



# EMBROIDERY STUDIO

2026



## Quick Reference

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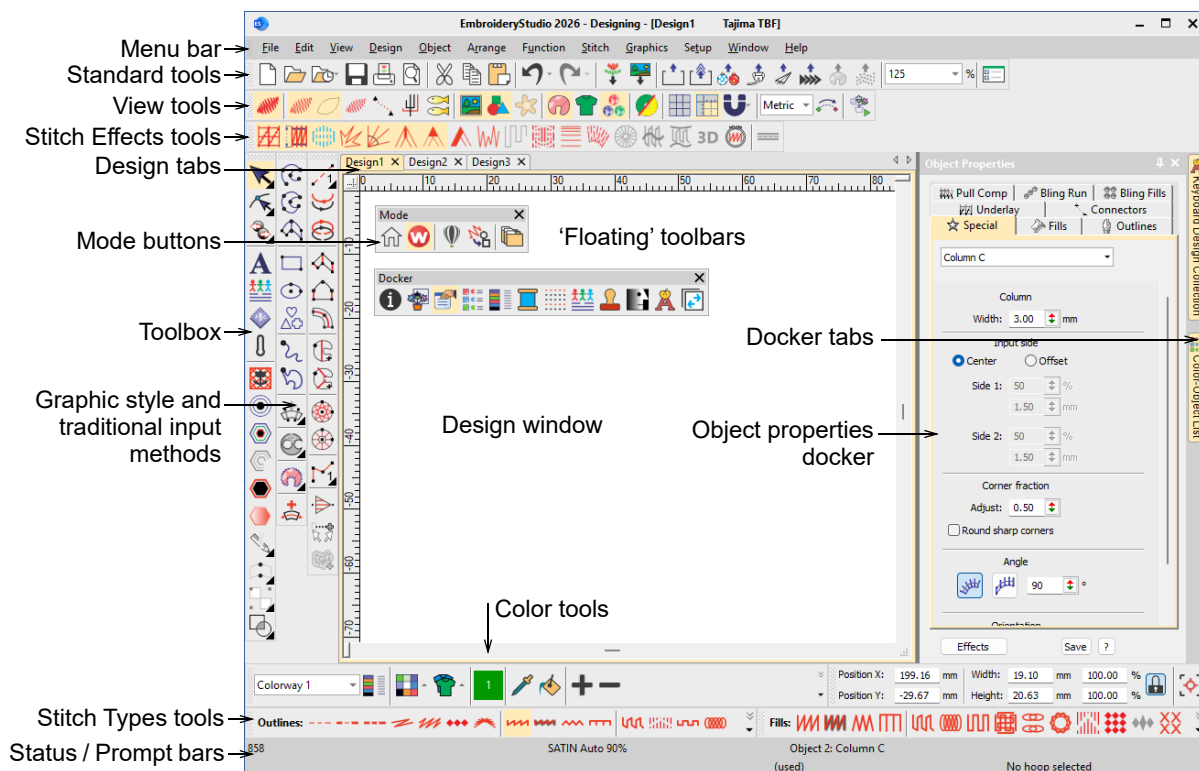
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# Menus & Toolbars

There are two fundamental design modes in EmbroideryStudio:

## Wilcom Workspace

This mode allows you to create and edit embroidery objects using the embroidery digitizing toolset.



## CorelDRAW Graphics

This mode allows you to create and edit vector objects using the CorelDRAW® Graphics Suite toolset. For a detailed description of the **CorelDRAW Graphics**

interface, refer to the electronic User Guide available via the MS Windows® **Start > Programs** group. Alternatively, use the online help available from the **Help** menu.

## EmbroideryStudio menus

The EmbroideryStudio design window menu bar contains the pulldown menus described below. Some commands are also available as toolbar buttons.



**Tip:** Standard MS Windows® **Alt** key shortcuts apply. Use the **Alt** key with the letter underlined in the menu. To cancel an operation, press **Esc** twice.

## File menu

|                                  |                                                                                                                                                                                       |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New design                       | Create new blank design based on a fabric or template.                                                                                                                                |
| New from template                | Create new design from a template.                                                                                                                                                    |
| Open design                      | Open existing design.                                                                                                                                                                 |
| Open recent                      | Most recently used files listed – select to open file.                                                                                                                                |
| Open backup design               | Opens directly onto the backup folder for quick access to backup files in case of software failure.                                                                                   |
| Close                            | Close current design window.                                                                                                                                                          |
| Close all                        | Close all open design windows.                                                                                                                                                        |
| Save                             | Save current design.                                                                                                                                                                  |
| Save as                          | Save current design with a different name, location or design file format.                                                                                                            |
| Save as template                 | Save current design as a design template for future use.                                                                                                                              |
| Save as monogram template design | Save current design as a monogram template for future use with the Monogramming tool.                                                                                                 |
| Save as teamname template design | Save current design as a teamname template for future use with the Team Names tool.                                                                                                   |
| Print                            | Print the current design.                                                                                                                                                             |
| Print preview                    | Show production worksheet / approval sheet. Print from preview window.                                                                                                                |
| Import embroidery                | Insert one design into another to create combined design. Color palettes are also combined. Colors with same RGB values are automatically identified as having the same thread color. |
| Import graphic                   | Import artwork into current design as a backdrop for manual or automatic digitizing.                                                                                                  |

|                                   |                                                                                                                                        |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Scan graphic                      | Scan images directly into EmbroideryStudio.                                                                                            |
| Export machine file               | Convert current design to a machine format other than your selected machine.                                                           |
| Output files                      | Generate all required outputs – design files (EMB), machine files, and worksheets (PDF) – for current design, using an output profile. |
| Export multi-decoration files     | Export mixed decoration design components as file formats for use by control software or machine.                                      |
| Send to Connection Manager        | Connect to supported machines via proprietary machine software.                                                                        |
| Send to device/machine            | Send current design to an EmbroideryConnect device or embroidery machine via WLAN.                                                     |
| Queue design                      | Send current design to EmbroideryConnect design queue to be 'pulled' from machine.                                                     |
| Send to appliqué cutter           | Send appliqué shapes from design file to laser cutter.                                                                                 |
| Send to bling cutter              | Send vectors for any bling in a multi-decoration design to a supported cutting machine. Configure the machine via Setup.               |
| Export design as vector           | Save design as vectors in EMF or WMF format.                                                                                           |
| Capture design bitmap             | Save design image as bitmap exactly as it appears on screen.                                                                           |
| Capture virtual decoration bitmap | Output high resolution digital print TrueView for 'virtual embroidery'.                                                                |
| Send via email                    | Send design as email attachment.                                                                                                       |
| Export design properties          | Output current design information and machine runtime settings to CSV file.                                                            |
| Cross stitch                      | Access Cross Stitch application.                                                                                                       |

Sign out and exit Exit EmbroideryStudio and sign out of Wilcom account.

Exit Close all open designs and exit EmbroideryStudio.

## Edit menu

Undo Undo previous action.

Redo Redo previously undone action.

Cut Cut selection and place on Clipboard.

Copy Copy selection and place on Clipboard.

Paste Paste contents of Clipboard. Options available in Options > Edit tab.

Paste after selected Override current defaults and paste directly after selected object in the stitching sequence.

Paste special > Override current Paste setting and select from paste options available in Options > Edit tab.

Duplicate Duplicate selected objects within the design (rather than copy to clipboard).

Duplicate with offset Duplicate an object with an offset. Adjust settings via the Options > Edit dialog.

Delete Delete selected objects.

Select / deselect all Select or deselect all objects in a design.

Select by color / stitch type Select all objects of the same color or same stitch type.

Close shape with straight line / curve line Close an open outline with a straight or a curved line.

Reverse > Reverse Curves and Swap Sides reverse stitch direction or orientation to control push-pull effect – affects Jagged Edge, Contour Stitch and E Stitch objects. Can also affect Tatami offsets, Flexi Split and Motif Run orientation.

Smooth curves Apply curve ‘smoothing’ to both embroidery and vector objects.

Transform > Transform selected objects using a combination of reference points and numeric values. Rotate selected objects with the aid of reference points alone.

Envelope > Apply Bridge, Pennant, Perspective, and Diamond effects to lettering objects.

## View menu

TrueView Toggle between normal (stitch) view and TrueView™.

Show > Access same design viewing commands as available on View toolbar.

Flip sequins Toggle between front and reverse sides of sequins in flip sequin designs.

Hoop Show/hide hoop.

Hoop template Show/hide hoop template as an alternative to grid lines, in order to align design at correct location and orientation.

Show grid Show/hide grid.

Show rulers & guides Show/hide rulers and guides.

Zoom > Zoom in to selected area of design.

Zoom 1:1 Show design at actual size.

Zoom factor Set precise viewing scale.

Zoom in/out 1.25x Zoom in/out for greater or lesser detail.

Zoom in/out 2x Show design at twice/half current size.

Zoom to fit Show whole design in design window or just selected objects.

Zoom to selected View selected objects in design window.

Zoom to product View whole product backdrop in design window.

Zoom to hoop View whole hoop in design window.

Pan Pan across current design.

Previous view Return to previous view.

|                            |                                                                              |
|----------------------------|------------------------------------------------------------------------------|
| Center at current stitch   | Center design in design window at current stitch cursor position.            |
| Measure                    | Measure distance between two points on screen.                               |
| Stitch player              | Simulate embroidery design stitchout on screen.                              |
| View by color              | View embroidery objects by color – e.g. when resequencing objects.           |
| View all colors            | Show all colors after activating View by Color.                              |
| View by machine function > | View machine Chenille and Schiffli functions – Chain/Moss, Stepp/Blatt, etc. |
| Refresh screen             | Refresh screen display.                                                      |

## Design menu

|                             |                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------|
| Design properties           | Show design information – size, number of stitches, job order details, etc – and add comments for worksheets.      |
| Select machine format       | Select machine format corresponding to embroidery machine you intend to use.                                       |
| Machine format settings     | Define values to encode when outputting to a specific machine format.                                              |
| Auto fabric                 | Change current fabric type and associated settings.                                                                |
| Auto hoop                   | Prompt system to select a suitable hoop from My Hoops list.                                                        |
| Background & display colors | Change background colors, fabric swatches, and display colors for current colorway.                                |
| Auto start & end            | Access automatic design start/end settings.                                                                        |
| Remove small stitches       | Automatically remove unwanted small stitches.                                                                      |
| Repeats                     | Use in combination with Show Repeats tool to define design repeat settings for continuous and overlapping designs. |

## Object menu

|                                    |                                                                                                                                     |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Make properties current            | Make properties of a selected object current for the design.                                                                        |
| Apply current properties           | Apply current settings to selected objects.                                                                                         |
| Apply favorite style               | Assign up to 10 favorite styles via Manage Styles. Select object and click button to apply.                                         |
| Apply style                        | Apply predefined style to selected objects.                                                                                         |
| Use for Florentine / Liquid effect | Make guidelines for Florentine or Liquid effects.                                                                                   |
| Create motif                       | Add individual motifs to a design. Save own motifs for future use.                                                                  |
| Create program split               | Turn embroidery or drawing objects into patterns for use in Program Split fills.                                                    |
| Create letter                      | Access command used in custom fonts. See <a href="#">Custom Lettering</a> (Reference Manual).                                       |
| Create user-refined letter         | Save a reshaped letter as a 'user-refined letter'. Only available when selected in Reshape mode.                                    |
| Update kerning settings            | Update kerning settings for contiguous pairs of selected letters of the same font. Only available when Automatic Kerning is in use. |
| Create sequin shape                | Define sequin shapes with custom hole position and size. Save to custom sequin library.                                             |
| Create sequin fixing               | Define custom fixing stitches to support multi-head sequin devices.                                                                 |
| Set color                          | Change color of consecutive objects of same color.                                                                                  |

## Arrange menu

|                   |                                                           |
|-------------------|-----------------------------------------------------------|
| Group / Ungroup   | Group or ungroup selected objects.                        |
| Lock / Unlock all | Lock selected objects or unlock all objects in a design.  |
| Branching         | Automatically sequence and group like embroidery objects. |

|                    |                                                                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Redwork            | Automatically sequence and group selected embroidery objects to create a redwork object with its entry and exit points at the same position. |
| Apply closest join | Join selected objects at the closest point. Re-apply closest join after editing.                                                             |
| Break apart        | Split branched objects – monograms, appliqués, lettering, etc – into components. Allows each to be edited individually.                      |
| Sequence >         | Resequence selected objects in order selected, or resequence objects by color to reduce color changes.                                       |
| Align >            |                                                                                                                                              |
| Space evenly >     | Same functions as the Arrange toolbar. See <a href="#">Arrange tools</a> for details.                                                        |
| Make same size >   |                                                                                                                                              |
| Shaping >          | Same functions as the Shaping toolbar.                                                                                                       |
| Remove overlaps    | Remove the underlying layer of stitching in overlapping objects.                                                                             |

## Function menu

|                     |                                                                                               |
|---------------------|-----------------------------------------------------------------------------------------------|
| Penetrations        | Toggle Penetrations function on/off. Engage needles or borders, or disengage to create jumps. |
| Borders             | Toggle Borders function on/off.                                                               |
| Insert Stop         | Insert Stop function at current stitch cursor position.                                       |
| Insert Tie-off      | Insert a tie-off.                                                                             |
| Insert Trim         | Insert a trim.                                                                                |
| Insert Empty stitch | Insert an empty stitch.                                                                       |
| Insert Empty jump   | Insert an empty jump.                                                                         |
| Insert function     | Insert machine function at current stitch cursor position.                                    |
| Clear function      | Remove machine functions from current stitch cursor position.                                 |
| Edit function       | Edit machine function at current stitch cursor position.                                      |

## Stitch menu

|                              |                                                                                                                                   |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Generate stitches            | Generate stitches for selected objects.                                                                                           |
| Stitch edit selection        | Select a range of objects as you travel through the design.                                                                       |
| Process stitches             | Adjust stitch density of and/or scale whole or selected parts.                                                                    |
| Recognize objects / outlines | Recognize new or revised object outlines after stitch editing – use with machine files opened without object/outline recognition. |
| Split object                 | Split object in two at current needle position. Use with Travel by Stitch functions.                                              |

## Graphics menu

|                               |                                                                                                                               |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Import graphic                | Import artwork into current design as a backdrop for manual or automatic digitizing.                                          |
| Instant smart design          | Automatically create embroidery from imported artwork instantly.                                                              |
| Smart design                  | Create whole embroidery designs directly from imported artwork.                                                               |
| Keep graphic objects          | Retain original artwork during conversion.                                                                                    |
| Color matching method         | Set color matching for auto digitizing. Add or match bitmap colors to palette, or match to thread colors in selected chart/s. |
| Crop bitmap                   | Crop bitmap images to remove unnecessary detail and save processing time.                                                     |
| Remove crop                   | Remove cropping area.                                                                                                         |
| Finalize crop                 | Turns a 'virtual crop' into a 'hard crop' by reducing an image to its new visible extents.                                    |
| Prepare bitmap colors         | Prepare bitmap images for automatic digitizing.                                                                               |
| Edit using >                  | Edit bitmaps using Paint, Corel PHOTO-PAINT, or Paint Shop Pro.                                                               |
| Turning satin object          | Fill narrow column shapes with turning stitching.                                                                             |
| Tatami fill object with holes | Fill large shapes with tatami stitching, preserving any holes                                                                 |

|                       |                                                                                  |                          |                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------|
| Tatami fill object    | Fill large shapes with tatami stitching, ignoring any holes.                     | Manage sequin shape      | Rename or delete custom sequin shapes from the library. See also Object > Create Sequin Shape.     |
| Centerline run object | Create centerlines in narrow shapes with Run stitching.                          | Manage alphabets         | Modify custom alphabets by changing names, default letter spacings and join types.                 |
| Outline run object    | Create outlines around shapes with Run stitching.                                | Convert TrueType font    | Convert a TrueType font to an embroidery font.                                                     |
| Auto trace to vectors | Convert artwork to vector objects. These can be converted to embroidery objects. | Connection Manager setup | Connect to machines that appear as removable media or make use of third-party connection software. |
| Adjust bitmap         | Adjust image lightness and contrast.                                             | Bling machine setup      | Set up direct connection to CAMS automatic rhinestone placement machine.                           |
| Photo Flash           | Create whole embroidery designs directly from photographs.                       | Calibrate screen         | Set up your monitor.                                                                               |
| Color PhotoStitch     | Convert photographs and other bitmap artwork into multi-colored embroidery.      | Scanner setup            | Set up Scanner.                                                                                    |
| Reef PhotoStitch      | Convert photographs into reef-like embroidery.                                   | Machine runtime setup    | Set up multiple named machines for the purposes of runtime analysis.                               |
| Add bitmap colors     | Assign matching thread colors from selected chart/s to the current colorway.     |                          |                                                                                                    |

## Setup menu

|                             |                                                                                                                   |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Options                     | Access current settings for object display.                                                                       |
| Manage thread charts        | Define your own thread charts. When you create a thread chart, you are creating a store of colors for future use. |
| Manage auto fabrics         | Modify existing fabric definitions and create new ones.                                                           |
| Manage styles               | Define new styles for a template, either from scratch or based on an existing style or object.                    |
| My hoops                    | Configure My Hoop list to include only hoops available for use.                                                   |
| Manage motifs               | Manage your custom motif sets.                                                                                    |
| Manage user-refined letters | Adjust height range and other settings for custom 'user-refined' letters.                                         |
| Manage sequin fixing        | Rename or delete custom sequin fixings from the library. See also Object > Create Sequin Fixing.                  |

## Window menu

|                      |                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| New tab group...     | Split the design window into a second tab group, either vertical or horizontal. Each tab group can contain multiple designs.                           |
| Move to tab group... | Move a current design to the other design tab. Can also be dragged to the other design group.                                                          |
| Remove tiling        | Remove tab groups and split windows and return to a single design window.                                                                              |
| Split window         | Split design tab into multiple views of the same design.                                                                                               |
| Dockers >            | Show/hide dockers to optimize working area.                                                                                                            |
| Toolbars >           | Show/hide toolbars to optimize working area.                                                                                                           |
| Kiosk                | Lettering kiosk capability for cap and other embroidery for use at retail outlets where simple personalization of standard design layouts is required. |
| More windows         | View more open windows.                                                                                                                                |

## Help menu

EmbroideryStudio provides various ways to access information about the software and how to use it via the **Help** menu.

## EmbroideryStudio toolbars

The **Wilcom Workspace** contains the toolbars described below. Some tools are shortcuts to pulldown menu commands. Details of optional toolbars are provided in the onscreen documentation.



**Note:** Only the most commonly used toolbars are on by default.

### Standard tools

The **Standard** toolbar contains commonly used tools and commands, specific to and only visible in **Wilcom Workspace**.

|                                                                                     |                     |                                                                         |                                                                                     |                               |                                                                                                                                        |
|-------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|    | New design          | Create new design file.                                                 |    | Redo                          | Redo previously undone action.                                                                                                         |
|    | Open design         | Open embroidery design.                                                 |    | Import embroidery             | Import embroidery design file into current design.                                                                                     |
|   | Open recent designs | Open design from list of recently opened designs.                       |    | Import graphic                | Import artwork into current design as a backdrop for manual or automatic digitizing.                                                   |
|  | Save design         | Save current design file.                                               |    | Export machine file           | Export current design to machine file for stitching.                                                                                   |
|  | Export machine file | Export current design to machine file for stitching.                    |    | Output files                  | Generate all required outputs – design files (EMB), machine files, and worksheets (PDF) – for current design, using an output profile. |
|  | Print               | Print current design using current print settings.                      |    | Export multi-decoration files | Export mixed decoration design components as file formats for use by control software or machine.                                      |
|  | Print preview       | Preview production worksheet/approval sheet. Print from preview window. |   | Send to Connection Manager    | Send current design to machine via proprietary machine software.                                                                       |
|  | Cut                 | Cut selection and place on clipboard.                                   |  | Send to device / machine      | Send current design to an EmbroideryConnect device or embroidery machine via WLAN.                                                     |
|  | Copy                | Copy selection and place on clipboard.                                  |  | Queue Design                  | Send current design to EmbroideryConnect design queue.                                                                                 |
|  | Paste               | Paste contents of clipboard. Options available in Options > Edit tab.   |  | Send to appliqué cutter       | Send appliqué shapes from current design to laser cutter.                                                                              |
|  | Undo                | Undo previous action.                                                   |  | Send to bling cutter          | Send bling shapes in current design to cutting machine. Configure machine via Setup menu.                                              |



Select zoom scale from droplist or key in zoom factor and press Enter.

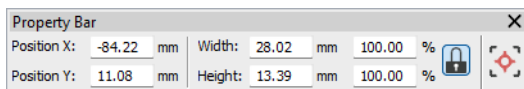


Options

Access application options for design view, grid & guides, and other settings.

## Property bar

Adjust general properties – width, height, position – by means of the **Property Bar**. Changes to the values are applied by pressing **Enter** on the keyboard. They are discarded when you press **Esc** or click anywhere outside the fields. See [Access object properties](#) for details.



The **Center All** command can be used to center the whole design and hoop at the (0,0) position. This means you can reposition the hoop around the design **after** you have finished digitizing without the need for auto-centering. See [Set automatic or fixed hoop positioning](#) for details.

## Status & Prompt bars

The **Status** and **Prompt** bars provide continuous display of current cursor position status as well as instructions for use of selected tools. See [Operating modes](#) for details.

## View tools

Use the **View** tools to visualize your designs – e.g. as design outlines, by stitches, by machine functions, as they will stitch out on the fabric. Right-click to access settings. See also [Viewing Designs](#).



TrueView

Toggle between stitch view and TrueView™.



Show stitches

Show/hide embroidery stitching.



Show outlines

Show/hide object outlines.



Show needle points

Show/hide needle points.



Show connectors

Show/hide connecting stitches.



Show functions

Show/hide machine function symbols.



Show repeats

Show/hide design repeats.



Show bitmaps

Show/hide bitmap images.



Show vectors

Show/hide vector graphics.



Dim artwork

Dim graphic backdrops to display stitches more clearly when digitizing.



Show appliqué fabric

Show/hide appliqué fabrics.



Show product

Show/hide product backdrop. Right-click for Product Visualizer settings.



Show bling

Show/hide bling (rhinestones).



Flip sequins

Toggle between front and reverse sides of sequins in flip sequin designs.



Show grid

Show/hide grid.



Show rulers & guides

Show/hide rulers & guides.



Snap

Access 'snap' toggles – snap to grid, snap to guides, and snap to objects. Right-click for settings.



Metric

Change measurement units in EmbroideryStudio without changing system settings.



Auto start & end

Set auto start and end points for whole design.



Stitch player

Simulate embroidery design stitchout on screen.

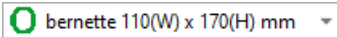
## Zoom tools

Use the **Zoom** tools to magnify the design view by zooming in on individual stitches or details. See [Zoom & pan designs](#) for details.

-  Zoom Zoom in/out with left/right mouse clicks, or drag selection marquee to view design detail.
-  Zoom 1:1 Show design at actual size.
-  Zoom in/ Zoom in/out for greater or lesser out 1.25x detail.
-  149 Select zoom scale from droplist or key in zoom factor and press Enter.
-  Zoom to fit Show whole design in design window.
-  Zoom to selected Magnify selected objects.
-  Zoom to product Show whole product backdrop in design window.
-  Zoom to hoop Show whole hoop in design window.

## Hoop tools

Use the **Hoop** tools to configure, select, and place both single and multiple hoopings. See [Design Hooping](#) for details.

-  Show hoop Show/hide current hoop. Right-click for settings.
-   bernette 110(W) x 170(H) mm
-  My hoops Select new hoop from My Hoops list. Displays currently active hoop.
-  Hoop options Configure hoop lists, change hoop position settings, and define custom hoops.
-  Auto hoop Prompt system to select a hoop from My Hoops list.

-  Rotate hoop left 15° Rotate hoop and hoop template, or selected hoops in hooping mode, in 15° increments to left or right.
-  Rotate hoop right 15°
-  Rotate hoop by specified amount in degrees – positive or negative.
-  Hooping mode Toggle on to access hooping toolset. Toggle off to access digitizing and editing toolset.

## Hooping Mode tools

EmbroideryStudio provides a dedicated **Hooping Mode** toolbar which allows you to specify multiple hoopings for large designs, both manually or automatically. See [Multi-Hooping](#) for details.

-  Select Click or drag a selection marquee to select hoop or split line. Hold down <Ctrl> to select multiples. Click twice to activate rotation handles.
-  Reshape Reshape selected mode-specific objects, edit stitch angles, and adjust entry/exit points. Right-click for settings.
-  Multi-Hooping Options Change multi-hooping options in the Multi-Hooping tab of the Options dialog.
-  Auto Layout Hoops Automatically add/rotate/delete hoops and split lines to cover the entire design.
-  Add Splitting Line Digitize one or more guides in a multi-hoop layout to split objects between hoopings.
-  Preview Hoopings View hooping thumbnails in Preview Hoopings docker. Click thumbnails to isolate hoopings.
-  Calculate Hoopings Calculate hoopings resulting from current layout.



Add/Delete  
Hoop

Add or remove hoopings in a multi-hooping layout.

## Mode tools

The **Mode** tools control interactions between **Wilcom Workspace** and **CorelDRAW Graphics**.



Home

Switch to Home screen to access My Wilcom account, access announcements, community forums, blogs, tutorials and other product information.



Wilcom  
Workspace

Switch to Wilcom Workspace to access access digitizing and editing toolset.



CorelDRAW  
Graphics

Switch to CorelDraw Graphics to access full graphic creation and editing toolset.



Design  
Explorer

Search for and catalogue designs as well as quotes, orders, and approvals.



Convert  
embroidery  
to graphics

Convert selected embroidery to vector graphics and switch to CorelDRAW Graphics.



Convert  
graphics to  
embroidery

Convert selected graphics to embroidery and switch to Wilcom Workspace.



Tag as  
appliqué

Convert selected vector lettering to appliqué with turning stitching.



Tag fill as  
turning satin

Convert selected narrow vector objects to turning satin.



Tag as Photo  
Flash

Convert photos to Photo Flash embroidery.



Keep graphic  
objects

Retain original artwork during conversion.



Match to  
embroidery  
palette

Toggle thread-color matching for converted vector objects.



Show  
embroidery

Toggle embroidery object display.



Virtual Decoration Quality: set the rendering quality of embroidery TrueView for a virtual decoration.

## Docker tools

Use the **Docker** tools to toggle modeless dialogs (dockers) on or off. See also [Work with dockers](#).



Design  
information

Show design information – size, number of stitches, job order details, etc – and add comments for worksheets.



Overview  
window

Zoom and pan thumbnail of current design.



Object  
properties

Preset properties or adjust for selected objects.



Color-object  
list

View and sequence design objects.



Colorway  
editor

Assign thread colors to color palette and define multiple colorways.



Threads

Find threads from different charts and change design colors.



Stitch list

View, filter and select stitches.



Team names

View and edit teamname lists.



Carving  
stamp

Create needle penetrations using a 'carving stamp' as template.



Embroidery  
clipart

Record and recover re-usable design elements.



Keyboard  
design  
collection

Create new or edit current collections.



Exports

View export status of current session. Conversion to older formats or machine files performed as background task.

|                                                                                   |             |                                                             |                                                                                   |             |                                                                                        |
|-----------------------------------------------------------------------------------|-------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------|
|  | Multi blend | Add, edit, and reorder layers while keeping objects intact. |  | Color wheel | Access Color Wheel to test combinations of related colors.                             |
|  | Answers     | Query the docker for all embroidery-related questions.      |  | Threads     | Show/hide Threads docker. Find threads from different charts and change design colors. |

## Color tools

The **Color** toolbar contains a palette specific to and only visible in **Wilcom Workspace**. See [Thread selection](#) for details.

|                                                                                     |                             |                                                                                                                                                       |
|-------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Colorway editor             | Switch between colorways. Define via Colorway Editor. Show/hide Colorway Editor. Assign thread colors to color palette and define multiple colorways. |
|    | Background & display colors | Change background colors, fabric swatches, and display colors for current colorway.                                                                   |
|    | Product visualizer          | Set current product backdrop.                                                                                                                         |
|    | Current color               | Displays the current color.                                                                                                                           |
|    | Pick color                  | Pick color from design and make current.                                                                                                              |
|    | Apply current color         | Apply current color to embroidery objects.                                                                                                            |
|   | Add color                   | Add color slot to palette. Edit via Colorway Editor.                                                                                                  |
|  | Remove color                | Remove last unused slot from color palette.                                                                                                           |
|  | Hide unused colors          | Show/hide unused colors in color palette.                                                                                                             |
|  | Remove unused colors        | Remove unused colors from color palette.                                                                                                              |
|  | Split palette color         | Split selected color in two color slots. Used with multiple colorways.                                                                                |
|  | Cycle used colors           | Cycle through combinations of used colors. Left- or right-click.                                                                                      |

## Colorway Editor

The **Colorway Editor** contains tools for editing colorways.

|                                                                                    |                             |                                                                                     |
|------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------|
|   | Create colorway             | Add new colorway to current design.                                                 |
|   | Rename colorway             | Rename selected colorway.                                                           |
|   | Delete colorway             | Delete selected colorway.                                                           |
|   | Move left                   | Move selected colorway in Colorway Editor to right or left.                         |
|   | Move right                  |                                                                                     |
|   | Background & display colors | Change background colors, fabric swatches, and display colors for current colorway. |
|   | Edit color                  | Edit specification and color of selected color slot.                                |
|   | Show colorway details       | Show selected colorway details.                                                     |
|  | Hide unused colors          | Show/hide unused colors in color palette.                                           |

## Toolbox

The **Toolbox** contains embroidery digitizing/editing tools specific to and visible only in **Wilcom Workspace**. By default, the **Toolbox** docks vertically to the left of screen but can be floated, re-configured, and docked like any other toolbar.

|                                                                                     |         |                                                  |
|-------------------------------------------------------------------------------------|---------|--------------------------------------------------|
|  | Select  | See <a href="#">Selection tools</a> for details. |
|  | Reshape | See <a href="#">Reshape tools</a> for details.   |
|  | Edit    | See <a href="#">Edit tools</a> for details.      |

|                                                                                     |                    |                                                                                                                                        |
|-------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|    | Lettering          | Create embroidery lettering onscreen using embroidery fonts, keyboard design collections, or TrueType fonts. Right-click for settings. |
|    | Team names         | Show/hide Team Names docker. View and edit teamname lists.                                                                             |
|    | Monogramming       | Show/hide Monogramming docker. Create monograms using predefined styles, border shapes and ornaments.                                  |
|    | Buttonhole         | Place a single buttonhole or use the docker to place a string of buttonholes with all required stitching.                              |
|    | Laydown stitch     | Generate light fills to flatten nap of fabrics like terry toweling as substrate for embroidery.                                        |
|    | Simple offsets     | Create precise offsets for closed embroidery or vector objects.                                                                        |
|    | Outlines & offsets | Create outlines and offsets for closed embroidery or vector objects.                                                                   |
|    | Open offsets       | Create precise offsets for open embroidery or vector objects.                                                                          |
|   | Add border         | Add predefined borders to designs or selected objects.                                                                                 |
|  | Multi blend        | Apply multi-color blends with accordion spacing to selected tatami objects.                                                            |
|  | Auto-digitizing    | See <a href="#">Auto-digitizing tools</a> for details.                                                                                 |
|  | Envelope           | See <a href="#">Envelope tools</a> for details.                                                                                        |
|  | Arrange            | See <a href="#">Arrange tools</a> for details.                                                                                         |
|  | Shaping            | See <a href="#">Shaping tools</a> for details.                                                                                         |

## Selection tools

Use the **Select** tools to select embroidery objects in a variety of ways. See [Selecting objects](#) for details.

|                                                                                   |                 |                                                                                                                           |
|-----------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------|
|  | Select          | Use with <Ctrl> or <Shift> keys to select groups or ranges of objects. Drag selection marquee to select multiple objects. |
|  | Freehand select | Select objects by dragging freehand selection marquees.                                                                   |
|  | Select current  | Select object at current cursor position.                                                                                 |
|  | Polygon select  | Select objects by digitizing a selection marquee around them.                                                             |
|  | Polyline select | Select objects by digitizing line through them.                                                                           |

## Reshape tools

Use the **Reshape** tools to reshape objects with control points as well as edit individual stitches. See [Reshaping objects](#) for details. See also [Stitches & Machine Functions](#) (Reference Manual).

|                                                                                     |                     |                                                                                   |
|-------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------|
|    | Reshape             | Reshape selected objects, edit stitch angles, and adjust entry/exit points.       |
|    | Show reshape nodes  | Show/hide reshape nodes for selected objects.                                     |
|   | Show bézier handles | Show/hide Bézier handles for selected objects. (Activate in Options > Reshape.)   |
|  | Show stitch angles  | Show/hide stitch angles for selected objects.                                     |
|  | Show entry/exit     | Show/hide entry (green diamond) and exit (red cross) points for selected objects. |
|  | Stitch edit         | Select individual stitches for editing.                                           |
|  | Keep last stitch    | Set last stitch in selected column (A/B) shapes.                                  |
|  | Omit last stitch    |                                                                                   |

## Edit tools

Use the **Edit** tools for object editing operations. See [Reshaping & Splitting Objects](#) for details.

|                                                                                   |                 |                                                                                                                                     |
|-----------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|
|  | Break apart     | Split branched (composite) objects – monograms, appliqués, lettering, etc – into components. Allows each to be edited individually. |
|  | Knife           | Cut objects along a digitized line, preserving stitch settings and colors.                                                          |
|  | Automatic knife | Slice large objects into smaller ones with automatic overlaps.                                                                      |

## Envelope tools

Envelopes are typically applied to lettering objects, but they can also be applied to other types of embroidery object. See [Applying envelopes](#) for details.

|                                                                                   |                      |                                                                             |
|-----------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------|
|  | Bridge envelope      |                                                                             |
|  | Pennant envelope     | Apply to lettering objects to make them bulge or arch, stretch or compress. |
|  | Perspective envelope |                                                                             |
|  | Diamond envelope     |                                                                             |
|  | Delete envelope      | Delete envelopes from selected objects.                                     |

## Arrange tools

Use the **Arrange** tools for moving, aligning and distributing objects, as well as grouping and locking operations. See [Transforming Objects](#) for details.

|                                                                                     |                    |                                                                              |
|-------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------|
|  | Group              | Group selected objects.                                                      |
|  | Ungroup            | Ungroup selected grouped objects.                                            |
|  | Lock               | Lock selected objects.                                                       |
|  | Unlock all         | Unlock all locked objects in design.                                         |
|  | Branching          | Automatically sequence and group like embroidery objects.                    |
|  | Apply closest join | Join selected objects at closest point. Re-apply closest join after editing. |

|                                                                                   |                            |                                                                                                                                     |
|-----------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|  | Break apart                | Split branched (composite) objects – monograms, appliqués, lettering, etc – into components. Allows each to be edited individually. |
|  | Align left                 | Left-align selected objects.                                                                                                        |
|  | Align centers vertically   | Vertically align centers of selected objects.                                                                                       |
|  | Align right                | Right-align selected objects.                                                                                                       |
|  | Align top                  | Align tops of selected objects.                                                                                                     |
|  | Align centers horizontally | Horizontally align centers of selected objects.                                                                                     |
|  | Align bottom               | Align bottoms of selected objects.                                                                                                  |
|  | Align centers              | Align selected objects through their centers.                                                                                       |
|  | Space evenly across        | Evenly distribute three or more selected objects horizontally.                                                                      |
|  | Space evenly down          | Evenly distribute three or more selected objects vertically.                                                                        |
|  | Make same width            | Scale selected object/s to same width as last-selected reference object.                                                            |
|  | Make same height           | Scale selected object/s to same height as last-selected reference object.                                                           |
|  | Make same width & height   | Scale selected object/s to same dimensions as last-selected reference object.                                                       |

## Traditional digitizing tools

The **Traditional Digitizing** toolset provides all the input methods embroidery digitizers are familiar with. Traditional digitizing methods divide into three main categories – ‘free shapes’, ‘column shapes’, and ‘outlines’. See also [Embroidery digitizing](#).

|                                                                                     |           |                                                                 |
|-------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------|
|  | Outlines  | See <a href="#">Outline tools</a> for details.                  |
|  | Backtrack | Reinforce outlines, stitching in reverse direction to original. |

|                                                                                    |                 |                                                                                                                                              |
|------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|   | Repeat          | Duplicate outlines in same direction – normally used with closed shapes.                                                                     |
|   | Column A        | Digitize columns of turning stitches of varying width.                                                                                       |
|   | Column B        | Digitize columns of turning stitches where opposing sides are different.                                                                     |
|   | Column C        | Digitize columns or borders of fixed width.                                                                                                  |
|   | Complex fill    | Digitize filled shapes with a single stitch angle.                                                                                           |
|   | Complex turning | Digitize filled shapes with turning stitches.                                                                                                |
|   | Star            | Digitize star shapes with zigzag stitching.                                                                                                  |
|   | Ring            | Digitize circles and oval-shaped rings.                                                                                                      |
|   | Manual          | See <a href="#">Manual stitch tools</a> for details.                                                                                         |
|   | Use motif       | Add single motifs to design. Rotate, scale, or mirror into position.                                                                         |
|   | Branching       | Automatically sequence and group like embroidery objects.                                                                                    |
|  | Redwork         | Automatically sequence and group selected embroidery objects to create a redwork object with its entry and exit points at the same position. |

## Outline tools

Use the **Outline** tools for digitizing embroidery outlines. See [Digitizing outlines & details](#) for details.

|                                                                                     |              |                                                              |
|-------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------|
|  | Digitize run | Place row of single or triple stitches along digitized line. |
|  | Triple run   |                                                              |
|  | Motif Run    | Place row of motifs along digitized line.                    |
|  | Backstitch   | Place row of backstitches along digitized line.              |
|  | Stemstitch   | Place row of stemstitches along digitized line.              |

## Manual stitch tools

The **Manual** tools are used for digitizing individual stitches. Manual objects have no outlines, only stitches. Stitch density does not change. See [Digitize stitches](#) (Reference Manual).

|                                                                                   |               |                                         |
|-----------------------------------------------------------------------------------|---------------|-----------------------------------------|
|  | Manual        | Digitize single stitches.               |
|  | Triple manual | Digitize three stitch layers at a time. |

## Graphics digitizing tools

**Graphics Digitizing** tools operate in a similar way to **CorelDRAW® Graphics Suite** or other graphics applications. Assign a stitch type to a digitized shape from **Outline Stitch** or **Fill Stitch** toolbars. See also [Digitizing with graphical tools](#). See also [Appliqué Embroidery](#) (Reference Manual).

|                                                                                     |                       |                                                                                                             |
|-------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------|
|    | Digitize open shape   | Digitize open shapes with left and right mouse clicks for straight lines and curves.                        |
|    | Digitize closed shape | Digitize closed shapes with left and right mouse clicks for straight lines and curves.                      |
|  | Digitize column       | Digitize column shapes of varying width, setting the stitch angle at each pair of points.                   |
|  | Rectangle             | Digitize two corners of a rectangle, or press <Ctrl> for a perfect square.                                  |
|  | Ellipse               | Digitize the center points plus 2 size points for an ellipse or press <Enter> for a perfect circle.         |
|  | Basic shapes          | Digitize basic shapes. Press <Ctrl> to maintain proportions. Press <Shift> to center around starting point. |
|  | Freehand open shape   | Click and hold to draw freehand open shapes. Adjust smoothing control for preferred result.                 |
|  | Freehand closed shape | Click and hold to draw freehand closed shapes. Adjust smoothing control for preferred result.               |

|                                                                                   |                     |                                                                                                                   |
|-----------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------|
|  | Stitch angles       | See <a href="#">Stitch angle tools</a> for details.                                                               |
|  | Holes               | See <a href="#">Hole tools</a> for details.                                                                       |
|  | Appliqué            | See <a href="#">Appliqué tools</a> for details.                                                                   |
|  | Continue Digitizing | Continue digitizing selected objects from the exit point.<br>Right-click object to continue from the entry point. |

## Stitch angle tools

Add or remove stitch angles with the **Stitch Angle** tools. See [Adjusting stitch angles](#) for details.

|                                                                                   |                      |                                                                 |
|-----------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------|
|  | Stitch angles        | Add stitch angles to selected objects.                          |
|  | Remove stitch angles | Remove stitch angles from closed objects with turning stitches. |

## Rectangle corner tools

When using the **Rectangle** tool, a **Rectangle Corners** floating toolbar appears. This gives you independent or group control over corner radius. See [Create rounded rectangles](#) for details.

|                                                                                     |                         |                                                                              |
|-------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------|
|  | Edit corners together   | Deactivate for independent control of each corner radius.                    |
|  | Relative corner scaling | Activate when resizing to maintain corner radius relative to rectangle size. |

## Hole tools

**Hole** tools are used to cut as well as fill holes in embroidery objects. See [Adding & filling holes](#) (Reference Manual).

|                                                                                     |            |                                                                          |
|-------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------|
|  | Add holes  | Cut holes in filled objects.                                             |
|  | No holes   | Remove hole/s from selected object.                                      |
|  | Fill holes | Fill holes formed by existing boundaries. Choose an exact fit or offset. |

## Appliqué tools

**Appliqué** tools are specialized for appliqué work. Use them to create appliqué objects, resequence objects for efficient stitchout, as well as generate partial cover stitching for overlapping appliqué. See [Appliqué Embroidery](#) (Reference Manual).

|                                                                                   |                        |                                                                                                                                                       |
|-----------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Appliqué               | Digitize appliqué objects, with or without holes, with up to four layers of stitching – guide runs, cutting lines, tack stitches, and cover stitches. |
|  | Appliqué without holes | Digitize appliqué objects (without holes) with up to four layers of stitching – guide runs, cutting lines, tack stitches, and cover stitches.         |
|  | Combine appliqué       | Break appliqué into component objects and recombine and resequence for efficient stitchout.                                                           |
|  | Partial appliqué       | Create partial cover stitching for overlapping appliqué objects.                                                                                      |
|  | Remove overlaps        | Remove underlying layers of stitching in overlapping objects using selected 'cutter' object(s). Right-click for settings.                             |

## Auto-digitizing tools

**Auto-Digitizing** tools provide everything necessary to automatically digitize shapes in electronic artwork, both bitmap and vector, without using manual input methods. See [Auto-digitize individual shapes](#) for details.

|                                                                                     |                       |                                                                                                                               |
|-------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------|
|  | Instant smart design  | Automatically convert imported artwork to embroidery.                                                                         |
|  | Smart design          | Create whole embroidery designs from imported artwork.                                                                        |
|  | Keep graphic objects  | Retain original artwork during conversion.                                                                                    |
|  | Color matching method | Set color matching for auto digitizing. Add or match bitmap colors to palette, or match to thread colors in selected chart/s. |

|                                                                                     |                               |                                                                                                      |                                                                                     |                |                                                                                        |
|-------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------|
|    | Crop bitmap                   | Crop artwork for use with auto-digitizing. Digitize points and press Enter to create cropping shape. |    | Run            | Create outlines and details.                                                           |
|    | Remove crop                   | Click to remove cropping area.                                                                       |    | Sculpture run  | Create alternating triple/single stitch runs for a hand-stitched look.                 |
|    | Finalize crop                 | Make cropping permanent. Once finalized, cropping cannot be removed.                                 |    | Triple run     | Create heavier triple stitch outlines and details.                                     |
|    | Prepare bitmap colors         | Prepare artwork for automatic digitizing.                                                            |    | Backstitch     | Create traditional backstitch outlines for delicate borders.                           |
|    | Turning satin object          | Fill narrow column shapes with turning stitching.                                                    |    | Stemstitch     | Create traditional stemstitch outlines for decorative details such as stems and vines. |
|    | Tatami fill object with holes | Fill large areas with tatami stitching, preserving any holes.                                        |    | Motif run      | Create ornamental craftstitch outlines. Choose from a motif library.                   |
|    | Tatami fill object            | Fill large areas with tatami stitching, ignoring any holes.                                          |    | String         | Create craftstitch outlines for delicate borders.                                      |
|    | Centerline run object         | Create centerlines in narrow shapes with run stitching.                                              |    | Satin          | Create glossy satin borders or columns of even width.                                  |
|    | Outline run object            | Create outlines around shapes with run stitching.                                                    |    | Satin raised   | Create layered satin borders or columns of even width for a raised surface.            |
|    | Auto trace to vectors         | Convert artwork to vectors. These can be converted to embroidery.                                    |    | Zigzag         | Create borders or columns of even width for an open 'sawtooth' effect.                 |
|    | Adjust bitmap                 | Adjust image lightness and contrast for auto-digitizing.                                             |    | E stitch       | Create borders or columns of even width for an open 'comb' effect.                     |
|   | Photo Flash                   | Create whole embroidery designs directly from photos.                                                |  | Tatami         | Create borders or columns of even width for different needle penetration patterns.     |
|  | Color PhotoStitch             | Automatically convert grayscale or color photos to embroidery.                                       |  | Program split  | Create borders or columns of even width for decorative needle penetration patterns.    |
|  | Reef PhotoStitch              | Automatically convert photos into reef-like embroidery.                                              |  | Square         | Create borders or columns of even width for an open 'toothed' effect.                  |
|                                                                                     |                               |                                                                                                      |  | Coil           | Create borders or columns of even width for an open 'coil' effect.                     |
|                                                                                     |                               |                                                                                                      |  | Contour        | Create contoured stitching following borders or columns of even width.                 |
|                                                                                     |                               |                                                                                                      |  | Vector outline | Create vector outlines without stitch properties.                                      |

## Outline Stitch tools

The **Outline Stitch** toolbar provides a range of basic outline stitch types as well as those of a more decorative nature. These stitch types can be applied to open or closed shapes. Right-click to access stitch settings. See also [Stitch Types](#).

## Fill Stitch tools

The **Fill Stitch** toolbar provides a range of basic fill stitch types as well as those of a more decorative nature. Apply to closed shapes. Right-click to access stitch settings. See also [Stitch Types](#).

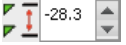
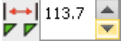
|                                                                                     |               |                                                                                                          |
|-------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------|
|    | Satin         | Create glossy satin fills for narrow shapes.                                                             |
|    | Satin raised  | Create layered satin fills for a raised surface.                                                         |
|    | Zigzag        | Create zigzag fills for an open 'sawtooth' effect.                                                       |
|    | E stitch      | Create an open 'comb' effect.                                                                            |
|    | Tatami        | Create solid stitching for large shapes with different needle penetration patterns.                      |
|    | Coil          | Create open coil fills.                                                                                  |
|    | Square        | Create open straight parallel fills.                                                                     |
|    | Double square | Create grid fills.                                                                                       |
|    | Island coil   | Create concentric rows of coil fills.                                                                    |
|    | String        | Create string craftstitch fills.                                                                         |
|   | Program split | Create solid decorative fills using needle penetrations to form tiled patterns.                          |
|  | Motif fill    | Create decorative fills using embroidery motifs to form repeating patterns. Choose from a motif library. |
|  | Motif column  | Place motifs along the center line of a column shape and resize to fit. Right-clicking for settings.     |
|  | Cross stitch  | Fill large areas with cross stitching on an invisible grid that applies to all design objects.           |
|  | Contour       | Create curved fills where stitches follow contours of a shape.                                           |
|  | Spiral        | Create spiral stitching radiating from the center of the object.                                         |

|                                                                                   |                    |                                                                                                             |
|-----------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------|
|  | Maze               | Create maze-like stitching which follows object contours for open fills.                                    |
|  | Offset             | Create offset fill stitching in any closed shape.                                                           |
|  | Stipple            | Create a stipple fill which meanders randomly within a shape.                                               |
|  | Stipple backstitch | Create a stipple backstitch fill which meanders randomly within a shape.                                    |
|  | Stipple stemstitch | Create a stipple stemstitch fill which meanders randomly within a shape.                                    |
|  | Laydown            | Generate a light fill to flatten the nap of textured fabrics like terry toweling for subsequent embroidery. |
|  | Vector fill        | Create vector fills without stitch properties.                                                              |

## Stitch effect tools

Use the **Stitch Effects** tools for modifying or improving stitch quality, including applying automatic underlay to selected objects. Right-click for settings.

|                                                                                     |                    |                                                                                  |
|-------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------|
|   | Auto underlay      | Generate automatic underlay for selected objects.                                |
|  | Pull compensation  | Apply to selected objects to compensate for fabric stretch.                      |
|  | Auto jump          | Preserve long stitches in new and selected objects.                              |
|  | Shortening         | Reduce stitch bunching in tight curves by shortening stitches along inside edge. |
|  | Fractional spacing | Even out stitch density along inside and outside edges.                          |
|  | Mitre corners      | Create sharp mitre corners at intersections.                                     |
|  | Cap corners        | Create capped corners for fewer stitches.                                        |
|  | Lap corners        | Create 'Tidori' style corner stitching.                                          |

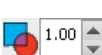
|                                                                                     |                    |                                                                                                                                      |                                                                                     |                                                                                                             |                                                                                                                       |
|-------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
|    | Jagged edge        | Create rough edges, shading effects, or imitate fur and other fluffy textures in selected objects.                                   |    | Mirror copy horizontal                                                                                      | Duplicate and mirror horizontally and merge overlapping objects (optional).                                           |
|    | Trapunto           | Force underlying travel runs to the edges of selected objects. Use with open stitching.                                              |    | Mirror copy vertical                                                                                        | Duplicate and mirror vertically and merge overlapping objects (optional).                                             |
|    | User-defined split | Create custom split-line effects.                                                                                                    |    | Mirror copy horizontal & vertical                                                                           | Duplicate and mirror selected objects around a center point.                                                          |
|    | Accordion spacing  | Create shading and perspective effects by varying stitch spacing using preset or custom profiles.                                    |    | Array                                                                                                       | Duplicate designs, such as badges, automatically re-sequencing color blocks for efficient multiple design stitchouts. |
|    | Flexi split        | Create decorative split patterns following stitch angles and scaled according to object width.                                       |    | Reflect                                                                                                     | Duplicate and mirror objects or designs. Create decorative borders.                                                   |
|    | Radial fill        | Create radial turning stitching with various stitch types including satin, tatami and program splits. Can be applied to ring shapes. |    | Wreath                                                                                                      | Duplicate objects around a center point.                                                                              |
|    | Florentine effect  | Create custom curve-line stitching with a single guideline.                                                                          |    | Kaleidoscope                                                                                                | Duplicate and mirror paired objects in a wreath.                                                                      |
|    | Liquid effect      | Create custom curve-line stitching with twin guidelines.                                                                             | <b>Mirror Merge</b> settings include...                                             |                                                                                                             |                                                                                                                       |
|   | 3D Warp            | Create 3D effects in selected motif fills.                                                                                           |    | Rows: Set number of rows in the array.                                                                      |                                                                                                                       |
|  | Hand Stitch Effect | Create hand-stitch effects which combine randomized stitch length, angle and count.                                                  |    | Row spacing: Set spacing between rows in the array.                                                         |                                                                                                                       |
|  | Cording            | Apply cording effect to new or selected objects with run stitching. Contour, spiral, offset or stipple may be used.                  |   | Columns: Set number of columns in the array.                                                                |                                                                                                                       |
|                                                                                     |                    |                                                                                                                                      |  | Column spacing: Set spacing between column in the array.                                                    |                                                                                                                       |
|                                                                                     |                    |                                                                                                                                      |  | Wreath points: Set number of duplicates (including source). Kaleidoscope works best with an even number.    |                                                                                                                       |
|                                                                                     |                    |                                                                                                                                      |  | Set precise distance and angle – measured from center of source object to center of wreath or kaleidoscope. |                                                                                                                       |
|                                                                                     |                    |                                                                                                                                      |  |                                                                                                             |                                                                                                                       |

## Mirror-merge tools

**Mirror Merge** tools allow you to duplicate and transform selected embroidery objects, as well as merge them into a single object. See [Mirroring objects](#) for details.

## Shaping tools

When working with overlapping [vector](#) or embroidery objects, you can merge, trim or split them with the **Shaping** tools. See [Shaping objects](#) (Reference Manual).

|                                                                                    |                       |                                                                                                       |
|------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------|
|   | Weld                  | Merge selected overlapping objects into a single 'flattened' object.                                  |
|   | Intersect             | Trim selected overlapping objects so that only intersected areas remain.                              |
|   | Exclude               | Trim selected overlapping objects and preserve individual properties.                                 |
|   | Front-back            | Trim selected overlapping objects so that only non-overlapping areas of the topmost object remain.    |
|   | Back-front            | Trim selected overlapping objects so that only non-overlapping areas of the bottommost object remain. |
|   | Flatten               | Trim all overlaps in selected overlapping objects.                                                    |
|   | Divide                | Split selected objects into separate adjoining objects wherever they intersect.                       |
|   | Combine               | Merge properties of selected overlapping objects and trim overlapping areas.                          |
|   | Keep original objects | Preserve original objects after shaping operations.                                                   |
|  |                       | Overlap: Adjust object overlaps resulting from Flatten or Divide shaping operations.                  |

## Sequence tools

**Sequence** tools are used to resequence selected objects. Use them in conjunction with the **Color-Object List**. See [Sequencing embroidery objects](#) for details.

|                                                                                     |                  |                                                              |
|-------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------|
|  | Back 1 object    | Move selection back one object in the stitching sequence.    |
|  | Forward 1 object | Move selection forward one object in the stitching sequence. |
|  | Back 1 color     | Move selection back one color in the stitching sequence.     |
|  | Forward 1 color  | Move selection forward one color in the stitching sequence.  |

|                                                                                   |                     |                                                                                                      |
|-----------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------|
|  | Move to start       | Move selection to start of stitching sequence.                                                       |
|  | Move to end         | Move selection to end of stitching sequence.                                                         |
|  | Sequence by selects | Resequence objects in order of selection.                                                            |
|  | Sequence by color   | Resequence all blocks of like color. (To maintain separate color blocks, use the Color-Object List.) |

## Transform tools

Use the **Transform** tools to mirror, rotate and skew objects. See [Transforming Objects](#) for details.

|                                                                                     |                                         |                                                                                        |
|-------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------|
|    | Mirror horizontal                       | Flip selected objects horizontally.                                                    |
|    | Mirror vertical                         | Flip selected objects vertically.                                                      |
|    | Mirror by reference line                | Mirror objects around a defined axis using a reference line.                           |
|    | Rotate left 15°                         | Rotate selection in 15° increments to the left.                                        |
|    | Rotate right 15°                        | Rotate selection in 15° increments to the right.                                       |
|    |                                         | Rotate selection by specified amount – positive or negative – in degrees.              |
|   |                                         | Skew selection by specified amount – positive or negative – in degrees.                |
|  | Transform by reference line numerically | Transform selected objects using a combination of reference points and numeric values. |
|  | Transform by reference line freely      | Rotate selected objects with the aid of reference points alone.                        |

## Styles tools

Use the **Styles** toolbar to apply predefined styles to a design. The tools let you:

- ◀ Apply current settings to selected objects
- ◀ Change current settings, and

◀ Apply styles to selected objects.

The styles you select as 'favorites' are each assigned a tool icon on the toolbar. See [Working with styles](#) for details.

|                                                                                   |                          |                                                                                             |
|-----------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------|
|  | Make properties current  | Make properties of a selected object current for the design.                                |
|  | Apply current properties | Apply current settings to selected objects.                                                 |
|  | Favorite style           | Assign up to 10 favorite styles via Manage Styles. Select object and click button to apply. |
|  | Apply style              | Apply predefined style to selected objects.                                                 |

## Stitch editing tools

Use the **Stitch** tools for stitch editing and processing operations. See also [Stitches & Machine Functions](#) (Reference Manual).

|                                                                                     |                   |                                                                                      |
|-------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------|
|    | Generate stitches | Generate stitches for selected objects.                                              |
|    | Stitch edit       | Select individual stitches for editing.                                              |
|    | Selects on / off  | Select a range of objects as you travel through the design.                          |
|  | Process stitches  | Adjust stitch density of and/or scale whole or selected parts.                       |
|  | Split object      | Split object in two at current needle position. Use with Travel by Stitch functions. |

## Function tools

Use the **Function** tools to insert machine functions manually. See [Stitches & Machine Functions](#) (Reference Manual).

|                                                                                     |                |                                                            |
|-------------------------------------------------------------------------------------|----------------|------------------------------------------------------------|
|  | Penetrations   | Engage needles or borers. Disengage to create jumps.       |
|  | Borers         | Engage Borers function. Use for cutting holes in fabric.   |
|  | Insert Stop    | Insert Stop function at current stitch cursor position.    |
|  | Insert Tie-off | Insert Tie-off function at current stitch cursor position. |

|                                                                                   |                     |                                                                 |
|-----------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------|
|  | Insert Trim         | Insert Trim function at current stitch cursor position.         |
|  | Insert Empty stitch | Insert Empty stitch function at current stitch cursor position. |
|  | Insert Empty jump   | Insert Empty jump function at current stitch cursor position.   |
|  | Insert function     | Insert machine function at current stitch cursor position.      |
|  | Clear function      | Remove machine functions from current stitch cursor position.   |
|  | Edit function       | Edit machine function at current stitch cursor position.        |
|  | Slow                | Insert Slow function to set machine to low speed.               |
|  | Fast                | Insert Fast function to set machine to high speed.              |



**Caution:** When you insert stitches or machine functions manually, you must maintain them manually. If an object's stitches are regenerated for any reason, all stitch editing and machine functions are lost.

## Legacy feature tools

Newer machines use USB and wired or wireless network connections. Older machines use serial ports or even proprietary embroidery disks. Use the **Legacy Features** for connecting to older style machines. See [Embroidery Output](#) for details.

|                                                                                     |                         |                                                                                                         |
|-------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------|
|  | Send to Machine Manager | Send multiple designs to machine from EmbroideryStudio or DesignWorkflow and view or manage job queues. |
|  | Send to Stitch Manager  | Send current design direct to embroidery machine for production.                                        |

|                                                                                   |                 |                                                                   |
|-----------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------|
|  | Embroidery disk | Open designs from or save to proprietary embroidery disk formats. |
|  | Hardware setup  | Set up a machine connection with name, port, and protocol.        |

## Travel tools

Use the **Travel** tools to view the stitching sequence of a design color-by-color, object-by-object, or stitch-by-stitch. Traveling can be initiated from any stitch in a design. See [Viewing stitching sequence](#) for details.

|                                                                                     |                      |                                                                                  |
|-------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------|
|    | Start / end design   | Move stitch cursor to start/end of design. Left/right-click.                     |
|    | Travel by object     | Move stitch cursor to next/previous object. Left/right-click.                    |
|    | Travel by segment    | Move stitch cursor to next/previous segment. Left/right click.                   |
|    | Travel by color      | Move stitch cursor to next/previous color change. Left/right click.              |
|    | Travel by function   | Move stitch cursor to next/previous machine function. Left/right click.          |
|    | Travel by trim       | Move stitch cursor to next/previous Trim function. Left/right click.             |
|  | Travel 1000 stitches | Move stitch cursor forwards/backwards 1000 stitches at a time. Left/right click. |
|  | Travel 100 stitches  | Move stitch cursor forwards/backwards 100 stitches at a time. Left/right click.  |
|  | Travel 10 stitches   | Move stitch cursor forwards/backwards 10 stitches at a time. Left/right click.   |
|  | Travel 1 stitch      | Move stitch cursor forwards/backwards 1 stitch at a time. Left/right click.      |

## Sequin tools

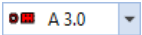
Use the **Sequin** tools to digitize sequined designs for compatible machines. There are

also tools for creating boring holes. See [Sequin Embroidery](#) (Reference Manual).

|                                                                                     |                       |                                                                                                                                                       |
|-------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Sequin palette editor | Select sequins for the design from a sequin library.                                                                                                  |
|    |                       | Sequin Palette: Select sequin shapes for the current design.                                                                                          |
|    | Manual sequin         | Digitize individual sequin drops. Right-click for settings.                                                                                           |
|    | Left sequin           | Switch to left sequin when digitizing twin-sequin designs.                                                                                            |
|    | Right sequin          | Switch to right sequin when digitizing twin-sequin designs.                                                                                           |
|    | Sequin run auto       | Create a string of sequins along a digitized line. Right-click for settings.                                                                          |
|    | Sequin run manual     | Digitize sequin-drops along a digitized line. Right-click for settings.                                                                               |
|    | Sequin fill           | Digitize and fill larger shapes with sequins. Right-click for settings.                                                                               |
|    | Sequin edit           | Fine-tune placement of individual sequins within selected sequin objects.                                                                             |
|    | Sequin Split Edit     | Assign sequins to split areas of sequin fills.                                                                                                        |
|    | Vectors to sequins    | Create sequin runs from sequin artwork. Digitize a guideline connecting the sequins to include within a run.                                          |
|  | Drop sequin           | Left-click to insert a Drop Sequin function at current needle position. For twin-sequin machines, left- and right-click for alternative sequin drops. |
|  | Clear function        | Remove machine functions (inc sequin) from current needle position.                                                                                   |

## Beading tools

Use the **Beading** tools to create bead runs as well as fills for compatible machines. See [Bead Embroidery](#) (Reference Manual).

|                                                                                   |                     |                                                                            |
|-----------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------|
|  | Bead palette editor | Select shapes from a bead library, and define bead colors and sizes.       |
|  | Bead palette        |                                                                            |
|  | Manual bead         | Digitize individual bead drops.                                            |
|  | Bead run auto       | Create a string of beads along a digitized line. Right-click for settings. |
|  | Bead run manual     | Digitize bead-drops along a digitized line. Right-click for settings.      |
|  | Bead edit           | Fine-tune placement of beads within selected Bead objects.                 |
|  | Clear function      | Remove machine functions (inc bead) from current needle position.          |

## Bling tools

Use the **Bling** tools to create bling runs as well as fills for compatible machines. See [Bling Digitizing](#) (Reference Manual).

|                                                                                     |                              |                                                                                                            |
|-------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------|
|    | Bling palette editor         | Select shapes from a bling library, and define bling colors and sizes.                                     |
|   | Bling manual                 | Digitize individual bling drops.                                                                           |
|  | Bling run auto               | Create a string of rhinestones along a digitized line. Right-click for settings.                           |
|  | Bling fill                   | Digitize and fill larger shapes with rhinestones. Right-click for settings.                                |
|  | Bling lettering              | Create bling lettering onscreen using native embroidery fonts or TrueType fonts. Right-click for settings. |
|  | Automatic overlap removal    | Toggle on to remove excess rhinestones in overlapping Bling objects.                                       |
|  | No automatic overlap removal | Toggle on to preserve rhinestones in overlapping Bling objects.                                            |

|                                                                                   |                          |                                                                                        |
|-----------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------|
|  | Highlight bling overlaps | Toggle on to highlight overlapping rhinestones. Use with manual edits.                 |
|  | Bling edit               | Fine-tune placement of individual rhinestones within selected Bling objects.           |
|  | Show bling work area     | Visualize design within work area of selected machine model. Right-click for settings. |

## Chenille tools

If you have the **Chenille** option installed, the Wilcom Workspace will include a **Chenille** toolbar containing specific Chenille stitch types and machine functions. See [Chenille User Manual Supplement](#) for details.

|                                                                                     |                      |                                                                                                                                              |
|-------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|    | Chain                | Switch to chain stitch mode to create decorative stitching resembling links of a chain – used for outlines and borders as well as monograms. |
|    | Moss                 | Switch to moss stitch mode to create dense cover using looped stitch typical of Chenille raised stitching – best with simple shapes.         |
|   | Needle height        | Control moss stitch loop height and chain stitch width.                                                                                      |
|  | Compound chenille    | Use with Complex Fill to automatically generate moss or chain stitch run-arounds for complex shapes. Right-click for settings.               |
|  | View by Chain / Moss | View chenille objects in special mode for easy identification of lockstitch (green), chain (blue), and moss (red) elements.                  |

## Schiffli tools

If you have the **Schiffli** option installed, the Wilcom Workspace will include a **Schiffli** toolbar containing specific Schiffli stitch types and machine functions. See [Schiffli User Manual Supplement](#) for details.

|                                                                                     |                      |                                                                                                |                                                                                     |                                     |                                                                                                                                         |
|-------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|    | Blatt                | Reduce thread tension.                                                                         |    | New from selected                   | Create new designs from chosen template based on selected designs and/or bitmaps. Right-click to select template.                       |
|    | Stepp                | Increase thread tension.                                                                       |    | Open selected                       | Open designs currently selected in Design Explorer.                                                                                     |
|    | End jump             | Engage needles or borer.                                                                       |    | Open recent designs                 | Open a design from list of recently opened designs.                                                                                     |
|    | Begin jump           | Disengage needles or borer.                                                                    |    | Cut                                 | Cut selection and place on clipboard.                                                                                                   |
|    | Slow                 | Decrease machine speed.                                                                        |    | Copy                                | Copy selection and place on clipboard.                                                                                                  |
|    | Fast                 | Increase machine speed.                                                                        |    | Paste                               | Paste contents of clipboard.                                                                                                            |
|    | Borer in             | Engage borer.                                                                                  |    | Output files                        | Generate all required outputs – design files (EMB), machine files, and worksheets (PDF) – for selected designs using an output profile. |
|    | Borer out            | Disengage borer.                                                                               |    | Send to Connection Manager          | Send current design to machine via proprietary machine software. Right-click for settings.                                              |
|    |                      | Borer depth: Determine borer hole size – valid depths are 1-13 for Plauen and 0-12 for Saurer. |    | Print selected                      | Print designs currently selected in Design Explorer to connected and configured printer.                                                |
|    | RPM-                 | Decrease turning speed of machine.                                                             |   | Print selected to catalog           | Print designs currently selected in Design Explorer to HTML catalog.                                                                    |
|    | RPM+                 | Increase turning speed of machine.                                                             |  | Export design list                  | Export list of design files visible in Design Explorer, together with associated design information, to CSV or TXT file.                |
|    | Fadenleiter-         | Decrease Fadenleiter stroke by one increment.                                                  |  | Manage embroidery library locations | Add or remove folders to/from Design Explorer for fast searching and filtering.                                                         |
|    | Fadenleiter+         | Increase Fadenleiter stroke by one increment.                                                  |                                                                                     |                                     |                                                                                                                                         |
|  | Thread brake-        | Decrease thread brake pressure.                                                                |                                                                                     |                                     |                                                                                                                                         |
|  | Thread brake+        | Increase thread brake pressure.                                                                |                                                                                     |                                     |                                                                                                                                         |
|  | Drop sequin          | Trigger a sequin drop.                                                                         |                                                                                     |                                     |                                                                                                                                         |
|  | Schiffli arrangement | Split designs into color blocks arranged into logical parts.                                   |                                                                                     |                                     |                                                                                                                                         |

## Manage design tools

Use the **Manage Designs** tools for fast searching of designs on shared network drives. This is important for businesses with multiple computers and multiple users creating and accessing EMB or machine format designs. See [Design Management](#) for details.

## View (Design Explorer) tools

**Design Explorer** allows for fast searching of designs on shared network drives. The **View** (Design Explorer) toolbar contains functions for quick search, sort, and location of designs on your company network. See [Design Management](#) for details.

|                                                                                     |                                  |                                                                                                                                             |
|-------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|    | Layout                           | Show/hide navigation pane, details pane, and/or preview pane.                                                                               |
|    | Design information               | Show design information – size, number of stitches, job order details, etc – and add comments for worksheets.                               |
|    | Keyboard design collection       | Show/hide Keyboard Design Collection docker.                                                                                                |
|    | Exports                          | Show/hide Exports docker. View export status of current session. Conversion to older formats or machine files performed as background task. |
|    | Change view                      | Change current view of design lists.                                                                                                        |
|    | Reset detail columns             | Reset columns in details view to default layout.                                                                                            |
|    | Group by: <None>                 | Group current design list by selected property.                                                                                             |
|    | Ascending order                  | Sort designs in ascending or descending order.                                                                                              |
|    | Descending order                 |                                                                                                                                             |
|    | Sort by:                         | Sort current design list by selected property and sort order.                                                                               |
|  | Showing: All-in-One Design Files | Filter current design list by file type.                                                                                                    |
|  | Search: General Enter any        | Filter designs based on specified search criteria – e.g. stitch range.                                                                      |

# Keyboard Shortcuts

In addition to shortcut keys, standard MS Windows® **Alt** key shortcuts apply in some cases. Use the **Alt** key with the letter underlined in the menu. To cancel an operation, press **Esc** twice.

## General functions

| To...                                  | Press                                                      |
|----------------------------------------|------------------------------------------------------------|
| open design                            | <b>Ctrl</b> + <b>O</b> or <b>Alt</b> + <b>F</b> + <b>O</b> |
| close design                           | <b>Alt</b> + <b>F</b> + <b>C</b>                           |
| export machine file                    | <b>Shift</b> + <b>E</b>                                    |
| output files                           | <b>Ctrl</b> + <b>E</b>                                     |
| open Lettering dialog                  | <b>A</b>                                                   |
| open online help                       | <b>F1</b>                                                  |
| print design                           | <b>Ctrl</b> + <b>P</b> or <b>Alt</b> + <b>F</b> + <b>P</b> |
| save design                            | <b>Ctrl</b> + <b>S</b>                                     |
| save as                                | <b>Alt</b> + <b>F</b> + <b>A</b>                           |
| send design to device/machine via WLAN | <b>Shift</b> + <b>Alt</b> + <b>S</b>                       |
| send design to WLAN queue              | <b>Shift</b> + <b>Alt</b> + <b>Q</b>                       |
| start new design                       | <b>Ctrl</b> + <b>N</b>                                     |
| toggle Color-Object List               | <b>Shift</b> + <b>L</b>                                    |
| toggle Design Information docker       | <b>Alt</b> + <b>P</b>                                      |
| toggle grid                            | <b>Shift</b> + <b>G</b>                                    |
| toggle overview window                 | <b>Shift</b> + <b>V</b>                                    |
| toggle Stitch List                     | <b>Shift</b> + <b>J</b>                                    |
| toggle measure tooltip                 | <b>Ctrl</b> + <b>I</b>                                     |
| measure distance on-screen             | <b>M</b>                                                   |
| toggle 'snap to grid'                  | <b>Ctrl</b> + <b>Shift</b> + <b>G</b>                      |
| toggle 'snap to guides'                | <b>Ctrl</b> + <b>Shift</b> + <b>I</b>                      |
| toggle 'snap to objects'               | <b>Ctrl</b> + <b>Shift</b> + <b>S</b>                      |
| remove all guides                      | <b>Ctrl</b> + <b>Shift</b> + <b>X</b>                      |
| cancel command                         | <b>Esc</b>                                                 |
| redo command                           | <b>Ctrl</b> + <b>Y</b>                                     |
| undo command                           | <b>Ctrl</b> + <b>Z</b>                                     |
| exit application                       | <b>Alt</b> + <b>F4</b>                                     |

## Digitizing functions

| To...                                                | Press                   | or                      |
|------------------------------------------------------|-------------------------|-------------------------|
| continue digitizing selected object from end point   | <b>`</b>                |                         |
| continue digitizing selected object from start point | <b>Shift</b> + <b>`</b> |                         |
| activate Auto Trace To Vectors for selected artwork  | <b>Ctrl</b> + <b>M</b>  |                         |
| activate Branching                                   | <b>I</b>                |                         |
| activate Redwork                                     | <b>Alt</b> + <b>I</b>   |                         |
| activate Complex Turning                             | <b>F2</b>               |                         |
| activate Complex Fill                                | <b>F3</b>               |                         |
| activate Column A                                    | <b>F4</b>               | <b>Shift</b> + <b>A</b> |
| activate Column B                                    | <b>F5</b>               |                         |
| activate Column C                                    | <b>F6</b>               |                         |
| activate Backtrack                                   |                         | <b>Shift</b> + <b>X</b> |
| activate Appliqué                                    | <b>F7</b>               |                         |
| activate Single Run                                  | <b>F8</b>               | <b>Shift</b> + <b>N</b> |
| activate Triple Run                                  | <b>F9</b>               |                         |
| activate Motif Run                                   | <b>F10</b>              |                         |
| activate Backstitch                                  | <b>F11</b>              |                         |
| activate Stemstitch                                  | <b>F12</b>              |                         |
| apply Satin stitch                                   | <b>Shift</b> + <b>I</b> |                         |
| apply Tatami stitch                                  | <b>Shift</b> + <b>M</b> |                         |
| delete last input point                              | <b>← Bksp</b>           |                         |
| finish digitizing object (keep last stitch)          | <b>Enter ↵</b>          |                         |
| finish digitizing object (omit last stitch)          | <b>Spacebar</b>         |                         |
| finish digitizing free shape boundary                | <b>Enter ↵</b>          |                         |
| generate stitches                                    | <b>G</b>                |                         |
| make combined vector object                          | <b>Shift</b> + <b>H</b> |                         |
| switch between fill and run stitch                   | <b>Spacebar</b>         |                         |
| switch between fill and manual stitch                | <b>Enter ↵</b>          |                         |

## Selecting objects

| To...                                    | Press                                            |
|------------------------------------------|--------------------------------------------------|
| activate Select tool                     | <b>O</b>                                         |
| deactivate Select tool                   | <b>Esc</b>                                       |
| select all objects                       | <b>Ctrl</b> + <b>A</b>                           |
| deselect all objects                     | <b>Esc</b> or <b>X</b>                           |
| activate Polygon Select tool             | <b>Ctrl</b> + <b>L</b>                           |
| select by color                          | <b>Ctrl</b> + <b>Alt</b> + <b>A</b>              |
| select object at current needle position | <b>Shift</b> + <b>O</b>                          |
| select multiple objects                  | <b>Ctrl</b> + <b>⌘</b>                           |
| select range of objects                  | <b>Shift</b> + <b>⌘</b>                          |
| select next object                       | <b>Tab</b> <b>↵</b>                              |
| select previous object                   | <b>Shift</b> + <b>Tab</b> <b>↵</b>               |
| select object beneath                    | <b>2</b> + <b>⌘</b>                              |
| add next object to selection             | <b>Ctrl</b> + <b>Tab</b> <b>↵</b>                |
| add previous object to selection         | <b>Ctrl</b> + <b>Shift</b> + <b>Tab</b> <b>↵</b> |
| group selected objects                   | <b>Ctrl</b> + <b>G</b>                           |
| ungroup selected objects                 | <b>Ctrl</b> + <b>U</b>                           |
| lock selected object                     | <b>K</b>                                         |
| unlock all locked objects                | <b>Shift</b> + <b>K</b>                          |
| * Stitch Edit tool selected              |                                                  |

## Viewing designs

| To...                       | Press                     |
|-----------------------------|---------------------------|
| toggle TrueView™ on/off     | <b>T</b>                  |
| toggle stitches             | <b>S</b>                  |
| toggle outlines             | <b>L</b>                  |
| toggle needle points        | † <b>.</b>                |
| toggle connectors           | <b>Shift</b> + <b>C</b>   |
| toggle function symbols     | <b>Shift</b> + <b>F</b>   |
| view by color               | <b>Alt</b> + <b>C</b>     |
| hide others                 | <b>Shift</b> + <b>S</b>   |
| toggle bitmaps              | <b>D</b>                  |
| toggle vectors              | <b>Shift</b> + <b>D</b>   |
| zoom (marquee)              | <b>B</b>                  |
| zoom to 1:1 scale (100%)    | <b>1</b>                  |
| specify zoom factor         | <b>F</b>                  |
| zoom in 2X                  | <b>Z</b>                  |
| zoom out 2X                 | <b>Shift</b> + <b>Z</b>   |
| zoom to all design          | * <b>O</b>                |
| zoom to selected objects    | * <b>Shift</b> + <b>O</b> |
| zoom to product             | * <b>Ctrl</b> + <b>O</b>  |
| † Period * Zero ^ Hold down |                           |

## Viewing designs (cont)

| To...                                  | Press                                 |
|----------------------------------------|---------------------------------------|
| zoom to hoop                           | * <b>Alt</b> + <b>O</b>               |
| zoom box in Overview window            | <b>Shift</b> + <b>B</b>               |
| activate panning                       | <b>P</b>                              |
| deactivate (temporarily) Auto Scroll   | ^ <b>Shift</b>                        |
| toggle Auto Scroll on/off              | <b>Ctrl</b> + <b>Shift</b> + <b>A</b> |
| center current stitch in design window | <b>C</b>                              |
| return to previous view                | <b>V</b>                              |
| redraw (refresh) screen                | <b>R</b>                              |
| † Period * Zero ^ Hold down            |                                       |

## Viewing stitching sequence

| To travel...                                                   | Press                       |
|----------------------------------------------------------------|-----------------------------|
| to start of design                                             | <b>Home</b>                 |
| to end of design                                               | <b>End</b>                  |
| to next color                                                  | <b>PgDn</b>                 |
| to previous color                                              | <b>PgUp</b>                 |
| to next object                                                 | <b>Ctrl</b> + <b>T</b>      |
| to previous object                                             | <b>Shift</b> + <b>T</b>     |
| to next segment                                                | ^ <b>Ctrl</b> + <b>→</b>    |
| to previous segment                                            | ^ <b>Ctrl</b> + <b>←</b>    |
| to next function                                               | ^ <b>Ctrl</b> + <b>PgDn</b> |
| to previous function                                           | ^ <b>Ctrl</b> + <b>PgUp</b> |
| to next trim                                                   | ^ <b>Alt</b> + <b>→</b>     |
| to previous trim                                               | ^ <b>Alt</b> + <b>←</b>     |
| 1 stitch forward                                               | ^ <b>→</b>                  |
| 1 stitch backward                                              | ^ <b>←</b>                  |
| 10 stitches forward                                            | ^ <b>↓</b>                  |
| 10 stitches backward                                           | ^ <b>↑</b>                  |
| 100 stitches forward                                           | † <b>+</b>                  |
| 100 stitches backward                                          | † <b>-</b>                  |
| 1000 stitches forward                                          | † <b>Shift</b> + <b>+</b>   |
| 1000 stitches backward                                         | † <b>Shift</b> + <b>-</b>   |
| to activate Stitch Player                                      | <b>Shift</b> + <b>R</b>     |
| ^ No object selected † Numeric keypad only, no object selected |                             |

## Cutting & pasting objects

| To...        | Press                  | or                           |
|--------------|------------------------|------------------------------|
| cut object   | <b>Ctrl</b> + <b>X</b> | <b>Shift</b> + <b>Delete</b> |
| copy object  | <b>Ctrl</b> + <b>C</b> | <b>Ctrl</b> + <b>Ins</b>     |
| paste object | <b>Ctrl</b> + <b>V</b> | <b>Shift</b> + <b>Ins</b>    |

## Cutting & pasting objects (cont)

| To...                                    | Press or                              |
|------------------------------------------|---------------------------------------|
| duplicate object                         | <b>Ctrl</b> + <b>D</b>                |
| duplicate with offset                    | <b>Ctrl</b> + <b>Shift</b> + <b>D</b> |
| paste special > object property position | <b>Shift</b> + <b>Ins</b>             |
| paste special > shift pasted objects     | <b>Ctrl</b> + <b>Shift</b> + <b>V</b> |
| paste special > center at current stitch | <b>Ctrl</b> + <b>Alt</b> + <b>V</b>   |
| paste special > start at current stitch  | <b>Shift</b> + <b>Alt</b> + <b>V</b>  |
| delete selected objects or last object   | <b>Delete</b>                         |

## Modifying objects

| To...                                           | Press or click                                                                                                            |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| activate Reshape tool                           | <b>H</b>                                                                                                                  |
| activate Show Stitch Angles tool                | <b>Alt</b> + <b>A</b>                                                                                                     |
| activate Show Reshape Nodes tool                | <b>Alt</b> + <b>N</b>                                                                                                     |
| activate Stitch Angles tool                     | <b>Ctrl</b> + <b>H</b>                                                                                                    |
| add outlines and/or offsets                     | <b>Ctrl</b> + <b>Shift</b> + <b>O</b>                                                                                     |
| add stitch angles (Complex Turning)             | <b>Ctrl</b> + <b>H</b>                                                                                                    |
| change reshape node type                        | <b>^</b>  + <b>Space</b>                 |
| check design integrity                          | <b>!</b>                                                                                                                  |
| maintain proportions while resizing             | <b>†</b> <b>Shift</b> +                 |
| mirror horizontally                             | <b>Ctrl</b> + <b>1</b>                                                                                                    |
| mirror vertically                               | <b>Alt</b> + <b>1</b>                                                                                                     |
| move selected object horizontally or vertically | <b>*</b> <b>Ctrl</b> +                 |
| nudge selected object                           |  + <b>↑</b> <b>↓</b> <b>←</b> <b>→</b> |
| remove overlaps                                 | <b>Ctrl</b> + <b>Shift</b> + <b>E</b>                                                                                     |
| toggle Auto Underlay on/off                     | <b>U</b>                                                                                                                  |

\* Drag object † Drag handle ^ Select control point

## Schiffli functions

| To...                           | Press                   |
|---------------------------------|-------------------------|
| insert Blatt/Stepp function     | <b>[</b> <b>]</b>       |
| insert Fadenleiter Plus/Minus   | <b>&lt;</b> <b>&gt;</b> |
| insert Boring Tension Start/End | <b>/</b> <b>\</b>       |
| insert RPM Plus/Minus           | <b>:</b> <b>"</b>       |
| change Schiffli borer depth     | <b>;</b>                |
| show Schiffli repeats           | <b>W</b>                |

## Editing stitches (Stitch Edit mode)

| To...                                               | Press or click                                                                                 |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------|
| activate Stitch Edit tool                           | <b>E</b>                                                                                       |
| toggle stitch selection                             | <b>Q</b>                                                                                       |
| toggle stitch selection while traveling by stitches | <b>Tab</b>  |