

eTakeoff

Keyboard Shortcuts

Backspace or Ctrl/Z - Pressing the Backspace key has the same effect as pressing the Undo button on the [Ribbon Bar, Home Tab](#), the [Measurement Toolbar](#) or the [Annotation Toolbar](#). It reverses the last editing step.

Delete - Pressing the Delete key (while the Shift key is up) deletes the selected measurements and annotations. If nothing is selected, it will delete the current drawing from the project. Before deleting, you will be asked if you're sure you wish to delete the measurements and annotations or the drawing.

Shift/Delete - Pressing the Delete key while the Shift key is **down** deletes the selected measurements and annotations. If nothing is selected, it will delete the current drawing from the project.

Warning: *With the Shift key down, the delete will take place immediately. You will **not** be asked if you are sure.*

Escape - Pressing the Escape key has the same effect as pressing the Cancel button on the [Ribbon Bar, Home Tab](#), the [Measurement Toolbar](#) or the [Annotation Toolbar](#). It cancels all changes made to the measurements or annotations you're working on.

Page Down - Pressing the Page Down key displays the next drawing for the project. It behaves the same way as displaying the Drawing List in the [Ribbon Bar, Home Tab](#) or the [Project Toolbar](#) then selecting the drawing after the current drawing.

Page Up - Pressing the Page Up key displays the previous drawing for the project. It behaves the same way as displaying the Drawing List in the [Ribbon Bar, Home Tab](#) or [Project Toolbar](#) then selecting the drawing before the current drawing.

Down Arrow - Pressing the Down Arrow key causes the drawing to scroll down one screen. In multi-page drawing files, if the bottom of the current page is already displayed, or if the Shift key is down when the Down Arrow key is pressed, the next page of the drawing will be displayed.

Up Arrow - Pressing the Up Arrow key causes the drawing to scroll up one screen. In multi-page drawing files, if the top of the current page is already displayed, or if the Shift key is down when the Up Arrow key is pressed, the previous page of the drawing will be displayed.

Left Arrow - Pressing the Left Arrow key displays the previously viewed drawing within the current project. It behaves the same way as pressing the Back button in the [Ribbon Bar, Home Tab](#) or the [Main Toolbar](#).

Right Arrow - After you use the Left Arrow key or the Back button to go back one or more steps, you can go forward again by pressing this key. Navigating by any other method eliminates the "forward" history and the key will have no effect. It behaves the same way as pressing the Forward button in the [Ribbon Bar, Home Tab](#) or the [Main Toolbar](#).

Ctrl - When adding or moving points for measurements, line annotations or cloud annotations, you can hold down the "Ctrl" key while clicking or dragging to force the line from the previous point to the new point to be horizontal or vertical.

A - Pressing the "A" key has the same effect as pressing the Add Points to Measurement button on the [Ribbon Bar, Home Tab](#) or the [Measurement Toolbar](#). In this mode, each time you click on the drawing, the point is added to the current measurement.

C - Pressing the "C" key has the same effect as selecting "Create Arc" from the [Context Menu](#). The last three points will be converted into an arc as described in [Taking Off Arcs and Circles](#).

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D - Pressing the "D" key has the same effect as selecting "Edit Description..." from the [Context Menu](#). The [Description Edit Window](#) will be displayed, allowing you to set the description for the selected measurements and/or annotations.

E - Pressing the "E" key has the same effect as pressing the Edit Points button on the [Ribbon Bar, Home Tab](#), the [Measurement Toolbar](#) or the [Annotation Toolbar](#). In this mode, you can move points, insert points or delete points.

F - Pressing the "F" key has the same effect as selecting "Drawing/Zoom Full Size" from the [Main Menu](#) or pressing the "Zoom Full Size" button on the [Ribbon Bar, Home Tab](#) or the [Main Toolbar](#). The entire drawing is displayed in the main window.

G - Pressing the "G" key has the same effect as pressing the Add Disconnected Point button on the [Ribbon Bar, Home Tab](#) or the [Measurement Toolbar](#). The next time you click on the drawing, a disconnected point is added to the current measurement.

H - Pressing the "H" key toggles the crosshair display on/off. The crosshair settings are defined in the User Preferences Window under the "Drawing" tab.

I - Pressing the "I" key has the same effect as selecting "Create an Issue..." from the [Context Menu](#). It creates a new issue for the selected measurements and annotations.

K - Pressing the "K" key has the same effect as selecting "Crawl the line to the last point" from the context menu. Points are inserted following the line from the next-to-last point to the last point.

Shift/K - Pressing the "K" key while holding down the Shift key has the same effect as selecting "Crawl the line to the last point and back" from the context menu. Points are inserted following the line from the next-to-last point to the last point then back to the first point in the measurement or disconnected group.

L - Pressing the "L" key has the same effect as pressing the Select Layer button on the [Ribbon Bar, Annotate Tab](#) or the [Annotation Toolbar](#). The [Layer Selection Window](#) will appear allowing you to pick a layer for the selected annotations.

Ctrl/L - Pressing the "L" key while holding the Ctrl key down has the same effect as selecting Options/Edit Layers from the [Ribbon Bar, Settings Tab](#) or the [Main Menu](#). The [Layer List Window](#) will be displayed.

M - Pressing the "M" key has the same effect as pressing the Move/Copy Measurements and Annotations button on the [Ribbon Bar, Home Tab](#), the [Measurement Toolbar](#) or the [Annotation Toolbar](#). In this mode, you can move or copy the selected measurements and annotations by clicking down and dragging.

N - Pressing the "N" key has the same effect as pressing the New Measurement button on the [Ribbon Bar, Home Tab](#) or the [Measurement Toolbar](#). It starts a new measurement.

O - Pressing the "O" key rotates the drawing 90 degrees clockwise from its current rotation

Shift/O - Pressing the "O" key while holding down the Shift key rotates the drawing 90 degrees counter-clockwise from its current rotation

P - Pressing the "P" key has the same effect as pressing the Polar Mode button on the [Ribbon Bar, Home Tab](#) or the [Measurement Toolbar](#). When adding points in polar mode, the point is forced to fall on a line that is a multiple of 90 degrees from the previous point. This is most commonly used to create horizontal or vertical lines. It can also work for lines of various angles.

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Q - Pressing the "Q" key has the same effect as selecting "File/Batch Print/Add Current Drawing to Queue" from the Main Menu. The drawing currently displayed in the main window is added to the print queue. An "Exclamation" sound will be played to indicate that the drawing has been queued.

S - Pressing the "S" key has the same effect as pressing the Select Measurement or Annotation button on the [Ribbon Bar, Home Tab](#) or the [Measurement Toolbar](#) or the [Annotation Toolbar](#). You can then click on a measurement or annotation to select it.

T - Pressing the "T" key has the same effect as selecting "Select Trace..." from the [Context Menu](#). Either the [Trace Selection Window](#) or the [Trace Tree Window](#) will be displayed depending on the "Organize Traces in a Tree" setting in the "General" tab of the [User Preferences Window](#). This will allow you to set the trace for the selected measurements.

Shift/T - Pressing the "T" key while holding down the Shift key has the same effect as selecting "Edit Trace..." from the [Context Menu](#). The [Trace Properties Window](#) will be displayed, allowing you to set the trace for the selected measurements.

W - Pressing the "W" key has the same effect as pressing the One-time Assignment button on the [Item Assignment Toolbar](#) or the same button in the Assignment control of the [Control Panel](#). It assigns the selected measurements and annotations to the item currently selected in the assignment toolbar.

X - Pressing the "X" key has the same effect as selecting "Edit Extension..." from the [Context Menu](#). The [Extension Measurement Values Window](#) will be displayed, allowing you to set the extension values for the selected measurement.

Z - Pressing the "Z" key has the same effect as selecting "Easy Trace Creation/Edit..." from the [Context Menu](#). The [Easy Creation/Edit, Trace](#) will be displayed, allowing you to set simple attributes of the trace for the selected measurements.

2 - Pressing the "2" key has the same effect as pressing the Add 2 Point Lines button on the [Ribbon Bar, Home Tab](#) or the [Measurement Toolbar](#). As you click on the drawing, each two points will be added to the measurement as a disconnected line.

4 - Pressing the "4" key has the same effect as pressing the Add 2 Point Rectangles button on the [Ribbon Bar, Home Tab](#) or the [Measurement Toolbar](#). As you click on the drawing, each two points will be added to the measurement as a disconnected rectangle defined using the points as opposite corners.

The [Context Menu](#) is displayed when you click the right button on the mouse. It is displayed where the mouse cursor is positioned on the screen. If you are in single select mode, pressing the right mouse button selects the measurement or annotation under the mouse cursor before displaying the context menu. If you have already selected the desired measurement or annotation, you must right-click on that measurement. In other modes, it doesn't matter where you right-click.

The actual menu options displayed and which are enabled will depend on what you're doing. Here are the possibilities:

- **Create Arc** - This will only be displayed if you are adding points to a measurement and have added at least 3 non-disconnected points. If you select this option, the last three points will be converted into an arc as described in [Taking Off Arcs and Circles](#).
- **Copy Measurement** - This will only be displayed if you are adding a measurement or have selected a single measurement. If you select this option, a sub-menu will be displayed allowing you to copy the Point Count, Length, Perimeter or Area for the current measurement to the System Clipboard. You can then switch to another application and Paste the measurement.

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- **Return to Estimating with Quantity** - This will only be displayed if you have invoked eTakeoff from an estimating application that has been integrated with eTakeoff. In addition, you must be adding a measurement or have selected a single measurement. If you select this option, the quantities for the current measurement will be returned to the estimating application and you will be switched to that application.
- **Edit Description...** - This will only be displayed if you are adding or have selected one or more measurements or annotations. This option is not available in the Basic Viewer. If you select this option, the [Description Edit Window](#) will be displayed, allowing you to set the description for the selected measurements and/or annotations.
- **Edit Trace...** - This will only be displayed if you are adding or have selected one or more measurements. This option is not available in the Basic Viewer. If you select this option, the [Trace Properties Window](#) will be displayed, allowing you to set the trace for the selected measurements.
- **Select Trace...** - This will only be displayed if you are adding or have selected one or more measurements. If you select this option, either the [Trace Selection Window](#) or the [Trace Tree Window](#) will be displayed depending on the "Organize Traces in a Tree" setting in the "General" tab of the [User Preferences Window](#). This will allow you to set the trace for the selected measurements.
- **Edit Extension...** - This will only be displayed if you are adding or have selected a measurement whose trace uses an extension. For more information see the [Extensions Overview](#). If you select this option, the [Extension Measurement Values Window](#) will be displayed, allowing you to set the extension values for the selected measurement. If the measurement uses a **grid, joist, riser** or **roll** extension, a sub-menu will be displayed:
 - **Edit Extension Values...** - This option will edit the extension values as described above.
 - **Move/Rotate Layout...** - This option will display the Move/Rotate Toolbar allowing you to move the grid orientation or rotate it. For more information see [Extension, Grid, Extension, Joist](#) or [Extension, Roll](#).
 - **Edit Riser Lengths...** - This options will display for riser extension. For more information see [Extension, Riser](#).
- **Change Color...** - This will only be displayed if you are adding or have selected one or more annotations. This option is not available in the Basic Viewer. If you select this option, the Windows Standard Color Selection Dialog will be displayed, allowing you to pick a text/foreground color for the selected annotations.
- **Change Background Color...** - This will only be displayed if you are adding or have selected one or more annotations that use a background color. This option is not available in the Basic Viewer. If you select this option, the Windows Standard Color Selection Dialog will be displayed, allowing you to pick a background color for the selected annotations.
- **Change Text Font...** - This will only be displayed if you are adding or have selected one or more text annotations. This option is not available in the Basic Viewer. If you select this option, the Windows Standard Font Selection Dialog will be displayed, allowing you to pick a font for the selected annotations.
- **Zoom Font Size** - This will only be displayed if you are adding or have selected a single text annotation. This option is not available in the Basic Viewer. If dynamic font sizing is currently on for the annotation, a check mark will appear before this option. If you select this option, the dynamic font will be toggled for the annotation.

When sizing is off, the text is always displayed in the selected font size, no matter how much the drawing is zoomed in or out.

When sizing is on, the font size changes as you zoom. When the drawing is displayed in its original size, the text will be displayed in the selected font size. As you zoom in or out, the font is proportionally larger or smaller.
- **{quantity worksheet assignments}** - These options will only be displayed if you are adding or have selected a single measurement or annotation that is assigned to the [Quantity Worksheet](#). This option is not available in the Basic Viewer. One entry will be displayed for each Quantity Worksheet Item that the measurement or annotation is assigned to. The actual menu text will be the breakdown code and description of the item. If you select one of these options, a sub-menu will be displayed. The first entry in the sub-menu will be "Show in Quantity Worksheet". If you pick that sub-option, the Quantity Worksheet will be displayed with the focus on the selected measurement or annotation assignment. If there are other measurements or annotations assigned to the same worksheet item,

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they will be displayed as additional options in the sub-menu. If you select one of these sub-options, the drawing for the selected measurement/annotation will be displayed with the measurement/annotation selected.

- **Assign to {quantity worksheet item description}** - This option will only be displayed if you are adding or have selected a single measurement or annotation; the [Item Assignment Toolbar](#) is displayed; an item has been selected in the toolbar and the measurement/annotation isn't already assigned to that item. This option is not available in the Basic Viewer. If you select this option, the selected measurement or annotation will be assigned to the toolbar item.
- **Delete {measurement/annotation description}** - This option will only be displayed if you are adding or have selected a single measurement or annotation; This option is not available in the Basic Viewer. If you select this option, the selected measurement/annotation will be deleted. If you select this while holding the Shift key down, it will be deleted immediately. Otherwise you will be asked if you're sure you want to delete.
- **Delete XX measurements and/or annotations** - This option will only be displayed if you have selected multiple measurements and/or annotations; This option is not available in the Basic Viewer. If you select this option, the selected measurements and/or annotations will be deleted. If you select this while holding the Shift key down, they will be deleted immediately. Otherwise you will be asked if you're sure you want to delete.
- **Display Angle and Pitch...** - To display the angles and pitches for the lines connected to a point, right-click on the point and select this option. The [Angle and Pitch Window](#) will be displayed. This option will only be displayed when in single selection mode and is not available in the Basic Viewer.
- **Create an Issue...** - This option will only be displayed if you have selected measurements and/or annotations that are part of a project; This option is not available in the Basic Viewer. If you select this option, The [Issue Edit Window](#) will be displayed to create an issue with the selected measurements and/or annotations assigned to it. For more information see [Issues Overview](#).
- **Existing Issues** - When a single measurement or annotation is selected that is referenced by one or more issues, this option will be displayed. If you select this option, a sub-menu of issue descriptions will be displayed. You can click on any issue to view and/or edit it in the [Issue Edit Window](#).
- **Select from List...** - This option will only be displayed when you are in single selection mode. It is useful when multiple measurements or annotations are overlaid it is difficult to select an individual measurement just using the mouse cursor. If you select this option, the [Measurement Selection Window](#) will display a list of the measurements and annotations that are close to the mouse cursor. From this list you can select a single measurement or annotation.
- **Drawing Comparison** - This option will only be displayed while you are comparing two drawings. This option is not available in the Basic Viewer. If you select this option, the Drawing Comparison Sub-menu will be displayed. For more information see [Drawing Comparison](#)