AutoCAD Quick Reference Card

Essential Commands & Shortcuts

4th Dimension Architects

Navigation & Display

Action	Shortcut	Command
Pan	Middle mouse + drag	PAN
Zoom In/Out	Scroll wheel	ZOOM
Zoom Extents	Z + E	ZOOM > E
Zoom Window	Z + W	ZOOM > W
Zoom Previous	Z + P	ZOOM > P
Regen	RE	REGEN
Redraw	R	REDRAW

Drawing Commands

Action	Shortcut	Command
Line	L	LINE
Polyline	PL	PLINE
Rectangle	REC	RECTANG
Circle	C	CIRCLE
Arc	A	ARC
Ellipse	EL	ELLIPSE
Polygon	POL	POLYGON
Spline	SPL	SPLINE
Hatch	H	HATCH
Point	PO	POINT
Multiline	ML	MLINE

Modify Commands

Action	Shortcut	Command
Move	M	MOVE
Copy	CO or CP	COPY
Rotate	RO	ROTATE
Scale	SC	SCALE
Mirror	MI	MIRROR
Offset	O	OFFSET
Trim	TR	TRIM
Extend	EX	EXTEND
Fillet	F	FILLET
Chamfer	CHA	CHAMFER
Array	AR	ARRAY
Stretch	S	STRETCH
Lengthen	LEN	LENGTHEN
Break	BR	BREAK
Join	J	JOIN
Explode	X	EXPLODE
Erase	E	ERASE

Object Selection

Action	Method
Window Select	Click + drag left to right
Crossing Select	Click + drag right to left
Add to Selection	Hold Shift + click
Remove from Selection	Hold Shift + click selected
Select All	Ctrl + A
Previous Selection	P (at select prompt)
Last Object	L (at select prompt)
Fence Select	F (at select prompt)

Layers

Action	Shortcut	Command
Layer Properties	LA	LAYER
Layer Isolate	LAYISO	LAYISO
Layer Unisolate	LAYUNISO	LAYUNISO

Layer Off	LAYOFF	LAYOFF
Layer On	LAYON	LAYON
Layer Freeze	LAYFRZ	LAYFRZ
Layer Thaw	LAYTHW	LAYTHW
Make Current	LAYMCUR	LAYMCUR
Match Layer	LAYMCH	LAYMCH

Annotation

Action	Shortcut	Command
Single Line Text	DT	DTEXT
Multiline Text	MT or T	MTEXT
Dimension Linear	DLI	DIMLINEAR
Dimension Aligned	DAL	DIMALIGNED
Dimension Radius	DRA	DIMRADIUS
Dimension Diameter	DDI	DIMDIAMETER
Dimension Angular	DAN	DIMANGULAR
Dimension Arc	DAR	DIMARC
Leader	LE	LEADER
Multileader	MLD	MLEADER
Quick Dimension	QDIM	QDIM
Dimension Style	D	DIMSTYLE

Blocks & References

Action	Shortcut	Command
Insert Block	I	INSERT
Create Block	B	BLOCK
Write Block	W	WBLOCK
Block Editor	BE	BEDIT
Attach Xref	XA	XATTACH
Xref Manager	XR	XREF
Bind Xref	XBIND	XBIND

Properties & Inquiry

Action	Shortcut	Command
Properties	Ctrl + 1	PROPERTIES
Match Properties	MA	MATCHPROP
Quick Properties	Ctrl + Shift + P	QPROP
Distance	DI	DIST
Area	AA	AREA
List	LI or LS	LIST
ID Point	ID	ID

File Operations

Action	Shortcut	Command
New	Ctrl + N	NEW
Open	Ctrl + O	OPEN
Save	Ctrl + S	QSAVE
Save As	Ctrl + Shift + S	SAVEAS
Plot	Ctrl + P	PLOT
Export PDF	EXPORTPDF	EXPORTPDF
Purge	PU	PURGE
Audit	AUDIT	AUDIT
Recover	RECOVER	RECOVER

Common System Variables

Variable	Purpose	Values
LTSCALE	Linetype scale	1.0 default
DIMSCALE	Dimension scale	Match plot scale
TEXTSIZE	Default text height	2.5 typical
OSMODE	Object snap modes	Bit code
PICKBOX	Selection box size	3 default
APERTURE	Snap aperture size	10 default
FILEDIA	File dialogs	1 = on

Object Snaps (F3 to toggle)

Snap	Shortcut	Symbol

Endpoint	END	□
Midpoint	MID	△
Center	CEN	○
Node	NOD	×
Quadrant	QUA	◇
Intersection	INT	×
Extension	EXT	+
Insertion	INS	⊞
Perpendicular	PER	⊥
Tangent	TAN	○
Nearest	NEA	⊙
Apparent Int.	APP	×
Parallel	PAR	‖

Function Keys

Key	Function
F1	Help
F2	Text window toggle
F3	Object Snap toggle
F4	3D Object Snap toggle
F5	Isoplane toggle
F6	Dynamic UCS toggle
F7	Grid toggle
F8	Ortho toggle
F9	Snap toggle
F10	Polar tracking toggle
F11	Object Snap tracking
F12	Dynamic Input toggle

Essential Keyboard Shortcuts

Shortcut	Action
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + C	Copy to clipboard
Ctrl + V	Paste

Ctrl + X	Cut
Ctrl + A	Select all
Esc	Cancel command
Enter	Repeat last command
Space	Same as Enter
Delete	Erase selected

Tips & Tricks

1. **Double-click** on text to edit it
2. **Triple-click** to select paragraph in MTEXT
3. Type command while in another command to use **transparent commands**
4. Use **OOPS** to bring back last erased object
5. **QSELECT** for complex selections
6. **LAYERP** to restore previous layer state
7. **BURST** to explode blocks keeping attributes
8. **NCOPY** to copy objects from nested xrefs

Keep this reference handy! 4th Dimension Architects - CAD Standards