



Shortcuts Guide

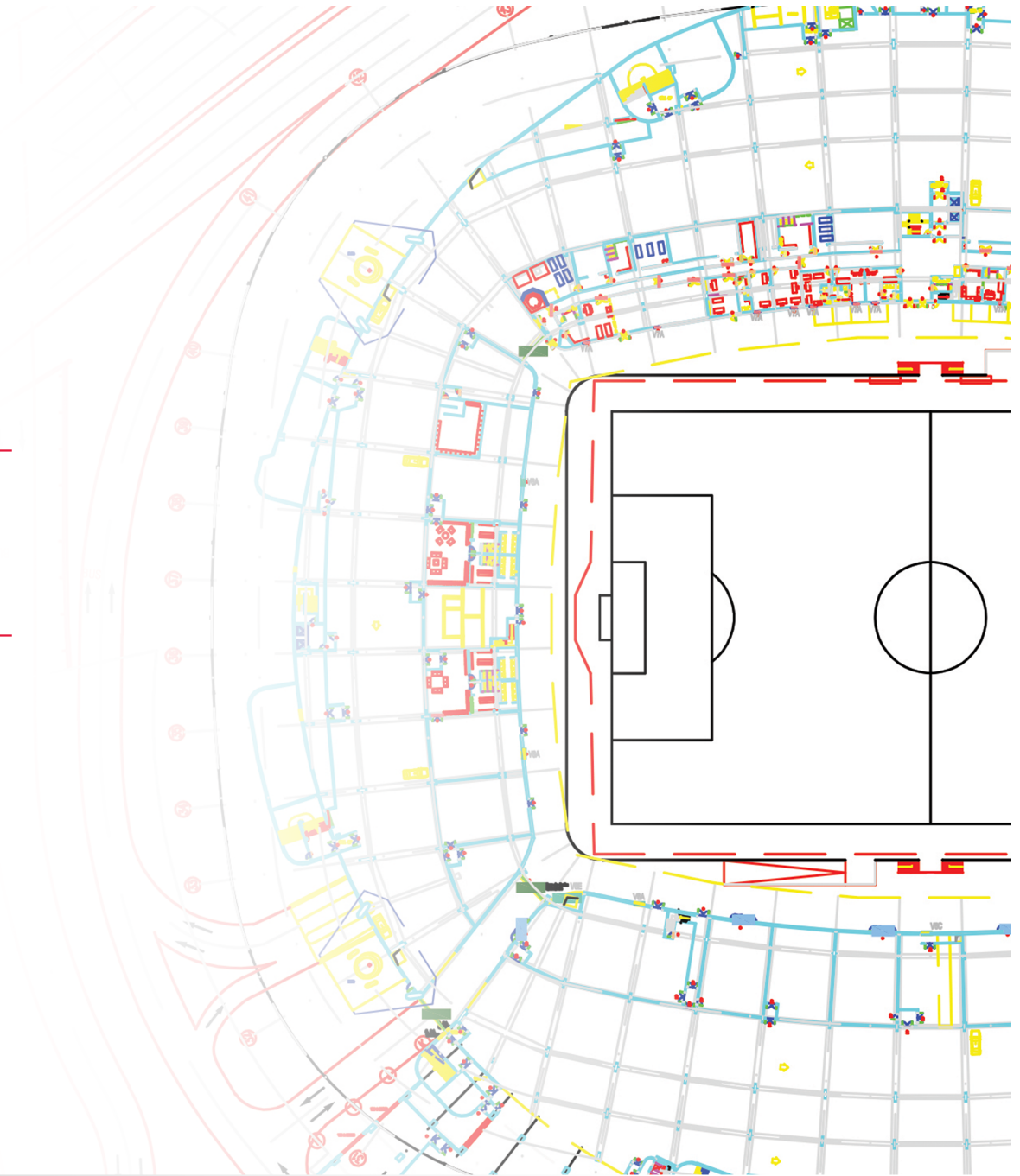
Get work done quickly

One Key Shortcuts

Toggles and Screen Management

Hot Keys A-Z

Printable Keyboard Stickers



	Display Help	Toggle text screen	Toggle object snap mode	Toggle Isoplane	Toggle grid mode	Toggle ortho mode	Toggle snap mode	Toggle polar mode	Toggle object snap tracking	Toggle dynamic input mode									
Esc	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	PrtScn SysRq	ScrLK	Pause Break				
~ `	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	* 8	(9) 0	- _	+ =	Backspace		Home	End			
Tab	Q QSAVE	W WBLOCK	E ERASE	R REDRAW	T MTEXT	Y	U	I INSERT	O OFFSET	P PAN	{ [}]	 \	Insert	Page Up				
Caps Lock	A ARC	S STRETCH	D DIMSTYLE	F FILLET	G GROUP	H HATCH	J JOIN	K	L LINE	: ;	" ,	Enter		Delete	Page Down				
Shift	Z ZOOM	X EXPLODE	C CIRCLE	V VIEW	B BLOCK	N NEW	M MOVE	< ,	> .	? /	Shift		▲						
Ctrl	Start	Alt						Alt		Ctrl	◀	▼	▶						

Q **QSAVE** / Saves the current drawing.

A **ARC** / Creates an arc.

Z **ZOOM** / Increases or decreases the magnification of the view in the current viewport.

W **WBLOCK** / Writes objects or a block to a new drawing file.

S **STRETCH** / Stretches objects crossed by a selection window or polygon.

X **EXPLODE** / Breaks a compound object into its component objects.

E **ERASE** / Removes objects from a drawing.

D **DIMSTYLE** / Creates and modifies dimension styles.

C **CIRCLE** / Creates a circle.

R **REDRAW** / Refreshes the display in the current viewport.

F **FILLET** / Rounds and fillets the edges of objects.

V **VIEW** / Saves and restores named views, camera views, layout views, and preset views.

T **MTEXT** / Creates a multiline text object.

G **GROUP** / Creates and manages saved sets of objects called groups.

B **BLOCK** / Creates a block definition from selected objects.

N **NEW** / Create a new drawing

H **HATCH** / Fills an enclosed area or selected objects with a hatch pattern, solid fill, or gradient fill.

J **JOIN** / Joins similar objects to form a single, unbroken object.

M **MOVE** / Moves objects a specified distance in a specified direction.

I **INSERT** / Inserts a block or drawing into the current drawing.

O **OFFSET** / Creates concentric circles, parallel lines, and parallel curves.

L **LINE** / Creates straight line segments.

P **PAN** / Adds a parameter with grips to a dynamic block definition.

Toggle General Features

Ctrl+g	Toggle Grid
Ctrl+e	Cycle isometric planes
Ctrl+f	Toggle running object snaps
Ctrl+h	Toggle Pick Style
Ctrl+Shift+h	Toggle Hide pallets

Toggle Drawing Modes

F1	Display Help
F2	Toggle text screen
F3	Toggle object snap mode
F5	Toggle Isoplane
F7	Toggle grid mode
F8	Toggle ortho mode
F9	Toggle snap mode
F10	Toggle polar mode
F11	Toggle object snap tracking
F12	Toggle dynamic input mode

Manage Screen

Ctrl+0 (zero)	Clean Screen
Ctrl+1	Property Palette
Ctrl+2	Design Center Palette
Ctrl+3	Tool Palette
Ctrl+4	Sheet Set Palette
Ctrl+7	Markup Set Manager Palette
Ctrl+8	Quick Calc
Ctrl+9	Command Line

Manage Workflow

Ctrl+c	Copy object
Ctrl+x	Cut object
Ctrl+v	Paste object
Ctrl+Shift+c	Copy to clipboard with base point
Ctrl+Shift+v	Paste data as block
Ctrl+z	Undo last action
Ctrl+y	Redo last action
Ctrl+[Cancel current command (or ctrl+\)
ESC	Cancel current command

Manage Drawings

Ctrl+n	New Drawing
Ctrl+s	Save drawing
Ctrl+o	Open drawing
Ctrl+p	Plot dialog box
Ctrl+Tab	Switch to next
Ctrl+Shift+Tab	Switch to previous drawing
Ctrl+Page Up	Switch to previous tab in current drawing
Ctrl+Page Down	Switch to next tab in current drawing
Ctrl+q	Exit
Ctrl+a	Select all objects

A

A	ARC / Creates an arc.
AA	AREA / Calculates the area and perimeter of objects or of defined areas.
ADC	ADCENTER / Manages and inserts content such as blocks, xrefs, and hatch patterns.
AL	ALIGN / Aligns objects with other objects in 2D and 3D.
AR	ARRAY / Creates multiple copies of objects in a pattern.
ATI	ATTIPEDIT / Changes the textual content of an attribute within a block.
ATT	ATTDEF / Redefines a block and updates associated attributes.
ATE	ATTEDIT / Changes attribute information in a block.

B

B	BLOCK / Creates a block definition from selected objects.
BC	BCLOSE / Closes the Block Editor.
BE	BEDIT / Opens the block definition in the Block Editor.
BH	HATCH / Fills an enclosed area or selected objects with a hatch pattern, solid fill, or gradient fill.
BO	BOUNDARY / Creates a region or a polyline from an enclosed area.
BR	BREAK / Breaks the selected object between two points.
BS	BSAVE / Saves the current block definition.
BVS	BVSTATE / Creates, sets, or deletes a visibility state in a dynamic block.

C

C	CIRCLE / Creates a circle.
CBAR	CONSTRAINTBAR / A toolbar-like UI element that displays the available geometric constraints on an object.
CH	PROPERTIES / Controls properties of existing objects.
CHA	CHAMFER / Bevels the edges of objects.
CLI	COMMANDLINE / Displays the Command Line window.
COL	COLOR / Sets the color for new objects.
CO	COPY / Copies objects a specified distance in a specified direction.
CT	CTABLESTYLE / Sets the name of the current table style.

D

D	DIMSTYLE / Creates and modifies dimension styles.	DIV	DIVIDE / Creates evenly spaced point objects or blocks along the length or perimeter of an object.	DRE	DIMREASSOCIATE / Associates or re-associates selected dimensions to objects or points on objects.
DAN	DIMANGULAR / Creates an angular dimension.	DJL	DIMJOGLINE / Adds or removes a jog line on a linear or aligned dimension.	DRM	DRAWINGRECOVERY / Displays a list of drawing files that can be recovered after a program or system failure.
DAR	DIMARC / Creates an arc length dimension.	DJO	DIMJOGGED / Creates jogged dimensions for circles and arcs.	DS	DSETTINGS / Sets grid and snap, polar and object snap tracking, object snap modes, Dynamic Input, and Quick Properties.
DBA	DIMBASELINE / Creates a linear, angular, or ordinate dimension from the baseline of the previous or selected dimension.	DL	DATALINK / The Data Link dialog box is displayed.	DT	TEXT / Creates a single-line text object.
DCE	DIMCENTER / Creates the center mark or the centerlines of circles and arcs.	DLU	DATALINKUPDATE / Updates data to or from an established external data link.	DX	SAVEAS / Saves the current drawing.
DCO	DIMCONTINUE / Creates a dimension that starts from an extension line of a previously created dimension.	DO	DONUT / Creates a filled circle or a wide ring.		
DDA	DIMDISASSOCIATE / Removes associativity from selected dimensions.	DOR	DIMORDINATE / Creates ordinate dimensions.		
DDI	DIMDIAMETER / Creates a diameter dimension for a circle or an arc.	DOV	DIMOVERRIDE / Controls overrides of system variables used in selected dimensions.		
DED	DIMEDIT / Edits dimension text and extension lines.	DR	DRAWORDER / Changes the draw order of images and other objects.		
DI	DIST / Measures the distance and angle between two points.	DRA	DIMRADIUS / Creates a radius dimension for a circle or an arc.		

E–F

E	ERASE / Removes objects from a drawing.
EL	ELLIPSE / Creates an ellipse or an elliptical arc.
EPDF	EXPORTPDF / Exports drawing to PDF.
ER	EXTERNALREFERENCES / Opens the External References palette.
EX	EXTEND / Extends objects to meet the edges of other objects.
EXIT	QUIT / Exits the program.
EXP	EXPORT / Saves the objects in a drawing to a different file format.
F	FILLET / Rounds and fillets the edges of objects.

G–H

G	GROUP / Creates and manages saved sets of objects called groups.
GD	GRADIENT / Fills an enclosed area or selected objects with a gradient fill.
GEO	GEOGRAPHICLOCATION / Specifies the geographic location information for a drawing file.
H	HATCH / Fills an enclosed area or selected objects with a hatch pattern, solid fill, or gradient fill.
HE	HATCHEDIT / Modifies an existing hatch or fill.
HI	HIDE / Regenerates a 3D wireframe model with hidden lines suppressed.

I–K

I	INSERT / Inserts a block or drawing into the current drawing.
ID	ID / Displays the UCS coordinate values of a specified location.
IM	IMAGE / Displays the External References palette.
IMP	IMPORT / Imports files of different formats into the current drawing.
IN	INTERSECT / Creates a 3D solid, surface, or 2D region from overlapping solids, surfaces, or regions.
IO	INSERTOBJ / Inserts a linked or embedded object.
J	JOIN / Joins similar objects to form a single, unbroken object.
JOG	DIMJOGGED / Creates jogged dimensions for circles and arcs.

L–M

L	LINE / Creates straight line segments.
LA	LAYER / Manages layers and layer properties.
LAS	LAYERSTATE / Saves, restores, and manages named layer states.
LE	QLEADER / Creates a leader and leader annotation.
LEN	LENGTHEN / Changes the length of objects and the included angle of arcs.
LESS	MESHSMOOTHLESS / Decreases the level of smoothness for mesh objects by one level.
LI	LIST / Displays property data for selected objects.
LO	LAYOUT / Creates and modifies drawing layout tabs.
LT	LINETYPE / Loads, sets, and modifies linetypes.
LTS	LTSCALE / Changes the scale factor of linetypes for all objects in a drawing.
LW	LWEIGHT / Sets the current lineweight, lineweight display options, and lineweight units.
M	MOVE / Moves objects a specified distance in a specified direction.
MA	MATCHPROP / Applies the properties of a selected object to other objects.
MAT	MATERIALS / Shows or hides the Materials window.
ME	MEASURE / Creates point objects or blocks at measured intervals along the length or perimeter of an object.

MEA	MEASUREGEOM / Measures the distance, radius, angle, area, and volume of selected objects or sequence of points.
MI	MIRROR / Creates a mirrored copy of selected objects.
ML	MLINE / Creates multiple parallel lines.
MLA	MLEADERALIGN / Aligns and spaces selected multileader objects.
MLC	MLEADERCOLLECT / Organizes selected multileaders that contain blocks into rows or columns, and displays the result with a single leader.
MLD	MLEADER / Creates a multileader object.
MLE	MLEADEREDIT / Adds leader lines to, or removes leader lines from, a multileader object.
MLS	MLEADERSTYLE / Creates and modifies multileader styles.
MO	PROPERTIES / Controls properties of existing objects.
MS	MSPACE / Switches from paper space to a model space viewport.
MSM	MARKUP / Opens the Markup Set Manager.
MT	MTEXT / Creates a multiline text object.
MV	MVIEW / Creates and controls layout viewports.

N–O

N	NEW / Create a new drawing
NORTH	GEOGRAPHICLOCATION / Specifies the geographic location information for a drawing file.
O	OFFSET / Creates concentric circles, parallel lines, and parallel curves.
OP	OPTIONS / Customizes the program settings.
OS	OSNAP / Sets running object snap modes.

P

P	PAN / Adds a parameter with grips to a dynamic block definition.
PA	PASTESPEC / Pastes objects from the Clipboard into the current drawing and controls the format of the data.
PAR	PARAMETERS / Controls the associative parameters used in the drawing.
PARAM	BPARAMETER / Adds a parameter with grips to a dynamic block definition.
PC	POINTCLOUD / Provides options to create and attach point cloud files.
PE	PEDIT / Edits polylines and 3D polygon meshes.
PL	PLINE / Creates a 2D polyline.
PO	POINT / Creates a point object.

POFF	HIDEPALETTES / Hides currently displayed palettes (including the command line).
POL	POLYGON / Creates an equilateral closed polyline.
PON	SHOWPALETTES / Restores the display of hidden palettes.
PR	PROPERTIES / Displays Properties palette.
PRE	PREVIEW / Displays the drawing as it will be plotted.
PRINT	PLOT / Plots a drawing to a plotter, printer, or file.
PS	PSPACE / Switches from a model space viewport to paper space.
PU	PURGE / Removes unused items, such as block definitions and layers, from the drawing.

Q

QC	QUICKCALC / Opens the QuickCalc calculator.
QP	QUICKPROPERTIES / Displays open drawings and layouts in a drawing in preview images.
QSAVE	QSAVE / Saves the current drawing.
QVD	QVDRAWING / Displays open drawings and layouts in a drawing using preview images.
QVDC	QVDRAWINGCLOSE / Closes preview images of open drawings and layouts in a drawing.
QVL	QVLAYOUT / Displays preview images of model space and layouts in a drawing.
QVLC	QVLAYOUTCLOSE / Closes preview images of model space and layouts in the current drawing.

R

R	REDRAW / Refreshes the display in the current viewport.
RC	REVCLOUD / Creates or modifies a revision cloud.
RE	REGEN / Regenerates the entire drawing from the current viewport.
REA	REGENALL / Regenerates the drawing and refreshes all viewports.
REC	RECTANG / Creates a rectangular polyline.
REG	REGION / Converts an object that encloses an area into a region object.
REN	RENAME / Changes the names assigned to items such as layers and dimension styles.
REV	REVDATE / Inserts or updates a block containing user name, current time and date, and drawing name.
RO	ROTATE / Rotates objects around a base point.

S

S	STRETCH / Stretches objects crossed by a selection window or polygon.
SC	SCALE / Enlarges or reduces selected objects, keeping the proportions of the object the same after scaling.
SCR	SCRIPT / Executes a sequence of commands from a script file.
SEC	SECTION / Uses the intersection of a plane and solids, surfaces, or mesh to create a region.
SET	SETVAR / Lists or changes the values of system variables.
SHA	SHADEMODE / Starts the VSCURRENT command.
SN	SNAP / Restricts cursor movement to specified intervals.
SO	SOLID / Creates solid-filled triangles and quadrilaterals.
SP	SPELL / Checks spelling in a drawing.
SPE	SPLINEDIT / Edits a spline or spline-fit polyline.
SPL	SPLINE / Creates a smooth curve that passes through or near specified points.
SSM	SHEETSET / Opens the Sheet Set Manager.
ST	STYLE / Creates, modifies, or specifies text styles.
SU	SUBTRACT / Combines selected 3D solids, surfaces, or 2D regions by subtraction.

T

T	MTEXT / Creates a multiline text object.
TA	TEXTALIGN / Aligns multiple text objects vertically, horizontally, or obliquely.
TB	TABLE / Creates an empty table object.
TEDIT	TEXTEDIT / Edits a dimensional constraint, dimension, or text object.
TH	THICKNESS / Sets the default 3D thickness property when creating 2D geometric objects.
TI	TILEMODE / Controls whether paper space can be accessed.
TOL	TOLERANCE / Creates geometric tolerances contained in a feature control frame.
TP	TOOLPALETTES / Opens the Tool Palettes window.
TR	TRIM / Trims objects to meet the edges of other objects.
TS	TABLESTYLE / Creates, modifies, or specifies table styles.

U–W

UC	UCSMAN / Manages defined user coordinate systems.
UN	UNITS / Controls coordinate and angle display formats and precision.
UNHIDE	UNISOLATEOBJECTS / Displays UNISOLATE objects previously hidden with the ISOLATEOBJECTS or HIDEOBJECTS command.
UNI	UNION / Unions two solid or two region objects.
V	VIEW / Saves and restores named views, camera views, layout views, and preset views.
VGO	VIEWGO / Restores a named view.
W	WBLOCK / Writes objects or a block to a new drawing file.
WHEEL	NAVSWHEEL / Displays a wheel that contains a collection of view navigation tools.

X–Z

X	EXPLODE / Breaks a compound object into its component objects.
XA	XATTACH / Inserts a DWG file as an external reference (xref).
XB	XBIND / Binds one or more definitions of named objects in an xref to the current drawing.
XC	XCLIP / Crops the display of a selected external reference or block reference to a specified boundary.
XL	XLINE / Creates a line of infinite length.
XR	XREF / Starts the EXTERNALREFERENCES command.
Z	ZOOM / Increases or decreases the magnification of the view in the current viewport.
ZIP	ETRANSMIT / Creates a Self-Extracting or Zipped Transmittal Package.

