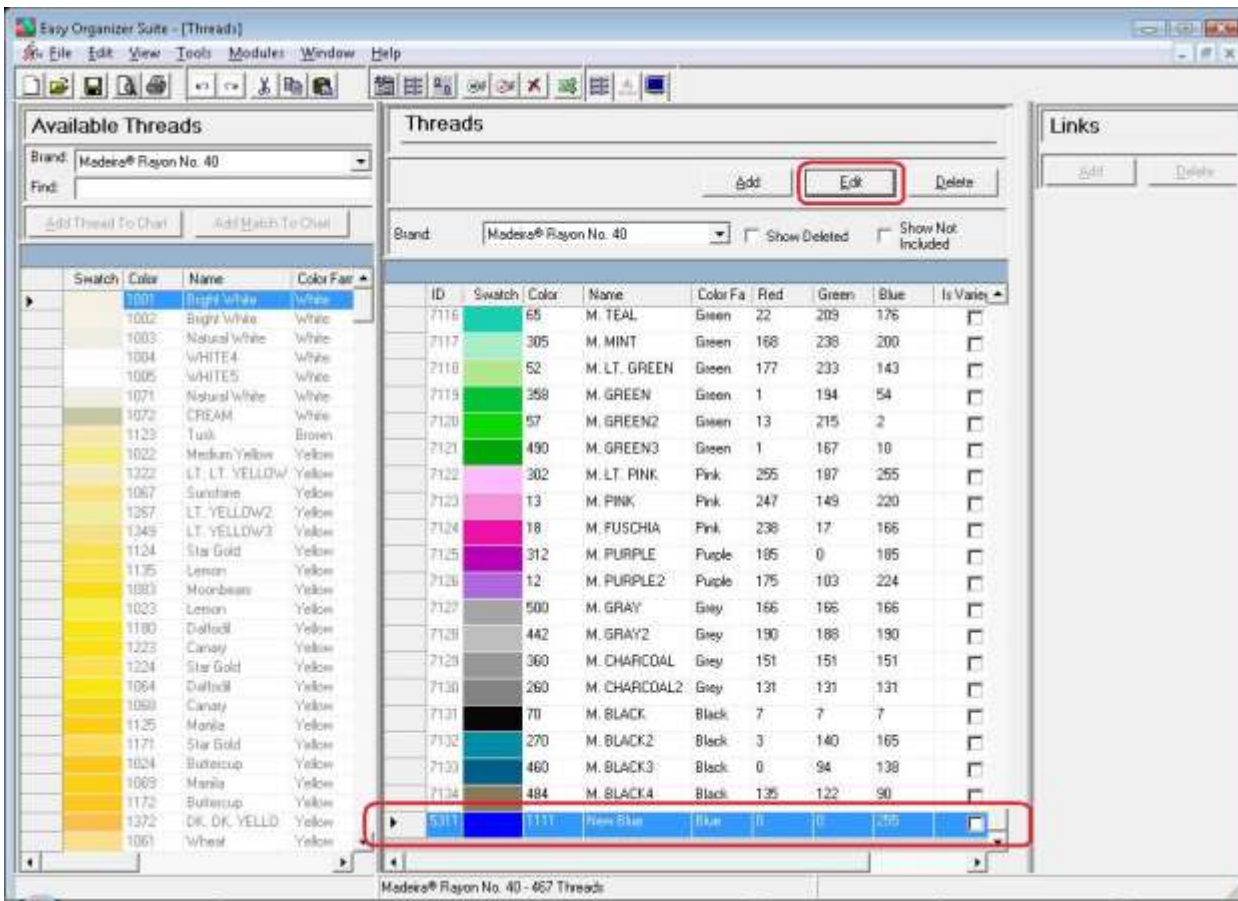


10. To edit a thread, select the thread you would like to edit and click on the Edit button.



11. The Edit Thread form will open with the information about the selected thread.

The screenshot shows a dialog box titled "Add/Edit Thread" with the following fields and controls:

- Swatch: A blue color bar.
- *Color: A text field containing "1111".
- *Name: A text field containing "New Blue".
- *Color Family: A dropdown menu showing "Blue".
- Red: A spinner box with "0".
- Green: A spinner box with "0".
- Blue: A spinner box with "255".
- Variegated? (with a "Pick Color..." button to its right).
- Is In Inventory?
- Amount: An empty text field.
- Location: An empty text field.
- Notes: A text area with a vertical scrollbar.
- * Required Field (legend in red text at the bottom left).
- OK and Cancel buttons at the bottom right.

12. Change any of the information you'd like. Let's change the color number, the name and the swatch.

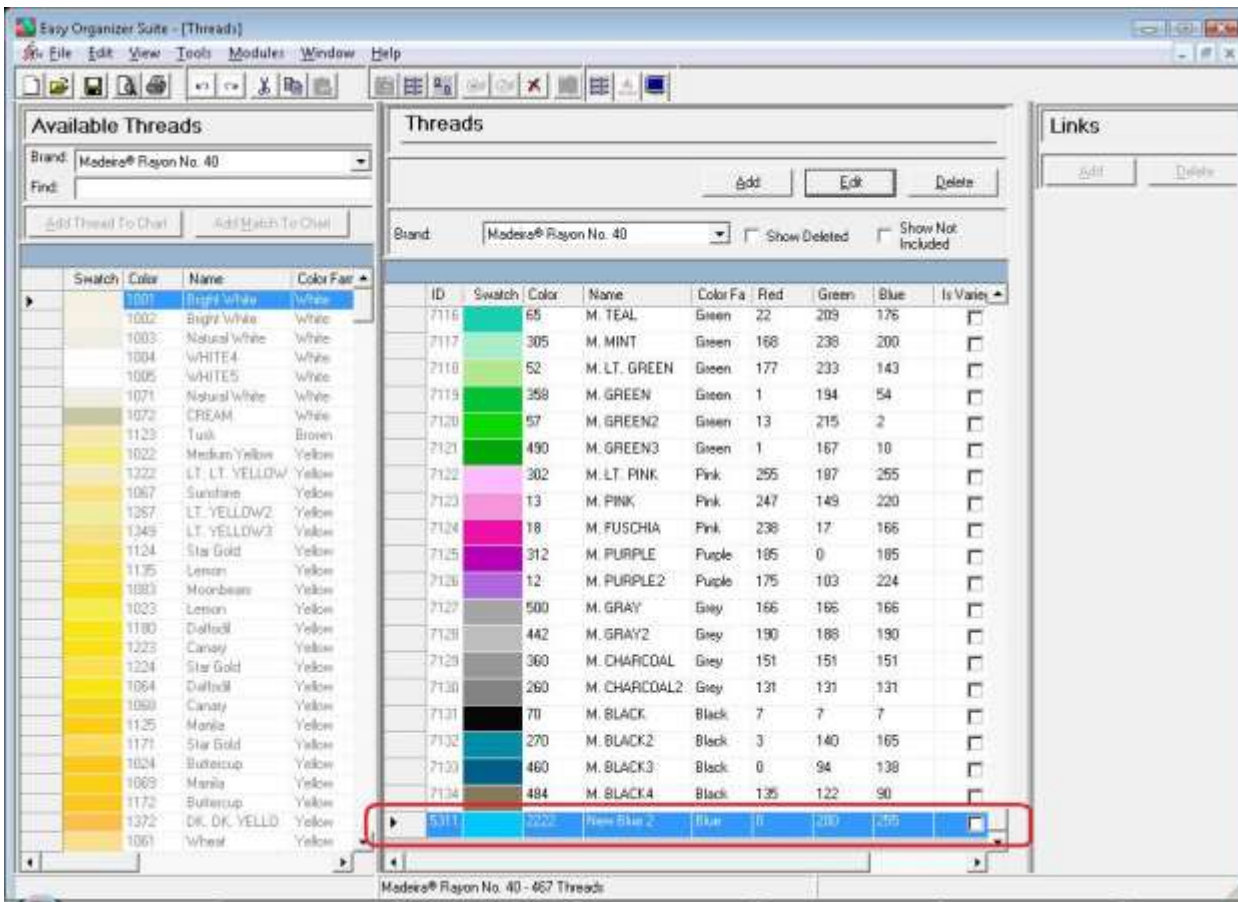
Color: 2222
Name: New Blue 2
Color Family: Blue
Red: 0
Green: 200
Blue: 255

Click on the OK button to accept your changes.

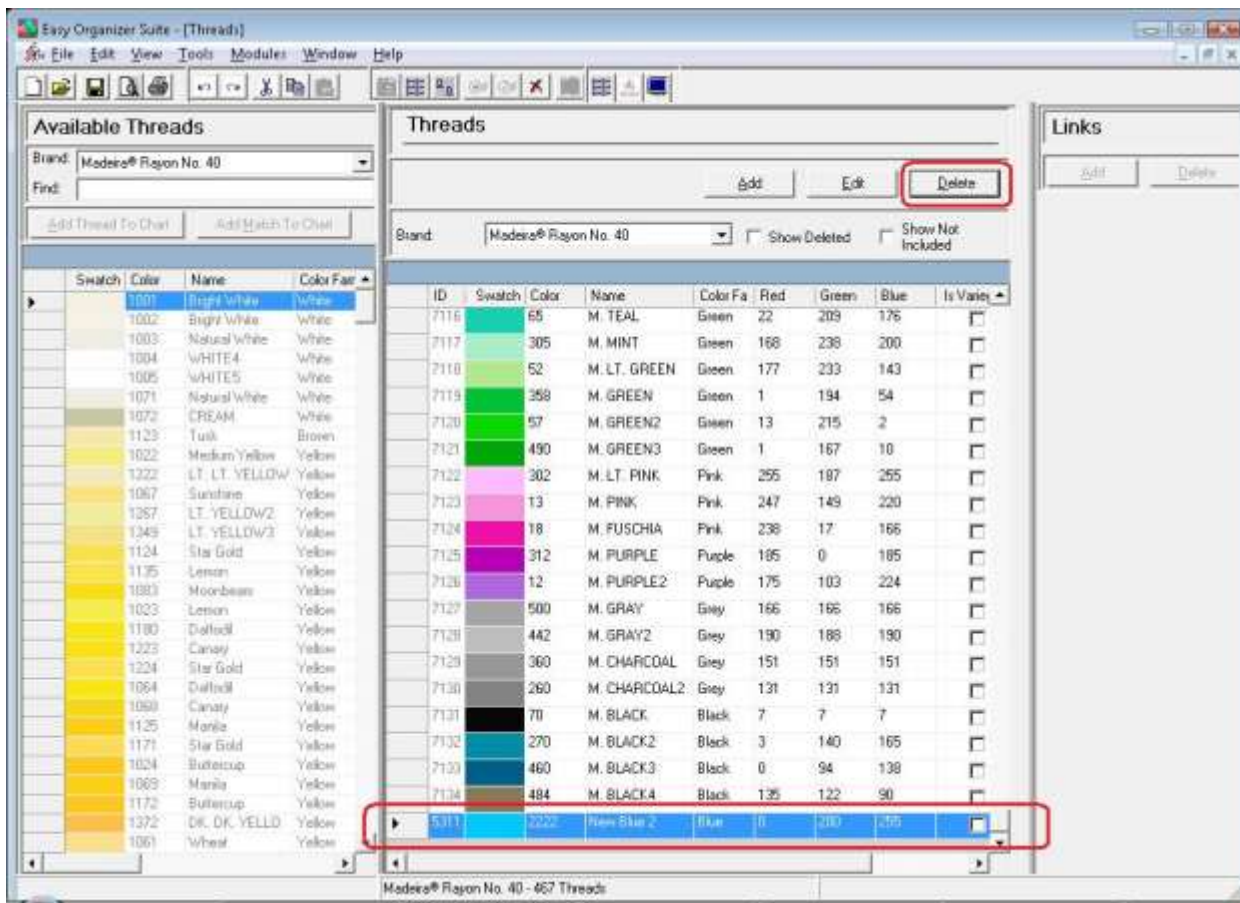
The screenshot shows a dialog box titled "Add/Edit Thread". It contains the following fields and controls:

- Swatch: A color bar showing a bright blue color.
- *Color: A text input field containing "2222".
- *Name: A text input field containing "New Blue 2".
- *Color Family: A dropdown menu showing "Blue".
- Red: A spin box containing "0".
- Green: A spin box containing "200".
- Blue: A spin box containing "255".
- Variegated? (with a "Pick Color..." button to its right).
- Is In Inventory?
- Amount: An empty text input field.
- Location: An empty text input field.
- Notes: A text area with a vertical scrollbar.
- * Required Field (text in red).
- OK (button, highlighted with a red rectangle).
- Cancel (button).

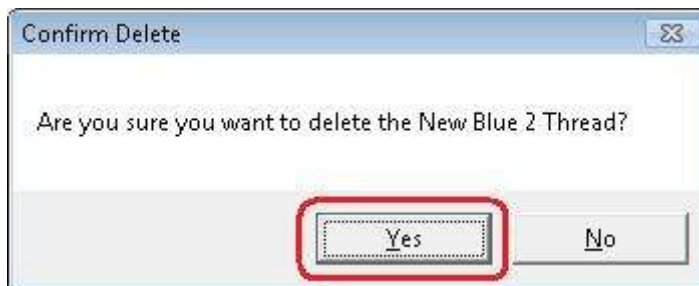
13. You will now see the thread with the changed information.



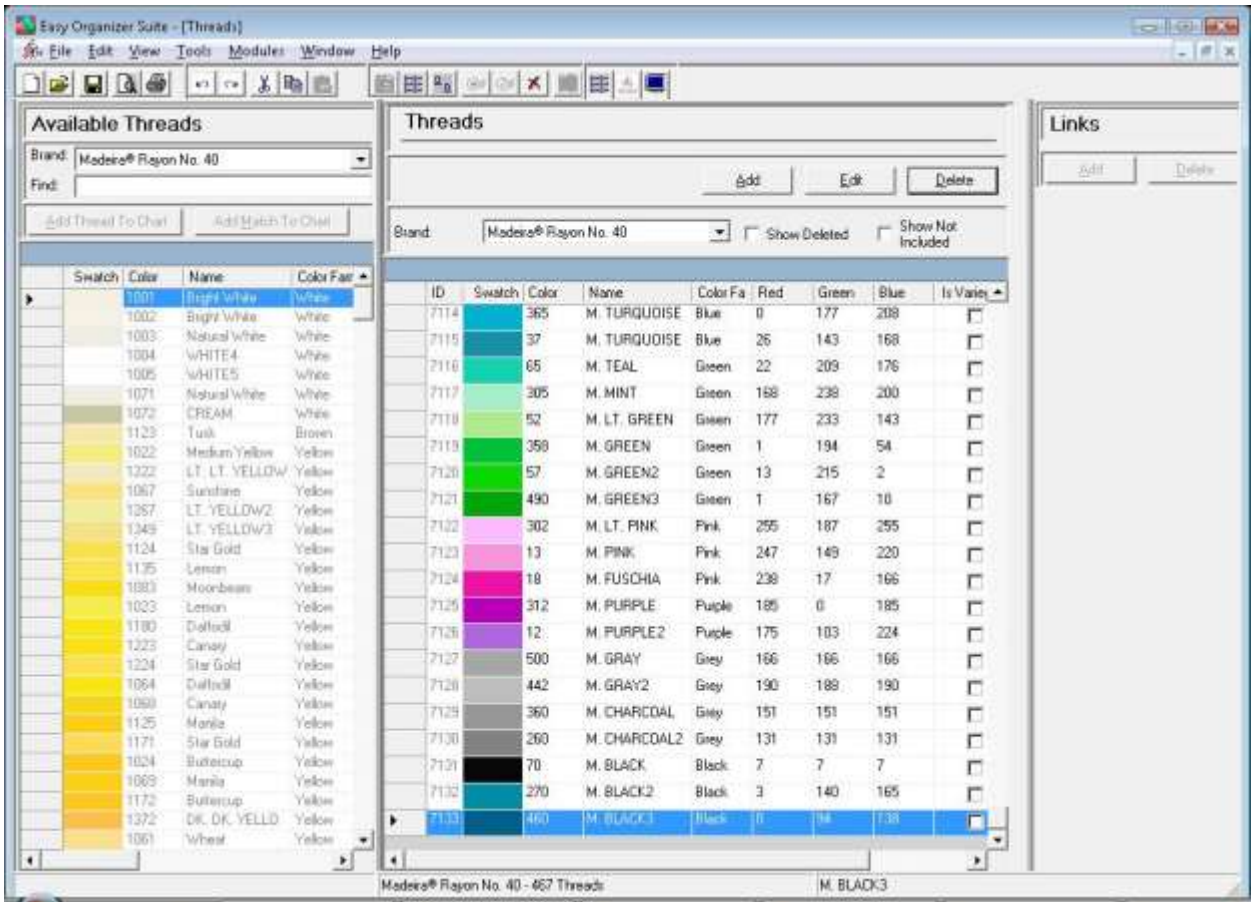
14. You can delete a thread by selecting the thread and then clicking on the Delete button. Let's delete our new thread. Select the 2222 – New Blue 2 thread and click on the Delete button.



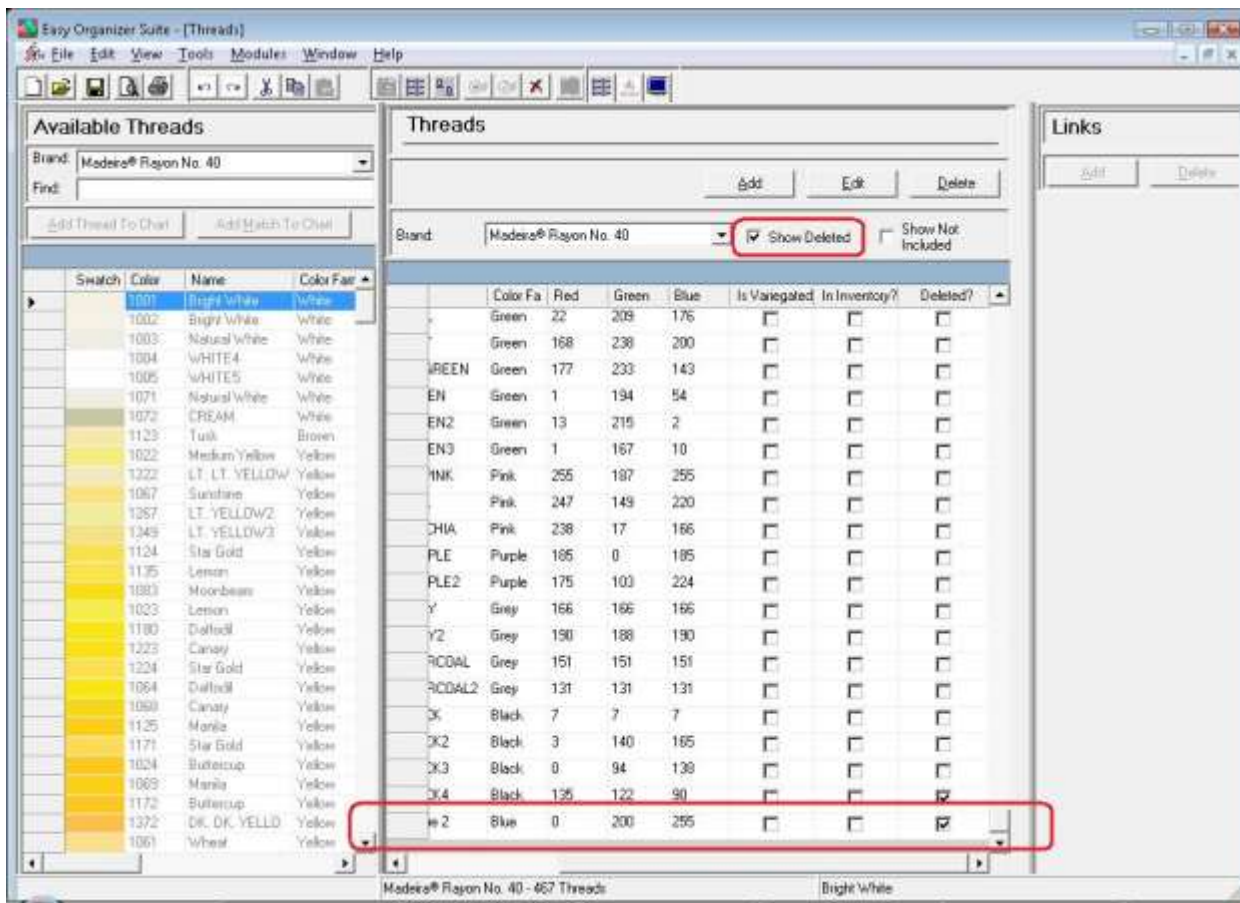
15. The system will ask if you are sure. Click on the Yes button to delete the thread, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



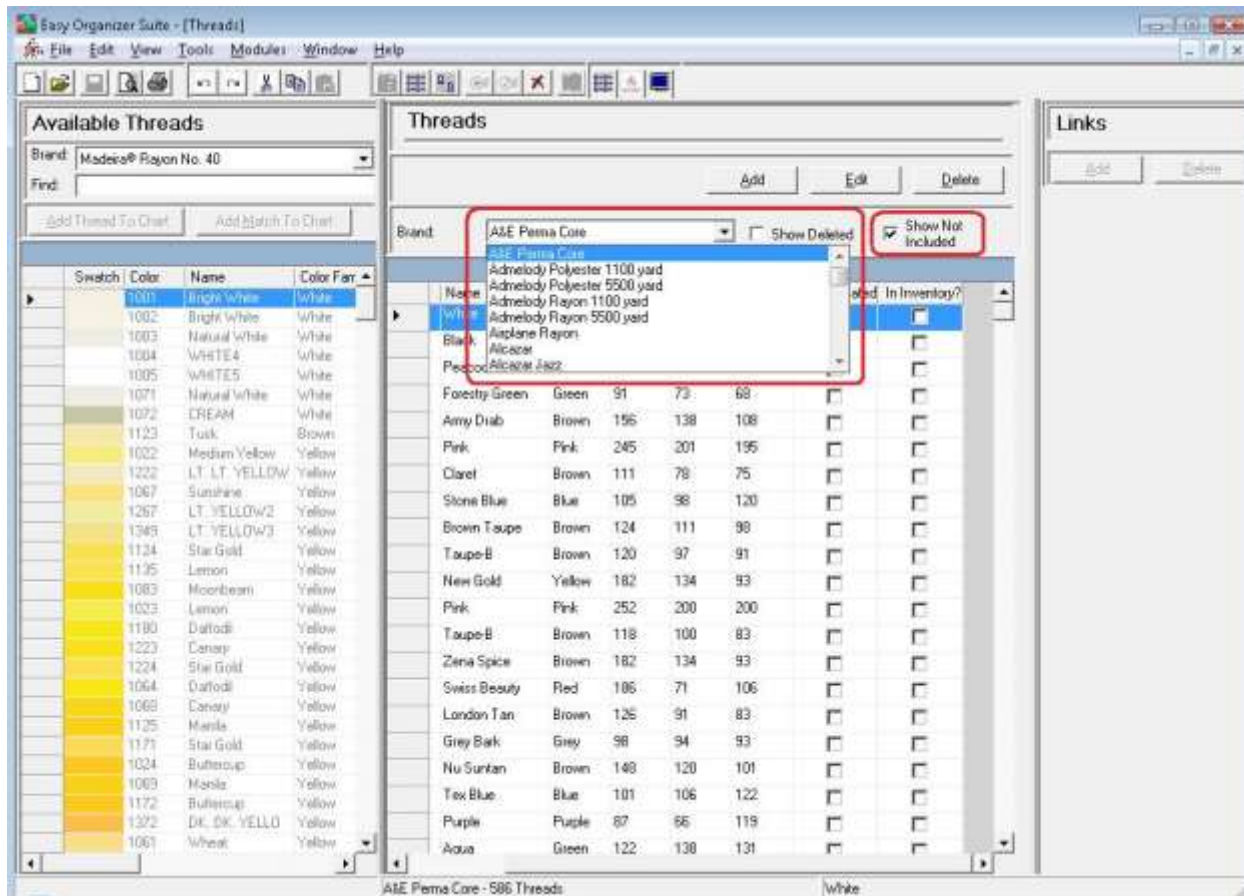
16. The thread will no longer be visible in the Threads System Table.



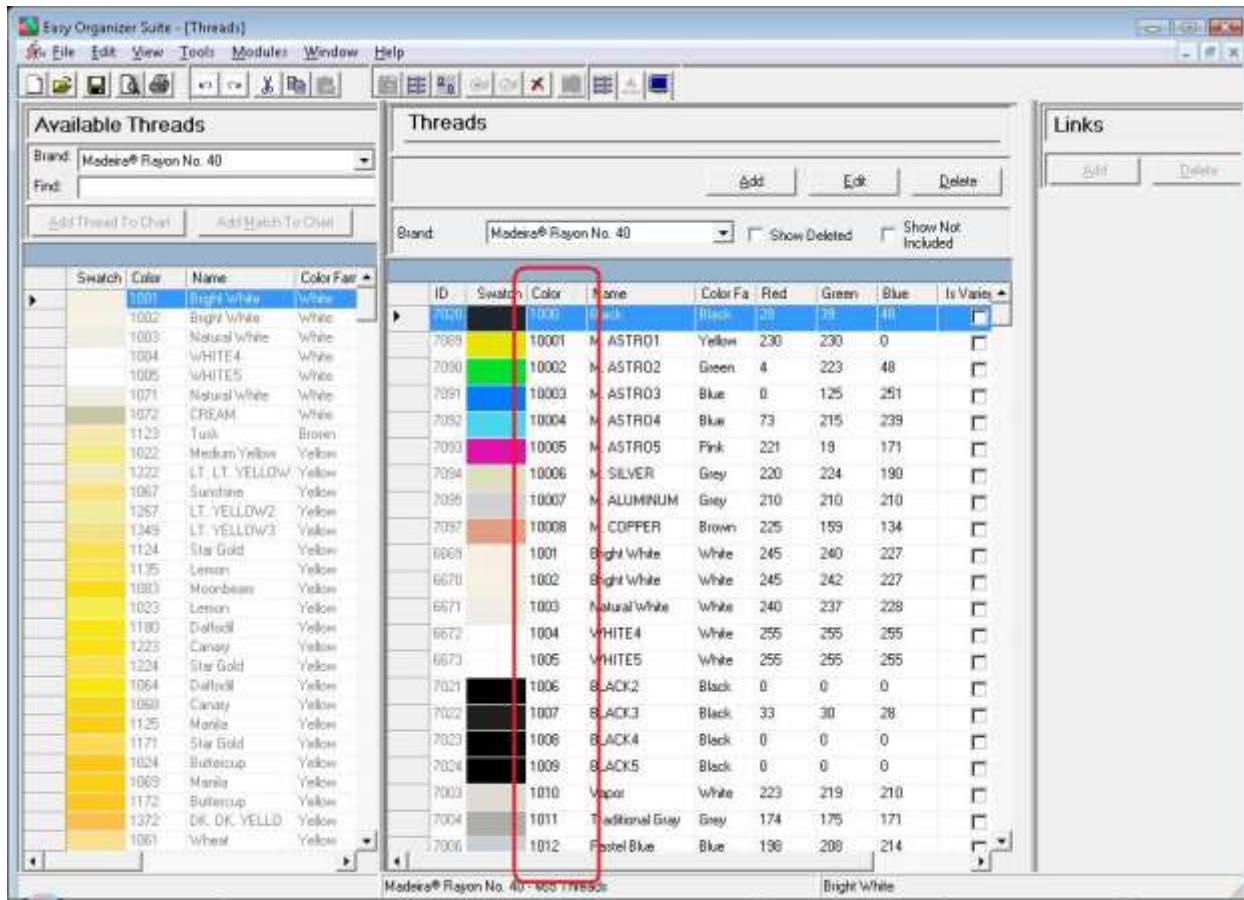
17. To filter the list of threads that are displayed, you can check the Show Deleted checkbox. This will show the deleted threads. You can now see the our new thread that we just deleted.



18. The Show Not Included checkbox affects the Brand dropdown. The brands that are not included (in the Preferences /Brands form) are not displayed in the Brands dropdown in the Threads System Table. If you check the Show Not Included checkbox, then the Brands dropdown will contain all of the Brands, whether they are included or not.

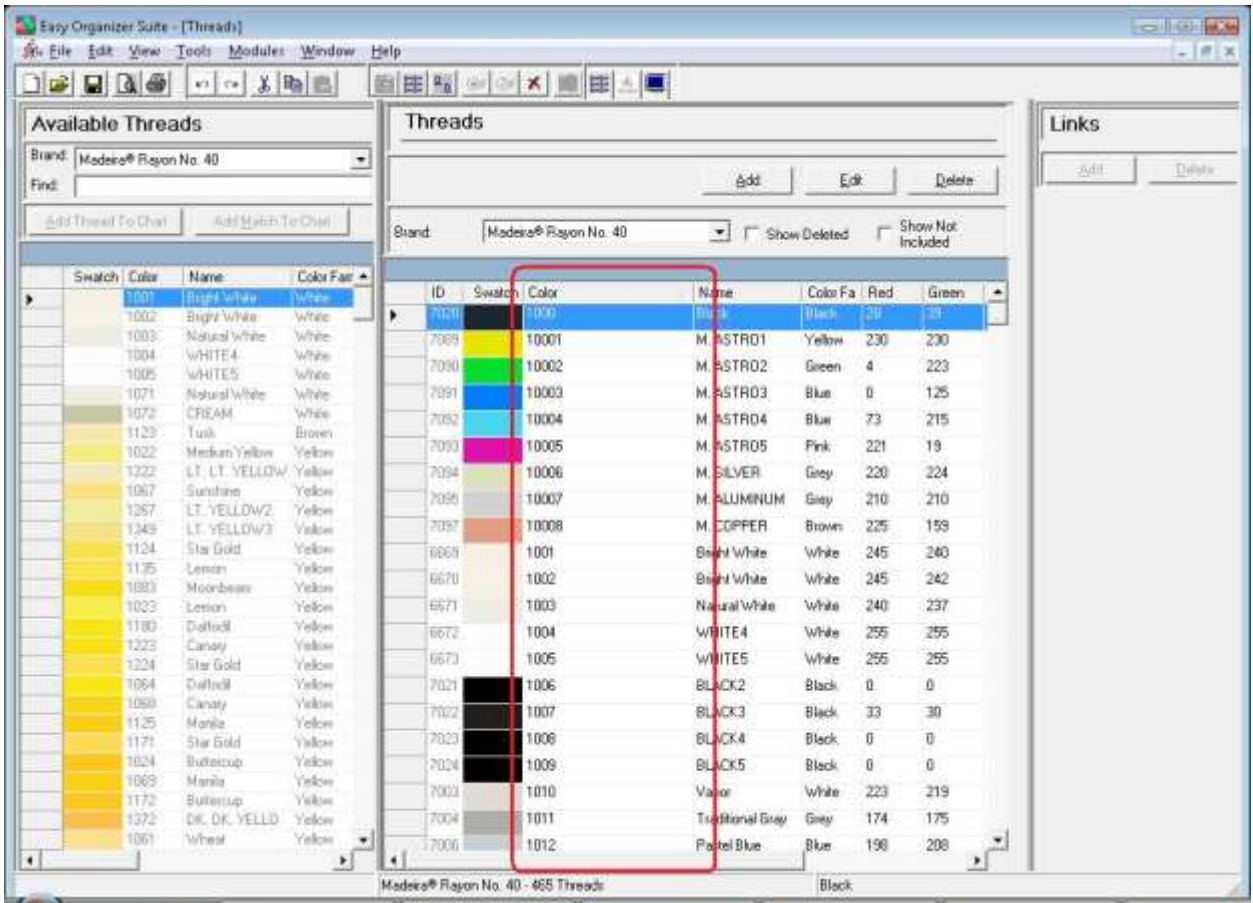


19. In any chart, including the Threads System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Color column in ascending order, click on the Color column heading. If you click it again, the program will sort the grid in descending order.

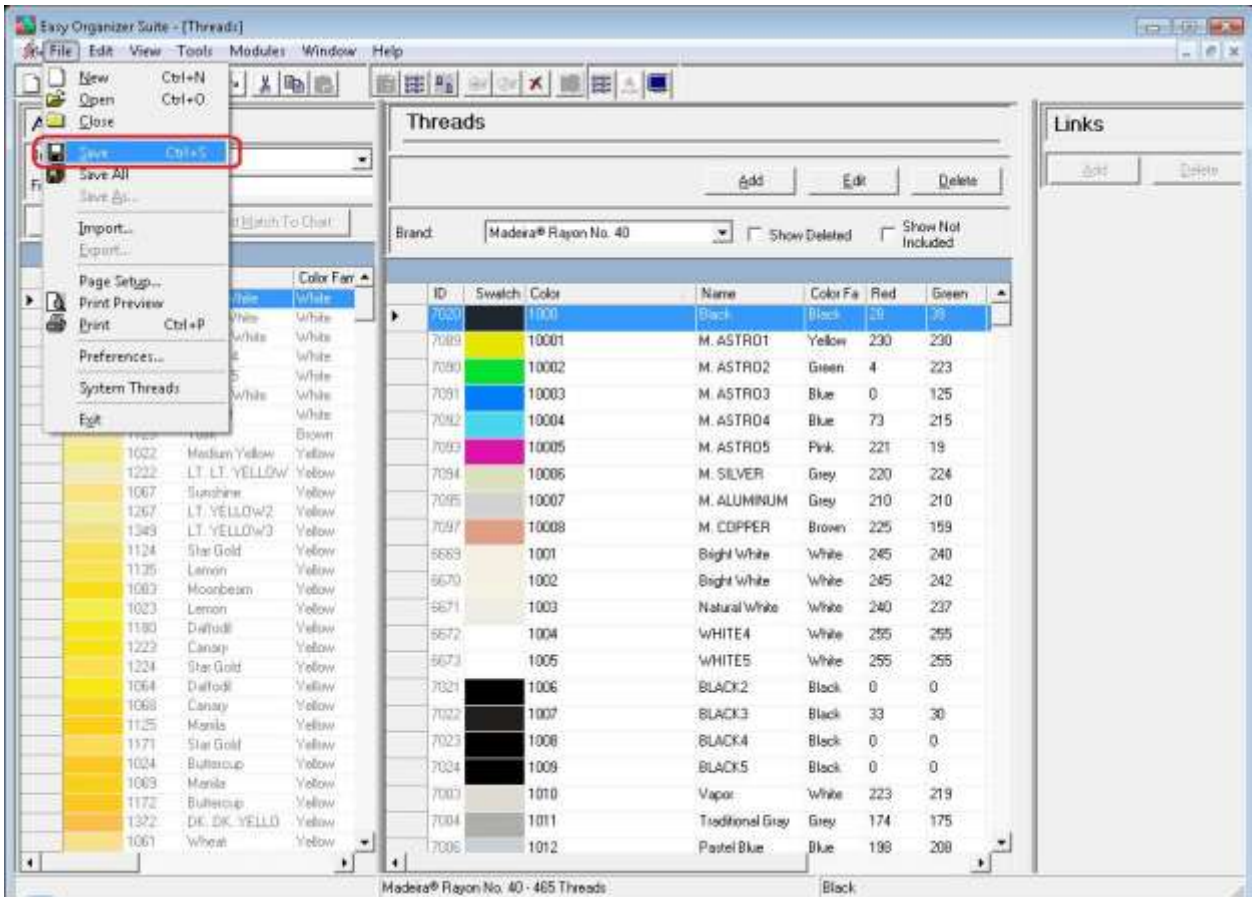


20. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

When you save the changes, the program will remember the size you have made the columns.



21. Be sure to save the Threads System Table Chart. Select File → Save or click on the Save icon in the toolbar.



Congratulations! You have finished Lesson 11. You are now ready to move on to Lesson 12 – How to Work with the Manufacturers System Table.