

ARCHICAD Shortcut Keys

6.0/7.0 Scheme, long

Action	Cmd (Mac) Ctrl (Win)
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Context menus on Mac OS:
[Ctrl] Control – Click;

Context menus on Windows:
Right Mouse Button Click

File	Key
New	N
New and Reset	Ctrl + Alt + N
Open	O
Open Library Part	Shift + O
Close	W
Save	S
Save As	Shift + S
Page Setup	Shift + P
Print	P
Exit	Q
Edit	
Undo	Z
Redo	Shift + Z
Repeat Last Command	B
Cut	X
Copy	C
Select All (selects all of whatever tool is active)	A
Find & Select	Shift + A
Stretch	H
Resize	K
Split	F
Adjust	0
Click Wall to Split	Shift + F
Click to Trim	Shift + O
Trim to Roof	O
Drag	D
Drag a Copy	Shift + D
Open Active tool Settings	T
Edit Selection Set	Shift + T
Elevate (raise selected item)	9
Rotate	E
Rotate a Copy	Shift + E
Mirror	M
Mirror a Copy	Shift + M
Multiply	U
Tools	
Group	G
Ungroup	Shift + G
Suspend Groups	Alt+G (no shift)
Auto Group	Alt + shift + G
Bring Forward	F6
Bring to Front	Shift + F6

Send Backward	F5
Send to Back	Shift +F5
Create Patch	;
Explode	0
Options	
Grids Display	F8
Grids & Background	Shift + F8
Clean Wall & Beam Intersections	F7
Layer Settings	L
Show Ghost Story	8
Story Setting	7
Go up a Story	6
Go down a Story	5
Go to Story	4
Image	
Open 3D Projection window	3
Open 3D Projection window settings	Shift + 3
Select Image Items	Alt+ A
3D Cutaway	Y
3D Cutaway Planes	Shift + Y
Shading	F9
Hidden Line	Ctrl + F9
Wireframe	Ctrl + Alt +F9
Create Photorendering	F10
Create Fly-through	F11
Create Sun Study	F12
Teamwork	
Sign In	I
Send and Receive Changes	Shift +]
Receive Changes]
Sign Out	Shift W
Share this Project	Shift + I
Display	
Redraw	R
Rebuild	Shift + R
Rebuild & redraw All S/E	Alt+ R
Zoom in	/
Zoom Out	shift + /
Pan	,
Zoom to Selection	Shift + '
Fit In window	'
Full Screen	\
Home View	Shift + \
Previous View	[
Next View]
Misc	
Reposition User Origin	Alt + Shift
Constrain (horizontal, vertical, or custom)	Hold shift Key and draw
Go Up a Tool	Up Arrow
Go Down a Tool	Down Arrow

Toggle between Current tool and Arrow Tool	Right Arrow
Open Active tool Settings	Left Arrow
Select without Arrow Tool	Shift+ Click

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Tech Support call: 800/238-3992
Or e-mail: techsupport@graphisoft.com
Graphisoft US, Boston

To set ArchiCAD to the above shortcut scheme, go to the Options menu, select Preferences > Menu ShortCut Keys and Choose 6.0 /Int'l; tape this cribsheet on the side of your monitor until these shortcuts are memorized.

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