

INTERFACE WINDOW/SCENE VIEW SWITCHER

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|---|--------------------------------|
| Open the Switcher | CTRL+TAB |
| <i>The Switcher is only visible while CTRL is held down</i> | |
| With CTRL held down, select the required item using the arrow keys and then release the CTRL key to switch to the chosen item | UP/DOWN/ LEFT/RIGHT/ TAB |

GENERAL

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|--|--------|
| Display Help in your default browser | F1 |
| Holding down CTRL while selecting entities adds the new entities to the current selection | CTRL |
| Cancel the current command | ESC |
| Run the model validation process. Upon completion, the Project Workspace switches to the Status page if it is not already active | CTRL+D |
| Open the Find dialog | CTRL+F |
| Open a file | CTRL+O |
| Open/close the Process Window | CTRL+P |
| Start a new file | CTRL+N |

PROJECT WORKSPACE WINDOW

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|--|-------------|
| Move between different items | UP/DOWN |
| Expand a ▸ heading to reveal sub-items | RIGHT ARROW |
| Return to a heading, or collapse a ▸ heading | LEFT ARROW |

PROPERTIES WINDOW

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|---|---------|
| Move between different properties and navigate within lists | UP/DOWN |
| Enter/Leave (and save) property editing mode | TAB |
| Toggle check boxes and expand lists | SPACE |
| Select and save property editing | ENTER |
| While a Show/Alter state view is active: | |
| Cycle through the [A]ttribute drop list options | A |
| Cycle through the [M]ode drop list options | M |

SCENE CONTENT WINDOW

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|--|----------------------|
| Move up and down the list | UP/DOWN |
| Expand a ▸ heading to reveal sub-items | CTRL+ ARROW RIGHT |
| Collapse a ▸ heading | CTRL+ ARROW LEFT |
| Toggle the item on or off | SPACE |

QUICK ACCESS WINDOW

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|--|---------|
| Open the Quick access window | CTRL+Q |
| <i>Type your keyword</i> | |
| Switch between "Most relevant matching actions" and "All matching actions" | CTRL+M |
| Highlight the required command | UP/DOWN |
| Select the highlighted command | ENTER |

Useful keywords

| | |
|---------------------------------|----------|
| Open new views | Open |
| Switch from one view to another | Activate |
| Rotate the ViewCube actions | Set |
| Change the current view regime | Switch |

2D AND 3D VIEWS

| | |
|--|-------------------------|
| Zoom to the extents of the model | ZA |
| Zoom to the selected entities | ZS |
| Zoom to 1m (3ft) around the cursor location | Z1 |
| Zoom to 2m (6ft) around the cursor location | Z2 |
| Zoom to 3m (9ft) around the cursor location | Z3 |
| Move between entities in the Select Entity tooltip when multiple entities are detected | UP/DOWN |
| Hold down CTRL while selecting entities adds the new entities to the current selection | CTRL |
| Select entities and then use shortcut to start the copy operation | CTRL+C |
| Switch to a different View Regime. 1 - Structural 2 - Solver 3 - Results 4 - Wind 5 - Review 6 - Slab deflection | CTRL+R, CTRL+1.....6 |
| Toggle a 2D view to 3D | CTRL+T |
| Edit the values in the Pick Point tooltip | F2 |
| Toggle the co-ordinate system between Absolute, Polar, and Relative | F3 |
| Show/Hide the ViewCube in 3D views | F8 |

RIBBON COMMANDS

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|---|-----|
| Reveal letters over the ribbon tabs | ALT |
| <i>Press the letter to switch to the chosen tab</i> | |
| <i>Continue to type the letters overlaid on the command you wish to run</i> | |
| Example | |
| ALT H L | |

Switch to the Home ribbon tab and open the License Manager