Sketch-A-Stitch User's Guide

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CHAPTER 1

Getting Started

Welcome to the Sketch-A-Stitch embroidery design software. This User's Guide provides you with the information you need to learn about and begin using Sketch-A-Stitch.

Topics covered in this chapter:

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

Getting Started

The Sketch-A-Stitch Package

We recommend that you follow the procedures outlined here to ensure that you install Sketch-A-Stitch correctly.

Each Sketch-A-Stitch package includes the following components:

- Sketch-A-Stitch CD-ROM
- Sketch-A-Stitch Serial Number

Sketch-A-Stitch 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 Sketch-A-Stitch

To install Sketch-A-Stitch:

1 Insert the Sketch-A-Stitch installation CD into the CD-ROM drive.
You see the Sketch-A-Stitch autorun screen.

2 Click **Install Sketch-A-Stitch**.
You see the initial Installshield Wizard window.

3 Click **Next** to begin the installation.
4 Follow the instructions on each screen.
The Sketch-A-Stitch software will be installed on your computer.

Activating Sketch-A-Stitch

In order to use the Sketch-A-Stitch 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."

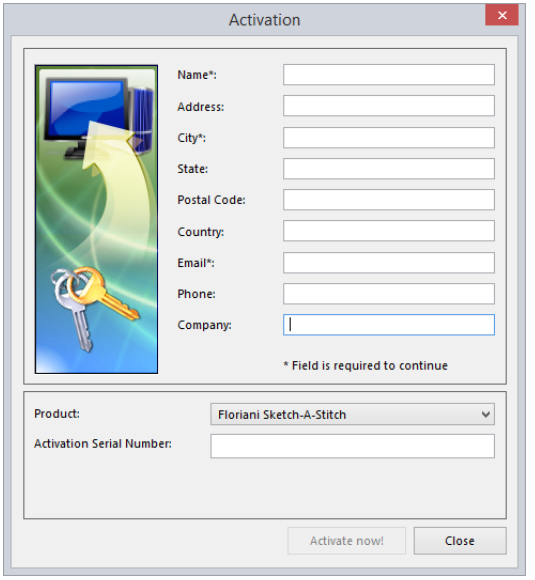
Activating via the Internet

If the computer on which you are installing Sketch-A-Stitch 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 Sketch-A-Stitch Icon on your desktop.
   - Choose Start—All Programs—Sketch-A-Stitch.

   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 Sketch-A-Stitch) into the serial number field.
4 Click the Activate Now button on the dialog.
Sketch-A-Stitch will open.

Activating without an Internet Connection

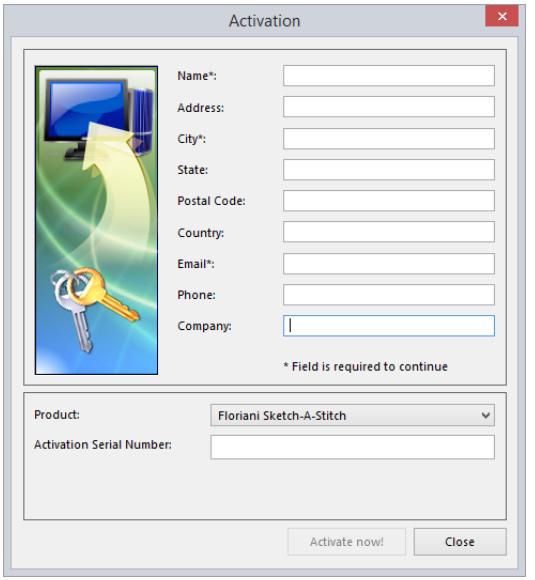
If you have installed the software on a computer that does not have an Internet connection, you will need an activation site key (in addition to the serial number) to complete the activation. You can obtain this site key by contacting your distributor.

To obtain an activation without an internet connection:

1 Do one of the following:

- Double-click the Sketch-A-Stitch Icon on your desktop.
- Choose Start—All Programs—Sketch-A-Stitch.

You see the Activation screen.



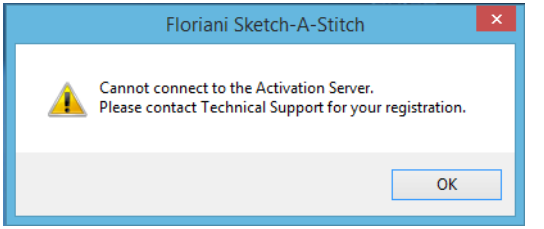
2 Fill in the registration information in the appropriate fields.

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 Sketch-A-Stitch) into the serial number field.

4 Click the Activate Now button on the dialog.

You see the following warning message:



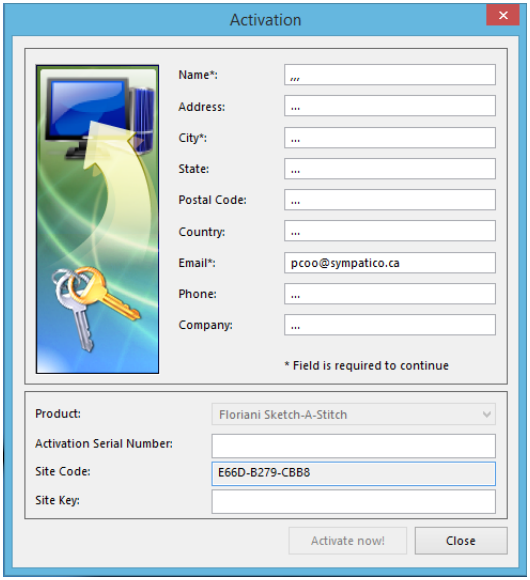
5 Click OK to dismiss the warning message.

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 Sketch-A-Stitch 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.
Sketch-A-Stitch will open.

CHAPTER 2

Learning about the Workspace

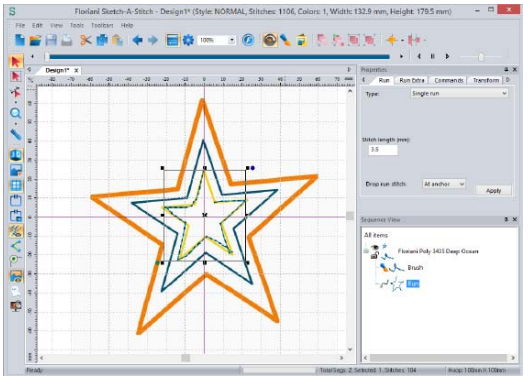
Before you start using the software, we recommend that you understand the Sketch-A-Stitch design workspace and learn a few of the basic components outlined in this section.

Topics covered in this chapter:

- Overview of the Workspace, including a brief description of all the toolbars and panels.
- Description of the toolbar icons
- Setting up the design workspace environment.
- Entering Design Notes.

Parts of the Workspace

The Sketch-A-Stitch 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).

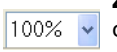
Menu Bar

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.
	**Properties:** Opens the properties pane to display properties of the design - such as artwork fill properties, artwork pen properties, text properties, and so on.
	**Program Preferences:** Displays the Preferences dialog box, containing the Formats, Environment, and Grid settings.
	**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.
	**Floriani Club:** Opens a link to the Floriani club web site in your default browser.

Edit Tools

Tool	What it does
	**Select:** Selects objects in the design window.
	**Select All:** Selects all objects in the current design workspace.
	**Lasso:** Selects one or more outline segments by drawing a line to fit around parts of the design.
	**Shape** Use to select and edit anchor points to modify outlines.
	**Add Outline:** Used to add outlines to existing path segments.
	**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.

Creation Tools

Tool	What it does
	Slow draw: Shows/hides the Slow Draw bar.
	**Line:** Allows you to toggle between entering straight and curved points.
	**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.
	**Sketchbook:** Allows you to plot anchor points by clicking and dragging. When the line or figure is completed, generates embroidery in the drawn shape.
	**Backdrops Library:** Opens the Backdrop library dialog. From this dialog, you can load images into the workspace for tracing.

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:** Applicable to any embroidery segments in the design. Shows and hides the stitch penetration points.
	**Close Shape:** Closes an open shape by joining the end points.
	**View Backdrop:** Toggles the view of a backdrop image on and off.
	**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.

Assets Tools

Tool	What it does
	**Custom Shapes library:** Opens the Custom shapes dialog.

Specialty Tools

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

Align and Distribute Tools

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
	**Duplicate**: Pastes the selected segment into the design workspace; you quickly choose the size and orientation of the copy that you paste.
	**Sequence:** Allows you to automatically sequence two or more design objects.
	**Optimize Entry/Exit:** Minimizes the distance between entry and exit points in designs with multiple segments.
	**Color Sort:** Automatically reduces the number of thread changes required within the selected objects by resequencing like colors together.

Tool	What it does
	**Auto Baste:** Adds a basting stitch to the current design for use in stabilizing and placement during embroidery.
	**Group:** Combines several segments into a group so that they can be treated as a single unit.
	**Ungroup:** When a set of grouped segments is selected, the Ungroup command will
	**Auto Lock Stitches**: Adds lock stitches (where needed) to each segment of the open design.

Transform 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.

Browser tab

Use the Browser to browse for designs on your computer, network, or any other attached memory device. When you open the Browser panel, you can click on individual folders on your computer and/or network, and all the design files in that folder will be displayed in the Design View panel.

You can show or hide the Browser Panel by selecting Tool bars—Browser.

Library tab

This panel normally appears tabbed with the Browser panel, and gives you a view of the free design collection that comes installed with your Floriani software.

When you select a collection in the library, you will see thumbnail previews of the designs in it, displayed in the Designs Window. You can then place the design in the current design window by clicking on it and dragging it into the workspace. You can show or hide the Library Panel by selecting Tool bars—Library.

Designs Panel

The Designs tab works with the Browser and Library panels. It displays all the designs in a selected folder in the Browser, or selected category in the Library. You can use the Designs Panel to add designs directly to the workspace by simply clicking and dragging.

The Designs Panel displays a preview image of each design in the selected directory, plus the following information:

- File name
- Design dimensions
- Number of stitches
- Number of colors

To add a design from the Designs panel:

- Select the design, and drag it onto the workspace.
  The design will now appear in the workspace. It can now be selected, so it can be moved, resized, and/or rotated.

Opening a New Page

When you open Sketch-A-Stitch, 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 and Closing Designs

To open an existing design:

1. To open an existing design, do one of the following:
   - Choose File—Open.
   - On the File toolbar, click the Open Design tool.

   You see the Open Design dialog box.
2. In the Look in list, browse to the location of the file you want to open.
3. In the Files of type list, select a design file type for the design you want to open.
4. In the File name box, enter the file name, or select the file you want to open by clicking the file.

To open multiple files, press Ctrl while selecting the files you want to open. To open all files, select any file and press Ctrl+A.

5 Select Preview to view a thumbnail representation of the design.
6 (Optional) Check the Convert to Outlines box; applies to non-outline (that is, non-*.WAF) files only.
When selected, the design's stitch segments will be converted to outlines, allowing you to select the segments individually and edit them. After being converted, the file can saved as a *.WAF.
7 Click Open.

To close a design:

- Choose File—Close.

Saving Designs

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

Using Save and Save As

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:
   - From 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

Sketch-A-Stitch 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.

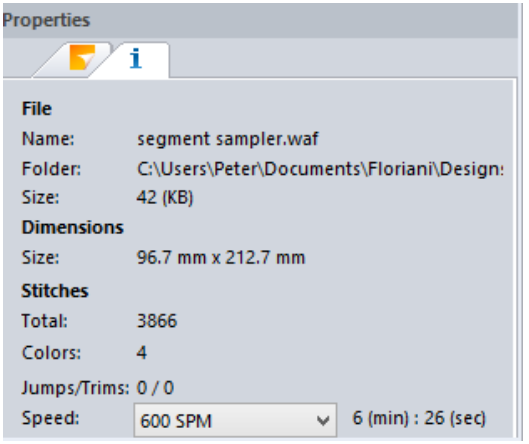
Information/Notes Panel

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.



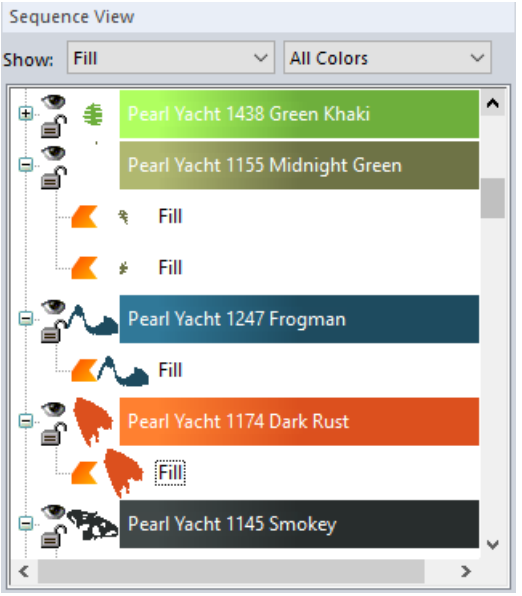
- **Speed calculator:** This is a special feature that gives you a quick estimate of the time it will take for the design to be sewn out. From the "Speed" drop-down list, select the applicable machine speed (in stitches per minute, or SPM). Based on this speed, and the number of stitches in the design, 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. To show or hide the Sequence View, choose Tool Bars—Sequence View.

The Sequence View control allows 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. For more information on Sequence View in Outline Mode, see "Sequencing Outline Segments."



Sequence View in Outline Mode

Browser Panel

Use the Browser to browse for designs on your computer, network, or any other attached memory device. When you open the Browser panel, you can click on individual folders on your computer and/or network, and all the design files in that folder will be displayed in the Design View panel.
You can show or hide the Browser Panel by selecting Tool bars—Browser.

Library Panel

This panel normally appears tabbed with the Browser panel, and gives you a view of the free design collection that comes along with Floriani Total Control U.

When you select a collection in the library, you will see thumbnail previews of the designs in it, displayed in the Designs Window. You can then place the design in the current design window by clicking on it and dragging it into the workspace. You can show or hide the Library Panel by selecting Tool bars—Library.

Designs Panel

The Designs Panel works with the Browser and Library panels. It displays all the designs in a selected folder in the Browser, or selected category in the Library. You can use the Designs Panel to add designs directly to the workspace by simply clicking and dragging.

The Designs Panel displays a preview image of each design in the selected directory, plus the following information:

- File name
- Design dimensions
- Number of stitches
- Number of colors

To add a design from the Designs panel:

- Select the design, and drag it onto the workspace.
  The design will now appear in the workspace. It can now be selected, so it can be moved, resized, and/or rotated.

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).

Changing Colors

You can adjust the colors of a design using the Color Palette or the Design Palette.

To change colors:

1 Select a segment or stitch.
2 In the Color Palette area, do one of the following:
- From the list, select a Thread Chart and click one of the color boxes with the color you want to use.
- Using the current list, click the color box with the color you want to use.

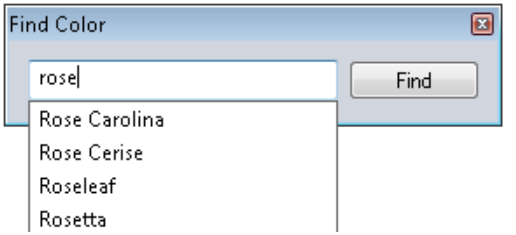
Searching for a Specific Color

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 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 tool to set the various Preferences in Sketch-A-Stitch.

Setting Formats Properties

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

2 Select the Formats tab. Adjust one or more of the following settings:
- From the Machine format list, select the machine format that you want applied to new design files.
- To automatically save files in the outline (*.WAF) format, check the “Autosave WAF format” box.
- To automatically save the current design in the selected machine format, check the “Autosave machine format” box.
- From the thread chart drop-down list choose a thread chart to serve as he default thread chart.

3 Click OK.
The Formats settings will be saved.

Automatic Color Match

When you open or import a file that contains embroidery, the colors will be the ones belonging to the thread palette used when it was created, rather than the palette that is currently open. However, you can convert the colors to the current active thread palette, by applying the Color Match on loading feature.

When you open a machine file, Color match on loading will change the colors to match those in the current thread palette. The program searches the active palette for the closest match to the colors that are in the design, and automatically replaces them. Then, when you save this design, it will retain the new color values.

To apply Automatic Color Match:

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

2 Select the Formats tab.
You see the Formats settings.

3 Check the “Color Match on loading” box.

4 Click OK.
Color match will now be applied automatically to all machine files that are opened.

Environment Settings

Sketch-A-Stitch 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 Sketch-A-Stitch.

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 English.

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 Image 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.
- **Enable Autolock stitches on Startup:** This option is set to "on" by default. When enabled, it means that lock stitches will be inserted to all embroidery segments in designs when they are opened. Uncheck this box if you do not want lock stitches to be added on opening.
- In the **Language** drop-down list, 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.

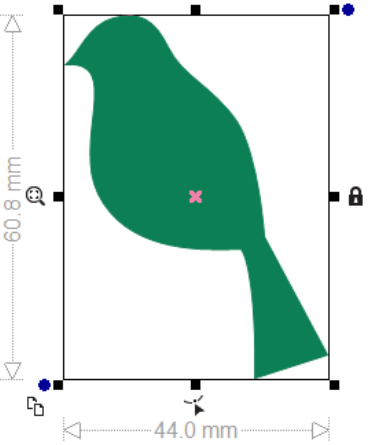
View Preferences

The following settings can be enabled or disabled on the View tab of the Preferences dialog.

- **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.
- S**how backdrop below grid**: If applied, the grid lines will appear on top of a backdrop image.
- **Show crosshairs in input mode**: A set of crosshairs will be displayed around the cursor when inputting points using digitizing tools (e.g. Pen, Line, Run, Rhinestone, etc.)

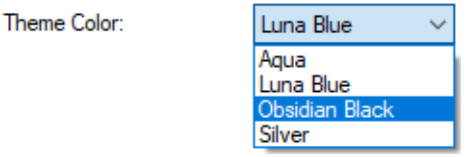
- **Show Size Tooltip**: When checked, a tooltip will “pop up” in the workspace in these situations:
  - (i) When you are digitizing an embroidery segment (e.g. Run, Satin, or Complex fill). In this situation, it will display the length of the segment as you are drawing it. (For Classic satin and Appliqué segments, if will also show the width of the segment.)

  - (ii) When resizing an existing design object (i.e. embroidery segment or artwork), it shows the dimensions of the object as you click and drag the handles on the selection frame.
- S**how backdrop below grid**: If applied, the grid lines will appear on top of a backdrop image.
- **Show selection controls**: The selection controls will be displayed around the selection frame when a segment is selected. See “Creating & Editing Artwork—Selection Frame Tools.”
- **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.
- **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 (e.g. “Text,” “Text Extra,” “Fill,” etc.) 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.



Defining Grid Settings

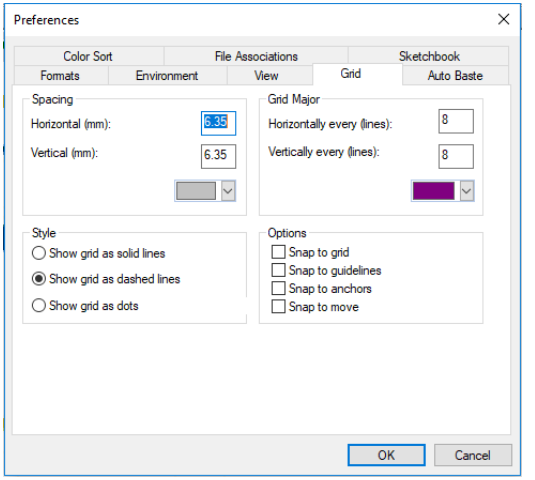
The Grid Settings help you align and measure artwork and design elements. You can set the grid to measure in millimeters or inches, as you prefer. Show or hide the grid by clicking the Grid tool from the View toolbar.

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 (Line, Pen, Bézier, etc.) and the Digitizing tools (Run, Steil, Appliqué, etc.). You can set the tools to snap to the grid, to guidelines, or to snap 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.

Setting the “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 the grid, guidelines, or anchors (according to the options selected above).

4 Click Ok to close the settings dialog.

Auto Baste Preferences

On the Preferences—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 **Use default**.

For more information about using basting stitches, see Designs Editing–Adding Basting Stitches.

Color Sort Preferences

Another Preferences tab allows 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 in Sketch-A-Stitch.

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.

Sketchbook Preferences

On the Sketchbook preferences tab, you can configure the Sketchbook palette to your own specifications. For example, you can add or remove brush width, stitch density, or stitch length values on the palette, or remove values that are not useful for you.
For a detailed information on how to configure the Sketchbook Palette, see "Drawing Shapes with the Sketchbook Tool—Sketchbook Preferences."

Showing/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/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.

Working with Backdrop images

You can open an image file to use as a backdrop while creating designs. Backdrop images can be used as a template, for tracing over with the Sketchbook tools.

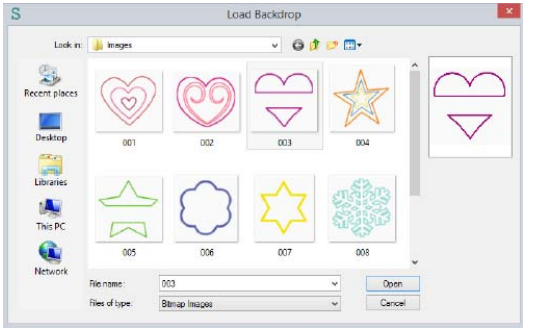
Loading a Backdrop Image

When adding a backdrop image, you can select an image from the Backdrop library (installed along with Sketch-A-Stitch) or use your own image. This tool will open most bitmap or vector file types (e.g. *.BMP, *.JPG, *.AI, etc.).

To load an image as a backdrop:

1 Do one of the following:
  - Click the Backdrop tool.
  - Choose File—Load Backdrop.

  You see the Load Backdrop dialog. By default, the dialog will display the images in the Backdrop library.



2 To use one of the Backdrop library images, click on the image to select it.

3 To insert your own backdrop image, take the following steps:
  - In the Look in list, browse to the location of the image you want to load.
  - In the Files of type list, select a file type for the image you want to open.
  - Select the specific image you want to use.

4 Click Open.

  You see your backdrop image appear in the design workspace.

Showing/Hiding the Backdrop Image

You can use the Backdrop tool, located on the View toolbar, to show and hide a loaded image. When you click on this tool once, it hides the image without actually removing it from the design.

Click the Backdrop tool a second time to restore the image.

Moving through Outline Designs

Sketch-A-Stitch makes it easy to move through a design incrementally, or by segments.

To move through a design by increments:

1 On the Edit toolbar, click the Select  tool.
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.

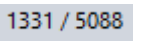
To move through a design using the Draw Bar:

1 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 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.

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

Drawing Lines, Shapes and Artwork

You can modify line (artwork) segments using Sketch-A-Stitch's artwork tools. T

Topics covered in this chapter:

- Drawing artwork with the line tool.
- Creating closed shapes with the Close Shape tool
- Adding Rectangles, Circles, other simple geometrical artwork shapes to a given design.
- Adding ready-made artwork designs from the Custom Shapes Library.
- Editing anchor points; adding, deleting, and/or converting them to a different type

Drawing with the Line tool

The Line tool places a straight line between 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, click the Line  tool.

If you were already using another drawing tool to create a segment, you can press Q to switch tools and continue creating the segment using the Line tool.

2 To place a straight point, left-click the design workspace.

3 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.

4 To complete the segment as an open shape, right-click to complete the segment.

5 To create a closed segment, do either of the following:

- On the View toolbar, select the Close Shape  tool.
- Press **H** on your keyboard.

6 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.

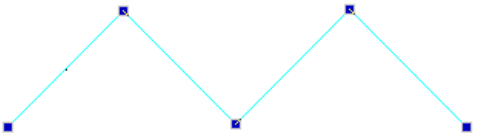
To draw lines at 15° increments:

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

1 Select the Line  tool.

If you were already using another drawing tool to create a segment, you can press Q on your keyboard to switch tools and continue creating the segment using the Line tool.

2 On the design workspace, position the cross hair where you want to place the anchor point and click to place the point.
3 Position the cross hair where you want the next anchor point.
4 Hold down shift.
5 Position the cross hair to create a diagonal line and click to place the second anchor point at a 15° increment.
6 Repeat step 5 to create a series of diagonal lines.



7 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 Sketch-A-Stitch 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 From the menu, 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.

Drawing Triangles, Pentagons and Hexagons

Sketch-A-Stitch 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.

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

2 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

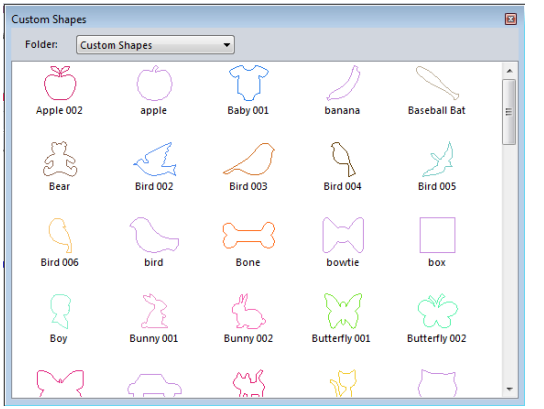
You can easily add pre-installed custom shapes to design files. Custom Shapes are composed of vector artwork, and consist of outlines.

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

Sketch-A-Stitch 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. On the menu bar, select Tools—Save Custom Shape.
   You see the Save As dialog. Sketch-A-Stitch custom shapes are located at: C:\Program Data\Floriani\TCU\Library\Custom Shapes.
3. In the File name box, enter the Custom Shape name.
4. To save your custom shape, click Save.

Saving Artwork as a Photo Play Crop Shape

You can use the artwork tools to create your own custom crop shapes which can be used to define the outer edge (envelope) of embroidery designs created with the Photo Play tool. Using any of the artwork tools, you can create unique crop shapes and save them to the Library for later use with the Photoplay tool.

For more information on using the Photo Play tool, 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 in Photo Play, it has to be a closed shape.

2. Select the artwork.
3. On the Menu bar, select Tools—Save Photo Play Crop Shape.
   You see the Save As dialog. Sketch-A-Stitch 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 no 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 4

Drawing with the Sketchbook

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

Topics covered in this chapter:

- Using the sketchbook tools for drawing and tracing lines.
- Customizing the sketchbook palette.
- Adjust the properties of the various types of segments created with the sketchbook tools - run stitches, steil stitches, complex fills, and appliqués.
- Drawing with the Line tool
- Adding Basic Artwork Shapes (rectangles, circles, etc.) to a design
- Adding artwork from the Custom Shapes Library.

Sketchbook Tools

You can use the Sketchbook tools to input linear embroidery segments into a design directly, either via touch-screen or using the mouse to click and drag.These tools consist of a number of different brushes, each of which creates its own embroidery effect.

The Sketchbook Palette

When you click/tap the Sketchbook icon, the Sketchbook palette appears in the upper-right corner of the design workspace. When you click the brush icon on the palette, you will see a list of all the brush types available.

Select the brush type of segment needed, and click/drag or draw the segment.

Broadly-speaking, the Sketchbook tools fall into two categories:

- **Brush-type tools**: These brushes sketch a line that consists of zig-zag stitches. The segment that is create is much like a steil stitch, except that (unlike a steil stitch), the width does not have to be constant; for example, in the tapered ends or pressure sensitive brushed, the column width can vary along the length of the segment. Also, it is possible, in most of these tools, to vary the stitch angle.
  This set includes the Steil, Tapered ends, Calligraphy 145, Appliqué, Pressure sensitive and Complex fill brushes.
- **Run type tools**: These create a linear run stitch that follows the contour that you draw; this style includes the Run and Run Bean brushes.

Each of the above types has slightly different properties, and so the precise order of steps that you need to follow will be slightly different, depending on the type of brush that is chosen.

Sketchbook Brush Tools

The Sketchbook includes a number of different “brush-type” drawing tools. When you draw with these brushes you can choose the width of the line and the stitch density for each segment you draw.

To draw with the “steil-type” Sketchbook brushes:

1 On the Design toolbar, select the Sketchbook tool.

In the top-right corner of the workspace, you see the Sketchbook palette.

2 Click on the Brush icon

On the outer palette circle, you see the list of Brush styles.

3 Select the icon corresponding to the brush style you want to use.

The mouse pointer changes to a circle with a dot in the center.

4 Click the width icon to choose a brush width.

The outer palette circle displays a list of widths.

5 On the "outer circle" click one of the width icons to select a width.

The width of the brush will be changed correspondingly; notice that the dot in the center of the mouse pointer also changes to match.

6 To change the segment density, click the density icon.

Icons showing the available density values appear on the palette's "outer circle".

7 Select the density you want by clicking the corresponding icon.
The selected density is now "loaded" on to the brush tool.

8 Sketch the lines in the workspace with the mouse or a stylus.
The stitches will be generated automatically as you draw.

Run-type Sketchbook Tools

The "Run-type" tools create linear run segments. You can draw either simple run segments or bean segments. In the SketchBook palette, you can also select the stitch length of the run you are creating.

To draw with the brush tools:

1 From the Design toolbar, click the Sketchbook tool.
In the top-right corner of the workspace, you see the Sketchbook palette.

2 Click the brush icon.
On the outer palette circle, you see the list of Brush styles.

3 From the list of brushes, click either the Run or Bean tools
The cursor changes to a circle with a dot in the center.

4 In the palette inner circle, click the Stitch length icon.
The outer circle of the palette now displays the stitch length options.

5 Click the icons to select the desired stitch length.
The default stitch length will be adjusted correspondingly.

6 Sketch the lines in the workspace with the mouse or a stylus.
The stitches are generated automatically.

Sketchbook Shapes

You can use the shape option on the Sketchbook palette to draw embroidery in specific shapes.

The default setting for the shape is a simple "free" line drawing tool - on this setting, the palette will show this icon . However, there are a number of different shapes that you can select – for example, a square, circle, or star. To draw straight lines, select the straight line tool; this creates a simple line like the "free" pen tool, except that it is constrained to be straight.

When you select the shape and embroidery type, you simply click and drag to set the size and orientation of the shape.

Note that not all of the brush types allow you to draw using the shapes. This option can only be used to when the steil, fill, appliqué, run, or bean run brushes are selected.

To draw specific shape with the sketchbook:

1 Open the Sketchbook palette.

2 Click the Brush icon.

You see the list of brushes in the outer palette circle.

3 Select one of the following brush types: steil, fill, appliqué, run, or bean run.

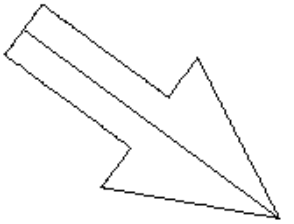
4 On the "inner" palette circle, click the shape icon.

The outer palette circle now displays the available drawing shapes; circle, square, heart, etc.

5 Click the shape you want to use.

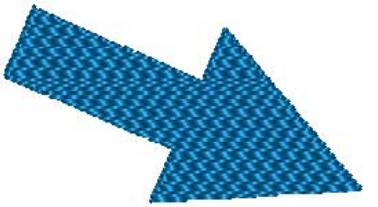
6 In the design workspace, click, hold, and drag to create the shape you want.

As you drag, note that the shape appears in outline, showing its size and orientation.



7 Release the mouse button to place the shape.

The stitches will automatically be generated.



Sketchbook Preferences

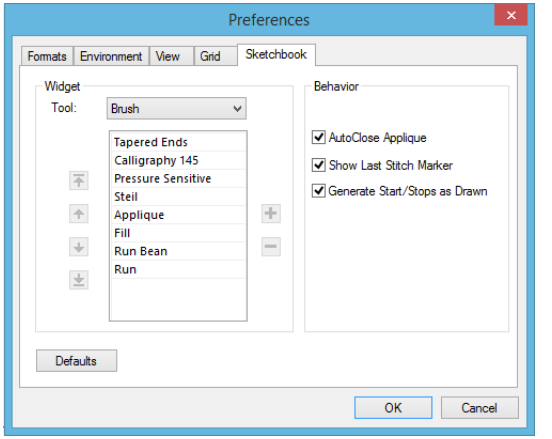
You can configure the Sketchbook palette to your own specifications using the Sketchbook Preferences dialog. You can add width, stitch density, or stitch length values to the palette, or remove values that are not useful for you. When you add a value, the palette's outer circle will display a new icon corresponding to the new value.

The settings dialog can also be used to add or remove brushes from the palette's set of options; in this case however, you are not able to create new brush types, only replace ones that you previously removed.

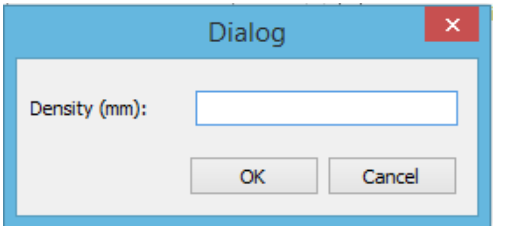
To add a new value to the Sketchbook palette:

1 In the top-right corner of the Sketchbook palette, click the Settings icon.
You see the Preferences dialog.

2 Click in the Tool field to select the setting type you want to add: Width, Density or Stitch length.
In the dialog, you see the values that are currently configured for the tool; if you have not *previously configured the palette, these will be the default values.*



3 Click the small + sign to the right of the list.
You see the Add value dialog.



4 Enter the value you want to add, and then click OK.
The value you added now appears on the list.

5 To change the placement of the new value relative to the existing ones, select it and click the arrows to the left of the list to move it up or down in the list of values.

6 Click OK to close the Sketchbook settings dialog.
The new value will be included in the palette's "outer circle."

To remove a value from the palette:

1 In the top-right corner of the Sketchbook palette, click the Settings  icon.
You see the Sketchbook settings dialog.

2 Click in the Tool field to select the setting type you want to delete: Width, Density or Stitch length.
In the dialog, you see the values for that are currently configured for the tool.

3 Select the value you want to remove.
The value will be highlighted.

4 Click the small - sign next to the list.
The value will be removed from the list, and will not appear in the Sketchbook palette.

AutoClose Appliqué

The Sketchbook Preferences page also includes the **AutoClose Appliqué** option. This option, when enabled, ensures that any line you draw with the Appliqué brush will be closed when you complete the segment.

Since appliqués are, in most circumstances, meant to be closed, this setting is set to "on" by default.

If you need to draw an appliqué with open ends, uncheck this setting, and click OK to close the Preferences dialog.

Show Last Stitch Marker

The "last stitch marker" enables you to easily find the end in any design; this marker appears as a black circle superimposed on the last stitch of the final segment of the design. As you add more stitch segments (or change the segment sequence) the position of the marker will be updated accordingly.

The "Show Last Stitch Marker" setting will be turned on by default. If you want to disable it, open the Sketchbook settings dialog, and uncheck the "Show Last Stitch Marker" box.

Generate Start/Stops as Drawn

The "Generate Start/Stops as Drawn" setting ensures that all start stop/points of all Sketchbook segments will be maintained in the same places they were when first generated. This setting will be enabled by default.

In some cases, however, it is useful to optimize the start/and stop points so as to minimize the jump distance between segments; that is, the points will be adjusted so that the end point of one segment is as close as possible to the start point of the nearest adjacent segment.

When "Generate Start/Stops as Drawn" is unchecked, this behavior will be followed – the software will automatically change the placement of these to optimize the placement of start and stop points. The start/stop points of may be adjusted when segments are moved, or as new segments are added.

Segment Properties

Once the stitch segments have been drawn with the Sketchbook tool, you can adjust their properties by using the properties panel. Depending on what kind of segment (Run, Steil, or Appliqué), the properties displayed will be different.

The sections that follow explain how to change the properties of each kind of sketchbook segment.

If the properties panel is not visible, display it by selecting Toolbars—Properties from the Menu bar.

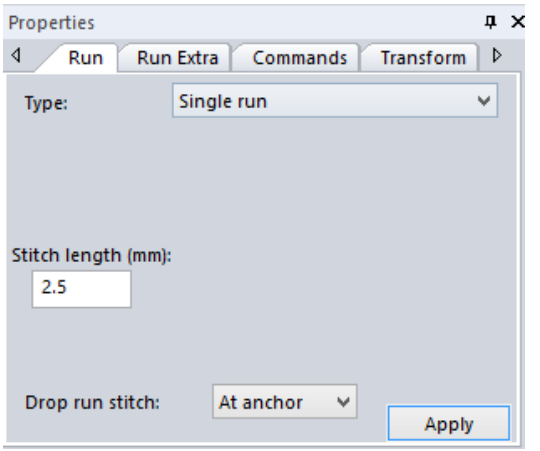
Brush Properties

The following properties apply to segments that are created with the “Brush-type” tool from the Sketchbook palette - the Calligraphy 145, Tapered Ends, Pressure Sensitive segment types. Note that these properties do not apply to lines drawn with the Steil brush; for those, please refer to the “Steil properties” section, below.

- **Brush width**: Default width of the column stitch.
- **Density**: Sets the density of the stitches, in mm.
- **Tapered end type:** Determines at which ends of the segment, the column width will taper to a point; select None, Start, End, or Both.
- **Angle type:** Select either “Fixed” or “Orthogonal.”
  - **Orthogonal:** The direction of the zig-zag stitches will remain at right angles to the direction line of the drawn outline.
  - **Fixed:** The orientation of the stitches will be constant, independent of the direction of the drawn outline.
- **Brush angle:** This setting only becomes active if the Angle type is set to “Fixed”. This parameter determines the angle of the zig-zag stitching, relative to the workspace grid.

Run Properties

When a run segment is selected, the properties panel will display the run properties panel.



Using this area, you can adjust the following properties:

- **Run Style:** Choose either Run (the default) Double Run or Motif.
- **Stitch length:** To change the default stitch length for the running stitch, enter a new value (in mm) in this field.

- **Motif:** If the Run Style above is set to "Motif", then this parameter will become available. Click in the field to display the drop-down list, and select a programmed pattern from it.
- **Pattern Size (mm)**: Determines the size of repeated patterns in the Motif run stitch.
- **Run Spacing (mm)**: Adds spacing between instances of the motif pattern.
- **Bean Style:** (To set this property, select the **Run Extra** tab). Select None ("normal" single running stitch) or Bean.
- **Bean Repeats:** If the Bean Style is set to "Bean" above, the Bean Repeats setting becomes active. Use this setting to determine how many times the bean stitch will be repeated.

Steil Properties

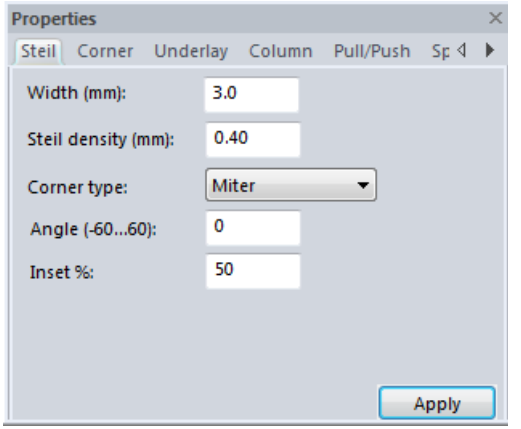
Basic Steil Properties

Under the Steil tab of the Properties panel, you can adjust the settings of Steil segments.

To adjust Steil settings:

1 Select the Steil segment.

2 In the Properties panel, select the Steil tab.
You see the Steil Properties panel.



3 Adjust the following settings:

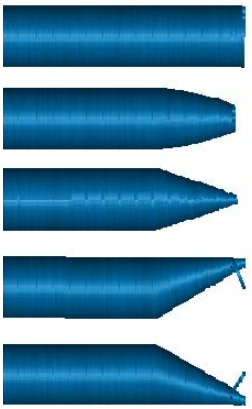
- **Width:** This property controls the overall width (side to side) of the steil segment.

Note that the absolute length of stitches in the segment will be independent of this value, because it will also depend on the Angle parameter.

- **Density:** Sets the stitch density (in mm) of the segment.
- **Corner type:** Determines the shape of corners in the segment; select either Round, Sharp, or Bevel.
- **Angle:** Determines the angle of the stitches in the segment; the available range is between -60º and 60º.
- **Inset percentage:** This quantity determines how the Steil stitches will be placed relative to the segment outline. The default value is 50%, which means that the stitches will be evenly distributed on either side of the outline.
- **Start Cap** and **Stop Cap**: These two fields determine the shape of the steil segment ends. Select the desired end

type from the drop-down list in the corresponding field.

- Standard
- Rounded
- Sharp Point
- 45 Cut Point
- 135 Cut Point

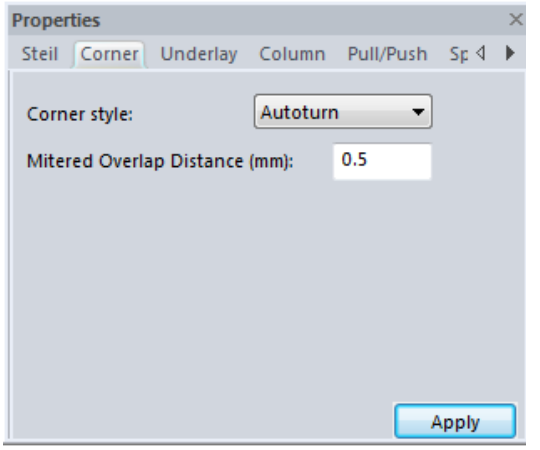


The different steil ends options. From top to bottom, Standard, Rounded, Sharp Point, 45 Cut Point, and 135 Cut Point.

4 Click Apply.
The properties of the selected segment will be adjusting.

Steil Corner Properties

Use the Corner tab on the Properties panel to adjust the corner settings for Steil segments. These settings determines how the stitches change direction as they encounter a corner.



There are four different steil cornering options, which are described in the following paragraphs.

- **Auto:** The corner style generated will be dependent on the corner angle. For corners angles up to 60º, the mitered corner style will be applied; for angles larger than 60º, Autoturn will be used.
- **Mitered:** Stitches stay at the same angle as they approach the corner, but are shortened to a point (like the corners on a picture frame). This setting is best for sharp corners (60º or less).

When the Mitered corner type is selected, the Mitered Overlap distance setting becomes active.
For mitered corners, a small amount of overlap is applied to prevent gaps from appearing inside of the corner. You can entering a value in the Mitered Overlapped Distance field.

- **Autoturn:** As the stitches approach the corner, they turn such that they sew at right angles to the outline on the other side of the corner.

- **Lapped:** Stitches will maintain their respective angles as they approach the corner, but will overlap completely. This corner will be applied when the angle of the turn is under 60º; for larger angles, the Autoturn style will still be applied.

Appliqué Properties

For Appliqué segments, you can set the following parameter for the selected segment: Note that which properties are applicable depends on the type of Appliqué border stitch that you select - Satin, Blanket or Motif (Run)

To adjust appliqué properties:

1 Select the Appliqué segment.
2 In the Properties box, click the Appliqué tab.
3 In the Appliqué type field, select one of the following to set the border type:
   - Satin
   - Blanket
   - Motif
4 If Satin appliqué is selected, adjust the following settings:
   - In the Appliqué width field, enter the desired width of the satin border.
   - In the Appliqué density box, enter the stitch density of the border.
   - In the Inset (%) field, enter the desired inset percentage.

A 50% offset (the default value) means that the satin exactly straddles the outline; a 0% offset means that it is just outside the outline; and a 100% offset means that i is entirely inside the outline.

5 For Blanket Appliqué type, adjust the following segment settings>
6 In the corner field of the Steil tab, select one of the following:
   - Sharp.
   - Bevel.
   - Round.

Density: Sets the density (that is, space between penetrations) of stitches in the Satin column; given in mm.

Fill Brush Settings

You can adjust the following properties for Sketchbook paths that you have created using the Fill brush.

- **Pattern:** From the drop-down list, select from a list of many different types of fill patterns available.
- **Density**: Sets the spacing between stitches in the fill pattern.
- **Override Stitch Length:** A complex fill will have a default stitch length; by checking this box, you can override this stitch length and enter a new stitch length.
- **Overridden Stitch Length:** If "Override Stitch Length" is selected, enter the new stitch length in this field.

Underlay Properties

Underlay stitches are laid down before other design elements to help to stabilize the surface. This can be used to hold down the raised nap of fabrics such as corduroy. Underlay can be applied to Steil and Fill segments by way of the Properties panel–Underlay tab.

To adjust the properties for underlay:

1 Select the a Steil or Fill sketchbook segment.
2 In the Properties pane, click the Underlay tab.
3 Select one or more of the following underlay type you want to use by checking Contour, Parallel or Zig-Zag.

When you select underlay types, you will be able to see what your underlay type will look like in the Preview area.

4 In the Density field, enter a density value.
5 In the Stitch Length field, enter the stitch length for the underlay stitches.
6 In the Inset box, enter the amount of distance you want.

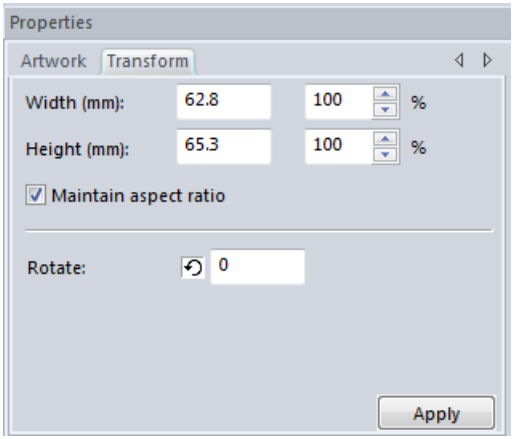
The inset distance changes the amount of underlay coverage that will be applied. It determines how far the underlay stitches will be inset from the edge of the top stitching.

7 Click Apply.

Transform Tab

Any object in the design can have their height, width and rotation adjusted. The Transform Tab in the Properties panel input fields for height, width and rotation. When adjusting the height or width, you can preserve the object's shape by selecting the "Maintain aspect ratio" option.

You can choose which units to display in the transform tab by selecting either the "Inches" or "Millimeters" radio button.



To transform objects using the Properties box:

1 Select one or more objects you wish to resize and/or rotate.
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.
The selected object will be resized and/or rotated accordingly.

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, click the Line tool.

If you were already using another drawing tool to create a segment, you can press Q to switch tools and continue creating the segment using the Line tool.

2 To place a straight point, left-click the design workspace.

3 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.

4 To complete the segment as an open shape, right-click to complete the segment.

5 To create a closed segment, do either of the following:

- On the View toolbar, select the Close Shape tool.
- Press **H** on your keyboard.

6 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.

CHAPTER 5

Design Editing

Sketch-A-Stitch has a variety of tools that allow you to designs (or individual segments of designs) in the workspace. You can also Resize, Rotate, Flip or Distort segments in a few easy steps. Using the properties box, you can modify various stitch properties such as stitch type and thread color for any segment.

Topics covered in this chapter:

- Using the Select tools
- Copying and moving segments.
- Sequencing outline segments to change the sewing order of designs.
- Editing imported artwork designs.
- Creating an embroidery design using the Photo Play tool.

Editing Segments

In the design window, you can edit a design's individual or grouped outline whenever you select them with the Select or Select All tools. Note that you can also change into select mode by typing Ctrl+1 on the keyboard.

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 Select All  tool allows you to draw a line around the design to select it instead of a box.

The Lasso  tool allows you to draw a line around the design to select it instead of a box.

When the Shape  tool is active, you will see the anchor points of be able to select them.

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.

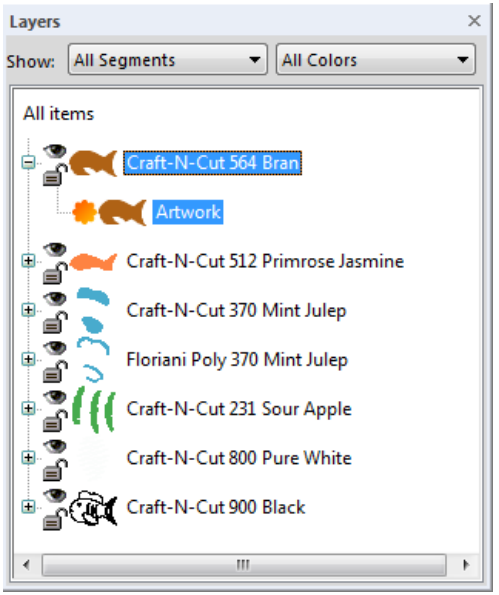
To select segments using the Select All tool:

- Do one of the following:
  - On the Edit toolbar, click the  icon.
  - Type Ctrl + A on the keyboard.

  All embroidery segments in the design will be selected, and will be enclosed in a single selection frame.

To select segments using the Sequence View area:

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

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.

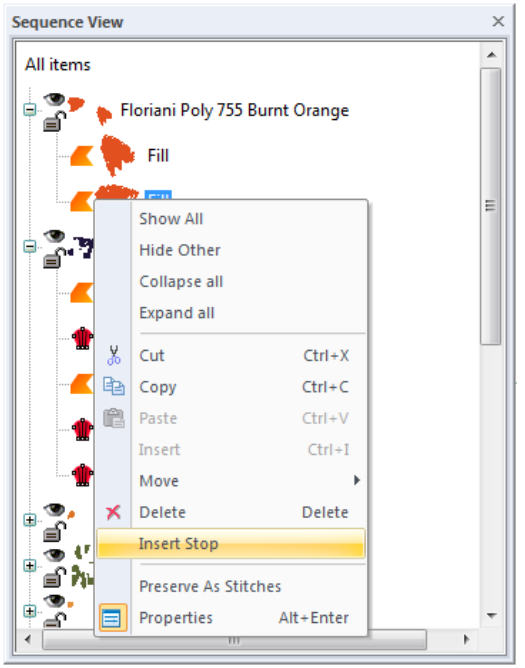
To insert stops between segments:

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

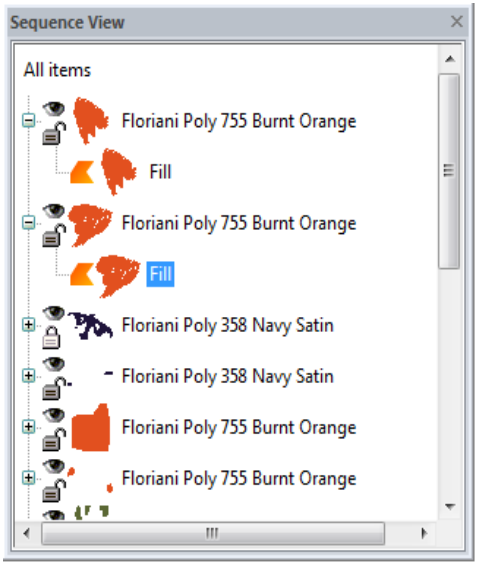
You must have at least one segment in the same segment group or thread color layer before the selected segment.

2 Do one of the following:

- Right-click and choose Insert Stop.
- Press Ctrl + Alt + C on the keyboard.

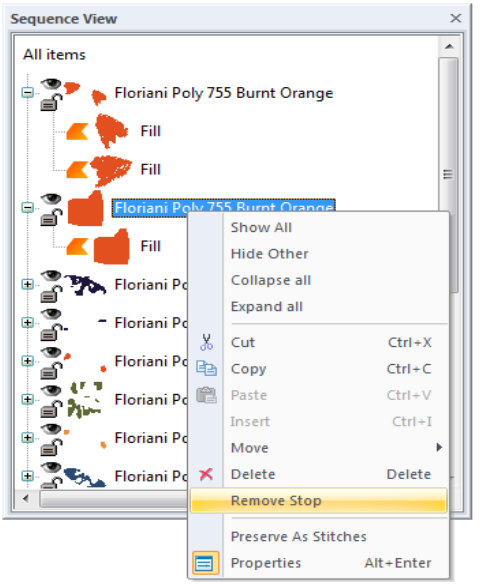


In the Sequence View area, a new segment group appears and contains the selected segment. Below you see the fill segment selected in step 1 is now at the top of a new segment group.

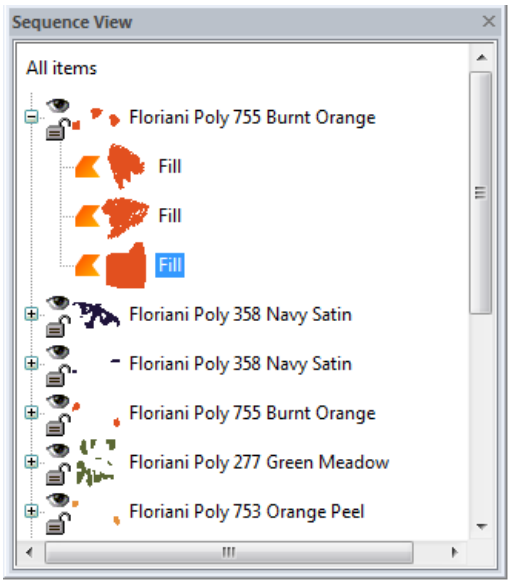


To delete stops between segments:

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

There are several methods that you can use to copy segments in designs. When modifying outline segments and doing significant design editing in Sketch-A-Stitch, 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 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 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.

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 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.

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.
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

Sketch-A-Stitch allows you to show and hide segments and segments grouped by color using the Sequence View area.

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.
For more information, see "Showing and hiding segments".
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.

Grouping and Ungrouping Segments

You can combine several segments into a group so that the segments are treated as a single unit. You can then edit a number of segments without affecting their individual attributes. For example, you might group the segments in part of a logo design so that you can move and resize those segments as one unit.

Once segments are grouped, you have to ungroup them to deselect the segment group. For example, you might group the segments in part of a logo design so that you can move and resize those segments as one unit.

To group segments:

1 In the design workspace or Sequence View, select the segments you want to group.

2 Do one of the following:

- On the Modify toolbar, click the Group tool.
- On the menu bar, select Edit—Group
- Press **Ctrl+G** on the keyboard.
- Right-click and choose Group from the context menu.

3 Right-click and choose Group from the menu.
The stitches remain highlighted.
You will now be able to edit the group in any number of ways, such as moving, rotating, or resizing it.

To ungroup segments:

1 In the design workspace, or in the Sequence View, select the grouped segments.

2 Do one of the following:

- On the Modify toolbar, click the Ungroup tool.
- On the menu bar, select Edit—Ungroup
- Press **Ctrl+U** on the keyboard.
- Right-click and choose Ungroup from the context menu.

The group is no longer grouped together.

Closing Open Segments

Sketch-A-Stitch makes it easy to close open objects in your embroidery designs. By quickly joining the two end points of a segment, you can save time when working with imported artwork or performing outline edits.

To close open segments:

1 Select one or more segments.

2 Do one of the following:

- On the View toolbar, click the Close Shape tool.
- Press Sift+C on the keyboard.

All open segments will now be closed; segments that are already closed will not be altered.

Aligning Segments Horizontally and Vertically

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 segments:

1 Select the segments you want to align.

2 From the Align and Distribute toolbar, click any of the following:

You can also choose Edit—Align and select any of the available Align tools.

Center: Centers one or more selected objects proportionally in the design workspace.

Left: Moves all selected objects except the left-most item selected.

Right: Moves all selected objects except the right-most item selected.

Bottom: Moves all selected objects except the bottom-most item selected.

Top: Moves all selected objects except the top-most item selected.

Vertical Center: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.

Horizontal Center: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.

Distributing segments evenly

The Distribute tools are used to arrange objects (embroidery and/or artwork) so that they are spaced evenly in the design window. 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.

Note that these tools do not align segments, only change their separation.

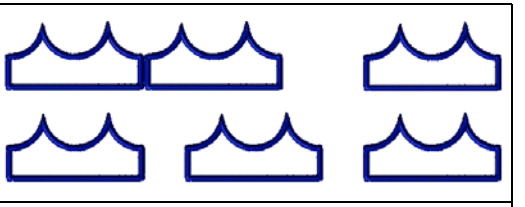
To use the Distribute tools:

1 Using the select tool, select three or more objects in the design.

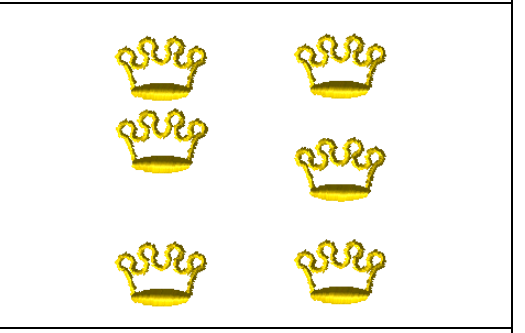
2 From the fly-out menu, select one of the following:

- **Distribute Left** : Spaces the objects evenly starting from the left pixel of each object.
- **Distribute Horizontal Center** : Spaces the objects evenly starting from the horizontal center of each object.
- **Distribute Right** : Spaces the objects evenly starting from the right pixel on each object.
- **Distribute Horizontally** : Spaces the selected objects evenly in the horizontal direction
- **Distribute Top** : Spaces the objects evenly starting from the top pixel on each object.
- **Distribute Center Vertically** : Spaces the objects evenly starting from the vertical center pixel of each object.
- **Distribute Bottom** : Spaces the objects evenly starting from the bottom pixel of each object.
- **Distribute Vertically** : Spaces the selected objects evenly in the vertical direction.

The positions of the selected segments will be altered accordingly.
The images below show two examples of the effect of the Distribute tools.



Wave designs before (top) and after (bottom) being distributed horizontally.



Crown designs before (left) and after (right) being distributed vertically.

Resizing Segments

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.

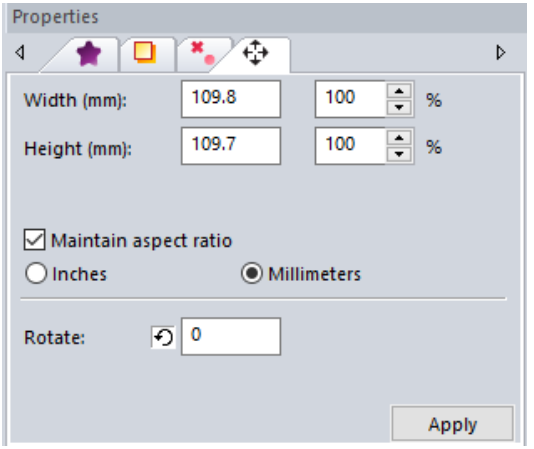
2 Do one or more of the following to resize segments:

- 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 sides 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 segments using 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.

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 use Duplicate:

1 Select an object that you wish to copy.

2 Click on the Duplicate button on the Modify and Optimize toolbar.
The mouse pointer becomes a cross hair.

3 Click, hold, 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.

Rotating Objects

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 Transform tab:

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

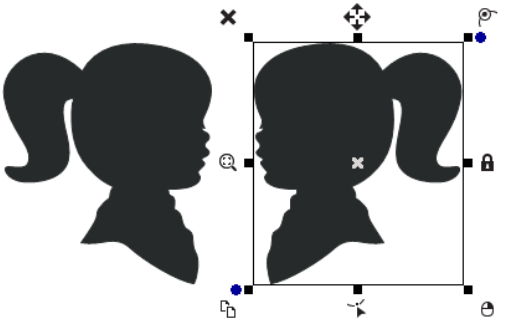
2 In the Properties box, click the Transform tab.

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

4 Click Apply.

Reflecting Objects

Reflecting a segment flips the object across an invisible axis.



An artwork object flipped 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 sides 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 segments using 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.

Rotating Objects

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 Transform 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 Transform toolbar, click any of the following:

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.

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.

Optimizing the Sequence

You can set the sewing sequence for segments in one step. The Sequence tool takes the segments you select and reconfigures the sewing sequence to maximize the efficiency of the sewing.

To use Optimize Sequence:

1 Using the Select tool or the Lasso Select tool, select two or more segments.
2 Do one of the following:
- On the Modify and Optimize toolbar, click the Sequence button.
- Select Tools—Optimize sequence.
- Press Ctrl+W on the keyboard.

Selected segments will be sequenced automatically.

Using the Optimize Sequence tool will override any manual sequencing you have done, with the exception that it will keep your color order intact.

Optimizing the Entry/Exit points

You can set the entry/exit points to adjust the closest-point connections for a design in one step. The Optimize Entry/Exit command automatically chooses the optimal entry and exit points of different segments in your design to minimize the distance between them.

To optimize Entry/Exit points:

1 In Outline mode, select a set of segments.
2 Do one of the following:
- On the Modify toolbar, click the Optimize Entry/Exit tool.
- Select Tools—Optimize Entry/Exit.

The positions of Entry and Exit points of all selected segments will be adjusted accordingly

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.

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.

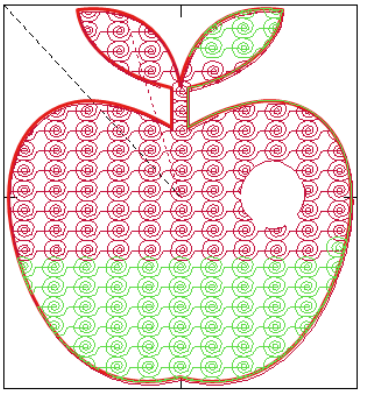
To add basting stitches to designs:

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.

You see the basting stitches appear around your design.



Start and Stop Points

Changing the Location of Start and Stop Points

Sketch-A-Stitch places start and stop beads when you create segments. Start points are represented by green beads and stop points are represented by red beads. The start and stop points are moveable beads that you can drag to change the location. Depending on the type of segment, start and stop points could be placed on top of each other.

To change the location of a start or stop point:

1 Select a segment.

2 From the Edit toolbar, click the Shape tool.

3 Drag the bead to the new location.

You can also change the location of start and stop points immediately after you convert artwork to Satin segments.

Commands Properties

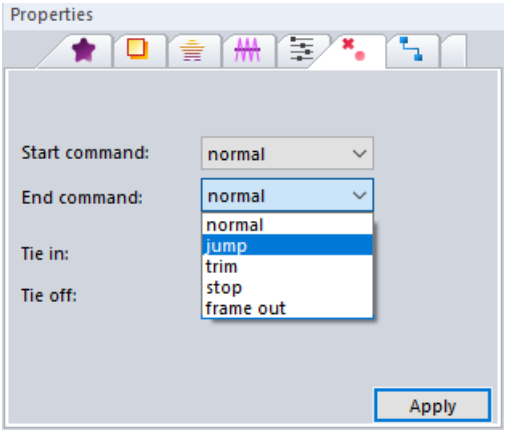
Changing the Start and End Commands for a Segment

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; very useful when placing an appliqué on a garment.

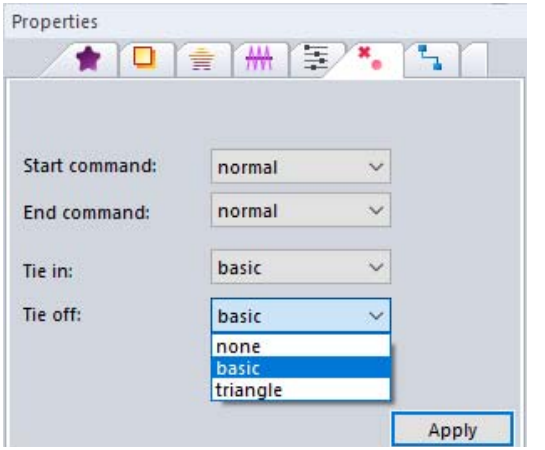
Adding Tie in and Tie off Stitches

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.

Auto Lock Stitches

The Auto Lock Stitches tool can be applied to designs to ensure that all the required Tie in and Tie off stitches are placed in the design, where they do not already exist.

Tie in/Tie off stitches will be added to the beginning or end of segments in these circumstances:

- Before and after each trim.

- After a color change.
- Before or after a jump stitch, where the jump stitch is longer than the set "minimum lock distance" of 5mm.

By default, this distance is set at 5mm, but it can be adjusted up or down if required.
The "minimum lock distance" parameter is found on the Preferences panel under the Digitizing tab.

The Auto Lock Stitches  tool is located on the Modify toolbar.

Moving Segments

In Outline Mode, you can use a few methods to move segments in your designs. When modifying outline segments and doing significant design editing in Sketch-A-Stitch, you should know how to avoid possibly losing your stitch edits.

Moving Segments 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.
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.

Sequencing Outline Segments

In Outline mode, you can alter the sequence of outline segments in your designs. When modifying outline segments and doing significant design editing in Sketch-A-Stitch, you should know how to avoid possibly losing your stitch edits.

Inserting Segments in the Sequence

You can add segments earlier in your design's segment sequence and change the order segments are sewn. This feature is ideal if you missed a segment, or if you want to add another segment.

To insert segments before the insertion point:

1. Select the segment.
2. Copy or cut the segment.
3. In the design workspace or Sequence View area, click where you want to insert the segment.
4. Do one of the following:
   - Choose Edit—Insert.
   - In the sequence view or design workspace, right-click the segment and choose Insert from the menu.

   The selection is inserted before the insertion point.

Optimizing the Sequence

You can set the sewing sequence for segments in one step. The Sequence tool takes the segments you select and reconfigures the sewing sequence to maximize the efficiency of the sewing.

To use Optimize Sequence:

1 In Outline mode, select a set of segments.
2 Do one of the following:
- On the Modify toolbar, click the Sequence button.
- Select Tools—Optimize sequence.

Selected segments will be sequenced automatically.

Using the Optimize Sequence tool will override any manual sequencing you have done, with the exception that it will keep your color order intact.

To move a segment forward:

1 Select the segment or segments.
2 Do one of the following:
- In the sequence view or design workspace, right-click the segment and choose Move—Up.
- Using the arrow keys on the keyboard, type **Alt** + left

The segment is moved one position forward in the sewing order. This change is reflected in its position in sequence view.

To move a segment backward:

1 Select the segment.
2 Do one of the following:
- In the sequence view or design workspace, right-click the segment and choose Move—Down.
- Using the arrow keys on the keyboard, type **Alt** + right.

The segment is moved one position back in the sewing order. This change is reflected in its position in sequence view.

Moving a segment to the start or end of a design

Use the Move First command to make the selected segment the first one to be stitched. When a design is sewn, the first segment sewn is usually "on the bottom" or in the "back" of the design. Use the Move Last command to make the selected segment the last one to be stitched. When a design is sewn, the last segment sewn is usually "on top" or in the "front" of the design.

To move a segment to the start of a design:

1 Select the segment you want to move to the start of your design.
2 Do one of the following:
- In the sequence view or design workspace, right-click the segment and choose Move—First.
- Using the arrow keys on the keyboard, type **Alt** + up.

To move a segment to the end of a design:

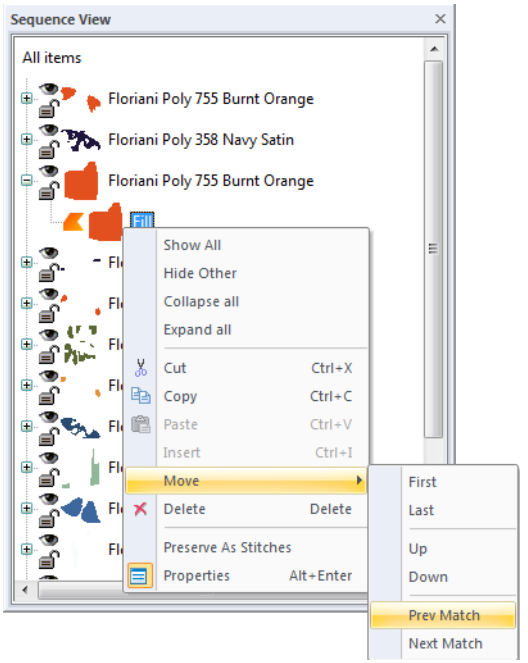
1 Select the segment you want to move to the end of your design.
2 Do one of the following:
- In the sequence view or design workspace, right-click the segment and choose Move—Last.
- Using the arrow keys on the keyboard, type **Alt** + down.

Moving a segment to the previous or next thread color layer

Sketch-A-Stitch allows you to automatically move a segment to the previous or next segment group or layer that has the same thread color.

To move a segment to the previous thread color layer:

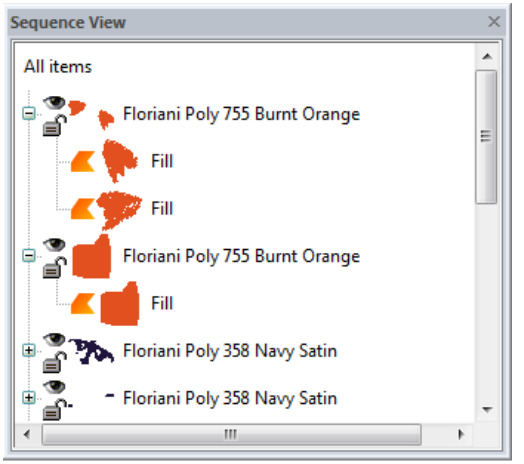
1 Select the segment you want to move.



2 Do one of the following:

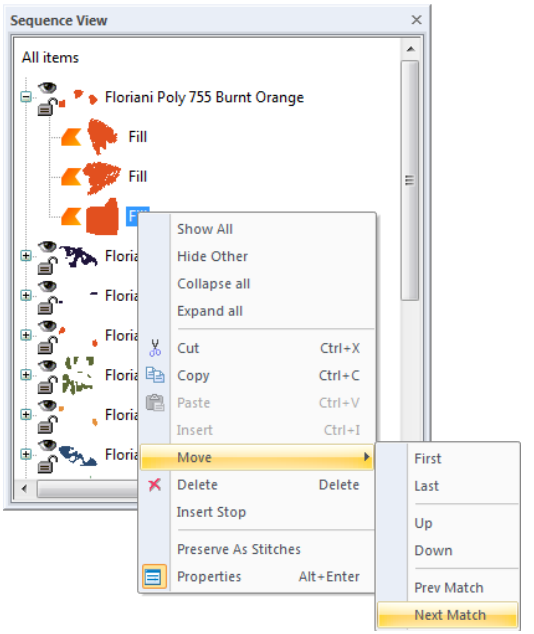
- In the sequence view or design workspace, right-click the segment and Move—Prev Match.

The selected segment is moved below the previous segment group with the same thread color.

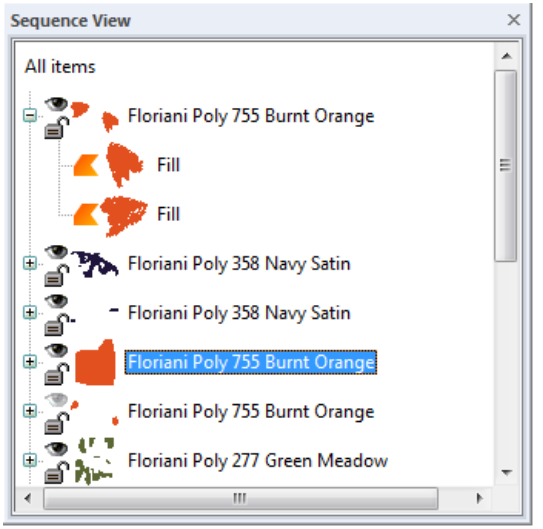


To move a segment to the next thread color layer:

1 Select the segment you want to move.



2 In the sequence view or design workspace, right-click the segment and choose Move—Next Match.
You see the selected segment(s) moved above the next segment group with the same thread color.



Sequencing Segments

The sequence of the segments is, simply put, the order in which they are embroidered. The sequence is important because you want segments that are near to each other to sew one after the other. This reduces jump stitches and the need to trim them later.

For example, you can have three Run objects, all of which start on the left and end on the right. Object 3 is in between Object 1 and Object 2. This might not be optimal for jump stitches, plus the machine takes longer to embroider this than if the segments were properly sequenced.

To sequence segments using the Sequence tool:

1 Select two or more segments you want to resequence. To select all segments in your design, press Ctrl+A on your keyboard.
2 From the Modify toolbar, click the Sequence tool.
Selected segments will be sequenced automatically.

Using the Sequence tool will override any manual sequencing you have done, with the exception that it will keep your color order intact.

If the Sequencing tool does not have the intended effect, it is probably because your start and end outline points are positioned in such a way as to prohibit effective sequencing. Take a look at the starting outline points and you will probably see a way to fix the problem.

To display the outline points, use the Shape tool. The starting points are shown as green beads.

Resequencing Segments by Color

You can sequence design segments by color. When you resequence by color, the segments of the design are reordered according to their thread color. In other words, the system reorders the segments so that all Dark Yellow segments come first, then Dark Orange segments, and so on. Segments using the same needle remain in the same relative order. This feature is useful if you have digitized your design in a random order and want to stitch each thread color in order.

To resequence segments by color:

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 Select one or more segment groups.
4 Do any of the following:
- In the design workspace, right-click the segment group(s) and choose Move—First, Move—Last, Move—Up, Move—Down, Move—Prev Match or Move—Next Match.
- In the Sequence View area, right-click the segment group(s) in the list and Move—First, Move—Last, Move—Up, Move—Down, Move—Prev Match or Move—Next Match.

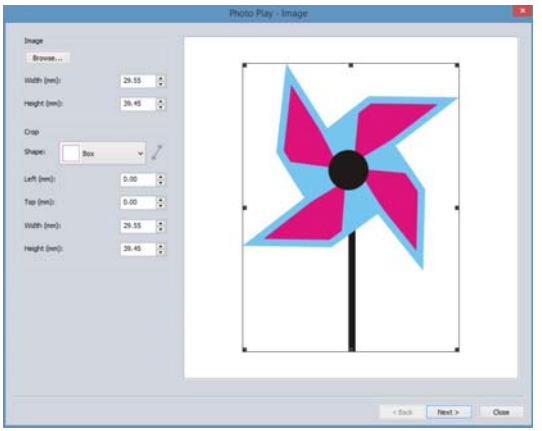
The Move—Prev Match and Move—Next Match commands automatically move segment(s) to the previous or next segment group or layer that has the same thread color.

Photo Play Tool

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

To create from a scanned photograph:

1 On the Specialty toolbar, select the Photo Play icon.
You see the Photo Play 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 Photo Play 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 Photo Play preview window. To do this, do the following:

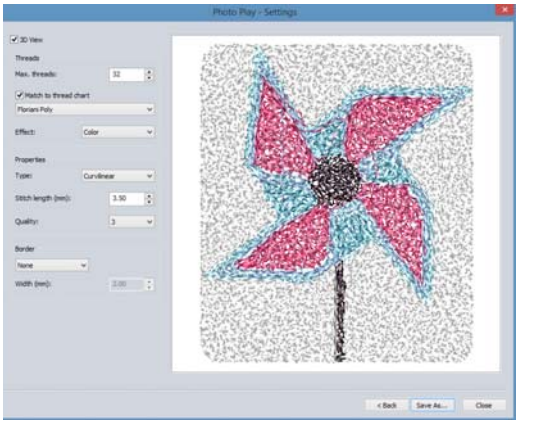
- From the Shape drop-down list, select **Custom**.

  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 Photo Play - 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.

Artwork Editing

When an external file containing one or more artwork segment is opened or merged into the Sketch-N-Stitch workspace, you will be able to adjust them with the artwork tools. These tools include the Convert to perfect circle / Convert to perfect square function, and the Simplify/ Smoothen Function.

Note that these functions are only available when the only when an artwork (not embroidery) object is selected; for any other kind of design object, they will be hidden.

Converting to Perfect Squares or Circles

These functions, which are available on the right-click menu, convert any artwork shape to a square or circular shape.

Convert to Perfect Square makes the corners exactly 90º and the sides exactly straight. The largest dimension (horizontally or vertically) of the original shape will be used as the size (width/height) of the resulting square.

Convert to Perfect Circle smooths out the curves on a outline so that they have an even curvature. The largest dimension of the original shape will used to determine the diameter of the resulting circle.

To use Convert to Perfect Square/Circle:

1 Select an artwork segment.

2 Right-click to open the context menu.

3 From the menu, select Transform Artwork—Convert to perfect...

You see a sub-menu.

4 Choose Square or Circle from the sub-menu.

The outline of the artwork segment will be converted accordingly.

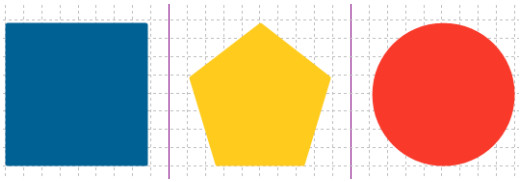


Image shows the Convert to perfect Square/Circle applied the same artwork, with the original in the center.

APPENDIX A

Keyboard Shortcuts

Keyboard shortcuts can be used to save time when performing repeated tasks. In this section, find a summary of all the Keyboard Shortcut that you can use in Floriani Sketch-a-Stitch.

Keyboard Shortcuts

Action	Keystrokes
File Menu	
Open	Ctrl+O
Print	Ctrl+P
Exit	Alt+F4
Edit Tools	
Select	Ctrl+1
Path Edit	Ctrl+2
Redo	Ctrl+Y
Undo	Ctrl+Z
Cut	Ctrl+X
Select All	Ctrl+A
Ungroup	Ctrl+U
Copy	Ctrl+C
Paste	Ctrl+V
Power Copy	Ctrl+D
Optimize Entry/Exit	Alt+E
Digitizing Tools	
Bean 3	Shift+3
Bean 5	Shift+5
Bean 7	Shift+7
Bean 9	Shift+9
Sequencing	
Insert	Ctrl+I
Move Down	Alt+ Right
Move First	Alt+ Up
Move Last	Alt+Down
Move Up	Alt+Left
Insert Stop	Ctrl+Alt+C
Segment Editing	
Close Shape	Shift+C
Align Center	Ctrl + H
Rotate Left	Ctrl+Alt+ Left
Rotate Right	Ctrl+Alt+ Right
Add Tie In	I
Add Tie Off	O
Add Trim Tie Off	Ctrl+Alt+T
Delete	Delete
Edit Entry/Exit	Shift+E
Edit Inclinations	Shift+A
Edit Outlines	Shift+O
Remove Overlapped Stitches	Alt+R
View tools	
Refresh	F5
Draw 3D	Ctrl+3
Toggle View Backdrop	Alt+S
Ruler	R
Zoom In	+ (keypad)
Zoom Out	- (keypad)
Zoom 1:1	/ (keypad)
Zoom to Selection	. (keypad)
Zoom to fit Design	* (keypad)
Pan	Space bar
Show/Hide Stitch Points	P

Action	Keystrokes
Show/Hide Commands	Alt+I
Slow Redraw	Ctrl+R
Background Color/Fabric	Ctrl+B
Scroll Down	↓
Scroll Left	←
Scroll Right	→
Scroll Up	↑

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