

ARCHICAD Shortcut Keys

5.0 Plus Scheme

Action	Cmd (Mac) Ctrl (Win)
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Navigating	
3D Projection Settings	1
Floor Plan	2
3D Window	3
Fit in Window	;
Previous View	[
Pan	'
Layer Settings	L
Editing	
Drag	D
Drag a Copy	I
Stretch	H
Rotate	E
Rotate a Copy	J
Mirror	M
Mirror a Copy	K
Select All (selects all of whatever tool is active)	A
Cut	X
Copy	C
Paste	V
Undo	Z
General	
Open Active Tool Settings	T
Rebuild/Redraw	Y
Clean Wall Intersections	7
Quit program	Q
Print	P
Close Window	W
Save (every 5 minutes)	S
Repeat last command	B
Handy	
Keys Only	
Reposition User Origin (for measuring)	Opt or Alt + Shift
Constrain (horizontal, vertical or custom)	Hold Shift key & draw
Go Up a Tool	Up Arrow
Go Down a Tool	Down Arrow
Toggle between Current Tool & Arrow Tool	Right Arrow
Open Active Tool Settings	Left Arrow
Select without Arrow Tool	Shift + click

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To set ArchiCAD to the above shortcut scheme, go to the Options menu, select Preferences> Menu ShortCut Keys and Choose 5.0 Plus/Int'l; tape this cribsheet on the side of your monitor until these shortcuts are memorized.