



# 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

	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

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More information: [defkey.com/zh/planswift-shortcuts](https://defkey.com/zh/planswift-shortcuts)

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