

Vectorworks 2012 Shortcuts

The Vectorworks program has keyboard and mouse shortcuts for many common tasks. Many (but not all) shortcuts can be customized; the headings below indicate whether the shortcuts can be modified, and where. Note that 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 | Macintosh |
|---------------------|------------------|------------------|
| 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 | Macintosh |
|---------------------|-------------|----------------|
| Wall | 9 | 9 |
| Round Wall | Alt+9 | Option+9 |
| Wall Join | Alt+J | Option+J |
| 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 | Macintosh |
|-------------------|----------------------|----------------------|
| 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 | Macintosh |
|-------------------|---------|-----------|
| 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+W |
| Attribute Mapping | Shift+A | Option+A |

Dims/Notes Tool Set

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

Walls Tool Set

| Tool | Windows | Macintosh |
|------------|---------|-----------|
| 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 | Macintosh |
|-----------------|-------------------------------|------------------------------|
| New | Ctrl+N | Cmd+N |
| Open | Ctrl+O | Cmd+O |
| Close | Ctrl+W | Cmd+W |
| Save | Ctrl+S | Cmd+S |
| Import PartSpec | Ctrl+Shift+I (uppercase i) | Cmd+Shift+I (uppercase i) |
| 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 | Macintosh |
|-----------------|------------------|--------------------|
| 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 |

Modify Menu

| Command | Windows | Macintosh |
|---------------------|---------------------|--------------------|
| 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 |
| 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 Group | Ctrl+[| Cmd+[|
| Exit Group | 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) |

View Menu

| Command | Windows | Macintosh |
|-------------------------------------------|--------------------------|-------------------------|
| 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 |
| Top/Plan | Ctrl+5 | Cmd+5 |
| Rendering–Wireframe | Ctrl+Shift+W | Cmd+Shift+W |
| Rendering–Sketch | Ctrl+Shift+S | Cmd+Shift+S |
| 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 |
| Next View | Ctrl+Shift+. (period) | Cmd+Shift+. (period) |
| Previous View | Ctrl+Shift+, (comma) | Cmd+Shift+, (comma) |

Command Shortcuts (Modify in Workspace Editor)

Model Menu

| Command | Windows | Macintosh |
|----------------------------|-----------------------------|-------------------------------|
| 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 |
| Stitch and Trim Surfaces | Ctrl+Alt+H | Cmd+Option+H |
| 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 |

Spotlight Menu

| Command | Windows | Macintosh |
|-----------------------|------------------|--------------------|
| Number Instruments | Ctrl+Shift+Alt+N | Cmd+Shift+Option+N |
| Toggle Auto Numbering | Ctrl+Shift+Alt+A | Cmd+Shift+Option+A |
| Focus Instruments | Ctrl+Shift+Alt+F | Cmd+Shift+Option+F |
| Replace Instrument | 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 |

Machine Design Menu (Designer workspace only)

| Command | Windows | Macintosh |
|--------------------------|--------------|-----------------------|
| Import PartSpec | Ctrl+Shift+I | Cmd+Shift+I |
| Create Multiple Views | Ctrl+Shift+M | Cmd+Shift+M |
| Spring Calculator | Ctrl+Shift+Q | <i>not applicable</i> |
| Shaft Analysis | Ctrl+Shift+U | Cmd+Shift+U |
| Simple Beam | Ctrl+Shift+B | Cmd+Shift+B |
| Simple Beam Analysis | Ctrl+Shift+Y | Cmd+Shift+Y |
| 3D Properties | Ctrl+Shift+3 | <i>not applicable</i> |
| Create 3D Object from 2D | Ctrl+Shift+L | Cmd+Shift+L |

Tools Menu

| Command | Windows | Macintosh |
|-----------------------------|------------------|--------------------|
| Organization | Ctrl+Shift+O | Cmd+Shift+O |
| Set Origin | Ctrl+9 | Cmd+9 |
| SmartCursor Settings | Ctrl+8 | Cmd+8 |
| VectorScript Plug-in Editor | Ctrl+Shift+Z | Cmd+Shift+Z |
| Workspace Editor | Ctrl+Shift+Alt+W | Cmd+Shift+Option+W |

Text Menu

| Command | Windows | Macintosh |
|-------------|--------------|-------------|
| Format Text | Ctrl+Shift+T | Cmd+Shift+T |

Command Shortcuts (Modify in Workspace Editor)

Window Menu

| Command | Windows | Macintosh |
|---------------------------------------|-------------------------|------------------------|
| 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 Browser | 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+' (backquote) | 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 | ' (backquote) |
| X-ray Fills Mode | B |
| Coincident Selection | J |

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 | Macintosh |
|------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|
| 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 |

Worksheet Key Functions (Cannot be Modified)

| Function | Windows | Macintosh |
|----------------------------------------|-------------|-------------|
| 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 |

Numeric Key Pad (Cannot be Modified)

Switch to a Standard View

| | |
|----------------------|----------|
| 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 |

Miscellaneous Key Shortcuts (Cannot be Modified)

| Function | Windows | Macintosh |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 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 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) |
| Temporarily activate Flyover tool | Press and hold Ctrl+mouse wheel button | Press and hold Ctrl+mouse wheel button |
| Hide unselected objects | 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 Group | 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 | Macintosh |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 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 Browser 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 the Selection tool | With Zoom tool selected, double-click anywhere in the drawing; the tool selected depends on the current view | With Zoom tool selected, double-click anywhere in the drawing; the tool selected depends on the current view |
| 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.

Shortcuts Reserved by Operating System

| Macintosh | 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+Shift+Option+Q | |