# Archicad 24 cheat sheet

## General

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| Ctrl + N | Create a new ARCHICAD project |
| Ctrl + Alt + N | Create a new, empty ARCHICAD project and apply default settings |
| Ctrl + O | Open an existing document |
| Ctrl + Alt + O | Open or join an existing Teamwork Project |
| Ctrl + Shift + W | Close the project |
| Ctrl + S | Save the project |
| Ctrl + Shift + S | Save the project with a new name |
| Ctrl + Shift + O | Browse for an existing library part and open its script window |
| Ctrl + Shift + P | Page Setup... |
| Ctrl + P | Print... |
| Ctrl + Q | Exit |
| Ctrl + Z | Undo |
| Ctrl + Shift + Z | Redo |
| Ctrl + B | Repeat Last Command |
| Ctrl + X | Cut |
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + A | Select All |
| Ctrl + F | Find & Select... |
| Ctrl + G | Group |
| Ctrl + Shift + G | Ungroup |
| Alt + G | Suspend Groups |
| Ctrl + D | Drag |
| Ctrl + E | Rotate |
| Ctrl + M | Mirror |
| Ctrl + 9 | Elevate... |
| Ctrl + Shift + D | Drag a Copy |
| Ctrl + Shift + E | Rotate a Copy |
| Ctrl + Shift + M | Mirror a Copy |
| Ctrl + U | Multiply... |
| Ctrl + H | Stretch |
| Ctrl + K | Resize... |
| Ctrl + - | Adjust |

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| Ctrl + = | Transform the selected elements into independent 2D drawing elements |
| Ctrl + Shift + T | Edit Selection Set... |
| Ctrl + T | Tool Settings... |
| Alt + C | Pick Up Parameters |
| Ctrl + Alt + C | Inject Parameters |
| Ctrl + Z | Undo (text) |
| Ctrl + Shift + Z | Redo (text) |
| Ctrl + B | Repeat Last Command (text) |
| Ctrl + X | Cut (text) |
| Ctrl + C | Copy (text) |
| Ctrl + V | Paste (text) |
| Ctrl + A | Select All (text) |
| Ctrl + F | Find & Replace... |
| Ctrl + H | Find Selection |
| Ctrl + Shift + H | Find Selection Backwards |
| Ctrl + G | Find Again |
| Ctrl + T | Replace Again |
| Ctrl + Shift + T | Replace Again Backwards |
| Ctrl + L | Go to Line... |
| Ctrl + M | Comment |
| Ctrl + U | Uncomment |
| Shift + F2 or Ctrl + Up arrow | Go Up a Story |
| Ctrl + F2 or Ctrl + Down arrow | Go Down a Story |
| Ctrl + Shift + F2 | Go to Story... |
| Ctrl + Shift + Left arrow | Go to First Layout |
| Ctrl + F7 or Alt + Left arrow | Go to Previous Layout |
| Shift + F7 or Alt + Right arrow | Go to Next Layout |
| Ctrl + Shift + Right arrow | Go to Last Layout |
| Alt + S | Grid Snap |
| L | Show/Hide Guide Lines |
| Alt + L | Create Guide Line Segment |
| Ctrl + Shift + ' | Zoom to Selection |
| Ctrl + ' | Fit in Window |

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| Ctrl + , | Rotate Orientation |
| Ctrl + [ | Previous Zoom |
| Ctrl + ] | Next Zoom |
| F5 | Show Selection in 3D |
| Ctrl + F5 | Show All in 3D (Filtered) |
| Ctrl + Alt + A | Filter and Cut Elements in 3D... |
| Ctrl + Y | 3D Cutaway |
| Ctrl + Shift + F3 | 3D Projection Settings... |
| Alt + Shift + F6 | Hidden Line |
| Ctrl + R | Redraw |
| Ctrl + Shift + R | Rebuild |
| Ctrl + Alt + Shift + R | Rebuild & Regenerate |
| F3 | Open 3D Window |
| Shift + E | Horizontal (Editing Plane Orientation) |
| E | Next Plane |
| Alt + E | Element Snap |
| Ctrl + 7 | Story Settings... |
| Ctrl + 0 | Crop to Single-plane Roof... |
| Ctrl + Alt + S | Send Changes |
| Ctrl + Alt + Shift + S | Send & Receive |
| Ctrl + J | Reserve Elements from source... |
| Ctrl + Shift + J | Release |
| Ctrl + L | Layers... |
| Alt + F7 | Save View and Place on Layout |
| Ctrl + \ | Enter/Exit Full Screen |
| Ctrl + W | Close Tab Project |
| F2 | Floor Plan |
| F6 | Last Section |
| F7 | Last Layout |
| Ctrl + Shift + N | Pop-up Navigator |
| Ctrl + Shift + A | Show/Hide Windows Overview |
| G | Switch Geometry Methods |
| C | Switch Construction Methods |
| T or Shift + T | Top Elevation |
| B or Shift + B | Bottom Elevation |
| Shift + Q | Cursor Snap Variants |
| Page Up | Previous Tool in Toolbox |

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| Page Down | Next Tool in Toolbox |
| W | Arrow Tool/Last Tool Toggle |
| Home | Open Favorite Popup for Tool in Toolbox |
| Shift + S | Change Grid Snap States |
| Up arrow | Scroll Up |
| Down arrow | Scroll Down |
| Left arrow | Scroll Left |
| Right arrow | Scroll Right |
| Zoom | In (scrollbar) |
| | Zoom Out (scrollbar) |
| Q | Force Snap Reference |
| F | Switch to the Next Pet Palette Item |
| Shift + F | Switch to the Previous Pet Palette Item |
| Alt + Shift + Up arrow | Nudge Up (Larger) |
| Alt + Shift + Down arrow | Nudge Down (Larger) |
| Alt + Shift + Left arrow | Nudge Left (Larger) |
| Alt + Shift + Right arrow | Nudge Right (Larger) |
| Shift + Up arrow | Nudge Up |
| Shift + Down arrow | Nudge Down |
| Shift + Left arrow | Nudge Left |
| Shift + Right arrow | Nudge Right |
| P | Change Flip Status |
| Shift + G | Switch Geometry Methods Backward |
| O | Orbit |
| Shift + F3 | Perspective |
| Ctrl + F3 | Axonometry |
| N | Edit value in Tracker |
| / | Prefer polar coordinates in Tracker |
| Alt + V | Automatically places new element on top of an existing element. |
| Shift + V | Switches among gravity modes: |

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| | none, Slab, Roof, or Mesh. |
| M or Shift + M | Show distances/angles of cursor from reference point or Guide Line. During input/editing, this measurement will appear in the Tracker. |
| X or Shift + X | Activates the X Coordinate value. |
| Y or Shift + Y | Activates the Y Coordinate value. |
| Z or Shift + Z | Activates the Z Coordinate value. |
| R or Shift + R or Shift + D or D | Activates the Radius or the Distance value. |
| A or Shift + A | Activates the Angle value |
| H or Shift + H | Activates the Home Story value. |
| Alt + X or Alt + Shift + X | Lock X Coordinate |
| Alt + Y or Alt + Shift + Y | Lock Y Coordinate |
| Alt + Z or Alt + Shift + Z | Lock Z Coordinate |
| Alt + R or Alt + Shift + R or Alt + D or Alt + Shift + D | Lock Radius/Distance |
| Alt + A or Alt + Shift + A | Lock Angle |
| * | Activate Next Tracker Value |
| Shift + * | Activate Previous Tracker Value |
| Alt + F2 | Trace On/Off |
| Shift + L | Polyline |
| Ctrl + Alt + I | IFC Project Manager... (IFC) |

## Non-customizable shortcuts

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| Esc | Cancel operations |
| Esc | Selected item(s): deselect |
| Esc | Selected item(s) with Marquee: remove Marquee |
| Esc | If nothing is selected: switch to Arrow tool |
| Backspace | During input: cancel the operation |
| Backspace | Selected item(s): delete |

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| Alt | Pick Up Parameters |
| Ctrl + Alt | Inject Parameters |
| Space | Quick Selection Toggle |
| Space | Magic Wand |
| Space | Element Snap Toggle |
| Space | Suspend Cursor snap during Element snap |
| Shift | Mouse Constrain Angles / Guide Lines |
| Shift | Instant Arrow tool |
| Shift | Element Highlight |
| Shift + Left click | Select/Deselect Element |
| Tab | Highlight Toggle |
| Ctrl + Left click | Trim |
| Ctrl + Left click | Adjusts selected short elements and splits long ones along the clicked non-parallel edge. |
| Ctrl + Left click | If tool other than that of the selected element(s) is active: hotspots will be generated. If arrow tool is active: nothing happens. |
| Ctrl + Left click | Adjusts selected short elements and splits long ones along the clicked non-parallel edge. |

If tool other than that of the selected element(s) is active: hotspots will be generated. If arrow tool is active: The clicked intersecting element will be trimmed by the selected one.

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| Ctrl + Left click | If Roof is selected: Opens the Roof Elevations dialog box. |
| Alt + Shift | Move the User Origin to a node of an existing element. |
| Backspace | Undo last node |
| Del | Delete selected elements |
| F1 | Open ARCHICAD Help |
| Ctrl + Space | Suspends highlight of selected elements. |
| Middle click then Middle click | Fit in window |
| Shift + Middle click | Temporary Orbit Mode |

(Click left side button on a 5 button mouse): Previous zoom

(Click right side button on a 5 button mouse): Next

zoom

| Ctrl + Tab | Next tab |
|---|---|
| Ctrl + Shift + Tab | Previous tab |

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*More information:* *defkey.com/es/archicad-24-shortcuts*

*Customize this PDF...*