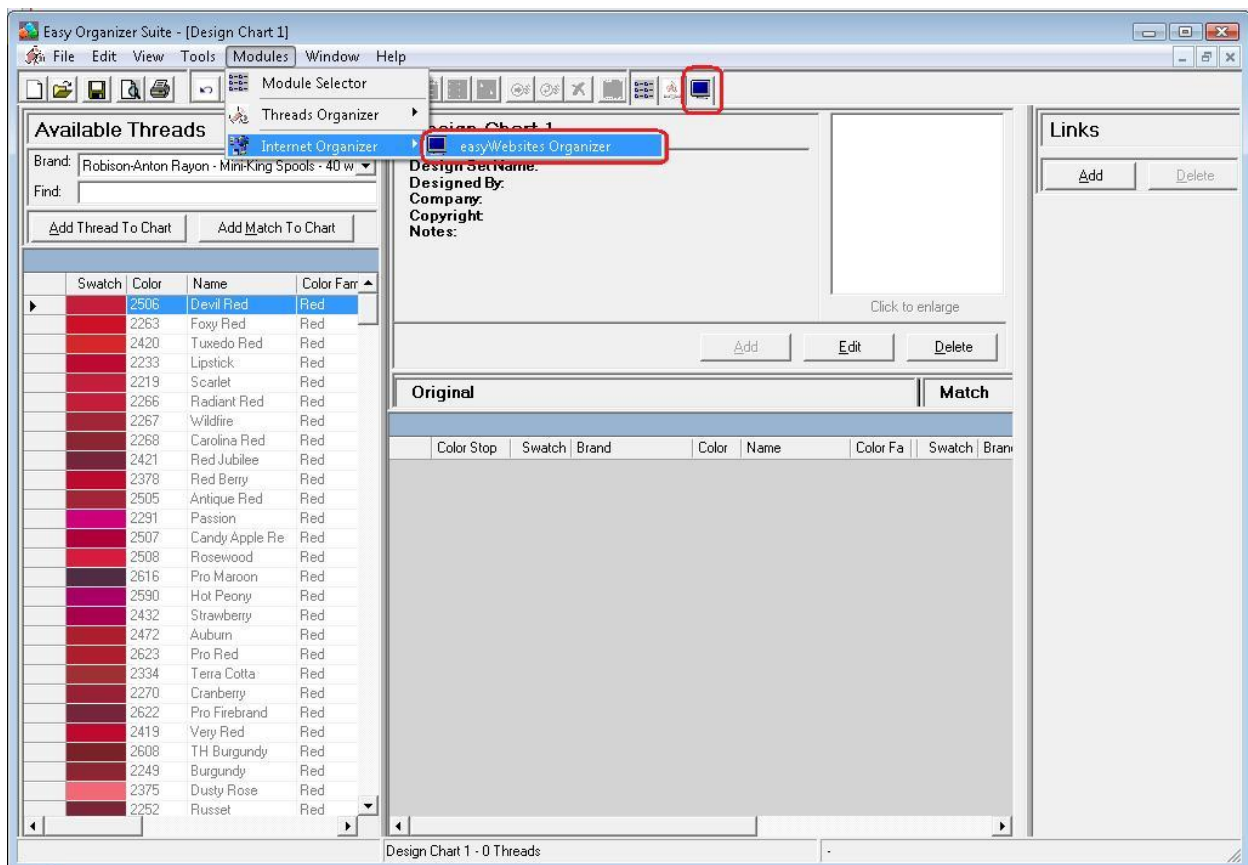


# Easy Organizer Suite™ Internet Organizer™ Module Pack easyWebsites Organizer™ Module

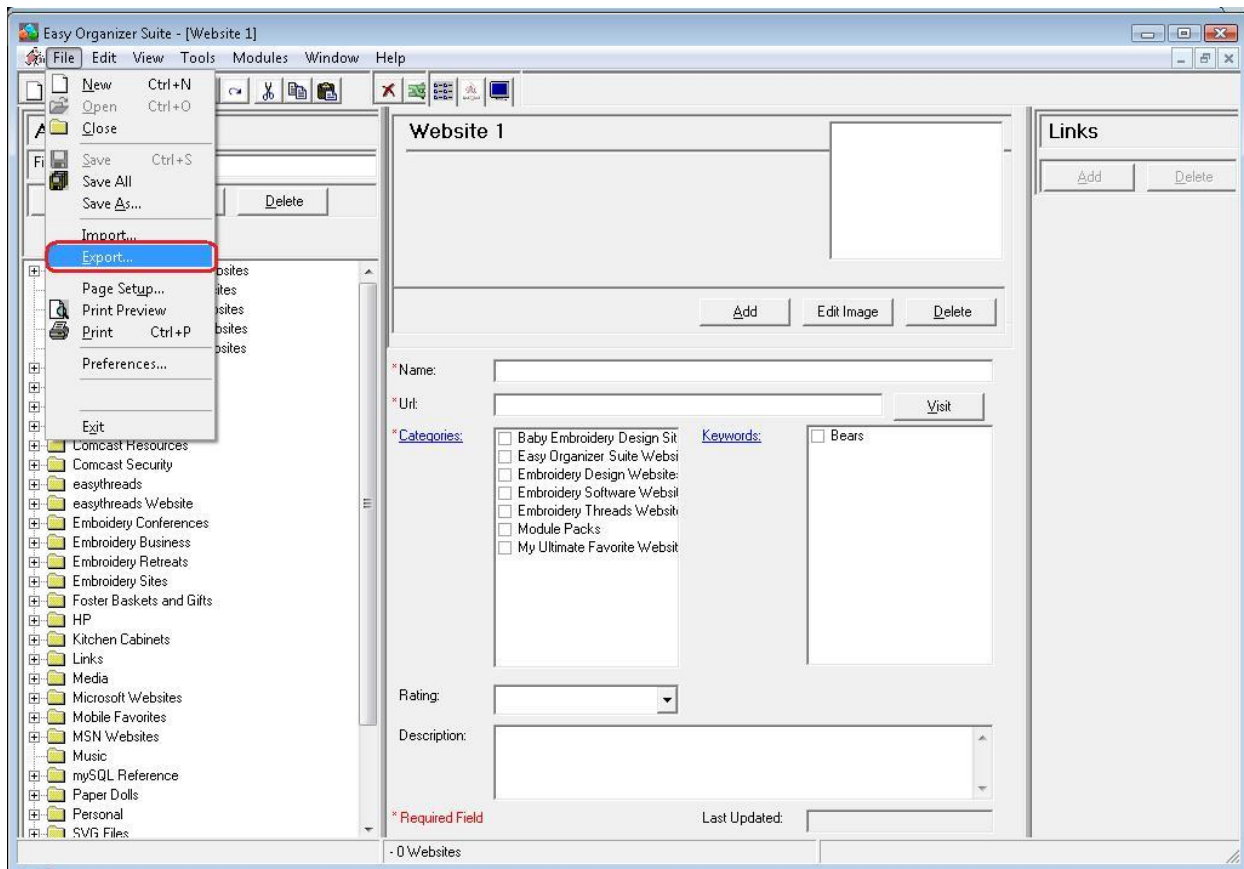
## Lesson 5 - How to Use the Export Feature

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 seventh lesson will show you how to use the Export feature. The Export feature is only available in the Pro Edition of the **easyWebsites Organizer™** Module.

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 Export Wizard, select File → Export from the menu.



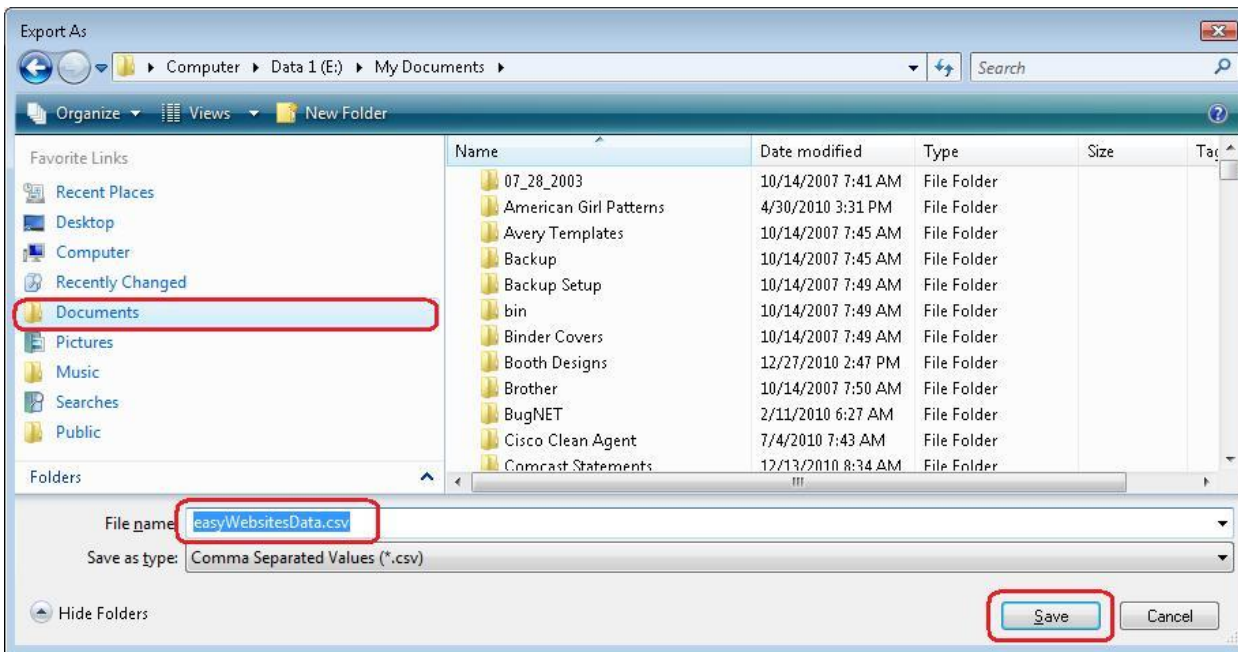
3. The Import Wizard will open.



4. You must enter the name and location of a file. Click on the Browse button to navigate your file system to find a location and then enter the name of the file.

You can either save the file as a CSV (Comma Separated Values) file or a TXT (text) file. Once you have completed this, click on the Save button to put your file path and file name into the Export Wizard File Name textbox.

For this lesson, let's select you're my Documents directory and enter the file name "easyWebsitesData.csv" (without the quotes). Then click on the Save button.



5. Click on the Next button to export the categories and websites from the Available Websites Tree into the file.



6. When the Export Wizard has finished, it will display the Congratulations window. Click on the Finish button.



7. You can now navigate to where you saved the file and see all of your favorites and their categories in a comma delimited format.

Congratulations! You have just Exported your favorites to a file!

You have now finished Lesson 5! You are now ready to move on to Lesson 6 - How to Work with System Tables - Keywords.