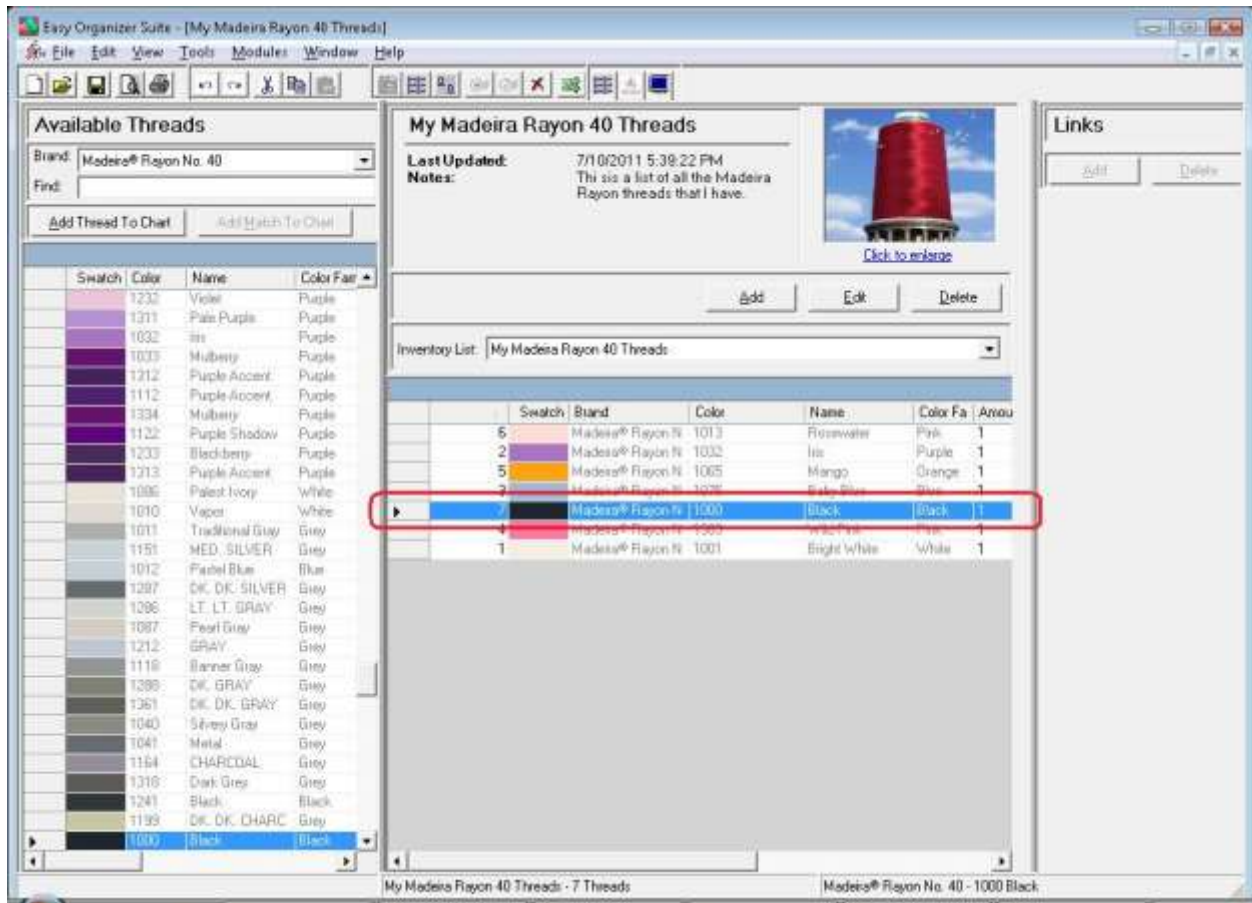


18. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let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

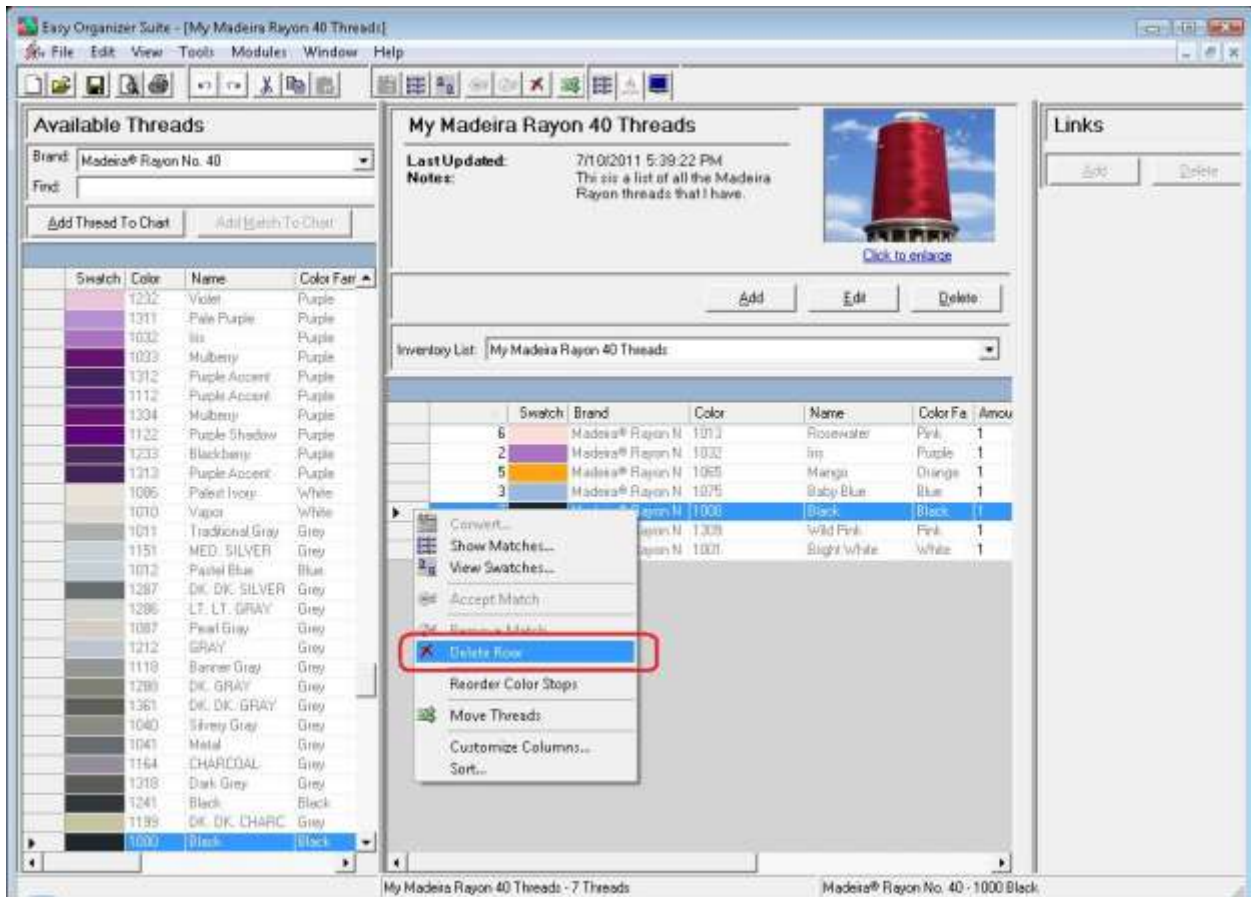
When you save the changes, the program will remember the size you have made the columns.



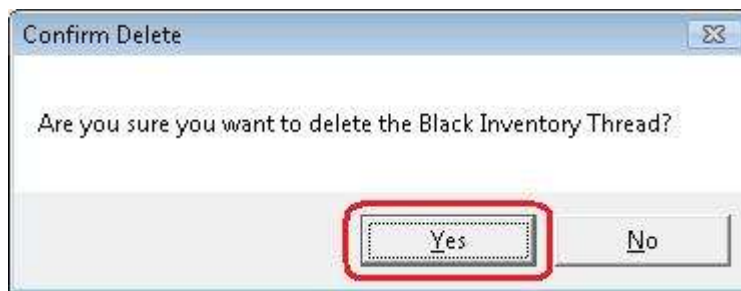
19. To move threads in the grid, click on the grey row header of the row you would like to move and drag it to the row you would like to move it to, then let go of the mouse button to drop the row there.



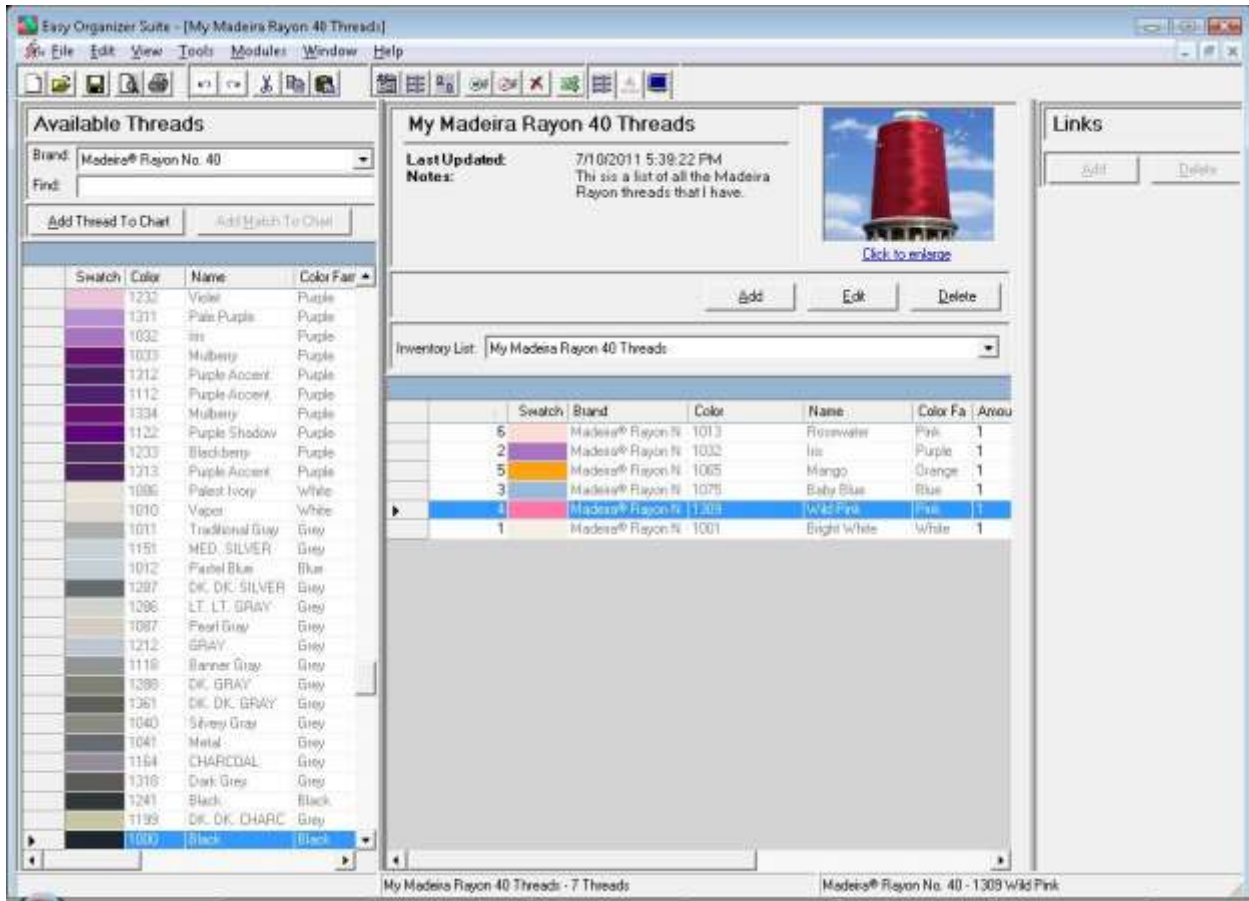
20. To delete a row, select it in the grid. Then select Tools → Delete Row or click on the Delete Row icon in the toolbar. You can also right click and select Delete Row from the context menu.



21. The program will ask if you are sure.



22. If you select Yes, the row will be deleted. If you select No, the row will not be deleted.

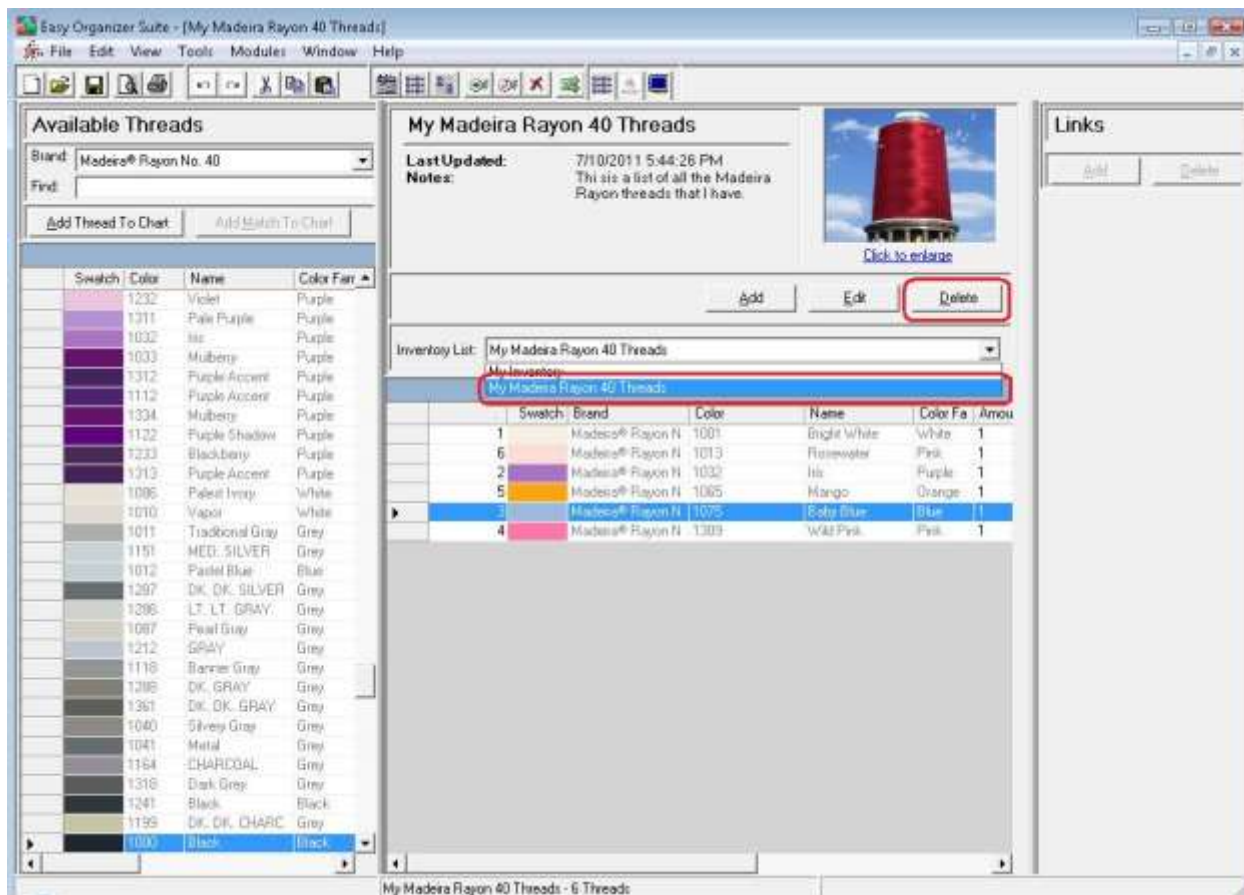


23. Be sure to save your My Inventory. Select File → Save or click on the Save icon in the toolbar.

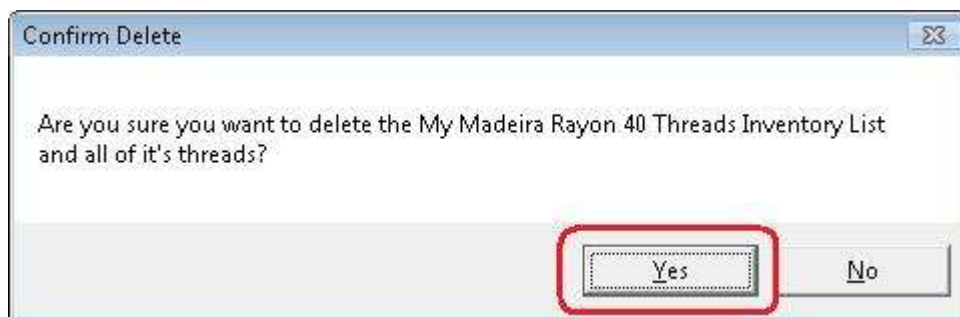
Congratulations! You have just edited an existing My Inventory List, including moving rows and deleting rows!

### Deleting a My Inventory List

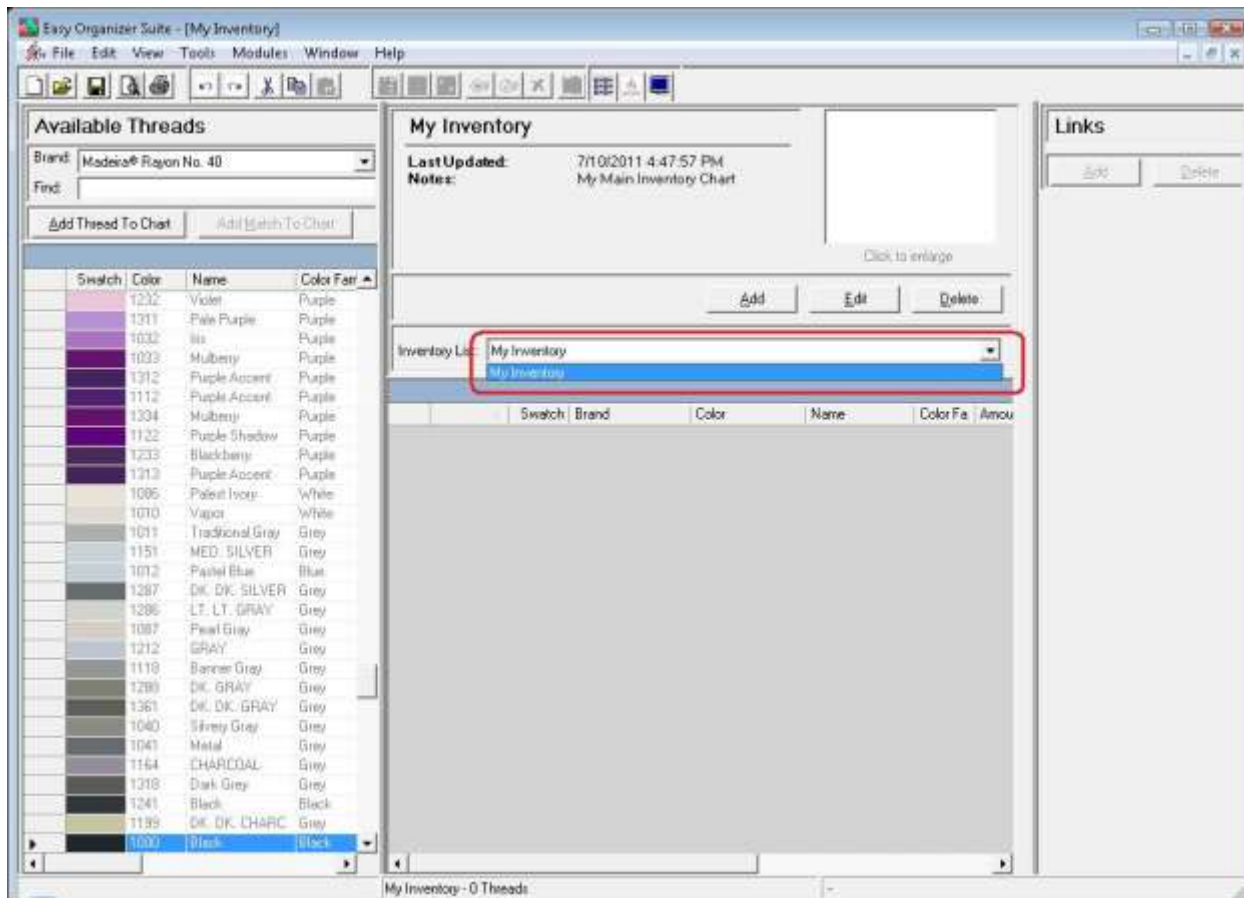
24. To delete a My Inventory List, select the Inventory List in the Inventory List dropdown, and then click on the Delete button.



25. The program will ask if you are sure. If you would definitely like to delete the Inventory List, click on the Yes button. Otherwise, click on the No button.



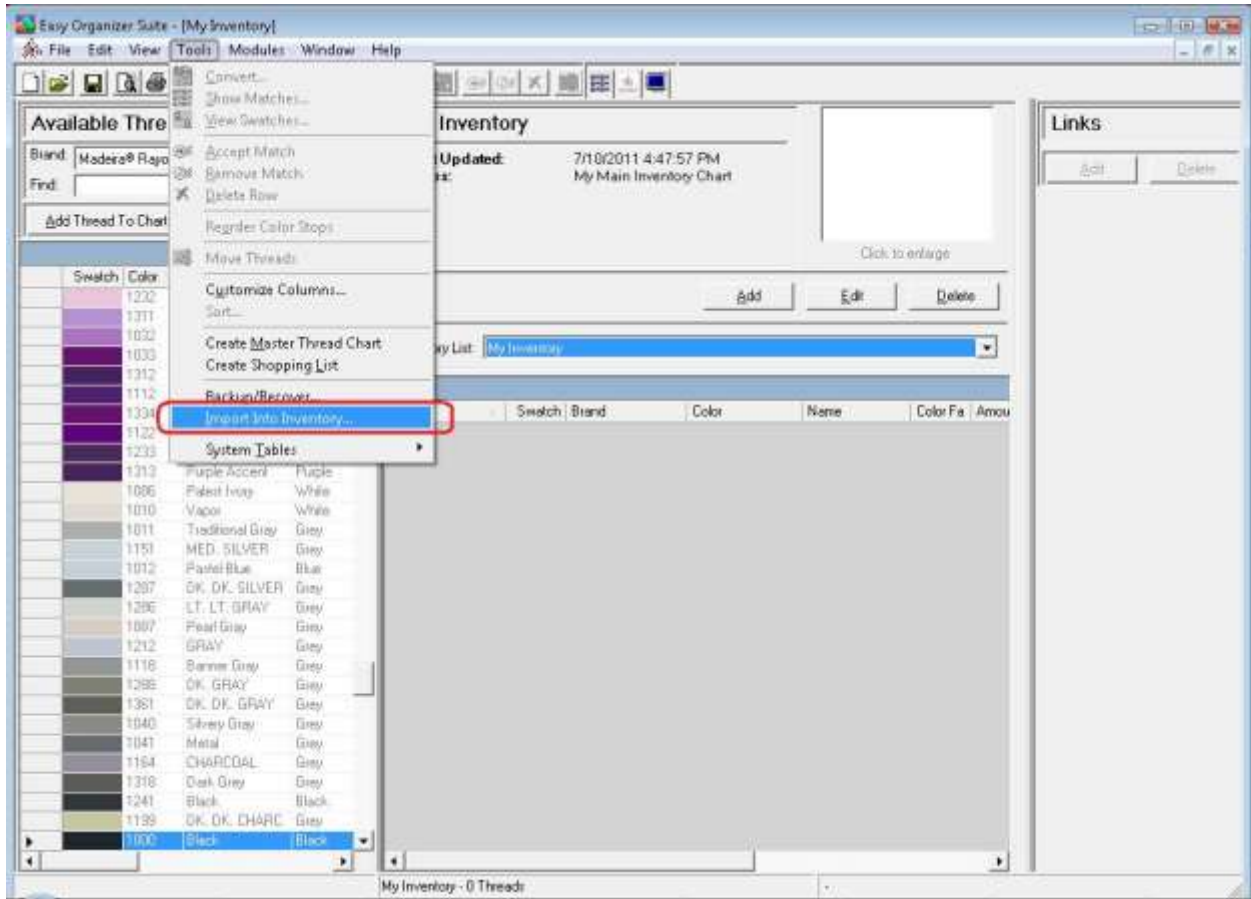
26. If you clicked on Yes, the Inventory List is deleted.



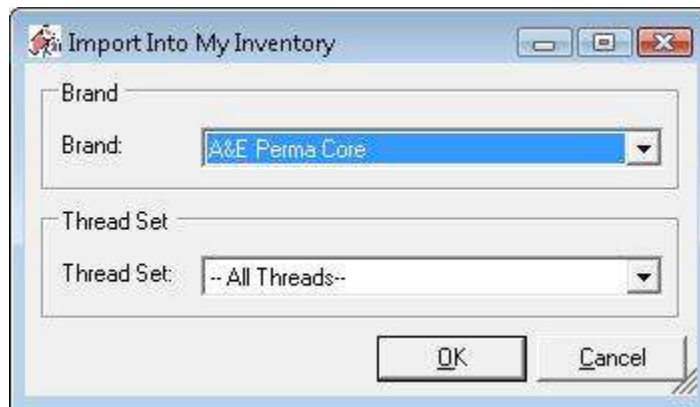
Congratulations! You have just deleted an existing My Inventory List, including all of its threads!

## Import Into My Inventory

27. A neat feature of easythreads is Import Into Inventory. You can import all of a brand's threads, or a Thread Set. To open this feature, select Tools → Import Into Inventory.



28. The Import Into Inventory form will open.



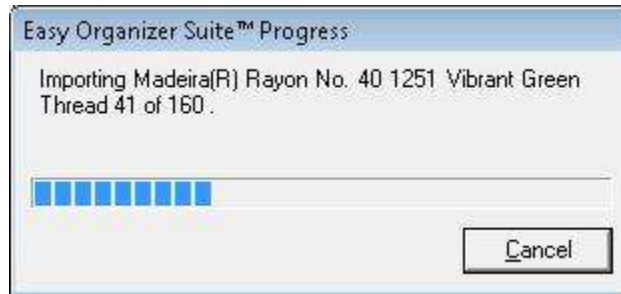
29. Select the Brand and the Thread Set. For this example, we'll use the information below. Then click on the OK button to begin importing.

Brand: Madeira® Rayon No. 40

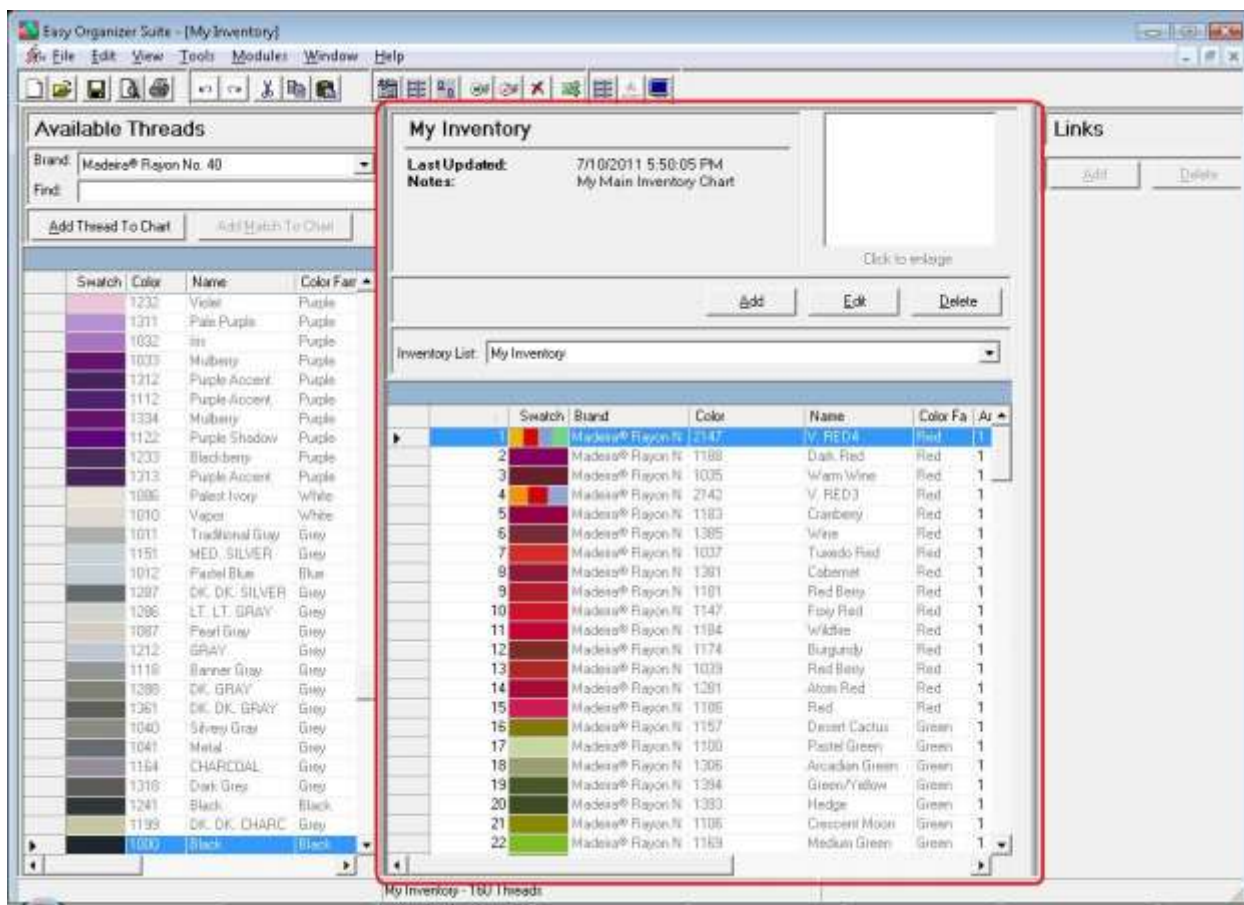
Thread Set: Madeira® Embroidery Thread Treasure Chest



30. The program will now import all of the threads in the thread set into the currently opened Inventory List.



31. Voila! All the threads are in the Inventory List.



32. You should now save the My Inventory List. To save, select File → Save from the menu, or click on the Save icon in the toolbar.

Congratulations! You have finished Lesson 2. You are now ready to move on to Lesson 3 – How to Work with My Favorites.