

SCAN N CUT TUTORIALS

KEYBOARD SHORTCUTS FOR CANVAS WORKSPACE

Canvas Workspace for PC – The official name for the version of Canvas Workspace that you download and install on your computer.

Canvas Workspace for Web – The official name for the version of Canvas Workspace that you access via your internet browser.

NAME	DESCRIPTION	SHORTCUT	SHORTCUT
		(Canvas Workspace for PC)	(Canvas Workspace for Web)
New Project	Starts a new project.	Windows - CTRL N Mac - ⌘ N	Windows - N Mac - N
Save	Saves the current project.	Windows - CTRL S Mac - ⌘ S	Windows - S Mac - S
<i>In canvas workspace for web, this will be saved as an FCM cut file to your online library. In canvas workspace for pc, this will be saved as a .CWPRJ file and you will be asked where you want to save it to.</i>			
Save As	Saves as a new project.	Windows - CTRL SHIFT S Mac - ⌘ SHIFT S	Shortcut Not Available. Function accessible through project menu.
Open	Open a saved project.	Windows - CTRL O Mac - ⌘ O	Shortcut Not Available. Function accessible through project menu.
Export Transfer FCM File	Export cutting data for use with your Scan N Cut.	Windows - CTRL E Mac - ⌘ E	Shortcut Not Available. Function accessible through download button on edit screen or download icon on library thumbnails.
Select Tool	Make the select tool the active tool.	Windows - V Mac - V	Windows - V Mac - V
Text Tool	Make the text tool the active tool.	Windows - T Mac - T	Shortcut Not Available. Function available through shapes library on edit screen.
Path Tool	Activates the path creator tool.	Windows - P Mac - P	Windows - P Mac - P
Freehand Path Tool	Activates the freehand path tool.	Windows - Q Mac - Q	Windows - Q Mac - Q
Hand Tool (Scroll)	Activates the hand tool allowing you to move the mat and objects around the screen without affecting the objects.	Windows - H Mac - H	Tool Not Available.
Zoom Tool	Activates the zoom tool.	Windows - Z Mac - Z	Windows - Z Mac - Z
Undo	To undo the last action(s) during editing a project.	Windows - CTRL Z Mac - ⌘ Z	Windows - CTRL Z Mac - ⌘ Z
Redo	Pressed undo to many times? Use this key combination to redo some of the steps.	Windows - CTRL Y Mac - ⌘ Y	Windows - CTRL Y Mac - ⌘ SHIFT Y

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NAME	DESCRIPTION	SHORTCUT	SHORTCUT
		(Canvas Workspace for PC)	(Canvas Workspace for Web)
Cut	'Cuts' the selected item from your project. You can then 'paste' it again or, if you do nothing and continue this is the same as deleting it.	Windows - CTRL X Mac - ⌘ X	Windows - CTRL X Mac - ⌘ X
Copy	Copies the currently selected item(s) in your project; you can then paste new copies with the paste shortcut.	Windows - CTRL C Mac - ⌘ C	Windows - CTRL C Mac - ⌘ C
Paste	Pastes the most recently cut or copied item(s). Repeated pressing of this key combination will paste more copies, one for each time you press it.	Windows - CTRL V Mac - ⌘ V	Windows - CTRL V Mac - ⌘ V
Duplicate	Creates a duplicate of the currently selected item(s). A quicker version of the cut/copy and paste method.	Windows - CTRL V Mac - ⌘ V	Windows - CTRL V Mac - ⌘ V
Duplicate Move	Similar to the duplicate shortcut however this option moves the duplicated object incrementally in the direction selected with the arrow key.	Windows & Mac - ALT and arrow key on the number pad of your keyboard.	Windows & Mac - ALT and arrow key on the number pad of your keyboard.
Move	Moves a shape or group incrementally in the direction selected.	Shortcut Not Available. Function available by pressing the arrow keys on the number pad of your keyboard.	Shortcut Not Available. Function available by pressing the arrow keys on the number pad of your keyboard.
Select All	Selects all shapes/objects in the current project.	Windows - CTRL A Mac - ⌘ A	Windows - A Mac - A
Deselect All	Deselects all currently selected objects.	Windows - CTRL SHIFT A Mac - ⌘ SHIFT A	Shortcut Not Available. To deselect all objects, click anywhere in the design window.
Delete	Deletes the currently selected shapes/objects.	Windows - DELETE or BACKSPACE Mac - DELETE	Windows - DELETE or BACKSPACE Mac - DELETE
Weld	The outlines of multiple patterns are welded together to create a single outline.	Windows - CTRL 1 Mac - ⌘ 1	Shortcut Not Available. Function available through edit menu.
Divide	When multiple patterns are overlapping, the outlines of the overlapped areas can be cut out as separate patterns. Outlines are created along the cutouts (overlapping area), creating new patterns.	Windows - CTRL 2 Mac - ⌘ 2	Shortcut Not Available. Function available through edit menu.

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NAME	DESCRIPTION	SHORTCUT	SHORTCUT
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Remove Overlapped	When multiple patterns are overlapping, the outlines of the overlapped areas are hidden, and outlines for those areas will not be created. The outlines that are hidden differ depending on the order in which the patterns are overlapping.	Windows - CTRL 3 Mac - ⌘ 3	Shortcut Not Available. Function available through edit menu.
Subtract	When multiple patterns are overlapping, the shape on "top" will be subtracted from all selected patterns beneath it. The outlines that are created depend on the order in which the patterns are overlapping.	Windows - CTRL 4 Mac - ⌘ 4	Shortcut Not Available. Function available through edit menu.
Delete Point (Path Editing Mode)	Deletes the currently selected node(s) whilst in path editing mode.	Windows - DELETE or BACKSPACE Mac - DELETE	Windows - DELETE or BACKSPACE Mac - DELETE
Show Layer	Makes the selected layer(s) visible in the workspace.	Windows - CTRL COMMA Mac - ⌘ COMMA	Function Not Available. Whilst shapes/objects are applied in layers, there is no layers panel available in the online edition of Canvas Workspace.
Hide Layer	Makes the selected layer(s) invisible in the workspace. It can still be selected unless it is also locked. Hidden layers may not be transferred when exporting a design.	Windows - CTRL SHIFT COMMA Mac - ⌘ SHIFT COMMA	
Lock Layer	Locks the selected layer(s) so that they cannot be selected or exported.	Windows - CTRL L Mac - ⌘ L	
Unlock All	Unlocks all layers within a project.	Windows - CTRL SHIFT L Mac - ⌘ SHIFT L	
Group	Groups all selected objects.	Windows - CTRL G Mac - ⌘ G	Windows - G Mac - G
Ungroup	Returns grouped objects to individual shapes.	Windows - CTRL SHIFT G Mac - ⌘ SHIFT G	Windows - G Mac - G
Bring To Front	Moves the selected pattern(s) to the top of the layer stack.	Windows - CTRL SHIFT] Mac - ⌘ SHIFT]	Windows - CTRL SHIFT] Mac - ⌘ SHIFT]
Bring Forward (One Layer)	Moves the selected pattern(s) up one layer in the layer stack.	Windows - CTRL] Mac - ⌘]	Windows - CTRL] Mac - ⌘]
Send Backward	Moves the selected pattern(s) down one layer in the layer stack.	Windows - CTRL [Mac - ⌘ [Windows - CTRL [Mac - ⌘ [
Send To Back	Moves the selected pattern(s) to the bottom of the layer stack.	Windows - CTRL SHIFT [Mac - ⌘ SHIFT [Windows - CTRL SHIFT [Mac - ⌘ SHIFT [

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NAME	DESCRIPTION	SHORTCUT	SHORTCUT
		(Canvas Workspace for PC)	(Canvas Workspace for Web)
Zoom In	Zooms in towards the centre of the mat by 10% each time shortcut is activated.	Windows - CTRL + Mac - ⌘ +	Shortcut Not Available. Function available via the zoom tool or view menu.
Zoom Out	Zooms out from current view by 10% each time shortcut is activated.	Windows - CTRL - Mac - ⌘ -	
Show/Hide Ruler	Makes the on-screen ruler visible or invisible.	Windows - CTRL R Mac - ⌘ R	Function Not Available.
Show/Hide Mat Image	Makes the on-screen image of the cutting mat visible or invisible.	Windows - CTRL M Mac - ⌘ SHIFT M	Shortcut Not Available. Function available via the view menu.
Show/Hide Grid	Makes the on-screen grid visible or invisible.	Windows - CTRL COLON Mac - ⌘ COLON	Function Not Available.
Snap to Grid	Activates the snap-to-grid function. Default snapping will be according to the settings in the artboard tab on the right of the workspace.	Windows - CTRL SHIFT COLON Mac - ⌘ ASTERISK	Function Not Available.
Quit	Exits Canvas Workspace.	Windows - CTRL Q Mac - ⌘ Q	Shortcut Not Available. Closing your browser window or logging out will quit Canvas Workspace for Web.
Minimize Windows	Mac Only. Minimize minimizes a single window (Canvas Workspace).	Windows - Function Not Available. Mac - ⌘ M	Windows - Function Not Available. Mac - ⌘ M
Hide Windows	Hide hides the entire application. The dock shows you running applications, and then shows or lists the applications windows when you click or click and hold, respectively.	Windows - Function Not Available. Mac - ⌘ H	Windows - Function Not Available. Mac - ⌘ H