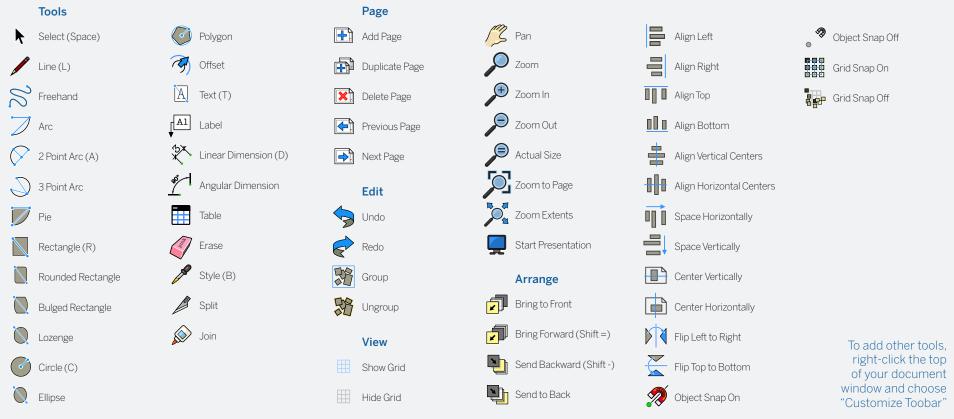
LayOut Quick Reference Card | Windows





Tool Operatio	on Instructions
Circle (C) Double-Cli	ck create circle identical to previous one drawn
Linear Dimension (D)	Alt hold down to unconstrain dimension orientation
C	trl hold down to switch leader direction
Double-Cli	ck repeat previous dimension offset
Ellipse C	trl start drawing from center
Sh	ift constrain to circle
Double-Cli	ck create ellipse identical to previous one drawn
Join Cli	ck join line segments by clicking on each in turn
Line (L) Sh	ift lock in horizontal or vertical direction
Leng	th specify length by typing a number and Enter
Label C	trl hold down to flip text to other side
	Nt hold down to unconstrain second segment

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	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
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