

Large Tool Set

Select (Spacebar)

Paint Bucket (B)

Make Component

Line (L)

Rectangle (R)

Circle (C)

Arc

3 Point Arc

Move (M)

Rotate (Q)

Scale (S)

Tape Measure (T)

Protractor

Axes

Lasso

Eraser (E)

Tag

Freehand

Rotated Rectangle

Polygon

2 Point Arc (A)

Pie

Push/Pull (P)

Follow Me

Offset (F)

Dimensions

Text

3D Text

Flip

Orbit (O)

Zoom (Z)

Zoom Extents

Position Camera

Look Around

Field of View

Pan (H)

Zoom Window

Previous

Walk

Section Plane

Solid Tools

Outer Shell

Union (Pro)

Trim (Pro)

Intersect (Pro)

Subtract (Pro)

Split (Pro)

Sandbox (Terrain)

From Contours

Smoove

Drape

Flip Edge

From Scratch

Stamp

Add Detail

Standard Views

Iso

Front

Back

Top

Right

Left

X-Ray

Wireframe

Shaded

Monochrome

Back Edges

Hidden Line

Shaded with Textures

Photoreal Materials

Dynamic Components

Interact

Configurator Tool

Component Attributes

Location

Add Location

Toggle Terrain

Warehouse

3D Warehouse

Share Component

Send to LayOut (Pro)

Extension Warehouse

Share Model

Classifier (Pro)

Middle Button (Wheel)



Scroll	Zoom
Click-Drag	Orbit
Shift+Click-Drag	Pan
Double-Click	Re-center view

Tool	Operation	Instructions
2 Point Arc (A)	Bulge	specify bulge amount by typing a number and Enter
	Radius	specify radius by typing a number, the R key, and Enter
	Segments	specify number of segments by typing a number, the S key, and Enter
3 Point Arc	Alt +	use Option '+' or Option '-' to change the number of segments.
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
Circle (C)	Shift	lock current inferences
	Radius	specify radius by typing a number and Enter
	Segments	specify number of segments by typing a number, the S key, and Enter
Eraser (E)	Ctrl	soften/smooth (use on edges to make adjacent faces appear curved)
	Shift	hide
	Alt	unsoften/unsmooth
Field of View		drag the mouse or manually enter a value using the Field of View box
Follow Me	Alt	use face perimeter as extrusion path
	<i>Expert Tip!</i>	first Select path, then choose the Follow Me tool, then click on the face to extrude

Flip		click the plane to control the direction of the flip operation
	Ctrl	toggle between flip and copy
Lasso	Shift	add/subtract from selection
	Alt	add to selection
	Shift+Alt	subtract from selection
Line (L)	Alt	lock in current inference direction
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	Length	specify length by typing a number and Enter
Look Around	Eye Height	specify eye height by typing a number and Enter
Move (M)	Ctrl	toggle copy mode, allows multiple consecutive
	Shift	hold down to lock in current inference direction
	Alt	auto-fold (allow move even if it means adding extra edges and faces)
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	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
Offset (F)	Alt	allow results to overlap
	Distance	specify an offset distance by typing a number and Enter
Orbit (O)	Alt	hold down to disable "gravity-weighted" orbiting
	Shift	hold down to activate Pan tool
Paint Bucket (B)	Ctrl	fill material – paint all matching adjacent faces
	Shift	replace material – paint all matching faces in the model
	Ctrl+Shift	replace material on object – paint all matching faces on the same object
	Alt	hold down to sample material
Protractor	Ctrl	toggle guide creation
	Arrows	toggle lock rotation plane
Push/Pull (P)	Ctrl	push/pull a copy of the face (leaving the original face in place)
	Double-Click	apply last push/pull amount to this face
	Distance	specify a push/pull amount by typing a number and Enter
Rectangle (R)	Alt	start drawing from center
	Dimensions	specify dimensions by typing length, width and Enter (<i>ie. 20,40</i>)
Rotated Rectangle	Shift	lock in current direction/plane
	Alt	lock drawing plane for first edge (after first click)
	Dimensions, Angle	click to place first two corners, then type width, angle and Enter (<i>ie. 90,20</i>)
Rotate (Q)	Ctrl	rotate a copy
	Angle	specify an angle by typing a number and Enter
	Slope	specify an angle as a slope by typing a rise, a colon (:), a run, and Enter (<i>ie. 3:12</i>)
Scale (S)	Ctrl	hold down to scale about center
	Shift	hold down to scale uniformly (don't distort)
	Amount	specify a scale factor by typing a number and Enter (<i>ie. 1.5 = 150%</i>)
	Length	specify a scale length by typing a number, a unit type, and Enter (<i>ie. 10m</i>)
Search (Shift+S)		search SketchUp command list for tools or commands
Select (Spacebar)	Ctrl	add to selection
	Shift	add/subtract from selection
	Ctrl+Shift	subtract from selection
Tape Measure (T)	Ctrl	toggle create guide or measure only
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	Resize	resize model: measure a distance, type intended size, and Enter
Zoom (Z)	Shift	hold down and click-drag mouse to change Field of View

Large Tool Set

- Select (Spacebar)
- Paint Bucket (B)
- Make Component
- Line (L)
- Rectangle (R)
- Circle (C)
- Arc
- 3 Point Arc
- Move (M)
- Rotate (Q)
- Scale (S)
- Tape Measure (T)
- Protractor
- Axes
- Lasso
- Eraser (E)
- Tag
- Freehand
- Rotated Rectangle
- Polygon
- 2 Point Arc (A)
- Pie
- Push/Pull (P)
- Follow Me
- Offset (F)
- Dimensions
- Text
- 3D Text

- Flip
- Orbit (O)
- Zoom (Z)
- Zoom Extents
- Position Camera
- Look Around
- Field of View
- Pan (H)
- Zoom Window
- Previous
- Walk
- Section Plane

Solid Tools

- Outer Shell
- Union (Pro)
- Trim (Pro)
- Intersect (Pro)
- Subtract (Pro)
- Split (Pro)

Sandbox (Terrain)

- From Contours
- Smoove
- Drape
- Flip Edge
- From Scratch
- Stamp
- Add Detail

Standard Views

- Iso
- Front
- Back
- Top
- Right
- Left

Style

- X-Ray
- Wireframe
- Shaded
- Monochrome
- Back Edges
- Hidden Line
- Shaded with Textures
- Photoreal Materials

Dynamic Components

- Interact
- Configurator Tool
- Component Attributes

Location

- Add Location
- Toggle Terrain

Warehouse

- 3D Warehouse
- Share Component
- Send to LayOut (Pro)
- Extension Warehouse
- Share Model
- Classifier (Pro)

Middle Button (Wheel)





- Scroll Zoom
- Click-Drag Orbit
- Shift+Click-Drag Pan
- Double-Click Re-center view


Tool	Operation	Instructions
2 Point Arc (A)	Bulge	specify bulge amount by typing a number and Enter
	Radius	specify radius by typing a number, the R key, and Enter
	Segments	specify number of segments by typing a number, the S key, and Enter
3 Point Arc	Option '+' or '-'	use Option '+' or Option '-' to change the number of segments.
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
Circle (C)	Shift	lock current inferences
	Radius	specify radius by typing a number and Enter
	Segments	specify number of segments by typing a number, the S key, and Enter
Eraser (E)	Option	soften/smooth (use on edges to make adjacent faces appear curved)
	Shift	hide
	Option+Shift	unsoften/unsmooth
Field of View		drag the mouse or manually enter a value using the Field of View box
Follow Me	Command	use face perimeter as extrusion path
	Expert Tip!	first Select path, then choose the Follow Me tool, then click on the face to extrude


Flip		click the plane to control the direction of the flip operation
	Option	toggle between flip and copy
Lasso	Shift	add/subtract from selection
	Option	add to selection
	Shift+Option	subtract from selection
Line (L)	Shift	lock in current inference direction
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	Length	specify length by typing a number and Enter
Look Around	Eye Height	specify eye height by typing a number and Enter
Move (M)	Option	toggle copy mode, allows multiple consecutive
	Shift	hold down to lock in current inference direction
	Command	auto-fold (allow move even if it means adding extra edges and faces)
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	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
Offset (F)	Command	allow results to overlap
	Distance	specify an offset distance by typing a number and Enter
Orbit (O)	Option	hold down to disable “gravity-weighted” orbiting
	Shift	hold down to activate Pan tool
Paint Bucket (B)	Option	fill material – paint all matching adjacent faces
	Shift	replace material – paint all matching faces in the model
	Option+Shift	replace material on object – paint all matching faces on the same object
	Command	hold down to sample material
Protractor	Option	toggle guide creation
	Arrows	toggle lock rotation plane
Push/Pull (P)	Option	push/pull a copy of the face (leaving the original face in place)
	Double-Click	apply last push/pull amount to this face
	Distance	specify a push/pull amount by typing a number and Enter
Rectangle (R)	Option	start drawing from center
	Dimensions	specify dimensions by typing length, width and Enter (<i>ie. 20,40</i>)
Rotated Rectangle	Shift	lock in current direction/plane
	Command	lock drawing plane for first edge (after first click)
	Dimensions, Angle	click to place first two corners, then type width, angle and Enter (<i>ie. 90,20</i>)
Rotate (Q)	Option	rotate a copy
	Angle	specify an angle by typing a number and Enter
	Slope	specify an angle as a slope by typing a rise, a colon (:), a run, and Enter (<i>ie. 3:12</i>)
Scale (S)	Option	hold down to scale about center
	Shift	hold down to scale uniformly (don’t distort)
	Amount	specify a scale factor by typing a number and Enter (<i>ie. 1.5 = 150%</i>)
	Length	specify a scale length by typing a number, a unit type, and Enter (<i>ie. 10m</i>)
Search (Shift+S)		search SketchUp command list for tools or commands
Select (Spacebar)	Option	add to selection
	Shift	add/subtract from selection
	Option+Shift	subtract from selection
Tape Measure (T)	Option	toggle create guide or measure only
	Arrows	lock direction; up = blue, right = red, left = green, and down = parallel/perpendicular
	Resize	resize model: measure a distance, type intended size, and Enter
Zoom (Z)	Shift	hold down and click-drag mouse to change Field of View


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

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)	Option	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)	Option	scale a copy
	Shift	hold down to scale uniformly
	Command	toggle scale about center
Rotate (Q)	Option	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)	Option	hold down to unconstrain dimension orientation
	Command	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
Ellipse	Option	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	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
Offset	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
	Command	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)	Sides	specify number of sides by typing a number, the S key, and Enter
	Option	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)
	Up/Down	tap up or down arrow while drawing to change corner radius
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change bulge amount
Select (Spacebar)	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	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
	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)
Style	Command	hold down to scale about center
	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+Option	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