Zoom Palette

Contains tools to view designs from different degrees of magnification.

	Shortcut	Shortcut
ZOOM TOOL	Z	Z
ZOOM IN	Ctrl +	+
ZOOM TO PAGE		
ZOOM OUT	Ctrl -	-
ZOOM TO PREVIOUS		
ZOOM TO SELECTED		
ZOOM TO ALL OBJECTS		
PAN VIEW	Space	Space
FILL MODE	Ctrl F	F

Swatch Palette

CHANGE FILL COLOR
Click color, or drag color to object.

CHANGE STROKE COLOR Holding down Shift changes default color at same time.
Ctrl-Click color, or drag color to edge of object.
Option-Click color, or drag color to edge of object.

CHANGE SUBSTRATE COLOR Holding down Shift changes default color at same time.
Drag color to substrate.

FIND OUT COLOR OF OBJECT
Select object and look in Color Mixer.

CHANGE DEFAULT COLOR
Select fill and stroke color with nothing selected, or drag colors to fill/stroke.

Moving, Selecting, and Resizing Shortcuts

	Shortcut	Shortcut
SELECT OBJECTS	Click, or click and drag	Click, or click and drag
NEXT OBJECT	Tab	Tab
PREVIOUS OBJECT	Shift-Tab	Shift-Tab
DESELECT OBJECT (DURING CREATION)	ESC	ESC
SELECT MULTIPLE OBJECTS	Shift-Click, or Shift Click and Drag	Shift-Click, or Shift Click and Drag
SELECT ONLY FULLY-ENCLOSED OBJECTS	Ctrl-Drag	Option Drag
SELECT WITHIN AN EFFECT	Ctrl Double-Click	Option Double-Click
MOVE OBJECT	Drag	Drag
NUDGE OBJECT	Arrow keys	Arrow Keys
NUDGE IN BIGGER INCREMENTS	Shift-Arrow Keys	Shift-Arrow Keys
COPY OBJECT	Ctrl-Drag	Option-Drag
CONSTRAIN OBJECT	Shift-Drag	Shift-Drag
RESIZE	Drag selection point	Drag selection point
RESIZE NONPROPORTIONATELY	Shift-Drag selection point	Shift-Drag selection point
RESIZE FROM CENTER	Ctrl-Drag selection point	Option-Drag selection point

Context Menu

Provides commonly used features when Right-Clicking or Control-Clicking on the object or on the swatch palette.

= Right-Click
= Control-Click

Eye Dropper

Set Default Fill Color
Click to sample a color when no object is selected.

Set Default Stroke Color
Ctrl-Click to sample a color when no object is selected.
Option-Click to sample a color when no object is selected.

Change Fill Color
Select an object and click on another object.

Change Stroke Color
Select an object and Ctrl-Click on another object.

Select through Gradient or Pattern
Shift

Effects Palette

OUTLINE
CONTOUR CUT
DISTORT
SHADOW
COLOR TRAPPING
STRIPE
BLEND
CLEAR EFFECT
SEPARATE EFFECT

Trace Palette

Contains tools to quickly trace bitmaps.

AUTO TRACE	Traces each shape in a bitmap to prepare it for vinyl cutting.
CENTERLINE TRACE	Traces a single line down the middle of each line in the bitmap. Ctrl-Click to trace entire bitmap.
COLOR TRACE	Posterizes, edits and traces color bitmaps.
PICTURE CUT	Creates a special striping effect. Ctrl-Click to trace entire bitmap.

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Text Palette

Contains tools to incorporate text in design.

		Shortcut
TEXT TOOL	Adds horizontal text.	T
ARC TEXT TOOL	Places text on arc path.	
PATH TEXT TOOL	Places horizontal text on specified path.	
VERTICAL TEXT TOOL	Adds text vertically.	
VERTICAL PATH EDIT TOOL	Places vertical text on specified path.	

Import & Paste

Tab Switches which corner an object will paste onto

Enter Places image automatically

ESC Cancels placement

Decimal Conversion

in	dec.	mm	in	dec.	mm
1/32	0.031	.7874	1/2	0.500	12.7
1/16	.0625	1.5875	17/32	0.531	13.4874
3/32	0.093	2.3622	9/16	0.563	14.3002
1/8	0.125	3.175	19/32	0.594	15.0876
5/32	0.156	3.9624	5/8	0.625	15.875
3/16	0.1875	4.7625	21/32	0.656	16.6624
7/32	0.219	5.5626	11/16	0.6875	17.4625
1/4	0.250	6.35	23/32	0.719	18.2626
9/32	0.281	7.1374	3/4	0.750	19.05
5/16	0.3125	7.9375	25/32	0.781	19.8374
11/32	0.344	8.7376	13/16	0.8125	20.6375
3/8	0.375	9.525	27/32	0.844	21.4376
13/32	0.406	10.3124	7/8	0.875	22.225
7/16	0.438	11.1252	29/32	0.906	23.0124
15/32	0.469	11.9126	15/16	0.938	23.8252

Object Alignment Shortcuts

Vertical Centers 7	Top 8	9
Left 4	Both Centers 5	Right 6
1	Bottom 2	Horizontal Centers 3
Text Baselines 0		

	Ctrl-Number	-Number
Align	Ctrl-Number	-Number
Align all	Ctrl-Shift-Number	-Option Number objects to page

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Flexi 8 Quick Reference Card

Standard Toolbar *Contains standard tools used in most applications for quick modifications.*

		Windows Shortcut	Mac Shortcut
NEW	Starts a new document.	Ctrl-N	⌘-N
OPEN	Opens an existing file.	Ctrl-O	⌘-O
SAVE	Saves current document.	Ctrl-S	⌘-S
IMPORT	Imports a file into the design.		
EXPORT	Exports a file into the design.		
PRINT	Prints current document.	Ctrl-P	⌘-P
CUT/PLOT	Opens the Cut/Plot dialog box.	Ctrl-L	⌘-L
RIP & PRINT	Opens RIP and Print Dialogue box.	Ctrl-H	⌘-H
CUT	Cuts the selection and places it on the clipboard.	Ctrl-X	⌘-X
COPY	Copies the selection and places it on the clipboard.	Ctrl-C	⌘-C
PASTE	Inserts clipboard contents.	Ctrl-V	⌘-V
UNDO	Undoes the most recent action.	Ctrl-Z	⌘-Z
UNDO MULTIPLE	Undoes multiple steps at one time.	Ctrl-Shift-Z	⌘-Shift-Z
REDO	Redoes the most recent step.	Ctrl-Y	⌘-Y
REDO MULTIPLE	Redoes multiple steps that you have previously undone.	Ctrl-Shift-Y	⌘-Shift-Y
DESIGNCENTRAL	Opens DesignEditor.	Ctrl-I	⌘-I
FILL/STROKE EDITOR	Opens Fill/Stroke Editor.	I	I
DESIGNEDITOR	Opens DesignEditor.	E	E
COLOR MIXER	Opens Color Mixer.	M	M
COLOR SPECS	Opens Color Specs dialog box.		
SWATCH TABLE	Displays Swatch Palette.		

SA International

Main Palette

- SELECT PALETTE
- TEXT CREATE PALETTE
- PATH CREATE PALETTE
- SHAPES PALETTE
- PATH EDIT PALETTE
- TRACE PALETTE
- COMBINE PALETTE
- EFFECTS PALETTE
- MEASUREMENT PALETTE
- EYEDROPPER TOOL

Path Create Palette

Contains tools to create new paths in design.

		Shortcut
BEZIER PATH TOOL	Draws bezier paths.	p
FREEHAND DRAWING TOOL	Draws paths in freehand mode.	

Select Palette

		Shortcut
SELECT TOOL	Click or drag to select.	A
SELECT WITHIN TOOL	Select inside groups and effects.	

Measure Palette

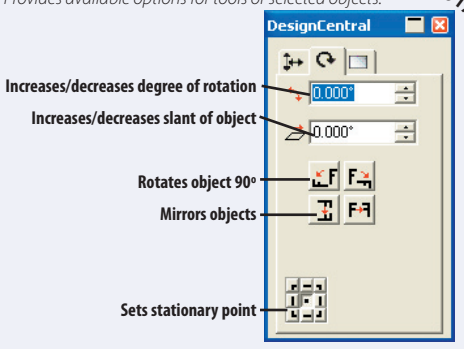
Provides all the tools for complete measuring and dimensioning.

		Shortcut
MEASURE TOOL	Measures distances when dragged and indicates coordinates when clicked.	U
HORIZONTAL DIMENSION TOOL	Labels the horizontal dimension with measurements.	
VERTICAL DIMENSION TOOL	Labels the vertical dimension with measurements.	
DIAGONAL DIMENSION TOOL	Labels the diagonal dimension with measurements.	
ONE SEGMENT LABEL TOOL	Labels objects with comments.	
TWO SEGMENT LABEL TOOL	Labels objects with comments.	
AUTOMATIC DIMENSION TOOL	Labels the dimensions with measurements.	
DIMENSION TO PAGE TOOL	Automatically labels the offset from page with measurements.	

Design Central

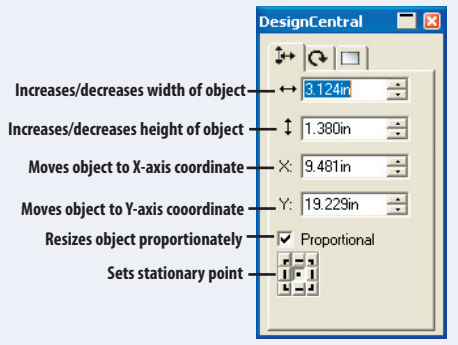
Provides available options for tools or selected objects.

ROTATE



- Double-Clicking the selected object will cycle through the tabs in DesignCentral.
- Double-Clicking any tool will open DesignCentral if closed.
- Double-Clicking title bar will window shade it.

SIZE SIZE



Values to enter in DesignCentral field

in or "	inch
ft or '	foot
mm	millimeter
cm	centimeter
m	meter
pt	point
%	Enters value as a percentage (e.g. 200% doubles current value)
+ - / *	Computes basic math (e.g. 5/8 will input as 0.625)
:	Enters a ratio (e.g. 1:12 will input as 0.083)
Tab	Applies and goes to next field.
Enter/Return	Applies and continues editing on screen.

Path Edit Palette

Contains tools to accurately edit Bezier curves and paths.

			Shortcut
SELECT POINT TOOL	Selects and moves points on paths.		N
REMOVE POINT	Deletes point selected.		Delete when in Point selector
ADD POINT	Adds control points.		
STRAIGHTEN POINTS	Converts curved angles into straight angles.		Double-Click to Apply
MAKE RIGHT ANGLE	Changes selected angle to 90° angle		
ROUND CORNER	Changes selected segments into rounded corners.		Double-Click to Apply
SHARPEN CORNER	Changes a selection of a path into a sharp corner.		Double-Click to Apply
OPTIMIZE BY CURVE	Creates a smooth curve between 2 selected points and deletes extra control points.		Double-Click to Apply
OPTIMIZE BY SMOOTH ARC	Creates 2 straight lines and a circular arc to blend seamlessly into the rest of the path.		Double-Click to Apply
OPTIMIZE BY 3-POINT ARC	Replaces any section of a curve with a circular arc.		
MAKE ARC	Changes selected segments into circular arcs.		
REDUCE POINTS	Decreases the number of points in a selected path.		
CLOSE PATH	Joins an unconnected path together.		
CHANGE START POINT	Alters the start point in a path.		Shift to constrain an existing point
CLEAVER	Splits closed paths into multiple closed paths.		
SCISSORS	Splits closed or open paths into multiple open paths.		
BREAK PATH	Splits selected point into two points.		
JOIN PATHS	Connects two paths into one.		
ALIGN HORIZONTAL	Changes a section of path into a vertical line.		
ALIGN VERTICAL	Changes a selection of path into a vertical line.		
ALIGN POINTS	Changes a selection of a path in a diagonal line.		Double-Click to Apply
APPLY LENGTH & ANGLE	Applies angles and lengths to selected segment.		Ctrl-Click (Option Mac) to Capture Values
REMOVE TINY OBJECTS	Deletes any objects under the threshold value.		
ADD ENTRY/EXIT POINTS	Adds points to a selected path.		

Combine Palette

- WELD
- WELD BY COLOR
- CUT OUT
- REMOVE OVERLAP
- COMMON
- EXCLUDE COMMON
- FUSE
- REMOVE OVERLAP

Shapes Palette

Lists QuickShapes tools to allow the creation of an unlimited number of shapes.

	Shortcut
RECTANGLE TOOL	R
OVAL TOOL	D
CIRCLE TOOL	C
POLYGON TOOL	G
STARBURST TOOL	S
FAN TOOL	
ARROW TOOL	
ADVANCED BORDER TOOL	
PARAMETRIC SHAPE TOOL	
REGISTRATION MARK TOOL	

Bitmap Edit Palette

Provides access to bitmap editing tools.

MARQUEE TOOL	Selects a rectangular area of bitmap.
LASSO TOOL	Selects a freehand section of a bitmap as a marquee.
MAGIC WAND	Sets the tolerance for the range of pixels in the selection. The higher the value specified, the wider the range of pixels will be selected.
MOVE	Moves the contents inside the marquee.
ERASER	Erases all the bitmap information, turning it white.
PAINT BRUSH	Edits all the bitmap content or adds design elements by using a paint brush with adjustable size.
PENCIL	Edits bitmaps in a similar manner as the paint brush but with hard edges–more ideal for editing individual pixels.
FILL	Fills areas of color with a different color.
CROP	Removes unwanted surrounding information.
STAMP	Clones an area from another part of the bitmap image onto an area that is selected.