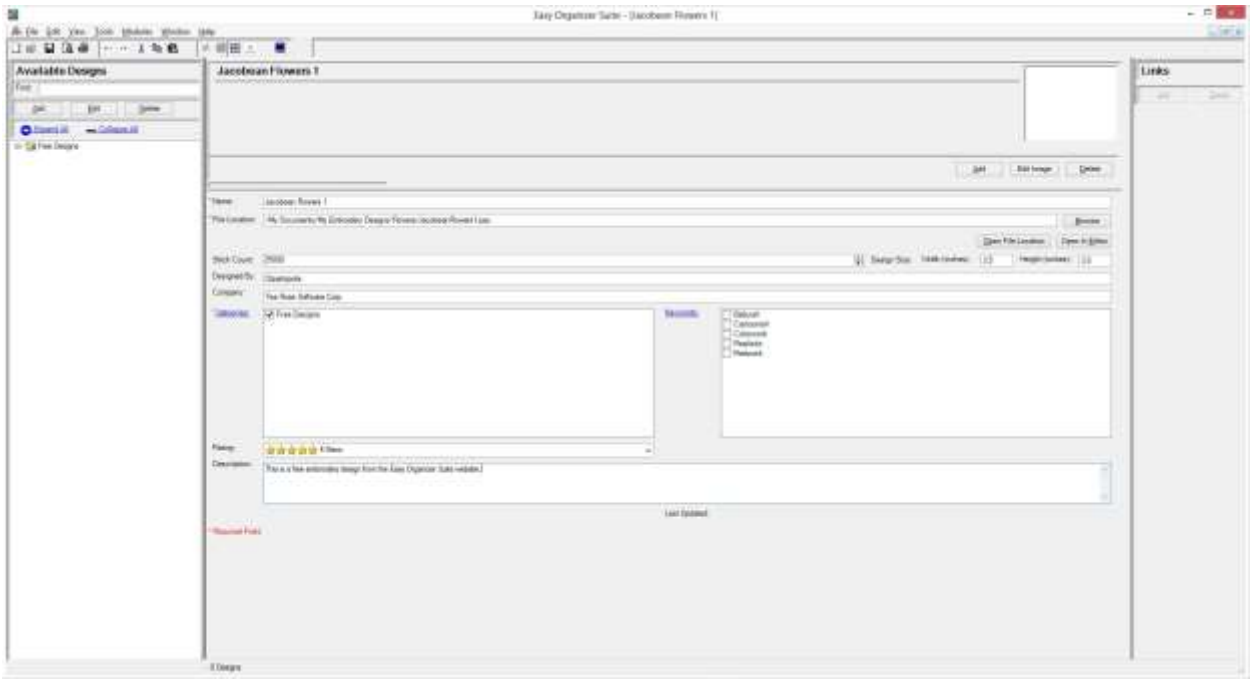
Designed By: Clipartopolis

Company: Tea Rose Software Corp.

Categories: My Ultimate Favorite Embroidery Files

Rating: 5 Stars

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



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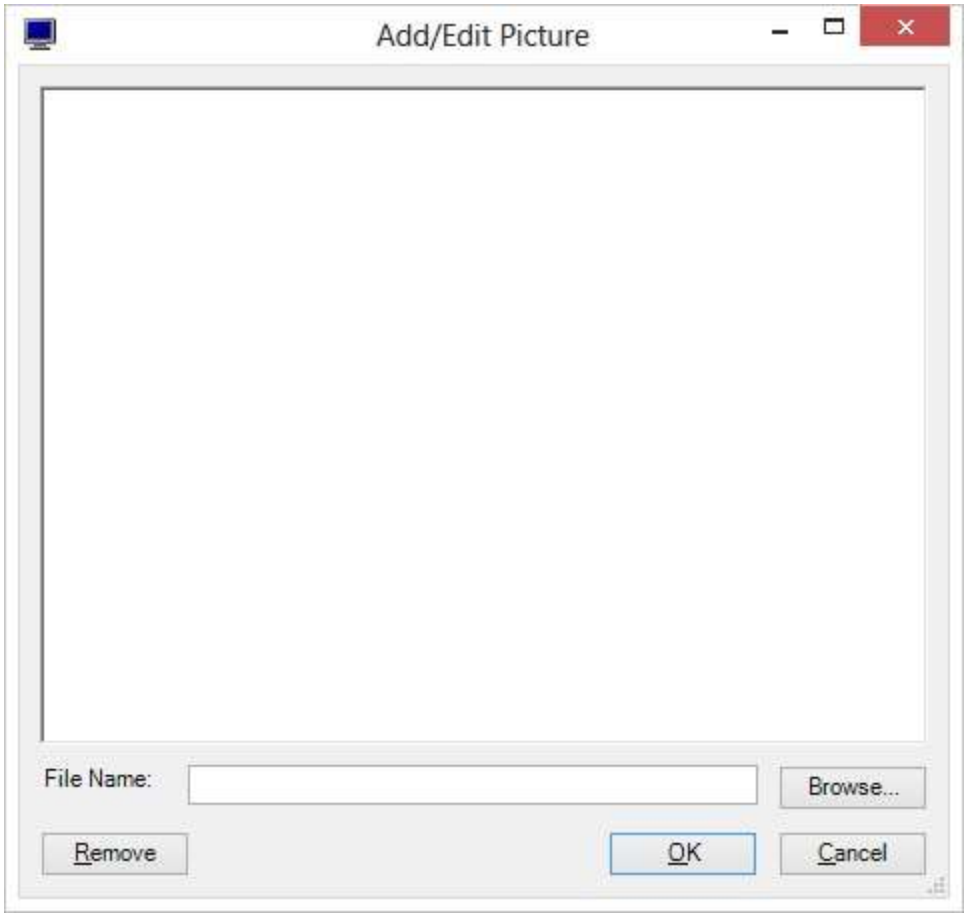
5. To add a picture, click on the Edit Image button.



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.

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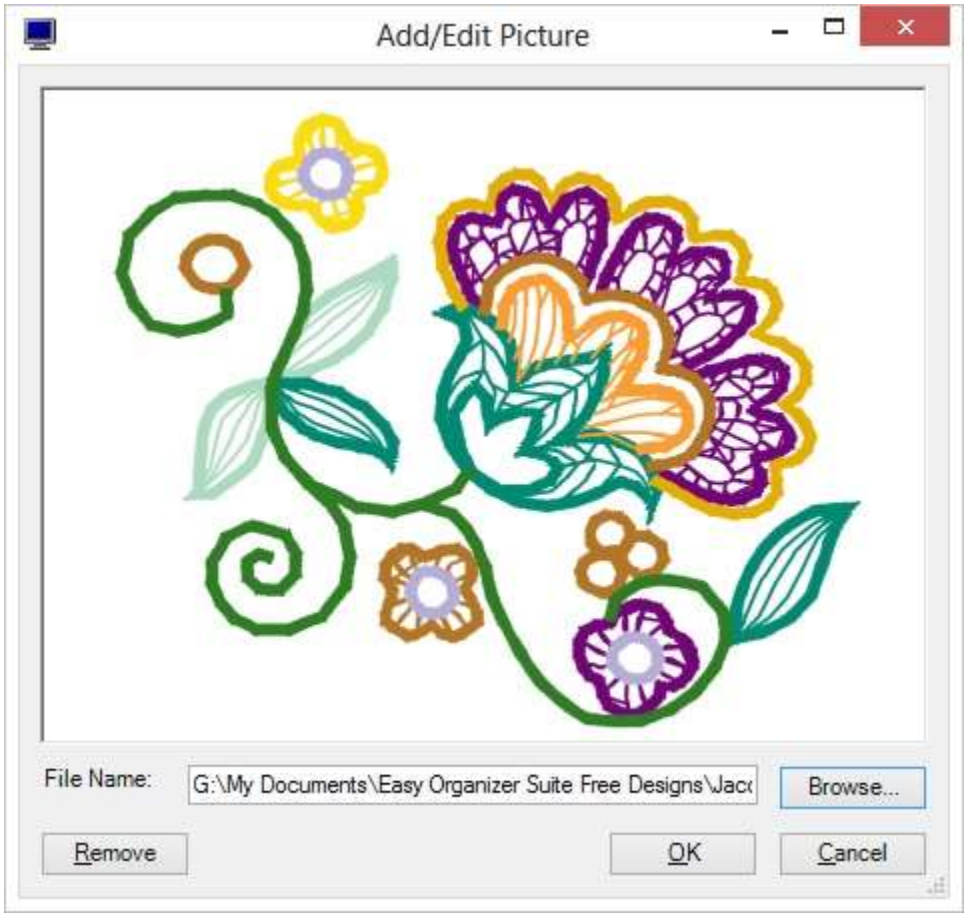

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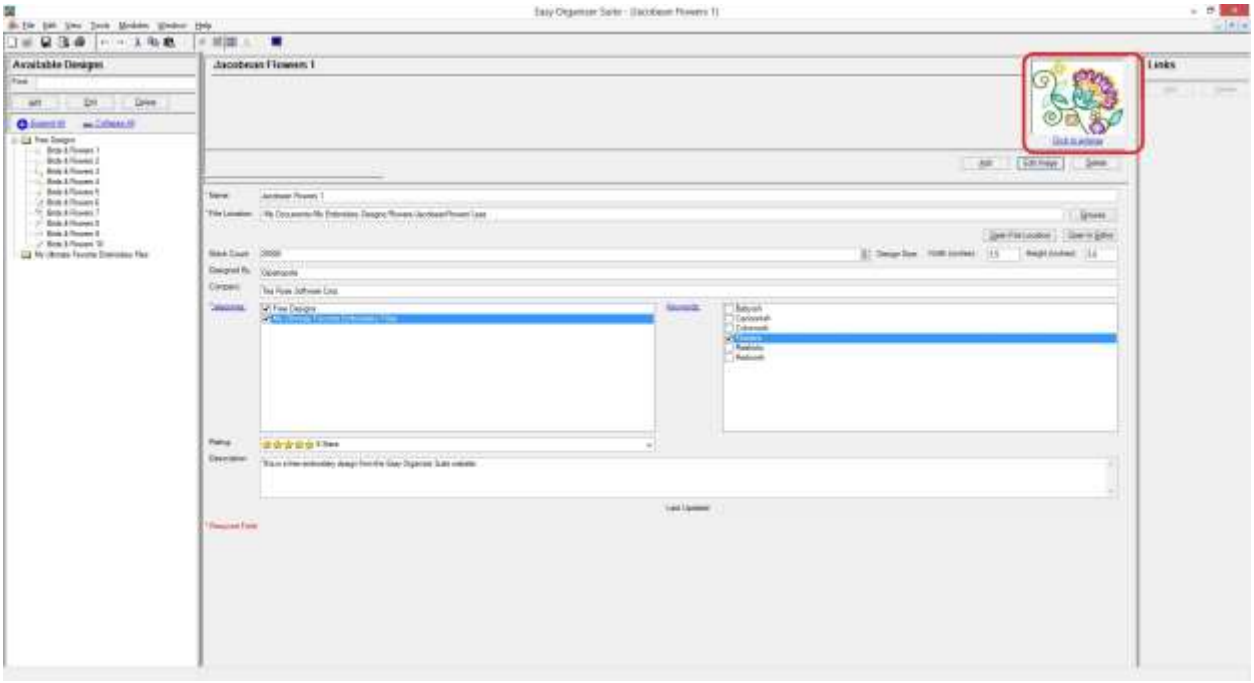
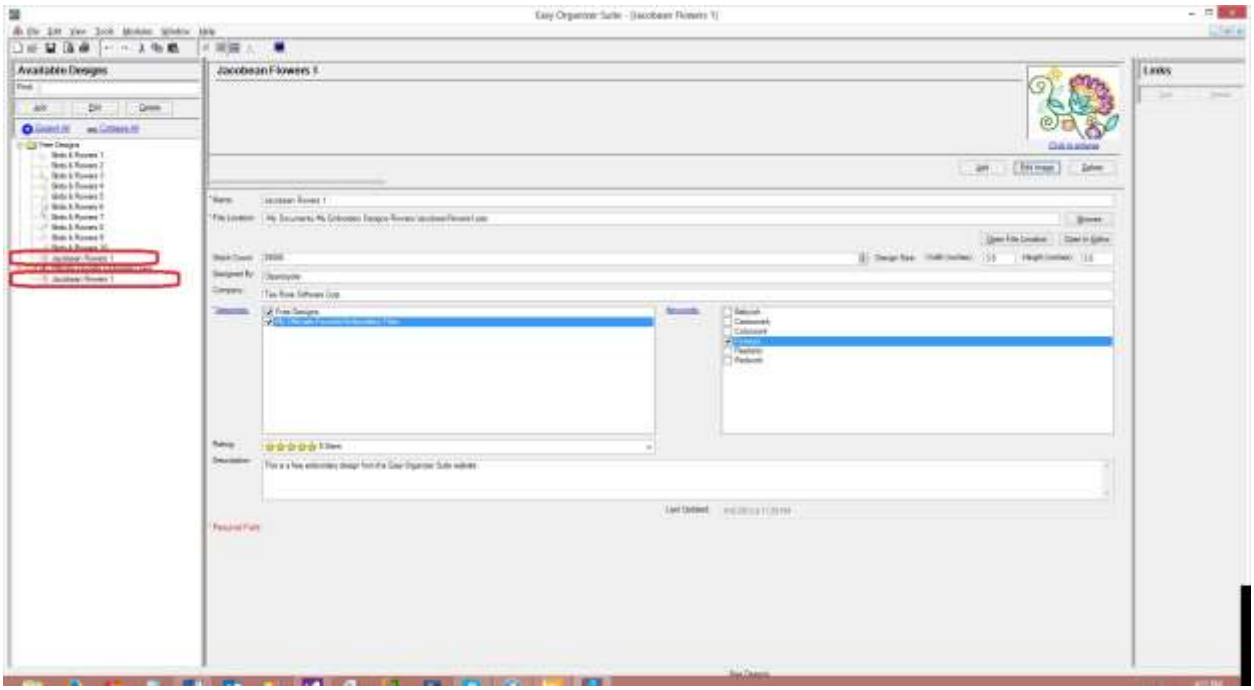
6. Click on OK to accept this image. You will now see the embroidery file image in the picture box of the Embroidery File Chart.



7. 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.



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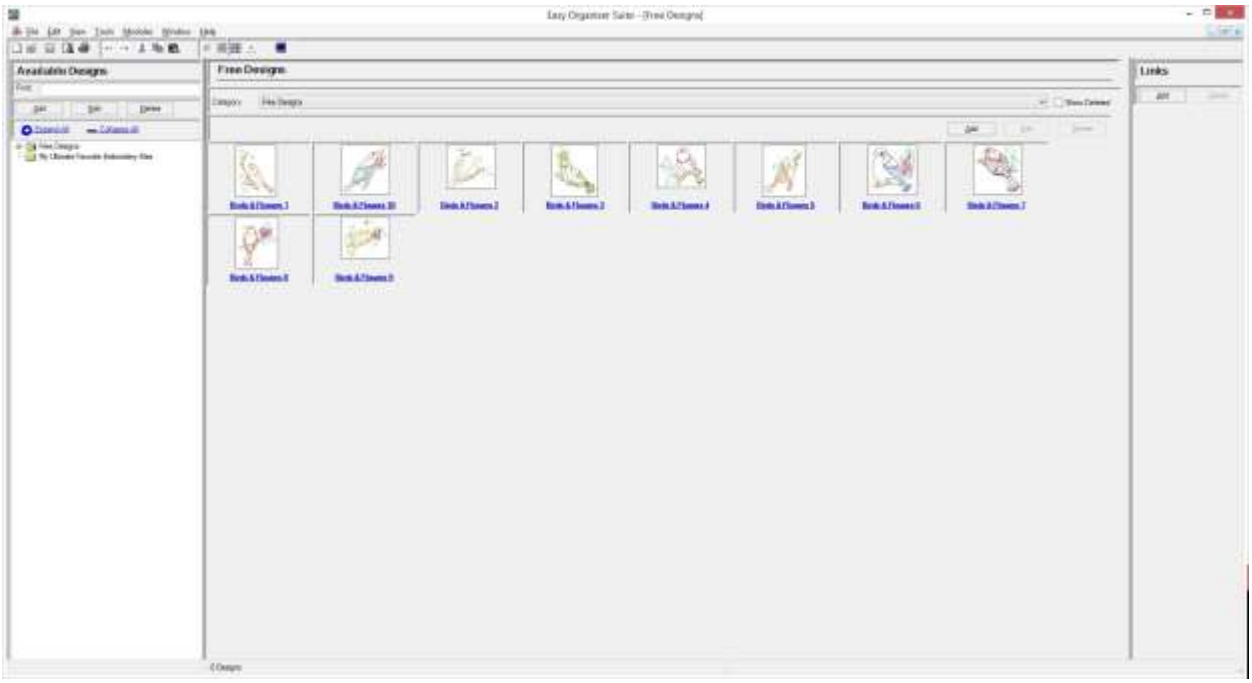
Now that we have added a new Embroidery File Chart, we can begin to view all of the Embroidery Files in a Category.

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

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



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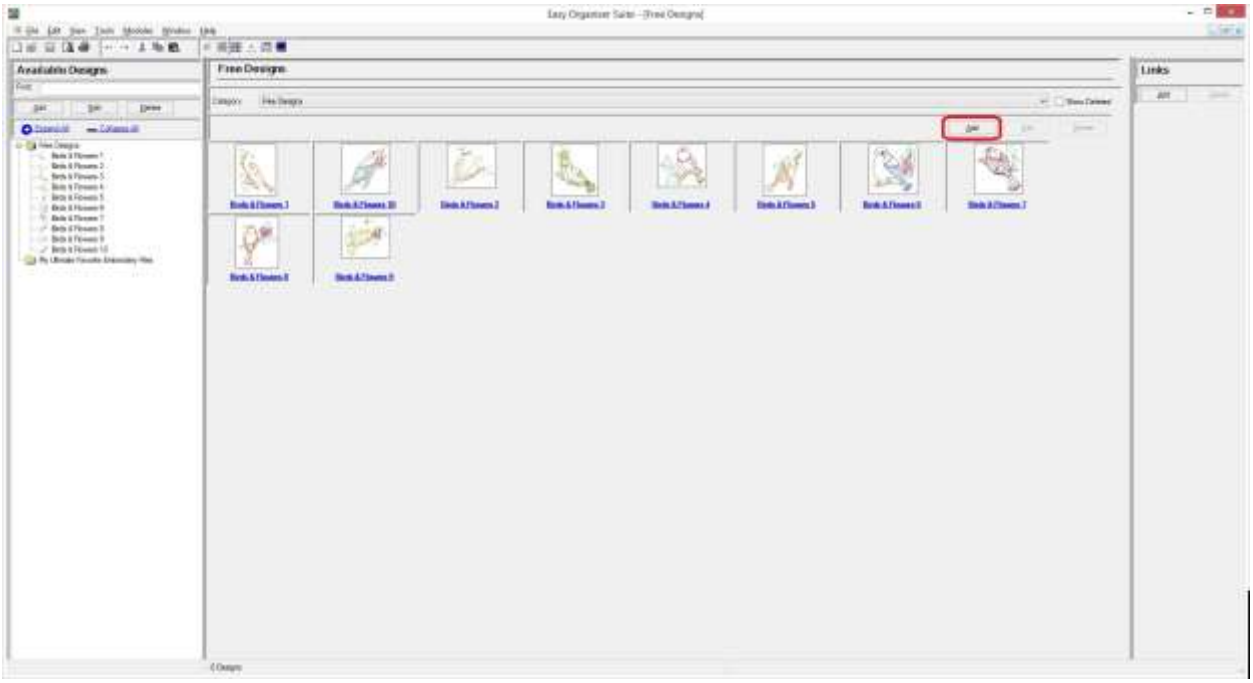
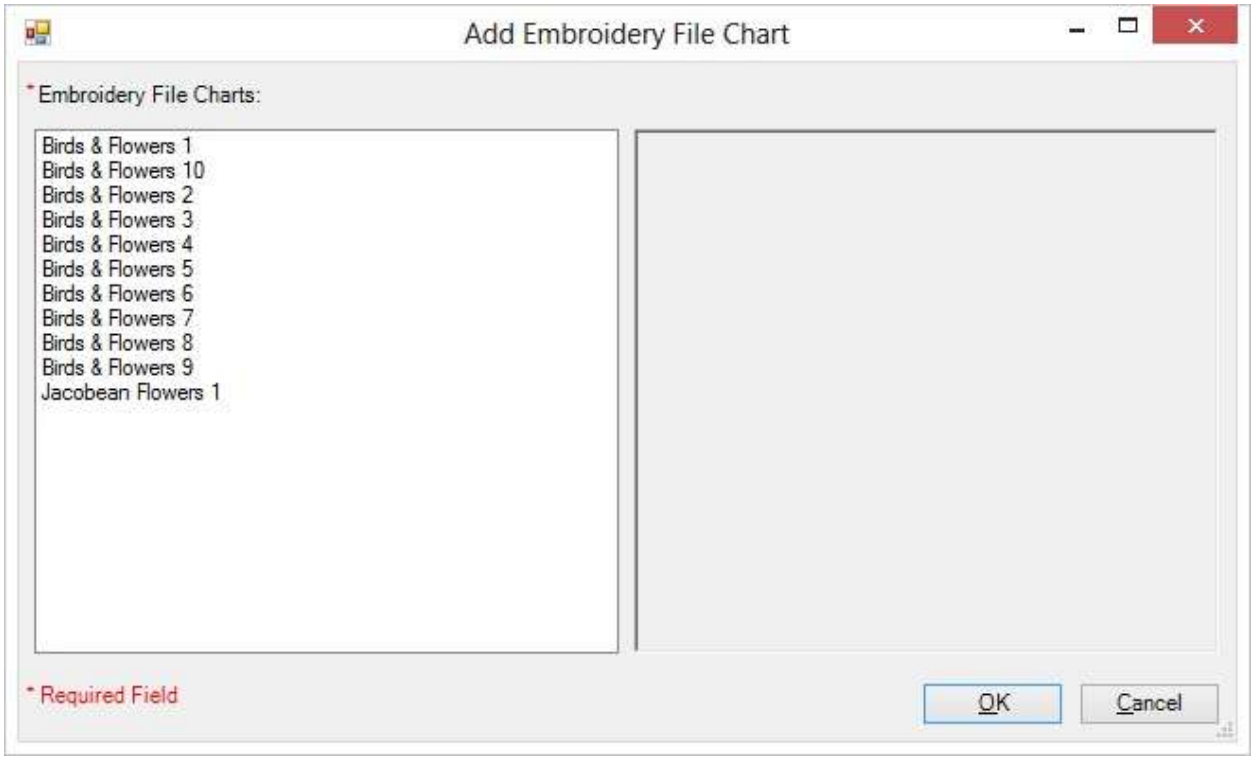
9. Click on the Add button to add a new Embroidery File to this category.



10. The Add Embroidery File Chart form will appear.



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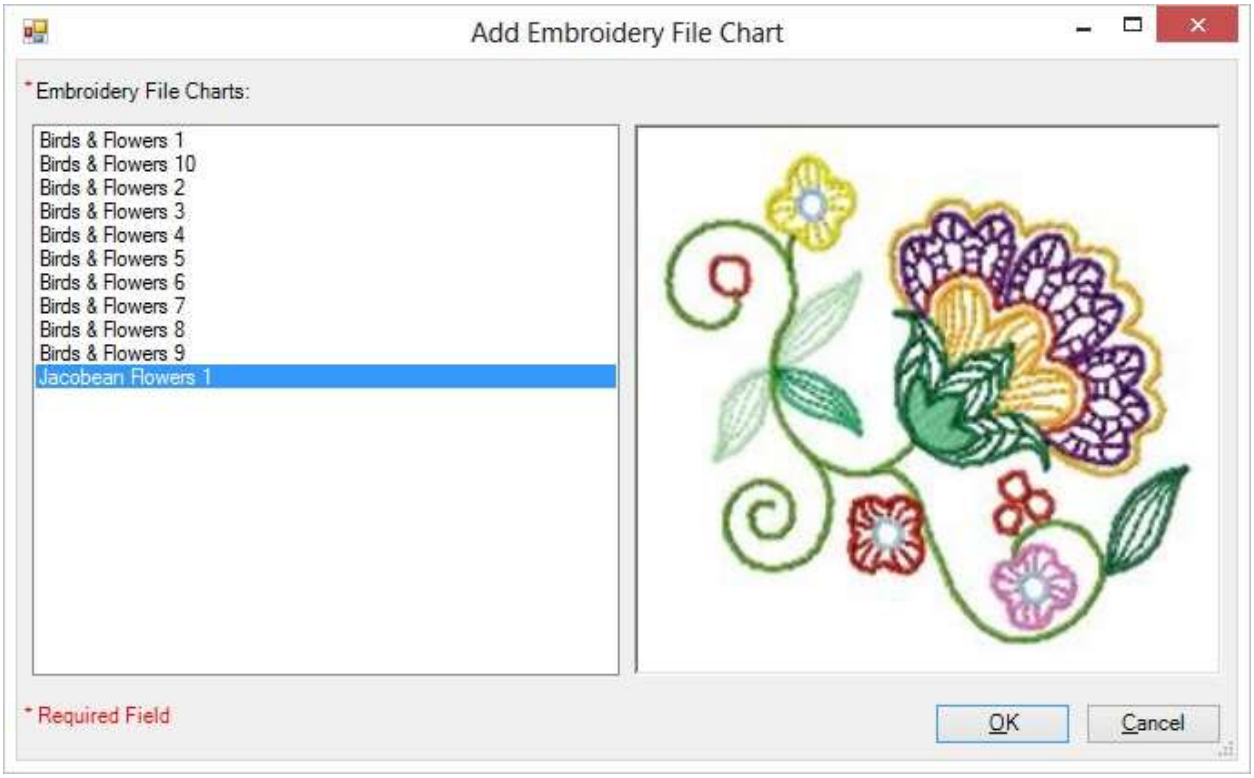
Select the new Jacobean Flower 1 Embroidery File Chart we just added.



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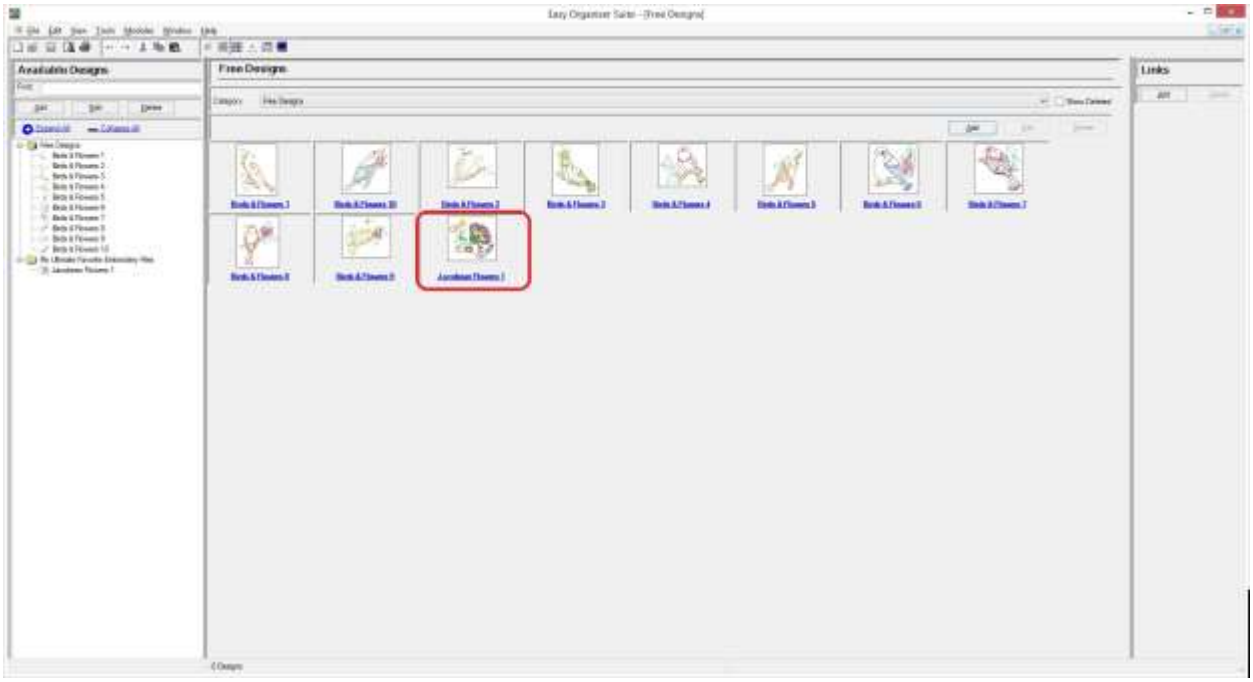
11. Click on the OK button to add the Embroidery File Chart to the Free Designs Category.



Congratulations! You have just added a new Embroidery File to the Category Embroidery Files form!

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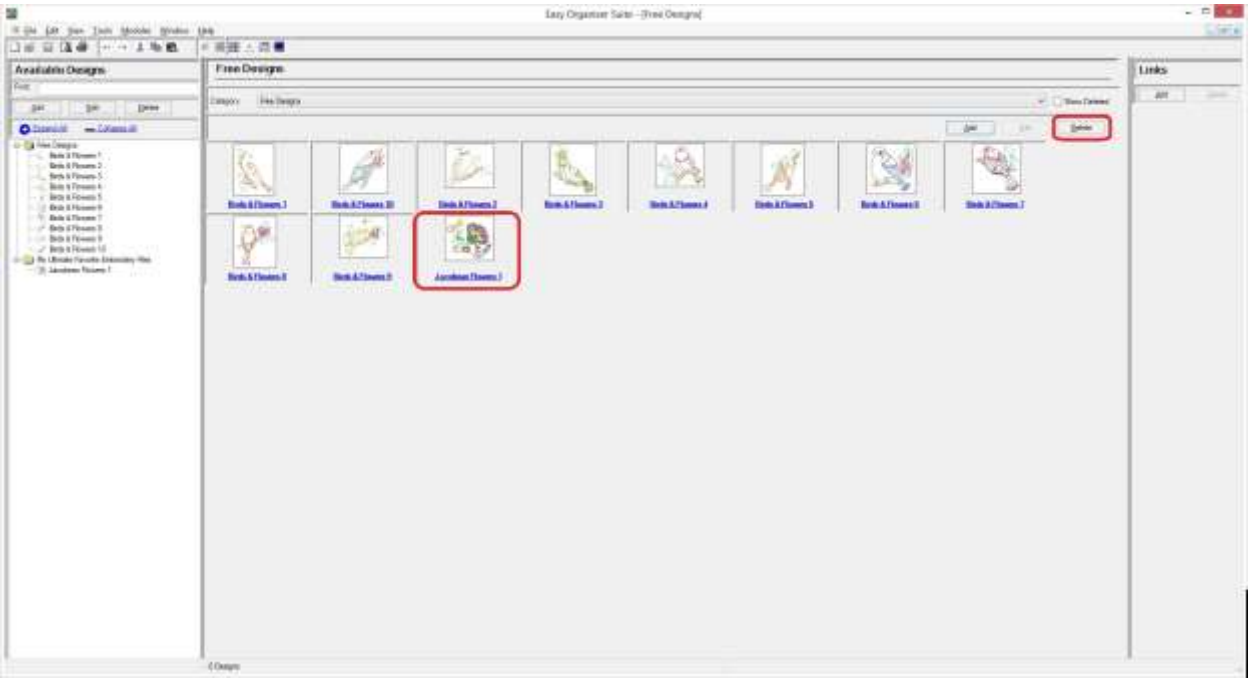
Deleting an Embroidery File

1. If you want to delete an Embroidery File, select the Embroidery File in the Category Embroidery Files pane and click on the Delete button.



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

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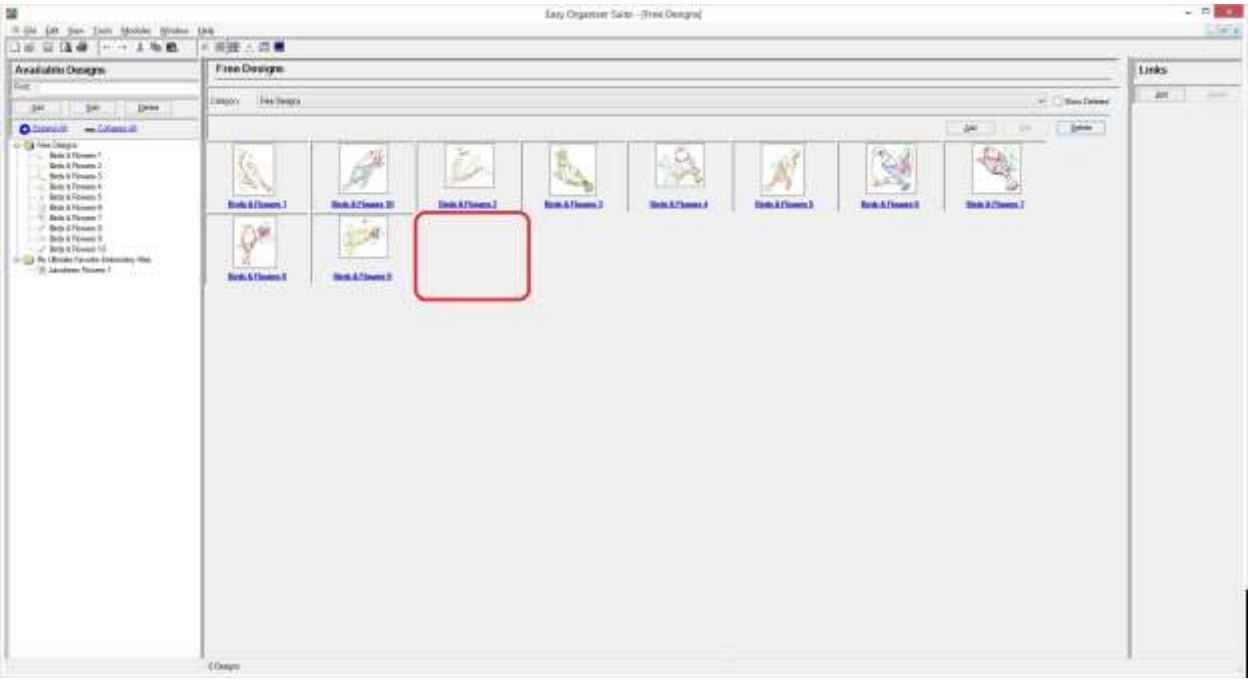
3. If you selected Yes, then you will no longer see the Embroidery File in the Category Item Embroidery Files pane.



Congratulations! You have now finished the How to Work with Category Embroidery Files Lesson!

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