# Entering Basic Text

This lesson will take you through the basic steps of entering text in BES lettering and changing font styles.

1. Open BES Lettering.

2. Click on the [image] and choose New Recipe from the Pull down menu if you are going to work on a fabric that is not set as your default recipe.

3. Choose the Recipe for your fabric from the Recipe pull down. For this exercise, choose Pique so your screen will match my screen shots.
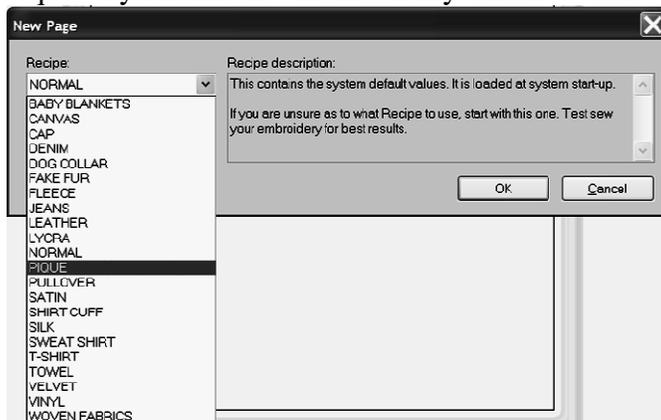
4. Choose the Machine format for your embroidery machine if you have not set it up as the default.
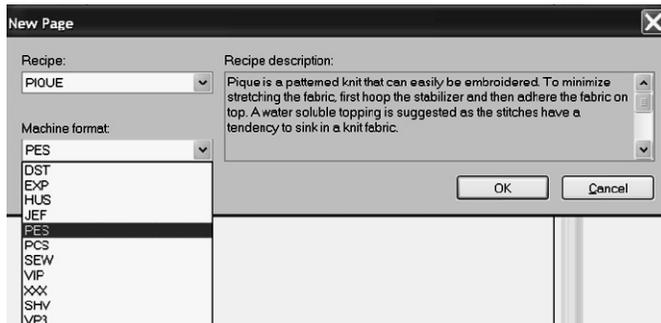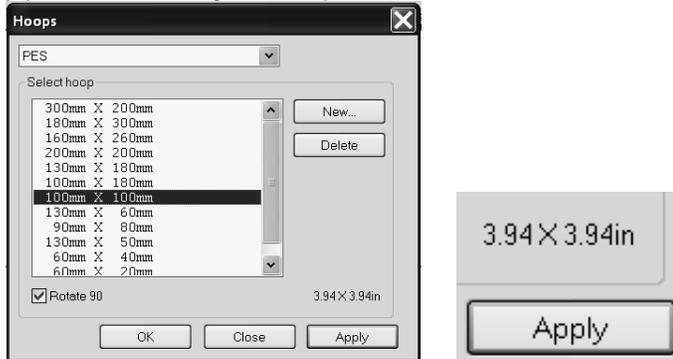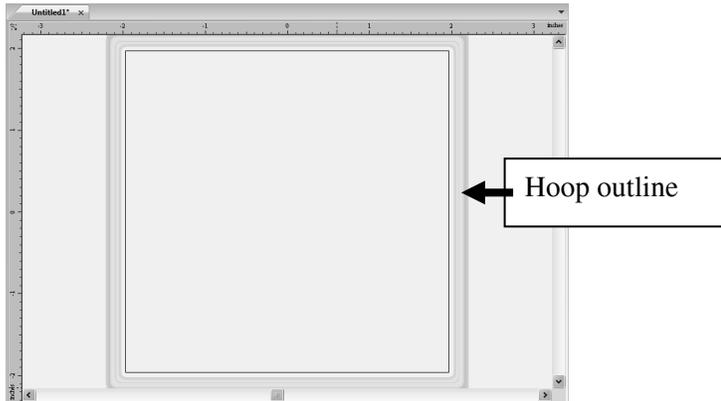

5. Click OK.

6. On the Home Tab [image], click on the Hoop Arrow [image] and choose Select Hoop

7. Choose the Hoop for your embroidery. Since most embroidery machines have a 4 x 4 inch hoop, select the 100mm x 100mm hoop and click OK. *Note: The inch size of the hoop is listed at the bottom right corner above the word Apply. The program is simply set up this way and can't be changed. It only shows as inches in the bottom right corner if you have changed the system unit to inches.*

8. The hoop outline will appear in the design area. You will want to keep your embroidery within that area.

9. On the Home tab [Home], click on the Normal Text tool [Normal].

10. Click on the Design page to activate the text tool.

11. You will see a cursor and dashed area to enter your text.
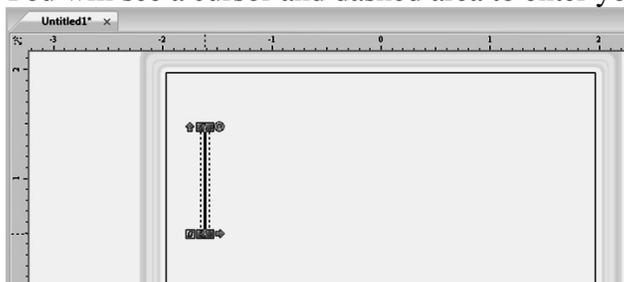
12. You can type your text directly into that box if your cursor is still in the design page. The font style will be the style that was last used.

13. Right mouse click and your text will turn into embroidery.

14. **If you happen to click off the lettering, the Properties window will be blank. To get the Properties of the lettering to reappear, simply click back onto a letter.**

15. **If you click on the Select tool or in the Sequence View (the Select tool is automatically selected if you click in this window), the Properties will also appear blank. To see the Properties again, click back on the Text tool and then click back onto a letter.**

16. To change the font style, click on the Text with either the Select tool or one of the Text tools.

17. In the Properties window, click to the right of the currently selected font style to bring up the font pull down menu.
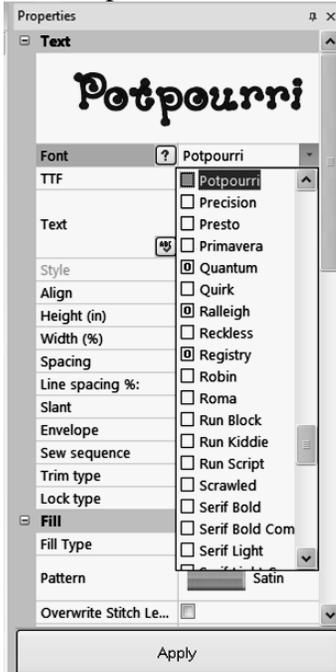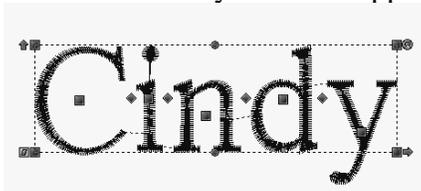

18. Use the up and down arrow keys on your keyboard to scroll through the fonts. This method provides a preview of the font styles. You may also scroll through with the right side scroll bar.
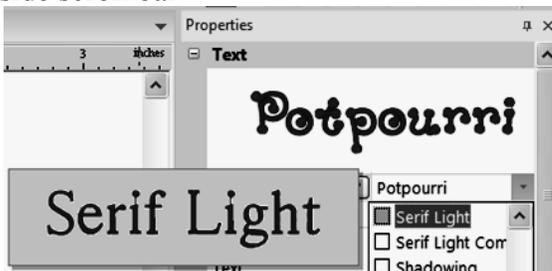
19. Left mouse click on the font style you desire and then click Apply
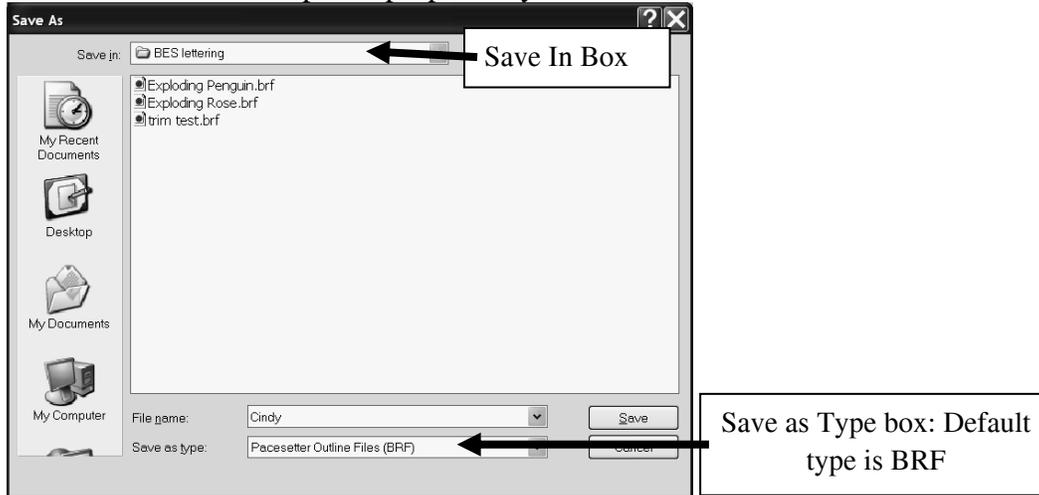
.

20. Your new font style will be applied to the text.

21. Click on the and choose Save As.

22. Choose the location where you want to save the design in the Save in Box. Save the design in the .brf format (so you can make changes later). This keeps the design in an editable format and keeps the properties you have selected.

Save In Box

Save as Type box: Default type is BRF

23. Click on the ⬤ and choose Save As.
24. Save the design again in your machine format so that you can send it to your machine.

Save as type menu