






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

 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)	Ctrl	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)	Ctrl	scale a copy
	Shift	hold down to scale uniformly
	Alt	toggle scale about center
Rotate (Q)	Ctrl	rotate a copy
	Shift or Arrows	constrain axis for second point
Circle (C)	Double-Click	create circle identical to previous one drawn
Linear Dimension (D)	Alt	hold down to unconstrain dimension orientation
	Ctrl	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
Ellipse	Ctrl	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
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	Ctrl	hold down to flip text to other side
	Alt	hold down to unconstrain second segment
	Click > Click > Click	create two-segment leader line
	Click-Drag	create curved leader line
	Edit Label Text	double-click label text to edit
Offset	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
	Alt	offset both sides of an open path
Polygon	Up/Down	tap up or down arrow to change number of segments for curved lines
	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
Rectangle (R)	Lados	specify number of sides by typing a number, the S key, and Enter
	Ctrl	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
Rectangle, Rounded	Dimensions	specify dimensions by typing width, height and Enter ie. 20,40
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change corner radius
Select (Spacebar)	Up/Down	tap up or down arrow while drawing to change bulge amount
	Click-Drag	move selected entities
	Click-Drag+Alt	hold down to select entities without moving
	Ctrl	hold down with 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
	Ctrl (selecting)	hold down while clicking to add to selection
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Ctrl+Shift (selecting)	hold down while clicking to subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Alt	hold down to scale about center
Style	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)
Split	Click Again	apply sampled style properties
	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+Ctrl	hold down to create a center-aligned, center-anchored, bounded text box
Other Tips	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
Mouse Wheel	Scroll	Zoom
	Click-Drag	Pan