

# Vectorworks 2020 Spickzettel

## Basic palette

X	Selection
H	Pan
Alt + Z	Move Page
Shift + C	Flyover
C	Zoom
1	Text
Alt + 1	Callout
0	2D Locus
Alt + 0	Symbol Insertion
2	Line
Alt + 2	Double Line
4	Rectangle
Alt + 4	Rounded Rectangle
6	Circle
Alt + 6	Oval
3	Arc
Alt + 3	Quarter Arc
Alt + 5	Freehand
5	Polyline
8	2D Polygon
Shift + T	Triangle
Alt + 8	Double-line Polygon
Alt + Shift + R	Regular Polygon
Alt + Shift + S	Spiral
Shift + E	Eyedropper
V	Visibility
Shift + A	Attribute Mapping
-	Reshape
Alt + =	Rotate
=	Mirror
L	Split
;	Connect/Combine
Alt + Shift + L	Trim
7	Fillet
Alt + 7	Chamfer
Shift + -	Offset
Shift + N	Clip
Shift + M	Move by Points

## Building shell tool set

9	Wall
Alt + 9	Round wall
Alt + J	Wall join
Alt + Shift + J	Component join
Alt + Shift + D	Door
Shift + D	Window

## 3D modeling tool set

Shift + C	Flyover
Shift + 1	Set Working Plane
Alt + Shift + 1	Align Plane
Shift + R	Push/Pull
Shift + 0	3D Locus
Shift + 7	NURBS Curve
Shift + 3	Sphere
Alt + Shift + 3	Hemisphere
Shift + F	Fillet Edge
Shift + J	Chamfer Edge
Shift + G	Shell Solid
Shift + K	Loft Surface
Shift + L	Extract
Shift + H	Create Contours
Shift + ;	Project
Shift + '	Analysis

## Visualization tool set

Shift + C	Flyover
Shift + U	Walkthrough
Shift + V	Translate View
Shift + W	Rotate View
Shift + Z	Light
Shift + A	Attribute Mapping

## Dims / Notes tool set

N	Constrained Linear Dimension
.	Angular Dimension
,	Radial Dimension

## File menu

Ctrl + N	New
Ctrl + O	Open
Ctrl + W	Close
Ctrl + S	Save
Ctrl + Alt + P	Page Setup
Ctrl + P	Print
Alt + F4 oder Ctrl + Q	Quit

## Edit menu

Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Alt + V	Paste in Place
Ctrl + D	Duplicate
Ctrl + Shift + Alt + D	Duplicate Array
Ctrl + A	Select All

## View menu

Ctrl + 3	Zoom - Normal scale
Ctrl + 4	Zoom - Fit to page area
Ctrl + 6	Zoom - Fit to objects
Ctrl + Shift + Alt + 3	Class options - Active only
Ctrl + Shift + Alt + 4	Class options - Gray others
Ctrl + Shift + Alt + 5	Class options - Gray / Snap others
Ctrl + Shift + Alt + 6	Class options - Show others
Ctrl + Shift + Alt + 7	Class options - Show / Snap others
Ctrl + Shift + Alt + 8	Class options - Show / Snap / Modify others
Ctrl + Alt + 3	Layer options - Active only
Ctrl + Alt + 4	Layer options - Gray others

Ctrl + Alt + 5 Layer options - Gray / Snap others

Ctrl + Alt + 6 Layer options - Show others

Ctrl + Alt + 7 Layer options-Show / Snap others

Ctrl + Alt + 8 Layer options - Show / Snap / Modify others

Ctrl + 5 Standard views - Top / Plan

Ctrl + Shift + W Rendering - Wireframe

Ctrl + Shift + S Rendering - Sketch

Ctrl + Shift + Alt + S Rendering - Sketch options

Ctrl + Shift + G Rendering - OpenGL

Ctrl + Shift + F Rendering - Final quality renderworks

Ctrl + Shift + E Rendering - Hidden line

Ctrl + Shift + D Rendering - Dashed hidden line

Ctrl + Shift + P Rendering - Final shaded polygon

M Enable multiple view panes

Ctrl + 0 Set 3D view

Ctrl + Alt + L Unified view

Ctrl + Shift + M Create multiple viewports

Ctrl + Shift + . Next view

Ctrl + Shift + , Previous view

## Modify menu

Ctrl + M Move

Ctrl + Alt + M Move 3D

Ctrl + F Send to Front

Ctrl + Alt + F Send Forward

Ctrl + B Send to Back

Ctrl + Alt + B Send Backward

Ctrl + - Align to Grid

Ctrl + = Align/Distribute

Ctrl + Shift + = Align/Distribute 3D

Ctrl + L Rotate Left 90°

Ctrl + Shift + R Rotate Right 90°

Ctrl + Shift + H Flip Horizontal

Ctrl + Shift + V Flip Vertical

Ctrl + \ Set Working Plane

Ctrl + T	Trim
Ctrl + J	Join
Ctrl + Alt + J	Join and Fillet
Ctrl + Shift + J	Join (no Trim)
Ctrl + Shift + Alt + A	Add Surface
Ctrl + Shift + Alt + C	Clip Surface
Ctrl + Shift + Alt + I	Intersect Surface
Ctrl + Shift + Alt + P	Compose
Ctrl + K	Convert to Group
Ctrl + Alt + R	Convert to Mesh
Ctrl + Alt + O	Convert to 3D Polys
Ctrl + Alt + N	Convert to NURBS
Ctrl + G	Group
Ctrl + U	Ungroup
Ctrl + [	Edit
Ctrl + ]	Exit
Ctrl + Alt + G	Show Guides
Ctrl + Shift + Alt + G	Hide Guides
Ctrl + Shift + 0	Unrotate 3D Objects

## Model menu

Ctrl + Alt + A	Add solids
Ctrl + Alt + S	Subtract solids
Ctrl + Alt + I	Intersect solids
Ctrl + Alt + T	Section solids
Ctrl + E	Extrude
Ctrl + Alt + E	Multiple extrude
Ctrl + Alt + X	Extrude along path
Ctrl + Alt + U	Tapered extrude
Ctrl + Alt + W	Sweep
Ctrl + Alt + Y	3D power pack - create fillet surface
Ctrl + Alt + Q	3D power pack - create planar caps
Ctrl + Alt + K	3D power pack - create surface from curves

## AEC menu

Ctrl + Shift + Alt + E	Energos - Project settings
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## Spotlight menu

Ctrl + Shift + Alt + N	Spotlight Numbering
Ctrl + Shift + Alt + O	Auto Number Positions
Ctrl + Shift + Alt + F	Focus Instruments
Ctrl + Shift + Alt + R	Replace Instrument
Ctrl + Shift + Alt + M	Find and Modify
Ctrl + /	Refresh Instruments
Ctrl + Shift + Alt + L	Label Legend Manager

## Tools menu

Ctrl + Shift + O	Organization
Ctrl + 9	User Origin
Ctrl + 8	SmartCursor Settings
Ctrl + Shift + Z	Plug-in Manager
Ctrl + Shift + Alt + W	Edit Current Workspace

## Text menu

Ctrl + Shift + T	Format text
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## Window menu

Ctrl + Shift + C	Palettes - Snapping
Ctrl + Shift + A	Palettes - Attributes
Ctrl + I	Palettes - Object Info
Ctrl + Shift + K	Palettes - Working Planes
Ctrl + R	Palettes - Resource Manager
Ctrl + Shift + N	Palettes - Navigation
Ctrl + Shift + Alt + V	Palettes - Visualization
Ctrl + `	Palettes - Activate object info palette

## Other shortcuts

U	1st group
I	2nd group
O	3rd group
P	4th group
[	5th group
]	6th group

## Miscellaneous keys

Y	Toggle SmartCursor cues
/	Toggle angles relative to prior segment
G	Set datum
Z	Snap loupe
T	Set smart point, edge or vector snap lock
\	Toggle automatic working plane
`	Suspend snapping
B	X-ray select mode
J	Coincident selection
K	Close 2D polygon, polyline, polygonal wall network or path-based objects

## Toggle snapping palette settings

A	Snap to grid
A Dann A	Set grid dialog box
Q	Snap to object
Q Dann Q	3D snapping dialog box
S	Snap to angle
S Dann S	Angle snaps dialog box
W	Snap to intersection
D	Smart points
D Dann D	Smart points dialog box
E	Snap to distance
E Dann E	Snap distance dialog box
F	Smart edge
F Dann F	Edge snaps dialog box
F	Snap to working plane (3D only)

R	Snap to tangent (2D only)
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## Arrow key shortcuts

Ctrl + Aufwärtspfeil / Pfeil nach unten	Switch active layer
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Ctrl + Linker Pfeil / Rechter Pfeil	Switch active classes
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Pfeiltasten	Pan drawing
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Shift + Pfeiltasten	Nudge objects
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Shift + Ctrl + Pfeiltasten	Move objects
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## Miscellaneous

These shortcuts cannot be modified.

Space	To temporarily activate another tool, press and hold Space while you select and use another tool
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Alt	To temporarily activate selection tool, press and hold Alt while you select objects (Rotate, Mirror, Offset, Clip and Move by Points tools)
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Ctrl + Mausrad nach oben und unten bewegen	To temporarily activate Flyover tool, press and hold Ctrl and turn the mouse wheel
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Space + Ctrl	Temporarily activate Zoom tool (zoom in)
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Space + Ctrl + Alt	Temporarily activate Zoom tool (zoom out)
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Ctrl + 1	Increase zoom by a factor of 2
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Ctrl + 2	Decrease zoom by a factor of 2
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Ctrl + Alt + 1	Increase zoom by a factor of 4
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Ctrl + Alt + 2	Decrease zoom by a factor of 4
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C Dann C	Increase zoom by a factor of 2
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X Dann X	Deselect all selected objects
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Esc	Cancel the current operation
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Esc	Exit text editing mode
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Ctrl + [	Edit group
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Ctrl + ]	Exit group
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Esc Dann Esc	Exit group (must be enabled from the Data Bar and Edit Group Options)
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Backspace	While drawing walls, NURBS, etc. undo the last clicked point
Shift	(with tooltip displayed, press and hold Shift) Display additional tooltip information
Alt + Links Klick	Expand / Collapse all widget groups in the Object Info platte
F2	Edit a selected field in a list box row
Doppelklick	To refresh the drawing view, double-click the Pan tool
Doppelklick	To set the print page origin to the user origin, double-click move page tool
Doppelklick	To increase zoom by a factor of 2, double-click the Zoom tool
Alt + Doppelklick	To decrease zoom by a factor of 2, hold Alt and double-click the Zoom tool
Ctrl + Doppelklick	To open or edit a resource manager object, hold Ctrl and double-click the resource name or thumbnail
Doppelklick	To activate a class, design layer or sheet layer, double-click the item name in the Navigation palette
Doppelklick	To switch to a saved view, double-click the view name in the Navigation palette
Alt + Links Klick	To change visibility for all classes or layers, hold Alt and click the visibility column in the Navigation palette
Alt + Doppelklick	To edit a saved view, hold Alt and double-click the view name in the Saved Views palette
Doppelklick	To activate Selection tool, double-click anywhere in the drawing (works for many tools, but not all tools)
Ctrl + Links Klick Dann Bewegen Sie die Maus	To duplicate an object, hold Ctrl and click the object and drag it
Ctrl + Alt + Links Klick	(click on a existing object) Create a similar object

mousebutton4	Next view in history
mousebutton5	Previous view in history
Mittelklick	(hold) Pan the drawing view
Mausrad nach oben und unten bewegen	Zoom in / out
Ctrl + Mausrad nach oben und unten bewegen	Scroll up / down
Shift + Mausrad nach oben und unten bewegen	Scroll left / right

Note: The mouse wheel zooms by default. To scroll, you need to use a modifier key. These functions can be swapped in Preferences, Edit tab.

## Numeric key pad

These shortcuts cannot be modified.

0	Top / Plan or Rotated top / Plan
1	Left izometric
2	Front
3	Right isometric
4	Left
5	Top
6	Right
7	Left rear isometric
8	Back
9	Right rear isometric

Source: Vectorworks.net

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Mehr Informationen: [defkey.com/de/vectorworks-2020-tastaturkurzel](https://defkey.com/de/vectorworks-2020-tastaturkurzel)

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