

## Improved Options

### Quick Easy Editing Options

- The file, NA869 will continue to be used for this exercise.
- Hold the <Alt>- key and **right** click on one of the leaves.
- A list of pop-up options appears.
- This makes it easy to perform some basic functions in the software without opening menus or using short-cut keys.
- Select “Ungroup”.

Object Properties...	
	Group Ctrl+ G
	Ungroup Ctrl+ U
	Cut Ctrl+ X
	Copy Ctrl+ C
	Paste Ctrl+ V
	Duplicate Ctrl+ D
	Duplicate with Offset Ctrl+ Shift+ D
	Delete Del
	Mirror >
	Rotate >
	Align and Space >
	Lock K
	Unlock All Shift+ K
	Hide Selected
	Hide Unselected
	Unhide All
	Zoom to Selected Shift+ 0
	Copy Object Properties
	Apply Object Properties

### Background Fabric Textures & Colors

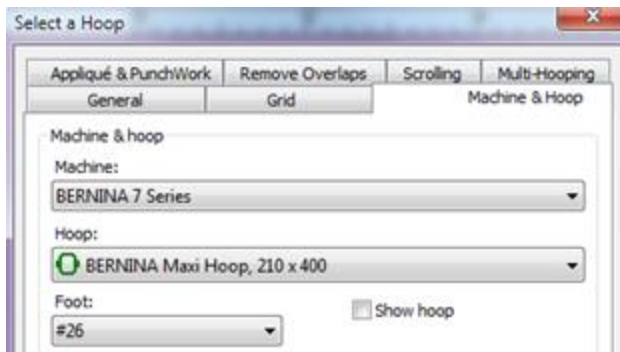
- Go to “Design> Background”. This menu has been expanded.
- Place a dot in front of “Factory Fabric”.
- Click on the drop-down arrow and choose “Fleecy”.
- Choose a color and press OK.



## Hoops



- Right click on the “Show Hoop” icon.
- The hoop dialog box has been streamlined so users can now isolate the machine type and the foot. No more long lists to scroll through!
- Click “OK”.



## Templates



- Click on “Show Hoop Template”.
- Hoop templates are now included for each type of BERNINA hoop.
- Click on “Show Grid”.
- If you choose the grid, the template turns off and vice versa.

## Print Preview

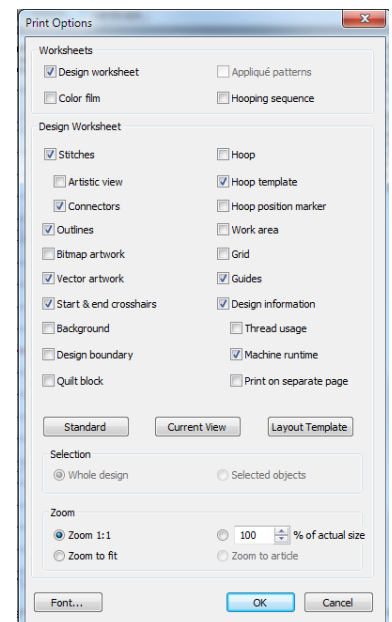


- Click on Print Preview.
- Click on “Options”.
- There are many options to choose from so you can customize exactly what you wish to see on the printed template.
- Choose a few options and click “OK”.
- Close Print Preview

## Save the design

- Go to “File> Save as”.
- Click on the arrow in File type to see the available file formats.
- Embroidery Designs can be saved as ART or EMB.
- Type in the file name and finish with “Save”.

Note: E16 hoops are also included



A distinction is made in Software 8 files between saving and exporting a file.

Save: design files (ART, EMB)  
Export: machine files (exp, PES etc.)