Punchant Quick Reference Guide

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Working with designs

To	Press
Create a new design	Ctrl + N
Open an existing design	Ctrl + O
Save a design	Ctrl + S
Print a design	Ctrl + P
Toggle between toolbars	J
Get on-line help	F1
Exit an application	Alt + F4

Selecting objects
* Click Select Object tool first.

To	Press
Choose Select Object tool	O
Select multiple objects	* Ctrl + 🖱
Select a range of objects	* Shift + 🖱 (click first and last object)
Select next object	* Tab⇆
Select previous object	* Shift + Tab⇆
Add next object to selection	* Ctrl + Tab⇆
Add previous object to selection	* Ctrl + Shift + Tab⇆
Select all objects	Ctrl + A
Deselect all objects	Esc or X
Group selected objects	* Ctrl + G
Ungroup selected objects	* Ctrl + U
Select object at current needle position	Shift + O
Polygon Select tool	Ctrl + L
Selects on/off	Q
Lock selected object	K
Unlock	Shift + K
Select object underneath	* 2 + 🖱

Cutting & pasting objects

To	Press
Cut an object	Ctrl + X
Copy an object	Ctrl + C
Paste an object	Ctrl + V
Duplicate an object	Ctrl + D
Delete selected objects or last object	Delete

Modifying objects & stitches

To	Press or click
Move horizontal or vertical	Ctrl + 🖱 (drag object)
Maintain proportions while resizing	Shift + 🖱 (drag handle)
Reshape object	H
Change reshape control point type	🖱 + Space (click control point)
Stitch edit tool	E
Nudge selected object	🖱 + ↑ ↓ ← →

Zooming & panning

To	Press	or
Zoom in 2X	Z	F9
Zoom out 2X	Shift + Z	F10
Zoom in on a selected area (box)	B	F8
Zoom to 1:1 scale (100%)	1	
Fit design to window	0 (zero)	F2
Specify zoom factor	F	F3
Pan	P	F7
Turn off automatic scroll	Shift (hold down)	
Center current stitch	C	F6
Return to previous view	V	F5
Zoom box in Overview window	Shift + B	

Digitizing & lettering (not all models)

To	Press
Delete the last input point	← Bksp
Finish digitizing an object — keep last stitch	Enter ↵
Finish digitizing an object — omit last stitch	Spacebar
Finish digitizing a complex fill boundary	Enter ↵
Change between fill stitch and Run	Spacebar
Change between fill stitch and Manual	Enter ↵
Turn underlay on/off	U
Display the lettering dialog box	A
Auto Trace	Ctrl + M
Generate/ungenerate stitches	G

Travelling through design

* Click Stitch Edit tool.

To travel	Press	
	Keyboard or	**Keypad (with Num Lock OFF)**
to start of design	Home	7
to end of design	End	1
to next color	PageDown	3
to previous color	Page Up	9
to next segment	* Ctrl + →	Ctrl + 6
to previous segment	* Ctrl + ←	Ctrl + 4
to next object	Ctrl + T	
to previous object	Shift + T	
100 stitches forward		+
100 stitches backward		-
10 stitches forward	↓	2
10 stitches backward	↑	8
1 stitch forward	→	6
1 stitch backward	←	4
deselect/select stitches	* Tab	

Viewing Designs

To	Press
Turn TrueView™ on/off	T
Show/hide the stitches	S
Show/hide the outlines	L
Show/hide the needle points	. (period)
Show/hide the drawing	D
Show/hide the Grid	Shift + G
Show Overview window	Shift + V
Show/hide connectors	Shift + C
Show/hide function symbols	Shift + F
Show Object list	Shift + L
Measure a distance on screen	M
Show selected objects only / Show whole design	Shift + S / press Esc then Shift + S
Redraw the screen	R or F4
Show/hide the Stitch List	Shift + J
Slow Redraw	Shift + R

Undoing & redoing commands

To	Press
Undo a command	Ctrl + Z
Redo a command	Ctrl + Y
Cancel command	Esc