

### Tools

- Select (Space)
- Line (L)
- Freehand
- Arc
- 2 Point Arc (A)
- 3 Point Arc
- Pie
- Rectangle (R)
- Rounded Rectangle
- Bulged Rectangle
- Lozenge
- Circle (C)
- Ellipse

- Polygon
- Offset
- Text (T)
- Label
- Linear Dimension (D)
- Angular Dimension
- Table
- Erase
- Style (B)
- Split
- Join

### Page

- Add Page
- Duplicate Page
- Delete Page
- Previous Page
- Next Page

### Edit

- Undo
- Redo
- Group
- Ungroup

### View

- Show Grid
- Hide Grid

- Pan
- Zoom
- Zoom In
- Zoom Out
- Actual Size
- Zoom to Page
- Zoom Extents
- Start Presentation

### Arrange

- Bring to Front
- Bring Forward (Shift =)
- Send Backward (Shift -)
- Send to Back

- Align Left
- Align Right
- Align Top
- Align Bottom
- Align Vertical Centers
- Align Horizontal Centers
- Space Horizontally
- Space Vertically
- Center Vertically
- Center Horizontally
- Flip Left to Right
- Flip Top to Bottom
- Object Snap On

- Object Snap Off
- Grid Snap On
- Grid Snap Off

To add other tools, right-click the top of your document window and choose "Customize Toolbar"

Tool	Operation	Instructions
<b>Circle (C)</b>	Double-Click	create circle identical to previous one drawn
<b>Linear Dimension (D)</b>	Option	hold down to unconstrain dimension orientation
	Command	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
<b>Ellipse</b>	Option	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
<b>Join</b>	Click	join line segments by clicking on each in turn
<b>Line (L)</b>	Shift	lock in horizontal or vertical direction
	Length	specify length by typing a number and Enter

<b>Label</b>	Command	hold down to flip text to other side
	Option	hold down to unconstrain second segment
	Click > Double-Click	create one-segment leader line
	Click > Click > Click	create two-segment leader line
	Click-Drag	create curved leader line
	Edit Label Text	double-click label text to edit
<b>Offset</b>	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
	Command	offset both sides of an open path
<b>Polygon</b>	Up/Down	tap up or down arrow to change number of segments for curved lines
	Shift	lock in current inference direction
<b>Rectangle (R)</b>	Double-Click	create polygon identical to previous one drawn
	Sides	specify number of sides by typing a number, the S key, and Enter
	Option	start drawing from center
	Shift	constrain to square
<b>Rectangle, Rounded</b>	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing width, height and Enter (ie. 20,40)
<b>Rectangle, Bulged</b>	Up/Down	tap up or down arrow while drawing to change corner radius
<b>Rectangle, Bulged</b>	Up/Down	tap up or down arrow while drawing to change bulge amount
<b>Select (Spacebar)</b>	Click-Drag	move selected entities
	Click-Drag+Command	hold down to select entities without moving
	Option	hold down while moving to create a copy
	Distance	specify move distance by typing a number and Enter
	External Copy Array	X copies in a row: move first copy, type a number, the X key, and Enter
	Internal Copy Array	X copies in between: move first copy, type a number, the / key, and Enter
	Option (selecting)	hold down while clicking to add to selection
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Option+Shift (selecting)	hold down while clicking to subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
<b>Style</b>	Command	hold down to scale about center
	Shift (rotating)	hold Shift while hovering over a rotation grip to set a custom start angle
	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
<b>Split</b>	Click Again	apply sampled style properties
	Click	split line(s) at click point
<b>Table</b>	Double-Click	create table identical to previous one drawn
	Cells	specify cell number by typing column number, row number and Enter
<b>Text</b>	Click	create an unbounded text box
	Click-Drag L to R	hold down to create a left-aligned bounded text box
	Click-Drag R to L	hold down to create a right-aligned bounded text box
	Click-Drag+Option	hold down to create a center-aligned, center-anchored, bounded text box
<b>Other Tips</b>	Snaps	right-click on anything but a drawing element to switch between snaps
	Line Weights	use the Styles tab in the SketchUp Model dialog to change line weights
	Dimension Edit	double-click dimensions to edit individual entities with the Shape Style panel
<b>Mouse Wheel</b>	Scroll	Zoom
	Click-Drag	Pan