

Hatch<sup>®</sup>  
by WILCOM<sup>®</sup>



*Hatch Embroidery 3*

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Quick Reference

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# QUICK REFERENCE

Hatch Embroidery uses toolbars and shortcut keys to provide quick and easy access to common commands. It can be opened via the desktop icon or MS Windows® Start menu. For a summary of software tools and keyboard shortcuts available in Hatch Embroidery, refer to the topics below.



**Note:** The tools and commands described here are all available in the highest product level. Not all are applicable to other product levels.

## Menus

The main menu is normally docked at the top of the screen above the design window. Use it to access common commands. As you get more familiar with them, you can speed things up using [Keyboard shortcuts](#). Many of these commands are also available as toolbar buttons. Some may not appear in the list or may be inactive depending on the level of software you own.



**Note:** Most 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 or click on the **Esc** icon on the toolbar.

## File menu

Command	Tip
New blank design	Create new blank design based on default template, fabric and background settings. Shortcut <Ctrl+N>
New from template	Create new design based on selected template as well as fabric and background settings.
New from design	Create new design based on an existing design.

Command	Tip
Open design	Open an existing embroidery design from hard disk or network drive. Shortcut <Ctrl+O>
Open recent design	Open design from a list of recently opened designs.
Open backup design	Open directly onto the backup folder for quick access to backup files in case of software failure.
Insert design	Import embroidery design files into the current design.
Insert artwork	Import vector or bitmap artwork into current design as backdrop for manual or automatic digitizing.
Save design	Save current design. Shortcut <Ctrl+S>
Save design as	Save current design with different name, location or format.
Save as template	Save current design as design template for future use.
Export design	Save current design as production file for use by machine.
Export cutting	Export current design or selected objects to SVG file format for cutting.
Print preview	View worksheets on screen. Print worksheets from this window.
Print design	Print active design using current settings. Shortcut <Ctrl+P>

Command	Tip
Cross Stitch	Access the Cross Stitch application.
Capture design image	Save design image as bitmap according to settings in the Capture Design Image dialog.
Close design	Close current design tab.
Close all designs	Close all design tabs.
Sign out and release license	Exit program and sign out of Hatch account.
Exit program	Close all open designs and exit program. Shortcut <Alt+F4>

## Edit menu

Command	Tip
Undo / Redo	Standard Windows commands. Cancel or re-apply preceding command or series of commands. Shortcut <Ctrl+Z/Y>
Cut / Copy / Paste	Standard Windows commands. Cut or copy selection and place on Clipboard. Paste contents to design window. Shortcut <Ctrl+X/C/V>
Duplicate	Duplicate selection without placing it on clipboard. Shortcut <Ctrl+D>
Duplicate with offset	Duplicate with preset offset. Create regular patterns of duplicates. Adjust setting via Embroidery Settings > Edit dialog. Shortcut <Ctrl+Shift+D>
Delete	Delete selection without placing it on clipboard. Shortcut <Del>
Select / deselect all	Select or deselect all objects in current design. Shortcut <Ctrl+A> / <X>
Close shape with straight line / curved line	Close selected open outlines with straight or curved line.
Optimize color changes	Optimize design by reducing color changes to a minimum, while maintaining color layers.

Command	Tip
Apply closest join	Join selected objects at closest point. Re-apply closest join after editing. Shortcut <J>
Sequence >>	Toggle display of Sequence docker. Sequence objects and color blocks in current design. Shortcut <Shift+L>
Sequence by selection order	Hold down <Ctrl> and click to select objects in current design. Select command to sequence objects in order of selection.
Break apart	Split composite objects – monograms, appliqués, lettering, etc – into components. Allows each to be edited individually. Shortcut <Ctrl+K>
Remove color change	Remove color changes in selected objects which have been manually inserted while traveling through design.
Regenerate stitches	Manually regenerate stitches for selected objects. Shortcut <G>
Recognize stitches	While machine files are generally not suited to modification, the software can 'recognize' object outlines, stitch types and spacing from stitch data. After opening a machine file, run the Recognize Stitches command to recognize stitch blocks as objects.
Adjust stitch spacing	Manually override stitch densities of selected objects or entire designs.
Object properties >>	Open Object Properties docker to preset properties or adjust them for selected objects.
Copy object properties	Make properties of selected object current for the design.
Apply object properties	Apply current settings to selected objects.

## View menu

Command	Tip
TrueView	Toggle simulation of stitched embroidery. Shortcut <T>
Show design	Toggle display of design elements. Click to open droplist of view settings.
Show hoop	Toggle hoop display. Shortcut <Shift+H>
Show hoop template	Toggle display of hoop template as an alternative to grid lines. Align design at correct location and orientation.
Show grid	Toggle grid display. Shortcut <Shift+G>
Show rulers	Toggle display of rulers and guides. Shortcut <Ctrl+R>
Stitch player	Simulate embroidery design stitchout onscreen in either stitch or TrueView. Shortcut <Shift+R>
Measure tool	Measure distances and angles on screen. Shortcut <M>
Zoom	Zoom in/out of workspace and zoom in on bounded areas to full window size. See also <a href="#">Zoom toolbar</a> .
Pan	Drag to pan across design at high zoom factors. Shortcut <P>
Previous view	Return to previous view. Shortcut <V>
Center at current stitch	Center currently selected stitch in design window. Shortcut <C>
Refresh screen	Refresh screen display. Shortcut <R>

## Arrange menu

Command	Tip
Group	Combine multiple objects into one selectable object grouping. Shortcut <Ctrl+G>
Ungroup	Split object grouping into component objects. Shortcut <Ctrl+U>
Lock	Lock selected objects to protect them during digitizing or editing. Shortcut <K>
Unlock selected	Unlock locked objects selected in the Sequence docker.
Unlock all	Unlock all locked objects in design. Shortcut <Shift+K>
View by color	View embroidery objects by color.
Hide selected	Hide selected object/s from view.
Hide unselected	Hide all objects apart from currently selected.
Unhide selected	Unhide hidden objects selected in the Sequence docker.
Unhide all	Restore all hidden objects to view.
Align	Access commands to align selected object tops, bottoms, right sides, left sides, etc.
Space	Access commands to distribute selected objects evenly down or across the screen.

## Machine menu

Command	Tip
Transfer design	Transfer current design to preset design folder.
Transfer settings	Preset file types required by selected machines, as well as file location on the network or PC.

## Design Settings menu

Command	Tip
Design information >>	View design information such as size and number of stitches. Add comments to print on worksheet.
Background and display colors	Set colors, fabrics, or articles as design backgrounds and set display colors.
Auto fabric	Modify design properties for stitchout on different fabric.
Auto start and end	Set auto start and end points for entire design.
Remove small stitches	Control automatic removal of small stitches. (Default set to 'Always'.)
Object properties >>	Open the Object Properties docker to preset properties or adjust for selected objects.

## Software Settings menu

Command	Tip
User interface settings	Preset user interface (GUI) settings for tools, grids and guides, view settings, and scrolling options.
Embroidery settings	Preset default settings for machine file conversion, object duplication, overlap removal, appliqué, as well as hoop settings.
Manage auto fabrics	Create custom fabric settings to suit particular needs.
Manage thread charts	Create your own charts to represent the palette of threads you have available. Change code, name or chart for existing threads.
Manage motifs	If you have created custom motifs, you can manage them via this command. Rename or delete individual motifs or entire custom categories.
Manage borders	If you have created custom borders, manage them via this command.

Command	Tip
Calibrate screen	Calibrate your monitor so that designs at 1:1 scale appear at real size. Do this when you first install the software, whenever you change your monitor, or adjust your monitor's horizontal or vertical controls.
Scanner setup	Set up scanner to interact directly with the software.
Customer experience program	Opt out of the customer experience improvement program as preferred.

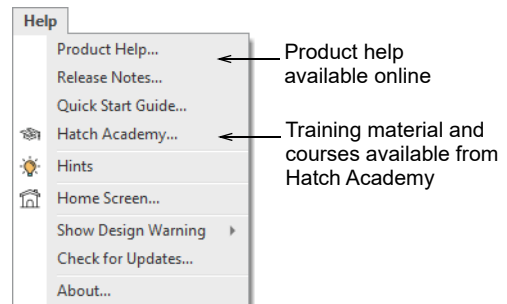
## Window menu

Command	Tip
Tile horizontal / vertical	Tile design windows with multiple designs.
Remove tiling	Remove any open tiling.
Dockers	Toggle display of dockers.
Toolbars	Toggle display of toolbars.

## Help menu

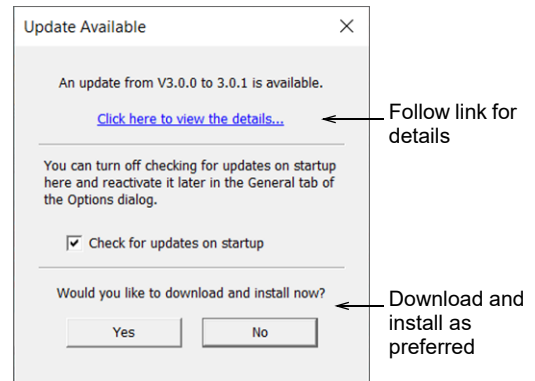
Refer to the **Help** menu for the following sources of information...

- ◆ 'Release Notes' and a 'Quick Start Guide' can be viewed and downloaded via the **Help** menu.



- ◆ Follow the link to [Product Help](#) to download a PDF of the entire Hatch Embroidery User Guide.
- ◆ A printed copy can also be ordered via [Product Help](#).

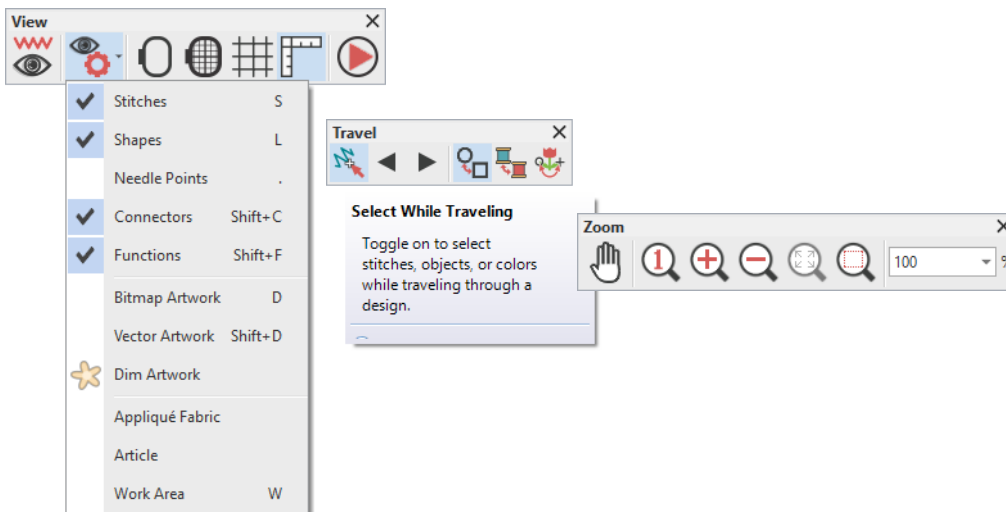
- ◀ The **Hints** docker provides a valuable learning resource from within the software. It can be activated via the **Help** menu. Each hint includes a brief feature summary together with a link to a short video.
- ◀ Note that 'just-in-time' help for each tool can also be accessed via **F1** keypress. Simply point to the tool and press **F1**.
- ◀ The **Help** menu also provides access to the [Hatch Academy](#). This resource provides free and paid online courses from Hatch and embroidery experts. Resources include embroidery basics, Hatch software training and projects.
- ◀ Run the **Check for updates** command to check for periodic software updates.



## Toolbars

You access commands in your design window using toolbar buttons. To activate a tool, simply move the mouse pointer over it,

and click with the left mouse button. Where applicable, right-click a tool to access settings.













**Note:** Not all tools and commands are applicable to all product levels.

## Switch & Convert toolbar

Hatch Embroidery has a single 'design window' but you interact with it in different ways. The main operating modes are











accessed via the **Switch & Convert** toolbar. See also [The user interface](#).

Tool	Tip
 Home	Revisit the Home screen to access tutorials and other product information.
 Switch to Embroidery Mode	Digitize and edit embroidery designs. Display embroidery as well as artwork. View designs realistically in 3D simulation.
 Switch to Graphics Mode	Import, edit or create vector artwork as backdrop for embroidery digitizing, manual or automatic.
 Convert embroidery to artwork	Convert selected embroidery objects to vector artwork.
 Convert artwork to embroidery	Convert selected vector artwork to embroidery objects in Graphics Mode.
 Tag as appliqué	Tag selected vectors for conversion to appliqué embroidery.
 Keep Graphic Objects	When toggled on, artwork will be preserved during the conversion process.
 Match to embroidery palette	When toggled off, graphic colors are added to the embroidery design palette. When toggled on, graphic colors are matched to palette colors.
 Show embroidery	Toggle display of embroidery components in Graphics Mode.
 Design Library	Open Design Library window.

## Design Colors toolbar




You change thread colors for embroidery objects from the **Design Colors** toolbar. This is the simplest way to customize a design. The design colors you set are saved with the

current design. See also [Design colors](#) (User Guide).

Tool	Tip
 Current color	View current design color.
 Pick color	Pick a color from design window and make it current.
 Apply color	Apply current color to embroidery objects.
 Add design color	Add color to end of the design palette.
 Remove design color	Remove unused color from end of the design palette.
 Hide unused colors	Toggle display of all unused colors in the design palette.
 Discard unused colors	Remove all unused colors from the design palette.
 Threads >>	Toggle display of Threads docker. Find threads from different charts and change design colors. Shortcut <Alt+T>

## Select toolbar









Use the **Select** toolbar to select or reshape objects.










Tool	Tip
 Select	Select an object or group. Or drag selection marquee to select multiple enclosed objects or groups. Shortcut <O>
 Polygon select	Select an object or group by digitizing polygon line around them. Shortcut <Ctrl+L>
 Reshape	Reshape an object shape, edit stitch angles, or adjust entry and exit points. Shortcut <H>



# Standard toolbar

Use the **Standard** toolbar for commonly used functions such as opening, saving, and printing designs.

Tool	Tip
	New blank design Create new blank design based on default template, fabric and background settings. Shortcut <Ctrl+N>
	New from design Create new design based on an existing design.
	Open design Open existing embroidery design from hard disk or network drive. Shortcut <Ctrl+O>
	Open recent design Open design from list of recently opened designs.
	Insert design Insert existing embroidery design into current design.
	Insert artwork Import vector or bitmap artwork into current design as backdrop for manual or automatic digitizing.
	Save design Save current design. Shortcut <Ctrl+S>
	Export design Export current design to machine file for stitching.

Tool	Tip
	Transfer design Transfer current design to design folder. Right-click for settings.
	Print design Print current design. Shortcut <Ctrl+P>
	Print preview Preview worksheets. Print from preview window.
	Cut Cut the selection and place on clipboard. Shortcut <Ctrl+X>
	Copy Copy the selection and place on clipboard. Shortcut <Ctrl+C>
	Paste Paste contents of the clipboard. Shortcut <Ctrl+V>
	Undo Undo previous action.
	Redo Redo previously undone action.
	Cancel Cancel current process and deselect any selected objects.

## Status bar

A **Status Bar** at the bottom of the design window provides continuous display of current cursor position status as well as instructions for use of selected tools.







Enter entry point      W 129.8 H 55.6      X= -86.3 Y= -71.2 L= 111.9 A=-140      4.271      Pure Cotton      EMB Grade: A

Field	Notes
Prompt message	To guide you through use of selected functions.
Design size	Width (W) and height (H).
Coordinates	Current needle position (X/Y), and length (L) and angle (A) of current stitch. See also <a href="#">Design measurement</a> .

Field	Notes
Stitch count	Total number of stitches in design.
Current fabric	Fabric settings take into account the type of fabric you are stitching on. See also <a href="#">Fabrics &amp; densities</a> (User Guide).
Grade of design	Native EMB designs are classified in four grades depending on how the file was created. See <a href="#">Supported embroidery files</a> for details.





## Travel toolbar




Use the **Travel** toolbar for design checking.

Tool	Tip
 Select while traveling	Toggle on to select stitches, objects, or colors while traveling through a design. Only enabled when Stitch Edit tool is activated.
 Travel backward	Travel backwards through design.
 Travel forward	Travel forwards through design.
 Jump by object	Use in conjunction with Forward and Back icons to travel to previous or next objects.
 Jump by color	Use in conjunction with Forward and Back icons to travel to previous or next color change.
 Jump to start/end	Use in conjunction with Forward and Back icons to travel to start or end of design.

## View toolbar








Use the **View** toolbar to set design view settings and other commonly used functions.

Tool	Tip
 TrueView	Toggle simulation of stitched embroidery. Shortcut <T>
 Show design	Toggle display of design elements. Click to open droplist of view settings.
 Show hoop	Toggle hoop display. Right-click for settings. Shortcut <Shift+H>
 Show hoop template	Toggle hoop template display.

Tool	Tip
 Show grid	Toggle grid display. Right-click for settings. Shortcut <Shift+G>
 Show rulers & guides	Toggle display of rulers and guides. Right-click for settings. Shortcut <Ctrl+R>
 Stitch player	Simulate embroidery design stitchout onscreen in either stitch or TrueView. Shortcut <Shift+R>





## Zoom toolbar




Use the **Zoom** toolbar to zoom and pan across designs.

Tool	Tip
 Pan	Pan across design at high zoom factors. Shortcut <P>
 Zoom 1:1	Display design at actual size. Shortcut <1>
 Zoom in	Zoom in for more design detail. Shortcut <+>
 Zoom out	Zoom out for broader view. Shortcut <->
 Zoom to fit	Display whole design in design window. Shortcut <0> (zero)
 Zoom	Zoom on a specific area of design window. Shortcut <B>
	Use Zoom Scale to display design at a specific scale, or zoom to article or hoop.

# View (Manage Designs) toolbar

The **View (Manage Designs)** toolbar contains functions for quick search, sort, and location of designs on your company network.

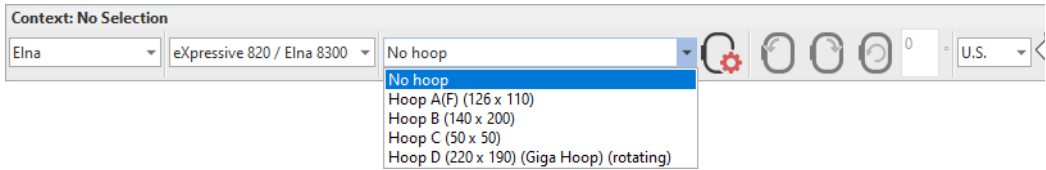
Tool	Tip
 Layout	Toggle display of navigation pane, details pane, and/or preview pane.
 Design information >>	View design information such as size and number of stitches. Add comments to print on worksheet.
 Keyboard Design Collection	Toggle display of Keyboard Design Collection dock. Create, edit and manage keyboard design collections.
 Change view	Change current view of design lists.

Tool	Tip
 Reset Detail Columns	Reset columns displayed in details view to default layout.
Group by	Group current design list by selected property and sort order.
Sort by	Sort current design list by selected property and sort order.
Showing	Filter current design list by file type.
Search	Filter designs based on specified search criteria – e.g. stitch range.
 Ascending order	Sort designs in ascending or descending order.
 Descending order	

# Context toolbar

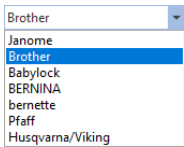
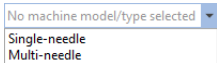
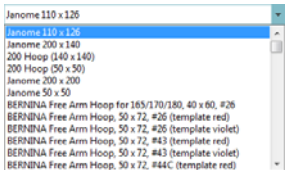
Hatch Embroidery includes a **Context** toolbar which changes according to the selected tool. If you have no tools selected, you will see a custom hoop list. Here you can also change






hoop settings, rotate hoop, set your measurement units – Metric or U.S. – as well as adjust screen background settings.






## Design window tools

The following tools are available by default with nothing selected.









Droplist	Tip
	Select machine brand for current design.
	Select from list of models or types – single or multi-needle – associated with selected machine brand.
	Select from hoop list associated with selected machine and model or type.




Tool	Tip
	Machine & Hoop Options Change machines, set up hoop lists, and define custom brands and hoops.
	Rotate hoop left 15° Rotate first hoop, or currently selected hoops in multi-hooping mode, to the left in 15° increments.
	Rotate hoop right 15° Rotate first hoop, or currently selected hoops in multi-hooping mode, to the right in 15° increments.
	Rotate by specified amount – positive or negative – in degrees.
	Background and display colors Change design background and display colors.

Tool	Tip
	Laydown stitch Generate light fill to flatten the nap of textured fabrics like terry toweling or fur for subsequent embroidery.
	Center all Center whole design and hoop at 0,0 position and display in the design window.
	Measurement units Change measurement units within software without changing operating system settings.

## Digitizing methods







The following tools are available when a digitizing method is selected.




Tool	Tip
	Outline Outline closed shapes with current line stitch type.
	Fill Fill closed shapes with current fill stitch type.
	Hand stitch Create hand-stitch effects which combine randomized stitch length, angle and count.
	Feather edge Create rough edges, shading effects, or imitate fur and other fluffy textures in selected objects.
	Gradient fill Create perspective and shading effects with stitch spacing varying between dense and open fill.
	Radial fill Create radial turning stitching with various stitch types including satin, tatami and program splits. Can be applied to ring shapes.
	Florentine effect Create custom curve-line stitching with single guideline.
	Elastic embossed fill Create decorative split patterns following stitch angles and scaled according to object width.

Tool	Tip
 Automatic corners	Turn automatic corners on or off. When on, the corners in line objects will be mitred or capped automatically depending on corner angle. Turn on or off by object.
 Always tie-off & trim	Trim connectors. When turned on, connectors will always be tied off and trimmed. Otherwise, the software will decide when to trim.
 Underlay	Apply or exclude automatic underlays to new or selected objects. Right-click for settings. Shortcut <U>

## Object editing tools



The following tools are available when embroidery objects are selected.

Tool	Tip
 Close shape with straight line	Close an open outline with straight or curved line.
 Close shape with curved line	
 Duplicate	Duplicate selection in the same position. Duplicate is placed at end of stitching sequence. Also available via Edit menu.
 Duplicate with offset	Duplicate selection in an offset position. Create regular patterns of duplicates. Right-click for settings. Also available via Edit menu.
 Delete	Delete selection. Shortcut <Delete>
 Group	Group selection. Also available via Arrange menu. Shortcut <Ctrl+G>

Tool	Tip
 Ungroup	Ungroup grouped selection. Also available via Arrange menu. Shortcut <Ctrl+U>
 Laydown stitch	Generate light fill to flatten the nap of textured fabrics like terry toweling or fur for subsequent embroidery.
 Center all	Center whole design and hoop at 0,0 position and display in the design window.





## Custom object tools




The following tools are not editing tools as such but they are only available when an existing object is selected.

Tool	Tip
 Create border	Create custom border pattern for future use.
 Create motif	Create custom motif pattern for future use.

## Transform tools










The following tools are available when embroidery objects are selected.

Tool	Tip
 Size +10%	Increase size of selected objects in 10% increments.
 Size -10%	Reduce size of selected objects in 10% increments.
 Mirror X	Flip selection horizontally.
 Mirror Y	Flip selection vertically.

Tool	Tip	
	Rotate left 15°	Rotate selection in 15° increments to left.
	Rotate right 15°	Rotate selection in 15° increments to right.
	Skew	Skew selection by specified amount – positive or negative – in degrees.






## Align & space tools

The following tools are available when multiple embroidery objects are selected.

Tool	Tip	
	Align left	Align left edges of selected objects.
	Align centers vertically	Vertically align centers of selected objects.
	Align right	Align right edges of selected objects.
	Align top	Align top edges of selected objects.
	Align centers horizontally	Horizontally align centers of selected objects.
	Align bottom	Align bottom edges of selected objects.
	Align centers	Align centers of selected objects.
	Space evenly across	Evenly space 3 or more selected objects horizontally.
	Space evenly down	Evenly space 3 or more selected objects vertically.

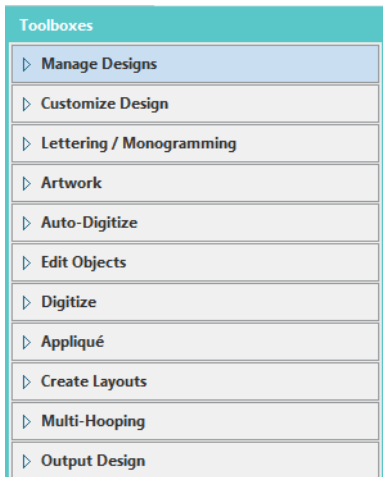
## Bitmap crop tools

The following tools are available when bitmap artwork is selected.

Tool	Tip	
	Rectangular	Crop bitmap to rectangle.
	Oval	Crop bitmap to oval.
	Heart	Crop bitmap to heart shape.
	Star 'n' point	Crop bitmap to 4 to 12 point star shapes.
	Curve	Crop bitmap to free curves.

# Toolboxes









Toolboxes are like toolbars in that they contain software tools. However, each toolbox represents a typical scenario you will be engaged in, such as customizing designs or editing objects. Some tools may appear in more than one scenario. As such, toolboxes are organized more or less in order of common operations, starting with managing your designs.



**Note:** Not all tools and commands are applicable to all product levels.

## Manage Designs toolbox














The **Manage Designs** toolbox provides an integrated way to view and organize all your embroidery designs.

Tool	Tip
 New from selected	Create new design(s) based on selected design(s) and/or bitmap(s) from chosen template.
 Open selected	Open design(s) selected in Design Library window.
 Convert selected designs	Convert design selected in Design Library window into different file types.
 Transfer selected design	Transfer selected design to default machine folder.
 Print selected	Print design selected in Design Library window.
 Print selected to catalog	Print selected designs to catalog.
 Export design list	Export text or CSV file containing list of visible design files and their properties.
 Manage embroidery library locations	Add or remove existing folders to/from Design Library, enabling fast searching and filtering.









## Customize Design toolbox

The **Customize Design** toolbox provides functions which allow you to make global adjustments to your designs.

Tool	Tip
 Design information >>	View design information such as size and number of stitches. Add comments to print on worksheet.
 Background and display colors	Change design background and display colors.
 Machine & Hoop Options	View machine settings and set up custom machine formats. Also view hoop settings and set up custom hoop lists.
 Auto fabric	Change properties of design for stitching on different fabric.
 Auto start and end	Set auto start and end points for entire design.
 Adjust stitch spacing	Manually override stitch densities for selected objects.
 Select thread charts	Select factory or custom thread charts to use in Threads list.
 Threads >>	Toggle display of Threads docker. Find threads from different charts and change design colors.
 Match all design colors	Automatically match and assign threads in thread list to all colors in the Design Colors toolbar.
 Insert design	Insert an existing embroidery design into current design.
 Cycle used colors	Cycle through combinations of used colors. Left- or right-click.
 Color wheel	Test combinations of related colors.
 Optimize color changes	Optimize design by reducing color changes to a minimum, while maintaining color layers.

## Lettering / Monogramming toolbox










The **Lettering / Monogramming** toolbox provides the tools needed to add high quality embroidery lettering to your designs as well as create monogram designs.

Tool	Tip
 Lettering >>	Create embroidery lettering using embroidery alphabets, Keyboard Design Collections or TrueType fonts, or edit selected lettering. Shortcut <A>
 Monogramming >>	Create personalized monograms using selection of predefined styles, border shapes and ornaments.
 Reshape	Reshape an object shape, edit stitch angles, or adjust entry and exit points. Shortcut <H>
 Break apart	Split composite objects – monograms, appliques, lettering, etc – into components. Allows each to be edited individually. Shortcut <Ctrl+K>
 Knife	Cut objects along digitized line, preserving stitch settings and colors.
 Laydown stitch	Generate light fill to flatten the nap of textured fabrics like terry toweling or fur for subsequent embroidery.

## Artwork toolbox











The **Artwork** toolbox provides for importing electronic artwork into your embroidery




software, editing it, and preparing it for automatic digitizing.

Tool	Tip
 Insert artwork	Import vector or bitmap artwork into current design as backdrop for manual or automatic digitizing.
 Scan artwork	Scan artwork directly from an attached scanner into current design window.
 Adjust bitmap	Adjust selected bitmap in effect, brightness and contrast.
 Edit artwork	Edit bitmap artwork in preferred graphics application. (Preset in User Interface Settings > General tab.)
 Prepare artwork for embroidery	Prepare selected bitmap artwork for automatic digitizing.
 Save artwork	Save currently selected bitmap artwork.
 Dim artwork	Dim graphic backdrops to show stitches more clearly when digitizing.
 Lock	Lock selected objects into position for protection. Shortcut <K>
 Unlock all	Unlock all locked objects to remove protection. Shortcut <Shift+K>

## Auto-Digitize toolbox









The **Auto-Digitize** toolbox provides tools for the automatic digitizing of prepared artwork and photos.












Tool	Tip
 Insert artwork	Import vector or bitmap artwork into current design as backdrop for manual or automatic digitizing.
 Auto-digitize instant embroidery	Automatically digitize whole embroidery design directly from imported bitmap artwork.
 Auto-digitize embroidery	Automatically digitize prepared bitmap artwork, optionally with user's choices.
 Color PhotoStitch	Automatically turn grayscale or color photographs into embroidery.
 Reef PhotoStitch	Turn photographs into single embroidery field resembling coral reef. Depending on Automatic Trim settings, multiple objects may be created.
 PhotoFlash >>	Create rows of PhotoSatin stitching of varying spacing in current color for selected photos or other bitmap artwork.
 Click-to-fill	Digitize large artwork shapes with tatami fill, preserving any holes within.
 Click-to-fill without holes	Digitize large artwork shapes with tatami fill, ignoring any holes within.
 Click-to-turning fill	Digitize narrow column artwork shapes with satin stitch.
 Click-to-outline	Digitize boundaries of shapes with run stitching using current properties.

Tool	Tip
 Click-to-center line	Digitize centerlines in artwork with run stitching using current properties.
 Smooth shapes	Remove excess reshape-nodes from selected embroidery objects.
 Color matching method	Select matching method: a) add image colors to color palette for manual thread matching, b) add closest matches from selected thread charts, or c) use closest matches from the color palette.

## Edit Objects toolbox












The **Edit Objects** toolbox provides many tools for reshaping, resizing, rotating objects, as well as add or remove stitch angles.










Tool	Tip
 Object properties >>	Toggle display of Object Properties docker. Preset properties for new embroidery objects or adjust properties for selected embroidery objects.
 Copy object properties	Make properties of selected object current for design.
 Apply object properties	Apply current settings to selected objects.
 Adjust stitch spacing	Manually override stitch densities for selected objects.
 Smooth shapes	Remove excess reshape-nodes from selected embroidery objects.
 Reshape	Reshape an object shape, edit stitch angles, or adjust entry and exit points. Shortcut <H>
 Add stitch angles	Add stitch angles to selected filled or lettering object.
 Remove stitch angles	Remove stitch angles from closed objects with turning stitches.

Tool	Tip
 Knife	Cut objects along digitized line, preserving stitch settings and colors.
 Weld	Merge selected overlapping objects into single 'flattened' object.
 Break apart	Split composite objects – monograms, appliques, lettering, etc – into components. Allows each to be edited individually. Shortcut <Ctrl+K>
 Remove overlaps	Remove stitches that are covered by the selected objects. Overlap value can be changed in the Overlap tab of Embroidery Settings dialog.
 Create color blend	Generate color blends, perspective effects and shading in selected objects.
 Branching	Automatically sequence and group selected embroidery objects. Shortcut <I>
 Redwork	Automatically sequence and group selected embroidery objects to create Redwork object with entry and exit points at same position. Shortcut <Ctrl+I>
 Apply closest join	Join selected objects at closest point. Re-apply closest join after editing. Shortcut <J>
 Sequence >>	Open Sequence docker. Click again to close. Also available via Windows > Dockers menu. Shortcut <Shift+L>
 Sequence by selection order	Resequence objects in order of selection. Hold down <Ctrl> and click to select.
 Stitch edit	Select individual or multiple stitches by clicking needle points holding <Ctrl> or <Shift>, or dragging selection marquee around them. Insert stitches at current stitch cursor position, and move or delete selected stitches. Shortcut <E>

## Digitize toolbox

The **Digitize** toolbox provides all the digitizing tools necessary to create embroidered shapes. See also [Digitize Objects](#) (User Guide).









Tool	Tip
	Rectangle / square Click two corners of rectangle, or press <Ctrl> for square.
	Circle / oval Click center point plus two size points for an oval, or press <Ctrl> for circle.
	Standard shapes Digitize standard shapes. Press <Ctrl> to keep proportions of the shape. Press <Shift> to center at first point entered.
	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.
	Digitize open shape Digitize open shapes with left and right mouse clicks for straight lines and curves. Shortcut <Shift+N>
	Digitize closed shape Digitize closed shapes with left and right mouse clicks for straight lines and curves.
	Digitize blocks Digitize column shapes of varying width, setting stitch angle at each pair of points.
	Carving stamp >> Toggle display of Carving Stamp docker. Create needle penetrations with a 'carving stamp' as template.
	Motif stamp Add motifs to design one-by-one. Rotate, scale with <Shift>, or mirror with right-click as you add, or press <Enter> to accept default position and settings. Press Esc to stop adding motifs.
	Add stitch angles Add stitch angles to selected filled or lettering object.

Tool	Tip
	Remove stitch angles Remove stitch angles from closed objects with turning stitches.
	Digitize holes Digitize holes in selected filled object.
	Fill holes Fill holes via creating new objects based on hole boundaries of selected object with current fill stitch type. Right-click for settings.
	Remove holes Remove holes from selected object.
	Weld Merge selected overlapping objects into single 'flattened' object.
	Backtrack Reinforce an outline, stitching it in reverse direction to the original. Shortcut <Ctrl+B>
	Repeat Duplicate an outline in same direction. Normally used with closed shapes.
	Branching Automatically sequence and group selected embroidery objects. Shortcut <I>
	Redwork Automatically sequence and group selected embroidery objects to create Redwork object with entry and exit points at same position. Shortcut <Ctrl+I>

## Appliqué toolbox

The **Appliqué** toolbox provides an easy way to create all the stitching you need for most













simple appliqué work. See also [Appliqué](#) (User Guide).







Tool	Tip
 Frame-out options	Access frame-out options in Appliqué tab of Embroidery Settings dialog.
 Convert to appliqué	Convert selected closed objects into individual appliqués.
 Digitize appliqué >>	Show Appliqué tab of Object Properties docker. Digitize appliqué objects with up to four layers of stitching – placement line, cutting line, tack stitches, and cover stitches.
 Digitize appliqué with holes >>	Show Appliqué tab of Object Properties docker. Digitize appliqué objects with holes with up to four layers of stitching – placement line, cutting line, tack stitches, and cover stitches.
 Remove overlaps	Remove stitches that are covered by selected objects. Overlap value can be changed in Overlap tab of Embroidery Settings dialog.
 Partial appliqué	Remove unwanted cover stitching from underlying appliqué objects.
 Combine appliqué	Break apart appliqué into component objects and recombine and resequence for efficient stitchout.
 Break apart	Split composite objects – monograms, appliqués, lettering, etc – into components. Allows each to be edited individually. This tool is also available via Edit menu. Shortcut <Ctrl+K>

## Create Layouts toolbox

The **Create Layouts** toolbox lets you easily combine designs and design elements by






inserting the contents of one file into another. See also [Design Layouts](#) (User Guide).









Tool	Tip
 Insert design	Insert an existing embroidery design into current design.
 Mirror-copy horizontal	Mirror and copy selected objects horizontally.
 Mirror-copy vertical	Mirror and copy selected objects vertically.
 Mirror-copy both	Mirror and copy selected objects around a center point.
 Copy array	Duplicate designs, such as badges, automatically resequencing color blocks for efficient multiple design stitchouts.
 Copy reflect	Duplicate and mirror objects or designs. Create decorative borders.
 Circle layout	Duplicate selected objects around a center point. Specify how many copies and if alternate copies are mirrored in Context toolbar.
 Define work area	Define shape, size, color and view of the work area. Shortcut <Ctrl+W>
 Mirror-copy to work area	Automatically mirror and copy selected object/s around center (0,0) of the work area.
 Circle layout to work area	Automatically create copies of selected object/s (specified by Number of Copies in Context toolbar) around center of the work area.
 Auto center to work area	Automatically move selected object/s to center of the work area (0,0).
 Buttonholes >>	Show Buttonholes tab of Object Properties docker. Use Place Buttonholes to place a string of buttonholes with all necessary stitching.

Tool	Tip
	Ambience quilting Create 'echo' quilting blocks.
	Create outlines & offsets Create outlines and offsets for selected embroidery object(s).
	Create trapunto outlines Use in conjunction with Raised Satin to create stitching for a raised 'quilted' look.
	Laydown stitch Generate light fill to flatten the nap of textured fabrics like terry toweling or fur for subsequent embroidery.
	Basting stitch marker Insert reference marker at any angle and position.
	Insert graphic marker Insert graphic marker representing adhesive stickers attached to fabric to indicate location and orientation.

## Multi-Hooping toolbox

If your embroidery is too large or contains a number of designs spaced around an article, you can use the **Multi-Hooping** toolbox to split it into multiple hoopings.









Tool	Tip
	Multi-hooping options Change multi-hooping options in Multi-Hooping tab of the Embroidery Settings dialog.
	Automatically add hoops Add hoops automatically to cover entire design.
	Add splitting line Digitize one or more guides in multi-hoop layout to split objects between hoopings.
	Preview hoopings Calculate object distribution and registration marks for given hoop positions and display hooping thumbnails in docker. Click hooping thumbnail in the docker to view in the design window.
	Calculate hoopings Calculate hoopings that will result from current layout.

Tool	Tip
	Add hoop Add new hoop to multi-hoop layout.
	Delete hoop Remove selected hoop from multi-hoop layout.
	Add hoop right Place new hoop position to right of selected hoop. Allow 10mm overlap between sewing fields.
	Add hoop left Place new hoop position to left of selected hoop. Allow 10mm overlap between sewing fields.
	Add hoop down Place new hoop below selected hoop. Allows 10mm overlap between sewing fields.
	Add hoop up Place new hoop position above selected hoop. Allows 10mm overlap between sewing fields.
	Add 4 hoops around Place four hoops around selected hoop's perimeter. Allows 10mm overlap between sewing fields.
	Add 8 hoops around Place eight hoops around selected hoop's perimeter. Allows 10mm overlap between sewing fields.

## Output Design toolbox

Using the **Output Design** toolbox you can output embroidery designs in a variety of ways – by printing as worksheets, as appliqué patterns, color sequence, or as thread charts. Hatch Embroidery also allows you to save your designs as images for use with fabric and garment applications. You can also send them directly to machine for stitching. When working with designs that are larger than the available physical hoop, you can split them into parts, each containing an object or group of objects. Hatch Embroidery

automatically calculates which files are to be sent and shows you how they will look.

Tool	Tip
	Auto start & end Set auto start and end points for entire design.
	Save design as Save current EMB design with different name or location.
	Export design Export current design to machine file for stitching.
	Export cutting Export current design or selected objects to SVG file format for cutting.
	Transfer design Transfer current design to preset design folder. Right-click for settings.
	Print preview Preview worksheets. Print from preview window.
	Print design Print current design. Shortcut <Ctrl+P>
	Capture design image Save design image as bitmap exactly as it appears on screen.



# KEYBOARD SHORTCUTS

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



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

## General functions

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

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

## Selection functions

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

## Viewing functions

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

## Zoom functions

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

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

## Travel functions

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

## Editing functions

To...	Press...
Add stitch angles	^ <Ctrl+H>
Apply closest join to selected objects	<J>
Apply Redwork to selected objects	^ <Ctrl+I>
Break apart composite objects	<Ctrl+K>
Copy selected objects	<Ctrl+C>
Cut selected objects	<Ctrl+X>
Delete last reference point (when digitizing)	<Bksp>
^ Press <Esc> to cancel command	

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

## Digitizing functions

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