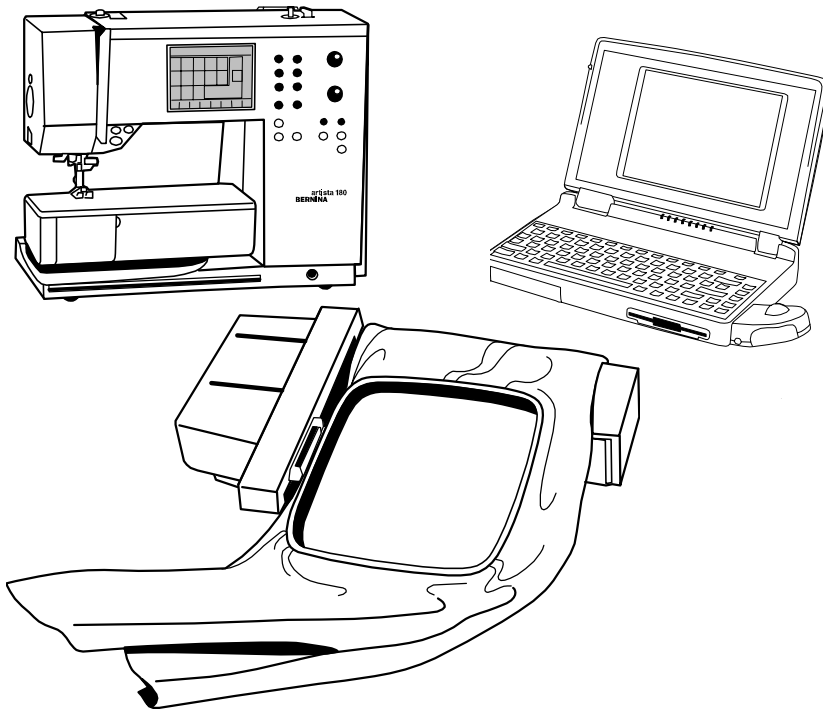


**MASTERING  
YOUR  
BERNINA®**

**BERNINA® *artista* Embroidery Software**

# MASTERING YOUR **BERNINA®** *artista* Embroidery Software



## **OWNER'S WORKBOOK**

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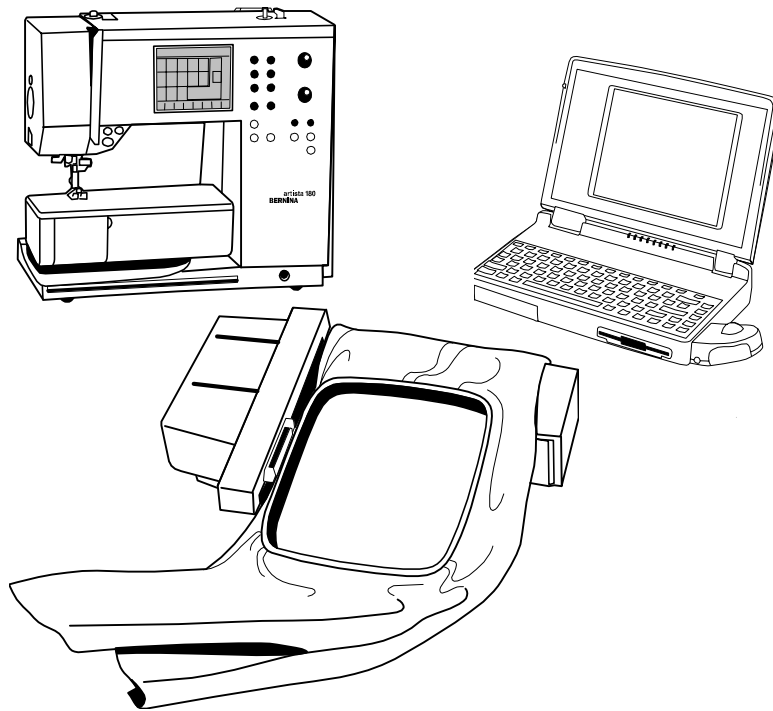
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MASTERING  
YOUR  
BERNINA®

BERNINA® *artista* Embroidery Software

# MASTERING YOUR BERNINA® *artista* Embroidery Software



## OWNER'S WORKBOOK

### Section A To Begin With

## **SECTION A To Begin With**

### **Four Levels of *artista* Software**

- Editor
- Designer
- Auto Designer
- Designer Plus

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- Opening a Folder
- Creating a Folder

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- Save vs. Save As - Owner's manual pg. \_\_\_\_\_
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- Using Card/Machine Read from the File Menu - Owner's manual pg. \_\_\_\_\_

### **Working with Different Hoop Sizes and Orientations**

- Selecting a Hoop - Owner's manual pg. \_\_\_\_\_

## **FOUR LEVELS OF *artista* SOFTWARE**

### **Editor**

- For the user who only wants to customize and edit designs and lettering
- For the user who wants to work on designs from cards, discs, CDs, or those downloaded from the Internet
- Can add-on the Cross Stitch Program
- Can use the Magic Box

### **Auto Designer**

- For the user who wants to customize and edit designs and lettering
- For the user who wants to work on designs from cards, discs, CDs, or those downloaded from the Internet
- For the user who wants to create designs easily and with little effort
- Can add-on the Cross Stitch Program
- Can add-on the PhotoSnap Program
- Can use the Magic Box

### **Designer**

- For the user who wants to customize and edit designs and lettering
- For the user who wants to work on designs from cards, discs, CDs, or those downloaded from the Internet
- For the user who wants to create designs easily and with little effort
- For the user who is willing to put more effort into the digitizing process
- For the user who wants to create original designs
- Can add-on the Cross Stitch Program
- Can add-on the PhotoSnap Program
- Can use the Magic Box

### **Designer Plus**

- For the user who wants to customize and edit designs and lettering
- For the user who wants to work on designs from cards, discs, CDs, or those downloaded from the Internet
- For the user who wants to create designs easily and with little effort
- For the user who is willing to put more effort into the digitizing process
- For the user who wants to create original designs
- Includes the Cross Stitch Program
- Includes the PhotoSnap Program
- Can use the Magic Box

## WINDOWS BASICS

### What Do I Need for this Exercise?

- Computer with Windows 95 or 98
- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse

### Opening Windows Explorer

- Turn on the computer.
- Place the mouse arrow on Start in the lower left corner of the screen.
- *Right click* one time; a menu box appears.
- *Left click* on the word Explorer.
- You are now in Windows Explorer. The contents of the hard drive are displayed on the left side of the screen, as are the drives available on your computer.

### Opening a Folder

- Scroll down the far left column of folders until you see the one titled My Designs.
- Move the mouse arrow to that folder.
- Just to the left of the folder is a box with a plus sign (+) in it. *Left click* on the plus sign. The contents of the My Designs folder are revealed.
- Take a minute to look through the contents of the My Designs folder. There are three folders in the My Designs folder.
- *Double click* (two quick left clicks) on the folder named Samples 1. The contents will appear in the large window to the right.
  - the **artista** format symbol (a yellow paint palette) indicates a complete, ready-to-stitch design in the ART format.
  - the jar with paintbrushes icon indicates a bitmap image that can be used to create stitches or for digitizing. *Note: Each type of bitmap has a different symbol so you will know what type of image you have saved and are working with. More on that later.*
- Moving to the right of the symbol, you will find the following information:
  - the design name.
  - the amount of hard drive memory it uses.
  - whether it is a file folder, ART image, bitmap image, etc. *Note: If you store designs in other formats -.pes, .hus, etc. - that information will be indicated in this column*
  - the date and time the design was last opened

### Creating a Folder

- Move the mouse pointer to File in the top menu bar.
- *Left click once* on File to open the drop-down menu.
- Just below File you will see New with an arrow pointing to the right. Slide the cursor onto the word New and it will become highlighted. Immediately to the right another drop-down menu appears.
- Move the mouse pointer directly to the right and highlight the word Folder.
- *Left click once* on the word Folder.
- Look at the bottom of the box on the right (where the contents of My Designs are displayed) and you will see a yellow folder with a box to the right of it. In the box are the words New Folder, with a blinking cursor to the far right of the letters.

- Type in the words “Workbook Exercises.” You have just created a folder for storing all the stitchable exercises for your Workbook Sessions.
- The hard drive path you have just created looks like this: C:\\MyDesigns\\Workbook Exercises.
- Move the mouse arrow back up to File and *left click once*. This exposes the drop-down file menu.
- Move the mouse arrow down the list to Close and *left click once*. This takes you to the computer desktop where you will find shortcuts to get into different programs, including your **artista** embroidery software.

We encourage you to take a Windows operating class at your local computer store, adult education center, or other learning center. This will enhance and further your abilities not only in using your **artista** embroidery software, but other programs as well.

*Note: For additional information check the interactive CD titled “The Art of Embroidery Basics.” Included in the CD is basic Windows instruction.*

## OPENING *artista* EMBROIDERY SOFTWARE

### What Do I Need for this Exercise?

- *artista* embroidery software (all levels)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### Using the Desktop Shortcut

- Look on the computer desktop and find a symbol that looks like an artist's palette with two spools of thread. Just below this symbol are the words Bernina *artista*.
- Put the mouse arrow in the box that says BERNINA *artista* and quickly *left click twice*. This is referred to as a *double click*.
- You have now successfully opened the *artista* embroidery software using a shortcut.

### Title Bar

Owner's manual pg. \_\_\_\_

- The name of the software you are using (*artista* Editor, Auto Designer, Designer, or Designer Plus)
- The name of the current design file being used.
- Basic Windows® tool icons for sizing, minimizing the window, and exiting the program.

### Menu Bar

Owner's manual pg. \_\_\_\_

- File drop-down menu - Owner's manual pg. \_\_\_\_
- Edit drop-down menu - Owner's manual pg. \_\_\_\_
- View drop-down menu - Owner's manual pg. \_\_\_\_
- Arrange drop-down menu - Owner's manual pg. \_\_\_\_
- Settings drop-down menu - Owner's manual pg. \_\_\_\_
- Windows drop-down menu - Owner's manual pg. \_\_\_\_
- File drop-down menu - Owner's manual pg. \_\_\_\_
- Help drop-down menu - Owner's manual pg. \_\_\_\_

### **General Tool Bar**

- Owner's manual pg. \_\_\_\_\_
- New - Owner's manual pg. \_\_\_\_\_
- Open - Owner's manual pg. \_\_\_\_\_
- Save - Owner's manual pg. \_\_\_\_\_
- Print - Owner's manual pg. \_\_\_\_\_
- Print Preview - Owner's manual pg. \_\_\_\_\_
- Write to Machine - Owner's manual pg. \_\_\_\_\_
- Cut, Copy, Paste - Owner's manual pg. \_\_\_\_\_
- Redo, Undo - Owner's manual pg. \_\_\_\_\_
- Grid - Owner's manual pg. \_\_\_\_\_
- Hoop - Owner's manual pg. \_\_\_\_\_
- Show/Hide Picture - Owner's manual pg. \_\_\_\_\_
- Zoom Box - Owner's manual pg. \_\_\_\_\_
- Zoom Out 2x - Owner's manual pg. \_\_\_\_\_
- Show All - Owner's manual pg. \_\_\_\_\_
- Show 1:1 - Owner's manual pg. \_\_\_\_\_

### **Mode Tabs**

- Owner's manual pg. \_\_\_\_\_
- Picture Tab (Auto Designer, Designer, and Designer Plus only) - Owner's manual pg. \_\_\_\_\_
- Design Tab - Owner's manual pg. \_\_\_\_\_
- Artistic View Tab - Owner's manual pg. \_\_\_\_\_

### **Design Tool Bar**

- Owner's manual pg. \_\_\_\_\_
- Select Object - Owner's manual pg. \_\_\_\_\_
- Reshape Object - Owner's manual pg. \_\_\_\_\_
- Lettering/Values - Owner's manual pg. \_\_\_\_\_
- Mirror X - Owner's manual pg. \_\_\_\_\_
- Mirror Y - Owner's manual pg. \_\_\_\_\_
- Rotate 45° CCW/CW - Owner's manual pg. \_\_\_\_\_
- Scale 20% Up/Down - Owner's manual pg. \_\_\_\_\_

The following functions are on Auto Designer, Designer, and Designer Plus only:

- Magic Wand - Owner's manual pg. \_\_\_\_\_

The following functions are on Designer and Designer Plus only:

- Open Curve - Owner's manual pg. \_\_\_\_\_
- Closed Curve - Owner's manual pg. \_\_\_\_\_
- Circle/Oval - Owner's manual pg. \_\_\_\_\_
- Rectangle - Owner's manual pg. \_\_\_\_\_

### **Picture Tool Bar**

Owner's manual pg. \_\_\_\_

- Picture Tool Bar - appears only when in Picture Mode - Owner's manual pg. \_\_\_\_
- Select Object - Owner's manual pg. \_\_\_\_
- Load Picture - Owner's manual pg. \_\_\_\_
- Scan Picture - Owner's manual pg. \_\_\_\_
- Dim Picture - Owner's manual pg. \_\_\_\_
- Save Picture - Owner's manual pg. \_\_\_\_
  - formats include: .bmp, .tif, .gif, .jpg
  - Notes: - the most commonly used bitmap images are .bmp and .pcx.*
  - .bmp takes up the most memory space*
- PhotoSnap (optional add on program for Auto Designer & Designer, not available for Editor) - Owner's manual pg. \_\_\_\_
- Cross Stitch (optional for Editor, Auto Designer, and Designer) - Owner's manual pg. \_\_\_\_

### **Stitch and Color Tool Bar**

Owner's manual pg. \_\_\_\_

- Outline - Owner's manual pg. \_\_\_\_
- Outline Type from drop-down menu - Owner's manual pg. \_\_\_\_
- Fill - Owner's manual pg. \_\_\_\_
- Fill Type from drop-down menu - Owner's manual pg. \_\_\_\_
- Stitch Angle - Owner's manual pg. \_\_\_\_
- Color drop-down list - Owner's manual pg. \_\_\_\_
- Total design dimensions - Owner's manual pg. \_\_\_\_

### **Status Bar**

Owner's manual pg. \_\_\_\_

- X: Horizontal Distance - Owner's manual pg. \_\_\_\_
- Y: Vertical Distance - Owner's manual pg. \_\_\_\_
- Length - Owner's manual pg. \_\_\_\_
- Angle - Owner's manual pg. \_\_\_\_

## NEW TOOLS IN V3.0

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software User's Guide

### Additional Icons

Owner's manual pg.\_\_\_\_ (review Appendix B)

- Identify the following tools from the Design Mode window and describe what they do:

**Polygon Select Tool** - Owner's manual pg.\_\_\_\_

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**Read From/Write To Magic Box Tool** - Owner's manual pg.\_\_\_\_

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**Color Film Tool** - Owner's manual pg.\_\_\_\_

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**Auto Digitizer Tool** - Owner's manual pg.\_\_\_\_

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**Auto Applique Tool** - Owner's manual pg.\_\_\_\_

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**Double Run Outline Tool** - Owner's manual pg.\_\_\_\_

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**Cross Stitch Tool** - Owner's manual pg.\_\_\_\_

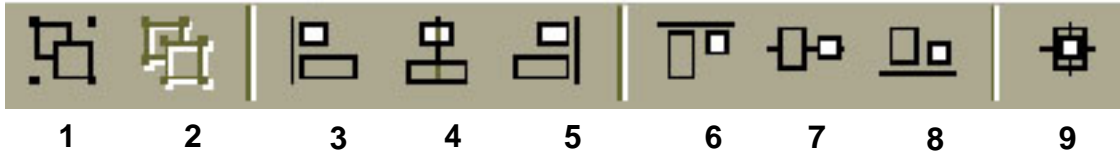
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**Arrange Tool Bar** - Owner's manual pg.\_\_\_\_

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**Arrange Tool Bar**

Owner's manual pg. \_\_\_\_

- Above is the Arrange tool bar. Give the name of each tool and explain what each one does:

1. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
2. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
3. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
4. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
5. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
6. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
7. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
8. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
9. Owner's manual pg. \_\_\_\_  
\_\_\_\_\_

**Picture Tool Bar**

Owner's manual pg. \_\_\_\_

- Identify each of these tools and explain its function:

- Touch Up Picture Tool - Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
- Artwork Preparation Tool - Owner's manual pg. \_\_\_\_  
\_\_\_\_\_
- Outline Artwork Preparation Tool - Owner's manual pg. \_\_\_\_  
\_\_\_\_\_

*Note: The Cross Stitch tool bars will be discussed in Section F with the Cross Stitch add-on program.*

## OPENING A DESIGN IN *artista* EMBROIDERY SOFTWARE

### What Do I Need for this Exercise?

- *artista* embroidery software (all levels)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### How to Use the Open Button on the General Tool Bar

Owner's manual pg.\_\_\_\_ (review Appendix B)

- Place the mouse arrow on the button with the yellow folder that has a curved arrow indicating that it is open.
- *Left click once* on the folder.
- A dialog box appears. You will see Look In: and a box to the right with My Designs in it. In the window below you will see three folders titled Applique Shapes, Samples 1, and Samples 2. There will be two designs listed below the folders: Seal.art and Rose.art.
- *Double click* on the Samples 2 folder. The contents of that folder will be opened for you.
- If you *single left click* on a design, a picture of it will appear in the Preview Window directly to the right of the window. By using the up/down scroll arrows on the keyboard you can move through the designs and see them in the preview window.
- If you *double click* on a design, it will be sent directly to the design screen in the *artista* embroidery software.

### How to Open a Design from the Drop-Down File Menu

Owner's manual pg.\_\_\_\_

- Put the mouse arrow on the word File and *left click once*.
- Put the mouse arrow on the word Open and *left click once*.
- A dialog box appears on the screen. Follow the remaining directions from the previous exercise.

## PRINTING A COPY OF A DESIGN

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual
- Printer and paper

- Open the Seal.art file in Design Mode.

### Printing Without Using Print Preview

Owner's manual pg. \_\_\_\_

- *Left click* on File (in the menu bar), left click on Close, then click on No to save changes.
- *Left click* on Open (in the general tool bar), then select Seal.art again.
- *Left click* on the Print icon (in the general tool bar).
- Place your print out at the end of this exercise.

### Selecting Print Preview on the General Tool Bar

Owner's manual pg. \_\_\_\_

- *Left click once* on the Print Preview button.
- Print Preview appears. *Left click* on Options in the menu bar.
- A Print Options dialog box appears with the following information:
  - Actual Size - use this view if you are making a template
  - Fit to Page - use this view if you want information for your design book only
  - Artistic View - shows design as it will look when stitched
  - Hoop - shows embroidery hoop with design
  - Picture - includes bitmap picture in the background

1) Select Actual Size, Hoop, and Picture. Click OK. What happens to the print preview?

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2) Go into Options and select Artistic View and Fit to Page. Click OK. Go to the menu bar and click on Landscape. What happens to the design preview?

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Print out the design.

*Note: Place both of your printouts at the end of this exercise.*

### Changing Hoop Size for Printing

Owner's manual pg. \_\_\_\_

- Seal.art should still be on the computer screen.
- *Left click* on Settings on the menu bar.
- *Left click* on Options from the drop-down menu.
- Select Hoop from Tabs at the top of the Options dialog box.
- Click on the down arrow next to the Hoop dialog strip. You will see a number of hoop sizes listed.
- Highlight the **artista** 100 x 300 size. Click OK.
- *Left click* on the Print Preview button and select Options.
- Select Actual Size and Hoop from Print Options.
- Select Portrait from the menu bar if not already selected.

1) Print out your design. What happened when you made changes?

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Place the printout at the end of this exercise.

2) What is the default hoop size for the **artista** embroidery software?

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3) What happens when you print a design with the large hoop showing?

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4) What happens if you print without using Print Preview?

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5) Write down all the information that is included with a design printout:

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*Sample Artistic View Print Preview*

*Sample Show Hoop in Print Preview*

*Sample of Print Icon with Medium Hoop*

## SAVING A DESIGN

### What Do I Need for this Exercise?

- *artista* embroidery software (all levels)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### Save vs. Save As

Owner's manual pg. \_\_\_\_\_

- Save As is used when you wish to alter an existing design and keep the original intact.
  - Open the seal.art on the design screen.
  - Put the mouse arrow on View in the menu bar. *Left click once*. A drop-down menu appears.
  - Notice that next to the word Picture there is a check mark. Put the mouse arrow on the word Picture and *left click once*. What happens to the design screen?
- 

- Now *left click once* on the word File in the menu bar. *Left click once* on Save As. The Save As dialog box appears.
  - Look for the rectangle in the lower third of the box that has File Name: to the left of it. In the rectangle the word Seal is highlighted. Use the keyboard to type Seal 2, then *left click once* in the box that says Save.
  - Look at the top of the screen. Next to the name of the *artista* software you will see "Seal 2."
  - Open the file and bring the original seal on-screen. What do you see?
- 

- Now open Seal 2 again.
- Go back into View and check the Picture in the drop-down menu.
- The picture is now behind Seal 2. *Left click once* on the Save icon in the general tool bar. You just saved the picture with Seal 2 and you may not have wanted to; you may only have wanted it for a short time as a visual aid. Imagine having made some radical changes to a design and hitting Save instead of save As; by using Save you would have lost the original design forever.

### Auto Save Feature

Owner's manual pg. \_\_\_\_\_

- Go to Settings in the menu bar. *Left click once* to access the drop-down menu.
- *Left click once* on Options. You now have an Options dialog box on screen. Click on the tab titled General.
- In the box titled Auto Save, Save Design should be checked. The Auto Save Period has a default of ten minutes. Change the time in the minutes box to 5 (five) minutes.

Why is this feature so special? In the event your computer should lock up or sustain a power failure, all of your work is automatically saved periodically in a back up file. If your Auto Save function is set to automatically save every five minutes, then you would only lose five minutes (or less) of your work.

*Note: A good housekeeping tip for your computer: delete Recover and Back-up files regularly.*

## SENDING A DESIGN FROM THE *artista* SOFTWARE

### What Do I Need for this Exercise?

- *artista* embroidery software (all levels)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual
- *artista* software connecting serial cable
- 170/180 *artista* and embroidery module
- Personal Design Card
- Reader/Writer Box (optional accessory)

- Connect the software serial cable to both the computer and the *artista* sewing machine. Be sure the *artista* sewing machine is turned off when connecting the cable. Once connected, turn on the sewing machine.
- Open the seal.art design in the design screen of the software.

### Using the Write to Machine Button on the General Tool Bar

Owner's manual pg. \_\_\_\_

- You must always have a design on the design screen when using Write to Machine.
- *Left click once* on the Write to Machine button (it looks like a sewing machine on the general tool bar) - Owner's manual pg. \_\_\_\_
- A Serial Port dialog box will appear on the computer screen. Using the mouse arrow, put a dot in the circle in front of Com 1 (that's computer talk for serial port 1; some computers have several serial ports, depending on how they are set up).
- Once Com 1 is selected, click once on OK.
- Now the Download dialog box appears on the screen. In the white square on the right side of the box you should see the image of the seal. Above the design is the name of the design, and above that are the words Design to Download.
- In the lower left corner of this section are two boxes:
  - Embroider - if you click on this box you will send the design directly to the embroidery module for immediate stitching
  - Download - if you click on this box you will send the design to a Personal Design Card; be sure a Personal Design Card is inserted into the embroidery module if this is your intention). When you send a design to a Personal Design Card you can access and stitch the design at any time.
- Write to Machine can also be accessed by clicking on File in the menu bar. Select Card/Machine Write from the drop-down menu with a *left click*, and all the dialog boxes will appear in sequence as in the Write to Machine exercise above.

### Using the Optional Reader/Writer Box

Owner's manual pg. \_\_\_\_\_

- Connect the serial port connection to the Reader/Writer Box just as you would to the **artista** 170/180 sewing machine.
- Remove the mouse from the PS/2 port connection and connect it to the power cord connection of the Reader/Writer Box.
- Plug the power cord (with the mouse piggy-backed on it) into the PS/2 port.
- The Reader/Writer Box may be used only to download or retrieve designs.  
Notice that Embroidery is no longer an available selection.
  
- Download the seal to the **artista** for immediate embroidery.
- Stitch the seal.
- Download the seal to a Personal Design Card.
- Mount the stitched seal sample below.

*Attach Stitched Seal Sample Here*

## RETRIEVING A DESIGN FROM AN EMBROIDERY CARD

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual
- **artista** software connecting serial cable
- 170/180 **artista** and embroidery module
- Any **artista** embroidery card

- Make sure that the **artista** sewing machine is turned off. Connect the serial cable from the computer to the sewing machine. Then turn on the sewing machine and insert the design card you have selected to use for this exercise.

*Note: In version 2.0 and higher the embroidery card must be inserted after the sewing machine is turned on; otherwise the software cannot recognize it.*

### Using Card/Machine Read from the File Menu

Owner's manual pg. \_\_\_\_\_

- Left click on the word File in the menu bar.
- Left click on Card/Machine Read.
- If you have already established contact between the software and the sewing machine the Serial Port dialog box will not appear. If this is your first time communicating for the day it will appear; select Com 1 and click OK.
- The Retrieve dialog box appears on the screen. The left portion of the box lists the designs on the card being read.
- Using the mouse arrow, point to the design you want to use; *left click* to highlight and select the design. It is not displayed in the white square on the right side of the dialog box.
- *Left click* on the box titled Retrieve. The selected design will appear on the design screen of the software; be patient, as this may take a minute or two.
- If you wish to save this design in the software for further use, click on the Save icon on the general tool bar. This will open a dialog box; select the folder in which you wish to save the design with a *double click*, then click Save.

*Note: The Reader/Writer box can also be used to retrieve a design from a design card; instructions for using the Reader/Writer Box are covered in the previous exercise.*

## PERSONAL DESIGN CARD

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual
- **artista** software connecting serial cable
- 170/180 **artista** and embroidery module
- Personal Design Card

- Make sure that the **artista** sewing machine is turned off. Connect the serial cable from the computer to the sewing machine. Then turn on the sewing machine and insert the Personal Design Card.
- Click on the New design icon on the general tool bar.

### Using Card/Machine Read from the File Menu

Owner's manual pg. \_\_\_\_\_

- Select File from the menu bar.
- Select Card/Machine Read from the drop-down menu.
- The Serial Port dialog box appears; select Com1, then click OK.
- The Retrieve Design dialog box appears. In the box on the left side are the designs from your Personal Design Card. Below them on the right is a rectangle with the word Administer in it. Click on the word Administer.
- A rectangle appears that says Delete All. Use this if only if you want to erase all of the designs on the Personal Design Card.
- Alongside the white square on the right side are two rectangles:
  - one is for renaming a design
  - the other is for selecting a single design
- Select a single design from the box on the left. It will appear in the white square.
- Select Delete. What happened?

- 
- 
- If you are using the optional Reader/Writer Box you can administer your Personal Design Card in the manner described above.

*Warning! Before deleting anything from your Personal Design Card, ask yourself "Do I have this saved to the computer hard drive for future use?" If you are sure you won't want to use the design again, delete it.*

## WORKING WITH DIFFERENT HOOP SIZES AND ORIENTATIONS

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Selecting A Hoop



Owner's manual pg. \_\_\_\_ (read "Setting Up Hoops" and "Using Multiple Hoops")

- Right click on the hoop icon in the general tool bar.
- Scroll through the drop down menu; there are 28 different hoop and/or orientation options.
- Note that some hoops have the identifier "with x-y lines". Open the 130 x 100 hoop.

What purpose might the lines in this hoop representation serve?

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- Some hoops have the word "multiple" after them; this indicates that the hoop is used by more than one home embroidery machine.
- Notice that some hoops have the word "rotated" after them. Open the 155 x 200 rotated hoop. Why might a rotated hoop representation be a benefit?

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*Note: When using a rotated hoop view, be sure to Select All and rotate the design 90 degrees before saving. (See pages 79-80 in the v3.0 Owner's manual.)*

- Note that there are also "giant" and "three stage" hoops listed. Open the Giant artista hoop. What is different about this hoop?

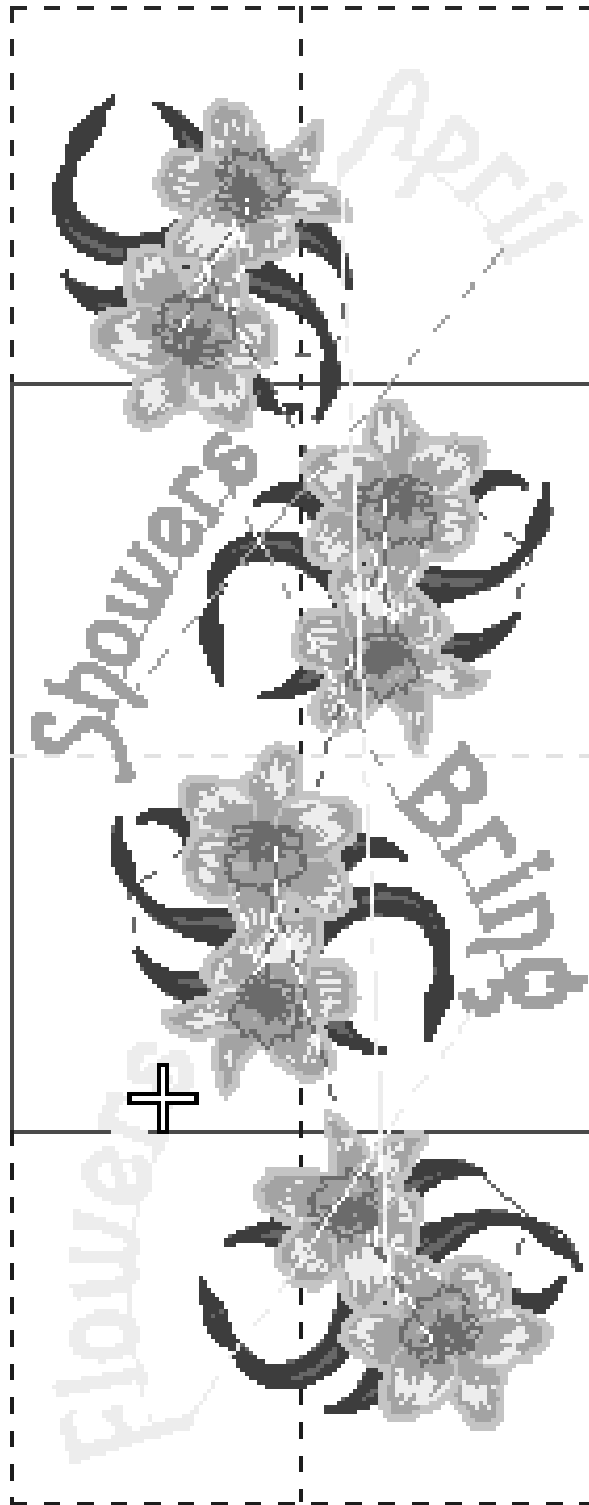
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*Note: See the v3.0 User Guide for more information on other hoops.*

## Giant *artista* Hoop with Design



## **WISH LIST To Begin With**

Embroidery Design Cards and CDs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Personal Design Card

Reader/Writer Box

Magic Box

Magic Card

Variety of Hoops

Small

Medium

Large

Giant L Hoop-It-All

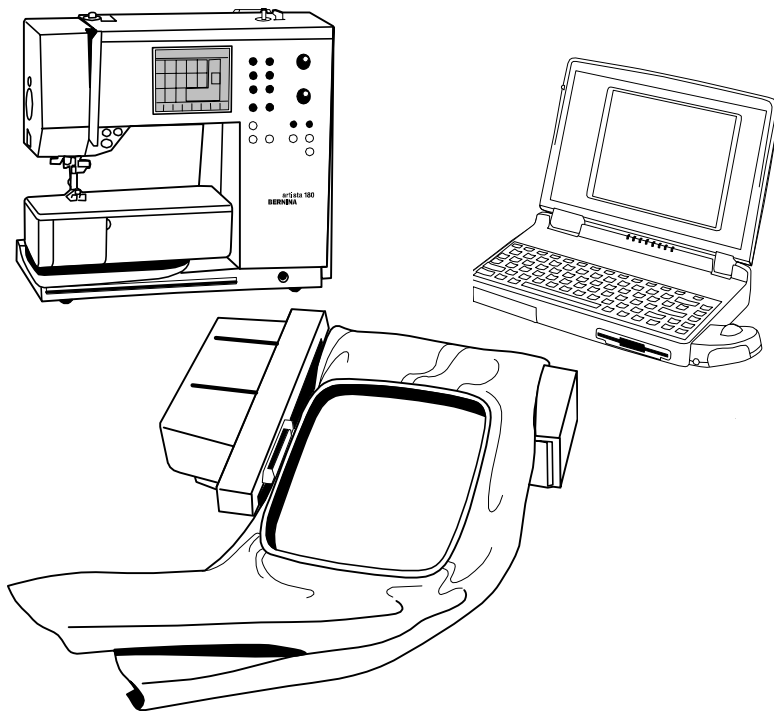
Multi-Spool Thread Holder

*ABC's of Embroidery*

*Picture Perfect*

*A Touch of Artistry*

# MASTERING YOUR **BERNINA®** *artista* Embroidery Software



## OWNER'S WORKBOOK

### **Section B** Customizing Made Easy

## **SECTION B**

# **Customizing Made Easy!**

### **Selecting Objects for Manipulation**

- Selecting a Single Object - Owner's manual pg.\_\_\_\_
- Selecting an Entire Design - Owner's manual pg.\_\_\_\_
- Selecting Items in a Complex Design - Owner's manual pg.\_\_\_\_
- Selecting Items by Color - Owner's manual pg.\_\_\_\_
- Selecting Using Polygon Select - Owner's manual pg.\_\_\_\_
- Selecting Using Color Film - Owner's manual pg.\_\_\_\_

### **Enlarging and Reducing Design Size**

- Scaling Using the Scale by 20% Button on the Design Tool Bar - Owner's manual pg.\_\_\_\_
- Scaling Proportionally - Owner's manual pg.\_\_\_\_
- Scaling Proportionally from the Center Point - Owner's manual pg.\_\_\_\_
- Scaling Vertically in One Direction - Owner's manual pg.\_\_\_\_
- Scaling Vertically in Both Directions - Owner's manual pg.\_\_\_\_
- Scaling Horizontally in One Direction - Owner's manual pg.\_\_\_\_
- Scaling Horizontally in Both Directions - Owner's manual pg.\_\_\_\_

### **Rotating Designs**

- Rotating Using the Rotate 45° Button on the Design Tool Bar - Owner's manual pg.\_\_\_\_
- Rotating Designs - Owner's manual pg.\_\_\_\_
- Moving the Anchor Point and Rotating - Owner's manual pg.\_\_\_\_

### **Skewing Designs**

- Defining Skew Handles - Owner's manual pg.\_\_\_\_
- Skewing Left and Right - Owner's manual pg.\_\_\_\_

### **Using Mirror Image Functions**

- Mirroring Left/Right - Owner's manual pg.\_\_\_\_
- Mirroring Up/Down - Owner's manual pg.\_\_\_\_

### **Using the Alignment Tools**

- Using the Alignment Tools

### **Using the Object Properties Dialog Box**

- Changing Dimensions Numerically - Owner's manual pg.\_\_\_\_
- Changing Dimensions by Percentage - Owner's manual pg.\_\_\_\_
- Mirroring Using the Dialog Box - Owner's manual pg.\_\_\_\_
- Rotating by Numerically Entering Degrees - Owner's manual pg.\_\_\_\_
- Skewing by Numerically Entering Degrees - Owner's manual pg.\_\_\_\_

### **Cut, Copy, and Paste**

- Cut and Paste - Owner's manual pg.\_\_\_\_
- Copy and Paste - Owner's manual pg.\_\_\_\_
- Using the Color Film - Owner's manual pg.\_\_\_\_

### **Working with Color**

- Changing Thread Colors in a Design - Owner's manual pg.\_\_\_\_
- Creating a Custom Color Chart - Owner's manual pg.\_\_\_\_
- Removing Colors from a Chart - Owner's manual pg.\_\_\_\_
- Deleting a Color Chart - Owner's manual pg.\_\_\_\_
- Viewing the Default Color List - Owner's manual pg.\_\_\_\_
- Viewing Used Colors in a Design - Owner's manual pg.\_\_\_\_

### **Aligning Objects**

- Using the Vertical Alignment Tools - Owner's manual pg.\_\_\_\_
- Using the Horizontal Alignment Tools - Owner's manual pg.\_\_\_\_
- Using the Center Alignment Tool - Owner's manual pg.\_\_\_\_

### **Grouping Objects**

- Using the Group Tool - Owner's manual pg.\_\_\_\_
- Using the Ungroup Tool - Owner's manual pg.\_\_\_\_

### **Homework Assignment**

- Changing Thread Colors in a Design - Owner's manual pg.\_\_\_\_
- Creating a Custom Color Chart - Owner's manual pg.\_\_\_\_
- Removing Colors from a Chart - Owner's manual pg.\_\_\_\_

## SELECTING OBJECTS FOR MANIPULATION

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

- Open the seal.art design on the design screen.

### Selecting a Single Object

Owner's manual pg. \_\_\_\_\_

- Click on the Select Object tool in the design tool bar.
- Put the mouse cursor on the seal's blue ball.
- Left click once. What happens?

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Results will be different depending on the software package you have, so please make a note of which type you have loaded on your computer.

- Left click once somewhere off the entire object on the screen. What happens?

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### Selecting an Entire Design

Owner's manual pg. \_\_\_\_\_

- Click on the Select Object tool in the design tool bar.
- Put the mouse cursor diagonally off the lower left corner of the design.
- Depress the *left* mouse button and keep it depressed; drag the arrow diagonally across the design to the upper right corner. Release the mouse button. You just *dragged a selection box* around the seal. What happened to the seal?

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- You can also select the entire object by clicking on Edit in the menu bar and selecting Select All from the drop down menu. When you click on Select All what happens to the seal?

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- To deselect, click off the object outside the selection boxes. You can also deselect by using Deselect All from the Edit drop down menu.

### Selecting Items in a Complex Design

Owner's manual pg. \_\_\_\_\_

- If you still have the seal on your design screen, go to File in the menu bar and select Close from the drop down menu. The program may ask if you want to save changes to the seal design; click on No.
  - Click on the Open Design icon on the general tool bar.
  - From the Open dialog box select the Samples 1 folder, then select the Flower Basket design.
  - Click on the Zoom In tool on the general tool bar (it looks like a magnifying glass with a plus (+) sign in the middle).
  - Put the mouse arrow at the lower left corner of the design and drag diagonally to the upper right corner to make a box around the design. What happens when you release the mouse button?
- 
- 

- Now click on the Select Object tool on the design tool bar.
- Put the mouse arrow on the rim of the basket and see if you can select it. If you got it on the first try - Bravo! If not, you are very normal. If not, hold down the "2" key on the keyboard and continue to *left click* on the rim of the basket until it is highlighted and selected. You will frequently use this method to select overlapping objects.

### Selecting Items by Color

Owner's manual pg. \_\_\_\_\_

- With the Flower Basket still on the screen, go to View on the menu bar and click to access the drop down menu.
  - Click on By Color in the drop down menu.
  - The Select by Color dialog box will appear on the screen.
  - Put the mouse arrow on the color Medium Green; click once. What happens?
- 
- 



- Move the mouse arrow to the upper right corner; click OK. What happens?
- 
- 

- Click on the Object Selection tool in the design tool bar. What happens?
- 
- 

- Deselect the leaves by clicking outside the selection area.
  - Go back to View and click on By Color. Click on the All Colors rectangle in the lower right corner. What happens? \_\_\_\_\_
- 
-

### Selecting Using Polygon Select


Owner's manual pg. \_\_\_\_\_

- Select File>Open>Samples 3>Birdhouse-Center
- Click on the Polygon Select tool. 
- Select the bird by executing a series of *left clicks* around the shape of the bird.
- Once the bird is selected, click on the Group icon. 
- Duplicate the bird.
- Move the bird so that it sits on the shelf at the front of the birdhouse.



### Selecting Using Color Film

Owner's manual pg. \_\_\_\_\_

- Click on the Color Film button. 
- Click on the Pink color button that represents the roof and front shelf of the birdhouse. *Right click* on the color button to see the options available for that color. What are the options?

- 
- 
- Right click to access the Object Properties dialog box.
  - Click on the Stitch Type drop down arrow; select Fancy. (When the Object Properties box is first opened the this is blue with no stitch type, since there are two different types of fill using the pink color.)
  - Choose a Fancy Fill, then click OK.

## ENLARGING AND REDUCING DESIGN SIZE

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

- Open the seal.art design on the design screen.

### Scaling Using the Scale by 20% Button on the Design Tool Bar

Owner's manual pg. \_\_\_\_\_

- Select the seal.
- *Right click* on the Scale by 20% button to *increase* the size of the design 20%.
- *Left click* on the Scale by 20% button to *decrease* the size of the design 20%.

### Scaling Proportionally

Owner's manual pg. \_\_\_\_\_

- Click on the Select Object tool in the design tool bar.
  - Your seal may have boxes around it, but not be highlighted. Click outside the boxes and they will disappear. Drag a box around the seal to select it, or use Select All from the Edit drop down menu.
  - *Right click* on the square in the lower right corner.
  - Depress the left mouse button and diagonally drag that square further to the lower right. Release the mouse button. What happens?
- 

- Click outside the selection box. What happens?
- 

- Click on the Undo box in the general tool bar (the icon with the arrow circling left). What happens? \_\_\_\_\_

### Scaling Proportionally from the Center Point

Owner's manual pg. \_\_\_\_\_

- Select the seal on the design screen.
  - Hold down the Shift key on the keyboard as you drag the box to enlarge the seal. What happens as you enlarge the design?
- 

- Deselect again and Undo.

### **Scaling Vertically in One Direction**

Owner's manual pg. \_\_\_\_\_

- Select the seal on the design screen.
  - Put the mouse cursor on one of the center boxes along the top or bottom of the selection square.
  - Depress the left mouse button and drag the box straight up or down. What happens?
- 

- Click outside the selection box, then click the Undo button.

### **Scaling Vertically in Both Directions**

Owner's manual pg. \_\_\_\_\_

- Select the seal on the design screen.
  - Put the mouse cursor on one of the center boxes along the top or bottom of the selection square.
  - Hold down the Shift key on the keyboard; depress the left mouse button and drag the box straight up or down. What happens?
- 

- Click outside the selection box, then click the Undo button.

### **Scaling Horizontally in One Direction**

Owner's manual pg. \_\_\_\_\_

- Select the seal on the design screen.
  - Put the mouse cursor on one of the center boxes along the right or left side of the selection square.
  - Depress the left mouse button and drag the box to one side. What happens?
- 

- Click outside the selection box, then click the Undo button.

### **Scaling Horizontally in Both Directions**

Owner's manual pg. \_\_\_\_\_

- Select the seal on the design screen.
  - Put the mouse cursor on one of the center boxes along the right or left side of the selection square.
  - Hold down the Shift key on the keyboard; depress the left mouse button and drag the box straight to one side or the other. What happens?
- 

- Click outside the selection box, then click the Undo button.

## ROTATING DESIGNS

### What Do I Need for this Exercise?

- *artista* embroidery software (all levels)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

- Open the seal.art design on the design screen.

### Rotating Using the Rotate 45° Button on the Design Tool Bar

Owner's manual pg. \_\_\_\_\_

- Select the seal.
- *Right click* on the Rotate button to rotate the seal 45° *clockwise*.
- *Left click* on the Rotate button to rotate the seal 45° *counter clockwise*.

### Rotating Designs

Owner's manual pg. \_\_\_\_\_

- Click on the Select Object tool in the design tool bar. The seal may not turn fuschia if you are just beginning to work in the software. Click off the seal and then reselect it so that it turns fuschia. Refer back to the first exercise in this series if you have forgotten how to select an entire object.
- *Left click* once in the middle of the seal. The corner boxes are now open, not solid, and the boxes along the sides, top, and bottom are now diamonds.
- In the center of the seal is a hexagon with a dot in the center. This represents the anchor point for rotating the design.
- Put the mouse cursor on the box in the lower right corner. Depress the left mouse button and drag the box in an upward arc to the right. What happens?

- 
- Click outside the seal to deselect it, then click the Undo button on the general tool bar.

*Note: The object rotated from the center anchor point; the object's center never changed position.*

### Moving the Anchor Point and Rotating

Owner's manual pg. \_\_\_\_\_

- Select the seal on the design screen. What happens this time when it is selected?

- 
- Put the mouse arrow on the anchor point in the center of the seal. Hold down the left mouse button and drag the anchor point to the upper left corner. Notice that when you let go of the mouse button the anchor point stays where you left it. If you need to move it, drag it with the mouse cursor again.
  - Deselect again and Undo.

*Note: Sometimes the embroidery doesn't line up with the bitmap image behind it after an Undo. If you select View and click on Picture, the bitmap image will disappear from the screen.*

## SKEWING DESIGNS

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

- Open the seal.art design on the design screen.

### Defining Skew Handles

Owner's manual pg. \_\_\_\_\_

- Click on the Select Object tool on the design tool bar.
- Select the seal.
- Click in the center of the seal design.
- Diamond-shaped skew handles appear at the center of the top and bottom of the selection box .

### Skewing Left and Right

Owner's manual pg. \_\_\_\_\_

- Place the mouse arrow on one of the diamond-shaped skew handles.
  - Holding down the left mouse button, drag the diamond either left or right. What happens?
- 
- 

- Click outside the seal to deselect it.

## USING MIRROR IMAGE FUNCTIONS

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

- Open the seal.art design on the design screen.

### Mirroring Left/Right

Owner's manual pg. \_\_\_\_\_

- Click on the Select Object tool on the design tool bar.
- Select the seal.
- Put the mouse cursor on the button on the design tool bar that looks like two wedges pointing up.
- Left click on this button. What happens?

---

---

### Mirroring Up/Down

Owner's manual pg. \_\_\_\_\_

- The seal should still be selected from the previous exercise.
- Place the mouse arrow on the button in the design tool bar that has the wedges pointing to the right.
- Left click on this button. What happens?

---

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- Click outside the seal to deselect it. Click on the Undo arrow on the general tool bar.

## USING THE ALIGNMENT TOOLS







### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Mouse
- **artista** software Owner's manual

- Select File>Open>Samples 1>Musical Staff

### Using the Alignment Tools

Owner's manual pg. \_\_\_\_\_

- Use the Polygon Select tool to draw a box around the musical note on the far left. 
- Click on the Group icon. 
- Click on the Copy icon on the general tool bar to copy the selected items. 
- Click on the New icon on the general tool bar to create a new file. 
- Click on the Paste icon. 
- Paste three notes and randomly place them in the design area.
- Select All by holding down the Ctrl key on the keyboard and pressing A. 
- When all the elements are selected, click on the Center Vertical Alignment tool.

What happens? \_\_\_\_\_

---

- Touch Delete and repeat the above process  time clicking on the Center Horizontal Alignment tool instead of the Center Vertical Alignment tool.

## USING THE OBJECT PROPERTIES DIALOG BOX

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

- Open the seal.art design on the design screen.
- Select the seal.

### Changing Dimensions Numerically

Owner's manual pg. \_\_\_\_\_

- Place the mouse cursor outside the selection box and *right click once*. What happens?
- 
- 

- Put the mouse cursor on the button on the General Tab of the Object Properties box; *left click once*.
  - Look in the box titled Dimensions.
    - Along the left edge of the box are the words Width and Height followed by rectangles with numbers in them. Choosing metric or US measurements during the program set up determines which measurement system you see after the rectangles.
    - The numbers in the Width box are highlighted.
  - Type 4.0 in the Width box.
  - Put the mouse cursor in the Height box and it becomes an I-bar cursor. Holding down the left mouse button, drag the I-bar across the numbers in the box to highlight them.
  - Change the Height setting to 6.0.
  - Click OK at the bottom of the Object Properties box. What happens to the seal?
- 
- 

### Changing Dimensions by Percentage

Owner's manual pg. \_\_\_\_\_

- Follow the instructions from the previous exercise to view the Object Properties box.
  - Look in the Dimensions box for the rectangles that have a percentage sign (%) after them.
  - In the Width rectangle, highlight the numbers and type in 150.
  - In the Height rectangle, highlight the numbers and type in 150.
  - Click OK. What happens to the seal? \_\_\_\_\_
- 
- 

- Left click outside the selection box. Click on the Undo arrow on the general tool bar.
- Click outside the selection box.

### **Mirroring Using the Dialog Box**

Owner's manual pg. \_\_\_\_\_

- Select the seal, then *right click* outside the selection box to bring up the Object Properties box.
  - Look in the box titled Transform; find the box titled Mirror. Click in the small white box to the left of the X, placing a check mark in the box.
  - Click OK at the bottom of the Object Properties box. What happens to the seal?
- 
- 

- Deselect the seal and reselect it.
  - Right click to bring up the Object Properties box.
  - This time put a check mark in the box beside the Y.
  - Click OK. What happens to the seal?
- 
- 

### **Rotating by Numerically Entering Degrees**

Owner's manual pg. \_\_\_\_\_

- Select the seal, then *right click* outside the selection box to bring up the Object Properties box.
  - In the rectangle to the right of the title Rotate By, highlight the numbers and type in 90.
  - Click OK. What happens to the seal?
- 
- 

- Deselect the seal and click Undo.

### **Skewing by Numerically Entering Degrees**

Owner's manual pg. \_\_\_\_\_

- Select the seal, then bring up the Object Properties box.
  - In the rectangle to the right of the title Skew By, highlight the numbers and type in 45.
  - Click OK at the bottom of the Object Properties box. What happens to the seal?
- 
- 

- Deselect the seal and click Undo.

## CUT, COPY, AND PASTE

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

- Open the seal.art design on the design screen.

### Cut and Paste

Owner's manual pg. \_\_\_\_\_

- Click on the Select Object tool, then right click anywhere outside the selection box.
- Place the mouse cursor on the ball and *left click once*. What happens to the ball?

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- Go to the general tool bar and click on the Cut button (the scissors icon).
- Click on View in the menu bar, then select Picture from the drop down menu. What do you see when the bitmap is removed from behind the design?

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- Click on the ball outline to select it. Click on Cut again.
- Click on the Paste icon. What happens?

---

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- Click on the Undo box in the general tool bar until there is a selected ball on the seal's nose, then click outside the selection box to deselect it.

### Copy and Paste

Owner's manual pg. \_\_\_\_\_

- Put the mouse arrow on the ball and select it. You will notice that the black outline is still showing.
- While holding down the Control key on the keyboard, put the mouse arrow on the black outline and *left click once*. Both the ball and its black outline are selected.
- Go to the general tool bar and click on the Copy icon (looks like two pieces of paper, located to the right of the Cut/scissors icon).
- Click on the Paste icon.
- Put the mouse arrow on the ball and drag it to the right until the ball you are dragging is completely off the copy of the ball.
- Just for fun! While the second ball is selected, click Copy, then Paste. Put the mouse arrow on the second ball and drag the third ball at an angle away from the second ball.

## WORKING WITH COLOR

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Mouse
- **artista** software Owner's manual

### Changing Thread Colors in a Design

Owner's manual pg. \_\_\_\_\_

- Open the seal.art file.
- Left click on Settings in the menu bar, then left click on Thread Colors from the drop down menu.
- The Thread Colors dialog box appears. The following information is contained in the box:
  - threads in the design - shows the current number of colors in the design on the screen
  - window showing the colors currently assigned to the design
  - thread chart options with a drop down arrow
  - window showing thread colors from the selected manufacturer's chart
  - search by number or description box
- Highlight the first color in the upper window.
- Choose Isacord 40 - Shades.
- Select a different shade of blue from the Isacord chart; highlight it.
- Click on Assign. Notice the change that occurs in the upper window. Also note that the highlighted bar jumped down to the next color in line.
- Repeat the above steps until you have made all the changes you want to make.

### Create a Custom Color Chart

Owner's manual pg. \_\_\_\_\_

- Left click on Settings (menu bar), then left click on Thread Colors (drop down menu).
- The Thread Colors box appears. Click on Modify Charts.
- The Modify Chart appears.
- Click on the New button. Name your thread chart by typing a name into the small box that pops up.  
*Hint: If you are creating a chart with all the colors you own, you might name it something like Marlene's Threads. If you are creating a custom chart to go with a particular design, give the chart a name related to the name of the design.*
- Click OK; the Add Thread dialog box appears. Enter the color number, brand, and name if you know it, then click OK.
- If the color you want already exists in a thread chart within the program, click on the Copy button in the Modify Threads box. The Copy From dialog box will appear. Click the down arrow alongside the chart name and select the color chart you wish to copy from.
- Select the color and click OK. The color information will be transferred to your personal color chart.

### **Removing Colors from a Chart**

Owner's manual pg. \_\_\_\_\_

- Open your personal thread chart. Click on Modify Charts.
- Highlight the color you wish to remove.
- Click on the Remove button, located to the left of the Threads box.

### **Deleting a Color Chart**

Owner's manual pg. \_\_\_\_\_

- Open your personal thread chart. Click on Modify Charts.
- Be sure the name of your personal thread chart is in the Name window. Click on Delete, located to the right of the chart name. A dialog box appears asking if you are sure you want to delete the chart; clicking OK will delete the chart.

## HOMEWORK ASSIGNMENT

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software serial connection cable
- **artista** 170/180 with embroidery module
- Personal Design Card

### Practice What You've Learned

- Open the seal.art file.
- Copy the seal. Drag the copy off the original.
- Mirror image the seal and reduce the size.
- Change thread colors on one of the seals.
- What else can you do with the two seals? Using all that you have learned, create a customized design using the two seals.
- Print the design, then send it to your artista embroidery module or a Personal Design Card.
- Stitch the seal design.
- Mount the printout and stitched embroidery on the following pages.

*Homework Assignment Printout*

*Stitched Homework Assignment*

## WISH LIST

### Customizing Made Easy!

Embroidery Design Cards and CDs

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Personal Design Card

Reader/Writer Box

Magic Box

Magic Card

Variety of Hoops

Small

Medium

Large

Multi-Spool Thread Holder

*ABC's of Embroidery*

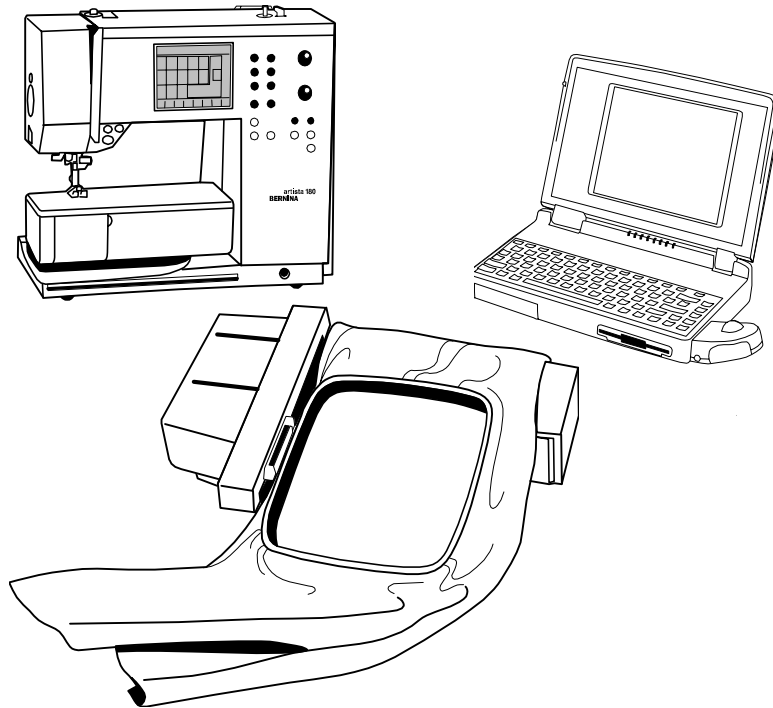
*Picture Perfect*

*A Touch of Artistry*

**MASTERING  
YOUR  
BERNINA®**

**BERNINA® *artista* Embroidery Software**

# MASTERING YOUR **BERNINA®** *artista* Embroidery Software



## OWNER'S WORKBOOK

### **Section C**

## Endless Lettering Possibilities

## **SECTION C**

# **Endless Lettering Possibilities**

### **Creating Letters for Embroidery**

- Straight Baseline Lettering - Owner's manual pg.\_\_\_\_
- Straight Baseline Lettering using the Object Properties Box - Owner's manual pg.\_\_\_\_
- Clockwise or Counter-Clockwise Lettering - Owner's manual pg.\_\_\_\_
- Curved Baseline Lettering - Owner's manual pg.\_\_\_\_
- Vertical Baseline Lettering - Owner's manual pg.\_\_\_\_
- Any Shape Baseline Lettering - Owner's manual pg.\_\_\_\_
- Multiple Baselines - Owner's manual pg.\_\_\_\_

### **Elasticized Lettering**

- Curved Elastic Lettering - Owner's manual pg.\_\_\_\_
- Straight Elastic Lettering - Owner's manual pg.\_\_\_\_

### **Editing Lettering**

- Altering the Baseline - Owner's manual pg.\_\_\_\_
- Kerning (Manually Spacing) - Owner's manual pg.\_\_\_\_
- Spacing Lettering Evenly - Owner's manual pg.\_\_\_\_
- Changing Height and Width of Lettering Objects - Owner's manual pg.\_\_\_\_
- Editing Individual Letters - Owner's manual pg.\_\_\_\_
- Changing the Color of Individual Letters - Owner's manual pg.\_\_\_\_

### **Working with True Type Fonts**

- True Type Fonts - Owner's manual pg.\_\_\_\_
- Creating True Type Text - Owner's manual pg.\_\_\_\_

### **Secret Garden and Creative Cross Alphabets**

- Secret Garden - Owner's manual pg.\_\_\_\_
- Creative Cross - Owner's manual pg.\_\_\_\_

## CREATING LETTERS FOR EMBROIDERY

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

Alphabet styles can be viewed in Appendix \_\_\_\_ on page \_\_\_\_.

What additional information is found with these alphabets? \_\_\_\_\_

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### Straight Baseline Lettering

Owner's manual pg. \_\_\_\_

- *Left click* on the Lettering/Values button on the design tool bar.
- Place the mouse arrow on the design screen and *left click*. A vertical bar will appear on the screen.
- Type BERNINA using the computer keyboard.
- The outline of the lettering will appear on the screen. Press Enter on the keyboard; the lettering is selected and turns a magenta color.
- *Right click* on the selected lettering. The Object Properties/Lettering box appears. The word BERNINA is in the text box.
  - Using the Object Properties box you can change the alphabet, height, width, style, justification, or baseline.
- Change the lettering to the Child's Play alphabet. Change the height to 17.00; click OK.
- Notice that the lettering is still selected. Click on the arrow in the Color Selection box; select the color Red. Then click anywhere on the screen and view the result.
- Save this project to stitch later.

### Straight Baseline Lettering using the Object Properties Box

Owner's manual pg. \_\_\_\_

- *Right click* on the Alphabet/Values button on the design tool bar; the Object Properties box appears.
- Type the word Bernina in the text window.
- Select the Old English alphabet.
- Select Center Justification (the second button to the right).
- Change the width to 80%.
- Click OK.
- Notice the prompt in the Status Line. *Left click* in the center of the screen. Press Enter.
- The word Bernina is in magenta; you may change the color if desired.

### **Clockwise or Counter-Clockwise Lettering**

Owner's manual pg. \_\_\_\_\_

- *Right click* on the Alphabet/Values button.
- Type the words "Working with Circles is Lots of Fun!"
- Select Center Justification and Clockwise Circling.
- Select the Island alphabet.
- Click OK; notice the message in the Status Bar.
- Place the cursor arrow at the center of the desired circle; *left click*.
- Place the cursor arrow at the outer edge of the desired circle; *left click*.
- Press Enter on the keyboard.
- The lettering is processed and is selected as it appears on the screen.
  
- Repeat this exercise using the Counter-Clockwise baseline.

### **Curved Baseline Lettering**

Owner's manual pg. \_\_\_\_\_

- *Left click* on the New button in the general tool bar.
- *Right click* on the Alphabet/Values button.
- Type "Working with Circles is Lots of Fun!"
- Press Enter on the keyboard; the Object Properties box appears.
- Select a different alphabet and click on the Clockwise baseline button. What happens to the Justification buttons? \_\_\_\_\_

- Click OK. What happens to the lettering on the screen? \_\_\_\_\_

### **Vertical Baseline Lettering**

Owner's manual pg. \_\_\_\_\_

- *Left click* on the New button in the general tool bar.
- *Right click* on the Alphabet/Values button.
- Type Bernina in the dialog window.
- Select Vertical baseline.
- Choose a different alphabet (avoid script fonts for this exercise).
- Click OK; notice the not in the Status Base.
- Left click at the lower end of the desired vertical column.
- Press Enter on the keyboard.

*Note: An alternate method is to left click on the Alphabet/Value button, then left click on the screen where you want the word to start, then type in the desired word. Approve the lettering by pressing the Enter key. Right click to bring up the Property box, then reset the Vertical baseline and change the alphabet style and/or sizing. Press OK to create the vertical lettering.*

### Any Shape Baseline Lettering

Owner's manual pg. \_\_\_\_

- *Left click* New on the general tool bar.
- *Right click* on the Alphabet/Values button on the design tool bar.
- Type "Let's Create Any Shape Lettering" in the text box.
- Select the Island alphabet and change the height to 12.0.
- Click OK; notice the message in the status bar.
- The baseline will be created with a series of left and/or right mouse clicks:
  - a *left* mouse click creates an *angle*
  - a *right* mouse click creates a *curve*
- Draw a line with five or six *right* mouse clicks, creating a meandering, wavy line; press Enter.
- If your lettering is "squished", right click to access the Object Properties box then make the lettering a little smaller.

### Multiple Baselines

Owner's manual pg. \_\_\_\_

- *Left click* New on the general tool bar.
- *Right click* on the Alphabet/Values button on the design tool bar.
- In the dialog box, type "Bernina's Multiple"; press Enter. Type "Baseline"; press Enter. Type "Really Rocks!"; touch Enter.
- Select the Bamboo alphabet; click OK. Notice the message in the status bar.
- Click the center point of the desired circle, then drag straight down and click to define the outer edge of the circle. Release the mouse button and press Enter on the keyboard.
- The lettering appears on screen: one line going clockwise, one horizontally through the center, and one going counter-clockwise.
- If your lettering is "squished", right click to access the Object Properties box then make the lettering a little smaller.
- Stitch, trim, and mount the multiple baseline sample below.



## ELASTICIZED LETTERING

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Curved Elastic Lettering

Owner's manual pg. \_\_\_\_\_

- *Left click* New on the general tool bar.
- *Left click* on the Alphabets/Values button.
- *Left click* on the design screen and then type the word BERNINA in capital letters.
- Press Enter.
- Select Edit (main menu), Elastic Lettering (drop down menu), Curved (additional drop down menu).
- Reshape handles will appear at the top and bottom of the word.
- Hold down the *Control* key on the keyboard, then press down the *left* mouse button and drag one of the handles. Press the Enter key. What happens? \_\_\_\_\_

---

- *Left click* on the Undo button on the general tool bar.
- Hold down the *Shift* key on the keyboard, then repeat the click and drag process. Press the Enter key. What happens? \_\_\_\_\_

---

- Click Undo again.
- Repeat the click and drag process *without* holding down a key. What happens? \_\_\_\_\_

---

### Straight Elastic Lettering

Owner's manual pg. \_\_\_\_\_

- *Left click* New on the general tool bar.
- *Left click* on the Alphabets/Values button.
- *Left click* on the design screen and then type the word BERNINA in capital letters.
- Press Enter.
- Select Edit, Elastic Lettering, Straight.
- Reshape handles will appear in each corner of the text box.
- Hold down the *Control* key on the keyboard, then drag a corner button; press the Enter key. What happens? \_\_\_\_\_

---

- *Left click* on the Undo button on the general tool bar.
- Hold down the *Shift* key on the keyboard and drag a corner; press Enter. What happens? \_\_\_\_\_

---

## EDITING LETTERING

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Altering the Baseline

Owner's manual pg. \_\_\_\_\_

- *Left click* New on the general tool bar.
  - *Left click* on the Alphabets/Values button.
  - *Left click* on the design screen and type the word BERNINA in capital letters.
  - The word BERNINA is selected; now click on the Reshape Object tool in the design tool bar.
  - *Click and drag* the large open square and large plus (+) sign away from the ends of the word.
  - *Click and drag* the black square at the lower right corner of the word. What happens?
- 

- *Left click* on the Select Object button.
- The letters are selected; if you *right click* on them the Object Properties box will appear, allowing you to change the baseline if you wish.

### Kerning (Manually Spacing)

Owner's manual pg. \_\_\_\_\_

- As in the previous exercises, type the word BERNINA in capital letters.
  - *Left click* on the Reshape Object button in the design tool bar. Notice the diamond-shaped points in the middle of the letters.
  - *Click and drag* the point in the B to the left. What happens?
- 

- All the letters in a word or sentence can be manually spaced in this manner.

### Spacing Letters Evenly

Owner's manual pg. \_\_\_\_\_

- Use the word BERNINA from the previous exercise.
  - *Drag* the arrow at the lower right corner of the word BERNINA. What happens?
- 

- Lettering can also be spaced evenly by selecting it, then right clicking to open the Object Properties box. Then Type in the desired space between letters in the Letter Spacing window.

### Changing Height and Width of Letters Objects

Owner's manual pg. \_\_\_\_\_

- Use the word BERNINA again.
- *Left click* on the Reshape Object tool. Notice the black triangles pointing up, diagonally, and to the side.
- *Left click* and drag the one pointing up. What happens?

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- *Left click* the Undo button.
- *Left click* and drag the arrow that is pointing diagonally. What happens?

---

- *Left click* the Undo button.
- *Drag* the one pointing to the right, at the end of the word. What happens?

---

*Note: The height and width of lettering can also be changed by selecting it, then right clicking to open the Object Properties box. Type in the desired type size. If sizing is to be proportional, leave 100% in the width box. If tall, skinny letters are desired, decrease the number in the width percentage box; for short, fat letter, increase the number.*

### Editing Individual Letters

Owner's manual pg. \_\_\_\_\_

- Type the word BERNINA on the design screen.
- *Left click* on the Reshape Object tool.
- *Double left click* on the control point in the middle of the B.
- *Left click* on the reference line of the B.
- Notice all the control points on the B. *Click and drag* the points to see how the letter B can be reshaped.
- When pleased with your reshaped letter, press Enter on the keyboard.

### Changing the Color of Individual Letters

Owner's manual pg. \_\_\_\_\_

- Type the word BERNINA on the design screen.
- Press Enter.
- *Left click* off the lettering to deselect it.
- *Left click* on the Alphabet/Values button.
- Move the mouse arrow between the B and E in BERNINA.
- Hold down the *left* mouse button and drag the cursor to the *right*, across the E and R. Release the button.
- The E and R are highlighted. Choose the color Red from the color tab in the Stitch and Color bar.
- Deselect the letters to see the color change.

*Note: Make color changes to individual letters last. All alterations to size, baseline, style must be done before individual letter color changes, otherwise the color changes will be lost.*

## WORKING WITH TRUE TYPE FONTS

### What Do I Need for this Exercise?

- **artista** embroidery software Designer, Designer Plus
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### True Type Fonts

Owner's manual pg. \_\_\_\_\_

Hints and Tips:

- The **artista** Designer or Designer Plus software v3.0 automatically searches for all the True Type fonts on your computer upon installation.
- True Type fonts are treated as graphic images by the **artista** software.
- The **artista** software looks at the font graphic and creates stitches to build the image.
- Before using the **artista** software, turn off any programs that may be running in the background (virus scanners, task schedulers, interactive screen savers, etc.); this will ensure that you have full use of your computer's resources.
- It will take the computer longer to process True Type fonts than those programmed into the **artista** software, as the True Type fonts must be digitized and processed.
- Most True Type fonts translate very nicely into stitches; some, however, do not. Learning which fonts will or won't convert smoothly requires some experimentation.
- Always begin by typing in to the dialog box, then clicking OK. This shortens the time it takes to process the lettering.
- All of the regular lettering features (baselines, elastic lettering, kerning, color, reshaping, etc.) can be used with True Type fonts.

### Creating True Type Text

Owner's manual pg. \_\_\_\_\_

- Touch the "A" key on the keyboard to bring up the Lettering dialog box.
- Type the word BERNINA in the dialog space.
- Scroll through the fonts until you see the fonts marked with a "T", indicating True Type fonts.
- Select the Comic Sans font.
- Change the height to 20mm and select Horizontal baseline; click OK.
- *Left click* on the screen to begin processing the text.

*Note: The length of time required to process the lettering depends on the amount of RAM available on your computer.*



BERNINA

## Secret Garden & Creative Cross Alphabets

### What Do I Need for this Exercise?

- *artista* embroidery software (all levels)
- Dongle attached to computer
- Mouse
- User's Guide for *artista* Software v 3.0

### Secret Garden Alphabet Pg. \_\_\_\_\_

- Touch the "A" key on the keypad to bring up the Lettering dialog box.
- Choose the Secret Garden alphabet from the drop down menu.
- Notice the Select button in the lower right corner of the dialog box; left click on the Select button.
- Secret Garden is an all-caps alphabet, so you will only want to use it for the first letter of a word, or for monograms.
- In addition to letters, there are flowers and vines to use with the Secret Garden letters.
- Find the letter "B"; click on it to select it.
- Click OK for the main dialog box. Remember to Left Click on the screen to start the lettering.
- Deselect the letter "B".
- Touch the "A" key on the keypad to bring up the Lettering Dialog box.
- This time, type the letters "ernina" in the dialog space.
- Choose the King Charles alphabet; set the height for 20.0mm. Click OK.
- Left click to start the lettering.
- Select the Secret Garden letter and rescale it to complement the size of the King Charles characters. Reposition letters as needed.



**Creative Cross Alphabet. Pg. \_\_\_\_\_**

- Touch the “A” key on the keypad to bring up the Lettering dialog box.
- Choose the Creative Cross alphabet from the drop down menu.
- Click on the Select button in the lower right corner of the dialog box. Notice as you scroll through the letters that there are two versions of each letter - plain, and with additional cross-stitch motifs (an apple with A, bear with B, etc.).
- Find the letter “B” with a bear; click on the letter to place it in the selection box at the bottom of the dialog box.
- Select the letters “ERNIN” without additional motifs.
- Select the letter “A” with an apple.
- Click OK at the bottom of the dialog box.
- Check the height of the lettering; change it to 20.0mm.
- Click OK, then left click on the screen to place the lettering.



## **WISH LIST**

### **Lettering Possibilities**

Embroidery Design Cards and CDs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Personal Design Card

Reader/Writer Box

Magic Box

Magic Card

Variety of Hoops

Small

Medium

Large

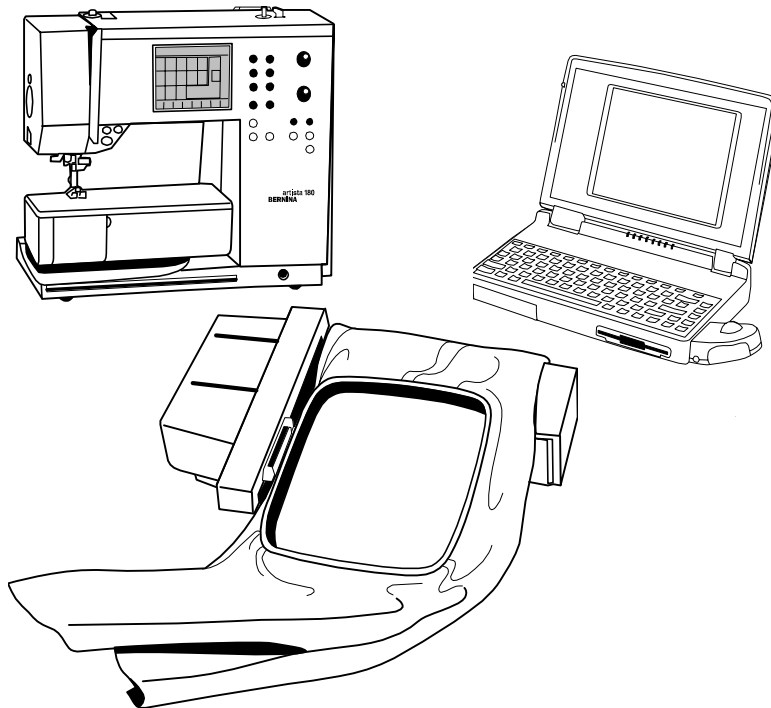
Multi-Spool Thread Holder

*ABC's of Embroidery*

*Picture Perfect*

*A Touch of Artistry*

# MASTERING YOUR **BERNINA®** *artista* Embroidery Software



## OWNER'S WORKBOOK

### Section D

## Digitizing with the Greatest of Ease

## **SECTION D**

# **Digitizing with the Greatest of Ease**

### **Scanner Set Up and Specs**

- Twain Compatible Scanner - Owner's manual pg. \_\_\_\_\_
- Best dpi Resolution Setting - Owner's manual pg. \_\_\_\_\_
- Additional Settings for Best Scanning Results - Owner's manual pg. \_\_\_\_\_
- Scanner Set Up in Settings in Main Menu Bar - Owner's manual pg. \_\_\_\_\_

### **Scanning An Image**

- Scanning Directly into the Software - Owner's manual pg. \_\_\_\_\_
- Scan Picture Button - Owner's manual pg. \_\_\_\_\_
- Setting the Picture Size - Owner's manual pg. \_\_\_\_\_
- Saving the Newly Scanned Image - Owner's manual pg. \_\_\_\_\_

### **Working with Other Artwork Images**

- Importing Other Design Images - Owner's manual pg. \_\_\_\_\_
- Image Files Supported by *artista* Embroidery Software - Owner's manual pg. \_\_\_\_\_

### **Loading the Picture**

- Select Correct Mode Tab - Owner's manual pg. \_\_\_\_\_
- Opening File Using Load Picture Tab - Owner's manual pg. \_\_\_\_\_
- Positioning Picture in Hoop - Owner's manual pg. \_\_\_\_\_
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### **Cleaning the Artwork**

- Touch Up Picture Tool - Owner's manual pg. \_\_\_\_\_

### **Preparing the Artwork**

- Preparing Outlined Artwork - Owner's manual pg. \_\_\_\_\_
- Preparing Unlined Artwork - Owner's manual pg. \_\_\_\_\_

### **Auto-Digitizing**

- Auto-Digitizing - Owner's manual pg. \_\_\_\_\_

### **Selecting Colors**

- Plan Sequence of Stitching - Owner's manual pg. \_\_\_\_\_
- Assign Colors According to Stitch Sequence - Owner's manual pg. \_\_\_\_\_

### **Designating Fill Choice and Object Properties**

- Step, Fancy, and/or Satin Satin Stitches - Owner's manual pg. \_\_\_\_\_
- Using the Fancy Fills - Owner's manual pg. \_\_\_\_\_
- Step or Zigzag Underlay Stitching - Owner's manual pg. \_\_\_\_\_
- Fill Angle - Owner's manual pg. \_\_\_\_\_

### **Easy-to-Use Digitizing Tools**

- Magic Wand - Owner's manual pg. \_\_\_\_\_
- Open Curve Tool - Owner's manual pg. \_\_\_\_\_
- Closed Curve Tool - Owner's manual pg. \_\_\_\_\_
- Circle/Oval Tool - Owner's manual pg. \_\_\_\_\_
- Square/Rectangle Tool - Owner's manual pg. \_\_\_\_\_
- Double Run Outline Tool - Owner's manual pg. \_\_\_\_\_
- Auto-Applique Tool - Owner's manual pg. \_\_\_\_\_

### **Creating Outlines Manually and Automatically**

- Creating an Automatic Outline - Owner's manual pg. \_\_\_\_\_
- Manually Punching an Outline with the Closed Curve Tool - Owner's manual pg. \_\_\_\_\_
- Manually Punching an Outline with the Open Curve Tool - Owner's manual pg. \_\_\_\_\_

### **Digitizing the Seal**

## SCANNER SETUP AND SPECS

### What Do I Need for this Exercise?

- *artista* embroidery software (Auto Designer, Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### Twain Compatible Scanner

Owner's manual pg. \_\_\_\_

- BERNINA *artista* software contains scanning software that allows scanning directly into the program. The scanner must be twain compatible with the *artista* scanning software.
- Load the scanner software into your computer following the manufacturer's directions.

### Best dpi Resolution

Owner's manual pg. \_\_\_\_

- According to the Owner's manual, what is the optimal setting for dpi?
- 

### Additional Settings for Best Scanning Results

Owner's manual pg. \_\_\_\_

- Never set color for more than 256 colors. The *artista* embroidery software is not designed to handle higher color recognition than 256. It may cause the program to fail to recognize the bitmap.
- Always set for black and white or 16 shades of gray. Even in these modes it will still recognize a higher color setting than 256.
- Never scan in full color. The *artista* embroidery software will not respond, creating a solid image.

### Scanner Set Up in Settings in the Main Menu

Owner's manual pg. \_\_\_\_

- Go to Settings in the main menu bar; select Scanner Set Up.
- The Select Source dialog box will appear. Highlight the scanner model in the Sources box and then click Select.
- The Properties box appears; make selections based on the information provided in the above sections of this exercise sheet.

## SCANNING AN IMAGE

### What Do I Need for this Exercise?

- **artista** embroidery software (Auto Designer, Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Scanning Directly into the Software

Owner's manual pg. \_\_\_\_\_

- Prepare the artwork to scan, laying it in or on the scanner.
- Turn on the scanner.
- Open the **artista** embroidery software in Picture mode.

### Scan Picture Button

Owner's manual pg. \_\_\_\_\_

- Select the Scan Picture button on the picture tool bar. This will activate the scanner. Remember that the scanner must be turned on, and the item to be scanned placed on the glass.
- When the scan is finished, the design will be barely visible from the upper right hand corner of the screen. Put the mouse arrow on the visible part of the scanned image. Hold down the *left* mouse button and *drag* it into the center of the design screen.

### Setting the Picture Size

Owner's manual pg. \_\_\_\_\_

- *Left click* on the magnifying glass that shows 1:1 in the center.
- Select the Object Selection tool on the picture tool bar.
- *Left click* on the image to select it.
- *Right click* to access the Object Properties box.
- Set the height and width as desired.
- Click OK.

### Saving the Newly Scanned Image

Owner's manual pg. \_\_\_\_\_

- Left click on the Save Picture icon (floppy disc with flower) on the picture tool bar.
- Name the design.
- In the Save As Type rectangle, click on the arrow to access the drop down menu.
- Click on PCX; click on Save. The design will automatically be saved in the My Designs folder. If you want to place the design in a different folder, select it before clicking Save.

## WORKING WITH OTHER ARTWORK IMAGES

### What Do I Need for this Exercise?

- **artista** embroidery software (Auto Designer, Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Importing Other Design Images

Owner's manual pg. \_\_\_\_\_

- *Importing* a design is actually *exporting* from another program.
- Open a graphics program such as Corel Draw and select the Export option.
- Select the desired design.
- Indicate the file path, i.e. C:\My Designs.
- Click OK and close the graphics program.

### Image Files Supported by *artista* Embroidery Software

Owner's manual pg. \_\_\_\_\_

- .BMP
- .TIF
- .GIF
- .PCX
- .JPG
- **artista** embroidery software supports more image files than any other program of its kind currently on the market.
- Be sure that your bitmap files are in pixels instead of vectors. Pixels are dots; vectors are lines. The **artista** embroidery software will not recognize vectors.

## LOADING THE PICTURE

### What Do I Need for this Exercise?

- *artista* embroidery software (Auto Designer, Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### Select Correct Mode Tab

Owner's manual pg. \_\_\_\_

- Select the Picture Mode Tab.
- Only a bitmap image can be loaded in this mode.

### Opening File Using Load Picture Tab

Owner's manual pg. \_\_\_\_

- Look down the picture tool bar for the icon that looks like a yellow folder with a daisy in front of it.
- Click on the Load Picture Tab.
- Select the desired picture from the Load Picture dialog box just as you would any other design.
- Click on the Open button.

### Positioning Picture in Hoop

Owner's manual pg. \_\_\_\_

- The picture will have loaded in the upper right corner of the screen.
- Place the mouse cursor on the corner of the picture, hold down the *left* mouse button, and drag it to the center position.
- Go to Settings on the main menu bar; select Options.
- Select Hoop from the Options dialog box.
- Select the hoop size from the drop down menu.
- Click OK.

### Design Mode Tab

Owner's manual pg. \_\_\_\_

- Select the Design Mode Tab.
- The image loaded in Picture Mode can now be digitized.

## CLEANING THE ARTWORK

### What Do I Need for this Exercise?

- **artista** embroidery software (Auto Designer, Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Touch Up Picture Tool

Owner's manual pg. \_\_\_\_

- Select the Picture Mode Tab.
- Click on the Load Picture icon.
- Select sailboat.bmp from Samples 3. The sailboat appears on the screen.
- Notice that the Touch Up Picture tool is available because the sailboat is selected; click on the Touch Up Picture tool
- The Touch Up Picture tool will link you to one of three graphics programs:
  - MS Paint, which comes with your Windows operating system
  - Corel Photopaint
  - JASC Paint Shop Pro
- Select Paint and click OK.
- Select the icon that looks like a paint can.
- Color boxes are located at the bottom of the screen. Choose a color that is not already on the sailboat bitmap.
- Move the cursor/icon to the center of the left sail; left click. What happens?

- 
- 
- Select another color and repeat the process for the other sail.
  - Click File on the menu bar.
  - Click on Exit & Return to Design 2. Notice that the graphic image is on the picture screen and that the changes you made are there.
  - Using the same program you can also add lines or connect lines to make the graphic easier to use with the automatic digitizing tools in the **artista** software.


## PREPARING THE ARTWORK

### What Do I Need for this Exercise?

- **artista** embroidery software (Auto Designer, Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Preparing Outlined Artwork


Owner's manual pg.\_\_\_\_

- The sailboat graphic from the last exercise should still be on the screen. If it is not already selected, click on the Select Object tool and then click on the graphic to select it.
- Click on the Outlined Artwork Preparation tool. 
- A dialog box appears. Move the slide bar in the dialog box toward the heavier lines to the right. At the first sign of the color disappearing from the graphic, stop and back up until all colors are visible. Click \ OK. This cleans and smooths all of the outlines.
- The graphic is now ready for the Design Mode tab and use with the automatic digitizing tools.



### Preparing Unlined Artwork

Owner's manual pg.\_\_\_\_

- Click on the Artwork Preparation tool. 
- A dialog box appears. This cleans and smooths all of the outlines.



Click OK.

- The graphic is now ready for the Design Mode tab and use with the automatic digitizing tools.

## AUTO-DIGITIZING

### What Do I Need for this Exercise?

- **artista** embroidery software (Auto Designer, Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

- Select Picture Mode Tab>Load Picture>Samples 3>sailboat.bmp.
- Prepare the artwork using the Touch Up Picture and Outlined Artwork Preparation tools.

### Auto-Digitizing

Owner's manual pg. \_\_\_\_

- Click on the Design Mode tab.
- Click on the Auto-Digitizing tool.
- Click on the Object Properties icon.
- Click on the Effects button. You must activate the Underlay function and then set the Pull Compensation value before auto-digitizing a design. Choose Step underlay and a Pull Compensation value of 0.40.

*Note: Do not omit this step. Without it, the digitizing results will not be satisfactory, and you cannot go back to make corrections later.*

- Click OK in both dialog boxes to close them.
- The Auto-Digitizing tool is already active; click anywhere on the graphic image to begin digitizing.

### Magic Wand

Owner's manual pg. \_\_\_\_

*Notes: In version 3.0, you can prepare artwork for use with the Magic Wand tool in the same manner as for use with the Auto-Digitizing tool. You can use either the Outlined or Unlined Artwork Preparation tool.*

*In version 3.0, the Magic Wand tool now recognizes inner boundary lines. This makes using the Magic Wand tool much easier.*

- Select Picture Mode>Load Picture>Samples 3>Bear.
- Click on the Magic Wand tool on the design tool bar.
- Select the color brown from the stitch and color tool bar.
- Click on the brown portion of the bear's face.
- Press Enter on the keyboard; just like "magic", the brown parts of the face are selected, leaving the inner ears, eyes, and muzzle unselected.
- Continue until all the brown parts of the the bear are complete, then continue with the light tan areas, then the eyes.
- No stitches? If clicking with the Magic Wand does not create a black outline, check your design. The Magic Wand tool will not digitize area that are not completely enclosed.

*TIP: When working with the Magic Wand tool, a thin, dark image outline will produce better results than a heavy outline. The Magic Wand recognizes the inside edge of the line, so a thick line results in a gap between areas.*

## SELECTING COLORS

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)  
Designer, Designer Plus
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Plan Sequence of Stitching

Owner's manual pg. \_\_\_\_\_

- Consider your design from a three-dimensional viewpoint.
  - what is at the back of the design?
  - what is in the middle?
  - what is at the front and should be placed last?
- Look at the seal and design the order in which it should be digitized.
  - item #1 \_\_\_\_\_
  - item #2 \_\_\_\_\_
  - item #3 \_\_\_\_\_
  - item #4 \_\_\_\_\_

### Assign Colors According to Stitch Sequence

Owner's manual pg. \_\_\_\_\_

- *Left click* on Settings on the menu bar.
- *Left click* on Thread Colors in the drop down menu.
- The Thread Color dialog box appears. At the top is a box titled Threads in Design. Put the mouse cursor in the box so that it becomes an I-beam. While holding down the *left* mouse button, drag it across the numbers to highlight them.
- Type 4 in the box.
- Notice that in the Threads in Design box only four colors are showing. There is a highlighted line through the first color in both rectangles. Between them in the Thread Chart drop down menu. For this exercise you will use the default color menu.
- Consider the design you have selected to digitize. Select the section that you will digitize first, then select the corresponding color from the lower box and highlight it.
- Now click on the button titled Assign. Note that the color #1 in the top box is now the same as the one highlighted in the lower box.
- Put the mouse cursor on color #2 in the top box; left click once to highlight it. Choose the next color from the lower box; click Assign.
- Continue selecting and assigning colors in this manner until all four colors have been assigned.
- Click OK.

## DESIGNATING FILL CHOICE AND OBJECT PROPERTIES

### What Do I Need for this Exercise?

- **artista** embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Step, Fancy, and/or Satin Fill Stitches

Owner's manual pg. \_\_\_\_\_

- Step fills are those stitches arranged in a series of stitch lengths and laid side by side in such a way that they create a texture or pattern on the fabric. When the length and/or density of fill stitches are changed, they create shade and tone.
- Load the seal.art in Picture mode, position it, then switch to Design mode.
- Select Settings>Object Properties>Fill Stitch.
- The first option in the Fill Stitch dialog box is Stitch Type. Choose a Step Stitch of Satin. This process can also be done in the Stitch and Color bar by clicking on the Fill button. Choose Step.
- Next are Stitch Values, where Stitch Spacing (density) and Stitch Length are assigned. Leave this value at the default setting.
- Next is the Stitch Pattern. Stitch patterns are illustrated in the Owner's manual on page \_\_\_\_\_
- Place the mouse arrow in the circle next to 6 and *left click*.

### Using Fancy Fills

Owner's manual pg. \_\_\_\_\_

- Repeat the above exercise substituting a Fancy Fill for the Step Fill.
- Notice that when Fancy Fill is selected a preview window appears in the Object Properties box. Directly over the name of the Fancy Fill is a number; this indicates the angle at which that fancy fill looks best. To change, enter a value under the Stitch Angle tab of the Object Properties box.

### Step or Zigzag Underlay Stitching

Owner's manual pg. \_\_\_\_\_

- Left click on Effects in the Object Properties box; another Effects box appears.
- The first item is Underlay, with an unchecked box to the left. Click once on the box; the rectangle to the right turns white. Click on the arrow; choose Step from the drop down menu.
- Next is Pull Compensation; leave the default value of 0.167.
- Next is Auto Jump, with options for changing the Maximum Stitch Length and Jump Length. Change the Jump Length to 12.7.
- Click OK at the bottom of the box.

*Note: When changing underlay attributes on a previously digitized design, select Apply.*

### Fill Angle

Owner's manual pg. \_\_\_\_\_

- Click on the Stitch Angle Tab at the top of the Object Properties box.
- The default setting is always 45°. The horizon line is always 0°.
- Change the setting to 55°; click OK.

## EASY-TO-USE DIGITIZING TOOLS

### What Do I Need for this Exercise?

- *artista* embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### Open Curve Tool

Owner's manual pg. \_\_\_\_\_

- Used to manually punch stitches when outlining an area that does not stop and start at the same point. For example, when digitizing the seal's whiskers.
- Select the Open Curve tool from the design tool bar.
- The Open Curve tool can only be used with Outline applications; select Outline from the stitch and color bar.



### **Closed Curve Tool**

Owner's manual pg. \_\_\_\_

- Used to manually punch stitches within an enclosed area, such as areas that might be digitized using the Magic Wand tool. A closed curve begins and ends at the same point.
- Select the Closed Curve tool from the design tool bar. This tool icon looks like the Open Curve icon, but with a closed curve on the button.
- The Closed Curve tool can only be used with both Fill and Outline applications.

### **Circle/Oval Tool**

Owner's manual pg. \_\_\_\_

- Used to create perfect circles and ovals.
- The Circle/Oval tool can be used with both Fill and Outline applications.
- To create a circle:
  - Put the mouse arrow in the center of the desired circle; left click.
  - Put the mouse arrow on the outer edge of the desired circle; left click.
  - Press Enter on the keyboard to confirm and digitize the circle.
- To create an oval:
  - Put the mouse arrow in the center of the desired oval; left click.
  - Put the mouse arrow on either the closest or furthest edge of the desired oval; left click.
  - Put the mouse arrow on the other edge of the desired oval (90° from the previous point); left click.
  - Press Enter on the keyboard to confirm and digitize the oval.

### **Square/Rectangle Tool**

Owner's manual pg. \_\_\_\_

- Select the Rectangle tool on the design tool bar.
- The Rectangle tool can be used with both Fill and Outline applications.
- Put the mouse on one corner of the desired square or rectangle; left click, then drag the mouse arrow diagonally until the square or rectangle is the desired size. Left click once again.
- Press Enter.

### **Double Run Outline Tool**

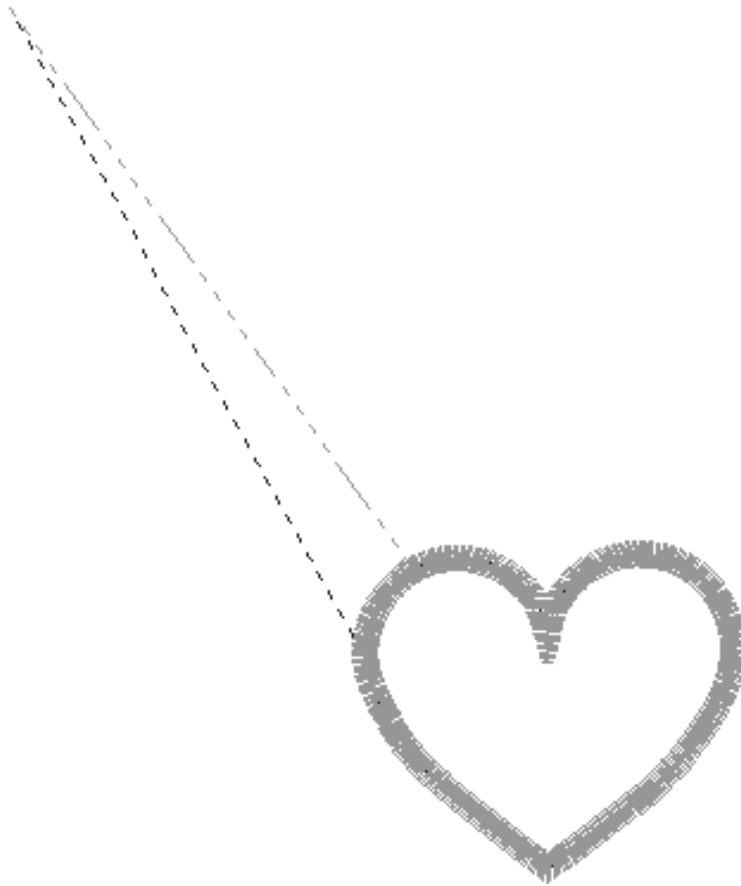
Owner's manual pg. \_\_\_\_

- Select Picture Mode Tab>Load Picture>Samples 1>Heart
- Select Design Mode Tab. The double run outline is a manual operation for this exercise, so it is not necessary to prepare the graphic image.
- Select the Closed Curve tool; click on the Outline tab and choose Single from the drop down menu.
- Digitize the heart outline using the Closed Curve tool.
- Press Exc key on the keyboard. Touch Home on the keyboard.
- Hold down the Down Arrow on the keyboard; the double run outline will stitch - virtually - on screen.
- Select All.
- Delete the double run heart. Leave the graphic for the following exercise.

### Auto-Applique Tool

Owner's manual pg. \_\_\_\_\_

- Click on the Auto-Applique tool.
- Digitize the heart just as you did with the Closed Curve tool in the previous exercise.
- Press Enter on the keyboard to close the heart, then touch Enter to indicate that no additional objects will be outlined.
- Look at the Status bar; the caption reads "enter entry point." Click on the heart outline.
- The Status bar caption now reads "enter exit point." Click on the same part of the outline.
- The Status bar next says "enter frame out position." Move the mouse cursor to the upper left corner of the stitch area. Two things happen: Stitches appeared, and the heart jumped in the hoop. The jump occurs as the Auto Centering function is active, and the stitches are automatically centered within the hoop.
- Press the Esc key on the keyboard, then the Home key. Use the Down Arrow key on the keyboard to view the applique stitches.
- What did you learn from the virtual stitch out? \_\_\_\_\_



## CREATING OUTLINES MANUALLY AND AUTOMATICALLY

### What Do I Need for this Exercise?

- **artista** embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Creating an Automatic Outline

Owner's manual pg. \_\_\_\_\_

- Using the Rectangle tool from the design tool bar, create a square or rectangle.
- Choose the Select Object tool from the design tool bar. Notice that the object just created is automatically selected.
- Click on the Copy icon, then click on Paste. The new square or rectangle is pasted directly on top of the original.
- Choose the Outline button on the Stitch and Color bar. Choose Triple from the selection box to the right of the button.
- Choose a color for the outline from the Color selection box.
- Left click on the screen away from the square/rectangle.
- Notice that there is now an outline around the square/rectangle.

### Manually Punching an Outline with the Closed Curve Tool

Owner's manual pg. \_\_\_\_\_

- Create a circle using the Circle/Oval tool.
- Zoom in on the circle so that the edges are easily visible.
- Select the Closed Curve tool.
- Select the Outline button; select the Triple stitch.
- Select the desired color for the outline.
- Place the mouse cursor on the edge of the circle; right click. Evenly space four more *right* mouse clicks around the circle. Press Enter. *Note: The first and last points do not need to overlap; the Closed Curve tool will automatically join them.*

*Note: When creating manual outlines it may be necessary to create both angles and curves. Remember that a right click creates a curve, while a left click creates an angle.*

### Manually Punching an Outline with the Open Curve Tool

Owner's manual pg. \_\_\_\_\_

- Create a circle using the Circle/Oval tool.
- Select the Outline button from the stitch and color bar. Notice that if the Fill button is activated, you cannot access the Open Curve tool.
- Select Triple from the option box.
- Select a color for the outline.
- Select the Open Curve tool.
- Using right clicks, create a smile in the circle; press Enter.

*Note: The Open Curve tool is used to create partial outlines and/or details.*

## DIGITIZING THE SEAL

### What Do I Need for this Exercise?

- *artista* embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual
- *artista* serial cable
- *artista* 170/180 with embroidery module
- Personal Design Card

### Review **LOADING THE PICTURE**

- Load the Seal bitmap.
- Position the seal, select hoop size, etc.
- Select Design Mode.

### Review **SELECTING COLORS**

- Plan the sequence of stitching.
- Select the number of colors to be used.
- Assign colors according to the stitch sequence.

### Review **DESIGNATING FILL CHOICE AND OBJECT PROPERTIES**

- Select the first fill stitch.
- Set up the parameters in the Object Properties box.
- Determine underlay stitching.
- Decide fill angle.

### Review **EASY-TO-USE DIGITIZING TOOLS**

- Digitize the seal's body, ball, and nose using the Magic Wand tool.

### Review **CREATING OUTLINES MANUALLY AND AUTOMATICALLY**

- Automatically outline the seal's ball and nose.
- Manually punch the outline of the seal's body.

### Review **WORKBOOK A, SENDING A DESIGN FROM THE ARTISTA SOFTWARE**

- Save As.
- Name the seal design.
- Download the seal design to a Personal Design Card.
- Stitch and mount the seal design on the following page.

*Attach Stitched Seal Sample Here*

## **WISH LIST**

### **Digitizing With the Greatest of Ease**

Embroidery Design Cards and CDs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Personal Design Card

Reader/Writer Box

Magic Box

Magic Card

Variety of Hoops

Small

Medium

Large

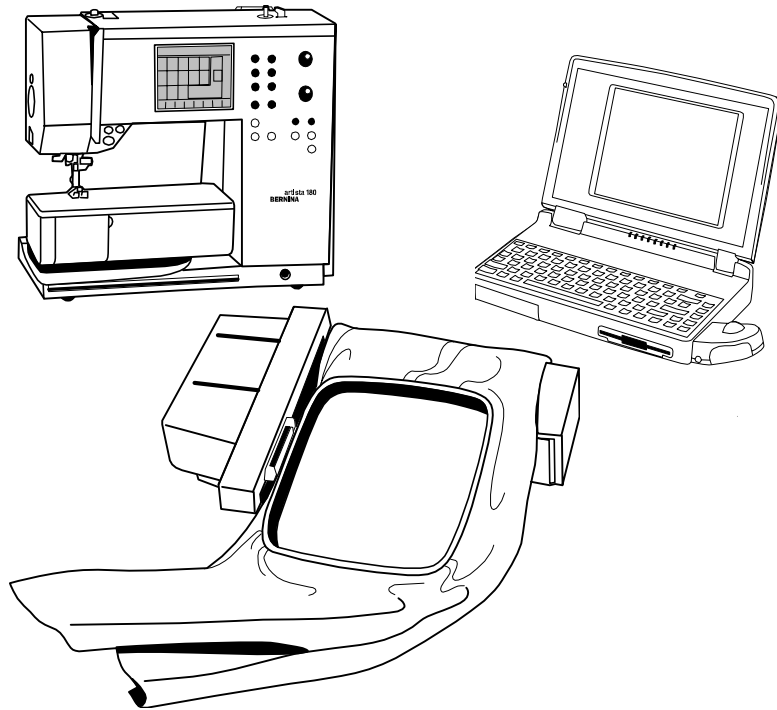
Multi-Spool Thread Holder

*ABC's of Embroidery*

*Picture Perfect*

*A Touch of Artistry*

# MASTERING YOUR BERNINA® *artista* Embroidery Software



## OWNER'S WORKBOOK

### Section E Beyond the Basics

## **SECTION E**

# **Beyond the Basics**

### **Editing Made Easy - Part 1**

- Viewing the Design by Color - Owner's manual pg.\_\_\_\_
- Using View by Color to Change an Existing Design - Owner's manual pg.\_\_\_\_

### **Editing Made Easy - Part 2**

- Traveling Through Stitches - Owner's manual pg.\_\_\_\_
- Adding Stitches - Owner's manual pg.\_\_\_\_
- Adding Just a Few Stitches - Owner's manual pg.\_\_\_\_
- Deleting Stitches - Owner's manual pg.\_\_\_\_
- Selecting a Range of Stitches - Owner's manual pg.\_\_\_\_
- Selecting Stitches using a Boundary Outline - Owner's manual pg.\_\_\_\_

### **Removing Overlay Stitches**

- Removing Overlay Stitches - Owner's manual pg.\_\_\_\_
- Creating a Hole in an Object - Owner's manual pg.\_\_\_\_

### **Multiple Angles**

- Angles/Values Tool - Owner's manual pg.\_\_\_\_

### **Custom Color Charts**

- Creating a Custom Color Chart - Owner's manual pg.\_\_\_\_

### **Portfolio**

- Opening Portfolio - Owner's manual pg.\_\_\_\_
- Viewing Designs - Owner's manual pg.\_\_\_\_
- Arranging Designs - Owner's manual pg.\_\_\_\_
- Converting Designs - Owner's manual pg.\_\_\_\_
- Sending a Design from Portfolio to the Software - Owner's manual pg.\_\_\_\_
- Special Features of V3.0 - Owner's manual pg.\_\_\_\_
- Using Portfolio - Owner's manual pg.\_\_\_\_

### **Pattern Outline**

- Making a Pattern Outline - Owner's manual pg.\_\_\_\_

## EDITING MADE EASY - PART 1

### What Do I Need for this Exercise?

- **artista** embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Viewing the Design By Color

Owner's manual pg. \_\_\_\_

- Open My Designs>Samples>Bow-flowers
- Select View>By Color.
- Click on Color 3 Red, hold down the Control key on the keyboard, then click on Color 4 Turquoise. What happens? \_\_\_\_\_
- Save As; rename the bow to use with another design, or alone.
- To return the design to normal, go to View>By Color; click on All Colors in the lower right corner, then click OK.

### Using View By Color to Change an Existing Design

Owner's manual pg. \_\_\_\_

- Open My Designs>Applique Shapes>Star.
- Save As; rename the file Blanket Star.
- Go to View>By Color; select Color 2; click OK.
- Click on the Select Object icon; notice that the zigzag outline of the star is selected.
- Click on the Outline button; choose Single from the menu box to the right.
- Deselect the now single stitch outline.
- Go to View>By Color. Select Color 3; click OK.
- Click on the Select Object tool. Choose Outline and Blanket.
- Deselect the new outline.
- Go to View>By Color; click on All Colors.
- If the straight edge of the blanket stitch does not match the stitching line of the outline and tack down stitching, go to View>By Color and choose Color 3 again.
- Click on the Select Object tool. *Right click* on the selected outline.
- Select the Offset option from the Property box. Click OK.
- Select View>By Color; click on All Colors, then click OK. Everything should now align correctly.

*Note: Any time you select an area of a design and change the fill stitch you are editing.*

*Every time you select an area and alter the angle or change a stitch property you are editing.*

## EDITING MADE EASY - PART 2

### What Do I Need for this Exercise?

- **artista** embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Traveling Through Designs

Owner's manual pg. \_\_\_\_\_

- Open My Designs>Samples>Anchor & Rope.
- With the anchor and rope on the design screen, hold down the Home key on the keyboard.  
What happens? \_\_\_\_\_
- Now touch the Down arrow on the keyboard. What happens? \_\_\_\_\_
- Look at the Status bar; notice the Stitch Count box on the far right. Touch the Down arrow again..  
What happens? \_\_\_\_\_
- Press the Right arrow key; check the Stitch Count box. What happens? \_\_\_\_\_
- Press the Up arrow. What happens? \_\_\_\_\_
- Press the Left arrow. What happens? \_\_\_\_\_
- Touch the End key. What happens? \_\_\_\_\_

### Adding Stitches

Owner's manual pg. \_\_\_\_\_

- Look at the Anchor & Rope design.
- Save As; rename the file Blanket Star. What if you wanted to use only the anchor? When the rope is removed from the design there will be open spaces with no stitching. Stitches need to be added to the open areas.
- Go to My Designs>Samples 1>Anchor & Rope.
- Press the Esc key to leave any open functions.
- Go to View>By Color.
- Hold down the Ctrl key; select Colors 1 through 7.
- Look at the anchor; determine where stitches are needed.
- Go to View>By Color; select Color 1.
- Zoom in on the top of the anchor until it fills the design screen.
- Go to Edit>Stitch Edit.
- Click on the Select Object tool; the anchor in Color 1 is highlighted.
- Click on the Reshape Object tool.
- Click on the stitch point opposite the one shown in the illustration to the right; the image will change to that shown on the far right.
- Click and drag the outside point on the bottom of the opening up to the top.
- Click and drag the inside point on the bottom to the top.
- Click on the Select Object tool. What happens to the open space? \_\_\_\_\_

### **Adding Just a Few Stitches**

Owner's manual pg. \_\_\_\_\_

- While the anchor is still on the screen, select Zoom 1:1.
- Zoom in on the lower opening of the anchor shaft.
- Touch Esc to leave any open tools or functions.
- Go to Edit>Stitch Edit.
- Go to View>Needle Points.
- *Left click* on a needle point at the opening. Notice that a stitch is highlighted.
- *Right click* on a point opposite the first point.
- Go back to the first side and *right click*.
- Continue right clicking until the space is filled.
- When finished, click on the Select Object tool; touch End on the keyboard.

*Note: The stitches added using the above method must be done after all other alterations to the design are complete. Otherwise they will be lost during resizing or other processes.*

### **Deleting Stitches**

Owner's manual pg. \_\_\_\_\_

- Make a square with the Rectangle tool.
- Click on the Select Object tool; change the color to red. Deselect by clicking away from the object.
- Touch Esc on the keyboard.
- Zoom in until individual stitches are easily visible.
- Go to View>Needle Points.
- Go to Edit>Stitch Edit.
- Hold down the Ctrl key; left click six or seven needle points. Notice that they turn turquoise. The threads between the points turn magenta. Press the Delete key on the keyboard.
- Touch the Undo button on the general tool bar.

### **Selecting a Range of Stitches**

Owner's manual pg. \_\_\_\_\_

- Hold down the Shift key; left click on a point, then go 10-15 stitches ahead and left click again. All the stitches between the two clicks are now selected.
- Press the Delete key.
- Click on the Select Object tool; press the End key. What happens to the range of stitches?

---

• Click Undo.

### **Selecting Stitches Using a Boundary Outline**

Owner's manual pg. \_\_\_\_\_

- With the rectangle still on the screen, touch Esc on the keyboard.
- Go to View>Needles Points; go to Edit>Stitch Edit.
- Drag a box around a group of needle points. What happens when you release the mouse button?

---

• Click on the Delete key. What happens to the selected stitches?

---

• Click on the Select Object tool; press End.

## REMOVING OVERLAY STITCHES

### What Do I Need for this Exercise?

- **artista** embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Removing Overlay Stitches

Owner's manual pg. \_\_\_\_\_

- Draw a rectangle with the Rectangle tool.
- Make a second rectangle, slightly smaller than the first one.
- Click on the Select Object tool; the second rectangle is selected.
- Select Color 2 in the Color box.
- Holding down the Ctrl key, select the first rectangle as well.
- Go to Arrange>Remove Overlay Stitching.
- Deselect the objects.
- Select the first rectangle; click and drag. What happens? \_\_\_\_\_

### POINTS TO REMEMBER:

*This exercise worked because the overall size of the second object was smaller than that of the first object. Think of cookie dough and a cookie cutter. The dough lying on the counter must be larger than the cookie cutter. Always select the smaller object (the cookie cutter) first, then the second object (the dough). If you select in the reverse order, the Remove Overlay Stitching option will not be available, or you may get some very peculiar results.*

### Creating a Hole in an Object

Owner's manual pg. \_\_\_\_\_

- Draw a rectangle with the Rectangle tool.
- Make a smaller rectangle on top of the first.
- Click on the Select Object tool; the smaller rectangle is selected.
- Select Color 2 in the Color box.
- Holding down the Ctrl key, select the first rectangle as well.
- Go to Arrange>Remove Overlay Stitching.
- Deselect the objects.
- Holding down the 2 key on the keyboard, left click on the middle rectangle until it is selected.
- Drag the selected rectangle out of the center of the larger rectangle.
- The smaller rectangle can now be deleted if desired.

## WORKING WITH MULTIPLE ANGLES

### What Do I Need for this Exercise?

- **artista** embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Angles/Values Tool

Owner's manual pg. \_\_\_\_\_

- Go to Picture Mode>Load Picture>My Designs>Samples 1>Ark.
- Click on the Zoom to Fit button.
- Click on the Design Mode tab.
- Select the Magic Wand tool. Click in the middle of the railing, then press the Enter key.
- Click on the Select Object tool. Go to the Fill Stitch box; select Satin.
- Deselect the railing. Go to Artistic View. Notice the uneven angles of the satin fill.
- Select the railing again.
- Go to the stitch and color bar; click on the Angles/Values tool. The railing is now deselected.
- Beginning at the far left of the railing, left click once below and once above the railing. Notice the line; this indicates the angle of the satin stitch.
- Repeat this process for the rest of the railing.
- When finished, click on the Select Object tool. Deselect.
- Go to Artistic View; notice the improvement in the look of the satin stitch.

## CUSTOM COLOR CHARTS

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Creating a Custom Color Chart

Owner's manual pg. \_\_\_\_\_

- Go to Settings>Thread Colors. The Thread Colors dialog box appears.
  - Click on Modify Charts; a dialog box appears.
  - Click New beside the Name box; the New Thread Chart dialog box appears.
  - Type in your name, i.e. Sally's Threads, then click OK.
  - Click Copy From; another dialog box appears. The name of your thread chart appears in the title box of the dialog box.
  - Click the drop down arrow; select Sulky numerical.
  - Pretend that you have the first five colors on the chart and want to place them in your personal chart. Click on the first color to highlight it; then hold down the Ctrl key and highlight the remaining four colors. Click OK. What happens? \_\_\_\_\_
- 

### POINTS TO REMEMBER:

*You can make a Custom Chart to show the colors you own, so that you can preview and use designs in colors that you already have. Add additional thread colors as you purchase them.*

*Make a Custom Color Chart for a series of designs that must coordinate with each other.*

*When finished with a specific Custom Color Chart, go to Modify Charts on the Thread Colors dialog box; open the Custom Chart that you no longer need. Click on the Delete button and the chart is removed. A dialog box appears asking if you are sure that you want to delete the chart; click OK or Cancel.*

## PORTFOLIO

### What Do I Need for this Exercise?

- **artista** embroidery software (all levels)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Opening Portfolio

Owner's manual pg. \_\_\_\_\_

- Go to File>Portfolio. Alternatively, click on the Portfolio icon on the desktop.
- Notice that the screen is divided. The contents of the C or D drive is visible on the left (a floppy drive can also be viewed); icons and/or details are visible on the right.

### Viewing Designs

Owner's manual pg. \_\_\_\_\_

- You may elect to view designs as icons or details.
- To the right is a Files of Type window with a drop down arrow.
- Go to Setup>User Preferences. A dialog box appears. You may choose standard or scalable icons. You may also choose the number of icons that appear in a horizontal row.
- If you have .art displayed in the Files of Type window, you will not be able to view any other format.
- To view other formats, select the types of files desired, then click the Details tab.

### Arranging Designs

Owner's manual pg. \_\_\_\_\_

- Open the Applique Shapes folder; select Details.
- Go to View>Arrange By. Notice the changes.
- Close the drop down menu.
- Look at the window on the right; notice that in Detail View the name, size, type, and date appear at the top.
- Put the cursor on Size; left click once. What happens? \_\_\_\_\_
- Click on Date. What happens? \_\_\_\_\_
- Click on Name to return the icons to their original order.

### Converting Designs

Owner's manual pg. \_\_\_\_\_

- Open the folder that contains the designs you wish to convert. Highlight five or six designs.
- Go to File>Convert; a dialog box appears asking where the converted designs should be placed. The default selecting is My Designs. Select the desired destination folder; click OK.
- The selected designs are converted and placed in the indicated folder.

*Note: The amount of available RAM and hard drive space will determine the number of designs that can be converted at one time.*

### Sending a Design from Portfolio to the Software

Owner's manual pg. \_\_\_\_\_

- Double click on the design; it will automatically be sent to the artista software design screen.

**Special Features of Portfolio v3.0**

Owner's manual pg. \_\_\_\_\_

- View icons of all formats the software supports.
- Batch convert designs. *Note: When converting designs to non .art formats resize in artista first. Check that the designs fit the desired hoop size for the desired format; the software does not contain size warnings.*
- Send multiple designs to a Personal Design Card or the embroidery module.
- Print a catalog of designs.
- Perform a complex sort using two criteria instead of one.
- View designs in one of three ways:
  - icons only
  - icons with details
  - details only

**Using Portfolio**

Owner's manual pg. \_\_\_\_\_

- Open the **artista** software, then select File>Portfolio.  
*Note: It takes far less of your computer's resources to open Portfolio in this manner.*

- Notice that the files open with icons; this view is referred to as Thumbnail View. Access this view quickly by clicking on this icon in the general tool bar.



- Click on the Thumbnails & Details View icon. This is a very practical view, as it provides access to an icon of the design, stitch count, size in mm, and the number of colors/stops in the design.



- Click on the Details View icon. The design name, size, format, and date created are displayed.  
*Note: When executing a sort, use the Details View; the computer will be able to complete the sort more quickly if it isn't generating icons at the same time.*



- Select three designs from Samples 3. *TIP: To select multiple designs, hold down the Ctrl key while after selecting the first design, then hold it down while clicking on additional designs.*

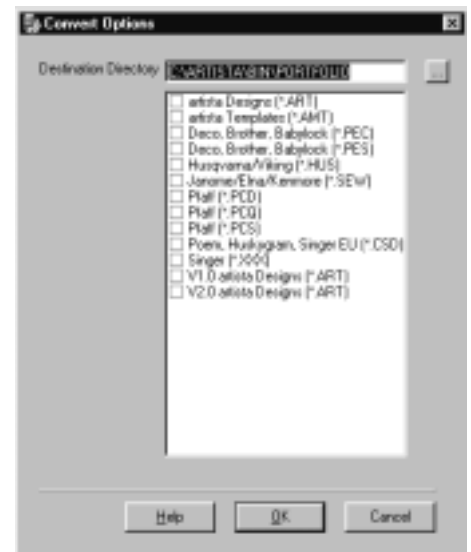
- Click on the Convert icon; a dialog box will appear. Notice the Destination Directory. Directly to the right is a box with dots along the lower edge; this is the Browse button.



the plus sign (+) beside the C drive indicator. The entire contents of the C drive will be displayed. Select the desired destination for the converted designs, then click OK.

- In the Convert Options box, click to place a check mark in the box beside the desired format; click OK to begin the conversion process.

*Note: There is no defined formula for the number of designs which can be converted at one time. The number depends on the amount of RAM available in the computer and the number of stitches in the designs.*



*More small designs and fewer large designs can be converted at one time.*

- If the newly converted designs do not appear as icons, go to View>Refresh.

*Notes: If you are having trouble viewing icons in Portfolio, check that Microsoft Internet Explorer 5 or higher is your default browser. The graphic generation for Portfolio is linked with Internet Explorer. If you have trouble printing a catalog of your designs, check to be sure that enough printer memory is available and that the printer isn't set to time out quickly. You may need to divide your collection into smaller groups/folders of designs rather than storing them all in one large folder.*

## PATTERN OUTLINE

### What Do I Need for this Exercise?

- **artista** embroidery software (Designer, Designer Plus)
- Dongle attached to computer
- Mouse
- **artista** software Owner's manual

### Making a Pattern Outline

Owner's manual pg. \_\_\_\_

- Click New on the general tool bar.
- Go to Settings>Options>Grid.
- Choose 5.0mm horizontal and 5.0mm vertical in the Grid Spacing box.
- Click OK to close the dialog box and apply the grid spacing change.
- Select the Outline button from the stitch and color bar. Choose Triple from the drop down menu.
- Choose the Open Curve tool; create a loop using a series of right clicks.
- Click on the Select Object tool; notice that the loop is selected.
- Go to Settings>Create a Pattern; a dialog box appears.
- Name your pattern: use your initials, then type in the name of your pattern (i.e. loop).
- Click OK. Look at the Status bar; it asks for the first and last points of the new design.
- Left click on the first point, then left click on the last point. A dialog box appears which says that the new Pattern Outline has been saved.
- To locate your new Pattern Outline, create a shape and choose Outline>Pattern. Select the shape and then right click to access the Object Properties box.
- Choose Select; scroll through the Pattern Outlines to find the new one. Select it, then click OK; the new Pattern Outline is applied to the shape you created.

## **WISH LIST Beyond The Basics**

Embroidery Design Cards and CDs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Personal Design Card

Reader/Writer Box

Magic Box

Magic Card

Variety of Hoops

Small

Medium

Large

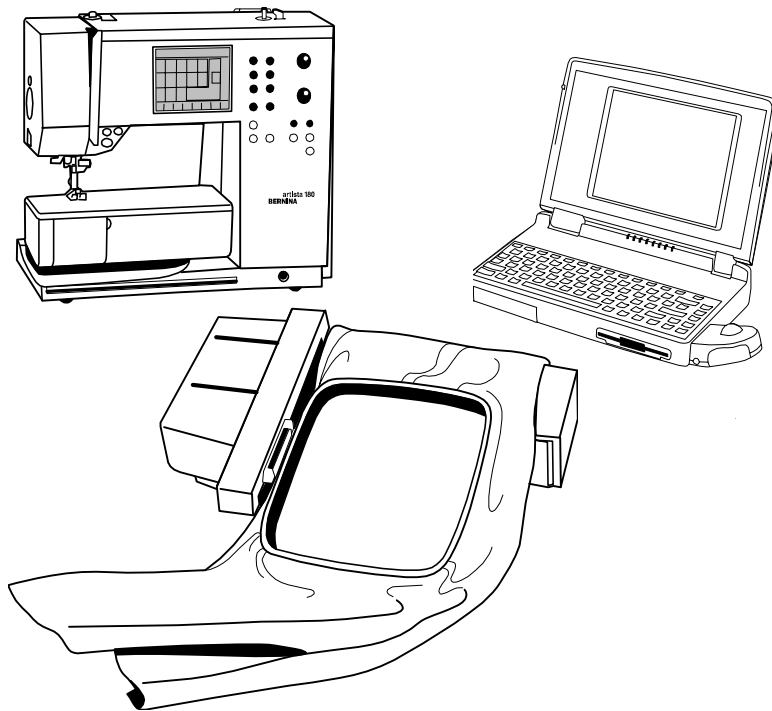
Multi-Spool Thread Holder

*ABC's of Embroidery*

*Picture Perfect*

*A Touch of Artistry*

# MASTERING YOUR BERNINA® *artista* Embroidery Software



## OWNER'S WORKBOOK

### Section F Add It On!

## **SECTION F**

### **Add It On!**

#### ***artista* Cross Stitch**

- Opening ***artista*** Cross Stitch - Owner's manual pg. \_\_\_\_
- Scanning - Owner's manual pg. \_\_\_\_
- Types of Crosses - Owner's manual pg. \_\_\_\_
- Types of Outlines - Owner's manual pg. \_\_\_\_
- Tools - Owner's manual pg. \_\_\_\_
- Fabric and Thread Counts - Owner's manual pg. \_\_\_\_
- Lettering - Owner's manual pg. \_\_\_\_
- Auto Stitch - Owner's manual pg. \_\_\_\_
- Rubber Stamp - Owner's manual pg. \_\_\_\_

#### ***artista* PhotoSnap**

- Points to Remember
- Scanning - Owner's manual pg. \_\_\_\_
- Grayscale - Owner's manual pg. \_\_\_\_
- Brightness and Contrast - Owner's manual pg. \_\_\_\_
- Rescaling - Owner's manual pg. \_\_\_\_
- Rotating - Owner's manual pg. \_\_\_\_
- PhotoSnapping - Owner's manual pg. \_\_\_\_
- A Quick PhotoSnap Exercise

## *artista* CROSS STITCH

### What Do I Need for this Exercise?

- *artista* embroidery software (all levels)
- *artista* Cross Stitch program
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### Opening *artista* Cross Stitch

Owner's Manual Page \_\_\_\_\_

- The *artista* software must be open; the Design Mode Tab should be selected.
- Choose the Cross Stitch Icon on the left side of the screen. Single left click to open the program
- Notice 2 mode tabs available in Cross Stitch: Picture and Design

### Types of Crosses

Owner's Manual Page \_\_\_\_\_

- Full Cross
- Three-Quarter Cross (choice of orientation)
- Half Cross (choice of orientation)
- Quarter Cross (choice of orientation)
- Mini Cross
- Upright Cross
- Double Cross
- Elongated Vertical Cross
- Elongated Horizontal Cross
- French Knot

### Types of Outlines

Owner's Manual Page \_\_\_\_\_

- Single Line
- Cross of Type
  - select this option in outline. Then, in cross type, choose any of the options for translation into an outline (ex., an outline of all double crosses or elongated crosses).

### Tools

Owner's Manual Page \_\_\_\_\_

- Select Object
- Polygon Select
- Auto Select
- Lettering/Values
- Horizontal Mirror
- Vertical Mirror
- Rotate 90° CCW/CW
- Magic Wand
- Open Curve Tool
- Closed Curve Tool
- Circle/Oval Tool
- Square/Rectangle Tool
- Pencil
- Eraser
- Auto Stitch
- Area Fill
- Rubber Stamp

## **Fabric and Thread Counts**

Owner's Manual Page \_\_\_\_\_

- Fabric count can be assigned to any design. Fabric count indicates how many crosses per inch.
- From the Main Menu select Settings>Fabric Count.
- A dialog box appears; enter the stitches per inch or stitches per MM. Most users prefer the stitches per inch equating it to 11 count, 14 count, etc. as in Aida cloth.
- This is also a way to rescale your cross-stitch design. Select the entire design then change the count higher or lower. In this case the higher the count per inch the smaller the design will be. The lower the stitch count per inch the larger the design will be. By clicking Update at the bottom of the dialog box the change is made immediately. Follow that by clicking OK to close the box.
- Assigning thread count is done on the Stitch and Color Bar at the bottom of the screen.
- Find the word Threads. To the right is a box with a number and a drop down arrow. Click on the arrow to see the thread count choices. Choose 2, 4 or 6. When using standard embroidery thread (40 wt), 2 or 4 works well. If using a fine thread such as a 60 weight, 6 is the better choice. For heavier threads such as 30 weight cottons or Monet, 2 threads are fine.

## **Lettering**

Owner's Manual Page \_\_\_\_\_

- Right click on the Lettering/Values icon; a standard windows font dialog box appears. The cross-stitch program uses only True Type fonts; there are no pre-digitized alphabets with this program.
- Choose a block style font because they translate the best in cross-stitch.
- Select Arial if it is not already chosen.
- Left click on the screen and type the word Bernina.
- Touch Enter on the Keypad to see the letters created in crosses.
- Click on the Select Object Icon. Drag a box around the word to select it. Notice that the selection box is oscillating. Choose the color Red for the lettering. To turn off the selection box choose a tool from the toolbar or touch the ESC key on the keypad.
- Perform a file "Save As" if you want to save it otherwise do a File>Close.

## **Auto Save**

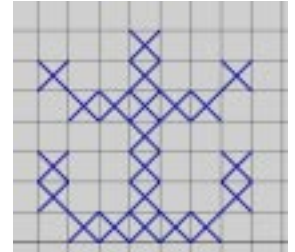
Owner's Manual Page \_\_\_\_\_

- Click on the Picture Mode Tab.
- Click on the Load Picture Icon.
- From Samples 3 select the Sailboat.
- Click on the Design Mode Tab.
- Click on the Auto Stitch Icon, then left click on the image and the Auto Stitch Image dialog box appears.
- The dialog box is divided into two sides.
- The first side is titled Map Image To. Here you may elect to use the default or Current Palette. You may prefer to use one of the commercial thread charts such as Isacord, Madiera, Sulky or DMC. If you are creating for another format, you may choose the PES color palette, the HUS, etc. For this exercise choose the Isacord 40.
- On the other side of the dialog box is Maximum Number of Colors. The program will automatically limit to 10 colors unless you indicate otherwise. If you have a solid white background on your image you may Omit Background. For this exercise Omit the background.
- Click OK at the bottom of the dialog box. Congratulations you have just created your first cross-stitch design!

### **Rubber Stamp**

Owner's Manual Page \_\_\_\_\_

- Select the pencil and make sure the Full Cross is selected in the Stitch and Color Bar.
- Choose the color yellow.
- Performing a series of left mouse clicks, create an anchor by placing full crosses in squares.
- Click on the Select Object Tool and draw a box around the anchor.
- Notice the Rubber Stamp is highlighted for use.
- Left click on the Rubber Stamp tool. What do you see when you move your mouse into the design field? \_\_\_\_\_
- Move the mouse where you want to place an anchor and left click, then move to another location until you have placed 7 or 8 anchors around the screen.
- To turn off the Rubber Stamp tool touch the ESC key on the keypad.
- If you would like to save this to embroider perform a "Save As".



## *artista* PHOTOSNAP

### What Do I Need for this Exercise?

- *artista* embroidery software (Auto Designer, Designer, Designer Plus)
- *artista* Cross Stitch program
- Dongle attached to computer
- Mouse
- *artista* software Owner's manual

### Points to remember.

- PhotoSnap will only work with a **grayscale image**. The program is not set up to recognize a color graphic. *Note: Keep in mind that black and white doesn't work either. They represent the absence and presence of all color.*
- You will get the best results if you select photos or graphics that don't have busy backgrounds.
- You may need to have an additional program to help with the grayscale process or to further adjust your photo for the best results. You won't be able to use MS Paint because it will not give you the option to convert to grayscale.
- When stitched, PhotoSnap designs look best in darker colors. They look especially nice in sepia tones.
- PhotoSnap designs are monochrome images and best viewed from 2 to 3 feet — similar to a picture in a picture.

### Scanning

Owner's Manual Page \_\_\_\_\_

- Refer to pages 63 and 64 to review Scanner Setup and Scanning

### Grayscale

- Click on the Picture Mode Tab
- Obtain your image by scanning it onto the design area or left click on the Load Picture Icon.
- The image should come onto the screen with black selection boxes around it. If not, left click on the Select Object Tool and then on the image.
- Left click on the Touch Up Picture Icon. A dialog box will appear. If you have either Corel Photo Paint or Jasc Paint Shop Pro then these will appear in bold lettering. Choose by performing a left mouse click in the circle to the left of the program you wish to use .
- The image that was opened or scanned into the *artista* software is automatically placed on the work screen of the art program selected.
- Locate grayscale from the drop down menu titled Color. Left click on the word grayscale.
- Left click on the word File in the Menu Bar and choose Save As. Add the word Grayscale to the design name and click save in the dialog box.
- Return to File and left click on EXIT. The grayscale image is now on the design screen of the software.
- Notice that the PhotoSnap Icon is colorized, ready for use.

### **Brightness and Contrast**

- It is often necessary to enhance the tonal differences of an image before “Snapping” it.
- In Picture Mode, click on the Load Picture Icon to open a grayscale image in the hoop area. It should appear on the screen with black selection boxes around it.
- Click on the Touch Up Picture Icon. Choose the art program as in the previous exercise.
- Again go to Color in the Main Menu Bar. This time look for Adjust. Notice the arrow pointing to the right. A drop down menu appears along side when you rest your mouse arrow on the word Adjust.
- Slide the mouse arrow over to the words Brightness and Contrast then left click; a control box appears. Using a combination of brightness and contrast exaggerate the tonal differences in the image. If you are working with a photo of a person, the individual will take on a very ghostly pallor.
- Before exiting the art program be sure to perform a “Save As” and rename the image. This keeps the original grayscale in tact should you wish to try again or make a different type of adjustment.

### **Rescaling**

Owner’s Manual Page \_\_\_\_\_

- It is always wise to do any rescaling before you create stitches or, in this case, before you “snap” the image. With the image on the screen and the black selection boxes around it, you may rescale the image. Simply put the mouse arrow on a corner box, left click and drag diagonally until you have the desired size. An image can also be rescaled by right clicking to bring up the object properties box. Under the General Tab, dimensions can be changed by direct numeric entry or by entry of percentage.

### **Rotating**

- With black selection boxes around the image, right mouse click to bring up the object properties box.
- Under the General Tab find Rotate.
- Type in the degree of rotation you want.
- Click OK to exit the dialog box.

### **PhotoSnapping**

Owner’s Manual Page \_\_\_\_\_

- *After the tasks outlined previously are finished, it is time to create the PhotoSnap stitches. The grayscale-manipulated image should be on the Picture Mode screen with black selection boxes around it.*
- Left click on the PhotoSnap Icon. The object property box will automatically have Fine resolution chosen. In almost all cases this is the correct setting.
- Click OK to close the dialog box; the image will appear as a photosnap.

### **A Quick PhotoSnap Exercise**

- • Picture Tab>Load Picture>Samples 2>Little Girl’s Face
- The image of Kelsey comes in grayscale and selected.
- • Click on the PhotoSnap Icon
- • Check to make sure Fine resolution is chosen then click OK.
- • Click on the Design Mode Tab.
- • Click on the Select Object Icon to select the stitches
- • Click on the Color Tab in the Stitch and Color Bar; select color C12. Click away from the design to deselect.
- • Now on the General Tool Bar click on the following Icons to turn them off: Grid, Hoop and Picture.
- • Step away from the computer screen and view the finished product.

## **WISH LIST Add It On!**

Embroidery Design Cards and CDs

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Personal Design Card

Reader/Writer Box

Magic Box

Magic Card

Variety of Hoops

Small

Medium

Large

Multi-Spool Thread Holder

*ABC's of Embroidery*

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