

Tools	Page	Arrange
Select (Space)	Add Page	Bring to Front
Line (L)	Duplicate Page	Bring Forward
Freehand	Delete Page	Send Backward
Arc (A)	Previous Page	Send to Back
2 Point Arc	Next Page	Align Left
3 Point Arc		Align Right
Pie	<b>Edit</b>	Align Top
Rectangle (R)	Undo	Align Bottom
Rounded Rectangle	Redo	Align Vertical Centers
Bulged Rectangle	Group	Align Horizontal Centers
Lozenge	Ungroup	Space Horizontally
Circle (C)	<b>View</b>	Space Vertically
Ellipse	Show Grid	Center Vertically
Polygon	Hide Grid	Center Horizontally
Text (T)	Pan	Flip Left to Right
Label	Zoom	Flip Top to Bottom
Linear Dimension (D)	Zoom In	Object Snap On
Angular Dimension	Zoom Out	Object Snap Off
Erase	Actual Size	Grid Snap On
Style (B)	Zoom to Fit	Grid Snap Off
Split	Start Presentation	
Join		

To add other tools, right-click the toolbar (at the top of your document window) and choose "Customize Toolbar..."

Tool	Operation	Instructions
<b>Circle (C)</b>	Double-Click	create circle identical to previous one drawn
<b>Dimension (D)</b>	Option	hold down to unconstrain dimension orientation
	Double-Click	repeat previous dimension offset
<b>Ellipse</b>	Option	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
<b>Join</b>	Click	join line segments by clicking on each in turn
<b>Line (L)</b>	Shift	lock in horizontal or vertical direction
	Length	specify length by typing a number and Enter
<b>Label</b>	Option	hold down to flip text to other side
	Click > Double-Click	create one-segment leader line
	Click > Click > Click	create two-segment leader line
	Click-Drag	create curved leader line
	Edit Label Text	double-click label text to edit
	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
<b>Polygon</b>	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
	Sides	specify number of sides by typing a number, the S key, and Enter
<b>Rectangle (R)</b>	Option	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing width, height and Enter ie. 20,40
<b>Rectangle, Rounded</b>	Up/Down	tap up or down arrow while drawing to change corner radius
<b>Rectangle, Bulged</b>	Up/Down	tap up or down arrow while drawing to change bulge amount
<b>Select (Spacebar)</b>	Click-Drag	move selected entities
	Option	hold down while moving to create a copy
	Distance	specify move distance by typing a number and Enter
	External Copy Array	n copies in a row: move first copy, type a number, the X key, and Enter
	Internal Copy Array	n copies in between: move first copy, type a number, the / key, and Enter
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Command	hold down to scale about center
<b>Style</b>	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
	Click Again	apply sampled style properties
<b>Split</b>	Click	split line(s) at click point
<b>Text</b>	Click	create an unbounded text box
	Click-Drag L to R	hold down to create a left-aligned bounded text box
	Click-Drag R to L	hold down to create a right-aligned bounded text box
	Click-Drag+Option	hold down to create a center-aligned, center-anchored, bounded text box
<b>Other Tips</b>	Snaps	right-click on anything but a drawing element to switch between snaps
	Line Weights	use the Styles tab in the SketchUp Model dialog to change line weights
	Dimension Edit	double-click dimensions to edit individual entities with the Shape Style panel
	In-Tool Sample	tap S to sample the style of another element while you're using any tool
	Resolution	set the resolution of SketchUp models in Document Setup > Paper panel
	Set Pattern Origin	pattern origin for new shapes is first point clicked after choosing a pattern
	Match Pattern Origin	use Style tool to match pattern origin across separate shapes
<b>Mouse Wheel</b>	Scroll	Zoom
	Click-Drag	Pan