

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

Lesson 8 - How to Work with System Tables – Categories Part 1

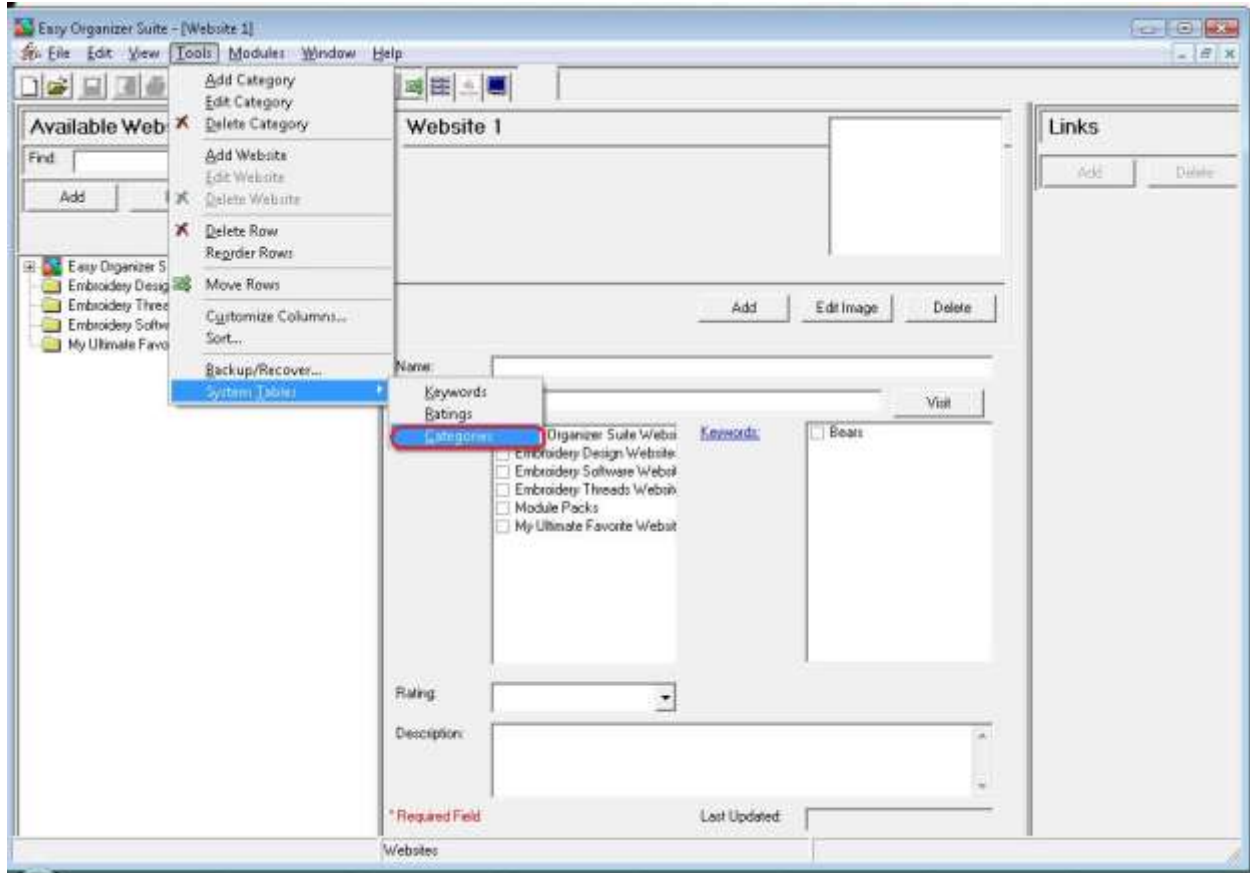
Welcome to the **easyWebsites Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyWebsites Organizer™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in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

Adding a new Category

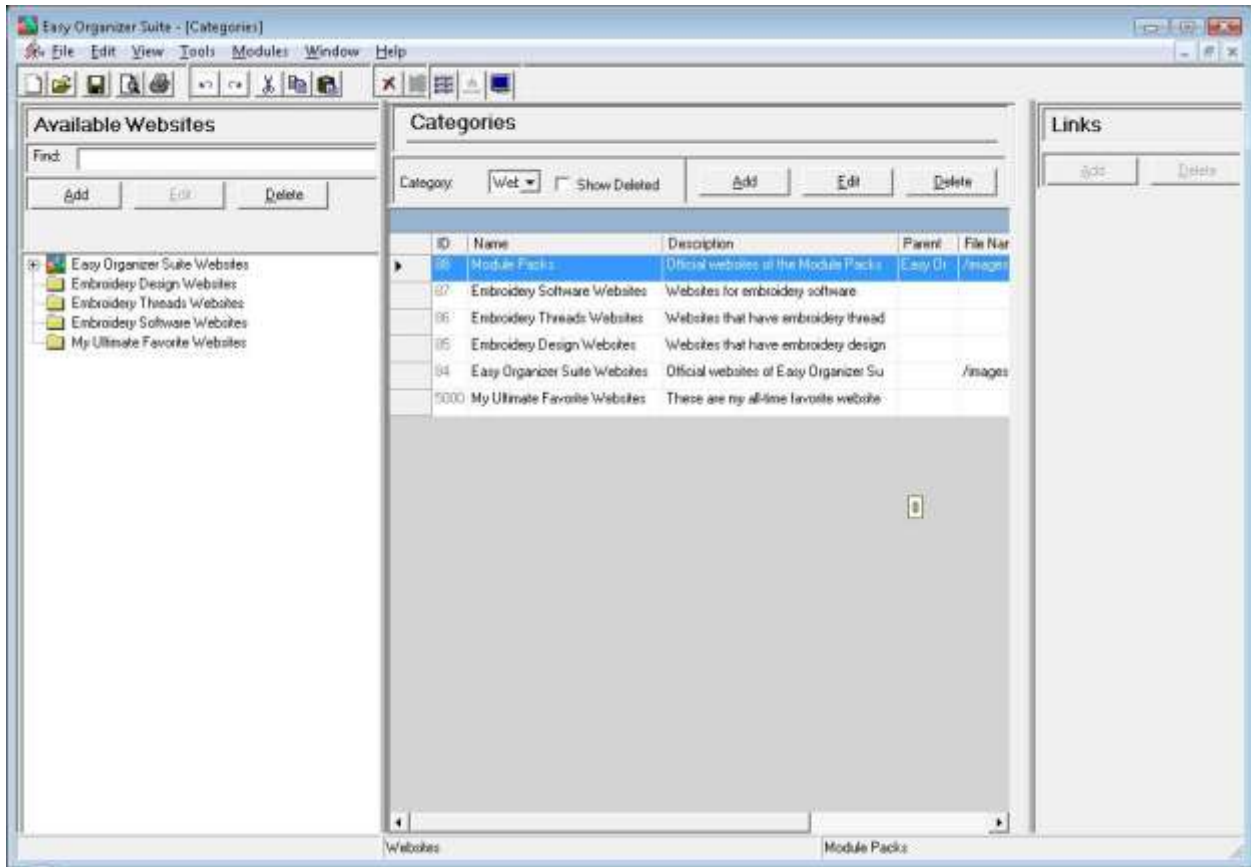
1. To begin, open **Easy Organizer Suite™** and select the **easyWebsites Organizer™** Module. If you are not already in the **easyWebsites Organizer™** Module, then select Modules → Internet Organizer → **easyWebsites Organizer™** from the menu, or you can click on the **easyWebsites Organizer™** icon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



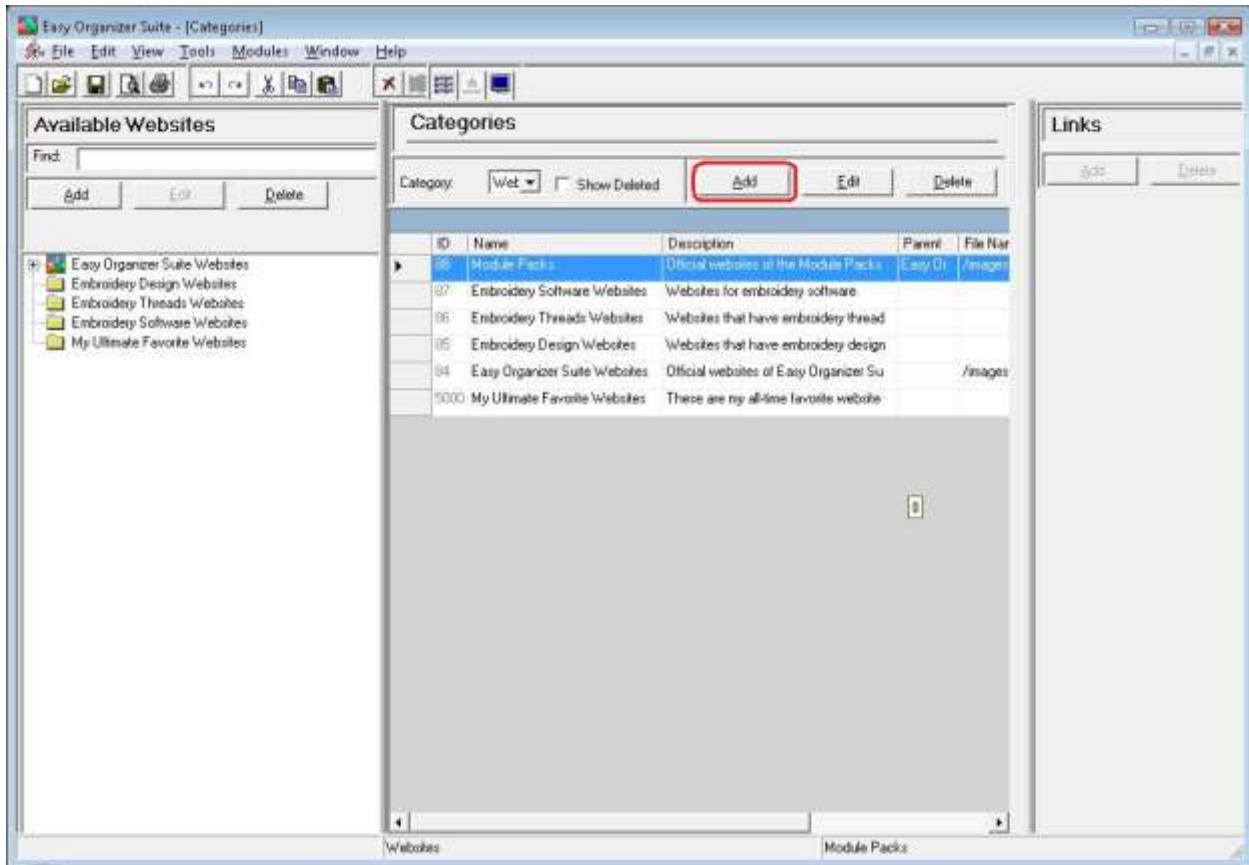
2. To see the Categories System Table, select Tools → System Tables → Categories from the menu.



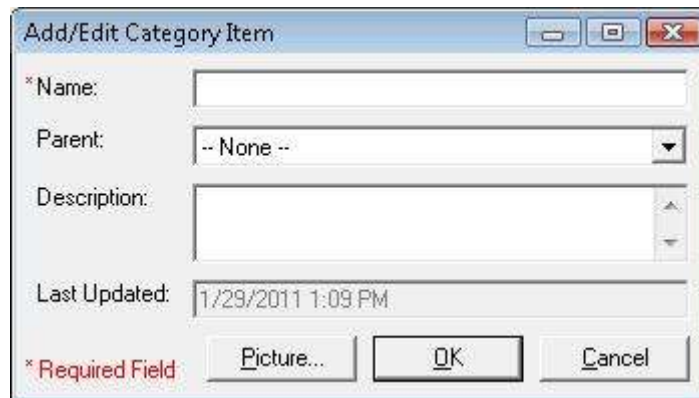
3. The Categories System Table will open.



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 Embroidery Design Websites

Parent: Embroidery Design Websites

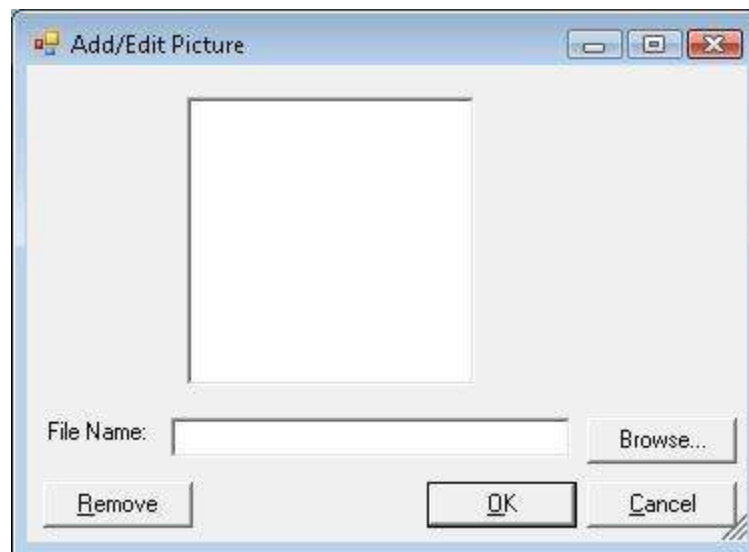
Description: These are websites that have baby embroidery designs.



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

- * Name:** A text box containing "Baby Embroidery Design Websites".
- Parent:** A dropdown menu showing "Embroidery Design Websites".
- Description:** A text area containing "These are websites that have baby embroidery designs." with the text highlighted in blue.
- Last Updated:** A text box containing "1/29/2011 1:09 PM".
- * Required Field:** A red asterisk label.
- Buttons:** "Picture...", "OK", and "Cancel".

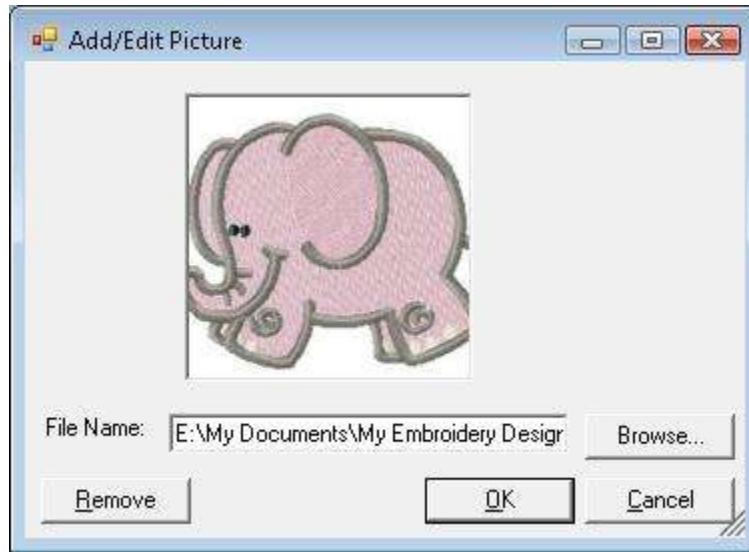
7. Now let's add a picture. Click on the Picture... button to open the Add/Edit Picture form.



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

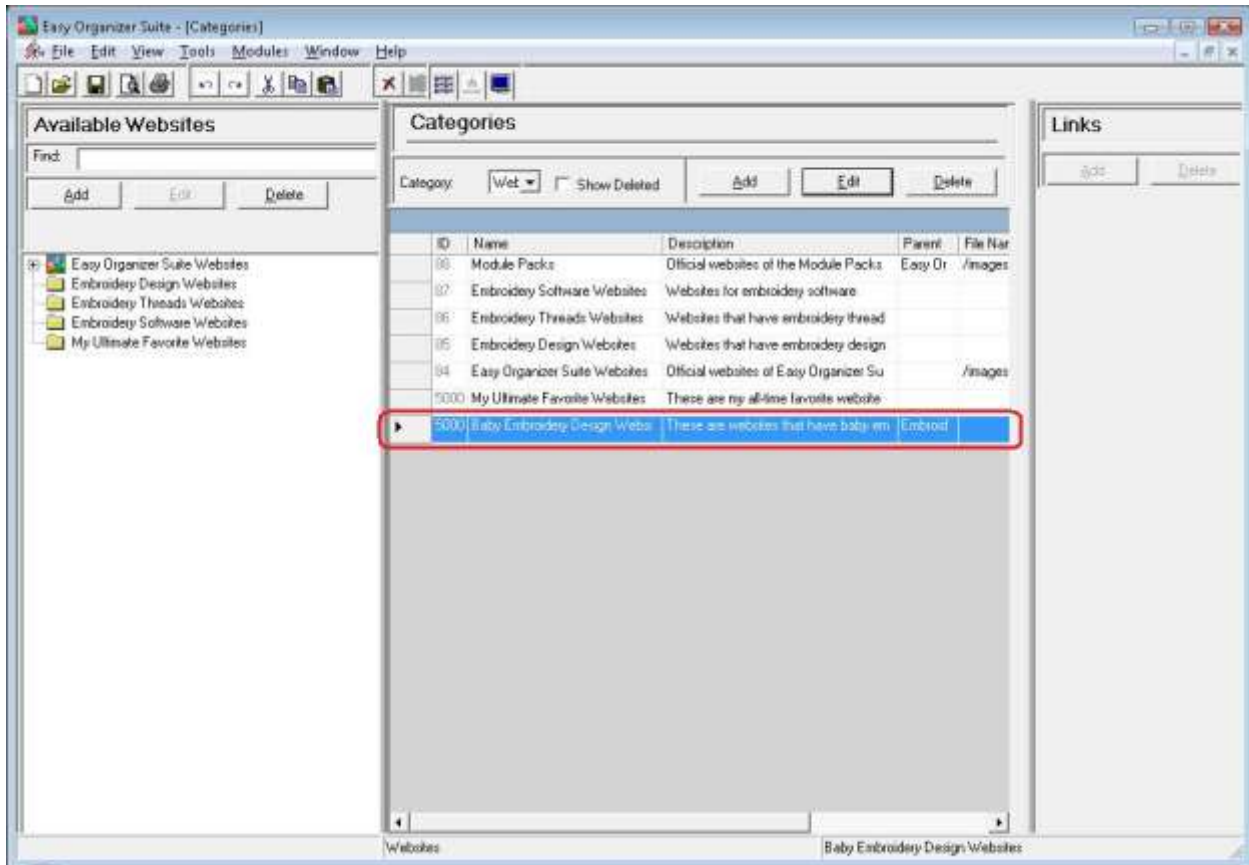
- File Name:** A text box.
- Buttons:** "Remove", "Browse...", "OK", and "Cancel".

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

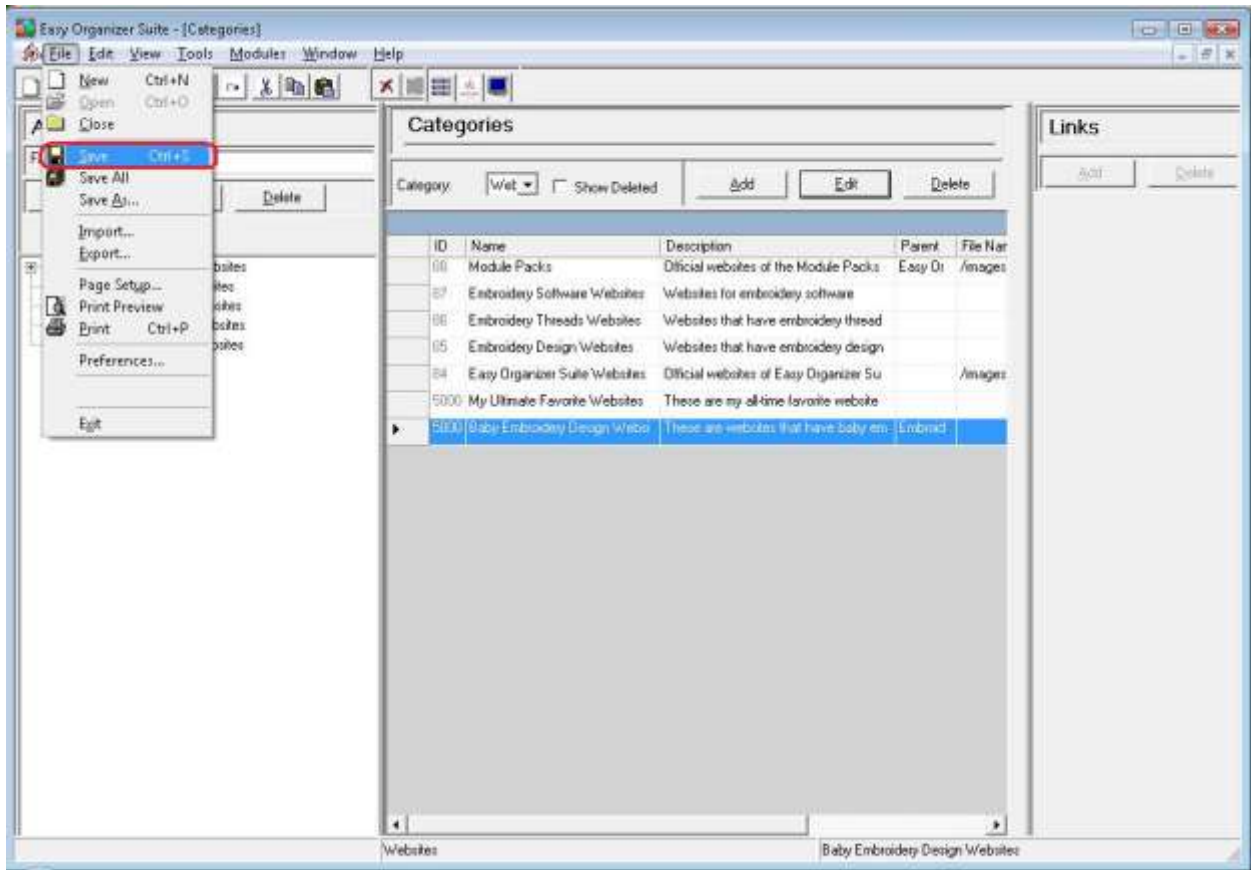


Click on the OK button to add the picture to your new Category.

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



9. 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!

Please continue with Lesson 8 – Part 2 – How to Work with System Tables - Categories.