

# Shortcuts

Command Name	Shortcut Key	Description	Window Type
New	Ctrl + N	Creates a new, empty ARCHICAD project.	All Types
New & Reset All	Ctrl + Alt + N	Creates a new, empty ARCHICAD project and applies default settings.	All Types
Open...	Ctrl + O	Opens an existing document.	All Types
Open/Join Teamwork Project...	Ctrl + Alt + O	Opens or joins an existing Teamwork Project.	All Types
Close Project	Ctrl + Shift + W	Closes the project.	All Types
Save	Ctrl + S	Saves the project.	All Types
Save as...	Ctrl + Shift + S	Saves the project with a new name.	All Types
Place External Drawing...	Ctrl + Alt + Shift + Q	Imports and places external drawing file into the current project.	Non-Text
Open Object...	Ctrl + Shift + O	Browse for an existing library part and open its script window.	All Types
Page Setup...	Ctrl + Shift + P	Changes the page layout settings.	All Types
Print...	Ctrl + P	Prints the current project.	All Types
Exit	Ctrl + Q	Quits the application; prompts to save documents.	All Types
Undo	Ctrl + Z	Undoes the last action.	Non-Text
Repeat Drag	Ctrl + B	Repeats the last executed menu command.	Non-Text
Cut	Ctrl + X	Removes the selected items and copies them onto the Clipboard.	Non-Text
Copy	Ctrl + C	Copies the selected items to the Clipboard. Use Paste to put them in the new location.	Non-Text
Paste	Ctrl + V	Inserts the items you have copied or cut into the selected location.	Non-Text
Select All	Ctrl + A	Selects all items of the desired type.	Non-Text
Find & Select...	Ctrl + F	Displays selection criteria for finding and selecting items.	Non-Text
Group	Ctrl + G	Creates a new group out of the selected items.	Non-Text
Ungroup	Ctrl + Shift + G	Revokes the last Group command issued on the selected items.	All Types
Suspend Groups	Alt + G	Enables editing of individual elements inside Groups.	All Types
Bring to Front	Ctrl + Alt + Shift + X	Brings the selected items to front.	Non-Text
Bring Forward	Ctrl + Shift + X	Brings the selected items in front of items of equal or lower class.	Non-Text
Send Backward	Ctrl + Shift + Z	Sends the selected items behind items of equal or lower class.	Non-Text
Send to Back	Ctrl + Alt + Shift + Z	Sends the selected items to back.	Non-Text
Drag	Ctrl + D	Drags the selected items.	All Types
Rotate	Ctrl + E	Rotates the selected items.	All Types
Mirror	Ctrl + M	Mirrors the selected items.	Non-Text

Elevate...	Ctrl + 9	Elevates the selected items.	All Types
Drag a Copy	Ctrl + Shift + D	Drags a duplicate of the selected item.	All Types
Rotate a Copy	Ctrl + Shift + E	Rotates a duplicate of the selected item.	All Types
Mirror a Copy	Ctrl + Shift + M	Mirrors a duplicate of the selected item.	All Types
Multiply...	Ctrl + U	Opens Multiply dialog box.	Non-Text
Trim	Shift + T	Trims an element beyond the endpoint or intersection point.	Non-Text
Stretch	Ctrl + H	Stretches or shrinks the selected items.	Non-Text
Resize...	Ctrl + K	Resizes the selected items.	All Types
Split	Shift + C	Splits the selected items along a line or other temporary item.	Non-Text
Intersect	Shift + W	Stretches or shrinks the selected lines/arcs or walls up to their intersection point.	Non-Text
Adjust	Ctrl + -	Adjusts the selected items to a line or other item.	All Types
Explode into Current View	Ctrl + =	Transforms the selected elements into independent 2D drawing elements.	All Types
Edit Selection Set...	Ctrl + Shift + T	Edits the common parameters of the selected items.	Non-Text
Tool Settings...	Ctrl + T	Changes the settings of the selected or newly created items of this type.	Non-Text
Pick Up Parameters	Alt + C	Picks up an element's parameters and sets them as the default for that tool type.	Non-Text
Inject Parameters	Ctrl + Alt + C	Injects the default parameters into an element.	Non-Text
Undo(text)	Ctrl + Z	Undoes the last action in a text window.	Text
Redo(text)	Ctrl + Shift + Z	Redoes the previously undone action in a text window.	Text
Repeat Last Command(text)	Ctrl + B	Repeats the last executed menu command in a text window.	Text
Cut(text)	Ctrl + X	Removes the selected items from a text window and copies them onto the Clipboard.	Text
Copy(text)	Ctrl + C	Copies the selected items to the Clipboard. Use Paste to put them in a new location in a text window.	Text
Paste(text)	Ctrl + V	Inserts the items you have copied or cut into the selected location in a text window.	Text
Select All(text)	Ctrl + A	Selects all items of the desired type in a text window.	Text
Find & Replace...	Ctrl + F	Replaces the specified text with different text.	Text
Find Selection	Ctrl + H	Finds the selected text.	Text
Find Selection Backwards	Ctrl + Shift + H	Finds the selected text backwards.	Text
Find Again	Ctrl + G	Finds next occurrence of the specified text.	Text
Replace Again	Ctrl + T	Repeats the last replace action.	Text
Replace Again Backwards	Ctrl + Shift + T	Repeats the last replace action, moving backwards through the window.	Text
Go to Line...	Ctrl + L	Goes to the specified line.	Text
Comment	Ctrl + M	Comments the selected line.	Text
Uncomment	Ctrl + U	Removes the comment sign from the selected line.	Text
Go Up a Story	Shift + F2	Goes up one story.	All Types
Go Up a Story	Ctrl + Up	Goes up one story.	All Types
Go Down a Story	Ctrl + F2	Goes down one story.	All Types

Go Down a Story	Ctrl + Down	Goes down one story.	All Types
Go to Story...	Ctrl + Shift + F2	Goes to the desired story.	All Types
Go to First Layout	Ctrl + Shift + Left	Goes to the first Layout.	All Types
Go to Previous Layout	Ctrl + F7	Goes to the previous Layout.	All Types
Go to Previous Layout	Alt + Left	Goes to the previous Layout.	All Types
Go to Next Layout	Shift + F7	Goes to the next Layout.	All Types
Go to Next Layout	Alt + Right	Goes to the next Layout.	All Types
Go to Last Layout	Ctrl + Shift + Right	Goes to the last Layout.	All Types
Grid Snap	Alt + S	Toggles snap-to-grid input on and off.	All Types
Show/Hide Guide Lines	L	Toggles guide lines on and off.	Non-Text
Create Guide Line Segment	Alt + L	Creates a user-defined guide line segment, or guide arc.	Non-Text
Zoom to Selection	Ctrl + Shift + '	Sets the view to display all selected items in the Window.	All Types
Fit in Window	Ctrl + '	Sets the view to display all items in the Window.	All Types
Rotate Orientation	Ctrl + ,	Rotates the view orientation.	Non-Text
Previous Zoom	Ctrl + [	Jumps back to the previous zoom.	All Types
Next Zoom	Ctrl + ]	Jumps to the next zoom.	All Types
Show Selection in 3D	F5	Opens the 3D Window to display the elements selected by the Arrow tool.	All Types
Show All in 3D (Filtered)	Ctrl + F5	Opens the 3D Window to display the entire model in 3D (limited only by the active 3D Element Filters and 3D Cut Planes if any).	All Types
Filter and Cut Elements in 3D...	Ctrl + Alt + A	Selects a subset of project elements to display in the 3D window, or change cut surface display.	All Types
3D Cutaway	Ctrl + Y	Switches 3D cut planes on and off.	All Types
3D Projection Settings...	Ctrl + Shift + F3	Changes the 3D viewpoint, camera and sun settings.	All Types
Hidden Line	Alt + Shift + F6	Displays items in 3D window using hidden line mode.	All Types
Redraw	Ctrl + R	Refreshes the active window.	All Types
Rebuild	Ctrl + Shift + R	Rebuilds the content of the active window.	All Types
Rebuild & Regenerate	Ctrl + Alt + Shift + R	Rebuilds and regenerates the content of the active window.	All Types
Open 3D Window	F3	Opens or activates 3D window.	All Types
Horizontal (Editing Plane Orientation)	Shift + E	Changes Editing Plane orientation to Horizontal.	Non-Text
Next Plane	E	Click to cycle through context-specific editing planes.	Non-Text
Element Snap	Alt + E	Toggles element snapping on and off.	All Types
Story Settings...	Ctrl + 7	Creates and changes the stories.	All Types
Crop to Single-plane Roof...	Ctrl + 0	Crops walls, columns, slabs, beams and library parts to Single-plane Roofs.	All Types
Send Changes	Ctrl + Alt + S	Sends Changes to shared project on server (Teamwork).	All Types
Send & Receive	Ctrl + Alt + Shift + S	Sends & Receives Changes to and from shared project on server (Teamwork).	Non-Text
Reserve Elements from source...	Ctrl + J	Opens Element Reservation dialog box (Teamwork).	Non-Text

Release All and Comment	Ctrl + Shift + J	Releases all elements and data reserved by you, with a comment (Teamwork).	Non-Text
Label Selected Elements	Ctrl + Shift + A	Places a default label on selected elements.	Non-Text
Layers...	Ctrl + L	Creates and changes the layers and layer combinations.	Non-Text
Save View and Place on Layout	Alt + F7	Saves a new view and places it on the active Layout.	All Types
Label Components of Selected Elements	Ctrl + Shift + Q	Places a default or favorite label on components of selected elements.	Non-Text
Enter/Exit Full Screen	Ctrl + \	Toggles Full Screen mode on and off.	All Types
Close Tab Project	Ctrl + W	Closes Tab Project.	All Types
Floor Plan	F2	Activates Floor Plan window.	All Types
Last Section	F6	Activates the window of the last section.	All Types
Last Layout	F7	Activates the window of the last layout.	All Types
Pop-up Navigator	Ctrl + Shift + N	Shows or hides the Pop-up Navigator.	All Types
Switch Geometry Methods	G	Switches among the Geometry Methods in the Info Box.	All Types
Switch Construction Methods	C	Switches among the Wall Reference Line, Slab Reference Plane and Construction Methods in the Info Box.	All Types
Top Elevation	T	Activates the top elevation value in the Info Box.	All Types
Bottom Elevation	B	Activates the bottom elevation value in the Info Box.	All Types
Bottom Elevation	Shift + B	Activates the bottom elevation value in the Info Box.	All Types
Cursor Snap Variants	Shift + Q	Switches among Cursor Snap Variants.	All Types
Previous Tool in Toolbox	PageUp	Activates the Tool located above the currently active tool in the Classic Toolbox.	All Types
Next Tool in Toolbox	PageDown	Activates the Tool located below the currently active tool in the Classic Toolbox.	All Types
Arrow Tool/Last Tool Toggle	W	Toggles between the Arrow tool and the last used Tool.	All Types
Open Favorite Popup for Tool in Toolbox	Home	Opens the Favorite Popup for the currently active tool in the Classic Toolbox.	Non-Text
Change Grid Snap States	Shift + S	Switches among cursor snap grid options: none, snap grid and construction grid.	All Types
Scroll Up	Up	Scrolls the window up.	All Types
Scroll Down	Down	Scrolls the window down.	All Types
Scroll Left	Left	Scrolls the window left.	All Types
Scroll Right	Right	Scrolls the window right.	All Types
Zoom In (scrollbar)	+	Zooms in on the screen.	All Types
Zoom Out (scrollbar)	-	Zooms out from the screen.	All Types
Force Snap Reference	Q	Displays the next Guide Line Group (Main-direction or Relative-direction) or the Edge/Arc Extension Guide Line without waiting for the user-set lag time to expire.	Non-Text
Switch to the Next Pet Palette Item	F	Switches to the next item of the Pet Palette.	All Types
Switch to the Previous Pet Palette Item	Shift + F	Switches to the previous item of the Pet Palette.	Non-Text
Nudge Up (Larger)	Alt + Shift + Up	Nudges the selected element(s) up (Construction Grid increment).	All Types

Nudge Down (Larger)	Alt + Shift + Down	Nudges the selected element(s) down (Construction Grid increment).	All Types
Nudge Left (Larger)	Alt + Shift + Left	Nudges the selected element(s) left (Construction Grid increment).	All Types
Nudge Right (Larger)	Alt + Shift + Right	Nudges the selected element(s) right (Construction Grid increment).	All Types
Nudge Up	Shift + Up	Nudges the selected element(s) up (Snap Grid increment).	All Types
Nudge Down	Shift + Down	Nudges the selected element(s) down (Snap Grid increment).	All Types
Nudge Left	Shift + Left	Nudges the selected element(s) left (Snap Grid increment).	All Types
Nudge Right	Shift + Right	Nudges the selected element(s) right (Snap Grid increment).	All Types
Change Flip Status	P	Changes the Flip Status of the Wall or Shell.	Non-Text
Switch Geometry Methods Backward	Shift + G	Switches among the Geometry Methods in the Info Box backward.	All Types
Orbit	O	Switches Orbit Mode on and off.	All Types
Perspective	Shift + F3	Perspective	All Types
Axonometry	Ctrl + F3	Axonometry	All Types
Edit value in Tracker	N	Brings up the Tracker for numeric input.	All Types
Prefer polar coordinates in Tracker	/	During straight vector editing, Tracker shows Radius and Angle instead of X - Y coordinates.	All Types
Gravity	Alt + V	Automatically places new element on top of an existing element.	All Types
Gravity	Shift + V	Switches among gravity modes: none, Slab, Roof, or Mesh.	All Types
Measure	M	Show distances/angles of cursor from reference point or Guide Line. During input/editing, this measurement will appear in the Tracker.	All Types
Measure	Shift + M	Show distances/angles of cursor from reference point or Guide Line. During input/editing, this measurement will appear in the Tracker.	All Types
X Coordinate	X	Activates the X Coordinate value.	All Types
X Coordinate	Shift + X	Activates the X Coordinate value.	All Types
Y Coordinate	Y	Activates the Y Coordinate value.	All Types
Y Coordinate	Shift + Y	Activates the Y Coordinate value.	All Types
Z Coordinate	Z	Activates the Z Coordinate value.	All Types
Z Coordinate	Shift + Z	Activates the Z Coordinate value.	All Types
Radius/Distance	R	Activates the Radius or the Distance value.	All Types
Radius/Distance	Shift + R	Activates the Radius or the Distance value.	All Types
Radius/Distance	Shift + D	Activates the Radius or the Distance value.	All Types
Radius/Distance	D	Activates the Radius or the Distance value.	All Types
Angle	A	Activates the Angle value.	All Types
Angle	Shift + A	Activates the Angle value.	All Types
Home Story	H	Activates the Home Story value.	All Types
Home Story	Shift + H	Activates the Home Story value.	All Types
Lock X Coordinate	Alt + X	Locks the X Coordinate value.	All Types
Lock X Coordinate	Alt + Shift + X	Locks the X Coordinate value.	All Types
Lock Y Coordinate	Alt + Y	Locks the Y Coordinate value.	All Types
Lock Y Coordinate	Alt + Shift + Y	Locks the Y Coordinate value.	All Types
Lock Z Coordinate	Alt + Z	Locks the Z Coordinate value.	All Types
Lock Z Coordinate	Alt + Shift + Z	Locks the Z Coordinate value.	All Types
Lock Radius/Distance	Alt + R	Locks the Radius or the Distance value.	All Types

Lock Radius/Distance	Alt + Shift + R	Locks the Radius or the Distance value.	All Types
Lock Radius/Distance	Alt + D	Locks the Radius or the Distance value.	All Types
Lock Radius/Distance	Alt + Shift + D	Locks the Radius or the Distance value.	All Types
Lock Angle	Alt + A	Locks the Angle value.	All Types
Lock Angle	Alt + Shift + A	Locks the Angle value.	All Types
Activate Next Tracker Value	*	Brings up the Tracker for numeric input; switches to the next Value in the Tracker.	Non-Text
Activate Previous Tracker Value	Shift + *	Brings up the Tracker for numeric input; switches to the previous Value in the Tracker.	All Types
Trace On/Off	Alt + F2	Turns Trace Reference feature On/Off.	Non-Text
Polyline	Shift + L	Polyline Tool	All Types
IFC Project Manager... (IFC)	Ctrl + Alt + I	IFC Project Manager	Non-Text

## Non-customizable shortcuts

Command Name	Shortcut Key	Description
Cancel operations	Esc	During input: cancel the operation. Selected item(s): deselect. Selected item(s) with Marquee: remove Marquee. If nothing is selected: switch to Arrow tool.
	Backspace	During input: cancel the operation. Selected item(s): delete.
Pick Up Parameters	Alt	Pick an element parameters to be the default.
Inject Parameters	Ctrl + Alt	Inject the default parameters into an element.
Quick Selection Toggle	Spacebar	Temporarily Enables/Disables selection of elements by their surfaces.
Magic Wand	Spacebar	Activate the Magic Wand tool on the fly with other Tools.
Element Snap Toggle	Spacebar	When element snap is on: toggles among moving element's snappable points.
Suspend Cursor snap during Element snap	Spacebar	Suspends cursor snap when moving an element while Element snap is on.
Mouse Constrain Angles / Guide Lines	Shift	Constrain to Horizontal, Vertical, Fixed or Custom Angle pairs. Constrain to instant or Lasting Guide Lines.
Instant Arrow tool	Shift	Toggles to arrow tool temporarily while another tool is active.
Element Highlight	Shift	Highlights detected Element.
Select/Deselect Element	Shift + Click	If Arrow tool is active: Adds/removes elements to/from selection.
Highlight Toggle	TAB	Toggles among overlapping elements with Highlight (selection or element input).
Trim	Ctrl + Click	If no selection: Trims the clicked part of an element beyond the endpoint or intersection point.
Split and Adjust	Ctrl + Click	Adjusts selected short elements and splits long ones along the clicked non-parallel edge. If tool other than that of the selected element(s) is active: hotspots will be generated. If arrow tool is active: nothing happens.
Divide Element	Ctrl + Click	Adjusts selected short elements and splits long ones along the clicked non-parallel edge. If tool other than that of the selected element(s) is active:

		hotspots will be generated. If arrow tool is active: The clicked intersecting element will be trimmed by the selected one.
Roof Elevations	Ctrl + Click	If Roof is selected: Opens the Roof Elevations dialog box.
Move the User Origin	Alt + Shift	Move the User Origin to a node of an existing element.
Undo last node	Backspace	Remove last node while polygon input.
Delete Elements	Delete	Delete selected elements.
Help	F1	Opens ARCHICAD Help.
Suspend Selection Highlight	Ctrl + Spacebar	Suspends highlight of selected elements.
Fit in Window	Double-click Mouse wheel	Resizes the view to accommodate all the visible elements.
Temporary Orbit Mode	Shift + Click Mouse wheel	In 3D: temporarily simulates Orbit mode.
Previous Zoom	Click left side button (5 button mouse)	Jumps back to the previous zoom.
Next Zoom	Click right side button (5 button mouse)	Jumps to the next zoom.
Next Tab	Ctrl + Tab	Jumps to the next tab.
Previous Tab	Ctrl + Shift + Tab	Jumps to the previous tab.