Quick Start Guide for Stitch & Sew   011108

(If you are not comfortable with the basic functions of a computer, seek local assistance before proceeding.)

How to install Stitch & Sew

1. Place **Dongle** in **USB** port on the **BACK** of the computer.
2. Put **Stitch-Sew** program CD in the CD rom drive.
3. Left mouse click on **Install.** The software will go through a short diagnostic routine.
4. **Product Key** window will open.
5. Remove **Stitch Sew** program CD from CD rom drive.
6. Place **Silver Product Key** CD in the CD rom drive.
7. Left mouse click on the **Browse** tab.
8. **Navigate** to the CD rom drive.
9. **Double** left mouse click on the file **"Dongle_1234_ _ _ _ _.compcert"** This will insert the Product Key in the blank boxes.
10. Left mouse click **OK.**
11. Replace the **Product Key CD** with the **Stitch-Sew CD.**
12. Left mouse click on **Next**
13. From this point follow the directions on the program CD.
14. Left mouse click on **Finish** at the end of the installation process.
15. Double left click on Stitch-Sew icon on the Desktop of the computer to open the program.

How to find more detailed instructions on the Installation of the Stitch & Sew

Stitch and Sew is normally sold through select independent dealers that have the primary responsibility for the Technical Support and Training assistance of the Stitch & Sew program they sold you. Compucon will assist the dealers to fulfill their responsibility as the seller to you. Please contact your dealer first should you have a need for assistance with Stitch & Sew. In some instances, you may have paid your dealer a separate service fee for direct Technical Support from Compucon USA and Training Support from a Compucon certified independent educator. Only those who have paid this service fee should contact Compucon USA directly.

How to change the Menus to another language or convert Metric to inches

Important: **NONE** of the three buttons for ("Digitizing, Lettering, Editing" should be active. Click it to deactivate it

1. Click on the "Tools" menu and select "**System Parameters**". Look for the word "**English**". Click it to open the list of available languages. (Or to change to **inches,** click on the phrase **"Metric System** [**/10mm**]")
2. Choose the **language** (or "**English System (inches)"** and click "**OK**"
3. Now **close** only the program Stitch & Sew.
4. **Open** the Stitch & Sew program and the changes will be activated.

How to Create Lettering with the Stitch & Sew Fonts

1. Click on the "**Lettering**" button
2. Move the cursor inside of the empty white box to the right. Click to activate cursor and then type a word.
3. The next box to the right contains the name of the current active font.. Open the font list and choose another font.
Note: Each time you choose a new font, a pop-up box appears with a height & density range for the selected font.

4. Moving to the right, you will see two boxes "**Height**" and "**Space**" (between letters).
Note: The numbers inside these boxes are inches expressed in decimal form (0.50 = ½ inch, 0.06 is about 1/16 inch)
5. Use the drop-down list to change height & spacing or type in another size (always include the first zero (0.25)
6. Continue right to the icon "**Frame**". (dark red rectangular icon). Click this icon to see or choose another lettering template .
7. Click on the "**Design**" menu. Next click on "**Embroidery Settings**"
Note: A blue title bar labeled "**Embroidery Settings"** appears on the screen. Move your cursor onto the blue area to open
8. Heights larger than ½ inch (127/10mm), check "**Fill underlay**" otherwise check "**EdgeWalk underlay**". Click "**Apply**"
9. Now position the cursor in the "**Stitch it**" and click it to build the stitches.
10. Click on the "**View**" menu then click on "**Realistic View**" to view the stitches as simulated embroidery.

How to Edit Text

1. Click the "**Edit**" button. Now click on "**Edit Text**". You're back in the "wire frame" where changes can be made.
Note: If you want to edit (move, add or delete individual stitches), after clicking "**Edit**" click on "**Stitch Edit**"
    If you want to edit only one letter at a time **do not** click "Edit Text". Just click on the letter you wish to edit.

How to Save your Lettering and later be able to fully Edit the Lettering file

Note: What you create on screen should be first saved in the .**che** format. Otherwise, the only editing available would be Stitch Edit. It **will _not_ be possible** later on to fully **(Outline) edit** either lettering or the designs you created .

1. Click on the "**File**" menu; then click "**Save Design As**"
2. On the line labeled "**Look In**", the name of the folder where you wish to save your work must appear this box.
Note: Use the drop-down list to find and place the folder in the "Look in" box
3. On the line " **File Name**, type the desired name of the file to be saved.
4. At "**File of Type**", open the drop-down list, Click on "**Compucon Stitch & Sew Designs (.CHE)**". Then Click "**OK**"

How to Open an already Digitized Embroidery Design

Note: You can open machine (stitch) files of the popular machine brands.   (Stitch (machine) files only can be stitch edited or make changes to its density.

1. Click the "**F**ile" menu then click "**Open design**"
2 On the line labeled "**Look In**", the name of the folder where you wish to save your work must appear in this box.
Note: Use the drop-down list to find and place the folder in the "**Look in**" box
3. On the line " **File of Type**", from the list of formats select " **All Embroidery Files**"
Note: If you know the format type (for example: .fdr, .dst, .xxx, .pes, etc.) you can select the exact machine format
2. In the big white box where the file names appear, click once on the name to preview. If correct, click "**OK**"
Note: With a stitch (machine) file on screen you can if you wish add text or new design elements..
Note: Leave the design open for use with the following subjects

How to Change the Size of a Design (and add or subtract stitches as needed)

1. Open the design if not already open (see previous instructions on opening a design)
2. If "**Digitizing**", **"Lettering"** **or** "**Editing**" is activated (highlighted), Click on it to deactivate it.
3. Click on the "**Design**" menu
4. Select "**Change Size**"
5. Either change the "**X**" or "**Y**" value or check the box for " **%**" and change the percentage

Note: Although you can change the size by more than 50%, **don't** exceed 20% on each effort.
There always needs to be a check in the box next to "**activate stitch processor**"

How to Select the proper hoop for a design

1. Click on the "**Tools**" menu. Then click on "**Select Hoop**"
2. From the list of hoops, choose a hoop that leaves a minimum of 1 inch (2.54cm) of empty fabric between the design perimeter and the interior edge of the hoop. Click "**OK**"
3. Click on the "**View**" menu. Then click on "**Show / Hide Hoop**"

How to Center a Design

Note: Always center your work **before** saving it
1. Click on the "Select" button
2. Click in the "Design" menu
3. Select "**Center Design**"

How to Save a Design you digitized (for future editing)

1. Click on the "**File**" menu; then click "**Save Design As**"
2. On the line labeled "**Look In**", the name of the folder where you wish to save your work must appear this box.
Note: Use the drop-down list to find and place the folder in the "Look in" box
3. At the line " **File Name**", type the desired name of the file to be saved.
4. At "**File of Type**", open the drop-down list and click on "**Compucon Stitch & Sew Designs (.CHE)**" Then click "**OK**"

How to Save a Design to a floppy disk, memory stick, etc. (for sewing)

1. Click on the "**File**" menu; then click "**Save Design As**"
2. On the line labeled "**Look In**", the name of the drive where you wish to save your work must appear this box.
Note: Use the drop-down list to find and place the **drive** in the "**Look in**" box
3. At the line " **File Name**", type the desired name of the file to be saved.
4. At "**File of Type**", open the drop-down list and click on " **.fdr, .dst, tap or your machine's format**" Then click "**OK**"

How to See & Use the Object List (to reorder which block will sew 1st, 2nd,etc.)

1. Click the "**Tools**" menu. Then click on "**Object List**" (you will see the block list at the bottom of the screen.)

2. If "**Digitizing**" , "**Lettering**" or "**Editing**" is active , click on the active button to deactivate it

3. Place the cursor in the last block on the right and click the **Right** mouse button

4. In the pop-up box choose "**Reorder**" and then select one of the alternatives.

How to change the color(s) in an existing (stitch file) design

1. Click on the "**Tools**" menu. Then click on "**Stitch Colors**"
2. Place the cursor on the blue title bar Stitch Colors to open.
3. From the list of colors in the Stitch Color box, click on the color you wish to change.
4. From either the "Code" line choose a new thread color **or** click a color from the color spectrum
    If you choose to use the color spectrum, you can also make the new color lighter or darker.

Note: If you have changed thread manufacturer's palette, and the color selected from the spectrum isn't in the
        thread manufactures palette, the chosen color may change to the closest color in the manufacturer's palette.

How to set the color for a design you are digitizing or saved in .che format

Note: It is best to establish a routine. Set you color immediately after choosing a digitizing tool or when making lettering
 before you type the text. This way you will not forget nor will you have to spend extra time editing the color later.

1. Left click on the "**Color**" icon .
2. In the box at the Needle (Code) line, click to open the list of thread colors, make a selection. **Or** click a color from the color
    spectrum If you choose to use the color spectrum, you can also make the new color lighter or darker.

Note: If you have changed thread manufacturer's palette, and the color selected from the spectrum isn't in the
        thread manufactures palette, the chosen color may change to the closest color in the manufacturer's palette.

How to easily Update your Stitch & Sew software to the latest revision.

Note: Your computer need to be connected to the internet to do a live update.

3.   Click on the "**Help**" menu and choose "**Live Update**"
4.   Click the "**OK**" in the "Welcome to Live Update" dialogue box

Note: If this message appears " No new updates are current available" you are already at the latest revision.