Shortcut Keys and Icons in SCAL (as of version 4.053)

Shortcut	Icon	Description	Menu and/or Icon Location

Main Screen and Project Functions

Shortcut	Icon	Description	Menu and/or Icon Location
Ctrl+N	New	Open a new file/project	File>New Project; Toolbar
Ctrl+O	Open	Open an existing .mtc file/project	File>Open Project; Toolbar
Ctrl+S	Save	Save a file/project	File>Save Project; Toolbar
Ctrl+Shift+S		Save file/project in new location	File>Save Project As
Ctrl+P		Print	File>Print
Ctrl+Z	Undo	Undo last action	Edit>Undo; Toolbar
Ctrl+Shift+Z	Redo	Redo last action	Edit>Redo; Toolbar
		Open Document Panel	Properties Panel
Right click + Mat Size		Change the size of the Cutting Mat on screen	Cutter>Mat Size
Right click + Mat Orientation		Toggle between Landscape and Portrait	Cutter>Mat Orientation
Right click + Show Rulers		Toggles Rulers on and off	
Right click + Ruler Units		Set units for software: in, cm, mm	View>Ruler Units
Alt+F4		Close SCAL	File>Exit

Zooming and Panning Tools

Shortcut	Icon	Description	Menu and/or Icon Location
Click icon and drag mouse		Zoom in on selected area	Tools Panel
Ctrl + + (or right click + Zoom In)		Zoom in	View>Zoom In
Ctrl + - (or right click + Zoom Out)		Zoom out	View>Zoom Out
		Zoom to selected shape	View>Zoom Selection; Tools Panel + Tool Options
Ctrl+F		Zoom so cutting mat fits in window	View>Fit to Window
Alt+roll mouse wheel		Zoom in and out, centered on middle of cutting mat	
Spacebar+drag left mouse button		Pan workspace	Tools Panel

Importing and Exporting

Shortcut	Icon	Description	Menu and/or Icon Location
Ctrl+Shift+I	Import	Import a file	File>Import; Toolbar
Ctrl+Shift+E		Export a file (save in a different format)	File>Export
Ctrl+Shift+T	Trace	Import a raster image to pixel trace	File>Trace Image; Toolbar
Ctrl+1	Library	Open the Library window	Window>Library; Toolbar
	Store	Open the eshape store window	File>eshape Store; Toolbar

Shortcut	Icon	Description	Menu and/or Icon Location

Selecting and Moving Shapes

Shortcut	Icon	Description	Menu and/or Icon Location
Click on shape		Left click on shape to select it	Tools Panel
Shift + click on shape		Hold Shift while clicking on shapes to add to selection	
Freely drag mouse around shapes		Lasso select shapes	Tools Panel
Ctrl+A (or right click + Select All)		Select all shapes	Edit>Select All
Ctrl+Shift+A		Deselect all shapes	Edit>Deselect All
Right click + Transform>Move		Move a shape to a new location	

Duplicating Shapes

| Shortcut	Icon	Description	Menu and/or Icon Location
Alt + drag shape		Creates a duplicate of the shape being dragged	
Alt + click on shape		Creates a duplicate of shape on top of original	
Ctrl+C (or right click + Copy)		Copy to clipboard	Edit>Copy; Toolbar
Ctrl+V (or right click + Paste)		Paste from clipboard	Edit>Paste; Toolbar
Ctrl+Shift+V (or right click + Paste in Place)		Paste in place from clipboard (on top of original)	Edit>Paste in Place
Ctrl+Alt+Shift+V		Fill the grid with selection from clipboard	Edit>Paste (Auto Fill)
Ctrl+D		Create duplicate copies of selected shape (s)	Object>Duplicate
Ctrl+Shift+D		Create duplicate copies in a circular formation	Object>Duplicate Rotated

Cutting/Deleting Shapes

Shortcut	Icon	Description	Menu and/or Icon Location
Ctrl+X (or right click + Cut)		Cut to clipboard	Edit>Cut; Toolbar
Del (or right click + Delete)		Delete selected shape(s)	
Hold Del and click on one shape at a time		Deletes each shape as it is left clicked	

Shortcut	Icon	Description	Menu and/or Icon Location

Manipulating and Coloring Shapes

Shortcut	Icon	Description	Menu and/or Icon Location
		Open Position & Size Panel	Properties Panel
Right click + Transform>Scale		Resize a selected shape	
Right click + Transform>Rotate		Rotate a selected shape	Position & Size Panel
Right click + Transform>Flip Horizontal		Mirror/Horizontally flip a selected shape	Position & Size Panel
Right click + Transform>Flip Vertical		Vertically flip a selected shape	Position & Size Panel
Ctrl+Shift+Up (or right click + Arrange>Bring to Front)		Bring selected shape to top	Object>Arrange>Bring to Front
Ctrl+Up (or right click + Arrange>Bring Forward)		Bring selected shape up one level	Object>Arrange>Bring Forward

Shortcut	Icon	Description	Menu and/or Icon Location
Ctrl+Down (or right click + Arrange>Send Backward)		Send selected shape down one level	Object>Arrange>Send Backward
Ctrl+Shift+Down (or right click + Arrange>Send to Back		Send selected shape to the bottom	Object>Arrange>Send to Back
Ctrl+Alt+L (or right click + Lock)		Lock selected shape	Object>Lock
Ctrl+Alt+Shift+L (or right click + Unlock All)		Unlock all shapes	Object>Unlock All
Right click + Hide		Hide select shape	Object<Hide
Right click + Show All		Show all shapes	Object>Show All
Ctrl+G (right click + Group)		Group selected shapes	Object>Group
Ctrl+Shift+G (or right click + Ungroup)		Ungroup selected shapes	Object>Ungroup
Ctrl+B (or right click + Break Apart		Break a shape into all of its individual paths	Object>Break Apart
Ctrl+Shift+B		Join selected shapes into a single shape	Object>Merge
		Open Fill & Stroke Panel	Properties Panel
		Copy a Fill and/or Stroke color from one shape to another	Tools Panel
		Edit a gradient start and end points	Tools Panel
		Distort a shape	Tools Panel

Shortcut	**Icon**	**Description**	**Menu and/or Icon Location**

Designing Tools

Shortcut	Icon	Description	Menu and/or Icon Location
Alt+U (or right click + Path>Union)		Weld selected shapes to remove overlap	Path>Union
Right click + Path>Intersection)		Apply the Boolean Join intersecton to two shapes	Path>Intersection
Right click + Path>Exclude)		Apply the Boolean Join exclude to two shapes	Path>Exclude
Right click + Path>Front Minus Back)		Apply the Boolean Join front minus back to two shapes	Path>Front Minus Back
Right click + Path>Back Minus Front)		Apply the Boolean Join back minus front to two shapes	Path>Back Minus Front
Ctrl+Shift+T		Opens the tracing window	File>Trace Image
		Draw straight lines and Bézier curves	Tools Panel
		Freehand draw thin lines	Tools Panel
		Freehand draw thick lines	Tools Panel
		Draw basic shapes: rectangle, rounded rectangle, circle, triangle, polygon, star, spiral	Tools Panel
		Measure distances and angles on screen	Tools Panel
Right click + Appearance>Add Shadow Layer		Add an outline or inline to a selected shape	Effects>Shadow Layer
Right click + Appearance>Lattice		Create a lattice design in a selected shape	Effects>Lattice

		Create a rhinestone outline or fill on a selected shape	Effects>Rhinestones
Right click + Appearance>Rhinestones		Create a rhinestone outline or fill on a selected shape	Effects>Rhinestones

Editing Tools

Shortcut	Icon	Description	Menu and/or Icon Location
		Move or reshape a path or move and edit nodes	Tools Panel
		Erase parts of a shape	Tools Panel
		Make thin, straight-line cuts through a shape	Tools Panel
		Drag the mouse to marquee-select an area to be retained	Tools Panel
Alt + Drag Bezier point		Only reshape the current path and not adjoining path	Tools Panel
Right click + Path>Simplify		Reduce the number of nodes in the selected shape	Path>Simplify
Right click + Path>Split Path		Break the path between the two selected nodes	Path>Split Path; Tools Panel
Right click + Path>Reverse Path		Reverses the direction the path will cut	Path>Reverse Path
Right click + Path>Object to Path		Remove the text, rhinestone or lattice status	Path>Object to Path
Right click + Path>Close Path		Add a straight line between the start and ending nodes on an open shape	Path>Close Path
Right click + Path>Convert Node to Corner		Convert current selected node to corner	Tools Panel
Right click + Path>Convert Node to Cusp		Convert current selected node to cusp	Tools Panel
Right click + Path>Convert Node to Smooth		Convert current selected node to smooth	Tools Panel
Right click + Path>Convert Node to Symmetric		Convert current selected node to symmetric	Tools Panel
Right click + Path>Path Details		Show path to be travelled when shapes cut	

Opening / Closing Windows

Shortcut	Icon	Description	Menu and/or Icon Location
Ctrl + Q		Exit the program	File>Exit
		Open Hints window	Properties Panel
F1		Open Help window	Help>Help

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Layers Panel Icons

Shortcut	Icon	Description	Menu and/or Icon Location
		Open the Layers Panel	Properties Panel
Right click + Show All	·	Show all shapes or selected layer	Object>Show All; Layers Panel
Right click + Hide		Hide selected shape or layer	Object>Hide; Layers Panel
Ctrl+Alt+L (or right click + Lock)		Lock all shapes or selected layer	Object>Lock; Layers Panel
Ctrl+Alt+Shift+L (or right click + Unlock All)	·	Unlock all shapes or selected layer	Object>Unlock All; Layers Panel

Right click + Delete	🗑	Delete the selected layer	Layers Panel
		Create a new layer	Layers Panel
		Open Layer Options Menu	Layers Panel

Text and Font Icons

	ÂA	Open Text Panel	Properties Panel
	B	Bold	Text Panel
	I	Italic	Text Panel
	↻	Reload installed fonts list	Text Panel
	❤	Add font to Favorites	Text Panel
	T	Type text	Tools Panel
	🔗	Connect interior shapes to the outside	Tools Panel

Output

	Cutter	Open controller window for current default cutter	Cutter>Cut with; Toolbar
Ctrl+Shift+P	Preview	Show preview of cut shapes	Cutter>Preview; Toolbar
Ctrl+P		Open print window	File>Print
	🔧	Open Style Panel	Properties Panel