| Ctrl A | Select All | Ctrl Shift A |  |
| :--- | :--- | :--- | :--- |
| Ctrl B | Join Beziers | Ctrl Shift B | Bold Text |
| Ctrl C | Copy | Ctrl Shift C | Centered Text |
| Ctrl D | Duplicate | Ctrl Shift D |  |
| Ctrl E | Split by Element | Ctrl Shift E | Export |
| Ctrl F | Lock | Ctrl Shift F | Character Fill |
| Ctrl G | Group | Ctrl Shift G |  |
| Ctrl H |  | Ctrl Shift H |  |
| Ctrl I | Element Info | Ctrl Shift I | Italic Text |
| Ctrl J | Edit Image | Ctrl Shift J |  |
| Ctrl K | Preview | Ctrl Shift K |  |
| Ctrl L | Lock All | Ctrl Shift L | Show Layer window |
| Ctrl M | Move | Ctrl Shift M |  |
| Ctrl N | New File | Ctrl Shift N |  |
| Ctrl O | Open File | Ctrl Shift O | Object Info |
| Ctrl P | Print | Ctrl Shift P | Normal Text |
| Ctrl Q | Quit | Ctrl Shift Q |  |
| Ctrl R | Redraw | Ctrl Shift R |  |
| Ctrl S | Save | Ctrl Shift S | Save As |
| Ctrl T | Repeat | Ctrl Shift T | Set \# of Repeat Copies |
| Ctrl U | Ungroup | Ctrl Shift U | Ungroup All |
| Ctrl V | Paste | Ctrl Shift V | Paste at Same Position |
| Ctrl W | Close | Ctrl Shift W |  |
| Ctrl X | Cut | Ctrl Shift X |  |
| Ctrl Y | Redo | Ctrl Shift Y |  |
| Ctrl Z | Undo | Ctrl Shift Z |  |
| Ctrl / | Split into Elements | Ctrl Shift / |  |
| Ctrl Tab | Switch to Next Open File | Ctrl Shift Tab | Switch to Next Open File |


| Using the numbers from NUMPAD(for moving lines, text, etcetera). |  | Using numbers from KEYPAD |  |
| :--- | :--- | :--- | :--- |
|  |  | Ctrl 0 | No Pen |
| Ctrl 1 | Move (down-left) | Ctrl 1 | Thick Pen |
| Ctrl 2 | Move (down) | Ctrl 2 | Medium Pen |
| Ctrl 3 | Move (down-right) | Ctrl 3 | Thin Pen |
| Ctrl 4 | Move (left) | Ctrl 4 | Centerline Pen |
| Ctrl 5 | Set move distance | Ctrl 5 |  |
| Ctrl 6 | Move (right) | Ctrl 6 |  |
| Ctrl 7 | Move (up-left) | Ctrl 7 |  |
| Ctrl 8 | Move (up) | Ctrl 8 |  |
| Ctrl 9 | Move (up-right) | Ctrl 9 |  |


| KEYS | After selecting line we have to apply shortcut key. |
| :--- | :--- |
| Ctrl Shift 1 | Solid line |
| Ctrl Shift 2 | Dashed |
| Ctrl Shift 3 | Center line |
| Ctrl Shift 4 | Dotted |
| Ctrl Shift 5 | Dot Dashed |
| Ctrl Shift 6 | Dash dot dot |
| Ctrl Shift 7 | Start arrow |
| Ctrl Shift 8 | End arrow |
| Ctrl Shift 9 | End dot |


| END | Zoom Page size |
| :--- | :--- |
| HOME | Page Center |
| 1 | Selection |
| 2 | Drawing Lines/Polylines |
| 3 | Drawing Rectangle/Rounded rectangle/Corner radius |
| 4 | Drawing Ellipse using CENTER POINT/ALONG DIAMETER |
| 5 | Drawing of BEZIERS |
| 6 | Drawing of inner threads FROM CENTERS/ALONG DIAMETER |
| 7 | Drawing of outer threads FROM CENTERS/ALONG DIAMETER |
| 8 | Drawing of Polygons/No of sides |
| 9 | Dimensioning |
| 0 | Callout tool |


| f | Fillet |
| :---: | :--- |
| t | Tangent |
| e | Chamfer |
| s | Scale |
| m | Mirror |
| r | Rotate |
| d | Projection from one plane to another |
| c | Drawing of parallel path from both sides |
| a | Drawing of Text element |


| Space bar | Pan |
| :--- | :--- |
| Ctrl+Alt | Zoom in |
| Ctrl+Alt+Shift | Zoom out |

