

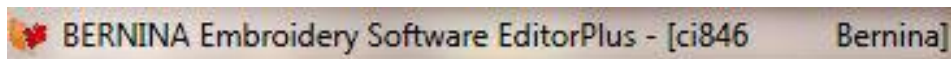
ARTISTA SCHOOL OF DIGITISING

ESTABLISHED 2005

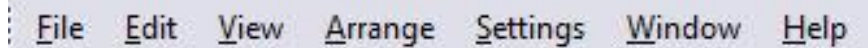
TOOLBARS, COMMANDS (ICONS) AND TOOLS WITH V5 & V6

EDITOR PLUS V5 & V6

✓ TITLE BAR



✓ MENU BAR



✓ GENERAL TOOLBAR



✓ STITCH & COLOUR BAR



✓ EDIT TOOLBAR



✓ DIGITISE TOOLBAR



✓ ARRANGE TOOLBAR



✓ PICTURE TOOLBAR V5

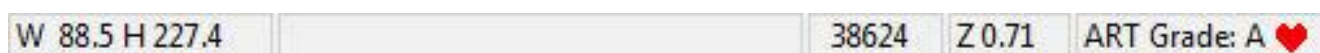
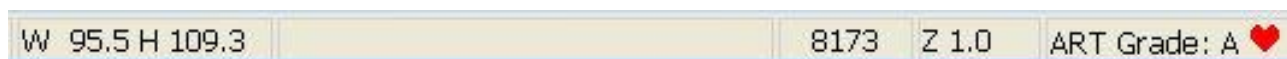


V6 View CorelDraw Essentials 4

✓ VIEW MODE TOOLBAR



✓ STATUS LINE



[The Status Line provides valuable information about current design such as size, stitch count, etc.](#)

Toolbars provide a quick and easy access to the Software Commands (Icons)

Toolbars can be docked to the left, right, top and bottom or they can be 'floated' anywhere on the screen. The **Stitch and Colour Bar** can be docked vertically, but then the **Outline and Colour Bar** **will not be displayed**. Therefore it is advisable to dock the bar only horizontally.

- ✓ To move a toolbar to a different position on your screen, left click on the toolbar. Your mouse pointer should turn into a + sign.
- ✓ Hold the left mouse button down and move toolbar to a new location
- ✓ If you loose a toolbar, hold down **SHIFT AND P** on your keyboard

COMMANDS (ICONS) AND TOOLS

Toolbars provide a quick and easy access to Bernina Icons. Click a Toolbar Icon to activate a command. If you rest your mouse pointer over an Icon, you will it's name in a 'tool tip'

You use commands or Icons and dialogs to select and complete tasks in the Software. Keyboard shortcuts are also available for most frequently commands. This can be found in your Onscreen Manual

To cancel a command or icon, press **ESC** on your keyboard

ICONS

- ✓ Left Click the icon to activate the command
- ✓ Right Click the icon to adjust settings or activate more commands
- ✓ If the icon has both left and right click commands, the name is split with a slash (/). An example for this is the **Scale by 20% Down/Up** when you click it

























HOW TO USE ICONS AND WHAT THEY DO













General Toolbar





- ✓   New



Same as File > New


- § Opens a new design page
- ✓   Open Same as File > Open
 - § Opens a design in your design window
- ✓   Save Same as File > Save
 - § Save your design
- ✓   Print Prints designs using current print settings
- ✓   Print Preview Same as File > Print Preview
 - § Use this to set options for printing design templates
- ✓   Write to Machine Same as File > Card/Machine Write
 - § Sends design to your machine directly from your computer
- ✓   Read from Magic Box Read designs from design cards using Magic Box
- ✓   Write to magic Box Save designs to design cards using Magic Box
- ✓   Cut Same as Edit > Cut
 - § Use this icon to cut an object away and paste it into a new position or sewing order
- ✓   Copy Same as Edit > Copy
 - § Copies a design onto your Window's Clipboard to be pasted as another design in a new position or into a new design page
- ✓   Paste Same as Edit > Paste
 - § Pastes the design as another design in the same design window or a new design window
- ✓   Undo Same as Edit > Undo
 - § You can undo a wrong command or digitising object as much as 256 times or to the last Save
- ✓   Redo Same as Edit > Redo
 - § You can redo a command or digitising object, but only for a limited amount of times


- ✓   Show/Hide Grid Same as View > Grid
 - § Use the grid to place objects in a correct position. You can work with the grid showing or the grid can be hidden while you work
- ✓   Show/Hide Hoop Same as View > Hoop
 - § The hoop is used to make sure that the design you are digitising will fit in the correct hoop when you stitch it out. You can work with the hoop showing or the grid can be hidden while you work
- ✓   Show/Hide Picture Same as View > Picture
 - § The picture in the background can be turned off or on while you are working. Hiding the picture temporarily will allow you to see details of the digitised design better
- ✓  V6 Dim Artwork
 - § Dim backdrops to show stitches more clearly when digitizing
- ✓  V6 Show Vectors
 - § Toggle on/off display of vector graphics
- ✓   Show/Hide Stitches Same as View > Stitches
 - § Use this option with great care. When you click this icon to hide stitches, you will only see the outlined areas of all the objects in the design
- ✓   Show Fabric Toggle appliqué/colours on/off
 - § This allows you to see the finished design with fabric and colours. You can then decide if you like what you have put into the design
- ✓   Object Properties Same as Settings > Object Properties
 - § This icon gets used a lot. This is where you will set your properties for the objects that you want to digitise or where you can change existing properties of an object
- ✓   Auto Underlay Adds Automatic Underlay
 - § If you do not want to use specific underlay settings, you can use this icon which will allow the software to add automatic underlay

- ✓  Textured edge Adds textured edge to objects

§ This is a nice feature to use if you want to create edges that are not defined by outlines such as hair on an animal
- ✓  Colour film Same as Arrange > Colour film

§ This icon allows you to see the colours of all objects and the sequence in which you have digitised them. It also allows you to see all the individual objects if you turn the **Show Individual Objects**  option. There are more features to use under the Colour film Icon. See information further in tutorial
- ✓  Zoom Box Same as View > Zoom Box

§ This command can also be turned on by pressing the **letter b** on your keyboard. Left click will allow you to Zoom in and right click will allow you to zoom out. You can also draw a binding box around the area that you want to zoom into to enlarge that area
- ✓  Show All Same as View > Show All

§ Clicking this icon will bring the complete design into your working window, allowing you to see the complete design
- ✓  Show 1:1 Same as View > Show 1:1


§ This will allow you to view the actual size of the design in your design window. To view the design as a true 1:1 size, your screen must be calibrated














ART CANVAS MODE V6

VIEW THE ICONS FOR THIS TOOLBAR ON PAGE 404 OF THE ONSCREEN MANUAL

PICTURE TOOLBAR V5









- ✓  Select Object Select pictures in Design Window



- § This will allow you to select a picture or image that has been opened in the design view. You will then have all the selection handles around the picture available for resizing, rotating etc
- ✓  Reshape Object Crop a free form image
- ✓   Load Picture Inserts a picture in the Design Window
 - § You can apply Artwork preparation to an image to allow you to use the Auto Digitising Tool or Magic Wand to create your designs with in Editor Plus
- ✓   Touch Up Picture Same as Edit > Touch Up Picture
 - § Clicking on this icon will allow you to take the picture to your Paint Program to make alterations to the picture
- ✓   Scan Picture Scans Picture into Bernina
 - § Not all scanners are compatible with the Bernina Software. If you have a scanner that is not compatible, you will have to scan the picture using a different program and then open the picture in your software
- ✓  Dim Picture Dim or brighten picture to show stitches more clearly in design mode
- ✓   Save Picture Save Picture after editing
- ✓  PhotoSnap Turn Greyscale or colour photograph into Embroidery
 - § Details will be given in a different tutorial
- ✓  Artwork Preparation Reduce colours in any picture
 - § This must be applied before changing to design mode to allow the Auto Digitiser or magic Wand to be turned on
- ✓  Outlined Artwork Preparation – Sharpen Outlines and reduce colours in Outlined picture



EDIT TOOLBAR



- ▼   Select Object Select embroidery object for resizing, moving, Mirroring or rotating
 - § Selecting an object also allows you to make changes to that specific object, using the Object Properties icon
- ▼   Polygon Select Select irregular areas or shapes
 - § You can also use this icon to 'cut out' certain areas of a design and then move or copy and paste this area into a new position on the design page or into a new design page
- ▼   Reshape Object Reshape selected embroidery and lettering objects

§ This icon is also used to do editing in embroidery objects. It allows you to create a better quality design

- ✓   Lettering/Fill Values Create lettering and change lettering objects

- ✓   Remove Overlaps Same as Arrange > Remove Overlaps



§ You can remove layers of embroidery stitches if you have two objects overlapping. Selecting to top object and applying this command, the stitches in the bottom object will be removed where they are overlapping

- ✓   Mirror Horizontal Same as Arrange > Mirror Horizontal



- ✓   Mirror Vertical Same as Arrange > Mirror Vertical

- ✓   Rotate 45° CCW/CW Rotate selected objects in 45° increments

§ Left click to rotate Counter Clock Wise and Right Click to rotate Clock Wise

- ✓   Scale by 20% Down/Up Scale selected object in 20% increments

§ Left Click to REDUCE object/s. Right click to INCREASE object/s

- ✓   Monogramming Create personalised monograms using a selection

Of pre-defined monogramming styles, border shapes and ornaments

- ✓   Break Apart Same as Arrange > Break Apart

§ You can brake lettering and appliqué apart to allow you select individual objects of a word or an appliqué object

- ✓  V6 Image Preparation

§ Prepare Bitmap artwork for automatic digitising

- ✓   Quilter Same as File > Quilter

§ Allows you access to the Quilter Program

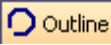
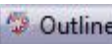




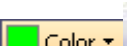
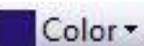
- ✓  Cross Stitch Same as File > Cross Stitch

§ Allows you access to the Cross Stitch Program

✓






STITCH AND COLOUR BAR






























- ✓   Outline Select outline stitch for new and selected objects
 - §  Single Show outline stitch types for selection
- ✓   Fill Select fill stitch for new and selected objects
 - §  Step Show fill stitch types for selection
- ✓   Colour list Lists available thread colours
 - § Allows you direct access to thread charts so you

ARRANGE TOOLBAR





- ✓   Group Same as Arrange > Group
 - § Allows you to group several objects together as one object
- ✓   Ungroup Same as Arrange > Ungroup
 - § Allows you to ungroup grouped objects so that individual objects are available again
- ✓  Lock Lock selected object/s into place









- ✓  Unlock Unlock selected locked object/s to remove protection
- ✓   Align Left Vertical Align selected objects Vertical on the Left side
- ✓   Align Centres Vertical Align selected objects centres Vertical
- ✓   Align Right Vertical Align selected objects Vertical on the Right side
- ✓   Align Top Horizontal Align top of selected objects Horizontal
- ✓   Align Centres Horizontal Align selected objects centres Horizontal
- ✓   Align Bottom Horizontal Align bottom of selected objects Horizontal
- ✓   Align Centres Align centres of selected objects to each design centre
- ✓   Mirror-Merge Horizontal Mirror-Merge objects horizontally
- ✓   Mirror-Merge Vertical Mirror-Merge objects vertically
- ✓   Mirror-Merge Horizontal & Vertical - Mirror-Merge objects horizontally & vertically
- ✓   Wreath Duplicate objects around a central point
 - § Perfect placements in a circle can be achieved
- ✓   Kaleidoscope Mirror objects around a central axes
 - § Perfect placements of mirrored objects in a circle can be achieved
- ✓  V6 Space Horizontally
- ✓  V6 Space Vertically

COLOUR FILM



- ✓   Show Individual Objects View individual objects
 - § You can view all the individual objects in a design in the order of the stitching sequence. You can drag and drop object icons to re-sequence the stitching

order. It also allows you to select a single object should you want to edit or delete a single object

- ✓   Sequence as Selected Re-sequence selected objects
 § You can arrange the sequence of the objects to stitch out in the order of your choice
- ✓   Sequence by Colour Re-sequence objects by colour
 § As above, but arrange them to stitch out in the colour sequence of your choice
- ✓   Sequence to Start Place selected object at start of stitching sequence
- ✓   Sequence to End Place selected object at end of stitching sequence

File menu

- ✓ New Open new empty design
- ✓ Open Open design
- ✓ Close Close current Design Window
- ✓ Portfolio Start BERNINA Portfolio and select design
- ✓ Cross Stitch Start cross stitch program
- ✓ Quilter Start Quilter program
- ✓ Insert Design Insert existing design
- ✓ Save Save current design
- ✓ Save As Save current design with a different name, location or format
- ✓ Save Design As Image Save design images in Design View or Artistic View. The resulting image is exactly as it appears on screen
- ✓ Design Properties Show information about a design such as size or number of stitches, and add comments about design for printing on worksheet
- ✓ Print Print design
- ✓ Print Preview Show design worksheet. Print worksheet from this window
- ✓ Card / Machine Read Read (open) design from BERNINA Design Card or BERNINA home embroidery machine
- ✓ Card / Machine Write Write (save) design to BERNINA Design Card or BERNINA home embroidery machine
- ✓ Write to Magic Box Write (save) design to Design Card in Magic Box
- ✓ Read from Magic Box Read (open) design from Design Card in Magic Box

- ✓ Recent File List List most recently used files. Select to open a file
- ✓ Exit Close all open designs and exit BERNINA program.

Edit menu

- ✓ Undo Cancel last command
- ✓ Redo Re-apply cancelled commands
- ✓ Cut Deletes selection and places it on clipboard
- ✓ Copy Copy selection to clipboard
- ✓ Paste Paste contents of clipboard to Design Window
- ✓ Duplicate Duplicate selection and place it on current selection
- ✓ Delete Delete selection without placing it on clipboard
- ✓ Select All Select all objects in design
- ✓ Deselect All Deselect all selected objects in design
- ✓ Stitch Edit Move insert point to selected point in design
- ✓ Lettering Change lettering settings
- ✓ Elastic Lettering Apply special effects to lettering objects to make them bulge or arch, stretch or compress
- ✓ Monogramming Create personalized monograms with a selection of pre-defined monogramming styles, border shapes and ornaments
- ✓ Touch Up Picture Open a third-party paint program to edit a picture
- ✓ Crop Image Crop a picture for use in PhotoSnap

View menu

- ✓ By Color Show only selected colors in design
- ✓ Needle Points Show or hide needle points
- ✓ Picture Show or hide background picture
- ✓ Overview Window Show or hide design thumbnails
- ✓ Show 1:1 Show design at actual size
- ✓ Show All Show whole design

MAKE USE OF OVERVIEW WINDOW TO CHECK DESIGN. VIEW/OVERVIEW. THE BOX CAN BE DRAGGED TO MAKE IT LARGER AND MOVE IT INTO A PLCE ON YOUR DESIGN WINDOW WHERE YOU WANT IT

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