

TOTAL Sketch Hotkeys

File Management Functions

CTRL + N	New sketch
CTRL + SHIFT + N	New page
CTRL + O	Open
CTRL + S	Save
CTRL + SHIFT + S	Save as
CTRL + P	Print
CTRL + SHIFT + P	Print preview
CTRL + F4	Close
ALT + F4	Exit
CTRL + SHIFT + I	Import sketch
CTRL + SHIFT + X	Export sketch
CTRL + I	Import image

Edit Functions

CTRL + Z	Undo
CTRL + Y	Redo
CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
CTRL + A	Select all
CTRL + SHIFT + T	Select all text
CTRL + SHIFT + B	Select all symbols
CTRL + SHIFT + D	Select all dimension labels
DELETE	Delete
CTRL + SHIFT + C	Copy sketch to clipboard

Area Management Functions

F4	Set up area types
F6	File info

View Functions

C	Fit sketch to screen
CTRL + (+)	Zoom in
CTRL + (-)	Zoom out
F12	Toggle Properties Panel on/off
F8	Toggle Actions Panel on/off
F9	Toggle Sketch Panel on/off

Tool Functions

J	Jump to corner
D	Draw
A	Auto-close area
B	Complete bay window
CTRL + ►	Draw to nearest point
CTRL + SHIFT + ►	Draw to nearest wall
X	Draw exterior walls <i>(while in Draw Mode)</i>
I	Draw interior walls <i>(while in Draw Mode)</i>
E	Draw rectangle <i>(while in Draw Mode)</i>
V	Draw circle <i>(while in Draw Mode)</i>
P	Draw pentagon <i>(while in Draw Mode)</i>
O	Draw octagon <i>(while in Draw Mode)</i>
@	Draw polygon <i>(i.e. type 12@5 while in Draw Mode to create a 12-sided polygon with 5' walls)</i>
L	Draw angle to left <i>(while drawing angled lines)</i>
R	Draw angle to right <i>(while drawing angled lines)</i>
ALT + ►	Draw arc <i>(with arc segment selected in Modify Mode)</i>
ALT + P	Swap beginning point
M	Modify
Space bar	Pan Mode <i>(pan while pressing key)</i>
S	Insert symbol

T	Insert text
SHIFT + S	Repeat last inserted symbol
SHIFT + T	Repeat last inserted label
TAB OR ' 	Switch from feet to inches <i>(while typing line length)</i>
R	Rotate 45° clockwise <i>(while object is selected)</i>
CTRL + ENTER	Word wrap label <i>(while in a label)</i>
ALT + R	Toggle line dimension labels inside, outside, or off
CTRL + F10 or ALT + F10	Toggle area dimensions labels
H	Orient dimension labels horizontally <i>(with dimension label(s) selected)</i>
V	Orient dimension labels vertically <i>(with dimension label(s) selected)</i>
CTRL + PAGE #	Go to page
F7 or F11	Curve properties
F5	Preferences
F1	User manual
CTRL + L	Line formatting
CTRL + T	Toggle Trace Mode
CTRL + ▲	Trace to next corner <i>(while in Trace Mode)</i>
CTRL + ▼	Trace back to previous corner <i>(while in Trace Mode)</i>
ALT + CORNER #	Draw to corner <i>(while in Trace Mode)</i>
CTRL + ALT + CORNER #	Auto-trace to corner <i>(while in Trace Mode)</i>
CTRL + B	Apply bold formatting