



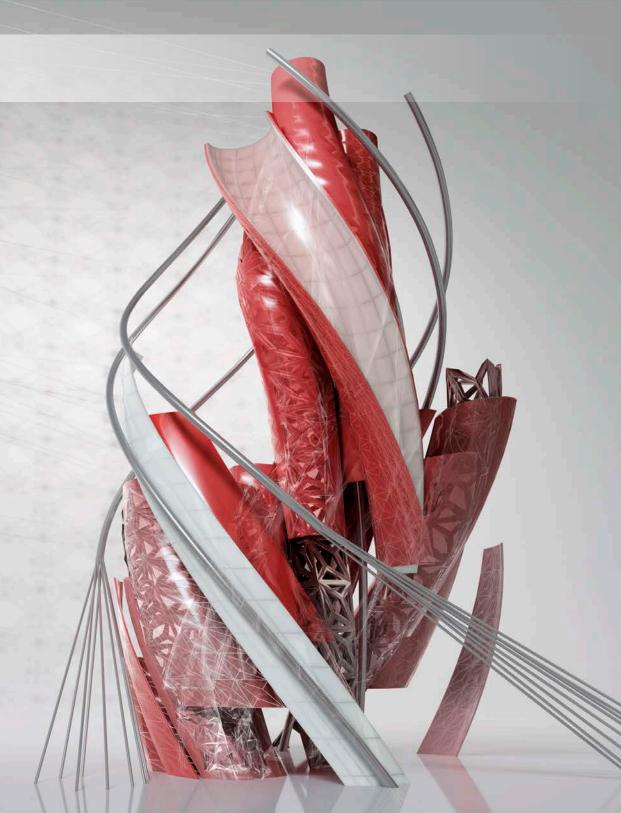
### Shortcuts Guide

One Key Shortcuts

Toggles and Screen Management

Hot Keys A–Z

Printable Keyboard Stickers





- 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.

- 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+d Toggle coordinate display

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

Ctrl+i Toggle Coords

**Ctrl+Shift+i** Toggle Infer Constraints

### Toggle Drawing Modes

F1 Display Help

F2 Toggle text screen

F3 Toggle object snap mode

F4 Toggle 3DOsnap

F5 Toggle Isoplane

**F6** Toggle Dynamic UCS

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+6 DBConnect Manager

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	
Α	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	<b>ALIGN</b> / Aligns objects with other objects in 2D and 3D.
AP	APPLOAD / Load Application.
AR	ARRAY / Creates multiple copies of objects in a pattern.
ARR	ACTRECORD / Starts the Action Recorder.
ARM	ACTUSERMESSAGE / Inserts a user message into an action macro.
ARU	<b>ACTUSERINPUT</b> / Pauses for user input in an action macro.
ARS	ACTSTOP / Stops the Action Recorder and provides the option of saving the recorded actions to an action macro file.
ATI	ATTIPEDIT / Changes the textual content of an attribute within a block.
ATT	<b>ATTDEF</b> / Redefines a block and updates associated attributes.
ATE	ATTEDIT / Changes attribute information in a block.

### **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.

### **CIRCLE** / Creates a circle. CAM CAMERA / Sets a camera and target location to create and save a 3D perspective view of objects. CBAR CONSTRAINTBAR / A toolbar-like UI element that displays the available geometric constraints on an object. **PROPERTIES** / Controls properties CH of existing objects. CHAMFER / Bevels the edges of objects. CHA CHK CHECKSTANDARDS / Checks the current drawing for standards violations. CLI **COMMANDLINE** / Displays the Command Line window. **COLOR** / Sets the color for new objects. COL CO **COPY** / Copies objects a specified distance in a specified direction. CT **CTABLESTYLE** / Sets the name of the current table style. CUBE NAVVCUBE / Controls the visibility and display properties of the ViewCube tool.

CYLINDER / Creates a 3D solid cylinder.

CYL

D	<b>DIMSTYLE</b> / Creates and modifies dimension styles.	DI	<b>DIST</b> / Measures the distance an angle between two points.
DAN	<b>DIMANGULAR</b> / Creates an angular dimension.	DIV	<b>DIVIDE</b> / Creates evenly spaced objects or blocks along the lengt or perimeter of an object.
DAR	<b>DIMARC</b> / Creates an arc length dimension.	DJL	DIMJOGLINE / Adds or removes on a linear or aligned dimension
DBA	<b>DIMBASELINE</b> / Creates a linear, angular, or ordinate dimension from the baseline of the previous or selected dimension.	DJO	<b>DIMJOGGED</b> / Creates jogged of for circles and arcs.
DBC	<b>DBCONNECT</b> / Provides an interface to external database tables.	DL	<b>DATALINK</b> / The Data Link dialo is displayed.
DCE	<b>DIMCENTER</b> / Creates the center mark or the centerlines of circles and arcs.	DLU	DATALINKUPDATE / Updates de from an established external dat
DCO	<b>DIMCONTINUE</b> / Creates a dimension that starts from an extension line of a previously created dimension.	DO	<b>DONUT</b> / Creates a filled circle of a wide ring.
DCON	DIMCONSTRAINT / Applies dimensional	DOR	<b>DIMORDINATE</b> / Creates ordina dimensions.
	constraints to selected objects or points on objects.	DOV	DIMOVERRIDE / Controls overritem variables used in selected di
DDA	<b>DIMDISASSOCIATE</b> / Removes associativity from selected dimensions.	DR	DRAWORDER / Changes the dr. order of images and other object
DDI	<b>DIMDIAMETER</b> / Creates a diameter dimension for a circle or an arc.	DRA	<b>DIMRADIUS</b> / Creates a radius of for a circle or an arc.
DED	<b>DIMEDIT</b> / Edits dimension text and extension lines.	DRE	DIMREASSOCIATE / Associates re-associates selected dimension to objects or points on objects.

)	DIST / Measures the distance and angle between two points.
ΝV	<b>DIVIDE</b> / Creates evenly spaced point objects or blocks along the length or perimeter of an object.
JL	<b>DIMJOGLINE</b> / Adds or removes a jog line on a linear or aligned dimension.
JO	<b>DIMJOGGED</b> / Creates jogged dimensions for circles and arcs.
L	<b>DATALINK</b> / The Data Link dialog box is displayed.
LU	<b>DATALINKUPDATE</b> / Updates data to or from an established external data link.
00	<b>DONUT</b> / Creates a filled circle or a wide ring.
OR	<b>DIMORDINATE</b> / Creates ordinate dimensions.
OV	<b>DIMOVERRIDE</b> / Controls overrides of system variables used in selected dimensions.
R	<b>DRAWORDER</b> / Changes the draw order of images and other objects.
RA	<b>DIMRADIUS</b> / Creates a radius dimension for a circle or an arc.
RE	<b>DIMREASSOCIATE</b> / Associates or re-associates selected dimensions

**DRAWINGRECOVERY** / Displays a list of drawing files that can be recovered after DRM a program or system failure. DS **DSETTINGS** / Sets grid and snap, polar and object snap tracking, object snap modes, Dynamic Input, and Quick Properties. **TEXT** / Creates a single-line text object. DT DV **DVIEW** / Defines parallel projection or perspective views by using a camera and target.

DX **DATAEXTRACTION** / Extracts drawing data and merges data from an external source to a data extraction table or external file.

## E-F

- **E ERASE** / Removes objects from a drawing.
- **ED DDEDIT** / Edits single-line text, dimension text, attribute definitions, and feature control frames.
- 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.
- **EXT EXTRUDE** / Extends the dimensions of a 2D object or 3D face into 3D space.
- F FILLET / Rounds and fillets the edges of objects.
- FI FILTER / Creates a list of requirements that an object must meet to be included in a selection set.
- FS FSMODE / Creates a selection set of all objects that touch the selected object.
- **FSHOT FLATSHOT** / Creates a 2D representation of all 3D objects based on the current view.

## G-H

- G GROUP / Creates and manages saved sets of objects called groups.
- **GCON GEOCONSTRAINT** / Applies or persists geometric relationships between objects or points on objects.
- 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.
- IAD IMAGEADJUST / Controls the image display of the brightness, contrast, and fade values of images.
- IAT IMAGEATTACH / Inserts a reference to an image file.
- ICL IMAGECLIP / Crops the display of a selected image to a specified boundary.
- 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.
- INF INTERFERE / Creates a temporary 3D solid from the interferences between two sets of selected 3D solids.
- 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.
- 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.
- MORE MESHSMOOTHMORE / Increases the level of smoothness for mesh objects by one level.
- 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

- NORTH GEOGRAPHICLOCATION / Specifies the geographic location information for a drawing file.
- NSHOT NEWSHOT / Creates a named view with motion that is played back when viewed with ShowMotion.
- **NVIEW NEWVIEW** / Creates a named view with no motion.
- O OFFSET / Creates concentric circles, parallel lines, and parallel curves.
- OP OPTIONS / Customizes the program settings.
- ORBIT 3DORBIT / Rotates the view in 3D space, but constrained to horizontal and vertical orbit only.
- OS OSNAP / Sets running object snap modes.

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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.

PATCH SURFPATCH / Creates a new surface by fitting a cap over a surface edge that forms a closed loop.

PC POINTCLOUD / Provides options to create and attach point cloud files.

PCATTACH POINTCLOUDATTACH / Inserts an indexed point cloud file into the current drawing.

PCINDEX POINTCLOUDINDEX / Creates an indexed point cloud (PCG or ISD) file from a scan file.

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.

**PSOLID POLYSOLID** / Creates a 3D wall-like polysolid.

PTW PUBLISHTOWEB / Creates HTML pages that include images of selected drawings.

PU PURGE / Removes unused items, such as block definitions and layers, from the drawing.

PYR PYRAMID / Creates a 3D solid pyramid.

C

QC QUICKCALC / Opens the QuickCalc calculator.

**QCUI QUICKCUI** / Displays the Customize User Interface Editor in a collapsed state.

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		S	
R	<b>REDRAW</b> / Refreshes the display in the current viewport.	S	S
RA	<b>REDRAWALL</b> / Refreshes the display in all viewports.	SC	t
RC	<b>RENDERCROP</b> / Renders a specified rectangular area, called a crop window, within a viewport.	SCR	5
RE	<b>REGEN</b> / Regenerates the entire drawing from the current viewport.	SEC	c c
REA	<b>REGENALL</b> / Regenerates the drawing and refreshes all viewports.	SET	5
REC	<b>RECTANG</b> / Creates a rectangular polyline.	CLIA	
REG	<b>REGION</b> / Converts an object that encloses an area into a region object.	SHA	\
REN	<b>RENAME</b> / Changes the names assigned to items such as layers and dimension styles.	SL	5 5
REV	<b>REVOLVE</b> / Creates a 3D solid or surface by sweeping a 2D object around an axis.	SO	<b>5</b>
RO	ROTATE / Rotates objects around a base point.	SP	5
RP	RENDERPRESETS / Specifies render presets, reusable rendering parameters,	SPE	5
RPR	for rendering an image.	SPL	5
KPK	RPREF / Displays or hides the Advanced Render Settings palette for access to advanced rendering settings.	SPLANE	5
RR	RENDER / Creates a photorealistic		t
	or realistically shaded image of a 3D solid or surface model.	SPLAY	5
RW	<b>RENDERWIN</b> / Displays the Render window without starting a rendering operation.		1

S	STRETCH / Stretches objects crossed by a selection window or polygon.
SC	<b>SCALE</b> / 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	<b>SECTION</b> / 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.
SL	<b>SLICE</b> / Creates new 3D solids and surfaces by slicing, or dividing, existing objects.
SN	<b>SNAP</b> / Restricts cursor movement to specified intervals.
SO	<b>SOLID</b> / Creates solid-filled triangles and quadrilaterals.
SP	SPELL / Checks spelling in a drawing.
SPE	<b>SPLINEDIT</b> / Edits a spline or spline-fit polyline.
SPL	<b>SPLINE</b> / Creates a smooth curve that passes through or near specified points.
SPLANE	<b>SECTIONPLANE</b> / Creates a section object that acts as a cutting plane through 3D objects.
SPLAY	<b>SEQUENCEPLAY</b> / Plays named views in one category.

	into two faces.
SPE	SPLINEDIT / Edits a spline or spline-fit polyline.
SSM	SHEETSET / Opens the Sheet Set Manager.
ST	STYLE / Creates, modifies, or specifies text styles.
STA	<b>STANDARDS</b> / Manages the association of standards files with drawings.
SU	<b>SUBTRACT</b> / Combines selected 3D solids, surfaces, or 2D regions by subtraction.

SPLIT MESHSPLIT / Splits a mesh face

Т	MTEXT / Creates a multiline text object.
TA	<b>TABLET</b> / Calibrates, configures, and turns on and off an attached digitizing tablet.
TB	TABLE / Creates an empty table object.
TEDIT	<b>TEXTEDIT</b> / 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.
ТО	TOOLBAR / Displays, hides, and customizes toolbars.
TOL	TOLERANCE / Creates geometric tolerances contained in a feature control frame.
TOR	TORUS / Creates a donut-shaped 3D solid.
TP	TOOLPALETTES / Opens the Tool Palettes window.
TR	<b>TRIM</b> / Trims objects to meet the edges of other objects.
TS	<b>TABLESTYLE</b> / Creates, modifies, or specifies table styles.

## U-W

WHEEL

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UC	UCSMAN / Manages defined user coordinate systems.
UN	UNITS / Controls coordinate and angle display formats and precision.
UNHIDE / UNISOLATE	UNISOLATEOBJECTS / Displays 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.
VP	<b>DDVPOINT</b> / Sets the 3D viewing direction.
VPLAY	VIEWPLAY / Plays the animation associated to a named view.
VS	VSCURRENT / Sets the visual style in the current viewport.
VSM	VISUALSTYLES / Creates and modifies visual styles and applies a visual style to a viewport.
W	WBLOCK / Writes objects or a block to a new drawing file.
WE	WEDGE / Creates a 3D solid wedge.

**NAVSWHEEL** / Displays a wheel

that contains a collection of view navigation tools.

# X-Z

X	<b>EXPLODE</b> / 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.

**ZEBRA ANALYSISZEBRA /** Projects stripes onto a 3D model to analyze surface continuity.

**ZIP ETRANSMIT** / Creates a Self-Extracting or Zipped Transmittal Package.

