

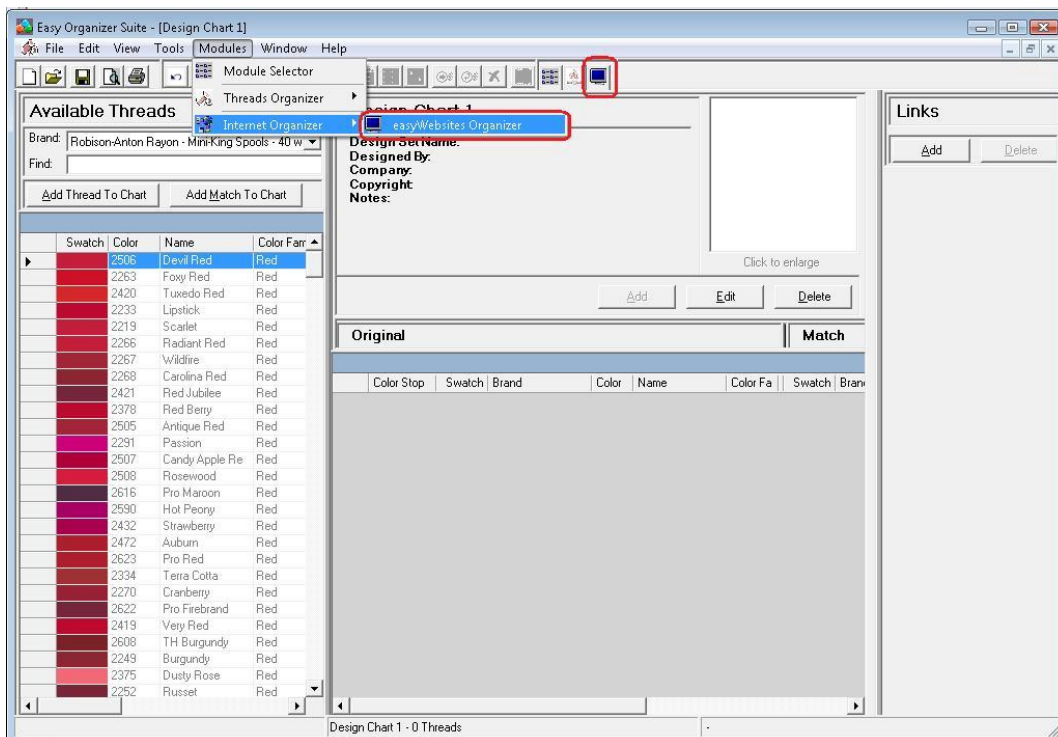
# Easy Organizer Suite™ Internet Organizer™ Module Pack easyWebsites Organizer™ Module

## Lesson 4 - How to Use the Import Feature

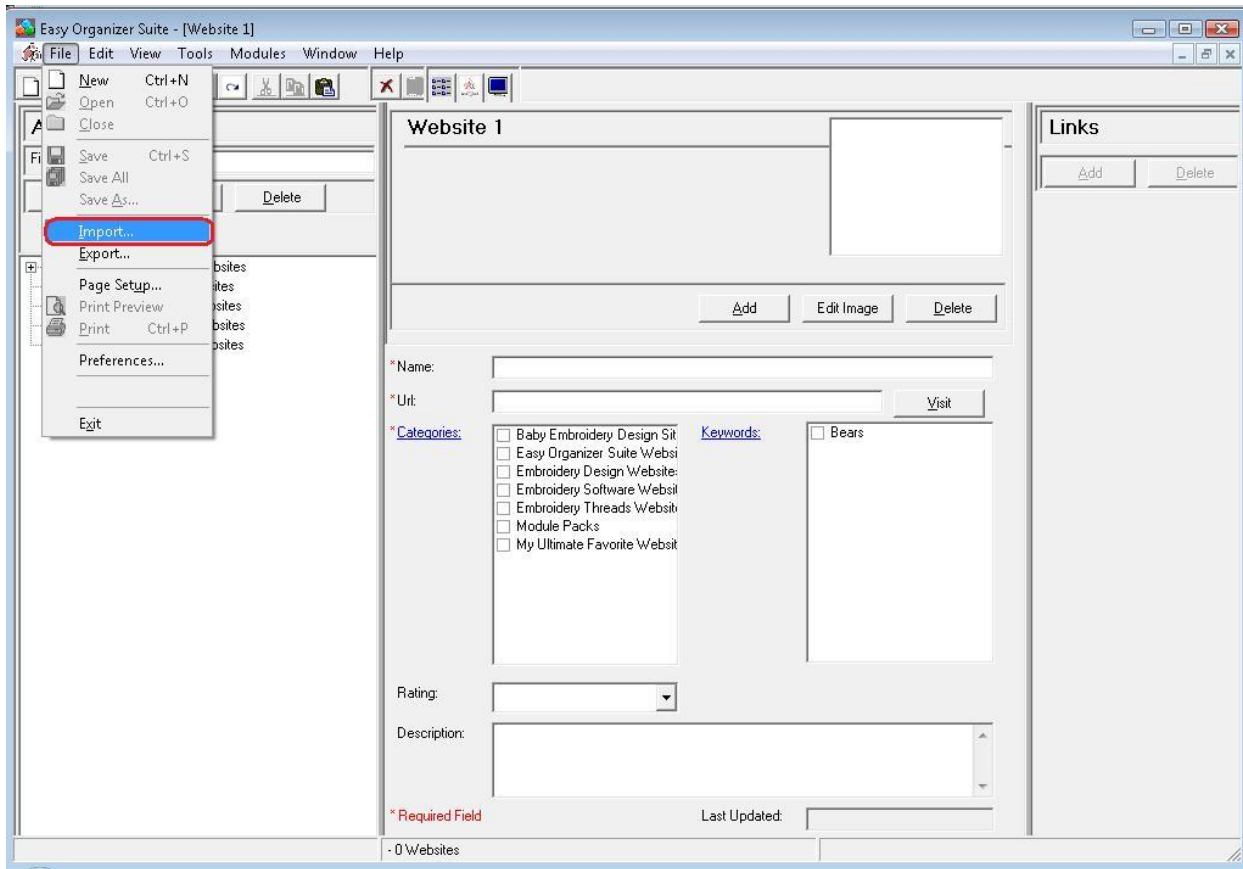
Welcome to the **easyWebsites Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyWebsites Organizer™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our fourth lesson will show you how to use the Import feature. The Import feature is only available in the Pro Edition of the **easyWebsites Organizer™** Module.

### 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 see the Import Wizard, select File → Import from the menu.



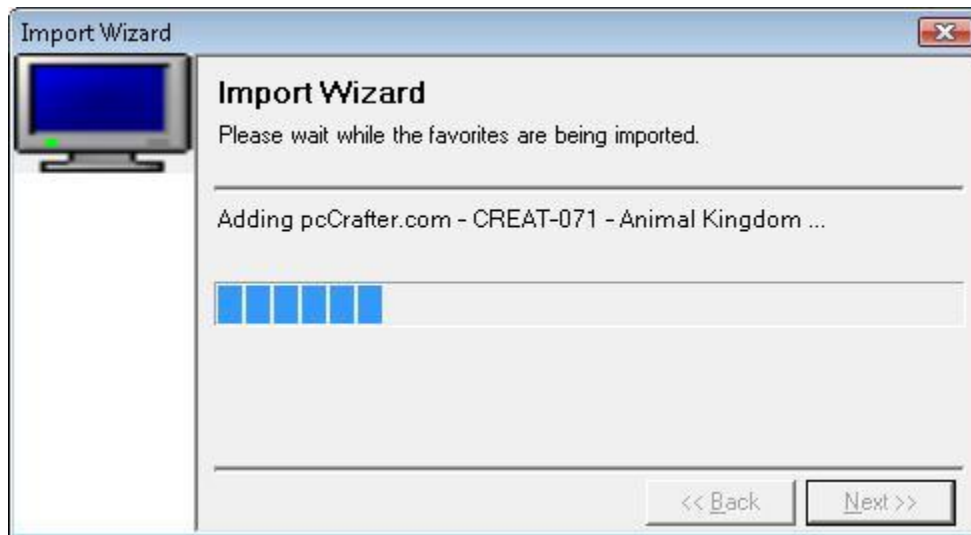
3. The Import Wizard will open.



You can either select to import from your Favorites in Internet Explorer, your Bookmarks in Firefox or from a file.

For this lesson, let's select Internet Explorer. Click on the Next button to continue.

4. The Import Wizard will now import all of the folders and the favorite websites into easyWebsites Organizer.

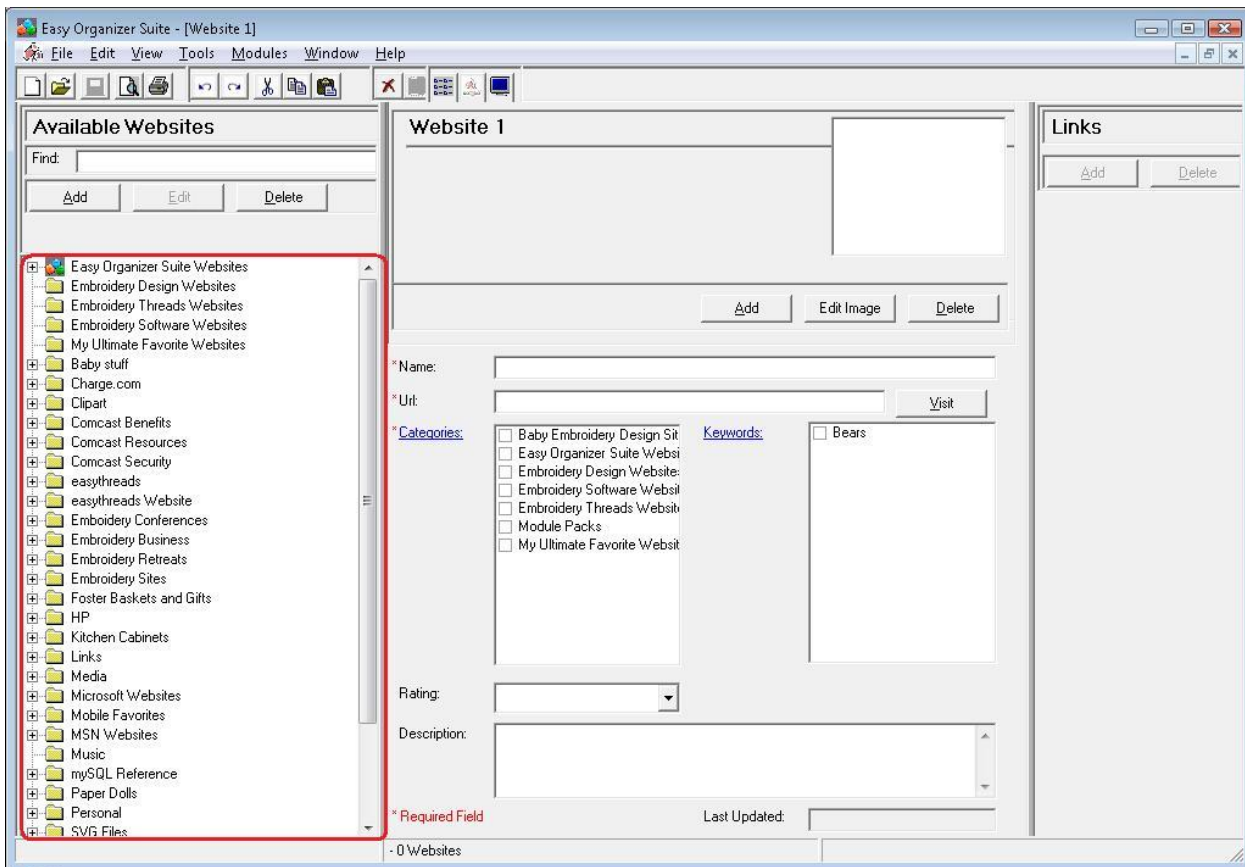


Depending on how many Favorites you have, this may take a while.

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



6. You can now see all of your favorite websites and their categories in the Available Websites tree. You can expand and collapse the categories.



Congratulations! You have just Imported your favorites from Internet Explorer!

You have now finished Lesson 4! You are now ready to move on to Lesson 5 - How to Use the Export Feature.