How to Use the Character Map for Dingbats

by Jen White

Use the Character Map in Windows or Font Book on a Mac to utilize the amazing shape power of the mighty dingbat.
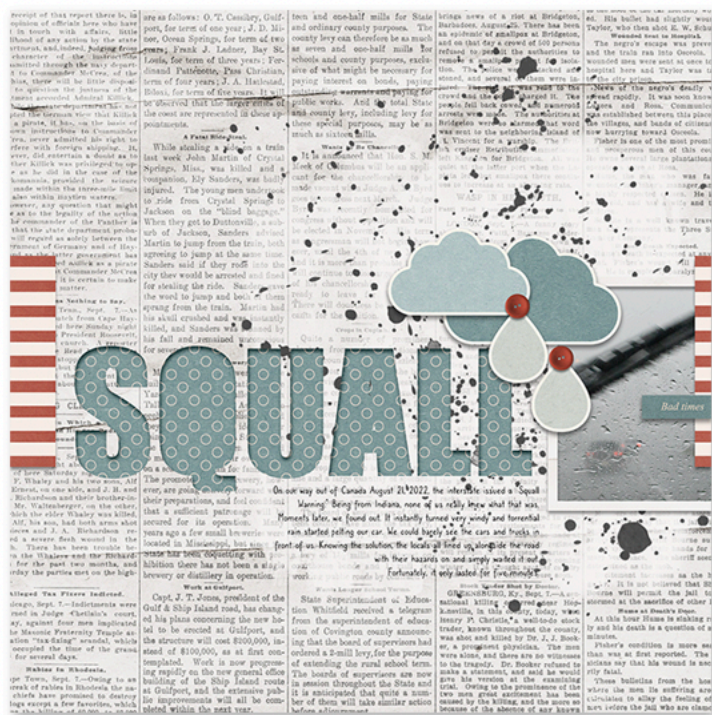
For this tutorial you will need:
- a dingbat font (provided in the download)
- Adobe Photoshop or Photoshop Elements

Important Links:
- Find this tutorial in Fundamentals.
- Terms of Use
- Website: www.DigitalScrapper.com
- Facebook Business Page
- Circle Community Group
- YouTube Channel
- Instagram
- Contact Us

See What Others Are Creating
- Join & visit our Community on Circle.

Quick Steps

- Download and install a dingbat font.
- Open a document and reset the Color Chips.
- Activate the dingbat font.
- Add a placeholder cursor and click the checkmark.
- **Windows Only:** Copy a dingbat character from the Character Map.
- **Mac Only:** Copy a dingbat character from Font Book.
- Paste in the copied character.

Dingbats are typically a font file that contains images. They are sometimes called Ornaments.

Download & Install a Dingbat Font

- Download a dingbat font or open the one included in the download folder for this video.
- Right click (Mac: Ctrl click) on the font file (usually a .otf or .ttf file) and choose Open.
- Click Install (Mac: Install Font).

Prepare Your Workspace

- Create a new 12x12 inch document (File > New > Blank File) at 300 ppi with a white background. (PS: Choose File > New.)
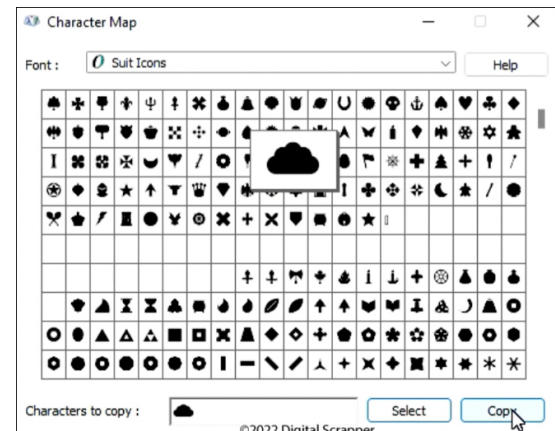- Press the letter D to reset the Color Chips to the default of black over white.

Activate the Dingbat Font & Place the Cursor

- Get the Horizontal Type tool.
- In the Tool Options, open the Font Picker and choose the dingbat font you just installed. I'll choose Suit Icons. Set the Size to 150.
- On the document, click once in the center to place the cursor, then click the checkmark to commit the change.

NOTE: In PSE, the document should still be blank. In PS, there should be Lorem Ipsum placeholder text.
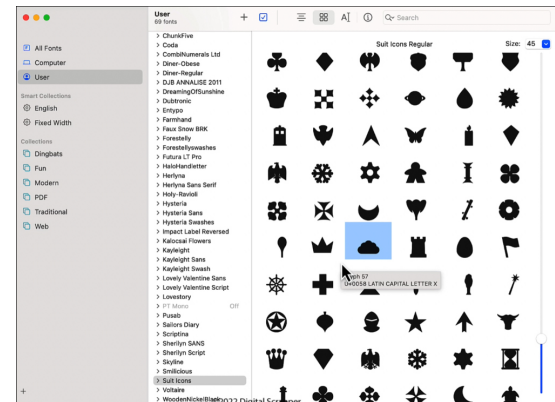
(Windows Only) Copy a Dingbat from the Character Map

- Click on Start and search for Character Map. Click to open the Character Map app.
- In the Character Map, open the Font dropdown menu and choose the dingbat font you're using on your document. I'll choose Suit Icons.
- Click on a character to preview it and select it.
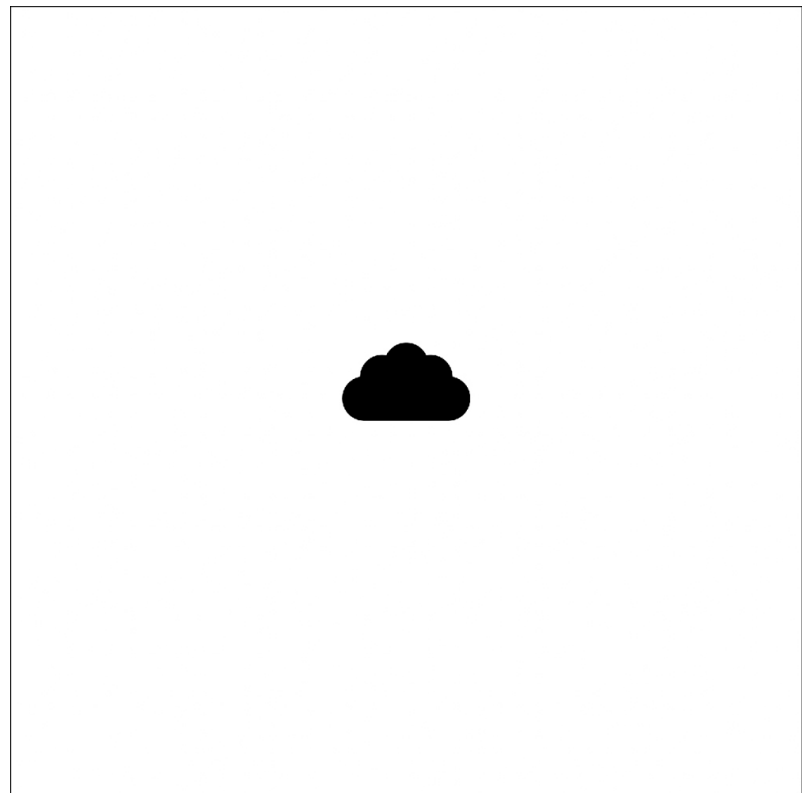- Click on Select, then click on Copy.

(Mac Only) Copy a Dingbat from Font Book

- Click on the Search icon and search for Font Book. Click to open the Font Book app.
- In Font Book, click on User in the left column.
- Click on the dingbat font you're using on your document. I'll choose Suit Icons.
- Click on the Repertoire Preview Mode icon.
- Click on a character to activate it.
- Press Cmd C to copy the character.

Paste in the Copied Character

- Return to your document.
- In the Layers panel, double click on the thumbnail of the type layer to activate the cursor again. (PS: Double click on the thumbnail of the type layer to highlight all the current type.)
- Press Ctrl V (Mac: Cmd V) to paste the dingbat character.
- Click the checkmark to commit the change.

SQUALL

On our way out of Canada August 21, 2022, the interstate issued a "Squall Warning." Being from Indiana, none of us really knew what that was. Moments later, we found out. It instantly turned very windy and torrential rain started pelting our car. We could barely see the cars and trucks in front of us. Knowing the solution, the locals all lined up alongside the road with their hazards on and simply waited it out. Fortunately, it only lasted for five minutes.

Bad times

Page & Photo: Squall by Jen White
Tutorial: How To Use Dingbats by Jen White
Kit: Our Life by Anita Designs
Fonts: Impact, Caroni