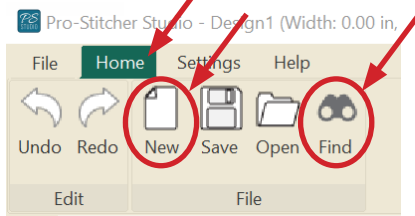# Pro-Stitcher® CATALOG

Search for a design

1. Once installation is complete, the PS Studio icon will be added to your desktop. Launch PS Catalog by double-clicking on the PS Studio icon on your computer desktop.

2. Select the **Home** tab. From the ribbon, select **New**, then **Find**.
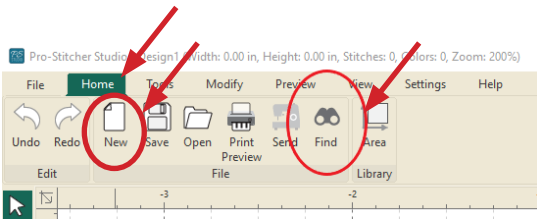
PS Designer with PS Catalog tabs

PS Designer without PS Catalog tabs

3. The Find Window will load to your screen.

A **Keywords:** Enter a keyword or keywords to search for designs. Separate key words with a comma or space and use the words **and/or** to narrow the search. Click on Find or press the enter key to display the results. The number of results will list in the bottom right of the Find window and the Designs will display in the lower portion of the View sidebar window. Click on the box with the 3 dots to the right of the Find button to clear filters or show your Keyword list.

B **Notes:** To search by notes that are included in the design file, enter the word you are searching for in the Notes field. Separate search words with a comma or space and use the words **and/or** to narrow the search. Click Find or press the enter key to display the results. Notes often include designer name and website, copyright information, and nesting or spacing instructions for the design.

C **Name:** To search by design name, enter all or part of the design name in the Name field. Separate search words with a comma or space and use the words **and/or** to narrow the search. Click Find or press the enter key to display the results.

D **Stitches:** To search for a range of total stitches in a single design, enter the minimum number of

stitches in the From box and the maximum number of stitches in the To box. Click Find or press the enter key to display the results.

E **Colors:** To search by the number of colors used in an individual design, enter minimum number of colors in the From box and the maximum number of colors used in the To box. Click Find or press the enter key to display the results. **Note:** This function was designed for embroidery files and is rarely used for quilting designs.

F **Width and Height:** To search by width or height of a design enter the size parameters in the To and From boxes. Use width or height alone or together to narrow the search. Click Find or press the enter key to display results.

G **Date:** To search for a design by file date, enter a From and/or To date in the approriate boxes, then check the box beside each field to activate the From and/or To fields. Click Find or press the enter key to display results.

H **Include All Formats:** Select to include all quilting formats. When this box is not checked, only .c2s files will be searched (.c2s files are the native file format for PS Designer).

## To add or edit Notes, Keywords, and Ratings to a design

1. Load a design. Deselect the design.

2. Click the Information tab in the Designs window panel.
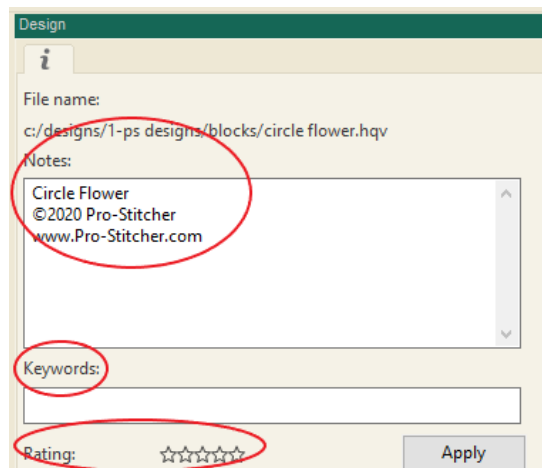
3. Most designs will already have notes which include the design name, the designer name and website, copyright information, and spacing or nesting information specific to the design. U.S. Copyright Law requires you to keep all copyright information in the notes associated with the design.

✏ **NOTE:** Notes can be used to keep track of which designs were used on specific quilts, or to create categories and make it easier to quickly find designs. For example, adding the note "Uncle Bob's birthday quilt" or "Best of Show 2020," etc., makes it easier to categorize your designs.

4. Enter the changes or add information to the Notes or Keyword fields. Notes can be separated by a space, comma, or return. Keywords can be separated by a space or comma. Click Apply to save the changes to the design file. A pop-up will load asking to Save Changes? Click Yes.
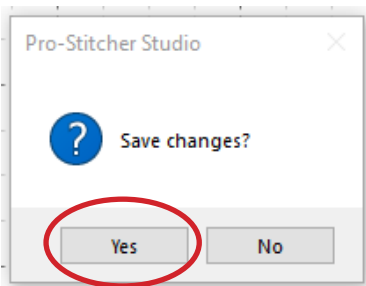
5. To rate a design, highlight Stars by clicking the highest star rating assigned to the design. Click Apply to save the rating to the design file. A pop-up will load asking to Save Changes? Click Yes.

    ✏ **NOTE:** Ratings can be used to organize your design files. For example, give your most used designs a 5-star rating to make them easy to find.

Default Path for Designs

The default path is always **C:\Designs**. This is the file that will be searched when using PS Catalog. The software will not search other files unless you link the file to your C:\Designs.

Add a New Link to a Folder

To add a folder located somewhere on your computer other than C:\Designs\, please follow these directions to add a new link to that folder, making it searchable.

1. Select the Designs tab.

2. Click to select the desired folder.

3. Right click; select New Link from the pop-up menu.

4. A browser to select target will appear.

5. Select the folder from computer or USB to link.

6. Click Select Folder. The folder is now linked to the selected folder.

7. The New Link will be added under the previously selected folder and the designs will be viewed in the window when selected.

8. To rename the link or delete the link, right click on the link folder. A dialogue box will appear; select the appropriate option.