Architectural Drafting Using AutoCAD

Shortcut Keys

AutoCAD has dozens of predefined shortcut keys and key combinations to perform various operations and functions. The [Ctrl], [Alt], and [Shift] keys, together with keyboard letter keys, provide an alternate method of entering tools, displaying palettes, and toggling modes and functions. The function keys ([F1], [F2], etc.) and other keys on the keyboard are also used in shortcuts.

[Ctrl] Key Combinations

Key Combination	Action
[Ctrl]+0	**Clean Screen** (toggle)
[Ctrl]+1	**Properties** palette (toggle)
[Ctrl]+2	**DesignCenter** (toggle)
[Ctrl]+3	**Tool Palettes** (toggle)
[Ctrl]+4	**Sheet Set Manager** (toggle)
[Ctrl]+6	**dbConnect Manager** (toggle)
[Ctrl]+7	**Markup Set Manager** (toggle)
[Ctrl]+8	**QuickCalc** (toggle)
[Ctrl]+9	**Command** window (toggle)
[Ctrl]+A	Select all
[Ctrl]+B	**Snap** mode (toggle)
[Ctrl]+C	**COPYCLIP** tool (copies objects to the Clipboard)
[Ctrl]+D	Dynamic UCS (toggle)
[Ctrl]+E	Crosshairs in isoplane positions left/top/right (toggle)
[Ctrl]+F	**Osnap** mode (toggle)
[Ctrl]+G	**Grid** mode
[Ctrl]+H	**PICKSTYLE** (toggle)
[Ctrl]+I	Coordinate display (toggle)
[Ctrl]+K	**HYPERLINK** tool
[Ctrl]+L	**Ortho** mode (toggle)
[Ctrl]+N	**NEW** tool

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Key Combination	Action
[Ctrl]+O	**OPEN** tool
[Ctrl]+P	**PLOT** (print) tool
[Ctrl]+Q	**QUIT** (**EXIT**) tool
[Ctrl]+R	Change active viewport (toggle)
[Ctrl]+S	**SAVE** tool
[Ctrl]+[Shift]+C	**Copy with Base Point**
[Ctrl]+[Shift]+H	**HIDEPALETTES** tool (toggle)
[Ctrl]+[Shift]+P	**Quick Properties** (toggle)
[Ctrl]+[Shift]+S	**SAVEAS** tool
[Ctrl]+[Shift]+V	**Paste as Block**
[Ctrl]+V	**PASTECLIP** tool (pastes objects from the Clipboard)
[Ctrl]+X	**CUTCLIP** tool (cuts objects and places them on the Clipboard)
[Ctrl]+Y	**REDO** tool
[Ctrl]+Z	**UNDO** tool

[Alt] Key Combinations

You can use the keyboard to access items in the menu browser using an [Alt]+[*key*] combination. One character of each item in the menu browser is underlined. Press the [Alt] key and the underlined character key to activate the item. To access the **View** menu, for example, press and hold the [Alt] key while you press the [V] key. You can then continue to press underlined character keys to navigate through the menu. For example, to activate the **All** option of the **ZOOM** tool, you would press [Alt]+[V], then [Z], and then [A].

Function Keys

Function Key	Action
[F1]	**HELP** tool
[F2]	Displays the text window (toggles text window and graphics window)
[F3]	Object snap (toggle)
[F4]	**Tablet** mode (toggle)
[F5]	**Isoplane** mode (toggle)
[F6]	Dynamic UCS (toggle)

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Function Key	Action
[F7]	**Grid** mode (toggle)
[F8]	**Ortho** mode (toggle)
[F9]	**Snap** mode (toggle)
[F10]	Polar tracking (toggle)
[F11]	Object snap tracking (toggle)
[F12]	Dynamic input (toggle)

Key Sequences for Text Editing

Key or Key Combination	Action
[↑] [←] [↓] [→]	The arrow keys move the cursor through the text one position in the direction indicated by the arrow.
[Home]	Moves the cursor to the start of the current line.
[End]	Moves the cursor to the end of the current line.
[Delete]	Deletes the character immediately to the right of the cursor.
[Backspace]	Deletes the character immediately to the left of the cursor.
[Enter]	Ends the current paragraph, starting a new one on the next line.
[Page Up]	Moves the cursor position up to 28 rows up (toward the beginning of the text object).
[Page Down]	Moves the cursor position up to 28 rows down (toward the end of the text object).
[Shift]+[→] [Shift]+[←]	Selects or deselects text. Increases or decreases the selection by one character at a time, depending on the direction indicated.
[Shift]+[↑] [Shift]+[↓]	Selects or deselects text. Increases or decreases the selection by one line at a time, depending on the direction indicated.
[Esc]	Closes the text editor and loses any changes made.
[Ctrl]+[Backspace]	Deletes the word immediately to the left of the cursor.
[Ctrl]+[Page Up]	Moves the cursor to the top of the currently visible page of text.
[Ctrl]+[Page Down]	Moves the cursor to the bottom of the currently visible page of text.

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Key or Key Combination	Action
[Ctrl]+[Home]	Moves the cursor to the beginning of the first line of text.
[Ctrl]+[End]	Moves the cursor to the end of the last line of text.
[Ctrl]+[→]	Moves the cursor one word forward.
[Ctrl]+[←]	Moves the cursor one word backward.
[Ctrl]+[Shift]+[→] [Ctrl]+[Shift]+[←]	Selects or deselects text. Increases or decreases the selection by one word at a time, depending on the direction indicated.

Other Keyboard Entry Tools

Two other types of keyboard shortcuts allow you to select tools efficiently at the keyboard. First, you can select previously used tools by using the [↑] and [↓] keys. When no tool is active, press the [↑] key to display the previously used tool. If dynamic input is active, previously used tools are displayed near the cursor. To display previously used tools at the command line, you must pick the command line, or turn off dynamic input. If you continue to press the [↑] key, AutoCAD continues to backtrack through the tools you have used. Press [Enter] to activate a displayed tool.

To activate a tool or system variable that you have not previously used, you can type the first letter (or several letters) of the tool or system variable you want to use, and press the [Tab] key. This displays the first tool or system variable beginning with the letters you entered. Continue to press the [Tab] key to display tools and system variables until the desired item is displayed. Press [Enter] to activate the desired item.