

Tools

Move (M)

Rotate (Q)

Scale (S)

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

Trim (Shift T)

Extend (Shift E)

Fillet (Shift F)

Chamfer (Shift C)

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 Window (Z)

Zoom to Page (P)

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
Move (M)	Option	toggle copy mode
	Shift	hold down to lock current inference direction
	Arrows	lock direction; up = green, right/left = red, and down = parallel/perpendicular
Scale (S)	Option	scale a copy
	Shift	hold down to scale uniformly
	Command	toggle scale about center
Rotate (Q)	Option	rotate a copy
Circle (C)	Shift or Arrows	constrain axis for second point
	Double-Click	create circle identical to previous one drawn
Chamfer (Shift C)		
Linear Dimension (D)	Option	hold down to unconstrain dimension orientation
	Command	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
Ellipse	Option	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
Extend (Shift E)		

Fillet (Shift F)		
Join	Click	join line segments by clicking on each in turn [with entities selected, click to join all]
Line (L)	Shift	lock in horizontal or vertical direction
	Length	specify length by typing a number and Enter
Label	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
	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
Offset	Command	offset both sides of an open path
	Up/Down	tap up or down arrow to change number of segments for curved lines
Polygon	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
	Sides	specify number of sides by typing a number, the S key, and Enter
Rectangle (R)	Option	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing width, height and Enter (ie. 20,40)
Rectangle, Rounded	Up/Down	tap up or down arrow while drawing to change corner radius
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change bulge amount
Select (Spacebar)	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)
	Command	hold down to scale about center
	Shift (rotating)	hold Shift while hovering over a rotation grip to set a custom start angle
Style	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
	Click Again	apply sampled style properties
Split	Click	split line(s) at click point [with entity selected, click to split all line segments]
Table	Double-Click	create table identical to previous one drawn
	Cells	specify cell number by typing column number, row number and Enter
Text	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
Trim (Shift T)		
Other Tips	Snap	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
Mouse Wheel	Scroll	Zoom
	Click-Drag	Pan