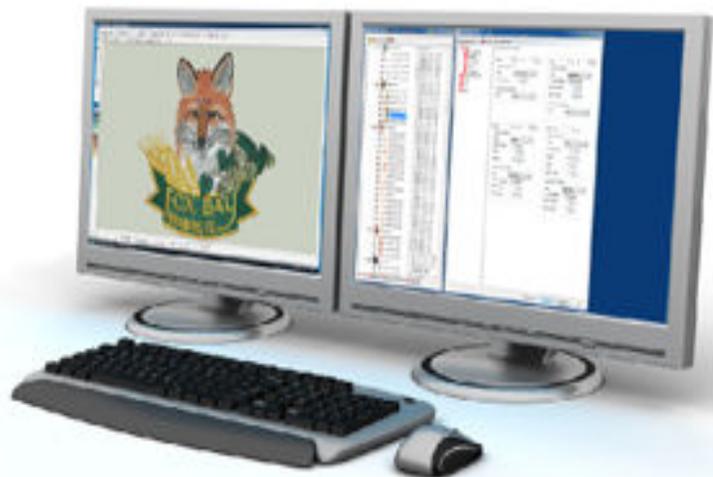


# Quick Reference Guide Lettering V9

## DesignShop

- DesignShop Pro +
- DesignShop Pro
- DesignShop
- DesignShop Lite



## Icon Identification

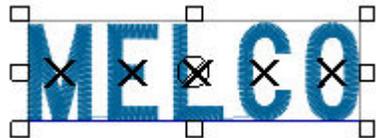
1.  Edit Mode – to deselect elements, click on a blank area of your screen.

2.  Pointer over element – you can move an element.

3. The eight black boxes around an element are scaling boxes. The four corner boxes scale vertical and horizontal. The middle boxes scale just vertical or horizontal.



4. The open boxes around an element are rotating or skewing boxes.



5. Slant angle on screen – click on the center hollowed out box and drag left or right.



6.  Pointer over a digitized straight input point.  
• Select an input point , click on it - it will become filled in 

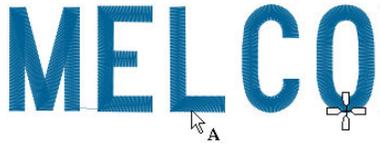
7.  Pointer over a digitized curve input point.  
• Select an input point , click on it - it will become filled in 

8.  Pointer over any wireframe line. Left click to add straight input points. Right click to add curve input points.

## Lettering

### Create a lettering element

1. Click on the lettering tool  on the input toolbar.
2. Left click on the screen workspace (View Window) where you want your lettering text to appear (notice the cursor arrow has an A attached to it).
3. A flashing cursor is displayed on your screen.
4. Start typing your text.



5. Press the *Enter Key* (on the key board) when finished with text.

OR

6. Click on the lettering tool  on the input toolbar.
7. Left click on the screen workspace (View Window) where you want your lettering text to appear (notice the cursor arrow has an A attached to it).
8. Press the enter key on the keypad to go directly to the properties dialog box.
9. Type your lettering in the text box then click on “Apply” or “OK”.

### Re-opening a lettering element properties box

1. With the selection tool, double-click on the text.
2. The Object Properties Box will appear.
3. Make the changes; click on the desired tabs if needed.
4. Click OK.

### Positioning the lettering element

1. Select the text you want to move on the screen by placing your mouse on the center of that text.

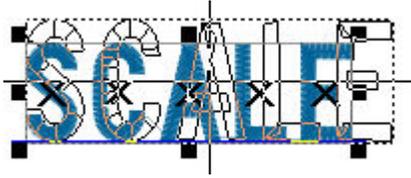
**\*NOTE:** Your mouse pointer will display a 4-headed directional arrow symbol next to it



2. Left click and drag to move the element.

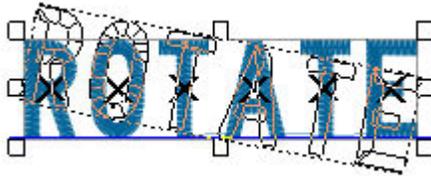
## Scale and rotate lettering elements

1. Click on the lettering element. Click and hold the shift key to scale proportionally (on any of the 4 corner handles). Click and hold alt key to scale from center out (on any of the 4 solid corner handles).

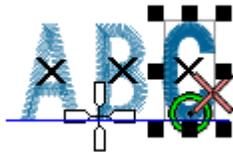


Note: The user will get a wireframe preview when clicking and dragging points on an outline. This feature is particularly important for the user to visually see how big the lettering will be. This feature works the same when moving designs on the screen.

2. Click on the element again to enter rotate mode. Notice that the handles become hollow. Click and hold on any of the 4 open corner handles.



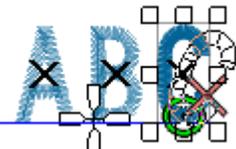
3. Scaling, Rotating and Slanting individual letters
  - Click on the "X" to select the individual letter.
  - Move individual letters left or right. To move the letter up or down, hold the control key on the keypad.



- Scaling individual letters – Use the shift key and click on one of the corner handles to scale proportionally (the object remains a lettering element).



- Rotating/Slanting individual letters – allows the user rotate individual letters. Click and drag on the one of the four corner handles

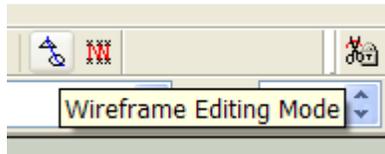


## Wireframe Editing Mode

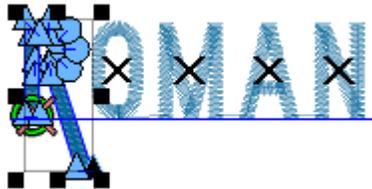
1. Edit the wireframe points as well as entry and exit points
  - Select the letter (Click on the “x” in the center of the letter)



- On the View toolbar, click on the tool “Wireframe Editing Mode”

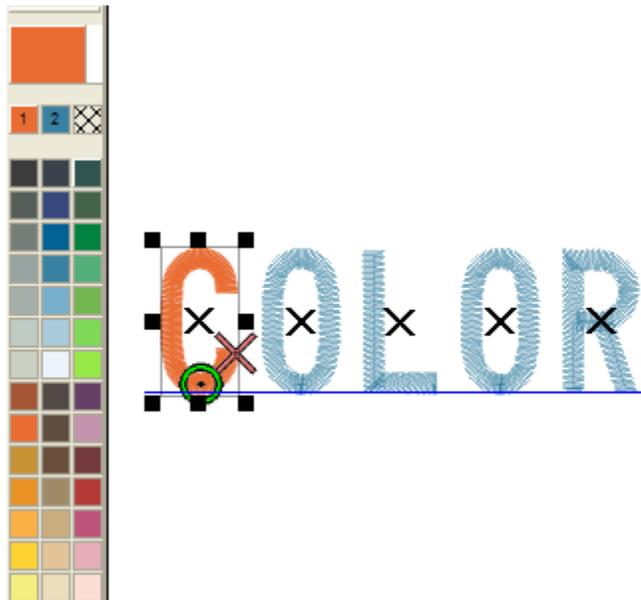


- You will now be able to move each wireframe point as well as the start and exit points. The start point is represented by a green circle and the exit it represented by a red X



## Add color changes between letters

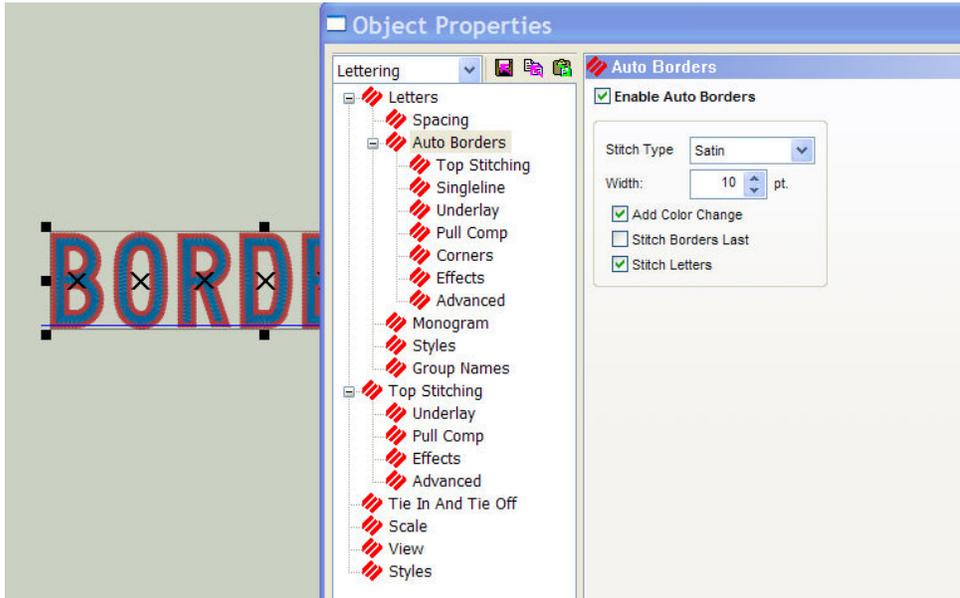
1. Select the letter (click on the “x”) that you want to change the color. Then, click on the color box on left side of screen. Your letter will now be the color you just clicked on.



## Auto Borders

All of the following can be added or changed:

- Stitch Types: Satin or Walk/Bean Stitch, Appliqué and Tackle
- Density/Column Width adjustments or Stitch lengths
- Color Changes/Border sequence
- You also have the option of stitching all the inside of the letters first then the border by selecting – *Stitch Borders Last*



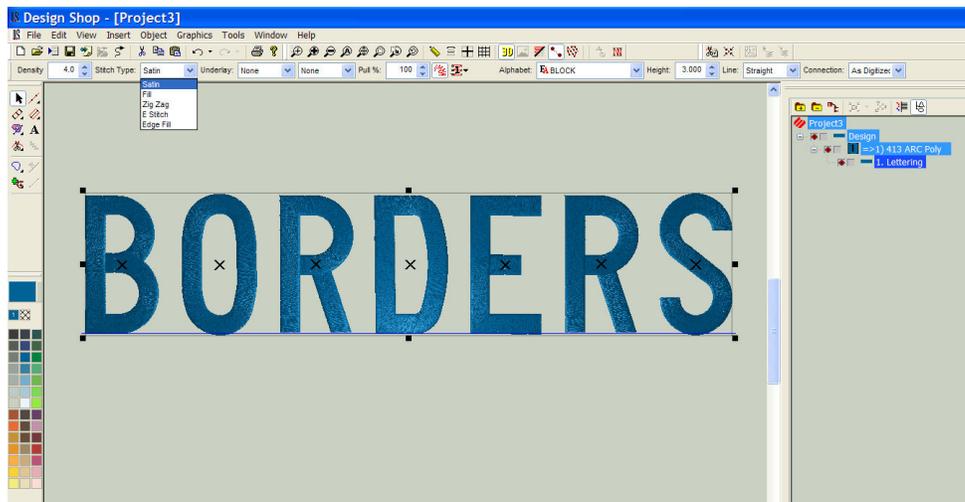
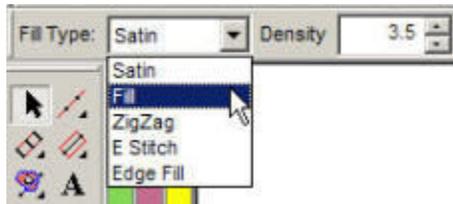
## Using the Dynamic Toolbar to make quick changes to your lettering elements



This toolbar is only displayed when an element or input tool is selected

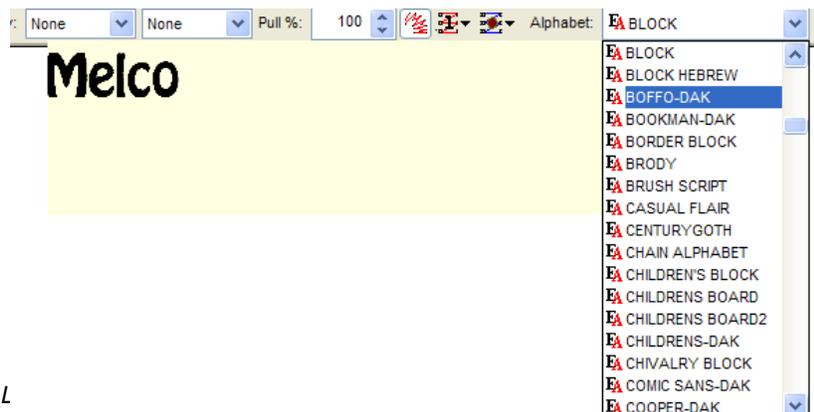
### Change the Stitch Type

1. Click on the Text
2. Click on Stitch drop down arrow on the dynamic toolbar (see above)
3. Click on the stitch of choice (satin, fill, E-stitch, zigzag, and edge fill)



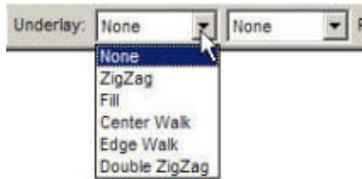
### Change the Alphabet

1. Select the lettering on the screen
2. On the dynamic toolbar, click on the drop down arrow next to "Alphabet"
3. Roll the mouse down to select the desired alphabet

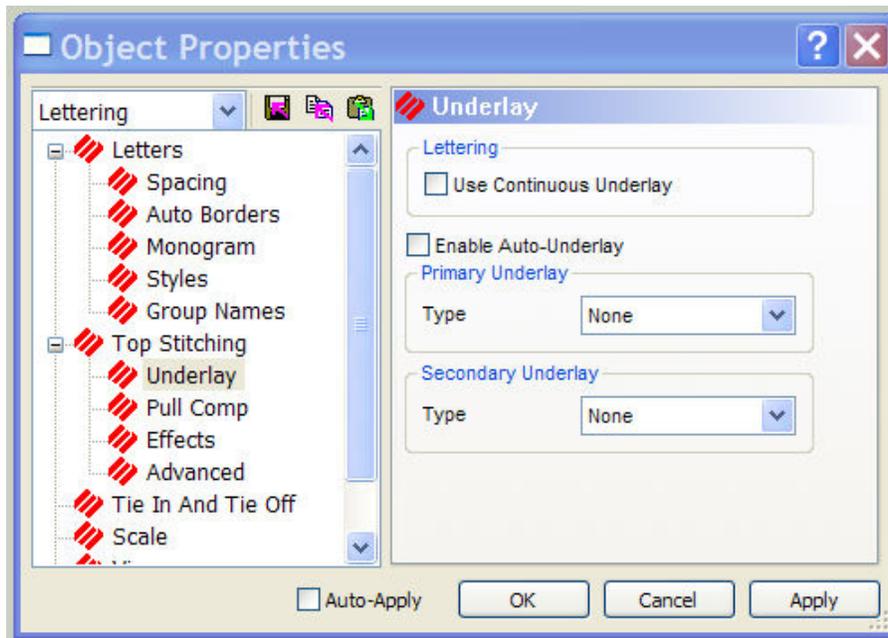


## Add Underlay

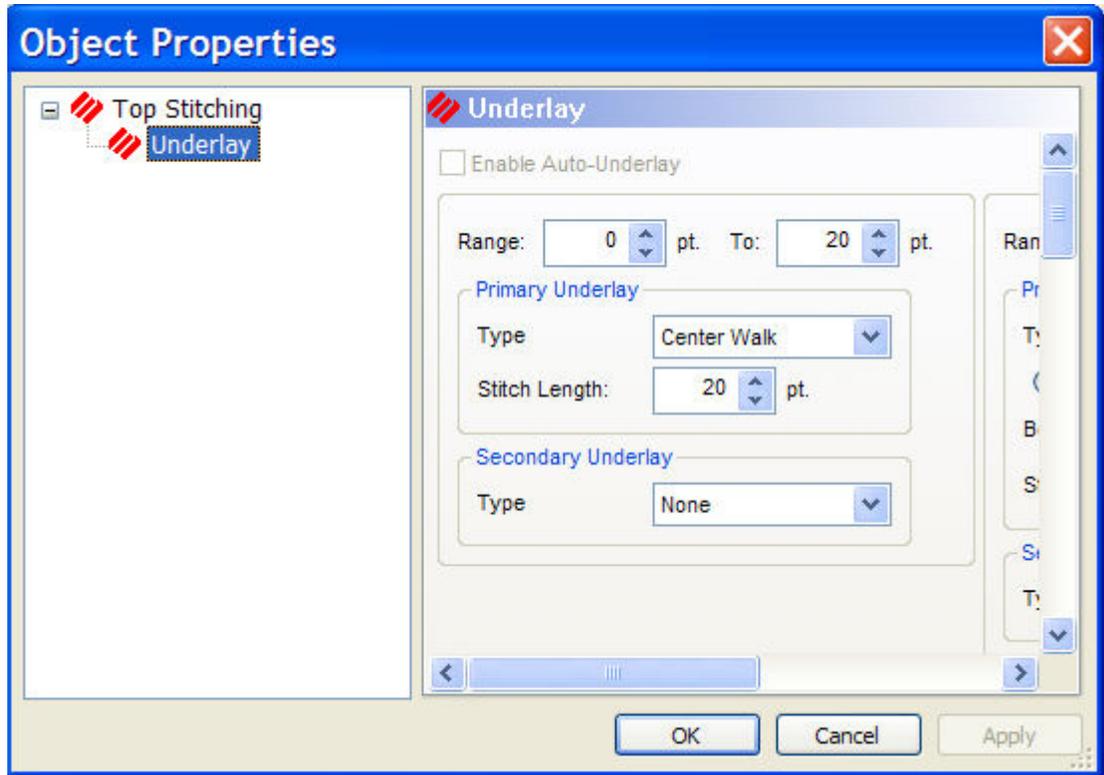
1. Click on text on the screen
2. Click on underlay drop down arrow on tool bar



3. Click on Underlay you want to use
4. You can also double click on your text and set up "Auto Underlay" in the *Object Properties* box



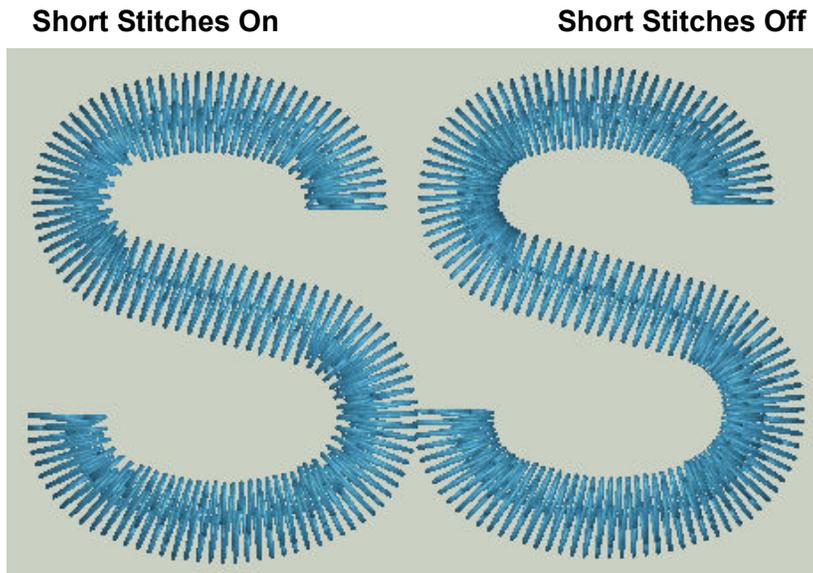
5. This option allows you to set parameters to automatically place different underlay's for different size ranges of elements (see below). Click on the check box next to "Enable Auto-Underlay" then click on the input box - the following dialog box is displayed. You can change the parameters or leave the defaults.



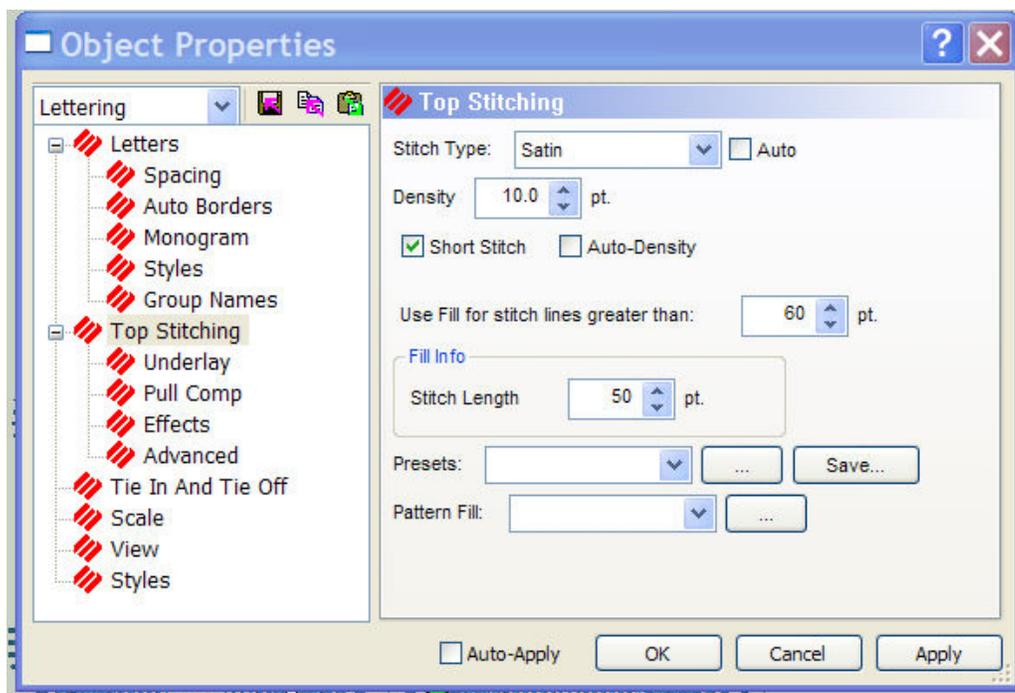
## Lettering - Object Properties Dialog box

### Adjust the short stitches

1. Short stitches should remain on all the time except on small letters (.25 and below).



2. To turn *on* or *off* short stitches, double click on the element to open the object properties dialog box. Click on “Top Stitching” then left click the check mark next to short stitches. This will turn off short stitches. It is also available as a toggle on the dynamic properties bar.



## Horizontal Stitch Order for lettering

1. Create a Lettering element.
2. Double click on the element to open the Object Properties Box
3. Select the “Horizontal Stitch Order” button to sew the lettering. You can choose left to right, right to left, or center out.(note\* center out is great for hats and jacket back lettering in big hoops)



4. Click on OK.

## Vertical Stitch Order for lettering

1. Create a Lettering Element using more than one line of text.
2. Double click on the element to open the Object Properties Box
3. Select the “Vertical Stitch Order” button to sew the lettering. You can choose top to bottom, bottom to top or line wrapping. (Bottom to top would also be a good choice for lettering on the front of caps.)

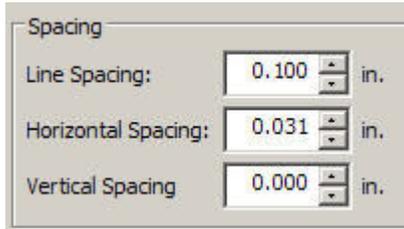


4. Click on OK.



## Adjusting the space between every letter or every line

1. In the Object Properties Box, under lettering and then under spacing, you can set horizontal, line or vertical spacing.
  - A positive number increases space, a negative number decreases space.
2. Line Spacing adjusts the space between the lines of type.
3. Horizontal Spacing adjusts the space between all of the letters.
4. Use Vertical spacing to stair step the lettering (This works best with only one line of type.)

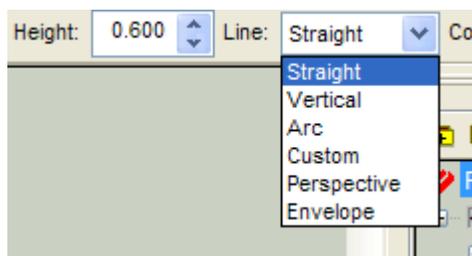


## Line Types

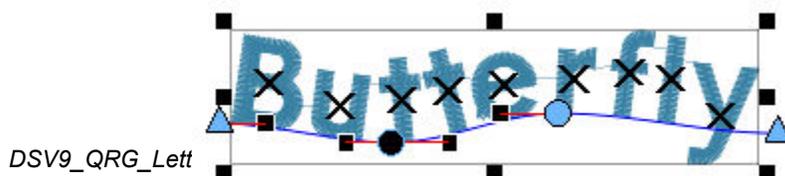
1. Create the lettering element, then select the text you would like to adjust the baseline.



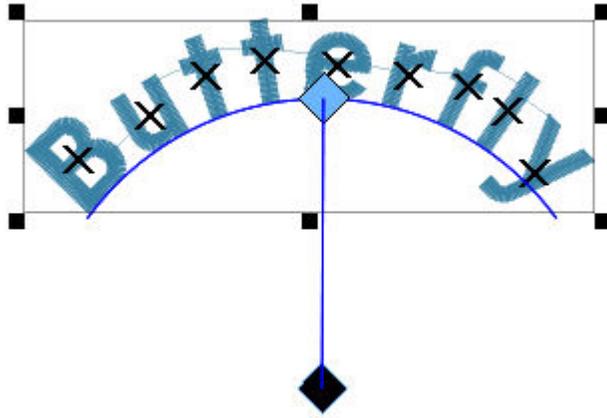
2. On the Dynamic toolbar select the baseline style you wish to use by clicking on the drop down arrow (next to the word "line") then choose the baseline.



- Custom – click on the baseline and use right clicks to insert curve points or left clicks to insert straight points. Once the points have been inserted, you can click on them and drag to achieve the desired line shape.



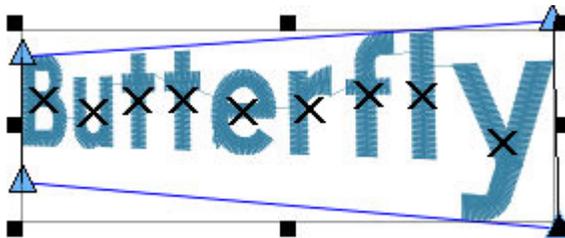
- Arc - Adjust the arc radius angle.



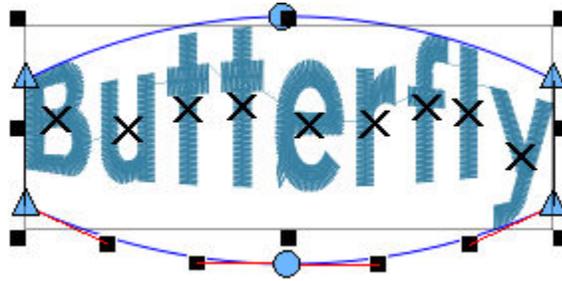
- Vertical

Butterfly

- Perspective – Click and drag on any of the four corner points

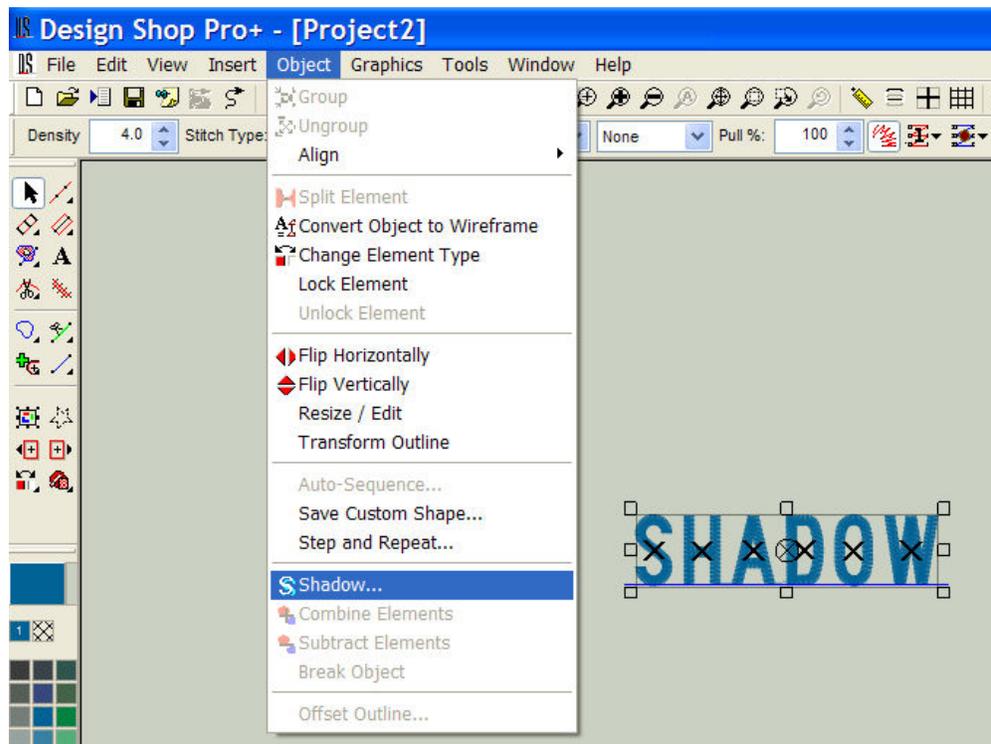


- Envelope – click on the baseline and use right clicks to insert curve points or left clicks to insert straight points.

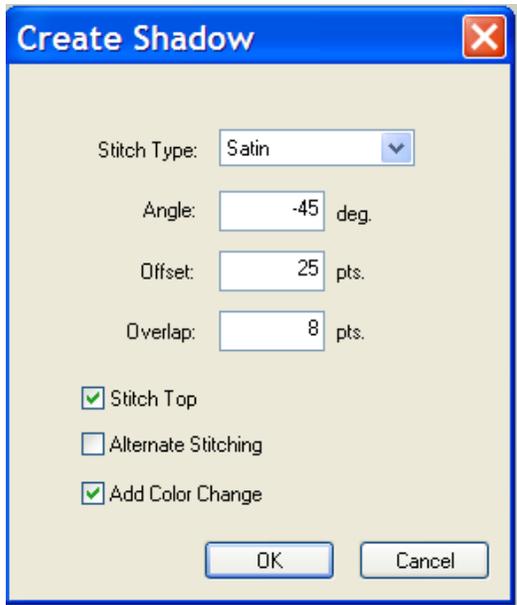


### Shadow Effect (DS Pro +)

The shadow feature can be used on letters and simple design shapes



1. Type letters for shadow effect.
2. Click on the Object Drop Down Menu
3. Select **Shadow**
4. Select Stitch Type (see picture below)



5. You can adjust Angle, Offset and Overlap (or accept defaults).
6. Click on OK.



## MELCO ALPHABETS

Melco offers many alphabets or “keyboard lettering” styles for DesignShop software. The help system in the DesignShop software has all of the available alphabets and the code sheets for each one. Click on “Help” then “Help Topics” from the Help pull down menu, or press F1 while in DesignShop. Then click on the “Alphabets” button to access the code sheets. Each code sheet gives a 3D view of the characters and the recommended minimum and maximum sewing size. The code sheets also include a chart of all the available European or extended characters available in each alphabet.

All of the alphabet code sheets contain a recommended minimum and a maximum sewing size. This recommended parameter should be used and followed, but this does not mean that going outside of these limits will produce bad results. Many of the alphabets can be used at larger or smaller sizes if parameters such as Column Width, Letter Width, Density, Short Stitches, Column Fill and Underlay are adjusted accordingly.

To fully understand Melco keyboard lettering, it must be understood that each and every character is digitized separately and is then compiled and put into one unique alphabet file that is understood by Melco DesignShop software. As each character is individually digitized, each alphabet will have its own way of reacting to size and parameters used when setting up the lettering desired. Some alphabets are digitized to be used at smaller sizes than others. Parameters used for one may not sew the same for another.

Closest point alphabets are digitized so they will connect at the closest point of each letter next to each other. Using these alphabets will minimize UN-wanted trims between letters. A closest point alphabet will be listed in the lettering list with a “CP” on the end. An example will look like this: FULL BLOCK CP.

Probably the most important items to insure good results are the proper settings for the garment type being sewn on, and using the proper backings and or topping. All alphabet code sheets produced before July of 2001 have a minimum and maximum setting. These settings were determined on a non-stretch type of material. The settings may need to be adjusted for use on a knit or sweat material. All new alphabets have recommended settings for knits, sweats and non-stretch fabrics in the code sheets. These settings are a good starting place, but may need adjusting for the particular garment material being used. Knit materials for instance, can vary in material density, thickness and how much they stretch. Settings for one type of knit material may not work 100% for another.

Some alphabets currently being sold by Melco contain tie stitches at the end of each letter in the alphabet. These tie stitches are what “ties down” the stitching at the end of each letter. DesignShop allows you to add tie stitches to a lettering job from the Tie In And Tie Off sub window of Object Properties. However, because the tie stitches are already digitized into the alphabet, the result is multiple tie stitches that will create an undesirable knotting effect. To remove all existing tie stitches from all installed alphabets in DesignShop, click on the “Tools Menu”, “Convert Alphabets” and then click on “Remove Ties”. Use the “Tools Menu”, “Restore Alphabets” feature to restore the tie stitches digitized back into the alphabet characters that originally had them if so desired. However, Tie in stitches is usually not digitized into the current alphabets. Tie in stitches are a lock stitch that is sewn at the beginning of each letter. You may want to use this feature when trimming between each

letter to avoid a possible “thread pullout” when the machine starts sewing the next letter after a trim.

As a general rule, when sewing on knit or sweat materials, column width should be increased. Proper backings should be used, and in most cases a topping such as Solvy should also be used. Many of the recommended minimum settings listed in Melco alphabets will not work on knits or sweats, and may need to be adjusted to different values. When increasing the column width to compensate for material type, the letters that have enclosed areas such as an “a” may close in the center when sewn. If this is noticed, the size of the lettering should be increased to allow for the added column width. In most cases when sewing on knits or sweats an edge walk underlay is desired, and in some cases (larger sizes) an edge walk along with a center walk should be used. Very thin column lettering may only require a center walk at small sizes. Density on knits and sweats is usually set denser than on a stable material. Block styles of alphabets used at small sizes sew much cleaner and crisper than script alphabets at the same size. In most cases when doing small lettering on knits or sweats a block style of alphabet without serifs will give the best results. Using some scrap material for testing that is like the garment to be sewn on is highly recommended until what works best for you and your machines is determined.

Following are a few recommendations that you may want to try when sewing keyboard lettering.

#### **Large letters**

If the alphabet letter height is increased beyond the maximum recommendation, sew quality may suffer. The column stitch may get too wide and can create an undesirable effect.

- Change the column stitch type from a satin stitch to a fill stitch. The stitch count will increase, but the sew quality will improve.
- Zigzag or Edge Walk underlay will help to stabilize the stitches on the fabric.

#### **Small letters**

When using keyboard lettering for small letters, these tips may help your sew quality.

- Turn off short stitches for small letters. This can improve sew quality as well as help to reduce thread breaks.
- Increasing the column width (Pull Comp.) will help the lettering from sinking into a knit. Different alphabets will require different column widths, as they are all different in width at the default value.
- The column density value should be increased. The value will depend on the fabric.
- The travel stitch length should be in the range of 18 - 25.

# Small Lettering

There are a few things to remember when sewing small letters. Always check the Alphabet Code Sheets for the recommended letter height for your selected Alphabet. Some Alphabets were not created to sew small. If the alphabet you have chosen cannot be sewn as small as you would like, choose a different alphabet. Material thickness may need to be slightly increased to achieve good sew quality. A more stable piece of backing and a piece of Solvy will help keep small lettering from sinking into the fabric. Here is a list of problems that may occur when sewing small letters and how to fix them:

Symptom	Possible Cause	Solution
Bobbin showing on top of the fabric (bobbin pull).	Columns are too skinny, and/or material thickness is too low. It could also be that you are sewing too quickly.	Increase "Width/Pull Compensation" (some small letters may need to go as high as 190%). Increase Material Thickness value.
Frayed Threads	Columns are too skinny or stitches are too dense. Needle is too large, or is damaged	Increase "Width/Pull Compensation." Loosen density (.3 inch letter should have a density of 4.5 or higher). Use a smaller or new needle.
Sharp corners and curved areas look choppy	Tiny stitches in curved areas. Needle is too large.	Turn Short Stitches Off. Use a smaller needle.
Excessive Thread Breaks	Stitching is too dense or columns are too skinny. Needle is too large or damaged.	Increase "Width/Pull Compensation." Loosen density. Use a less aggressive underlay. Use a smaller needle.
Looping	Columns are too skinny or stitching is too dense. Material Thickness value is too high.	Increase "Width/Pull Compensation." Loosen density. Lower Material Thickness Value. Check to see if your acti-feed lower limit isn't too high.
Columns are uneven and distorted.	Lettering is too small. Fabric needs more stability. Columns are too skinny.	Check the recommended minimum letter height. Use a more stable backing. Increase the "Width/Pull Compensation." Turn Short Stitches Off. Use a topping like "Solvly."