

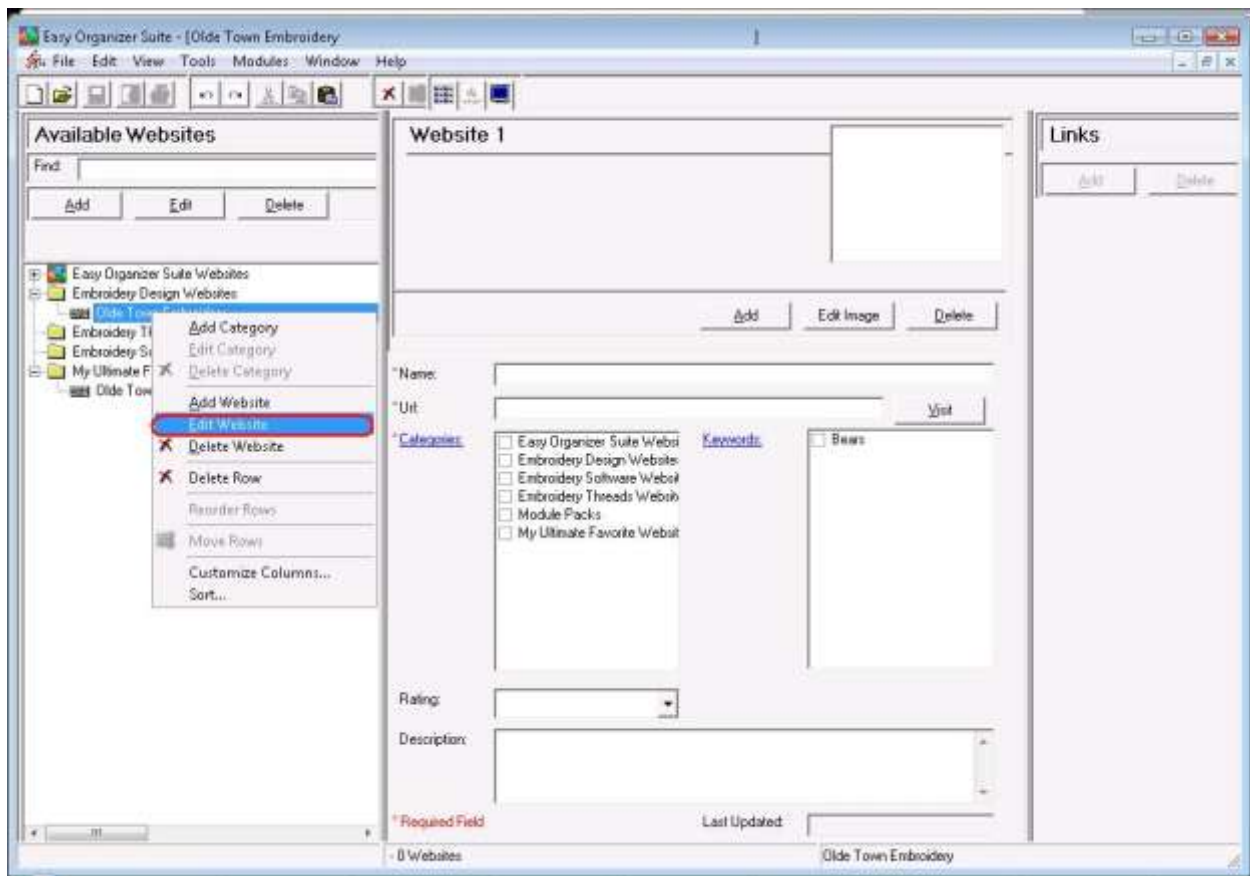
**Easy Organizer Suite™  
Internet Organizer™ Module Pack  
easyWebsites Organizer™ Module**

**Lesson 1 - How to Work with Websites  
Part 2**

***Editing a Website***

Editing a website is really quite easy. First, you will need to open a website to edit.

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

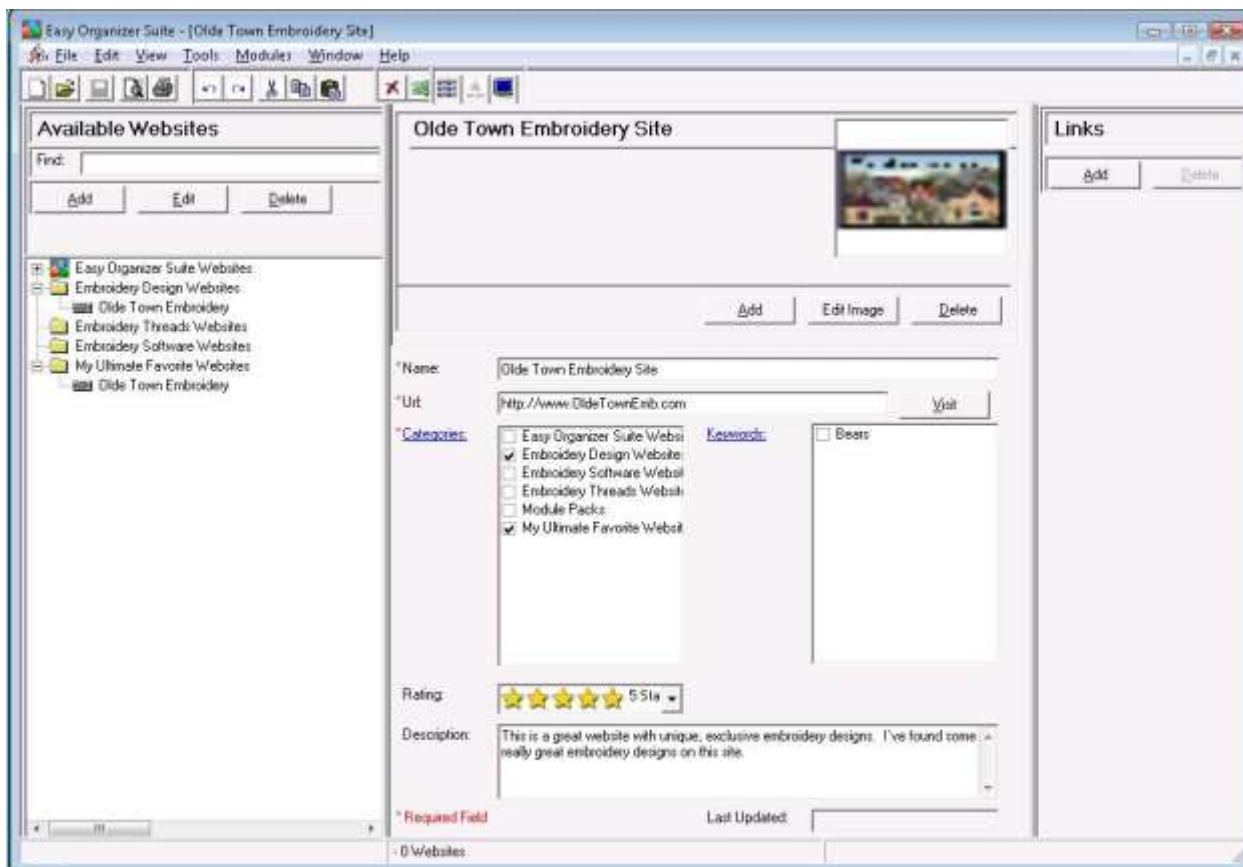


2. Change any of the information in the Website Chart.

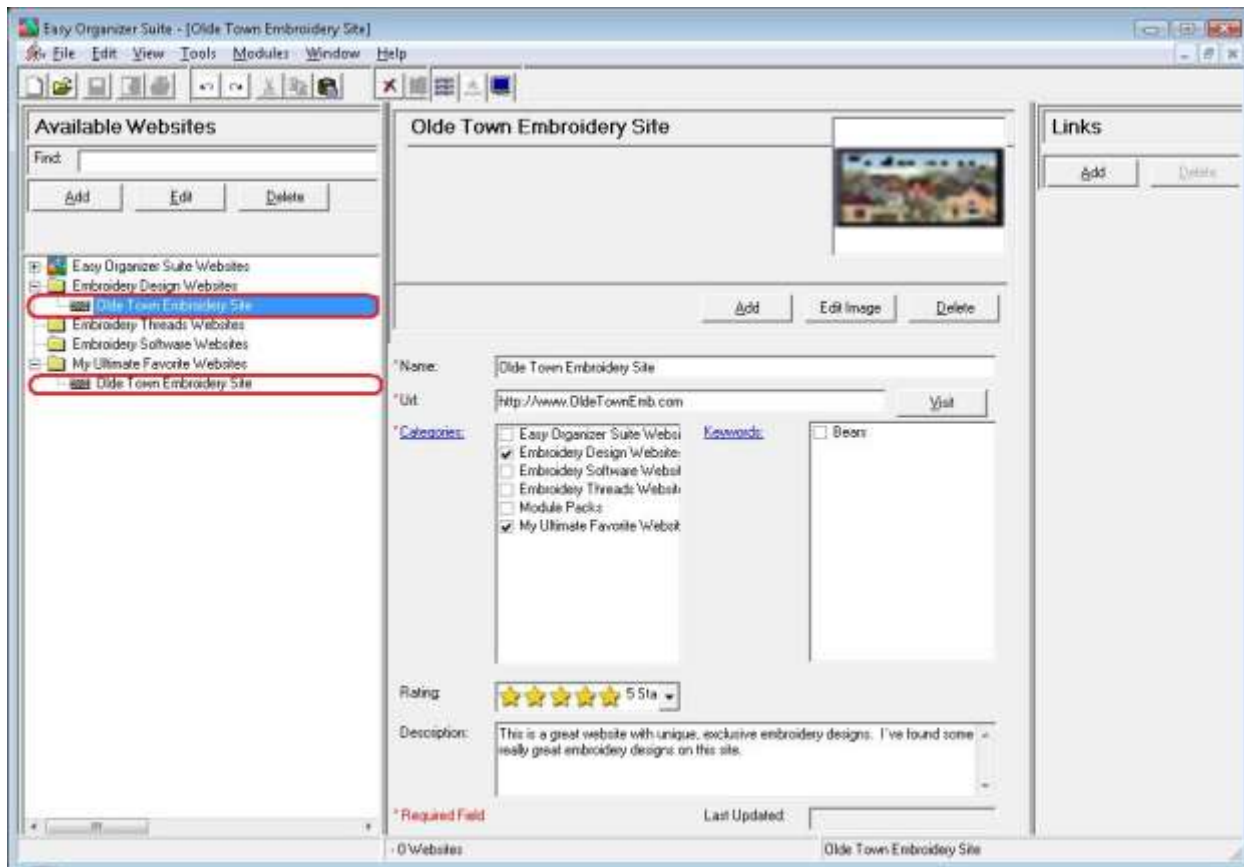
For this lesson, let's update the name and description. Enter this information:

Name: Olde Town Embroidery Site

Description: This is a great website with unique, exclusive embroidery designs. I've found some really great embroidery designs on this site.

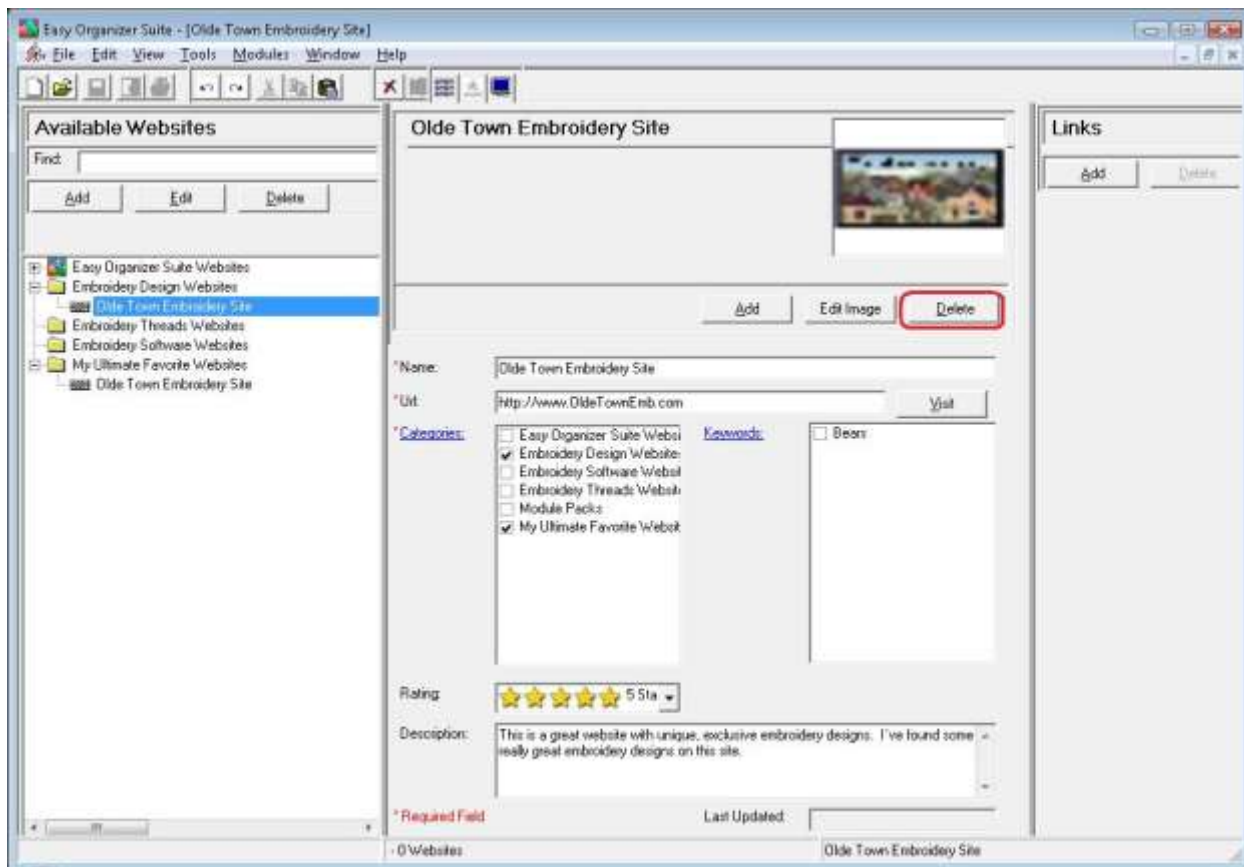


3. Now click File → Save to save your changes. You will notice that any changes made to the name of the Website can be seen in the Available Websites tree.

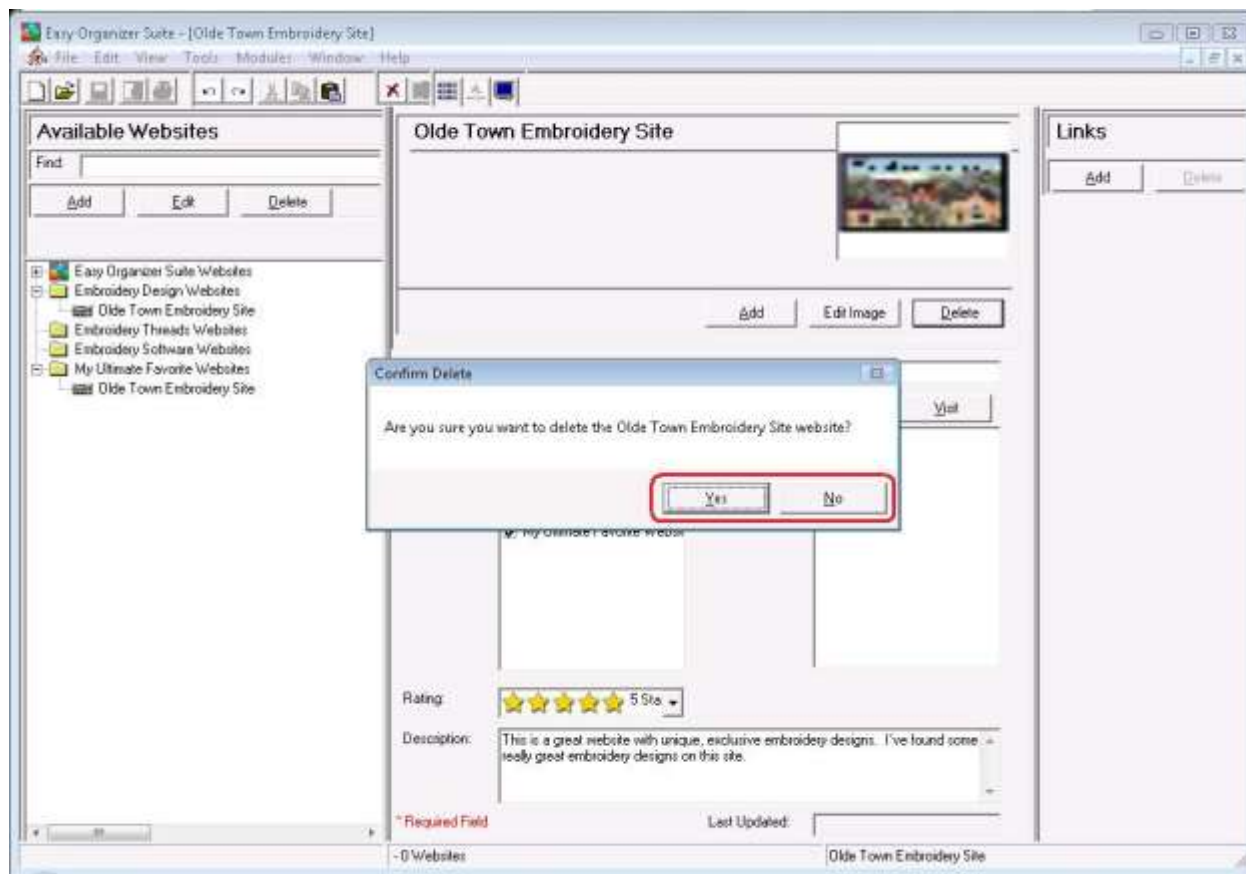


## Deleting a Website

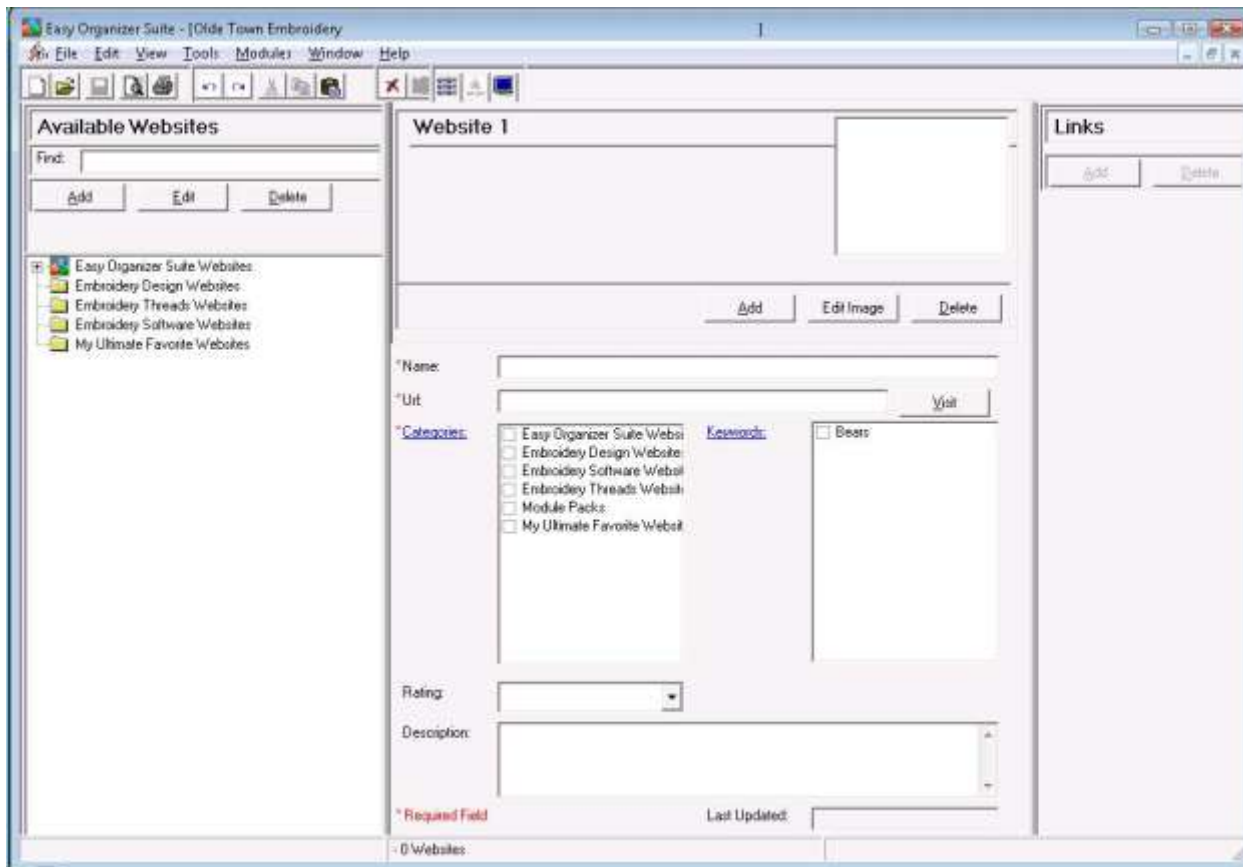
1. If you want to delete a Website, select the Website in the Available Websites tree and either right click and select Delete Row, or select Tools → Delete Row, or click on the Delete Row icon in the toolbar. The system will ask you if you are sure, and if so, click on the Yes button to delete the Website.



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



3. If you selected Yes, then you will no longer see the Website in the Available Websites tree.



Congratulations! You have now finished Lesson 1. You are now ready to move on to Lesson 2 – How to Work with Categories.