

Vectorworks 2024 shortcuts

Vectorworks has several keyboard and mouse shortcuts for commonly used functions. 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 the tool sets, tools, menus, and commands listed, and the location of these tools and commands may differ in the individual workspaces.

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
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
Texture	Shift+T	Shift+T

Building Shell tool set

Tool	Windows	Mac
Wall	9	9
Wall Join	Alt+J	Option+J
Component 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
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
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
Angular Dimension	. (period)	. (period)
Radial Dimension	, (comma)	, (comma)

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
Save As	Ctrl+Shift+S	Cmd+Shift+S
Page Setup	Ctrl+Alt+P	Cmd+Option+P
Print	Ctrl+P	Cmd+P
Quit	Alt+F4 or Ctrl+Q	Cmd+Q

Edit menu

Command	Windows	Mac
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Cmd+Y
Repeat [last command]	R	R
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

View menu

Standard views–Top/Plan or Rotated Top/Plan	Ctrl+5	Cmd+5
Rendering–Wireframe	Ctrl+Shift+W	Cmd+Shift+W
Rendering–Shaded	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–Sketch Options	Ctrl+Shift+Alt+S	Cmd+Shift+Option+S
Rendering–Final Shaded Polygon	Ctrl+Shift+P	Cmd+Shift+P
Multiple View Panes–Enable Multiple View Panes	M	M
Set 3D View	Ctrl+0 (zero)	Cmd+0 (zero)
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
Rotate Each Left 90°	Ctrl+Shift+/	Cmd+Shift+/
Rotate Each Right 90°	Ctrl+Shift+\	Cmd+Shift+\
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 (uppercase i)	Cmd+Shift+Option+I (uppercase 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

Modify menu

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	Cmd+Option+I
Section Solids	Ctrl+Alt+T (uppercase i)	Cmd+Option+T (uppercase i)
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
3D Power Pack– Create Fillet Surface	Ctrl+Alt+Y	Cmd+Option+Y
3D Power Pack– Create Planar Caps	Ctrl+Alt+Q	Cmd+Option+Q
3D Power Pack– Create Surface from Curves	Ctrl+Alt+K	Cmd+Option+K

AEC menu

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

Spotlight menu

Command	Windows	Mac
Spotlight Numbering	Ctrl+Shift+Alt+N	Cmd+Shift+Option+N
Find and Modify	Ctrl+Shift+Alt+M	Cmd+Shift+Option+M
Lighting– Auto Number Positions	Ctrl+Shift+Alt+O	Cmd+Shift+Option+O
Lighting– Focus Lighting Devices	Ctrl+Shift+Alt+F	Cmd+Shift+Option+F
Lighting– Replace Lighting Devices	Ctrl+Shift+Alt+R	Cmd+Shift+Option+R
Lighting– Label Legend Manager	Ctrl+Shift+Alt+L	Cmd+Shift+Option+L
Cable/Power Planning– Show or Hide Power Planning Palette	Ctrl+Shift+Alt+E	Cmd+Shift+Option+E
Refresh Lighting Devices (context menu)	Ctrl+/ /	Cmd+/ /

Tools menu

Command	Windows	Mac
Organization	Ctrl+Shift+O	Cmd+Shift+O
Origin–User Origin	Ctrl+9	Cmd+9
Plug-ins–Plug-in Manager	Ctrl+Shift+Z	Cmd+Shift+Z
Workspaces– Edit Current Workspace	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–Object Info	Ctrl+I (uppercase i)	Cmd+I (uppercase i)
Palettes–Navigation	Ctrl+Shift+N	Cmd+Shift+N
Palettes–Visualization	Ctrl+Shift+Alt+V	Cmd+Shift+Option+V
Palettes–Attributes	Ctrl+Shift+A	Cmd+Shift+A
Palettes–Working Planes	Ctrl+Shift+K	Cmd+Shift+K
Palettes–Resource Manager	Ctrl+R	Cmd+R
Palettes– Activate Object Info Palette	Ctrl+` (back quote)	Cmd+Option+C
Palettes– Hide Enabled Palettes	<i>not applicable</i>	Cmd+Shift+Option+H

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	T
Snap Lock	
Toggle Automatic Working Plane	\
Suspend Snapping	` (back quote)
X-ray Select Mode	B
Coincident Selection	J
Close Polygon, Polyline, Polygonal Wall Network, or Path Objects	K
Toggle Multiple View Panes	M
Trigger Smart Options Display	[Undefined by default]
Launch Quick Search	F

Toggle snapping settings

Snap to Grid	[Undefined by default]
Snap to Object	[Undefined by default]
Snap to Angle	[Undefined by default]
Snap to Intersection	[Undefined by default]
Smart Points	[Undefined by default]
Snap to Distance	[Undefined by default]
Smart Edge	[Undefined by default]
Snap to Tangent (2D only)	[Undefined by default]
Snap to Working Plane	[Undefined by default]

Arrow key shortcuts (modify in Vectorworks Preferences, Edit tab)

Function	Windows	Mac
Switch Active Layer/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
Switch Saved View	Alt+Arrow	Option+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
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 2	CC	CC
Deselect all selected objects	XX	XX
Cancel the current operation	Esc	Esc
Exit text editing mode	Esc	Esc
Edit Group	Ctrl+[Cmd+[
Exit Group	Ctrl+]	Cmd+]
Exit Group (must be enabled from the Edit Group Options)	Esc Esc	Esc Esc
While drawing walls, polys, etc., undo the last clicked point	Backspace	Delete
Expand/Collapse all widget groups in the Object Info palette	Alt-click a disclosure button	Option-click a disclosure button
Edit a selected field in a list box row	F2	Space bar

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	Alt-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
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	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, Ctrl-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 keypad (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	
