



# LEARN & CREATE

with Baby Lock



## FontWorks – Specialty Text

### (Circle Text, Vertical Text, Text on Stairs, & Text on a Path)

FontWorks makes it easy to create text that is not on a straight line. Set up text on a circle or make it vertical. Create Stair step text, or even create your own path for the letters.

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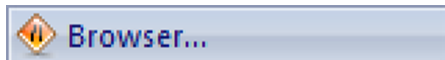
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### Use the Browser to Merge Designs

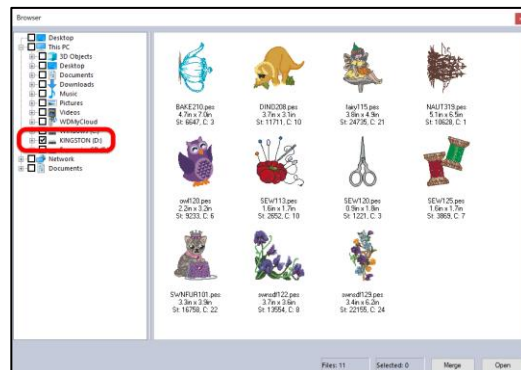
Merge can be used to add a single embroidery pattern to the design page



1. Left click the **File icon** in the upper left corner of the page
2. Scroll down and select **Browser**



- A Browser box opens which can be used to find and select the embroidery pattern you want to use
- The Browser can be added to your Quick Access tool bar and you may want to do that if you find that you use the Browser frequently.

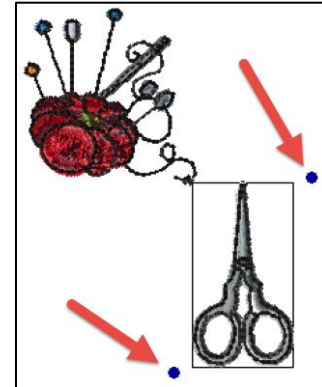



3. Locate the folder where your designs are stored in the list on the left side of the box
4. Left click to place a check mark in the square to the left of that folder and the designs in that folder will be displayed on the right side of the Browser box.
5. Hold down the **Control key** on your keyboard and left click on the patterns you want to merge onto the design page



6. Left click **Merge**

Merge

- The Browser box is closed, and the selected patterns are placed on the design page
7. The first design selected is placed in the center of the hoop, but any other designs will need to be dragged into position
  8. If any of your patterns need to be rotated, you can



click and drag one of the blue dots  at the corners of the selection box around the design

- Left click on the design you want to move to select the pattern
- You will see a blue dot  at the upper right corner of the pattern and another blue dot at the lower left corner of the selected pattern
- Left click and drag either of the blue dots  to rotate the scissors and drag it into position next to the pin cushion

9. Left click the **Tools tab**

Tools

10. To select all the patterns and center them in the center of the hoop:

- Left click the **Sequence tab**

Sequence View

- Left click **All Items**

All items

at the top of the Sequence list to select all the embroidery patterns on the design page

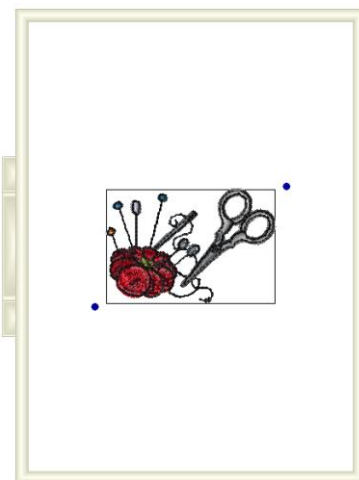


11. Left click **Center**

Center

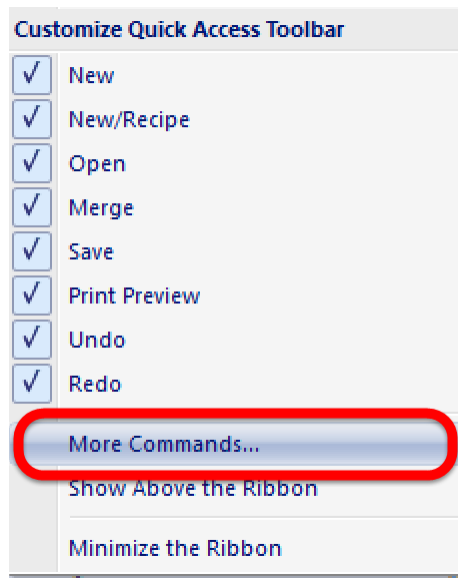
on the ribbon at the top of the page on the Tools tab

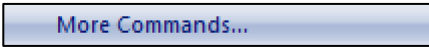
- The patterns are centered in the embroidery hoop and they are ready for us to add Circle text

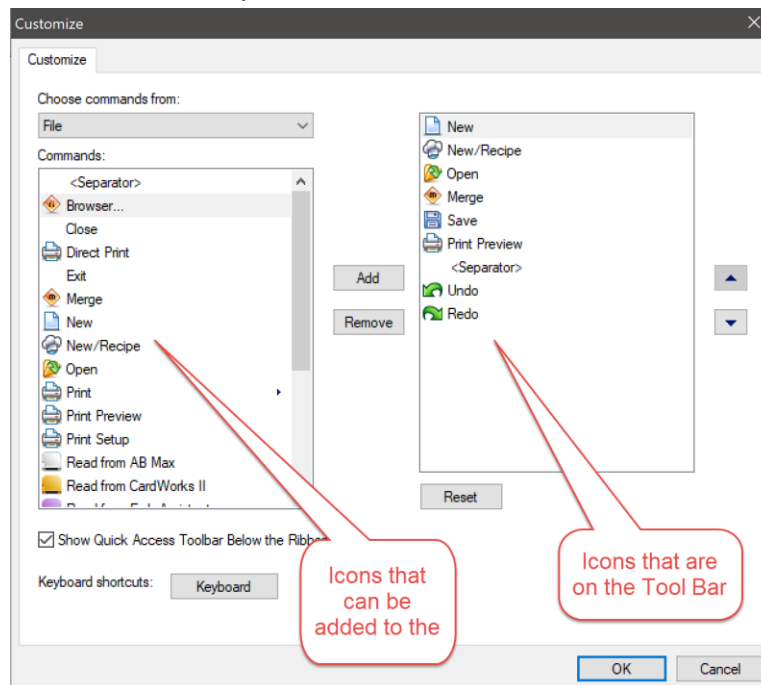


## Add Browser to Quick Access Tool Bar

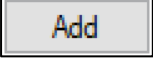
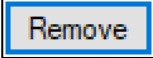
1. Left click the **arrow** at the right end of the Quick Access Tool bar




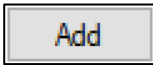
2. Select **More Commands**  from the pop-up menu
3. The Customize box opens



4. The list on the right is commands that are currently on the tool bar
5. The list on the left is commands that can be added to the tool bar
6. In the center of the box between the two lists are icons that can be used:



- To Add  a command from the list on the left to the list on the right
- To Remove  a command from the list on the right and return it to the list on the left

7. Left click Browser  in the list on the left

8. Left click Add 
  - Browser is added to the list on the right

9. Left click OK  to close the Customize box

## Add Circular Text

1. Left click the **Home** tab 
2. Left click **Circular Text** 
3. Left click anywhere on the design page and a “MY TEXT” in a circle appears
  - If the embroidery design is placed on the page first, it will be centered in the middle of the circle automatically.



4. There are two lines in the Property box for your text.
5. Text typed on the line labeled “Upper”

Upper:  will be on the top of the circle

6. Text typed on the line labeled “Lower”

Lower:  will be on the bottom of the circle.

7. Type “**Sunnyview**”  in the Upper line

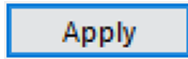
8. Type “**Quilt Guild**”  in the Lower line



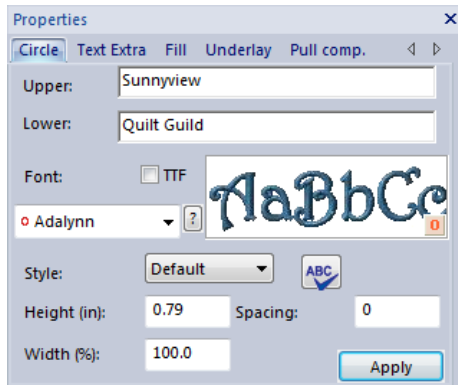
- Open the Font window and select the font called **Adalynn**



- Left click **Apply**



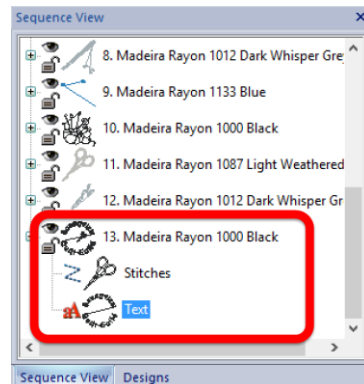
- And the circular lettering is placed on the design page
- No matter where you clicked, the lettering has been centered around the embroidery patterns



## Select Text Color

A question that comes up frequently is “Why is my lettering always black?”

- If you have an embroidery design on the page when the lettering is created, then the lettering will be created in the last color in the embroidery pattern
- On many embroidery patterns the last color is the black outline, so it is not unusual to have the lettering start out colored black
- On the sample, the last color in the design was the black outline on the scissors, so the lettering was also black
  - It is easy to see how the color was chosen when you look at the Sequence View



If you want to change the color of the lettering to match another color in your design, the Sequence View can help.


- Scroll to the top of the Sequence View



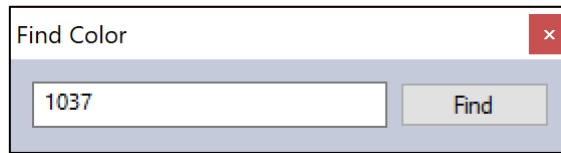
- Choose the color you want to use for your lettering and note the color number

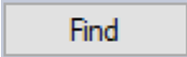
- The text in the sample will be changed to Madeira 1037 to match the red pincushion

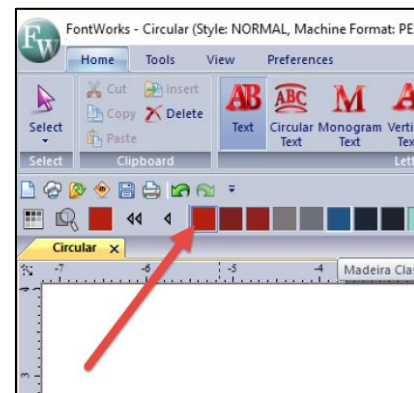
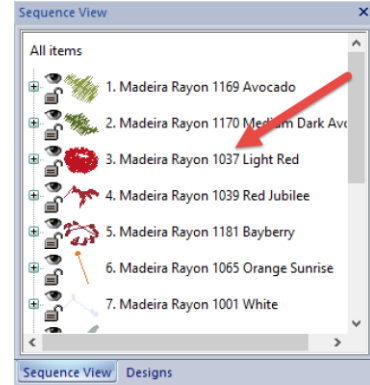
- Left click the text on the design page so it is selected

- Left click the **Thread Search icon**  at the left end of the color bar

- Type the desired color number in the Find Color box



- Left click **Find** 
- The color you are searching for will be the first color at the left end of the color bar
- Left click on the color chip to change the text in the design to the desired color



## Edit Circular Lettering

The same editing is available for Circular text that is available on straight line text

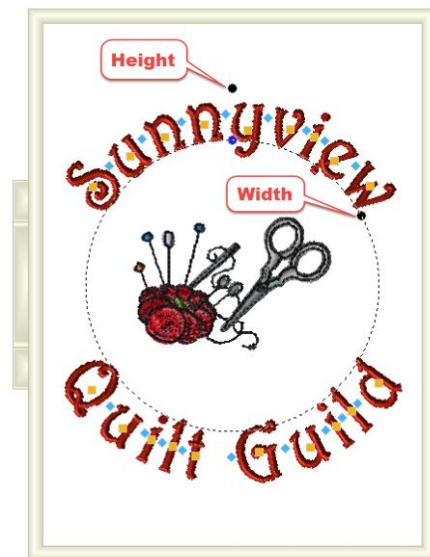
- If the editing controls are not displayed on the text:

- Left click the text to select it
- Left click the **Circular Text icon**



that was used to create the lettering

- The Height of the letters can be changed
  - Change the Height setting in the Properties box
  - Or click and drag the black dot at the top of the text
- The Width of the letters can be adjusted






- Change the Width setting in the Properties box
  - Or click and drag the black dot at the lower right corner of the upper lettering
4. The Spacing between the letters can be adjusted
    - Change the Spacing setting in the Properties box
    - The Spacing setting changes the space between letters evenly across all the text
  5. The blue diamonds on the letters can be used to move individual letters
    - The first letter in the upper text and the first letter in the lower text do not have blue diamonds because there is no letter to the left of those letters to move closer to or farther away from.
  6. The gold boxes can be used to select and edit individual letters

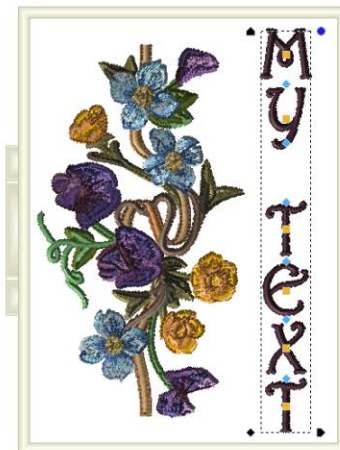
The only control point that is unique to Circular Lettering is the blue dot at the center top of the inside dotted line

1. The blue dot at 12 o'clock on the inner circle controls the size of the circle
2. Click and drag the blue dot toward the center of the circle and then circle gets smaller and changes the arc of the curve
3. Click and drag the blue dot away from the center of the circle and the circle gets larger and the arc gets shallower
4. The blue dot can also be dragged left or right to change the position of the letters on the circle.

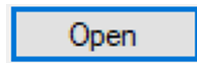


## Create Vertical Text

1. Left click **New**  on the Quick Access tool bar to open a new design page
2. Left click **Draw 3D**  on the Quick Access tool bar
3. Left click **Hoop**  on the Quick Access tool bar
4. Left click **Browse**  on the Quick Access tool bar to bring in an embroidery design



5. Select the embroidery design and left click **Open**
6. Click and drag the embroidery to the left side of the hoop



7. Left click Vertical Text
  1. Left click on the design page
    - A vertical MY TEXT is placed on the design page
  2. Left click and drag to position the text in the right side of the hoop

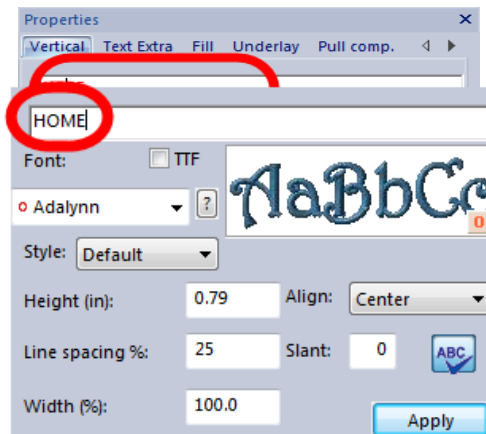
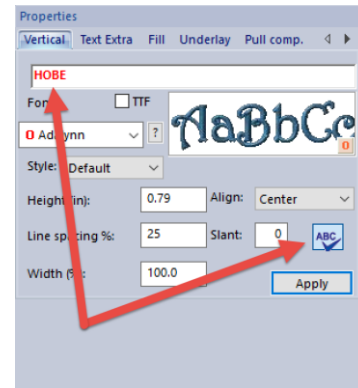
## Spell Check

It will be easy to type the desired text in the Properties box and you will find that you even have spell check to help you get it right.

1. Type “**HOBE**” using upper case letters
  - Yes, it is spelled incorrectly
2. To check your spelling, left click on the

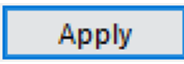
### Spelling Checker

3. Any word that is spelled incorrectly will turn red in the Properties box
4. Right click on the red word in the Properties box and a list of correctly spelled words opens
5. Left click on the word you meant to type

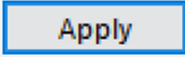


6. The correct word you selected in the list replaces the red incorrectly spelled word in the Properties box

7. Left click **Apply**



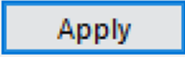
## Edit Vertical Text

1. Open the Font window and select the font called Dottie
2. Left click **Apply**  and the text on the design page changes to the newly selected font
3. Select a color for the text
  - The text was created in Dark Chestnut because that was the last color in the flower embroidery
  - To change the color of the lettering, simply left click the color of your choice in the Color Bar
  - Or use the Thread Search to match the color of the text to one of the colors in the embroidery pattern
4. Change the Height of the letters:
  - By typing a new size in the Height box in Properties
  - Or by clicking and dragging the control point at the upper left corner of the text
5. Change the Width of the letters:
  - By typing a new size in the Width box in Properties
  - Or by clicking and dragging control point at the lower right corner of the text
6. Change the Slant setting:
  - By typing a new size in the Slant box in Properties
  - Or by using the click and drag control point at the lower left corner of the text



The Alignment tools can be used to position the letters of vertical text

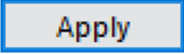
1. If you look at the letters in the word "HOME" on the design page, you will see that the letters H and E are narrower than the other letters
2. Left click to open the Align Window
 

A screenshot of the "Align" window in the software. It has two sections: "Align:" with a dropdown menu showing "Center" selected, and "Slant:" with a dropdown menu showing "Right" selected. Below the dropdowns is the text "in the Properties box".
3. Select Right and click Apply 




- The letters shift so the right edges are lined up
4. Open the Align window and select Left and click Apply
    - The letters shift so the left edges are lined up
  5. Select Center in the Align window and click Apply and the letters are lined up through the center from top to bottom

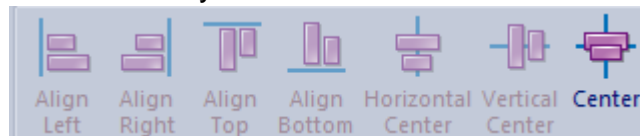
Line Spacing can be used on Vertical text to adjust the amount of space between the letters.

1. On multi-line text, Line Spacing adjusts the amount of space between the lines of text
2. When you create Vertical text, it is multi-line text with just one letter on each line
3. Click and drag to highlight the percentage shown in the Line Spacing window in Properties
  - The setting is given as a percentage of the Height of the letters
  - The default setting is 25% of the Height of the letters
  - Set the number higher than 25 if you want more space between the letters
  - Set the number lower than 25 if you want less space between the letters
4. Left click Apply  and the letters move to new positions



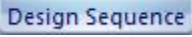

If you want to use the Alignment tools to line up the elements in your design:

1. Left click the **Tools tab**  at the top of the page.
2. If most of the alignment icons are greyed out and unavailable to be used you may need to look at what you have selected










- The alignment functions are designed to take two or more things and line them up for you.
- If you have only one thing selected, then the alignment tools will be greyed out
- Select two or more things and the tools will be available




3. The easiest way to know that both the embroidery design and the lettering are selected is to select them in the Design Sequence
  - Left click the **Design Sequence** tab 
  - Left click **All Items**  at the top of the Design Sequence
4. As soon as you have two or more things selected, all of the Alignment tools will be available to be used.




- Now that both the embroidery design and the vertical text are selected, the tools are ready for us.
5. The pictures on the icons of this toolbar are designed to show you how things will line up

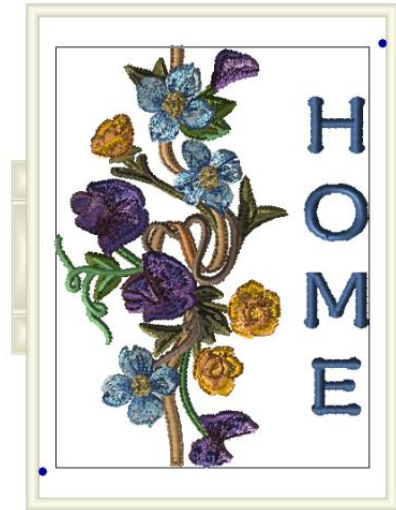
-  Line the selected objects up along their left edges.
-  Line the selected objects up along their right edges.
-  Line the selected objects up along their top edges.
-  Line the selected objects up along their bottom edges.
-  Line the selected objects up through the middle from top to bottom.
-  Line the selected objects up through the middle from left to right.
-  Center the selected objects in the middle of the hoop.

To line up our design and our vertical lettering

1. Left click **Vertical Center Align**  to line up the embroidery design and the lettering.




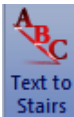
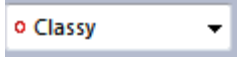
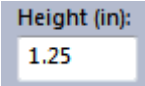



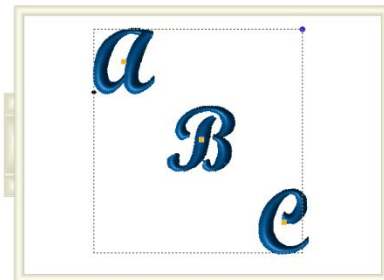
2. Left click **Center**  and the design and lettering will be centered in the hoop.
3. Save your design and sew!
4. The design used in the sample is from the Splendid Days Floral design collection from Nancy's Notions.



## Text to Stairs Monogram

If you are using your standard fonts for creating monograms, you might want to try using Text to Stairs.

1. Left click **New**  on the Quick Access toolbar
2. Left click to turn on **Draw 3D** 
3. Left click the **Hoop icon** 
4. Left click **Text to Stairs** 
5. Left click on the **design page**
6. Open the Font window and select **Classy** 
7. **Type** the desired monogram letters in the Text window
8. Change the Height to **1.25 inches** 
9. Change the **Spacing to 5**
  - Adding extra space between the letters of the monogram will give us room to make that center number larger without needing to move the first and third letters
10. Left click **Apply** 



## Create Text on Path

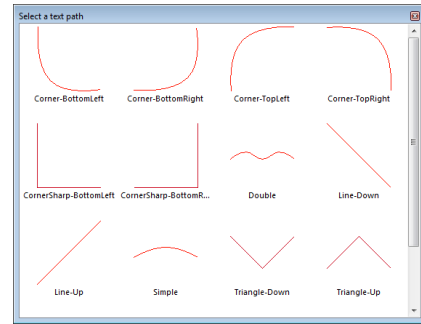
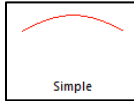
When you want text that is shaped to fit your project, Text on Path will allow you to create text that follows any shape you desire.

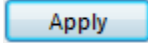
1. You will be able to use the paths that are already loaded into FontWorks
2. Or you can reshape a path to any shape that works for your project
3. And you will be able to save your own re-shaped paths so you can use them again on another day.

Create the text



1. Left click **Text on Path**
2. Left click inside the hoop on the design page
3. A box opens which displays the different paths that are available.
4. Left click to select the path called **Simple**



5. The box closes, and a MY TEXT is placed on the design page
  - The text is on the selected path.
  - The font is the same Dottie font that was used in the previous exercise.
  - The lettering is Medium Avocado Green because that is the last color in the dinosaur embroidery design used in the sample.
6. Type the desired text in the Properties box
7. Open the font list and select the font called **Denim**
8. Left click Apply 




## Edit Text on Path

You have the editing you have learned to expect from FontWorks in both the Properties box and in the form of click and drag control points on the design page.

But there is another layer of editing when you are creating text on a path because you can change the shape of the path.

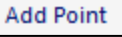
1. To edit the shape of the path, the text editing controls must be active on the design page.
2. If your text editing controls are not showing on the page:
  - Place the cursor on the stitching in any of the letters and left click to select the lettering

- Then left click on the **Text on Path icon**  used to create the lettering


3. With the Text editing controls active, you will be able

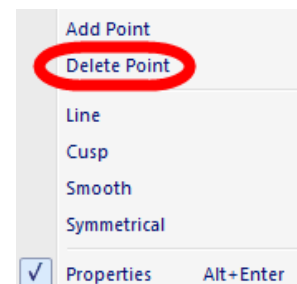
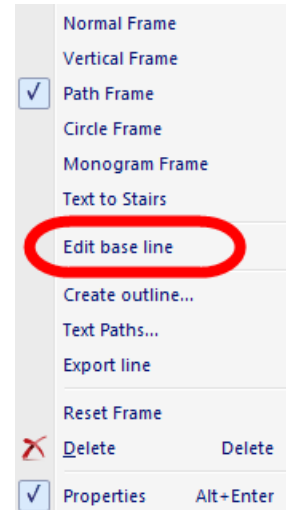
to **right click** and select **Edit base line**  from the pop up menu.

4. The small blue squares that appear along the path line are called Bezier points, and they control the shape of the line.
5. To change the shape of the line you can move the Bezier points, add more Bezier points, delete Bezier points and even change what type of Bezier points are controlling the shape of that path.
6. To move a Bezier point, it just takes a simple click and drag
  - Moving any of the Bezier points changes the shape of the line that connects the points.

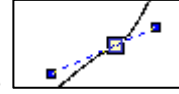
7. To add a Bezier point to the line, **right click on the line** at the spot where you want to add the point and select **Add Point**  from the pop up menu.

- Repeat at each place along the line where you want to add another Bezier point
- Adding points gives you additional places where you can adjust the shape of the path.

8. To remove a Bezier point from the line, **right click on the Bezier point that needs to be deleted** and select **Delete Point**  from the pop up menu



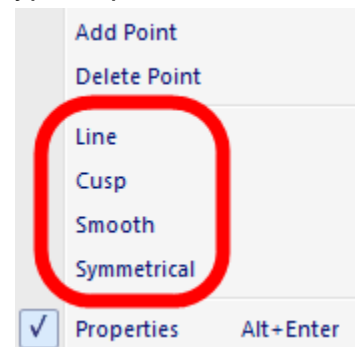
- The point that was under the cursor when you right clicked will be removed
- Removing points is often the fastest and easiest way to make a section of the line straighter.



9. When you left click on a Bezier point you may see whiskers that shoot out from the center point.
- Moving the whiskers will change the shape of the curve on either side of the center point of that Bezier point.
  - Click and drag the blue control points at the ends of the whiskers to adjust your curve.
  - If you make the whiskers longer, the line will curve more.
  - If you make the whiskers shorter, the line will flatten out and curve less.
  - Click and drag to move the whiskers around the Bezier point and you can change the direction that the line curves.


10. Right click on a blue Bezier point to change what type of point it is.

- Four different types of points will be shown in the pop up menu.
- Line points will create straight lines and pointy corners
- Cusp points are used where the line changes
- Smooth points create curves
- Symmetrical points create curves that are the same on both sides of the center point.



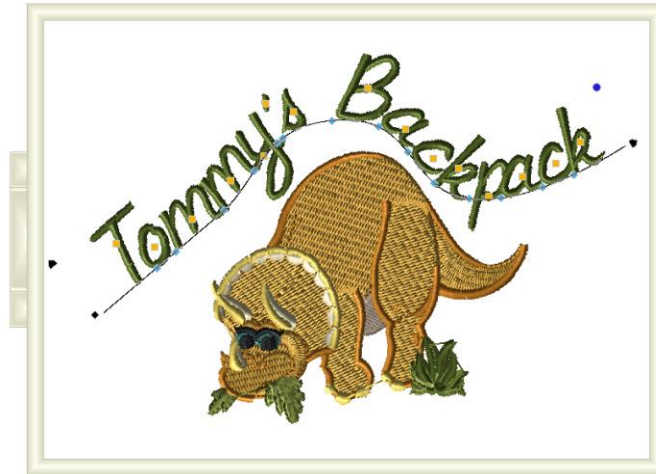
11. When you are pleased with the shape of the line, right click in the background area of the design page and the letters will move to sit on the line you have created.

Any time you put letters on a curved line, you will probably need to adjust the position of some of those letters.

1. As you can see in the picture, some of the letters seem to be leaning into each other.
2. We still have the ability to move those individual letters with the blue diamonds .
3. So it will not be a problem to adjust the letters to sit on that curved line.



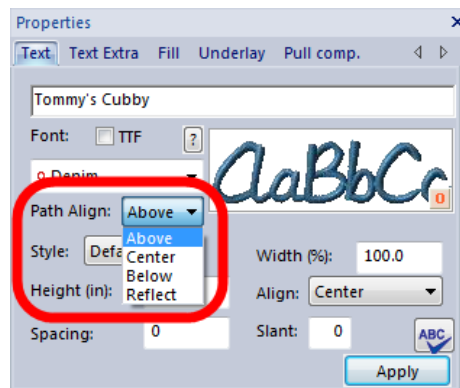
4. Left click and drag as needed to adjust the position of any letters that seem to be either too crowded or too far apart.



5. Remember that you also can use the gold boxes to select individual letters
  - Once a letter has been selected by left clicking on its gold box, you can rotate the letter or move it to get it positioned just right.

## Path Align


6. There is also a Path Align control in the Properties box



7. Open the Path Align window, select **Below** and click **Apply**
  - The letters shift to hang below the path.

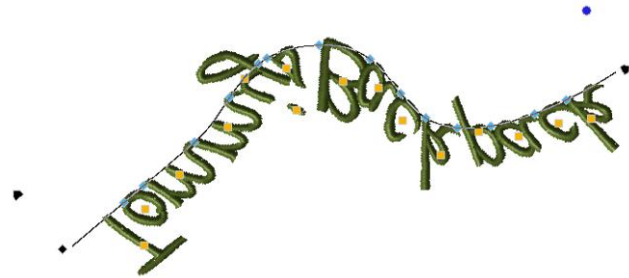
Apply




8. Open the Path Align window, select **Center** and click **Apply** 
- The letters shift and the path runs through the center of the letters



9. Open the Path Align window, select **Reflect** and click **Apply** 




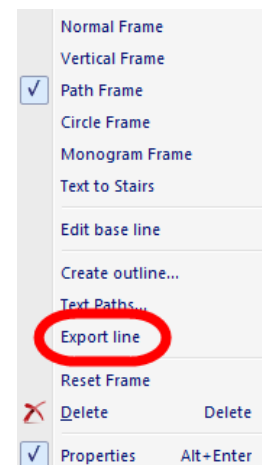
- The letters move and now they hang upside down below the line.
10. Open the Path Align window, select **Above** and click **Apply** 
- The letters sit on top of the line again.



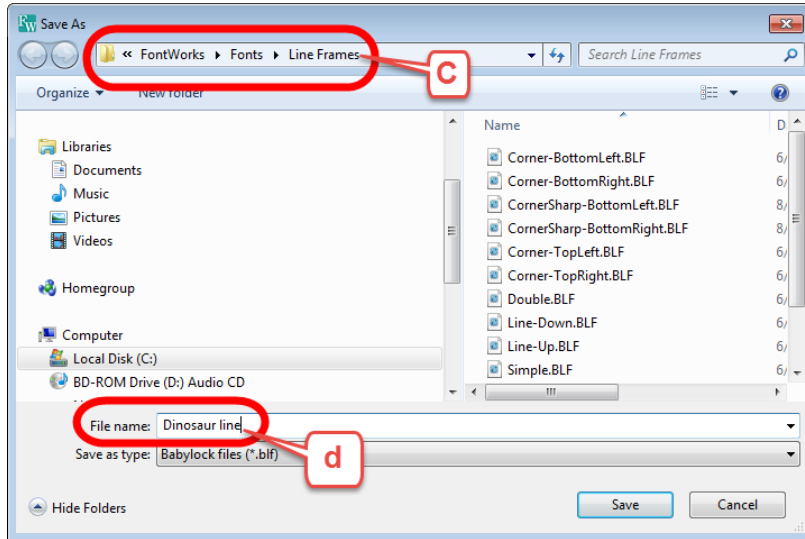
## Saving the Path

When you have re-shaped a text path to create a new look, you can save the path that you created.

1. If you want to save the new line you created when you reshaped the path:
  - Make sure the text editing controls are visible on the design page.
  - Right click on the lettering and select **Export Line**  from the pop up menu
  - A Save As box opens and is automatically set to save the line into the same folder with the other Text path lines



- Give your path a name



- Left click **Save** 

The next time you use Text on Path, you will see the path that you saved in the Select Path box. The paths that come pre-loaded in your FontWorks program will be shown in red. Any paths you have saved will be displayed in blue.

