SketchUp — Quick Reference Card | 2024 | Windows

Large Tool Set

- Select (Spacebar)
- Lasso
- Paint Bucket (B)
- Eraser (E)
- Make Component
- Tag
- Line (L)
- Freehand
- Rectangle (R)
- Rotated Rectangle
- Circle (C)
- Polygon
- Arc
- 2 Point Arc (A)
- 3 Point Arc
- Pie
- Move (M)
- Push/Pull (P)
- Rotate (Q)
- Follow Me
- Scale (S)
- Offset (F)
- Tape Measure (T)
- Dimensions
- Protractor
- Text
- Axes
- 3D Text

- Flip
- Field of View
- Orbit (O)
- Pan (H)
- Zoom (Z)
- Zoom Window
- Zoom Extents
- Previous
- Position Camera
- Walk
- Look Around
- Section Plane

Solid Tools

- Outer Shell
- Intersect (Pro)
- Union (Pro)
- Subtract (Pro)
- Trim (Pro)
- Split (Pro)

Sandbox (Terrain)

- From Contours
- From Scratch
- Smoove
- Stamp
- Drape
- Add Detail
- Flip Edge

Standard Views

- Iso
- Front
- Back
- Top
- Right
- Left

Style

- X-Ray
- Wireframe
- Shaded
- Monochrome
- Back Edges
- Hidden Line
- Shaded with Textures

Dynamic Components

- Interact
- Configurator Tool
- Component Attributes

Location

- Add Location
- Toggle Terrain

Warehouse

- 3D Warehouse
- Share Component
- Send to LayOut (Pro)
- Extension Warehouse
- Share Model
- Classifier (Pro)

Middle Button (Wheel)

Scroll	Zoom
Click-Drag	Orbit
Shift+Click-Drag	Pan
Double-Click	Re-center view

Tool	Operation	Instructions
2 Point Arc (A)	Bulge	specify bulge amount by typing a number and Enter
	Radius	specify radius by typing a number, the R key, and Enter
	Segments	specify number of segments by typing a number, the S key, and Enter
3 Point Arc	Alt +	use Option '+' or Option '-' to change the number of segments.
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
Circle (C)	Shift	lock current inferences
	Radius	specify radius by typing a number and Enter
	Segments	specify number of segments by typing a number, the S key, and Enter
Eraser (E)	Ctrl	soften/smooth (use on edges to make adjacent faces appear curved)
	Shift	hide
	Alt	unsoften/unsmooth
Field of View		drag the mouse or manually enter a value using the Field of View box
Follow Me	Alt	use face perimeter as extrusion path
	Expert Tip!	first Select path, then choose the Follow Me tool, then click on the face to extrude

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Flip		click the plane to control the direction of the flip operation
	Ctrl	toggle between flip and copy
Lasso	Shift	add/subtract from selection
	Alt	add to selection
	Shift+Alt	subtract from selection
Line (L)	Alt	lock in current inference direction
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	Length	specify length by typing a number and Enter
Look Around	Eye Height	specify eye height by typing a number and Enter
Move (M)	Ctrl	toggle copy mode, allows multiple consecutive
	Shift	hold down to lock in current inference direction
	Alt	auto-fold (allow move even if it means adding extra edges and faces)
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	Distance	specify move distance by typing a number and Enter
	External Copy Array	X copies in a row: move first copy, type a number, the X key, and Enter
	Internal Copy Array	X copies in between: move first copy, type a number, the / key, and Enter
Offset (F)	Alt	allow results to overlap
	Distance	specify an offset distance by typing a number and Enter
Orbit (O)	Alt	hold down to disable "gravity-weighted" orbiting
	Shift	hold down to activate Pan tool
Paint Bucket (B)	Ctrl	fill material – paint all matching adjacent faces
	Shift	replace material – paint all matching faces in the model
	Ctrl+Shift	replace material on object – paint all matching faces on the same object
	Alt	hold down to sample material
Protractor	Ctrl	toggle guide creation
	Arrows	toggle lock rotation plane
Push/Pull (P)	Ctrl	push/pull a copy of the face (leaving the original face in place)
	Double-Click	apply last push/pull amount to this face
	Distance	specify a push/pull amount by typing a number and Enter
Rectangle (R)	Alt	start drawing from center
	Dimensions	specify dimensions by typing length, width and Enter *(ie. 20,40)*
Rotated Rectangle	Shift	lock in current direction/plane
	Alt	lock drawing plane for first edge (after first click)
	Dimensions, Angle	click to place first two corners, then type width, angle and Enter *(ie. 90,20)*
Rotate (Q)	Ctrl	rotate a copy
	Angle	specify an angle by typing a number and Enter
	Slope	specify an angle as a slope by typing a rise, a colon (:), a run, and Enter *(ie. 3:12)*
Scale (S)	Ctrl	hold down to scale about center
	Shift	hold down to scale uniformly (don't distort)
	Amount	specify a scale factor by typing a number and Enter *(ie. 1.5 = 150%)*
	Length	specify a scale length by typing a number, a unit type, and Enter *(ie. 10m)*
Search (Shift+S)		search SketchUp command list for tools or commands
Select (Spacebar)	Ctrl	add to selection
	Shift	add/subtract from selection
	Ctrl+Shift	subtract from selection
Tape Measure (T)	Ctrl	toggle create guide or measure only
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	Resize	resize model: measure a distance, type intended size, and Enter
Zoom (Z)	Shift	hold down and click-drag mouse to change Field of View

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Tools

- Select (Space)
- Line (L)
- Freehand
- Arc
- 2 Point Arc (A)
- 3 Point Arc
- Pie
- Rectangle (R)
- Rounded Rectangle
- Bulged Rectangle
- Lozenge
- Circle (C)
- Ellipse
- Polygon
- Offset
- Text (T)
- Label
- Linear Dimension (D)
- Angular Dimension
- Table
- Erase
- Style (B)
- Split
- Join

Page

- Add Page
- Duplicate Page
- Delete Page
- Previous Page
- Next Page

Edit

- Undo
- Redo
- Group
- Ungroup

View

- Show Grid
- Hide Grid
- Pan
- Zoom
- Zoom In
- Zoom Out
- Actual Size
- Zoom to Page
- Zoom Extents
- Start Presentation

Arrange

- Bring to Front
- Bring Forward (Shift =)
- Send Backward (Shift -)
- Send to Back
- Align Left
- Align Right
- Align Top
- Align Bottom
- Align Vertical Centers
- Align Horizontal Centers
- Space Horizontally
- Space Vertically
- Center Vertically
- Center Horizontally
- Flip Left to Right
- Flip Top to Bottom
- Object Snap On
- Object Snap Off
- Grid Snap On
- Grid Snap Off

To add other tools, right-click the top of your document window and choose "Customize Toobar"

Tool	Operation	Instructions
Circle (C)	Double-Click	create circle identical to previous one drawn
Linear Dimension (D)	Alt	hold down to unconstrain dimension orientation
	Ctrl	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
Ellipse	Ctrl	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
Join	Click	join line segments by clicking on each in turn
Line (L)	Shift	lock in horizontal or vertical direction
	Length	specify length by typing a number and Enter

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Label	Ctrl	hold down to flip text to other side
	Alt	hold down to unconstrain second segment
	Click > Click > Click	create two-segment leader line
	Click-Drag	create curved leader line
	Edit Label Text	double-click label text to edit
	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
Offset	Alt	offset both sides of an open path
	Up/Down	tap up or down arrow to change number of segments for curved lines
Polygon	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
	Lados	specify number of sides by typing a number, the S key, and Enter
Rectangle (R)	Ctrl	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing width, height and Enter ie. 20,40
Rectangle, Rounded	Up/Down	tap up or down arrow while drawing to change corner radius
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change bulge amount
Select (Spacebar)	Click-Drag	move selected entities
	Click-Drag+Alt	hold down to select entities without moving
	Ctrl	hold down with moving to create a copy
	Distance	specify move distance by typing a number and Enter
	External Copy Array	X copies in a row: move first copy, type a number, the X key, and Enter
	Internal Copy Array	X copies in between: move first copy, type a number, the / key, and Enter
	Ctrl (selecting)	hold down while clicking to add to selection
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Ctrl+Shift (selecting)	hold down while clicking to subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Alt	hold down to scale about center
	Shift (rotating)	hold Shift while hovering over a rotation grip to set a custom start angle
Style	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
	Click-Again	apply sampled style properties
Split	Click	split line(s) at click point
Table	Double-Click	create table identical to previous one drawn
	Cells	specify cell number by typing column number, row number and Enter
Text	Click	create an unbounded text box
	Click-Drag L to R	hold down to create a left-aligned bounded text box
	Click-Drag R to L	hold down to create a right-aligned bounded text box
	Click-Drag+Ctrl	hold down to create a center-aligned, center-anchored, bounded text box
Other Tips	Snaps	right-click on anything but a drawing element to switch between snaps
	Line Weights	use the Styles tab in the SketchUp Model dialog to change line weights
	Dimension Edit	double-click dimensions to edit individual entities with the Shape Style panel
Mouse Wheel	Scroll	Zoom
	Click-Drag	Pan

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