autodesk

Quick Reference
AutoCAD® Release 2002

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Keyboard Shortcuts

Key Sequence	Other Keys	Description of Task Performed
	F1	AutoCAD Help
	F2	AutoCAD Text Window
Ctrl + F	F3	Osnap Toggle On/Off
Ctrl + T	F4	Tablet Toggle On/Off
Ctrl + E	F5	Isoplane Toggle (Top/Left/Right)
Ctrl + D	F6	Coordinates Toggle On/Off
Ctrl + G	F7	Grid Toggle On/Off
Ctrl + L	F8	Ortho Toggle On/Off
Ctrl + B	F9	Snap Toggle On/Off
Ctrl + U Alt + F10	F10	Polar Snap Toggle On/Off
Ctrl + W	F11	Object Snap Tracking Toggle On/Off
	Escape (ESC)	Cancels commands and dialog boxes
	Delete	Erases objects that are selected through PickFirst
	Page Up	Scrolls up through the Text Window and command line
	Page Down	Scrolls down through the Text Window and command line
	Up Arrow	Puts the last command or option **typed** at the Command Line.
	Down Arrow	Puts the post command or option **typed** at the Command Line.
Ctrl + Up		Moves the cursor in the Edit Window Up
Ctrl + Down		Moves the cursor in the Edit Window Down
Ctrl + Left		Moves the cursor in the Edit Window Left
Ctrl + Right		Moves the cursor in the Edit Window Right
Ctrl + K		Activates the Hyperlink Dialog
Ctrl + C		Copy information to the Clipboard
Ctrl + N		Starts New Drawing
Ctrl + O		Brings up the Open Drawing dialog box
Ctrl + P		Brings up the Plot/Print dialog box
Ctrl + S		Saves current drawing
Ctrl + V		Pasts information from Clipboard into the drawing
Ctrl + X		Cuts information to the Clipboard from the drawing
Ctrl + Y		Redo
Ctrl + Z		Undo
Ctrl + A		Groups Toggle On/Off

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Keyboard Shortcuts

Key Sequence	Other Keys	Description of Task Performed
Ctrl + M Ctrl + J	Enter	Repeats Last Command
Ctrl + R		Cycles through the available Viewports in the current drawing
Ctrl + F4		Closes the current AutoCAD drawing
Ctrl + 1		Properties Page Toggle On/Off
Ctrl + 2		AutoCAD Design Center (ADC) Toggle On/Off
Ctrl + 6		DbConnect Toggle On/Off
Alt + F4		Closes out the AutoCAD Application
Alt + F8		Launches VBARun (Macros)
Alt + F11		Launches the Visual Basic Integrated Development Environment

Drag 'n Drop Files

File Extension	Description
ARX	AutoCAD RunTime Extension file (Loads Application)
BMP	Bitmap (Inserts Image)
DOC	Microsoft Word Document (Inserts document into the drawing)
DWG	AutoCAD Drawing File (Inserts File into drawing as block)
DXF	Drawing Interchange File (DXFIN's the file)
DVB	AutoCAD VBA Source File (Loads into IDE)
GIF	Graphical Interlace File (Inserts Image)
HTM/HTML	HyperText Markup Language Source File (Inserts text from the Web page into the drawing)
JPG	JPEG File (Inserts Image)
LIN	LineType Definition File (Loads LineTypes in file)
LSP	AutoLISP File (Loads Application)
MNS	Menu Source File (Loads Menu)
MNU	Menu Template File (Loads and Compiles Menu)
SCR	Script File (Runs Script)
SHP	AutoCAD Shape Source File (Compiles)
SVF	Systems Variable File (Bonus Tools)
TXT	Text File (Converts text from file into Mtext)
WK?	Lotus 1-2-3 Spreadsheet (Inserts spreadsheet into drawing)
XLS	Microsoft Excel Spreadsheet (Inserts spreadsheet into drawing)

Command Shortcuts

Command	Shortcut	Command	Shortcut
ARC	A	LENGTHEN	LEN
AREA	AA	LIST	LI or LS
ADCENTER	ADC	LINETYPE	LT
ALIGN	AL	MOVE	M
APPLOAD	AP	MATCHPROP	MA
ARRAY	AR	MEASURE	ME
ATTEDIT	ATE	MIRROR	MI
BMAKE (BLOCK)	B	MLINE	ML
BHATCH	BH or H	DMODIFY	MO
BOUNDARY	BO	MTEXT	MT or T
BREAK	BR	MVIEW	MV
CIRCLE	C	OFFSET	O
PROPERTIES	CH	OSNAP	OS
CHANGE	-CH	PAN	P
CHAMFER	CHA	PEDIT	PE
COPY	CO	PLINE	PL
DDIM	D	POINT	PO
DIMALIGNED	DAL	OPTIONS	PR
DIMANGULAR	DAN	PREVIEW	PRE
DIMBASELINE	DBA	PLOT (PRINT)	PRINT
DBCONNECT	DBC	PURGE	PU
DIMCENTER	DCE	REDRAW	R
DIMCONTINUE	DCO	REDRAWALL	RA
DIMEDIT	DED	REGEN	RE
DIST	DI	REGENALL	REA
DIVIDE	DIV	RECTANGLE	REC
DIMLINEAR	DLI	RENAME	REN
DONUT	DO	DDRMODES	RM
DTEXT	DT	ROTATE	RO
DVIEW	DV	STRETCH	S
ERASE	E	SCALE	SC
DDEDIT	ED	SELECT	SE
ELLIPSE	EL	SPELL	SP
EXTEND	EX	SPLINE	SPL
FILLET	F	SPLINEDIT	SPE
FILTER	FI	STYLE	ST
GROUP	G	TILEMODE	TI
OPTIONS (SELECTION)	GR	TOOLBAR	TO
HATCHEDIT	HE	TRIM	TR
HIDE	HI	DDUCS	UC
DDINSERT	I	UNITS	UN
IMAGE	IM	VIEW	V
LINE	L	DDVPOINT	VP
LAYER	LA	WBLOCK	W
LEADER	LE	EXPLODE	X

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Command Shortcuts

Command	Shortcut		Command	Shortcut
XLINE	XL			
XREF	XR			
ZOOM	Z			

Object Selection Methods

Selection Method	Keyboard Sequence	Description
SINGLE	SI	Only allows you to select one object to modify and then terminates the command.
WINDOW	W	Allows you to create a user defined window (or box) to define the objects to be modified. **Only objects inside the box will be modified and/or selected.**
CROSSING	C	Allows you to create a user defined window (or box) to define the objects to be modified. **Objects inside the box and objects that touch the box will be modified and/or selected.**
LAST	L	Selects the most recent object that was added to the drawing.
WINDOW POLYGON	WP	Allows you to create a true user defined window (or box) that is irregular in shape to define objects to be modified. **Objects inside the box (or shape) will be modified and/or selected.**
CROSSING POLYGON	CP	Allows you to create a true user defined window (or box) that is irregular in shape to define objects to be modified. **Objects inside the box (or shape) and objects that touch the box will be modified and/or selected.**
FENCE	F	Selects the objects that intersect the selection lines to be modified and/or selected.
ALL	ALL	Allows you to select all the objects in the drawing that are not locked, and/or frozen through the layer controls.
ADD	A	Allows you to continue to select objects to be modified after user the REMOVE sub option.
REMOVE	R	Allows you to remove objects that were selected, but now don't need to be modified.
PREVIOUS	P	Allows you to select the previous object(s) that were selected through one of the Modify commands.

Object Snap Methods

Object Snap	Keyboard Sequence	Marker Symbol
APPARENT INTERSECTION	APP	⊠
CENTER	CEN	◯
ENDPOINT	END	☐
INTERSECTION	INT	✕
INSERTION	INS	⊐
MIDPOINT	MID	△
NEAREST	NEA	⧗
NODE	NOD	⊗
NONE	NON	
PERPENDICULAR	PER or PERP	⌐
QUADRANT	QUA	◇
QUICK	QUI	
TANGENT	TAN	⊙
PARALLEL	PAR	∥
EXTENSION	EXT	–···

Coordinate System

Entry Style	Sequence	Description
Polar Coordinates	Distance<Angle	Distance is specified and angle is based from 0,0
Absolute Coordinates	X,Y	Exact coordinate point
Relative Coordinates	@X,Y	A point relative to the last point selected or used
Last Point	@	Last point selected or used
Relative Polar Coordinates	@Distance<Angle	Point based on a distance and angle from the last point selected or used
Direct Distance	Move pointing device in the direction for the angle to use, and enter distance.	Direction and distance are specified for next point.

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