**Stitchitize**

Instructions for the use of Individual Design Coupons

## Setting up a Stitchitize Account

1. Go to the URL **http://www.stitchitize.com**
2. If you are already a member, go to "Login" and enter your email and password. If you are not a member, go to **"New Account"** to register. Use the link to Login. *Note: Choose a password you will be able to easily remember and write it down in case you forget. Your username will be your email address.

   **Username**_____ **Password**_____

## To claim the Individual Design Coupons

3. Enter the voucher number included in this package exactly as it appears on the sticker in the "Voucher Area" on the left hand side of the website.
4. Make sure you are logged into your account before entering the number.

## To use a Design Coupon – Coupons may only be used one at a time.

5. Select a design you want to sew and put in the shopping cart.
6. View the shopping cart, it should be $10.00 Total; now click the "Add Discount Coupon" button in the center of the screen.
7. Select a coupon "Use Coupon" and "Add to Cart".
8. The cart should now have a $0.00 Total.
9. You can now continue to "Approve your Cart" and then "Confirm Order"

## To Download your Designs

10. You will be presented with a "Thank You" page with a link to "Download Designs" this will take you to your "download center". You will also find another link to your "download center" at the top left of our website just under the Stitchitize logo.
11. In the download center you can download or email to one design at a time in whatever format you would like from the drop-down "pick file type" menu.
12. Select the design you want to sew and the format for your machine. If you choose to download a pop-up window will appear and you should choose to **SAVE.** Now you must select a file to save your design in. From here you will either drag and drop the design onto a memory device or send it directly to your machine.
13. If you choose to email the design it will be delivered as a file attachment. You will want to save this to your computer and then transfer this to your machine.
14. The download center also has a search feature to help find designs in your download center.
15. Just above the "search bar" in the download center there is a link to the "Bulk Download Center". Here you check the designs that you want to include in the Bulk Download and select the format for all the designs. Click the "Download Selected" button. A pop-up box will appear with a link to download a ZIP file.
16. We recommend using WinZip to unzip our files. You will find a link to download WinZip on the left hand menu of our website. This is FREE Software.

Happy Embroidering!

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