



# autodigitizing

## Getting Started

---

### Lettering 3: Arc CW (clockwise)

---

1. Open autodigitizing, or click New Design  to get a blank screen if autodigitizing is already open.
2. Set Display Preferences for the hoop you plan to use. If using a medium to large rectangular hoop, select horizontal. (If using a smaller hoop, you will need to reduce the size of the lettering for this exercise.
3. Click on the  Insert TrueType Font icon on the toolbar. The Insert Text dialogue box will display.
4. In the Characters box, type "Welcome!"
5. Highlight the letters.
6. In the Style box under Text Property, select a font.
7. Use the down arrow key from the keyboard to scroll through the fonts, one at a time, until you find a font you like. (All computers will have differing fonts, depending on what has been installed. Additional fonts are available for purchase at software and computer stores. Fonts also often come with printers. Only True Type fonts will be recognized by autodigitizing. )
8. In the Size window, select 12.70.
9. Select Bold if the font you selected is not very wide.
10. Select Baseline: Arc CW (Clockwise). A check will appear in on screen input.
11. Leave line spacing at 0, Alignment at Left.
12. Change the color to Red by clicking the Color button in the Insert Text dialogue box.
13. Click OK to create the lettering. The mouse cursor will change to a circle with crosshairs.
14. Left click in the left side of the screen.
15. Left click again at the right side of the screen.





16. An arc will appear between the two dots you clicked. Move the mouse slightly upward to create an arch. When the arch is the size and shape you desire, left click again to finish creating the letters. They will appear on screen as a selected outline, with no stitches created.

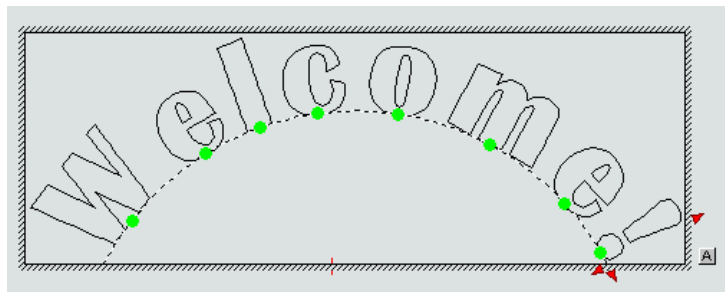
17. Click and hold anywhere on the selected letters, and drag the letters to a new position on the screen. As long as the letters are selected with black boxes, you can move them anywhere in the display area.



18. Left click within the selected set of letters. The outline will change to a barred line, and each letter will have a green dot at its base.

19. Click on a green dot under a letter. The dot will turn red. Move the mouse cursor over the red dot and the cursor changes to a 4-way arrow.

20. While the cursor appears as a 4-way arrow, you can click+hold the left mouse button and drag the letter forward or backward along the baseline to change the spacing between the letters. Release the left mouse button to place the letter in its new position.



21. Move the lettering until the spacing between letters is even.

22. Our letters are a bit too far apart. To move them closer, click+hold on the red arrow that points out from the end of the baseline (spacing arrow). While holding the mouse button, you can move the arrow in or out on the baseline

to bring the letters closer together or farther apart. Adjust the arrow until the letters are spaced the way you want them.

23. To make the letters taller, click+hold on the red arrow that points up at the end of the letters (adjust height), and drag it up to make the letters taller. If you wish to make them shorter, drag the arrow down toward the baseline.
24. Click on the Gray box with the letter A at the lower right corner of the lettering. The editing mode of the Insert Text dialogue box will open, and the letters in the content box will be highlighted.
25. If you wish, you may change the font style or size, baseline and its settings (except any shape), the letters typed in the content box, and whether the letters sit above or below the baseline. You can also reverse the lettering so it reads backward, as if in a mirror.
26. Make changes to the letters if you wish.
27. Click OK to accept the changes, or Cancel to quit without making changes.
28. When done editing the lettering, click generate. The letters will appear in stitch form on the screen. Click the 3D icon if not already in 3D mode.
29. Save the design as “welcome” in ASD format.
30. Export the design in the correct format for your machine.