

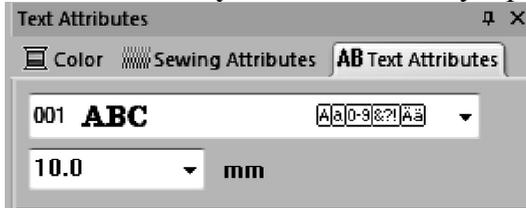
Changing the Spacing between letters

1. **Open PE-DESIGN® PLUS.** When the Wizard appears, **click New or Cancel.**

2. **Click on the Text tool** .

3. **Click on the Text Attributes Tab**  in the **Integrated Sewing Attributes window.**

4. **Choose a font style** from the font style pull down menu. For this exercise, **choose font 001.**



5. **Click on the design page** to activate the Text tool.
6. **Type in the lettering** and **press Enter** on the **keyboard.** The location of the text will depend on where you clicked on the design page. The text will automatically be selected with the



7. In the **Integrated Sewing Attributes window**, the **Text attributes Tab**  **should be active.**
8. In the **Text Attributes window**, **type in the amount of Character Spacing** (this is the space between letters) desired between the lettering in the Character Spacing box. Negative numbers may be used if needed. Wait a second for your changes to apply.



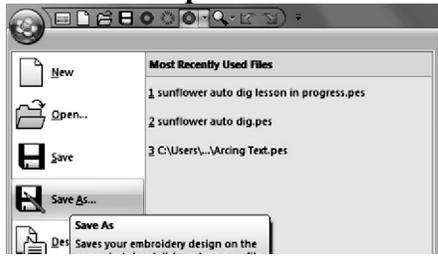
9. Look to see if the spacing for your lettering is correct. If it is not you may want to apply more or less Character Spacing.



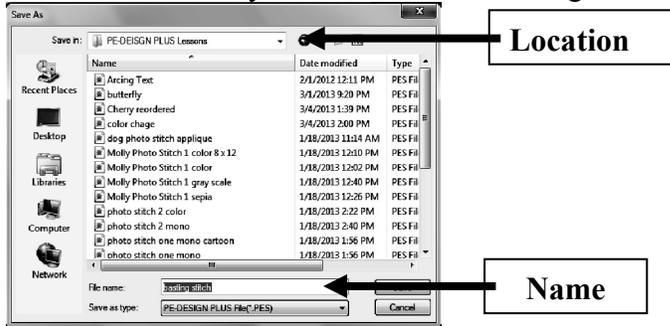
10. To **return the Spacing to the default** setting, **click on the House** beside **Character Spacing**



11. From the **File** pull down menu  choose **Save as**.



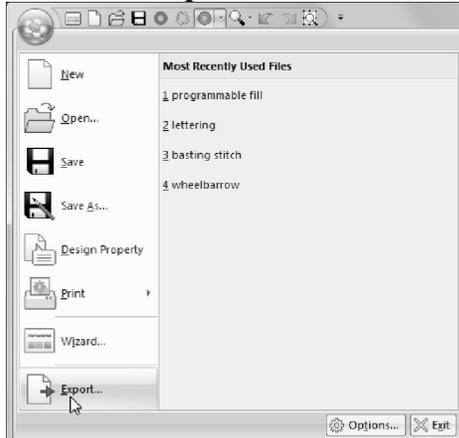
12. **Choose the folder** you wish to save the design in and **type in a name** for the design.



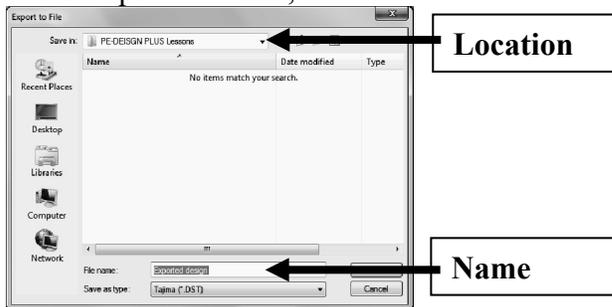
13. **Send**  the design to the **machine via your preferred method**.

14. If the machine does not support the pes file format, Export the design to the appropriate machine format.

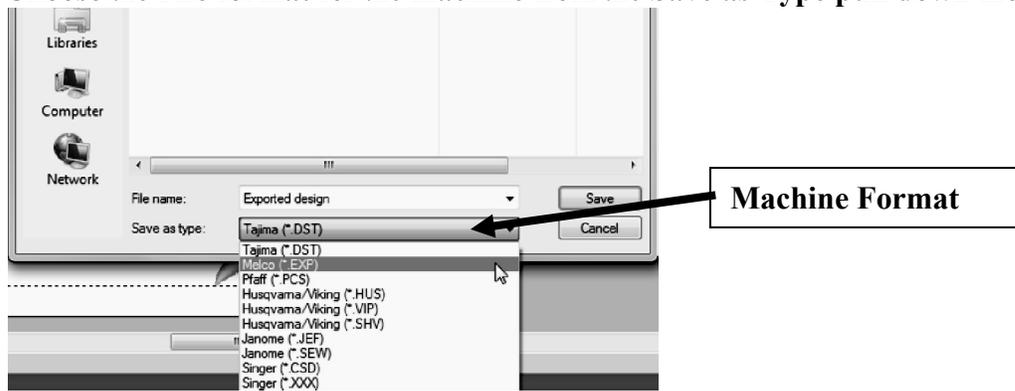
15. From the **File** pull down menu  choose **Export**.



16. In the **Export** Window, **choose the location** to **Export the Design** and **Name the design**.



17. Choose the **File format** for the **machine** from the **Save as Type** pull down menu.



18. Click **Save**.