Craft-N-Cut
User’s Guide
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CHAPTER 1

Getting Started

Welcome to the Craft-N-Cut embroidery design system. This User’s Guide provides you with the information you need to learn about and begin using Craft-N-Cut.

Topics covered in this chapter:
• Systems requirements information
• How to install the software.
• Activating the software.
Getting Started

The Craft-N-Cut Package

We recommend that you follow the procedures outlined here to ensure that you install Craft-N-Cut correctly.

Each Craft-N-Cut package includes the following components:
- Craft-N-Cut CD-ROM
- Craft-N-Cut Serial Number

Craft-N-Cut System Requirements

Specifications are subject to change without prior notice.

Recommended System Requirements:
- Genuine Intel Pentium IV, 2GHz PC computer (or higher) with a CD-ROM drive.
- 17" or 21" monitor with 1024x768 video resolution with 16-bit color display (or higher).
- 1 gigabyte of RAM.
- Microsoft® Windows® 7, Windows® 8, or Windows® 10, operating system.
- Minimum 1 gigabyte hard disk drive space available.
- Mouse

Installing Craft-N-Cut

To install Craft-N-Cut:

1 Insert the Craft-N-Cut installation CD into the CD-ROM drive.
   You see the Craft-N-Cut autorun screen.

2 Click Install Craft-N-Cut.
   You see the initial Installshield Wizard window.

3 Click Next to begin the installation.

4 Follow the instructions on each screen.
   The Craft-N-Cut software will be installed on your computer.
Activating Craft-N-Cut

In order to use the Craft-N-Cut software (once it is installed), you must Activate it first. A serial number is required for activation. You can choose one of the following options to obtain a license:

• Automatically through the internet.
• By obtaining an activation site key from your distributor.

For computers without a connection to the Internet, you must obtain an activation site key from your distributor. For more details, see “Activating without an Internet Connection.”

Activating via the Internet

If the computer on which you are installing Craft-N-Cut has an Internet connection, all you need for your activation is the serial number that came with your copy of the software.

To obtain an activation over the Internet:

1 Do one of the following:
   • Double-click the Craft-N-Cut Icon on your desktop.
   • Choose Start—All Programs—Craft-N-Cut.
   You see the Activation screen.

2 Fill in the registration information in the appropriate fields.
   Fields marked with an asterisk (*) are required – your software will not be activated otherwise.

3 Type your individual serial number (that came with your copy of Craft-N-Cut) into the serial number field.

4 Click the Activate Now button on the dialog.
   Craft-N-Cut will open.
Activating without an Internet Connection

If you have installed the software on a computer that does not have an Internet connection, you will need an activation site key (in addition to the serial number) to complete the activation. You can obtain this site key by contacting your distributor.

To obtain an activation without an internet connection:

1. Do one of the following:
   • Double-click the Craft-N-Cut Icon on your desktop.
   • Choose Start—All Programs—Craft-N-Cut.

   You see the Activation screen.

2. Fill in the registration information in the appropriate fields.

   Fields marked with an asterisk (*) are required - your software will not be activated otherwise.

3. Type your individual serial number (that came with your copy of Craft-N-Cut) into the serial number field.

4. Click the Activate Now button on the dialog.

   You see the following warning message:

   ![Warning message](image)

   Click OK to dismiss the warning message.

   The Activation dialog now has a new field for the activation site key. You will also see a Site Code number in the Activation Dialog.

5. Contact your distributor to obtain an activation site key.

6. Send your serial number and the Site Code number that is now displayed in the activation dialog; the support department will then send you an new number; this is called the “Site Key.”
8 Enter the Site Key.
9 Click the Activate Now button.  
Craft-N-Cut will open.

Opening and Closing the software

To open Craft-N-Cut:
• Do one of the following:
  • Double-click the Craft-N-Cut icon created on your desktop.
  • Choose Start—All Programs—Craft-N-Cut.

You see the Craft-N-Cut window.

To close Craft-N-Cut:
• Choose File—Exit.
CHAPTER 2

Learning about the Workspace

Before you start using the software, we recommend that you understand the Craft-N-Cut design workspace and learn a few of the basic components outlined in this section.

*Topics covered in this chapter:*
  - Overview of the tools on the toolbars
  - Creating and altering designs
  - Setting up the design workspace environment.
  - Setting the of the Cutting mat properties
  - Entering Design Notes.
Parts of the Workspace

The Craft-N-Cut workspace contains several areas. The image below shows the workspace, and the sections that follow give a brief description of the properties/functions of each.

**Title Bar**
The Title Bar appears at top of the design window. If you open a design, the design’s name will appear here. If the design has stitches, the number of colors, the stitch count, and the dimensions (height × width) are automatically updated in the title bar.

**Menu Bar**
The Menu Bar appears below the Title bar; it includes the File, Edit, View, Tools, Toolbars, and Help menus.

**About the Toolbars**
There are many tools available in the tool bar. To show or hide a toolbar, go to the Toolbars menu and select the tool bar’s name. The following tables briefly describe each tool.

### File Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="New" /></td>
<td><strong>New</strong>: Creates a new untitled design with the Normal style settings.</td>
</tr>
<tr>
<td><img src="image" alt="Open Design" /></td>
<td><strong>Open Design</strong>: Opens an existing design file.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td><strong>Save</strong>: Saves the current design.</td>
</tr>
<tr>
<td><img src="image" alt="Save2Cut" /></td>
<td><strong>Save2Cut</strong>: Opens the Save2Cut dialog, which allows you to save files to send to a cutting machine.</td>
</tr>
<tr>
<td><img src="image" alt="Print Preview" /></td>
<td><strong>Print Preview</strong>: Opens the print preview window, which in turn will let you print the current design.</td>
</tr>
<tr>
<td><img src="image" alt="Cut" /></td>
<td><strong>Cut</strong>: Cuts the selection and copies it to the clipboard.</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td><strong>Copy</strong>: Copies the selection to the clipboard.</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td><strong>Paste</strong>: Pastes the clipboard contents into the design, at the end of the design sequence.</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td>** Undo**: Reverses your last action.</td>
</tr>
<tr>
<td><img src="image" alt="Redo" /></td>
<td><strong>Redo</strong>: Reverses the action of the Undo command.</td>
</tr>
<tr>
<td><img src="image" alt="Properties" /></td>
<td><strong>Properties</strong>: Opens the properties pane to display properties of the design - such as artwork fill properties, artwork pen properties, text properties, and so on.</td>
</tr>
<tr>
<td><img src="image" alt="Program Preferences" /></td>
<td><strong>Program Preferences</strong>: Displays the Preferences dialog box, containing the Formats, Environment, and Grid settings.</td>
</tr>
<tr>
<td><img src="image" alt="Zoom" /></td>
<td><strong>Zoom</strong>: “Zoom in” to get a close-up view of your design or “zoom out” to see more of the design at a reduced size.</td>
</tr>
</tbody>
</table>
Edit Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Selects objects in the design window.</td>
</tr>
<tr>
<td>Shape</td>
<td>Use to select and edit anchor points to modify outlines.</td>
</tr>
<tr>
<td>Add Line</td>
<td>Used to add outlines to existing path segments.</td>
</tr>
<tr>
<td>Magnifying Glass</td>
<td>Magnify or enlarge parts of your design.</td>
</tr>
<tr>
<td>Pan</td>
<td>Allows you to move the design area around.</td>
</tr>
<tr>
<td>Ruler</td>
<td>Measures the distance across any two points.</td>
</tr>
</tbody>
</table>

Modify Tools

<table>
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<tr>
<th>Tool</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Creates lettering placed along a baseline.</td>
</tr>
<tr>
<td>Circle</td>
<td>Creates lettering around a circle.</td>
</tr>
<tr>
<td>Vertical</td>
<td>Creates text that runs up and down.</td>
</tr>
<tr>
<td>Path Text</td>
<td>Creates text the runs along a selected path.</td>
</tr>
<tr>
<td>Font Play</td>
<td>Enables you to preview text items in any available font, before generating outlines or stitches.</td>
</tr>
<tr>
<td>Custom Shapes library</td>
<td>Opens the Custom shapes folder in a new window.</td>
</tr>
<tr>
<td>Artwork Library</td>
<td>Opens the Artwork folder in a new window.</td>
</tr>
</tbody>
</table>

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<th>Tool</th>
<th>What it does</th>
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<tr>
<td>Hope Yoder Library</td>
<td>Opens a folder containing your imported Hope Yoder graphics.</td>
</tr>
<tr>
<td>Auto Artwork Wizard</td>
<td>Opens the Auto Artwork Wizard dialog.</td>
</tr>
<tr>
<td>Random Sets</td>
<td>Generates randomly-distributed copies the selected artwork to fill an area.</td>
</tr>
<tr>
<td>Repetitive Sets</td>
<td>Generates an arrangement of rows and columns, based on a selected artwork.</td>
</tr>
<tr>
<td>Corners Sets</td>
<td>Creates a reflected, four-fold design based on the selected segment.</td>
</tr>
<tr>
<td>Circle</td>
<td>Creates a circular pattern of segments in your design automatically.</td>
</tr>
<tr>
<td>Word Play</td>
<td>Creates a random pattern of text that fills a user-specified envelope.</td>
</tr>
<tr>
<td>Cut Preview</td>
<td>Opens the image of cut files in a new tab.</td>
</tr>
<tr>
<td>Layered Vinyl Registration Marks</td>
<td>Places the registration marks for vinyl layering into the design as artwork paths.</td>
</tr>
<tr>
<td>Layered Rhinestone</td>
<td>Creates a bounding box around the selected rhinestone segments, to assist in aligning rhinestone templates.</td>
</tr>
<tr>
<td>Flip Horizontal</td>
<td>Flips one or more selected objects horizontally.</td>
</tr>
<tr>
<td>Flip Vertical</td>
<td>Flips one or more selected objects vertically.</td>
</tr>
<tr>
<td>Rotate Left</td>
<td>Rotates one or more selected objects to the left by 90º increments.</td>
</tr>
<tr>
<td>Rotate Right</td>
<td>Rotates one or more selected objects to the right by 90º increments.</td>
</tr>
<tr>
<td>Align tools</td>
<td>These tools align all selected object relative to one another - to the top, bottom or center.</td>
</tr>
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</table>
### Tools

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<thead>
<tr>
<th>Tool</th>
<th>What it does</th>
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</thead>
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<tr>
<td>Distribute Tools</td>
<td>These tools distribute the selected objects at an equal distance from each other vertically or horizontally.</td>
</tr>
<tr>
<td>Remove overlapped Artwork</td>
<td>When the selected paths overlap, cuts the part of the lower segment that is underneath.</td>
</tr>
<tr>
<td>Trim</td>
<td>Applies to overlapped paths; will delete the part of a segment that is overlapped by the another selected path.</td>
</tr>
<tr>
<td>Weld</td>
<td>All selected artwork will be united into a single path.</td>
</tr>
<tr>
<td>Intersect</td>
<td>Removes all but the overlapped parts of the selected paths.</td>
</tr>
<tr>
<td>Exclude</td>
<td>Removes the intersection area of the selected paths.</td>
</tr>
<tr>
<td>Front minus back</td>
<td>Removes the back path, plus the part of the front path that overlaps the back path.</td>
</tr>
<tr>
<td>Back minus front</td>
<td>Removes the front path, plus the part of the back path that is overlapped by the front path.</td>
</tr>
<tr>
<td>Crop</td>
<td>Removes all artwork, except where two or more artwork paths overlap.</td>
</tr>
<tr>
<td>Knockout</td>
<td>Removes the overlapped portion of the lower segment and the non-overlapping portion of the top segment. The potion of the top segment that overlaps the lower segment remains.</td>
</tr>
<tr>
<td>Create Outlines</td>
<td>Allows you to create new artwork that follows the outline of a selected object.</td>
</tr>
<tr>
<td>Contour</td>
<td>Opens the Contour tool, which is used to add artwork contours that parallel the inner or outer boundaries of the selected object.</td>
</tr>
<tr>
<td>Combine</td>
<td>Merges two or more individual artwork segments into a single, continuous artwork segment.</td>
</tr>
<tr>
<td>Break Apart</td>
<td>Splits any artwork segments that have been merged using the Combine tool into individual segments again.</td>
</tr>
</tbody>
</table>

### View Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundary</td>
<td>Creates an outline artwork segment in the shape of the selected segments, without changing the original selections.</td>
</tr>
<tr>
<td>Group</td>
<td>Combines several segments into a group so that they can be treated as a single unit.</td>
</tr>
<tr>
<td>Ungroup</td>
<td>When a set of grouped segments is selected, the Ungroup command will</td>
</tr>
<tr>
<td>3D</td>
<td>Realistically renders your design onscreen.</td>
</tr>
<tr>
<td>Import Vector Art</td>
<td>Imports vector files of type .ai, .emf, and .wmf.</td>
</tr>
<tr>
<td>Backdrop Tool</td>
<td>Loads an image into the design workspace, for tracing.</td>
</tr>
<tr>
<td>Grid</td>
<td>Displays a background grid, which helps with alignment. This grid can be used for the alignment of items on the display. When you click the grid button, the current mode and its cursor remains set.</td>
</tr>
<tr>
<td>Cutting Mat</td>
<td>Shows/hides the cutting mat in the workspace.</td>
</tr>
<tr>
<td>Stitch Points</td>
<td>Applicable to any embroidery segments in the design. Shows and hides the stitch penetration points.</td>
</tr>
<tr>
<td>Close Shape</td>
<td>Closes an open shape by joining the end points.</td>
</tr>
<tr>
<td>View Backdrop</td>
<td>Toggles the view of a backdrop image on and off.</td>
</tr>
<tr>
<td>Background Color</td>
<td>Allows you to change the background color or the design window, or replace the background with a fabric pattern.</td>
</tr>
</tbody>
</table>
## Design Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slow draw</td>
<td>Shows/hides the Slow Draw bar.</td>
</tr>
<tr>
<td><strong>Pen</strong></td>
<td>Allows you to plot anchor points by clicking and dragging.</td>
</tr>
<tr>
<td><strong>Bezier</strong></td>
<td>Allows you to create open and closed paths using Bezier curves.</td>
</tr>
<tr>
<td><strong>Line</strong></td>
<td>Allows you to toggle between entering straight and curved points.</td>
</tr>
<tr>
<td><strong>Run Stitch</strong></td>
<td>Inputs a normal Run segment</td>
</tr>
<tr>
<td><strong>Appliqué Stitch</strong></td>
<td>Creates an appliqué border stitch segment.</td>
</tr>
<tr>
<td><strong>Single Rhinestone</strong></td>
<td>Opens a dialog which allows you to place a rhinestone into the design.</td>
</tr>
<tr>
<td><strong>Input Rhinestone</strong></td>
<td>Inputs a linear rhinestone segment.</td>
</tr>
<tr>
<td><strong>Input Rhinestone Fill</strong></td>
<td>Inputs a Rhinestone Fill segment.</td>
</tr>
<tr>
<td><strong>Shapes</strong></td>
<td>Opens the Shapes fly-out menu. Click the icons to draw rectangles, circles, triangles, pentagons or hexagons. Also gives access to the Custom Shapes dialog.</td>
</tr>
</tbody>
</table>

## Stitch Effects Tools

You can use Stitch Effects tools to convert artwork segments into different stitch types.

<table>
<thead>
<tr>
<th>Tool</th>
<th>What it does</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Run</strong></td>
<td>Creates run stitches.</td>
</tr>
<tr>
<td><strong>Appliqué</strong></td>
<td>Creates an Appliqué border based on the selected path.</td>
</tr>
</tbody>
</table>

## Opening a Design Page

When you open Craft-N-Cut, you can immediately begin creating a new, untitled design. If a design is already open in the workspace, any new design page will open in its own tab.

### To open a new design page:

- Do one of the following:
  - On the File toolbar, click the New icon.
  - On file menu, select File—New.
  - Press Ctrl+N on your keyboard.

  You see the New Page dialog.

## Opening and Closing Designs

### To open an existing design:

1. To open an existing design, do one of the following:
   - Choose File—Open.
   - From the File toolbar, click the Open Design tool.

  You see the Open Design dialog box.
2 In the Look in list, browse to the location of the file you want to open.

3 In the Files of type list, select a design file type for the design you want to open.

4 In the File name box, enter the file name, or select the file you want to open by clicking the file.

   To open multiple files, press Ctrl on your keyboard while selecting the files you want to open. To open all files, select any file and press Ctrl+A on your keyboard

5 Select Preview to view a thumbnail representation of the design.

6 (Optional) Check the Convert to Outlines box; applies to non-outline (that is, non-*WAF) files only. When selected, the design’s stitch segments will be converted to outlines, allowing you to select the segments individually and edit them. After being converted, the file can saved as a *.WAF.

7 Click Open.

To close a design:
  • Choose File—Close.

Saving Designs
You can use Save or Save As to save designs in a variety of file formats.

Using the Save and Save As commands
The Save As command lets you save an alternative version of the design with a different name or file format. Use Save As when you want to keep your original design and create another design with slight modifications.

To save a design:
1 Choose File—Save As.
   You see the Save As dialog box.

2 In the Save in list, browse to the location you want to save your file. You can save design files to your hard drive or external memory device.

3 In the File Name box, enter the file name for the design you want to be saved.

4 In the Save As type list, select the file type you want the design to be saved as.

5 Click Save.

To save changes to the current design:
  • Choose File—Save.

Restoring Autosaved Design Files
Craft-N-Cut has a very useful function that restores the last design file you worked on. You can restore a saved design file as well as restore a copy of the last design file you closed but did not save.

To restore an unsaved design:
  • On the Menu bar, choose File—Restore Autosaved.
   The restored design file opens in the design workspace. if you have a design file open at the time, the restored file will open in a new tab.
Working with Color

About the Color and Design Palettes

Color Palette
The colors of the current color chart are shown in the Color Palette. To show or hide the Color Palette, choose Toolbars—Color Palette.
You can quickly change the color of a design segment by selecting it, and then clicking on the color square in the color palette.

Design Palette
The Design palette shows the colors that are used in the current design. Superimposed on each color, you will see the thread sequence number that corresponds with that color. When a color is changed in the design, the Design palette will immediately update to reflect the change.

To show or hide the Color Palette, choose Toolbars—Design Palette.

Changing Colors
You can adjust the colors of a design using the Color Palette or the Design Palette.

To change colors:
1. Select a segment or stitch.
2. In the Color Palette area, do one of the following:
   - From the list, select a Thread Chart and click one of the color boxes with the color you want to use.
   - Using the current list, click one of the color boxes with the color you want to use.

Searching for a Specific Color

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

To search for a color:
1. Click the search button.

You see the Color Search dialog.

2. Enter all or part of the name or number of the color.

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

3. When you have found the color you want, click on it to select it.
4. Click Find.

The color will now be the selected color in the palette.
Creating a Custom Color Palette

The Thread Chart Creator allows you to create your own custom thread palettes for use in your designs. Use this tool to build your own palette by importing colors from any of the existing thread palettes, or add your own colors from the RGB color wheel.

You cannot modify any of the color palettes that come installed with the software.

To create a new color palette:
1. From the menu bar, select Tools—Thread Chart Creator. The Thread Chart Creator dialog opens.
2. In the properties area, type a name for the new chart.
3. Add colors to the palette by using the Import or Add Color buttons. For more information, see “Importing Colors into a Custom Palette” or “Adding New Colors to a Custom Palette”.
4. When you have added all the colors you wish to your palette, click the Save button on the Color Palette Creator dialog. You see a confirmation dialog.
5. Click Yes. Your new custom chart will be added to the list of thread (color) charts.
6. If you wish to create another custom chart, click the New button, and repeat steps 2-5.
7. Click Exit to close the dialog.

Importing Colors into a Custom Palette

To Import Colors into a custom palette:
1. Create a new palette, or open an existing palette. For more information, see “Creating and Saving a Custom Palette”.
2. In the Color Palette Creator dialog, click the Import button. You see the Import Color dialog.
3 Choose a Color Palette name from the list (if applicable).

4 Choose the color you want from the palette.

If you already know the name or numeric code of the color you wish to add, click on the “?” button on the bottom-left of the dialog. This will open the Find Color dialog; type the name or code into this dialog, and it will select that color in the palette for you.

5 Click Import.

The color is added to your custom palette.

6 Repeat steps 2-5 until you have added all the colors you want.

7 In the Import Color dialog, click Exit.

8 In the Color Palette Creator dialog, save the custom palette, and then click Exit to close the dialog.

Adding New Colors to a Custom Palette

To add new colors to a custom palette:

1 Create a new palette, or open an existing palette.

2 Click on the Add Color button.

The Color area of the dialog becomes active.

3 In the Color Name field, type a name for the new color.

4 In the Color Code field, enter a code for the color.

5 In the Color area, do one of the following:

- If you already know the RGB profile of the color you wish to add, type it in the boxes.
- To select the hue and saturation of the color manually, click and drag the indicator in the color wheel, and select the luminance (lightness/darkness) of the color by moving the slider to the right of the wheel.

You see a preview of the color you have created in a small window on the upper-right of the dialog box.

6 To add another color, repeat steps 2-5.
7 When you have finished adding new colors to the custom palette, click Save to save your changes.
8 Click Exit to close the Thread Chart Creator dialog.

**Setting Program Preferences**

Use the Preferences tool, located on the File Toolbar, to set the various Program Preferences in Craft-N-Cut.

**Setting Format Properties**

If you create a design that includes stitches (for example, by adding an appliqué path segment), the design will have a machine format, specific to particular type of embroidery machine.

Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files.

You can select the machine format for the specific design. The selected machine format can change how the file is read.

When you set machine format properties in the Program Preferences this means that all new designs, if they contain stitches, will use these machine format properties.

**To change machine format properties:**

1 On the File toolbar, click the Program Preferences tool.
   
   You see the Preferences dialog box.

2 Select the Formats tab.
3 From the Machine format list, select the machine format that you want applied to new design files.
4 To automatically save files in the outline (*.WAF) format, check the “Autosave WAF format” box.
5 From the thread chart drop-down list choose a thread chart to serve as he default thread chart.
6 Click OK.

**Changing Colors Automatically with Color Match**

When you open or import a file that contains embroidery, the colors will be the ones belonging to the thread palette used when it was created, rather than the palette that is currently open. However, you can convert the colors to the current active thread palette, by applying the Color Match on loading feature.

When you open a machine file, Color match on loading will change the colors to match those in the current thread palette. The program searches the active palette for the closest match to the colors that are in the design, and automatically replaces them. Then, when you save this design, it will retain the new color values.

**To apply Automatic Color Match:**

1 On the File toolbar, click the Program Preferences tool.
   
   You see the Preferences dialog box.

2 Select the Formats tab.
   
   You see the Formats settings.

3 Check the “Color Match on loading” box.
4 Click OK.

Color match will now be applied automatically to all machine files that are opened.

Environment Settings
Craft-N-Cut allows you to set up your design workspace environment for all opened design files. You can set the units of measurement to be used, as well as decide how often open files are saved. You can also choose an image editing program that will be used when working with images in Craft-N-Cut.

To set up your workspace environment:
1 On the File toolbar, click the Program Preferences tool.

You see the Preferences dialog box.
2 Click the Environment tab.
3 From the Units list, select the units of measurement you want used for your designs: Metric or English.

You can also select the units of measurement using the menu options available in your design workspace. Right-click on the ruler at the left or top of the window and select Metric or Inches.
4 From the Autosave list, select how often you want your designs to be auto-saved.
5 From the Image editing program list, select the image editing program you want to use. If you want to use a program not listed, select Other Program and browse to the location of the program.
6 In the language area, choose you preferred language from the drop-down list.
7 Click OK.

View Tab Settings

Highlight Selection
On the View tab of the Preferences dialog, you can turn on the “Highlight Selection” option. When enabled, this option will highlight the selected embroidery segment with an outline of color. (Highlight selection does not apply to artwork segments.)

You can also select the color of the highlighting by choosing the appropriate swatch from the color drop-down list.

Other options on the Preferences—View tab:
• Show crosshairs in input mode: A set of crosshairs will be displayed around the cursor when inputting points using digitizing tools (e.g. Pen, Line, Run, Rhinestone, etc.)
• Show backdrop below grid: If applied, the grid lines will appear on top of a backdrop image.
• Show selection controls: The selection controls will be displayed around the selection frame when a segment is selected. See “Creating & Editing Artwork—Selection Frame Tools.”
• Lock Properties and Layers View: When checked, the Properties panel and Layers panel will be locked in place at the right side of the workspace.

Defining Grid Settings
The Grid Settings help you align and measure artwork and design elements. You can set the grid to measure in millimeters or inches.
according to your preference. When you are working on a design file, you can display the grid by clicking the Grid tool from the View toolbar.

By default, every horizontal and vertical line will be highlighted in the major grid. If you want to have additional guide lines, you can add more major grid lines as well as a minor grid. You can increase the spacing values for the minor grid; however, zero and negative spacing values are not supported. The minor grid can also have different horizontal and vertical spacing values.

To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids. You should choose separate colors for each grid type.

To define grid settings:

1. Right-click on the rulers at the left or bottom of the window and click Grid Settings.
   
   You see the Grid Settings dialog.

2. In the Spacing area, complete the following:
   - In the Horizontal spacing box, enter the measurements for horizontal spacing in millimeters or inches.
   - In the Vertical spacing box, enter the measurements for vertical spacing in millimeters or inches.
   - From the Color list, select a predefined color to use for the minor grid. If you want to choose from a larger selection of colors, click More Colors from the color box.

3. In the Grid Major area, complete the following:
   - In the Horizontal lines box, enter how often you want horizontal lines to be highlighted in the major grid. For example, if you enter 3 in the horizontal lines box, every third horizontal line will be highlighted in the major grid.
   - In the Vertical lines box, enter how often you want vertical lines to be highlighted in the major grid. For example, if you enter 5 in the vertical lines box, every fifth vertical line will be highlighted in the major grid.
   - From the Color list, select a predefined color to use for the major grid. If you want to choose from a larger selection of colors, click More Colors from the color box.

4. In the Style area, select one of the following grid styles:
   - Show grid as solid lines
   - Show grid as dashed lines
   - Show grid as dots

5. Click OK.
Snap to Options
Also on the Grid Page, you can set the snapping behavior of the drawing tools (Line, Pen, Bézier, etc.) and the Run tool. You can set the tools to snap to the grid, to guidelines, or to snap to anchors.
- When “Snap to Grid” is checked, the line will “snap” onto grid line when you click to place an anchor point near it.
- Similarly, when “Snap to Node” is enabled, clicking near a node on an outline segment will “snap” to that node.
- When “Snap to Guideline” is checked, the line will snap to the nearby guideline (if any have been placed in the design).

Fonts Preferences
The Fonts page allows you to manage the list of fonts, and the order in which they appear.

Use this page to organize your fonts into categories, as follows:
- **Common**: These fonts appear at the top of the font list.
- **Enabled**: Appear in the font list, but underneath the Common fonts.
- **Disabled**: Are removed from the fonts list; disabled fonts can, however, be restored to the font list at a later time using the Fonts page.

To place a font in a category, just click on it to highlight it, and then click the radio button of the category you want to move it to; the font will be moved into the new category.

Showing and Hiding the Workspace Grid
You can show the grids or, if they are in the way, you can hide them.

**To show the grids:**
- Do one of the following:
  - From the View toolbar, click the Grid tool.
  - Choose View—Grid.
  *The grid will appear in the workspace.*

**To hide the grids:**
- Do one of the following:
  - From the View toolbar, click the Grid tool.
  - Choose View—Grid.
  *The grid will be hidden.*
Showing and Hiding 3D Stitches

Use the 3D tool to preview a realistic 3D view of your design.

To show 3D stitches:
- Do one of the following:
  - On the View toolbar, click the 3D tool.
  - Choose View—Draw 3D.

To hide the 3D stitches:
- Do one of the following:
  - On the View toolbar, click the 3D tool.
  - Choose View—Draw 3D.

Adding a Backdrop

Loading Backdrop Images

You can open an image file to use as a backdrop while creating designs. You can preview and open most standard raster and vector file types (e.g. *.WMF, *.BMP, *.JPG, *.AI, etc.).

When you load an image, it opens in its original size; however, you can resize, move, or rotate the backdrop image by clicking and dragging the handles on the selection frame.

To load an image as a backdrop:
1. Do one of the following:
   - Choose File—Load Backdrop.
   - Click the Backdrop tool.

You see the Load Backdrop dialog.

2. In the Look in list, browse to the location of the image you want to load.
3. In the Files of type list, select a file type for the image you want to open.
4. In the File Name box, enter the file name for the image you want to open.
5. Click Open.

You see your backdrop image appear in the design workspace.

Showing and Hiding a Backdrop Image

You can use the Backdrop tool, located on the View toolbar, to show and hide a loaded image. When you click on this tool once, it hides the image without actually removing it from the design.

Click the Backdrop tool a second time to restore the image.

You can also show/hide the backdrop using the keyboard shortcut Alt+S.

Transforming Backdrop Images

Transforming a backdrop or background image is similar to transforming any object; however, to select the image, you will need to click on the Backdrop tool.

Craft-N-Cut also allows you to transform the image using backdrop menu options. This menu appears when you right-click on your backdrop image. You can use the menu
options to show or hide your backdrop image, change your existing image, scan an image or edit your opened image.

You can also make adjustments to the Backdrop in the Properties box. In addition to the basic transformations (for example, scale and rotation), there is also a control on this tab that allows you to make the backdrop darker or lighter.

**To adjust backdrop images in the workspace:**
1. From the View toolbar, click the Backdrop tool. 
   *Your background image will be selected.*
2. Right-click the image and select any of the following menu options:
   - **Show Backdrop:** This will allow you to turn the backdrop off.
   - **Define Horizon:** Allows you to change the orientation of the background image relative to the workspace.
   - **Define Scale:** Allows you to re-scale the backdrop image to a precise linear dimension.
   - **Load Backdrop:** This allows you to change the backdrop, or load one if you have not already.
   - **TWAIN Scanner:** Use to scan in an image. For more information, see "Scanning Images".
   - **Edit Backdrop:** This allows you to open and edit the backdrop in an image editing program.

You can use the Program Preferences tool to select the image editing program you want used.

**To transform the backdrop using the Properties box:**
1. From the View toolbar, click the Backdrop tool. 
   *Your background image will be selected.*
2. In the Properties box, click the Backdrop tab.
3. In the Width box, enter the width you want for the backdrop image.
4. In the Height box, enter the height you want for the backdrop image.
5. In the X and Y fields, enter the horizontal and vertical displacements of the backdrop from the origin (0,0 point on the grid).
6. In the Scale box, enter the percentage value you want the design scaled to.
7. In the Rotate box, enter the number of degrees you want to rotate your design. If you want to automatically rotate your design 90 or 180 degrees, click the 90 or 180 degree buttons.
8. To make the backdrop image darker or lighter, adjust the slider control left or right accordingly.
9. Click Apply.
   *You see the backdrop image altered accordingly.*

**Layers Panel**

The Layer Panel allows you to view information that takes the form of branches. You can also select different Layers by clicking on them. This becomes important when you want to view or adjust an individual part of your design.

**Opening the Layers Panel**
Learning about the Workspace

To show or hide the Layers panel:
• On the Menu bar, choose Tool Bars—Layers.

You open and close the branches of the control by clicking on the + (plus) and – (minus) signs in front of the branch name.

Layers Panel Filters
At the top of the Layers panel, you will see that there are two filtering drop-down menus. These allow you to filter the objects that appear in the Layers Panel by color and/or segment type.

The segment types that you can filter by change according to what segment type there are in the current design. For example, if you have text and appliqué segments in the design, these will be the choices you will see in the segment type drop-down.

When a filter is applied, only the selected type or selected color will appear in the sequence view.

Note that hiding the object type or color does not affect the appearance of the design in the workspace window - all segments will still appear in the workspace.

To remove a filter, simply select “All Segments” in the segment filter list, or “All Colors” in the Color list; this will restore all the segments in the Sequence View.

Using the Align Tools

You can align lettering or segments horizontally or vertically. You can use this feature to precisely align lettering at the center of a design.

When working with artwork consisting of multiple segments, you must group all pieces of each design before aligning.

To align segments:
1 Select the segments you want to align.
2 On the Modify toolbar, click the down-arrow next to the Align tools and choose one of the following:
   • Left : Moves all selected objects except the left-most item selected.
   • Right : Moves all selected objects except the right-most item selected.
   • Top : Moves all selected objects except the top-most item selected to line up with the top-most object.
   • Bottom : Moves all selected objects except the bottom-most item selected.
selected to line up with the bottom-most object.

- **Vertical Center**: All selected objects will be moved so that they are centered top-to-bottom with each other, but they are not moved left or right.

- **Horizontal Center**: Moves all selected objects so that they are centered left-to-right with each other, but they are not moved up or down.

- **Center**: Centers two or more selected objects in the design workspace.

- **Center to Rulers**: Centers the selected objects on the origin (0,0 point) of the rulers. Multiple objects selected together will retain their positions relative to each other.

### Resizing and Rotating Objects

#### Resizing Objects

Resizing an object enlarges or reduces it horizontally or vertically, relative to the percentage you designate. You can manually resize objects with the frame handles, or you can use the Properties Panel—Transform tab for finer control. You can also

**To resize objects manually using design handles:**

1. Select one or more objects.
   
   *The active objects are enclosed in a selection box with handles.*

2. Do one or more of the following to resize objects:
   
   - To resize objects by width, click and drag the design handles located on the left and right side of the selection box.
   - To resize objects by height, click and drag the design handles located on the top and bottom sides of the selection box.
   - To resize objects proportionally, click and drag the design handles located at the top or bottom corners of the selection box.

**To resize objects using the Transform tab:**

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

2. In the Properties box, click the Transform tab.

3. In the Width box, enter the width you want for the selected object(s).

4. In the Height box, enter the height you want for the selected object(s).

5. To maintain the proportions of an object while resizing it, select *Maintain aspect ratio* if not already selected.

6. Click Apply.

#### Rotating objects

Rotating a object turns it around a fixed point that you determine. You can rotate the selection using either the Rotate Left or Rotate Right tools, or by entering the degree of rotation in the Transform tab of the Properties Panel.
To rotate objects using the Modify toolbar:
1 Select one or more objects you want to rotate.
   *The active object is enclosed in a selection box with handles.*
2 From the Modify toolbar, click any of the following:
   - **Rotate Left**: Rotates one or more selected objects to the left by 90° increments.
   - **Rotate Right**: Rotates one or more selected objects to the right by 90° increments.

To rotate objects using the Transform tab:
1 Select one or more objects you want to rotate.
   *The active object(s) is enclosed in a selection box with handles.*
2 In the Properties panel, click the Transform tab.
3 In the Rotate box, enter the number of degrees you want to rotate your design.
4 Click Apply.

**Using the Distribute Tools**

The distribute tools evenly distribute three or more selected objects within a design. There are a number of different distribute tools; which to apply will depend on:

- Whether you want to distribute the objects vertically or horizontally.
- Which part of the objects to use as the basis of the distribution: i.e. top edge, bottom edge, left side, right side, or center.

When working with artwork consisting of multiple segments, you must group all pieces of each design before distributing.

To use the distribute tools:
1 Using the Select tool, select at least three objects in the workspace.
2 On the Modify toolbar, click the down-arrow next to the Distribute tool and choose one of the following:
   - **Distribute Left**: Spaces the objects evenly starting from the left pixel of each object.
   - **Distribute Horizontal Center**: Spaces the objects evenly starting from the horizontal center of each object.
   - **Distribute Right**: Spaces the objects evenly starting from the right pixel on each object.
   - **Distribute Horizontally**: Spaces the selected objects evenly in the horizontal direction.
• **Distribute Top**: Spaces the objects evenly starting from the top pixel on each object.

• **Distribute Center Vertically**: Spaces the objects evenly starting from the vertical center pixel of each object.

• **Distribute Bottom**: Spaces the objects evenly starting from the bottom pixel of each object.

• **Distribute Vertically**: Spaces the selected objects evenly in the vertical direction.

### Adding Design Notes

You can add notes to a design using the Design Notes tab of the Properties Panel. These notes will not appear in the design anywhere, but they will be saved along with the design when it is saved in outline (*.WAF) format.

**To add design notes:**

1. Open a design, and click in an open area of the workspace (i.e. do not select anything).  
   *In the Properties Panel, you now see the Design notes tab.*

2. Enter the text you want to record in the Design Notes field.

3. Save the design.
CHAPTER 2
Learning about the Workspace
CHAPTER 3

Creating & Editing Artwork

In this section, learn all about the creative tools that you can use in Craft-N-Cut to make your own custom artwork.

Topics covered in this chapter:

• Creating simple drawings with the Line tool
• Creating letter artwork with the various Text tools.
• Importing Artwork from the Custom Shapes and the Artwork Library
• Creating artwork from images with the Auto Artwork Wizard
• Using the Convert to Artwork tool
• Combining artwork paths with the various artwork tools (e.g., Trim, Intersect, Weld, and others.)
• Saving Artwork as Cut files with the Save2Cut tool.
Creating & Editing Artwork

Creating & Editing Artwork

Drawing Line Artwork
The Line, Pen and Bezier tools can be used to create simple linear vector artwork objects. Once you have drawn the basic shape, you can modify its properties in the properties box - for example, add a fill, or change the corners or end points of the line. For more information, refer to the Artwork Properties section.

Using the Line tool
The Line tool places a straight line between anchor points without direction lines. You will have more control to punch straight points.

1. On the Design tool bar, click the Line tool.
2. To place a straight point, left-click the design workspace.
3. To place a curved point, complete the following:
   - While you left-click the design workspace, press and hold CTRL on your keyboard.
   - To create a corner point or to begin creating a straight line again, release CTRL on your keyboard.
4. To complete the segment as an open shape, right-click to complete the segment.
5. To create a closed segment, do either of the following:
   - On the View tool bar, select the Close Shape tool.
   - Press H on your keyboard.
6. Right-click to complete the segment.

Creating Lines with the Pen Tool
The Pen tool allows you to plot points by dragging the mouse as if it were a pen or pencil. Wherever you go, a line will be drawn. The line will also be smoothed out for you, just in case your hand trembles a little bit.

Using the Pen tool produces anchor points, giving you increased control over the shape of the curves. Once you complete the segment, you see anchor points.

To create a shape using the Line tool:

1. On the Design tool bar, click the Line tool.
2. To place a straight point, left-click the design workspace.
3. To place a curved point, complete the following:
   - While you left-click the design workspace, press and hold CTRL on your keyboard.
   - To create a corner point or to begin creating a straight line again, release CTRL on your keyboard.
4. To complete the segment as an open shape, right-click to complete the segment.
5. To create a closed segment, do either of the following:
   - On the View tool bar, select the Close Shape tool.
   - Press H on your keyboard.
6. Right-click to complete the segment.

Curved points should be entered as a set of 3 points that define the arc of the curve.

If you make mistakes as you draw, you can undo your last action by pressing Backspace on your keyboard.

If you were already using another drawing tool to create a segment, you can press Q to switch tools and continue creating the segment using the Line tool.

4. To complete the segment as an open shape, right-click to complete the segment.
5. To create a closed segment, do either of the following:
   - On the View tool bar, select the Close Shape tool.
   - Press H on your keyboard.
6. Right-click to complete the segment.

Creating Lines with the Pen Tool

1. On the Design tool bar, click the Line tool.
2. To place a straight point, left-click the design workspace.
3. To place a curved point, complete the following:
To create lines with the Pen tool:

1. From the Design tool bar, click the Pen tool.
   
   If you are using another drawing tool to create a segment, you can press F on your keyboard to switch tools and continue drawing the segment using the Pen tool.

2. To produce anchor points, click and drag in the design workspace.

3. Do one of the following steps to create a segment:
   - To draw an open segment, continue to click and drag your cursor on the design workspace. When you release the cursor, anchor points will appear on the drawn segment.
   - To close the segment, click the Close Shape tool from the Design tool bar or press H on your keyboard.

4. Right-click to complete the segment. The completed segment will appear in the workspace.

Drawing with the Bezier tool

Bezier Curves Introduction

Drawing with the Bezier tool is different than drawing with the Pen tool. With the Bezier tool, you will click with your mouse rather than drawing like you did with the Pen tool. Each click of the mouse will release an anchor along the design. Practice drawing curves by tracing artwork or drawing basic shapes. You will be controlling the shape and size of the curve as you go.

The length and slope of the curve is determined by the direction lines. The angle that you drag direction points affects the curve’s shape and size.

You can draw both open and closed shapes with the Bezier tool. You create a closed shape by applying the Close Shape tool before right-clicking to complete the segment. You can also convert an open shape into a closed shape by applying Close Shape after completing it.

After you create a Bezier path, you need to apply a stitch type to create an embroidery segment. You can adjust the shape of the paths by changing the position of the anchor points.

Drawing Curved Lines

You can draw curves and complex shapes with Bezier curves. You create curves by dragging direction lines and points.

If you make mistakes as you draw, you can undo your last action by pressing Backspace on your keyboard.

The following instructions will show you how to create a leaf using curved lines.

To draw curved lines:

1. On the Design tool bar, click the Bezier tool.

2. On the design workspace, position the cross hair where you want to place the first anchor point and click to place the point.

3. Position the cross hair where you want the next anchor point. Click and hold to place the point.
4 Without releasing the mouse button, drag upwards to create a curved line.

5 Position the cross hair where you want the next anchor point. Click and hold to place the point.

6 Without releasing the mouse button, drag downwards to create a curved line.

7 Position the cross hair at the first anchor point. Click and hold to place the point.

8 Without releasing the mouse button, drag downwards to create the top of the leaf.

9 Right-click to finish the segment.

---

**Editing Artwork with the Shape tool**

The Shape tool can be used to select anchor points. When you use the Shape tool to select anchor points, the direction lines of each anchor will be displayed.

When an anchor selected with the Shape tool you can click and drag the direction lines of the point to change the degree of curvature at that point.

You can also right-click on the anchor point, to open a context menu and add, remove, split, or join anchors.

**Moving anchor points**

You can move and drag anchor points to adjust the shape of a curve.

**To move anchor points:**

1. Select a segment.

2. On the Edit toolbar, select the Shape tool.

3. Click the anchor point you want to move.

   *The selected anchor point will change to an empty square.*

4. Drag the anchor point to create the desired shape for the segment.

**Moving a portion of a path between anchor points**

When you want to move the portion of a line in between anchor points to change its curvature, the Shape tool can do that as well. Select the part of the line, then click and drag -
the select point will move, and the angle lines of the anchor points on either side will automatically adjust accordingly.

To adjust a portion of an artwork path:
1 Select a segment.
2 On the Edit toolbar, select the Shape tool.
3 Hover the mouse over the portion of the path you want to adjust.
   *When the mouse is over the path, the cursor will change to look like this:*  
4 Click and drag to change the shape of the selected portion of the curve.  
   Note that the position of adjacent anchors does not change, only their direction lines.
5 Release the mouse button.  
The artwork segment is altered accordingly.

Adding and deleting anchor points
You can add or delete anchor points on any path. When you add anchor points you have finer control over the shape of the path. When you delete anchor points you simplify the path and change the shape.

To add an anchor point:
1 Select a segment.
2 On the Edit toolbar the Shape tool.
3 Right-click the location where you want to add an anchor point.  
   *You see a shortcut menu.*
4 Choose Add Point from the shortcut menu.

To delete an anchor point:
1 Select a segment.
2 On the Edit toolbar, select the Shape tool.
3 Right-click the anchor point you want to delete.  
   *You see a shortcut menu.*
4 Choose Delete Point from the shortcut menu.

Changing the properties of an anchor point
You can change an anchor point to line, cusp, smooth or symmetrical to create different effects for curves.

To change an anchor point to line, cusp, smooth or symmetrical:
1 Select a segment.
2 On the Edit toolbar, select the Shape tool.
3 Right-click the anchor point you want to change.  
   *You see a shortcut menu.*
4 Choose one of the following types of anchor points available:
   - **Line:** Removes the direction lines from the anchor point. Creates a straight point without any curved properties.
   - **Cusp:** Allows editing of the direction line on one side of the anchor point. Adds a sharp bend to a curve.
   - **Smooth:** Constrains the angle of the direction lines to 180° and allows you to vary the length of the direction line on one side of the anchor point. Creates a smooth transition between curved lines.
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- **Symmetrical**: Constrains the angle of the direction lines to 180° so the direction lines have the same length on each side of the anchor point. Creates some curvature on both sides of the anchor point.

**Splitting a Line**

You can use the Shape tool to split a selected artwork or embroidery segment.

**To split a segment:**

1. Select the segment.
2. On the Edit toolbar, select the Shape tool.
3. Hover over the point where you want to split the segment, and right-click. You see a context menu.
4. Choose Split from the menu.
   - *The segment will be split in two at the selected point.*
   - *Each segment will have a new anchor point at the end where the split was made.*

**Closing a Line**

When an open segment is selected with the Shape tool, you can use the right-click menu to close it.

You can close any open artwork segment, and the “Close” command can also be applied to open-ended embroidery segments, such as Run or Appliqué.

**To close an Open segment:**

1. Select the segment.
2. On the Edit toolbar, select the Shape tool.
3. Right-click and select Close from the context menu.
   - *The gap between the end will be closed.*

**Selection Frame Tools**

The segment selection frame now includes tool icons that allow instant access to some of the more commonly-used editing functions.

Starting on the upper-left corner and working clockwise around the frame, these are:

- **Delete**: Removes the selected segment or group of segments from the design.
- **Close**: Joins the open ends (if any) of the selected linear segment.
- **Lock**: Locks the selected segment so that it cannot be edited or deleted. To unlock a locked segment, locate it in the layers panel and click the lock symbol.
- **Group/Ungroup**: If multiple segments are selected, they will be merged into a single, grouped segment; click again to ungroup the segments.
Drawing Various Shapes

You can draw a variety of shapes using the various shape tools: Rectangle, Ellipse, Triangle, Pentagon and Hexagon. You can also add Craft-N-Cut pre-installed custom shapes, as well as create and add your own custom shapes.

The shape tools are all accessible by way of the Input Shape icon on the Design toolbar. Clicking this icon opens a fly-out menu, from which you select the particular shape tool you want to use.

Drawing Rectangles and Squares

You can draw rectangles and squares with the Input Rectangle tool.

To create a rectangle or square:
1. On the Design toolbar, click the Input Shape tool.
   
You see the input shapes fly-out menu.
2. From the menu, select the Input Rectangle tool.
3. In the design workspace, do one of the following:
   
   - To draw a rectangle, click and drag from one corner to the opposite corner to form the rectangle.
   - To draw a square, hold down Ctrl and click and drag from one corner to the opposite corner to form the square.

Drawing Ovals and Circles

You can draw ovals and circles with the Input Ellipse tool.

To create an ellipse or circle:
1. On the Design toolbar, click the Input Shape tool.
   
   You see the input shapes fly-out menu.
2. From the menu, select the Input Ellipse tool.
3. In the design workspace, do one of the following:
   
   - To draw a circle, drag from the center of the ellipse to draw the circle.
   - To draw an ellipse, drag from the center of the ellipse to draw the ellipse.
CHAPTER 3
Creating & Editing Artwork

- To draw an oval, click and drag to form the oval.
- To draw a circle with the center point as reference, hold down Ctrl and click and drag to form the circle.

If you want to increase or decrease the size of the art segment, you can resize it by dragging the corner handles. For more information, see "Resizing Segments".

Drawing Triangles, Pentagons and Hexagons
Craft-N-Cut allows you to draw triangles, pentagons and hexagons with the Input Triangle tool, the Input Pentagon tool, and the Input Hexagon tool. You can also create uniform shapes, making each side of these shapes the same length.

To create triangles, pentagons and hexagons:
1 On the Design toolbar, click the Input Shape tool. You see the input shapes fly-out menu.
2 From the menu, select the shape you want to use: Input Triangle, Input Pentagon tool, or Input Hexagon.
3 In the design workspace, do one of the following steps:
   - To draw a shape, click and drag from one corner to the opposite corner to form the appropriate shape.
   - To draw a uniform shape, hold down Ctrl and click and drag from one corner to the opposite corner to form the shape containing equal length sides.

Importing and Exporting Artwork

Importing Artwork
Use the Import Vector Art feature to load vector files as artwork segments. You can import vector files in the following formats: Adobe Illustrator (*.AI), AutoCad (*.DXF) Enhanced Windows Metafile (*.EMF) Windows Metafile (*.WMF), Scalable Vector Graphics (*.SVG), and *.FCM.

Craft-N-Cut separates the artwork for you and you can use the Combine and Breakup commands to join or separate the parts of the vector file as needed.

To import a vector file:
1 Do one of the following:
   - On the View toolbar, click the Import artwork tool.
   - Choose File—Import Artwork. You see the Import Vector Art dialog.
2 In the Look in list, select the directory folder where your file is located.
3 Select the vector files you want to import.
4 Click Open.
   The artwork segment appears in the design window.

Craft-N-Cut also comes pre-loaded with its own set of artwork (*.AI) files. You can import these into your design by selecting the Artwork Library icon, located on the Modify toolbar.

Exporting Artwork
You can save any artwork you create as an external vector artwork file.

Note that this method only applies to Artwork segments, not embroidery. If the design you are exporting includes both artwork and embroidery, only the artwork segments will be included in the saved file.

The artwork can be exported in any of the following formats: AutoCad (*.DXF) *.PLT, *.SVG, or *.FCM.

To save a design as artwork:
1 Open an artwork design, or create a new design.
2 On the Menu bar select File—Export Artwork.
   You see the Export Artwork dialog.
3 Browse to the location you want save the file to.
4 Enter in a name into the filename field.
5 Select the appropriate format to save the output file as.
6 Click Save.
   The file will be saved in the selected location.

Adding Custom Shapes
You can easily add pre-installed custom shapes to design files as well as add your own custom shapes. For more information on creating your own custom shapes, see “Saving a selected segment as a Custom Shape”.

To add a Custom Shape into a design:
1 Do one of the following:
   • On the Modify toolbar, click the Custom Shapes icon.
   • On the Design toolbar, select “Custom shapes...” from the fly-out menu under the Input Shape tool.
   You see the Custom Shapes dialog.

2 Click the custom shape you want to add.
   The shape appears in the design workspace.
Saving a Selection as a Custom Shape
Craft-N-Cut allows you to save any artwork as a custom shape file. Once the artwork has been saved in the Custom Shapes folder, the it can be placed into a new design by clicking the Shapes Library icon.

To save a selected artwork segment as a Custom Shape:
1. Select the artwork segment that you want to save as a Custom Shape.
2. On the menu bar, choose Tools—Save Custom Shape. You see the Save As dialog.
3. In the File name box, enter the Custom Shape name.
4. To save your custom shape, click Save.

Adding Artwork from the Library
Use the Artwork Library to add pre-digitized artwork to a design. Once added you can select and modify the color and/or pattern of the artwork using the Properties Panel. For more information, see “Changing Object Properties – Artwork Fill Properties.”

To add artwork from the Artwork Library:
1. On the Modify toolbar, click the Artwork Library icon. You see the Artwork Library dialog.
2. Click the artwork you want to add. The new artwork appears in the design workspace.

Importing Artwork from the Hope Yoder Collection
The Hope Yoder CD contains a large number of additional artwork designs, which you can import into a special Hope Yoder library on
your hard drive. These designs are in *.SVG graphic format, but will be converted to *.WAF (outline) format by the import function.

After they have been imported, you will be able to access these designs by clicking on the Hope Yoder library button on the Modify toolbar.

**To import Hope Yoder designs:**
1. Insert the Hope Yoder CD into the computer’s disk drive.
2. On the menu bar, select File—Import Hope Yoder Designs...
   *You see an open file dialog.*
3. Browse to the CD drive on your computer.
   *You see the Hope Yoder collection.*
4. Select the designs you want to import.
5. Click Open.
   *The designs will be imported and converted to *.WAF format. They will now be available by opening the Hope Yoder Library.*

**Adding Outlines**

The Add Outlines tool allows you to create extra outlines around the selected artwork path. The new outlines (or “ripples”) radiate outwards from the original shape. Each ripple is separated from the previous one by a spacing value, which you set when creating the artwork.

If more than one object is selected, there is the option to combine the shapes when the tool is applied. Then the ripples will be based on the combined shape.

**To create with the Add Outlines tool:**
1. Using the Select tool, select a path.
2. On the Arrange tab, select the Create Outlines tool.
   *You see the “Create Outlines” dialog.*

   ![Create Outlines dialog](image)

3. Type in the number of ripples (i.e., new lines) you want to add.
4. Enter the desired spacing between ripples (in mm.).
5. Select one of the following options for the type of outline to generate:
   - **Cascade:** The ripples will be generated as separate outline shapes, concentric with the original shape.
     - **Spiral:** The ripples will be generated in a continuous spiral, winding out from the shape.
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6 Optional (for Cascade outline only): Check **Join Repeats** to generate a short line joining each of the outlines.

The new outline artwork will be generated.

7 In the selection area, you can determine what will become of the original path. Choose one of the following:
   - Leave as is.
   - Remove.
   - Set to drawing lines.

8 Click OK.

Contour Tool

The Contour tool creates a series of concentric artwork paths, which follow the contour of the selected artwork path or outline segment. These outlines may be placed on the inside or the outside of the original selection.

**To use the Contour Tool:**

1 Using the Select tool, select an object in the workspace.
2 On the Modify toolbar, click the Contour tool.
   You see the Contour Dialog.

3 In the dialog, do the following:
   - Select the placement of the contours: inside or outside the original selection.
   - Choose the desired corner shape by selecting the corresponding radio button: Mitre, Bevel, or Round
   - Set the number of Ripples. This determines how many times the spiral will go around the template.
   - Set the spacing. This setting determines the separation between the ripples (in mm).
   - To delete the original shape, check the Remove Selection check box.

4 Click OK.
   The Contour artwork will now appear around the original design.
   For more information on how to modify the new artwork, see "Changing Object Settings—Adjusting Pen Artwork."

The resulting contour artwork. In this case, the number of Ripples was set to 3, and the original artwork was not removed.

**Adjusting Artwork Properties**

**Pen Artwork Properties**

After creating a path (using the Line, Pen or Bézier tools) you can adjust its properties in the Properties Panel. Properties that can be adjusted include the line style, pen width, corner style, and (for open paths only) the cap style.

To adjust Pen Artwork properties:
1 Select a path object.
2 In the Properties Panel, select the Artwork Pen tab.
ARTWORK FILL PROPERTIES

You can use the Properties Panel to fill existing line artwork with a fill, or to adjust the look of an existing fill segment (for example, a filled segment imported using the Artwork Library or Import Artwork tools).

By default, the artwork fill Style will be set to None, that is, no fill. You can change this setting to fill the artwork with a solid color, or a pattern from the Patterns library.

To fill a path with a solid color:

1. Select the path.
2. In the Properties Panel, select the Artwork Fill tab.
3. On the Artwork Fill tab, select Solid from the Style drop-down list.
4. Select a color from the Design Palette or the Color Palette.
5. On the Properties Panel, click Apply. The selected artwork will now be filled.

To fill a path with a pattern fill:

1. Select the path.
2. In the Properties Panel, select the Artwork Fill tab.
3 On the Artwork Fill tab, select Pattern from the Style drop-down list.

4 Click the browse button next to the Patterns list to select a pattern.
   You see the Patterns dialog.

5 Click on a pattern to select it.

6 In the Patterns dialog, click Okay.
   The Patterns dialog will close, and the selected pattern will fill the selected artwork.

7 To make adjustments to the fill pattern, do the following:
   • In the offset fields, enter the percentage offset for the pattern; horizontal offset in the left box, vertical offset in the right box.
   • Adjust the scale of the pattern: horizontal scale in the left box, vertical scale in the right box.

   By default, Maintain aspect ratio will be enabled on the Artwork Fill tab. This means that the pattern will scale proportionally if you change it in either direction. To change the scale differently along either axis, uncheck the Maintain aspect ratio box.

   • To rotate the pattern relative to the path, enter an angle of rotation in the Rotate field (note that the artwork will not be rotated).

8 Click Apply.
   The pattern will be adjusted accordingly.

### Cutting Mat Properties

You can preview how your artwork will fit onto the cutting mat by selecting the Cutting Mat tool on the View Toolbar.

On the Craft-N-Cut Properties Panel, you can adjust the settings of the on-screen cutting mat (type, size, orientation, etc.) in order to see how your cut files will fit into the space on the cutting mat of your cutting machine.

#### To set cutting mat properties:

1 Select the Cutting Mat tool.

   The cutting mat appears on the workspace, and the cutting mat and registration marks tabs appear in the properties panel.

2 On the properties panel, select the Cutting Mat tab.
   You see the Cutting Mat properties.

   ![Cutting Mat properties panel]

3 In the Cutting Mat field, select the type of cutting mat you will be using from the drop-down list.

   If you choose Custom, the Size fields (height and width) will become editable, and you can enter new values for these dimensions.
4 If required, rotate the cutting mat by clicking the appropriate radio button: 0, 90, 18, or 270 degrees.

5 Enter the page size of the cutting medium.

6 Select the orientation of the cutting medium: Portrait or Landscape.

7 To hide the cut border (shown in red), deselect the Show Cut Border check box.

8 Click Apply. The properties of the cutting mat will be adjusted accordingly.

To set Registration Mark properties:

1 On the Properties Panel, select the Registration Marks tab. You see the Registration Marks properties.

2 In the Type drop-down list, choose the type of registration marks to show (or select None to show no registration marks).

3 Input the size of the registration marks; choose a value between 5.00 mm and 20.0 mm.

4 Input the thickness of the registration marks; choose a value between 0.30 mm and 1.00 mm.

5 Select the position of the registration marks – Normal or Inverted.

6 If required, adjust the Cut Border margins by entering new values in the Margins (mm) fields - left, right, top, and bottom.

7 Click Apply. The Registration Marks will be adjusted accordingly.

Transforming Artwork

Using the Transform Artwork Tools

The Transform Artwork tools are a set of options for editing artwork segments. These can be used when two or more overlapping artwork segments are selected.

Transform Artwork tools can be applied two different ways – by using the tools on the Modify toolbar, or by right-clicking on the selected artwork and selecting the tool from the context menu.

To apply the Transform Artwork tools:

1 Select two or more overlapping artwork segments.

2 On the Modify toolbar, click the down-arrow next to the Transform Artwork tools and select one of the following:
   - Remove Overlapped Artwork
   - Weld
   - Intersect
   - Exclude
   - Trim
- Divide
- Back Minus Front
- Front Minus Back
- Crop
- Knockout

The selected segments will be modified accordingly.

You can also apply these tools by right-clicking on the selected segments and selecting Transform Artwork.

**Remove Overlapped Artwork**

Remove overlapped artwork will remove the portion of a filled artwork path that is overlapped by another filled path. If the two fills are the same color, they will be merged into a single path; if they are different colors, they will remain as separate layers.

**Weld**

The Weld tool merges all selected artwork into one segment. The shape of the new segment combines all of the selected segments. All overlapping areas will be removed from the new segment.

If one or more of the selected segments are overlapping and contain a hole, the holes will be united together.

**Intersect**

The Intersect tool preserves the overlapped area of selected artwork segments and deletes the remaining areas. The overlap area is now one segment.

In order for the Intersect tool to work, all of the selected segments must overlap in the same area.
Exclude

When you use the Exclude tool, all overlapped areas of selected segments are deleted and the remaining areas are preserved. The artwork segments remain separate.

Divide

The Divide tool slices intersecting artwork into separate segments. The slices are made at each point where two outlines intersect, and new outlines are created to close the resulting gaps.

Trim

The selected segments remain separate after you use the Trim tool. This tool will delete any outline of a segment that below in the layering. For example, if segment 1 is below segment 2, any area of Segment 1 that lies underneath Segment 2 will be removed from Segment 1.

Front Minus Back

The Front Minus Back tool removes the back path, plus the part of the front path that overlaps the back path.
Back Minus Front
The Back minus Front tool removes the front path, plus the part of the back path that is overlapped by the front path.

Crop
When the Crop tool is applied to a number of overlapping artwork segments, all areas that are not overlapped by two or more of the shapes will be removed.

Knockout
With the Knockout tool, the order of the layers (i.e. which is on top, and which is underneath) is key to how the artwork is processed. Knockout removes the overlapped portion of the lower segment, leaving the non-overlapped portion. The portion of the top segment that overlaps the lower segment is retained, and the portion that does not overlap the lower segment is removed.

Creating an Outline with the Boundary tool
Use the Boundary tool to generate an outline artwork path that traces the edges of all selected paths. The boundary path is put into a new layer, and the original artwork is not affected.

To use the boundary tool:
1. Select two or more artwork segments.
2 On the Modify toolbar, select the Boundary tool icon.

    A new artwork path, surrounding all the selected segments, is generated; the original segments are left as they are.

**Simplify and Smoothen Artwork**

To reduce the number of nodes in an artwork segment, you can apply the Simplify Smoothen function. This automatically optimizes the curves in an artwork segment, while maintaining its original shape.

The Simplify Smoothen features tolerance sliders, which allow you to adjust the degree of precision of the tool (i.e. how closely the original curve is followed), and the degree to which sharp angles are preserved.

**To use Simplify Smoothen:**

1. Select an artwork segment.
2. Right-click, and select “Simplify/Smoothen” from the context menu.
   
   You see the Simplify Smoothen dialog.

3. If required, adjust the tolerance sliders; note, however, that in most cases, the default values will be sufficient.
   - Curve precision: Determines how closely the path of the original artwork will be followed - adjust between 1% (less precision) and 100% (highest precision). The lower setting will result in a greater reduction in the number of nodes.
   - Angle tolerance: Determines the range of angles that will be preserved during the smoothing; adjust between 10 degrees and 60 degrees.
   - Distance tolerance: Sets the minimum size of a “corner” (space between two nodes) that will be considered for the purposes of smoothing.

4. Click OK. The artwork will be optimized to reduce the number of nodes.

   Top, a traced artwork path before Simplify Smoothen is applied; bottom, after Simplify Smoothen is applied. Notice the dramatic reduction in the number of nodes in the outline.
Outline to Path Tool
If your design includes linear artwork, the Outline to Path function helps to create usable cut files from this artwork.

Normally, when a line is drawn using an artwork tool (e.g. with the Pen tool), and you give it a thick stroke using the Pen width property, it will still only have a single line down the middle of the stroke. This will not generate a two-dimensional line when you export it as a cut file; it will be exported as a simple linear path.

In order to give the linear segment the proper “thickness,” you can use the Outline to Path tool on the right-click menu. This creates a path that follows the outside of the stroked line, giving it the proper dimensionality when it is exported as a cut file.

To apply the Outline to Path tool:
1. Select an artwork segment.
2. Right-click, and select “Outline to Path” from the context menu.
   A path and nodes will be generated to outline the stroke of the selected artwork.

Using Text Tools
Text tool
You can create simple text items with the Text tool. They start out with normal proportions for the font, and can be adjusted by clicking and dragging the handles at the corners and sides of the selection frame.

To create a text:
1. On the Modify toolbar, select the Text tool.
2. Click once in the design window. You see default text “My Text” appear in the design window. You will need to make changes to this text in the Properties box.
3. In the Properties box, click the Text tab.
4. In the text box, change the default text accordingly.
5. Make any other changes in the Text Properties box.
   For more information on changing normal text settings in the tabs, see “Normal Text Properties”.
6. Click Apply. Your text will change accordingly.

Circle text
Text on a circular path is created using the Circle Text tool. When the text is first created, it is given a default font height and circle diameter, which can be adjusted using the text tools.
To create Circle Text:

1. On the Modify toolbar, click the Text tool. 
   You see the text fly-out menu.
2. On the fly-out menu, click the Circle Text tool.
3. Click once in the design window. 
   A Circle Frame appears in the workspace.
4. In the Properties Panel the desired text into the “Upper Text” and “Lower Text” fields. 
   Text typed in the Upper Text field will by centered at the top of the circle, and will run clockwise, while text typed in the Lower Text field will be centered at the bottom, and run counter-clockwise.
5. Right-click to complete the text segment. 
   Your text appears in the design. You can now make any other changes to the text segment in the Text Properties box.
6. To choose a new font (i.e., other than the currently selected one) for the text string at this point, do the following:
   • In the Text area of Properties Panel, click in the Font field to select it.
   • Click the down-arrow to the right of the font field. 
     You see a list of fonts.
   • Select the desired font from the list. 
     A preview of the newly selected font is now displayed at the top of the properties panel.
   • Click Apply in the Properties Panel.

Vertical text

Vertical Text items are created using the Vertical tool. In a Vertical text path, the letters are orientated normally (on the horizontal), but the text string runs vertically.

To create Vertical Text:

1. On the Modify toolbar, click the Text tool. 
   You see the text fly-out menu.
2. On the fly-out menu, click the Vertical Text tool.
3. Click once in the design window. 
   A vertical text frame appears in the workspace.
4. To choose a new font (i.e., other than the currently selected one) for the text string at this point, do the following:
   • In the Text area of Properties Panel, click the down-arrow to the right of the font field. 
     You see a list of fonts.
   • Select the desired font from the list. 
     A preview of the newly selected font is now displayed at the top of the properties panel.
   • Click Apply in the Properties Panel.
5. In the text field of the properties panel, enter the desired text string.
6. Right-click to complete the text segment. 
   Your text appears in the design. You can now make any other changes to the text segment in the Text Properties box.
Path Text

The Path Text tool creates lettering that follows a set linear path. For example, you can use the Path tool to create text that bends to follow the curved edge of a garment.

The software includes with a set of shapes already installed for you to choose from, or you can create and save your own shape, using the Edit Shape command. (See Tip: Creating Path shapes, below).

To create text along a path:

1. On the Modify toolbar, click the Text tool.
   You see the text fly-out menu.
2. On the fly-out menu, click the Path Text tool.
3. Click once in the design window.
   You see the Select a text path dialog.
4. Select one of the paths from the Select a text path dialog.
   The Select a text path box closes, and you see a blank text frame of the chosen shape in the design window.
5. Select a font for your text by doing the following:
   - In the Text area of Properties Panel, click the down-arrow to the right of the font field.
     You see a list of fonts.
   - Select the desired font from the list.
     A preview of the newly selected font is now displayed at the top of the properties panel.
   - Click Apply in the Properties Panel.
6. Type in the text.
7. Right-click to complete the text segment.
   Your text appears in the design. You can now adjust its properties in the Text Properties box; for more information on changing text settings, see “Text Properties”.
8. Click Apply.
   Your text will change accordingly.

Tip: Creating new Path Shapes

In addition to the existing Path Text shapes, you can create and save your own shape, using the Edit baseline command.

To create a custom path:

1. Select the Path Text tool and use it to create a text segment.
2 With the Path Text still selected, right-click and choose Edit baseline from the options menu. The baseline shape appears along the bottom of the text, showing the anchor points (blue squares).

3 To add new anchor points to a Path Text baseline, do the following:
   • Right-click on the line.
   • From the context menu that appears, select Add Point. A new anchor point is added to your baseline.

4 Click and drag the anchor points and direction lines to modify the shape of the baseline.

5 Right-click to redraw the lettering so that it follows the new curve.

6 To save your custom shape, right-click and choose “Export Text Path” from the options. The new Text Path will now appear in the Select paths dialog when you use the Text on a Path tool.

To create a new Monogram Template:
1 On the Modify toolbar select the Monogram Template tool. You see the Monogram Templates dialog.

2 In the Monogram Template dialog, select one of the styles from the column on the left side of the dialog.

3 In the Text area, type your lettering into the appropriate text field.

4 (Optional) To apply different fonts to each letter in a multi-letter monogram, click the “Multiple fonts” radio button at the bottom-left corner of the dialog.

5 Select the Font for the monogram from the fonts field. By default, the fonts available will be those loaded with Craft-N-Cut software; however, you can select the “TTF” check box to choose from the list of TrueType fonts available on your operating system.
To change the height of the letters in monogram, click the “+” or “-” on the Font Height area.

Note that if two different fonts have been selected for the monogram, there will be separate height fields for each.

When all your changes have been made, click OK.
*The design appears in the workspace.*

**Font Play**

If you want to preview some text in a number of different fonts and colors, you can do this very quickly and easily using the Font Play tool. This tool allows you to create a text string and view it in any available font. It also includes the option of making a print-out of the text segment.

To preview text in the Font Play tool:
1. On the Modify Toolbar, select the Font Play tool.
2. You see the Font Play dialog.

In the Text area, choose one of the following options, by selecting the corresponding radio button:

- **Default:** The default text (“The quick brown fox jumped over the lazy dog”) appears in the preview frame.
- **Letters:** All the letters in the selected font will be previewed.
- **Custom:** Use this option to preview the text of your choice. When this option is selected, a new Text dialog will open. Enter your text into the dialog, and click OK to display it in the Font Play dialog.

To replace or edit the Custom text, click the button to the right of the Custom radio to re-open the Text dialog.

4. To choose the color for the text, do the following:

   - Click in the color “swatch” on the dialog.
   - You see the Import Color dialog.
   - Select the palette you want from the Color Palette Name drop-down list.
   - The color palette changes accordingly.
   - Select the desired color from the palette.
   - If you know the name of a particular color in the selected palette, you can search for it by clicking on the “find” button.

   - Click Import.
   - The text color changes accordingly.

5. In the Font area, select the font type – Craft-N-Cut or TrueType.

6. Filter Option: By default, all available fonts will be displayed on the list; to see only the outline fonts, select Outline in the Filter field.
7 In the font list, click the name of a font to view the sample text in that font. You see the text string change to the selected font.

8 To create a print copy of the text string, do one of the following:
   • (Optional) Click Settings to change your printer settings prior to printing.
   • To send the text to be printer directly, click the Print button. You see the Print dialog; click OK to print.
   • To preview before printing, click Preview. You see the Print Preview dialog. In addition to showing the sample message rendered in the selected font, it also displays a list of the characters in that font.

9 Click Print to print the text. The text will be printed.

Click Import to open the text in the design window, or click Close to close the Font Play dialog without importing.

Text Properties

Adjustments specific to text type paths are made on the Text tab of the Properties Panel.

The Text tab allows you to set a number of different text parameters. The following sections describe these settings.

Letter Height

The height property refers to the tallest letter in the font. Thus, if an uppercase letter is followed by lowercase letters, the uppercase letter will typically be larger, and its height will be set to your preference here.
Selecting the Font
Immediately below the text box is an image showing a sample of the font. The font may be selected from the drop-down list in the font field, to the right of the font image. You can click on the down-arrow to see a list of the fonts.

If you would like to scroll through the list of fonts and see what they look like, click on the down-arrow and use the up and down arrows on your keyboard to move through the font list. This allows you to preview the fonts without having to select each one.

Selecting TrueType® Fonts (TTF)
Check the "TTF" box on the Text Properties panel to see the list of available TrueType® fonts. The list of fonts shown in the Fonts drop-down list will change to show the available TrueType fonts.

TrueType fonts, unlike regular fonts, are not installed with the software; therefore, only those TrueType fonts installed on your own system will be available to you.

Viewing a Font’s Available Characters
There is a display on the Text tab that shows you what characters you can type – click on the ‘?’ button, located next to the font name. You can also place your cursor over the preview image of fonts to view the list of available characters.

Font Fill Style
From the Style drop-down list (on the Artwork fill tab) you can also choose the stitch effect (Solid, Pattern, or None) that you want to apply to the text.

Spacing
The spacing control adds a specific amount of space between each letter. Thus, if you wanted to space your letters out further, you can enter 2 here and click ‘Apply’. You can also use this parameter to make the spaces between the letters less than zero.

If the spacing is set at zero the normal kerning operation for the font is used. To adjust the letter spacing individually, you can click and drag the kerning handles on each letter.

Line Spacing
This allows you to set the distance between lines of text based on a percentage of the text height. The default is 25%, but you can adjust that up or down to improve your results or to squeeze more text into your hoop.
Width Percentage
The purpose of Width Percentage is twofold: To adjust the width of the text item for appearance, or to compress the text for more precision in the final output size. The width adjustment is set in terms of percentage, and automatically gets updated as you drag the Width handle on the text item.

Slant Setting
Use the Slant setting to create a slanted effect for your lettering. Slant changes the degree value of the slant on your lettering. A negative value slants your lettering to the left; a positive value slants it to the right.

Alignment
The alignment is applicable only to multi-line text. The choices are Left, Center and Right.

Using Save2Cut
The Save2Cut feature is a quick way to save a design with the settings for cutting designs from a particular type of material or fabric. Depending on the material and some of the characteristics of the design, Save2Cut will also suggest tips about how to proceed with cutting the pieces.

To use Save2Cut:
1 Create a new design, or open an existing one.
2 Do one of the following
   • On the File toolbar, select the Save2Cut tool.
   • From the menu bar, select File—Save2Cut.
You see the Save2Cut dialog.
3 On the dialog, select the following:
   • Brand of machine.
   • Type of Material/Fabric.
4 Click Next.
You see the Save2Cut Print dialog.
The dialog displays a summary of information about the cut file, such as the type of cutting machine, the type of material, and the cutting mat size. It also gives instructions for how to perform
the cut, including special instructions (if applicable) that apply specifically to the type of material you are cutting. This page also contains a live link to an instructional video appropriate the type of material.

5 (Optional) To print a hard copy of the information and instructions, click Print.

6 Click Finish.
   You see a Save as dialog.

7 Enter a file name in the File name field.

8 From the drop-down list in the File type field, select the artwork file type you want to save as.
   The artwork file will be saved, and a worksheet of the cut file will open in the workspace.

   The worksheet will include an image of the cut file, plus the information summary. You can print the worksheet, or select Close to return to the design.
CHAPTER 3
Creating & Editing Artwork
CHAPTER 4

Using the Embroidery & Rhinestone Tools

You can use Craft-N-Cut's built-in embroidery and rhinestone tools to add elements to projects.

There are two ways of creating embroidery and/or rhinestones - by digitizing new segments with the digitizing tools, or by selecting an existing artwork segment and converting it.

Topics covered in this chapter:

• Creating Run stitches.
• Creating Appliqué borders with the Appliqué tool.
• Converting artwork segments to embroidery
• Adjusting properties of embroidery segments, both Run and Appliqué.
• Creating and editing Rhinestone segments.
Using the Digitizing Tools

The digitizing tools can be used to create embroidery segments directly, without having to convert from artwork. The segments are digitized by placing anchor points by clicking in the design’s workspace window.

Creating Run Stitches

Use the Run tool to create Run stitches. A Run stitch is a basic straight stitch that is placed along a line at a set interval.

For more information on changing the properties of Run Segments, see the section “Embroidery Properties—Run Properties,” below.

To create Run stitches:

1. On the Design toolbar, click the Run tool. The cursor changes to a small cross.
2. Click in the design workspace to place the anchor points in the desired shape.
   - Left-click to place straight points.
   - Left-click and press CTRL to place curved points.
3. Right-click to complete the segment. The Run segment is generated.
4. To create a closed segment, select it with the Select tool, and then click on the Close shape tool.

Creating Appliqué Stitches

Use the Appliqué tool to create appliqué border stitches. An appliqué border is similar to a Steil stitch border, with the addition of run segments, which serve as positioning and tack-down stitches.

Once the Appliqué border has been created, you can choose the border type (Satin, Motif or Blanket stitch), and adjust its other properties.

For more information on changing the properties of Appliqué segments, see the section “Embroidery Properties—Appliqué Properties,” below.

To create an Appliqué stitch segment:

2. Click in the design workspace to place the anchor points in the desired shape.
   - Left-click to place straight points.
   - Left-click and press CTRL to place curved points.
3. To create a closed segment, click on the Close shape tool after placing the final anchor point.
4. Right-click to complete the segment. The Appliqué stitches are generated.
Converting Artwork to Embroidery
You can use the Stitch Effects tools (Run or Appliqué) to convert the selected artwork segment to embroidery in one easy step.

Converting Artwork to Run Stitches
You can convert art segments into Run stitches. A Run stitch is a basic straight stitch that is placed along a line at a set interval. When you create Run stitches, each point that you punch will be a stitch penetration.

To create Run stitches:
1. Select one or more segments you want to convert.
2. From the Stitch Effects toolbar, select the Run tool.
   You see the segment(s) altered accordingly.

Converting Artwork to Appliqué Stitches
Use the Appliqué tool to create an appliqué border around your design segments.

To convert artwork to Appliqué:
1. Select one or more segments you want to convert.
2. From the Stitch Effects toolbar, select the Appliqué tool.
3. In the Properties box, make any necessary changes and click Apply.

Converting an Object to Artwork
Craft-N-Cut allows you to easily convert outline embroidery segments into artwork shapes.

To create artwork segments:
1. Select one or more segments you want to convert.
2. From the Stitch Effects toolbar, select the Artwork tool.
   You see the segment(s) altered accordingly.
3. In the Properties box, make any necessary changes and click Apply.

Embroidery Properties
Using the Properties Panel, you can adjust the settings of the various types of embroidery stitch segments that you can create in Craft-N-Cut.

Run Properties
In the Properties Panel, you can make the following adjustments to Run segments.

Setting the Length for Run Stitches
You can control the length for Run stitches using the Stitch Length setting. You set the stitch length using the Properties box.

To change the stitch length:
1. Select the Run segment.
2. In the Properties box, click the Run tab.
3 In the Stitch Length box, enter the stitch length.
4 Click Apply.

Choosing a Style for Run Stitches
You can choose a style for Run stitches to create unique stitch effects for detailing or borders.

To choose a style:
1 Select a Run segment.
2 In the Properties box, click the Run tab.
3 From the Type list, select one of the following run types:
   • Single Run.
   • Double Run.
   • Bean.
   • Motif.
   • Needle Up. Creates a jump stitch. The machine will jump from one position to the next without penetrating the fabric.
4 Click Apply.
   You see your segment altered accordingly.

Adjusting the Spacing between Motif Stitches
You can create unique embroidery designs by altering the spacing between motif run stitches.

To change the spacing between motif run stitches:
1 Select a Run segment.
2 In the Properties box, click the Run tab.
3 From the Motif list, select the motif pattern you want to use.
4 In the Run spacing box, enter the amount of spacing you want between motif run stitches.
5 Click Apply.

Appliqué Properties
The following sections summarize the adjustments you can make to an Appliqué segment.

Adjusting Satin Settings for an Appliqué border
After you select the Appliqué stitch type, you can adjust any of the default settings available. You must make all changes to the Appliqué stitches in the Appliqué box.

To adjust Satin stitch settings:
1 Select the Appliqué segment.
2 In the Properties box, click the Appliqué tab.
3 From the Appliqué type list, select Satin.
4 In the Appliqué width box, enter the width of the satin stitching.
5 In the Appliqué density box, enter the density of the Satin stitching.
6 In the Appliqué Inset box, set the percentage inset for the satin stitches.
7 Click Apply.
   You see the segment altered accordingly.

Adjusting Blanket Settings for an Appliqué Border
After you select the Appliqué stitch type, you can adjust any of the default settings available.
To adjust blanket settings:
1. Select the Appliqué segment.
2. In the Properties box, click the Appliqué tab.
3. From the Appliqué type list, select Blanket. *You can adjust any of the default settings that are available for the Blanket stitching.*
4. In the Appliqué width box, enter the width of the Blanket stitching.
5. In the Blanket density box, enter the spacing for the Blanket stitching.
6. Click Apply.
   *You see the segment altered accordingly.*

Adjusting Motif Settings for an Appliqué Border

After you select the Appliqué stitch type, you can adjust any of the default settings available.

You must make all changes to the Appliqué stitches from the Appliqué box.

To adjust motif settings:
1. Select the Appliqué segment.
2. In the Properties box, click the Appliqué tab.
3. From the Appliqué type list, select Motif. *You can adjust any of the default settings that are available for the Motif stitching.*
4. From the Motif list, select a Motif pattern that will be used as the Appliqué stitching.
5. In the Motif stitch length box, enter the motif stitch length. The motif stitch length affects the size of the motif and represents the length (width) of each motif pattern.
6. In the Appliqué Inset box, set the percentage inset for the satin stitches.
7. Click Apply.
   *You see the segment altered accordingly.*

Adjusting the Placement and Tack Down settings

On the Appliqué Extra tab, you can set parameters for the Placement stitches and tack down stitches. You can set the stitch length for them, as well as the degree of offset from the outline.

To adjust Placement stitch settings:
1. Select the Appliqué segment.
2. In the Properties box, click the Appliqué Extra tab.
3. In the Stitch length field, enter a stitch length for the Placement stitches.
4. Select the amount of offset from the original artwork outline - a negative value to move it inside of the outline, a positive value to move it outwards from the outline.
5 Click Apply to save the changes.

To adjust Tack Down stitch settings:
1 Select the Appliqué segment.
2 In the Properties box, click the Appliqué Extra tab.
3 Select the tack down type: Run or Zigzag.
4 For a Run tack down, do the following:
   • In the Stitch length field, enter a stitch length for the Placement stitches.
   • Select the amount of offset from the outline - a negative value to move it inside of the outline, a positive value to move it outwards from the outline.
5 For a ZigZag tack down, do the following:
   • In the Width field, enter the width of the ZigZag tack down stitch.
   • In the Density field, enter a density value of the ZigZag tack down stitch (determines how close together, or 'tight' the ZigZag will be.
6 Click Apply to save your changes.

Adding a background Pattern to an Appliqué

On the Appliqué Properties panel, there is an option to add a background pattern to display within the appliqué border. You can select either from a list of patterns provided, or import your own image file to use as a background.

To display a pattern in an Appliqué segment:
1 Select the Appliqué segment.
2 In the Properties panel, click the Pattern button.
   You see the Pattern dialog.

3 Select a background pattern from the dialog by clicking the corresponding swatch.

   If you want to use your own images for Appliqué backgrounds, you can import them using the Add... button.
   You can also crop and rotate the selected image, if required.

4 Click OK.
   The selected pattern appears within the Appliqué border.

To remove the fabric background from the appliqué, click the Select button again to re-open the Fabric dialog.

   In the dialog, select the "None" swatch, and then click OK to close it. In the design, the background of the shape will be cleared.
Sew-out Settings for Appliqué

Normally, Appliqué embroidery will always include a placement stitch, a tack down stitch, and finish or border stitch. However, in the properties panel, there is an option to disable sewing on one or more of these components.

There are three check boxes at the bottom of the panel, corresponding to each component of the Appliqué; by default, all three will be ‘on’, that is, enabled. In cases where you do not want one of these component to be sewn, uncheck its box, and that part of the segment will not be sewn out.

Adjusting the Stitch Commands Properties

Changing a segment’s Start and End commands

Using the properties panel, you can add specific machine commands to the start and/or end of embroidery segments – such as trims, stops, and jumps.

To add a machine command:
1. Select an embroidery segment.
2. Open the Properties panel, and click the Commands tab.
   
   You see the Commands settings.

3. In the Start Command list and Stop Command list, select one of the following commands:
   • **Normal**: Inserts a normal stitch.
   • **Trim**: Trims the thread.
   • **Jump**: Inserts a jump command, creating a stitch with the needle up.
   • **Stop**: Stops the machine.
   • **Frame Out**: Moves the embroidery machine’s frame out to allow the
Adding Tie in and Tie off Stitches

To keep the end stitches of a segment from ‘pulling’, you can add Tie in and/or Tie off stitch commands. These commands add a short series of overlapping stitches at the entry and exit points of the segment, effectively pinning down the two ends of the selected segment.

To add or remove Tie in and Tie off segments:
1. Select an embroidery segment.
2. Open the Properties panel, and click the Commands tab.
   You see the Commands settings.
3. Do one of the following:
   - To add a Tie-in or Tie-off, choose basic from the corresponding field.
   - To remove a Tie-in or Tie-off, choose none from the corresponding field.
4. Click Apply.

Adding Rhinestones to a Design

Craft-N-Cut includes a variety of tools to create and edit rhinestone segments. Using these tools, you can place rhinestones along artwork segments, move individual rhinestones along a path, or fill shapes with rhinestone.

Like embroidery, the color of the rhinestones in the workspace is changed by selecting the segment and then clicking a color in either the Design palette or the Color palette.

Placing Single Rhinestones

Use the Single Rhinestone tool to place individual rhinestones on a design.

To place single Rhinestones:
1. On the design toolbar, select the Single Rhinestone tool.
   You see the Single Rhinestone dialog.
2. Select a size from the drop-down list; the default is 3.30 mm (10ss). Click OK to close the dialog.
   The cursor now has the outline of a rhinestone next to it, indicating that the tool is active. (effectively, the cursor is “loaded” with a rhinestone of the size selected above).
3. Click in the workspace where you want to place the rh. You can keep clicking to place more rhinestones of the same size.
4. Right-click when done placing rhinestones.
   You will now be back in Select mode.
Using the Rhinestone tool

The Rhinestone tool lets you digitize rhinestone as you would digitize a Run stitch. All you need to do is place the points of the line and complete the segment.

To create a line rhinestone segment:
1. On the Design toolbar, click the Rhinestone tool.
   *The cursor changes to a small cross.*
2. Click in the design workspace to place the anchor points in the desired shape.
   - Left-click to place straight points.
   - Left-click and press CTRL to place curved points.
3. Right-click to complete the segment. *The rhinestones are generated.*

Converting to Rhinestone Fill

You can convert any selected outline segment to a linear rhinestone segment using the Rhinestone tool on the Stitch Effects toolbar.

To convert artwork to rhinestone:
1. Select one or more outline (artwork) segments you want to convert.
2. From the Stitch Effects toolbar, select the Rhinestone tool. *The segment(s) will now be converted to rhinestones.*
3. In the properties panel, modify the properties of the segment as needed. See “Rhinestone properties”, below.

Using the Rhinestone Fill tool

The Rhinestone Fill tool lets you digitize complex shapes filled with rhinestones.

To create a rhinestone fill segment:
1. On the Design toolbar, select the Rhinestone Fill tool.
2. Click in the design workspace to place the anchor points in the desired shape.
   - Left-click to place straight points.
   - Left-click and press CTRL to place curved points.
3. To create a closed segment, click on the Close shape tool after placing the final anchor point.
4. Right-click to place the angle line. The angle line shows the direction of the rows in the fill. You can click and drag the black beads and either end of the angle line to change the orientation of the rows of rhinestones.
5. Right-click to complete the segment. *The rhinestones are generated.*

Converting to Rhinestone Fill

You can convert any outline segment to a Rhinestone fill segment using the Rhinestone Fill tool on the Stitch Effects toolbar.

To convert a segment the Rhinestone fill:
1. Select one or more segments you want to convert.
2 From the Stitch Effects toolbar, select the Rhinestone Fill tool.

3 In the Properties panel, make any necessary changes to the settings. See “Rhinestone fill properties”, below.

4 Click Apply.

Editing Rhinestone Properties

Rhinestone Properties
To set the properties of a Rhinestone segment, open the Properties panel and select the Rhinestone tab.

You can set the following properties for a (linear) rhinestone segment:

- **Size**: Click the down-arrow to open the drop-down list of rhinestone sizes.
- **Spacing**: Set the space between rhinestones, in mm.
- **Ends**: This determines how the rhinestones will be placed at the beginning and end of the line.
  - Select **Centered** to have the rhinestone centers placed on the end points of the curve.
  - Select **Edge** to have the outside edges of the rhinestones placed on the end points of the curve.

Remember to click Apply to see the changes.

Rhinestone Fill Properties
The properties of Rhinestone Fill are set in the properties panel; the Size and Spacing settings are found on the Rhinestone tab, and all the other properties are found on the Rhinestone Fill tab.

You can set the following properties for a Rhinestone Fill segment:

- **Size**: Click the down-arrow to open the drop-down list of rhinestone sizes.
- **Spacing**: Set the space between rhinestones, in mm.
- **Fill Type**: From the Fill type drop-down list, select one of the following:
  - **Standard**: Rhinestones will sew back and forth parallel to the direction line.
  - **Cascade**: Creates a Rhinestone fill which follows the direction the segment outline.
- **Inset**: Enter value (in mm) in this field to create a space between the original artwork outline and the rhinestones in the fill.
- **Line Spacing**: Enter the desired spacing between the rows of the rhinestone fill.
- **Fitting Tolerance**: By default, rhinestones do not go outside of a segment shape. To allow rhinestones to go outside of a segment shape, enter a value in the Fitting Tolerance box.
- **Fit To Outline**: Select to have rhinestones fit as best as possible within the outline shape. The gaps between rhinestones and the shape are minimized. When selected, more rhinestones are created and spacing is adjusted slightly.
- **Pattern offset**: This setting determines the degree of offset (in mm.) each row of the fill will be offset from the previous row. If the offset becomes large enough, a new rhinestone will be generated to fill the space.
- **Overlap filter**: (Applies to Cascade rhinestone fill only): Since rhinestones cannot be allowed to overlap at all, there needs to be a way to determines how overlapping rhinestone are handled when they do occur during segment generation. Choose Merge to place in a space between the locations of the overlapping rhinestones, or Remove to just remove one of them, leaving the other where it was original.
- **Border**: (Applies to Cascade rhinestone fill only): Choose On Outline to have the rhinestones go right along the original segment outline, or Inside outline to have them start inside the outline.

### Editing Rhinestones

The Rhinestone Edit tool may be used to edit the rhinestones individually, in either a rhinestone path or rhinestone fill segment. Edit Rhinestones allows you to move rhinestones along an existing path, as well as add or delete rhinestones from the path.
You can also use this tool to add or delete individual rhinestone in a path or fill.

**To insert rhinestones individually:**

1. Select the Rhinestone Edit tool.
2. Select a rhinestone and right-click.
3. Choose Insert from the menu.
   
   *You see that the mouse pointer now has a + sign beside it. This indicates that the tool is in insert mode.*
4. Click in the workspace to place the rhinestone where you want; as long as the Rhinestone Edit tool is in Insert mode, it will place a new rhinestone with each click.
5. Right-click again to exit the insert mode and return to rhinestone edit mode.

**To delete rhinestones individually:**

1. Select the Rhinestone Edit tool.
2. Select a rhinestone and right-click.
3. Select Delete from the menu.

   *The rhinestone will be removed from the segment.*

**Using the Layered Rhinestone Tool**

Sometimes designs that have Rhinestone or Rhinestone Fill areas may contain more than one color and/or size of rhinestones. In such a design, each rhinestone type will be in a separate layer, and separate rhinestone templates will be required for each.

The Layered Rhinestone tool makes it easy to align these templates perfectly. This tool draws a rectangular shape, or “bounding box” for each layer of rh, which will be exactly the same size and shape for each layer. When you output each color (layer) in Save2Cut, the bounding box will be included in the artwork.

**The use the Layered rhinestone tool:**

1. Create a design containing two or more rhinestone colors and/or sizes.
2. Using the Select tool, click and drag in the workspace to select all the rhinestone segments.
   
   *If the design contains only rhinestone segments, you can press Ctrl+A to select all segments.*
3. On the Modify toolbar, click the Layered Rhinestone tool.
   
   *You see that the rectangular bounding box has been drawn around the rhinestone segments; notice that, in the Layers panel, this box appears once for each rhinestone layer.*
4. Output the design to artwork as normal, using the Save2Cut tool.

   For more information, see Creating Artwork—Using Save2Cut.

**Using Presets**

Presets allow you to save a set of segment properties for quick application when converting artwork to a different type of segments. You can create presets for the Run, Appliqué, Rhinestone, and Rhinestone fill “Convert to” tools.

Presets can also be used when converting between segment types; for example, a Rhinestone preset can be applied to a Run embroidery segment.
For example, if there is a particular size and/or color of rhinestone that you use often when creating rhinestone paths, you can create a preset in that style, save it, and then apply it instantly to any selected artwork.

**To create and save a preset:**
1. Create a Run, Appliqué, Rhinestone and Rhinestone fill segment.
2. In the properties panel, select the settings that you want to apply to the new preset. See “Run Properties”, “Applique Properties”, and “Rhinestone Properties” for more information.
3. Click the small down arrow to the right of the corresponding convert tool (i.e. convert to Run convert to rhinestone, etc.).
   *You see the save Preset dialog.*
4. Enter a name for the preset, and click OK.
   *The preset will be saved.
   The next time you select an outline segment and click the down-arrow next to a "Convert to" tool, the preset name you have created will appear on the list.*

**Applying a preset when using the Convert tools:**
1. Select an outline segment.
2. Click on the down-arrow to the right of the convert tool (Run, Applique, Rhinestone, or Rhinestone fill) that you want to use.
   *You see the list of available presets.*
3. Select a preset from the list.
   *The segment will be converted according to the selected preset.*
CHAPTER 5

Special Design Tools

Topics covered in this chapter:

• Converting images to artwork segments using the Auto Artwork Wizard.
• Creating new designs from repeated elements using the Random Sets tool.
• Making a circular pattern of repeated elements using the Circle Sets tool.
• Creating a four-fold repeated design using Corner Sets tool.
• Using the Word Play tool to create text in random patterns.
Using the Auto Artwork Wizard

You can convert vector or bitmap images into artwork segments in a few simple steps using the Auto Artwork Wizard. The image does not need to have each color outlined. You can use images with shading because by cleaning the image, Craft-N-Cut ignores closely related colors. Simply choose an image and follow the instructions that the wizard gives you.

To use the Auto Artwork Wizard:

1. Do one of the following:
   - Choose Tools—Auto Artwork Wizard.
   - From the Modify toolbar, click the Auto Artwork Wizard tool.
   
   You see the Auto Artwork Wizard window.

2. Click Select Image to choose the type of file you want to digitize.

   You can also autodigitize a scanned image by clicking Acquire on the first wizard page. For more information, see "Scanning Images".

3. Click Next.

   You see the Auto Artwork Wizard - Image Transformations window. When you auto digitize bitmap files such as *.jpg or *.bmp files, you can crop, rotate, and resize the image.

4. In the Set new image size area, enter a width or height to change the image size proportionately.

5. To reset, click Reset Size.

6. Click Transform to do any of the following to the image:
   - Flip horizontally.
   - Flip vertically.
   - Rotate 90 Clockwise.
   - Rotate 90 Counterclockwise.
   - Rotate 180.

7. To crop the image, select only the portion you want to digitize.
   - Place the mouse pointer over the black dots around the image and drag in the selection box.
   - If you are unhappy with your selection, click Select All to select the entire image again.
8 Click Next.
You see the Auto Artwork Wizard - Color Reduction window.

9 To add new colors to the color palette, do the following:
- In Zoomed status, click the dropper tool.
- In the Select the Colors area, click on new colors to include in the color palette.
You see each new color appear in the color palette.

10 To reduce the number of colors in the resulting design, select the color and then click Delete.

11 Click the View tools to Zoom In, Zoom Out, or have your image Fit to Window.

12 Click Show/Hide Preview to display the image with the colors you removed.

13 To edit an image with the default bitmap editor, complete the following:
- Click Edit Image.
You see the default bitmap editor program open with your image.
- In the bitmap editor program, make necessary changes to your image.

- To bring the design back to the Craft-N-Cut program, choose File—Save and then click on the X in the top right corner to exit the program.
The revised image will be in the Preview dialog.

14 Click Next.
You see the Auto Artwork Wizard - Vectorize window.

15 To adjust the color tolerance, adjust the slider.

16 Click Update Outlines to update the outlines on the image if you change the tolerance. You also have the ability to include the background color in the resulting design file.

17 Click Finish to digitize the design as artwork and view the design file in the design workspace.
You can use the editing tools to modify the artwork segment and convert it to embroidery segments. For more information, see "Applying stitch types to artwork segments or path segments".
Using the Random Sets Tool

The Random Sets feature uses a selected design element and scatters copies of it randomly in the design workspace. You can create your Random Sets pattern by applying it to the whole design, or just one element of the design.

The Random Sets dialog displays the output size of the design you are creating in the lower right-hand corner of the dialog. These dimensions (width x height) will be updated when you adjust any settings in the dialog that affect the design’s size.

To use the Random Sets tool:

1. Select a design, or some part of a design.
2. On the Modify toolbar, select the Random Sets tool. 

   The Random Sets dialog opens.

3. In the Template Size area of this dialog, enter the size of the area you want to cover in the height and width fields.

4. In the Design Properties area, make any of the following modifications:
   - Change the minimum and/or maximum scale of the individual design elements that will be used to fill the area (the Random Sets tool will make some instances smaller or larger to best fill the space). The maximum and minimum sizes are expressed as a percentage of the original size of the element.
   - Adjust the minimum (closest) spacing between the design elements.
   - Auto Rotate (on by default): When set, allows the tool to rotate the design elements randomly within the scatter. Uncheck this box to force the designs to all be placed with the same orientation.

   - To resequence the overall design so that colors are placed consecutively, check Auto resequence by color.
5 Click the Apply button. 
A preview of the resulting design is displayed in the dialog box.

You can repeat steps 2-5 until you get the look that you want, before generating the segments.

Also, each time the Apply button is clicked, the randomization will be re-done; so, if you are not satisfied with the particular arrangement of the objects the first time, try hitting Apply again until you get one that you like better.

6 Click OK.
The scatter will appear in your design.

Using the Repetitive Sets Tool

The Repetitive Sets tool takes the selected design object and makes copies, which are arranged in a regular pattern of rows and columns in the workspace.

In the Repetitive Sets dialog, you control the number of times the design element repeats (vertically and horizontally), and the separation between them.

There are also options that all allow you to modify the final design. You may include a percentage offset for alternate objects, add a percentage offset between every other row in the design, or flip the objects vertically or horizontally.

To use the Repetitive Sets tool:
1 Select a design element (embroidery or artwork) in the design workspace.

2 On the Modify toolbar, click the Repetitive Sets tool.
You see the Repetitive Sets dialog.

3 In the Settings area, set the number of repeats of the selected object.
   • Enter the number of horizontal repeats in the Number across field.
   • Enter the number of vertical repeats in the Number down field.

4 Enter the desired distance between objects, horizontally and vertically, the Horizontal distance field and the Vertical distance field.

5 In the options area of the dialog, chose any of the following:
   • Check Distance between centers to determine the Horizontal and Vertical separations between objects based on the center of the template object, rather than the extremities.
   • To resequence the overall design so that colors are placed consecutively, check Auto resequence by color.
   • Check Offset every other to add extra separation between every other object in the final design; enter the
percentage (based on the size of the original object) in the percent field.

- Check **Offset every other row** by to offset alternate rows in the final design. Enter the percentage to offset by (based on the size of the original object) in the percent field.

- Check **Flip every other horizontally** to flip every other object in the design in the horizontal direction.

6  Click Apply.
   You see your changes reflected in the Repetitive Sets dialog’s preview window.

   You can repeat steps 3-6 until you get the look that you want, before actually generating the stitches for the design.

7  Click OK
   The repeated design will be generated, and will appear in the workspace.

Using the Corner Sets tool

The Corner Sets tool may be applied to either embroidery or artwork segments. It creates a four-fold copy of the selected design or artwork, with the copied sections flipped through the vertical and horizontal axes.

The Corner Sets dialog also has settings for changing the vertical and horizontal separation between copies, and the angle of each.

To apply the Corner Sets tool:
1  Select an object in the workspace.
2 On the Modify toolbar, click the Corner Sets tool. A dialog opens in front of the workspace; the selected segment is displayed in the Preview window.

3 To adjust the appearance of the repeated design, adjust any of the following:
   • In the Horizontal distance field, input a value for the amount of horizontal separation required.
   • In the Vertical distance field, input a value for the amount of vertical separation required.
   • In the angle field, enter the angle of displacement from the horizontal.

4 To preview how the above settings will affect the appearance of the final design (before generating the stitches) click the Apply button. Notice that the size of the original pattern and the size the final design will be shown in the dialog immediately beneath the Preview pane.

5 (Optional) To resequence the overall design so that colors are placed consecutively, check the “Auto resequence by color” box.

6 When all adjustments have been completed, click OK. The Corner Repeats dialog will close, and the completed design will appear in the workspace.

Using the Circle Sets tool

1 Select the design that you wish to use as the basis for your template.

2 Click the Circle Sets button on the Modify toolbar. The Circle Sets dialog box appears.
3 If you wish, you can adjust the Circle Sets at this stage by doing the following:

- Change the diameter of your circle: With the “Keep aspect ratio” box checked, type the desired size in either the Width or Height boxes of the Properties section of the dialog.

To change the shape of your Circle Sets to an ellipse, uncheck the “Keep aspect ratio” box, and type in new values in the width or height boxes of the Circle Sets Properties section.

- Change the number of times the segment repeats by inputting a new value in the Count box.
- Modify the angle between each segment by typing a new value in the Angle box.
- Change the size of the repeated segments in the template by changing the percentage Scale box.
- Tilt the segments by typing a new value in the Angle box.

4 Click Apply to preview the changes that you have made in the Preview pane.

5 Click OK to place the template in your currently active location.

---

**Word Play**

The Word Play tool is a special type of text tool, that generates a number of words, or text paths, and puts them into the design. The text paths are scattered randomly around within the boundaries of an envelope shape, which you select from the dialog.

Use the dialog to set other parameters of the collage, such as the maximum number of text paths that will be included, the font used, the orientation of the text, etc.

The Word Play dialog also has a preview window, which allows you to get a picture of how the collage will appear, before you actually place it in your design. This allows you to adjust settings, and re-generate the Word Play as often as required to get the right result.

**To use Word Play:**

1 On the Modify toolbar, select the Word Play tool.

   You see the Word Play dialog.

---

[Diagram of Word Play tool]
2 Select the units that you want to use (Metric or Inches) by selecting the appropriate radio button in the Unit Settings area.

3 In the Shape area, do the following:
   - Select one of the outline types from the drop-down list:
     - **Artwork**: The outline shape (envelope) will not have any stitches, but it will appear in the final design as an artwork object.
     - **Run**: The envelope shape will be converted to Single run stitches.

4 In the Text area, do the following:
   - Enter the word (or words) you want to use into the Words field; if you want to have two or more words/phrases appearing separately, they must be separated by commas.
   - Select the font you want to use from the drop-down list.
   - If not using the default height for the selected font, enter a value in the Height field.
   - In the Max Paths field, enter maximum number text segments that you want to include in the collage.
   - The text paths in the finished collage will have colors randomly assigned to them. You can limit the maximum number of colors that will be used by entering the desired value in the Max colors field (up to 15).

5 In the Scale fields (Min./Max.) select the range of the variation in the height of the generated text segments. The minimum and maximum height will be expressed as percentages, where 100% equals the original font height (set in the text area, above).

6 Under Angle, choose the orientation of the text paths:
• **Any**: The paths will be oriented randomly, so as to best fit the chosen envelope.
• **Horizontal**: All text paths will be oriented along the horizontal.
• **Vertical**: All text paths will be oriented up and down.
• **Diagonal**: Text will be placed at a 45° angle.

7 Click Generate to see the Word Play in the dialog’s preview window.

You can check the “3D View” check box in the View Settings area of the dialog to see the Word Play in realistic preview mode.

Sometimes, if there are many paths in the Word Play, the Generate command will take a few seconds to process; a progress bar located along the bottom of the preview window, will display the status of the stitch generation.

8 If required, adjust you shape, text, scale, and angle settings, and re-generate until the desired effect is achieved.

9 When ready to place the Word Play in the design, press OK.

*The Word Play will appear in the workspace.*
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