

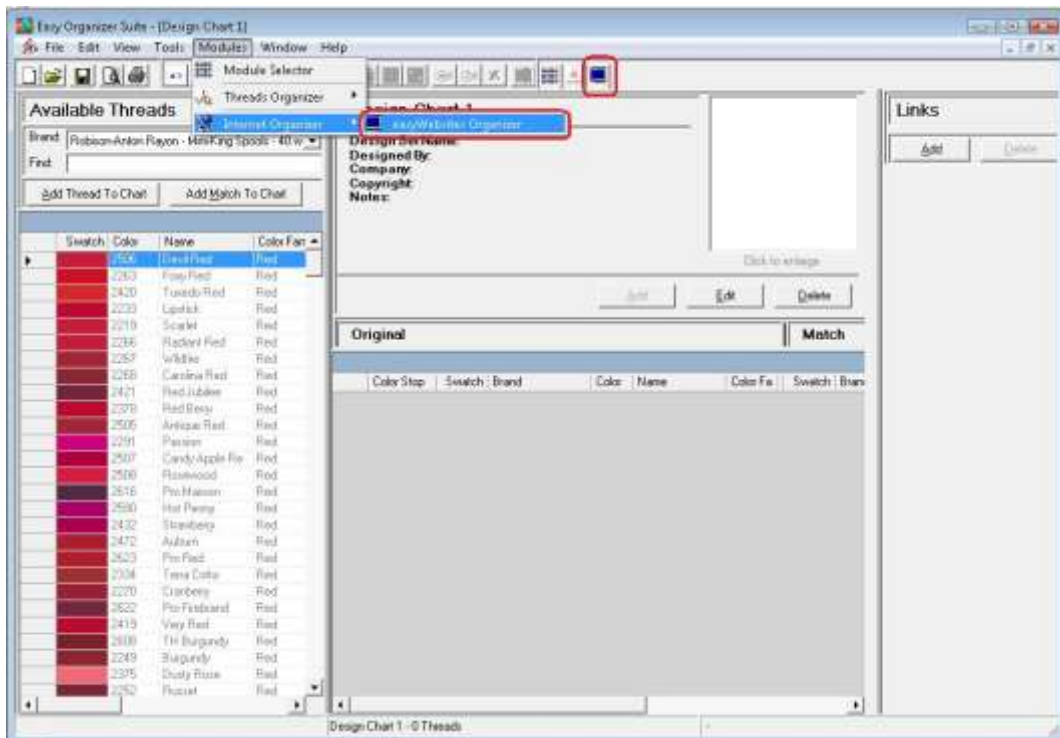
Easy Organizer Suite™
Internet Organizer™ Module Pack
easyWebsites Organizer™ Module

Lesson 2 - How to Work with Categories

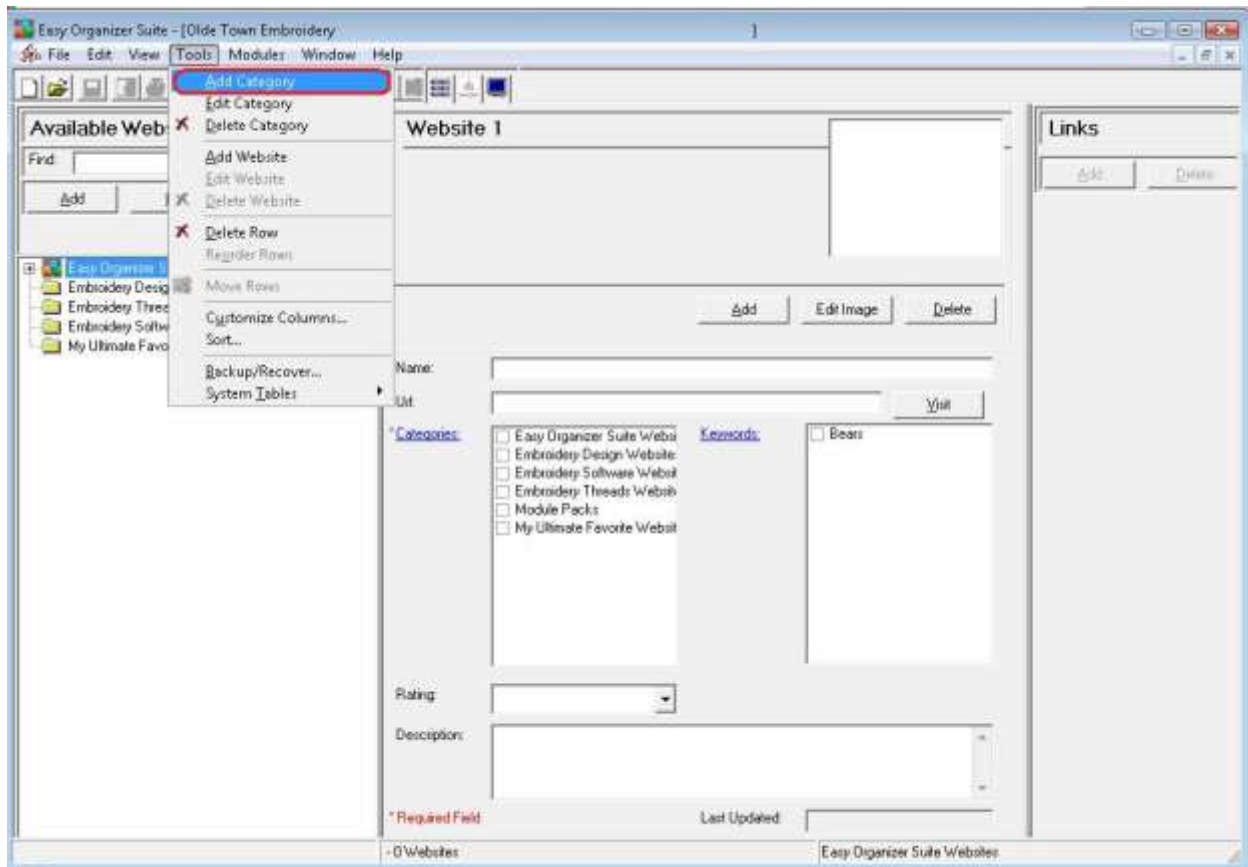
Welcome to the **easyWebsites Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyWebsites Organizer™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in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

Adding a new Category

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 add a new Category, select Tools → Add Category from the menu. You can also right click in the **Available Websites** pane and select Add Category from the context menu.



3. The Add/Edit Category form will open.



For this lesson, let's add the following information into the Add/Edit Category form:

Name: Realistic Embroidery Design Websites

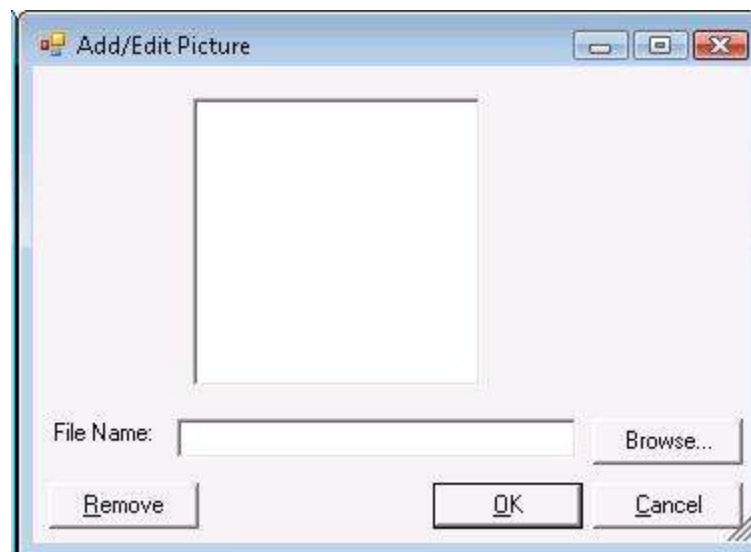
Parent: Embroidery Design Websites

Description: These websites have embroidery designs that are very realistic-looking.



The screenshot shows the 'Add/Edit Category Item' dialog box. It has a title bar with standard window controls. Inside, there are four labeled text fields: 'Name' (containing 'Realistic Embroidery Design Websites'), 'Parent' (a dropdown menu showing 'Embroidery Design Websites'), 'Description' (containing 'These websites have embroidery designs that are very realistic-looking.'), and 'Last Updated' (containing '1/28/2011 1:47 PM'). At the bottom left, there is a red asterisk and the text '* Required Field'. At the bottom right, there are three buttons: 'Picture...', 'OK', and 'Cancel'.

4. To add a picture, click on the Picture... button. You can either click on the Browse button to find an image on your file system, or you can enter the favicon.ico from the website.

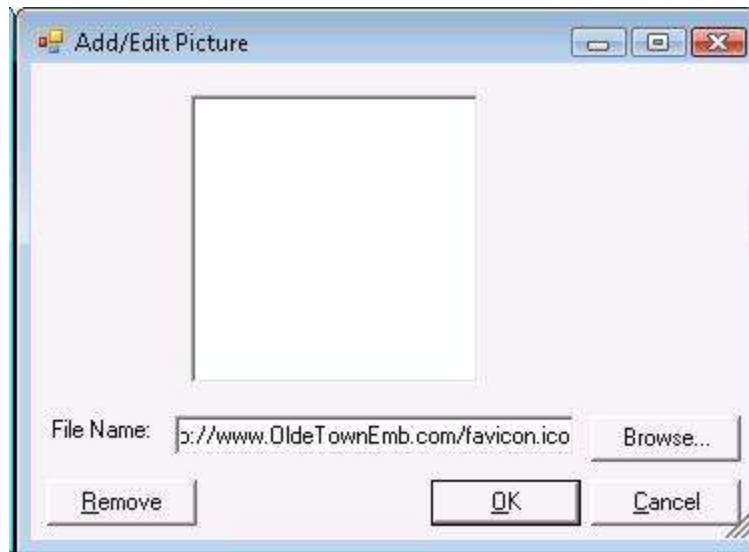


The screenshot shows the 'Add/Edit Picture' dialog box. It has a title bar with standard window controls. The main area is a large empty square box. Below this box is a 'File Name:' label followed by a text input field. To the right of the input field is a 'Browse...' button. At the bottom left is a 'Remove' button, and at the bottom right are 'OK' and 'Cancel' buttons.

First let's try letting the system find the icon from the website. Enter the website url and then "/favicon.ico" (without the quotes) in the File Name textbox.

For this lesson, enter the following in the File Name textbox:

File Name: <http://www.OldeTownEmb.com/favicon.ico>

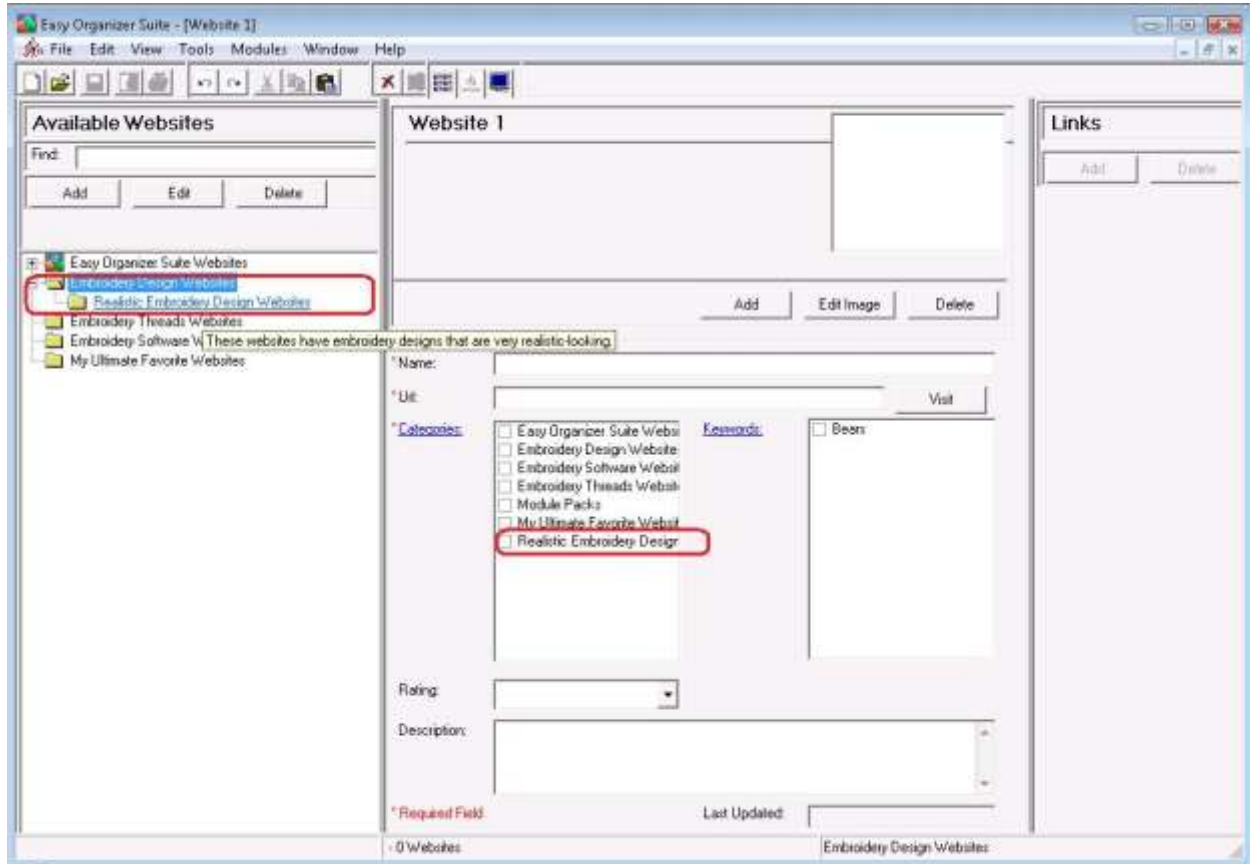


Next let's try the Browse button. Click on the Browse button and find an image on your file system. The image must be less than 63,999KB in size. Once you find the image, then click on the Open button. The image will appear in the picture box and the file path will appear in the File Name textbox.



5. Click on OK to accept this image. The image will not be displayed just yet.

- Now click on the OK button for the Add/Edit Category form to save the new category. You will see your new category under the Embroidery Design Websites category in the Available Websites tree and in the Categories list box in any open Website Chart forms.



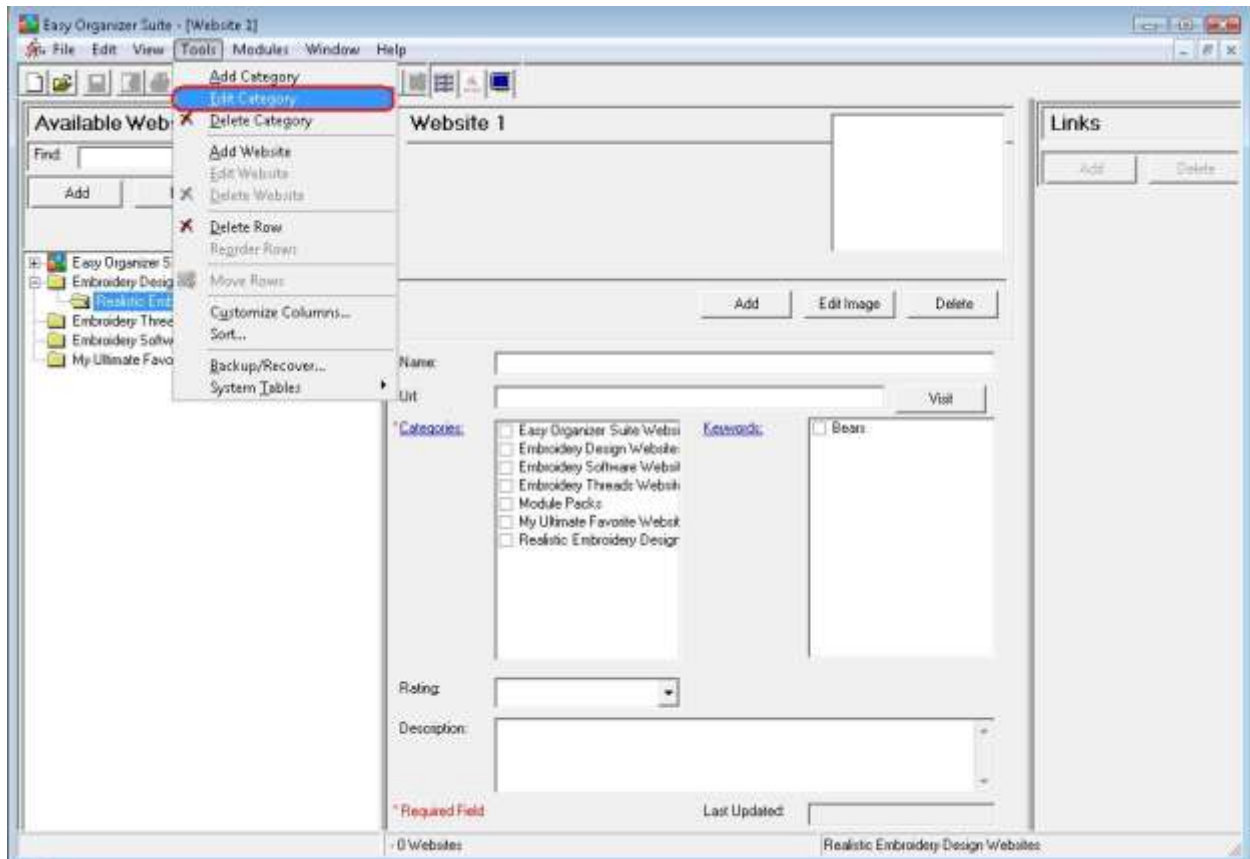
Congratulations! You have just added a new category!

Please continue with Lesson 2 – Part 2 – How to Work with Categories.

Editing a Category

Editing a category is really quite easy.

1. To open a category to edit, navigate through the **Available Websites** tree, expanding and collapsing the categories until you find the category that you want to edit. To open the category for editing, you can either select Category in the **Available Websites** tree and click on the Edit button in the Available Websites pane, or you can right click on the Category in the **Available Websites** tree and select Edit Category, or you can select Tools → Edit Category in the menu.



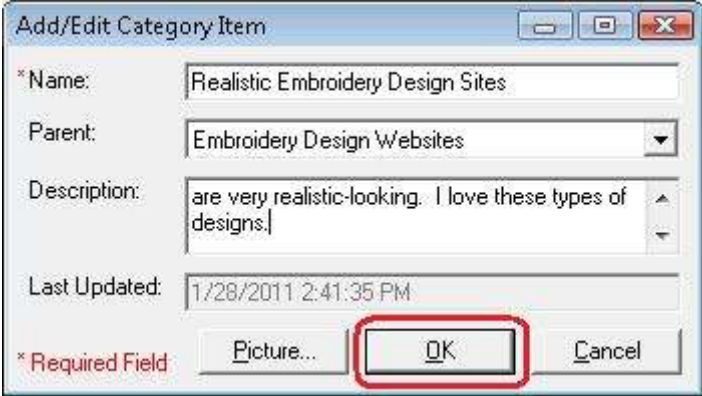
2. Change any of the information in the Add/Edit Category form.

For this lesson, let's add a bit more to the description and change the name slightly:

Name: Realistic Embroidery Design Sites

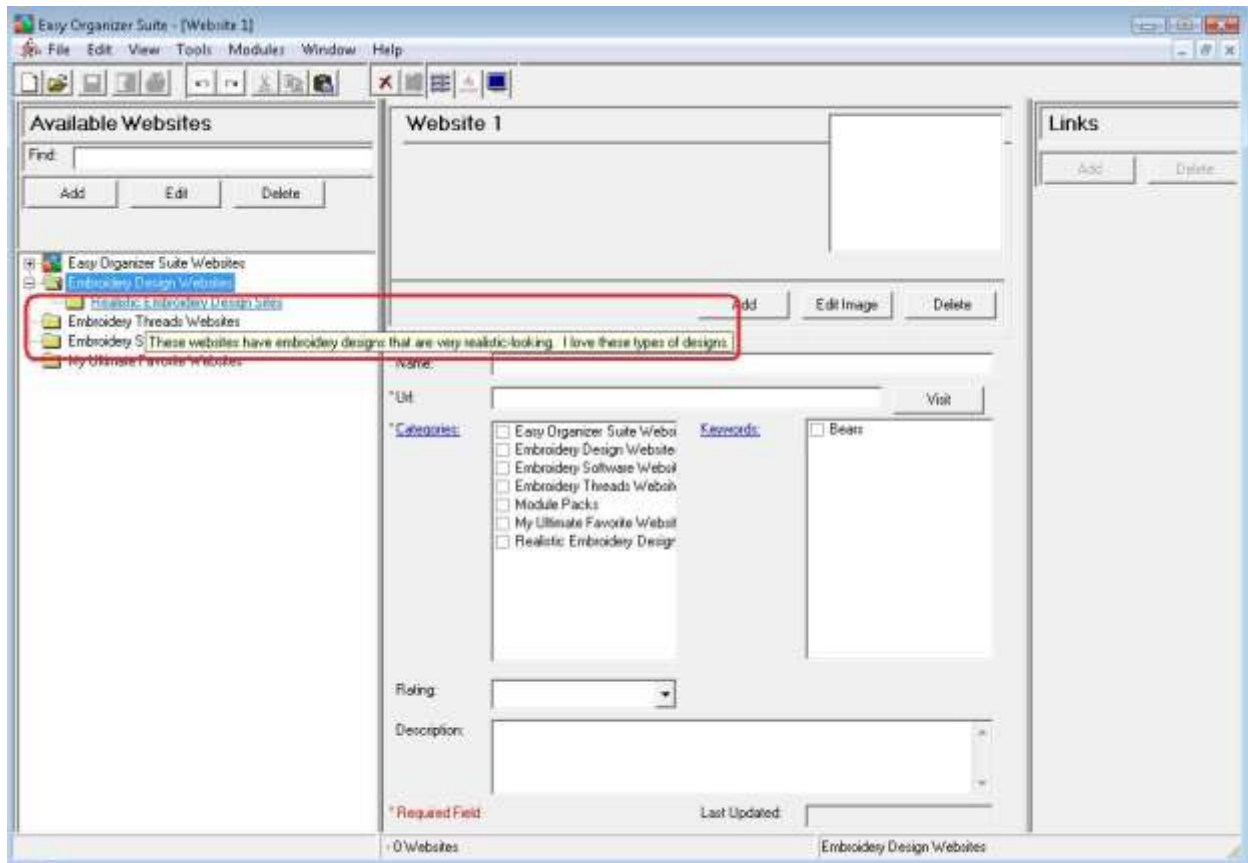
Description: These websites have embroidery designs that are very realistic-looking. I love these types of designs.

Now click OK to save your changes.



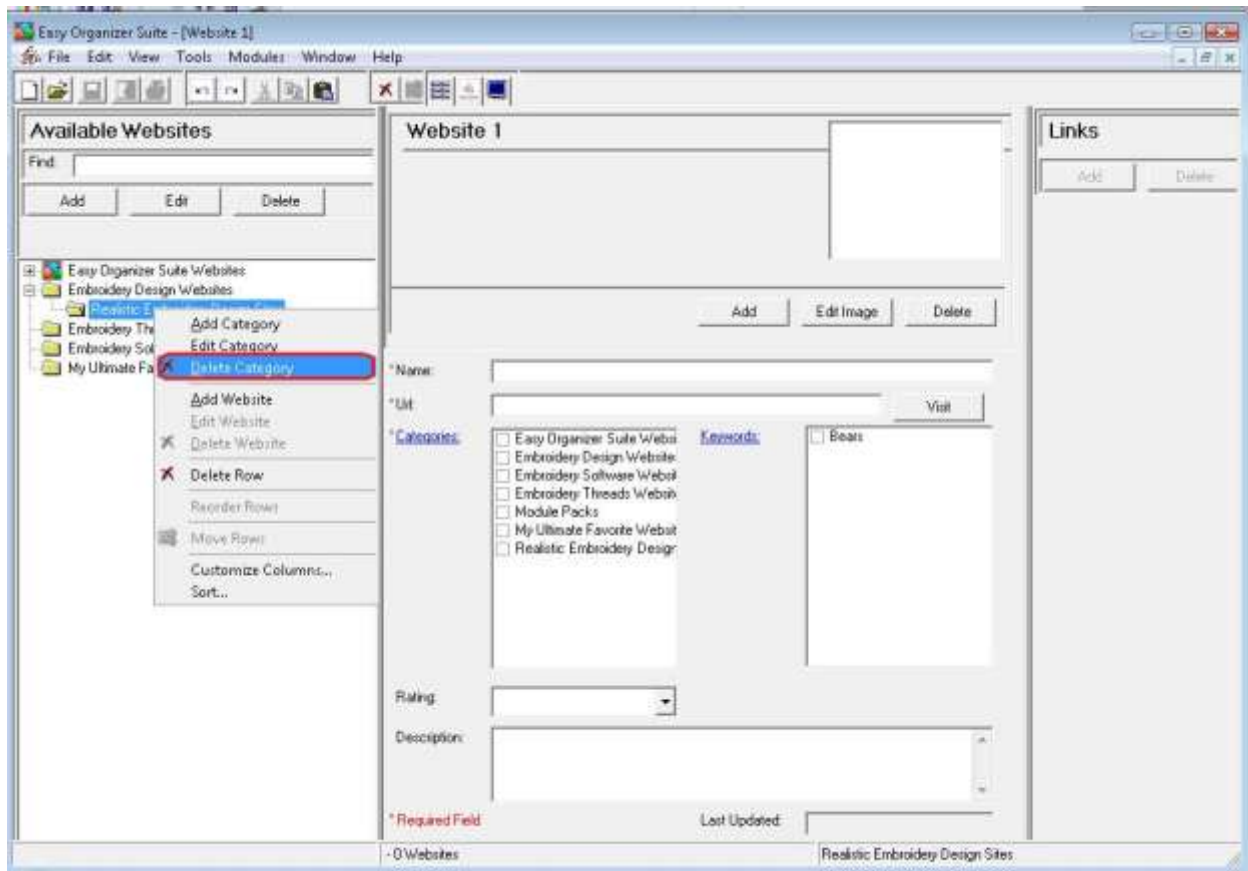
The screenshot shows a Windows-style dialog box titled "Add/Edit Category Item". It contains several fields: a text box for "Name" with the value "Realistic Embroidery Design Sites", a dropdown menu for "Parent" showing "Embroidery Design Websites", a text area for "Description" with the text "are very realistic-looking. I love these types of designs.", and a text box for "Last Updated" showing "1/28/2011 2:41:35 PM". At the bottom, there are three buttons: "Picture...", "OK", and "Cancel". The "OK" button is highlighted with a red rectangular border. A red asterisk and the text "* Required Field" are visible at the bottom left of the dialog box.

3. You will notice that any changes made to the name of the Category can be seen in the **Available Websites** tree. Any changes made to the Description can be seen in the tool tip when the mouse hovers over the Category.

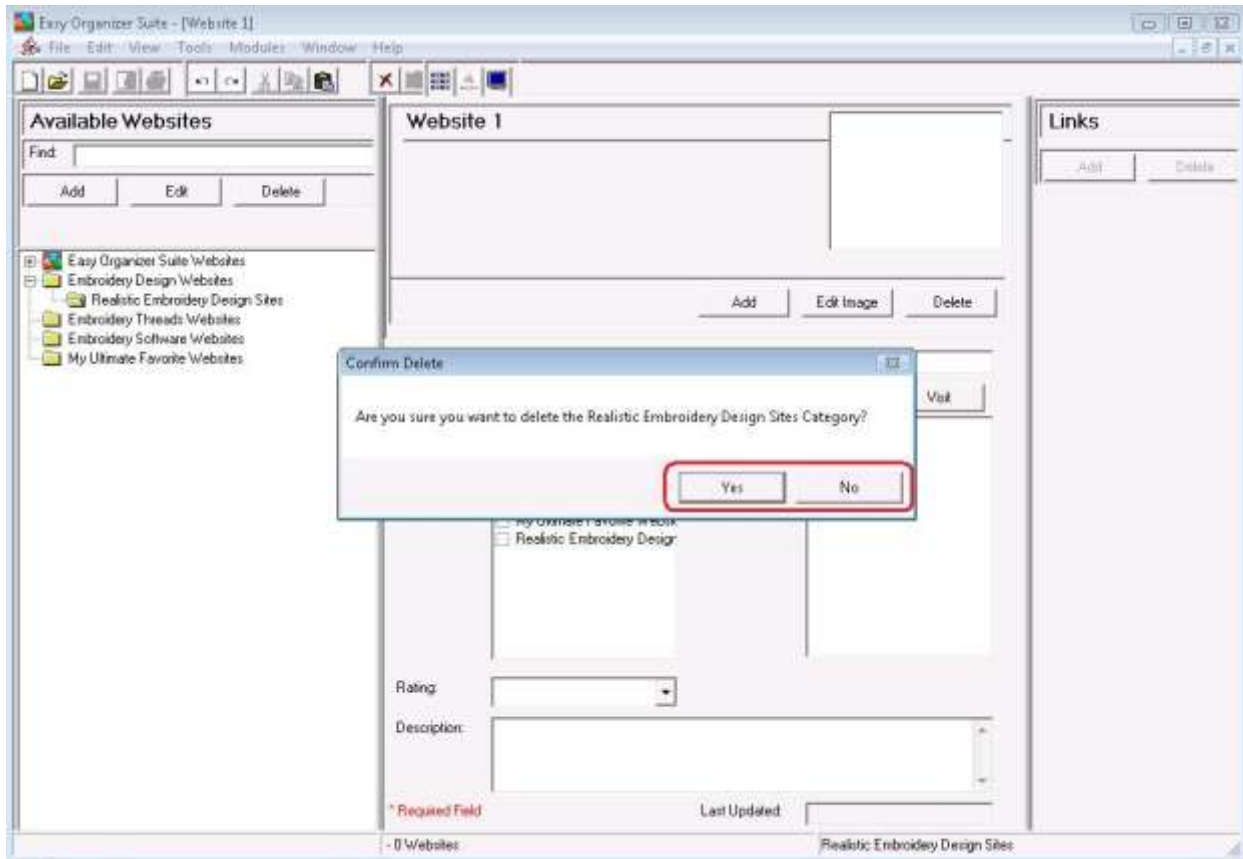


Deleting a Category

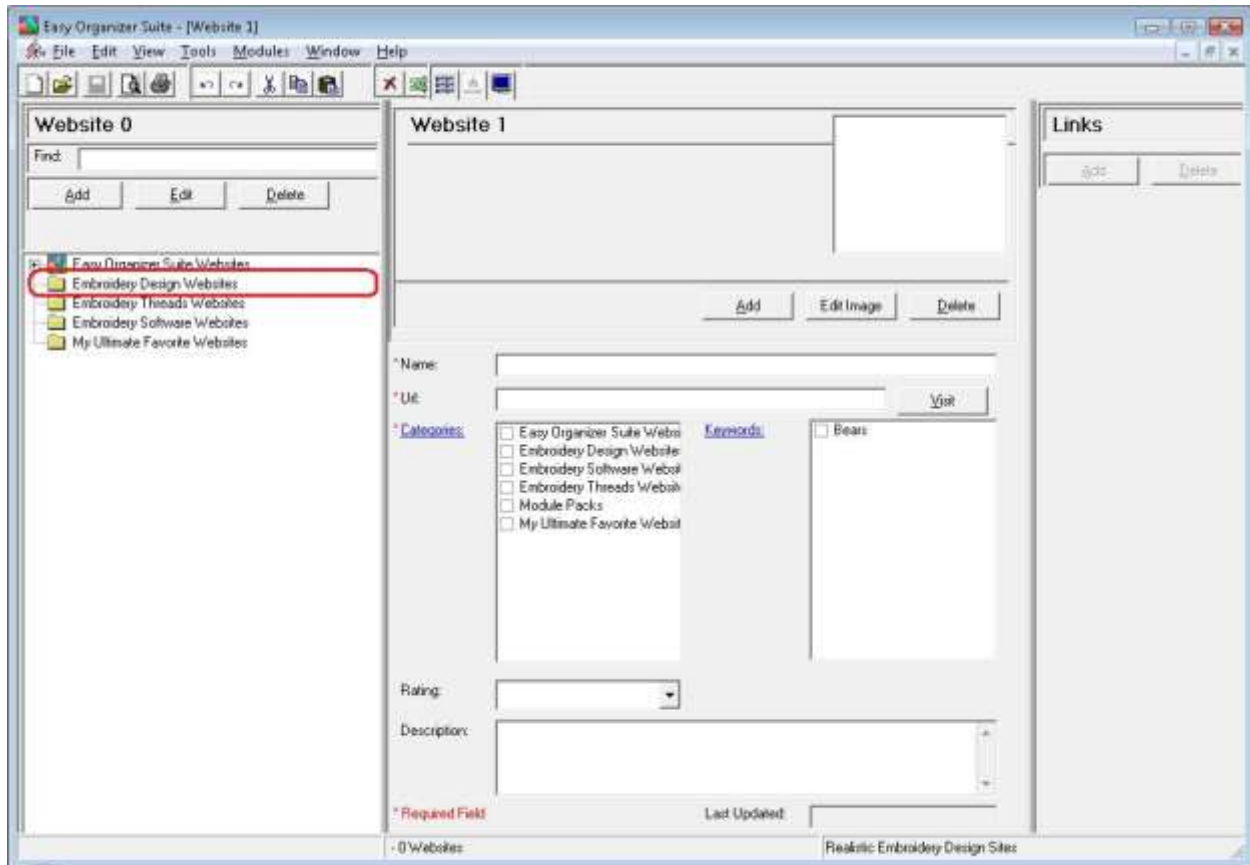
4. If you want to delete a Category, select the Category in the **Available Websites** tree and either right click and select Delete Category, or select Tools → Delete Category, or click on the Delete button in the **Available Websites** pane. The system will ask you if you are sure, and if so, click on the Yes button to delete the **Category**.



5. 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.



6. If you selected Yes, then you will no longer see the Category in the **Available Websites** tree.



Congratulations! You have now finished Lesson 2! You are now ready to move on to Lesson 3 - How to Use the Link Feature.