My **BERNINA**

Embroidery Software 7
EditorPlus Features

Owner's Workbook

Table of Contents

Introduction

Congratulations on your purchase of BERNINA Embroidery Software 7!

This workbook is designed to be used in conjunction with the classes you will take at your BERNINA dealership, and contains a series of exercises intended to familiarize you with the features of your new BERNINA Embroidery Software 7.

NOTE: *We recommend that you attend Owners classes for your embroidery system and review the information in the MyBERNINA Embroidery workbook before attending BERNINA Embroidery software classes*.

There are two levels of BERNINA Embroidery Software 7—EditorPlus and DesignerPlus.

BERNINA EditorPlus 7- - -
With this software level, you can edit your existing designs and add lettering. You can also create attractive designs with prepared artwork using the powerful automatic digitizing features of Auto Digitizer, Magic Wand and PhotoSnap.
Features of this software include:
- Color re-sequence for improved stitchouts
- 65 different embroidery alphabets
- Convert True Type Fonts & Open Type Fonts to embroidery through Corel DRAW Essentials X6
- Advanced Monogramming features
- Editing individual stitches to fine-tune your designs
- Auto Digitizer to create embroidery automatically from artwork
- Magic Wand to automatically digitize selected areas/shapes of a graphic image
- PhotoSnap to turn graphic images into interesting line stitching
- Portfolio to organize and manage designs from CDs, USB sticks, or designs built into the software
- BERNINA Quilter for planning and designing your quilts
- Cross Stitch for creating cross stitched designs to be embroidered on your machine
- CorelDRAW Essentials X6

BERNINA DesignerPlus 7 - - -
This software level provides all the tools of Editor-Plus and powerful features for digitizing, appliqué, and three-dimensional effects. Features include:
- Manually digitize designs on-screen
- Add artistic & decorative fill and outline patterns to designs
- 81 different embroidery alphabets
- Create pattern stitches and monogram borders
- Appliqué with EXCLUSIVE Advanced Appliqué feature
- Multi-hooping to go beyond the limits of your hoop sizes
- Stumpwork, Trapunto, PunchWork, & Raised satin to create 3-dimensional designs

Be sure to register your BERNINA® Embroidery Software.
My BERNINA Embroidery Software 7
is (circle one):

EditorPlus   DesignerPlus

My dongle serial number is:_____

I purchased my software on:_____(date)

At_____

Software Features of EditorPlus

EditorPlus:

- Alignment Tools
- Art Strokes
- Article display
- Artistic View
- Auto Digitizer tool:
  - ◊ For redwork
  - ◊ For filled objects
- Auto Fabrics
- Auto Underlay
- Bitmaps + Vector drawings
- Break Apart Tool
- Buttonholes:
  - ◊ 9 styles
  - ◊ Buttonhole remove overlap
  - ◊ Buttonhole spacing
- Built in Designs: 450 total
- Color Film/by Color or Object
- Color Palette & Picker
- Color Wheel
- CorelDRAW Essentials X6
- Cross Stitch
  - ◊ Auto & Manual Tools
  - ◊ Stamp Tool
- Cycle through colors used
- Editing designs:
  - ◊ Edit bits & pieces of designs
  - ◊ Stitch by stitch edit
- Fill types:
  - ◊ 30 step fills
  - ◊ 180 fancy fills
  - ◊ 510 pattern fills
  - ◊ Satin + special satin fill
- Group/ungroup
- Kaleidoscope

- Lettering:
  - ◊ 65 fonts
  - ◊ Break Apart Levels
  - ◊ Elastic lettering (curved, straight, perspective, + diamond)
  - ◊ Remove overlap for lettering
  - ◊ 6 Baselines
  - ◊ Justification
  - ◊ Kerning + Reshape
- Lock/Unlock
- Measurement system choice
- Monogram features
  - ◊ 16 modes
  - ◊ 235 monogram ornaments
  - ◊ 44 monogram borders
- Magic Wand
- Mirror Image + Mirror Merge
- New From Template
- Outline types:
  - ◊ Single
  - ◊ Triple
  - ◊ Satin
  - ◊ Blanket
  - ◊ Pattern—368 total
- Overview Window
- PhotoSnap
  - ◊ Photographs
  - ◊ Scanned items
  - ◊ Add outline
  - ◊ Crop image tool
- Polygon select
- Portfolio
- Print fabric through Artwork Canvas
- Pull Compensation
- Quick Clone
- Quick Trace

- Quilter
- Reference files
- Remove Overlaps
- Rescale Designs
- Reshape objects
- Rotate Objects
- Rulers & Guidelines
- Save in 24 formats
- Sequence tools
- Show/Hide Fabrics
- Show/Hide Stitches
- Slow redraw
- Smart Drawing Tools
- Stitch Edit
- Stitch Re-sequencing
- Textured Edge
- Thread Management
- Thread Matching
- Tie In/Tie Off
- Touch up pictures
- Travel on edge
- Underlay
  - ◊ Auto Underlay
  - ◊ Multiple Types of Underlay
- View by Color
- Wave Effect
- Wreath
- Zoom Tools

# Software Features of DesignerPlus

DesignerPlus:

- Appliqué
    - ◊ Auto
    - ◊ Remove appliqué overlaps
    - ◊ Advanced Appliqué
- Blackwork Run
- Block Editor for Quilter
- Calligraphy Effect
- Carving Effect
- Close/ open object options
- Color Blending
- Create monogram borders
- Create pattern fills
- Create pattern outlines
- Double run outline
- Fills:
    - ◊ Blackwork—83
    - ◊ Candlewicking—4
    - ◊ Contour
    - ◊ Cross Stitch—2
    - ◊ Lacework—5
    - ◊ Raised satin
    - ◊ Ripple
    - ◊ Sculptured Fancy
    - ◊ Star Fill
    - ◊ Stippling Fills—3
- Fill Holes
- Gradient Fills—4 profiles
- Hole removal

- Lettering:
    - ◊ 16 additional fonts
    - ◊ 3D puffy lettering
    - ◊ True type fonts
    - ◊ Open type fonts
    - ◊ Move letters off baseline
- Manual Digitizing Tools
    - ◊ Open object
    - ◊ Closed object
    - ◊ Open freehand
    - ◊ Closed freehand
    - ◊ Circle tool
    - ◊ Rectangle tool
    - ◊ Block digitizing
- Morphing—8 effects
- Multi-hooping
    - ◊ Split objects
    - ◊ Digitize registration marks
    - ◊ Set margins of registration marks
- Multiple angles
- Outlines added:
    - ◊ Backstitch
    - ◊ Blackwork Border
    - ◊ Candlewick Border
    - ◊ Raised satin
    - ◊ Stemstitch
- Outline Design + Halo Effect
- Pattern stamp
- PunchWork
- StumpWork
- Trapunto

Software Basics

SOFTWARE BASICS TOPICS:

Setting the Measurement System
Calibrating Your Screen
Using the Reference Manual
Reference Files
Sending Designs to the Machine
Sample Pages
Good Software Habits
Tour of Screen & Icons
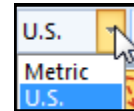
SETTING THE MEASUREMENT SYSTEM

- You may work in inches or in metric while in the software.
- In the middle of the top tool bar, there is a drop down arrow next to U.S. or Metric that will allow you to switch between the measurement systems, regardless of the measurement system that is set on your computer.
- Simply click on the arrow and choose the system of measurement you want. The system automatically updates.
- While working in the software, if you enter either "mm" or the inch symbol (") or "in" in a value box, the measurement will automatically convert to the corresponding measurement of the system you have chosen through the drop down box.
- Stitch settings that relate to your embroidery machine (stitch length and stitch width for example) will remain in metric even if you have chosen inches, but design measurements (size of design and height of letters for example) will change based on what system you have chosen.
- Measurements found in Portfolio and Cross Stitch are affected by the system you have chosen in the Control Panel.

CALIBRATING YOUR SCREEN

Setting the screen calibration will allow you to view designs in a 100% scale and the designs will be the same size as the finished embroidery.

- Select Settings> Calibrate Screen.
- Measure the dialog box that opens from outline to outline, both across and up and down.
- Enter these values in the corresponding width and height boxes.
- Click OK.
- Repeat this process any time you update or reinstall your software.
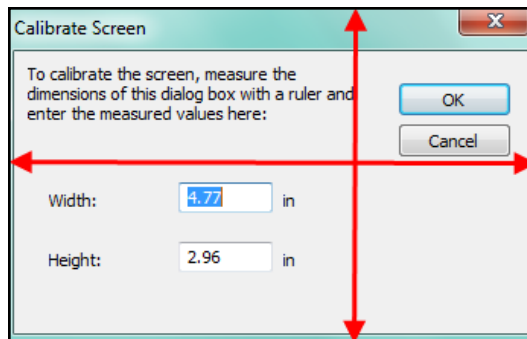
Software Basics

USING THE REFERENCE MANUAL

The Reference Manual and Help Topics contain a wealth of information.

- Select Help > Reference Manual.
- The Manual is an Adobe Acrobat PDF file. It is a "linked" manual, meaning that it may be searched for information. Simply click on a page number or words written in **red** and the manual will automatically open to that particular piece of information.
- Make sure that you have the Bookmark View as the active view by clicking on the Bookmark icon shown.
- In the left hand column, select Index.
- Use the Next Page icon (downward arrow) to find the alphabetical listing for "C" in the Index.
- Under "C", locate "calibrate monitor."
- Note that there is a page number listed after this. Hover the mouse over the page number until it turns into a "hand with a pointing finger."
- Single left mouse click.
- Step-by-step information is given to calibrate the monitor.
- To close the manual, click the X in the upper right-hand corner.
- Quilter & Cross Stitch programs have their own Reference Manual, found in their Help Menu.
- You may wish to download the Reference Manuals to your iPad or tablet.

REFERENCE FILES

- Click on Open File.
- The My Designs—Embroidery Software 7 folder is located in the C drive of your computer. Navigate to the location of the My Designs folder.
- Select the Reference folder. Double click to open the folder or select the folder; then select Open.

  This folder contains examples of the different fills, outlines, and alphabets that you will find in the software. They may be sent to your machine to stitch as examples of what is included in the software.

- To open a file, double click on the file or select the file and then select Open.

SENDING A DESIGN TO THE MACHINE

- To send a design to the machine, click on the Write to Card/Machine icon or select File> Write to Card/Machine.
- The ADX dialog box will open.
- Choose your method of exporting the design.
  - ◊ Select the exp USB for sending the design to a USB stick for machines that read exp format. (All BERNINA machines except those listed below.)
  - ◊ Select the Deco button if you are sending the design to a Deco 330, 340, or a bernette Chicago.
  - ◊ Select the serial port button if you are sending the design to a 165, 170, 180, or 185.
  - ◊ Select the art USB if you are sending the design to a 200 or 730. These machines also read exp format, so the first option can be used as well.

Software Basics

- If you are connected to a BERNINA Embroidery machine, you will have additional options for sending the design to the machine to stitch out without saving (the needle icon) or saving the design in the machine's memory (the file folder and machine button).
- To close the dialog box without sending a design, click on the X in the upper right hand corner.
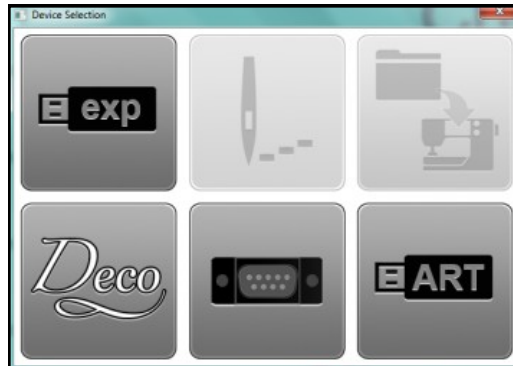
SAMPLE PAGES TO PRINT
- Select Help> Reference Manual.
- Click on the + sign in front of Appendices, Glossary, & Index.
- Select the Step Fill Samples page.
- The Reference Manual has several pages that can be printed and used as a reference for types of fills, outlines, patterns, and craft stitches.
- To print the pages, select File> Print and enter the page numbers as shown at the top of the Reference Manual.
- Some of the reference information you may wish to print include:
  - ❑ Alphabet Samples
  - ❑ Step Fill Samples
  - ❑ Fancy Fill Samples
  - ❑ Pattern Stamp, Run and Fill Samples
  - ❑ Craft Stitch Pattern Samples
- Close the Reference Manual by clicking on the X in the upper right corner.

GOOD SOFTWARE HABITS
When you work in the software, it is a good idea to end your session with deleting back-up files that are saved in the background.

- Go to Start> Programs.
- Locate BERNINA Embroidery Software 7.
- Select BERNINA Embroidery Software 7 Tools.
- Click on Purge Recovery.
- Place a check mark in front of Delete Backup Files.
- Click OK.
- A dialog box will appear saying that the files have been successfully deleted. Click OK.
- This will help keep your computer clean of unnecessary files.
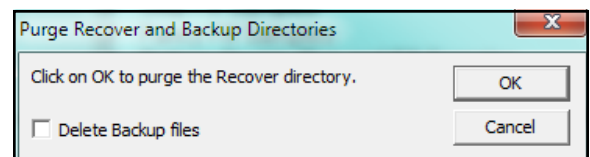
You will want to do this after working 10 hours in the software or after a software crash. You can do this process when the software is open or when it is closed.
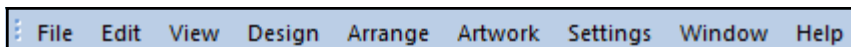
Software Basics

SCREEN DISPLAY & ICONS

Title Bar: This bar will display what level of software you have. It will either be EditorPlus or DesignerPlus.

BERNINA Embroidery Software DesignerPlus - [Design1]
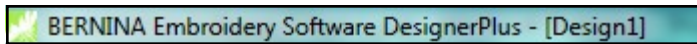
Menu Bar: This has pull-down menus to access various software features.

File   Edit   View   Design   Arrange   Artwork   Settings   Window   Help

Canvas Tool Bar:

Convert

This toolbar toggles between Artwork Canvas, Embroidery Canvas, and Hoop Canvas. (Hoop Canvas is only in DesignerPlus)
You can convert an embroidery design to vector artwork by clicking on the Convert Embroidery to Artwork icon.

General Tool Bar

The General tool bar contains basic Windows tools, such as Cut, Copy, Paste as well as icons that launch special dialog boxes and docker dialog boxes within the software.

Zoom Tool Bar:

100
To Fit
To Selected
To Article
To Hoop

170   %
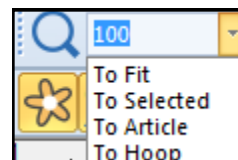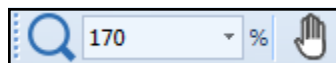
This tool bar will change the zoom level on screen and the Pan icon can be used to move the design on screen. You can select the Zoom icon and left click to zoom in or right click to zoom out or click and drag around an object to zoom in on that object. Additionally, you can zoom to the selected object, zoom to article, zoom to fit the screen, or zoom to the hoop.
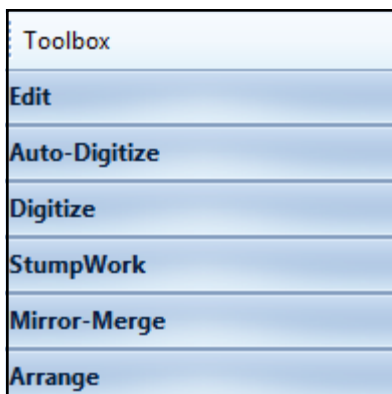
Software Basics

Transform Tool Bar: This tool bar is used in editing your design.

		X:	0.00	in	W:	3.77	in	100.00	%
		Y:	-0.01	in	H:	5.10	in	100.00	%

View Tool Bar: This tool bar contains icons to change your view on the design screen.

Toolboxes:

Toolbox
Edit
Auto-Digitize
Digitize
StumpWork
Mirror-Merge
Arrange

On the left of the screen, there are toolboxes. By clicking on the title bar, the icons grouped in that toolbox will appear. The number of icons you will see depends on what level of software you have.

Stitch Bar: At the bottom of the screen, you will find a selection of stitch types; outline, fill, and effects. The number of icons displayed depends on the level of software.

Outlines: Fills: Effects:

Status Bar: The left hand side of the status bar will give you information about the next step in the process for your selected icon. On the right hand side of the status bar, you will see information about the design; including size, location, number of stitches, type of fabric, and the grade designation for the design. Art Grade A means that the design was digitized by OESD or created in BERNINA Embroidery Software.

Enter rectangle origin	W 5.22 H 5.10	X= 3.0 Y= -0.1 L= 3.0 A= -3	9090	Custom Fabric	ART Grade: A ♥
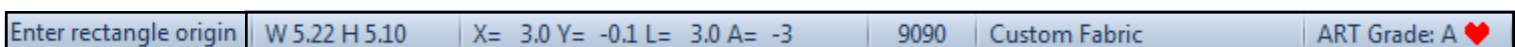
Software Basics

Docker Tabs: There are Docker tabs on the right side of the screen. The number of tabs will be determined by the level of software you have and which dockers you have open.

Rest your cursor on one of the tabs to display the docker dialog box. Dockers will be hidden and shown as tabs if the Auto Hide (thumbtack icon) is turned on its side. The Dockers will remain open if the Auto Hide icon is in an upright position.

To close the dialog box, click on the X in the upper right-hand corner of the dialog box. To reopen, click on the corresponding icon in the General Toolbar.

Docker dialog boxes can be moved to any position on the screen by clicking on the title bar of the dialog box and dragging it to another position. This can only be done if the Auto Hide icon is in an upright position. To re-dock the dialog box, double click on the title bar.

Color Toolbar:

Along the far right of the screen is the Color Palette Toolbar. Available colors from your default palette are shown when you open a new screen. The colors used in the design are shown when you open a design on screen.

With the Color Picker, you can select a color by clicking on a color that is part of an object. The cursor changes into a paint bucket icon and you can fill another object with the selected color.

The Apply Current Color icon allows you to fill an embroidery object in the design screen with the color currently selected in the palette. The Current Color is shown in the color chip just below the Apply Current Color icon.

Cycle Used Colors, at the lower part of the Palette, rotates through the colors used in the design.

Color Wheel will allow you to change the color of individual parts of a design or the design in total.

Thread Colors opens the Thread Color dialog box.
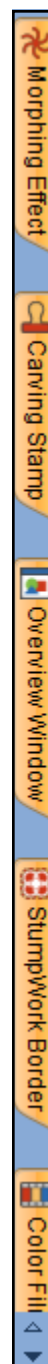
BERNINA Software 7 Icons

Toolbars

Canvas Toolbar
- ♦ Artwork Canvas
- ♦ Embroidery Canvas
- ♦ Hoop Canvas
- ♦ Convert Embroidery to Artwork

General Toolbar
- ♦ New
- ♦ Open
- ♦ Save
- ♦ Print
- ♦ Print Preview
- ♦ Write to Card/Machine
- ♦ Cut
- ♦ Copy
- ♦ Paste
- ♦ Undo
- ♦ Redo

General Commands
- ♦ Insert Embroidery
- ♦ Insert Artwork
- ♦ Application Launcher
- ♦ Object Properties
- ♦ Effects
- ♦ Options
- ♦ Measurement Units
- ♦ Overview Window
- ♦ Color Film
- ♦ Carving Stamp
- ♦ Morphing Effect
- ♦ StumpWork Border

Zoom Toolbar
- ♦ Zoom
- ♦ Zoom Factor
- ♦ Pan

Transform Toolbar
- ♦ Select Object
- ♦ Polygon Select
- ♦ Reshape Object
- ♦ Scale Up
- ♦ Scale Down
- ♦ Mirror Horizontally
- ♦ Mirror Vertically
- ♦ Rotate Left
- ♦ Rotate Right
- ♦ Rotate
- ♦ Skew
- ♦ Center X
- ♦ Center Y
- ♦ Width
- ♦ Height
- ♦ Width %
- ♦ Height%
- ♦ Proportional Scaling

View Toolbar
- ♦ Show Artistic View
- ♦ Dim Artwork
- ♦ Show Stitches
- ♦ Show Needle Points
- ♦ Show Connectors
- ♦ Show Bitmap Artwork
- ♦ Show Vector Artwork
- ♦ Show StumpWork
- ♦ Show Appliqué Fabric
- ♦ Show Hoop/ Settings
- ♦ Show Grid/ Settings
- ♦ Show Rulers & Guidelines/ Settings
- ♦ Slow Redraw

Outline Stitch Types — Outlines:

- ♦ Single Outline
- ♦ Triple Outline
- ♦ Backstitch Outline
- ♦ Stemstitch Outline
- ♦ Satin Outline
- ♦ Raised Satin Outline
- ♦ Blanket Outline
- ♦ Blackwork Outline
- ♦ Candlewicking Outline
- ♦ Pattern Run Outline

Fill Stitch Types — Fills:

- ♦ Step Fill
- ♦ Satin Fill
- ♦ Raised Satin Fill
- ♦ Fancy Fill
- ♦ Sculptured Fancy Fill
- ♦ Ripple Fill
- ♦ Contour Fill
- ♦ Blackwork Fill
- ♦ Candlewicking Fill
- ♦ Lacework Fill
- ♦ Pattern Fill
- ♦ Cross Stitch Fill
- ♦ Stipple Run Fill
- ♦ Stipple Stemstitch Fill
- ♦ Stipple Backstitch Fill

Stitch Effects — Effects:

- ♦ Auto Underlay
- ♦ Textured Edge
- ♦ Star Fill
- ♦ Wave Fill

Color Palette

- ♦ Color Picker
- ♦ Apply Current Color
- ♦ Current Color
- ♦ Cycle Used Colors
- ♦ Color Wheel
- ♦ Thread Colors

Color Film

- ♦ Show Objects
- ♦ Back 1 Object
- ♦ Forward 1 Object
- ♦ Back 1 Color
- ♦ Forward 1 Color
- ♦ Move to Start
- ♦ Move to End
- ♦ Sequence by Selects
- ♦ Sequence by Color

Morphing

- ♦ Pinch
- ♦ Ripple
- ♦ Skew Horizontal
- ♦ Wave Horizontal
- ♦ Punch
- ♦ Twirl
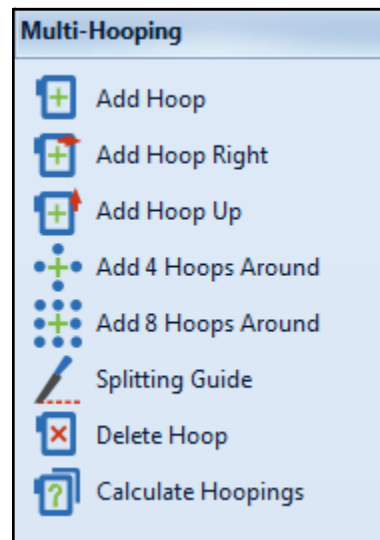- ♦ Skew Vertical
- ♦ Wave Vertical

Application Launcher

- ♦ Portfolio
- ♦ Cross Stitch
- ♦ Quilter

Toolboxes: In DesignerPlus

Edit
- ➕ Add Holes
- ➖ Remove Holes
- Add Stitch Angles
- Remove Stitch Angles
- Double Run
- Blackwork Run
- Color Blending
- Fill Holes
- Outline Design
- Create Trapunto Outlines
- Break Apart
- Remove Overlaps
- Remove Appliqué Overlaps
- Stitch Edit

Auto-Digitize
- Auto Digitizer
- Magic Wand
- PhotoSnap

Mirror-Merge
- Mirror-Merge Horizontal
- Mirror-Merge Vertical
- Mirror-Merge Horizontal _Vertical
- Wreath

[2 ▾] ✦ **Kaleidoscope**

Digitize
- Open Object
- Closed Object
- Open Freehand
- Closed Freehand
- Block
- Ellipse
- Rectangle
- Lettering
- Monogramming
- Appliqué
- Advanced Appliqué
- PunchWork
- Buttonhole
- Buttonholes
- Pattern Stamp

StumpWork
- Create StumpWork Border
- Digitize Open StumpWork Border
- Digitize Closed StumpWork Border
- Cut Closed StumpWork Border
- Digitize Wireline
- Create StumpWork Sub-design
- Open StumpWork Sub-design
- Save StumpWork Sub-design As

Arrange
- Group
- Ungroup
- Lock
- Unlock All
- Align Left
- Align Vertical Centers
- Align Right
- Align Top
- Align Horizontal Centers
- Align Bottom
- Align Centers
- Space Evenly Across
- Space Evenly Down

Multi-Hooping Canvas

Multi-Hooping
- Add Hoop
- Add Hoop Right
- Add Hoop Up
- Add 4 Hoops Around
- Add 8 Hoops Around
- Splitting Guide
- Delete Hoop
- Calculate Hoopings

BERNINA Artwork Canvas Icons

Select Artwork Object

Zoom Flyout
- ♦ Zoom
- ♦ Pan

Reshape Vector Object

Curve Flyout
- ♦ Freehand Draw
- ♦ Artistic Media
- ♦ Pen
- ♦ Smart Drawing

Object Flyout
- ♦ Vector Rectangle
- ♦ Ellipse
- ♦ Polygon
- ♦ Star
- ♦ Graph Paper
- ♦ Spiral

Perfect Shapes Flyout
- ♦ Basic Vector Shapes
- ♦ Arrow Shapes
- ♦ Banner Shapes
- ♦ Callout Shapes

Vector Lettering

Crop Flyout
- ♦ Crop Artwork Objects
- ♦ Erase

Interactive Tool Flyout
- ♦ Blend
- ♦ Contour
- ♦ Distort
- ♦ Envelope
- ♦ Extrude
- ♦ Interactive Fill

Drop Flyout
- ♦ Drop Shadow
- ♦ Transparency

Eyedropper Flyout
- ♦ Color Eyedropper
- ♦ Paint Bucket

Outline Flyout
- ♦ Outline Pen
- ♦ Outline Color
- ♦ None
- ♦ 1/2 Point
- ♦ 1- 2- 8- 16- 24- Point
- ♦ Color Docker Window

Fill Flyout
- ♦ Uniform Fill
- ♦ Fountain Fill
- ♦ Pattern Fill
- ♦ Texture Fill
- ♦ None
- ♦ Color Docker Window

Load Artwork

Scan Bitmap

Touch Up Bitmap

Save Artwork

Convert Artwork to Embroidery

Lettering Basics

Note: Click means left click; Right click is specified.

Open a Blank Design File
- Open BERNINA Embroidery Software 7 by double clicking on the desktop icon.
- Select *File/Save As*.
- Navigate to the location you wish to save the file.
- Name the file, *Lettering Basics* and click on *Save*.

Adding Lettering
- In the *Digitize Toolbox*, click on the *Lettering icon.*
- Click in the center of the screen; type the word *BERNINA*.
- Press *Enter* on the keyboard to generate the lettering.
- While the lettering is selected, right click to open the *Object Properties* dialog box.
    ◊ Select the Ketchikan alphabet.
    ◊ Enter 15 mm (.59 inches) in the height field.
    ◊ Press *OK* to confirm changes and close the dialog box.
- In the *Zoom Factor box*, the software defaults to 100%. This shows the lettering in actual size if you have calibrated the screen.
- While the lettering is selected, right click and drag to make a quick clone.
- Repeat until there are four sets of lettering.
- If the hoop is not visible, right click on *Show Hoop*.
    ◊ From the drop down selection, choose *artista 255 x 145 Oval.*
    ◊ Make sure there is a check mark in front of *Show Hoop*.
    ◊ Click *OK*.
- Move the top set of letters toward the top of the hoop and the bottom set toward the bottom of the hoop by clicking and dragging the words.

Alignment & Spacing of Objects
- Select *Edit/Select All or Ctrl A*.
- Open the *Arrange Toolbox* by clicking on the title bar.
- Click on *Align Vertical Centers.*
- *Click on Space Evenly Down.*

Changing Colors of Lettering
- Deselect the lettering by clicking outside the black boxes.
- Click on the second set of lettering.
- In *Color Palette*, select the turquoise color chip.
- The *Current Color* is automatically updated and the colors of the letters change.
- Repeat for the third and fourth group of letters, choosing a new color for each of the words.

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- Select the first *BERNINA*.
- In the *Edit Toolbox*, select *Break Apart*.
- Select the first letter and click on a color chip in the *Color Palette*.
- Select a new color for each letter in BERNINA.
- Right click on the letter B. In *Object Properties*, notice that the software still sees this as lettering.
- Change the *Alphabet Style* to Castle and the size of the font to 20 mm (.79 inches) while the letter is selected. Press *OK*.
- Move the letter using the left arrow key on the keyboard.

Scaling Lettering Visually
- Select Lettering Group 2.
- Click and drag a corner resizing handle (black square) to resize the word.
- Notice the flag indicates the size and the % of change.
- Release mouse to complete.

Transforming Lettering Objects
- Select Lettering Group 3.
- Click the lettering again– another set of selection handles appears around the lettering.
- Click and drag one of the diamond-shaped handles (at the middle top or middle bottom of the lettering) to skew the lettering object horizontally.
- Click and drag one of the hollow corner square handles to rotate the object.
- Release the mouse to set the position.

Spacing Individual Letters (Kerning)
- Select Lettering Group 4.
- Select *Reshape Object.*
- Click on a magenta diamond at the center of the letter R.
- Move the letter toward the letter N.
- You can use this feature to manipulate the spacing between the letters. Touch *Esc.*
- Since you have previously named the file, click on Save.
- Close the file.

DesignerPlus Additions:
- *DesignerPlus has 16 additional fonts.*

- *DesignerPlus Lettering can also access True Type & Open Type fonts; EditorPlus must access these fonts through Artwork Canvas.*

Lettering Baselines

Open a Blank Design File
- Click on the New icon or select *File> New*.
- Select *File/Save As*.
- Name the file, *Lettering Baselines*.

Changing the Background Color
- Select *Design> Background*.
- In the dialog box, click on the drop down arrow next to *Color* and select a color from the color chips shown.
- Click *OK*. The background color will change and will be saved as part of this file.

Working with Baselines: Vertical Baseline
- In the *Digitize Toolbox*, right click on the *Lettering* icon,
- This will open *Object Properties* for lettering.
- Type BERNINA using the keys on your keyboard.
- Select the Chicago style alphabet.
- Change the Height to .75". Enter the " symbol in the lettering value box if your system is set for metric; or, just enter the .75 value if your system is set for U.S.
- Select *Free Line Vertical* for the baseline.
- Click *Apply.*
- Notice the prompt in the lower left corner of the status bar.
- Click on the screen to generate the lettering.

Working with Baselines: Predefined Baseline
- Activate the grid by clicking on the *Show Grid* icon if the grid is not visible on your screen.
- Deselect the lettering by clicking on the design screen outside the black selection handles.
- In the *Object Properties* box, click inside the white box; type in *Embroidery*; then press *Enter.* Type in 7, then *Enter*; and type in *Software*. *Enter* will take each segment and place on a new line.
- In the *Object Properties* box, choose London for the *Alphabet style.*
- Change the height of the lettering to .5". The value converts to the comparable metric value if your software is set for metric.
- Select the *Predefined Baseline.*
- Click *Apply.*
- Click on the intersection of a grid and drag 3 grid squares to the right. Click at the perimeter of the circle.
- Press *Enter* to generate the lettering.
- While this lettering is all selected, move as desired to the right of the word, BERNINA.
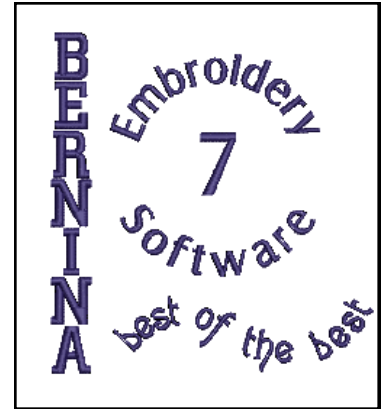
- Deselect the words; then select the 7.
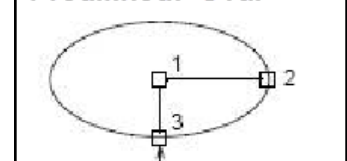- In the *Object Properties* dialog box, type in 1" for the *Height*.
- Click *OK.*

Working with Baselines: Any Shape Baseline
- Press the A key on your keyboard.
- *Enter* "best of the best" in the dialog box.
- *Enter* .5" or 12.7 mm in the *Height box*.
- Select Alice for the *Alphabet style*.
- Select the *Any Shape* baseline.
- Click *OK.*
- Follow the prompts on the status line to form a shaped line that the lettering will follow below Embroidery Software 7.
- Begin with a left click, follow with three right clicks, and finish with a left click (see below).
- Press *Enter* to generate the lettering.
- If letters need to be kerned (spaced), review the information in the *Lettering Basics* exercise.
- Save the file. Close the file.
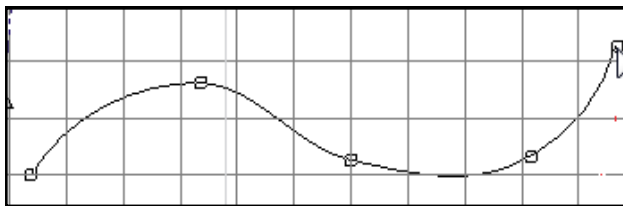
Additional Notes:

There are two other baseline possibilities, one is *Circle Clockwise*; the other is *Circle Counterclockwise*.

To enter this type of baseline, select *Circle Clockwise or Circle Counterclockwise* after typing the word in the *Lettering* dialog box. Click *OK;* then click in the center to place the circle; then drag to the right and click again. Press *Enter* to activate the lettering.

Circle Clockwise will place the lettering above the circle; while *Circle Counterclockwise* will place the lettering below the circle.

You may edit these types of baselines by changing the *Baseline Radius* values in *Object Properties*. The higher the value, the less arced the circle.

To make the lettering form an oval shape, three clicks are necessary, click in the center, then to the right to set the perimeter, then drag your mouse down and click again.
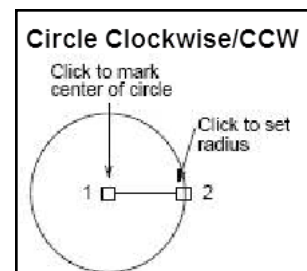
Monogramming

## Create Monogram Lettering with Initials

- Open a new file.
- In the *Measurement Units*, select *Metric.*
- Select the *Monogramming icon* in the *Digitize Toolbox*.
- The cursor should be in the first initial box.
- Hold the shift key and type your first initial.
- Use the tab key to move to the next box. Place the initial of your last name in the middle box.
- Select the Tab key again and type in your middle initial.

Editing the Letters

- Click on the alphabet drop down arrow to preview the available fonts.
- Select *Blackboard* and change the *Letter Height* to 28 mm.
- Select Letter 1 by clicking on the radio dot below the letter.
- Enter 15 ° in the *Rotate By* box and change the color to Color 7.
- Select Letter 2 by clicking on the radio dot below that letter.
- Change color to Color 4.
- Select Letter 3. Rotate by –15°. Change color to Color 9.
- Enter 15° in the *Rotate Baseline* box.
- Press *Enter* to activate change, click on another box inside the Monogramming dialog box, or click on the screen. All the letters of the monogram rotate.
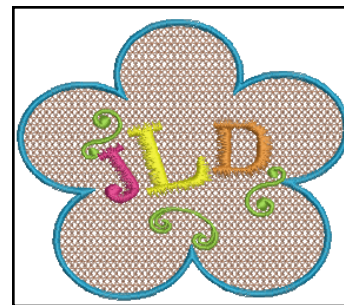
Adding Textured Edge
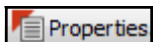
- Click on *Properties*. Change the *Letter Spacing* to 6.
- Click *Apply*.
- Select *Effects* at the bottom of the dialog box; then select the *Textured Edge* tab.
- Check *Textured Edge* box > Click on the *Side 1 box.* Set the Texture and Span toward the middle of the sliding scale.
- Select *Apply* to activate the changes. If desired, try a different setting and select *Apply*; when you like the results, select *OK* to close the dialog box.

Changing the Lettering Style

- Under Initials, place a radio dot in *All.*
- Click the *Style button* and select *Style 4.*
- If you need to change the kerning of the lettering, close the *Monogramming* dialog box.
- Your initials should be selected; select the *Reshape tool.*
- Click on the purple diamond shape of the letter that needs to be moved, and move it into place.
- Touch *Esc.*
- Select your initials; and then click on the *Monogramming tool* to re-open the Monogram dialog box.

Notes:

Lesson covers:
♦ *Creating Monograms*
♦ *Textured Edge*
♦ *Kerning letters in monograms*
♦ *Break Apart for monograms*
♦ *Cycle Used Colors*
♦ *Measurement Tool*

In the Monogram Program, changes are activated by selecting Enter on the keyboard, by clicking on another function in the Monogramming dialog box, or by clicking on the screen.

You can rotate individual letters or you can rotate the baseline.

There is a special Undo button within the Monogramming dialog box.

The Style button is only applicable to initials– Style 1 is applied by default. The button is disabled when the Name option is selected.

Sometimes certain letters or certain alphabets will need to be kerned because the spacing between the letters is mathematically centered, but the letters will not be visually centered.

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Add Ornaments to Monogram

- Select the *Ornament tab*; select *Add > From Patterns*.
- Click on the drop down arrow for *Patterns* and select *01Monogram Ornaments folder*; then scroll to select *M092e*.
- Click *OK*.
- Place checks in positions 1 and 9.
- Enter –30° in *Rotate By*.
- Input –8 mm in the *Distance from Lettering* box.
- In *Layout Style*, select *Cycle*. Press *Enter*.
- Change the color to *C33.*

Adding a Second Ornament

- To add a second ornament, click on *Add> From Patterns*.
- Click on the drop down arrow for *Patterns* and select *01Monogram Ornaments folder*; then scroll to select *M098c.*
- Click *OK*. Place a check mark in *Position 8.*
- Place a check mark next to *Mirror Vertical*.
- Make sure *Proportional Scaling* is in the locked position.
- Change the *Width* to 35 mm.
- Enter 25° in the *Rotate* box.
- Enter 3.5 mm in the *Distance from Lettering*.
- Change the color to *Color 33*.

Add Borders to Monogram

- Select the *Border tab*; select *Add.*
- *Borders* is selected from the *Border Set* drop down box.
- Scroll to select *KB8*. Click *OK*.
- From the color drop down, select Color 52.
- Add a second border by selecting the *Add* button.

Editing the Border

- Change the color to *Color 2* and the *Offset* to 0 mm.
- Select *Border 1* in the *Monogram* dialog box.
- Click on *Fill* button under *Stitch Type*. From the menu drop down arrow, select *Pattern*.
- Click on *Properties* in the *Monogram* dialog box.
- Click on the *Select* button.
- Click on *Show in True View*.
- From the *Patterns* drop down list, choose *NP005a* and select *701a*. Click *OK.*
- Click *OK* again to close the dialog box.
- Click on *OK* within the monogram dialog box to close.

Cycle Used Colors

- Click on *Cycle Used Colors* to test different color combinations.
- Continue to cycle through the colors or select *Undo* until the design returns to the original colors used.

Finishing the Design
- Click on the *Color Film* icon if it is not opened.
- Notice that the software automatically rearranges the stitch sequence to stitch in the proper order for the monogram.
- Right click on the *Show Hoop icon.*
  - ◊ Make sure *Show Hoop* is checked.
  - ◊ Select *artista 255 x 145 Oval* from the drop-down choices.
  - ◊ Click *OK*.
- Select the design. Using a corner handle, scale the design proportionally to reduce the design to fit in the large oval hoop.
- *File > Save As.* Navigate to the location to save the design. Name the design *Monogramming*.
- Click on *Save*.

Using the Break Apart Tool
The monogram created is a special grouped object. It cannot be ungrouped, but it can be broken apart.

- Select the monogram.
- Click on the *Break Apart Tool in the Edit Toolbox.*
- Click on the letters, the borders, the fill, the ornaments.
- You can select different parts of the monogram when the monogram is broken apart.
- Select *Edit/Select All.*
- The *Monogram* icon can no longer be selected after the monogram is broken apart. You must select *Undo* to restore the monogram.
- It is important to always save a monogram as a monogram; then you can save another version as a broken apart monogram if you need to break it apart.
- Close the file.

DesignerPlus Additions:

- *Remember that DesignerPlus has additional fonts to add to your box of crayons when creating monograms.*

- *When selecting a border type, you have many additional fill choices in DesignerPlus as well.*

- *You can also create your own monogramming border with DesignerPlus.*

Editing Overview

Open a Design File
- Click on *New.*
- Click on *Insert Embroidery*.
- From *C> My Designs Software 7> ART Design,* select WP099. Click *Open.*

Adding an Article
- Select *Design> Background*.
- Place a radio dot in front of *Article*.
- In the drop down box, select Kids> T-shirt> Girls Short Sleeves (Front).
- From the *Color drop down*, choose Sky Blue (6 over; 4 down). Click *OK.*

Creating Duplicates
- Click on *Show Artistic View* or select T on the keyboard to toggle the view between Artistic View and Design View.
- Make sure you are viewing the design in *Design View*.
- If needle points are showing click on *Show Needle Points* to hide them.
- Select the design. Notice how the design turns pink.
- Click *Copy* to place a copy of the design on the computer's clipboard.
- Click *Paste* to generate a copy of the design.
- While the duplicate is selected, click *Mirror Horizontal.*
    - ◊ Drag the duplicate to the left and below the original.
    - ◊ Click on the selected bird to change the control handles from black squares to outlined squares.
    - ◊ Click on a corner outlined square and drag to rotate the selected bird 15°. Notice the flag that appears as you rotate, indicating the degree of rotation.

Re-coloring the Design
- While the copy is selected, click on *Color Wheel*.
- The default *Color Scheme* is *Harmonious.*
- Select various nodes to re-color the design as you wish.
- Click OK if you like the way it was re-colored or click *Cancel* to return to the original colors.

Changing Stitch Types
- Deselect the bird. While holding the *Alt* key, click on the head of the original bird.
- Change to *Artistic View* by clicking on the *Show Artistic View* icon. Notice that the head is no longer pink, but the boxes still appear around the selected object.
- Click on *Show Artistic View* again to change to *Design View*.

Notes:

Lesson covers:
- ♦ *Adding an article*
- ♦ *Mirror, copy, paste, & rotate*
- ♦ *Combining designs*
- ♦ *Color Wheel*
- ♦ *Changing stitch types*
- ♦ *Remove Overlap*
- ♦ *Reshape of objects*
- ♦ *Changing stitch angles (DesignerPlus only)*
- ♦ *Adding a Guideline*
- ♦ *Slow redraw*

Rotating:

Another option for rotating is to input the degree of rotation in the Rotate box.

The Alt key will let you select pieces and parts of a grouped design, without ungrouping. An alternative is to open the Arrange Toolbox and click on Ungroup.

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- Right click on the selected object to open *Object Properties*.
- Place a radio dot in *Step Pattern #6* and select *Apply*.
- Hold the *Alt* key and select the copied bird's lower wing.
- Click on the drop down arrow next to *Fill Type* and select the *Fancy Fill.*
- Click on the *Pattern* drop down arrow and select *179 Wild*. Click *Apply.*
- Hold the *Alt and Ctrl* keys and click on the copied bird's outlined tail feathers (triple stitch swirls).
- Change the stitch length in *Object Properties* to 3 mm. Click *OK.*

Inserting Designs & Remove Overlap
- Select *Insert Embroidery.*
- Navigate to the *Ornament Folder;* open the folder.
- Select *Gilded Silver 3.* Click on *Open.*
- Click on the decorative scroll and place on the copied bird at the bottom of the wing over the filled tail feathers.
- While the scroll is selected, click on *Remove Overlaps in the Edit Toolbox*.
- Change the color of the scroll by clicking on a color chip in the *Color Palette* while the scroll is selected.

Reshape
- While holding the *Alt* key, click on the original bird's outlined swirl at the top of the head.
- In the *Zoom Toolbar*, select *Zoom to Selected*.
- Select *Reshape.*
- There are two outlines that will be moved and reshaped. See notes at right for information about reshaping objects.
- Click on the control points and move to reshape the swirled outline similar to the one shown.
- Click on the *Zoom* icon and right click on screen to zoom out until you can see the entire design.
- Press *Esc.*
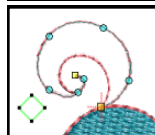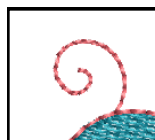
Changing Stitch Angles
- Select the *Select Object* tool. Hold the *Alt* key and select the copied bird's longest filled tail feather.
- Click on *Reshape.*
- Rest your cursor on one of the peach-colored squares connected by a line. This shows the stitch angle of the selected object.
- Click and drag until the flag shows 120º. Release the mouse and the stitches are automatically updated.
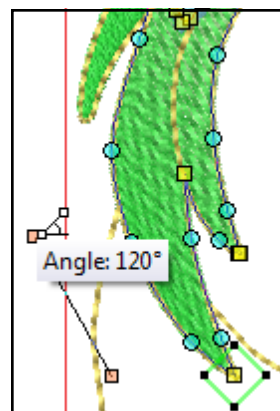- Click *Esc* to exit.

Placing the Finished Design

- Select *Zoom to Article in the Zoom Toolbar*.
- Make sure you are in *Design View, not Artistic View*.
- Select *Edit> Select All*.
- Click on the selected design and move it on the T shirt to the desired location.
- Hide the hoop and grid if visible by clicking on *Show Hoop & Show Grid.*
- Select *M* on the keyboard (*or View> Measure*) to measure the distance from the neck/ shoulder seam to the + sign in the center of the design. Record the distance.
- Select *Esc.*
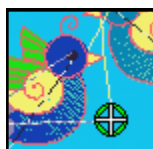
Adding a Guideline

- Activate *Show Rulers and Guidelines* if the rulers are not visible.
- Add a vertical guideline by clicking close to the 0 on the horizontal ruler across the top of the design screen.
- Double click on the yellow triangle at the top of the guideline.
- Input 0 in the dialog box that opens. Click *OK.*
- Select *M* on the keyboard to measure the distance guideline to the + sign in the center of the design. Record the distance.

The Hide Before option of Slow Redraw allows you to hide the stitches before a certain stitch point, making it easier to focus on the part of the design you want to watch. Auto Scroll will allow you to watch designs stitch out that are outside the design screen.

Previewing the Finished Design

- Select *Slow Redraw.*
  - ◊ Click on *Go* to watch the design virtually stitch.
  - ◊ Click on *Pause* to stop; *Go* to resume.
  - ◊ Click on *Stop* to end the slow redraw.
  - ◊ *Back to Start* will take the redraw back to the beginning.
  - ◊ Close the slow redraw box by clicking on the X.
- Select *File> Save As.*
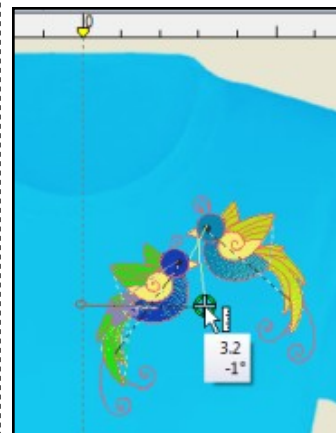- Name the file, *Editing Overview*. Select *Save.* Close the file.

DesignerPlus Additions:

- *DesignerPlus has more fill & outline options for editing.*

- *DesignerPlus has Star effect that can be applied to many fills.*

- *DesignerPlus has Carving stamps and Morphing that can also be used to apply different effects to fills and objects.*

- *DesignerPlus has Gradient Fills & Color Blending.*

Articles should be deleted from designs before sending to an artista 200 or 730.

To delete, place a radio dot in front of custom. Select None from the drop down menu. Click OK.

Mirror Merge Tools

Open a Design File
- Click on *New*.
- Click on *Insert Embroidery*.
- From *C> My Designs> ART Design*, select *NA471*.
- Click *Open*.

Deleting Designs .
- Open the *Arrange Toolbox*.
- With the design selected, click on *Ungroup.*
- Select the *Polygon Select* icon.
- Click around the shape of the design, including all but one of the blue swirl designs along the outside of the flower.
- Press *Enter* and allow the software to close the shape.
- Press *Delete* on the keyboard.
- This leaves the single design element shown.

Grouping Designs
- Select *Edit> Select All or Ctrl A* on the keyboard.
- While the remaining design is selected, click on *Group.*

Mirror Merge Horizontal
- Open the *Mirror Merge Toolbox*.
- Select *Mirror-Merge Horizontal.*
- Move the mouse onto the design screen to see a shadow copy of the design.
- When you see a configuration that you like, click on the screen to set the stitches.

Stitch Sequence
- Open *Color Film.*
- Notice there are unnecessary color changes.
- Select *Design> Stitch Sequence*.
- In the dialog box that opens, select *Yes.*
- Colors are combined to decrease the number of thread changes.
- Save the file as *Mirror-Merge Horizontal*.
- Select *Undo* twice.

Mirror Merge Vertical
- Select the design.
- Select *Mirror-Merge Vertical.*
- Move the mouse to form a shadow copy of the design.
- When you see a combination that you like, click on the screen to set the stitches.
- Select *Design> Stitch Sequence*.
- In the dialog box that opens, select Yes.
- Save the file as *Mirror-Merge Vertical*. Select *Undo* twice.

Notes:

Lesson covers:
- *Polygon Select*
- *Group/Ungroup*
- *Deleting Objects*
- *Mirror Merge tools*
- *Stitch sequencing*
- *Measurement tool*

To use Polygon Select, you do not need to click close to the object except in areas where the objects are very close to other objects. Zoom in to increase your accuracy. Let the software close the selection line by pressing Enter.
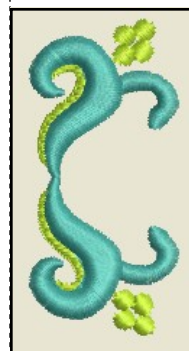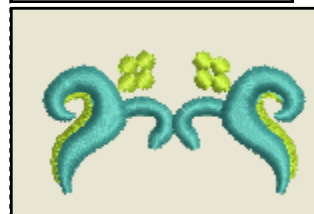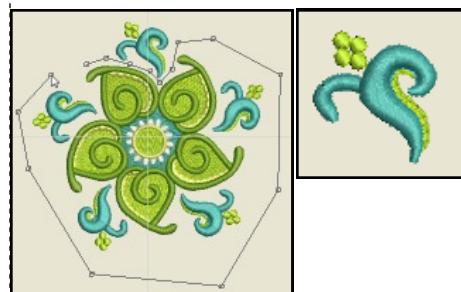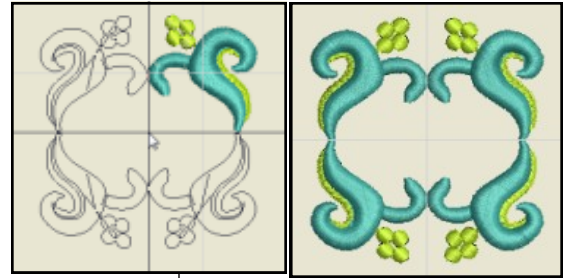
Stitch Sequence will combine colors that can be combined, but will not re-sequence colors that overlap and have to be stitched in a certain order.

Mirror Merge

- Select the design.
- Select *Mirror-Merge Horizontal-Vertical.*
- Move the mouse to form shadow copies of the design.
- When you see a combination that you like, click on the screen to set the stitches.
- Select *Design> Stitch Sequence*.
- In the dialog box that opens, select *Yes*.
- The status bar will give you the height and the width of the designs, but if you need another measurement, you can use the measurement tool in the software.
- Select *M* on the keyboard.
- Click at the corner of the design and drag to the opposite corner to measure the diagonal measurement of this design.
- Press *Esc* to deactivate the tool.
- Save the file as *Mirror-Merge Horizontal-Vertical*.
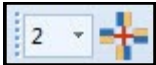- Select *Undo* twice.

Wreath

- Select the design.
- Click on the *Wreath icon* and change the number of points to 5 (in the box under the *Transform Toolbar*).
- Move the mouse and rotate the objects until you see a combination that you like.
- Click to set the design.
- Select *Design> Stitch Sequence*.
- In the dialog box that opens, select *Yes.*
- Select *File> Save As* and name the file, Wreath.
- Select *Undo* twice.
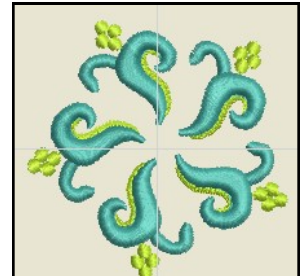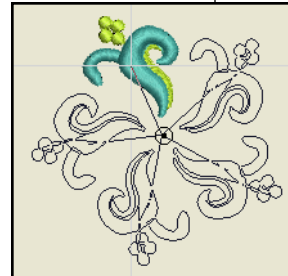
Kaleidoscope

- Select the remaining design.
- Click on the *Wreath* icon; change the points to 8; then select the *Kaleidoscope* icon next to the number of points.
- Rotate the mouse until you see a combination you like.
- Click on the screen to set the design.
- Select *Design> Stitch Sequence*.
- In the dialog box that opens, select Yes.
- Select *File> Save As* and name the design *Kaleidoscope.*
- Close the file.

Multiple Wreaths

- You can also make a Wreath of a Wreath by selecting the original wreath and reapplying another Wreath.
- Remember to change the *Stitch Sequence* of the combination.
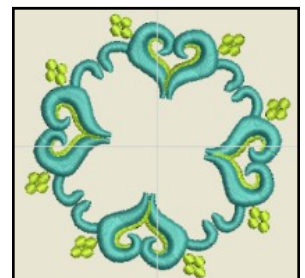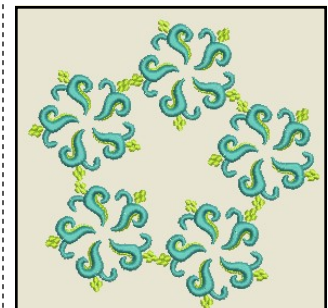
Notes:

You can also access this tool through the View Menu.

The Wreath tool will work with even or odd numbers and places the repeats in a cyclical form; Kaleidoscope works only with an even number and mirrors the designs.

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Bonus: Creating a Quick Border

Converting Artwork to Stitches

- Click on *New*.
- Switch to *Artwork Canvas*.
- Select *Text> Insert Symbol Character*.
- Select *Wingdings* from the *Font* drop down list on the right of the screen.
- Scroll to find a geometric shape.
- Select the shape.
- Click on *Insert* or click and drag the object to the design screen.
- While the vector is selected, add color by clicking on a color chip from the *Color Palette*.
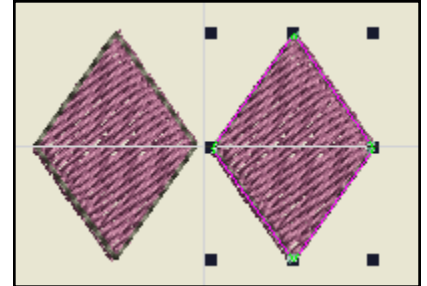- Select *Convert Artwork to Embroidery*. The design is converted to stitches.

Clone + Duplicate

- Edit the design if desired.
- While the object is selected, open the *Arrange Toolbox*.
- Click on *Group.* The outline is now grouped with the fill stitch.
- Change the geometric shape to the size desired by clicking and dragging on one of the corner control points.
- Right click and drag to place the clone to the right of the first object.
- Select *Edit> Duplicate or Ctrl D.*
- A duplicate is made and placed at the same distance as the clone is from the original.
- Continue with *Edit> Duplicate or Ctrl D* to add the number of repeats you wish.
- Select *Design> Stitch Sequence*. Select *OK* in the dialog box that opens.
- Select *File> Save As* and name the file, *Duplicate Border*.
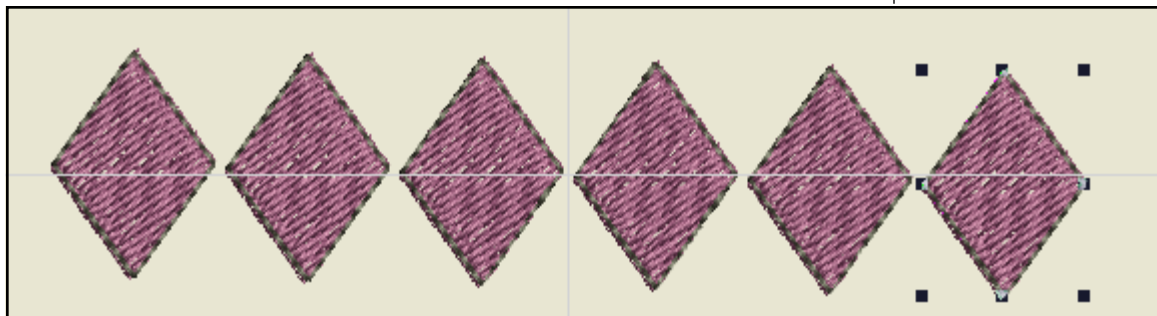- Close the file.

Notes:

Lesson covers:
- ♦ *Inserting symbols in Artwork Canvas*
- ♦ *Adding color to a vector object*
- ♦ *Convert Artwork to Embroidery*
- ♦ *Clone + duplicate*

Make sure that you don't move the cloned object to fine tune the position after cloning or Clone + Duplicate will not work.

Bonus: Elastic Lettering

Open a New File
- Click on the *New* icon or select *File> New*.

Add lettering
- Click on the *Lettering* icon in the *Digitize Toolbox* and click on the screen and type *Curved* on the screen.
- Press *Shift + Enter* to move to a new line.
- Type *Elastic.*
- *Press Shift + Enter.*
- Type *Lettering*.
- Press *Enter* to activate the letters.

Aligning the letters
- Right click on the selected letters.
- Select *Center Justification* in the *Lettering Object Properties*.
- Select *OK*.

Break Lettering Apart
- Open the *Edit Toolbox*.
- *Select Break Apart*.

Applying Curved Lettering
- Click on the word *Curved*.
- Select *Edit> Elastic Lettering> Curved*.
- Hold the *Ctrl* key and click on the upper control point.
- Drag the point upward and release.
- Press *Esc*.
- Select the word *Elastic.*
- Select *Edit> Elastic Lettering> Curved*.
- Hold the *Shift* Key and click on one of the control points.
- Drag the point away from the lettering and release.
- Press *Esc*.
- Click on the word, *Lettering*.
- Select *Edit> Elastic Lettering> Curved*.
- Hold the *Ctrl* Key and click on the bottom control point.
- Drag the point downward and release.
- Press *Esc*.
- Select *File/Save As*, navigate to the desired location, and name the file, *Curved Elastic Lettering*.
- Close the file.

Add Lettering

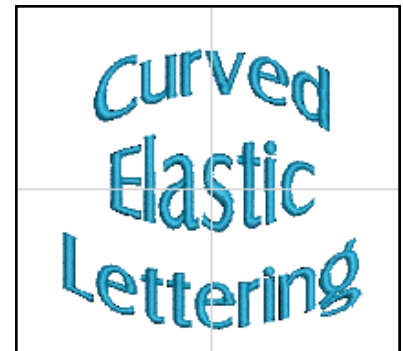- Open a *New File.*
- Right click on the *Lettering* icon in the *Digitize Toolbox*.
- Enter the three words, *Straight, Elastic, and Lettering;* pressing *Enter* after each word to move to a new line.
- Click on the *Right Justification* icon.
- Press *OK*.
- Click on the screen to generate the lettering.
- Select *Break Apart* in the *Edit Toolbox*.

Applying Straight Elastic Lettering

- Select the word, *Straight.*
- Select *Edit> Elastic Lettering> Straight*.
- Hold down the *Shift* key and click on one of the left control points and drag the mouse away from the lettering.
- Press *Esc.*
- Select the word, *Elastic.*
- Select *Edit> Elastic Lettering> Straight*.
- Hold down the *Shift* key and click on one of the right control points and drag the mouse away from the lettering.
- Press *Esc.*
- Select the word, *Lettering.*
- Select *Edit> Elastic Lettering> Straight*.
- Hold down the *Ctrl* key and click on one of the right control points and drag the mouse down.
- Press *Esc.*
- Move the words if needed.
- Save the file as *Straight Elastic Lettering*. Close the file.

Add Lettering

- Open a *New* File.
- Click on the *Lettering* icon in the *Digitize Toolbox* and click on the screen and type *Perspective* on the screen.
- Press *Enter* to activate the letters, then deselect.
- Repeat these steps, but this time type in *Elastic Lettering*.
- Press *Esc*.
- Select all the words by selecting *Ctrl + A* on the keyboard.
- In the *Arrange Toolbox*, click on *Align Left*.

Applying Perspective Lettering

- Deselect; then select the word, *Perspective.*
- Select *Edit> Elastic Lettering> Perspective*.
- Select one of the right control points and drag away from the lettering.
- Select the words, *Elastic Lettering*.
- Select *Edit> Elastic Lettering> Perspective*.
- Select one of the left control points and drag the mouse away from the lettering. Press *Esc.*
- Save the file as *Perspective Elastic Lettering*.
- Close the file.

Notes:

You can use the arrow keys to move the lettering so that they do not have to be realigned.

Open a New File

- Click on the *New* icon or select *File> New*.
- In the *Digitize Toolbox*, right click on the *Lettering* icon.
- Type in the word, *Diamond,* in the dialog box window.
- Change the height of the letters to 10 mm.
- Select *OK* and then click on the screen to generate the letters.
- Make four quick clones by right clicking and dragging the words to a new location. Make sure you have plenty of space between the letters. You should have five total.

Editing Lettering

- Select the first diamond.
- Select *Edit> Elastic Lettering> Diamond*.
- Select the lower middle control point and drag the mouse down from the lettering.
- Press *Esc*.

- Select the next diamond.
- Select *Edit> Elastic Lettering> Diamond*.
- Hold the *Ctrl* key down and select the lower middle control point and drag the mouse down.
- Press *Esc*.

- Select the next diamond.
- Select *Edit> Elastic Lettering> Diamond*.
- Hold the *Shift* key down and select one of the middle control points and drag the mouse away from the lettering.
- Press *Esc.*

- Select the next diamond.
- Select *Edit> Elastic Lettering> Diamond*.
- Hold the *Shift* key down and select one of the middle control points and drag the mouse toward the lettering.
- Press *Esc*.

- Select the last diamond.
- Select *Edit> Elastic Lettering> Diamond*.
- Hold the *Shift* key down and select one of the left control points and drag the mouse away from the lettering.
- Press *Esc.*
- Move to space them as desired.
- Save the file as *Diamond Elastic Lettering*.
- Close the file.

Notes:
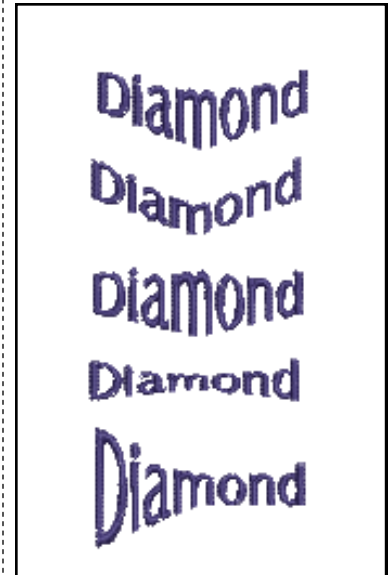
Bonus: Buttonholes

Opening an Empty Design File
- Click on *New* or *File> New.*

Basic Buttonholes
- Select the *Buttonhole* icon from the *Digitize Toolbox*.
- Click on the screen to position a buttonhole.
- Click three times to add three more buttonholes.
- Press the *Esc* key to deactivate the tool.
- Select *Edit> Select All*.
- Select *Align Vertical Centers* in the *Arrange Toolbox.*
- Select *Evenly Down.* Touch *Esc.*

Buttonhole Properties
- Deselect; then select the top buttonhole. Right click on the selected buttonhole or click on *Object Properties.*
- The buttonhole tab should be selected. Select the *Round* buttonhole, (top buttonhole in the third column).
- Change the *Slit Length* (buttonhole opening) to 18 mm.
- Click *Apply*.
- Select the second buttonhole on the design screen.
- Select the *Heirloom buttonhole*, (the middle option).
- Change the *Bead Stitch Spacing* (stitch length) to 2 mm. Click *Apply.*
- Select the third buttonhole. Place a radio dot in Horizontal; press *Apply.*
- Select the fourth buttonhole. Change the *Angle* in the degree box to 45 degrees. Click *OK.*
- Select *File> Save As* and save the file as *Buttonhole Basics.*
- Close the file.

Designed Buttonholes
- Click on *New* file. Select *Insert Embroidery.*
- From *C> My Designs 7> Ornaments,> Mehndi 2* and *Open.*
- While the design is selected, right click twice on the *Rotate Right* icon.
- Deselect the design.
- Open *Object Properties.*
- Select the *Buttonhole tab*.
- Change the *Angle* to *Horizontal;* click *OK.*
- Select the *Buttonhole icon in the Digitize Toolbox.*
- Click in the center of the design to position the buttonhole close to the point in the design.

Notes:
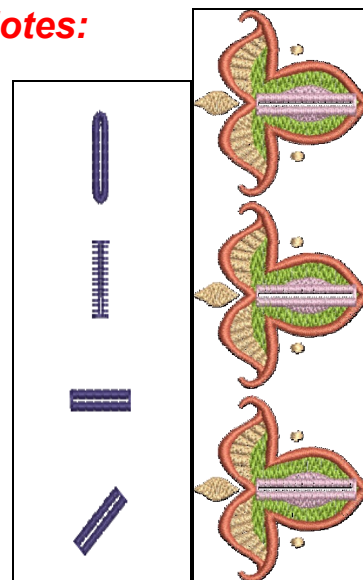
Lesson covers:
- *Adding Buttonholes*
- *Editing Buttonholes*
- *Alignment*
- *Adding Decorative Buttonholes*
- *Cloning*
- *Removing Overlaps*
- *Stitch Sequence*
- *Adding Multiple Buttonholes*

Note: The properties of the buttonhole can be set up before the buttonholes are added or the buttonhole properties can be changed after the buttonholes are added.
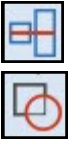
- Select *Esc* to deselect the buttonhole.
- *Edit> Select All*.
- Click on *Align Horizontal Centers in the Arrange Toolbox*.
- Deselect; then select just the buttonhole.
- Select *Remove Overlaps* in the *Edit Toolbox*.

Making Designed Buttonholes

- *Edit> Select All*.
- In the *Arrange Toolbox*, click on *Group*.
- While the design is still selected, right click and drag a clone and position the clone below the original. With the clone selected, right click and drag the cursor away to create a third design. Position the third motif below the original.
- *Edit> Select All*.
- Select *Align Vertical Centers.*
- Select *Space Evenly Down.* Touch *Esc.*
- Open *Color Film.* Notice all the thread changes.
- Select *Design> Stitch Sequence*.
- Click *Yes* in the dialog box that opens.
- *File> Save As.* Navigate to the folder in which the design will be stored. Name the file *Designed Buttonholes* and *Save.*
- Close the file.

Creating Multiple Buttonholes

- Click on *New* or *File> New.*
- *In the Digitize Toolbox,* select *Buttonholes.*
- In the dialog box that opens, enter *5.*
- Click *OK.*
- Click and drag on screen to add the 5 buttonholes. When they span the desired distance, click on the screen to generate the stitches. They are automatically spaced evenly and the flag shows the total distance and the angle.
- Select *File> Save As* and name the file *Multiple Buttonholes.*
- Close the file.

Notes:
The icon for each alignment tools indicates the justification of the alignment. If you are aligning designs that are comprised of several objects, group each design before aligning.

Remove overlaps should not be used until the sizing of the design and buttonholes is determined.

Stitch Sequence will automatically reduce the number of color changes in a design, but the software preserves the correct stitching order when objects overlap and shouldn't be re-sequenced.