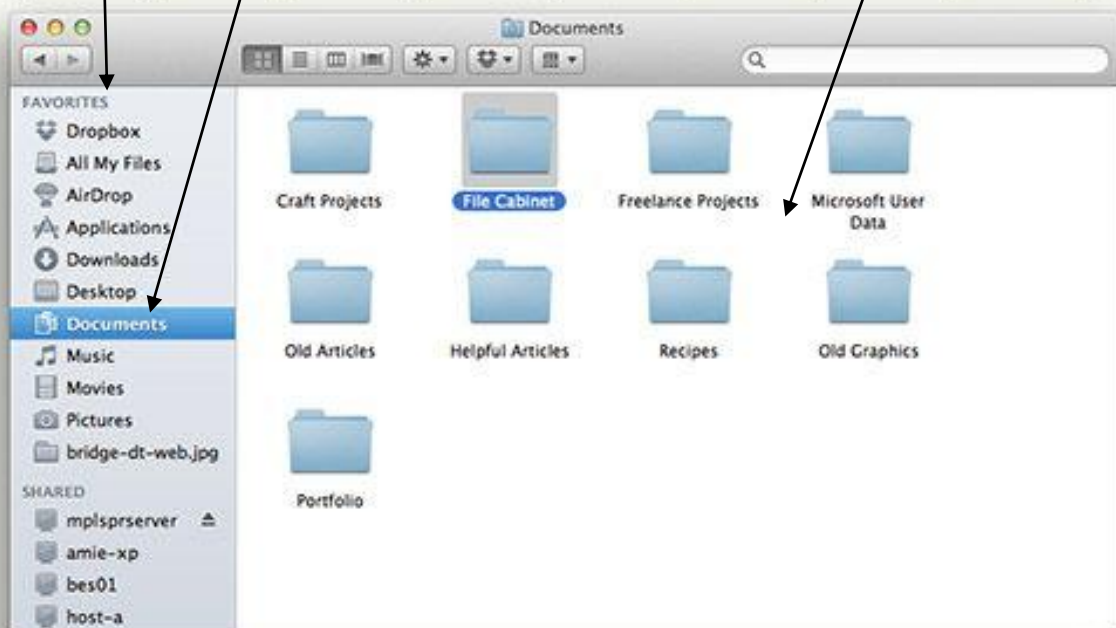# YOUR COMPUTER/LAPTOP IS LIKE A FILING CABINET

When you open your computer/laptop up the first picture you see is your **DESKTOP**. (Similar to this)

When you open the drawer you see a nest of filing spaces. (Similar to this)

All of the filing spaces are named and you would normally be looking for **DOCUMENTS** or **MY DOCUMENTS** (they are the same)

If you DOUBLE LEFT CLICK onto "Documents" you will open up the next "space" and this is where you store all your information in separate **labelled FOLDERS**

File, Store, Save = the same thing

YOUR COMPUTER/LAPTOP IS LIKE A FILING CABINET

It is easier if you **CREATE A FOLDER** for all of your embroidery designs (this becomes another drawer – within the drawer named Documents)
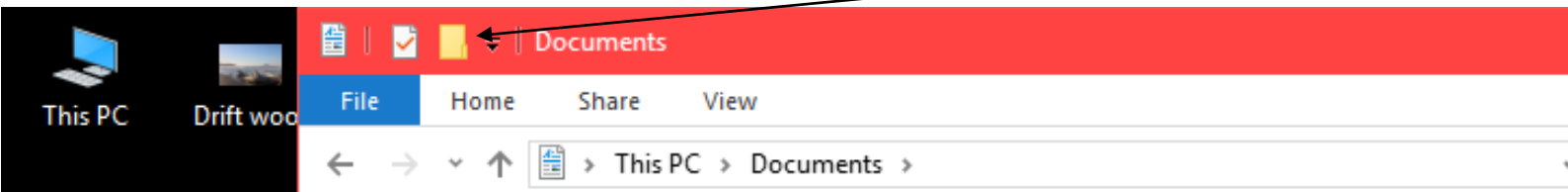
To create a folder you can do either:
RIGHT CLICK anywhere on the screen
Move DOWN to NEW FOLDER
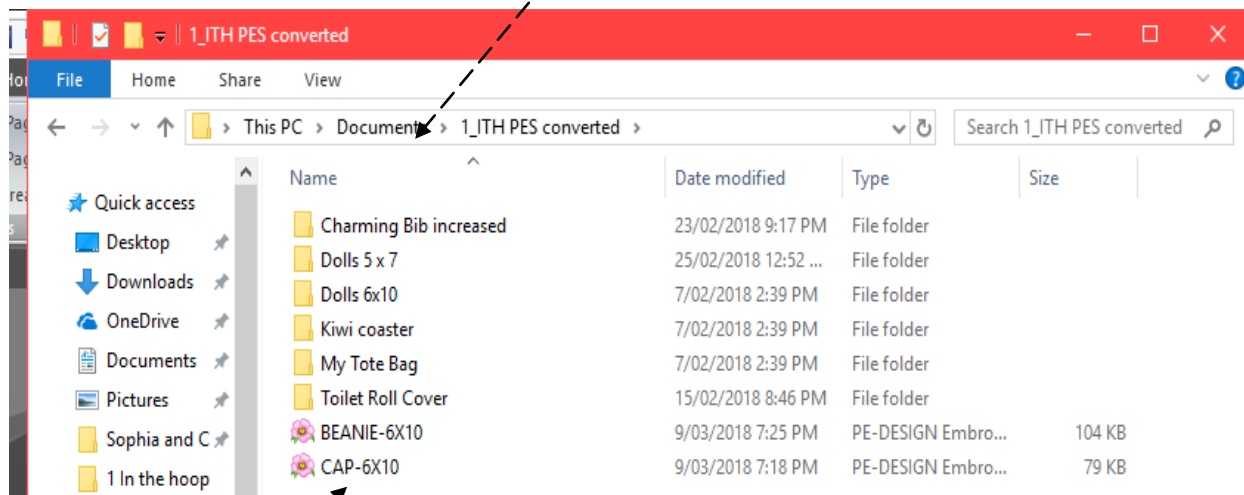LEFT CLICK   or

some computers show a NEW FOLDER icon on the ribbon at top of the screen

NB: LEFT CLICK onto this icon and a new folder will appear

ONCE you have a NEW FOLDER, you will need to NAME IT. Type a name that will identify what you will file into it eg: EMBROIDERY.

Within that new folder you can create more folders (sub-folders) and name them according to what you will save into them. For example the following is my folder "1 ITH PES converted" and it is stored in DOCUMENTS which is in MY PC (my Computer). This tells me that in my DOCUMENTS I have a folder named 1 ITH PES converted = #1 In The Hoop designs and they have been converted to PES which is the format I need for my machine. You can see the sub-folders showing how I have sorted the designs into their own folder which makes it easier for me to find what I want to use.

NB: These designs that I did not file are saved within the main folder 1 ITH etc but not in the folder "Dolls 6x10" where you would have thought they should be as they were designs I was testing.

File, Store, Save = the same thing

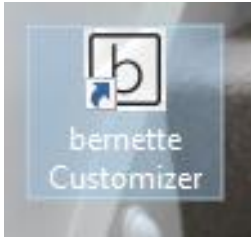# YOUR COMPUTER/LAPTOP IS LIKE A FILING CABINET

<u>TO SUMMARISE</u>:

It is important to set up FOLDERS and SUB-FOLDERS so that you can save your designs into the appropriate place.

<u>PLACE A SHORTCUT TO YOUR MAIN EMBROIDERY FOLDER</u>:
1. Open DOCUMENTS
2. RIGHT CLICK <u>AND HOLD DOWN</u>, then DRAG (move your hand/the mouse out to the DESKTOP) and release your finger. A message will show, move your cursor down to CREATE A SHORTCUT.

<u>USING CUSTOMIZER</u>:

Find this icon on your DESKTOP
LEFT DOUBLE CLICK on it
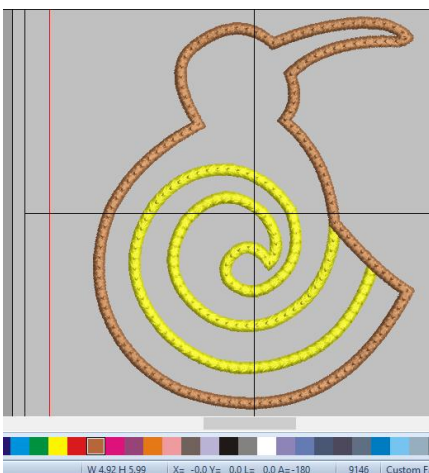
Customizer will open and the following page will be seen:

The instructions given are when you are going to open a design and add lettering to it.

CUSTOMIZER has many uses:
Simply opening a design to see what it looks like
Resizing UP or DOWN
Flipping or Rotating
Saving the design in a different FORMAT

(Chicago 7 uses .EXP format which we will discover later on)

The most useful way I use it is to watch the design being stitched out. Most designs give you a colour chart BUT many use a variety of makes of threads and hence the colour number given does not correspond with any you know or have and, even Customizer shows different colours.

For example: This design shows as brown and yellow but the pdf file shows green and black.

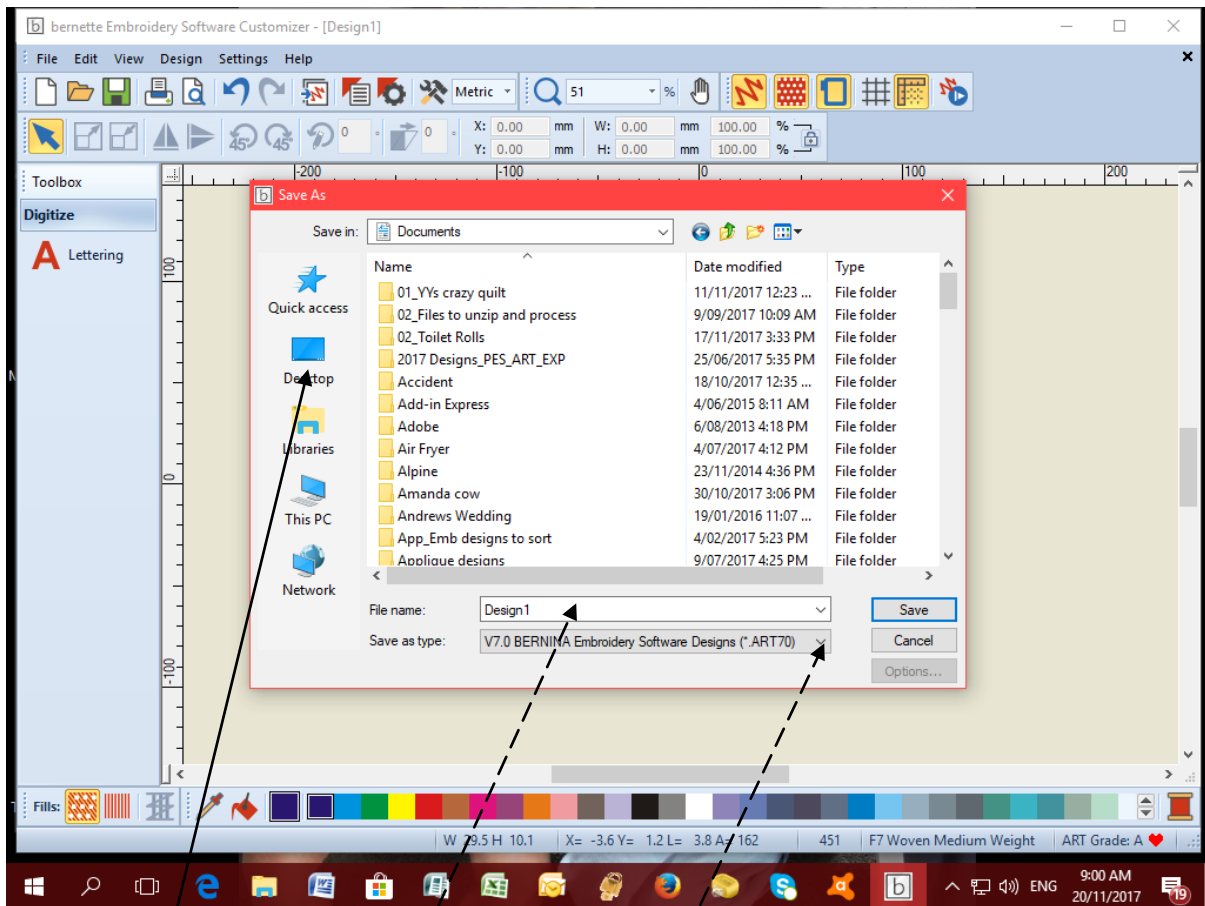By watching the design stitch out you can decide what colours you will use.

| File, Store, Save = the same thing |

bernette Embroidery Software Customizer - [Design1]

File   Edit   View   Design   Settings   Help

Metric ▾   51 ▾   %

X: 0.00   mm   W: 0.00   mm   100.00   %
Y: 0.00   mm   H: 0.00   mm   100.00   %

Toolbox

Digitize

A Lettering

After opening Customizer

Left click on OPEN (2nd from left)

Find design you want and click on OPEN

(Design will now be on your screen in the hoop)

To add lettering:

RIGHT click on "A Lettering"

Type text (keep lines short as your hoop is small in width)

Left click on APPLY and OK

(Nothing will show yet)

RIGHT click anywhere on the hoop and the text will show

LEFT DOUBLE CLICK brings you back to where you entered
the text so you can change the FONT; HEIGHT of letters;
SPACING BETWEEN LETTERS and ITALICS - alter these
by increasing/decreasing the numbers shown for each

When you are finished click on OK

If you want the text to go ⌒ or ⌣ then return to the
same place as above and choose which one you want then
click on OK

To move design and text around simply LEFT CLICK on one
of them and move it then repeat on the other - you will see
guide lines to help you align each one.

110x170

Fills:

W 0.0 H 0.0   Empty Design   F7 Woven Medium Weight   ART Grade: A ♥

4

File, Store, Save = the same thing

YOUR COMPUTER/LAPTOP IS LIKE A FILING CABINET

Once you are happy with your production
FILE
SAVE AS – the screen similar to above will show

You need to find your folder where you are keeping all of your designs –

DESKTOP
DOUBLE LEFT CLICK onto your shortcut EMBROIDERY
DOUBLE LEFT CLICK onto the folder where you want to save it – if you have not made one then you need to CREATE A NEW FOLDER (as above)

Once found then file (save) in whichever folder you want to BUT BEFORE YOU SAVE

Change the name to something you will recognise **– no more than 18 letters/spaces**
Change the "Save as type" – use the drop down arrow – to BERNINA USB. EXP or MELCO.EXP (both are the same however, I use MELCO.EXP for Chicago 7)

File, Store, Save = the same thing

YOUR COMPUTER/LAPTOP IS LIKE A FILING CABINET

To use in your embroidery machine you need to SEND the design to your EmbF5 folder on your USB stick:

First, place your USB stick into the USB slot on your computer/laptop. A screen should ask you if you want to OPEN THE FILES (or similar). You need to LEFT DOUBLE CLICK onto that option. If you do not see this "dialogue box" then you will need to
1. Find COMPUTER/MY COMPUTER/PC
2. LEFT DOUBLE CLICK ON IT
3. Move down the dialogue box until you find "E DRIVE" (OR IT MAY SAY F DRIVE or something else)
4. LEFT DOUBLE CLICK ON IT
5. You should now see the folders on your USB stick.

To use your USB stick with your Chicago 7 you need to CREATE A FOLDER and NAME it EmbF5 – this is very important to ensure that your design can be read fully by your Chicago 7 otherwise you will incur problems when stitching out a design.

Now that all of that is done you can transfer designs to the USB stick to use with your Chicago 7.

Find the designs you want to use with your machine
There will be three types of files for each design: BMP File; EXP File and Setup information eg

Name	Date modified	Type	Size
Baby eating	10/01/2015 3:25 PM	BMP File	11 KB
Baby eating.EXP	10/01/2015 3:25 PM	EXP File	35 KB
Baby eating	10/01/2015 3:25 PM	Setup Information	1 KB
Baby feet joy	10/01/2015 4:05 PM	BMP File	11 KB
Baby feet joy.EXP	10/01/2015 4:05 PM	EXP File	20 KB
Baby feet joy	10/01/2015 4:05 PM	Setup Information	1 KB

NB: There are two designs above (1) Baby Eating and (2) Baby feet joy

To select:
1. LEFT CLICK onto the top file
2. Hold the SHIFT KEY down and LEFT CLICK onto the THIRD FILE

All three files will highlight eg:

Name	Date modified	Type	Size
Baby eating	10/01/2015 3:25 PM	BMP File	11 KB
Baby eating.EXP	10/01/2015 3:25 PM	EXP File	35 KB
Baby eating	10/01/2015 3:25 PM	Setup Information	1 KB
Baby feet joy	10/01/2015 4:05 PM	BMP File	11 KB
Baby feet joy.EXP	10/01/2015 4:05 PM	EXP File	20 KB
Baby feet joy	10/01/2015 4:05 PM	Setup Information	1 KB

There are many ways to COPY THESE FILES – do it how you know <u>or</u>
1. While the files are highlighted RIGHT CLICK anywhere in the HIGHLIGHTED section
2. Move down to COPY
3. LEFT CLICK
The files will now be copied

File, Store, Save = the same thing

YOUR COMPUTER/LAPTOP IS LIKE A FILING CABINET

1. Find your USB stick again
2. LEFT DOUBLE CLICK onto the folder EmbF5 to open it
3. RIGHT CLICK anywhere within that folder
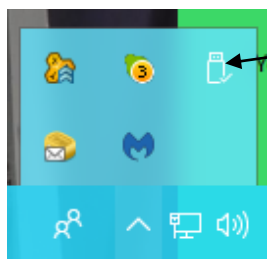4. Move down to PASTE
5. LEFT CLICK

All three files should appear – if not – oh dear!!!!!

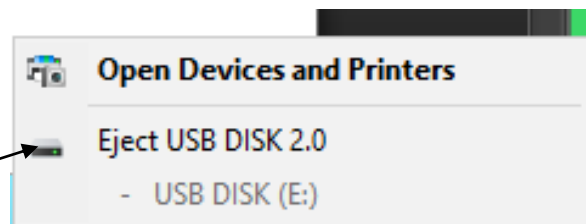BEFORE REMOVING your USB STICK you need to EJECT it first or otherwise you could damage it or your computer/laptop

On the "ribbon" at the bottom of your screen is an icon that looks like this

It is usually to the right-hand side but you may find it elsewhere
LEFT CLICK onto it and this should show. LEFT CLICK onto (yours may be in a different position).

The next screen will show:

Open Devices and Printers

Eject USB DISK 2.0
- USB DISK (E:)

LEFT CLICK onto

Nothing appears to happen but the box disappears and sometimes it states "it is safe to remove ..." which means you can safely remove the USB stick.

ENSURE YOUR CHICAGO 7 is NOT TURNED ON
Insert your USB stick into your Chicago 7
TURN ON CHICAGO 7

You need to use the √ on the machine until the carriage has moved and the screen shows it is ready for you to choose the USB stick.

Once chosen you will need to open the EmbF5 file and then choose the design you want to stitch out. NB: only the EXP file shows and that is all you need to use.

BEFORE removing your USB stick TURN OFF YOUR CHICAGO 7 otherwise you can damage either the USB stick or the machine itself.
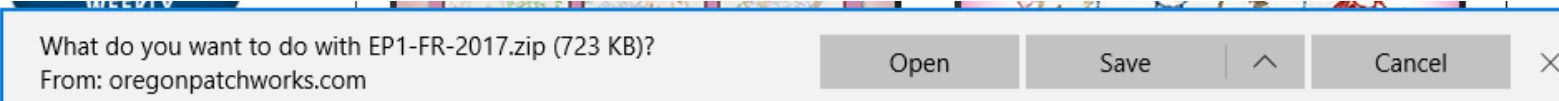
File, Store, Save = the same thing

If you do not have Customizer you can download "Download ARTlink 8" for free from https://www.bernina.com/en-US/Products-US/BERNINA-products/Software-Designs/Free-Embroidery-Design-Viewer/Free-embroidery-design-viewer

This is similar but only has the ability to edit one design at a time unlike Customizer which allows adding designs and text. However, you can still watch the stitch out the same.

Some embroidery sites that offer FREE designs:

http://www.oregonpatchworks.com/   on the left side panel, scroll down until you come to FREE DESIGNS FOR ALL – click onto any of the designs and it will immediately download. You will probably see this at the bottom of your screen:

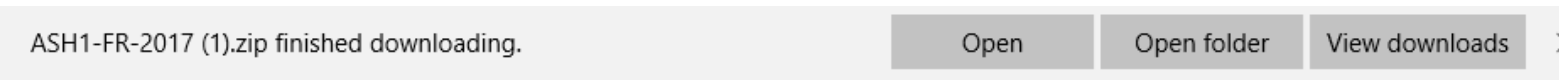What do you want to do with EP1-FR-2017.zip (723 KB)? From: oregonpatchworks.com   Open   Save | ∧ | Cancel   ×

It is best to SAVE then the following will show (sometimes another box shows but ignore it)

ASH1-FR-2017 (1).zip finished downloading.   Open   Open folder   View downloads   ×

At this point if you have finished downloading designs you can click onto **OPEN FOLDER** which would normally take you to the DOWNLOADS FILE

Most (but not all) files are ZIPPED and if this is the case then you will have to UNZIP the file and save it into your EMBROIDERY folder in either MY DOCUMENTS or C DRIVE (pg 1))

https://www.embroiderydesigns.com/ offers THREE FREE DESIGNS per week. Left side panel – click on Embroidery Designs then move to FREE DESIGNS – a page will be viewed with the "rules" and designs below = just scroll down.

https://www.designsbyjuju.com/ - click onto FREEBIES in the blue banner

https://embroideres.com/free-embroidery-designs/ click into FREE EMBROIDERY DESIGNS and then a drop down list offers a category of designs to choose from

http://www.suebox.com/ These designs are exquisite!! Click onto FREE DOWNLOADS left side panel.

There are many, many more sites – just google FREE MACHINE EMBROIDERY DESIGNS and you can spend hours looking.

Most sites ask you to REGISTER and it is simple to do in most cases. Just use your email and make up a password. (I use the same password for all of my registrations – easy to remember.)

Many ask you to √ a box to receive emails – it is always a good idea to do this as you can always delete any you are not interested in. On the other hand you are kept up-to-date with sales and special discounts. Sue Box usually offers one of a set as a FREE DOWNLOAD regardless of whether you purchase the set or not.

File, Store, Save = the same thing