



Autodesk Vault 2022 cheat sheet

Vault Standalone Client

Ctrl + V	Paste
Ctrl + O	Open
Ctrl + P	Print
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + Alt + V	Paste as link
Ctrl + A	Select all
Ctrl + D	Delete
Ctrl + E	Edit properties...
Ctrl + Shift + V	Move to folder...
F5	Refresh
Ctrl + F	Find
Ctrl + M	Manage ownership...
Ctrl + U	Update
Ctrl + Left click	Item icon Go to item
Ctrl + Shift + Left click	Item icon Open item from file click
Ctrl + H	Change item number
Ctrl + I	Check in...
Ctrl + O	Check out...
Ctrl + W	Go to working folder
F1	Help
Ctrl + Left arrow	Back
Ctrl + Right arrow	Forward

Add-ins

Alt + U then G	Go to Vault
Alt + U then L	Log in
Alt + U then O	Log out
Alt + U then E	Open
Alt + U then A then T then W	Go to Workspace
Alt + U then R	Refresh
Alt + U then H	Check In
Alt + U then K	Check Out
Alt + U then U	Undo Check Out
Alt + U then V	Vault Options
Alt + U then D	Update Properties

Alt + U then N then G Change State

Note: Available in Autodesk Vault Workgroup and Vault Professional.

Alt + U then T then R Get revision

Note: Available in Autodesk Vault Workgroup and Vault Professional.

Alt + U then I Revise

Note: Available in Autodesk Vault Workgroup and Vault Professional.

Alt + U then M Manage ownership

Note: Available in Autodesk Vault Workgroup and Vault Professional.

Copy Design dialog

File menu

Alt + F then I	Log In
Alt + F then G	Log out
Alt + F then Q	Save
Alt + F then S	Save as
Alt + F then L	Load
Alt + F then A	Add files
Alt + F then C then Ctrl + N	Clear root node
Alt + F then E then Ctrl + E	Execute copy
Alt + F then X then Ctrl + Q	Exit

View menu

Alt + V then P	Panels
Alt + V then G	Grid view
Alt + V then L	Show grid lines
Alt + V then B	Show banding
Alt + V then D	Show drawing view
Alt + V then C	Show children
Alt + V then O	Automatic column sizing
Alt + V then F then Ctrl + F	Find
Ctrl + H	Find and replace
Alt + V then R then F5	Refresh

Action menu

Alt + A then P	Copy
Alt + A then A	Copy all
Alt + A then O	Copy to
Alt + A then N	Copy top nodes
Alt + A then B	Copy branch
Alt + A then T	Copy branch to
Alt + A then R	Reuse
Alt + A then L	Reuse all
Alt + A then E	Reuse branch
Alt + A then P	Replace
Alt + A then X	Exclude
Alt + A then D	Detach
Alt + A then A then Ctrl + Z	Clear action
Alt + A then G then Ctrl + G	Go To

Options menu

Alt + O then N	Numbering scheme
Alt + O then A	Action rules
Alt + O then C	Automatically copy parents
Alt + O then L	Link drawings with model
Alt + O then S	Select references

Help

F1	Help
Alt + H then A	About

Source: Autodesk

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More information: defkey.com/da/autodesk-vault-2022-shortcuts

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