

MACHINE TOOLS

Icon	Name	Shortcut
	Output to Machine	Alt + F, H, O
	Design Queue	Alt + F, H, Q
	Machine Status	Alt + F, H, M
	View Reports	Alt + F, H, V

SEGMENT EDITING

Icon	Name	Shortcut
	Select	S
	Lasso Select	Alt + S
	Envelope Tool	Alt + M, O
	Vertex Select	N
	Angle Lines	D
	Slice Lines	U
	Density Line	Alt + M, D
	Slice	C (E)*
	Curved Slice	Alt + M, C, C
	Delete Outline	Alt + E, E, O

STITCH EDIT

Icon	Name	Shortcut
	Stitch Select	M
	Lasso Stitch Select	Alt + M, T, L
	Delete Stitch	Alt + E, E, S

VIEWING TOOLS

Icon	Name	Shortcut
	Zoom	Z
	Zoom in	Alt + V, I
	Zoom out	Alt + V, O
	Back to 1:1	1
	Fit to Window	2 (W)*
	Fit Selection to Window	4
	Measure	Ctrl + M

TRANSFORMATION

Icon	Name	Shortcut
	Duplicate	Ctrl + D
	Power Copy	Ctrl + W
	Circular Copy	Not applicable
	Power Edit	W (Ctrl + O)*
	Offset	Ctrl + O
	Resize	Ctrl + R
	Rotate	Ctrl + T
	Reflect	Ctrl + F
	Move	Not applicable
	Align	Not applicable
	Apply Envelope	Not applicable

ARTWORK TOOLS

Icon	Name	Shortcut
	Combine	Ctrl + L
	Breakup	Ctrl + K
	Connect Shapes	Shift + O (Shift + C)*
	Unify	Not applicable
	Exclude	Not applicable
	Intersect	Not applicable
	Cut	Not applicable
	Reduce Nodes	Not applicable
	Remove Fill Color	Not applicable

ARTWORK

Icon	Name	Shortcut
	Pen	P (Shift + P)*
	Rectangle	Alt + T, A, R
	Ellipse	Alt + T, A, E
	Import Artwork	Alt + T, A, I
	Autotrace	Alt + T, A, U
	Import TrueType®	Alt + T, A, T
	Activate Draw Fusion	Alt + T, D

LETTERING TOOLS

Icon	Name	Shortcut
	Text	Alt + T, L, T
	Line Vertical	Alt + T, L, I
	Arc	Alt + T, L, A
	Circle	Alt + T, L, C
	Three-letter Monogram	Alt + T, L, M
	Line Angle	Alt + T, L, L

STANDARD DIGITIZING

Icon	Name	Shortcut
	Enhanced Column	F12
	Column	Ctrl + F8
	Manual	F5
	Run	F6
	Complex Fill	F11
	Steil	F7
	Satin Path	F9

COMMAND TOOLS

Icon	Name	Shortcut
	Insert Trim at End	Not applicable
	End Lock	Not applicable

SPECIALIZED DIGITIZING

Icon	Name	Shortcut
	Cross-stitch	Alt + T, Z, C
	Cross-stitch Fill	Alt + T, Z, O
	Cascade Fill	Alt + T, Z, A
	Fur Stitch	Alt + T, Z, F
	Star	Alt + T, Z, T
	Radial Fill	Alt + T, Z, D
	Appliqué	Alt + T, Z, P
	Appliqué Cut	Alt + T, Z, U
	Line Carving	Shift. + F10
	Region Carving	Ctrl + F10
	Symbol	Shift + F9
	Manual Sequin	Alt + T, Z, Q

CHENILLE

Icon	Name	Shortcut
	Chenille	Alt + T, H, C
	Spiral Chenille	Alt + T, H, P
	Chain Walk	Alt + T, H, H
	Moss Walk	Alt + T, H, M

SEQUIN TOOLS

Icon	Name	Shortcut
	Sequin	Alt + T, S, S
	Sequin Fill	Alt + T, S, R
	Freeplace Sequin	Alt + T, S, U
	Sequin Edit	Alt + T, S, E
	Toggle Sequin	Alt + T, S, V

EDIT TOOLS

Icon	Name	Shortcut
	Undo	Ctrl + Z
	Redo	Ctrl + Y
	Cut	Ctrl + X
	Copy	Ctrl + C
	Paste	Ctrl + V
	Delete	Delete

SETTINGS PAINTER

Icon	Name	Shortcut
	Copy Settings	Shift + C
	Paste Settings	Shift + V

COMMON COMMANDS

Command	Shortcut
Save	Ctrl + S
Undo	Ctrl + Z
Redo	Ctrl + Y
Tile Windows	Shift + F4
Cascade Window	Shift + F5
Cycle through design windows	Ctrl + Tab
Help Contents	F1
Repeat Command	Shift + R

DRAWING MODES

Mode	Shortcut
Bezier	B
Bezier to cusp	Ctrl
Arc	A
Freehand	F
Circle	R
Quickdraw	Q (U)*
Branching	Enter
Autotrace	T (Q)*

IMAGE MENU

Command	Shortcut
Hide image	I
Lighten image	L

COLUMN TOOL

Command	Shortcut
Curved/Straight (Toggle)	Enter

ENHANCED COLUMN TOOL

Command	Shortcut
Branching	K (T)*
Curve	Middle mouse button, or right-click

VIEWING COMMANDS

Command	Shortcut
Pan	←→↑↓
View by color	V
Show/Hide Dots	Shift + P (P)
Show/Hide Beads	Ctrl + B
Show/Hide Stitches	X
Show/Hide Outlines	Shift + X
Hide Selected Segment(s)	Shift + H
Hide Unselected Segment(s)	Ctrl + H
Show/Hide 3D Stitches	3
Snap to Grid	Shift + 3
Show Active Group (Stitches in Outline Mode)	Shift + A
Regenerate All (Stitches in Outline Mode)	Shift + G
Regenerate Active Group	G
Sequence View	Shift + T
Elements List	Shift + M (Alt + T)
Show tools menu	Alt + T
Zoom in on pointer	Press + on the number keypad
Zoom out	Press - on the number keypad
Highlight Stitch Exceptions	Ctrl + P
Jump to Start	Ctrl + Home
Jump to End	Ctrl + End
Move Backward by 1	Ctrl + ←
Move Forward by 1	Ctrl + →
Move Backward by 10	Shift + Delete
Move Forward by 10	Ctrl + Insert
Move Backward by 100	Ctrl + ↓
Mover Forward by 100	Ctrl + ↑
Add Guidelines	Ctrl + J
Move Guidelines	Press Ctrl + Shift while left-clicking on the guideline
Highlight Cursor	Shift + F
Refresh Active Window	Shift + W
Handles On/Off	Ctrl + Q
Stop Drawing Ribbon	Esc
Fit Selection in Window	4 (K)*

DESIGN EDITING COMMANDS

Command	Shortcut
Segment Settings Dialog	Alt + Enter
Outline Select/Stitch Select (toggle)	Spacebar*
Select All	Ctrl + A
Empty Selection	Shift + S
Design Properties	Shift + E
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Group	Ctrl + G
Ungroup	Ctrl + U
Nudge	Alt + ←→↑↓
Display Shortcut Menu	Ctrl + E
Display Convert Segment to... Menu	=
Duplicate	Ctrl + D
Power Copy	Ctrl + W
Power Edit	W (Ctrl + O)
Resize Dialog	Ctrl + R
Rotate Dialog	Ctrl + T
Reflect	Ctrl + F
Combine	Ctrl + L
Breakup	Ctrl + K
Auto Breakup	Shift + Z
Apply Style	Shift + L
Create Steil Border	Shift + B
Bring to End of Design	Shift + End
Bring to Start of Design	Shift + Home
Move Later by 1	Shift + Page Up
Move Earlier by 1	Shift + Page Down
Insert Before	Insert
Insert After	Ctrl + Insert
Delete	Delete
Set Entry/Exit Points for a Segment	0 (zero) (tilde ~ or semicolon ;)*

Command	Shortcut
Move to Previous Command	Shift + ←
Move to Next Command	Shift + →
Close Shape	H
Group Selection	Shift + left-click last stitch or segment in group
One by One Group Selection	Ctrl + left-click each stitch or segment
Expand Group Selection	Ctrl + Shift + left-click additional stitches or segments
Copy Angle Line	Press Ctrl while dragging angle line
Offset	Shift + O








DIGITIZING COMMANDS

Command	Shortcut
Go Back	Backspace
Force Horizontal	F2
Force vertical	Shift + F2
Connect	F3
Close Shape	O (H)*
Activate Bean Stitch Tool	Shift + F6
Draw lines at 15-degree Increments	Press Shift while digitizing or editing
Outline Select/Stitch Select (toggle)	Spacebar
Activate Manual Jump Stitches	Press and hold Ctrl while digitizing a Manual segment
Close Segment	Enter
Connect Shapes	Shift + C

QUICKDRAW MODE

Command	Shortcut
Curve	Right-click

FILE TOOLS

Icon	Name	Shortcut
	New	Alt + F, N
	Open	Alt + F, O
	Save	Ctrl + S
	Merge Designs	Alt + F, M
	Print	Alt + F, P
	Print Preview	Alt + F, R
	Help Contents	F1

Notes:

Tajima DG/ML by Pulse is available in different system levels. Upgrading to a higher level means that more tools and commands are available.

This card lists tools and commands available with Maestro (the highest system level). Depending on the system level you have, you may not have some of the tools and commands listed. Chenille, Sequin and CoreDRAW® tools are options available for Tajima DG/ML by Pulse.

*For 2010, some of the keyboard shortcuts have been changed. These new shortcuts are known collectively as the "Standard" shortcuts, and will be assigned by default. However, you can choose to use the shortcuts from 2009 and earlier – these are called the "Classic" shortcuts. You can implement the Classic shortcuts by going to Tools-Configuration-User Settings, and selecting the Environment-Shortcuts page.

In this Quick Reference Card, the Standard shortcuts that are shown in black. In cases where the Classic shortcut differs from the Standard shortcut, the Classic shortcut is displayed to the right of the Standard one, in parentheses and green type.



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