

# KEYBOARD SHORTCUTS

Hatch Embroidery uses toolbars and shortcut keys to provide quick and easy access to common commands. This section provides a list of all keyboard shortcuts available in Hatch Embroidery. Not all shortcuts are applicable to all product levels.



**Tip:** In addition to shortcut keys, standard MS Windows® **Alt** key shortcuts apply to menu commands. Use the **Alt** key in combination with letters underlined in the menus. For example, press **Alt+F+O** to access the **Open Design** command in the **File** menu.

## General functions

| To...                                               | Press...       |
|-----------------------------------------------------|----------------|
| Activate 'Digitize Open Shape' and open Outline tab | ^ <Shift+N>    |
| Activate Lettering and open Lettering docker        | <A>            |
| Apply/select satin                                  | <Shift+I>      |
| Apply/select tatami fill                            | <Shift+M>      |
| Create new design                                   | <Ctrl+N>       |
| Close software                                      | <Alt+F4>       |
| Define work area                                    | ^ <Ctrl+W>     |
| Export machine file                                 | ^ <Shift+E>    |
| Open an existing design                             | ^ <Ctrl+O>     |
| Print design                                        | ^ <Ctrl+P>     |
| Save design                                         | ^ <Ctrl+S>     |
| Send current design to device / machine             | <Shift+Alt+S>  |
| Toggle Design Colors toolbar                        | <Ctrl+Shift+R> |
| ^ Press <Esc> to cancel command                     |                |

| To...                            | Press...  |
|----------------------------------|-----------|
| Toggle Design Information docker | <Alt+P>   |
| Toggle grid                      | <Shift+G> |
| Toggle rulers                    | <Ctrl+R>  |
| Toggle Design Overview window    | <Shift+V> |
| Toggle Sequence docker           | <Shift+L> |
| Toggle Threads docker            | <Alt+T>   |
| Toggle work area                 | <W>       |
| ^ Press <Esc> to cancel command  |           |

## Selection functions

| To...                                  | Press...                                    |
|----------------------------------------|---------------------------------------------|
| Add next object to selection           | <Ctrl+Tab>                                  |
| Add previous object to selection       | <Ctrl+Shift+Tab>                            |
| Choose Select tool                     | ^ <O>                                       |
| Deselect all objects                   | <Esc> or <X>                                |
| Select range of objects                | ^ <Shift>+left-click first and last objects |
| Select all objects                     | ^ <Ctrl+A>                                  |
| Select multiple objects                | ^ <Ctrl>+left-click                         |
| Select component within grouped object | ^ <Alt>+left-click                          |
| Select underlying object               | ^ <2>+left-click                            |
| Select next object                     | ^ <Tab>                                     |
| Select previous object                 | ^ <Shift+Tab>                               |
| ^ Press <Esc> to cancel command        |                                             |

## Viewing functions

| To...                           | Press...     |
|---------------------------------|--------------|
| Center at current stitch        | <C>          |
| Measure distance on screen      | ^ <M>        |
| Refresh screen display          | <R>          |
| Previous view                   | <V>          |
| Toggle connectors               | <Shift+C>    |
| Toggle function symbols         | <Shift+F>    |
| Toggle hoop                     | <Shift+H>    |
| Toggle images                   | <D>          |
| Toggle needle points            | <.> (period) |
| Toggle shapes                   | <L>          |
| Toggle Stitch Player            | <Shift+R>    |
| Toggle stitches                 | <S>          |
| Toggle unselected               | <Shift+S>    |
| Toggle vectors                  | <Shift+D>    |
| Toggle TrueView                 | <T>          |
| View by color                   | <Alt+C>      |
| Zoom box in Overview window     | <Shift+B>    |
| Zoom to article                 | <Ctrl+0>     |
| ^ Press <Esc> to cancel command |              |

## Zoom functions

| To...                           | Press...   |
|---------------------------------|------------|
| Pan                             | ^ <P>      |
| Zoom                            | <B>        |
| Zoom 1:1                        | <1>        |
| Zoom in 1.25x                   | <+>        |
| Zoom out 1.25x                  | <->        |
| Zoom in 2x                      | <Z>        |
| Zoom out 2x                     | <Shift+Z>  |
| Zoom to fit                     | <0> (zero) |
| ^ Press <Esc> to cancel command |            |

| To...                           | Press...         |
|---------------------------------|------------------|
| Zoom to hoop                    | </>              |
| Zoom to selected                | <Shift+0> (zero) |
| Zoom factor                     | ^ <F>            |
| ^ Press <Esc> to cancel command |                  |

## Travel functions

| To travel...                       | Keyboard † | Keypad ‡ |
|------------------------------------|------------|----------|
| To start of design                 | <Home>     | <7>      |
| To end of design                   | <End>      | <1>      |
| To next color                      | <PgDn>     | <3>      |
| To previous color                  | <PgUp>     | <9>      |
| To next object                     | <Ctrl+T>   |          |
| To previous object                 | <Shift+T>  |          |
| 100 stitches forward               |            | <+>      |
| 100 stitches backward              |            | <->      |
| 10 stitches forward                | v          | <2>      |
| 10 stitches backward               | ^          | <8>      |
| 1 stitch forward                   | >          | <6>      |
| 1 stitch backward                  | <          | <4>      |
| † Press <Esc> first ‡ Num Lock OFF |            |          |

## Editing functions

| To...                                  | Press...       |
|----------------------------------------|----------------|
| Activate the Knife tool                | <Ctrl+Shift+K> |
| Add stitch angles                      | ^ <Ctrl+H>     |
| Apply closest join to selected objects | <J>            |
| Apply Redwork to selected objects      | ^ <Ctrl+I>     |
| Break apart composite objects          | <Ctrl+K>       |
| Copy selected objects                  | <Ctrl+C>       |
| Cut selected objects                   | <Ctrl+X>       |
| ^ Press <Esc> to cancel command        |                |

| To...                                              | Press...              |
|----------------------------------------------------|-----------------------|
| Delete last reference point (when digitizing)      | <Bksp>                |
| Delete selected objects                            | <Delete>              |
| Duplicate selected objects                         | <Ctrl+D>              |
| Duplicate selected objects with offset             | <Ctrl+Shift+D>        |
| Generate stitches for selected objects.            | <G>                   |
| Group selected objects                             | <Ctrl+G>              |
| Lock selected objects                              | <K>                   |
| Mirror horizontally                                | <Ctrl+1>              |
| Mirror vertically                                  | <Alt+1>               |
| Nudge selected objects                             | Left-click+arrow keys |
| Paste selected objects                             | <Ctrl+V>              |
| Redo command                                       | <Ctrl+Y>              |
| Remove overlaps                                    | <Ctrl+Shift+E>        |
| Reshape selected objects                           | ^ <H>                 |
| Toggle 'Select While Traveling' (Stitch Edit mode) | <Q>                   |
| Toggle underlay of selected objects                | <U>                   |
| Undo command                                       | <Ctrl+Z>              |
| Ungroup selected objects                           | <Ctrl+U>              |
| Unlock all                                         | <Shift+K>             |
| ^ Press <Esc> to cancel command                    |                       |

## Digitizing functions

| To...                                | Press...         |
|--------------------------------------|------------------|
| Create outlines and offsets          | ^ <Ctrl+Shift+O> |
| Digitize appliqué                    | ^ <F7>           |
| Toggle Auto Scroll                   | <Ctrl+Shift+A>   |
| Deactivate (temporarily) Auto Scroll | <Alt> (hold)     |
| ^ Press <Esc> to cancel command      |                  |