



There are two sizes of the **Normal Alphabet** letters and numerals.

Use the 16 count, for example, the *Normal-CapA-16* version file for this sampler.

The 18 count version, *Normal-Cap-A-18*, can also be used if you need a smaller font

Personalization Instructions...

NOTE: We are not able to supply instructions for specific machine embroidery software. With all of the numerous machines and editing software available, the suggestions below should work in general, using each machine's customizing software..

1. **Create individual files of lettering** lines required for the sampler. Also **Create individual files for the Numeral areas.**

Files to Create:

Area / File	Alphabet	DMC Color
First Name Caps	Normal - Caps	517 Dark Turquoise Blue
Rest of Names	Normal - Lower Case	518 Med Turquoise Blue
Years Numerals	Normal - Numerals	517 Dark Turquoise Blue
Year Numerals at Bottom	Normal - Numerals	517 Dark Turquoise Blue

2. **Change the Black Color** to the color below for each new file. *Change to the same colors already in the large Sampler File. Refer to personalized sampler model above for the needed colors.*

3. **Save each personalization file with a meaningful name** such as "First Name" or "Last Name"

4. **Open main Sampler file** in your Customizing software. Open each lettering file and position it in place within the main sampler file.

COLOR SORTING: Most editing software has a Color Sort Command. That function should combine all of the same colors into a single Color Stop.

Being sure that you have chosen the same colors in your lettering files as are in your main Sampler file, you should be able to Color Sort the file, which will combine the new lettering files with the main Sampler file, adding the new lettering files to the already existing Color Stops in the main file's PDF Color Stop Stitching Order file.

5. **Generate or Save your newly personalized Sampler file, giving it a new name**, indicating that it includes the personalization files. This will enable you to create several samplers using the original non-personalized main Sampler file.