



DRAWING SETUP

Unit types	UNITS
Options and paths	OP
Drawing settings	DS
Load command line	COMMANDLINE
Line type scale	LTS
Osnap	OS
Factors size of dims/arrows	DIMSCALE
Dim style (primary units)	D
Text styles	ST
Multileader styles	MLS



FILE / PRINT

New Drawing	N
Drawing settings	DS
Save drawing	SA
Plot / print	PLOT
Write Block to Disk	W



DRAW

Draw line	L
Draw circle	C
Draw rectangle	REC
Draw polyline	PL
Deselect or exit	ESC key
Hatch	H



ANNOTATE / DIMENSION

Text (mtext)	T
Update, all - updates dims	DIM
List	LI
Dimension radius	DRA
Dim style (primary units)	D
Draw multileader	MLD
Dimension linear	DLI
Text size	TEXTSIZE



MODIFY

Stretch with crossing	S
Move	M
Rotate	RO
Mirror	MI
Erase	E
Copy	CO
Break at one or two points	BR
Undo	U
Copy	CO
Scale	SC
Trim	TR
Extend	EX



OTHER ESSENTIALS

Repeat command / accept value	ENTER key
Pan (or hold down scroll wheel)	P
Property bar	PR
Layer dialog	LA
List	LI
Ortho	F8
Polar tracking	F10
Left to lower right - inside box	(Select entities)
Lower right to upper left - crossing	(Select entities)
Model space	MS
Paper space	PS
Measure Distance	DI
Write Block/ Entire Dwg To Drive	WB
Save time (autosave increments)	SAVETIME





ESSENTIAL SHORTCUTS

Copy	CTRL-C
Copy with base point	CTRL-C+Shift
Paste	CTRL-V
Paste as a block	CTRL-V+Shift
Undo	CTRL-Z
Redo (must follow a Undo)	CTRL-Y
Plot	CTRL-P
Open a Drawing	CTRL-O (oh)
Layer Dialog	CTRL-2
Save As	CTRL-S
Toggle Tool Palletes	CTRL-3
Toggle Properties Pallete	CTRL-1
Toggles Clean Screen	CTRL-0 (zero)



ESSENTIAL SINGLE HOT KEYS

Deselect or exit	ESC key
Toggle Ortho Mode Off/On	F8
Toggle Polar Snap Off/On	F10
Line	L
Refresh Drawing (Regen)	R
Move	M
Erase	E
Stretch	S
Text (MTEXT)	T
Pan	P
Zoom	Z
Toggle Edits (after select grip)	<Spacebar>
Temporarily toggle ORTHO	Press, hold Shift



DRAWING OBJECTS

Open Block Editor	BEDIT
Create object copies patterns	ARRAY
Clip part of references	XCLIP
Mask text background	TEXTMASK
Insert dynamic text fields	FIELD
Create table in drawing	TABLE
Align multiple leaders	MLEADERALIGN
Create ordinate dimensions	DIMORDINATE



DATA & BLOCK MANAGEMENT

Edit references in-place	REFEDIT
Manage block attributes	BATTMAN
Replace one block	BLOCKREPLACE
Extract data to file	DATAEXTRACTION
Link external data to drawing	DATALINK
Export layout to new drawing	EXPORTLAYOUT
Remove duplicate objects	OVERKILL
Convert 3D objects to 2D	FLATTEN
Match object properties	MATCHPROP
Explode blocks, keep attributes	BURST



LAYER & OTHER

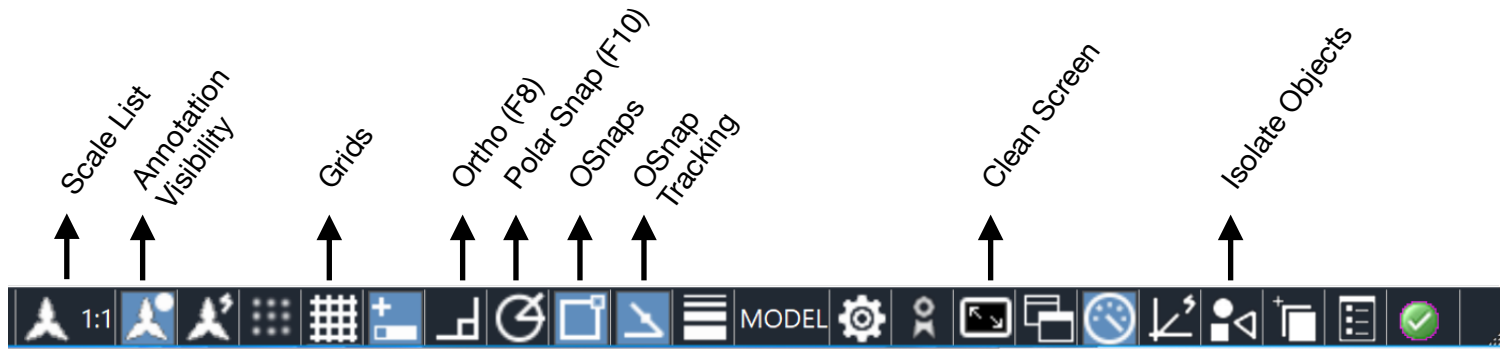
Isolate selected layers	LAYISO
Restore layer visibility	LAYUNISO
Merge layers	LAYMRG
Create infinite const lines	XLIN
Save with a new name	Ctrl+Shift+S



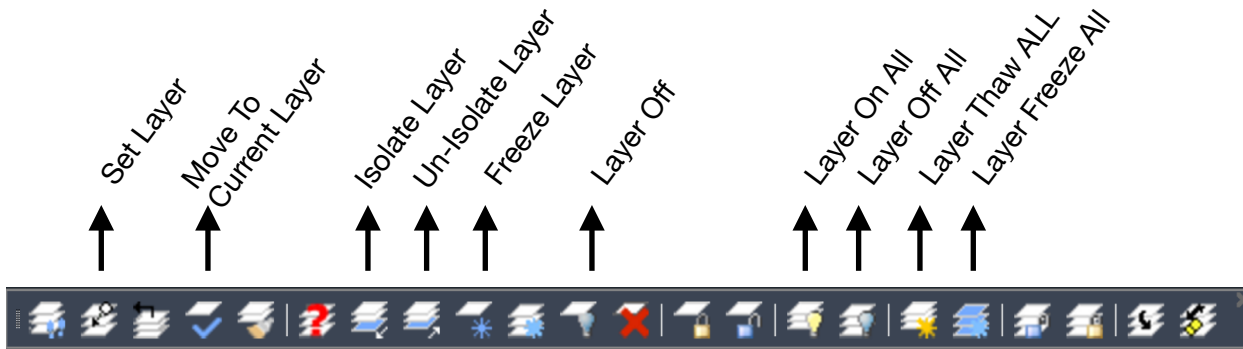
Tip: Try enabling *DYNMODE*

*In AutoCAD type **DYNMODE** and set to 3 for full dynamic input at your cursor. Setting **DYNMODE** to 1 enables dynamic prompts without coordinate input, while 2 displays input for coordinates only.*

10 Essential Status Bar Buttons



10 Essential Layers (Express Tools)



Red = Ctrl + Key
Blue = Single key

