PREMIER+™ 2
Embroidery System

Master Software Series

PREMIER+™ 2 Embroidery Ultra
Windows and Mac Version

Get a Handle on Lettering

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PREMIER+™ 2 Embroidery Software

Today's lesson is designed to get you outside the box with your Lettering.

Let's explore some techniques to design Lettering that really works for you! Expand your knowledge of Letter functionality with its diversity of variations. From settings, to shaping, to editing, to the Handles menu, let's explore the basics and beyond, then add a few special twists for some fun variations!

➢ If working in the Mac version and the steps vary, the specific Mac instructions appear in green, beneath or within the corresponding Windows step.

Before We Begin: Reset All Modules

Resetting modules before beginning a class or seminar ensures everyone will automatically browse to the default folders when opening or saving designs, that all toolbars will have the same appearance, and other default settings, such as hoop size and orientation, are reset to default.

Tip: Open PREMIER+™ 2 Configure and Reset All Modules if menus or icons appear differently or programs react differently than expected.

1. Open the **PREMIER+™ 2 Embroidery** desktop program folder .

   ➢ In Mac, open Configure from Launchpad or from a shortcut you have made in the Dock.

2. Open **PREMIER+™ 2 Configure** .

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3. In the Utilities tab, click **Reset All Modules** **Reset All Apps** .

   ➢ In Mac, select Quit Open Premier+™ 2 Apps, then click Reset all Apps. No other steps required, so click Close .

4. Click **OK** in the 'All modules will be closed' prompt.

   • If any open modules didn't close, select them in the background and then close them.

5. Click **OK** in the 'Please confirm' prompt.

6. Click **OK** in the 'All modules are now reset' prompt.

7. Click **OK** to close PREMIER+™ 2 Configure.

Begin With a Set of Letters

The first steps are selecting a Letter Font, and then an Envelope shaping. We can adjust a wealth of additional settings, either before we Apply ✅, or after the lettering is in place.

1. Open **PREMIER+™ 2 Embroidery** from the Desktop folder or from a shortcut you've created.

   ➢ Open PREMIER+™ 2 Embroidery from Launchpad or from a shortcut you have created in the Dock.

2. Change **Hoop** to **Universal**, **360mm x 260mm**, Orientation **Rotated**.

   • Click **OK**.

3. Select the **Letter tab** Letter in Windows, or the Letter page **A** in the Control Panel in Mac.

4. Open the Letter Font **Gallery Viewer**.

P+ **PREMIER+**™**2**
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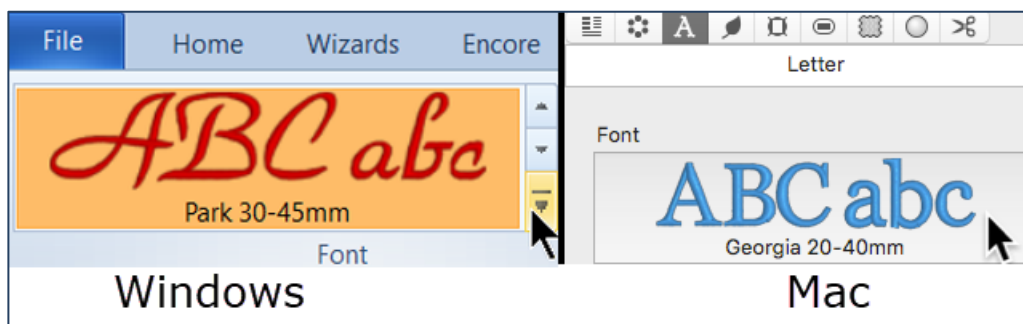
5. Scroll through to review the available fonts in your system.

- Fonts are sub-divided into Categories by similar attributes (such as Applique or Children, etc), and listed alphabetically under their category header.

TIP: Available Fonts vary according to which system you own. Embroidery Free has no fonts, Embroidery Intro has 12, Embroidery has 175+, and Embroidery Extra 175+ and Ultra has 210+.

QuickFonts , *found in Font Manager , uses a Wizard/Assistant to transform TrueType® or OpenType® fonts into System Letter Fonts.*

The **Import Font from Embroidery** *feature, also in Font Manager , has tools help you add sets of embroidery letter designs to the Letters System Fonts, so you can utilize the Letter functionality to align and arrange them.*

6. Scroll to the **Fun** Category.

- Select **Athletic Block UC 15-100mm**.
➢ Click OK to close the Font Viewer.

Athletic Block is a single color, upper case font.

TIP: System Font names are coded by the Font characteristics.

The Size Range indicates the optimal size for the letter set characters. To make lettering larger or smaller than the recommended size, you'll need to make adjustments to Density, or Stitch type, to compensate.

Several other signifiers in the name give pertinent information about the selected font. Here is a snip from the System Help that explains Font information.

Creating Lettering : Font Selection : Font Name

Font Name
Font names include information in addition to the name of the lettering style. All font names include the recommended size range, and other information is often included.

Font Type

2C	The font uses two colors (also 3C etc.)	NP	Nearest Point font
LC	Lowercase only font	UC	Uppercase only font

Recommended **Font** Size
A recommended font size is included in the name. For instance, 25-120mm indicates the font is recommended for use at sizes from 25mm to 120mm.

SuperFonts
For SuperFonts provided in different stitch type variations, a stitch type abbreviation is also present at the end of the name, for example SF for Spiral Fill.

|					
CF	Contour Fill	MW	MultiWave Fill	SF	Spiral Fill
EF	Echo Fill	QS	QuiltStipple Fill	SH	Shape Fill
MF	Motif Fill	RF	Radial Fill	XH	Crosshatch Fill

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7. **Click** in the **Letters box**.

   - Type in the word **shape**.

   All the letters will be upper-case in the Athletic font, so it doesn't matter whether you type them as upper or lower case.

8. Adjust **Size** to **35mm**.

9. In Layout, leave **Gap** at **0**, the default spacing between letters in this font.

10. Open the **Shape** menu so you can see all the different Letter Shapes.
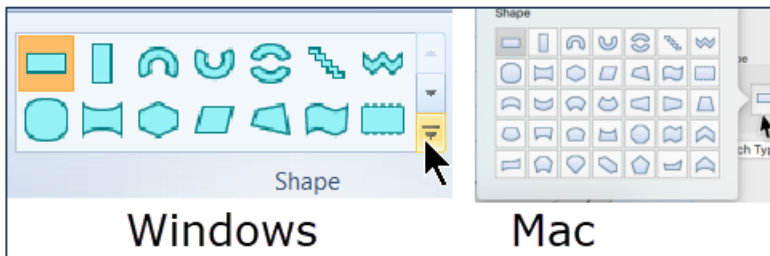
Shapes are envelopes used to shape the lettering, and come in 35 styles. A Shape can shape all the letters as a single unit, or with the Individual option so each letter has its own individual Shape envelope.

Shape envelopes have handles for adjusting their shaping. The number and placement of handles varies according to the shape.

Special keyboard keys can lock the shapes aspect or perspective as you adjust their handles, and vary according to the shape in use.

11. Select the first Shape, **Horizontal Block** .

   ➤ Click the Shape menu again to close the viewer in Mac.

   Horizontal block is probably the most often used Shape to make text in straight, horizontal lines.

   - **Uncheck Reverse** and **Individual**.

   - **Check ColorSort**, so the letters will be sorted down into the fewest possible color changes.

   - Click **Apply** to place a single word, all in one linear horizontal select box.

   - Check the Control Panel to see the letters all share just one orange color change.

   ➤ Click the Design page in the Control panel to see the color change, then reselect the Letter page **A**.

12. The select box has four corner handles and a small circle on the right side for rotating.

    Green handles indicate a Lettering design that has not been closed.

    - A **Center of Rotat**ion ⊕ locator is in the center of the select box, and can be moved to adjust the pivot point on which the select box rotates.

13. Adjust the select box larger or smaller with the corner handles.

    - Click and drag a corner (Windows or Mac) to adjust either height or width while the diagonally opposing corner is locked in place.

    Click **UNDO** ↺ (Edit/Undo), or use shortcut keys Control Z (Command Z ⌘) to restore the original lettering.

    - Hold the Shift keyboard key (alt/option and Command ⌘ in Mac) to adjust either height or width while the center is locked in place.

    - Hold the CTRL keyboard key (Shift in Mac) and drag a handle to adjust proportionally while the diagonally opposing corner is locked in place.

    - Hold both CTRL and Shift keyboard keys (alt/option and Shift in Mac) to adjust proportionally with the center locked in place.

14. **Click and drag** the first word toward the upper part of the hoop.

   The following illustrations show Windows and then Mac OS.

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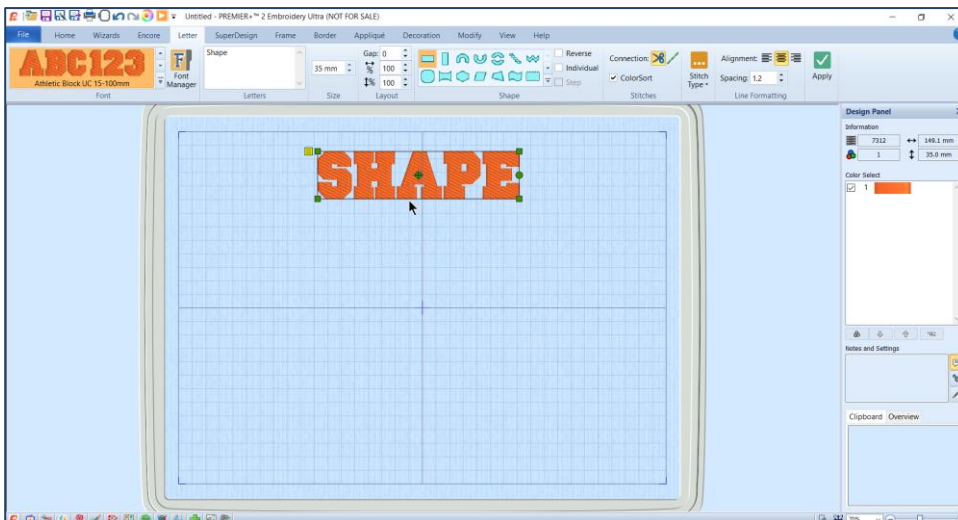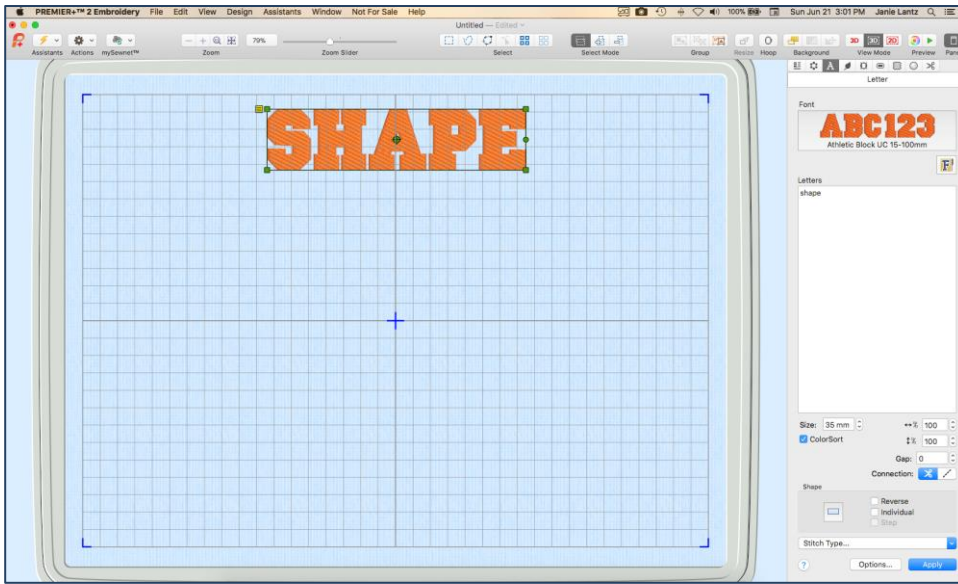
15. Select **Pennant Right** ◁ in Shape.

   - Leave all the other settings the same as you previously used.

   - Click **Apply** ✅.

   - The letters are all in one select box, one thread color, but in a pennant shape.

   The Pennant shape also has four corner handles, but the handles can be adjusted independently from each other to shape the Pennant.
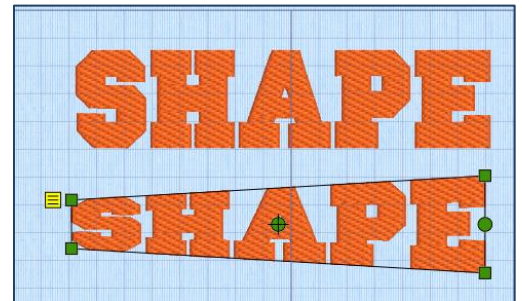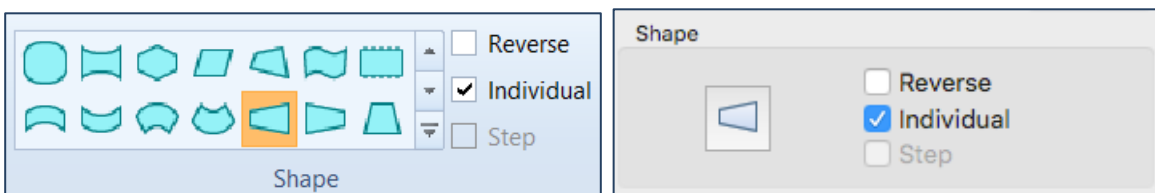
   Keystroke key combinations work the same as for the Horizontal Line select box.

16. Click and drag the select box beneath the first word.

   Selecting different Shapes for sets of Letters helps add emphasis and interest to your embroidery!

17. Check **Individual** in the Shape settings.

   - Leave all other settings as you used the last time.

18. Click **Apply** ✅ .

    Individual generates each letter in the Letters Box its own individual envelope Shape. When you design Lettering using Individual, you can no longer change the properties of all those letters at once, as they truly are individual letter select boxes.

    - The letters are now in a temporary Group (indicated by the dashed lines) with orange corner handles.

    If you click outside a temporary Group it will disappear, and you would need to reselect each of the boxed letters individually to put them into a group again!

    - Inside the Group, each letter has its own Pennant shaped select box.

19. **Right click** over the select box for the new letters, then select **Group** from the alternate pop up menu.

    The select box's sides are now solid lines, indicating you've changed the temporary Group to a formal Group. In a formal Group, when you deselect the design, the Group does not disappear, and you can simply click anywhere (or use the Tab/Shift+Tab or Command + arrow keys) on that Group again to reselect it.

20. **Right click** over the Group, and select **Restrict Groups** from the alternate pop up menu.

    - When you Restrict the Group, you can then work with the individual parts within the group, yet keep them bound together so you don't have to reselect all the pieces to Group again, making them much easier to move or rotate as a unit!

    The Group menu is also found in the Home tab in Windows, and in the Design menu in the Mac Menu Bar.

21. Take a little time to play with adjusting the individual letters in the last word you designed.

    - When done, use the Group menu in the Home tab to select Restrict Groups again to close the Group.

    ➢ Click Design in the main menu, and select Restrict Groups to toggle it back off.

    Restrict Groups acts like a toggle to lock or unlock a formal Group.

Change Properties After Applying Lettering

Properties can be pre-set before you Apply the lettering, or changed afterward as long as you do not close the letters (Combine or Fix as Stitches). When you already have a Letter shape select box, it's easy to change up its properties!

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Tip: Combine or Fix as Stitches aren't required for most designs. When you work with Letters, SuperDesigns, Frames and Decorations, retaining the working quality of those elements is quite valuable for future editing. Because we can use Save or Save As to make a working .vp4 file type, reopening designs with Lettering gives us many options for changing up text, adding or changing Names, adjusting Density and Underlay or even using a different Letter Font!

Designs are then fixed upon Export so they are ready for your embroidery machine.

22. Use **Tab** or **Shift + Tab** to move to the first Horizontal Line select box.

➢ Use Command key and the left/right keyboard arrow keys move through the select boxes.

23. **Right click** over the work area inside the hoop.

- Select **Properties** in the alternate pop-up menu.
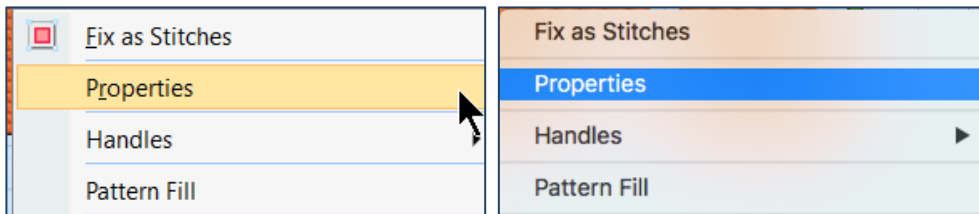
The Properties menu has options for changing many settings, including the font itself.
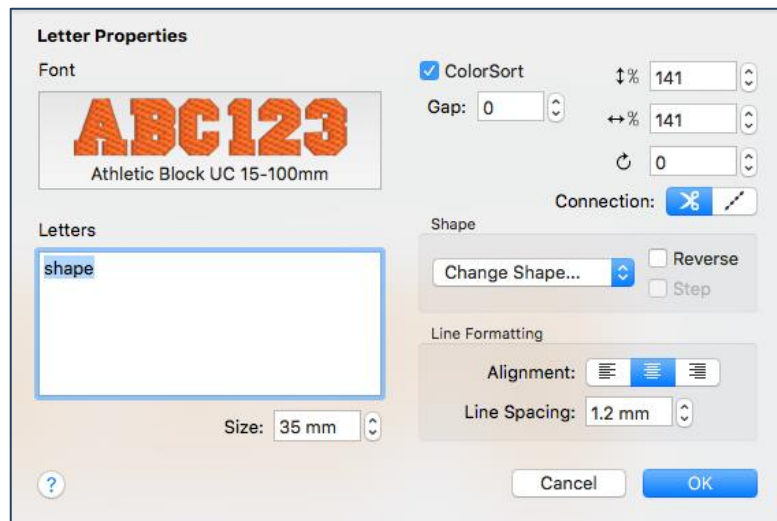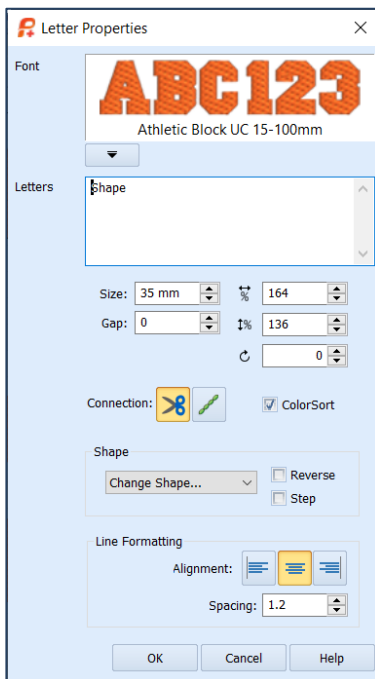
Properties you can adjust from here include:

- Open the Font Viewer to select a different Font.

- Retype the Letters box to change the lettering (great for typos or changing out names).

- Adjust the Size by number or percentage.

- Change Gap (adjust spacing when using very small or very large lettering) or deselect ColorSort.

- Change Connection Type.

- Uncheck ColorSort, useful if you want each letter a different color.

- Change to one of a select list of Shape options.

- Reverse the letters so they read from right to left, but the individual characters are not mirrored.

- Step (in certain line types like Fit to Line) to adjust the rotation of lettering along the baseline.

- Adjust Alignment and Line Spacing when you have multiple lines or rows of lettering.

 TIP: If you make changes in this window to try out the properties, just Undo with each change to restore your letters to their original settings.

You can also copy the letter select box, create a new Window (File/New Window or File/New in Mac), and practice with settings there, then close the second Window when finished with your test run.

24. **Cancel** the Properties Window.

25. **Right click** in the work area and select **Pattern Fill** (the stitch type used in this Letter Font) in the alternate menu**.**

TIP: Each Letter Font is designed with one or more stitch types. Stitch Types which can be edited will appear in the alternate pop-up menu.

- The Stitch Type settings box (in this Letter Font, it's Pattern Fill) has adjustments specific to Pattern Fill Stitches.

- In Pattern Fill, you can select a different Fill Pattern, adjust Stitch Angle, Density and Underlay, as well as adding Single or Multi Color gradients.

- Other stitch types may have other settings. For example, a Satin Column font will have two styles of Underlay.

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Some areas may be locked within the system so they can't be edited, sometimes necessary to retain the integrity of the stitches in the Letter Font.

26. Change **Density** (Constant in Mac) to **35**, so we can see the Underlay more closely.

- Click **OK**.

- Adjust the view's **Zoom** so you can see the stitches more closely.
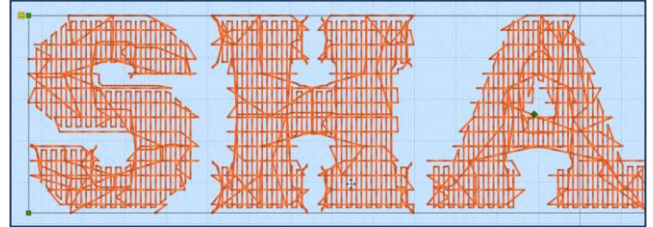
Density number represents the spacing between stitches.

The lower the Density setting, the closer the stitches.

The higher the Density setting, the farther apart (more space between) the stitches.

A high number (low density) allows the fabric and Underlay stitches to show through.

27. **Right click** over the work area and select **Pattern Fill** in the alternate menu.

28. Change **Underlay** to **None**.

- Click **OK**.

The letter will have no additional support to stabilize the fabric when stitching.

The Pattern Fill still adds 'travel' or 'motion' stitches, buried under the top layer of fill, to move from one section to another, determined by the digitizer who designed and executed the System Font file.
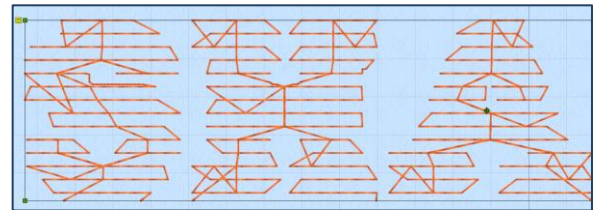
29. **Right click** over the work area and select **Pattern Fill** in the alternate menu.

- Change **Underlay** to **High**.

- Click **OK** to view how much heaver the Underlay's supporting stitches are under the top pattern fill.

Some Tips for Adjusting Letters Beyond the Recommended Settings:

❖ Letter size and stitch type influence which Density and Underlay settings will best suit the font you have selected at any given size.

❖ For the System Fonts, the Font's designer added the correct Density and Underlay to stitch the lettering well for the recommended size range.

❖ If you plan to make the font much smaller than the smallest recommended size range, you will likely find you have too many stitches in the small area, and the stitches will appear uneven and clumpy, or distort the fabric.

❖ One solution is to use a finer thread than 40wt to stitch. However, you might not have finer thread, or have the color you want to use.

❖ Another is to make the design less dense by raising the Density setting one or two numbers.

❖ In some letter styles, you might also need to raise or lower the amount of Underlay to adjust how the fabric is secured to support the stitches placed on top.

❖ When designing letters that are much larger than the maximum recommended size, you will often need to use both lower Density number (more dense) and higher Underlay to give better coverage and more support.

❖ Whether you are making the letters much larger or much smaller than the recommended size range, it's always a good idea to make a small sample of the letters to test your new settings before stitching a final project.

30. **Right click** over the work area and select **Pattern Fill** in the alternate menu.

• Open the **Pattern Gallery Viewer**.
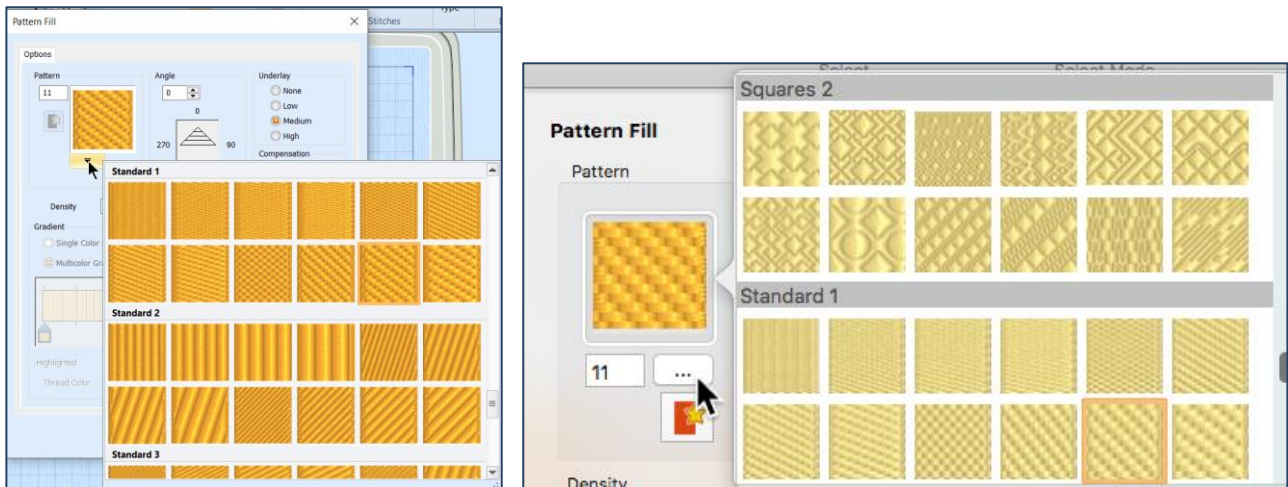
• Select a new **Pattern Fill** of your choice from the Gallery viewer.

➢ Click the Pattern Fill preview again to close the Pattern Fill Gallery Viewer.

• Adjust **Underlay** to **Medium**.

• Adjust **Density (Constant in Mac)** to **2**, to give good coverage for this Size 35 lettering.

• Click **OK**.

31. Use **Life View** to preview how the letters look with your new pattern.

• Click **Cancel** (Close in Mac) to close Life View.

32. Run the **Design Player** to view how the stitches for Underlay are placed, and how they stitch over the top.

   • Click **Cancel** (Close) when done viewing.

Gradient Fills

The Help system has an excellent explanation of working with Gradient Fills.

To access the specific help pages quickly while in the Pattern Fill properties box, in Windows, click Help in the Properties box. Select Pattern Fills in Help, and then Density.

For Mac, enable the Gradient option, open the Gradient settings menu , *and then open Help from the Gradient properties box.*
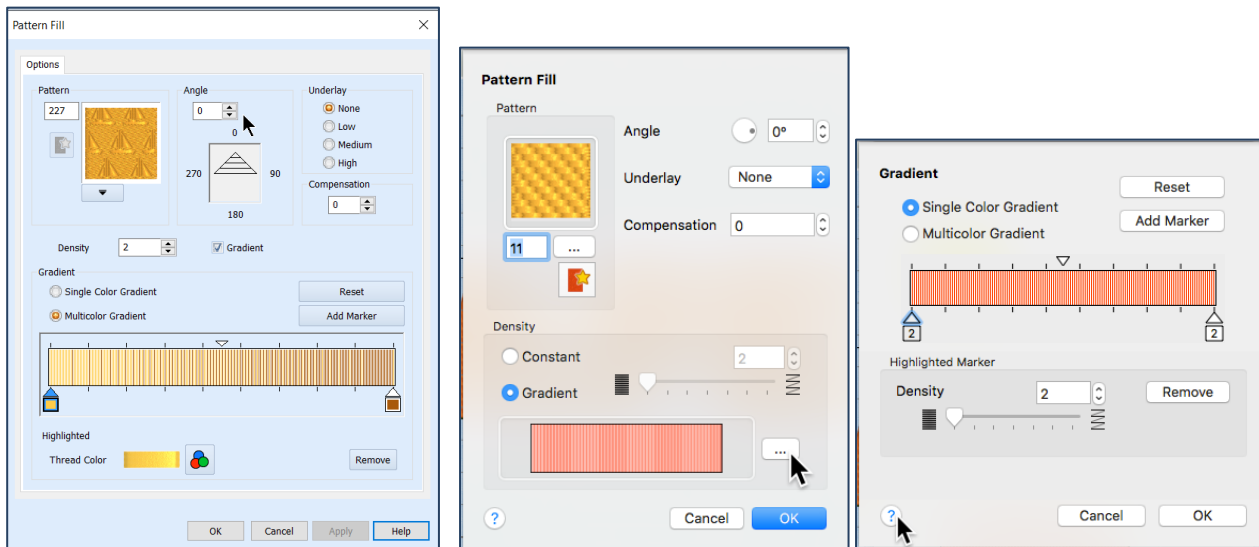
Changing Letter Fonts and Envelope Shape in Properties

Let's review the menus for changing up Letter Fonts and Envelope Shapes using the Properties from the alternate menu, after the letters are Applied.

1. Select the pennant shaped set of lettering using one of the methods below.

   • Click on the letters to select them.

   • Tab or Shift + Tab until the select box surrounds the pennant shape.

   ➢ Hold the Command key and use the right or left keyboard arrows to step through the designs.

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2. **Right click** over the work area and select **Properties** in the alternate menu.

3. Open the **Font Gallery Viewer** to select a new font.
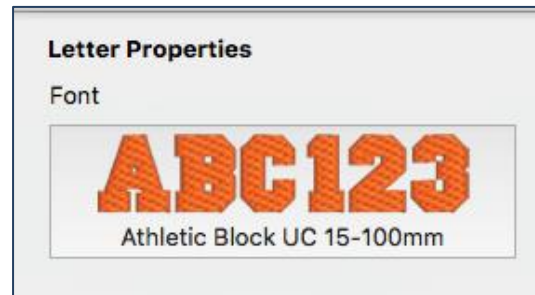
- In the **Fun** Category, select **Bell UC 20-100mm**.
➢ In Mac, click OK.

4. Open the **Shape** menu, and select **Fit to Straight Line**.

- Select **Step**.

5. Click **OK**.

6. Click and drag the letters up a bit in the work area so you can play with the adjustments.

The Step function is used with Fit to Straight Line and Fit to Wavy Line.

Step allows you to set the letters in stair-steps while keeping them aligned with the angle of the baseline.
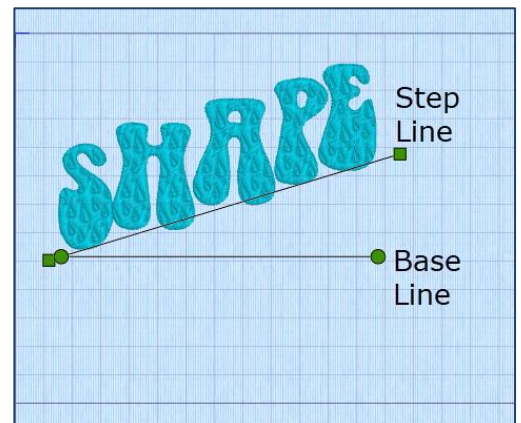
- Adjust the **Base Line angle** with the round handle. The bottoms of the letters will remain parallel with the angle of the base line.

- Adjust the **Step Line** to turn the lettering into stair-steps.

Their base will stay aligned with the angle you set in the Base Line.

- Adjust the Base Line as shown (round handle to your right, horizontal).

- Drag the Step Line handle to different angles to see how the lettering changes.

7. Select the **third set of letters**, which are a Group with 5 individual letters.

- **Right click** over the work area to open the alternate menu.

- Open **Properties**.
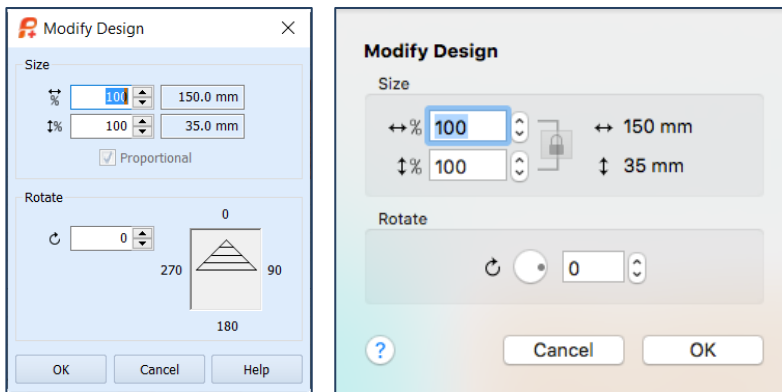
Because a Group is selected, you can only adjust the size by percentage, or rotate.

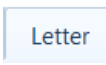To make other changes, you would need to Restrict Groups or Ungroup first, then adjust each letter individually.

- Click **Cancel** to close the Properties box.

Don't forget the Help system when you're working with unfamiliar Shape Envelopes and their properties! Each Envelope Shape is clearly explained in the Letters section of Help, and in the User and Resource guides.
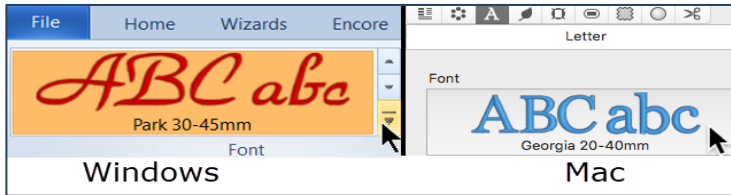
Handles Menu

The Handles menu *is a fabulous feature that gives great artistic functionality to the lettering options! The Handles menu is opened from a 'handle' icon attached to the upper left corner of the letter shape's select box, or from the right-click alternate menu.*

Let's play a bit with Handles to grow our familiarity with just how many options they offer.

1. Open a new Program window.

    - **File** / **New Window**.
    - ➢ File / New.

2. Change **Hoop**   to **Universal**, **360mm x 260mm**, Orientation **Rotated**.

    - Click **OK**.

3. Select the **Letter tab** in Windows, or the Letter page in the Control Panel in Mac.

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4. Open the Letter Font **Gallery Viewer**.

5. Browse to the **Modern Category**.

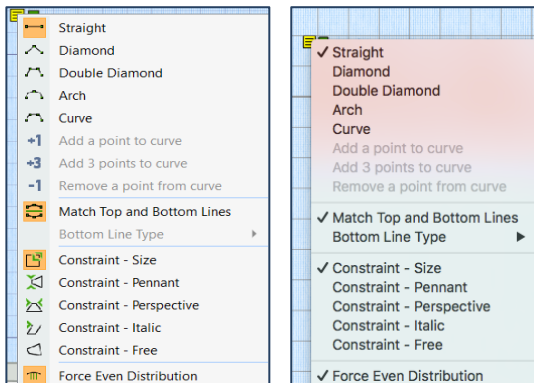   • Select **Bremen UC 15-60mm**.

    ➢ Click OK in Mac.

    • Change **Size** to **35**.

    • Type **handles** in the Letters Box.

    • Click **Apply** ✅.
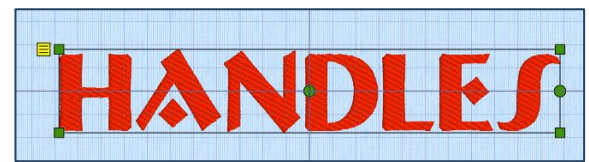
The Handles menu 🟨 is on the upper left corner of the lettering select box.

The Handles menu also appears in the right-click alternate pop-up menu.

6. Click the icon 🟨 on the select box to open the **Handles menu**.

The Handles menu is divided into sections.

  ➢ The first section offers some basic envelope shapes. When Curve is the selected shape, you can add or remove points to the curve.

  ➢ The next section has choices to either Match Top and Bottom Lines (default), or making a different top and bottom Line shaping.

  ➢ The Constraint tools let you unlock the shape for the named constraint.

  ➢ Force Even Distribution can 'even out' the distribution of multiple points placed between two end points.

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7. Select **Diamond**.

The Match Top and Bottom feature was checked on by default, so both the top and bottom of the lettering shape become a diamond.
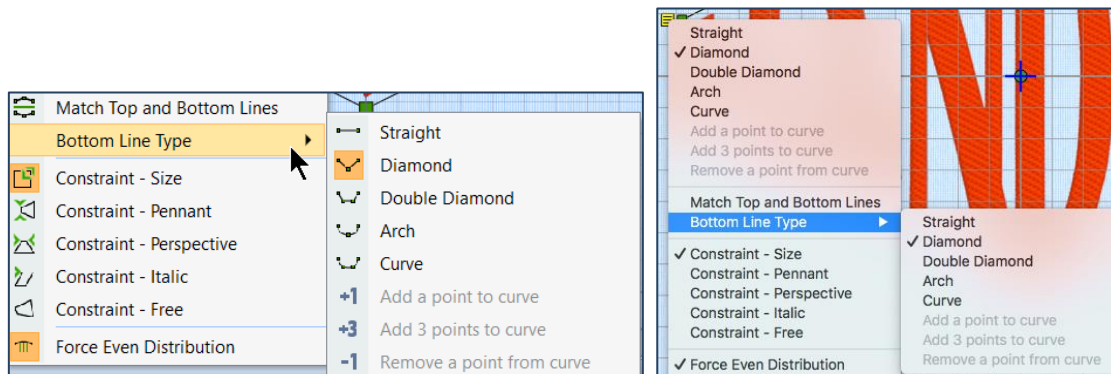
8. Click the **Handles menu** .

- Click **Match Top and Bottom** to toggle it off (highlight will disappear).

9. Click the **Handles menu** .

- Select **Bottom Line Type**.

The options for the Bottom menu are now active.

- Select **Arch**.

Using different Top and Bottom line types can give interesting options to your letter's shaping.

10. Click the **Handles menu** .

- Change the **Bottom Line Type** to **Curve**.

11. Click the **Handles menu** .

- Select **Bottom Line Type**.

You can now **Add 1 or 3 points** to the curve to do some creative shaping, or remove one point at a time.

- Click **Add 3 points to curv**e.

12. Click and drag some of the new points to readjust the bottom shaping.

The points are locked into an even distribution along the curved line because Force Even Distribution was selected.

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13. Click the **Handles menu** .

- Click **Force Even Distribution** to toggle it off.
- Click and drag any of the handles in the bottom line to reshape and freeform the curved bottom.
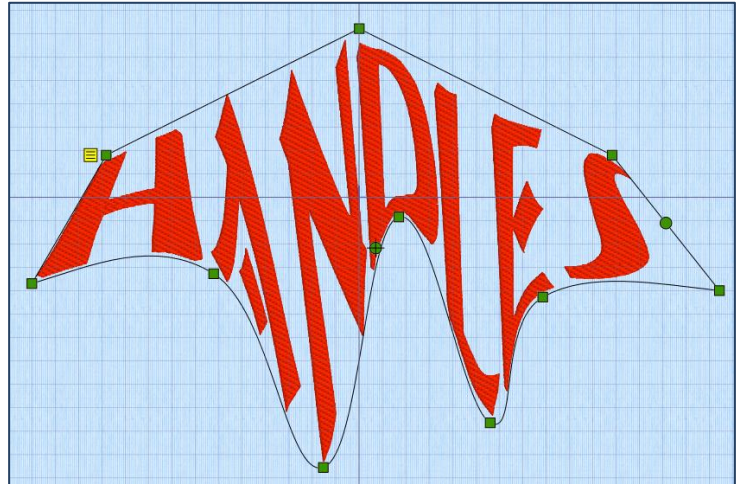
14. Click the **Handles menu** .

- Select **Constraint - Free**.

The handles at the ends of the top or bottom line are no longer constrained by their shape, and can be adjusted freely.

Are you visualizing some cool things you could do with the Handles? How about shaping this into a bird, or an airplane?

And of course, we have other Constraint selections, too.

15. Click the **Handles menu** .

- Select **Constraint - Size**.
- Adjust the corner handles on the select box to see how the handles are locked to each other.
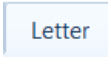
Here is a snippet from Help that explains each of the Constraint Handle options.

The Constraint – Free option is a powerful tool, and gives great flexibility for playing with letter shaping, skewing, twisting and designing different art forms!

|	
Constraint - Size	When used, the two corners adjacent to the corner that is dragged move the same distance, in the same direction.
Constraint - Pennant	When used, the corner above or below the corner that is dragged moves the same distance towards or away from the dragged corner vertically.
Constraint - Perspective	When used, the corner to the right or left of the corner that is dragged moves the same distance towards or away from the dragged corner horizontally.
Constraint - Italic	When used, the corner to the right or left of the corner that is dragged moves the same distance, in the same direction.
Constraint - Free	When used, the corner handles can be dragged in any direction.

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Here is a quick sampler lesson to get you thinking outside the box (pun intended) with Letters!

Home Sweet Home Sampler

1. Open a new Program window.

    - **File** / **New Window**.
    - ➢ File / New.

2. Change **Hoop** to **Enter Hoop Size**.

    - Change **Width** and **Height** to **260mm**.
    - Click **OK**.

3. Select the **Letter tab** | Letter | in Windows, or the Letter page **A** in the Control Panel in Mac.

4. Open the Letter Font **Gallery Viewer**.
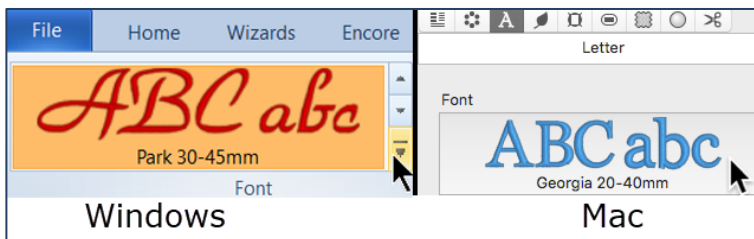
    - Browse to the **Retro Category**.
    - Select **Jingo 25-55mm**.
    - ➢ Click OK.
    - Type **HOME** in the Letters box.
    - Change **Size** to **40mm**.
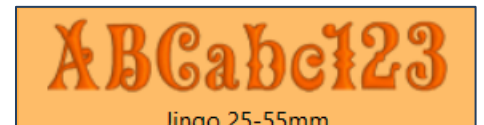
    - In Shape, select **Circle Clockwise** .
    - ➢ Click the Shape menu again to close the viewer.
    - In **Stitch Type**, select **Satin Column**, and then change to **Pattern 115**.
    - Click **OK**.

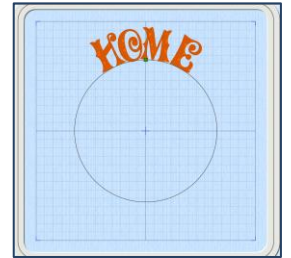PREMIER+™ 2
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5. Click **Apply** ✅.

   The letters are in a clockwise circular base, centered in the hoop.

   The green handle locates the letters along the baseline and resizes the diameter of the baseline.

   When you want to keep the baseline circle the same size as you move the letters around the circle, hold down the Control key (Shift key in Mac).

6. Click and drag the green handle up along the vertical grid to make the letter circle larger but leave one grid empty at the top of thehoop.

7. Change the Line Shape to **Circle Counterclockwise** ∪.

   - Click **Apply** ✅. The lettering is offset from the first.

   - Cursor over the baseline circle's center to get the Move cursor ⤬.

   - Click and drag the letters down until the top of the baseline sits just under the first set of letters.

   - Adjust the baseline larger by dragging the green corner handle down the vertical gridline, then move the lettering down as needed, until the top and bottom words are balanced.

   The baseline circle in the second set of letters should be roughly the same curvature as the first set of letters.
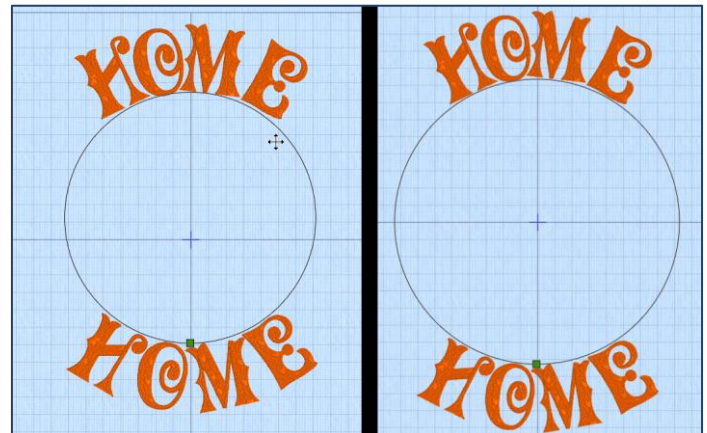
8. Highlight and delete the letters in the Letters Box.
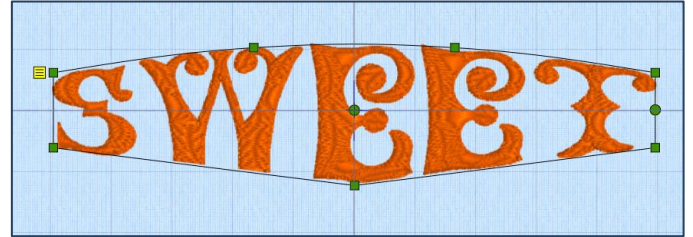
9. Type in **SWEET**.

   - Select **Diamond** ⬡ in Letter Shapes.

   - Click **Apply** ✅.

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10. Click the **Handles** menu ⬛ on the new lettering (sweet).

- Click **Match Top and Bottom Lines** to toggle off.

11. Click the **Handles menu** ⬛.

- Change the **Top** to **Curve**.

12. Click the **Handles menu** ⬛.

- Select **Add Point to Curve**, so the top curve has three points between the ends.

13. Click the **Handles menu** ⬛.

- Click **Bottom Line Type**.

- Select **Diamond**.

14. Adjust the handles until Sweet is roughly formed into a heart shape.

   Just for fun, finish it off with a Frame!

15. Select all the designs.

- In Windows, shortcut with Control + A.

➢ In Mac, shortcut with Command ⌘ + A.

16. Right click to open the alternate pop-up menu.

- Select **Group**.

17. Select the **Frame** tab/page ⬡.

- Select **Frame** in Category.

➢ Select Frames in Type ⬡.

- Select **Classical 1** Category, and **Frame 4**.

- Set **Margin** at **2.5mm**.

- **Group** should be **checked**, so the Frame will be grouped to the letter elements when complete, inhibiting accidental realignment.

- In **Stitch Type / Satin Line options** ▦, change **Width** to **2mm**, and adjust **Density** to **5** (not quite as dense for a very narrow stitch).

➢ Click OK to close Satin Line Options.

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Double check to make sure the Group has a select box, or the frame will jump to the hoop.

18. Click **Apply** ✅ .

19. Change the thread colors as desired in the Control Panel (Design page ⊞ in Control Panel in Mac).

20. Select **Save As** 💾 to save an un-finalized working file as a .vp4.

 ➢   File / Save As, or Actions menu (Hold alt/options key) and Save As.

21. Select **Export** 📤 to finalize the design for embroidery using the correct format for your embroidery machine.

 ➢   File / Export, or Actions menu ⚙ and Export.

22. Use **mySewnet** functionality if you have one of the compatible wi-fi connected embroidery machines.

Although it's nearly impossible to cover every nuance in the Letters tab/page in one sitting, the topics in the lesson today should give you greater familiarity with how lettering basics work, as well as some of the more artistic and flexible options and where they are found in PREMIER+™ 2 Embroidery.

Remember to consult the Resource and User Guides (included in the PREMIER+™ 2 Embroidery system folder under Guides), or the Help system, when learning new techniques, or for refreshing when you feel a little rusty!

Have a little fun, and make something new, as you express yourself with words in a whole new shape and form.

You've got a handle on it!