
ArchiCAD Keyboard Shortcuts Cheat Sheet

Contents

ArchiCAD Keyboard Shortcuts	Page
Opening & saving files	1
Drawing & editing	2
Managing groups	3
Miscellaneous editing commands	4
View options	5

Opening & saving files

Shortcut / Command	Description
Ctrl + N	Opens up a new, blank project file for you to work on
Ctrl + Alt + N	Opens up a new, blank project file for you to work on while
Ctrl + O	Opens up a previously saved project file
Ctrl + W	Closes the presently open project file
Ctrl + S	Saves the progress of the open project file
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
Ctrl + P	Plots or Prints the open project file
Ctrl + Shift + P	Opens up the settings for Plotting or Printing your project file
Ctrl + Q	Quits the software
Ctrl + N	Opens up a new, blank project file for you to work on
Ctrl + Alt + N	Opens up a new, blank project file for you to work on while
Ctrl + O	Opens up a previously saved project file
Ctrl + W	Closes the presently open project file
Ctrl + S	Saves the progress of the open project file
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
Ctrl + P	Plots or Prints the open project file
Ctrl + Shift + P	Opens up the settings for Plotting or Printing your project file
Ctrl + Q	Quits the software

Drawing & editing

Shortcut / Command	Description
Ctrl + ‘	Places a file module
Ctrl + Shift + ‘	Opens up the Hotlink Manager
Ctrl + Z	Undo previous action
Ctrl + Shift + Z	Redo a previously undone action
Ctrl + A	Selects all objects on open project file
Ctrl + B	Repeats the last command executed
Ctrl + Shift + A	Find and select an object in the open project file
Ctrl + C	Copies a selected object or set of objects
Ctrl + D	Drags a selected object or set of objects
Ctrl + E	Rotate a selected object or set of objects
Ctrl + F	Split a selected object or set of objects
Ctrl + H	Stretch a selected object or set of objects
Ctrl + M	Mirror a selected object or set of objects
Ctrl + K	Resize a selected object or set of objects
Ctrl + –	Adjust a selected object or set of objects
Ctrl + O	Trims an object to the level of the roof
Ctrl + T	Opens up Tool Settings
Ctrl + Shift + T	Edits the current selection set
Ctrl + Shift + D	Drags a copy of an object
Ctrl + Shift + E	Rotate a copy of an object
Ctrl + Shift + M	Mirror a copy of an object

Managing groups

Shortcut / Command	Description
Ctrl + Shift + G	Ungroups a group
Alt + G	Suspends a group
Alt + Shift + G	Automatically creates a group
Ctrl + =	Explodes a group or set of grouped objects

Miscellaneous editing commands

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

View options

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