

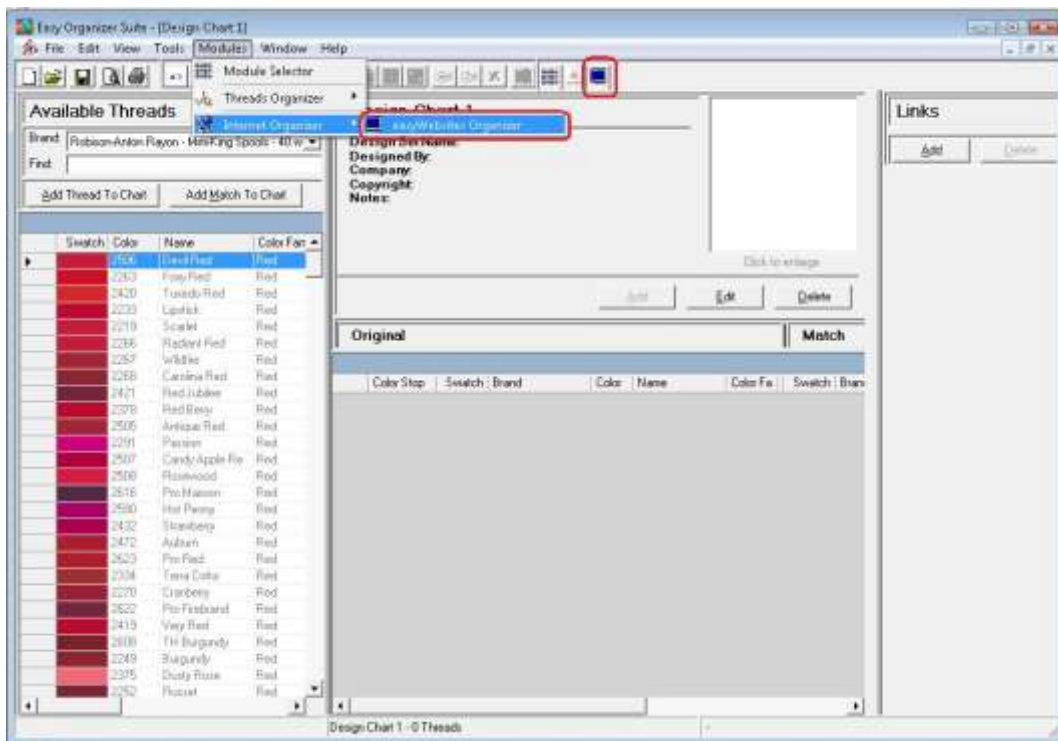
Easy Organizer Suite™
Internet Organizer™ Module Pack
easyWebsites Organizer™ Module

Lesson 1 - How to Work with Websites Part 1

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 first lesson will show you how to add websites and categories

Adding a new Website

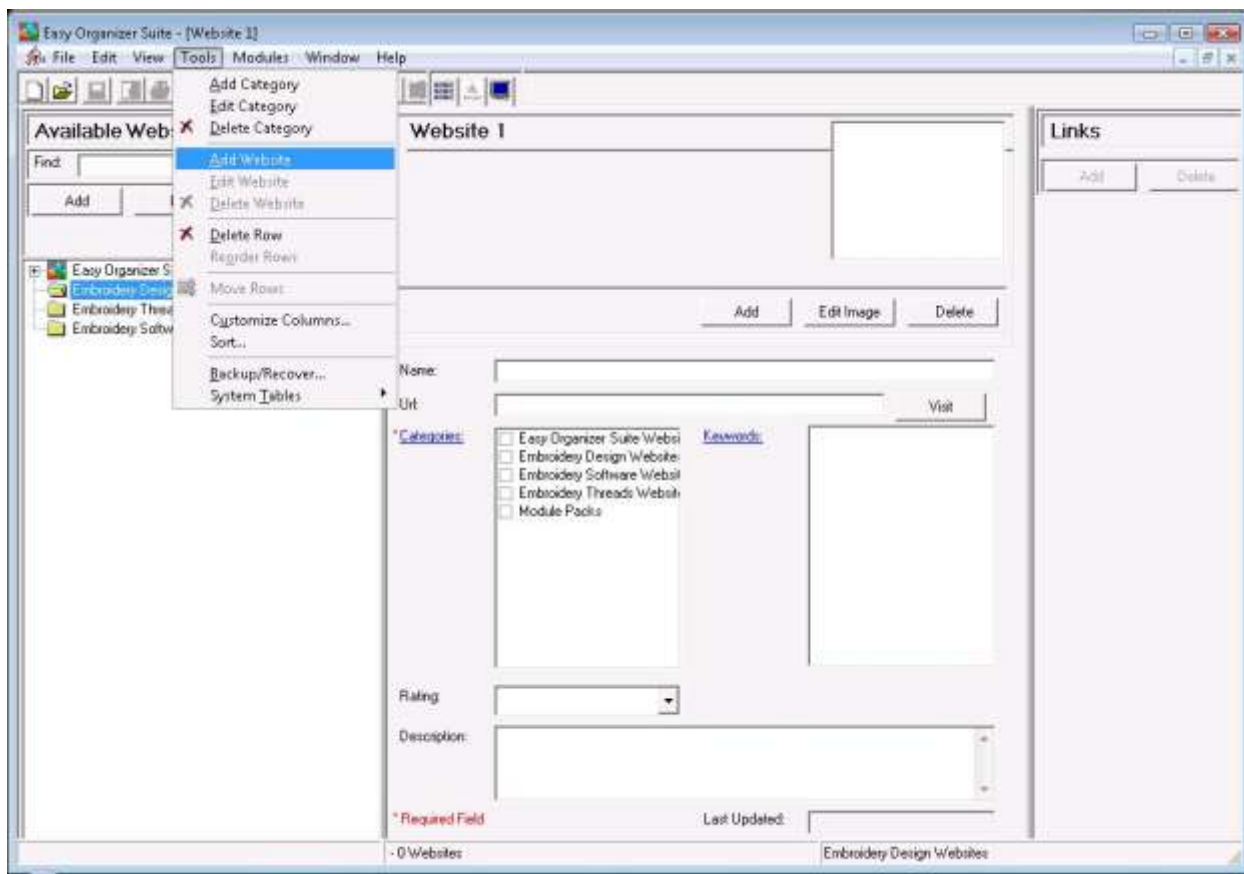
1. To begin, open **Easy Organizer Suite™** and select the **easyWebsites Organizer™** Module. If you are not already in the **easyWebsites Organizer™** Module, then select Modules → Internet Organizer → easyWebsites Organizer from the menu, or you can click on the **easyWebsites Organizer™** icon in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



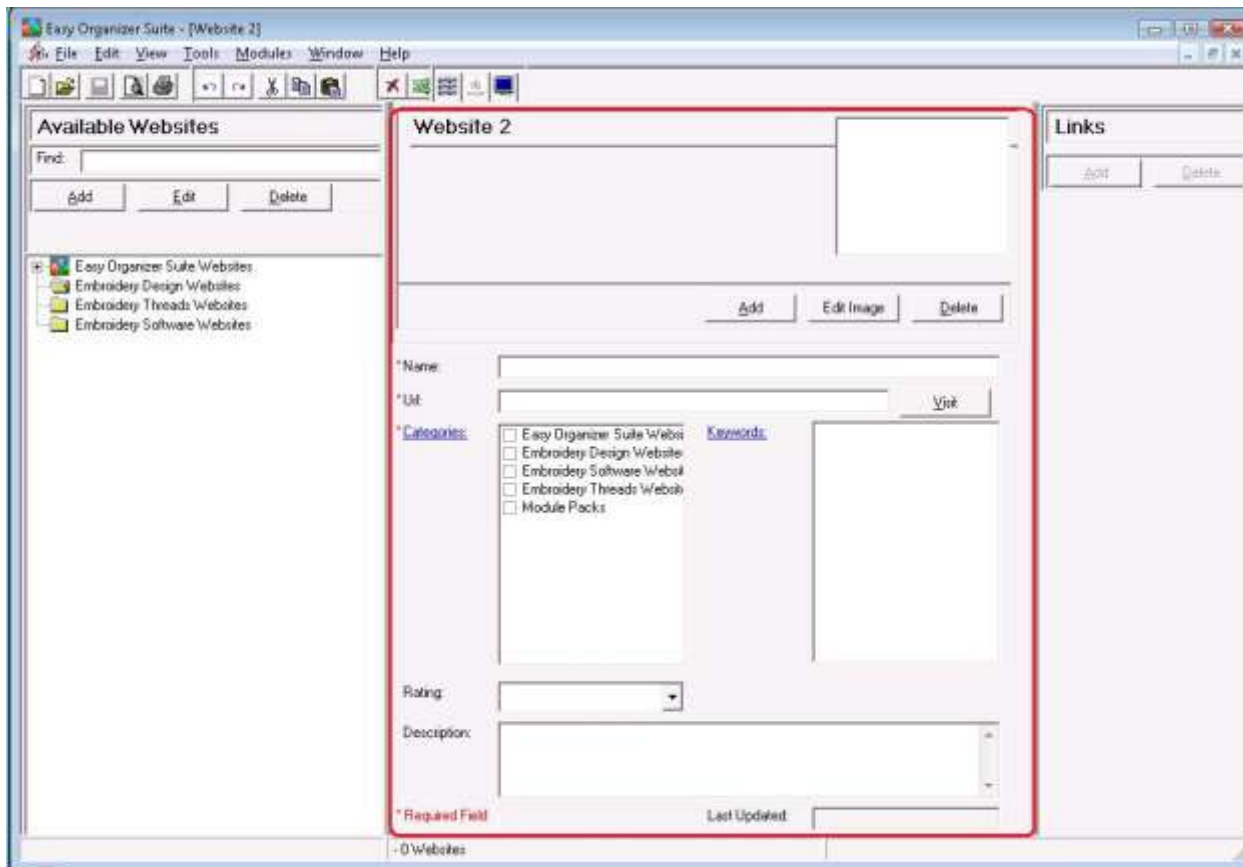
2. To add a new Website, select a Category in the Available Websites pane first.

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

3. Then click on Tools → Add Website from the menu. You can also right click in the Available Websites pane and select Add Website from the context menu. You can also select File → New in the menu.



4. A new Add/Edit Website form will open in the center pane.



Now let's enter some information about the Website.

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

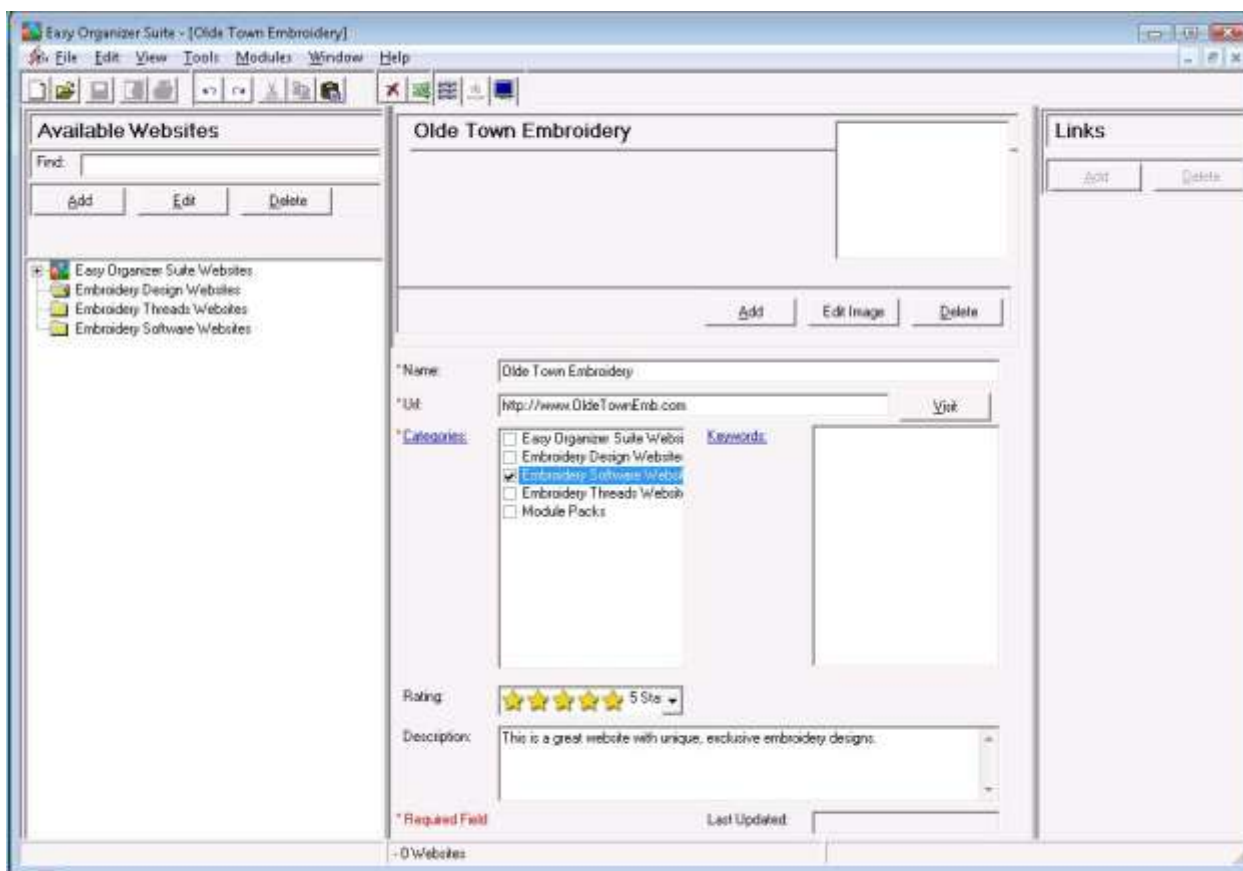
Name: Olde Town Embroidery

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

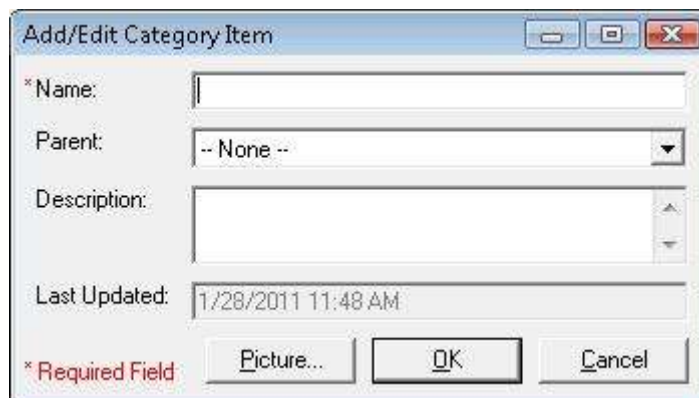
Categories: Embroidery Design Websites

Rating: 5 Stars

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



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



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

- * Name:** An empty text input field.
- Parent:** A dropdown menu currently showing "-- None --".
- Description:** An empty text area with scrollbars.
- Last Updated:** A text field containing the date and time "1/28/2011 11:48 AM".
- * Required Field:** A red asterisk icon.
- Buttons:** "Picture...", "OK", and "Cancel".

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 Websites

Parent: -- None --

Description: These are my all-time favorite websites that I visit almost daily.

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.

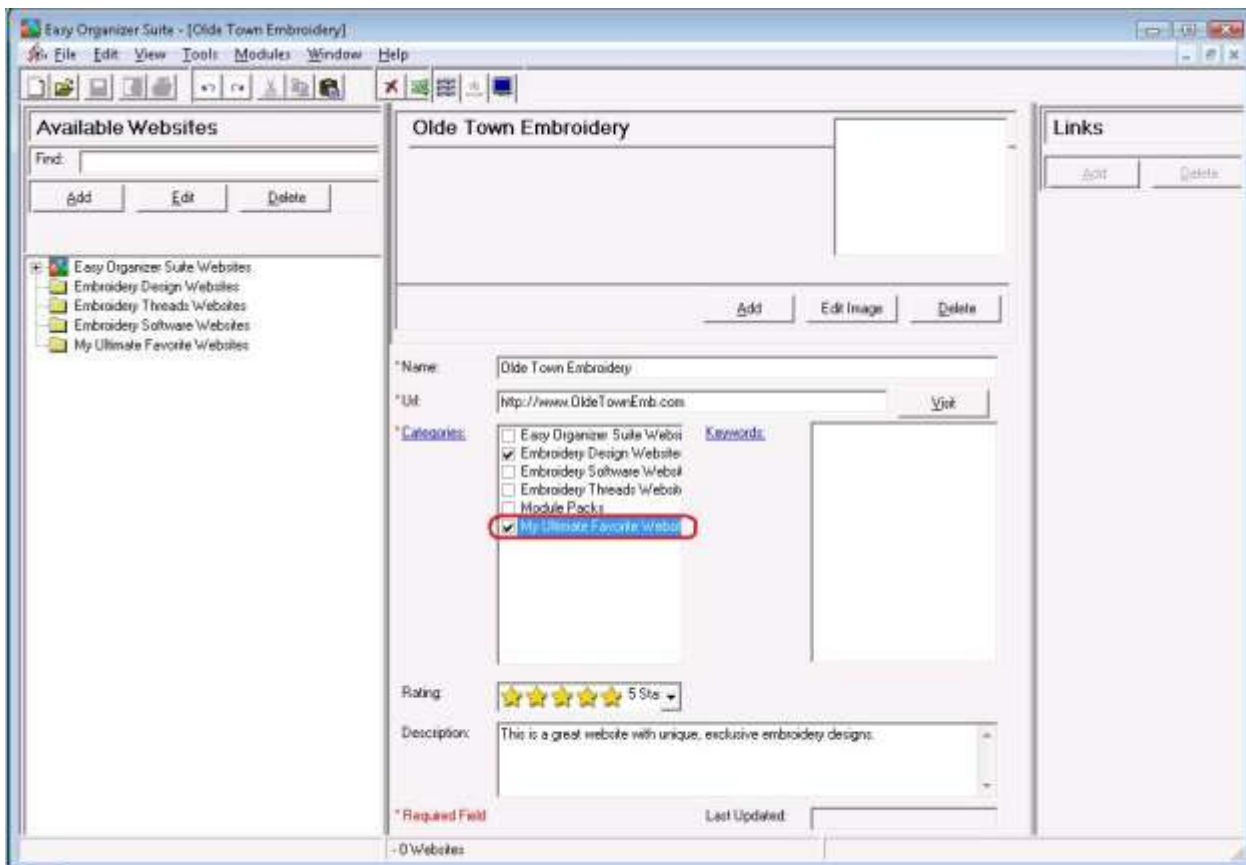
Click on OK to add the new category.



The screenshot shows the same dialog box as above, but with the following information entered:

- * Name:** My Ultimate Favorite Websites
- Parent:** -- None --
- Description:** These are my all-time favorite websites that I visit almost daily.
- Last Updated:** 1/28/2011 11:48 AM
- * Required Field:** A red asterisk icon.
- Buttons:** "Picture...", "OK", and "Cancel".

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



6. You can also add new Keywords right from the Website 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: Bears



Add/Edit Keyword

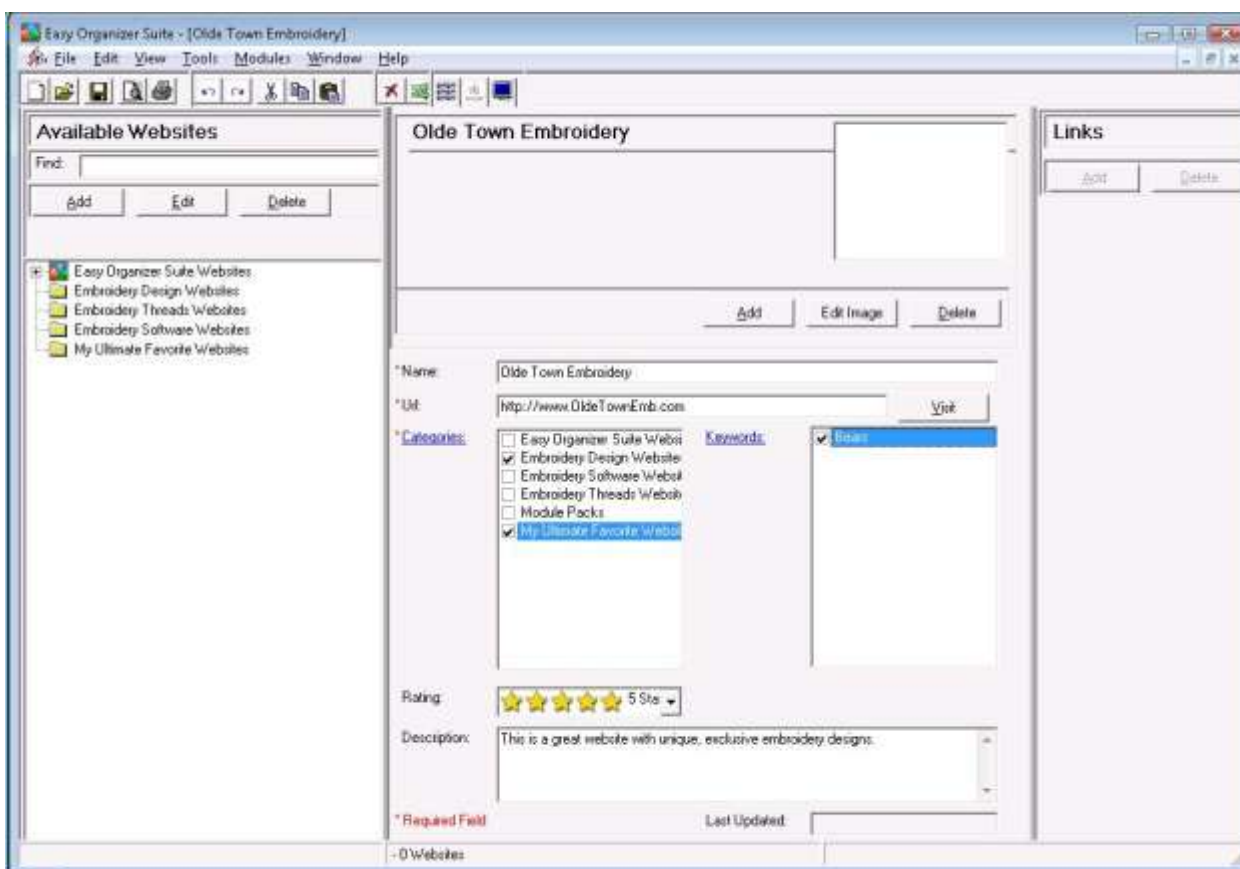
*Name: Bears

Last Updated: 1/28/2011 12:41 PM

* Required Field

OK Cancel

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 Website, click on the box next to Purchased Embroidery Design to put a check in it.



Easy Organizer Suite - [Olde Town Embroidery]

File Edit View Tools Modules Window Help

Available Websites

Find:

Add Edit Delete

Olde Town Embroidery

Add Edit Image Delete

*Name: Olde Town Embroidery

*Url: http://www.OldeTownEmb.com Visit

*Categories:

- Easy Organizer Suite Websites
- Embroidery Design Websites
- Embroidery Software Websites
- Embroidery Threads Websites
- Module Packs
- My Ultimate Favorite Website

Keywords:

- Bears

Rating: ★★★★★ 5 Stars

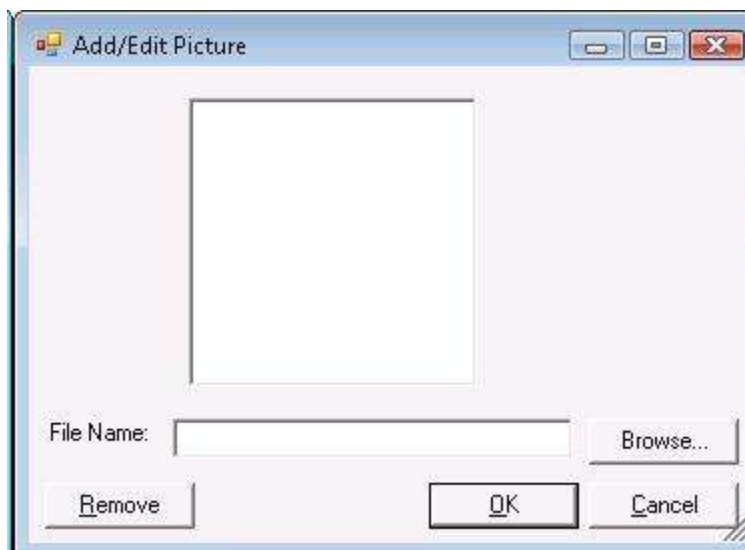
Description: This is a great website with unique, exclusive embroidery designs.

* Required Field

Last Updated:

0 Websites

7. To add a picture, click on the Edit Image button. You can either click on the Browse button to find an image on your file system, or you can enter the favicon.ico from the website.



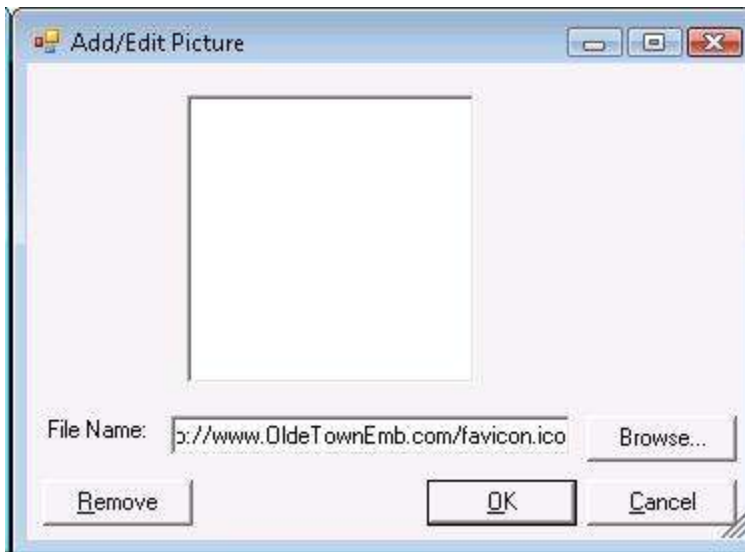
First let's try the Browse button. Click on the Browse button and find an image on your file system. The image must be less than 63,999KB in size. Once you find the image, then click on the Open button. The image will appear in the picture box and the file path will appear in the File Name textbox.



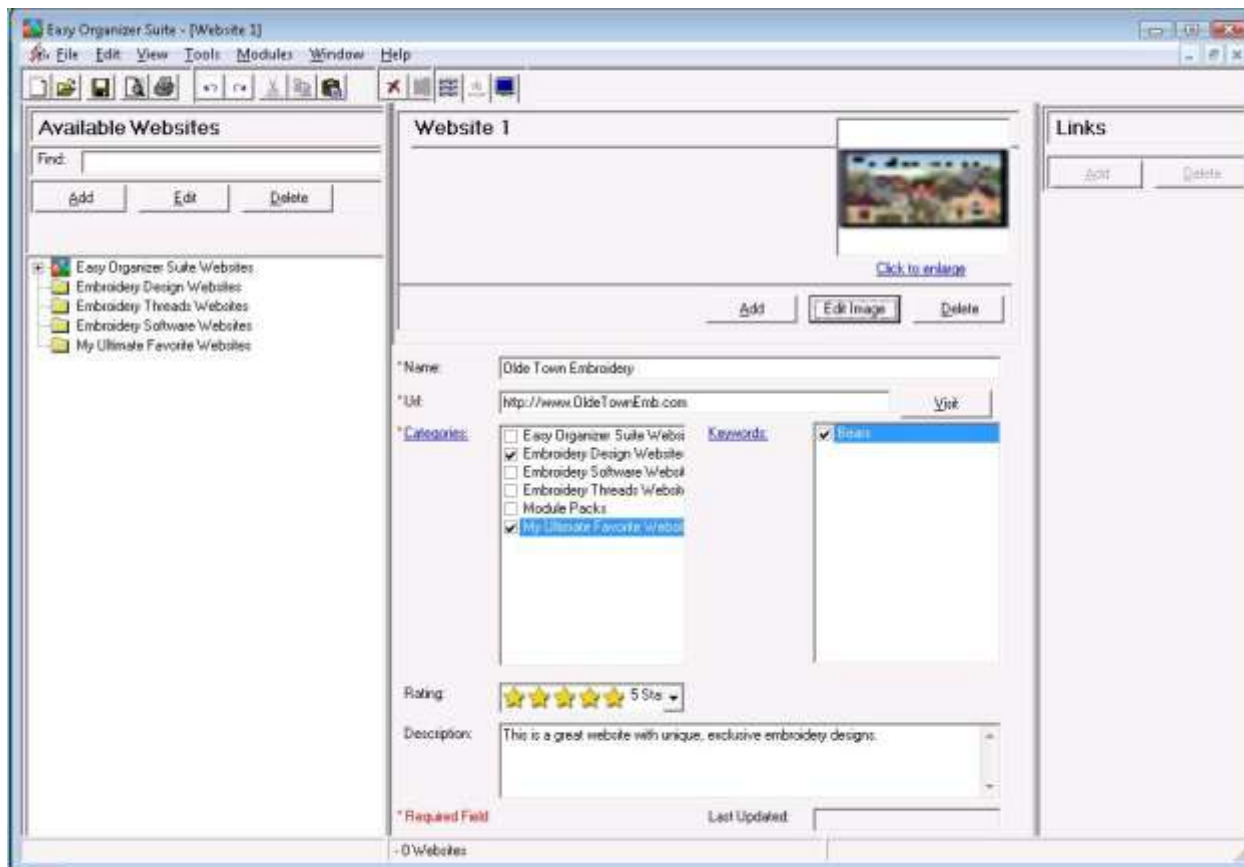
Next let's try letting the system find the icon from the website. Enter the website url and then favicon.ico in the File Name textbox.

For this lesson, enter the following in the File Name textbox:

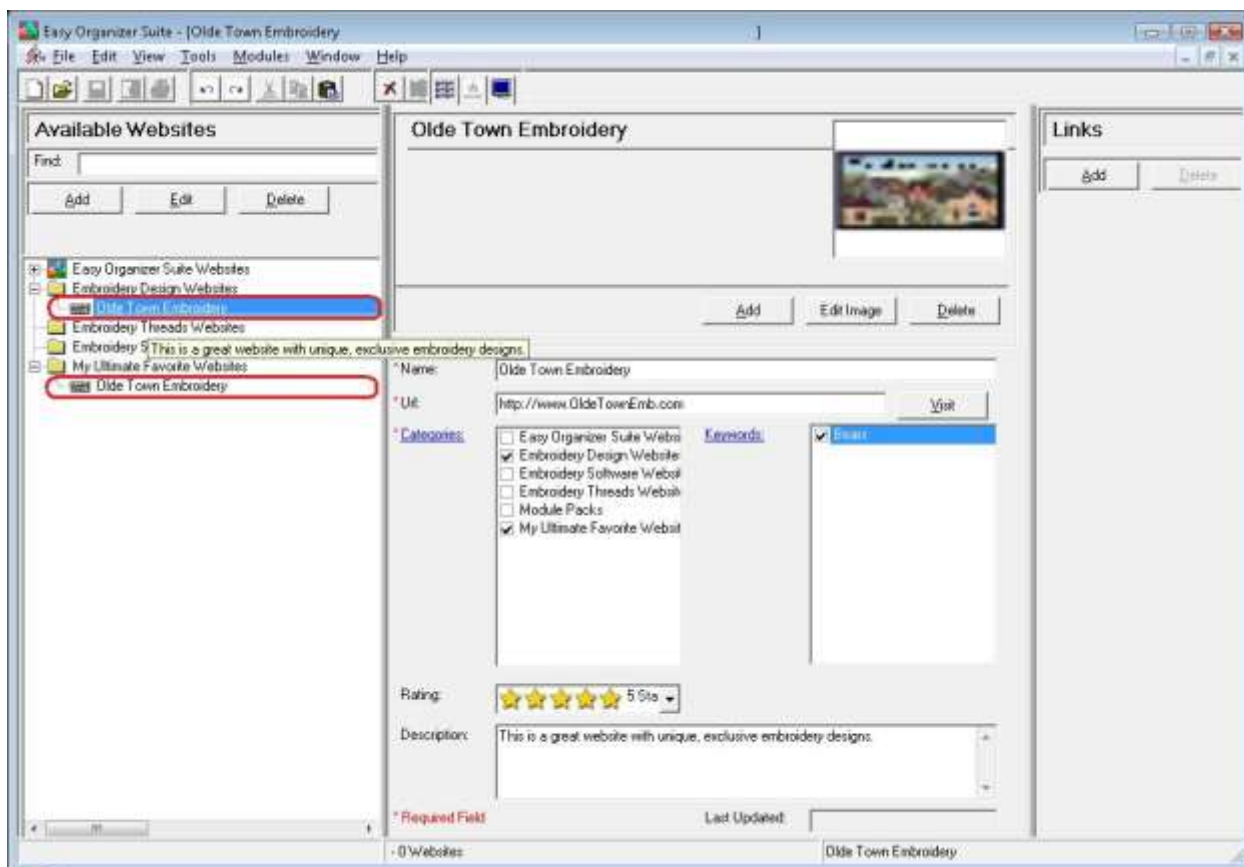
File Name: <http://www.OldeTownEmb.com/favicon.ico>



8. Click on OK to accept this image. You will now see the website's icon in the picture box of the Website Chart.



9. Select File → Save from the menu to save your new website. You will see your new website under the category(ies) that you selected in the Available Websites pane.



Congratulations! You have just added a new website!

Please continue with Lesson 1 – Part 2 – How to Work with Websites.