Portfolio Application

Lesson by Debbi Lashbrook

Opening Portfolio
- Click on the drop-down arrow next to the *Application Launcher* icon.
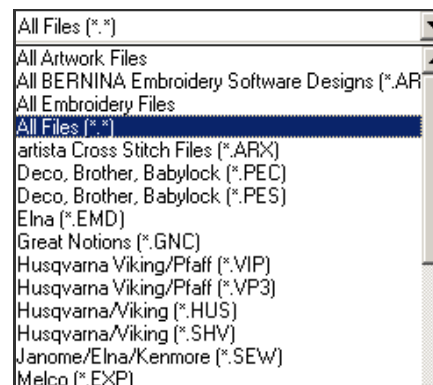- Select *Portfolio.*

Folders
- Notice the list of folders found on your hard drive—it appears to the left. This is the *Folder Tree*.
- Click on the + sign next to My Computer.
- Click on the + sign by My Designs—Embroidery Software 7.
- Next, select the *Animals* in the Folder tree area.

Selecting Design Files
- You can select all design files or only certain formats.
- Click on the file type drop down box and notice all the formats possible.
- Select the *Artwork* file folder.
- Notice the difference when you select *All Files* vs. *All Embroidery Files* from the drop down box.
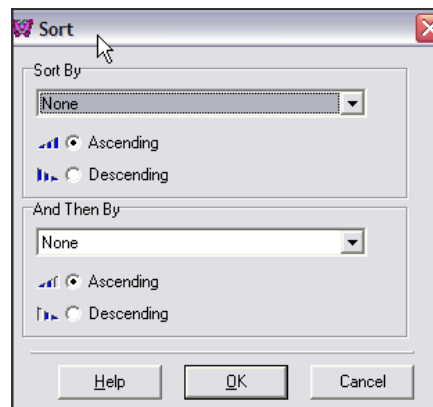- Reselect *Animals.*

Viewing Folders
- Click on the *Change How to View Designs* icon.
- Click on the different ways to view designs.
  - ◊ *Thumbnails* provides a picture of the design.
  - ◊ *Summary* shows a picture of the design plus design information.
  - ◊ *List* shows written information about the design, including name of design, file size and type, software version, date, and number of stitches.
- Choose the *Thumbnails* option and click on *Hide/Show Folders*.

Sorting Designs
- You can sort your designs within a folder in Portfolio.
- Click on the *Sort* icon and select your sort option from the dialog box by clicking on the drop down arrow by *Sort By*, making your selection, then clicking *OK*. You can sort by name, by type, by size, by date designed or changed, by number of stitches, by colors, or by height or width.
- You can sort by two different categories as well. Make your second selection in the *And Then By* selection area. Click *OK*.
- You can also sort through a spread sheet. Make sure you have the *List* option chosen from the *Change How to View*

Notes:

Portfolio catalogs both stitch files and bitmaps.

All Files (*.*)

All Artwork Files
All BERNINA Embroidery Software Designs (*.AR
All Embroidery Files
All Files (*.*)
artista Cross Stitch Files (*.ARX)
Deco, Brother, Babylock (*.PEC)
Deco, Brother, Babylock (*.PES)
Elna (*.EMD)
Great Notions (*.GNC)
Husqvarna Viking/Pfaff (*.VIP)
Husqvarna Viking/Pfaff (*.VP3)
Husqvarna/Viking (*.HUS)
Husqvarna/Viking (*.SHV)
Janome/Elna/Kenmore (*.SEW)
Melco (*.EXP)

Show/Hide Folders will let you view more files on the screen when the Folder Tree is hidden.

Sort

Sort By
None

Ascending
Descending

And Then By
None

Ascending
Descending

Help   OK   Cancel

Sending Designs to the Machine

- You can send one design to the machine or you can send several designs at the same time—hold down the *Ctrl* key to select multiple designs.
- Select a design: then click on the sewing machine icon.
- When the *Stitch Options Box* appears, select *OK*.
- The *Device Selection* dialog box opens.
- Select the method to transfer the design.
- If you using a USB stick, select that option. If you are directly connected to a machine, other options will be highlighted.
- Make your selection; then click *OK*.
  Note: If you are sending multiple designs to the machine, you will have to store the designs in memory before you can load another design.

Sending Designs to the Software from Portfolio

- To send a design to the software, select the design on the right side of the screen, then click on *Open the Design in the Design Editor* icon or right click on the design and choose *Open with BERNINA Embroidery Software.*
- This will send the design to the software to edit.
- To send multiple designs to the software, hold down the control key and either click on the *Open the Design in Design Editor* icon or right click and choose *Open with BERNINA Embroidery Software*.
- Click on the Portfolio icon at the bottom of the screen to reopen.

Renaming Designs

- Select a design. Right click on the design. Click on *Rename*.
- A dialog box opens. Note: You can only rename designs that are not built-in designs of the software.
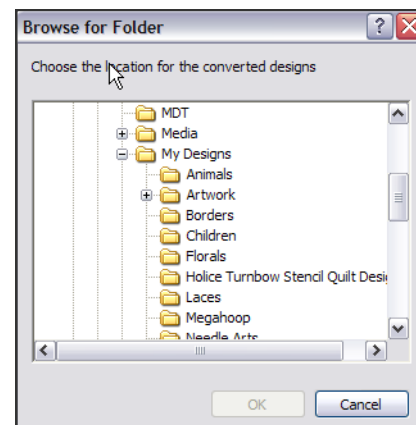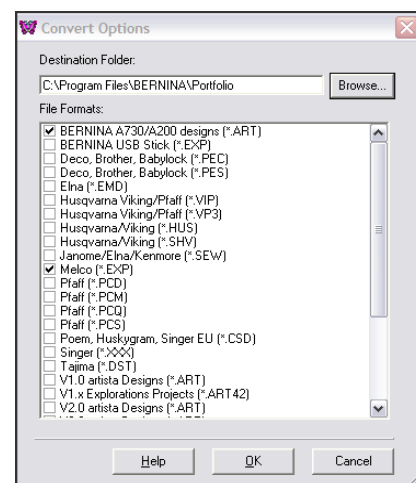- Type in the new name in the dialog box. Select *OK* to rename*.*

Converting Formats

- Select the Floral folder; then select FM 538.
- Click on the convert icon or right click on the design and choose *Convert*.
- Click on *Browse* and select the folder where you wish to save the converted design in the *Browse for Folder* box. Click *OK*.
- Select the file type (s) in the *Convert Options* dialog box. Click *OK.* You will be asked if you want to save the results in a log file. Click Yes or No.
- Saving the results in a Log file will show you where you saved the files.
- The design will appear in the designated folder.

Notes:

You can convert multiple files by holding down the Control key and right clicking to select convert. You can also convert multiple formats at one time by placing a check mark in front of each type

Deleting Files
- Select the file (s) you wish to delete.
- Right click and select *Delete*.
- After confirming the delete option, a question mark will appear where the design used to be.
- The question mark will disappear when the screen is refreshed. To refresh *Portfolio*, right click on the folder name and select *Refresh Folder*.
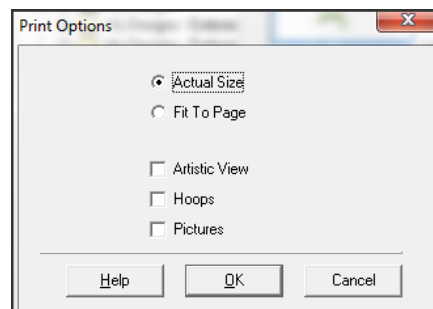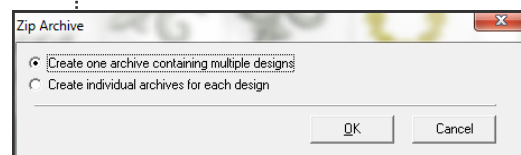
Printing Files
- Select a design. Click on the *Print Selected Designs* icon.
- Choose the options for printing in the dialog box that opens.
- Hit *OK*.
- You can also select multiple files to print by holding the *Ctrl* key down and clicking on multiple designs.

Zipping Files
- Select the *Ornaments* folder in the folder tree.
- Select the small football, the baseball, and the basketball while holding the *Ctrl* key.
- Click on the *Zipped File* icon.
- Select your option for zipping. Click *OK*.
- Select the location for saving in the dialog box that opens. Name the file. Click on *Save*.

Unzipping Files
- If you have just zipped a file that you are going to unzip, first refresh the folder by right clicking on the folder name and selecting *Refresh Folder*.
- Open the folder by clicking on the + sign in front of the folder.
- Click on the zipped folder and the designs will appear on the right side of the screen.

Adding Keywords to a Design
- Select the basket ball. Click on the *Open the Design in Design Editor* icon.
- Select *Thread Colors* in the *Color Palette*.
- Click on the *Summary Tab*.
- In the *Subject Box*, type in the keywords, *This is a test*.
- Click *OK*. Save the design in the *Ornaments* folder.
- Name the file, *Basketball Test.*
- Return to *Portfolio* by clicking on the Portfolio icon at the bottom of the screen.
- Select the Ornaments folder in the Folder Tree.
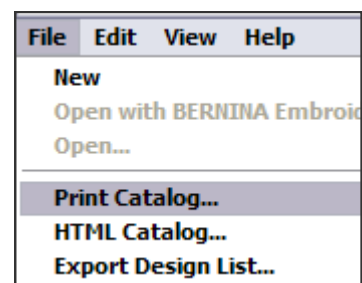- To display the keywords in Portfolio, click on *View/List* and you will find the keywords in the *Description* box.

Notes:

Hold the Control key to select multiple files.

?	S -1
Unknown Format	C -1
	H 0.00
	W 0.00
	1/23/2009
	V 0.0
DELETED	

Print Options
- Actual Size
- Fit To Page
- Artistic View
- Hoops
- Pictures

Help | OK | Cancel

Zip Archive
- Create one archive containing multiple designs
- Create individual archives for each design

OK | Cancel

Ornaments
test.zip

NOTE: If you wish to type in keywords to help you find designs, you may add them through the Thread Chart.

Title	Basketball
Subject	This is a test

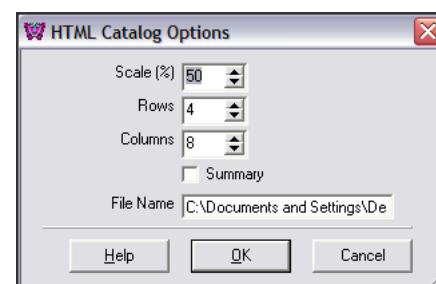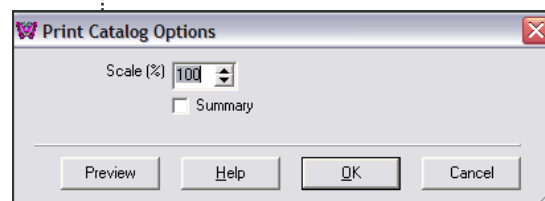| Design Name	File Size	File Type	Version	Last Changed	Stiches	Description
Basketball test.ARTE	25.1 Kb	.ART60	6.0	1/29/2011 1:24:40 /	1139	This is a test

To Print Catalog Pages
- While in Portfolio, go the *File Menu* and choose *Print Catalog.*
- A Print Options dialog box opens that allows you to check the scale of the printing.
- You can change the scale to print more designs per page.
- You can also choose to *Preview* the catalog before it prints.
- The selected folder within Portfolio will be displayed and can then be printed.
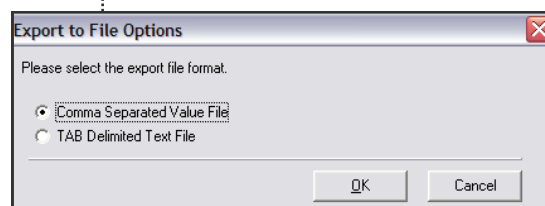- The designs will be printed in *Thumbnails* view.

To Publish Designs/Catalog
- You can create an HTML file which can be viewed through Internet Explorer 5.0 or higher. Select *File> HTML Catalog*.
- You can select the scale, as well as the number of rows and columns for your catalog.
- These files can be stored on your hard drive, uploaded to your web page, or placed on a CD.

To Export a Design List
- This option will send the information to either a word processing program or a spreadsheet.
- Select *File> Export Design List*.

Preview & Printing a Worksheet in the Software
- You can print information about your design, which includes the design (printed to size), the filename, the number of stitches, the height and width, the colors used, and the stitch sequence, to name a few.
- Have the design you wish to print open in the software. Select *File> Print Preview* from the OR Click on the *Print Preview* button on the *General Toolbar.*
- Select the options tab at the top. The *Print Option* window will appear.
- Choose your options; then click *OK*.
- The preview of the printed page appears on your screen.
- If you wish, you can now print the page(s).
- Select *Print* from the File Menu or click on the *Print* button on the General Toolbar.
- Select your printer, then click OK.