

# Keyboard Shortcuts and Mouse Controls

---

## File Management

To do this	Press
New model	Ctrl + N
Open	Ctrl + O
Import	Ctrl + I
Export	Ctrl + E
Save	Ctrl + S
Save as	Ctrl + Shift + S

## Workspace

To do this	Press
Open context sensitive help	F1
Search tool	Ctrl + F


## View


To do this	Press
Rotate	Middle Mouse Drag Arrow Keys
Incrementally rotate clockwise, counter clockwise	Ctrl + Right Arrow Ctrl + Left Arrow
Flip the model	Ctrl + Up Arrow

To do this	Press
	Ctrl + Down Arrow
Set rotation center	Ctrl + Middle Mouse Click on model
Reset rotation center	Ctrl + Middle Mouse Click in space
Pan	Right Mouse Drag Left + Right Mouse Drag
Zoom	Middle Mouse Scroll
Circle zoom	Alt + Middle Mouse Draw Z, then Left Mouse Draw
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


To do this	Press
Enter and exit the Show/Hide tool	D
Show selection If there is no selection, show all of the current entity type	A
Show entire model	Shift + A
Hide selection If there is no selection, hide all of the current entity type	H
Hide and clear selection (Idle mode only)	Ctrl + H
Isolate selection and turn off all other entity types	I

To do this	Press
If there is no selection, isolate the current entity type	Middle Mouse Click with entities selected (Show/Hide tool only)
	 <b>Tip:</b> Middle mouse click again to reverse the isolated display. This is useful if you want to append to your selection and isolate more entities.
Isolate selection and retain all other entity types (Show/Hide tool only)	Shift + I
Show entities adjacent to selection If there is no selection, show adjacent entities that are the same type as the entity selector (Idle mode only)	J
Reverse display of selection If there is no selection, reverse the display of the current entity type	R
Switch the display from mesh only, geometry only, or both (Idle mode only)	G
Toggle on/off IDs of a selection (Idle mode only)	Q

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

## Editing

To do this	Press
Delete	Delete
Undo	Ctrl + Z

To do this	Press
Redo	Ctrl + Y
Perform an action This is akin to clicking <b>Apply</b> on a guide bar.	Middle Mouse Click
	
Organize	O
Cut	Ctrl + X
Copy	Ctrl + C
Paste (into new component)	Ctrl + V
Paste (into current component)	Ctrl + Shift + V


## 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 attached	Ctrl + T
Select similar (based on type and config if applicable)	Ctrl + M
Reverse selection	Ctrl + R
Open advanced selection	Spacebar
Quick advanced selection Configurable via Mouse Control Preferences	Alt + Left Mouse Click

To do this	Press
Adjust feature angle when selecting elements By Face or By Edge	Alt + Scroll
Edit	Double Mouse Click
Suspend snaps	Alt
Clear active selector	Backspace
Clear all guide bar selectors	Esc

## Entity Selector

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	P
Set to solids/surfaces/systems	S
Set to all	Esc + Esc

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

## Browser

To do this	Press
Show selection	A
Hide selection	H
Isolate selection	I

To do this	Press
Delete	Delete
Duplicate	Ctrl + D
Rename	F2
Review	Q

### Common Across Tools

To do this	Press
Cycle through secondary ribbon tools	Ctrl + Tab
Cycle through guide bar selectors	Tab
Exit a tool	Esc Right-click and mouse through the exit control Double right-click