

# ***Buzz Tools Plus***

*User's Manual*

*Version 4*

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**Buzz Tools<sup>®</sup> Plus v4 User Manual for Windows<sup>®</sup>.**

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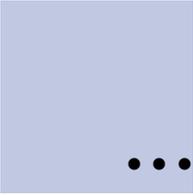
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.....  
**Welcome**



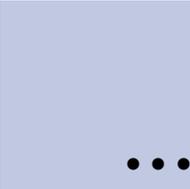
On behalf of all of us at Buzz Tools, I am pleased to introduce to you version 4 of Buzz Tools® Plus, our original home embroidery management system.

The main program in Buzz Tools® Plus, Buzz-Catalog gives you one location in which to search for your designs, display detailed information about them and print your catalog. You can display and print in a Summary or Actual Size view. Designs are easily edited as you can launch your embroidery software right from Buzz-Catalog. In addition, you can convert your designs from one design file format to another - either in batch mode or on-the-fly as you need them.

Our premier catalog program BuzzXplore® has in some sense superseded Buzz Tools® Plus. However many customers still like the simplicity, as well as the price, of our classic Buzz Tools® Plus program. Thus we decided to come out with Buzz Tools® Plus version 4, which brings all the file formats up to date, adds a toolbar and status bar, 3D display for Actual Size view, and easy access to the other Buzz Tools® application like BuzzSize®, BuzzEdit®, and BuzzBox®.

I know you will enjoy using Buzz Tools® Plus as much as I do. Happy Stitching!

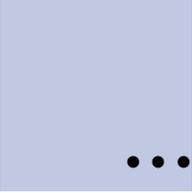
Lisa A. Laufer  
Home Embroidery Hobbyist  
President and Founder of Buzz Tools, Inc.



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## Introduction

Congratulations on your purchase of Buzz Tools® Plus. The Buzz Tools® Plus main program Buzz-Catalog allows you to easily locate and USE the designs in your embroidery designs collection - whether you have hundreds or thousands of designs.

### What can I do with Buzz Tools® Plus?

Buzz Tools® Plus allows you to easily find your embroidery designs, convert them to the correct format and launch your embroidery design software. Your designs are not moved into a separate catalog structure or database; Buzz Tools® Plus displays what is on your disks. You can display and print your catalog in actual size or many designs per page.

In addition, your embroidery software can be launched and the current design loaded just by double-clicking on an embroidery designs image. Designs are converted on-the-fly if needed.

### What's New in Version 4?

Some of the new features in this version of Buzz Tools® Plus include the following:

- The last catalog information is now saved and your catalog is even easier to view - whether you used it a couple of hours ago, yesterday or a few weeks ago!
- Eleven new and updated embroidery formats.
- Enhanced wizards make routine tasks easier and the new toolbar gives instant access to most popular functions.
- Realistic 3-D Stitches for actual size viewing.

### In a Hurry?

There is a lot of information in this manual but you don't need to read it all before you use the program. Below are some key areas of the manual that can quickly assist you in using the program. The more detailed information can then be read at your leisure or when you have a specific question to look up.

- "To convert embroidery design file formats:" on page 31
- "Why Convert?" on page 26

Numerous step by step guides are located throughout the manual. For a complete list, see the index under *Step by Step*.

# Chapter 1

## Getting Started



Before you use Buzz Tools® Plus, you must install it onto your computer's hard drive. This chapter includes basic installation and initial configuration information along with information about trouble shooting and how to get help.

### Installation Information

#### System Requirements

- Microsoft® Windows 95 or later
- 16 MB RAM
- 10 MB available hard drive space
- Colors set to 256 Colors or better
- Resolution of 640 by 480 pixels or greater.

#### Installation Information for CD Purchasers

##### Launch the Installation CD Browser

Your Buzz Tools® Plus installation CD contains the software you purchased as well as additional resources. These are included as entries in the CD Browser menu. It is recommended that you install the software you purchased first and then investigate the other programs and resources available on the CD.

The Buzz Tools® installation CD browser should launch automatically after you insert the CD-ROM into the drive. If it does not launch automatically after a few minutes, you can start it manually.

**Use this procedure only if the installation CD browser does not open automatically:**

- 1 From the Windows **Start** menu, select **Settings > Control Panel**.
- 2 From the **Control Panel**, double-click the *Add/Remove programs* icon. The **Add/Remove Program Properties** dialog opens.
- 3 Click **Install**. The **Install Programs** dialog opens. Since you have already inserted the CD into the drive, click **Next >**.
- 4 Microsoft® Windows locates the **setup.exe** installation program and the **Buzz Tools® Plus CD** browser opens.



## Install Buzz Tools® Plus

Installation of the software and free trials is from the Installation CD browser.

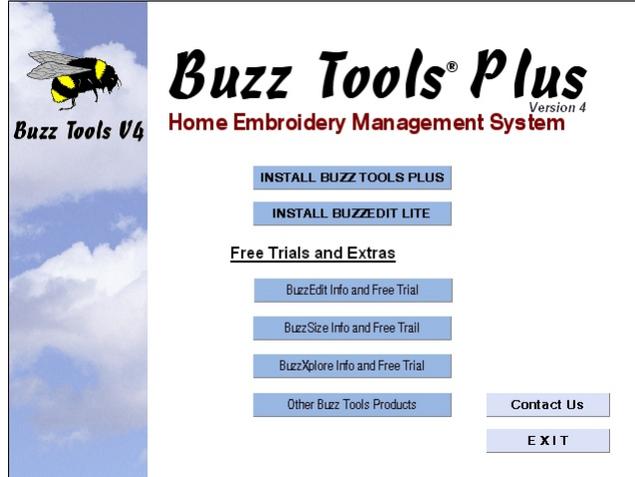


Figure 1-1 The Installation CD Browser main menu.

### To Install Buzz Tools® Plus:

- 1 From *Main Menu* of the installation CD browser, click **Install Buzz Tools® Plus**.
- 2 The **Buzz Tools® Plus Installation Menu** opens.

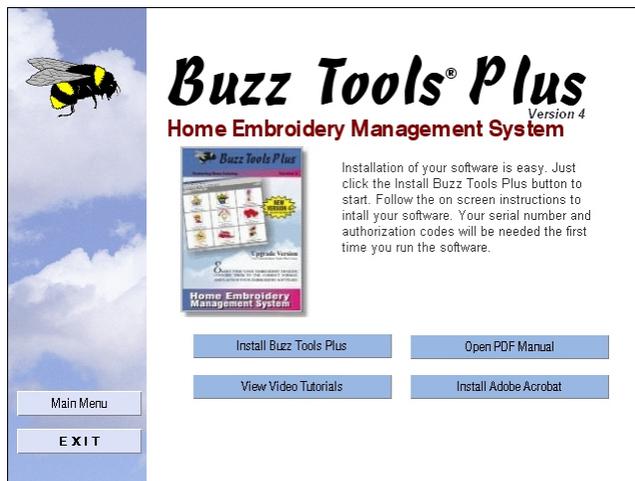


Figure 1-2 The Buzz Tools® Plus Installation Menu

- 3 From this menu you can choose to view the Buzz Tools® Plus video tutorials, open the PDF manual or install Buzz Tools® Plus. Click **Install Buzz Tools® Plus** to launch the Buzz Tools® Plus installation program.
- 4 Carefully read and follow the on screen installation instructions for the software. We recommend that you accept all default installation options and installation folder locations.

- 5 At the end of installation, the Buzz Tools® program group displays, and a *Buzz-Catalog* icon is visible on your computer desktop. Be sure to check the **Buzz-Catalog V4 Readme** file for any late-breaking news.

**WARNING** The Buzz Tools® Plus installation CD, serial number and authorization code are required to install the program. Do not lose them or you will not be able to re-install the program in the future.

## Installation Information for Download Only Purchasers

When you purchase a *Download Only* version of Buzz Tools® Plus, instructions on where to download the software and how to install it are E-mailed to you. Please follow those instructions to install your software.

**WARNING** The serial number and authorization code are required to install the program. In addition, you may wish to copy the Buzz Tools® Plus installation program onto a CD and store it with a printout of your serial number and authorization code so that if necessary you can re-install the software.

## Initial Setup

The first time you open Buzz-Catalog, the main Buzz Tools® Plus program, it asks you to authorize and then starts a wizard which helps you link Buzz-Catalog with other embroidery software installed on your computer.

## Authorizing Buzz Tools® Plus

In order to use Buzz Tools® Plus beyond the evaluation period, the software must be authorized by entering the serial number and authorization code. When you purchased Buzz Tools® Plus, you were given these numbers. They are printed on the CD sleeve or are in the confirmation E-mail you received when you purchased the download version. These two items are required, and you should enter them into your program the very first time you run it.

## To authorize the software:

- 1 **Start Buzz-Catalog:** Click the **Start** button, and then select **Programs > Buzz Tools > Buzz-Catalog V4**

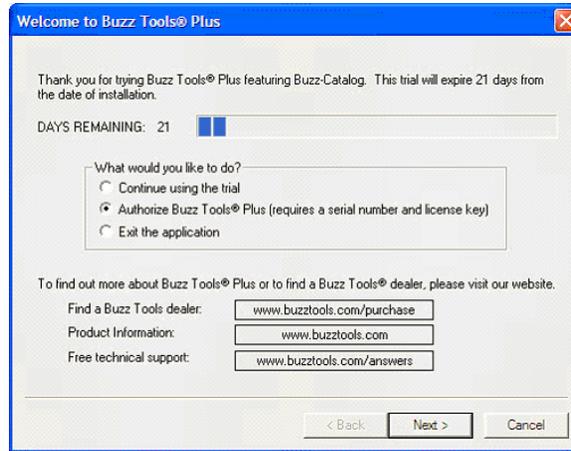


Figure 1-3 Main Buzz Tools® Plus authorization dialog.

- 2 On the main authorization dialog, select *Authorize Buzz Tools® Plus* and click **Next >**.
- 3 Carefully read and follow the on screen instructions for authorizing the software.

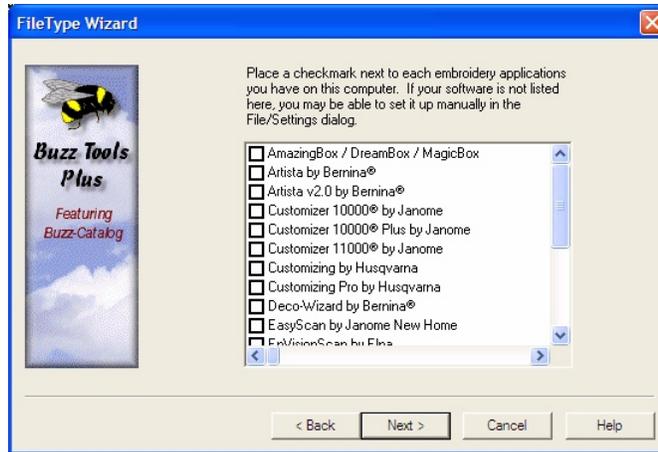
## Linking Buzz Tools® Plus with other Embroidery Software

Once you are finished authorizing, Buzz-Catalog starts the *Filetype Wizard*, which helps you link Buzz Tools® Plus with other embroidery software installed on your computer. To run it now, click **Next >**.

If you would rather run this wizard at another time, click **Cancel**. You can start it from Buzz-Catalog at a later time by selecting **File > Settings** and clicking the **FileType Wizard** button.

### To link Buzz Tools® Plus with other embroidery software:

- 1 Buzz Tools® Plus needs information about the embroidery programs installed on your computer. Software programs are constantly being updated by the various machine companies. *If your software version is NOT listed, do not select any. Instead, check your online help for information on setting up your on-the-fly settings or visit our online Tech Support.*



*Figure 1-4 Check the box in front of the embroidery software programs you have installed.*

- 2 Check the box in front of the embroidery programs you have installed and click **Next >**.

**TIPS from our Tech Support Team:**

- \* Do NOT select any software that is NOT currently installed on your computer.
- \* It is OK to not select any software! Additional software is not required, but if you have it, this wizard will walk you through setting up the interaction.
- \* Make note of the actual name of the software you have. For example, Janome Customizing is different than Janome Customizing PLUS.
- \* *Don't worry; you can always add/change your software later!*

- 3 For each embroidery program, you are given an opportunity to confirm its installed location. Usually you only need only click **Next >** for each embroidery program. However, if the **FileType Wizard** has not successfully located your embroidery software, or if the folder location displayed for the embroidery software is incorrect, click the **Browse** button to locate it.

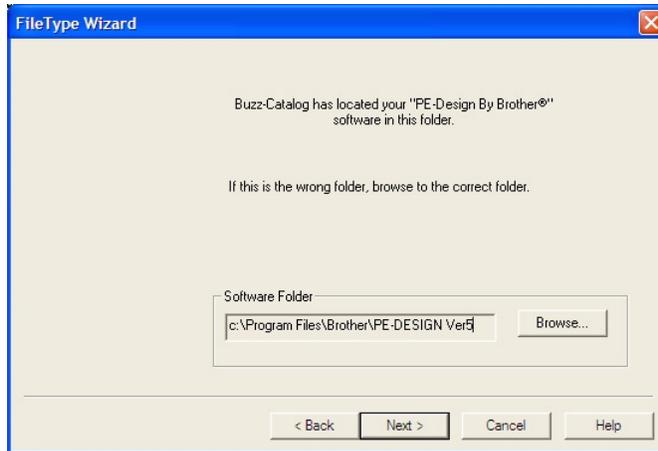


Figure 1-5 Confirm the location of your embroidery software.

- 4 If you chose more than one of the listed embroidery programs, you will be asked which embroidery program you use most frequently. Make your selection and click **Next >**.
- 5 When the **FileType Wizard** is finished verifying the location of your software, the final dialog displays. Click **Finish**.

This concludes the initial setup of your Buzz-Catalog software. This wizard will not run again and all the choices you made are remembered whenever you use Buzz-Catalog. Close Buzz-Catalog if you plan on installing other applications from the Buzz Tools® installation CD.

## Installing Buzz Edit Lite

BuzzEdit® is a full-featured embroidery stitch editor that allows you to edit your existing designs to create your own personal work of art. As an added bonus to our Buzz Tools® Plus users, we have included a free cut-down version of BuzzEdit® V2 with your purchase of Buzz Tools® Plus.

With BuzzEdit® Lite, you can change the colors of your embroidery designs, watch your design “sew” and perform minor design editing such as mirror and rotate.

### Install BuzzEdit® Lite from Installation CD

#### To install BuzzEdit® Lite onto your hard drive:

- 1 From *Main Menu* of the installation CD browser, click **Install BuzzEdit® Lite**.
- 2 The **BuzzEdit® Installation Menu** opens.



Figure 1-6 The BuzzEdit® Installation Menu

- 3 From this menu you can choose to view the BuzzEdit® video tutorials, open the PDF manual or install BuzzEdit. Click **Install BuzzEdit®** to launch the BuzzEdit® installation program.
- 4 Carefully read and follow the on screen installation instructions for the software. We recommend that you accept all default installation options and installation folder locations.
- 5 At the end of installation, the Buzz Tools® program group displays, and a *BuzzEdit®* icon is visible on your computer desktop. Be sure to check the **BuzzEdit®** *Readme* file for any late-breaking news.

## Install BuzzEdit® Lite from Download Only Purchase

If your software was delivered by download-only, instructions on where to download the BuzzEdit® Lite software and how to install it were E-mailed to you. Please follow those instructions to install your software.

## Free Trial Programs

When BuzzEdit® Lite is first installed, you can choose to try the full features of BuzzEdit® V2 program for 21 days in order to evaluate the full program. The Buzz Tools® Plus installation CD also includes trial versions of the Buzz Tools® applications BuzzXplore® and BuzzSize®. Evaluation copies of Buzz Tools® software can also be downloaded from [www.buzztools.com/demo\\_menu.asp](http://www.buzztools.com/demo_menu.asp). The trial period is limited to twenty-one days from installation.

The programs all provide a quick start guide in the online help and how-to videos may be accessible by selecting **Help > Tutorials** or by downloading them from the Buzz Tools® website.

## Trouble-shooting Installation or Startup

### If you have trouble, try the following:

- See the Buzz Tools® Plus V4 ReadMe file, installed in the same folder as Buzz Tools® Plus, for important late breaking information that became available after this manual was completed.
- Make sure your computer meets the minimum system requirements listed at the start of this chapter.
- **CD-ROM Installations ONLY:** Check the back of the installation CD and clean off smudges or fingerprints with a soft cloth, if required.
- Exit from all other applications and disable any virus-protection applications before installing.
- Restart your computer, and then restart Buzz-Catalog.
- See if technical documents exist about the problem you are having. All technical documents are available on the Buzz Tools® web site at [www.buzztools.com/answers](http://www.buzztools.com/answers).

## Register!

Please register your software so that Buzz Tools, Inc. can continue to provide you with the highest quality software, offer technical support, and inform you of new developments. Fill out and return the warranty registration card included with your software. If you purchased a “download only” version, you are already registered.

## Getting Assistance and Help

This guide takes you through the basics of working with Buzz-Catalog. For information on specific tools and commands, see the comprehensive online Help available from within Buzz-Catalog (select **Help > Contents**). In addition, you can access online Help by clicking the **Help** button located on some dialogs.

This guide assumes you have a working knowledge of your Microsoft® Windows operating system and its conventions, including how to use a mouse and standard menus and commands. For help with these techniques, please see your Microsoft® Windows documentation or a beginning Windows book which can be purchased at any computer store.

## Video Tutorials

Several video tutorials have been provided to speed your learning of Buzz Tools® Plus. To access the video tutorial menu, select **Help > Tutorials**. Buzz-Catalog looks to see if the installation CD is in the CD drive or if the tutorials have been installed to the hard drive. If it cannot find them, you are prompted to insert your installation CD and try again or download them from the internet using the provided link.

## Technical Support

If you are having difficulties with Buzz Tools® Plus please:

- **Read your manual and online help carefully.** Most questions can usually be answered in this way.
- **Contact your local dealer.** If your problem is not addressed in this manual, you can contact your local Buzz Tools® dealer for advice.
- **Install the latest update.** If your computer is connected to the Internet, select **Help > Check for Update**. Buzz Tools® Plus automatically looks for program updates and asks you if you would like to install them.
- **Visit us on the web.** Check our online answer pages at: [www.buzztools.com/answers](http://www.buzztools.com/answers). If you don't find an answer to your question, you may E-mail our technical support staff from the link provided.
- **Write Us.** Send us a detailed description of your problem or question. Be sure to include what version of Buzz Tools® Plus you are running and the details about your computer configuration (type of computer, type of printer, operating system, etc....) Include your complete address, fax number, and telephone number along with the best time to contact you.

**Mail to:** Buzz Tools, Inc.  
Attention: Buzz Tools® Plus Support  
Ste 4 PMB 410  
2415 San Ramon Valley Blvd  
San Ramon, CA 94583.

## Remove Buzz Tools® Plus

**To remove Buzz Tools® Plus from your hard drive do the following:**

- 1** From the Windows **Start** menu, select **Settings > Control Panel**.
- 2** From the **Control Panel**, double-click the *Add/Remove programs* icon. The **Add/Remove Program Properties** dialog opens.
- 3** Using the scroll bar, locate the program name *Buzz Tools® V4* and click on it to select it.
- 4** Click **Add/Remove....**
- 5** On the **Confirm File Deletion** dialog, click **Yes**.

## Chapter 2 Buzz-Catalog Basics

The designs stored on your computer are stored in files. Microsoft®, Windows stores your files in a structure similar to a paper filing system, with its equivalents of filing cabinets, drawers, folders and documents. The Buzz Tools® main program Buzz-Catalog displays the files in the structure you have on your drives.

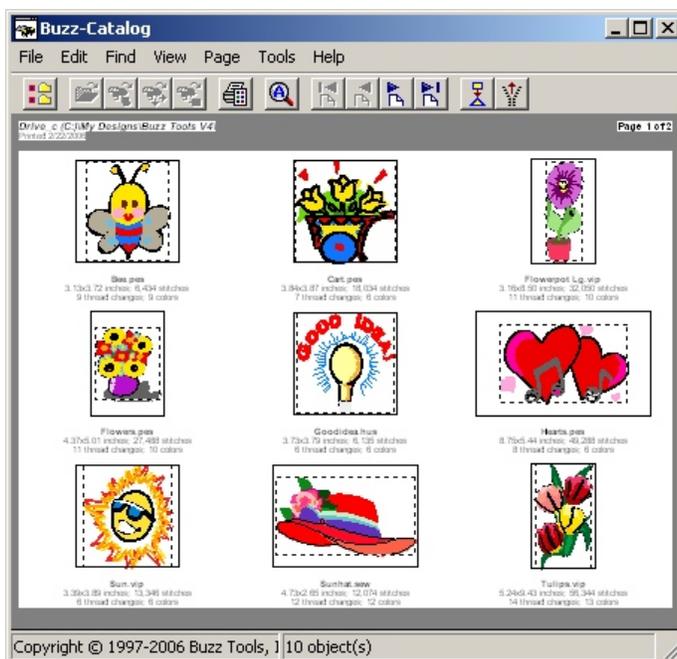


Figure 2-1 Buzz-Catalog® Main Window

Different embroidery machines require different design file formats. This is because different software and embroidery machine manufacturers have developed their software independently of one another and have incorporated different features, color palettes and innovations in their software and in their machines. If you are going to use another machines embroidery designs you need to convert the design to a format your software and embroidery machine can understand. Buzz Tools® Plus displays and converts the majority of home embroidery file formats.

**NOTE** Within this manual, files of a specific format are referred to by their extension. For example, PES file refers to any file with the extension .pes that is designed and for use by the Brother Company.

## How to Create a Catalog

You will not be moving your files into a separate catalog, but rather browsing the files as they are stored on your drives. Buzz-Catalog does not take any additional disk space to create and maintain catalogs. Buzz-Catalog creates your catalogs on the fly and they are temporary, that is they're killed off each time you exit the program. You can catalog as many or as few folders as you want each time you start Buzz-Catalog.

If for example, you are searching for a specific design and know approximately the folder it is contained in, you may choose to catalog only a few folders. Or perhaps you are looking for a less specific design, in which case you may choose to catalog an entire drive. Since each time you start Buzz-Catalog the catalog structure is created from scratch, you can be assured that the designs displayed in your catalog match what is on your computers disks.

Buzz-Catalog remembers the information used to create the last catalog. If you tend to use the same catalog every session you do not need to reenter it each time. When you modify, delete or add new designs on your computer, there is no need to update your catalog - the next time you open Buzz-Catalog the catalog is automatically updated, or you can select **File > Refresh** to see the new designs immediately.

### To Create a Catalog

- 1 Start Buzz-Catalog by double-clicking the *Buzz-Catalog* icon located on your computer desktop or by going to **Start > Programs > Buzz Tools > Buzz-Catalog V4**.
- 2 Right after Buzz-Catalog starts, it opens the **Select Files** dialog. This dialog displays an Explorer-like tree of your files.

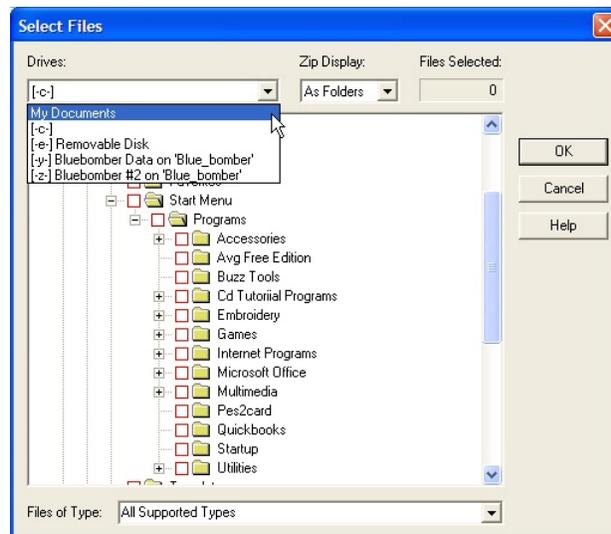


Figure 2-2 Use the Select Files dialog to create a catalog.

- 3 The first time you start Buzz-Catalog, the drive that displays is your C: drive. Use the drop down menu labeled **Drives** to select the drive that contains the files you want to catalog.

In addition, the *My Documents* folder, normally embedded in the file folder tree, has been

conveniently located under the **Drives** drop down menu. Although technically NOT a drive, it is the default save/download location for many programs, and locating it in the **Drives** drop down menu allows you to navigate to this location as quickly as possible.

**NOTE** Your choices in the **Select Files** dialog are remembered by Buzz-Catalog and are shown the next time you open Buzz-Catalog or select **File > New Catalog**.

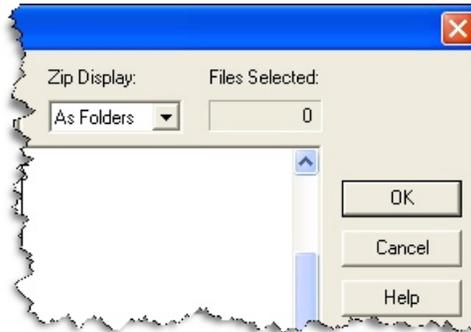


Figure 2-3 Zip Display default setting is “As Folders”

- 4 By default, your catalog includes designs stored in ZIP archives and these are displayed as folders. Within each ZIP archive, the designs are sorted by the file name. For now, leave the **Zip Display** drop down menu set to its default value *As Folders*. See “Including ZIP’s in Your Catalog” on page 39 for more information about ZIP archives and your catalog.
- 5 The first time you start Buzz-Catalog, the *Files of Type* field displays *All Supported Types*. If you do not want to include all supported filetypes in your catalog, select the type of files you would like to include. You may choose any of the filetypes listed in the drop down menu or you may type in your selection. You may enter several filetypes at once by separating them with a semicolon. A complete list of supported filetypes is listed in the **Help > About**.

**NOTE** You can also select the filetype of \*.\* when you create your catalog. All filetypes will then be included in the selection tree. Filetypes that cannot be displayed by Buzz-Catalog display descriptive text instead of a graphic. If these files have Explorer file associations, you can launch their associated application by double-clicking the text.

- 6 Click on the red boxes next to a folder, ZIP archive or file name to select or de-select it. Selecting a folder in this way selects all of the files in the folder and its sub-folders. Selecting a ZIP archive selects all of the files that it contains. The filetypes are, of course, limited to the types you have specified in the *Files of Type* field. Click **OK** to display the catalog.
- 7 To display a different set of files, select **File > New Catalog** or click the **New Catalog** toolbar button.

## How Your Designs are Displayed and Printed

### Summary View

By default, Buzz-Catalog displays your designs in a Summary view. Each page of your catalog displays multiple designs: the number of rows and columns of designs on each page can be changed by selecting **File > Page Layout**. You can also set the amount of

design information you want displayed with each design by selecting **View > Summary Information** or **File > Page Layout**. You can choose to view *Filename Only*, *Sew Summary*, or *Color Breaks* (also known as Detailed). The sample designs below demonstrate the same design in each of these options.



Drsbear2.pes

**FILENAME ONLY**

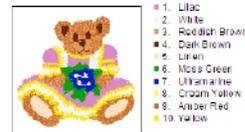
*Only the design file name is included.*



Drsbear2.pes  
3.57x3.31 inches; 15,679 stitches  
10 thread changes; 10 colors

**SEW SUMMARY**

*The filename, design size, the number of stitches and the number of colors are included for each design.*



Drsbear2.pes  
3.57x3.31 inches; 15,679 stitches  
10 thread changes; 10 colors

**COLOR BREAKS**

*The colors and stitching order are displayed along with the filename, design size, the number of stitches and the number of colors.*

The way that you see the designs on your monitor is just how they will print when you print your catalog. The dimensions of the catalog page reflect the page size associated with your printer. Because most monitors are wider than they are tall, you will be able to see more designs on your monitor and less unused space if you change your paper *Orientation* by selecting **File > Page Layout** and setting it to *Landscape* instead of *Portrait*. The versatility of changing the page layout in a few choices allows you to view files on your monitor in one fashion, quickly change the layout and print them in a different fashion.



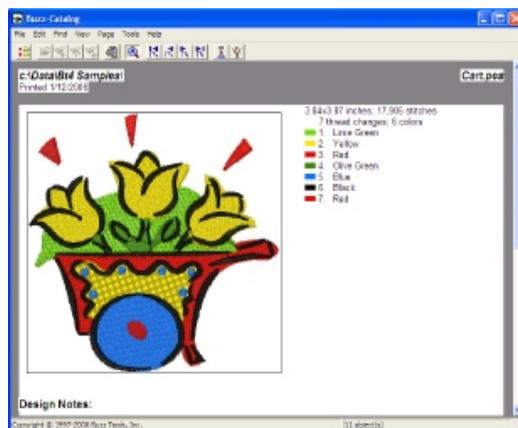
Figure 2-4 Landscape Display Showing Summary Information

The summary view displayed on the previous page is set to landscape mode. In general, landscape mode will fill more of your monitor. This is also how the catalog will print unless these settings are changed before printing

The designs are sorted by folder, just as in Windows Explorer. Within each folder, the designs are sorted by name. Designs in each different folder start on a new page.

### Actual Size View

Buzz-Catalog can also display and print your designs in an *Actual Size* view with realistic 3D stitches. The Actual Size View displays or prints one design per page along with its design information. The designs are printed the same size they will be when they are stitched out and may be used as a guide for design placement. Large designs may not print completely in Actual Size.



There is no monitor calibration in Buzz-Catalog, so the Actual Size displayed on your monitor may not be “true” if you have modified your display settings on your computer (for example, you changed the size of viewed fonts 125% to make your text bigger at high resolutions).

Figure 2-5 A design in actual size with realistic 3D stitches.

### Changing Views

Select one of the **View** commands to switch between displayed views. Select one of the **File > Print...** commands to print either of these views.



Click the **Actual Size View** toolbar button to display the selected file in actual size with realistic 3D stitches. Click the button again to return to the previous view.

## The Size of Your Catalog

The number of pages in your catalog is dependant on the number of designs you have selected and the number of rows and columns set in the Page Layout. Another contributing factor is the setting you choose for ZIP archives when you created your catalog using the *Select Files* dialog. When the *Zip Display* option is set to *As Folders*, the contents of each ZIP archive are displayed on a separate page. When set to *As Files*, the page breaks between zipped files are eliminated, though there will still be a break between folders.

## Navigating Your Catalog



Figure 2-6 Catalog Navigation toolbar buttons make moving through your catalog easy.

One of the easiest ways to browse your catalog is to click one of the *Catalog Navigation* buttons on the toolbar. You can also browse through your catalog by selecting one of the **Page** commands or by using the keyboard. Using the keyboard, press **Page Up** or **Page Dn** to move one page forward or backward. Press **Home** or **End** to move to the first or last page of the catalog. Select **Page > Number...** to go to a specific page.

### Table of Contents

Buzz-Catalog can also display a *Table of Contents* which lists all of the file names in your current catalog. Select **View > Table of Contents...** to view the *Table of Contents*.

Use the *Table of Contents* to jump to a specific file or folder in your catalog. With the table of contents displayed, scroll to find the file or folder you want. Click on it to select it and then click the **Go To** button; Buzz-Catalog displays the catalog page that contains the desired file or folder.

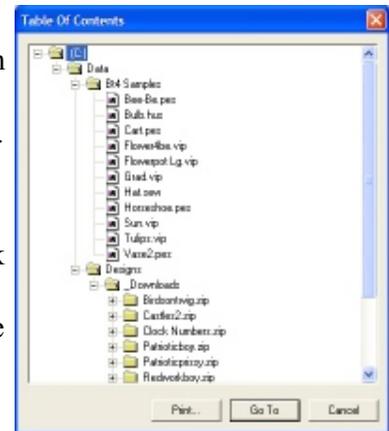


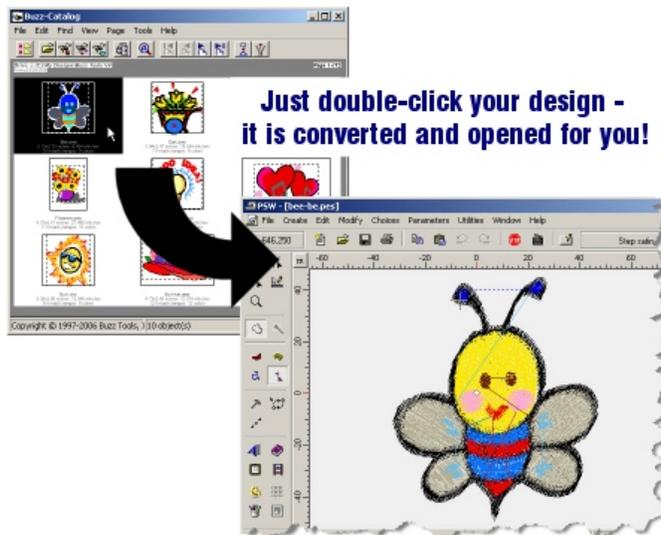
Figure 2-7 Table of Contents of Current Catalog

To print out a report of the displayed *Table of Contents*, click the **Print** button on the bottom of the *Table of Contents* dialog. You can also print a *Table of Contents* for your designs by selecting **File > Print Table of Contents...** A printed *Table of Contents* only lists folders - individual file names are not printed.

## Chapter 3

# Editing Design Files

Buzz-Catalog does not directly edit embroidery designs but rather it is used to locate designs and load them into another embroidery programs. Buzz-Catalog is pre configured to open your designs into Buzz Tools® embroidery software. Buzz-Catalog also supports the majority of other vendors embroidery software, including many that are not supported natively in Windows Explorer.



## Buzz Tools® Software Interactively

You can open designs into BuzzEdit®, BuzzSize®, or the BuzzBox® directly from Buzz-Catalog via the **Edit** menu or the toolbar.



Click the **BuzzEdit** toolbar button to open the selected design in BuzzEdit®. Alternatively, select **Edit > BuzzEdit**.



Click the **BuzzSize** toolbar button to open the selected design in BuzzSize®. Alternatively, select **Edit > BuzzSize**.



Click the **BuzzBox** toolbar button to open the selected design in BuzzBox®. Alternatively, select **Edit > BuzzBox**.

## Opening Files into Other Software

When a file is double-clicked, Buzz-Catalog opens the file into the associated program. Most filetypes have programs associated with them by Windows Explorer and this association is used if appropriate. Buzz-Catalog also lets you set Buzz-Catalog program specific associations. This means that when you double-click a supported filetype, you can have Windows Explorer launch one program and Buzz-Catalog launch another - although this is not required.

## On-the-Fly Conversions

When you double-click a design file, it is read into your design software (not available for DOS based software programs such as the POEM software). If you do not own software that can read the selected design filetype, Buzz-Catalog can convert the file on-the-fly to a type that can be read.

When you are finished editing your design and are ready to return to Buzz-Catalog, save your design if you want to keep your changes and exit your embroidery program. Buzz-Catalog will display the changed design. If Buzz-Catalog converted your original design file on-the-fly, Buzz-Catalog will now display the converted file in place of the original file. This automatic refresh feature is only performed if you do not change your active page in Buzz-Catalog after double-clicking on a design and before you return to Buzz-Catalog.

## Linking Buzz Tools® Plus with other Embroidery Software

The first time Buzz-Catalog is run it starts the *Filetype Wizard* which helps determine what embroidery software programs you have installed on your computer. If you have only one embroidery software program, Buzz Tools® Plus assumes that the primary embroidery design file format of that program is the software file format you prefer to use. All other supported stitched-based design file formats are automatically converted to that file format on-the-fly when you double-click on a design file in Buzz-Catalog. Your embroidery software is then started for you and the newly converted design file loaded.

For example, if your embroidery software is the Brother PE Design program and you do not have any other embroidery software installed on your computer, Buzz Tools® Plus assumes you want all of your other stitched-based embroidery design files converted on-the-fly to Brother PES files. When you double-click on a Viking HUS file, the design file is converted to a PES file, your PE-Design program is started and the newly converted design file loaded.

If you have more than one embroidery design program installed on your computer, you are prompted by the *Filetype Wizard* for the name of the embroidery software you use most frequently. Design files not natively supported by any of your installed embroidery programs are converted to the primary filetype of your favorite embroidery program.

In addition to various customizing or design editing software programs, Buzz-Catalog will also open designs into various 3rd party memory card writers like the Amazing Box, Magic Box, Dream Box or Ultimate Box. You want to select the format your machine uses to allow Buzz-Catalog to perform the design file conversions.

The settings that determine which filetype Buzz-Catalog converts to on-the-fly, as well as the program used to edit each filetype, can be changed.

**NOTE** Buzz-Catalog creates a new file during the on-the-fly conversion. The name of the file is the same as the original design you double-clicked, but with the appropriate extension and the file is located in the same folder as the original file. If you don't save the converted file from your embroidery program, Buzz-Catalog deletes the new file when you exit your embroidery program. If you have made changes to the design file it is, of course, not deleted. See “How Your Files are Processed” on page 27 for more information.

## How to Change On-the-Fly Settings

Usually your on-the-fly settings are set the first time you run Buzz-Catalog assuming you completed the *Filetype Wizard*. However, if you did not set them up at installation or if you need to change them later, you can easily do so.

### To automatically change your on-the-fly settings to one program:

- 1 Select **File > Settings**. The *Options* dialog opens.
- 2 Click the *Filetype Wizard* button. This launches the wizard that searches for installed software automatically (*Detailed information about the Filetype Wizard is discussed in “Getting Started” on page 10*). If your software is not listed, click **Cancel** and set the software program settings manually as follows.

### To manually change your on-the-fly settings:

- 1 If the *Options* dialog is not already open, open it by selecting **File > Settings**.

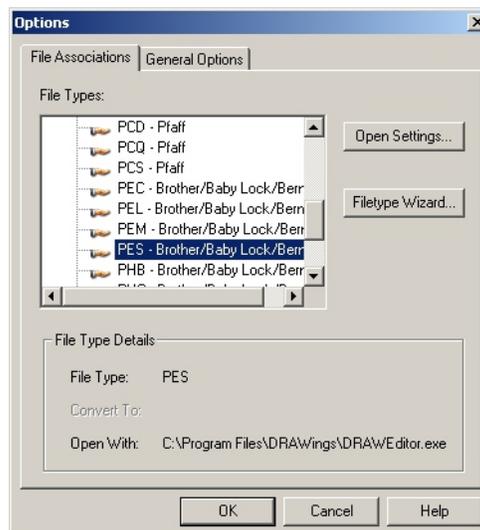
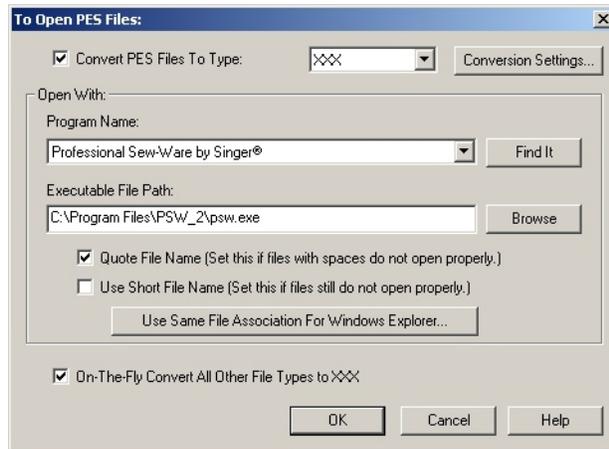


Figure 3-1 File Options dialog

- 2 Select the format you wish to change and click **Open Settings**.

For example, to open PES files into the Singer Professional Sew-ware, select XXX from the list of filetypes and click **Open Settings** to open the following dialog:



*Figure 3-2 Use to select which program opens the selected filetype.*

- 3 Check the box in front of *Convert ?? files to type...* and set the filetype to the one that is supported by your embroidery software. If you do not need to convert this filetype, do not choose to do so.
- 4 Select the name of your embroidery software from the **Program Name** drop down menu.
- 5 Click **Find It** to allow the software to look for the selected program.
- 6 Verify that the executable file path is correct. If the incorrect location is selected and displayed, click the **Browse** button to correct it.
- 7 If you want Windows Explorer to use this same program for its double-click action, click **Use Same File Association For Windows Explorer....**
- 8 If you want all of your designs to convert to this format and open into this program, check the option *On-The-Fly Convert All Other filetypes to \_\_\_\_*
- 9 Click **OK** to save your settings and click **OK** to close the dialog.

Now all of your stitched-based designs will convert on-the-fly to the same type your embroidery software expects.

## Chapter 4

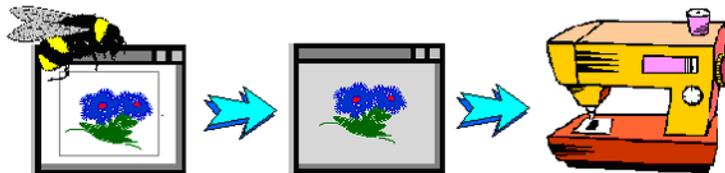
# Converting Design Files



Buzz-Catalog converts your stitched-based design files from one design file format to another for you. You can either do this on-the-fly by double-clicking on a design (see previous chapter) or you can convert a batch of design files at once by selecting **Tools > Convert Design Files....**

### Why Convert?

If you always use Buzz-Catalog to locate your designs and to launch your design software, you do not need to convert designs ahead of time. Buzz-Catalog automatically converts designs for you as needed when you double-click on a design.



In addition to being a convenience, this is beneficial. Every time a design is converted, some information is lost in the process. If you keep your designs in their original format, you can be assured that you are keeping the most accurate and detailed information available about the original design. See *“On-the-Fly Conversions”* on page 23 for more information about on-the-fly design conversions.

If you want to be able to open your designs directly from your design software, or if your embroidery software is a DOS based program (such as the POEM embroidery program), you may need do your conversions ahead of time. Or perhaps you sell your designs and want to distribute them in multiple formats. Buzz-Catalog provides a powerful tool for converting designs that allows you to convert thousands of designs in only a few minutes. In addition, you can modify numerous conversion settings so that you control how your designs are converted. Beginning users usually have excellent results with Buzz-Catalog default conversion settings.



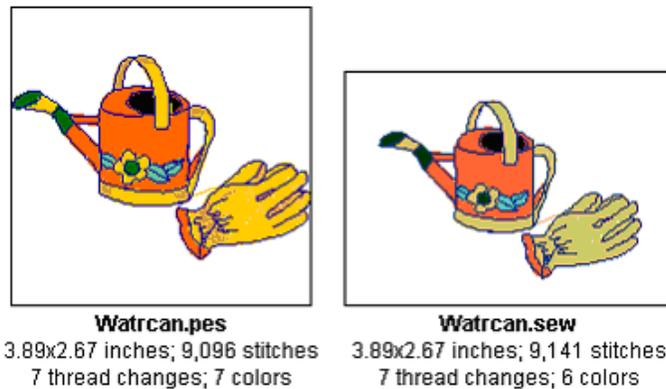
# Buzz-Catalog Conversions

## Conversion Tool



You can convert some or all of the files in your current catalog to the file format of your choice by selecting **Tools > Convert Design Files...** or clicking the **Convert Designs** toolbar button. You can choose to convert the currently selected design only, the current page of designs, or the entire catalog. You may convert multiple filetypes at once, and Buzz-Catalog does not care if the files are zipped or unzipped.

Don't worry if your current catalog contains designs of the type you are converting to - these files will simply be skipped. For example, you may have a catalog consisting of PES and DST files. If you choose to convert the entire catalog to PES files, the PES files already in your catalog will not be affected. In addition, if you have files in your catalog that are not designs, that is bitmaps or text files, these will not be affected.



*Figure 4-1 Original and Converted Design*

You can choose which files Buzz-Catalog displays after the conversions are completed. For each converted file, Buzz-Catalog can display just the converted file, just the original file, or both the converted and original file. This last option is an ideal way to judge the results of the conversion.

### How Your Files are Processed

Each converted design is saved to the same folder containing the original design file but of course with the new extension. However, if a newly created design file duplicates an existing file name, the existing file will not be overwritten. Instead, Buzz-Catalog first compares the existing design file with the new file. If they are exactly the same, the new file is not written at all.

If the file contents are different in any way, Buzz-Catalog creates a new name for the new design file. The new name will be the original name with a number appended to the end. If you do not like the names selected, you can rename them from Windows Explorer after the conversion process is complete.

Once the new design file is created, the original design file is deleted if (and only if) you specified the *Delete Original Files After Conversion* option. Using this option has two advantages. First, you will have a clean folder when finished. Second, it will allow you to see exactly where the conversion left off if the conversion gets interrupted. **Remember if you are going to delete your original files to save a copy onto a CD first!**

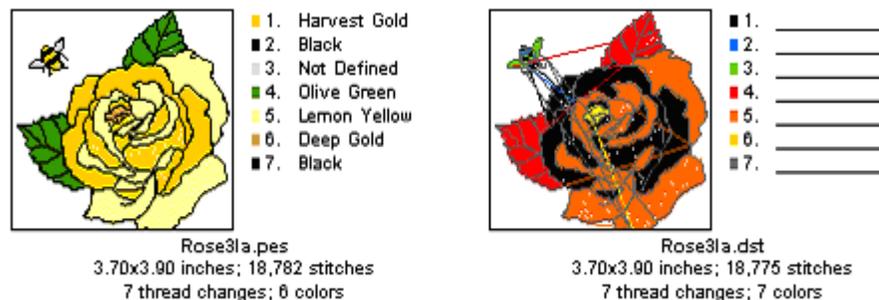
### Colors During Conversions

Each embroidery file format comes with certain standard colors and restrictions. Some design formats have only a few color choices and some have a plethora. Other designs don't contain color information at all, only color stops to let the embroiderer know it is time to change threads.

When design files are converted using Buzz-Catalog, the best possible match is made from the colors available. In some cases this may involve selecting a secondary color choice in order to preserve color stops.

**Note on Converting to DST or EXP file formats:** When converting from a format that has color values to the DST or EXP format, the colors of the original design are retained in an RGB companion file. This file has the same name as the design file with a "rgb" extension. As long as this file is in the same folder as the design file of the same name, the DST or EXP file will appear to have "colors" in any of the Buzz Tools® software programs.

DST and EXP files do not contain any color information. They do have color breaks, that is, markers in the file to tell the machines to stop sewing, but no actual color values. Therefore, when these are displayed in a catalog, such as Buzz-Catalog, the color stops are assigned a color value so that you can get an idea of what the design will look like. All DST and EXP files display in Buzz-Catalog with the same color sequence and a line is displayed for each color stop rather than a color value. This is so you can write in your color choices on a printed catalog if you like.



*Figure 4-2 The original PES design loses color values when converted to DST.*

When EXP or DST designs are converted to another file format that requires the color value, Buzz-Catalog does not know what color the digitizer intended for the color breaks. Therefore, when the file is converted, Buzz-Catalog assigns its color choices to the file. These of course, do not relate to an actual color value but represent the color break present in the original file.

**NOTE FOR JANOME & ELNA USERS:** Buzz-Catalog converts designs to the SEW file format using the entire SEW color palette. Although these converted designs may not display correctly in some Janome New Home software, they will display correctly in Buzz-Catalog and your sewing machine will ask for the correct color. This is due to the fact that some Janome software displays all colors that are not in its regular palette as black, even if the color is a valid Janome thread color.

The color palette used by Buzz-Catalog to represent the Janome New Home colors was created by matching the actual thread color to the Janome New Home SEW color code.

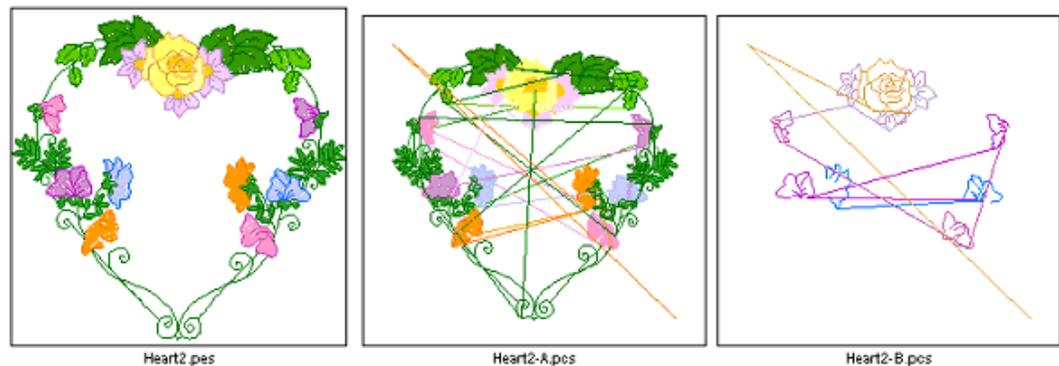
This information also applies to users of the Elna Envision Scan PC as they also use the SEW design file format.

## File Splitting

Each embroidery file format comes with certain file limitations and restrictions. Typically, these limitations are on the number of stitches a design may have or the number of color breaks. The limitations are specific to the design format you are converting to and are usually not up for negotiation.

For example, if your embroidery software is the Janome Easy Scan, your embroidery machine cannot sew any design that contains over twelve colors. When you convert a design to the SEW format that contains twenty colors, you will not be able to use the final design unless the design has been divided into parts.

During conversions, Buzz-Catalog can “split” a design with too many colors or stitches in two or more files. By default, the design in this example would be divided into two files. File one would contain the color breaks one through twelve and file two would contain the color breaks thirteen through twenty.



*Figure 4-3 This PES design had to be split into two parts to convert correctly to PCS.*

The new file names will be the original name with a letter appended to the end. File one will be appended with the letter A, file two with the letter B and so on. When you stitch these designs you sew design A first, followed by B, etc. When you are sewing the multiple files of a split design, do not move the design sections on your embroidery machine unless you move each section by exactly the same amount. The designs will overlay each other in the correct position to create the complete design.



*Figure 4-4 This design was split and rotated during the conversion process.*

### Design Rotation and Resizing

When you are converting designs, there may be instances when the original design won't fit in the new filetype's hoop. Perhaps the original design hoop was taller than it was wide, but your embroidery hoop is wider than it is tall. Without rotating the design 90 degrees, the newly converted design will not fit and cannot be sewn. Buzz-Catalog provides a rotation option that automatically rotates designs if needed during conversions.

In addition, Buzz-Catalog provides a resizing option that can automatically reduce the size of your designs if needed during conversions. If you select this option, you control the maximum amount that a design can be reduced by Buzz-Catalog.



*Figure 4-5 Sample stitches shown before (left) and after (right) resizing.*

Designs that have been shrunk contain the same number of stitches as the original. The design size is reduced by shortening the length of the stitches. This has the effect of making the finished design denser. Reduce a design too much and the stitches will be too close together to stitch. For most designs you can reduce them up to ten percent without any adverse stitching affects. Buzz-Catalog flags every resized design with a # so that you can easily identify them in your catalog and monitor them as you embroidery them on your machine For a lot of designs you can improve the stitching quality of reduced designs by using a lighter weight thread.

**NOTE** If you have BuzzSize® installed on the same computer, Buzz-Catalog can make use of this program's stitch processor functions when you convert designs. When converting to a format with a hoop smaller than the size of the original design, Buzz-Catalog will use BuzzSize® to resize and recalculate the number of stitches to fit the selected hoop.

## To convert embroidery design file formats:

- 1 **BACKUP the original design files.** You can do this by copying the files to CD's or to another type of removable media. Label, date and put backups in a safe location away from excessive heat. This is especially important if you are going to have Buzz-Catalog delete the original design files after conversion.

**NOTE** It is essential to save a backup of your original files before you convert and delete them. That way, if there are any problems during the conversion, you will not lose your valuable designs. Once you have created this backup, it is safe to let Buzz-Catalog delete the original design files as they are converted.

- 2 Start Buzz-Catalog
- 3 Using the **Select Files** dialog, choose the filetype you want to convert from and the folders you want to convert files in. If you do not want to convert an entire folder of files, select the individual files you want to convert. You may convert multiple filetypes at the same time. Also, you don't need to worry if your catalog contains designs of the type you are converting to or files that cannot be converted - these files will simply be skipped.
- 4 Click **OK** to display your catalog.
- 5 Once your catalog is displayed, select **Tools > Convert Design Files...** Or click the **Convert Embroidery Files** toolbar button. This starts the **Convert Design Files Wizard**.

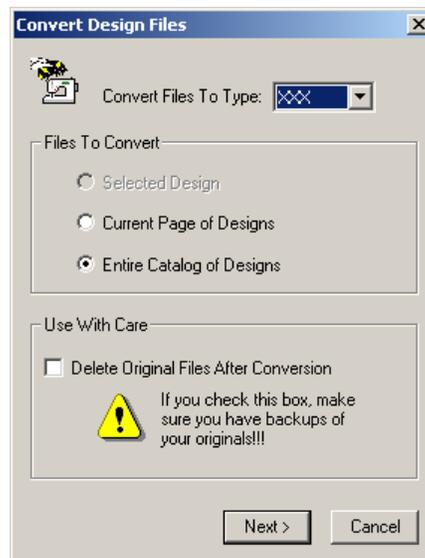


Figure 4-6 The Convert Design Files Wizard.

- 6 Choose the filetype you want your designs converted to and select the *Entire Catalog of Designs* option. For this example, we will not be deleting the original files.
- 7 Click **Next >** to continue. The design conversion display options are displayed.



Figure 4-7 Design conversion display options.

- 8 Buzz-Catalog will display the number of files that will be converted along with your display options. Select the *Both Original and Converted Files* option. Leave the split design setting at their default value and click **Next >** to continue.

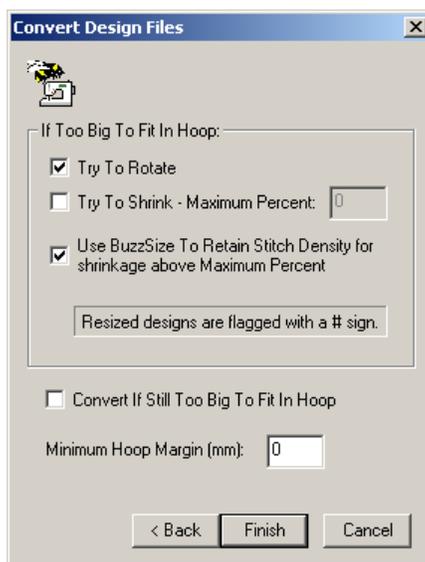


Figure 4-8 Design conversion hoop and sizing options.

- 9 The last conversion dialog displays the design conversion hoop and sizing options. If the format you are converting to has more than one hoop, they will be listed in a drop down menu. Choose the hoop you want the software to convert to. If you choose a hoop that is larger than the maximum hoop size for your model machine, it will not stitch without modification.

By default, designs will be rotated during the conversion if needed to fit in the hoop size but designs will not be shrunk or converted if too big to fit in the hoop. Select the *Use BuzzSize...*

option if you have this program installed and would like to use it to automatically resize designs during conversion. Change these options if desired and click **Finish** to convert your files and to display your updated catalog.

## Advanced Conversion Options

If you are an advanced Buzz-Catalog user, you can control how your designs are converted. The conversion defaults set by Buzz-Catalog are the ones that are the most common for each embroidery file format. If these defaults do not work well for you, you can modify a number of conversion settings.

On the second dialog of the *Convert Files Wizard*, select **Advanced** to display the file splitting criteria for the filetype you are currently converting to.

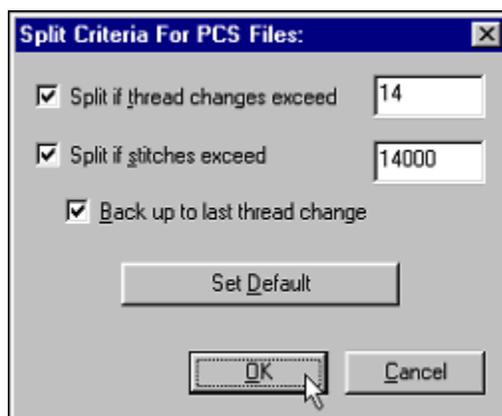


Figure 4-9 Design Split Criteria

If you are a beginning user, or you do not understand these settings you should not modify them. They have been set to the values needed by the majority of users and it is possible that you could modify them in such a way as to make your design conversions unusable.

On the third dialog of the *Convert Files Wizard*, you may decide whether your design is rotated or resized during conversions. In addition, you can choose whether to use the default color palette or to use best possible colors for designs (PCS and CSD file formats only). This last setting is located on the *Settings* dialog which can be accessed by selecting **File > Settings**. See the Buzz-Catalog online help for more information on these settings.

## Chapter 5

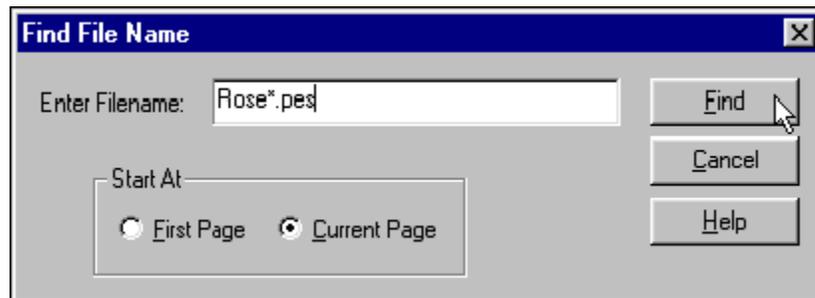
# Finding Designs and Design Notes

Finding the perfect design is always the challenge of the embroidery hobbyist. Even when you have your designs filed in folders by subject, there are many occasions where one design may actually fall into multiple categories. For example, you may have a wonderful heart design that is made up of entirely of flowers. When you originally organized your designs you may have filed this in your “Hearts” folder or perhaps it was in “Flowers”.

The simplest way to find this design may be to create a catalog that includes only the two folders, “Hearts” and “Flowers”, and to page through your designs until you locate the design you are looking for. This could work, but perhaps you had a weak moment and instead filed the design under “Love” or even under the name of the digitizer, “Lorie Frisch”. If this is the case, you may not find the design at all.

## Finding Files or Folders

If you know the name of the file or part of the file name, you can search for it by selecting **Find > File Name....**



*Figure 5-1 Find Files Dialog*

Fill in the name of the file or folder you are looking for in the *Enter File Name* field. You may use standard wildcard characters in your search, where \* is the wild card replacement for any number of trailing characters and ? is the wild card replacement for a single character.

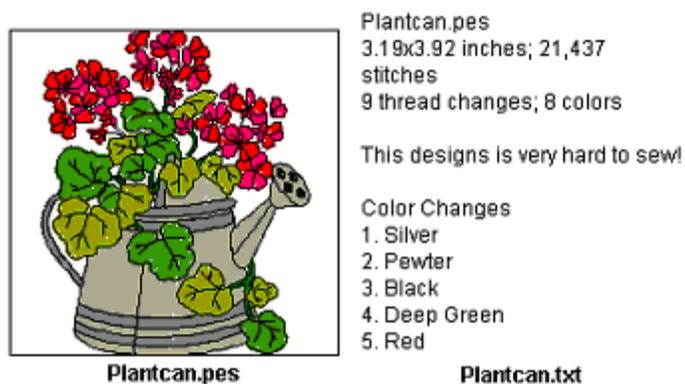
Buzz-Catalog displays the first file that meets your search criteria. If this is not the design you are looking for, you can repeat the search by selecting **Find > Next** or by pressing **F3**.

Searching for designs in this manner is very limited. However, with Buzz-Catalog you have another option available to you.

## Design Notes

Some embroidery formats such as PCS and HUS allow for the inclusion of limited comments within the design file. If you have the Viking or Pfaff embroidery software, you may already be using this area in your designs to include information about them. In Buzz-Catalog, these comments are displayed in the Actual Size view.

Other embroiderers use text files to store specific information about their designs. Usually, there is one text file per design and each contains information such as the source of the design, thread colors and specific sewing instructions. The text file or note file as we call it, is given the same name as the design file but with the extension “txt”. For example, the design file “Apple.hus” may have a corresponding note file called “Apple.txt”. By default, Buzz-Catalog includes these note files in your catalog along side of your designs.



*Figure 5-2 This design is shown adjacent to its design note.*

You can use Buzz-Catalog to search through your design remarks (as in PCS and HUS files) or through your design notes (contained in text files). This gives you the ability to locate your designs based on the information you have decided to include.

If you are storing your design notes in text files, it is important to remember that the design file and the note file are separate entities. As you organize your designs, you are responsible for making sure that your note files are stored in the same folder as the design they refer to. This way, when you search your note files for keywords or other text, you will be able to find the design.

You can use Buzz-Catalog to create individual note files for your designs. Once the basic note file is created, you may edit individual note files to include information specific to your designs.

### To Create Note Files

- 1 Start Buzz-Catalog
- 2 Using the **Select Files** dialog, make a catalog that contains the designs that need note files. Click **OK** to display your catalog.

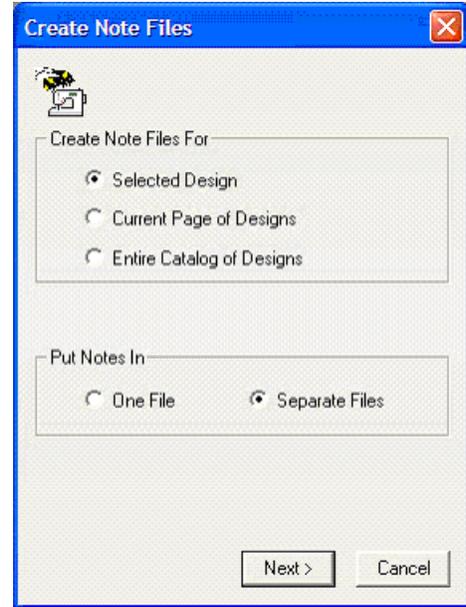
- 3 Once your catalog is displayed, select **Tools > Create Note Files...**

- 4 On the first wizard dialog, select what part of your catalog you want to process and if you would like your notes placed in a single text file or in multiple files. Choose from the following options:

*Put Notes in One File:* One note file is created for all of the designs you are creating notes for. If you select this option, you will be prompted for a filename.

*Put Notes in Separate Files:* A separate note file is created for each design.

Click **Next >**

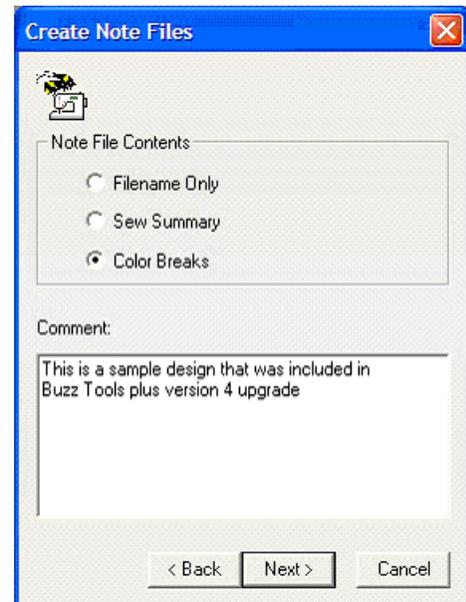


- 5 On the second dialog, select the amount of information to include in the note files. Choose from the following options:

*Filename Only:* Only the design file name is included.

*Sew Summary:* The filename, design size, the number of stitches and the number of colors are included for each design. For designs that contain internal remarks, this information is also included.

*Color Breaks:* The colors and stitching order are included along with the filename, design size, the number of stitches, the number of colors and any internal remarks.



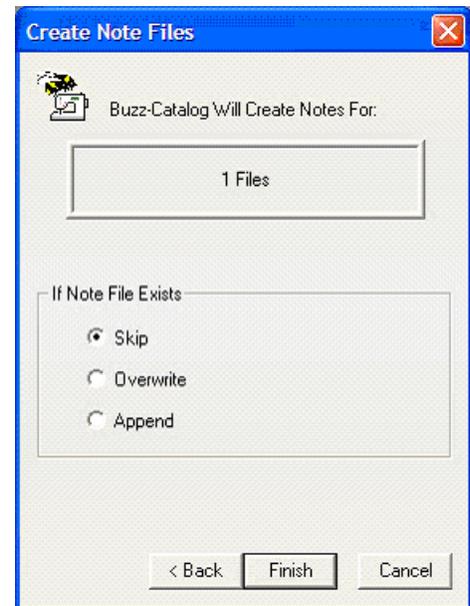
- 6 The *Comment* field allows you to enter in additional information like designer, website, descriptive keywords and more. You can type information into this field or paste it in from a copied source.
- 7 Click **Next >** to continue.

- 8 Buzz-Catalog displays the number of files that it will create note files for. If note files exist for the designs you are processing, the wizard asks you to choose from the following options:

*Skip:* If a note file of the same name exists, this design will be skipped.

*Overwrite:* If a note file of the same name exists, overwrite it with the new information.

*Append:* If a note file of the same name exists, add this new information to the end of the existing text file so that it will contain both the original and new information.



- 9 Click **Finish** to create the note files and display your updated catalog.

You may edit any of the design notes by double-clicking their displayed text. Buzz-Catalog will automatically open the design note in notepad (or other editor if you have changed your Explorer associations).

## Chapter 6

# ZIP Archives & Your Catalog

If you have ever surfed the Internet looking for design files, you will have quickly noticed two things. First, the Internet is bursting with FREE designs and second, most of these designs are distributed as ZIP archive files. ZIP archives are files that contain other files and are compressed so that they take up less disk space. Most design files available on Internet are distributed as ZIP archives because ZIP's make it easy to group files and make transporting and copying these files faster.

When you extract ZIP'd files, you decompress the files stored in the ZIP archive and save them as separate files on a disk. This step is not necessary with Buzz-Catalog because Buzz-Catalog allows you to include ZIP'd files and even allows you to open them in your design software by automatically extracting on-the-fly as needed. In Buzz-Catalog, ZIP archives are treated as ordinary files meaning you can view them, convert them, create notes for them, search for them, etc....

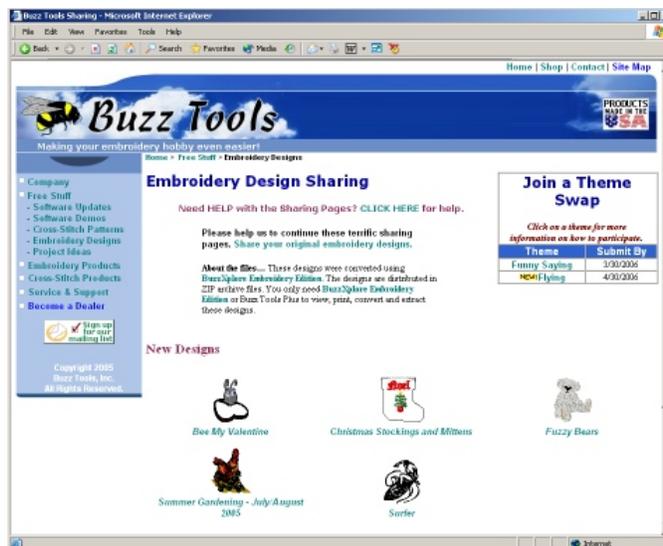


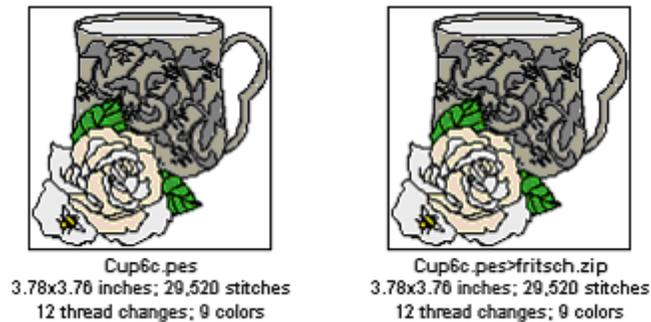
Figure 6-1 [www.BuzzTools.com](http://www.BuzzTools.com) Embroidery Design Sharing pages.

**NOTE** If you have not yet explored the Internet, you might want to explore this prolific source for embroidery designs. A good place to start would be the Buzz Tools® website at <http://buzztools.com> and using the left menu, navigate to the *Free Stuff* page. Our web site offers a place to share designs, participate design swaps, project ideas and of course obtain support for Buzz Tools® products. Many of the designs shown in the examples are available here.

## Including ZIP's in Your Catalog

It is easy to include ZIP archives in your catalog. When you first open Buzz-Catalog or when you select **File > New Catalog**, the *Select Files* dialog opens. Choose from the following ZIP display options:

*None:* ZIP archives are not included in your catalog.



*Figure 6-2 The design on the right is ZIP'd and shows the name of the ZIP archive right after the file name.*

*As Files:* The files within each ZIP archive are treated as other files in your catalog and are displayed along side other “unzipped” files in same folder. The files are sorted by the file name and not the name of the ZIP archive that contains them. The name of the file is displayed before the name of the ZIP and is separated from it by a >.

*As Folders:* (Not shown) The ZIP archives are treated as folders within Buzz-Catalog. It is important to remember that if you select this option, each ZIP will start on its own page in the catalog. If you happen to have a lot of ZIP archives in your catalog that contain only one file each, you will end up with lots of pages in your catalog with only one design per page.

## Extracting ZIP'd Designs

If you always use Buzz-Catalog to launch your embroidery software and to open your designs, you do not need to extract your designs from their ZIP archives. If you want to be able to open them directly from your embroidery software, you will need to extract your designs from their ZIP archives. This tool has the following limitations:

- The extracted files are always placed in the same folder as the original zip.
- ZIP archives with passwords are not displayed in the catalog and are NOT available for extraction.
- Zipped files that contain zipped files need to be extracted to single zipped files before they can be viewed and processed by Buzz-Catalog.

## How to extract or unzip all of the files contained within ZIP archives:

- 1 BACKUP the original ZIP archives. You can do this by copying the ZIP archives to CD's or to another type of removable media. Label, date and put the backups in a safe location away from excessive heat. This is especially important if you are going to have Buzz-Catalog delete the original designs in the ZIP archives after it has extracted them.
- 2 Start Buzz-Catalog
- 3 Using the **Select Files** dialog, choose the filetype \*.\* and zip display option *As Files*.

**NOTE** Although you can extract ZIP archives when your ZIP's are displayed *As Folders*, it can be more confusing for the beginning user as the extracted files are not displayed adjacent to the original ZIP'd design. If you do have your ZIP's display *As Folders* you will need to create a new catalog or refresh the existing catalog before your extracted files will display.

- 4 Choose the folders that contain the ZIP's you want to extract from. If you do not want to extract an entire folder of ZIP's, select the individual ZIP archives of interest to you.
- 5 Click **OK** to display your catalog.

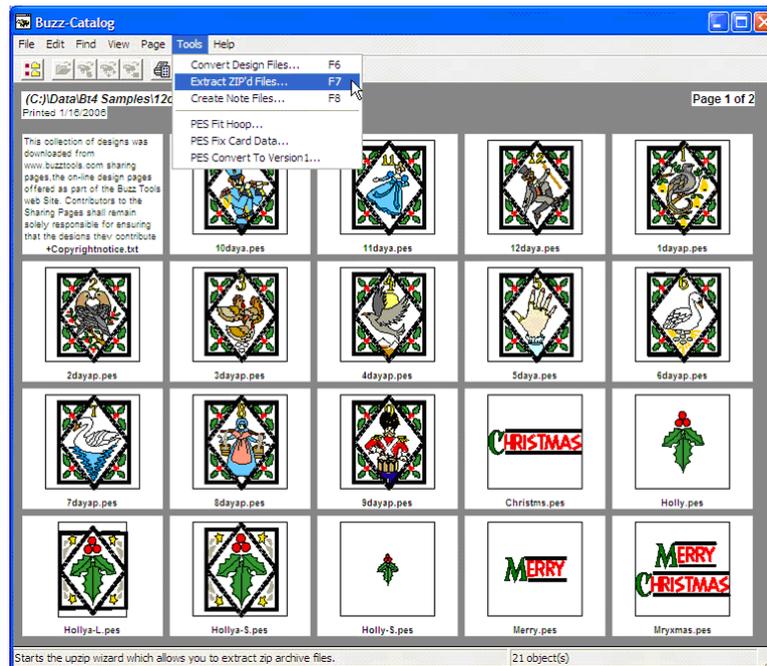
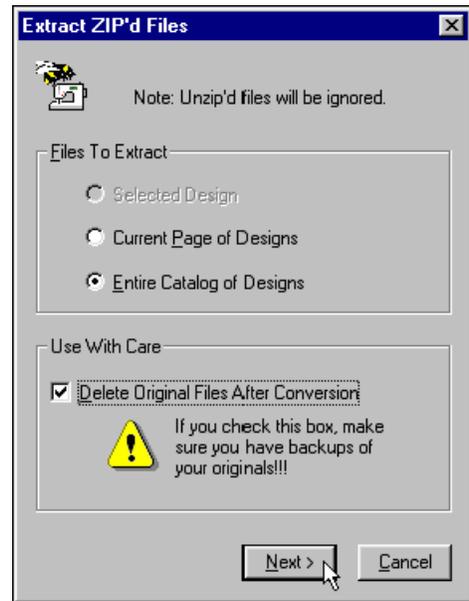


Figure 6-3 Catalog is displayed and ZIP'd files are ready for extraction.

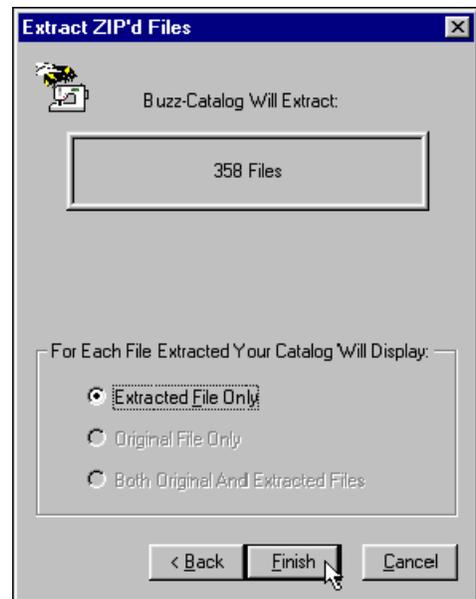
- 6 Once your catalog is displayed, select **Tools > Extract ZIP'd Files....** Alternatively, you can click the **Extract ZIP's Files** toolbar button to open the wizard.

- 7 Choose to extract files from the entire catalog and since you already backed up your ZIP archives (you did, didn't you?) choose to have Buzz-Catalog delete the original file after extraction. Click **Next >** to continue.



- 8 Buzz-Catalog displays the number of files that will be extracted along with your display options. Since you elected to delete the original ZIP archive, only the *Extracted File Only* option will be active. Click **Finish** to extract the files.

Since we previously selected the Delete Original Files option, the files will be deleted from the ZIP archives after extraction. If all the files are deleted from a specific ZIP archive, the ZIP archive itself is deleted.



**NOTE** If your designs are located on a CD, you must first copy the files from the CD to a folder on your hard drive. Because Buzz-Catalog saves the processed designs back to the original location, the drive the designs are located on can not be read only. When you follow this process, you can not choose the delete option in the wizard because the file attributes of the copied files is retained from the CD, a read only medium.

## Chapter 7

# Organizing Your Designs

As you recall, Buzz-Catalog displays your designs in the same folder structure as you have on your disk. By showing you what you have Buzz-Catalog can help you in locating your designs and when used along side of Explorer, Buzz-Catalog becomes a powerful tool for organizing your designs.

## Organizing Considerations

Before you start organizing your designs, you need to give some thought as to what will work best for you. These are items of personal choice and must be decided by you.

- Would you prefer to have all of your designs stored on your computer's hard drive or on an external hard drive that can be transferred between computers?
- Do you want (or need) to keep track of the designs origin?
- Do you want to keep the original design files or do you want all of your designs converted before you file them?
- Do you want your designs filed by design category or subcategory (for example: "D:\designs\flowers\cutwork")?
- Do you want your designs filed by digitizer, design company or website (for example: "D:\designs\purchased\Dakota Collectibles\web samples")?
- Will you be keeping note files with design information in them so that you can do simple searches for design information? If so, you may want to create these design notes before you convert or organize your designs, especially if you need to include some of the original design information in these files. *For more information on searching for designs see "Finding Files or Folders" on page 34.*

**NOTE** There is no RIGHT or WRONG way to organize your design files. If you can locate the designs you want to use without getting frustrated, your system is working! Just remember that you have to take the time to put an organizing system into practice in order for it to work.

## Organizing Your Designs

Once you make these decisions, you are ready to start organizing. When you are organizing designs stored on a hard drive, it is easiest to catalog an entire drive of designs and work through it one folder at a time.

## Organizing Designs Stored on Hard Drives

- 1 Open Buzz-Catalog along side of Explorer (both showing the same folder and each displayed on half of the screen).

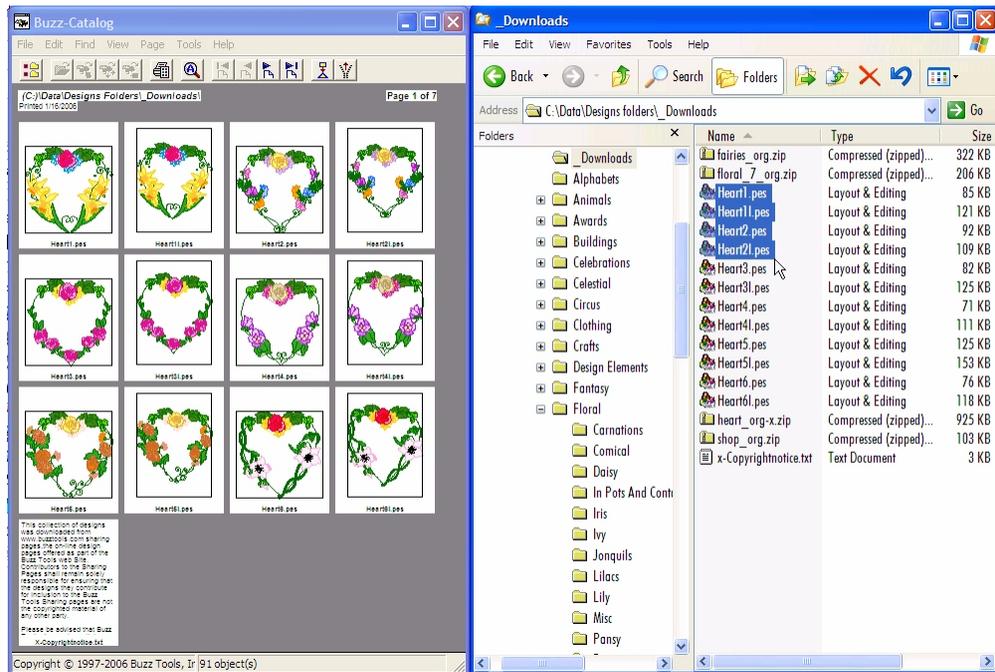


Figure 7-1 Buzz-Catalog & Windows Explorer open at the same time

### TIP to create a similar display on your computer, do the following:

- \* Close programs except Buzz-Catalog and create a catalog for the folder you wish to organize.
- \* RIGHT click on the **Start** button, select **Explore** and navigate to the same folder.
- \* RIGHT click on the *Windows Taskbar* and select **Tile Windows Horizontally**.

- 2 Now that you can see your designs, decide what design to drag and drop within Explorer - you can not drag from Buzz-Catalog to Explorer, this program is used as a guide to make sense of the filenames you see in Explorer. If you are keeping text files with design information, you will need to move these along with the design files. Also, don't forget to move companion files like PEM, BMP and LAY files.
- 3 You can use Explorer to add folders for your different categories and even rename your design files. You can set up subjects like Flowers, Animals and may even set up folders under these to refine the categories even more.
- 4 When you are finished moving the contents of a folder, click on your Buzz-Catalog window to activate it and press **Ctrl + R** to refresh your catalog. Since you originally cataloged the entire disk, all folders and designs are updated to reflect the changes you just made.
- 5 Continue this process, one folder at a time until you have gone through all of your design folders.

This actually goes very fast. When you are all done, you may want to print your catalog. Alternatively you can just use your catalog online and double-click on the designs to start your embroidery program.

**NOTE** Designs files on your computer are no different than any other filetype - graphic, text, PDF, etc... - when it comes to using Windows Explorer to organize them! If you take a general computer class or pick up a book at the library on using Windows Explorer, this information will be completely applicable to manipulating your embroidery files.

## Printing Your Organized Catalog

When you are finished organizing your designs, you may want to print a catalog for it. First, set up your view and page layout options as desired and then select **File > Print Summary**.



**NOTE** Some people choose the following settings when printing thumbnail catalogs:

Under the View menu:

Uncheck Show Hoop  
Uncheck Show border

Select **File > Page Layout** and choose the following settings in the dialog:

Summary:	Filename Only
Orientation:	Portrait
Columns:	5
Rows:	6

## Appendix A Shortcut Keys

### General

To Do This	Toolbar Button	Shortcut
Help		F1
Delete Selected Design		Delete or Ctrl + D
Print		Ctrl + P
Open design in BuzzBox		
Open design in BuzzEdit		Ctrl + B
Open design in BuzzSize		Ctrl + B
Exit		Alt + F4

### Viewing

To Do This	Toolbar Button	Shortcut
New Catalog		Ctrl + N
Refresh Catalog		Ctrl + R
View Table of Contents		Ctrl + T

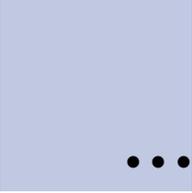
To Do This	Toolbar Button	Shortcut
View Actual Size		Ctrl + A
Page Up		Page Up
Page Down		Page Down
First Page		Home
Last Page		End
Go to Page Number		Ctrl + G

## Searching

To Do This	Toolbar Button	Shortcut
Find in Text		F5
Find Files or Folders		F4
Find Next		F3

## Tools

To Do This	Toolbar Button	Shortcut
Convert Designs		F6
Extract ZIP'd Files		F7
Create Note Files		F8



## Appendix B Additional Information

### Command Reference

The Buzz-Catalog online help provides additional information about Buzz Tools® Plus and includes a detailed command reference. You can access the Buzz-Catalog online help by selecting **Help > Contents**.

### Supported Formats

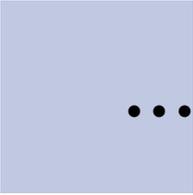
Buzz Tools® Plus version 4 supports numerous file formats and embroidery hoops. We do not list the filetypes and hoops in the manual or the online help because this information frequently changes as new formats and hoops are added with program updates. To find out what embroidery formats are supported, select **Help > About**.

### Explorer Tools

You can use Buzz-Catalog to set up the Windows Explorer file associations for your embroidery software. The advantage of doing it within Buzz-Catalog is that Buzz Tools® Plus includes a utility Buzz-Open that can assist opening design files if required by your embroidery software. The *Filetype Wizard*, which runs the first time Buzz-Catalog is run or by selecting **File > Settings** does not set up Windows file associations as we did not want to overwrite any existing file associations you may already use. Therefore, to take advantage of this feature, you need to define your on-the-fly settings manually and click the **Use Same File Association For Windows Explorer** button (*see “To manually change your on-the-fly settings:” on page 24*).

- **Layout & Editing users** may want to use Buzz-Catalog to set up Windows file associations for PEC, PEL, PEM or PES files.
- **PC-Designer users** may want to use Buzz-Catalog to set up Windows file associations for PCS, PCD, or PCQ files.
- **Professional Sew Ware users** may want to use Buzz-Catalog to set up Windows file associations for XXX files.
- **Amazing Box, DreamBox, or MagicBox users** may want to use Buzz-Catalog to set up Windows Explorer associations for all the supported embroidery filetypes.

**NOTE** Buzz-Catalog knows what programs need the Buzz-Open utility. Just tell Buzz-Catalog the name of your embroidery software before you click the **Use Same File Associations for Windows Explorer** button and Buzz-Catalog will set it up correctly for you.



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