

AutoCAD and Its Applications **BASICS**

Reference Material

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	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 line (toggle)
[Ctrl]+A	Select all
[Ctrl]+B	Snap mode (toggle)
[Ctrl]+C	COPYCLIP 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	PICKSTYLE
[Ctrl]+I	Coordinate display (toggle)

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

Function Keys

Function Key	Action
[F1]	HELP 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.