

Stitch Express Instruction Manual

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CHAPTER 1:

Getting to know the Workspace

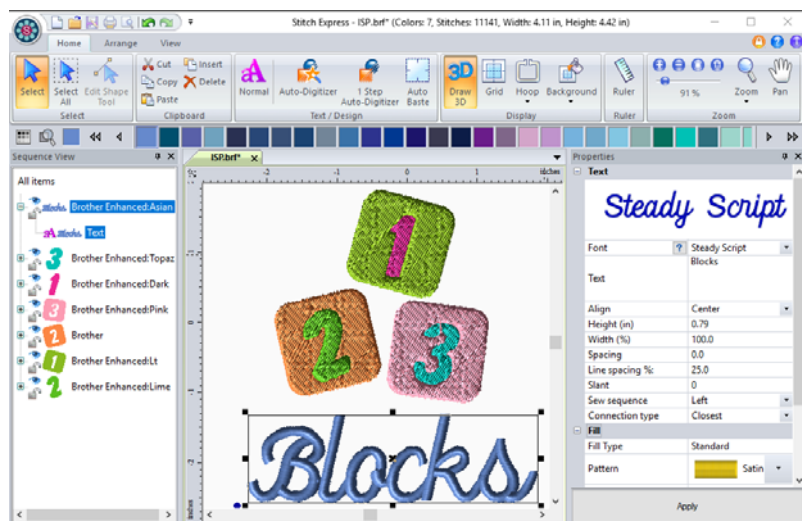
Before you start using the software, we recommend that you understand the design workspace and learn a few of the basic components outlined in this section.

Topics covered in this chapter:

- Parts of the workspace
- Toolbar buttons
- Setting up the design workspace environment
- Showing a hoop in the workspace, and choosing the size of hoop to be displayed
- Using the on-line help

Parts of the Workspace

The Auto-Digitizer by Pacesetter workspace includes a number of different toolbars and panels. The sections that follow give an overview of what each of these areas does, and the kinds of information about the design that they contain.



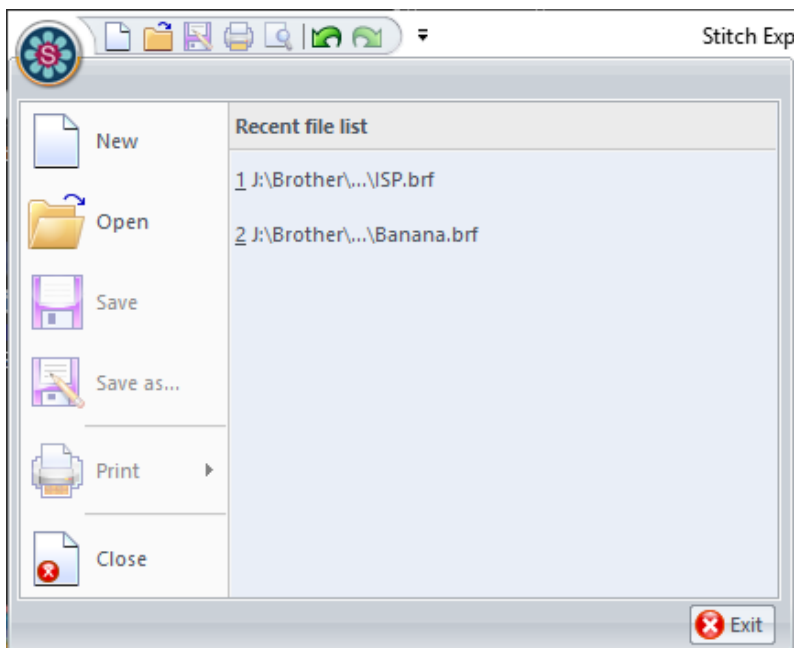
Title Bar

The Title Bar appears at the top of the Auto-Digitizer by Pacesetter window. The Title bar displays information about the design that is currently open in the workspace:

- Design name
- Number of stitches
- Number of colors
- Design dimensions (width and height).

The Custom Access Button

At the top left-hand corner of the program window, you will find the Custom Access  button. This button gives you quick access to a menu of useful tools, such as New, Save, Print, and several others. For a complete list of the tools available on this menu, and a summary of their functions, see “Custom Access Menu Tools” table in the next section.



Tools available on the Custom Access menu.

When you open the Custom Access menu, you will also see a list of recent files that you have been using. Just double-click on the file name to open it.

Toolbar Buttons

You can access the tools available in Auto-Digitizer by Pacesetter through the Pacesetter button and the various toolbars. A brief description of what the button does is also included. Note that within each tab, some buttons are grouped together by function.

Custom Access Tools

Tool	What it means
	New: Creates a new untitled design.
	Open: Opens an existing design file.
	Save: Saves the current design.
	Save As: Opens the Save As dialog, allowing you to choose the destination and file type to save it as.
	Print: Opens the printer dialog on your computer, allowing you to choose your printer and adjust the printer's properties.
	Direct Print: Prints a copy of the design worksheet, bypassing the printer dialog.
	Print Preview: Opens the print preview window, which in turn will let you print the current design.
	Print Setup: Opens the print preview window, which in turn will let you print the current design.
	Close: Closes the file that you are currently working on.
	Exit: Closes all open files and shuts down Initial Stitch; you will be prompted to save any open files.

Quick Access Toolbar

The Quick Access Toolbar is located right along the top of your workspace, to the left of the Title Bar. This toolbar contains tool buttons that you will commonly use.



The following default tools are included on the Quick Access Toolbar: New, Open, Save, Direct Print, Print Preview, Undo, and Redo.

Tools on the Tabs

The Tabs are located along the top of the workspace window. Initial Stitch has three tabs – the Home tab, the Arrange tab, and the View tab. Clicking on the tabs displays all the buttons for the functions that are under that tab.

Tools on the Home Tab

Tool	What it means
	Select: Selects objects in the design window.
	Select All: Selects all objects in the current design workspace.
	Edit Shape: Allow the selection and modification of the anchor points of outline segments.
	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.
	Insert: Pastes a copy of the clipboard selection into the sewing sequence immediately following the selected segment.

Tool	What it means
	Delete: Removes the selected segment.
	Text: Creates lettering placed along a straight baseline.
	Auto-Digitizer: Opens the Auto-digitizer Wizard, which is used to create an original embroidery based on a digital image.
	1-Step Auto-Digitizer: Creates an embroidery design from an image in a single step.
	Auto Baste: Automatically adds an outline of basting stitches around the current design.
	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.
	Hoop: Displays the hoop in the workspace. Clicking this button a second time will turn the view of the hoop off.
 Select Hoop	Select Hoop: Select by clicking under the Hoop tool to open the drop-down menu; opens Hoops dialog, which allows you to choose the hoop size.
 Default Hoop	Default Hoop: Switches the hoop immediately to the default hoop size (4in. × 4 in.)
	Background: Two options are available from this button, Select Color or Select Fabric. You can use one or the other to apply a background to the workspace.
	Ruler: Measures the distance between any two points in a design.
	Zoom in: Magnifies the view of the design by a fixed amount.
	Zoom out: Shrinks the view of the design by a fixed amount.
	Fit to Window: Displays the entire design and loaded images in the window.
	Back to 1:1: Returns design to original size.

Tool	What it means
	Zoom: Magnifies the design to fit a rectangle drawn by the user with the mouse pointer.
	Pan: Allows you to move the design around in the workspace window by clicking and dragging.

Tools on the Arrange Tab

Tool	What it means
	Select: Selects objects in the design window.
	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.
	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.
	Center: Centers one or more selected objects proportionally within the current hoop. If more than one object is selected, the entire group is moved together to the center of the hoop; the objects selected remain in the same position <u>relative to each other</u> as they had before being centered.
	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 90 degree increments.
	Rotate Right: Rotates one or more selected objects to the right by 90 degree increments.
	Rotate: Opens the Rotation dialog, which allows you to enter the exact number of degrees of rotation to apply to the selection.

The View Tab

The controls on the View tab allow you to change what appears on your workspace; which panels are displayed, and so on. The areas found on this tab are Windows and Program Preferences.

Welcome Screen

When you initially open the program, the Welcome screen will “pop - up” in front of the workspace. The welcome screen includes links to some very useful web pages, including:

- **iBroidery.com**, which features a variety of licensed designs for purchase.
- The **“Stitching Sewcial”** blog – click this link to find a large selection of instructional project pages and sewing tips.
- **Event Planner**, which keeps you informed about embroidery-related shows and events in your vicinity.
- The **Crafting Project** page, where you can download free Embroidery Patterns, ScanNCut projects, and view Brother Club newsletters.



Also on the Welcome screen, you will find buttons with the following functions: Creating a new design, opening an existing design, opening the most recently used design, and opening the Auto-Digitizing by Pacesetter help files.

When you open a design or create a new one, the Welcome Screen will automatically close. To re-open the Welcome Screen from within the program, click the Welcome  button on the View tab.

Windows

In the windows area, check the box to show the corresponding window or panel, and un-check it to hide that window or panel.

- Sequence. Shows/hides the sequence view.
- Palette. Shows/hides the thread palette.
- Properties. Shows/hides the properties panel.
- Simulator. Shows/hides the sewing simulator.
- Status. Shows/hides the status bar.

Program Preferences

Click on the Program Preferences  button to open a dialog in which you can set the default machine settings, change the units of measure, and choose settings for the workspace grid.

Simulator

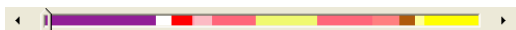
The Simulator makes it easy to see on-screen how your design will sew out. You can use the Simulator to eliminate potential sewing problems.

When the Simulator is selected on the View tab, it will appear at the bottom of the design workspace. The Simulator controls which parts of the design are drawn in the design window.



You can also open and close the Simulator by pressing Ctrl + R.

Scrollbar Slider



The length of the scrollbar slider represents all of the stitches in the opened design. You can drag the scrollbar slider to see a design as it will look sewn to a particular point. The color display within the scrollbar indicates the thread color that will be sewn when the scrollbar slider is positioned over it. Clicking on the arrows at the ends of the scrollbar will advance or retrace the design position by one stitch.

Sewing Simulator

The sewing simulator allows you to watch your design draw on a stitch-by-stitch basis, simulating the sewing action of your machine. The Simulator controls include pause, stop, sew forward and sew backwards. You can push various control buttons and slide the speed control to vary the rate of sewing.

Using the Simulator

The following table explains how to use the Simulator in more detail:

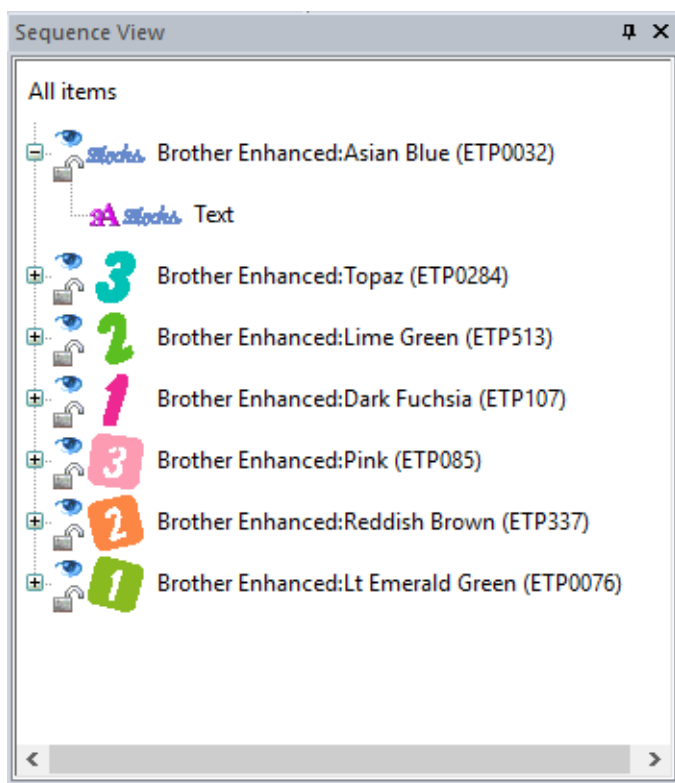
Tools	What is does
	Previous Stitch: Move backward in the design by one stitch.
	Scrollbar slider: Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you will see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.
	Next Stitch: Move forward in the design by one stitch.
	Simulate Sewing (backward): Move backward through the design.
	Pause/Stop: Pause or stop the design while drawing. When you play or resume sewing your design, stitching will continue from the location of the last stitch.
	Simulate Sewing: Move forward through the design.
	Speed: Slide the speed control to vary the rate of sewing.

Viewing Designs in 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.



To show or hide the Sequence View, go to View tab and check the “Sequence” check box.



The Sequence View allows you to expand and contract branches (colors) allowing you to see or hide the individual outline segments inside them. Open and close the branches of the tree control by clicking on the + or – signs in beside each color name.

Tips for Using the Sequence View

- Once you expand a color group, you will see that the Sequence View identifies each segment within it by type - i.e., whether it is Text, Run, Column, or Fill.
- To change the sewing order of a segment in the sequence view, select it and right-click. In the context menu that appears, you can select Move–Up to move the segment earlier in the sewing sequence, or Move–Down to move it later in the sewing sequence.
- You can use the sequence view to select individual embroidery segments, or all the segments of a given color. Do this by simply clicking on a color group or segment to highlight it; you will see that the segments selected in Sequence View will also be selected in the Workspace.
- You can show and hide individual segments in the workspace by clicking on the small “eye”  icons to the left of each color group.

Status Line

The Status Line appears at the bottom of the Initial Stitch window. It shows the total number of segments in the design, the number of segments currently selected, the machine format, the recipe used by the current design, the number of stitches in the selected design components and the hoop being used.

To show or hide the Status Line, go to the Windows area of the View Tab and check or un-check Status

Color Palette

The thread colors for the design are shown in the Color Palette located along the top edge of the workspace. To show the Color Palette (if it is not already displayed), go to the Windows area of the View tab and check the “Palette” checkbox.



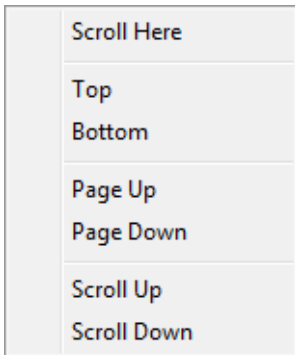
Using Scrollbars

Scrollbars are tools in the workspace that enable you to move easily around within the displayed design. There are two scrollbars, one for moving the view vertically, and one for moving it horizontally.

How to use the scrollbars:

- To pan left/right, or up/down, click and drag the track button .
- Click on the small arrows at each end of the scrollbar to move the design view incrementally.
- Click in the track of the scrollbar, to move the workspace view by one whole screen

You can also right-click the scrollbar to display a pop-up menu of scroll actions. The pop-up menu gives you the following options:



Setting up the Workspace Environment

Formats Properties

Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files.

When you create a new design file, you can select the machine format for the specific design. The selected machine format can change how the design file is read: when you set machine format properties in the

Preferences dialog, all new designs will use these machine format properties as the default settings.

You can also select the default recipe that will be applied to any new design. By default, the NORMAL recipe will be applied to any new design; however, you can set a different default recipe on the Format page of the Preferences dialog



Changing machine format properties after a design file has been opened will not change the machine format of the embroidery designs in that design.

To set Recipe and Machine Format preferences:

- 1 On the View tab, select the Preferences  button.
You see the Program Preferences dialog box.
- 2 Click the Formats tab.
You see the Formats setting page.
- 3 In the Recipe drop-down list, select the default recipe.
- 4 From the Machine format list, select the machine format that you want applied to new design files.
- 5 Click OK.

Measurement Units and Display Language

Initial Stitch allows you to set up your design workspace environment for all opened design files. You can set the units of measurement you want to use for your designs - metric (mm) or English (inches).

You can also choose the language of the program's tools and dialogs on this page.

To set up your workspace environment:

- 1 On the View tab, select the Preferences  button.
You see the Preferences dialog box.
- 2 Click the Environment tab.
You see the Environment settings page.
- 3 From the Units list, select the units of measurement you want used for your designs: Metric or English.

- 4 In the Language field, click the down-arrow on the right to select the language for the program display.
- 5 The “Show warning for large satins” box will be checked by default. When this setting is enabled, a warning message will appear whenever a satin segment wider than the maximum recommended stitch length (10 mm) is generated - for example, by re-sizing text. If you want this message not to appear, un-check this setting.
- 6 Click OK to save the changes.

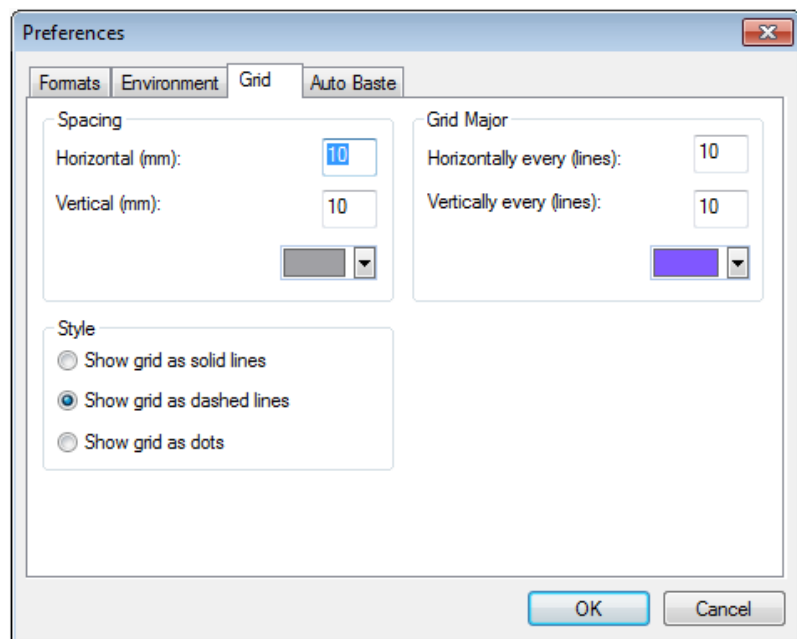
Grid Settings

The Grid Settings help you align and measure artwork and design elements. You can set the grid to measure in millimeters or inches according to your preference. You can display/hide the grid by checking/unchecking the box in the Display area of the Home tab.

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. To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids; separate colors may be chosen for the major and minor grids.

To define grid settings:

- 1 To open the grid settings dialog, do one of the following:
 - ♦ Right-click on the rulers at the left or top of the window and click Grid Settings.
 - ♦ On the View tab, click Preferences  and select the Grid tab.
You see the Grid settings dialog.

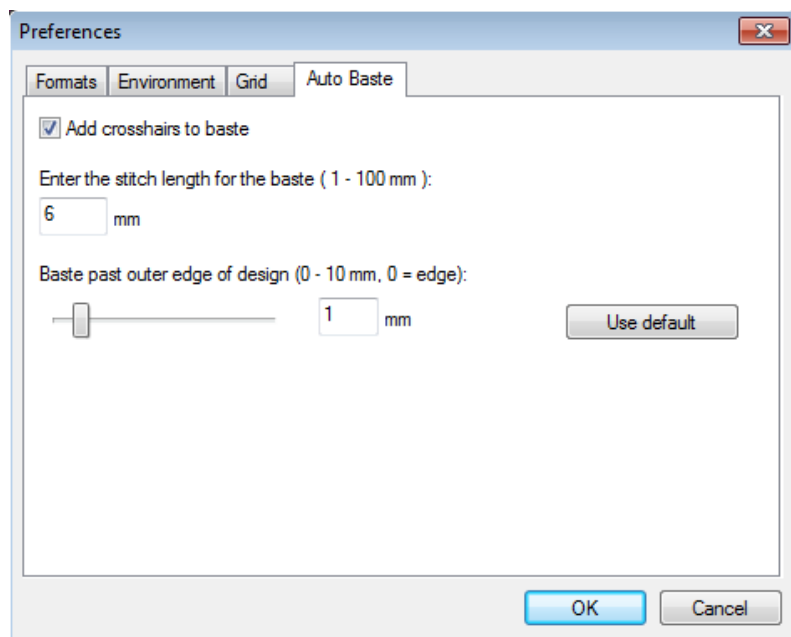


- 2 In the Grid Minor area, complete the following:
 - ♦ In the Horizontal spacing box, enter the measurements for horizontal spacing in millimeters or inches.
 - ♦ In the Vertical spacing box, enter the measurements for vertical spacing in millimeters or inches.
 - ♦ From the Color list, select a predefined color to use for the minor grid. If you want to choose from a larger selection of colors, click Custom from the color box.
- 3 In the Grid Major area, complete the following:
 - ♦ In the Horizontally Every (lines) box, enter how often you want horizontal lines to be highlighted in the major grid. For example, if you enter 3 in this box, every third horizontal line will be highlighted in the major grid.
 - ♦ In the Vertically Every (lines) box, enter how often you want vertical lines to be highlighted in the major grid. For example, if you enter 5 in this 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 Custom 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.

Setting Auto Baste Preferences

There is a setting in the Program Preferences dialog that allows you to adjust auto basting settings. On the Preferences tab, select Program Preferences , and click the Auto Baste tab.



On the Auto Baste tab, you will find the following useful settings:

- An optional 'cross hair' can be added in the baste to allow easier centering of designs on the fabric (this setting will be on by default).
- The stitch length can be adjusted to make a tighter or looser basting stitch.
- 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.

Adjusting the View of the Workspace

Magnifying and Reducing the View

Use Zoom to magnify or reduce parts of your design. With Zoom you can either left-click to enlarge your design or right-click to make your design smaller.

When you select Zoom, the cursor changes to a small magnifying glass . To use the Zoom tool, do one of the following:

- To zoom in on the spot where the mouse is currently pointing, left-click.
- To zoom out again, right-click.
- To zoom in on a particular area, left-click and drag; the display will expand to show only the area that you have dragged over.

To use the Zoom Tool:

- 1 On the Ribbon, select the Home tab.
- 2 In the Zoom toolbar, click on the Zoom  tool.

The pointer becomes a magnifying glass.

- 3 Do either of the following:
 - Left-click to make your design larger.
 - Right-click that area to make your design smaller.

To zoom-in on a specific area:

- 1 On the Ribbon, select the Home tab.

- 2 In the Zoom toolbar, click on the Zoom  tool.
The pointer becomes a magnifying glass.
- 3 Click and hold your mouse button and drag it to form a flexible box around the area you want to see in detail.
- 4 Do one of the following steps:
 - ♦ To increase the zoom, continue clicking and dragging the flexible box.
 - ♦ From the Zoom toolbar, click on the down arrow under the Zoom icon, and use the Zoom tool settings to zoom back out.

Additional options on the Zoom Toolbar:

When you click on the down arrow underneath the Zoom Tool, you will see an option menu. You can choose from any of the following options on this menu:

- **Zoom In** to make your design larger.
- **Zoom Out** to make your design smaller.
- **To Fit** to make the whole design the size of the design window.
- **To Selection** to zoom to the size of the currently selected embroidery segment, or set of embroidery segments if more than one is selected.
- **1:1** to see the design at the actual size.

Hiding the Properties Panel Automatically

To increase the amount of space for your design window, you can set the Properties panel to the Auto hide mode. When Auto hide is on, the panel will only be visible while the mouse is over it; as soon as you remove the mouse, the panel will collapse to a narrow sidebar.

To turn on Auto hide for these panels, click on the small push-pin icon  at the top-right of the panel. When the panel is in Auto hide mode, the small push-pin will be on its side, like this: . Now, whenever you move the mouse to another part of the screen, the panel will be hidden.

To turn Auto hide off, click on the  icon again.

Viewing Different Parts of the Workspace (Panning)

Sometimes you may want to work at a high level of magnification, and some part of the garment or embroidery you're working on will not show up in the workspace. You can move to parts of your design that go beyond the window's borders. In these situations, you can use keyboard arrows or the pan tool to change your view of the project.

Panning using the keyboard:

- Use the ↑ key to move up.
- Use the ↓ key to move down.
- Use the ← key to move left.
- Use the → key to move right.

Using the Pan Tool

Use the Pan  tool to move the view of the design around in the workspace by clicking and dragging. While you are using the Pan tool, you will still be able to see the design in the window. Note that the pan tool does not actually move parts of the design around, just your view of them.



You can right-click to switch back to whichever tool you were using before you selected the Pan tool.

Taking Measurements

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



The ruler measurements are calculated in the units you set under the Units tab of the Preferences dialog.

To measure Designs:

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

Displaying the Hoop

Viewing the hoop or frame on the screen lets you ensure that your design fits properly when you run it on the machine. The hoop serves as a guide that helps with positioning the design in the workspace.

Viewing and Hiding the Hoop

Use the Hoop  tool to show and hide the hoop in the display window. Just click on the Hoop tool to show the hoop (if it is not currently shown) and click it again to hide the hoop.



Using the Hoop tool may effect the magnification level of your design. For example, if you are zoomed in on the design, clicking the Hoop tool will cause the view to zoom out enough to fit the entire hoop into the workspace.

Selecting a Hoop

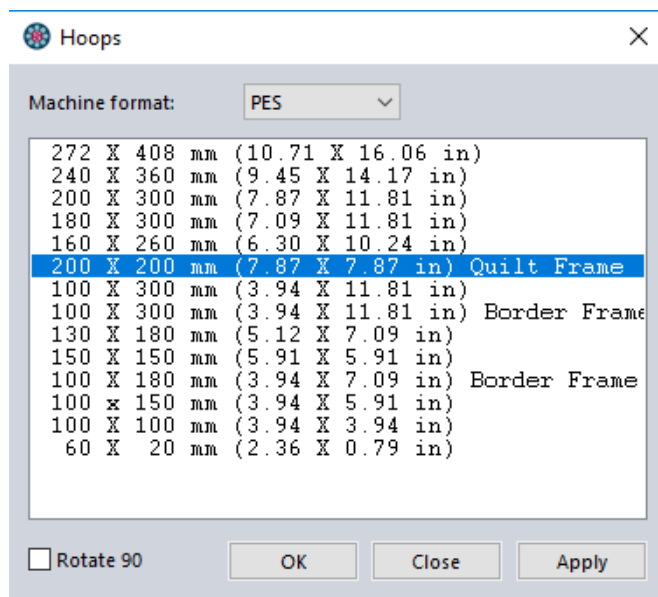
You can select one of the hoops using the Hoops dialog. In the hoops dialog there are list of hoops available in this dialog, in many different Machine formats.

There is also an option to revert to the Default hoop size – this is the PES 4" × 4" hoop.

To select the hoop size:

- 1 On the Home Tab click the down arrow under the Hoop tool.

- 2 From the menu that appears, click on Select Hoop.
You see the Hoops dialog.



- 3 Select the machine format from the Format drop-down list.
 4 From the list of Hoops, choose a hoop size appropriate for your design.
 5 If needed, check the “Rotate 90” box to make the hoop fit your design better.
 6 Click OK.
 7 To revert to the Default hoop size

Getting Help

The help file is a quick way to find answers to your questions and see step-by-step instructions. Because a large number of topics exists, the Help allows you to search for topics in various ways. You can search using the table of contents, the index or a database of keywords. You can also save the topics you visit most often.

Opening the Help

To open the Help:

- 1 Double-click the Initial Stitch icon on your desktop.
You see the blank design workspace.
- 2 Click the Help  tool.
You see the Help.

Using the Contents

The Help has a table of contents, with a list of book icons. Each book contains a series of related topics.

To use the Contents:

- 1 Click the Help  tool.
You see the Help.
- 2 Double-click the book you want to open.
- 3 Click the topic you want to see.
You see the topic in the right pane.

Using the Index

The Help index is similar to the index in a book.

To use the Index:

- 1 Click the Help  tool.
You see the Help.
- 2 In the box, enter the word or words you want to search for.
In the list, you see the topics that most closely match your query.
- 3 Click the term you want to learn more about.
If there is more than one topic for the keyword, you see a menu.
- 4 Click the topic you want to see.
You see the topic in the right window pane.

Using Search

The Search tab lets you search using keywords or phrases in a database of all the words found in the Initial Stitch Help.

To use Search:

- 1 Click the Help  tool.
You see the Help.
- 2 Select the Search tab.
- 3 In the "Keyword" box, enter the word or phrase that you are searching for.
- 4 Click the List Topics button.
In the list below, you see the topics that contain the words you searched for.
- 5 Click the topic you want to view, and then click Display.
You see the topic in the right window pane.

Saving Favorite Help Topics

The Favorites tab lets you save the topics that you visit most often and want to access quickly.

To save your favorite topics:

- 1 Click the Help  tool.
You see the Help.
- 2 Double-click the book you want to open.
- 3 Click the topic you want to save as your favorite.
You see the topic in the right window pane.
- 4 Click the Favorites tab.
You see the selected topic in the Current topic area.
- 5 To add the selected topic to your favorites list, click Add.
You see the selected topic appear in the Topics area.
- 6 To display your favorite topic, do one of the following:
 - ♦ In the Topics area, select the favorite topic you want to display and click Display.

- ♦ In the Topics area, double-click the favorite topic you want to display.

You see the topic in the right window pane.

7 To remove one of your favorite topics, do the following:

- ♦ In the Topics area, select the favorite topic you want to remove and click Remove.

Printing Help topics

You can print any of the topics in the Help.

To print topics:

- 1 Click the Help  tool.
- 2 Click the topic you want to print.
The topic will appear in the Help window.
- 3 Click Print.
You see the Print Topics dialog box.
- 4 Select one of the following print options:
 - ♦ Print the selected topic
 - ♦ Print the selected heading and all subtopics
- 5 Click OK.
You see the Print dialog box.
- 6 Change any of the print settings, if necessary, and click OK.
The topic will be sent to your printer.

CHAPTER 2:

Creating Text and Adjusting Text Properties

You can add beautiful lettering to your designs using various Stitch Express tools. Generate unique personalized text in an array of shapes and sizes using the Text tools.

Topics covered in this chapter:

- Creating lettering with the Normal text tool
- How to modify blocks of text, and individual letters within text segments
- Editing text objects using Properties panel settings
- How to know what characters are available in each font
- Changing thread colors using the color palette

Creating Lettering

In Stitch Express, the text tool can be used to personalize your embroidery designs by adding names or other labels to them. The following sections describe how to use this tool, and how to edit Text segments that you have created.

Normal Text Tool

You can create using the Text  tool. Normal text items start out with normal proportions for the font, and can be adjusted.

To create normal text:

- 1 On the Home tab, click the Normal  text tool.
- 2 Click once in the design window.



If another text item was already selected, your first click only de-selected that item. You will have to click again to place a new text item.

An empty text frame appears in the workspace, and the mouse pointer changes to an arrow with the letter A next to it .

- 3 Type the desired text string. To create a multi-line text segment, press **ENTER**, which will drop the cursor down one line, and continue to enter your text.
- 4 Right-click to complete the text segment.
Your text appears in the design. You can now make any other changes to the text segment in the Text Properties box.
- 5 To change the font of the current text item, do the following:
 - ♦ In the Text area of Properties panel, click the Font field to select it.
 - ♦ Click on the down-arrow to the right of the font field.
You see a list of fonts.
 - ♦ Select the desired font from the list.
A preview of the newly selected font is now displayed at the top of the properties panel.
 - ♦ Click **Apply** in the Properties panel.

Adjusting Size of a Text Segment

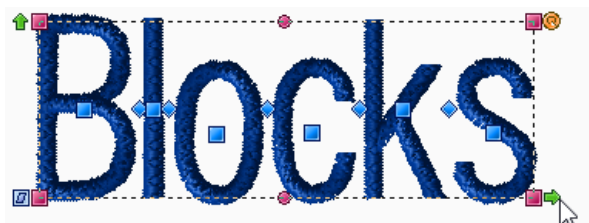
To change the size of a text segment manually, you can use the Proportional Sizing handle. This is the green arrow located on the top-left corner of the text frame.



Click and drag on the Proportional Sizing Handle to change the overall size of the text; up to increase the size, down to decrease the size. Note that the size of the text changes proportionally; that is, if you increase the size of the segment, the letters will increase in height by the same degree that they increase in width.

Adjusting the Width of Text

If you want to change the width of the text of segment, without changing the height, use the frame's Width Handle.



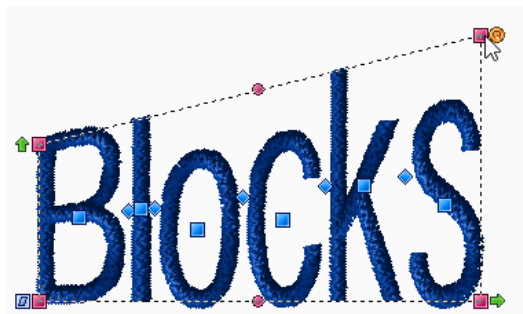
The Width Handle is the green arrow at the bottom-right of the text frame. Click and drag the to right to increase the width, and to the left to decrease the width



If you want to adjust the height of a design, it can be done in the Height box in the Text tab. Enter the new size and click Apply.

Adjusting the Corners of Text Segments

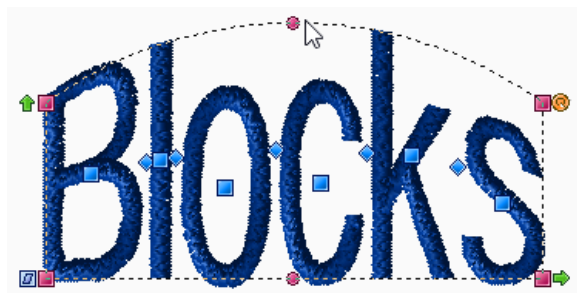
Use the Corner Handles to change the shape of a text segment. These handles are the pink squares located at each corner of the text frame.



When you click and drag these handles up or down, they change to position of the selected corner of the text frame; when you release the mouse button, the embroidery is regenerated to match the change in shape. This gives you the ability to create text that slopes up or down.

Using the Envelope Handles

When you select it, a text segment will be surrounded by a flexible bounding box, called an envelope. You can adjust this shape by moving the Envelope Handles.



The Envelope Handles are the pink circles, located at the mid-point of the top and bottom borders of the text frame. Click and drag these handles to make the top and/or bottom of the frame concave (“bowed in”) or convex (“bowed out”).

Rotating Text

Use the Rotation handle to change the angle of a text segment. This is the orange circle at the top-left corner of the text frame.

To rotate a segment, first position the mouse over this handle so that the cursor will change to a circle-arrow handle . Then, drag the handle to rotate the segment to the desired angle. Drag up to rotate counter-clockwise, and down to rotate clockwise. Release the mouse to drop the segment, and generate the stitches at the new angle.



Dragging this handle rotates the design to any angle. You will see an outline of the design rotate onscreen as you are dragging, and the text will be regenerated when you release the mouse.

Adjusting the Slant of Text

The angle of the letters in a text object can be adjusted with the Slant Handle. The Slant Handle is the square blue handle located to the lower-left of the selection box.



To adjust the slant of text, select the text object you want to adjust, click the Slant Handle and drag. To add a forward (positive) slant to the letters, drag to the right and to add a backward (negative) slant, drag to the left.



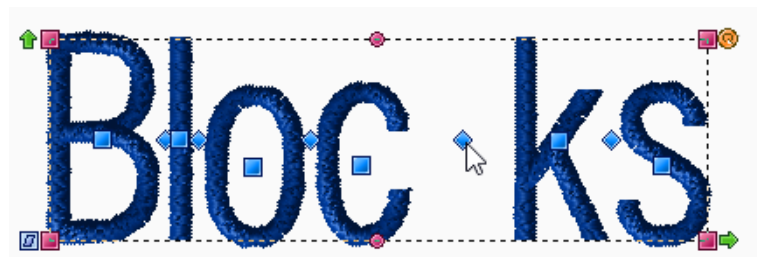
You can undo text edits using the Reset Frame command. Right-click the text, and choose Reset Frame from the option menu; the frame will reset itself.

Working with Individual Letters

The text tools allow you to make changes to individual letters within the text segments in your designs. You are able to select a letter, and move it, rotate it, and resize it by using the handles that surround the letter when it is selected. You can also change the spacing of letters within the word with the special kerning handles.

Adjusting the Space between Letters (Kerning)

The space between individual letters can be adjusted using the Kerning Handles.



Kerning Handles are blue diamonds, located between the letters of your text segment. You can drag these horizontally to adjust the spacing of the text.



When you move a kerning handle in a word, you adjust the space between only the two letters on either side of the handle you are moving; the spacing between the other letters remains the same.

Moving Individual Letters

Individual letters can be moved using the Letter Handles. These appear as blue squares, centered on each letter in the segment.

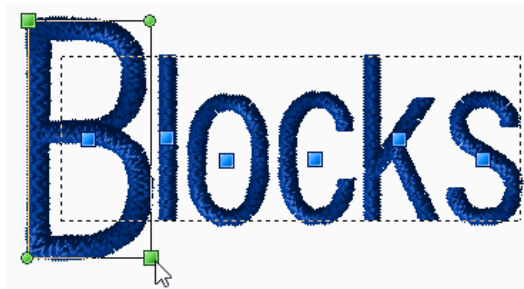


To select a letter, click on its Letter Handle; once the individual letter is selected, you can adjust its position by dragging with the mouse.

Selecting a letter also activates the Letter Frame around that letter. This frame displays handles that allow you to resize or rotate it; see following sections.

Resizing Individual Letters

When an individual letter has been selected, you can resize it by clicking and dragging the Letter Size handles. The Letter Size handles are green squares that are located in the corners of the letter frame.



When you hover over these handles, a double-ended arrow appears; by dragging up or down on this handle, you increase or decrease the size.

Rotating Individual Letters

When you select an individual letter with its Letter Handle, you can rotate it by clicking and dragging the Letter Rotation Handles. The Letter rotation handles are the green circles at the corners of the Letter Frame. When you hover over these handles, the mouse pointer will become a circle with arrows, like this. 



Drag up to rotate counter-clockwise, and down to rotate clockwise. As you rotate, the tool displays an outline preview of the letter, showing how far you are rotating it.

Working with Color

With Stitch Express, you are able to choose a text item's color from a large variety of thread colors. You apply the color by selecting from the colors available in your currently loaded thread palette.

Changing the Color of a Text Segment

The following procedure applies to situations where you want to simply change the thread color of an existing text segment to a new color.

To change a the thread color of a Text item:

- 1 Select the text item in the workspace, using either the Select tool or one of the text tools.
- 2 In the Color Palette, click the color box with the thread color you want to use.



If you hover over a color square on the Palette, the thread type and number will show beside the mouse pointer.

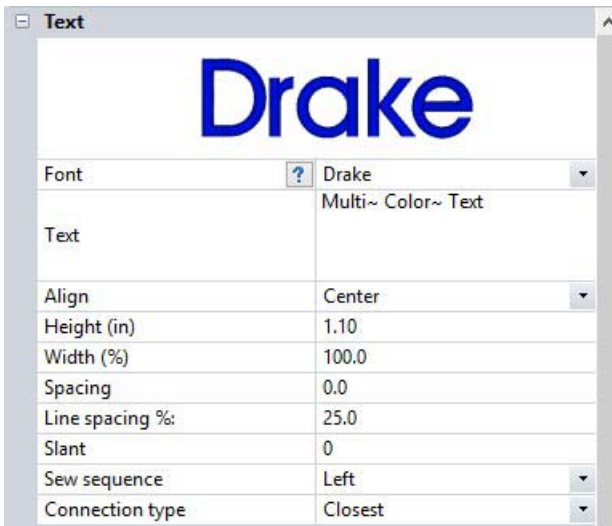
Creating Multi-color Text Segments

When you are creating design compositions involving lettering, you may find that you want to have two or more colors in a single line of text.

You accomplish this by inserting a special character, the tilde (~) into your text. Inserting these characters divides your text segment into sub-segments; each of the sub-segments that are created this way gets its own color identifier label (Color1, Color2, etc.) and can then be assigned its own thread color from the Color Palette.

To insert thread color changes within a text segment:

- 1 Select a text segment.
- 2 In the **Text** field of the Text Properties panel, type a tilde (~) between letters in each position that you want a color change to occur.



- 3 Click Apply.

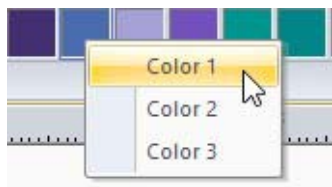
You see the colors change for all text sub segments after the first one, which retains the original color.

Multi-Color Text

The text segment, as it appears initially, after being divided into sub segments. The first subsegment retains the original color, and the subsequent ones are assigned arbitrary "placeholder" colors (until you chose your own).

- 4 To apply your choice of colors to the sub-segments, move the mouse pointer to the desired color in the Color Palette and left-click.

A context menu appears, listing the text sub-segment color identifiers in the order they appear in your text.



Selecting the colors for the individual sub-segments; in this example, applying a red thread color to the first segment, the word 'Multi'.

- 5 From the context menu, click on the subsegment identifier to apply the chosen thread color to it.
The subsegment changes to the chosen color.
- 6 Repeat step 5) for each subsegment in your list.

Multi-Color Text

The text segment with new thread colors applied.



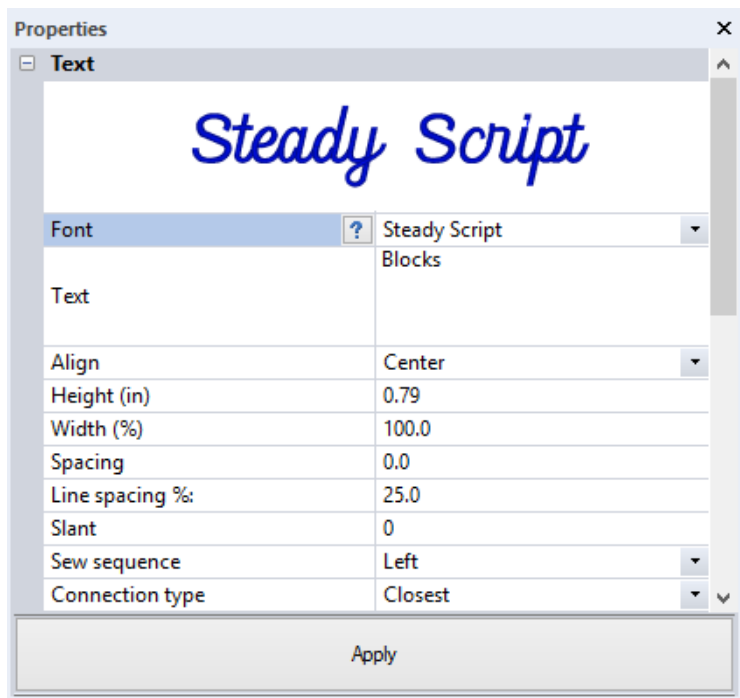
The example outlined above demonstrates two color changes being applied between words, but you can apply changes in exactly the same way between individual letters in a word. Note that the tildes do not add any space between characters or words in your text.

Adjusting Text Properties

The Properties Panel appears on the right of the workspace. The Properties Panel allows you to modify various properties of the currently selected text segment. You can use this area of the panel to change text itself, choose a font, and select the height, alignment, and spacing of the letters.

Changing the Lettering

As well as being able to type directly on the screen (see appropriate sections under “Creating Text”), you can also input your text by typing in into the Text field on the Properties Panel.



To edit text in the Properties panel:

- 1 Select the text object you want to edit.

- 2 In the Text area of the Properties panel, click in the Text field to select it.



If the Properties panel is not already visible, you can display it quickly by pressing Alt + Enter on your keyboard.

- 3 Type the desired text into the Text field.
- 4 Click Apply to save your changes.

Changing the Font

You can change the font type of text objects using the drop-down list of fonts in the Properties Panel. At the top of the area, you see a preview image showing a sample of the selected font.



Note that, depending on the embroidery font you choose, there are different minimum and maximum height recommendations. For more information, see “Displaying Font Properties”, following.

To change a font:

- 1 Select the text segment you want to alter.
- 2 From the Font list, select the font you want to use.



You can preview the fonts available by clicking the arrow to the right of the font name. This will display a drop-down list of the available fonts; scroll through the list by dragging the track button. You can click on each font name to display a preview of the font in the Text area.

- 3 Click Apply to save your changes.
You see your text's font is altered accordingly.

Displaying Font Properties

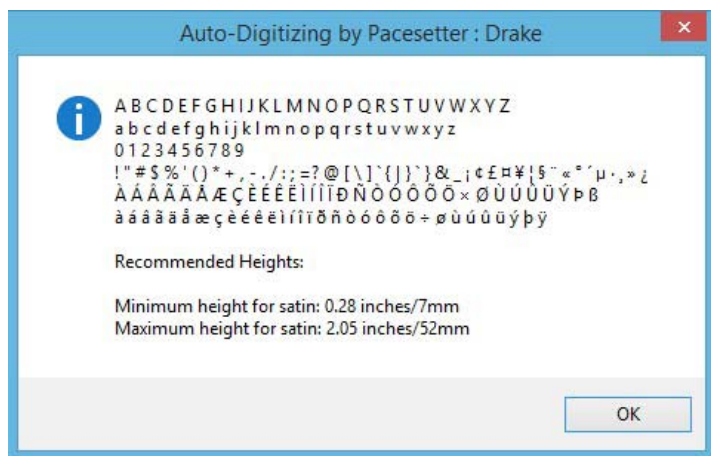
In Properties Panel, there is a tool which displays all the characters (keystrokes) that can be entered for available embroidery fonts. For example, some fonts only allow you to enter uppercase characters, while other fonts allow you to enter both uppercase and lowercase characters.

The available characters box also tells you the minimum and maximum recommended heights for sewing out the font.

To display an embroidery font's available keystrokes:

- 1 Display the Properties Panel, if it is not already visible.
- 2 In the Text area, select the font you want to use in the Font field.
- 3 Do one of the following:
 - ♦ Hover the mouse pointer over the font preview list.
 - ♦ Click on the available characters button  to the immediate left of the font field.

You see a window that displays all the available keystrokes that you can enter for the selected font.



Changing the Height of Lettering

Height refers to the tallest character in the desired lettering. So, when a text segment contains both uppercase and lowercase letters, it is the size of largest uppercase letters (usually) that is set by this property.

To change the height of lettering:

- 1 Select the text object you want to alter.
- 2 In the Text area of the Properties panel, select the Height field.
The property label (Height) is highlighted in blue.
- 3 Type in the height you want your letters to be.
- 4 Click Apply to save your changes.
You see your text's height altered accordingly.

Changing Font Spacing

The font spacing property controls the horizontal spacing between letters in a text segment. The normal (default) value for the font spacing is zero. You can set the font spacing to a negative or a positive value. If you set the value to less than zero, then the spacing between letters decreases; if you set the value to greater than zero, then the spacing increases.

Notice that the spacing property applies to the whole segment. If you want to change the spacing selectively, to individual gaps between letters, you can use the Kerning Handles. See “Adjusting the Space between letters.”

To change font spacing:

- 1 Select the text object you want to alter.
- 2 In the Text area of the Properties panel, click in the Spacing field to select it.
- 3 Enter the font spacing value you want to use.
- 4 Click Apply to save your changes.
You see your text's letter spacing altered accordingly.

Width Percentage

The Width Percentage changes the overall width of a text segment. You can adjust the Width percentage to alter the appearance of the text object, or to allow it to fit the hoop better.



When you change the width of a segment using the Width Handle, the Width Percentage of the selected segment will be adjusted automatically to reflect the change.

To change width percentage:

- 1 Select the text object you want to alter.
- 2 In the Text area of the Properties panel, select the Width field.
- 3 Enter the width percentage value you want to use.
- 4 Click Apply to save your changes.

You see your text's width percentage altered accordingly.

Changing the Slant Setting

Stitch Express allows you to use the Slant setting to create a slanted effect in text objects. Slant changes the degree value of the slant on your lettering. A negative value slants your lettering to the left; a positive value slants it to the right.



Negative slant to the left and positive slant to the right.

To change slant settings:

- 1 Select the text object you want to alter.
- 2 In the Text area of the Properties panel, select the Slant field.

- 3 Enter the slant value you want to use. To slant your lettering to the left, enter a negative value. To slant your lettering to the right, enter a positive value.
- 4 Click Apply to save your changes.
You see your text altered accordingly.

Line Spacing

This property controls the spacing between lines in multi-line text segments. This quantity is expressed as percentage of the Letter Height value.

Align

The Align setting will only be applicable to lettering segments with two or more lines. This property is equivalent to the alignment of paragraphs in a text document. By clicking on the Align field, you open a drop-down list of align options: choose either Left, Right, or Center.

Context (Right-click) menu with Text

You can right-click on a Text frame to open the context menu. This menu allows you to change several important text properties, such as changing or resetting frames.

Resetting the Frame

The Reset Frame command is useful when you have altered your text object a bit too much and want to start over; depending on which has been adjusted, you will be able to “Reset Frame” (for whole text frames) or “Reset Letter” (for individual letters).

Resetting Individual Letters

If you have selected a single letter in a text segment, the context menu will have an additional option, the Reset Letter command. Use this command in cases where you have manipulated a letter and want to reset it so that it looks as it would if it was never individually adjusted.



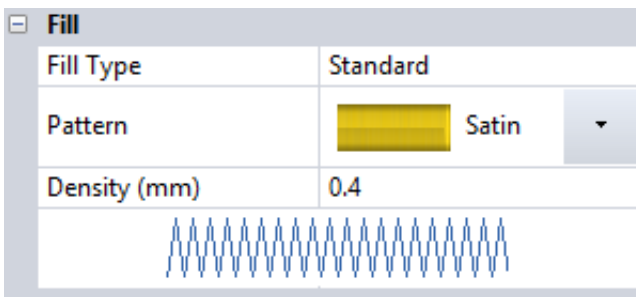
This command is available when you activate individual letter size handles and right-click the individual letter with your cursor.

Properties

You can right-click the Text segment and select the Properties option to open the Properties dialog (if it is not currently open) or hide it (if it is open).

Adjusting Fill Settings

In the properties panel, the Fill settings let you to customize the fill's pattern, density, angle setting. Note that the angle setting only applies to regular fills, not text segments.



The Fill settings area of the properties panel

Choosing a Fill Pattern

When you install Stitch Express, a wide variety of Standard patterns are installed along with the software.

To choose the fill pattern:

- 1 Select a fill or text segment.
- 2 Click the down-arrow on the right of the Pattern field
You see a list of patterns.
- 3 From the list, select a pattern.
- 4 Click Apply.

The fill in the selected segment will be adjusted accordingly.

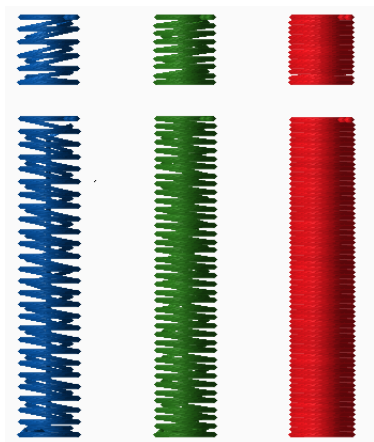
Fill Density Setting

Fill density is the distance between individual lines of the stitches in the fill, and is measured in millimeters.



Note that the density setting is given in millimeters. Therefore, larger values correspond to a lower density, while lower values correspond to a higher density.

Use the density setting to adjust your fill to suit the fabric you are sewing on. For example, fabrics with a very loose weave are less able to hold a large density of stitches; in cases such as this, you can lower the density of the fill.



Three letters showing increasing density; from left to right, 1.2 mm, 0.9 mm, 0.5 mm.

In the Fill area, the image beneath the Density setting will change as you adjust the setting. These are not precise images; rather, they are intended to provide you with visual cues to what you are doing as you change the settings.

Displaying Special Characters

When you create lettering, you can enter characters available on your keyboard. You can also enter characters using ASCII numbers, a feature that is available for you to use if needed. An ASCII number is a code number, four digits long, which represents a character that does

not have a key to represent it. For instance, ™ or ® are symbols that exist in some fonts but are not type-able on a standard US/English keyboard.

Please note that not all fonts contain all of the special characters. To see which characters are available in any given font, check the font preview information for that font.



You can see the list of available characters for a font by pressing on the  button in the Font field of the Text Properties panel, or by hovering your mouse over the font preview.

Special Characters List

The following lists the special characters that may be available in Stitch Express.

Character	Key Code	Character	Key Code
€	Alt + 0128	×	Alt + 0215
‘	Alt + 0145	Ø	Alt + 0216
’	Alt + 0146	Ù	Alt + 0217
“	Alt + 0147	Ú	Alt + 0218
”	Alt + 0148	Û	Alt + 0219
•	Alt + 0149	Ü	Alt + 0220
—	Alt + 0151	Ý	Alt + 0221
™	Alt + 0153	þ	Alt + 0222
ı	Alt + 0161	ß	Alt + 0223
¢	Alt + 0162	à	Alt + 0224
£	Alt + 0163	á	Alt + 0225
¤	Alt + 0164	â	Alt + 0226
¥	Alt + 0165	ã	Alt + 0027
ı	Alt + 0166	ä	Alt + 0028
§	Alt + 0167	å	Alt + 0029
..	Alt + 0168	æ	Alt + 0230
©	Alt + 0169	ç	Alt + 0231
-	Alt + 0173	è	Alt + 0232
®	Alt + 0174	é	Alt + 0233

Character	Key Code	Character	Key Code
—	Alt + 0175	ê	Alt + 0234
¿	Alt + 0191	ë	Alt + 0235
À	Alt + 0192	ì	Alt + 0236
Á	Alt + 0193	í	Alt + 0237
Â	Alt + 0194	î	Alt + 0238
Ã	Alt + 0195	ï	Alt + 0239
Ä	Alt + 0196	ð	Alt + 0240
Å	Alt + 0197	ñ	Alt + 0241
Æ	Alt + 0198	ò	Alt + 0242
Ç	Alt + 0199	ó	Alt + 0243
È	Alt + 0200	ô	Alt + 0244
É	Alt + 0201	õ	Alt + 0245
Ê	Alt + 0202	ö	Alt + 0246
Ë	Alt + 0203	÷	Alt + 0247
Ì	Alt + 0204	ø	Alt + 0248
Í	Alt + 0205	ù	Alt + 0249
Î	Alt + 0206	ú	Alt + 0250
Ï	Alt + 0207	û	Alt + 0251
Ð	Alt + 0208	ü	Alt + 0252
Ñ	Alt + 0209	ý	Alt + 0253
Ò	Alt + 0210	þ	Alt + 0254
Ó	Alt + 0211	ÿ	Alt + 0255
Ô	Alt + 0212	Ü	Alt + 0220
Õ	Alt + 0213	Ý	Alt + 0221
Ö	Alt + 0214		

To type special characters:

- 1 In the text frame, position the cursor where you want to insert the special character.
- 2 Press and hold down the **ALT** key on your keyboard.

- 3 Type the corresponding key code for the special character from the number pad located on the right side of the keyboard.
To view a list of special characters and their corresponding key codes, see "Special Characters List".
- 4 Release the **ALT** key.
You see the special character.

CHAPTER 3:

Design Editing

Once you have learned to create your own designs, you will want to create and save them as files to output to your machine. You can also use the

Topics covered in this chapter:

- Creating new designs.
- Selecting, copying, and pasting objects
- Moving and aligning items in your workspace.
- .Using the Edit Shape tool to modify the shapes of outline segments

Creating New Designs

When you open Stitch Express, when you click the New tool, The design window automatically opens using the default recipe and machine format settings specified in the Preferences dialog. For more information on default settings, see “Setting up your Workspace Environment.”

- To open a brand new, untitled design in the workspace, do one of the following
 - ♦ On the Quick Access toolbar, click the New  tool.
 - ♦ Click the Custom Access  button and select Open from the list of tools

Opening and Closing Designs

Stitch Express allows you to open designs in a wide variety of file formats. When you open a design file in the design window, your single design file retains the stitches for that design.

To open an existing design:

- 1 Do one of the following:
 - ♦ Click the Open  tool on the Quick Access toolbar
 - ♦ Click the Custom Access  button and select Open from the menu.

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 the format 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.
- 5 Select Preview to view a thumbnail (a small representation) of the design.

6 Click Open.



To view the contents of a zip (compressed) file, select the zip file and click Open. Select the design you want to open from the unzipped file list and click OK.



To open a file you have recently worked on, click the Custom Access



button and locate it in the “Recently used designs” list.

To close a design:

- Click the Custom Access  button and select Close  from the menu.

Choosing the Default Recipe

You choose one of the pre-installed recipes through the New design dialog each time you open a new design. The NORMAL recipe is the default for new designs; however, you can set the default to a different recipe through the Preferences dialog box.



To open the Preferences dialog box, go to the View tab on the ribbon and click on the Preferences  button.

The recipe you choose then becomes the default for all subsequent design files that you open. The recipes containing fabric settings are applied to all the lettering you create in that design.

Saving Designs

The Save As command lets you save an alternative version of the design with a different name, location, or file format. Save As is used when you want to keep your original design and create another design with slight modifications. The Save command saves the changes you make to the current design.

Note: Using the Outline (*.BRF) File Type

Outline files are embroidery files that contain both outlines and stitches, allowing for the highest level of design editing. In Initial Stitch, the outline files have the *.BRF file extension. It is recommended that you first save all working files as *.BRF to preserve the outlines, and then save as the machine file format of your choice.

To save a design:

- 1 Click the Custom Access  button and choose Save As  from the menu.
You see the Save As dialog box.
- 2 In the Save in list, browse to the location you want to save your file.
- 3 In the File Name box, enter the file name for the design you want to save.
- 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:

- Do one of the following
 - ♦ Click the Custom Access  button and choose Save  from the menu.
 - ♦ On the Quick Access Toolbar, click the Save  button.

Selecting and Moving Segments

Using the Select tools

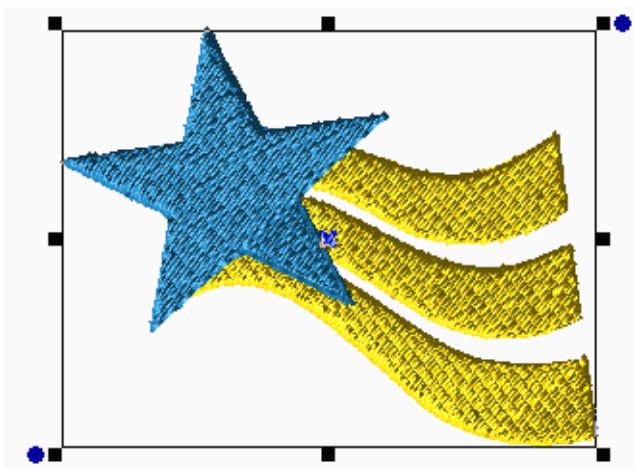
The Select  tool allows you to select and modify individual design components. The Select All  tool immediately select all embroidery items in the design.

When the Edit Shape  tool is active, you will see the anchor points of the segment. You can also select individual segments using the Shape tool and then select beads and angle lines.

Design components that have been selected using the Select tool can be moved, duplicated, or deleted. They can also be resized and rotated in either direction.

To select one segment or group in the design:

- 1 On the Home tab, click the Select  tool.
- 2 Click the segment or grouped segment you want to select.
The active segment is enclosed in a selection frame. The selection frame includes resizing and rotation handles.



To select multiple segments in the design:

- 1 On the Home tab, click the Select  tool.
- 2 Click a design component. Press CTRL on your keyboard while you click each design component not already selected.
The active design components will be enclosed in a selection box with handles.

To select all segments:

- Do one of the following:
 - ♦ On the Home tab/Select area, click the Select All  tool.
 - ♦ Press Ctrl+A on the keyboard.*All segments of the design will be selected, and will be enclosed in a single selection frame.*

Copying, Cutting, and Pasting Design Components

You can use a variety of methods to copy design components in your designs.

To copy to the clipboard:

- 1 Select one or more design components you want to copy.
- 2 To copy design components to the clipboard, do one of the following:
 - ♦ On the Home tab, click on the Copy  button.
 - ♦ In the design workspace, right-click on the selection and choose Copy from the menu.
 - ♦ Press Ctrl + C.*The design components are copied to the clipboard.*
- 3 To paste design components from the clipboard, do one of the following:
 - ♦ On the Home tab, click on the Paste  button.
 - ♦ In the design workspace, right-click anywhere and choose Paste from the menu.
 - ♦ Press Ctrl + V.

To cut to the clipboard:

- 1 Select one or more design components you want to cut.
- 2 To cut design components to the clipboard, do one of the following:
 - ♦ On the Home tab, click on the Cut  button.
 - ♦ In the design workspace, right-click on the selection and choose Cut from the menu.
 - ♦ Press Ctrl+X.

The design components are removed from their location.

- 3 To paste design components from the clipboard, do one of the following:
 - ♦ On the Home tab, click on the Paste  button.
 - ♦ In the design workspace, right-click anywhere and choose Paste from the menu.
 - ♦ Press Ctrl + V.

Correcting Mistakes

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

To use Undo:

- Do one of the following:
 - ♦ On the Quick Access toolbar click the Undo  tool.
 - ♦ Press Ctrl+Z on your keyboard.

To use Redo:

- Do one of the following:
 - ♦ From the Quick Access toolbar, click the Redo  tool.
 - ♦ Press Ctrl+Y on your keyboard.

Aligning Objects Vertically and Horizontally

You can align lettering or design components horizontally or vertically using the Align tools on the Arrange tab.

To align design components:

- 1 Select all the segments you want to align.
See “Selecting and Moving Parts of a Design.”
- 2 On the Arrange tab, select the appropriate button from the following:

	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.
	Center: Centers the selected objects in the current hoop. If more than one object is selected, the entire group is moved together to the center of the hoop; the objects selected remain in the same position <u>relative to each other</u> as they had before being centered.

Moving the selected segment manually

You can move the component parts of your design relative to each other by dragging them to another location.

To move a design component manually:

- 1 On the Home tab, click the Select  tool.
- 2 Click and drag the design component to its new location.
As you drag, the status line displays the horizontal (dx) and vertical (dy) distance.

Deleting the selected Segment

Deleting a design component removes it from the design. The only way to retrieve a design component you delete is to use the Undo  tool from the Quick Access tool bar immediately after you delete it.

To delete a design component:

- 1 On the Home tab, click the Select  tool.
- 2 Select the design component.
- 3 There are three ways to delete a design component:
 - ♦ Right-click and select Delete from the shortcut menu.
 - ♦ Press Delete on your keyboard.
 - ♦ Choose the Delete command from the Home Tab on the ribbon.

Resizing Design Objects

Resizing an object (i.e., a text or auto-digitized embroidery segment) changes the horizontal or vertical dimensions. You can manually resize objects in the workspace, or use the Transform settings (found on the Properties panel) for finer control.

You can also resize the selected design object using the Transform settings in the Properties panel. If this method is used to resize the selection, you have the option of resizing by absolute size, or a percentage of the object's original size.

To resize objects manually using the frame handles:

- 1 Select one or more objects.
The active object is enclosed in a selection box with handles.
- 2 Do one or more of the following to resize object(s):
 - ♦ To resize by width, click and drag the design handles located on the left and right side of the selection box.
 - ♦ To resize by height, click and drag the design handles located on the top and bottom sides of the selection box.
 - ♦ To resize proportionally, click and drag the design handles located at the top or bottom corners of the selection box.

To resize objects using the Transform settings:

- 1 Using the Select tool, select a design object.
The select object is enclosed in a selection box with handles.
- 2 In the Properties Panel, expand the In the Transform settings area.

Transform	
Absolute	☒
Width (in)	3.95
Height (in)	1.91
Relative	☐
Width (%)	100.0
Height (%)	100.0
Maintain aspect ratio	☒
Angle	0.0

- 3 To resize the object in absolute terms (that is, by unit length), do the following:
 - Check the Absolute box.
 - The **Width (in)** and **Height (in)** fields become editable.
 - In the Width field, enter the desired width.
 - In the Height field, enter the desired height.
- 4 To resize the object by percentage (relative to the original dimensions), do the following:
 - Check the Relative box.
 - The **Width (%)** and The Width and Height fields become editable. fields become editable.
 - In the Width field, enter the desired percent width.
 - In the Height field, enter the desired percent height.



To maintain the proportions of an object while resizing it, select Maintain aspect ratio if not already selected; when Maintain aspect ratio is selected, you only have to enter one dimension, and the other will be generated automatically.

- 5 Click Apply.
The size of the object will be modified accordingly.

Rotating Design Objects

The rotate tools on the Arrange tab may be used to rotate text items, frames, or merged stitch designs through 90° increments. To rotate text through a smaller angle, you can rotate the selection using the frame handles, or by using the Rotate Angle  tool; the Rotate Angle tool allows you to type in an exact angle of rotation.

To rotate 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 handle beside the top-right or 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.



The number of degrees of rotation is displayed on the status line in the bottom left corner of the workspace window.

To rotate using the toolbar buttons:

- 1 Select one or more design components you want to rotate.
The active design component(s) is enclosed in a selection box.
- 2 From the Arrange tab on the ribbon, select one of the following:



Rotate Left: Rotates one or more selected objects to the left by 90° increments.



Rotate Right: Rotates one or more selected objects to the right by 90° increments.



Rotate Angle: When clicked, this will open the Rotation dialog. In the dialog, enter the exact number of degrees of rotation you want to apply to the selection, then click OK.

To rotate using the Transform settings:

- 1 Select the object with the Select tool.
The select object is enclosed in a selection box with handles.
- 2 In the Transform area of the Properties Panel, enter the desired angle in the Angle field.
- 3 Click Apply.
The selected object will be rotated accordingly.

Editing Outlines

Editing Artwork with the Edit Shape Tool

Use the Edit Shape  tool to add or delete anchor points (nodes) on an vector artwork segment or embroidery segment that contains outline (e.g., a run, satin, or appliqué). When you select the segment, and then select the Edit Shape tool, the anchor points appear as blue squares along the outline of the shape.

Adding anchor points gives you finer control over the shape of the outline segment; when you delete anchor points you simplify the outline.

You can also use this tool to move the anchor points, allowing you to modify the shape of an existing line or shape.

To add an anchor point:

- 1 Select a segment.
- 2 On the Home tab, click the Edit Shape  tool.
- 3 Right-click the location where you want to add an anchor point.
You see a context menu.
- 4 Choose Add Point from the shortcut menu.
The new point appears on the selected line.

To delete an anchor point:

- 1 Select a segment with the Select  tool.
- 2 On the Home tab, click the Edit Shape  tool.

- 3 Right-click the anchor point you want to delete.
You see a context menu.
- 4 Choose Delete Point from the shortcut menu.
The anchor point is removed from the selected line.

To change the shape of an existing outline:

- 1 Select a segment with the Select  tool.
- 2 On the Home tab, click the Edit Shape  tool.
- 3 The anchor points appear on the segment, as small blue squares.
- 4 To re-shape the outline, do the following:
 - ♦ Click and drag on an anchor point to move it to the desired position.
 - ♦ Release the mouse button.
- 5 Repeat step 4 for any other anchors, as required.
- 6 Click in an empty area of the workspace (or click on the Select tool) to de-select the Edit Shape tool.
The outline will take on the new shape.

Changing the Properties of an Anchor Point

Using the Edit Shape tool, you can change the properties of an anchor point. By default, when an anchor is placed, it will create straight point - which is to say, the angle of the lines on either side go straight to the adjacent anchor points. The point may be moved, but there are no direction lines that can be moved to change the shape of the path.

However, when the Edit Shape tool is active, you can right-click on the anchor point and change the given straight point to a smooth or cusp point, which have direction lines that you can click and drag to change the corner shape.

To change anchor point properties:

- 1 Select a segment with the Select  tool.
- 2 On the Home tab, click the Edit Shape  tool.
The anchor points appear on the segment.
- 3 Right-click an anchor point.
You see a context menu.

- 4 From the context menu, select one of the following:
- **Line:** Removes the direction lines from the anchor point. Creates a straight point without any curved properties.
 - **Cusp:** Allows editing (direction and length) of the direction lines on either side of the anchor point; permits you to make a sharp (or shallow) bend to a curve.
 - **Smooth:** Constrains the angle of the direction lines to 180° and allows you to vary the length of the direction line side of the anchor point. Creates a smooth transition on either side of the point.
 - **Symmetrical:** Constrains the angle of the direction lines to 180° 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.

Using the Color Palette

In Stitch Express, you can change the color of any text of embroidery segment in your design.



The color palette shows you the thread colors that are available in the thread chart that is currently selected. It is located along the top edge of the design workspace.

Selecting a Thread Chart

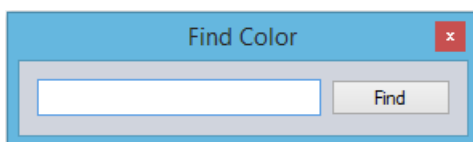
Stitch Express comes with a large number of thread charts already loaded. You can choose from among these charts by clicking on the Thread Chart button , which is on the left end of the Color palette. Clicking this button will display the whole list of thread charts as a drop-down list. Click on the one that you want and its thread colors will be loaded into the color palette.

Searching the Palette a particular color

The Thread Color Search  tool, which is found to the left of the thread palette, allows you to search for a particular thread in the palette, if you know the name or thread number.

To search for a thread color:

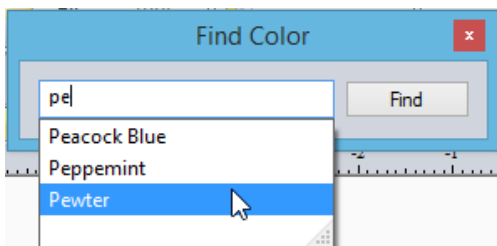
- 1 On the Palette bar, click the Thread Color Search  tool.
You see the Find Color dialog.



- 2 Type in all or part of the name or number of the thread.



If there is more than one possible match for a partial string that you enter, the search dialog will present you with a number of choices as you type; see image below, for example.



- 3 When you have found the color you want, click on the name to select it.
- 4 Click Find.
The Find Color dialog closes, and the color you chose will be the selected color in the palette.

Changing the Text Thread Color

Stitch Express allows you to adjust the colors of the lettering you create, by using the Color Palette; you do this by choosing thread objects in the Color palette.



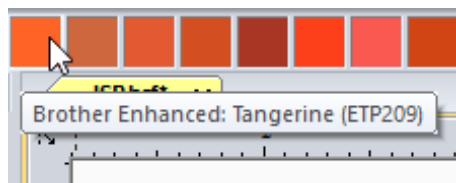
Note that the selection of new colors only applies to new segments that you create, you cannot change the color of a segment if it has been imported in as a stitch segment.

To change the thread color of a Text item:

- 1 Select the text item in the workspace, using either the Select tool or one of the text tools.
- 2 In the Color Palette, click the color box with the thread color you want to use.



If you hover over a color square on the Palette, the thread type and number will show beside the mouse pointer.



The color of the selected text segment will change to the new color.

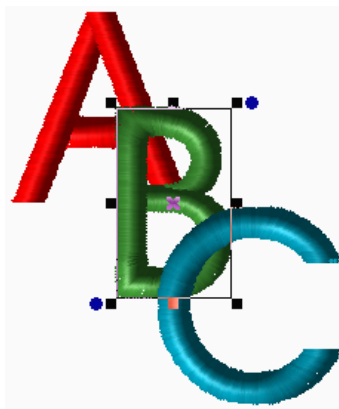
Changing the Sewing Sequence

The segment sequence is the order in which the individual segments are sewn. Managing the sewing sequence is important because you want adjacent segments to sew in order, so that the number of jump stitches are reduced.

You can apply the “move up” and “move down” commands in two ways: by selecting the segment (or segments) in the Sequence View panel.

To sequence segments:

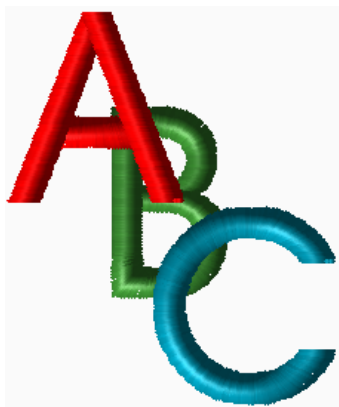
- 1 Select one or more segments you want to resequence.



In this example, the “B” is selected; initially, it is the second item in the sewing order.

- 2 To move the segment(s) earlier in the sewing sequence, do one of the following:
 - ♦ In the design workspace, right-click the selected segment(s) and select Move—Up from the context menu.
 - ♦ In the Sequence View area, right-click the selected segment(s) and choose Move—Up.

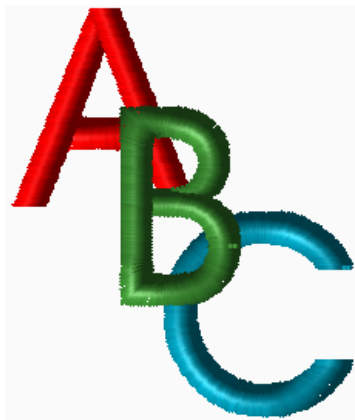
The segment is moved one position forward in the sewing order.



The change in the sewing order will also be reflected in the Sequence View panel.

- 3** To move the segment(s) later in the sewing sequence, do one of the following:
- In the design workspace, right-click the selected segment(s) and select Move–Up from the context menu.
 - In the Sequence View area, right-click the selected segment(s) and choose Move–Down.

The segment is moved one position later in the sewing order.



The change in the sewing order will also be reflected in the Sequence View panel.

Adding Basting Stitches

You can create a series of stitches that will baste a rectangular outline around the edge of a design. Basting stitches assist when hooping, to help ensure that the design is lined up correctly.

The Basting stitches start at the top-left corner of the design; these initial stitches are just jumps and do not sew. Then, a basting run stitch is sewn around the outer edge in a rectangle.

In the Preferences dialog–Autobaste tab, you can vary the basting stitch length and distance between the edge of the design and the basting stitches. For more information on the adjusting these settings, see “Setting up the Workspace Environment—Basting stitch settings.”

To add basting stitches to a design:

- 1 Open an existing design, or create a new one.
- 2 On the Home tab, in the Text/Design area, click the Auto Baste  tool.

The basting stitches will be added to the design.

Printing Designs

You can make print-outs of your designs in Stitch Express. These print-outs not only give you a preview of what the design will look like, but they have a lot of other information as well - the number of stitches in the design and its overall size. Also, by selecting the “Print Color Analysis” option in the Print settings dialog, you can also have printed the color, name, and length of each thread used.

Previewing a Design before Printing

You can preview a worksheet on the screen before sending it to the printer.

To preview a design:

- 1 From the Quick Access Toolbar, click on the Print Preview  button.
- 2 To zoom in and out of the previewed worksheet, do the following:
 - ♦ To zoom in on the worksheet, click Zoom In and scroll to view specific parts of the design.
 - ♦ To zoom out on the worksheet, click Zoom Out and scroll to view specific parts of the design.
- 3 To close print preview and return to the design window, click Close.

Printing Design Worksheets

You can print a design, without previewing it, by selecting the Print

Setup  toolbar icon. This button opens your computer's Print dialog, where you can choose printer options such as how many copies you want to print.

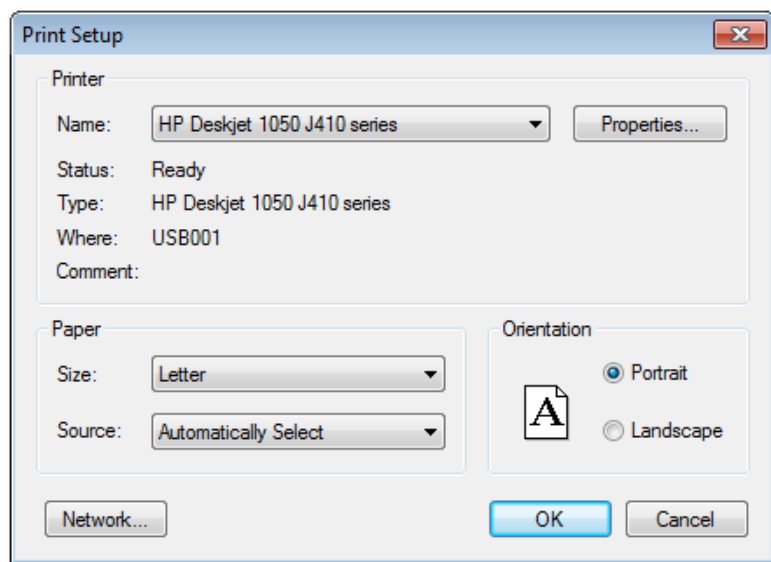
You can also print worksheets of your design immediately, without previewing the design or changing printer options. To do this, choose the Direct Print  button.

To print a worksheet for your design:

1 Do one of the following:

- ◆ Click the Print Setup  button.
- ◆ Press Ctrl+P on the keyboard.

You see the Print dialog.



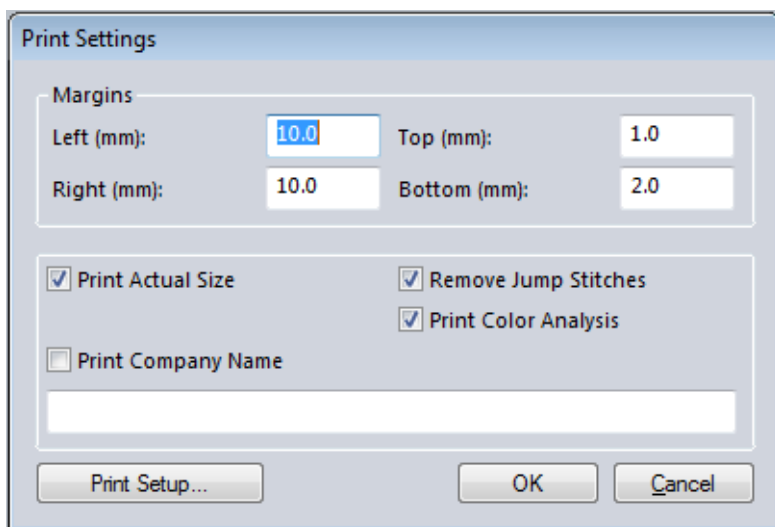
- 2 Make any required changes to the print settings.
- 3 Click OK to send the file to the printer.

Changing the Print Settings

You can customize print settings for your embroidery designs. Stitch Express allows you to adjust the image and worksheet information displayed in design printouts.

To change a design's print settings:

- 1 Click the Custom Access  button and select Print—Print Preview  from the menu.
You see the print preview window, displaying your design.
- 2 On the preview's toolbar, click Settings.
You see the Print Settings dialog.



- 3 In the Margins area, enter the margin sizes you want for your design worksheet.
- 4 Modify the output by checking any of the following options:
 - ♦ Print Actual Size to have your design print in its actual size.
 - ♦ Print Color Analysis to print an expanded thread sequence view that includes a view of the colors used, the color sequence, and the thread consumption for each color.

- ♦ **Print In One Page** to print the design on a single worksheet page.



If **Print Color Analysis** is selected along with **Print In One Page**, the print-out will display a basic thread sequence view. This includes a simplified view of the colors used, the color sequence and the thread consumption.

- ♦ **Print Company Name** to have the name of your company name printed on your design worksheet. Enter your company name in the box below.

5 Click **OK**.

6 Click **Close**.

CHAPTER 4:

Auto-Digitizing tools

The Auto-Digitizing tool are used to quickly create embroidery based on an uploaded images.

Topics covered in this chapter:

- Creating embroidery using the Auto-digitizer tool
- Using the 1 Step Auto-Digitizer tool

Auto-Digitizing

Using the Auto Digitizer tool, you can create an embroidery design from an image file just a few steps. The tool analyzes the different colors in the image, separates them into individual areas and digitizes these “color segments” into embroidery segments.



The Auto Digitizing tool can open image files of the following types: *.BMP, *.JPG, and *.PNG

When you use the full Auto-Digitizer tool, you are able to make decisions about how many colors will be used in the final design, the size of the final design, and the type of embroidery that will be applied to each color segment.

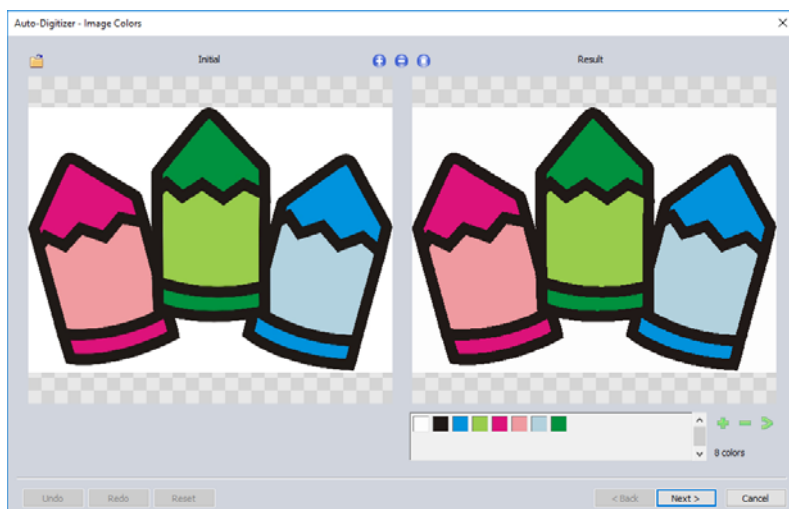
On the other hand, when the 1 Step Auto-Digitizer is applied the software automatically applies a set of default values to these quantities.

Creating an Auto-Digitized Design

The Auto-Digitizer  tool creates the design from a selected image in a step-by-step process. Using this tool, you can make decisions on the color of threads that are used, the size of the final design, and whether or not a background will be included with it.

To digitize a design using the Auto-Digitizer tool:

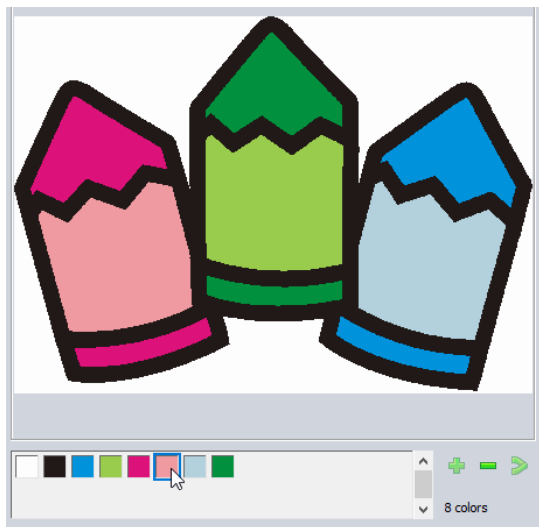
- 1 On the Home tab, click the Auto-Digitizer  tool.
You see the Open dialog.
- 2 Navigate to the folder on computer (or directory on an external storage device) containing the image that you want to digitize.
- 3 In the preview panel, select the image you want and click Open.
You see the Auto-Digitizer – Image Colors dialog.



- 4 Using the Replace  tool, you can merge colors in the image to reduce the number of thread colors in the final design. To merge color areas, do the following:

- ◆ In the color palette, click on the color you want to apply to other color areas in the loaded image.

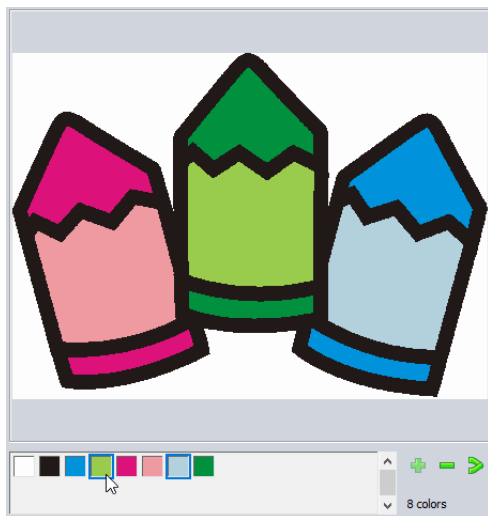
The color square that you have selected will be outlined.



- ♦ Holding the **Ctrl** button, select the color square corresponding to the part of the image that you want to replace with the merge color.

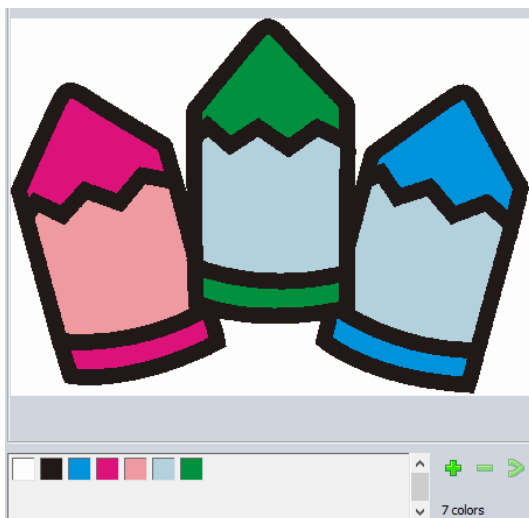


To replace more than one color area in the image, continue holding down **Ctrl** while clicking on additional color squares.

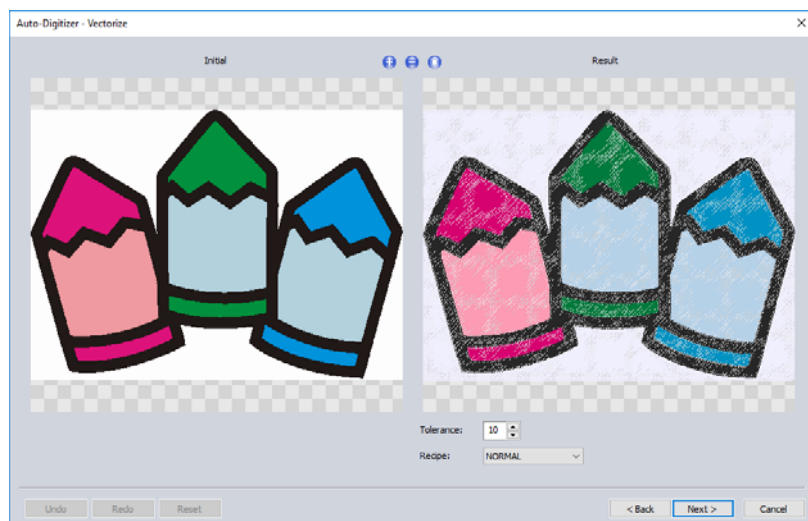


- Click the Merge colors  tool (to the right of the palette).

The color will be replaced and the preview image will be updated accordingly.



- To merge more colors, repeat the previous steps as required.
- To remove colors from the image, do the following.
 - Select one of the color squares in the palette area.
 - To the right of the color palette, click the Remove  button.
The selected color will be removed from the design.
 - To replace a color (or colors) that was removed in the previous step, do the following:
 - On the right side of the dialog, click the Add color  button.
The Add Color dialog opens. In this dialog, you see the colors that have been removed.
 - Select the color(s) that you want to put back into the image.
On the Results side of the dialog, the replaced colors will once again appear in the image.
 - Click Next.
You see the Vectorizer window. In this window, note that design appears in realistic stitch preview.



- 8 Adjust the tolerance level up or down to increase and number of colors that will be digitized.

The tolerance determines how many individual colors are considered when the image is analyzed. When a higher tolerance is selected, the wizard will ignore relatively small variations between colors, and treat these colors as being the same. It will then output fewer thread colors when the image is digitized.

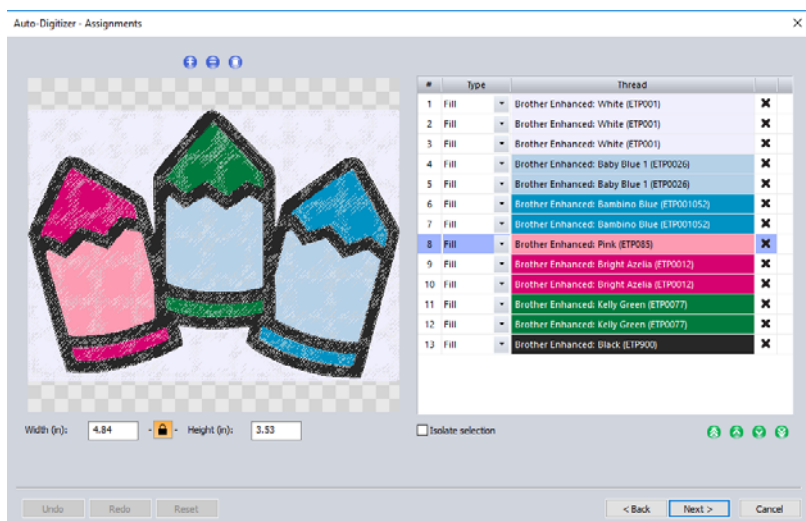
Conversely, when the tolerance is lowered, the tool will make finer distinctions between colors, and therefore include more colors in the final design.

- 9 From the Recipe drop-down list, select the recipe (or style) that you want to apply to the design.

The recipe contains a set of pre-defined embroidery settings (for example, specific density and pull-compensation values) that will be applied to the finished embroidery segments (fill, column or run). The ideal values these settings will vary depending on what kind of material you will be working with – choose the recipe that is most appropriate for the garment that the design is going to be sewn on.

- 10 Click Next.

You see the Auto-Digitizer–Assignments dialog.



The right side of this dialog displays a table with rows for each digitized area in the design; for each area, the table displays an index number (corresponding to the sewing order), the fill type and the assigned thread color for that segment.

- 11** To adjust the size of the design (when digitized), enter the desired values in the Width and Height fields, and press Enter.

By default, the Maintain Aspect Ratio  button will be enabled, which means that changing the width will proportionally, and vice-versa. If you want to skew the aspect of the image - i.e., change one dimension without changing the other – click on the Maintain Aspect Ratio button to disable it before adjusting the width or height.

- 12** To change the segment type for a given segment, click the small box  to the right of the type field. From the drop-down list that appears, one of the following options:

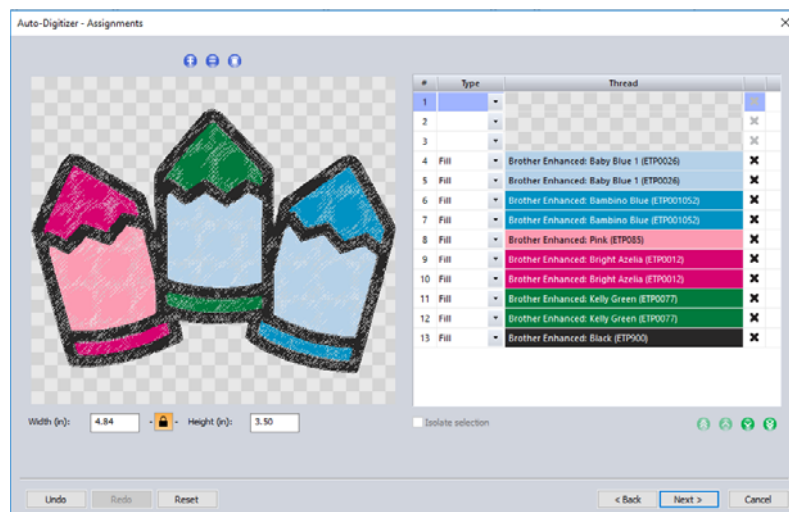
- ◆ Fill
- ◆ Steil
- ◆ Run

If you want to see only the selected segment, check the Isolate segment check box; when selected, this will hide all segments aside from the one that is currently selected.

13 To remove segments from the design (e.g. to remove the

background color) click the Delete  button to the right of the row.

The row will be removed from the list of segments; in the design preview pane, the selected area will now be transparent, and appear as a “checkerboard” pattern).

**14** To change the order of the color segments in the design, do the following:

- Click the row of the segment you want to move.
The row will be highlighted with color.
- Click the up  or down  chevrons to move the selected segment up or down, respectively.
- Click the up  or down  “double chevrons” buttons to move the selected segment to the beginning or end of the design, respectively.

15 Click Next.

You see the Auto-Digitizer—Additions page.



16 To add outline of run stitches around all of the design's individual segments, do the following

- ♦ Click the Add Outline check box.
- ♦ Click the Replace button to select the outline color,.
You see the Import Color dialog.
- ♦ Select a thread color palette from the drop-down list.
The array of thread colors shown in the dialog will change accordingly.
- ♦ Click on a thread color to select it.
The new thread color appears as an outline in the preview window.

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

- ♦ Check the Add border check box.
- ♦ In the type field, select the type of border you want to apply - Steil or Applique.
- ♦ Click the Replace button to select the border stitch color.



If "Applique" is selected as the border type, there will be three separate thread color swatches shown, representing the positioning, tack-down and border stitches of the Appliqué. You can change each thread color separately using the Replace tool.

You see the Import Color dialog.

- Select a color Palette from the drop-down list.
The thread colors shown in the dialog will change accordingly.
- Click a color from the chart to select it.
The new thread color appears as an outline in the preview window.
- In the Distance field, enter the separation between the design and the border.
- In the width field, select the width of the border from the drop-down list.

18 Click Next.

You see the Auto-digitizer-Preview window.



- 19** On this page you see a preview of the design rendered as a three-dimensional stitch preview. To the right of the image, you will see a summary of the overall parameters of the design.

This summary include the following: the Recipe, the number of stitches, the width & height, the number of colors it contains, and a list all the colors in the design (as color swatches). If you want to make any changes to the digitizing of the image (color, size, etc.) you can

20 Click Finish.

The design is generated, and appears in the design window.



One Step Auto-Digitizing

To make very quick designs based on an image, use the One Step Auto-Digitizing tool. This tool uses the same digitizing process as the full

Auto-Digitizing  tool, but because it automatically applies default values to all the settings (e.g. color tolerance, segment type, etc.), the design can be digitized more quickly.

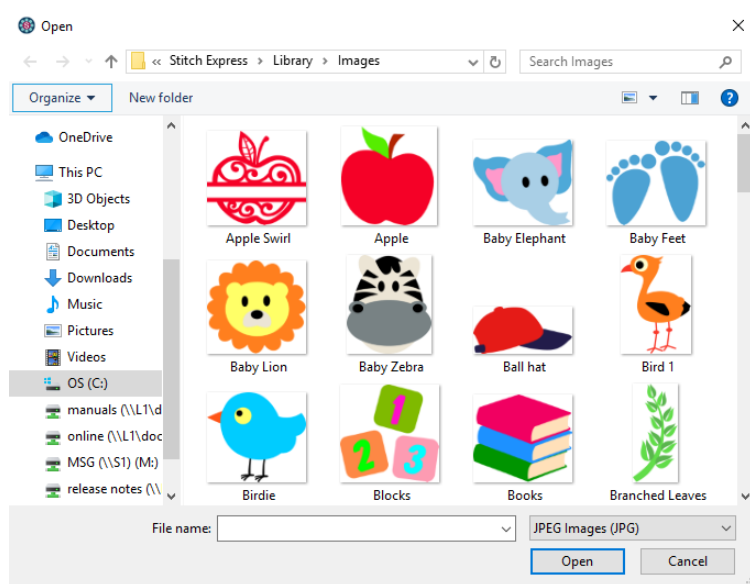
To apply the One Step Auto-Digitizing tool:

- 1 On the Home tab, click the Auto-Digitizer  tool.

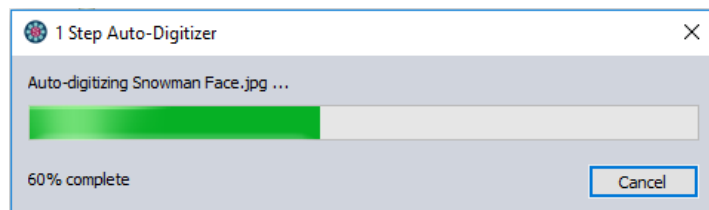
You see the Open dialog.

- 2 Navigate to the folder or directory containing the image that you want to digitize.

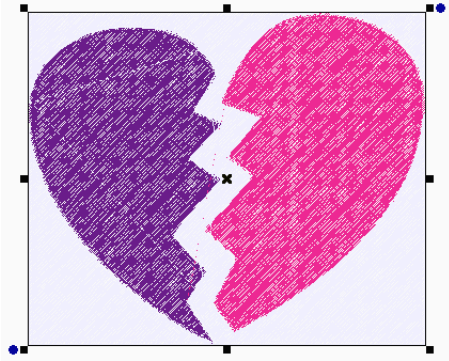
You see thumbnail images of the image files in the selected folder.



- 3 In the preview panel, select the image and click Open.
You see the Auto-Digitizer dialog. This dialog displays a horizontal bar showing the progress of the digitization - wait a few seconds for the process to be completed.



When the bar reaches the right side of the dialog, the process is complete. The dialog closes, and the finished design appears in the workspace.



Since the One-Step A-d process is very streamlined, note that digitizing an image this way does not allow you the option of adding outline or border stitches.

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