

**Easy Organizer Suite™**  
**Embroidery File Organizer™ Module Pack**  
**easyEmbroidery File Organizer™ Module**

## How to Work with System Tables – Categories

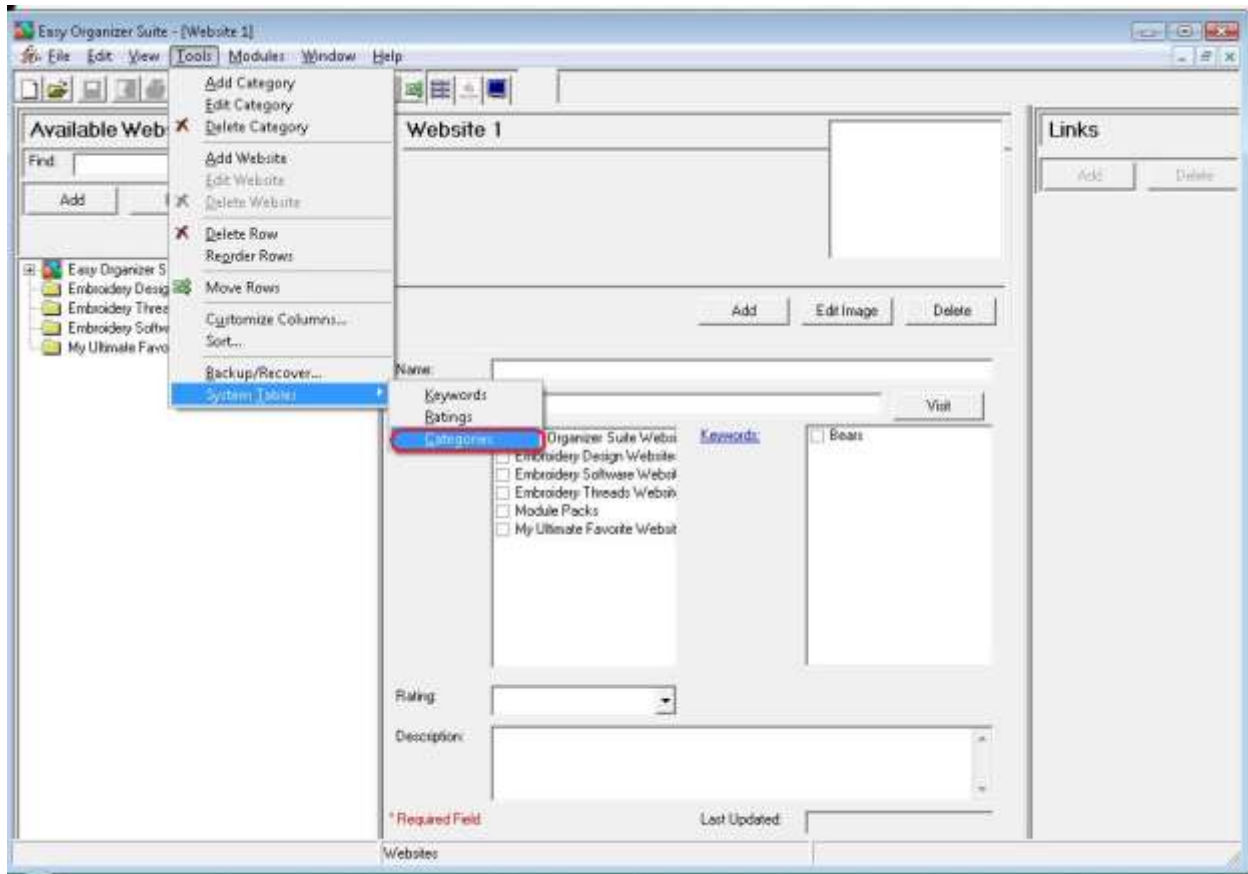
Welcome to the **easyEmbroidery File Organizer™** Lessons series. This lesson will show you how to work with System Tables – Categories. The Categories System Table is only available in the Pro Edition of the **easyEmbroidery File Organizer™** Module.

### ***Adding a new Category***

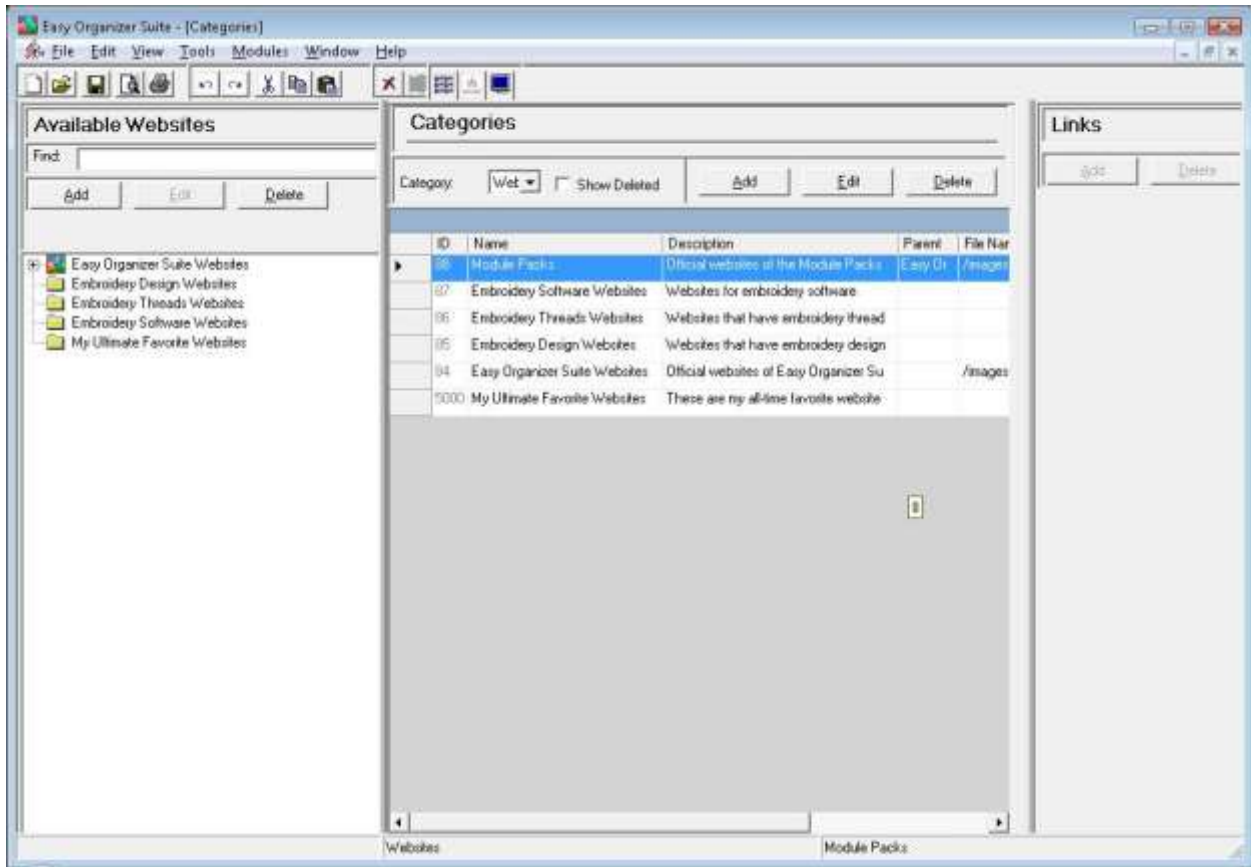
1. To begin, open **Easy Organizer Suite™** and select the **easyEmbroidery File Organizer™** Module. If you are not already in the **easyEmbroidery File Organizer™** Module, then select Modules → Embroidery File Organizer → **easyEmbroidery File Organizer™** from the menu, or you can click on the **easyEmbroidery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



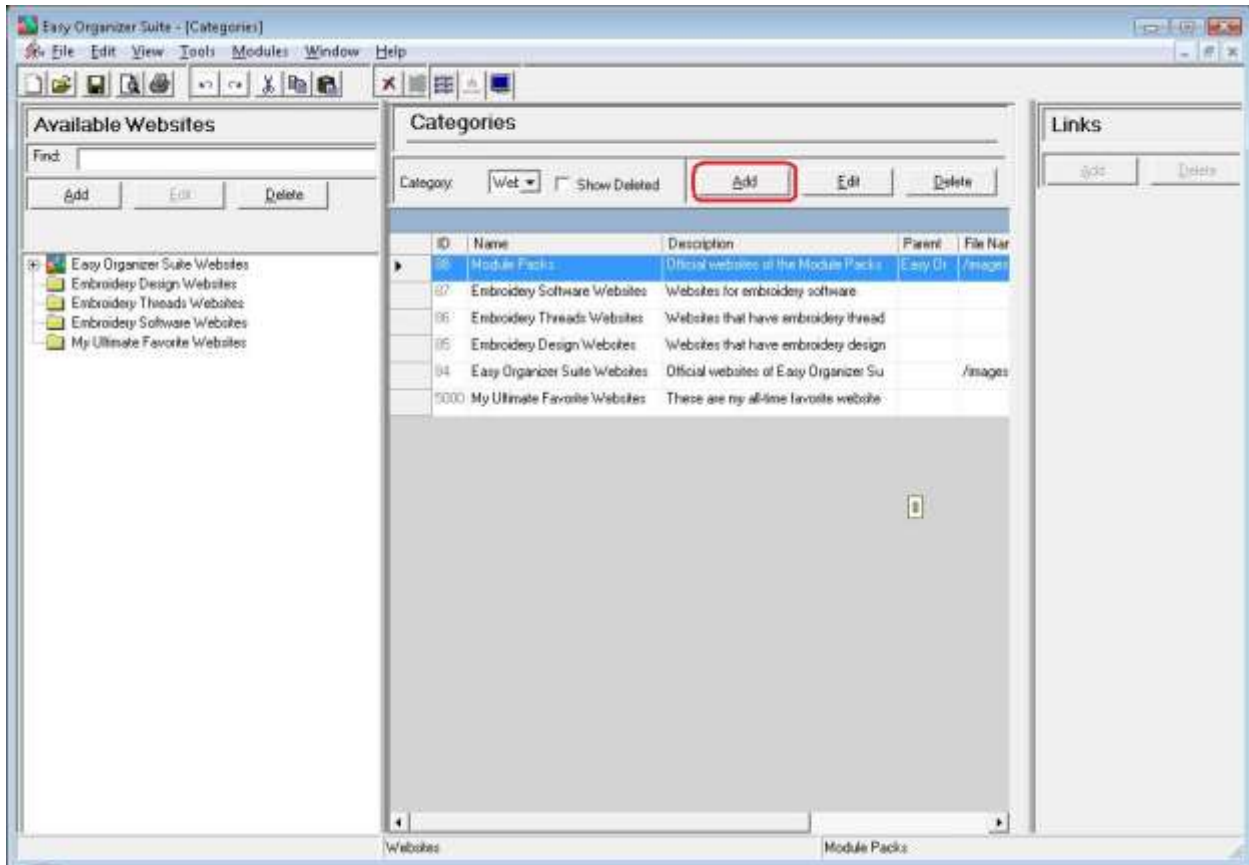
2. To see the Categories System Table, select Tools → System Tables → Categories from the menu.



3. The Categories System Table will open.



4. To add a new Category, click on the Add button.



5. The Add/Edit Category form will open.



6. You can enter a new Category.

For this lesson, let's enter this information:

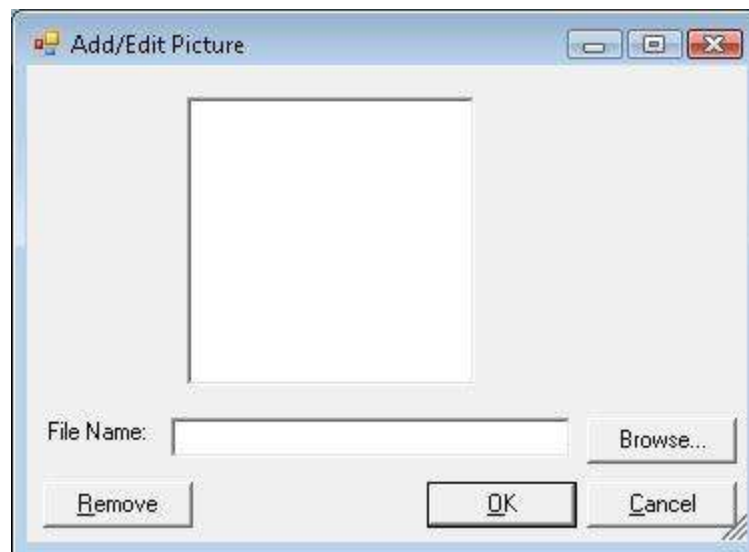
Name: Baby Designs

Parent: Free Designs

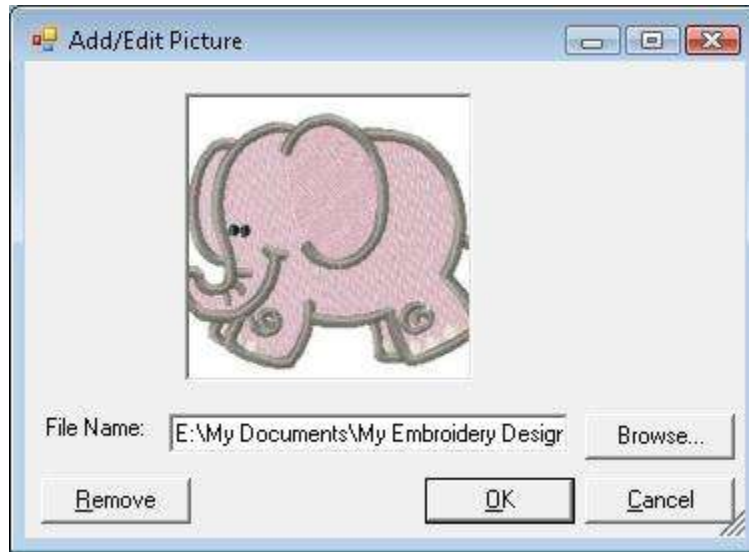
Description: These are embroidery files that are for babies.



7. Now let's add a picture. Click on the Picture... button to open the Add/Edit Picture form.

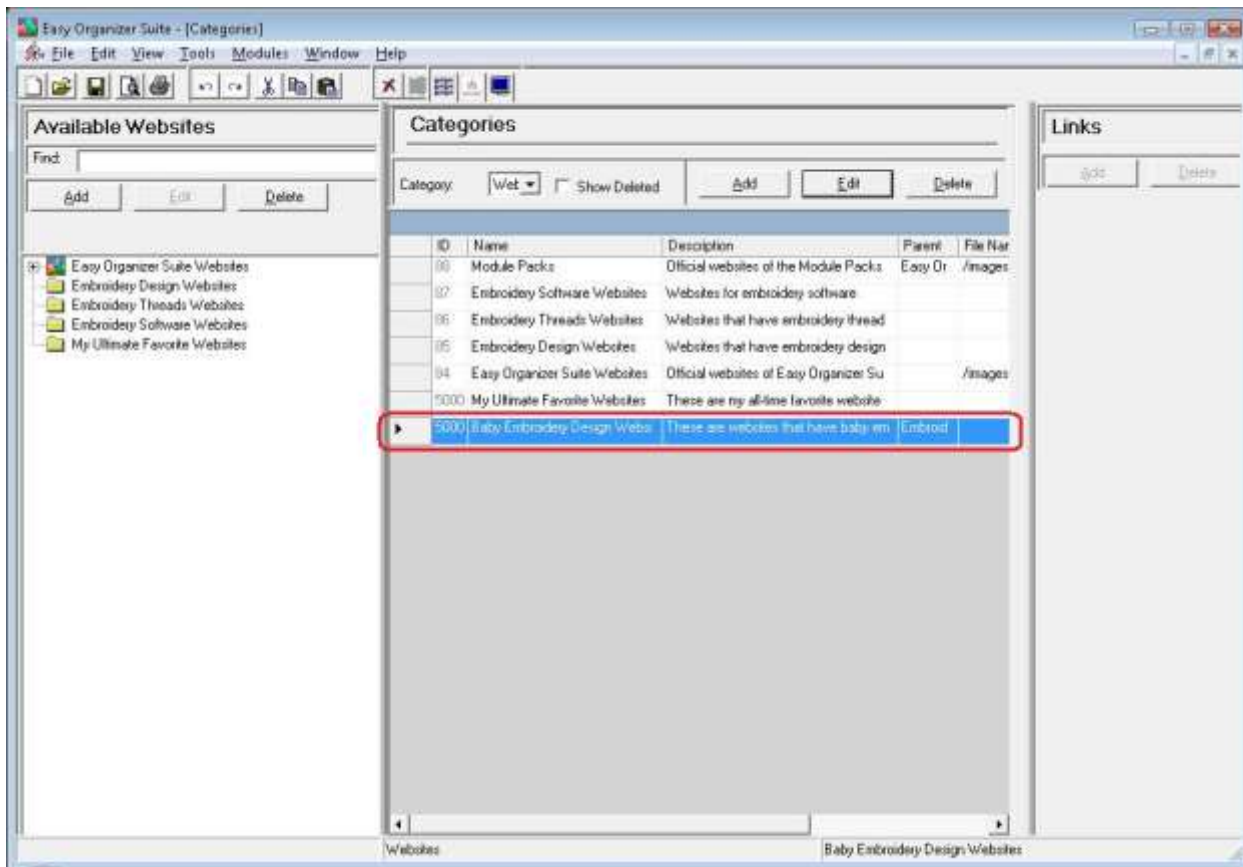


For this lesson, click on the Browse button and find a picture on your file system.

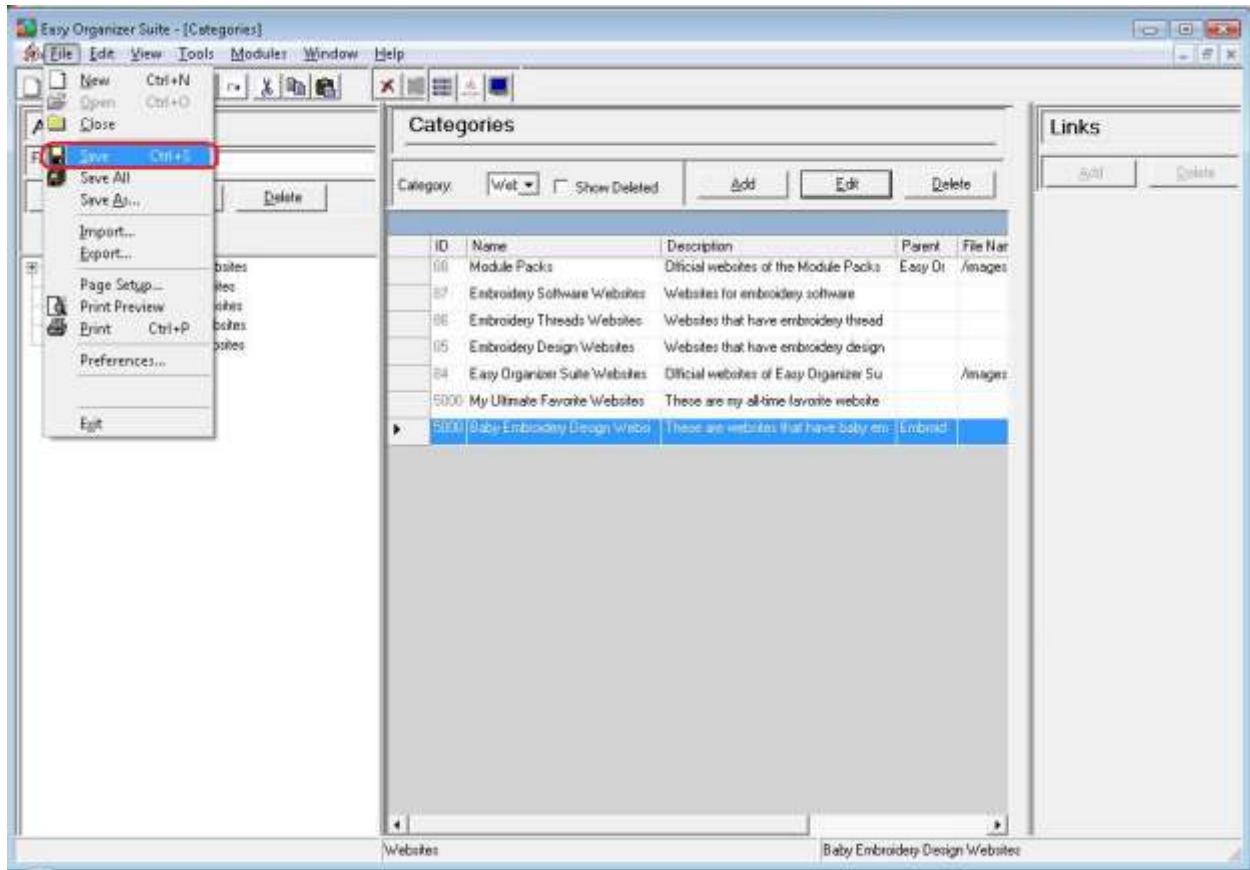


Click on the OK button to add the picture to your new Category.

8. Now click on the OK button to put the new category in the Categories table.



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



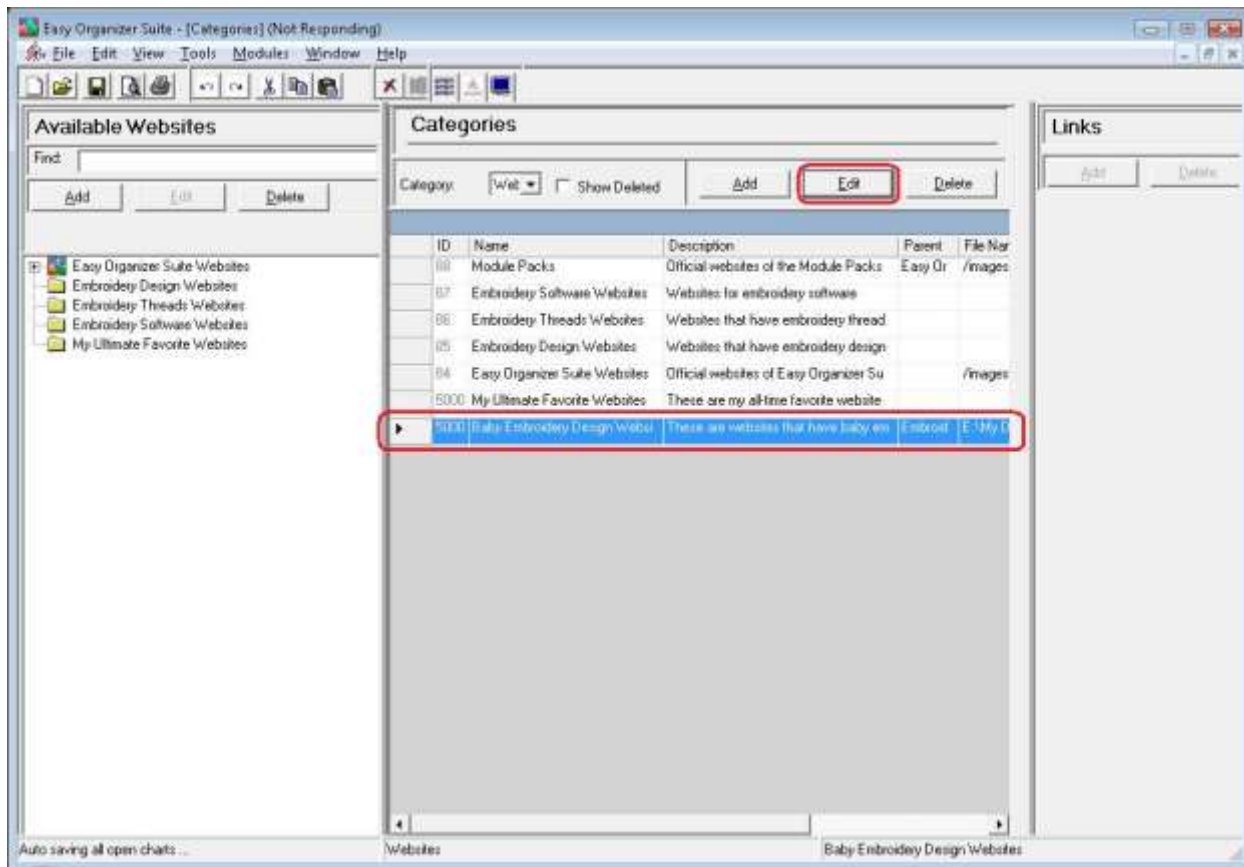
Congratulations! You have just added a new Category!



## Editing a Category

Editing a category is really quite easy.

1. To open a Category to edit, select the row in the Categories grid that you would like to edit and click on the Edit button.



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



3. Change the Name, Parent and/or Description in the Add/Edit Category form.

For this lesson, let's change the name to 1 Granny Smith Apple:

Name:           Baby and Toddler Designs

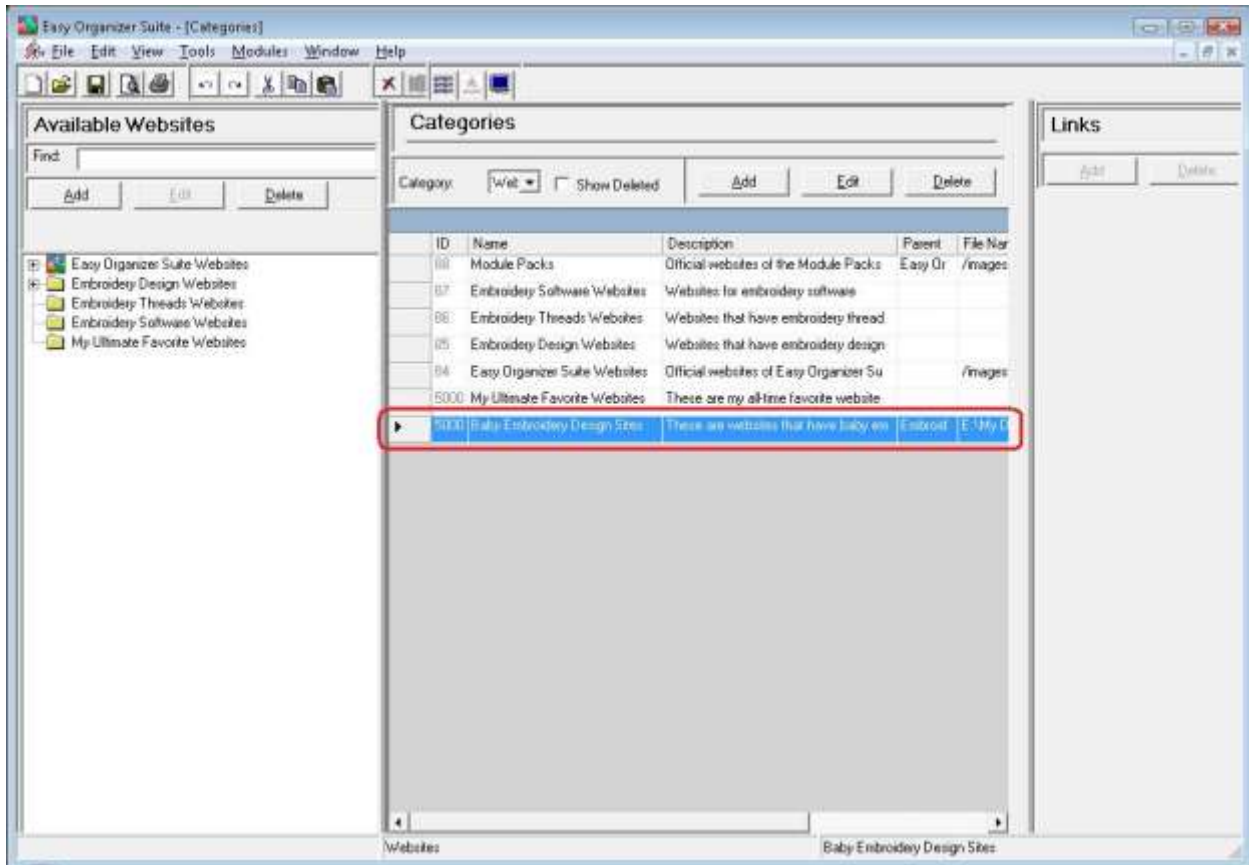
Now click OK to save your changes.



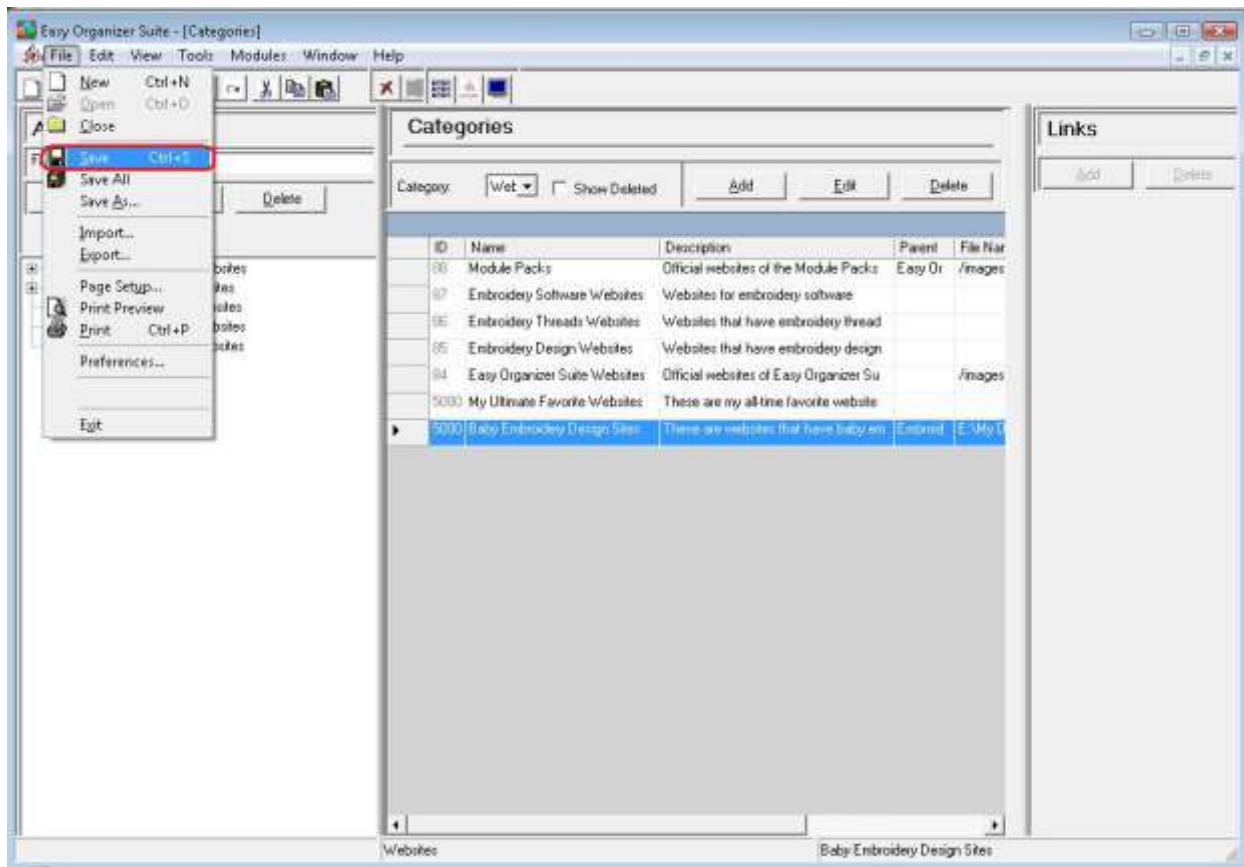
The screenshot shows a dialog box titled "Add/Edit Category Item". It contains the following fields and controls:

- \* Name:** A text input field containing "Baby Embroidery Design Sites".
- Parent:** A dropdown menu currently showing "Embroidery Design Websites".
- Description:** A text area containing "These are websites that have baby embroidery desgins." (Note the typo "desgins").
- Last Updated:** A text field showing the timestamp "1/29/2011 2:19:45 PM".
- \* Required Field:** A red asterisk label next to the "Name" field.
- Buttons:** "Picture...", "OK", and "Cancel". The "OK" button is highlighted with a red rectangular border.

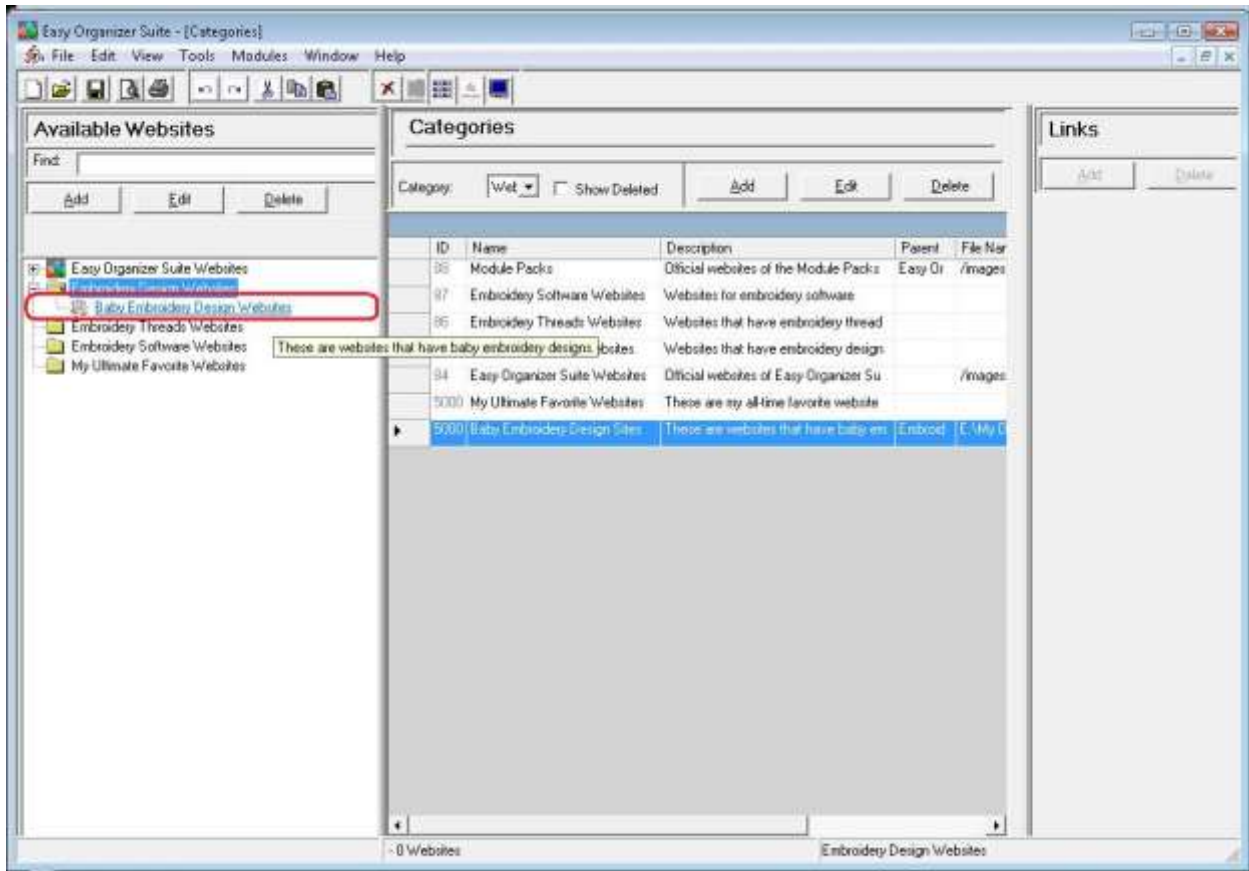
4. You will notice that any changes made to the name of the Category can be seen in the Categories System Table



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



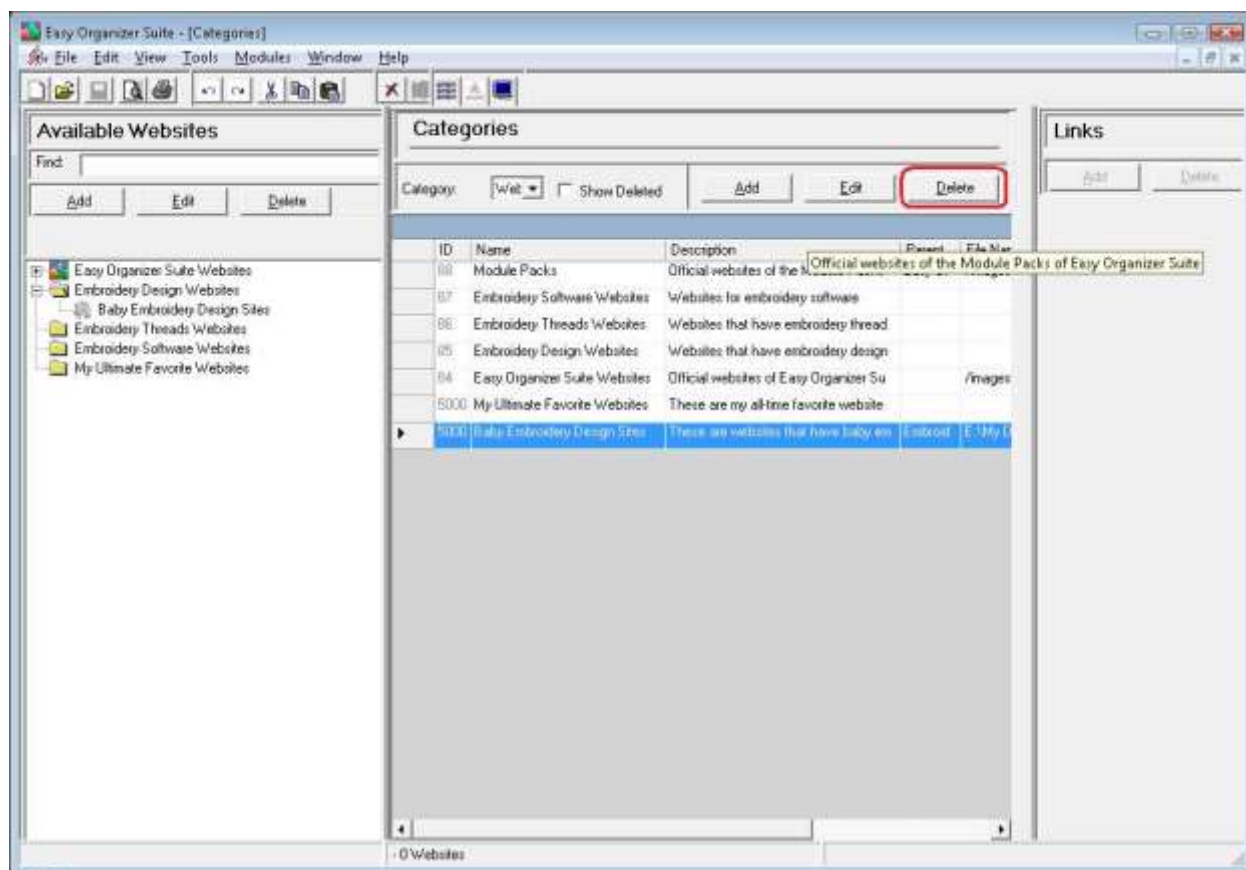
6. Now you will see your edited category in the Available Embroidery Files pane.



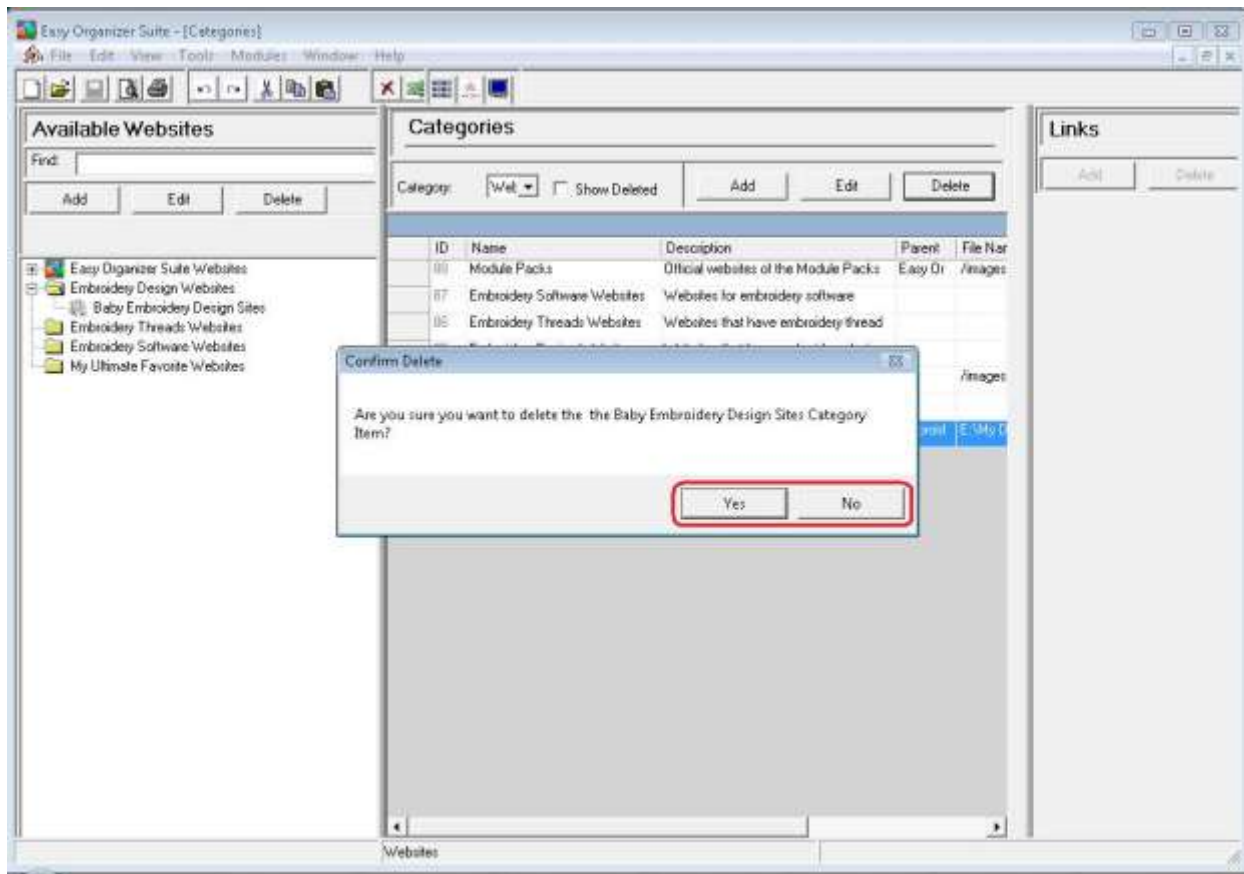
Congratulations! You have just edited a category!

## Deleting a Category

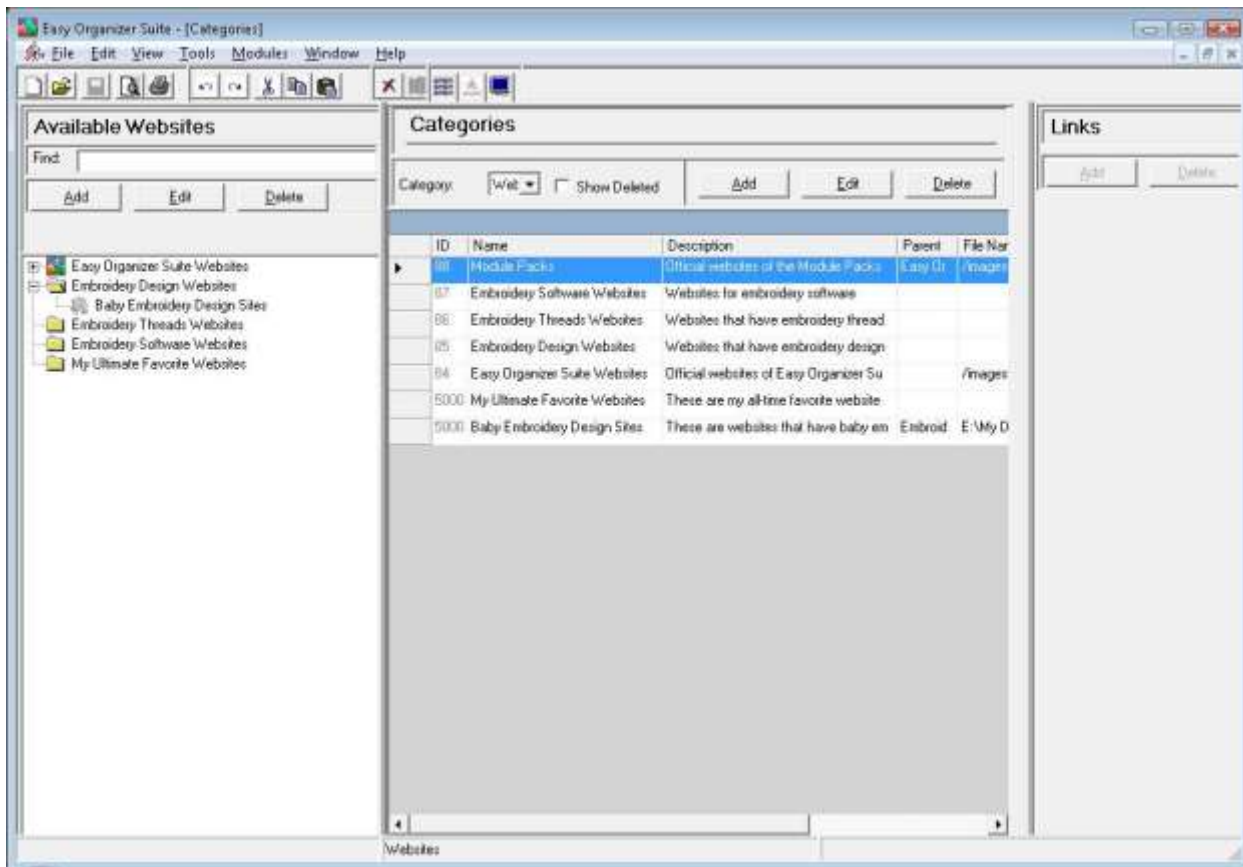
1. If you want to delete a Category, select the row of the category in the Categories System Table. Then click on the Delete button at the top of the Categories System Table. You can also select Tools → Delete Row in the menu, or right click and select Delete Row from the context menu, or click on the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



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

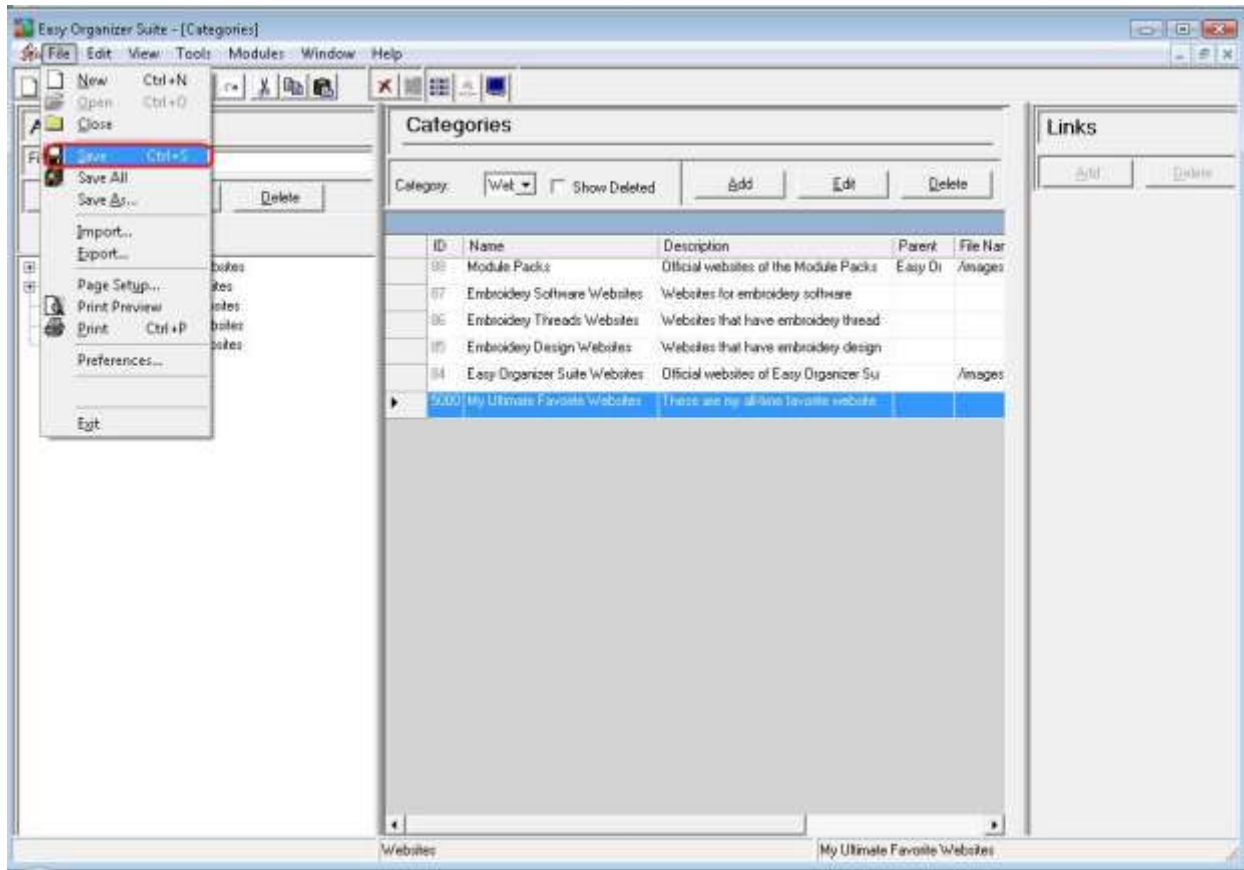


- If you selected Yes, then you will no longer see the Category in the Categories System Table.





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 category!

You have now finished How to Work with System Tables – Categories Lesson! You can now proceed to the How to Work with Category Embroidery File Charts Lesson!