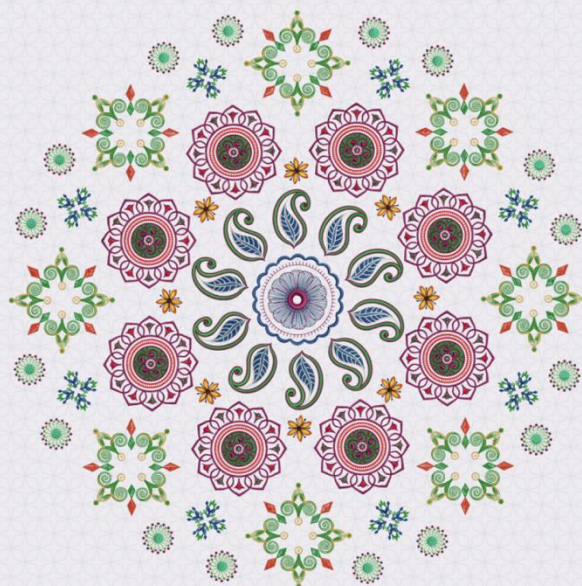


Digitizer V5.5



USER GUIDE
USER GUIDE

FILE MANAGEMENT
FILE MANAGEMENT

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INTRODUCTION

The Manage Designs toolbox and My Designs tab provide an integrated way to view and organize all your embroidery designs. It allows you to easily resolve questions like:

- Where do I find my designs?
- I want to customize existing designs

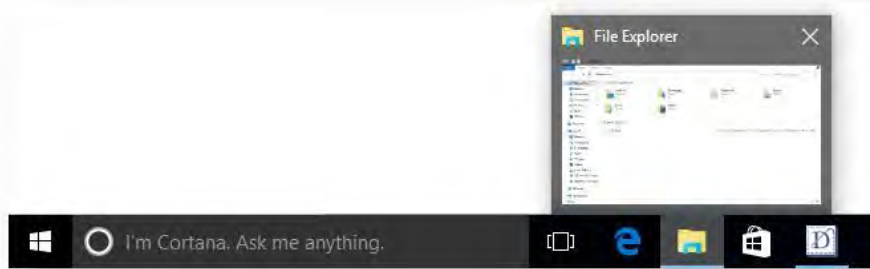
The built-in 'embroidery library' makes it easy to search, sort and browse all embroidery designs on your system. If you are already familiar with Windows Explorer, the interface will be quite intuitive to you. But there are some differences. In a nutshell, the library lets you:

- Find designs anywhere on your local hard drive or external device such as USB or ZIP drive.
- Search for designs by various means, including known design information.
- Create an organizing structure for easy categorization.
- Batch-convert selected design files to many stitch formats such as JEF, SEW, DST, EXP, and others.
- Print selected designs or send them to embroidery machine for stitchout.
- Find embroidery designs anywhere on your hard drive or external storage device and, optionally, add them to the embroidery library.

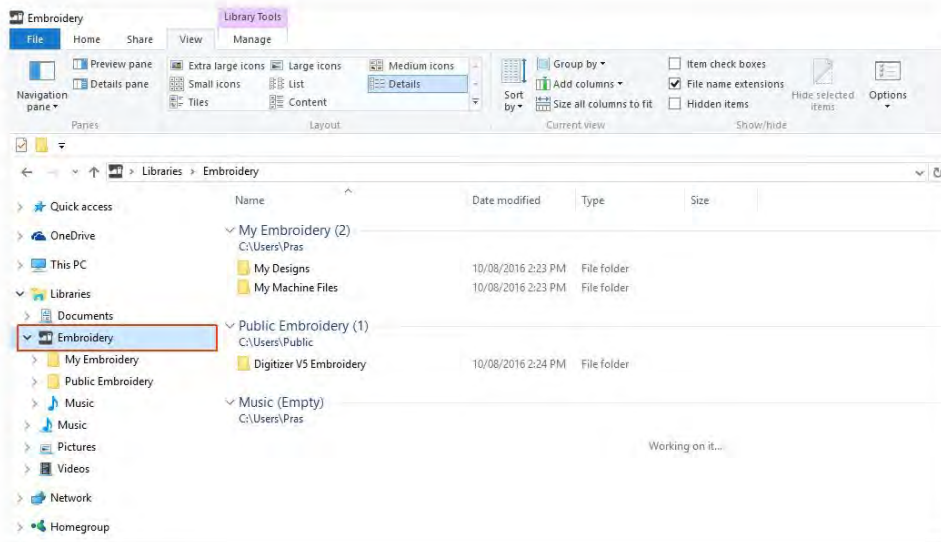
CONFIGURE FOLDER OPTIONS FOR DESIGN THUMBNAILS

The built-in Embroidery Library makes it easy to search, sort and browse all embroidery designs on your system. If you are already familiar with Windows Explorer, the interface will be quite intuitive to you. You are advised, however, to make a few adjustments to folder options for recommended embroidery design settings. The steps below are based on Windows 10 settings.

- Start the File Explorer program from the Windows task bar.



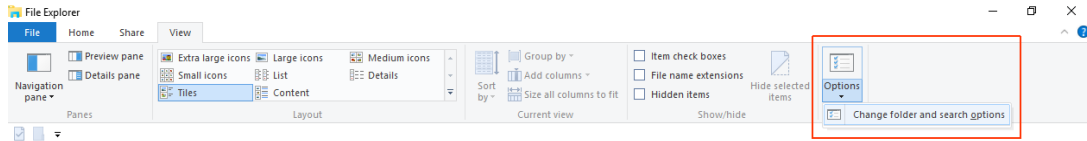
- Select the Embroidery folder.



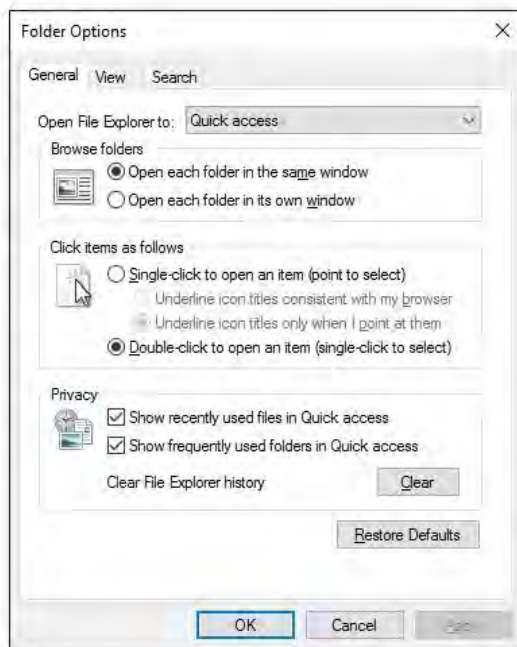
Embroidery libraries do not automatically appear in Windows 10. For details, see [Embroidery libraries](#).

- Go to File Explorer > View > Options > 'Change folder and search options'.

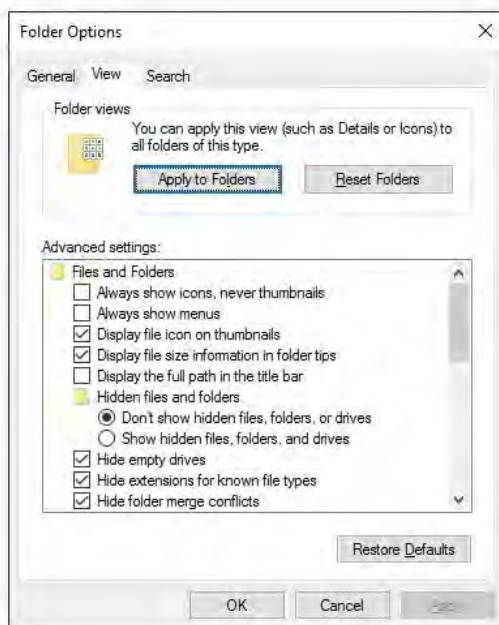
Configure folder options for design thumbnails



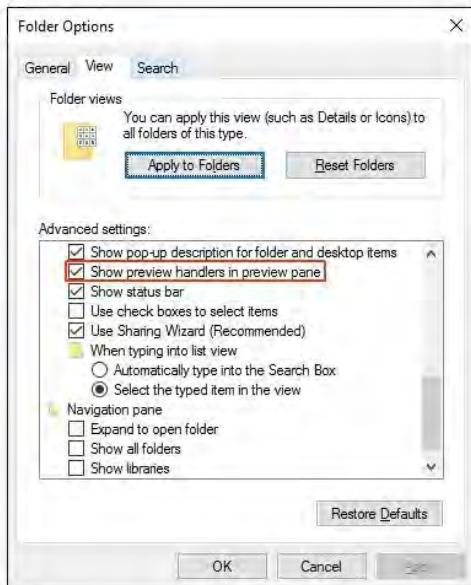
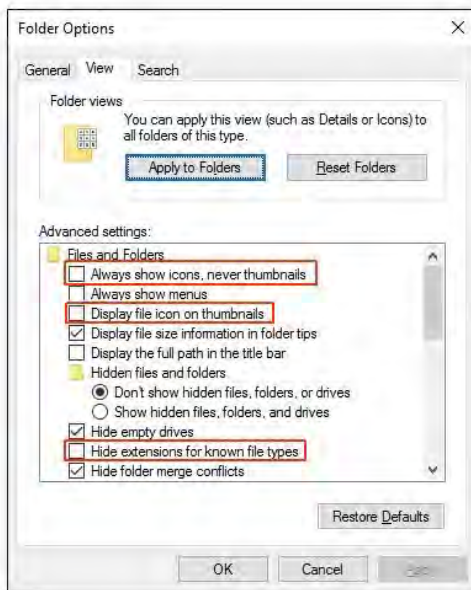
- The Folder Options dialog opens.



- Go to the View tab. Several Windows default settings are not ideal for embroidery.



- Recommended settings include:



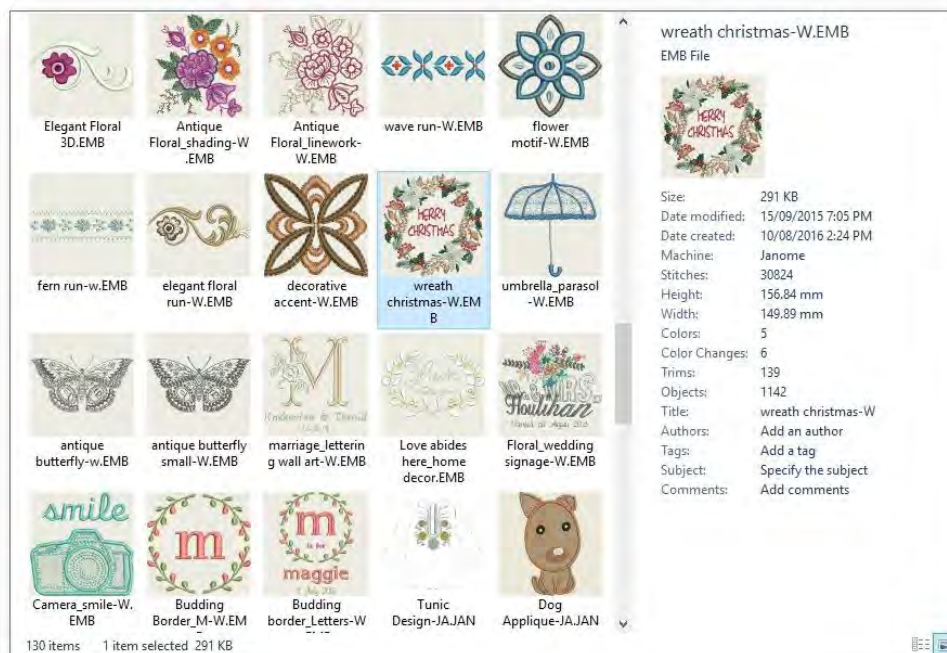
- Click 'Apply to Folders' to apply settings to the Embroidery folders. Summary:

Setting		Reason
Always show icons, never thumbnails	Unticked	So thumbnail images of embroidery designs will show, not the program icon.

Configure folder options for design thumbnails

Setting		Reason
Display file icon on thumbnails	Unticked	So program icons do not display in the corner of design thumbnails.
Hide extensions for known file types	Unticked	So you can see the different types of embroidery design files - EMB, DST, JEF, etc.
Show preview handlers in preview pane	Ticked	So you can see a preview of the embroidery design in the preview pane.

- If your File Explorer settings are properly configured, thumbnail images will appear as expected in the Embroidery Library:



In addition to the Embroidery Library, these settings affect how thumbnails display in File Explorer and other Windows applications.

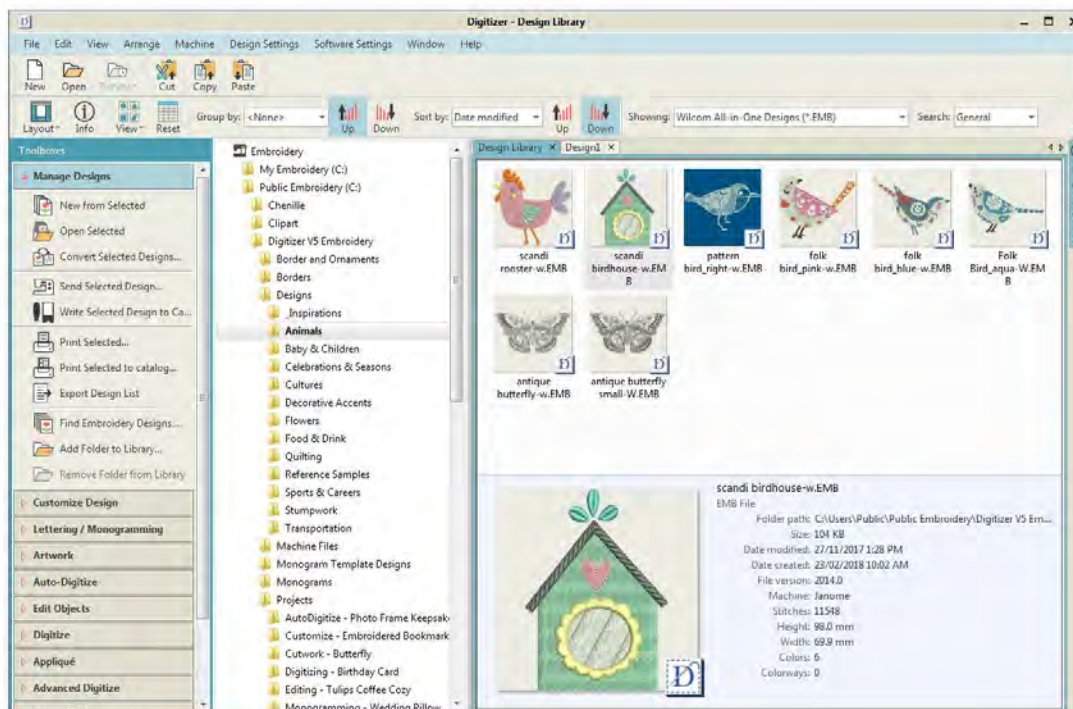
BROWSE DESIGNS

The built-in 'embroidery library' makes it easy to search, sort and browse all embroidery designs on your system. If you are already familiar with Windows Explorer, the interface will be quite intuitive to you. But there are some differences. The embroidery library is a 'virtual library' in that any designs on your system can be located and displayed within the navigation tree. The design software doesn't care where they physically reside on your hard disk or external storage devices. Any folder containing embroidery designs can be included in the navigation tree.


On some computers, design thumbnails do not appear automatically in the Embroidery Library or in Windows Explorer. The most common cause are the Windows Explorer preferences. For details, see Configure folder options for design thumbnails.

Open the library

The Design Library is accessed from the Toolboxes > Manage Designs option. The library has five main components – toolbars, navigation pane, design display area, details pane, and Design Properties docker. The appearance will differ somewhat depending on your operating system.

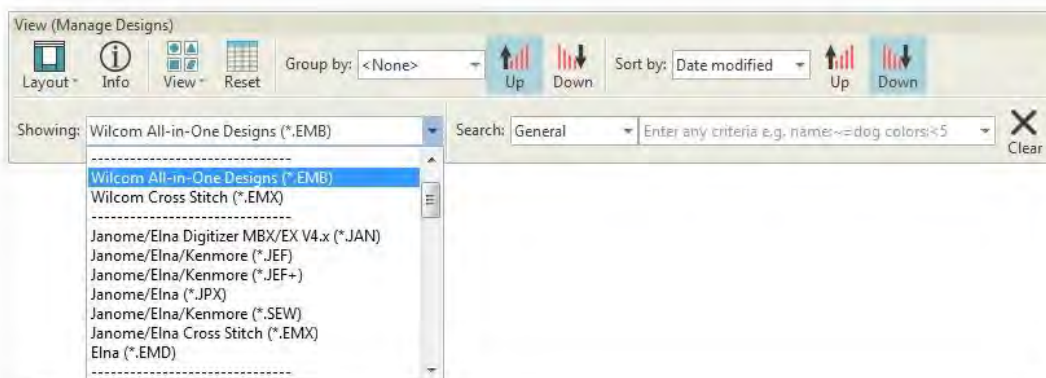


Library components are summarized as follows...

Component	Function
Toolbox	Use the toolbox on the left to open selected designs, convert them, print them, or output them to any connected embroidery machine or data media, or find folders containing the designs and add/remove folders to/from embroidery library.
Navigation pane	The navigation pane in the Design Library is not an exact duplicate of your Windows Explorer folder structure. It is selective in that it only contains folders relevant to embroidery design and multi-decoration. Select and add any folder on your PC or network to view supported file types.
Design display area	The design display area shows any designs in selected folders corresponding to the filter selected and search criteria entered in the View toolbar. Use this toolbar also to customize the design display view. 
Details pane	When a design is selected, summary information is displayed in the preview pane. See also Design information.
Design Properties docker	Check design details via this docker. This information can be printed with approval sheets and production worksheets.
View toolbar	Search or sort the entire embroidery library or any chosen folders on any criteria selected. See below.
Standard toolbar	Create new designs, open existing designs, open recent designs, and cut, copy and paste selected designs.

Filter & sort designs

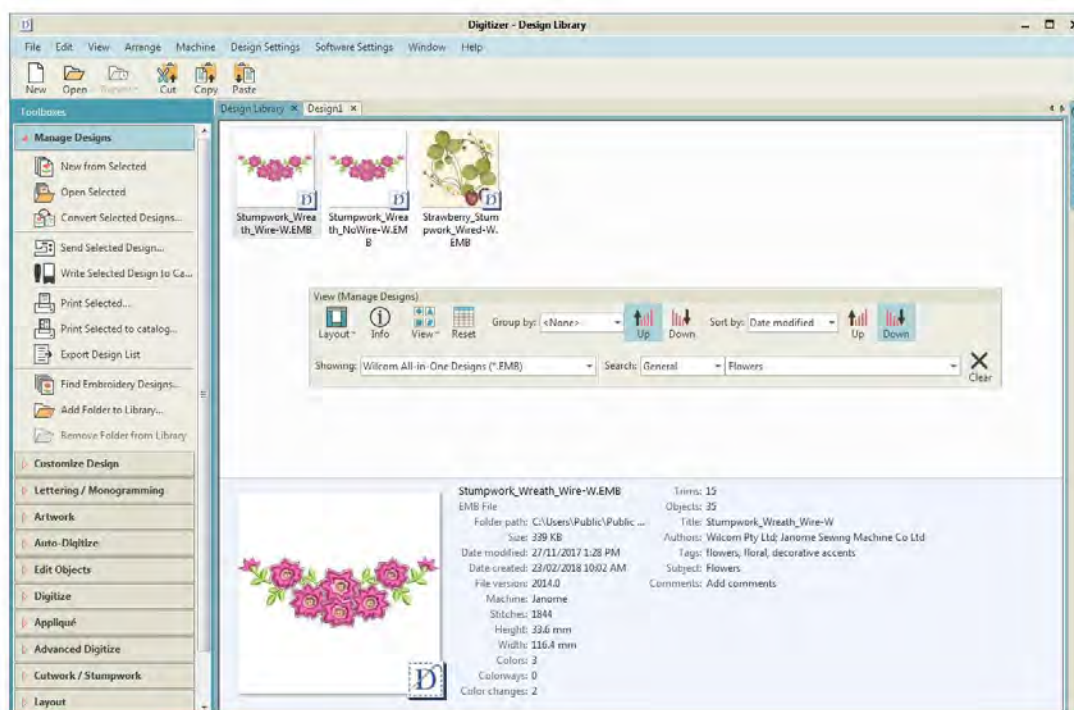
The View toolbar provides a powerful means for sorting, filtering, and searching for designs in your embroidery library. For instance, filter the library to show only certain file types.



Use it also to search for names or keywords or sort them by name, create date, or other criteria. Use it also to control display of the navigation tree as well as thumbnail appearance.

Find designs

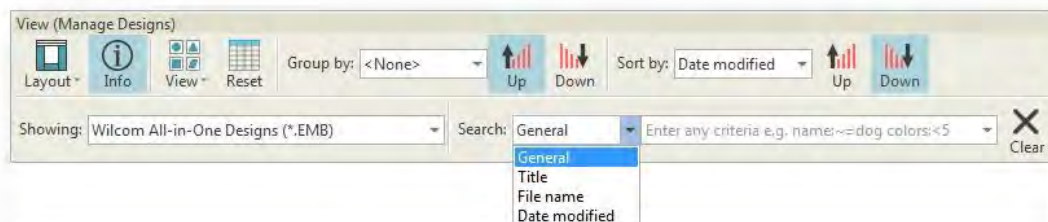
Design Library allows for fast searching of designs on shared local network drives. This is important for businesses with multiple computers and multiple users creating and accessing EMB, machine files, or graphic files.



Use the View toolbar to search for names or keywords or sort designs by name, create date, and other criteria. The Search field is very powerful.

Search criteria

In fact you can search on any criterion displayed on the preview pane. To begin with, select a file type to search on, and select criteria from the droplists.

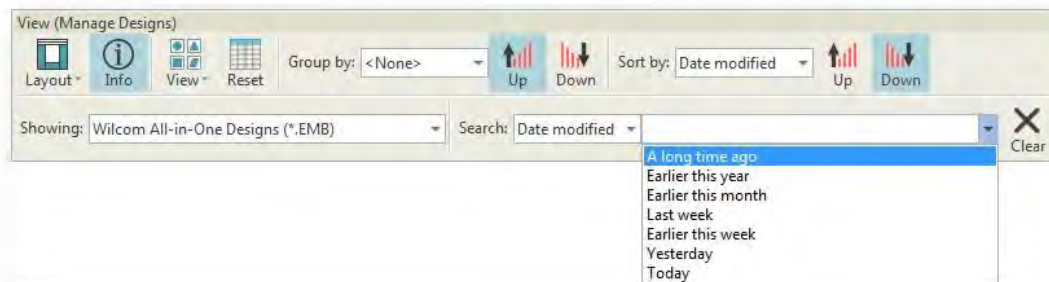


Searchable fields include common categories:

- Title

- File name
- Date modified

Further preset search criteria are available...



Search strings

Optionally, enter search strings directly into the search field – e.g. ‘colors<5’ – meaning, ‘fewer than 5 colors’. Search strings default to ‘CONTAINS’ not ‘EQUALS’ unless you enter a different criteria.

There is also an ‘All’ criterion which allows you to do perform advanced queries using the Windows Search syntax such as:

author:"Wilcom" colors:<5 stitches:<3000

This will narrow the search to only those designs which:

- have been authored by ‘Wilcom’
- have less than 5 colors, and
- have less than 3000 stitches.

Make sure you use correct syntax. Each field name must include a colon (:) after the name. Any names, such as ‘Wilcom’, need to be placed between double quotes – “Wilcom”. Use the Clear button to clear the Find field before conducting another search.

Reserved terms

Certain terms are ‘hard-coded’ in the design file. When conducting searches in languages other than English, you need to make sure that these ‘reserved’ terms are entered in English. Note that the following are not natively available in the Operating System and will always appear in English:

- Colors
- Height
- Machine
- Objects
- Stitches
- Trims
- Width

Search criteria with two words needs to be entered without spaces as shown:

Search criteria	Enter...
Color changes	Colorchanges

When searching on non-reserved terms, you can search for two words separated by spaces and the search will turn up all designs with either word. If you want to find designs with both words, add a + between them – e.g. koi+fish. If you want an exact match, you need to include inverted commas in the search string – e.g. “my design”.

OPEN DESIGN FILES

You don't need any experience to start with your embroidery software. You can simply open a design and send it to your machine for 'stitchout'. This is a good place to start. Alternatively, you may want to combine different designs or add lettering to existing designs. Once you are used to the steps involved in sewing out designs – either included samples or ones you have purchased – you will soon want to make global design modifications such as resizing, or changing thread colors and fabric types. As you gain in confidence, you will want to create your own designs from scratch.

By default the software saves designs to its native 'EMB' file format. This format contains all information necessary both for stitching a design and for later modification. The software opens many other embroidery file formats. You can save designs in EMB as well as other file formats. See also Supported design files.

Open designs from Design Library

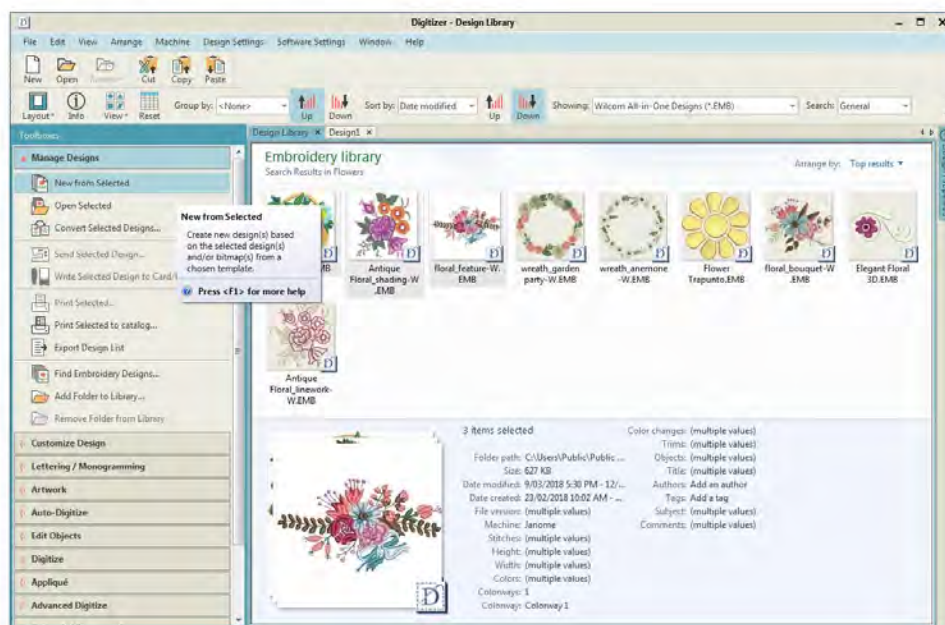


Use Manage Designs > Open Selected to open design(s) selected in the embroidery library.

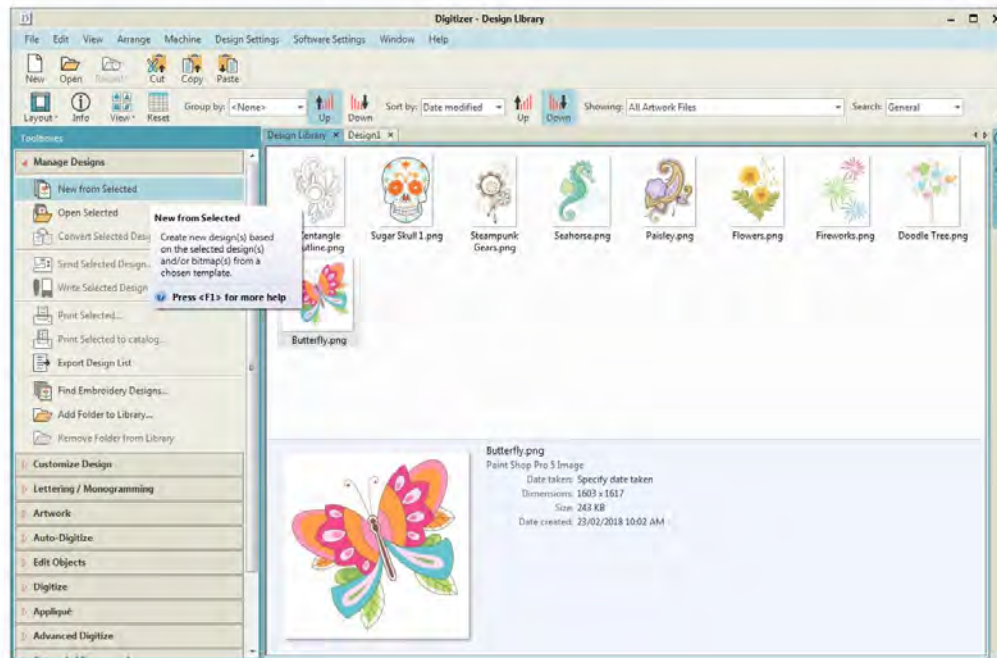


Use Manage Designs > New From Selected to create new designs based on designs selected in the embroidery library.

Using Design Library, you have the option of opening one or more selected designs in their own design tabs. Simply select a design or designs by holding down <Ctrl> as you click, and then click Open Selected. This command opens the original file. Alternatively, click New From Selected. The only difference for practical purposes is that New From Selected creates a copy which opens in a new design tab, thus preserving the original design file.



You can also use the New From Selected command to open selected graphic files into their own design tab ready for digitizing.



Open designs from

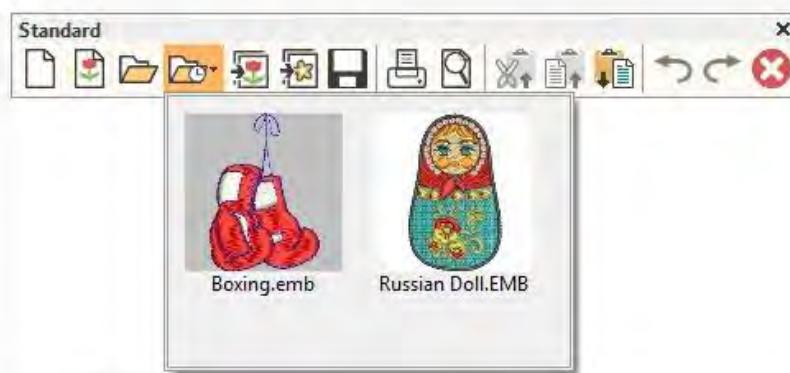


Use Standard > Open Design to open an existing embroidery design.



Use Standard > Open Recent Designs to open a design from a list of recently opened designs.

There are other ways of opening designs into your design window. The Standard toolbar which is available at all times lets you open recent designs or open designs from your hard disk.



If you want to open one design into another, an Insert Design function is available. Combine designs or design elements into a single design layout. See Insert designs.

Open blank design



Use Standard > New Blank Design to create a blank design based on default fabric settings.

When you create a blank design, a new tab is added to the design bar. The blank design is loaded with pre-defined fabric settings and color palette.



Ungroup designs on opening

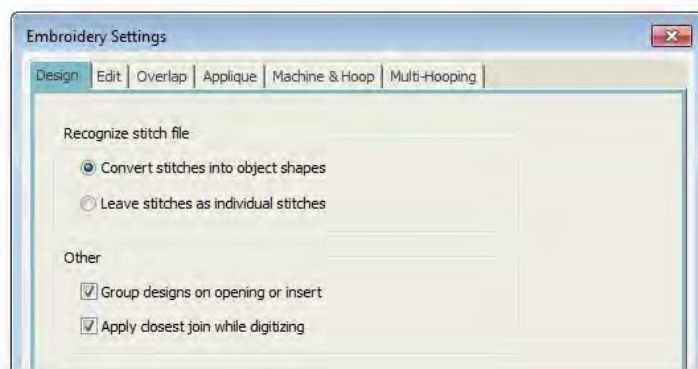


Use Context > Group to group a selection of objects. Or press <Ctrl+G>. This tool is also available via Arrange menu.



Use Context > Ungroup to ungroup a grouped selection. Or press <Ctrl+U>. This tool is also available via Arrange menu.

By default, designs are grouped when first opening in the software. They can be ungrouped by means of the Ungroup tool on the Context toolbar. Alternatively, untick the 'group designs' checkbox in the Embroidery Settings > Design tab.



CONVERT DESIGNS

Embroidery designs can be saved in one of two file types – ‘outline’ or ‘stitch’. EMB is the native outline format of the embroidery software. It supports many stitch formats such as JEF, SEW, DST, EXP, and others.

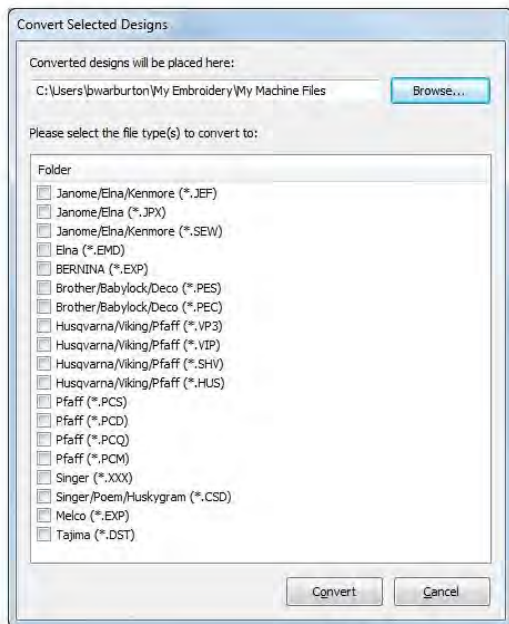
Convert selected designs



Use Manage Designs > Convert Selected Designs to convert the design selected in the embroidery library into different stitch file types.

You can convert your EMB and other design files to and from other file formats directly from your embroidery library.

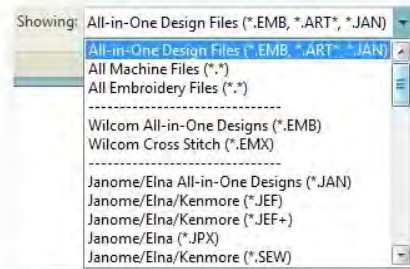
- Select the file(s) to be converted and click the Convert Selected Designs icon. The dialog lists all stitch file formats supported by the software.



- Select the file types you want to convert to.
- Click Browse to locate a destination folder for the converted designs.
- Click Convert to start the conversion. The converted designs will be stored in the nominated folder.

Design files

Design files fall into two broad categories - embroidery files and machine files. Embroidery files are generally the ones you open and modify in the software. Machine files are generally the files you send to machine for production. There is some interconvertibility between the two formats. Note that you can filter your embroidery library between these two broad categories.



Embroidery files

Embroidery files, also known as 'all-in-one' or 'outline' files, are high-level formats which contain object outlines, object properties and stitch data. When you open an outline file in the software, corresponding stitch types, digitizing methods and effects are applied. Outline files can be scaled, transformed and reshaped without affecting stitch density or quality. After modification, you can save your design to any supported file format.

Machine files

Different embroidery machines speak different languages. Each has its own commands for the various machine functions. Machine files, also known as 'stitch' files, are low-level formats for direct use by machines. They contain information about the position, length and color of each stitch. When they are read into the software, stitch files do not contain object information such as outlines or stitch types, but present the design as a collection of stitch blocks. Stitch blocks consist of individual stitches.

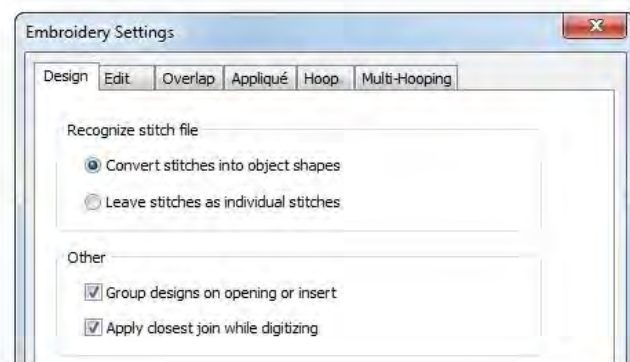
You can scale raw stitch format designs, but because the stitch count does not change, the density increases or decreases with the design size. Thus you should not scale stitch designs by more than $\pm 5\%$ or some areas may be too thickly or too thinly covered.



While stitch designs are generally not suited to scaling, the software can interpret object outlines, stitch types and spacing from stitch data with some success. By default, stitch files are converted to outlines and objects upon opening in the software. These 'recognized' designs can be scaled with stitches recalculated for the new outlines. Processing is effective for most stitch designs but cannot produce the same level of quality as original outlines and may not handle some fancy stitches.

Object/outline recognition

By default, stitch files are converted to outlines and objects upon opening. When the software 'recognizes' a machine file, it recognizes stitch types, spacing and length values, stitch effects, and can determine object outlines. All filled areas become fill or outline objects, with general and embroidery-specific properties. Stitch types are assigned as satin or tatami depending on the pattern of needle penetrations. Recognized object outlines and stitch values are stored as object properties in the software. This means you can scale and transform recognized designs in the usual way. You can also change the stitch density of the whole or selected parts of a design, and/or of certain stitch types. Note that if you do not want the software to convert stitch files to design files, turn off the recognition option in the Embroidery Settings > Design tab.



SEND SELECTED DESIGNS



Use Manage Designs > Send Selected Designs to My Machine to send the selected designs in the Embroidery Library to currently selected machine for stitching.



Use Manage Designs > Write Selected Designs to Card/USB to write the selected designs in the Embroidery Library to Card or USB stick.

You can output embroidery designs in a variety of ways – by printing as worksheets, as appliqué patterns, color films, or as thread charts. The software also allows you to save your designs as images for use with fabric and garment applications. You can also send them directly to machine for stitching.

The software supports various sets of machine model. Some machines can be connected by cable directly to your PC via the USB port. Older-style machines do not support direct connection but they do read ATA PC cards and/or USB memory sticks.



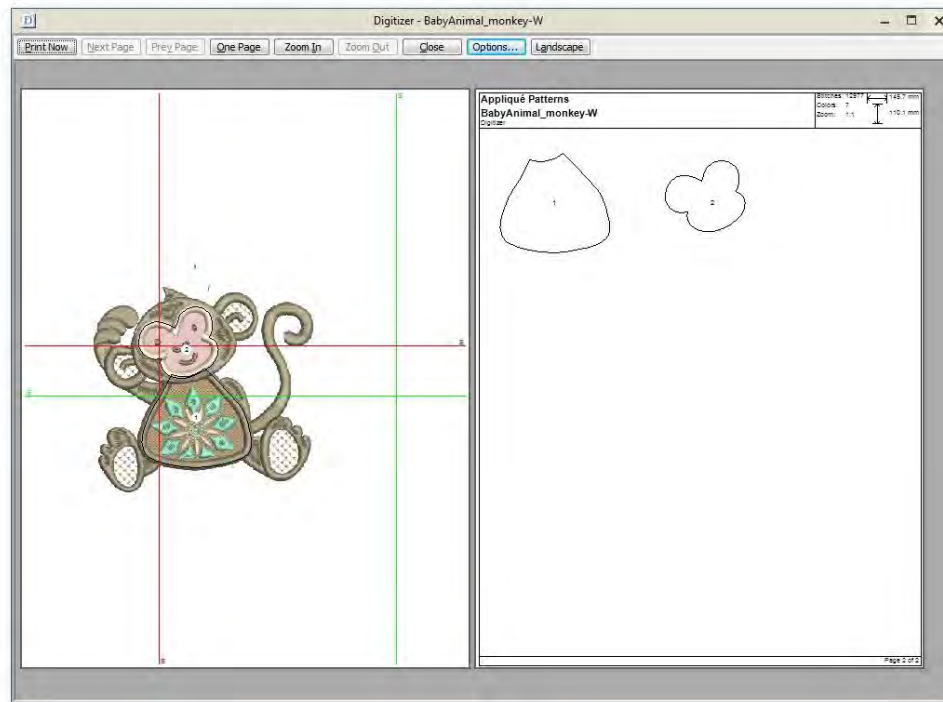
When working with designs that are larger than the available physical hoop, you can split them into parts, each containing an object or group of objects. The software automatically calculates which files are to be sent and shows you how they will look.



Using the Output Design toolbox you can output embroidery designs in a variety of ways – by printing as worksheets, as appliqué patterns, color sequence, or as thread charts.

OUTPUT DESIGN DETAILS

Create a hard copy report of a selected design using a printer or plotter. Report types may include design worksheets, appliqué patterns, color films, hooping sequence reports, as well as catalogs and lists of selected designs.



Print selected designs



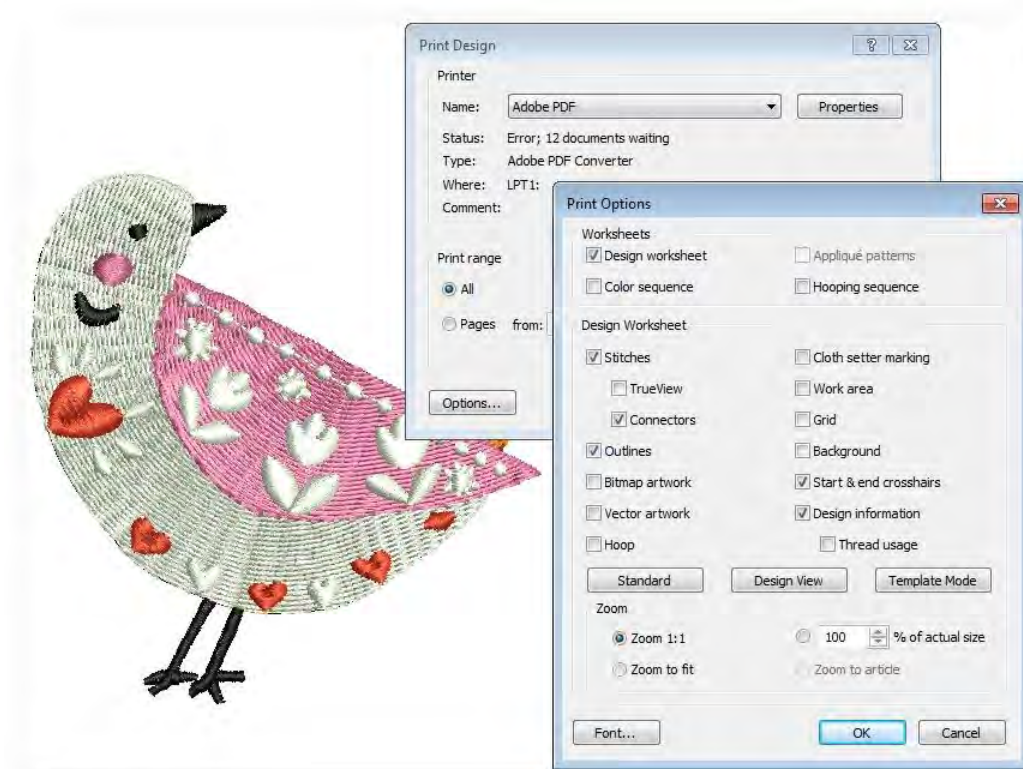
Use Manage Designs > Print Selected to print designs selected in the embroidery library.



Use Standard > Print Selected to print designs selected in the embroidery library.

You can print worksheets for selected designs, and include thumbnails of each in the worksheet. Unlike Print Designs, this option can provide design and sewing information.

- Sort the designs to be printed using Sort.
- Select a design and click the Print Selected icon. The Print dialog opens.
- To customize the printout, click Options.



- Set worksheet options to show the information you want in the format you require.

Report	Purpose
Design worksheet	This provides complete sewing information for the design. All related information, such as bobbin length, design size, garment fabric, etc, is provided.
Appliqué patterns	This shows appliqué patterns – cutter information – isolated from the design. These can be used as a guide to cutting out fabric pieces. They also show which appliqué pieces are to be included.
Color sequence	Provides a list of colors in the design, together with color and stitch information for each color layer. This helps the machine operator to see each stitch color in order of stitchout.
Hooping sequence	If there is more than one hooping in the design, this option displays hoopings in their correct color sequence.

- Use the preset buttons to filter the design worksheet options - 'Standard', 'Design View', and 'Template Mode'. The Design Worksheet panel provides options for further customization. See also Print designs.

- Click OK and ensure correct printer settings in the MS Windows® Print Setup dialog.
- The dialog and the settings available will vary from printer to printer. See your printer manual for details.

Export design lists



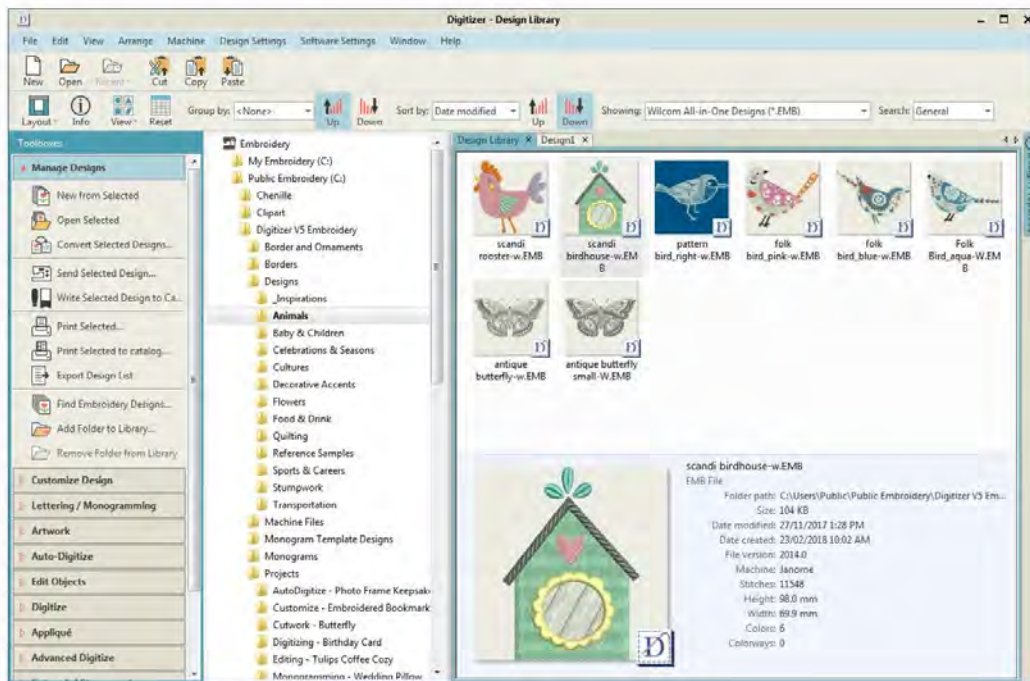
Use Manage Designs > Export List to export selected files to Tab and CSV (Comma Separated Value) formats suitable for use by most spreadsheets.

The Export Design List option can be used to print design lists for selected folders. This option allows you to create a simple design report which can easily be imported into a spreadsheet. You may want to use this in order to manage designs by file name.

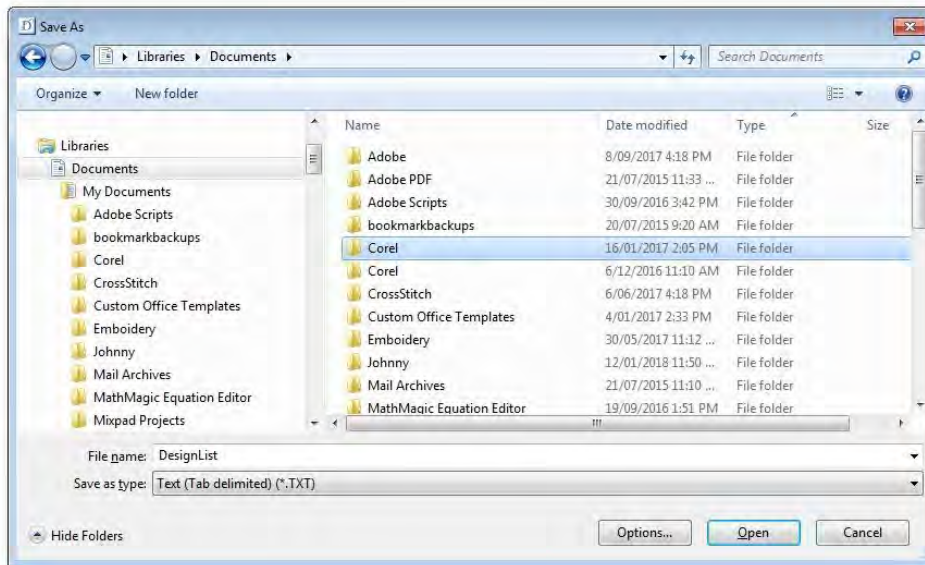
- Preset the measurement units you want to use - metric or U.S.



- Open the Embroidery Library and select a design folder.



- Sort and filter the designs to be printed. See also Browse designs.
- Click the Export Design List icon and choose a location to save the list. Choose whether to save as a tab-delimited or comma-separated text file.



- Open the text file in a spreadsheet for further sorting and printing.

	A	B	C	D	E	F	G
1	BabyAnimal_zebra-applique-W.EMB	2015/09/15:08:05:10.000	3.96 in	4.00 in	9179	5	
2	BabyAnimal_monkey-applique-W.EMB	2015/09/15:08:05:10.000	4.16 in	4.34 in	13110	7	
3	BabyAnimal_giraffe-applique-W.EMB	2015/09/15:08:05:10.000	3.06 in	4.91 in	5771	4	
4	Teddy Frame-JA.JAN	2015/07/27:14:37:48.000	3.78 in	5.13 in	7025	4	
5	Rubberduck-JA.JAN	2015/07/27:14:37:46.000	3.92 in	3.11 in	13824	9	
6	Our Family-JA.JAN	2015/07/27:14:37:46.000	3.66 in	2.24 in	3048	4	
7	Face-JA.JAN	2015/07/27:14:37:46.000	1.59 in	1.15 in	2115	2	
8	Elephant-JA.JAN	2015/07/27:14:37:46.000	3.28 in	4.98 in	17037	5	
9	Doll-JA.JAN	2015/07/27:14:37:44.000	2.49 in	3.48 in	6415	4	
10	Clown-JA.JAN	2015/07/27:14:37:44.000	2.36 in	3.16 in	4668	7	
11	Clothesline-JA.JAN	2015/07/27:14:37:44.000	6.97 in	1.91 in	7125	5	
12	Boy-JA.JAN	2015/07/27:14:37:44.000	1.74 in	1.59 in	2240	2	
13	Border-JA.JAN	2015/07/27:14:37:44.000	4.09 in	3.06 in	5766	7	

Designers frequently want to distribute designs for viewing in real colors, in TrueView or otherwise, with or without fabric backgrounds. Screen images can be captured in PNG format and send as email attachments.

Print design catalogs



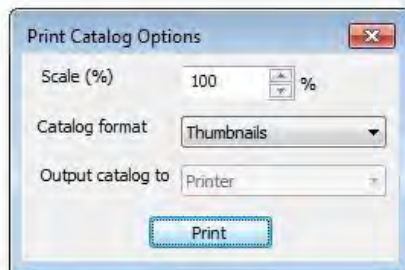
Use Manage Designs > Print Selected to Catalog to print selected designs to an HTML catalog.

Printed catalogs contain thumbnails plus limited text details. You can prepare catalogs of selected designs to suit your needs. To print a design catalog...

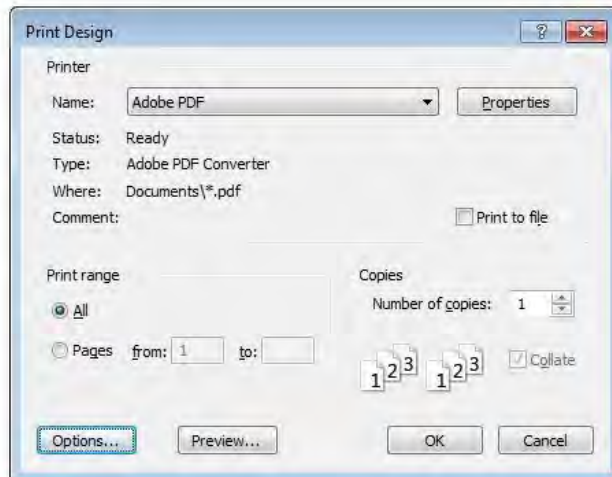
- Open Design Library and filter designs as desired.



- Select the designs you want to include in the catalog.
- Select Manage Designs > Print Selected to Catalog. The Print Catalog Options dialog opens.



- Adjust settings as preferred:
- Change Scale (%) to adjust thumbnail size.
- Select a catalog format – thumbnails with or without design details.
- Choose output target – PDF file or actual printer.
- Click Print. The Print Design dialog opens.



- Click Preview to view the catalog.

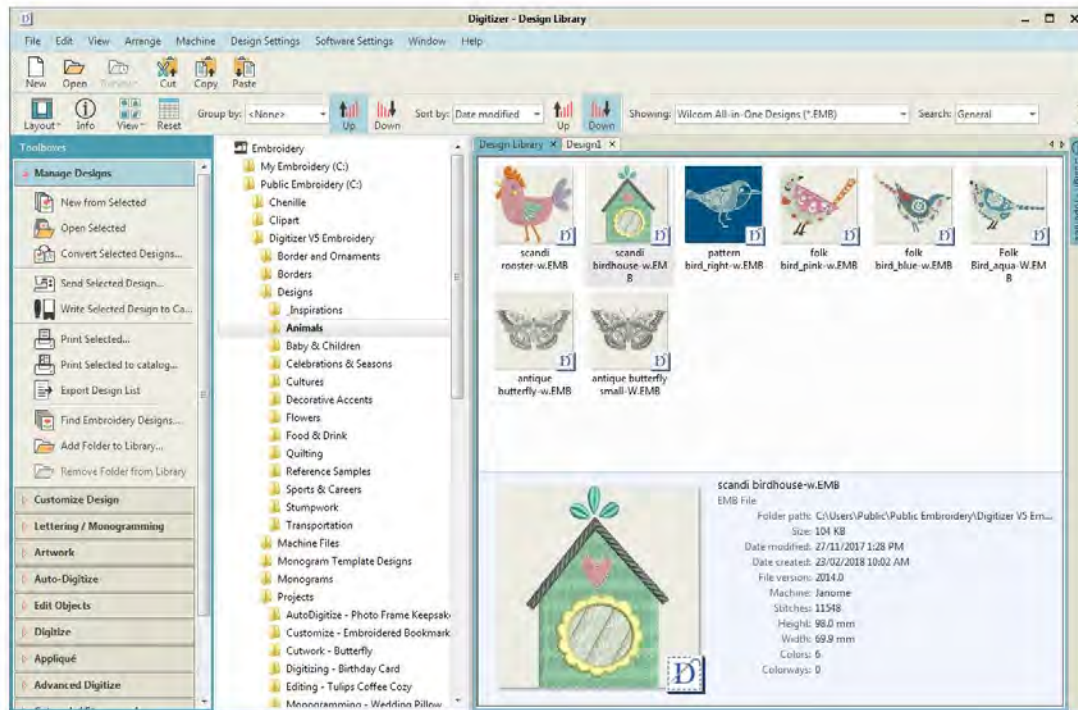


- Click Print Now to send the design report to your local printer. If the catalog requires more than one page, you can select which page to print in the MS Windows® Print Setup dialog.

Designers frequently want to distribute designs for viewing in real colors, in TrueView or otherwise, with or without fabric backgrounds. Screen images can be captured in PNG format and send as email attachments. See also Capture designs.

MANAGE FOLDERS

The embroidery library is a 'virtual library' in that any designs on your system can be located and displayed within the navigation tree. The design software doesn't care where they physically reside on your hard disk or external storage devices.

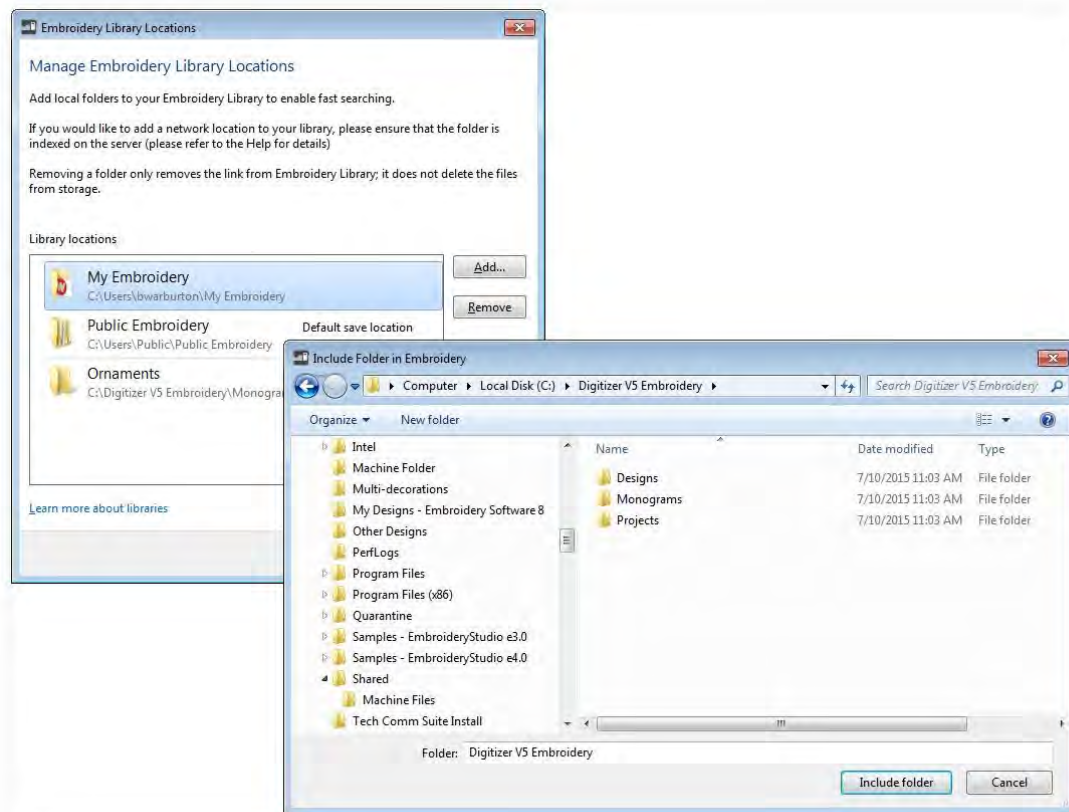


Add folders to the library



Use Manage Designs > Manage Embroidery Library Locations to add or remove existing folders from the Embroidery Library, enabling fast searching and filtering.

When you add or remove folders from the navigation tree, this only affects the embroidery library. It does not affect the folder structure on your hard drive or network. To add design folders to your library, use the Manage Embroidery Library Locations function to locate folders containing designs.

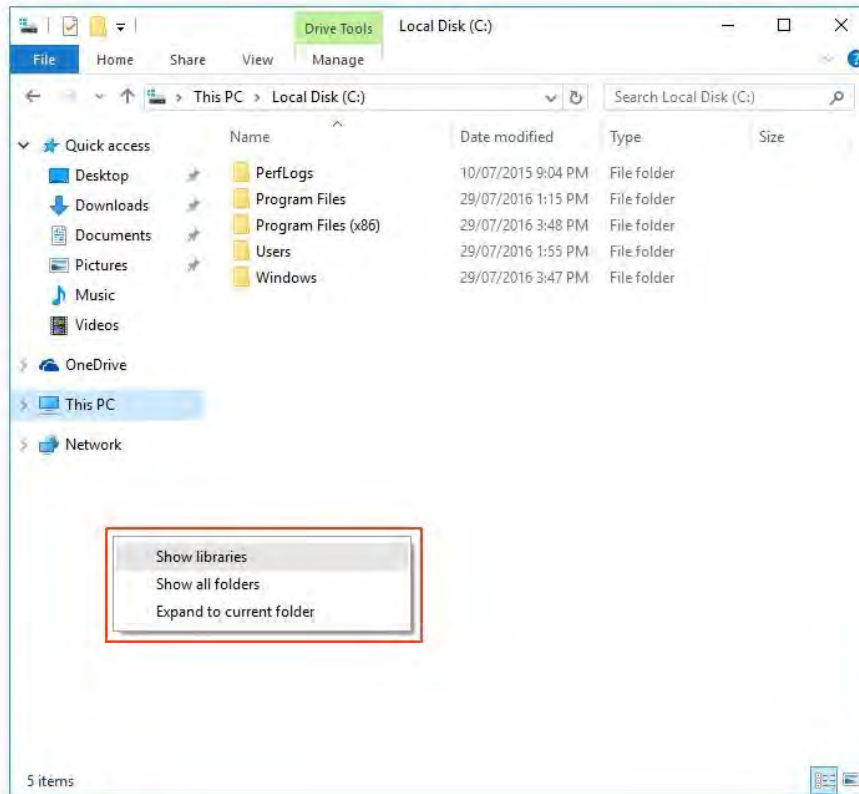


Use the Remove button to remove a folder from the Design Library. All subordinate folders will disappear from the navigation tree. The same functionality is also available via popup menu.

Embroidery Libraries in Windows 10

Embroidery libraries do not automatically appear in Windows 10.

- Go to Windows Explorer.
- Select 'This PC' and right-click the empty window to invoke the popup menu as shown.



- Choose 'Show libraries'. The Embroidery Libraries are added.

