Sketch Up Basic

Window ↓

Model Info

Units – Change to 'architecture' for dimensions in ft and inch

Change to 'decimals' for dimensions in mm and cm

Precision – to be kept at 0 or 0.00

Statistics – purge unused if needed

Preferences

Open GL - Use hardware acceleration – turn it off (uncheck)

Use maximum size texture – turn it off (uncheck)

Default Tray – Show tray – turn it on (check)

Default Tray ↓

Styles – Change mode to – Default Style

View ↓

Options – Large Icon – turn it off (uncheck)

Toolbars - Large toolset - turn it on - (check)

Getting started – turn it off – (uncheck)

ICONS

Z ↓ - <u>Zoom</u> – Use mouse scroll for zoom in/ zoom out

O ↓ - <u>Orbit</u> – Press mouse scroll + move mouse for orbit in drawing space

H ↓ - <u>Pan</u> – Use pan to move the drawing space without orbiting or zooming

Zoom, Orbit, Pan – Can be turned on using right also.

<u>**Line**</u> – Type in measurements in window available at bottom right corner

For example – 5' or 11 cm

<u>**Rectangle**</u> – Type in measurements in window available at bottom right corner

For example – 5' 8', 11 cm, 48 cm

<u>**Circle**</u> – Type in radius in window available at bottom right corner

For example – 6 cm or 12 cm

Line, Rectangle, Circle – Can be made parallel to X, Y, Z

(Becomes the color of the axis when parallel to it)

<u>**Push and Pull**</u> – Type in distance in bottom right window to give height to

surfaces. Height input can be **+** (upward) or **–** (downward)

<u>**Erasure**</u> – Select / Select with Cross window / Normal window to delete

<u>**Move**</u> – Select / Select with Cross window / Normal window to move

Type in distance in window available at bottom right corner

<u>**Copy**</u> – CTRL + Drag using **Move** tool to copy

<u>**Cut and Paste**</u> – CTRL + X to cut

Edit paste or edit paste in place to paste

Group – Select object or all surfaces with normal selection window

   Right click – scroll down and select Make group

   Or click the selected object 3 times to make group

Ungroup – Select object or all surfaces with normal selection window

   Right click – scroll down and select Explode

Mirror - To Mirror an object

Click the object 3 times to select as a group

Right click and select 'Flip Along'

Select the axis you want to flip along (red, green or blue direction)

Dimension – To measure the dimensions of an object

Snap and click on corner to corner of the side that needs to be measured

Tape Measure – To create guidelines

Click and pull along the surface where guidelines need to be created

Guidelines can be placed in with specific distance input

File extension *** skp**

Backup file extension ***skb**