

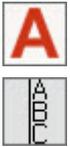
Word Collage

Setting up the File



- Open the software, switch to Embroidery Canvas.
- Click on Insert Embroidery.
- Navigate to the location of the saved file, Word Collage Border.
- Open the file.
- Right click on the design and select Lock.

Adding Lettering



- Open the Lettering/ Monogram Toolbox.
- Right click on the Lettering icon.
- Click in the text box and type SOFTWARE in all caps. Select the Free Line Vertical Baseline.
- Change the Letter Spacing to .1”.
- Change the size to .6”.
- Click Apply. This keeps the dialog box open.
- Click on the screen in the left vertical box of the artwork to generate the lettering. Move the lettering by clicking and dragging on it to place it in the visual center of the box.
- Deselect the lettering by clicking outside the black squares.

Changing the Height of the Font



- Click inside the text box and type the word, SEW.
- Click on the drop-down arrow by Font and select Phoebe Curls.
- Select the Free Line Baseline.
- Change the Height to .75”.
- Change the Italic value to 10%.
- Click Apply.
- Click in the lower left corner of the artwork to add the word.
- Move the word into the visual center.
- Click on the middle resizing control handle to increase just the height of the word.
- Change the colors of the lettering by clicking on a color chip.
- Deselect the lettering.

Arched Lettering

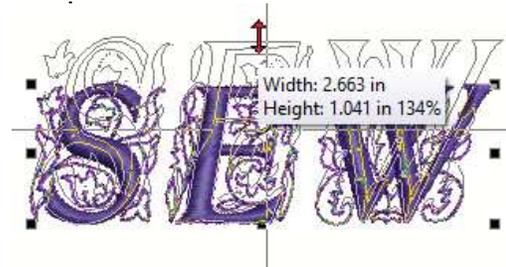


- Click inside the text box and type the word, Creativity.
- Select Flair Script for the font.
- Select Circle CW for the baseline.
- Change the size of the font to .5”.
- Click Apply.
- Click in the center of the upper left rectangle, move to the right, click, then move the mouse down, and click again.

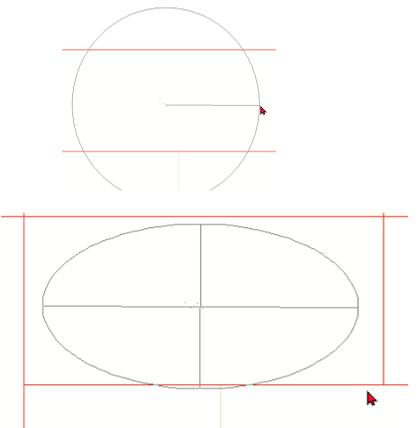
NOTES:

Lock the design so you don't accidentally move it when using it as a backdrop.

The numbers in front of the Font type give the suggested size range for that particular font.



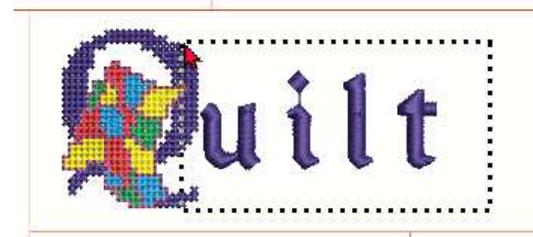
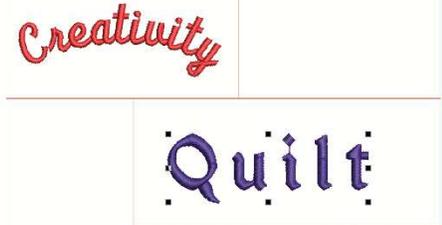
When you visually change the lettering, a flag will give you the dimensions of the changed object.



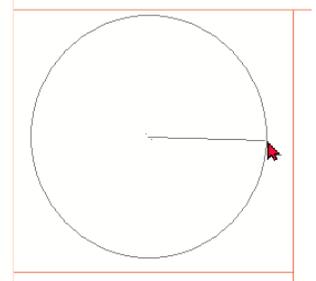
- This generates an oval baseline where the letters are above the oval.
- Change the color as desired.
- Move the letters so they are in the approximate center of the box.

NOTES:**Breaking Lettering Apart**

- Click inside the text box and type the word, Quilt.
- Select Castle from the drop down font choices.
- Change the Baseline to Free Line.
- Change the size of the lettering to .7".
- Change the spacing to .20.
- Click Apply; and click on the screen in the second horizontal block on the right hand side.
- While the lettering is selected, click on Break Apart in the Edit Toolbox.
- This breaks the word into individual letters.
- Select the Q and Click on Creative Cross for the font in Lettering Object Properties.
- Change the size of the Q to 1".
- Click Apply.
- Drag a bounding box around the remaining letters of Quilt and right click and select Group.
- They are easier to move as a group once the lettering is broken apart. Move them to the right of the letter Q.

**Predefined Baseline**

- Click inside the text box and type the word "fabric"; press Enter; type "and"; press Enter; and type "threads".
- Select Craft as the Font type.
- Change the Height to .45".
- Change the Width to 120%.
- Center Justification is chosen by default.
- Select the Predefined Baseline.
- Click Apply.
- Click in the center of the square box. Move to the right and click again. Press Enter.
- Deselect. Each line is independent of the others.
- Click on fabric and move it within the block. Use the down arrow on your keyboard to keep the word centered with the other words.
- Select threads and move it using the up arrow key.
- Drag a box around all the words and change the color.



Colorful Lettering

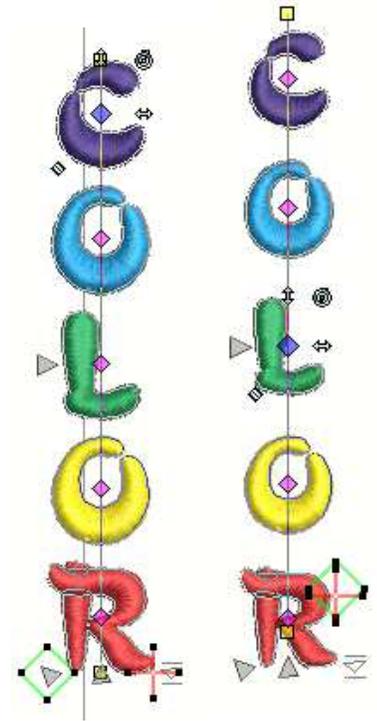
- Click inside the text box and type the word, COLOR, but insert a ^ in between each letter.
- Select Croissant as the Font.
- Change the Height to .6”.
- Change the Letter Spacing to .1”
- Select the Free Line Vertical Baseline.
- Click Apply.
- Click on the collage in the box next to the Software box to set the stitches.
- Select the word and click on Reshape.
- Click on each diamond control point to spread the letters to fill the space.
- This process is known as kerning.
- Press Esc when finished.



NOTES:

Inserting the carat symbol in between each letter will input a color change for each letter.

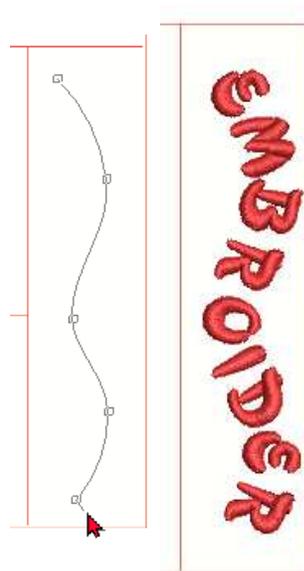
C^O^L^A^O^R



The baseline of the lettering can be changed if needed through Reshape. After activating Reshape, click and drag on the control points to change the shape of the line.

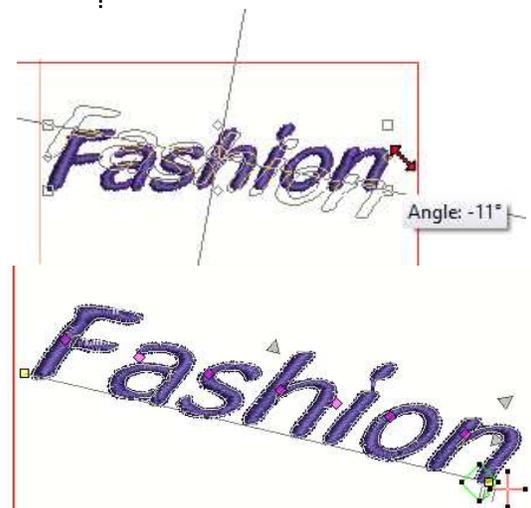
Any Shape Baseline

- Click inside the text box and type the word, EMBROIDER.
- Change the Font to Drifter.
- Change the size to .5.
- Select Any Shape.
- Click Apply.
- Make a series of clicks in the last vertical box so that the digitized line extends the length of the box. Begin with a left click, click three right clicks, and end with a left click. Use the picture as a guide.
- Press Enter to activate the letters.
- Change the color of the lettering.
- Click on Fancy Fill to change the fill type.

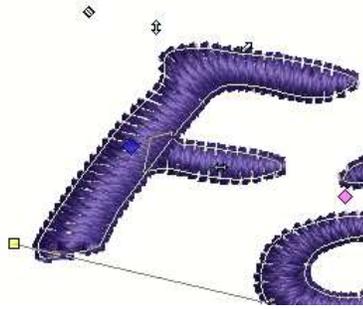


Rotating & Reshaping Letters

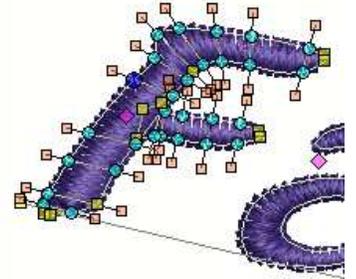
- Click inside the text box and type the word, Fashion.
- Change the Font to Nightowl.
- Change the Height to .4”.
- Select the Free Line.
- Click Apply.
- Click in the upper right box to generate the lettering.
- Move the word within the box.
- Click on the lettering again to get rotate control points.
- Rotate the word using the upper right control point.
- With the lettering selected, click on Reshape.
- A magenta diamond is generated for each letter.
- The solid line under the word shows the baseline of the word.



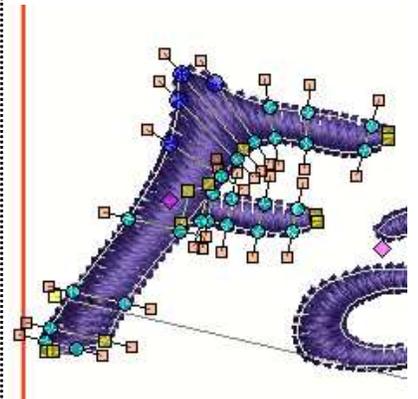
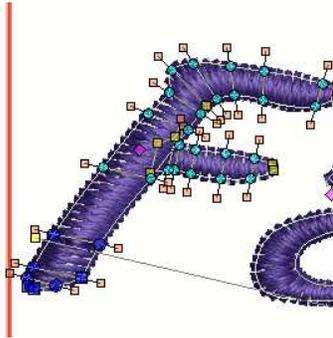
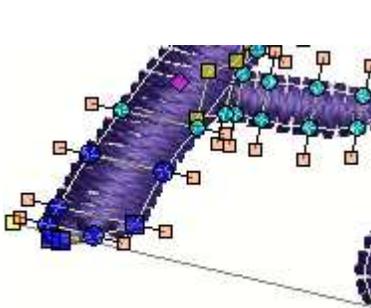
- To reshape the F in Fashion, click on the magenta control point. It turns blue, which means it is selected.
- Click on the outline that appears on the letter F to generate control points around the letter.



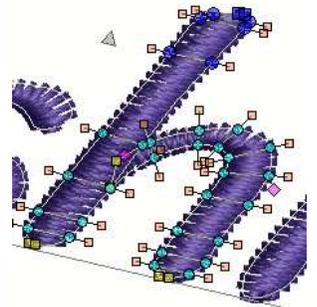
NOTES:



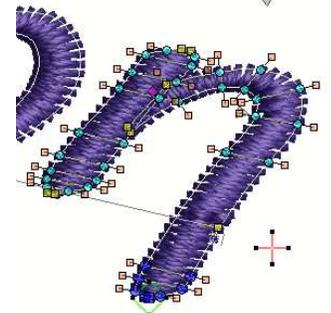
- Drag a bounding box around the last six turquoise circles of the letter. These turn blue, showing that they are selected.
- Pull the points below the baseline to extend the column of the F. Moving all these nodes at once keeps the width of the letter consistent.
- Select the four upper corner nodes and pull those nodes to the left of the letter F as shown in the diagram.



- Select the magenta control point of the letter h.
- Click on the outline of the letter to display the control points
- Drag a box around the top six nodes of the second column of the n.
- Extend the column upward.



- Select the magenta control point of the letter n.
- Click on the outline of the letter to display the control points
- Drag a box around the last six nodes of the second column of the n.
- Extend below the baseline.
- Press Esc.
- Select the lettering and change the color.

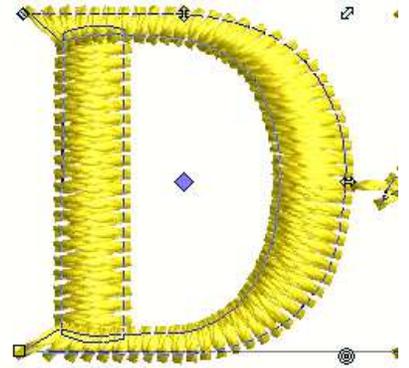


Editing Individual Letters

- Click inside the text box and type the word, Design.
- Change the Font to Ketchikan.
- Change the Height to .5.
- Click OK. This closes the dialog box.
- Click in the last box to generate the lettering.
- Change the color as desired.
- Select Reshape.
- Click on the diamond control point of the D.
- Notice the symbols around the letter. These symbols edit the letter in different ways.
- Click on the middle double pointed arrow symbol and drag up to increase the height of this one letter.
- Select the diamond control point of the E and click and drag on the left upper corner symbol to add italics to this one letter.
- Click on the diamond control point of the S and drag on the upper right symbol to increase the size proportionally. Letters will automatically respace.
- Click on the diamond control point of the I and click on the middle left symbol to increase the width without affecting the height.
- Click on the diamond control point of the G and click on the baseline symbol to rotate the letter from the baseline.
- Click on the diamond control point of the N and click on the upper left symbol to the right to skew the letter to the right.

NOTES:

DESIGN

**Moving Letters Off Baseline**

- Select the letters D and E while holding the Ctrl key.
- Release the Ctrl key.
- Select the Shift key and move the letters up away from the baseline.
- Select the letters G and N while holding the Ctrl key.
- Release the Ctrl key.
- Select the Shift key and move the letters below the baseline.
- Deselect; then move the N closer to the G by selecting only the N. Deselect by clicking away from the letter.
- To move a letter in both directions, the Ctrl key is used.
- Select only the I. Hold the Ctrl key down and you can move the letter right and left and up and down.
- Press Esc.

DESIGN

DESIGN

Finalizing the Design

- Right click on Hoop.
- From the drop down of hoop choices, select BERNINA Maxi Hoop. The # 26 foot should be selected.
- Make sure there is a check mark in front of Show Hoop.
- Click OK.
- Move any of the words as needed to balance the look of the design.
- Right click on the Word Collage Border and select Unlock.
- Select Design> Optimize Color Changes.
- Select File> Save As and name the file Word Collage.

NOTES:

Optimize Color Changes will not combine the individual letters of COLOR with the corresponding colors, even if the word is broken apart. These must be manually moved in Color Film.

