

















## Shortcuts and Icons in SCAL5

<u>Shortcut</u>	<u>Icon</u>	<u>Description</u>	<u>Menu (m:) and/or Icon (i:) Location</u>
<b>Main Screen and Project Functions</b>			
Ctrl+N		Open a new file/project	m:File>New Project i:Toolbar
Ctrl+O		Open an existing .scut file/project	m:File>Open Project i:Toolbar
Ctrl+S		Save a file/project	m:File>Save Project i:Toolbar
Ctrl+Shift+S		Save file/project in new location	m:File>Save Project As
Ctrl+W		Close current project	m:File>Close Project
Ctrl-Shift+W		Close all projects	m:File>Close All Projects
Ctrl+P		Print	m:File>Print
Ctrl+Z		Undo last action	m:Edit>Undo i:Toolbar
Ctrl+Shift+Z		Redo last action	m:Edit>Redo i:Toolbar
		Open Document Panel	i:Properties Panel
		Pop out a panel	i:Properties Panel
		Return panel to Properties Panel	i:Properties Panel
Right click>Mat Size		Change the size of the Cutting Mat	m:Cutter>Mat Size
Right click>Mat Orientation		Toggle between Landscape and Portrait	m:Cutter>Mat Orientation
Right click>Show Rulers		Toggles Rulers on and off	
Right click>Ruler Units		Set units for software: in, cm, mm	m:View>Ruler Units
Alt+F4		Close SCAL	m:File>Exit





### Zooming and Panning Tools

Z		Zoom in on selected area by dragging mouse	i:Tools Panel
Ctrl+ +++ (or right click>Zoom In)		Zoom in	m:View>Zoom In i:Tools Panel>Tool Options
Ctrl+ --- (or right click>Zoom Out)		Zoom out	m:View>Zoom Out i:Tools Panel>Tool Options
Ctrl + Shift + = (or click on Zoom tool and drag mouse)		Zoom to selected shape	m:View>Zoom Selection i:Tools Panel>Tool Options
Ctrl+F		Zoom so cutting mat fits in window	m:View>Fit to Window i:Tools Panel>Tool Options
Alt+roll mouse wheel		Zoom in and out, centered on middle of cutting mat	
H		Pan workspace	i:Tools Panel
Spacebar+drag left mouse button		Pan workspace while in Select mode or in Zoom mode	




**Shortcut****Icon****Description****Menu (m:) and/or Icon (i:) Location****Help**

		Open Hints window	i:Properties Panel
F1		Open Help window	m:Help>Help





**Importing and Exporting**

Ctrl+Shift+I		Import a file	m:File>Import i:Toolbar
Ctrl+Shift+E		Export a file (save in a different format)	m:File>Export
Ctrl+Shift+T		Open Trace Image window	m:File>Trace Image i:Toolbar
Ctrl+1		Open the Library window	m:Window>Library i:Toolbar
		Open the eshape store window	m:File>eshape Store i:Toolbar


**Selecting and Moving Shapes**

V		Left click on shape to select it	i:Tools Panel
Shift + click on shape		Add additional shapes to selection	i:Tools Panel
Freely drag mouse around shapes		Lasso select shapes	i:Tools Panel
Ctrl+A (or right click>Select All)		Select all shapes	m:Edit>Select All
Ctrl+Shift+A (or right click>Deselect All)		Deselect all shapes	m:Edit>Deselect All
Right click>Transform>Move		Move a shape to a new location	






**Duplicating Shapes**

Alt + drag shape		Creates a duplicate of the shape being dragged	i:Tools Panel
Alt + click on shape		Creates a duplicate of shape on top of original	i:Tools Panel
Ctrl+C (or right click>Copy)		Copy to clipboard	m:Edit>Copy i:Toolbar
Ctrl+V (or right click>Paste)		Paste from clipboard	m:Edit>Paste i:Toolbar
Ctrl+Shift+V (or right click>Paste in Place)		Paste in place from clipboard (on top of original)	m:Edit>Paste in Place
Ctrl+Alt+Shift+V		Fill the grid with selection from clipboard	m:Edit>Paste (Auto Fill)
Ctrl+D		Create duplicate copies of selected shape (s)	m:Object>Duplicate
Ctrl+Shift+D		Create duplicate copies in a circular formation	m:Object>Duplicate Rotated






ShortcutIconDescriptionMenu (m:) and/or Icon (i:) Location**Cutting/Deleting Shapes**

Ctrl+X (or right click>Cut)		Cut to clipboard	m:Cut to clipboard
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	







**Text and Font Icons**

		Open Text Panel	i:Properties Panel
		Bold	i:Text Panel
		Italic	i:Text Panel
		Reload installed fonts list	i:Text Panel
		Load a font	i:Text Panel
		Left align text	i:Text Panel
		Center align text	i:Text Panel
		Right align text	i:Text Panel
		Justify text	i:Text Panel
		Add font to Favorites	i:Text Panel i: Library>Fonts tab
T		Type text	i:Tools Panel
T		Vertical type	i:Tools Panel
T		Type on path	i:Tools Panel
T		Type on arch	i:Tools Panel
Hold Ctrl		Resize, rotate, move text while in Text mode	i:Tools Panel
		Stencil Bridge: Connect interior shapes to the outside	i:Tools Panel



**Library**

Ctrl+1		Open the Library window	m:Window>Library i:Toolbar
		Add folder	i:Library>Shapes tab i:Library>Project tab
		Delete folder	i:Library>Shapes tab i:Library>Project tab
		Add file to selected folder	i:Library>Shapes tab i:Library>Project tab
		Refresh	i:Library>Shapes tab i:Library>Project tab











**Shortcut****Icon****Description****Menu (m:) and/or Icon (i:) Location****Library (cont.)**

		Change to List View	i:Library>Shapes tab i:Library>Project tab
		Change to Thumbnail View	i:Library>Shapes tab i:Library>Project tab
		Search on keyword	i:Library>Shapes tab i:Library>Project tab
		Sync with eStore or access Download Manager	i:Library>Shapes tab i:Library>Project tab
		Temporarily open a font	i:Library>Fonts tab
		Add font to Favorites	i:Library>Fonts tab













**Manipulating and Coloring Shapes**

		Open Position & Size Panel	i:Properties Panel
Right click>Transform>Scale		Resize a selected shape	
Right click>Transform>Rotate		Rotate a selected shape	i:Position & Size Panel
Right click>Transform>Flip Horizontal		Mirror/Horizontally flip a selected shape	i:Position & Size Panel
Right click>Transform>Flip Vertical		Vertically flip a selected shape	i:Position & Size Panel
Ctrl+Shift+Up (or right click>Arrange>Bring to Front)		Bring selected shape to top	m:Object>Arrange>Bring to Front
Ctrl+Up (or right click>Arrange>Bring Forward)		Bring selected shape up one level	m:Object>Arrange>Bring Forward
Ctrl+Down (or right click>Arrange>Send Backward)		Send selected shape down one level	m:Object>Arrange>Send Backward
Ctrl+Shift+Down (or right click>Arrange>Send to Back)		Send selected shape to the bottom	m:Object>Arrange>Send to Back
Ctrl+Alt+L (or right click>Lock)		Lock selected shape	m:Object>Lock
Ctrl+Alt+Shift+L (or right click>Unlock All)		Unlock all shapes	m:Object>Unlock All
Right click>Hide		Hide select shape	m:Object<Hide
Right click>Show All		Show all shapes	m:Object>Show All
Ctrl+G (or right click>Group)		Group selected shapes	m:Object>Group
Ctrl+Shift+G (or right click>Ungroup)		Ungroup selected shapes	m:Object>Ungroup
Ctrl+B (or right click>Break Apart)		Break a shape into all of its individual paths	m:Object>Break Apart
Ctrl+Shift+B		Join selected shapes into a single shape	m:Object>Merge












ShortcutIconDescriptionMenu (m:) and/or Icon (i:) Location**Manipulating and Coloring Shapes (cont.)**

		Open Fill & Stroke Panel	i:Properties Panel
		Stroke with pointed corners	i:Fill & Stroke Panel
		Stroke with rounded corners	i:Fill & Stroke Panel
		Stroke with beveled corners	i:Fill & Stroke Panel
		Butt end cap	i:Fill & Stroke Panel
		Round end cap	i:Fill & Stroke Panel
		Extended end cap	i:Fill & Stroke Panel
		Copy a Fill and/or Stroke color from one shape to another	i:Tools Panel
		Edit a gradient start and end points	i:Tools Panel
		Distort a shape	i:Tools Panel






**Layers Panel**

		Open Layers Panel	i:Properties Panel
Right click>Hide		Hide a layer	m:Object>Hide i:Layers Panel
		Show a layer	i:Layers Panel
		Open Layer Options Menu	i:Layers Panel
Right click>Hide all (or click icon > Show/Hide>Hide All Layers)		Hide all layers	m:Layer>Show/Hide>Hide All Layers i:Layers Panel
Right click>Show All (or click icon > Show/Hide>Show All Layers)		Show all layers	m:Layer>Show/Hide>Show All Layers i:Layers Panel
Ctrl+Alt+L (or right click>Lock)		Lock a layer	m:Object>Lock i:Layers Panel
		Unlock a layer	i:Layers Panel
Right click>Lock All (or click icon > Lock/Unlock>Lock All Layers)		Lock all layers	m:Layer>Lock/Unlock>Lock All Layers i:Layers Panel
Ctrl+Alt+Shift+L (or right click>Unlock All) (or click icon > Lock/Unlock>Unlock All Layers)		Unlock all layers	m:Layer>Lock/Unlock>Unlock All Layers i:Layers Panel
Right click>Delete		Delete the selected layer	m:Layer>Delete Current Layer i:Layers Panel
		Create a new layer	m:Layer>Add Layer Folder i:Layers Panel






ShortcutIconDescriptionMenu (m:) and/or Icon (i:) Location**Designing Tools**

Alt+U (or right click>Path>Union)		Weld selected shapes to remove overlap	m:Path>Union
Right click>Path>Intersection		Apply the Boolean Join intersection to two shapes	m:Path>Intersection
Right click>Path>Exclude		Apply the Boolean Join exclude to two shapes	m:Path>Exclude
Right click>Path>Front Minus Back		Apply the Boolean Join front minus back to two shapes	m:Path>Front Minus Back
Right click>Path>Back Minus Front		Apply the Boolean Join back minus front to two shapes	m:Path>Back Minus Front
P		Draw straight lines and Bézier curves	i:Tools Panel
		Freehand draw thin lines	i:Tools Panel
		Freehand draw thick lines	i:Tools Panel
		Draw rectangle or square	i:Tools Panel
		Draw rounded rectangle or rounded square	i:Tools Panel
		Draw circle or oval	i:Tools Panel
		Draw triangle	i:Tools Panel
		Draw polygon	i:Tools Panel
		Draw star	i:Tools Panel
		Draw spiral	i:Tools Panel
		Measure distances and angles on screen	i:Tools Panel
Right click>Appearance>Add Shadow Layer		Add an outline or inline to a selected shape	m:Effects>Shadow Layer
Right click>Appearance>Lattice		Create a lattice design in a selected shape	m:Effects>Lattice
Right click>Appearance>Rhinestones		Create a rhinestone outline or fill on a selected shape	m:Effects>Rhinestones




**Editing Tools**

A		Move or reshape a path or move and edit nodes	i:Tools Panel
		Erase parts of a shape	i:Tools Panel
		Knife: Make thin, straight-line cuts through a shape	i:Tools Panel
		Crop: Drag the mouse to marquee-select an area to be retained	i:Tools Panel
Alt + drag Bezier control point		Only reshape the current path and not adjoining path	i:Tools Panel

ShortcutIconDescriptionMenu (m:) and/or Icon (i:) Location**Editing Tools (Cont.)**

Right click>Path>Simplify		Reduce the number of nodes in the selected shape	m:Path>Simplify
Right click>Path>Split Path		Break the path between the two selected nodes	m:Path>Split Path i:Tools Panel
Right click>Path>Reverse Path		Reverses the direction the path will cut	m:Path>Reverse Path
Right click>Path>Object to Path		Remove the text, rhinestone or lattice status	m:Path>Object to Path
Right click>Path>Close Path		Close shape by adding a straight line between the start and ending nodes	m:Path>Close Path
Right click>Path>Convert Node to Corner		Convert current selected node to corner	i:Tools Panel>Tool Options
Right click>Path>Convert Node to Cusp		Convert current selected node to cusp	i:Tools Panel>Tool Options
Right click>Path>Convert Node to Smooth		Convert current selected node to smooth	i:Tools Panel>Tool Options
Right click>Path>Convert Node to Symmetric		Convert current selected node to symmetric	i:Tools Panel>Tool Options
Right click>Path>Path Details		Show path to be travelled when shape cuts	

**Output**

Shift+Ctrl+C		Open Cut Settings window for current default cutter	m:Cutter>Cut with (name of cutter) i:Toolbar
Ctrl+Shift+P		Show preview of cut shapes and/or print shapes	m:Cutter>Preview i:Toolbar
Ctrl+P		Open print window	m:File>Print
		Open Style Panel	i:Properties Panel