



Châtelaine  
DESIGN

# USING PATTERN KEEPER FOR CHATELAINÉ PDFs

These wonderful instructions are brought to you by the talented Deb Draeger! Be sure to check out her YouTube channel, [The Traveling Stocking Stitcher](#), for more inspiring content, and follow her on Instagram [@thetravelingstockingstitcher](#) to stay updated on her creative journey!

If you have questions about these instructions, please visit the [Pattern Keeper Facebook Group](#), contact Deb via [thetravelingstockingstitcher@gmail.com](mailto:thetravelingstockingstitcher@gmail.com) or go to the [Châtelaine Support Group](#).



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## USING PATTERN KEEPER FOR CHATELAINE PDFS

Getting a Chatelaine PDF into Pattern Keeper may require some effort, but it usually can be done. Each chart may act a bit differently. Occasionally a chart may load without intervention, but most require some manual adjustment. The instructions below should help in most situations. If the chart includes both color and black & white versions of the chart, load only the black & white; the colors will be filled in as you mark off completed stitches in Pattern Keeper.

**NOTE:** “Old Class File” designs that were originally released in sections are broken up into multiple stand-alone charts, so each section may need to be loaded into Pattern Keeper as a separate chart. However, if the chart is just divided into four quadrants, each one corner of the design, all should be loaded together and PK will consolidate them into a single chart.

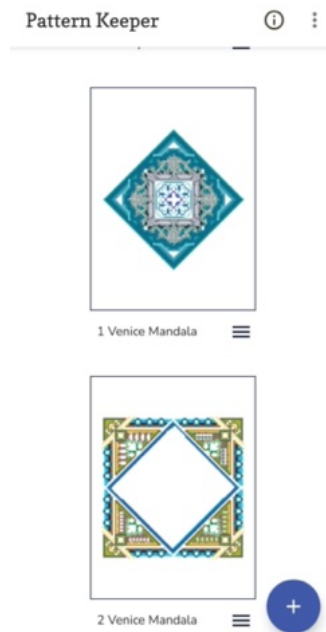
## BENEFITS OF USING PK FOR CHATELAINES

- Makes it easy to find all symbols of a selected color.
- Allows you to mark off stitches to be able to see what is completed, which also helps with areas of confetti and the risk of missed stitches.
- Once you link the color to the symbol, you never need to refer to the key again which can be difficult to read in Chatelaine charts.
- You don't need to be confused by similar symbols (arrows pointing left vs. right, big dot vs. little dot, etc.) because PK highlights one symbol at a time and shows you the color associated with it.
- It eliminates the issue with page breaks as PK will knit pages together so you don't have to work off different pages, especially when stitching the center. There usually aren't overlapping grayed out rows or columns on the paper copies, so you don't have reference points when using a version that spans multiple pages.
- Allows you to track your progress. Although, if it is an “Old Class File” chart, you will need to keep a spreadsheet because you have to stitch (and re-stitch) recurring motifs.
- You don't have to worry about ruining all your hard work and beautiful materials with an ink accident as you don't need a highlighter or pen to mark off stitches.
- The Chatelaine Support Group and Stitching With Pattern Keeper Facebook Groups are great resources for support, advice and trouble-shooting assistance.
- The PK app remains open to your chart as opposed to a PDF that will timeout and close unless you override timeout settings on your device.

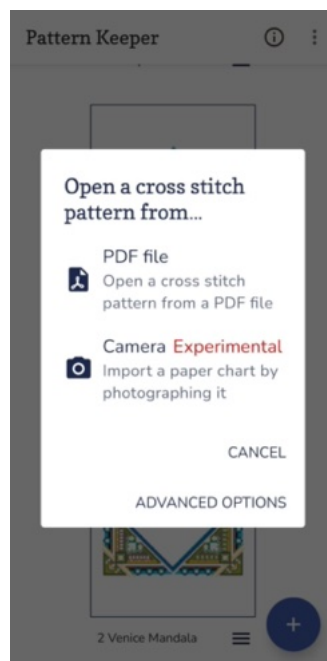
See the **TIPS & TROUBLESHOOTING** section if you run into issues.

# HOW TO LOAD A CHATELAINE PDF CHART INTO PATTERN KEEPER

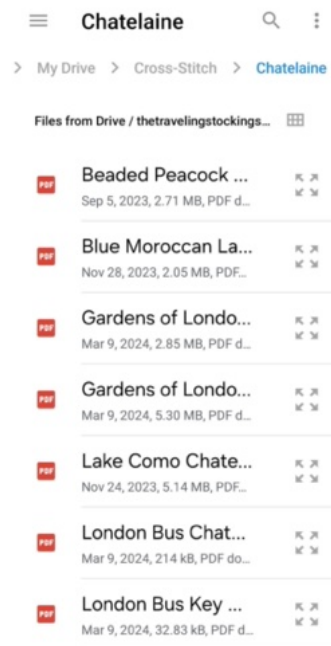
1. Open Pattern Keeper and click + to add a chart.



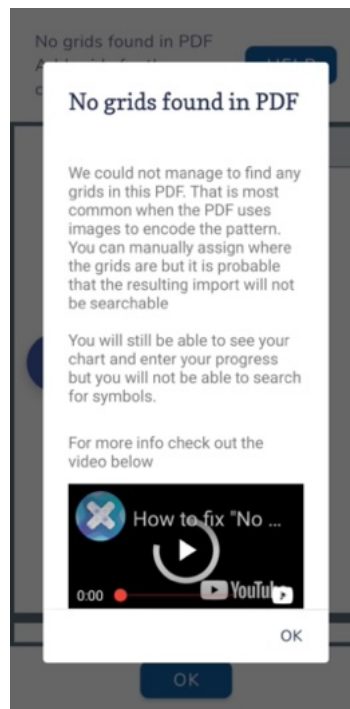
2. Select PDF file.



3. Select the PDF file to load.

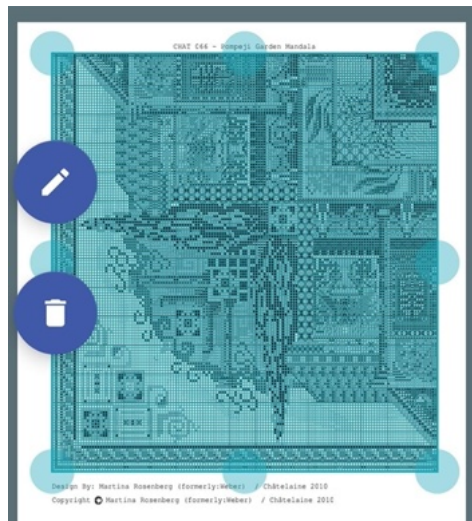


4. You may get a message "No grids found in PDF". Click OK.



5. Scroll down to the **first black & white chart** (the design will likely be broken up into multiple charts).

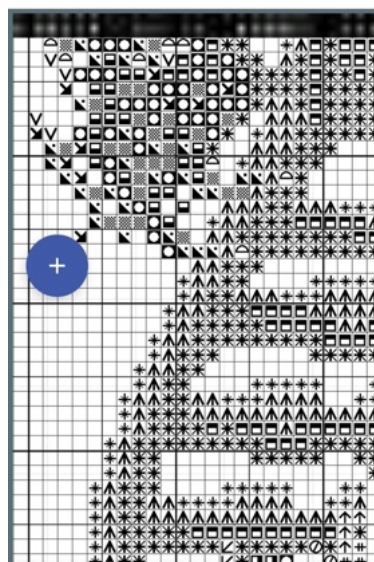
- If the charts are already highlighted with a turquoise grid as shown below, **go to Step 11**.
- If the charts are not highlighted, skip to the next step.



6. If no charts are highlighted, a message will appear at the top: “No grids found in PDF. Add grids for the pages containing the chart.” Scroll through to find the first black & white chart and count the number of squares (width and height) for the selected chart grid area (not just the stitched area). Then click the + button.

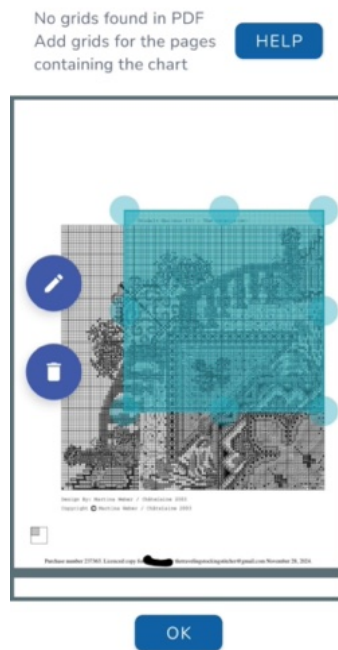
No grids found in PDF  
Add grids for the pages  
containing the chart

HELP

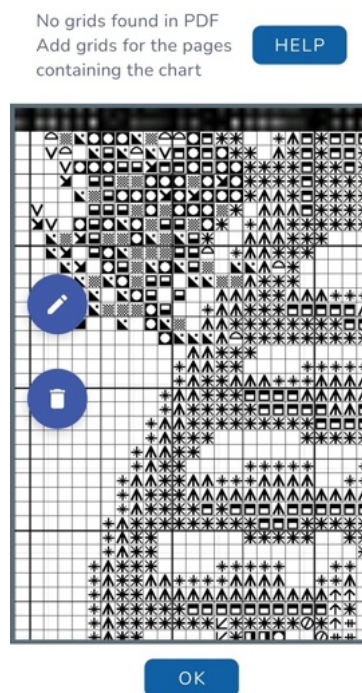


OK

7. A 10 x 10 turquoise grid will appear. **Stretch** the grid using the circles on the edges as handles to align it with the grid of the chart. You may find it easier to use the center circles to get it to match up with the edges. If you use the handles in the corners you have to get both the vertical and horizontal lines accurate at the same time which is trickier. You can zoom out the screen with your fingers to increase the image to make it easier to see.



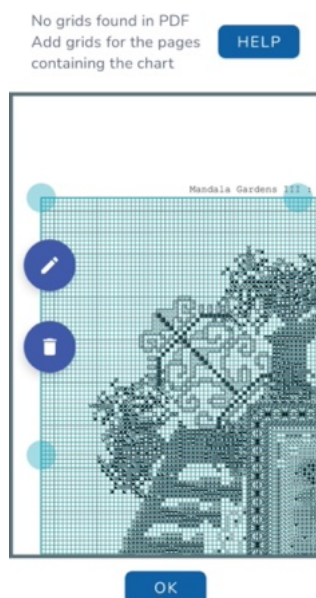
8. When the grid is aligned, click the **pencil** icon.



9. Enter the area numbers in the **Width** and **Height** fields (the defaults are 10), then click **OK**.



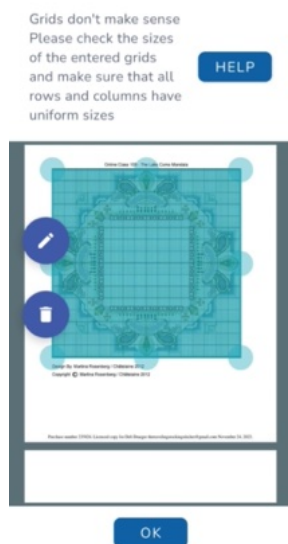
10. Adjust the turquoise grid if needed. Make sure the gridlines exactly overlay on top of the chart. If not, the symbols won't display correctly in Pattern Keeper.



11. If the design is part of a class with stand-alone motif charts that need to be loaded individually, go to **Step 12**. If not and there are more charts, scroll to the next black & white page and **repeat steps 5-10** until all black & white versions are gridded, then go to **Step 13**.



12. Scroll through from beginning to end and click the **Trash Can** icon on any pages with a turquoise grid over a **color** chart. (There may not be any if PK was unable to detect any grids.) If the design is part of a class to be loaded individually, you will also need to use the **Trash Can** to delete any other black & white charts with a turquoise grid except the one you are currently loading. If there are any extra charts such as a bonus chart or alternative motif, delete those also and load them separately. When all unnecessary charts are deleted, click **OK**.

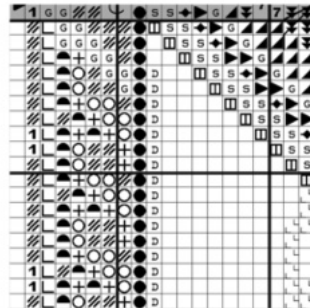


13. When all charts are identified for loading, click **OK**.



14. If you get a message “Does the chart excerpt below have any shaded or lightly colored rows or columns at the edge?” with an image that shows part of the chart, select **No** or **Yes** as appropriate. If **Yes**, go to **Step 15**. If **No**, skip to **Step 16**.

Does the chart excerpt below have any shaded or lightly colored rows or columns at the edges?

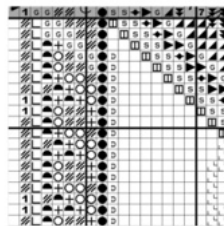


NO YES

15. **Choose** the overlap from the drop-down list and click **OK**. In this example, choose 1.

How big is the overlap?

3



OK

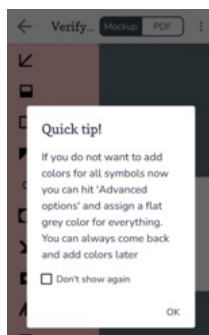
16. It’s unlikely the floss colors will load automatically. If you see a message that the thread numbers could not be imported, click the **Input thread numbers** button.



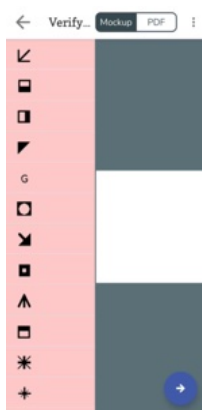
We successfully imported your charts but we could not import all thread numbers. Please input the missing numbers and verify that the legend and mockup looks correct.

INPUT THREAD NUMBERS

17. You may get a **Quick Tip** message that if you don't want to add the colors now, you can assign a flat grey color. If so, click **OK**.

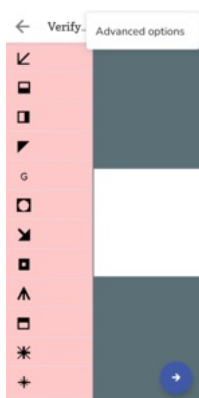


18. If you want to continue adding the colors now, click the **three vertical dots** in the upper right-hand corner. Otherwise, click the **RIGHT** arrow to complete the load process. (Refer to the **HOW TO LOAD COLORS AFTER THE CHART IS LOADED** section of the **TIPS FOR LOADING COLORS** area in the **TIPS & TROUBLESHOOTING** section when you are ready to associate colors to symbols.)

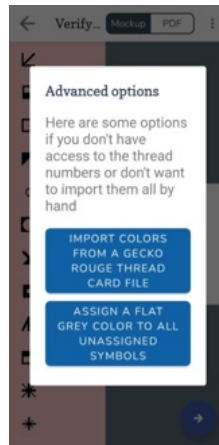


**NOTE:** If the design is part of a class, repeat the load process until all individual black & white charts are loaded individually. (See **TIPS FOR USING PATTERN KEEPER FOR CHARTS THAT ARE CLASSES** section.)

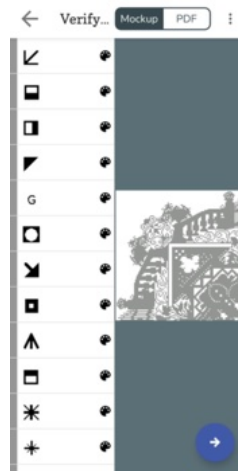
19. Select **Advanced Options** in the upper right corner..



20. Select **Assign a flat gray color** to all unassigned symbols.



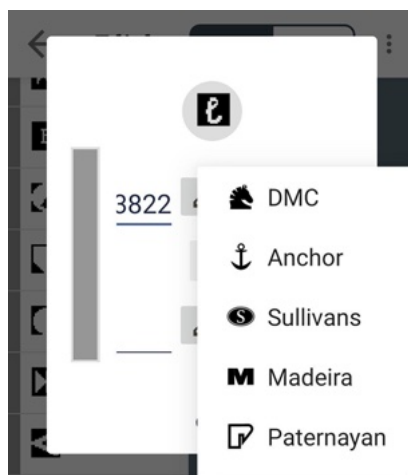
21. Select a **symbol** from the left panel. **NOTE:** If the symbols are unreadable, you may have to start over-- the grids may not have been aligned perfectly.



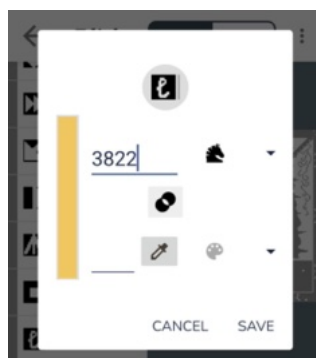
22. Enter the floss color **number** in the top field. **NOTE:** If two symbols are displayed in one box, they are fractionals. See Step 28.



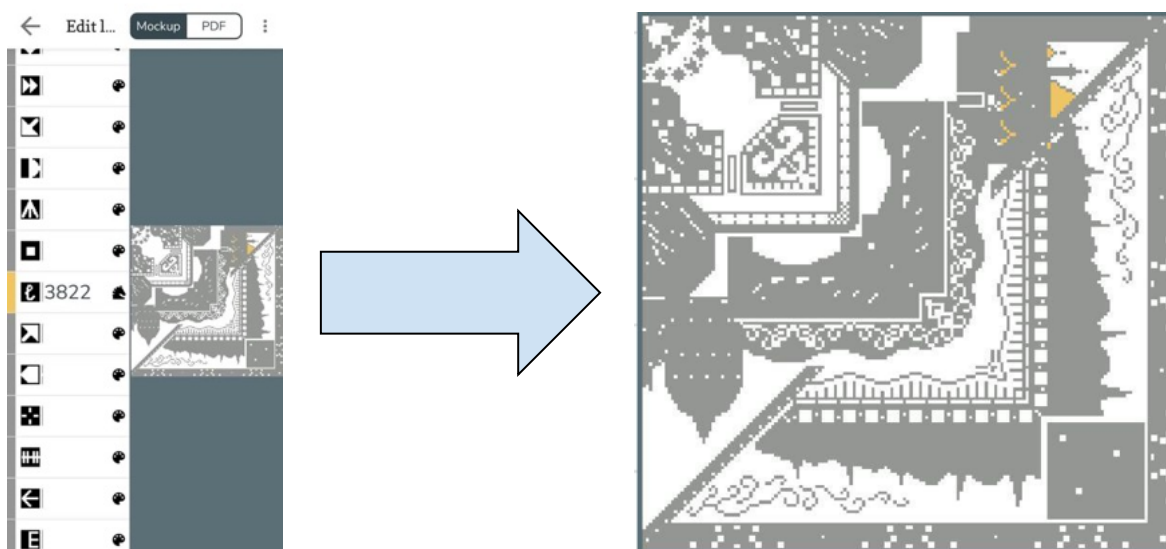
23. If the floss is DMC, open the drop-down list box to select **DMC**. You may have to scroll up to the top of the list to see it.



NOTE: When you select DMC, the vertical band along the left will show the actual color so you can verify if you've typed the right number.



24. Click **SAVE**. The added color will display to the left of the symbol and the number to the right in the floss list. The color will also be filled in on the mockup of the chart.



25. To enter non-DMC floss, **repeat Step 22**, but keep **Custom** (the default option that looks like an artist's palette) for specialty floss like Gloriana or Petite Treasure Braid. **HINT:** Capital letters are

typically used as symbols for Petite Treasure Braid. You may want to include the floss name also. The specialty floss color won't show automatically when using "Custom", so click the top **eye-dropper** icon.



26. **Click on a color** in the same color family of the floss you are entering.



27. To get closer to the actual color, **scroll horizontally** through the color hues at the bottom to select the right intensity and press **SELECT**.



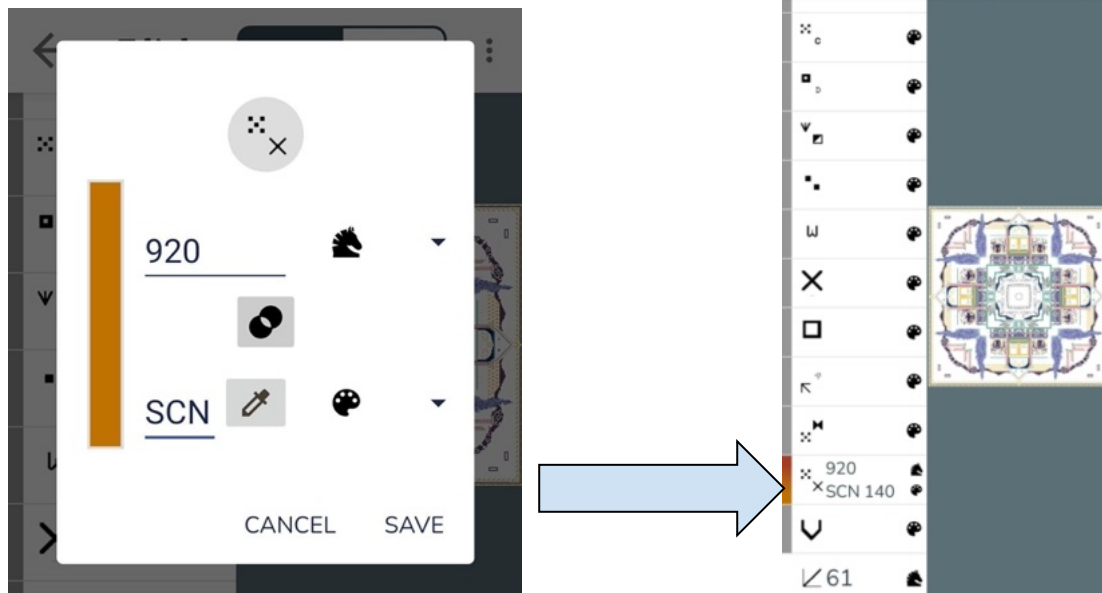
28. The color choice you made will appear on the left. Click **SAVE**.



29. If there are any tiny symbols, they represent fractionals:

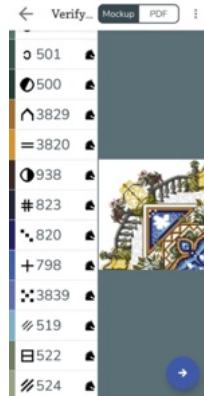
- Two different symbols represent fractional 3/4 stitches and should be entered as a blend.
- Two of the same symbols in one box represent half or tent stitches, and their orientation in the chart indicates the direction they should be stitched.
- One single small symbol represents an over one stitch, and the corner of the square it occupies in the chart describes the placement.

To enter colors for two symbols, put the information for the top symbol in the upper field area as usual. Then click the **Overlapping Circles** icon to enable the lower field typically used for blends. Enter the information for the lower symbol in the bottom portion of the window, using the lower **Eyedropper** icon if needed for a specialty floss, and click **SAVE**. Both of the icons and colors will be displayed in the floss list.



30. Repeat Steps 21-28 until all symbols are assigned a color. Do a gut check to make sure the colors entered look appropriate along the left side and in the mockup. (For additional tips, see the **TIPS FOR LOADING COLORS** area in the **TIPS & TROUBLESHOOTING** section.)

If everything looks okay, click the **Right Arrow** button to open the chart. If the design is part of a class, repeat the load process until all individual black & white charts are loaded into PK as separate charts. The colors will need to be added manually on each chart as well. See **TIPS FOR USING PATTERN KEEPER FOR CHARTS THAT ARE CLASSES** in the **TIPS & TROUBLESHOOTING** section.

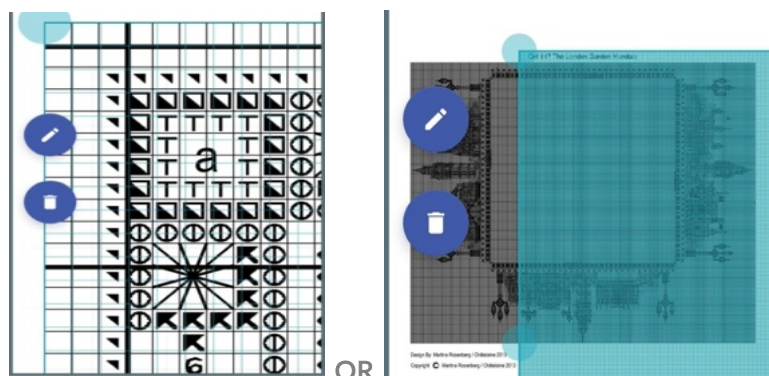


## TIPS & TROUBLESHOOTING

### LOAD EXCEPTIONS

#### *GRIDS DON'T LINE UP or GRID GOES BEYOND THE SCREEN EDGE*

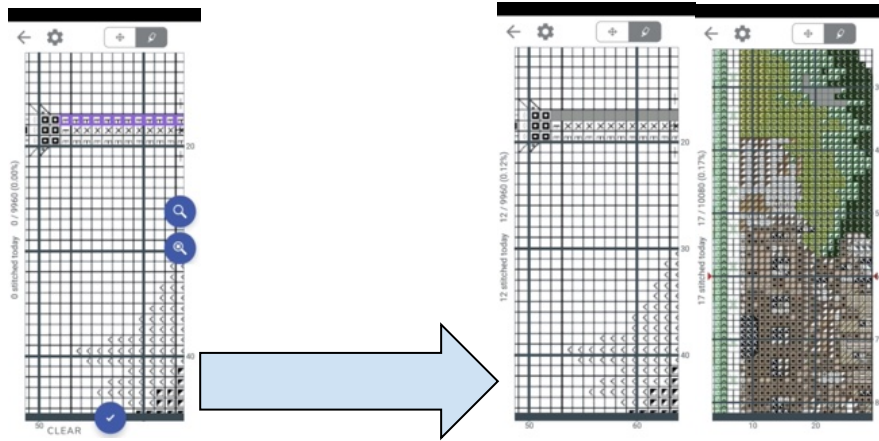
If you enter the width and length and the grids don't align or the grid goes off the edge of the screen so you can't use the handles to resize it, it is likely the chart was manipulated to fit it to a single page when the PDF was created. The workaround is to zoom in on the PDF and take screenshots of subsections of the chart, then convert the JPGs to PDFs to load individually.



1. Open the PDF outside of Pattern Keeper.
2. Zoom to display a smaller section of the chart (about ¼).
3. Take a screenshot of the zoomed subsection. Crop if needed, but leave some margins around the edges to give you room to position the grid.
4. Print the screenshot JPG as a PDF. (You may need to switch to Portrait or Landscape).
5. Load the PDF of the zoomed screenshot into PK using the usual load process.
6. Repeat for the other sections of the chart.



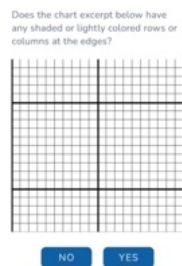
This is not a perfect solution as you will not be able to load the key for colors or search. You will only be able to move and mark off stitches. When highlighted stitches are updated, they will appear gray instead of the actual color. For this reason, you may want to load the color chart rather than the black & white. The image may also be a bit grainy. However, the chart may be difficult to read just from the PDF, so taking subset screenshots of the chart will help with readability, even if you don't turn them into PDFs to load them into PK.



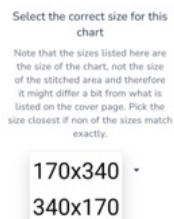
## BOTH COLOR AND BLACK & WHITE CHARTS LOAD AUTOMATICALLY

Sometimes a chart will load without allowing any intervention. While normally this would be ideal, with Chatelaines you may end up with both the color and black & white being loaded.

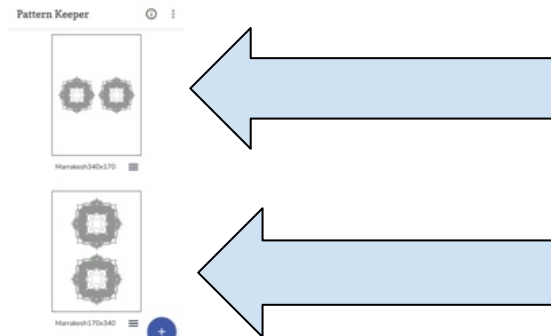
1. At the time of loading, PK may present you with a question about whether the chart has any overlap. Answer as appropriate for the example displayed.



2. Then you will be asked to select the correct size for this chart. If both the color and black & white charts are being loaded, the chart sizes may seem inaccurate with either the width or the length being double the size of the actual chart. If you want the charts to appear one on top of the other, select the smaller width option (e.g., 170x340). If you want them to display side-by-side, select the wider width option (e.g., 340x170).



- Having them placed horizontally may be easier when using PK on a tablet. Stacking them vertically may be easier when using PK on a phone. Because you have two charts, you will need to divide the total stitches in half if you track and your percentage will be lower than actual. It may actually be helpful to see both a color and black & white chart in PK at the same time.



- If you don't wish to see both charts, the workaround is to create a copy of the PDF that contains only the desired chart. You can do this by taking a screenshot of the one chart, converting the JPG by printing it to a PDF file, and loading just one that chart.
- Another option is to use software to remove PDF pages. The PK website includes this link: [ilovepdf.com pages.https://www.ilovepdf.com/remove-pages](https://www.ilovepdf.com/remove-pages)

## ADVANCED OPTIONS

There is an **ADVANCED OPTIONS** selection available after you click the + icon to load a file. When this is selected one of the **Advanced Import Options** is **Show all steps**. This should prevent PK from making educated guesses and allow you to intervene if PK imports something with the wrong size or grid layout. However, there appears to be a bug that doesn't allow you to get beyond the question about whether there is an overlap despite there being no overlap in the chart which is typical in Chatelaines, so this is not recommended. It's not clear if this will be addressed in the new release of PK.



## CAMERA OPTION FOR LOADING

This is intended to be used to import a paper chart by photographing it. It is identified in PK as experimental. Positioning the grid is done with a long press to grab the corner handles and it isn't as easy to align. For this reason it is preferable to turn a photograph into a PDF as described earlier.



## CHART WILL NOT LOAD

Sometimes a chart just won't load. If it is part of a class, at least you may be able to stitch the other charts using PK and only need to use the PDF for the odd chart that PK doesn't accept.

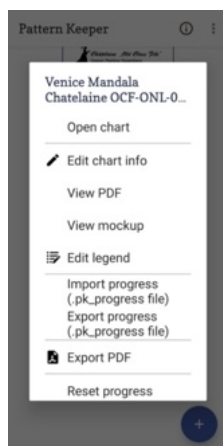
## TIPS FOR LOADING COLORS

### HOW TO LOAD COLORS AFTER THE CHART IS LOADED

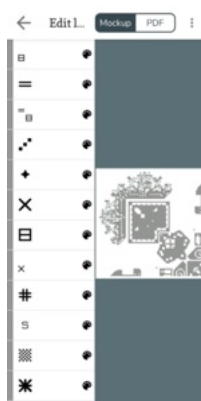
1. If you prefer to delay loading colors when loading the chart, click the **Hamburger Menu** icon (three horizontal lines) to the bottom right of the chart on the PK home page.



2. Select **Edit legend** from the menu.



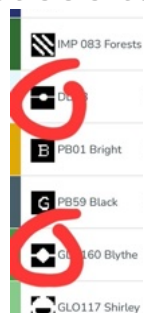
3. Refer to Steps 21-30 in the HOW TO LOAD A CHATELAINE PDF CHART INTO PATTERN KEEPER procedure to associate colors to symbols for DMC, non-DMC specialty fibers and fractional stitches.



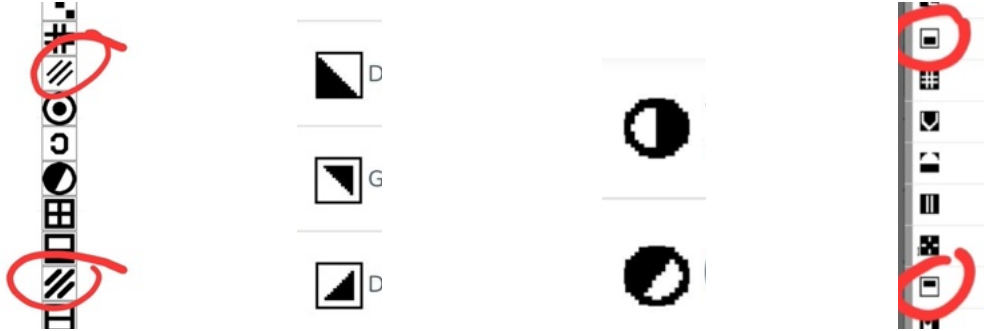
## TIPS TO DIFFERENTIATE BETWEEN SIMILAR SYMBOLS

Chatelaine charts often have similar symbols. Some suggestions for how to resolve this:

- Review all symbols in the key to make sure there isn't a closer match.



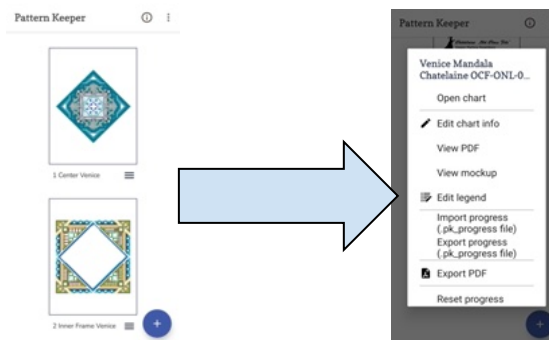
- Watch out for similar or reverse image symbols so you don't enter the wrong color.



- When there are similar or reverse image symbols, compare the black and white key to the color key symbols.

Black & White Key		Vs.	Color Key	
	Pine tree green 3818			Pine tree green 3818
	Cliff grey 3021			Cliff grey 3021

- Enter one possible floss color and then check the mock up to see if the color looks right.
- Select some stitches on the grid and mark them as complete. Do they look appropriate for their placement? For example, are the highlighted squares orange on a motif that is a leaf and should be green?
- Look at finished versions of the design on [www.chatelainegallery.com](http://www.chatelainegallery.com) to verify the color.
- Check to see if the design is on the [Chatelaine errata list](#) and search the [Chatelaine Gallery](#) to see if the design has a Tips, Hints and Errata section.
- View the mockup when entering colors as a double check that nothing is obviously wrong. **Click the Hamburger menu icon** (three horizontal lines) on the bottom right of the chart on the PK home page, then select **View mockup** from the menu.

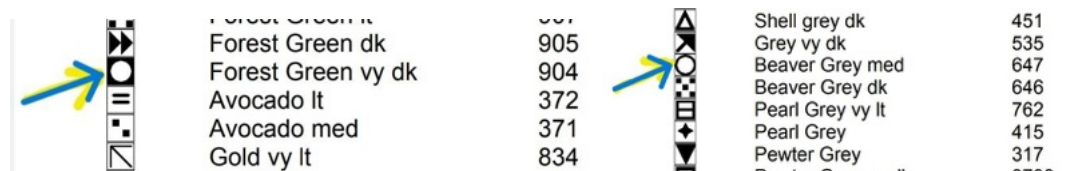


- Colors have to be loaded on each class chart. If you have PK on two devices (phone and tablet), you may want to use one device to view a completed chart when entering colors for another chart on the other device.
- Use the Dark Theme Setting to look at the negative image of symbols. (See **NEGATIVE IMAGE SYMBOLS** section.)

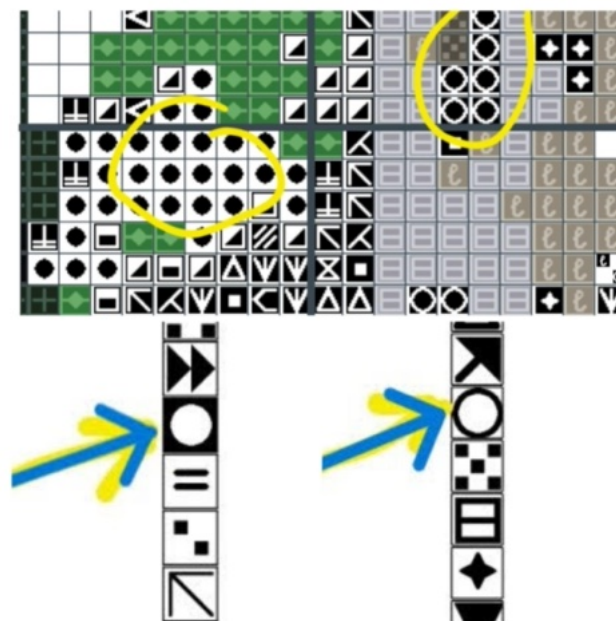
## NEGATIVE IMAGE SYMBOLS

Some symbols on Chatelaine charts can appear as negative images in Pattern Keeper.

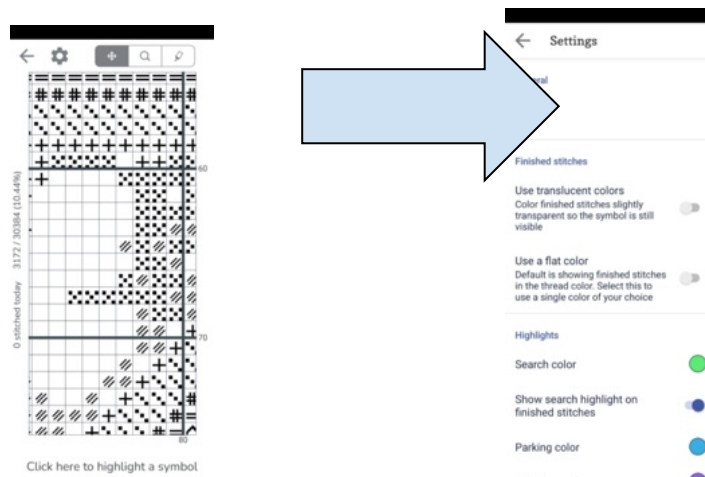
In the first example on the left, the symbol on the key for 904 (Forest Green vy dk) looks like a white dot in a black box. On the right, the key shows 647 (Beaver Gray med) as a black circle inside a white box. These symbols could easily be confused with one another just on the chart.



On the chart in PK they appear as negative images: The symbol on the left for 904 displays as a black dot in a white box and the symbol on the right for 647 displays as a black circle inside a white box, the opposite of how they appear in the key.



To correct this, while in the chart open **Settings** (Gear icon) and toggle the **Theme** from **Light** to **Dark**.



This Light vs. Dark side-by-side comparison shows how the symbols display differently. Once you have associated the correct color that corresponds to the symbol, you can go back to Light Theme when stitching if preferred.

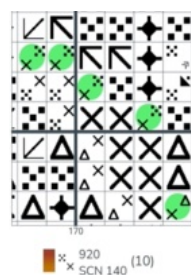


## TIPS FOR STITCHING CHATELAINES WITH PATTERN KEEPER

### FRACTIONALS

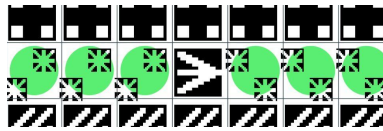
Chatelaines charts are one of the rare design exceptions where PK can handle fractional stitches because they appear as tiny symbols:

- Two different symbols in one square represent a pair of fractional  $\frac{3}{4}$  stitches of different colors and should be entered as a blend. (See Step 29 in HOW TO LOAD A CHATELAINE PDF CHART INTO PATTERN KEEPER.) The angle on the chart indicates which way the diagonal should face. The two colors, two symbols and two floss colors are shown at the bottom of the screen.

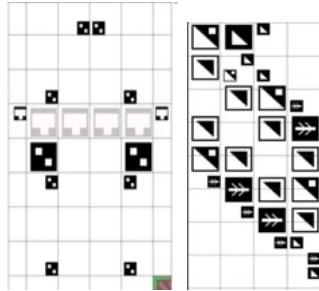




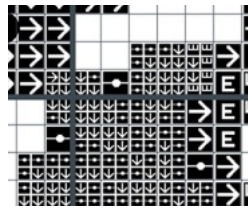
- Two of the same symbols in one square represent half or tent stitches. Connect the two symbols to determine the direction in which the half X should be stitched.



- One single tiny symbol in a square can represent an over-one stitch with the corner of the square it occupies describing the placement, or it could represent a  $\frac{3}{4}$  stitch without another color opposite. Use your judgment as to what would look better.

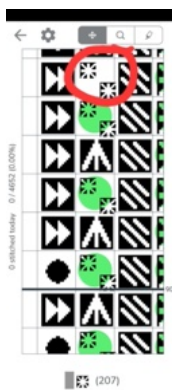


- Four symbols in one grid square indicate over-one stitches. Each symbol represents the color to be placed in each quadrant. These symbols cannot be loaded into PK. Refer to other full stitches with the same symbol in PK or to the PDF to determine the color.



- When stitching fractionals, be careful not to mark a square with more than one color as complete until all represented colors are stitched.
- Occasionally a stray symbol, usually fractional stitches, will not highlight and therefore cannot be checked off (Example 1). Conversely, once in a while not all the selected symbols will be highlighted (Example 2). This seems to occur most often when a full stitch is next to a fractional. Keep an eye out so you can stitch these at the same time.

Example 1

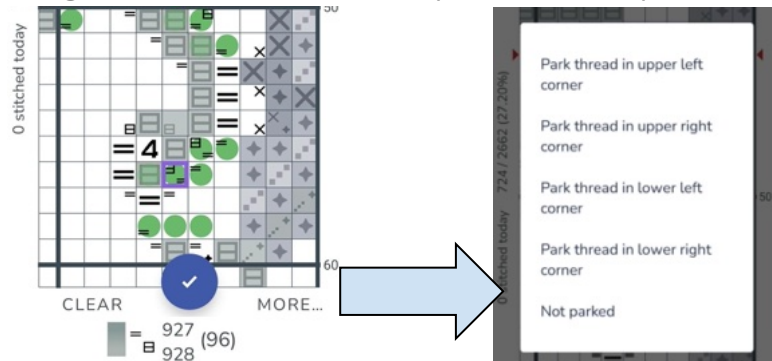


Example 2

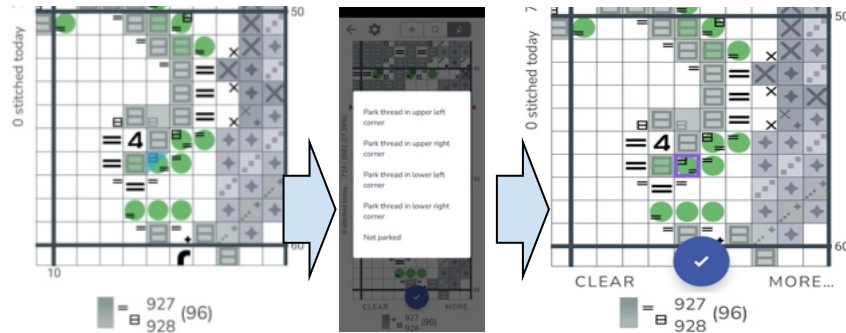




- You may want to use the **Parking** feature in PK to mark half of the square for  $\frac{3}{4}$  stitch fractionals until you complete the full square. With a split square selected, click **More...** on the bottom right. Then **select the corner** completed to mark as parked.



- The corner will show half the square on the diagonal marked. When both sides of the square have been stitched, remove the parking indicator by **selecting the square** and clicking **More...** again to change it to **Not parked**, then mark it complete.

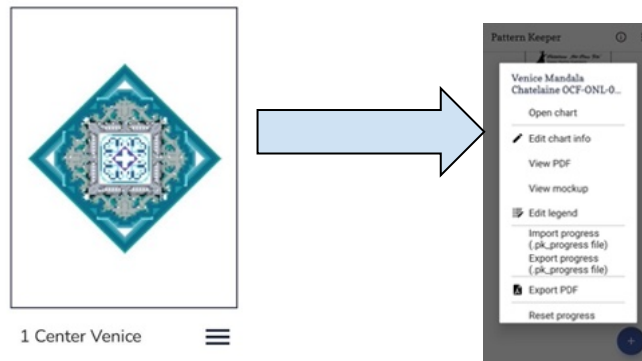


## SPECIALTY STITCHES, BEADS, BACKSTITCHING

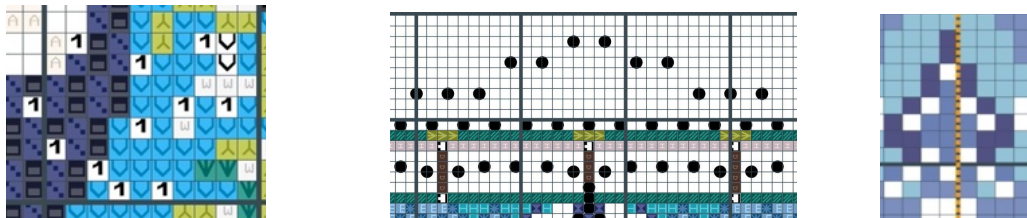
- Specialty stitches will appear as **blank spaces that take up more than one square**. Refer to written instructions in the PDF.



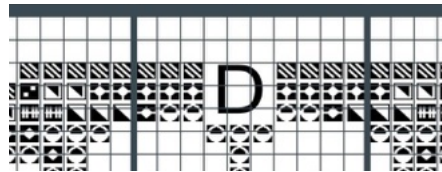
- You can access the PDF chart within PK by clicking on the **Hamburger** icon (three horizontal lines) to the bottom right of the chart on the PK home page. Then clicking **View PDF** from the menu.



- If beads display, they will usually be a **number**. If not, they may appear as **black dots** or **single blank squares**. They will not be selectable. Refer to the PDF if necessary.



- Larger embellishments such as crystals may show as an **overly large letter**.



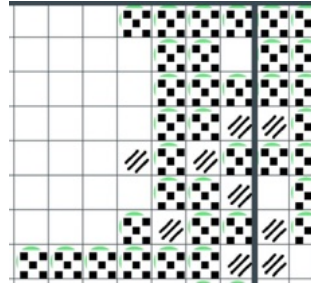
- If **blank or partial symbols** are in the floss list, they are probably part of the large letter that is used to identify a crystal. Mark it as white (DMC 000 or B5200) and check them off as complete.



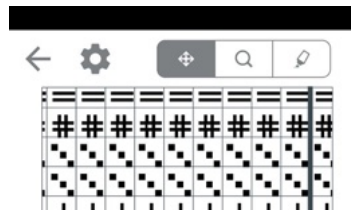
- As with all PK charts, **backstitching does not appear**. Refer to the PDF of the chart. Use both the black and white AND color charts as one may have clearer details.

## BOX DOES NOT HIGHLIGHT WHEN SEARCHING FOR A SYMBOL

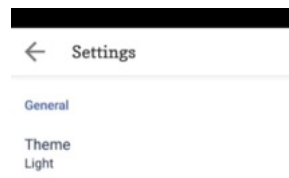
If you search for a symbol on some charts, the boxes may initially flash as highlighted in full, but then become only a small crescent around the sides of the box or not appear at all, making it hard to see which boxes are highlighted. The software used to create the chart has the symbol on white instead of a transparent background.



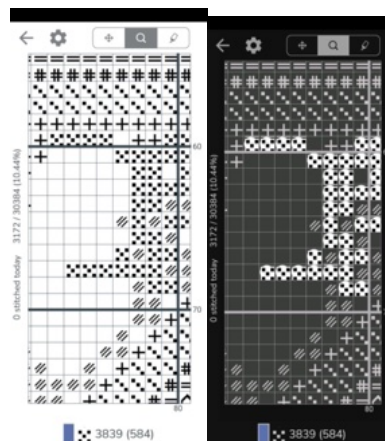
The workaround is to click the **Settings** (gear) icon.



Under **General** click on **Theme** and change from **Light** to **Dark**.

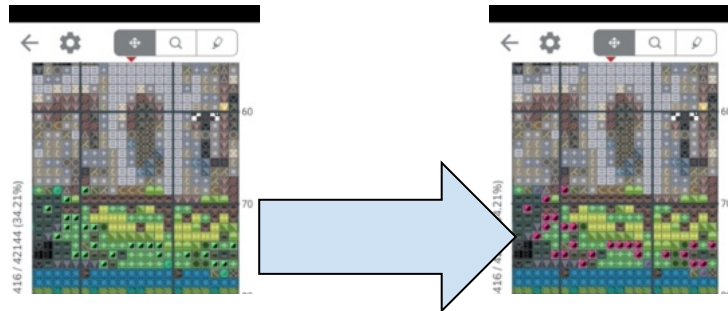


This will show the searched symbols in white. See the contrast below between the two settings. In this scenario, you will need to stitch with the Dark Theme turned on to see the highlights.



## CHANGE SEARCH COLOR TO MAKE SELECTED STITCHES EASIER TO SEE

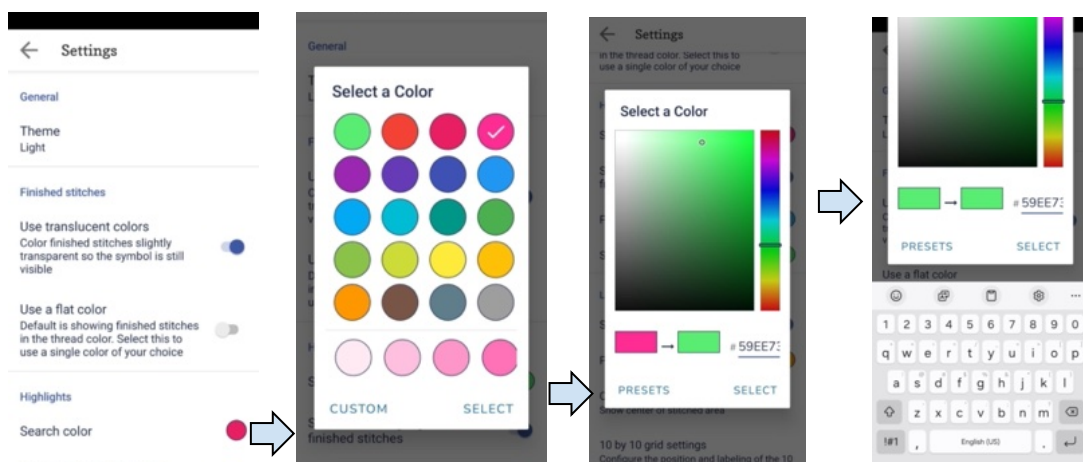
Many Chatelaines have garden motifs featuring many shades of green. As colors are filled in on the black and white chart, it becomes more difficult to distinguish when the highlighted squares use the default green search color. Using a different search color as shown below can help.



1. Click the **Settings gear icon** at the top of the screen.
2. Under **Highlights**, click on **Search color** to open the **Select a Color** screen, then choose a color with a higher contrast such as pink to make those squares stand out.

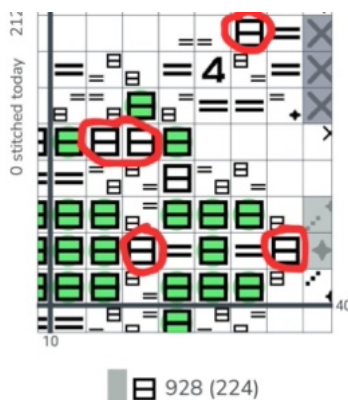


3. If you want to change the color back to the default green, go back to the **Settings** and click the **Search Color** again, then click **Custom** from the **Select a Color** screen and then enter the code for the default color **59EE73** in the **#** field and press **SELECT**.



## CAUTIONS

- If the same symbol appears in the chart more than once, searching for that symbol might not highlight all the boxes that appear to have the same symbol. Also note that the fractional stitches of the same color may not highlight when the full-stitch of the same color is highlighted.



- Class charts will include previously stitched elements as reference points to aid with placement. Don't restitch them. For more information, see **HOW TO HANDLE REFERENCE POINTS USED FOR PLACEMENT** in the **TIPS FOR USING PATTERN KEEPER FOR CHARTS THAT ARE CLASSES** section.

## TIPS FOR USING PATTERN KEEPER FOR OLD CLASS FILE (OCF) CHARTS

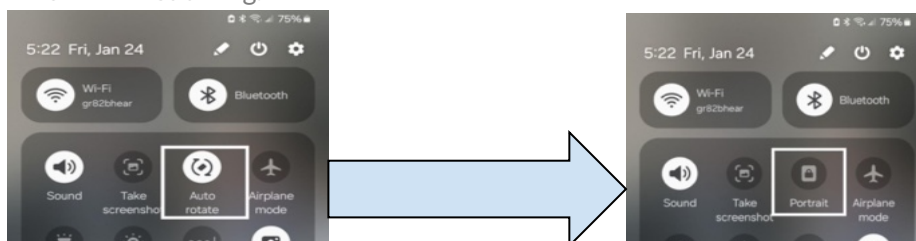
Some Chatelaine designs were divided into separate parts as they were originally released as Stitch-A-Longs (SALs). These are called “Old Class Files” (the chart number will have OCF as the prefix). Each class may need to be loaded separately in PK if they are a series of stand-alone charts. However, if the chart is just divided into four quadrants, each one corner of the design, all should be loaded at once. PK will consolidate them into a single chart, and the information below does not apply.

Follow the instructions for **HOW TO LOAD A CHATELAINE PDF CHART INTO PATTERN KEEPER** which includes information about how to load OCF class charts. Often classes are mandalas which have repeating motifs.

## HOW TO STITCH A MOTIF MULTIPLE TIMES FROM ONE CHART

- Chatelaines, usually mandalas and/or “Old Class File” charts, often have repeating motifs which will only have a single chart that you have to re-stitch multiple times.
- After stitching the motif once, you will need to clear the marked stitches from the chart so you can re-stitch them again.
- When you re-stitch a motif, you will need to orient the chart in a different direction. The easiest way is to turn your device 90, 180, 270 degrees, depending on whether you are stitching the motif on the right, bottom or left side of the mandala. (DO NOT turn your stitching.)
  - a. To do this, swipe down twice from the top of your device to display settings.

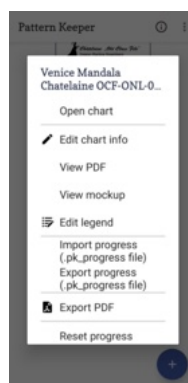
- b. Toggle from **Auto rotate** to **Portrait**. This will prevent your device from automatically rotating the image. You can toggle back to **Auto rotate** when you are done stitching.



- The motif will likely include reference points from other sections of the chart you have already stitched that you will want to mark as complete so you don't stitch them again. See [HOW TO HANDLE REFERENCE POINTS USED FOR PLACEMENT](#)
- If you like to keep track of your stitches, you will need to maintain this in a separate spreadsheet in which you subtract out reference points and multiply the number of stitches per motif by the number of times it recurs in the design. See [HOW TO TRACK PROGRESS FOR DESIGNS WITH MULTIPLE CHARTS](#).
- The default mockup that appears on the PK home page is the first page of the PDF. When you have multiple charts for the same design as with classes, you may want to change the name and display the actual mockup of the chart to distinguish them.
  - a. Click the **Hamburger** icon (three horizontal lines) to the bottom right of the chart.

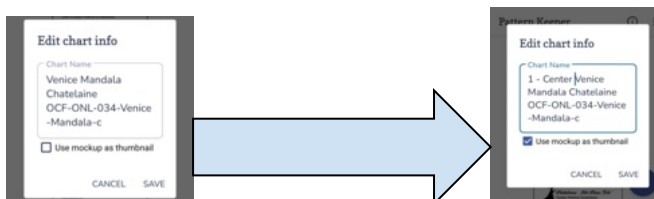


- b. Select **Edit chart info**

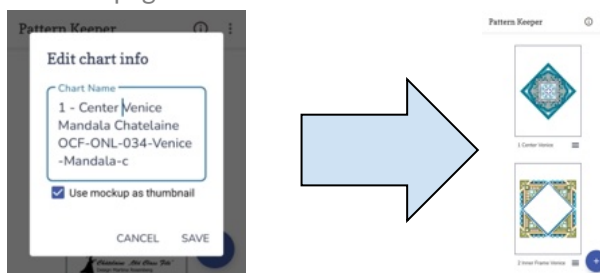




- c. On the **Edit chart info** window, change the **Chart Name** to something more descriptive such as adding **1 Center** in front of the design name on the center chart, **2 Inner Frame** on the next chart, etc. so you know what sequence they should be stitched.



- d. Also on this window, check the **Use mockup as thumbnail** checkbox so the chart picture will appear on the main page and click **SAVE**.



## HOW TO HANDLE REFERENCE POINTS USED FOR PLACEMENT ON CLASS CHARTS

- If a chart has a recurring motif that must be stitched multiple times, there usually will be reference points to help with placement.
- Mandala classes are usually stitched from the center outward. You should already have stitched the reference points in an earlier class, so you need to mark them as complete.

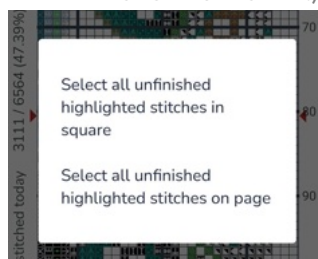
1. To speed the process, use the **Search** icon to highlight a color.



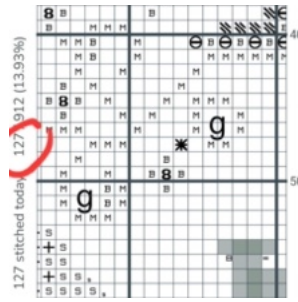
2. Click the **Highlight [pen]** icon, then **press and hold on one of the highlighted symbols**.



3. This will display a message that will provide two options to select all unfinished highlighted stitches **in square** or on **page**. If you want to mark squares complete just within the 10 x 10 square, select the first option. If you want to mark the squares complete for the page, select the second option. (Be aware that when you use this option, it may have selected some boxes that have not yet been stitched and you will need to unmark them.)



4. Press the **Checkmark** icon to mark the highlighted reference points as complete.
5. Continue until all symbols for the reference points are marked as complete.
6. **Make a note of the number of stitches** marked as complete and subtract this from the number of total stitches for this chart in a spreadsheet if you want to track your stitches.



- When you complete stitching the motif, you will need to deselect the stitched symbols so you can stitch them again. You can use the same method for mass selection as above by using the **Search**, then **Highlight**, then hold and press a marked symbol. When you make your selection, the **Frog** button can be clicked to unmark the stitched symbols. As noted before, be aware that you may be clearing some of the reference points in this process.

## HOW TO TRACK PROGRESS FOR DESIGNS WITH MULTIPLE CHARTS

- Before you begin stitching, create a spreadsheet with the columns: **CHART, # STITCHES, # COMPLETE, % COMPLETE.**
- In the **CHART** column (A), put a description of each chart in a row, e.g. Center, Inner Frame, Outer Frame, Corner Gate, etc. You may also want to reference how many times the chart needs to be stitched. For example: Corner Gate x 4
- In the **# STITCHES** column (B), enter a formula for the total stitch count for the chart from PK minus the number of reference point stitches. In this example, PK shows the chart has 1000 total stitches, and PK shows 100 stitches marked complete which are the reference points. (See **HOW TO HANDLE REFERENCE POINTS USED FOR PLACEMENT** section). The center chart usually doesn't have reference points, but in subsequent rows, there likely will be. The calculation  $=\text{SUM}(1000-100)$  should display as 900 total stitches. If the motif repeats, include in the formula the number of times it should be stitched. Using the same example if it appears four times,  $=\text{SUM}(1000-100)*4$  will be calculated as 3600 actual total stitches.
- In the **# COMPLETE** column (C), create a formula for the total number of completed stitches (**you will change this number manually each time you update the spreadsheet for this chart**) minus the number of reference points. Before you start stitching this will be zero, but let's say PK shows a total of 200 completed stitches on the first day you stitch on this chart. Change 0 to 200 in the formula  $=\text{SUM}(200-100)$  using the example above which should show a calculation of 100 actual completed stitches.
- In the **% COMPLETE** column (D), divide the **# COMPLETE** cell by the **# STITCHES** cell in the **same row** to get the actual percent of the chart completed. For example, in Row 3 for the Inner Frame,  $=\text{SUM}(C3/B3)$  will calculate to 11.11% of actual completed stitches (e.g., 100 completed stitches divided by 900 actual stitches not including reference stitches). In Row 4,  $=\text{SUM}(C4/B4)$  will calculate to 2.78% actual completed stitches (e.g., 100 completed stitches divided by 3600 actual total stitches not including reference numbers multiplied by the number of times the motif is repeated).
- Repeat these formulas on the other rows, adjusting for number of stitches, subtraction of reference points and multiplying of motifs for each chart.
- In the last row, calculate **TOTALS**:
  - Cell B5 is the sum of the **# STITCHES** column cells; in this example,  $=\text{SUM}(B2:B4)$ .



- Cell C5 is the sum of all the # COMPLETE column cells; in this example, =SUM(C2:C4).
- Cell D5 is the Column C Total divided by the Column B Total; in this example, =SUM(C5/B5)

In the spreadsheet below, Row 2 shows all stitches complete with no reference points or multiple motifs, Row 3 shows the calculations for the examples above without repeating motifs, and Row 4 shows the example above with the motif calculated by 4.

	A	B	C	D
1	<b>CHART</b>	<b># STITCHES</b>	<b># COMPLETE</b>	<b>% COMPLETE</b>
2	1 Center	1,000	1,000	100.00%
3	2 Frame	900	100	10.00%
4	3 Corner Motif x 4	3,600	100	2.78%
5	<b>TOTAL</b>	<b>5,500</b>	<b>1,200</b>	<b>21.82%</b>