Easy Organizer Suite™
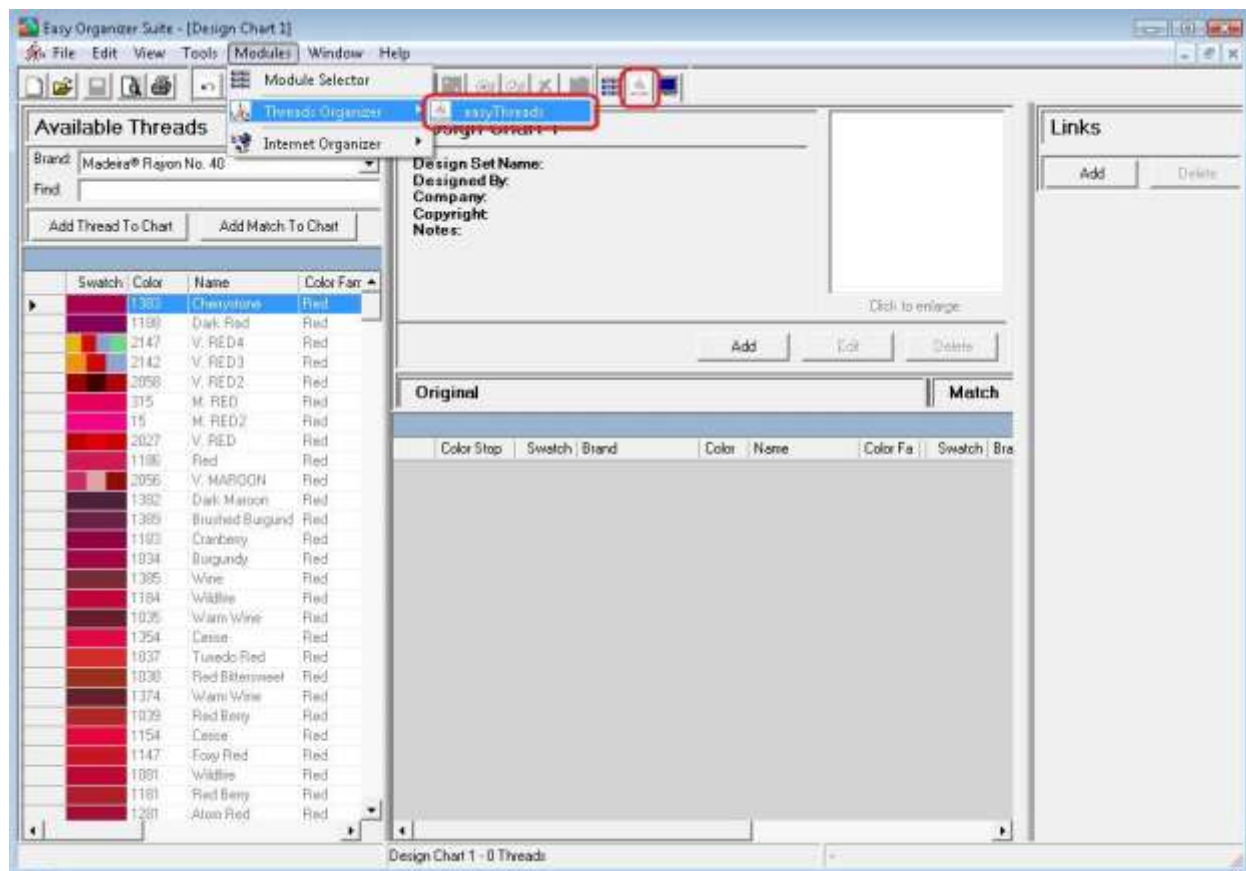**Threads Organizer™ Module Pack**
easythreads™ Module

Lesson 20 - How to Import an Embroidery Design

Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** 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 twentieth lesson will show you how to import an embroidery design.
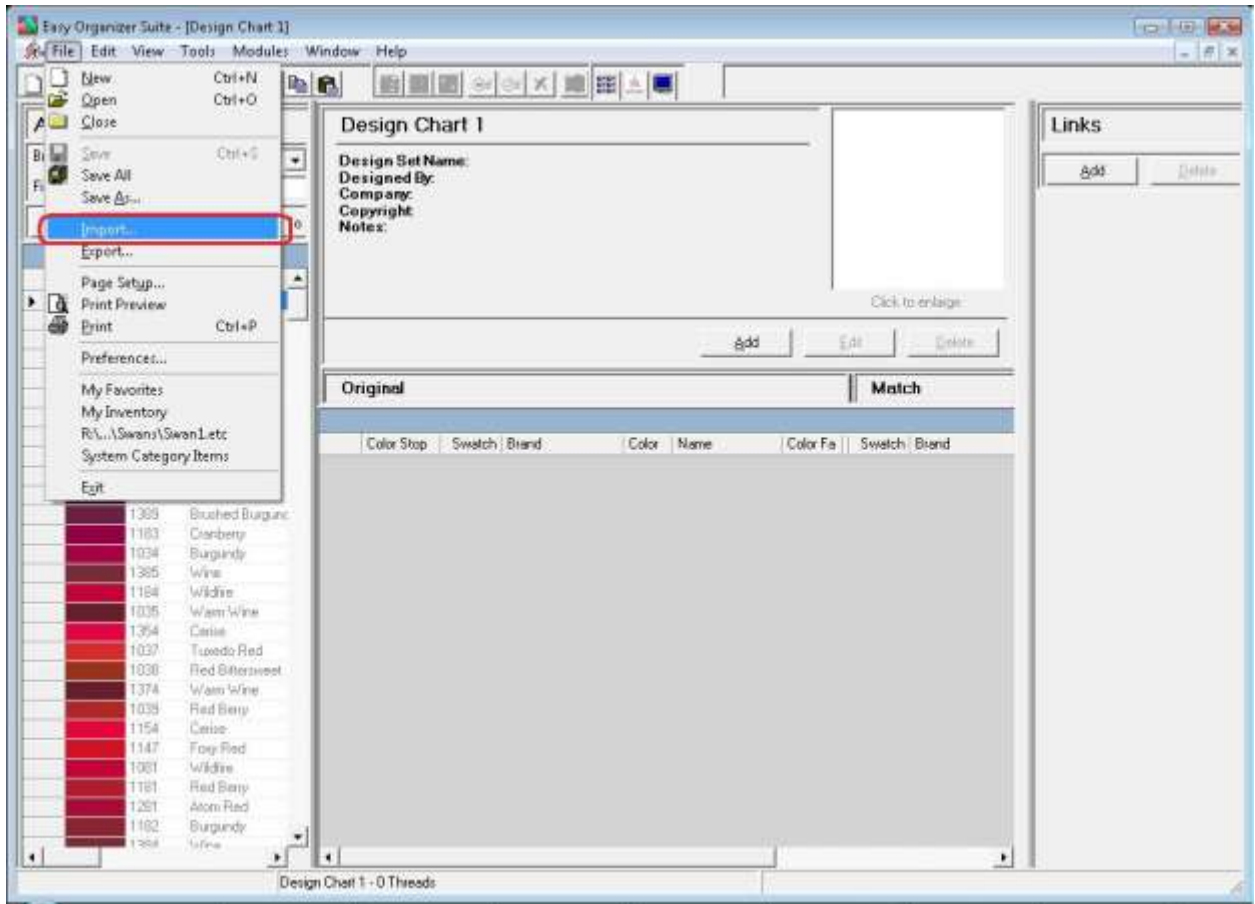
In the Pro Edition of the **easythreads™** program, you can import an embroidery design into a Design Chart. It will bring in a picture of the embroidery design, the threads of the design, and it can even convert the threads using the options set in the Convert Options form, all in one step. This feature is only available in the Pro Edition.

Importing an Embroidery Design

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

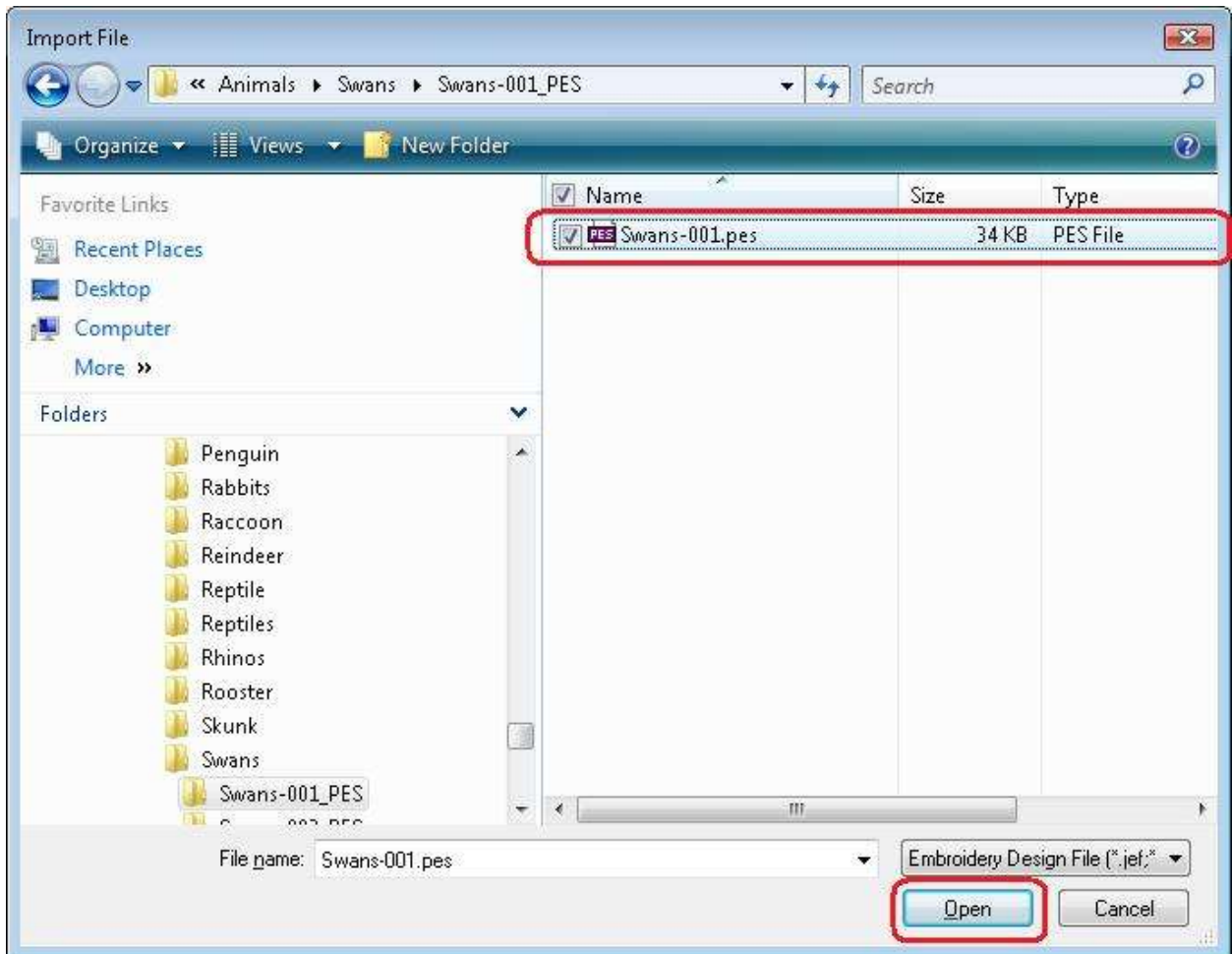2. To open the Import Wizard, select File → Import.

3. The Import Wizard will open. Click on the Browse… button to find the embroidery design you want to import.
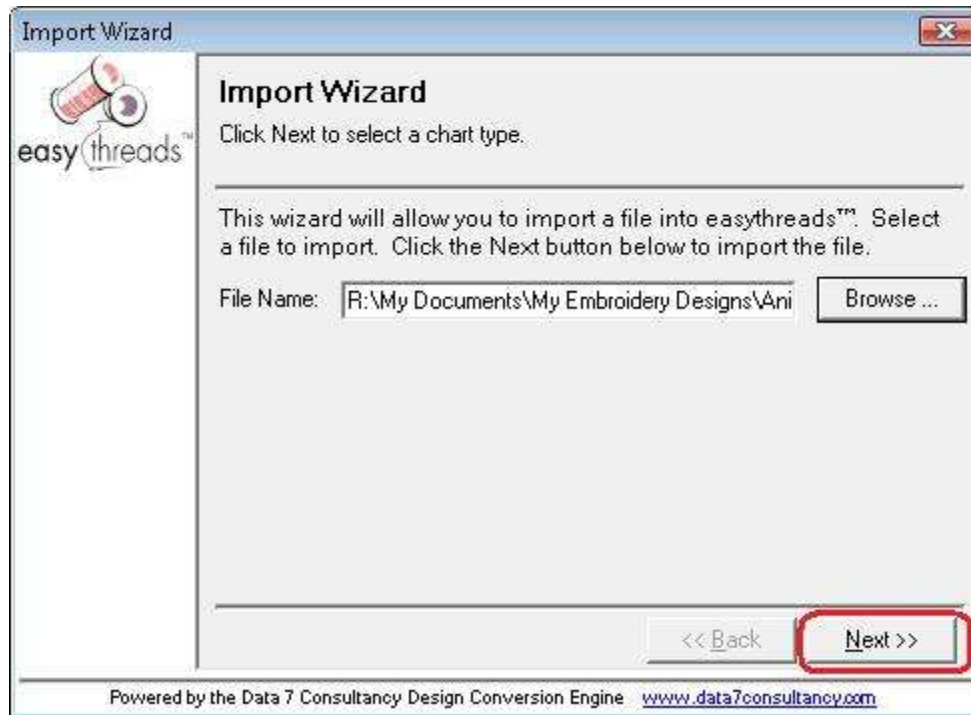
4. The Import File dialog will open. Find the embroidery design you want to import and click on the Open button.

    For this lesson, we'll select the first Free Swan design from the Easy Organizer Suite website. Click the Open button to continue.
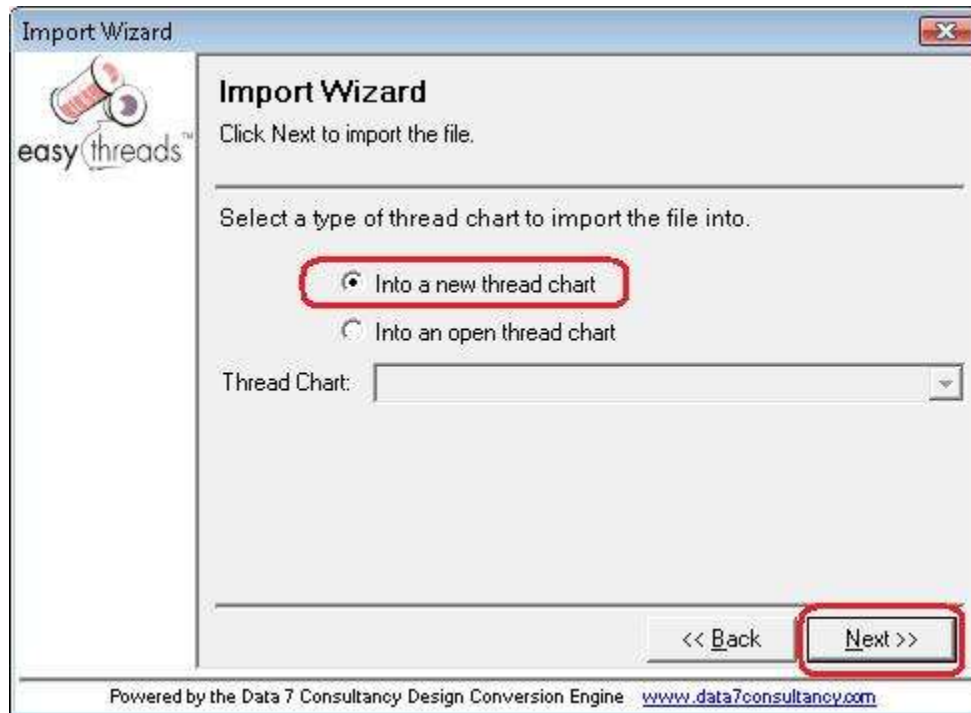
5. The system will put the file path and name in the File Name textbox. Click the Next >> button to continue.
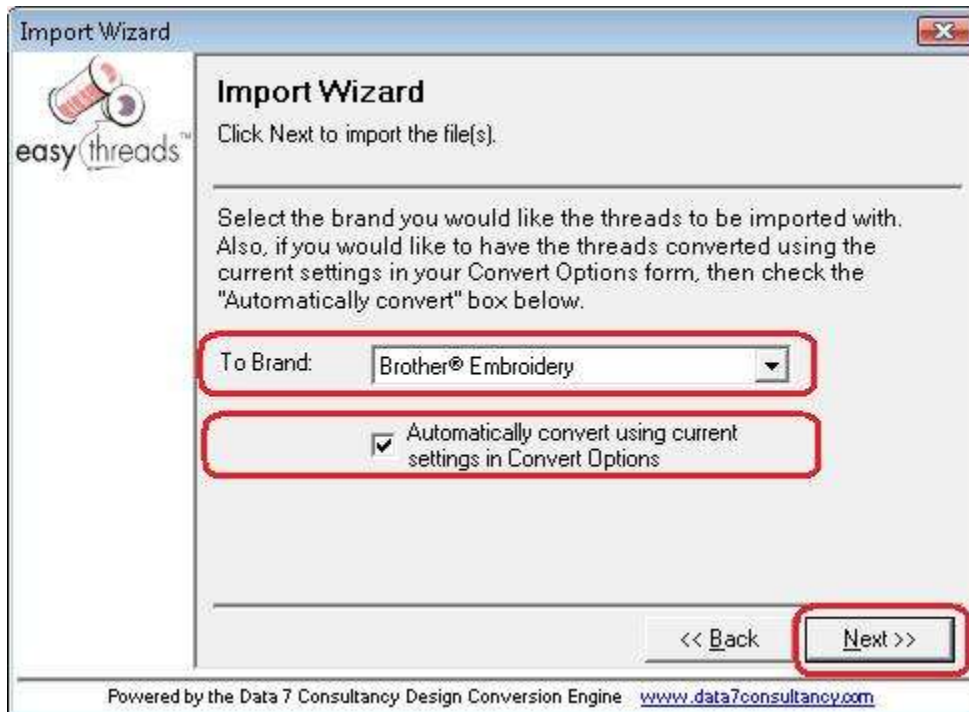
6. The Import Wizard will allow you to import the embroidery design into a new Design Chart, or an open Design Chart.

    For this lesson, let's select a new Design Chart. Click the Next >> button to continue.
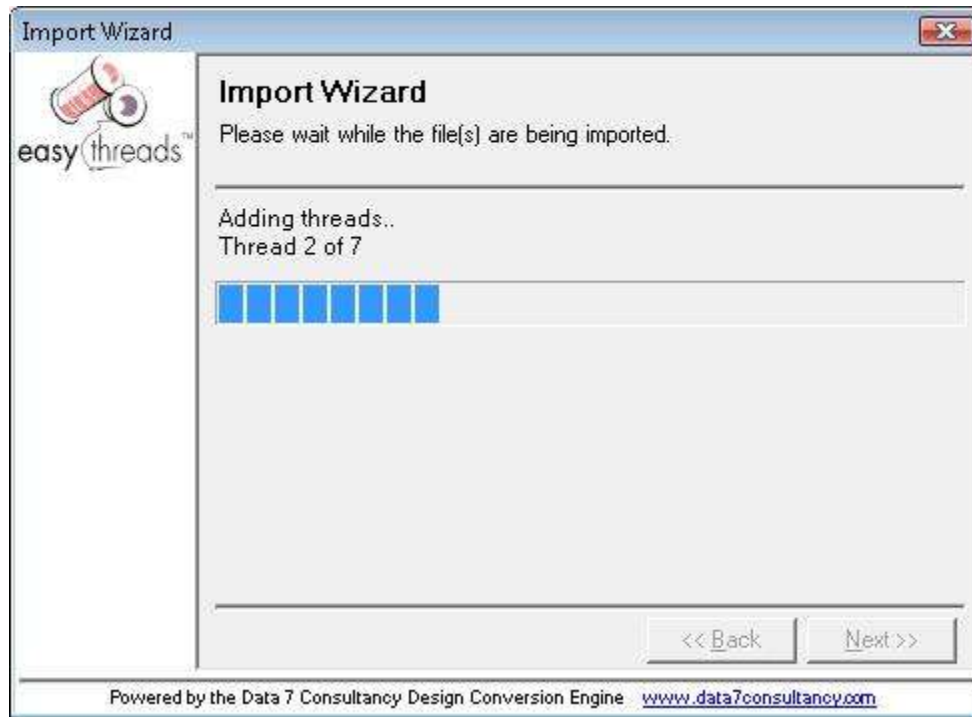
7. The Import Wizard will allow you to select the brand of threads to import the threads. You can also select to have the Import Wizard automatically convert the threads using the current settings in the Convert Options form.

   For this lesson, let's select the Brother Embroidery threads, and let's let the system convert the threads for us, so make sure that the Automatically convert using current settings in Convert Options checkbox is checked. Click the Next >> button to continue.
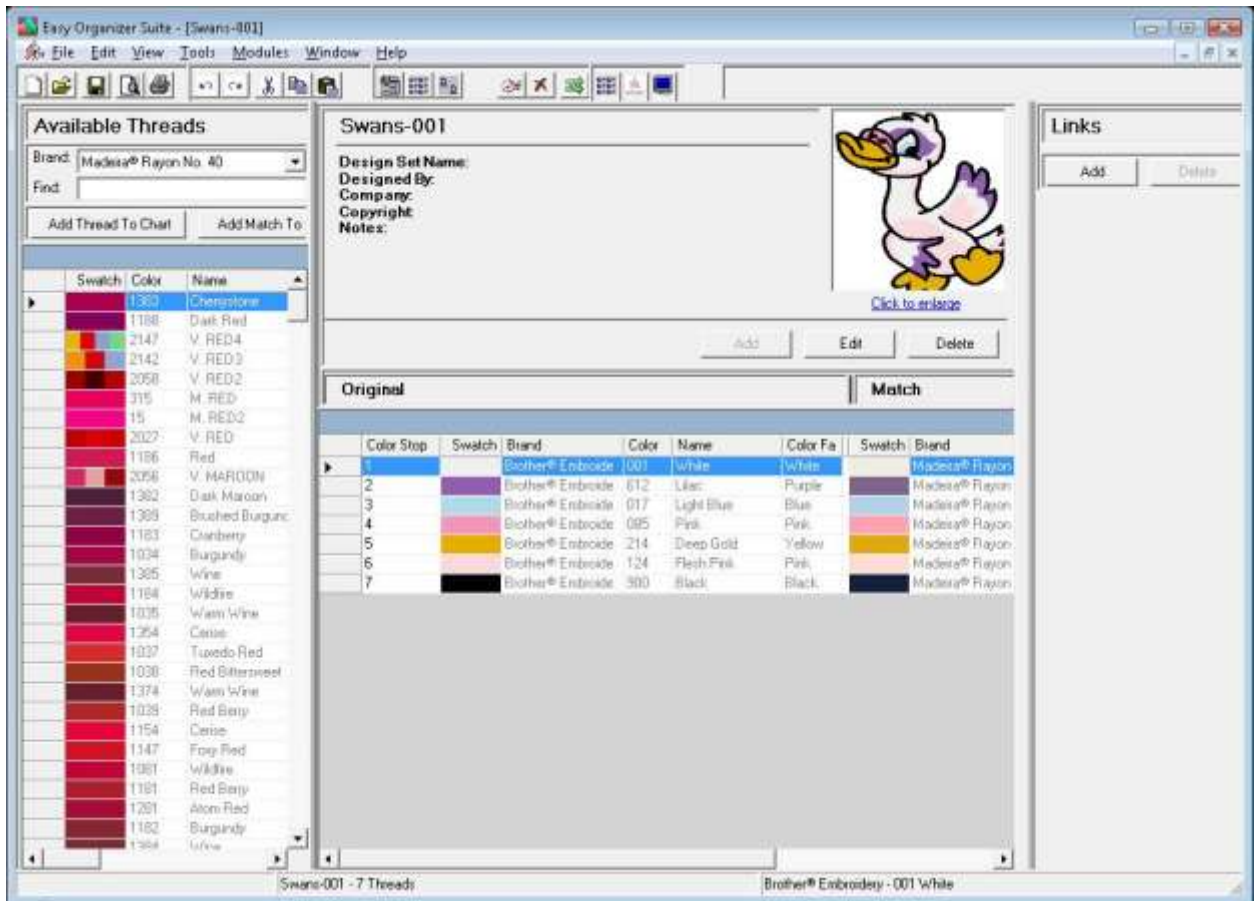
8. The system will now import the embroidery design. It will let you know as it is importing each thread.

9. When the Import Wizard has completed, it will close and you will see the Design Chart, with a picture of the embroidery design, the threads of the design and the matching threads.

   You can now save the Design Chart and print it out to begin stitching.

Congratulations! You have finished Lesson 20. You are now ready to move on to Lesson 21 – How to Import My Inventory.