
ArchiCAD Keyboard Shortcuts Cheat Sheet

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Opening & saving files

| Shortcut / Command (macOS) | Shortcut / Command (Windows) | Description |
|----------------------------|------------------------------|--|
| Command+N | Ctrl + N | Opens up a new, blank project file for you to work on |
| Command+Option+N | Ctrl + Alt + N | Opens up a new, blank project file for you to work on while |
| Command+O | Ctrl + O | Opens up a previously saved project file |
| Command+W | Ctrl + W | Closes the presently open project file |
| Command+S | Ctrl + S | Saves the progress of the open project file |
| Command+Shift+S | Ctrl + Shift + S | Save as; Saves the progress of the open project file with the option of saving it as a new file with a new file name |
| Command+P | Ctrl + P | Plots or Prints the open project file |
| Command+Shift+P | Ctrl + Shift + P | Opens up the settings for Plotting or Printing your project file |
| Command+Q | Ctrl + Q | Quits the software |

Drawing & editing

| Shortcut / Command (macOS) | Shortcut / Command (Windows) | Description |
|----------------------------|------------------------------|--|
| Command+' | Ctrl + ` | Places a file module |
| Command+Shift+' | Ctrl + Shift + ` | Opens up the Hotlink Manager |
| Command+Z | Ctrl + Z | Undo previous action |
| Command+Shift+Z | Ctrl + Shift + Z | Redo a previously undone action |
| Command+A | Ctrl + A | Selects all objects on open project file |
| Command+B | Ctrl + B | Repeats the last command executed |
| Command+Shift+A | Ctrl + Shift + A | Find and select an object in the open project file |
| Command+C | Ctrl + C | Copies a selected object or set of objects |
| Command+D | Ctrl + D | Drags a selected object or set of objects |
| Command+E | Ctrl + E | Rotate a selected object or set of objects |
| Command+F | Ctrl + F | Split a selected object or set of objects |
| Command+H | Ctrl + H | Stretch a selected object or set of objects |
| Command+M | Ctrl + M | Mirror a selected object or set of objects |
| Command+K | Ctrl + K | Resize a selected object or set of objects |
| Command+- | Ctrl + - | Adjust a selected object or set of objects |
| Command+0 | Ctrl + 0 | Trims an object to the level of the roof |
| Command+T | Ctrl + T | Opens up Tool Settings |
| Command+Shift+T | Ctrl + Shift + T | Edits the current selection set |
| Command+Shift+D | Ctrl + Shift + D | Drags a copy of an object |
| Command+Shift+E | Ctrl + Shift + E | Rotate a copy of an object |
| Command+Shift+M | Ctrl + Shift + M | Mirror a copy of an object |

Managing groups

| Shortcut / Command (macOS) | Shortcut / Command (Windows) | Description |
|----------------------------|------------------------------|--|
| Command+Shift+G | Ctrl + Shift + G | Ungroups a group |
| Option+G | Alt + G | Suspends a group |
| Option+Shift+G | Alt + Shift + G | Automatically creates a group |
| Command+= | Ctrl + = | Explodes a group or set of grouped objects |

Miscellaneous editing commands

| Shortcut / Command (macOS) | Shortcut / Command (Windows) | Description |
|----------------------------|------------------------------|--|
| Command+; | Ctrl + ; | Creates a patch |
| Shift+F6 | Shift + F6 | Brings tools displayed to front |
| F6 | F6 | Brings tools displayed forward |
| F5 | F5 | Brings tools displayed backward |
| Shift+F5 | Shift + F5 | Brings tools displayed to back |
| F7 | F7 | Shows options to clean up the intersections and connections of selected beams or walls |
| F8 | F8 | Snaps an object to the grid |
| Command+L | Ctrl + L | Opens up settings for Layers |
| Command+R | Ctrl + R | Redraws an object |
| Command+Shift+R | Ctrl + Shift + R | Rebuilds an object |

View options

| Shortcut / Command (macOS) | Shortcut / Command (Windows) | Description |
|----------------------------|------------------------------|--------------------------------------|
| Command+/ | Ctrl + / | Zooms the display in |
| Command+Shift+/ | Ctrl + Shift + / | Zooms the display out |
| Command+, | Ctrl + , | Pans the display |
| Command+Shift+' | Ctrl + Shift + ' | Zooms display to selection |
| Command+' | Ctrl + ' | Fit display to window |
| Command+\ | Ctrl + \ | Set display to full screen |
| Command+Shift+\ | Ctrl + Shift + \ | Zoom display to home |
| Command+[| Ctrl + [| Zoom to previously displayed extents |
| Command+] | Ctrl +] | Zoom to next display extents |
| Command+2 | Ctrl + 2 | Opens up the floor plan |
| Command+3 | Ctrl + 3 | Opens up a 3D view |
| Shift+F8 | Shift + F8 | Options for grid and background |