



Archicad 24 cheat sheet

General

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

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

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

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:

	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

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

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.
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

Last modification: 12.8.2021 11.04.37

More information: defkey.com/fi/archicad-24-shortcuts

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