
Vectorworks Keyboard Shortcuts Cheat Sheet

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Basic Tools Palette

SHORTCUT	DESCRIPTION
;	Connect/Combine
Alt + 2	Double Line
Alt + 8	Double-Line Polygon
Shift + E	Eyedropper
7	Fillet
Shift + C	Flyover
Alt + 5	Freehand
2	Line
=	Mirror
Shift + M	Move by Points
Alt + Z	Move Page
Shift + -	Offset
Alt + 6	Oval
H	Pan
5	Polyline
Alt + 3	Quarter Arc
4	Rectangle
Alt + Shift + R	Regular Polygon
-	Reshape
Alt + =	Rotate
Alt + 4	Rounded Rectangle
X	Selection
Alt + Shift + S	Spiral
L	Split
Alt + 0	Symbol Insertion
1	Text
Shift + T	Triangle
Alt + Shift + L	Trim
V	Visibility

C	Zoom
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Building Shell Tool Set

SHORTCUT	DESCRIPTION
Alt + Shift + J	Component Join
Alt + Shift + D	Door
Alt + 9	Round Wall
9	Wall
Alt + J	Wall Join
Shift + D	Window

3D Modeling Tool Set

SHORTCUT	DESCRIPTION
Shift + 0	3D Locus
Alt + Shift + 1	Align Plane
Shift + `	Analysis
Shift + J	Chamfer Edge
Shift + H	Create Contours
Shift + L	Extract
Shift + F	Fillet Edge
Shift + C	Flyover
Alt + Shift + 3	Hemisphere
Shift + K	Loft Surface
Shift + 7	NURBS Curve
Shift + ;	Project
Shift + R	Push/Pull
Shift + 1	Set Working Plane
Shift + G	Shell Solid
Shift + 3	Sphere

Visualization Tool Set

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

Dims/Notes Tool Set

SHORTCUT	DESCRIPTION
.	Angular Dimension
N	Constrained Linear Dimension
,	Radial Dimension

File Menu

SHORTCUT	DESCRIPTION
Ctrl + W	Close
Ctrl + N	New
Ctrl + O	Open
Ctrl + Alt + P	Page Setup
Ctrl + P	Print
Alt + F4 or Ctrl + Q	Quit
Ctrl + S	Space

Edit Menu

SHORTCUT	DESCRIPTION
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + D	Duplicate
Ctrl + Shift + Alt + D	Duplicate Array
Ctrl + V	Paste
Ctrl + Alt + V	Paste in Place
Ctrl + Y	Redo
Ctrl + A	Select All
Ctrl + Z	Undo

View Menu

SHORTCUT	DESCRIPTION
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 + Shift + M	Create Multiple Viewports
M	Enable Multiple View Panes
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 + Shift + .	Next View
Ctrl + Shift + ,	Previous View
Ctrl + Shift + D	Rendering– Dashed Hidden Line
Ctrl + Shift + F	Rendering– Final Quality Renderworks
Ctrl + Shift + P	Rendering– Final Shaded Polygon
Ctrl + Shift + Alt + S	Rendering– Sketch Options
Ctrl + Shift + E	Rendering–Hidden Line
Ctrl + Shift + G	Rendering–OpenGL
Ctrl + Shift + S	Rendering–Sketch
Ctrl + Shift + W	Rendering–Wireframe
Ctrl + 0	Set 3D View
Ctrl + 5	Standard views–Top/Plan
Ctrl + Alt + L	Unified View
Ctrl + 6	Zoom - Fit to Objects
Ctrl + 4	Zoom - Fit to Page Area
Ctrl + 3	Zoom - Normal Scale

Modify Menu

SHORTCUT	DESCRIPTION
Ctrl + Shift + Alt + A	Add Surface
Ctrl + -	Align to Grid
Ctrl + =	Align/Distribute
Ctrl + Shift + =	Align/Distribute 3D
Ctrl + Shift + Alt + C	Clip Surface
Ctrl + Shift + Alt + P	Compose
Ctrl + Alt + O	Convert to 3D Polys
Ctrl + K	Convert to Group
Ctrl + Alt + R	Convert to Mesh

Ctrl + Alt + N	Convert to NURBS
Ctrl + [Edit
Ctrl +]	Exit
Ctrl + Shift + H	Flip Horizontal
Ctrl + Shift + V	Flip Vertical
Ctrl + G	Group
Ctrl + Shift + Alt + G	Hide Guides
Ctrl + Shift + Alt + I	Intersect Surface
Ctrl + J	Join
Ctrl + Shift + J	Join (no Trim)
Ctrl + Alt + J	Join and Fillet
Ctrl + M	Move
Ctrl + Alt + M	Move 3D
Ctrl + L	Rotate Left 90°
Ctrl + Shift + R	Rotate Right 90°
Ctrl + Alt + B	Send Backward
Ctrl + Alt + F	Send Forward
Ctrl + B	Send to Back
Ctrl + F	Send to Front
Ctrl + \	Set Working Plane
Ctrl + Alt + G	Show Guides
Ctrl + T	Trim
Ctrl + U	Ungroup
Ctrl + Shift + 0 (zero)	Unrotate 3D Objects

Model Menu

SHORTCUT	DESCRIPTION
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

Ctrl + Alt + A	Add Solids
Ctrl + E	Extrude
Ctrl + Alt + X	Extrude Along Path
Ctrl + Alt + I	Intersect Solids
Ctrl + Alt + E	Multiple Extrude
Ctrl + Alt + T	Section Solids
Ctrl + Alt + S	Subtract Solids
Ctrl + Alt + W	Sweep
Ctrl + Alt + U	Tapered Extrude

AEC Menu

SHORTCUT	DESCRIPTION
Ctrl + Shift + Alt + E	Energos–Project Settings

Spotlight Menu

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

Tools Menu

SHORTCUT	DESCRIPTION
Ctrl + Shift + Alt + W	Edit Current Workspace

Ctrl + Shift + O	Organization
Ctrl + Shift + Z	Plug-in Manager
Ctrl + 8	SmartCursor Settings
Ctrl + 9	User Origin

Text Menu

SHORTCUT	DESCRIPTION
Ctrl + Shift + T	Format Text

Window Menu

SHORTCUT	DESCRIPTION
Ctrl + `	Palettes– Activate Object Info Palette
Ctrl + Shift + A	Palettes–Attributes
Ctrl + Shift + N	Palettes–Navigation
Ctrl + I	Palettes–Object Info
Ctrl + R	Palettes–Resource Manager
Ctrl + Shift + C	Palettes–Snapping
Ctrl + Shift + Alt + V	Palettes–Visualization
Ctrl + Shift + K	Palettes–Working Planes

Cycle Through Modes on Tool Bar

SHORTCUT	DESCRIPTION
U	1st group
I	2nd group
O	3rd group
P	4th group
]	5th group

[6th group
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Miscellaneous Keys

SHORTCUT	DESCRIPTION
K	Close 2D Polygon, Polyline, Polygonal Wall Network, or Path-based Objects
J	Coincident Selection
G	Set Datum
T	Set Smart Point, Edge, or VectorSnap Lock
Z	Snap Loupe
'	Suspend Snapping
/	Toggle Angles Relative to Prior Segment
\	Toggle Automatic Working Plane
Y	Toggle SmartCursor Cues
B	X-ray Select Mode

Toggle Snapping Palette Settings

SHORTCUT	DESCRIPTION
F	Smart Edge (2D only)
D	Smart Points
S	Snap to Angle
E	Snap to Distance
A	Snap to Grid

W	Snap to Intersection
Q	Snap to Object
R	Snap to Tangent (2D only)
F	Snap to Working Plane (3D only)

Arrow Key Shortcuts

SHORTCUT	DESCRIPTION
Esc	Cancel the current operation
Ctrl + 2	Decrease zoom by a factor of 2
Ctrl + Alt + 2	Decrease zoom by a factor of 4
XX	Deselect all selected objects
With tooltip displayed, press and hold Shift	Display additional tooltip information
Ctrl + [Edit Group
Ctrl +]	Exit Group
Esc Esc	Exit Group (must be enabled from the Data Bar and Edit Group Options)
Esc	Exit text editing mode
Ctrl + 1	Increase zoom by a factor of 2
CC	Increase zoom by a factor of 2

Miscellaneous Key Shortcuts

SHORTCUT	DESCRIPTION
Shift + Ctrl + Arrow	Move objects
Ctrl + Alt + 1	Increase zoom by a factor of 4
Shift + Arrow	Nudge objects
Arrow	Pan drawing

Ctrl + Arrow (up and down for layers, left and right for classes)	Switch active layer/class
Press and hold Ctrl + mouse wheel button	Temporarily activate Flyover tool
Press and hold Alt while you select objects (Rotate, Mirror, Offset, Clip, and Move by Points tools)	Temporarily activate Selection tool
Press and hold Space bar + Ctrl (zoom in) or Space bar + Ctrl + Alt (zoom out)	Temporarily activate Zoom tool
Press and hold Spacebar, while you select and use another tool	Temporarily activate another tool
Backspace	While drawing walls, NURBS, etc., undo the last clicked point

Standard Views

SHORTCUT	DESCRIPTION
0	Top/Plan or Rotated Top/Plan
1	Left Isometric
2	Front
3	Right Isometric
4	Left
5	Top
6	Right
7	Left Rear Isometric
8	Back
9	Right Rear Isometric

Worksheet Key Functions

SHORTCUT	DESCRIPTION
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