

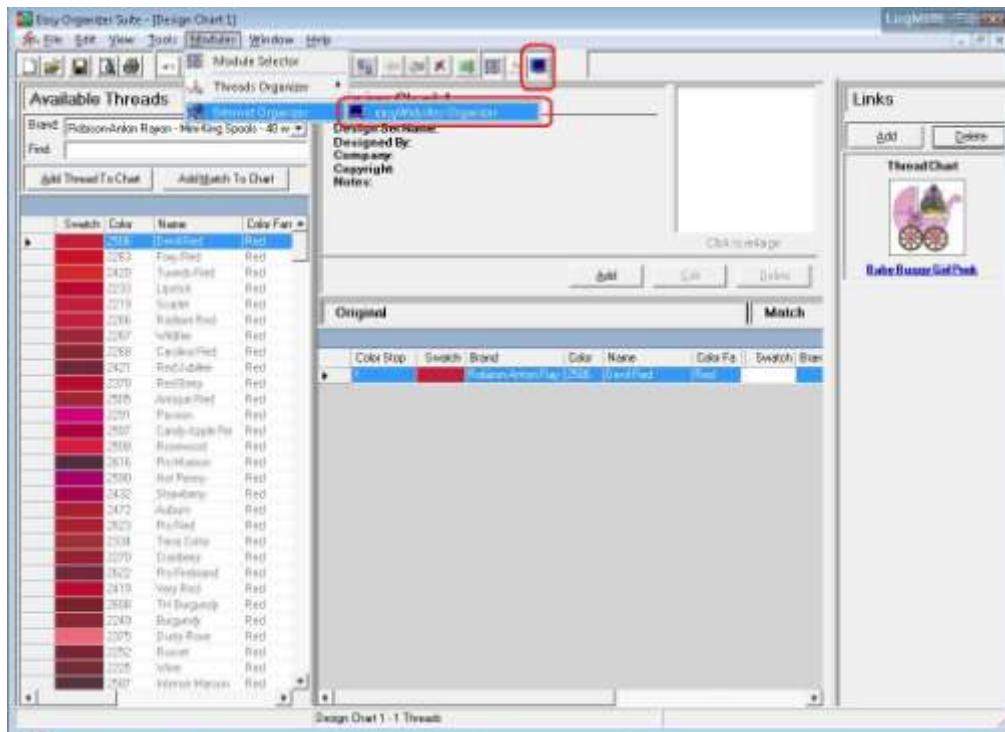
Easy Organizer Suite™
Internet Organizer™ Module Pack
easyWebsites Organizer™ Module

Lesson 6 - How to Work with System Tables – Keywords

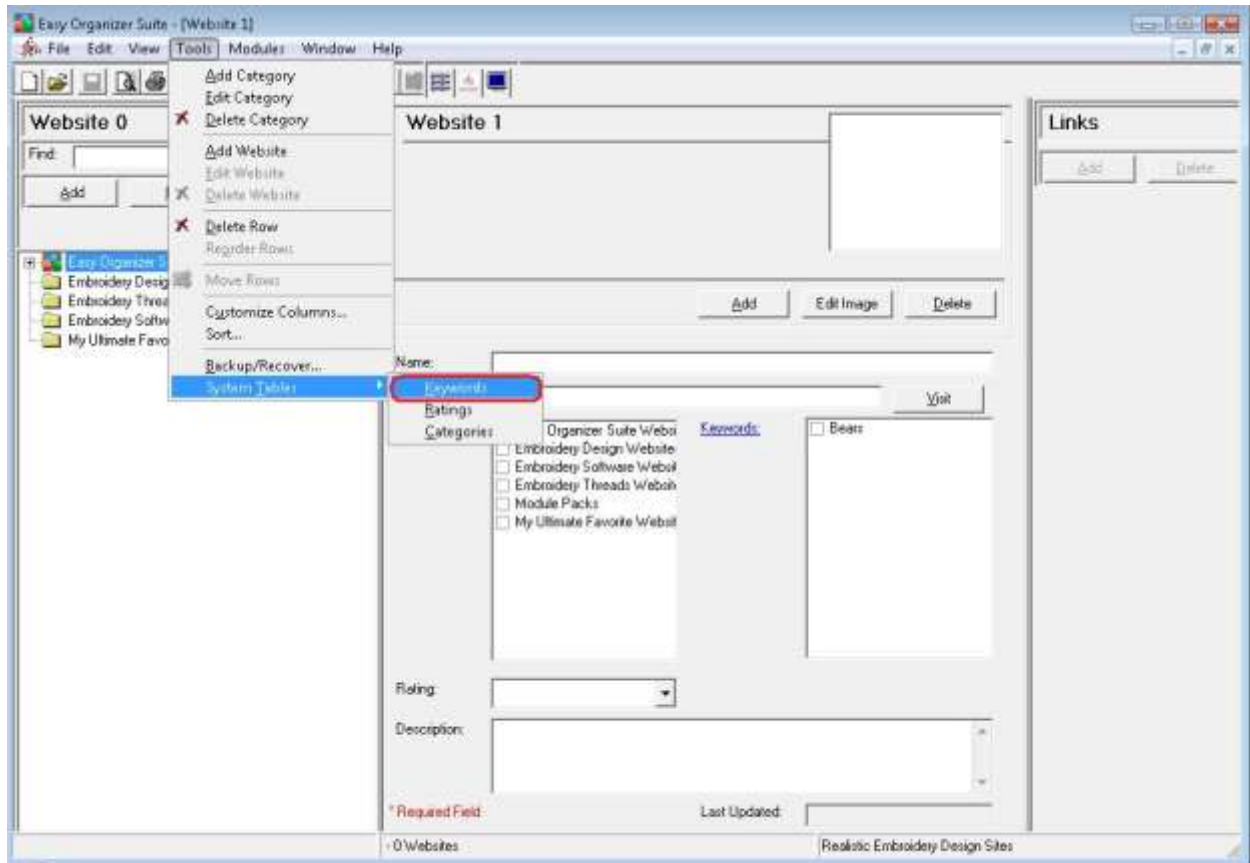
Welcome to the **easyWebsites Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyWebsites Organizer™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in 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

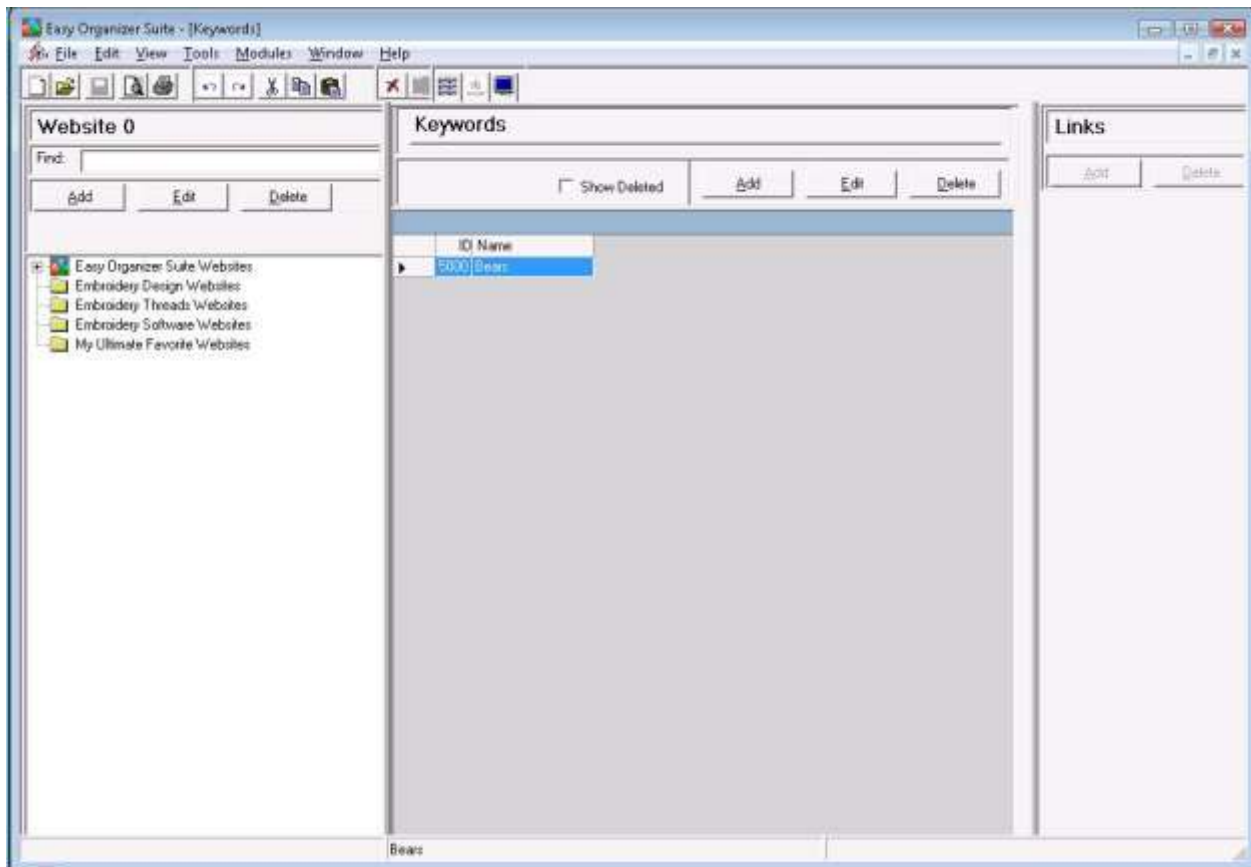
1. To begin, open **Easy Organizer Suite™** and select the **easyWebsites Organizer™** Module. If you are not already in the **easyWebsites Organizer™** Module, then select Modules → Internet Organizer → **easyWebsites Organizer** from the menu, or you can click on the **easyWebsites Organizer™** icon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



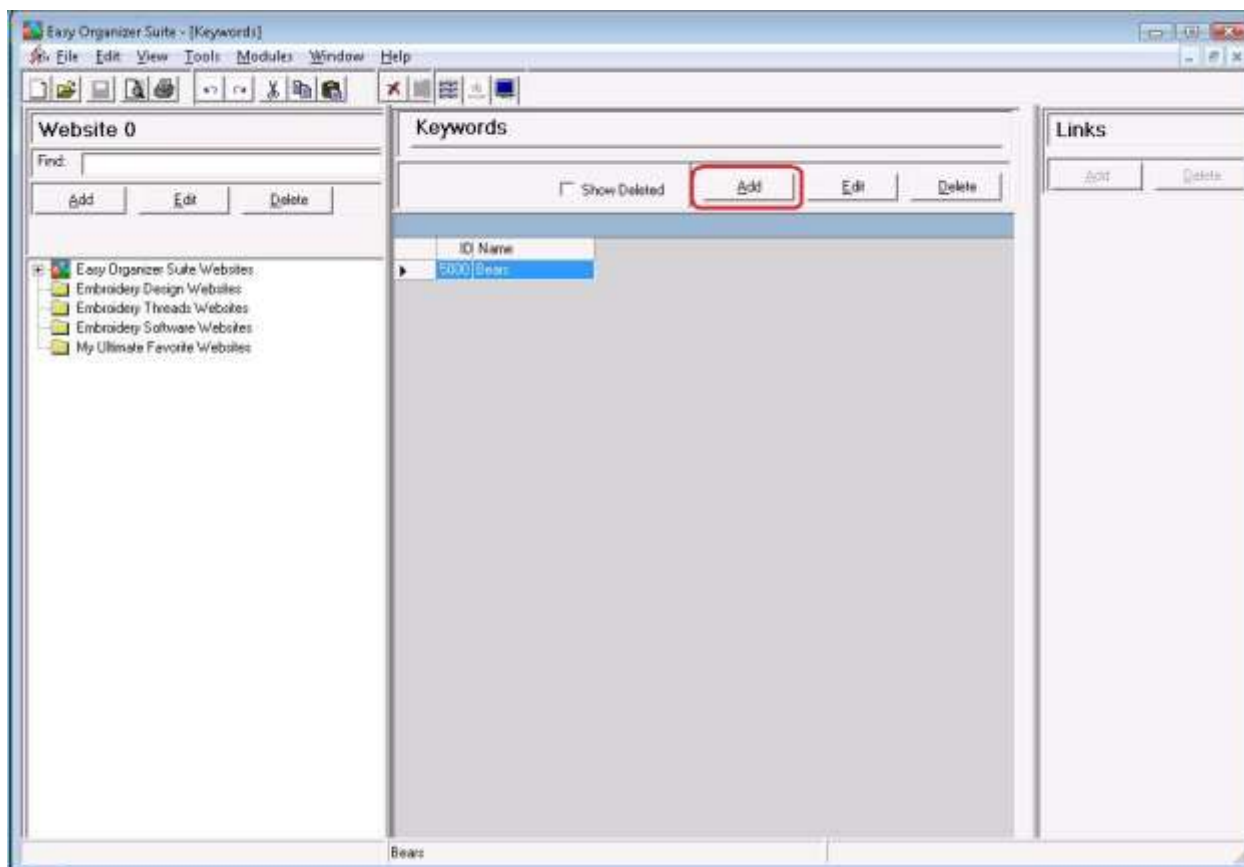
2. To see the Keyword System Table, select Tools → System Tables → Keywords from the menu.



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.



The screenshot shows a dialog box titled "Add/Edit Keyword". It has a standard Windows window title bar with minimize, maximize, and close buttons. The main area contains a text input field labeled "* Name:" which is currently empty. Below this is another text input field labeled "Last Updated:" containing the text "1/28/2011 3:55 PM". At the bottom right, there are two buttons: "OK" and "Cancel". At the bottom left, there is a red asterisk followed by the text "* Required Field".

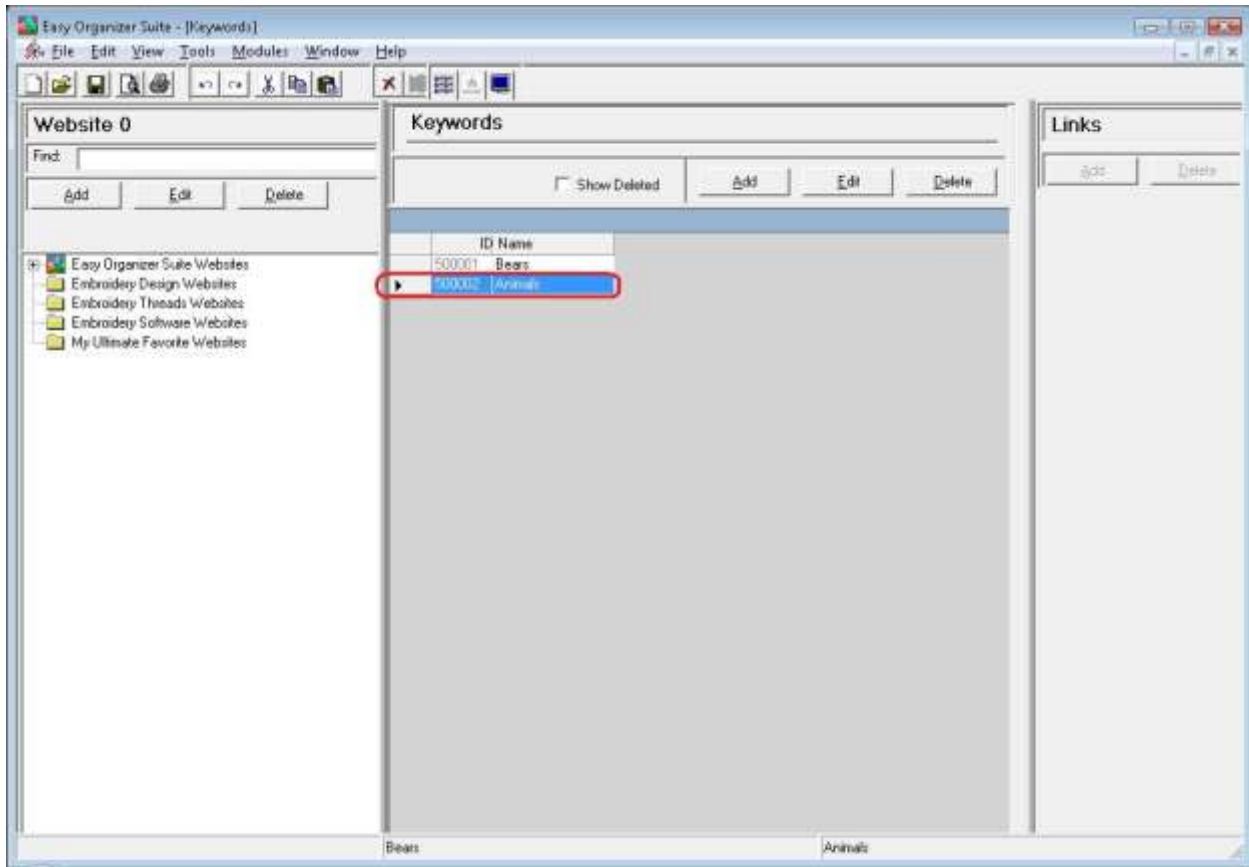
For this lesson, let's enter this information:

Name: Animals

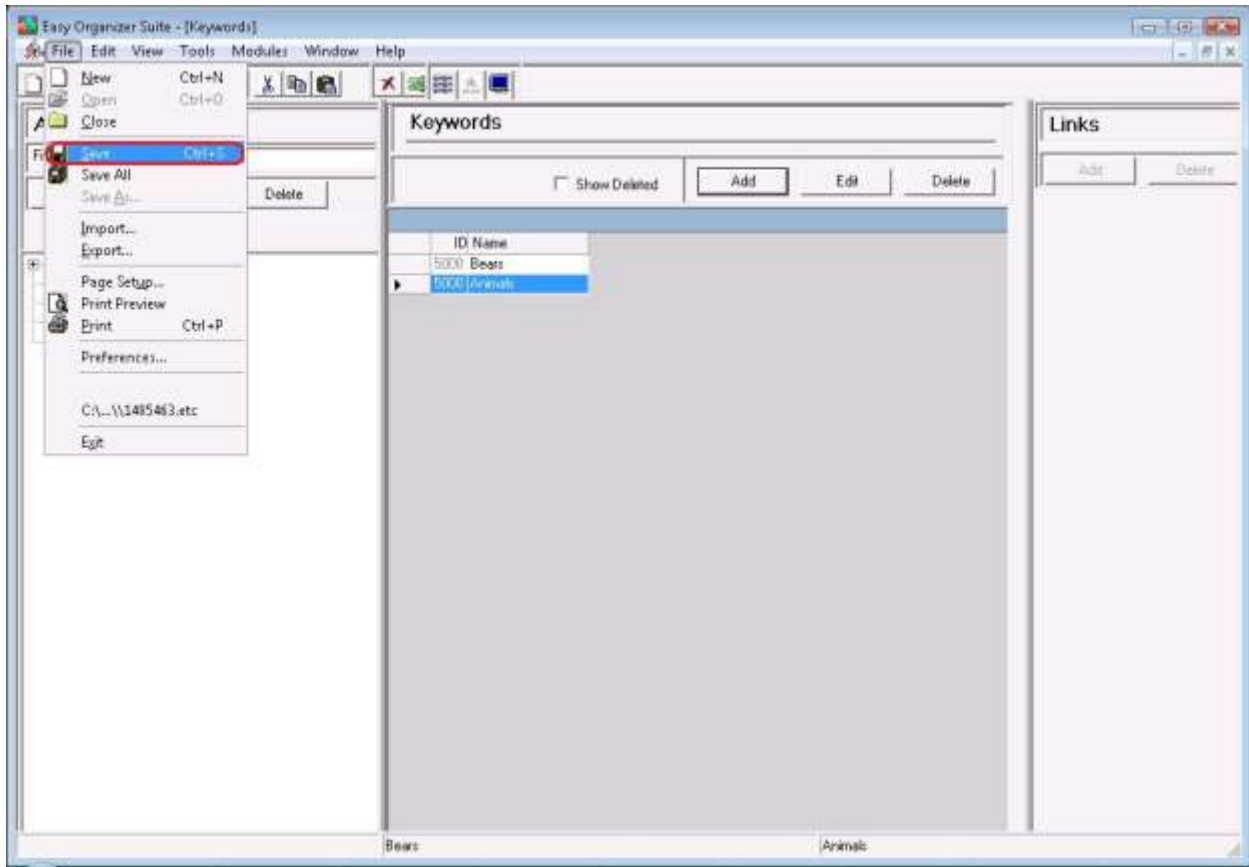


This screenshot shows the same "Add/Edit Keyword" dialog box, but now the text "Animals" has been entered into the "* Name:" field. The "Last Updated:" field still shows "1/28/2011 3:55 PM". The "OK" and "Cancel" buttons are in the same position at the bottom right. The "* Required Field" label is still present at the bottom left.

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.

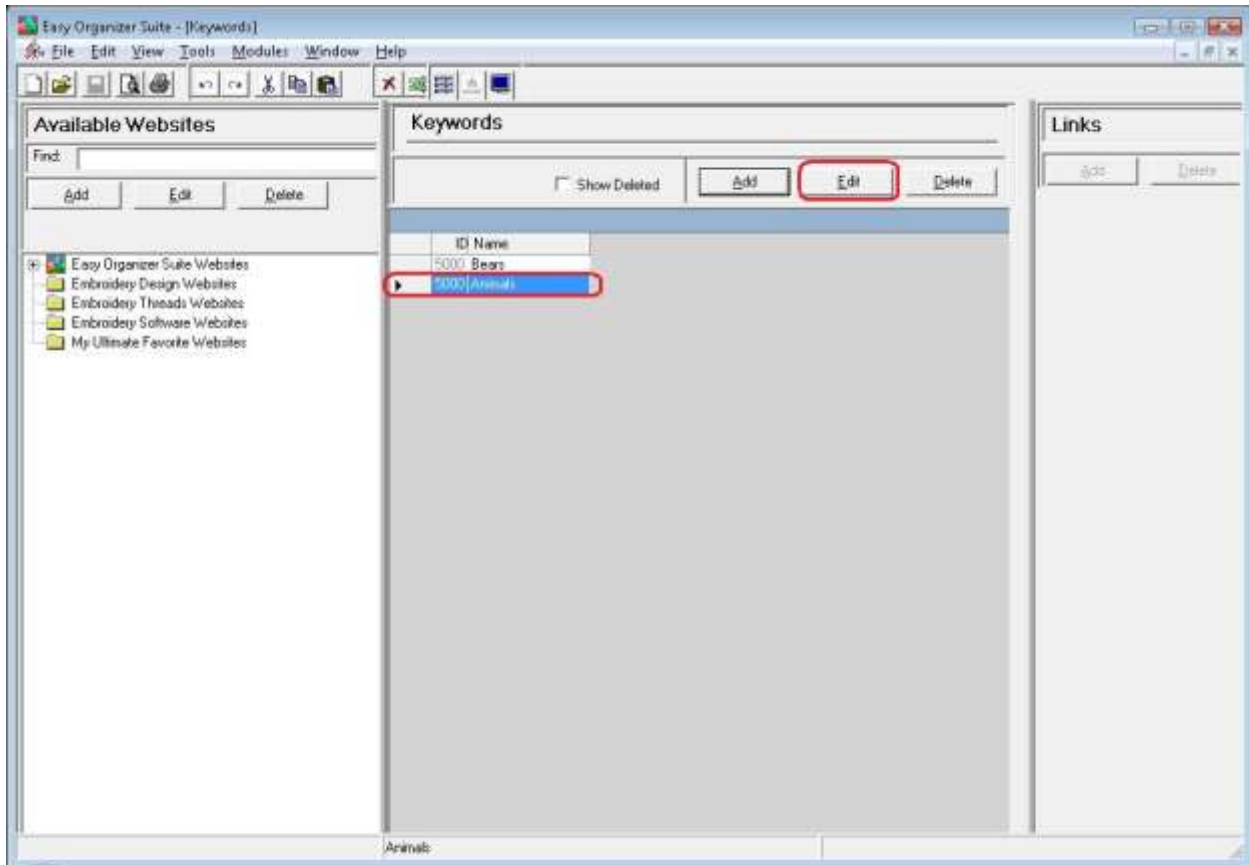


Congratulations! You have just added a new keyword!

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 you would 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:

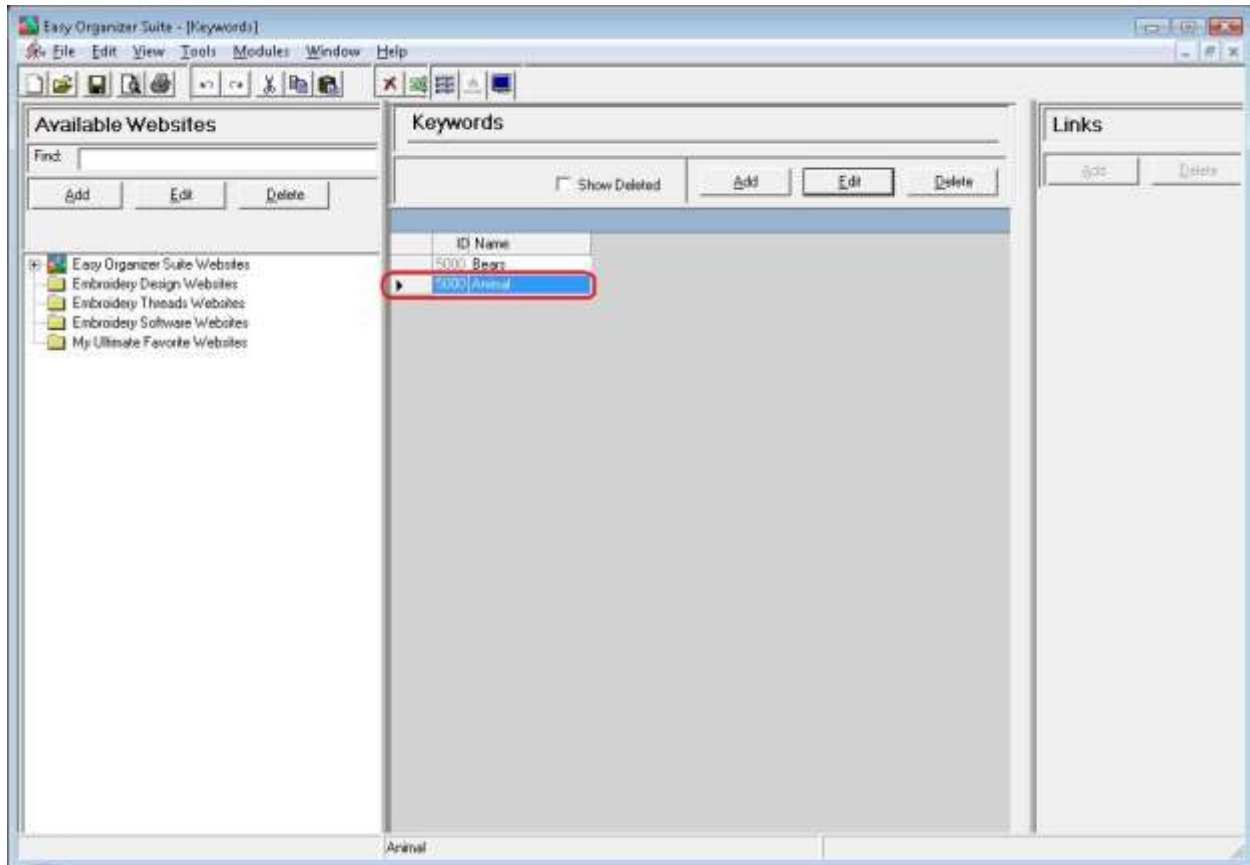
Name: Animal

Now click OK to save your changes.

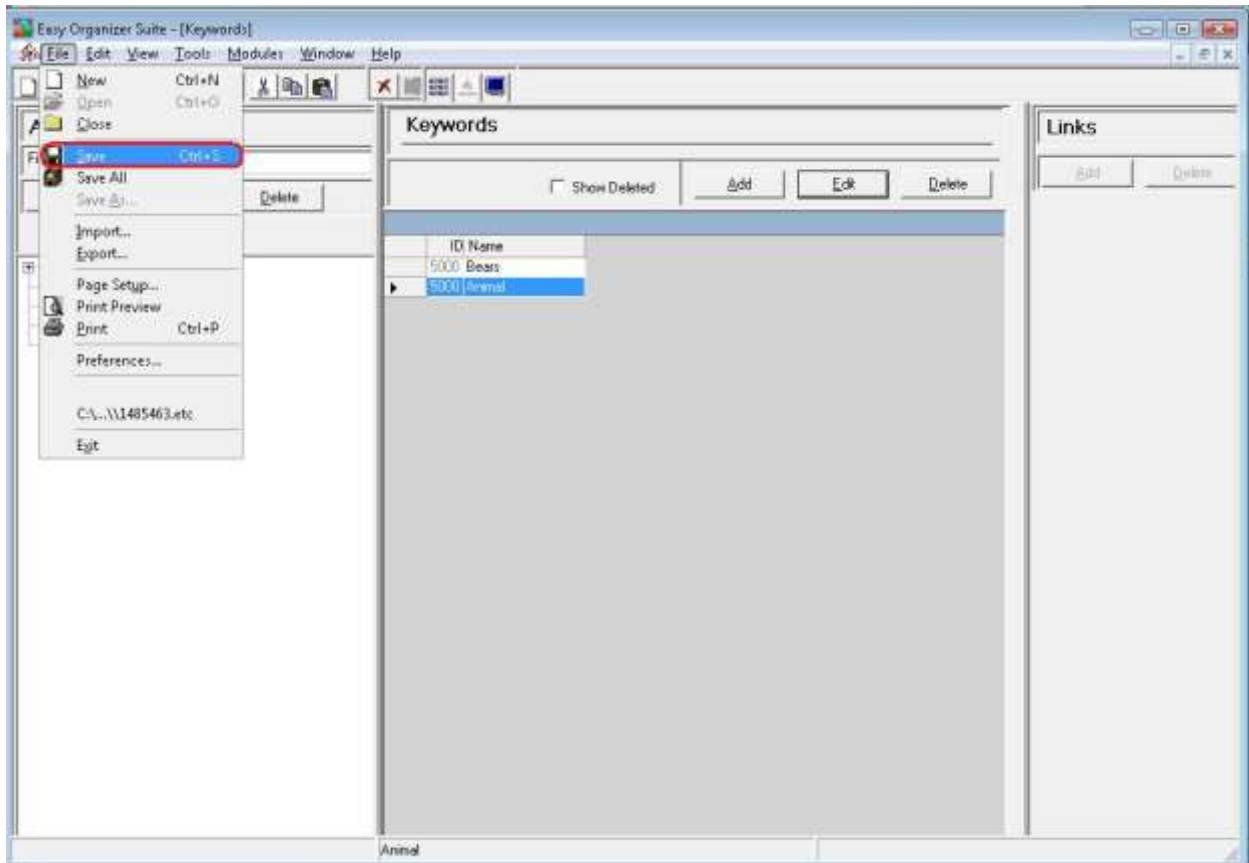


The image shows a screenshot of a software dialog box titled "Add/Edit Keyword". The dialog has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the dialog, there is a text input field labeled "*Name:" containing the text "Animal". Below this is a "Last Updated:" field showing the date and time "1/28/2011 4:11:51 PM". At the bottom left, there is a red asterisk and the text "* Required Field". At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

4. You will notice that any changes made to the name of the Keyword can be seen in the Keywords System Table



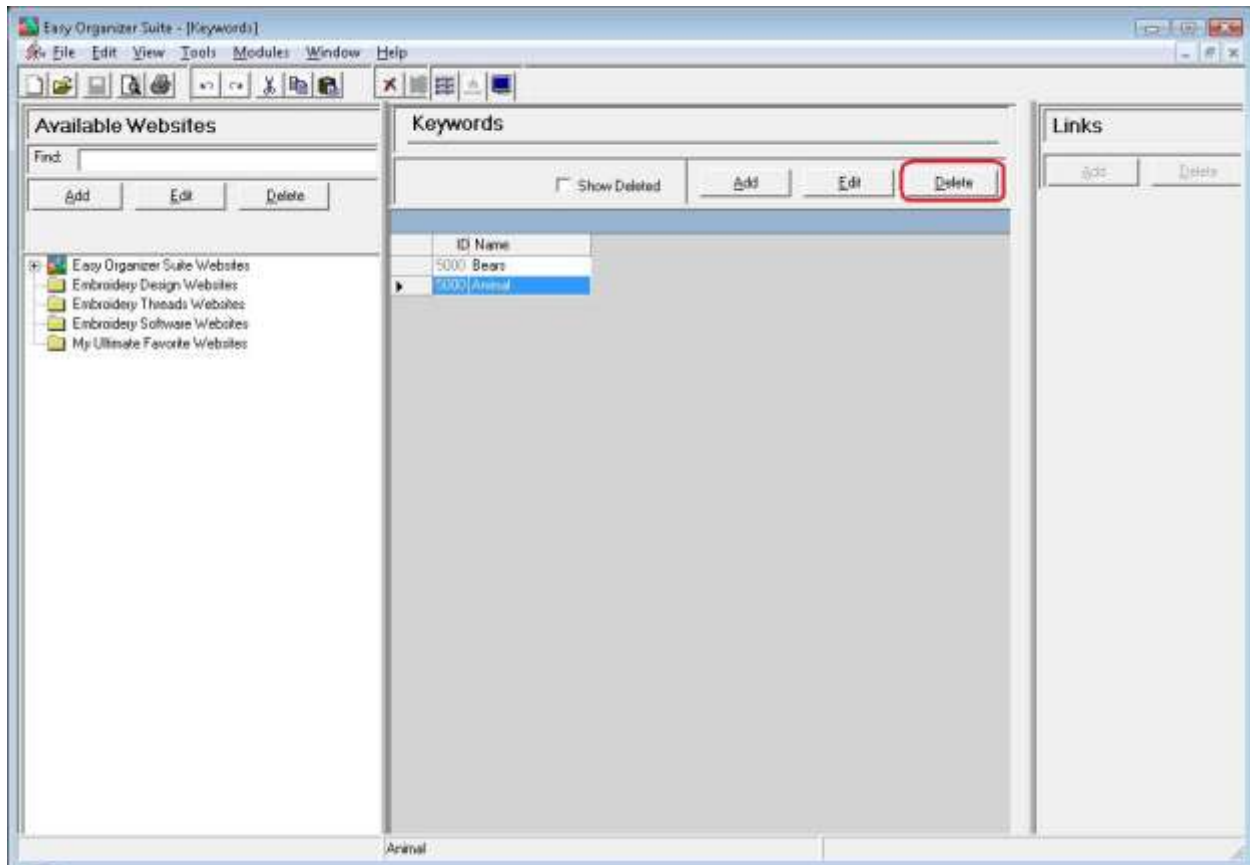
5. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



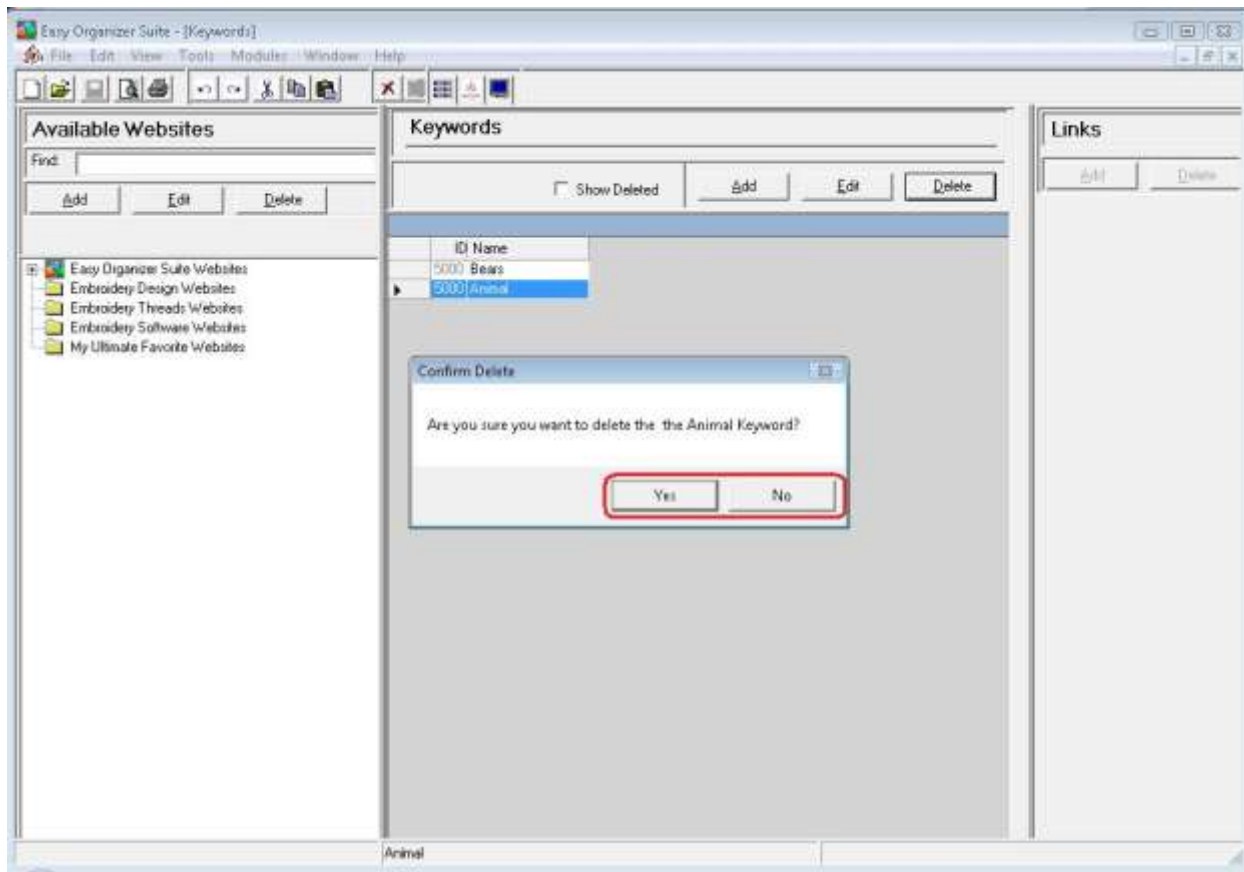
Congratulations! You have just edited a keyword!

Deleting a Keyword

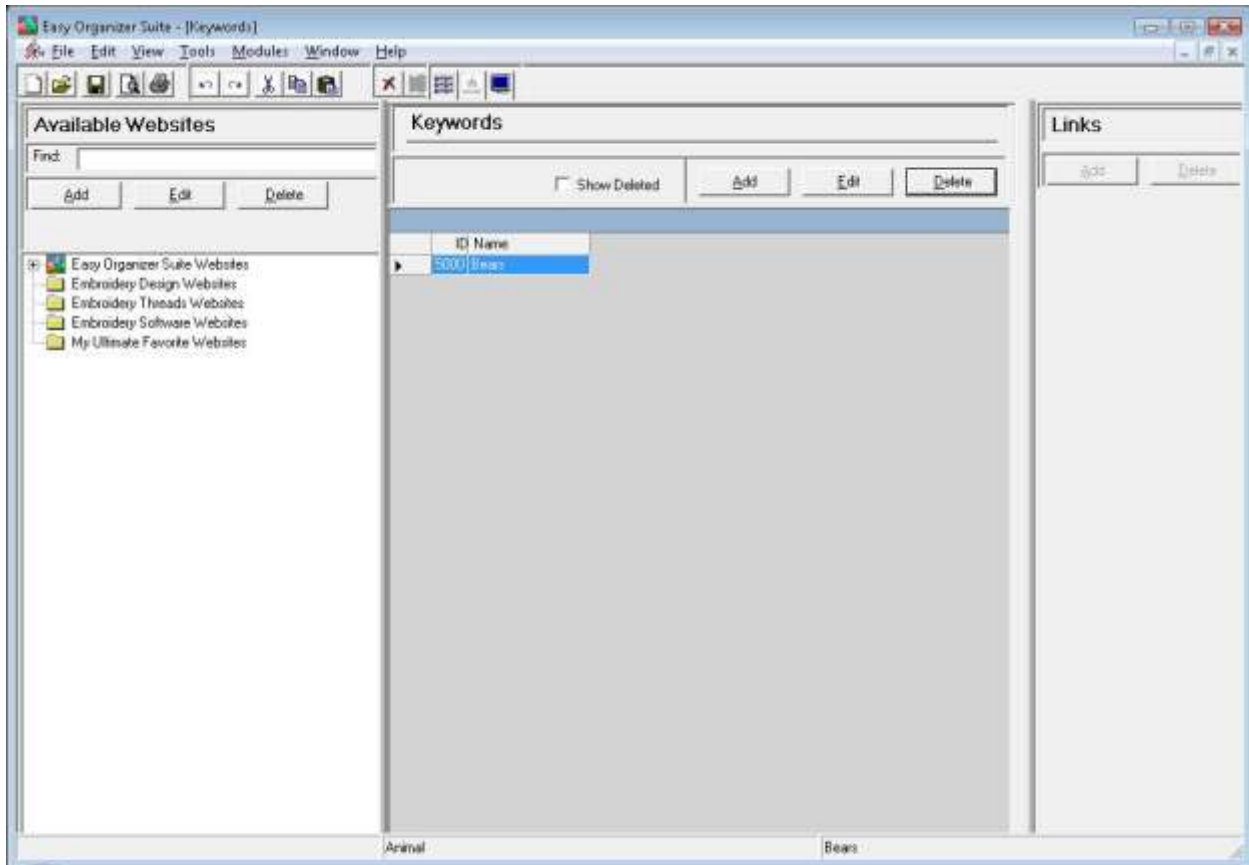
1. If you want to delete a Keyword, select the row of the keyword in the Keywords System Table. Then click on the Delete button at the top of the Keywords System Table. You can also select Tools → Delete Row in the menu, or right click and select Delete Row from the context menu, or click on the Delete Row icon in the toolbar.



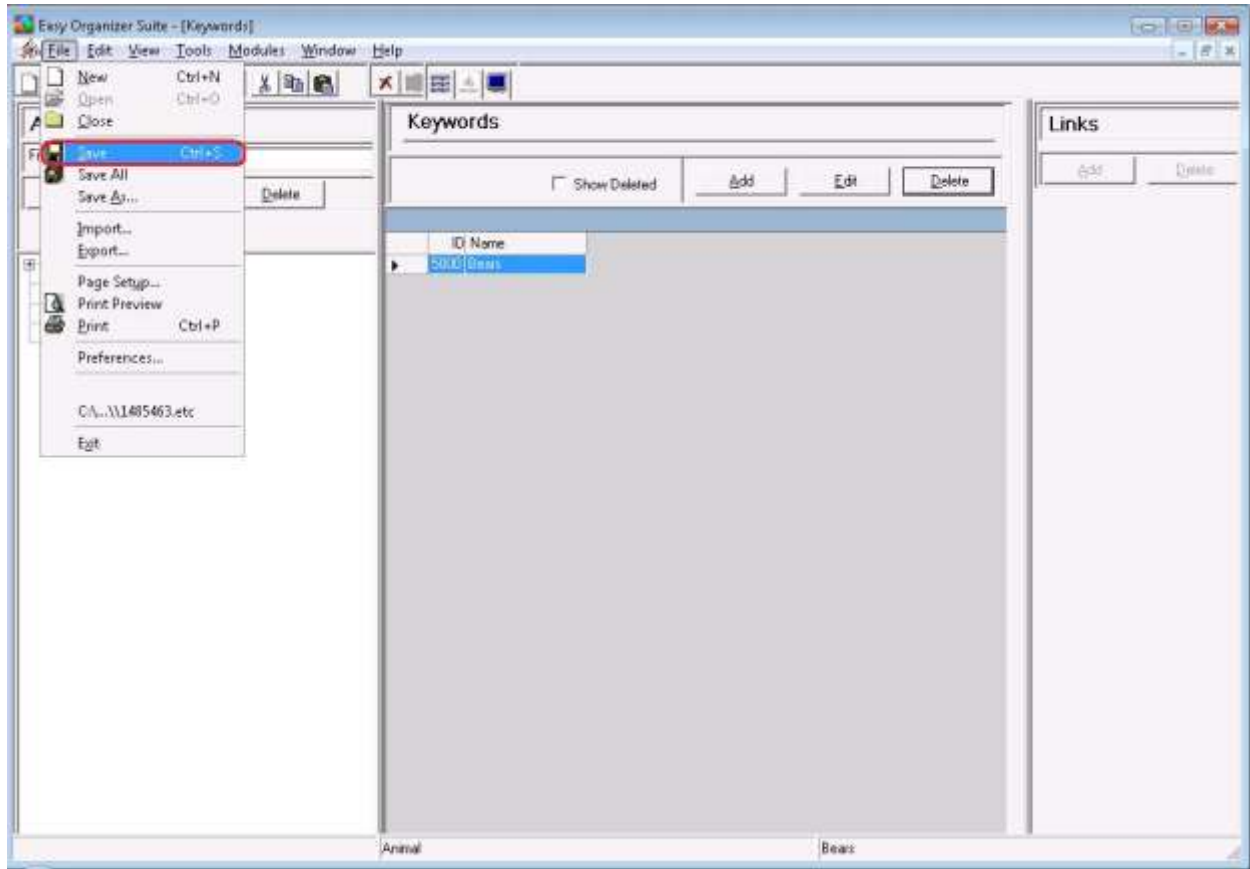
2. The system will ask you if you are sure you want to delete the keyword, and if so, click on the Yes button to delete the Keyword. Otherwise, click on the No button.



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.