# SKETCHUP 2016 -- KEYBOARD SHORTCUTS

ESC-escape key stops a command and leaves the tool active.
CTRL+Z= Undo, you can Undo back to the last save.
CLICK & LET GO! Click to start command, let go of mouse button, drag in axis direction, click a second time to end command.
A 40 page guide to tools in SketchUp is part of the digital book (with embedded video)  "Building Blocks of SketchUp"
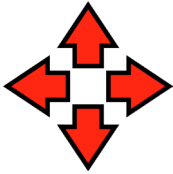
## SELECT ARROW

Spacebar=Keyboard Shortcut
Click on object, Hold Shift key to add/subtract from selection,
Selection Boxes-Left to Right selects everything within box
                    Right to Left selects everything crossed by box
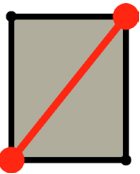
## MOVE/COPY

M=Keyboard Shortcut, CTRL toggles copy function(+ sign by cursor)
Move from a specific point to a specific point, Watch Axis Inferences
Multiple copies-make one copy, immediately type total number of copies, X and hit Enter
Equally spaced copies-make one copy at distance, then type /number of spaces
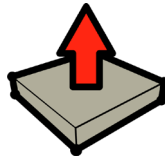
## RECTANGLE

R=Keyboard Shortcut,
Click to start and drag diagonally. Enter two dimensions separated by comma. Use an existing dimension for one by typing X, or ,X and hitting Enter

## LINE

L=Keyboard Shortcut,
Click and let go to start, drag cursor in axis direction, then either click again, type dimension and hit Enter, or type dimension and hit Enter. Look for axis and point inferences.

## PUSH/PULL

P=Keyboard Shortcut,
Extrudes a face at a right angle to the face, click and let go, drag cursor to start, click on an existing point in the model, or type a distance and hit Enter.

## TAPE MEASURE

T=Keyboard Shortcut, CTRL toggles guideline creation
Click from one point and hover over another to measure distance. Click and drag off any line (but not on endpoint of line) to create a parallel guideline.

## ROTATE

Q=Keyboard Shortcut, CTRL toggles copy function(+ sign by cursor)
Hold shift key to keep in proper axis orientation. Click on pivot point, then one other point to establish base line of rotation. Move cursor and click again. Type degrees and Enter

## ZOOM EXTENTS

Backs up camera position so that entire model is visible. Click on this if you get "Lost in Space"