Vectorworks 2020 cheat sheet

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 or 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

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

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 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)

Arrow key shortcuts

Ctrl + Up arrow / Down arrow	Switch active layer
Ctrl + Left arrow / Right arrow	Switch active classes
Arrow keys	Pan drawing
Shift + Arrow keys	Nudge objects
Shift + Ctrl + 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 + Ctrl	Temporarily activate Zoom tool (zoom in)
Space + Ctrl + Alt	Temporarily activate Zoom tool (zoom out)
Ctrl + 1	Increase zoom by a factor of 2
Ctrl + 2	Decrease zoom by a factor of 2
Ctrl + Alt + 1	Increase zoom by a factor of 4
Ctrl + Alt + 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
Ctrl + [	Edit group
Ctrl +]	Exit group
Esc then Esc	Exit group (must be enabled from the Data Bar and Edit Group Options)
Backspace	While drawing walls, NURBS,

	etc. undo the last clicked point
Shift	(with tooltip displayed, press and hold Shift) Display additional tooltip information
Alt + Left click	Expand / Collapse all widget groups in the Object Info platte
F2	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
Alt + Double click	To decrease zoom by a factor of 2, hold Alt and double-click the Zoom tool
Ctrl + 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
Alt + Left click	To change visibility for all classes or layers, hold Alt and click the visibility colunm in the Navigation palette
Alt + 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)
Ctrl + Left click then Move the mouse	To duplicate an object, hold Ctrl and click the object and drag it
Ctrl + Alt + Left click	(click on a existing object) Create a similar object
mousebutton4	Next view in history
mousebutton5	Previous view in history
Middle click	(hold) Pan the drawing view
Wheel up and wheel down	Zoom in / out
Ctrl + 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

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More information: *defkey.com/vectorworks-2020-shortcuts*

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