

## APPENDIX B. List of Shortcut Keys

Main Menu	Parent Menu	Children Menu	Shortcut Key
File	New Project		<b>Ctrl + N</b>
	Open Project		<b>Ctrl + O</b>
	Save		<b>Ctrl + S</b>
	Print		<b>Ctrl + P</b>
Edit	Undo		<b>Ctrl + Z</b>
	Redo		<b>Ctrl + Y</b>
	Cut		<b>Ctrl + X</b>
	Copy		<b>Ctrl + C</b>
	Paste		<b>Ctrl + V</b>
	Delete		<b>Del</b>
	Find		<b>Ctrl + F</b>
View	Redraw		<b>F3</b>
	Initial View		<b>Ctrl + F3</b>
	Zoom	Fit	<b>Ctrl + Ø</b>
		Window	<b>Ctrl + Shift + W</b>
		In	<b>Ctrl + +</b>
		Out	<b>Ctrl + -</b>
	Pan	Left	<b>Ctrl + ←</b>
		Right	<b>Ctrl + →</b>
		Up	<b>Ctrl + ↑</b>
		Down	<b>Ctrl + ↓</b>
	View Point	Iso	<b>Ctrl + Shift + I</b>
		Top	<b>Ctrl + Shift + T</b>
		Bottom	<b>Ctrl + Shift + B</b>
		Left	<b>Ctrl + Shift + L</b>
		Right	<b>Ctrl + Shift + R</b>
		Front	<b>Ctrl + Shift + F</b>
		Rear	<b>Ctrl + Shift + E</b>

Main Menu	Parent Menu	Children Menu	Shortcut Key
View	View Point	Rotate Left	<b>Ctrl + Alt + ←</b>
		Rotate Right	<b>Ctrl + Alt + →</b>
		Rotate Up	<b>Ctrl + Alt + ↑</b>
		Rotate Down	<b>Ctrl + Alt + ↓</b>
	Previous View Status		<b>Ctrl + B</b>
	Shrink Elements		<b>Ctrl + K</b>
	Perspective View		<b>Ctrl + J</b>
	Remove Hidden Lines		<b>Ctrl + H</b>
	Render View		<b>F6</b>
	Select Identity	Element Type	<b>Ctrl + Alt + A</b>
		Material	<b>Ctrl + Alt + B</b>
		Section	<b>Ctrl + Alt + C</b>
		Thickness	<b>Ctrl + Alt + D</b>
		Named Plane	<b>Ctrl + Alt + E</b>
		Structure Group	<b>Ctrl + Alt + G</b>
	Select Single		<b>Ctrl + Shift + S</b>
	Select All		<b>Ctrl + Shift + A</b>
	Select Previous		<b>Ctrl + Q</b>
	Select Recent Entities		<b>Ctrl + R</b>
	Activities	Active	<b>F2</b>
		Inactive	<b>Ctrl + F2</b>
		Active All	<b>Ctrl + A</b>
		Active Identity	<b>Ctrl + D</b>
	Display		<b>Ctrl + E</b>
Model	Structure Wizard	Arch	<b>Ctrl + Shift + W</b>
		Frame	<b>Ctrl + Shift + X</b>
		Truss	<b>Ctrl + Shift + Y</b>
	Nodes	Create Nodes	<b>Ctrl + Alt + 1</b>
		Delete Nodes	<b>Ctrl + Alt + 2</b>
		Translate Nodes	<b>Ctrl + Alt + 3</b>
		Rotate Nodes	<b>Ctrl + Alt + 4</b>

Main Menu	Parent Menu	Children Menu	Shortcut Key
Model	Nodes	Project Nodes	[Ctrl] + [Alt] + [5]
		Mirror Nodes	[Ctrl] + [Alt] + [6]
		Divide Nodes	[Ctrl] + [Alt] + [7]
		Merge Nodes	[Ctrl] + [Alt] + [8]
		Compact Numbers	[Ctrl] + [Alt] + [9]
		Nodes Table	[Ctrl] + [Alt] + [N]
	Elements	Create Elements	[Alt] + [1]
		Delete Elements	[Alt] + [2]
		Translate Elements	[Alt] + [3]
		Rotate Elements	[Alt] + [4]
		Extrude Elements	[Alt] + [5]
		Mirror Elements	[Alt] + [6]
		Divide Elements	[Alt] + [7]
		Intersect Elements	[Alt] + [8]
		Change Element Parameters	[Alt] + [9]
		Compact Numbers	[Alt] + [Ø]
		Elements Table	[Ctrl] + [Alt] + [M]
	Properties	Material Table	[Ctrl] + [Alt] + [L]
		Section Table	[Ctrl] + [Alt] + [S]
		Thickness Table	[Ctrl] + [Alt] + [T]
	Boundaries	Supports Table	[Ctrl] + [Alt] + [P]
		Beam End Release Table	[Ctrl] + [Shift] + [D]
		Rigid Link Table	[Ctrl] + [Alt] + [R]
	Mass	Nodal Masses Table	[Ctrl] + [Alt] + [U]
	Define Structure Group		[Ctrl] + [F1]
	Check Structure Data	Check and Remove Duplicate Elements	[F12]
Load	Static Load Cases		[F9]
	Load Tables	Nodal Loads Table	[Ctrl] + [Shift] + [N]
		Beam Loads Table	[Ctrl] + [Shift] + [M]

Main Menu	Parent Menu	Children Menu	Shortcut Keys
Load	Load Tables	Floor Loads Table	<b>Ctrl</b> + <b>Shift</b> + <b>O</b>
Analysis	Perform Analysis		<b>F5</b>
Results	Combinations		<b>Ctrl</b> + <b>F9</b>
Mode	Preprocessing Mode		<b>F7</b>
	Post-processing Mode		<b>Ctrl</b> + <b>F7</b>
Query	Project Status		<b>Ctrl</b> + <b>T</b>
	Query Nodes		<b>F4</b>
	Query Elements		<b>Ctrl</b> + <b>F4</b>
Tools	MCT Command Shell		<b>Ctrl</b> + <b>F12</b>
	Text Editor		<b>Ctrl</b> + <b>F5</b>
	Graphic Editor		<b>Ctrl</b> + <b>F6</b>
Window	New Window		<b>Ctrl</b> + <b>W</b>
	Full Screen		<b>Ctrl</b> + <b>U</b>
Help	Index		<b>F1</b>

	<b>Ctrl</b>	<b>Ctrl + Shift</b>	<b>Ctrl + Alt</b>
<b>A</b>	Active All	Select All	Select Identity Element Type
<b>B</b>	Previous View Status	Bottom	Select Identity Material
<b>C</b>	Copy		Select Identity Section
<b>D</b>	Active Identity	Beam End Release Table	Select Identity Thickness
<b>E</b>	Display	Rear	Select Identity Named Plane
<b>F</b>	Find	Front	
<b>G</b>			Select Identity Structure Group
<b>H</b>	Remove Hidden Lines		
<b>I</b>		Iso	
<b>J</b>	Perspective View		
<b>K</b>	Shrink Elements		
<b>L</b>		Left	Material Table
<b>M</b>		Beam Loads Table	Elements Table
<b>N</b>	New Project	Nodal Loads Table	Nodes Table
<b>O</b>	Open Project	Floor Loads Table	
<b>P</b>	Print		Supports Table
<b>Q</b>	Select Previous		
<b>R</b>	Select Recent Entities	Right	Rigid Link Table
<b>S</b>	Save	Select Single	Section Table
<b>T</b>	Project Status	Top	Thickness Table
<b>U</b>	Full Screen		Nodal Masses Table
<b>V</b>	Paste		
<b>W</b>	New Window	Structure Wizard-Arch	
<b>X</b>	Cut	Structure Wizard-Frame	
<b>Y</b>	Redo	Structure Wizard-Truss	
<b>Z</b>	Undo		

	<b>Ctrl</b>	<b>Alt</b>	<b>Ctrl + Alt</b>
<b>1</b>		Create Elements	Create Nodes
<b>2</b>		Delete Elements	Delete Nodes
<b>3</b>		Translate Elements	Translate Nodes
<b>4</b>		Rotate Elements	Rotate Nodes
<b>5</b>		Extrude Elements	Project Nodes
<b>6</b>		Mirror Elements	Mirror Nodes
<b>7</b>		Divide Elements	Divide Nodes
<b>8</b>		Intersect Elements	Merge Nodes
<b>9</b>		Change Element Parameters	Compact Numbers
<b>Ø</b>	Zoom Fit	Compact Element Numbers	

	<b>Function</b>	<b>Ctrl + Function</b>
<b>F1</b>	Help	Structure Group
<b>F2</b>	Active	Inactive
<b>F3</b>	Redraw	Initial View
<b>F4</b>	Query Nodes	Query Elements
<b>F5</b>	Perform Analysis	Text Editor
<b>F6</b>	Render View	Graphic Editor
<b>F7</b>	Preprocessing Mode	Post-processing Mode
<b>F8</b>		
<b>F9</b>	Static Load Cases	Combinations
<b>F10</b>		
<b>F11</b>		
<b>F12</b>	Check and Remove Duplicate Elements	MCT Command Shell

	<b>Shortcut Key</b>		<b>Shortcut Key</b>
Zoom Fit	<b>Ctrl + Ø</b>	Pan Down	<b>Ctrl + ↓</b>
Zoom In	<b>Ctrl + +</b>	Delete	<b>Del</b>
Zoom Out	<b>Ctrl + -</b>	Rotate Right	<b>Ctrl + Alt + →</b>
Pan Left	<b>Ctrl + ←</b>	Rotate Left	<b>Ctrl + Alt + ←</b>
Pan Right	<b>Ctrl + →</b>	Rotate Up	<b>Ctrl + Alt + ↑</b>
Pan Up	<b>Ctrl + ↑</b>	Rotate Down	<b>Ctrl + Alt + ↓</b>