<table>
<thead>
<tr>
<th>Tool</th>
<th>Operation</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle (C)</td>
<td>Double-Click</td>
<td>create circle identical to previous one drawn</td>
</tr>
<tr>
<td>Linear Dimension (D)</td>
<td>Alt</td>
<td>hold down to unconstrain dimension orientation</td>
</tr>
<tr>
<td></td>
<td>Control</td>
<td>hold down to switch leader direction</td>
</tr>
<tr>
<td></td>
<td>Double-Click</td>
<td>repeat previous dimension offset</td>
</tr>
<tr>
<td>Ellipse</td>
<td>Ctrl</td>
<td>start drawing from center</td>
</tr>
<tr>
<td></td>
<td>Shift</td>
<td>constrain to circle</td>
</tr>
<tr>
<td></td>
<td>Double-Click</td>
<td>create ellipse identical to previous one drawn</td>
</tr>
<tr>
<td>Join</td>
<td>Click</td>
<td>join line segments by clicking on each in turn</td>
</tr>
<tr>
<td>Line (L)</td>
<td>Shift</td>
<td>lock in horizontal or vertical direction</td>
</tr>
<tr>
<td></td>
<td>Length</td>
<td>specify length by typing a number and Enter</td>
</tr>
<tr>
<td>Label</td>
<td>Alt</td>
<td>hold down to unconstrain second segment</td>
</tr>
<tr>
<td></td>
<td>Click &gt; Double-Click</td>
<td>create one-segment leader line</td>
</tr>
<tr>
<td></td>
<td>Click &gt; Click &gt; Click</td>
<td>create two-segment leader line</td>
</tr>
<tr>
<td></td>
<td>Click-Drag</td>
<td>create curved leader line</td>
</tr>
<tr>
<td></td>
<td>Edit Label Text</td>
<td>double-click label text to edit</td>
</tr>
<tr>
<td></td>
<td>Edit Leader Line</td>
<td>double-click leader line and move endpoints or line segments to edit</td>
</tr>
<tr>
<td>Offset</td>
<td>Alt</td>
<td>offset both sides of an open path</td>
</tr>
<tr>
<td></td>
<td>Up/Down</td>
<td>tap up or down arrow to change number of segments for curved lines</td>
</tr>
<tr>
<td>Polygon</td>
<td>Shift</td>
<td>lock in current inference direction</td>
</tr>
<tr>
<td></td>
<td>Double-Click</td>
<td>create polygon identical to previous one drawn</td>
</tr>
<tr>
<td></td>
<td>Sides</td>
<td>specify number of sides by typing a number, the 5 key, and Enter</td>
</tr>
<tr>
<td>Rectangle (R)</td>
<td>Ctrl</td>
<td>start drawing from center</td>
</tr>
<tr>
<td></td>
<td>Shift</td>
<td>constrain to square</td>
</tr>
<tr>
<td></td>
<td>Double-Click</td>
<td>create rectangle identical to previous one drawn</td>
</tr>
<tr>
<td></td>
<td>Dimensions</td>
<td>specify dimensions by typing width, height and Enter ie: 20,40</td>
</tr>
<tr>
<td>Rectangle, Rounded</td>
<td>Up/Down</td>
<td>tap up or down arrow while drawing to change corner radius</td>
</tr>
<tr>
<td>Rectangle, Bulged</td>
<td>Up/Down</td>
<td>tap up or down arrow while drawing to change bulge amount</td>
</tr>
<tr>
<td>Select (Spacebar)</td>
<td>Click-Drag</td>
<td>move selected entities</td>
</tr>
<tr>
<td></td>
<td>Click-Drag+Alt</td>
<td>hold down to select entities without moving</td>
</tr>
<tr>
<td></td>
<td>Ctrl</td>
<td>hold down with moving to create a copy</td>
</tr>
<tr>
<td></td>
<td>Distance</td>
<td>specify move distance by typing a number and Enter</td>
</tr>
<tr>
<td>External Copy Array</td>
<td>n copies in a row: move first copy, type a number, the X key, and Enter</td>
<td></td>
</tr>
<tr>
<td>Internal Copy Array</td>
<td>n copies in between: move first copy, type a number, the / key, and Enter</td>
<td></td>
</tr>
<tr>
<td>Ctrl (selecting)</td>
<td>hold down while clicking to add to selection</td>
<td></td>
</tr>
<tr>
<td>Shift (selecting)</td>
<td>hold down while clicking to subtract from selection</td>
<td></td>
</tr>
<tr>
<td>Ctrl+Shift (selecting)</td>
<td>hold down while clicking to subtract from selection</td>
<td></td>
</tr>
<tr>
<td>Shift (scaling)</td>
<td>hold down while scaling to scale uniformly (don't distort)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alt</td>
<td>hold down to scale about center</td>
</tr>
<tr>
<td>Style</td>
<td>Click</td>
<td>sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)</td>
</tr>
<tr>
<td></td>
<td>Click Again</td>
<td>apply sampled style properties</td>
</tr>
<tr>
<td>Split</td>
<td>Click</td>
<td>split line(s) at click point</td>
</tr>
<tr>
<td>Table</td>
<td>Double-Click</td>
<td>create table identical to previous one drawn</td>
</tr>
<tr>
<td></td>
<td>Cells</td>
<td>specify cell number by typing column number, row number and Enter</td>
</tr>
<tr>
<td>Text</td>
<td>Click</td>
<td>create an unbounded text box</td>
</tr>
<tr>
<td></td>
<td>Click-Drag L to R</td>
<td>hold down to create a left-aligned bounded text box</td>
</tr>
<tr>
<td></td>
<td>Click-Drag R to L</td>
<td>hold down to create a right-aligned bounded text box</td>
</tr>
<tr>
<td></td>
<td>Click-Drag-Ctrl</td>
<td>hold down to create a center-aligned, center-anchored, bounded text box</td>
</tr>
<tr>
<td>Other Tips</td>
<td>Snaps</td>
<td>right-click on anything but a drawing element to switch between snaps</td>
</tr>
<tr>
<td></td>
<td>Line Weights</td>
<td>use the Styles tab in the SketchUp Model dialog to change line weights</td>
</tr>
<tr>
<td></td>
<td>Dimension Edit</td>
<td>double-click dimensions to edit individual entities with the Shape Style panel</td>
</tr>
<tr>
<td>Mouse Wheel</td>
<td>Scroll</td>
<td>zoom</td>
</tr>
<tr>
<td></td>
<td>Click-Drag</td>
<td>pan</td>
</tr>
</tbody>
</table>