Shortcut Keys

AutoCAD has many predefined shortcut keys and key combinations to perform various operations and functions. The [Ctrl], [Alt], and [Shift] keys, together with keyboard letter keys, provide an alternate method of entering tools, displaying palettes, and toggling modes and functions. The function keys ([F1] through [F12]) and other keys on the keyboard are also used in shortcuts.

[Ctrl] Key Combinations

Key Combination	Action
[Ctrl]+0	**Clean Screen** (toggle)
[Ctrl]+1	**Properties** palette (toggle)
[Ctrl]+2	**DesignCenter** (toggle)
[Ctrl]+3	**Tool Palettes** (toggle)
[Ctrl]+4	**Sheet Set Manager** (toggle)
[Ctrl]+6	**dbConnect Manager** (toggle)
[Ctrl]+7	**Markup Set Manager** (toggle)
[Ctrl]+8	**QuickCalc** (toggle)
[Ctrl]+9	**Command** line (toggle)
[Ctrl]+A	Select all
[Ctrl]+B	**Snap** mode (toggle)
[Ctrl]+C	**COPYCLIP** tool (copies objects to the clipboard)
[Ctrl]+D	Dynamic UCS (toggle)
[Ctrl]+E	Crosshairs in isoplane positions left/top/right (toggle)
[Ctrl]+F	**Osnap** mode (toggle)
[Ctrl]+G	**Grid** mode
[Ctrl]+H	**PICKSTYLE**
[Ctrl]+I	Coordinate display (toggle)

Key Combination	Action
[Ctrl]+K	**HYPERLINK** tool
[Ctrl]+L	**Ortho** mode (toggle)
[Ctrl]+N	**NEW** tool
[Ctrl]+O	**OPEN** tool
[Ctrl]+P	**PLOT** (print) tool
[Ctrl]+Q	**QUIT** (**EXIT**) tool
[Ctrl]+R	Change active viewport (toggle)
[Ctrl]+S	**SAVE** tool
[Ctrl]+[Shift]+C	**Copy with Base Point**
[Ctrl]+[Shift]+H	**HIDEPALETTES** tool (toggle)
[Ctrl]+[Shift]+P	**Quick Properties** (toggle)
[Ctrl]+[Shift]+S	**SAVEAS** tool
[Ctrl]+[Shift]+V	**Paste as Block**
[Ctrl]+V	**PASTECLIP** tool (pastes objects from the clipboard)
[Ctrl]+X	**CUTCLIP** tool (cuts objects and places them on the clipboard)
[Ctrl]+Y	**REDO** tool
[Ctrl]+Z	**UNDO** tool

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Function Keys

Function Key	Action
[F1]	**HELP** tool
[F2]	Displays the text window (toggles text window and graphics window)
[F3]	Object snap (toggle)
[F4]	3D object snap mode (toggle)
[F5]	**Isoplane** mode (toggle)
[F6]	Dynamic UCS (toggle)

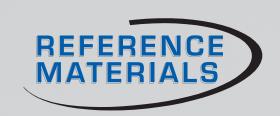| Function Key	Action
[F7]	**Grid** mode (toggle)
[F8]	**Ortho** mode (toggle)
[F9]	**Snap** mode (toggle)
[F10]	**Polar** mode (toggle)
[F11]	Object snap tracking (toggle)
[F12]	Dynamic input (toggle)

Key Sequences for Text Editing

Key or Key Combination	Action
[↑] [←] [↓] [→]	The arrow keys move the cursor through the text one position in the direction indicated by the arrow.
[Home]	Moves the cursor to the start of the current line.
[End]	Moves the cursor to the end of the current line.
[Delete]	Deletes the character immediately to the right of the cursor.
[Backspace]	Deletes the character immediately to the left of the cursor.
[Enter]	Ends the current paragraph, starting a new one on the next line.
[Page Up]	Moves the cursor position up to 28 rows up (toward the beginning of the text object).

Key or Key Combination	Action
[Page Down]	Moves the cursor position up to 28 rows down (toward the end of the text object).
[Shift]+[→]	Selects text. Increases the selection by one character at a time.
[Shift]+[←]	Deselects text. Decreases the selection by one character at a time.
[Shift]+[↑]	Selects text. Increases the selection by one line at a time.
[Shift]+[↓]	Deselects text. Decreases the selection by one line at a time.
[Esc]	Closes the text editor and loses any changes made.
[Ctrl]+[Backspace]	Deletes the word immediately to the left of the cursor.
[Ctrl]+[Page Up]	Moves the cursor to the top of the currently visible page of text.

(Continued)

Key or Key Combination	Action
[Ctrl]+[Page Down]	Moves the cursor to the bottom of the currently visible page of text.
[Ctrl]+[Home]	Moves the cursor to the beginning of the first line of text.
[Ctrl]+[End]	Moves the cursor to the end of the last line of text.
[Ctrl]+[→]	Moves the cursor one word forward.
[Ctrl]+[←]	Moves the cursor one word backward.
[Ctrl]+[Shift]+[→]	Selects text. Increases the selection by one word at a time.
[Ctrl]+[Shift]+[←]	Selects text. Decreases the selection by one word at a time.