

# Shortcuts in SCAL6

March 24, 2024

<u>Shortcut</u>	<u>Description</u>	<u>Menu (m:) and/or Icon (i:) Location</u>
<b>Main Screen and Project Functions</b>		
Right click on Page area	Opens menu of options, mostly related to page setup	
Right click after selecting one or more shapes	Open menu of options related to shape functions	
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
Ctrl+Q or Alt+F4	Close SCAL	m:File>Exit
Ctrl+1	Open the Library window	m:Window>Library i:Toolbar
F1	Open online Help window	m:Help>Help

## Zooming and Panning Tools

Z	Activate Zoom tool	i:Tools Panel
Ctrl+ +++	Zoom in	m:View>Zoom In i:Tools Panel>Tool Options
Ctrl+ ---	Zoom out	m:View>Zoom Out i:Tools Panel>Tool Options
Ctrl + Shift + =	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	Activate Pan tool	i:Tools Panel
Spacebar+drag left mouse button	Pan workspace while in Select mode or in Zoom mode	

## 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

<u>Shortcut</u>	<u>Description</u>	<u>Menu (m:) and/or Icon (i:) Location</u>
<b>Importing and Exporting (continued)</b>		
Ctrl+Shift+T	Open Trace Image window	m:File>Trace Image i:Toolbar
Ctrl+1	Open the Library window	m:Window>Library i:Toolbar

### Selecting and Moving Shapes

V	Activate Select tool	
Shift + click on shape	Add additional shapes to selection	i:Tools Panel
Shift + drag mouse across shape(s)	Select the shape(s)	i:Tools Panel
Ctrl+A	Select all shapes	m>Edit>Select All
Ctrl+Shift+A	Deselect all shapes	m>Edit>Deselect All

### 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	Copy to clipboard	m>Edit>Copy i:Toolbar
Ctrl+V	Paste from clipboard	m>Edit>Paste i:Toolbar
Ctrl+Shift+V	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

### Cutting/Deleting Shapes

Ctrl+X	Cut to clipboard	m:Cut to clipboard
Del	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

T	Activate Type tool	i:Tools Panel
Press and Hold Ctrl	Change font, size, rotate, move text while in Type mode	i:Tools Panel
Press and Hold Ctrl + Shift	Resize text proportionally by dragging corner while in Type mode	i:Tools Panel

**Shortcut****Description****Menu (m:) and/or Icon (i:) Location****Manipulating and Coloring Shapes**

Ctrl+Alt+L	Lock selected shape	m:Object>Lock
Ctrl+Alt+Shift+L	Unlock all shapes	m:Object>Unlock All
Ctrl+G	Group selected shapes	m:Object>Group
Ctrl+Shift+G	Ungroup selected shapes	m:Object>Ungroup
Ctrl+B	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

**Layers Panel**

Ctrl+]	Bring selected shape up one level	m:Object>Arrange>Bring Forward
Ctrl+Shift+]	Bring selected shape to top	m:Object>Arrange>Bring to Front
Ctrl+[	Send selected shape down one level	m:Object>Arrange>Send Backward
Ctrl+Shift+[	Send selected shape to the bottom	m:Object>Arrange>Send to Back
Ctrl+Alt+L	Lock a layer	m:Object>Lock i:Layers Panel
Ctrl+Alt+Shift+L	Unlock all layers	m:Layer>Lock/Unlock>Unlock All Layers i:Layers Panel

**Designing Tools**

P	Activate Draw Tool - draw straight lines and Bézier curves	i:Tools Panel
Alt+U	Weld selected shapes to remove overlap	m:Path>Union

**Editing Tools**

A	Activate Shape Tool - move or reshape a path or move and edit nodes	i:Tools Panel
Alt + drag Bezier control point	Only reshape the current path and not adjoining path	i:Tools Panel

**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