

Tools	Page	Arrange
Select (Space)	Add Page	Bring to Front
Line (L)	Duplicate Page	Bring Forward (Shift =)
Freehand	Delete Page	Send Backward (Shift -)
Arc	Previous Page	Send to Back
2 Point Arc (A)	Next Page	Align Left
3 Point Arc		Align Right
Pie	<b>Edit</b>	Align Top
Rectangle (R)	Undo	Align Bottom
Rounded Rectangle	Redo	Align Vertical Centers
Bulged Rectangle	Group	Align Horizontal Centers
Lozenge	Ungroup	Space Horizontally
Circle (C)	<b>View</b>	Space Vertically
Ellipse	Show Grid	Center Vertically
Polygon	Hide Grid	Center Horizontally
Offset	Pan	Flip Left to Right
Text (T)	Zoom	Flip Top to Bottom
Label	Zoom In	Object Snap On
Linear Dimension (D)	Zoom Out	Object Snap Off
Angular Dimension	Actual Size	Grid Snap On
Table	Zoom to Page	Grid Snap Off
Erase	Zoom Extents	
Style (B)	Start Presentation	
Split		
Join		

To add other tools, right-click the top of your document window and choose "Customize Toobar..."

Tool	Operation	Instructions
<b>Circle (C)</b>	Double-Click	create circle identical to previous one drawn
<b>Linear Dimension (D)</b>	Option	hold down to unconstrain dimension orientation
	Command	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
<b>Ellipse</b>	Option	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
<b>Join</b>	Click	join line segments by clicking on each in turn
<b>Line (L)</b>	Shift	lock in horizontal or vertical direction
	Length	specify length by typing a number and Enter
<b>Label</b>	Command	hold down to flip text to other side
	Option	hold down to unconstrain second segment
	Click > Double-Click	create one-segment leader line
	Click > Click > Click	create two-segment leader line
	Click-Drag	create curved leader line
	Edit Label Text	double-click label text to edit
	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
<b>Offset</b>	Command	offset both sides of an open path
	Up/Down	tap up or down arrow to change number of segments for curved lines
<b>Polygon</b>	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
	Sides	specify number of sides by typing a number, the S key, and Enter
<b>Rectangle (R)</b>	Option	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing width, height and Enter ie. 20,40
<b>Rectangle, Rounded</b>	Up/Down	tap up or down arrow while drawing to change corner radius
<b>Rectangle, Bulged</b>	Up/Down	tap up or down arrow while drawing to change bulge amount
<b>Select (Spacebar)</b>	Click-Drag	move selected entities
	Click-Drag+Command	hold down to select entities without moving
	Option	hold down while moving to create a copy
	Distance	specify move distance by typing a number and Enter
	External Copy Array	n copies in a row: move first copy, type a number, the X key, and Enter
	Internal Copy Array	n copies in between: move first copy, type a number, the / key, and Enter
	Option (selecting)	hold down while clicking to add to selection
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Option+Shift (selecting)	hold down while clicking to subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
Command	hold down to scale about center	
<b>Style</b>	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
	Click Again	apply sampled style properties
<b>Split</b>	Click	split line(s) at click point
<b>Table</b>	Double-Click	create table identical to previous one drawn
	Cells	specify cell number by typing column number, row number and Enter
<b>Text</b>	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+Option	hold down to create a center-aligned, center-anchored, bounded text box
<b>Other Tips</b>	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
<b>Mouse Wheel</b>	Scroll	Zoom
	Click-Drag	Pan