Google SketchUp **LayOut 2** Quick Reference Card

Mac OS X

Tools

- Select (Space)
- Line (L)
- Freehand
- Arc (A)
- 2 Point Arc
- 3 Point Arc
- Pie
- Rectangle (R)
- Bulged
- Rounded
- Lozenge
- Circle (C)
- Ellipse
- Polygon
- Text (T)
- Label
- Dimension (D)
- Erase
- Style (B)
- Split
- Join

Page

- Add Page
- Duplicate Page
- Delete Page
- Previous Page
- Next Page

Edit

- Undo
- Redo
- Group
- Ungroup

View

- Show Grid
- Hide Grid
- Pan
- Zoom
- Zoom In
- Zoom Out
- Actual Size
- Zoom to Fit
- Start Presentation

Arrange

- Bring to Front
- Bring Forward
- Send Backward
- Send to Back
- Align Left
- Align Right
- Align Top
- Align Bottom
- Align V Centers
- Align H Centers
- Space Horizontally
- Space Vertically
- Center Vertically
- Center Horizontally
- Flip Left to Right
- Flip Top to Bottom
- Object Snap On
- Object Snap Off
- Grid Snap On
- Grid Snap Off

To add other tools, right-click the toolbar (at the top of your document window) and choose "Customize Toobar..."

Tool	Shortcut	Instructions
Circle (C)	Double-Click	create circle identical to previous one drawn
Dimension (D)	Option	hold down to unconstrain dimension orientation
	Double-Click	repeat previous dimension offset
Ellipse	Option	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
Join	Click	join line segments by clicking on each in turn
Line (L)	Shift	lock in current inference direction
	Length	specify length by typing a number and Enter
Polygon	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
	Sides	specify number of sides by typing a number and Enter
Rectangle (R)	Option	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing height, width and Enter ie. 20,40
Rectangle, Rounded	Up/Down	tap up or down arrow while drawing to change corner radius
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change bulge amount
Select (Spacebar)	Option	hold down with moving to create a copy
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Command	hold down to scale about center
Style	Click	sample style properties (stroke, fill, color, font, size, arrow, etc)
	Click Again	apply sampled style properties
Split	Click	split line(s) at click point
Text	Click	create an unbounded text box
	Click-Drag L>R	hold down to create a left-aligned bounded text box
	Click-Drag R>L	hold down to create a right-aligned bounded text box
	Click-Drag+Option	hold down to create a center-aligned, bounded text box
Other Tips	Snaps	right-click on anything but a drawing element to switch between snaps
	Line Weights	use the Styles tab in the SketchUp Model dialog to change line weights
	Dimension Edit	double-click a dimension line to edit it before you can move it
	Free Dimension	hold down Ctrl while creating or editing a dimension to orient it manually
	In-Tool Sample	tap S to sample the style of another element while you're using any tool
	Resolution	set the resolution of SketchUp models in Document Setup > Paper panel
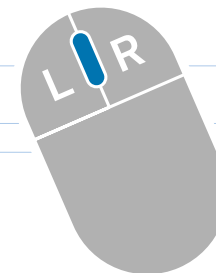
Middle Button (Wheel)	Scroll	Zoom
	Click-Drag	Pan
Right Mouse Button	Click	show context menu
Left Mouse Button	Click	pick

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