



LEARN & CREATE

with Baby Lock

○ FontWorks - Basic Lettering

If you are looking for more fonts for your embroidery projects and you want fonts that will work every time, then you may want to try the professionally digitized fonts that are included in FontWorks. Creating and editing lettering in FontWorks is quick and easy and the lettering sews out beautifully

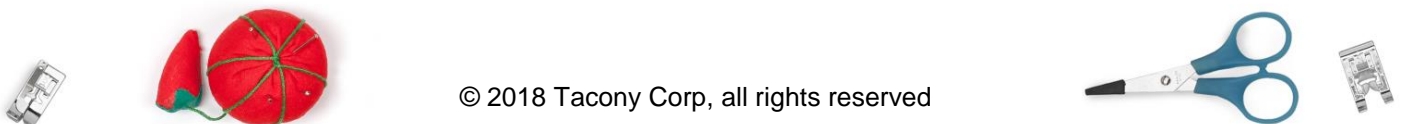
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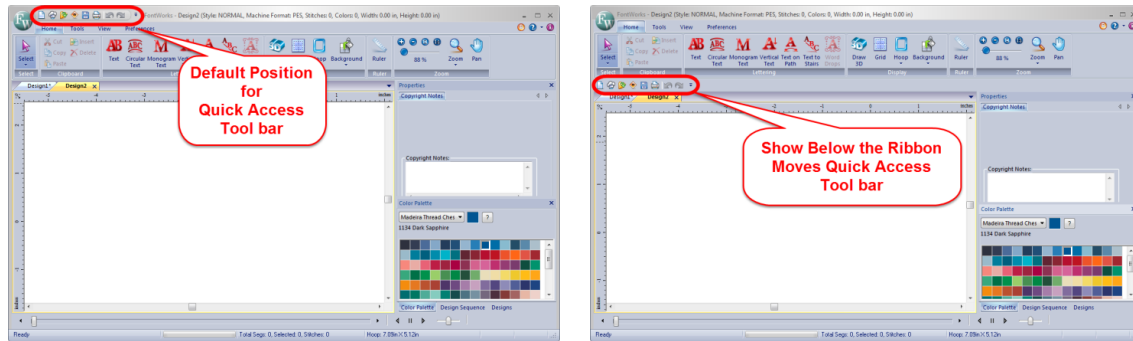
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Set up

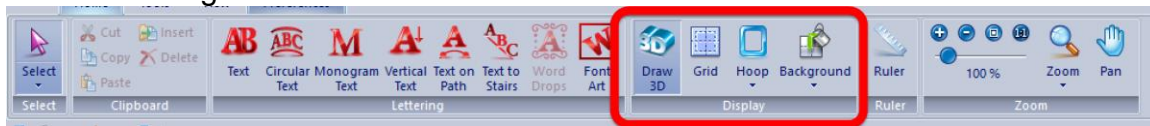
1. Some of the icons you will use most frequently are on the Quick Access tool bar
2. The Quick Access tool bar can be moved
 - The default position of the tool bar is at the upper left corner of the page as shown in the picture on the left.
 - If you would prefer to have the Quick Access tool bar closer to the design page, left click on the black arrow at the right end of the tool bar and select **Show Below the Ribbon**

Show Below the Ribbon





There four icons in the Display section of the ribbon control what you see as you create lettering



1. Draw 3D

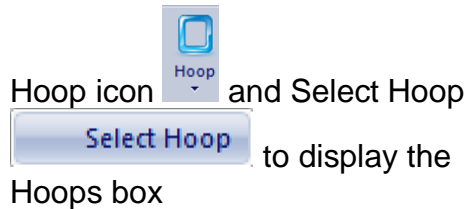
- Left click Draw 3D if you want to see the lettering as it will look when it is stitched

2. Grid

- The Grid icon will show or hide the background grid

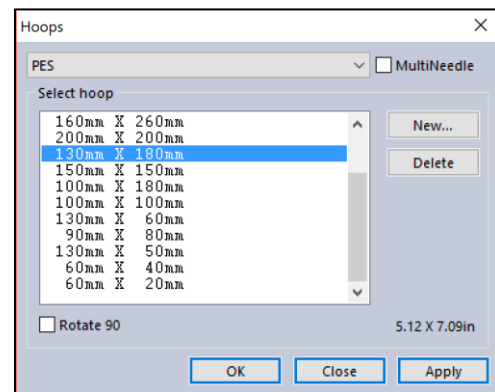
3. Hoop

- Use the Hoop icon to display the outline of the hoop on the design page.
-
- Left click the black arrow on the




- At the top of the box you will find a window that can be opened to select the stitch format you will be using

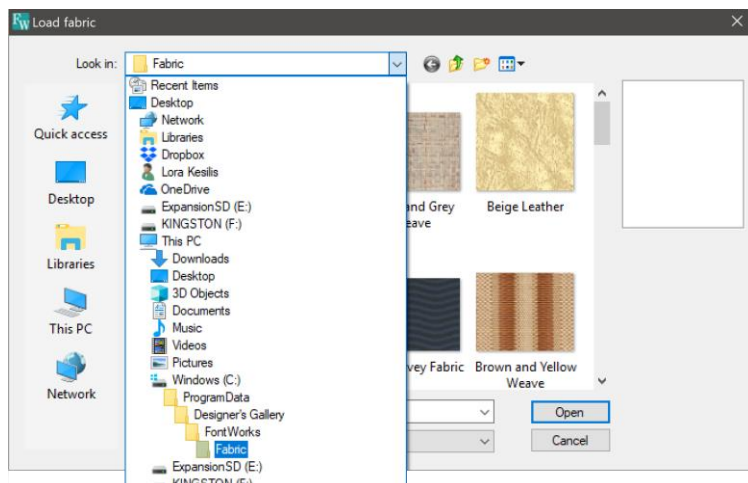
- The list of hoops changes to show the hoop sizes available in your format



5. If you are using a Multi Needle embroidery machine, place a checkmark in the Multi Needle box ☒ **MultiNeedle** in the upper right corner of the Hoops box
 - The list changes to show the hoops available for the multi-needle machines
6. Left click the desired hoop in the list
7. Left click Apply and the hoop is placed on the design page, but the Hoops box remains open
 - If you left click Close the box closes without changing the hoop displayed on the design page
8. If you want to turn the hoop on its side for design purposes, place a checkmark in the Rotate 90 ☒ **Rotate 90** box in the lower right corner of the box
9. Left click OK and the Hoops box is closed and the hoop on the design page is changed

10. Left click the black arrow on the Background icon  and you will be given a choice to choose a color or a fabric for the background on the design page
11. Left click to select the Fabric option and the folder with fabric images opens

- Some fabric images are included in FontWorks
- And there are additional fabric images in the Applique fabric folder
- Select one of the included fabrics



- Or you can scan your own fabric and save it to the folder so it can be used as a background

12. Left click on the color option and a box opens to allow you to select a color for the background of the design page
 - Select one of the color chips on the left
 - Or select from the spectrum on the right



- Left click Add to Custom Colors

Add to Custom Colors

to create a color chip on the

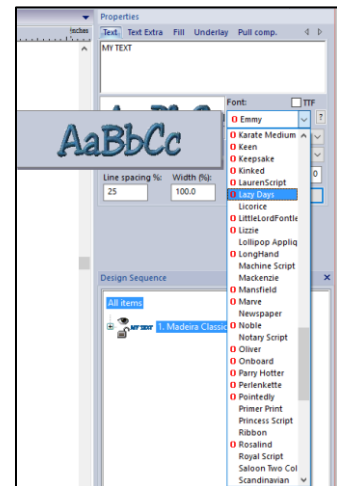
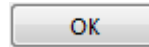
right that can be selected

13. The sample was created using a white background and the 180mm x 300mm hoop (7" x 12") for the Unity

Create Text




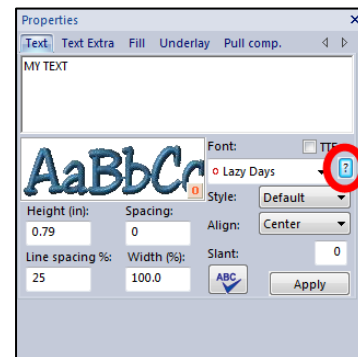
1. Left click the **Text Tool** on the ribbon.
2. Left click on the design page.
3. Letters saying "MY TEXT" are placed on the page.
 - If the satin stitch warning is displayed, just left click OK to close the warning box.
 - We will be changing fonts anyway.
 - The font used will be the last font you selected and used.
 - Even if your FontWorks has been closed, the program remembers what font you were using last time.
4. The Properties box opens on the right side of the page.
5. To select a font, click on the **down arrow** at the right of the Font box to open the font list
6. Scroll through the font list.
 - As you scroll through the list a preview of each font is shown in a large grey box to the left of the font list.
7. Select the font called **Lazy Days** and left click **Apply**
8. The lettering on the design page still says MY TEXT, but the style of the letters is changed to the selected font.

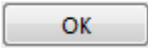


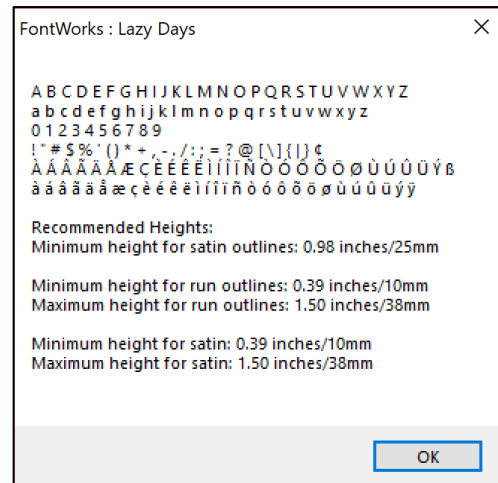
Font Information

One of the best things about the FontWorks program is the amount of information available on each font. You can know what characters are available, and what the recommended size range for those letters is before you spend a lot of time trying to make the font work.

1. To get more information about the font left click on the **question mark**  to the right of the font window.

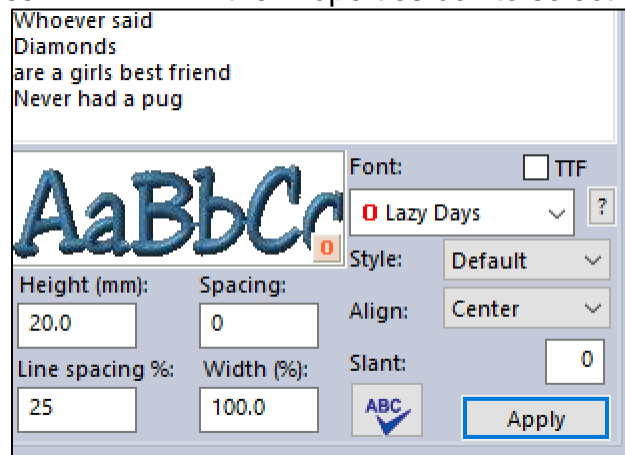


2. The Font Information box opens and displays:
 - The characters available in the selected font
 - Lazy Days has upper case letters, lower case letters, numbers, lots of punctuation marks and even has the foreign letters in both upper and lower case
 - The recommended minimum and maximum sizes for the font
 - Lazy Days is an outline font, so size ranges are shown for the font stitched with a satin outline stitch, a run or straight stitch outline, and for the more traditional satin stitched letters.
3. Click **OK**  to close Lazy Days Font Information box.
4. It is also possible to open the view the same information box by placing your cursor over the white preview window at the left of the Font list.
 - When you open the box by placing your mouse over the white preview window, it will only stay open as long as your cursor is over the preview window.
 - When you move your cursor, the box will close.
 - This way of viewing the Font properties is great if you just need a quick peek at the information

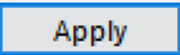


Type Your Text

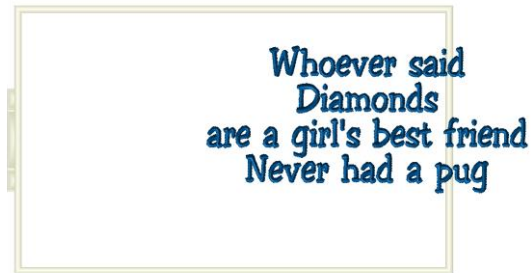
1. Type what you want your lettering to say in the Properties box.
 - Left click and drag across MY TEXT in the Properties box to select the text
 - Type:
 - **"Whoever said"** and touch **Enter** on your keyboard
 - **"Diamonds"** and touch **Enter** on your keyboard
 - **"are a girl's best friend"** and touch **Enter** on your keyboard



- **Never had a pug**


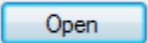
2. Left click **Apply**  and the lettering on the design page changes
3. When typing in Properties, you should always type exactly the way you want it to look when it is stitched.

- Use the same upper or lower-case letters that will be stitched.
- Type any numbers or punctuation that should be stitched.
- Touching Enter on the keyboard will move down to the next line.
- You can create as many lines of text as you can fit into your hoop.



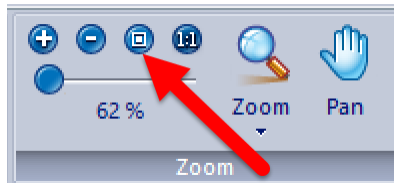
Add an Embroidery Design

It is easy to add an embroidery design.

1. Left click **Merge Design**  on the Quick Access tool bar.
2. Navigate to the folder where your design is stored.
3. Select the pattern and left click **Open**  to place the pattern on the design page.

Position the embroidery design and the letters as you want them in the hoop

1. Left click on the stitching in the lettering to select the text.
2. Left click and drag to move the letters
3. Left click on the stitching in your embroidery design to select that pattern
4. Left click and drag to move the design
5. Left click Zoom to Fit



in the Zoom section of the ribbon to zoom in so the hoop fills the design page Missing Letters



Missing Letters

It is important to note, not all fonts have all characters. If you do not check to see what characters are available before you type your text, you may sometimes be surprised.

1. If the text is not selected and displaying the editing controls, left click the



text and then left click on the Text tool that was used to create the lettering

2. Open the font list, scroll to the top of the list, and select **2 Color Recreation**.

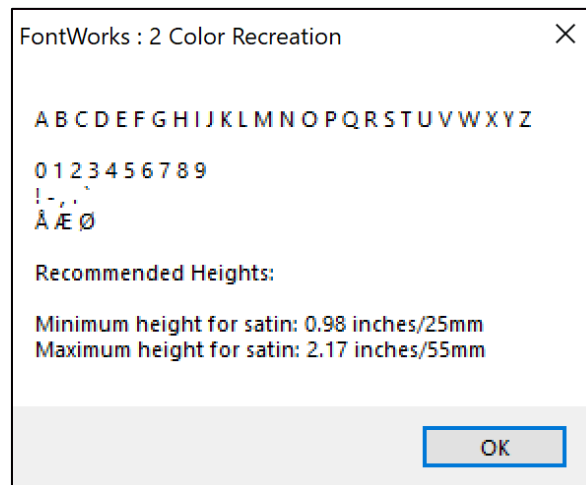
3. Left click **Apply**



4. The only letters created are the upper-case letters.




5. If you click on the **question mark**  you will see that this font does not include lower case letters.



6. The program gave us all of the letters available in the selected font.

7. Left click OK  to close the Font Information box



- Left click on **Undo**  on the Quick Access tool bar to return to the previous font.

Align Text

Editing your letters to get exactly the size and look that you need is easy.

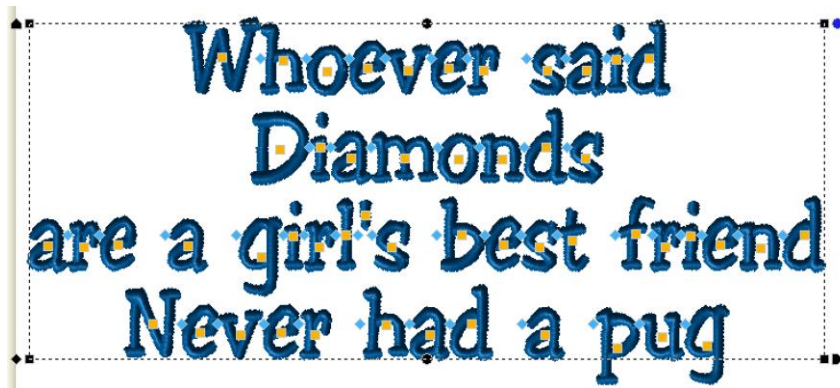
- Some of your editing is controlled in the Properties box
- And some is controlled by using the click and drag control points displayed on the lettering.
- And some editing can be done in both places.

If the text editing controls are no longer available on your text, it is easy to bring them back up.


- Left click on the stitching in any of your letters to select the text.

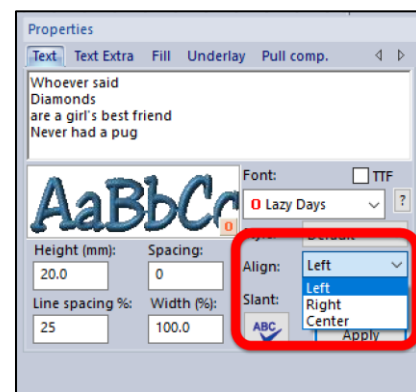


- Left click on the Text tool that was used to create the lettering and the text editing controls will be displayed.



Now you are ready to use the editing controls to create the exact look you want.

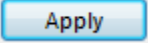
- Any time you have more than one line of text, you can select Center, Left, or Right to control how the lettering will be arranged.
- Left click to open the Align window
 - The Align box is used to line up multiple lines of text, and it is currently set to Center.
 - Each line of our lettering is centered under the line above it automatically.
- Open the Align list by clicking on the down arrow and select **Left**.
- Left click **Apply** 

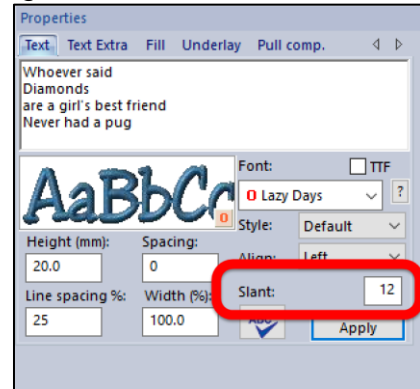


- The lettering moves so that all lines of the text are lined up along the left side.

Slant Text

Use the Slant settings to tilt the letters and create a new look.

1. Slant tilts the letters to either the left or the right
 - Tilt the letters to the right to create the look of an italic font.
 - Or tilt the letters to the left so they look like they were written left handed.
2. There are two ways to change the Slant setting
 - Change the number in the Slant box in the Properties box
 - Or click and drag the black diamond ♦ at the lower left corner of the text on the design page
3. To change the slant setting in the Properties box, click and drag across the number in the Slant box to highlight it.
4. Type in the number 12
5. Click **Apply** 
 - The letters all tilt to the right like an italic font.



Whoever said
Diamonds
are a girl's best friend
Never had a pug

6. You can also change the slant by clicking and dragging on the black diamond ♦ at the lower left corner of the letters on the design page.

Whoever said
Diamonds
are a girl's best friend
Never had a pug



7. Drag the diamond ♦ to the left to lean the letters left so they look like they were written left handed.
 - As you click and drag the black control point ♦ and you will see the wire frame of the letters that shows the angle of the letters
 - When you let go of the left mouse button, the stitching will change to match the position of the frame.
8. The new setting will be shown in the Slant box in the Properties box.
 - The new setting is a minus number because the letters were tilted to the left .

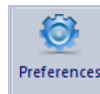
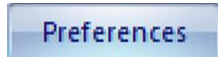
Text Height

Changing the Height of the letters also changes the size of those letters.

1. The font can be re-sized to fit your needs.
2. It will be automatically re-digitized and the stitch count will be adjusted when you re-size your fonts.
3. Changing the Height of the letters changes the size of the letters because fonts are sized based on their height.

The measurement system you selected will be used to show the size of your fonts.

1. To select either millimeters or inches:
 - Left click the Preferences tab



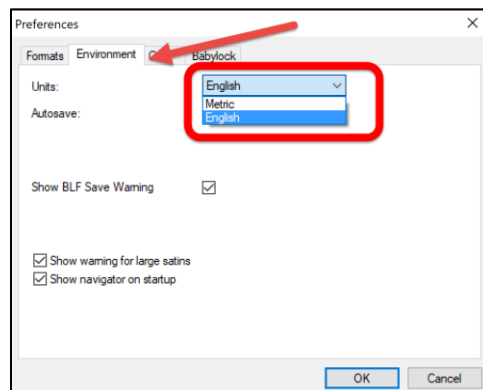
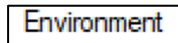
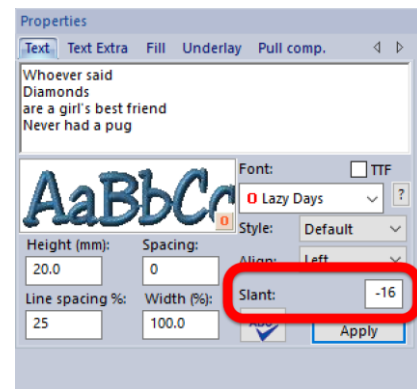
- Left click Preferences on the ribbon

2. The Preferences box opens


- Select the Environment tab
- Left click to open the Units window
- Select either English for inches or Metric for millimeters
- Left click OK to close the Preferences box

3. The selected measuring system will be used to show the Height of the letters in the Properties box

4. Left click to return to the Home tab

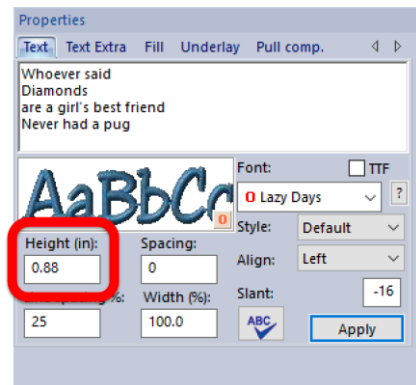


There are two different ways you can adjust the size of your letters

1. The Height can be adjusted in the Height box in Properties
2. Or you can adjust the Height by clicking and dragging the black control point ▲ at the upper left corner of the lettering on the design page.
3. To change the Height of your letters in the Properties box, left click and drag across the numbers in the Height box to highlight them
4. Set the size to **1.0** inches and left click **Apply** 
 - The letters do not just get taller, they also get larger.
5. You can also change the Height of the letters by clicking and dragging on the black control point ▲ at the upper left corner of the lettering on the design page.



6. Click and drag the black control point ▲ and you will see the wire frame of the letters, so you can see how big your font will be.
7. When you let go of the left mouse button, the stitching will change to match the size of the frame.
8. The new height is shown in the Height box in the Properties box.




Text Width

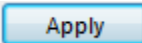
Changing the Width of your letters will not affect the height of the text.

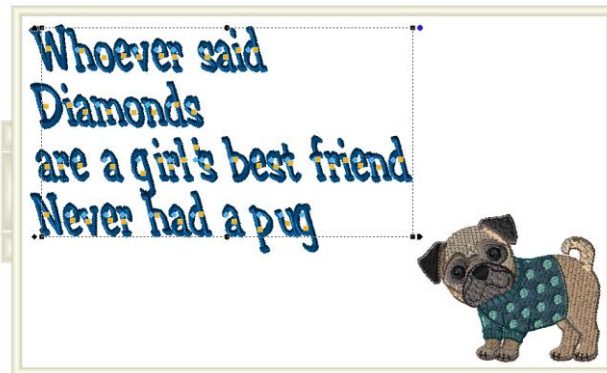
1. So, you can keep the size of the letters the same while making those same letters wider or narrower.
2. There are two different ways you can adjust the Width of your letters
 - The Width can be adjusted in the Width box in Properties
 - Or you can adjust the Width by clicking and dragging the black control point ► at the lower right corner of the lettering on the design page.
3. The default setting for the width in the Properties box is 100%.






- Setting the width at a number higher than 100 will make the letters wider.
4. Left click and drag across the 100 in the Width box to highlight it.
 5. Change the width to **150** and click **Apply** 



- The letters are wider, but the height does not change.
6. Setting the width at a number lower than 100 will make the letters narrower.
 7. Left click and drag across the numbers in the Width box to highlight them
 8. Change the width to **75** and click **Apply** 
- The letters are all narrower, but the height remains the same.



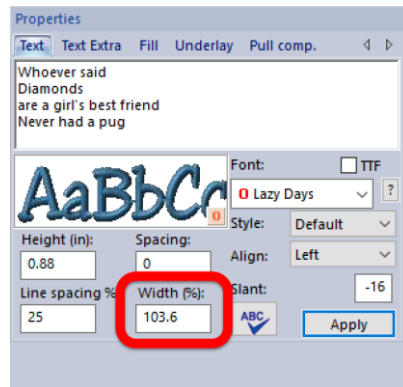
9. You can also click and drag the black control point  at the lower right to change the width of the letters.
- Drag the black control point  to the right to make the letters wider.
 - Drag the black control point  to the left to make the letters narrower.



- The frame of the letters will be visible as you click and drag the control point, and as it does with the other click and drag controls, the stitches will fill the frame when you release the mouse button.



- The new setting for the width of the letters will be shown in the Width box in the Properties box.



Text Spacing

Spacing changes the space between all of the letters.

- If your font looks too crowded, you can add space between the letters.
- If the font looks too spread out, you can use a minus number on Spacing to move all the letters closer together.
- To change the spacing between the letters, left click and drag across the zero in the Spacing box to highlight it.
- Type **3** in the Spacing box and click **Apply**

Apply

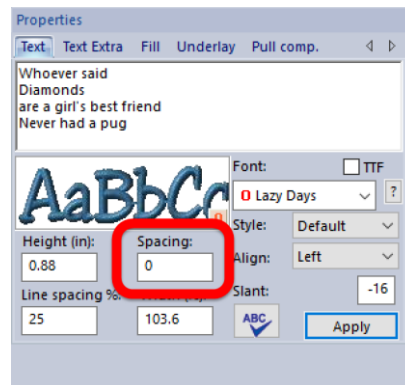
- The letters are moved so there is more space between them



5. If you want to move the letters closer together you will need to type a negative number in the Spacing box.
6. Left click and drag across the numbers in the Spacing box to highlight them
7. Type **-2** and click **Apply**
8. The letters are moved closer together.



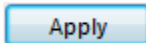
9. When new lettering is created the default setting for Spacing is 0.
10. To return to the original spacing, change the Spacing to **0** and click **Apply**



Line Spacing

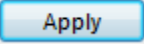
Line Spacing is used when you have more than one line of text.

1. Line Spacing is used to control the amount of space between the lines.
2. The default setting is for the space between lines to be 25% of the height of the letters.
 - So, if the letters were 1 inch tall, the space between lines would be $\frac{1}{4}$ inch.
3. If you want less space between the lines, change to a lower percentage.
4. Left click and drag across the 25 in the Line Spacing box to highlight it.
5. Type **11** and left click **Apply**



- The lines of text move closer together






6. If you want more space between the lines, change to a higher percentage.
7. Left click and drag across the 11 in the Line Spacing box to highlight it.
8. Type **37** and left click **Apply** 
 - And the lines of text are moved farther apart.



Adjust the Space Between Letters

The blue diamonds  are used to adjust the space between individual letters.

1. Each letter has a blue diamond  at the left side of the letter except the first letter in each line.
 - The first letter in each line does not have a blue diamond because there is nothing to the left of that letter that you could move closer to or farther away from.
2. The spacing of the letters in the word “pug” is not quite right 
3. Click and drag the **blue diamond**  for the letter “u” to the left to move closer to the letter “p”.
 - You will see the wire frame for the letter “u” as it is being moved.
 - All letters that follow the letter being moved are also moved so the spacing in those letters is not distorted.





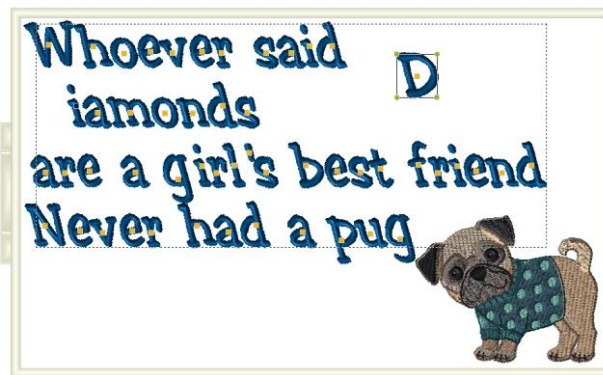
- You will never have to go through and adjust all the rest of the letters because you needed to change the spacing between two specific letters!
- Left click and drag to move the letter “g” slightly to the right
 - You can adjust the space between any of the letters as needed, so everything looks just right.



Edit Individual Letters

It is easy to move, rotate, or re-size the individual letters. The gold box on each letter allows the letter to be selected and edited.

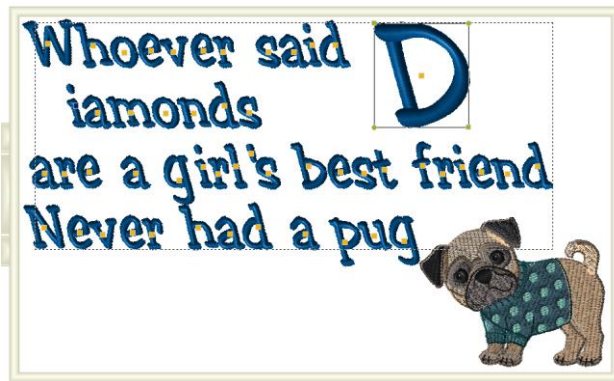
- Left click on the **gold box**  on the letter “D” in Diamonds.
 - Only the letter “D” will be selected.
- You can move it by clicking and dragging the gold box 
 - Unlike many lettering programs, the letters are not tied to a base line.
 - The letter can be moved anywhere in the hoop.




- Use the small green boxes on the upper left or lower right corners of the selection box around the letter to resize the “D” and make it larger.



- Simply click and drag the small green box to change the size of the letter
 - The size of the other letters is not affected
4. Use the small green dots on the upper right or lower left corners of the selection box around the letter “S” to rotate the letter.
- Click and drag the small green dot to rotate the letter
 - The rotation of the other letters is not affected



5. Left click Undo  on the Quick Access tool bar until the letter “D” returns to its original size and position


NOTE that the blue diamonds and the gold squares which are inside the dotted line should be edited last after you have changed the control points outside the

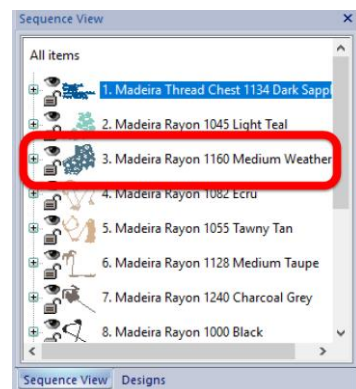


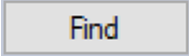
dotted line. Controls outside the dotted line affect all of the letters and will re-set any editing you have done to individual letters. Controls inside the dotted line affect individual letters and should be used last.

Change Text Color

This is truly custom lettering and the only thing left to do is to use the thread search to match the color of the lettering to the color of the pug’s sweater.

1. The color of the sweater is shown in the Sequence View so the color we need to find is #1160
2. Left click the Thread Search icon  at the left end of the color bar



3. Type 1160 in the search window
4. Left click Find 
5. The color requested is the first color on the left end of the color bar
6. Left click the color chip to change the color of the text

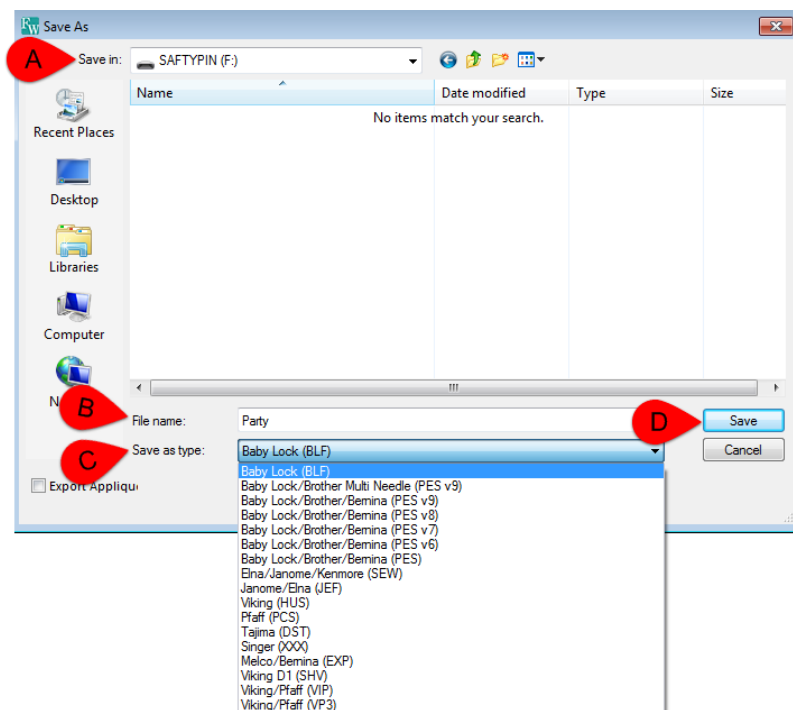
Saving Your Design

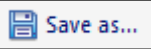
There are two different types of files which should be saved when you create a design in FontWorks.

1. The .BLF file is the editing file used by FontWorks
2. The .BLF file will allow you to re-edit the text without having to start from scratch.
3. And you will also need to save the stitch file in the format that your machine reads.



4. Left click the **File icon** in the upper left corner of the page



5. Scroll down and left click **Save As**  in the File menu
6. A Save As box opens
 - The Save in: window shows what folder the pattern will be stored in.
 - If necessary, open this window and navigate to the folder where you want to store this pattern



- Give your pattern a name
- The Save as type: window shows what the file extension will be.
 - The first time you save the design, you should save it with the .BLF file extension that is the working file in FontWorks.

7. Left click **Save** 

8. Repeat the process to save the stitch file for your machine.

9. Left click the **File icon**  in the upper left corner of the page

10. Scroll down and left click **Save As**  in the File menu

11. The Save As box opens

- The Stitch file can be saved in the same folder with the .BLF file, so the folder shown in the Save in window may not need to be changed.
- You can also use the same name for both of the files, so this does not need to be changed either
- You will need to open the Save as type: window to find the stitch format that your machine saves.
- Left click on your format to select it.

12. Left click **Save** 

