LayOut Quick Reference Card | Windows

SketchUp Pro 2016

Tools

- Select (Space)
- Line (L)
- Freehand
- Arc (A)
- 2 Point Arc
- 3 Point Arc
- Pie
- Rectangle (R)
- Rounded Rectangle
- Bulged Rectangle
- Lozenge
- Circle (C)
- Ellipse
- Polygon
- Text (T)
- Label
- Linear Dimension (D)
- Angular Dimension
- Erase
- Style (B)
- Split
- Join

Page

- Add Page
- Duplicate Page
- Delete Page
- Previous Page
- Next Page

Edit

- Undo
- Redo
- Group
- Ungroup

View

- Show Grid
- Hide Grid
- Pan
- Zoom
- Zoom In
- Zoom Out
- Actual Size
- Zoom to Fit
- Start Presentation

Arrange

- Bring to Front
- Bring Forward
- Send Backward
- Send to Back
- Align Left
- Align Right
- Align Top
- Align Bottom
- Align Vertical Centers
- Align Horizontal Centers
- Space Vertically
- Space Horizontally
- Center Vertically
- Center Horizontally
- Flip Top to Bottom
- Flip Left to Right
- Object Snap On
- Object Snap Off
- Grid Snap On
- Grid Snap Off

To add other tools, right-click the top of your document window and choose "Customize..."

Tool	Operation	Instructions
Circle (C)	Double-Click	create circle identical to previous one drawn
Linear Dimension (D)	Alt	hold down to unconstrain dimension orientation
	Control	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
Ellipse	Ctrl	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
Join	Click	join line segments by clicking on each in turn
Line (L)	Shift	lock in horizontal or vertical direction
	Length	specify length by typing a number and Enter
Label	Control	hold down to flip text to other side
	Alt	hold down to unconstrain second segment
	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
Polygon	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
Rectangle (R)	Ctrl	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
Rectangle, Rounded	Up/Down	tap up or down arrow while drawing to change corner radius
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change bulge amount
Select (Spacebar)	Click-Drag	move selected entities
	Ctrl	hold down with 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)
	Alt	hold down to scale about center
Style	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
	Click Again	apply sampled style properties
Split	Click	split line(s) at click point
Text	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+Ctrl	hold down to create a center-aligned, center-anchored, bounded text box
Other Tips	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
Mouse Wheel	Scroll	Zoom
	Click-Drag	Pan

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