

Vectorworks 2020 (macOS) cheat sheet

Basic palette

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

9	Building shell tool set
Option + 9	Wall
Option + J	Round wall
Option + Shift + J	Wall join
Option + Shift + D	Component join
Option + Shift + W	Door

3D modeling tool set

Shift + C	Flyover
Shift + 1	Set Working Plane
Option + Shift + 1	Align Plane
Shift + R	Push/Pull
Shift + 0	3D Locus
Shift + 7	NURBS Curve
Shift + 3	Sphere
Option + 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 + A	Analysis

Visualization tool set

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

Dims / Notes tool set

N	Constrained Linear Dimension
.	Angular Dimension
,	Radial Dimension

File menu

Cmd + N	New
Cmd + O	Open
Cmd + W	Close
Cmd + S	Save
Cmd + Option + P	Page Setup
Cmd + P	Print
Cmd + Q	Quit

Edit menu

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

View menu

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

Cmd + Option + 7 Layer options-Show / Snap others

Cmd + Option + 8 Layer options - Show / Snap / Modify others

Cmd + Option + 9 Standard views - Top / Plan

Cmd + Shift + W Rendering - Wireframe

Cmd + Shift + S Rendering - Sketch

Cmd + Shift + Option + S Rendering - Sketch options

Cmd + Shift + G Rendering - OpenGL

Cmd + Shift + F Rendering - Final quality renderworks

Cmd + Shift + E Rendering - Hidden line

Cmd + Shift + D Rendering - Dashed hidden line

Cmd + Shift + P Rendering - Final shaded polygon

M Enable multiple view panes

Cmd + 0 Set 3D view

Cmd + Option + L Unified view

Cmd + Shift + M Create multiple viewports

Cmd + Shift + . Next view

Cmd + Shift + , Previous view

Modify menu

Cmd + M Move

Cmd + Option + M Move 3D

Cmd + F Send to Front

Cmd + Option + F Send Forward

Cmd + B Send to Back

Cmd + Option + B Send Backward

Cmd + - Align to Grid

Cmd + = Align/Distribute

Cmd + Shift + = Align/Distribute 3D

Cmd + L Rotate Left 90°

Cmd + Shift + R Rotate Right 90°

Cmd + Shift + H Flip Horizontal

Cmd + Shift + V Flip Vertical

Cmd + \ Set Working Plane

Cmd + T Trim

Cmd + J Join

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

Model menu

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

AEC menu

Cmd + Shift + Option + E	Energos - Project settings
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Spotlight menu

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

Tools menu

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

Text menu

Cmd + Shift + T	Format text
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Window menu

Cmd + Shift + C	Palettes - Snapping
Cmd + Shift + A	Palettes - Attributes
Cmd + I	Palettes - Object Info
Cmd + Shift + K	Palettes - Working Planes
Cmd + R	Palettes - Resource Manager
Cmd + Shift + N	Palettes - Navigation
Cmd + Shift + Option + V	Palettes - Visualization
Cmd + Option + C	Palettes - Activate object info palette
Cmd + Shift + Option + H	Palettes - Hide enabled palettes

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 then A	Set grid dialog box
Q	Snap to object
Q then Q	3D snapping dialog box
S	Snap to angle
S then S	Angle snaps dialog box
W	Snap to intersection
D	Smart points
D then D	Smart points dialog box
E	Snap to distance
E then E	Snap distance dialog box
F	Smart edge
F then 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

Cmd + Up arrow / Down arrow	Switch active layer
Cmd + Left arrow / Right arrow	Switch active classes
Arrow keys	Pan drawing
Shift + Arrow keys	Nudge objects
Shift + Cmd + Arrow keys	Move objects

Miscellaneous

These shortcuts cannot be modified.

Space	To temporarily activate another tool, press and hold Space while you select and use another tool
Alt	To temporarily activate selection tool, press and hold Alt while you select objects (Rotate, Mirror, Offset, Clip and Move by Points tools)
Ctrl + Wheel up and wheel down	To temporarily activate Flyover tool, press and hold Ctrl and turn the mouse wheel
Space + Cmd	Temporarily activate Zoom tool (zoom in)
Space + Cmd + Option	Temporarily activate Zoom tool (zoom out)
Cmd + 1	Increase zoom by a factor of 2
Cmd + 2	Decrease zoom by a factor of 2
Cmd + Option + 1	Increase zoom by a factor of 4
Cmd + Option + 2	Decrease zoom by a factor of 4
C then C	Increase zoom by a factor of 2
X then X	Deselect all selected objects
Esc	Cancel the current operation
Esc	Exit text editing mode
Cmd + [Edit group
Cmd +]	Exit group
Esc then Esc	Exit group (must be enabled from the Data Bar and Edit Group Options)
Del	While drawing walls, NURBS,

	etc. undo the last clicked point
Cmd	(with tooltip displayed, press and hold Shift) Display additional tooltip information
Option + Left click	Expand / Collapse all widget groups in the Object Info palette
Space	Edit a selected field in a list box row
Double click	To refresh the drawing view, double-click the Pan tool
Double click	To set the print page origin to the user origin, double-click move page tool
Double click	To increase zoom by a factor of 2, double-click the Zoom tool
Option + Double click	To decrease zoom by a factor of 2, hold Alt and double-click the Zoom tool
Cmd + Double click	To open or edit a resource manager object, hold Ctrl and double-click the resource name or thumbnail
Double click	To activate a class, design layer or sheet layer, double-click the item name in the Navigation palette
Double click	To switch to a saved view, double-click the view name in the Navigation palette
Option + Left click	To change visibility for all classes or layers, hold Alt and click the visibility column in the Navigation palette
Option + Double click	To edit a saved view, hold Alt and double-click the view name in the Saved Views palette
Double click	To activate Selection tool, double-click anywhere in the drawing (works for many tools, but not all tools)
Option + Left click then Move the mouse	To duplicate an object, hold Ctrl and click the object and drag it
Cmd + Option + Left click	(click on a existing object) Create a similar object
Middle click	(hold) Pan the drawing view

Wheel up and wheel down Zoom in / out

Option + Wheel up and wheel down Scroll up / down

Shift + Wheel up and wheel down 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

Worksheet key functions

Arrow keys	Move one cell up, down, left or right
Tab	Move right by one cell
Shift + Tab	Move left by one cell
Enter	Move down by one cell
Shift + Enter	Move up by one cell

Source: Vectorworks.net

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More information: defkey.com/es/vectorworks-2020-mac-shortcuts

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