

# DaVinci Shortcuts

DaVinci's built-in shortcuts provide an easy way for you to save time interacting with DaVinci. Instead of frequently having to jump back and forth between the mouse and the keyboard, these shortcuts provide a way for you to keep your hands on your keyboard so you can keep working.

FILE MANAGEMENT FUNCTIONS	
<b>Ctrl + N</b>	New
<b>Ctrl + O</b>	Open
<b>Ctrl + S</b>	Save
<b>Ctrl + P</b>	Print
<b>Alt + F4</b>	Exit
<b>Ctrl + F4</b>	Close
EDIT FUNCTIONS	
<b>Ctrl + Z</b>	Undo
<b>Ctrl + Y</b>	Redo
<b>Ctrl + X</b>	Cut
<b>Ctrl + C</b>	Copy
<b>Ctrl + V</b>	Paste
<b>Ctrl + A</b>	Select All
<b>Del</b>	Delete
SKETCH FUNCTIONS WHILE DRAW MODE	
<b>X</b>	Draw Exterior Walls
<b>I</b>	Draw Interior Walls
<b>E</b>	Draw Rectangle
<b>V</b>	Draw Circle
<b>P</b>	Draw Pentagon
<b>O</b>	Draw Octagon
AREA MANAGEMENT FUNCTIONS	
<b>F4</b>	Define Area
<b>F6</b>	View Subject Info/Area Calculations

SKETCH FUNCTIONS	
<b>Ctrl + Shift + C</b>	Copy Sketch to Clipboard
<b>Ctrl + I</b>	Import Image
<b>Ctrl + D</b>	Switch to Draw Mode
<b>Ctrl + M</b>	Switch to Modify Mode
<b>C</b>	Center Sketch
<b>A</b>	Autoclose Area
<b>I</b>	Insert Symbol
<b>T</b>	Insert Text
<b>Alt + Arrow Key</b> <i>(With arc segment selected in Modify Mode)</i>	Draw Arc
<b>L</b> <i>(while drawing angled line)</i>	Draw Angle to Left
<b>R</b> <i>(while drawing angled line)</i>	Draw Angle to Right
<b>R</b> <i>(while object to rotate is selected)</i>	Rotate Selection
<b>Ctrl +</b>	Zoom In
<b>Ctrl -</b>	Zoom Out
<b>Ctrl + "Page #"</b>	Go to Page
<b>F9</b>	Toggle Sketch Panel On/Off
<b>Alt + R</b> <i>(with one or many lines selected)</i>	Toggle Line Dimension Labels Inside/Outside of Lines
<b>Alt + F10</b> <i>(with the area selected)</i>	Toggle Line Dimension Labels Inside/Outside of Lines

