



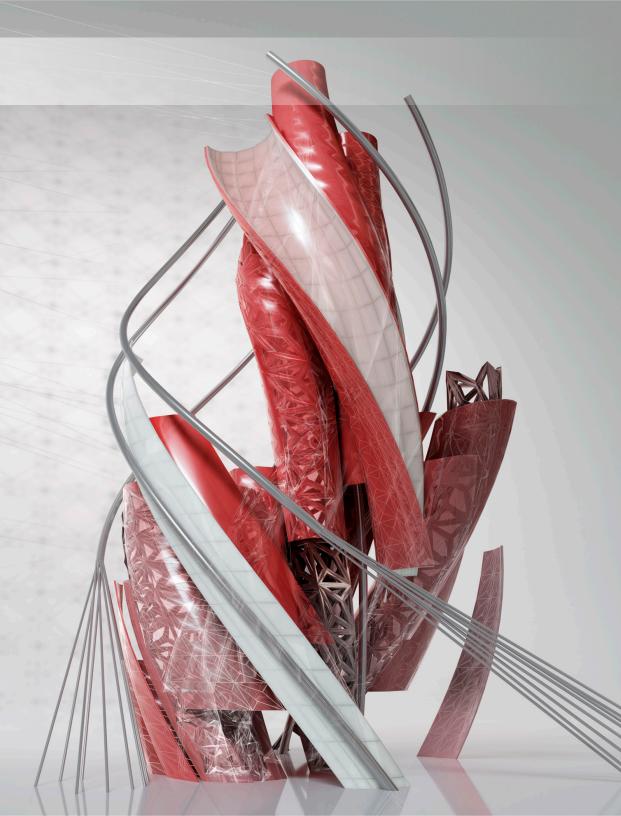
## Shortcuts Guide

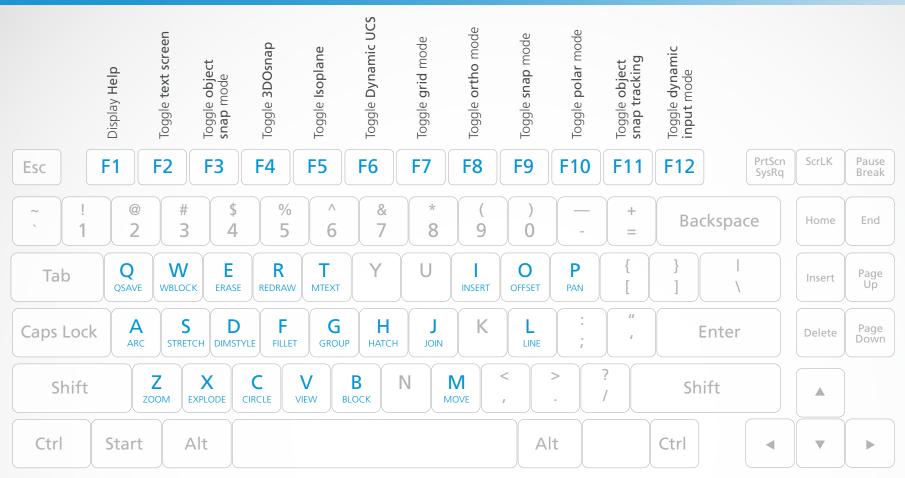
One Key Shortcuts

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	
А	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.

# B

В	<b>BLOCK</b> / Creates a block definition from selected objects.
ВС	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.

CAM	CAMERA / Sets a camera and target
	location to create and save a 3D
	perspective view of objects.

**CIRCLE** / Creates a circle.

CBAR CONSTRAINTBAR / A toolbar-like UI element that displays the available geometric constraints on an object.

CH PROPERTIES / Controls properties of existing objects.

CHA CHAMFER / Bevels the edges of objects.

CHK CHECKSTANDARDS / Checks the current drawing for standards violations.

CLI COMMANDLINE / Displays the Command Line window.

**COL COLOR** / Sets the color for new objects.

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.

CYL CYLINDER / Creates a 3D solid cylinder.

# D

D	<b>DIMSTYLE</b> / Creates and modifies dimension styles.
DAN	<b>DIMANGULAR</b> / Creates an angular dimension.
DAR	<b>DIMARC</b> / Creates an arc length dimension.
DBA	<b>DIMBASELINE</b> / Creates a linear, angular, or ordinate dimension from the baseline of the previous or selected dimension.
DBC	<b>DBCONNECT</b> / Provides an interface to external database tables.
DCE	<b>DIMCENTER</b> / Creates the center mark or the centerlines of circles and arcs.
DCO	<b>DIMCONTINUE</b> / Creates a dimension that starts from an extension line of a previously created dimension.
DCON	<b>DIMCONSTRAINT</b> / Applies dimensional constraints to selected objects or points on objects.
DDA	<b>DIMDISASSOCIATE</b> / Removes associativity from selected dimensions.
DDI	<b>DIMDIAMETER</b> / Creates a diameter dimension for a circle or an arc.
DED	<b>DIMEDIT</b> / Edits dimension text and extension lines.

DI	<b>DIST</b> / Measures the distance and angle between two points.
DIV	<b>DIVIDE</b> / Creates evenly spaced point objects or blocks along the length or perimeter of an object.
DJL	<b>DIMJOGLINE</b> / Adds or removes a jog line on a linear or aligned dimension.
DJO	<b>DIMJOGGED</b> / Creates jogged dimensions for circles and arcs.
DL	<b>DATALINK</b> / The Data Link dialog box is displayed.
DLU	<b>DATALINKUPDATE</b> / Updates data to or from an established external data link.
DO	<b>DONUT</b> / Creates a filled circle or a wide ring.
D <b>OR</b>	<b>DIMORDINATE</b> / Creates ordinate dimensions.
DOV	<b>DIMOVERRIDE</b> / Controls overrides of system variables used in selected dimensions.
DR	<b>DRAWORDER</b> / Changes the draw order of images and other objects.
DRA	<b>DIMRADIUS</b> / Creates a radius dimension for a circle or an arc.
DRE	DIMREASSOCIATE / Associates or re-associates selected dimensions to objects or points on objects.

<b>DRAWINGRECOVERY</b> / Displays a list of drawing files that can be recovered after a program or system failure.
<b>DSETTINGS</b> / Sets grid and snap, polar and object snap tracking, object snap modes, Dynamic Input, and Quick Properties.
TEXT / Creates a single-line text object.
<b>DVIEW</b> / Defines parallel projection or perspective views by using a camera and target.
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 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	
R	<b>REDRAW</b> / Refreshes the display in the current viewport.
RA	<b>REDRAWALL</b> / Refreshes the display in all viewports.
RC	RENDERCROP / Renders a specified rectangular area, called a crop window, within a viewport.
RE	<b>REGEN</b> / Regenerates the entire drawing from the current viewport.
REA	<b>REGENALL</b> / Regenerates the drawing and refreshes all viewports.
REC	RECTANG / Creates a rectangular polyline.
REG	<b>REGION</b> / Converts an object that encloses an area into a region object.
REN	<b>RENAME</b> / Changes the names assigned to items such as layers and dimension styles.
REV	<b>REVOLVE</b> / Creates a 3D solid or surface by sweeping a 2D object around an axis.
RO	ROTATE / Rotates objects around a base point.
RP	<b>RENDERPRESETS</b> / Specifies render presets, reusable rendering parameters, for rendering an image.
RPR	RPREF / Displays or hides the Advanced Render Settings palette for access to advanced rendering settings.
RR	RENDER / Creates a photorealistic or realistically shaded image of a 3D solid or surface model.
RW	<b>RENDERWIN</b> / Displays the Render window without starting a rendering operation.

S	
S	<b>STRETCH</b> / 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.

SPLIT	MESHSPLIT / Splits a mesh face into two faces.
SPE	<b>SPLINEDIT</b> / 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.

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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	<b>TOOLPALETTES</b> / 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

UC	UCSMAN / Manages defined user coordinate systems.
UN	<b>UNITS</b> / 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	<b>VIEW</b> / 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	<b>VIEWPLAY</b> / 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.

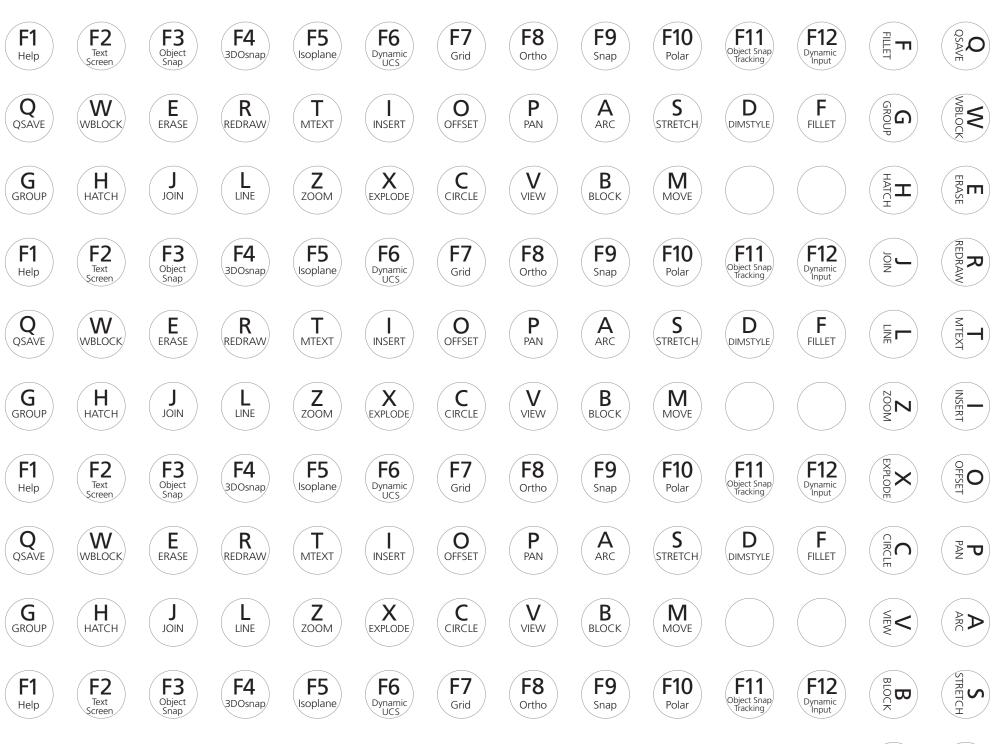
XL XLINE / Creates a line of infinite length.

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.





MOVE DIMISTYLE