Easy Organizer Suite™
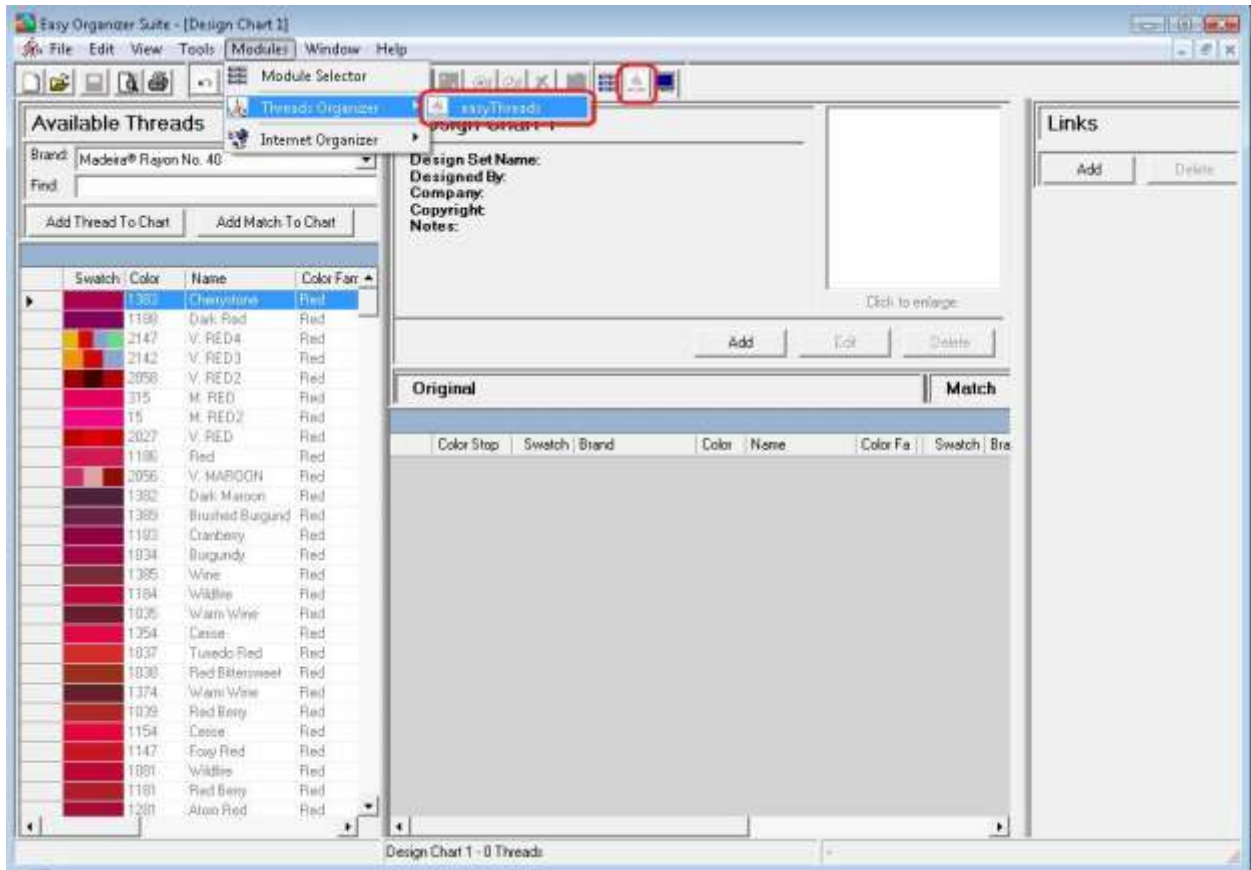**Threads Organizer™ Module Pack**
easythreads™ Module

Lesson 4 - How to Use the Link Feature

Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** 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 add and delete Links.
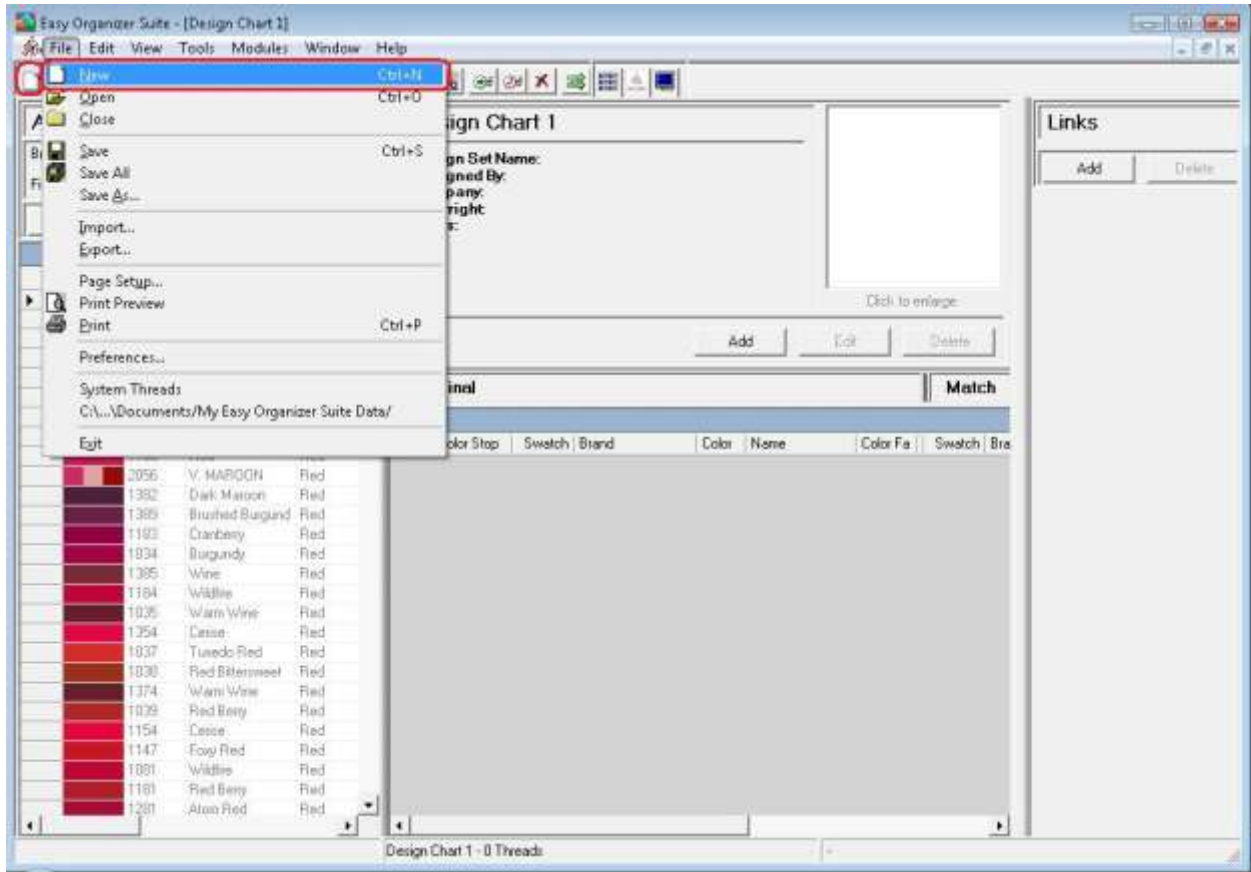
Links is a feature of the easythreads Module of Easy Organizer Suite. With Links, you can associate design charts with other design charts as well as other Module charts. It will show a picture and some text to let you know and you can click on the link to open the associated chart.
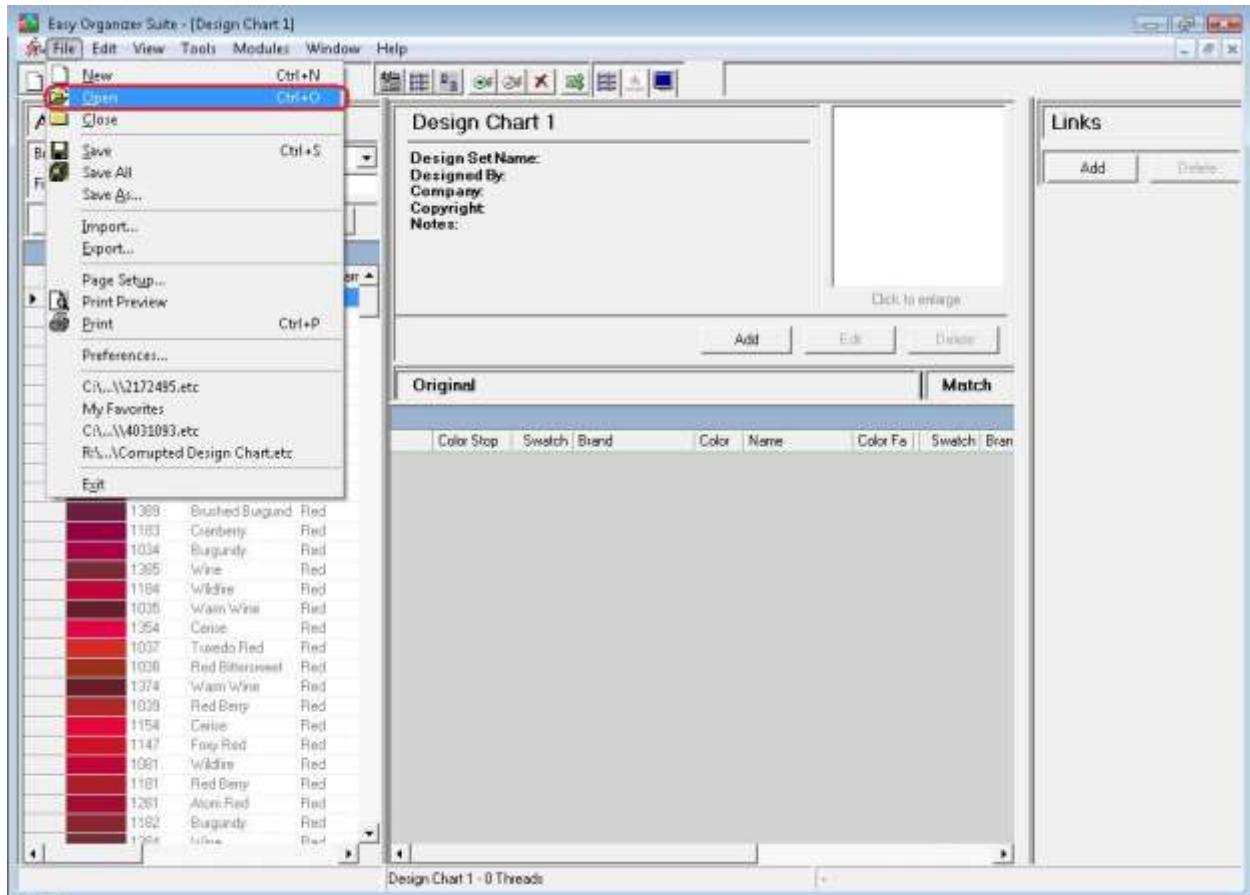
Adding a new Link

1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.
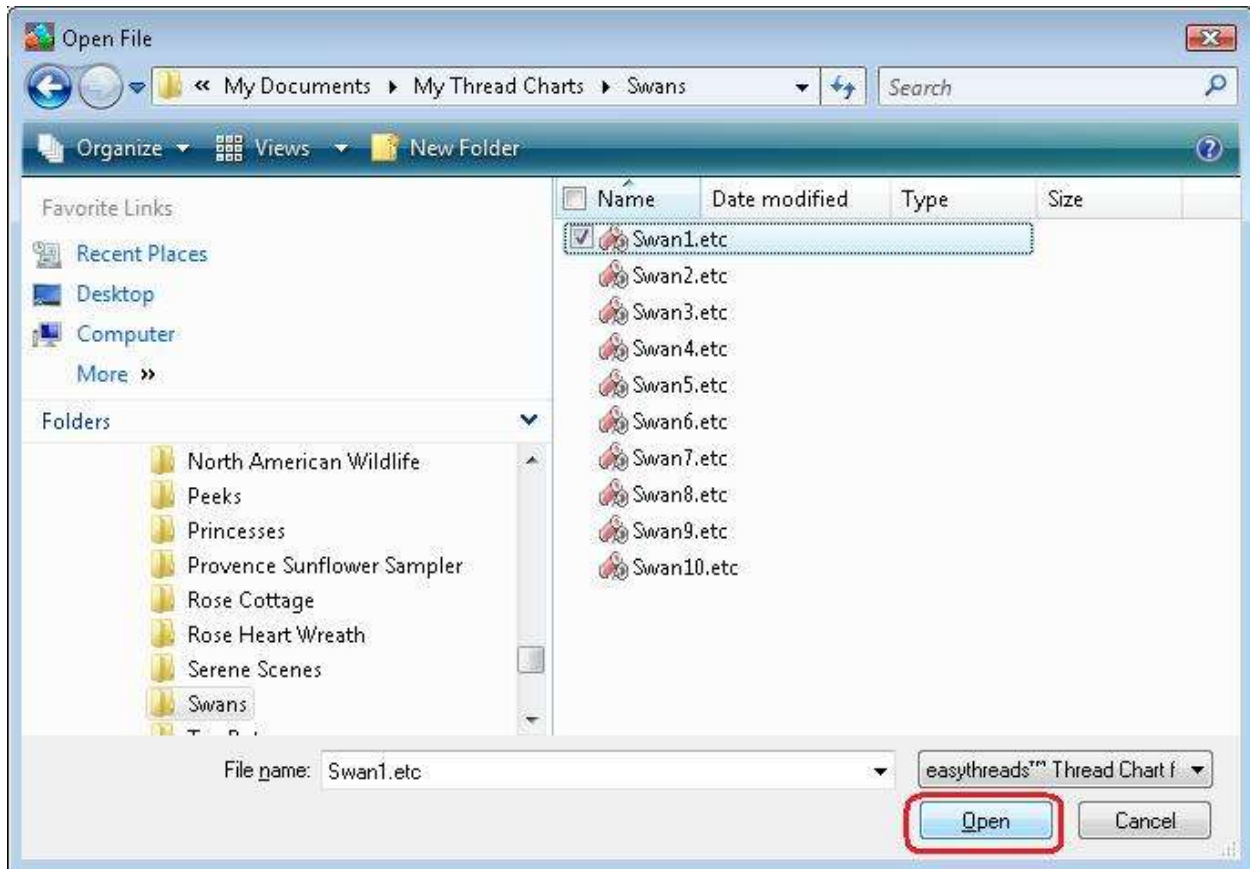
2. To add a link, you must have a design chart open. To open a new Design Chart, select File → New.
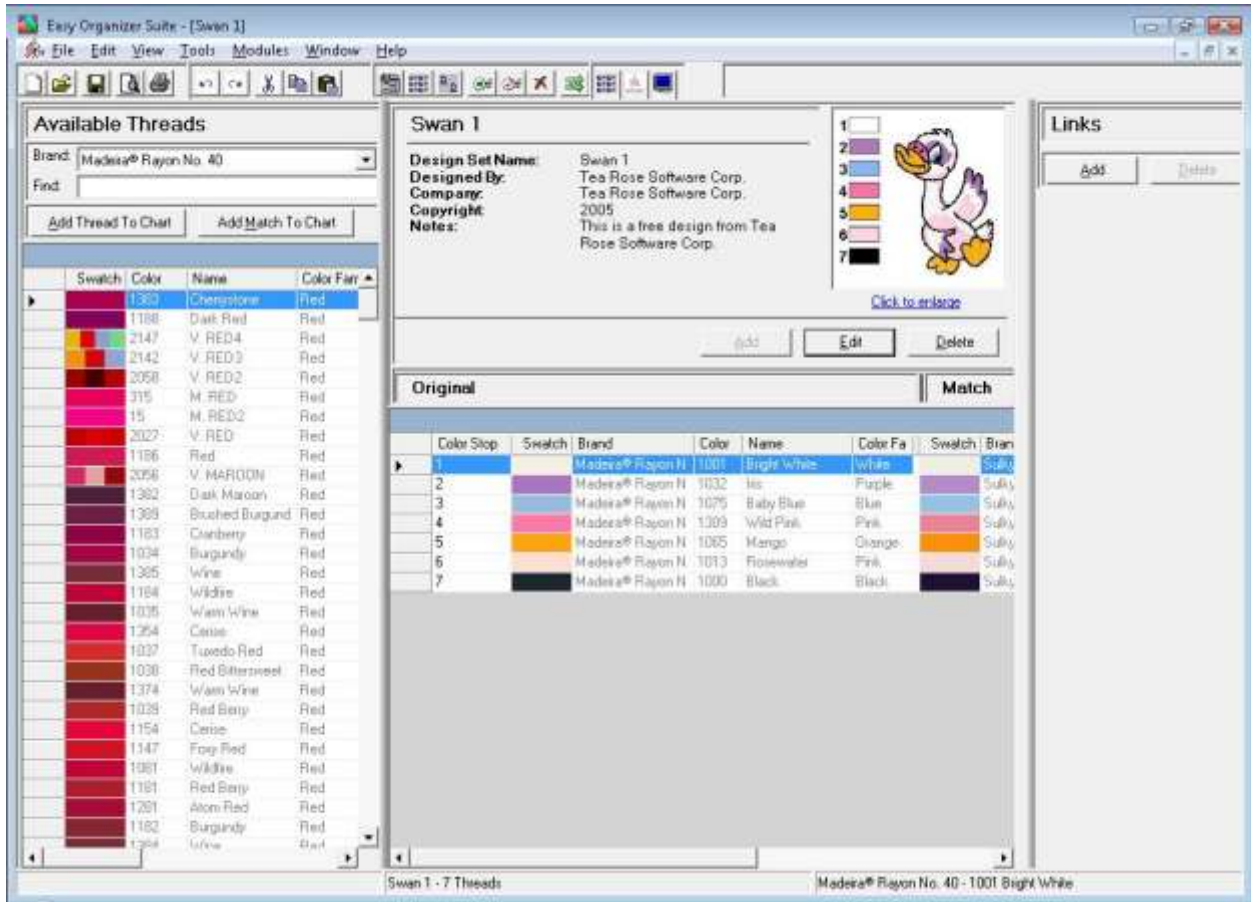
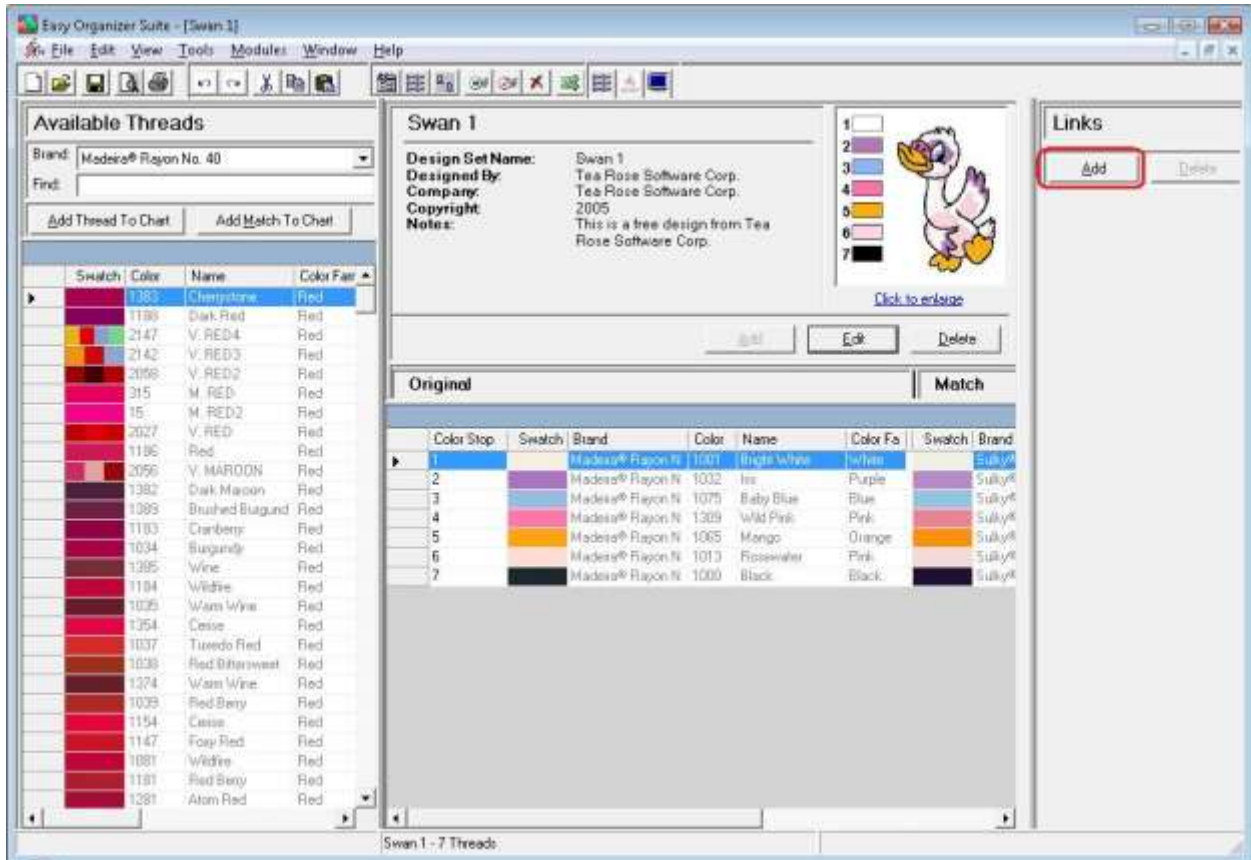3. Or open an existing Design Chart by selecting File → Open or click on the Open icon in the toolbar.

4. The Open File dialog will open. Select the file you would like to open and then click on the Open button.
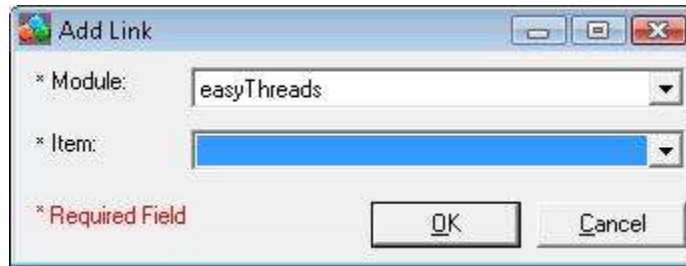
5. The existing Design Chart will open.

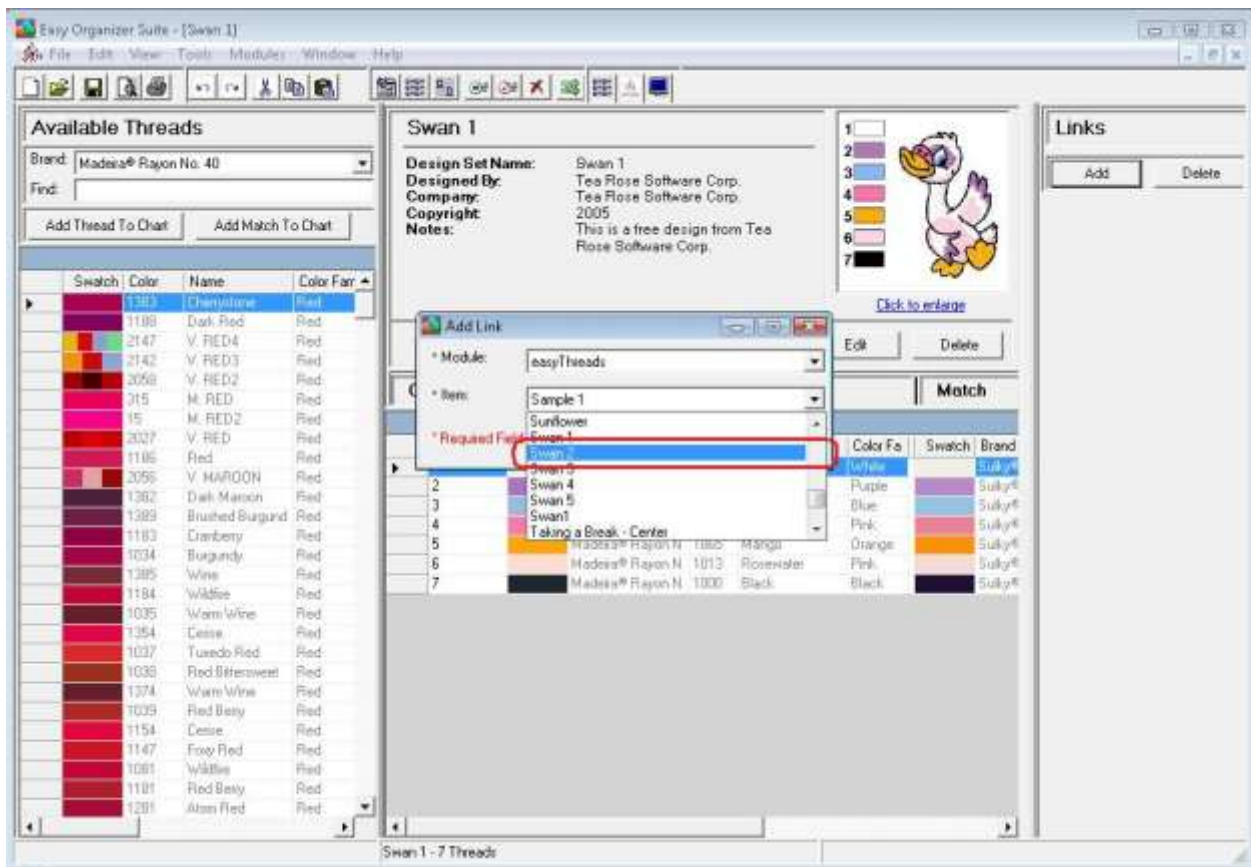6. Now click on the Add button in the Links panel.
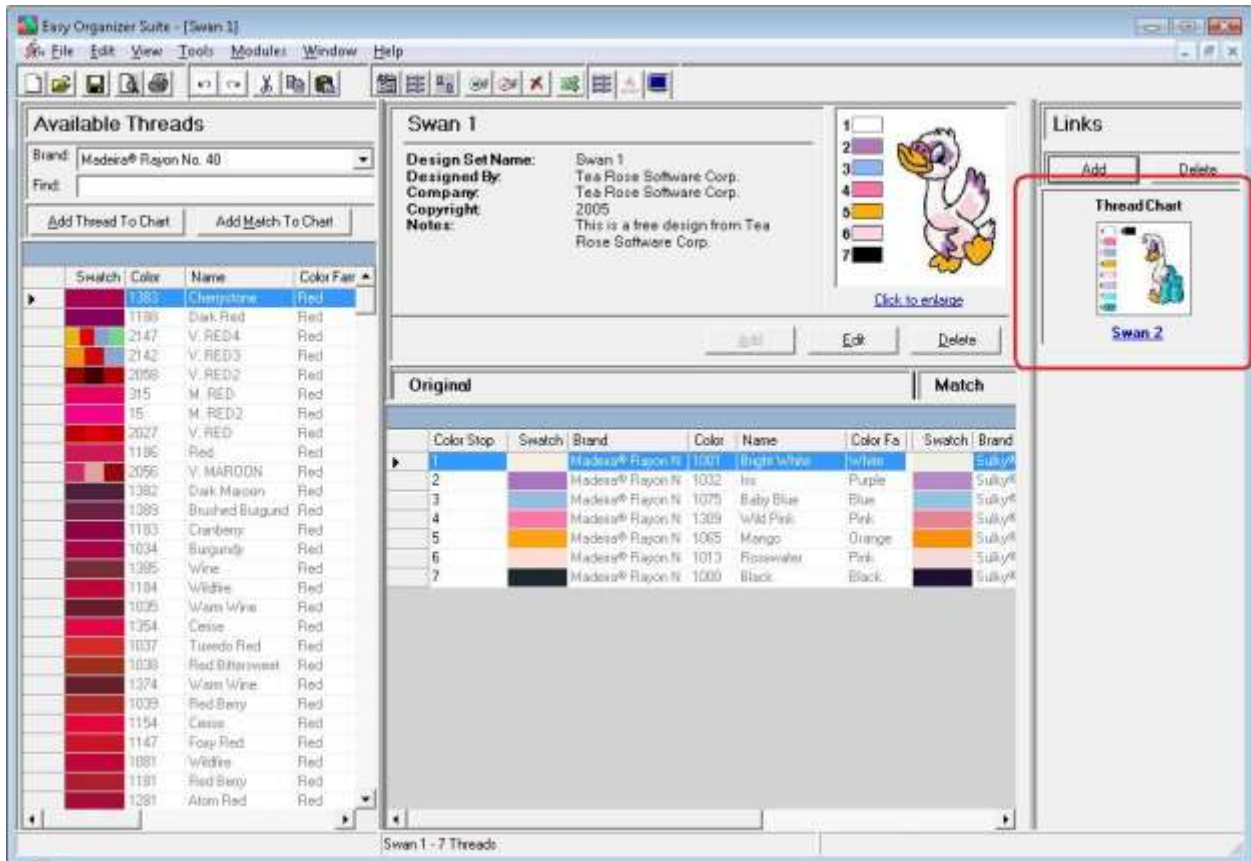
7. The Add Link form will appear.

8. You can select the Module first, and then it will populate the Item drop down with all the items that are available.

    For this lesson, let's select the easythreads Module. Then select any of the Design Charts that you have recently created. We'll select Swan 2.
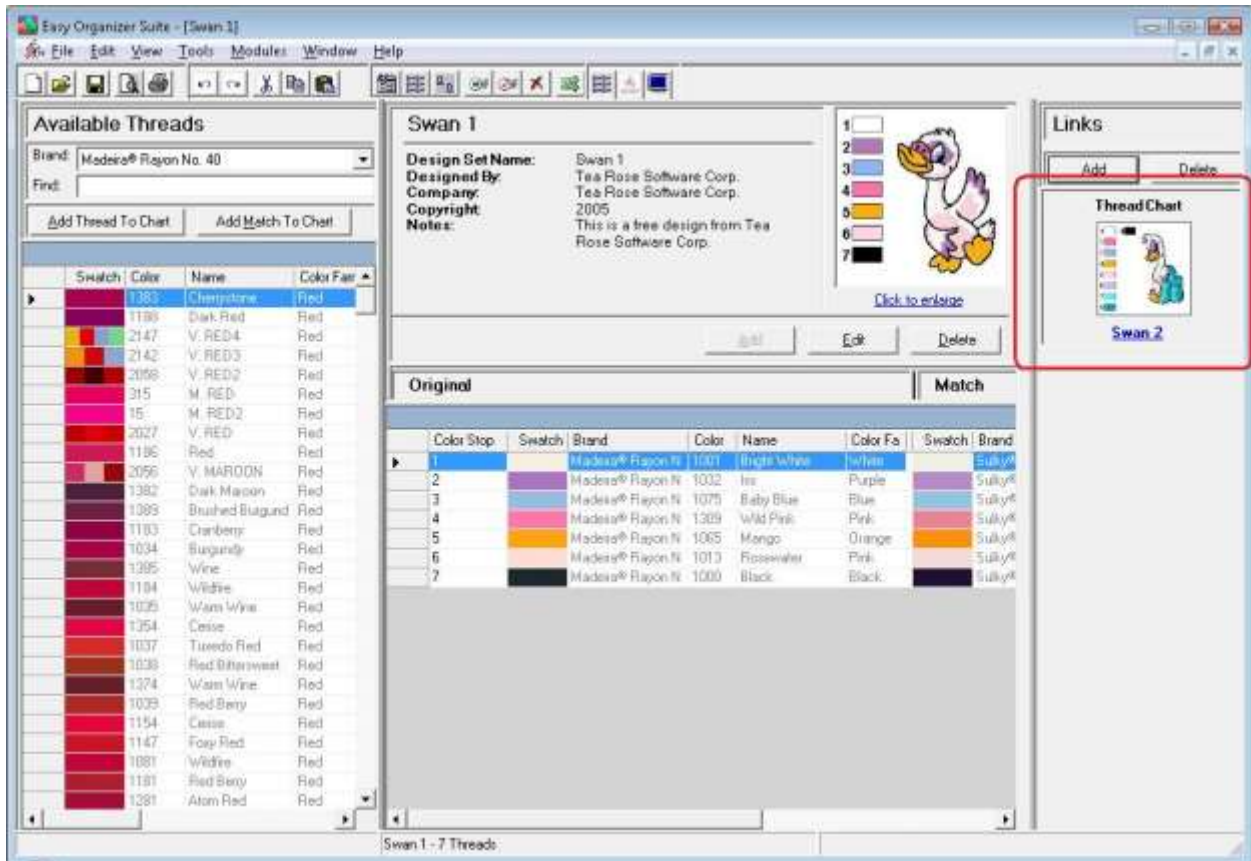
9. The link will be displayed in the Links panel to the right each time you open the Website Chart. If you click on the name link or if you double click on the picture, it will open the module and the Thread Chart that it is associated with.
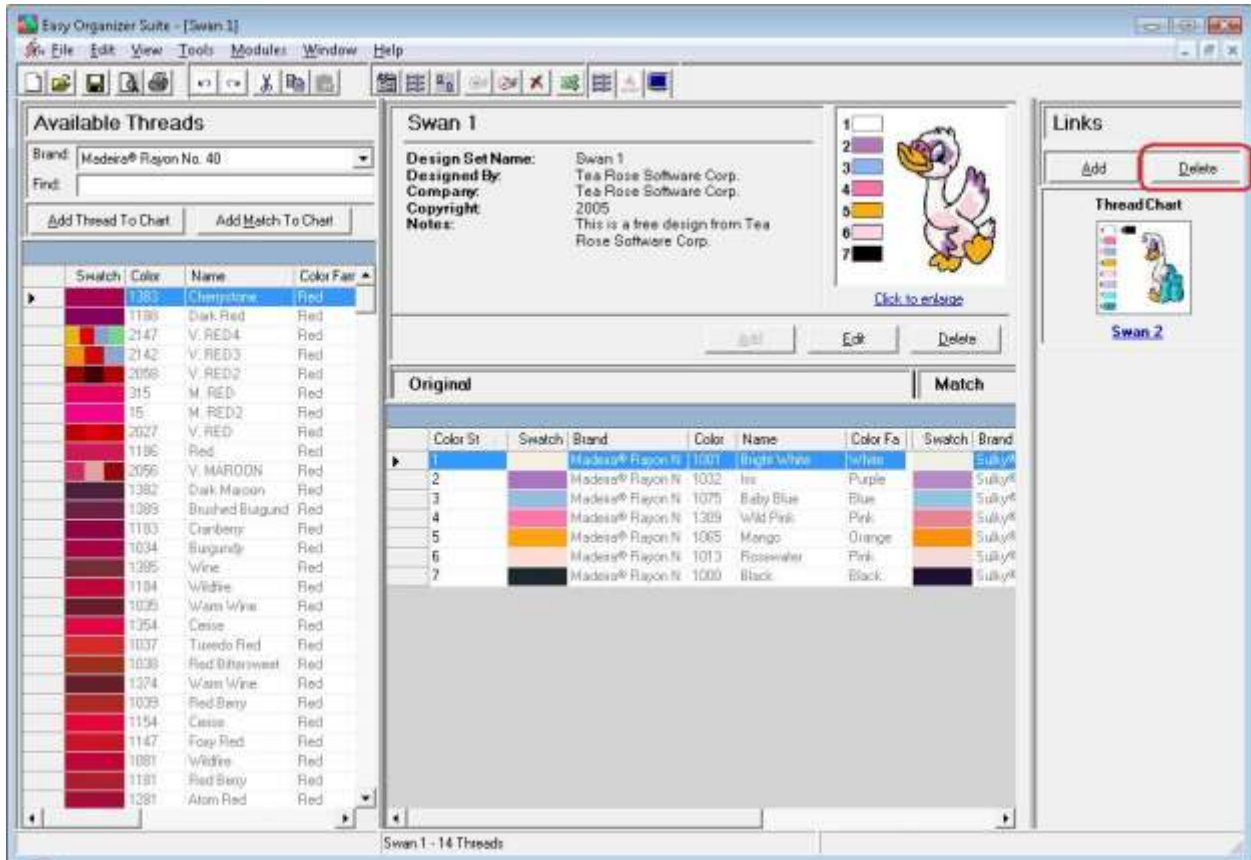

Congratulations! You have just linked a Thread Chart to a Website Chart!

Deleting a Link

1. To delete a link, you must select the Link in the Links panel.

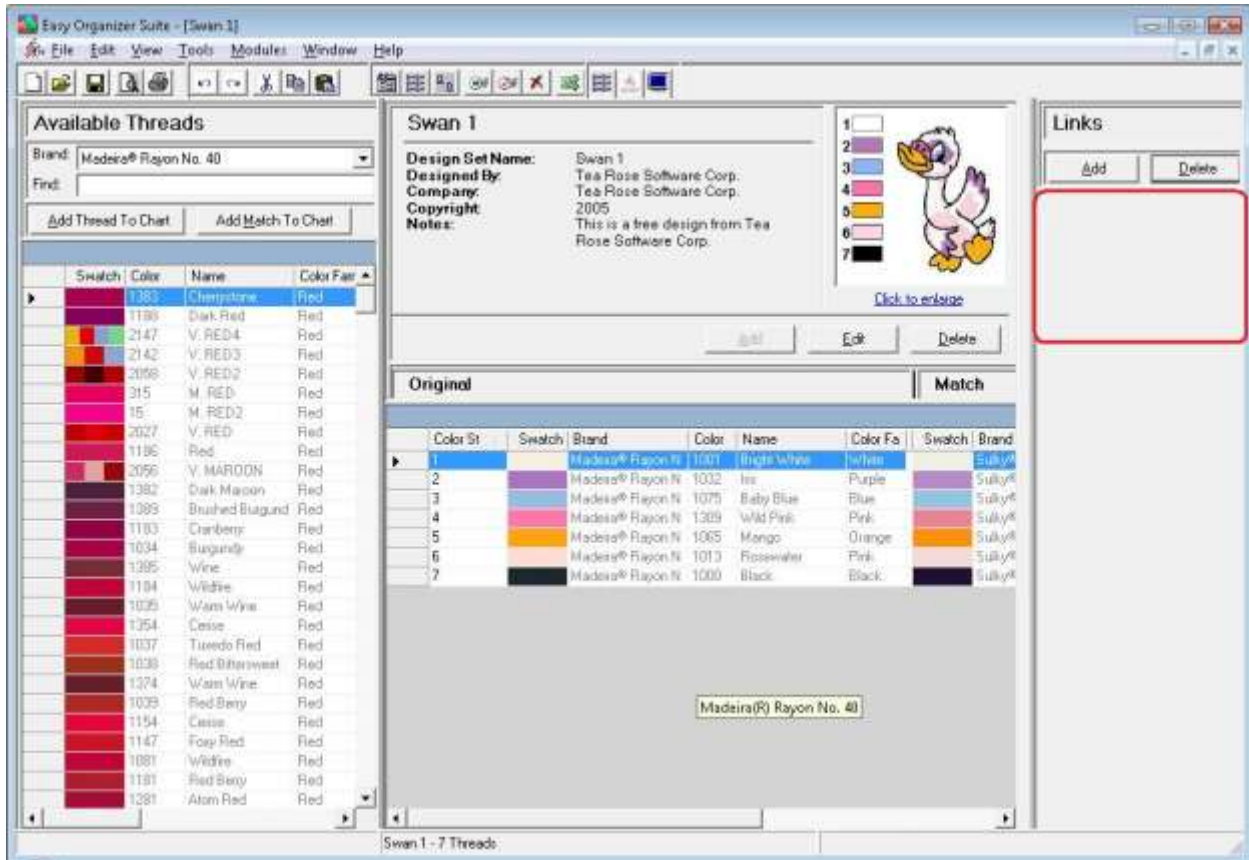2. Now click on the Delete button in the Links panel.

3. The system will ask you to confirm that you want to delete the link.

    Select Yes for this lesson.

4. You will no longer see the link displayed in the Links panel.

Congratulations! You have just deleted a link!

Congratulations! You have finished Lesson 4. You are now ready to move on to Lesson 5 – How to Use the Convert Feature.