

**Get up to speed faster** with frequently used KCD Software commands and shortcuts to keep handy while learning.

Visit our Help menu in KCD for a full listing of shortcuts and online access to frequently asked questions. You can also visit [KCDsoftware.com](http://KCDsoftware.com) for How-tos and Video Tutorials organized by topic. Thank you for choosing KCD Software. We look forward to empowering your success.

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

WORKING IN 2D VIEW	
<b>Moving from Floor Plan to Elevation</b>	
Make wall active (turns grey)	Single click wall
Go from floor plan to elevation	Tap space bar twice
	Double click workspace
	VV
<b>Walls</b>	
Show or edit wall information	Double click wall
<b>Islands/Peninsulas</b>	
Make island/peninsula <b>front</b> active	Left click
Make island/peninsula <b>back</b> active	Right click
<b>Workspace and Units</b>	
Hide dimensions	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
<i>Note: View depth in floor plan</i>	
Turn grid on/off	GG
Show/edit unit information	Double click unit number
Erase unit(s)	EE
WORKING IN ELEVATION VIEW	
<b>Doors</b>	
Show doors to hide/show	SD
Door overlay to hide/show	DO
Door size 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.