

KEYBOARD SHORTCUTS

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YOU WILL MODEL FASTER WHEN YOU LEARN TO USE THESE SHORTCUTS INSTEAD OF SELECTING ICONS FROM THE TOOLBAR

- ▶ **ESC** – Escape key stops a command and leaves a selected tool active.
- ▶ **CTRL + Z** = Undo, you can Undo back to the last time the file was saved.
- ▶ **CLICK & LET GO!** Click to start a command, let go of the mouse button, drag in an axis direction, click a second time to end the command.

SELECT ARROW

SHORTCUT: SPACEBAR

- ▶ Click on an object to select it.
- ▶ Click another object or in empty space to let go.
- ▶ Hold Shift key to add/subtract to/from selection.



SELECTION BOXES:

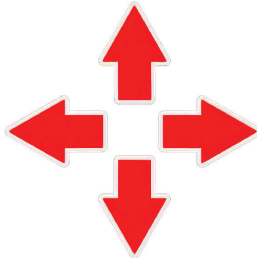
- ▶ Click and drag **LEFT TO RIGHT**: selects everything within box.
- ▶ Click and drag **RIGHT TO LEFT**: selects objects crossed by box.

MOVE/COPY

SHORTCUT: M

MOVE FROM A SPECIFIC POINT TO A SPECIFIC POINT, WATCH FOR AXIS AND POINT INFERENCES.

- ▶ **CTRL** toggles copy function. (Look for + Sign by cursor.)
- ▶ **MULTIPLE COPIES**: Make one copy, immediately type “total number of copies, X” and hit enter.
- ▶ **EQUALLY SPACED COPIES**: Make one copy at a distance from original, then type “/number of spaces”.



RECTANGLE

SHORTCUT: R

- ▶ Click once, drag diagonally, click again.
 - Enter two dimensions separated by a comma.
 - Use an existing dimension by typing “X,” or “,X”.



LINE (PENCIL)

SHORTCUT: L

- ▶ Click and let go to start.
- ▶ Drag cursor in axis direction.
- ▶ Click again, type distance and hit Enter.
- ▶ Or type dimension,



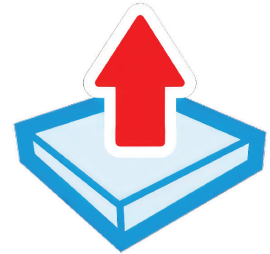
then hit Enter.

- ▶ Look for axis and point Inferences.

PUSH/PULL

SHORTCUT: P

- ▶ Extrudes a face at a right angle to the face.
- ▶ Click & Let Go, then drag the cursor to start the extrusion.
- ▶ Click on an existing point or type a dimension and hit the Enter key.



TAPE MEASURE

SHORTCUT: T

- ▶ Click on one point, then hover over another to measure a distance.
- ▶ Click and drag off any line (but not the end point of the line) to create a parallel guideline.
- ▶ **CTRL** toggles guideline creation.
 - When guideline is off, Tape Measure can scale the entire model, or an open component of group.



ROTATE

SHORTCUT: Q

- ▶ Click once on pivot point.
- ▶ Click on a second point to establish baseline for the rotation.
- ▶ Move cursor and click again.
- ▶ Type degrees of rotation and hit Enter.
- ▶ **CTRL** toggles Copy function.
- ▶ Hold Shift key to keep axis orientation
- ▶ Orbit to see horizon to set axis in red or green direction

