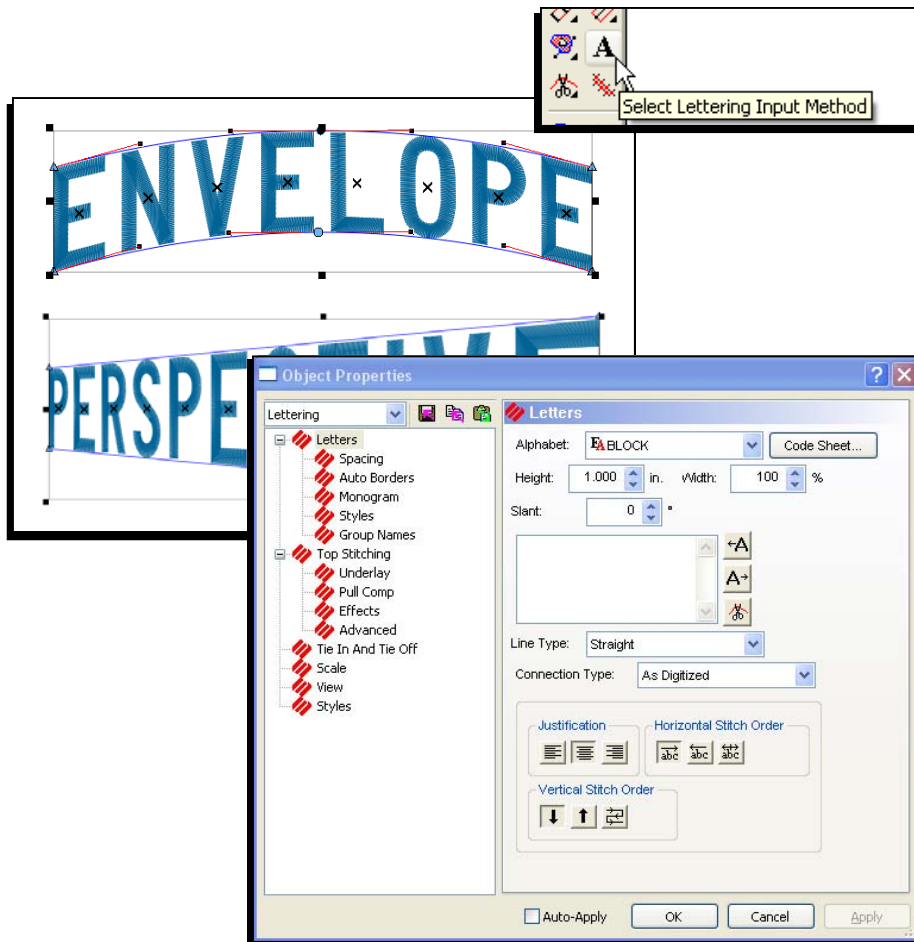


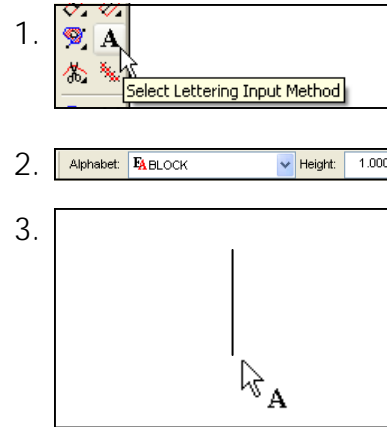
# Webinar #2 Basic Lettering

DesignShop V9 Basic Lettering & Editing Webinar Guide



## Creating a Lettering Segment

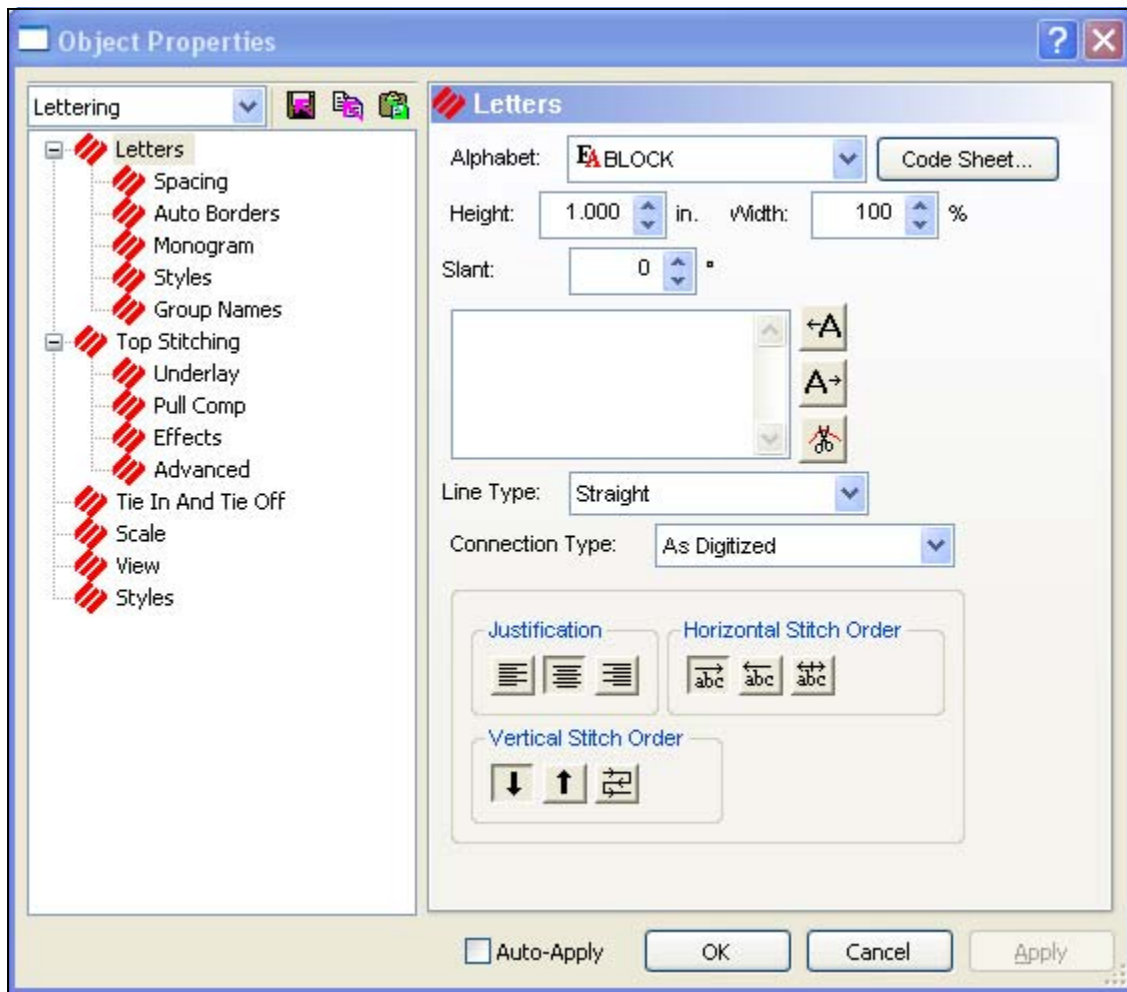
1. Select the lettering tool by clicking on the [A]
2. Choose your settings on the Dynamic Property Bar
3. Click in the view window where you want the lettering segment to appear.
4. Type your desired text on screen.
5. Press [Enter] to complete the lettering segment  
[Ctrl] + [Enter] = Carriage return



————— OR —————

1. Select the lettering tool
2. Click in the view window where you want the lettering
3. Press [Enter] to go directly to properties.
4. Click within the lettering box.
5. Type your desired text in the box.
6. Click "Apply" to see the text appear on screen.

# Lettering Properties



## Letters

### Alphabet

- Embroidery Alphabets (EA)
  - Code sheets
- Operator Alphabets (OA)
- True Type (TT)

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### Height, Width, & Slant Angle

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### Kerning Marks & Trims

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On Screen Manipulation of Lettering



Kerning

Click on the handle of the letter and drag along the baseline.

Holding [CTRL] while dragging will allow the letter to move off of the baseline

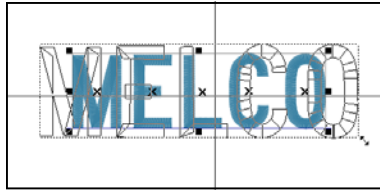
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Scaling

Shift locks the aspect ratio while scaling

Alt scales from the center out

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Rotate/Slant/Skew

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Letters (continued)

Connection Type

As Digitized

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Bottom Connect

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Closest Point (CP)

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Justification and Stitch Orders

Justification

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Horizontal Stitch Order

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Vertical Stitch Order

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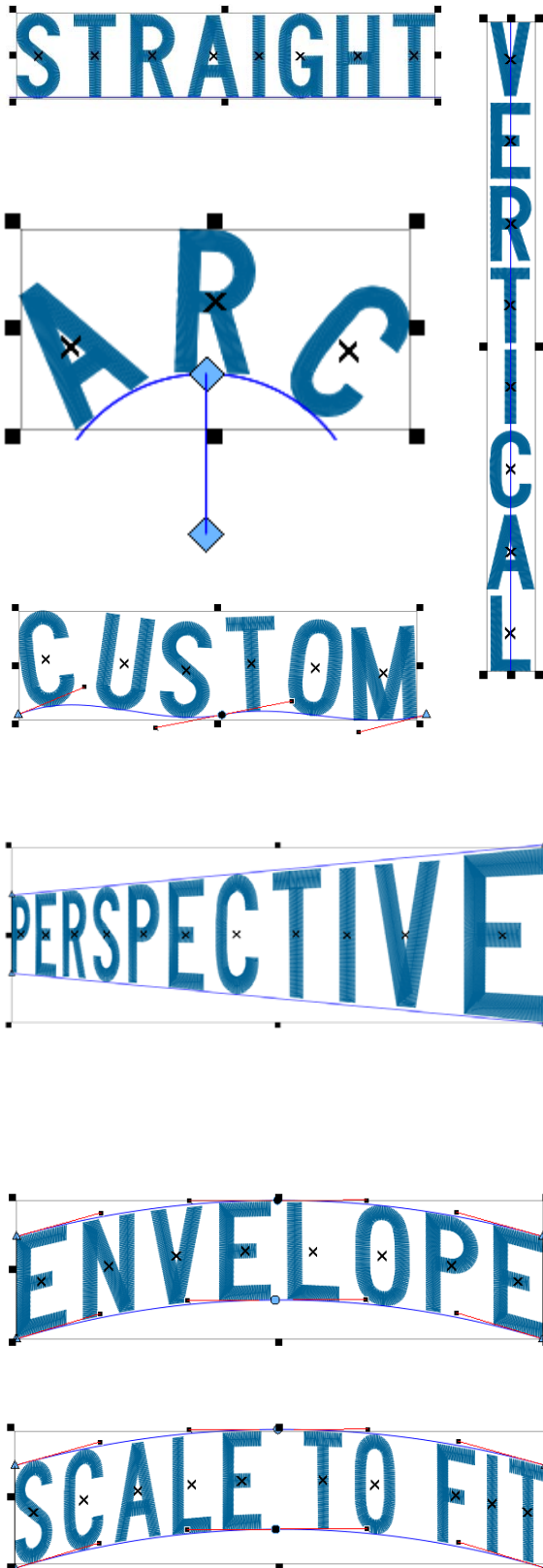


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Line Types



Straight

Vertical

Arc

- Radius
- Angle
- Clockwise versus Counter Clockwise
- Changing radius & angle graphically
  - Hold alt to snap to 15° increments

Custom

- Adding points along the baseline
- Straight points (left click) = triangle
- Curve points (right click) = circle

Perspective

- Moving points creates a linear perspective and adds the illusion of depth.
- Points can be added and moved to change shape.

Envelope

- Points can be added and moved to change shape.
- Will affect letters evenly – no linear perspective.
- Scale to Fit squishes or stretches the current lettering to fit the shape created by the envelope.

## Spacing

### Auto Kern

- Adjusts the spacing between each pair of letters to be a specified percentage of the letter height.

### Line Spacing

- Adjusts the spacing between lines of type

### Horizontal Spacing

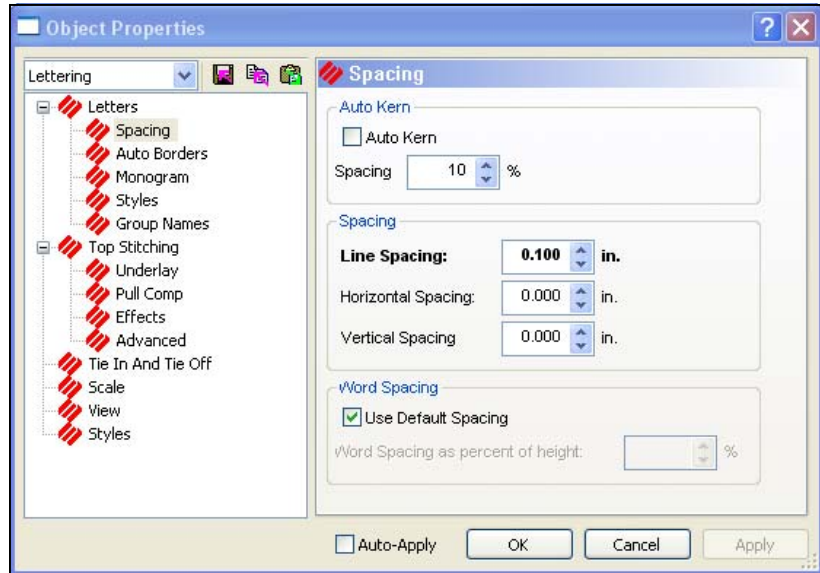
- Adjusts the spacing between all the letters

### Vertical Spacing

- Adjust the spacing between letters to create a stair-step effect

### Word Spacing

- Adjusts the spacing between words to be a specified percentage of the height.



## Changing the Color of Letters



Text: RAINBOW  
 Alphabet: (OA) Curly  
 Height: 1.0"

1. Create a lettering segment with the above properties.
2. Select the lettering segment.
3. Select the letter you wish to change the color of by clicking on the handle of the letter.
4. Click on the color palette color swatch of the color you wish the letter to become.
5. Continue with the rest of the letters