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# Easy Bead

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## Quick Reference Guide

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<b>c</b>	Copy
<b>d</b>	Draw Motif
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<b>f</b>	Fill
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<b>Q</b>	Select Previous Colour in List
<b>R</b>	Select Next Colour in List
<b>!</b>	Help



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## Bead Charts

Easy Bead contains numerous beads which have been approved for use by the manufacturers. The charts appear as they would in the manufacturers shade card and any of these shades can be selected.

Available shade cards are:



Frosted Mist & Crayon Bead  
General Needlecraft Bead  
Metallic Bead  
Nostalgia Bead



**Beadesign**

Seed Beads

### **Mill Hill**

Antique Seed Beads  
Frosted Beads  
Large Bugle Beads  
Medium Bugle Beads  
Small Bugle Beads  
Peeble Beads  
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Seed Beads  
Seed Beads Crayon Colours  
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# Installation

## Hardware Requirements

The Easy Bead program requires an IBM compatible PC machine with a mouse, running Windows XP, 2000, NT, ME or 98, a minimum of 16MB of memory and 25MB of hard drive space.

## Easy Bead Software Installation

Place the Easy Bead software CD into your CD-ROM drive. If your computer is AutoPlay capable, the installation will automatically appear on screen.

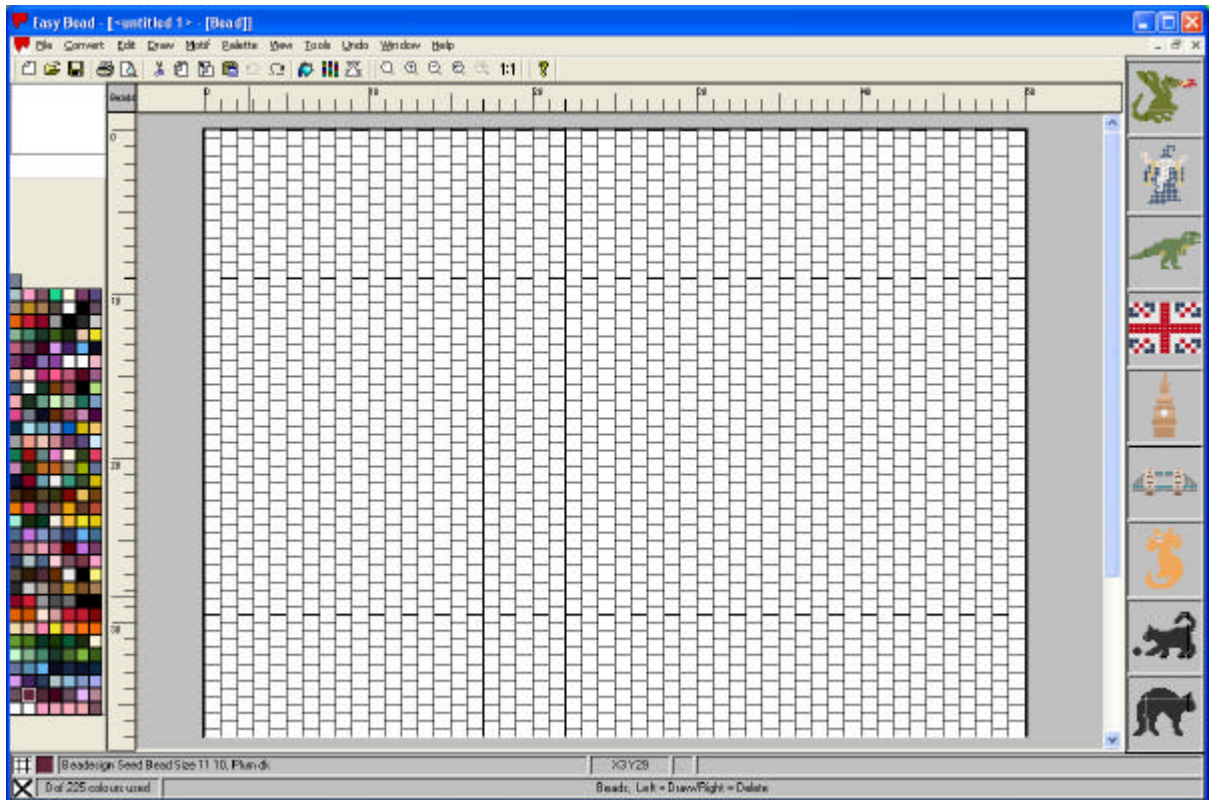
Follow the on-screen instructions, after the software is successfully installed an Easy Bead shortcut is added to your *Start* menu.

If your system is not AutoPlay capable, open the My Computer icon on your Desktop, then select the drive letter that represents your CD-ROM drive. Double-click the SETUP.EXE program and follow the on-screen instructions. After the software is successfully installed an Easy Bead shortcut is added to your *Start* menu.

During the installation you will be asked if you want to install the Adobe Acrobat Reader software. This software is required to get access to the manual which is in PDF format.

# Using Easy Bead

## Screen Layout



Screen Layout

The display given when Easy Bead begins, consists of a menu across the top, the colour palette the left, toolbar and bead toolbar at the top and the design area in the centre with rulers to the top and left. The designing is made by using the mouse, the position of which is shown by a small pointer. As the mouse moves over the toolbars and colours, the option or colour name is given. Along the bottom are two status lines. In the first are the **Current Colour** buttons, Current Colour name, the mouse's grid reference and the colour which is under the current mouse position along with its name. The second line is a prompt line that details the number of colours used in the design, the current option and instructions on what to do along with the **Design/Palette Bead Display** button,



When colours are deleted, the used colours may be temporarily inaccurate. Easy Bead will automatically update these values when the program is idle.

The **Current Colour** button shows which colour in the palette is in use. By double clicking on the button, the colour can be selected from the bead charts. When the **Palette Bead Display** button is set to symbols, then the **Current Colour** will be given as a symbol. [See *Select Colour in the Palette menu for details on altering the colour and Bead Display in the View menu for details on changing how the beads are viewed*].

## The Design Area

The design area consists of a grid composed of ten by ten squares subdivided into five by five, this is where the design is displayed. The edge of the design is shown by the black border. By moving the mouse pointer to a small square and pressing the **LEFT** mouse button a block will appear. By moving the mouse whilst holding down the mouse button, a line of blocks will appear in a similar way to using a spray option in a paint box package. To remove a block, press the **RIGHT** mouse button over the unwanted block. By changing the colours, [see **Colour Palette** for more details], a design can be built up quickly and easily.

## Colour Palette

The colour palette appears to the left of the grid and can have a maximum of 255 colours at one time. The program is supplied with default DMC, Mill Hill and Bead design palettes, along with the ability to set up new palettes for future use. [See **Palette Menu** for setting up palettes.]

Each colour has a number that refers to the manufacturers charts along with an approximate colour name. Different names or numbers can be assigned by using **Symbols and Beads** in the **Palette** menu. The assigned names are for reference only and are not official names.

If the colour is changed by using **Define Colour** in the **Palette** menu, then the name and number will be cleared. If the colour is changed by using **Select Colour** in the **Palette** menu, then the corresponding colour name and number will be given as well as clearing the other manufacturers numbers.

As the mouse moves over a colour in the palette, a tooltip will appear giving the colour description. To change what appears as the colour description use the **Show/Hide Charts** option in the **Symbols and Beads** option in the **Palette** menu.

It is possible to arrange the palette by moving individual palette colours, to do so click on the required colour and hold down the button whilst moving to the new position in the palette then release the mouse button.

There will be only one colour active at any one time, the Current Colour, which is shown by a box surrounding it. This is used when drawing or filling areas on the grid.

By doing a right click on a colour this will activate a popup menu giving access to the **Select Colour**, **Add Colours**, **Remove Colour**, **Remove Unused Colours**, **Sort Palette**, **Define Colour** and **Width** options. **Width** will affect the amount of screen taken up by the palette and design preview; choose from **Narrow**, **Normal** and **Wide**.

Colours that are used within a design are shown by a small white square in the top-left corner of the colour in the palette.



When colours are deleted, the used colours may be temporarily inaccurate. Easy Bead will automatically update these values when the program is idle.

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When using monitors with 16 or less colours Windows will reserve the colours for it's own use. So to preserve compatibility with Windows, the colours may be produced by using mixtures of two or more colours. This also results in the bead currently drawn not being changed immediately that the colour is changed, but when the design is next drawn. This can be achieved by selecting **Redraw** in the **View** menu. On monitors having 256 colours the first 220 displayed will be solid, the rest being mixed. On monitors having a greater range of colours this should not happen.

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## Selecting a Colour

To select a colour, simply move the cursor to the required colour and press the **LEFT** mouse button. A box will appear around the colour to show that it is the Current Colour. A quick way of selecting a colour from a manufacturer chart is to double click the **LEFT** mouse button when the mouse is over the colour to be changed. [See **Select Colour in the Palette menu** for more details on selecting a colour.]

Alternatively the arrow keys can be used:

- Up** arrow key     selects the colour above in the palette
- Down** arrow key     selects the colour below in the palette
- Left** arrow key     selects the previous colour to the left in the palette
- Right** arrow key     selects the next colour to the right in the palette

## Toolbars

Both the toolbar and the bead toolbar are dockable, so they can be positioned anywhere around the grid. The toolbar gives quick access to the following options: **New, Open, Save, Print, Print Preview, Cut, Copy, Move, Paste, Undo, Redo, Select Colour, Draw Motif, Zoom, Zoom In, Zoom Out, Zoom Back, Zoom Forward, Normal View** and **Help**.



Toolbar



The Undo button will undo the last option, to go back further keep pressing the button until the required undo has happened.

The toolbars can be customised to contain the options most frequently used, by using **Toolbar Buttons** in the **Tools** menu. The toolbars can also be removed or reinstated by selecting or deselecting the relevant toolbar at the bottom of the **View** menu.

To select the last option used, press the **Enter** button on the keyboard, this is useful when using the same option repeatedly for example drawing a shape several times.

## Rulers

Rulers are given to the top and left of the design area, they can be displayed in terms of inches, centimetres or number of beads. The design centre is shown on the rulers as triangles. [See *Ruler Settings in the View menu for further information on rulers.*]

Guides can be added to the rulers to help placement of items. The guides are shown as red lines on the design. To access these options right click on either of the rulers and select from the following options:

**Set Ruler Guide:** This will set a new guide at the selected position on the ruler.

**Clear Ruler Guide:** This will clear the nearest ruler guide to the selected position on the ruler.

**Adjust Guide Position:** This will allow a precise position in centimetres or inches (depending on the current unit settings) to be entered for the nearest ruler guide to the selected position.

**Settings:** This allows different settings for the rulers to be altered. [See *Ruler Settings* in the *View* menu for more details.]

### *Setting a New Ruler Guide*

1. Right click on the ruler at the required position and select *Set Ruler Guide* in the given popup menu.

### *Clearing a Ruler Guide*

1. Right click on the ruler at the required position and select *Clear Ruler Guide* in the given popup menu. The nearest ruler guide will be removed.

### *Adjusting a Ruler Guide Position*

1. Right click on the ruler at the required position and select *Adjust Guide Position* in the given popup menu. A dialog will be given in which the new position of the nearest ruler guide can be entered.

### *Changing the Ruler Settings*

1. Right click on one of the rulers and select *Settings* in the given popup menu. A dialog will be given in which the settings can be altered. See *Ruler Settings* in the *View* menu for more details.

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# File Menu

## New

### Bead Design

To create a new design select **New** in the **File** menu.

To create a **New Design** set the **Design Height** and **Width** in beads or inches/centimetres by using the relevant spin buttons. Select the desired **Style** from the given drop down list, the available choice is **Peyote**, **Brick**, **Square**, **Two drop peyote**, **Two drop brick**, **Three drop peyote** and **Three drop brick**. These values are remembered and given the next time a new design is created. A new design can also be created by pressing **N**, this will give a grid of these values without going to the dialog. To select a **Palette** for the new design being created choose from the given drop down list of palettes in the Easy Bead folder.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without creating a new design and **Help**.

#### *Creating A New Design*

1. Select **New** from the **File** menu - the **New Bead Design** dialog is given.
2. Set required **Design Height** and **Width** in terms of number of beads or in inches/centimetres.
3. Select the required **Style**.
4. Select a **Palette** if required.
5. Select **OK**.

Or

1. Press **N**, this gives a grid the same size as the last one used.

Or

1. Select the **New** button from the toolbar, this gives a grid the same size as the last one used.

Build up the design by selecting the required colours from the colour palette on the left of the screen.

## Open

To load an existing design from disk, select **Open** in the **File** menu or press **L**. A list of existing designs on the disk will be given from which one can be selected.

#### *Opening An Existing Easy Bead File*

1. Select **Open** from the **File** menu - the **Open** dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (*See Using The File Selector section below*).

Or

1. Press **L** - the **Open** dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (*See Using The File Selector section below*).

Or

1. Select the **Open** button from the toolbar - the **Open** dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (*See Using The File Selector section below*).

#### *Using The File Selector*

1. Select Files of Type by using the drop down list to specify what type of file is being used.
2. Select Look in by using the drop down list to specify which drive the file is on.
3. Select the folder from the list, not all folders are necessarily listed (*See Changing Folders section below*).
4. Select the Filename from the given list or by typing the filename in the edit box for a new file.

### Changing Folders

If your folder does not appear then select it in several steps. Each time a folder is selected its sub-folders will be listed.

For example if you wish to use the folder C:\EASYB\CATS

1. Select the C:\ folder.
2. Then the EASYB folder.
3. And finally the CATS folder.

## Browse

This option allows a preview of files to be seen before they are selected. Select **Browse** in the **File** menu, a screen is given showing previews for files in the current folder. More files can be viewed by using the scroll bar or by selecting a new folder. By clicking on a preview and pressing **Open**, the selected file will be opened.



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The first time a preview of a design is drawn, a few moments can be taken due to the complexity of designs.

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To change the folder, select the folder from the list on the left. Should the folder be within another folder click on the **plus** icon to show more folders.

More than one design file can be opened, press and hold down the **Ctrl** key on the keyboard and select the required files as normal by using the mouse, then select **OK** and the files will be given on screen. To select a group of files, select the first file, press and hold down the **Shift** key on the keyboard then select the last file in the group.

To print the selected designs, select **File** from the **Browse** screen and then **Print**. The standard Windows Print dialog will be given asking for the number of copies. The files will be printed using the Print Settings within the file and all the pages of the files will be printed.

To print the selected designs using a pre-saved **Print Settings** file, select **File** from the **Browse** screen . The **Open Print Settings** dialog is given, select the required **Print Settings** file and select **Open**. The standard Windows Print dialog will be given asking for the number of copies. All the pages of the files will be printed.

Design files can also be copied, moved, renamed and deleted by selecting the required files and then the required option either **Copy**, **Move**, **Rename** or **Delete** by selecting the **File** button.

### Browsing Design Files

1. Select **Browse** from the **File** menu - the **Browse** screen is given.
2. Click on the required file's preview.
3. Select **OK**.

## Close

To close the current design, select **Close** in the **File** menu, this will close the design. If changes have been made then Easy Bead will allow the design to be saved.

### Closing A Design

1. Select **Close** from the **File** menu.

## Save

The option **Save** in the **File** menu allows the current design to be saved to disk. This will save the design under whichever filename it was last loaded or saved as. Should the design not have a name, then the file name will be requested as in the **Save As** option.

The option can also be selected by pressing the letter **S**.



### *Saving An Easy Bead Design*

1. Select **Save** from the *File* menu.
2. If the design has not been saved previously then the **Save As** dialog is given (See *Saving A Design Under A New Name Or Location in the Save As section of the manual*).

Or

1. Press **S**.
2. If the design has not been saved previously then the **Save As** dialog is given (See *Saving A Design Under A New Name Or Location in the Save As section of the manual*).

Or

1. Select the **Save** button from the toolbar - a dialog is given.
2. If the design has not been saved previously then the **Save As** dialog is (See *Saving A Design Under A New Name Or Location in the Save As section of the manual*).

### *Rules For Naming Files When Saving*

The filename must not contain full stops (periods) or any of the following \* ? : [ ] + = \ / ; ` < >

If the new filename is the same as an existing design, the information contained in the older file will be lost.

## **Save As**

This option allows the current design to be saved to disk and will request the name of the file before saving the design. Other options that are given are **Save**, to continue and **Cancel**, to leave the option without saving a design.

### *Saving A Design Under A New Name Or Location*

1. Select **Save As** from the *File* menu - the **Save As** dialog is given.
2. Type in the new *Filename*, or select the new location (See *Changing Folders and Rules For Naming Files When Saving in the Open and Save sections of the manual*).
3. Select **OK**.

## **Save All**

This option will save all the designs in memory. It will save the designs under whichever filenames they were last loaded or saved as. Should any designs not have a name, then the file name will be requested as in the **Save As** option.

### *Saving All Designs In Memory*

1. Select **Save All** from the *File* menu.
2. Select **OK**.

## **Print**

This option allows a design to be printed to any graphics printer supported under Windows and is selected by using **Print** in the *File* menu or pressing **P**. Once the option has been selected the **Print Settings** dialog is given. As well as printing the current design, the **Design Information**, **Margins** and **Font** can be altered. [See *Print Settings in the File menu for further details.*]

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without printing and **Help**.

After the required options have been chosen, the final dialog given is the Windows Print dialog, in which the number of copies and orientation of the page can be set.

### Printing A Design

1. Select *Print* from the *File* menu - the *Print Settings* dialog is given.
2. Select either *Design Only*, *Design and Key* or *Key Only* from the drop down list.
3. Select the given checkboxes to have *Grid* and *Centre Arrows* printed.
4. To print the *Key and Design Information* on a separate page and the *Copyright By* on the chart, select the given checkboxes.
5. To add a *Blank Border Around the Design* select the checkbox and set the value required by using the spin buttons.
6. To print a selected area, select *Select Area* button - the design is given from which the area should be selected.
7. Select the *Printout Bead Display* by using the drop down list.
8. Set the *Printout Size* (default is zero, which fits the design onto one page).
9. Other options can be selected as required.
10. Select *OK* - the *Windows Print Dialog* is given in which the number of copies can be set.

Or

1. Press *P* and follow instructions No. 2 to No. 10

### Selecting A New Layout For A Printed Design

1. Select *Print Layout* from the *File* menu.
2. Choose the required *Print Layout* file.
3. Modify the layout or select *Print* as required.

## Print Preview

**Print Preview** in the **File** menu allows you to see an approximation of how the printout should look when printed. To change the appearance of the printout use **Print Settings** in the **File** menu. Use the given buttons to **Print**, see **Next Page**, **Prev Page** or **Two Pages**, **Zoom In**, **Zoom Out** or **Close** and **Settings** will give access to **Print Settings** options.



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The **Print Preview** may give erroneous effects that will not appear on the printout. This is due to the resolution of the monitor being lower than most printers.

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### Previewing A Printed Design

1. Select *Print Preview* from the *File* menu.

Or

1. Select the *Print Preview* button from the toolbar.

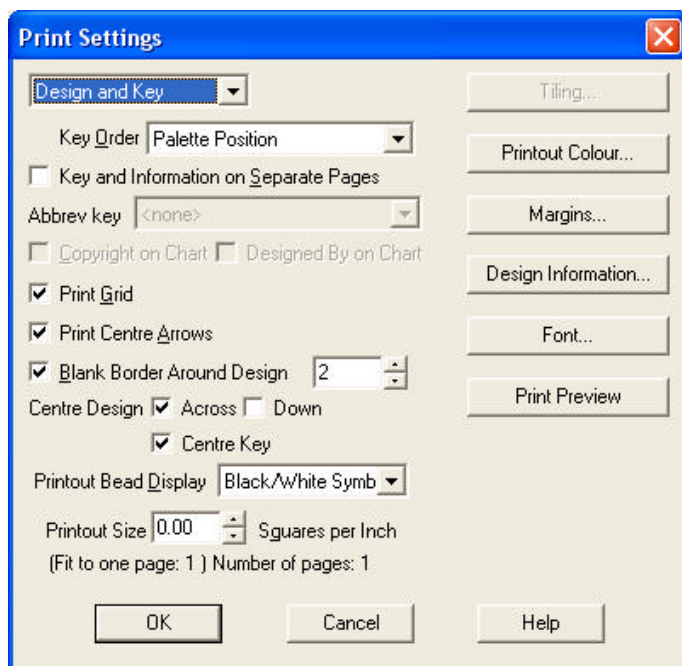
## Print Settings

**Print Settings** in the **File** menu can be used for setting any of the print options; when this option is selected a dialog will be given.

Use the mouse to select whether the **Design Only**, **Design and Key** or **Key Only** is printed from the drop down list. The **Key Order** can be set to various orders by selecting the required order from the drop down list. To have the **Key and Information** printed on a separate page, select the given checkbox. If this option is chosen then the **Copyright By** or the **Designed By** from the **Design Information** option can appear on the chart by selecting the relevant checkbox. This will be disabled unless the **Key and Information on a Separate Page** option is selected.

Select the given buttons to have **Grid** and **Centre Arrows** printed. The design is normally printed to the same size as the area used in the design. To add a **Blank Border Around Design**, select the given button and then set the value required by using the spin button.

The design can be centred on the page both **Across** and **Down** by selecting the required checkboxes. If tiling, the printout will be centred across all of the pages. Select the **Centre Key** checkbox to have the key centred as well, otherwise the key will be printed to the left.



*Print Settings dialog*

The **Printout Bead Display** can be set to **Beads**, **Blocks**, **Colour Symbols**, **Bead Shapes**, **Black/White Symbols**, **Blocks with Symbols** or **Blocks with B/W Symbols**; to select the required printout use the drop down list. **Blocks with B/W Symbols** will give white symbols on dark colours and black symbols on light colours.

The **Printout Size** option allows the size of the grid squares to be set, thus enabling charts to be read more clearly. The number below gives the minimum value for the design to fit onto one page. If the **Printout Size** is set to zero then the grid will automatically size to fit onto one page. If the design goes over several pages, it will automatically tile so that the chart is easier to read.




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A fractional **Printout Size** (squares per inch) is allowed in this option.

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#### *Printing Design Only*

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Design Only* from the given drop down list.
3. Select *OK*.

#### *Printing Key Only*

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Key Only* from the given drop down list.
3. Select *OK*.

#### *Centring The Printout*

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Centre Design Across* checkbox to centre the design across the page.
3. Select *Centre Design Down* checkbox to centre the design down the page.
4. Select *Centre Key* checkbox to centre the key.
5. Select *OK*.

#### *Printing The Grid Line Numbers*

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Print Grid Line Numbers* checkbox.
3. Select *OK*.

## Tiling

This can be selected only when the design is tiled, and gives the **Overlap**, **Shading** and **Show Guide for Page Order** on design pages options. The **Overlap** can be set by using the given spin button. The **Shading** can be set to **None**, **Light**, **Medium** or **Heavy** by using the drop down list. When the design is tiled then a **Show Guide for Page Order** can be printed onto each page showing how the pages fit together, by selecting the given button. The **Show Page Numbers** will add page numbers to each of the design pages.

The default settings when tiling is an overlap of 2 with light shading and to have the page order guides.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without making changes and **Help**.

### Setting The Tiling Information

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Tiling* button.
3. Set the *Overlap* to the required value by using the spin buttons.
4. Set the *Shading* to the required value from the drop down list.
5. Select the given checkbox to have the *Guide for Page Order* on design page.
6. Select **OK**.

## Printout Colour

This option allows the **Print Colour** and **Font Colour** to be changed. Select either **Print** or **Font Colour** button and 48 basic colours will be given from which a choice can be made. If another colour is required then select **Define Custom Colors** that allows a colour to be defined. [See *Define Colour options for details on defining a colour.*] **Print Colour** will change the colour of the symbols and gridlines whereas **Font Colour** will change the colour of any text on the printout and the colour of annotation arrows.



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Some printers will match to the closest available colour, so the resulting colour on the printout may vary.

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Other options that are given are **OK**, to continue, **Cancel**, to leave the option without making changes and **Help**.

### Changing The Printout Colour

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Printout Colour* button - the *Printout Colour* dialog is given.
3. Select either the *Print* or *Font Colour* buttons - the *Windows Color* dialog is given.
4. Select one of the available colours or use *Define Custom Colors* to create your own.
5. Select **OK**.
6. Select **OK**.

## Margins

This option allows **Left**, **Right**, **Top** and **Bottom** margins of the paper to be set for printing, thus preventing the chart being printed too close to the edge. Select the required value for the margins by using the spin buttons.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without making changes and **Help**.

### Setting Print Margins

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Print Margins* button.
3. Set the *Left*, *Right*, *Top* and *Bottom* margins by using the spin buttons.
4. Select **OK**.

## Design Information

This option allows information to be set that appears on the printout. Use the mouse to select the given buttons to have the **Title** appear **Above the Grid** and/or **Above the Key**. Select the required edit boxes for **Design Title**, **Notes**, **Design By** and **Copyright By**, then type in the information as required.

**Design Default** allows the default **Designer**, **Copyright** and **Notes** to be set, once the button is selected a dialog is given. Type in the required text in the relevant edit box and then select **OK**. These values will be used the next time a design is created.

Other options that are given are **OK**, to continue **Cancel**, to leave the option without making changes and **Help**.

### Setting The Design Information

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Design Information* button.
3. Select the box for *Design Title*, *Notes*, *Design By* and *Copyright By*, then type in the required information.
4. Set the given buttons to have the *Title* appear *Above the Grid* and/or *Above the Key*.
5. Select *OK*.

### Setting The Default Design Information

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Design Information* button.
3. Select *Default Design* button.
4. Select the box for *Design Title*, *Notes*, *Design By* and *Copyright By*, then type in the required information.
5. Select *OK*.

## Font

This option allows the font that is used on the printout to be changed, use the appropriate button to change the **Title Font** or **Printout Font**. A dialog is given, use the appropriate scroll bars to change the **Font**, **Font Style**, **Size** and **Color** of the font.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without making changes and **Help**.

### Setting The Printout or Title Font

1. Select *Print* or *Print Settings* from the *File* menu - the *Print Settings* dialog is given.
2. Select *Font* button - the *Fonts* dialog is given.
3. Select either *Printout Font* or *Title Font* - the *Font* dialog is given.
4. Select the required *Font*, *Font Style* and *Size* by using the scroll bars.
5. Select *OK*.
6. Select *OK*.

This option will save the current settings and go to the **Print Preview** display.

## Print Setup

This option allows printer settings such as page size and orientation to be defined without needing to print a design.

### Changing Which Printer Is Used Without Printing

1. Select *Print Setup* from the *File* menu - the *Print Setup* dialog is given.
2. Use the drop down list to select the required printer from the given list.
3. Select *OK*.

### *Changing The Orientation Of The Page Without Printing*

1. Select *Print Setup* from the *File* menu - the *Print Setup* dialog is given.
2. Select the required orientation either *Portrait* or *Landscape* by using the given radio buttons.
3. Select *OK*.

## **Exit**

Select the ***Exit*** option in the ***File*** menu or press the letter **Q**, to leave the program. If any of the current designs have been changed since the last time they were saved, then a warning message will appear and you will be allowed to save the design if required.

### *Exiting The Program*

1. To leave the program, select *Exit* from the *File* menu.

## **Most Recently Used Design File List**

A list of the last five design files which have been used is given at the end of the ***File*** menu. Select the required file by clicking on it or pressing the relevant number.

### *Selecting A File From The Recently Used File List*

1. Select the *File* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *File* menu, then press the number corresponding to the required file.

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# Convert Menu

## Convert Image

Other file formats can be imported and converted into a bead design by Easy Bead, by selecting **Convert Image** in the **Convert** menu.

Easy Bead supports the following file formats:

Windows Bitmap (BMP)	FAX Group 3
TIFF (Not LZW compression)	FAX Group 4
PCX	Photoshop 3.0 (PSD)
Windows Metafile (WMF)	DCX
JPEG (JPG)	PostScript Raster (EPS)
Truevision TARGA (TGA)	OS/2 Bitmap (BMP)
Portable Network Graphics (PNG)	CALS Raster
Kodak Photo CD (PCD)	MacPaint (MAC)
LEAD compressed (CMP)	GEM Image (IMG)
MPT	Microsoft Paint (MSP)
IOCA (ICA)	WordPerfect (WPG)
WinFax Group 3	SUN Raster (RAS)
WinFax Group 4	Macintosh Pict (PCT)



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The TIFF (LZW compression) and GIF formats are not supported due to the patent being held by Unisys.

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A number of additional minor file formats are supported. If in doubt select the file and Easy Bead will attempt to auto detect the format.

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When an image is loaded into Easy Bead, it will normally be converted into beads. Normally a design from an imported image will contain a greater number of colours and be of a larger size than is practical in Easy Bead. Decreasing the size and number of colours can result in a loss of quality.

To convert the file into Easy Bead, set the file type to the required format and a list of all files in the folder with that extension will be given. Normally a file from a scanned image will contain a greater number of colours than are available in Easy Bead. So a choice of the best colours is made from the imported file, which can result in a loss of quality.

Once the file type and **OK** has been selected the **Adjust Image** dialog will be given, on which the image's properties can be altered. Other options that are given are **OK**, to continue, **Cancel**, to leave the option without converting an image and **Help**.

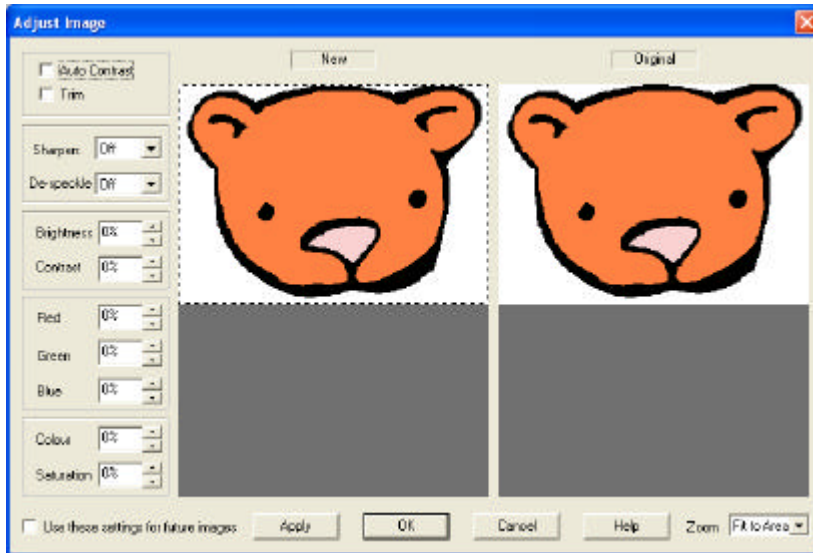
### Adjust Image

The properties of the image can be altered by using the options on this dialog, also given are a preview of the original and new image.

**Auto Contrast** will give a contrast which will spread the shades out evenly; select the **Auto Contrast** checkbox to get a good range of bright and dark colours, recommended for most images. **Trim** can be used to remove unwanted space around the image; useful if the scanning area was not cropped down to the required size of the picture. Move the cross-hair to one corner of the area. Press and hold down the **LEFT** mouse button and drag to the second corner then release and select the **Trim** checkbox. Once an area is selected it is possible to use the other options for that area only, i.e. brighten a particular area. To do this select an area then the required option and the changes will only happen within the area.



By deselecting the **Trim** checkbox the image will return to its original size unless **Apply** has been selected. It can be useful to select the area first then select the **Trim** checkbox.



*Adjust Image dialog*

**Sharpen** will strengthen the edges in the image which can help to reduce any blurring. **De-speckle** will help to remove odd spots of colour, this may help to reduce the Moiré effect to a limited extent. Both **Sharpen** and **De-speckle** can be used by selecting the required value **Off**, **Low**, **Medium** or **High** from the given drop down lists.

Change the **Brightness**, **Contrast**, **Red**, **Green**, **Blue**, **Colour** or **Saturation** values by using the given spin buttons. **Brightness** will make the image darker or lighter, whilst **Contrast** will make the image stronger or fainter and **Saturation** will make the colours stronger or fainter. Altering **Red**, **Green** and **Blue** values can help to compensate for some scanners that may return a tinted image.



On monitors using 256 or fewer colours, the previews are not a true representation of the image, as it is only working with approximate colours. The final image will not be affected.



Some scanners may return a slightly green image, so making the Green value negative (i.e. -5%) will compensate for this.



To make the colours more vibrant, increase the **Saturation** value (i.e. 50%).



To improve the definition, increase the **Contrast** value.

To use the current settings when converting future designs select the **Use For All New Images** checkbox. The **Zoom Level** can be altered to improve the view of the images by using the given spin button.

By selecting the **Apply** option the current chosen colours will be updated and the dialog will be redrawn showing the design with the new colours. When **OK** is selected the **Convert Image** dialog will be given listing the available conversion options.

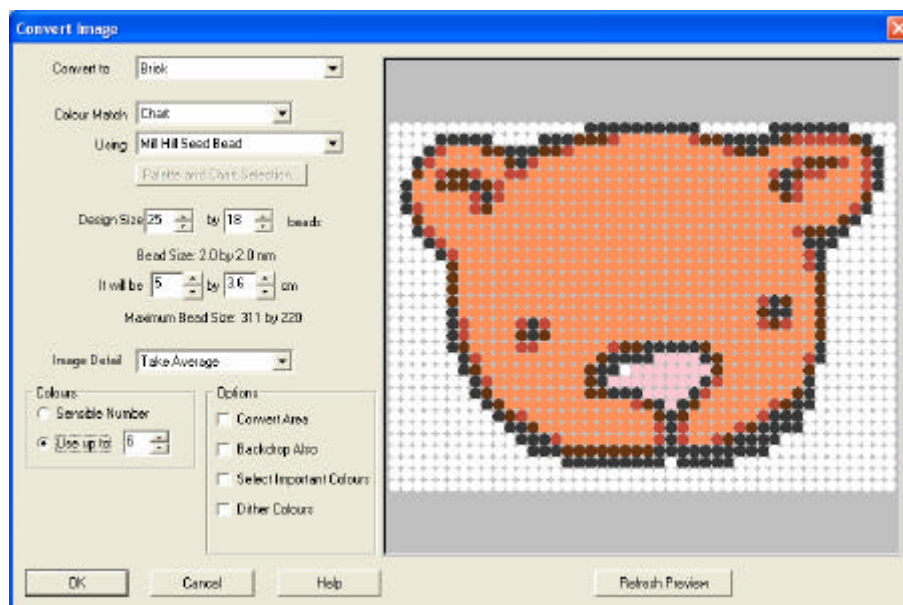


### Changing The Properties Of An Image When Converting

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Select *Auto Contrast* checkbox to give an automatic adjustment of the contrast.
4. Select area to be trimmed and then *Trim* checkbox.
5. Set *Sharpen* to *Off*, *Low*, *Medium* or *High* as required.
6. Set *De-speckle* to *Off*, *Low*, *Medium* or *High* as required.
7. Adjust *Brightness* and *Contrast* values as required.
8. Adjust *Red*, *Green* and *Blue* values as required.
9. Adjust *Colour* and *Saturation* values as required.
10. Alter *Zoom Level* as required.
11. Select *Apply* to save the current changes and be ready to make more alterations.
12. Select *OK* - the *Convert Image* dialog is given.
13. Select required conversion settings.
14. Select *OK*.

### Changing The Properties Of An Area Of An Image When Converting

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Move the cross-hair to one corner of the area.
4. Press and hold down the **LEFT** mouse button and drag to the second corner then release.
5. Select the required options.
6. Select *Apply* to save the current changes and be ready to make more alterations.
7. Select *OK* - the *Convert Image* dialog is given.
8. Select required conversion settings.
9. Select *OK*.



*Convert Image dialog*

### Convert To

This will set what the image will be converted to from the choice of ***Peyote, Brick, Square, Two drop peyote, Two drop brick, Three drop peyote, Three drop brick.*** Once the selection has been made any inappropriate settings will be greyed.

A preview of the converted image is shown. To update the preview with the current settings select the ***Refresh Preview*** button.


### Setting Conversion Type

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required type from the *Conversion To* drop down list.
5. Select required conversion settings.
6. Select *OK*.

### Colour Match

This sets what the image will be matched to when converting; choose from **Chart**, **Palette** or **Palettes and Charts** from the given drop down list. If **Chart** is selected, then the required bead chart should be chosen from available charts given in the drop down list. If **Palette** is selected, then the required palette should be chosen from available palettes given in the drop down list. **Palettes and Charts** allows colours to be chosen from more than one chart or a palette and chart.

Using **Palette**, which will match to a previously created palette, can be useful as it will match to specific colours, such as the colours in your workbox.

If **Palettes and Charts** is selected, a dialog is given; click on the required charts and/or palettes then on , this will give a list under **Match to these Palettes & Charts**. If the image is matched to a palette and chart, the priority is given to the colours in the palette then the chart.



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If matching to more than one chart then the charts will be combined and the image will be matched to the amalgamated chart, so the result will match to the nearest colour regardless of the chart. So sometimes only a few colours are selected from the remaining charts.

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To specify certain colours to use from a chart, make a palette of those colours and then use **Palettes and Charts** selecting that palette and relevant bead chart. When matching, the program will take colours from the palette first then top up with colours from the beadchart.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without making any changes and **Help**.

### Converting A Design Matching To A Bead Chart

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Charts* from the *Colour Match* drop down list.
5. Select the required chart from the *Using* drop down list.
6. Set required conversion settings.
7. Select *OK*.

### Converting A Design Matching To The Current Design Palette

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Palette* from the *Colour Match* drop down list.
5. Select <Current Design> from the *Using* drop down list.
6. Set required conversion settings.
7. Select *OK*.

### *Converting A Design Matching To An Existing Palette*

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Palette* from the *Colour Match* drop down list.
5. Select the required palette from the *Using* drop down list.
6. Set required conversion settings.
7. Select *OK*.

### *Converting A Design Matching To A Palette And Chart*

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Palettes and Charts* from the *Colour Match* drop down list.
5. Select *Palette and Chart Selection* button - the *Palette and Chart Selection* dialog is given.
6. Select the required palettes and/or charts from the given list.
7. Click the arrow button showing the required direction towards *Match to these Charts & Palettes* list.
8. Set required conversion settings.
9. Select *OK*.

## **Design Size**

The size of the Easy Bead design in squares is given along with the measurements at the stated fabric count, also given is the **Maximum Bead Size**. To change any of these values either type the new value or use the given spin buttons. The units of measurements can be changed by using **Options** in the **Tools** menu.

### *Setting the Size of a Converted Image*

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Type in the required values for height & width.
5. Set required conversion settings.
6. Select *OK*.

## **Image Detail**

When converting an image Easy Bead will have to reduce the size. Normally the program will take a sample value of a colour area, which is best for when converting line art. To use this option select **Take Sample** from the **Image Detail** drop down list. But when using a photograph sometimes an average of the colour area is better. To use this option select **Take Average** from the **Image Detail** drop down list.

When scaling an image the darker or lighter detail can be made more prominent by selecting either **Enhance Dark Detail** or **Enhance Light Detail** from the **Image Detail** drop down list. Depending on the background colour of an image, either dark or light detail may require selecting to give a clear design, i.e. for an image with a white background, **Enhance Dark Details** would be selected.

### *Enhancing Detail In The Image*

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select the required setting from the *Image Detail* drop down list.
5. Set required conversion settings.
6. Select *OK*.

## Number of Colours

Select the **Sensible Number** radio button and the program will choose an appropriate number of colours to give a reasonable quality. Alternatively the **Number of Colours** used when converting an image can be set to a specific number by selecting the **Up To** radio button and entering the required value using the spin button. If an image is converted with a large number of colours, the quality of the design is better but it can be impractical to thread.



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The number of colours in the final design can be less than the value entered because unused colours are removed automatically.

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When using **Colour Match** set to **Palettes and Charts**, the **Number of Colours** cannot be set to less than the number of colours in the chosen palettes.

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### Letting The Program Choose How Many Colours To Convert To

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Sensible Number* radio button.
5. Set required conversion settings.
6. Select *OK*.

### Setting The Number Of Colours When Converting

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Up To* radio button.
5. Enter the required value using the given spin button.
6. Set required conversion settings.
7. Select *OK*.

## Convert Area

To convert only part of the image select the **Convert Area** checkbox, the partial conversion dialog will be given after the image has been converted but before it is displayed. On the dialog there is a preview of the image and the following options. The **Spray Size** and **Zoom Level** can be altered by using the given spin buttons. Spray over the areas to be converted by using the mouse. The unimportant areas will be shown as **Lighter** or **Darker**; use the **Unimportant Colours** drop down list to change the effect. The **Clear All** option will make none of the image important and the **Select All** option will make the entire image important.

### Selecting An Area Of An Image To Convert

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required conversion settings.
5. Select *Convert Area* checkbox.
6. Select *OK* - the *Convert Area* dialog is given.
7. Alter *Spray Size* and *Zoom Level* as required.
8. Select the area to convert by spraying with the mouse.
9. Select *Close*.

## Backdrop Also

As well as converting the image into beads it is possible to have the image as a backdrop in the design, to do this select the **Backdrop Also** checkbox.

### *Converting An Image Into Beads And A Backdrop*

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required conversion settings.
5. Select *Backdrop Also* checkbox.
6. Select *OK*.

## Select Important Colours

The **Select Important Colours** option allows an area to be selected, which indicates which colours are more important. For example a face might be highlighted which will tend to give more flesh tones. This option is most useful when fewer colours are being used as it gives more colours in the most important areas.

Select the **Select Important Colours** checkbox and after the image has been imported but before it is displayed, a dialog will be displayed giving a preview of the image and the following options. The **Spray Size** option will change the spray size by using the spin buttons. Spray over the areas of the image that are important by using the mouse. The unimportant areas will be shown as **Lighter** or **Darker**, use the **Unimportant Colours** drop down list to change the effect. The **Clear All** option will make none of the image important and the **Select All** option will make the entire image important.



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The **Select Important Colours** option makes the areas chosen more important. It does not totally disregard the other areas, so colours from those areas may still be chosen.

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### *Selecting Important Colours Of An Image When Importing*

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select required conversion settings.
5. Select *Select Important Colours* checkbox.
6. Select *OK* - the *Select Important Colours* dialog is given.
7. Select the important colours, by spraying with the mouse.
8. Select *Close*.

## Dither Colours

The **Dither Colours** option will give a converted image a dithered effect; it uses a similar process to a newspaper picture where an image is made up of black and white dots to show the shading. An advantage to dithering an image is that less colours can be used, often less than half.



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Dithering is normally best used on larger designs, greater than 100 x 100 and where small detail is not always required.

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Dithering an image will give a lot more lone beads and could increase the difficulty of beading.

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### *Dithering When Importing*

1. Select *Convert Image* from the *Convert* menu - the *Open* dialog is given.
2. Select the file to convert - the *Adjust Image* dialog is given.
3. Set required settings and select *OK* - the *Convert Image* dialog is given.
4. Select *Dither Colours* checkbox.
5. Select required conversion settings.
6. Select *OK*.

## Hints and Tips for Converting Images

There are several factors which will affect the final design, these include the quality of the scanner and that of the original image.

To achieve the best results, the original image should be a photograph. A printed picture can give poor results due to the printing method. If you would like to use a magazine picture or similar material, then try scanning at a higher resolution. This gives a better image for Easy Bead to use, but it will increase the processing time and the memory required. Before using material other than your own, permission should be obtained from the holder of the copyright to prevent infringement of the copyright laws.

Generally, scan images at a low resolution i.e. 75 - 100 dots per inch at most, this will keep the processing time down and use less memory. If enlarging the image, then use a higher resolution i.e. 200 - 300 dots per inch. Using a 24 bit image will give the best result, but can produce files that are very large and thus increase the processing time.

When converting an image into a bead design, some manual editing is normally required to make the chart suitable for beading.

By decreasing the **Intensity** value in the **Adjust Image** option, it is possible to reduce glare on the image.

If the image is too dark or light, use the **Brightness** control in the **Adjust Image** option to correct the image.

Some scanners may give an image a tint of colour, for example green, which is not on the original. To correct this use the **Adjust Image** option.

When the image is imported there may be some areas which do not have many colours, whilst another area has too many colours. By using the **Select Important Colours** option, areas where the colour matching should be concentrated can be selected.

To convert a photograph with less than 10 colours, use the **Dither** option to improve the colour matching.

If the final design contains a number of colours which only have a few beads each then use the **Decrease Colours** option to quickly remove them.

## Browse Convert Image

This option allows previews of non Easy Bead files to be seen before they are imported. Select **Browse Convert Image** in the **Convert** menu, a dialog is given showing up to six previews. More files can be viewed by using the scroll bar. By clicking on a preview and pressing **OK**, the selected file will be imported.



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The first time a preview of a design is drawn a few moments can be taken due to the complexity of imported pictures.

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The file type can be set by selecting the required type from the **File Type** drop down list. The number of files can be reduced by entering the start of the filename in the box provided, i.e. b\*.bmp, would list only Bitmap files beginning with the letter b.

To change the folder, select the **Select Folder** button, a list of folders will be given from which a new one can be selected.

More than one file can be opened, press and hold down the **Ctrl** key on the keyboard and select the required files as normal by using the mouse, then select **OK** and the files will be given on screen. To select a group of files, select the first file, press and hold down the **Shift** key on the keyboard then select the last file in the group.

### Browsing Convert Image Files

1. Select **Browse Convert Image** from the **Convert** menu - the **Browse Convert Image** dialog is given.
2. Use **Select Folder** button to change folder if required.
3. Click on the required file's preview.
4. Select **OK**.

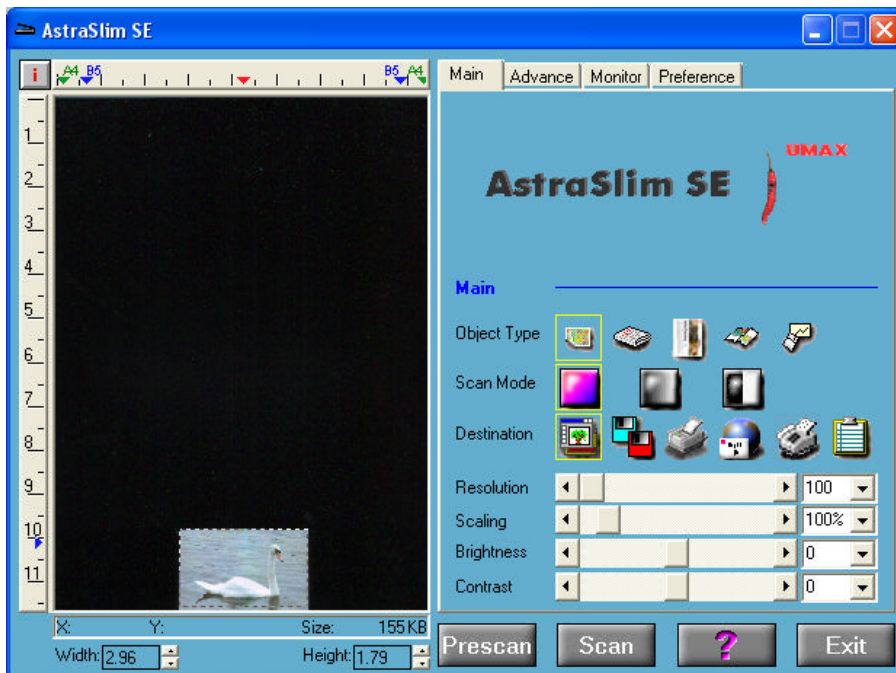
## Acquire

The **Acquire** option is used to directly scan an image into Easy Bead. Once this option has been selected, a dialog is given on which various selections can be made. Set the **Scan Mode** to match the type of image you are scanning by using the drop down list; **LineArt** is best for line drawings and **Color** is best for photographs.

Use the slider bar to set the **Resolution** value. Generally, scan images at a low resolution i.e. 75 - 100 dots per inch at most, this will keep the processing time down and use less memory. If enlarging the image then use a higher resolution i.e. 200 - 300 dots per inch. Using a 24 bit image will give the best result, but can produce data that is very large and thus increase the processing time.

Selecting the **Tonal Adjustment** will allow the brightness, contrast and colour to be changed. To see the effect of these changes click the preview button.

The size of the scan area can be adjusted by resizing the crop frame. The **Prescan** option allows the image to be seen as it would be when scanned. Once the required settings have been changed select **Scan** to scan the image. For further information on scanning, see the on-line help within the scanning option.



*Acquire dialog*



The Acquire dialog may vary depending on which scanner driver is used. The dialog above is from a flatbed scanner driver.

### Scanning A Photograph

1. Select **Acquire** from the **Convert** menu - a dialog is given.
2. Set the **Scan Mode** to the required type by using the drop down list.
3. Set the **Resolution** value to 100 dots per inch by using the slider.
4. Select **Tonal Adjustment** for brightness and contrast, if required.
5. Select **Prescan** to see how the image would look when scanned.
6. Select **Scan** to scan the image.

Or

1. Select the **Acquire** button from the toolbar and follow instructions No.2 to No.6.

## Select Source

The **Select Source** option in the **Convert** menu allows you to select which scanner is to be used by Easy Bead. Once this option is selected then the required scanner can be chosen from the given list.

### Selecting The Scanner To Be Used

1. Select **Select Source** from the **Convert** menu - a list is given.
2. Select the required scanner from the list.
3. Select the **Select** button.

## Position Backdrop

By using this option, the position of the backdrop can be changed, which is useful when it is being used in an existing design. Once this option is selected, a dialog will appear giving the original placement and size. Also given are spin buttons that allow changes to be made to the position of the **Top** and **Left** of the backdrop, along with its **Height** and **Width**.



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Please ensure that you have permission from the owner of the copyright for the chart before using it.

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If the backdrop doesn't line up with the grid, fine adjustments can be made by using **Adjust Top Left** and **Adjust Bottom Right**. Select **Adjust Top Left**, the dialog disappears and a cross-hair is given. On a position on the backdrop in the top left, press and hold the **LEFT** mouse button and drag the cursor to where the point should match up to on the grid. The backdrop will be offset and the **Position Backdrop** will return. Select **Adjust Bottom Right**, the dialog disappears and a cross-hair is given. On a position on the backdrop in the bottom right, press and hold the **LEFT** mouse button and drag the cursor to where the point should match up to on the grid. The backdrop will be rotated/scaled and the **Position Backdrop** will return, select **Reset Adjustments** to clear any changes that have been made.

When the **Auto Adjust** option is chosen the program will attempt to automatically recognise the grid lines. Once the option has been selected a cross-hair is given. On the backdrop select the middle of an empty grid square. It is best to choose a square that has empty squares across and below to the one chosen.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without changing the position of the backdrop and **Help**.



*Position Backdrop dialog*



The quality of the backdrop is important. Without well defined grid lines the program will not be able to automatically identify the grid. Scan at a resolution of 200dpi or higher in greyscale or full colour.



Try to ensure that the chart is of even brightness - if there are dark and light areas to the scan the program may not be able to identify the lines correctly.



Choose an area of the grid that is empty. The program works by analysing grid squares across and down to the chosen square. The greater the number of empty squares it can locate the better the accuracy.





If the chart does not line up correctly try choosing a different start point for the auto adjust position. If the chart is lined up in one area but not another try working on the area that is lined up - once this is completed use the auto adjust option to choose another area of the chart.



If the chart does not line up correctly, try using the *Auto Contrast* and *Sharpen* features in the *Adjust Image* dialog when scanning.

#### *Manually Positioning A Converted Backdrop*

1. Select *Position Backdrop* from the *Convert* menu - the *Position Backdrop* dialog is given.
2. Use the spin buttons to set the *Top*, *Left*, *Height* and *Width* values.
3. Press the *Adjust Top Left* button – the dialog will disappear and a cross hair cursor will be given.
4. Move the cursor to a point on the backdrop, press and hold the *LEFT* mouse button.
5. Drag the cursor to the required position on the grid and release the mouse button - the *Position Backdrop* dialog will appear.
6. Press the *Adjust Bottom Right* button – the dialog will disappear and a cross hair cursor will be given.
7. Move the cursor to a point on the backdrop, press and hold the *LEFT* mouse button.
8. Drag the cursor to the required position on the grid and release the mouse button - the *Position Backdrop* dialog will appear.
9. Select *OK*.

#### *Automatically Positioning A Converted Backdrop*

1. Select *Position Backdrop* from the *Convert* menu - the *Position Backdrop* dialog is given.
2. Press the *Auto Adjust* button – the dialog will disappear and a cross hair cursor will be given.
3. Move the cursor to an empty grid square on the backdrop and press the *LEFT* mouse button.

### **Rotate/Reflect Backdrop**

***Rotate/Reflect Backdrop*** allows the backdrop to be rotated by multiples of 90° and/or reflected horizontally. When the option is selected by using ***Rotate/Reflect Backdrop*** in the ***Convert*** menu, a dialog is given. Select the required radio button to have the design rotated by **90**, **180** or **270** degrees, to reflect a design select the given checkbox.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without rotating or reflecting the backdrop and ***Help***.

#### *Rotating The Backdrop*

1. Select *Rotate/Reflect Backdrop* from the *Convert* menu - the *Rotate/Reflect Backdrop* dialog is given.
2. Select the *90°*, *180°* or *270°* radio button.
3. Select *OK*.

#### *Reflecting The Backdrop*

1. Select *Rotate/Reflect Backdrop* from the *Convert* menu - the *Rotate/Reflect Backdrop* dialog is given.
2. Select the *Reflect* checkbox.
3. Select *OK*.

### **Delete Backdrop**

This option allows you to delete the current backdrop; it will always ask if this is what you require, to prevent losing the backdrop by accident.

#### *Deleting The Imported Backdrop*

1. Select *Delete Backdrop* from the *Convert* menu.

## Backdrop Display

The backdrop can be turned on or off by selecting **Backdrop On** and **Backdrop Off** on **Backdrop Display** in the **Convert** menu. By pressing the letter **U**, the display of the backdrop will toggle on and off. This can be used to make the design clearer and for checking what the design will look like when threaded.

### *Turning The Converted Backdrop On*

1. Select **Backdrop Display** from the **Convert** menu - a sub-menu is given.
2. Select **Backdrop On** from the **Backdrop Display** sub-menu.

Or

1. Press **U** will toggle between **Backdrop On** and **Backdrop Off**.

### *Turning The Converted Backdrop Off*

1. Select **Backdrop Display** from the **Convert** menu - a sub-menu is given.
2. Select **Backdrop Off** from the **Backdrop Display** sub-menu.

Or

1. Pressing **U** will toggle between **Backdrop On** and **Backdrop Off**.

## Backdrop Brightness

The **Backdrop Brightness** option allows the intensity of the backdrop to be changed to make the display clearer. The options are **Very Light**, **Light**, **Normal**, **Dark** and **Very Dark**, just click on the required one.

### *Setting The Backdrop Brightness*

1. Select **Backdrop Brightness** from the **Convert** menu - a sub-menu is given.
2. Select the required brightness from the **Backdrop Brightness** sub-menu.

## Most Recently Used Image File List

A list of the last five image files that have been used is given at the end of the **Convert** menu. Select the required file by clicking on it or pressing the relevant number.

### *Selecting A File From The Recently Used Image File List*

1. Select the **Convert** menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the **Convert** menu, then press the number corresponding to the required file.

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## Edit Menu

### Copy

To copy a section of the design, select the option **Copy** in the **Edit** menu and a cross-hair cursor will be given. Press and hold down the **LEFT** mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the area. Once the new position has been selected, press the **LEFT** mouse button again and the area will be copied. The area can be copied several times by repeatedly selecting new positions.

Should you not require to see the actual area that is being copied then by pressing the **Space Bar** only the outline of the box is shown.

The area which has been selected for copying will also be copied to the Windows Clipboard, so it can be used in other Windows programs.



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When a design is copied to the Windows Clipboard only blocks will be available to other programs.

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The area may also be rotated, reflected and scaled whilst being copied. Should you wish to do this, press the following keys after selecting the area to be copied:

<b>T</b>	To rotate the area anti-clockwise by 90 degrees
<b>R</b>	To mirror the area
<b>J</b>	To flip the area
<b>Page Up</b>	To enlarge the area
<b>Page Down</b>	To reduce the area



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When enlarging/reducing an area, the scale is in integer amounts only.

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The option will continue until the **RIGHT** mouse button is pressed.

This option can also be used without selecting the menu option by moving the mouse to the first corner of the area to be copied and pressing the letter **C**.

#### Copying An Area Of Design

1. Select **Copy** from the **Edit** menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be copied, press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be copied and press the **LEFT** mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the **RIGHT** mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press **C** - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the **LEFT** mouse button.
4. Move the area to where you wish it to be copied and press the **LEFT** mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the **RIGHT** mouse button.

Or

1. Select the **Copy** button from the toolbar - a cross-hair is given.
2. Move cross-hair to one corner of the area to be copied, press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be copied and press the **LEFT** mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the **RIGHT** mouse button.

## User Definable Outline Shape

This option will allow a precise area to be copied. Select the **Copy** option in the **Edit** menu and after the cross-hair appears, press **Y**. Move the cursor to the starting point of the required area and press the **LEFT** mouse button. Follow the outline of the shape, pressing the **LEFT** mouse button at every corner. Once the shape is finished, press the **RIGHT** mouse button and the area can be copied.

### *Copying An Area Of Design By Using The User Defined Outline*

1. Select **Copy** from the **Edit** menu - a cross-hair cursor is given.
2. Press **Y**, move the cross-hair to the starting point of the area to be copied and press the **LEFT** mouse button.
3. Follow the outline of the shape, pressing the **LEFT** mouse button at every corner.
4. When the shape is finished press the **RIGHT** mouse button.
5. Move the area to where you wish it to be copied and press the **LEFT** mouse button.
6. To place another copy repeat No. 5.
7. To finish the option, press the **RIGHT** mouse button.

## Move

This option works in the same way as **Copy**, but will remove the original area when it is copied. Also the area can only be moved once and then the option finishes, so it must be reselected to move a second area.

To finish the option at any point press the **RIGHT** mouse button.

This option can also be used without selecting the menu option by moving the mouse to the first corner of the area to be moved and pressing the letter **M**.

### *Moving An Area Of Design*

1. Select **Move** from the **Edit** menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be moved, press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be moved and press the **LEFT** mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press **M** - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the **LEFT** mouse button.
4. Move the area to where you wish it to be moved and press the **LEFT** mouse button.

Or

1. Select the **Move** button from the toolbar - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be moved, press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be moved and press the **LEFT** mouse button.

### *Moving An Area Of Design By Using The User Defined Outline*

1. Select **Move** from the **Edit** menu - a cross-hair cursor is given.
2. Press **Y**, move cross-hair to the starting point of the area to be moved and press the **LEFT** mouse button.
3. Follow the outline of the shape, pressing the **LEFT** mouse button at every corner.
4. When the shape is finished press the **RIGHT** mouse button.
5. Move the area to where you wish it to be moved and press the **LEFT** mouse button.

## Cut

The **Cut** option allows an area to be removed from the Easy Bead design and placed into the Windows Clipboard. This option works in the same way as **Move**, but without placing the area in a new position.

To finish the option at any point press the **RIGHT** mouse button.

### *Cutting An Area Of Design And Adding It To The Windows Clipboard*

1. Select **Cut** from the **Edit** menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Or

1. Move the cursor to one corner of the area to be copied and press **Ctrl X** - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Or

1. Select the **Cut** button from the toolbar - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

## Paste

When this option is selected, the contents of the Windows Clipboard will be copied into the current Easy Bead design. Position the area to be pasted by using the mouse. Once this has been done, press the **LEFT** mouse button to paste the area.

Should you not require to see the actual area that is being copied then by pressing the **Space Bar** only the outline of the box is shown.

The area may also be rotated, reflected and scaled before it is pasted, this is done by pressing the following keys:

<b>T</b>	To rotate the area anti-clockwise by 90 degrees
<b>R</b>	To mirror the area
<b>J</b>	To flip the area
<b>Page Up</b>	To enlarge the area
<b>Page Down</b>	To reduce the area

To finish the option at any point, press the **RIGHT** mouse button.



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When enlarging/reducing an area, the scale is in integer amounts only.

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Different programs store information in the Windows Clipboard in different formats, some of which will not be able to be pasted into Easy Bead.

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### *Pasting The Contents Of The Windows Clipboard Into A Design*

1. Select **Paste** from the **Edit** menu - a box is given.
2. Place the area at the required position and press the **LEFT** mouse button.

Or

1. Press **Ctrl V** - a box is given.
2. Place the area at the required position and press the **LEFT** mouse button.

Or

1. Select the **Paste** button from the toolbar - a box is given.
2. Place the area at the required position and press the **LEFT** mouse button.

## Flip

When placing areas in the **Insert Design**, **Copy**, **Move**, **Paste** and **Draw Motif** options, they can be reflected vertically by selecting **Flip** in the **Edit** menu.

### *Reflecting An Area Of Design Vertically When Placing*

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste* and *Draw Motif*.
2. Select *Flip* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Insert Design*, *Copy*, *Move*, *Paste* and *Draw Motif*.
2. Press *J*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

## Mirror

When placing areas in the **Insert Design**, **Copy**, **Move**, **Paste** and **Draw Motif** options, they can be reflected horizontally by selecting **Mirror** in the **Edit** menu.

### *Reflecting An Area Of Design Horizontally When Placing*

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste* and *Draw Motif*.
2. Select *Mirror* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste* and *Draw Motif*.
2. Press *R*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

## Scale Up

When placing areas in the **Insert Design**, **Copy**, **Move**, **Paste** and **Draw Motif** options, they can be enlarged by selecting **Scale Up** in the **Edit** menu.

### *Scaling Up An Area Of Design When Placing*

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste* and *Draw Motif*.
2. Select *Scale Up* from the *Edit* menu the required number of times.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste* and *Draw Motif*.
2. Press *Page Up*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

## Scale Down

When placing areas in the **Insert Design**, **Copy**, **Move**, **Paste**, **Draw Motif** options, they can be reduced by selecting **Scale Down** in the **Edit** menu.

### *Scaling Down An Area Of Design When Placing*

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste* and *Draw Motif*.
2. Select *Scale Down* from the *Edit* menu the required number of times.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, *Draw Motif* and *Text*.
2. Press *Page Down*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

## Centre In Area

When placing an area when using options like **Copy**, **Move** and **Draw Motif** it is possible to centre it within a specified area. Once the area to be placed is given on screen, select **Centre in Area** from the **Edit** menu, a cross-hair will be given. Move the cursor to one corner of the area to be centred within then press and hold the **LEFT** mouse button. Drag the cursor to the opposite corner and release the mouse button, the area will be placed centrally.

### *Centring Within A Designated Area*

1. After selecting the area by using one of the following options *Insert Design*, *Copy*, *Move*, *Paste*, and *Draw Motif*.
2. Select *Centre in Area* from the *Edit* menu - a cross-hair cursor is given.
3. Move the mouse to one corner of the area to be centred within and press and hold the *LEFT* mouse button.
4. Drag the cursor to the opposite corner and release the mouse button.

## Change Colour

This option allows a colour in the design to be changed to another, quickly and simply. Once the option has been selected, a cross-hair cursor will be given. Select the new colour from the palette, then move the cross-hair over the colour to be changed. Press the **LEFT** mouse button and the colour will change including any bead in the same colour. The option will continue until the **RIGHT** mouse button is pressed.

### *Changing A Colour Used In The Design*

1. Select *Change Colour* from the *Edit* menu - a cross-hair cursor is given.
2. Select the new colour from the palette.
3. Move the cross-hair over the colour to be changed in the design.
4. Press the *LEFT* mouse button.
5. Press the *RIGHT* mouse button to leave the option.

## Delete Colour

**Delete Colour** will allow an entire colour to be removed from the design. Once the option has been selected, a cross-hair cursor will be given. Move the cross-hair over the colour to be deleted and press the **LEFT** mouse button. This colour will be removed and the option will continue until the **RIGHT** mouse button is pressed.

### *Deleting An Entire Colour From The Design*

1. Select *Delete Colour* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair over the colour in the design to be removed.
3. Press the *LEFT* mouse button.
4. Press the *RIGHT* mouse button to leave the option.

## Area

### **Edit Inside**

This option allows an area to be set in which edits can only occur inside. To set an area of the design, select the option and a cross-hair cursor will be given. Move the cross-hair to one corner then press and hold down the **LEFT** mouse button. Then drag to the second corner and this will set the area.

The option will continue until the **RIGHT** mouse button is pressed.

#### *Setting The Edit Area For Edits To Occur Inside*

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Edit Inside* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the area and press and hold the *LEFT* mouse button - a box is given.
4. Set the size of the box by moving the mouse and release the button.
5. To finish the option, press the *RIGHT* mouse button.

#### **Edit Outside**

This option allows an area to be set in which edits can only occur outside. To set an area of the design, select the option and a cross-hair cursor will be given. Move the cross-hair to one corner then press and hold down the *LEFT* mouse button. Then drag to the second corner and this will set the area.

The option will continue until the *RIGHT* mouse button is pressed.

#### *Setting The Edit Area For Edits To Occur Outside*

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Edit Outside* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the area and press the *LEFT* mouse button - a box is given.
4. Set the size of the box by moving the mouse.
5. Press the *LEFT* mouse button.
6. To finish the option, press the *RIGHT* mouse button.

#### **Clear Area**

The **Clear Area** option when selected will clear the edit area that has been set by either the **Edit Inside** or **Outside** options. By pressing **Ctrl** and **E** the current edit area will toggle on and off.

#### *Clearing The Edit Area*

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Clear Area*.

Or

1. *Ctrl E* will toggle *Edit Area* on and off.

#### **Reset Area**

The **Reset Area** option when selected will turn on the last used edit area which has been set by either the **Edit Inside** or **Outside** options. By pressing **Ctrl** and **E** the current edit area will toggle on and off.

#### *Turning On The Last Used Edit Area*

1. Select *Area* from the *Edit* menu - a sub-menu is given.
2. Select *Reset Area*.

Or

1. *Ctrl E* will toggle *Edit Area* on and off.



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# Draw Menu

## Draw Shape

### Poly Line

The **Poly Line** option allows lines to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to the start of the required line and press the **LEFT** mouse button. A line will be shown which can be positioned by moving the mouse. Once the line is in the required position, press the **LEFT** mouse button again and the line will be drawn. Continuous lines can be drawn by repeatedly moving to the end of each line and pressing the **LEFT** mouse button.

To finish drawing a section of lines press the **RIGHT** mouse button, which will allow a new section to be started. Pressing the **RIGHT** mouse button a second time will end the option.

#### *Adding Lines To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Poly Line* - a cross-hair cursor is given.
3. Move the cross-hair to one end of the required line.
4. Press the **LEFT** mouse button - a line is given.
5. Position the line by using the mouse.
6. Press the **LEFT** mouse button.
7. To place another line repeat Nos. 5 & 6.
8. To finish a section, press the **RIGHT** mouse button.
9. To finish the option, press the **RIGHT** mouse button.
10. The line will be drawn in the current colour.

### Square

The **Square** option allows squares to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required square and press and hold the **LEFT** mouse button. A square will be shown which can be sized by moving the mouse. Once the square is the required size, release the **LEFT** mouse button and the square will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

#### *Adding A Square To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Square* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required square.
4. Press and hold the **LEFT** mouse button - a square is given.
5. Size the square by dragging the mouse.
6. Release the button when the square is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The square will be drawn in the current colour.

## Rectangle

The **Rectangle** option allows rectangles to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required rectangle and press and hold the **LEFT** mouse button. A rectangle will be shown which can be sized by moving the mouse. Once the rectangle is the required size, release the **LEFT** mouse button and the rectangle will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding A Rectangle To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Rectangle* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required rectangle.
4. Press and hold the **LEFT** mouse button - a rectangle is given.
5. Size the rectangle by dragging the mouse.
6. Release the button when the rectangle is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The rectangle will be drawn in the current colour.

## Diamond

The **Diamond** option allows diamonds to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required diamond and press and hold the **LEFT** mouse button. A diamond will be shown which can be sized by moving the mouse. Once the diamond is the required size, release the **LEFT** mouse button and the diamond will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding A Diamond To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Diamond* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required diamond.
4. Press and hold the **LEFT** mouse button - a diamond is given.
5. Size the diamond by dragging the mouse.
6. Release the button when the diamond is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The diamond will be drawn in the current colour.

## Circle

The **Circle** option allows circles to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to the centre of the required circle and press and hold the **LEFT** mouse button. A circle will be shown which can be sized by moving the mouse. Once the circle is the required size, release the **LEFT** mouse button and the circle will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding A Circle To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Circle* - a cross-hair cursor is given.
3. Move the cross-hair to the centre of the required circle.
4. Press and hold the **LEFT** mouse button - a circle is given.
5. Size the circle by dragging the mouse.
6. Release the button when the circle is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The circle will be drawn in the current colour.

## Ellipse

The **Ellipse** option allows ellipses to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of a box for which the ellipse is to be fitted to and press and hold the **LEFT** mouse button. An ellipse will be shown which can be sized by moving the mouse. Once the ellipse is the required size, release the **LEFT** mouse button and the ellipse will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding An Ellipse To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Ellipse* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required ellipse.
4. Press and hold the **LEFT** mouse button - an ellipse is given.
5. Size the ellipse by dragging the mouse.
6. Release the button when the ellipse is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The ellipse will be drawn in the current colour.

## Arc

The **Arc** option allows arcs to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to the start of the arc to be drawn and press and hold the **LEFT** mouse button. A line will be shown and the end of the arc can be positioned by moving the mouse and releasing the **LEFT** mouse button. An arc will then be shown which can be sized and then fixed by pressing the **LEFT** mouse button a second time. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding An Arc To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Arc* - a cross-hair cursor is given.
3. Move the cross-hair to the start of the required arc.
4. Press and hold the **LEFT** mouse button - a line is given.
5. Size the end of the arc by dragging the mouse.
6. Release the button when the line is the correct size - an arc is given.
7. Size the arc by dragging the mouse.
8. Press the **LEFT** mouse button.
9. To finish the option, press the **RIGHT** mouse button.
10. The arc will be drawn in the current colour.

## Triangle

The **Triangle** option allows equilateral triangles to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required triangle to be drawn and press and hold the **LEFT** mouse button. A triangle will be shown which can be sized by moving the mouse. Once the triangle is the required size, release the **LEFT** mouse button and the triangle will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding A Triangle To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Triangle* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required triangle.
4. Press and hold the **LEFT** mouse button - a triangle is given.
5. Size the triangle by dragging the mouse.
6. Release the button when the triangle is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The triangle will be drawn in the current colour.

## Angled Square

The **Angled Square** option allows angled squares to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required angled square to be drawn and press and hold the **LEFT** mouse button. An angled square will be shown which can be sized by moving the mouse. Once the angled square is the required size, release the **LEFT** mouse button and the angled square will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding An Angled Square To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Angled Square* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required angled square.
4. Press and hold the **LEFT** mouse button - an angled square is given.
5. Size the angled square by dragging the mouse.
6. Release the button when the angled square is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The angled square will be drawn in the current colour.

## Pentagon

The **Pentagon** option allows pentagons to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required pentagon to be drawn and press and hold the **LEFT** mouse button. A pentagon will be shown which can be sized by moving the mouse. Once the pentagon is the required size, release the **LEFT** mouse button and the pentagon will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding A Pentagon To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Pentagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required pentagon.
4. Press and hold the **LEFT** mouse button - a pentagon is given.
5. Size the pentagon by dragging the mouse.
6. Release the button when the pentagon is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The pentagon will be drawn in the current colour.

## Hexagon

The **Hexagon** option allows hexagons to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required hexagon to be drawn and press and hold the **LEFT** mouse button. A hexagon will be shown which can be sized by moving the mouse. Once the hexagon is the required size, release the **LEFT** mouse button and the hexagon will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding A Hexagon To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Hexagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required hexagon.
4. Press and hold the **LEFT** mouse button - a hexagon is given.
5. Size the hexagon by dragging the mouse.
6. Release the button when the hexagon is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The hexagon will be drawn in the current colour.

## Octagon

The **Octagon** option allows octagons to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required octagon to be drawn and press and hold the **LEFT** mouse button. An octagon will be shown which can be sized by moving the mouse. Once the octagon is the required size, release the **LEFT** mouse button and the octagon will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding An Octagon To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Octagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required octagon.
4. Press and hold the **LEFT** mouse button - an octagon is given.
5. Size the octagon by dragging the mouse.
6. Release the button when the octagon is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The octagon will be drawn in the current colour.

## Star

The **Star** option allows five pointed stars to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to one corner of the required star to be drawn and press and hold the **LEFT** mouse button. A star will be shown which can be sized by moving the mouse. Once the star is the required size, release the **LEFT** mouse button and the star will be drawn. The option will continue until the **RIGHT** mouse button is pressed.

### *Adding A Star To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Star* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required star.
4. Press and hold the **LEFT** mouse button - a star is given.
5. Size the star by dragging the mouse.
6. Release the button when the star is the correct size.
7. To finish the option, press the **RIGHT** mouse button.
8. The star will be drawn in the current colour.

## Curve

The **Curve** option allows curves to be drawn in the design. A curve is specified by entering a series of points, then the program will draw a line which passes smoothly through the points. When the option is selected, move the cursor to where the curve should start and press the **LEFT** mouse button. A small filled square will be drawn to show the start of the curve, then move the cursor to the next point and press the **LEFT** mouse button. A small hollow square will be drawn showing the line the curve will follow. Continue until all the points have been placed then press the **RIGHT** mouse button to finish the option and the curve will be drawn.



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By double clicking the **LEFT** mouse button on a small hollow square, it will change to a filled square that represents the start or end of a curve. By placing two consecutive filled in squares a line will be drawn, so a mixture of straight lines and curves can be used.

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### *Adding Curves To A Design*

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Curves* - a cross-hair cursor is given.
3. Move the cross-hair to the start of the required line.
4. Press the *LEFT* mouse button - a small filled square is placed.
5. Move the cursor to the next point in the curve.
6. Press the *LEFT* mouse button - a small hollow square is placed.
7. Repeat Nos. 5 & 6 to extend the curve.
8. To finish the option, press the *RIGHT* mouse button.
9. The curve will be drawn in the current colour.

## **Draw Filled Shape**

This gives a menu containing the options ***Poly Line, Square, Rectangle, Diamond, Circle, Ellipse, Arc, Triangle, Angled Square, Pentagon, Hexagon, Octagon, Star, Curve*** and ***User Definable Shapes***. [See the relevant option in the sub-menu *Draw Shape* in the *Draw Menu* for more details on drawing the shape]. These shapes can be filled with a solid colour or pattern.

### *Adding Filled Shapes To A Design*

1. Select *Draw Filled Shape* from the *Draw* menu - a sub-menu is given.
2. Select the required shape - a cross-hair cursor is given.
3. Position the shape in the required position.
4. To finish the option, press the *RIGHT* mouse button.

## **Flood Fill**

***Flood Fill*** allows areas of the design to be filled quickly and simply by just selecting a point within the area to fill from. When the option is selected a cross-hair cursor will be given. Move the cross-hair to a point within the area to be filled and press the ***LEFT*** mouse button. Once this has been done the area will be filled starting from that point. If the ***DELETE*** key is pressed instead then the area pointed to by the cursor will be removed. The option will continue until the ***RIGHT*** mouse button is pressed.



***Flood Fill*** will only fill connecting areas to the point chosen, if there is an area that doesn't require filling then disconnect them by adding a barrier of another colour.



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When filling areas in this way, it is important that the area required must be entirely contained within a shape, otherwise the flood fill will wander outside of the region required.

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### *Flood Filling An Area Of The Design*

1. Select *Flood Fill* from the *Draw* menu - a cross-hair cursor is given.
2. Select the colour in the palette to fill with.
3. Move the cursor to within the required area to be filled.
4. Press the *LEFT* mouse button.
5. To finish the option, press the *RIGHT* mouse button.

Or

1. Select the colour in the palette to fill with.
2. Select the *Flood Fill* button from the toolbar - a cross-hair cursor is given.
3. Move the cursor to within the required area to be filled.
4. Press the *LEFT* mouse button.
5. To finish the option, press the *RIGHT* mouse button.

## Insert Design

This option will allow a file to be inserted into the current design. After selecting **Insert Design** in the **Draw** menu, a dialog is given from which the chosen file can be selected. A list of the file formats supported is given in **Convert Image** in the **Convert** menu, as well as Easy Bead files. Once the file has been selected a box is given, use this to place the design, the colours will be matched to the current palette.

Should you not require to see the actual area that is being inserted then by pressing the **Space Bar** only the outline of the box is shown. The area may also be rotated, reflected and scaled before it is pasted, this is done by pressing the following keys:

<b>T</b>	To rotate the area anti-clockwise by 90 degrees
<b>R</b>	To mirror the area
<b>J</b>	To flip the area
<b>Page Up</b>	To enlarge the area
<b>Page Down</b>	To reduce the area

The option will continue until the **RIGHT** mouse button is pressed.



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When enlarging/reducing an area, the scale is in integer amounts only.

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### Inserting A Design

1. Select **Insert Design** from the **Draw** menu - the **Open** dialog is given.
2. Select the required file from the list - a box is given.
3. If the file is not in the list, then use the File Selector to locate the *file* (See *Using The File Selector* section in the *Open* section of the manual).
4. Use the box to place the design.
5. Press the **LEFT** mouse button.
6. To finish the option, press the **RIGHT** mouse button.

## Browse Insert Design

This option allow previews of files to be seen before they are selected. Select **Browse Insert Design** in the **Draw** menu, a dialog is given showing up to six previews. More files can be viewed by using the scroll bar. By clicking on a preview and pressing **OK**, the selected file will be inserted.



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The first time a preview of a design is drawn, a few moments can be taken due to the complexity of bead designs.

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The file type can be set by selecting the required type from the **File Type** drop down list. The number of files can be reduced by entering the start of the filename in the box provided, i.e. b\*.bmp, would list only Bitmap files beginning with the letter b.

To change the folder, select the required folder from the list given on the left hand side.

### Browsing Insert Design Files

1. Select **Browse Insert Design** from the **Draw** menu - the **Open** dialog is given.
2. Use **Select Folder** button to change folder if required.
3. Click on the required file's preview.
4. Select **OK**.

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## Motif Menu

### Draw

To use a motif from a library, select the **Draw** option from the **Motif** menu. This will give the Motif Browser showing all the motifs, use the scroll bar to view more. When the pointer moves over a motif, tooltips will appear giving the motif size and title. Set the **Library** and/or **Category** to view different libraries or categories. Once the required motif has been selected then select **OK** to place it in the design.

The motif will then be drawn, continue placing copies as required. Should you not require to see the actual area that is being placed then by pressing the **Space Bar** only the outline of the box is shown.

The area may also be rotated, reflected and scaled whilst being positioned by pressing the following keys:

<b>T</b>	To rotate the area anti-clockwise by 90 degrees
<b>R</b>	To mirror the area
<b>J</b>	To flip the area
<b>Page Up</b>	To enlarge the area
<b>Page Down</b>	To reduce the area



When enlarging/reducing an area, the scale is in integer amounts only.

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To finish the option at any point, press the **RIGHT** mouse button.

The standard wildcard rules can be used to list all motifs containing specific words.

Typing **Heart\*** in the **Title** drop down list will give all motifs beginning with Heart.

Typing **\*Heart** in the **Title** drop down list will give all motifs ending with Heart.

Typing **\*Heart\*** in the **Title** drop down list will give all motifs which contain Heart.

Similarly these can be used within the **Library** or **Category** drop down lists to locate specific ones.

**Add To Motif Pad** allows motifs to be added to the motif pad that sits to the right of the design, use **Motif Pad** in the **View** menu to have the pad visible. To place a motif from the pad into a design, select the required motif and move the cursor to the position in the design and press the **LEFT** mouse button.



When a motif is drawn, it is automatically added to the **Motif Pad**, if the **Automatically Add Used Motifs** is selected in the **Motif Pad** option from the **View** menu.

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To use the selected motif to create a motif border, select the **Shape** button and then the required border shape from the pop-up menu given. A cross-hair will be given, use this to place the shape; the position of the motifs will be shown by boxes [see *Draw menu for further information on drawing shapes*]. In the case of circles and ellipses Easy Bead will try to make them as symmetrical as possible, but for small shapes though this will not always occur.

#### Selecting A Motif From The Motif Library

1. Select **Draw** from the **Motif** menu - the **Draw** dialog is given.
2. Set the **Library** and/or **Category** to the required values.
3. Select required motif.
4. Select **OK**.
5. Position the box by using the mouse.
6. Press the **LEFT** mouse button.
7. To place another copy repeat Nos. 4 and 5.
8. To finish the option, press the **RIGHT** mouse button.



### *Adding Motifs To The Motif Pad*

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Alter the *Library*, *Category*, and *Title* settings to show the required motifs.
3. Select the *Add To Motif* button.
4. Repeat steps 2, 3 as required.
5. Select *OK*.

### *Placing A Motif Selected From The Motif Pad*

1. Move the cursor to the required motif and press the *LEFT* mouse button.
2. Move the cursor to the position on the design for the motif and press the *LEFT* mouse button.
3. To finish the option, press the *RIGHT* mouse button.

### *Creating A Motif Border*

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Set the *Library* and/or *Category* to the required values.
3. Select required motif.
4. Select *Shape* - a pop-up menu is given.
5. Select the required shape - a cross-hair is given.
6. Place the shape.
7. To finish the option, press the *RIGHT* mouse button.

## **Edit Motif Library**

The ***Edit Motif Library*** option allows motifs to be added or deleted and to edit their name/location. When this option has been selected the Motif Browser dialog is given with the ***Add***, ***Add Folder***, ***Edit***, ***Edit All***, ***Delete*** and ***Delete All*** options.

To ***Add*** a motif, it needs to exist as a motif file (.WSY). First select ***Add*** and the name from the list of motif files from the ***Open*** dialog; the ***Add Motif to Library*** dialog is given, set the ***Library***, ***Category*** and ***Title*** as required and select ***OK***.

To add multiple motifs, select ***Add Folder*** and the required folder, set the required ***Library*** and ***Category*** and select ***OK***. The program will then scan the selected folder for motifs and add them to the library using the given ***Library*** and ***Category***. The title for the motif will be the same as the motif's filename.

To edit the ***Library***, ***Category*** and ***Title*** entries for a motif, select the required motif and then the ***Edit*** option, which will give a dialog where the changes can be made. When the required changes have been made by typing in the new details, select ***OK***. This can be used to change the location of a motif to a new or different library/category.

To edit multiple motifs, alter ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Edit All***. Enter the new ***Library*** and/or ***Category*** name as required and select ***OK***.

To delete a motif from the library, select the required motif and then the ***Delete*** option, confirmation will be requested before the motif is deleted to prevent accidental losses.

To delete multiple motifs, alter ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Delete All***, confirmation will be requested before the motifs are deleted to prevent accidental losses.

Other options that are given are ***Close***, to leave when finished making changes and ***Help***.

The option to enter any new motif into a library will be offered when saving a motif by using the ***Save Motif*** option from the ***Motif*** menu. Once the motif has been saved using the ***Save Motif*** option, the ***Add Motif to Library*** dialog is given with the motif filename given as the ***Title***.

#### *Adding A Motif To The Motif Library*

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select *Add* button - the *Open* dialog is given.
3. Select the required motif file - the *Add Motif To Library* dialog is given.
4. Type in the required information.
5. Select *OK*.
6. Select *Close* to return to the design.

#### *Adding Multiple Motifs To A Library*

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the *Add Folder* button - the *Add Folder Of Motifs To Library* dialog is given.
3. Select the required folder.
4. Enter the *Library* name for the motifs by typing or using the drop down list.
5. Enter the *Category* name for the motifs by typing or using the drop down list.
6. Select *OK*.
7. Select *Close* to return to the design.

#### *Editing The Information About A Motif From The Motif Library*

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motif.
3. Select *Edit* button - the *Edit Motif* dialog is given.
4. Type in the new information as required.
5. Select *OK*.
6. Select *Close* to return to the design.

#### *Editing The Information About Multiple Motifs From The Motif Library*

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motifs using the *Library*, *Category* and *Title* settings.
3. Select *Edit All* button - the *Edit Multiple Motifs* dialog is given.
4. Enter new *Library* name for the motifs by typing or using the drop down list as required.
5. Enter new *Category* name for the motifs by typing or using the drop down list as required.
6. Select *OK*.
7. Select *Close* to return to the design.

#### *Deleting A Motif From The Motif Library*

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motif.
3. Select *Delete* button - the *Delete Motif* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

#### *Deleting Multiple Motifs From The Motif Library*

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motifs using the *Library*, *Category* and *Title* settings.
3. Select *Delete All* button - the *Delete Motif* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

## Save Motif

To save an area of the design as a motif, select **Save Motif** in the **Motif** menu, a cross-hair cursor will be given. Move the cross-hair to one corner of the area to be saved. Then press and hold down the **LEFT** mouse button and drag to the second corner. The name of the motif can be entered. Motif files are saved with the extension WSY. Another dialog is then given where the **Library**, **Category** and **Title** information for the motif's entry in the library should be entered.

This option can also be used without selecting the menu option, by moving the mouse to the first corner of the area to be saved and pressing **B**.

To finish the option without saving the motif, press the **RIGHT** mouse button.

### *Saving A Motif*

1. Select *Save Motif* from the *Motif* menu - a cross-hair cursor is given.
2. Press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK* - the *Add Motif to Library* dialog is given.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press *B* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK*.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

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# Palette Menu

## Select Colour

**Select Colour** in the **Palette** menu allows a colour in the palette to be changed to one from the bead charts or your own [see *Setup Bead Charts for details on creating your own bead charts*]. Choose the colour to be changed and then the option. A dialog is given showing the charts and the current palette, use the tabs to select the required chart - the top row of tabs select the manufacturer and the second row the chart. Select the required colour from the chart by using the mouse or by typing the number in the edit box at the bottom. To view more of the chart use the slider at the bottom. A small white box is displayed in the top left corner of any colour that is in the current palette, if the colour is in the palette more than once it will be a red box.

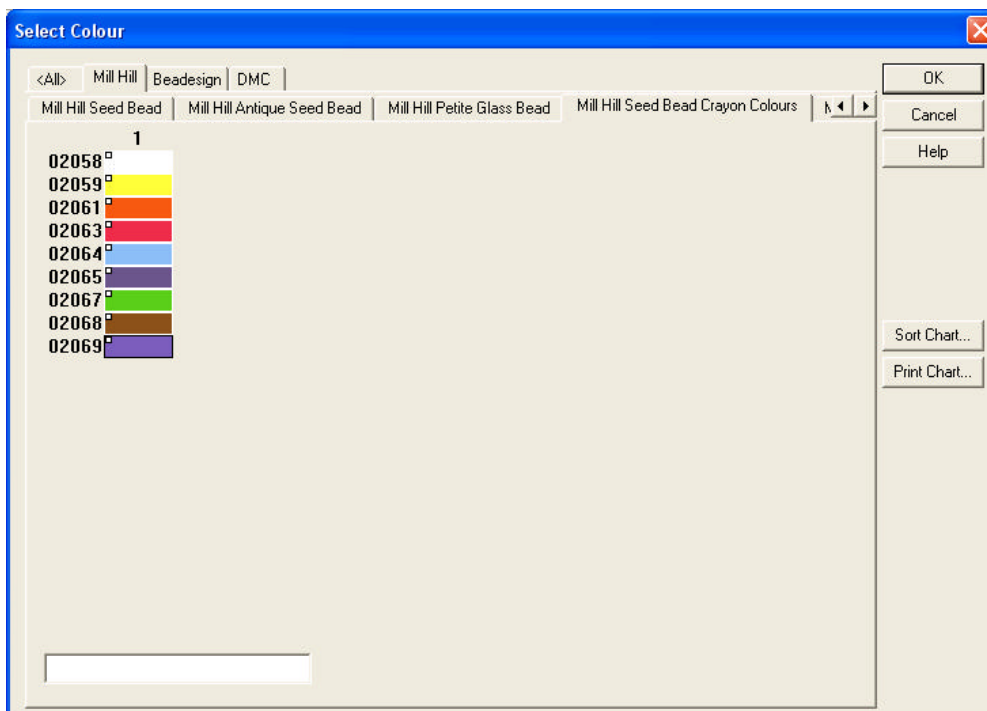
The chart can be displayed in either **Chart** or **Number Order**, select the **Sort Chart** option and then the required order.

To print the chart select the **Print Chart** option - the Print Chart dialog is given. Select the number of **Columns** required. Select the required checkboxes for the items to print from **Print Colour Boxes**, **Print Colour Numbers**, **Print Colour Names**, **Print RGB Values**, **Print CSI Values**. RGB are Red, Green and Blue values; CSI are Colour, Saturation and Intensity values.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without selecting a colour and **Help**.

If the colour is changed by using this option, then the corresponding name and number will be given, as well as clearing the other manufacturers numbers.

If the chart is being displayed in a manufacturers approximations using the **Colour Schemes** option then the other numbers will not be cleared.



*Select Colour dialog*

### *Changing A Colour In The Palette For Another Colour From The Bead Charts*

1. Select the colour in the palette you wish to change.
2. Select **Select Colour** from the **Palette** menu - the **Select Colour** dialog is given.
3. Use the tabs to select the required bead chart.
4. Select the required colour by using the mouse or typing the manufacturers number in the edit box.
5. To view more of the chart, use the slider.
6. Select **OK**.

Or

1. Select the colour in the palette you wish to change.
2. Select *Select Colour* button from the toolbar - the *Select Colour* dialog is given.
3. Use the tabs to select the required bead chart.
4. Select the required colour by using the mouse or typing the manufacturers number in the edit box.
5. To view more of the chart, use the slider.
6. Select *OK*.

## Add Colours

This option will allow colours to be added from the bead charts to the current palette, thus increasing the number of colours available. The maximum number of colours in a palette is 255. Once this option has been selected in the **Palette** menu, select the required bead chart by using the tabs. Colours can be selected from any of the bead charts and will be added to the same palette.

Colours can be selected by using the mouse or typing the required colour numbers in the edit box at the bottom. Several colours can be selected by either method at one time. To view more of the chart use the slider at the bottom. As the colours are selected they are shown at the bottom of the dialog.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without adding a colour and **Help**.

### *Adding Colours To The Current Palette*

1. Select *Add Colours* from the *Palette* menu - the *Add Colours* dialog is given.
2. Use the tabs to select the required bead chart.
3. Select the required colours by using the mouse or typing the manufacturers number in the edit box.
4. Colours can be selected from more than one chart by using the tabs.
5. To view more of a chart, use the slider.
6. Select *OK*.

## Remove Colour

The **Remove Colour** option in the **Palette** menu will allow a single colour to be removed from the palette, even if it is being used. Select the colour to be removed from the palette, then the option and the colour will be removed from the palette. If the colour is used in the design a warning is given.

### *Removing A Colour From The Current Palette*

1. Select the colour in the palette to be removed.
2. Select *Remove Colour* from the *Palette* menu.

## Remove Unused Colours

By selecting this option any unused colours will be removed from the palette. Easy Bead will always leave at least one colour in the palette even if no colours are in the design.

### *Removing Unused Colours From A Design*

1. Select *Remove Unused Colours* from the *Palette* menu.

## Palette

### **New**

The **New** option allows you to create your own palette from any of the bead charts. To make your selection see the **Add Colours** option above. If no colours are selected then the program will automatically put a colour in the palette.

### *Creating A New Palette*

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *New* - the *New Palette* dialog is given.
3. Use the tabs to select the required bead chart.
4. Select the required colours by using the mouse or typing the manufacturers number in the edit box.
5. Colours can be selected from more than one chart by using the tabs.
6. To view more of a chart use the slider.
7. Select *OK*.

### **Open**

This option allows an existing palette to be loaded from disk. Select the **Open** option in the **Palette** sub-menu. Once this has been done, a list of existing palettes on the disk will be given from which one can be selected.

### *Opening An Existing Palette*

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Open* - the *Open* dialog is given.
3. Select the required palette from the list.
4. If the file is not in the list, then use the File Selector to locate the file (*See Using The File Selector in the Open section of manual*).

### **Save**

The option **Save** in the **Palette** sub-menu allows the current palette to be saved to disk and will request the name of the file before saving the palette.

### *Saving A Palette*

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Save* - the *Save As* dialog is given.
3. Type in the new Filename, or select the new (*See Changing Folders and Rules For Naming Files When Saving in the Open and Save sections of the manual*).
4. Select *OK*.

### **Make Default**

This option saves the current palette as bead.dpl and uses this as the default palette for new designs.

### *Making The Current Palette The Default Palette*

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Make Default*.

### **Sort**

**Sort Palette** in the **Palette** sub-menu will allow the palette to be sorted by the amount used, name, manufacturer number or manufacturer chart order. When the option is selected the required sort order can be chosen from the drop down list. If **Number** or **Chart Order** is selected and more than one bead range is used, then a further dialog is given so the different ranges can be sorted.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without sorting the palette and **Help**.

### *Changing Order Of The Palette*

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Sort* - the *Sort* dialog is given.
3. Select the required sort from the down list.
4. Select *OK*.

### *Sorting A Palette With Colours From More Than One Range*

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Sort* - the *Sort* dialog is given.
3. Set the sort to either *Number* or *Chart Order* from the down list - the *Sort Order* dialog is given.
4. Change the range order by using *Move Up* or *Down* as required.
5. Select *OK*.
6. Select *OK*.

### **Refresh Colours**

This option will adjust the colours in the palette to match the colours in a bead chart. This is useful if either the bead chart has been updated or the colours in the design have been changed and need to be reset. Once **Refresh Colours** has been selected from the **Palette** sub-menu select the required chart from the drop down list.

#### *Refreshing The Colours In A Palette*

1. Select *Palette* from the *Palette* menu - a sub-menu is given.
2. Select *Refresh Colours* - the *Refresh Colours* dialog is given.
3. Select the required chart from the drop down list.
4. Select *OK*.

## **Symbols and Beads**

The symbols and bead names that have been assigned by Easy Bead can be altered by using **Symbols and Beads** in the **Palette** menu. This will bring up the list of colours, names and symbols used within the current design for the beads. If the information does not fit on one screen then use the slider to see the rest. To have the information for **Current Colour** or **All Colours** displayed select the required radio buttons.

To modify the names of the colours, select the required name by using the mouse and then its contents can be changed. To modify the symbols being used, use the mouse to select the symbol you wish to change and then the new symbol from the list of available symbols. The symbols that are highlighted in yellow are the symbols that are currently in use, if a symbol is duplicated then it will be highlighted in red. The program will assign symbols according to the brightness of the colour, the darker the colour a more solid symbol is used.

When **Reassign Symbols** is selected then a dialog is given, select the required checkboxes to have the colour of the symbols changed automatically.



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The program will avoid the use of very light symbols, which will stop very similar looking symbols for light colours when they are printed in a small grid.

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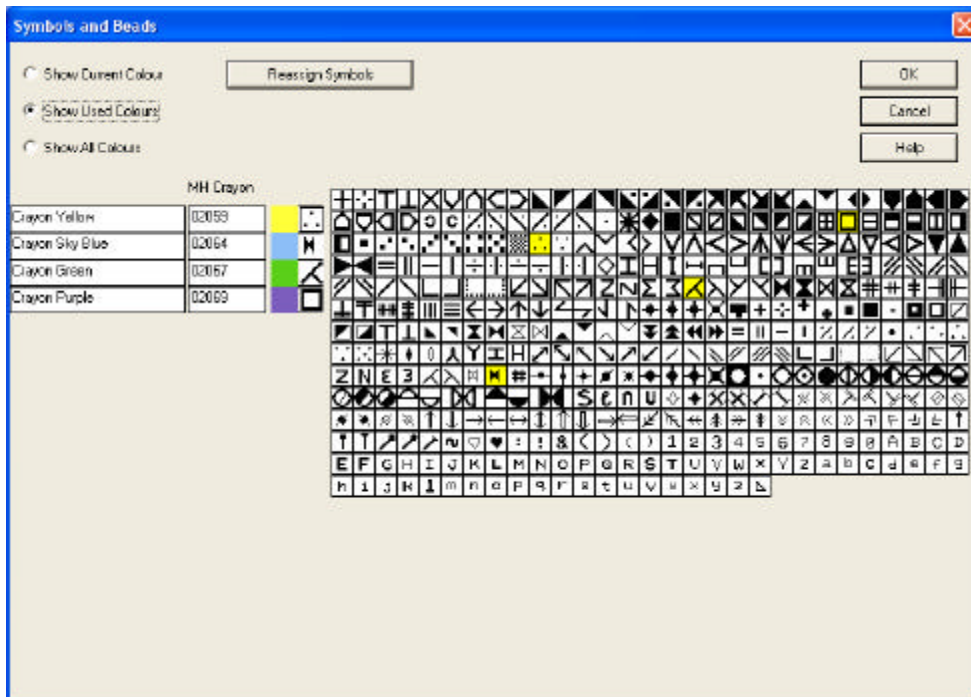
Other options that are given are **OK**, to save the changes, **Cancel**, to leave the option without saving the changes and **Help**.

#### *Changing All Colour Names And Symbols Used In The Design*

1. Select *Symbols and Beads* from the *Palette* menu - the *Symbols and Beads* dialog is given.
2. Select which colours will be listed by using the radio buttons.
3. Select the required name's edit box and then it can be changed.
4. Select the symbol to be changed and then the new symbol from the given list.
5. Select *Close* when finished.

#### *Reassigning Symbols*

1. Select *Symbols and Beads* from the *Palette* menu - the *Symbols and Beads* dialog is given.
2. Select the *Reassign Symbols* button - the *Reassign* dialog is given.

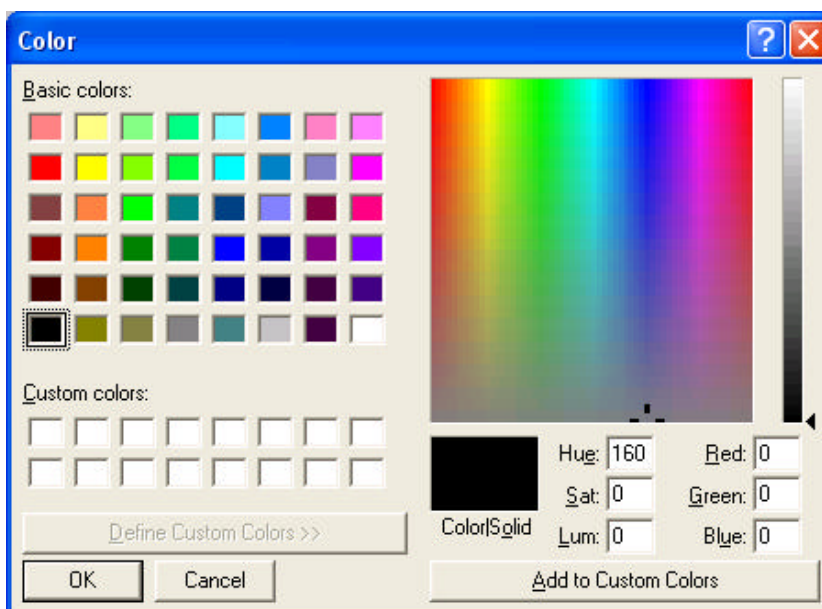


*Symbols and Beads dialog*

## Define Colour

The **Define Colour** option allows a colour from the palette to be defined to any colour or shade required. Select the colour to be defined from the palette and then select the option in the **Palette** menu or by pressing **Ctrl D**.

When the option has been selected, the define colour screen is given. To the left are the basic colours which helps when you start to define a colour. Next to that are the **Hue** (colour) range and the **Luminosity** (intensity) range. Below that are the colour which is being defined and the **Hue**, **Saturation** and **Luminosity** along with the **Red**, **Green** and **Blue** values. The colour which is being defined appears dithered and as a solid colour, it will always appear dithered regardless of the type of monitor being used.



*Define Colour dialog*

The position of the colour in the **Hue** and **Luminosity** range is marked by a cross. Each colour has a **Hue**, **Saturation** and **Luminosity** value. These values can be typed in, select the required box by using the mouse. Once this has been done a cursor will appear inside the box and it's contents can be changed.



Colours can also be defined by moving the cross around the two ranges. The colour range gives the **Hue** values starting from left to right (0-239) and the **Saturation** values from top to bottom (0-240). The **Saturation** value is a measure of the strength, a higher value gives a stronger colour and a lower value gives paler colour. The **Luminosity** value is a measure of the brightness, the range is shown from top to bottom (0-240), a higher value gives a brighter colour and a lower value gives a darker colour.

The Custom Colours are supplied by Windows and not Easy Bead, so ignore these.

Once the colour has been defined, press **OK** to end the option. This will keep the new colour in the palette while the program is still running, but will be lost when the program has been quit, unless the palette is saved.



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If the colour is changed by using this option, then the name and numbers will be cleared.

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#### *Defining A Colour*

1. Select *Define Colour* from the *Palette* menu - the *Windows Color* dialog is given.
2. Choose a colour which is approximately correct from the Basic Colours given.
3. Set the colours by any of the following methods.
4. Move the cross within the "rainbow" area of colour and the *Luminosity* arrow by using the mouse.
5. Set the *Hue*, *Saturation* and *Luminosity* numerical values by typing in the new values in the edit box.
6. Set the *Red*, *Green* and *Blue* values by typing in the new values in the edit box.
7. Select *OK*.

Or

1. Press *Ctrl D* - the *Windows Color* dialog is given.
2. Choose a colour which is approximately correct from the Basic Colours given.
3. Set the colours by any of the following methods.
4. Move the cross within the "rainbow" area of colour and the *Luminosity* arrow by using the mouse.
5. Set the *Hue*, *Saturation* and *Luminosity* numerical values by typing in the new values in the edit box.
6. Set the *Red*, *Green* and *Blue* values by typing in the new values in the edit box.
7. Select *OK*.

## Setup

### **Edit Bead Charts**

The **Edit Bead Charts** option allows the colours within a bead chart to be altered. After selecting the option a dialog is given showing the charts, use the tabs to select the required chart. Select the required colour from the chart by using the mouse, to view more of the chart use the slider at the bottom.

When the colour has been selected, values will appear in the **Red**, **Blue**, **Green** and **Colour**, **Saturation**, **Intensity** boxes. Use the given spin buttons to change the required values. The **Colour** value indicates the colour base; red is 0, green is 80 and blue is 160. The **Saturation** value is a measure of the colours strength, a higher value gives a stronger colour and a lower value gives a paler colour. The **Intensity** value is a measure of the colours brightness, a higher value gives a brighter colour and a lower value gives a darker colour.

By doing a right click on a colour, this will activate a popup menu giving access to **Cut**, **Copy**, **Paste** and **Delete**, and the following options.

**Edit Names** option will allow the number and description to be changed. Select the required edit box and type in the new values. Also given are **OK**, to continue, **Cancel**, to leave the option without changing the names and **Help**.

**Add Colour** will add a space below the current colour. Once the space has been added then the appropriate colour can be obtained by using **Define Colour**.

**Insert Colour** will add a space above the current colour. Once the space has been added then the appropriate colour can be obtained by using **Define Colour**.

**Define Colour** option allows the colour to be defined, [see *Define Colour in the Palette menu for more details on defining colours*].

**Add Column Break** option will add a column break below the current colour.

**Insert Column Break** option will add a column break above the current colour.

**Remove Column Break** option will delete the column break at the beginning of the current column.

Other options that are given in the **Edit Bead Charts** dialog are **OK**, to continue, **Cancel**, to leave the option without editing a colour, **Help**, **Save**, to save edits on the current chart and **Save All**, to save all edits on all charts.

#### *Editing A Bead Chart*

1. Select *Edit Bead Charts* from the *Palette* menu - the *Bead Charts* dialog is given.
2. Use the tabs to select the required bead chart.
3. Select the required colours by using the mouse.
4. Change the *Colour*, *Saturation* and *Intensity* values by using the spin buttons.
5. To view more of a chart, use the slider.
6. Colours can be edited from other charts by using the tabs to select the required chart.
7. Select *Save* to save changes in the current chart and *Save All* to save all changes made.
8. Select *OK*.

Also

1. Do a right click on a colour to activate a popup menu giving access to various other options that can be used to edit a bead chart.

#### **Set Chart Preference**

The **Set Chart Preference** option will allow your preference for which manufacturer ranges will be shown first in the **Bead Chart** dialog. The default palette can also be selected from the given list of available palettes.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without making any changes and **Help**.

#### *Setting The Manufacturer Preference*

1. Select *Set Chart Preference* from the *Palette* menu - the *Set Chart Preference* dialog is given.
2. Select the required bead manufacturer from the list.
3. Select a palette to become the *Default Palette* if required.
4. Select *OK*.

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# View Menu

## Redraw

To redraw the current design, use the **Redraw** option in the **View** menu or by pressing **W**.

### *Redrawing The Design*

1. Select **Redraw** from the **View** menu.

Or

1. Press **W**.

## Pan

This option allows you to move easily around the image, without changing the amount of grid displayed. If selected by using **Pan** in the **View** menu, then a cross-hair cursor will appear. Move this to the required centre of view and press the **LEFT** mouse button. The grid will be re-drawn with the selected position in the centre of the screen. This can be repeated to move across the entire design; the **Pan** option will work whilst carrying out other options.

Should the grid not re-display itself, or the selected position is not in the centre of the screen, then it means the limits of the grid have been reached and no more panning can be made in that direction. To finish the option press the **RIGHT** mouse button.

Panning can also be achieved by moving the cursor to the required centre of view and pressing **A**.

### *Moving Around A Design*

1. Select **Pan** from the **View** menu - a cross-hair cursor is given.
2. Move the cross-hair to the required centre of view.
3. Press the **LEFT** mouse button.
4. Press the **RIGHT** mouse button to leave the option.

Or

1. Move the cursor to the required centre of view and press **A**.

Or

1. Click and hold down the pointer on the current view rectangle on the design preview and drag to the new position.

## Zoom

The grid can be enlarged as required to make viewing easier by selecting the **Zoom** option in the **View** menu. A cross-hair cursor will appear, move this to one corner of the area to be enlarged. Then press and hold down the **LEFT** mouse button and drag to the second corner. When this has been done the grid will be redrawn to show this new area enlarged.

Alternatively the cursor can be moved to the first corner of the new area and the letter **Z** pressed.

To keep as much of the design on the screen as possible, the area shown may be slightly larger than selected to use up empty display space.

To finish the option press the **RIGHT** mouse button.

### *Zooming Into An Area Of Design*

1. Select **Zoom** from the **View** menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be enlarged, press and drag the **LEFT** mouse button - a box is given.
3. Release the button when the box is the correct size.

Or

1. Move the cursor to the required position on the design and press **Z** - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the **LEFT** mouse button.

Or

1. Select the *Zoom* button from the toolbar - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be enlarged, press and drag the *LEFT* mouse button - a box is given.
3. Release the button when the box is the correct size.

## Zoom In

A simpler method of zooming in on the grid is to use the **+** key or to select the **Zoom In** option in the **View** menu. This will have the effect of zooming in by a small factor. The **Zoom In** option will work whilst carrying out other options.

### *Zooming In By Small Amounts*

1. Select *Zoom In* from the *View* menu.

Or

1. Press the **+** key.

Or

1. Select the *Zoom In* button from the toolbar.

## Zoom Out

A simpler method of zooming out of the grid is to use the **-** key or to select the **Zoom Out** option in the **View** menu. This will have the effect of zooming out by a small factor. The **Zoom Out** option will work whilst carrying out other options.



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If this results in the squares becoming too small then symbols will be drawn as solid blocks. If the squares become very small then the grid will not be displayed.

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### *Zooming Out By Small Amounts*

1. Select *Zoom Out* from the *View* menu.

Or

1. Press the **-** key.

Or

1. Select the *Zoom Out* button from the toolbar.

## Zoom Back

The **Zoom Back** option in the **View** menu will select the previous view area, also the **<** key can be used. The **Zoom Back** option will work whilst carrying out other options.



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If this results in the squares becoming too small then symbols will be drawn as solid blocks. If the squares become very small then the grid will not be displayed.

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### *Going To The Previous View Area*

1. Select *Zoom Back* from the *View* menu.

Or

1. Press the **<** key.

Or

1. Select the *Zoom Back* button from the toolbar.

## Zoom Forward

The **Zoom Forward** option in the **View** menu will select the next view area (if the **Zoom Back** option has been performed), also the **>** key can be used. The **Zoom Forward** option will work whilst carrying out other options.

### Going To The Next View Area

1. Select *Zoom Forward* from the *View* menu.

Or

1. Press the > key.

Or

1. Select the *Zoom Forward* button from the toolbar.

## Full View

To re-display the grid at a size such that the entire grid can be seen, select the **Full View** option in the **View** menu or by pressing the **V** key. **Full View** will work whilst carrying out other options.



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If this results in the squares becoming too small then symbols will be drawn as solid blocks. If the squares become very small then the grid will not be displayed.

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### Viewing All Of A Design

1. Select *Full View* from the *View* menu.

Or

1. Press *V*.

## Normal View

This option will set the zoom level so that the size of squares on screen is as similar as possible to that of the actual size of the beads.



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The size on screen can depend on resolution settings within Windows for the monitor and graphics card.

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### Viewing The Design At The Size It Will Be Threaded

1. Select *Normal View* from the *View* menu.

Or

1. Select the *Normal View* button from the toolbar.

## Bead Display

After selecting **Bead Display** in the **View** menu, the display type of the palette and design can be selected from the appropriate drop down list. The choice of display types can be made from **Beads**, **Blocks**, **Colour Symbols**, **Black/White Symbols** or **Blocks with Symbols**.



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When the **Palette Bead Display** is set to symbols, then the **Current Colour** will be given as symbols.

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If the colours are being dithered, it is not recommended to set the bead display to colour symbols or symbols in colour blocks as they may be of poor quality.

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The design bead display can also be changed by pressing **X** until the required type is shown.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without changing the bead display and **Help**.

### Changing The Bead Display

1. Select *Bead Display* from the *View* menu - the *Bead Display* dialog is given.
2. Select the type of bead display for the design and/or palette from the drop down list.
3. Select *OK*.

Or

1. Pressing *X* will toggle between the various bead displays for the design.

## Grid Colours

To change the **Grid** and **Background** colours select **Grid Colours** in the **View** menu. **Grid Colours** can be selected from the appropriate drop down list. The choice of colours can be made from User defined, White, Light Grey, Medium Grey, Dark Grey and Black. **Background Colours** can be selected from the appropriate drop down list. The choice of colours can be made from User defined, White, Cream or Black. By selecting the colour square a full range of colours is given to choose from.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without changing the colours and **Help**.

### *Setting The Grid Colours*

1. Select **Grid Colours** from the **View** menu.
2. Select the **Grid** colours from the drop down lists.
3. Select **OK**.

### *Setting The Background Colours*

1. Select **Grid Colours** from the **View** menu.
2. Select the **Background Colours** from the drop down lists.
3. Select **OK**.

## Grid

The grid can be turned on or off by selecting **Grid On** and **Grid Off** in the **Grid** sub-menu in the **View** menu. By pressing the letter **G**, the display of the grid will toggle on and off. This can make the design clearer when looking at a large area, or to see more clearly what the design will look like when sewn.

### *Turning The Grid On*

1. Select **Grid** from the **View** menu - a sub-menu is given.
2. Select **Grid On** from the **Grid** sub-menu.

Or

1. Pressing **G** will toggle between **Grid On** and **Grid Off**.

### *Turning The Grid Off*

1. Select **Grid** from the **View** menu - a sub-menu is given.
2. Select **Grid Off** from the **Grid** sub-menu.

Or

1. Pressing **G** will toggle between **Grid On** and **Grid Off**.

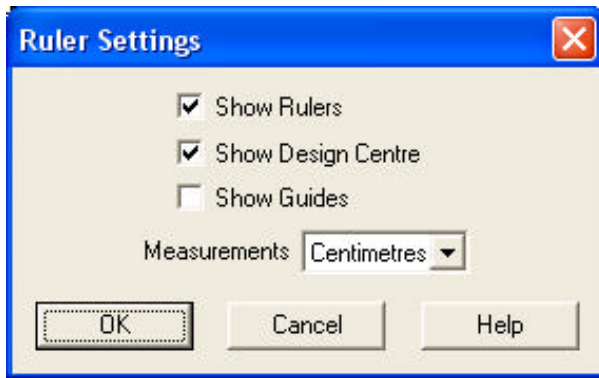
## Ruler Settings

When **Ruler Settings** in the **View** menu is selected, a dialog is given with which changes can be made to how the rulers are displayed. Use the given checkboxes to have the **Rulers**, **Design Centre** marks and/or **Guides** shown on screen. The **Measurements** of the rulers can be set to **Beads**, **Centimetres** or **Inches** by using the drop down list.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without making any changes and **Help**.

### *Altering The Display Of The Rulers*

1. Select **Ruler Settings** from the **View** menu - the **Ruler Settings** dialog is given.
2. Select the **Show Rulers** checkbox to cause the rulers to appear.
3. Select the **Show Design Centre** checkbox to cause the centre arrows to appear.
4. Select the **Show Guides** checkbox to cause any set guide lines to appear.
5. Select the **Measurements** drop down list to change the units of measurements displayed on the rulers.



*Ruler Settings dialog*

## Motif Pad

**Motif Pad** in the **View** menu allows the settings for the **Motif Pad** to be altered. Select the given checkboxes to **Show Motif Pad** or **Automatically Add Used Motifs** and use the given spin button to set the **Maximum Number of Motifs**. The maximum number of motifs allowed is 100 but the default limit is 15, when the limit is reached the oldest ones will be removed. If **Automatically Add Used motifs** is selected then motifs selected from the library will automatically be added to the pad.

### *Showing The Motif Pad*

1. Select *Motif Pad* from the *View* menu - the *Motif Pad* dialog is given.
2. Select *Show Motif Toolbar* checkbox.
3. Select *Automatically Add Used Motifs* checkbox.
4. Alter the *Maximum Number of Motifs* by using the spin button.
5. Select *OK*.

## Toolbar List

To remove or reinstate a toolbar, select or deselect the required toolbar from the bottom of the **View** menu. *[See Toolbar Buttons in the Tools menu for details on selecting which buttons are displayed.]*

### *Displaying A Toolbar*

1. Select *General Toolbar* from the *View* menu. This will turn the display of the toolbar on or off.

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## Tools Menu

### Crop

**Crop** allows the grid to be reduced by removing unwanted areas from around the actual design. When the option is selected by using **Crop** in the **Tools** menu, a cross-hair cursor will appear. Move the cursor to the first corner of the area to be kept and press and hold the **LEFT** mouse button. A box will appear which can be sized to cover the area to be kept, then release the **LEFT** mouse button.

This option can also be used without selecting the menu option, by moving the mouse to the first corner of the area required and pressing **O**.

To leave the option at any point without making any changes, press the **RIGHT** mouse button.

#### *Decreasing The Size Of The Design*

1. Select **Crop** from the **Tools** menu - a cross-hair cursor is given.
2. Move the cross-hair to the first corner of the area to be kept.
3. Press and hold down the **LEFT** mouse button whilst dragging to the second corner - a box is given.
4. Release the button when the box is the correct size.

Or

1. Move the cross-hair to the first corner of the area to be kept.
2. Press **O** - a box is given.
3. Set the size of the box by moving the mouse.
4. Press the **LEFT** mouse button.

### Extend

**Extend** allows the size of the grid to be increased to give additional space for the design. To use this option, select **Extend** in the **Tools** menu or press the letter **E**. The number of squares to increase the grid size in the given directions should then be set.



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If a negative value is entered the design size will be reduced.

---

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without extending the design and **Help**.

#### *Increasing The Size Of The Design*

1. Select **Extend** from the **Tools** menu.
2. Set the number of squares to increase the grid size in the given direction.
3. Select **OK**.

Or

1. Press **E**.
2. Set the number of squares to increase the grid size in the given direction.
3. Select **OK**.

### Insert/Delete Rows/Columns

**Insert/Delete Rows/Columns** option will allow extra space to be added or removed from within a design. Once the option has been selected a cross-hair will be given, move the cursor to where the columns/rows are to be inserted/deleted and press the **LEFT** mouse button. A dialog is given, on which select how many rows or columns are to be **Inserted** or **Deleted**, by using the given radio buttons and spin buttons.



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Inserted rows will appear above the selected square and columns will appear to the left of the selected square. Deleted rows will start from the selected square and work down, and columns will start from the selected square and work to the right.

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Other options that are given are **OK**, to continue, **Cancel**, to leave the option and **Help**.



### *Adding/Deleting Rows From The Design*

1. Select *Insert/Delete Rows/Columns* from the *Tools* menu - a cross-hair cursor is given.
2. Move the cursor to where rows are to be added/deleted and press the *LEFT* mouse button - the *Insert/Delete Rows/Columns* dialog is given.
3. Select *Insert* or *Delete* as appropriate.
4. Set the number of rows by using the spin button.
5. Select *OK*.

### *Adding/Deleting Columns From The Design*

1. Select *Insert/Delete Rows/Columns* from the *Tools* menu - a cross-hair cursor is given.
2. Move the cursor to where columns are to be added/deleted and press the *LEFT* mouse button - the *Insert/Delete Rows/Columns* dialog is given.
3. Select *Insert* or *Delete* as appropriate.
4. Set the number of columns by using the spin button.
5. Select *OK*.

## **Scale**

The **Scale** option allows the design to be scaled to a different size. When the option is selected from the **Tools** menu, the original design size is given. The scale factors can be set by using the spin buttons i.e. 1.5 means enlarge by 50%, then the new **Height** and **Width** values will be given, or the required **Height** and **Width** values can be set by using the spin buttons. Select **Keep the same aspect ratio** to ensure that the proportions of the design are preserved - this option ensures that the **Width** and **Height** scales are kept the same.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without scaling the design and **Help**.

### *Scaling A Design Up Or Down*

1. Select *Scale* from the *Tools* menu.
2. Select *Keep the same aspect ratio* to ensure that the proportions of the design are preserved.
3. Set the *Scale Factor* by using the spin buttons or the new *Height* and *Width*.
4. Select *OK*.

## **Rotate/Reflect Design**

**Rotate/Reflect Design** allows the whole design to be rotated by multiples of 90° and/or reflected horizontally. When the option is selected by using **Rotate/Reflect Design** in the **Tools** menu, a dialog is given. Select the required radio button to have the design rotated by **90**, **180** or **270** degrees, to reflect a design select the given checkbox.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without rotating or reflecting a design and **Help**.

### *Rotating A Design*

1. Select *Rotate/Reflect Design* from the *Tools* menu - the *Rotate/Reflect Design* dialog is given.
2. Select the *90°*, *180°* or *270°* radio button.
3. Select *OK*.

### *Reflecting A Design*

1. Select *Rotate/Reflect Design* from the *Tools* menu - the *Rotate/Reflect Design* dialog is given.
2. Select the *Reflect* checkbox.
3. Select *OK*.

## Centre Design

**Centre Design** in the **Tools** menu will centre the design within the grid area.

*Centring The Design Within The Grid Area*

1. Select **Centre Design** from the **Tools** menu.
2. Answer **Yes** when asked for confirmation.

## Adjust Bead Grid

The **Adjust Bead Grid** option will allow the **Width** and **Height** of the beads to be changed independently. Set the **Width** and **Height** of the beads by using the given spin buttons.

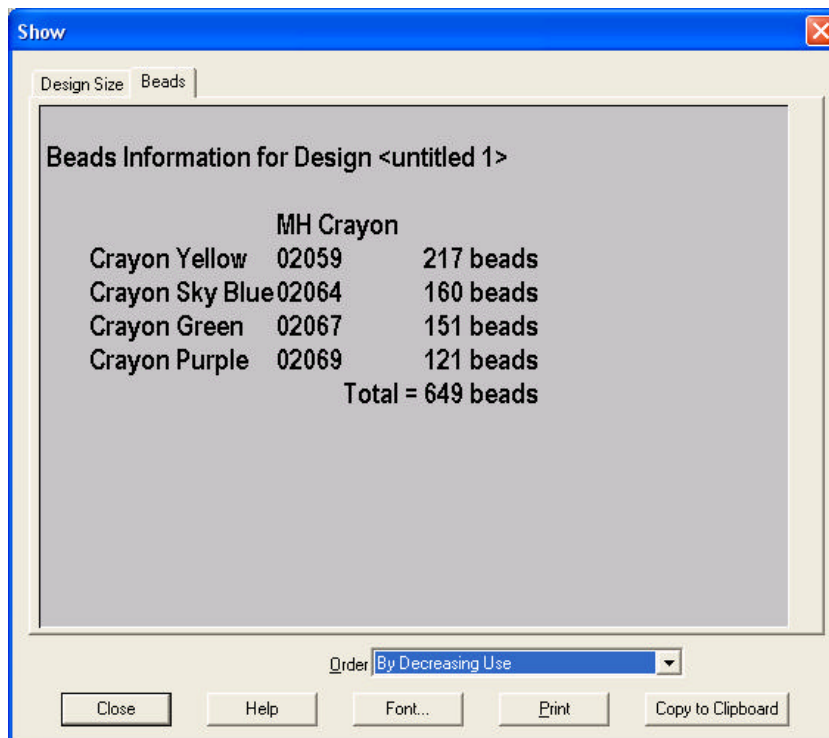
Other options that are given are **OK**, to continue, **Cancel**, to leave the option without changing the width and height of the beads and **Help**.

*Changing the Bead Width and Height Values*

1. Select **Adjust Bead Grid** from the **Tools** menu.
2. Set the new **Width** and **Height** of the Bead size.
3. Select **OK**.

## Show

The **Show** option will give details of the amount of each colour used in the design. Information is given on the **Design Size** and **Beads**. This option is selected by **Show** in the **Tools** menu or by pressing the letter **I**.



*Show dialog*

**Font** will allow the font used in the **Show** option to be changed, this font change is independent of others. To leave **Show**, select the **Close** button on any page and to print the information on a specific page, press the **Print** button. The information can also be **Copy to Clipboard** by selecting the relevant button. The **Order** of which the information appears can be sorted by selecting the required order from the drop down list.

### Viewing The Design Statistics

1. Select *Show* from the *Tools* menu.
2. Use the tabs to select other pages.
3. Select *Print* to print a specific page.
4. Select *Copy to Clipboard* to copy a specific page to the Windows Clipboard.
5. Select *OK* to leave the option.

Or

1. Press *I*.
2. Use the tabs to select other pages.
3. Select *Print* to print a specific page.
4. Select *Copy to Clipboard* to copy a specific page to the Windows Clipboard.
5. Select *OK* to leave the option.

### Altering The Font Used In The Show Option

1. Select *Show* from the *Tools* menu - the *Show* dialog is given.
2. Select *Font* button - the standard Windows *Font* dialog is given.
3. Select the required font.
4. Select *OK*.
5. Select *Close*.

## Options

The Easy Bead program can be configured to give your personal choice for some of the option settings in the design. When **Options** in the **Tools** menu is selected, a list of options will be given. These options can be selected by using the given buttons.

The **Units of Measurements** used within the program can be altered by using the drop down list. .

**Show Area to Place** will display the area being placed in the **Insert Design, Copy, Move, Paste** and **Draw Motif** options. Use the checkbox to turn the option on and off, this option can also be used without selecting the menu option by pressing the **Space Bar** when placing an area.

**Undo** will be turned on every time Easy Bead is run if the **Undo On** button is selected.

**Undo Memory** sets the maximum amount of memory in KB which the **Undo** option can use. When working on large designs this will prevent the program from using too much memory. The normal setting is 4096KB, for machines with low memory this value should be reduced to approximately half your memory. The program will only use the memory as it is required.



If your computer has low memory, then the speed of the options may be reduced if the Undo option is on. So by turning the Undo off, the time taken can be reduced.

When **Remind to Save Design Every** is selected then the program will popup a reminder to save the given design. Use the given spin button to set the length of time between each reminder.

When **Auto Backup** is selected, the program will generate backup files of modified designs roughly every five minutes, the default setting is on. If a crash occurs, then the next time Easy Bead is used it will ask if the backup files should be loaded. Select **Yes** to do so, if **No** is selected the files are lost and cannot be retrieved.



If there are a lot of designs in memory the program will save them in stages to prevent the program slowing down.

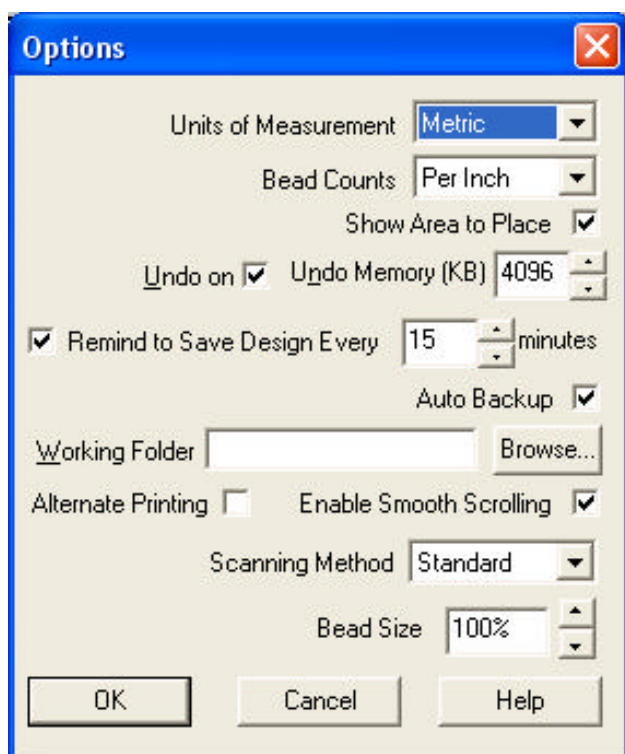
The **Working Folder** gives the default folder for design files when the program is first run.

The **Alternate Printing** uses a different method of sending information to the printer which can help if the printer driver runs out of memory - although it can take more memory within the program - this should only be used if problems occur during printing. The program scrolls in a smoother fashion (less screen redrawing) when using the scroll bars. Due to the way this is implemented, to make it work at a reasonable speed, there may be the occasional graphics card/driver which does not handle this properly, so the features can be disabled by removing the tick from the **Enable Smooth Scrolling** checkbox.

The **Scanning Method** should only be changed if you are experiencing failures when scanning, select **Method 1** or **Method 2** from the drop down list.

The **Bead Size** can be altered by using the given spin button to change the size, this can make the grid stand out and so create an easier chart to follow.

Other options are **OK**, to save the values given to file, this will have the result of giving these values whenever the Easy Bead program is run. If the **Cancel** option is selected then no changes will be made and the original values will still be used and **Help**.



*Options dialog*

#### *Changing The Program Settings*

1. Select *Options* from the *Tools* menu - the Options dialog is given.
2. Set the *Units of Measurement* by using the drop down list.
3. To have the *Show Area to Place* on, then select the given checkbox.
4. To have the *Undo* option working, then select the given checkbox.
5. To set the *Undo Memory* use the spin button.
6. To have the *Remind to Save Design* on, then select the given checkbox and set the time.
7. To have the *Auto Backup* on, then select the given checkbox.
8. To change the *Working Folder*, select the *Working Folder* edit box and type the required folder.
9. To have the *Smooth Scrolling* on, then select the given checkbox.
10. To change the *Scanning Method*, use the given drop down list.
11. To change the *Bead Size*, use the spin button.
12. Select *OK*.

## Toolbar Buttons

Once **Toolbar Buttons** in the **Tools** menu is selected, a dialog is given. Select the required toolbar by selecting the given tab, then select or deselect the required options by using the given checkboxes.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without saving the changes and **Help**.

### *Changing Which Options Appear On The Toolbars*

1. Select *Toolbar Buttons* from the *Tools* menu - the *Toolbar Buttons* dialog is given.
2. Select the tab for the toolbar you wish to alter.
3. Select or de-select the checkboxes for the buttons you wish altering.
4. Select *OK*.

---

# Undo Menu

## Undo

The **Undo** facility allows up to 100 options to be undone, this allows the edits made to the design to be undone if a mistake has been made.

## Undo Off

The **Undo Off** option will disable the **Undo** facility and prevent any more copies of the design from being saved. This may be required due to the limits of memory when running the program from floppy disk. Should you wish to make this the default option then the configuration for Easy Bead can be changed to allow this. [See *Options in the Tools menu for further information.*]

*Turning Undo Off*

1. Select *Undo Off* from the *Undo* menu.

## Undo On

The **Undo On** option will turn the **Undo** facility on. This is the default option for Easy Bead unless set otherwise in the **Options** option. Up to a maximum of 100 options can be undone.

*Turning Undo On*

1. Select *Undo On* from the *Undo* menu.

## Redo

The **Redo** option will undo the last undo. Up to 100 redoes can be made according to how many options have been undone.



If any edits are made to the design, the **Redo** option will not be available.

---



If several options are undone in one go the **Redo** option will only go back one option each time it is selected.

---

*Redoing An Undone Option*

1. Select *Redo* from the menu.

Or

1. Select the *Redo* button from the toolbar.

## List of Options that can be Undone

A list of options which can be undone is given at the end of the **Undo** menu. If more than 10 options have been used then only the last 10 can be selected at any one time.

*Selecting An Option To Be Undone*

1. Select the *Undo* menu, then the required option from the list given at the bottom of the menu.

Or

1. Select the *Undo* menu, then press the number corresponding to the required option.

Or

1. Select the *Undo* button from the toolbar and the last option will be undone.

---

# Window Menu

## Cascade

This option will cascade all of the active designs.

### *Cascading Active Designs*

1. Select *Cascade* from the *Window* menu.

## Tile

This option will tile all of the active designs.

### *Tiling Active Designs*

1. Select *Tile* from the *Window* menu.

## View Designs

**View Designs** in the **Windows** menu allows the designs that are currently loaded and not minimised to be compared side by side. When the option is selected a dialog is given, select how to display the designs by using the **Tile Vertically** or **Tile Horizontally** radio buttons. The default settings is to have the designs displayed in **Full View** mode, should you wish to change the **Zoom** of the design remove the tick from the **Full View** checkbox. Select either **Hide Rulers** or **Show Rulers** radio button as required to have rulers there or not.

Other options that are given are **OK**, to continue, **Cancel**, to leave the option without viewing the designs and **Help**.

### *Viewing The Designs Which Are Currently Loaded*

1. Select *View Designs* from the *Windows* menu - the *View Designs* dialog is given.
2. Select either *Tile Vertically* or *Tile Horizontally* radio button.
3. Select the required settings for rulers
4. Select *OK*.

## Close All

This option will close all active designs, if changes have been made then Easy Bead will allow the design to be saved.

### *Closing All Designs*

1. Select *Close All* from the *Window* menu.

## Arrange Icons

This option can be used to arrange minimised designs.

## List of Designs that can be selected

This lists the designs which are currently open, which can be used to switch between designs.

### *Switching Between Opened Designs*

1. Select the *Window* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *Window* menu, then press the number corresponding to the required file.

---

# Help

## Help

The on-line help facility gives access to the manual on screen. Help can be selected either by selecting one of the options below or alternatively if **F1** is pressed, help will be given about the current option.

### *Getting Help*

1. Select *Help* menu.

Or

1. Press *F1*.

Or

1. Selecting the *Help* button on the dialogs.

## Contents

This option gives the contents page of the Easy Bead on-line help. From this page information on other options can be found. This option can be selected by pressing **F1**.

## Search for Help On

This option gives a list of the various pages within Easy Bead on-line help. Select the required page for more details on that option.

## How to Use Help

This option gives details on how to use the Windows on-line help facilities.



---

# Troubleshooting

## Printing

Most printing problems that users have experienced with Easy Bead are related to incompatibility with older printer drivers. These problems can be corrected by obtaining the latest driver from the printers manufacturer. There should be no charge for this service. If there is then you should object as it is not the common practice. The problems have manifested themselves in the following ways.

**The program appears to be printing, but there is no printout produced, why?**

**An application error occurs while printing, why?**

**Why does the program takes a long time to print?**

Check the printer driver, most problems occur when using drivers supplied with the printer. Try either obtaining an update from the manufacturer or selecting a driver from the original Windows disks.

**Why does the program takes a long time to print, especially an imported image?**

Easy Bead needs to print a small bitmap or "picture" for every bead when printing symbols. This can take a long while for large designs, graphics printing takes a lot longer than text printing. If the design is from an imported image, then every square will initially have a bead. If the background colour is deleted then printing and other functions may speed up.

**When printing a design to my laser printer, only half of it appears, why?**

This is normally a result of the amount of memory available in your printer. Laser printers use their memory for a variety of tasks including fonts, buffers and the actual page being printed. If the printer does not have enough memory to store all this then only part of a page may be printed. There are several things which may help to solve this:

Print at a lower resolution

Print True Type fonts as graphics (normally set in the **Print Setup** option)

Print the design at a larger size and over several pages - this can simplify the information held in the printer at any one time

Set the **Print Margins** so that less of the paper is used

Add more memory to your printer

## Scanning

Many scanning problems can be corrected by obtaining an updated driver from the manufacturer. Some of the common problems are:

**When I select Acquire nothing happens, why?**

Try the **Select Source** option to select which TWAIN driver to use.

**When I select the Select Source option nothing happens, why?**

This is normally caused by no 32 bit TWAIN driver being installed. Check the disks supplied with the scanner for the appropriate driver or contact the manufacturer.

**The program crashes when I try to scan, why?**

A number of drivers appear to cause problems during scanning. Try obtaining the latest driver from the manufacturer.

**Failure to scan, why?**

Set the Scanning Method in Options from the Tools menu to another method.

## General

**Colours in the palette and design area appear grainy, why?**

If the monitor display is set to 16 colours then Windows will attempt to create additional colours by combining its 16 basic colours. This results in a pattern of dots being displayed. If your graphics card and monitor can support more colours, such as 256, then Easy Bead will automatically generate most, if not all, of its colours as solid.

**My images appear dark or “muddy” looking after importing, why?**

Adjust the brightness and/or contrast levels when importing it into Easy Bead.

**No grid appears when importing a design, why?**

When Easy Bead first displays a design, it tries to show as much as possible. Many imported designs are large, this means there is no room for the grid so it is automatically turned off. To see the grid, zoom into the design by using either the *Zoom* or *Zoom In* options.

**Matching to one thread chart when importing, does not give the other charts approximations?**

Because colour matching can be subjective, Easy Bead does not assign numbers for charts it does not directly match to. See *Colour Conversions* in the *Symbols and Threads* option in the Palette menu to generate the other charts approximations.

**Why does the program take a long time whilst editing an imported image?**

When an image is imported into Easy Bead all of the squares are converted including the background. By deleting the background colour, the program can speed up.

Usually the imported image is larger than the finished size. So by reducing the *File Size* when importing, the program can speed up.

**The program runs slowly and the hard disk light flashes a lot, why?**

This is caused by low memory. Turning the *Undo* option off or changing the amount of memory used in the *Options* option, will reduce the amount used.

Also having several designs open at once will use a lot of memory, so close any designs that you have finished with.

---

## Glossary of Terms

### Backdrop

When an image is imported as a backdrop, the image is loaded at the back of the grid instead of being converted into a design. Design work can be carried out on top of the image, which remains untouched.

### BMP Files

BMP is a file format used by other Windows programs. It is identified by the file extension .BMP.

### Box

The box is used in the editing options to show the program in which area of the design you wish the edit to occur.

### Button

The button allows commands to be performed, such as OK to finish a dialog or Cancel to finish without saving any changes made.

### Checkbox

This allows an option to be toggled on or off by clicking on the button. When on the box contains a tick when off the box is empty.

### Cross-Hair Cursor

Cross-hair is the large cross which appears on screen and is used to select the starting position of the box in editing options. Place the intersect of the cross over the position you wish a corner of the box to appear.

### Current Colour

This is the colour which will be used when adding stitches to the design. It is shown in the bottom left hand corner of the screen.

### Cursor

Cursor or mouse pointer is shown by the arrow on screen it is used to select the various options on screen.

### Default

The default settings are the ones given and will be used unless you select another.

### Define Colour

This will allow you to alter the colour, make it a bit darker, lighter or create a new colour should you wish.

### Design Area

Design area refers to the grid on screen on which the design is made.

### Dialog

Once an option is selected, a form may appear asking for information. It can contain spin buttons, drop down lists, edit boxes and other items.

### Drive

The drive specifies which disk is being used.

### Drop Down List

By clicking on the arrow, a list of available choices will be given in the form of a list.

### Edit Box

This is a box on screen where information is typed.

### File Extension

The three letters that appear after the full stop in filenames is the file extension. This shows the format of the file, which is set by the original program. For example WBD are Easy Bead designs, BMP are Windows bitmaps.

### File Format

The file format gives the information and how it is stored when the file is saved. Each format gives unique information, for example Easy Bead design files store stitch, colour, name and symbol information.

## **File Selector**

The file selector is used to save or load files from various folders.

## **Folder**

A folder is a location on the hard or floppy disk.

## **Flood Fill**

Flood Fill fills a given area with the current colour. This option will fill an area until it reaches the boundary. If the boundary has a gap then the flood fill will continue outside.

## **Function Key**

Function keys are the F1, F2, F3 etc. keys which are on the keyboard, normally at the top.

## **Hue**

The hue value of a colour shows it's position in the colour range (i.e. if it is a red or blue etc.). Permissible values for this are between 0 and 239.

## **Import**

To load a file created in another program is to import the file. A common use is to import images from a scanner package or clipart. Example files are TIFF and BMP.

## **Intensity**

The intensity value of a colour shows how bright the colour is. Permissible values for this are between 0 and 240. 0 is the lowest value which gives a dark colour and 240 is the highest value which gives a light colour.

## **JPEG Files**

These files are normally used for scanned pictures and give a very high compression ratio. The disadvantage is that some of the quality may be lost when it is saved, although this is not normally noticeable.

## **Kodak Photo CD**

This is a method developed by Kodak for storing photographs onto CD ROMS.

## **Luminosity**

The luminosity value of a colour shows how intense the colour is (i.e. how bright). Permissible values for this are between 0 and 240. 0 is the lowest value which gives a dark colour and 240 is the highest value which gives a light colour.

## **Menu**

The menus are given at the top of the screen and list all the options available in the program.

## **Mouse Grid Reference**

The position of the cursor or mouse pointer is given by X-Y co-ordinates in the bottom right corner of the screen. The co-ordinates start at the bottom left of the grid. The X is how many squares across and the Y is how many up.

## **PCX Files**

PCX is a file format used by other programs for example PC Paintbrush. It is identified by the file extension .PCX.

## **PNG Files**

this file format is intended to be a successor to GIF due to the licensing agreements imposed by UNISYS for the use of the GIF method of compressing data.

## **Prompt Line**

This is a line at the bottom of the screen which gives tips on the current option.

## **Radio Button**

A radio button is the circle next to the choices and when it is selected a small black circle appears inside. Only one radio button in a group can be selected at a time.

## **Redraw**

Refreshes the screen so that changes made can be displayed correctly.

**Resolution**

The resolution is a measure of the quality of the image. For cross stitch designs the resolution should be set at 100 dots per inch. Any higher gives a better image but is wasted when converting to cross stitch.

**Saturation**

The saturation value of a colour shows how strong the colour is. Permissible values for this are between 0 and 240. 0 is the lowest value which gives a pale colour and 240 is the highest value which gives a deep colour.

**Slider**

This can be either a horizontal or vertical bar with a button representing a position. The button can be dragged to scroll through lists or other information.

**Spin Button**

A spin button when clicked up or down will increase or decrease the value given.

**Status Line**

This is a line at the bottom of the screen which gives information on the status of the program, for example the current colour and mouse position.

**Sub-Folder**

A sub-folder is a folder inside a folder.

**Sub-Menu**

A sub-menu is a menu inside a menu.

**Tab**

Tabs allow the choice between several pages of information.

**Targa Files**

This file format is a common method of storing full colour scanned images.

**TIFF Files**

TIFF is a file format used by other programs for example scanning packages. It is identified by the file extension .TIF. The LZW compression is not supported by Easy Bead.

**User Definable Outline Shape**

This allows an outline to be drawn around the area to be copied or moved, which is useful when copying or moving intricate areas.

**Windows Clipboard**

The Windows Clipboard is a storage area where images and other information can be kept for use in other programs. When Windows is shut down the clipboard is cleared.

**Windows Print Dialog**

This is the standard dialog given which allows you to specify which pages, how many copies and change printer settings.

**WMF Files**

Windows Meta Files are vector based pictures and so can be scaled very easily without losing quality.

**Working Folder**

This is the current folder for loading and saving designs.

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