<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lettering</td>
</tr>
<tr>
<td>Create lettering</td>
</tr>
<tr>
<td>Add lettering</td>
</tr>
<tr>
<td>Lettering join method</td>
</tr>
<tr>
<td>Advanced settings</td>
</tr>
<tr>
<td>Lettering width</td>
</tr>
<tr>
<td>Italics</td>
</tr>
<tr>
<td>Letter spacing</td>
</tr>
<tr>
<td>Letter sequence</td>
</tr>
<tr>
<td>Insert color changes</td>
</tr>
<tr>
<td>Lettering layouts</td>
</tr>
<tr>
<td>Horizontal baselines</td>
</tr>
<tr>
<td>Vertical baselines</td>
</tr>
<tr>
<td>Circular baselines</td>
</tr>
<tr>
<td>Custom baselines</td>
</tr>
<tr>
<td>Lettering art</td>
</tr>
<tr>
<td>Preset layouts</td>
</tr>
<tr>
<td>Reshape lettering</td>
</tr>
<tr>
<td>Summary of methods</td>
</tr>
<tr>
<td>Scale lettering</td>
</tr>
<tr>
<td>Rotate lettering</td>
</tr>
<tr>
<td>Adjust spacings</td>
</tr>
<tr>
<td>Reshape baselines</td>
</tr>
<tr>
<td>Manipulate letters</td>
</tr>
<tr>
<td>Reshape letters</td>
</tr>
<tr>
<td>Special lettering</td>
</tr>
<tr>
<td>Insert characters</td>
</tr>
<tr>
<td>Flair script</td>
</tr>
<tr>
<td>Monogram fonts</td>
</tr>
<tr>
<td>Lettering stitch types</td>
</tr>
<tr>
<td>Lettering underlay</td>
</tr>
<tr>
<td>Split lettering</td>
</tr>
<tr>
<td>Break apart lettering</td>
</tr>
<tr>
<td>Cut lettering manually</td>
</tr>
<tr>
<td>Copyright</td>
</tr>
</tbody>
</table>
Once you are used to sewing out designs and resizing, changing colors and fabric types, you will certainly want to create your own lettering designs. While it takes practice to obtain a good quality lettering stitchout, it is as simple as typing letters on-screen to create attractive lettering in your software. The Lettering / Monogramming toolbox provides the tools needed to add high quality embroidery lettering to your designs as well as create monogram designs.

The Monogramming feature offers a simple way to create personalized monograms using a selection of pre-defined monogramming styles, border shapes and ornaments, together with a set of tools to help you place these elements in creative and decorative ways. See Monogramming.
CREATE LETTERING

The software lets you add lettering to designs quickly and easily using the built-in library of embroidery fonts. Select from the supplied alphabets or convert TrueType or OpenType fonts. If you are embroidering on a child’s outfit you might use a simple alphabet like Curly. If you are embroidering on a ladies nightdress you might use an elegant script alphabet like Royale. Apply formatting to lettering objects in the same way as a word processor, including italics.

Add lettering

Use Lettering / Monogramming > Lettering to create embroidery lettering using embroidery alphabets or TrueType fonts, or edit selected lettering.

Place lettering on horizontal or vertical baselines, curve it around a circle or arc, or digitize your own baseline curves. Apply formatting to lettering objects in the same way as a word processor, including italics, bolding, and right/left justification. The software provides a font range suitable for many applications.

- Select a color. See Design colors.
- Click the Lettering tool, click the design window, and start typing. Note that the 0,0 point shown in the design window ruler defaults to the center of the screen. If you have moved the center point for any reason, the lettering object will still appear at center screen. If necessary, select and move to the required location in the design.
- Alternatively, enter the text you want to embroider in the Lettering tab. To start a new line of lettering, press <Enter>.
Select a font from the Font list. You can use both native embroidery fonts or any TrueType font installed on your system. Native fonts generally offer better results. Use the filter to sort the font list for easier selection. Preset the font type - embroidery or TrueType. TrueType fonts can be further filtered by style - block, serif, etc.

You can modify lettering objects directly on-screen to achieve various artistic effects. Appearance and layout depend on current settings.

Embroidery and TrueType fonts generally contain many more characters than are available via your keyboard. Click Insert Character to add special characters and symbols via the dialog.

Select a lettering baseline. You can place lettering on a straight horizontal or vertical baseline, curve lettering around a circle or arc baseline, or digitize your own. See also Lettering layouts.
• The Lettering tab contains a number of preset ‘lettering art’ styles which can be applied to lettering to make it bulge or arch, stretch or compress. The effect is best used with a fixed line baseline. See also Lettering layouts.

• Adjust lettering height as preferred. Consider the font before changing letter size. Some fonts look best in a smaller size. Others can be stitched at a larger size.

• Select an alignment setting. Alignment governs the way lettering aligns itself along a baseline. Full alignment spreads letters out to fill the length of the baseline.
Lettering join method

The lettering join method is preset to give the best results for each font. Options include:

<table>
<thead>
<tr>
<th>Join</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottom join</td>
<td>Letters are joined along the baseline. Use it when stitching on towelling – joins are hidden in the pile.</td>
</tr>
<tr>
<td>Closest join</td>
<td>Letters are joined at the closest point. Use it to minimize trims.</td>
</tr>
<tr>
<td>As digitized</td>
<td>Letters are joined as they were digitized. Use it with fonts combining different fill stitch types or special effects.</td>
</tr>
</tbody>
</table>

In most cases, Closest Join is used in order to minimize trims...

Lettering objects normally consist of one stitch type and one color only. However, the As Digitized join method is used with special fonts which combine several stitch types – e.g. Satin with Run, or Tatami, or Motifs.

The As Digitized setting may also be used with fonts which include multiple colors or special effects. Such fonts may include machine functions, as for two-color fonts, or run stitches as part of the cover stitching.

The Included Fonts section lists all fonts that are standard with your embroidery software. For best results when stitching, do not exceed the recommended maximum or minimum sizes. The font tables also indicate the join method used. See Included fonts.

Advanced settings

Adjust lettering Width and Italic settings in the Advanced panel. See also Reshape lettering.
Lettering width

Change the appearance of a font by changing the letter width in proportion to height. The default Width value is 100%.

Italics

You can slant letters to the left or right for an italic effect. The default italic angle is 0° which is equivalent to no italics.

Letter spacing

The spacing between letters is calculated automatically as a percentage of the letter height. In most cases the default spacing is adequate. Sometimes, however, you may want to change the overall letter spacing for effect or to fit within a fixed baseline.
Letter sequence

The software allows you to specify the sequence in which letters are stitched to minimize registration problems with caps or difficult fabrics. Stitch the lettering from left or right, or from center out. This is especially useful when stitching on caps. To change letter sequencing, double-click a lettering object. Select a letter stitching sequence in the Advanced panel. Options include:

- **Left to Right** When selected, lettering is stitched from left to right (the default).
- **Center Out** When selected, letters to the left of center are stitched first, going from right to left. Next letters to the right of center are stitched, going from left to right.
- **Right to Left** Lettering is stitched from right to left.

Travel through your design to check the stitching sequence. See also View stitching sequence.

Insert color changes

The software lets you insert a color change on any stitch. A color change is inserted at the current cursor position. This is particularly useful when working with monograms or other lettering objects. To edit lettering on screen...

- Select the object and click the Lettering tool. An I beam will appear.
- Select a letter (or letters) by dragging the cursor over the letter.
- Select a color on the Design Palette.
- To remove unwanted color changes, simply select the entire object and select a color on the Design Palette. The object reverts to the chosen color.

You can also insert a color change between two letters by keying a caret (^) symbol in the text entry field of the Lettering tab. Subsequent letters default to the next color in the Design Palette.
LETTERING LAYOUTS

Use Lettering / Monogramming > Lettering to create embroidery lettering using embroidery alphabets or TrueType fonts, or edit selected lettering.

The lettering baseline determines its shape. You can place lettering on a straight horizontal or vertical baseline, curve lettering around a circle or arc baseline, or digitize your own. Different reference points are needed depending on the baseline you use. Baselines use default settings to determine their size, spacing and angles. The software gives you interactive control over many baseline settings. Techniques are available to modify baseline type, length, radius and angle, as well as baseline position. Change lettering orientations of selected lettering objects at any stage.

Horizontal baselines

Both Free Line and Fixed Line baselines form straight, horizontal baselines. Free Line does not have a fixed or pre-determined length – the baseline extends as long as you keep adding letters.

Fixed Line has a fixed length. If the text extends beyond it, lettering size and/or spacing is reduced according to the chosen reduction method. This option is intended, in particular, for cap or pocket production.
When you choose Fixed Line baseline, other advanced options become available. For a precise fit, adjust the baseline length in the Baseline Length field.

With fixed-length baseline, lettering is ‘reduced’ to fit if the baseline is too short to accommodate all letters at their nominal width and default spacing. Select the reduction method you want to use. Various methods are available:

<table>
<thead>
<tr>
<th>Fixed line method</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space and width</td>
<td>Letter width and spacing are reduced proportionately if the baseline length requires it.</td>
</tr>
<tr>
<td>Space and size</td>
<td>Letter width, height and spacing are reduced proportionally if the baseline length requires it.</td>
</tr>
<tr>
<td>Space</td>
<td>Letter size and width stays the same and letters are spaced evenly along the baseline. Letters may overlap if the text is too wide.</td>
</tr>
<tr>
<td>Width</td>
<td>The width of each letter is reduced and the original spacing kept.</td>
</tr>
<tr>
<td>Size</td>
<td>Letter width and height is reduced proportionally but the original spacing remains.</td>
</tr>
</tbody>
</table>

If you change baseline length by reshaping lettering or by changing the Baseline Length value, lettering reduction will be recalculated. The same applies if you change any lettering attribute which could affect its length, such as nominal width, nominal height or number of characters.
Vertical baselines

Free Line Vertical is a straight, vertical baseline. It is useful for embroidering on sleeves, as a decorative effect, and for Asian text. Vertical lettering is best suited to uppercase for Western languages because descenders in lowercase letters are not accommodated in the letter spacing. They don’t have a fixed length and extend to fit the letters you enter. Line spacing is calculated horizontally while letter spacing is calculated vertically. Letters, by default, are centered along vertical lines.

Circular baselines

Use Lettering / Monogramming > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Use Circle CW and Circle CCW baselines to place letters around a full circle in clockwise or counterclockwise directions. By default, letters are positioned above Circle CW baselines and below Circle CCW baselines. Use the Reshape tool to control the orientation and radius of the baseline. A radius setting is also available in the Advanced settings panel.
Custom baselines

Use Lettering / Monogramming > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Use Any Shape baseline to shape lettering around elements in your design. When you first apply Any Shape, it appears like Free Line baseline. Use the Reshape tool to add control points - left-click for corners, right-click for curves. The number of reference points and length of baseline are practically unlimited. If the baseline has tight curves, or sharp corners, the letters may overlap. For best results, only mark curve points to create shallow, gentle curves.

Because Any Shape baselines tend to compress or stretch letter spacing around curves, adjust letter kerning by means of the diamond control points. Select and drag the letter along the baseline. Alternatively, use arrow keys to nudge the letter into position.

Lettering art

The Lettering tab contains a number of preset ‘lettering art’ styles which can be applied to lettering to make it bulge or arch, stretch or compress. The effect is best used with a fixed line baseline.
The Lettering Art selection panel can be detached from the dialog by means of the dotted lines at the top. Keep it on screen to aid your selection. Remove unwanted lettering envelopes by clicking the X button in the Lettering Art panel.

Use Lettering / Monogramming > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Lettering styles can be adjusted with the help of the Reshape tool. See also Reshape lettering

Preset layouts

The software provides two presets for easy multi-line layouts.

- Enter the text as you normally would in the text entry panel.
- Press <Enter> to create new lines - two or three. Each line can contain one or more words.
- Select a preset from the Layouts group. You have a choice of a two- or three-line layout.

- You will be prompted to enter control points. Press <Enter> to accept defaults. The text is laid out on two or three separate lines. Each line is a separate lettering object and can be adjusted accordingly.
RESHAPE LETTERING

The Select and Reshape Object tools give you precise control over your lettering appearance. Scale lettering on screen. Adjust letter, word and line spacings. Modify baselines. Even transform and reshape individual letters.

Summary of methods

Lettering objects can be reshaped like any other embroidery object by means of Select and Reshape tools. However, in Reshape mode, additional control points are available due to the properties of lettering objects. For instance, lettering objects include spacing between letters. They also have baselines which have their own properties.

Use Select > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

In Reshape mode, control points allow you to...

- Resize lettering by means of triangular resize handles.
- Adjust overall letter spacing by means of the baseline arrow.
- Adjust letter kerning by means of diamond control points.
- Size the baseline by means of the yellow end points.
- Adjust entry and exit points by means of the green diamond and red cross.

Use Select > Select Object to select an object or group. Or drag a selection marquee to select multiple enclosed objects or groups.

In single-click Select mode, control points allow you to...

- Stretch lettering horizontally by changing width.
- Stretch lettering vertically by changing height.
- Size lettering proportionately by changing width and height.

In double-click Select mode, control points allow you to...
Reshape lettering

- Rotate lettering by dragging the large rotation handles.
- Skew lettering in either direction by the small handles.
- Change rotation axis by moving the circle control point.

With a lettering object selected, the Context toolbar also provides methods for adjusting object width, height, size, skew, and orientation. You can even flip lettering objects horizontally or vertically.
Scale lettering

Use Select > Select Object to select an object or group. Or drag a selection marquee to select multiple enclosed objects or groups.

Use Select > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Scale your lettering objects vertically, horizontally and proportionally by means of the Select tool.

You can also scale lettering objects with the Reshape tool.

The Context toolbar provides an alternative method for scaling lettering, both by precise dimensions or by scale factors of +/-10%.

Rotate lettering

Rotate lettering objects by means of the Select tool.

Alternatively, use the Reshape tool to rotate lettering objects by means of baseline control points.
The Context toolbar provides an alternative method for rotating lettering, both by precise rotation angle or by rotation factors of +/-15°.

Adjust spacings

Use Select > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Letter spacing is calculated automatically according to justification – Left Justification, Right Justification, Center Justification, or Full Justification. In most cases default spacing is adequate. Sometimes, however, you may want to change overall letter spacing. Drag the spacing control handle on the baseline to adjust overall letter spacing.

Sometimes spacing between letters may appear too large or too small, depending on the shape of neighboring letters. Any Shape baselines in particular have a tendency to squash or stretch letter spacing around corners. To compensate for this visual effect, you can manually adjust letter ‘kerning’. Simply click and drag the triangle control point in the center of each letter.
When lettering is set to Full Justification, letters are evenly distributed along the baseline. To change spacing for fully justified lettering, simply change the length of the baseline by dragging the yellow control handle.

Change the space between lines in a multiple-line lettering object using the Reshape tool. Drag the triangular line spacing handle up or down to change line spacing.

Overall letter spacing can also be controlled numerically in the Advanced panel of the Lettering tab. Line spacing can only be controlled by manual adjustments on screen.

Reshape baselines

Use Select > Select Object to select an object or group. Or drag a selection marquee to select multiple enclosed objects or groups.

Use Select > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Lettering baselines have their own control points. In addition those mentioned above, some baselines have other properties.

- To adjust the arc of a circle baseline, drag the control point in the center. This control has no numeric equivalent.
- Any Shape baselines can be modified by moving, changing, adding or deleting control points along the baseline. To reshape the baseline, click the point on the baseline where you want it to bend (change direction). Left-click to bend the line at an angle. Right-click to bend the line into a curve. Switch control points in the normal way by selecting and pressing the <Space> key.

Manipulate letters

Use Select > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

You can reposition individual letters in a lettering object using the Reshape tool. Simply click and drag the selected diamond control point.

When you click a diamond control point, another set of reshape nodes appears around the letter. Use these to resize, rotate, and skew individual letters.
Reshape letters

Use Select > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Create special lettering effects by reshaping letter outlines with the Reshape tool. Click the letter outline. Use the reshape nodes to modify the letter like any other object. Press <Esc> to finish.
SPECIAL LETTERING

The software provides a variety of editing techniques for fine-tuning lettering designs. Add special characters and symbols as desired. By default, lettering objects are filled with Satin. Apply other basic fill stitch types as with all embroidery objects. Lettering appearance and quality can be improved by the correct selection of underlay.

Insert characters

Use Lettering / Monogramming > Lettering to create embroidery lettering using embroidery alphabets or TrueType fonts, or edit selected lettering.

Embroidery and TrueType fonts generally contain many more characters than are available via keyboard. You can add special characters and symbols directly or by means of the MS Windows® Character Map.

- To insert special characters, click Insert Character button in the Lettering tab.
- Optionally, select a different alphabet from the Alphabet list.
- Select the characters you want to use and click OK. Selected characters are added to the text entry panel of the Lettering tab.
- Alternatively, use the MS Windows® Character Map to provide quick access to common symbols and letters. By default, you will find it under Start > Programs > Accessories > System Tools > Character Map.
• Copy the characters you want and paste them into the text entry panel of the Lettering tab by pressing <Ctrl + V>.
• Colors will default to the initial colors of the Design Palette. The letters will appear as a single lettering object.

• Place and size the lettering object as desired.
• Optionally, in order to change colors, assign them via the Design Properties > Thread Colors dialog. See also Design colors.
• Notice in the Resequence object list, each letter is sewn out separately. With multi-color fonts, this may involve many color changes.
• Optionally, use the Break Apart tool to split the lettering object into its components.
• These can then be recolored and resequenced as desired. However, note that lettering properties are lost.
Flair script

Use Lettering / Monogramming > Lettering to create embroidery lettering using embroidery alphabets or TrueType fonts, or edit selected lettering.

Flair script is a special font which allows you to add decorative flairs to the end of text objects, mimicking flamboyant handwriting flourishes.

- To create a flair script design, select Flair Script from the Font list.
- Enter the text you want to embroider in the text entry panel.
- Click Insert Character and select the flair character(s) you want to use. The selected characters are added to the text entry panel.

- Experiment with different flair characters to obtain the look you want.
Monogram fonts

Use Lettering / Monogramming > Lettering to create embroidery lettering using embroidery alphabets or TrueType fonts, or edit selected lettering.

In addition to the dedicated Monogramming feature, the software allows you to create monogramming designs using special monogram alphabets.

- Select a suitable monogram alphabet such as Octagon Monogram.
- Use the Select Character dialog to choose the letters and ornaments you want to use. Octagon Monogram, for example, has three sets of each letter, one for the left side, one for the middle and one for the right side.

For a list of available monogram fonts, see Included fonts.
Lettering stitch types

Use Lettering / Monogramming > Lettering to create embroidery lettering using embroidery alphabets or TrueType fonts, or edit selected lettering.

By default, lettering objects are filled with Satin stitch. You can also apply other basic fill stitch types, such as Tatami or Embossed, as with other embroidery objects.

Lettering underlay

Most embroidery lettering is 15 mm high or less although the software provides fonts suitable for small and for large lettering. At normal sizes, columns are less than 3 mm wide for normal – not heavy or block – fonts. Such objects are best served with a single Center Run or Edge Run underlay or both. The software decides on a suitable underlay for normal purposes though this can be overridden in Object Properties.
Rules of thumb

- Lettering with heights under 5 mm should not have underlay.
- Letters 6 mm to 10 mm can have a center-run underlay applied.
- Lettering larger than 10 mm is large enough for edge-run underlay.
- Large letters for jacket backs and so on can use a second layer of underlay. Double-zigzag is sometimes used for added loft. For even more loft, try using 3D Satin.
SPLIT LETTERING

Applying the Break Apart function to a lettering object breaks it into a logical stitching sequence while maintaining lettering object characteristics. Object properties can be edited separately for single lines, single words, or even single characters. Stitching sequence is maintained. Similarly, if you apply Break Apart to monograms, they are broken into their component objects.

When saved into earlier versions of the software, monograms and appliqués may be broken apart by default.

Break apart lettering

Use Edit Objects, Appliqué or Lettering / Monogramming > Break Apart to split composite objects - monograms, appliqués, lettering, etc – into components. Allows each to be edited individually. This tool is also available via Edit menu.

Sequence logic is as follows...

- Select the lettering object and click Break Apart.

- Multi-line lettering is broken into separate lines.

- Individual lines can be broken into separate words.
- Words can be broken into separate letters.

- Letters can be broken into their individual embroidery patches. Lettering properties are lost. Only general embroidery object properties remain.
An exception for single-line (multi-word) objects is the case of the center-out stitching sequence. Such objects are broken apart directly into single-letter objects. The stitching sequence is thereby preserved.

Cut lettering manually

- Use Lettering / Monogramming or Edit Objects > Knife to cut objects along a digitized line, preserving stitch settings and colors.
- Use Lettering / Monogramming > Reshape to reshape an object shape, edit stitch angles, adjust entry and exit points, or customize envelopes.

Depending on your product level, the Knife tool may be available in your Lettering / Monogramming toolbox. Use it to manually cut closed or block-digitized shapes into smaller fragments. It can, for instance, be useful when editing converted TrueType fonts.

When you select a TrueType font in the font list, it is automatically converted to embroidery lettering. While TTF conversion produces similar results to digitized embroidery fonts, some letters may not contain the correct sequence of strokes. Generally, conversion problems can be fixed with a combination of Knife and/or Break Apart tools together with the Reshape tool.

Generally, you should not need to use Knife with native embroidery fonts. However, you might want to use it to make creative changes to a letter.

The Knife tool will also work with Satin, Zigzag, and Blanket outlines. It does not work with other outline types such as Run or Motif.
COPYRIGHT

Copyright © 2018. Wilcom Pty Ltd, Wilcom International Pty Ltd. All Rights reserved.

No parts of this publication or the accompanying software may be copied or distributed, transmitted, transcribed, stored in a retrieval system or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to any third party without the express written permission of:

Wilcom Pty Ltd. (A.B.N. 43 001 971 919)
Level 3, 1-9 Glebe Point Rd, Glebe
Sydney, New South Wales, 2037, Australia
PO Box 1094, Broadway, NSW 2007
Phone: +61 2 9578 5100
Fax: +61 2 9578 5108
Email: wilcom@wilcom.com
Web: http://www.wilcom.com

TrueView™ and Point & Stitch™ are trademarks of Wilcom Pty Ltd. Portions of the imaging technology of this Product are copyrighted by AccuSoft Corporation. The EPS File Import/Export Converter used in this Product is copyrighted by Access Softek, Inc. All rights reserved.

Wilcom Pty Ltd makes no representation or warranties with respect to the contents of this publication and specifically disclaims any implied warranties of merchantable quality or fitness for any particular purpose. Further, Wilcom Pty Ltd reserves the right to revise this publication and to make changes in it from time to time without obligation of Wilcom Pty Ltd to notify any person or organization of such revisions or changes.

The screen illustrations in this publication are intended as representations, not exact duplicates of screen layouts generated by the software. The samples used to illustrate software features and capabilities may not be exactly duplicable, depending on inclusions provided with your software model or product level. Some artwork for design samples is kindly provided by Digital Art Solutions.

Subject to any warranties implied by law which are incapable of limitation or exclusion, the software is purchased ‘as is’ without any warranty as to its performance, accuracy, freedom from error or to any results generated through its use and without any implied warranty of merchantability or of fitness for any particular purpose for which the software is being acquired. The purchaser relies on its own skill and judgement in selecting the software for its own use and assumes the entire risk as to the results and performance of the software. Wilcom Pty Ltd specifically does not warrant that the software will meet the purchaser’s requirements or operate without interruption or error.