

## **Quick Reference**

### **AutoCAD® Release 2004**

- **Keyboard Shortcuts**
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## Keyboard Shortcuts

Key Sequence	Other Keys	Description of Task Performed
	F1	AutoCAD Help
	F2	AutoCAD Text Window
Alt + F4		Closes out the AutoCAD Application
Alt + F8		Launches VBARun (Macros)
Alt + F11		Launches the Visual Basic Integrated Development Environment
	ESC - Escape	Cancel 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
Ctrl + Page Up		Scrolls through the Layout tabs from current to the left
Ctrl + Page Down		Scrolls through the Layout tabs from current to the right
	Up Arrow	Puts the last command or option <b>typed</b> at the Command Line.
	Down Arrow	Puts the post command or option <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 + Shift + Tab		Cycles through the open drawings forwards
Ctrl + Tab		Cycles through the open drawings backwards
Ctrl + F4		Closes the current AutoCAD drawing
Ctrl + F6		Cycles through the open drawings backwards
Ctrl + Shift + F6		Cycles through the open drawings forwards
Ctrl + 0		Toggles CleanScreen mode
Ctrl + 1		Toggles the display of the Properties Palette
Ctrl + 2		Toggles the display of the Design Center
Ctrl + 3		Toggles the display of the Tool Palettes
Ctrl + 6		Toggles the display of dbConnect
Ctrl + A		Select all objects in drawing
Ctrl + B	F9	Snap Toggle On/Off
Ctrl + C		Copy information to the Clipboard
Ctrl + Shift + C		Copy information to the Clipboard with Base Point
Ctrl + D	F6	Coordinates Toggle On/Off

## Keyboard Shortcuts

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Key Sequence	Other Keys	Description of Task Performed
Ctrl + E	F5	Isoplane Toggle (Top/Left/Right)
Ctrl + F	F3	Osnap Toggle On/Off
Ctrl + G	F7	Grid Toggle On/Off
Ctrl + L	F8	Ortho Toggle On/Off
Ctrl + K		Activates the Hyperlink Dialog
Ctrl + J Ctrl + M	Enter	Repeats Last Command
Ctrl + N		Starts New Drawing
Ctrl + O		Brings up the Open Drawing dialog box
Ctrl + P		Brings up the Plot/Print dialog box
Ctrl + Q		Quit and Exit AutoCAD
Ctrl + R		Cycles through the Viewports in the current layout
Ctrl + S		Saves current drawing
Ctrl + Shift + S		Performs a Save As on current drawing
Ctrl + T	F4	Tablet Toggle On/Off
Ctrl + V		Pastes information from Clipboard into the drawing
Ctrl + Shift + V		Pastes information from Clipboard as a Block into the drawing
Ctrl + U Alt + F10	F10	Polar Snap Toggle On/Off
Ctrl + W	F11	Object Snap Tracking Toggle On/Off
Ctrl + X		Cuts information to the Clipboard from the drawing
Ctrl + Y		Redo
Ctrl + Z		Undo

## Drag 'n Drop Files

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File Extension	Description
ARX	AutoCAD Runtime Extension (Loads Application)
BMP	Bitmap (Inserts Image)
DOC	Microsoft Word Document (Inserts document into the drawing)
DWG	AutoCAD Drawing (Various)
DWT	AutoCAD Template (Various)
DXF	AutoCAD Drawing Interchange (Various)
DVB	AutoCAD VBA Source File (Loads into IDE)
FAS	AutoCAD Fast-load AutoLISP File (Loads program)
GIF	Graphical Interlace File (Inserts Image)
JPG	JPEG File (Inserts Image)
LIN	AutoCAD Linetype Definition (Loads all Linetypes in file)
LSP	AutoLISP Application source (Loads program)
MNC	AutoCAD Compiled Menu (Loads Menu)
MNS	AutoCAD Menu Source (Loads Menu)
MNU	AutoCAD Menu Template (Loads and Compiles Menu)
PNG	Portable Network Graphic (Inserts Image)
RTF	Rich Text Format (Inserted as an OLE object and contents are display)
SCR	AutoCAD Script (Runs Script)
SHP	AutoCAD Shape Source (Compiles)
TIF	Tag Image File Format (Inserts Image)
TXT	Text File (Converts text from file into Mtext)
WMF	Windows Metafile (Imports WMF file as a block)
XLS	Microsoft Excel Spreadsheet (Inserts spreadsheet into drawing)

## Command Shortcuts (or Aliases)

Command	Shortcut
ARC	A
AREA	AA
ADCENTER	ADC or DC
ALIGN	AL
APPLOAD	AP
ARRAY	AR
ATTEDIT	ATE
-BLOCK	-B
BMAKE	B
BHATCH	BH or H
BOUNDARY	BO
BREAK	BR
CIRCLE	C
CHANGE	-CH
CHAMFER	CHA
COPY	CO
DDIM	D
DIMALIGNED	DAL
DIMANGULAR	DAN
DIMBASELINE	DBA
DBCONNECT	DBC
DIMCENTER	DCE
DIMCONTINUE	DCO
DIMEDIT	DED
DIST	DI
DIVIDE	DIV
DIMLINEAR	DLI
DONUT	DO
DTEXT	DT
DVIEW	DV
ERASE	E
DDEDIT	ED
ELLIPSE	EL
EXTEND	EX
FILLET	F
FILTER	FI
GROUP	G
OPTIONS (SELECTION)	GR
HATCHEDIT	HE
HIDE	HI
-INSERT	-I
INSERT	I
-IMAGE	-IM
IMAGE	IM
LINE	L
-LAYER	-LA

Command	Shortcut
LAYER	LA
QLEADER	LE
LENGTHEN	LEN
LIST	LI or LS
-LINETYPE	-LT
LINETYPE	LT
MOVE	M
MATCHPROP	MA
MEASURE	ME
MIRROR	MI
MLINE	ML
MTEXT	MT or T
MVIEW	MV
OFFSET	O
OPTIONS (or PREFERENCES)	OP
OSNAP	OS
-PAN	-P
PAN	P
PEDIT	PE
PLINE	PL
POINT	PO
PROPERTIES	PR or CH or MO
PREVIEW	PRE
PLOT	PRINT
-PURGE	-PU
PURGE	PU
REDRAW	R
REDRAWALL	RA
REGEN	RE
REGENALL	REA
RECTANGLE	REC
-RENAME	-REN
RENAME	REN
DDRMODES	RM
ROTATE	RO
STRETCH	S
SCALE	SC
DSETTINGS	SE
SPELL	SP
SPLINE	SPL
SPLINEDIT	SPE
STYLE	ST
TILEMODE	TI
TOOLBAR	TO
TRIM	TR
UCSMAN	UC

## Command Shortcuts (or Aliases)














Command	Shortcut
-UNITS	-UN
UNITS	UN
-VIEW	-V
VIEW	V
-VPOINT	-VP
DDVPOINT	VP
-WBLOCK	-W
WBLOCK	W

Command	Shortcut
EXPLODE	X
XLINE	XL
-XBIND	-XB
XBIND	XB
-XREF	-XR
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. <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

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.