

# Preview Quilt Design: Instruction Manual

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# CHAPTER 2

## Workspace Overview

In this section, we introduce the workspace and the tools you will find there, and also details setting your workspace default settings using the Preferences tool.

*Topics covered in this chapter:*

- Description of the workspace areas
- Creating and altering designs
- Setting up the design workspace environment.

# The Workspace - Overview

The image below shows the Preview Quilt Design workspace, showing the various different areas. The sections that follow give a brief description of the properties/functions of each.

## Quick Access Tools

At the top left-hand corner of the window is the

Quick Access  tool. Click on this button to expand a list access to a menu of useful tools, such as New, Save, Print, and several others.

Also on the quick access drop down, a list of recent design files will be displayed. Just double-click on the file name to open it.

Tool	What it means
	<b>New Quilt:</b> Creates a new Quilt, which opens in its own tab.
	<b>New Block:</b> Opens a new tab on which you can create a new custom block.
	<b>Open:</b> Opens an existing design file.
	<b>Save:</b> Saves the current design.
	<b>Save As:</b> Opens the Save As dialog, allowing you to choose the destination and file type to save it as.

Tool	What it means
	<b>Export Image:</b> Creates an image file based on the current design, which can be saved as a *.bmp, *.jpg, or *.png file.
	<b>Print:</b> Opens the printer dialog on your computer, allowing you to choose your printer and adjust the printer's properties.
	<b>Direct Print:</b> Prints a copy of the design worksheet, bypassing the printer dialog.
	<b>Print Preview:</b> Opens the print preview window, which in turn will let you print the current design.
	<b>Print Setup:</b> Opens the print setup dialog, which allows you to select the printer, and to modify print properties.
	<b>Exit:</b> Closes all open files and shuts down the software; you will be prompted to save any open files.

## Workspace Tabs

The tabs are aligned across the top of the workspace. Under these, you will find the tool icons for creating and editing quilt projects and individual quilt blocks.

### Quilt Tab

Refer to the Quilt tab when you are building new quilts, or modifying an existing quilt design. On this tab, you can set the following quilt properties.

- **Layout** (number of blocks and down)
- **Block size** (width and height)
- **Sashing:** Width of spacing between blocks in the quilt

- **Border:** Horizontal and vertical dimensions of the outside border around the quilt.
- **Sashing** and **Border** style and colors

## Block Tab

On the Block tab, you will find the tools and setting relating to individual quilt blocks. You can use the tools to create new custom blocks, and to modify existing blocks.

The following properties of the current Block can be adjusted on this tab.

- **Style:** When you are filling in the piece of a custom block with color, the block tab overlays an array of “cells” that you select and fill in. Four different styles that can be applied: Rectangle, Triangular, Triangle up or Triangle down.
- **Across** and **Down:** The horizontal and vertical dimensions of the overlay grid, in number of cells
- **Width** and **Height:** Absolute size of the block (in inches or mm).

## View Tab

The View tab contains a number of check boxes, which can be checked or unchecked to show or hide areas of the workspace. You can use the check boxes to show/hide these areas:

- Palette
- Block Colors palette
- Blocks panel
- Library panel
- Blocks
- Status line

It also includes the Program Preference tool, which allows you to change the Environment and Grid settings.

For more information, see “Setting up the Workspace Environment”, later in this chapter.

## Block and Library Panels

The Library and Block panels is located to the right side of the workspace. In the Library panel, you see a list of categories of blocks, including a “Custom” category for the blocks you create.

When you select a category in the Library, the Blocks panel will display thumbnail images of the quilt blocks in that category. You can then drag these onto the Quilt tab in the workspace to build your quilt.

See [Creating a New Quilt—Adding Blocks to a Quilt](#) for details.

## Working with Fill Colors

### Color Palette

The Palette shows all the available colors that you can apply to a quilt block. It consists of a series of squares (“swatches”) and is located along the bottom of the workspace. You can select any color from the Color Palette, and add it to the Block colors palette.

To show the Palette, or Block Colors palette open the View tab, and check the corresponding check box. Alternatively, if you want to hide either palette, uncheck the corresponding box.

## Block Colors Palette

The Block Colors palette shows the colors that are used in the current design. This palette keeps all the colors that are in use in a single array, for easy reference.

To add a color to the Block Colors palette, simply go to the Palette, and click on the color “swatch” that you want to add. The color will immediately be added to the list of Block Colors.



The palettes: Block Colors (top) and color Palette (below).

## Status Line

The Status Line appears at the bottom of the Preview Quilt Design workspace. This line displays the dimensions of the quilt or block that is currently “on top” in the workspace. Note the information in the Status Line changes according to the context; when a quilt is open, it will show the size of the quilt, and when a block tab is open, it will display the block size.



You can hide/show the Status line in the View toolbar.

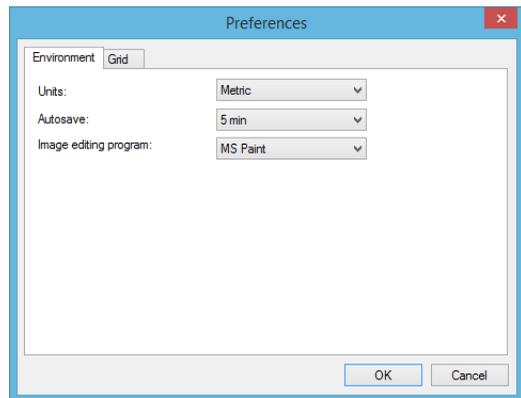
## Setting up the Workspace Environment

Preview Quilt Design allows you to set up your design workspace environment for all opened design files. You can predetermine the units of measurement you want to use for your designs, as well as decide how often open design files get saved.

The preferences dialog also allows you choose the image editing program to use when editing a backdrop image. The designated image editing program will open when you select Backdrop Tool—Edit Backdrop. See “Working with Quilts & Quilt Blocks—Loading a Backdrop Image”).

### To set up your workspace environment

- 1 On the View tab, click the Program Preferences  tool.  
*You see the Preferences dialog box.*
- 2 Click the Environment tab.



- From the Units list, select the units of measurement you want used for your designs: Metric or inches.



You can also select the units of measurement in your design workspace; to do this, right-click on one of the rulers and select **Metric** or **English** from the context menu.

- From the Image editing program list, select the image editing program you want to use. If you want to use a program not listed, select Other Program and browse to the location of the program.
- Click OK.

## Setting up the Workspace Grid

The workspace grid can be used to help you align and measure artwork elements in your quilt design. You can display/hide the grid by checking/unchecking the box in the area of the Home tab.

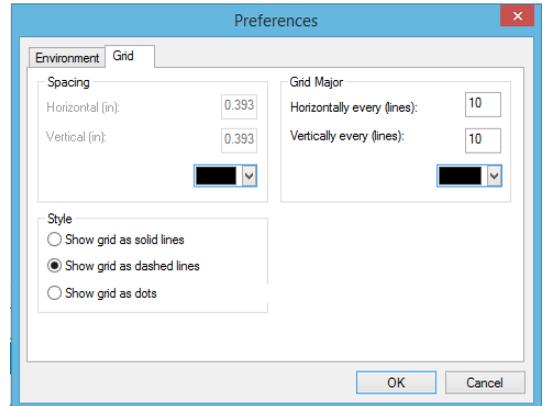
By default, every horizontal and vertical line will be highlighted in the major grid. If you want to have additional guide lines, you can add more major grid lines as well as a minor grid. You can increase or decrease the spacing of the minor grid. The minor grid can also have different horizontal and vertical spacing values.

To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids. If you prefer, different colors can be applied to the major and minor grids.

## To define grid settings:

- On the View tab, click Preferences  tool and select the Grid tab.

*You see the Grid settings dialog.*



- In the Grid Minor area, complete the following:
  - In the Horizontal spacing box, enter the measurements for horizontal spacing in millimeters or inches.
  - In the Vertical spacing box, enter the measurements for vertical spacing in millimeters or inches.
  - From the Color list, select a predefined color to use for the minor grid. If you want to choose from a larger selection of colors, click Custom from the color box.
- In the Grid Major area, complete the following:
  - In the Horizontally Every (lines) box, enter how often you want horizontal lines to be highlighted in the major grid. For example, if you enter 3 in this box, every third horizontal line will be highlighted in the major grid.

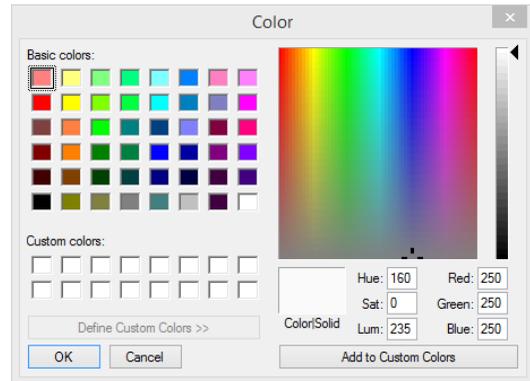
- ◆ In the Vertically Every (lines) box, enter how often you want vertical lines to be highlighted in the major grid. For example, if you enter 5 in this box, every fifth vertical line will be highlighted in the major grid.
  - ◆ From the Color list, select a predefined color to use for the major grid. If you want to choose from a larger selection of colors, click Custom from the color box.
- 4 In the Style area, select one of the following grid styles:
    - ◆ Show grid as solid lines.
    - ◆ Show grid as dashed lines.
    - ◆ Show grid as dots.
  - 5 Click OK.

## Changing the Workspace Background

Depending on the color values of the Quilt or Block you are creating, you may want to change the background color of the workspace to a color other than white, to contrast better; or, if you want to use a fabric image as the workspace background you can select a fabric image instead. You can apply either of these options in Preview Quilt Design.

### To change the background color of the Workspace:

- 1 Select either the Quilt tab or the Block tab.
- 2 Click the Background  tool.
- 3 To change the background to a different color, do the following:
  - ◆ On the drop-down, click Select Color.  
*You see the colors dialog.*



- ◆ On the Color dialog, select the desired background color from the one of the color swatches.

If you do not see a suitable color in the Basic colors matrix (left side of the dialog), click in the color “rainbow” on the right to select a different color. Then, click “Add to Custom Colors”. The new color will now appear in the Custom Colors area of the dialog, where it can be selected.



- ◆ Click OK.  
*The new color chosen replaces the old color on your design workspace.*
- 4 To change the workspace to show a fabric background, do the following:
    - ◆ On the Background tool drop-down list, select Select Fabric.  
*You see the Load Fabric dialog.*
    - ◆ In the Look in field, navigate to the directory or folder containing the fabric images.
    - ◆ Select a fabric image, and click OK.  
*The fabric will appear in the background; the image will be tiled so as to fill the whole background.*

## Using Zoom Tools

Use Zoom to magnify or reduce in size the design view. With Zoom enabled you can either left-click to enlarge your design or right-click to make your design smaller.

When you select Zoom, the cursor changes to a small magnifying glass. To use the Zoom tool, do one of the following:

- To zoom in on the spot where the mouse is currently pointing, left-click.
- To zoom out again, right-click.
- To zoom in on a particular area, left-click and drag; the display will expand to show only the area that you have dragged over.

### To use the Zoom Tool:

- 1 On the Tabs bar, select either of the Quilt or Block tabs.
- 2 On the tab, click the Zoom  tool.  
*The pointer becomes a magnifying glass.*
- 3 Do either of the following:
  - ♦ Left-click to make your design larger.
  - ♦ Right-click that area to make your design smaller.

## Additional Zoom Options

Aside from the basic Zoom tool, the Zoom area of the Quilt and Block tabs include these other tools for enlarging/reducing the magnification of the workspace :

- **Zoom In**  to make your design larger.
- **Zoom Out**  to make your design smaller.

- **To Fit**  to make the whole design fit in the design window.
- **1:1**  to see the design at the actual size.

## Opening an Existing Quilt Design

If you have a quilt or block design that has been saved to disk, and you want to modify it, use the Open tool.

### To open an existing design:

- 1 On the Quick Access toolbar, click the Open  tool.  
*You see the Open Design dialog box.*
- 2 In the Look in list, browse to the location of the file you want to open..
- 3 In the File name box, enter the file name, or select the file you want to open by clicking the file.



To limit the number of displayed designs in the Open Design dialog, you can enter the first letter of the design name, followed by an asterisk (\*) and the file extension.

- 4 Select Preview to view a thumbnail (a small representation) of the design.
- 5 Click Open.

## Saving Designs

You can use Save or Save As to save blocks and quilt designs.

## Save and Save As

The Save As command lets you save an alternative version of the design with a different name, location, or file format. Save As is handy when you want to keep your original design and create another design with slight modifications. The Save command saves the changes you make to the current design.

### To save a design:

- 1 Do one of the following:
  - ♦ On the Quick Access toolbar, select the Save  or Save As  tools.
  - ♦ Press Ctrl + S on the keyboard.  
*You see the Save As dialog box.*
- 2 In the Save in list, browse to the location you want to save your file. You can save design files to your hard drive or external memory device.
- 3 In the File Name box, enter the file name for the design you want to be saved.
- 4 In the Save As type list, select the file type you want the design to be saved as.
- 5 Click Save.  
*The Quilt or Block will be saved in the selected location.*

# CHAPTER 3

## Working with Quilts & Quilt Blocks

The tools on the Quilt tab and the Block tab are used to create quilt designs and quilt blocks. On the library panel, you can select existing blocks and drag them onto a quilt grid, in order to put together a complete Quilt design.

You can also make new Blocks and customize the color of the pieces within them.

*Topics covered in this chapter:*

- Configuring the quilt grid.
- Assembling new quilts
- Loading a backdrop image.
- Creating a custom quilt block
- Using Block editing tools.
- Outputting designs to the printer
- Exporting designs as image files

## Creating a New Quilt

When the program opens initially, it will create a new, blank 4 X 4 square quilt by default. You have the option of either modifying this default quilt, or creating a new quilt completely from

scratch using the New Quilt  tool.

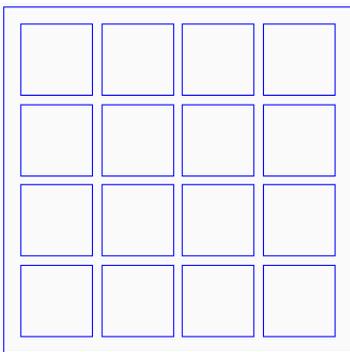
### To create a New Quilt:

1 Do one of the following:

- Click on the New Quilt  tool.
- Press Ctrl+N on the keyboard.

*A new grid appears in the workspace, on its own tab.*

*Initially, the grid will have the default pattern (4 x 4) and block dimensions.*



2 On the Quilt tab, adjust the following:

- In the layout area, adjust the number of rows and/or columns of quilt squares by entering new values in the layout fields.
- In the Block area, adjust the width and/or height values for individual blocks.
- In the Sashing area, adjust the horizontal and/or vertical sashing. This

sets the spacing between rows and columns of blocks, within the Quilt Grid.

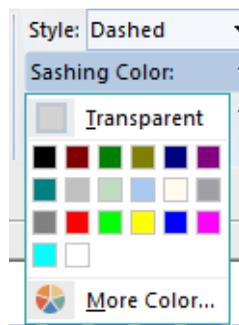
- In the Border area, adjust the size of the quilt border; this sets the size of the border that goes around to outside of the Quilt



Any of the above values can also be adjusted up and down by clicking the arrows to the right of the corresponding field.

3 Grid Style: Choose either solid or dashed lines.

4 (Optional) Change the Sashing color: Click the down-arrow to the right of the Sashing Color area and select a new color from the grid.



5 (Optional) Choose the Border color. Click the down-arrow to the right of the Border Color field and select a new color from the list of color squares.



For both Sashing and Border colors, you can select the “More Colors” option, if you want a specific color for these settings; this will open the Colors dialog, which allows you to create custom colors that can be applied to the sashing and Border areas.

*The Quilt settings will be automatically updated accordingly.*

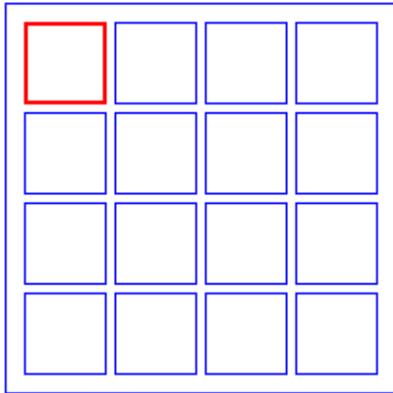
## Adding Blocks to the Quilt

Once the quilt “grid” (design) has been set up as required for your project, you will want to add quilt blocks to it. You can add blocks from the block tab or directly from the Library.

You can also build the quilt by cutting and pasting blocks within the quilt grid.

### To add a Block to the quilt project:

- 1 On the Quilt tab, click the Select block  tool.
- 2 Click on a block outline to select it.

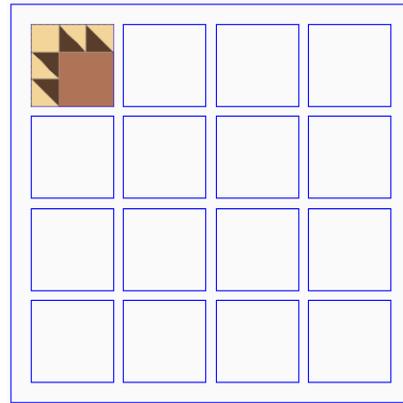


- 3 In the Library, click on one of the block categories (e.g. Flowers, Paths, Pinwheels, etc) to select it.

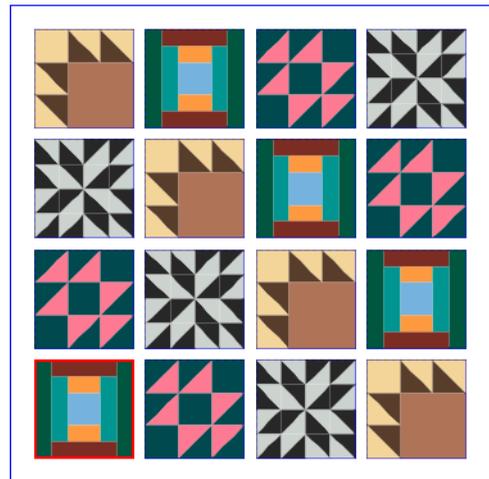
*The blocks in the selected category will now be previewed in the Blocks panel.*

- 4 In the Blocks panel, click on the block you want to add to select it, then drag and drop it to place it on the grid.

*The block will be placed in selected square of the quilt grid.*



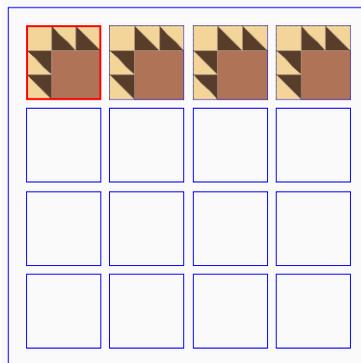
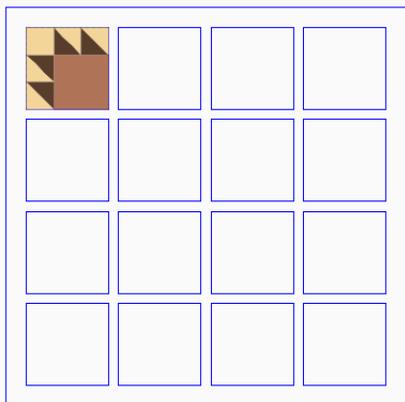
- 5 Repeat the above step(s) to fill each square in the grid.



- 6 Save the Quilt design.

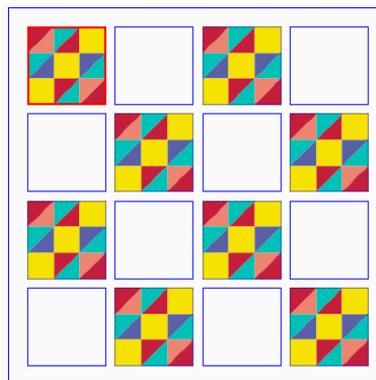
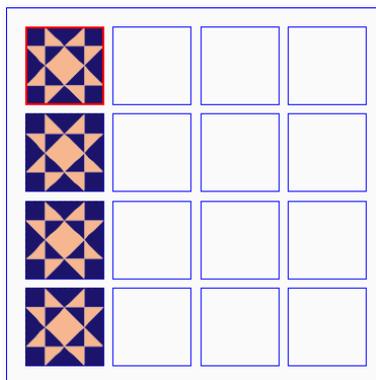
### To place blocks by pasting:

- 1 On the Quilt tab, click the Select block  tool.
- 2 In the Quilt grid, click on the block you want to copy and paste.



- 3 Click Ctrl+C to copy the selected block.
- 4 Click in the location you want to place the block.  
*The square will change outline color, to show that it has been selected.*
- 5 Left-click to open the context menu. Select one of the following paste options:
  - ◆ Paste (places the block in the selected square only).
  - ◆ Paste to all blocks.
  - ◆ Paste to selected row.
  - ◆ Paste to selected column.
  - ◆ Paste to every other.

*The quilt squares will be filled in according to the selected*



*Some examples of using the paste commands: top, Paste to selected row; middle, Paste to selected column; bottom, Paste to every other.*

# Creating New Blocks

You can create new quilt blocks using the New

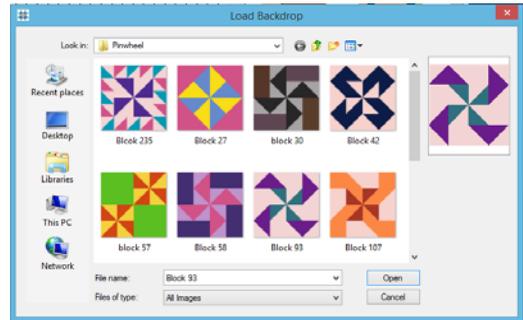
Block  tool. When a new block is created, it will appear in the “Custom” directory of the quilt

## Loading a Backdrop

You can use the Backdrop  tool to import an image file into the workspace to serve as a backdrop. You can then use this image as a guide for creating new custom quilt blocks with the New Block tool; for more information on using the New Block tool, see following procedure, “Creating a Custom Block”

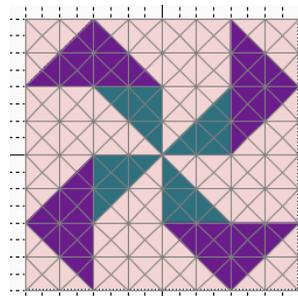
### To load a backdrop image:

- 1 On the Block tab, click the Backdrop  tool.  
*You see a drop-down menu.*
- 2 From the menu, select Load Backdrop...  
*You see the Load Backdrop dialog.*
- 3 In the “Look in” list, navigate to the directory containing the backdrop images.  
*The images appear in the Load Backdrop preview window.*



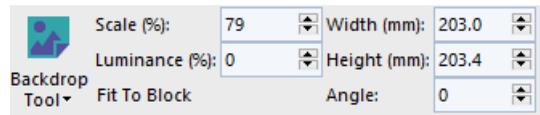
- 4 Select the backdrop you want to load, and click Open.

*The backdrop image appears in the workspace*



## Backdrop Settings

You can adjust the size, angle, and luminance (color intensity) of the backdrop image on the Block tab.



Adjusting the luminance of a backdrop can be useful for distinguishing between the background colors and the colors you are adding as you build your custom block.

## Adjusting Backdrop settings:

- 1 Load a Backdrop image.
- 2 Adjust one or more of the following:
  - ♦ **Scale (%)**: Enter a percentage value to change the size of the Backdrop image (relative to the original size).
  - ♦ **Luminance**: Adjusts the color intensity of the backdrop; a large numbers means a less intense backdrop image
  - ♦ **Fit to block**: When you click this option, the backdrop will automatically scale up or down so that it fits the current block.
  - ♦ **Width and Height**: Enter the dimensions in these fields to determine the size of the Backdrop.
  - ♦ **Angle**: Enter the value (in degrees) to rotate the Backdrop by.

## Showing and Hiding a Backdrop Image

Once a backdrop is loaded, you can show and hide it using the Backdrop tool. This hides the current backdrop (without removing it), so you can more clearly see your design work.

To hide the image click the Backdrop Tool  button and un-check “Show backdrop” on the menu. To show the backdrop once again, click “Show Backdrop” again.

## Editing the Backdrop

If required, you can edit the Backdrop image using an external graphic editing program (e.g. MS Paint). You can then use this external programs to edit the image – change colors or resize it, for example – and then save your

changes. When saved, the modified Backdrop image will appear in the Preview Quilt Design workspace.

## To edit the Backdrop using an external editor:

- 1 Load a backdrop image.
- 2 Click the Backdrop Tool  button again click Edit Backdrop.  
*The current backdrop will open in the image editing program.*



You can select the image editing program that will be used in the Preferences dialog–Environment tab.

- 3 Edit the image as desired, and save it.  
*The modified backdrop image appears in the workspace.*

## Creating a Custom Block

Using the New Block  tool, you can create new, unique, quilt blocks of your own. When you create a New block, you overlay the backdrop image with a “overlay grid” consisting of an array of “cells”. You can then fill in the pieces of the new block by selecting and filling (“coloring in”) cells on this grid.

The completed blocks can then be saved to the Custom folder of the Preview Quilt Design’s library, making them available for use in assembling quilt blocks.

See “Adding Blocks to the Quilt” above.

## To create a custom block:

- 1 On the quick access toolbar, select the New Block  tool.

*You see a new tab in the workspace.*

- 2 On the Block tab (Properties area), select the style to apply to the block grid overlay; select one of the following

- ◆ Rectangle
- ◆ Triangular
- ◆ Triangle up
- ◆ Triangle down



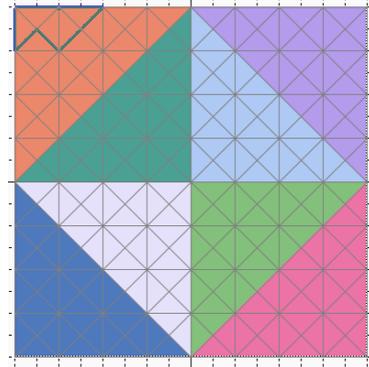
The style chosen should reflect the type of backdrop, i.e., use the rectangle style to make rectangular blocks and use one of the triangular styles if you are creating a block with diagonal lines in it.

*The style of the overlay grid will change accordingly*

- 3 In the Across and Down fields, enter the number rows and columns of “cells” in the block overlay grid.
- 4 In the Width and Height fields, adjust the dimensions of individual “cells” in the overlay grid, (if required).
- 5 On the Block tab, click the Piece Select  tool. Fill in the colors of the block by

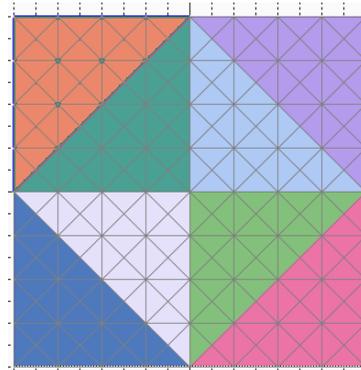
doing the following:

- ◆ On the block overlay grid, click individual cells to select them; hold down the Ctrl key while clicking to select multiple cells.



- ◆ Continue clicking on cells until a whole piece of the block has been selected.

*In this example, all of the cells in the upper-left triangle of the block are selected.*



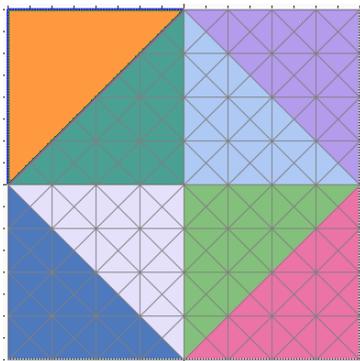
- ◆ On the Block tab, click Unite  to join the cells as a unit.

Alternatively you can right-click on the block grid and select Unite from the context menu.



If you make a mistake, and want to de-select one or more cells of the piece, you can use the Break up  tool to separate them.

- 6 In the Block Color palette, click on a color square to change the piece to the desired color.



- 7 Repeat steps 4-6 for the other pieces of the block.
- 8 Using the Save or Save As commands, save the block.  
*The block will be saved as a Outline File (\*BRF).*



If you want the custom block to be available in the Blocks panel, save it the Library—Custom folder. By default, this folder will be found in the following directory:  
C:\ProgramData\ Pacesetter \Preview Quilt Design\Library\Custom.

## Adding a fabric fill

There is also an option to use a fabric image, instead of a solid color, as the fill for a block piece. The fabric fill can be selected from the pre-installed fabrics library, or you can use your own fabric images.

## To apply a fabric fill:

- 1 Using the Piece Select  tool, click on a piece of a quilt block.



If you want to change the fill of multiple quilt block pieces at the same time, you can select a number of pieces by holding down the Ctrl button while clicking.

- 2 To the right of the color Palette, select the Fabric  icon.
- You see the Fabrics dialog.*
- 3 In the dialog, select a fabric swatch and click OK.

*The fabric fill appears in the selected piece (or pieces).*

## Clearing the fill from a quilt piece

You can also remove the color fill from a block piece, using the Clear Fills  tool. This tool is located on the left side of the Palette bar.

To use this tool, select an individual piece in the Block, and click the on the tool; the fills will be removed from the select piece (or pieces).

# Block Editing Tools

## Selecting a Block

Use the Select Block  tool to select individual blocks or block frame in the quilt grid.

When block is selected, you can rotate it, copy it, or delete it, by right-clicking and selecting the corresponding command from the context menu.

Also, you can use the Select tool to select an empty block location in the quilt to paste a copied block into the quilt.

## Selecting a Block Piece

Use Select Piece  tool to select individual parts of a block. When a block piece is selected with this tool, you can change its color by selecting a color “swatch” from either of the palettes.

You can also rotate the selected part of the block using the Rotate Left or Rotate right tools.

## Using the Palettes

### Color Palette

The Palette shows all the available colors that you can apply to a quilt block. It consists of a series of squares (“swatches”) and is located along the bottom of the workspace. You can select any color from the Color Palette, and add it to the Block colors palette.



The palettes: Block Colors palette (top) and Color palette (below).

## Block Colors Palette

The Block Colors palette shows the colors that are used in the design. This palette keeps all the colors that are in use in a single array, for easy reference.

- To add a color to the Block Colors palette, click on the color “swatch” that you want to add on the Palette; this color will immediately be added to the list of Block Colors.

## Correcting Mistakes

Undo and Redo tools allow you to remove or re-do an setting change or edit that you have made.

### To use Undo:

- Do one of the following:
  - ♦ On the Quick Access toolbar, click the Undo  tool.
  - ♦ Press Ctrl+Z on your keyboard.

### To use Redo:

- Do one of the following:
  - ♦ From the Quick Access toolbar, click the Redo  tool.
  - ♦ Press Ctrl+Y on your keyboard.



Note: if Undo or Redo are grayed out, you cannot Undo or Redo.

## Rotating Blocks

In the block view, you can use the Rotate tools to rotate a block in the view and change its orientation.

### To rotate a block:

- 1 In the Block tab, select the Block  Select tool.
- 2 In the workspaces select the current Block.
- 3 Do one of the following:

- ◆ Click the Rotate Left  tool.
- ◆ Click the Rotate Right  tool.

*The block will be rotated accordingly; to rotate the block again, click on the respective rotate tool again.*

Exporting Blocks as Image files

## Printing Designs

You can make print-outs of your designs in Preview Quilt Design. These print-outs create worksheets for all the individual pieces required for the quilt project, and include a dashed outline around each piece to represent the seam allowance.

The print preview includes a color analysis page at the very end. This page summarizes all the characteristics of the cut pieces - It has sections displaying the border and sashing dimensions, and includes tables that list all the colors used in each quilt block, plus the number of cuts required for each color.

## Previewing a Design before Printing

You can preview a worksheet on the screen before sending it to the printer.

### To preview the quilt design worksheets:

- 1 Click the Quick Access  button.
- 2 On the Quick Access list, click Print — Print Preview .
- 3 To zoom in and out of the previewed worksheet, 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 close print preview and return to the design window, click Close.

## Printing Design Worksheets

You can print a design, without previewing it. On the Quick Access tools drop-down list,

select Print  and then Print Setup .

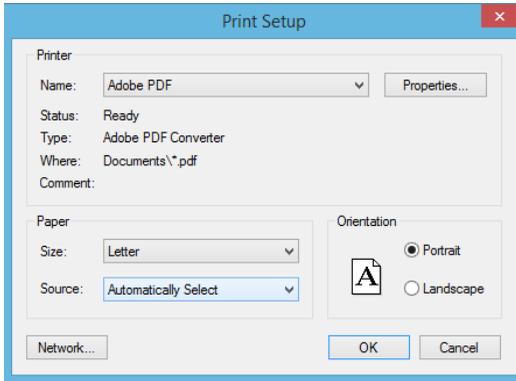
This button opens your computer's Print dialog, where you can choose printer options such as how many copies you want to print.

You can also print worksheets of your design immediately, without previewing the design or changing printer options. To do this, use the

Direct Print  tool.

## To print a worksheet for your design:

- 1 Do one of the following:
  - ◆ On the Quick Access menu, select Print— Print Setup .
  - ◆ Press Ctrl+P on the keyboard.  
*You see the Print Setup dialog.*



- 2 Make any required changes to the print settings.
- 3 Click OK to send the file to the printer.

## Changing the Print Settings

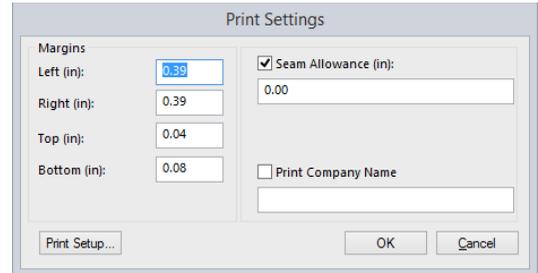
You can customize print settings for your embroidery designs. On the Print settings dialog, you to adjust the image and worksheet information displayed in design printouts.

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

- 1 Click the Quick Access  button.
- 2 On the drop-down list, select the Print— Print Preview .

*You see the print preview window, displaying your design.*

- 3 On the preview's toolbar, click Settings.  
*You see the Print Settings dialog.*



- 4 In the Margins area, enter the margins (Top, Bottom, Left and Right) for your design worksheet.
- 5 Select Print Company Name to have the name of your company name printed on your design worksheet. Enter your company name in the field underneath this check box.
- 6 Click OK to save the changes to print settings.
- 7 Click Print to print out the print preview, of Close to exit without printing.

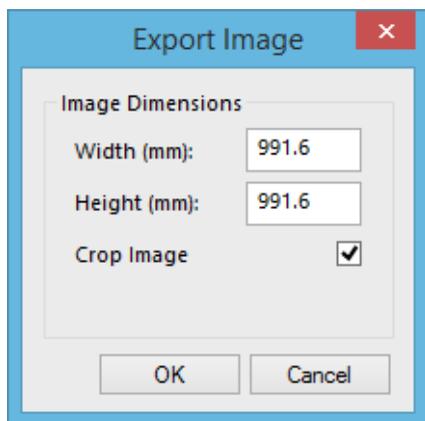
## Exporting Designs as Image files

If you want to save or send design as an image, you can be exported as images files. The Export Image tool can be used to save both individual Blocks or whole quilts as an image file. You can save the images as \*.BMP, \*.JPG or \*.PNG.

### To export a design as an image:

- 1 Open a Quilt or Block design.
- 2 Click the Quick Access  button, and select Export Image  from the menu.
- 3 In the Save in list, browse to the folder or directory you want to save your file.
- 4 In the File Name field, enter the file name for the design.
- 5 In the Save as type: field, choose a file type to save as - \*.BMP, \*.JPG, \*.PNG or \*.GIF.
- 6 Click Save.

*You see the Export Image dialog.*



- 7 Set the size (width and height) of the image.
- 8 (Optional) Check the Crop Image box to remove the white space from around the outside of the image.
- 9 Click OK.  
*The image of the design will be saved to the selected directory*

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