Floriani
My Design Album
User's Guide

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CHAPTER 1

Getting Started

Welcome to the Floriani My Design Album. In this chapter, you will find the following information:

- The minimum systems requirements for installing the software.
- How to install the program.
- How to activate your software using the serial number.

Getting Started

The Floriani My Design Album Package

We recommend that you follow the procedures outlined here to ensure that you install Floriani My Design Album correctly.

Each Floriani My Design Album package includes the following components:

- Floriani My Design Album CD-ROM
- Floriani My Design Album Serial Number

Floriani My Design Album 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.
- Minimum 1 gigabyte hard disk drive space available.
- Mouse

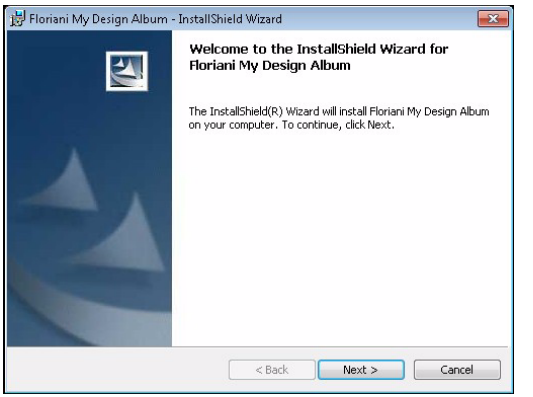
Installing Floriani My Design Album

You must be running Windows® 7/8/10 to install Floriani My Design Album.

To install Floriani My Design Album:

1 Insert the Floriani My Design Album installation CD into the CD-ROM drive.
You see the Floriani My Design Album autorun screen.

2 Click **"Install MDQII** Software."
You see the initial Installshield Wizard window.



3 Click **Next** to begin the installation.
4 Follow the instructions on each screen.
The Floriani My Design Album software will be installed on your computer.

Activating the Software

In order to use the Floriani My Design Album 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."

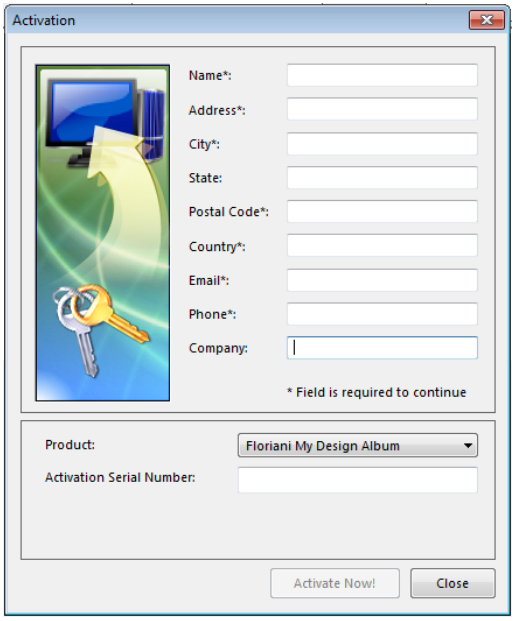
Activating via the Internet

If the computer on which you are installing Floriani My Design Album 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 Floriani My Design Album Icon on your desktop.
   - Choose Start—All Programs—Floriani—Floriani My Design Album.

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 Floriani My Design Album) into the serial number field.
4 Click the Activate Now button on the dialog.
Floriani My Design Album will open.

Activating without an Internet Connection

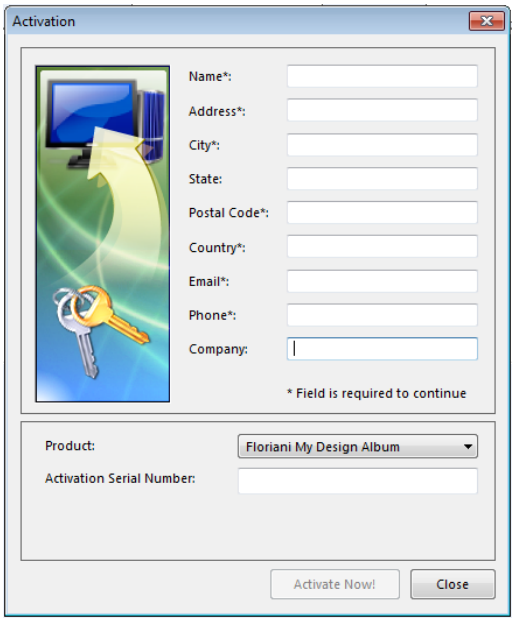
If you have installed the software on a computer that does not have an Internet connection, you will need an activation site key (in addition to the serial number) to complete the activation. You can obtain this site key by contacting your distributor.

To obtain an activation without an internet connection:

1 Do one of the following:

- Double-click the Floriani My Design Album Icon on your desktop.
- Choose Start—All Programs—Floriani My Design Album—Floriani My Design Album.

You see the Activation screen.



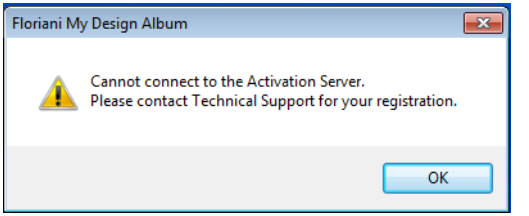
2 Fill in the registration information in the appropriate fields.

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 Floriani My Design Album) into the serial number field.

4 Click the Activate Now button on the dialog.

You see the following warning message:



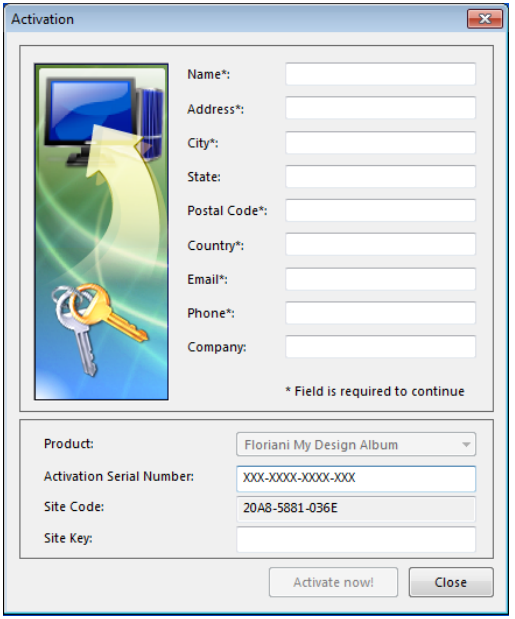
5 Click OK to dismiss the warning message.

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 Floriani My Design Album 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.
Floriani My Design Album will be activated.

Floriani ImageMaker

Floriani ImageMaker is a small plug-in application that will be installed on to your computer along with Floriani My Design Album. This program allows you to see embroidery files as thumbnail images in the Windows Explorer dialog. It will create thumbnail images for *.WAF, *C2S, and all the home embroidery formats that can be opened in Floriani embroidery software.

Activation of Floriani My Design Album will also activate the ImageMaker plug-in.

Troubleshooting tips

When Floriani ImageMaker has been activated, you should now see thumbnails of embroidery designs in Windows Explorer.

If this is not the case, it may help to change the size of thumbnails, using the slider on the Explorer window. Do the following:

- In the Explorer View options, switch to List and switch back to Medium or Large icons.

Another reason that thumbnails are not showing may be related to settings in your computer's operating system; the Visual Effects settings and the Folder Options settings.

To ensure that these are set correctly, do the following:

1 Open the Control panel, and select System—Advanced System settings.

2 On the Advanced tab, under Performance, click Settings...

3 On the Visual Effects tab, ensure that "Show thumbnails instead of icons" is checked."

4. Click OK to close the dialog.
5. Then, check the folder options are correct; first, open a Windows Explorer dialog.
   The next step depends on the operating system:
   - In Windows 7, in the Organize menu (upper left side of the dialog) select Folder and Search options.
   - In Windows 8 or Windows 10, click the Options Menu (left side of the dialog) and select Change folder and search options.
6. In the Folder Options dialog, select the View tab.
7. Ensure that “Always show icons, never thumbnails” is not checked.
8. Click OK to close the dialog.
9. **Important**: Restart the computer at this point to make sure the changes you made to the Operating system are applied.

CHAPTER 2

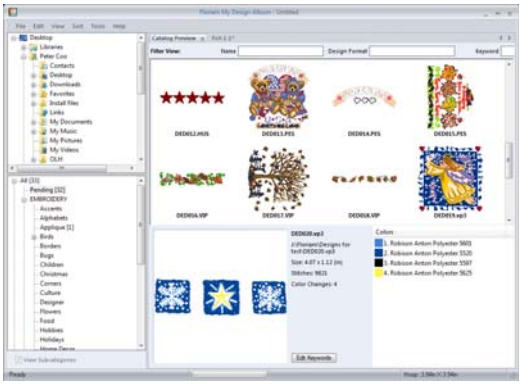
Learning about the Workspace Area & Tools

Before you begin using Floriani My Design Album, you should become familiar with the software's workspace. This chapter lists the parts of the workspace and their functions.

This section also includes a guide to the basic functions of Floriani My Design Album – how to import designs into folders, sort them, filter them, and print previews.

Understanding the Workspace

The Floriani My Design Album workspace is divided into several key areas. The image below shows the Floriani My Design Album workspace.



Menu Bar

The Menu Bar contains a list of menus that allow you to access the various functions in Floriani My Design Album. The available menus are: File, Edit, View, Sort, Tools, and Help.

Browser Panel

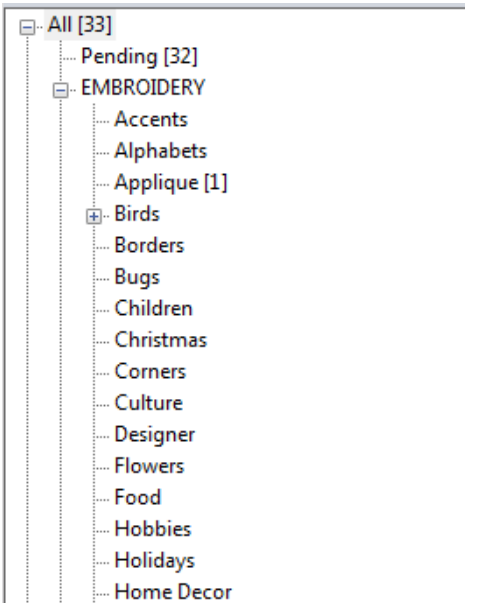
The browser panel appears in the top-left corner of the workspace, and shows all the disks and directories on your computer. If the computer is part of a network, other directories on the directory may be visible as well, depending on the permissions that have been set for them.

When you select a disk or folder on the Browser panel, the designs and or images on it will appear as thumbnail previews in the Floriani My Design Album Catalog Preview window. From there, you can organize them by dragging and dropping into the folders in the Categories List.

Note that the thumbnails of the embroidery and image files will only appear if you have enabled the appropriate file type in the Input formats page. To modify the list of formats that Floriani My Design Album will look for, select Tools—Preferences, and click the Input Formats on the dialog that opens.

Categories List

The Categories List allows you to organize your designs into specific categories. You can select a category folder from the categories list and the designs in that category will appear in the Catalog Preview window.



The All Category

The All Category folder contains all of the designs you have. By right-clicking on the All folder, you can easily add a new category folder at top level. (You can also add new categories by right-clicking on sub-folders, but in that case the new category will be added within the sub-category).

The Pending Category

The Pending Category folder is a working category. Use this folder to insert groups of new designs at once and then gradually sort these designs into specific category folders to prevent errors that may occur otherwise.

Embroidery Category

Use the folders in the Embroidery Category to sort and keep your embroidery designs. The Embroidery category includes a number of subfolders (such as Animals, Appliqué, Borders, etc.) by default, however you can add your own categories.

Images Category

Use the folders in the Images category to sort and keep important images. These may include .BMP, JPG, .GIF, .TIFF, and .PNG files.

Vector Artwork Category

Use the Vector Artwork category to organize files created with artwork programs. The applicable file types are .AI, .EMF, .WMF, and .SVG.

Catalog Preview Window

The Catalog Preview displays all of the design thumbnails contained within the selected category in the Categories List. It will also display the files in any folder you select in the Browser Panel.

Design Preview

The Design Preview panel displays a larger view of the design selected in the Catalog Preview window. Design thumbnails allow you to see the layout along with basic information about the file.

For embroidery files, you will see the name, location (directory) of the file, dimensions, number of stitches, number of color changes.

Example of a Design Preview

To the right of the design preview, you will also see a list of the thread colors used, like so:

Colors
1. Floriani Poly 741 Pottery Buff
2. Floriani Poly 562 Walnut Taffy
3. Floriani Poly 229 Lime
4. Floriani Poly 255 Evergreen
5. Floriani Poly 535 Golden Poppy
6. Floriani Poly 900 Black
7. Floriani Poly 546 Snapdragon
8. Floriani Poly 562 Walnut Taffy
9. Floriani Poly 546 Snapdragon

Thread chart for the above design

Inputting Design Files into Folders

Populating the Pending Folder

To use Floriani My Design Album to organize you embroidery, image, and artwork files, the first step is to ensure that the files you want are getting into the Pending folder in the Categories list. There are two main ways of doing this.

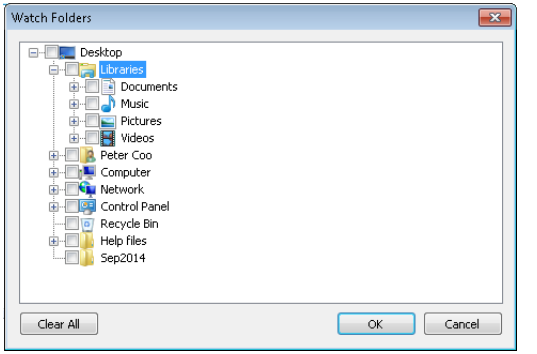
You can configure a folder or set of folders that will be the default locations to be checked for files. This is called the “Watch Folders” list.

Any files in the selected directories will appear on the pending list; from there, you can move files into the categories you want them to appear in on the Categories panel. Subsequently, if you add other files to the folders in the Watch folder list, these too will be moved into the pending list automatically.

You can also add design, artwork or image files into Floriani My Design Album from your desktop or any other directory you have access to (for example, a network folder if your computer is part of a network).

To configure your Watch Folders list:

1 On the menu bar, select Tool—Watch folders.
You see the Watch Folders dialog.



2 In the Folders Dialog, check the boxes next to folders you want to have scanned for files; if necessary, click the “plus” signs next to directories to expand them.
3 When all desired folders are selected, click OK to close the dialog.

Use the “Clear all” button if you want to uncheck all folders and start again.

Moving Files into the Category Folders

Once you have set up the pending folder, you are going to want to organize these individual files - embroidery, image or artwork - into their proper folders in the Category list.

When you first open Floriani My Design Album will see that there are a large number of category folders there already for you to use.

However, it is easy to add new folders, and add sub-folders within any category. You can also delete the existing folders.

To move files to a category folder:

1 In the categories list, select the Pending folder.
You see thumbnail images of the files that are pending.

If the format you are looking for is has not been checked in the Input Formats dialog (Tools—Preferences—Input formats) its thumbnail will not appear.

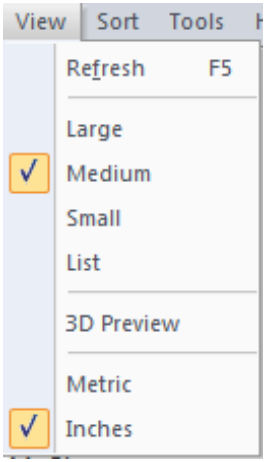
2 Click and hold on a thumbnail to select it, and then drag it to the category that you want it placed in within the Categories list.
3 Release the mouse button.
The file will be placed into the selected category; a number will appear next to the category name indicating that the file was added.

To move multiple files from the Pending folder into a category folder simultaneously, do the following:
Use CTRL+click to select multiple files (or CTRL+A if you want to select all), and then hold down the Shift key while dragging them to the category folder.

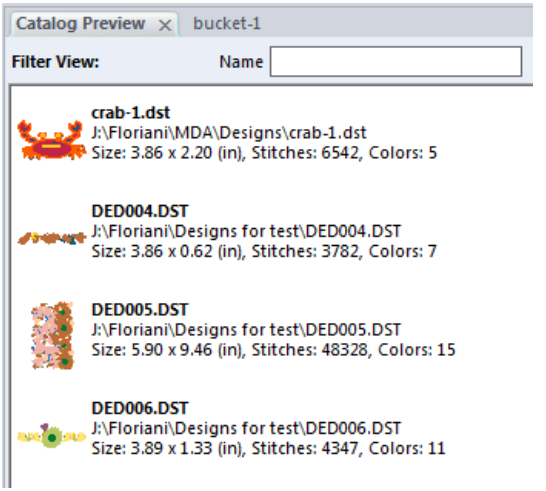
View tools

Changing the size of Thumbnail Previews

You can change the size that of thumbnails in the Catalog Preview window from the View Menu. Simply click View on the Menu bar and choose Large, Medium, Small or List from the menu that appears.



When the List option is selected, all files in the category will be listed in a single column, with their basic information (location, dimensions, stitches, colors) displayed beside each thumbnail.



A Catalog Preview window displayed in List view

Viewing Designs in 3D

Use the Floriani My Design Album 3D tool to see a realistic preview of your designs.

To view designs in 3D view:

1 In the categories list, select a category folder.
You see design thumbnails for that category within the Catalog Preview window.
2 In the View menu, select 3D preview.
You see a realistic preview of your design in your Preview Frame.

Choosing Units

The units for the design dimensions are also selected on the View menu.

To select the units of measurement:

1 On the Menu bar, click View.
You see a menu.
2 On the menu, select either Inches or Metric.

Filter View

You can apply filtering to the Catalog Preview, so that only files with the select attributes will appear there. There are three different kinds of filters that you can apply:

- **Name:** Enter text to filter files by their file name. Partial matches will apply, e.g. type a B to find all files beginning with the letter B.
- **Design format**: This filters the files by the file extension, e.g..WAF, .SVG, of .JPG. **Important:** Do not enter the “dot” (period) as part of the file extension.
- **Keyword:** Filters by the keywords (if any) that you have associated with a file. These keywords are added individually with Floriani My Design Album; to add keywords, select the file in the Catalog Preview, and then click the “Edit Keywords” button in the Design Preview panel.

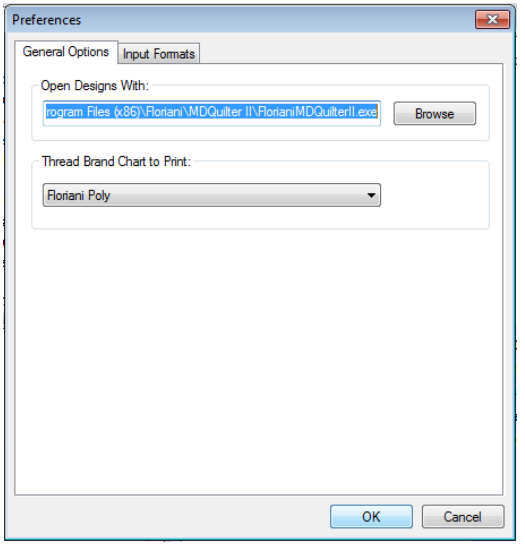
You can combine the three kinds of filters to further refine your selection.

Changing Program Preferences

Using the Preferences dialog, you can choose options that apply to the Floriani My Design Album software generally. These include the default program to be invoked when embroidery files are opened, the default thread chart to be used, and the embroidery file types that Floriani My Design Album will “look out” for when scanning folders.

To Open the Preferences tool:

- On the Menu bar, select Tools—Preferences.



Open Designs with: In this field, you can browse to and select your favorite program for editing embroidery files. Then, when you select a file in the preview window, and choose Open from the right-click menu, the file will open in that program automatically.

Restart the program in order to change the default program for opening designs.

Thread Brand Chart to Print: Click this list to select the thread chart that will be applied to designs.

Input Formats: Select this tab to designate which file types will appear in the Catalog Preview Window. There are three separated categories of Formats – Embroidery, Images, and Artwork. You can select individual file types within these categories, or just check the boxes next to the category title to view all recognizable file types.

Working with the Categories List

The Categories List allows you to organize your designs into specific categories. You can select a category folder from the categories list and then view, add, rename, or delete the designs in that category. Floriani My Design Album also allows you to assign different icons to your categories.

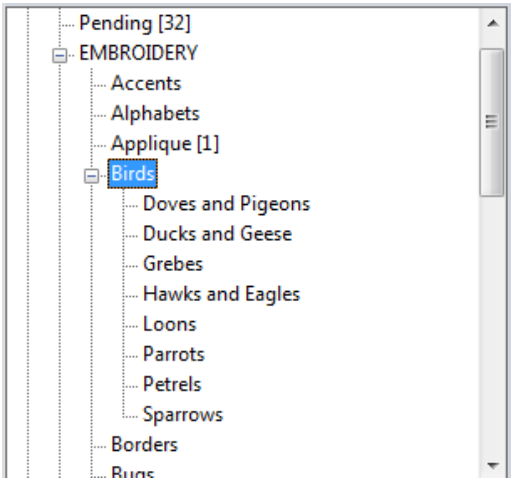
Viewing Categories

To view categories:

- In the categories list, select the category folder you want to view.
  You see design thumbnails for that category within the Catalog Preview window, as well as the colors for that design in the status bar at the bottom of your screen.

To view a category subfolder:

1. In the categories list, select the category folder containing the subfolder you want to view.
2. Double-click on the selected category to see the list of subfolders available.
   You see a list of subfolders in your categories list.

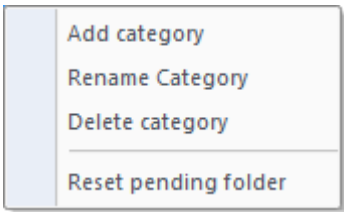


3 Select the subfolder you want to view.
You see design thumbnails for that sub folder within the Catalog Preview window, as well as the colors for that design in the status bar at the bottom of your screen.

Adding Categories

To add a category folder:

1 In the categories list, right-click on the All category folder.
You see a menu.



If you do not enter a name for your new category, the category will disappear.

2 Choose Add Category from the menu.
You see a new category folder with the title New Category.
3 Enter a name for this new category and press ENTER on your keyboard.

To add a category subfolder:

1 In the categories list, right-click on a folder within the All category folder.
You see a menu.
2 Choose Add Category from the menu.
You see a new category folder with the title New Category.
3 Enter a name for this new category sub folder and press ENTER on your keyboard.

To add a category subfolder within a category subfolder:

1 In the categories list, right-click on a category subfolder.
You see a menu.
2 Choose Add Category from the menu.
You see a new category folder appear with the title New Category.
3 Enter a name for this new category subfolder and press ENTER on your keyboard.

Renaming Categories

To rename a category:

1 In the categories list, right-click on the category folder you want to rename.
You see a menu.
2 Choose Rename Category from the menu.
You see the category name become highlighted.
3 Enter a new name for the category and press ENTER on your keyboard.

Deleting Categories

To delete a category:

1 In the categories list, right-click on the category folder you want to delete.
You see a menu.

2 Choose Delete Category from the menu.
You see a dialog box.

3 Click Yes to delete the category.

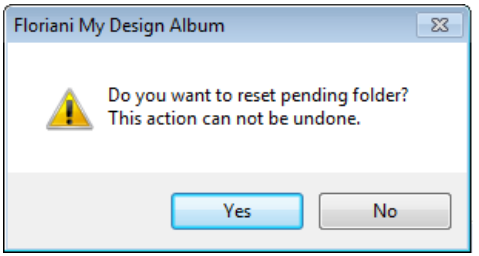
Resetting the Pending Folder

If you wish to reset the pending folder, you can do this from within the Categories list. When you change the folders that are selected in the "Watched Folder" list (see "Populating the Pending folder", above), resetting the Pending folder will replace all the files that were in the Pending folder with those that are in the new folders.

To reset the Pending folder:

1 In the categories list, right-click on any category folder.
You see a context menu.

2 Select Reset pending folder.
You see a warning message.



3 Click Yes.
The warning dialog will close. The Pending folder will be reset according to the current configuration.

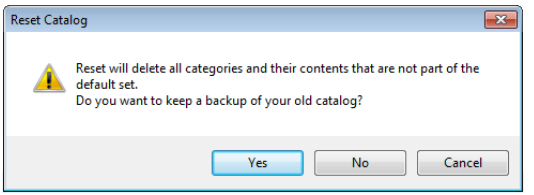
Resetting the Catalog

You can reset the design catalog to its original configuration. When you reset the catalog, you remove all new categories you have added, and remove all associations you have created by moving designs from the pending folder into category folders.

However, you can save a backup of the existing catalog, and restore it later.

To reset the catalog:

1 From the menu bar, select Tools—Reset Catalog.
You see a warning message.



2 To create a backup of the catalog prior to resetting it, click Yes.

You can choose not to back up the catalog at this point, by clicking No; however, if you do this, you will not be able to restore the previous catalog in future.

You see a Save as dialog.

3 Enter a title for the backup catalog, and click Save.
You see the Watch Folders dialog.

4 Check the Folders you want to include from the list.
For more information, see "Inputting Design Files into Folders."

5 Click Ok.
The Catalog will be reset.

To restore a saved backup catalog:

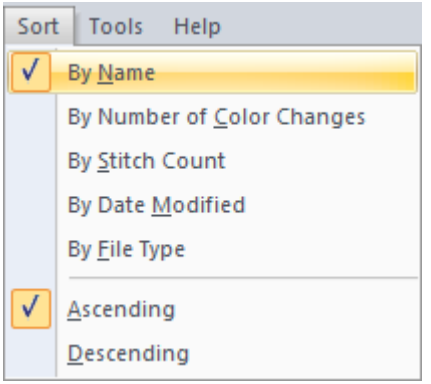
1 From the menu bar, select File—Restore Catalog.
You see a warning message. Click Yes.
2 You see an Open dialog; browse to the location of the saved backup .db file, and select it.
3 Click Open.
The backed-up Catalog will be restored.

Sorting Designs

Floriani My Design Album allows you to easily arrange your designs in the Catalog Preview window. Use the Sort menu to display your design thumbnails in the desired order.

To sort designs in the Catalog Preview:

1 Click Sort on your toolbar.
You see a menu.



2 In the menu, select one of the following methods to display your designs:
- By Name
- By number of Color Changes
- By Stitch Count
- By Date Modified
- By File Type

3 Select Ascending or Descending to change the order that files are displayed.
You see your design thumbnails displayed in the order you specified within the Catalog Preview window.

Printing Options

Floriani My Design Album ways to print your designs and categories. You can also use Print Setup to ensure that your designs fit on the page just the way you want before you begin printing.

Printing Designs

Floriani My Design Album allows you to easily print designs and their associated thread charts.

To print individual designs:

1 In the Catalog Preview window, click once on the design thumbnail you want to print.
2 Click the Print tool from your toolbar.
You see a preview of how the design and its thread chart will look when printed. Page 1 displays the location of your design on your computer. Page 2 lists the colors and threads used for your design.
3 At the top of your screen, click the Print button to print your design.

Printing Your Catalog

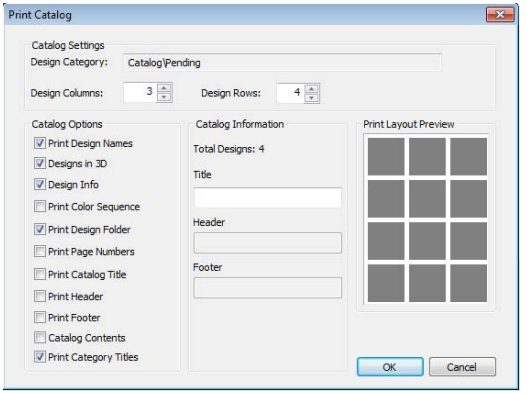
Use the Print Catalog option to arrange how designs print on the page. You can arrange how many columns or rows of designs to print on a page, as well as learn how many pages in total will be required to print all of your selected designs.

You can also select what kind of information to print along with the design images, by checking the appropriate boxes on the Print Catalog dialog. For example, you can choose whether or not to include the design names, the color sequence, or the design information. There are also options to add a catalog title, a page header, and/or a page footer.

To print your catalog:

1 In the categories list, select the folder you want to print the files from.
   - If you want only to print some of the files within the category, do the following: In the Catalog Preview window, press CTRL while clicking on each design thumbnail.

2 Choose File—Print Catalog.
You see the Print Catalog dialog box.



3 In the Print Catalog Options dialog box, enter any of the following information:
   - In the Designs columns area, select how many columns you want shown on a page.
   - In the Designs rows area, select how many rows you want shown on a page

If "Print color sequence" option is selected, the number of rows and columns is restricted to 2 × 2.

4 Select the desired options from the Catalog Options list.
5 Enter a Catalog title, and header and footer, if required, in the appropriate fields.
6 Click OK.
The dialog will close. You see a preview of how the catalog will print out.
7 At the top of the workspace, click the Print button to send the Catalog to the printer.

Printing a list report

The Print list report tool prints a simple list of all the files in the selected category, without images or other information. It includes the location information (i.e., where on your computer the file is located), the file name, and the name of category that the file is in.

To print a List Report:

1 In the categories list, select the folder you want to print the files from.
2 Choose File—Print List Report.
You see a preview of the List Report.
3 At the top of the workspace, click the Print button to send the Catalog to the printer.

Using Print Setup

To use print setup:

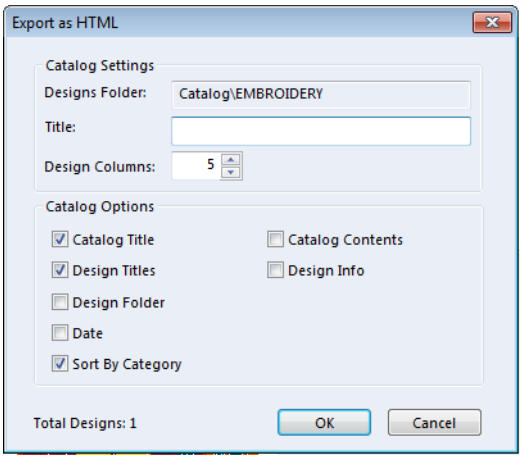
1 Choose File—Print Setup.
2 Make changes to your print setting, if necessary, and click OK.

Exporting Files

Under the file menu, you have two options for exporting the catalog in other formats; you can export as an HTML file, or export as images.

To export as HTML:

1 Select a Category folder.
2 On the menu bar, select File—Export as HTML.
You see the Export as HTML dialog.

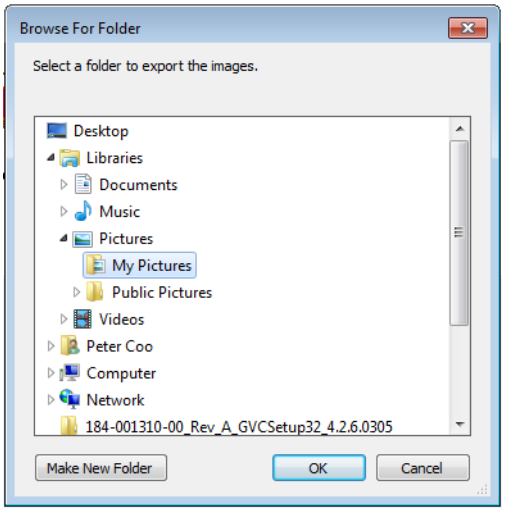


3 In the Title field, enter a page title for the HTML file.
4 In the design columns field, enter the number of columns of images that you want to display.
5 In the Catalog Options area, select what additional information to add to the output:
- Catalog title.
- Design titles.
- Design folder (location).
- Creation date.
- Sort by category.
- Catalog Contents (prints a list of links to the files).
- Design information (dimensions, # of stitches, # of colors)

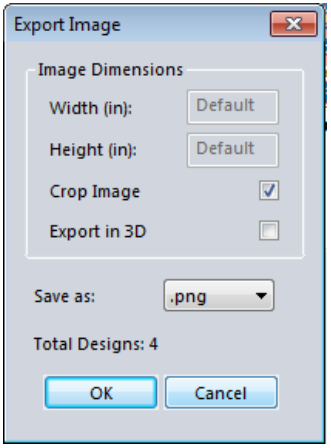
6 Click OK
You see a Save As dialog.
7 In the Save as dialog, browse to the folder you want to save to.
8 Enter a file name for the HTML file.
9 Click Save.
The HTML file will be saved in the selected folder.

To export as images:

1 Select a Category folder.
2 On the menu bar, select File—Export as image.
You see the Browse for folder dialog.



3 Select the folder you want to export the images to.
4 Click OK.
You see the Export Image dialog.



5 In the dialog, do the following:

- Select Crop image to remove white space around the image.
- Select Export in 3D to show the images in 3D simulation.
- In the save as list, select the format to save images in: .PNG, .JPG, or GIF.

6 Click OK.

The files will be exported to the selected folder.

CHAPTER 3

Editing Embroidery Files

With the Edit feature, you can also use Floriani My Design Album to open and edit designs, to make minor changes to them, such resizing, rotating, and reflecting selected segments, and making color changes.

Editing Designs

If you already own an embroidery editing program (such as Floriani Total Control U), you can edit designs in that program by opening from within Floriani My Design Album. To do this, select the design in the Catalog Preview, right-click and select one of the Open options (which one select will depend on the external program you have installed.) For information on editing embroidery files in these programs, see the appropriate User's Guides.

However, you can also do some design editing right in Floriani My Design Album. Changes that you can make include thread color changes, resizing, rotating, reflecting, and adding design notes. For more information, see "Editing Designs in Floriani My Design Album."

Editing Designs in other Floriani Programs

If you have either Floriani Total Control U or Floriani My Design Album installed on your computer, you can very quickly open a design for editing in either program.

To open a design for editing:

1. In the categories list, select the category containing the design you want to open with an associated embroidery software.
   You see design thumbnails for that category within the Catalog Preview window.
2. In the Catalog Preview window, select the design you want to open.
3. Right-click the design and do one of the following
   - To open with Floriani Total Control U, select Open in FTCU.
   - To open in Floriani MDQuilter II, select Open in MDQ.

   The design will open in the appropriate program.

Editing a Design in your usual Embroidery Program

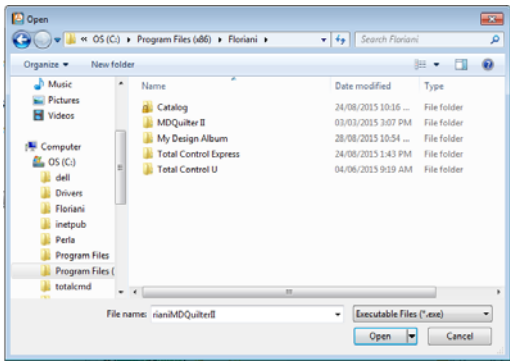
Floriani My Design Album makes it easy to open any of your designs in their associated embroidery software. You can also change the embroidery software used to open your design in Floriani My Design Album.

To open designs with an associated embroidery software:

1. In the categories list, select the category containing the designs you want to open with an associated embroidery software.
   You see design thumbnails for that category within the Catalog Preview window.
2. In the Catalog Preview window, select the design you want to open.
3. Right-click on the design and choose Open from the context menu.
   Your design will open in its associated embroidery software.

To change the embroidery software used to open your design:

1 In the categories list, select the category containing the design you want to open with a different embroidery software.
You see design thumbnails for that category within the Catalog Preview window.
2 In the Catalog Preview window, click once on the design you want to open.
3 Right-click on the design and choose Open With from the menu.
You see the Open With dialog.

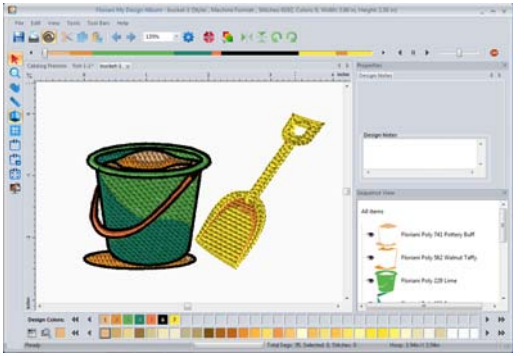


4 Select the embroidery software you want to use to open the selected design.
5 To always use this embroidery software to open these types of designs, select Always use this program to open this type of file.
6 Click OK.
Your design will open in the selected embroidery software.

Opening a Design for Editing in Floriani My Design Album

To open a design for editing:

1 Select the design in the Preview Window.
2 Right-click on the preview image, and choose Edit Design from the context menu.
The design appears in a new tab in the Floriani My Design Album workspace.



3 Edit the design as required; see the following sections for information on the available tools.
4 Press Ctrl + S or the Save tool to save your changes.

Editing Tools

There are a number of useful editing tools that you can use for editing designs within Floriani My Design Album. The follow sections describe their uses and functions.

The Select tool

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

To select segments using the Select tool:

1. On the View toolbar, click the Select tool.
2. To select one segment, do one of the following:
   - Click the segment you want to select.
   - Click and drag to select the segment you want.

   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.

Viewing tools

You can view your designs using the Magnifying Glass, Zoom and Pan tools from the Edit toolbar.

The Magnifying Glass

The Magnifying Glass tool sets the Zoom Mode on and off. When you turn Zoom Mode on, you will see your cursor change. With this cursor you can perform three actions:

- Left-Click: This zooms the display in, using the point you clicked on as the center for the display.
- Right-Click: This zooms the display out, using the point you clicked on as the center for the display.
- Left-Drag: If you drag a box on the screen, the display will zoom to fit that box. This is a really handy feature if you want to adjust a small area of a large design, for instance, one letter out of a multi-line text item.

As you zoom, you see the Zoom window on the General toolbar adjust according to your zoom percentage.

The Pan Tool

The Pan tool turns your cursor into an icon of a hand. This allows you to drag the window around, while, at the same time, being

able to see where you are moving. This is similar to moving around the window using the scrollbars.

The Pan tool does not move any design objects, only the area of the overall design that is being displayed.

If the Pan tool is selected, you can right-click to change to the Select tool.

Taking Measurements

The Ruler tool lets you measure the distance between any two points in your design workspace. When you measure from one point to another, the distance is displayed in the status line located at the bottom of the window. The status line shows the horizontal and vertical distances the Ruler tool travels from the x and y axes, the angle measured, and the total distances.

To use the ruler tool:

1. On the View toolbar, select the Ruler tool.
   Your pointer changes to a ruler when in the Design Workspace.
2. Click and drag your mouse until you are finished measuring the item.
3. Let go of your mouse when you are finished measuring.
4. Look in the status line at the bottom of the workspace to see the measurement.
5. Right-click to set the end point of your measurement.
   The measurement is now displayed in the status bar.

Copying, Cutting and Pasting Segments

In Outline Mode, you can use numerous methods to copy segments in your designs.

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 General toolbar, click the Copy tool.
   - In the design 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 General toolbar, click the Paste tool.
   - In the design 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.

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 General toolbar, 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 design 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.

Showing and Hiding 3D Stitches

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

To show 3D stitches:

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

  A check mark appears beside the name in the menu.

To hide the 3D stitches:

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

  The check mark beside the name will be removed.

Showing and Hiding the Grid

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

To show the grid:

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

  A check mark appears beside the name in the menu.

To hide the grid:

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

  The check mark beside the name will be removed.

Displaying the Hoop

Viewing the hoop or frame on the screen lets you ensure that your design fits properly when you run it on the machine. The hoop serves as

a guide to help size and position your design in the design window. Floriani My Design Album comes with many different pre-loaded hoop sizes. Your hoop size determines how big your design can be when you go to save it.

Viewing the Embroidery Hoop

The Hoop tool toggles the display of the embroidery hoop on and off.

The hoop size is set by your settings under the Hoops dialog in Floriani Quilter II. Clicking the Hoop tool has no effect on the current mode, but will affect your current zoom. If the hoop is off and you turn it on, the display will zoom to fit the hoop into the window.

Choosing a Hoop

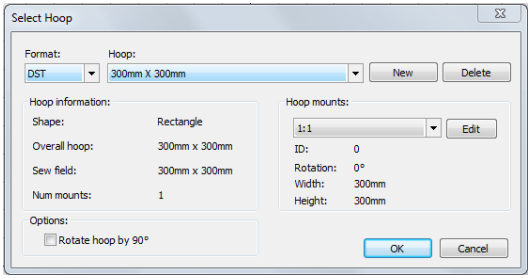
You can select one of many pre-loaded hoops using the Hoops dialog. To open this dialog, click the Select Hoop tool on the View toolbar, or View—Select Hoop.

You will notice that you can select hoops from different file types in this dialog. This is useful when you want to make sure that your design will fit for more than one kind of embroidery machine.

To choose a hoop:

1 Do one of the following:
- On the View toolbar, click the Select Hoop tool.
- From the menu bar, select View—Select Hoop.

You see the Select hoop dialog.



2 From the drop-down list at the top of the dialog, choose a machine format.
The list of hoops will change to reflect the available pre-loaded hoops in that format.

3 From the list of hoops, select the one you want to use by clicking on it.
The selected hoop will be highlighted.

4 If you wish to turn the hoop through a 90-degree angle in your workspace, check Rotate 90.

5 Click Okay.
The chosen hoop will be displayed in the workspace.

The hoop that you select will be the limit to the size of the design for saving purposes. When you save a design that is too big for the hoop you have chosen, you will get an error message.

Creating a custom-sized hoop

Through the Hoop dialog, you can create your own hoops. You set the width and height of the hoop, and give it a name. Your new hoop will now be available in the Hoops window for you to select.

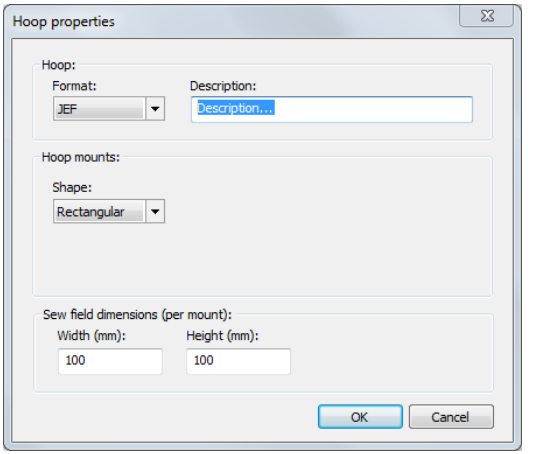
To create a custom hoop:

1 Do one of the following:
- On the View toolbar, click the Select Hoop tool.

- From the menu bar, select View—Select Hoop.

You see the Select hoop dialog.

2 Click the New button.
You see the New Hoop dialog.



3 In the appropriate boxes, type in the desired height, width, and name for the new hoop.
4 Click OK.
The New Hoop dialog closes, and the name of the new hoop is displayed in the list in the Hoops dialog box.

Changing the Background Color

Depending on the type of design you are creating, you may want to change the background color or fabric pattern in your window. For example, if you are creating a design with light color threads, you may want your background color or fabric pattern darker so that the stitches are more visible on-screen.

To change the background color:

1 On the View toolbar, click the Background icon.
2 On the menu that appears, choose Color.
You see the Color dialog.
3 Change the workspace to a preset or custom color.
4 Click OK.
The new color replaces the old color in the design window.

To change the background to fabric pattern:

1 On the View toolbar, click the Background icon.
2 On the menu that appears, choose Select Fabric.
You see the Load Fabric dialog.
3 In the Look in list, browse to the location of the file you want to open as fabric.
4 Click Open.
You see the selected fabric pattern appear in the workspace.

Reflecting Segments

Reflecting a segment flips the object across an invisible axis.

To reflect segments:

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

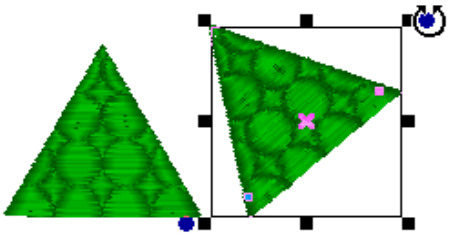
- Click the Flip Vertical tool to flip selected objects vertically.

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

You see the segment(s) altered accordingly.

Rotating segments

Rotating a segment turns it around a fixed point that you determine. Rotating a segment is useful if your design contains elements that are rotated to the same angle, such as a logo and lettering displayed on a 30 degree angle.



To rotate segments manually:

1. Select one or more segments you want to rotate.
   The active segment(s) is enclosed in a selection box with handles.
2. Move your mouse over the blue rotation bead beside the top-right or the bottom-left design handle.
   You see the cursor change to a circular arrow.
3. Click and drag the rotation bead to adjust the box to the angle you want.

You can see the degrees of your rotation angle on the status line in the bottom-left corner.

To rotate segments using the Modify toolbar:

1. Select one or more segments you want to rotate.
   The active segment is enclosed in a selection box with handles.
2. From the Modify toolbar, click any of the following:

Rotate Left: Rotates one or more selected objects to the left by 45º increments.

Rotate Right: Rotates one or more selected objects to the right by 45º increments.

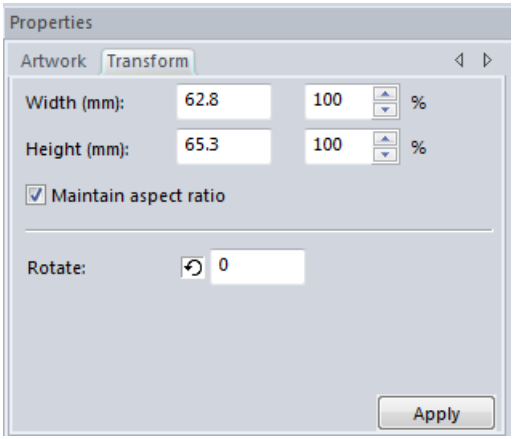
To rotate segments using the Transform tab:

1. Select one or more segments you want to rotate.
   The active segment(s) is enclosed in a selection box with handles.
2. In the Properties box, click the Transform tab.
3. In the Rotate box, enter the number of degrees you want to rotate your design.
4. Click Apply.

Transforming a segment in the Properties panel

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.

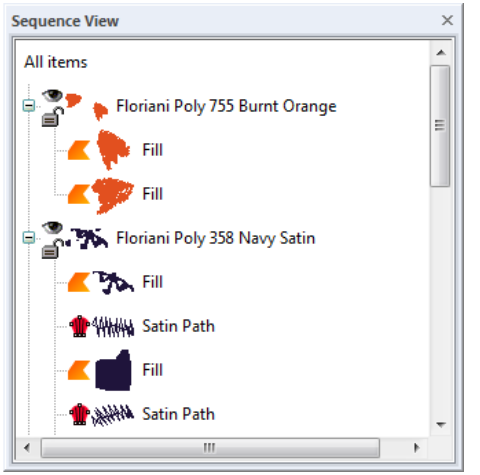


To transform objects using the Properties box:

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.

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. To show or hide the Sequence View, choose Tool Bars—Sequence View.



Color Palette

The thread colors of the currently selected thread 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. For more information, see “Changing Thread Colors.”

Design Palette

The Design palette shows the colors that are used in the current design. Superimposed on each color, you will see the needle number corresponds with that color. When a thread 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).

Using the Split Wizard

Splitting a single design into multiple stitch files is necessary when your design's size is larger than the sewing field of your embroidery machine, or the design is too large to fit into any of the standard hoops that are available for your machine. Using the Split Wizard, you can divide the embroidery into parts, each of which will be saved as a separate stitch file.

To help make the realignment easier, each of these split stitch files contains a set of alignment stitches that sew at the beginning and end of that portion of the design. The alignment stitches are useful when re-hooping to ensure that the garment is correctly positioned for proper stitch registration. Alignment stitches are loose basting stitches that can be removed easily from the design once the sewing has been completed.

To use the Split Wizard:

1. Open a design.
2. Select a standard size hoop using the Select Hoop dialog.
3. Select the Split Wizard button.
   You see the Split Wizard Window.
4. Click Next.
   The Split Wizard shows your design superimposed upon the chosen hoop.
5. In the Split Wizard Hoop window, do any of the following:
   - Click on the different hoop mounts to see how they cover the design (the highlighted area is indicated by the cross-hatching). Highlight shows you what part of the design will sew in each mount position, and the order of sewing of each of the split stitch files.
   - If needed, click and drag the design in the preview pane for a better fit.
   - The Rotation setting determines the orientation of the design in the hoop; changing the orientation may also help you fit the design to the hoop.
   - The "Alignment Stitches" box is checked by default, this means that the alignment stitches will be sewn on the split files. Uncheck this box to not have these stitches sewn out.

     Turning off the Alignment Stitches option is not recommended, since it may be difficult to properly re-hoop the fabric without these stitches.

   - To center the design again in the hoop after you have moved it, click on the Center Design button.
   - You have the option of setting a value for the Mount Overlap. This setting determines the amount of overlap between the two split sections of the design.

     As you change the amount of overlap, you will see that change preview in the Wizard's design preview pane.
   - Enter a value into the Mount Margin box; this allows you to set a threshold

for how close the sew-out for the design can get to the hoop frame.

If you receive a message that the design is too large for the hoop, even though the design dimensions are smaller than the hoop size, check the Mount Margin value; it may be too high.

6 Click Next.

A small window appears, which shows the progress of the splitting process. Please wait until the process is complete; the window will close itself when the Wizard is done splitting the design.

You then see the Split Wizard Preview page. You can see a preview of how the design was split by selecting from the different areas in the Highlight box.

The alignment stitches are shown as a pink line on the Wizard's design preview.

7 If desired, click the Print button to print out a worksheet for each split portion of the design.

If you wish to have worksheets of the split stitch files of your design, you must print them at this stage. If you do not print now, you will have to redo the splitting process to be able to print them again.

The print-out will include a preview of the overall design, as well as a page for each split. Following each of these split previews is a page giving the following information about the split portion:

- The overall dimensions
- Number of stitches
- Number of colors used
- List of all colors used

8 Click Finish.

You see a Save As dialog.

9 Type a name for your design in the File Name box, and choose your machine file type from the Save as Type list. The Wizard will save one file for each hooping, using your given file name as a prefix.

Using the 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. This feature is especially useful for designs downloaded from the Internet. Many of these designs are wonderful, creative art, but are poorly digitized, using the same color more than once without purpose. Another time that this tool comes in handy is 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.

To use the Color Sort tool:

1 Select one or more segments within the design you want the color sort feature applied to.

2 On the Modify toolbar, click the Color Sort tool.

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

3 Click OK.

Navigating through a design with the Slow Draw Bar

The Slow draw bar makes it easy to move through a design, and see a simulated sew-out of the embroidery.

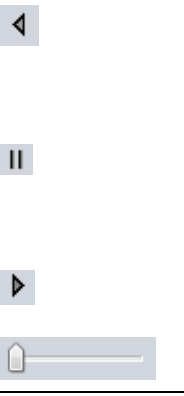
To move through a design using the Draw Bar:

1 From the Edit toolbar, click the Select tool to change to Outline Mode.
2 Choose Tool Bars—Slow Draw to view the Draw Bar on the design workspace, if not already visible.
3 From 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.



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.

Correcting Mistakes

Undo and Redo are two features that allow you to correct mistakes. If you change your mind about an action you just made, Undo reverses the action. Redo puts back the change. If Undo or Redo are grayed out, you cannot Undo or Redo.

To use Undo:

- Do one of the following:
  - From the General toolbar, click the Undo tool.
  - Choose Edit—Undo.
  - Press Ctrl+Z on your keyboard.

To use Redo:

- Do one of the following:
  - From the General toolbar, click the Redo tool.
  - Choose Edit—Redo.
  - Press Ctrl+Y on your keyboard.

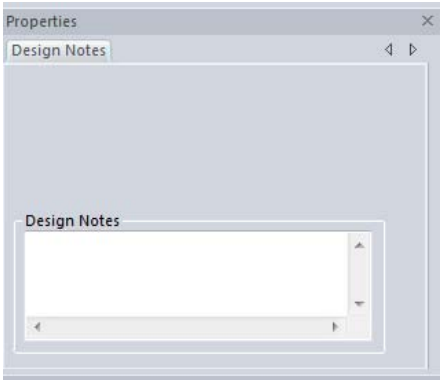
Adding Design notes

You can include design notes with any embroidery design. These will be saved when you save the design.

To view, add, or change Design notes:

1 Select a design in the Catalog Preview window, and open it.
See “Opening a Design in Floriani My Design Album.”
The design appear in a new tab; by default, the Properties panel will be open to the Design Notes tab.

If you do not see the Properties panel initially, press Alt+Enter on your keyboard to open it.



2 On In the Properties Panel, enter the notes in the Design Notes text box.
3 Save the design.

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