

















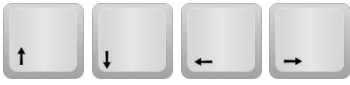























# BuildingWorks Drawing Shortcut Key Guide



## Advanced

Key	What does it do?	How do I use it?
	Switch on Snap mode	Press F7 to switch to Snap mode in order to snap to End, Intersection and Perpendicular points etc.
	Switch on Dimension mode	Press F8 to switch on Dimension mode in order to place items by measuring or using X and Y coordinates.
	Switch on Distance/Angle input	Press F9 to switch on Distance/Angle input mode.
	Enter Relative input	First indicate the point you want to be relative to. Hover the cursor over an existing snap point (End, Nearest etc.) and press the R key to select the point you want to be relative to. Then press an arrow key to enter the distance to the point you are placing. Snap mode must be enabled.
   	Force snap	When in Snap mode, press either the E, M, P or T key to automatically snap to an End, Middle, Perpendicular or Tangent point respectively.
	Close an item by snapping to the first point	Press the C key after you've placed the second to last point of the item you're drawing. BuildingWorks automatically links this point with the first point, to close the shape via the shortest route.
	Close an item using Square function	Press the S key to finish drawing an item using the shortest perpendicular route. For example, if you draw two sides of a rectangle and then press the S key, BuildingWorks will automatically complete the rectangle.
	Change the Justification of a wall, door or window	When drawing walls, press the J key to specify which side of the wall to place with your mouse clicks. When placing windows and doors, press the J key to specify whether to measure to the left, right or centre of the window or door.
	Flip the walls	Press the F key to Flip a multi-leaf wall, or in other words change the external side of the wall, whilst drawing it.
	Fill an enclosed space	Press the F key to fill an enclosed space, for example when placing an area of slab or ceiling within a room. Hover your cursor over the area you want to fill and press the F key.
	Place joists horizontally	Hover your cursor over a room and press the H key to draw an area of floor with horizontal joists. You must have selected 'Any shape' configuration in the floor component builder.
	Place joists vertically	Hover your cursor over a room and press the V key to draw an area of floor with vertical joists. You must have selected 'Any shape' configuration in the floor component builder.

Key	What does it do?	How do I use it?
	Tee into an existing roof or wall, when drawing roofs	When prompted by the onscreen instructions, press the T key, then click on the wall or roof you want to tee into.
	Enter direction and distance	Press one of the arrow keys to specify the direction of the next point, and to enter the distance into the dialog box.
	Draw straight line	Hold down the Shift key to draw a straight or diagonal line, including walls. As you move your cursor, it will be restricted to drawing lines at 0°, 45°, 90°, 135°, 180° etc.
	Select multiple items	Hold down the Ctrl key while left clicking on items in the drawing area, to select multiple items.
	Repeat the last action	Press the Enter key to repeat the last action.
	Delete one or multiple items	Press the Delete key to delete items you have selected.
	Cancel the current action	Press the Escape key to cancel the current action.
	Move to next input box in Component Builders	Press the Tab key to move to the next input box in Component Builder dialog boxes, in order to enter dimensions.
 + 	Move to previous input box in Component Builders	Press the Shift and Tab keys to move to the previous input box in Component Builder dialog boxes, in order to revise dimensions.
	Change active dimension when placing windows and doors	When placing windows or doors, press the Tab key to change the end of the wall BuildingWorks is measuring from.
 + 	Copy items	Hold down the Ctrl and C keys to copy the selected item(s).
 + 	Cut items	Hold down the Ctrl and X keys to copy the selected item(s).
 + 	Paste items	Hold down the Ctrl and V keys to copy previously copied or cut item(s) (see above).
 + 	Undo last action	Hold down the Ctrl and Z keys to undo the last action.
 + 	Redo last action	Hold down the Ctrl and Y keys to redo the last action.
 + 	Measure the distance between two points	Hold down the Ctrl and M keys, then left click on the two points you want to measure between. A dialog box displays the measurement information.