



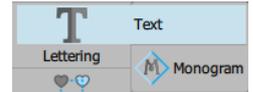
# JANOME

## Artistic Software

### Work Sheet 30 Inserting Text

On the Left Tool Bar click on the 'T' for Text options.

You will see two options here, one to Insert Text and one to insert Monogramming.

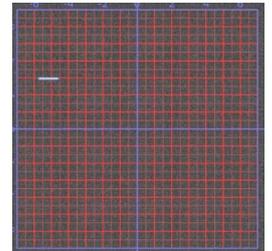


For this exercise we will be using the 'T' Text option as shown here.

Click on the 'Text' Option.

You will see a flashing cursor on the page of your work area.

By clicking your mouse anywhere on the page or within the hoop area the cursor will be placed at this point.



This will be the start point of your lettering, or words.

To the top of the page you will also see a Text Tool bar as shown here to select font and size etc.



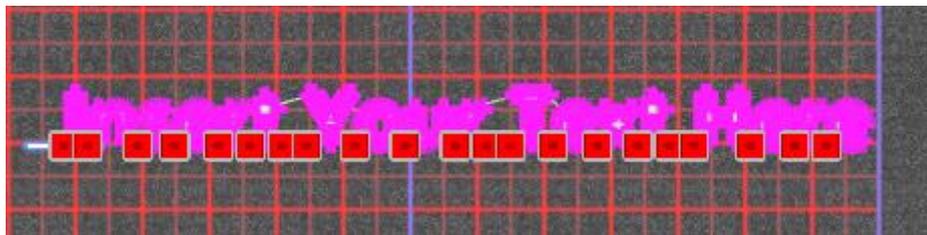
For this exercise we will use Font xpg 202 and a size of 12.0, at this stage no other values need to be changed.



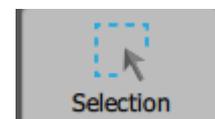
As shown type in your text, it will be shown as you can see here.

*Go ahead... get creative!*

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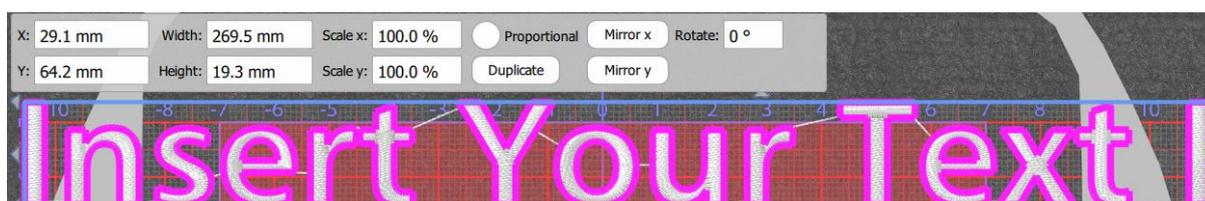
Do not select any of the text at this time. Click on the “Selection” Tool at the top of the Left Tool Bar.



When the ‘Selection’ Tool is chosen the text will become Selected as if it is an object to resize.

**For Reference**, in Text mode shown above, each of the red handles can be picked and each individual letter can be moved, without using Break Apart. When resizing or stretching your font size in ‘Selection’ Mode it will stay as the original Font size i.e. 12.0mm

This method is useful when enlarging wording to suit your project.



As you can see here the text has been enlarged and resized using the selection tool. However, when selecting the ‘T’ Text tool the Text tool bar still shows the font size as 12mm. Looking at the grid behind, set at 10mm you can see the text size will be nearer to 20mm.

The information above is simply to allow you to understand this method of resizing fonts.

When resized you can always go back to the ‘T’ Tool and it will, at this stage always be font.

If you have made any changes to the size of your text, undo to make the font its original 12mm size.

You will also notice in your text that most of the lettering has Jump stitches connecting each letter.

*Go ahead... get creative!*

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If you use the 'Selection' Tool and Right Click you will see in this menu 'Break Apart'.

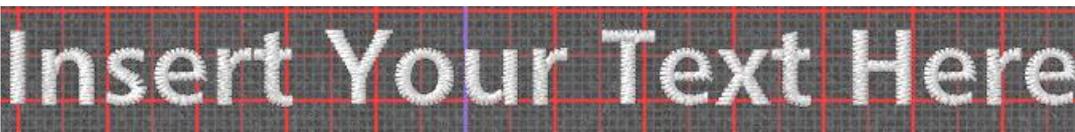
'Break Apart' would normally be carried out once you have completed the design stage, as you need to be sure you are happy with your design before selecting 'Break Apart'.



The first 'Break Apart' Breaks each separate word removing the jump stitch as shown below.



Each word in turn must be selected and Right Click 'Break Apart' this will remove all of the jump stitches between each of the letters as shown below.



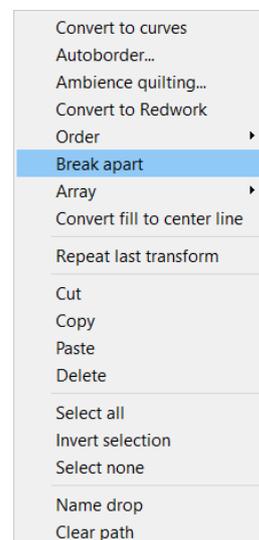
Letters such as "i" have dots and they too have to be used with 'Break Apart'

At this stage all of your letters will be separated from each other, it would now be a good idea to Select all the letters and group them, with the 'Selection' Tool activated on your Keyboard. Click Control and 'A' to select All, and again Control and "G" to Group.

**For your reference Control 'U' is Ungroup**

#### **Hint:**

*When choosing a font, first type your text, place your mouse over the font selection Box xpg etc. start to turn you mouse wheel and your typed text shown on the page will change to each different font.*



*Go ahead... get creative!*