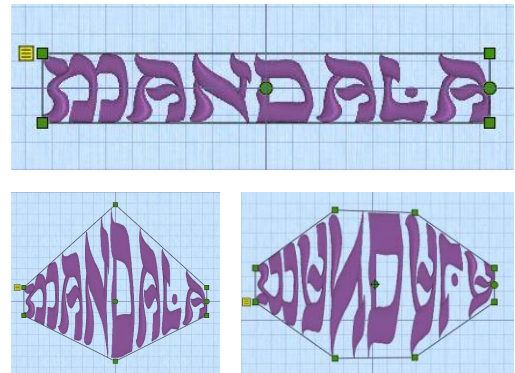


## Managing Fonts and Handling Text

### Mac Version

By Moira Conway


This lesson is designed to show how we can manipulate individual fonts using the Handles Menu and how to import other embroidery fonts we may have purchased or downloaded as individual letters by using Font Manager.

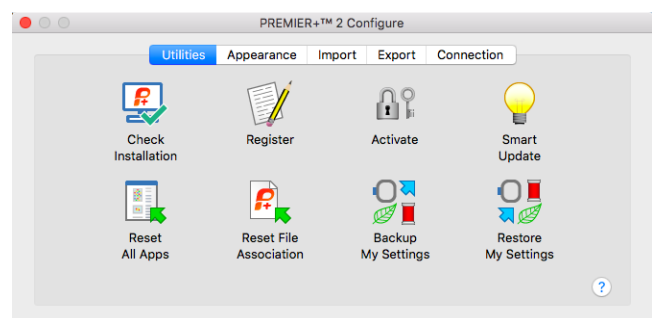


Fonts, fonts, fonts. In the early days of our embroidery software we thought we had died and gone to Heaven with a select few professionally digitized alphabets. When we also were given the ability to create our own using Quick Font, I thought it couldn't get much better. Wow, was I wrong!

Today in **PREMIER+™ 2 Ultra**, we have over 200 fonts in many styles from traditional to modern and including specialty fonts for use with twin, wing and felting techniques. We also have the ability to manipulate the individual fonts using the Handles Menu and to import other embroidery fonts we may have purchased or downloaded as individual letters by using Font Manager.

### Part 1: Getting started

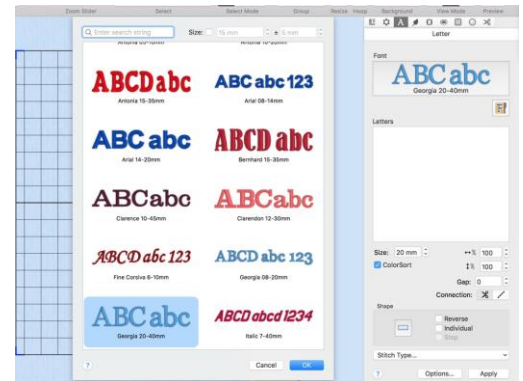
1. From the Dock or Launchpad, click on the **PREMIER+™ 2 Configure** icon .
2. Click **Reset All Apps**.  
If you have any other PREMIER+2 windows opened, you can click **Quit PREMIER+™ 2 Apps** to close them now.
3. Click **Reset All Apps** to return all settings to their original configuration.
4. Close **PREMIER+™ 2 Configure**.
5. Open **PREMIER+™ 2 Embroidery** from the Dock or Launchpad.
6. Select the **Hoop** icon from the **Toolbar**.
7. Set **Hoop Group** to desired machine and **Hoop Size: 200 X 200mm** and **Orientation: Natural**.
8. Click **OK** to close the Hoop Dialog.



## Part 2: Finding and Working with Fonts

### Viewing All Available Fonts

1. Open the **Letter** window.
2. **Click on the displayed font (Georgia 20-40 mm).**  
All available fonts will be shown by Category, including among others, Effects, Appliqué, Foam and My Fonts (for fonts you create through Font Manager).
3. Scroll down the displayed fonts to see all the choices.

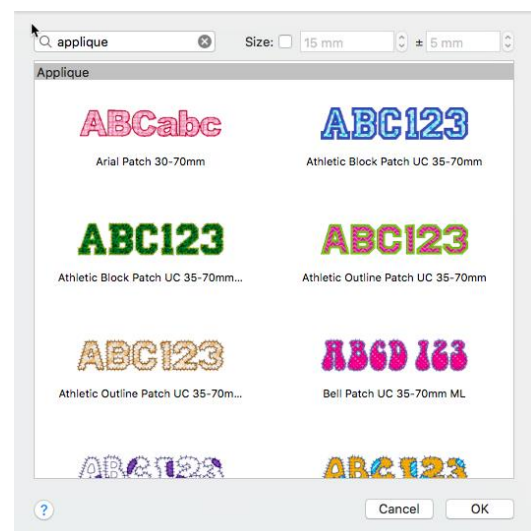


Tip: If you have Embroidery or Embroidery Extra, some fonts will be grayed out, indicating that these are only available with the Ultra package.

### Searching For Fonts by Name or by Size

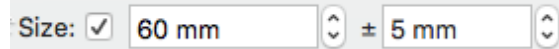
Sometimes you know the name of the desired font, sometimes you don't. Font Manager allows you to search by name or by size.

1. In the Enter search string box, type **"Ribbon"**.  
One result from the Elegant category will be shown. Size will default to the lowest in the size range.  
Tip: Be fairly general in your criteria. If you are too specific in your search word(s), you may not get the desired results.
2. Type **"Appliqué"** to see all available appliqué fonts.  
Tip: If you have Embroidery Extra, fonts that only available in Ultra will be shown, but not selectable.
3. Clear the text and type **"UC"**.  
All fonts that are upper case will be displayed.
4. Clear text again and type **"Christmas"**.  
The **NEW Christmas** font will be shown. There are many new fonts added, bringing the number of fonts in Ultra to over 200.
5. Clear the text again.  
You can also search by size.



6. Place a checkmark in the Size box and type 60mm.

**Tip:** The system will search for fonts that include this size in their range with the default of plus/minus 5mm.



7. Uncheck size.

**Tip:** If desired, you can also Hide all system installed fonts. This is useful if you wish only to search fonts that you have created using QuickFont or imported from embroideries.

8. In the Enter search string box, type **Mandala**.

9. Select **Mandala 15mm-30 mm**.

10. Touch **OK** to select this font for use.

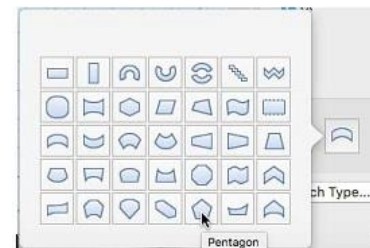
### Working with text

1. Type the word '**Mandala**' in the Letters text box.

2. Change the **Size to 25mm**.

3. Leave the **Shape as Horizontal**.

**Tip:** Touching the Shape icon will display other available shape options. There are up to 35 available in the Ultra level.



4. Click **Apply**.

'Mandala' now appears in your hoop.

**Tip:** Note the selection rectangle surrounding the text has green handles for manipulating the word. There is also a yellow Handles Menu at the top left.



5. Right click in the selection rectangle to open up a variety of options.

- Fix As Stitches will "fix" as embroidery
- Properties will allow you to tweak size, font, shape and alignment
- Handles allows further manipulation of the shape of the rectangle
- Satin Column/Running Stitch will allow you to manipulate the stitch types



6. Click on 'Mandala' to close this window.

### Part 3: The Handles Menu

Let's have a closer look at the Handles Menu. The Handles Menu is used to adjust the line shape for the selected block of lettering. In conjunction with the Lettering Shapes, it allows for much manipulation of the text.

Some of these options are included in the standard shapes. Like adjusting the properties, the Handles Menu is another way to make changes once the text is in the hoop.

There are several options to choose from.

The first set of 8 options refers to line shape; second set of options refers to how the top and bottom handles react to change, and the third set of 6 options (constraints) affect how the corner handles behave.

There are four distinct areas. Let's look at each in turn.

Line types available are:

- Straight (4 points of adjustment)
- Diamond (6 points)
- Double Diamond (8 points, paired at top and bottom)
- Arch (6 points, with curve top and bottom)
- Curve (8 points, in matching pairs)

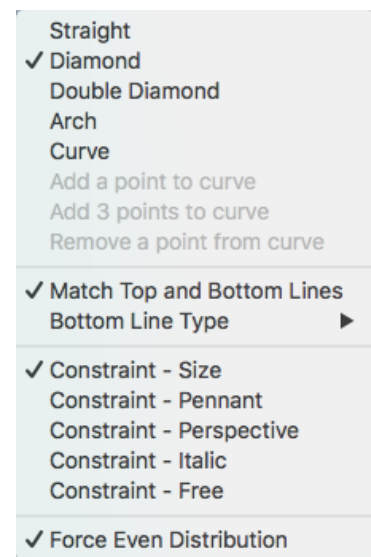
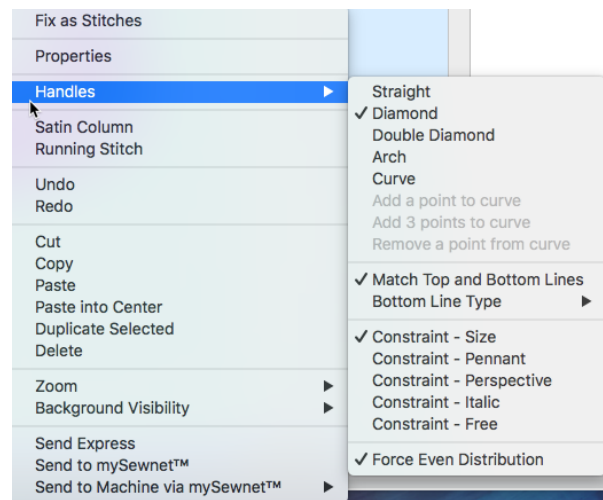
Additionally, you may add one or three points to the right side of the Curve or remove points to adjust its shape.

The second choice is Match Top and Bottom Lines.

When selected the Bottom Line Type will have the same line types applied. When deselected, the Bottom Line Type can be changed.

Third, Constraints affect how the corner handles on a block of text behave. Choices are by Size, Pennant, Perspective, Italic and Free.

Lastly, Force Even Distribution is used to distribute the handles between the two corners and affects both the top and bottom lines.

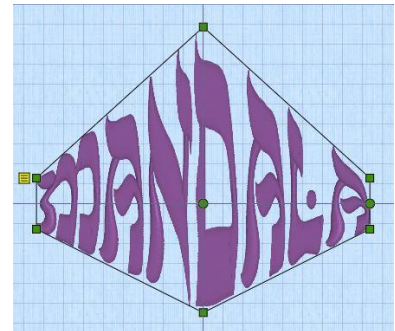


1. Click on the **Handles Menu** left of the selection rectangle surrounding 'Mandala', or right click and choose Handles.

2. Click on **Handles**.

3. Choose **Diamond**.

The selection rectangle is now a Diamond and can be manipulated by moving any of the six nodes.



4. Move the center top handle upwards; note that only this point moves.

5. Click Undo.

6. Click Handles again and choose Double Diamond.

Note how the shape changes. Try moving one of the side handles up or down; shaping is mirrored.

Tip: Top and bottom handles can be moved up and down; side handles can be moved left, right, up, down and diagonally to reshape the rectangle.

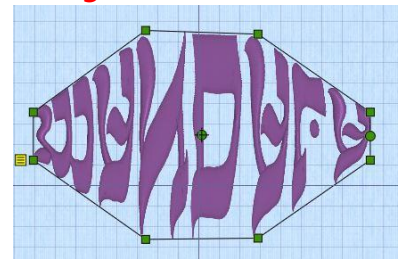
7. Move one of the side handles to the left or right.

Note that only the selected side moves.

Tip: To have both sides move at once with the same distance, hold your Shift key down as you move the handle.

8. Click Undo.

Tip: using Undo is the fastest way to return to a previous setting. You have unlimited resets. If you are only changing the handle choice it is not necessary.



9. Continue to reshape 'Mandala' to see how the handles behave.

You can even turn the shape upside down by moving a lower side handle upwards past center!

10. Delete '**Mandala**'.

11. In the Enter search string box, type '**Bamboo**'.

The Bamboo UC 10-35mm font will be shown.

12. Touch **OK** to select this font for use.

13. Type '**Bamboo**' in the Letters box.

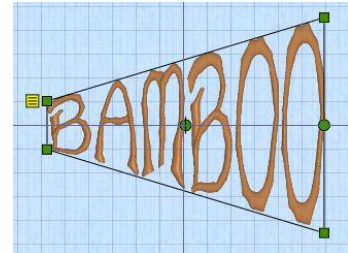
14. Change the default **Size** to **25mm**.

15. Click Apply.

16. Click Handles again.

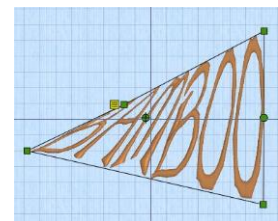
17. Leave **Match Top and Bottom Lines** selected.
18. Click **Handles** a third time.
19. Choose **Constraint Pennant**.
20. Move the handles to give a pennant shape to the text
21. Click **Undo**.

**Tip:** use Undo as many times as necessary to return to the original unaltered shape, or move this version to one side and bring the word in again using Apply.



22. Try several of the Constraints options by clicking the Handles menu and moving different handles. Each will give a different shape or perspective (pun intended) to 'Bamboo'.
23. Change to **Constraint Free**.

**I gave it a twist by moving each handle in a different direction.**

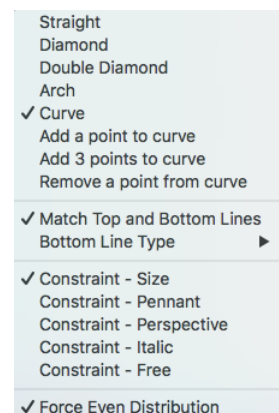


24. **Undo** to return to original.
25. Click **Handles** and change to **Curve**.

**In addition to the corner handles there are new pairs of handles.**

26. Click **Handles** again.
27. Leave **Constraint – Size** selected and make sure that **Force Even Distribution** is highlighted.
28. Click once more to **Deselect Match Top and Bottom Lines**.
29. Change Bottom Line Type to **Double Diamond**.
30. Move your mouse over the inner set of handles

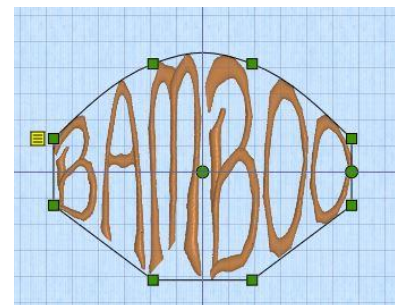
**Note that your cursor shows that they can move up or down, but not sideways.**



31. **Click and deselect Force Even Distribution.**
32. Move the handles again.

**They now move sideways as well.**

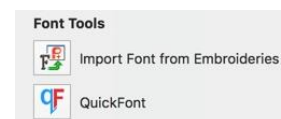
33. **Delete 'Bamboo'** from the screen.



#### Part 4: Using the Font Tools in Font Manager


Font Manager is used to arrange, rename, duplicate and delete user fonts; any system fonts will not be displayed or touched.

1. Click to launch Font Manager **F**.  
The MyFonts category will be displayed.



There are two available font tools: Import Font from Embroideries (NEW!) and QuickFont, which was previously located directly on the Control Panel. We are going to focus on Import Fonts.

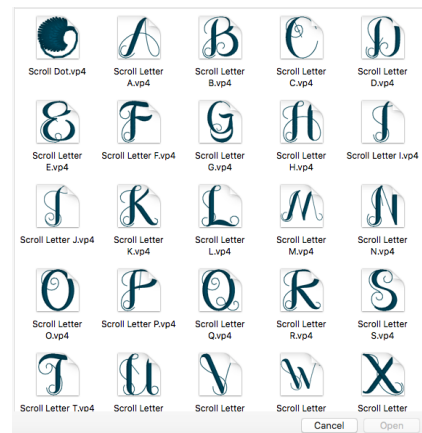
### Import Font from Embroideries

2. Click to launch **Import Font from Embroideries** .
3. Type '**Scroll Alphabet**' in the popup box as the name of your newly imported font.
4. Touch **OK**.

Dialog box "Select an embroidery file for the 'A' character" will open.

5. Navigate to Home / Premier+2 / Samples / Premier+2Emb / Stitch2 / Alphabet.

**Tip: A sample alphabet (upper case only, Scroll Alphabet) has been provided.**



### Creating the first letter:

1. Click on '**Scroll Letter A**'.

The character will be highlighted in the Defined Characters list in blue and the letter 'A' will be displayed on a red baseline.

**Tip: The baseline can be adjusted for characters with descenders such as g, y, p, etc. in a lower case font.**

2. Leave the Character Set as **Super Extended**.

**Tip: this will include all punctuation and extended special characters). For more information on character sets, see 'Select Font' in your reference manual.**

### Creating the rest of the alphabet:

1. Click on 'B' in the Defined Characters list.

Your choice of alphabet will pop up.

2. Click the 'B', then Open.

Note: the 'A' will now be green and the 'B' (current letter) will be highlighted in blue.

3. Click on 'C'.

The alphabet will pop up again for you to choose each letter. The new letter will be highlighted and the previous letter will have changed to green.

4. Continue in this fashion until all 26 letters have been selected.



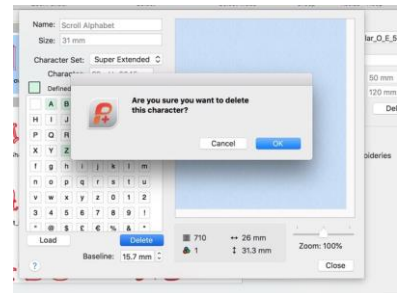
This alphabet also includes a single dot (period) for punctuation. Scroll down to locate the correct punctuation mark and define the character.

5. Choose Scroll Dot.vp4. This finalizes the character set.

*Making changes:*

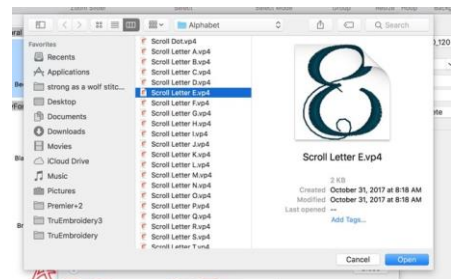
It is possible to correct a defined character before you accept the alphabet. If you incorrectly insert a previous letter, it can be deleted.

1. Highlight the defined letter, in this case the 'E'.
2. Touch the **Delete** button.
3. The message 'Are you sure you want to delete this character?' opens.
4. Click **OK** and the letter will disappear.
5. To add the letter back, click Load.



The complete alphabet will pop up so you can select the replacement letter.

6. The 'E' will be added back into the character set.



*Completing the alphabet:*

1. Click **Close**.
2. The message 'After closing you cannot add more characters to this font. Do you want to continue?' will appear.
3. Click **Yes**.
4. Close **Font Manager**.
5. Click on the **Font** box.
6. Scroll to **My Fonts**, and then select '**Scroll Alphabet**'.
7. Choose **OK**.
8. Type over or remove Mandala with '**Success**' in the Letters text box.  
Tip: this is an upper case font. If you type lower case letters, they will not show in the hoop.
9. Click **Apply**. Your newly imported alphabet is a success!

Once in the hoop, this newly created font will behave as any other font for properties, size, etc. All options are available by right clicking (see section on Working with Text above).



## Part 5: Working with MyFonts

Some notes about working with imported fonts:

1 – The entire alphabet needs to be created at once. There is no returning later to add additional letters or punctuation to the original character set.

2 - Remember that these imported fonts were originally created as 26-plus individual embroidery designs that you would have brought in singly into the hoop and then aligned as desired. When you import fonts through Font Manager, you can type words like any other system font. However, the ability to change the stitch properties may be limited because of the way these external fonts have been created.

3 - You can, however, delete the complete or incomplete alphabet later by using Font Manager.

**Tip: The deleted font will remain under the My Fonts category on the Letter control panel until the software is reopened.**

- Open Font Manager.
  - *The MyFonts category will be shown with any user created fonts displayed.*
- Highlight the font you wish to delete and touch the Delete button.
- Fonts created using QuickFont may also be deleted the same way.
- You will be reminded that this cannot be undone. A popup message will appear: "This will remove your font and cannot be undone. Do you want to continue?"
- Click Yes.

4 - Any embroidery font you may have purchased or downloaded from a variety of locations or design cards may be imported the same way. Simply navigate to the location of the font and create using Font Manager and the notes above.

5 - Any font in the MyFonts directory can be deleted through Font Manager. System fonts are protected from accidental deletion.

Enjoy trying new options with any font in your embroidery software. Remember that Undo will get you back to the previous version. And have fun!