



*Check Your Map
Palette 11 Webinar
Featuring Michelle Ahrens*

FREE WEBINAR
**PALETTE 11
SOFTWARE**

with Michelle Ahrens

baby lock
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Check Your Map
Webinar #10

When we purchase FONTS from a vendor or store (i.e. Etsy, A Bit o' Stitch, Embroidery Library, etc.) we receive these in a downloadable file to our computer (or a USB or CD if this is how you request the file at the time of purchase.)



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↓ > This PC > Downloads >

| Name | Date modified | Type | Size |
|-------------------------------|--------------------|---------------------|-----------|
| CustomFontM update 2019 | 11/18/2020 2:45 PM | Compressed (zipp... | 13,664 KB |
| DBJJ262-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 5,316 KB |
| DBJJ503-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 2,266 KB |
| DBJJ616-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 3,704 KB |
| DBJJ746-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 3,188 KB |
| DBJJDaphneMono-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 10,600 KB |
| DBJJGingerbread-PES | 11/18/2020 2:45 PM | Compressed (zipp... | 6,175 KB |
| DBJJPeanutbutterSmoothies-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 3,095 KB |
| DBJJPinnacleMono-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 16,005 KB |
| DBJJStackedMonogram-PES | 11/18/2020 2:45 PM | Compressed (zipp... | 2,827 KB |
| DBJJSunshineAndDaisies-PES | 11/18/2020 2:45 PM | Compressed (zipp... | 6,581 KB |
| DBJITribalBabyAlpha-PES | 11/18/2020 2:46 PM | Compressed (zipp... | 10,824 KB |

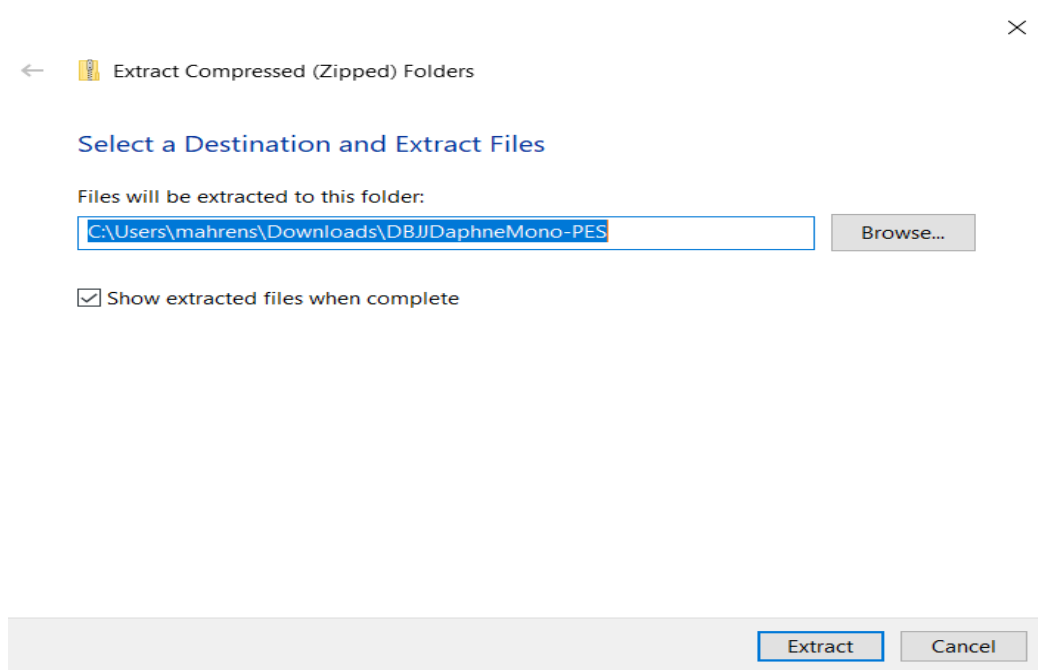
From here, you will want to UNZIP these files. There's no need to get an APP or software to help you unzip a file, when you select the file name and double left click on the name (in this example DBJJDaphneMono-PES, Windows will open a window with an EXTRACT ALL option.

The screenshot shows a context menu for a zip file named 'DBJJDaphneMono-PES'. The menu options are 'Extract' and 'Compressed Folder Tools'. The 'Extract all' option is highlighted. A red arrow points from the 'Extract all' option to the 'DBJJDaphneMono-PES' folder in the next screenshot.

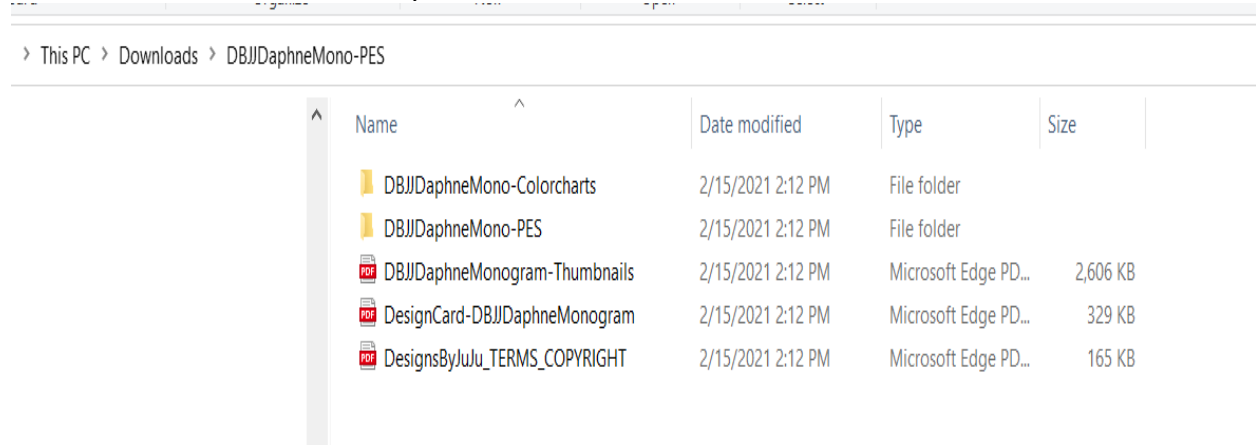
You want to choose the PES file or Font file with 1 left click it will highlight in blue, and then choose the Extract all icon from the menu. You will get a pop-up window that looks like this:



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You want to choose the EXTRACT button, do not browse to change where it goes. Trust the process. 😊 You will get another window that looks very similar, but it is actually different. This is the window that allows you to access the PES files for the fonts.
















Double left click on the PES file name (in this example the DBJJDaphneyMono-PES) and you will see the individual PES files for each letter and/or character of the font you have purchased (see below). Now, in some cases you may have additional folders that have a variety of sizes (i.e. 1.5, 2.0, etc.), if you do open those folders and see how the font has been saved. For example, is it obvious what's a capital letter from a lower-case letter.

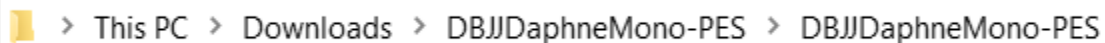


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no-PES > DBJJDaphneMono-PES

| Name | Date modified | Type | Size |
|--|-------------------|----------------------|-------|
|  DBJJDaphneMono-A-2in | 2/15/2021 2:12 PM | Palette Embroider... | 28 KB |
|  DBJJDaphneMono-A-3in | 2/15/2021 2:12 PM | Palette Embroider... | 42 KB |
|  DBJJDaphneMono-A-4in | 2/15/2021 2:12 PM | Palette Embroider... | 56 KB |
|  DBJJDaphneMono-A-5in | 2/15/2021 2:12 PM | Palette Embroider... | 72 KB |
|  DBJJDaphneMono-A-6in | 2/15/2021 2:12 PM | Palette Embroider... | 91 KB |
|  DBJJDaphneMono-B-2in | 2/15/2021 2:12 PM | Palette Embroider... | 28 KB |
|  DBJJDaphneMono-B-3in | 2/15/2021 2:12 PM | Palette Embroider... | 42 KB |
|  DBJJDaphneMono-B-4in | 2/15/2021 2:12 PM | Palette Embroider... | 58 KB |
|  DBJJDaphneMono-B-5in | 2/15/2021 2:12 PM | Palette Embroider... | 75 KB |
|  DBJJDaphneMono-B-6in | 2/15/2021 2:12 PM | Palette Embroider... | 94 KB |
|  DBJJDaphneMono-C-2in | 2/15/2021 2:12 PM | Palette Embroider... | 26 KB |
|  DBJJDaphneMono-C-3in | 2/15/2021 2:12 PM | Palette Embroider... | 38 KB |
|  DBJJDaphneMono-C-4in | 2/15/2021 2:12 PM | Palette Embroider... | 50 KB |

Now that we know where the PES file is, and how it is saved, it will make the actual mapping or importing of a font much easier. In my example this is where the PES file is saved on my computer:

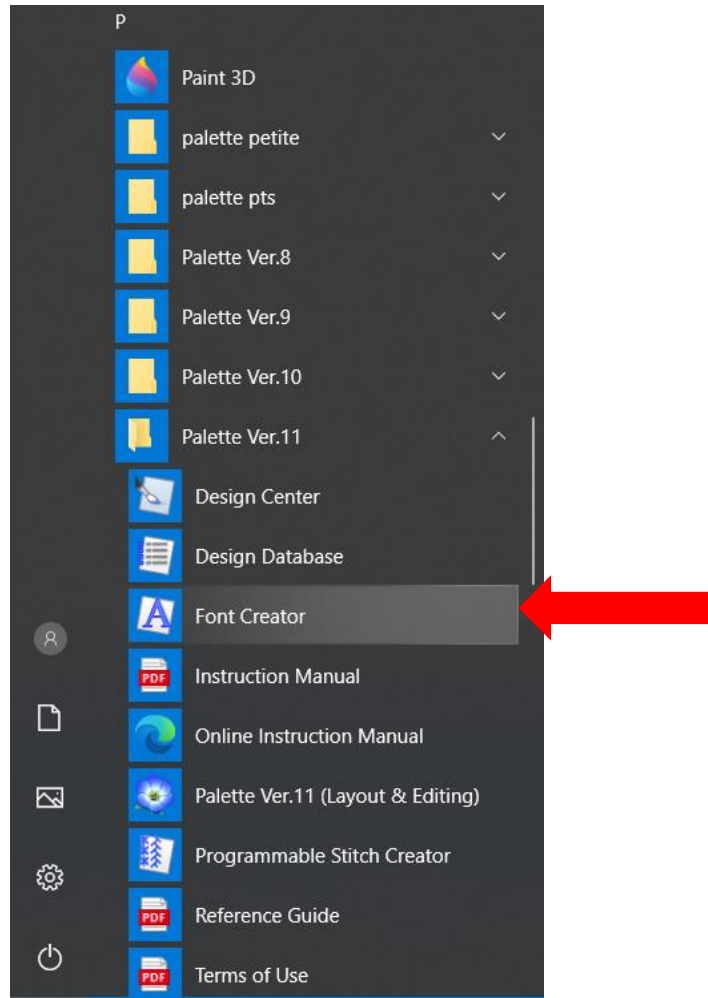
 > This PC > Downloads > DBJJDaphneMono-PES > DBJJDaphneMono-PES

Now...Let's get mapping!

We want to go to the FONT CREATOR and you can do this in different ways, in the video I should you going through Palette 11's Layout and Editing, you can also get there by go to your Windows Icon in the lower left corner of your computer screen, look in Programs, scroll down to Palette Ver. 11, and within this folder you will see the various programs within Palette, and you can choose Font Creator directly.



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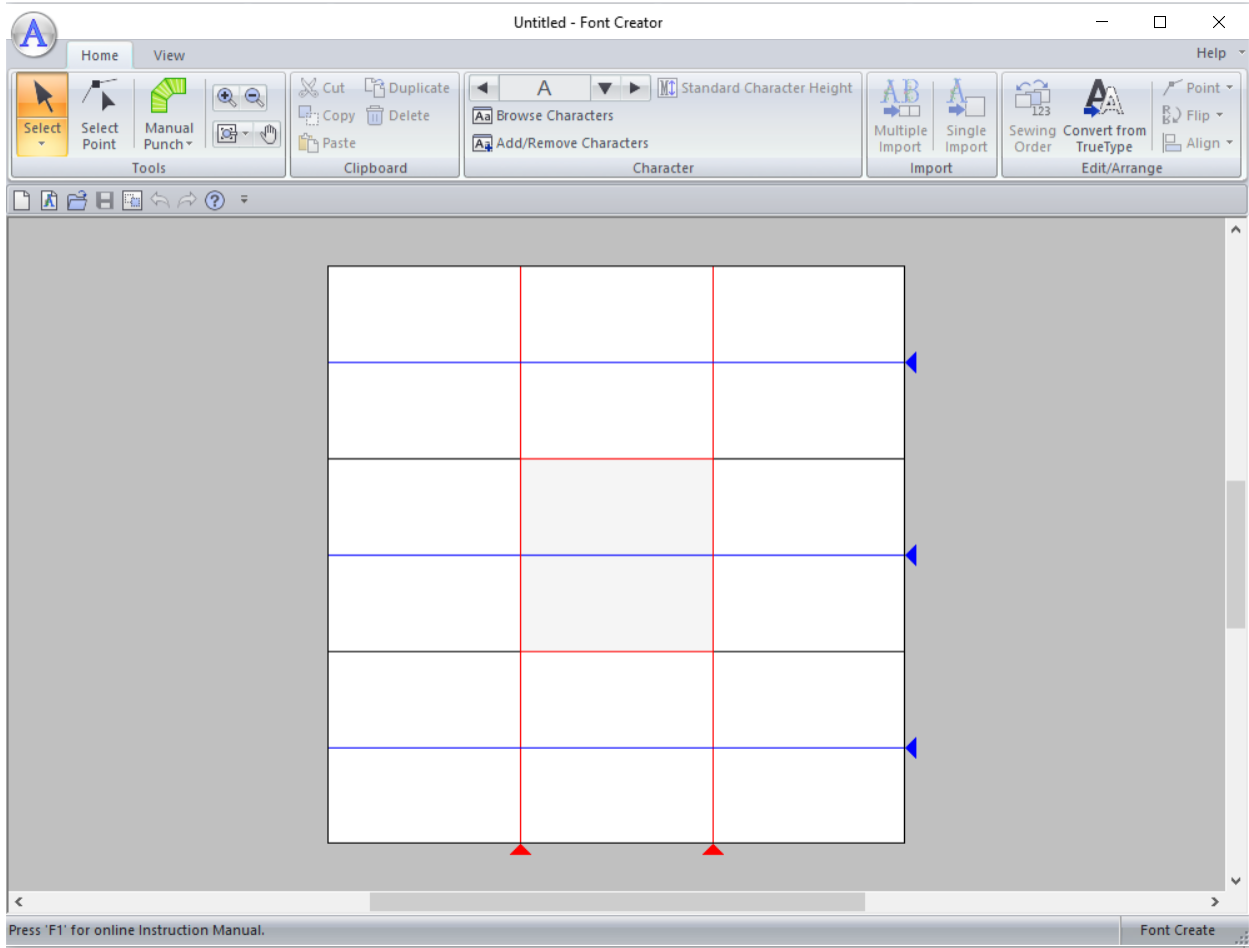


NOTE: If you have Palette Layout and Editing Open while you are mapping a FONT using Font Creator, you will need to close Layout and Editing and reopen it so that the font you mapped can be accessed by Layout and Editing.

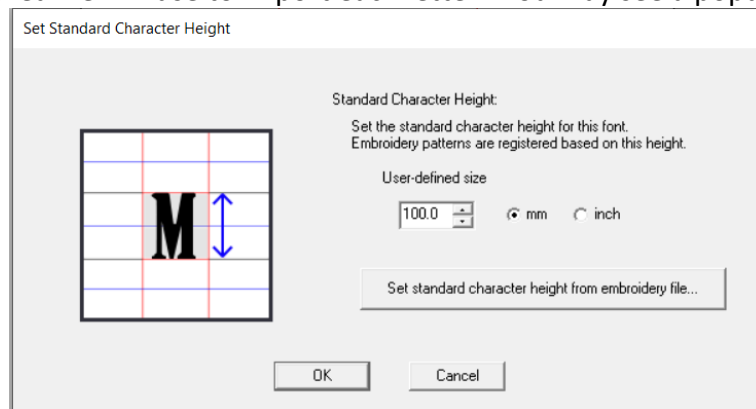
OPENING FONT CREATOR



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This screen represents the area we will use to import each letter. You may see a popup window



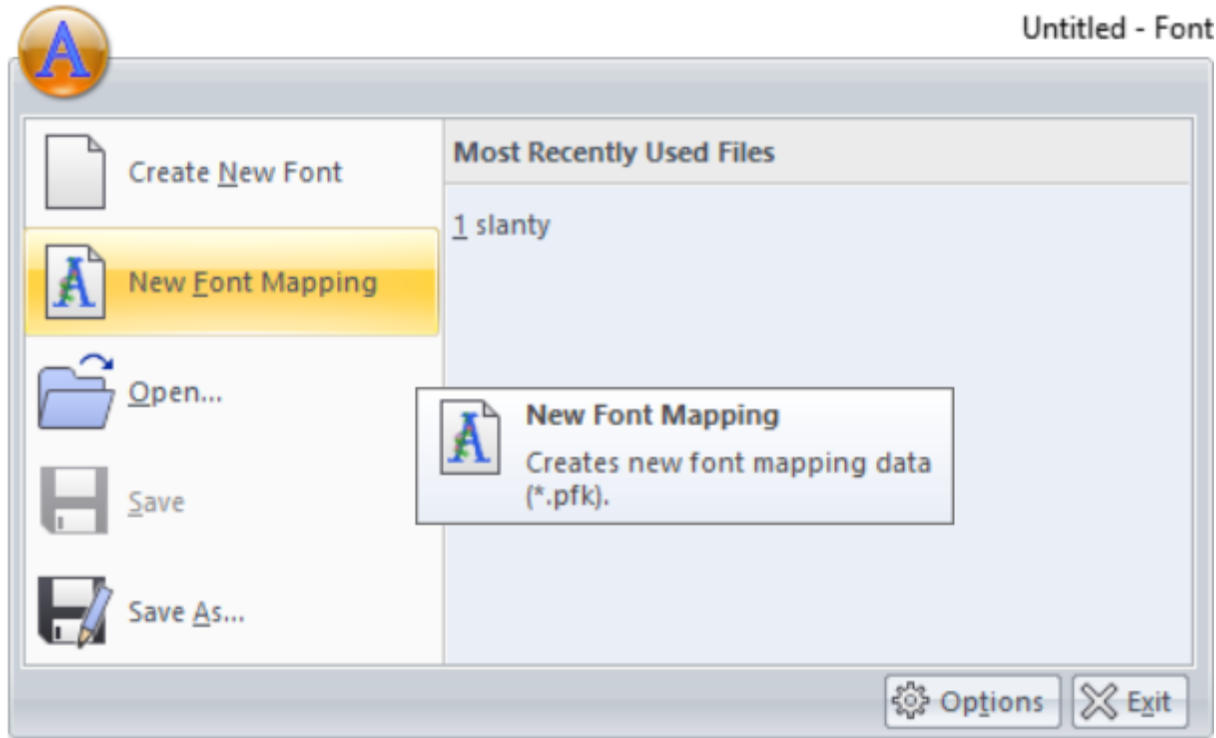
that looks like this:

It sets the size for the font in **inches** or **mm**s (Imperial or metric measurement). We will allow this to default, it can be changed if you choose, this is an option. Select OK. (If you don't see this pop-up window, that's okay, you will see it in just a moment).

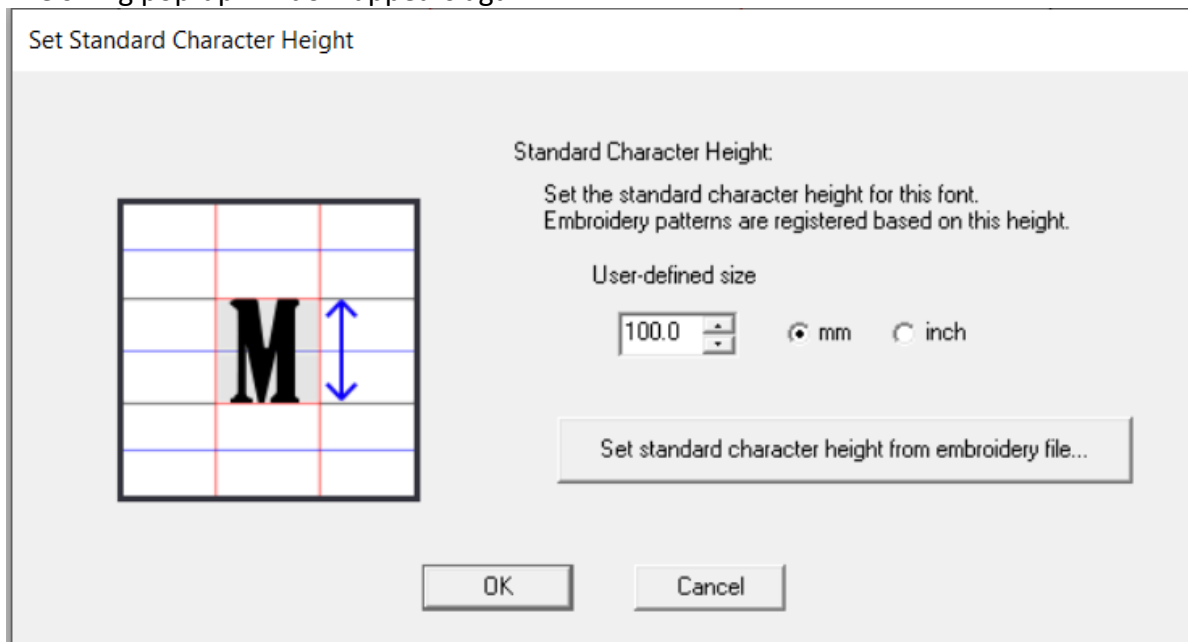
Next, we will go to the Application Icon for Font Creator and left click on it, and choose **NEW FONT MAPPING**:



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The sizing pop-up window appears again:

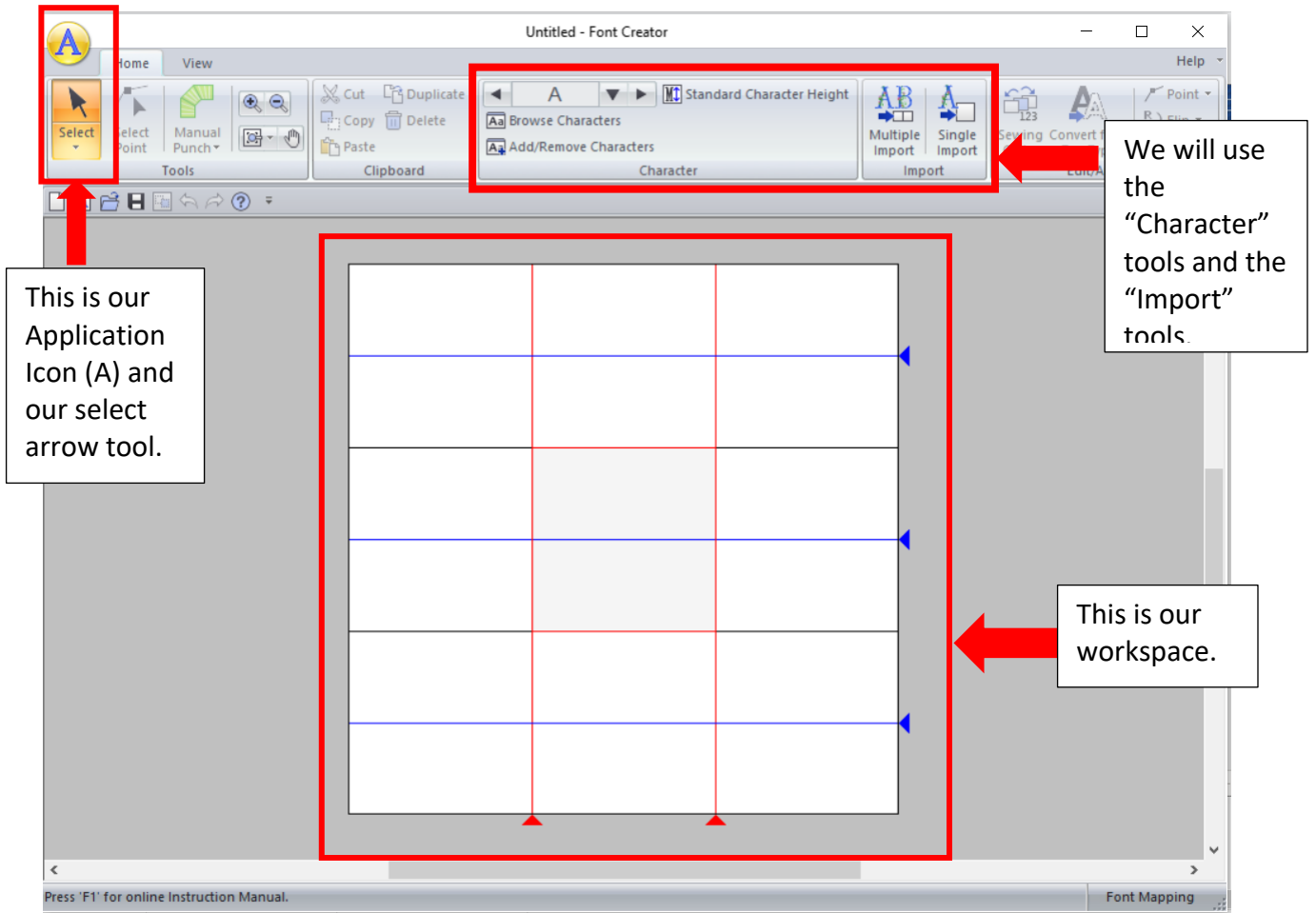


This window helps you see how a letter will appear on the screen for mapping so you can adjust the height based on the size of your font. For example, if you have a 1.5" size font, you will want to choose inches and then select 1.5" and the dark lines will decrease or increase to help you map your fonts consistently. Select OK, and we'll move on to the mapping of a letter.

Let's review the Font Creator screen and the tools we'll be using in this process:



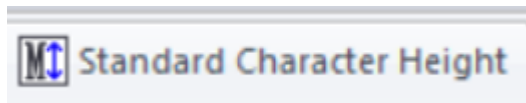
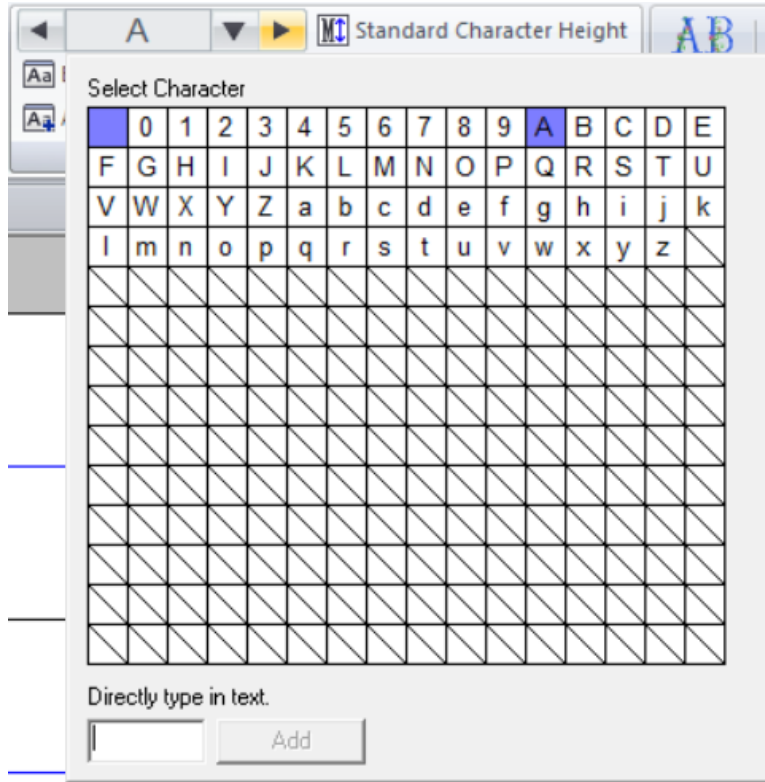
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The **Character** tools allow us to scroll through the mapped letters one at a time by selecting the left or right arrows, or the drop-down arrow will display a box with all the mapped letters in blue:



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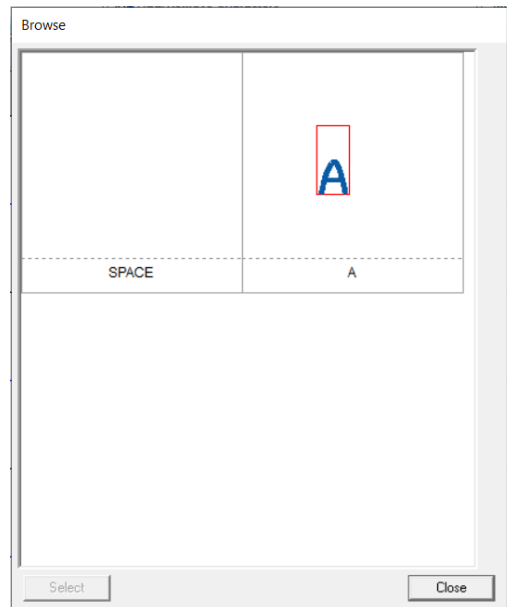


This tool: will bring back the pop-up window where you can adjust the sizing of your font.

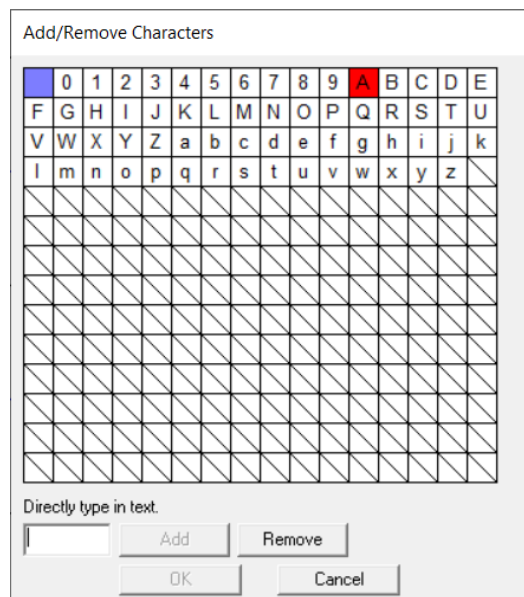
The **Browse Character tool** will bring up a grid with all mapped fonts, displaying a letter or symbol to the keyboard button. In the image below the space key will produce a blank and the capital A will type the A represented.



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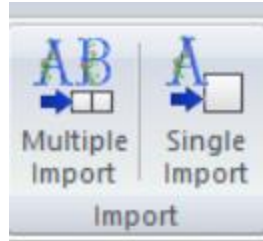
The **Add and Remove tool** allows you to ‘undo’ a misplaced letter by selecting it, the box will turn RED and you can choose REMOVE. If you want to ADD a character, like an ‘!’, then you would place the character in the box in the lower left corner of the screen and select ADD. You will need to select OK when you REMOVE or ADD to confirm the step.



The **IMPORT buttons** will help us map the letters individually or as a group. If you choose **Multiple Import**, there are additional steps you need to take and these will be covered later in these notes. We will start with **Single Import**.



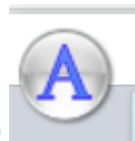
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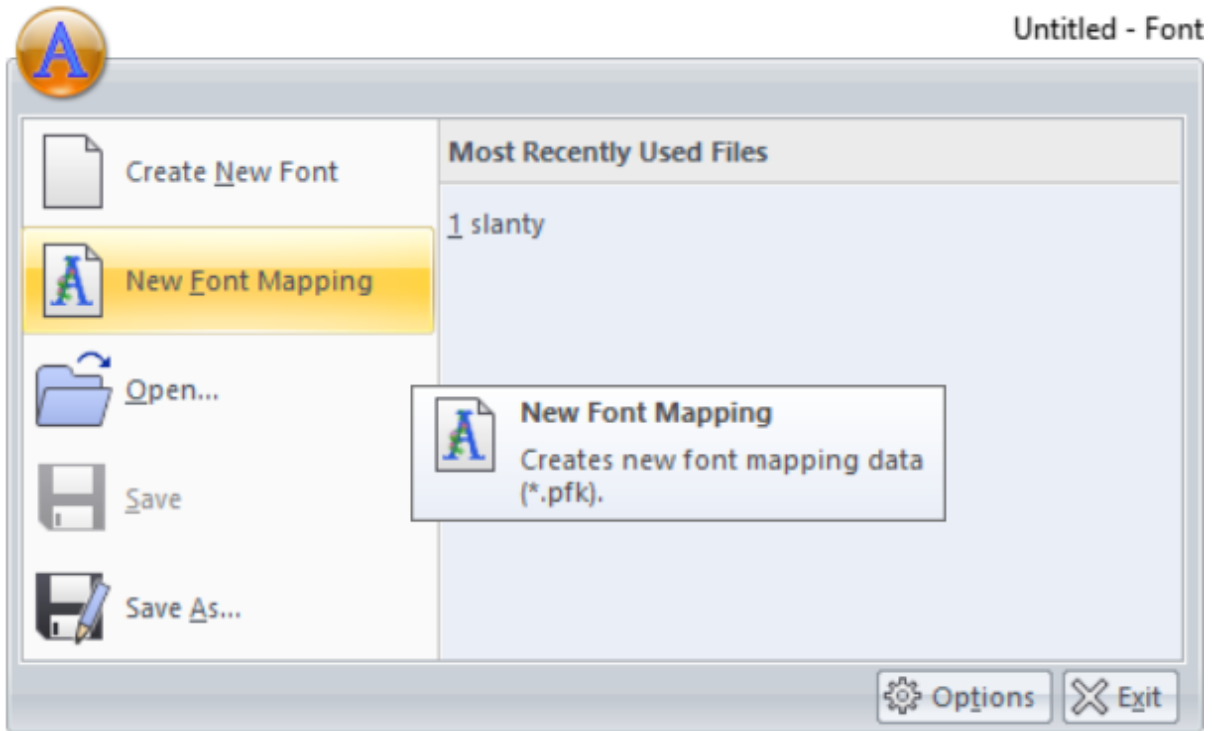
How to do a Single Import:

This assumes you have reviewed your downloaded purchased PES font folder, extracted the files, and found the PES files for the font. This will likely give you a size for you to specify in this process. (If you have not done this step of extracting the files, we would recommend you do this before continuing.)

Step One: Open Font Creator

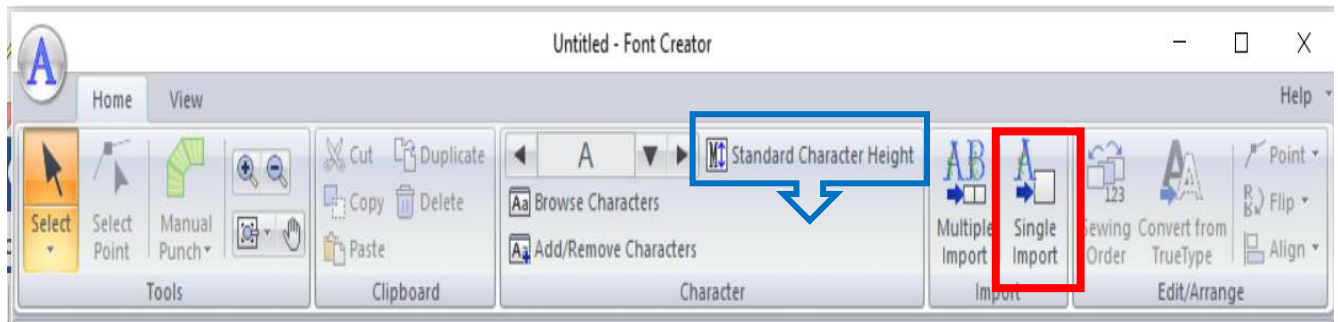


Step Two: From the Application Icon (upper left) and choose NEW FONT MAPPING



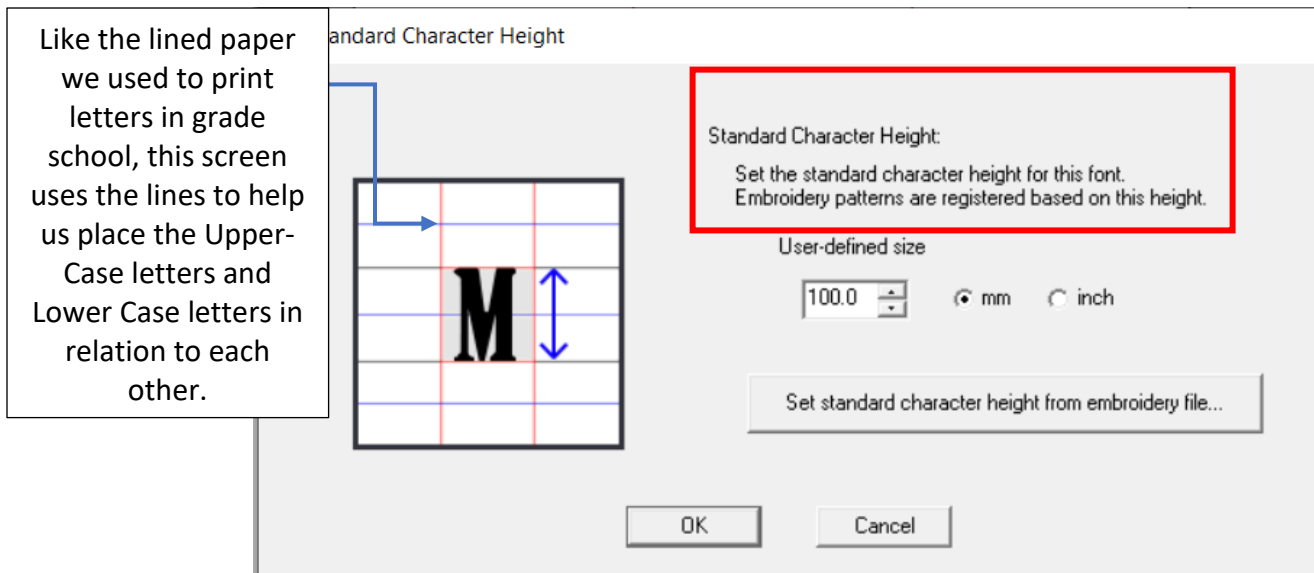
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Step Three: Choose Single Import



Step Four: Setting Standard Character Height

Select 'Standard Character Height' from the [Character Menu](#). This will be where you set the height of the font and will map the digitized letters to the keyboard strokes for Palette to reference.



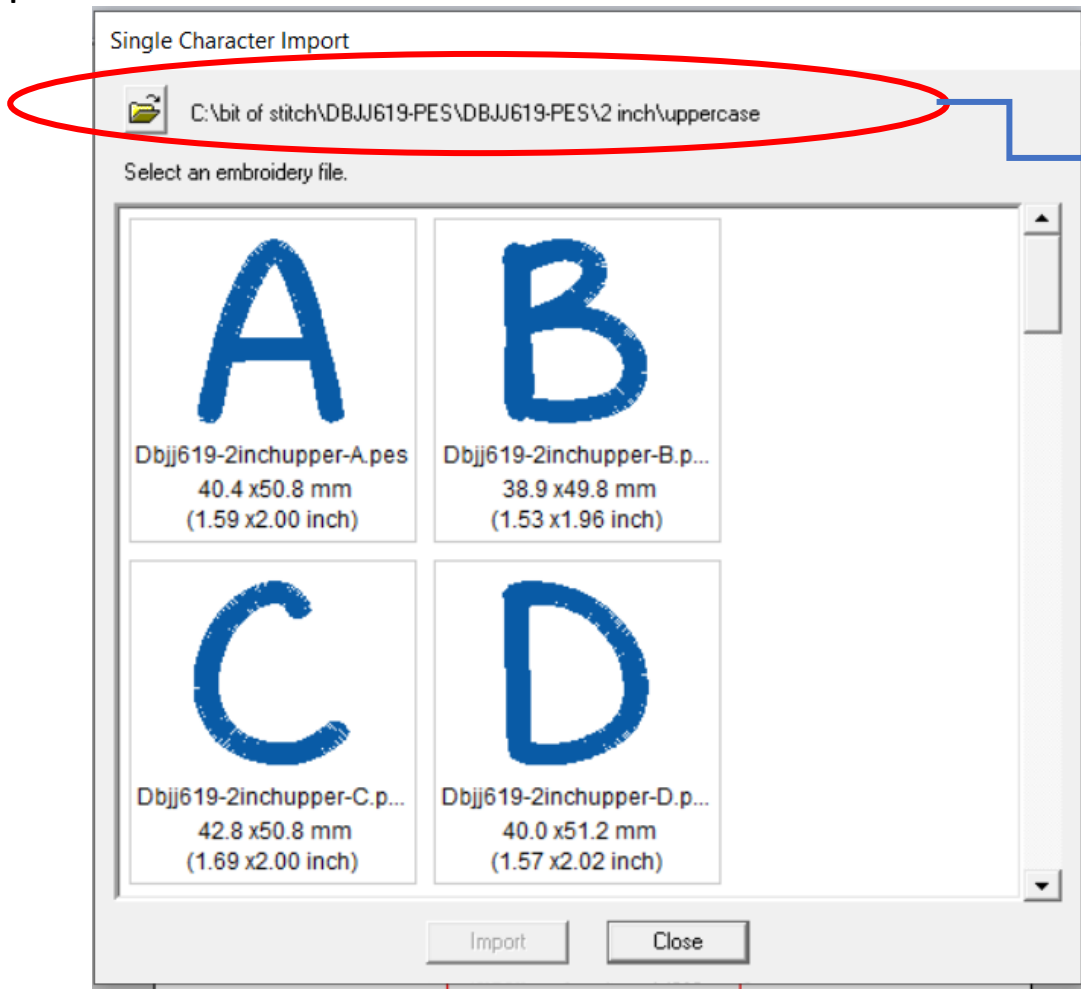
After you select OK, a window opens and asks you to select an embroidery file, the SINGLE CHARACTER IMPORT window. This window can be moved around the page and resized to work best for you.

Note: It is important to recognize that Palette sees this as an embroidery file (a .pes) not as a True Type Font (TTF) or an Open Type Font (OTF), in this case the stitches have already by assigned to construction of the letter/number or symbol.



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Step Five: Select the FONT



A folder icon is available to select where your .PES embroidery FONT file exists. (Remember the process of unzipping the file? This is where we unzipped and identified the .PES files for each letter, number, and/or symbol.)

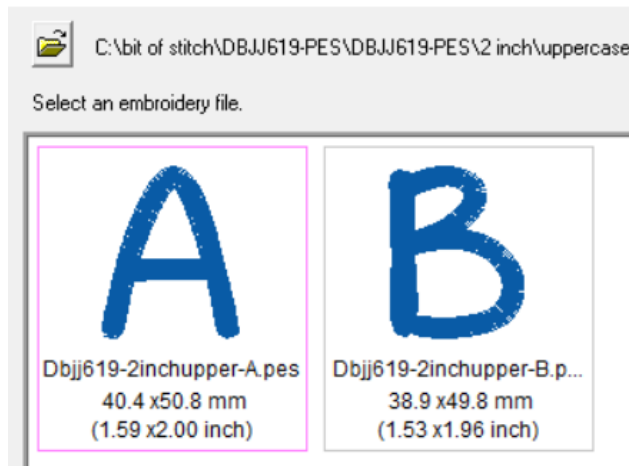
NOTE: If you are unable to find the PES font files, go back to your File Explorer, and repeat the steps at the beginning of these notes on pages 1 and 2.

When you find the font you wish to import, select a letter and a faint pink box appears around the letter you selected.

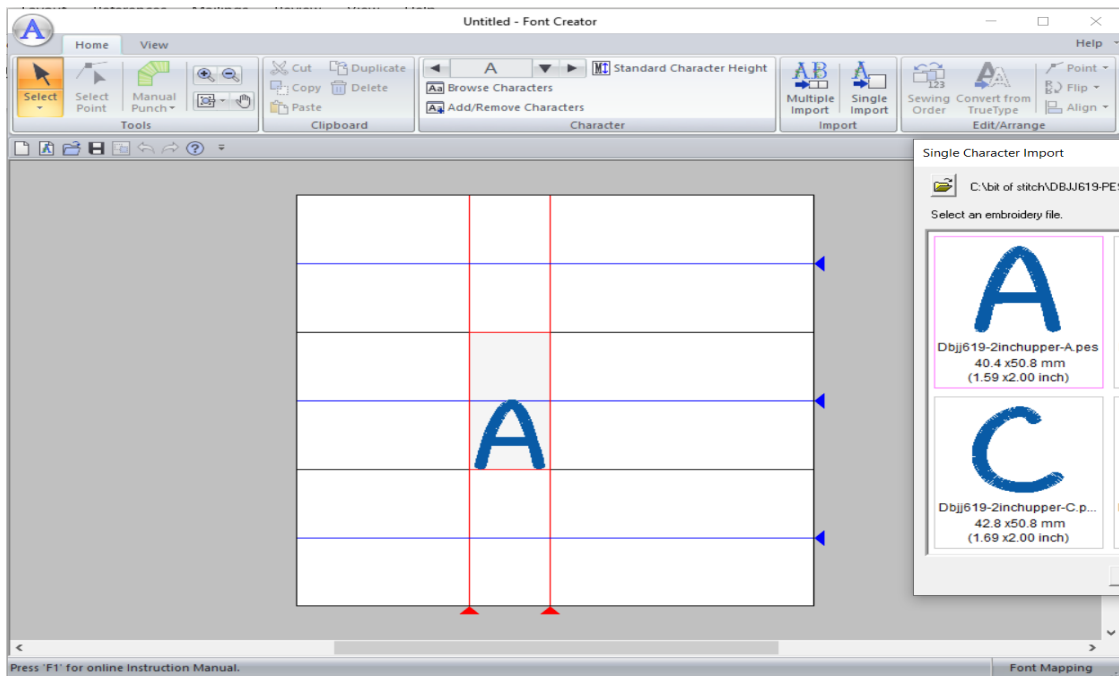


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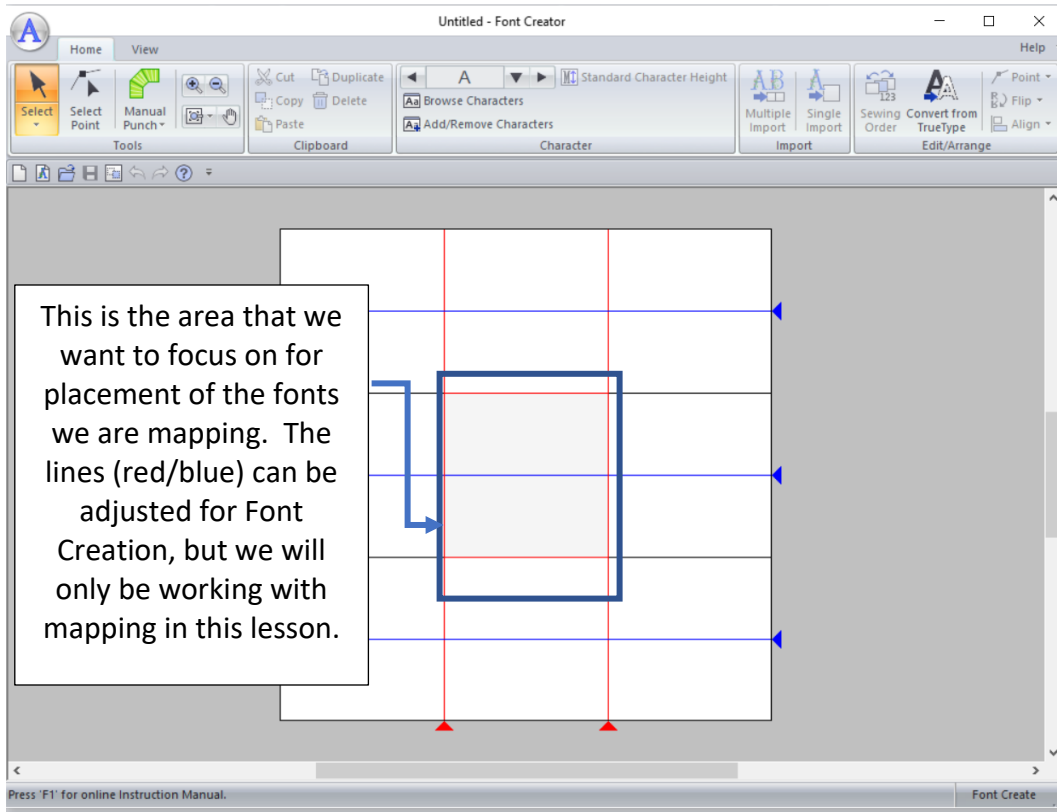
Single Character Import



As with many things in Palette software you can take an action in different ways. The same is true with the next step. You can now import this letter A into your mapping by 1) double left clicking on the letter (which puts the pink box around the letter and moves it to the mapping page; or 2) left click on the letter (putting the pink box around it), and then selecting import at the bottom of the Single Character Import page. Either method will work, and you will see your letter appear on the mapping page as shown below:



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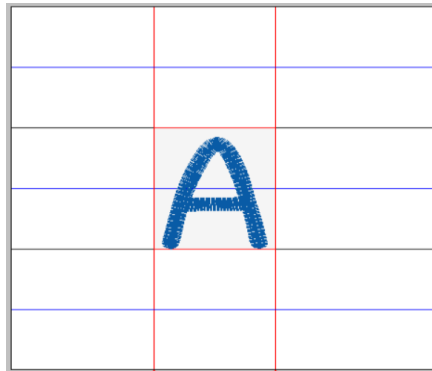


Palette places the letter in the center of the page and adjusts the red guidelines according to its width. In the above example you can see the letter A is 40.4x50.8 mms and the Standard Character Height was set at 100 mm, which is why the A looks so small in comparison to the area. This can be adjusted easily by selecting the Standard Character Height icon and changing the setting. When you adjust this during the import process a pop-up window appears, and the answer would be YES if you want to change it at this time.

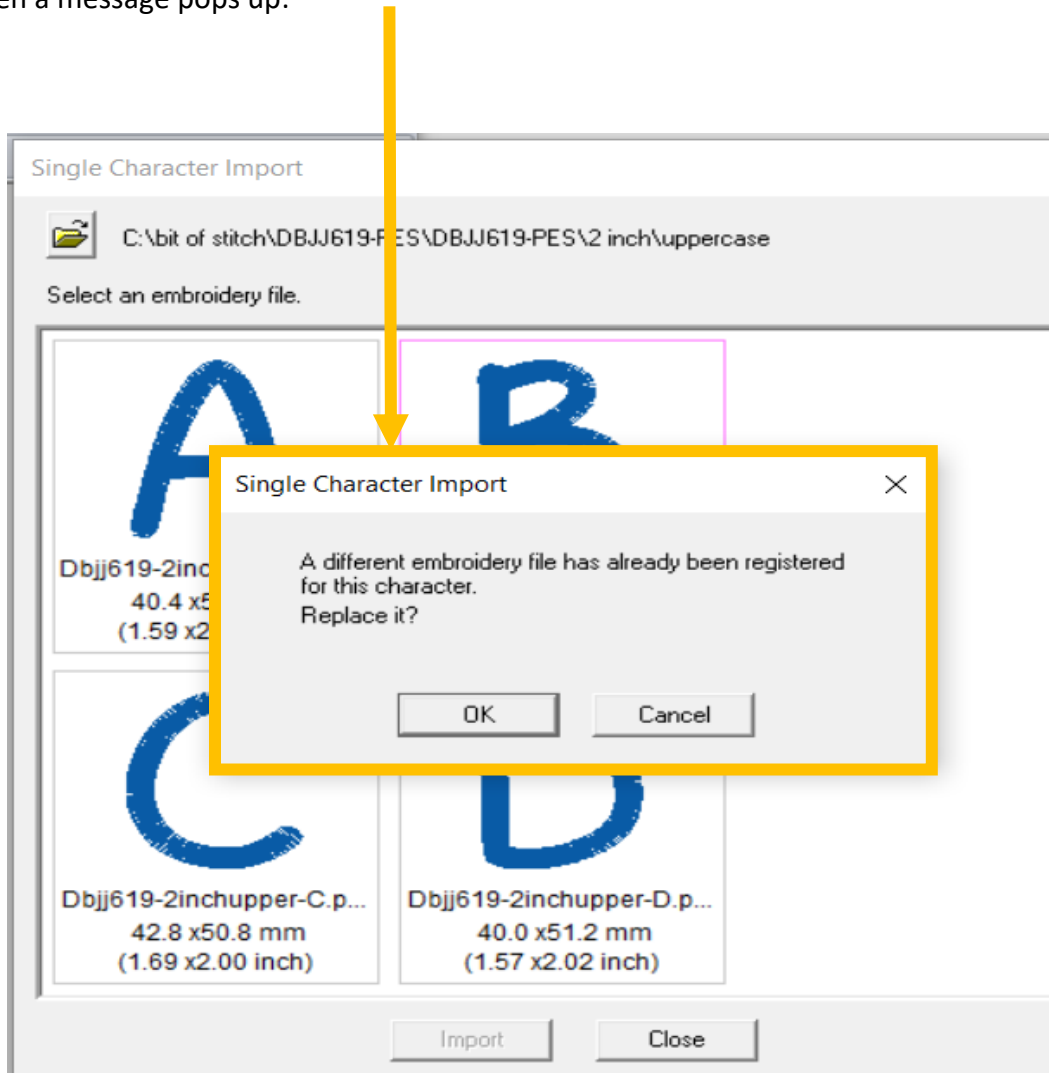


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Now the letter is better sized for the mapping area and I can proceed with more confidence of my placement:



This was easy, so let's add another letter, B. We select the B (one of the two ways described) and then a message pops up:

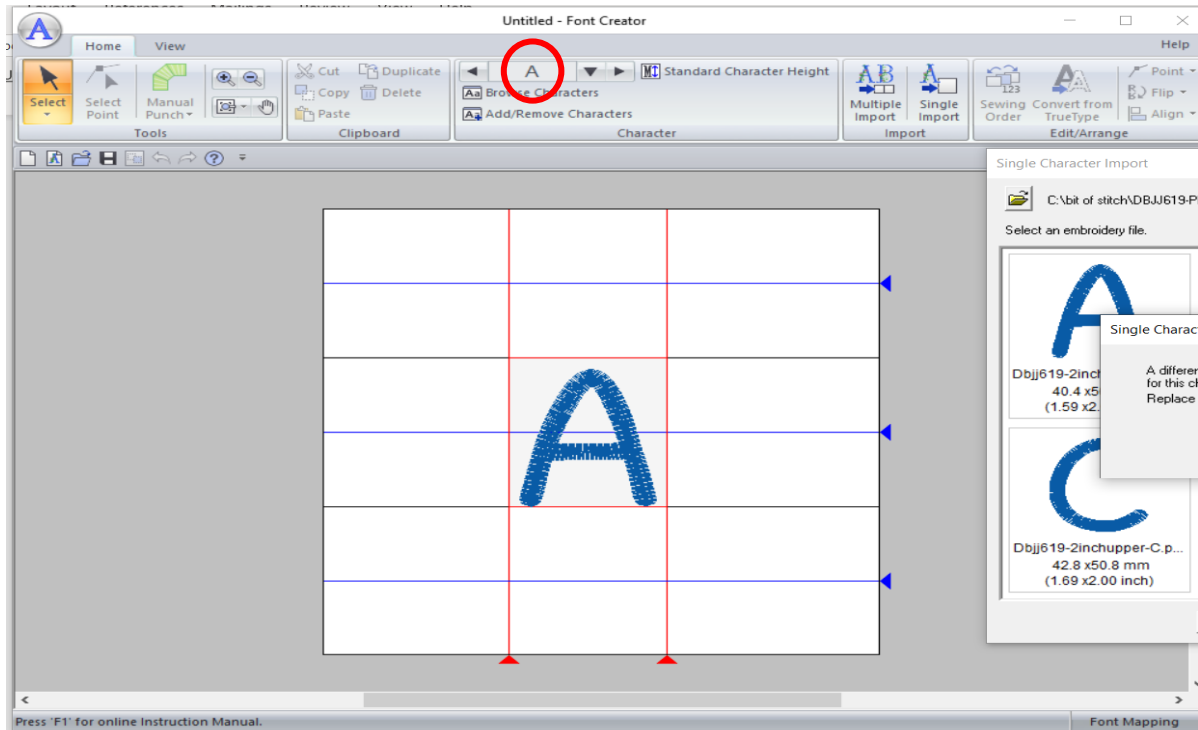


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We haven't mapped the letter B, what could this be referring to?

We can look at our Font Creator Window and see under the Character tools, that the letter A is still identified. ALWAYS tell Palette where you want the letter to go before you try to import it.

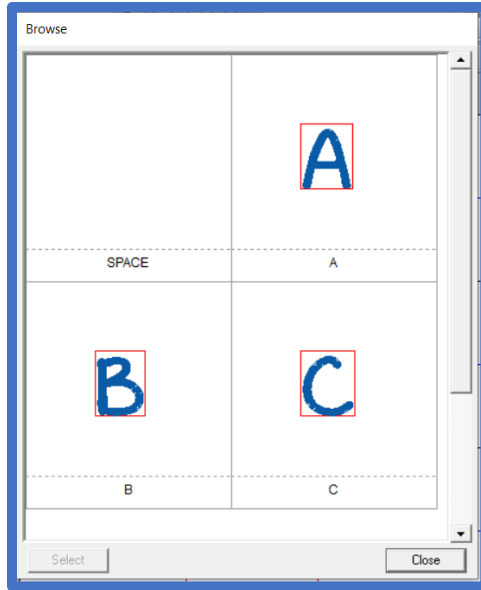
Choose CANCEL in the pop-up window or it will place the B under A on the import. Then we can use the right arrow and scroll to the letter B and import it to Palette.



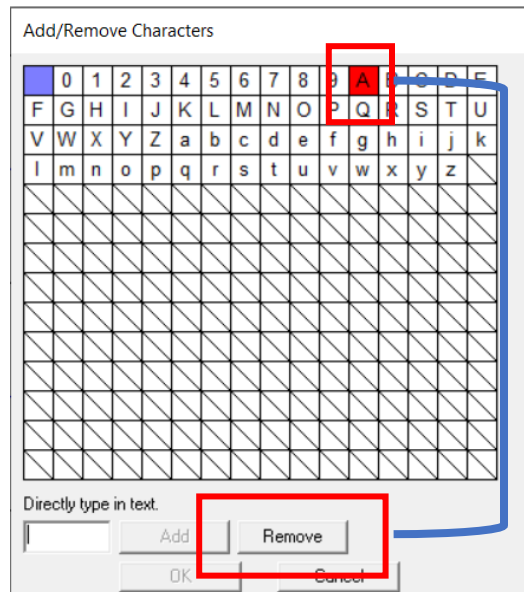
To see how you're progressing in the importing process, select the BROWSE CHARACTER tool under the CHARACTER menu to see which letters you have mapped so far. By doing this you can catch if you have slipped a letter into the wrong spot or if you had to stop and come back to the process at a later time.



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If you find you've placed a letter in the wrong spot, you can go to the ADD/REMOVE CHARACTERS tool and as described earlier, identify the letter to be removed (it changes to red) and select Remove at the bottom of the window.



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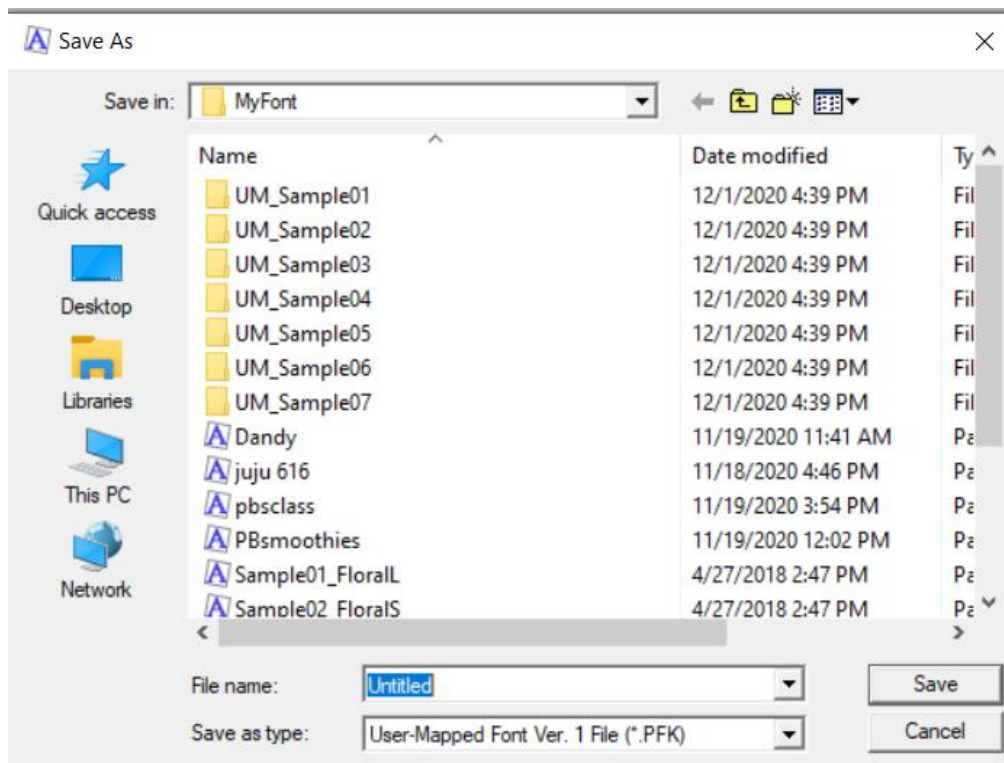
Step Six: Save your mapped FONT

When you have all your letters loaded and you are satisfied with the import, you want to save



this file. Go to the Application Icon in the upper left corner of the Font Creator window and select SAVE AS and this will bring of the EXACT location where you want to SAVE this imported font. DO NOT CHANGE this location, this is where Palette will automatically go to pull this into Layout and Editing.

DO NOT CHANGE THE LOCATION OR MODIFY THE LOCATION OF WHERE THIS FONT IS SAVED.



You can save the font by any name you choose, we recommend to us a name you will recognize, such as 'pbsmoothies' because that's the name of the font. Once the font is saved, you want to close out of Font Creator. (**Note: If your Layout and Editing was opened while you were mapping the font, you want to close it out as well.**)

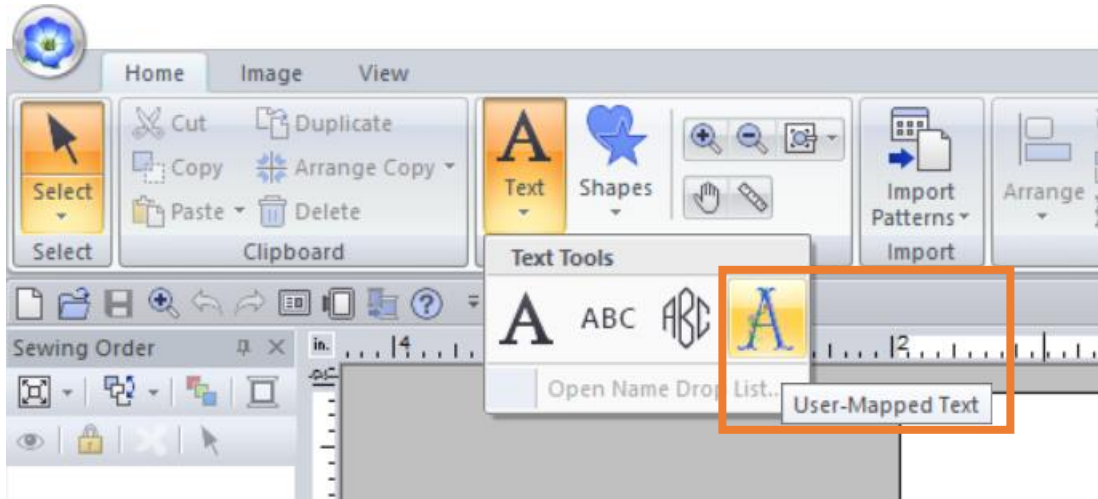


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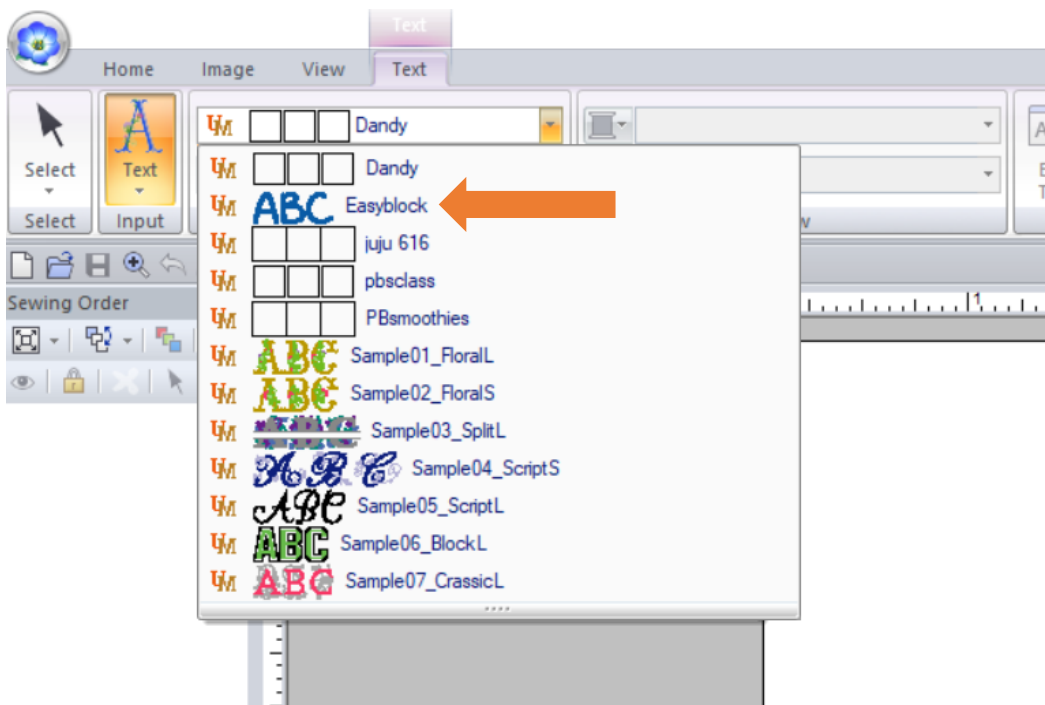
Step Seven: Check Your Map

To see if your font has mapped, OPEN Palette Layout and Editing and go to your TEXT tab, you

will want to select the **USER MAPPED TEXT** icon .

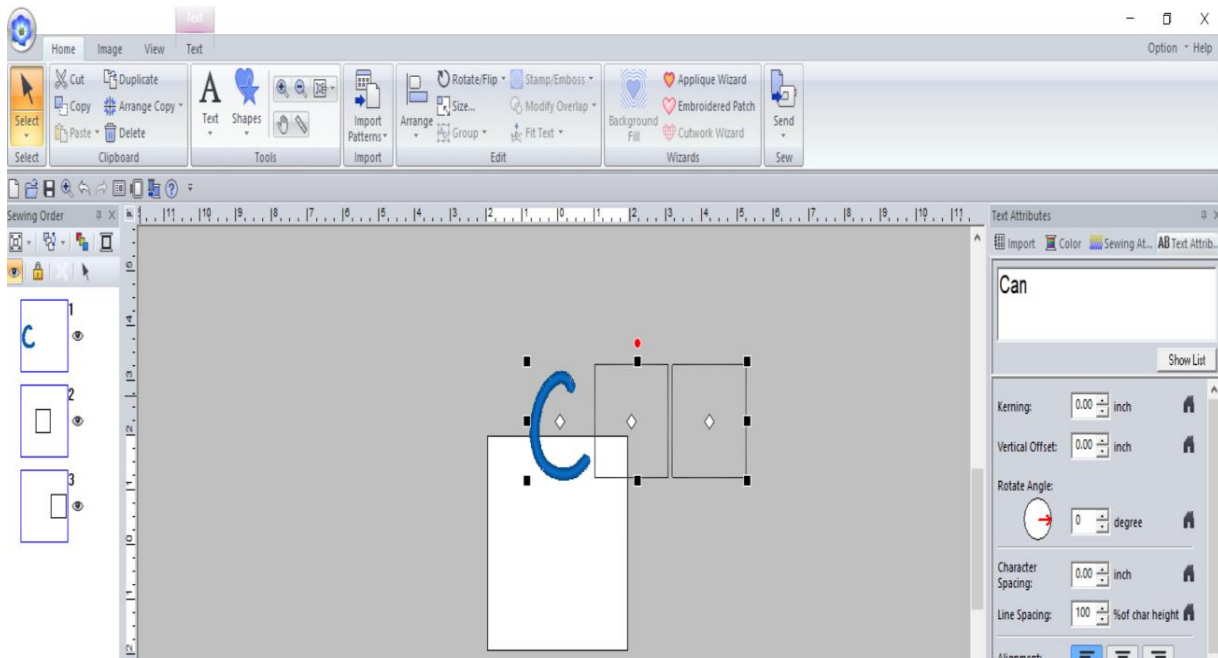


From the next screen, I can select the drop-down list of the User-Mapped texts and find the font I just loaded, in this case: **EasyBlock**. You may see empty squares listed, this means no letter, number or symbol has been selected for this font.

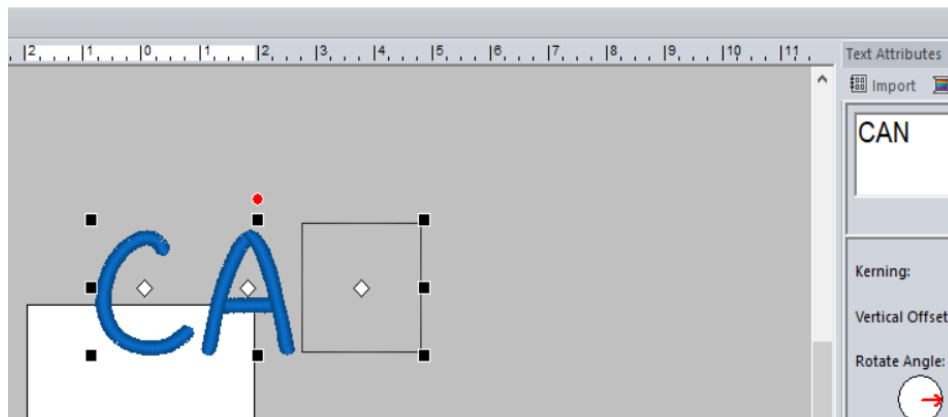


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For example, if I try to type the word “Can” I get only the C (capital) and boxes for the lower case ‘a’ and ‘n’. I get these because this font I imported only has upper case letters. In this example, I also have not mapped past the letter D so even the capital N will not appear.



In this example, I also have not mapped past the letter D so the capital N will not appear.



Palette can only provide the letters that are mapped. If you are doing monograms/names you may choose to use the IMPORT feature of Layout and Editing to bring in only those letters your need for the project. We would not recommend mapping every font your purchase. This takes resources from your computer, software, and your time for something that may not be used often. We suggest being selective about what fonts you map.



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If you find you have letters missing or incorrectly mapped, you can go back into Font Creator and using the tools, remove and add as needed.

MULTIPLE FONT IMPORT




If you want to try to import an entire font at one time, there is more PRE-WORK that needs to be done to make this happen. When you select the Multiple Font Import tool you will see the same Standard Height window appear for you to choose the size of the font, and then you'll see the **Multiple Character Import** Window with a folder icon for you to find your digitized Font.



You will see the letters are not populating like they did for the individual letter import. This is because Palette cannot recognize them under the naming convention the digitizer used to save their files. The designer of the font may use a name such as:



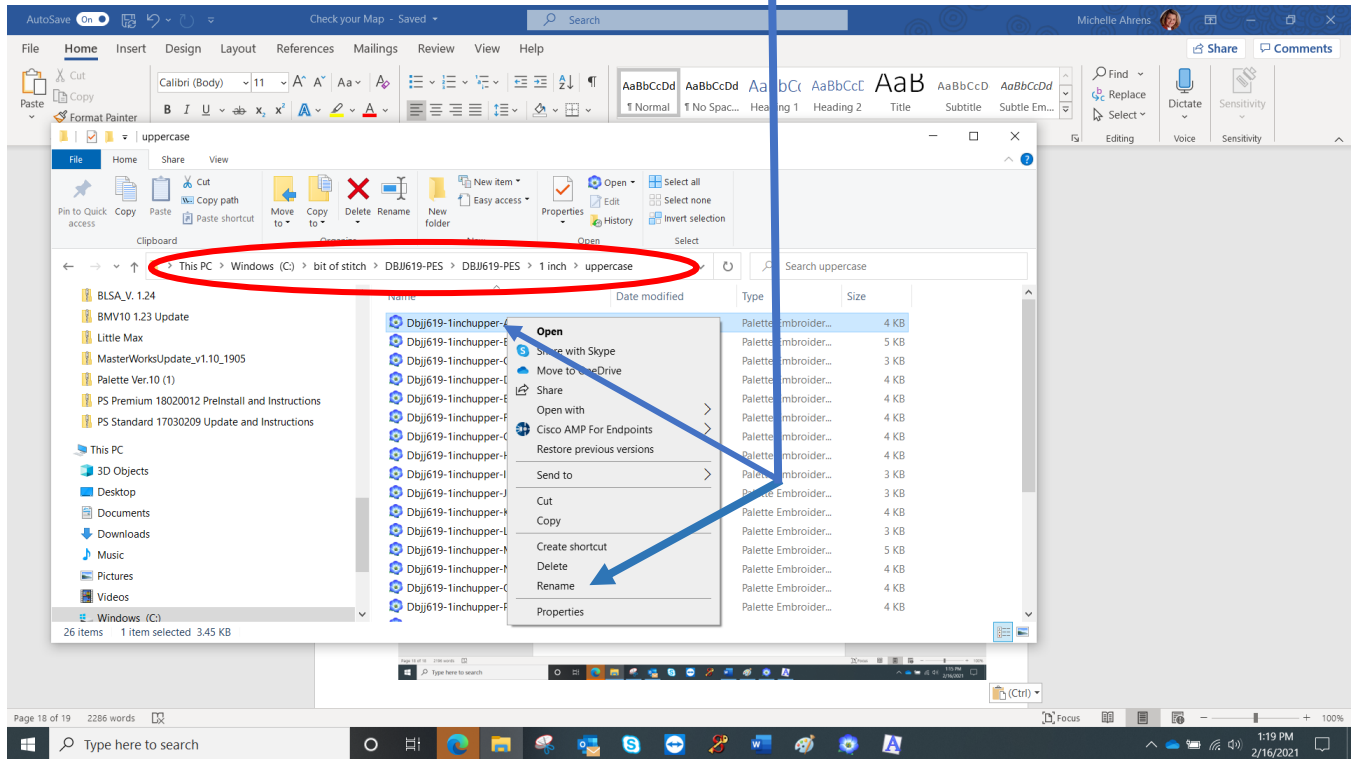
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 DBJJDaphneMono-A-2in
 DBJJDaphneMono-A-3in
 DBJJDaphneMono-A-4in

and Palette cannot make out what this is or how to bring it into the software for use, so we need to help simplify this. We do this by going to File Explorer file on the computer and finding the unzipped PES files we opened. (See the beginning of these notes for instructions.)

There are different ways to do the following steps, either directly or by a copy of the file to another folder. Whichever you choose, you will be changing the name of the letter file, so it is important that you KNOW what the font name is and what size. You will want to create a folder (i.e. bit of stitch or jujus designs. etc.) to help you identify this font for future use (1 inch, uppercase, each being a separate folder) as highlighted below in red.

When you have located the unzipped PES files of the font, you want to right click on one of the file names as shown below. A pop-up window appears, and you want to select the command “RENAME”.



This will allow you to enter the specific command phrase for Palette to interpret for keystrokes. These command names are in the online manual under “Registering embroidery data (batch registration)” under Font Creator.



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Here's a brief overview:

Upper Case Letters would be renamed:

u_a (u for uppercase, underscore/underline, and then the letter in this case 'a' for Capital A)

Lower Case Letters would be renamed:

l_a (l [the lower case letter L] for lowercase, underscore/underline, and then the letter in this case 'a' for the lower case 'a')

How you type this, is how the computer will bring it into Palette. If Palette cannot read the file, it may be due to an error on the renaming.

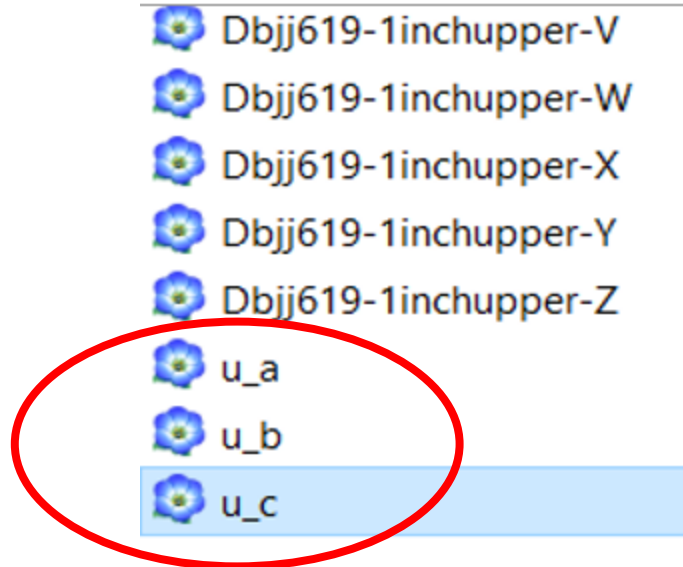
Symbols would be renamed:

| Character | File name |
|-----------|-----------|
| \ | s_bs |
| / | s_sl |
| : | s_cn |
| * | s_as |
| ? | s_qm |
| " | s_dq |
| < | s_lt |
| > | s_gt |
| | s_vb |

As you rename these letters you will see they disappear from the top of the list and move to the bottom within the folder:



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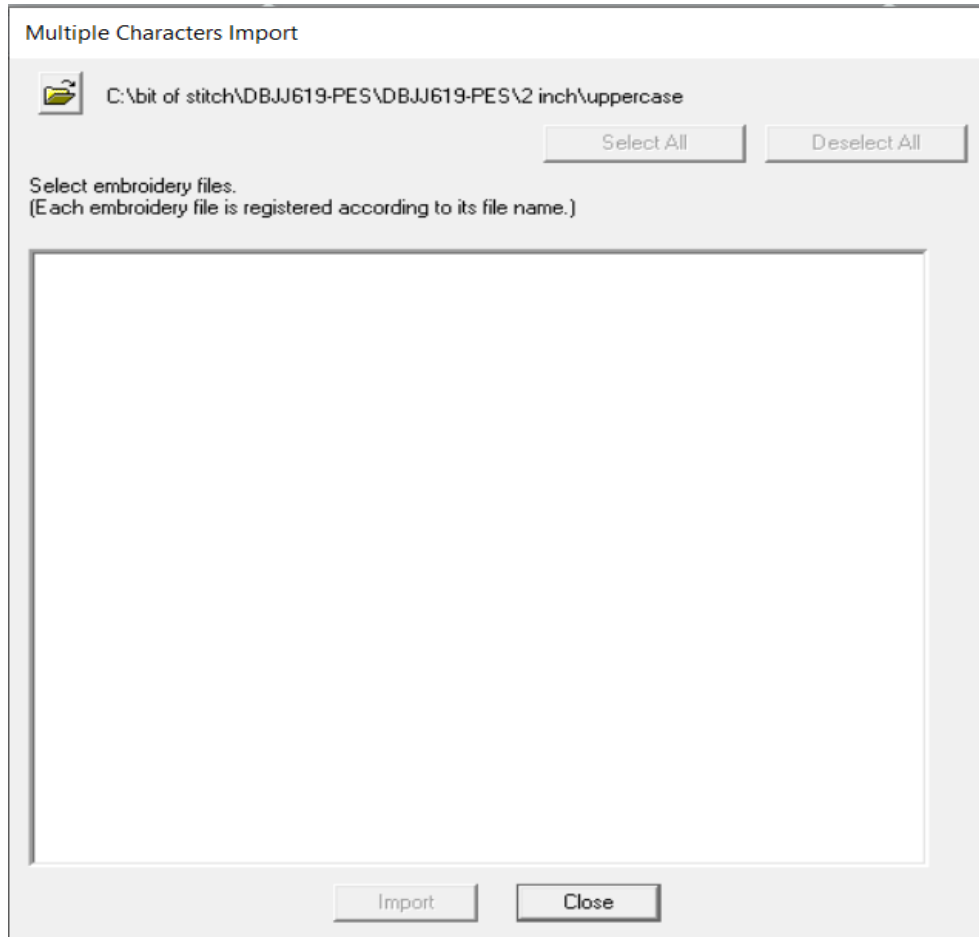
When you have finished renaming all the letters, you will then go back to FONT CREATOR to



begin the **MULTIPLE IMPORT**. Select the MULTIPLE FONT tool and this will bring up the Multiple Import window for you to select the folder where these renamed fonts are located.



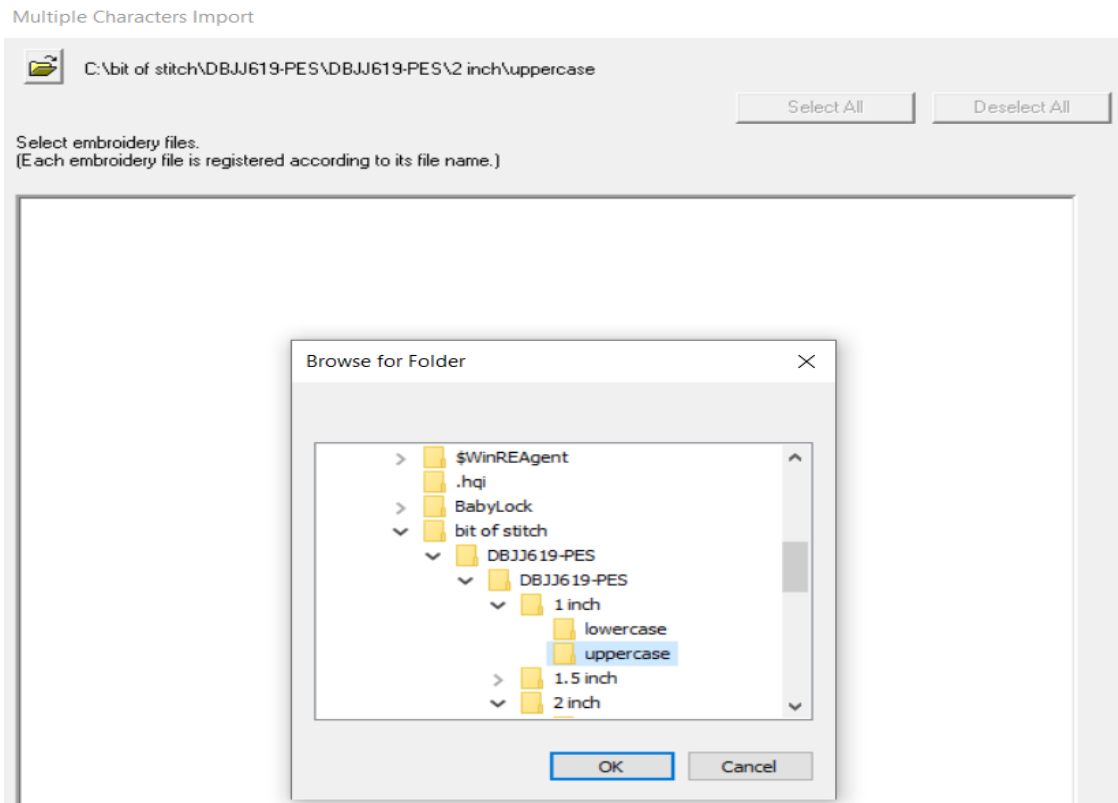
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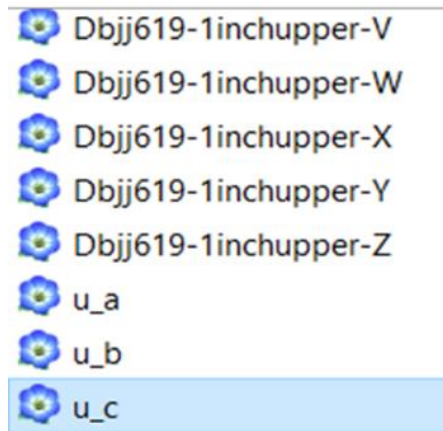
To do this, left click on the folder icon and a window will open that will help me navigate to the folder where I saved these renamed font letters. THIS MAY LOOK DIFFERENT ON YOUR COMPUTER. **Go to where you saved your font that you renamed.**



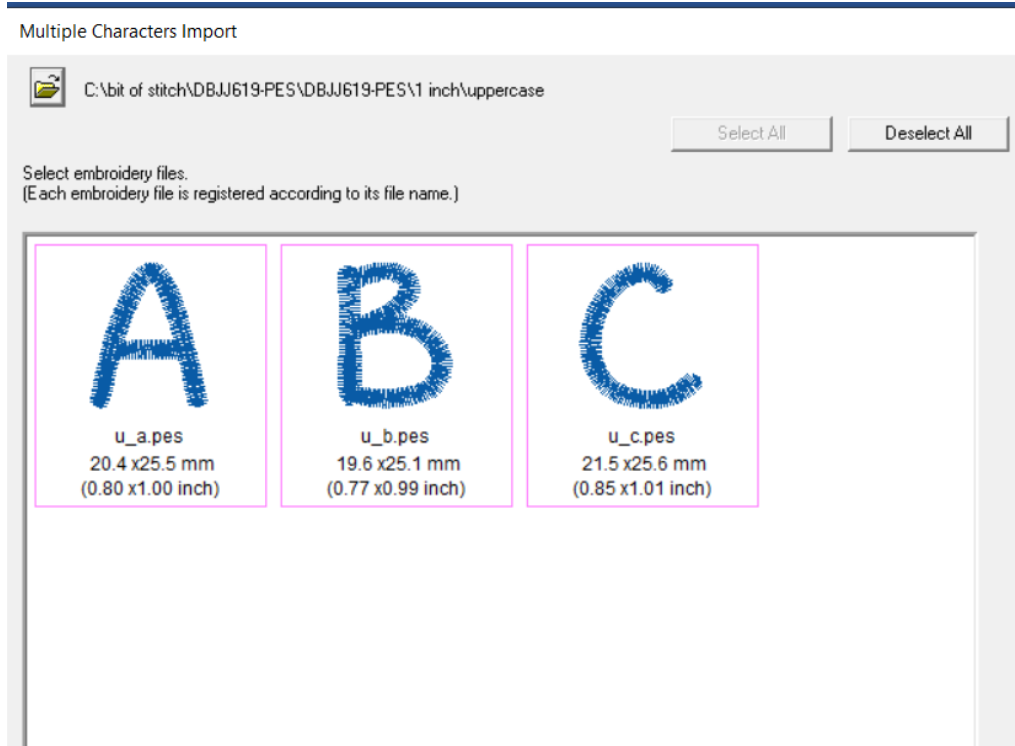
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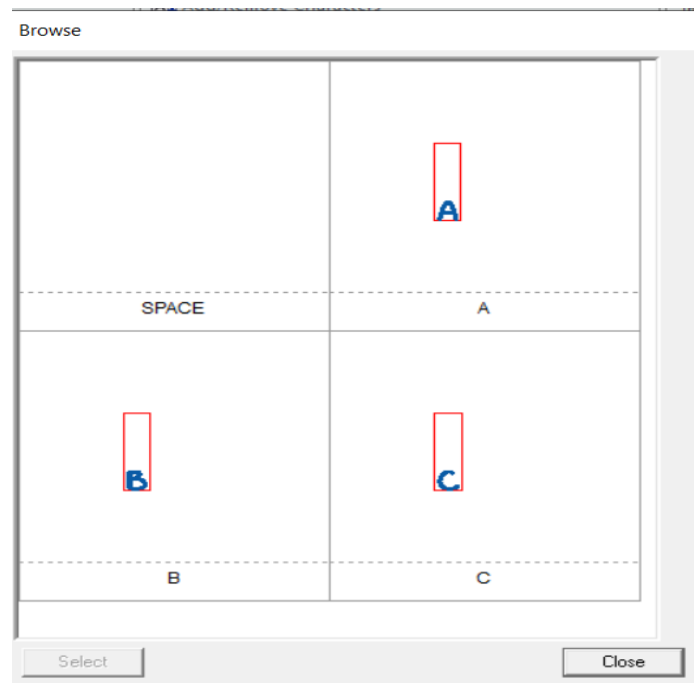
Then select the folder (in this example – uppercase) and select the **OK** button. The letters renamed (u_a, u_b, and u_c) will appear with the pink outlines around them.



FOR THE LOVE OF SEWING



Choose the **IMPORT** key at the bottom of the screen and you will see the mapped display of the letters, numbers, symbols you have created:



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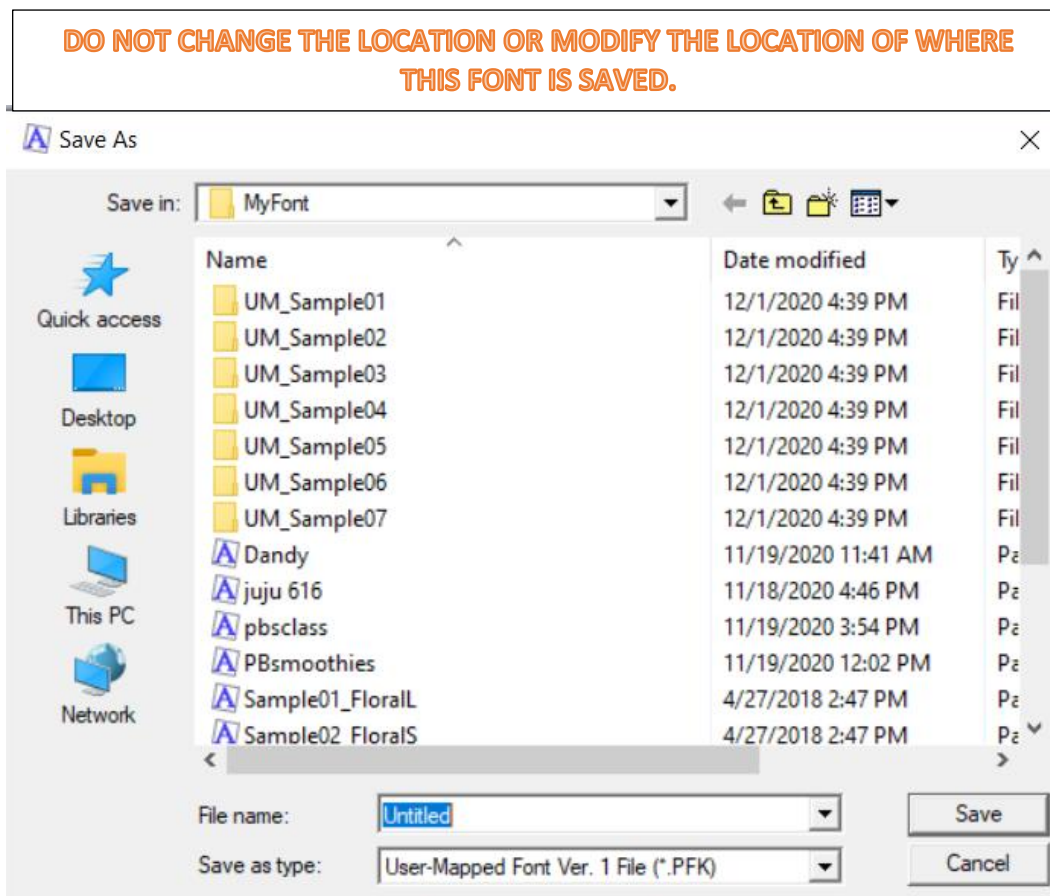
If everything looks good, you can select close, and move on to the same SAVE AS function we did with the Single Import. If something is wrong, you can go back into Font Creator to change and correct.

Save the Multiple Import:

When you have all your letters loaded and you are satisfied with the import, you want to save



this file. Go to the Application Icon in the upper left corner of the Font Creator window and select SAVE AS and this will bring of the EXACT location where you want to SAVE this imported font. DO NOT CHANGE this location, this is where Palette will automatically go to pull this into Layout and Editing.



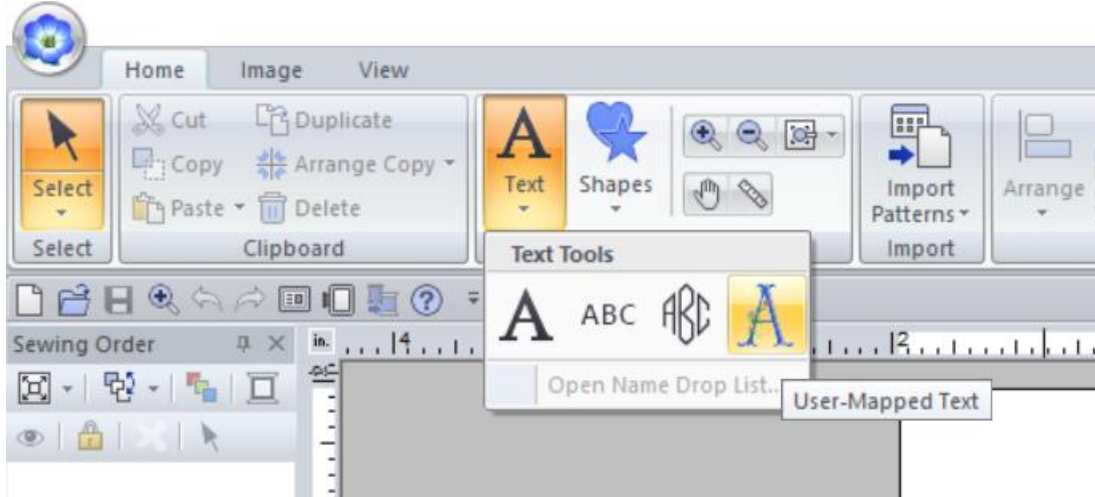
You can save the font by any name you choose, we recommend to us a name you will recognize, such as 'pbsmoothies' because that's the name of the font.



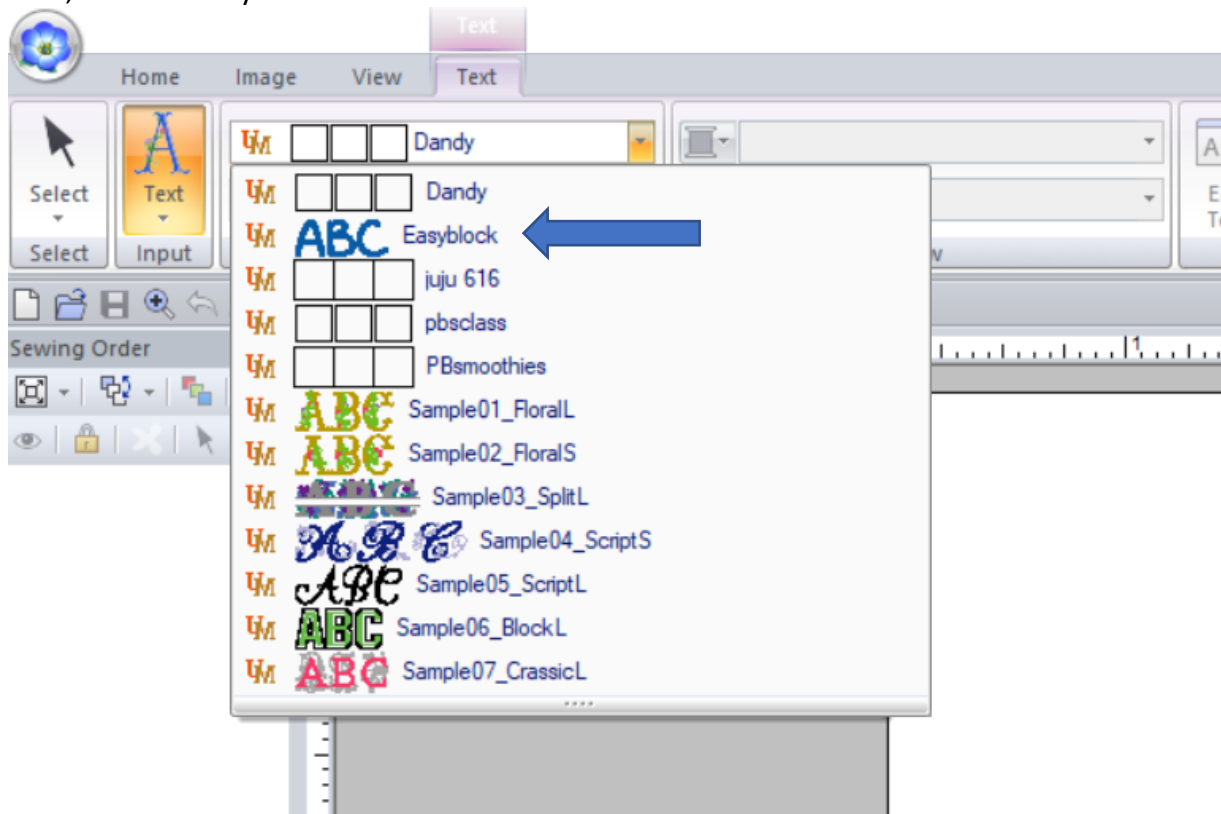
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Once the font is saved, you want to close out of Font Creator. **NOTE: If you've had Layout and Editing opened while you were mapping the font, you need to close and reopen it so the new font will pull into the Font options.**

Open LAYOUT and EDITING, and choose TEXT, and the USER MAPPED icon.

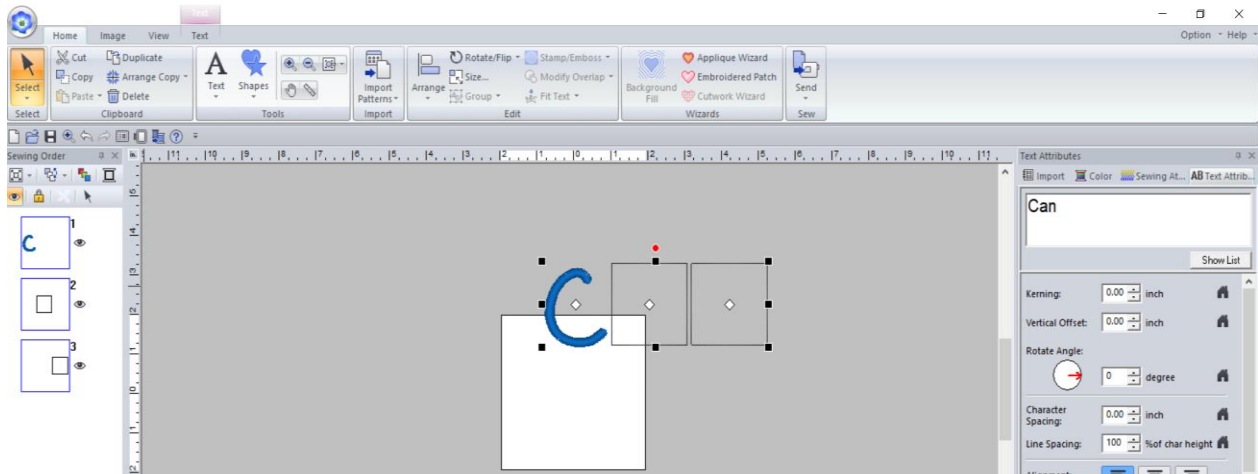


From the next screen, I can select the drop-down list of the User-Mapped texts and find the font I just loaded in this case: **EasyBlock**. You may see empty squares listed, this means no letter, number or symbol has been selected for this font.

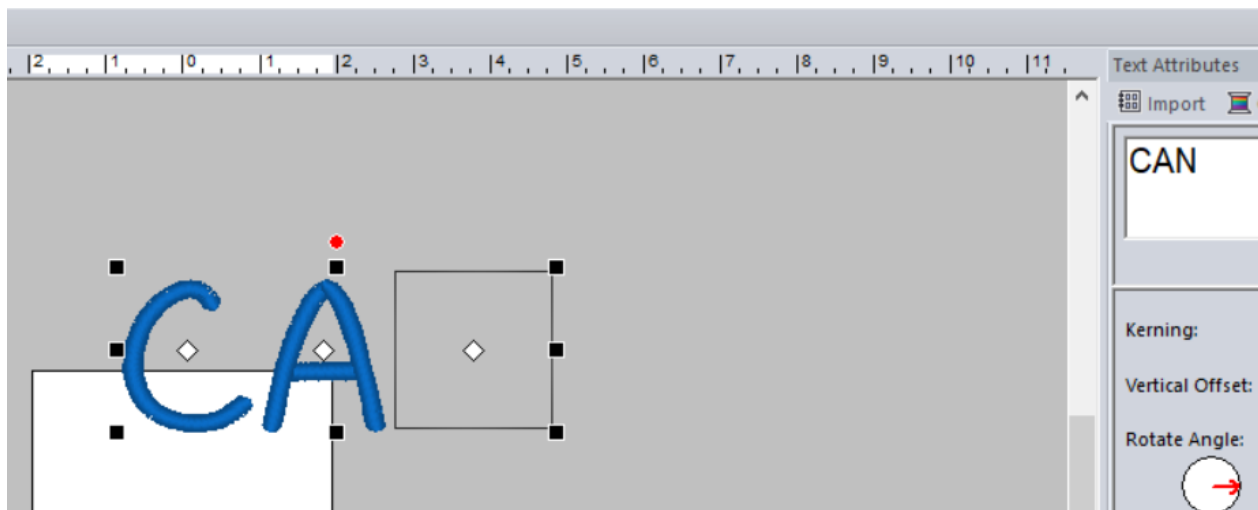


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For example, if I try to type the word “Can” I get only the C (capital) and boxes for the lower case ‘a’ and ‘n’.



I get these because this font I imported only has upper case letters. In the 2nd example, I also have not mapped past the letter D so the capital N will not appear.



Palette can only provide the letters that are mapped. If you are doing monograms/names you may choose to use the IMPORT feature of Layout and Editing to bring in only those letters your need for the project. We would not recommend mapping every font your purchase. This takes resources for the software and your time for something that may not be used often. Be selective about what fonts you map.

If you find you have letters missing or incorrectly mapped, you can go back into Font Creator and using the tools, remove and add as needed.



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