



# User's Guide

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**Patents**

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

If you've already installed the trial version of BuzzWord 2, you do not need to install from the installation CD. Just open your software and enter the serial number and key provided to you with your purchase.

**NOTE FOR UPGRADES:** You are not required to install BuzzWord version 1 prior to installing your upgrade but you will need your BuzzWord version 1 serial number during the authorization of BuzzWord 2.

### Installing from CD

Put the installation CD into your CD/DVD Drive. The installation browser should start automatically. If it doesn't start 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.

On the last installation screen, you will be given the option to check for updates. We recommend you select this option and apply all updates so that you can enjoy the latest version of your software.

### Installing download only software

If you haven't already installed the trial version of BuzzWord, download and install it using the links provided in your authorization e-mail and follow the on-screen installation instructions. Alternatively, you can always download and install the trial version of BuzzWord 2.

Because you are already getting the latest version of BuzzWord, you do not need to check for updates at the end of your software installation.

### Authorizing Your Software

In order to use BuzzWord 2 beyond the evaluation period, it must be authorized by entering the serial number and key which are either inside your BuzzWord software kit or in the e-mail you received with your installation information (downloads only).

Start BuzzWord 2 and on the initial dialog, click **Authorize** to open the *Authorize* dialog. Then enter the serial number and key exactly as they were given to you. If you purchased an upgrade version, you also need to enter the BuzzWord version 1 serial number.

**NOTE** Do not lose your serial number and authorization codes as they are required every time you install and authorize your software. We do not automatically have a record of your numbers, especially if your software was sent to you on CD. Therefore, be sure to register as show below so we can help you in the event your lose information.

## Windows True-Type Font Add-On Pack (purchased separately)

To activate the *Windows True-Type Font Add-On* pack, enter the serial number and key provided with your purchase. You don't need to install any additional software - it has already been installed with your software. Just click the font type **Windows** to be prompted for your serial number and key. To purchase, visit <http://www.BuzzTools.com>.

## Protect Your Purchase - Register!

When you register your software, a record of your serial number is stored in a database and you'll be able to retrieve it should you lose your software kit or download e-mail. You will also be able to use the automatic key lookup service and have a copy of your registration records sent to your in box.

Registration also allows us 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. All mailing lists are optional.

To register your software, visit <http://register.BuzzTools.com> and enter your information in the online form.

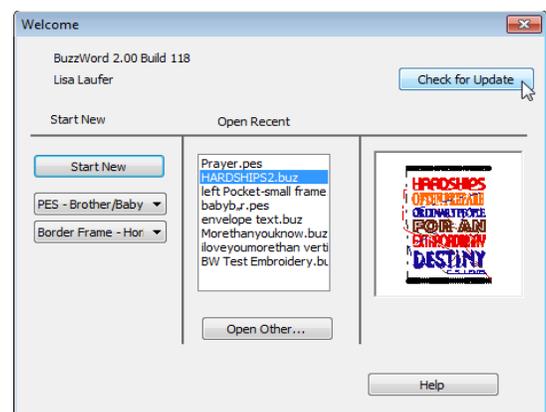
## Trouble-shooting

### Updating BuzzWord

The first step in troubleshooting is to update your software. This ensures your software has the latest features and bug fixes.

BuzzWord automatically checks for an update every 30 days and it will let you know if the program needs updating. It only checks for updates when you start the program so if you haven't started your program for a while, you might be prompted to update your software the next time you do.

You can also manually check for updates using the link provided on the opening screen or you can use the **Help > Check for Updates** command.



If you are not connected to the internet or if either of these methods fail, you can manually download update files from [www.BuzzTools.com](http://www.BuzzTools.com).

## Other Things to Try

### If you still have trouble, try the following:

- See the *BuzzWord ReadMe* file, installed in the same folder as BuzzWord. This file includes installation notes and any other important information not included in this document.
- If installing from CD, 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](http://www.BuzzTools.com). There is also links provided to e-mail our support staff should you need to do so.

## 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 program Help available from the **Help > Contents** menu. In addition, most dialogs include a help button that you can use to open the related help topic.

We assume 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.

## Tutorials

Visit [www.BuzzTools.com](http://www.BuzzTools.com) to find current learning materials such as written tutorials and video tutorials for your software. Notification of new educational materials is sent via our newsletter and is often posted on our FaceBook page.

## Technical Support

### Free 24/7 Self Help Resources Available

- **Read this document and the online help carefully.**
- Visit us online at [www.buzztools.com](http://www.buzztools.com) for learning resources such as written and video tutorials.

- **Search our Free Support Database.** Check our online answer pages at: [www.BuzzTools.com/support](http://www.BuzzTools.com/support) This is the same database used by our technical support staff and contains the answers to the most frequently seen issues.

### **Free ~~6-Month~~ 1 Year Technical Support Plan**

If you are still covered by a technical support plan, the additional options are available to you.

- **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.
- If you don't find an answer to your question on our free answers page (see free support options above), you may E-mail our support staff from the link provided at the top of the answers page.

## **Removing 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 2** 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 visit the Buzz Tools learning resources on the web.

**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 21) prior to this chapter.

### Fonts Types Available

Before we get started with the specifics of using BuzzWord, here is a quick overview of the types of fonts available in BuzzWord. These are selectable on the **Object Properties** dialog in the *font type* drop down and will be discussed in more detail later in this chapter.

#### Standard Fonts

BuzzWord comes with 49 beautiful built-in scalable fonts. Your lettering can be laid out in a straight line (either vertically or horizontally), can be made to follow a path, or can fill a custom shape, box or ellipse. You can also create multi-line text for those projects that need it.

#### Windows Fonts (add-on support purchased separately)

If you purchased the **Windows True-Type Font Add-On pack**, then Windows fonts are also available from within BuzzWord. These are the fonts used by your Windows programs such Microsoft Word. Most True Type fonts supported along with many OFT and Postscript fonts. In BuzzWord, Windows fonts are treated just like the built-in standard fonts meaning they can be resized and reshaped using the BuzzWord shape tools.

#### Quick “Click” Design Fonts

The Quick “Click” design fonts are the fastest way to use stitch-based alphabet designs in your projects. You don’t need to map your letters or import any mapping files. Just point the Quick Click keypad to your alphabet design folder and click on a letter to enter it. Stitch-based lettering can also be resized to meet the needs of your project!

## Custom Stitch Fonts

In addition to “Quick Click” entering your alphabet designs, you can also map a stitch-based design into a custom stitch font. Although you would probably not want to do this for every alphabet design collection, mapped designs are convenient for those alphabet design collections you use frequently. Setting up a custom stitch font is fast and easy with the BuzzWord wizard which maps your keystrokes to the letters of the alphabet. Information on how to define a custom stitch font is included starting on page 15 of this document.

## Entering Text

### Quick “Click” Keypad

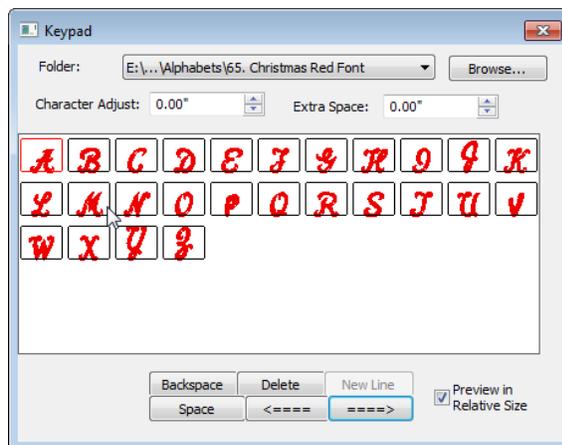
*For use with unmapped alphabet designs*



Click on the **Create Quick Text** toolbar button and then click on the space work window where you want your text. This will open both the *Object Properties* dialog and the *Keypad* dialog. The *Keypad* also opens if you select the *Quick Designs* font style or if you click the keypad button on the *Object Properties* dialog (supported font types only).

Use the folder **Browse** button on the *Keypad* to open a folder tree and navigate to the desired design folder. The preview area of the Keypad displays the designs in the current folder so it is easier to navigate to the desired location. In addition, the up or down arrow can be used to navigate up and down the folder tree.

Click on a preview to enter it into your design. As you enter letters, use the *Character Adjustments* to correct any spacing or baseline offset issues.



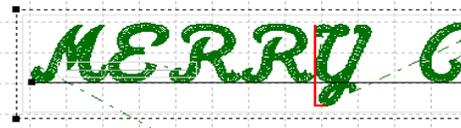
The *Object Properties* dialog can also be used to change the **Design** fonts thread colors, the overall size of the string or overall spacing.

## Editing After Entry

After the text has been entered, use the arrow keys at the bottom of the keypad to move forward or backward through the designs. The red cursor marks the current position and adjustments affect the character immediately following the cursor. If you are at the end of the string, your character adjustments change the previous character.



Use the **Vert:** and **Horz:** fields modify the baseline and spacing of the designs. Positive or negative numbers can be used as needed. Individual characters can also be resized in this manner which makes it easy to create beautiful monograms from your design alphabets.



## Beyond the Basics: Monograms from Design Fonts



Try making a monogram from one of your stitch based designs. Use the character alignment keys to center the designs on each other and the character size key to reduce the size of the left and right letters. Beautiful!

## Straight Line Text

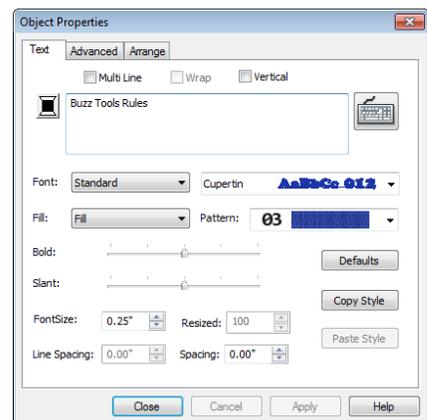
*For use with all font types*



To create a straight line of text, click on the **Create Text** toolbar button then click in the space work window where you want to start your text. On the **Object Properties** dialog, choose the font type and font style from the drop down lists. Then enter your text in the text field or enter via the **Keypad** (not available for all font types).

Use the text properties on the **Text** and **Advanced** tabs to change how your lettering appears and stitches out.

Check the **vertical** check box to have your text appear vertically on your project or the **Multi Line** check box for multiple lines of text. For specific information on the text options, please read the help topics on this subject.



**NOTE** To create text of a specific height and width, use box text which is covered on page 14.

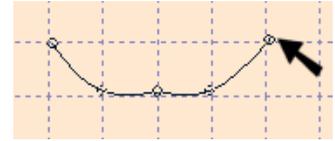
## Path Text

*For use with all font types*



**Draw the Path:** Click on the **Create Path Text** toolbar button to activate *Create Path Text* mode.

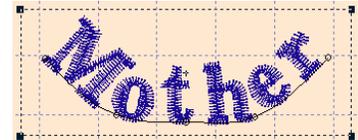
Click on the starting location for the bottom left of the text in the space work window and continue to click along the desired path, moving from left to right. You can use the grid as a guide.



If you want the path curved as in the above example, use the left mouse button to create curved nodes along the path. If you want a straight path, use the right mouse button to create straight nodes.

The path is created between these nodes and by default defines the lower edge for the text, however this can be changed later. Press the **Enter** key on your keyboard when you are finished defining the path and the *Object Properties* dialog opens.

**Enter Your Text:** Choose the font type and font style from the drop down lists. Then enter your text in the text field and set the desired text properties. To change the size of the lettering, enter a new value in the font height field or use the arrows to increment. Stitch based letters such as mapped fonts or quick “click” fonts are resized using the **Resized** percent you set on the *Object Properties* dialog.



**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; either (1) change the font size by double clicking on the text to open the *Object Properties* dialog and choose a smaller font height or (2) increase the length of the path by clicking and dragging on one of the corner nodes.



### Beyond the Basics: Path Alignments

You can change how the text aligns on the path for special effects. Choose from **Above the Path** (the default), **Below the Path** or **Along the Path**. These options are on the *Advanced* tab of the *Object Properties* dialog.

## Envelope Text

*For use with standard built-in fonts or Windows fonts ONLY*

Envelope text is similar to path text except now the lower and upper boundaries must both be defined. Envelope text is especially useful for monograms or dramatically shaped text that are often used in logos. Just like the other types of text, this is a two step process.

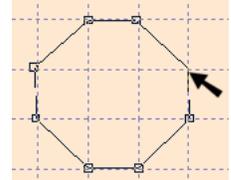


**Draw the Envelope:** First, click on the **Create Envelope Text** toolbar button to activate *Create Envelope Text* mode.

Click on the starting location for the bottom left of the text in the space work window and continue to click along the desired lower boundary, moving from left to right.

If you want your path curved, use the left mouse button to create curved nodes along the path. If you want the path straight between nodes as show below, use the right mouse button to create straight nodes. You can use the grid as a guide. The path is created between these nodes and this defines the lower edge for the text. Press the **Enter** key on your keyboard when you are finished with the lower bounder.

Now you will repeat the process to define the upper boundary of the envelope. Starting at the upper left corner, click along the desired path from left to right. When you are finished drawing the upper boundary for the text, press the **Enter** key on your keyboard or double click the last point.



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

## Box Text

*For use with standard built-in fonts or Windows fonts ONLY*



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

**Enter Your Text:** Type your text in the text field and choose a standard or Windows font. Use the settings on the *Text* and *Advanced* tabs to change how your lettering appears and stitches out. **Lettering size is determined by the size of the box you created.**

You can change the size of the box (and your lettering) by dragging on any of the corner nodes.

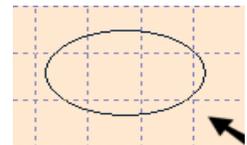
## Elliptical Text

*For use with standard built-in fonts or Windows fonts ONLY*



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

Then 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 desired size and the *Object Properties* dialog opens.



**Enter Your Text:** Type in your text in the text field and choose a standard or Windows font. Use the settings on the *Text* and *Advanced* tabs to change how your lettering appears and stitches out. 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 entering your text, it may need to be adjusted to meet your needs. The type of editing you're able to do depends on the type of text object. Try the following:

- Double click on a text object to bring up the **Object Properties** dialog and then modify settings. Or you can click on the **Object Properties** top toolbar button and click on any object to display its settings.
- Bring up the **Object Properties** for a text object you like and click the **Copy Style** button. You do not have to close the **Object Properties** dialog. Just click on another text object and the **Object Properties** dialog displays its style settings. Click **Paste Style** to have the style properties of the first object applied to the second.
- Resize *Box* or *Elliptical* text by dragging the corners of its selection box. If your text appears jumbled, enlarge the object.
- Click on the **Object Shape** toolbar button and then right click on a node to change its properties. Nodes can be set to straight, curved or even deleted. Add a new node by right clicking on a line between existing nodes.
- Drag a node of a text object to modify its position and the shape of the object.

## Setting Up Custom Fonts

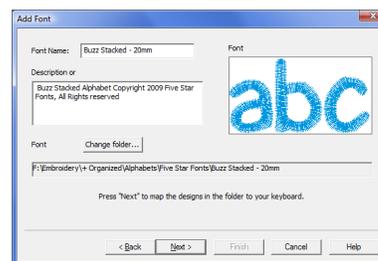
### Adding Custom Fonts

In addition to having Quick “click” entry of your alphabet designs, you can also map your them into a custom font. When set up as a custom font, BuzzWord needs to know the folder containing the designs 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.

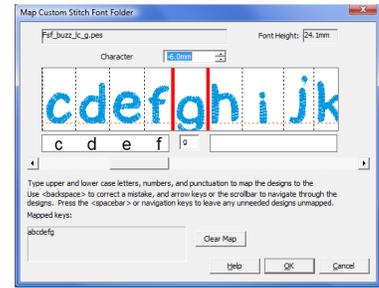
If your font did not come with a pre-defined BuzzWord map file, you are going to need to set it up yourself. It takes only a few minutes and then the custom font will be available to you whenever you use BuzzWord.

**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 fonts 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 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 above example, 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. If your purchased font does not include a BuzzWord map file, you'll have to use the designs as a *Quick "Click" Font* or 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.

## Editing 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 listed in the **Object Properties** dialog and have a font type of *Mapped*.
- 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 text objects, color break or on the entire design.**

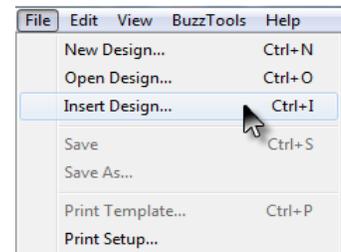
All of the commands and tools introduced here are covered in the BuzzWord online help. Most dialog boxes contain a **Help** button that will take you directly to the information on that command.

### Embroidery Design Layout

Although BuzzWord is primarily a lettering program, the software can also be used to combine and layout multiple designs. You are not required to add lettering although you are free to do so if desired.

**To layout and merge embroidery designs:**

- 1 Although you can add designs to an existing lettering project, it is usually best to layout your designs first and then add your lettering. Therefore, open BuzzWord and start a new empty design workspace by choosing your embroidery format and hoop from the drop downs and then clicking on the **Start New** button.
- 2 To insert a design, choose **File > Insert Design**. Navigate to the desired design and click **OK**. The design is inserted into the center of the current hoop. To move the design to a new location in the hoop, click and drag it to the desired position.
- 3 Continue to add design elements using the **File > Insert Design** command. Position each design in the embroidery hoop where you would like it to be sewn.
- 4 When you have added all of the desired designs and everything is correctly positioned, you can sort the thread colors to reduce thread changes at the machine. To sort colors, use the **BuzzTools > Sort Colors** command.



**NOTE** Once you sort the thread colors, it will be hard or impossible to select entire elements. Therefore, we suggest you save an unsorted copy of your design and only sort the design when you are certain you are finished with your editing.

- 5 Save your new design layout using a unique name and send the embroidery design to the machine using your usual method.

## Selecting What to Edit

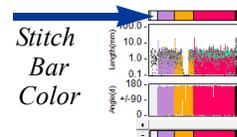
The BuzzWord workspace contains only one selection at a time, regardless of whether you use the Work window or the Time window to make your selection. Once made, the selection is highlighted in the both windows.

## 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.



If you have multiple text objects with the same color, only the object clicked on is selected in this manner. In this case, click on the first color break on the *Stitch Color Bar* and then shift click on the last color break you want to include.

## Selecting a Text Object (Space Window)



You select an object in the Space Work window with **Selection / Move** tool.

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

## Selecting an Inserted Design (Space Window)



You select an inserted design in the Space Work window with **Selection / Move** tool.

First click on the **Select / Move** tool and then draw a lasso around the design. This will ensure that all color layers have been selected.

## Arranging Text Objects



Text objects may be arranged using the **Arrange Objects** command available on the top toolbar. The commands are also easily accessible on the *Arrange Objects* tab of the *Object Properties* dialog.

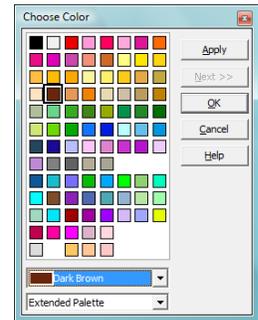
To use these commands, first select the lettering objects you want to arrange. These can be any of the text types including box text, path text and even quick design text. Then click on one of the available alignment and/or distribution buttons.

## Changing Thread Colors

### From the Text Properties Dialog

When you are entering or changing your text on the *Object 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 on the time line to change when it is 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 after you sort it to ensure that the results are as expected. 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



Make your selection using one of the methods above and then 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...**).



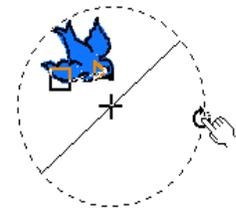
## Flip



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.

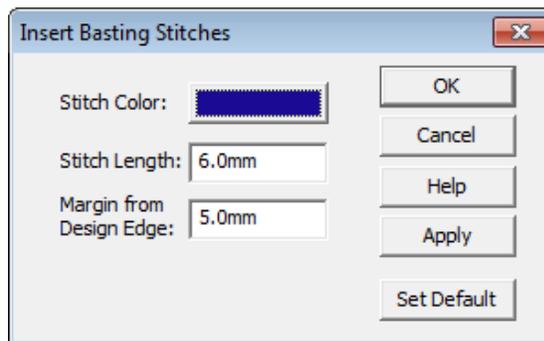
The center of the flip can be moved. Just drag the center X to set a new center before you flip your selection. Use the **Custom Center** button on the top toolbar to toggle between a custom center and the center of the selection.

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



## Inserting 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.

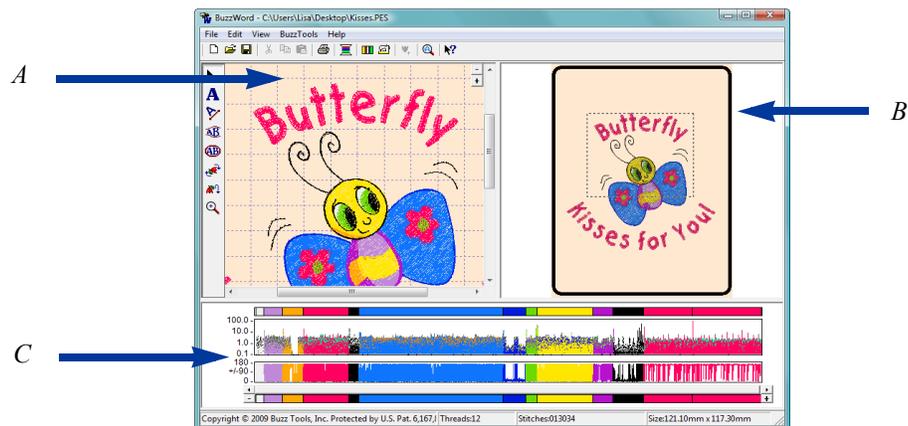


## Appendix A - BuzzWord Workspace



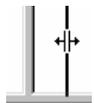
The BuzzWord workspace displays your design in three different windows, each presenting a different view of your design. They work together to allow you to select and manipulate your design. Although you have three separate views of your design, you are still only working on one design per workspace.

*The design used in these examples was created from artwork by [Clipartopolis.com](http://Clipartopolis.com) in Buzz-2-Stitches auto digitizing software.*



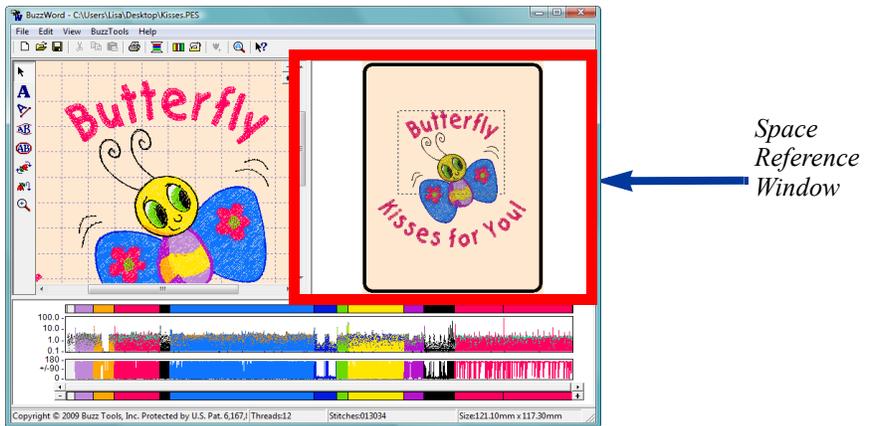
**BuzzWord Workspace.**  
*A - Stitches-in-Space Work Window,  
B - Stitches-in-Space Reference Window,  
C - Stitches-in-Time Window*

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



## Stitches-in-Space Reference Window

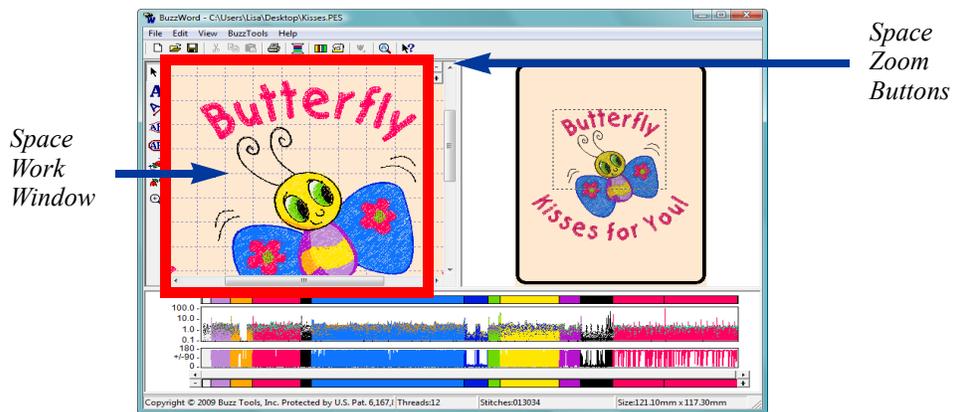
The *Stitches-in-Space Reference* window (or Space Reference window) is the visual reference for your design and it allows you to see how your design will look when sewn. The area of the design that is currently being displayed in the Space window is surrounded by a dotted line.



*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.



*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.



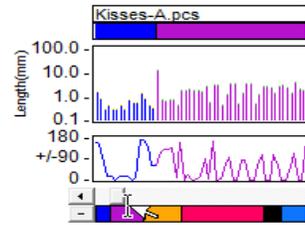
## Zooming In Time

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**.

### 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, click on the **Select Hoop** button on the top toolbar. Available hoops for your file type are listed. 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	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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