Lesson 1- Getting Started

In this lesson, you will learn how to create a new design, open a design, create guidelines, view a design in 3D view, change the ruler measurement, and use the ruler tool.

Open the Software

1. **Open** the software by **double-clicking** on the software icon.
2. Explore the **My Floriani Today** window and click on the options.

Create A New Design

1. **Click** on the **Create a New Design** icon from the My Floriani Today window (if still open. If not, go to step 2)
2. Click one of the following to open a new design page:
    1. **Click** the **New** icon from the menu bar *(recommended way to open a new design page)*.
    2. **Click File** from the **menu bar** and then select **New**. *This option opens the New Page dialog box that allows you to select a style sheet for the new page.*

Open A Design

1. Click **File** from the menu bar and then click **Open**. *This will open the Open File window that allows you to search for a design loaded on your computer.*

Click the **down arrow** on the right side of the **Look in:** dropdown box.
1. Then, select **Local Disk (C:)**.
2. Next, select the **Floriani** folder by double mouse clicking on it.
3. Open the **Designs** folder by double-clicking on it.
4. Then, open the **Free Monthly Designs** folder by double-clicking on it.
5. Now open the **APRIL** folder by double-clicking on it.
6. Next, open the **April2019** folder by double-clicking on it.
7. Finally, select the **April_2019_02.waf** file and then click **Open**. This will load the design into the software.

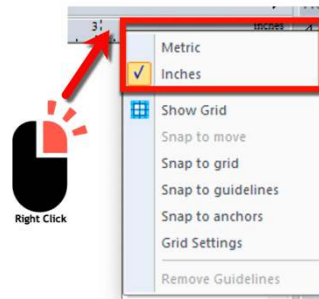## Create Guidelines Around the Design

1. **Left-click and hold** on the **ruler** at the top of the design page. Then, **drag the cursor down** until it touches the bottom-most part of the design.
2. Do the same thing to add a guideline at the topmost part of the design.
3. Next, **left-click and hold** on the **ruler** at the **left** of the design page. Then, **drag the cursor to the right** until it touches the rightmost part of the design.
4. Do the same thing to add a guideline at the left-most part of the design.

View Design in 3D

1. Click the **3D** icon located on the **floating toolbar**. When on, the stitches will appear in a realistic view, and behind the icon will be an orange box. **Click it again** to **turn it off**.

Change the Software Ruler Units of Measure

1. Place the cursor over the ruler at the top of the design page.
2. Next, **right-click** to see the options. You should see the following:

3. To change to between inches and metric simply choose the option you want.
4. Practice by changing between Metric and Inches. Notice the measurement units change on the ruler as you do it.

Using the Ruler Tool

1. Select the **Ruler** tool icon to activate it.
2. **Left-click and hold** over any part of the design and **drag the cursor to the right**. As you do, you will notice the measurement appear below the cursor.
3. Practice measuring different parts of the design. Measure things in multiple directions to get used to how the Ruler tool works and can be used.

Save the Design

1. Select **File** from the menu bar and then select **Save As**.
2. Save the File in the following folder: C:\Floriani\Designs\00_FTCU LESSONS\01_General Lessons\01_Tools for Everyone\
3. Name the **File 01_L1.waf**, choose **WAF** for the format and then click **Save**.