# Keyboard Shortcuts and Mouse Controls

Default keyboard shortcuts and mouse controls.

Configure the default behavior for keyboard shortcuts and mouse controls in the **Preferences** dialog, which can be accessed by clicking **File** > **Preferences** from the menu bar.

## File Management

| To do this | Press |
|---|---|
| Create new model | Ctrl + N |
| Open saved model | Ctrl + O |
| Save file | Ctrl + S |
| Save file as | Ctrl + Shift + S |

## Workspace

| To do this | Press |
|---|---|
| Open context sensitive help | F1 |
| Search tool | Ctrl + F |
| Open command window | Ctrl + F4 |
| Show full screen | F11 |

## View

| To do this | Press |
|---|---|
| Rotate | Middle Mouse Drag<br>Shift + Right Mouse Drag |
| Set rotation center | Ctrl + Middle Mouse Click on model |
| Reset rotation center | Ctrl + Middle Mouse Click in space |

| To do this | Press |
| --- | --- |
| | F |
| Pan | Right Mouse Drag<br><br>Left + Right Mouse Drag |
| Zoom | Middle Mouse Scroll<br><br>Alt + Right Mouse Drag |
| Circle zoom | Alt + Middle Mouse Draw<br><br>Z, then Left Mouse Draw |
| Incrementally rotate | Arrow keys |
| Incrementally rotate clockwise, counter clockwise | Ctrl + Right Arrow, Ctrl + Left Arrow |
| Fit (and fit selected) | F |
| Go back to previous view | B |
| Save a view | Ctrl + Numeric Key (0-9) |
| Recall a view | Numeric Key (0-9) |

## Display

There are slight differences in the keyboard shortcuts when you are in idle mode versus when the Show/Hide tool is activated.

*Table 1: Idle*

| To do this | Press |
| --- | --- |
| Show/hide all of the current entity type | A |
| Enter and exit the Show/Hide tool | D |
| Hide selection | H (press again to bring back last hidden) |
| Hide and keep selection | Ctrl + H |
| Isolate selection | I (with a selection) |
| Isolate current entity type | I (without a selection) |

| To do this | Press |
| --- | --- |
| Show adjacent entities to selection | J (with a selection) |
| Show adjacent entities | J (without a selection) |
| Reverse display of selection | R (with a selection) |
| Reverse display of current entity type | R (without a selection) |
| Unhide (does not change the display state of collectors) | U |
| Switch the display from mesh only, geometry only, or both. | G |
| Toggle on/off IDs of a selection | Q |

> **Tip:** To show elements only, press E to switch the entity filter to elements, then I to isolate all displayed elements. To add loads to the display, press L to switch to loads, then A to show.

*Table 2: Show/Hide Tool*

| To do this | Press |
| --- | --- |
| Show all of the current entity type | A |
| Show entire model | Shift + A |
| Show none of the current entity type | N |
| Hide entire model | Shift + N |
| Isolate selection | I<br><br>Middle Mouse Click |
| Isolate only selection or all of the current entity type | Shift + I |
| Reverse the display of the current entity type | R |
| Hide selection | H |

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> **Tip:** Isolate works on a selection. If there is no selection made, isolate will default to what the entity filter is set to.

**Editing**

| To do this | Press |
|---|---|
| Delete | Delete |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Perform an action | Middle Mouse Click |
| Duplicate from browser | Ctrl + D |
| Organize | O |
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste (into new component) | Ctrl + V |
| Paste (into current component) | Ctrl + Shift + V |
| Exit active tool | Esc or Right Mouse Click |

**Selection**

| To do this | Press |
|---|---|
| Window select | Left Mouse Drag |
| Append selection | Ctrl + Left Mouse Click |
| Deselect | Shift + Left Mouse Click |
| Select displayed | Ctrl + A |
| Select all | Ctrl + Shift + A |
| Select adjacent | Ctrl + J |
| Select similar (based on type and config if applicable) | Ctrl + M |

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| To do this | Press |
| --- | --- |
| Reverse selection | Ctrl + R |
| Edit | Double Mouse Click |
| Clear selection | Esc |
| Open and close advanced selection | Spacebar |

**Entity Filter**

| To do this | Press |
| --- | --- |
| Set to components/connectors | C |
| Set to elements | E |
| Set to laminates/lines/loads | L |
| Set to materials | M |
| Set to nodes | N |
| Set to plies/points/properties/parts | P |
| Set to solids/surfaces/systems | S |
| Set to all | Esc + Esc |

**Tip:** For entity types that have the same first letter (laminates, lines, loads), continually press the keyboard shortcut to alternate between entity types.

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