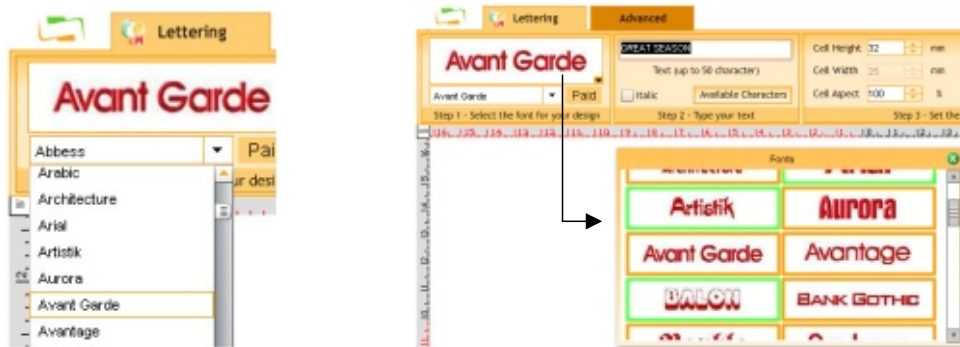


## The Lettering Tab

### Step 1: Select the required font

When selecting a font you can see a sample of that font in the box and its properties (maximum and minimum recommended sizes, etc.). You can also click over the sample box and a form will appear showing the available fonts as thumbnails.



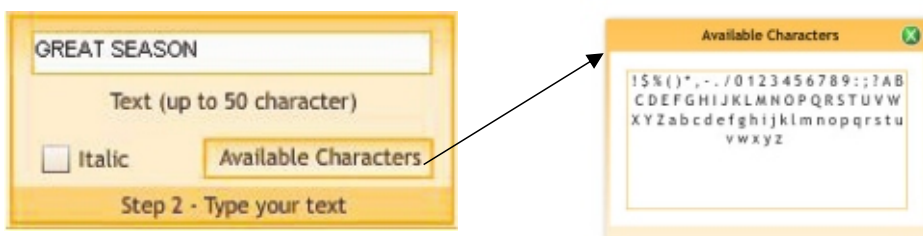
Choose the **measurement unit** of the system, according to your preference (metrics or english units). There is also the possibility to calibrate the ruler with the real size according your monitor settings.



### Step 2: Type the text

Enter the text you wish to convert into stitches (with a maximum of 50 characters per design). You may see the available characters for the selected fonts through the "Available Characters" button. You may change normal characters to italic (slant) setting the "Italic" box.

Clicking in the "Available Characters" button you can see in a floating window the list of all the available characters for the selected font.



### Step 3: Set the character size and letters spacing.

The "cel height" value corresponds to the biggest box size that may hold any of the letters of the font indicated, not the size of a particular letter. Then...

*Not necessarily the size introduced will have the height of the final design, as this is normally smaller. Verify the values recommended in order to achieve an optimal stitch quality.*



If you wish to modify the letters aspect (thinner or larger fonts), you may adjust the stated percentage (normal is 100%).

Spacing between letters: Enter the desired value (in millimetres or inches, as applicable).

Spacing between words: If applicable, enter the appropriate value.

## The Advanced Tab

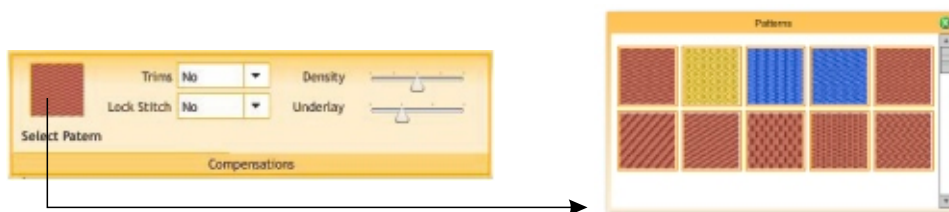
Optionally, more lettering properties can be adjusted through the second tab labeled as "Advanced"

### Compensations Group - Adjust stitches properties.

Select the **density** of stitches suitable for your design (by default, is normal).

Select the proper **underlay** (base stitches) according to the design size and fabric/material. These are stitches for fabric tightening.

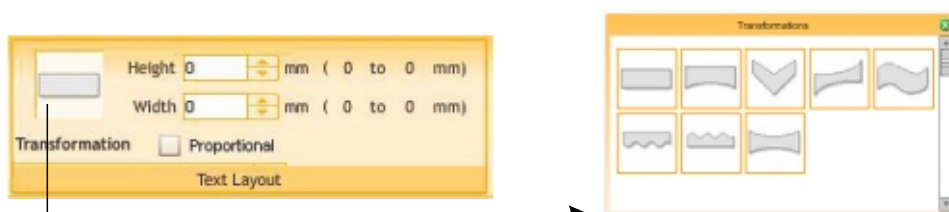
You may add machine commands such as **thread trims** between letters or words. You may also add **lock stitches** to fix a letter, before starting the next letter.



In some fonts with filled areas, you may select the **pattern type**, giving the font different textures.

### Text Layout Group - Transformation styles

Some fonts allow you to perform text layout changes, adopting different shapes. Those styles "deform" (alter the shape) of the block that holds the text adjusting them into a particular shape, which templates are pre-defined.



### Code and Color Group

Choose the **Format** (embroidery machine code) in which you wish to receive the design produced. Look for the codes that are compatible to your embroidery machine.

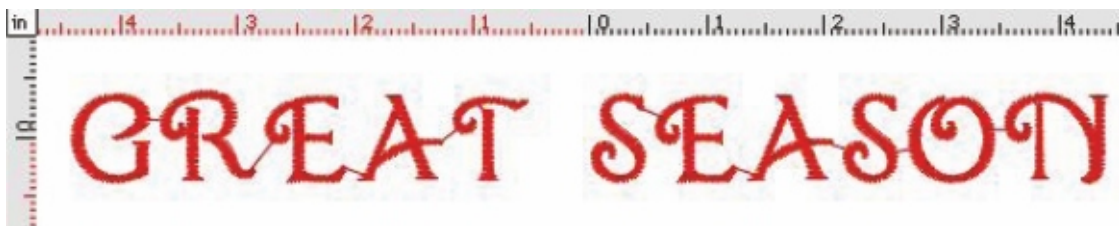
You may also select a background color and the thread colors for the sample pre-view. In the case of designs with more than one color, this will be useful to easily identify the colors sequence.



Press the button TRY only once to generate the stitches and display a design pre-view.

## The Viewer Ribbon

After few seconds, **Web Lettering** workspace will be updated with the created design.



Check that the resulting values for height, number of stitches and width are the expected ones, as well as the general aspect of the stitches generated.



## Views and References Group

Click on the Simulation Window button to see a 3D preview of the design.



Additionally you can click on Stitch Marks and Connections to see those marks on the graphic.



## Zoom Tools Group

Use the zoom tools to inspect carefully the details the design, stitch by stitch



If you consider that adjustments are necessary (for example, a different density value, or a size change, or a new color combination), perform the required changes and press the TRY button again to create a new design with the stated adjustments.

## Save Group - Design Downloading

After creating the desired design, you may need to download that design to your pc.

Press the GET DESIGN button.

Depending on the subscription plan (free or premium), the font class, and if you still have remaining designs for your plan; this request (save / export) could be processed or not. If the request can be processed, you will need to confirm (accept) it.



A window will pop up with the instructions to download the design for the selected machine code.

All designs you create will be stored for a short term under section ""My Designs", from where you will be able to download them

Note: Free of charge designs created can be stored in the system for a maximum of 48 hours (this may change without prior notice), whereas charged designs will be saved in the system for a week.

After this period of time, the design will be deleted automatically and permanently from the system.