



Keyboard Shortcuts

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

* Available in Release 3.0 and later unless otherwise noted