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When you embroider using Amazing Designs products, you'll find there's nothing ordinary about what you can create! Amazing Designs offers high quality embroidery solutions for the home embroiderer including design collections, easy-to-use software, pre-cut stabilizer sheets in special stackable dispensing boxes, and of course memory card conversion boxes such as Amazing Box MAX™ and Little MAX™.

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Special Note on the arrangement of chapters in this book:

This Amazing Designs Apps Instruction Manual contains information about all the available Amazing Designs Apps modules.

Some of this information applies generally to any and all of the Amazing Designs Apps modules. This information will be found in chapters 1 through 3: “Getting Started”, “Learning the Basics” and “Common Amazing Designs Apps Tools”.

In chapters 4 through 6, you will find information that is specific to the Letter It module: “Creating & Adjusting Lettering”, “Changing Text Properties”, and “Using Font Importer”.

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Chapter 1: Getting Started

In this section:

- Find out some basic information about Amazing Designs Apps.
- Learn how to install Amazing Designs Apps.

Amazing Designs Apps System Requirements

- Pentium IV 2.0 GHz Processor or higher
- Windows® XP, Vista, or 7 operating system
- 1 GB RAM
- 1GB available hard drive space (at minimum)
- Minimum screen resolution of 1024 x 768; a screen resolution of 1152 x 864 or higher is recommended
- Mouse

Installing Amazing Designs Apps


To install the software:

- 1 From the Windows Desktop, close all open programs.
- 2 Insert the Amazing Designs Apps CD into the CD-ROM drive.
You see the Setup dialog.
- 3 To begin the install, click Install.
You see the Amazing Designs Apps InstallShield Wizard introductory screen.
- 4 Click Next to continue.
We recommend that you read the License Agreement carefully and completely.
- 5 Follow the instructions on each screen.

Activating Amazing Designs Apps

Once you have installed your Amazing Designs Apps software package, it must be activated, using the serial number that came with the product.


To Activate the Amazing Designs Apps software:

- 1 Do one of the following:
 - ♦ Double-click on the Amazing Designs Apps Icon  on your desktop.
 - ♦ Select Start—All Programs—Amazing Designs—Amazing Design Apps
- 2 In the Activation dialog, select the product you wish to activate from the Product drop-down list.
- 3 Type the serial number into the Activation Serial Number box.
- 4 Click OK.

You see the Activation Dialog; note that this dialog will only appear until the software is activated.

The Amazing Designs Apps software will open on your computer.



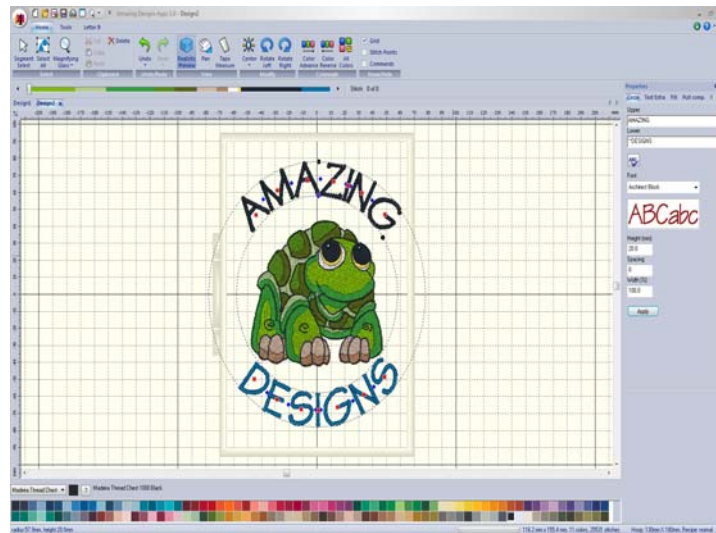
You can also open up the Activation dialog from within Amazing Designs Apps, by clicking the Activation dialog button  on the menu bar.

Opening and Closing Amazing Designs Apps

To open the software:

- Do one of the following:
 - ♦ Double-click the Amazing Designs Apps icon created on your desktop.
 - ♦ Choose Start—All Programs—Amazing Designs—Amazing Designs Apps.

You see the Amazing Designs Apps design workspace.



The Amazing Designs Apps workspace


To close Amazing Designs Apps:

- Do one of the following:
 - ♦ Choose File—Exit.
 - ♦ Enter Alt+F4 on your keyboard.

Registering the Software

Once your Amazing Designs Apps software package has been installed and activated, you should register it. Registration provides you with a record of your purchase, which is essential if you lose your serial number and need to replace it. Registration is also helpful if you require assistance with your Amazing Designs software.

It is quite simple to register your copy of Amazing Designs Apps:

click the Help  button at the top-right of the workspace, and select Register Now from the menu that appears. This will open the registration page on your computer (in a separate browser window).



If the computer with Amazing Designs Apps installed does not have internet access, you can still register from another computer: go to www.amazingdesigns.com/register to see the registration page.

When you see this window, simply type in your contact information into the appropriate fields. When you're finished, click on the "Register" button, and the process is complete.



If you wish, you can register the software at a later date.

Getting Help

The Amazing Designs Apps documentation gives you a variety of ways to find answers to your questions.

Amazing Designs Apps User's Guide

Use the Getting Help section to learn about all the ways you can receive help. The help files that will be available will vary, depending on the particular Amazing Designs Apps features that you have installed on your computer.

Online Help

The Online Help provides a quick way to access conceptual information and step-by-step instructions.


Using the Online Help

The Amazing Designs Apps Online Help is a quick way to find answers to your questions and see step-by-step instructions. Because the Online Help is updated for every major release, you will benefit from the most up-to-date information.

Opening the Online Help

The Online Help contains a wide variety of topics that contain helpful procedures, descriptions, and definitions. Because a large number of topics exist, the Online 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.

To open the Online Help:

- 1 Double-click the Amazing Designs Apps icon on your desktop to open Amazing Designs Apps.
You see the blank Amazing Designs Apps design workspace.
- 2 Do one of the following:
 - ♦ Click the Help Icon  and select Help from the drop-down menu.
 - ♦ Press F1 on your keyboard.*You see the Amazing Designs Apps Online Help.*

Using the Contents

The Online Help has a table of contents. Each book contains a series of related topics.

To use the Contents:

- 1 Choose Help—Amazing Designs Apps.
- 2 Double-click the book you want to open.

- 3 Click the topic you want to see.
You see the topic in the right window pane.

Using the Index

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

To use the Index:

- 1 Choose Help—Amazing Designs Apps.
- 2 Click the Index tab.
- 3 In the text box, enter the word or words you want to search.
In the list, you see the topics that most closely match your query.
- 4 Click the term you want to learn more about.
If there is more than one topic for the keyword, you see a menu.
- 5 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 Amazing Designs Apps Online Help.

To use Search:

- 1 Choose Help—Amazing Designs Apps.
- 2 Click the Search tab.
- 3 In the text box, enter the keywords or phrases you want to find.
- 4 Click List Topics.
In the list, you see the topics that most closely match.
- 5 Do one of the following:
 - ♦ Click the topic you want to view and click Display.
 - ♦ Double-click the topic you want to view.*You see the topic in the right window pane.*

Saving your favorite 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 Choose Help—Amazing Designs Apps.
- 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: in the Topics area, select the one you want to remove and click Remove.

Printing Online Help topics

You can print any of the topics in the Online Help.

To print topics:

- 1 Choose Help—Amazing Designs Apps.
- 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 is printed.

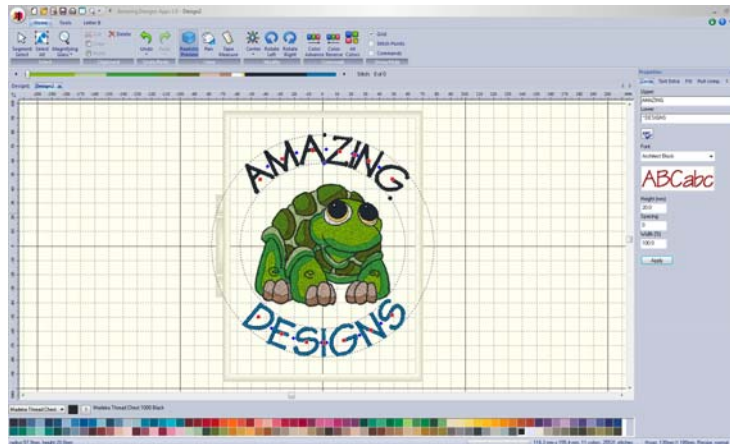
Chapter 2: Learning the Basics

In this section:

- Learn how to create and alter designs.
- Find out how to set up the design workspace environment.
- Find out how to open and save designs as well as how to create new designs.
- Learn how to print designs.

Understanding the Amazing Designs Apps Workspace

In the Amazing Designs Apps workspace, there are several distinctive areas, each having their own functions. You can arrange and configure these areas to suit your own preferences; for more details, see the sections “Customizing the Quick Access Toolbar”, and “Adjusting the Position of the Panels”.




Title Bar

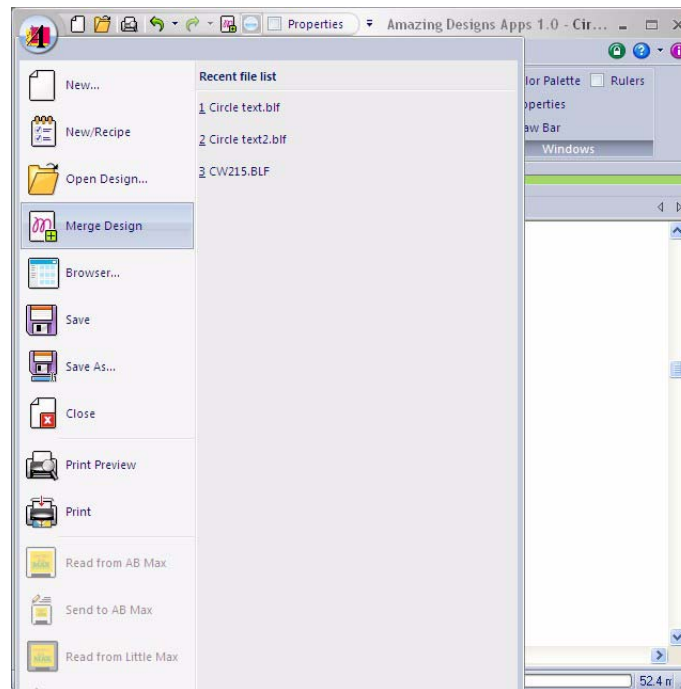
The Title Bar appears at the top of the Amazing Designs Apps design window. When you open a design, the design's name is displayed in the title bar.

Accelerator Button

At the top left-hand corner of the window is the Amazing Designs

Accelerator button . Clicking on 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 “Accelerator Menu Tools” in the next section.

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



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, such as Open, Save, and Print; but it is fully customizable, meaning that you can add the tools you personally use most often, for easy access. See “Customizing the Quick Access Toolbar”.

To start out, the following default tools are included on the Quick Access toolbar: New, Open Design, Merge Design, Save, and Print Preview.

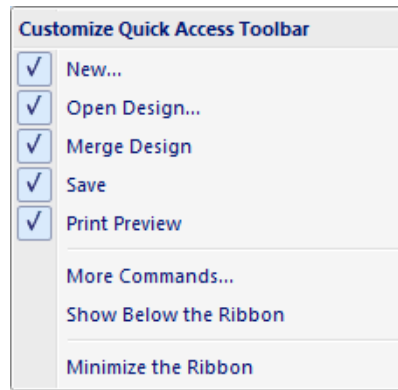
Customizing the Quick Access Toolbar

One important advantage of the Quick Access toolbar is that it is fully customizable. This means that you are able to select tools from any of the Amazing Designs Apps toolbars and add them to the Quick Access toolbar. You do this by way of the Customize function, which is accessed by clicking the small down arrow to the right of the Quick Access toolbar.

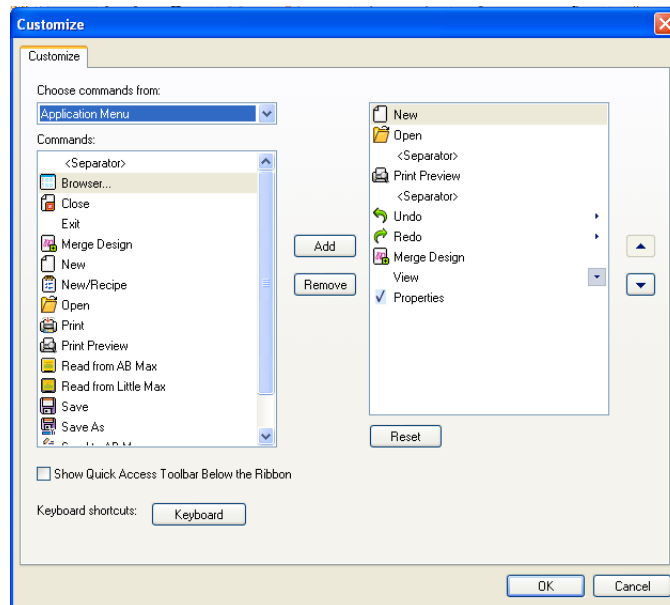
To customize the Quick Access toolbar:

- 1 Click the down arrow at the right end of the Quick Access toolbar.

You see a menu.



- 2 Click on More Commands...
You see the Customize dialog.

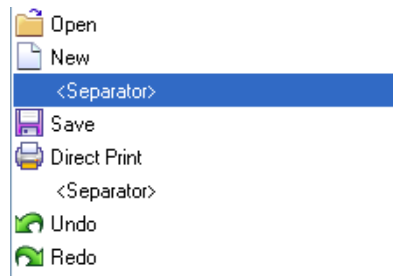


- 3 From the “Choose Commands from:” list, select the toolbar containing the command you want.
The list of tools on that toolbar now appears in the “Commands” box.
- 4 Select the desired tool from within the “Commands” box, and click Add.
The selected tool appears in the list of Quick Access toolbar tools.
- 5 Repeat steps 3-4 until you have added all the tools you want to the Quick Access toolbar.
- 6 If there is a tool on the Quick Access toolbar that you do not want to have on there, select it in the right-hand box and click on the Remove button in the dialog.
- 7 When you have added and/or removed all the buttons you want, click OK.
The dialog will close; the Quick Access toolbar will be changed accordingly.

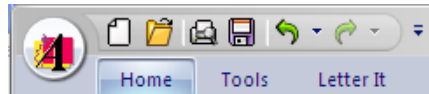
Adding Separators in the Quick Access Toolbar

You have the option of also adding separators in the Quick Access Toolbar. These are small vertical marks which appear on the Quick Access Toolbar, and divide the commands into groups for ease of use. A separator is added just the same way as you add commands; select <separator> in the “Choose commands” list and then click the Add >> button.

Here is an example of how the separators work. If you create an arrangement of separators and commands in the Customize dialog that looks like this,



The Quick access toolbar will be organized to look like this:



For more details, see the procedure outlined above, “Customizing the Quick Access Toolbar.”



You can change the position of a separator, or any command in the Quick Access Toolbar. Select it in the box to the right in the Customize dialog, and click the up and down arrows on the right. This will move the command or separator relative to the other commands in the Quick Access Toolbar.

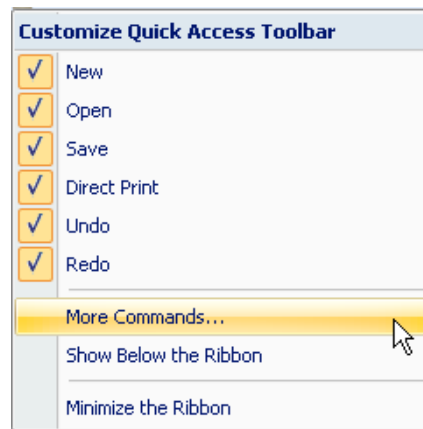
Customizing Keyboard Shortcuts

Another useful feature of the More Commands menu item (on the Quick Access Toolbar) is that it gives you the option of assigning your own custom keyboard shortcuts. Keyboard shortcuts can be very useful for those tools that you use most often.

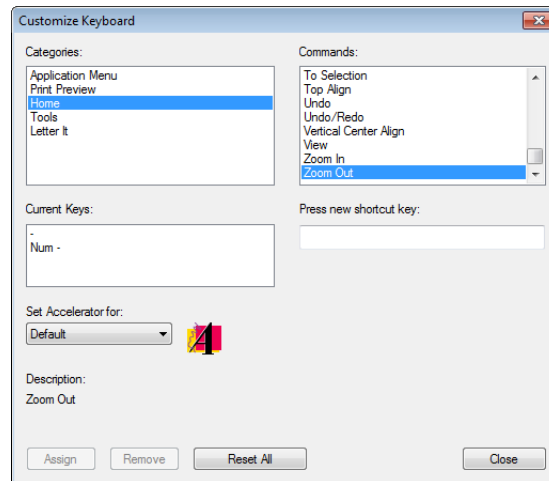
To assign keyboard shortcuts:

- 1 Click the down arrow at the right end of the Quick Access toolbar.

You see a menu.



- 2 Click on More Commands...
You see the Customize dialog.
- 3 Click the Keyboard button.
You see the Customize Keyboard dialog.



- 4 From the “Categories” list, select the category containing the command you want.

The corresponding list of commands appears in the “Commands” box.

- 5 Select a command to which you would like to assign a shortcut.



If the selected function already has a keystroke combination assigned to it, this will be displayed in the “current keys” field. When you enter a new shortcut, it will overwrite the existing one.















- 6 Click in the “Press new shortcut key” field.
- 7 On your keyboard, press the sequence of keys that you want to use; these keystrokes will appear in the field.



If there are two or more keys used in the shortcut, a plus sign (+) will be inserted between them, to indicate that they are to be used in combination. The (+) on your keyboard is not part of the shortcut sequence.

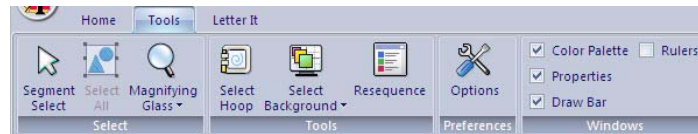
- 8 Click the Assign button to create the custom shortcut.
The shortcut sequence will be moved into the Current Keys field.
- 9 Repeat steps 3 - 7 until you have created all the desired keyboard shortcuts.
- 10 Click Close.

Accelerator Menu Tools

Tool	What it does
	New: Creates a new untitled design.
	New/Recipe: Opens a new page and allows you to choose a new recipe and machine format.
	Open Design: Opens an existing design file.
	Merge Design: Merges a design file into an active design window.
	Save: Saves the current design.
	Save as: Opens the Save as dialog.
	Browser: Opens the browser dialog, which allows you to search your computer's directories for design files.
	Close: Closes the file that you are currently working on (the active file) leaving any other files open.
	Print Preview: Opens the print preview window, which in turn will let you modify print settings and print the current design.
	Print: Prints the current design.
	Read from Amazing Box MAX: Becomes active when the Amazing Box MAX is installed.
	Send to Amazing Box MAX: Becomes active when the Amazing Box MAX is installed
	Read from Little MAX: Becomes active when the Little MAX is installed
	Send to Little Max: Becomes active when the Little MAX is installed

Tools on the Ribbon








The ribbon is an area that runs horizontally along the top of the design workspace. It displays many of the more frequently-used Amazing Designs Apps tools.
















The Ribbon, with the Tools tab displayed.

There are numerous tabs on the Ribbon: these include the Home tab, the Tools tab, and the tabs for any of the activated Amazing Designs Apps (e.g. Letter It). The following charts list and briefly describe the tools that appear under each of these tabs.

Tools on the Home Tab

Tool	What it does
	Segment Select: Selects objects in the design window.
	Select All: Selects all objects in the design window.
	Magnifying Glass: Enlarges or reduces parts of your design for easier viewing on-screen.
	Undo: Reverses your previous actions.
	Redo: Reverses the action of the Undo command.
	Realistic Preview: Realistic 3D rendering of your design on-screen.
	Pan: Allows you to move the design area around.

Tool	What it does
	Tape Measure: Measures the distance between any two points.
	Center: Moves all selected objects and aligns them along the center-most axis.
	Left Align: Moves all selected objects except the left-most item selected, and aligns them along the left-most axis.
	Right Align: Moves all selected objects except the right-most item selected, and aligns them along the right-most axis.
	Top Align: Moves all selected objects except the top-most item selected, and aligns them along the top-most axis.
	Bottom Align: Moves all selected objects except the bottom-most item selected, and aligns them along the bottom-most axis.
	Horizontal Center Align: 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 Align: 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.
	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.
	Color Advance: Move forward in the design by one color.
	Color Reverse: Move backward in the design by one color.
	All Colors: View all colors in the design.





Show/Hide

At the end of the Home Tab of the ribbon you will see the Show/Hide settings area.



Click on the check boxes to display the Grid, Stitch Points, or Commands in a design; uncheck the boxes to hide them again.

Tools Tab

Tool	What it does
	Select Hoop: Displays a list of available hoops for use. The selected hoop will be displayed in the design workspace.
	Select Background: Opens a dialog which allows you to change the background of the design workspace. You may choose either a color background, or a fabric background.
	Resequence: Opens the Resequence dialog, which lets you select segments, grouped by thread color. Once a color group is selected, it may be dragged and dropped to change the sewing order.
	Options: Displays the Options dialog box. Contains the Formats, Environment, and Grid settings for the Amazing Designs Apps program.

Windows Settings

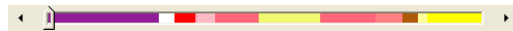
The Windows area is displayed under the Tools tab of the Amazing Designs Apps ribbon. This area allows you to display or hide the various windows in the workspace, including the Color Palette, the Properties Panel, the Draw Bar, and the Rulers.



To display any of these areas, click in the corresponding check box; to hide it, click in the box again to uncheck it.



Draw Bar

The Draw Bar makes it easy to see how your design will sew. You can use the Draw Bar to eliminate potential sewing problems. The Draw Bar controls which parts of the design are drawn on the design window.



The length of the scrollbar slider represents all of the stitches in the opened design. You can move the scrollbar slider by dragging it 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.



If you select the Color Advance  tool or the Color Reverse  tool while the Draw Bar is active, your cursor will change to an arrow with a clock next to it. This indicates that the entire design is not being sewn on screen and all actions performed will only pertain to the currently visible areas of the design.

Color Palette

The thread colors available for the design are shown in the Color Palette located under the design window.

To show or hide the Color Palette, on the ribbon, check the Color Palette box on the Tools tab.

Using the Color Palette to change thread color

You can change the thread colors of the active embroidery design using the Color Palette.

To change thread colors:


- 1 Select a segment.
See “Using Segment Select”.
- 2 In the Color Palette area, do one of the following:
 - ♦ From the list, select a Thread Chart and click one of the color boxes with the thread color you want to use.
 - ♦ Using the current list, click one of the color boxes with the thread color you want to use.

Selecting a Thread Chart


Amazing Design Apps comes with a large number of the most popular manufacturers’ thread charts already loaded. You choose which thread chart to use by clicking on the thread chart field, on the left end of the color palette. Clicking in this field will display the whole list of thread charts as a drop-down list.

Click on the one that you want, and those thread colors will be loaded into the color palette.

Searching for a Specific Color

The Find button , located near the left end 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 Click the Find  button.
You see the Find Color dialog.

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



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



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

4 Click the Find button.

The color you were looking for will now be the selected color in the palette.

Status Line

The Status Line appears at the bottom of the Amazing Design Apps window. On the Status Line, you will see specific information about the open design. For example, the status bar shows the design dimensions, number of colors in the design, the total number of stitches, the hoop type and the recipe selected.

When you are stepping through the design one color at a time, using the Color Advance and Color Reverse tools, the Status line will also show which of the design's colors, by number, is currently selected.

For more information see "Moving Through Outline Designs."

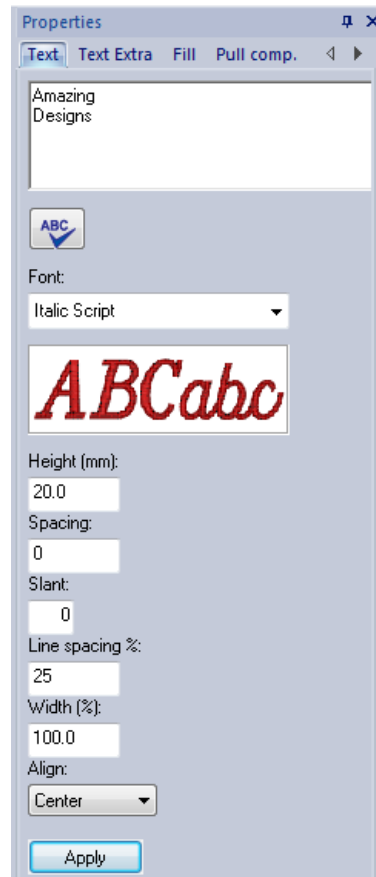
Properties Panel

The design properties of selected text segments are shown in the Properties Panel. The Properties Panel has tabs related to

selected segments. To show or hide the Properties Panel, check the box next to “Properties” in the Windows section of the ribbon.



You can also click the “pushpin” icon in the Properties panel title bar to have the panel hide itself automatically when you are not using it; for more details, see “Using Auto Hide”.



Changing Thread Colors


Amazing Design Apps allows you to adjust the colors of a design using the Color Palette. Thread charts and color changes can also be applied to the color groups of any inserted design.

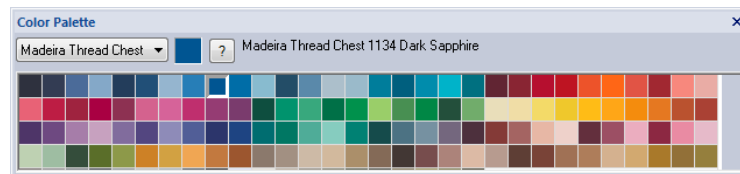
If you are using Amazing Design Apps without an inserted embroidery design, the thread color choices are based on the default thread format you have set until you save the design. Once the design is saved, the color choices represent those for the format you have chosen when saving; unless the format you are saving to supports color information. In which case the colors you set will be retained.

To change thread colors:


- 1 Select an embroidery or lettering segment in your design..



You can also use the Color Advance  tool to select a segment with the thread colors you want to change.



If the Color Palette is not visible in the workspace, you can show it by checking the Color Palette box on the Tools tab of the toolbar.

- 2 To find a particular color with a known name or thread number, do the following:
 - ♦ Click the  button on the left side of the Color Palette.
The Find Color dialog pops up.
 - ♦ Type the name or number of the thread in the Find Color dialog.
As you type, a drop-down list of possible matches will be displayed.
 - ♦ Click the Find button.

The color will be selected in the palette.


- 3 In the Color Palette, click on the color box with the thread color you want to use.

The selected segment will be changed to the thread color you have selected.

Using Scrollbars

The scrollbars are inside the design workspace on the right and bottom of the window. These operate as standard scrollbars, which you may be familiar with from any typical Windows® application. They allow you to quickly navigate the design using the mouse.

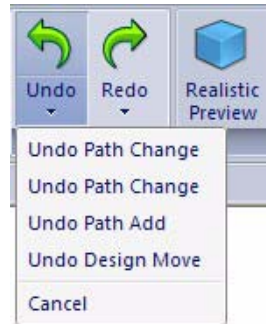
Typical actions for the scrollbars include:

- Dragging the Thumb Track to pan the view. Notice that this is like using the Pan  tool from the Home tab of the ribbon.
- Clicking in the scrollbar on either side of the Thumb Track will move the design window view one screen at a time.
- Clicking in the scrollbar on the arrows moves the design window view only a small amount at a time.

You can also right-click the scrollbar to display a pop-up menu of scroll actions.


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. You can also Undo or Redo several steps at once. You do this clicking the down arrow next to the Undo or Redo icons on the toolbar, and selecting from the drop-down list the step you want to go back or forward to.




If Undo or Redo are grayed out, you cannot Undo or Redo.

To Undo one action at a time:

- Do one of the following:
 - ♦ On the Home tab of the Ribbon, click the Undo  tool.
 - ♦ Press Ctrl+Z on your keyboard.

To Redo one action at a time:

- Do one of the following:
 - ♦ On the Home tab of the Ribbon, click the Redo  tool.
 - ♦ Press Ctrl+Y on your keyboard.



If you Undo or Redo by using the buttons on the Ribbon, you also have the options to undo or redo several steps at once. Click on the small down arrow next to the icon, and the tool will display a list of actions. Then, click on an action from the list, and the software will undo or redo all the changes to that point.

Setting up the Workspace Environment

Amazing Design Apps allows you to set up your design workspace environment for all opened design files. You can predetermine the format of new designs as well as the units of measurement you want to use for your designs. You can also customize the spacing and style of grids shown in the workspace.

The following describes the units of measurement that can be used for designs opened in Amazing Design Apps.

Metric

The dimensions in Amazing Design Apps can be displayed in metric values. This is the default. It is generally preferable for embroiderers to use the metric values because the manufacturers of machines and designs typically use metric values. The machines and software ‘think’ in the metric system.


English vs. Metric

If you think in inches, you can set Amazing Design Apps to use the inch system (English). Once you set your preference to English, this setting will be remembered each time you run Amazing Design Apps.



Embroidery machines use metric-based values, therefore it is likely that from time to time you will have to switch back.

To set up your workspace environment:

- 1 On the Tools tab of the Ribbon, click the Options  tool.
You see the Options dialog.
- 2 Click the Formats tab.
- 3 Adjust one or more of the following Formats settings:
 - ♦ From the Recipe list, select the recipe you want applied to new design files.
 - ♦ From the Machine Format list, select the machine format that you want applied to new design files.
 - ♦ From the File Format list, select the file format type you want used as the default in the Save As dialog.
 - ♦ Hoop Bracket Location: When the hoop is displayed in the workspace, it will show the bracket on one side. You select where to place it - top, bottom, left or right.
 - ♦ From the Hoop list, select the hoop type you want applied to new design files.
 - ♦ Check “Color match on loading” to match the thread colors of an existing design that you open with the thread chart that is currently active.

For more details, see “Changing Thread Colors Automatically with Color Match”.

- 4 Click the Environment tab. On this tab, you may make the following adjustments:
 - ♦ From the Units list, select the units of measurement you want used for your designs: Metric or English.



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

- ♦ If you have a Janome or Kenmore machine, select Print Janome Crosshairs to offset the machine's starting point from the center.
- ♦ Show BLF save warning: This box is checked by default. When this box is checked, and you choose to save your design in a stitch format, the software will check to see if there is a saved outline (BLF) version of the file you are saving. If not, Amazing Designs Apps will display a warning message, asking if you want to save this file in outline format first.
If you uncheck BLF Save warning, this warning dialog will not appear, and the design file will close without prompting you to save in BLF (outline) format.

- 5 Click the Grid tab.
- 6 Adjust one or more of the Grid settings available.
- 7 Click OK.

Changing Thread Colors Automatically with Color Match

When you first open a design file in Amazing Designs Apps, its thread colors will be those of the thread palette that was saved with the file when it was created, rather than the palette that is

currently open. If you want to, however, you can convert the thread colors in a design to the current active thread palette, using the Color Match feature.



Color match applies to all types of stitch files (such as *.PES, *.JEF, *.SEW, etc.) However, if the design you are opening is a *.BLF (outline) file, it will retain its original colors whether this option is checked or not.

You activate this feature by checking the box marked “Color Match on loading” on the Formats page of the Properties dialog.

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

Opening and Closing Designs

Amazing Design Apps allows you to open designs in a wide variety of file formats such as the Outline File (*.BLF) or machine format files like *.PES, *.DST, *.JEF, etc. You can open designs from the Accelerator drop-down menu, through the Open Icon on the Quick Access toolbar, or by using the Browser feature.

To open an existing design:

- 1 On the Quick Access tool bar, click the Open Design  tool.
You see the Open Design dialog box.
- 2 In the Look in list, browse to the location of the file you want to open. You can open design files stored on any available directory, (e.g. your own hard drive, a CD, a USB data key, etc.).

- 3 In the File name box, enter the file name, or select the file you want to open by clicking the file. To open multiple files, press Ctrl on your keyboard while selecting the files you want to open. To open all files, select any file and press Ctrl+A on your keyboard.



To limit the number of displayed designs in the Open File dialog, you can enter the first letter of the design name, followed by an asterisk (*) and the file extension. For example, if you have an embroidery design file named Cats, enter C*.blf in the File Name box and press **ENTER**. You will then see a list of all the designs starting with C.

- 4 In the Files of type list, select the format for the design you want to open.
- 5 Select Preview to view a thumbnail (a small representation) of the design.
- 6 Click Open.



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



button at the top-left of your window - you can then select from the list of recent design files that is displayed.

To close a design:

- Do one of the following:
 - ♦ Click the Close  button.
 - ♦ Click the 'x' on the upper-right corner of the design in the workspace.


Opening Files with the Browser

The Browser is a very convenient way to search for and open files. It allows you to search through and open embroidery files from multiple directories simultaneously. So, if you have design files stored on a number of different media - for example, a CD, a USB device, as well as on your hard drive - it is possible to look in all of these places at once, with the Browser feature. The Browser displays a preview image of the design in its preview pane, as

well as the design's name, overall dimensions, stitch count, and the number of colors that it uses.

You can also use the Browser dialog to merge a design into the current design.

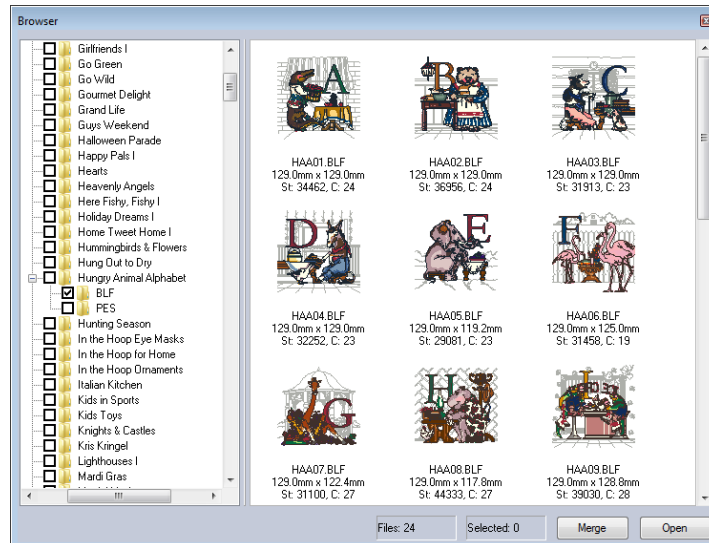
To open files using the Browser:

- 1 Click the Accelerator  button, and then click the Browser



tool.

You see the Browser window.



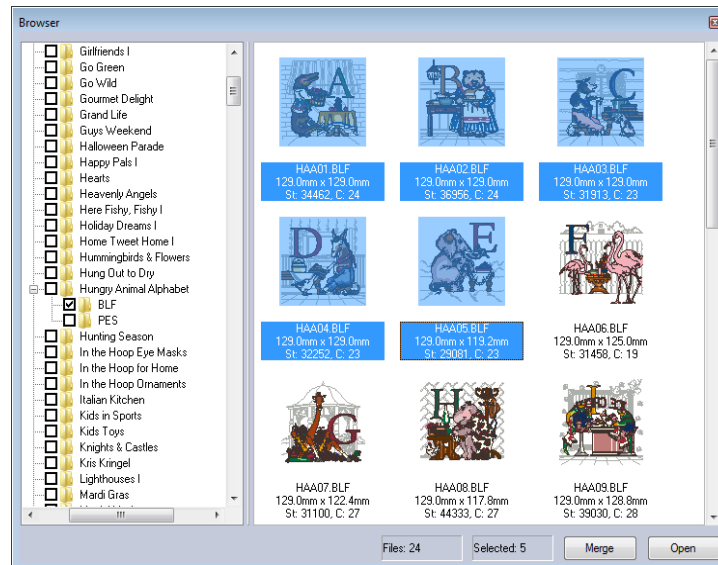
- 2 Click in the check boxes next to the directories you want to browse for designs; to look in multiple locations, simply check more boxes.

The preview pane shows a thumbnail image of each design present in the directory or directories you have selected.

- 3 Do one of the following:
 - ♦ To select a single design, click on the thumbnail image.
 - ♦ To select a number of separate designs, click on each individually while holding down Ctrl.

- ♦ To select a series of designs, click the first thumbnail, then shift + click on the final thumbnail in the range.

The selected files are highlighted.



4 Do one of the following:

- ♦ To open the selected file or files in a new window, click Open.

The selected design or designs open in your workspace; if multiple designs were opened, each will open in its own tab.

- ♦ To merge the selected file or files into the current design, click Merge.

The embroidery file or files will open in the current design.

Merging Designs

You can merge design files into an active design window. Use the Merge Design dialog to bring another design into the same design file and add lettering to the design.



When performing major design editing, you should be careful of how other segments will be affected. For more information on the general rules of editing segments, see "Editing Segments".

Amazing Design Apps allows you to merge a design file using a variety of file formats such as the Outline File (*.BLF), and various stitch file formats.

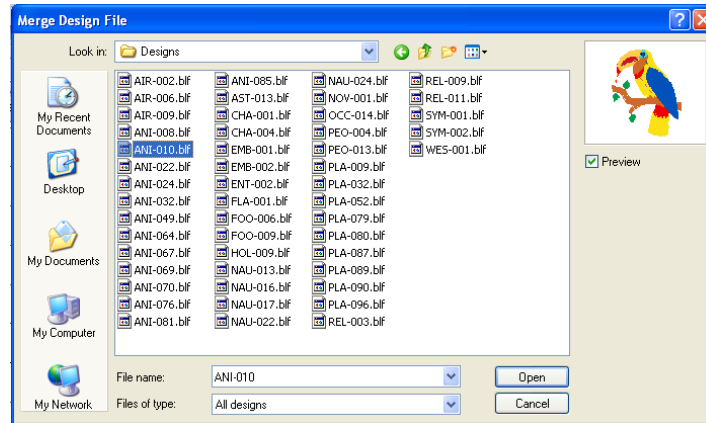
To merge designs:

- 1 From the Accelerator  menu, choose the Merge Design



tool.

You see the Open File dialog.

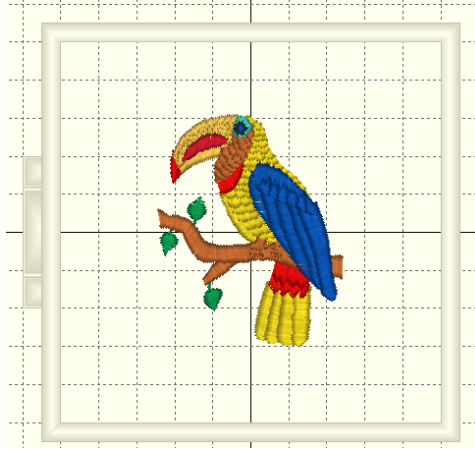


- 2 In the Look in list, browse to the location of the file you want to merge.
- 3 In the Files of type list, select the format for the design you want to merge.
- 4 Select a design file, or a number of design files, that you want to merge onto the current open design workspace.
- 5 To view a preview of the selected design, select Preview, if not already selected.

You see a preview image of the selected design appear on the right-hand side of the dialog.

- 6 Click Open.

The merged design file (or files) will appear in the design workspace.



Saving Designs

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



The **Save As** command lets you save an alternative version of the design with a different name, location, or file format. **Save As** is handy 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.

As a general rule, you should perform all outline edits to a design first and save the design file. Next, you should perform all stitch edits to the same design and save the design file with a different file name. If you follow this general rule, you can avoid possibly losing your stitch edits while doing significant design editing.





For more information on the general rules of editing segments, see "Editing Segments".

To save a design:

- 1 From the Accelerator  menu, choose the Save As  tool.
You see the Save As dialog box.
- 2 In the Save in list, browse to the location you want to save your file. You can save design files to your hard drive, a disk, or CD-ROM.
- 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 format you want the design to be saved as.
- 5 Click Save.

To save changes to the current design:

- Do one of the following:
 - ♦ From the Accelerator  menu, choose the Save  tool.
 - ♦ On the keyboard, press Ctrl + S.

Support for the Amazing Box MAX and Little MAX



If you have purchased and installed the Amazing Box MAX or Little MAX, you can read from and save to memory cards directly from your Amazing Design Apps software.

For more information on the Amazing Box MAX and Little MAX, please visit www.amazingdesigns.com.

Sending Designs to Amazing Box MAX

When you purchase and install Amazing Box MAX, Amazing Design Apps allows you to send designs directly to your box. For additional information on using Amazing Box MAX, please refer to the Amazing Box MAX instruction manual that you received with your Amazing Box MAX.

To send designs:

- From the Accelerator  menu, click the Send to AB MAX  button.



If you have not purchased and installed Amazing Box MAX, the Send to AB Max option will be grayed out and disabled from the Amazing Design Apps menu.

Reading Designs from Amazing Box MAX

When you purchase and install Amazing Box MAX, Amazing Design Apps allows you to read designs directly from your box. For additional information on using Amazing Box MAX, please refer to the Amazing Box MAX instruction manual that you received with your Amazing Box MAX.

To read designs:

- From the Accelerator  menu, click the Read from AB MAX  button.





If you have not purchased and installed Amazing Box MAX, the Read from AB Max option will be grayed out and disabled from the Amazing Design Apps menu.

Sending Designs to Little MAX

When you purchase and install Little MAX, Amazing Design Apps allows you to send designs directly to your box. For additional information on using Little MAX, please refer to the Little MAX instruction manual that you received with your Little MAX.

To send designs:

- From the Accelerator  menu, click the Send to Little MAX  button.



If you have not purchased and installed Little MAX, the Send to Little Max option will be grayed out and disabled from the Amazing Design Apps menu.

Reading Designs from Little MAX

When you purchase and install Little MAX, Amazing Design Apps allows you to read designs directly from your box. For additional information on using Little MAX, please refer to the Little MAX instruction manual that you received with your Little MAX.

To read designs:

- From the Accelerator  menu, click the Read from Little MAX  button.





If you have not purchased and installed Little MAX, the Read from Little Max option will be grayed out and disabled from the Amazing Design Apps menu.

Selecting Recipes

You can apply predefined settings when you open a new file or you can apply these settings to existing designs using shortcut keys. For example, the Cap recipe contains special underlay, pull-compensation, and density settings appropriate for designs that will be sewn on baseball caps. See "Preinstalled Recipes" for more information on the preinstalled recipes available and their settings.

To use a recipe:

- 1 From the Accelerator  menu, select the New/Recipe  button.
You see the New Page dialog.
- 2 From the Recipe list, select a recipe.
The applied recipe changes the default settings for the design.
- 3 From the Machine Format list, select the machine format you want to use for your document.
- 4 Click OK.


Changing Machine Format Properties

Stitch designs in Amazing Design Apps have a machine format. Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files. When you use machine formats, your design information displays accurately on the screen and designs are sewn correctly on that embroidery machine.

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. For more information, see “Creating new designs”.

When you set machine format properties in the Options dialog, all new designs will use these machine format properties as their default settings.

To change machine format properties:


- 1 On the Tools tab of the ribbon, click the Options  tool.
You see the Options dialog.
- 2 Click the Formats tab.
- 3 From the Recipe list, select the recipe you want to use for your design.

- 4 From the Machine format list, select the machine format that you want applied to new design files.
- 5 Click OK.

Adjusting the Position of the Panels

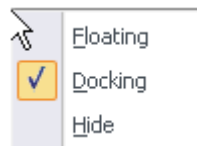
By default, when you first open the software, the Amazing Designs Apps panels (for example, the Properties panel) appear “docked” in your workspace.

However, there are ways to move any of the panels around into different positions; you can “float” them above the workspace, in which case they can be moved anywhere on your desktop; you can hide them when they are not needed; or you can undock them from their current positions and dock them elsewhere.

You can also combine panels together by “tabbing” them; you do this by floating a panel in front of another panel and then docking it to that panel with the tab  button.

To float a docked panel:

- 1 Right-click on the panel’s title bar (the grey area at the top of the panel, which contains the panel’s name, e.g. “Properties”).
You will see a menu of options.



- 2 Select Floating from this menu.
The panel now floats above the workspace; you can drag and place it anywhere on your screen.



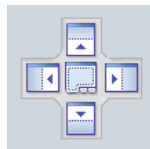
If you wish to re-dock the panel to the same location it was originally, you can just right-click the title bar again and select “Docking” from the menu; the panel will immediately go back to the former location. To dock it elsewhere, follow the steps under “To dock a floating panel”.


To hide a panel:

- 1 Right-click on the panel's title bar.
You will see a menu of options.
- 2 Select Hide from this menu.
The panel will no longer be visible.
To show the panel again, go to the Tools tab of the ribbon, and in the Windows area check the Properties check box.

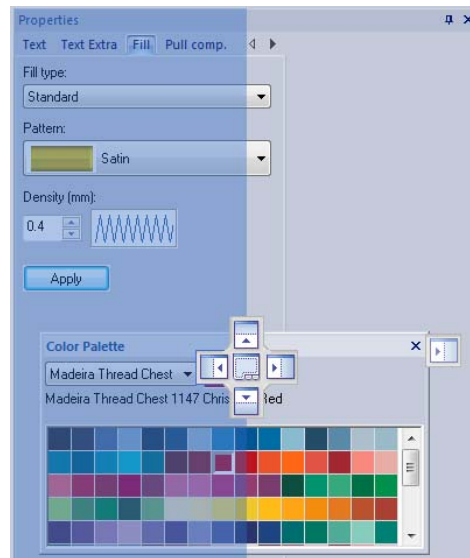
To dock a floating panel:


- 1 Left-click the panel's title bar and drag it a short distance, continuing to hold down the mouse button.
You will see a set of arrow buttons displayed in the workspace.
Five of them (four arrows plus the tab button) form a cross shape, like this:



There will also be four isolated arrow buttons like this  pointing at the four sides of the main window.


- 2 Do one of the following:
 - ♦ To dock to the sides of a frame, drag the cursor over one of the arrow buttons in the cross.
A shaded area will appear, previewing the position that the floating panel will dock. In the instance shown below, the Color Palette is set to be docked to the right of the view.



- ♦ To dock to the top, bottom, left or right sides of the overall workspace window, drag the cursor over the corresponding isolated arrow button.
 - ♦ To make the selected panel into a tab of another panel, move the cursor over the tab  button in center of the “cross”.
- 3 Release the mouse button.


The floating panel will now be docked to the selected location, and tabs labelled “Properties” and “Color Palette” will appear along the edge of the panel.

Magnifying and Reducing the view

The Magnifying Glass  tool sets the Zoom Mode on and off.

Use the Magnifying Glass tool to magnify or reduce parts of your design. Magnifying a design lets you see less of your design on-screen. Reducing a design lets you see more of your design on-screen. With Zoom Mode turned on, you can either left-click to enlarge your design or right-click to make your design smaller.

To magnify and reduce parts of a design:


- 1 From any tab on the ribbon, click the Magnifying Glass  tool.

The pointer becomes a magnifying glass.

- 2 Left-click the design.
- 3 Do one of the following:
 - ♦ Left-click to zoom-in on a specific area.
 - ♦ Right-click to make your design smaller.





You can also zoom in and out by rolling the wheel on the mouse.

- 4 To turn the Zoom mode off, click the Magnifying Glass  tool again.

This will reset the zoom of the window and the view of the design will be fit into the window.

To zoom-in on a specific area:

- 1 Select the Magnifying Glass  tool.

The pointer becomes a magnifying glass.
- 2 Click and hold your left mouse button and drag your mouse to form a flexible box around the specific area you want to see in detail.
- 3 Drag the mouse across the area you want to zoom-in until it is inside the box.
- 4 Do one of the following steps:
 - ♦ To increase the zoom, continue clicking and dragging the flexible box. By doing so, you can view a single stitch.
 - ♦ Right-click to make your design smaller.
- 5 To turn the Zoom mode off, click the Magnifying Glass  tool again.


This will reset the zoom of the window and the view of the design will be fit into the window.

Additional options on the Zoom Toolbar:

When you click on the down arrow underneath the Magnifying Glass tool, you will see a menu of options. You can choose from any of the following on this menu:



- **Zoom In** - makes your design larger.
- **Zoom Out** - makes your design smaller.
- **To Fit** - zooms to make the whole design, plus the hoop representation, the size of the design window.
- **To Selection** - zooms so that the selected segment, or set of embroidery segments (if more than one is selected), fills the entire design window.
- **1:1** - the design is displayed actual size.

To disable Zoom:

- From the ribbon, click the Segment Select  tool once you get to the level of magnification you want.

Using Auto Hide

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 Parts of a Design not Visible in the Design Workspace

You can move to parts of your design that go beyond the window's borders.





To view parts of the design using the Pan tool:

- 1 On the Home tab of the ribbon, select the Pan  tool.
You see the cursor change into an icon of a hand.
- 2 Click and drag your design in the design window.
- 3 To disable the Pan tool, right-click the design window.



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


To view parts of the design using your keyboard:

- Do any of the following:
 - ♦ Use the  key to move up.
 - ♦ Use the  key to move down.
 - ♦ Use the  key to move left.
 - ♦ Use the  key to move right.


Changing the Background Color of the Design Workspace

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

To change the background color:



- 1 On the Tools tab of the ribbon, click the Select Background  button.
You see the Color dialog.
- 2 On the menu that appears, choose Select Color.
- 3 Change the workspace to a preset or custom color.
- 4 Click OK.
The new color replaces the old color in the design window.

To change the fabric pattern:

- 1 On the Tools tab of the ribbon, click the Select Background  button.
You see the Load Fabric dialog.
- 2 On the menu that appears, choose Select Fabric.
You see the Load Fabric dialog.
- 3 In the Look in list, browse to the location of the file you want to open as fabric. You can open image files stored on your hard drive, a disk, or CD-ROM.
- 4 In the Files of type list, select an image file type for the fabric you want to open.
- 5 In the File name box, enter the file name, or select the file you want to open by clicking the file.
You see a preview of the fabric on the right-hand side of the dialog.
- 6 Click Open.
You see the selected fabric appear in the workspace.

Showing and Hiding Machine Commands

Amazing Design Apps makes it easy to view the locations on the design where the embroidery machine performs commands if it supports them. These locations are marked with different symbols to display the command type. The following table shows you the symbol for each command.

Symbol	Command
	Trim: Shows the location in the design file where a trim is present.
	Color Change: Shows the location in the design file where the color of thread changes.

To show commands, check the box to the left of “Commands” in the Show/Hide area on the Home tab of the ribbon; to hide commands, uncheck the box.

Showing and Hiding the Stitch Points in Designs

Use the Stitch Points feature to see the stitch penetration points in the design window. The black dots in your design represent the point where the embroidery machine needle will penetrate the fabric.

To show the stitch penetration points, check the box to the left of “Stitch Points” in the Show/Hide area on the Home tab of the ribbon; to hide commands, uncheck the box.

Defining Grid Settings

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

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


To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids. You should choose separate colors for each grid type. You can also choose to display a full grid or only the grid crosshairs in the design window.

To define grid settings:

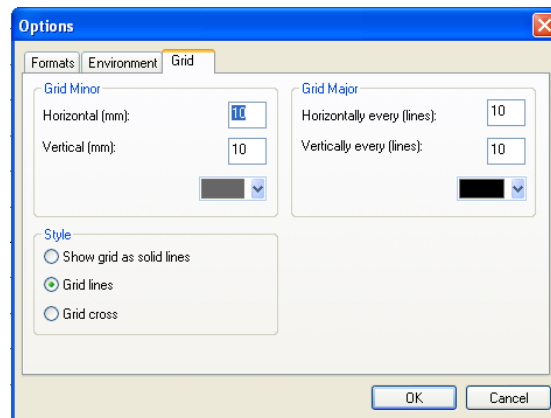
- 1 Do one of the following:
 - ♦ Right-click on the rulers at the left or top of the window and click Grid Settings.



If the rulers are not already visible in the design window, you can display them by checking the appropriate box on the Tools tab of the ribbon, in the Windows area.

- On the ribbon, select the Tools tab, and click the Options  button. In the Options dialog, click the Grid tab.

You see the Options 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
 - ♦ Grid lines
 - ♦ Grid cross (displays a cross through the center point of the hoop)
- 5 Click OK.


Showing and Hiding the Grid

You can show the grid or, if it is in the way, you can hide it. To show it, check the box to the left of “Grid” in the Show/Hide area on the ribbon; to hide the grid, uncheck the box.


Showing and Hiding a Realistic Preview of Stitches

Use the Realistic Preview  tool to see a realistic 3D view of your design.

To show realistic stitches:

- On the Home tab of the ribbon, click on the Realistic Preview  tool.

To hide the realistic stitches:

- On the Home tab of the ribbon, click on the Realistic Preview  tool.

Viewing the Sewing Order of Designs

You can view the sewing order of designs by using the Draw Bar located at the top of the design workspace.

To show the Draw bar, click the Home tab of the ribbon and, in the Windows area, check the appropriate checkbox; to hide commands, uncheck the box.

For more information, see under “Draw Bar.”

Working with Hoops

Viewing the hoop or frame on the screen lets you ensure that your design fits properly when you run it on the machine. The hoop serves as a guide to help size and position your design in the design window. Amazing Designs Apps comes with many different pre-loaded hoop sizes, or you can use the Select Hoop dialog to create your own, custom hoops. Your hoop size determines how big your design should be when you save it.

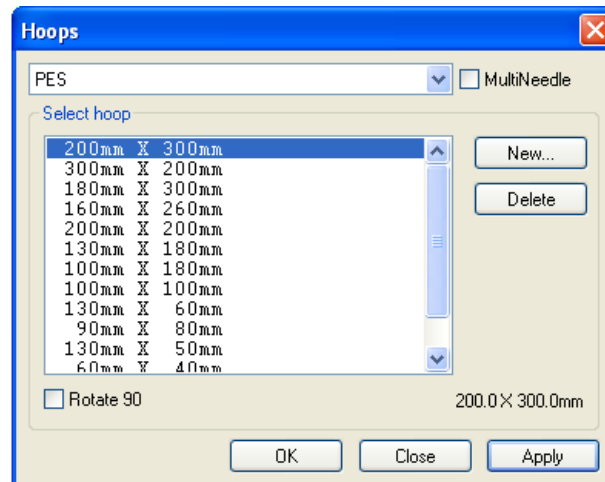


The hoop that is displayed in the workspace also shows the position of the hoop bracket. By default, the bracket will be displayed on the left side; however, you can change the position of the hoop bracket so that it displays on the left, right, top, or bottom.

To change the position of the hoop bracket, select the Options button on the Ribbon, and then select the position you want from the list next to Hoop Bracket Location.

Displaying a Hoop while Designing

You can select one of many pre-loaded hoops from a range of different file types using the Hoop dialog.




This feature is useful when you want to make sure that your design will fit for more than one kind of embroidery machine.



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

To change the displayed hoop:

- 1 On the Tools tab of the ribbon, click the Select Hoop  tool.
You see the Hoops dialog.

- 2 From the list, select the design file format for the current design.



If you output designs in the PES format, you will see that there is an option to select “MultiNeedle” hoops. This applies only if you have a MultiNeedle embroidery machine.


If you check this box, the list of hoop formats will change to a list of hoops that are used with a MultiNeedle machine.

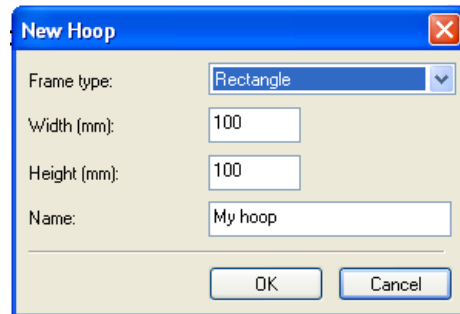
- 3 From the Select hoop area, select the hoop you want to display in your design window from the list.
- 4 To rotate the selected hoop 90°, select Rotate 90.
- 5 Click Apply.
The selected hoop will be displayed in the design window.
- 6 Click OK.

Adding a Custom Hoop

Amazing Designs Apps comes with many pre-loaded hoops; however, you can also add new hoops to the software. Once you have set the parameters for your hoop and typed in a description, the custom hoop will be saved, and will be available for your future use.

To add a new hoop:

- 1 On the Tools tab of the ribbon, click the Select Hoop  tool.
You see the Hoops dialog.
- 2 Click New...
You see the New Hoop dialog.



3 In the New Hoop dialog, complete the following:

- ♦ In the Frame type box, choose a shape for the hoop, Rectangle or Round.
- ♦ In the Width box, enter the width for the new hoop you want added.
- ♦ In the Height box, enter the height for the new hoop you want added.
- ♦ In the Name box, enter the name of the new hoop you want added.
- ♦ Click OK.

The New Hoop dialog will close and you will see the new hoop listed in the Select hoop area.


4 Click Apply.

5 Click OK.

Deleting an Existing Hoop

You can easily delete any hoop in Amazing Design Apps.

To delete hoops:

- 1 On the Tools tab of the ribbon, click the Select Hoop  tool.
You see the Hoops dialog.
- 2 From the list, select the design file type for the hoop you want to delete.
- 3 From the Select hoop area, select the hoop you want to delete.

- 4 Click Delete.

You see a dialog. If you want to delete the selected hoop, click Yes. The hoop will no longer be listed in the Select hoop area.

- 5 Click OK.

Measuring and Aligning Designs

Defining Ruler Units

When guide rulers are active, large numbered rulers indicate the measurement unit, such as inches or millimeters. The small ticks indicate the increments of the units such as $\frac{1}{4}$ inch. When you magnify or reduce the view, the increments on the rulers adjust to reflect the changes. In addition, if you change the grid settings, the rulers change to fit the measurements you set.




The rulers change to fit the measurements you set in the next window you open.

To set the ruler units:

- Right-click on the ruler at the left or top of the window and select Metric or English.

You see the ruler units change accordingly.


Measuring Distances in the Workspace

The Tape Measure  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 Tape Measure tool travels from the x and y axes, the angle measured, and the total distances.



All measurements except the angle are calculated in the unit of measure you set using the Options dialog.

To measure designs:

- 1 On the Home ribbon, click the Tape Measure  tool.
Your cursor changes to a ruler icon when in the Design Workspace.
- 2 Click and drag your mouse until you are finished measuring the item.
- 3 Let go of your mouse when you are finished measuring.
- 4 Look in the status line at the bottom of your screen for the measurement.
- 5 Right-click to stop the Tape Measure tool.

Adding and Moving Guidelines

You can use guidelines to help you precisely align segments in your embroidery designs. Guidelines are straight horizontal or vertical lines that you drag from the rulers into your design. These guidelines are useful for setting alignment lines across the length or width of the workspace.

To create a horizontal guideline:

- 1 Position the pointer inside the ruler at the top of the window.
- 2 Hold down the left mouse button and drag the guideline into the design window.
- 3 Release the mouse when the guideline is in the position you want.

To create a vertical guideline:

- 1 Position the pointer inside the ruler at the left side of the window.
- 2 Hold down the left mouse button and drag the guideline into the design window.
- 3 Release the mouse when the guideline is in the position you want.

To move existing guidelines:

- 1 Position the pointer on the guideline you want to move.
A two-sided arrow appears next to your cursor.

- 2 Left-click and drag to move the guideline.
- 3 Release the mouse button when you reach the desired position for your guideline.
The guideline is placed.

Removing Guidelines

If guidelines are cluttering your workspace, you can remove them.

To remove all guidelines:



- Right-click on the rulers at the left or top of the window and click Remove Guidelines.
The guidelines are removed.

Printing Designs

Changing a Design's Print Settings

You can customize an embroidery design's print settings. Amazing Design Apps allows you to adjust the image and worksheet information displayed in design printouts.

To change a design's print settings:

- 1 From the Accelerator  menu, click the Print Preview  tool.
You see the print preview window displaying your design.
- 2 Click Settings.
You see the Print Settings dialog.
- 3 In the Margins area, enter the size of margins you want for your design worksheet.
- 4 Select Print Actual Size to have your design print in its actual size.
- 5 Select Print Color Analysis to print a thread sequence view. If the Print In One Page setting is also selected, a simplified color sequence will be printed. If Print In One Page is not selected, an expanded color sequence will be printed.

- 6 Select Print In One Page to print the design and color sequence on a single worksheet page.
- 7 Select Ghost Template to print the “grayed out” version of the design.
- 8 Select Show Crosshair: This will print a set of crosshairs through the design print-out, to help with alignment while hooping.
- 9 Select Print Project Name to have the name of your project printed on your design worksheet. Enter your Project Name in the box below.
- 10 Click OK.
- 11 Click Close.

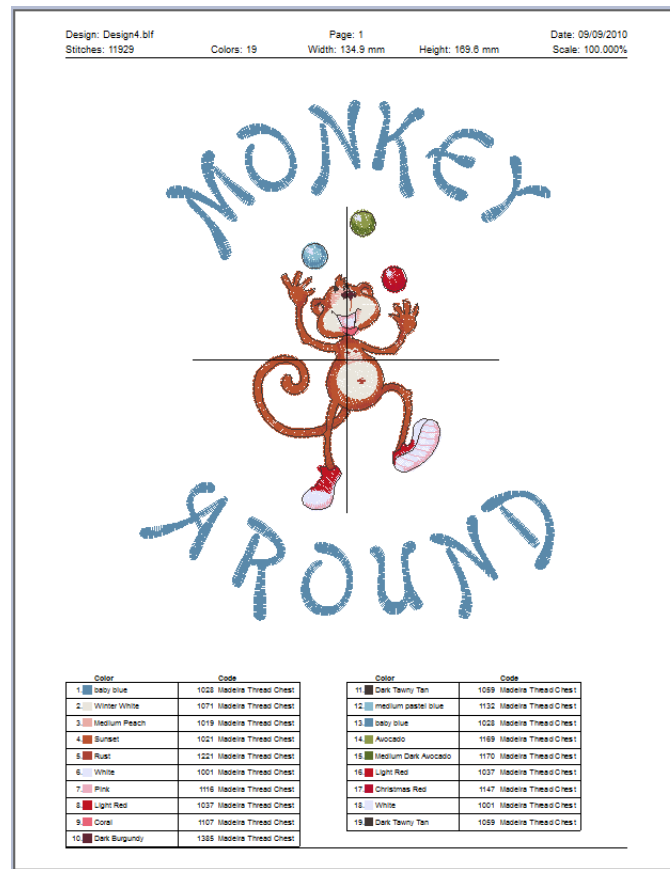
Previewing a Design before Printing

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

To preview a design:

- 1 From the Accelerator  menu, click the Print Preview  tool.

You see the print preview window, displaying your design.





- 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 change the settings for the design worksheet, click Settings.
- 4 Click OK.
- 5 To close print preview and return to the design window, click Close.

Printing Design Worksheets

You can print worksheets for design files. When you print a worksheet for a design file, the worksheet information depends on the selected settings in the Print Settings.

To print a worksheet for your design:

- 1 From the Accelerator  menu, click the Print Preview  tool.
You see the print preview window, displaying your design.
- 2 To change the settings for the design worksheet or check the information that will be printed on the worksheet, click Settings.
- 3 Click OK.
- 4 Click Print.




If you want to print a design worksheet with existing settings, choose the Print tool on the Accelerator menu. Then click OK from the Print dialog.

Chapter 3: Common Amazing Designs Apps Tools

In this section:

- Learn about using the Amazing Designs Apps tools that are common to all the Applications: for example, the Select tool, the Align tool, and the Resequene tool.

Using Segment Select

With the Segment Select  tool, you can select any embroidery objects in the workspace; this includes text segments created in the software, any other designs that you have added using the Merge Design feature, or combinations of the two. You can move or rotate objects, or a composition of several object, using the corner handles of the selection frame.





Text segments can be resized through the Text Properties Panel. See “Editing Text in the Properties Panel”.




You can also select text objects with the individual text tools.

Selecting Objects

The Segment Select  tool allows you to select and move individual or groups of objects. When you open an existing design, it is considered an object. A merged design is considered an object as well.

You select objects by clicking on a single object or by clicking and dragging to draw a box around parts of the design. The Select All  tool allows you to select all objects in the design at once.

To select objects using the Segment Select tool:

- 1 From the ribbon, click the Segment Select  tool.



If the objects are already grouped together, the Segment Select tool will automatically select the entire group of objects.


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

The active object is enclosed in a selection box with handles.
- 3 To select multiple objects, do one of the following:

- ♦ Click and drag across all the objects you want to select.
- ♦ Click an object. Press CTRL on your keyboard while you click each object not already selected.

The active objects are enclosed in a selection box.

To select the entire design using the Select All tool:

- On the ribbon, click the Select All  tool.

In the design workspace, the entire design is enclosed in a selection box.



You can also press Ctrl+A to select the entire design.

Copying Objects

You can use various methods to copy objects in your designs.

To copy to the Clipboard:

- 1 Select one or more objects you want to copy.
- 2 To copy objects to the clipboard, complete the following:
 - ♦ In the design workspace, right-click the object(s) and choose Copy from the menu.
- 3 To paste objects from the clipboard, complete the following:
 - ♦ In the design workspace, right-click anywhere and choose Paste from the menu.

The objects are not removed from their original placement.

The selection is pasted in its original location.



You can also press Ctrl+C on your keyboard to copy objects.

You can also press Ctrl+V on your keyboard to paste objects.

To cut to the Clipboard:

- 1 Select one or more objects you want to cut.
- 2 To cut objects to the clipboard, complete the following:
 - ♦ In the design workspace, right-click the object(s) and choose Cut from the menu.
- 3 To paste objects from the clipboard, complete the following:

The objects are removed from their placement.

- In the design workspace, right-click anywhere and choose Paste from the menu.


The selection is pasted in its original location.




You can also press Ctrl+X on your keyboard to cut objects.

You can also press Ctrl+V on your keyboard to paste objects.

Deleting Objects

Deleting an object removes it from the design. The only way to retrieve an object you delete is to choose Undo  from the Home tab on the ribbon immediately after you delete it.

To delete an object:

- 1 On the ribbon, click the Segment Select  tool.
- 2 Select the object.
- 3 There are three ways to delete an object:
 - Right-click and select Delete from the shortcut menu.
 - Press Delete on your keyboard.
 - On the Home tab of the ribbon, in the Clipboard area, click Delete.

Moving through Designs

Amazing Design Apps makes it easy to move through a design to select a specific color.






Text segments that have multiple colors will appear as a single entry when you use the color advance tools, so all colors in the text segment will be displayed together.



As you navigate through the design with the Color Advance and Color Reverse tools, you can track which color you are in by looking at the status bar at the bottom of the workspace. The status bar tells you how many colors are in the design in total, and which color (by sewing order) is currently selected.

To move through a design by color:

- From the Color tool bar, do any of the following:

- ♦ Click the Color Advance  tool to move to the next color change.
- ♦ Click the Color Reverse  tool to move to the previous color change.
- ♦ Click the All Colors  tool to view all colors in the design.




If you have created a file containing a multi-color lettering segment (for example, an outline font), it will appear as a single color as you move through the design with the Color Advance tool. However, you can have the two colors show separately using the Preserve as Stitches feature.

Using the Segment Select tool, select the multi-color lettering. Then, right-click and choose “Preserve as stitches” from the context menu that appears. Now when you move through the design by color, you will see each color of the text segment displayed individually. You will now be able to change the thread colors of the multi-color lettering. (See “Changing Colors in a Design.”)

Note: Once “Preserve as Stitches” has been applied to a text segment, you will no longer be able to change properties such as the font, letter spacing, slant, and so on.

To move through a design using the Draw Bar:

- 1 On the ribbon, click the Segment Select  tool.
- 2 To display the Draw Bar (if not already visible), click the Tools tab on the Ribbon, and in the Windows area, click the Draw Bar checkbox.
- 3 From the Draw Bar, use any of the following:



Previous Stitch: Move backward in the design by one stitch.



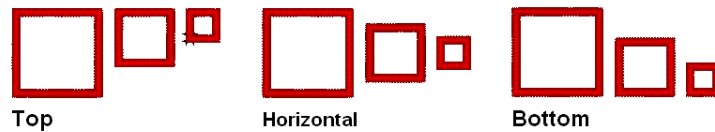
Scrollbar slider: Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.



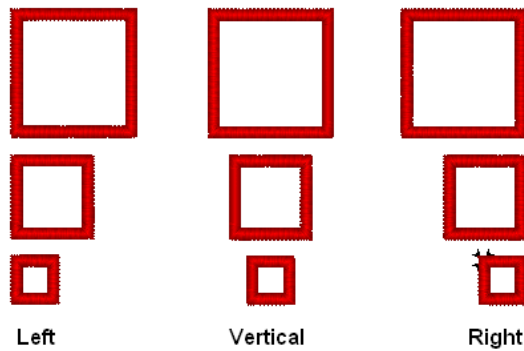
Next Stitch: Move forward in the design by one stitch.

Aligning Objects Horizontally and Vertically

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



Vertical alignment



Horizontal alignment

To align objects:

- 1 Select the objects you want to align.
- 2 On the Home tab of the ribbon, in the Modify area, select any of the following:



Center: Moves all selected objects and aligns them along the center-most axis.



Left Align: Moves all selected objects except the left-most item selected, and aligns them along the left-most axis.



Right Align: Moves all selected objects except the right-most item selected, and aligns them along the right-most axis.



Bottom Align: Moves all selected objects except the bottom-most item selected, and aligns them along the bottom-most axis.



Top Align: Moves all selected objects except the top-most item selected, and aligns them along the top-most axis.



Horizontal Center Align: 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 Align: 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.


Changing the Position and Orientation of Design Objects

You can use a few different methods to move and change the angle of objects in your designs.

Moving Design Objects Manually

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

To move a design object or a copy of an object manually:

- 1 From the Edit tool bar, click the Segment Select  tool.
- 2 Select the object.
- 3 Click and drag the object to its new location.

As you drag, the status line displays the horizontal (dx) and vertical (dy) distance.

Nudging Design Objects

Nudging moves the selected design object or group of design objects incrementally. Nudging is similar to dragging the object but the distance that the object moves is smaller.


To nudge up:

- Use Ctrl + .

To nudge down:

- Use Ctrl + .

To nudge left:

- Use Ctrl + .

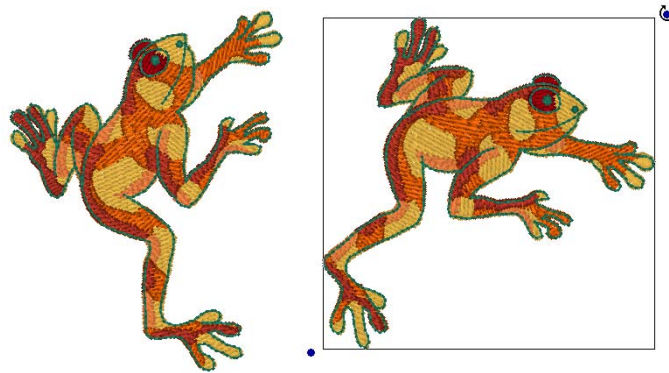
To nudge right:

- Use Ctrl + .

Rotating Objects in the Workspace

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

In Amazing Design Apps, you now have three options if you want to rotate objects, such as merged designs. You can rotate them manually using the round blue handles at the corners of the selection box, rotate by 90° using the Rotate Left or Rotate Right buttons from the Modify Toolbar, or type in a degree of rotation in the design's view.



Rotating a design object manually using the rotation bead.



To rotate segments manually:

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



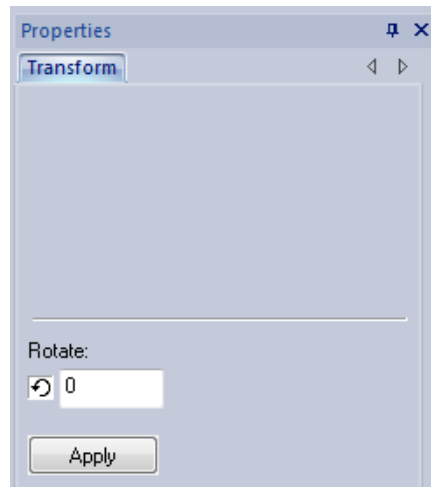
You can see the degrees of your rotation angle on the status line in the bottom left corner.

To rotate segments using the Modify tool bar:

- 1 Select one or more segments you want to rotate.
The active segment(s) is enclosed in a selection box with handles.
- 2 From the Modify tool bar, click any of the following tools:
 -  **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.

To rotate segments using the Properties Panel:

- 1 Select the design object you want to rotate.
The active segment(s) is enclosed in a selection box with handles.
- 2 In the Properties panel, select the Transform tab.



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

Sequencing Objects

You can alter the sequence of objects in your designs.

Inserting Objects Earlier in the Sequence

You can add objects earlier in your design's sequence and change the order objects are sewn.

To insert objects before the insertion point:

- 1 Select the object(s).

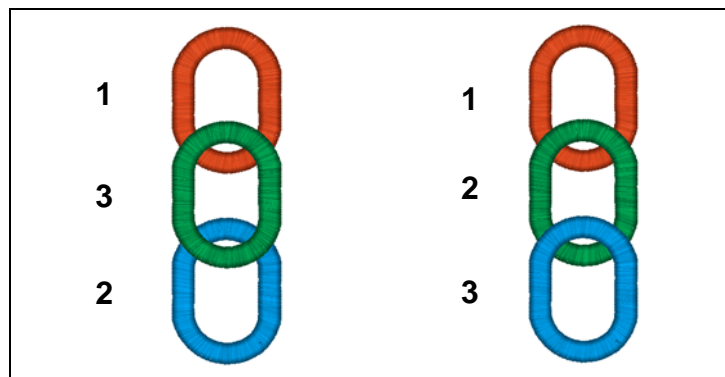
- 2 Copy or cut the object(s).
- 3 In the design workspace, select the object which comes immediately *after* the place in the sequence where you want to insert the object(s).
- 4 Do one of the following:
 - ♦ In the design workspace, right-click the objects and choose Insert from the menu.
 - ♦ Press Ctrl + I on your keyboard

The selection is inserted before the selected segment.

Moving an Object Forward or Backward in the Sewing Order

Use the Move Up commands to move the selected object closer to the beginning of the design. In other words, you are moving the selected object earlier in the sewing order.

You can also use the Move Down commands to move the selected object closer to the end of the design. In other words, you are moving the selected object behind the next object.



A hypothetical design of three objects, shown before and after a move command. The numbers to the left of each image show the sewing order.

Originally, as shown on the left, the green 'O' is sewn third. The design on the right shows how the Move—Up command was used to change the sewing order so that it now sews second instead of third.

To move an object forward:

- 1 Select the object(s).
- 2 In the design workspace, right-click the object(s) and choose Move—Up.

To move an object backward:

- 1 Select the object(s).
- 2 In the design workspace, right-click the object(s) and choose Move—Down.

Moving an Object to the Start or End of a Design

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

To move an object to the start of a design:

- 1 Select the segment(s) you want to move to the start of your design.
- 2 In the design workspace, right-click the object(s) and choose Move—First.

To move an object to the end of a design:


- 1 Select the object(s) you want to move to the end of your design.
- 2 In the design workspace, right-click the objects(s) and choose Move—Last.

Resequencing Segments by Color

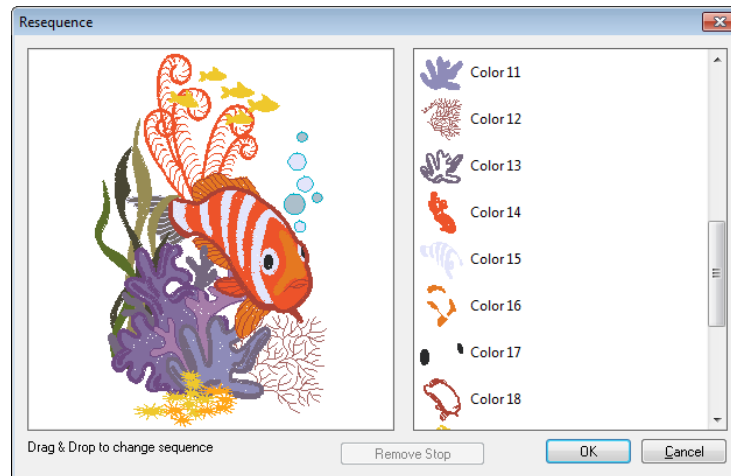
You can sequence design segments by color. When you resequence by color, the segments of the design can be reordered according to their thread color. In other words, you can reorder the segments so that all Dark Yellow segments come first, then Dark Orange segments, and so on. Segments using the same needle remain in the same relative order.



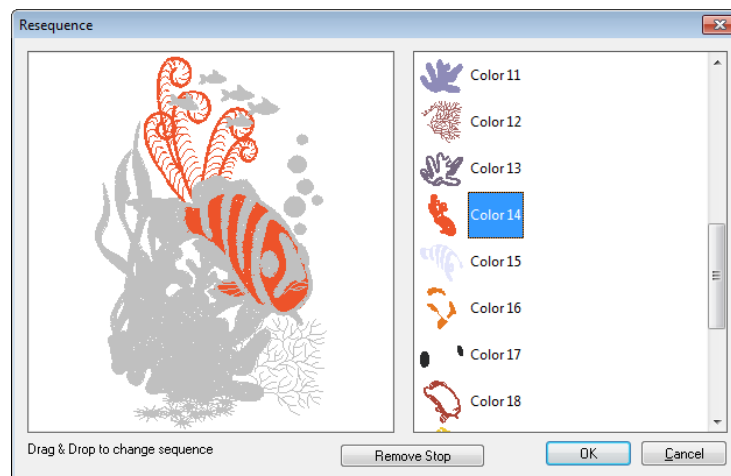
To resequence segments by color:

- 1 Open an existing design file.
- 2 On the Tools tab, click on the Resequence  button.

You see the Resequence dialog appear with a preview of your design.



- 3 Select the color in the design you want resequenced.
The design preview will grey out all other segments and you will only see the color segment you selected.




- 4 Click and drag the selected color segment earlier or later in the design.
- 5 Resequence any other color segments accordingly.

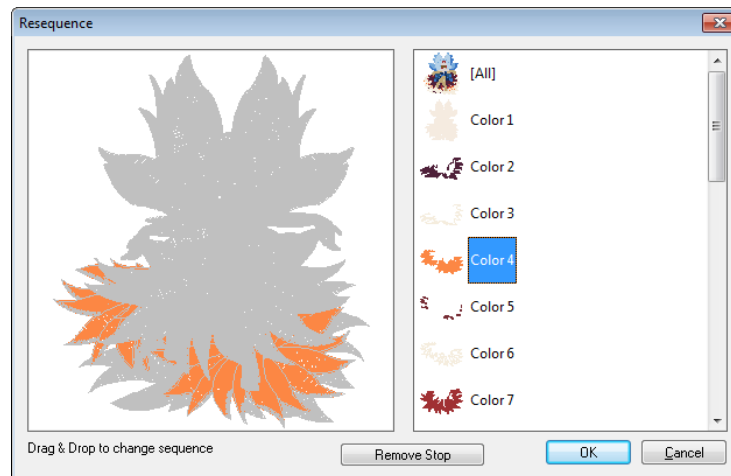
- 6 To remove color stops, see “Removing Color Stops” for more information.
- 7 Click OK.
The draw bar will be updated automatically and each thread color in the design will be sewn out in this new order.

Removing Color Stops

You can remove color stops (also known as color changes) between segments using the Resequence dialog. Once a color stop is removed, the selected segment will use the thread color of the previous segment in the design.

To remove color stops:

- 1 Open an existing design or create a new design.
- 2 On the Tools tab, click on the Resequence  button.
You see the Resequence dialog appear with a preview of your design.



- 3 Select the color in the design whose color stop you want removed.
The design preview will grey out all other segments and you will only see the color segment you selected.

- 4 Click Remove Stop.

The color stop will be removed and the selected segment will now use the same thread color as the previous color segment in the design.

- 5 Click OK.

Chapter 4: Creating & Adjusting Lettering



Note: the tools and settings described in this section of the manual only apply to you if you have purchased and activated the Letter It Amazing Designs App.






In this section:

- Learn how to create the different types of text segments available in the Letter It module: Text, Circle Text, Path text, and Vertical Frame text
- Learn how to adjust your lettering directly in the workspace using the text frame handles


Using Letter It to Create Lettering

The Letter It module of the Amazing Designs Apps program allows you to add lettering to existing designs using a wide selection of different fonts. There are four different available tools for creating lettering segments, plus the Font importer. In the sections that follow, you will see how to use each of these text creation tools; the Font Importer is treated separately, in the “Using Font Importer” chapter.


Letter It Tools

Tools	What it means
	Text: Creates single-line or multi-line text segments.
	Circle Text: Creates curved lettering.
	Path Text: Creates lettering along a path, based on your choice from a pre-defined list of path shapes.
	Vertical Frame: Creates a vertical text frame, in which the lettering runs from top to bottom.
	Font Importer: Opens the font importer dialog. With the Font Importer, you can create your own fonts using existing stitch and/or outline alphabet files.

Creating a Text Segment

Use the Text  tool to create embroidery designs with personalized text. You can also use the Text tool to add multiple lines of text to any design.

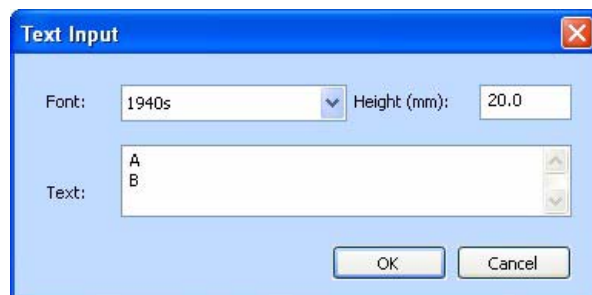
To create text:

- 1 On the Letter It tab, click the Text  tool.
You see the letter "A" appear beside your cursor.
- 2 Click once in the design window.



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

You see the following Text Input box:




- 3 Select the desired font from the drop-down list in the Text Input dialog.
- 4 If required, change the font's height in the Height box.
- 5 In the text box, type out your text.
- 6 Click OK.


Your text will now appear in the design, in the place where you clicked the workspace.

You can change properties of the text segment that you have just created, such as its height, fill type, etc, in the Letter It view. For more information on changing these settings, see "Normal Text Properties".

Creating Circle Text

The Circle Text  tool creates lettering that follows a circular frame. The text can go in the upper part of the frame, or the lower part, or both – there are separate input fields for each.

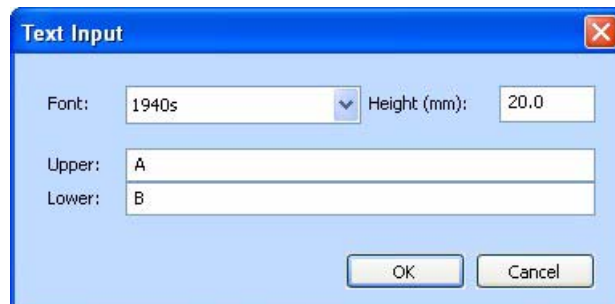
To create circle text:

- 1 In the Letter It tab of the ribbon, click the Circle Text  tool.
You see the letter “A” appear beside your cursor.
- 2 Click once in the design window.



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

You see the following Text Input box:




The image shows a 'Text Input' dialog box with a blue title bar and a close button (X) in the top right corner. Inside the dialog, there are two rows of controls. The first row has a 'Font:' label followed by a drop-down menu showing '1940s' and a 'Height (mm):' label followed by a text box containing '20.0'. The second row has an 'Upper:' label followed by a text box containing 'A', and a 'Lower:' label followed by a text box containing 'B'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

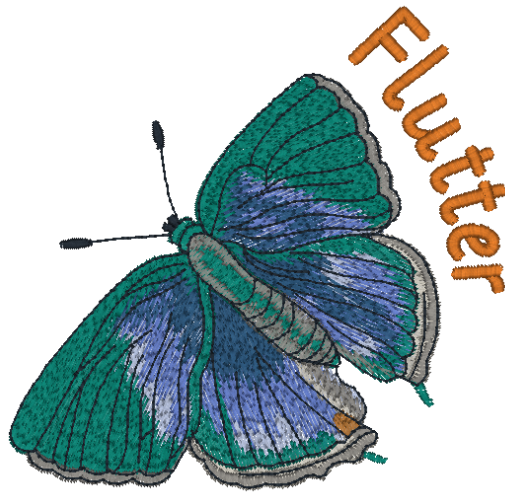
- 3 Select the desired font from the drop-down list in the Text Input dialog.
- 4 If required, change the font's height in the Height box.
- 5 In the text box, type out your text in the Upper and Lower text boxes.
- 6 Click OK.

Your text will now appear in the design, in the place where you clicked the tool.


You can change properties of the text segment that you have just created, such as its height, fill type, etc, in the Letter It view. For more information on changing these settings, see “Normal Text Properties”.

Creating Text along a Path

The Path Text  tool creates lettering that follows a set linear path. For example, you can use the Path Text tool to create text that bends to follow the curved edge of a garment.



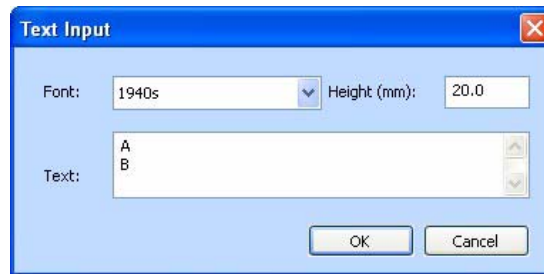
To create text along a path:

- 1 In the Letter It tab of the ribbon, click the Path Text  tool.
You see the letter "A" appear beside your cursor.
- 2 Click once in the design window.



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

You see the following Text Input box:



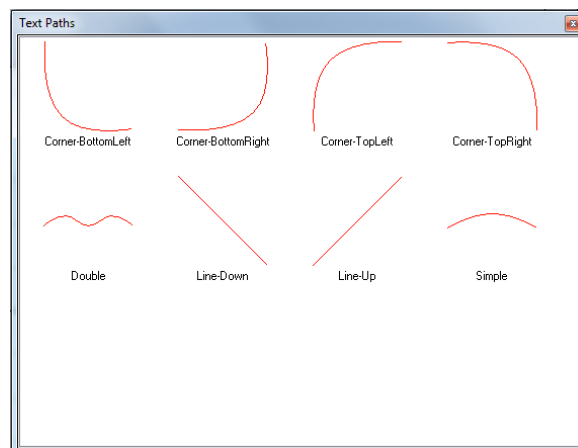
- 3 Select the desired font from the drop-down list in the Text Input dialog.
- 4 If required, change the font's height in the Height box.



The two preceding steps are optional; if you wish, you can accept the default font, and default font height, and change these attributes later in the view.

- 5 In the Text field of the dialog, type out your text.
- 6 Click OK.


The Text Paths window appears, displaying a number of path shapes.




- 7 Select one of the paths from the Text Paths dialog, by clicking on it.

The Text Paths box closes, and you see the chosen path shape has been applied to your text in the design window.

Vertical Text Frame

Vertical Text items are created using the Vertical  tool. They start out with normal proportions for the font, and can be adjusted.

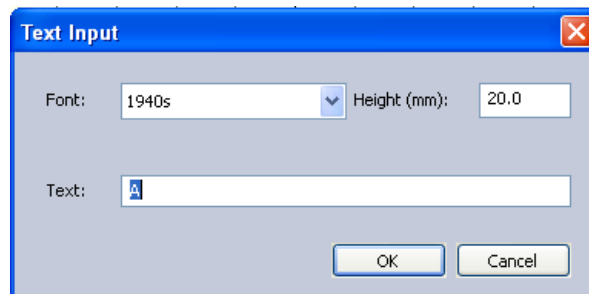
To create vertical text:

- 1 On the Letter It tab, click the Vertical Text  tool.
- 2 Click once in the design window.



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

You see the following Text Input box:



- 3 Select the desired font from the drop-down list in the Text Input dialog.
- 4 If required, change the font's height in the Height box.
- 5 In the text box, type out your text.
- 6 Click OK.

Your text will now appear in the design, in the place where you clicked in the workspace.

You can change properties of the text segment that you have just created, such as its height, fill type, etc., in the Letter It view. For more information on changing these settings, see the appropriate sections in the "Changing Text Properties" chapter.

Adjusting Lettering Segments using the Text Frame Handles

Text, Path Text, and Vertical Text

In Letter It, you can work and make changes to lettering segments in one of two ways; by clicking and dragging the various handles on the box outlining the text, or by changing the properties by typing values directly in the Properties Panel.




Most of these methods of changing the shape of a text object can be applied to Single, Multi-line, Vertical and Path Text objects. The only exception is the envelope handles, which do not apply to Path Text.

The following sections describe how to modify the text using the handles.

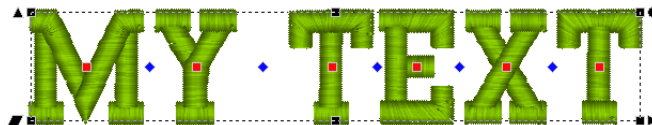


If these handles are not showing around your text segment, you need to select it in text mode; you switch into text mode by selecting any of the text tools. When you are in text mode, a

letter “A” appears next to the mouse pointer . The changes described below cannot be made if the lettering is selected using the Select tool.

Changing the Size of Text

The size of text objects can be adjusted using the Proportional Sizing Handle. This handle is on the top, left of the design and it appears as a black pennant pointing up.



To change the size of text:

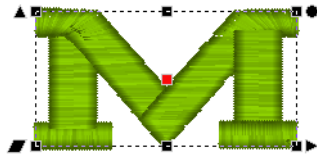
- 1 Select the text object you want to adjust.

- 2 Click and drag the proportional sizing handle.

You see the text scale proportionally, which means that as you make the design wider, the design also gets taller.

Changing the Width of Text

The width of text objects can be adjusted using the Width Handle. This handle is on the bottom, right of the text and it appears as a black pennant pointing right.



To change the width of text:

- 1 Select the text object you want to adjust.
- 2 Click and drag the width handle.

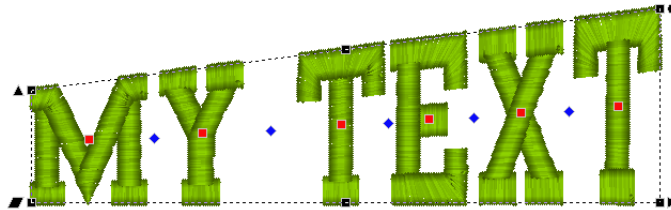
You see the text's width altered accordingly.



You cannot change the height of a text object using its width handles. If you want to adjust the height of text, it can be done within the Properties Panel. Click the Text tab and enter the new size in the Height box. Click Apply to apply your changes.

Adjusting the Corners of Text

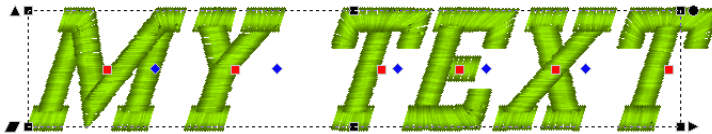
The corners of text objects can be adjusted up or down using the Corner Handles. The Corner Handles are at each corner of the design. These handles are black in color and square shaped. Their purpose is to adjust the vertical position of each corner. Using the corner handles, you can create text that appears as if it is going up or down hill.

**To adjust the corners of text:**

- 1 Select the text object you want to adjust.
- 2 Click and drag a corner of the text object.
You see the text's shape altered accordingly.

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 back diamond-shaped handle in the lower-left of the selection box.

**To adjust the slant of text:**

- 1 Select the text object you want to adjust.
- 2 Click and drag the Slant Handle to add slant to the letters; drag right to add a forward (positive) slant, or left to add a backward (negative) slant.
You see the angle of the letters in the text object altered accordingly.

Rotating Text

Letter It allows you to use a Rotation Handle to rotate selected text objects. The Rotation Handle is at the top, right of the design and appears as a black circle. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle.



To rotate text:

- 1 Select the text object you want to rotate.
- 2 Place your cursor over the rotation handle.
You see the cursor change to a circle-arrow handle.
- 3 To rotate the text to any angle, click and drag the rotation handle.
You see an outline of the text object rotate onscreen as you are dragging. The text will recalculate its position when you release the mouse.

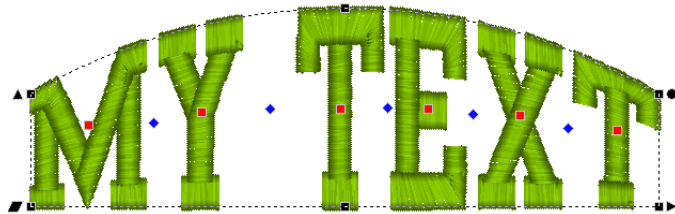
Changing the Shape of Text using Envelope Handles

Single and Multi-line text objects can be made to fit inside a shape, otherwise referred to as an envelope. You can adjust this shape by using Envelope Handles.



The Envelope Handles do not apply to Path Text or Vertical Text objects.

The Envelope Handles are the square, black handles that are centered on the text, both above and below it. These handles adjust vertically to form a curved shape to the text, top and bottom independently. Used in combination with the Corner Handles, a wide variety of text effects can be achieved.



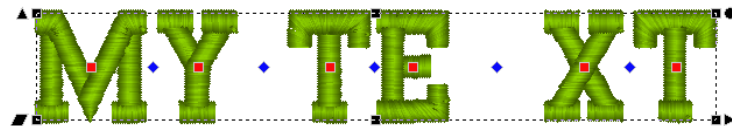
To change the shape of text using envelope handles:

- 1 Select the text object you want to adjust.
- 2 Click and drag the top or bottom envelope handle.

You see the text's shape altered accordingly.

Adjusting the Kerning (Space between the letters)

The space between individual letters of a text object can be adjusted using the Kerning Handles. The Kerning Handles are the blue diamond shaped handles that appear between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.



If you move a kerning handle in the middle of a word, you adjust only the space between those two letters, thus if you add space, you see the entire text object expand, keeping the distances you have between each of the other letters.

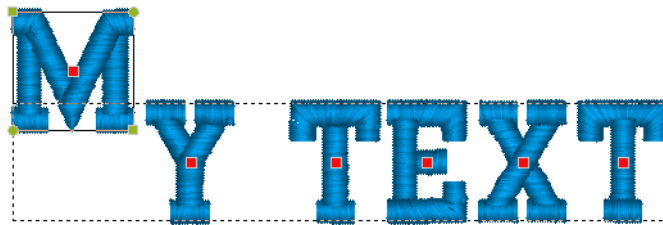
To adjust kerning:

- 1 Select the text object you want to adjust.
- 2 Click and drag the appropriate kerning handle horizontally.

You see the space between the selected kerning handles altered accordingly.

Repositioning Individual Letters

Letter It allows you to move individual letters for a text object using the Letter Handles. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the letter's size and rotate it.

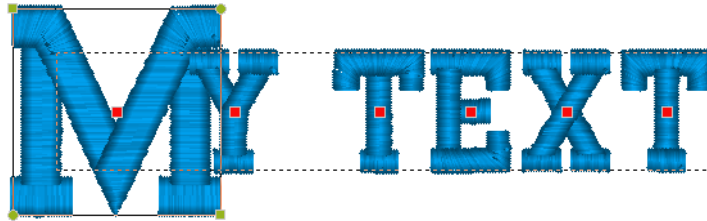


To reposition individual letters:

- 1 Select the individual letter you want to adjust.
- 2 Click the letter handle of the letter you want to reposition.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the letter handle to reposition the letter left, right, up or down.
You see the selected letter repositioned accordingly.

Adjusting Individual Letter Sizes


Letters can be individually resized using the Letter Size Handles. Letter Size Handles appear only when an individual Letter Handle has been clicked on. The Letter Size Handles are on the top, left and bottom, right of the letter and are olive green squares. Use these handles to increase and decrease the size of your letters.

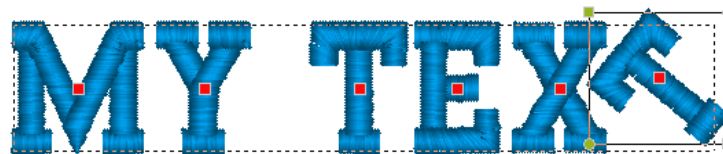


To adjust the size of individual letters:

- 1 Select the individual letter you want to adjust.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the top, left or bottom, right letter size handle to increase or decrease the proportional size of the letter.
You see the size of the selected letter adjusted accordingly.

Rotating Individual Letters

Individual letters can be rotated using the Letter Rotation Handles. Letter Rotation Handles appear only when an individual Letter Handle has been clicked on. The Letter Rotation Handles are on the top, right and bottom, left of the letter and are olive green squares. When you place your cursor over the letter rotation handle, the cursor changes to a circle-arrow handle . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole text object.



To rotate individual letters:

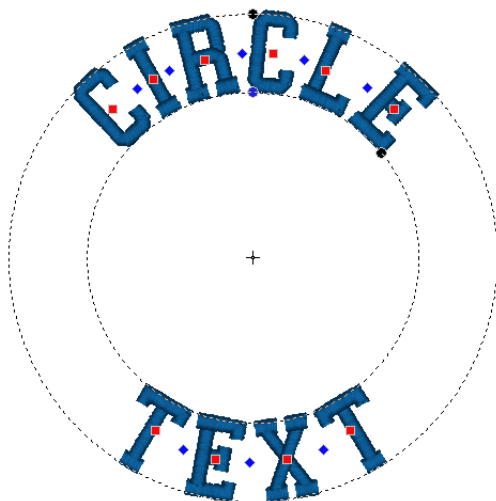
- 1 Select the individual letter you want to rotate.

- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Place your cursor over the letter rotation handle.
You see the cursor change to a circle-arrow handle.
- 4 To rotate the individual letter to any angle, click and drag the letter rotation handle.
You see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.

Adjusting Circle Text

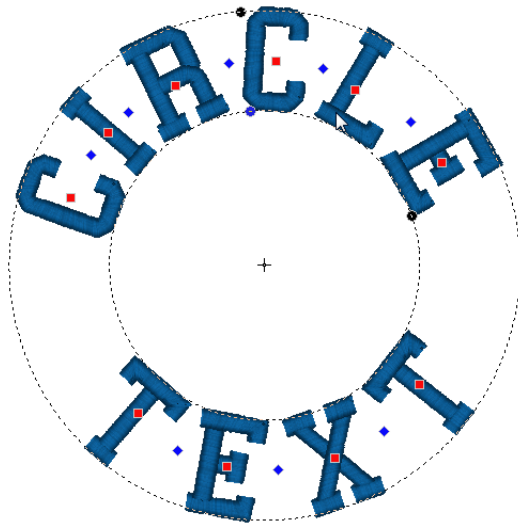
You can change the look of Circle text using the various adjustment handles available on the Circle Text frame; you can adjust the size, width and spacing of your letters, as well as the size of the arc. You can also rotate the letters around on the arc, and easily encircle an embroidery design.

Circle text is controlled in two ways: using a set of handles that allow individual adjustments to the text or using the settings in the Properties Panel. For more information, see “Circle Text Properties”.



Changing the Size of Circle Text

The height of Circle text can be adjusted using the Proportional Sizing Handle. This handle is on top of the design and appears as a black circle.

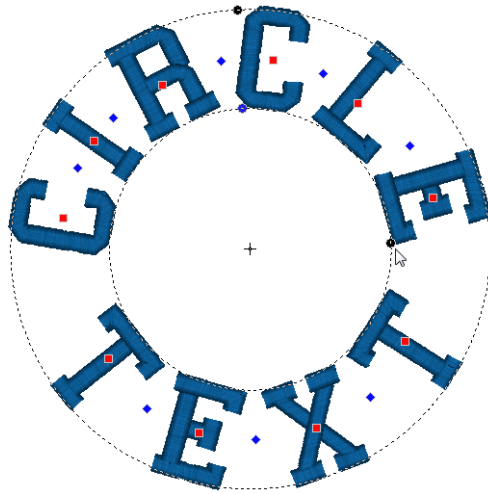


To change the size of Circle text:

- 1 Select the Circle text you want to adjust.
- 2 Click and drag the proportional sizing handle.
You see the text scale proportionally, which means that as you make the design wider, the design also gets taller. As you resize, however, the basic arc that the text is on does not change.

Changing the Width of Circle Text


The width of Circle text can be adjusted using the Width Handle. This handle appears on the bottom, right of the upper text string as a black circle.

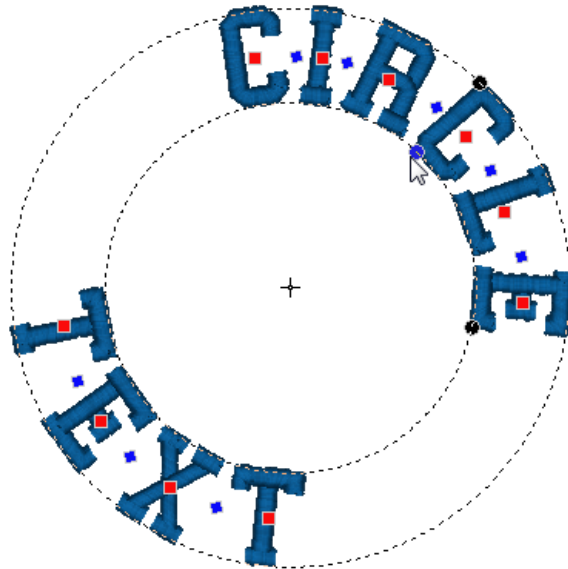


To change the width of Circle text:

- 1 Select the Circle text you want to adjust.
- 2 Position the mouse pointer over the width handle.
The pointer changes to a cross hair.
- 3 Click and drag the width handle.
You see the text filling around the arc more (wider text) or less (narrower text).

Rotating Text Around a Circle

Text can be rotated around a circle using the Rotation Handle. You can also use this handle to control the diameter of the arc that the text is on. The Rotation Handle appears as a blue circle at the bottom-center of upper word of the Circle text item. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle .

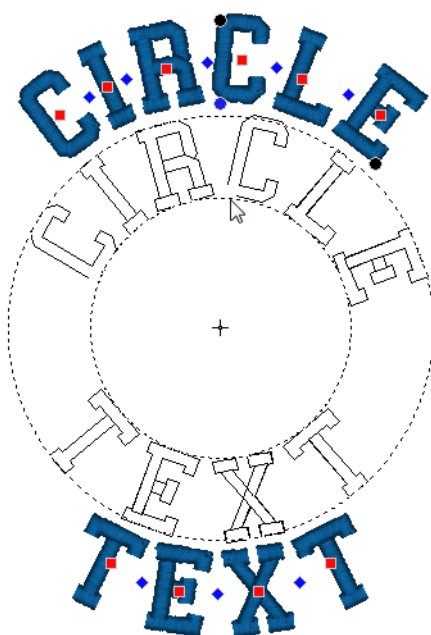


To rotate Circle text:


- 1 Select the Circle Text you want to rotate.
- 2 Place your cursor over the rotation handle.
You see the cursor change to a circle-arrow handle.
- 3 To rotate the text to any angle, click and drag the rotation handle.
You see an outline of the Circle text rotate onscreen as you are dragging. The text will recalculate its position when you release the mouse.
- 4 To alter the diameter of the arc that the text is on, do any of the following:
 - ♦ Move the cursor closer to the center of the arc to create a smaller diameter circle.
 - ♦ Move the cursor away from the center of the arc to create a larger diameter circle.

Changing the Diameter of the Circle Text frame

You can change the overall diameter of the baseline of your Circle Text using the Rotation Handle. This is the dark blue circle on the inner edge of the frame.



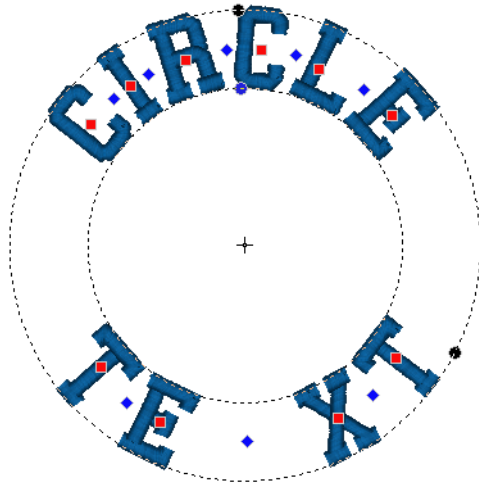
To change the diameter of the Circle Text frame:

- 1 Place your mouse pointer over the Rotation handle
The pointer will change to a circle-arrow handle .
- 2 Drag in or out along a radius to increase or decrease the diameter of your Circle Text object.

Adjusting the Kerning (Space between the letters)

You can adjust the space between each letter in the Circle Text using the Kerning Handles. The Kerning Handles are the blue

diamond shaped handles that appear between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.



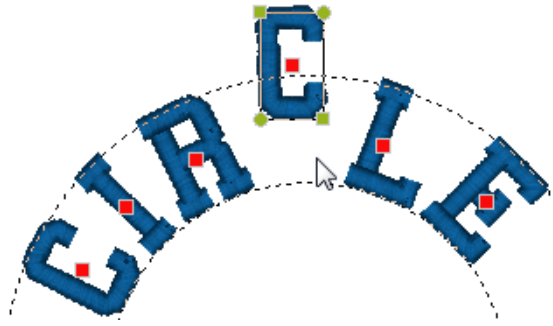
If you move a kerning handle in the middle of a word, you adjust only the space between those two letters; if you add space, you see the entire text object expand, keeping the distances you have between each of the other letters.

To adjust Circle text kerning:

- 1 Select the Circle text you want to adjust.
- 2 Click and drag the appropriate kerning handle horizontally.
You see the space between the selected kerning handle altered accordingly.

Repositioning Individual Letters in Circle Text

Individual letter positions can be adjusted for Circle text using the Letter Handles in Letter It. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the Circle text's size and rotation.

**To reposition individual letters in Circle text:**

- 1 Select the letter in the Circle text that you want to adjust.
- 2 Click the letter handle of the letter you want to reposition.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the letter handle to reposition the letter left, right, up or down.
You see an outline of the letter rotate onscreen as you are dragging. The lettering will recalculate its position when you release the mouse.

Adjusting Individual Letter Size


Letters can be individually resized using the Letter Size Handles. Letter Size Handles appear only when an individual Letter Handle has been clicked on. The Letter Size Handles are the green squares on the top-left and bottom-right of the letter. Use these handles to increase and decrease the size of your letters.

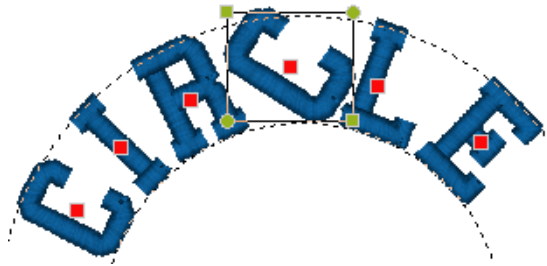


To adjust the size of individual letters:

- 1 Select the letter in the Circle text that you want to adjust.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the top-left or bottom-right letter size handle to increase or decrease the proportional size of the letter.
You see the size of the selected letter adjusted accordingly.

Rotating Individual Letters

Individual letters can be rotated using the Letter Rotation Handles. Letter Rotation Handles appear only when an individual Letter Handle has been clicked on. The Letter Rotation Handles are the green circles on the top-right and bottom-left of the letter. When you place your cursor over the letter rotation handle, the cursor changes to a circle-arrow handle . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole Circle text object.



To rotate individual letters:

- 1 Select the letter in the Circle text that you want to rotate.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Place your cursor over the letter rotation handle.
You see the cursor change to a circle-arrow handle.
- 4 To rotate the individual letter to any angle, click and drag the letter rotation handle.
You see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.

Chapter 5: Changing Text Properties



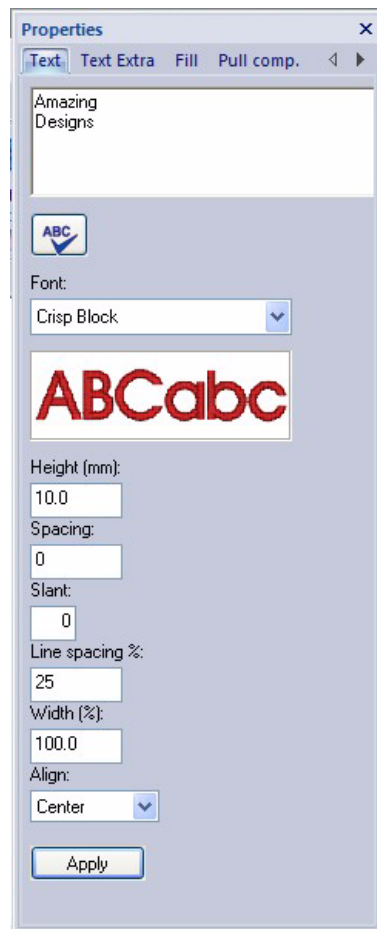
Note: the tools and settings described in this section of the manual only apply to you if you have purchased and activated the Letter It Amazing Designs App.

In this section:

- Learn how to modify text segments using the Properties Panel.
- Learn the different ways to move through a design window.
- Learn about resequencing, and how to change the sewing order of designs.
- Learn how to insert color changes into your lettering.
- Learn about the Spell Checker feature.

The Properties Panel – an Overview

The Properties Panel allows you to type in the actual text for your design and change its appearance, reflecting the type of text item that is currently selected.



The Properties Panel has four tabs. These tabs allow you to adjust specific properties of whichever is the currently selected segment.

The first of the tabs will be labelled according to the type of text frame that is currently selected - Text, Path, Vertical, or Circle. On this tab, you can enter or modify the letters you want to embroider, and determine the height, slant, width, and spacing of the font.

The second tab is the **Text Extra** tab; on this tab you can determine the trim type and lock stitch type for the selected segment.

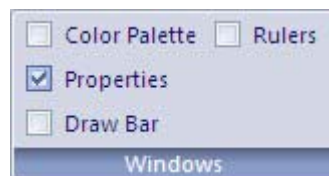
For more information, see “Text Extra Settings”

The third tab is labelled **Fill** - here you will be able to modify the type and density of the text’s fill. For more details, see “Changing Fill Settings”.

The final tab is the **Pull comp.** tab. This tab allows you to adjust pull-compensation settings. For more information, see “Changing Pull-compensation Settings”.

To view the Properties Panel:

- 1 On the ribbon, select the Tools tab.



- 2 In the Windows area, check the box next to Properties.
You see the Properties Panel.

Displaying a Font’s Available Characters

In each Properties Panel, you can easily display all the characters (keystrokes) that can be entered for available font types. For example, some fonts only allow you to enter uppercase characters, while other fonts allow you to enter both uppercase and lowercase characters. If there are any special instructions that are particular to that font, they will also be displayed.

The list of available keystrokes includes additional information to help you get the best results on sew-out. This includes displaying recommended maximum and minimum heights for the text (if applicable), and a recommended pull compensation.

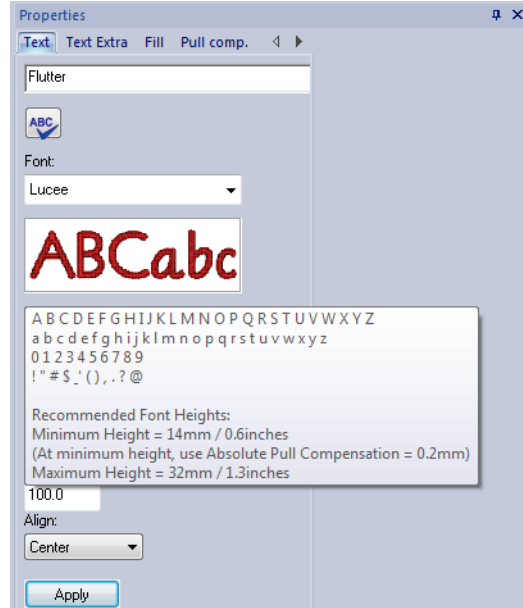
To display a font's available keystrokes:

- 1 Select the text object you want to alter.
- 2 In the Properties panel, click the appropriate text tab.
- 3 From the Font list, select a font.
- 4 In the font preview area, place your cursor over the font's preview image.

You see a display of all the available keystrokes that you can enter for the selected font.



Some of the Letter It fonts have only uppercase characters, but both uppercase and lowercase keystrokes are available. In these cases, entering the lowercase keystroke will generate the uppercase letter in the design.



Spell Checker

With the Spell Checker, you can check the spelling of text segments created in any of the text tools.




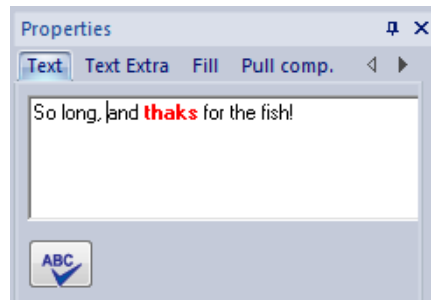
Note that Spell Checker uses the Microsoft Word spell check function, so it only works on computers that have Microsoft Word installed.

To use the Spell Checker feature:

- 1 Create a Text, Path Text, Vertical Text or Circle Text segment.
- 2 In the text input box on the Properties page, type in the desired text.

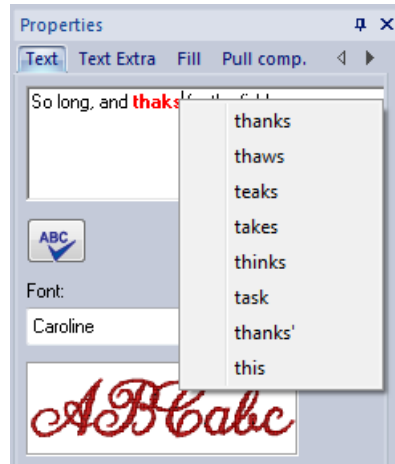
For more information, see the appropriate sections under “Creating Lettering”.

- 3 Click the Spell Checker button  on the Properties page.
Any word that is misspelled will now show in red; correct words remain black.



- 4 To see a list of suggested correct spellings, right-click in the text entry box next to the incorrect word.

A list of alternatives appears below the text entry box.



- 5 Click on the correct word that you want to replace the incorrect one.
Your choice replaces the incorrect word.
- 6 Click Apply to create the text segment in your workspace.

Changing the Height of Lettering

Letter It makes it easy to change the height of any lettering.

To change the height of lettering:

- 1 Select the text object you want to alter.
- 2 In the Properties panel, click the appropriate text tab.
You see the text properties.
- 3 In the Height box, enter the height you want for your text.



The value you enter in the height box is applied to whichever letter was used as the reference letter of the font when it was created; in the case of fonts that you create yourself, using Font Importer, the first letter added to the font.
For more information, see, "Building a Font with the Font Creator".

- 4 Click Apply to save your changes.
You see your text's height altered accordingly.

Changing a Font

You can change the font type of text objects using the drop-down list of fonts in the view. Below this font list, you will also see an image showing a sample of the selected font.

To change a font type:

- 1 Select the text object you want to alter.
- 2 In the Properties panel, select the Text tab.
- 3 From the Font list, select the font you want to use.



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

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

Changing Font Spacing

The font spacing setting adds a specified amount of space between each letter. Thus, if you wanted to add space between your letters, you could enter a 2 in the Spacing box. You can use this parameter to make the spaces between the letters less than zero. If the spacing is set at zero, the default, then the normal kerning operation for the font is used. If the spacing is set to less than zero, then the spacing between letters decreases; if it is set to a value greater than zero, then the spacing increases. If you want to individually adjust the letter spacing, you can do so by adjusting the letters with the kerning handles.

To change font spacing:

- 1 Select the text object you want to alter.
- 2 In the Properties Panel, click the appropriate text tab.
- 3 In the Spacing box, enter the font spacing value you want to use.
- 4 Click Apply to save your changes.
You see the text segment's spacing altered accordingly.

Changing Width Compensation

The purpose of width compensation is twofold: to change the width of a text object for appearance or to compensate text in order to achieve more precision in the final output size. The Width Compensation adjustment is set in terms of percentage, and automatically gets updated when you drag the Width Handle on the text object.

When compensating a text object, a small percentage adjustment is used to widen the text and make up for normal shrinkage that happens to the fabric during embroidery. If you are aligning the text to other objects, such as other text objects, then this compensation can be used to keep your alignment sharp. If you are unsure whether or not you might need some compensation, sew a test sample.

To change width compensation:

- 1 Select the text object you want to alter.
- 2 In the Properties panel, select the Text tab.
- 3 In the Width box, enter the width compensation value you want to use.
- 4 Click Apply to save your changes.

You see your text's width compensation altered accordingly.

Changing the Slant setting

Letter It 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 Properties panel, select the Text tab.
- 3 In the Slant box, 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.

Text Extra Settings

The following are the text segment settings that are found under Text extra on the Properties Panel. These are common to all types of text.

Trims

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

- Always: Inserts a trim between all letters in the segment.
- Never: No trims are placed between letters in the segment
- Auto: A trim is placed between the letters, if the distance between them exceeds a certain set value (in this case, the threshold for inserting a trim is 3mm).

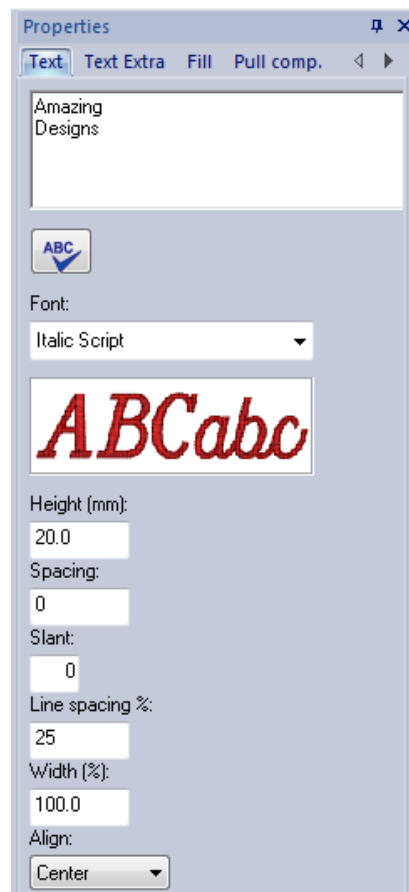
Lock Stitches

You can choose to add lock stitches to the lettering using the Lock Type field in the Text Extra tab of the properties panel. The options are Always, Never, and Around trim.

Click the Apply button to save your changes.

Text Properties

The Text properties are adjustments can be made to all types of text frames in Letter It. Depending on the type of frame (Text, Circle, Vertical or Path) selected, the properties that appear in the Properties Panel may be slightly different.



The Text tab allows you to set a wide variety of options regarding your text. The most important item is the text input box, which is where you can type in the text that you want to embroider. For multi-line text objects, you can enter a whole phrase, poem, etc. on several lines.

Line Spacing

For regular text segments, the Line Spacing parameter only applies to lettering segments created with the Text tool having two or more lines. This parameter allows you to set the distance between lines of text based on a percentage of the text height. You can adjust the distance up or down to improve your results or to squeeze more text into your hoop.

For lettering created with the Vertical text tool, the line spacing can also be adjusted; in this case however, it will change the vertical spacing between individual letters in the word.

Alignment

The Alignment property determines the horizontal position of the lettering on the baseline. The options for this property are Left, Right and Center.

In normal, Multi-line Text segments, this controls the alignment of each line in relation to the text frame.

For Vertical Text segments, it is the individual letters that are aligned relative to the text frame.

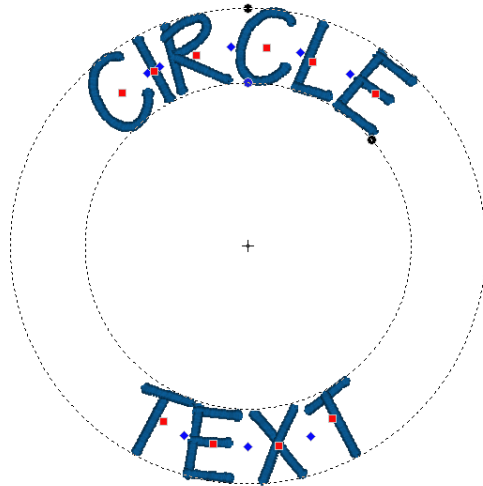
Circle Text Properties

Circle Text properties are adjustments specific to Circle Text that can be made from the Properties Panel.

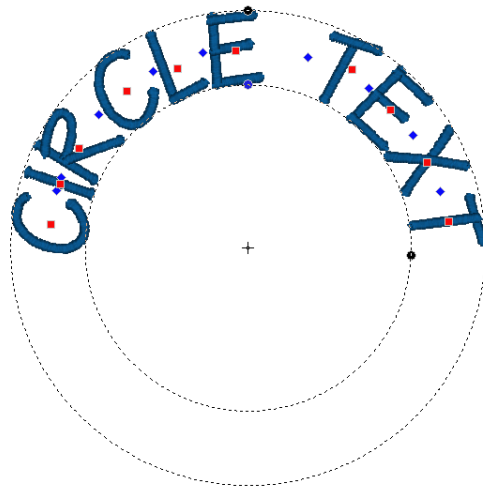


The Circle tab allows you to set a variety of options regarding your text. The most important item is the text box, which is where you can type in the text that you want to embroider.

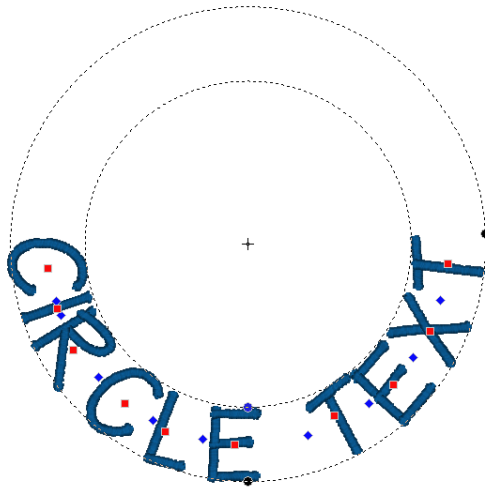
When you first create a segment of Circle Text, the default text “Circle Text” is placed in the text frame, like so:



The direction that the letters run depends on whether they are typed in the Upper or Lower text boxes in the Properties Panel. If you type text in the Upper text box, it appears at the top of the circle, running clockwise, thus:



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



When you're done adjusting the properties of your Circle Text segment, hit the 'Apply' button to see the changes appear in the design.



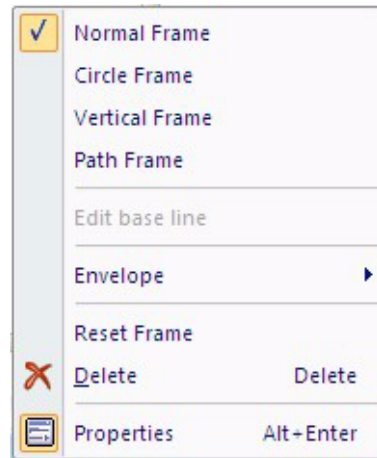
For some adjustments, such as the spacing, letter height or width, you can just hit 'Enter' on your keyboard, and the program applies the changes.

Changing Text Properties with the Context (Right-click) Menu

You can right-click on any text object, regardless of its type, and an edit menu will appear. This menu allows you to change several important text properties, such as changing or resetting frames.

Changing Text Modes

The Text Mode can be changed for an existing text object in Letter It. You can change an existing text item to Normal Frame, Circle Frame, Vertical Frame, or Path Frame. Right-click the text object and select the text mode from the menu.



This feature is useful when the text is already in position, but you realize that it was created by the wrong tool. For instance, you may create a normal text object, but then realize you want it to be a Circle text object instead.

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.

Resetting Individual Letters

The Reset Letter command is useful when 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.

Deleting Text

The Delete command deletes the currently selected text object.

Properties

Selecting Properties from the context menu will display the Properties Panel if it is not currently in view, and hide it if it is already open.

Selecting Pre-Defined Envelopes

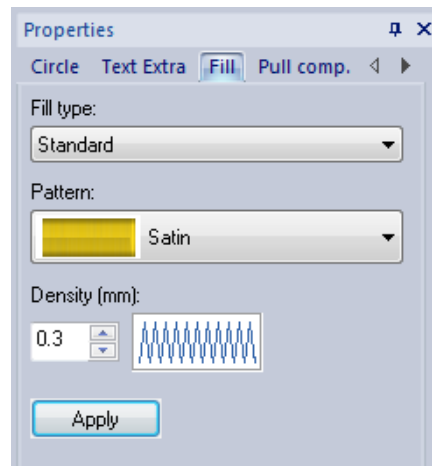
The Envelope feature allows you to set the Corner Handles and the Envelope Handles into several pre-defined patterns. You can use the envelope feature for normal text. In the design window, right-click on the created text and select Envelope from the menu.



Envelope options

Changing Fill Settings

The third tab of the Properties Panel is the Fill tab. The Fill tab has the same appearance regardless of the text mode for the currently selected text object.



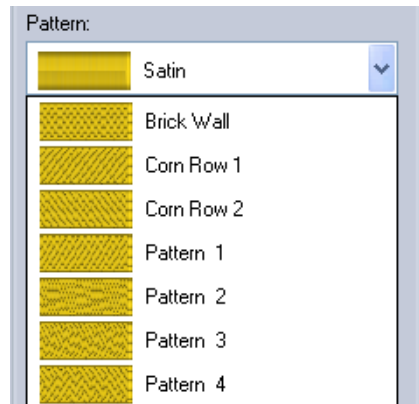
The Fill tab allows you to customize the parameters used by Letter It in the creation of the stitches that will fill the text design. You have the option to add a pattern type and change the text object's density settings.

Choosing a Fill Pattern

A wide variety of fill patterns are installed along with your Amazing Designs Apps software. You can select which Standard pattern to use in the Properties box.

To choose the fill pattern:

- 1 Select the Lettering segment.
- 2 Click on the down arrow on the right of the Pattern field to display a drop-down list of patterns.
- 3 You see a list of patterns.



- 4 From the Pattern list, select a pattern.
- 5 Click Apply.
The fill of your text segment is altered accordingly.

Density setting

Fill density is the distance between individual lines of embroidery. Density in embroidery is measured in Stitch Points where each point is equal to 0.1 millimeters.

How does changing this setting affect your design? If you have a very loosely woven fabric, you may want to use a slightly larger number, which will decrease the density. This is done because the fabric may not be able to hold a large set of stitches in a small area.



It is important to always stitch a test before committing to a design.

If you are unsure what setting to use, try the standard setting of 0.4. This setting works well almost universally, as long as you have not exceeded the font's size recommendations.

From the Fill tab, the image next to the Density setting will change as you adjust the setting. These are not precise images given in

the Fill tab. Rather, these images are intended to provide you with visual clues to what you are doing as you change the settings.



A general rule is to go for full-fabric coverage, but add extra stabilizer if you want to support a high-density fill on a low-density fabric.

For larger text objects, particularly when you exceed the maximum recommended height of a font, you will probably want to use Fill stitches. Fill stitches are the type you would normally find filling an area in a typical embroidery design. With Fill stitches, each line across is made up of two or more individual stitches.

Changing Pull-Compensation Settings

Letter It allows you to adjust the pull-compensation in your design. In the Properties Panel, you can use the settings available in the Pull Comp tab to adjust the pull-compensation of text objects.

There are two types of pull-compensation, which differ in the way that the pull compensation is determined. A percentage pull-compensation calculates the change made to the stitches' width based on their original width. An absolute pull-compensation is simply an extra amount of width which is added to the stitches regardless of their original length.



When you use percentage pull-compensation, you can also enter a value in the Max range box of the Pull Comp. tab. This value sets an absolute maximum limit on the size of the pull-compensation. If the calculated pull-compensation value goes over this length, the actual stitches that are generated will be limited to this length.

To adjust the pull-compensation:

- 1 Select the text object you want to adjust.
- 2 In the Properties panel, select the Pull-comp. tab.
- 3 From the Type list, select one of the following options:

- ♦ None. Makes no adjustments to pull-compensation.
- ♦ Percentage. Enter the percentage in the value % box and, if necessary, enter the maximum value of pull-compensation in the Max Range box.

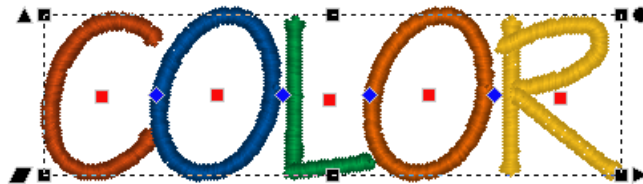


You can also adjust the value % number using the value % slider.

- ♦ Absolute. Enter the amount of absolute pull-compensation in the Absolute Value box.
- 4 Adjust any of the other properties settings. Refer to the related procedures for more information.
 - 5 Click Apply.
You see the text object altered accordingly.

Inserting Color Changes

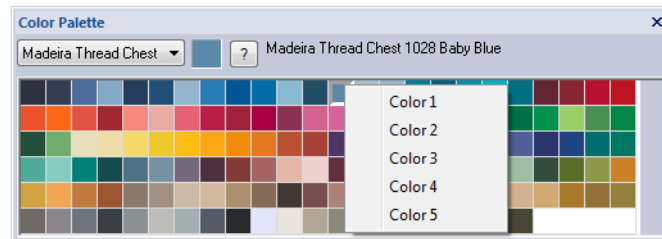
Letter It allows you to insert color changes between two letters (or groups of letters) using the tilde (~) mark.



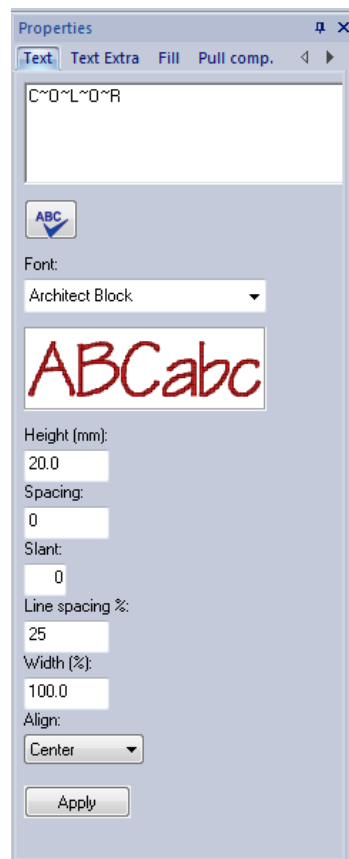
To insert a color change:

- 1 Select the text you want to add a color change to.
- 2 On the Properties Panel, in the text input box, enter the tilde (~) sign between the letters (in the above example, you would insert tildes between each letter so that the text reads C~O~L~O~R).
- 3 To apply your choice of colors to the individual letters, move the mouse pointer to the desired color in the Color Palette and right-click.

A context menu appears, listing the colors in the order they appear in your text.



- 4 From the context menu, click on the label “Color 1” to apply the chosen thread color to it.
The letter changes to the chosen color.
- 5 Repeat step 5 for each color change in the word or text object.



- 6 Click Apply to save your changes.

You see the lettering altered accordingly.



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

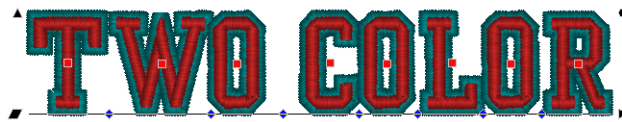
Changing the Colors for a Multiple-color Font

Some of the fonts provided with Letter It (for example, Bear Hugs and Two-color Greek) have been specifically-created to use more than one thread color. The following steps show how to choose the thread color for each of the components of a multiple-color font. The example given is for an outline font, which only uses two different colors, but the same steps will apply to a font with more than two colors.

To change colors in a multiple-color font:

- 1 Create a text object using any one of the text tools.
- 2 In the Properties Panel, select a multiple-color font and click Apply.

The text appears in the workspace; initially, the colors are chosen arbitrarily.

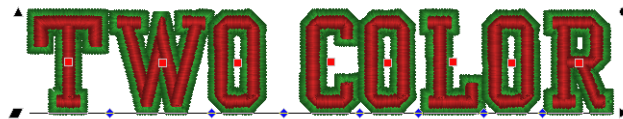


- 3 Find the color you wish to apply to the first color of the lettering in the color palette, and left-click on it.

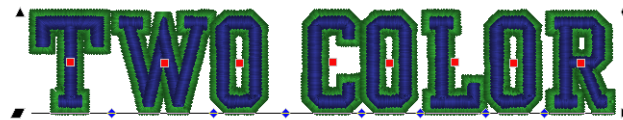
You see the following Options menu.



- 4 In the Options menu, click on Color 1.
The first color of the lettering changes to the chosen color.



- 5 Find the color you wish to apply to the second color of the lettering in the color palette, and left-click on it.
The second color changes to the chosen color.



- 6 For a font with more than two colors, repeat the above steps, until all the colors have been assigned.
- 7 In the properties panel, make any other changes to size, spacing, etc., and click Apply.
The finished text segment appears in the workspace.

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.



Due to Windows constraints, you must enter the numbers on the keyboard's numeric keypad for this to work.

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 characters by hovering over the font preview pane in the Properties Panel.

Special Characters List

The following lists the special characters that may be available in Letter It.

Character	Key Code
€	Alt + 0128
™	Alt + 0153
¡	Alt + 0161
¢	Alt + 0162
£	Alt + 0163
¤	Alt + 0164
¥	Alt + 0165
¦	Alt + 0166
§	Alt + 0167
©	Alt + 0169
®	Alt + 0174
-	Alt + 0175
¿	Alt + 0191
À	Alt + 0192
Á	Alt + 0193
Â	Alt + 0194
Ã	Alt + 0195

Character	Key Code
Ä	Alt + 0196
Å	Alt + 0197
Æ	Alt + 0198
Ç	Alt + 0199
È	Alt + 0200
É	Alt + 0201
Ê	Alt + 0202
Ë	Alt + 0203
Ì	Alt + 0204
Í	Alt + 0205
Î	Alt + 0206
Ï	Alt + 0207
Ð	Alt + 0208
Ñ	Alt + 0209
Ò	Alt + 0210
Ó	Alt + 0211
Ô	Alt + 0212
Õ	Alt + 0213
Ö	Alt + 0214
×	Alt + 0215
Ø	Alt + 0216
Ù	Alt + 0217
Ú	Alt + 0218
Û	Alt + 0219
Ü	Alt + 0220
Ý	Alt + 0221
Þ	Alt + 0222
ß	Alt + 0223
à	Alt + 0224
á	Alt + 0225
â	Alt + 0226

Character	Key Code
ã	Alt + 0027
ä	Alt + 0028
å	Alt + 0029
æ	Alt + 0230
ç	Alt + 0231
è	Alt + 0232
é	Alt + 0233
ê	Alt + 0234
ë	Alt + 0235
ì	Alt + 0236
í	Alt + 0237
î	Alt + 0238
ï	Alt + 0239
ð	Alt + 0240
ñ	Alt + 0241
ò	Alt + 0242
ó	Alt + 0243
ô	Alt + 0244
õ	Alt + 0245
ö	Alt + 0246
÷	Alt + 0247
ø	Alt + 0248
ù	Alt + 0249
ú	Alt + 0250
û	Alt + 0251
ü	Alt + 0252
ý	Alt + 0253
þ	Alt + 0254
ÿ	Alt + 0255

To display special characters:

- 1 Select the text object you to add a special character to.

- 2 Click the text tab.
- 3 In the text input box, complete the following:
 - ♦ Click where you want to insert the special character.
 - ♦ Press and hold down the ALT key on your keyboard.
 - ♦ 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".
 - ♦ Let go of the ALT key on your keyboard.

You see the special character.
- 4 Make any other changes to the displayed text.
- 5 Click Apply to save your changes.

Chapter 6: Using Font Importer



Note: The Font Importer feature is only available if you have purchased and activated the Letter It Amazing Designs App.

In this section:

- Learn how to use the Font Importer to make new fonts using your own design files.

About the Font Importer

The Font Importer feature allows you to create a new, personalized font, based on existing stitch or outline (*.BLF) alphabet files. You build the font by assigning these designs to each of the letters in the alphabet (upper- and lower-case), plus punctuation marks. There are also a number of special Spanish-language characters available to be used, such as, á, é, ñ, ¿ etc.

You assign letters to the new font by dragging and dropping the design files onto the Font Mapping table of the Font Importer dialog.



Note that each letter that you import to build the new font must come from a separate design file.


Each square of the Font Mapping table corresponds to an single keystroke on your keyboard - i.e., whatever you put in the “A” box on the Font Mapping table is what will appear (for that font) when you type a capital “A.”, and so on for all the other available keystrokes.



This gives you the freedom to create new fonts that use, for example, a different (non-English) alphabet.

Once you have created and saved a font using the Font Importer tool, you will see the new font on the list of fonts in the Text Input dialog, and also in the list of fonts on the Text tab of the Properties Panel.



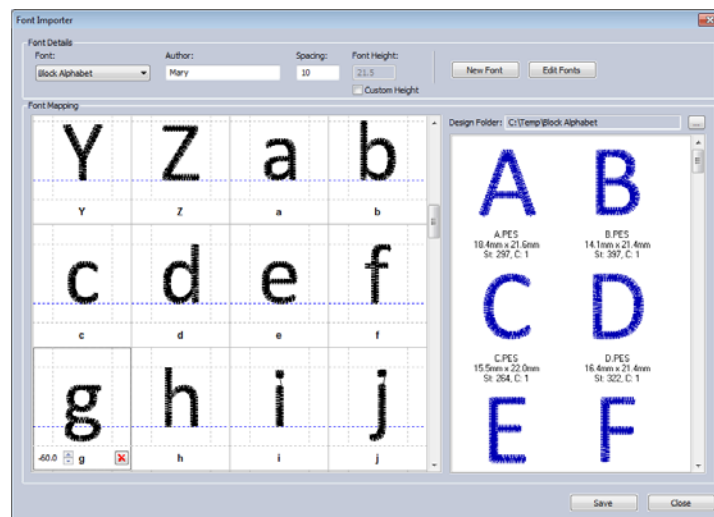
Any font that is created with the Font Importer will have a small icon to the right of the font name, like this: Shapes .


Using Font Importer to Build a Font

To use the Font Importer:


- 1 On the toolbar, select the Letter It tab, and click the Font Importer button.

You see the Font Importer dialog.



- 2 Click the New Font button.
A new dialog pops-up in front of the Font Importer dialog.
- 3 Type a name for the font into the New Font dialog.
- 4 Type in your name in the Author field of the dialog (this step is optional).
- 5 On the right side of the dialog, you select the browse  button to navigate to the Design folder containing the embroidery files that you want to use to create the font.
You see thumbnails of the folder's contents in the preview window on the right side of the dialog.



When you are building a font, you can import the files from any number of different locations on your computer. When you have finished importing the files you want from one folder, simply click the browse  button again to navigate to a new directory.

- 6 Click and drag the design that you want to use as the reference letter for the font (normally, the capital “M” would be used).



Important: The first letter that you add to a new font is treated as the “Reference Letter”. This means that the **extents** of this letter - that is, the maximum width, and maximum height - will be used as the basis for the entire font.

This size effects the spacing between letters, as well as the spacing between lines in multi-line lettering segments. Also, the height of the reference letter determines the default height of this font. This is the height measurement that appears for this font in the Text input dialog.

Since a capital “M” is usually the largest letter in any font, it is normal to choose M as the reference letter.

- 7 Continue to add letters to the font by dragging and dropping files into the spaces in the Font Importer.



If you want to remove one of the letters in the font, you can click the small red “X” in the corner of the letter frame; or, you can change the letter assigned to that keystroke by simply dragging a new file onto it.

- 8 Click Save to save the font, and Close to close the dialog and return to the main Letter It workspace.

The new font will now appear on the list of fonts in any of the text tools, and also in the font list in the view.

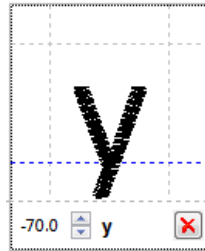
Note that the any of the fonts created with the Font Importer have a small icon to the right of the font name, like this:

Shapes  .

Options for the Font Importer

Base-line adjustment

By default, the designs you import into the new font will be placed right on the base line of the lettering segment. (You can see this base line as the blue dashed line in the individual letter’s frame in Font Importer).



For some letters, however, this will not be the position that you want them to be in when they are used in a text segment. For example, letters like “y” or “j” might end up with the “tail” right on the baseline, rather than below it.

To rectify this problem, there is a baseline adjustment scale in the lower-left corner of each letter frame, consisting of two blue arrows, pointing up and down. Click on these arrows to move the letter up or down relative to the baseline; the amount of adjustment you make (positive or negative) will be shown in the box next to the adjustment arrows.

Alternatively, you can click in the baseline adjustment field, and type a number into it directly; this is quicker when entering a large adjustment. You can then go back to clicking the up or down arrow to make fine adjustments to the displacement of the font.



As you change the position of the letter, you see the preview image move relative to the dashed blue line in the letter's frame.

Spacing

If desired, you can increase the spacing by typing a value into the Spacing box on the dialog. Spacing is calculated proportionally, in terms of the reference letter of the font. The spacing is expressed in “points”, with 20 points = to the width of the reference letter.

For example, if you were to enter a spacing value of 10, then the spacing between letters when you typed out some text would be half the width of the reference letter.

Custom Height

Normally, when you create a new font using the Font Importer, the height is fixed to a certain absolute value - determined by the original height of your reference letter. Subsequently, this height will appear as the default height for the font in the Text Input dialog, but will be “grayed out” - i.e., it cannot be adjusted.

This is because often, the files used to create letters in the Font Importer are stitch files (e.g. *.PES, *.SEW, *.JEF, etc.). These files do not resize well, since new stitches are not generated when they are scaled up or down, so it is highly recommended that fonts created with these files **not** be resized.



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

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

See “Changing the Size of Text” in the “Creating and Adjusting Lettering” section of this manual.

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



Note that the Custom Height is given in millimeters.

Editing an Imported Font

You can also use the Font Importer dialog to make changes to your imported font, after you have created it. You can re-open a font, add or delete letters within it, or change the spacing or height of the font (if applicable - see “Custom Height”).

You can also use the Font Importer dialog to delete or rename your imported fonts.

To make changes to an existing Imported font:

- 1 On the Letter It tab of the ribbon, click Font Importer
You see the Font Importer dialog.
- 2 In the Font list, in the upper-left corner of the dialog, click the down-arrow to display the list of fonts.
- 3 Click on the font's name so that it is highlighted.
The font will be loaded into the Font Mapping table. You may now make changes to the letters, the spacing, and so on.
- 4 When done making changes, click the Save button.
The changes you have made will appear in the selected font.



In case you change your mind, and DO NOT want to have these edits applied to the font, click the **Close** button instead of the **Save** button. A warning dialog will then appear, asking if you want to proceed without saving the changes, click Yes. This will close the Font Importer dialog without implementing the changes.

To edit your font list:

- 1 On the Letter It tab of the ribbon, click Font Importer
You see the Font Importer dialog.
- 2 On the Font Importer dialog, click the Edit Fonts button.
The Edit Font dialog appears, displaying a list of all the Imported fonts in your copy of Letter It.
- 3 Do either of the following:
 - ♦ To delete a font, select the name and click the Remove button.
 - ♦ To rename a font:
 - ♦ Select the font and click the Rename button.
 - ♦ Type the new name overtop of the old one.
- 4 In the Edit font dialog, click the Close button.
The changes you have made will now be reflected in the list of fonts in the lettering tools and in the Properties panel.

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