How to access Alternate Characters with PUA Encoded Fonts

This guide will give you a full explanation on how to access all of those lovely flourises and swirled characters for fonts made PUA Encoded.

Without getting into the deep technalities of what is a PUA encoded font, just know that characters included are 100% accessible on both Windows & Mac. But how?

Here is a font we recently sold via our website called Cimochi Script.

When typed out normally, this font will display as follows -

Cimochi

Figure 1.1

Though Figure 1.1 is still very beautiful, its missing all of those amazing characters you saw in the preview images right?

Don't worry, I promise these characters are 100% accessible, and without extra design software as well! Please read through our guide on how to access these extras via either a Windows computer or a Mac.

How to access Alternate Characters on Windows

The first thing to do is install the fonts. To learn how to do this, please read our "How to Install Fonts" guide located in your documentation area.

Once installed, you will need to search for a program called "Character Map". This is pre-installed on all Windows computers and is super easy to locate and access.

Just type in your search bar "Character Map" and it should come up as the top result. Open this program up.

Once opened, select the font you wish to use. In our earlier example we will select Cimochi Script.

You should see a screen similar to this –
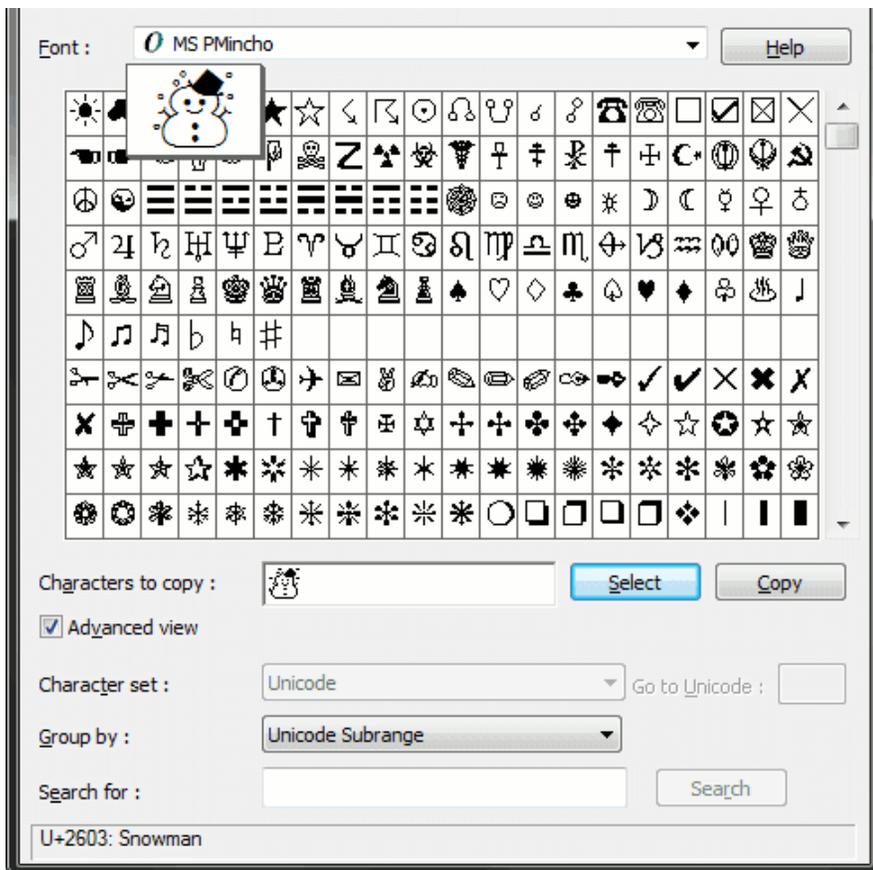
Okay, please follow these steps -

1) Click Advanced View in the tick box.
2) Next in the dropdown entitled "Group By" select
"Private Use Characters".

You will now see the full library of characters included for your selected
font.

Now very simply copy and paste the characters you want into your
chosen design program.

Here are a few examples of what you can do using this specific PUA
encoded font.

Cimochi

Love me

Christmas

family

How to access Alternate Characters on MAC

The first thing to do is install the fonts. To learn how to do this, please read our "How to Install Fonts" guide located in your documentation area.

Once installed, you will need to open your Applications folder and look for a program entitled "Font Book". This is the same program you would of used to install any font in the past.

Once open, click View (found at the very top of your screen), and then select Repertoire.

This will show you the entire library of characters included for any selected font.

Simply click on the charater you wish to use. Click Edit > Copy (or CMD + C) to copy.

Then select where you wish to use this character and Right Click > Paste (or CMD + V)

Your character will copy into your program.