### SketchUp Pro Quick Reference Card | Windows

#### Large Tool Set
- **Select (Spacebar)**
- **Paint Bucket (B)**
- **Line (L)**
- **Rectangle (R)**
- **Circle (C)**
- **Arc**
- **Move (M)**
- **Rotate (Q)**
- **Scale (S)**
- **Tape Measure (T)**
- **Protractor**
- **Axes**
- **Orbit (O)**
- **Zoom (Z)**
- **Zoom Extents**
- **Position Camera**
- **Look Around**

#### Dynamic Components
- **Interact**
- **Component Attributes**
- **Component Options**
- **Smoove**
- **Stamp**
- **Add Detail**
- **Flip Edge**

#### sandbox (Terrain)
- **From Contours**
- **From Scratch**
- **Front**
- **Right**
- **Left**

#### Standard Views
- **X-Ray**
- **Back Edges**
- **Shaded**
- **Shaded with Textures**
- **Monochrome**
- **Wireframe**
- **Hidden Line**

#### Solid Tools
- **Outer Shell**
- **Intersect (Pro)**
- **Union (Pro)**
- **Subtract (Pro)**
- **Trim (Pro)**
- **Split (Pro)**
- **Make Component**
- **Follow Me**
- **Push/Pull (P)**
- **Paint Bucket (B)**
- **Erase (E)**
- **Line (L)**
- **Circle (C)**
- **Arc**
- **3 Point Arc**
- **Rotated Rectangle**
- **Rectangle (R)**
- **Dimensions**

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

#### Toolbox
- **Tear-down & Repair**
- **Shade**
- **Toothpick**
- **Brush**
- **Text**
- **Rubber bands**
- **Pencil**
- **Highlighter**

#### Useful Combinations
- **Ctrl+Shift**
- **Ctrl+Alt**
- **Ctrl+Shift+Alt**
- **Ctrl+Shift**
- **Shift+Alt**
- **Alt+Shift**

#### Instructions
1. **Double-Click** to label the tool: **Component Attributes**
2. **Double-Click** to edit the tool: **Component Options**
3. **Double-Click** to add the tool: **Add Component**
4. **Double-Click** to remove the tool: **Remove Component**
5. **Double-Click** to view the tool: **View Component**
6. **Double-Click** to print the tool: **Print Component**
7. **Double-Click** to export the tool: **Export Component**
8. **Double-Click** to import the tool: **Import Component**
9. **Double-Click** to share the tool: **Share Component**
10. **Double-Click** to delete the tool: **Delete Component**
11. **Double-Click** to save the tool: **Save Component**
12. **Double-Click** to undo the tool: **Undo Component**
13. **Double-Click** to redo the tool: **Redo Component**

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**Tool** | **Operation** | **Instructions**
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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
| 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) | Shift | unsoften/unsmooth
| Ctrl | softens/smooth (use on edges to make adjacent faces appear curved)
| Ctrl+Shift | hide
| Follow Me | Alt | use face perimeter as extension path
| Expert Tip! | first Select path, then choose the Follow Me tool, then click on the face to extrude
| Line (L) | Shift | lock in current inference direction
| 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 | n copies in a row; move first copy, type a number, the X key, and Enter
| Internal Copy Array | n 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) | Ctrl | 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
| Push/Pull (P) | Double-Click | apply last push/pull amount to this face
| Distance | specify a push/pull amount by typing a number and Enter
| Rectangle (R) | Ctrl | 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
| 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
| Distance | specify a push/pull amount by typing a number and Enter
| Zoom (Z) | Shift | hold down and click-drag mouse to change Field of View