

# Shortcut Keys

AutoCAD has many 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 commands, displaying palettes, and toggling modes and functions. The function keys ([F1] through [F12]) and other keys on the keyboard are also used in shortcuts.

## [Ctrl] Key Combinations

Key Combination	Action
[Ctrl]+0	<b>Clean Screen</b> (toggle)
[Ctrl]+1	<b>Properties</b> palette (toggle)
[Ctrl]+2	<b>DesignCenter</b> (toggle)
[Ctrl]+3	<b>Tool Palettes</b> (toggle)
[Ctrl]+4	<b>Sheet Set Manager</b> (toggle)
[Ctrl]+6	<b>dbConnect Manager</b> (toggle)
[Ctrl]+7	<b>Markup Set Manager</b> (toggle)
[Ctrl]+8	<b>QuickCalc</b> (toggle)
[Ctrl]+9	<b>Command</b> line (toggle)
[Ctrl]+A	Select all
[Ctrl]+B	Snap mode (toggle)
[Ctrl]+C	<b>COPYCLIP</b> command (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	<b>PICKSTYLE</b>
[Ctrl]+I	Coordinate display (toggle)

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

# Function Keys

Function Key	Action
[F1]	<b>HELP</b> command
[F2]	Displays the text window (toggles text window and graphics window)
[F3]	Object snap (toggle)
[F4]	3D object snap mode (toggle)
[F5]	Isoplane mode (toggle)
[F6]	Dynamic UCS (toggle)

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).

Key or Key Combination	Action
[Page Down]	Moves the cursor position up to 28 rows down (toward the end of the text object).
[Shift]+[→]	Selects text to the right of the cursor. Increases the selection by one character at a time.
[Shift]+[←]	Selects text to the left of the cursor. Increases the selection by one character at a time.
[Shift]+[↑]	Selects text above the cursor. Increases the selection by one line at a time.
[Shift]+[↓]	Selects text below the cursor. Increases the selection by one line at a time.
[Esc]	Closes the text editor and loses any changes made.
[Ctrl]+[Backspace]	Deletes the word immediately to the left of the cursor.

*Continued*

Key or Key Combination	Action
[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.
[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]+[→]	Selects text to the right of the cursor. Increases the selection by one word at a time.
[Ctrl]+[Shift]+[←]	Selects text to the left of the cursor. Increases the selection by one word at a time.