



70 Handy AutoCAD Shortcuts

Helping You Work
Smarter, Not Harder



One-Key Shortcuts: Simply type the single letter into the Command Prompt and press Enter.

Shortcut	Tools
Q	QSAVE / Saves the current drawing.
A	ARC / Creates an arc.
Z	ZOOM / Increases or decreases the magnification of the view in the current viewport.
W	WBLOCK / Writes objects or a block to a new drawing file.
S	STRETCH / Stretches objects crossed by a selection window or polygon.
X	EXPLODE / Breaks a compound object into its component objects.
E	ERASE / Removes objects from a drawing.
D	DIMSTYLE / Creates and modifies dimension styles.
C	CIRCLE / Creates a circle.
R	REDRAW / Refreshes the display in the current viewport.
F	FILLET / Rounds and fillets the edges of objects.
V	VIEW / Saves and restores named views, camera views, layout views, and preset views.
T	MTEXT / Creates a multiline text object.
G	GROUP / Creates and manages saved sets of objects called groups.
B	BLOCK / Creates a block definition from selected objects.
H	HATCH / Fills an enclosed area or selected objects with a hatch pattern, solid fill, or gradient fill.
J	JOIN / Joins similar objects to form a single, unbroken object.
M	MOVE / Moves objects a specified distance in a specified direction.
I	INSERT / Inserts a block or drawing into the current drawing.
O	OFFSET / Creates concentric circles, parallel lines, and parallel curves.
L	LINE / Creates straight line segments.
P	PAN / Adds a parameter with grips to a dynamic block definition.



Toggle General Features

Shortcut	Tools
Ctrl+d	Toggle coordinate display
Ctrl+g	Toggle Grid
Ctrl+e	Cycle isometric planes
Ctrl+f	Toggle running object snaps
Ctrl+h	Toggle Pick Style
Ctrl+Shift+h	Toggle Hide pallets
Ctrl+i	Toggle Coords
Ctrl+Shift+i	Toggle Infer Constraints

Toggle Drawing Modes

Shortcut	Tools	Shortcut	Tools
F1	Display Help	F7	Toggle grid mode
F2	Toggle text screen	F8	Toggle ortho mode
F3	Toggle object snap mode	F9	Toggle snap mode
F4	Toggle 3D Osnap	F10	Toggle polar mode
F5	Toggle Isoplane	F11	Toggle object snap tracking
F6	Toggle Dynamic UCS	F12	Toggle dynamic input mode

Manage Screen

Shortcut	Tools
Ctrl+0 (zero):	Clean Screen
Ctrl+1	Property Palette
Ctrl+2	Design Center Palette
Ctrl+3	Tool Palette
Ctrl+4	Sheet Set Palette
Ctrl+6	DBConnect Manager
Ctrl+7	Markup Set Manager Palette
Ctrl+8	Quick Calc
Ctrl+9	Command Line

Manage Workflow

Shortcut	Tools
Ctrl+c	Copy object
Ctrl+x	Cut object
Ctrl+v	Paste object
Ctrl+Shift+c	Copy to clipboard with base point
Ctrl+Shift+v	Paste data as block
Ctrl+z	Undo last action
Ctrl+y	Redo last action
Ctrl+[	Cancel current command (or ctrl+ \)
ESC	Cancel current command

Manage Drawings

Shortcut	Tools
Ctrl+n	New Drawing
Ctrl+s	Save drawing
Ctrl+o	Open drawing
Ctrl+p	Plot dialog box
Ctrl+Tab	Switch to next
Ctrl+Shift+Tab	Switch to previous drawing
Ctrl+Page Up	Switch to previous tab in current drawing
Ctrl+Page Down	Switch to next tab in current drawing
Ctrl+q	Exit
Ctrl+a	Select all objects

