

Pacesetter BES  
Monogramming Suite  
Instruction Manual

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# Table of Contents

Learning about the Workspace .....	5
Parts of the Workspace .....	6
Title Bar .....	6
Pacesetter Button .....	6
Quick Access Toolbar .....	7
Toolbar and Ribbon Buttons .....	8
Pacesetter Menu Tools .....	8
Ribbon Tools .....	9
The View Tab .....	11
Simulator .....	12
Status Line .....	13
Color Palette .....	14
Using Scrollbars .....	14
Correcting Mistakes .....	15
Opening and Closing Designs .....	16
Creating New Designs .....	17
Saving Designs .....	18
Setting up your Workspace Environment .....	19
Changing Machine Format Properties .....	20
Adjusting the View of the Workspace .....	21
Magnifying and Reducing the View .....	21
Hiding Panels Automatically .....	22
Adjusting the Position of the Panels .....	23
Viewing Different Parts of the Workspace (Panning) .....	25
Taking Measurements .....	26
Displaying the Hoop .....	27
Viewing and Hiding the Hoop .....	27
Selecting a Hoop .....	27
Scaling a design to fill the hoop .....	28
Available Hoops .....	29
Getting Help .....	30
Opening the Help .....	30
Using the Contents .....	30
Using the Index .....	30
Using Search .....	31
Saving Favorite Help Topics .....	31
Printing Help topics .....	32

<b>Creating &amp; Decorating Monograms.....</b>	<b>33</b>
Using the Monogram Designer Dialog .....	34
Layout of the Monogram Designer Dialog .....	34
Creating a Monogram .....	35
Viewing the Design Actual Size .....	37
Changing the thread color in a Monogram.....	37
Changing the Font .....	39
Displaying a Font's Available Characters.....	40
Applying "Right-side" characters.....	41
Adding Decors to a Monogram .....	43
Adding a Frame to the Monogram .....	46
Monogram Templates.....	47
Saving a Monogram Template .....	47
Applying a Monogram Template .....	47
Merging Files.....	48
<b>Editing Designs.....</b>	<b>51</b>
Editing Monogram Designs .....	52
Selecting Design Object.....	52
Copying Segments.....	53
Deleting Segments.....	54
Grouping and Ungrouping Objects in a Design .....	54
Reflecting a Design Object .....	55
Aligning parts of the Design .....	55
Resizing Design Objects .....	56
Rotating Segments.....	57
Moving Parts of the Design.....	58
The Properties Panel .....	59
Adjusting Text Properties .....	59
Changing the Height of Lettering .....	59
Width Percentage.....	60
Slant.....	60
Trim Settings.....	61
Lock Stitches.....	62
Fill Density Setting .....	62
Underlay Settings.....	63
Selecting the Underlay Type .....	63
Specifying the Underlay Density .....	64
Specifying the Underlay Stitch Length .....	64
Inset Distance for Underlay.....	65
Pull Compensation Settings .....	66

Working with the Color Palette .....	67
Selecting a Thread Chart .....	67
Searching for a Specific Color .....	67
Changing a Thread Color .....	68
Working with Sequence View .....	69
Changing Thread Colors in Sequence View.....	70
Sequencing Color Groups .....	70
Show/Hide and Lock Color Groups .....	71
Using Color Sort .....	72
Printing Designs .....	73
Changing a Design's Print Settings .....	73
Previewing a Design before Printing .....	74
Printing Design Worksheets .....	76
Index .....	77



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# CHAPTER 1:

## Learning about the Workspace

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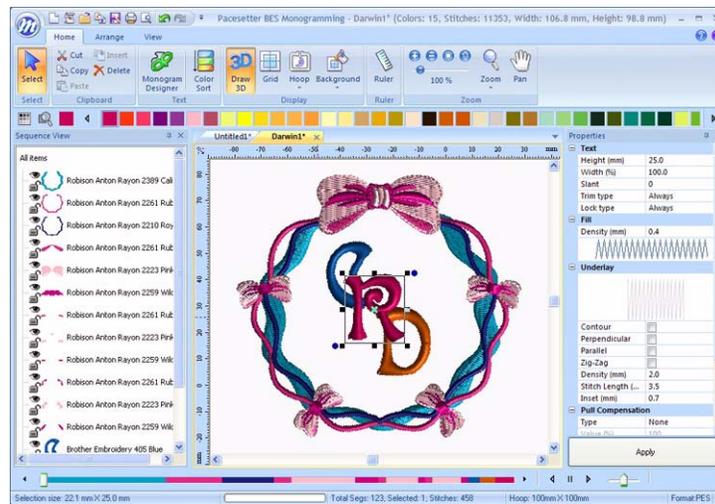
Before you start using the software, we recommend that you understand the Pacesetter BES Monogramming Suite design workspace and learn a few of the basic components outlined in this section.

*Topics covered in this chapter:*

- Setting up the design workspace environment.
- Showing a hoop in the workspace, and choosing the size of hoop to be displayed.
- Using the Pacesetter BES Monogramming Suite help.

## Parts of the Workspace

The Pacesetter BES Monogramming Suite workspace contains a number of different areas which have distinct functions. The sections that follow give an overview of what each of these areas does, and the kinds of information about the design that they contain.



### Title Bar

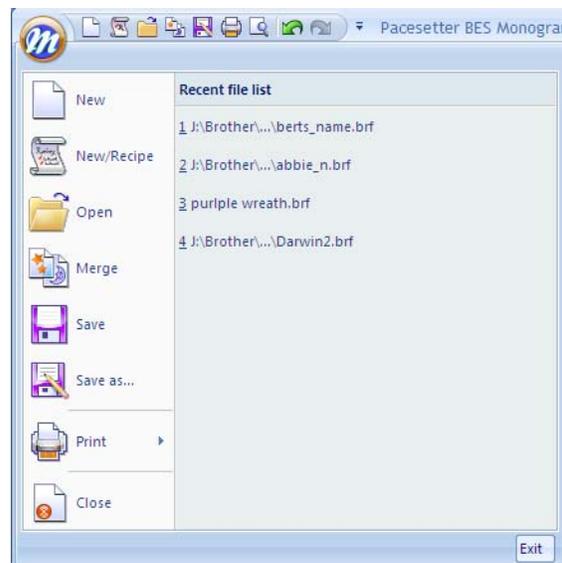
The Title Bar appears at the top of the Pacesetter BES Monogramming Suite design window. The Title bar displays information about the design that is open in the workspace: its name, the number of stitches and colors in the design, and the overall width and height.

### Pacesetter Button

At the top left-hand corner of the window is the Pacesetter button . Clicking this button gives you access to a menu of useful tools, such as New, Save, Print, and several others. For

a complete list of the tools available on this menu, and a summary of their functions, see “Pacesetter Menu Tools” in the next section.

When you open the Pacesetter Menu, you will also see displayed a list of recent files that you have been using. Just double-click on the file name to open it.



*Tools available on the Pacesetter Menu.*

## Quick Access Toolbar

The Quick Access Toolbar is located right along the top of your workspace, to the left of the Title Bar. This toolbar contains tool buttons that you will commonly use, such as Open, Save As, and Print.

The following default tools are included on the Quick Access toolbar: New, New/Recipe, Open, Merge, Save As, Direct Print, Print Preview, Undo, and Redo.

## Toolbar and Ribbon Buttons

You can access the tools available in Pacesetter BES Monogramming Suite through the Pacesetter Button  and the various toolbars. The tables below show the buttons, grouped by location (i.e. whether they are on the Quick Access Bar, or on one of the tabs on the ribbon). A brief description of what the button does is also included. Note that within each tab, some buttons are grouped together by function.

### Pacesetter Menu Tools

Tool	What it means
	<b>New:</b> Creates a new untitled design.
	<b>New/Recipe:</b> Opens a new page and allows you to choose a new recipe and machine format.
	<b>Open:</b> Opens an existing design file.
	<b>Merge:</b> Opens the Merge Design dialog, which you can use to import existing stitch or outline files into the current design
	<b>Save:</b> Saves the current design.
	<b>Save As:</b> Opens the Save As dialog, allowing you to choose the destination and file type to save it as.
	<b>Print:</b> Opens the printer dialog on your computer, allowing you to choose your printer and adjust the printer's properties.
	<b>Print Preview:</b> Opens the print preview window, which in turn will let you print the current design.
	<b>Print Setup:</b> Opens the print preview window, which in turn will let you print the current design.
	<b>Close:</b> Closes the file that you are currently working on.

Tool	What it means
	<b>Exit:</b> Closes all open files and shuts down Pacesetter BES Monogramming Suite; you will be prompted to save any open files.
	<b>Undo:</b> Reverses your last action.
	<b>Redo:</b> Reverses the action of the Undo command.

## Ribbon Tools

The Ribbon appears below the Title Bar. The Ribbon has three tabs: the Home tab, the Arrange tab, and the View tab. Clicking on the tabs displays all the buttons for the functions that are under that tab.

### Tools on the Home Tab

Tool	What it means
	<b>Select:</b> Selects objects in the design window.
	<b>Cut :</b> Cuts the selection and copies it to the clipboard.
	<b>Copy:</b> Copies the selection to the clipboard.
	<b>Paste:</b> Pastes the clipboard contents into the design, at the end of the design sequence.
	<b>Insert:</b> Pastes a copy of the clipboard selection into the sewing sequence immediately following the selected segment.
	<b>Delete:</b> Removes the selected segment.
	<b>Monogram Designer:</b> Opens the Monogram Designer dialog.
	<b>Color Sort:</b> Automatically reduces the number of thread changes required within the selected objects by resequencing like colors together.

Tool	What it means
	<b>3D:</b> Realistically renders your design onscreen.
	<b>Grid:</b> Displays a background grid, which helps with alignment. This grid can be used for the alignment of items on the display.
	<b>Hoop:</b> Displays the hoop as it fits relative to the embroidery. Clicking this button a second time will turn the view of the hoop off.
Select Hoop	<b>Select Hoop:</b> Accessed via the drop-down menu from the Hoop tool. Opens up the Hoops window, in which you can choose a new hoop.
Fit Hoop	<b>Fit to Hoop:</b> Scales the design up (or down) to the maximum size of the current hoop on the design window.
	<b>Background:</b> Two options are available from this button, Select Color or Select Fabric. Depending on which one you choose, a dialog box will open in which you select either the color, or the fabric pattern, that appears in the background of the active design window.
	<b>Ruler:</b> Measures the distance between any two points in a design.
	<b>Zoom:</b> Magnifies the design to fit a rectangle drawn by the user with the mouse pointer.
	<b>Zoom in:</b> Magnifies the view of the design by a fixed amount.
	<b>Zoom out:</b> Shrinks the view of the design by a fixed amount.
	<b>Fit to Window:</b> Displays the entire design and loaded images in the window.
	<b>Back to 1:1:</b> Returns design to original size.
	<b>Slider:</b> Drag the slider to choose a specific level of magnification; displays percentage of original size.
	<b>Pan:</b> Allows you to move the design around in the workspace window by clicking and dragging.

## Tools on the Arrange Tab

Tool	What it means
	<b>Select:</b> Selects objects in the design window.
	<b>Horizontal Center:</b> Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.
	<b>Vertical Center:</b> Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.
	<b>Center:</b> Centers one or more selected objects proportionally within the current hoop. If more than one object is selected, the entire group is moved together to the center of the hoop; the objects selected remain in the same position <u>relative to each other</u> as they had before being centered.
	<b>Flip Horizontal:</b> Flips one or more selected objects horizontally.
	<b>Flip Vertical:</b> Flips one or more selected objects vertically.

## The View Tab

The controls on the View tab allow you to change what appears on your workspace; which panels are displayed, and so on. The areas found on this tab are Windows and Program Preferences.

### Windows

In the windows area, check the box to show the corresponding window or panel, and uncheck it to hide that window or panel.

- Sequence View. Shows/hides the Sequence View panel.
- Palette. Shows/hides the thread palette.
- Properties. Shows/hides the properties panel.
- Simulator. Shows/hides the sewing simulator.
- Status. Shows/hides the status bar.

## Program Preferences

Click on the Program Preferences  button to open a dialog in which you can set the default machine settings, change the units of measure, and choose settings for the workspace grid. For more information on this dialog, see “Setting up your Workspace Environment”

## Simulator

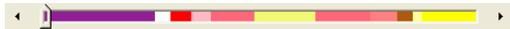
The Simulator makes it easy to see on-screen how your design will sew out. You can use the Simulator to eliminate potential sewing problems.

When you select Simulator from the View tab of the Ribbon, the Simulator (scrollbar slider and the sewing simulator) will appear at the bottom of the design space. The Simulator controls which parts of the design are drawn in the design window.



You can also open and close the Simulator by pressing Ctrl + R.

## Scrollbar Slider



The length of the Scrollbar Slider represents all of the stitches in the opened design. You can move the scrollbar slider by dragging it to see a design as it will look sewn to a particular point. The color display within the scrollbar indicates the thread color that will be sewn when the scrollbar slider is positioned over it. Clicking on the arrows at the ends of the scrollbar will advance or retrace the design position by one stitch.

## Sewing Simulator



The sewing simulator allows you to watch your design draw on a stitch-by-stitch basis, simulating the sewing action of your

machine. The Simulator controls include pause, stop, sew forward and sew backwards. You can push various control buttons and slide the speed control to vary the rate of sewing.

## Using the Simulator

The following table explains how to use the Simulator in more detail:

Tools	What is does
	<b>Previous Stitch:</b> Move backward in the design by one stitch.
	<b>Scrollbar slider:</b> Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you will see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.
	<b>Next Stitch:</b> Move forward in the design by one stitch.
	<b>Simulate Sewing (backward):</b> Move backward through the design.
	<b>Pause/Stop:</b> Pause or stop the design while drawing. When you play or resume sewing your design, stitching will continue from the location of the last stitch.
	<b>Simulate Sewing:</b> Move forward through the design.
	<b>Speed:</b> Slide the speed control to vary the rate of sewing.

## Status Line

The Status Line appears at the bottom of the BES Monogramming Suite window. To show or hide the Status Line, go to the Windows area of the View Tab and check or uncheck Status.

As you move the mouse over different sections of the workspace, this indicator will tell you what that area or button does. You will also find specific design information in other

areas of the status bar; it shows the total number of segments in the design, the number of segments currently selected, the machine format, the recipe used by the current design, the number of stitches in the selected design components and the hoop being used.

## Color Palette

The thread colors for the design are shown in the Color Palette located along the top edge of the workspace. To show the Color Palette (if it is not already displayed), go to the Windows area of the View tab and check the Palette box.



*The color palette in Pacesetter BES Monogramming Suite*

For more information on the color palette, see “Changing Thread Colors” in the “Editing Designs” section of this manual.

## Using Scrollbars

The scrollbars enable you to move easily around the displayed design. There are two scrollbars, one for moving the view vertically, and one for moving it horizontally.

### How to use the scrollbars:

- To pan left/right, or up/down, click and drag the track button



- Click on the small arrows at each end of the scrollbar to move the design view incrementally.
- Click in the track of the scrollbar, to move the workspace view by one whole screen.

You can also right-click the scrollbar to display a pop-up menu of scroll actions. The pop-up menu gives you the following options:



## Correcting Mistakes

Undo and Redo are two significant features that allow you to correct mistakes. If you make a mistake and change your mind about an action you just made, Undo reverses the action. Redo puts back the change. If Undo or Redo are grayed out, you cannot Undo or Redo.

### To use Undo:

- Do one of the following:
  - ♦ On the Quick Access toolbar click the Undo  tool.
  - ♦ Press Ctrl+Z on your keyboard.

### To use Redo:

- Do one of the following:
  - ♦ From the Quick Access toolbar, click the Redo  tool.
  - ♦ Press Ctrl+Y on your keyboard.

## Opening and Closing Designs

When you open a \*.BRF file in Pacesetter BES Monogramming Suite, this file will contain both outline and stitch information. Note however, that when you open other file types, they will open as stitch segments only.

### To open an existing design:

- 1 To open an existing design, do one of the following:
  - ♦ Click the Accelerator  button, and select Open from the menu that appears.
  - ♦ On the Quick Access toolbar, click on the Open Design  tool.  
*You see the Open Design dialog box.*
- 2 In the Look in list, browse to the location of the file you want to open.
- 3 In the Files of type list, select a design file type for the design you want to open.
- 4 In the File name box, enter the file name, or select the file you want to open by clicking the file.
- 5 Select Preview to view a thumbnail (a small representation) of the design.
- 6 Click Open.

### To close a design:

- Click the Accelerator  Button, and select Close  from the menu.

## Creating New Designs

When you open Pacesetter BES Monogramming Suite, you can immediately begin creating a new, untitled design in the design window. The design window automatically opens using the default recipe and machine format settings specified in the Preferences dialog. For more information on default settings, see “Setting up your Workspace Environment”.

If you want to start a new design and apply a different recipe to it (that is, not the default recipe), use the New/Recipe  tool.

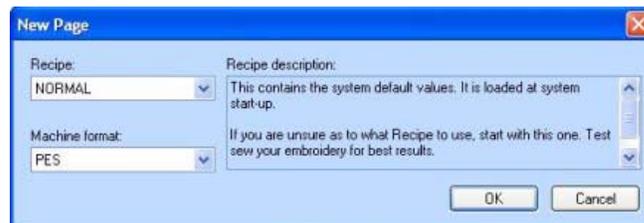
### To create a new design using the recipe dialog:

- 1 Click the Accelerator , and select New/Recipe .



If you select the New tool from the Quick Access toolbar, you will bypass the recipe selection dialog. A new design window will open using the default recipe and machine format settings.

*You see the New Page dialog.*



- 2 In the Recipe list, select the recipe you want to use for your design.



The Recipe description box in the dialog gives you a brief description of each recipe as you scroll through the list in the Recipe drop-down list.

- 3 In the Machine format list, select the machine format that you want applied to the design when created.
- 4 Click OK.

*You see a new design window.*

## Saving Designs

Use the Save As command to save designs. The Save As command lets you save an alternative version of the design with a different name, location, or file format. Embroidery designs can be saved in a number of different formats. The default format is the in the Pacesetter **outline** format (\*.BRF), but you can also choose from a large number of machine (stitch) formats, such as \*.PES, \*.SEW, \*.JEF, etc.

### Regarding outline vs. stitch formats:

Files saved as the outline format (\*.BRF). will contain both outline (vector graphic) information and stitch information. Designs saved in this format can be edited without compromising the quality of the stitches, because the stitch information is regenerated when segments are resized.

If the file is saved in machine format, on the other hand, it will contain only stitches, without any outline information. When resizing these types of files, the lack of vector outlines means that the regeneration of stitches cannot be done as well as it is for segments that do have outlines. Therefore, it is recommended that you save all newly-created designs as \*.BRF at first. Then, do any editing that is necessary, and only save your design in machine format when it is all ready to be sewn out.



Important: It is possible to have stitch (i.e. non-outline) segments in an outline (\*.BRF) file. For example, those that are imported into your \*.BRF using the Merge command.

If the file you merge into your outline file is in stitch file format, it will still be a stitch-only segment, even though it is part of an outline file; therefore, the same cautions about re-sizing apply.

### To save a design:

- 1 Do one of the following.
  - ◆ Click the Accelerator button, and select Save As from the menu that appears.
  - ◆ On the Quick Access toolbar, click on the Save as  tool.

*You see the Save As dialog box.*

- 2 In the Save in list, browse to the location you want to save your file.
- 3 In the File Name box, enter the file name for the design you want to be saved.
- 4 In the Save As type list, select the file type you want the design to be saved as.
- 5 Click Save.



To simply save the changes you make to the current design, use the Save  tool.

## Setting up your Workspace Environment

You can set up your design workspace environment for all opened design files. You can predetermine the units of measurement you want to use for your designs.

The following sections describe the units of measurement that can be used for designs opened in Pacesetter BES Monogramming Suite.

### Metric

The dimensions in Pacesetter BES Monogramming Suite can be displayed in metric values. This is the default setting, which will appear each time you run the software. It is generally preferable for embroiderers to use the metric values because many of the manufacturers of embroidery machines and designs use metric values.

### English vs. Metric

Pacesetter BES Monogramming Suite displays inch measurements in tenths of inches. If you think in inches, then you can set the software to use the inch system.

### To set up your workspace environment:

- 1 On the View tab of the Ribbon, select the Preferences  button.  
*You see the Preferences dialog box.*
- 2 Click the Environment tab.
- 3 From the Units list, select the units of measurement you want used for your designs: Metric or English.
- 4 Click OK.

## Changing Machine Format Properties

All designs in Pacesetter BES Monogramming Suite have a machine format. Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files.

When you create a new design file, you can select the machine format for the specific design. The selected machine format can change how the design file is read. When you set machine format properties in the Preferences dialog, all new designs will use these machine format properties as the default settings.



If you open a design with the New/Recipe command, you can select the recipe for the new design in the New Page dialog. This will override whichever recipe is set as the default in the Preferences dialog.



Changing machine format properties after a design file has been opened will not change the machine format of the embroidery designs in that design.

### To change machine format properties:

- 1 On the View tab of the Ribbon, select the Preferences  button.
- 2 Click the Formats tab.
- 3 From the Machine format list, select the machine format that you want applied to new design files.
- 4 Click OK.

## Adjusting the View of the Workspace

### Magnifying and Reducing the View

Use Zoom to magnify or reduce parts of your design. With Zoom you can either left-click to enlarge your design or right-click to make your design smaller.

When you select Zoom, the cursor changes to a small

magnifying glass . To use the Zoom tool, do one of the following:

- To zoom in on the spot where the mouse is currently pointing, left-click.
- To zoom out again, right-click.
- To zoom in on a particular area, left-click and drag; the display will expand to show only the area that you have dragged over.

#### To use the Zoom Tool:

- 1 On the Ribbon, select the Home tab.
- 2 In the Zoom toolbar, click on the Zoom  tool.  
*The pointer becomes a magnifying glass.*
- 3 Do either of the following:
  - ♦ Left-click to make your design larger.
  - ♦ Right-click that area to make your design smaller.

#### To zoom-in on a specific area:

- 1 On the Ribbon, select the Home tab.
- 2 In the Zoom toolbar, click on the Zoom  tool.  
*The pointer becomes a magnifying glass.*
- 3 Click and hold your mouse button and drag it to form a flexible box around the area you want to see in detail.

- 4 Do one of the following:
  - ♦ To increase the zoom, continue clicking and dragging the flexible box.
  - ♦ From the Zoom toolbar, click on the down arrow under the Zoom icon, and use the Zoom tool settings to zoom back out.

### Additional options on the Zoom Toolbar:

When you click on the down arrow underneath the Zoom Tool, you will see an option menu. You can choose from any of the following options on this menu:

- **Zoom In** to make your design larger.
- **Zoom Out** to make your design smaller.
- **To Fit** to make the whole design the size of the design window.
- **To Selection** to zoom to the size of the currently selected embroidery segment, or set of embroidery segments if more than one is selected.
- **1:1** to see the design at the actual size.

## Hiding Panels Automatically

To increase the amount of space for your design window, you can set the Properties and Sequence View panels to the Auto hide mode. When Auto hide is on, the panel will only be visible while the mouse is over it; as soon as you remove the mouse, the panel will collapse to a narrow sidebar.

To turn on Auto hide for these panels, click on the small push-pin icon  at the top-right of the panel. When the panel is in Auto hide mode, the small push-pin will be on its side, like this: . Now, whenever you move the mouse to another part of the screen, the panel will be hidden.

To turn Auto hide off, click on the  icon again.

## Adjusting the Position of the Panels

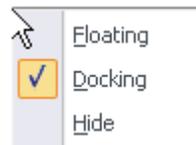
By default, when you first open the software, the Properties and Sequence View panels appear “docked” in your workspace.

However, there are ways to move any of the panels around into different positions; you can “float” them above the workspace, in which case they can be moved anywhere on your desktop; or you can undock them from their current positions and dock them elsewhere.

You can also combine panels together by “tabbing” them; you do this by floating a panel in front of another panel and then docking it to that panel with the tab  button.

### To float a docked panel:

- 1 Right-click on the panel’s title bar (the grey area at the top of the panel, which shows the panel’s name, e.g. “Properties”).  
*You will see a menu of options.*



- 2 Select Floating from this menu.  
*The panel now floats above the workspace; you can drag and place it anywhere on your screen.*



If you wish to re-dock the panel to the same location it was originally, you can just right-click the title bar again and select “Docking” from the menu; the panel will immediately go back to the former location. To dock it elsewhere, follow the steps under “To dock a floating panel”.

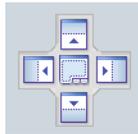
### To hide a panel:

- 1 Right-click on the panel’s title bar.  
*You will see a menu of options.*
- 2 Select Hide from this menu.

*The panel will no longer be visible; to show the panel again, go to the Tools tab of the ribbon, and in the Windows area check the Properties check box.*

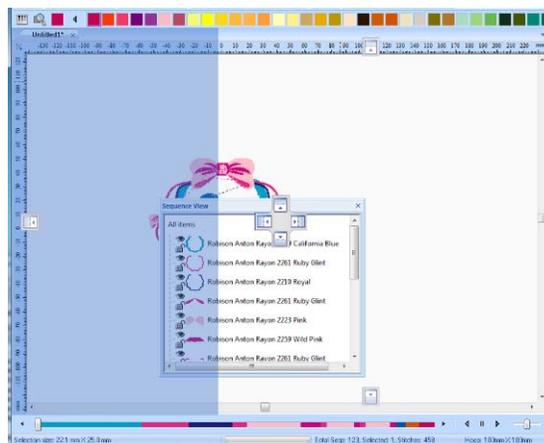
**To dock a floating panel:**

- 1 Left-click the panel's title bar and drag it a short distance, continuing to hold down the mouse button.  
*You will see a set of arrow buttons displayed in the workspace. Five of them (four arrows plus the tab button) form a cross shape, like this:*



*There will also be four isolated arrow buttons like this  pointing at the four sides of the main window.*

- 2 Do one of the following:
  - ♦ To dock to the sides of a frame, drag the cursor over one of the arrow buttons in the cross.  
*A shaded area will appear, previewing the position that the floating panel will dock. In the instance shown below, the Sequence View panel is set to be docked to the left of the design workspace.*



- ♦ To dock to the top, bottom, left or right sides of the overall workspace window, drag the cursor over the corresponding isolated arrow button.
- ♦ To make the selected panel into a tab of another panel, move the cursor over the tab  button in center of the “cross”.

**3** Release the mouse button.

*The floating panel will now be docked to the selected location, and tabs labelled “Properties” and “Color Palette” will appear along the edge of the panel.*

## Viewing Different Parts of the Workspace (Panning)

Sometimes you may want to work at a high level of magnification, and some part of the garment or embroidery you’re working on will not show up in the workspace. You can move to parts of your design that go beyond the window’s borders. In these situations, you can use keyboard arrows or the pan tool to change your view of the project.

### Panning using the keyboard:

- Use the  key to move up.
- Use the  key to move down.
- Use the  key to move left.
- Use the  key to move right.

## Using the Pan Tool

Use the Pan  tool to move the view of the design around in the workspace by clicking and dragging. While you are using the Pan tool, you will still be able to see the design in the window. Note that the pan tool does not actually move parts of the design around, just your view of them.



You can right-click to switch back to whichever tool you were using before you selected the Pan tool.

## Taking Measurements

The Ruler  tool lets you measure the distance between any two points in your design workspace. When you measure from one point to another, the distance is displayed in the status line located at the bottom of the window. The status line shows the horizontal and vertical distances the Ruler tool travels from the x and y axes, the angle measured, and the total distances.



The ruler measurements are calculated in the units you set under the Units tab of the Preferences dialog.

### To measure Designs:

- 1 On the Ribbon, select the Home tab.
- 2 Click on the Ruler  tool.  
*Your pointer changes to a ruler when in the Design Workspace.*
- 3 Click and drag your mouse until you are finished measuring the item.
- 4 Let go of your mouse when you are finished measuring.
- 5 Look in the status line at the bottom of the workspace to see the measurement.
- 6 Right-click to set the end point of your measurement.  
*The measurement is now displayed in the status bar.*

## Displaying the Hoop

Viewing the hoop or frame on the screen lets you ensure that your design fits properly when you run it on the machine. The hoop serves as a guide to help size and position your design in the design window. Pacesetter BES Monogramming Suite comes with many pre-loaded hoop sizes.

## Viewing and Hiding the Hoop

Use the Hoop  tool to show and hide the hoop in the display window. Just click on the Hoop tool to show the hoop (if it is not currently shown) and click it again to hide the hoop.



The hoop's dimensions are determined by your settings under the Hoops dialog in Pacesetter BES Monogramming Suite.



Using the Hoop tool may effect the magnification level of your design. For example, if you are zoomed in on the design, clicking the Hoop tool will cause the view to zoom out enough to fit the entire hoop into the workspace.

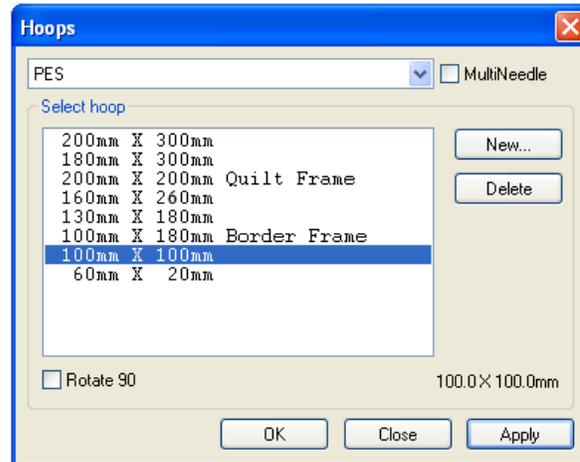
## Selecting a Hoop

You can select one of the pre-loaded hoops using the Hoops dialog. You will notice that you can select hoops from different file types in this dialog. This is useful when you want to make sure that your design will fit for more than one kind of embroidery machine.

### To select a hoop using the Hoops dialog:

- 1 On the Home Tab, click the down arrow under the Hoop tool.
- 2 From the menu that appears, click on Select Hoop.

*You see the Hoops dialog.*



- 3 Select the machine format from the drop-down list at the top of the dialog.



If you choose the PES format, you will see that there is an option to select “MultiNeedle” hoops. This applies only if you have a MultiNeedle embroidery machine.

If you check this box, the list of hoop formats will change to a list of hoops that are used with a MultiNeedle machine.

- 4 From the list of Hoops, choose a hoop size appropriate for your design.
- 5 If needed, check the “Rotate 90” box to make the hoop fit your design better.
- 6 Click OK.

## Scaling a design to fill the hoop

The Fit Hoop automatically scales the current design to fill the maximum size of a current hoop. This feature recalculates stitches where necessary.

### To scale designs to fill hoops:

- 1 Open an existing design.

- 2 On the Home Tab, click the down arrow under the Hoop tool.
- 3 From the menu that appears, click on Fit Hoop.  
*The current design will automatically be resized to fill the current hoop.*

## Available Hoops

Pacesetter Monogramming comes pre-loaded with a number of different hoops. The hoop sizes available for each file type are listed in the following table.

Format	Available Sizes (mm)
DST	130 × 180, 300 × 300
EXP	130 × 180, 300 × 300
HUS	100 × 100, 80 × 80
JEF	240×200, 200 × 200, 140 × 200, 126 × 110, 50 × 50
PCS	120 × 115, 80 × 80
PES	300 × 200, 180 × 300, 160 × 260, 200 × 200, 130 × 180, 100 × 180, 130 × 60, 130 × 50, 100 × 100, 90 × 80, 60 × 40, 60 × 20
PES Multi-needle	360 × 200, 300 × 200, 300 × 100, 160 × 160, 130 × 130, 100 × 100
SEW	122 × 88, 80 × 70, 50 × 50
SHV	150 × 240, 100 × 100, 40 × 40
VP3 & VIP	360 × 350, 360 × 200, 150 × 240, 140 × 225, 170×100, 120 × 120, 100 × 100
XXX	130 × 240, 114 × 114, 112 × 80, 55 × 55



**Important:** The maximum size of the design that you can save, in any given file format, is limited by the largest hoop available in that format.

For example, if you are saving as PES MultiNeedle, the largest design you will be able to save is 360mm × 200mm.

If you try to save a file that is larger than the largest hoop, you will be given an error message.

## Getting Help

The Pacesetter BES Monogramming Suite Help is a quick way to find answers to your questions and see step-by-step instructions. Because a large number of topics exists, the Help allows you to search for topics in various ways. You can search using the table of contents, the index or a database of keywords. You can also save the topics you visit most often.



The help is also available in document form (.PDF) on your Installation CD.

## Opening the Help

### To open the Help:

- 1 Double-click the Pacesetter BES Monogramming Suite icon on your desktop.
- 2 Click the Help  tool.  
*You see the Help.*

## Using the Contents

The Help has a table of contents, with a list of book icons. Each book contains a series of related topics.

### To use the Contents:

- 1 Click the Help  tool.  
*You see the Help.*
- 2 Double-click the book you want to open.
- 3 Click the topic you want to see.  
*You see the topic in the right pane.*

## Using the Index

The Help index is similar to the index in a book.

### To use the Index:

- 1 Click the Help  tool.

*You see the Help.*

- 2 In the box, enter the word or words you want to search for.  
*In the list, you see the topics that most closely match your query.*
- 3 Click the term you want to learn more about.  
*If there is more than one topic for the keyword, you see a menu.*
- 4 Click the topic you want to see.  
*You see the topic in the right window pane.*

## Using Search

The Search tab lets you search using keywords or phrases in a database of all the words found in the Pacesetter BES Monogramming Suite Help.

### To use Search:

- 1 Click the Help  tool.  
*You see the Help.*
- 2 Select the Search tab.
- 3 In the "Keyword" box, enter the word or phrase that you are searching for.
- 4 Click the List Topics button.  
*In the list below, you see the topics that contain the words you searched for.*
- 5 Click the topic you want to view, and then click Display.  
*You see the topic in the right window pane.*

## Saving Favorite Help Topics

The Favorites tab lets you save the topics that you visit most often and want to access quickly.

### To save your favorite topics:

- 1 Click the Help  tool.  
*You see the Help.*

- 2 Double-click the book you want to open.
- 3 Click the topic you want to save as your favorite.  
*You see the topic in the right window pane.*
- 4 Click the Favorites tab.  
*You see the selected topic in the Current topic area.*
- 5 To add the selected topic to your favorites list, click Add.  
*You see the selected topic appear in the Topics area.*
- 6 To display your favorite topic, do one of the following:
  - ♦ In the Topics area, select the favorite topic you want to display and click Display.
  - ♦ In the Topics area, double-click the favorite topic you want to display.  
*You see the topic in the right window pane.*
- 7 To remove one of your favorite topics, do the following:
  - ♦ In the Topics area, select the favorite topic you want to remove and click Remove.

## Printing Help topics

You can print any of the topics in the Help.

### To print topics:

- 1 Click the Help  tool.
- 2 Click the topic you want to print.  
*The topic will appear in the Help window.*
- 3 Click Print.  
*You see the Print Topics dialog box.*
- 4 Select one of the following print options:
  - ♦ Print the selected topic
  - ♦ Print the selected heading and all subtopics
- 5 Click OK.  
*You see the Print dialog box.*
- 6 Change any of the print settings, if necessary, and click OK.  
*The topic will be sent to your printer.*

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## CHAPTER 2:

# Creating & Decorating Monograms

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The Monogram Designer dialog is the main creative tool of Pacesetter BES Monogramming Suite. It allows you to quickly create complete monogram embroidery designs, with decorations and frames. You can also determine the color and font of the letters in the monogram.

*Topics covered in this chapter:*

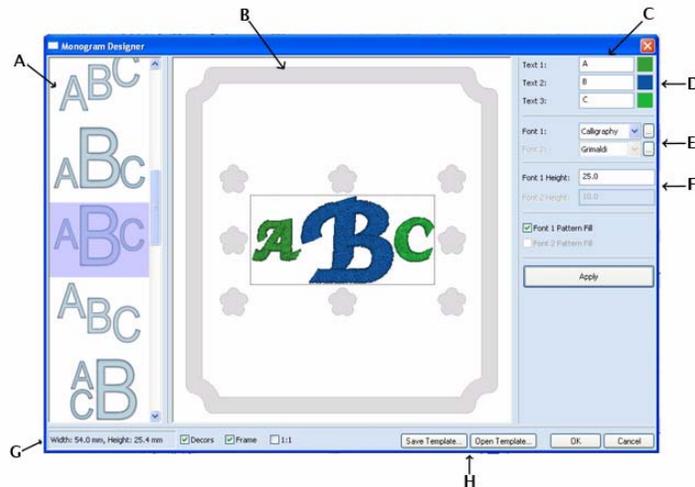
- How to create a monogram design
- Adding decors and frames to the monogram
- Changing colors of letters in a monogram
- Saving a monogram design as a template
- Using the Add Frames and Add Design tools
- Merging other designs with your monogram

## Using the Monogram Designer Dialog

You create your Monogram designs using the Monogram Designer dialog. Open this dialog by clicking the Monogram Designer button on the Home tab of the ribbon. To close the Monogram Designer dialog, click the OK button to generate the design, or the Cancel button to return to the main workspace without adding a new monogram.

## Layout of the Monogram Designer Dialog

There are several different areas of the dialog with different functions. The following illustration identifies the parts of the dialog; these terms will be used throughout the instructional sections that follow.



*Schematic guide to the parts of the Monogram Designer dialog: A= Monogram styles area, B= Preview panel, C= Text area, D= Color change swatches, E= Font area, F= Height field, G= Status bars, H= Template buttons*

## Creating a Monogram

Creating a simple monogram design is very easy with Pacesetter BES Monogramming Suite. Simply select one of the monogram layouts, type in the letters you want, choose a font and thread color, and click the OK button. The basic monogram will appear in your workspace, after which, you can save it to the appropriate file type.

You can also add embellishments to the monogram using the “Monogram Designer” dialog. For details, see the following sections, “Adding Decors to a Monogram” and “Adding a Frame to a Monogram”.

### To create a new monogram design:

- 1 In the Monogram Designer dialog, select one of the styles from the monogram styles area.
- 2 In the Text area, type your lettering into the appropriate text field.

The number of text fields that are “active” depends on the monogram style you have chosen.

For a single-letter monogram pattern, only the Text1 field will be active; if a two-letter style is chosen, 'Text 1' and 'Text 2' will be active; and if a three-letter style is selected, all three fields will be available.



For Name-type templates, both the 'Text 1' and 'Text 2' fields will be active - the initial letter will be input into 'Text 1' and the name portion will be input into 'Text 2'. The exception to this is the “Name-only” (i.e. no initial) template. For this template type, the text for the name will be entered in the 'Text 1' Field.

Also note that, for the Name template monogram styles, the maximum number of characters that the name field can have is 30.

- 3 Select the Font for the monogram from the fonts field.

- 4 If desired, change the height of the font by typing a new value into the Font Height field of the dialog.



For “Name Template” monogram styles, there will be two Height fields - ‘Font 1 Height’ to change the height of the monogram lettering, and ‘Font 2 Height’ to change the height of the name.

Again, there is an exception for the “Name only” style - in this case the height of the name will be controlled by the ‘Font 2 Height’ field.

Each font has maximum and minimum recommended heights; for best quality on sew-out, you should stay within these limits.



If you enter a font height that is outside of the recommended range, a warning dialog will appear when you click the Apply button. This dialog will advise you to change (increase or decrease, depending on whether you are below the minimum or above the maximum) the font height until it is within the recommended range for that font.

- 5 By default, the monogram lettering will be generated with a satin fill; however, you can change to a pattern fill by checking the Pattern Fill box in the dialog.



For “Name Template” monogram styles, there will be two Pattern fill checkboxes active in the dialog; check Font 1 Pattern Fill to change the monogram lettering to a pattern fill, and Font 2 Pattern Fill to change the “name” portion to a pattern fill.

If the “Name only” template type is being applied, the Font 1 Pattern Fill box will apply to the “name” text.

- 6 Add Decors and/or a Frame, if desired.  
*For more details on adding Decors and Frames, see the corresponding sections, below.*
- 7 Click Apply to see your changes in the preview panel.
- 8 When all your changes have been made, click OK.  
*The design appears in the workspace.*

## Viewing the Design Actual Size

By default, the design preview in the Monogram Designer dialog will be scaled such that it fills the entire preview panel. This means that the apparent size of the lettering will change as you add or remove frames or decors.



Note that the actual size of monogram - width and height - will always be displayed in the lower-left corner of the Monogram designer dialog.

If you want the preview panel to display the design actual size instead, check the “1:1” box at the bottom of the Monogram Designer dialog. The size of the design in the preview panel will be based on the lettering height chosen, and will not change when decors and/or frames are added or removed.

## Changing the thread color in a Monogram

In the Monogram Designer dialog, the lettering will have a default color to start out with. Using the Import Color function, you can change this color to whatever suits you, based on a list of manufacturers’ thread color tables. The Import color function can be applied to each letter in the monogram separately, should you want to have your letters sewn in different colors.

### To change the color of letters in the Monogram:

- 1 To the right of each letter, in the text area of the dialog, there is a colored square (the “color swatch”) - this shows the current thread color. Click in this square.

*You see the Import Color dialog.*



- 2 Select a new color palette (if desired) by clicking the down arrow to the right of the Color Palette Name list.  
*The new list of thread colors appears in the dialog.*
- 3 Choose a thread color from the selected palette by clicking one of them.

You can search for a particular color within the Color Palette you have chosen, if you know its name.



To do this, click the find  button in the Import Color dialog. This opens another small dialog, the Find Color dialog. Type the first few letters of the name of the color you are looking for into the box, and the Find dialog will display a list of colors that match those initial letters. Alternatively, you can type in the thread number (if you know it), and the Color Find tool will locate the thread by number. Then, click the color you want in the list; this will select that color in the Palette.

- 4 Click Select.  
*The Import Color dialog closes, and the swatch changes to the color you have selected*
- 5 On the Monogram Designer dialog, click Apply.  
*In the Preview panel, the letter will change to the color you chose.*

## Changing the Font

You can also change the font of the monogram lettering in the Monogram Designer dialog. Use any one of a large selection of digitized embroidery fonts that come with the Pacesetter BES Monogramming Suite embroidery software.

### To change the font:

- 1 In the Font area, click on the down-arrow next to the Font 1 list.

*A drop-down list of all the available fonts appears. As you “hover” the mouse pointer over each font’s name, you see a sample of the highlighted font.*



- 2 On the drop-down list, select the desired font by clicking on it.
- 3 Click Apply.

*The monogram lettering changes to the selected font.*

### Note: Name Template Monogram Styles

For the Name Template monogram styles, there are two separate lettering segments – the single-letter monogram in the background, and the multi-letter text in the foreground.

For these styles, it is possible to choose a different font for each part of the text; the ‘Font 1’ box determines the font of the single letter, and the ‘Font 2’ box determines the font of the multi-letter part. Choose your second font in exactly the same way as outlined above for changing ‘Font 1’.

Also, in the case of the Name Template monograms, two different Letter height boxes will be active, so that the font height for the “name” part may be set separately from the font height for the monogram itself.

Similarly, there will be two separate “Pattern fill” checkboxes; check Pattern Fill1 to add a pattern to the monogram, and Pattern Fill 2 to add it to the “name” portion.



The “Name only” template type is an exception to these rules: for this template, only the Text 1, Font 1, Font 1 Height and Font 1 pattern fill boxes will be active, and these will apply to the “Name” text.



*An example of a Name Template style, to demonstrate the use of two different fonts. In this example, “Venezia” was selected for Font 1, and “Calligraphy” was selected for Font 2.*

## Displaying a Font’s Available Characters

In the Monogram Designer dialog there is a button next to each of the font fields which displays all the characters (keystrokes) that can be entered for the selected embroidery font. For example, some fonts only allow you to enter uppercase characters, while other fonts allow you to enter both uppercase and lowercase characters.

The available characters box also tells you the minimum and maximum recommended heights for sewing out the font.

**To display a font’s available keystrokes:**

- 1 Open the Monogram Designer dialog.
- 2 In the Font1 or Font2 field, select the desired font from the drop-down list.
- 3 Click on the available characters button  to the immediate right of the font field.  
*You see a window that displays all the available keystrokes that you can enter for the selected font.*



- 4 Click the OK button to dismiss the available characters dialog.

**Applying “Right-side” characters**

A few of the Pacesetter BES Monogramming Suite fonts contain special characters, which have been digitized to fit on the right side of monograms. These are the Circle, Decor Style, and Script Style fonts.

In these fonts, the upper-case keystrokes (A, B, C...) produce capital letters that slope *up* from left to right, and the lower-case keystrokes (a, b, c...) produce capital letters that slope *down* from left to right. Combining the two types of letters gives a proper shape to monograms created using these fonts.

For example, in the Decor Style font, the letter **A** will look like this:



While, in contrast, the letter **a** looks like this:



Therefore, to make a “balanced” two-letter monogram, you would type the upper-case letter in the Text 1 field, and the lower-case letter in the Text 2 field.

Below are two examples of completed two-letter monograms using upper- and lower-case keystrokes in combination.



## Adding Decors to a Monogram

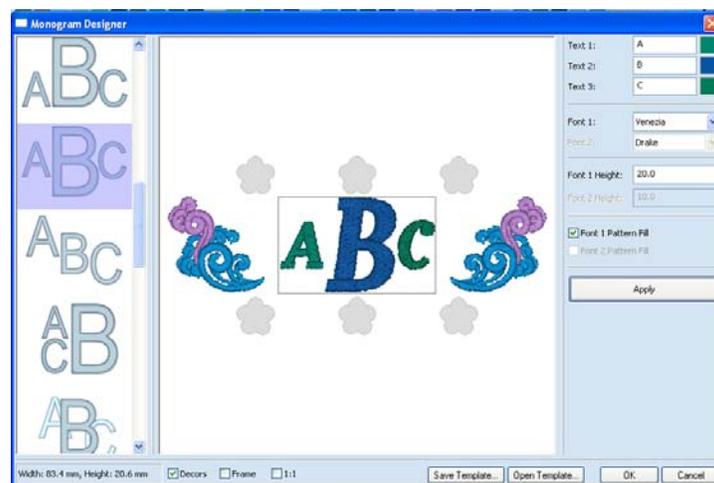
In the Monogram Designer dialog, you can add small decorative designs, called decors, to embellish your Monogram. There are eight possible positions where you can place decors in the dialog preview panel; these are indicated by the small placeholder graphics, which look like this: .



Note that both Decors and Frames can be added to the same Monogram design.

### To add Decors to your Monogram:

- 1 Click on the placeholder position where you wish to place the first decor.  
*The column on the right of the dialog changes to show a list of available decors.*



- 2 Click on the decor you want to add.  
*The selected decor appears in the monogram preview panel.*
- 3 Adjust the decor by doing the following (these are optional):
  - ♦ Change the size of the decor by typing a percentage into the scale box.

- ◆ Check the Flip horizontal box.
- ◆ Check the Flip vertical box.



You can also make these changes - that is, flip or scale the individual decors - after you have added all the desired decors to the preview of the monogram. Do this by selecting them individually with the Select  tool.

**4** Repeat steps 1–3 to add more decors in the other positions.



If you want to add the same decor design more than once, select and place first decor as described above. Then, hold down the **CTRL** key while clicking the next placeholder; the Monogram Designer will retain your original selection and apply it to all subsequent placements.

**5** When you have added all the decors required, click OK.  
*The completed design appears in the workspace.*

### Note: Monogram Designer Preview

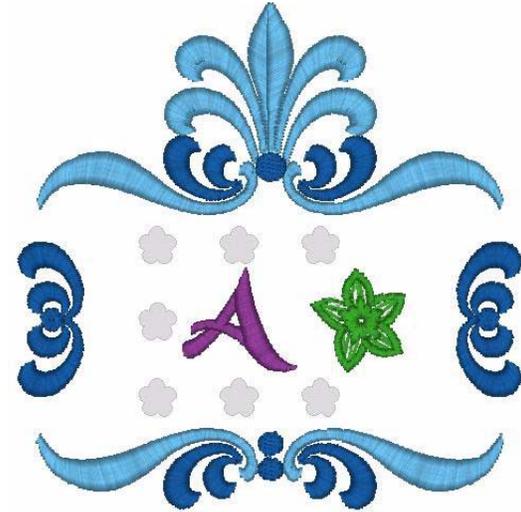
The arrangement of lettering and frames in a design will be affected by any decors that are placed into it. When the monogram is generated, it will be centered and will fit tightly within the frame, ignoring any “unused” decor positions.

This will be relevant if, for example, a decor is placed on one side of the monogram, and not on the other. In such a case, the preview in the Monogram Designer will not look exactly the same as when it is generated in the main Workspace window, since it is still taking into account the decor placeholders.

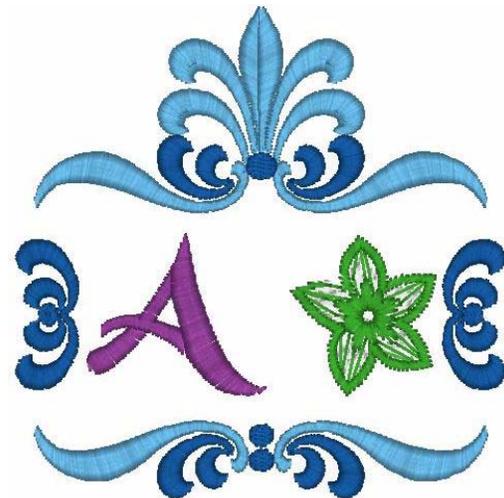
So, in order to preview the design as it will generate, place the decors you want, and then uncheck the Decors box. This will remove any unused placeholders, and change the preview to show all the elements of the design correctly arranged.



You can also check the 1:1 box to show the lettering, frames and decors in actual size.



*Above, a the preview of a design with the “Decors” box checked; below, the same design with the box unchecked. Note how the letters in the monogram have shifted up and to the right (relative to the frame), because the decors placeholders have been removed. This correctly reflects the actual arrangement of the design objects when stitches are generated.*



## Adding a Frame to the Monogram

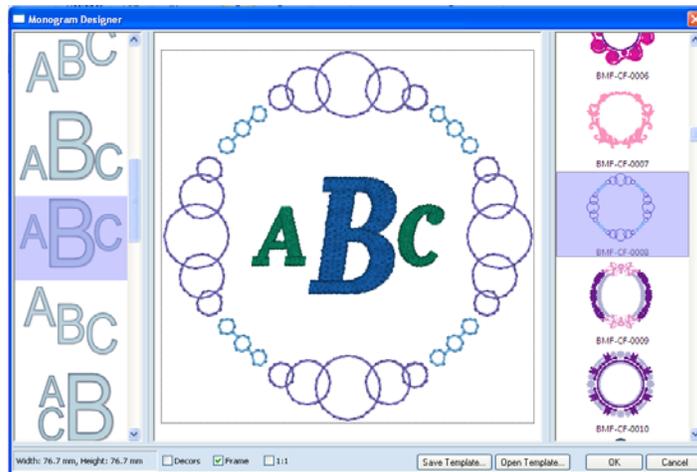
You can enhance your monogram design by adding a decorative frame to it. Select the frame from a long list of embroidery designs that are included with the Pacesetter BES Monogramming Suite software. You will see previews of these frames in the pane on the right side of the Monogram Designer dialog.



Note that both Decors and Frames can be added to the same Monogram design.

### To add a frame to the monogram design:

- 1 In the preview panel of the Monogram Designer dialog, click on the Frame placeholder to select it.
  - The list of available frames appears in the column to the right of the dialog.



- 2 Click on one of the frames to select it.  
*The selected frame will appear in the preview panel of the dialog. If you wish, you can click through a number of different frames to preview them.*

- 3 Click OK to create the design.

*The Monogram, with the selected Frame added, will now appear in the Pacesetter BES Monogramming Suite design workspace.*

## Monogram Templates

### Saving a Monogram Template

The “Save Template” option is very useful if you are going to be creating a number of designs that are very similar; for example, if you are going to make some designs that have exactly the same pattern of decors, but with different people’s initials in the middle. You can select the monogram style, font, decors, and frame, and then save this pattern as a template, for later re-use. Then, when you want to make a new monogram, you can open the template and change only the letters.

#### To save as a template.

- 1 Open the Monogram Designer dialog.
- 2 Create a new monogram design as usual, but do **not** press OK when you are finished.
- 3 Select the “Save Template” button.  
*You see a “Save as” dialog box.*
- 4 In the “Save as” dialog, choose a destination folder for the template, and type a name in the File name field.
- 5 Click Save.

### Applying a Monogram Template

When you want to use one of your saved templates in Monogram Designer, do the following.

#### To use a monogram template:

- 1 Open the Monogram Designer dialog.
- 2 Click the Open Template button.  
*You see an Open dialog.*

- 3 In the “Look in” field, navigate to the folder containing your saved templates.
- 4 Choose a template, and click “Open”  
*The template opens in the Monogram Designer dialog.*
- 5 Make any necessary alterations to the design, for example, the initials in the monogram, the color of the letters, etc.
- 6 Click OK.  
*The new design appears in your workspace.*

## Merging Files

Pacesetter BES Monogramming Suite allows you to merge embroidery files into your current file.

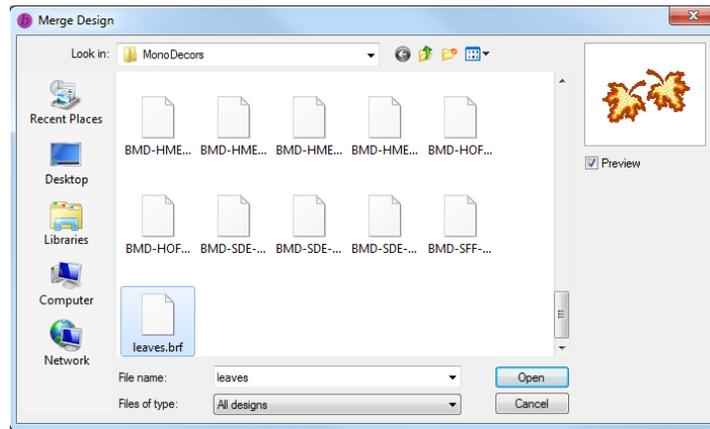
This allows you to use other designs (such as pre-digitized stitch files) in a design and add Monogram lettering to it.

When you merge a \*.BRF file into the design window, your single design file contains both outlines and stitches. When you merge any other kind of file into the design window, the merged segments open as stitch segments.

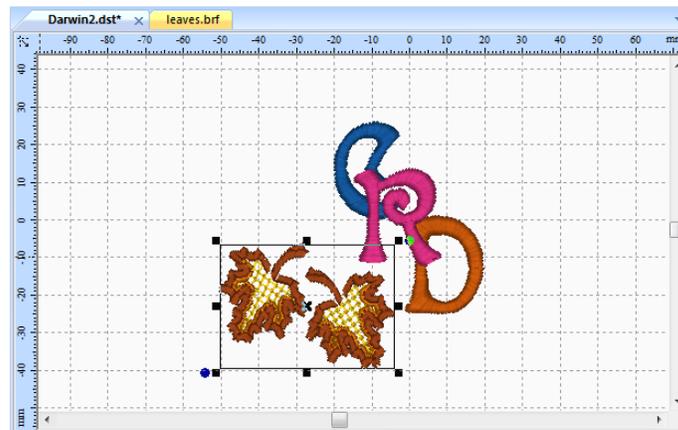
### To merge an embroidery file into a design:

- 1 Do one of the following:
  - ♦ Open an existing file.
  - ♦ Create a new design.  
*The original design appears in the workspace.*
- 2 Click the Merge tool.  
*You see the Merge Design dialog.*
- 3 In the Look in list, browse to the location of the file you want to merge.
- 4 In the Files of type list, select a design file type for the design you want to merge.
- 5 In the File Name box, select the design file that you want to merge onto the current open design workspace.

- To view a preview of the selected design, click the “Preview” checkbox, if not already selected.  
*You see a preview image of the selected design appear on the right-hand side of the dialog.*



- Click Open.  
*The merged design file will appear in the design workspace.*





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## CHAPTER 3:

# Editing Designs

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*Topics covered in this chapter:*

- Selecting objects (lettering, frames, or decors)
- Copying, cutting and pasting objects in the design.
- Grouping and ungrouping objects in the workspace.
- Using the selection handles of an object to resize or rotate it.
- Selection of thread colors and thread palettes.
- Using the Color Sort tool to reduce the number of thread changes required during sew-out.
- Printing Design Worksheets, and changing print settings.

## Editing Monogram Designs

Once you have finished placing your Monogram design in the design workspace, you may want to change or rearrange it in various ways. You may, for example, wish to move parts of the design around, or change the orientation of one of the decors.

Using the various tools and methods outlined in this chapter, you can select, move, rotate, and otherwise modify parts of the design. First, however, it is necessary to select the part of the design you wish to modify - this is covered in the next section.

## Selecting Design Object

The Select  tool allows you to select and modify individual objects or groups of objects. You select these objects by clicking on one of them, or by clicking and dragging to draw a box around parts of the design.

### To select segments with the Select tool:

- 1 On the ribbon, click the Select  tool.
- 2 To select one segment, do one of the following:
  - ♦ Click the object you want to select.
  - ♦ Click and drag to select the object you want.

*The active object is enclosed in a selection box with handles.*
- 3 To select multiple segments, do one of the following:
  - ♦ Click and drag across all the segments you want to select.
  - ♦ Click a segment. Press CTRL on your keyboard while you click each segment not already selected.

*The active segments are enclosed in a selection box with handles.*



You can also select objects in the design by clicking on them in the Sequence view. Note however, that in the Sequence view, the embroidery segments are grouped by color, so you can only select whole color groups.

## Copying Segments

In the Pacesetter BES Monogramming Suite design workspace, you can use the copy (or cut) method to place segments of your design onto the computer's clipboard. You can then use these cut or copied design objects elsewhere in the design, by pasting them back into the workspace, with the Paste command. This is a way to quickly create a repeated motif.

### To copy to the Clipboard:

- 1 Select one or more segments you want to copy.
- 2 To copy segments to the clipboard, complete the following:
  - ♦ In the clipboard area of the Home tab, click Copy.
  - ♦ In the design workspace, right-click the segment(s) and choose Copy from the menu.
  - ♦ Press Ctrl+C on your keyboard

*The segments will be copied, but not removed from their original placement in the design.*

### To cut to the Clipboard:

- 1 Select one or more segments you want to cut.
- 2 To cut segments to the clipboard, complete the following:
  - ♦ In the clipboard area of the Home tab, click Cut.
  - ♦ In the design workspace, right-click the segment and choose Cut from the menu.
  - ♦ Press Ctrl+X on your keyboard

*The segments are removed from their placement.*

### To paste a design object into the current design:

- Do one of the following:
  - ♦ In the clipboard area of the Home tab, click Paste.
  - ♦ Right-click, and choose Paste from the context menu.
  - ♦ Press Ctrl+V on your keyboard.

*The object you cut or copied will be pasted into your design.*



When you paste an object into the design, it will be placed at the end of the sequence, and therefore will sew out last. The pasted segment (or segments) can be re-ordered in the Sequence View.

## Deleting Segments

Deleting an object removes it from the design. The only way to retrieve an object you delete is to use the Undo button immediately after you delete it.

### To delete a segment:

- 1 Select a design object, or set of objects.
- 2 Do one of the following:
  - ♦ Press Delete on your keyboard.
  - ♦ Right-click the segment, and select Delete from the menu.

## Grouping and Ungrouping Objects in a Design

You can combine several segments into a group so that the segments are treated as a single unit. When they are grouped, you are able to make changes to the group as a whole, while leaving other parts of the design unchanged. Segments must be selected in order to group them.

### To group segments:

- 1 In the design workspace or Sequence View, select the segments you want to group.
- 2 The selected objects will be enclosed in a selection box.
- 3 Right-click, and select "Group" from the context menu.  
*You can now edit the group as a whole.*

### To ungroup segments:

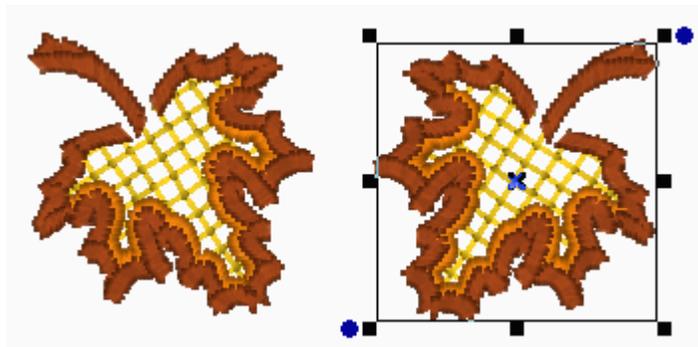
- 1 In the design workspace or Sequence View area, select the grouped segments.
- 2 Do one of the following:
- 3 Right-click, and select "Ungroup" from the context menu.  
*The objects will no longer be grouped together.*

## Reflecting a Design Object

Reflecting an object flips the object across an invisible axis. You can choose either a vertical or horizontal axis to reflect across.

### To reflect segments:

- 1 Select the segment(s) you want to reflect.
- 2 From the arrange tool bar, click one of the following:
  - ♦ Click the Flip Vertical  tool to flip selected objects vertically.
  - ♦ Click the Flip Horizontal  tool to flip selected objects horizontally.



*On the left, the original design object; on the right, the same object copied, and then reflected with the Horizontal Flip tool.*

## Aligning parts of the Design

You can align lettering or objects horizontally or vertically. You can use this feature to precisely align any objects of a design.

### To align segments:

- 1 Select the segments you want to align.
- 2 From the Arrange tab on the Ribbon, click any of the following:



**Vertical Center:** Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.



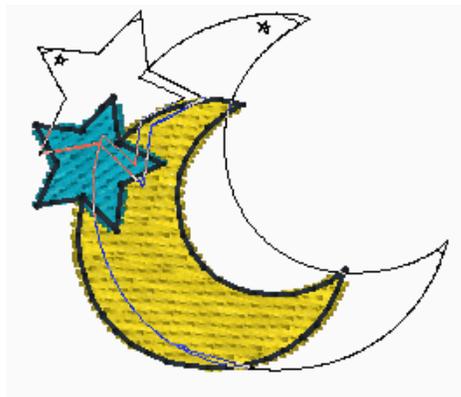
**Horizontal Center:** Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.



**Center:** Centers one or more selected objects in the active hoop.

## Resizing Design Objects

Resizing an object enlarges or reduce its dimensions. You can change the size of an design component using the handles on the sides of the object's selection frame. Depending on which frame handle you chose, you can resize it horizontally, vertically, or proportionally.



*Resizing a decor object proportionally by clicking and dragging. The outline shows the size the object will be when the mouse button is released.*

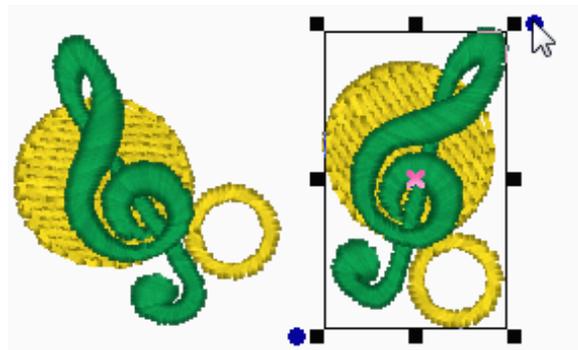
### To resize parts of the design using the frame handles:

- 1 Select one or more segments.  
*The active segment(s) is enclosed in a selection box with handles.*

- 2 Do one or more of the following to resize segment(s):
  - ♦ To resize the segment's width, click and drag the handles located on the left and right of the selection box.
  - ♦ To resize the segment by height, click and drag the handles on the top and bottom of the selection box.
  - ♦ To resize segment(s) proportionally, click and drag the handles located at the top or bottom corners of the selection box.

## Rotating Segments

You can rotate a design object manually by clicking and dragging the selection's rotation handle.



*Rotating a segment*

### To rotate segments:

- 1 Select one or more segments you want to rotate.  
*The active segment(s) is enclosed in a selection box with handles.*
- 2 Move your mouse over the blue rotation bead beside the top, right or the bottom left design handle.  
*You will see the cursor change to a circular arrow .*

- 3 Click and drag the rotation bead to adjust the box to the angle you want.



The angle you have rotated the object will be shown (in degrees) on the status line, in the bottom-left corner of the workspace.

## Moving Parts of the Design

There are a couple of ways to move objects in your design around relative to one another.

### Moving Segments Manually

You can move segments around your design by dragging them to another location.

#### To move an object or a copy of an object manually:

- 1 On the Ribbon, click the Select  tool.
- 2 Select the objects, or group of objects.  
*The object you have selected will be enclosed in a selection box, with handles.*
- 3 Click on the “x” in the center of the selection box, and drag the object or group to its new location.  
*As you drag, the status line displays the horizontal (dx) and vertical (dy) distance.*

### Nudging Segments

Nudging moves the selected object or group of segments, a very small distance at a time. Nudging is similar to dragging the object but the distance that the object moves is smaller, giving you finer control.

To nudge an object or group of segments, select it and then press the **Ctrl** key plus one of the up, down, left or right arrows on your keyboard.

---

## The Properties Panel

By default, the Properties Panel appears on the right of the workspace. This panel displays, and allows you to modify, all the properties associated with the letters in your designs. These properties include text properties, fill properties, underlay properties, and pull-compensation properties.



Settings in the Properties Panel only apply to monogram text objects, not to other designs that are added to the monogram (such as decors and frames).

Each of these types of properties has its own section in the Properties Panel, and each will be discussed in detail in its own section to follow.



If you need to make room in the Properties Panel in order to see some of the fields better, you can collapse one or more areas by clicking the small minus sign next to its name; the box will then display a small plus sign. Clicking on the plus sign expands that area again.

## Adjusting Text Properties

The Properties Panel appears as a panel on the right side of the Pacesetter BES Monogramming Suite workspace. When a monogram is selected, you will be able to change certain properties of the text segment. These include Height of the letters in the monogram, the width percentage and the slant. You can also determine how lock stitches and trims will be applied to the segment, for those machine formats that support the trim command.

## Changing the Height of Lettering

It is easy to change the height of your text. Height refers to the tallest character in the desired lettering. So, when a text segment contains both uppercase and lowercase letters, it is the size of largest uppercase letters that is set by this property.

**To change the height of lettering:**

- 1 Select the text object you want to alter.
- 2 In the Text area of the Properties panel, select the Height field.

*The property label (Height) is highlighted in blue.*

- 3 Type in the height you want your letters to be.
- 4 Click Apply to save your changes.

*You see your text's height altered accordingly.*

## **Width Percentage**

The Width Percentage changes the overall width of a text segment. You can adjust the Width percentage to alter the appearance of the text object, or to allow it to fit the hoop better.

**To change width percentage:**

- 1 Select the text object(s) you want to alter.
- 2 In the Text area of the Properties panel, select the Width field.
- 3 Enter the width percentage value you want to use.
- 4 Click Apply to save your changes.

*You see your text's width percentage altered accordingly.*

## **Slant**

Pacesetter BES Monogramming Suite allows you to use the Slant setting to create a slanted effect in lettering. Slant changes the degree value of the slant on your lettering. A negative value slants your lettering to the left; a positive value slants it to the right.



*Positive slant of 20 above, negative slant of 20 below.*

#### **To change slant settings:**

- 1 Select the text object(s) that you want to alter.
- 2 In the Text area of the Properties panel, select the Slant field.
- 3 Enter the slant value you want to use. To slant your lettering to the left, enter a negative value. To slant your lettering to the right, enter a positive value.
- 4 Click Apply to save your changes.

*You see your text altered accordingly.*

## **Trim Settings**

Use the Trims field of the Properties Panel to control how trims are applied to lettering segments.



Note that not all machine format support trims. If you save your design in a format that does not support trims, the trim will not occur on your machine during sew-out.

You can choose from the following options:

- Always: Inserts a trim between all letters in the segment.
- Never: No trims are placed between letters in the segment
- Auto: A trim is placed between the letters, if the distance between them exceeds a certain set value.

## Lock Stitches

You can choose to add lock stitches to the lettering using the Lock Type field in the properties panel. The options are:

- Always
- Never
- Around trim

## Fill Density Setting

The density of monogram lettering can be changed in the Properties panel. Fill density is the distance between individual lines of embroidery, and is measured in millimeters.

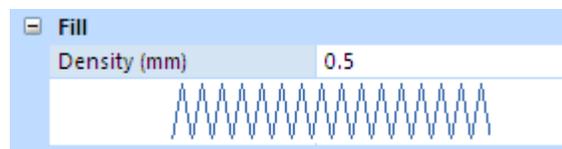


Note that, in Pacesetter BES Monogramming Suite, the fill density can only be adjusted for monogram lettering; you cannot change the fill density of other embroidery objects, such as Decors and Frames.

Use the density setting to adjust your fill to suit the fabric you are sewing on. For example, fabrics with a very loose weave are less able to hold a large density of stitches; in cases such as this, you can lower the density of the fill. If you are unsure what setting to use, try the standard setting of 0.4. This setting works well almost universally, as long as you have not exceeded the font's size recommendations.



Density is given in millimeters; larger values correspond to a lower density, while lower values correspond to a higher density.



In the Fill area, you will see that the image beneath the density setting changes as you adjust it. These are not precise images; rather, they are intended to provide you with visual cues to what you are doing as you change the settings.

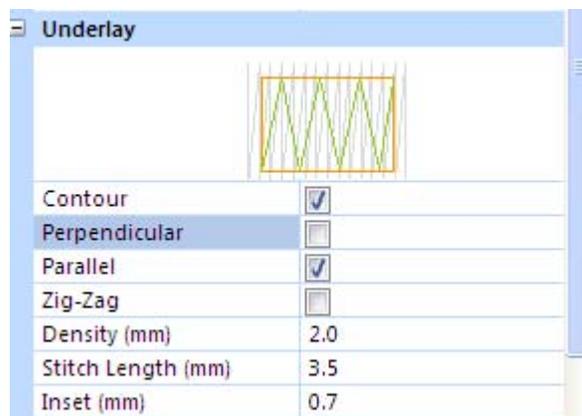
## Underlay Settings

Underlay stitches are laid down before the visible, or “top” stitches, to help stabilize stretchy fabrics. They can also help to tack down wales or naps (on fabrics such as corduroy).

There are a variety of possible underlay types available; the following image gives a schematic view of how the different types of underlay are sewn.



Note that, in Pacesetter BES Monogramming Suite, Underlay can only be added to monogram lettering; it cannot be applied to other embroidery objects, such as Decors and Frames.



## Selecting the Underlay Type

You can select underlay types for various types of stitches. Choose from Contour, Perpendicular, Parallel, or Zig-Zag. You can combine underlay types to get maximum coverage.

### To select an underlay type:

- 1 Select the monogram segment.
- 2 In the Properties Panel, scroll down to the Underlay area.
- 3 Select one or more of the following underlay types you want to use: Contour, Perpendicular, Parallel, or Zig-Zag.



When you select underlay types, you will be able to see what your underlay type will look like in the Preview area.

- 4 Adjust any of the other settings. Refer to the related procedures for more information.
- 5 Click Apply.

## Specifying the Underlay Density

You can specify the density for underlay stitches in the Properties Panel.

### To set the underlay density:

- 1 Select the monogram segment.
- 2 In the Properties Panel, scroll down to the Underlay area.
- 3 Select one or more of the following underlay types you want to use: Contour, Perpendicular, Parallel, or Zig-Zag
- 4 In the Density box, enter a density value.
- 5 Adjust any of the other settings. Refer to the related procedures for more information.
- 6 Click Apply.

## Specifying the Underlay Stitch Length

You can specify the stitch length for your underlay stitches. You can increase or decrease the length according to your underlay needs.

### To specify the underlay stitch length:

- 1 Select the monogram segment.
- 2 In the Properties Panel, scroll down to the Underlay area.
- 3 Select one or more of the following underlay types you want to use: Contour, Perpendicular, Parallel, or Zig-Zag



When you select underlay types, you will be able to see what your underlay type will look like in the Preview area.

- 4 In the Stitch Length box, enter the stitch length that you want for your underlay stitches.
- 5 Adjust any of the other settings. Refer to the related procedures for more information.
- 6 Click Apply.

## Inset Distance for Underlay

You can change the inset distance. Pacesetter calculates the inset distance (the distance the underlay stitches are placed from the edge of the top stitching.)

Inset distance changes the amount of underlay coverage. The smaller the inset distance, the more coverage you have.

### To change the inset distance:

- 1 Select the monogram segment.
- 2 In the Properties Panel, scroll down to the Underlay area.
- 3 Select one or more of the following underlay types you want to use: Contour, Perpendicular, Parallel, or Zig-Zag



When you select underlay types, you will be able to see what your underlay type will look like in the Preview area.

- 4 In the Inset box, enter the amount of distance you want.  
*Enter a zero value if you want to place the underlay directly on the edge of the monogram segment.*
- 5 Click Apply.

## Pull Compensation Settings

Pacesetter BES Monogramming Suite allows you to adjust the pull compensation in your design. In the Properties panel, you can use the settings available in the Pull Compensation area to adjust the pull compensation of text objects.



Note that pull compensation can only be applied to monogram lettering; it cannot be applied to other embroidery objects, such as Decors and Frames.

There are two types of pull-compensation, which differ in the way that the pull compensation is determined.

- A percentage pull-compensation calculates the change made to the stitches' width based on their original width.
- An absolute pull compensation is simply an extra amount of width which is added to the stitches regardless of their original length.



When you use percentage pull-compensation, you can also enter a value in the Max range box of the Pull Compensation area. This value sets an absolute maximum limit on the size of the pull compensation. If the calculated pull compensation value goes over this length, the actual stitches that are generated will be limited to this length.

### To adjust the pull compensation:

- 1 Select the monogram lettering you want to adjust.
- 2 Press ALT + Enter to display the Properties panel.  
*You see the Properties panel.*
- 3 In the Pull Compensation Area of the Properties panel, click the down arrow to the right of the **Type** field.
- 4 A list of options is displayed; select one of the following:
  - ♦ None. Makes no adjustments to pull compensation.
  - ♦ Percentage. Enter the percentage in the Value % box and, if necessary, enter the maximum value of pull-compensation in the Max Range box.
  - ♦ Absolute. Enter the amount of absolute pull-compensation (in mm) in the Absolute Value box.
- 5 Click Apply.

## Working with the Color Palette

In Pacesetter BES Monogramming Suite, you can change the color of any component of your design, whether it is the letters in a monogram, part of a frame, or one of the decor segments. Essentially, if you can select it, you can change its color.

The color palette, located along the top of the workspace, shows you the thread colors that are available in the thread chart that is currently selected.



## Selecting a Thread Chart

Pacesetter Monogramming comes with a large number of the most popular manufacturers' thread charts already loaded. You are able to choose from amongst these charts by clicking on the Thread Chart button , which is on the left end of the Color palette. If you click this button, you will see a list of all the available thread charts. Click on the one that you want, and those thread colors will be loaded into the color palette.

## Searching for a Specific Color

The Find Color button , located near the left end of the thread palette, allows you to search for a particular thread in the palette, if you know the name or thread number.

### To search for a thread color:

- 1 Click the Find Color  button.  
*You see the Find Color dialog.*

2 Type in all or part of the name or number of the thread.



If you only know part of the thread name, and there is more than one possible match for that partial name, the search dialog will present you with a number of choices (as in the example below).

This also applies to thread palettes that are numbered; you can type in the first few digits of the thread's number, and the Find Color dialog will display a list of matching numbers.



3 When you have found the color you want, click to select it.

4 Click the Find button.

*The color you were looking for will now be the selected color in the palette.*

## Changing a Thread Color

Pacesetter Monogramming allows you to adjust the colors of the lettering you create, or indeed any component of the design, by using the Color Palette; you do this by choosing thread objects in the Color palette.

### To change thread colors:

- 1 Do one of the following.
  - ♦ With the Select tool, select an object in the workspace.
  - ♦ In the Sequence view, click on a segment.
- 2 In the Color Palette, click the color box with the thread color you want to use.

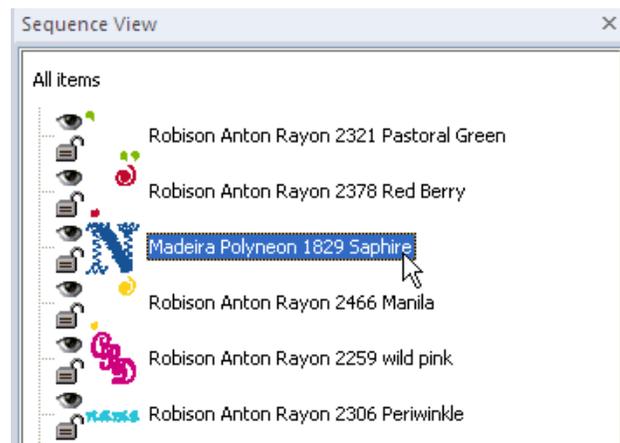


If you hover over a color square on the Palette, the thread manufacturer, the thread name, and number will show beside the mouse pointer.

## Working with Sequence View

Sequence view is a list of color groupings in a design. Design segments that are the same color, and are sewn in sequence, will be grouped together in the Sequence View.

You can select the individual color groups of your design from within the Sequence View. One of the advantages of this is to make it easy to change thread colors in your design quickly. See “Changing Thread Colors in the Sequence View”, below.



*Selecting a color group in the Sequence View panel*

You can also use the sequence view to change the order of the sewing of color groups in a design. You do this by selecting a color group and moving it up or down in the sequence view panel (corresponding to earlier and later, respectively, in the sewing order).

Another function of the sequence view is to show and hide the different color groups in the design. You can also lock one, or a number, of color groups so that they will not be editable. This allows you to make changes to an object in the design without affecting any of the other segments.

See “Show/Hide and Lock Color Groups”, below.

## Changing Thread Colors in Sequence View

As well as changing the colors of a design in the main design window, you can also change them by selecting them in Sequence view.

Sometimes it is easier to make thread color changes in Sequence View than in the design workspace, because you can always tell exactly which parts of the design you have selected. In the design workspace window, by contrast, color segments may overlap, making it difficult to choose only the one that you want to change.

### To change thread colors:

- 1 Select a color group by clicking on the thread name in the Sequence View pane.

You can also select multiple color groups at the same time using Sequence view.



To select more than one color group, press Ctrl-click on each one. To select a series of consecutive color groups, click the first in the series you want to select, and then Shift-click the last.

- 2 In the Color Palette area, do one of the following:
  - ♦ Using the current list, click one of the color boxes with the thread color you want to use.
  - ♦ From the drop-down list on the left side of the palette, select a Thread Chart and click one of the color boxes with the thread color you want to use.

*The embroidery will change to the selected color.*

## Sequencing Color Groups

The sequence view shows the groups of your design in the order in which they will be sewn. Sequence is important, because you want color groups that are near to each other to sew out consecutively, if this is practical; this reduces jump stitches and the need to trim them later. There are two ways to change the sewing order in the sequence view: the “drag and drop” method and the “cut and paste” method.

**To resequence color groups by dragging and dropping:**

- 1 Select one or more color groups you want to resequence.
- 2 In the Sequence View area, drag the group(s) to the location in the sewing order that you want.
- 3 Release the mouse button.

*The color group will be inserted in the new location.*

**To resequence color groups by cutting and pasting:**

- 1 Select the group or groups.
- 2 With the group(s) selected, do one of the following:
  - ♦ Right-click and choose Cut.
  - ♦ Press Ctrl + X on the keyboard.
- 3 In the Sequence View area, click the color group where you want to insert the copied color group(s).
- 4 Do one of the following:
  - ♦ Press Ctrl + I on the keyboard.
  - ♦ Right-click and choose Insert.

*The cut color group will be inserted before the insertion point.*

## Show/Hide and Lock Color Groups

You can show or hide the color groupings in the design in Sequence View, and lock the color group to prevent it from being changed unintentionally.

**To hide color groups:**

- Click on the show groups icon  next to the group you wish to hide.

*The icon is greyed out to indicate that the group is hidden. In the design workspace, you no longer see any of the unselected groups in the design.*

**To show a hidden color group:**

- Click on the greyed-out show groups icon  next to the group or groups you wish to show.

*In the design workspace, the hidden segments appear.*

### To hide all other color groups:

- 1 Select a color group (or groups) in the sequence view.
- 2 Right-click, and select “Hide other” from the context menu.  
*All the color groups, except those selected, will be hidden.*

### To show all hidden color groups:

- In the sequence view area right-click and choose “Show all” from the context menu.  
*In the design workspace, all groups in the design appear.*

### To lock a color group:

- Click on the open lock  icon next to the color group you wish to lock.  
*The icon changes to the locked  icon; the attributes of the color group cannot be changed.*

### To unlock a color group:

- Click on the open lock  icon next to the color group you wish to unlock.  
*The icon changes to the open lock  icon; the attributes of the color group can now be changed.*

## Using Color Sort

Color Sort  is a tool that helps you reduce the number of thread color changes in a design. Sometimes, your monogram design may end up having many more color changes than is necessary, for example, if you were to use the same multi-color decor several times. By applying Color Sort, you can potentially prevent many unnecessary thread changes.



There are times that a color is used more than once in a design by necessity; for example, this may occur when colors overlap.

The Color Sort tool intelligently “looks” at a design to see if any colors are repeated. It then looks to see if any of those repeated

colors can be combined into a single layer. If not, the color layers are left intact.

**To use color sort:**

- 1 Select the design, or part of the design, that you want to apply color sort to.



Note: If you want to apply color sort only to some of the segments of the design, these segments must be selected first, and the sorting will only apply to those segments that are selected.

On the other hand, if you wish to color sort the entire design, ensure that no segments are selected before performing the color sort. This will apply the color sort to all segments.

- 2 On the Home toolbar, click on the Color Sort  tool.  
*A notification box will open, showing how many colors the design has been reduced by.*

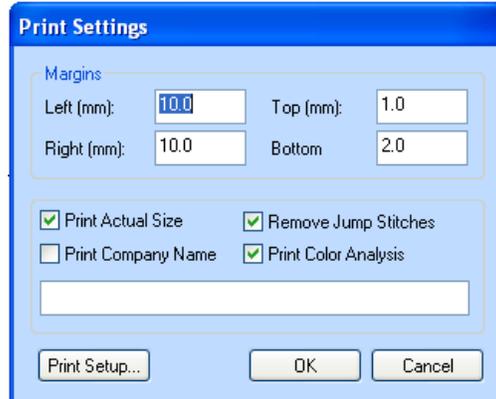
## Printing Designs

### Changing a Design's Print Settings

You can customize an embroidery design's print settings. You can adjust the image size, and select the worksheet information that will be displayed in design printouts.

**To change a design's print settings:**

- 1 From the Accelerator  menu, click the Print Preview  tool.  
*You see the print preview window displaying your design.*
- 2 Click Settings.  
*You see the Print Settings dialog.*



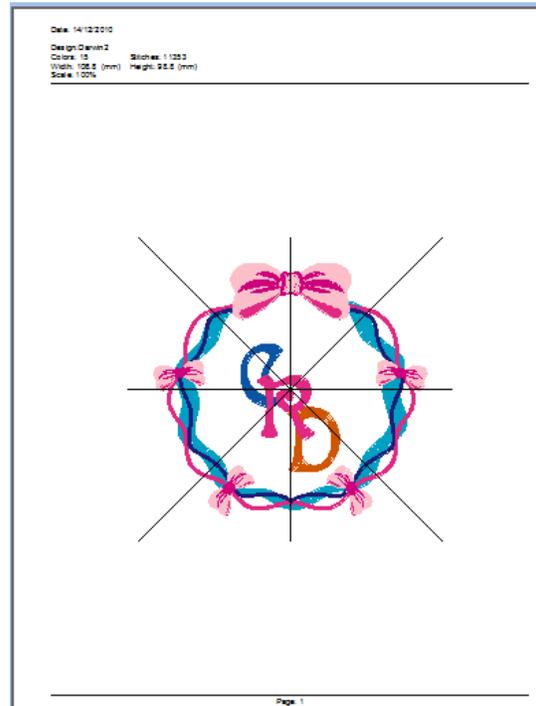
- 3 Do any of the following:
  - ◆ In the Margins area, enter the size of margins you want for your design worksheet.
  - ◆ Select Print Actual Size to have your design print in its actual size.
  - ◆ Select Print Company Name to have the name of your customer or project printed on your design worksheet. Enter the desired name in the box below.
  - ◆ Select Remove Jump Stitches to prevent the jump stitches from being printed on the worksheet.
  - ◆ Select Print Color Analysis to print a thread sequence view.
- 4 Click OK.
- 5 Click Close.

## Previewing a Design before Printing

You can preview a worksheet on the screen before sending it to the printer.

### To preview a design:

- 1 From the Accelerator  menu, click the Print Preview  tool.  
*You see the print preview window, displaying your design.*



- 2 To zoom in and out of the previewed worksheet, do the following:
  - ♦ To zoom in on the worksheet, click Zoom In and scroll to view specific parts of the design.
  - ♦ To zoom out on the worksheet, click Zoom Out and scroll to view specific parts of the design.
- 3 To change the settings for the design worksheet, click Settings.
- 4 Click OK.
- 5 To close print preview and return to the design window, click Close.

## Printing Design Worksheets

You can print worksheets for design files. When you print a worksheet for a design file, the worksheet information depends on the selected settings in the Print Settings.

### To print a worksheet for your design:

- 1 From the Accelerator  menu, click the Print Preview  tool.  
*You see the print preview window, displaying your design.*
- 2 To change the settings for the design worksheet or check the information that will be printed on the worksheet, click Settings.
- 3 Click OK.
- 4 Click Print.



If you want to print a design worksheet with existing settings, choose the Print tool on the Accelerator menu. Then click OK from the Print dialog.

# Index

## Numerics

3D tool 10

## A

Absolute pull-compensation 66  
 Adding Decors to a Monogram 43  
 Align tools 55  
 Aligning segments 55  
 Applying a Monogram Template 47

## B

Background Color tool 10

## C

Center tool (Align) 11, 56  
 Changing inset distance 65  
 Changing the slant setting 60  
 Changing thread color 37  
 Changing thread colors 72  
 Closing designs 16  
 Color Palette 14, 38, 68  
 Color Sort 9  
 Color Sort tool 72  
 Copying segments 53  
 Creating new designs 17

## D

Decors 43  
 Deleting segments 54  
 Density 64  
 Density settings 62  
 Design size 21  
 Design Window 6, 17

Design workspace 6, 19, 25  
 Display Hoop command 27  
 Dragging segments 58  
 Draw Bar 12, 13  
 Drawing speed settings 13

## E

Edit Tools 8

## F

Fill density 62  
 Fill stitches 63  
     Underlay types 63  
 Fit to Hoop 10  
 Flip Horizontal tool 11  
 Flip Vertical tool 11  
 Font, selecting 39  
 Frame 46

## G

Grid tool 10  
 Grouping objects 54

## H

Help 30–32  
     Index 30  
     Printing topics 32  
     Saving topics 31–32  
 Hide all 72  
 Hoop Selection 27  
 Hoop tool 10, 27  
 Hoops, displaying 27  
 Horizontal Center tool (Align) 11, 56  
 Horizontal Flip tool 55

## I

Import Color dialog 37  
Insert 9  
Inset distance 65

## K

Keystrokes 40

## L

Locking a color group 72

## M

Machine Formats 20  
Magnifying views 21  
Measuring designs 26  
Merge Design tool 8  
Merging designs 48  
Metric units 19  
Modify Tools 11  
Monogram Designer 9, 33–48  
    Changing thread color 37  
    Fonts 39  
    Layout 34  
    New design 35  
Monogram Frames 46  
Monogram Template 47  
Moving segments 58

## N

New Design tool 8  
New designs 17  
New tool 8  
Nudging segments 58

## O

Open Design tool 8  
Opening designs 16  
Options 20

## P

Pan tool 26  
Panning 25  
Percentage pull-compensation 66  
Previewing designs 74  
Print Preview 8  
Print Preview command 74  
Print Setting 76  
Print settings 73  
Printing 76  
Printing Designs 73  
Printing Help topics 32  
Pull-compensation 66  
Pull-compensation, absolute 66  
Pull-compensation, percentage 66

## R

Redo tool 9, 15  
Reducing views 21  
Reflecting segments 55  
Removing hoops 27  
Resize command 56  
Resizing segments 56  
Ruler tool 26

## S

Save As command 18  
Save as Template 47  
Save command 19  
Save tool 8  
Saving a Monogram Template 47  
Saving Help Topics 31–32  
Scrollbar slider 12, 13  
Scrollbars 14  
Select Hoop 10  
Select tool 9, 11, 52  
Selecting underlay types 63  
Sequence View 53, 69

Sequencing segments 70  
Showing a color segment 71  
Slant setting 60  
Slow Draw Bar  
    Scrollbar slider 12, 13  
    Speed Control 13  
Speed Control, drawing 13  
Status Line 13

## T

Thread Colors 68  
Thread colors 14  
    changing 68, 70  
Title Bar 6  
Tools  
    Edit 8  
    Modify 11  
Tools, Draw Bar 12, 13

## U

Underlay stitch length 64  
Underlay types 63  
Undo tool 9, 15  
Ungrouping objects 54  
Unlocking a color segment 72

## V

Vertical Center tool (Align) 11,  
56  
Vertical Flip tool 55  
Viewing designs 25, 58  
Views tools 21  
    Zoom 21, 22

## W

Width compensation 60  
Worksheet Setting 76  
Workspace 6  
Workspace environment 19

## Z

Zoom 10  
Zoom tool 21