

# **embroideryarts**

a division of INTARSIA ARTS

## **Program Title: Singer Professional Sew-Ware**

### **Version: 1.0/1.1**

## **General Overview**

For this tutorial, we are making a three-letter monogram using the Empire Monogram Set. To create this monogram (ABC), the first name initial (A) goes on the left. The last name initial (B) goes in the center and is larger. The middle name initial (C) goes on the right.

The filenames have a consistent naming structure. Each Monogram Set style has a filename beginning with either A or AL, followed by a series of numbers, and ending in a letter of the alphabet. Many styles have two sizes for each letter, differentiated as 2A for the larger size letter A, and A for the smaller one. The same sequence is used for B, C, D, etc.

The Empire Monogram Set featured here has a separate file for the left (AL1201LA), middle (AL1201MB), and right (AL1201RC) versions.

## **Software Overview**

PSW 1.0 is a comprehensive program with all of the functions and features readily accessible from the opening screen. Designs can be created from the library of 115 designs and the 14 built-in fonts or digitized by the user. Designs can be imported into the software in the following formats: .xxx, .dst (Tajima), and .exp (Melco). The program includes a metafile drawing editor and a bitmap drawing editor. Once a design has been opened on the screen, the design can be edited, the design can be printed, the colors can be changed to name just a few of the functions. . . Design combinations are easily accomplished using the copy and paste function. PSW 1.1 has all of the features of PSW 1.0 with many added enhancements, among them being the ability to convert stitch files to blocks to allow for enhanced editing capabilities

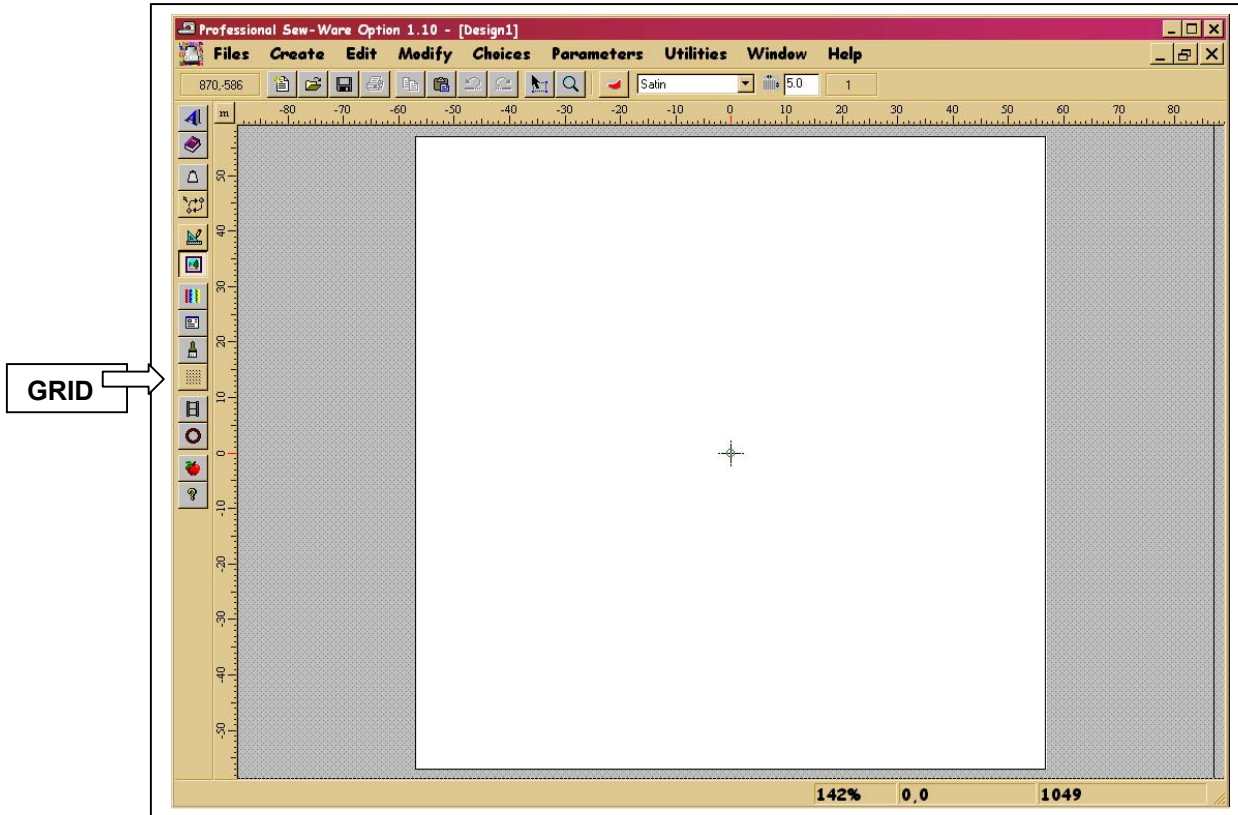
## **Creating a Monogram Step-by Step With Singer PSW 2.00**

### **Step 1. Open PSW 1.0/1.1**

LEFT CLICK on the **Start** button found at the lower left corner of the computer screen, then go to **Programs** and scroll down the list to **Professional Sew-Ware**. Double click on **Professional Sew-Ware 1.0 or Professional Sew-Ware 1.1** with your left mouse button. Alternately, if you have a shortcut icon on your desktop, double click on the icon with your left mouse button.

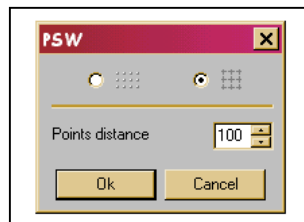
## Step 2. Open a New Design Field

On the horizontal toolbar, place the cursor on the first icon on the left. The word **New** will appear. Left click on the icon. The **Open** dialogue box will appear. Left click on the **New** button, which is located in the lower half of the dialogue box. This will open another dialogue box labeled **New**. Left click on the rectangle with the words **114x114 mm**. Left click on **OK** and a new screen will appear. The white area of the screen represents the area of the medium hoop.



## Step 3. Insert a Grid

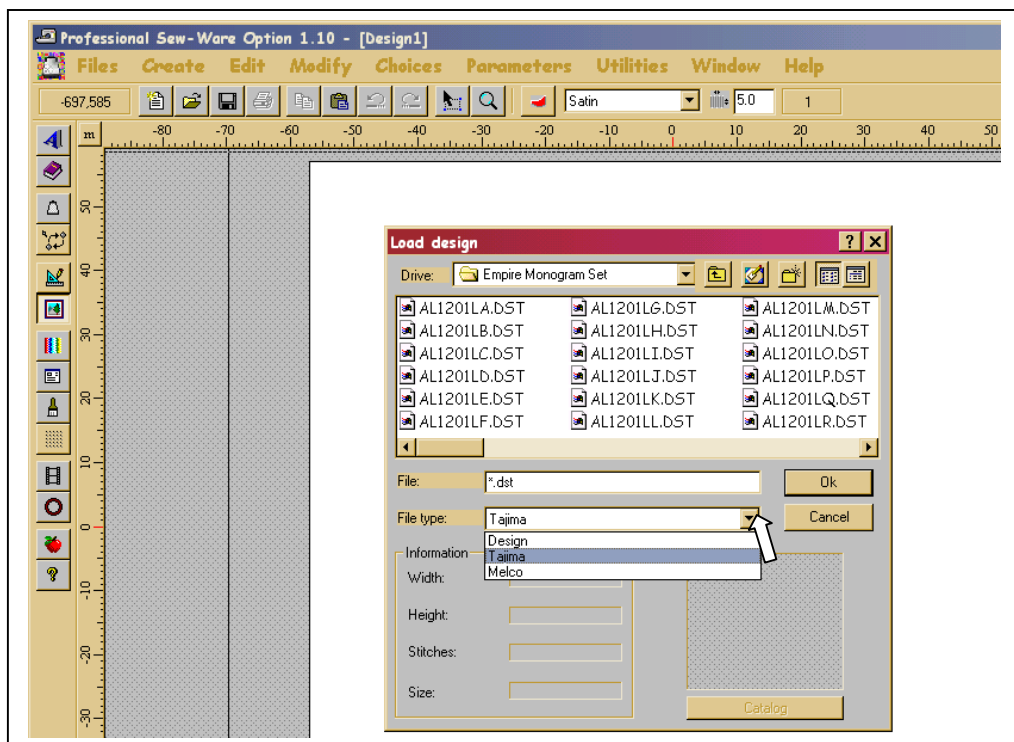
The Grid icon is located on the vertical toolbar, fifth icon from the bottom. Hold the cursor over the icon and the word **Grid** will appear. Left click on the icon. Choose the line grid (not the points grid) by clicking on the right radio button in the upper part of the box. Set the points distance to **100**.



Left click on **OK**. A grid will appear over the image of the medium hoop. Note along the top row of the screen that the name of the file is **Design1**. Do not close this file.

#### Step 4. Open The First Monogram Letter

On the Horizontal Toolbar, place the cursor over the second icon from the left. The word **Load** will appear. Left click on the icon. The **Load design** dialogue box will appear. Left click on the drop-down arrow beside the **Drive** box and locate the folder where the individual letter designs are stored. A routine installation of a design pack would put them in a folder labeled **embroideryarts** on the C drive. Left click on the embroideryarts folder. Left click on the Monogram Set desired. Proceed down to **File type**. Left click on the drop-down arrow and choose **Tajima**. A list of all of the .dst files will appear.

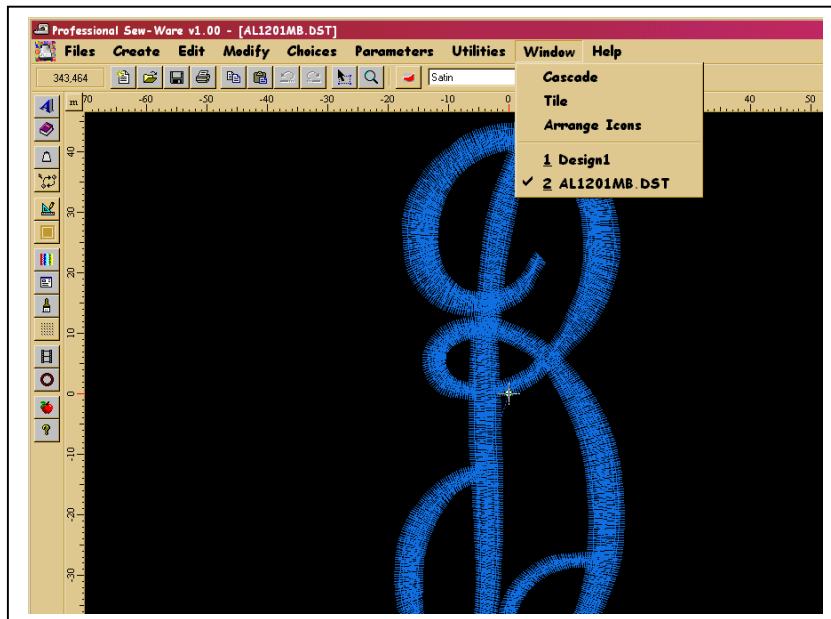


The last name initial will be placed in the center position before the first initial and middle initial letters are added. The first design that is placed on the screen will be automatically centered and thus eliminate the need to position it further. Left click to highlight the center monogram letter (last name initial), that is to be placed first. The file name in this example is **AL1201MB.DST**. The highlighted design name will also appear in the **File** box. Left click on **OK**.

***If you are using PSW 1.1, a new dialogue box will appear with the words ?Convert stitches to blocks? . If the designs will be stitched at the original size, plus or minus 15%-20%, left click on No. If the design will be changed by more than 20% in either direction, left click on Yes. The method for resizing a design will be discussed later.***

The design will appear in a new file (note the file name at the top of the screen), in color and in stitches on the screen. In PSW 1.0, the background will be black. In PSW 1.1, the background will be white. This is unimportant. In order to move this design to the grid, the design will be copied and pasted. On the Horizontal toolbar, place the cursor over the fifth icon from the left. The word **Copy** will appear. Left click on the icon. A new horizontal toolbar will appear. Place the cursor over the fifth icon from the left. The words **Select all** will appear. Left click. The Main Horizontal toolbar will return.

Place the cursor over the word **Window** on the Main menu. Under the words Cascade, Tile and Arrange Icons, the names of the files that are open will be listed. The file that is active and visible on the screen will have a checkmark beside it.



Left click on **1 Design1**. The first file that was created will appear and become the active file. Place the cursor over the sixth icon from the left. The word **Paste** will appear. Left click.

The letter will appear in the center of the screen with black nodes on each outside corner, halfway along each side, and one in the center of the design. These nodes allow the design to be moved, rotated, and the size to be increased or decreased. It is advisable not to make any changes at this point, but to wait until all of the elements are on the screen to perform any changes to the completed design.

Right click. The design will appear in color and in stitches in the screen. Alternately, left click on the third icon from the left; **Fill with stitches**.

## Step 5. Add the Second Monogram Letter

On the Horizontal Toolbar, place the cursor over the second icon from the left. The word **Load** will appear. Left click on the icon. The **Load design** dialogue box will appear. Left click on the drop-down arrow beside the **Drive** box and locate the folder where the individual letter designs are stored. Proceed down to **File type**. Left click on the drop-down arrow and choose Tajima. A list of all of the .dst files will appear.

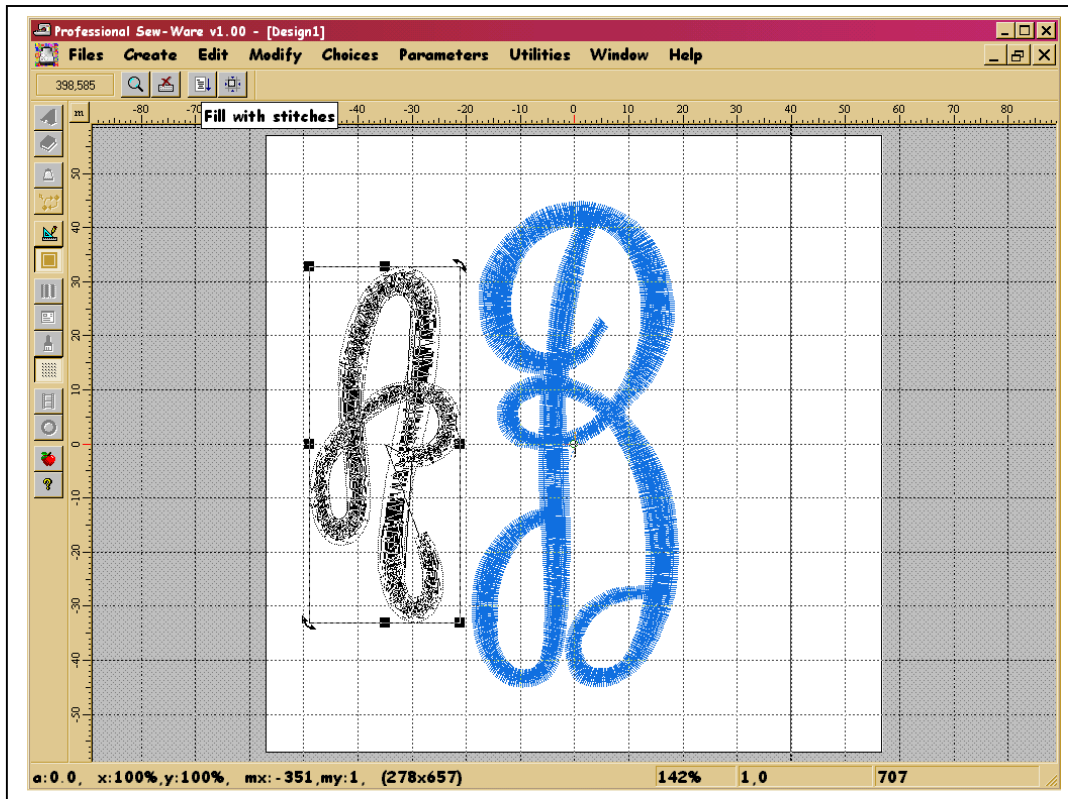
Left click to highlight the left monogram letter (first name letter). In this example, the file name is **AL1201LA.DST**. The highlighted design name will also appear in the **File** box. Left click on **OK**.

***If you are using PSW 1.1, a new dialogue box will appear with the words ?Convert stitches to blocks?. If the design will be stitched at the original size, plus or minus 15%-20%, left click on No. If the design will be changed by more than 20% in either direction, left click on Yes.***

The design will appear in a new file (note the file name at the top of the screen), in color and in stitches on the screen. On the Horizontal toolbar, place the cursor over the fifth icon from the left. The word **Copy** will appear. Left click on the icon. A new horizontal toolbar will appear. Place the cursor over the fifth icon from the left. The words **Select all** will appear. Left click. The Main Horizontal toolbar will return.

Place the cursor over the word **Window** on the Main menu. Under the words Cascade, Tile and Arrange Icons, the names of the files that are open will be listed. The file that is active and visible on the screen will have a checkmark beside it. Left click on **1 Design1**. The first file that was created will appear and become the active file. Place the cursor over the sixth icon from the left. The word **Paste** will appear. Left click.

The letter will appear in the center of the previous letter (B) with black nodes on each outside corner, and halfway along each side. When the cursor is positioned inside the design area, a four-point arrow will appear. Place the cursor at the middle point of the letter, left click and drag the design to the left of the last name initial and position the letter. Using the grid and the rulers, place the letter so that the horizontal crosshair is aligned at 0 along the vertical ruler. Note the position where the vertical crosshair is located along the horizontal ruler. Left click again to drop the letter at the desired location. This step can be repeated until the final position is acceptable.



Right click. The design will appear in color and in stitches in the screen. Alternately, left click on the third icon from the left; **Fill with stitches**.

### Step 6. Add the Third Monogram Letter

On the Horizontal Toolbar, place the cursor over the second icon from the left. The word **Load** will appear. Left click on the icon. The **Load design** dialogue box will appear. Left click on the drop-down arrow beside the **Drive** box and locate the folder where the individual letter designs are stored. Proceed down to **File type**. Left click on the drop-down arrow and choose Tajima. A list of all of the .dst files will appear.

Left click to highlight the right monogram letter (middle name letter). In this example, the file name is **AL1201RC.DST**. The highlighted design name will also appear in the **File** box. Left click on **OK**.

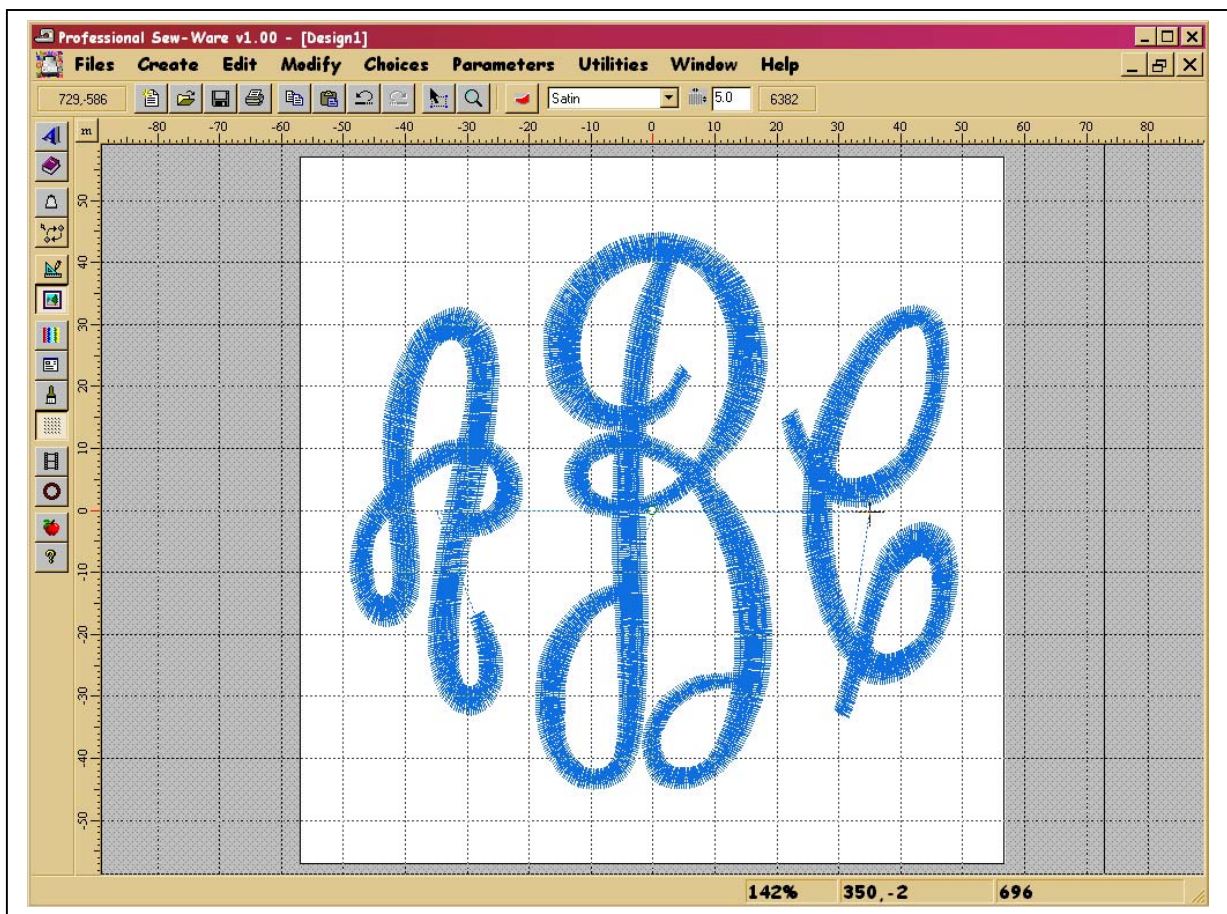
***If you are using PSW 1.1, a new dialogue box will appear with the words ?Convert stitches to blocks? . If the design will be stitched at the original size, plus or minus 15%-20%, left click on No. If the design will be changed by more than 20% in either direction, left click on Yes.***

The design will appear in a new file (note the file name at the top of the screen), in color and in stitches on the screen. On the Horizontal toolbar, place the cursor over the fifth icon from the left. The word **Copy** will appear. Left click on the icon. A new horizontal toolbar will appear. Place the cursor over the fifth icon from the left. The words **Select all** will appear. Left click. The Main Horizontal toolbar will return.

Place the cursor over the word **Window** on the Main menu. Under the words Cascade, Tile and Arrange Icons, the names of the files that are open will be listed. The file that is active and visible on the screen will have a checkmark beside it. Left click on **1 Design1**. The first file that was created will appear and become the active file. Place the cursor over the sixth icon from the left. The word **Paste** will appear. Left click.

The letter will appear in the center of the previous letter (A) with black nodes on each outside corner, and halfway along each side. When the cursor is positioned inside the design area, a four-point arrow will appear. Place the cursor at the middle point of the letter, left click and drag the design to the right of the last name initial and position the letter. Using the grid and the rulers, place the letter so that the horizontal crosshair is aligned at 0 along the vertical ruler. Position the vertical crosshair at the same distance to the right of 0 that the A is to the left of 0. Left click again to drop the letter at the desired location. This step can be repeated until the final position is acceptable. Note that for some letter combinations, the distance from 0 may not be exact for both the left and the right initials. Trust your visual perception of the combination also.

Right click. The design will appear in color and in stitches in the screen. Alternately, left click on the third icon from the left; **Fill with stitches**.



## SAVING THE DESIGN

On the horizontal toolbar, the third icon from the left is **Save**. Hold the cursor over the icon and the word **Save** will appear. Left click on the icon. The first dialogue box that will open is **Save Image As**. There is no need to save the image of the hoop, so simply press **Cancel**. The next dialogue box is **Save Design As**.

Beside the word **Drive**, click on the drop-down arrow to locate the folder where the completed design will be stored. (Hint: Save the combination in the same embroideryarts folder.) Beside the word **File**, type in a filename that will identify the completed design (i.e. ABC). Beside the words **File type**, the word **Design** is shown. There is no other choice. The design will be saved in .xxx format. The design name in this example will be ABC.xxx. Left click on **OK**.

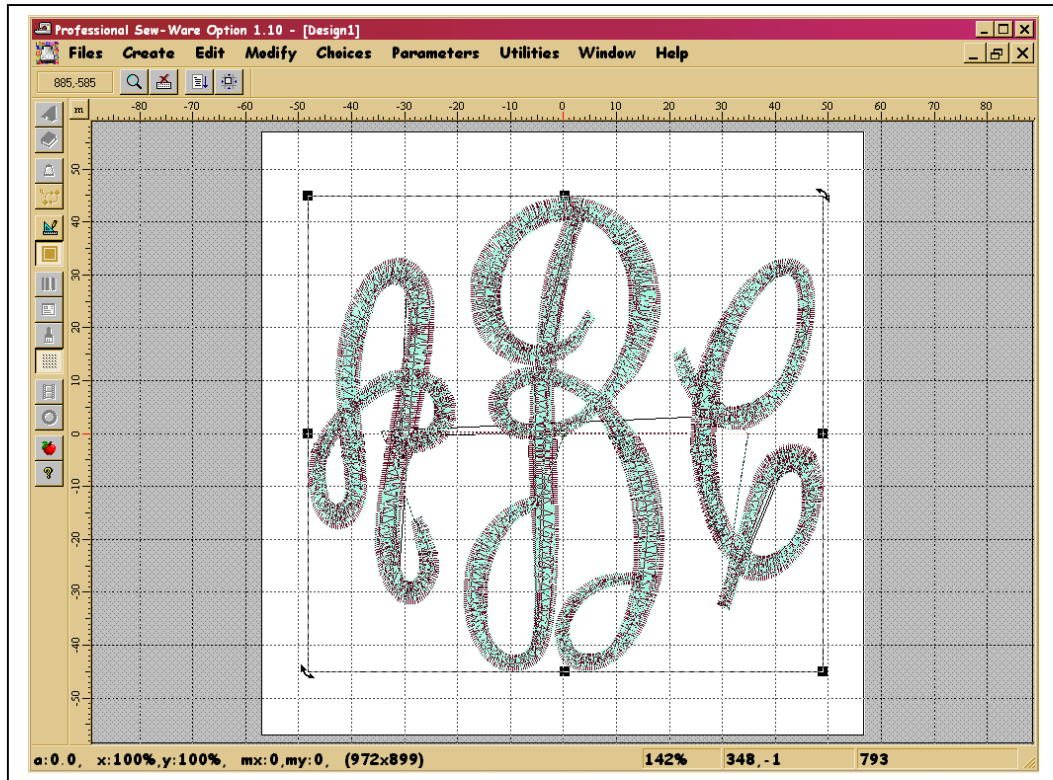
## OPTIONS

- **Changing Stitches to Blocks (PSW 1.1 only)**

If you wish to change to the size of the letters to less than 80% or greater than 120% of the original size, it is necessary to change stitches to blocks in order to maintain the density and integrity of the design. This is done as each letter is added to the screen to create the original design. When the dialogue box appears with the words **?Convert stitches to blocks?**, left click on **Yes**. The program will take a few seconds to create the blocks necessary to enable greater changes to the design. Proceed to copy and paste to create the monogram.

- **Resizing the Monogram (PSW 1.0 and 1.1)**

After the 3-letter combination has been created, changes can be made to the monogram. On the main menu, place the cursor over **Edit**. Left click. Place cursor over **Move**. Left click. A new horizontal toolbar will appear. Place the cursor on the fifth icon from the left along the horizontal toolbar. The words **Select all** will appear. Left click on the icon. The design will change to a shadowed effect on the screen with black nodes on each outside corner, and halfway along each side. These nodes allow the design to be moved, rotated, and the size to be increased or decreased. There will also be a new horizontal toolbar.



The nodes at the top-left and bottom-right will change the size of the design proportionately, the nodes along the top and bottom sides will change the design height, and the nodes along the left and right sides will change the design width. The arrow nodes at the top-right and bottom-left corners allow the design to be rotated.

To activate one of the nodes, left click on the node and drag in the direction desired. Left click again to drop the design at the desired size. Information regarding the amount of change produced is indicated along the bottom left corner of the computer screen: **a: \_\_** indicates the **angle** of rotation achieved, **x: \_\_%** indicates the change in the width of the design in percentage; **y: \_\_%** indicates the change in the height of the design in percentage. The numbers in brackets indicate the dimensions of the design on tenths of millimeters. When using one of the nodes at the top-left and bottom-right, the percentage of change for x and y will be the same.

When using PSW 1.0, the design size can be changed acceptably down to 80% or up to 120%. It is always advisable to test stitch the design before applying the design to the finished product.

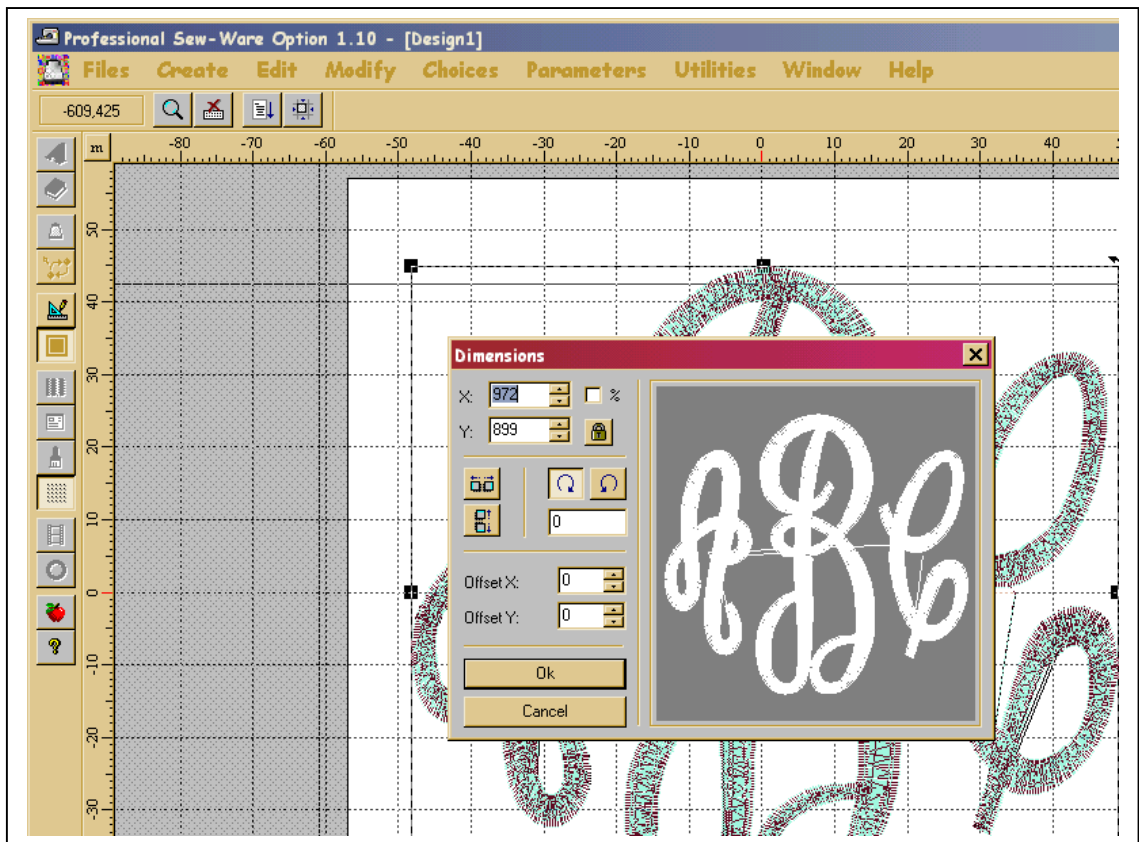
After converting stitches to blocks in PSW 1.1, the design stitches acceptably when the size is decreased to 45% and when it is increased to 200% of the original size. However, the maximum that a three-letter monogram can be proportionately increased and stitched out in the large hoop for the XL-1000 is about 145%. This monogram would need to be rotated by 90 degrees. Larger monograms could be

aligned using the multi-hoop feature of the software and XL-1000. Again, it is always advisable to test stitch the design before applying it to the finished product.

To increase a monogram larger than 200%, some editing would need to be done. The satin stitches would need to be converted to step satin and some adjustments made to density and step length. A single letter could be increased in size up to the size of the largest hoop, which in this example, using the center letter B, would be 266%.

Adjust the size of the design by clicking on the node at the top-left or the bottom-right in order to change the size proportionately. Remember that the size should only be changed by more than 20% if the stitches have been changed to blocks in PSW 1.1. If the design will be stitched in the medium hoop, do not exceed 1140 tenths of mm in either direction. If the design will be stitched in the large hoop, do not exceed 1300 in width. Rotate the design by 90 degrees using one of the arrow nodes at the top-right or bottom-left corners to accommodate a larger design for the large hoop. When the desired size has been established, right click. The design will appear in color and in stitches on the screen.

An alternate method of changing the design size is to go to the icon that is fourth from the left on the new horizontal toolbar. The words **Change dimensions** will appear when the cursor is held over the icon. Left click. The **Dimensions** dialogue box will open on the screen.



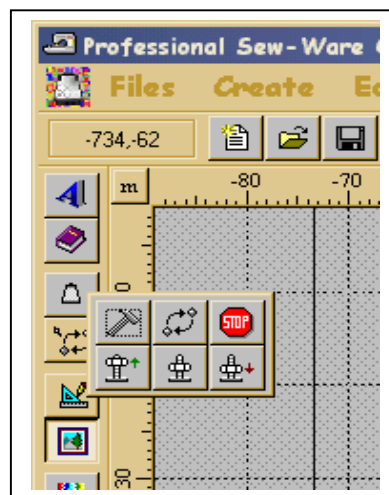
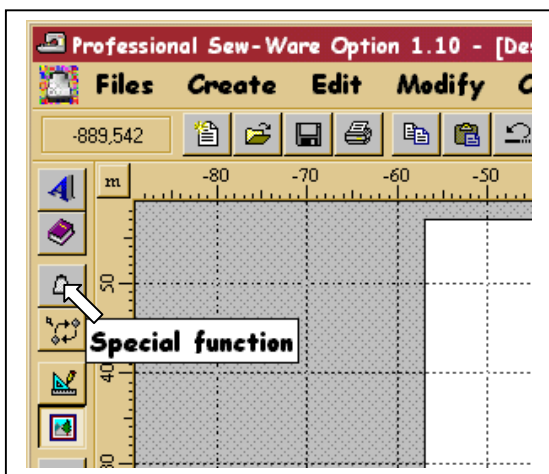
The first box is the measurement of the design in width and the second box is the measurement in length. Click on the **Lock box** to change the design size proportionately when a change is made in either the **x** or **y** box. The design size could also be changed by percentage by left clicking to place a check mark in the box beside **%**. The design is rotated (usually **90** degrees) by placing the desired angle of rotation in the box below the rounded arrows. Left click on **OK** to accept any changes.

- **Saving a New Version of the Design**

On the left of the Main Menu, left click on the word **File**. Left click on **Save As**. The first dialogue box that will open is **Save Image As**. There is no need to save the image of the hoop, so simply press **Cancel**. The next dialogue box is **Save Design As**. Beside the word **Drive**, click on the drop-down arrow and locate the folder where the completed design will be stored. Beside the word **File**, type in a NEW filename that will identify the changed design (i.e. ABC125%). The original design will remain available for future reference. Left click on **OK**.

- **Changing Thread Colors**

To change the design so that each letter is a different color, follow this procedure. After the first letter has been placed on the grid, place the cursor over the third icon down on the vertical toolbar. The words **Special function** will appear. Left click. A choice of six functions will appear on the screen. Left click on the **Stop sign**. Proceed to open the next letter, copy it and then paste it on the grid. Repeat.



To change the color of the design on the screen, place the cursor on the **Stitch colors** icon located seventh from the top on the vertical toolbar. The words **Stitch colors** will appear. Left click on the icon. The **Colors** dialogue box will appear. Left click on the color pad that is to be changed. Left click on a new desired color from

the color spectrum at the bottom left quadrant of the dialogue box. Left click on the desired intensity of color in the center band. Left click on the eyeglasses to view the change on the screen before closing the dialogue box. To change the second color, left click on color pad number 2 and select the new color as described above. Left click on **OK** to accept the change and close the dialogue box.

*Alice Wood is Senior Education Consultant for Singer Canada Limited. She stitches and embroiders in Niagara Falls, Ontario, and teaches XL-1000, XL-5000 and PSW (all versions) to dealers in Canada. She has also taught at Singer Academy in the United States. ([www.mwood@niagara.com](mailto:www.mwood@niagara.com))*

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