

MY BERNINA



EMBROIDERY SOFTWARE



BERNINA EMBROIDERY SOFTWARE 8.1
WORKBOOK 4
Application Programs



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Introduction

There are three additional programs within BERNINA Embroidery Software 8. Quilter and Cross Stitch are found in the Applications Toolbox while Embroidery Library is accessed through an icon in the Canvas Toolbar.



Quilter

In the Quilter program, you can design your own quilts, selecting among many types of quilt blocks built into the software. You can change the type of quilt layout, selecting the size of the blocks, sashing types and sizes, and type and sizes of borders. You can preview built-in fabrics and colors or you can scan your own fabrics and save them in the Quilter program. Add embroidery to the blocks if you wish— to give you a preview of how the embroidery will look on your quilt. You may print blocks, appliqué patterns, yardage, and rotary cutting instructions from the Quilter program. You can also design your own quilt blocks to use in the software.



Cross Stitch

In the Cross Stitch program, you can design and create your own cross stitch designs. Included in the software are ten different types of cross stitches. You can automatically convert pictures to cross stitches, you can fill areas with cross stitches, or you can add stitches one by one. It is easy to change colors and types of stitches in a design with the Magic Wand tool. You can create a design and then create a stamp from that design. You can also add cross stitch lettering in the Cross Stitch program.



Embroidery Library

Embroidery Library is a design management system in Software 8. You can view the designs that are built into the software, that you have created within the software, or those that you have downloaded and saved on your computer. You can view designs that are on a USB stick, on a CD/DVD, or on an external hard drive. You can quickly organize, rename, sort, delete, zip designs, or convert designs to a different format. You can also send designs to the machine for stitching from the Embroidery Library. In addition, you can search for designs with multiple search options; such as, design name, category, number of stitches, or number of colors.

Quilter

Integrated within BERNINA Embroidery Software 8 is the BERNINA Quilter Program. Use BERNINA Quilter to design, preview, calculate yardage and scale embroidery designs directly on your projects.



Opening the Quilter Program

- Open a New Blank Design.
- In the Applications Toolbox, select Quilter.
- Click on Quilt Layout to open the quilt layout dialog box.
- Input the quilt design information:
 - ◊ Format: Rectangular
 - ◊ Blocks: 3 blocks across and 3 blocks down
 - ◊ Size of blocks: Height: 6"; Width: 6"
 - ◊ Sash Style: Vertical on Top (choose from the drop-down choices)
 - ◊ Check the Sash Border box
 - ◊ Change the Width to 2"
 - ◊ Borders: Click Add, Style-Mitered , Width-3"
 - ◊ Click OK.
 - ◊ Click Show All.



Setting Blocks, Colors and Fabrics

The Blocks



- To view the library, click on the Library icon if necessary.
- Make sure Blocks is selected in the library.
- Click on the + sign to open the Main Blocks list.
- Open the Nine Patch Stars folder by clicking on the Nine Patch Stars folder to view the block patterns in that folder.
- Select the Ohio Star (second row; third block over).
- The Paintbrush from the Edit toolbar should be selected. Click on the upper left square of the quilt to assign the block style to the quilt layout.
- You can individually assign the blocks or hold down the Ctrl key and click on a blank quilt square to assign the pattern to all geometrically equivalent blocks.
- Add the Ohio Star to the remaining 6" blocks by holding the Ctrl key and clicking in a block.



The Colors and Fabrics

- Click on the Fabrics button in the Library to access the fabric files.
- Click on the + beside Benartex 2013 to preview the fabric swatches.
- Click on Brooklyn Heights to see the fabric collection.
- Click on a fabric swatch.
- Click To Palette at the bottom of the Library. The fabric swatch is visible at the top of the design screen in the Palette bar.

Notes:

BERNINA Embroidery Software must be open to access the Quilter Program

You may design Rectangular, Diamond, or On Point quilt layouts.

When the block size is entered in the Quilt Layout, the finished size of the quilt is updated automatically. You will find the finished size in the lower right corner of the Quilt Layout.

Input the finished block size, not the cut block size since 1/4" seams are included.

The Library provides over 300 quilt blocks, a wide color palette and fabrics from which to design the project.

Click on the minus sign to collapse the blocks back into folders.

For a larger preview of the fabric tile, hold down the Alt key and click on a swatch.

- Select 7-8 fabrics to send to the Palette in this same way.
- Click on the Colors button to select from solid color values.
- Click on Light, Medium or Dark to select from the desired shade.
- Place 3-4 solids on the palette, by clicking To Palette.

Coloring the Quilt



- The Paintbrush should still be selected from the Edit toolbar.
- Select a fabric/color from the Palette bar for the block centers (1).
- Click in the center of a block while holding the Ctrl key to fill all centers with the selected fabric/color.
- Select a fabric or color for the triangles (a). Hold the Ctrl key while clicking in one of the (a) triangles. Repeat for each (a) segment.
- You can click and drag a replacement fabric/color from the Palette bar to the Colors Used menu at the bottom of the screen.
- Select a fabric/color for the (b) triangles.
- Click on the periwinkle color chip in Colors Used to replace this color with your chosen fabric.
- Add a color/fabric to the all the off white squares and triangles (c in diagram), using the Ctrl key and clicking on the corresponding color chip in Colors Used (second color chip in Colors Used).
- Color sashing strips and borders using the fabric/color of your choice.
- If you wish to remove a color from the Palette at the top of the screen, select the Select Object tool, click on the chip and drag it to the trash can.



Adding Embroidery



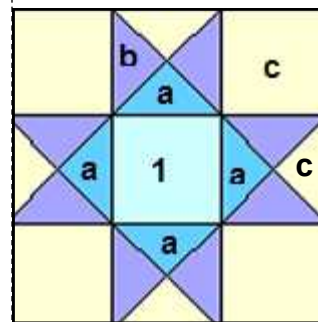
- Click on the Embroidery Window to link to the software screen or select File> Insert Embroidery.
- In the Embroidery Canvas, click on Insert Embroidery.
- Navigate to Libraries> Embroidery> BERNINA 8 Embroidery> Decorative Accents.
- Select HT105; Click Open.
- While the design is selected, select a color from the Color Palette that will contrast with the fabrics used on the quilt block for visibility.
- Click on the Quilter screen to link back to the Quilter Program or select File> Save and Return.

Aligning the Embroidery with the Block



- Position the embroidery over a block by clicking and dragging on the design. Drop the design on one of the blocks.
- Use the corner sizing handles to adjust the size to fit the block.
- For perfect centering on the block, select the embroidery and hold down the Ctrl key and click on one of the blocks.
- Select Align Centers.
- Deselect and select just the embroidery. Click on Copy.
- Select another block; select Paste.
- Add embroidery to the rest of the blocks by selecting each block and clicking on Paste.

Notes:



The block will have a pink outline around it when it is selected. It may be easier to select a different block than the one that was used to resize the embroidery when centering the design.

If you wish to send the resized design back to the embroidery software, select one of the designs and click on the Embroidery Window. Select File> Save As and rename the file as a resized design.

Printing:

- Select File> Print Preview.
- You may print Blocks, Block Construction, Appliqué patterns, the Whole Quilt, Yardage, or Rotary Cutting Instructions.
- Click on Yardage and click OK.
- Print this sheet and bring it to the store to make it easy to buy the correct yardage.
- Select Close.
- Select File> Save As and name the file Quilter.

Importing Fabrics:

- Scan in fabrics using a scanner and save the file as a jpg on your computer.
- Select File> Manage Fabrics.
- You can import fabrics by creating a file folder in the Quilter Program.
- Right click on the left side of the Fabric Library Manager.
- Select New Library.
- A dialog box opens and asks you to name the library.
- Type in the name, Custom and click OK.
- Select the newly created folder.
- Import fabrics by clicking on Import at the bottom of the dialog box.
- Select All Files from the Files of Type drop down list.
- Browse to the location of the scanned fabrics.
- Select the file to import, click Import.
- You can add folders to the new category by clicking on the new folder icon and naming the folder.
- Close the Fabric Library Manager.

**Notes:**

Quilter files are saved with the .arq extension and may only be opened from within the Quilter Program.

The quilter program has its own Reference Manual found under the Help menu. It is suggested that a copy be printed for learning the more advanced options in the quilter program.

A \$ sign always appears in front of any created folders indicating it is a custom folder.

Quilter: Block Editor

Designing the Quilt Block

- Select File> Manage Blocks.
- Right click on the left side of the Library Manager dialog box and select New Library.
- In the dialog box that opens, type in Custom Blocks.
- Click OK.
- Select the newly created library in the dialog box and right click in the white space on the right side of the dialog box.
- Select New Block.
- While the Untitled block is highlighted, name the block, Geometric Play. Click away from the block in the white space.
- Double click on the block to open the Block Editor.

Editing the Block

- Select Edit> Block Size.
- Change the value to 14 and click OK.
- Select View> Show All.
- Select View and make sure Snap to Grid has a check mark in front of it. If it doesn't, add a check mark by selecting Snap to Grid.
- Select the Line icon.
- Begin in the lower left-hand corner. Click and drag a line from the lower left diagonally to the upper right.
- Click to set the line.
- Select View. Make sure Snap to Grid is deactivated and Smart Snap is activated.
- Draw a line from the upper left-hand corner of the block to intersect with the diagonal line, six squares down from the top line (see diagram at right).
- Draw a line from the lower right-hand corner to the diagonal line, five and a half squares up from the bottom line.
- Select the Color icon and choose a color chip from those in Block Editor.
- Click a section of the block to add color.
- Repeat the steps to fill all blocks with a different color.
- Click on File> Save; then File> Exit.
- Close the Block Library Manager by clicking on the X.

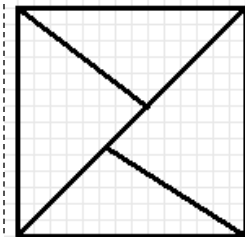
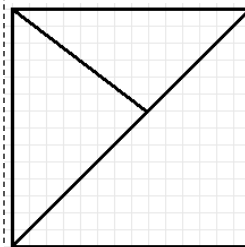
Using the Block

- Click on Blocks in the Library.
- Scroll to find the Custom Block category.
- Click on the + sign.
- Select your created block to use on quilts. Add custom blocks in the same way you would add built-in blocks.
- Close the Quilter program.

Notes:

BERNINA Embroidery Software must be open to access the Quilter Program.

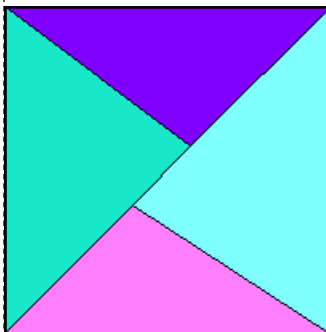
The Library provides over 300 quilt blocks, a wide color palette and fabrics from which to design the project.



Snap to Grid will force the line to snap to an intersection while Smart Snap will snap to a line not necessarily on a gridline.



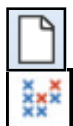
If the color bleeds into an adjacent area, you must reshape the line to close the area. Smart Snap and/or Snap to Grid will help keep this from happening.



Cross Stitch

Integrated into the BERNINA Embroidery Software DesignerPlus 8 is the Cross Stitch program. Both automatic and manual digitizing capabilities are included.

Notes:



Opening the Cross Stitch Program

- Select New Blank Design.
- In the Applications Toolbox, select Cross Stitch.
- Select Settings> Fabric Count.
- Input 18 stitches per inch as the Fabric Count.
- Click Update; then OK.



Loading & Resizing a Picture

- Click on the Picture tab; select Load Picture.
- Navigate to Pictures> BERNINA 8 Pictures> Artwork. Select A_East_006.jpg. Click on Open.
- While the artwork is selected, right click to open the Bitmap Properties box. Change the height and width to 80%.
- Press OK.



BERNINA Embroidery Software must be open to access the Cross Stitch program.

The Cross Stitch program has its own Reference Manual and can be accessed through the Help Menu.

You can change the number of crosses in the Bitmap Properties box to correspond to the number of crosses in a cross stitch graph. Count the crosses across and down and enter those in the Dimensions of Width and Height in Bitmap Properties.

Left click on the Stitch type bar to open the Select Stitch dialog box. Notice there are 10 stitch types.

If you right click on the Stitch type or Color bar, the dialog will remain open to do multiple selections.



Auto-Stitch Basics

- Select the Design tab.
- Select the Auto-Stitch tool; click on the artwork to open the Auto Stitch Image dialog box.
 - ◊ Under Map Image To, select Specific Thread Chart.
 - ◊ From the drop down menu, select Isacord 40.
 - ◊ Under Maximum Number of Colors, place a check mark by Omit Background.
 - ◊ Click OK. Stitches are automatically generated.



- Click on the Grid icon to hide the grid.
- Click on the Picture icon to hide the picture.
- Select Show All to view the design more closely.

Area Fill

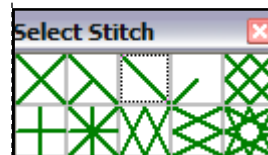


- Select the Area Fill tool; right click on the Color Bar, C1.
- Select a new color for the wing.
- Click on the wing to fill the area with the newly selected color.
- Repeat for the other wing.

Manually Setting Stitches



- Select the Eraser tool and click on a black cross under the butterfly to erase the stitch.
- Click on the Select Object tool; draw a bounding box around the remaining row of stitches under the butterfly.
- Press the Delete key on the keyboard.
- Right click on the Stitch Bar; Full Cross is the default stitch.





- Magic wand will recolor and change the stitch type.
 - ◊ First, select a color and a stitch type from the floating boxes.
 - ◊ Click on Magic Wand. Click on the area you wish to recolor.
 - ◊ Some stitch types will open a dialog box. Make your selection from the dialog box; then confirm with OK.
- Recolor the spots within the butterfly as desired.

Rubber Stamp



- Click on Grid to bring back the grid.
- Zoom in on an empty area of the workspace by selecting the Zoom Box and clicking and dragging a bounding box on an empty area.
- Select the Pencil.
- Select Full Cross from the Select Stitch box.
- Select a color from the Select Thread box.
- Create a small flower shape as shown at the right by clicking within a grid square. Select a new color for the leaves.
 - ◊ A left click will add a stitch, a right click will delete a stitch.

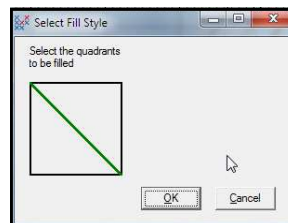


- Click on the Zoom Out 2x icon until you can see the entire design.
- Select the flower by clicking on the Select Object tool and drawing a bounding box around the flower.
- Select the Rubber Stamp.
- Click on the workspace to stamp floral elements around the butterfly. Use the grid lines to equally space the stamp.
- To de-activate the stamp, press Esc.

Lettering



- Select the 1/2 Cross from the fill Stitch Types.
- From the Color Palette, select a thread color.
- Right click on the Lettering/Values tool. See notes at right.
 - ◊ Font-Arial
 - ◊ Style-Regular
 - ◊ Size-72
 - ◊ Press OK.



- Click above the butterfly to begin the text.
- Type "Fly Away"; press Enter.
- A dialog box will let you change the orientation of the stitch. Make your selection; then press OK.
- Use the Pencil tool and the Eraser tool to fine tune the individual letters or stitches if needed. You may wish to zoom in on the lettering.



Saving Your Work

- Select File> Save As. Name the file, Cross Stitch and navigate to the desired location to save the file.
- Click Save. The Cross Stitch format is .ARX. Close the file.

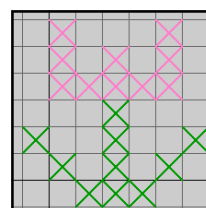
Stitching the Design

- Open the design in the BERNINA Embroidery Software program to send the design to a machine or USB stick.

Notes:

Zoom in on the workspace for better visibility while creating the flower.

Toggle the grid on or off to use as an aid for positioning the crosses.



You can also click & drag to set a continuous line of crosses.

Closed and open object tools are available to create free form elements. The circle and rectangle tools make it simple to create perfect geometric shapes.

Cross Stitch Lettering will be clearer if you change your settings to deactivate Clear Type Fonts. To do this, select Start, Control Panel, and then Display. Select Adjust Clear Type Fonts and turn off Clear Type; then work through the steps; then type the Cross Stitch Lettering.

When you are done typing, reactivate Clear Type Font.

BERNINA Embroidery Software also has a cross stitch font.

Cross stitch cannot be re-scaled in the embroidery program. The image must be resized prior to generating the cross stitch design.

The cross stitch design must be opened in the embroidery software program to send the design to the machine. Select Files of Type> .ARX.

Embroidery Library



Opening the Library

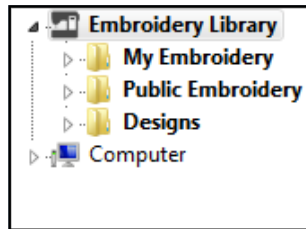
- Select New Blank Design.
- Select Embroidery Library.

Embroidery Library Screen

- There are five sections of the Embroidery Library Screen.

- ◆ Library Toolbox

- ◆ Navigation Tree



- ◆ Design Display including the Design Information Panel (at bottom of screen)



- ◆ Standard Toolbar



- ◆ Manage Design Toolbar



MANAGE DESIGNS TOOLBOX:

Opening Designs from the Library

- Select the Public Embroidery in the Navigation Tree.
 - ◆ Under Group by, select None.
 - ◆ Select Descending order.
 - ◆ In Sort by, select Name.



- Select 12440-02.ART80.
- The information for this design is displayed in the Design Information Panel at the bottom of the display.



- Select Open Selected.
- This sends the design to the Embroidery Canvas to be edited or to be sent to the machine for stitching.
- Notice that the design opens as if opening a design—the name of the design is shown on the folder.

Notes:

Lesson Covers:

- ◆ Description of Embroidery Library
- ◆ Opening Designs
- ◆ Converting Designs
- ◆ Sending Designs from the Library
- ◆ Printing
- ◆ Searching Designs
- ◆ Navigating the Library

You may find that you have to click the Embroidery icon twice—first to activate the screen; then to open the Library.

If the Public Embroidery folder is not visible, click on the arrow symbol in front of Embroidery Library to open the folder tree.

The Design Display will take a few seconds to populate.

The Design Information Panel can be resized.

- You may send multiple designs at once from the library to the software by holding the Ctrl key and selecting the designs. Each design is opened in a separate design folder.
- Switch back to Embroidery Library.
- Select 12440_05.ART80.
- Select New from Selected.
- This will insert the design into a file in the Embroidery Canvas and editing can be done without overwriting the original file.



Converting Designs from the Library

- Select the Embroidery Library.
- The Public Embroidery in the Navigation Tree is still the selected folder.
- Hold the Ctrl key and select two designs from the Design Display.
- Click on Convert Selected Designs.
- The Convert Selected Designs dialog box opens.
 - ◆ Click on Browse.
 - ◆ Navigate to the location where you want to save the files.
 - ◆ If you wish to create a new folder, click on Make New Folder.
 - ◆ Name the folder, Converted Designs.
 - ◆ Click OK.
- Choose the formats for conversion. Place a check mark in any three boxes.
- Click Convert.
- Click OK in the Convert dialog box.
- All the designs were sent to the designated location.



Sending Designs to the Machine

- Select BERNINA 8 Embroidery in the Navigation tree.
- Select a design from the Design Display.
- Select Stitch Selected Design.
- The Device Selection dialog box opens so that a design can be sent to machine for stitching.
- The appropriate option can then be selected to send the design for stitching.
- Close the Device Selection dialog box.
- Close all the open files by clicking on the x in the Design Tab.



Printing Design Templates

- Return to the Embroidery Library.
- BERNINA 8 Embroidery is still selected in the Navigation Tree.



Notes:

You may wish to create a Converted Designs folder in the My Designs folder.

If you wish to remove an added folder, this must be done outside the software in Windows Explorer.

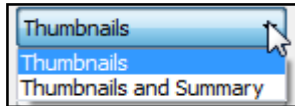
To see the converted files in the Embroidery Library, first select the folder; then make sure All Embroidery Files is selected under Showing.

- All the folders within that group of folders are displayed.
- Select Animals & Bugs.
- The Design Display shows all the designs in this folder.
- Select one design.
- Select Print Selected.
- Click on Preview in the Print Design dialog box.
- The template for this design can be printed from the Embroidery Library.
- Click Close.



Printing a Catalog

- Return to the Embroidery Library.
- Select Celebrations & Seasons folder.
- Select the first design in the Design Display and hold the Shift key and select the last design.
- Click on Print Selected to Catalog.
- Choose your options in the Print Catalog Options dialog box. You may choose only Thumbnails or Thumbnails and Summary.
- Select Print.
- Click on Preview.
- Click Close in Print Preview.
- Note:



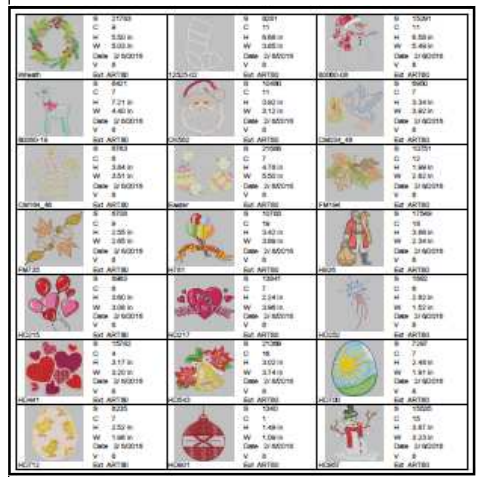
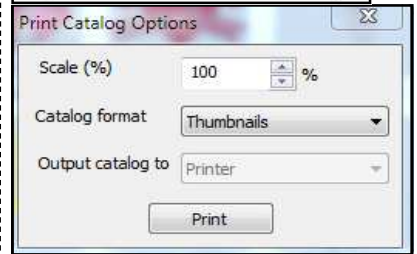
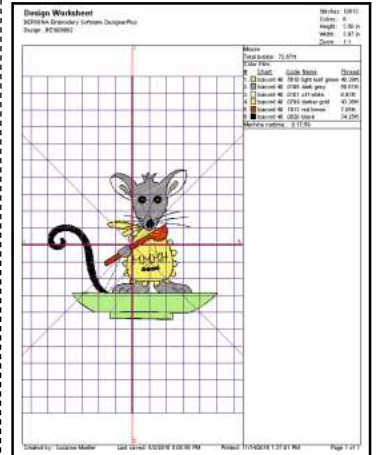
- ♦ If you wish to create a PDF of the designs, select PDF Creator from the drop-down in your printer's dialog box. (PDF Creator will need to be downloaded on your computer).
- ♦ Name the file and save it on your computer.

Exporting a Design List

- Select Decorative Accents in the Navigation Tree.
- Select Export Design List.
- Navigate to your desired location to save the file.
- This may be saved as a .TXT or .CSV format. The .CSV format is opened by Excel.
- Select .CSV from the Save as Type.
- Click Save in the dialog box that opens.
- Click Ok in the Export Successful dialog box.



Notes:



	A	B	C	D	E	F
1	Name	Date mod	Width	Height	Stitches	Colors
2	12440-05..	2016/06/0	1.97 in	4.31 in	7671	5
3	12440-08..	2016/06/0	3.82 in	5.88 in	13635	6
4	12505-20..	2016/06/0	13.73 in	8.70 in	36645	23
5	Arch.ARTE	2016/06/0	5.00 in	2.87 in	9462	2
6	BD157.AR	2016/06/0	6.00 in	1.81 in	5226	1
7	BD565_48.	2016/06/0	3.88 in	3.88 in	4433	1
8	BD611_48.	2016/06/0	5.36 in	2.85 in	2344	1
9	BE1009004	2016/06/0	1.25 in	1.19 in	2466	3

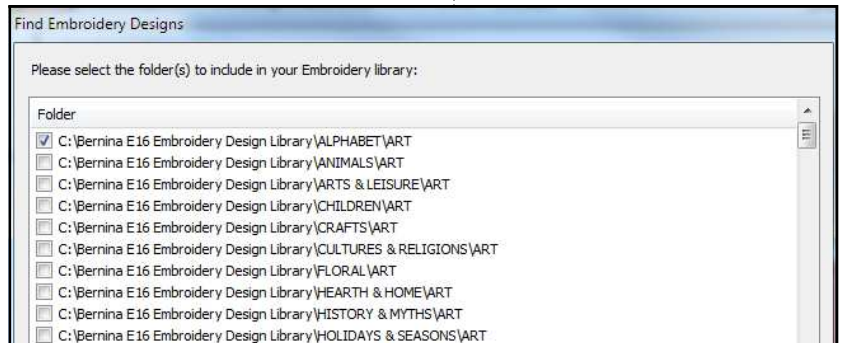
Finding Embroidery Designs



- The Embroidery Library has a powerful search that will search for designs on peripheral devices that are plugged into the computer as well as designs on your hard drive.
- Click on Find Embroidery Designs. The software searches your computer for designs. Be patient if you have a lot of designs.
- A list of designs and their location is shown in a dialog box.
- Check any of the folders you wish to display in your Embroidery Library.
- Select Add to Library at the bottom of the dialog box.
- These designs are added to a folder called Designs in your tree.
- When external devices are removed from your computer, they will not appear in the navigation tree.

Notes:

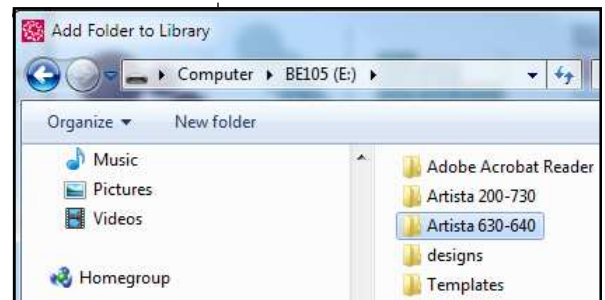
The Embroidery Library will find designs on your C drive that are not part of the BERNINA 8 Embroidery file. In addition, designs will be found on any USB stick in your computer, an external hard drive, a CD or DVD, or PCMCIA card reader.



Add Folder to Library



- If you do not wish for the software to search your computer for designs, you can direct the software to a specific folder to add to your library.
- Select Add Folder to Library.
- A dialog box appears and you can navigate to the location to select the file you wish to add.
- Select the folder.
- Select Add to Library in the bottom of the dialog box.
- The selected folder appears in the Navigation tree.
- When an external device is no longer in the computer, there will be no designs in the Library from that device.



Add to Library

Removing a Folder



- If there is a folder you wish to remove from the library, select it and click on Remove Folder from Library.
- If the folder was added through an external device, the device shouldn't be removed from the computer or you will get an error message if you try to remove the folder.
- For folders that were added from your hard drive, these can be removed at any time.
- They are removed from the library, not deleted.
- For folders that are added through File Explorer, these folders must be removed through File Explorer.

NAVIGATION TREE

Navigation Tree Dynamics

- When the Embroidery Library is selected in the Navigation Tree, all designs that are part of your created and saved My Embroidery, your Public Embroidery (BERNINA 8 Embroidery Designs), or designs you added to the library are displayed in the Design Display.
- If you select My Embroidery in the Navigation Tree, only those designs that you have saved in My Designs or My Machine Files, or other folders that you have created under the umbrella My Embroidery will be displayed.
- To display all formats, you must select the drop-down arrow by Showing and select All Embroidery Files.
- BERNINA 8 Embroidery designs are found in the Public Embroidery folder as well as EMB files from Hatch Software if you have that program.
- Your Designs folder will show designs that you have added from other locations on your computer as long as those devices are still plugged into your computer.
- To display the contents of any of the folders, simply click on the arrow in front of the folder.
- This opens the folder structure within the main folder. You can continue to drill down to the sub-folders so you only view those designs within the sub-folders.

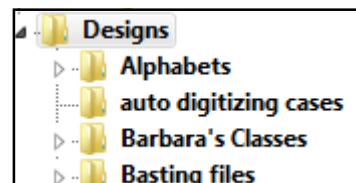
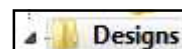
DESIGN DISPLAY

- The Design Display will show the designs in the folder that you have selected from the Navigation Tree.
- If you click on the Showing drop-down, you can select the formats you view.
- There are many different formats to choose from.
- If you select a design in the design display, a preview dialog box (Design Information Panel) appears at the bottom or the side of the screen.
- This lists lots of information about the design.
- Choose BERNINA 8 Embroidery> Alphabets & Monograms> 82003-42.
- Notice information in the Tags & Subject categories.
- This will correspond to information that is listed in the Tags & Subjects categories of the Design Properties> Summary tab.


Notes:



If you wish to see more designs, you can hide the Navigation tree by clicking on the first icon in the Manage Design Toolbar.



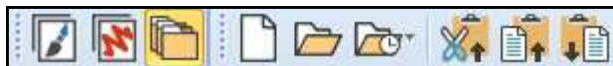
To access the Design Properties dialog box, return to Embroidery Canvas and select Design> Design Properties.

	82003-42.ART80	Stitches: 34985	Title: 82003-42
	ART80 File	Height: 9.17 in	Authors: OESD
	Size: 214 KB	Width: 8.85 in	Tags: Alphabets & Monograms; Floral & Garden; Tufted Satins; Appliqué
	Date modified: 6/2/2016 9:06 PM	Colors: 16	Subject: Jumbo Tufted Floral & Paisley Fantasia
	Date created: 6/14/2016 3:55 PM	Color Changes: 15	Comments: http://embdesignstudio.com/p-54961-Jumbo-Tufted-Floral-Paisley-Fanta...
	File version: 8.0	Trims: 54	
Machine: Bernina	Objects: 1316		

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STANDARD TOOL BAR



Icons in the Standard Tool Bar

- You can switch to Artwork Canvas or Embroidery Canvas from the Embroidery Library by selecting the corresponding icon.
- Selecting New Blank Design will open a blank file in Embroidery Canvas.
- Open Design will open the Open Design dialog box so you can navigate to the location to open a file.
- If you do not see the design you need, remember to check the type of file shown in the drop-down Files of Type.
- You can also open recent files from the Embroidery Library.
- When you select this, a dialog box shows you thumbnails of recently opened files.
- The Cut icon will cut a selected design from the folder; while Copy makes a copy of a selected design.
- Navigate to the new location and select Paste to paste the file in the newly selected folder.



Notes:



Built-in designs as well as created designs can be used with cut-copy-paste. Be careful about the cut command. If you accidentally cut a design, a repair on the software will reestablish the original folders.

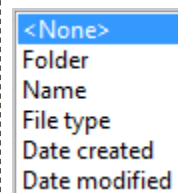
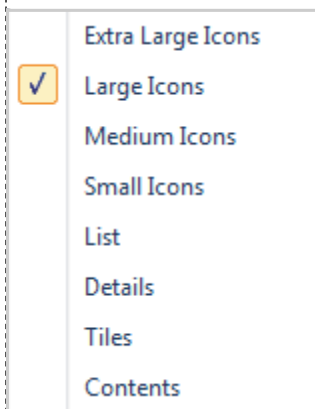
MANAGE DESIGNS TOOLBAR

- Show Folders will show or hide the Navigation Tree.



- Change View will affect what is seen in the Design Display.
 - ◆ Extra Large, Large, and Medium Icons will show a thumbnail of the design.
 - ◆ Small Icons and List will show the name of the design.
 - ◆ Details will give the name of the design with width, height, stitch count, color, and date created information.
 - ◆ Tiles will show a thumbnail, the name, the format, and the size of the design in KB.
 - ◆ Contents will show a thumbnail, the name, the author, the stitch count, the colors, and the width and height of the design.
- You can select how to Group the designs in the Design Display by clicking on an option from the Group By box.
 - ◆ Grouping by name will divide the folder contents by position in the alphabet (A-H, I-P, and Q-Z) and the number of the design (0-9).

Group by:



- ◆ You can also group by Folder, File Type, Date Created, or Date Modified.
- ◆ Group by folder is useful when viewing multiple folders within a master folder.
- ◆ You can arrange how you view the contents of a folder by clicking on Ascending Order or Descending Order.



Sort by

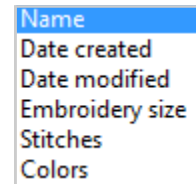
- You can sort the contents of a selected folder by clicking on Sort by.
 - ◆ You can sort by Name, Date Created, Date Modified, Embroidery Size, Stitch Count, or Colors.
 - ◆ You can also sort the designs when in Detail View by clicking on the column heading.
 - ◆ You can sort by clicking on Ascending Order or Descending Order.



Showing:

- You filter what formats are shown by clicking on the dropdown arrow by Showing. Several different filter formats are available.

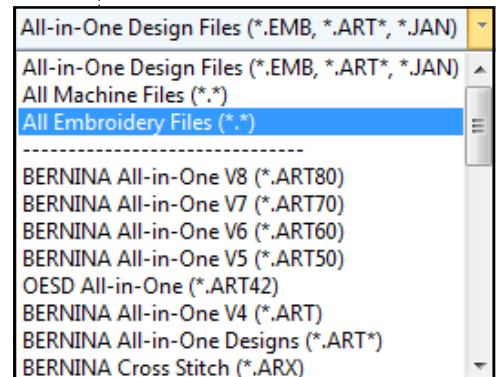
Notes:



SEARCHING FOR DESIGNS

All Software 8 Designs are tagged for searching by title (file name), author (designer’s name) or keywords (folder location, technique).

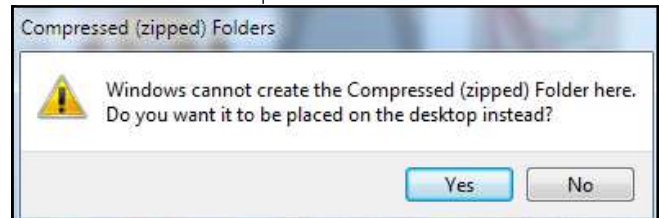
- Select BERNINA 8 Embroidery in the Navigation Tree.
- In the Find box, type “dog”.
- Press Enter.
- Dog designs as well as designs with “dog” included in the name, such as Dogwood are found and displayed in the Design Display.
- You can do searches with multiple tags as well.
- To do a multiple search, type in the Find box:
 - ◆ author: OESD
 - ◆ colors: <9
 - ◆ stitches: <5,000
- All designs matching those tags will appear.
- Select all in the Find box and delete.
- To add tags to your created designs, select Designs> Design Properties when you are creating the design.
- Select the Summary tab.
- Complete the information in the Summary Tab. Click OK.
- Save the file after adding the information.



A colon must separate every field. Do not insert commas in between the fields, but do add a space in between search fields.

ZIPPING FILES

- In the Navigation tree, select BERNINA 8 Embroidery> Work & Play.
- Hold the Ctrl key and select the Baseball, the Basketball, Football 2, and the Soccer ball.
- Right click and select, Send to Compressed (zipped) folder.
- A message appears that says the zipped file will be placed on the Desktop. Select Yes.
- The folder can be found on your desktop and it can be moved to any folder through File Explorer.

Notes:**UNZIPPING FILES**

- If you have just placed an unzipped folder in the Embroidery Library, close the software; then reopen to refresh the screen.
- Click on Embroidery Library.
- Navigate to the location of the zipped files. Select the zipped file.
- You can open, cut, copy, or delete the files.