






















Command	Keystroke	Icon	Menu	Result
Line	Line / L		Draw > Line	Draw a straight line segment from one point
Circle	Circle / C		Draw > Circle > Center, Radius	Draws a circle based on a center point and radius.
Erase	Erase / E		Modify > Erase	Erases an object.
Print	Print / Plot Ctrl+P		File > Print	Enables the Print/Plot Configuration Dialog Box
Undo				Undoes the last command.
	U			
			Edit > Undo	
Rectangle	RECTANGLE /			Draws a rectangle after you enter one corner and then the second.
	REC		Draw > Rectangle	
Multi Lines		No Icon		Draw parallel lines based on the parameters you define.
	MLINE / ML		Draw > Multiline	
Trim	TRIM / TR		Modify > Trim	Trims objects to a selected cutting edge.
Extend	EXTEND / EX		Modify > Extend	Extends objects to a selected boundary edge.
Offset	OFFSET / O		Modify > Offset	Offsets an object (parallel) by a set
<u>Object Snaps</u>	OSNAP / OS / F3		Tools > Object Snap Settings	Brings up the OSNAP dialog box.
<p>Endpoint - snaps to either the beginning or the end of an object such as a line - END</p> <p>Midpoint - snaps to the exact middle of a line or an arc - MID</p> <p>Center - snaps to the center-point of a circle or arc - CEN</p> <p>Node - snaps to 'nodes' (not covered in this course) - NOD</p> <p>Quadrant - snaps to any of the four quadrants of a circle - QUA</p> <p>Intersection - snaps to the point where two object cross - INT</p> <p>Extension - Snaps to the phantom extension of an arc or line - EXT</p> <p>Insertion - snaps to the insertion point of an object (such as a block or text) - INS</p> <p>Perpendicular - will snap so that the result is perpendicular to line selected - PER</p> <p>Tangent - snaps to create a line tangent to a circle or arc - TAN</p> <p>Nearest - will find the closest point an object and snap to that point - NEA</p> <p>Parallel -Snaps parallel to a specified line - PAR</p> <p>None - temporarily turns off all Osnaps. (Pressing your F3 Key is quicker) - NON</p> <p>Osnap settings - opens the Osnap dialog box.</p>				
Move	Move / M		Modify > Move	Moves an object or objects
Copy	Copy / CP		Modify > Copy	Copies object(s) once or multiple times
Stretch	Stretch / S		Modify > Stretch	Stretches an object after you have selected a portion of it
Mirror	Mirror / MI		Modify > Mirror	Creates a mirror image of an object or selection set
Rotate	Rotate / RO		Modify > Rotate	Rotates objects to a certain angle
Fillet	Fillet / F		Modify > Fillet	Creates a round corner between two lines
Chamfer	Chamfer / CHA		Modify > Chamfer	Creates an angled corner between two lines
Array	Array / AR		Modify > Array	Creates a repeating pattern of the selected objects
Layer	Layer / LA		Format > Layer	Starts the Layer and Linetype property dialog box
Text	Text	No Icon	Draw > Single Line Text	Creates a single line of text
Dimension	Dim	Many	Dimension > (pick one)	Dimensions previously drawn objects
Scale	Scale / SC		Modify > Scale	Proportionately resizes (or scales) objects
Properties	PROPERTIES		Modify > Properties	Displays the properties of the object in the Properties Palette
Match Properties				Copies the properties from one object to another
	MATCHPROP		Modify > Match Properties	