# PlanSwift cheat sheet

## Windows

| | |
|---|---|
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + Z | Undo |
| Page Down | Next page |
| Page Up | Previous page |
| Shift + Left click | (on last item) Selects all items between first and last click |
| Ctrl + Left click | Selects multiple items in random order |

## General

| | |
|---|---|
| F7 | Zoom to fit |
| F10 | Zoom |
| E | Scrolls Up |
| D | Scrolls Down |
| S | Scrolls Left |
| F | Scrolls Right |
| M | Magnifies the area around the cursor |
| B | Creates a Bookmark |
| F3 | Toggles the Snap tool on and off during takeoff |
| F8 | Toggle Angle Snap (Ortho) |
| F6 | Toggle Verify Points |
| Space | Quick Search |
| Num + | Smooth Zoom In |
| Num - | Smooth Zoom Out |
| 1 | Starts a new Area |
| 2 | Starts a new Linear |
| 3 | Starts a new Segment |
| 4 | Starts a new Count |
| R | Starts/Stops Point Recording |
| N | Creates a new takeoff section of an existing takeoff item |
| F12 | Toggles between the Image/Estimating Windows |
| = | Creates a new Note |
| A | Designates the next click point as an arc point between the most recent click point and the |

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| | following click point |
| C | Closes an Area or a Linear |
| Del | Deletes an item |
| Esc | Stops recording |
| Alt + Left click + Move the mouse | (hold the alt key down after selecting the items and drag) Moves selected items (digitized) |
| O | Rotates Point Counts (rotates the last placed point count or all selected point counts 90 degrees) |
| Shift | (hold) Toggles Ortho tool on or off during takeoff |
| Backspace | Undoes the most recent click point of the takeoff section being recorded |
| Arrow keys | Moves the selected section/click points in the direction of the arrow key clicked by the distance specified in the following pop-up window |
| Ctrl + Arrow keys | Make an array of copies in the direction of the arrow key. The first pop-up window will define the distance between the copies. The second window will define the number of copies |

## Mouse

| | |
|---|---|
| Left click | Select |
| Right click | Opens pop-up menu |
| Left click + Right click | (Click and hold right mouse button in workspace) Pans (Moves the plan in the direction that you move your mouse) |
| Left click | (Click and hold left mouse button in workspace) Forms a selection box which will select all items that are completely in the box |
| Left click | (Click and hold left mouse button while selecting certain items) Drags and drops parts, moves items in lists to different locations and moves click points when points are made visible by selecting a takeoff section |

# Mouse wheel

| Wheel up | Zooms in |
|---|---|
| Wheel down | Zooms out |
| Left click | Quick pan |

Source: PlanSwift Product Knowledge Base

*Last modification: 8/7/2022 9:15:14 AM*

*More information:*    *defkey.com/planswift-shortcuts*

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