Lettering Master User's Guide

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CHAPTER 1

Getting Started

Welcome to the Lettering Master embroidery design software. This User's Guide provides you with the information you need to learn about and begin using Lettering Master.

Topics covered in this chapter:

- Systems requirements information
- How to install the software.
- Activating the software.

Getting Started

The Lettering Master Package

We recommend that you follow the procedures outlined here to ensure that you install Lettering Master correctly.

Each Lettering Master package includes the following components:

- Lettering Master CD-ROM
- Lettering Master Serial Number

Lettering Master System Requirements

Specifications are subject to change without prior notice.

Recommended System Requirements:

- Genuine Intel Pentium IV, 2GHz PC computer (or higher) with a CD-ROM drive.
- 17" or 21" monitor with 1024x768 video resolution with 16-bit color display (or higher).
- 1 gigabyte of RAM.
- Microsoft® Windows® 7, Windows® 8, or Windows® 10 operating system.

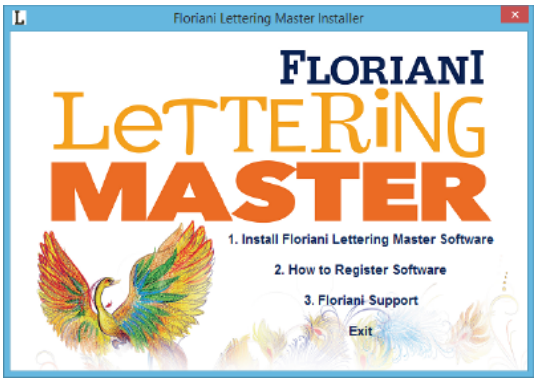
For optimal performance, please ensure that your operating system software is kept up-to-date.

- Minimum 1 gigabyte hard disk drive space available.
- Mouse

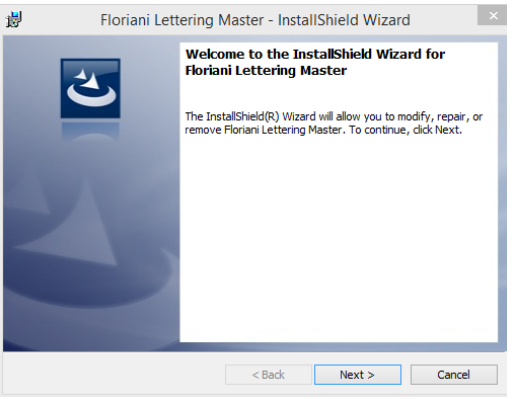
Installing Lettering Master

To install Lettering Master:

1 Insert the Lettering Master installation CD into the CD-ROM drive.
You see the Lettering Master autorun screen.



2 Click **Install Lettering Master**.
You see the initial Installshield Wizard window.



3 Click **Next** to begin the installation.

4 Follow the instructions on each screen.
The Lettering Master software will be installed on your computer.

Activating Lettering Master

In order to use the Lettering Master software (once it is installed), you must Activate it first. A serial number is required for activation. You can choose one of the following options to obtain a license:

- Automatically through the internet.
- By obtaining an activation site key from your distributor.

For computers without a connection to the Internet, you must obtain an activation site key from your distributor. For more details, see "Activating without an Internet Connection."

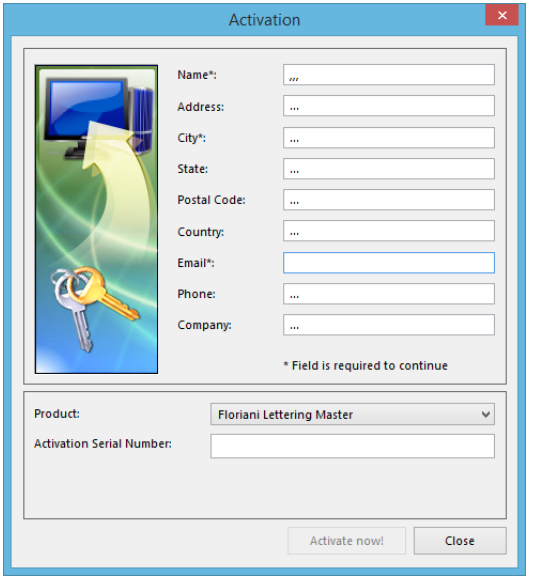
Activating via the Internet

If the computer on which you are installing Lettering Master has an Internet connection, all you need for your activation is the serial number that came with your copy of the software.

To obtain an activation over the Internet:

1 Do one of the following:
- Double-click the Lettering Master Icon on your desktop.
- Choose Start—All Programs—Lettering Master.

You see the Activation screen.



2 Fill in the registration information in the appropriate fields.

Fields marked with an asterisk (*) are required – your software will not be activated otherwise.

3 Type your individual serial number (that came with your copy of Lettering Master) into the serial number field.

4 Click the Activate Now button on the dialog.
Lettering Master will open.

Activating without an Internet Connection

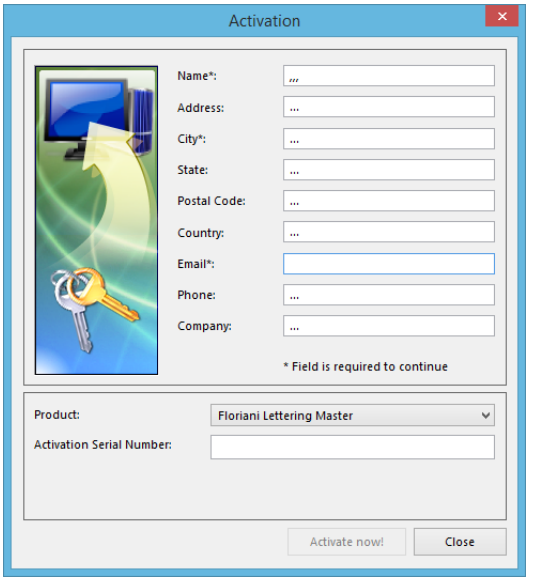
If you have installed the software on a computer that does not have an Internet connection, you will need an activation site key (in addition to the serial number) to complete the activation. You can obtain this site key by contacting your distributor.

To obtain an activation without an internet connection:

1 Do one of the following:

- Double-click the Lettering Master Icon on your desktop.
- Choose Start—All Programs—Lettering Master.

You see the Activation screen.



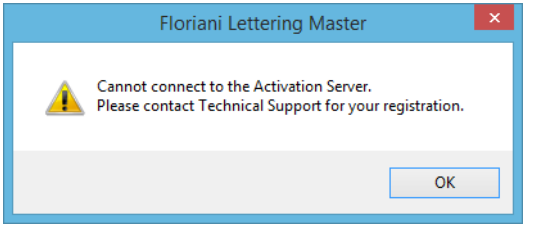
2 Fill in the registration information in the appropriate fields.

Fields marked with an asterisk (*) are required - your software will not be activated otherwise.

3 Type your individual serial number (that came with your copy of Lettering Master) into the serial number field.

4 Click the Activate Now button on the dialog.

You see the following warning message:



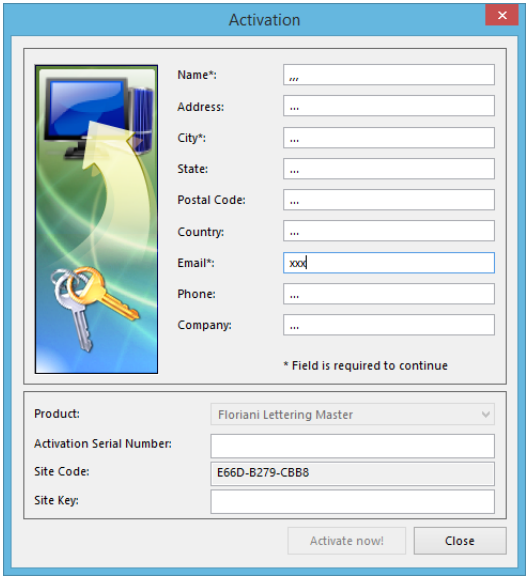
5 Click OK to dismiss the warning message.

The Activation dialog now has a new field for the activation site key. You will also see a Site Code number in the Activation Dialog.

6 Contact your distributor to obtain an activation site key.

For contact information, please refer to the “Getting Started” guide in the Lettering Master packaging.

7 Send your serial number and the Site Code number that is now displayed in the activation dialog; the support department will then send you an new number; this is called the “Site Key.”



8 Enter the Site Key.

9 Click the Activate Now button.

Lettering Master will open.

CHAPTER 2

Learning about the Workspace

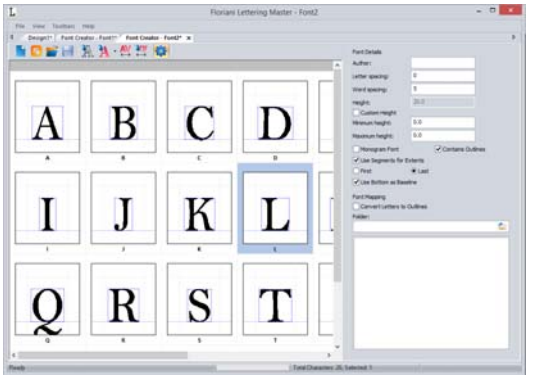
Before you start using the software, we recommend that you understand the Lettering Master design workspace and learn a few of the basic components outlined in this section.

Topics covered in this chapter:

- Overview of the Workspace
- Description of the toolbar icons
- Setting up the design workspace environment
- Understanding the color & design palettes
- Entering Design Notes.

Parts of the Workspace

The Lettering Master workspace contains several areas. The image below shows the workspace, and the sections that follow give a brief description of the properties/functions of each.



Title Bar

The Title Bar appears at top of the design window. When a design is open, its name will appear here, along with the number of stitches, the number of colors, the stitch count, and the dimensions (height × width).

Menu Bar

The Menu Bar appears below the Title bar. it includes the File, Edit, View, Tools, Toolbars, and Help menus.

About the Toolbars

There are many tools available in the tool bar. To show or hide a toolbar, go to the Toolbars menu and select the tool bar's name. The following tables briefly describe each tool.

File Tools

Tool	What it does
	New: Creates a new untitled design with the Normal style settings.
	Open Design: Opens an existing design file.
	Save: Saves the current design.
	Print Preview: Opens the print preview window, which in turn will let you print the current design.
	Cut : Cuts the selection and copies it to the clipboard.
	Copy: Copies the selection to the clipboard.
	Paste: Pastes the clipboard contents into the design, at the end of the design sequence.
	Undo: Reverses your last action.
	Redo: Reverses the action of the Undo command.
100%	**Zoom:** "Zoom in" to get a close-up view of your design or "zoom out" to see more of the design at a reduced size.

Creation tools

Tool	What it does
	Slow draw: Shows/hides the Slow Draw bar; the Slow Draw Bar allows you to mover through the current design by stitches.
	Line: Allows you to toggle between entering straight and curved points.

Tool	What it does
	**Artwork**: Clicking on the Artwork Icon switches the user out of Select mode and enables the Line artwork tool.
	**Rectangle:** Opens the Shapes list, which allows you to add rectangles, circles, triangles, or other shapes to the design.

Edit Tools

Tool	What it does
	**Select:** Selects objects in the design window.
	**Select All:** Selects all objects in the current design workspace.
	**Shape:** Use to select and edit anchor points to modify outlines.
	**Add inclinations:** Adds inclinations (angle lines) to satin segments. Can also be used to move the end points of existing inclination lines.
	**Split Line:** Used to add a Split Line to a satin segment. Can also be used to move the end points of existing split lines.
	**Magnifying Glass:** Magnify or enlarge parts of your design.
	**Pan:** Allows you to move the design area around.
	**Ruler:** Measures the distance across any two points.

Text Tools

Tool	What it does
	**Text:** Creates lettering placed along a baseline.
	**Circular Text:** Creates curved lettering.
	**Monogram Text:** Creates monogram lettering.
	**Create a New Font**: Opens the Font Creator tab, for creating new fonts based on imported TTF or embroidery files.

View Tools

Tool	What it does
	**3D:** Realistically renders your design onscreen.
	**Grid:** Displays a background grid, which helps with alignment. This grid can be used for the alignment of items on the display. When you click the grid button, the current mode and its cursor remains set.
	**Hoop:** Displays the design as it fits relative to the embroidery hoop. Clicking this button a second time will turn the view off.
	**Select Hoop**: Opens the Select hoop dialog.
	**Stitch Points:** Used during editing to display the stitch points in the design.
	**Close Shape:** Closes an open shape by joining the end points.

Tool	What it does
	**Ghost**: Displays any hidden segments/ stitches in light gray color in the workspace.
	**Background Color:** Allows you to change the background color or the design window, or replace the background with a fabric pattern.

Align and Distribute Tools

Tool	What it Does
	**Align tools:** These tools align all selected object relative to one another - to the top, bottom or center.
	**Distribute Tools:** These tools distribute the selected objects at an equal distance from each other vertically or horizontally.

Modify Tools

Tool	What it Does
	**Flip Horizontal:** Flips one or more selected objects horizontally.
	**Flip Vertical:** Flips one or more selected objects vertically.
	**Rotate Left:** Rotates one or more selected objects to the left by 90º increments.
	**Rotate Right:** Rotates one or more selected objects to the right by 90º increments.
	**Rotate:** Opens the Rotate dialog, which allows you to rotate the selected object by a precise angle.

Specialty Tools

Tool	What it does
	**Photo Play:** Opens the Photo Play "Wizard" tool, which allows you to create embroidery from a photo or other bitmap image.

Stitch Effects

Tool	What it Does
	**Create Embroidery**: Applied to a selected letter in outline format, converts it to satin paths.

Opening a New Design

When you open Lettering Master, you can immediately begin creating a new, untitled design. If a design is already open in the workspace, any new design page will open in its own tab.

To open a new design page:

- Do one of the following
  - On the File toolbar, click the New  icon.
  - From the Menu bar, select File—New.
  - Press Ctrl+N on your keyboard.

  You see the New Page dialog.

Opening a New Font

To start creating your own, original fonts, use the New Font tool. When this tools is selected, a new Font Creator tab opens in the workspace; use the Font creator tools to import the letters into your new font.

The procedures that are used to add letters to custom fonts are explained in detail in the following chapter "Using the Font Creator & Text tools."

To open a New Font:

- Do one of the following:
  - On the File toolbar, click the Create Ne Font  tool.
  - On the menu bar, select File—New Font.

  A new, untitled tab will open in the workspace; along the top of the edge of this tab, note the presence of a number of specialized tools for creating new fonts. For more information on the see "Font Creator and Text tools—Using the Font Creator."

Saving Designs

You can use Save or Save As to save designs in a variety of file formats.

Using the Save and Save As commands

The Save As command lets you save an alternative version of the design with a different name or file format. Use Save As when you want to keep your original design and create another design with slight modifications.

To save a design:

1. Do one of the following:
   - On the menu bar, choose File—Save As.
   - Click the Save  tool.

   You see the Save As dialog box.
2. In the Save in list, browse to the location you want to save your file. You can save design files to your hard drive or external memory device.
3. In the File Name box, enter the file name for the design you want to be saved.
4. In the Save As type list, select the file type you want the design to be saved as.
5. Click Save.

To save changes to the current design:

- Choose File—Save.

Restoring Autosaved Files

Lettering Master has a very useful function that restores the last design file you worked on. You can restore a saved design file as well as restore a copy of the last design file you closed but did not save.

To restore an unsaved design:

- On the Menu bar, choose File—Restore Autosaved.

  The restored design file opens in the design workspace. if you have a design file open at the time, the restored file will open in a new tab.

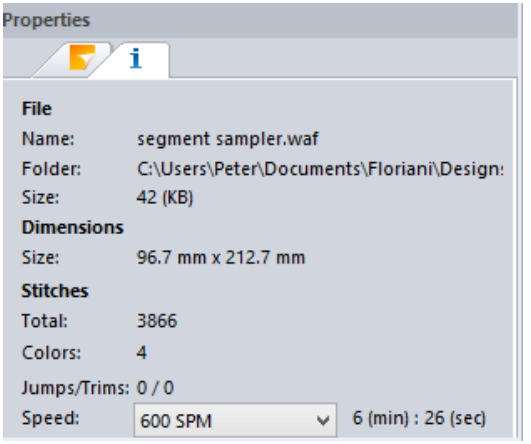
Information/Notes Panel

When you have not selected any segment, the Properties panel will change to display the show general properties of the whole design, rather than properties of any specific artwork or embroidery segment. This panel consists of two separate tabs:

Design Notes : Choose the Notes tab to display any personalized notes that have been added using the “Add notes” feature.

Design Info : This tab displays information that pertains to the design as a whole. This includes the following:

- File name.
- Location, or path, where the design is saved.
- The designs file size.
- Design dimensions (width and height)
- Total # of stitches in the design.
- Number of Colors in the design.
- Number Jumps and trims.



- **Speed calculator:** This is a special feature that gives you a quick estimate of the time it will take for the design to be sewn out. From the “Speed” drop-down list, select the applicable machine speed (in stitches per minute, or SPM). Based on this speed, and the number of stitches in the design, the software will calculate an estimated time for sew-out, which you will be able to see to the right of the speed field.

Sequence View

Sequence View allows you to view information that takes the form of branches. For instance, each color in your design will have different lines of stitching in that color. You can also select outlines and stitches in the Sequence View by clicking on them. This becomes important when you want to view or adjust an individual part of your design.

The Sequence View controls allow you to expand and contract branches (colors) allowing you to see or hide the individual outline segments inside them.

You open and close the branches of the control by clicking on the + (plus) and – (minus) signs in front of the branch name.

Working with Color

About the Color and Design Palettes

Color Palette

The colors of the current color chart are shown in the Color Palette. To show or hide the Color Palette, choose Toolbars—Color Palette.

You can quickly change the color of a design segment by selecting it, and then clicking on the color square in the color palette.

Design Palette

The Design palette shows the colors that are used in the current design. Superimposed on each color, you will see the thread sequence number that corresponds with that color. When a color is changed in the design, the Design palette will immediately update to reflect the change.

To show or hide the Color Palette, choose Toolbars—Design Palette.

The thread palettes: Design Palette (top) and the Color Palette (below).

Searching for a Specific Color

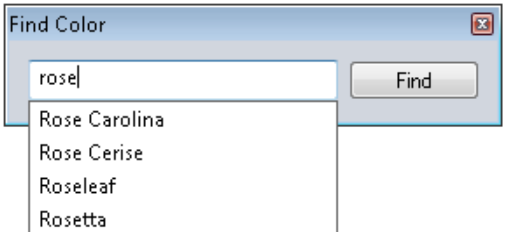
The search tool is located near the left end of the thread palette. This tool allows you to search for a particular thread in the palette, if you know the name or thread number.

To search for a color:

1 To the left of the Design Palette, click the search button.
You see the Color Search dialog.

2 Enter all or part of the name or number of the color.

If you only know part of the thread name, and there is more than one possible match for that partial name, the search dialog will present you with a number of choices (as in the example below).



3 When you have found the color you want, click on it to select it.

4 Click Find.
The color will now be the selected color in the palette.

Matching the Color Palette

Using the Match Palette function, the threads in the current design palette can be exchanged with threads in a new palette of your choosing. This tool analyzes the colors in your current design and automatically selects those colors from a new palette, selected by you, which match them most closely.

To use automatic color match:

1 Open a design.

2 On the Color Palette, click on the Match Palette icon.
A list of all the available color palettes will "pop up".

3 From the list, click the thread palette that you want to use for the current design.
The design thread colors will be converted to the closest equivalent colors from the new palette.

4 Save the design.

Setting Preferences

Use the Preferences dialog to set the various Program Preferences in Lettering Master.

Format Preferences

If you create a design that includes stitches (for example, by adding an appliqué path segment), the design will have a machine format, specific to particular type of embroidery machine.

Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files. You can select the machine format for the specific design. The selected machine format can change how the file is read. When you set machine format properties in the Program Preferences this means that all new designs, if they contain stitches, will use these machine format properties.

To change machine format properties:

1. On the Menu bar, select Tools—Preferences.
   You see the Preferences dialog box.
2. Select the Formats tab.
3. In the Default Style field, select the default style you want to apply to any designs you save.
4. From the Machine format list, select the machine format that you want applied to new design files.
5. To automatically save files in the outline (*.WAF) format, check the “Autosave WAF format” box.
6. To automatically save the current design in the selected machine format, check the “Autosave machine format” box.
7. **Hoop Bracket Location:** Use this parameter to set the orientation of the hoop bracket - to the top, bottom, left or right.
8. **Color Match on loading**: When a design file is opened initially, the thread colors will belong to the thread palette used when it was created, rather than the palette that is currently open. However, you can convert the thread colors to a different thread palette using Color Match. Do the following:
   - Check the “Color Match on loading” box.
   - From the drop-down list to the right, select the color chart you want to match with.
9. Click OK.

Environment Preferences

Lettering Master allows you to set up your design workspace environment for all opened design files. You can set the units of measurement to be used, as well as decide how often open files are saved. You can also choose an image editing program that will be used when working with images in Lettering Master.

To set up your workspace environment:

1. On the File toolbar, click the Program Preferences  tool.
   You see the Preferences dialog box.
2. Click the Environment tab.Adjust any of the following settings:

- From the **Units** list, select the units of measurement you want used for your designs: Metric or Inches.

You can also select the units of measurement using the menu options available in your design workspace. Right-click on the ruler at the left or top of the window and select Metric or Inches.

- From the **Autosave** list, select how often you want your designs to be autosaved.
- From the I**mage editing program** list, select the image editing program you want to use. If you want to use a program not listed, select Other Program and browse to the location of the program.
- In the **Language** area, choose you preferred language from the drop-down list.
- **Show warning for large satins**: When enabled, a warning message will appear whenever resizing an embroidery segment causes the length of a satin segment to exceed a certain threshold.
- **Automatically select created paths:** When checked, any path you create with the artwork tools will automatically be selected when it you right-click to complete it.

3 Click OK.

View Preferences

On the View tab of the Preferences dialog, will find a list of settings that affect the appearance of the workspace, selected segments, and tool tips.

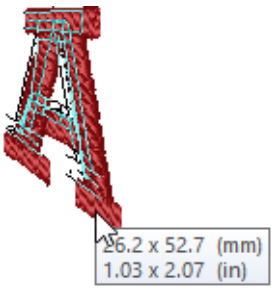
To adjust View Preferences:

1 On the File toolbar, click the Program Preferences tool.

You see the Preferences dialog box.

2 Click the View tab, and make changes to any of the following settings:

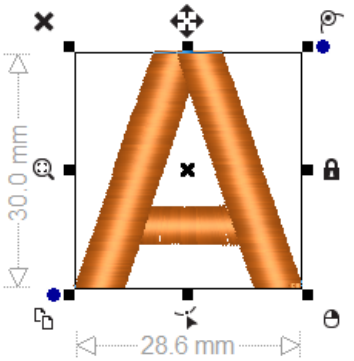
- **Highlight Selection**: When enabled, this option will highlight the selected embroidery segment with an outline of color. (Highlight selection does not apply to artwork segments.)
  You can also select the color of the highlighting by choosing the appropriate swatch from the color drop-down list.
- **Show crosshairs in input mode**: A set of crosshairs will be displayed around the cursor when using the Pen tool to enter points.
- **Show Size Tooltip**: When checked, a tooltip will "pop up" in the workspace showing the dimensions of the object as you resize it.



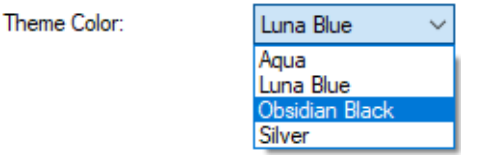
- **Show selection controls**: The selection controls will be displayed around the selection frame when a segment is selected.
- **Lock Properties, Sequence View, and Library Windows**: When checked,

these will be locked in place at the right side of the workspace; uncheck this box if you want to float or hide one or more of these panels.

- **Hide Activation Codes**: Hides the Activation code of your Floriani software in the Licence Activator dialog.
- **Draw Selection Size:** Check this setting to display selection size bars in the workspace. These bars show the vertical and horizontal size of whatever segment or group is currently selected.



- **Show Notes in Sequence View:** This option will be checked by default. When enabled, instructional notes will be displayed in the sequence view for segments that support them (Appliqué, Auto Cutwork, etc.). You can uncheck this box to hide these notes.
  For more information, see “Sequence View—Notes in the Sequence View.”
- **Use Icons on Property Tabs:** This setting will be on by default; when enabled, it means that the headings of the Properties panel tabs will be labelled with an image (icon) to represent the settings of that tab. For example, the “Text” tab for a selected text segment will be represented with this icon:  . To display the tab headings in the original text format, uncheck the box.
- **Theme color**: Click the drop-down to show a list of alternative theme colors that you can apply to the interface. The selected color will be applied as the background color of the menu bar, rulers, toolbars, color palettes, and panel borders.



Grid Preferences

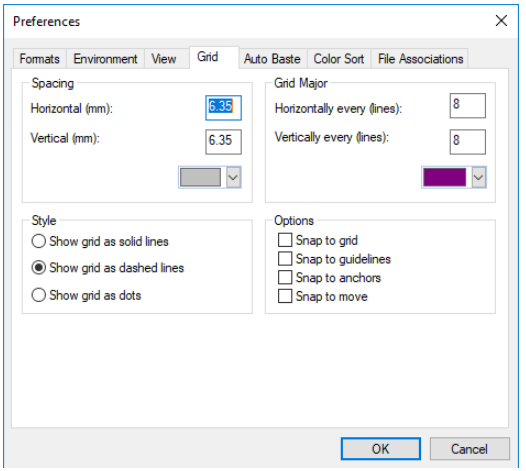
The Grid helps you to align and measure artwork and other design elements. You can set the grid to measure in millimeters or inches, as you prefer. Show or hide the grid by clicking the Grid tool from the View toolbar.

By default, every horizontal and vertical line will be highlighted in the major grid. If you want to have additional guide lines, you can add more major grid lines as well as a minor grid. You can increase the spacing values for the minor grid; however, zero and negative spacing values are not supported. The minor grid can also have different horizontal and vertical spacing values.

To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids. You should choose separate colors for each grid type.

To define grid settings:

1 Right-click on the rulers at the left or bottom of the window and click Grid Settings.
You see the Grid Settings dialog.



2 In the Spacing area, complete the following:
- In the Horizontal spacing box, enter the measurements for horizontal spacing in millimeters or inches.
- In the Vertical spacing box, enter the measurements for vertical spacing millimeters or inches.
- From the Color list, select a predefined color to use for the minor grid. If you want to choose from a larger selection of colors, click More Colors from the color box.

3 In the Grid Major area, complete the following:
- In the Horizontal lines box, enter how often you want horizontal lines to be highlighted in the major grid. For example, if you enter 3 in the horizontal lines box, every third horizontal line will be highlighted in the major grid.
- In the Vertical lines box, enter how often you want vertical lines to be highlighted in the major grid. For example, if you enter 5 in the vertical lines box, every fifth vertical line will be highlighted in the major grid.
- From the Color list, select a predefined color to use for the major grid. If you want to choose from a larger selection of colors, click More Colors from the color box.

4 In the Style area, select one of the following grid styles:
- Show grid as solid lines
- Show grid as dashed lines
- Show grid as dots

5 Click OK.

Snap to Options

Also on the Grid Page, you can set the snapping behavior of the drawing tools and the digitizing tools (i.e. the Pen tool). You can set the tools to snap to the grid, to guidelines or to anchors.

The "Snap to" options can also be made to apply when you are dragging and dropping an outline segment; to do this, check the "Snap on move" option.

Adjusting Snap to settings:

1 On the File toolbar, click the Program Preferences tool.
You see the Preferences dialog box.

2 Click the Grid tab.
You see the Grid settings.

3 Select one or more of these option:

- **Snap to grid:** the path will “snap” onto grid line when you click to place an anchor point near it.
- **Snap to guidelines:** the path will snap to the nearby guideline (if any have been placed in the design).
- **Snap to anchors**: When you click near an anchor point of existing path segment, the new path you are drawing will “snap” to that anchor.
- **Snap to move**: When checked, a path that is being moved will snap to either the guidelines or anchors, depending on which option was selected above.

4 Click Ok to close the settings dialog.

Auto Baste Settings

On the Auto Baste tab, the following settings can be adjusted:

- An optional ’crosshair’ can be added in the baste to allow easier centering of designs on the fabric (this will be on by default).
- The stitch length can be adjusted to make a tighter or looser basting stitch (set to 6 mm by default).
- The basting stitches segment may be offset from the actual design. You can adjust the “Baste past outer edge of design” slider to set this value, from 0-10 mm (set to 1 mm by default.)

If the stitch length or offset settings have been modified, and you want to reset them to the default values, click the **Use default** button. For more information about using basting stitches, see Editing Designs–Adding Basting Stitches.

Color Sort Preferences

Another Preferences panel setting enables you to adjust the sensitivity of layering when the Color Sort tool is used.

The “Maximum allowable color overlap per layer” setting determines what portion of the stitches must be overlapped, in order to allow a color change to be removed by the Color Sort tool.

The overlap setting is expressed as a percentage; 0% means that no stitches will be overlaid in the process of performing the color sort, while 100% means the file will be compressed regardless of layering. The default is 5%, which seems to work very well for most designs.

Setting File Associations

Using the Preferences–File Associations page you can set which files types will be associated with your Floriani software. This means that these files will open in the software by default– for example, when you double-click the file name.

To set file associations:

1 On the File toolbar, click the Program Preferences  tool.

You see the Preferences dialog box.

2 Click the File Associations tab.

You see File Associations page; this page lists all the file types that can be opened.

3 Check the boxes next to the types of files that you want to have associated with the Floriani software.

To associate all available file types with the program, click the "Check All" button. You can remove all file types from the list by clicking the "Uncheck All" button.

4 Click Okay to close the dialog.
The selected file types will now open in Sketch-A-Stitch by default.

View Tools

Showing and Hiding the Workspace Grid

You can show the grids or, if they are in the way, you can hide them.

To show the workspace grid:

- Do one of the following:
  - From the View toolbar, click the Grid tool.
  - Choose View—Grid.

  The grid will appear in the workspace. To hide the grid, click the Grid tool again.

Showing and Hiding 3D Stitches

Use the 3D tool to preview a realistic 3D view of your design.

To show 3D stitches:

- Do one of the following:
  - On the View toolbar, click the 3D tool.
  - Choose View—Draw 3D.

  The stitches will appear in 3D view. To hide the 3D stitches, click the 3D tool again.

Adding Design Notes

You can add notes to a design using the Design Notes tab of the Properties Panel. These notes will not appear in the design anywhere, but they will be saved along with the design when it is saved in outline (*.WAF) format.

To add design notes:

1 Open a design, and click in an open area of the workspace (i.e. do not select anything).
In the Properties Panel, you now see the Design notes tab.
2 Enter the text you want to record in the Design Notes field.
3 Save the design.

CHAPTER 3

Using the Font Creator

Use the Font Creator to build new custom fonts. the fonts can be based on your own designs, or be based on an imported TrueType font. Using the Font Details settings, you can determine the overall properties of the new font, such as how much spacing will be placed between letters, the maximum and minimum heights, and other properties.

Topics covered in this chapter:

- Font Creator tools
- Setting the Font details for a Custom Font
- Adding characters to the font in two ways - from a TTF or individual character files
- Editing individual characters in the font

Font Creator

The Font Creator is a tool that allows you to make your own custom fonts into embroidery font files that can be used with the text tools.

When you open the Font Creator, you will need to:

- Set up font details
- Add characters to your font file

You can create a custom font in one of two ways:

- **From TTF**: Create a new font file, and then import the characters (letters, numbers, punctuation marks, etc.) from an existing TrueType® (TTF) font. The Font Creator uses
- **From embroidery files**: You can also create a custom font by digitizing individual letters, numbers, punctuation marks, etc. as designs and then saving them as a new font.

Tools on the Font Creator Toolbar

The following tools apply only to the font creator. They appear along the top edge of the workspace when you are creating a new font.

Tool	What it does
	**Create a New Font**: Opens a new Font Creator tab.
	**New Design:** Opens a new design in a separate tab.
	**Open Font:** Opens existing font files for editing.
	**Add Characters from TTF:** Add characters from TTF to the new font file.
	**Add Characters:** Add characters from embroidery fonts to the custom font.
	**Kerning:** Opens a dialog that lets you adjust the kerning of each pair of characters in the font.
	**Import TTF kerning:** Allows you to select a TTF and apply its kerning to the font.
	**Font Details:** Allows you to view and edit the font details of the current font file.

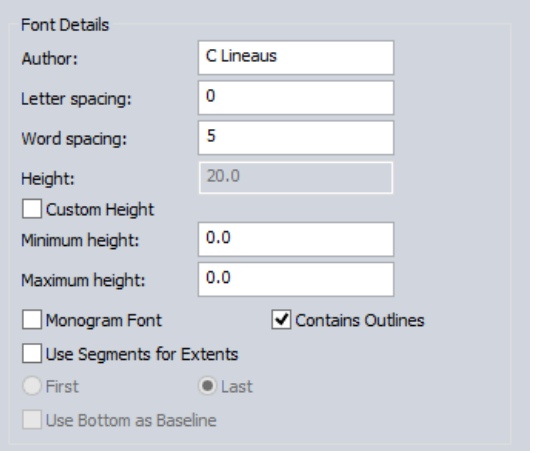
Setting up the Font Details

When you create a new font with the Font Creator tool, key properties of that font are determined by way of the fields in the Font Details panel. (If the Font Details Panel is not open, click the Font Details icon on the Font Creator toolbar to display it).

Note that some of the Font Details fields will already be populated with default values; for example, the word spacing parameter is set to 5. These default values will automatically be applied to the new font, if you do not adjust them in the font details dialog.

To set the Font Details for a new font:

1 Open the Font Creator, or create a new font from within the font creator window.



2 In the Author Field, enter a name of the person who digitized the font's characters.

3 In the Letter spacing field, enter the font space to adjust the standard kerning between each character.

You can also enter negative values in the Default Letter Space box. Negative values move letters closer together. Positive values move letters farther apart.

4 In the Word Spacing field, enter the length of the space character.
The spacing unit is 1/20 the width of your reference character.

5 Normally, the default height of the font will be based on the reference character for the font, and will be fixed. To override the height of the imported characters, check the "Custom Height" field and input a new value in the height field.
For more details see the Custom Letter Height note, following.

6 In the Maximum height and Minimum height fields, enter the upper and lower limits of the character heights for the font.

7 To save the font as a Monogram font, check the "Monogram Font" check box.

8 To include vector outlines with the characters in the font, check "Contains outlines."

9 To determine the segment to use as the boundary of the character instead of using the normal bounding box, check the "Use segment for extents" box. (Note that this is only applicable if the letters in the font contain more than one segment). Once this option is enabled, choose one of the following:

- **First**. The first segment in each character is used as the extent.
- **Last**. The last segment in each character is used as the extent.
- Select **Use Bottom as Baseline** to use the bottom of the extents box as the baseline for all letters. If unselected, the bottom of the letters will be used as the baseline.

10 Add the characters to your font, either from TTF or from embroidery files; see the corresponding procedures, outlined below.

Applying a Custom Height

Normally, when you create a new font in the Font Creator, the height is fixed to a certain absolute value - determined by the original height of your reference character. Subsequently, this height will appear as the default height for the font in the Text Input dialog, but will be "grayed out" - i.e., it cannot be adjusted. This is because often, the files used to create letters in the Font Creator are stitch files (e.g. *.PES, *.SEW, *.JEF, etc.). These files do not resize well, since new stitches are not generated when they are scaled up or

down, so it is highly recommended that fonts created with these files **not** be resized.

Resizing stitch files more than a few percent larger or smaller can yield poor results when sewn out.

However, if you **do** want to be able to change the height of the new font, it is possible to override the fixed height. To do this, check the “Custom Height” box in the dialog; this will allow you to change the font’s height in the Properties Panel when you use it, like any other font. See “Creating and Adjusting Lettering—Changing the size of text”.

When *.WAF files are used to build a new font, the situation is different; these files include vector outlines, and so the stitches are recalculated when the character’s size is changed. Therefore, if *.WAF files are used to build your new font, it can be resized safely.

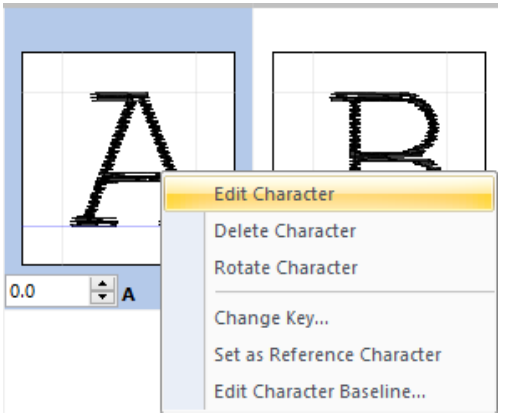
Opening an Individual Character for Editing

You use the tools in Lettering Master to modify individual letters in the font, after you have imported them into a new font. For example, you change the outline of shape, move the inclination lines (in satin segments) or insert slice lines.

For detail procedures relating to editing characters, please see “Using the Font Creator—Editing Characters Individually.”

To open a character for editing:

1 Open a font file.
2 Click on a character to select it.
The character will be highlighted
3 Mouse over the character, right-click, and select **Edit Character** from the menu.



The selected character will open in its own separate tab.
4 Edit the letter as required, and save it.
The selected character will be updated accordingly.
5 Save the font.

Removing Characters from a Font

Using the context (right-click) menu, you can remove individual letters from any custom font that you have created.

To remove a character from the font:

1 Open a font file.
2 Click on a character to select it.
The character will be highlighted
3 Mouse over the character, right-click, and select **Delete** from the context menu.
The selected character will be removed from the font.
4 Repeat steps 2-3 for each character you want to remove.
5 Save the font.

Rotating Characters Individually

Using the right-click menu, you can rotate an individual character within the frame and thereby change its orientation relative to the baseline. This action rotates the character by 90º angle each time.

To rotate an individual character:

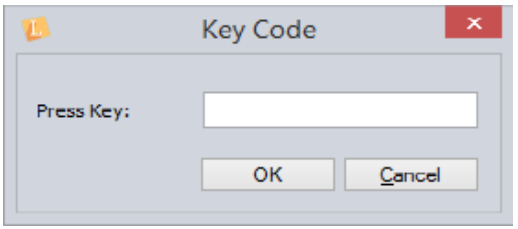
1. Open a font file.
2. Click the character to select it.
3. Right-click and select **Rotate Character** from the context menu.
   The character will be rotated by 90º.
4. Repeat if necessary, rotating the character in 90º increments with each click, until the desired orientation is achieved.
5. Save the font.

Changing a Character's Assigned Keystroke

Using the context (right-click) menu, you can change the keystroke that is assigned to any given character in a custom font.

To change the key code of a character:

1. Open a font file.
2. Click on a character to select it.
3. Mouse over the character, right-click, and select **Change key...** from the menu.
   You see the Key Code dialog.



4. Enter the keyboard key that you want to assign to the character.
5. Click OK.
   The character's keystroke will be changed accordingly.
6. Save the font.

Setting the Reference Character

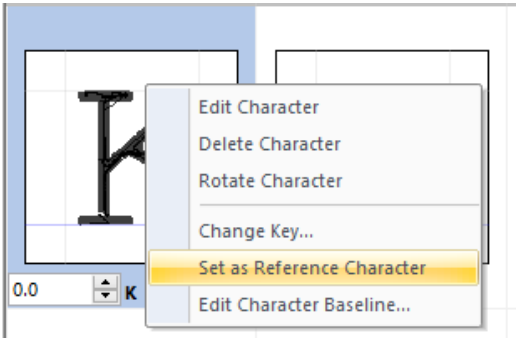
A reference character is used to determine the size of kerning between letters. In a font file, you must select one character as a reference character. Since the capital "M" is usually the largest character in any a given font, it is normally the one used as the references character.

If no character is chosen as the reference character, the reference width will just be taken from the first character added to the new font.

The reference character determines the size of the kerning values used for the Default Letter Space and Spacebar Size settings in the Font Properties dialog. (One kerning distance is equal to 1/10th the width of a reference character.)

To choose a reference character:

1. Open a font in the Font Creator tab.
   You see all the characters in the font.
2. Select the character you want to be a reference character, and right-click on it.
   You see a context menu.



3 Choose **Set as Reference Character** from the menu.
This character will now be set as the reference character for the height and kerning values of the font.
4 Save the font.

Adjusting the Baseline

If needed, you can move the baseline of individual characters up or down relative the “default’ baseline.

This is done by selecting the character in the font grid, and then adjusting the baseline either manually (by clicking and dragging) or by entering a new value into the Baseline dialog.

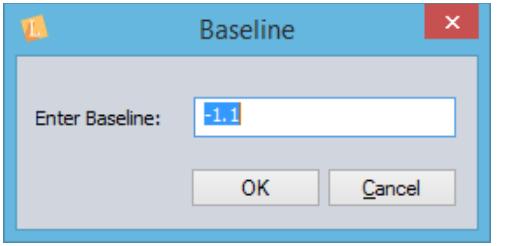
Important: In order to adjust baselines, the “Use bottom as baseline” option must be disabled (that is, unchecked) in the Font Details panel.

To adjust the Baseline manually:

1 In the font grid, click a character to select it.
2 Mouse-over the character and click and drag to move it up or down.
3 Release the mouse button when the base line is in the desired position.
The baseline will be adjusted accordingly; note that the new baseline level is now displayed in the small box at the bottom-right of the character.

To adjust the Baseline numerically:

1 In the character grid, click a character to select it.
2 Right-click and select Edit Character Baseline from the context menu.
You see the baseline dialog.



3 In the dialog, enter the amount of change in the baseline level that you want to apply.Enter a positive value to move the character up from the baseline, or a negative number to more it below the baseline.
4 Click OK.
The baseline of the is adjusted accordingly; note that new baseline level is now displayed in the small box at the bottom-right of the character.
5 Repeat the above steps (2-4) to adjust the baseline any other character you want to change.
6 Save the font.

Creating a Custom Font from a TTF

The Font Creator allows you to add new characters to a font file based on a TrueType® font (TTF). You can import any TTF that is on your computer, and this tool will generate the embroidery to fill the outlines.

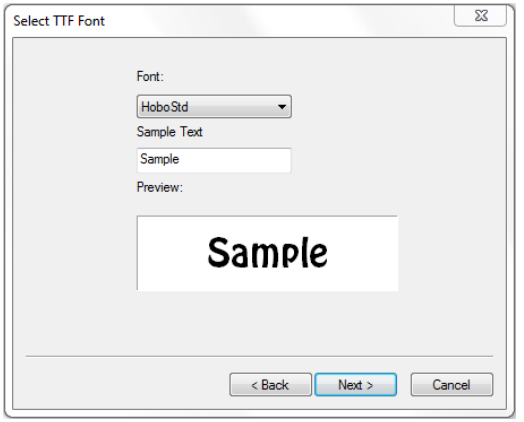
As you use the Character Generation Wizard to add one or more characters to your font file, you will be able to import a list of characters that you want selected. You can use this feature to save time when selecting a large number of characters.

To add characters to your font

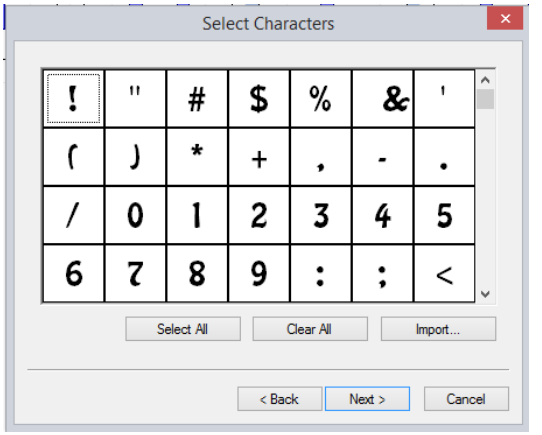
1 Do one of the following:
- In the Font Creator toolbar, click the Add Characters tool.
- From the Menu bar, choose File—Add Characters from TTF.

You see the Character Generation Wizard.

2 Click Next to continue.
You see the Select TTF Font window.

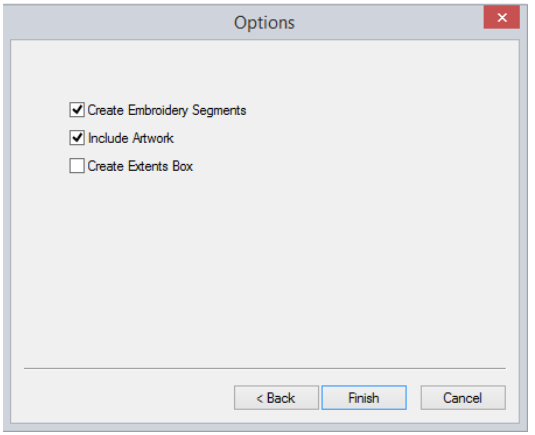


3 From the Font list, select the source TrueType® font you want to import.
4 In the Sample Text box, enter text to be used as a sample of your new characters.
You see a sample of the new characters in the Preview area.
5 Click Next.
You see the Select Characters window.



6 To select the characters you want generated from the font, do one or more of the following:
- To select an individual character, click the character.
- To select multiple characters, press Ctrl while selecting the characters you want to generate.
- To select a range of characters, click the first character in the range. Press Shift while selecting the last character in the group you want to generate.
- To select all characters, click Select All.
- To erase your character selection, click Clear All.

7 Click Next to continue.
You see Options window.



8 Select one or more of the following options you want to apply:
- **Create Embroidery Segments**. This setting is checked by default. When enabled, it means that stitches will be generated when the character is added to the font.
- **Include Artwork**. This setting is checked by default; it indicates that an artwork segment will be imported with the character. This segment is identical to the TTF character.
- **Create Extents Box**. Creates a box representing the extents of the character. Select this option if you plan to use the *Use Segments for Extents* feature from the Font Details dialog.

9 Click Finish to finish adding characters.
The new character will be added to the Font Creator window.

Creating a Font from Embroidery files

You can use the Font Creator to create custom fonts. To create a custom font, you digitize individual letters, symbols, or designs using any embroidery digitizing tool, and then use the Font Creator to name the new font.

Use the **Add One Character from File...** tool to add individual characters to the font; you have the option adding the character as an uppercase or lowercase letter.

The fonts created with the Font Creator will have a *.fon file extension.

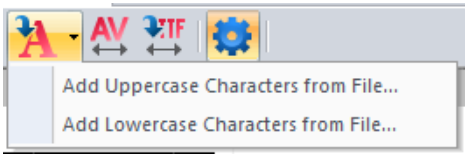
To create a custom font from individual files:

1 Digitize all the individual letters, symbols, and designs needed for the font and save them to a folder.
2 Do one of the following:
- In the design workspace, select the Create a New Font tool.
- In the Font Creator dialog, select the New Font tool.

A new tab, labelled "Font Creator:Font1" will open in the workspace.

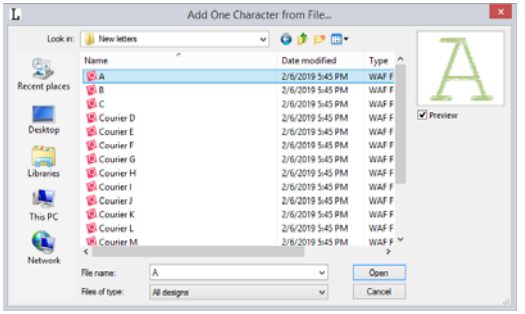
3 Fill in the fields in Font Details dialog. For more information, see under "Setting Font Details."

4 Click Add One Character from File to add letters to your font.
You see a "fly-out" menu.



- Select **Add Uppercase Character from File...** to import a file as an uppercase letter.
- Select **Add Lowercase Character from File...** to import a file as a lowercase letter.

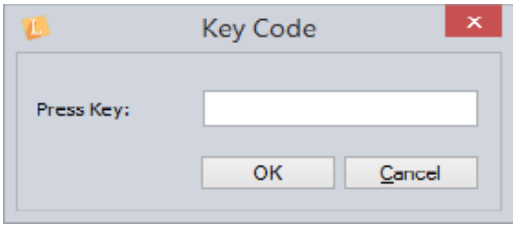
You see the Add one character from file dialog.



5 Browse to the folder or other directory containing your digitized characters.

6 Select a character file, and click Open.

You see the Key Code dialog.



7 Enter the keyboard key that you want to assign to the character; click OK.

The new character will be added to the font

If the character that is imported is an outline file type (*.WAF) the outline border will be included when it is imported into the font; to do this, ensure that the "Contains Outlines" box is checked on the Font Details page.

8 Repeat the above steps (4 - 7) to add all the desired characters to the font.

9 Save the font.

Editing Characters

Once a font has been created, you can use the Edit Character option to adjust the outlines of imported characters. For example, you can use the Shape tool to edit the anchor points of the outline, or the Add Inclinations tool to add or move the inclination lines.

You can also use the Slice Lines tool to "virtually" split a satin column along the slice line, in order to accommodate sudden changes in the direction of the stitches.

Using the Shape tool

You can use the Shape tool, located on the Edit toolbar, to modify the shape of individual characters in the font. The shape is modified by selecting and dragging the anchor points of the character's outline, and then re-generating the stitches. When the Shape tool is active, the anchor points appear as small blue squares along the outline of the selected character.

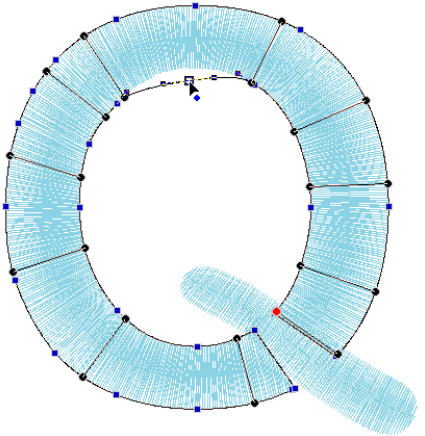
To use the Shape tool:

1 Open a font in the Font Creator.

2 Using the Select tool, select a character.
The character will be enclosed in a selection frame.

3 Right-click, and select “Edit Character” from the context menu.
The selected character will open in a new tab.

4 On the Edit toolbar, select the Shape tool.
The anchor points of the selected character appear as blue squares.



5 Click and drag on the anchor points to edit the outline of the character as required.

The Shape tool can also be used to delete anchor points on the outline, or add new anchor points to it.

- To delete an anchor, select it with the Shape tool, right-click, and select Delete Point from the context menu.
- To add a new anchor point, right-click on the outline at a point that does not have an anchor, and select Add Point from the context menu.

6 Press Enter to re-generate stitches and preview of the changes you have made.

7 Save the character.
The character will be saved in the font.

Adding Inclinations

You can adjust the sewing angle in satin column by adding additional inclination lines.These lines determine the angle that the stitches are sewn at that point. Inclination line are added with the Add inclination tool.

This tool can also be used to move, duplicate and delete inclination lines.

To add Inclination lines:

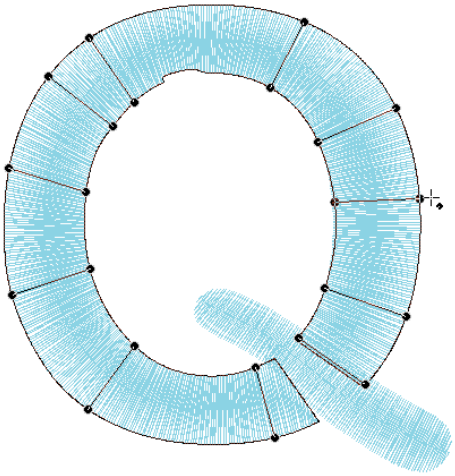
1 Open a font in the Font Creator.

2 Click on a character it select it.
The character will be enclosed in a selection frame.

3 Right-click, and select “Edit Character” from the context menu.
The selected character opens in a new tab.

4 In the Shape tool fly-out menu, click the Add inclination tool.
The mouse pointer turns into a cross with a bead next to it.

5 Click and drag across the satin path where you want to add the new Inclination line.
You see a new inclination line on the character.



6 Repeat the above step to add additional inclination lines, if required.
7 Press Enter to re-generate stitches and preview of the changes you have made.
8 Save the character.

Adding Slice Lines

Applying a Slice Line tool creates a "virtual" slice in a satin path, effectively breaking up the path, while still not creating any new outline at that point. This means that the inclination (stitch angle) of the satin stitches on one side of the slice line can be very different from the angle on the other side.

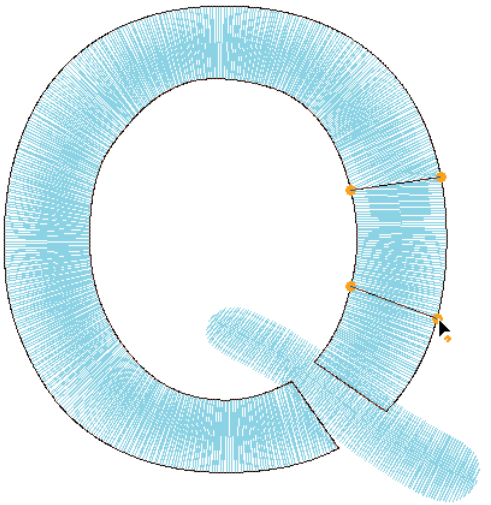
Creating "virtual" slices can be very helpful when trying to optimize the sewing direction of satin stitches, especially in places where the character bends sharply.

The Slice line appears on the segment as a black line with two gold-colored beads at either end.

To add a slice line:

1 In the Font creator tab, right-click on the character you want to edit and select Edit Character from the context menu.
The character opens in a new tab.
2 Using the Select tool, select the character.
3 On the Shape fly-out toolbar, select the Slice Lines tool.
The mouse pointer changes to a cross with a golden bead next to it.
4 Click on one side of the outline and drag to the other to place slice line.
The segment will now be sliced along the line you drew; if required, repeat this step to add more slice lines to the character.

You can also add or delete Slice Lines using the right-click menu.



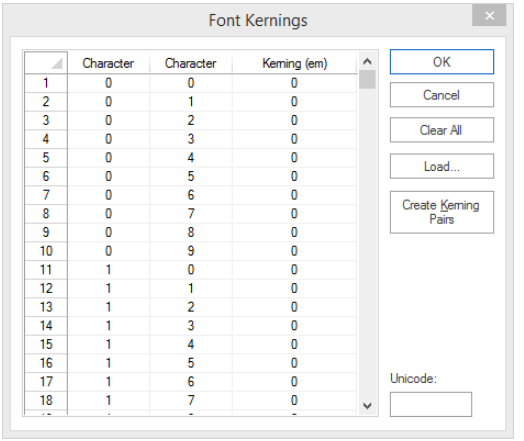
5 Press Enter to re-generate stitches and preview of the changes you have made.
6 Save the character.
The character will be saved in the font.

Kerning Custom Fonts

You can set separate kerning settings for each character in a custom font using the Font Creator. You may need to set separate kernings to adjust the space between letters.

To kern a font:

1 Open an existing font.
2 Click the Kerning button.
You see the Font Kernings dialog.



The font Kernings dialog. The first two columns represent pairs of letters, and the third column shows the amount of kerning (in ems) between the given pair.

3 Do one of the following steps:
- To increase the space between paired letters, increase the value in the Kerning (em) column.
- To decrease the space between paired letters, decrease the value in the Kerning (em) column.
- Click “Clear all” to remove all the kernings from the font (all will be zeroed).

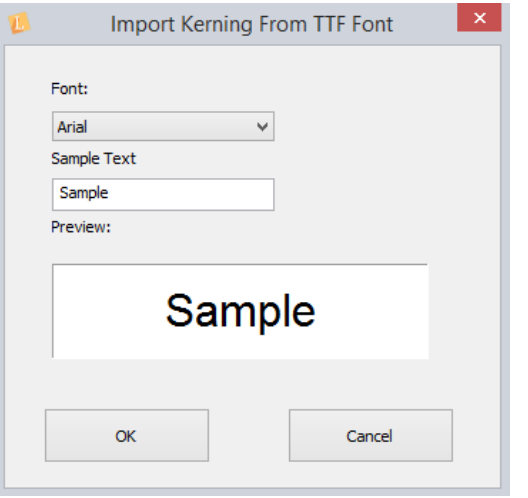
4 Continue to scroll down to view or change the kerning between the different character pairs in the font.
5 Click OK when you are finished adjusting the kerning.

Importing TTF Kerning

If you want to use the kerning values from an existing TTF, you can import them and apply them to your custom font.

To import TTF kernings:

1 Create a new font (or open an existing one) in the Font Creator.
2 In the Font Creator toolbar, click the Import Kernings from TTF tool.
You see the Import TTF Kerning dialog.



3 Select the font you want to import kernings from.
4 (Optional) Type some characters into the sample field, to preview the kerning of the selected TTF font.
The text you type will appear in the Preview window.
5 Click OK to import the kernings.
The kernings will be applied to the custom font.

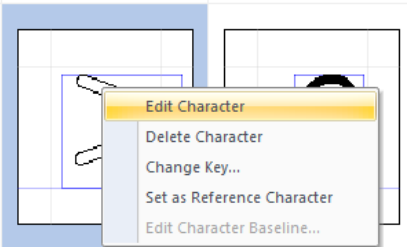
Converting an Outline Character to Embroidery

In some instances, you may find that individual letters in a font imported from TTF do not contain stitches, In these rare instances, you can use the Create Embroidery Segment tool to add the embroidery to the outline.

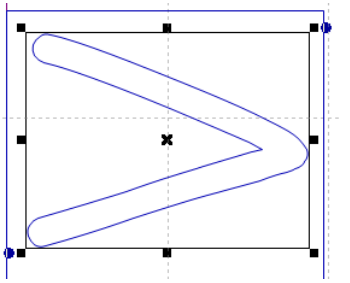
Once converted, the character's fill properties (e.g. fill pattern, density, etc.) may be edited in the Properties panel.

To convert an outline character to embroidery:

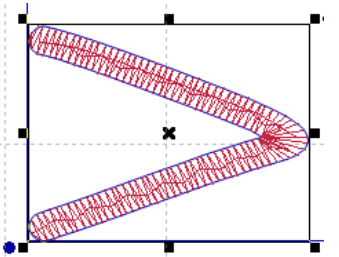
1 In Font Creator, click the Open Font tool.
2 Browse to find a TTF font, and open it.
The characters appear in Font Creator tab.
3 Select the individual character that has no stitches (it will show only an outline) and right-click.
4 You see a context menu.



5 In the context menu, select Edit character.
The selected character opens in a new tab.



6 Select the character.
7 On the text toolbar, click the Create Embroidery Segment tool.
The selected character will now have satin stitches added to the outline.



8 Save the character, and close it.
The character appears, as converted, in the custom font.
9 Save the font.

CHAPTER 4

Using the Text tools & Setting Text Properties

You can create designs with lettering using the various text tools. Generate embroidery text in an array of shapes and sizes using the Text, Circle Text, and Monogram Text tools.

Topics covered in this chapter:

- Using the Text, Circle, Monogram and Vertical tools to create lettering.
- Adjusting the properties of text segments in Properties panel.

Using the Text Tools

The Text Tools can be used to create lettering segments using a set pre-installed embroidery fonts. There are three text styles, or frame types, in Lettering Master: Text (“Normal”), Circular, and Monogram.

Creating Normal Text

Normal text items are created using the Text tool. Text created with this tool will be placed along a straight, horizontal baseline.

To create normal text:

1 On the Text toolbar, click the Text tool.

2 Click once in the design window.

If another text item was already selected, your first click only de-selected that item. You’ll have to click again.

The default text “My Text” appears in the design window.

3 In the Properties panel, click the Text tab.

4 In the text field of the properties panel, enter the text you want.

For more information on adjusting properties of the text, see “Normal Text Properties”.

5 Click Apply.

Your text will change accordingly.

Circle Text

Circle Text items are created with the Circle tool. In a Circle text segment, the text follows a circular frame; the text can go along the top of the circle, the bottom of the circle, or both.

To create circle text:

1 On the Text toolbar, click the Circle text tool.

2 Click once in the design window.

The default string “MY TEXT” appears in the design.

3 In the Properties box, click the Circle tab.

4 In the upper and lower text boxes, change the default text accordingly.

5 Make any other changes in the Circle text Properties box.

For more information on changing Circle text settings in the tabs, see “Circle Text Properties”.

6 In the Properties panel, click Apply.

The text will change accordingly.

Creating Monograms

Monograms are created with the Monogram tool. Monogram text segments are linear, like Text segments, but can only contain a maximum of three letters. Depending on the monogram font selected, you may also be able to add decors to the monogram text segment.

To create monogram text:

1 On the Text toolbar, click the Monogram Text tool.

2 Click once in the design window.

The default text "ABC" appears in the design window.

3 In the Properties box, click the Monogram tab.

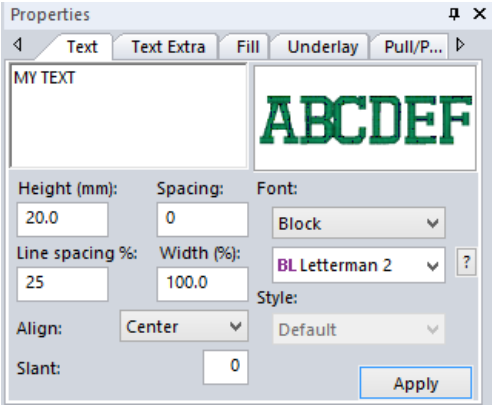
4 In the Letters box, change the text to the letters you want. Adjust other properties, such as font, letter height, etc, as required.
For more information on changing normal text settings in the tabs, see "Monogram Properties".

5 Click Apply.
Your text will change accordingly.

Text Properties

Normal Text Properties

Normal text properties are adjustments specific to normal text that can be made from the Properties box. Depending on the type of text selected (Normal, Circle, or Monogram), the appearance of tabs in the Properties box will be slightly different.



The Text tab allows you to set a wide variety of options regarding your text. The first of these is the text box, which is where you enter the text that you want to embroider. For the "Normal" text tool, the text entry field is multi-line - just press Enter to add a new line.

Line Spacing

The Line Spacing parameter is unique to the Normal text mode. This allows you to set the distance between lines of text based on a percentage of the text height. The default is 25%, but you can adjust that up or down to improve your results or to squeeze more text into your hoop.

Alignment

Alignment is found only in the Normal text mode. The alignment is principally used for multi-line font segments, but can be useful if you are manually aligning multiple text items as well. The choices are Left, Center and Right. For example, Left alignment means that every line will start at the same left position.

Font Categorization

Many of the fonts in Lettering Master are organize into different font categories. The font categories serve as a shortcut to the font's applicability in a given situation; for example, the font categorization lets you know if a font contains outlines (the "O" category") or is suitable for small lettering (the "60" category).

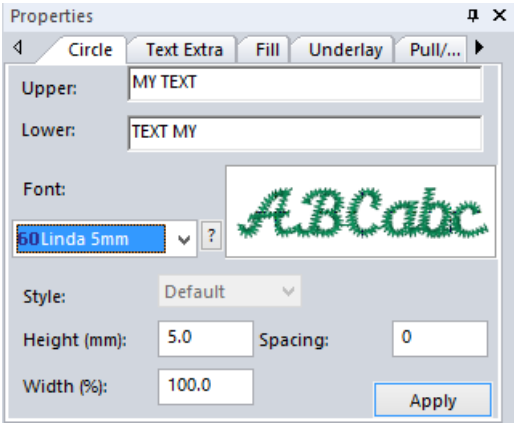
The font category will be displayed immediately in front of the font name in the drop-down font list on the properties panel.

List of font categories:

AP	Appliqué fonts
BL	Block fonts
HW	Hand-written fonts
RN	Run fonts
SC	Script fonts
O	Outline fonts
60	Small fonts

Circle Text Properties

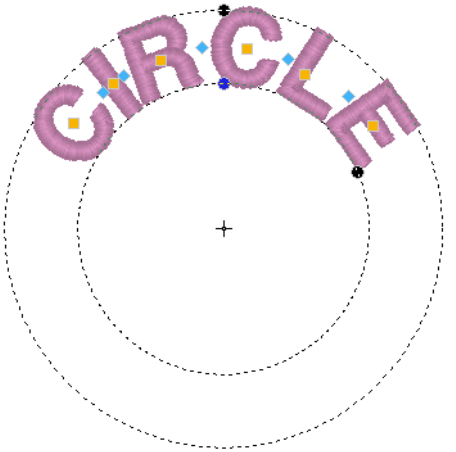
Circle text properties are adjustments specific to circle text that can be made from the Properties box. Depending on the type of text selected (Normal, Circle, Monogram, and Vertical), the appearance of tabs in the Properties box will be slightly different.



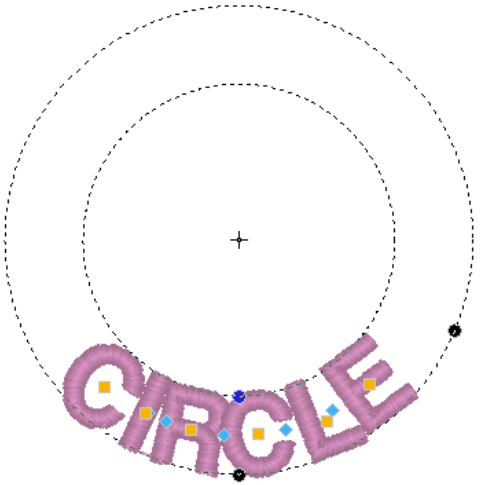
The Circle tab allows you to set options particular to Circle text. The most important item is the text box, where you enter the text that you want to embroider.

Because your text is in a circle, you can only type in one line. You can, however, create a second Circle text on a smaller circle, allowing you to simulate multi-line text.

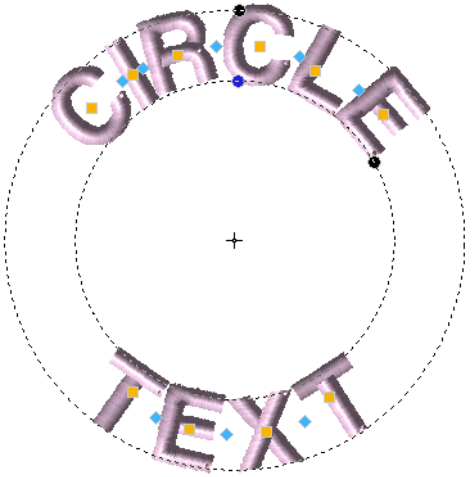
When you first create a segment of Circle text, the lettering is placed in the Upper text box by default; it is placed so that it runs along the top of the circle, reading clockwise, like so:



If you want to have the text appear on the bottom of the circle, type it in the Lower text box; it will then appear on the bottom of the circle, reading counter-clockwise, thus:

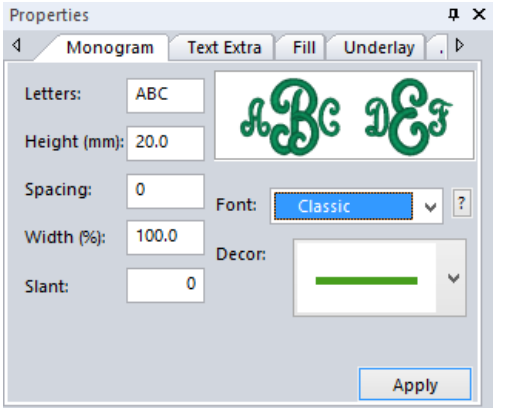


If you type text in both boxes, the top text will read clockwise, and the bottom text will read counter-clockwise.



Monogram Properties

Monogram properties are adjustments specific to monograms that can be made from the Properties box. Depending on the type of text selected (Normal, Circle or Monogram), the appearance of tabs in the Properties box will be slightly different.



The Monogram tab allows you to set options and decorations for your text (if the selected font has decorations available). The key field on the Monogram tab is the Letters box, which is where you can type in the text that you want to monogram.

When using the Monogram Mode, only monogram fonts will be available because they may potentially have a set of decorations to work with. Note that not all Monogram fonts come with decorations.

When you are done adjusting the properties, click the 'Apply' button.

Décor Options Available

The Décor for the monograms is font-specific: Each monogram has its own set of decorations that are uniquely designed for that font and its traditional applications. Simply click the down-arrow on the Décor drop-down box and scroll through the samples of decoration. When you find the one you want, simply click on it.

Not all of the Monogram fonts have Décor options.

Common Text Properties

There are a number of properties that can be adjusted that are common to all text segment types, and which can be adjusted in the properties panel. These settings are outlined in the sections below.

Letter Height

The height property refers to the tallest letter in the font. Thus, if an uppercase letter is followed by lowercase letters, the uppercase letter will typically be larger, and its height will be set to your preference here. When you click the '?' button, located next to the font name, you can view a font's minimum and maximum height recommendations. They are also easily viewed when you place your cursor over the preview image of fonts in the Text tab.

Selecting a Font

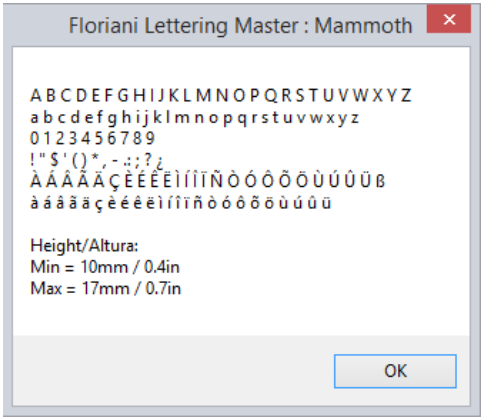
Next to the text box is an preview pane showing a sample of the font. The font may be selected from the drop-down box below the font image. You can click on the down-arrow to see a list of the fonts.

If you would like to scroll through the list of fonts and see what they look like, click on the down-arrow and use the up and down arrows on your keyboard to move through the font list. This allows you to preview the fonts without having to select each one.

You will notice that some fonts have a particular size in their name, such as "4mm". This is because that particular font is designed stitch-by-stitch for a particular size. You can change the size of the font, but it is not recommended. Stitches in these fonts do not recalculate, as with the others. The reason for creating the fonts is that at very small sizes, fonts become extremely difficult to embroider. Minimal adjustments, even by one single stitch can alter the appearance of a letter.

Viewing a Font's Available Characters

There is a display on the Text tab that shows you what characters you can type – click on the '?' button, located next to the font name. You will see a display similar to the following:



You can also place your cursor over the preview image of fonts to view the characters you can type as well as minimum and maximum height recommendations.

Spacing

The spacing control adds a specific amount of space between each letter. Thus, if you wanted to space your letters out further, you can enter 2 here and click 'Apply'. You can also use this parameter to make the spaces between the letters less than zero. If the spacing is set at zero, the default, then the normal kerning operation for the font is used. If you wish to individually adjust the letter spacing, you can do so by adjusting the letters with the kerning handles. For more information, see the sections on Normal text, Circle text, Monogram text or Vertical text.

Width Percentage

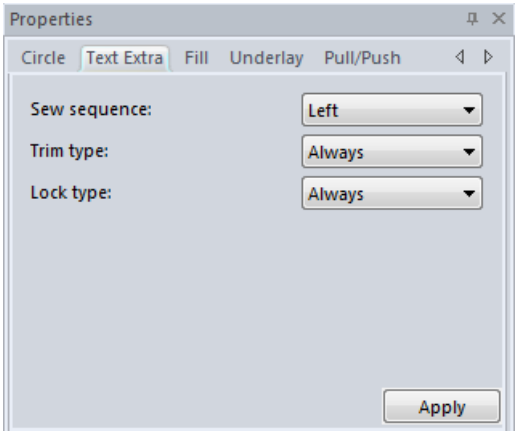
The purpose of Width Percentage is twofold: To adjust the width of the text item for appearance, or to compress the text for more precision in the final output size. The width adjustment is set in terms of percentage, and automatically gets updated as you drag the Width handle on the text item.

Slant Setting

Use the Slant setting to create a slanted effect for your lettering. Slant changes the degree value of the slant on your lettering. A negative value slants your lettering to the left; a positive value slants it to the right.

Text Extra Settings

The Text Extra tab is the second tab on the Properties Panel. The following are the segment settings that are found under this tab. These are common to all types of Text.



Sew sequence

This setting determines the position in the text segment at which the sewing will begin. Choose between Left, Right or Center.

Trims

Use the Trims field (under the Text Extra tab) to control how trims are applied to lettering segments. You can choose from the following options:

- Always: Inserts a trim between all letters in the segment.
- Never: No trims are placed between letters in the segment
- Auto: A trim is placed between the letters, if the distance between them exceeds a certain set value.

Lock Stitches

Lock stitch settings for text can be set in the properties panel, Text Extra tab. The lock stitch options are Always, Never, and Around trim (the default value is “Always”).

Click the Apply button to save your changes.

CHAPTER 5

Drawing Lines, Shapes and Artwork

You can modify line (artwork) segments using Lettering Master's artwork tools. T

Topics covered in this chapter:

- Drawing various types of lines.
- How to create open and closed shapes.
- Editing anchor points.

Drawing with the Line tool

The Line tool places a straight line be-tween anchor points without direction lines. You will have more control to punch straight points.

If you make mistakes as you draw, undo your last action by pressing Backspace.

You can use the line tool to draw both open and closed shapes, depending on whether or not you apply the Close Shape tool before right-clicking to complete the segment. (You can also make an open shape into a closed shape by applying the Close Shape tool after completing it).

To create a shape using the Line tool:

1 On the Creation toolbar, select the Artwork tool to switch to drawing mode.
The Line tool becomes active,

2 On the toolbar, click the Line tool.
3 To place a straight point, left-click the design workspace.
4 To place a curved point, complete the following:
- While you left-click the design workspace, press and hold CTRL on your keyboard.
  You see a preview of the curve before you place the next anchor point.
- To create a corner point or to begin creating a straight line again, release CTRL on your keyboard.

Curved points should be entered as a set of 3 points that define the arc of the curve.

5 To complete the segment as an open shape, right-click to complete the segment.
6 To create a closed segment, do either of the following:
- On the View toolbar, select the Close Shape tool.
- Press **H** on your keyboard.

7 Right-click to complete the segment.

The tool will remain active after you right-click, so you can continue to draw more artwork.
To deactivate the Line tool, click on the Select tool.

Drawing Diagonal Lines

You can draw lines constrained to 15° increments. You can also create zigzag lines using this command.

If you make mistakes as you draw, you can undo your work by pressing backspace on your keyboard.

To draw lines at 15° increments:

As an example, this procedure describes how to draw zigzag lines.

1 On the Creation toolbar, select the Artwork tool to switch to drawing mode.
The Line tool becomes active
2 On the Creation toolbar, select the Line tool.
3 In the design window, position the cross hair where you want to place the anchor point and click to place the point.
4 Position the cross hair where you want the next anchor point.
5 Hold down the **Shift** key.

6 Position the cross hair to create a diagonal line and click to place the second anchor point at a 15° increment.
7 Repeat step 5 to create a series of diagonal lines.
8 Right-click to finish the segment.

Drawing Shapes

You can draw a variety of shapes using the various shape tools: Rectangle, Ellipse, Triangle, Pentagon and Hexagon. You can also add pre-installed custom shapes, as well as create and add your own custom shapes.

The shape tools are all accessible by way of the Rectangle icon on the Creation toolbar. Clicking this icon opens a fly-out menu, from which you select the particular shape tool you want to use.

Drawing Rectangles and Squares

You can draw rectangles and squares with the Input Rectangle tool.

To create a rectangle or square:

1 On the Creation toolbar, click the Rectangle tool.

You see the input shapes fly-out menu.

2 Select the Input Rectangle tool.
3 In the design workspace, do one of the following:

- To draw a rectangle, click and drag from one corner to the opposite corner to form the rectangle.
- To draw a square, hold down **Ctrl** and click and drag from one corner to the opposite corner to form the square.

If you want to increase or decrease the size of the art segment, you can resize it by dragging on the corners of the handles. For more information, see "Resizing Segments".

Drawing Ovals and Circles

You can draw ovals and circles with the Input Ellipse tool.

To create an ellipse or circle:

1 On the Creation toolbar, click the Rectangle tool.

You *see the input shapes fly-out menu.*

2 From the menu, select the Input Ellipse tool.
3 In the design workspace, do one of the following:

- To draw an oval, click and drag to form the oval.
- To draw a circle with the center point as reference, hold down **Ctrl** and click and drag to form the oval.

If you want to increase or decrease the size of the art segment, you can resize it by dragging the corner handles. For more information, see "Resizing Segments".

Drawing Triangles, Pentagons and Hexagons

Lettering Master allows you to draw triangles, pentagons and hexagons with the Input Triangle tool, the Input Pentagon tool, and the Input Hexagon tool. You can also create uniform shapes, making each side of these shapes the same length.

To create triangles, pentagons and hexagons:

1 On the Creation toolbar, click the Rectangle tool.

You see the input shapes fly-out menu.

2 From the menu, select the shape you want to use: Input Triangle, Input Pentagon tool, or Input Hexagon.

3 In the design workspace, do one of the following steps:

- To draw a shape, click and drag from one corner to the opposite corner to form the appropriate shape.
- To draw a uniform shape, hold down **Ctrl** and click and drag from one corner to the opposite corner to form the shape containing equal length sides.

If you want to increase or decrease the size of the art segment, you can resize it by dragging the corner handles. For more information, see "Resizing Segments".

Adding Custom Shapes to Designs

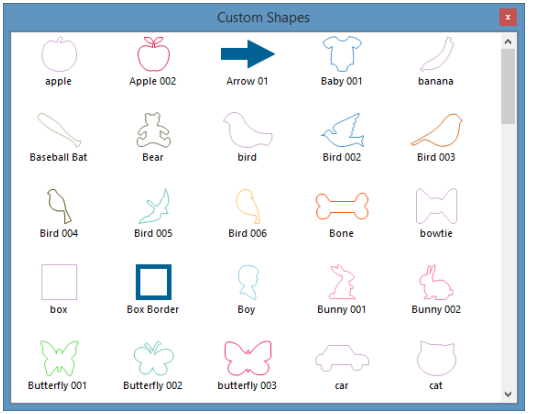
You can easily add pre-installed custom shapes to design files. Custom Shapes are composed of vector artwork, and consist of outlines.

You can create new shapes using the Artwork tools, and save them in the Custom Shapes folder.

To import a Custom Shape into a design:

1 On the Assets toolbar, click the Custom Shapes Library icon.

You see the Custom Shapes dialog.



2 Click the Custom Shape you want to add.

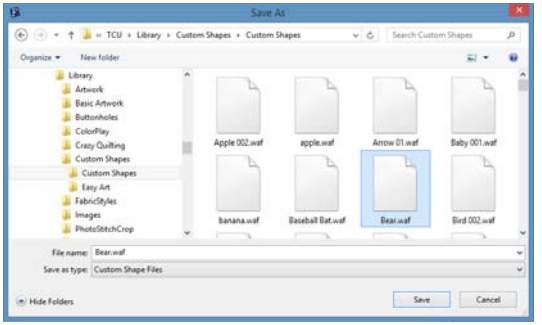
The selected shape appears in the design workspace.

Saving Artwork as a Custom Shape

Lettering Master allows you to save any artwork segment as a custom shape file. Once the segment is saved, the custom shape can be reused in any design.

To save a selected artwork segment as a Custom Shape:

1 Select the artwork segment that you want to save as a Custom Shape.
2 Choose Tools—Save Custom Shape.
You see the Save As dialog.



3 In the File name box, enter the Custom Shape name.
4 To save your custom shape, click Save.

Saving Artwork as a Crop Shape

You can use the artwork tools to create your own custom crop shapes. These are artwork paths that can be used to define the outer edge (envelope) of embroidery designs created with the Photo Play tool. You can create unique crop shapes and save them to the Floriani Library folder. Once saved, these crop shapes will become available in "Shape" drop-down list of the Photo Play dialog.
For more information, see "Design Editing—Photo Play Tool."

To save a Custom Crop shape:

1 Using one of the Artwork tools, create the desired crop shape.

Note that to be used as a custom crop shape the artwork has to be closed.

2 Select the artwork using the select tool.
3 On the Menu bar, select Tools—Save Photo Play Crop Shape.
You see the Save As dialog. By default, the custom shapes are located at: C:\Program Data\Floriani\TCU\Library\ PhotostitchCrop.
4 In the File name box, enter a name for the crop shape.
5 Click Save.
The shape will now be available for use in the Crop shape field of the Photo Play dialog.

Anchor Point Editing

Adding and Deleting Anchor Points

You can add or delete anchor points on any path. Anchor points give you control over the shape of the path.

To add an anchor point:

1 Select a segment.
2 From the Edit toolbar, click the Shape tool.
3 Right-click the location where you want to add an anchor point.
You see a shortcut menu.
4 Choose Add Point from the shortcut menu.

To delete an anchor point:

1 Select a segment.

2 From the Edit toolbar, click the Shape tool.

3 Right-click the anchor point you want to delete.
You see a shortcut menu.

4 Choose Delete Point from the shortcut menu.

Changing the Properties of an Anchor Point

You can change an anchor point to line, cusp, smooth or symmetrical to create different effects for curves.

To change an anchor point to line, cusp, smooth or symmetrical:

1 Using the Select tool, select a segment.

2 From the Edit toolbar, click the Shape tool.

3 Right-click the anchor point you want to change.
You see a shortcut menu.

4 Choose one of the following types of anchor points available:

- **Line.** Removes the direction lines from the anchor point. Creates a straight point without any curved properties.
- **Cusp**. Allows editing of the direction line on one side of the anchor point. Adds a sharp bend to a curve.
- **Smooth**. Constrains the angle of the direction lines to 180 degrees and allows you to vary the length of the direction line on one side of the anchor point. Creates a smooth transition between curved lines.
- **Symmetrical**. Constrains the angle of the direction lines to 180 degrees so the direction lines have the same length on each side of the anchor point. Creates some curvature on both sides of the anchor point.

You see the segment change accordingly.

Moving Anchor Points

You can move and drag anchor points to adjust the shape of a curve.

To move anchor points:

1 Select a segment.

2 From the Edit toolbar, click the Shape tool.

3 Click the anchor point you want to move.

4 Drag the anchor point to create the desired shape for the segment.

CHAPTER 6

Design Editing

When you use the Select  tool, Lettering Master automatically changes to Outline Mode. In Outline Mode, you can edit outline segments (design objects) in the unified design window. To perform design editing in Outline Mode, you must work Outline File (*.WAF) format.

Topics covered in this chapter:

- How to edit, copy and move segments.
- Methods for moving through a design window.
- Working with beads.
- Adjusting properties of different types of embroidery segments (run, satin, and fill) using the properties panel.
- Using the PhotoPlay tool to convert photos to stitches.

Editing Segments

In the design window, you can edit a design's individual or grouped outline segments (design objects) while in Outline Mode. To perform design editing in Outline Mode, you must work with outline (*.WAF) files. When you use the Select tool from the Edit toolbar, Lettering Master automatically changes to select mode; you can also change into select mode by typing Ctrl+1 on the keyboard.

Typically, when you add or modify segments in a design, the software will not regenerate stitches for the entire design, only those of the segment being modified.

Selecting Segments

The Select tool allows you to select and modify individual or grouped segments (design objects). Select outline segments by clicking on them, or by clicking and dragging to draw a box around parts of the design.

The Lasso tool is useful if you want to select a design object with an irregular shape. This tools allows you to draw a line around the design by clicking in the workspace in any shape you need, in such a way that the object is enclosed by it.

When the Shape tool is active, you will see the anchor points of the segment, and be able to select and move them. You can also select individual segments using this tool and then select beads and angle lines.

The Shape tool can be selected by typing Ctrl+2 on the keyboard.

Once you select an outline segment, you can change its properties using associated edit menus and tabs as well as the bead attached to the segment's selection box. You can move, duplicate, resize, rotate, reflect, skew, stretch, compress, or delete selected segments.

To select segments using the Select tool:

1 On the Edit toolbar, click the Select tool.

You can also invoke the Select tool by pressing **Ctrl+1** on the keyboard.

2 To select one segment, do one of the following:
- Click the segment you want to select.
- Click and drag to select the segment.

The active segment is enclosed in a selection box with handles.

3 To select multiple segments, do one of the following:
- Click and drag across all the segments you want to select.
- Click a segment. Press CTRL while clicking each segment not already selected.

The active segments are enclosed in a selection box with handles.

4 To edit or change the properties of the segments, do the following:
- Right-click and choose any of the options available in the edit menu.
- In the Properties box, alter any property settings as required.

To select segments using the Lasso tool:

1 On the Edit toolbar, click the Lasso tool.
2 Click and drag in the design workspace.
3 Right-click when finished.
The active segments are enclosed in a selection box with handles.
4 To edit or change the properties of the segments, do one of the following:
- Right-click and choose any of the options available in the edit menu.
- In the Properties box, alter any property settings as required.

To select an individual segment using the Shapes tool:

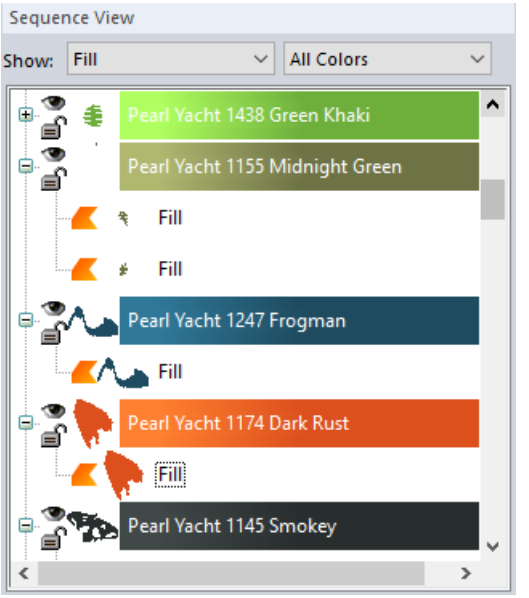
1 Click the segment you want to select.
2 On the Edit toolbar, click the Shape tool to select the segment you want to edit.

The Shape tool can also be selected by typing Ctrl+2 on the keyboard.

3 To edit or change the properties of the segments, do any of the following:
- Right-click and choose any of the options available in the edit menu.
- In the Properties box, alter any property settings as required.

To select segments using the Sequence View area:

1 From the Edit toolbar, click the Select tool to change to Outline Mode.
2 From the Sequence View area, browse to find segments grouped by a given color.



3 To select one segment, click the segment from the list.
The active segment is enclosed in a selection box with handles.
4 To select multiple segments within the Sequence View area, do any of the following:
- Click a segment. Press CTRL while clicking each segment not already selected.
- Click a segment at the start of your selection. Press Shift while you click the segment at the end of your selection. To extend the range of selected segments, press Shift again or Shift+CTRL while you click any segment outside the range of segments already selected.

In the workspace, the active segments will be enclosed in a selection box.

5 To edit or change the properties of the segments, do any of the following:
- In the design workspace, right-click the segment(s) and choose any of the options available in the edit menu.
- In the Sequence View area, right-click the segment(s) and choose any of the options available from the menu.
- In the Properties box, alter any property settings as required.

Selection Frame Tools

The segment selection frame now includes tool icons that allow instant access to some of the more commonly-used editing functions.

Starting on the upper-left corner and working clockwise around the frame, these are:


Delete: Removes the selected segment or group of segments from the design.


Nudge: Click the arrows to move the selection incrementally in the direction indicated.


Close: Joins the open ends (if any) of the selected linear segment.


Lock: Locks the selected segment so that it cannot be edited or deleted. To unlock a locked segment, locate it in the layers panel and click the lock symbol.


Right-click: Opens the right-click menu (sometimes called the Context menu) with a regular mouse click; useful for users with a single-button mouse.


Shape: Select and move anchor points and start/end beads.


Copy/Paste: Copies the selected segment or group, and pastes it into the design. The new copy will be slightly displaced from the original


Fit to selection: Centers the selected segment, and changes the zoom level so that it just fits in the workspace.


To hide these frame tools, open Program Preferences—View tab.

Inserting and Deleting Stops between Segments

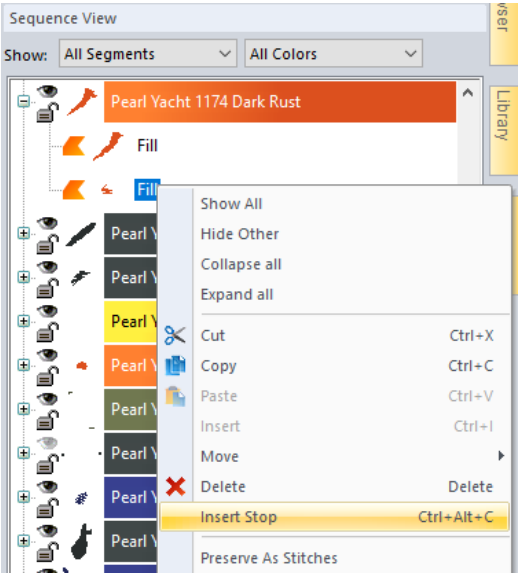
You can insert a stop between segments contained in the same thread color layer or segment group based on color. When you insert a stop within a segment group, the selected segment starts a new segment group using the same thread color.

To insert stops between segments:

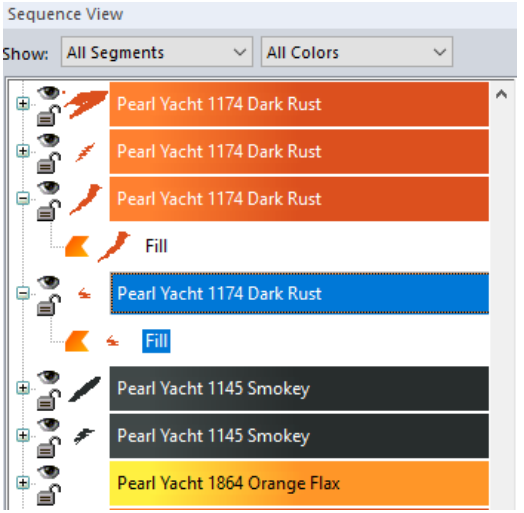
1 In the design window or Sequence View area, select the segment you want to insert a stop before.


You must have at least one segment in the same segment group or thread color layer before the selected segment.

2 Do one of the following:
- Right-click and choose Insert Stop.
- Press Ctrl + Alt + C on the keyboard.

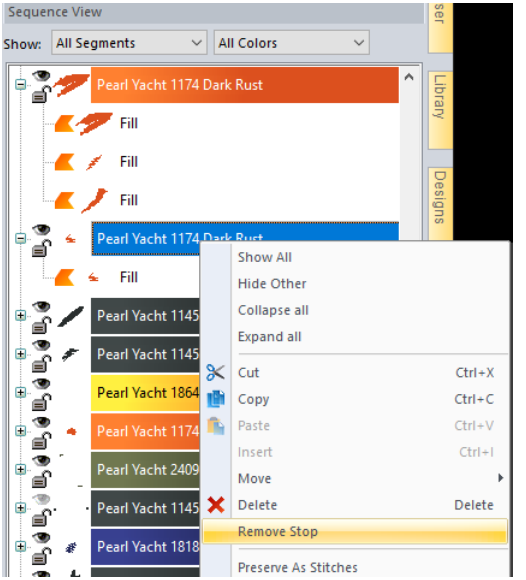


In the Sequence View area, a new segment group appears and contains the selected segment. Below you see the fill segment selected in step 1 is now at the top of a new segment group.

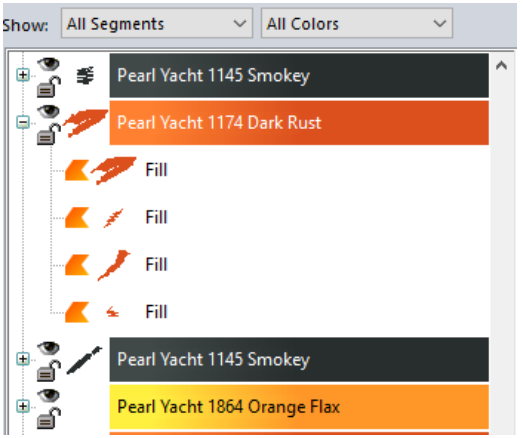


To delete stops between segments:

1 In the design window or Sequence View area, select the segment you want to delete a stop from.



2 Right-click and choose Remove Stop.
The stop is removed and the selected segment is added to its original segment group.
In the image below, notice that the selected fill segment is now part of the original segment group.



Copying Segments

In Outline Mode, you can use numerous methods to copy segments in your designs. When modifying outline segments and doing significant design editing in Lettering Master, you should know how to avoid possibly losing your stitch edits.

To copy to the Clipboard:

1 Select one or more segments you want to copy.

2 To copy segments to the clipboard, do one of the following:

- On the File menu, click the Copy tool.
- In the workspace or the Sequence View area, right-click the segment(s) and choose Copy from the menu.

You can also choose Edit—Copy or press Ctrl+C on the keyboard to copy segments.

3 To paste copied segments from the clipboard, do one of the following:

- On the File menu, click the Paste tool.
- In the workspace or the Sequence View area, right-click and choose Paste from the menu.

The selection is place in the design.

You can also choose Edit—Paste or press Ctrl+V on the keyboard to paste segments.

To cut to the Clipboard:

1 Select one or more segments you want to cut.

2 To cut segments to the clipboard, do one of the following:

- On the File menu, click the Cut tool.
- In the design workspace or the Sequence View area, right-click the segment(s) and choose Cut from the menu

You can also choose Edit—Cut or press Ctrl+X on the keyboard to cut segments.

The segments are removed from their placement.

3 To paste cut segments from the clipboard, do one of the following:

- On the File menu, click the Paste tool.
- In the workspace or the Sequence View area, right-click anywhere and choose Paste from the menu.

The selection is pasted at the end of the design.

You can also choose Edit—Paste or press Ctrl+V on the keyboard to paste segments.

Deleting Segments

Deleting a segment removes it from the design. The only way to retrieve a segment you delete is to choose Edit—Undo or click the Undo tool from the File toolbar immediately after you delete it.

To delete a segment:

1 From the Edit toolbar, click the Select tool or the Lasso tool.
2 Select the segment.
3 There are three ways to delete a segment:
- Right-click and select Delete from the shortcut menu.
- Press Delete on your keyboard.
- Choose Edit—Delete.

Showing and Hiding Segments

You can use the Sequence view to show and hide segments and segments grouped by color. Additionally, you can show or hide the color groupings in the design in Sequence View, clicking the show segments icon on and off.

To hide color segments:

- Click on the show segments icon next to the segment you wish to hide.
  The icon is greyed out to indicate that the segment is hidden In the design workspace, you no longer see any of the unselected segments in the design.

To show a hidden color segment:

- Click on the greyed-out show segment icon next to the segment or segments you wish to show.
  In the design workspace, all segments in the design reappear.

Viewing Hidden Segments in Ghost Mode

The Ghost mode allows you to see segments of the design that are hidden. When you turn on Ghost mode, you will see the hidden segments of the design as an off-white color. This allows you to 'see' where the rest of the design is, but not have confusion as to which parts of the design are selected for editing.

The following is an example of a design in Ghost mode, with the segments on the right side hidden:

To view segments in Ghost Mode:

1 Open an existing design file.
2 In the Sequence View pane, hide the segment or segments you do not wish to edit by clicking the show segment icon next to them.

The segment(s) that have been hidden no longer appear in the design window.

3 To turn on Ghost mode, do one of the following:

- On the View toolbar, click the Ghost  tool icon.
- From the menu bar, select View — Ghost.

The segments of the design that were hidden now appear in a light grey color.

To turn off Ghost Mode:

- Do one of the following:
  - From the View toolbar, click the Ghost  tool icon again.
  - On the Menu bar select View—Ghost.

Navigating through Designs

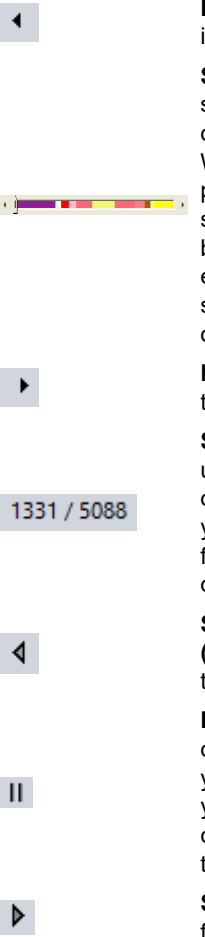
In Lettering Master, you can easily move through the segments in your design. You can either jump through the design by segment, in the Sequence View, or use the Slow Draw bar to move through it by stitches.

To move through a design by increments:

1 On the Edit toolbar, click the Select  tool to change to Outline Mode.
2 In the Sequence View area, select a segment from the list.
3 On your keyboard, press any of the following keyboard shortcuts:
   - Ctrl+Arrow Up = move backward by segment.
   - Ctrl+Arrow Down = move forward by segment.

To move through a design using the Draw Bar:

1 On the Edit toolbar, click the Select tool.
2 Choose Tool Bars—Slow Draw to view the Draw Bar on the design workspace, if not already visible.
3 On the Draw Bar, use any of the following:



Previous Stitch: Moves back in the design by one stitch.

Scrollbar slider: Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you will see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.

Next Stitch: Moves forward in the design by one stitch.

Stitch Count: The second figure indicates the total number of stitches in the design. As you move the slider, the first figure shows the stitch number of the slider's current position.

Simulate Sewing (backward): Move backward through the design.

Pause/Stop: Pause or stop the design while drawing. When you play or resume sewing your design, stitching will continue from the location of the last stitch.

Simulate Sewing: Move forward through the design.

Speed: Slide the speed control to vary the rate of sewing.

Insert Stop: While navigating using the Draw Bar, you can use this tool to place a stop at the current stitch. This will enable a color change at this point in the design.

Reflecting Objects

Reflecting a the selected design object flips it across an invisible axis. Using Flip tools, you can either flip the selection vertically or horizontally.

To reflect segments:

1 Select the segment(s) you want to reflect.
2 From the Transform toolbar, click one of the following:

- Click the Flip Vertical tool to flip selected objects vertically.
- Click the Flip Horizontal tool to flip selected objects horizontally.

You see the segment(s) altered accordingly.

Resizing Objects

Resizing a segment enlarges or reduces it horizontally or vertically, relative to the percentage you designate. You can manually resize segments or use the Transform tab settings available for finer control.

To resize segments manually using design handles:

1 Select one or more segments.
The active segments are enclosed in a selection box with handles.
2 Do one or more of the following to resize segments:

- To resize segments by width, click and drag the design handles located on the left and right side of the selection box.
- To resize segments by height, click and drag the design handles located on the top and bottom of the selection box.
- To resize segments proportionally, click and drag the design handles located at the top or bottom corners of the selection box.

To resize objects on the Transform tab:

1 Select one or more segments.
The active segment(s) is enclosed in a selection box with handles.
2 In the Properties box, click the Transform tab.
3 In the Width box, enter the width you want for the selected object(s).
4 In the Height box, enter the height you want for the selected object(s).
5 To maintain the proportions of an object while resizing it, select Maintain aspect ratio if not already selected.
6 Click Apply.

Align Tools

You can align lettering or segments horizontally or vertically. You can use this feature to precisely align lettering at the center of a design.

To align design object:

1 Select the objects that you want to align.
2 On the Modify toolbar, click the down-arrow next to the Align tools.

3 From the list that appears, choose any of the following:

- **Left**  **:** Moves all selected objects except the left-most item selected.
- **Right**  **:** Moves all selected objects except the right-most item selected.
- **Top**  **:** Moves all selected objects except the top-most item selected to line up with the top-most object.
- **Bottom**  : Moves all selected objects except the bottom-most item selected to line up with the bottom-most object.
- **Vertical Center**  **:** All selected objects will be moved so that they are centered top-to-bottom with each other, but they are not moved left or right.
- **Horizontal Center**  **:** Moves all selected objects so that they are centered left-to-right with each other, but they are not moved up or down.
- **Center**  **:** Centers two or more selected objects in the design workspace.
- **Center to Rulers**  : Centers the selected objects on the origin (0,0 point) of the rulers. Multiple objects selected together will retain their positions relative to each other.

The objects will be aligned accordingly.

Distributing segments evenly

The Distribute Horizontal and Distribute Vertical tools are tools that arrange objects (embroidery and/or artwork) so that they are spaced evenly. These tools calculate the average distance (horizontal or vertical, depending on which tool you select) between all selected segments, and then move them so they are all separated by that same distance.

To use the Distribute tools:

1 Using the select tool, select three or more objects in the design.
2 On the Arrange and Distribute toolbar, click the Distribute drop-down list.
3 Do one of the following:
   - To distribute segments horizontally, click Distribute Horizontally  .
   - To distribute segments vertically, click Distribute Vertically  .

   The selected objects will be distributed; Note that these tools do not align segments, only change their separation.

   .

Flipping Segments

Flipping a segment reflects it across an invisible vertical or horizontal axis, depending on which flip tool is used.

To flip segments:

1 Select the segment(s) you want to reflect.
2 From the Transform toolbar, click one of the following:

- Click the Flip Vertical tool to flip selected objects vertically.
- Click the Flip Horizontal tool to flip selected objects horizontally.

3 Save the file to preserve the changes.

Rotating objects

Rotating a object turns it around a fixed point that you determine. You can rotate the selection using either the Rotate Left or Rotate Right tools, or by entering the angle in the Transform tab of the Properties Panel.

To rotate segments using the Modify tools:

1 Select one or more segments you want to rotate.
The active segment is enclosed in a selection box with handles.

2 Do one of the following:

- Click Rotate Left to rotate the selected objects to the left by 90º increments.
- Click Rotate Right to rotate the selected objects to the left by 90º increments.
- Click the Rotate Angle tool to open the rotate dialog; enter the number of degrees you want to rotate it, and click OK.

To rotate an object in the Transform tab:

1 Select one or more objects you want to rotate.
The active object(s) is enclosed in a selection box with handles.

2 In the Properties panel, click the Transform tab.

3 In the Rotate field, enter the number of degrees you want to rotate your design.

4 Click Apply.

Using the Modify tools

Duplicating Objects

Duplicate is a quick and easy way to take a segment and paste an additional copy of it into your design. Duplicate allows you to change the size and angle of the placed component using only the mouse. You can also place multiple instances of the same segment using Duplicate.

To Duplicate the selected design object:

1 Select an object that you wish to copy.

2 Do one of the following:

- From the Modify and Optimize toolbar, select the Duplicate button.
- Type Crtl + D on the keyboard.

The mouse pointer becomes a cross hair.

3 Click and drag the mouse to create the baseline. This is the line upon which the pasted design will be based; drag along the direction of the line to make the copy larger or smaller, and drag perpendicular to the line to change the orientation of the paste.

4 Release the mouse button to set the pasted copy in place.

Duplicate allows you to make multiple copies of a segment; the design stays 'loaded' in Duplicate's memory until you select a new tool, or right-click.

Color Sort Tool

The Color Sort tool enables you to rebuild a design that has the same color used more than once into a design with a minimum of color stops. For example, this tool is useful when you have combined multiple designs into one hooping. In this case, the designs may use the same colors in different areas of the hoop, just out of sequence with each other.

There are times that a color is used more than once in a design by necessity. This occurs when colors need to overlay.

You must choose the segments to color sort. If you want to color sort the entire design, select all before doing the sort.

The Color Sort tool analyses the current design, looking to see if any colors are repeated. It then looks to see if any of those repeated colors can be combined into a single layer. If not, the color layers are left intact.

Maximum Allowable Color Overlap

There is a setting in the Program Preferences window that allows you to adjust the sensitivity to the layering - the “maximum allowable color overlap. This adjustment is in percent; 0% will mean that any amount of stitches being overlaid is unacceptable, 100% means compress the file regardless of layering. The default is 5%, and seems to work very well for most designs. Using a setting of 15% is not uncommon for designs from the Internet.

It is usually acceptable to allow the program to compress a file’s colors when a small portion of stitches will show or be hidden that were not meant to. If the choice were between extra thread changes and a little snipping of thread, most of us would choose to snip, as color changes are time-consuming.

To adjust the allowable color overlap, select the Program Preferences tool click the Color Sort tab, and change the percentage by moving the slide control.

To use the Color Sort tool:

1 Click the Open Design tool to open an existing design.
You see your existing design file.
2 Select one or more segments you want the color sort feature applied to.
3 Do one of the following:
- On the Modify and Optimize toolbar, click the Color Sort tool.
- Choose Tools—Color Sort.

You see a dialog which gives the number of colors reduced in your design. Click OK.

Adding Basting Stitches

You can create a series of stitches that will baste a rectangular outline around the edge of a design. The stitches start at the center of the design, then jump to the top left of the design. Then a basting stitch will run around the outer edge in a rectangle until complete. The next color is then the starting color of the design.

For users who are familiar with embroidery machines that run a ‘Trial” or go to the corners of a design to help with design placement on the fabric, the Auto Baste feature will be a real timesaver. The stitches also help you to see that your hooping is lined up correct and straight, a feature that really helps where text

is concerned as every error stands out clearly. This feature is also useful when you want to add a stabilizer to the fabric, but are unable to hoop it, for instance using a water-soluble stabilizer on top of a terry-cloth towel.

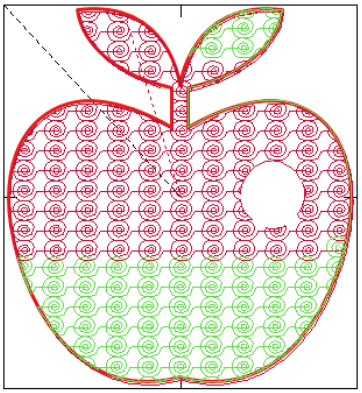
To add basting stitches to designs:

1 Open an existing design.
You see your existing design file.

2 Do one of the following:

- On the menu bar, choose Tools—Auto Baste.
- On the Modify and Optimize toolbar, click the Auto Baste tool.

The basting stitches are now generated, and appear around your design.



Moving Segments

There are a few different a few methods you can use to move segments in your designs.

Moving an object manually

You can move segments around your design by dragging them to another location.

To move a segment manually:

1 From the Edit toolbar, click the Select tool or the Lasso tool.

2 Select the segment.

3 Click and drag the segment to its new location.
As you drag, the status line displays the horizontal (dx) and vertical (dy) distance.

Nudging Segments

Nudging moves the selected segment or group of segments. Nudging is similar to dragging the segment but the distance that the segment moves is smaller.

To nudge up:

- Use Ctrl + ↑

To nudge down:

- Use Ctrl + ↓

To nudge left:

- Use Ctrl + ←

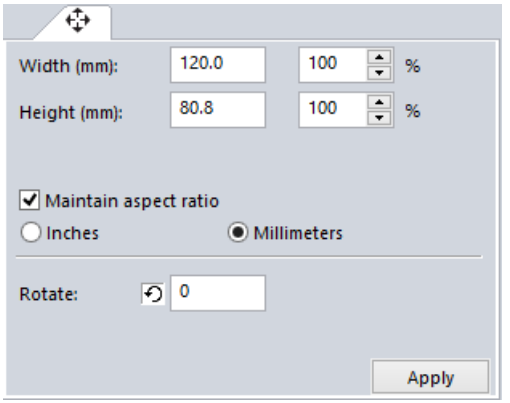
To nudge right:

- Use Ctrl + →

Adjusting objects with the Transform Tab

Everything displayed in the design window can have their height, width and rotation adjusted. These basic manipulations are grouped together as ‘Transformations’. Even multiply selected objects can be transformed.

The Transform Properties box contains input fields for height, width and rotation. When adjusting the height or width, you can keep the object from being ‘squashed’ or ‘stretched’ by selecting the “Maintain aspect ratio" option.



To transform objects using the Properties panel:

1. Select one or more objects you wish to adjust.
2. In the Properties box, click the Transform tab.
3. In the Width box, enter the width you want for the selected object(s).
4. In the Height box, enter the height you want for the selected object(s).
5. To maintain the proportions of an object while resizing it, select Maintain aspect ratio if not already selected.
6. In the Rotate box, enter the number of degrees you want to rotate your design.
7. Click Apply.

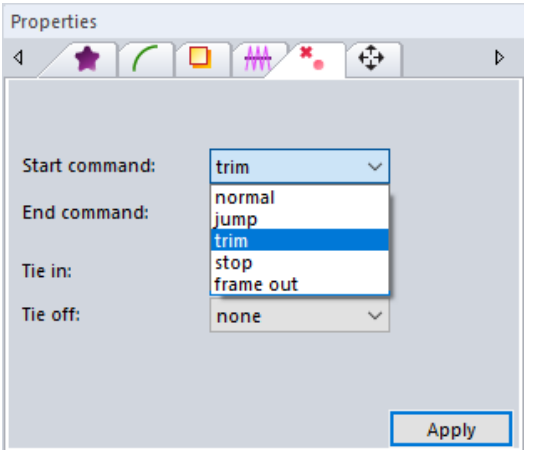
Commands Properties

Changing a segment’s Start and End commands

Using the properties panel, you can add specific machine commands to the start and/or end of embroidery segments – such as trims, stops, and jumps.

To add a machine command:

1. Select an embroidery segment.
2. Open the Properties panel, and click the Commands tab.
   You see the Commands settings.



3 In the Start Command list and Stop Command list, select one of the following commands:
- **Normal:** Inserts a normal stitch.
- **Trim:** Trims the thread.
- **Jump:** Inserts a jump command, creating a stitch with the needle up.
- **Stop:** Stops the machine.
- **Frame Out:** Moves the embroidery machine's frame out to allow the operator to adjust the item being sewn on; this command can be very useful when placing an appliqué on a garment.

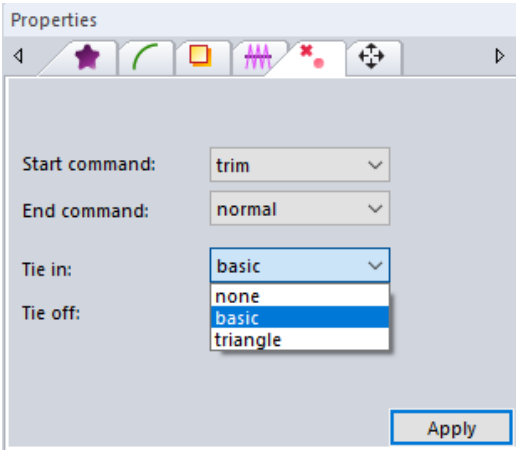
4 Click Apply to apply the selected settings, and save the design.

Adding Tie in and Tie off Stitches

To keep the end stitches of a segment from 'pulling', you can add Tie in and/or Tie off stitch commands. These commands add a short series of overlapping stitches at the entry and exit points of the segment, effectively pinning down the two ends of the selected segment.

To add or remove Tie in and Tie off segments:

1 Select an embroidery segment.
2 Open the Properties panel, and click the Commands tab.
You see the Commands settings.



3 Do one of the following:
- To add a Tie-in or Tie-off, choose basic from the corresponding field.
- To remove a Tie-in or Tie-off, choose none from the corresponding field.

4 Click Apply.

Adjusting Embroidery Properties

If your design includes any imported or merged embroidery segments, you can adjust the properties of these in the Properties panel. The following procedures detail the settings that you can adjust for Run, Satin, or Standard/Fancy fill segments.

When a design is opened in Lettering Master (either using the Open or Merge tools), all its segments will be grouped by default. In order to edit individual segments within the imported design, you first must ungroup them; to do this, select the whole group and choose Edit--Ungroup or type Ctrl+U on the keyboard.

Setting the Length for Run Stitches

You can control the length for Run stitches using the Stitch Length setting. You set the stitch length using the Properties box.

To change the stitch length:

1 Select the Run segment.
2 In the Properties box, click the Run tab.
3 In the Stitch Length box, enter the stitch length.
4 Click Apply.

Choosing a Style for Run Stitches

You can choose a style for Run stitches to create unique stitch effects for detailing or borders.

To choose a style:

1 Select a Run segment.
2 In the Properties box, click the Run tab.
3 From the Type list, select one of the following run types:
- Single Run.
- Double Run.
- Motif.

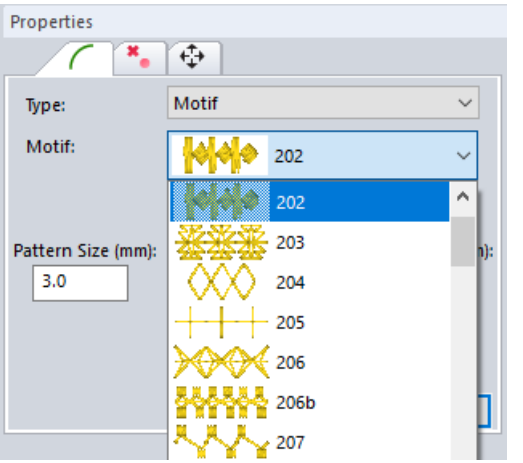
4 Click Apply.
You see your segment altered accordingly.

Motif Run Properties

If a Motif run is included in, you will notice that the properties panel will include some different options to set. You can choose the type of motif you want, and also the pattern size and spacing.

To set motif run properties:

1 Select the motif run segment.
The motif settings will now be displayed properties panel--run tab.
2 Click the down-arrow to the right of the Motif field and select a pattern from the drop-down list.



3 In the Pattern size field, adjust the size of the individual motifs in the pattern.
4 In the Run spacing box, enter the desired spacing (in mm) between motifs in the run segment.
5 In the stitch length field, adjust the length of the individual stitches in the motif run.
6 Click Apply.
The properties of the segment will be adjusted accordingly.

Satin Properties

You can use the properties panel to adjust the setting for Satin path segments in designs. You can select from a variety of fill types, and adjust the stitch length and density of the stitching.

To adjust Satin path properties:

1 Select a Satin stitch segment.
2 On the Properties panel, select the Fill tab.
3 From the Fill type drop-down list, select the fill type you want to use:
- Standard.
- Fancy.
- Spiral.
- Contour.

4 If "Standard" or "Fancy" has been selected above, the Pattern field will become active; click in the list and select the fill pattern you want to use.

When the Fancy Fill type is applied to a Satin path, the "Emboss" settings will be activated. For an explanation of these settings, please refer to the "Fancy Fill Settings" procedure, following.

5 In the Density field, enter the density value (in mm) for the satin path stitches.
6 In the Stitch length field, set the default stitch length for the Satin path stitches.
7 Click Apply.
You see the segment altered accordingly.

Standard Fill Properties

You can select a pattern for Fills in the Properties box. You can choose from any of the standard fill patterns that are installed with the software. You can also adjust the fill density up or down on this tab.

To select a pattern:

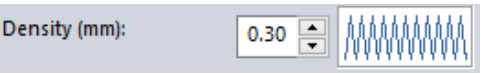
1 Select an existing fill segment.
2 Open the Properties panel and select the Fill tab.
You see the Fill properties.
3 From the Fill type drop-down list, select the fill type you want to use:
- Standard.
- Fancy.

If the Fancy Fill type is applied to the selected fill, the "Emboss" settings will be activated. For an explanation of these settings, please refer to the "Fancy Fill Settings" procedure, following.

4 From the Pattern drop-down list, select a fill pattern to apply.
5 For fill segments, the base stitch length will initially be set to a default value of 3.5 mm. However, you can override this stitch length by doing the following:
- Click in the stitch length check box (to enable the setting).
- In the Stitch Length field enter the new base stitch length.

6 Click the small arrows beside the Density field to adjust the density of the fill up or down as required.

Note that any change you make to the fill density will be previewed in the small window to the right of the density field.



7 Click Apply.
The fill segment will be altered accordingly.

Fancy Fill (Emboss) properties

You can customize a Fancy fill (in both Satin and Fill segment types) by adjusting settings in the Properties box. Use these settings to change the density, angle, and scale of the fancy fill pattern.

To adjust Fancy fill settings:

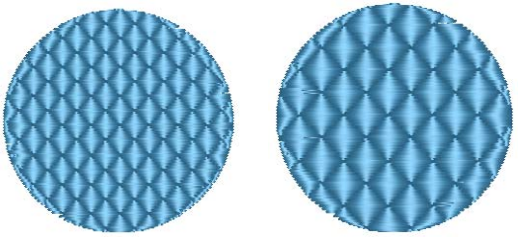
1 Select the Satin or Fill segment.

2 In the Properties panel, select the Fill tab.

3 On the **Fill type** drop-down list, select Fancy.
The Emboss settings appear Properties panel.

4 The “Emboss scale” setting changes the size of the embossing, relative to the fill segment as a whole. To modify the Emboss scale, do the following.

- Click in the Emboss Scale check box to activate the setting.
- Enter the desired value of the emboss scale; the allowable values are between 50% and 200%.



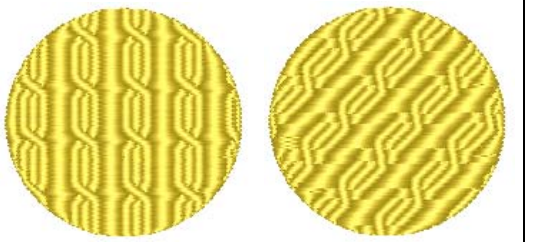
Original segment - Emboss scale at 100%

Modified segment, with scale adjusted to 150%

- Click Apply.
The emboss scale will be adjusted accordingly.

5 The Emboss angle setting changes the orientation of the embossing relative to the horizontal. To adjust the Emboss angle, do the following:

- Click in the Emboss Angle check box to activate the setting.
- From the drop-down list, select the angle you want to apply to the embossing. Note that the angle can be adjusted in 45-degree increments.



Original segment with Emboss Angle at 0º

Modified segment, Emboss angle at 45º

- Click Apply.
The emboss angle will be adjusted accordingly.

6 Save the file.

PhotoPlay Tool

PhotoPlay is a tool that used to convert a photograph (or other image) to embroidery. Based on a bitmap image that you select, the PhotoPlay "Wizard" analyzes it and then re-creates the photo as stitches.

To create from a scanned photograph:

1 On the Specialty toolbar, select the PhotoPlay  icon.

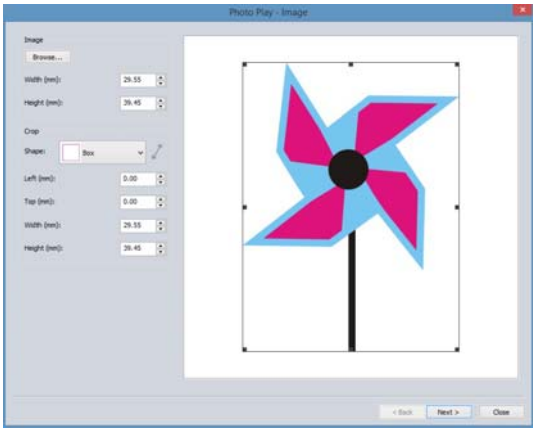
You see the PhotoPlay dialog.

2 Click **Select Image...**

An Open dialog appears.

3 Browse to the image you want to use, and click Open.

The image appears in the PhotoPlay dialog's preview window.



4 Adjust the overall size of the image by entering new values in the width and height field.

Note that the dimensions of the image are constrained proportionally – that is, changing the width will lead to a proportional change in the height, and vice-versa.

5 To crop the image, do the following:

- Select a crop shape from the **Shape** drop-down list. The selected shape (for example, box, star, heart, etc.) will determine the overall shape of the finished stitch design.
- To offset the cropped area relative the left side and top of the image, enter values in the Left (mm) and Top (mm) fields, respectively.
- Adjust the crop size by entering the desired values in the Width and Height fields in the crop area.

You can also change the crop size manually, by clicking and dragging the handles of the crop frame in the image preview window.

6 **Custom Crop**: As an alternative to the Crop shapes supplied in the Shape list, you can create your own, unique crop shape by drawing it in the PhotoPlay preview window. To do this, do the following:

- From the Shape drop-down list, select **Custom**.

  Note that the Line  *icon is now highlighted, indicating that it is active.*
- Click in the preview window to place the points of the Custom shape. Use a "regular" left-click to place

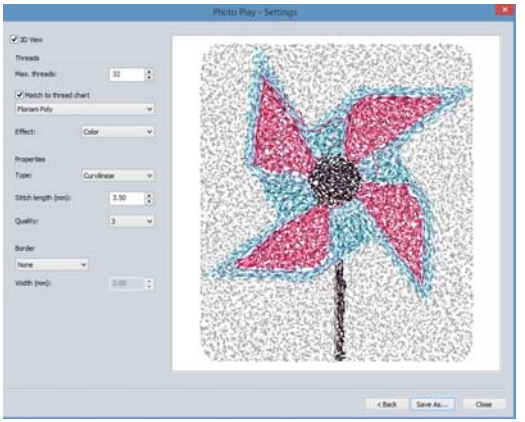
straight points, or press CTRL while clicking to place curved points.

- When you have placed sufficient points to define the Custom crop shape, right-click to finish.

  The shape will close automatically, and you will see it in the preview window.

7 Click Next.

You see the PhotoPlay - Settings dialog. The Preview Window now shows the image rendered as stitches.



8 (Optional) Check the 3D box to view the design in realistic three-dimensional preview.

9 In the **Threads** area, adjust the following:

- In the **Max Threads** field, click the up/down arrows to increase or decrease the number of thread colors that will be used to render the design.
- To select the thread palette that will be used, do the following:
  - Ensure that the "Match colors to thread chart" box is checked.
  - In the drop-down list below, select the palette that you want to use.

  The selected thread chart will now populate the thread chart field.
- **Effect.** Use this property to apply an overall color effect to the design. Choose one of the following options: Color, Gray, Sepia, or Mono.

10 In the Properties area, select the following:

- **Type**. This option sets the type of stitching that will be used to render the image into stitches. From the drop-down select one of the following:
  - Curvilinear.
  - Cross-over.
- **Stitch Length**: Determines the length of the fill stitches; the default value is 3.5 mm.

11 Adjust the **Quality** setting (applies only to Curvilinear fill) The higher the quality setting, the more fill stitches will be generated, and therefore the denser the fill. This can give you stronger colors and sharper resolution in the finished product.

12 To add a border around the outside of the design, do the following:

- In the Border drop-down list, select one of the following:
  - Steil.
  - Applique.
- In the Width field, enter the width of the Steil or Applique border stitches.

13 Click Save As....

You see a "Save dialog".

14 Navigate to the directory or disk you want to save the image in, and click Save.

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