



# Hatch<sup>®</sup>

*Bring embroidery to life*

**W**ILCOM<sup>®</sup>

**W**ILCOM<sup>®</sup>

USER GUIDE  
USER GUIDE

MANAGE DESIGNS  
MANAGE DESIGNS

# COPYRIGHT

Copyright © 2016. 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](mailto: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.

# CONTENTS

<b>Manage designs</b> .....	<b>1</b>
<b>Browse designs</b> .....	<b>2</b>
Open the embroidery library .....	2
Filter & sort designs .....	3
Find designs .....	3
<b>Open design files</b> .....	<b>5</b>
Open or copy design .....	5
Open blank design .....	6
Ungroup designs on opening .....	6
<b>Convert designs</b> .....	<b>7</b>
Convert selected designs .....	7
Design files .....	7
Embroidery files .....	8
Machine files .....	8
Object/outline recognition .....	8
<b>Output selected designs</b> .....	<b>10</b>
Print selected designs .....	10
Export design lists .....	11

## MANAGE DESIGNS

The Manage Designs toolbox and My Designs tab provide an integrated way to view and organize all your embroidery designs. It allows you to easily resolve questions like:

- Where do I find my designs?
- I want to customize existing designs

The built-in 'embroidery library' makes it easy to search, sort and browse all embroidery designs on your system. If you are already familiar with Windows Explorer, the interface will be quite intuitive to you. But there are some differences. In a nutshell, the library lets you:

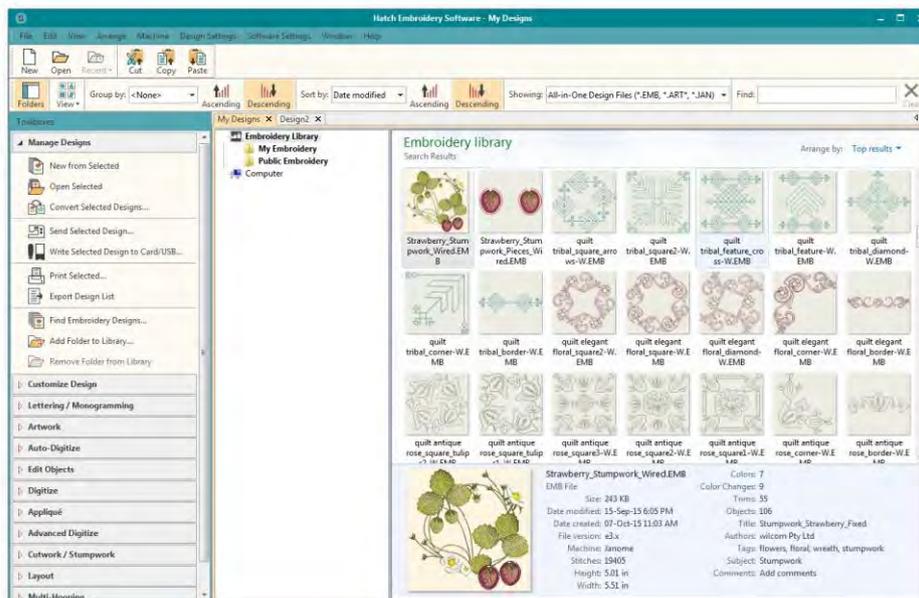
1. Find designs anywhere on your local hard drive or external device such as USB or ZIP drive.
2. Search for designs by various means, including known design information.
3. Create an organizing structure for easy categorization.
4. Batch-convert selected design files to many stitch formats such as JEF, SEW, DST, EXP, and others.
5. Print selected designs or send them to embroidery machine for stitchout.
6. Find embroidery designs anywhere on your hard drive or external storage device and, optionally, add them to the embroidery library.

## BROWSE DESIGNS

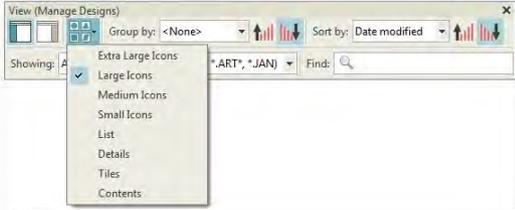
The built-in 'embroidery library' makes it easy to search, sort and browse all embroidery designs on your system. If you are already familiar with Windows Explorer, the interface will be quite intuitive to you. But there are some differences. The embroidery library is a 'virtual library' in that any designs on your system can be located and displayed within the navigation tree. The design software doesn't care where they physically reside on your hard disk or external storage devices. Any folder containing embroidery designs can be included in the navigation tree.

### Open the embroidery library

The embroidery library opens in its own tab on the design bar. It has five components - two toolbars, a toolbox, a navigation tree, a design display area, and an info panel.

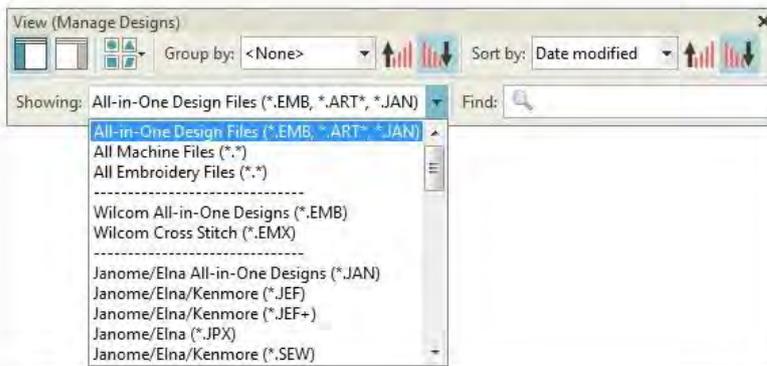


Component	Function
Toolbox	Use the toolbox on the left to open selected designs, convert them, print them, or output them to any connected embroidery machine or data media, or find folders containing the designs and add/remove folders to/from embroidery library.
Navigation tree	<p>Right-click the navigation tree to access a popup menu. Use it to cut, copy and delete without leaving the software.</p> <p>Use it also to zip designs and folders.</p> <p>Note, however, that the navigation tree in the design manager is not an exact duplicate of your Windows Explorer folder structure. Because design manager is only 'interested' in embroidery designs, you will only see folders which have already been added to the Embroidery Library.</p>

Component	Function
Design display	The design display area shows any designs in selected folders corresponding to the filter selected and search criteria entered in the View toolbar. Use this toolbar also to customize the design display view. 
Design info	When a design is selected, summary information is displayed in the info panel at the bottom. See also Design information.
View toolbar	Search or sort the entire embroidery library or any chosen folders on any criteria selected. See below.
Standard toolbar	Create new designs, open existing designs, open recent designs, and cut, copy and paste selected designs.

## Filter & sort designs

The View toolbar provides a powerful means for sorting, filtering, and searching for designs in your embroidery library. For instance, filter the library to show only certain file types.



Use it also to search for names or keywords or sort them by name, create date, or other criteria. Use it also to control display of the navigation tree as well as thumbnail appearance.

## Find designs

The 'Find' field is very powerful. Search on any criterion displayed on the Info panel. For example: 'author:OESD colors:<5 stitches:<3000'. This will narrow the search to only those designs which have been authored by 'OESD', which have less than 5 colors, and which have less than 3000 stitches. Make sure you use the correct syntax. Each field name must include a colon ':' after the name. Use the Clear button to clear the Find field before conducting another search.

Embroidery library Arrange by: Top results ▾

Search Results



leaf circle  
nz481-oe.EMB



feather stitch  
accent  
12388-15-oe.EMB



quilting feather  
triangle  
12380-22-oe.EMB



star of david4  
j694-48-oe.EMB



leaf circles  
nz482-oe.EMB

View (Manage Designs)

Folders Info View ▾    Group by: <None>    Ascending Descending    Sort by: Stitches    Ascending Descending

Showing: All-in-One Design Files (\*.EMB, \*.ART\*, \*.JAN)    Find: author:OESD colors: <5 stitches: <300    Clear



**star of david4 j694-48-oe.EMB**

EMB File

Size: 62.5 KB

Date modified: 21/08/2015 6:53 PM

Date created: 21/07/2015 12:21 PM

File version: e3.x

Machine: Janome

Stitches: 2499

Height: 50.61 mm

Width: 44.03 mm

Colors: 4

Color Changes: 3

Trims: 4

Objects: 46

Title: star of david4 j694-48-oe.EMB

Authors: OESD

Tags: star, star of david, 6 point star

Subject: Cultures

Comments: Add comments

## OPEN DESIGN FILES

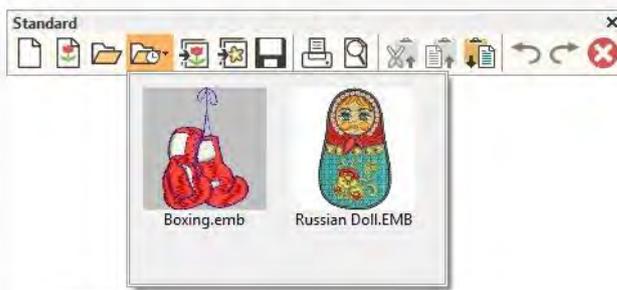
You don't need any experience to start with your embroidery software. You can simply open a design and send it to your machine for 'stitchout'. This is a good place to start. Alternatively, you may want to combine different designs or add lettering to existing designs. Once you are used to the steps involved in sewing out designs – either included samples or ones you have purchased – you will soon want to make global design modifications such as resizing, or changing thread colors and fabric types. As you gain in confidence, you will want to create your own designs from scratch.

By default the software saves designs to its native 'EMB' file format. This format contains all information necessary both for stitching a design and for later modification. The software opens many other embroidery file formats. You can save designs in EMB as well as other file formats.

### Open or copy design

	Use Manage Designs > Open Selected to open design(s) selected in the embroidery library.
	Use Manage Designs > New From Selected to create new designs based on designs or artwork selected in the embroidery library.
	Use Standard > Open Design to open an existing embroidery design.
	Use Standard > New From Design to create a new design based on an existing design.

Using the design manager, you have the option of opening one or more selected designs in their own design tabs. Simply select a design or designs by holding down <Ctrl> as you click, and then click Open Selected. This command opens the original file. Alternatively, click New From Selected. The only difference for practical purposes is that New From Selected creates a copy which opens in a new design tab, thus preserving the original design file. There are other ways of opening designs into your design window. The Standard toolbar which is available at all times lets you open recent designs or open designs from your hard disk.



If you want to open one design into another, an Insert Design function is available. Combine designs or design elements into a single design layout.

## Open blank design



Use Standard > New Blank Design to create a blank design based on default fabric settings.

When you create a blank design, a new tab is added to the design bar. The blank design is loaded with pre-defined fabric settings and color palette.



## Ungroup designs on opening



Use Context > Group to group a selection of objects. Or press <Ctrl+G>. This tool is also available via Arrange menu.



Use Context > Ungroup to ungroup to a grouped selection. Or press <Ctrl+U>. This tool is also available via Arrange menu.

By default, designs are grouped when first opening in the software. They can be ungrouped by means of the Ungroup tool on the Context toolbar. Alternatively, untick the 'group designs' checkbox in the Embroidery Settings > Design tab.



## CONVERT DESIGNS

Embroidery designs can be saved in one of two file types – ‘outline’ or ‘stitch’. EMB is the native outline format of the embroidery software. It supports many stitch formats such as JEF, SEW, DST, EXP, and others.

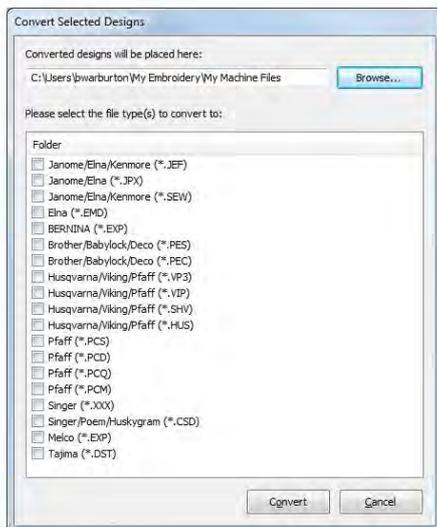
### Convert selected designs



Use Manage Designs > Convert Selected Designs to convert the design selected in the embroidery library into different stitch file types.

You can convert your EMB and other design files to and from other file formats directly from your embroidery library.

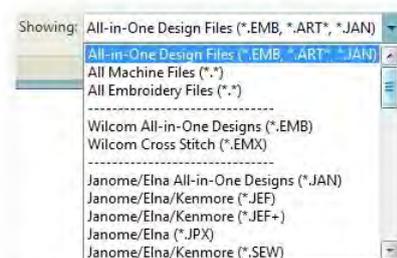
- Select the file(s) to be converted and click the Convert Selected Designs icon. The dialog lists all stitch file formats supported by the software.



- Select the file types you want to convert to.
- Click Browse to locate a destination folder for the converted designs.
- Click Convert to start the conversion. The converted designs will be stored in the nominated folder.

### Design files

Design files fall into two broad categories - embroidery files and machine files. Embroidery files are generally the ones you open and modify in the software. Machine files are generally the files you send to machine for production. There is some interconvertibility between the two formats. Note that you can filter your embroidery library between these two broad categories.



## Embroidery files

Embroidery files, also known as 'all-in-one' or 'outline' files, are high-level formats which contain object outlines, object properties and stitch data. When you open an outline file in the software, corresponding stitch types, digitizing methods and effects are applied. Outline files can be scaled, transformed and reshaped without affecting stitch density or quality. After modification, you can save your design to any supported file format.

## Machine files

Different embroidery machines speak different languages. Each has its own commands for the various machine functions. Machine files, also known as 'stitch' files, are low-level formats for direct use by machines. They contain information about the position, length and color of each stitch. When they are read into the software, stitch files do not contain object information such as outlines or stitch types, but present the design as a collection of stitch blocks. Stitch blocks consist of individual stitches.

You can scale raw stitch format designs, but because the stitch count does not change, the density increases or decreases with the design size. Thus you should not scale stitch designs by more than  $\pm 5\%$  or some areas may be too thickly or too thinly covered.

While stitch designs are generally not suited to scaling, the software can interpret object outlines, stitch types and spacing from stitch data with some success. By default, stitch files are converted to outlines and objects upon opening in the software. These 'recognized' designs can be scaled with stitches recalculated for the new outlines. Processing is effective for most stitch designs but cannot produce the same level of quality as original outlines and may not handle some fancy stitches.



## Object/outline recognition

By default, stitch files are converted to outlines and objects upon opening. When the software 'recognizes' a machine file, it recognizes stitch types, spacing and length values, stitch effects, and can determine object outlines. All filled areas become fill or outline objects, with general and embroidery-specific properties. Stitch types are assigned as satin or tatami depending on the pattern of needle penetrations. Recognized object outlines and stitch values are stored as object properties in the software. This means you can scale and transform recognized designs in the usual way. You can also change the stitch density of the whole or selected parts of a design, and/or of certain stitch types. Note that if you do not want the software to convert stitch files to design files, turn off the recognition option in the Embroidery Settings > Design tab.



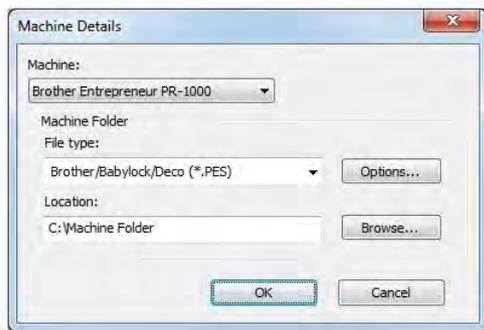
## OUTPUT SELECTED DESIGNS



Use Manage Designs > Transfer Selected Design to transfer selected design to the preset machine folder. Right-click for settings.

Send selected designs to a preset folder on your network or PC. Create a hard copy report of a selected design using a printer or plotter. Report types may include design worksheets, appliqué patterns, color films, hooping sequence reports, as well as catalogs and lists of selected designs.

The software provides a method of connection to machines that appear as removable media or use a third-party application to connect to the machine and require files to be placed in a specific network location. Once your machine is set up, it only requires a single click to send a selected design to the preset folder on your network or PC. The first time you do it, you will be prompted to specify your machine type and file type.



Using the Output Design toolbox you can output embroidery designs in a variety of ways – by printing as worksheets, as appliqué patterns, color sequence, or as thread charts.

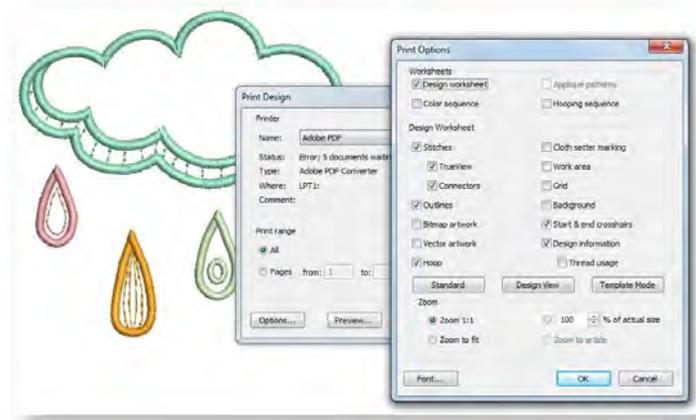
### Print selected designs



Use Manage Designs > Print Selected to print designs selected in the embroidery library.

You can print worksheets for selected designs, and include thumbnails of each in the worksheet. Unlike Print Designs, this option can provide design and sewing information.

- Sort the designs to be printed using Sort.
- Select a design and click the Print Selected icon. The Print dialog opens.
- To customize the printout, click Options.



- Set worksheet options to show the information you want in the format you require.

Report	Purpose
Design worksheet	This provides complete sewing information for the design. All related information, such as bobbin length, design size, garment fabric, etc, is provided.
Appliqué patterns	This shows appliqué patterns – cutter information – isolated from the design. These can be used as a guide to cutting out fabric pieces. They also show which appliqué pieces are to be included.
Color sequence	Provides a list of colors in the design, together with color and stitch information for each color layer. This helps the machine operator to see each stitch color in order of stitchout.
Hooping sequence	If there is more than one hooping in the design, this option displays hoopings in their correct color sequence.

- Use the preset buttons to filter the design worksheet options - 'Standard', 'Design View', and 'Template Mode'. The Design Worksheet panel provides options for further customization.
- Click OK and ensure correct printer settings in the MS Windows® Print Setup dialog.
- The dialog and the settings available will vary from printer to printer. See your printer manual for details.

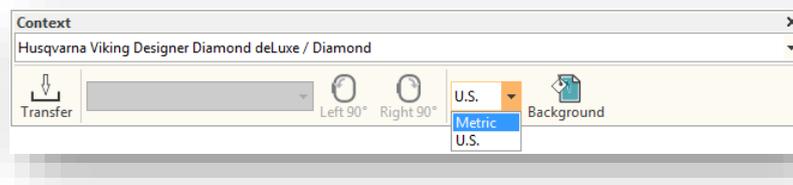
## Export design lists



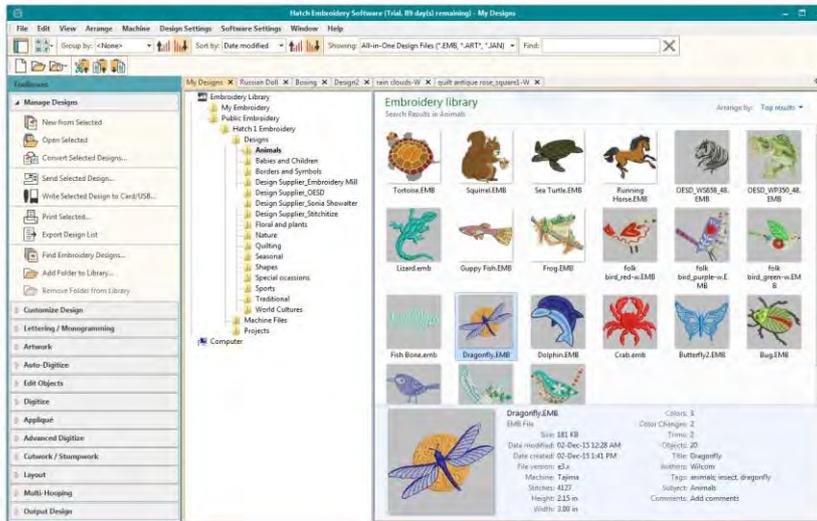
Use Manage Designs > Export List to export selected files to Tab and CSV (Comma Separated Value) formats suitable for use by most spreadsheets.

The Export Design List option can be used to print design lists for selected folders. This option allows you to create a simple design report which can easily be imported into a spreadsheet. You may want to use this in order to manage designs by file name.

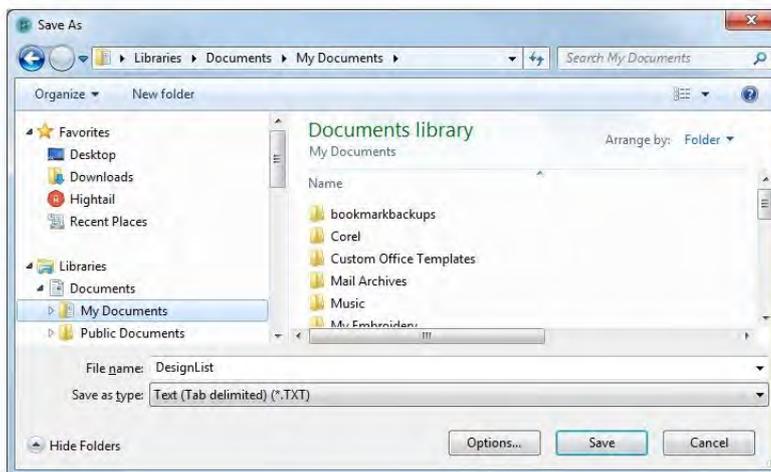
- Preset the measurement units you want to use - metric or U.S.



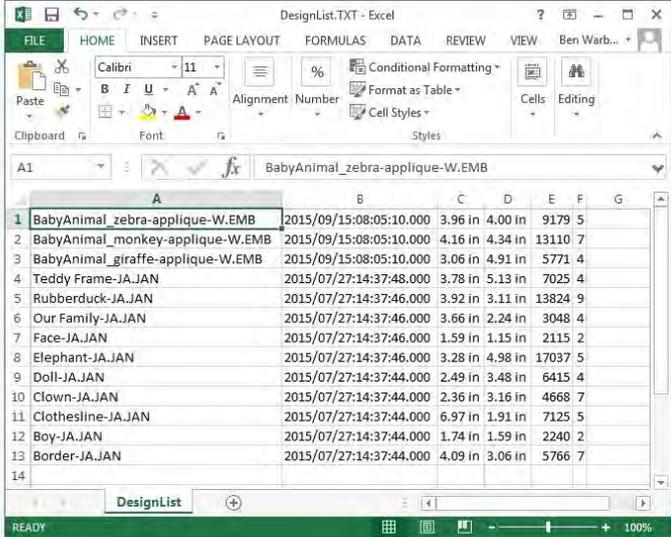
- Open the Embroidery Library and select a design folder.
- To customize the printout, click Options.



- Sort and filter the designs to be printed.
- Click the Export Design List icon and choose a location to save the list. Choose whether to save as a tab-delimited or comma-separated text file.



- Open the text file in a spreadsheet for further sorting and printing.



	A	B	C	D	E	F	G
1	BabyAnimal_zebra-applique-W.EMB	2015/09/15:08:05:10.000	3.96 in	4.00 in	9179	5	
2	BabyAnimal_monkey-applique-W.EMB	2015/09/15:08:05:10.000	4.16 in	4.34 in	13110	7	
3	BabyAnimal_giraffe-applique-W.EMB	2015/09/15:08:05:10.000	3.06 in	4.91 in	5771	4	
4	Teddy Frame-JA.JAN	2015/07/27:14:37:48.000	3.78 in	5.13 in	7025	4	
5	Rubberduck-JA.JAN	2015/07/27:14:37:46.000	3.92 in	3.11 in	13824	9	
6	Our Family-JA.JAN	2015/07/27:14:37:46.000	3.66 in	2.24 in	3048	4	
7	Face-JA.JAN	2015/07/27:14:37:46.000	1.59 in	1.15 in	2115	2	
8	Elephant-JA.JAN	2015/07/27:14:37:46.000	3.28 in	4.98 in	17037	5	
9	Doll-JA.JAN	2015/07/27:14:37:44.000	2.49 in	3.48 in	6415	4	
10	Clown-JA.JAN	2015/07/27:14:37:44.000	2.36 in	3.16 in	4668	7	
11	Clothesline-JA.JAN	2015/07/27:14:37:44.000	6.97 in	1.91 in	7125	5	
12	Boy-JA.JAN	2015/07/27:14:37:44.000	1.74 in	1.59 in	2240	2	
13	Border-JA.JAN	2015/07/27:14:37:44.000	4.09 in	3.06 in	5766	7	
14							

Designers frequently want to distribute designs for viewing in real colors, in TrueView or otherwise, with or without fabric backgrounds. Screen images can be captured in PNG format and send as email attachments.