

ARCHICAD Shortcut Keys

6.0/7.0 Scheme, short

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

Navagating	Key
3D Projection Settings	Shift + 3
Floor Plan	2
3D Window	3
Fit in Window	'
Previous View	[
Next View]
Pan	+
Zoom in	/
Zoom Out	shift + /
Layer Settings	L
Editing	
Drag	D
Drag a Copy	Shift +D
Stretch	H
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
Group	G
Ungroup	Shift + G
Select All (selects all of whatever tool is active)	A
Find & Select	Shift + A
Cut	X
Copy	C
Resize	K
Split	F
Paste	V
Undo	Z
General	
Open	O
Open Library part	Shift + O
Redraw	R
Rebuild	Shift + R
Clean Wall Intersections	7
Quit Program	Q
Print	P
Close Window	W
Save (do Every 5 Minutes)	S
Save As	Shift + S

Repeat last command	B
Handy	Keys Only
Reposition User Origin	Alt or Opt + 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
Go up a Story	6
Go down a Story	5

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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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