



REPRESENTATION FOR PARTS

Wire frame	CTRL + 1
Shaded wire frame	CTRL + 2
Rendered (black)	CTRL + 3
Rendered	CTRL + 4
Rendered (dark colors)	CTRL + 5

REPRESENTATION FOR COMPONENT PARTS

Wire frame	SHIFT + 1
Shaded wire frame	SHIFT + 2
Rendered (black)	SHIFT + 3
Rendered	SHIFT + 4
Rendered (dark colors)	SHIFT + 5

GENERAL SHORTCUTS

Open	CTRL + O
Save	CTRL + S
Properties	ALT + ENTER
Undo	CTRL + Z
Redo	CTRL + Y
Interrupt	ESC
Repeat the last command	ENTER
Copy <i>CHANGED!</i>	CTRL + C
Move <i>CHANGED!</i>	CTRL + M
Delete	DEL
Drag and drop	D
Pan	P
Middle button pan <i>CHANGED!</i>	SHIFT + M
Move right	→
Move left	←
Move down	↓
Move up	↑
Center by cursor	INS
Zoom original	HOME
Zoom in/out	PG UP/PG DN
Zoom previous	END
Rotate using mouse	CTRL + R
Rotate using keyboard	CTRL + arrow keys, SHIFT + arrow keys
Ortho	O
Relative coordinate input	@, R
Absolute coordinate input	\$, A
Next position	TAB
Previous position	SHIFT + TAB
Xsnap	T
SmartSelect	S
Select filter	CTRL + G
Add to selection	SHIFT
Toggle selection	CTRL
Lock X, Y or Z coordinates	X, Y or Z

Select all select switch	F2
Select parts select switch	F3
Snap to reference lines/points	F4
Snap to geometry lines/points	F5
Snap to nearest points	F6
Snap to any position	F7
Advanced options	CTRL + E
Inquire object	SHIFT + I
Free measure	F

MODELING SHORTCUTS

Create new model	CTRL + N
Open the Views list	CTRL + I
Create clip plane	SHIFT + X
Rollover highlight	H
Set view rotation point	V
Autorotate <i>CHANGED!</i>	SHIFT + R, SHIFT + T
Disable view rotation	F8
3D / Plane	CTRL + P
Fly (in perspective views)	SHIFT + F
Select all	CTRL + A
Select assembly	ALT + object
Hide object	SHIFT + H
Snapshot	F9, F10, F11, F12
Undo last polygon pick	Backspace
Finish polygon input	Space bar
Open component catalog	CTRL + F
Create AutoConnection	CTRL + J
Phase manager	CTRL + H
Clash check	SHIFT + C
Drawing Wizard	CTRL + W
Drawing list	CTRL + L
Clone drawing	CTRL + D
Print drawings	SHIFT + P
Create report	CTRL + B

DRAWING SHORTCUTS

Associative symbol	SHIFT + A
Black and white drawing	B
Ghost outline	SHIFT + G
Open next drawing	CTRL + PG DN
Open previous drawing	CTRL + PG UP
Create an orthogonal dimension G	

USER COORDINATE SYSTEM (UCS) SHORTCUTS

Set coordinate system origin	U
Set coordinate system by two points	SHIFT + U
Toggle orientation	CTRL + T
Reset current	CTRL + 1
Reset all	CTRL + 0





DEFINING SHORTCUTS

If you frequently use certain commands, assign keyboard shortcuts to them. You will find it faster than using the icons and menus.

To assign a shortcut to a command:

- > Click **Tools > Customize...** to open the **Customize** dialog box.
- > Click on the command on the list on the left.
- > Use the **Filter** list box to find commands easily. Click the down arrow to select subgroups of commands. **ALL** displays all the commands available in Tekla Structures. You can also type in the command name to search for commands.
- > Use the **Shortcut** fields to assign a shortcut to the command. You can use a single letter, or combine a letter with the **Shift, Alt or Ctrl** key.
- > Move the command to the **Menu** list by clicking the right arrow. This will activate the shortcut and also add the command in the **User** menu.
- > Click **Close** to exit the **Customize** dialog box.

For more information, see [Online help, Appendix E > Reserved shortcuts](#).

