



KEYBOARD SHORTCUTS

Arc Tool – A

Paint Bucket Tool – B

Circle Tool – C

Eraser Tool – E

Offset Tool – F

Pan Tool – H

Line Tool – L

Move Tool – M

Orbit Tool – O

Push/Pull Tool – P

Rotate Tool – Q

Rectangle Tool – R

Scale Tool – S

Select Tool – Spacebar

Tape Measure Tool – T

Zoom Tool – Z

To Do This Task	Here Is the Best Way
– Navigate –	
Orbit with your mouse	Hold down scroll wheel
Zoom with your mouse	Roll scroll wheel
Pan with your mouse	Hold down Shift and the scroll wheel
– Draw –	
Draw an edge a certain length with the Line tool	Type a length and press Enter
Snip off an edge at the last place you clicked	Press the Esc key
Lock your current direction with the Line tool	Hold down the Shift key while drawing with the tool
Change the number of sides in a circle, arc, or polygon	Type a number, then type s, and press Enter
Draw a circle or an arc of a certain radius	Type a radius and press Enter after you draw a circle
– Select with the Select tool –	
Add or subtract from what you've selected	Hold down Shift
Select everything that isn't hidden	Press Ctrl+A
Select everything <i>inside</i> a selection box	Click and drag from left to right
Select everything <i>touched by</i> a selection box	Click and drag from right to left
Select all faces with the same material	Right-click and choose Select → All with Same Material
– Move with the Move tool –	
Move a certain distance	Type a distance and press Enter after you move
Force Auto-Fold	Press Alt
Lock yourself in the blue (up and down) direction	Press the up arrow or down arrow
– Copy with the Move and Rotate tools –	
Make a copy with the Move or Rotate tools	Press Control
Make multiple copies <i>in a row</i>	Make a copy, type a distance, type x and press Enter
Make multiple copies <i>between</i>	Make a copy, type a number, type /, and press Enter

To Do This Task	Here Is the Best Way
– Hide and Smooth with the Eraser tool –	
Hide something	Hold down Shift and click with the Eraser
Smooth something	Ctrl+click with the Eraser
Unsmooth something	Hold down Shift+Ctrl and click with the Eraser
– Push/Pull and Offset –	
Make a copy of the face you're push/pulling	Press Ctrl and use the Push/Pull tool
Repeat the last distance you push/pulled	Double-click a face with the Push/Pull tool
Repeat the last distance you Offset	Double-click a face with the Offset tool
– Scale with the Scale tool –	
Scale about the center	Hold down Ctrl while scaling
Scale uniformly (don't distort)	Hold down Shift while scaling
Scale by a certain factor	Type a number and press Enter
Make something a certain size	Type the size <i>and</i> the units and then press Enter
– Apply materials with the Paint Bucket Tool –	
Sample a material from a face	Hold down Alt and click the face with the tool
Paint all faces that match the one you click	Hold down Shift while you click
– Create guides –	
Tell the Tape Measure or Protractor tool to create a guide	Press Ctrl and click with the tool
– Walk around your model with the Walk tool –	
Walk through things	Hold down Alt
Run instead of walk	Hold down Ctrl
Get taller or shorter instead of walking	Hold down Shift
Change our eye height	Select the Look Around tool, type a height, and press Enter
Change your field of view	Select the Zoom tool, type a number, type deg, and press Enter