### SketchUp Pro Quick Reference Card | Windows

#### Large Tool Set
- **Select (Spacebar)**
- **Paint Bucket (B)**
- **Line (L)**
- **Rectangle (R)**
- **Circle (C)**
- **3 Point Arc**
- **Move (M)**
- **Rotate (Q)**
- **Scale (S)**
- **Tape Measure (T)**
- **Protractor**
- **Eraser (E)**
- **Polygon**
- **Arc**
- **Pie**

#### Dynamic Components
- **Interact**
- **Component Attributes**
- **From Contours**
- **From Scratch**
- **Smoove**
- **Stamp**
- **Drape**
- **Add Detail**
- **Flip Edge**

#### Sandbox (Terrain)
- **From Contours**
- **From Scratch**
- **Smoove**
- **Stamp**
- **Drape**
- **Add Detail**
- **Flip Edge**

#### Standard Views
- **Eye Height**
- **Move (M)**
- **Rotate (Q)**
- **Scale (S)**
- **Tape Measure (T)**
- **Protractor**
- **Eraser (E)**
- **Polygon**
- **Arc**
- **Pie**

#### Segment Tools
- **Dimensions**
- **Distance**
- **Arrows**
- **Select (Spacebar)**
- **Paint Bucket (B)**
- **Line (L)**
- **Circle (C)**
- **3 Point Arc**
- **Move (M)**
- **Rotate (Q)**
- **Scale (S)**
- **Tape Measure (T)**
- **Protractor**
- **Eraser (E)**
- **Polygon**
- **Arc**
- **Pie**

#### Sandbox (Terrain)
- **From Contours**
- **From Scratch**
- **Smoove**
- **Stamp**
- **Drape**
- **Add Detail**
- **Flip Edge**

#### Warehouse
- **3D Warehouse**
- **Share Model**
- **Share Component**
- **Extension Warehouse**
- **Warehouse**
- **3D Warehouse**
- **Share Model**
- **Share Component**
- **Extension Warehouse**
- **Send to LayOut**
- **Classifier**

#### Solid Tools
- **Section Plane**
- **Location**
- **Add Location**
- **Toggle Terrain**
- **Sections**
- **Dimensions**
- **Distance**
- **Arrows**
- **Select (Spacebar)**
- **Paint Bucket (B)**
- **Line (L)**
- **Circle (C)**
- **3 Point Arc**
- **Move (M)**
- **Rotate (Q)**
- **Scale (S)**
- **Tape Measure (T)**
- **Protractor**
- **Eraser (E)**
- **Polygon**
- **Arc**
- **Pie**

#### Middle Button (Wheel)
- **Scroll**
- **Click-Drag**
- **Shift+Click-Drag**
- **Double-Click**
- **Zoom Extents**
- **Zoom Window**
- **Zoom (Z)**
- **Pan (H)**
- **Look Around**
- **Position Camera**
- **Add Location...**
- **Toggle Terrain**
- **Add Location**
- **Back**
- **Left**
- **Right**
- **Top**
- **Front**
- **Monochrome**
- **Wireframe**
- **Hidden Line**
- **Shaded**
- **Shaded with Textures**
- **X-Ray**
- **Back Edges**
- **Text**
- **Arrows**
- **Distance**
- **Length**
- **Angle**
- **Slope**
- **Radius**
- **Resize**
- **Select (Spacebar)**
- **Paint Bucket (B)**
- **Line (L)**
- **Circle (C)**
- **3 Point Arc**
- **Move (M)**
- **Rotate (Q)**
- **Scale (S)**
- **Tape Measure (T)**
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- **Pie**

#### Tool | Operation | Instructions
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**2 Point Arc (A)** | **Bulge** | specify bulge amount by typing a number and Enter
| **Radius** | specify radius by typing a number, the R key, and Enter
| **Segments** | specify number of segments by typing a number, the S key, and Enter

**Circle (C)** | **Shift** | lock current inferences
| **Radius** | specify radius by typing a number and Enter
| **Segments** | specify number of segments by typing a number, the S key, and Enter

**Eraser (E)** | **Shift** | soften/smooth (use on edges to make adjacent faces appear curved)
| **Ctrl+Shift** | unsoften/unsmooth

**Follow Me** | **Alt** | use face perimeter as extrusion path
| **Expert Tip** | first Select path, then choose the Follow Me tool, then click on the face to extrude

**Line (L)** | **Shift** | lock in current inference direction
| **Arrows** | lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
| **Length** | specify length by typing a number and Enter

**Look Around** | **Eye Height** | specify eye height by typing a number and Enter

**Move (M)** | **Ctrl** | move a copy
| **Shift** | hold down to lock in current inference direction
| **Alt** | auto-fold (allow move even if it means adding extra edges and faces)
| **Arrows** | lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
| **Distance** | specify move distance by typing a number and Enter
| **External Copy Array** | n copies in a row: move first copy, type a number, the X key, and Enter
| **Internal Copy Array** | n copies in between: move first copy, type a number, the / key, and Enter

**Offset (F)** | **Alt** | allow results to overlap
| **Distance** | specify an offset distance by typing a number and Enter

**Orbit (O)** | **Ctrl** | hold down to disable “gravity-weighted” orbiting
| **Shift** | hold down to activate Pan tool

**Paint Bucket (B)** | **Ctrl** | fill material – paint all matching adjacent faces
| **Shift** | replace material – paint all matching faces in the model
| **Ctrl+Shift** | replace material on object - paint all matching faces on the same object
| **Alt** | hold down to sample material

**Push/Pull (P)** | **Double-Click** | push/pull a copy of the face (leaving the original face in place)
| **Apply last push/pull amount to this face**
| **Distance** | specify a push/pull amount by typing a number and Enter

**Rectangle (R)** | **Ctrl** | start drawing from center
| **Dimensions** | specify dimensions by typing length, width and Enter ie. 20, 40
| **Shift** | lock in current direction/plane
| **Alt** | lock drawing plane for first edge (after first click)

**Rotated Rectangle** | **Dimensions, Angle** | click to place first two corners, then type width, angle and Enter ie. 90, 20
| **Shift** | lock in current direction/plane
| **Alt** | lock drawing plane for first edge (after first click)

**Rotate (Q)** | **Ctrl** | rotate a copy
| **Angle** | specify an angle by typing a number and Enter
| **Slope** | specify an angle as a slope by typing a rise, a colon (:), a run, and Enter ie. 3:12

**Scale (S)** | **Ctrl** | hold down to scale about center
| **Shift** | hold down to scale uniformly (don’t distort)
| **Amount** | specify a scale factor by typing a number and Enter ie. 1.5 = 150%
| **Length** | specify a scale length by typing a number, a unit type, and Enter ie. 1.0m

**Select (Spacebar)** | **Ctrl** | add to selection
| **Shift** | add/subtract from selection
| **Ctrl+Shift** | subtract from selection

**Tape Measure (T)** | **Ctrl** | toggle create guide or measure only
| **Arrows** | lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular

**Zoom (Z)** | **Shift** | hold down and click-drag mouse to change Field of View
| **Double-Click** | re-center view

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