



**C**ongratulations on your purchase of Echidna Easy Lettering. As the name implies, this is an easy, yet powerful, keyboard lettering and monogramming program.

As with any software program there are some simple but very important steps to follow, in order to successfully install

Easy Lettering to your computer.

Please take a moment to carefully read pages 1 and 2, concerning installation, followed by the Quick Start Tutorial commencing on page 3. The tutorial is designed to get you up and running fast!

Thank you for choosing Echidna Easy Lettering. We trust you will enjoy using the program.

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# About the Program

Echidna Easy Lettering is a Windows based Embroidery Lettering and Monogramming Program that allows you to create text designs, using a vast array of advanced commercial features.

You also have the option of adding text to your favourite embroidery designs by importing existing designs, however they must be in Tajima format (*.DST*).

## What you should know first!

As already stated, Echidna Easy Lettering is a simple Windows based program, and as such, most of the functions are similar to many other Windows applications.

We have supplied this Quick Start Tutorial as a guide to Echidna Easy Lettering—**Not as a guide to using Windows**. Many tasks you undertake will require that you have a basic understanding of simple Windows applications.

If you do not understand simple Windows applications such as creating folders, saving files or navigating through Windows Explorer, as just some examples, then we strongly recommend that you improve your knowledge of Windows by perhaps attending a basic introduction to Windows class, as this will assist you greatly in understanding your computer.

## About the License –You MUST read this!

Echidna Easy Lettering is protected by International Copyright Laws. It is illegal to share this software. Persons involved in the unauthorized copying or pirating of software can face severe penalties including imprisonment.

# Installation

## System Requirements



- Windows XP, Vista & Windows 7
- 25 MB of Hard Drive Space
- CD Rom Drive

## To install Echidna Easy Lettering – CD Rom Version

- Insert the CD into your CD Rom Drive. Your computer may automatically open and view the CD-Rom drive and its contents. If it doesn't, locate the CD-Rom drive through Windows Explorer.
- Double click the **EasyLetteringSetup.msi** file and the "Welcome to the EasyLettering Setup Wizard" window will appear. Please read the information in the window and click "Next".
- "Select Installation Folder" is the next screen to appear. We strongly recommend accepting the default directory, however, you can select your own destination, if desired. To accept the default directory just click "Next".
- A "Confirm Installation" window will appear. Click "Next" to continue with the installation.
- An "Installation Complete" window will appear to confirm that the install has been successful. Click "Close" to finish and then double click the Easy Lettering desktop icon to open the program.

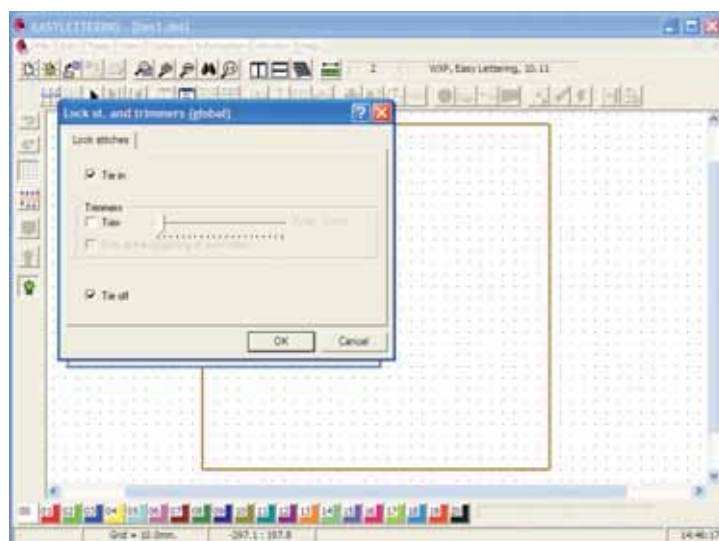


**TIP:** By default, Easy Lettering does not automatically apply tie in and tie off stitches to your design. Before creating your first design we recommend that you activate this function (*once activated this setting will remain, unless you restore the program back to the default settings*).

To do this, open the Easy Lettering program, left click the "New"  icon, then left click the "G"  icon.

From the drop down menu, select the "Lock Stitches" button—the "Lock st. and trimmers (global)", window will appear.

Left click both the "Tie in" and Tie off" boxes, a tick will now be appearing beside each box to indicate that these commands have been activated. To save these changes, click OK and OK again.



**Note:** If you have an embroidery machine which accepts trim commands, you may also like to activate the "Trim" function, which appears under the same window.

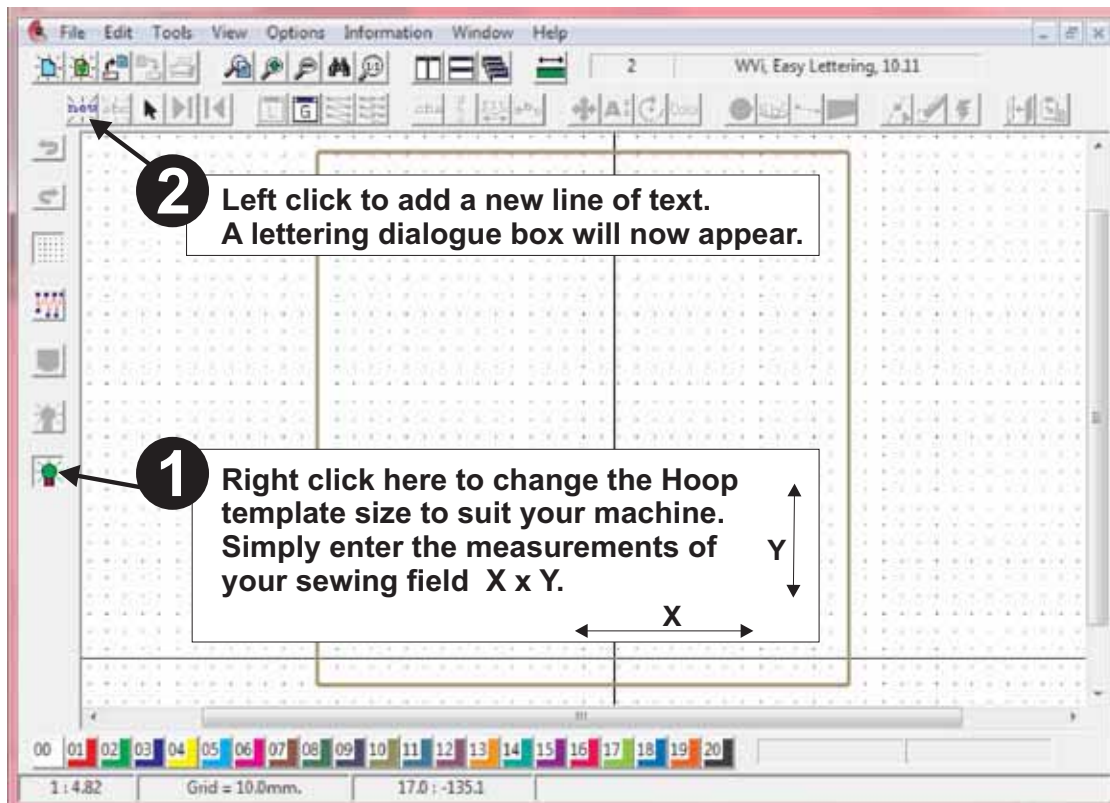
# Quick Start Tutorial

Please use this Quick Start Tutorial as a guide to getting started. Echidna Easy Lettering is a simple yet powerful program. This tutorial does NOT cover every function but it does give you a step by step instruction on how to get started.

## ***Step 1 – Creating a New File:***

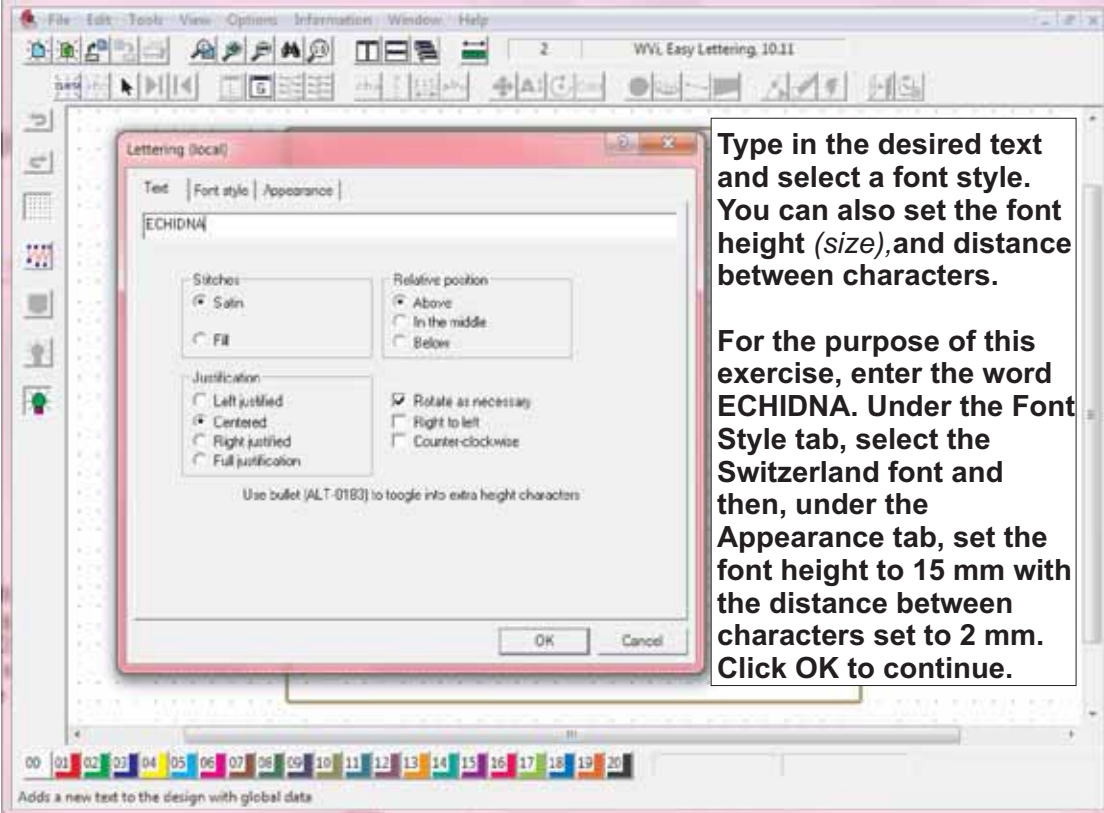


## ***Step 2 – Adding a New Line of Text***



# Quick Start Tutorial Continued

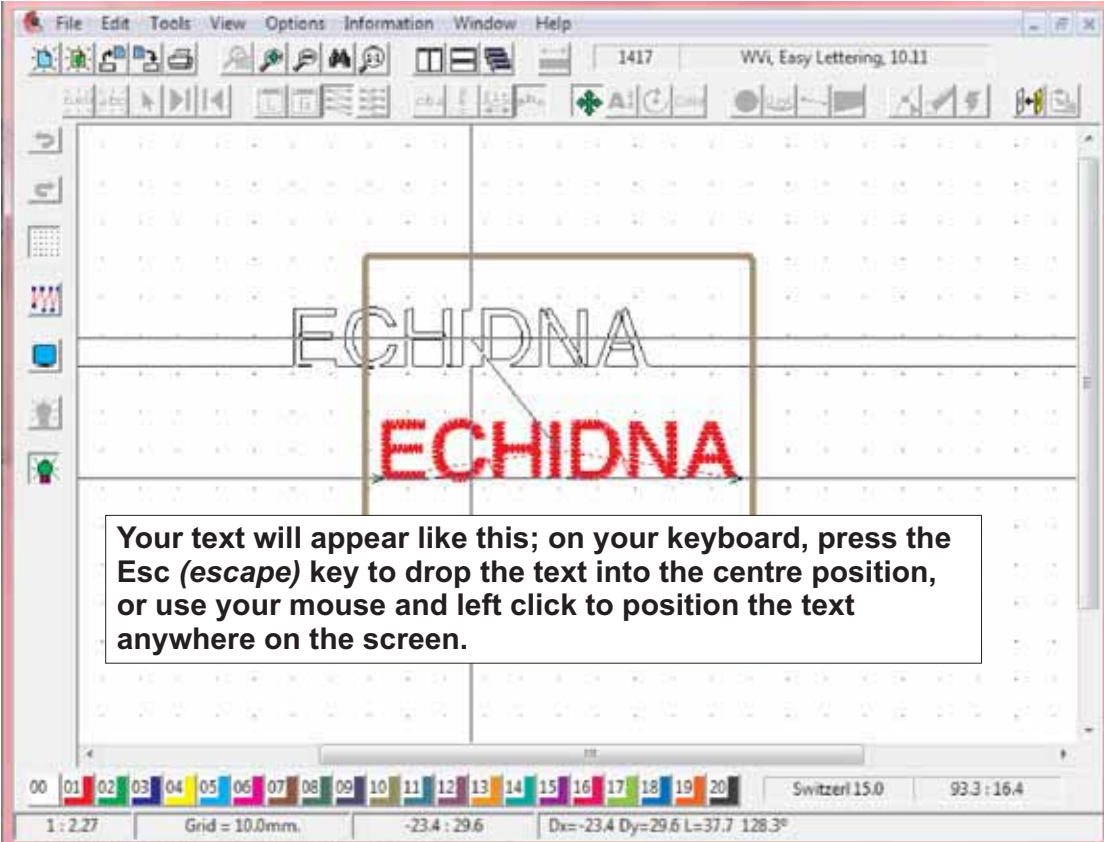
## Step 3 – Adding a New Line of Text continued



Type in the desired text and select a font style. You can also set the font height (*size*), and distance between characters.

For the purpose of this exercise, enter the word ECHIDNA. Under the Font Style tab, select the Switzerland font and then, under the Appearance tab, set the font height to 15 mm with the distance between characters set to 2 mm. Click OK to continue.

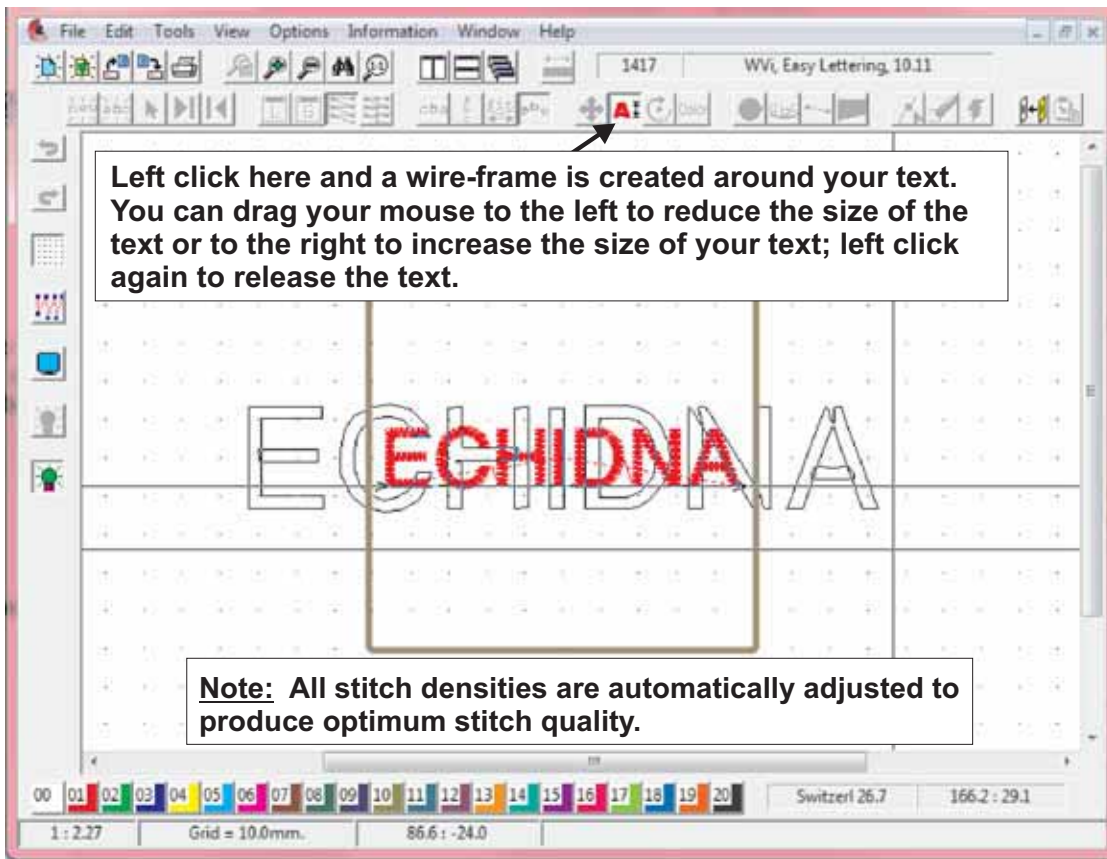
## Step 4 – Adding a New Line of Text continued



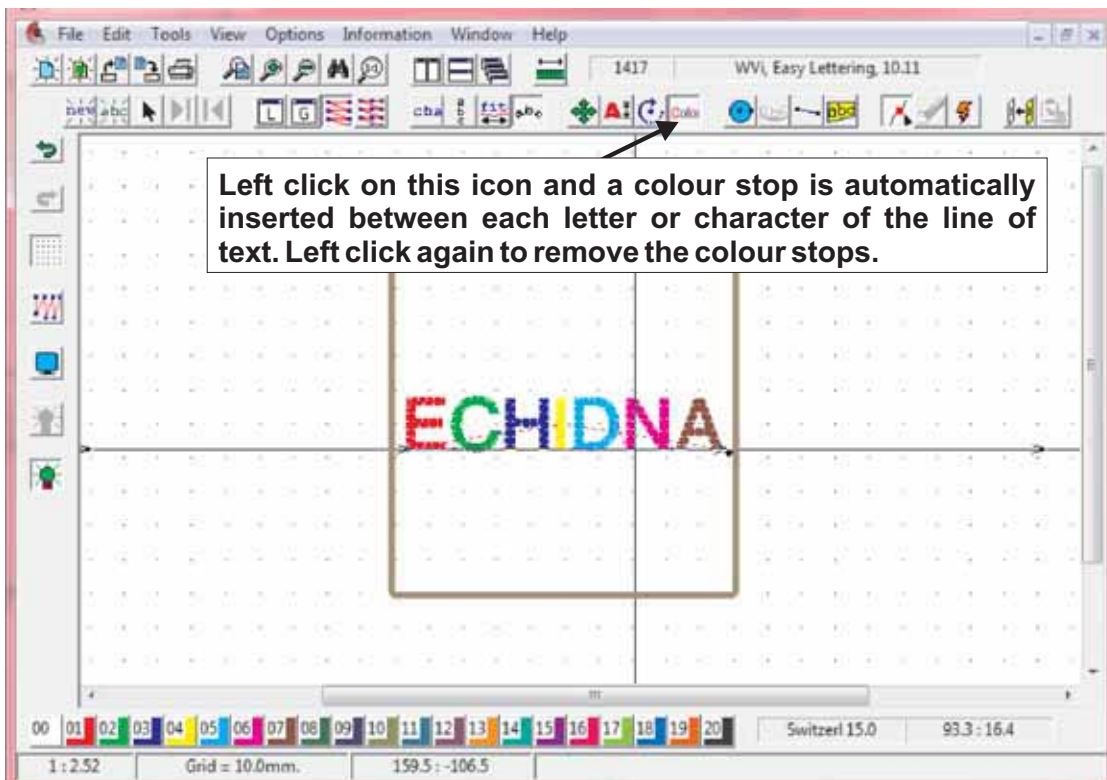
Your text will appear like this; on your keyboard, press the Esc (*escape*) key to drop the text into the centre position, or use your mouse and left click to position the text anywhere on the screen.

# Quick Start Tutorial Continued

## Step 5 – Changing Size of Text

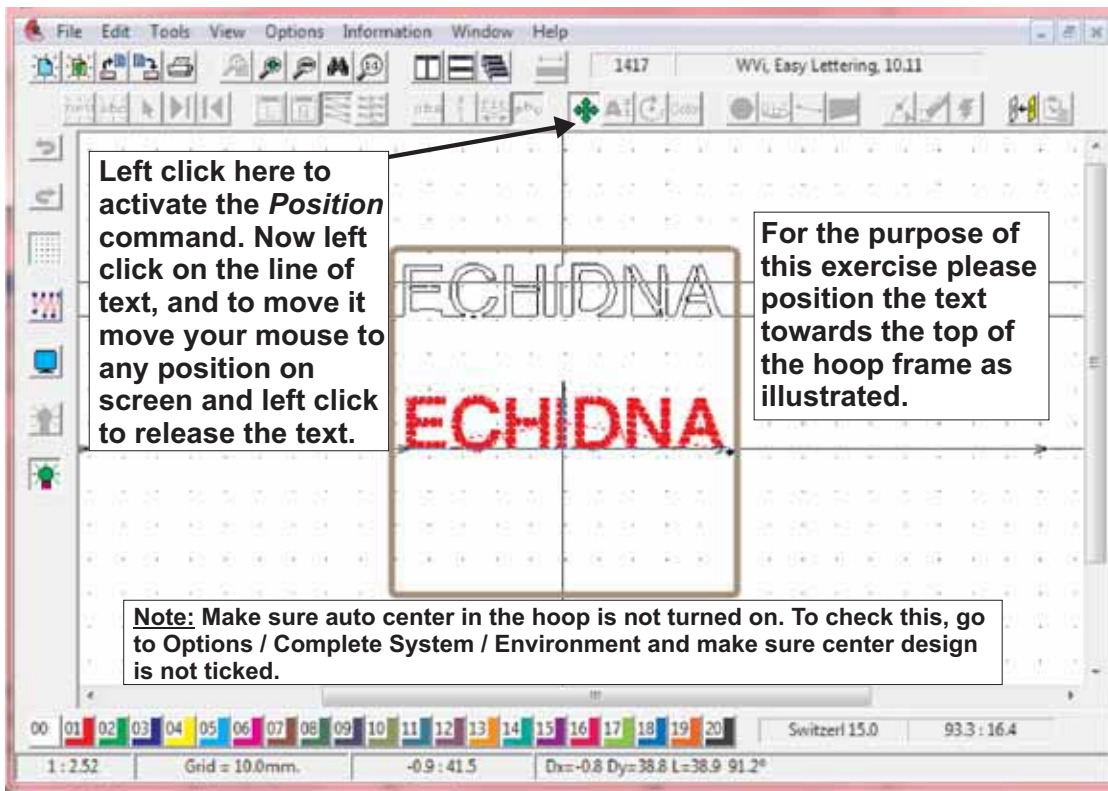


## Step 6 – Inserting Colour Stops

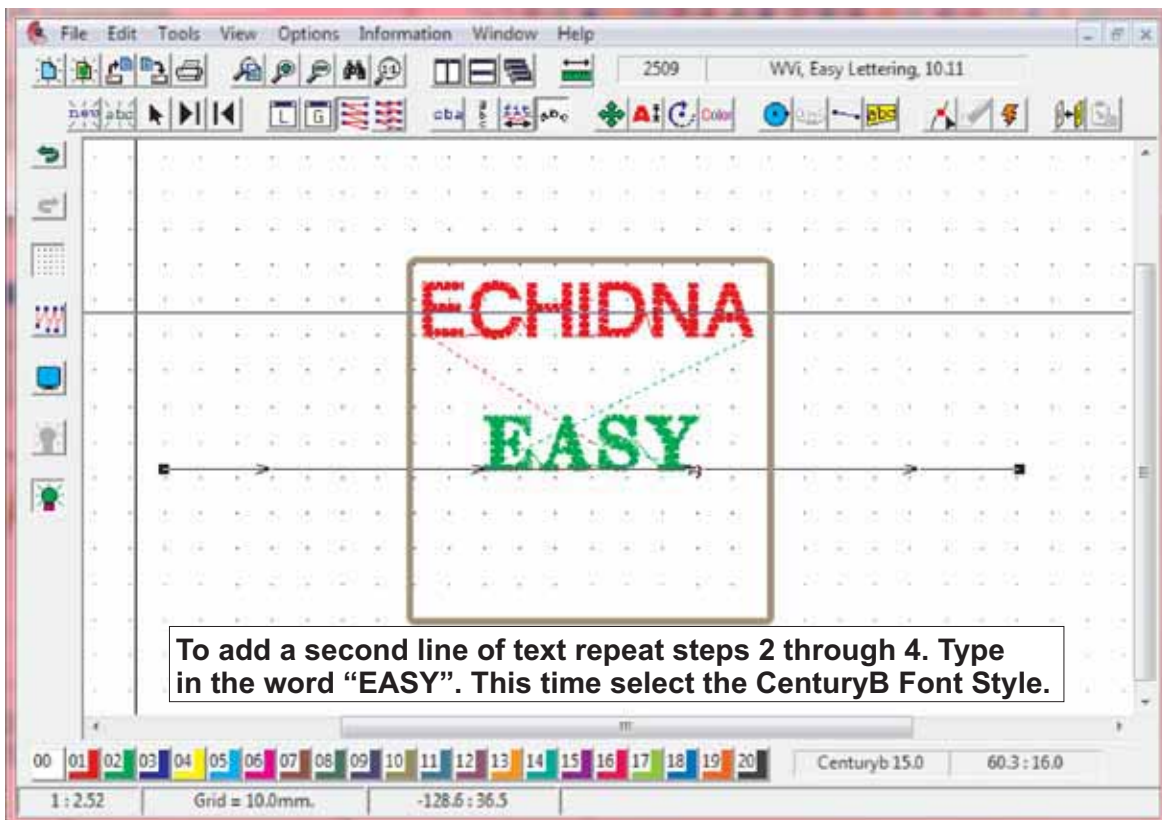


# Quick Start Tutorial Continued

## Step 7 – Moving a Line of Text

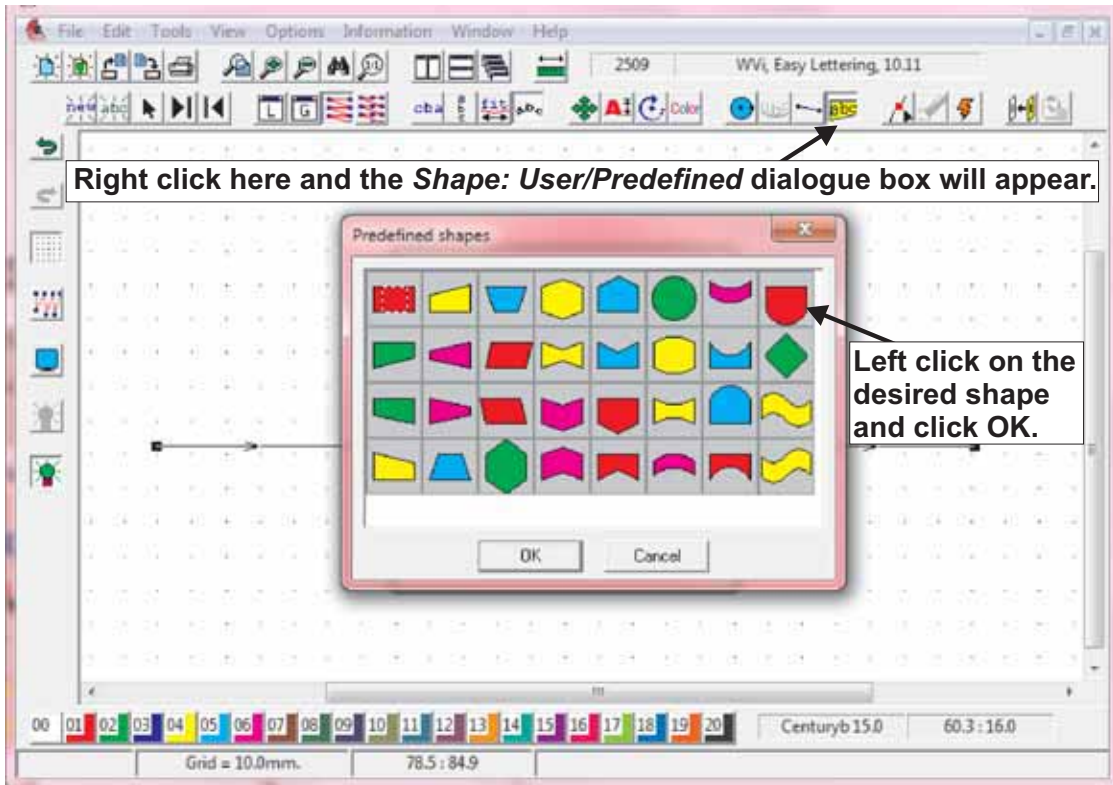


## Step 8 – Adding Another Line Of Text

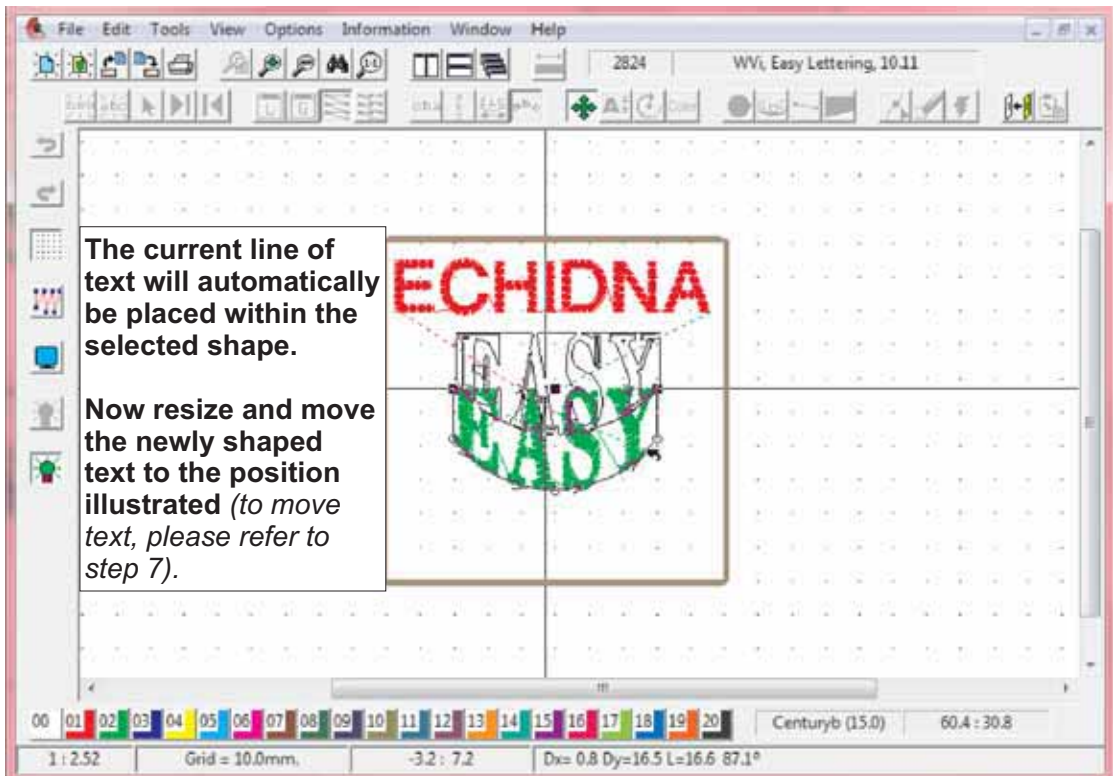


# Quick Start Tutorial Continued

## Step 9 – Selecting a Predefined Shape

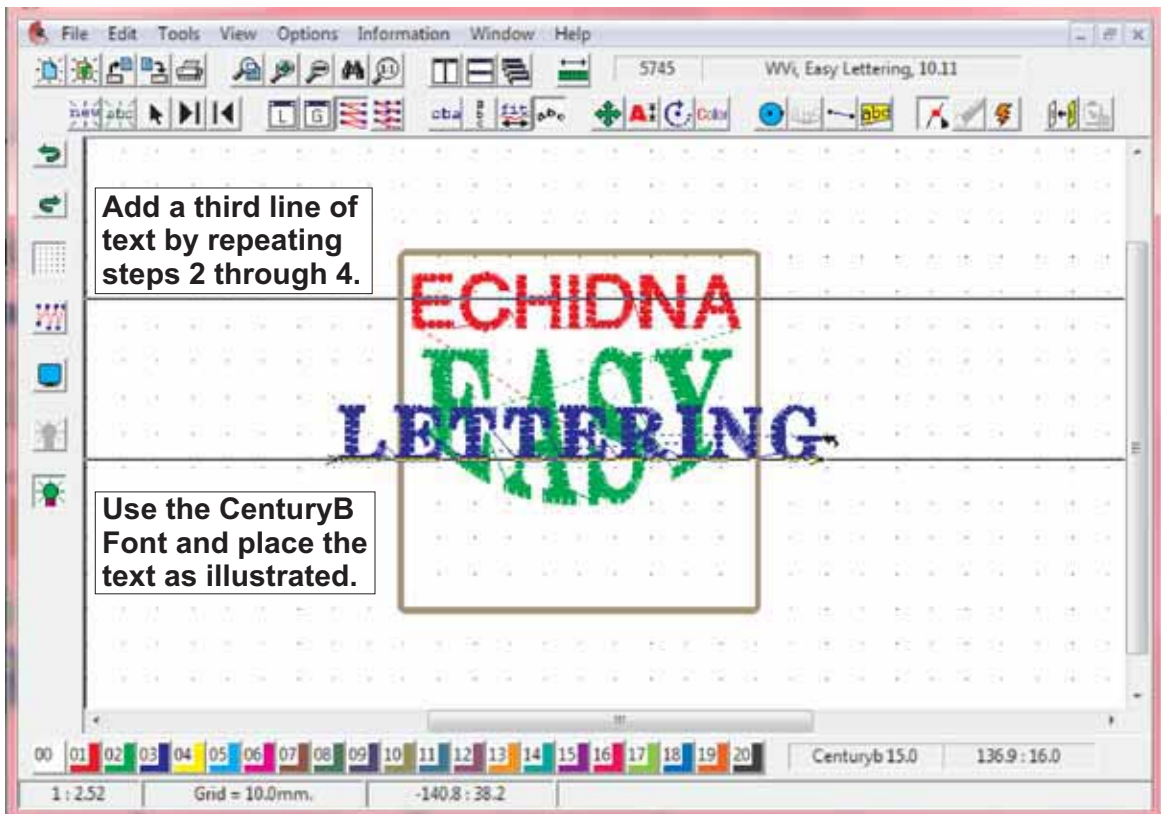


## Step 10 – Selecting a Predefined Shape continued

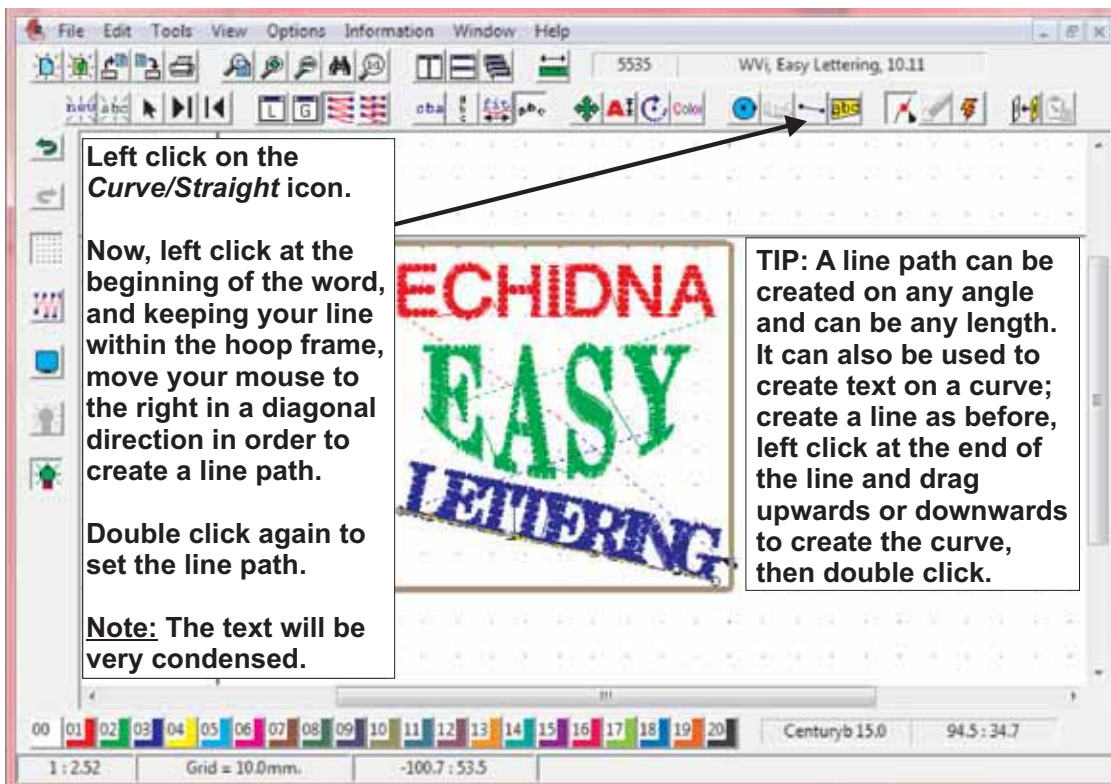


# Quick Start Tutorial Continued

## Step 11 – Setting Size Using Line Path

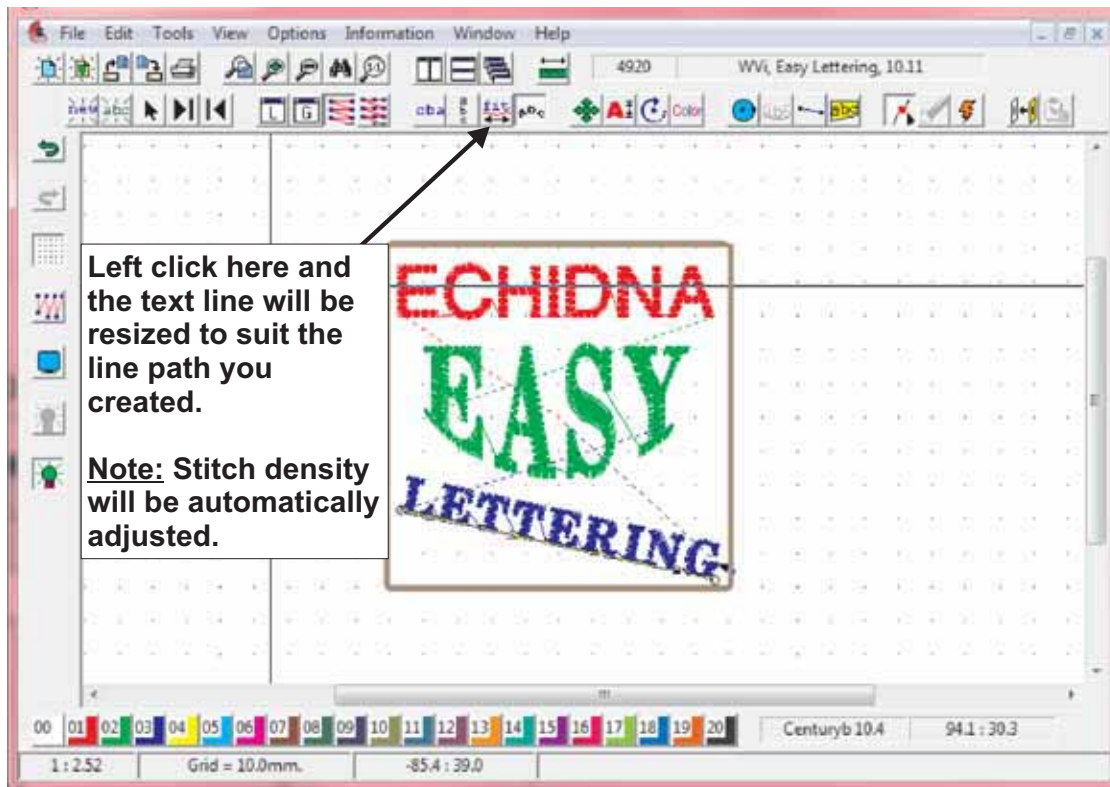


## Step 12 – Using Line Path continued

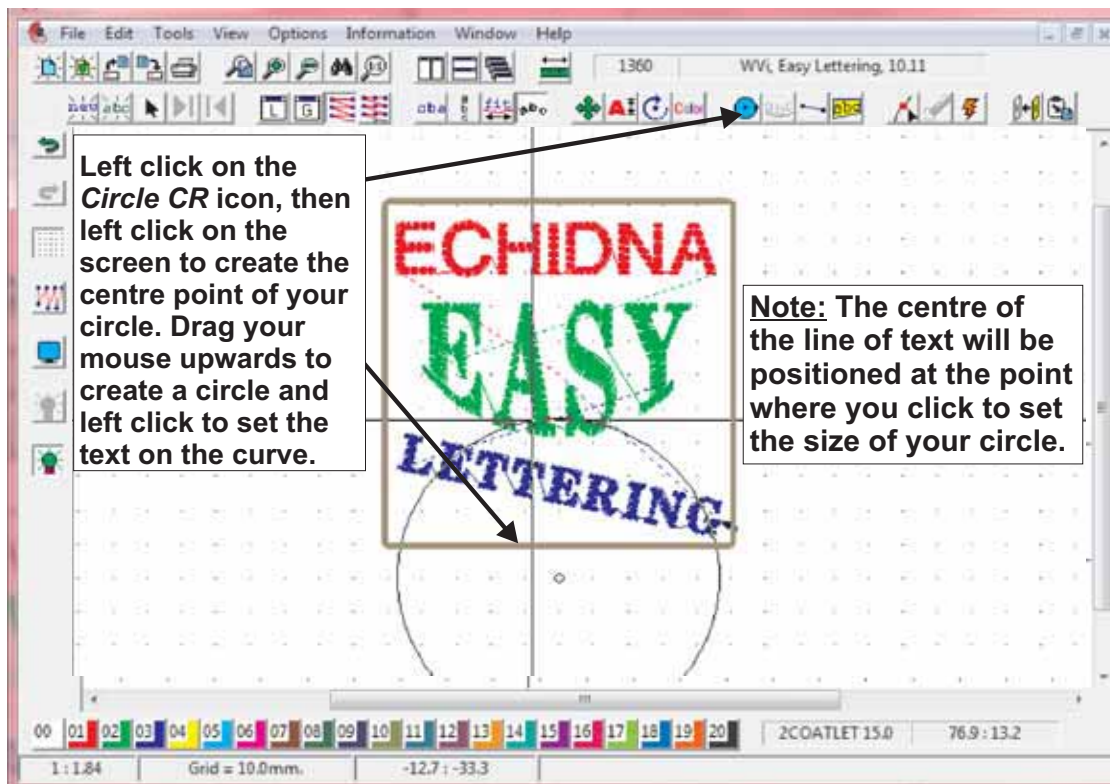


# Quick Start Tutorial Continued

## Step 13 – Fitting Text to a Line Path

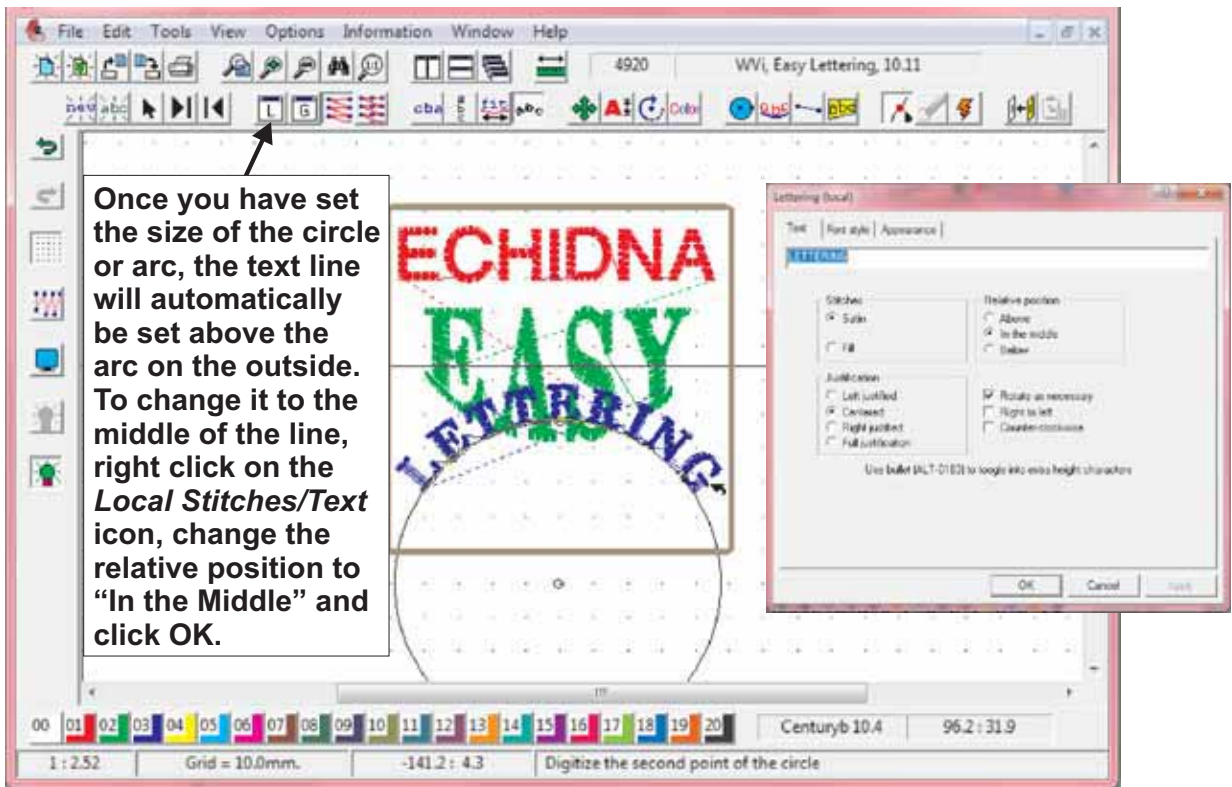


## Step 14 – Fitting Text to a Circle Path (Arcs)

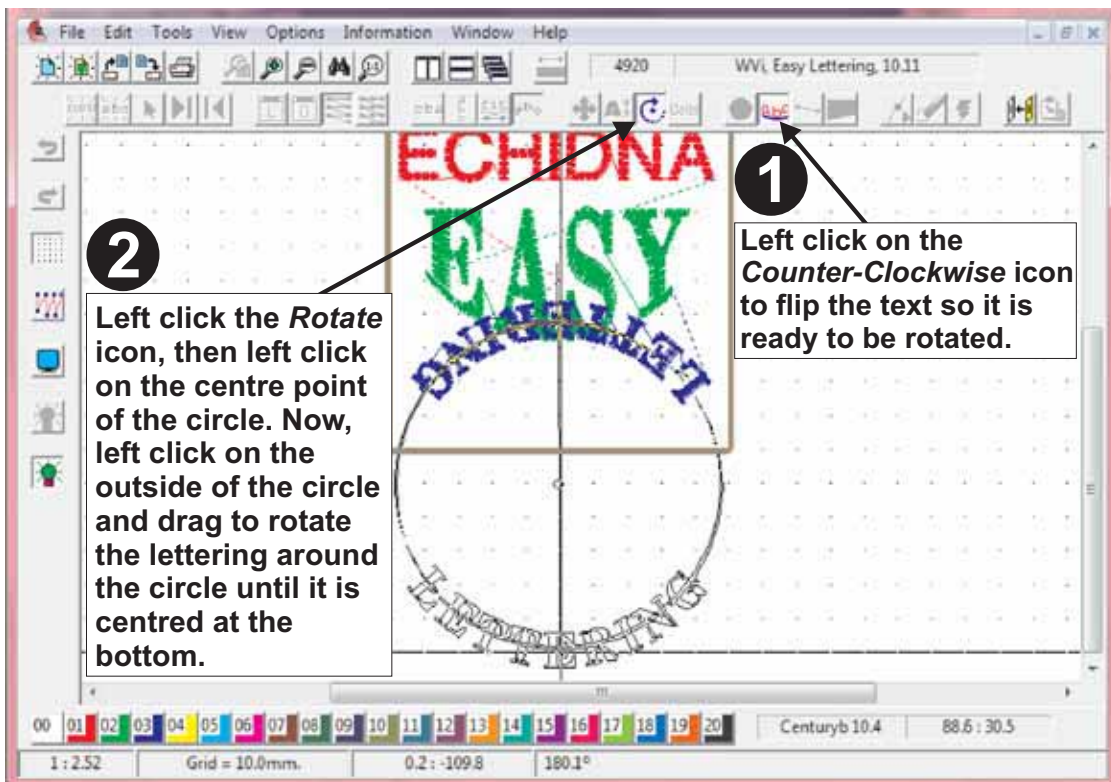


# Quick Start Tutorial Continued

## Step 15 – Fitting Text to Circle Path (Arcs)

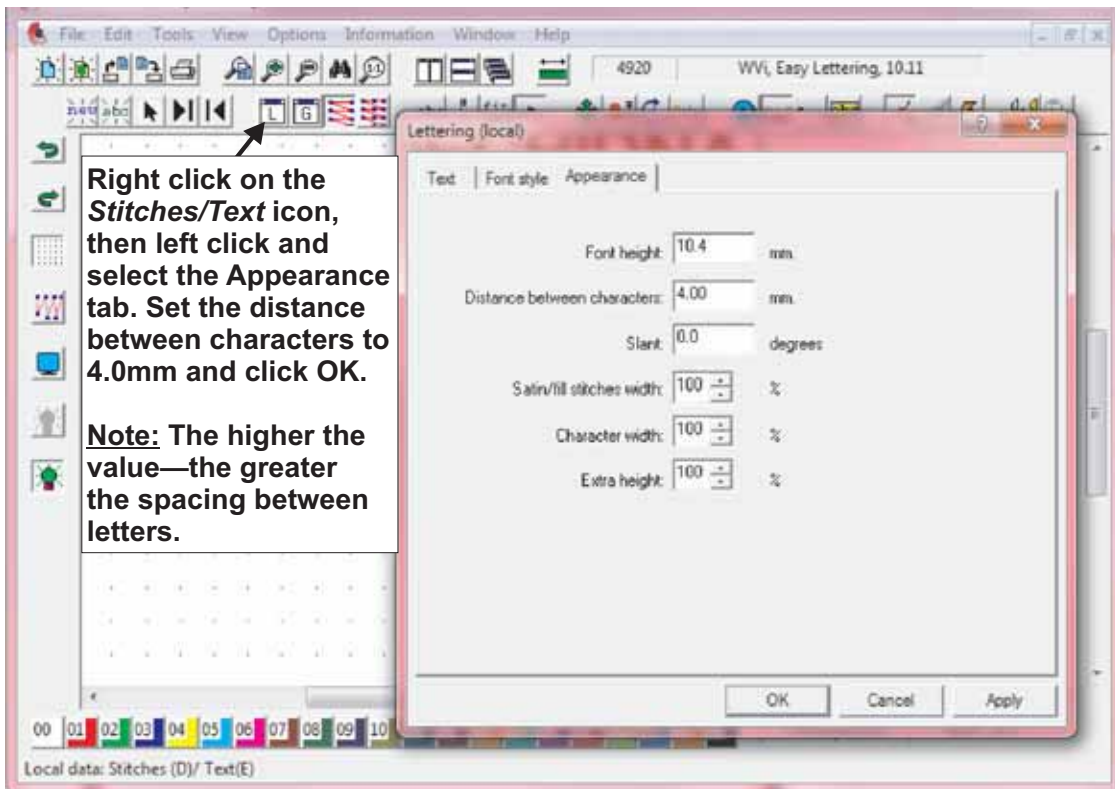


## Step 16 – Fitting Text to Circle Path (Arcs)

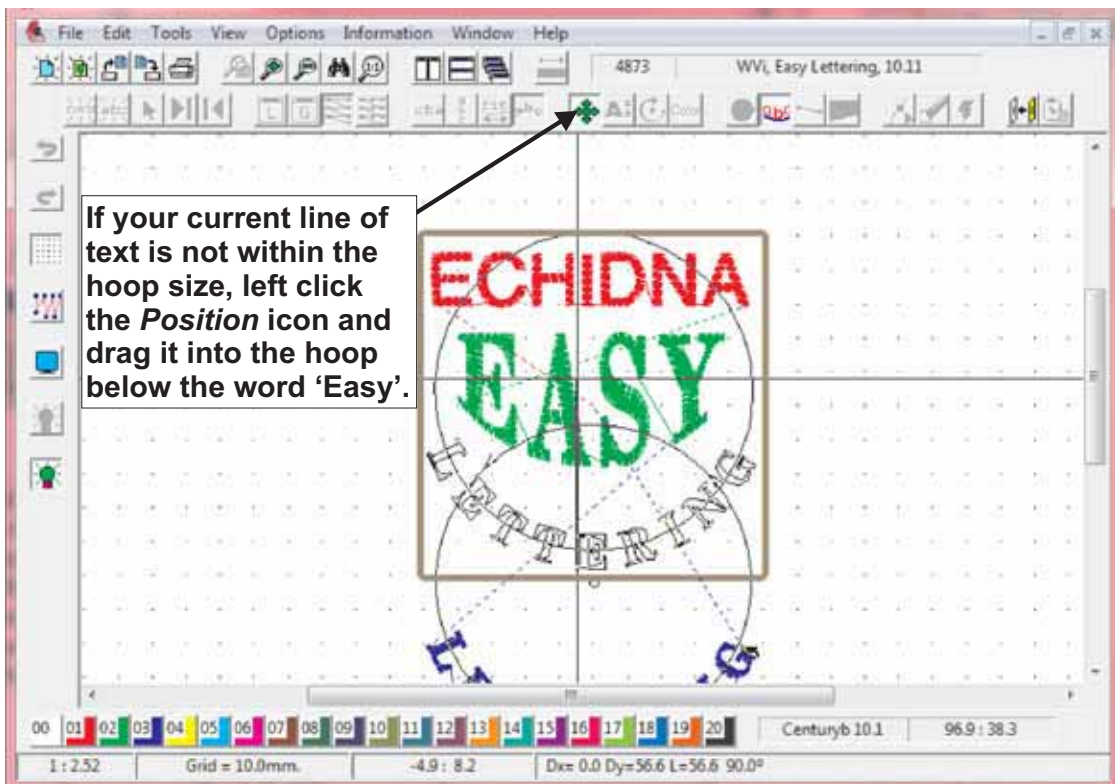


# Quick Start Tutorial Continued

## Step 17 – Set the Distance Between Letters

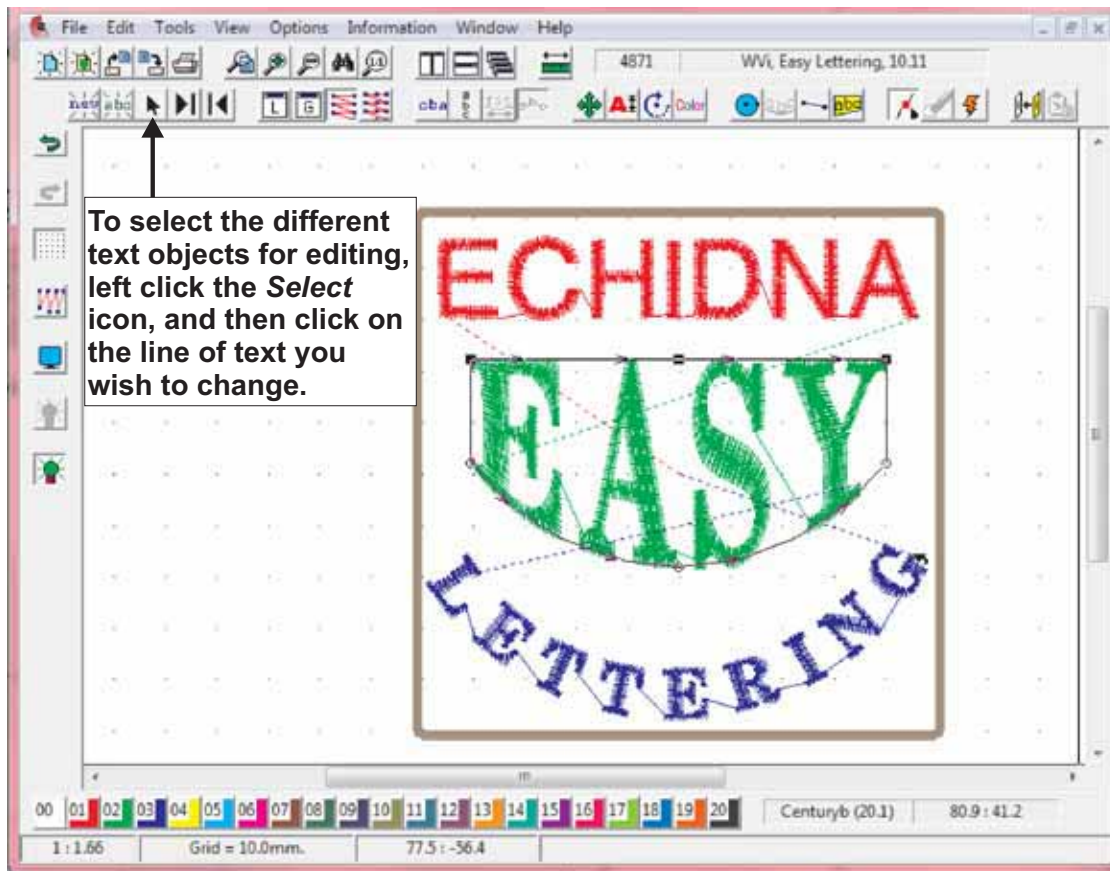


## Step 18 – Positioning the Design

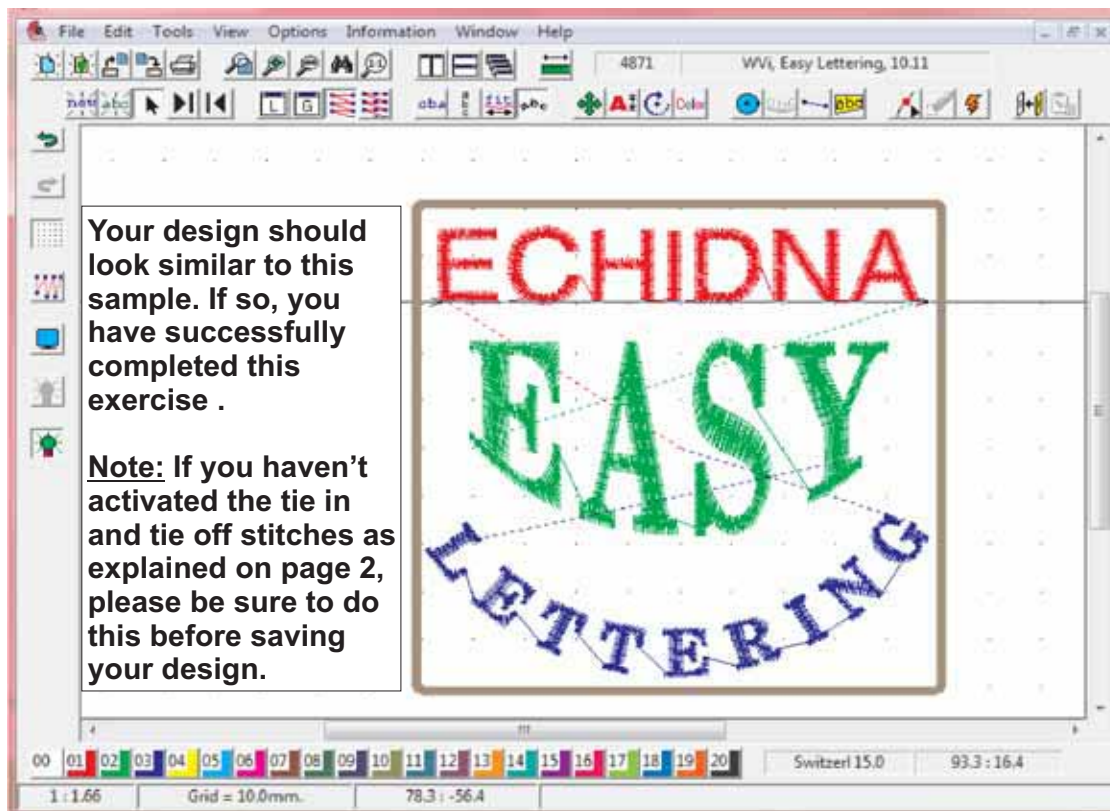


# Quick Start Tutorial Continued

## Step 19 – Selecting Previous Lines of Text



## Step 20 – The Finished Design



# Quick Start Tutorial Continued

## Creating Text using Fill Stitches

Left click the *Fill Stitches* icon (1). This will turn the selected line of text into fill stitches.

Now, left click on the *Stitches/Text (L)* icon (2) and then the "Type" tab to see the available fill stitch types.

**Note:** Under the different tabs within this dialogue box, stitch lengths, stitch density, type of underlay stitch and a variety of other commands can be changed.

## Creating Text with Satin Stitch Edging

The *Satin Stitch Edging* command allows you to set a *Satin Edge* around the perimeter of the Text. This function is mostly used for larger monograms.

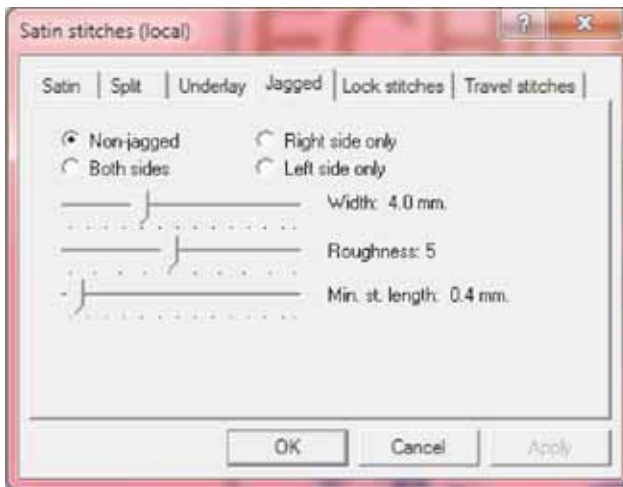
After inserting text, left click on the *Fill Stitches* icon and select "Fill". Set the *Distance to Edges* to the desired size (this represents the actual size of the *Satin Stitch Edge*), click **OK** to apply.

**Note:** The *Minimum Stitch Length* sets the minimum stitch length allowed for the centre fill.


Please take the time to experiment with these settings and select the *Virtual View* icon to view the various effects as they are created.

# Quick Start Tutorial Continued

## Creating Text using Jagged Edge



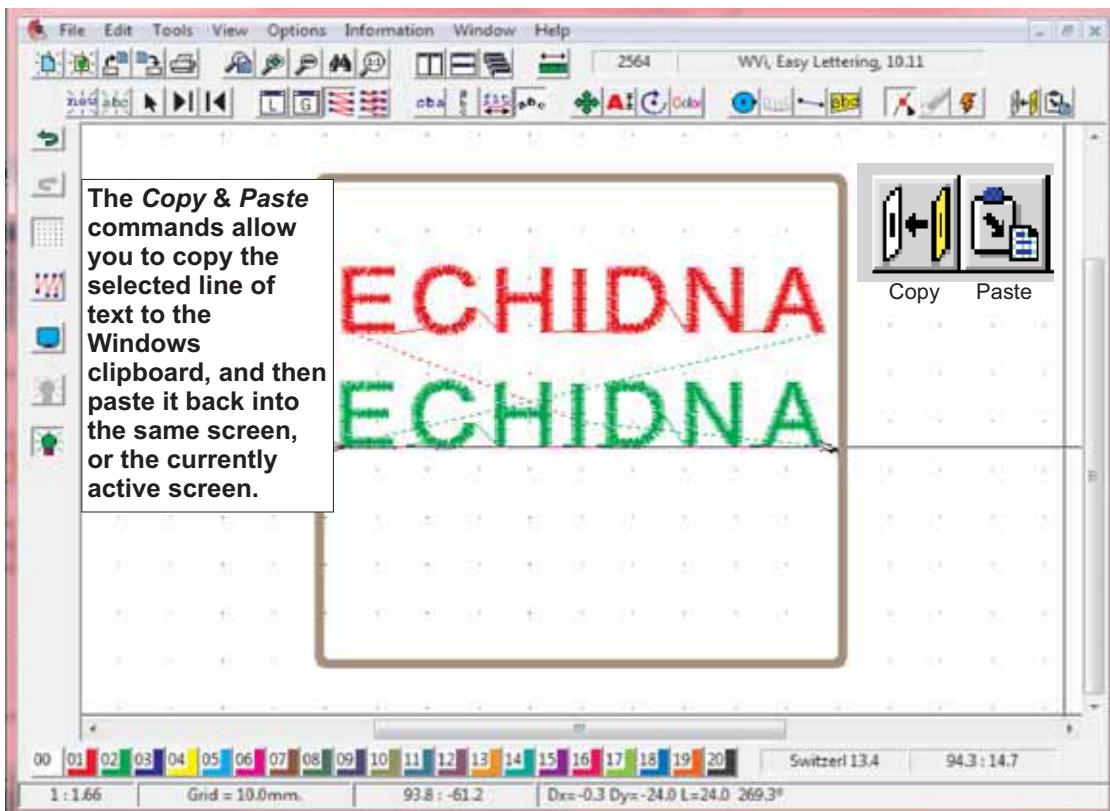
The Jagged Edge command is used to create a variable jagged stitch effect around the whole text, or the right or left side only.

After inserting text, left click the  *Stitches/Text* icon and then select the “Jagged” tab. Drag the sliders left or right to set both the “Width” and “Roughness”, to the desired size.

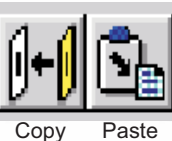
The “Minimum Stitch Length” sets the minimum text column width.

Please take the time to experiment with these settings and use the *Virtual View*® to view each effect as you create it. Use of this command can create some very interesting results.

## Using the Copy & Paste Commands



The *Copy & Paste* commands allow you to copy the selected line of text to the Windows clipboard, and then paste it back into the same screen, or the currently active screen.



# Quick Start Tutorial Continued

## **Saving or Exporting a File**

The Save and Save As functions in the File menu are standard Windows procedures. **Saving** a file will save it in .DST (*Tajima*) format only.

## **Fitting Text to Shapes**

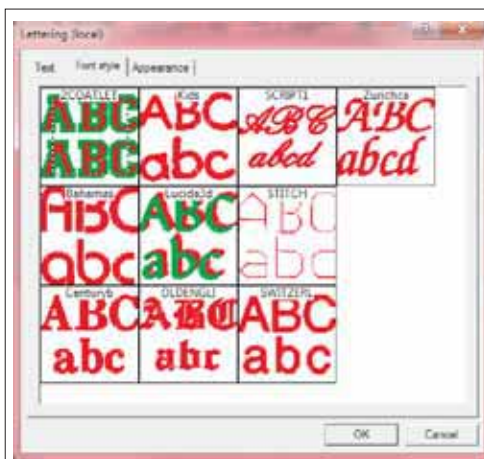
Please note: When fitting text to one of the 32 pre-defined shapes, you are in fact deforming the text characters. In some instances where text is excessively deformed, some stitch data may be missing. This is not a failure of the program—it simply means that the selected text parameters are not compatible with the shape you have chosen.

## **Other Functions**

There are many other functions available and we could no doubt, write literally hundreds of various exercises. However, part of the fun and excitement of this software is experimenting and discovering new techniques. This program has been sold on the understanding that you, the purchaser, has a sound understanding of other embroidery related software, and a basic knowledge of computerised machine embroidery.

We're confident that by spending 30 adventurous minutes on Echidna Easy Lettering you'll be hooked, and surprised, at just how simple this program really is.

Remember, if you haven't already done so, please be sure to study the rest of this Quick Start Tutorial—it defines and explains all of the Icons and their uses.



**TIP:** There are 10 built in font styles supplied with Easy Lettering. It is important to remember that not all fonts will be suitable for all applications. For instance, if you plan to sew very small lettering, let's say 6 to 10 mm, then you should choose a font that is not too bulky and you should always test sew your design before sewing it onto your planned project.

If you plan to create monograms with letters larger than 25mm, consider changing the stitch type from satin to fill stitch—there are 43 different fill styles available.

**Note:** There are 38 more fonts available for separate purchase and immediate download via our website at: [www.echidnaclub.com.au](http://www.echidnaclub.com.au)

# What do all these icons do?

## File Menu/Icons



### **New**

Opens a new window allowing you to create a new design.

**Note:** This will not delete any previous design windows which may still be active.



### **New with design**

Opens a “Browse for folder” dialogue box in a new window, allowing you to open an existing stitch file (*this will not delete any previous design windows which may still be active*). Once you have selected a folder of designs, only the filename will be showing. In order to view the designs that are in the selected folder, you will need to activate the design thumbnails; right click in the folder window and from the drop down menu, left click “Generate Images”—double click the design and it will open into a new window.

**Note:** The design that you are opening must be in the Tajima (.DST) format.



### **Open**

Opens a file that contains an embroidery design into a new window. The design must be in Tajima (.DST) format. When the embroidery design opens onto the screen, you can move it and add text to the design.

**Note:** this option does not show thumbnails for the stitch files.



### **Save**

Saves the design of the active window, maintaining the name, the file and the corresponding folder where it was originally located before it was modified.

**Note:** The save option will only save a file in .DST format.

### **Save As**

Saves the design of the active window, allowing you to change and select a new name and folder to store the design in.

**Note:** The save as option will only save a file in .DST format.



### **Print**

**P**

Allows you to print the contents of a window. This option can only be selected when the active window contains a design.

Choosing this option, the user may select the scale of the design to be printed, as well as the optional information related to the design.

The simulation of a design can be printed by marking the Virtual View option in the Print design dialogue box. This option will deactivate the rest of the options in the box.

### **Printer set-up**

Sets up the printer parameters such as: Printer (*default printer, specific printer*), Orientation (*portrait, landscape*), Paper (*size, source*), Print Quality (*best, normal, econofast, ink save*), Copies desired, Paper Type, ColorSmart (*automatic, manual, print in grayscale*), etc. The availability options certainly depend on the type and brand of printer installed through Windows. This function is always accessible.

# What do all these icons do?

## Edit Menu/Icons



### **Undo**

Click this icon and it will undo up to the last 20 operations performed.



### **Redo**

Click this icon and it will redo up to the last 20 operations performed.

## Tools Menu/Icons



### **New with global data**

Allows you to select a Font Style and add a new line of text to the design you have on screen.



### **New with last data**

Create a new line of text using the same settings as the previous line in the same active window.



### **Select**

**S**

Selecting this Icon will allow you to select and edit any line of text in an active window.



### **Next**

Click this icon to automatically toggle to the next line of text when multiple lines have been inserted in an active window.



### **Previous**

Click this icon to automatically toggle to the previous line of text when multiple lines have been inserted in an active window.



### **Local generation data (Stitches/Text) – Left Click**

Left click will open the Local Stitch Generation Data for the selected line of text. Here you can adjust stitching parameters such as Stitch Density, Pull Compensation, Underlay, Special Effects, Lock Stitches, Trim Commands and Travel Stitches.

**Note:** Changes made here will only apply to the selected line of text in the current active window.



### **Local text data (Stitches/Text) – Right Click E**

Right click will open the Local Text Data for the selected Line of Text. Here you can edit the selected line of text with options such as relative position, justification, font selection, font height, italic slant, character spacing height and width.

**Note:** Changes made here will only apply to the selected line of text in the current active window.

**Notes for setting the Distance Between Characters:** When you set the distance between the letters, “0” corresponds to the font default distance, negative values let you overlap the letters, positive values are especially important for internal arc lettering. This is a similar function to Kerning on a word processor.

**Spacing individual characters** within a line of text can also be achieved by inserting the “<” Less Than symbol or the “>” Greater Than symbol between text characters in the Type Text Box.

**Note:** More than one symbol can be used to create larger spaces.

# What do all these icons do?

## Tools Menu/Icons Continued



### **Global generation data (Stitches/Text) – Left Click**

Left click to open the Lettering Stitches Generation dialogue box. Here you can adjust stitching parameters such as Stitch Density, Pull Compensation, Underlay, Special Effects, Lock Stitches, Trim Commands and Travel Stitches.

**Note:** Changes made here will remain in force even after closing and restarting the program. To restore to the default settings, from the menu bar left click Options / Default Lettering Options / All Options.

#### **Travel stitches**

Travel stitches are hidden stitches between two blocks of stitches within one text character. The default setting is 2.3mm and is suitable for most applications.

#### **Satin stitches – Stitch Spacing**

This is the stitch density adjustment. The higher the value the more distance between stitches which equals less density. Conversely, the lower the value, the more dense the stitching will be. The System Default is 0.50 mm.

#### **Satin stitches – Pull Compensation**

Specifies the value the program uses to automatically increase the stitch lengths (*on either end*) and thus compensate for fabric shrinkage due to thread tension. If you do not want any tension compensation, specify 0 (*system default is 0.2 mm*).

#### **Satin stitches – Shorten Stitches**

If this option is activated, the program automatically shortens the stitches to prevent them from building up on the inside of the curves. This makes the embroidery more uniform and avoids thread breakage.

#### **Satin stitches – Split**

If the automatic split option is activated, the long stitches in a satin stitch are automatically divided so that none of the stitches are longer than the specified stitch length. The automatic split of stitches is especially useful where variable lengths of satin stitches are formed. The system default is 6 mm. Avoid using values of more than 10 mm.

#### **Satin stitches – Underlay**

**No underlay:** No underlay stitches will be sewn beneath the text.

**Single run stitch:** It is a stitch which runs one time one way and then returns.

**Zig-Zag:** It is a central underlay stitch one way and zig-zag on the return.

**Stitch length:** Specifies the stitch length of all underlay stitch types.

**Stitch spacing:** Specifies the distance or space between the stitches for the Zig-Zag underlay.

**Distance to Edges:** Determines the distance of the underlay stitch when using Zig-Zag to the edge or border of the digitized area.

#### **Satin stitches – Jagged**

Jagged edge stitching allows you to create a variable jagged edge effect around the entire text character; or you can set the jagged edge to apply only to the left or right side of the text.

### **Special Note Regarding Satin Stitches**

When selecting satin stitch for lettering or monogramming, it is important to consider both the size of lettering and the intended application of the item being sewn. Most home embroidery machines are not designed to cope with satin stitch lengths in excess of 10mm. Excessive satin stitch length can also produce less than adequate results on the garment. We recommend selecting fill stitch as the preferred option for large lettering or monogramming or when the item to be embroidered will be subjected to above average wear and tear.

# What do all these icons do?

## Tools Menu/Icons Continued

### **Fill Stitches – *Stitch Spacing***

This is the stitch density adjustment. The higher the value the more distance between stitches which equals less density. Conversely, the lower the value, the more dense the stitching will be. The system default is 0.50 mm.

### **Fill Stitches – *Pull Compensation***

Specifies the value the program uses to automatically increase the stitch lengths (*on either end*), and thus compensate fabric shrinkage due to thread tension. If you do not want any tension compensation, specify 0. The system default is 0.2 mm.

### **Fill Stitches – *Stitch Length***

Specifies the stitch length for fill stitches. The optimum length will depend on the type of fabric and the effect you wish to create, but 4 - 5mm tends to be a good length. Shorter stitches mean a greater stitch count.

### **Fill Stitches – *Distance to Edge (satin stitch edging)***

This setting is used to create a satin stitch edge effect around the entire perimeter of the text characters. The distance to edge setting determines the width of the satin stitch effect while the **Minimum Stitch Length** determines the minimum allowable centre column or area of fill stitch.

### **Fill Stitches – *Type***

Under this tab, choose any one of the 43 different fill type stitches to apply to selected line of text.

### **Fill Stitches – *Underlay***

See Underlay heading under Satin Stitches on page 18

### **Fill Stitches – *Jagged***

See Jagged Heading under Satin Stitches on page 18

### **Lock stitches – *Tie in, Tie off and Trim***

This option lets you set tie in and tie off stitches. When selected, three locking stitches will be placed at the start and finish each text character. This option does not apply to Text less than 8mm in size. For embroidery machines with trimming functionally, select the trim command. The default setting is 3mm.



### **Global text data – *Right Click***

Right click to open the Global Text Data which will apply to all subsequent lines of text until changed again by the user or default settings have been restored. Here you can specify text parameters with options such as relative position, justification, font selection, font height, italic slant, character spacing, height and width.

**Note:** Changes made here will remain in force even after closing and restarting the program. To restore to Default settings, go to Options / Default Lettering Options / All Options.



### **Satin stitches**

This icon selects satin stitches for the current line of text only.



### **Fill stitches**

This icon selects fill stitches for the current line of text only.

# What do all these icons do?

## Tools Menu/Icons Continued



### **Layout letters options – *Invert***

Left click this option to invert the selected line of text.



### **Layout letters options – *Vertical***

Select this icon to switch between horizontal and vertical text.

**Note:** Vertical text can be applied to any text application.



### **Layout letters options – *Fit***

If this icon is selected, the letter or line of text will be resized automatically to fit the line path created.



### **Layout letters options – *Rotate as needed***

Use this option when text has been applied to a line path or an arc. When selected, text characters will be at 90 degrees to the line path they have been applied to. When this option is not selected, text characters will revert to a vertical or upright position irrespective to the angle of the line path.



### **Position M**

Select this icon to move the current line of text to any position on the screen. A left mouse click will select and deselect the text.



### **Size**

Clicking on this icon with the left mouse button allows you to modify the size of the current line of text. Whenever the icon is pressed, the mouse can be dragged horizontally. By dragging to the left, the size is decreased, and dragging to the right will increase the size. Left click to set the desired size. The size can be changed until it reaches half or double the size of the letters on screen. You can repeat this process as many times as needed to achieve the desired size.

Remember, certain font styles are not suitable for very small text sizes.

To resize a line of text with an absolute Font Height, right click on the Local Text Data icon and select the “Appearance” tab. Alternatively, to set an absolute length for a line of text, use the “Line Path” tool as explained on page 8.



### **Rotate**

By selecting this icon you can rotate the characters up to 360 degrees graphically on the screen. The first point (*left click of the mouse*) you enter, will be the pivot point. With the second point or click, a line is created that will rotate with the design following the movement of the mouse. The third point or click will drop the text at the new position.



### **Color ch. function**

If you click on this icon each letter of the current text line will be shown in a different colour. A stop function will be set between the letters allowing for colour changes when embroidering. Select the icon again and all the letters will be shown in the same colour, and the stop function will be removed.

# What do all these icons do?

## Tools Menu/Icons Continued



### **Circle CR – Arc**

Allows you to draw a circle defined by centre and radius. The first point you set on the screen is going to be the centre. Graphically, you can create the circle by moving the mouse. As soon as you click the second point, the text is going to be automatically generated. The second point will also determine the centre point of the line of text.



### **Counter Clockwise**

This option will change the current line of text to display counter clockwise when set to a circle path. This is necessary when rotating the text to the bottom of the circle path.



### **Curve/Straight**

Clicking this icon allows you to create a base line by selecting two points on the screen. Left mouse click to create the first point and left mouse click again to create the second point (*you can do this at any angle and in any direction*). The current line of text is going to be generated on that line from point one to point two. Double click to set the line of text. In order to make the line of text fit the line path you have created, you will need to left click the “Fit” icon.

You can also create a line path using curves and multiple angles. Start with a left click to define a start point. Left click again in a different position; this will allow you to define a curve. You can continue in the same basic direction to extend the line path. Left clicks will create a curve and right clicks will create a defined angle. To define an end point to the line path, you must double click.



### **User defined shapes – Left Click**

This option allows you to create your own defined shape. You will need to create two opposing line paths. Left click will allow a curved path. Right Click will allow for angles.

Start by defining a top line path. Left click to commence the line path and remember to double click to end the top line path. Next you will need to create a bottom line path. Again with a left click to start and a double click to end.

In order for a user defined shape to work, you must ensure that both top and bottom line paths are created in the same basic direction ie; left to right, and both line paths should be reasonably centered vertically.



### **Predefined shapes – Right Click**

Click on the icon and select the desired Predefined Shape. The current line of text will automatically be re-generated to fit the shape. You can then resize the shape as you would a normal line of text. Text can also be applied vertically in the shape. You can also use shapes to stretch text both horizontally and vertically. To stretch horizontally, first enter more characters than required in the Type Text Box, then select the desired shape. Next, select the Type Text Box again and remove the excess characters. The desired text will then be stretched to suit the predefined shape. Conversely, if you repeat this process by entering less characters than required in the Type Text Box, select the shape and then add the missing characters, the text will be squeezed into the shape, thus giving you the effect of vertical stretch.

# What do all these icons do?

## Tools Menu/Icons Continued



### **Edit nodes**

This option allows you to add and edit nodes on user defined and predefined shapes. Left click on the shape outline; a new node is created, which can be moved to create a new shape. Left click again to release the node.

**Note:** You must left click on the Generate icon to apply the stitches to the newly defined shape.



### **Delete nodes**

This option will be available only after you have used the Edit Nodes option. It will allow you to left click on a node you have added, and by dragging your mouse to the Delete Node icon and left clicking again, the node will be deleted.

**Note:** When you move your mouse to click on the Delete Node icon it will appear as though the shape is being dragged with it. Don't be concerned, as the shape will revert back to being correct, minus the node you just deleted.



### **Generate G**

You must click on the Generate Icon after defining your own shape or editing a predefined shape. This ensures that the stitches are applied to the new shape.



### **Copy**

Click this icon to send a copy of the selected line of text or object to the Windows clipboard.



### **Paste**

Click this icon to paste from the Windows clipboard.

# What do all these icons do?

## View Menu/Icons



### **Zoom Window      Z**

Performs a zoom on a specific area. To select an area, left click the mouse and create a box around the desired area to be viewed. By pressing on the letter Z (*Hot Key*), on your keyboard, you can perform the same operation as clicking on the icon.



### **Zoom In**

By clicking on this icon the image on the screen is doubled in size.



### **Zoom Out**

By clicking on this icon the image on the screen is halved in sized.



### **Zoom All              T**

Select this icon and the design will be shown as the largest possible image on the screen.



### **Actual Size**

The design is drawn on the screen with its approximate actual size. In order for the design to be presented with its actual dimensions, the monitor size specified under Options / Complete System / Environment, must correspond to the size of your monitor.



### **Virtual View**

This option lets you view a simulation of the design at the actual size it will appear on your fabric. You can also simulate the design onto fabric backgrounds. See “Fabric”, page 25.

### **P. draw one              F1**

Draws the design on the screen in 1 stitch increments. Pressing the “F1” (*Hot Key*) on your keyboard, will perform the same function. Pressing the “Shift – F1” (*Hot Key*) performs the same function, but reversing the operation.

### **P. draw ten              F2**

Draws the design on the screen in 10 stitch increments. Pressing the “F2” (*Hot Key*) on your keyboard, will perform the same function. Pressing the “Shift – F2” (*Hot Key*), performs the same function, but reversing the operation.

### **P. draw hundred      F3**

Draws the design on the screen in 100 stitch increments. Pressing the “F3” (*Hot Key*) on your keyboard, will perform the same function. Pressing “Shift - F3” (*Hot Key*), performs the same function but reversing the operation.

### **P. draw thousand      F4**

Draws the design on the screen in 1000 stitch increments. Pressing the “F4” (*Hot Key*) on your keyboard, will perform the same function. Pressing “Shift – F4” (*Hot Key*) performs the same function, but reversing the operation.

### **P. draw one block      F5**

Draws the design on the screen in 1 block increments.

# What do all these icons do?

## View Menu/Icons Continued

**P. draw all**                      **F6**

Redraws the design on the screen until completion.



### **Grid – Display**

Select this icon to switch the background grid on or off. The size and type of grid is set under Options / Local Settings and under Options / Complete System. Click the right mouse button to select Local settings from this icon.



### **Needle Point – Display**

Select this icon to display needle penetration points. The display of stitches and/or needle penetration points helps to select a specific stitch, and also to be able to view the placement of all the stitches of the design on the screen.



### **Hoop: Visibility – Display – Left Click**

Click with your left mouse button to switch your hoop or frame guide on or off.



### **Hoop: Size – Display – Right Click**

Click with the right mouse button to access the hoop dialogue box. Now you can set the hoop size to suit your machine.

**Note:** The hoop size actually refers to the size of the sewing field for your machine. Please check your embroidery machine instruction manual for details relating to your machine's sewing field.



### **Colors**

Selects the color for the active window. If there are no opened designs, this modifies Global Colors. If there is a design window active, this modifies the local colors only for this window. Color No. "00" refers to the background image. Colors "01" to "20" apply to the design. You can create your own custom palette.

# What do all these icons do?

## View Menu/Icons Continued

### **Auxiliary colors – *Letters & Stitches Color***

Selects the color for the Stitches / Needle Penetration Point display.

### **Auxiliary colors – *Grid Color***

Allows you to select the color for the reference grid to be displayed on the screen.

### **Fabric**

Lets you to select a background of either a solid color from the color palette or load a fabric background. Accepted formats for image files are: pcx, tif, gif and jpg.

#### **Fabric – *Color***

Allows you to select a background color.

#### **Fabric – *Load image***

Allows users to display a scanned fabric image as a background to the design on the screen with the ability to view all in Virtual View.

#### **Fabric – *Paste as a bitmap***

Pastes an image from the Windows clipboard as a bitmap. The program composes the image, depending on the original size, in order to simulate the fabric. You can scan any number of various fabric images (*.bmp files*) and save them to a folder of your choice.

#### **Fabric – *Unload***

Unloads the current fabric image.

#### **Fabric – *Visibility***

Click with your left mouse button to switch the background fabric on or off.

### **Restore Colors**

Restores all colors to the default value. If there are no opened design windows, the global colors = default colors. If there are active design windows, the local colors = global colors; for the selected window only.

# What do all these icons do?

## Options Menu/Icons

### **Options – Local Settings C**

Allows you to select a number of parameters related to the active design window.

#### **Grid**

Select whether or not the reference grid should be displayed on screen, the size of the grid ( $X = Y$ ), and whether the grid is showing as dots or lines.

**Adjust size** can also be activated so that the program can automatically vary the **Size** of the **Grid** if the lines become too close together when the zoom is used. If the **Adjust size** option is deactivated, the lines of the grid are not drawn on screen when they are too close together. The **Size** of the **Grid** which is in use, is always shown at the bottom of the application window.

#### **Display**

Specify the type of display which should appear with the design in the window. **Cross cursor** makes a cross appear in the window. The cross moves with the mouse cursor and can in some cases, help to align blocks, stitches, etc.

### **Complete system – Environment tab**

With this option it is possible to specify the units of length (*millimetres or inches*), used by the program, and the monitor size. Different options which are useful when saving a design and generating images, can also be selected.

#### **Clean Stitches**

Automatically deletes stitches which are too close to each other. This action produces two immediate advantages – it allows the embroidery to run smoother and faster; on the other hand, deleting stitches too close to each other will minimize the thread breaks, which can be caused due to excessive numbers of stitches accumulating one on top of the other.

#### **Clean movements**

Cleans the design of unnecessary jumps. That is to say, movements which do not produce any stitches and which reduce the embroidery time.

#### **Center Design**

Automatically centres the design upon saving.

#### **Warn if File Exists**

A warning will display on screen when saving a file that has the same name as that of an existing file.

### **Complete system – Clean stitches tab**

The settings for clean stitches can be established. These are the settings which will be used when the design is saved if the option Clean stitches is selected.

**Minimum stitch length** indicates the shortest stitch length possible; all stitches which are shorter will automatically be deleted. The system default is 0.5mm.

**Keep Last 5 Stitches** indicates the number of stitches which have to be maintained at the beginning and end of the blocks, independent of stitch length, in order to conserve any lock stitches. The system default is 5.

# What do all these icons do?

## Options Menu/Icons Continued

### **Default Lettering Options**

Restores lettering generation options to default values.

### **All Options**

Restores lettering stitches generation options to default values.

### **Satin Stitches Options**

Restores lettering satin stitches generation options to default values.

### **Fill Stitches Options**

Restores lettering fill stitches generation options to default values.

### **Lock Stitches Options**

Restores the lettering lock stitches options to default values.

### **Appearance Options**

Restores lettering appearance options to default values.

## Information Menu/Icons

### **Information – Design I**

Displays the most important information of the design which is on the screen of the active window, e.g. Name, Stitches, Embroidery stitches (*includes all pantograph movements*), dimensions and so on. Pressing the letter “I” (*Hot Key*) on your keyboard, will perform the same operation as clicking first on “Information” and then, on “Design”.

### **Thread Consumption and Time**

Displays the thread consumption and embroidery time required to embroider the design in an active window. In order to obtain thread consumption, the program automatically calculates the differences of thread consumption between the upper and the lower thread according to the type of embroidery (*underlay/run stitches, satin stitches, fill stitches*), taking into consideration the fabric thickness and the thread tension.

### **Fabric Thickness**

Fabric thickness can be defined and inserted in the appropriate box.

**Note:** It is not the same thickness to embroider on lace as it is to embroider on fleece or leather. To set the material thickness, click and drag the slider either right or left. Dragging to the right increases the value while dragging to the left decreases the value. The numbers displayed will be either metric or inches, according to the settings under Options / Complete System / Environment. The values available on the slider are between 0.0 mm. and 2.0 mm. (*0.000” and 0.070”*). The default value is set at 0.5 mm (*0.020”*).

### **Tension Compensation**

Tension compensation is used to adjust the differences between the upper and the lower thread that appears on the back of the embroidery, and that solely depends upon the tension adjustments of the thread, and not on the system. This parameter is defined as a percentage of the upper thread that appears at the back of the embroidery in relation to the total width of the satin stitches. The minimum value is 25% and the maximum value is 50%. The default value is 30%.

Establishing the appropriate value will help to correctly calculate the thread consumption. To set the tension compensation, click and drag the slider either right, or left. Dragging to the right increases the value, while dragging to the left decreases the value.

# What do all these icons do?

## Information Menu/Icons Continued

In order to establish the embroidery time, the program takes into consideration the generation of jumps in long stitches, as well as the time required for the embroidery machine or operator to perform color changes and trim functions, etc. In order to have reasonably accurate times, it is necessary to determine the correct values.

### **Machine Speed**

Machine speed is expressed in RPM or SPM (*Revolutions Per Minute or Stitches Per Minute*). To set the machine speed, click and drag the slider either right or left. Dragging to the right increases the value while dragging to the left decreases the value. The available range on the slider is between 100 SPM (*Stitches Per Minute*) and 1500 SPM (*Stitches Per Minute*), with the default value set at 350 SPM (*Stitches Per Minute*). Please refer to your machine manual or dealer for accurate machine speeds.

### **Color Change/Stop Time**

This is the time required by the operator of the embroidery machine to perform color changes. To set the embroidery machine stop time, click and drag the slider either right or left. Dragging to the right increases the value, while dragging to the left decreases the value. The values range between 0 seconds and 600 seconds (*10 minutes*), with the default value set at 30 seconds.

**Note:** The thread consumption and sewing times are guides only and can be affected by many variables. No guarantee is given as to their accuracy.

### **Trimmers time**

The time it takes for the machine to stop and trim the thread.

## Window Menu/Icons

### **Window – Next    F11**



### **Window – Cascade**

Places all application windows in the cascade position.



### **Window – Tile Vertical**

Places all application windows vertically.



### **Window –Tile Horizontal**

Places all application windows horizontally.












































### **Window – Close all**

Closes all application windows, warning you that the modified design/s (*if any*), has not been properly saved.

## Help/About

Shows the program name, including the current version number.

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