



BuzzWord[™]

Quick Start Guide

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The Stitches-in-Time display is protected by U.S. Patent numbers 6,167,823 B1; No 6,584,921 B2 and 6,502,006 B1. Other patents pending.

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1 - Getting Started



Installation

System Requirements

The minimum system requirements for BuzzWord™:

- Microsoft Windows XP or later
- 20 MB hard drive space to install BuzzWord

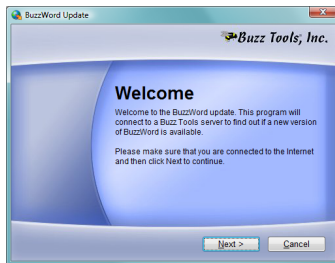
The BuzzWord Installation CD browser should start automatically when the CD is placed in the CD drive. If it does not start automatically after a few minutes, you can start it manually by double-clicking the file **setup.exe** located in the root folder of the installation CD. Once started, follow the on screen instructions to install BuzzWord.

Update BuzzWord™

Due to product release cycles, installation CD's may have an earlier version of the software then is available on our website.

Therefore, at the end of the BuzzWord installation the software automatically launches the **Check For Updates** command. We recommend you permit it to check for updates

and apply them to your software so that you can enjoy any new features and obtain the latest bug fixes.



Following installation, you should check monthly for updates. To do so choose **Help > Check for Updates** from within the software or visit www.buzztools.com/updates/downloads.asp

Install Trial Software

The BuzzWord Installation CD includes links to trial versions of many Buzz Tools software programs. To install the trial software, use the installation CD browser and follow the on screen instructions.

Trouble-shooting Installation or Startup

If you have trouble, try the following:

- See the BuzzWord ReadMe file, installed in the same folder as BuzzWord, for important late breaking information.
- Make sure your computer meets the minimum system requirements listed at the start of this chapter.
- Check the back of the installation CD and clean off smudges or fingerprints with a soft cloth, if required.
- Exit from all other applications and disable any virus-protection applications before reinstalling.
- Restart your computer, and then restart BuzzWord.
- See if information about your issue is in the Buzz Tools knowledge base. The online knowledge base is the same information used by our technical support team and is available online at www.BuzzTools.com/answers.

Register!

Please register your software so that Buzz Tools, Inc. can continue to provide you with the highest quality software, offer technical support, and inform you of new BuzzWord developments. In addition, special offers are sometimes available only to registered users. To register your software, visit register.BuzzTools.com and complete the online form.

Getting Assistance and Help

This quick guide takes you through the very basics of working with BuzzWord. For information on specific tools and commands, see the comprehensive online Help available from within BuzzWord (**Help > Contents**). In addition, you can read online Help screens at any time by clicking a **Help** button.

This guide assumes you have a working knowledge of your Microsoft® Windows operating system and its conventions, including how to use a mouse and standard menus and commands. For help with these items, please see your Microsoft® Windows documentation or a beginning Windows book which can be purchased at any computer store.

Video Tutorials

Several video tutorials have been provided to speed your learning of BuzzWord. The video tutorials require 1024 by 768 or greater resolution.

To access the video tutorial menu, choose **Help > Tutorials**. You will be prompted to insert your installation CD where the tutorials are located.

Download only purchasers may find the instructional tutorials on our companion website, www.BuzzTools.tv or on the BuzzWord Education page, www.BuzzTools.com/updates/bw-education.asp.

Technical Support

If you are having difficulties with BuzzWord:

- **Read your Quick Guide and the online help carefully.**
- **Install the latest updates.** If your computer is connected to the Internet, choose **Help > Check for Update**. BuzzWord automatically looks for program updates and asks you if you would like to install them.
- **Contact your local dealer.** If your problem is not addressed in the manual or online help, contact your local Buzz Tools® dealer for advice.
- **Visit us on the web.** Check our online answer pages at: www.BuzzTools.com/answers. If you don't find an answer to your question, you may E-mail our support staff from the link provided at the top of the answers page.
- **Write Us:** Send us a detailed description of your problem or question. Be sure to include what version of BuzzWord you are running and the details about your computer configuration (operating system, memory, etc...). Include your complete

address, fax number, and telephone number along with the best time to contact you.

Mail to:

Buzz Tools, Inc.
Attention: Tech Support
Ste 4 PMB 410
2415 San Ramon Valley Blvd
San Ramon, CA 94583

Remove BuzzWord™

To remove **BuzzWord** from your computer do the following:

- 1 From the Windows Start menu, select **Settings > Control Panel**.
- 2 From the control panel, double-click the Add/Remove programs icon. The *Add/Remove Programs Properties* dialog box opens.
- 3 Using the scroll bar, locate the program name **BuzzWord** and click on it to select it.
- 4 Click **Add/Remove....**
- 5 On the *Confirm File Deletion* dialog box, click **Yes**.

2 - Creating Lettering



With BuzzWord you can easily create embroidery lettering from scalable fonts or alphabet designs. Only the basics of using BuzzWord are covered here. For more information, use the BuzzWord Help, click the **Help** button on a dialog or watch the video tutorials included on the installation CD.

NOTE The BuzzWord workspace is similar to the BuzzEdit, BuzzSize and Buzz-2-Stitches workspaces. If you are not familiar with any of these programs, we recommend you read Appendix A (starting on page 22) prior to this chapter.

Fonts Available

Scalable Fonts

BuzzWord comes with thirty beautiful scalable fonts. It is easy to add any of these fonts to an existing project or to create a new project. Your lettering can be laid out in a straight line (either vertical or horizontally), can be made to follow a path, or can fill a custom shape, rectangle or ellipse.

Custom Stitch Fonts

One of the most powerful features of BuzzWord is the ability to use your existing alphabet design collections to enter text. BuzzWord defines a custom stitch font with its fast and easy wizard which maps your keystrokes to the letters of the alphabet. Information on how to define a custom stitch font is included on page 15 of this guide.

Entering Text

Straight Line Text

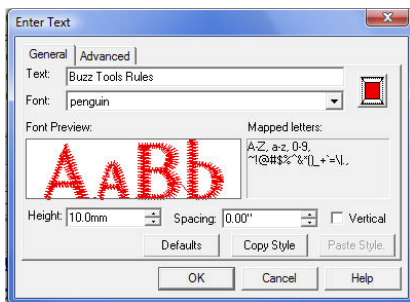
For Use with Scalable Fonts Or Custom Stitch Fonts



Set Starting Location: To enter text in a straight line, click on the **Create Text** toolbar button. This activates *Create Text* mode. Click on the starting location for your text in the space work window and the *Enter Text* dialog opens. The space work window is located in the upper left of the BuzzWord workspace.

Enter Your Text: Type your text in the text field and choose a font from the font drop down list. Custom stitch fonts are displayed below the scalable fonts on the font list and are marked with an * for easy identification. The size of your lettering is determined by the font size setting for scalable fonts or the actual size of the design in the case of custom stitch font letters.

Use the text properties on the *General* tab and on the *Advanced* tab to change how your lettering appears and stitches out. Check the vertical text box to have your text appear vertically on your project. For specific information on the text options available, please read the help topics on this subject.



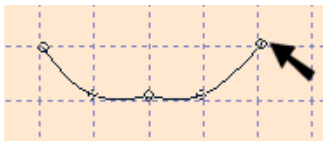
Text on Path

For Use with Scalable Fonts Or Custom Stitch Fonts



Draw the Path: First, click on the **Create Path Text** toolbar button. This activates *Create Path Text* mode.

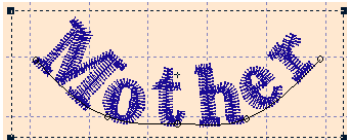
Click on the starting location for the bottom left of the text in the space work window and continue to click along the desired path, moving from left to right. You can use the grid as a guide.



If you want your path curved as in the example above, use the left mouse button to click the path. If you want the path straight between nodes, use the right mouse button to click.

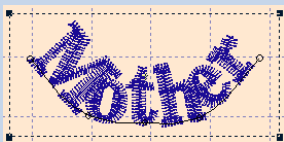
The path is created between these nodes and by default defines the lower edge for the text. Press the **Enter** key on your keyboard when you are finished with the path.

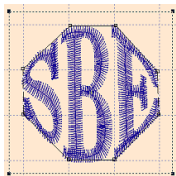
Enter Your Text: Once the path has been defined, the *Enter Text* dialog opens. Type in your text and set the desired text properties. Just like straight line text above, the size of your lettering is determined by the font size setting for scalable fonts or the actual size of the custom stitch font letters.



NOTE When you enter your text, it may appear jumbled together if the path is too short for the text entered. You can solve this issue in one of two ways, change the font size by double clicking on the text to open the *Text Properties*

dialog and choose a smaller font height or increase the length of the path by clicking and dragging on one of the corner nodes.





Enter Your Text: Once the envelope has been defined, the *Enter Text* dialog opens. Type in your text and set the desired text properties.

Rectangular Text

For Use with Scalable Fonts ONLY



Draw the Rectangle: First, click on the **Create Text** toolbar button. Now, click on upper left corner of the rectangle, hold down the mouse button and drag diagonally to the right lower corner of the box. When you release the mouse, the *Enter Text* dialog opens.

Enter Your Text: Type in your text and select the desired font from the list of scalable fonts. Use the settings on the *General* tab and the *Advanced* tab to change how your lettering appears and stitches out. Letter size is determined by the size of the rectangle you created.

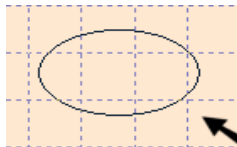
Elliptical Text

For Use with Scalable Fonts ONLY



Draw the Ellipse: First, click on the **Create Ellipse Text** toolbar button.

Now, click on upper left corner of the ellipse, hold down the mouse button and drag diagonally to the right lower corner. Release the mouse button when the ellipse is the size you desire. The *Enter Text* dialog opens.



Enter Your Text: Type in your text and set the desired text properties. Letter size is determined by the size of the ellipse you created. On the *Advanced* tab, choose how you want your text aligned with the ellipse. You can have your text above the path, below the path, along the path or have your text fill the object.

Changing Your Text Properties

After you enter your text, it may need to be adjusted to meet your needs. The type of editing you will be able to do depends on the type of text object. Try the following:

- Double click on a text object to bring up the *Text Properties* dialog and modify settings.
- Or right click on a text object to bring up its *Text Properties*.
- Bring up the *Text Properties* for a text object you like and click the **Copy Style** button. You do not have to close the *Text Properties* dialog. Just click on another text object and the *Text Properties* dialog displays its style settings. Click **Paste Style** to have the style properties of the first object applied to the second.
- Drag a corner of the bounding box surrounding a selected rectangular or elliptical text to change its size. If your text appears jumbled, enlarge the object.
- Right click on a node to change node properties. Nodes can be set to straight, curved or even deleted.
- Add a new node to an object by right clicking on a line between existing nodes.
- Drag a node a text object to modify its position and the shape of the object.

NOTE The *Enter Text* dialog and the *Text Properties* dialog contain the same information but serve two different and important functions. The *Enter Text* dialog is used when you initially enter your text and text setting are remembered for the next new text object. The properties of existing text objects are displayed on the *Text Properties* dialog and these settings are not used for new text. To apply the text properties of one text object to another, use the **Copy Style** and **Paste Style** commands on the *Text Properties* dialog.

Setting Up Custom Fonts

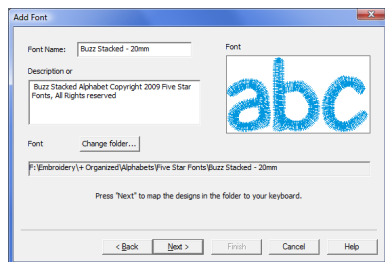
Adding Custom Fonts

In order to use your alphabet designs as BuzzWord custom fonts, BuzzWord needs to know where to find them and which designs correspond with which key strokes. In order to be correctly defined by BuzzWord, each unique alphabet must be in its own folder. BuzzWord maps one keyboard character to one specific design so having two capital A's, for example, in the same folder wouldn't work.

If your font did not come with a pre-defined BuzzWord map file, you are going to need to set it up yourself. It takes only a few minutes and then the custom font will be available to you whenever you use BuzzWord.

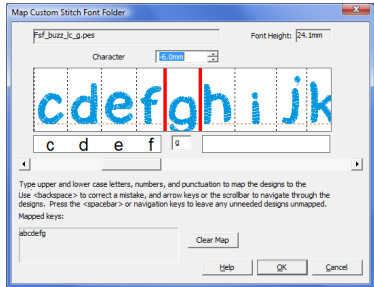
To define a custom font, do the following:

- 1 Choose **View > Font Properties** to open the *Font Properties* dialog.
- 2 Click the **Add Font** button and choose the option **Create a Font by mapping keys...**
- 3 On the *Browse for Font Folder* dialog, navigate to the font's folder and click **OK**.
- 4 On the *Add Font* dialog, change the font name if necessary and enter a description for the font. You may want to include the source, copyright information and font size in this field. Click **Next >**



5 The *Map Custom Stitch Font Folder* dialog opens.

This is where you will assign the actual key strokes to the designs. Type in upper and lower case letters, numbers and punctuation to map the designs to the keyboard. You can use backspace to correct mistakes and arrow keys to navigate through the designs. You can also use the arrow keys to skip specific designs that you don't want to map.



While you are mapping your designs, be sure to change the characters offset if needed. This adjusts the characters placement along the baseline and will ensure professional results.

In the example on the right, we have moved the lower case g down -6 mm so that it will appear correctly when later used. Take the time to make these important baseline adjustments now so that your custom stitch fonts look their very best.



6 Click **OK** and the *Edit Font* dialog opens. This displays a list of mapped keys and provides you with one last opportunity to change the font name and/or description. Click **Finish**. Your Custom Font is defined and ready for use from the Font menu.

Adding Fonts from BuzzWord 3rd Party Font Providers

If you purchased a font that has already been mapped by the vendor, your task is a lot simpler. Note: If your purchased font does not include a BuzzWord map file, you will have to map it yourself as shown above.

To define a font that includes a BuzzWord map file, do the following:

- 1 Choose **View > Font Properties** to open the *Font Properties* dialog.
- 2 Click the **Add Font** button and choose the option **Add a Font you have...**
- 3 On the *Browse for Font Folder* dialog, navigate to the font's folder and click **OK**. BuzzWord reads the font map file and the *Add Font* dialog opens and it displays the font mapping information. You can change the mapping if you like or simply click **Finish** to finalize the Custom Font definition.

Edit Custom Fonts

You can easily make adjustments to the custom stitch fonts. For example, after using the font, you may decide you need to adjust the offset of specific characters for better results.

To edit a custom stitch font do the following:

- 1 Choose **View > Font Properties** to open the *Font Properties* dialog.
- 2 Navigate to the desired font and click the **Edit Font** button. Custom fonts are located at the bottom of the font list and are displayed with an *.
- 3 The *Edit Font* dialog opens where you can change the font name or description. Click **Next >**
- 4 Your previous mappings are displayed. Use the arrow keys to step forward or backward and make your adjustments. Click **OK** when you are finished and then click **Finish** on the *Font Review* dialog.

3 - Editing Designs



Once you have created a design in BuzzWord, you can perform simple design editing. **These operations work only on an entire color break or on the entire design.**

All of the commands and tools introduced here are covered in the BuzzWord online help. Most dialog boxes contain a **Help** button that will take you directly to the information on that command.

Selecting What to Edit

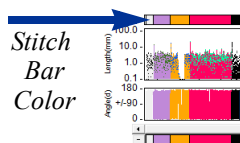
The BuzzWord workspace contains only one selection at a time, regardless of whether you use the Work window or the Time window to make your selection. Once made, the selection is highlighted in the both windows.

Selecting the Entire Design

To select the entire design press **Ctrl + A** or choose **Edit > Select All**.

Selecting an Entire Color Break

To select an entire color break, first press **Escape** to cancel any previous selection then click the color on the *Stitch Color Bar* located on the top of the Stitches-in-Time® window.



Selecting an Object (Space Window)



You select an object in the Space Work window with **Selection / Move** tool. The space work window is located in the upper left of the BuzzWord workspace. First click

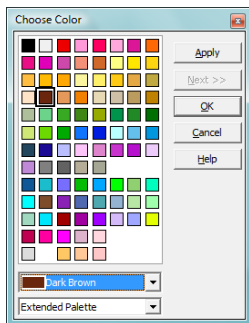
on the **Select / Move** tool and then click on an object. You can add objects to your selection by holding down the shift key while clicking on additional objects.

Changing Thread Colors

From the Text Properties Dialog

When you are entering your text on the *Enter Text* dialog or changing your text properties on the *Text Properties* dialog, click on the thread spool button to open the *Choose Color* dialog and make your color selection.

If you are entering a multi-colored font, the colors may be changed in sequence. If desired, choose a new color from the color palette and click **Next >>**. The color is applied and the next thread color of the lettering is selected. Continue in this manner until you have finished making changes.



From the BuzzWord Workspace

To change thread colors from the BuzzWord workspace is easy. Double click on a thread color on the *Stitch Color Bar* and the *Choose Color* dialog opens. Choose a new color from the color palette and click **OK**.

Changing Sewing Order

One Color at a Time

To change the order that thread colors are sewn, first select a color by clicking on the *Stitch Color Bar*. Once selected, just drag and drop the color to the location in time where it should be sewn. Keep in mind that if you modify the sewing order, traveling stitches that would normally be sewn under other areas may not be properly covered.

Sort Colors

You can reduce the number of thread changes in your design by using the **Sort Colors** command to sort and combine colors that appear in more than one place in the design.

Before you use this command, examine your design carefully and do a test sew of the design to ensure that your results are those you desire. Hidden traveling stitches (those stitches that connect color regions of a design) can sometimes “pop to the top” when colors are sorted.

Editing Tools

Move



Click on the **Select / Move** tool; then click on the desired object to select it.

Move your cursor into the center of the selection and drag the selection to the desired location. You can also move your selection using specific horizontal and vertical values or offsets (choose **BuzzTools > Move...**).

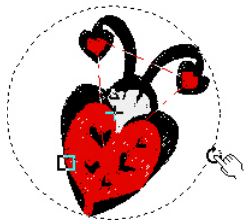


Rotate



Rotate a selection using the **Rotate** tool located on the **Stitches-in-Space** toolbar.

Rotate your selection by dragging the circular boundary of the selection. The degree of rotation is displayed on the status bar.



The center of the rotation can be moved. Just drag the center X to select a new center of rotation before rotating your selection. Use the **Custom Center** button on the top toolbar to toggle between a custom center and the center of the selection.

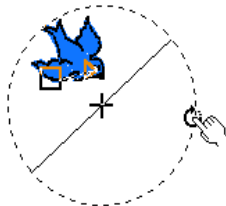
You can also rotate your selection using specific values for the degree of rotation and the center of rotation (choose **BuzzTools > Rotate...**).

Flip



Flip a selection using the **Flip** tool located on the Stitches-in-Space toolbar.

When you click on the flip tool, your selection is displayed with a circular boundary with an intersecting line which represents a mirror. Click on the line of the mirror and your design flips across the line of the mirror. To change the angle of the mirror, drag the edges of the circular boundary prior to flipping your selection.



The center of the flip can be moved. Just drag the center X to set a new center before you flip your selection. Use the **Custom Center** button on the top toolbar to toggle between a custom center and the center of the selection.

You can also flip your selection vertically, horizontally or using specific custom values (choose **BuzzTools > Flip...**).

Insert Basting Stitches

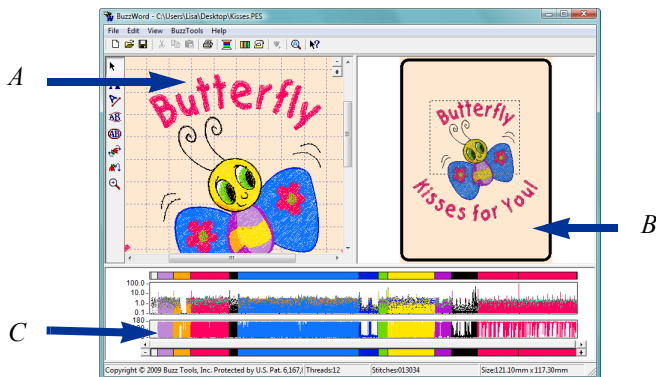
The **Insert Basting Stitches** command automatically adds a perimeter of basting stitches to the current design. This helps secure your fabric in place prior to sewing.

Appendix A - BuzzWord™ Workspace



The BuzzWord workspace displays your design in three different windows, each presenting a different view of your design. They work together to allow you to select and manipulate your design. Although you have three separate views of your design, you are still only working on one design per workspace.

The design used in these examples was created from artwork by Clipartopolis.com in Buzz-2-Stitches auto digitizing software.



BuzzWord Workspace.

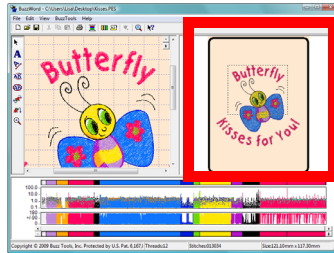
- A - Stitches-in-Space Work Window*
- B - Stitches-in-Space Reference Window*
- C - Stitches-in-Time Window*

Change the relative size of the three windows by dragging the vertical and horizontal bars separating them.



Stitches-in-Space Reference Window

The *Stitches-in-Space Reference* window (or Space Reference window) is the visual reference for your design and it allows you to see how your design will look when sewn. The area of the design that is currently being displayed in the Space window is surrounded by a dotted line.

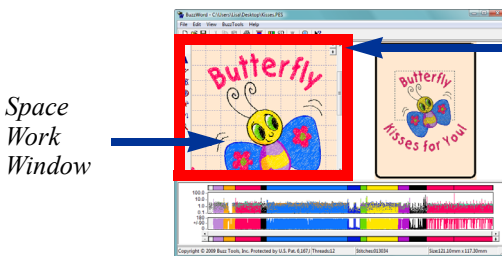


*Space
Reference
Window*

*Use the Space Reference window
as a visual reference for your design.*

Stitches-in-Space Work Window

The *Stitches-in-Space Work* window (or Space window) is the spatial work area. It contains tools for manipulating your design in space, such as tools to move and rotate.



*Space
Work
Window*

*Space
Zoom
Buttons*

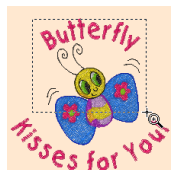
*Use the Space Reference window
as a visual reference for your design.*

Use the Space window to manipulate your design. If you have zoomed into an area of the design, only the zoomed in area will display here.

Zooming In Space

Zooming does not change the size of the actual design, just how it is displayed on your computer. To zoom in a specific portion of the design, hold down the primary mouse button, which is usually the left mouse button, and drag out a rectangle around the region of interest.

Use the scroll bars on the Space window to move the area of the design that is displayed. The zoom buttons located in the upper right corner of this window cause the current selection to zoom in or out.

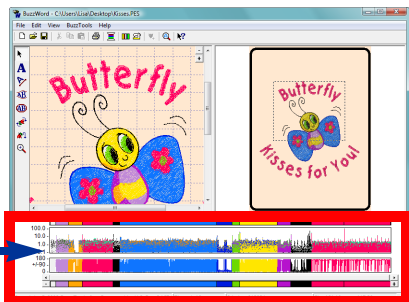


Zoom in on a portion of the design.

Stitches-in-Time® Window

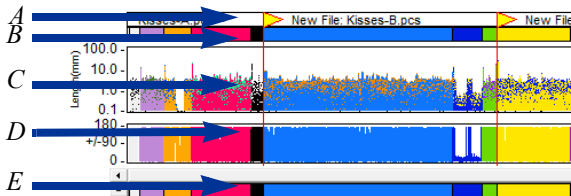
Along the bottom of your workspace is the patented *Stitches-in-Time® Window (or Time window)* which shows your design as it is stitched out in time.

Stitches-in-Time Window



The Stitches-in-Time window displays the stitches of the design horizontally from the first stitch to the last.

Horizontally, the stitches are displayed from left to right in the order in which they are sewn. The Stitches-in-Time window is made up of various graphs which display some of the properties of the stitches. From top-to-bottom the Time window is composed of the *Stitch Color bar*, the *Stitch Length graph*, the *Stitch Angle graph*, the *Time Scroll bar*, and the *Time Reference bar*.



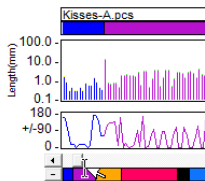
Stitches-in-Time Graphs; A - Multiple Section Bar; B - Stitch Color Bar; C - Stitch Length Graph; D - Stitch Angle Graph; E - Time Reference Bar

Zooming In Time

Drag along the very bottom of the Stitches-in-Time® window (the Time Reference bar) to zoom in on an area.

Use the scroll bar to move forward and backward in time and change what is displayed in the Stitches-in-Time® graphs.

The scroll bar button indicates which stitches in the Reference bar are displayed in the other Time graphs. Scrolling the Time window does not change what is displayed on the Stitches-in-Space windows.



Drag along the reference bar to zoom in.

Appendix B - Additional Information



Command Reference

The BuzzWord™ online help provides additional information about the BuzzWord™ workspace and includes a detailed command reference. You can access the BuzzWord™ online help by choosing **Help > Contents**.

In addition to the subject based help, BuzzWord includes context sensitive help.



Click on **What's This** button (or **Help > What's This?**) and then on any other part of the BuzzWord screen or menus for specific help on that command or area of the screen.

Supported Formats and Hoops

BuzzWord™ supports numerous file formats and embroidery hoops. To find out what embroidery formats can be saved by your version of the software, open the *Save as File Type* drop down list on *Save As* dialog.

To find out what embroidery hoops are supported, choose **View > Hoop Properties**. Available hoops are listed in the scroll box of the *Hoop Properties* dialog. Multiple-position hoops are not supported in BuzzWord.

Appendix C - Shortcut Keys



General

To Do This	Shortcut
Help	F1
What's This (Context Sensitive Help)	Shift + F1
Open Design	Ctrl + O
Save Design	Ctrl + S
Exit	Alt + F4

Editing

To Do This	Shortcut
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Del
Select All	Ctrl + A
Select None	Escape

Space & Time

To Do This	Shortcut
Go to start of design	Home
Go to end of design	End
Select next color	Tab
Select previous colors	Shift + Tab
Cancel mouse action [applies to space tools and drag / drop in Time]	ESC while dragging
Restrict Space Move tool to horizontal	Shift while dragging
Restrict Space Move tool to vertical	Ctrl while dragging

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