



USER GUIDE
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GETTING STARTED
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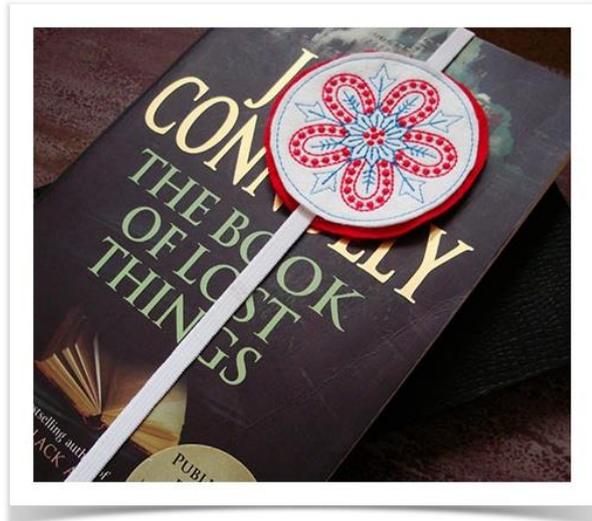
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GETTING STARTED

If you are new to embroidery design software or machine embroidery, you are probably asking yourself ‘where do I start?!’.

It’s safe to say that you will spend many hours learning how to get the most out of your embroidery machine and the design software which supports it. The two work together hand-in-hand and it takes practice and patience to master both the creation and production of fine embroidery.

The results, however, will speak for themselves, making the time you invest all the more valuable. With each project you complete, you will gain in experience and confidence and be ready to tackle the next challenge.



Working with embroidery

Let’s take a look at the scenarios that you will find yourself working with. Typically, you will be involved in one or all of the following:

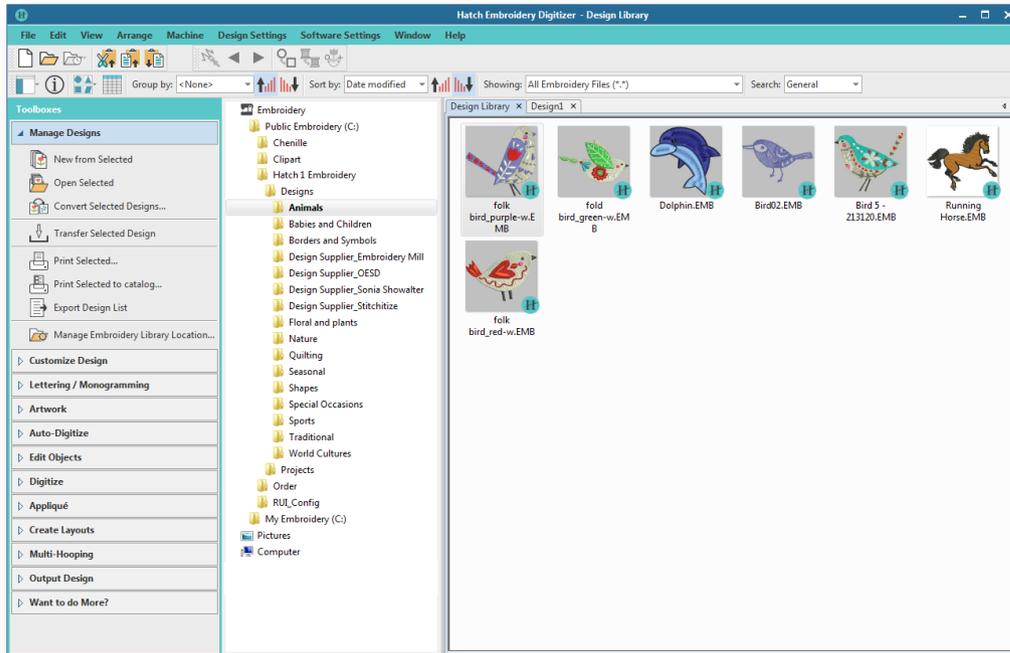
- Take a ready-made design and sew it out
- Make global changes to a design
- Combine lettering with a design
- Create a monogram design
- Adapt an existing design
- Create embroidery from artwork using automated techniques
- Create embroidery manually
- Use special embroidery features

Let’s look at those cases one by one. This section outlines the main uses you will make of your embroidery software, together with references to sections of the User Guide where you can obtain more in-depth information.

For lots of great videos and ideas for using your Hatch software, visit our online resource center.

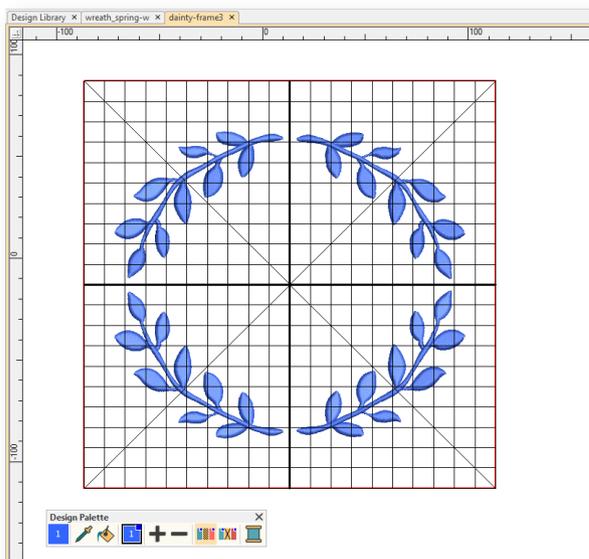
THE USER INTERFACE

The embroidery software can be opened via the desktop icon or MS Windows® Start menu.



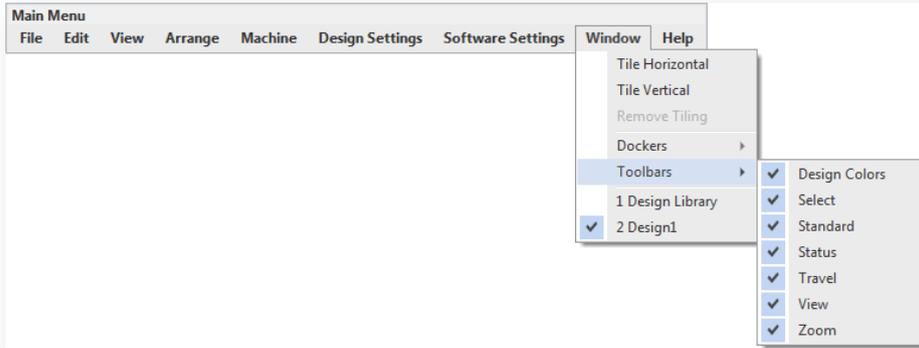
Design window

Your embroidery software has a single workspace or 'design window'. This allows you to modify or create embroidery designs using the extensive toolset. You can have multiple designs open simultaneously and toggle between each via the design tabs.

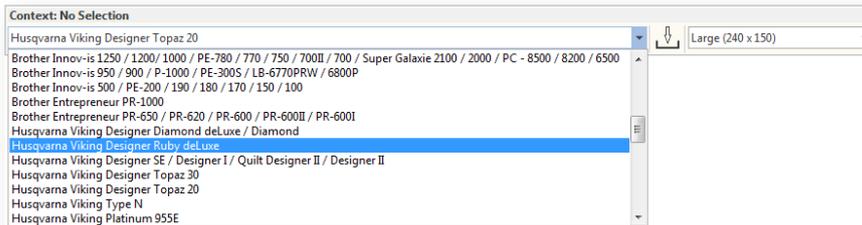


Menu & toolbars

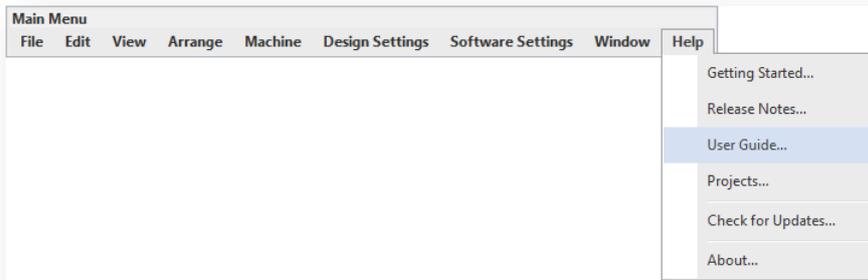
The main menu and toolbars are normally docked at the top of the screen above the design window. Use both to access common commands. As you get more familiar with them, you can speed things up by using keyboard shortcuts. For a list of available toolbars, go to the Window menu...



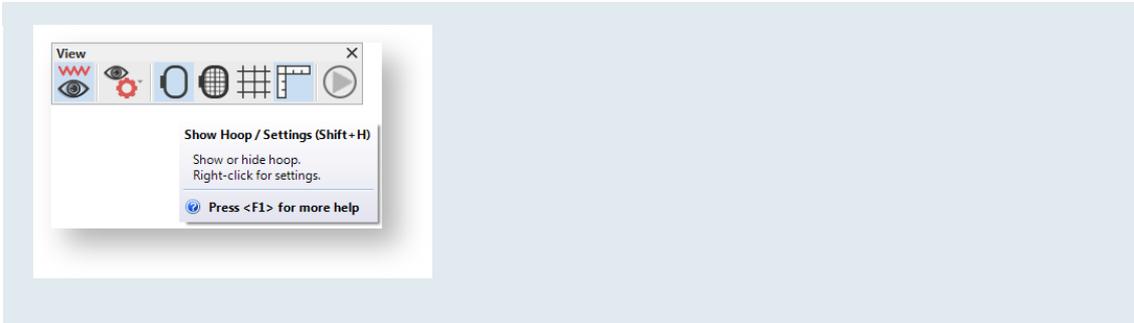
The software includes a 'Context' toolbar which changes according to the selected tool. If you have no tools selected, you will see a machine list as well as a hoop list. Here you can also set your measurement units – Metric or U.S. – and adjust screen background settings.



The Help menu provides easy access to online documentation in the form of release notes, user guide, and projects as shown...

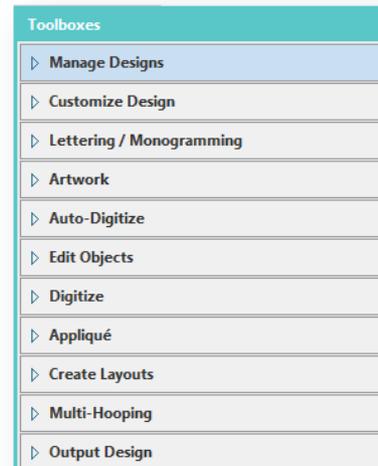


Onscreen help provides quick access to step-by-step instructions. Context-sensitive help is available for tools and dialogs by pressing the F1 key.



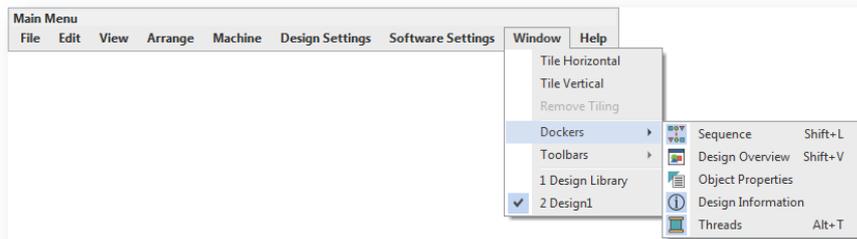
Toolboxes

Toolboxes are like toolbars in that they contain software tools. However, each toolbox represents a typical scenario you will be engaged in, such as customizing designs or editing objects. Some tools may appear in more than one context. As such, toolboxes are organized in order of common operations, starting with managing your designs. See also Manage designs.



Dockers

The software includes a number of 'dockers' for key functions. These include operations to do with thread selection, object sequencing, cutwork, 'carving stamps', as well as viewing and modifying object properties.



Dockers are normally docked to the right of the design window. They may also be 'floated' by dragging the caption bar to the design window or double-clicking. For a list of available dockers, go to the Window menu.

There are three dockers you will make constant use of:

Docker	Purpose
Object Properties	The most important of these is the Object Properties docker. Use this together with the Context toolbar to access and modify the many properties of selected embroidery objects.
Sequence	The Sequence docker offers an easy way to selectively view and sequence color blocks and objects in designs.
Threads	The Threads docker allows you to select thread charts and assign threads to the current design. The Threads docker works in conjunction with the Design Colors toolbar.

Status bar

A Status Bar at the bottom of the design window provides continuous display of current cursor position status as well as instructions for use of selected tools.

Click and drag to draw, and release to finish W 224.8 H 119.6 X= 1.1 Y= 1.3 L= 1.7 A= 49 18849 Pure Cotton

Information displayed includes...

Field	Notes
Prompt message	To guide you through use of selected functions
Design size	Width and height
Coordinates	Current needle position (X/Y), and length (L) and angle (A) of current stitch. See also Grids & guides.
Stitch count	Total number of stitches in design
Current fabric	Fabric settings take into account the type of fabric you are stitching on. See also Fabrics & densities.
Grade of design	Native EMB designs are classified in four grades depending on how the file was created. See Supported embroidery files.

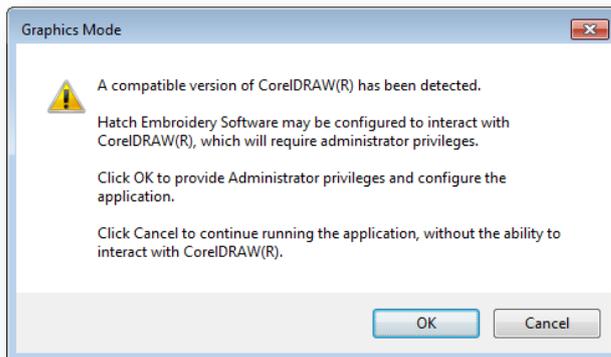
Multi-hooping mode

Here is a screen image from the multi-hooping workspace which is accessed via the Multi-Hooping toolbox. If your embroidery is too large or contains a number of designs spaced around an article, you can split it into multiple hoopings. This means you can create embroidery designs that are larger than can be stitched in a single hooping. The multi-hooping workspace allows you to set up the position and sequence of each hoop. See Multi-hooping.



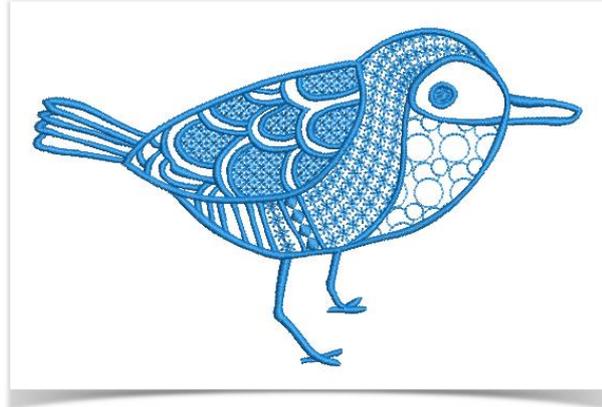
Integration with CorelDRAW

Integration with CorelDRAW is automatically activated depending on your product model. This is available for customers who already own CorelDRAW and have it installed on their computer together with Hatch.



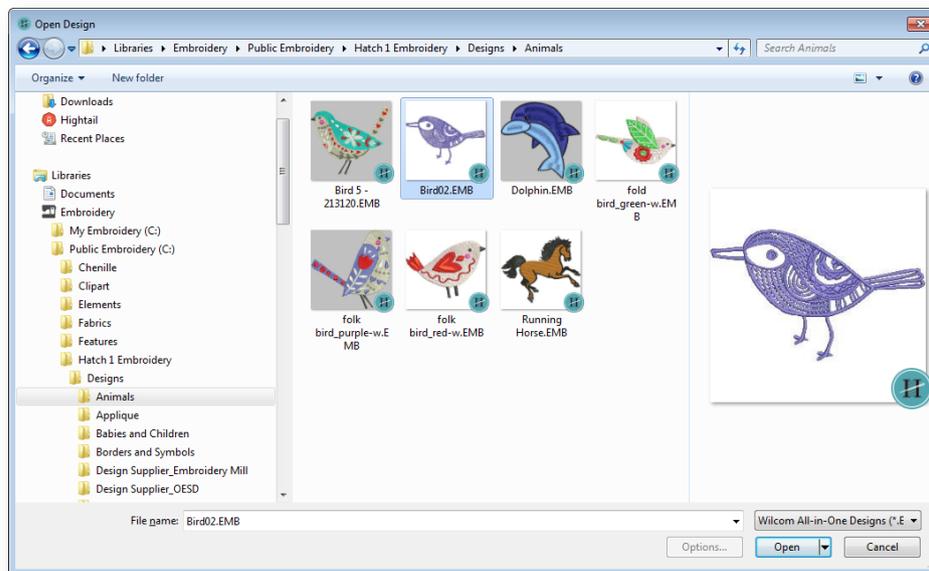
FIRST THINGS FIRST

You don't need experience to start using your software. You can simply open a design and send it to machine for 'stitchout'. And this is the best place to start. As you gain experience, you will be able to 'read' designs and identify which are good and which may cause problems.

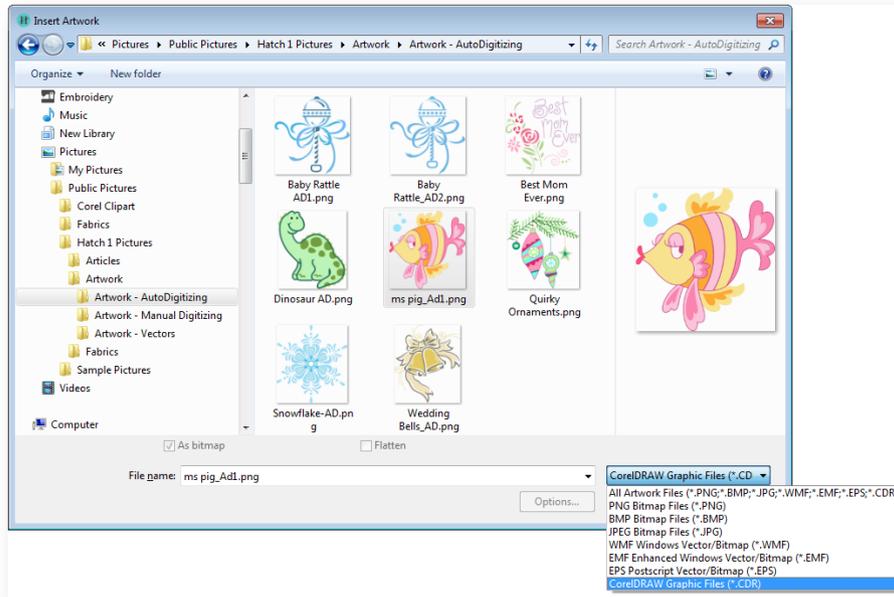


Sample designs & artwork

Your software contains many ready-to-stitch designs, samples and projects. These can be found in the installed Design Library. The most valuable thing when starting out as a new user, is to spend some time exploring these designs and getting to know what's available. See Browse designs.



There are also artwork files for use as digitizing backdrops. These are installed to your Pictures folder. See also Import artwork.

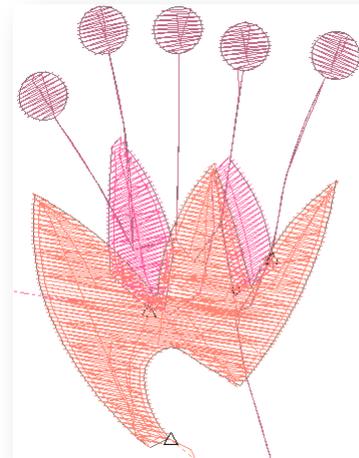


There are many other sources of ready-made embroidery designs which you can purchase online and adapt as you wish. Just be aware of any copyright issues that may be attached to designs you find on the web.

Rules of good embroidery

Keep the following points in mind when looking at embroidery designs, both your own and others:

- Stitches are neat, smooth and even
- Design looks good – shapes, colors, balance
- Shapes are filled with correct fill and outline stitches
- Stitches are angled to match shapes
- Shapes are stitched correctly – no unwanted gaps
- Details are clearly defined
- Lettering is clear and easy to read.
- The stitchout should also have the following characteristics:
 - The design sews efficiently on the machine
 - The fabric does not pucker around stitched areas
 - The design is free of loose ends.



Good embroidery quality starts with good design. You then need a good quality machine to stitch it out. But even that is not enough if you do not use the correct fabric, threads, backings, tension, and so on. Consult your machine manual for advice and get as much advice from other embroiderers as you can.

STITCH OUT A DESIGN

For many embroiderers, it is enough to take an existing design and stitch it out. This is certainly where most will start. Once you have found a design you like, you will want to preview it to see how it will sew out. A number of steps are involved. We outline the main ones here with reference to the User Guide.

Study sample designs

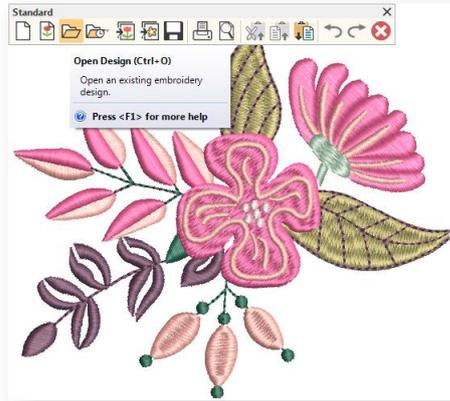


Use Manage Designs > Open Selected to open the design(s) selected in the Design Library window.



Use Manage Designs > New From Selected to create new design(s) based on the selected design(s) and/or bitmap(s) from a chosen template

Open a design from your Embroidery Library. See Open design files.

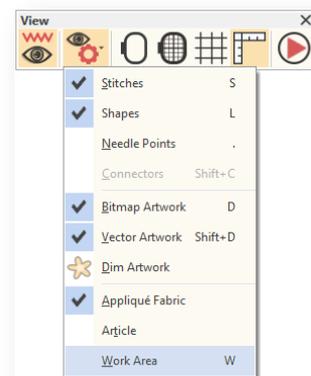


Adjust view settings



Use View > Show Design to show or hide design elements. Click to open droplist of view settings.

Adjust viewing settings as preferred. See View designs.

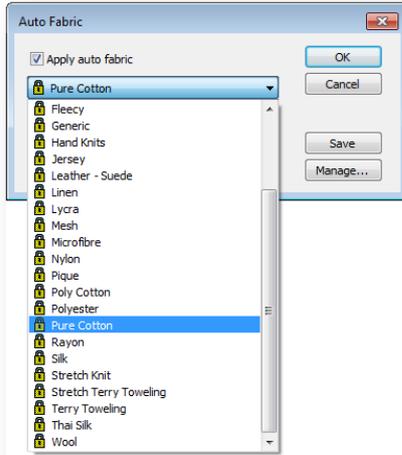


Change fabric type



Use **Customize Design > Auto Fabric** to change the properties of the design for stitching on a different fabric.

Check the fabric type and change as necessary via the **Customize Design** toolbox or **Design Settings** menu. See **Fabrics & densities**.

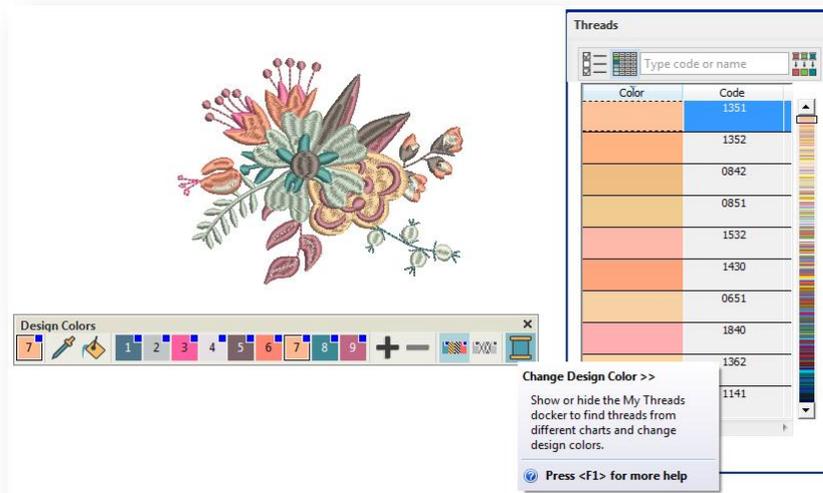


Assign threads



Use **Design Colors > Threads >>** to toggle **Threads** docker display. Use it to find threads from different charts and change design colors.

Go to the **Design Colors** and check the thread colors. If necessary, change charts to suit one you are using. See **Design colors**.

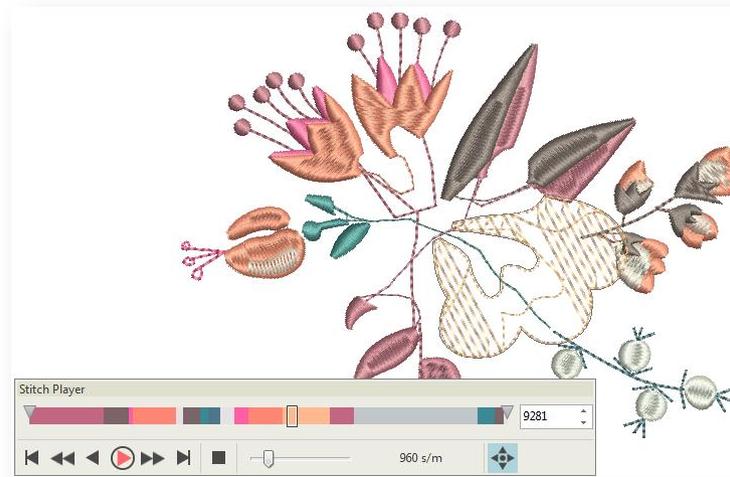


Preview stitchout



Use View > Stitch Player to simulate embroidery design stitchout onscreen in either stitch or TrueView.

Press <Shift + R> or click on the Stitch Player icon to preview the stitch-out so you understand how the design will sew on the machine. See View stitching sequence.

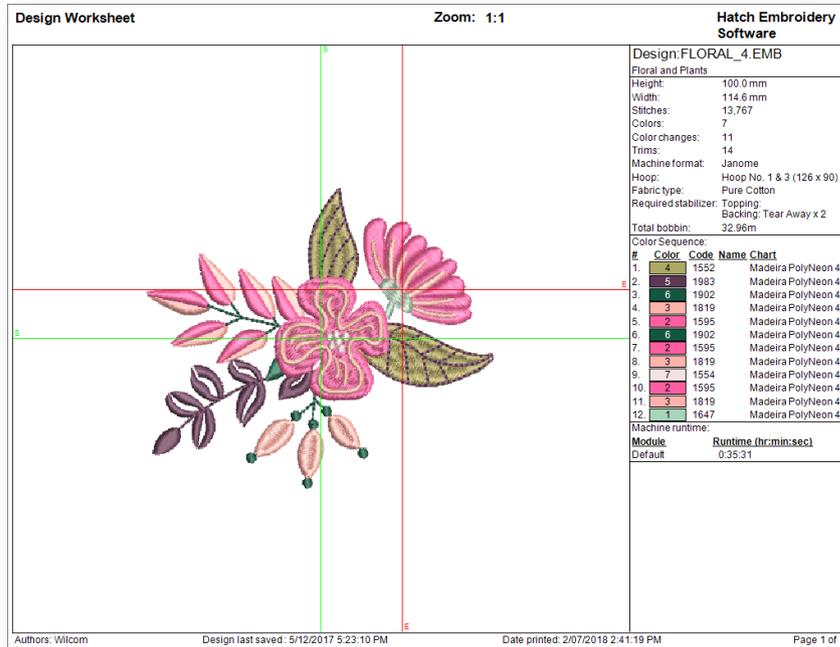


Preview design worksheet



Use Output Design / Standard > Print Preview to preview design worksheet. Print from preview window.

Preview the design via the Standard toolbar or Output Design toolbox and print a design worksheet as preferred. See Print designs.



Output design

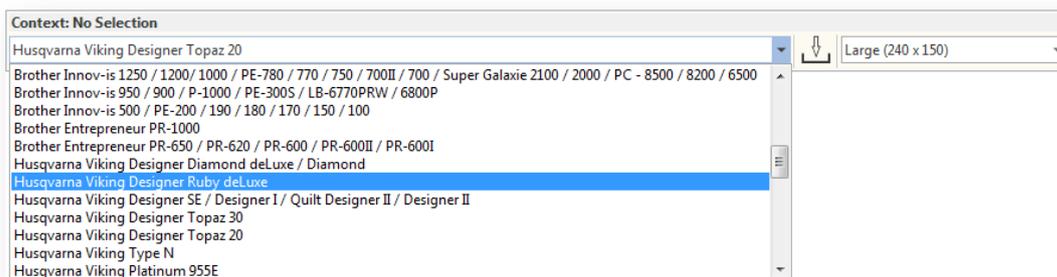


Use Output Design > Export Design to export the current design to a machine file for stitching.



Use Output Design / Context > Transfer Design to transfer current design to the design folder. Right-click for settings.

Send the design to machine via data media (usually memory stick). Or by file transfer. See Output designs.



Check your machine documentation for steps involved after transferring the design to machine.

MODIFY A DESIGN

Once you are used to the steps involved in sewing out designs – either clipart or ones you have purchased – you will soon want to make global design modifications such as resizing, or changing thread colors and fabric types. These are all relatively simple operations. We outline some of the common ones here with reference to the User Guide.



Open design



Use Manage Designs > Open Selected to open the design(s) selected in the Design Library window.



Use Manage Designs > New From Selected to create new design(s) based on the selected design(s) and/or bitmap(s) from a chosen template

- Open the design you want to use. See Open design files.



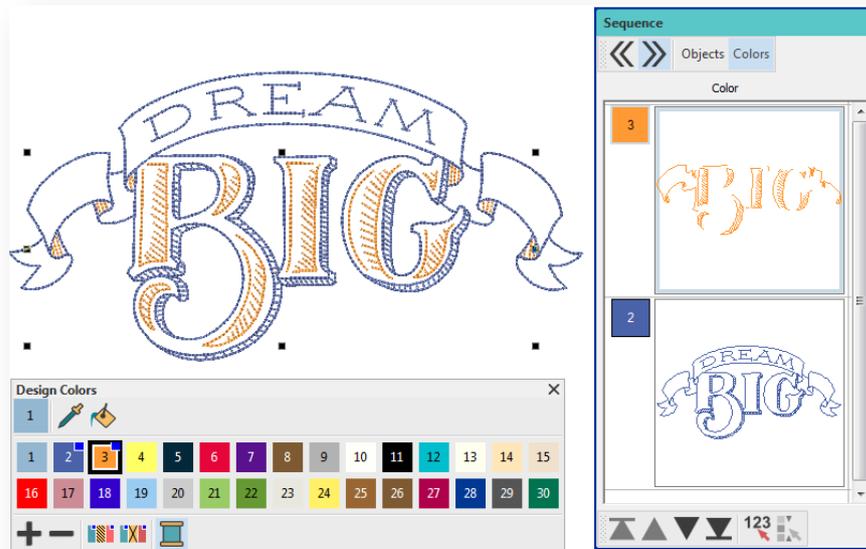
- Press <Ctrl + A> to select all objects and press <Ctrl + G> to group them.

Change colors



Use Design Colors > Threads >> to toggle Threads docker display. Use it to find threads from different charts and change design colors.

Adjust design colors as preferred. The simplest technique is to click objects in the design and select a color from the Design Colors toolbar. Many other techniques exist such as using the Sequence docker to select objects or entire color blocks. You can also select colors from different thread charts. See Design colors for details.



Resize design



Use Context > Size + 10% to increase the size of selected objects in 10% increments.



Use Context > Size - 10% to decrease the size of selected objects in 10% increments.

Check design dimensions, and resize as required. For example, if you are stitching a left chest design, maximum size will be approximately 4.25" or 108 mm square. See Transform objects.



Rotate objects



Use Context > Rotate Left 15° to rotate selection in 15° increments to the left.



Use Context > Rotate Right 15° to rotate selection in 15° increments to the right.

Select an object or entire design and click to activate rotation handles. Use these or the controls on the Context toolbar to rotate objects into position. See Transform objects for details.



Visualize design



Use Customize Design / Context > Background and Display Colors to change design background and display colors.

Go to the Customize Design toolbox and use the Background and Display Colors tool to visualize the design on a garment or article. See Add backgrounds for details.

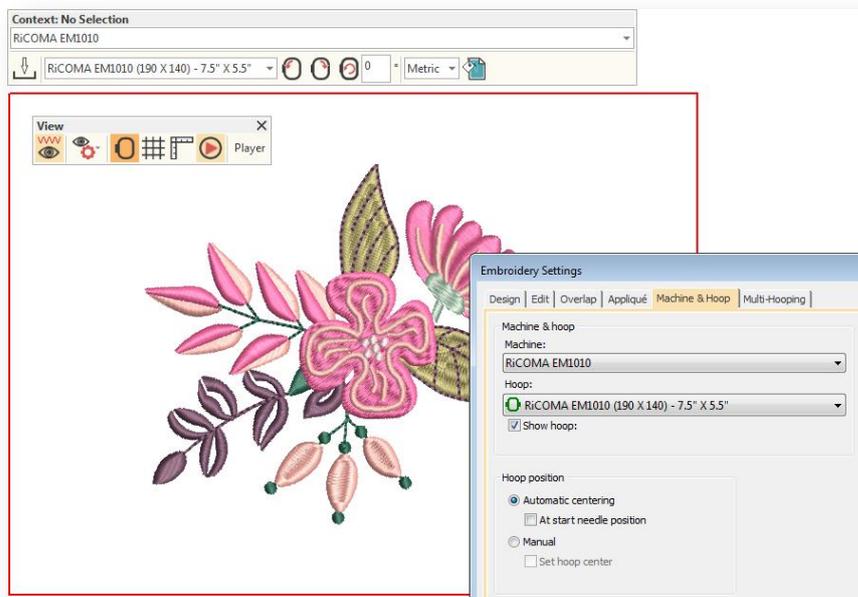


Hoop design



Click View > Show Hoop to show or hide hoop. Right-click for settings.

Choose a hoop via the View toolbar or Context toolbar. From the Context toolbar, choose your machine and a suitable hoop from the droplists. Alternatively, right-click the Show Hoop icon to access the Embroidery Settings dialog. If possible, choose a hoop which covers the entire stitching area. See Hoop selection.



Output design

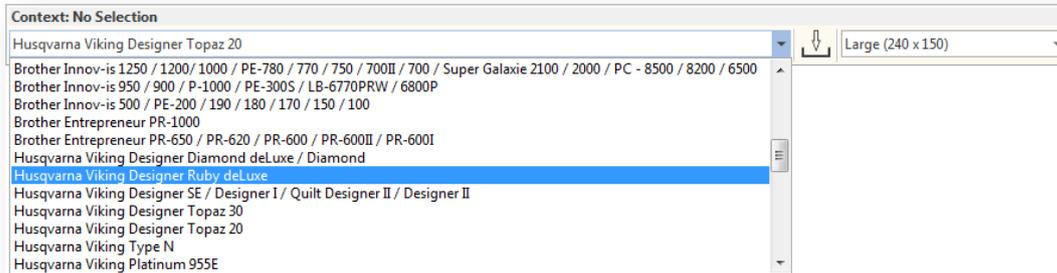


Use Output Design > Export Design to export the current design to a machine file for stitching.



Use Output Design / Context > Transfer Design to transfer current design to the design folder. Right-click for settings.

Send the design to machine via data media (usually memory stick). Or by file transfer. See Output designs.



Check your machine documentation for steps involved after transferring the design to machine.

RECOLOR A DESIGN

In addition to simple modifications such as resizing, many Hatch users simply want to be able to recolor designs for different fabrics or articles. Hatch provides many techniques for recoloring, including matching design colors to available thread charts. Broadly speaking, there are two approaches to recoloring in Hatch - by numbers or graphically.

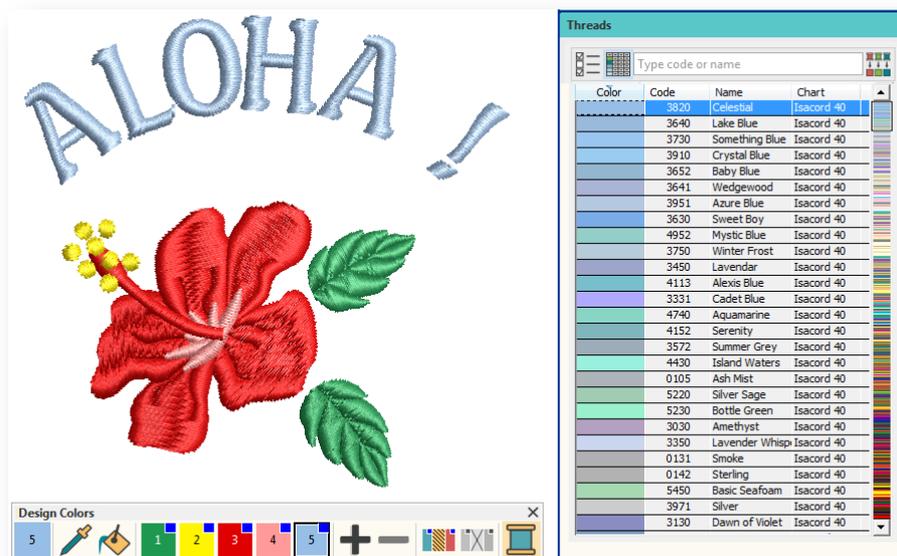
Hatch users generally start with a large library of machine files, but not necessarily EMB design files. Most machine files do not natively support color information. However, you can convert machine files to design files with some success and then recolor and resize to your requirements. Be sure to save to EMB after you change colors and before you export to your machine file so that color information will be saved with the file. See also Embroidery file types.

Open a design



Use Manage Designs > Open Selected to open the design(s) selected in the Design Library window.

Open a design such as 'Aloha.EMB'.



Note the following:

- The design is displayed in TrueView in the center of the window, at actual size or at the location in the window it was previously saved at.
- Design colors are displayed in the Design Colors toolbar, usually docked at the left side of the screen.
- The 'current color' is highlighted in the Design Colors. By default, it is the last color in the Design Colors. In this case, Design Color 5 (medium blue) is used in the lettering for 'Aloha'.

- Note the list of available thread colors in the 'Threads' docker at the right side of the screen.
- The closest thread to the current design color is sorted to the top of list.
- The next closest shades follow it in the list.

Recolor design by numbers

This case may involve the following scenarios:

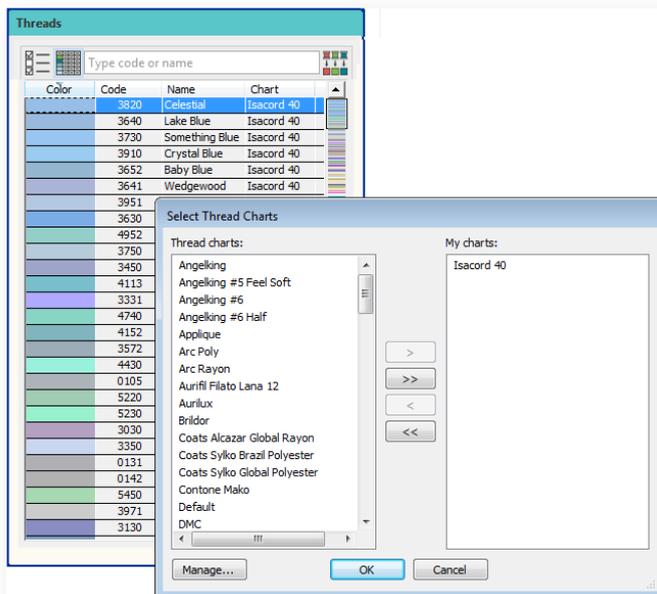
- An EMB design showing only used colors, or
- A machine file - e.g. JEF - which includes colors.

Select preferred thread chart

 Use Threads > Select Thread Charts to select the thread charts you currently have available for use.

Optionally, choose a thread chart to match the one you plan to use.

- Note the name of the thread chart currently used in the design. This appears in the Threads docker. Alternatively, hover the cursor over a color in the Design Colors to view the tooltip.
- To change thread charts, click the 'Select Thread Charts' button at the top left of the docker.



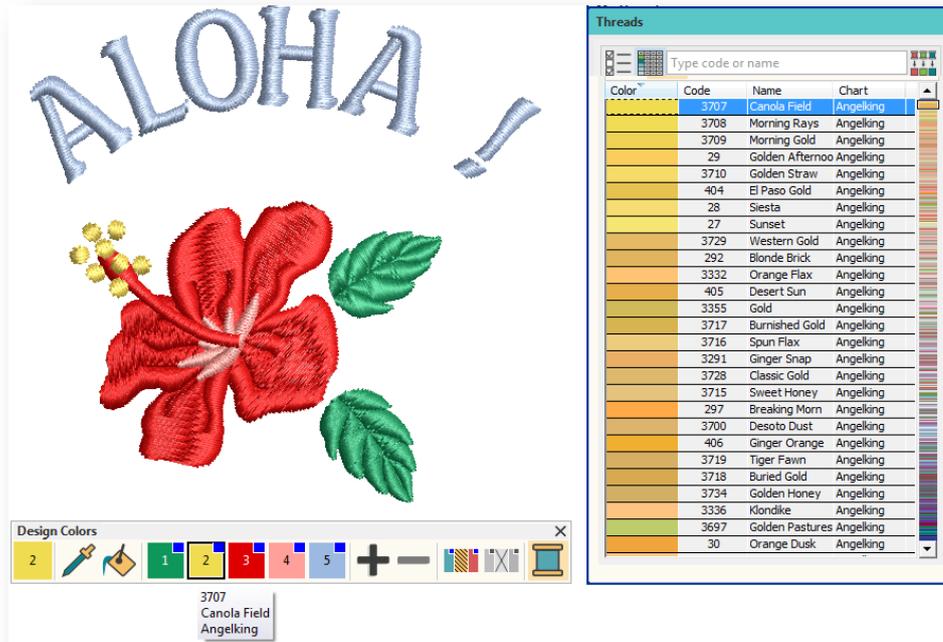
- Select a new thread chart or charts from the Thread Charts dialog. For details, see Design colors.

Substitute design colors

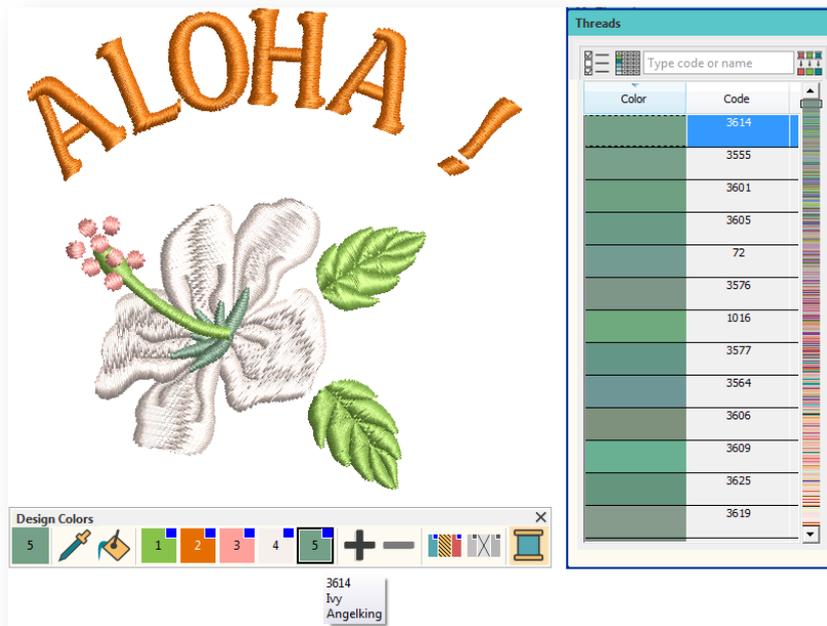
 Use Threads > Match All Design Colors to automatically match and assign threads in the thread list to all colors in the Design Color toolbar.

Select new thread colors for your design from the Threads docker.

- Select the design color number you want to change in the Design Colors toolbar. Click the numbered square of the color you want to change. This is now the 'current color'.
- The Threads docker displays threads closest the new current color. Note that the color in the Threads docker may not be an exact match depending on threads available in the chosen thread chart.
- Single-click a thread color in the Threads list to transfer it to the Design Colors. All parts of the design using the current color change to the new thread.



- Repeat until you have reassigned all design colors using the selected thread chart. Alternatively, use the 'Match All' button to automatically match threads in the selected thread chart to existing design colors.
- Alternatively, you may choose completely different colors. Use the scroll bar to the right of the docker to browse the entire thread chart for suitable colors. Single-click to transfer to the current color slot.



Add new colors to Design Colors



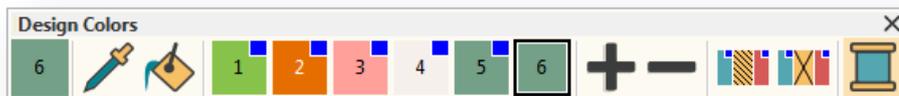
Use Design Colors > Add Design Color to add a color to the end of the design palette.



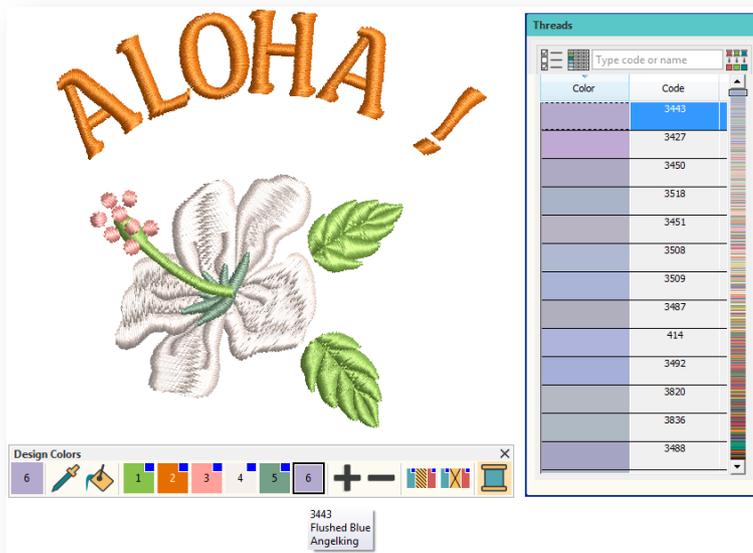
Use Design Colors > Remove Design Color to remove an unused color from the end of the design palette.

Rather than substitute design colors, you may want to add new colors to the Design Colors.

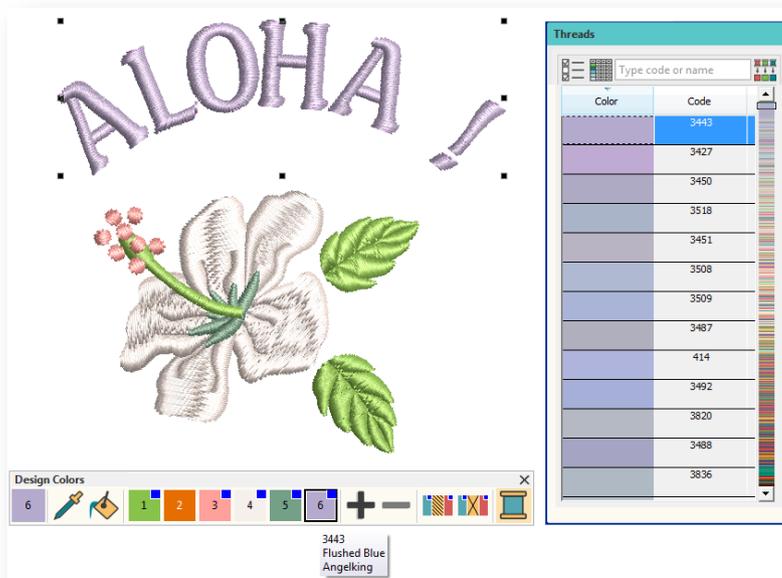
- Click the Add Palette Color  button to add a new color slot to the end of the palette. This will be assigned an arbitrary color.



- The new color slot becomes the current color even if it not assigned to any design objects.
- Browse through the Threads list and single-click to assign a thread to the new color slot.



- Select objects in the design and click the new color to assign.



Recolor design graphically

Other scenarios you will encounter include:

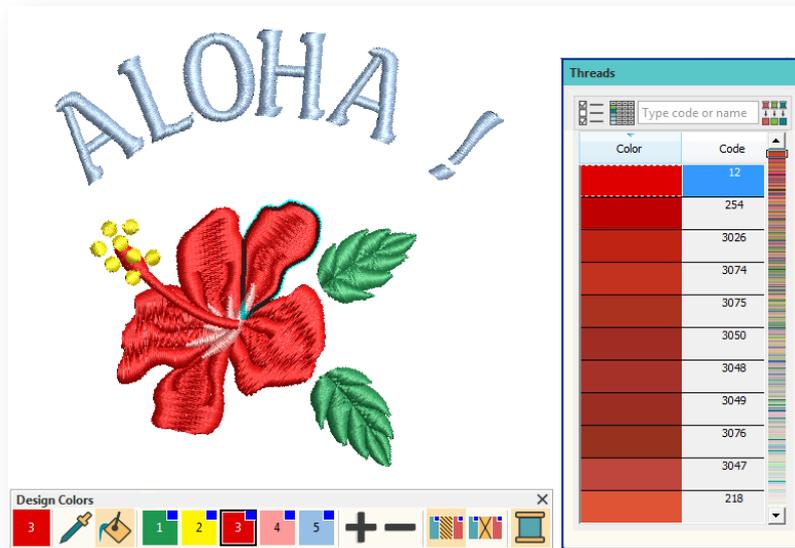
- EMB designs with the same design colors used multiple times in different color stops.
- EMB designs with some unused colors together with used ones.
- Machine files without any thread color information where Hatch assigns default colors.

In these cases, you may prefer to recolor designs 'graphically' with the the Pick Color and Apply Current Color tools.

Pick a color from the design

 Use Design Colors > Pick Color to pick up a color from the design window and make it current.

- Select the Pick Color (eyedropper) tool from the Design Colors toolbar.
- Move the cursor over the design. Note how different parts become highlighted.



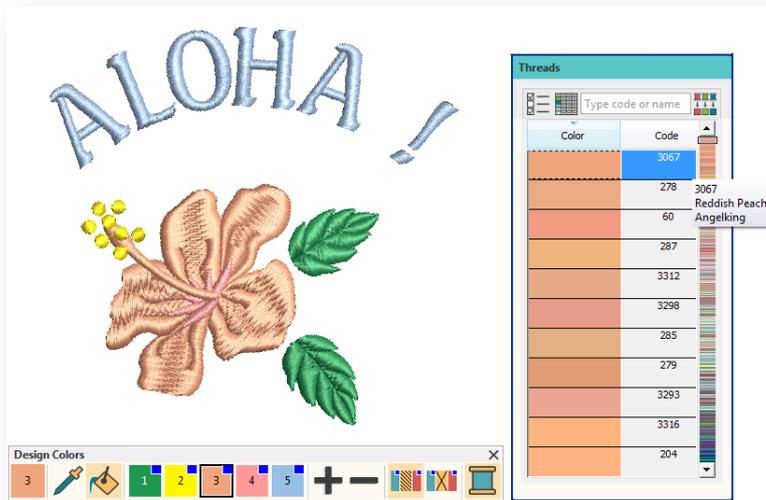
- Click the highlighted part of the design to select the color. This becomes the current color and is shown in the current color slot.
- Alternatively, select a design color directly by clicking the color slot in the Design Colors toolbar.

Reassign selected color

 Use Design Colors > Threads >> to toggle Threads docker display. Use it to find threads from different charts and change design colors.

To change all parts of the design that use the selected color...

- Select a new thread color from Threads docker.
- Single-click to transfer to Design Colors. All parts of the design using the current design color change to the new color.
- Repeat until you are happy with the new color.

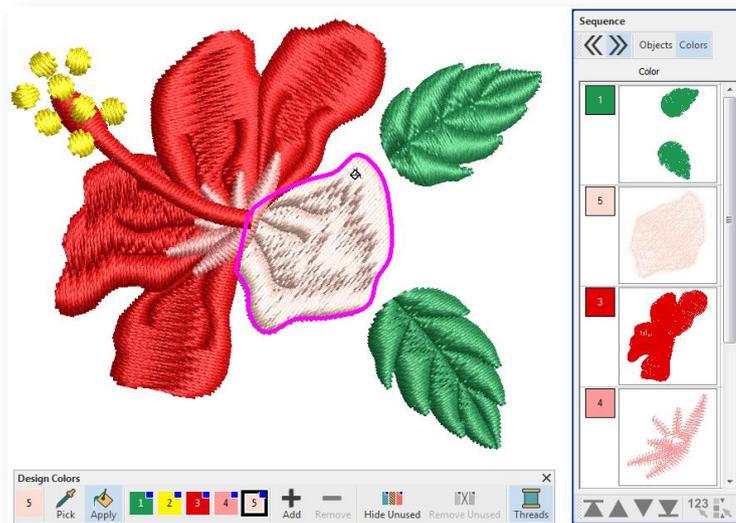


Assign selected color to other parts of the design

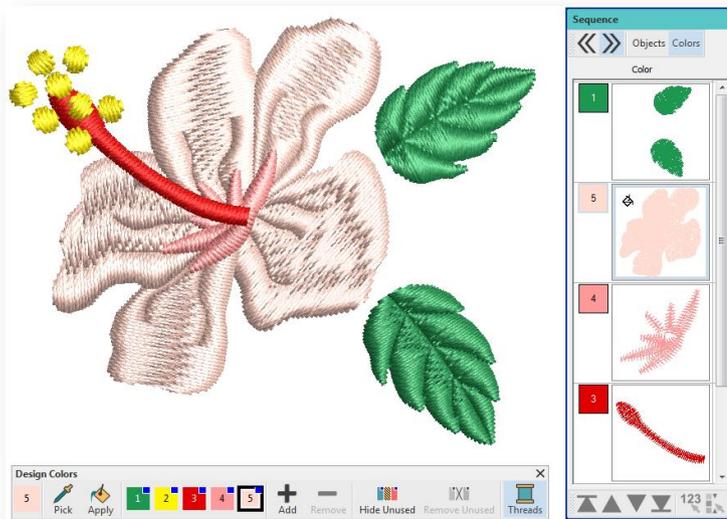
 Use Design Colors > Apply Current Color to apply the current color to embroidery objects.

Alternatively, use the current design color to recolor selected parts of the design.

- Having picked a design color using the Pick Color tool, this becomes the Current Color.
- Click to select the Apply Current Color tool.
- Move the cursor over the design. Note how different parts become highlighted.
- Click on the part of the design you want to re-color.



- Alternatively, use the Sequence docker Color List to recolor entire color blocks with a single click. This will assign the color to all design objects within the color block.



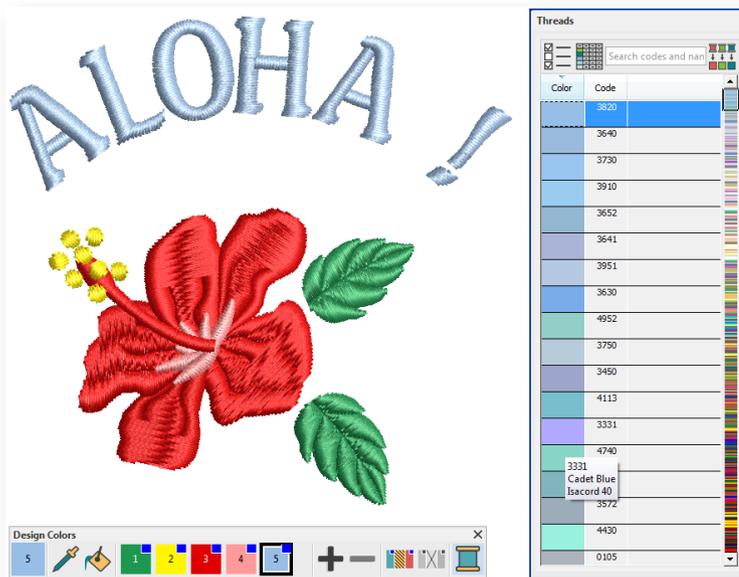
Add new thread colors to Design Colors



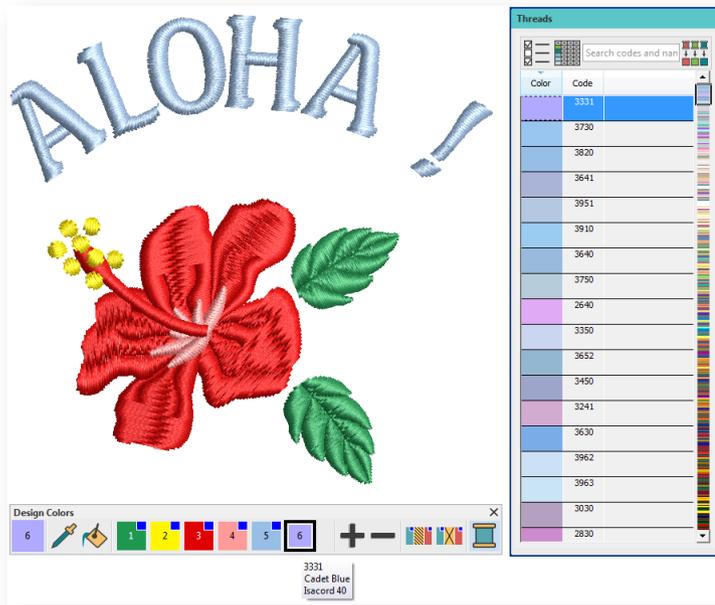
Use Design Colors > Threads >> to toggle Threads docker display. Use it to find threads from different charts and change design colors.

Often you simply want to add new thread colors to your Design Colors without changing the color of existing objects.

- Find the new color you want in the Threads docker and double-click.



- The color is appended to the Design Colors in a new color slot. This color is now available for use.



SIMPLE LETTERING

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 stitchout, it is as simple as typing letters on-screen to create an attractive lettering design.



Designs, fonts and other elements used in this video may not be available in your software, depending upon purchased options.

Open design

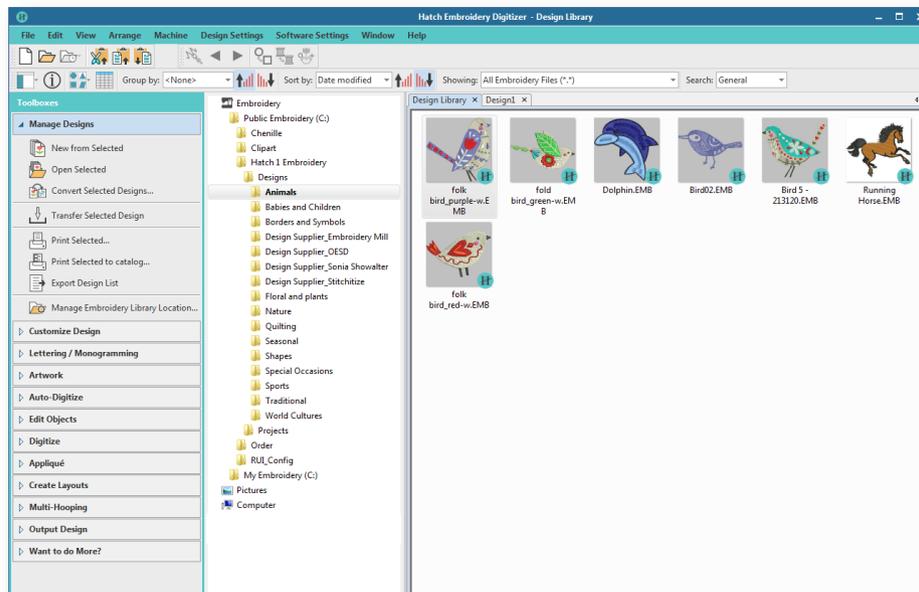


Use Manage Designs > Open Selected to open the design(s) selected in the Design Library window.



Use Manage Designs > New From Selected to create new design(s) based on the selected design(s) and/or bitmap(s) from a chosen template

Open a design. Typically you'll want to add lettering to an existing design. Go to the Design Library via the tab or the Manage Designs toolbox. Choose from one of the many samples. See also Manage designs.



Add lettering

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

Add embroidery lettering to designs quickly and easily, either on-screen using current settings or via 'object properties'. See Create lettering.



Adjust baselines and other settings

It's then a simple matter to adjust baselines, formatting, spacing settings, and colors. See Lettering layouts.



Try stitching out your lettering design. Study the stitch quality. Be aware that different alphabets sew out better at different sizes.

ADVANCED LETTERING

Once you have tried your hand at creating lettering designs and sewing them out, you will want to do more adventurous things, such as monograms, fancy lettering, flair scripts, raised lettering with trapunto, as well as special 'elastic lettering' effects. The creative possibilities are endless. Your appetite to try new things will be stimulated as you gain experience and confidence. Part of that involves becoming adept at using your sewing machine as well as sampling and checking design quality.



Remember to study the sample designs included with your embroidery software installation.

Monogramming



Use Lettering / Monogramming > Monogramming to create personalized monograms using a selection of pre-defined styles, border shapes and ornaments.

The software makes the creation of monogramming designs simple with the Monogramming tool. Optionally include lettering, ornaments, and/or up to four concentric borders in your monograms. See Embroidered monogram pillow.

Designs, fonts and other elements used in this video may not be available in your software, depending upon purchased options.

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. See Special lettering.

Lettering stitch effects



Use Object Properties > Effects > Feather Edge to create rough edges and shading effects, or imitate fluffy textures.

By default, lettering objects are filled with satin stitching. You can apply other fill stitch types, such as Step or Fancy, as with any embroidery object. See [Stitch types](#).

Lettering art

A Use [Lettering / Monogramming > Lettering](#) to create embroidery lettering using embroidery alphabets or TrueType fonts, or edit selected lettering.

Apply 'lettering art' effects to embroidery lettering to make it bulge or arch, stretch or compress. See [Lettering layouts](#).

CUSTOMIZE DESIGNS

Customizing designs is perhaps the most common scenario in embroidery. You will sometimes want to create a new design, usually from artwork, but more often you will want to take an existing design and 're-purpose' it. We've already seen how to make global changes such as sizing, changing colors and fabrics. It won't be long before you want to try more 'invasive' changes such as reshaping, removing, combining, duplicating, resequencing, changing stitch types and effects, etc. Here is a sampling of the things you may want to try.

Remember to study the sample designs included with your embroidery software installation.

Combine designs



Use Customize Design / Standard / Create Layout > Insert Design to insert an existing embroidery design into the current design. This tool is also available via File menu.

One technique you will undoubtedly use is combining design elements. This will in turn teach you a lot about other editing operations such as resizing, positioning, rotating, sequencing objects, as well as removing underlying stitching. See Insert designs.

Transform designs

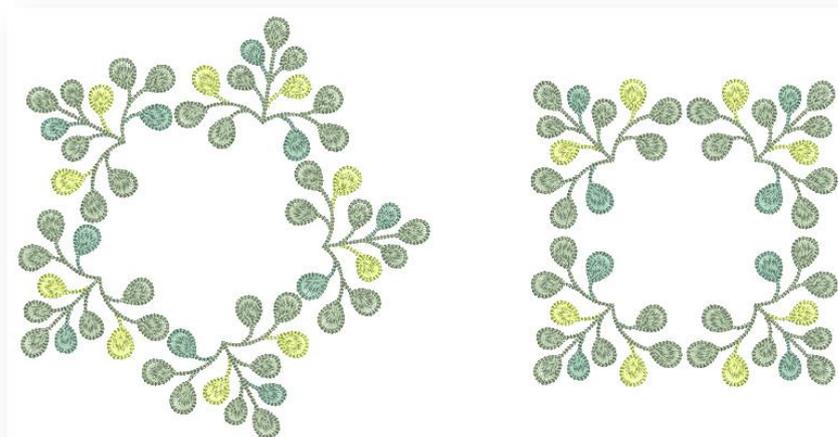


Use Create Layouts > Mirror-Copy Horizontal to mirror and copy selected objects horizontally.



Use Create Layouts > Mirror-Copy Vertical to mirror and copy selected objects vertically.

Depending on the type of design work you are doing, you can make use of your software tools for duplicating, rotating, and mirroring designs to create wreathes, kaleidoscopes, and other effects. See Transform objects.

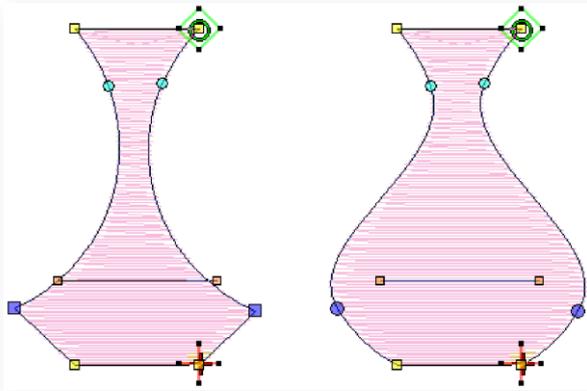


Reshape objects



Use Edit Objects / Select > Reshape to reshape an object outline, stitch angles or enveloping.

Reshaping operations may be called on for anything from minor modifications to object shapes to reshaping letters for special effects. In most cases, if it is selectable, it can be reshaped. See Reshape objects.



Stitch effects



Use Object Properties > Fill > Embossed to create decorative patterns of needle penetrations while keeping the appearance of solid stitching. Choose from a pattern library.



Use Object Properties > Fill > Motif to create decorative open fill stitching. Choose from a motif library.

It won't take long before you get bored with simple fills and outlines and want to try out some of the many artistic stitch types and effects your software provides. See Stitch types.



AUTO-DIGITIZING

If you have graduated this far in exploring your machine and embroidery software, you are doing well. You can already achieve a great deal without having to actually do your own digitizing. However, if you have got this far, that is probably exactly what you want to do!

One of the quickest ways to get started is to use the automated techniques that the software provides. While there are limitations to what can be done this way, auto-digitizing nevertheless allows you to prototype design ideas relatively simply and may be sufficient for your purposes. At least for now!

Using artwork

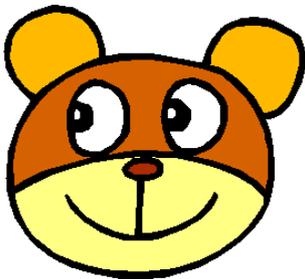


Use Artwork > Prepare Artwork for Embroidery to prepare selected bitmap artwork for automatic digitizing.

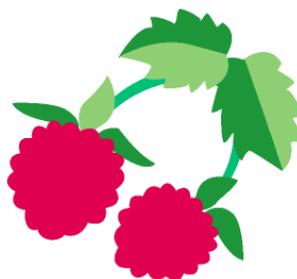
To create good quality embroidery, you need to choose suitable artwork. Possible sources include:

- samples in the Picture folder
- books of embroidery patterns and children's story books
- printed table cloths or tea towels
- business cards, post cards and wrapping paper
- clip art libraries of your word processing or graphics program
- Internet or CD clipart libraries
- original artwork – e.g. children's drawings.

Artwork that is not in digital format needs to be scanned correctly to produce good quality images. For both manual and automatic digitizing purposes, 'clean' artwork with a limited number of solid colors and well-defined outlines works best. The Artwork toolbar contains tools for inserting, scanning, and preparing artwork for automatic digitizing. See Electronic artwork.



Clean picture with well-defined outlines



Clean picture with well-defined color blocks



Complex picture, needs editing to create clean color blocks

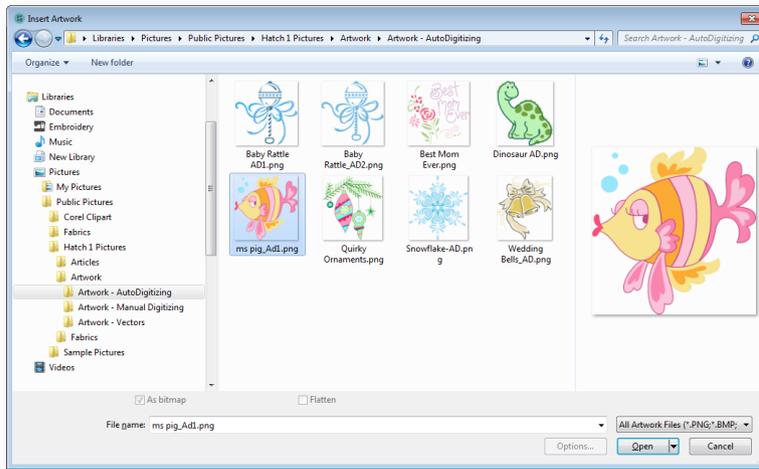
Unless you are an experienced digitizer, don't use artwork which is too complicated.

Insert artwork



Use Artwork / Auto-Digitize / Standard > Insert Artwork to import vector or bitmap artwork into current design as a backdrop for manual or automatic digitizing. This tool is also available via File menu.

You can load bitmap images of various formats for use as digitizing backdrops. Go to the Artwork toolbox and select Insert Artwork. See also Electronic artwork.



Bitmap artwork conversion

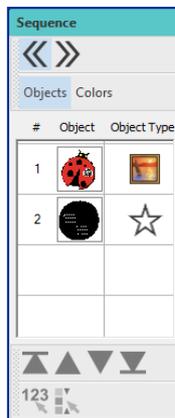


Use Auto-Digitize > Click-to-Fill to digitize large artwork shapes with tatami fill, preserving any holes within.



Use Auto-Digitize > Click-to-Outline to digitize boundaries of shapes with run stitching using current properties.

Bitmap artwork consists of colored dots or pixels. When you zoom in on a small area, outlines become jagged and 'pixelated'. The Click-to-Fill tools in the Auto-Digitize toolbox provide everything necessary to digitize bitmap shapes automatically. See Digitize with Click-to-Stitch.



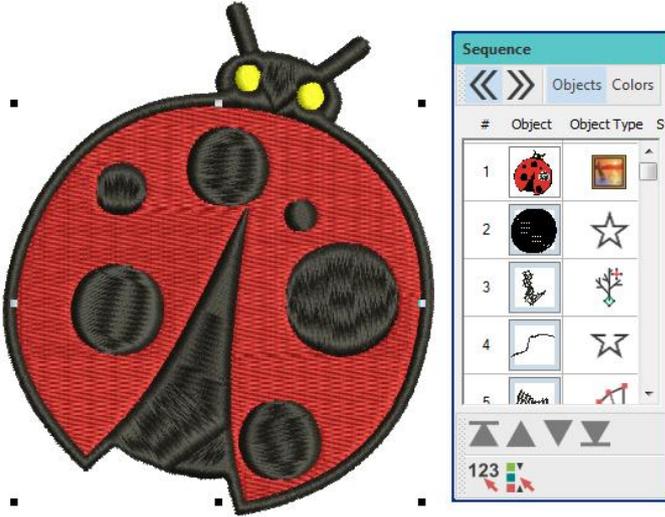


Use Auto-Digitize > Auto-Digitize Instant Embroidery to automatically digitize whole embroidery design directly from the imported bitmap artwork.



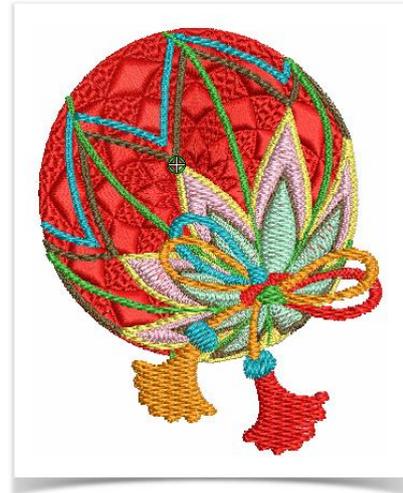
Use Auto-Digitize > Auto-Digitize Embroidery to automatically digitize prepared bitmap artwork, optionally with user's choices.

An extension of this technology, Auto-Digitize makes decisions about the most suitable stitch types to use and can digitize whole designs. See Auto-digitize embroidery.



NEXT STEPS

If you have reached this point, you have already mastered 90% of the techniques that most embroiderers need. However, coming to grips with manual digitizing is the next step in becoming an embroidery master. You can start with quite simple projects and work your way up to more complicated designs with more complicated stitch effects. See Digitize objects.



Special embroidery features

Once you have mastered manual digitizing, you are in a position to take advantage of the full range of stitch types and effects that the software offers. Many of them you will be familiar with, having already adapted existing designs for different purposes. Some of the many techniques supported by the software include:

- Freehand
- Embossed fills
- Curved fills
- Buttonholes

Refer to the User Guide or the many online resources.

Happy embroidery!

Do good work with your machine and software. With this equipment you have everything you need to create top quality, fully professional embroidery.

Remember to make good use of the packaged designs and clipart. When in doubt, go back to first principles. And when you find you want to expand and extend your repertoire, study the sample designs carefully to see how it's done.

All the best. And have fun!

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