



## **Quick Reference**

### **AutoCAD® Release 14**

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## Keyboard Shortcuts

Key Sequence	Other Keys	Description of Task Performed
	F1	AutoCAD Help
	F2	AutoCAD Text Window
Ctrl + F Ctrl + J	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
	F10	Status Bar 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
	Page Down	Scrolls down through the Text Window
	Up Arrow	Puts the last command <b>typed</b> at the Command Line.
	Down Arrow	Puts the post command <b>typed</b> 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		PICKADD Variable Toggle On/Off
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
Ctrl + M		Repeats Last Command
Alt+F4		Closes out the AutoCAD Application

## Command Shortcuts

Command	Shortcut
ARC	A
AREA	AA
ALIGN	AL
APPLOAD	AP
ARRAY	AR
BMAKE	B
BLOCK	-B
BHATCH	BH or H
BOUNDARY	BO
BREAK	BR
CIRCLE	C
CHAMFER	CHA
COPY	CO
DDATTDEF	AT
DDATTE	ATE
DDCHPROP	CH
DDIM	D
DIMALIGNED	DAL
DIMANGULAR	DAN
DIMBASELINE	DBA
DIMCENTER	DCE
DIMCONTINUE	DCO
DIMEDIT	DED
DIST	DI
DIVIDE	DIV
DIMLINEAR	DLI
DONUT	DO
DTEXT	DT
DDOSNAP	OS
PAN	P
PEDIT	PE
PLINE	PL
POINT	PO
PREFERENCES	PR
PREVIEW	PRE
PLOT (PRINT)	PRINT
PURGE	PU
REDRAW	R
REDRAWALL	RA
REGEN	RE
REGENALL	REA
RECTANGLE	REC
DDRENAME	REN
DDRMODES	RM
ROTATE	RO
STRETCH	S
SCALE	SC

Command	Shortcut
DVIEW	DV
ERASE	E
DDEDIT	ED
ELLIPSE	EL
EXTEND	EX
FILLET	F
FILTER	FI
GROUP	G
DDGRIPS	GR
HATCHEDIT	HE
HIDE	HI
DDINSERT	I
IMAGE	IM
LINE	L
LAYER	LA
LEADER	LE
LENGTHEN	LEN
LIST	LI or LS
LINETYPE	LT
MOVE	M
MATCHPROP	MA
MEASURE	ME
MIRROR	MI
MLINE	ML
DMODIFY	MO
MTEXT	MT
MVIEW	MV
OFFSET	O
DDSELECT	SE
SETVAR	SET
SPELL	SP
SPLINE	SPL
SPLINEDIT	SPE
STYLE	ST
TILEMODE	TI
TOOLBAR	TO
TRIM	TR
DDUCS	UC
DDUNITS	UN
DDVIEW	V
DDVPOINT	VP
WBLOCK	W
EXPLODE	X
XLINE	XL
XREF	XR
ZOOM	Z

## 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.

## 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)

## 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. <b>Only objects inside the box will be modified and/or selected.</b>
CROSSING	C	Allows you to create a user defined window (or box) to define the objects to be modified. <b>Objects inside the box and objects that touch the box will be modified and/or selected.</b>
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. <b>Objects inside the box (or shape) will be modified and/or selected.</b>
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. <b>Objects inside the box (or shape) and objects that touch the box will be modified and/or selected.</b>
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

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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	