

QUICK KEYS

Letter	Lower Case	Upper Case	Alt.	Ctrl
A	Architect	Architect	Area/Text	Arrow - Draw
B	Tangents	Tangents	Bi-fold Door	Cut Wall
C	Copy	Copy	Change Text Content	Cut/copy(Clipbd)
D	Distance (snap)	Distance (snap)	Door (Single)	Dist. (Meas.Pt/Pt)
E	Erase	Erase	2 Line Break	Erase "Partial"
F	Line Spacing	File Save	Fix Dim. Text Posit'n	Full extents view
G	Grid	Grid	Mask by color	Arc (Tangent)
H	Hatch	Hatch	Horiz. Dimension	Divide (Half)
I	Identify	Identify	Pick & Set All	Clean "T" Intersect.
J	3D	3D	Current to View 1	Layer File Manager
K	Scroll thru Colors		Change Color (exist)	Group entities
L	Layer Menu	Layer Menu	Change Linetype (exist)	Clean "L" inter.
M	Move	Move	Mirror(prev. line)	Mirror(new line)
N	NearPoint	NearPoint	New Drawing	New drawing
O	OrthoMode On/Off	OrthoMode On/Off	Geometry – Offset	Open new drawing
P	Previous View	Previous View	Pair of Doors	Plan View
Q	Scroll thru line types		Qube - Polygon 4 sided	Clip cube (Xref)
R	Rotate	Rotate	Relocate (Move-drag)	Ref File Manager
S	Object Snap Menu	Object Snap Menu	Stretch (Prev. dist)	Stretch(New dist)
T	Template	Template	Justify Text	Text
U	-	-	Uninstall Dr or Win	Enlarge (Uber)
V	View Menu	View Menu	Vertical Dimensions	& Paste
W	Toggle walls on/off		Set Active Layer	Weld wall
X	Snap On/Off	Snap On/Off	Move to Layer	Clean "X" Inter.
Y	Macros	Macros	Drag & copy	ReDo undo
Z	Zoom	Zoom	Turn Layers On/Off	Undo (multiple)
1	Go to View 1	Go to View 1		One line trim
2	Go to View 2	Go to View 2		Two line trim
3	Go to View 3	Go to View 3		Three point arc
4	Go to View 4	Go to View 4		Weld line
5	Go to View 5	Go to View 5		Export text file
6	Go to View 6	Go to View 6		Insert Self X-Ref
7	Go to View 7	Go to View 7		Import text file
8	Go to View 8	Go to View 8		Insert X-Ref
9	Go to View 9	Go to View 9		Polyline
0	Go to View 0	Go to View 0		Area takeoff
\				Symbol browser
			F1	Radius circle
			F2	Diameter circle
			F7	Weld line
			F8	Heal wall
			F9	Save file
			F0	Orphan Ref. Files

HOT KEYS

- / Set Z base & Z height
- , Erase last drawn entity
- [Decrease line weight
- { Increase line weight
- ' Toggle layer search on/of
- ; Return to 2D menu
- : Return to 2D menu
- ~ Enter a permanent snapping point (non-plot)
- ` Enter a temporary reference point
- + Toggle big cursor on/off
- | Cap walls
- \ Clean wall intersections (automatic)
-] Dimension menu (Linear, Angular, etc.)

Home Positions point under cursor to center of screen

Page up Zoom out one pre-set increment

Page dn Zoom in one pre-set increment

End Stop regeneration of layer

Del Stop regeneration of drawing

Esc Regenerate drawing

Numeric arrows – Instantly pans view 85% of screen in direction of arrow (user can set percentage of screen to pan)

Middle mouse button is object snap to end/mid/int (running Osnap), Also works as an Enter key.

Right mouse button selects Exit or “No” options under each menu. Also, for “Yes/No” you may press “Y” or “N” (case insensitive)

Shift 1 thru 0 takes you to GoToView 1 thru 10 (except for 6?) For others further down the list, use the main menu selection method.

Fraction & Symbols (Only in ArchStyl, ArchQuik, 1Romans)

1/8 - _	1/4 -	3/8 - {	5/8 - }
	1/2 - \	3/4 - [7/8 -]
~ - Diameter	^ - Degree	; - +/-	
` - Sq. Ft.	< - CL	> - PL	