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

# Lesson 6 - How to Work with System Tables – Keywords

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 sixth lesson will show you how to work with System Tables – Keywords. The Keywords System Table is only available in the Pro Edition of the **easyWebsites Organizer™** Module.

Adding a new Keyword

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.
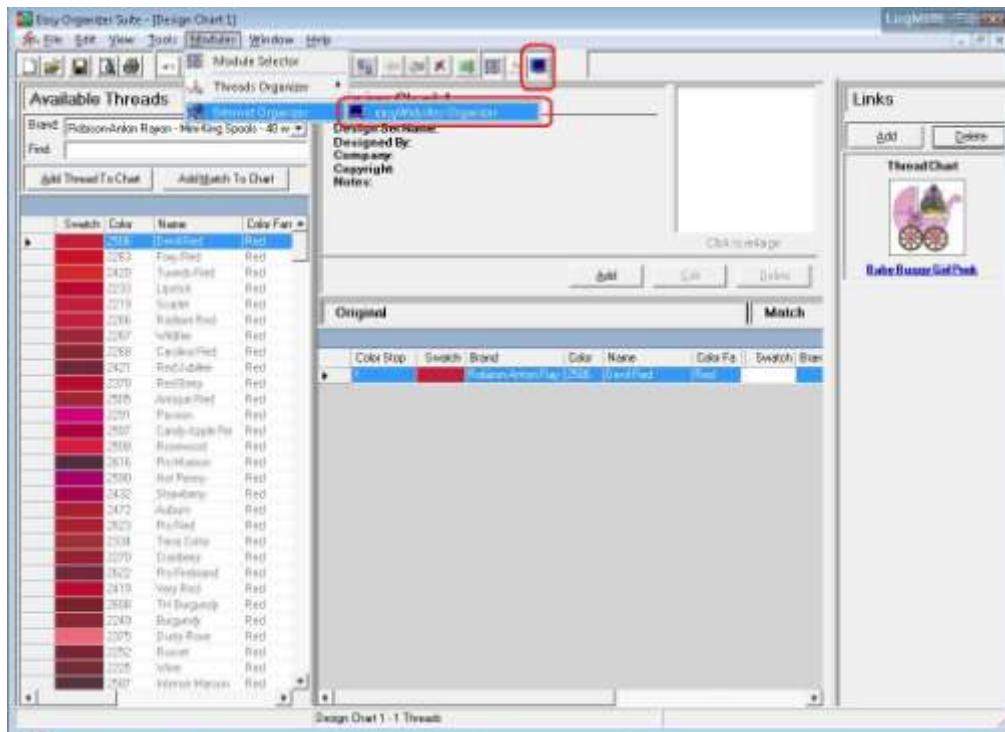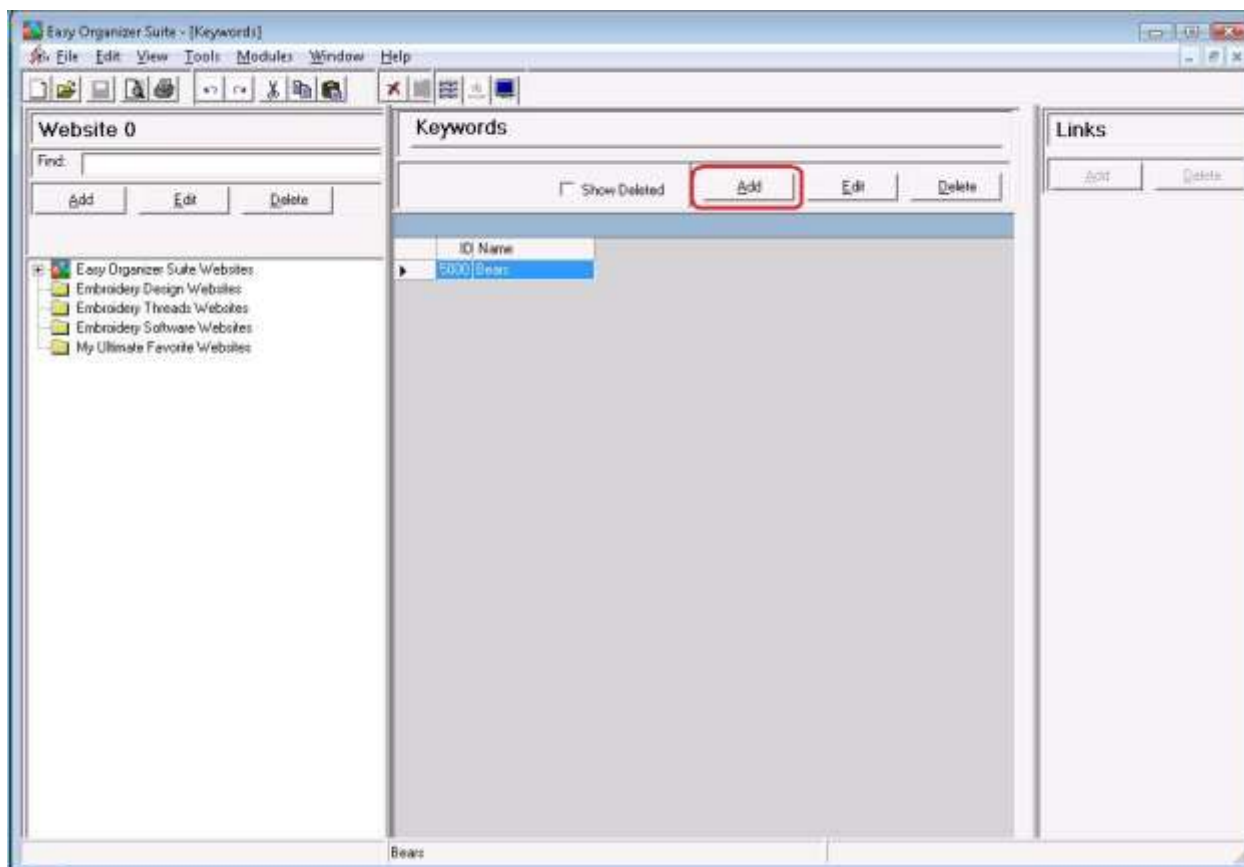
2. To see the Keyword System Table, select Tools → System Tables → Keywords from the menu.
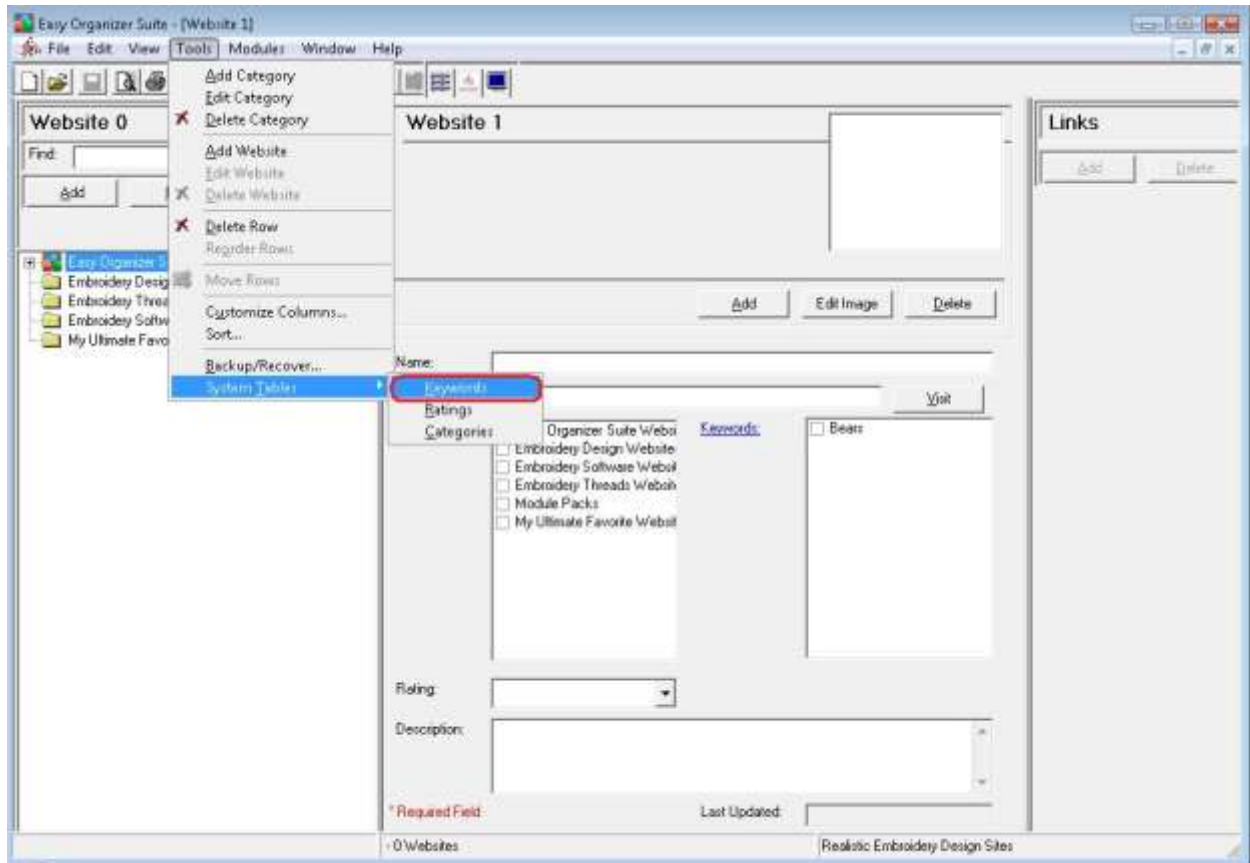
3. The Keywords System Table will open.
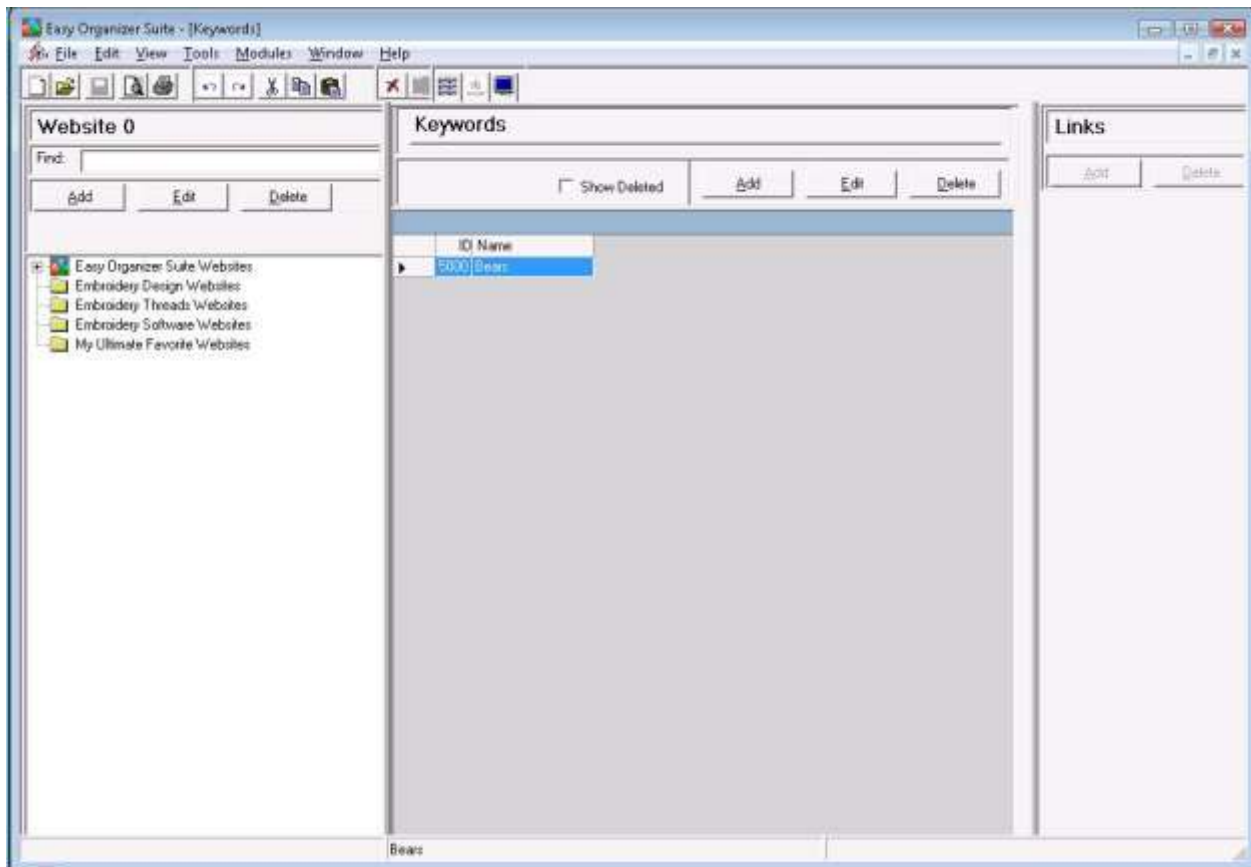
4. To add a new Keyword, click on the Add button.

5. The Add/Edit Keyword form will open.

6. You can enter a new keyword.

For this lesson, let's enter this information:

Name: Animals

7. Now click on the OK button to put the new keyword in the Keywords table.
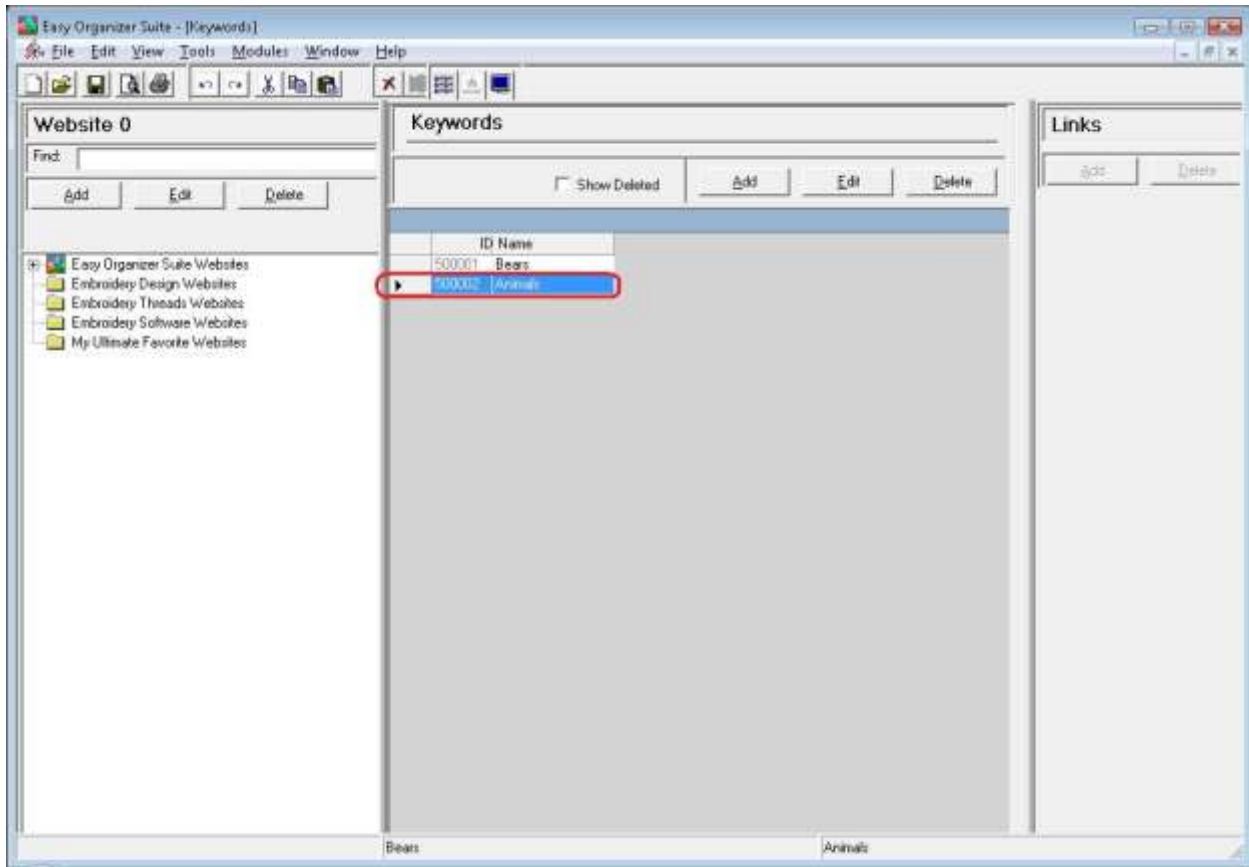
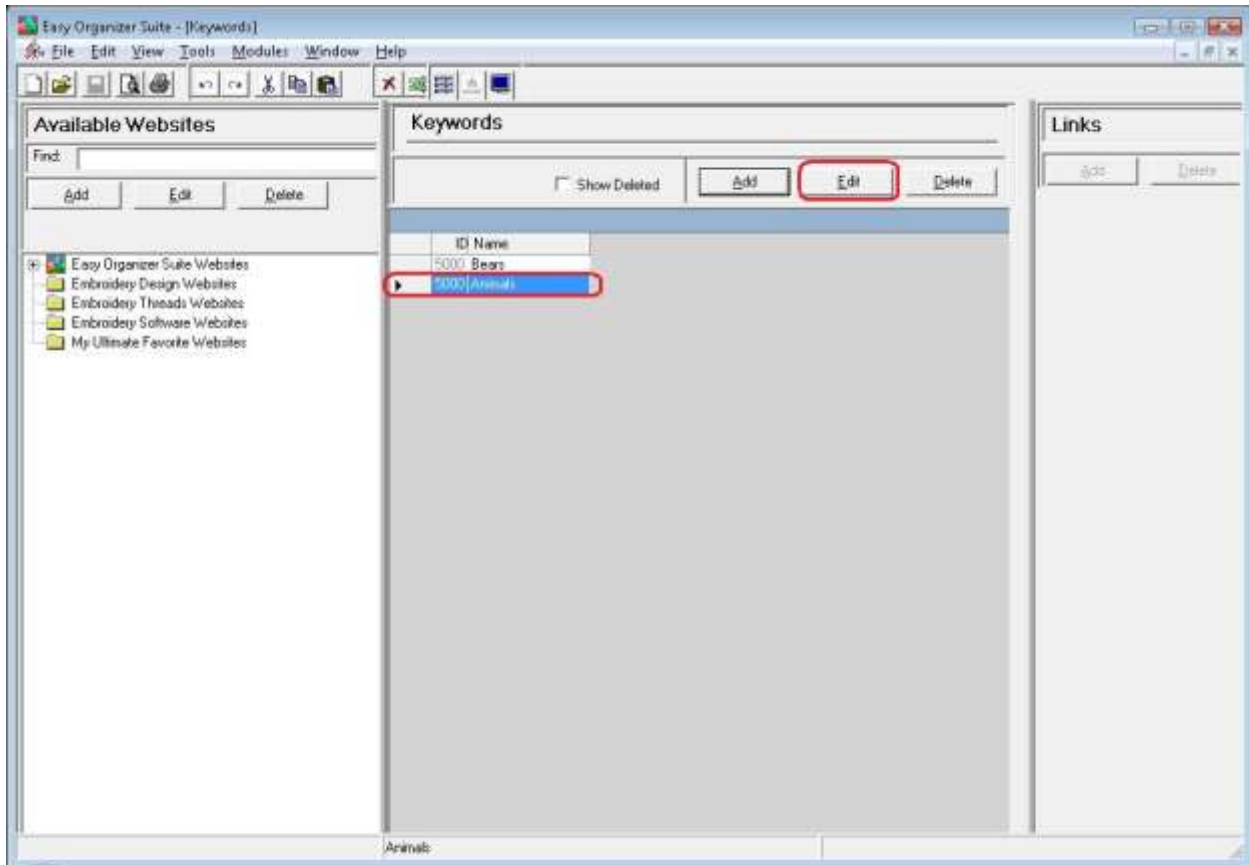8. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.
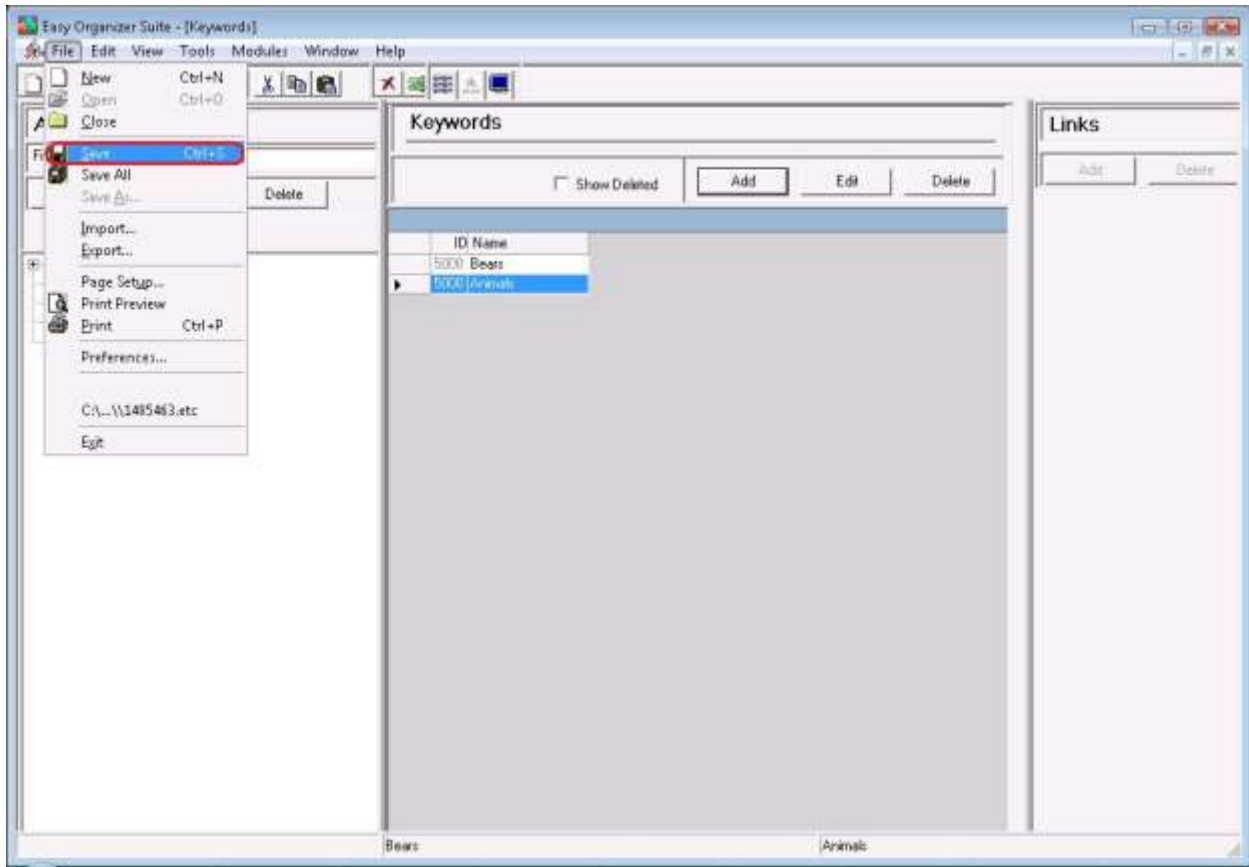
Congratulations! You have just added a new keyword!

Editing a Keyword

Editing a keyword is really quite easy.

1. To open a keyword to edit, select the row in the Keywords grid that youwould like to edit and click on the Edit button.

2. This will open the Add/Edit Keyword form.

3. Change the Name in the Add/Edit Keyword form.

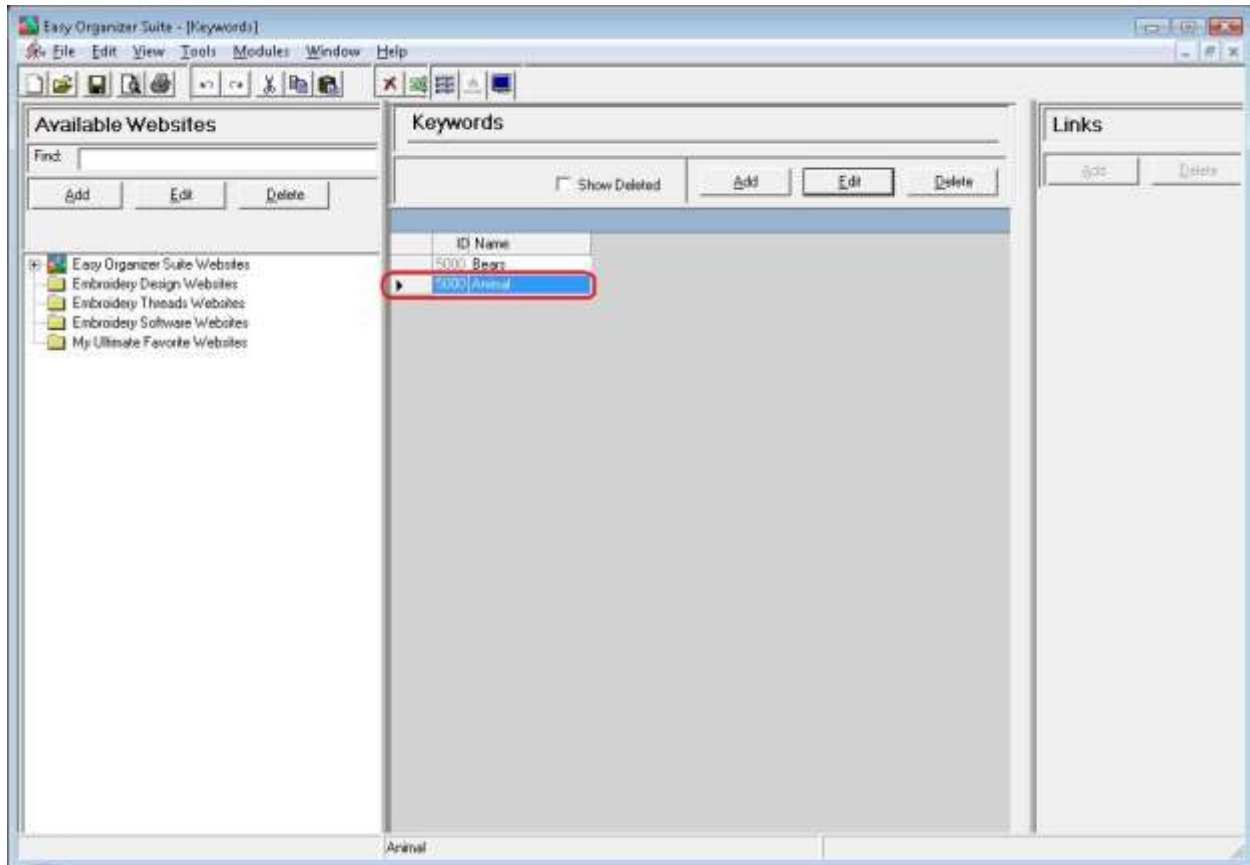   For this lesson, let's take off the s at the end of the name:

   Name: Animal
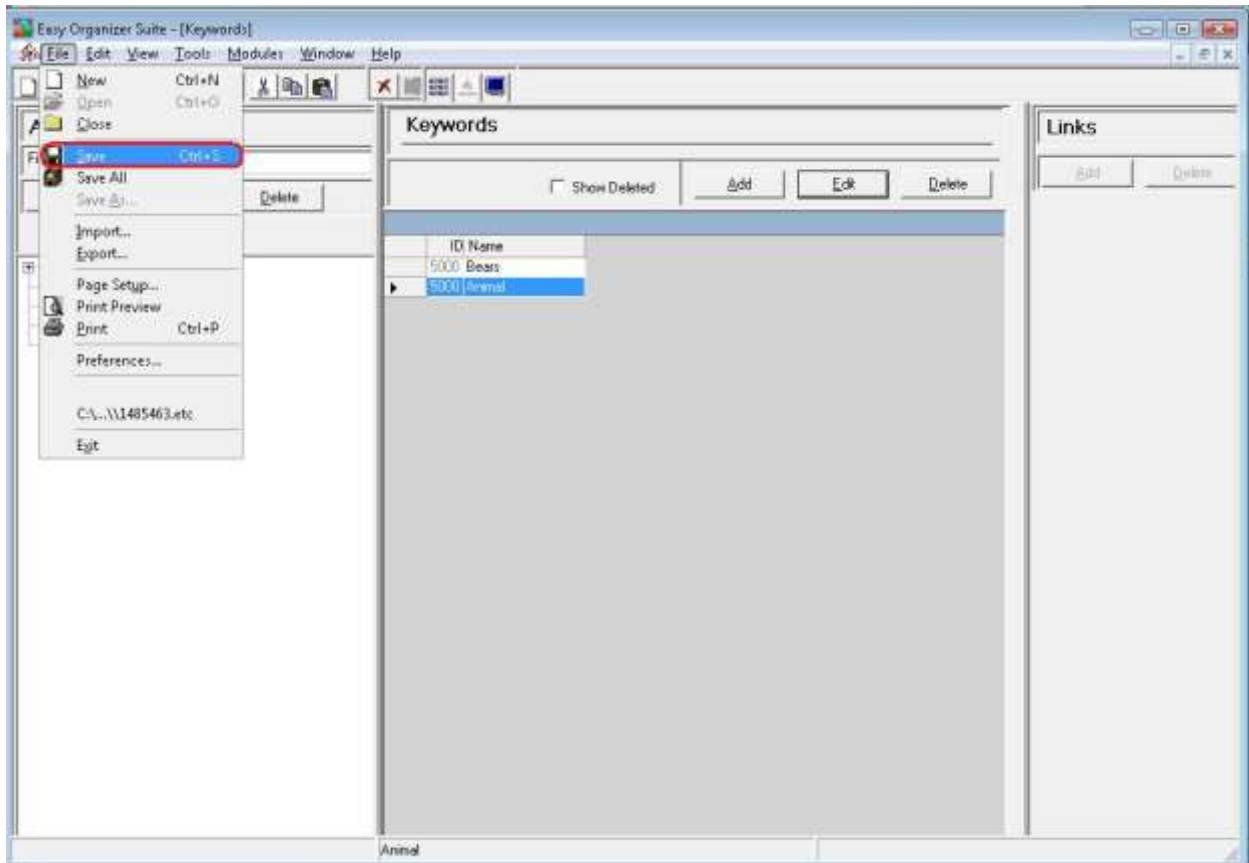
   Now click OK to save your changes.

4. You will notice that any changes made to the name of the Keyword can be seen in the Keywords System Table
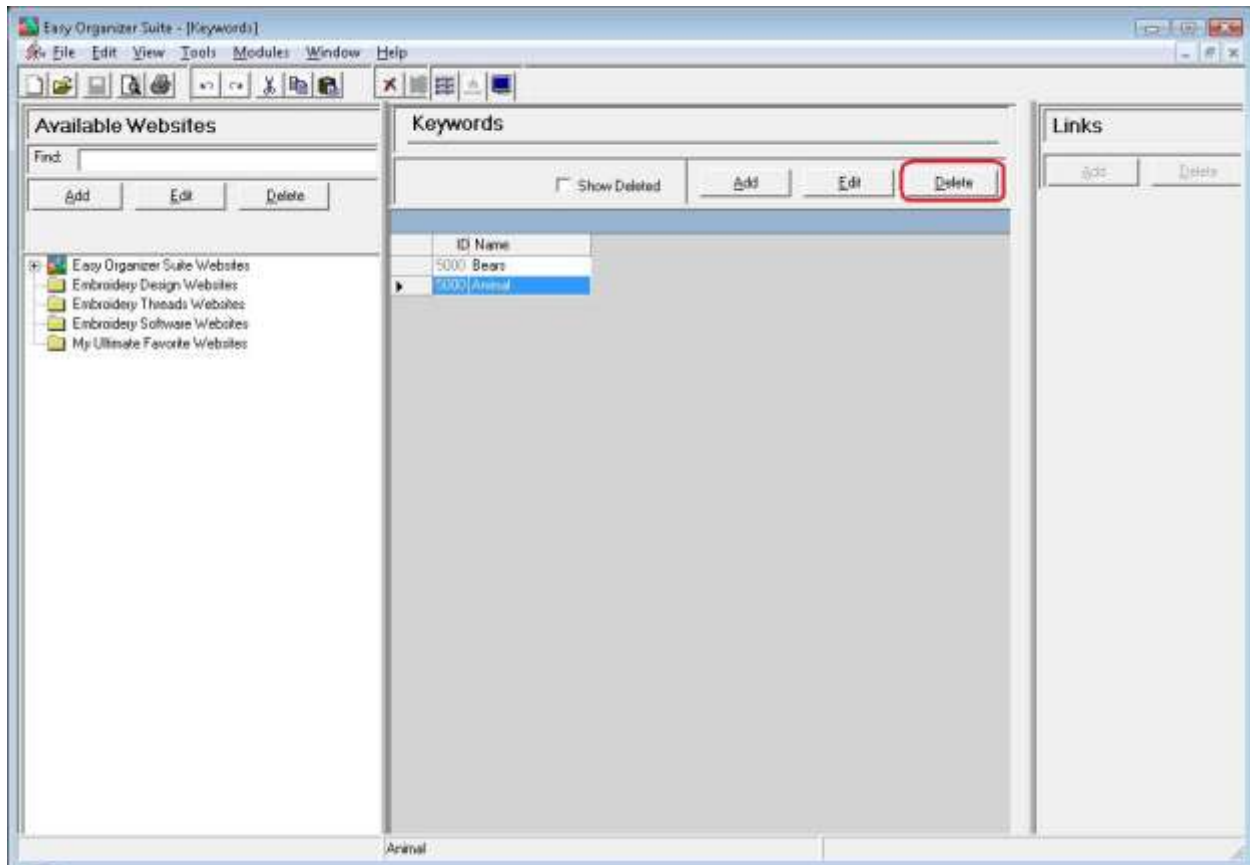
5. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.
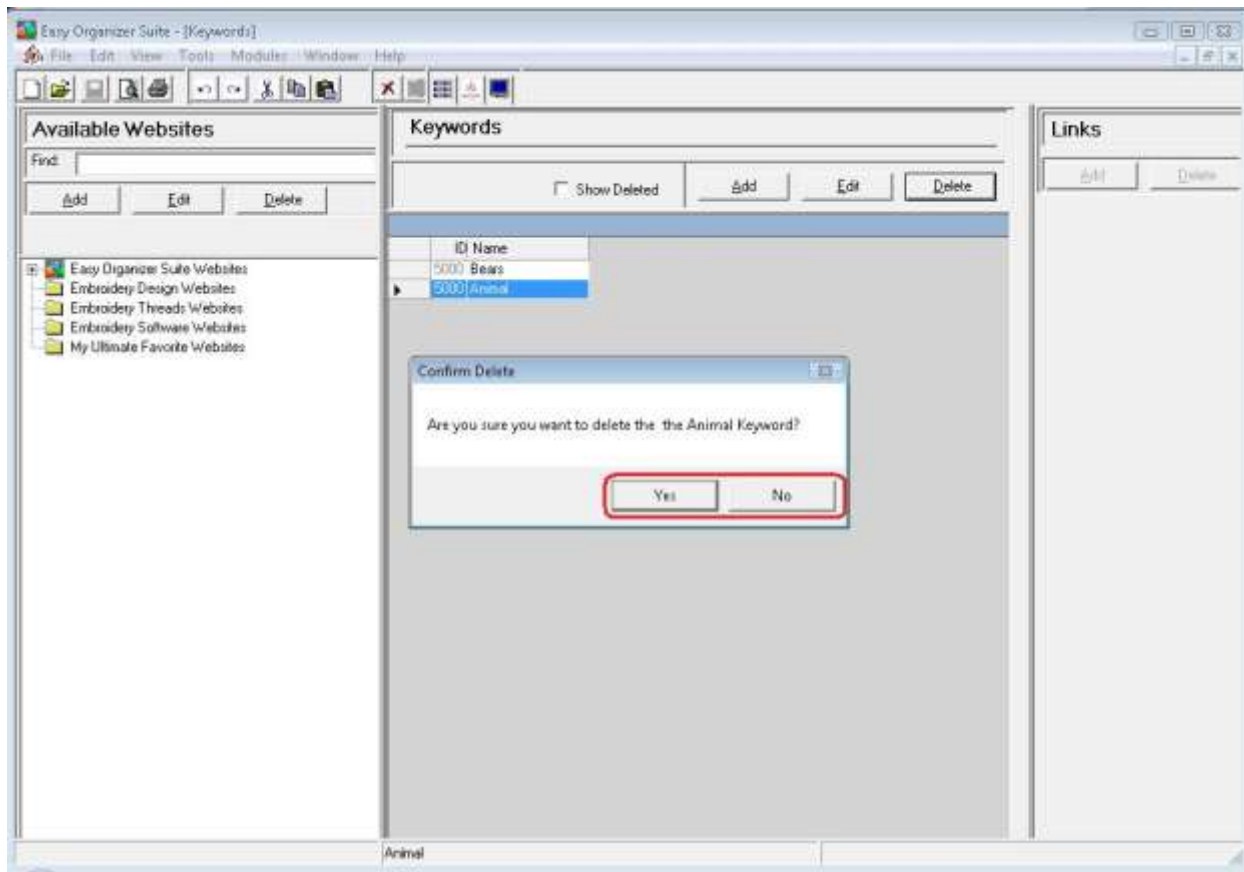

Congratulations! You have just edited a keyword!

Deleting a Keyword

1. If you want to delete a Keyword, select the row of the keyword in the Keywords System Table. Then click on the Delete button at the top of the Keywords System Table. You can also select Tools → Delete Row in the menu, or right click and select Delete Row from the context menu, or click on the Delete Row icon in the toolbar.
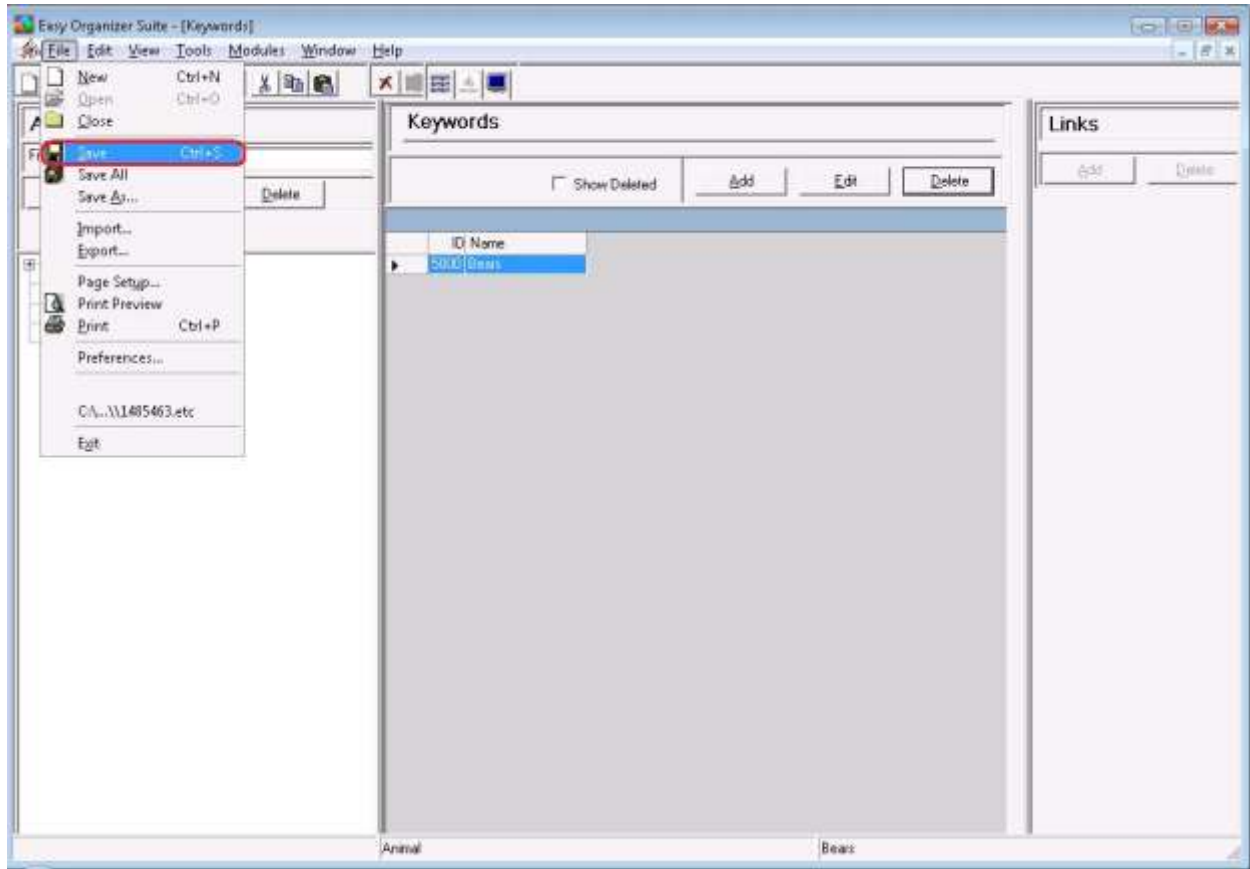
2. The system will ask you if you are sure you want to delete the keyword, and if so, click on the Yes button to delete the Keyword. Otherwise, click on the No button.

3. If you selected Yes, then you will no longer see the Keyword in the Keywords System Table.
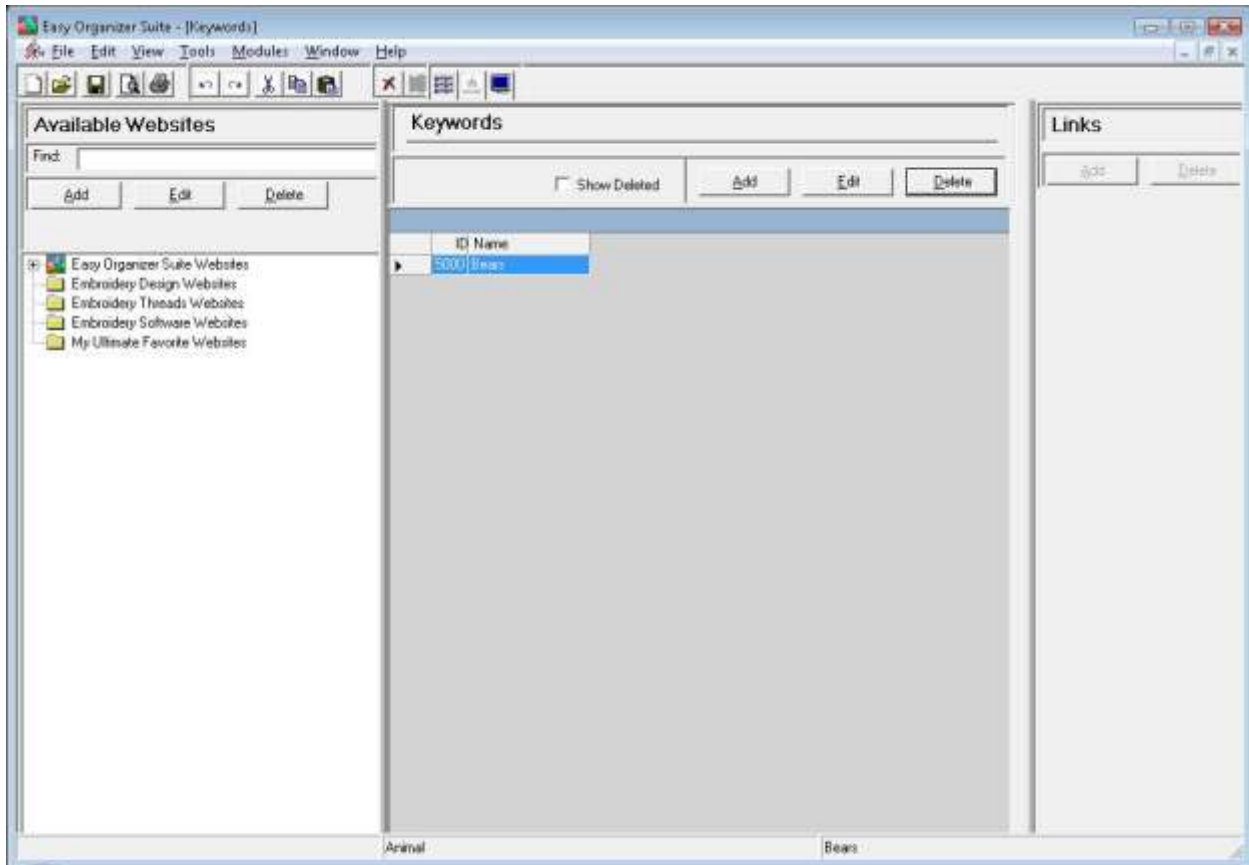
4. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.

Congratulations! You have just deleted a keyword!

You have now finished Lesson 6! You are now ready to move on to Lesson 7 - How to Work with System Tables - Ratings.