

# Vectorworks 2017 Keyboard Shortcuts

The Vectorworks program has keyboard shortcuts for several common tasks. Many shortcuts can be customized, as indicated in the headings below. These tables list the default shortcuts for all workspaces; your workspace may not have all of the tool sets, tools, menus, and commands listed.

## Tool Shortcuts (Modify in Workspace Editor)

### Basic Palette

Tool	Windows	Mac
Selection	X	X
Pan	H	H
Move Page	Alt+Z	Option+Z
Flyover	Shift+C	Shift+C
Zoom	C	C
Text	1	1
Callout	Alt+1	Option+1
2D Locus	0 (zero)	0 (zero)
Symbol Insertion	Alt+0 (zero)	Option+0 (zero)
Line	2	2
Double Line	Alt+2	Option+2
Rectangle	4	4
Rounded Rectangle	Alt+4	Option+4
Circle	6	6
Oval	Alt+6	Option+6
Arc	3	3
Quarter Arc	Alt+3	Option+3
Freehand	Alt+5	Option+5
Polyline	5	5
2D Polygon	8	8
Triangle	Shift+T	Shift+T
Double-line Polygon	Alt+8	Option+8
Regular Polygon	Alt+Shift+R	Option+Shift+R
Spiral	Alt+Shift+S	Option+Shift+S
Eyedropper	Shift+E	Shift+E
Visibility	V	V
Attribute Mapping	Shift+A	Option+A
Reshape	- (hyphen)	- (hyphen)
Rotate	Alt+=	Option+=
Mirror	=	=
Split	L	L
Connect/Combine	; (semi-colon)	Option+L
Trim	Alt+Shift+L	Option+Shift+L
Fillet	7	7
Chamfer	Alt+7	Option+7
Offset	Shift+- (hyphen)	Shift+- (hyphen)
Clip	Shift+N	Option+C
Move by Points	Shift+M	Shift+M

### Building Shell Tool Set

Tool	Windows	Mac
Wall	9	9
Round Wall	Alt+9	Option+9
Wall Join	Alt+J	Option+J

### Building Shell Tool Set

Component Wall Join	Alt+Shift+J	Option+Shift+J
Door	Alt+Shift+D	Option+Shift+D
Window	Shift+D	Option+Shift+W

### 3D Modeling Tool Set

Tool	Windows	Mac
Flyover	Shift+C	Shift+C
Set Working Plane	Shift+1	Shift+1
Align Plane	Alt+Shift+1	Option+Shift+1
Push/Pull	Shift+R	Shift+R
3D Locus	Shift+0 (zero)	Shift+0 (zero)
NURBS Curve	Shift+7	Shift+7
Sphere	Shift+3	Shift+3
Hemisphere	Alt+Shift+3	Option+Shift+3
Fillet Edge	Shift+F	Shift+F
Chamfer Edge	Shift+J	Shift+J
Shell Solid	Shift+G	Shift+G
Loft Surface	Shift+K	Shift+K
Extract	Shift+L	Shift+L
Create Contours	Shift+H	Shift+H
Project	Shift+; (semi-colon)	Shift+; (semi-colon)
Analysis	Shift+' (apostrophe)	Shift+A

### Visualization Tool Set

Tool	Windows	Mac
Flyover	Shift+C	Shift+C
Walkthrough	Shift+U	Shift+U
Translate View	Shift+V	Shift+V
Rotate View	Shift+W	Shift+W
Light	Shift+Z	Shift+Z
Attribute Mapping	Shift+A	Option+A

### Dims/Notes Tool Set

Tool	Windows	Mac
Constrained Linear Dimension	N	N
Unconstrained Linear Dimension	M	M
Angular Dimension	. (period)	. (period)
Radial Dimension	, (comma)	, (comma)

### Walls Tool Set

Tool	Windows	Mac
Wall	9	9
Round Wall	Alt+9	Option+9
Wall Join	Alt+J	Option+J

## Command Shortcuts (Modify in Workspace Editor)

### File Menu

Command	Windows	Mac
New	Ctrl+N	Cmd+N
Open	Ctrl+O	Cmd+O
Close	Ctrl+W	Cmd+W
Save	Ctrl+S	Cmd+S
Page Setup	Ctrl+Alt+P	Cmd+Option+P
Print	Ctrl+P	Cmd+P
Exit	Alt+F4 or Ctrl+Q	Cmd+Q

### Edit Menu

Command	Windows	Mac
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Cmd+Y
Cut	Ctrl+X	Cmd+X
Copy	Ctrl+C	Cmd+C
Paste	Ctrl+V	Cmd+V
Paste in Place	Ctrl+Alt+V	Cmd+Option+V
Duplicate	Ctrl+D	Cmd+D
Duplicate Array	Ctrl+Shift+Alt+D	Cmd+Shift+Option+D
Select All	Ctrl+A	Cmd+A

### View Menu

Command	Windows	Mac
Zoom–Normal Scale	Ctrl+3	Cmd+3
Zoom–Fit to Page Area	Ctrl+4	Cmd+4
Zoom–Fit to Objects	Ctrl+6	Cmd+6
Class Options–Active Only	Ctrl+Shift+Alt+3	Cmd+Shift+Option+3
Class Options–Gray Others	Ctrl+Shift+Alt+4	Cmd+Shift+Option+4
Class Options–Gray/Snap Others	Ctrl+Shift+Alt+5	Cmd+Shift+Option+5
Class Options–Show Others	Ctrl+Shift+Alt+6	Cmd+Shift+Option+6
Class Options–Show/Snap Others	Ctrl+Shift+Alt+7	Cmd+Shift+Option+7
Class Options–Show/Snap/Modify Others	Ctrl+Shift+Alt+8	Cmd+Shift+Option+8
Layer Options–Active Only	Ctrl+Alt+3	Cmd+Option+3
Layer Options–Gray Others	Ctrl+Alt+4	Cmd+Option+4
Layer Options–Gray/Snap Others	Ctrl+Alt+5	Cmd+Option+5
Layer Options–Show Others	Ctrl+Alt+6	Cmd+Option+6
Layer Options–Show/Snap Others	Ctrl+Alt+7	Cmd+Option+7
Layer Options–Show/Snap/Modify Others	Ctrl+Alt+8	Cmd+Option+9
Standard views: Top/Plan	Ctrl+5	Cmd+5
Rendering–Wireframe	Ctrl+Shift+W	Cmd+Shift+W
Rendering–Sketch	Ctrl+Shift+S	Cmd+Shift+S

### View Menu

Rendering–Sketch Options	Ctrl+Shift+Alt+S	Cmd+Shift+Option+S
Rendering–OpenGL	Ctrl+Shift+G	Cmd+Shift+G
Rendering–Final Quality Renderworks	Ctrl+Shift+F	Cmd+Shift+F
Rendering–Hidden Line	Ctrl+Shift+E	Cmd+Shift+E
Rendering–Dashed Hidden Line	Ctrl+Shift+D	Cmd+Shift+D
Rendering–Final Shaded Polygon	Ctrl+Shift+P	Cmd+Shift+P
Set 3D View	Ctrl+0 (zero)	Cmd+0 (zero)
Unified View	Ctrl+Alt+L	Cmd+Option+L
Create Multiple Viewports	Ctrl+Shift+M	Cmd+Shift+M
Next View	Ctrl+Shift+, (period)	Cmd+Shift+, (period)
Previous View	Ctrl+Shift+, (comma)	Cmd+Shift+, (comma)

### Modify Menu

Command	Windows	Mac
Move	Ctrl+M	Cmd+M
Move 3D	Ctrl+Alt+M	Cmd+Option+M
Send to Front	Ctrl+F	Cmd+F
Send Forward	Ctrl+Alt+F	Cmd+Option+F
Send to Back	Ctrl+B	Cmd+B
Send Backward	Ctrl+Alt+B	Cmd+Option+B
Align to Grid	Ctrl+- (hyphen)	Cmd+- (hyphen)
Align/Distribute	Ctrl+=	Cmd+=
Align/Distribute 3D	Ctrl+Shift+=	Cmd+Shift+=
Rotate Left 90	Ctrl+L	Cmd+L
Rotate Right 90	Ctrl+Shift+R	Cmd+Shift+R
Flip Horizontal	Ctrl+Shift+H	Cmd+Shift+H
Flip Vertical	Ctrl+Shift+V	Cmd+Shift+V
Set Working Plane	Ctrl+ \	Cmd+ \
Trim	Ctrl+T	Cmd+T
Join	Ctrl+J	Cmd+J
Join and Fillet	Ctrl+Alt+J	Cmd+Option+J
Join (no Trim)	Ctrl+Shift+J	Cmd+Shift+J
Add Surface	Ctrl+Shift+Alt+A	Cmd+Shift+Option+A
Clip Surface	Ctrl+Shift+Alt+C	Cmd+Shift+Option+C
Intersect Surface	Ctrl+Shift+Alt+I	Cmd+Shift+Option+I
Compose	Ctrl+Shift+Alt+P	Cmd+Shift+Option+P
Convert to Group	Ctrl+K	Cmd+K
Convert to Mesh	Ctrl+Alt+R	Cmd+Option+R
Convert to 3D Polys	Ctrl+Alt+O	Cmd+Option+O
Convert to NURBS	Ctrl+Alt+N	Cmd+Option+N
Group	Ctrl+G	Cmd+G
Ungroup	Ctrl+U	Cmd+U
Edit <editing mode>	Ctrl+[	Cmd+[
Exit <editing mode>	Ctrl+]	Cmd+]
Show Guides	Ctrl+Alt+G	Cmd+Option+G
Hide Guides	Ctrl+Shift+Alt+G	Cmd+Shift+Option+G
Unrotate 3D Objects	Ctrl+Shift+0 (zero)	Cmd+Shift+0 (zero)

## Model Menu

Command	Windows	Mac
Add Solids	Ctrl+Alt+A	Cmd+Option+A
Subtract Solids	Ctrl+Alt+S	Cmd+Option+S
Intersect Solids	Ctrl+Alt+I (uppercase i)	Cmd+Option+I (uppercase i)
Section Solids	Ctrl+Alt+T	Cmd+Option+T
Extrude	Ctrl+E	Cmd+E
Multiple Extrude	Ctrl+Alt+E	Cmd+Option+E
Extrude Along Path	Ctrl+Alt+X	Cmd+Option+X
Tapered Extrude	Ctrl+Alt+U	Cmd+Option+U
Sweep	Ctrl+Alt+W	Cmd+Option+W
Create Fillet Surface	Ctrl+Alt+Y	Cmd+Option+Y
Create Planar Caps	Ctrl+Alt+Q	Cmd+Option+Q
Create Surface from Curves	Ctrl+Alt+K	Cmd+Option+K

## AEC Menu

Command	Windows	Mac
Project Settings (Energos)	Ctrl+Shift+Alt+E	Cmd+Shift+Option+E

## Spotlight Menu

Command	Windows	Mac
Number Instruments	Ctrl+Shift+Alt+N	Cmd+Shift+Option+N
Auto Number Positions	Ctrl+Shift+Alt+O	Cmd+Shift+Option+O
Focus Instruments	Ctrl+Shift+Alt+F	Cmd+Shift+Option+F
Replace Instruments	Ctrl+Shift+Alt+R	Cmd+Shift+Option+R
Find and Modify	Ctrl+Shift+Alt+M	Cmd+Shift+Option+M
Refresh Instruments	Ctrl+ /	Cmd+ /
Label Legend Manager	Ctrl+Shift+Alt+L	Cmd+Shift+Option+L

## Tools Menu

Command	Windows	Mac
Organization	Ctrl+Shift+O	Cmd+Shift+O
User Origin	Ctrl+9	Cmd+9
SmartCursor Settings	Ctrl+8	Cmd+8
Plug-in Manager	Ctrl+Shift+Z	Cmd+Shift+Z
Workspace Editor	Ctrl+Shift+Alt+W	Cmd+Shift+Option+W

## Text Menu

Command	Windows	Mac
Format Text	Ctrl+Shift+T	Cmd+Shift+T

## Window Menu

Command	Windows	Mac
Palettes–Snapping	Ctrl+Shift+C	Cmd+Shift+C
Palettes–Attributes	Ctrl+Shift+A	Cmd+Shift+A
Palettes–Object Info	Ctrl+I (uppercase i)	Cmd+I (uppercase i)
Palettes–Working Planes	Ctrl+Shift+K	Cmd+Shift+K
Palettes–Resource Manager	Ctrl+R	Cmd+R
Palettes–Navigation	Ctrl+Shift+N	Cmd+Shift+N
Palettes–Visualization	Ctrl+Shift+Alt+V	Cmd+Shift+Option+V
Palettes– Activate Object Info Palette	Ctrl+' (back quote)	Cmd+Option+C

## Other Shortcuts (Modify in Workspace Editor)

### Cycle Through Modes on Tool Bar

1st group	U
2nd group	I (uppercase i)
3rd group	O
4th group	P
5th group	[
6th group	]

### Miscellaneous Keys

Toggle SmartCursor Cues	Y
Toggle Angles Relative to Prior Segment	/
Set Datum	G
Snap Loupe	Z
Set Smart Point, Edge, or Vector Snap Lock	T
Toggle Automatic Working Plane	\
Suspend Snapping	' (back quote)
X-ray Select Mode	B
Coincident Selection	J
Close 2D Polygon, Polyline, Polygonal Wall Network, or Path-based Objects	K

### Toggle Snapping Palette Settings

Snap to Grid	A (AA = Set Grid dialog box)
Snap to Angle	S (SS = Angle Snaps dialog box)
Smart Points	D (DD = Smart Points dialog box)
Smart Edge (2D only)	F (FF = Edge Snaps dialog box)
Snap to Working Plane (3D only)	F
Snap to Object	Q (QQ = 3D Snapping dialog box)
Snap to Intersection	W
Snap to Distance	E (EE = Snap Distance dialog box)
Snap to Tangent (2D only)	R

## Arrow Key Shortcuts

### (Modify in Vectorworks Preferences, Edit Tab)

Function	Windows	Mac
Switch active layer or class	Ctrl+Arrow (up and down for layers, left and right for classes)	Cmd+Arrow (up and down for layers, left and right for classes)
Pan drawing	Arrow	Arrow
Nudge objects	Shift+Arrow	Shift+Arrow
Move objects	Shift+Ctrl+Arrow	Shift+Cmd+Arrow

## Miscellaneous Key Shortcuts (Cannot be Modified)

Function	Windows	Mac
Temporarily activate another tool	Press and hold Space bar, while you select and use another tool	Press and hold Space bar, while you select and use another tool
Temporarily activate Selection tool	Press and hold Alt while you select objects (Rotate, Mirror, Offset, Clip, and Move by Points tools)	Press and hold Cmd while you select objects (Rotate, Mirror, Offset, Clip, and Move by Points tools)
Temporarily activate Flyover tool	Press and hold Ctrl+mouse wheel button	Press and hold Ctrl+mouse wheel button
Temporarily activate Zoom tool	Press and hold Space bar+Ctrl (zoom in) or Space bar+Ctrl+Alt (zoom out)	Press and hold Space bar+Cmd (zoom in) or Space bar+Cmd+Option (zoom out)
Hide unselected objects during movement	Press and hold Ctrl (Flyover, Walkthrough, Translate View, and Rotate View tools)	Press and hold Cmd (Flyover, Walkthrough, Translate View, and Rotate View tools)
Increase zoom by a factor of 2	Ctrl+1	Cmd+1
Decrease zoom by a factor of 2	Ctrl+2	Cmd+2
Increase zoom by a factor of 4	Ctrl+Alt+1	Cmd+Option+1
Decrease zoom by a factor of 4	Ctrl+Alt+2	Cmd+Option+2
Increase zoom by a factor of 2	CC	CC
Deselect all selected objects	XX	XX
Cancel the current operation	Esc	Esc
Exit text editing mode	Esc	Esc
Exit Group (must be enabled from the Data Bar and Edit Group Options)	Esc Esc	Esc Esc
While drawing walls, NURBS, etc., undo the last clicked point	Backspace	Delete
Display additional tooltip information	With tooltip displayed, press and hold Shift	With tooltip displayed, press and hold Cmd

## Mouse Shortcuts (Cannot be Modified)

Function	Windows	Mac
Refresh the drawing view	Double-click Pan tool	Double-click Pan tool
Set the print page origin to the user origin	Double-click Move Page tool	Double-click Move Page tool
Increase zoom by a factor of 2	Double-click Zoom tool	Double-click Zoom tool
Decrease zoom by a factor of 2	Alt-double-click Zoom tool	Option-double-click Zoom tool
Open or edit a Resource Manager object	Ctrl-double-click the resource name or thumbnail	Cmd-double-click the resource name or thumbnail
Activate a class, design layer, or sheet layer	Double-click the item name in the Navigation palette	Double-click the item name in the Navigation palette
Switch to a saved view	Double-click the view name in the Navigation palette	Double-click the view name in the Navigation palette
Change visibility for all classes or layers	Alt-click a Visibility column in the Navigation palette	Option-click a Visibility column in the Navigation palette
Edit a saved view	Alt-double-click the view name in the Saved Views palette	Option-double-click the view name in the Saved Views palette
Activate Selection tool	Double-click anywhere in the drawing (works for many, but not all tools)	Double-click anywhere in the drawing (works for many, but not all tools)
Duplicate an object	With Selection tool selected, Ctrl-click and drag an object	With Selection tool selected, Option-click and drag an object
Create a similar object (activate tool and attributes)	Ctrl+Alt-click an existing object	Cmd+Option-click an existing object
Switch to Next or Previous view in history	On Windows, with a 5-button mouse, click button 4 or 5 (same as Back or Forward for web browsers)	<i>not applicable</i>
Pan the drawing view	With a wheel mouse, press and hold the wheel button	With a wheel mouse, press and hold the wheel button
Zoom in and out*	With a wheel mouse, roll forward to zoom in and backward to zoom out	With a wheel mouse, roll forward to zoom in and backward to zoom out
Scroll*	With a wheel mouse, Ctrl-roll (up and down); Shift-roll (left and right)	With a wheel mouse, Option-roll (up and down); Shift-roll (left and right)

\*The mouse wheel zooms by default, and scrolls with a modifier key. You can swap these functions in the Vectorworks Preferences, Edit tab.

## Numeric Key Pad (Cannot be Modified)

### Switch to a Standard View

Top/Plan or Rotated Top/Plan	0 (zero)
Left Isometric	1
Front	2
Right Isometric	3
Left	4
Top	5
Right	6
Left Rear Isometric	7
Back	8
Right Rear Isometric	9

## Worksheet Key Functions (Cannot be Modified)

Function	Windows	Mac
Move one cell up, down, left, or right	Arrow keys	Arrow keys
Move right by one cell	Tab	Tab
Move left by one cell	Shift+Tab	Shift+Tab
Move down by one cell	Enter	Enter
Move up by one cell	Shift+Enter	Shift+Enter

## Shortcuts Reserved by Operating System

Mac	Windows
Cmd+H	Shift+Alt+- (hyphen)
Cmd+Shift+Q	Alt+- (hyphen)
Cmd+Shift+1	Shift+Alt+P
Cmd+Shift+2	
Cmd+Shift+3	
Cmd+Shift+4	
Cmd+Shift+5	
Cmd+Shift+6	
Cmd+Shift+7	
Cmd+Shift+8	
Cmd+Shift+9	
Cmd+Option+8	
Cmd+Option+- (hyphen)	
Cmd+Option+=	
Cmd+Option+D	
Cmd+Option+H	
Cmd+Shift+Option+Q	