

# COMMANDS & SHORTCUTS

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## TIPS

1	To remove a door or make exception (Glass Door) Hold CTRL key down and Click on Door you wish to change. With CTRL key pushed down Repeat Click to rotate through choices
2	Right mouse click on unit number to highlight it, right mouse click on an open area to bring up options
3	Right mouse click on multiple units next to each other and right mouse on an open area for more options
4	Use the Search for a unit section in the upper right portion of your screen to find units you need
5	Delayed typing of shortcuts will not work hit enter key and try again

# COMMANDS & SHORTCUTS

## WORKING IN 2D VIEW

### Moving from Floor Plan to Elevation

<b>Make wall active</b> (turns grey)	Single click wall
<b>Go from floor plan to elevation</b>	Tap space bar twice
	Double-click workspace
	V V

### Walls

<b>Show or edit wall information</b>	Double-click wall
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### Islands/Peninsulas

Make island/peninsula <b>front</b> active	Left click
Make island/peninsula <b>back</b> active	Right click

### Workspace and Units

<b>Hide dimensions</b>	D0
<b>Show dimension levels</b>	
Wall length / Unit length, height	D1
D1 + available space	D2
D2 + opening size, depth	D3
D3 + stile, rail, panel thickness	D4

*Note: View depth in floor plan*

<b>Turn grid on/off</b>	GG
<b>Show/edit unit information</b>	Double-click unit number
<b>Erase unit(s)</b>	EE

## WORKING IN ELEVATION VIEW

### Doors

<b>Show doors</b> to hide/show	SD
<b>Door overlay</b> to hide/show	DO
<b>Door size</b> to show measurements	DS

**TIP** Where two letters such as 'SD' or a letter and a number, such as 'D2' are shown, tap keys sequentially.