

# eTakeoff

## Keyboard Shortcuts

Command	Shortcut Key	Version*
Add Disconnected Point	<b>G</b>	Pro
Add Points	<b>A</b>	Basic
Assign to Quantity Worksheet	<b>W</b>	Premier
Batch Print – Add Current Drawing to Queue	<b>Q</b>	Pro
Cancel	<b>Escape</b>	Basic
Copy Measurements or Annotations	<b>Hold Ctrl During Move</b>	Pro
Create Arc	<b>C</b>	Basic
Create Issue	<b>I</b>	Pro
Crosshair Display On/Off	<b>H</b>	Basic
Delete Selected or Delete Drawing. Ask first.	<b>Delete</b>	Basic
Delete Selected or Delete Drawing. DON'T Ask.	<b>Shift/Delete</b>	Basic
Description Edit	<b>D</b>	Pro
Easy Trace Edit	<b>Z</b>	Basic 3.3
Edit Points	<b>E</b>	Pro
Extensions Edit	<b>X</b>	Pro
Layer Select	<b>L</b>	Pro
Layer Visibility	<b>Ctrl/L</b>	Basic
Line Crawl to Last Points	<b>K</b>	Advanced 4.0
Line Crawl to Last Point and Back to First Point	<b>Shift/K</b>	Advanced 4.0
Move/Copy Measurements	<b>M</b>	Pro
New Measurement	<b>N</b>	Basic
Next Drawing Viewed	<b>Right Arrow</b>	Basic
Next Drawing in Project Drawing List	<b>Page Down</b>	Basic
Page Down	<b>Shift/Down Arrow</b>	Basic
Page Up	<b>Shift/Up Arrow</b>	Basic
Polar (Snap) Mode On/Off	<b>P</b>	Basic
Polar (Snap) Mode Temporary Toggle	<b>Hold Ctrl During Point</b>	Basic
Previous Drawing Viewed	<b>Left Arrow</b>	Basic
Previous Drawing in Project Drawing List	<b>Page Up</b>	Basic
Scroll Down	<b>Down Arrow</b>	Basic
Rename Drawing or Page	<b>F2</b>	Basic
Rotate Drawing 90 degrees Clockwise	<b>O</b>	Basic
Rotate Drawing 90 degrees Counter-Clockwise	<b>Shift/O</b>	Basic
Scroll Up	<b>Up Arrow</b>	Basic
Select Measurement	<b>S or Enter</b>	Basic
Trace Edit	<b>Shift/T</b>	Pro
Trace Select	<b>T</b>	Pro
Two Point Lines	<b>2</b>	Pro
Two Point Rectangles	<b>4</b>	Pro
Uncounted Point	<b>Hold Shift During Point</b>	Basic
Undo	<b>Backspace or Ctrl/Z</b>	Basic
Zoom Rectangle	<b>R</b>	Basic
Zoom Full Size	<b>F</b>	Basic

\* Available in Release 3.0 and later unless otherwise noted