



INTERACTIVE WORKBOOK



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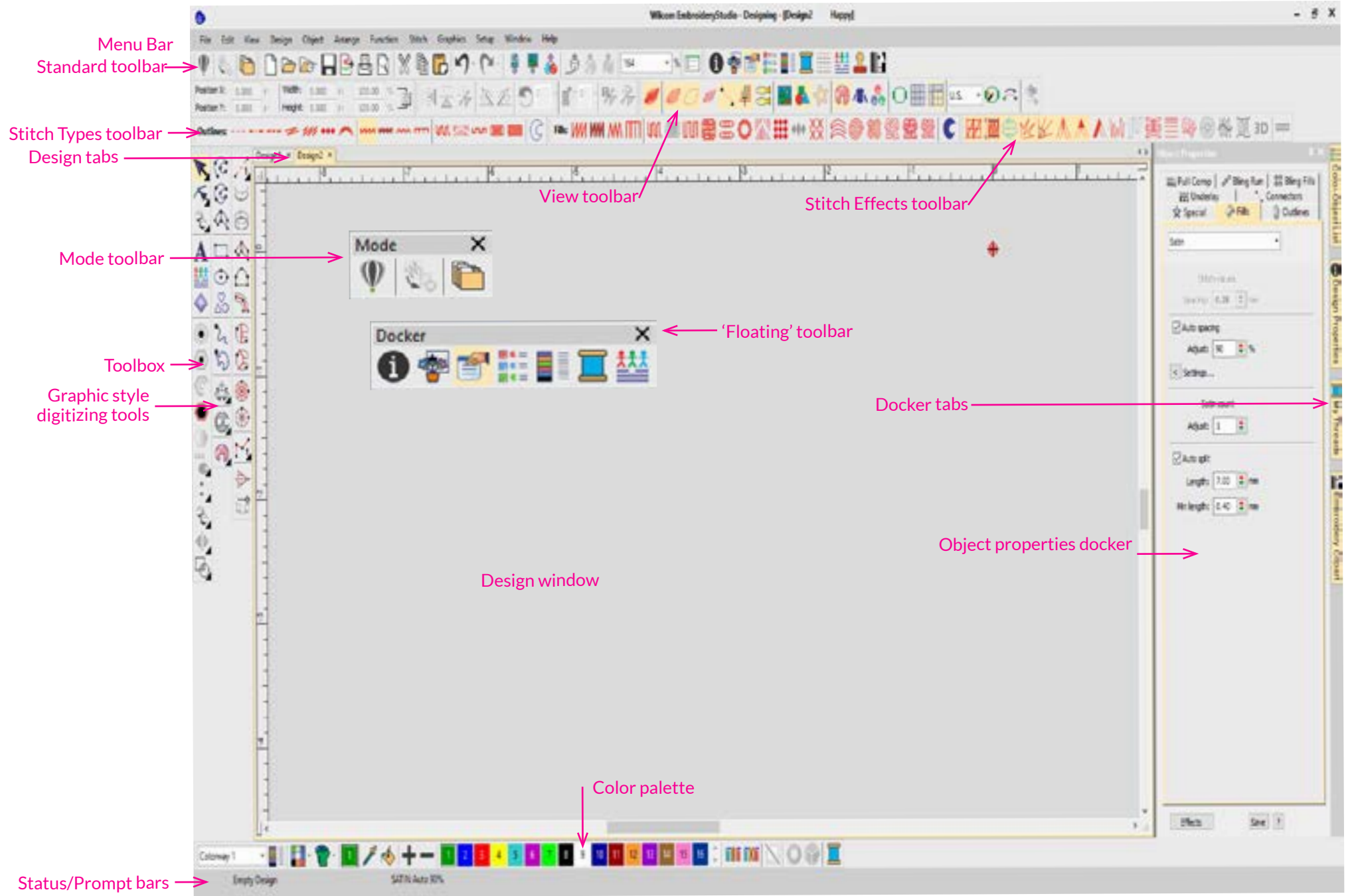
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Toolbars

TOOLBARS provide quick and easy access to most EmbroideryStudio commands. Show or hide them at your convenience. As you get more familiar with the system, you may prefer menu and keyboard commands.

To access toolbars

Select **Window > Toolbars** or **right-click** the docking area at the top or left of the design window. The **Toolbars menu** opens

Dockers

THE EmbroideryStudio design window provides 'dockers' for key functions. Wilcom Decoration has docking panes for Color-Object List, Object Properties, Overview Window, and so on. All panes are dockable on either side of the design window.

IN Wilcom Designing mode, there are three important dockers:

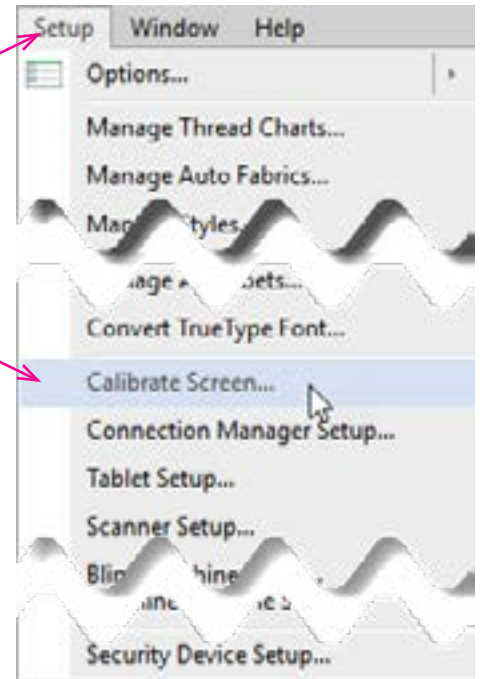
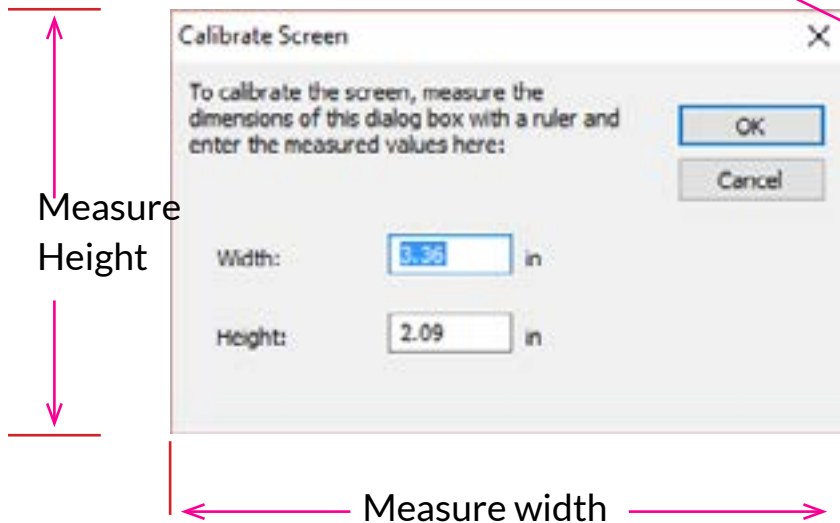
DOCKER	PURPOSE
Object Properties	The most important is the Object Properties docker. Use it together with the General Properties toolbar to access properties of selected embroidery objects.
Color-Object List	The Color-Object List offers an easy way to selectively view and resequence color blocks and objects.
Colorway Editor	When you create a new design, it includes a single default colorway called 'Colorway 1'. The Colorway Editor allows you to edit default colors, add extra color slots as required, and set up additional colorways.

Calibrating the Screen

YOU need to calibrate your monitor so that designs at 1:1 scale appear at real size. Do this when you first install EmbroideryStudio or whenever you change your monitor.

Go to Setup > Calibrate Screen

The Calibrate Screen dialog opens



Measure the height and width of the dialog box
Enter the measurement in the Width and Height fields.
Click OK

Selecting Objects

EMBROIDERYSTUDIO provides various ways to select embroidery objects. EmbroideryStudio supports point & click, selection marquee selection and, in conjunction with Shift and Ctrl keys, multiple object selection.

To select the whole design go to **Edit > Select All** or press **Ctrl + A**



No objects selected




All objects selected




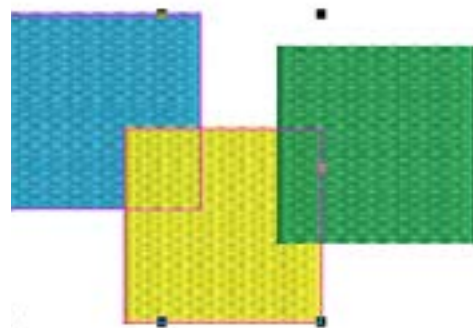
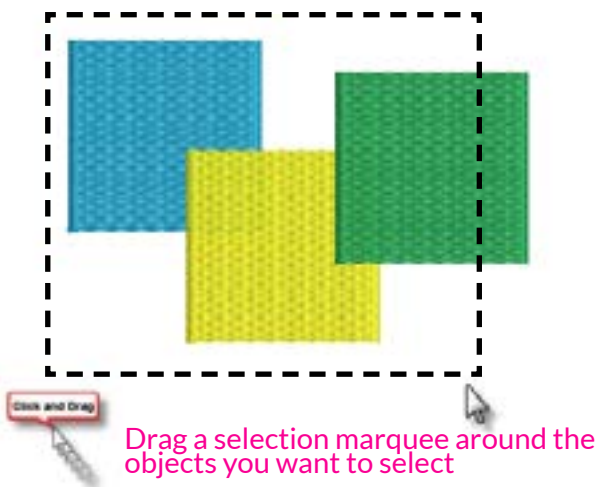
If you are not in True View objects will turn pink

To select objects individually

- Click the Select Object icon  or press o (letter o)
- Click the object you want to select (Selection handles appear around it)
- To select multiple items, hold down Ctrl as you click
- To select a range of items, hold down Shift as you click

To select objects by selection marquee


- Click the Select Object icon  or press o (letter o)
- Drag a selection marquee around the objects you want to select
- Objects are selected when you release the mouse button

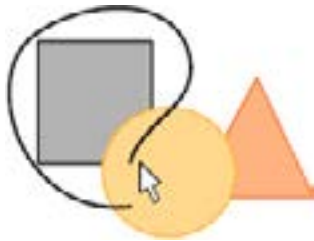


Objects are selected (Notice--you must include all of the object you wish to select in the selection marquee)

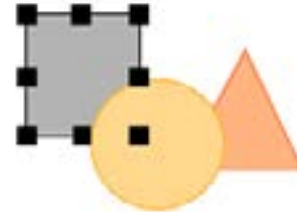
THE **Polygon Select** tool allows you to select a specific object by drawing a selection marquee around it.

To select objects with Freehand Select

- Click the Freehand Select icon 
- Click and drag a freeline shape around the object/s you want to select
- Press Enter to select



Draw a freeline around object/s to select



EMBROIDERYSTUDIO provides a method for selecting individual objects within object groupings. This is handy if you want to make changes 'on-the-fly' without first having to ungroup and then regroup objects.

To select objects within a group

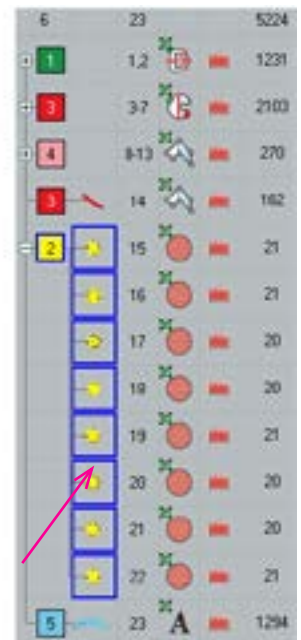
- Click the Select Object icon or press o (letter o)
- Use Alt + Click to select a single object within a group
- Use Ctrl or Shift keys in combination with ALT to select multiple objects or a range of objects within a group



All objects grouped



Individual objects selected within a group



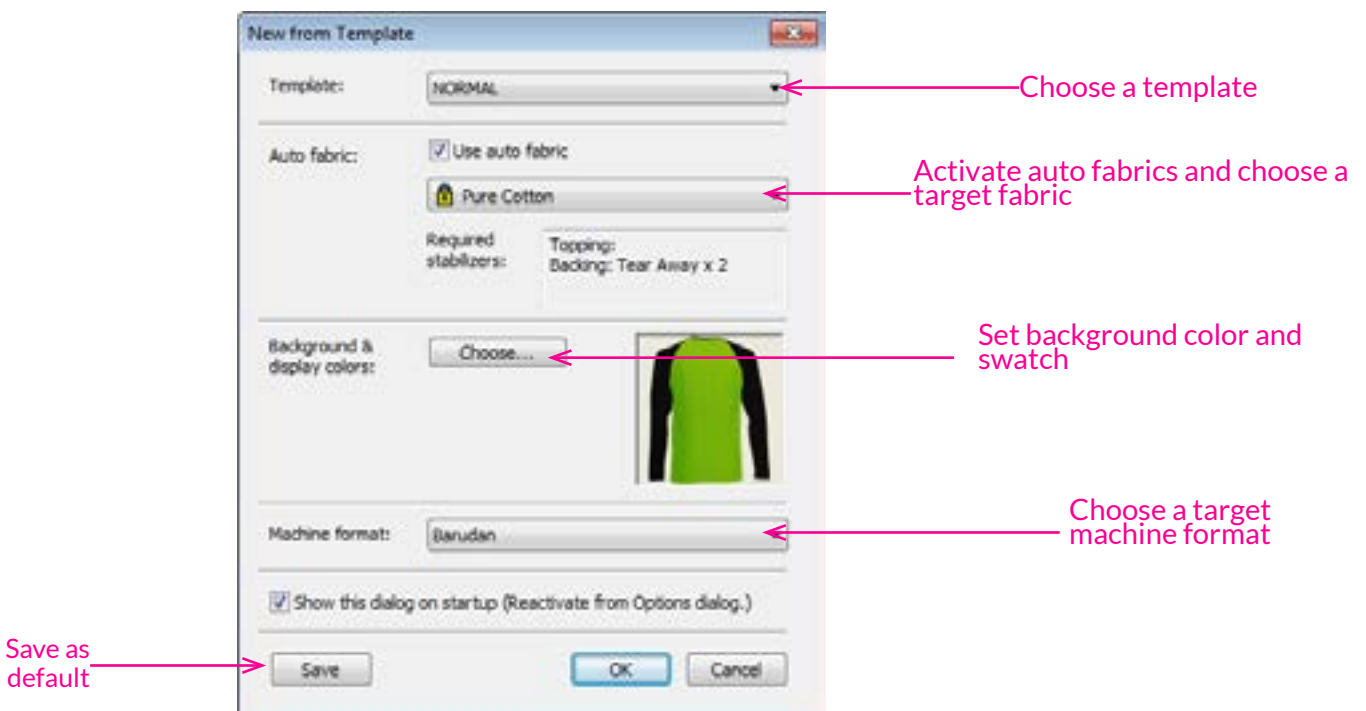
- Use Alt + Drag to select by 'selection marquee' withing groups

- To select an object which is sitting behind another filled object, hold down the 2 key and click until the underlying object is selected.
- To select all objects, select Edit > Select All or press Ctrl+A. Selection handles appear around the entire design.
- Deselect objects by any of the following means:
- To remove an object from a selection, hold down Ctrl and click.
- To deselect all, click an empty area of the background or a different object.
- Alternatively, press Esc or X to deselect all or select Edit > Deselect All.

Creating Designs from Templates

TEMPLATES are special files used to store styles, default properties, as well as default fabric settings. Fabric settings are a subset of settings stored in the template which are fine-tuned to different fabric types. Although the NORMAL template settings are suitable for a range of fabrics, selecting a matching fabric automatically customizes object properties for the intended fabric.

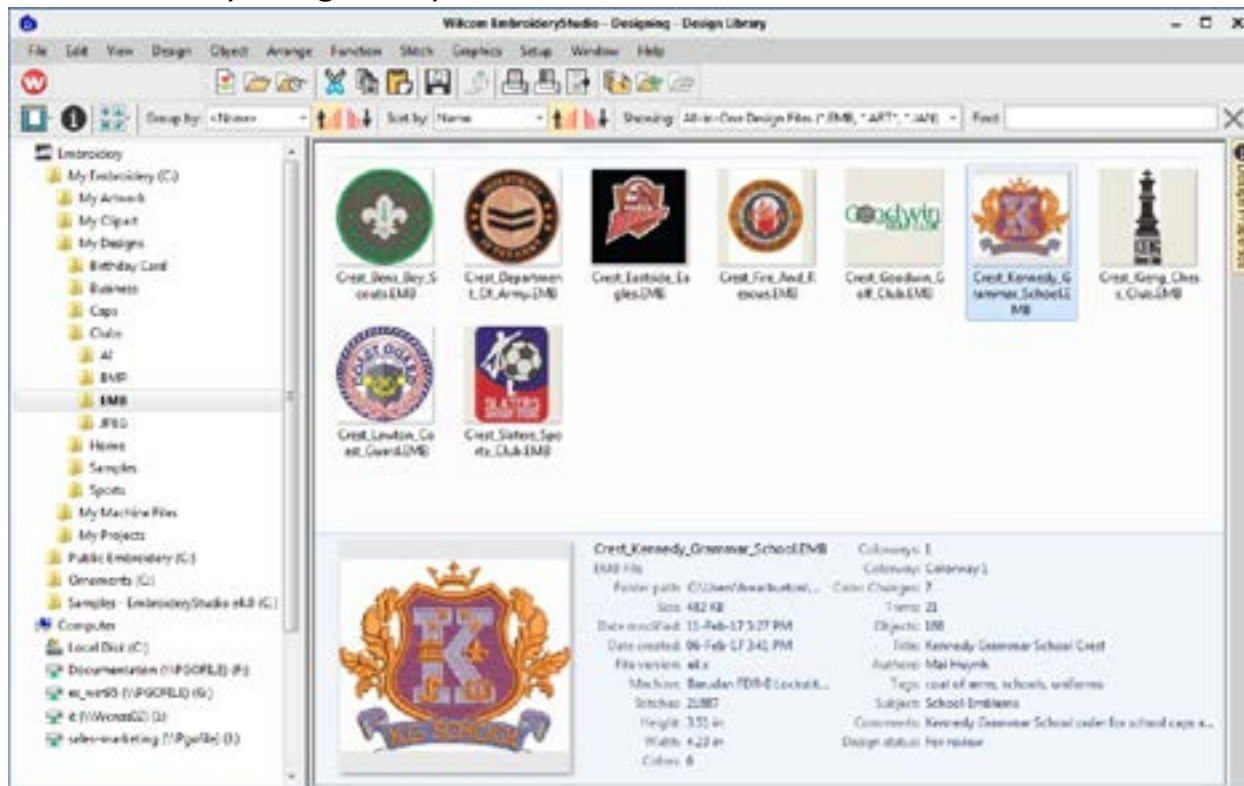
- ◀ Select File > New from Template or, holding down the Shift key, click New.
 - The New from Template dialog opens.



- ◀ Select a template from the droplist.
- ◀ If you want to use fabric settings, tick the checkbox.
- ◀ From the droplist, choose a fabric type matching or nearest the fabric you intend to work with.
- ◀ Finally, choose a target machine format from the droplist.
- ◀ Click OK to accept.
 - A blank design opens in the design window based on the selected template. Pre-defined settings will apply to all newly created embroidery objects. Any selected fabric is displayed in the Status Bar.

Managing Designs

DESIGN Library is a design management tool. Use it to browse design and artwork files stored on your PC or local network. Design Library capabilities make it fast and practical for daily commercial use, avoiding the need to switch to and from Windows Explorer. It recognizes all file formats used by EmbroideryStudio. It also makes it easy to search, sort and browse all embroidery designs on your network.



If you are already familiar with Windows Explorer, the interface will be quite intuitive to you. But there are some differences. Design Library is a 'virtual library' in that any designs on your system can be located and displayed within the navigation pane. Any folder containing embroidery designs which resides on your hard disk, external storage device, or local network can be included in the navigation pane.

In a nutshell, Design Library lets you:

- ◀ Search for designs – including artwork files – anywhere on your local hard drive, network drives, or external devices such as USB or ZIP drive.
- ◀ Search by various means, including summary information such as design title, subject, authors, tags, etc. Order information can also be associated with any supported design file.
- ◀ Preview design information in the preview pane or Design Properties docker.
- ◀ Create an organizing structure for easy categorization.
- ◀ Batch-convert selected design files to all commercial embroidery formats such as DST, EXP, SEW, and others.
- ◀ Print selected designs or send them for stitchout to embroidery machine or to folders which machines can access for stitching.
- ◀ Use Design Library to handle quotes, orders, and approvals.