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**12 CATALOG IT!**  
Instruction Manual

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# Getting Started

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*In this section, you will learn:*

- The system requirements for Catalog It!
- How to register Catalog It! and obtain a license
- How to get help for your Catalog It! software

## Getting Started

Welcome to Catalog It!, the latest in design organizing software from Amazing Designs.

Catalog It! allows you to use the existing Amazing Designs categories, or create your own categories. You can use the Auto Catalog Wizard to easily organize all of your Amazing Designs collections, and any other designs into these categories. Catalog It! works with designs created with any of the Amazing Designs products.

To get started using Catalog It!, you should have all the components of the Catalog It! package and meet the minimum recommended system requirements. You should also know the embroidery output formats that Catalog It! supports.

## The Catalog It! Package

Each Catalog It! package includes the following components:

- The Catalog It! CD-ROM
- Catalog It! Instruction Manual
- A serial number for activating the software

## System Requirements

### Recommended system requirements:

- Genuine Pentium IV 2.0 GHz Processor or higher
- Windows®2000, XP, or Vista operating system
- 1 GB RAM
- 1 GB available hard drive space
- CD-ROM drive
- Monitor with 1024 × 768 display (or higher)
- Mouse






## Terms Used in the Manual

In the Catalog It! program, there is often more than one way to activate the same function or feature. For example, you can select a function from a drop-down menu, a tool bar or in some cases by entering a shortcut key combination.

When a procedure states that you must click on a tool with your mouse, a picture of that tool will also appear in the manual.

## Icons Used in the Manual

There are three main icons used in the Catalog It! manual: Notes, Caution and Tips icons.

Icon	What is it used for
	The Notes icon indicates a key piece of information. You should pay close attention to anything beside this icon.
	The Caution icon alerts you to pay attention to potential actions. Your actions could result in inferior embroidery data, data loss or other negative results.
	The Tips icon indicates a piece of information that will be helpful to you. The helpful tips enable you to better understand how the software works.

## What Can I Do with Catalog It?

With your Catalog It! software installed, you can do all of the following:

- Automatically sort your embroidery design files into categories with the Auto Cataloging Wizard.
- Catalog your designs into a number of different categories based on filename.
- Catalog your designs based on their embroidery file type.
- Create ZIP (compressed) files of multiple designs.
- Add new categories to the Categories List view.
- Search your catalog of designs based on file name, file type, date it was added to the catalog, size, or a number of other criteria.
- View the designs contained in ZIP files in the Browser window, and add these files to Catalog It!
- View the properties of the active design in the preview window (overall dimensions, number of stitches, number of colors)
- Select and change thread colors in the active design.
- See a Realistic Preview (3D) of the active design.
- Add comments to each design using the notes window.
- Print out worksheets of designs.
- Print out a catalog of all your designs, or a selected subset of your cataloged designs.
- Easily locate original design files on your hard drive.
- Read designs from, and send designs to, the Amazing Box MAX and the Little MAX.

## Installing Catalog It!

**To install Catalog It! from the CD-ROM:**

**To install the software:**

- 1 From the Windows Desktop, close all open programs.
- 2 Insert the Catalog It! CD into the CD-ROM drive.  
*You see the Setup dialog.*
- 3 To begin the install, click Install.  
*You see the Amazing Designs - Catalog It! -InstallShield Wizard introductory screen.*



- 4 Click Next to continue.  
*We recommend that you read the License Agreement carefully and completely.*
- 5 Follow the instructions on each screen.

## Activating the Catalog It! Software

Initially you can use the Catalog It! software for up to 30 days without a license. To use it in this 30-day trial mode, select this option when you install the program. Each time you run the program the remaining number of days in the trial period will be displayed.

Any time during the evaluation period you can start the license activation using the Help menu. You can choose one of the following options to obtain a license:

- Automatically through the Internet (requires Internet connection).
- Providing an unlocking key given to you by phone or e-mail.
- Transferring a license from another computer.

## Obtaining a License over the Internet

If you received a product serial number with the program, the number can be used to obtain a license. If you have an Internet connection, you can have the program automatically obtain a license.

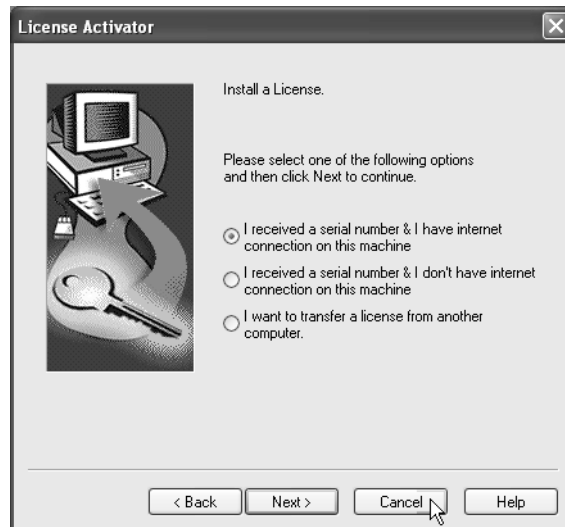
### To obtain a license from the Internet:

- 1 To open the Catalog It! License Activator Wizard, select one of the following procedures:
  - ♦ If you are using the 30-day trial mode for Catalog It!, choose Help—Open License Activator.
  - ♦ If your 30-day trial mode has expired, double-click the Catalog It! link on your computer desktop.

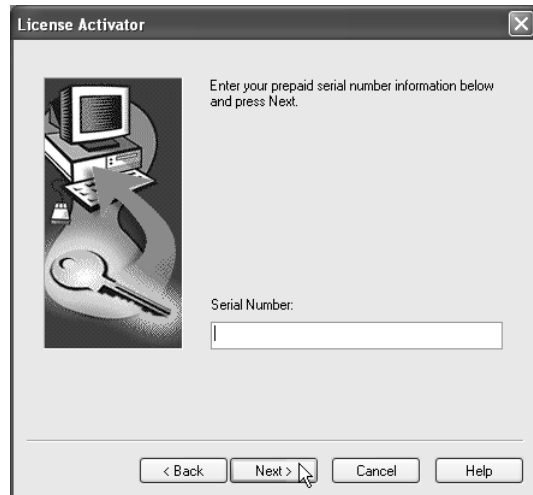
*You see the Catalog It! License Activator Wizard.*



- 2 Select the Install a license option and click Next.  
*You see another License Activator Wizard page.*



- 3 Select *I received a serial number and I have internet connection on this machine* and click Next.  
*You see another License Activator Wizard page.*



- 4 In the Serial number field, enter the serial number you received.



The serial number is located on the Catalog It! install CD case.

- 5 Click Next to continue.  
*You see another License Activator Wizard page.*
- 6 To finish obtaining a license for Catalog It!, click Finish.

## Obtaining a License without Internet Access

If you do not have an Internet connection, you will need to contact Amazing Designs support to obtain a license. Please call 1-866-336-8329 or visit [www.amazingdesigns.com](http://www.amazingdesigns.com) for contact information.

### To obtain a license without Internet access:

- 1 To open the Catalog It! License Activator Wizard, select one of the following procedures:
  - ♦ If you are using the 30-day trial mode for Catalog It!, choose Help—Open License Activator.

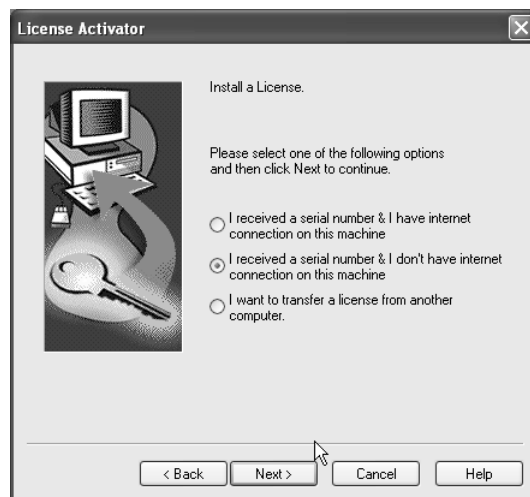
- ♦ If your 30-day trial mode has expired, double-click the Catalog It! link on your computer desktop.

*You see the Catalog It! License Activator Wizard.*



- 2 Select the Install a license option and click Next.

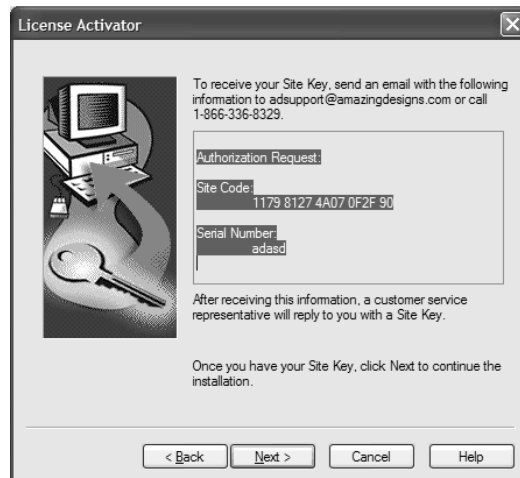
*You see another License Activator Wizard page.*



- 3 Select *I received a serial number and I don't have internet connection on this machine* and click Next.  
*You see another License Activator Wizard page.*



- 4 In the Serial Number field, enter the number you received, and click next to continue.  
*You see another License Activator Wizard page, which provides an Amazing Designs Site Code.*





- 5 E-mail the Site Code and your serial number to the address shown on this License Activator page or call the number provided to speak to a member of the Amazing Designs support team. When you receive the reply with the Site key click Next to continue the installation.  
*You see another License Activator Wizard page.*



- 6 Enter the Site Key you were given for your computer. Click Next to continue.  
*You see another License Activator Wizard page.*
- 7 Click Finish to complete your installation.

## Transferring a License from a Second Computer

If you are running an installation of Catalog It! on your computer, without a license, you can transfer an existing license from a second computer. You can copy a Catalog It! license onto a floppy disk, USB device or network directory folder. Only the Catalog It! installation with a license can run the software.



If you are using the 30-day trial, it is considered a temporary license.

### To transfer a license to a floppy disk:

- 1 On the computer without a license, open Catalog It!.

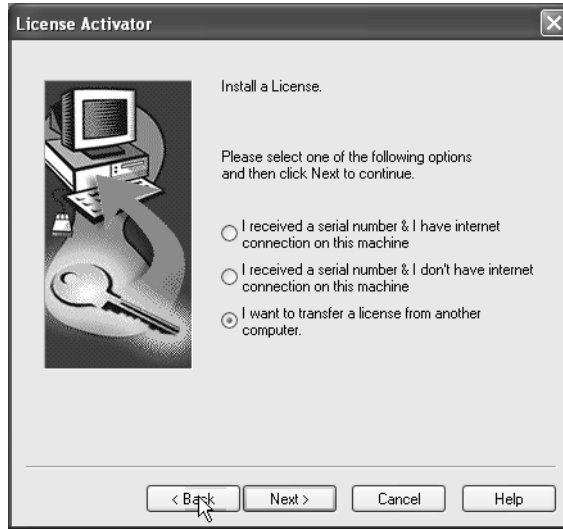


The first time you open Catalog It! you will see the License Agreement dialog. To continue, click I agree.

*You see the Catalog It! License Activator Wizard.*



- 2 Select the Install a license option and click Next.  
*You see another License Activator Wizard page.*



- 3 Select *I want to transfer a license from a second computer* and click Next.

*You see another License Activator Wizard page.*



- 4 Insert an empty floppy disk into your A:\ drive.



To transfer your license to another media see the following procedures "To transfer a license to directory or USB device".

- 5 Click Next and a registration file will be copied to your floppy disk.  
*You see another License Activator Wizard page. Leave this wizard page open.*



- 6 Remove your floppy disk.
- 7 On the computer with a license, open Catalog It! and insert the floppy disk into your A:\ drive.
- 8 Choose Help—Transfer License.  
*You see the Browse for Folder dialog.*



- 9 Browse to your A:\ drive that contains your floppy disk.



To transfer your license to another media see the following procedures "To transfer a license to directory or USB device".

- 10 Click OK.

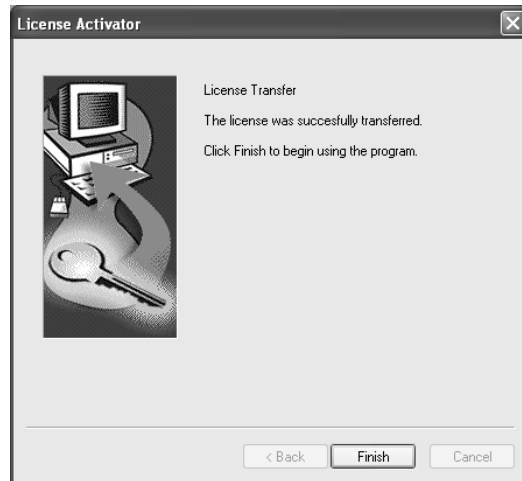
*You see the License Transfer confirmation dialogs. Click OK. Catalog It! will shut down.*

*The installation of Catalog It! on this computer will no longer have a license.*

- 11 Remove your floppy disk.

- 12 On the computer without a license, insert your floppy disk into the A:\ drive and click Next.

*The license will be copied to this installation of Catalog It!. You see another License Activator Wizard page.*



13 Click Finish.

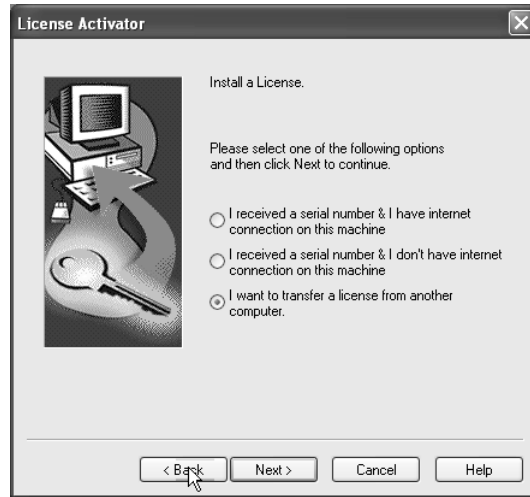
*Catalog It! will be launched. You can begin using Catalog It! on this computer.*

**To transfer a license to directory or USB device:**

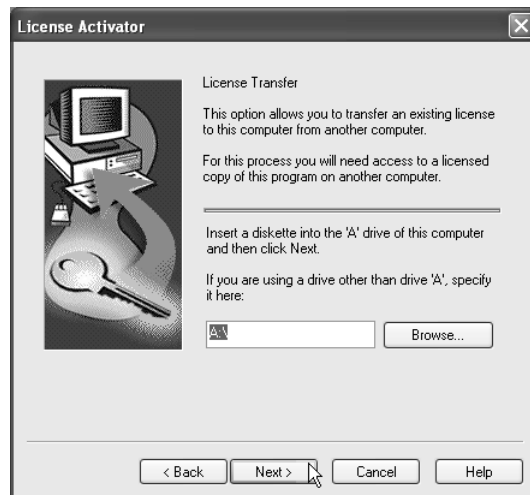
- 1 On the computer without a license, open Catalog It!.  
*You see the Catalog It! License Activator Wizard.*



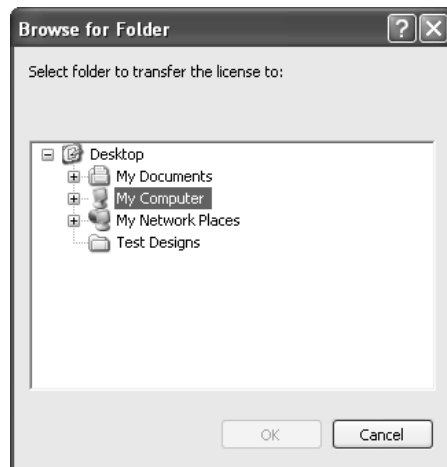
- 2 Select the Install a license option and click Next.  
*You see another License Activator Wizard page.*



- 3 Select *I want to transfer a license from a second computer* and click Next.  
*You see another License Activator Wizard page.*



- 4 Click Browse and locate the network directory you want to transfer your license to.
- 5 Click Next.  
*You see another Catalog It! License Activator Wizard page. Leave this wizard page open.*
- 6 On the computer with a license, open Catalog It!.
- 7 Choose Help—Transfer License.  
*You see the Browse for Folder dialog.*



- 8 Browse to the location of the specified network directory or USB device you want your license transferred to.
- 9 Click OK.  
*You see the License Transfer confirmation dialogs. Click OK. Catalog It! will shut down.*  
*The installation of Catalog It! on this computer will no longer have a license.*
- 10 On the computer without a license, click Next.  
*The license will be copied to this installation of Catalog It!. You see another License Activator Wizard page.*
- 11 Click Finish.  
*Catalog It! will be launched. You can begin using Catalog It! on this computer.*

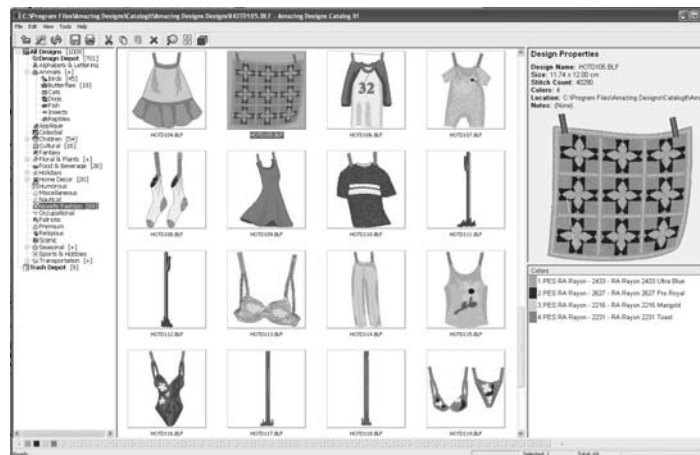


## Opening and Closing Catalog It!

### To open Catalog It!:

- Choose one of the following methods to open Catalog It!:
  - ♦ Choose windows Start—All Programs—Amazing Designs—Catalog It!
  - ♦ Double-click the Amazing Designs Catalog It! icon on your desktop.

*You see the Catalog It! window.*



## Supported Embroidery File Formats

Catalog It! supports a wide variety of home and commercial file formats. Condensed formats allow more options in resizing and editing. These formats are designed for optimum performance in resizing. The following file formats are supported in Catalog It!

### Outline File (BLF)

BLF files are working files that contain both outlines and stitches, allowing for the highest level of design editing. It is recommended that you first save all working files as \*.blf to preserve the outlines and then export to the machine file format you want.

### Bernina/Artista (ART)

ART files are expanded file formats that work with Artista software. Catalog It! supports reading of designs (stitch information only) from Artista software versions 1-3.

### Brother (PES)

PES files are expanded file formats that work with Baby Lock Palette, Bernina Wizard and Brother PE-Design software.

### Elna/Janome/Kenmore (SEW)

SEW files are expanded file formats that work with Janome Scan-n-Sew PC, Elna Envision Scan PC, Dream Vision and Customizer 2000.

### Janome/Kenmore (JEF)

JEF files are expanded file formats that work with the Janome 10000 and higher machines.

### Viking/Husqvarna (HUS)

HUS files are expanded file formats that work with Viking DOS Customizer and Viking Customizer 95 software.

### **Tajima (DST)**

DST files are expanded file formats that were developed for the Tajima commercial embroidery machine.

### **Singer (XXX)**

XXX files are expanded file formats that work with Singer PSW.

### **Singer/POEM (CSD)**

CSD files are expanded file formats that work with POEM, HuskyGram and Singer EU.

### **Pfaff (PCS)**

PCS files are expanded file formats that work with Pfaff PC-Designer V2.0 (PC), and Pfaff PC-Designer V2.1 (PC) software.

### **Melco (EXP)**

EXP files are expanded file formats used with Melco embroidery machines. Bernina Artista and Deco 330 use this format.

### **Viking (SHV)**

SHV files are expanded file formats that work with the Designer series of machines from Viking.

### **Viking/Pfaff(VIP)**

VIP files are expanded file formats that work with Pfaff embroidery machines.

### **Elna (EMD)**

EMD files are expanded file formats that work with the Elna Xpressive software and Elna Xquisit machine.

### **Singer (EMD)**

EMD files are expanded file formats that work with the Singer software and Singer XL5000 and XL6000 machines.

## Getting Help

The Catalog It! documentation gives you a variety of ways to find answers to your questions.

### Catalog It! User's Guide

Use the Getting Help section to learn about all the ways you can receive help.

### Online Help

The Online Help provides a quick way to access conceptual information and step-by-step instructions.

## Using the Catalog It! Online Help

The Catalog It! Online Help is a quick way to find answers to your questions and see step-by-step instructions. Because the Online Help is updated for every major release, you will benefit from the most up-to-date information.

### Opening the Online Help

The Online Help contains a wide variety of topics that contain helpful procedures, descriptions, and definitions. Because a large number of topics exist, the Online Help allows you to search for topics in various ways. You can search using the table of contents, the index or a database of keywords. You can also save the topics you visit most often.

#### To open the Online Help:

- 1 Double-click the Catalog It! icon on your desktop to open Catalog It!.

*You see the blank Catalog It! design workspace.*

- 2 Do one of the following:
  - ♦ Choose Help—Catalog It!
  - ♦ Press F1 on your keyboard.

*You see the Catalog It! Online Help.*

## Using the Contents

The Online Help has a table of contents. Each book contains a series of related topics.

### To use the Contents:

- 1 Choose Help—Catalog It!
- 2 Double-click the book you want to open.
- 3 Click the topic you want to see.  
*You see the topic in the right window pane.*

## Using the Index

The Online Help index is similar to the index in a book.

### To use the Index:

- 1 Choose Help—Catalog It!
- 2 Click the Index tab.
- 3 In the text box, enter the word or words you want to search.  
*In the list, you see the topics that most closely match your query.*
- 4 Click the term you want to learn more about.  
*If there is more than one topic for the keyword, you see a menu.*
- 5 Click the topic you want to see.  
*You see the topic in the right window pane.*

## Using Search

The Search tab lets you search using keywords or phrases in a database of all the words found in the Catalog It! Online Help.

### To use Search:

- 1 Choose Help—Catalog It!
- 2 Click the Search tab.
- 3 In the text box, enter the keywords or phrases you want to find.
- 4 Click List Topics.  
*In the list, you see the topics that most closely match your search terms.*

- 5 Do one of the following:
  - ♦ Click the topic you want to view and click Display.
  - ♦ Double-click the topic you want to view.

*You see the topic in the right window pane.*

## Saving your Favorite Topics

The Favorites tab lets you save the topics that you visit most often and want to access quickly.

### To save your favorite topics:

- 1 Choose Help—Catalog It!
- 2 Double-click the book you want to open.
- 3 Click the topic you want to save as your favorite.  
*You see the topic in the right window pane.*
- 4 Click the Favorites tab.  
*You see the selected topic in the Current topic area.*
- 5 To add the selected topic to your favorites list, click Add.  
*You see the selected topic appear in the Topics area.*
- 6 To display your favorite topic, do one of the following:
  - ♦ In the Topics area, select the favorite topic you want to display and click Display.
  - ♦ In the Topics area, double-click the favorite topic you want to display.

*You see the topic in the right window pane.*
- 7 To remove one of your favorite topics, do the following:
  - ♦ In the Topics area, select the favorite topic you want to remove and click Remove.

## Printing Online Help topics

You can print any of the topics in the Online Help.

### To print topics:

- 1 Choose Help—Catalog It!
- 2 Click the topic you want to print.  
*The topic will appear in the Help window.*

- 3 Click Print.  
*You see the Print Topics dialog box.*
- 4 Select one of the following print options:
  - ♦ Print the selected topic
  - ♦ Print the selected heading and all subtopics
- 5 Click OK.  
*You see the Print dialog box.*
- 6 Change any of the print settings, if necessary, and click OK.  
*The topic is printed.*

## The What's This? Help Feature

This is a very quick way to access information about the buttons and tools used in Catalog It!

What's This? is a context-dependant help tool, that is, the help text that you see depends on where the mouse is pointing when you use it.

### To use What's This?:

- 1 Do one of the following:
  - ♦ From the menu bar, choose Help—What's This?
  - ♦ Press Shift+F1 on the keyboard.  
*You see that the mouse pointer now has a question mark next to it.*
- 2 Move the mouse pointer over a tool icon on one of the toolbars.
- 3 Click to display a brief explanation of what the tool does.





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# Learning the Basics

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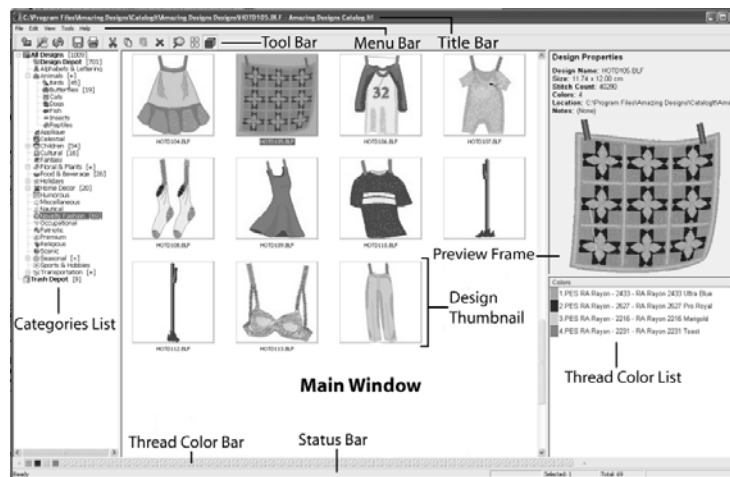
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*In this section, you will learn:*

- The layout of the Catalog It! workspace
- How to add and remove your toolbar and status bar
- About printing designs, and working with the print preview pages

## Understanding the Catalog It! Workspace

The Catalog It! workspace contains several areas. The screen below shows the Catalog It! workspace.



Areas in the Catalog It! Workspace

### Title Bar

The Title Bar appears at top of the Catalog It! window. The name and location of the design displayed in your preview window appears within the Title Bar.














### Menu Bar

The Menu Bar appears below the Title Bar. The Menu Bar contains a list of menus specific to Catalog It!.

### Toolbar

The Toolbar appears below the Menu Bar. The Toolbar contains the following tools that perform specific actions and tasks.

## Tool Descriptions

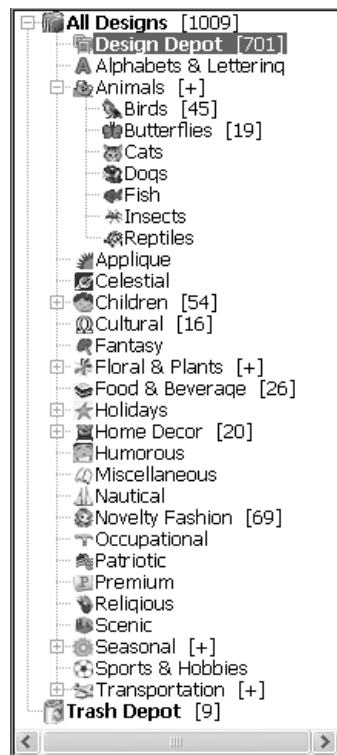
Tool	What it means
	<b>Add Designs:</b> Use this tool to add designs to your categories.
	<b>Auto Catalog Wizard:</b> Opens up the Auto Catalog Wizard, which takes you step-by-step through the process of cataloging your design collection.
	<b>Refresh:</b> Updates any saved changes made to the open design. When you click on the Refresh tool, Catalog It! automatically changes the design thumbnail and the design preview (if applicable) of opened designs to reflect your changes.
	<b>Save Design As:</b> Use Save to select a file name, location, and format for your design to be saved as.
	<b>Print:</b> Prints a worksheet for the selected design.
	<b>Print Preview:</b> Opens the Print Preview window for the selected design. You can print your design and related design information.
	<b>Cut:</b> Removes a design thumbnail from its current category in Catalog It!. When you remove a thumbnail, you can then paste it into another category.
	<b>Copy:</b> Makes a copy of design thumbnail, so that you can paste it into another category (or categories) in Catalog It!
	<b>Paste:</b> Place a cut or copied design into various categories within Catalog It!.
	<b>Delete:</b> Removes a design thumbnail or a design preview from its current location in Catalog It!. Delete places the design into the Trash Depot folder.
	<b>Search:</b> Opens the Search dialog. Use Search to find specific designs in the current category. You can search for designs by file type, number of stitches, number of colors, size, design dimensions, date added to the database, and/or by keywords within your design notes.
	<b>Arrange:</b> Allows you to select the order you want your designs displayed in Catalog It! You can arrange your designs by name, file type, number of stitches, number of colors, size, or date.
	<b>Realistic Preview:</b> Toggles on and off a 3-dimensional realistic preview of your design in the Design Preview frame.

## Categories List

The Categories List allows you to organize your designs into specific categories. You can select a category folder from the categories list and the designs in that category will appear in the main window.



The default list of categories that you will see initially follows the list of categories that Amazing Designs uses to classify design collections.



*Categories List*

## The All Designs Category

The All Designs Category folder contains all of the designs you have added in the Catalog It! application. You can easily add category folders when you right-click on the All Designs folder.

## The Design Depot Category

The Design Depot Category folder is a working category. Use this folder to insert groups of new designs at once and then gradually sort these designs into specific category folders to prevent errors that may occur otherwise.

## Design Preview Frame

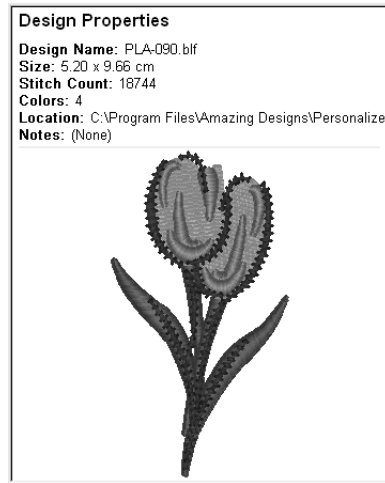
The Design Preview frame displays a preview image of the selected design, as well as listing its properties. This includes information about the design's size, stitch count, number of color changes, and the location that it is stored on your computer.



You can also quickly determine the location of the design on your computer from the Main Window; simply right-click on a selected design, and choose "Open containing Folder" from the context menu. This will open a Windows Explorer window showing where that design is saved.

If you add any of your own notes about the particular design, they will show here as well.

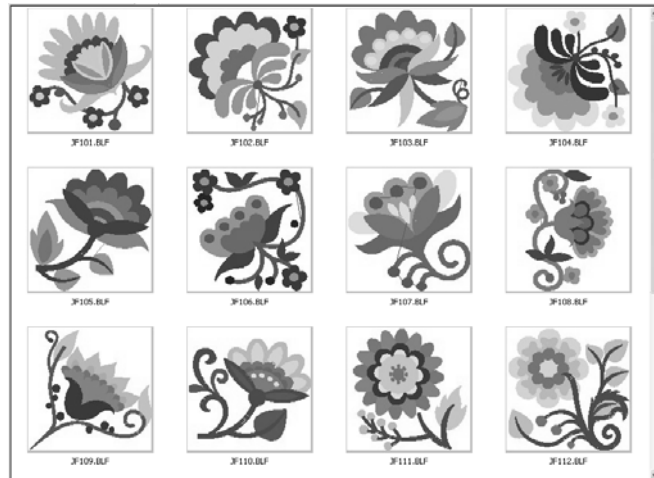
For more information about adding notes, see "Viewing Designs in the Design Preview Frame".



*Design Preview frame*

## Main Window

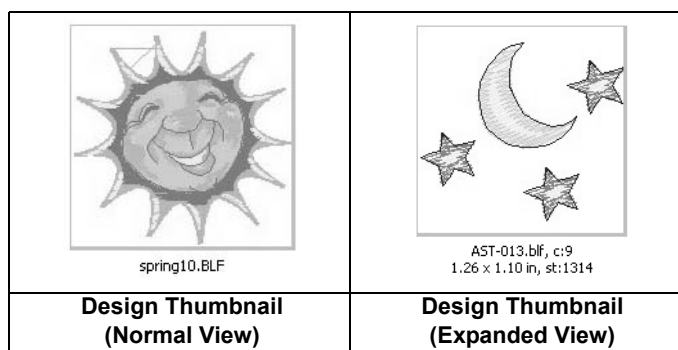
The Main Window displays all of the design thumbnails contained within a selected category.



*Main Window*

## Design Thumbnails

A Design Thumbnail is a miniature display of a design in the main window. Design thumbnails allow you to see the layout along with basic information for many designs in the main window at once.



In Normal View, you see a preview of each design along with its name; the Expanded View adds to this the design's dimensions, stitch count, and number of colors.



When a design occurs in more than one category, the pound symbol (#) will appear at the end of the file name. This will be the case in both Normal and Expanded views.

To change from Normal to Expanded View, go to Tools—Options, and check the box labelled “Show expanded design information.” Uncheck the box to go back to normal view.

## Status Bar

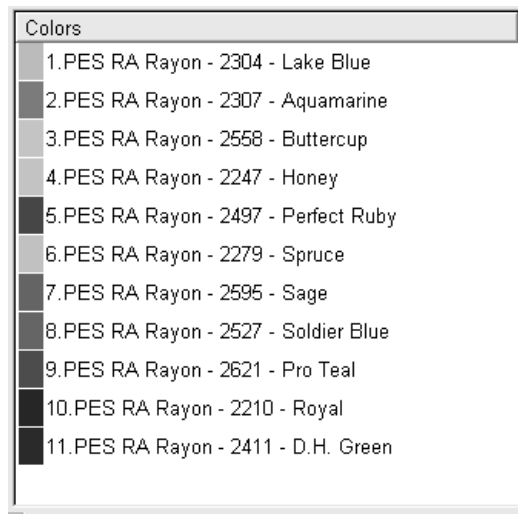
The Status Bar appears at the bottom of your window. It displays the number of designs selected in the main window and the total number of designs contained within a selected category.

## Thread Color Bar

Appearing at the bottom of your Workspace, immediately above the Status Bar, is the thread color bar. This bar displays the thread colors in the selected design as a set of squares. If you wish to change a thread color in a design, from within Catalog It!, you may do so by selecting and changing the color in the square. For more information, see “Changing the Colors in Designs”.

## The Thread Color List

To the right of the workspace, below the Preview Frame, you will see the Thread Color List panel. When you select a design in the Main Window, all the thread colors, in sequence, along with their names and numeric codes, will be listed in here.





## Customizing Catalog It!

Catalog It! makes it easy to personalize your workspace. You can choose to display or hide the tool bar, the status bar, and change the way the designs are displayed in the Preview Panel.

### Showing and Hiding your Toolbar

You can add or remove your toolbar to increase the size of your window display, allowing you to view more designs and categories at one time. The Toolbar will 'toggle' between the shown and hidden condition each time you perform the following actions.

#### To toggle between showing and hiding the Toolbar:

- Do one of the following:
  - ♦ From the menu bar, select View—Toolbar.
  - ♦ On your keyboard, press Alt—V—T.

### Adding and Removing the Status Bar

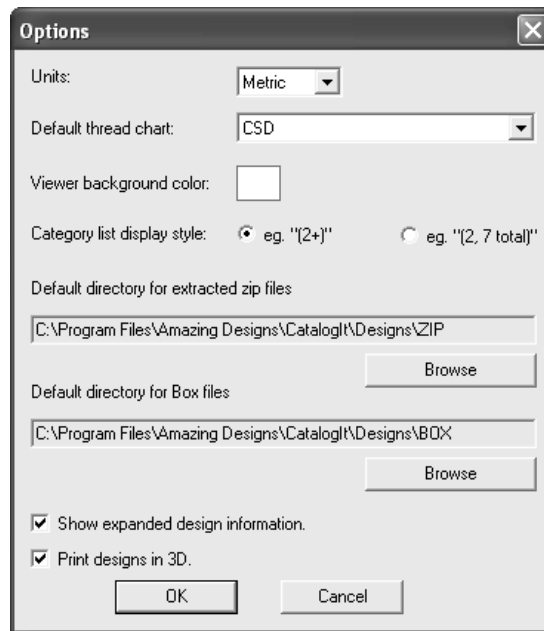
By choosing View from the menu bar, you can add or remove your status bar to increase the size of your window display. The Status Bar will 'toggle' between the shown and hidden condition each time you perform the following actions.

#### To toggle between showing and hiding the Status Bar:

- Do one of the following:
  - ♦ From the menu bar, select View—Status Bar.
  - ♦ On your keyboard, press Alt—V—S.

### Changing Design Options

The options dialog is one way to conveniently change the display and behavior of the Catalog It! workspace. On this dialog, you can change the units used, the thread chart, the background color of the Design Preview, as well as a number of other parameters.



## Choosing Units of Measurement

Catalog It! allows you to change the units of measurement used to display a design's size.

### To choose units of measurement:

- 1 Do one of the following:
  - ♦ Choose Tools from the menu bar and select Options.
  - ♦ Anywhere in the main window, right-click and select Options from the menu.
  - ♦ In the Design Preview frame, right-click on your design and select Options from the menu.

*You see the Options dialog.*

- 2 From the Units list, select the units of measurement you want to use: Metric or English.
- 3 Click OK.

*The units of measurement shown for each design preview will change accordingly.*

## Choosing the Default Thread Chart

You can choose the default thread chart you want used to display designs in Catalog It!.

### To choose a thread chart:

- 1 Do one of the following:
  - ♦ Choose Tools from the menu bar and select Options.
  - ♦ Anywhere in the main window, right-click and select Options from the menu.
  - ♦ In the Design Preview frame, right-click on your design and select Options from the menu.

*You see the Options dialog.*
- 2 From the Default thread chart list, select the thread chart you want to use.
- 3 Click OK.

## Changing the Categories List Display

You can change how the Categories List displays the number of designs in each category folder.

### To change the Category list display:

- 1 Do one of the following:
  - ♦ Choose Tools from the menu bar and select Options.
  - ♦ Anywhere in the main window, right-click and select Options from the menu.
  - ♦ In the Design Preview frame, right-click on your design and select Options from the menu.

*You see the Options dialog.*
- 2 In the Category list display style area, select one of the following:
  - ♦ **e.g. "(2+)"**- The + indicates that a category contains sub-categories with designs in them.
  - ♦ **e.g. "(2, 7 total)"**- Indicates the # of designs in the category, and the total # of designs in the category and all subcategories.
- 3 Click OK.

## Setting the Default Location of ZIP files

Catalog It! makes it easy to choose a default directory for extracted zip files.

### To set the default location of ZIP files:

- 1 Do one of the following:
  - ♦ Choose Tools from the menu bar and select Options.
  - ♦ Anywhere in the main window, right-click and select Options from the menu.
  - ♦ In the Design Preview frame, right-click on your design and select Options from the menu.

*You see the Options dialog.*
- 2 In the Default directory for extracted zip files area, browse to the default location where you want extracted zip files to be stored.
- 3 Click OK.

## Changing the Background Color of the Preview

In the Options dialog, you can change the background color of designs shown in the preview frame.

### To change the design background color:

- 1 Do one of the following:
  - ♦ Choose Tools from the menu bar and select Options.
  - ♦ Anywhere in the main window, right-click and select Options from the menu.
  - ♦ In the preview frame, right-click on your design and select Options from the menu.

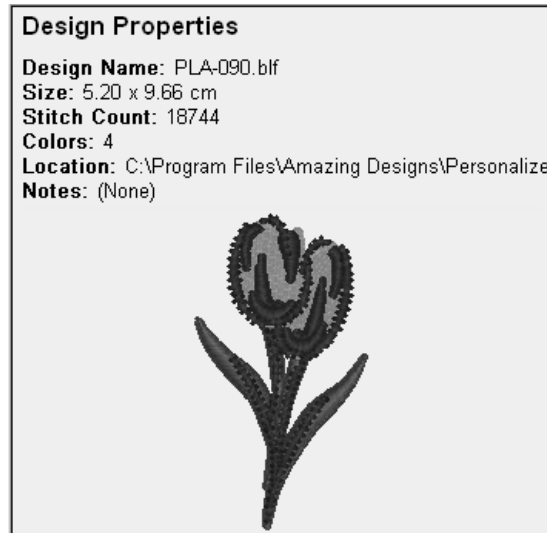
*You see the Options dialog.*
- 2 Click the Viewer background color box.

*You see a color box.*
- 3 Select the predefined color you want used for your background.

*If you want to choose from a larger selection of colors, click More from the color box.*

**4** Click OK.

*The preview's background switches to the selected color.*



### Switching to the Expanded View in the Main Window

When you first open Catalog It! and add designs, they appear in the main window in simplified view; that is, each design will appear as a small preview image, with the name of the file below it.

You can choose to display more information about the designs by clicking the "Display expanded design information" box on the Options dialog. When this box is checked, the display of each design will be expanded to include the design's overall dimensions, the number of stitches it has, and the number of color changes.

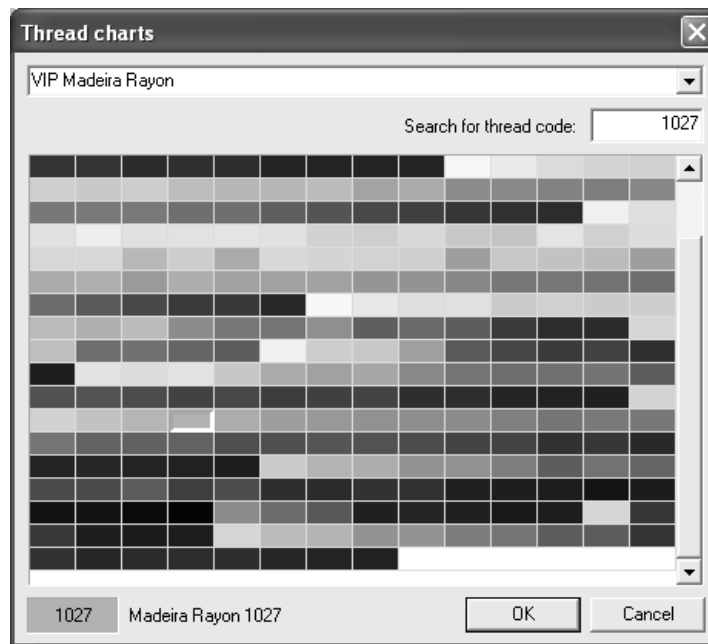
## Changing the Colors in Designs

Catalog It! provides several thread manufacturer charts you can use to change the thread colors in your design. The color palette on the bottom left side of the screen displays the set of thread colors that are used in the active design.

### To change the colors in designs:

- 1 In the main window, locate the design in which you wish to change a color or colors. Click once on the design's thumbnail image to select it.
- 2 From the thread bar, click the thread color you want to change.

*You see the Thread Charts dialog.*



- 3 From the list, select the thread chart you want to view.



Thread manufacturer information may not be saved for some design formats. You can associate these designs with manufacturer's threads, but the thread manufacturer information may not be retained when the design is saved. In order to keep a record of the colors used from your selected thread chart, print out a worksheet for the design. This will display the thread color information for that chart. See "Printing Designs in Catalog It!" for more information.

- 4 Do one of the following to select a thread color:
  - ♦ In the Search for thread code box, enter the thread code for the thread color you want.
  - ♦ From the selection of thread colors, click to select the thread color you want.


- 5 Click OK.


*You see the thread color in your design changed accordingly in the Design Preview frame and design thumbnail. To keep your thread color changes, you will need to save your design. For more information on saving designs, see "Saving Designs".*

## Printing Designs in Catalog It!

Catalog It! allows you to print individual designs and catalogs of selected designs. You can also use Print Setup to ensure that your designs fit on the page just the way you want before you begin printing.


### Previewing and Printing Individual Designs

Catalog It! allows you to easily print designs and their associated thread charts. To print the file directly, use the Print  tool.

Before the design is sent to the printer, you can choose to view a preview of the worksheet on your screen. You can quickly generate the print preview by clicking the Print Preview  tool.

From the preview page, you have access to the Settings dialog, which allows you determine what information will print along with the design. See “Changing the Print Settings” for more information.

#### To print an individual design:

- 1 In the main window, click once on the design thumbnail you want to print.
- 2 Do one of the following:
  - ♦ Click the Print tool  on your toolbar.
  - ♦ Choose File—Print.
  - ♦ Press Ctrl+P on your keyboard.


*You see the Print Dialog.*
- 3 Adjust print properties, if necessary, and click OK.  
For more information, see “Using Print Setup”.

#### To preview individual design print-outs:

- 1 In the main window, click once on the design thumbnail you want to preview.

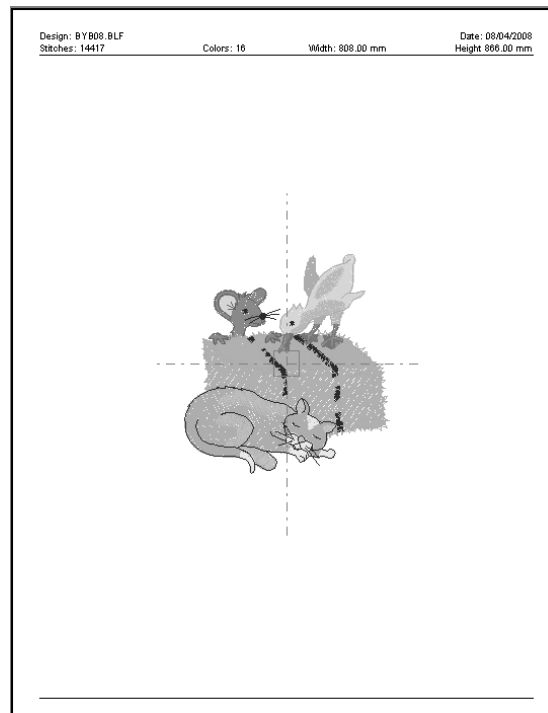


**2** Do one of the following:

- ◆ Click the Print Preview tool  on your toolbar.
- ◆ Choose File—Print Preview.

*You see a preview of how the design and its thread chart will look when printed. Page 1 displays the name of the design, the total number of stitches and colors it contains, the overall design dimensions, and a life-size image of the design.*

*On page 2 of the worksheet, you see a color analysis, which list all the threads used in the design.*

**3** To zoom in and out of the preview, do the following:


- ◆ To zoom in on the worksheet, click Zoom In and scroll to view specific parts of the design.
- ◆ To zoom out on the worksheet, click Zoom Out and scroll to view specific parts of the design.

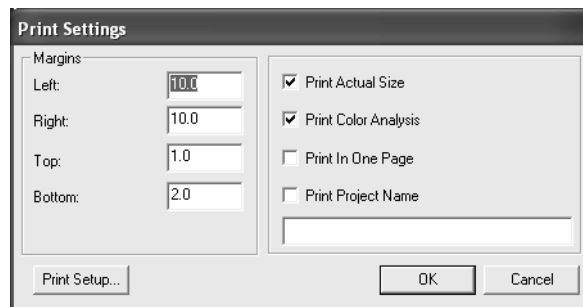
- 4 To change the settings for the design worksheet, click Settings to open the Settings dialog.  
For more information, see “Changing the Print Settings”.
- 5 At the top of your screen, click the Print button to print your design.
- 6 To close the preview and return to the design window, click Close.

## Changing the Print Settings

You can customize an embroidery design’s print settings. Catalog It! allows you to adjust the image and worksheet information displayed in design printouts.

### To change a design’s print settings:


- 1 Do one of the following:
  - ◆ Click the Print Preview tool  on your toolbar.
  - ◆ Choose File—Print Preview.  
*The print preview pages open on your screen.*
- 2 Click Settings.  
*You see the Print Settings dialog.*



- 3 Adjust any of the following:
  - ◆ In the Margins area, enter the size of margins you want for your design worksheet.
  - ◆ Select Print Actual Size to have your design print in its actual size.

- ♦ Select Print Color Analysis to print a thread sequence view. If the Print In One Page setting is also selected, a simplified color sequence will be printed. If Print In One Page is not selected, an expanded color sequence will be printed.
  - ♦ Select Print In One Page to print the design and color sequence on a single worksheet page.
  - ♦ Select Print Project Name to have the name of your project printed on your design worksheet. Enter your Project Name in the box below.
- 4 Click OK.
  - 5 Click Close.

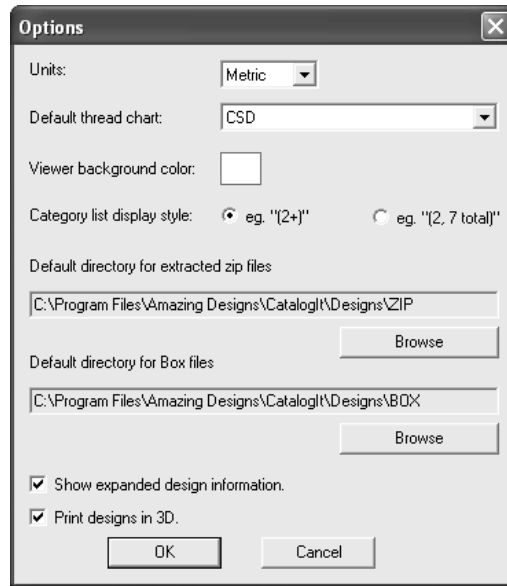
## Printing Designs in 3D

You can choose to have your designs print in 3D (that is, with the same appearance as when they are presented in Realistic Preview  mode in the workspace).

### To print designs in 3D:

- 1 Do one of the following:
  - ♦ On the Tool bar, select Tools—Options.
  - ♦ Anywhere in the main window, right-click and select Options from the menu.
  - ♦ In the Design Preview frame, right-click on your design and select Options from the menu.

*You see the Options dialog.*



- 2 To print all designs in 3D, select Print designs in 3D if not already selected.
- 3 Click OK.

## Printing Your Catalog

Use the Print Catalog option to arrange how designs print on the page. You can arrange how many columns or rows of designs to print on a page, as well as learn how many pages in total will be required to print all of your selected designs.

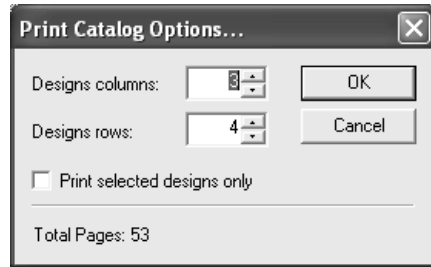


If you want to print your entire catalog, ensure that you select the All Designs category folder.

### To print your catalog:

- 1 In the categories list, select the category folder you want all designs printed from. If you want only specific designs printed from the folder, press CTRL while clicking on each design thumbnail.

- 2 Choose File—Print Catalog.  
*You see the Print Catalog Options dialog box.*



- 3 In the Print Catalog Options dialog box, enter any of the following information and click OK:
  - ♦ In the Designs columns area, select how many columns you want printed on a page.
  - ♦ In the Designs rows area, select how many rows you want printed on a page.
  - ♦ If you only want to print a selection of designs from the category folder, check the “Print selected designs only” box.

*You see a preview of how your designs will look when you print the category.*
- 4 At the top of your screen, click the Print button to print the designs in your category folder.

## Using Print Setup

The Print Setup command allows you to modify the options for files sent to your computer, such as the paper size and the orientation of the image on the page.

### To use print setup:

- 1 Choose File—Print Setup.
- 2 Make changes to your print settings and click OK.

## Backing up and Restoring the Catalog It! Database

Catalog It! allows you to easily backup, restore, repair and reset data in your catalog.

### Backing up Data in your Catalog

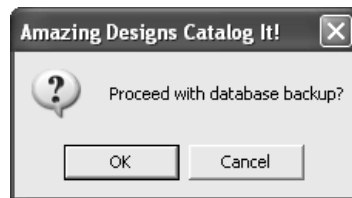
Use Catalog It! to backup data in your catalog. A backup creates a complete copy of the current catalog database, in the state it is in at the moment the backup is made. With a backup in place, should anything happen to your database, you will be able to restore your data. See “Restoring Data in your Catalog”



Catalog It! only keeps the most recent backup data contained in your catalog.

#### To backup data in your catalog:

- 1 Choose Tools—Database—Backup.  
*You see a dialog box.*
- 2 In the dialog box, click OK.  
*You see another dialog box.*



- 3 In the dialog box, click OK to finish making a backup of your catalog.

## Restoring Data in your Catalog

Use Catalog It! to restore your catalog from your backup copy. Once you restore the catalog, all modifications made after the last backup will be lost.



Before you can restore data, you must have previously created a backup of your catalog.

### To restore data in your catalog:

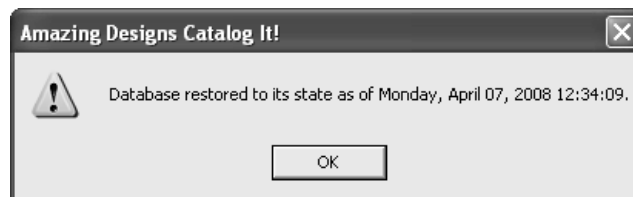
- 1 Choose Tools—Database—Restore.

*You see a dialog box similar to the one below.*



- 2 In the dialog box, click Yes to continuing restoring your catalog.

*You see another dialog box.*



- 3 Click OK to finish restoring your catalog.

## Repairing Data in your Catalog

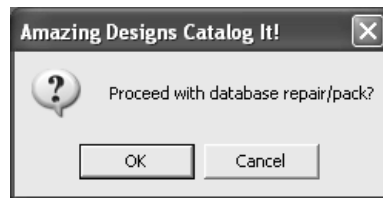
Catalog It! allows you to compact and repair a damaged catalog.



If your database begins to behave unpredictably, you should repair it.

### To repair data in your catalog:

- 1 Choose Tools—Database—Repair-Pack.  
*You see a dialog box.*



- 2 Click OK to repair your catalog.

## Resetting Data in your Catalog

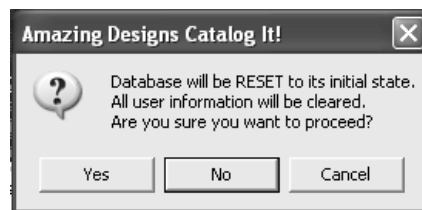
Use Catalog It! to reset your catalog to its initial state and remove all of the data you added.



If you reset the catalog, the design database will be completely emptied. All of your designs will be deleted from the database, as well as any custom categories that you have added to the Categories list. You will be starting from scratch, just as if you were installing Catalog It! for the first time.

### To reset data in your catalog:

- 1 Choose Tools—Database—Reset.  
*You see a dialog box.*



- 2 Click Yes to reset the Database to its initial state.



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# Adding and Cataloging Designs

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*In this section, you will learn:*


- Various ways to view and open your designs.
- How to insert designs into specific category folders.
- To use your Amazing Box MAX or Little MAX to read and write designs.
- Ways to search for and arrange designs on your screen.
- How to customize your catalog by creating, modifying or deleting categories and category subfolders.

## Working with Catalog It! Designs

Catalog It! makes it easy to find and work with embroidery designs in your collection. You can view, add, and search for your favorite designs, as well as take advantage of the software's drag and drop interface and the Auto Catalog Wizard.

## Adding Designs

### Using the Add Designs Tool


The Add Designs tool  is one way to put designs into Catalog It! Use Catalog It! to insert designs into the Design Depot folder, which is the repository that contains all designs that are waiting to be cataloged.

Catalog It! comes with a default list of categories. These are the same as those used by Amazing Designs to categorize their design pack collections, allowing you to download designs into appropriate categories.



When you add designs into Catalog It!, you are only directing the software to where your design files are located on your computer or removable media.

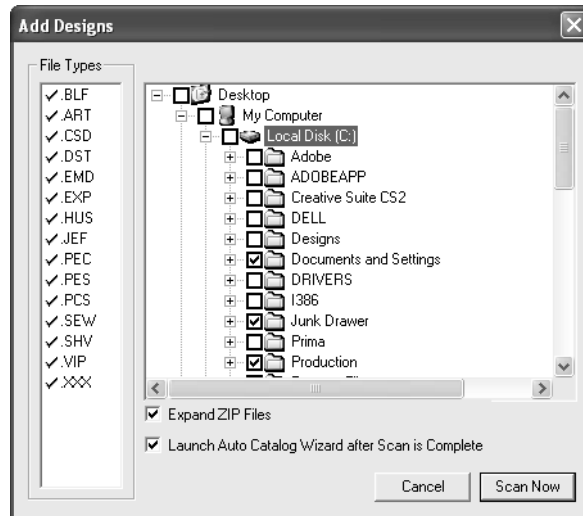
### To add designs to a folder using the Add Designs tool:

- 1 In the Categories List, select the folder you wish to add designs to.
- 2 Click the Add Designs tool  on your toolbar.



You can also open the Add Designs dialog by pressing Ctrl + I on your keyboard.

*You see the Add Designs screen.*



- 3 Select one or more of the design formats listed on the right of the window.
- 4 In the dialog, click in the check boxes to select the disks and/or folders you want to search for designs.



Check the “Expand ZIP Files” box to have the Add Designs tool look into compressed (ZIP) files for designs and add them.

- 5 To add designs, click Scan Now; to close the dialog without scanning, click Cancel.



By default, “Launch Auto Catalog Wizard after Scan is Complete” will be checked in this dialog. Auto Catalog can take a considerable amount of time the first time you use Catalog It!; so, you may wish to do this later. To scan without opening the Wizard, uncheck this box.



If there are no design files in any of the folders you have selected, the Auto Catalog Wizard will not launch, even if this option box is checked in the Add Designs dialog.

*The designs you selected appear in the Design Depot folder of your categories list.*

## Using the Browser to Add Designs

The Browser is a very convenient way to search for and open files. It allows you to search through and add design files from multiple directories simultaneously. With the Browser, if you have design files stored in a number of different locations, it is possible to look in all of these places at once.



The Browser feature allows you to display designs that are in zip (compressed) files. When you select a folder containing a zip file, the Browser will automatically extract the designs in the file, and they will be displayed in the Browser window.

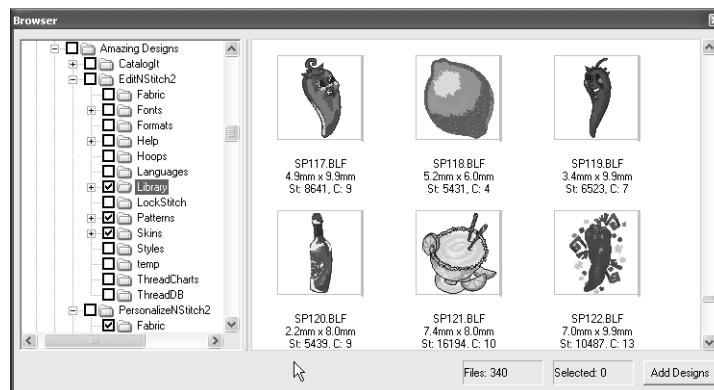
The Browser window displays preview images of the designs, as well as their names, overall dimensions, stitch counts, and the number of colors.

Another feature of the browser allows you to place the selected designs in a number of different category folders at the same time. For example, if you have a set of designs that relates to the topics of Children, Sports, and Animals, you can add them to all three category folders in a single step.

### To add designs using the Browser:

- 1 Choose File—Browser.

*You see the Browser window.*





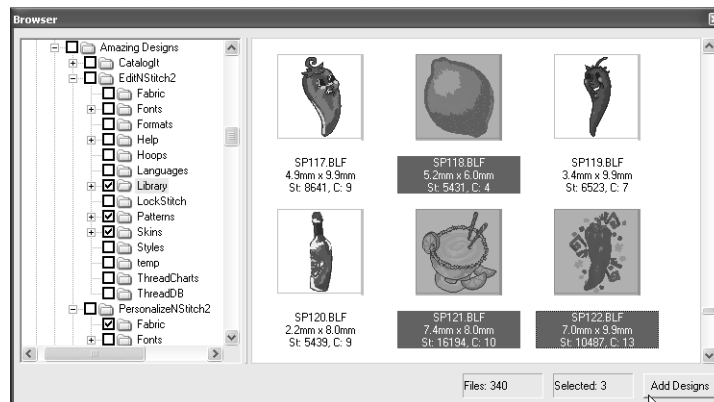
The units that appear in the Browser window depend on the settings in the Options dialog. To switch between English and Metric or vice versa, select Tools—Options.

- 2 Click in the check boxes next to the directories you want to browse for designs; to look in multiple locations, simply check more boxes.

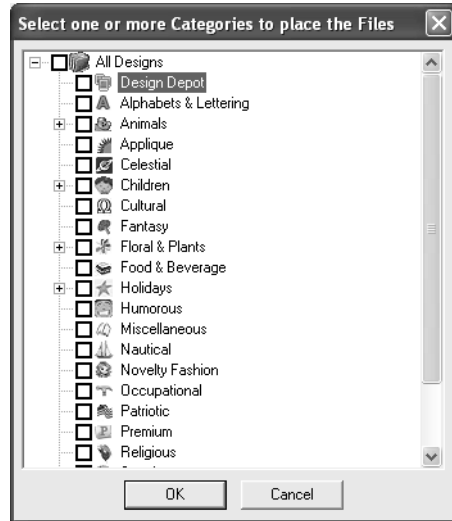
*The preview pane shows a thumbnail image of each design present in the directory or directories you have selected.*

- 3 Do one of the following:
  - ♦ To select a single design, click on the thumbnail image.
  - ♦ To select a number of separate designs, click on each individually while holding down Ctrl.
  - ♦ To select a series of designs, click the first thumbnail, then shift + click on the final thumbnail in the range.

*The selected files are highlighted.*



- 4 Click Add Designs.  
*A new dialog opens.*



- 5 Select the category folder (or folders) to add the designs to.
- 6 Click OK.  
*The selected design or designs are added to the selected destinations.*

### Adding Designs with the 'Send To' Function

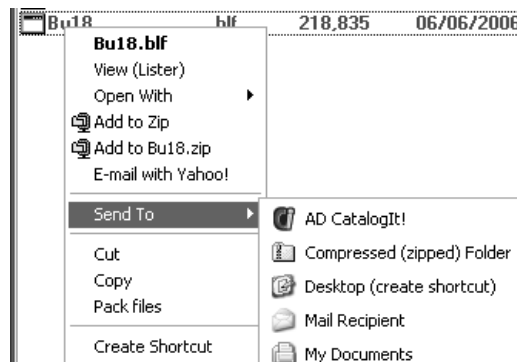
When you have Catalog It! installed on your computer, you can add a design from any drive, directory, or folder on your computer using the Send To function, which is accessed by right-click on a design file. You can send one design, or a number all at once, with this method.

The "Send To" function also allows you to place the selected designs in a number of different category folders at the same time. For example, if you have a set of designs that relates to Children, Sports, and Animals, you can add them to all three category folders in a single step.

#### **To add designs using Send To:**

- 1 Open the drive, directory, or folder containing the embroidery file or files you wish to add.

- 2 Select one or more files to add.
- 3 Right click, and choose Send To—AD Catalog It! from the context menu.



*The following dialog opens.*



- 4 Select the category folder (or folders) to add the designs to.
- 5 Click OK.

*The selected design or designs are added to the selected destinations.*

## Using the Auto Catalog Wizard to Catalog Designs

The Auto Catalog Wizard is a quick and easy way to sort a collection of designs into category folders. This sorting can be based on a default set of rules (built into the Wizard), or you can create and apply your own set of cataloging rules.

Once you have added a set of files into the Design Depot, the Auto Catalog Wizard can be used to put them into categories. You can use the default rules supplied by Amazing Designs, create and use your own personal set of rules, or both.



The default Amazing Designs rules should generally only be used when cataloging the Amazing Designs design collections, since these rules are based on the same filename prefixes used by Amazing Designs.


You can also use the Auto Catalog Wizard to create 'Personal' rules. You can choose to catalog the designs based on either file name or file type (i.e. file extension). You can create rules to send the files to the category folder of your choice, whether it be one of the default categories, or a new category that you have created.

### To use the Auto Catalog Wizard to catalog designs:

- 1 Click in the Design Depot and select the designs that you want to catalog using the Auto Catalog Wizard.



To select all the files in a given folder, press Ctrl+A or select Edit—Select All.

- 2 Do one of the following:
  - ◆ Select the Auto Catalog Wizard  tool from the Toolbar.
  - ◆ Choose Tools—Auto Catalog Wizard.  
*You see the Auto Catalog Wizard welcome screen.*

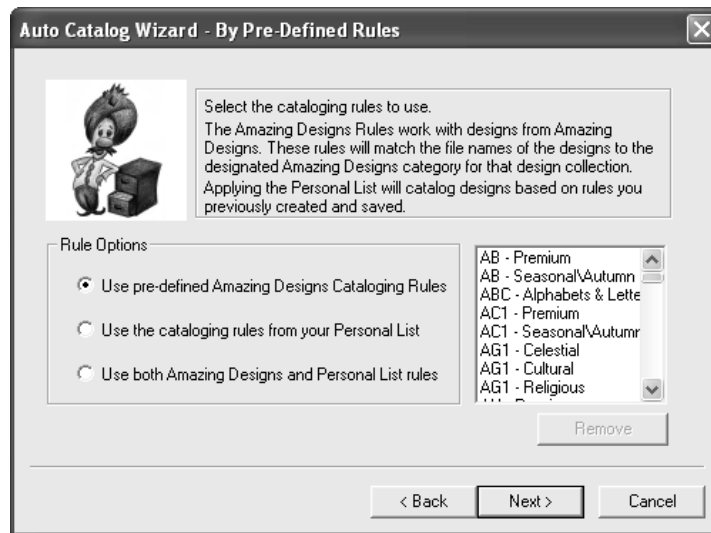




- 3 Click the Next button.  
*You see the Method Selection Screen.*



- 4 In the Cataloging Method area, select Auto Catalog Using pre-defined sets of rules.
- 5 Click Next.  
*You see the By Pre-Defined Rules page.*



- 6 Choose one of the following options:
  - ♦ Use pre-defined Amazing Designs Cataloging Rules.
  - ♦ Use the cataloging rules from your Personal List.
  - ♦ Use both Amazing Designs and Personal List rules.



If you run the Auto Catalog Wizard before you add any rules to your personal list, the last two options will be marked as unavailable ('greyed out'). For information on how to add rules to your Personal List, see "Creating Personal Rules".

- 7 Click Next.  
*You see another Auto Catalog Wizard page.*
- 8 Click Next to begin the filtering process.




The cataloging of the designs may take several minutes to complete; the more designs there are to be cataloged, the longer it will be.

## Creating Personal Rules

As well as cataloging the design files, you use the Auto Catalog Wizard to create your own custom rules. The personal rules may be used to catalog based on the initial letters of the design's file name (you can specify as many letters as you need) or on a file type. These rules are created and used right away, and can be saved and applied later.

### To create Personal Rules and Auto Catalog by file name:

- 1 Click in the Design Depot and select the designs that you want to automatically catalog.
- 2 Do one of the following:
  - ♦ Select the Auto Catalog Wizard  tool from the Toolbar.
  - ♦ Choose Tools—Auto Catalog Wizard.

*You see the Auto Catalog Wizard welcome screen.*

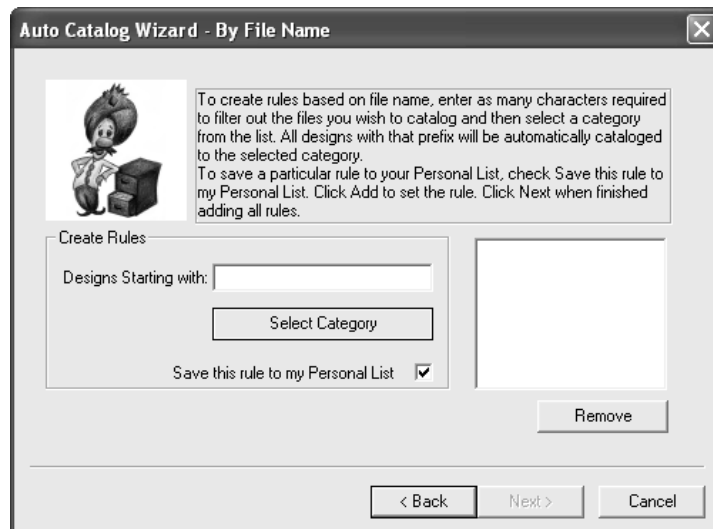


- 3 Click the Next button.

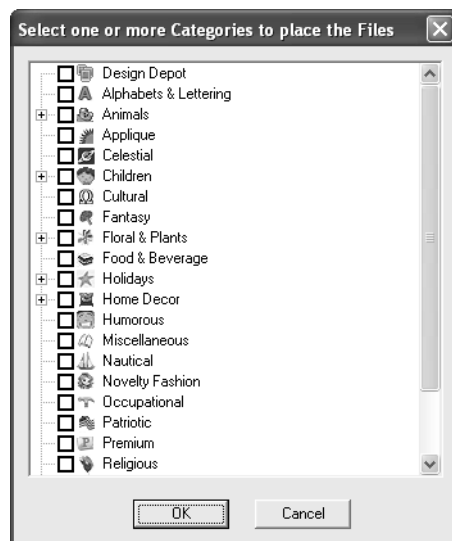
*You see the Method Selection page.*



- 4 In the Cataloging Method area, select Auto Catalog based on file name rules you create.
- 5 Click Next.  
*You see the Auto Catalog Wizard By File Name page.*



- 6 In the Designs Starting with field, enter as many characters from the design's name as you need to filter out the files you wish to place in the desired category folder.
- 7 Click the Select Category button.  
*The Select a Category dialog opens.*



- 8 In the dialog, select the category you wish to add the design to.
- 9 Click OK.  
*The rule appears in the rules field (the box on the right in the Wizard dialog).*
- 10 To create more personal rules, repeat steps 6 to 9 until you have added all the required rules.



To save rules for subsequent re-use, check the "Save this rule to my Personal List" box. When this is checked, the rule will be added to your Personal List. Then, when you use the Auto Catalog Wizard again, you will be able to apply this rule when you select "Auto Catalog using pre-defined sets of rules".


- 11 Click Next.  
*You see another Auto Catalog Wizard page.*

- 12 Click Finish to apply the rule or rules that you have just created.

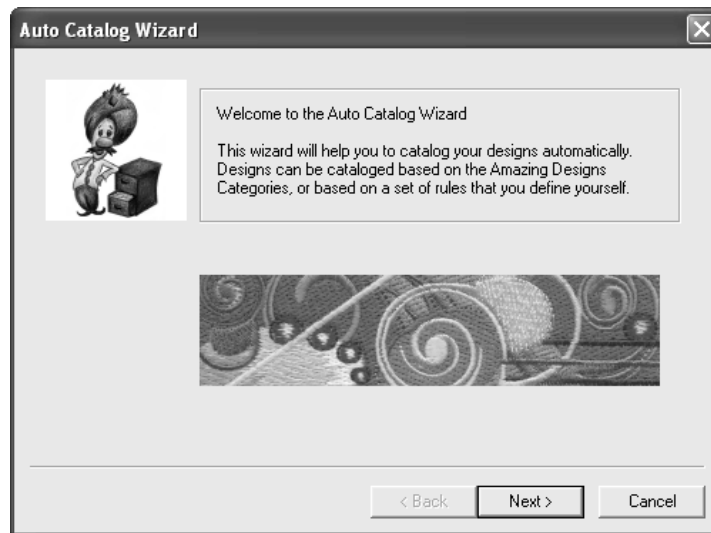


Click “Cancel” to save the rule without applying it. If you have checked the “Save this rule to my Personal List” box, the rule will be saved, and you can apply it at a later time. In this case, follow the procedures under “Using the Auto Catalog Wizard to Catalog Designs”.

### To create Personal Rules and Auto Catalog by file type:

- 1 Click in the Design Depot and select the designs that you want to automatically catalog.
- 2 Do one of the following:
  - ◆ Select the Auto Catalog Wizard  tool from the Toolbar.
  - ◆ Choose Tools—Auto Catalog Wizard.

*You see the Auto Catalog Wizard welcome screen.*



- 3 Click the Next button.  
*You see the Method Selection Screen.*



- 4 In the Cataloging Method area, select Auto Catalog based on file type rules you create.
- 5 Click Next.

*You see the Auto Catalog Wizard By File Type page.*



- 6 From the File Type list, select a file type. Click the down arrow next to the File Type field to display a list of all compatible file types.
- 7 Click the Select Category button.  
*The Select a Category dialog opens.*



- 8 In the dialog, select the category to add the design to.
- 9 Click OK.  
*The new rule appears in the rules field (the box on the right in the Wizard dialog).*
- 10 To create more personal rules, repeat steps 6 to 9 until you have added all the required rules.



To save rules for subsequent re-use, ensure that the "Save this rule to my Personal List" box is selected. When this box is checked, the particular rule you are creating will be added to your Personal List. When you use the Auto Catalog Wizard again, will be able to apply this rule when you select "Auto Catalog using pre-defined sets of rules".

- 11 Click Next.  
*You see another Auto Catalog Wizard page.*



- 12 Click Finish to apply the rule or rules that you have just created.



Click "Cancel" to save the rule without applying it. If you have checked the "Save this rule to my Personal List" box, the rule will be saved, and you can apply it at a later time. In this case, follow the procedures under "Using the Auto Catalog Wizard to Catalog Designs".

## Cataloging Designs Manually

As well as cataloging using the Wizard, you can also move designs amongst the category folders manually. This can be done by clicking to select a design, or a number of designs, and then dragging and dropping them in the desired folder.

You can also move designs into a new category by cutting/copying and pasting them into the new category.

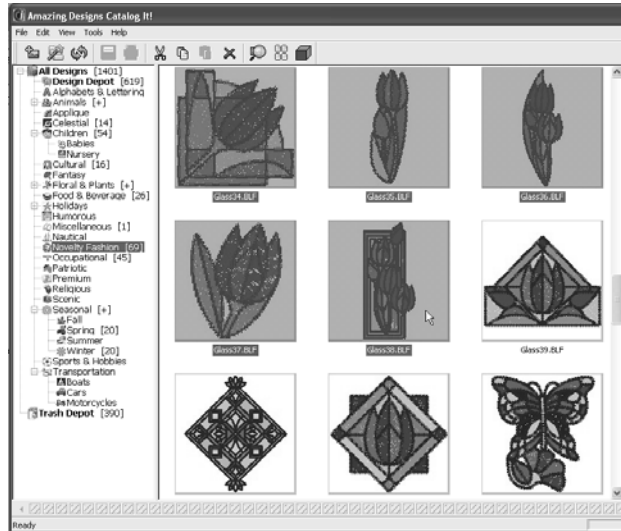
### To catalog designs manually:

- 1 Select the category containing the designs you wish to move.
- 2 In the main window, select a design or number of designs.

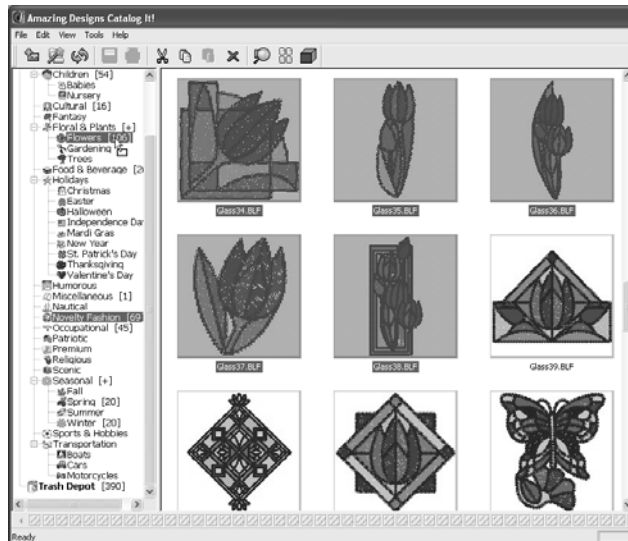


To select a series of consecutive designs, select the first in the series, hold down SHIFT, and then select the last in the series; to select a number of non-consecutive designs, hold down the CTRL button and click on each design individually.

*The selected designs will be highlighted in blue.*



- 3 Holding down the mouse button, drag to the folder in the Categories list where you want to put these designs. *The destination category will now be highlighted in blue.*



**4** Release the mouse button.

*The file or files that you moved will be removed from the category they were in previously, and will appear in the new category.*

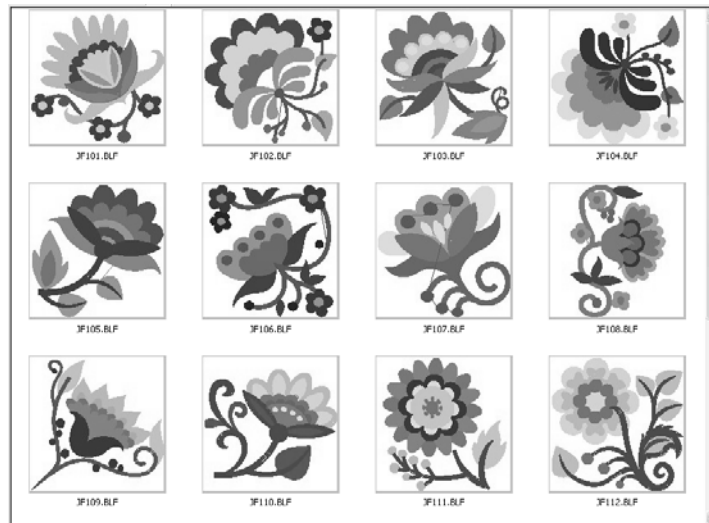


If you wish to copy the design or designs to more than one category, hold down CTRL while following the above procedure. While the CTRL button is held down, you can repeatedly drag and drop designs into different destination categories without removing them from the source category.

## Viewing Designs

### Viewing Designs in the Main Window

The Catalog It! main window allows you to view all of the design thumbnails contained within a selected category.

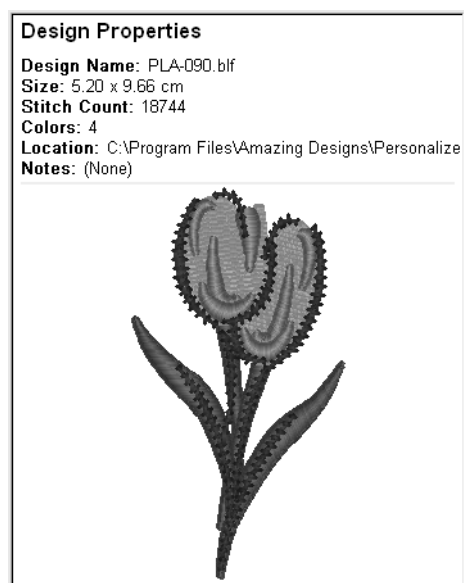


**To view designs in the main window:**

- In the categories list, select the category containing the designs you want to view.  
*You see design thumbnails for that category within the main window.*

## Viewing Designs in the Design Preview Frame

The Design Preview frame allows you to have an enlarged and more detailed view of your design. You will learn important information about your design in this frame, such as the number of stitches, number of colors, and the size of the design. You can also view, add, or change notes about a design within the Design Preview frame.



### To view a design in the Design Preview frame:

- 1 In the categories list, select the category containing the designs you want to view.  
*You see design thumbnails for that category within the main window.*
- 2 In the main window, click once on the design thumbnail you want to view in the Design Preview frame.  
*You will view the design you selected within the Design Preview frame, as well as the colors used to create designs in the Thread Color List.*

### To adjust the size of the Design Preview frame:



Each time you open Catalog It!, the size of your Design Preview frame will be retained.

- Click and drag the lower or left-hand borders of the Design Preview frame.

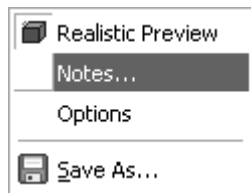
*The size of the Design Preview frame will change accordingly.*



*Adjusting the size of the Design Preview frame. When the pointer is hovered over an adjustable frame, it changes into a double-arrow symbol  $\leftrightarrow$ , which indicates that you can drag the frame's edge to change it.*

### To view, add, or change notes in the Design Preview frame:

- 1 In the preview frame, right-click on your design.  
*You see a menu.*



- 2 Choose Notes from the menu.  
*You see the Notes dialog box.*



- 3 In the Notes dialog box, choose one of the following options:
  - ♦ To view notes, look at notes in the dialog box and click OK to close.
  - ♦ To add notes, enter your notes in the dialog box and click OK to close.
  - ♦ To change notes, make appropriate changes in the dialog box and click OK to close.




Only the first line of your note will appear in the Design Preview frame.

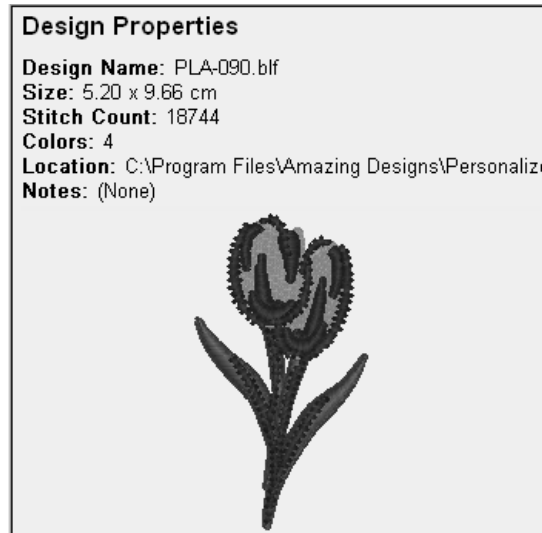
## Viewing Designs in Realistic Preview

Use the Catalog It! Realistic Preview tool to see a realistic preview of your designs.


### To view designs in Realistic Preview:

- 1 In the categories list, select the category containing the designs you want to see in Realistic Preview.  
*You see design thumbnails for that category within the main window.*
- 2 In the main window, click once on the thumbnail of the design you want to see in Realistic Preview.
- 3 Choose one of the following methods to use Realistic Preview view:
  - ♦ Click the Realistic Preview tool  from your toolbar.
  - ♦ In the Design Preview frame, right-click on the preview of the design and choose Realistic Preview from the menu.

*You see a realistic preview of your design in your Design Preview frame.*



**To view designs in standard preview:**

- Choose one of the following methods to return to the standard preview:
  - ♦ Cancel the Realistic Preview tool  selection from your toolbar.
  - ♦ In the Design Preview frame, right-click on the preview of the design and clear the Realistic Preview selection from the menu.

*You see your design in the standard preview.*

## Managing Categories

The Categories List allows you to organize your designs into specific categories. You can select a category folder from the categories list and then view, add, move, rename, or delete the designs in that category. Catalog It! also allows you to assign different icons to your categories.

## Viewing Categories

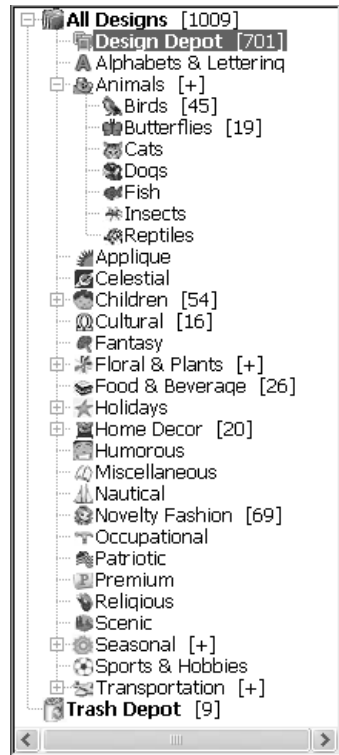
### To view categories:

- In the categories list, select the category folder you want to view.  
*You see design thumbnails for that category within the main window.*

### To view a category subfolder:

- 1 In the categories list, select the category folder containing the subfolder you want to view.
- 2 Double-click on the selected category to see the list of subfolders available.  
*You see a list of subfolders in your categories list. Beside particular subfolders, the (+) indicates that a category contains sub-categories with designs in them. Bracketed numbers, such as (1) or (2, 7 total), indicate the amount of designs contained in a category and/or sub-category.*





- 3 Select the subfolder you want to view.

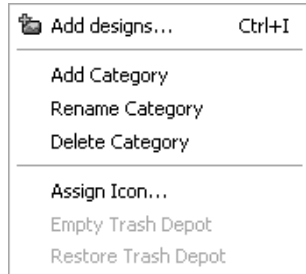
*You see design thumbnails for that subfolder within the main window, as well as the colors for that design in the status bar at the bottom of your screen.*

## Adding Categories

### To add a category folder:

- 1 In the categories list, right-click on the All Designs category folder.

*You see a menu.*



- 2 Choose Add Category from the menu.



To add categories, you can also choose Tools—Add Category.

*You see a new category folder with the title New Category.*

- 3 Enter a name for this new category and press ENTER on your keyboard.



If you do not enter a name for your new category, the category will disappear.

#### **To add a category subfolder:**

- 1 In the categories list, right-click on a folder within the All Designs category folder.  
*You see a menu.*
- 2 Choose Add Category from the menu.  
*You see a new category folder with the title New Category.*
- 3 Enter a name for this new category subfolder and press ENTER on your keyboard.

#### **To add a category subfolder within a category subfolder:**

- 1 In the categories list, right-click on a category subfolder.  
*You see a menu.*
- 2 Choose Add Category from the menu.  
*A new folder appears with the title "New Category".*
- 3 Enter a name for this new category subfolder and press ENTER on your keyboard.

## Moving Categories and Subcategories

### To move a category:

- 1 In the categories list, select the category folder you want to move.
- 2 Drag the category folder to a different location.  
*The category folder along with any subcategory folders and designs will be moved to the new location.*

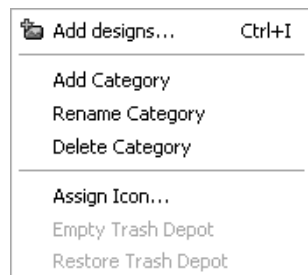
### To move a subcategory:

- 1 In the categories list, select the subcategory folder you want to move.
- 2 Drag the subcategory folder to a different location.  
*The subcategory folder with all of its designs will be moved to the new location.*

## Renaming Categories

### To rename a category:

- 1 In the categories list, right-click on the category folder you want to rename.  
*You see a menu.*

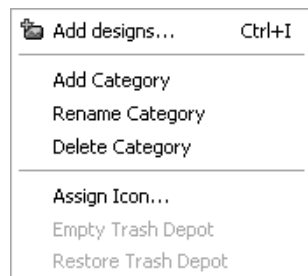


- 2 Choose Rename Category from the menu.  
*You see the category name become highlighted.*
- 3 Enter a new name for the category and press ENTER on your keyboard.

## Deleting Categories

### To delete a category:

- 1 In the categories list, right-click on the category folder you want to delete.  
*You see a menu.*



- 2 Choose Delete Category from the menu. Alternatively, you can also choose Tools—Delete Category.  
*You see a dialog box.*
- 3 At the prompt, click Yes to delete the category you selected.



If the category folder contains the last links to designs, you will see another dialog asking if you want to send the designs to the Trash Depot or Design Depot.

## Assigning an Icon to a Category

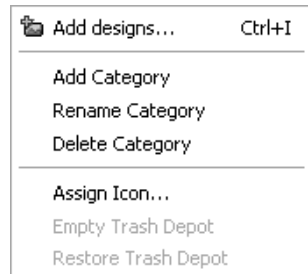
### To assign an icon to a category:

- 1 In the categories list, right-click on the category folder you want to change the icon for.



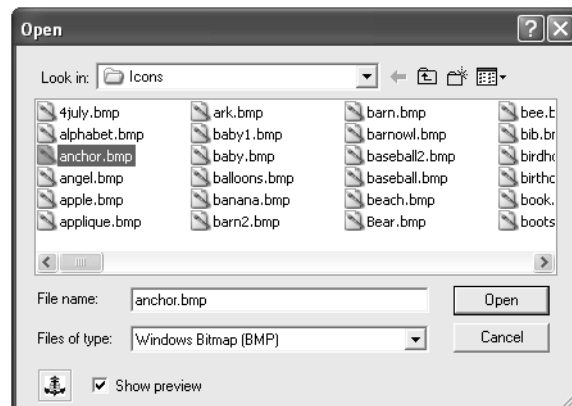
To assign an icon to a category, you can also choose Tools—Assign Icon to Category.

*You see a menu.*



You can choose from an assortment of icons in C:\Program Files\Amazing Designs\CatalogIt\Icons, as well as any \*.BMP images you want to use as icons in your own folders.

- 2 Choose Assign Icon from the menu.  
*You see the Open window.*



- 3 In the Open window, find the location of the icon you want for your category folder. Select the Show Preview option, if you want a preview of the icon before you assign it.
- 4 Click Open to assign the icon to the selected category.

## Organizing your Designs


### Cut, Copy, and Paste Designs to Different Categories

Catalog It! gives you an easy way to organize your design thumbnails. You can cut or copy your design thumbnails and then paste these designs into various category folders.

#### To cut design thumbnails:



To remove your design from its original category folder into another folder, you can also click and drag your design into the new folder.


- 1 Click once on a design thumbnail in the main window. To select multiple design thumbnails, press CTRL while clicking on each design thumbnail you want to cut.
- 2 Choose one of the following methods to cut your design:
  - ♦ Click the Cut tool  from the toolbar.
  - ♦ Right-click the main window of the selected category folder and select Cut from the menu.
  - ♦ Press CTRL+X.
  - ♦ Select Edit—Cut.

*The design thumbnail you selected will be cut from its current location.*



To place a copy of a design from one category folder into another, you can also press CTRL while clicking and dragging your design to the desired folder.

#### To copy design thumbnails:

- 1 Click once on the design thumbnail in the main window. To select multiple design thumbnails, press CTRL while clicking on each design thumbnail you want to copy.
- 2 Choose one of the following methods to copy your design:
  - ♦ Click the Copy tool  from the toolbar.


- ◆ Right-click the main window of the selected category folder and select Copy from the menu.
- ◆ Press CTRL+C.
- ◆ Select Edit—Copy.

*The design thumbnail you selected will be copied from its current location.*




You can also sort your designs by dragging and dropping designs into category folders. First, click and drag your designs to desired category folders. Drop your designs into the desired folders and your designs will now be in those categories.

#### **To paste design thumbnails:**

- 1 Select the category folder where you want your design thumbnails pasted.
- 2 Choose one of the following methods to paste your design thumbnails into the desired folder:
  - ◆ Click the Paste tool  from the toolbar.
  - ◆ Right-click the main window of the selected category folder and select Paste from the menu.
  - ◆ Press CTRL+V.
  - ◆ Select Edit—Paste.

*The design thumbnails you pasted will appear in the desired location.*


## **Deleting Designs**

Use the Catalog It! delete tool  to remove a design thumbnail from a particular category, or from the Catalog It! database entirely. You can also use this tool to delete the design from the saved location at the same time you remove it from Catalog It!

#### **To remove a design from its current category:**

- 1 In the categories list, select the category containing the design you want to remove. To select multiple design thumbnails, press CTRL while clicking on each design thumbnail.


*You see design thumbnails for that category within the main window.*

- 2 In the main window, click once on the design thumbnail you want to remove.
- 3 Choose one of the following methods to remove your design from its current location:
  - ◆ Click the Delete tool  from the toolbar.
  - ◆ Right-click the design you selected and choose Delete from the menu.
  - ◆ Press Delete on your keyboard.
  - ◆ Select Edit—Delete.

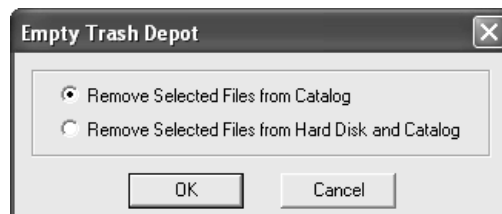


Designs deleted this way will be sent to the Trash Depot Folder. They have therefore not been completely removed from Catalog It!, only from the original category folder.

**To remove designs completely from Catalog It! and your hard disk:**

- 1 In the Trash Depot folder, select the design you want to remove completely. To select multiple design thumbnails, press CTRL while clicking on each design thumbnail.
- 2 Choose one of the following methods to remove your design:
  - ◆ Click the Delete tool  from the toolbar.
  - ◆ Right-click the design you selected and choose Delete from the menu.
  - ◆ Press Delete on your keyboard.
  - ◆ Select Edit—Delete

*You see the Empty Trash Depot dialog box.*







When you remove a design from Catalog It! and your hard disk, you can still restore your design from the Windows Recycle Bin, if necessary.



Restoring the design will not be possible if you empty the Recycle Bin in Windows.

- 3 In the Empty Trash Depot dialog box, select one of the following options to remove the design from the selected location:
  - ♦ If you want to remove selected files from the catalog, select *Remove Selected Files from Catalog*. At the prompt, click OK.
  - ♦ If you want to remove selected files from your hard disk and the catalog, select *Remove Selected Files from Hard Disk and Catalog*. At the prompt, click Yes.

## Restoring Designs Deleted from a Category Folder

Catalog It! makes it easy to restore designs deleted accidentally from any category folder (does not include the Trash Depot.)

### To restore a deleted design:


- 1 In the categories list, select the Trash Depot.
- 2 In the main window, right-click the design thumbnail(s) you want restored and select Restore Selection from the menu.

### To restore all deleted designs:


- In the categories list, right-click the Trash Depot Bin and select Restore Trash Depot from the menu.

*Designs in the Trash Depot will be restored. If the category folder of a design sent to the Trash Depot no longer exists, the design will be restored and put in the Design Depot folder.*

## Saving Designs

Use the Save Design As tool  to save your designs with a new name, as a new file type, and/or after making thread color changes. When you use this tool, you have the option to select the file name, location, and format for the design you are saving; this allows you to make a new copy of the design that incorporates your changes while still retaining the original file, in its original location, as a backup.

### To save designs:

- 1 In the categories list, select the category containing the design you want to save.  
*You see design thumbnails for that category within the main window.*
- 2 In the main window, click once on the design thumbnail you want to save.
- 3 Do one of the following:
  - ♦ Click the Save Design As tool  from the toolbar.
  - ♦ Select File—Save Design As
  - ♦ Right-click the file thumbnail and select Save Design As from the Context menu.  
*You see the Save As window.*
- 4 Choose the name, format, and location for your design.
- 5 Click Save to save your design.

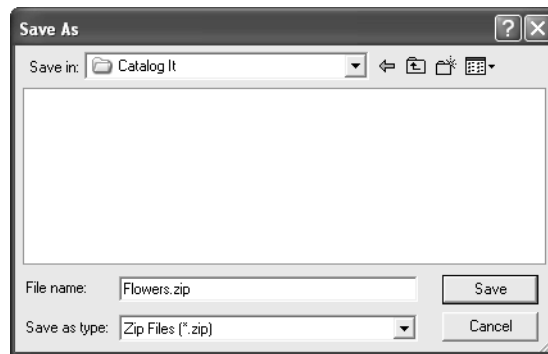
## Adding Designs to a Compressed (Zip) File

If you have a large number of design files, it is sometimes useful to add them to compressed archive file, commonly know as a 'Zip' file. These files take up much less memory than a collection of unzipped files, which can be very useful in certain situations - for example, if you want to email a number of designs all at once, a compressed file takes a lot less time to download.

**To add designs to a zip file:**

- 1 In the Main View, select those designs that you want to add to the zip file.
- 2 Do one of the following:
  - ♦ Select File—Add Designs to Zip...
  - ♦ Right-click, and choose Add Designs to Zip... from the context menu.

*You see the Save As dialog.*




- 3 In the Save In drop-down, select a destination (directory or folder) to save the zip file to.
- 4 Type a name for the zip file.
- 5 Click OK.

*The zip file will be saved to the selected destination.*

**Refreshing the Design Preview**


When you make changes to one of your cataloged designs in your embroidery software (that is, outside of Catalog It!), these changes will not be automatically updated in Catalog It! Use the Refresh tool to ensure that such changes are reflected in the design's thumbnail in the Main Window, and in the Design Preview window.

### To update saved changes to your design in Catalog It!:


- 1 Open the design in your embroidery software program and save your design changes.
- 2 When you use Catalog It! next, choose one of the following options to update your changes in Catalog It!:
  - ◆ Click the Refresh tool  from your toolbar.
  - ◆ Right-click on the main window and select Refresh from the menu.
  - ◆ Press F5 on your keyboard.

*Your design thumbnail and preview, if applicable, will reflect the changes made to your design.*

## Arranging Designs

Catalog It! allows you to easily arrange your designs in the main window. Use the Arrange tool  to display your design thumbnails by name, file type, number of stitches, number of colors, size and date.

### To arrange designs:

- 1 Click the Arrange tool  on your toolbar.

*You see a menu.*



- 2 In the menu, select one of the following methods to display your designs:
  - ◆ By name
  - ◆ By type

- ♦ By stitches
- ♦ By colors
- ♦ By dimensions
- ♦ By date (The most recent design additions will be displayed first)

*You see your design thumbnails displayed in the order you specified within the main window.*

## Opening Designs

There are two ways to open designs in Catalog It!, “Open Design” and “Open With”.

Use “Open Design” to open a design in any Amazing Designs software product that is currently installed on your computer.

The “Open With” option brings up a Windows dialog box. From this dialog, you can choose the embroidery software program that will always open that file type by default; this file type is said to be “associated” with that program.

### **To open a design with an Amazing Designs program:**

- 1 In the categories list, select the category containing the design you want.  
*You see design thumbnails for that category within the main window.*
- 2 In the main window, click once to select the design you want to open.
- 3 Do one of the following:
  - ♦ Select Tools—Open Design...
  - ♦ Right-click, and choose Open Design with... from the options menu.

*You see a list of Amazing Designs programs; the ones that are installed and ready to use may be selected, otherwise they will be greyed-out.*

- 4 Choose an Amazing Designs program from the list.  
*The selected file will open in that program.*

**To associate and open a design:**


- 1 In the categories list, select the category containing the design you want.  
*You see design thumbnails for that category within the main window.*
- 2 In the main window, click once on the design you want to associate and open.
- 3 Do one of the following:
  - ♦ Select Tools—Open With...
  - ♦ Right-click, and choose Open With... from the options menu.*You see a Windows dialog. Within this dialog, browse to the embroidery application you wish to use to open all designs with this file type. Your design will open in the associated embroidery software.*
- 4 Click Open.

*The selected design will open in the program you chose.*



If you do not want to open a design with the embroidery software program associated with that specific file, right-click the design and choose Open With from the menu. This will open the Windows dialog. To always use the same embroidery software to work with designs of this type, select Always use the selected program to open this kind of file.

## Searching the Design Database

The Search tool  allows you to search for designs in Catalog It! Use this tool to set your own parameters for finding designs and temporarily hide those designs that do not meet your search criteria.



When you delete designs from your hard drive, Catalog It! does not automatically remove them from its database. The design thumbnails and links remain on the system, and are labelled 'Not Found'. You should remove these designs manually.

To include the 'Not Found' thumbnails in your searches, check the box next to Designs - (Not found) in the Search dialog.

### To view all designs:




You will not be able to view all Catalog It! designs if the Search dialog box already has search criteria entered. To clear the Search dialog box, click the Search tool from the toolbar and click Clear.

- In the categories list, select the All Designs category folder.  
*You see all Catalog It! design thumbnails within the main window.*

## Searching by File Name

### To search for designs by file name:

- 1 In the categories list, select the category folder you want to search for specified designs.
- 2 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*



When you are done searching, you need to turn off the search mode by clicking the search button again; otherwise, Catalog It! will stay in search mode.

- 3 In the File Name field, enter the file name for the design you want to find.



If you do not know the complete file name, or you wish to have the search return a number of results with similar names, you can enter a partial name in the File Name field. For example, to return all the files with CHA and CHI in their names, just search on the letters CH.



Note that the search by File Name field is not case sensitive; a search on 'ANI' will return the same results as 'ani'.

**Search**

File Details

File Name: butterfly

Notes:

Date: From: 03/04/2008 To: 01/04/2008

File Size: From: KB To: KB

Design Details

Stitches From: To:

Colors From: To:

Width (cm): From: To:

Height (cm): From: To:

File Types

- ✓ .BLF
- ✓ .EXP
- ✓ .DST
- ✓ .PEC
- ✓ .PES
- ✓ .PCS
- ✓ .HUS
- ✓ .SHV
- ✓ .VIP
- ✓ .SEW
- ✓ .CSD
- ✓ .XXX
- ✓ .JEF
- ✓ .EMD
- ✓ .ART

Display Only First:

Designs - (Not Found)


Clear OK Cancel

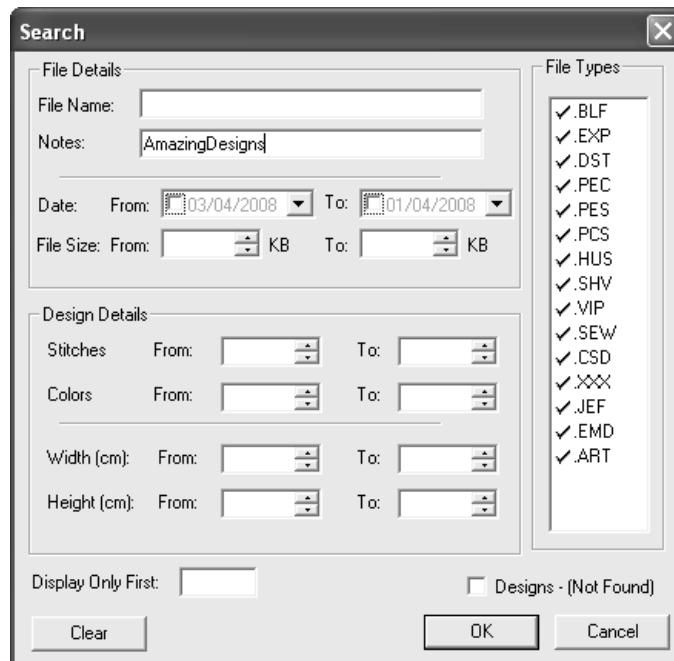
- 4 Click OK to begin your search.  
*The main window will now display only the design thumbnails that match your File Name criteria.*



## Searching by Keyword

### To search for designs by keywords:


- 1 In the categories list, select the category folder you want to search for specified designs.
- 2 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*
- 3 In the Notes field, enter the keywords you want to search for within the notes of each design.

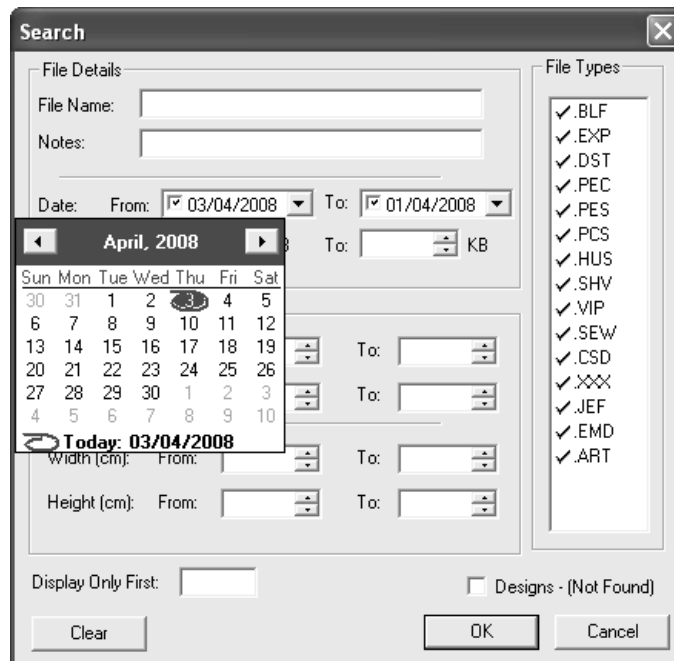


- 4 Click OK to begin your search.  
*The main window will now display only the design thumbnails that have notes containing the specified text.*

## Searching by Date Added

### To search for designs by date entered:

- 1 In the categories list, select the category folder you want to search for specified designs.
- 2 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*



- 3 In the date area, do the following:
  - Click the down arrow next to the **From:** field, and choose the beginning date of the range you wish to search from the calendar.
  - Click the down arrow next to the **To:** field, and choose the end date of the range you wish to search from the calendar.
- 4 Click OK to begin your search.


*The main window will now display only those design thumbnails that were imported into Catalog It! within the specified range of dates.*



When you are done searching, you need to turn off the search mode by clicking the search button again; otherwise, Catalog It! will stay in search mode.

## Searching by File Size

### To search for designs by file size:

- 1 In the categories list, select the category folder you want to search for specified designs.
- 2 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*
- 3 In the File Name field, enter the file name for the design you want to find.

**Search**

File Details

File Name:

Notes:

Date: From:  To:

File Size: From:  KB To:  KB

Design Details

Stitches From:  To:

Colors From:  To:

Width (cm): From:  To:

Height (cm): From:  To:

File Types

- .BLF
- .EXP
- .DST
- .PEC
- .PES
- .PCS
- .HUS
- .SHV
- .VIP
- .SEW
- .CSD
- .XXX
- .JEF
- .EMD
- .ART

Display Only First:

Designs - (Not Found)

Clear OK Cancel


- 4 Click OK to begin your search.  
*The main window will now display only the thumbnails for designs that fall within the specified range.*



When you are done searching, you need to turn off the search mode by clicking the search button again; otherwise, Catalog It! will stay in search mode.

## Searching by Number of Colors, Number of Stitches and/or Design Dimensions

### **To search for designs by the number of stitches, number of colors, and design dimensions:**

- 1 In the categories list, select the category folder you want to search for specified designs.
- 2 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*
- 3 In the Search dialog box, enter any of the following search criteria:
  - ♦ In the Stitches fields, enter the minimum and maximum number of stitches for the designs you want to find.
  - ♦ In the Colors fields, enter the minimum and maximum number of colors for the designs you want to find.
  - ♦ In the Width fields, enter the minimum and maximum width measurement for the designs you want to find.
  - ♦ In the Height fields, enter the minimum and maximum height measurement for the designs you want to find.


- 4 Click OK to begin your search.  
*The main window will now display only the design thumbnails that match your search criteria.*

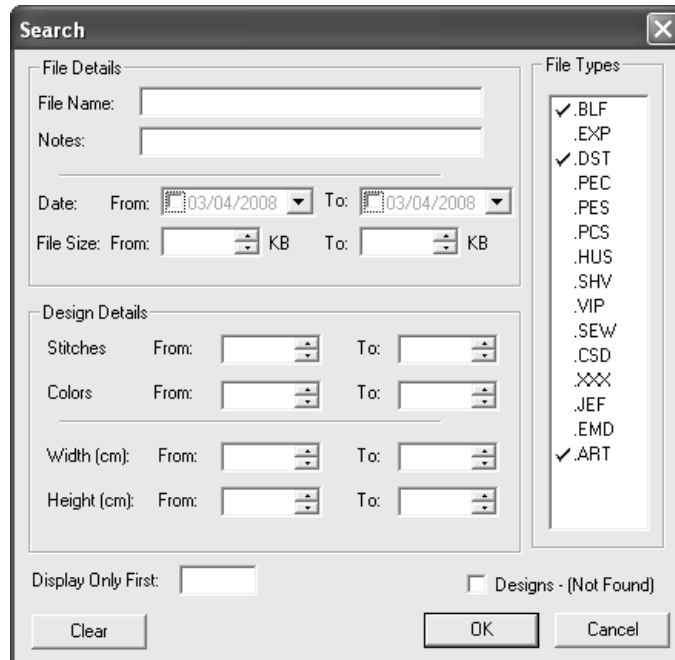


When you are done searching, you need to turn off the search mode by clicking the search button again; otherwise, Catalog It! will stay in search mode.

## Searching by File Type

### To search for designs by file type:

- 1 In the categories list, select the category folder you want to search for specified designs.
- 2 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*
- 3 In the File Types area, check off the design file types you want to search for.




- 4 Click OK to begin your search.  
*The main window will now display only those design thumbnails that match your search criteria.*



When you are done searching, you need to turn off the search mode by clicking the search button again.; otherwise, Catalog It! will stay in search mode.

## Limiting the Number of Designs Returned by the Search

### To display only the first set of designs that match your search criteria:

- 1 In the categories list, select the category folder you want to search for specified designs.
- 2 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*

- 3 In the Search dialog box, enter your search criteria.
- 4 In the Display Only First field, enter the number of designs you want displayed within the list of designs that match your search criteria.

**Search**

File Details

File Name:

Notes:

Date: From:  To:

File Size: From:  KB To:  KB

Design Details

Stitches From:  To:

Colors From:  To:

Width (cm): From:  To:

Height (cm): From:  To:

File Types

- .BLF
- .EXP
- .DST
- .PEC
- .PCS
- .HUS
- .SHV
- .VIP
- .SEW
- .CSD
- .XXX
- .JEF
- .EMD
- .ART

Display Only First:   Designs - (Not Found)

Clear OK Cancel

- 5 Click OK to begin your search.


*The main window will now display only as many designs as you specify, that match your search criteria.*



When you are done searching, you need to turn off the search mode by clicking the search button again; otherwise, Catalog It! will stay in search mode.

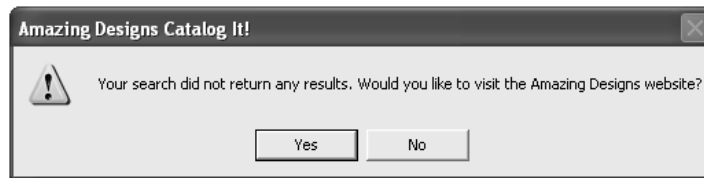
## Clearing a Search

### To clear your search results or begin a new search:


- 1 Click the Search tool  on your toolbar.  
*You see the Search dialog box.*
- 2 In the Search dialog box, click Clear.
- 3 All the search criteria will be removed from the dialog.

## Searches that Return no Results

If you perform a search that does not find any matches in your database, you will be presented with the following dialog:



Clicking "Yes" will open the Amazing Designs web site in your default browser. There, you can browse through the Amazing Designs Embroidery Design Collections, to look for a design that suits your needs.

Clicking "No" returns you to search mode. You can choose to search a new folder, or click the Search tool  again to modify your search criteria. If you are done searching, click the Cancel button in the Search dialog box.



## Reading Designs from Amazing Box MAX

When you purchase and install Amazing Box MAX, Catalog It! allows you to read designs directly from your box. For additional information on using Amazing Box MAX, please refer to the Amazing Box MAX instruction manual that you received with your Amazing Box MAX.

### To read designs:

- Choose File—Read from AB Max.



If you have not purchased and installed Amazing Box MAX, the Read from AB Max option will be grayed out and disabled from the Catalog It! menu.

## Sending Designs to Amazing Box MAX

When you purchase and install Amazing Box MAX, Catalog It! allows you to send designs directly to your box. You can send just one design, or several designs at the same time.

For additional information on using Amazing Box MAX, please refer to the Amazing Box MAX instruction manual that you received with your Amazing Box MAX.

### To send designs:

- 1 Select the design or designs that you want to send.
- 2 Choose File—Send to AB Max.



If you have not purchased and installed Amazing Box MAX, the Send to AB Max option will be grayed out and disabled from the Catalog It! menu.

## Reading Designs from Little MAX

When you purchase and install Little MAX, Catalog It! allows you to read designs directly from your box. For additional information on using Little MAX, please refer to the Little MAX instruction manual that you received with your Little MAX.

### To read designs:

- Choose File—Read from Little Max.



If you have not purchased and installed Little MAX, the Read from Little Max option will be grayed out and disabled from the Catalog It! menu.

## Sending Designs to Little MAX

When you purchase and install Little MAX, Catalog It! allows you to send designs directly to your box. You can send just one design, or several designs at the same time.

For additional information on using Little MAX, please refer to the Little MAX instruction manual that you received with your Little MAX.

### To send designs:

- 1 Select the design or designs that you want to send.
- 2 Choose File—Send to Little Max.



If you have not purchased and installed Little MAX, the Send to Little Max option will be grayed out and disabled from the Catalog It! menu.

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