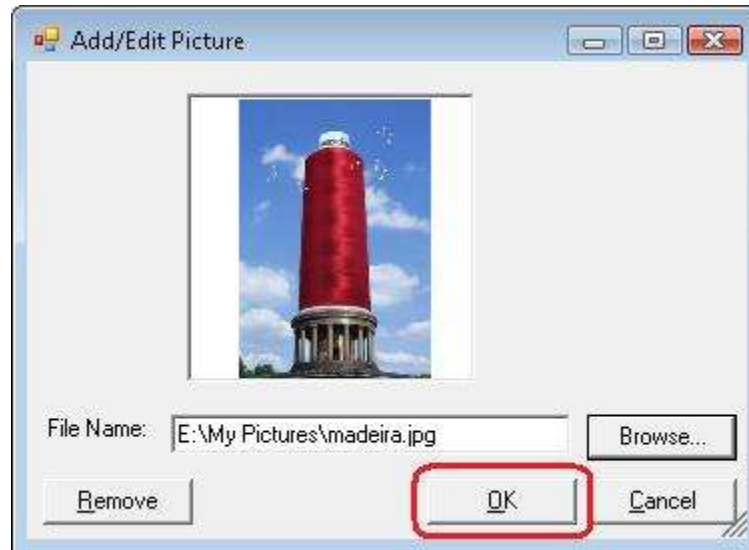


NOTE: The image must be less than 64KB in size.

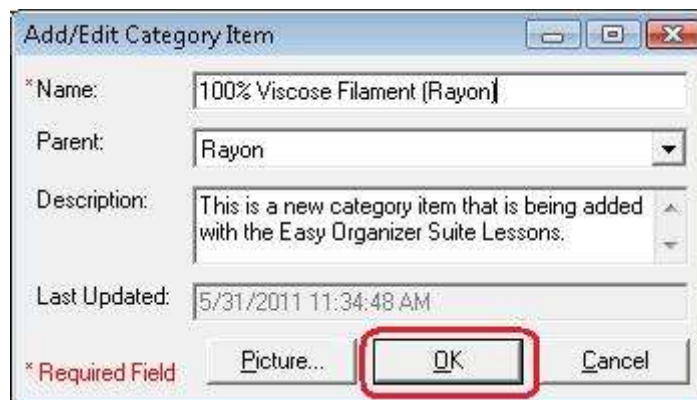
13. Once you have found your image, click on the Open button. This will bring the picture into the picture form. Click on the OK button to accept the image and close the form.



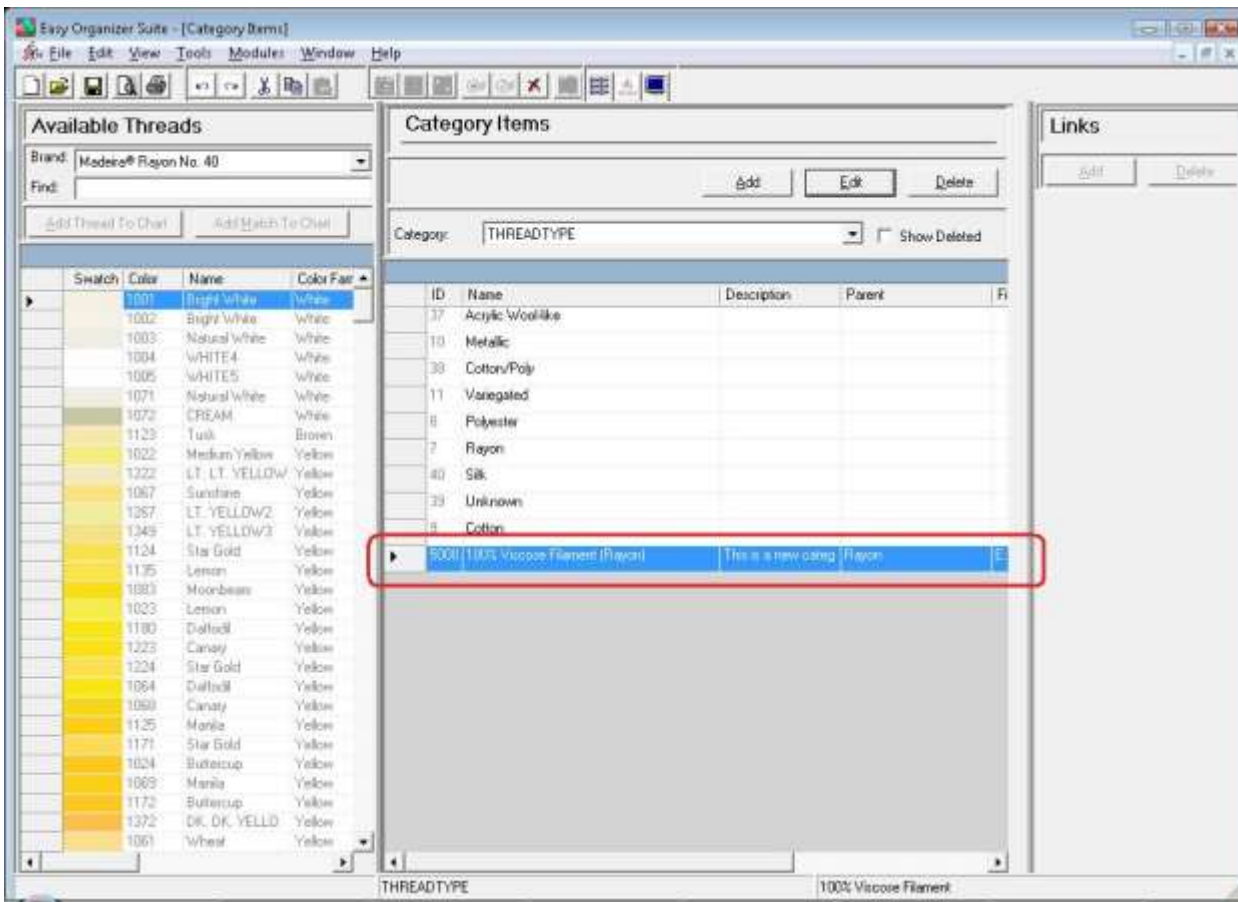
14. You can change any of the information in the Edit Category Item form you'd like. Let's change the name.

Name: 100% Viscose Filament (Rayon)

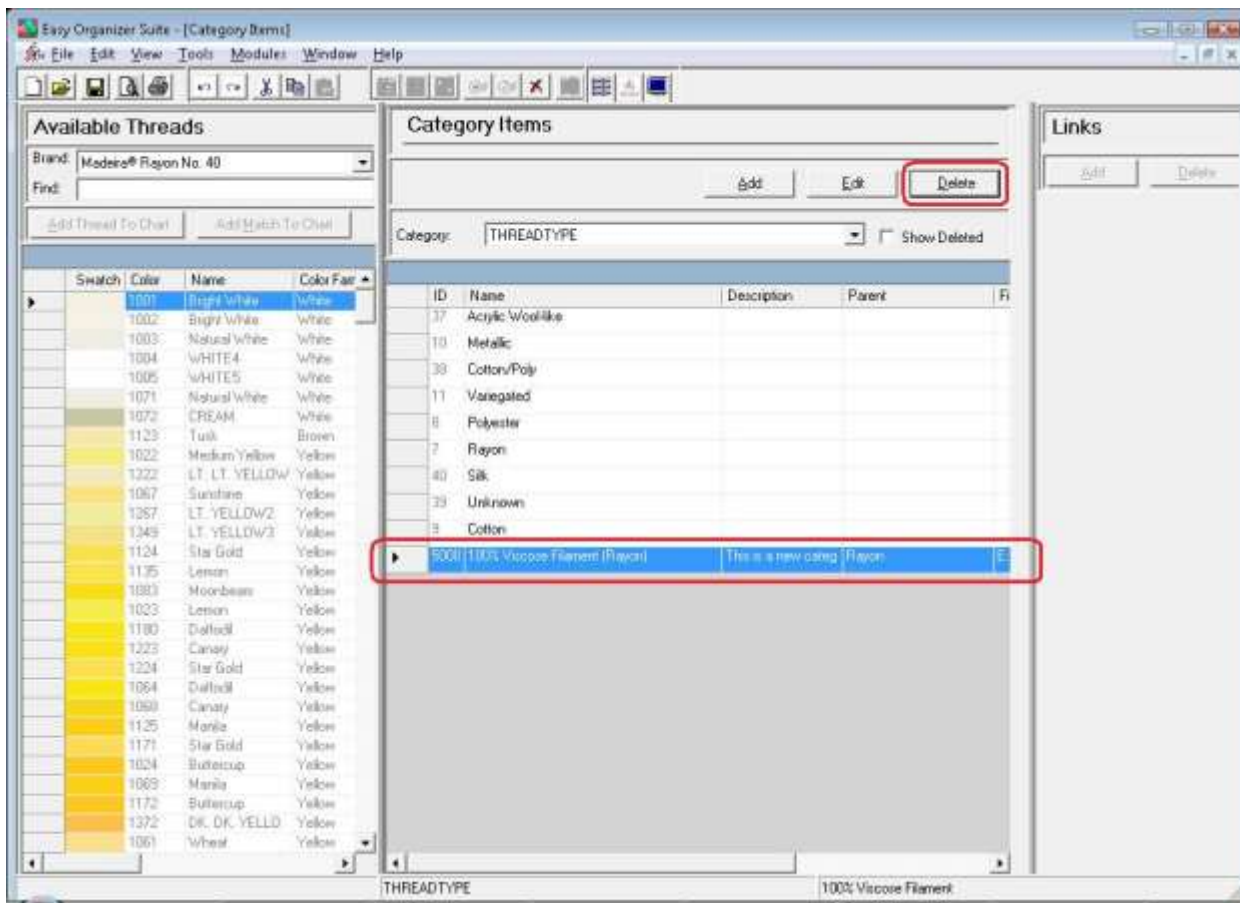
Click on the OK button to accept your changes.



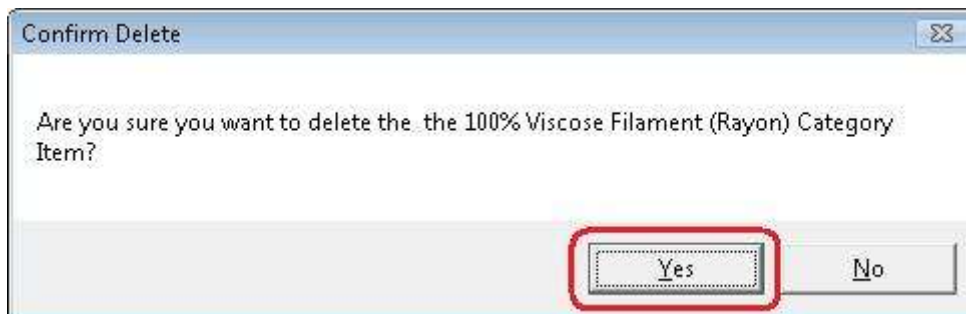
15. You will now see the category item with the changed information.



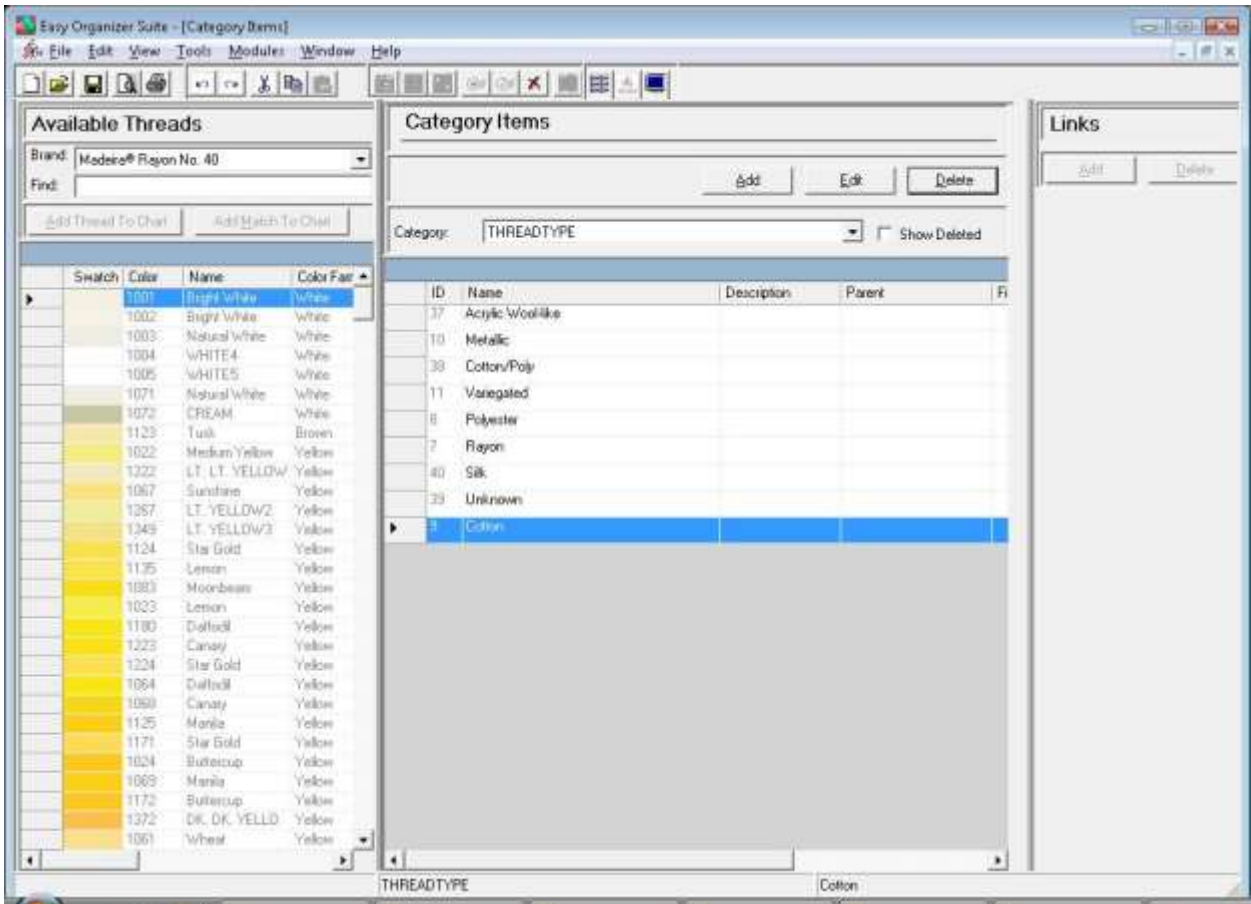
16. You can delete a category item by selecting the category item and then clicking on the Delete button. Let's delete our new category item. Select 100% Viscose Filament (Rayon) row and click on the Delete button.



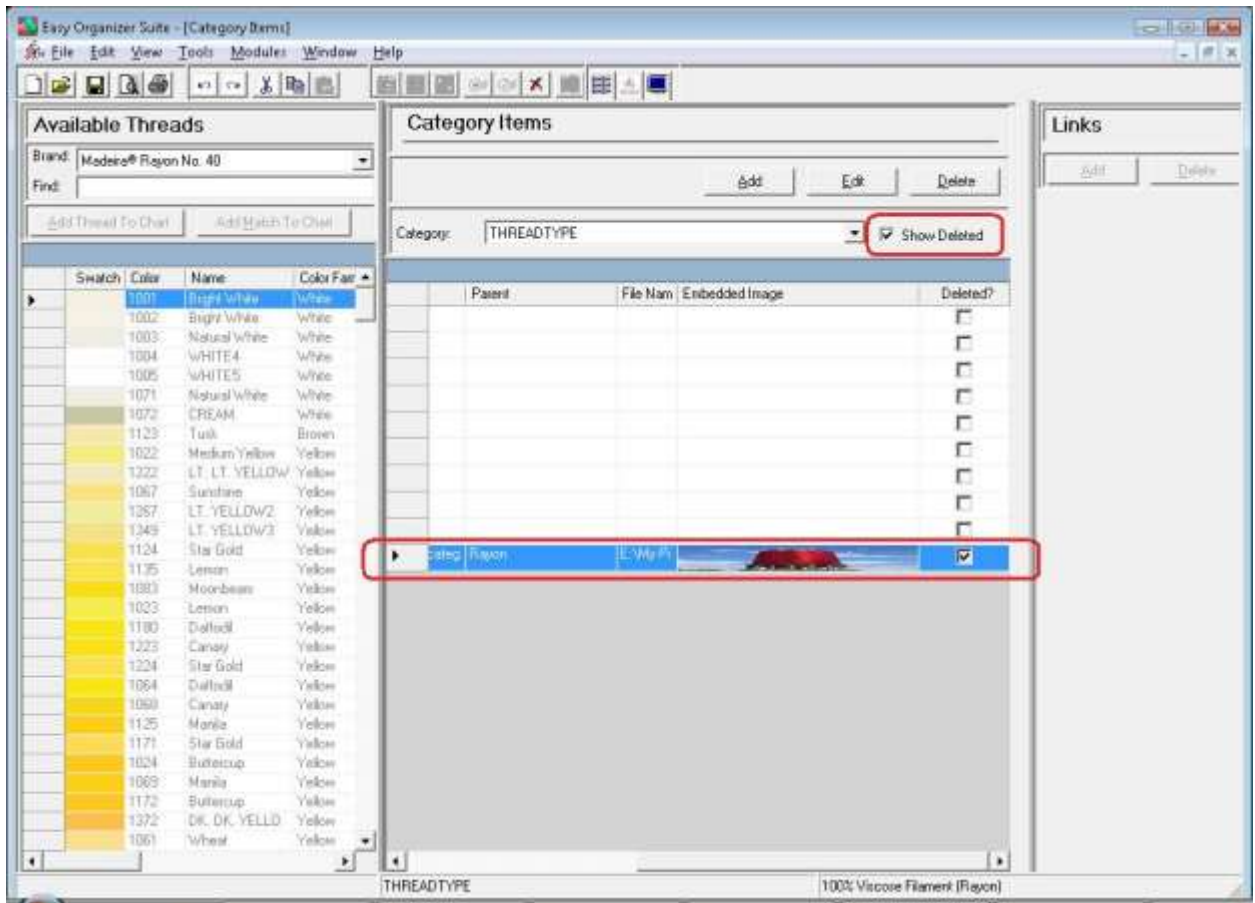
17. The system will ask if you are sure. Click on the Yes button to delete the category item, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



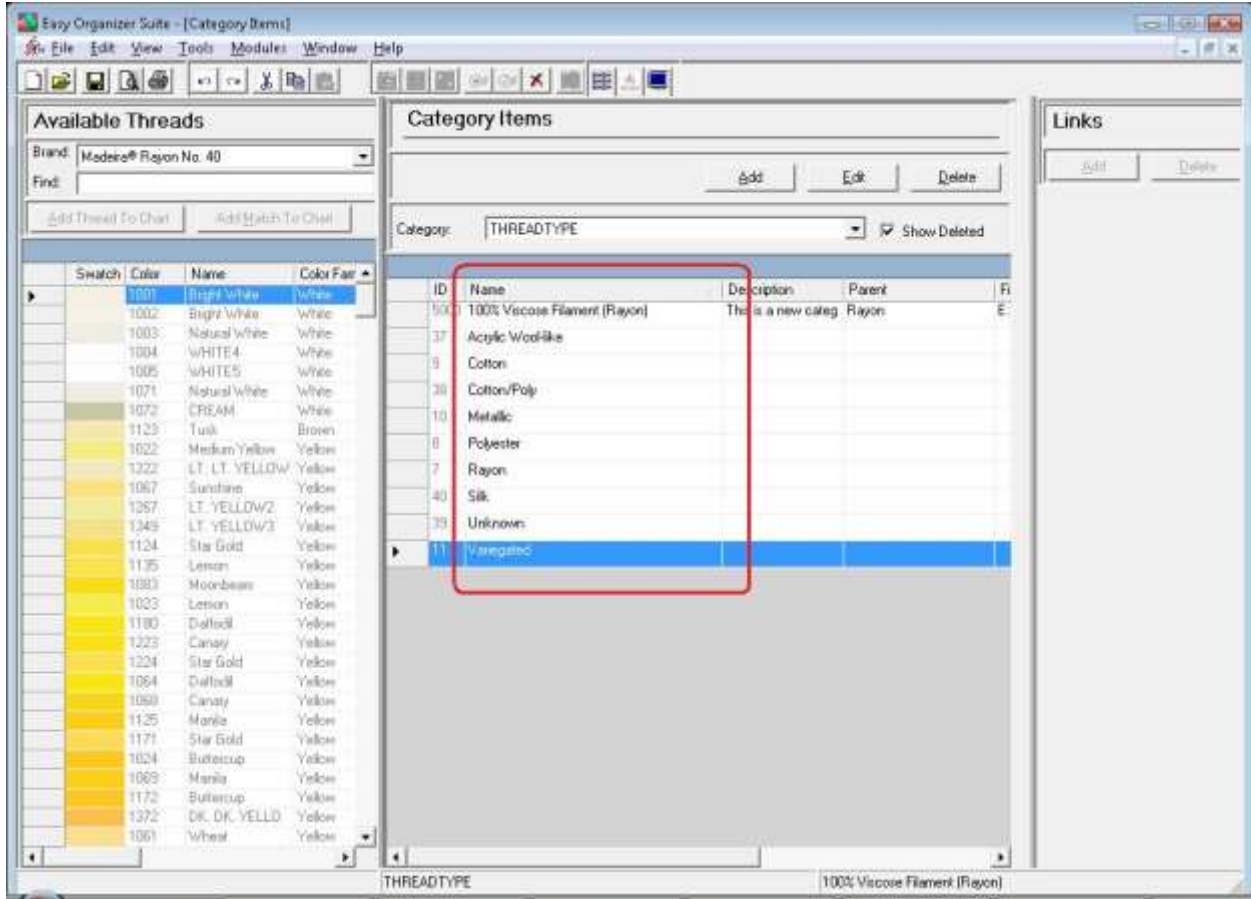
18. The category item will no longer be visible in the Category Items System Table.



19. To filter the list of category items that are displayed, you can check the Show Deleted checkbox. This will show the deleted category items. You can now see the new category item that we just deleted, with the Deleted checkbox checked.

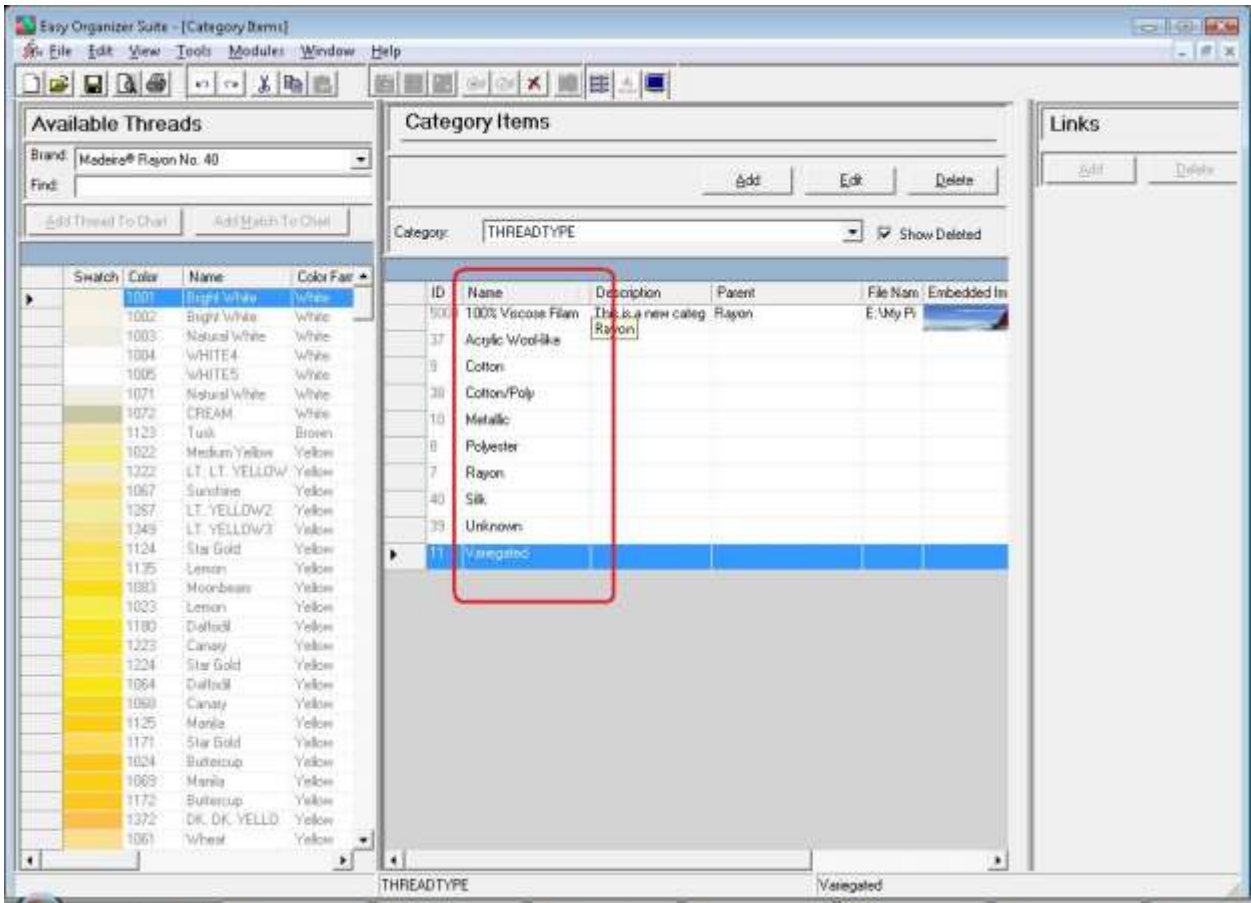


20. In any chart, including the Category Items System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.

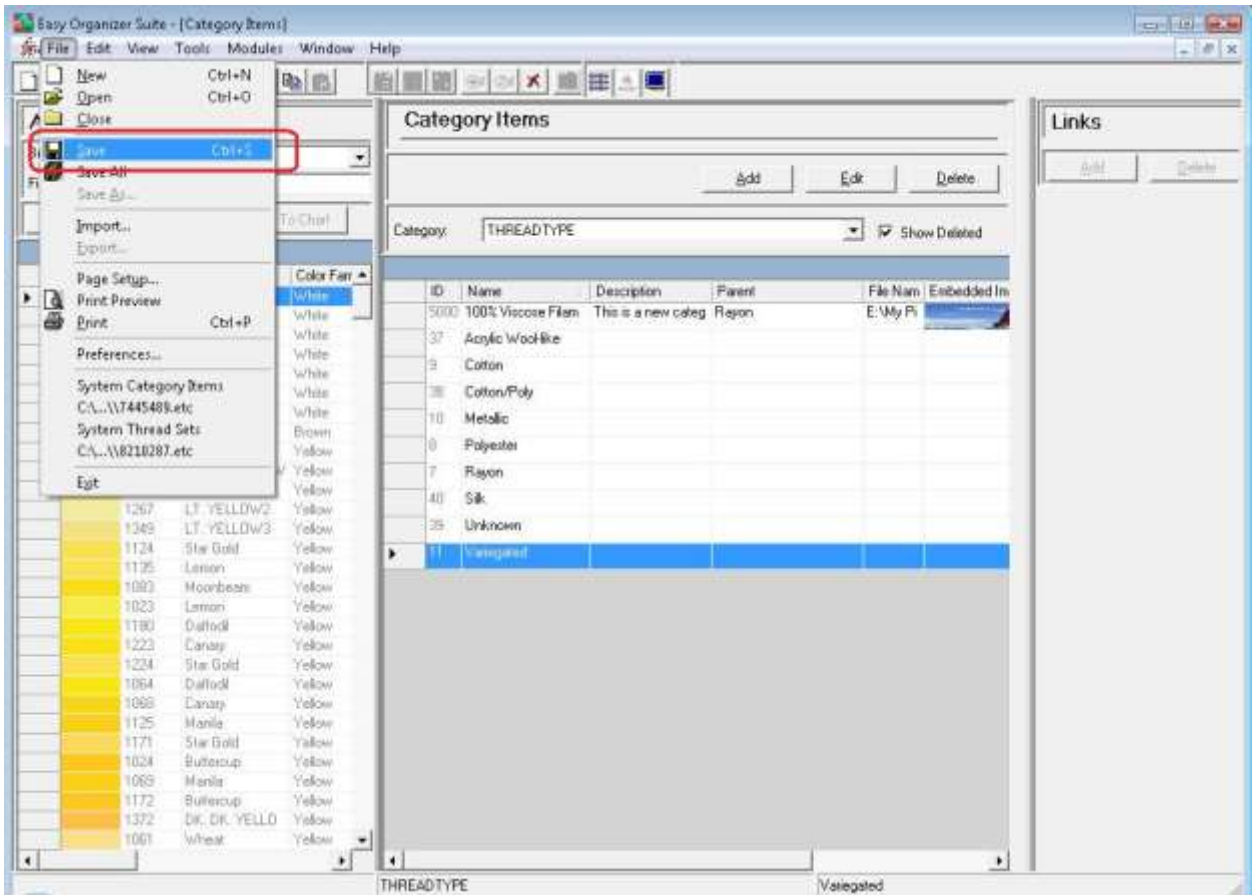


21. To resize the columns of a grid, hover the mouse over the end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want,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



22. Be sure to save the Category Items System Table Chart. Select File → Save or click on the Save icon in the toolbar.



Congratulations! You have finished Lesson 16. You are now ready to move on to Lesson 17 – How to Import An Embroidery Design.